Changing Scanning Default to PDF Compact

This document will guide you through the steps of setting your default Scan and Send attachment file format to PDF Compact.
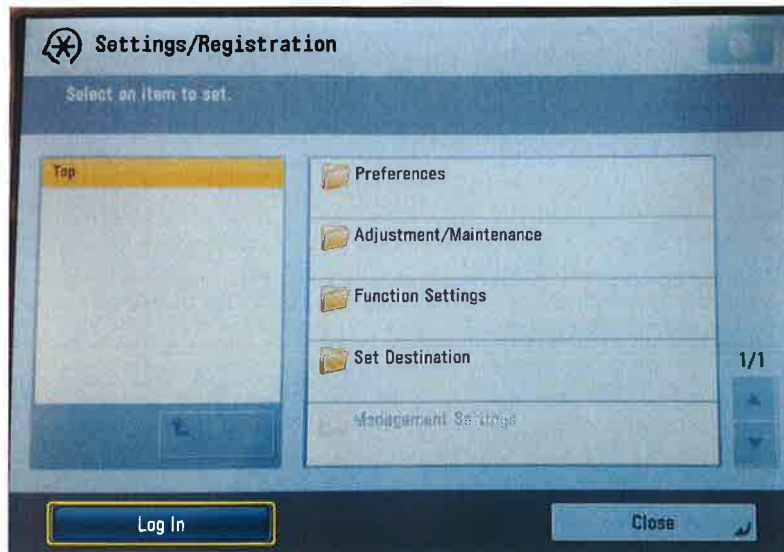
If Department ID mode is enabled, the login screen will be displayed before any further steps can be taken. **You must login with the System Manager ID and PIN.** If this is the case, you can skip to step 5.
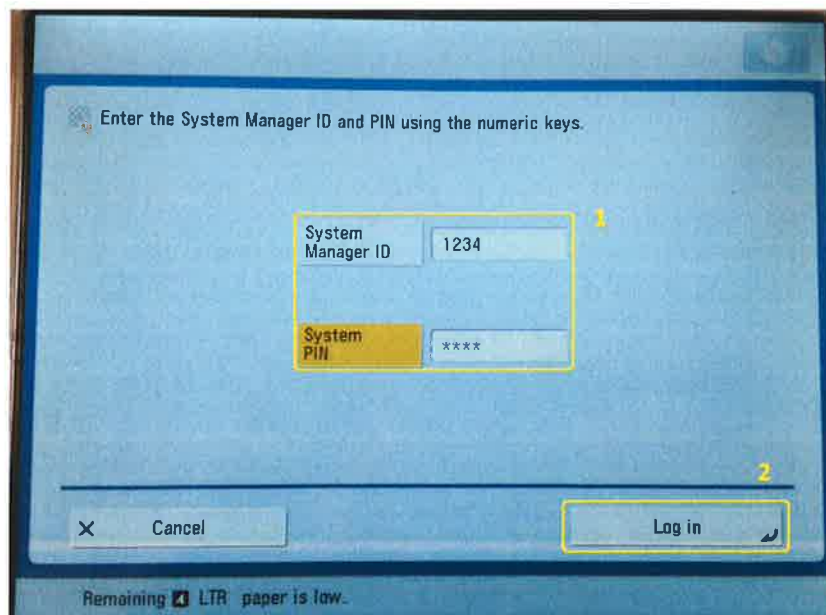
Step 1. Select the Settings and Registration button.

Step 2. Select the "Login" button on the bottom left of the screen.

Step 3. Enter your System Manager ID and PIN, then select "Log in"
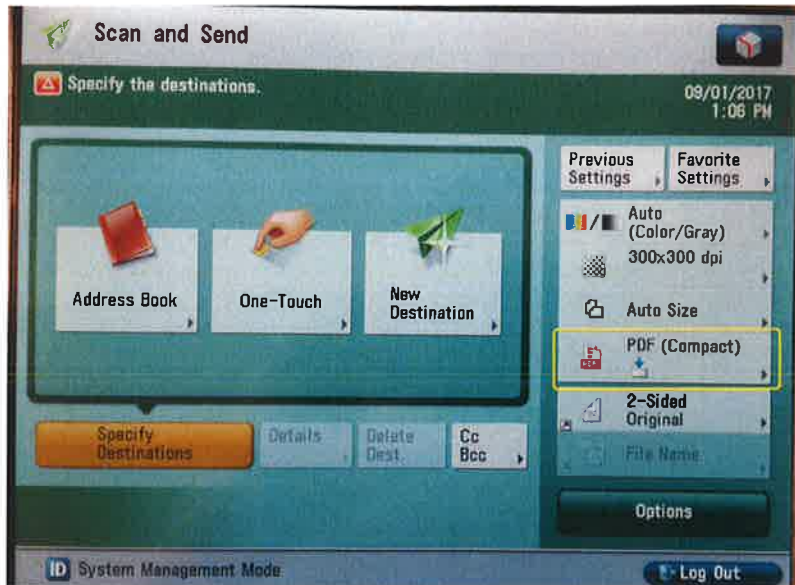
Step 4. Press the yellow "Reset" button on the control panel to return to the main menu screen.
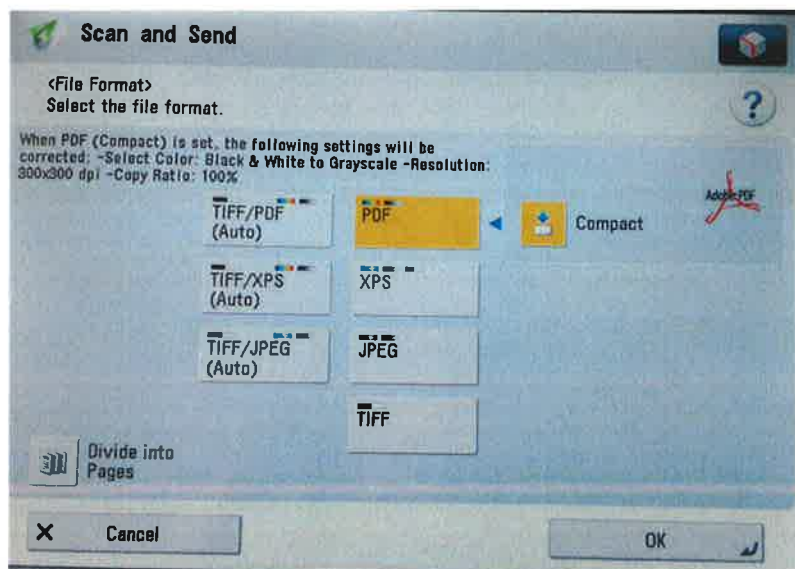

Step 5. On the main menu screen, select "Scan and Send".

Step 6. Within the Scan and Send feature, on the right hand side of the screen, select the option to set the file format, highlighted in the following photo.

Step 7. On the file format selection screen, make sure that both "**PDF**" and "**Compact**" are highlighted to match the following picture, than select "OK".
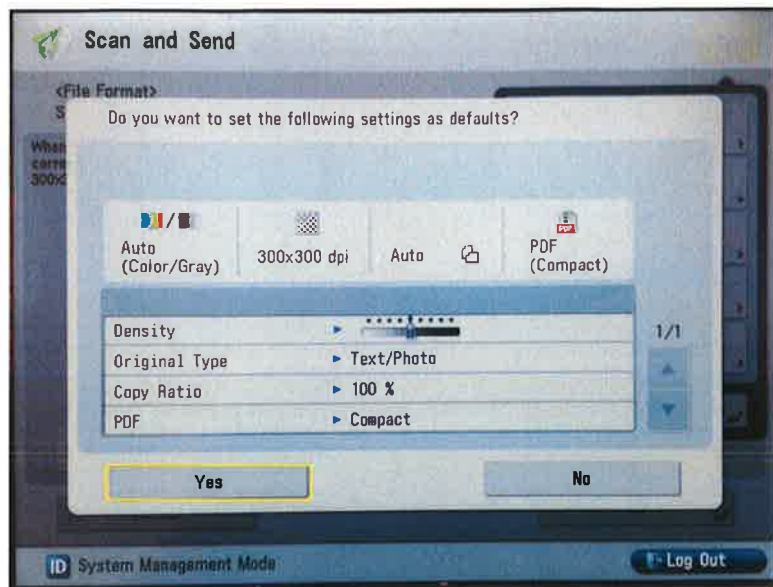
Step 8. On the top right of the screen, select the blue coloured box to open up the menu for saving defaults.
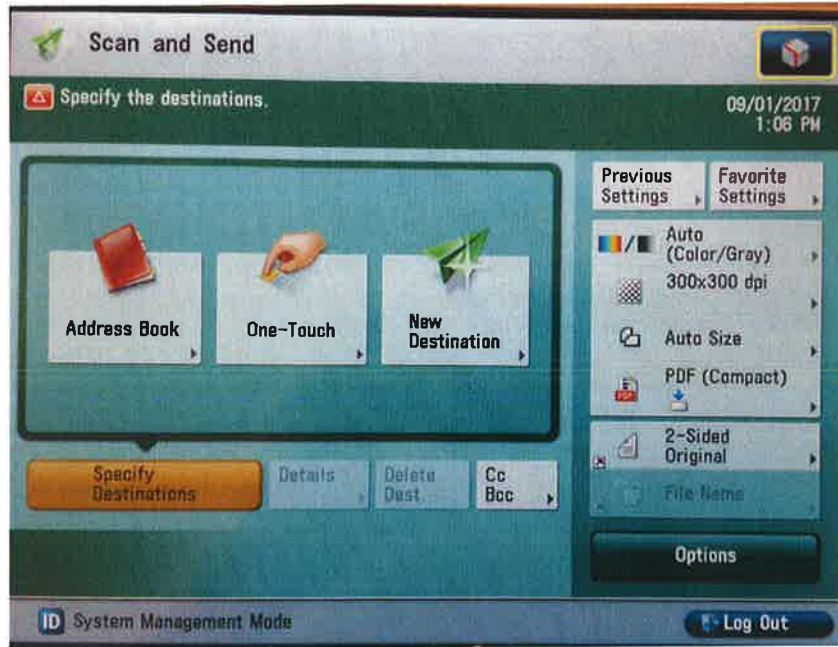
Step 9. From the menu, select "Change Default Settings"

Step 10. On the next screen, select "Yes" to change the default settings for Scan and Send.

Step 11. Now select close of the menu to return to the Scan and Send page.

Step 12. On the control panel, select the "Log In / Out" key (labeled on the button as ID) to log out of the System Manager account.

You have now successfully set the Scan and Send attachment format as PDF Compact!