

Scanning/Copying Using the Platen Glass

- 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.



- or** When copying 2-sided original, place the original so that the top and the bottom are properly positioned, as shown in the illustration below.



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.

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

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.