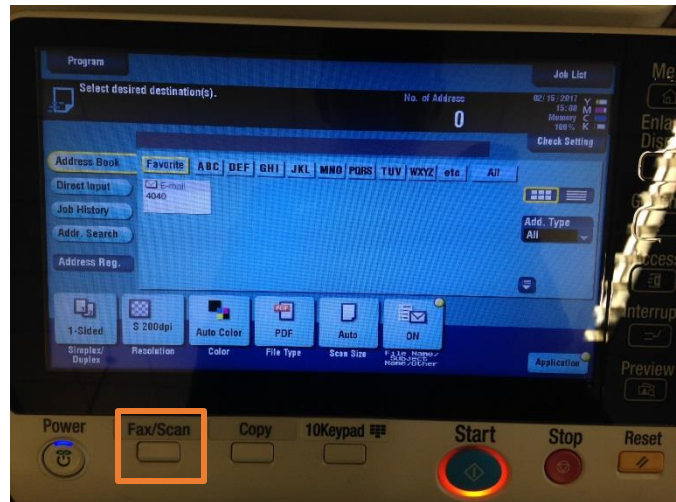


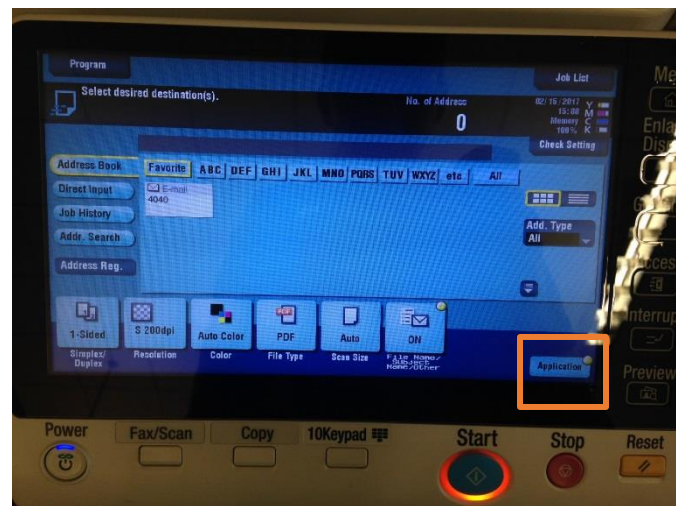
## Tech Training: Scanning Multiple Pages to One PDF File

When trying to manually scan multiple pages that cannot be put through the automatic feed, there is a system to scan to one PDF.

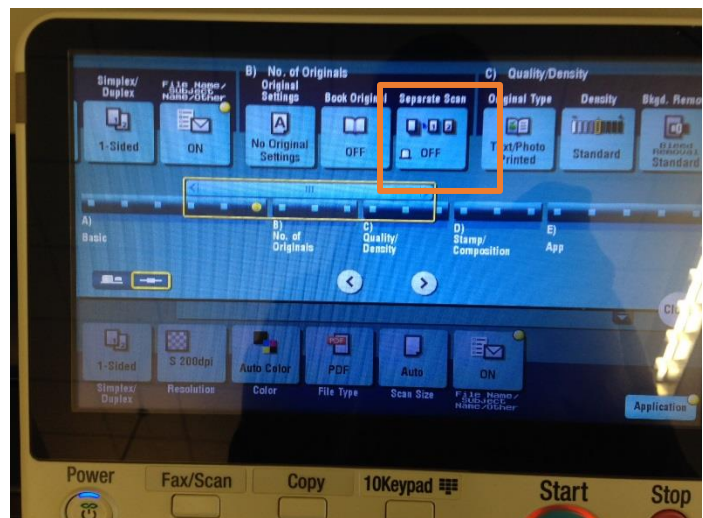
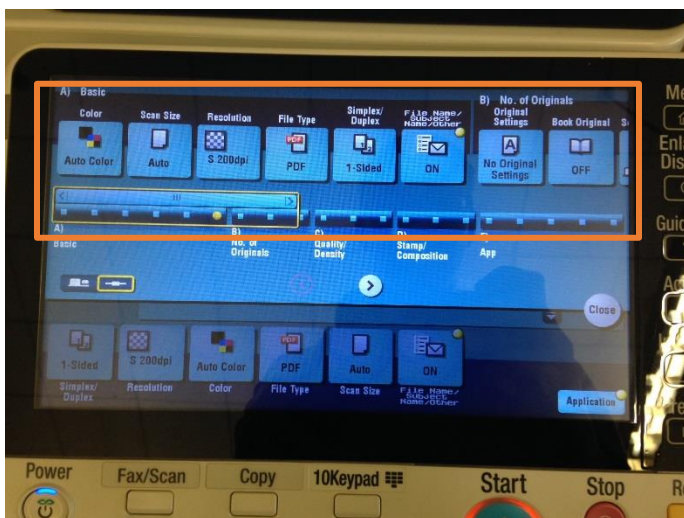
Press Fax/Scan on the bottom of the print touchscreen



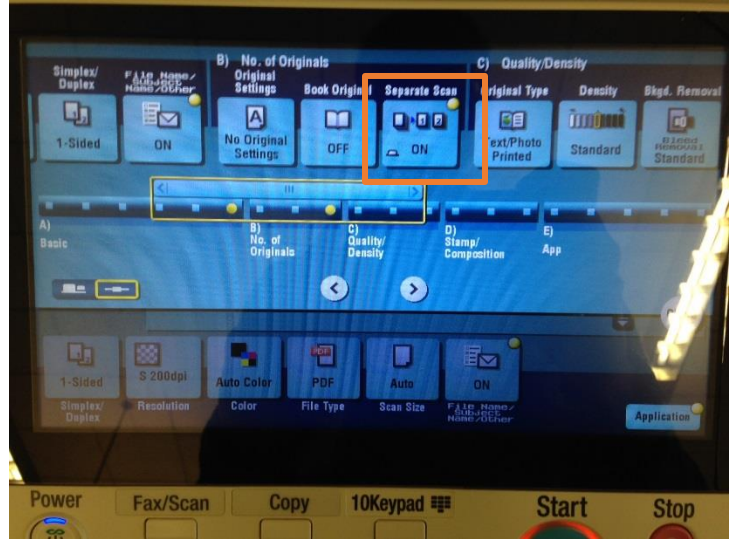
Click on Application in the bottom right corner



From the options scroll to the right until you get to "B)" and see the setting "Separate Scan". The default is for "Separate Scan" to be off. Click "Separate Scan" to turn it on

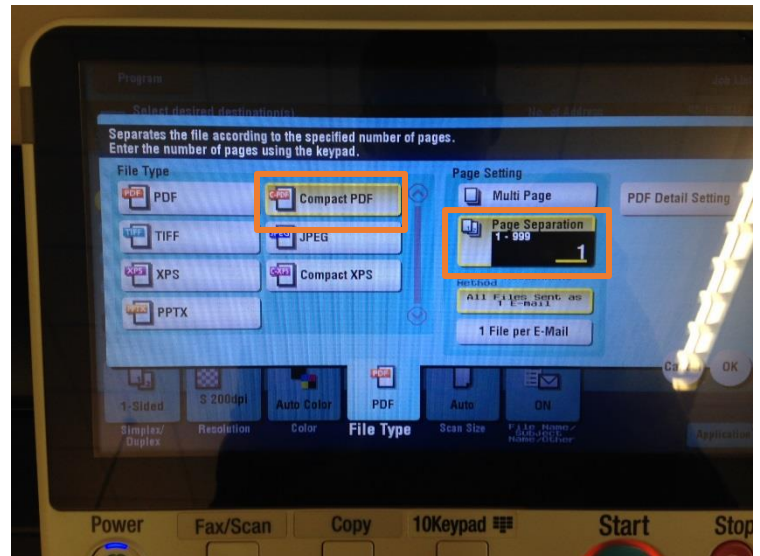


Once “Separate Scan” is turned on close out of the application menu

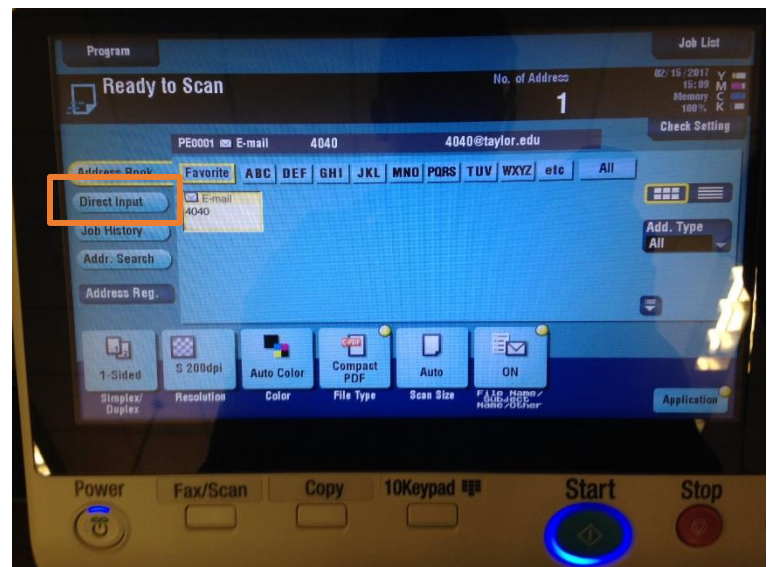


### Creating a Compact PDF

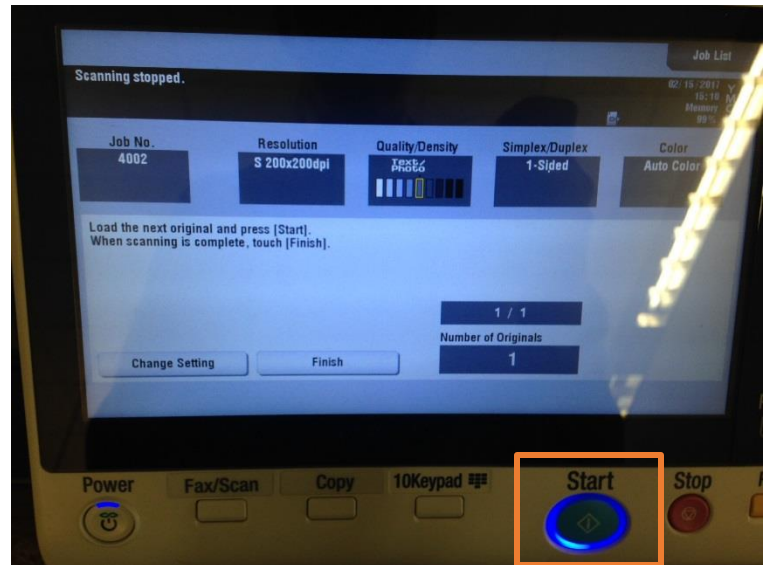
This step is optional but may be helpful if scanning large files. Click on the PDF icon (fourth from the left on the bottom). Click on Compact PDF. If number of scanned pages is known, type in the number of pages being scanned. Press “OK”



Use direct input to enter your email address and press “OK” when you have typed it in. Put your page on the glass and begin scanning by pressing start.



To continue scanning, remove the current page and put the next page of the scan onto the glass. Press start to scan the next page.



Repeat process until all pages have been scanned  
To finish the scanning process press "Finish"  
Click "Start" again and this will complete the scan.  
You should get an email with your PDF file

