1. Open the feeder cover.

2. Place the original face down on the platen glass. Align the corner of the original with the top-left corner of the platen glass.

3. Gently close the feeder/platen cover. The original is ready for scanning or copying.

**Note:** If you place an original for which the opening of the feeder is insufficient, the size of the original may not be properly detected.

**Helpful Tips**

**To scan originals more accurately**
Originals placed in the feeder are scanned while being fed into the machine. On the other hand, originals placed on the platen glass remain in a fixed position while they are scanned. To ensure more accurate scanning results, placing originals on the platen glass is recommended.

**To scan tracing paper or transparencies**
To scan transparent originals (for example, tracing paper or transparencies), place them on the platen glass and cover them with plain white paper.

**Document sizes**
The machine automatically detects the paper size of the placed document prior to scanning.

**Note:** If a thick original such as a book or magazine is placed on the platen glass, do not press down hard on the feeder.