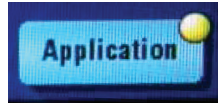


# Scanning Multiple Pages on Glass and/or Doc Feeder into one PDF Doc

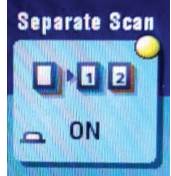
Make sure that you are in the Fax/Scan screen before continuing.

**1** Select the name of the person that you are scanning the file to (or type the email using the Direct Input method).

**2** Select **Application**.



**3** Select **Separate Scan**. Make sure that this says **ON**. If it does not say on, it will scan each page as a separate PDF file.



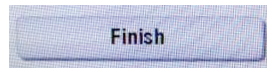
**4** Select the **Simplex/Duplex** button (select **1-Sided** for single-sided documents or **2-Sided** for double-sided documents).



**5** Place your document on the glass or in the document feeder. *Make sure when placing documents in the feeder that all staples have been removed prior to scanning.*



**6** When you are complete, press the **Finish** button



**7** Press the blue **Start** button.

**8** The documents will then be scanned to you as a single PDF document.

