i-Series Separate Scan
Can be used in multiple ways.

» Scan a file using the document feeder, the glass and toggling between single and double and different sizes and keeps it as one file

» Scan batches from the glass, for example: you can cover your glass with a batch of checks or receipts (anything that you can't put thru feeder) press start, then remove that batch a replace with another batch until you are done.

» Scan more pages to scan than your document feeder will hold (older machine hold 100 some of the newer ones hold 300). Just keep in mind if you are scanning to email sometimes your incoming mailbox will not allow you to scan larger files.

To use:

Note: Will not work using colored paper

❏ Select your **Destination**, at bottom of scan screen

❏ Select **Separate Scan**, turn **On** and screen will prompt you

❏ When finished touch **Finish,** touch **Start**

To scan single sided and double sided as one file:

❏ Select your **destination**, from tabs at bottom of scan screen

❏ Select **2 sided** (from simplex duplex tab)

❏ Select **Blank Page Removal** (from no of original settings)

❏ Put your docs in feeder and touch **Start**.

To scan, fax and copy same document at same time or any combination:

❏ Highlight your scan destination, **highlight or input your fax number(s)** and choose the **SAVE AND PRINT** function at the bottom of the screen.

» When you select save and print you can output your copy 2 sided, do multiple sets and staple if you have a stapling finisher.

» i-Series model note: the SAVE AND PRINT function is now under applications in the right hand corner of screen)