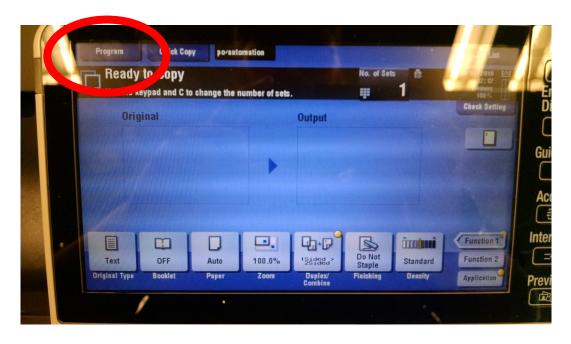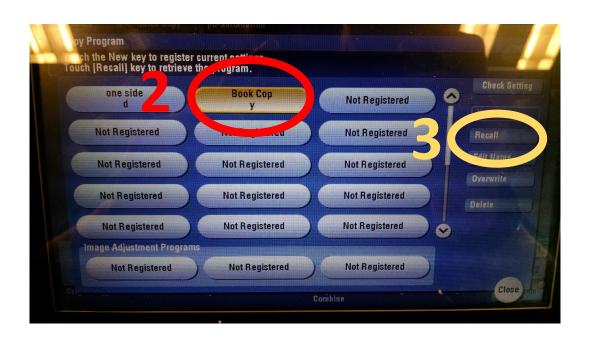# Copy/Scanning a Book

Copying
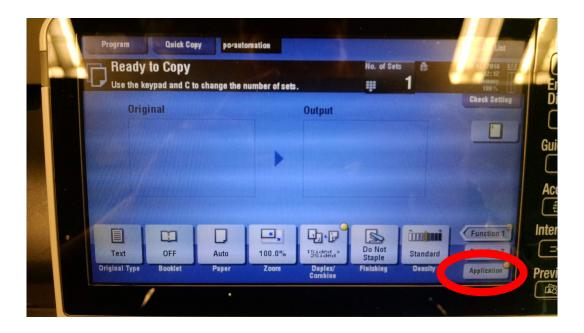
1. First hit the "Program" button in the top left.

2. Next hit the "Book Copy" button so it is highlighted.

3. To apply to "Book Copy" settings press "Recall" on the right
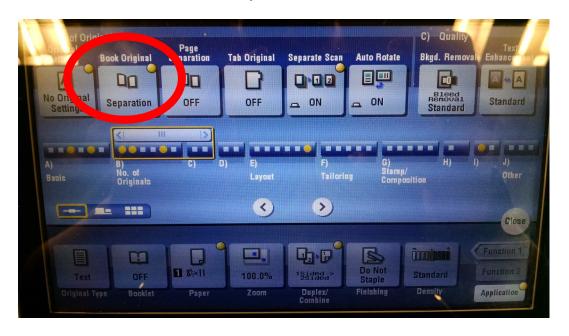
If you are copying a standard size textbook (8.5x11 pages) then you may place your book against the top left corner of the scanning bed and start making copies. This method scans 2 pages at a time then divides then into double sided printed sheets. If book is not standard size please continue instructions.
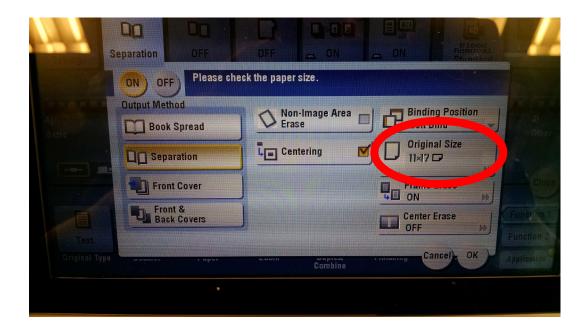
4. Hit the "Application button in the bottom right.

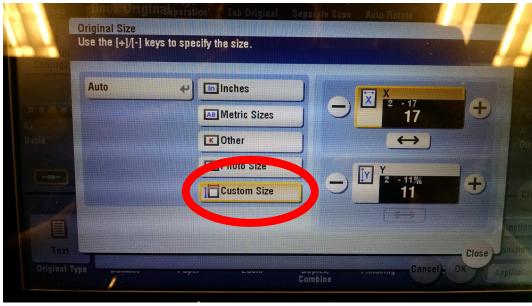5. Hit the button under "Book Original" it should say "Separation"

6. Hit "original Size" button

6. Hit "Custom Size" button then adjust Length and Width.

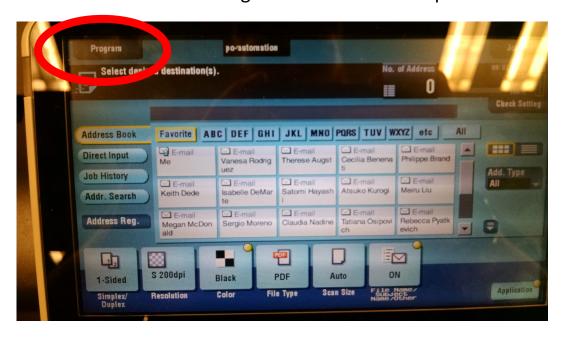This should be the Length and Width of the book laid face down and open against the top left edge of the scanning bed glass. Once set hit "Close" and "Ok" on the next menu.
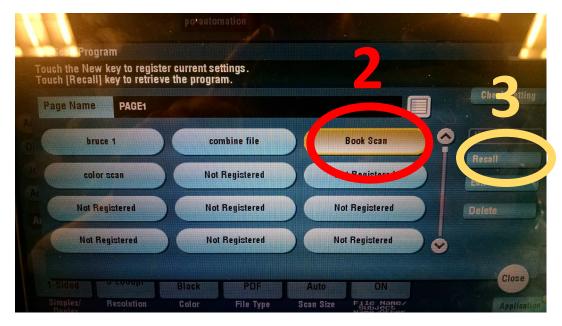

You are now able to copy.

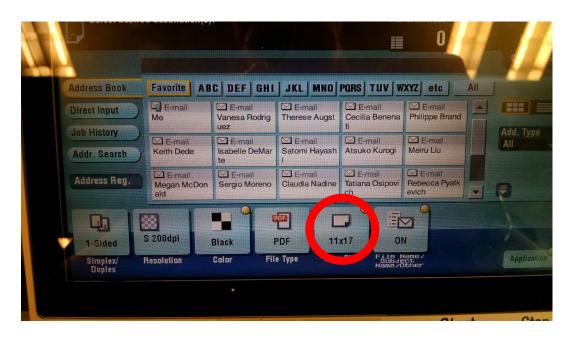# Scanning

1. First hit the "Program" button in the top left.

2. Next press the "Book Scan" Button

3. Then press "Recall" on the right side.

If you are scanning a standard sized textbook (8.5x11) then are ready to place you textbook open and face down against the top let edge of the scanning bed glass.

4. For other sizes simple press the "Scan Size" button to adjust size. This size should be the length and width of the book face down and open against the top left corner of the scanning glass.

You are now ready to scan.