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How to scan multi-page originals as one file

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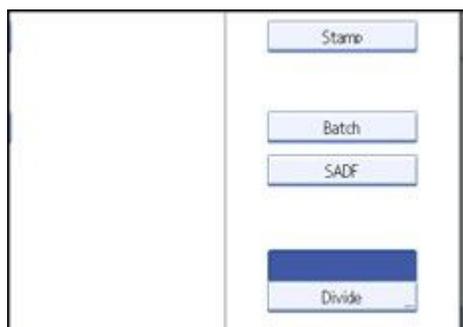
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How do I scan multiple original pages as one file?

To send multiple originals as a multi-page file, in **[File Name / Type]**, select a multi-page file type, and then follow these steps:

1. On the device's operation panel, press the **[Scanner]** key.
2. Press **[Original Feed Type]**.
3. Select **[Batch]** or **[SADF]**.

To scan originals using the exposure glass, select **[Batch]**. To scan originals using the ADF, select **[SADF]**.



4. Press **[OK]**.
5. Place originals.
6. Make settings for sending by e-mail or Scan to Folder, delivering, or storing.
7. Press **[Start]** to scan originals.

If **[Batch]** is selected, place additional originals, and then press **[Start]**.

If **[SADF]** is selected, scanning starts automatically when you place additional originals.

Repeat this step until all originals are scanned.

8. After all originals are scanned, press **[#]**.

Storing or transmission starts.

Note:

- To change **[File Name / Type]** options, press the **[Scanner]** key, and then press **[File Name / Type]**.



- If **[Batch]** is selected, originals can be scanned using the ADF.

- When scanning originals using the exposure glass, depending on the settings for **[Wait Time for Next Orig.: Exposure Glass]** under **[Scanner Features]**, the machine can wait for additional originals even if **[Batch]** is not selected in **[Original Feed Type]**.
 - If, under **[Scanner Features]**, **[Set Wait Time]** is set for **[Wait Time for Next Orig.: Exposure Glass]** or **[Wait Time for Next Original(s): SADF]**, place additional originals within the specified time. When the countdown ends, transmission or storage starts automatically. To start transmission or storage before the countdown is completed, press **[#]**. Countdown is canceled if Scan Settings or other settings are changed in the meantime. Place additional originals, and then press **[Start]**. The machine scans the originals and the countdown is resumed.
 - If **[SADF]** is selected, scanning from the exposure glass is enabled after scanning from the ADF. If this happens, you must press **[Start]** to start scanning.
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