Specifying the Original Size and Scan Method

Specifying the original size ([Original Size])

The size of the original is detected automatically. If the size of the original is not detected correctly, select a key that indicates the size of the original to be scanned.

If the machine cannot detect the size of irregular sized originals, manually specify the size.

For details, refer to [Here](#).

Specifying the original binding position ([Binding Position])

When scanning a 2-sided original, specify the binding position of the original in [Binding Position] to prevent the binding position from being reversed between the front and rear faces.
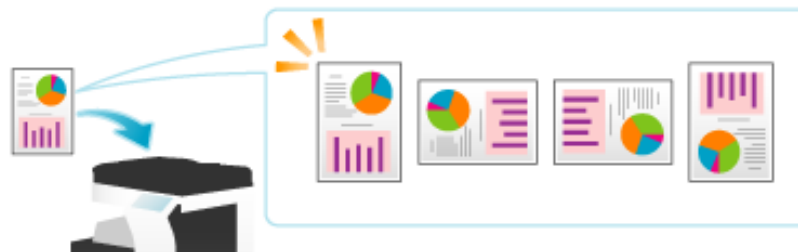
For details, refer to [Here](#).

Specifying the original loading direction ([Original Direction])

When scanning a 2-sided original etc..., you can specify the original loading direction so that the vertical direction is set correctly.

For details, refer to [Here](#).

Scanning originals of varying sizes in a batch ([Mixed Original])

Even for an original with pages of different sizes, by using the **ADF**, you can scan data while detecting the size of each page.

For details, refer to [Here](#).

The following chart shows the possible combinations of standard-sized paper that can be used for the Mixed Original setting.

Original Size	Maximum Original Width
11 17 (A3)	11 17 (A3), 8-1/2 11 (A4)
8-1/2 11 (A4)	11 17 (A3), 8-1/2 11 (A4)
8-1/2 14 (B4)	11 17 (A3), 8-1/2 11 (A4), 8-1/2 14 (B4), B5
B5	11 17 (A3), 8-1/2 11 (A4), 8-1/2 14 (B4), B5
8-1/2 11 (A4)	11 17 (A3), 8-1/2 11 / (A4 /), 8-1/2 14 (B4), B5 , 5-1/2 8-1/2 (A5)
5-1/2 8-1/2 (A5)	8-1/2 11 (A4), 5-1/2 8-1/2 (A5)
B5	8-1/2 14 (B4), B5 /, 8-1/2 11 (A4), 5-1/2 8-1/2 (A5)
5-1/2 8-1/2 (A5)	B5 , 5-1/2 8-1/2 (A5)

Scanning an original thinner than normal paper ([Thin Paper Original])

Reduce the original feed speed of the **ADF** to prevent thin paper from getting caught.

For details, refer to [Here](#).
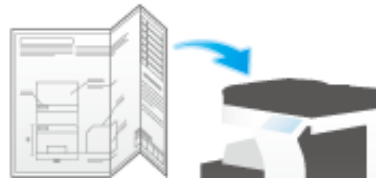
Scanning a folded original ([Z-Folded Original])

Even the original sizes of folded originals can be detected accurately. If a folded original is loaded into the **ADF**, its size may not be detected correctly. To scan a folded original through the **ADF**, use [Z-Folded Original].

For details, refer to Here.

NOTICE

- Unfold folded originals before loading them into the **ADF**. If a folded original is not unfolded before scanning, a paper jam may occur or the size may not be correctly detected.

Scanning while removing dust in the slit glass ([Despeckle])

When scanning an original through the **ADF**, scanning of original and dust removal from the **Slit Scan Glass** are performed alternately, so that the original is always scanned using clean **Slit Scan Glass**.

It takes longer to finish scanning of originals, compared to the normal operation.

For details, refer to Here.

Scanning a number of originals in several batches ([Separate Scan])

If the number of original sheets is so large that they cannot be loaded into the **ADF** at the same time, you can load them in several batches and handle them as one job.

In [Separate Scan], you can switch between the **ADF** and **Original Glass** to scann the originals.

1. Load the original.

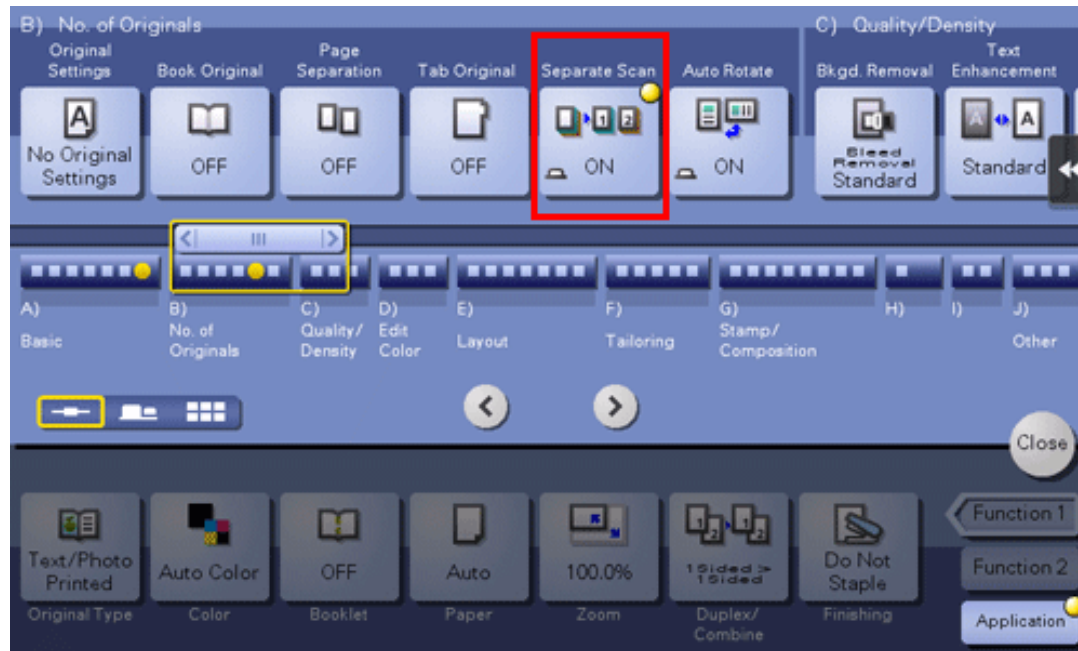>
> **NOTICE**
>
> ❖ **bizhub C658/C558/C458**:
>
> Do not load more than 300 sheets (21-1/4 lb (80 g/m^2)) at a time into the **Original Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.
>
> ❖ **bizhub C368/C308/C258**:
>
> Do not load more than 100 sheets (21-1/4 lb (80 g/m^2)) at a time into the **Original Tray**, and do not load the sheets up to the point where the top of the stack is higher than the ▼ mark. Doing so may cause an original paper jam, damage the originals, and/or cause an **ADF** failure.

2. Tap [Application] - [No. of Originals] - [Separate Scan], and set to [ON].
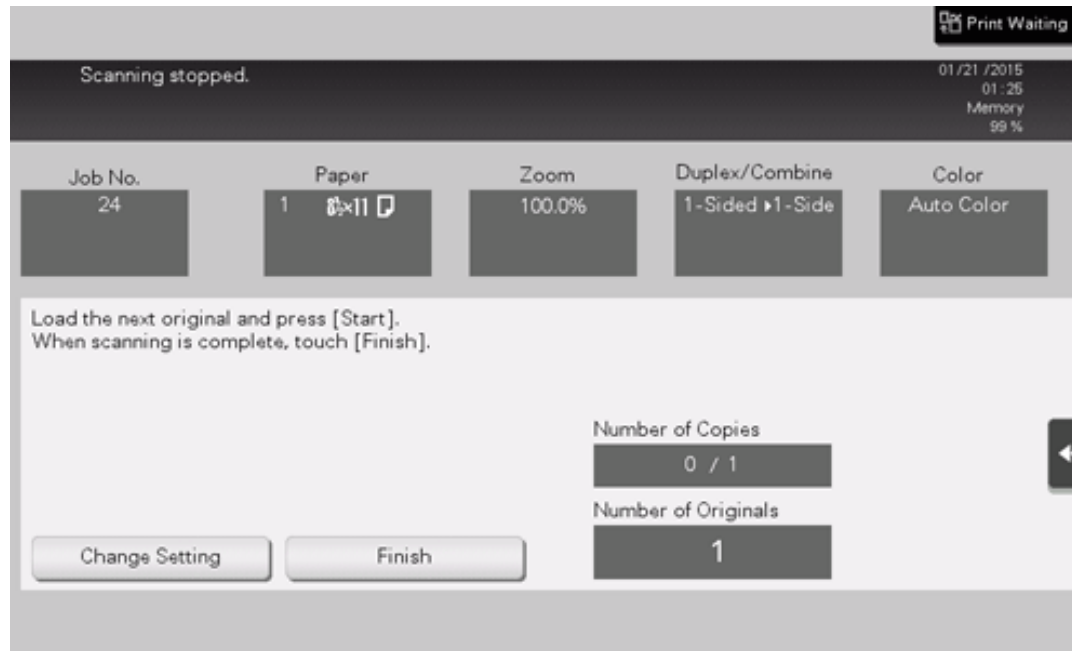
3. **Press the Start key.**

The original is scanned.

4. **Load the next original, then press the Start key.**

➡ If desired, tap [Change Setting] to change the copy settings according to the new original.

5. **Repeat Step 4 until all originals have been scanned.**

6. **After all originals have been scanned, tap [Finish] and press the Start key.**
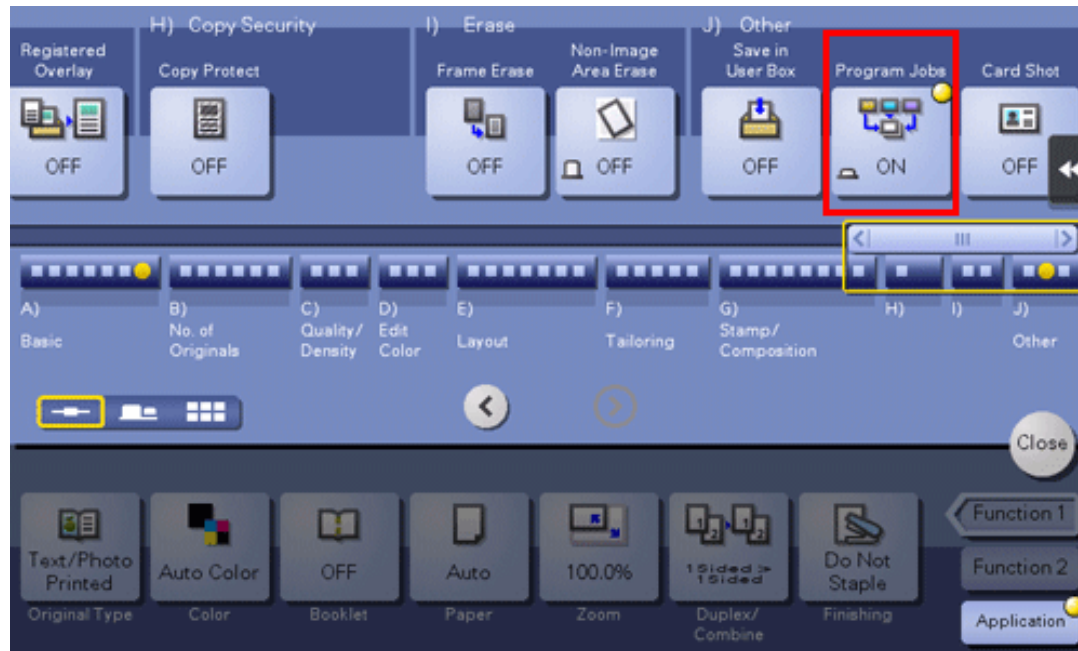
   Copying begins.

Copying multiple originals in different settings collectively ([Program Jobs])

Originals are scanned with different settings for each set, and copied collectively. Use this function when various types of originals are mixed, such as 1-sided original to be printed on one side of paper, and 2-sided original to be copied by enlarging. After all originals have been scanned, you can add page numbers or finishing functions, such as sort, to copy them.

✔ When you set [Program Jobs], [Group] cannot be selected in [Finishing].

1. **Load the original.**

2. **Tap [Application] - [Other] - [Program Jobs], and set to [ON].**

3. **Configure the copy settings, then press the Start key.**
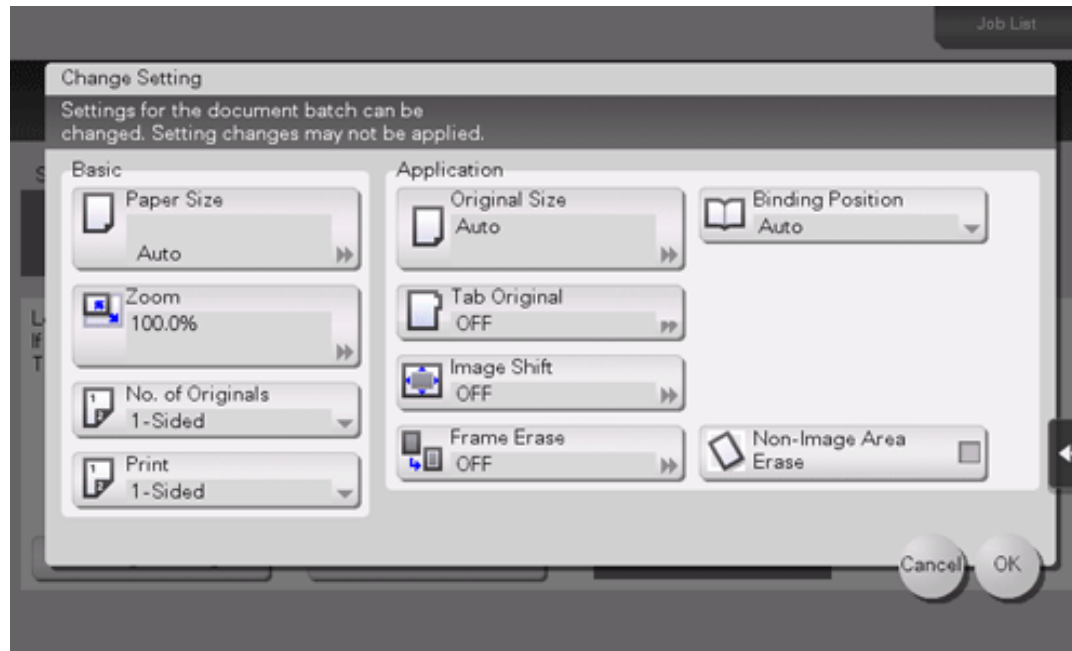
   The original is scanned.

4. **To fix the scan result, tap [Yes].**

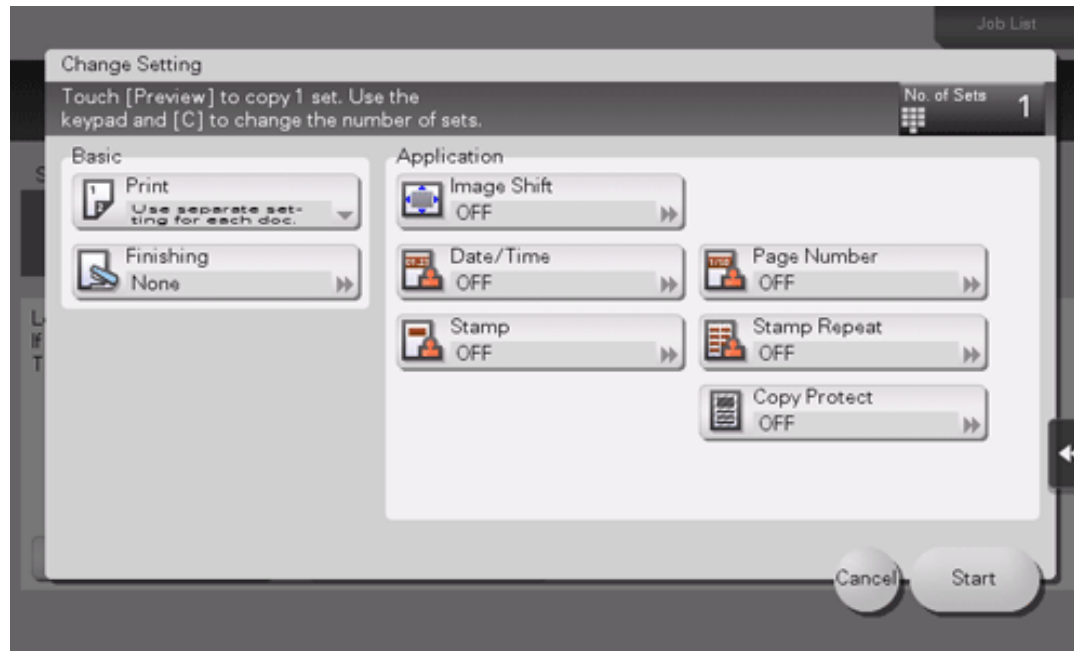   ➡ To scan the original again, tap [No]. Tap [Change Setting] to change the copy settings.

5. **Load the next original, then tap [Change Setting].**

6. **Configure the copy settings, then press the Start key.**

   ➡ Repeat Steps 3 to 5 until all originals have been scanned.

7. After all originals have been scanned, tap [Finish].

8. Tap [Yes].

9. Specify finish settings as required, then tap [Start].

Copying begins.