Copying and Scanning Documents – Physical Considerations

**Purpose:** To instruct on the best way to handle and place documents on the scanner feeder or glass surface for scanning.

**Process:**

Business case for scanning documents can vary in size, duplexity, volume, and quality; in some cases, a mix of any of the variations.

**General Information:**

Document Feeder: Single-Pass Duplex  
Capacity 130 sheets  
Max Speed 140 sheets/min

**Orientation of Documents:**

![Face-Up Document Feeder](image)
While it’s perfectly fine to place documents on the long way (must be the case for legal or longer documents), this is the best configuration for best results.

**Documents Order (When dealing with multiple documents):**

Document Order matters in some situations.

**Rule #1:** The larger document should always be in front/left

**Rule #2:** When dealing with a few (glass), all small items, you should align and space them on the left to form the longest side

**Rule #3:** When dealing with mixed sizes (using the feeder), place the smaller documents in the middle left of the pack.
Rule #1: Applies Here

Rule #2: Applies here, where all documents are aligned to the left and form the longest border.
Dealing with odd sizes:

When you have an item of odd size, say a check, a business card, or an oversized paper. The machine will try to determine what paper size to use, from your trays.

If it cannot, it will prompt you with a selection dialog box:

Please select the right tray, most likely Tray 2 (Legal), Tray 4 (Letter), or Tray 5 (Bypass/any size).

**ATTENTION:** Notice the positioning of the right side to make sure the document is properly placed in the glass surface.

Finally, just click ok.

**NOTE:** If you are copying several other items in the same session, that it will default to this tray.

**TO RESET THE TRAY SELECTION:**