

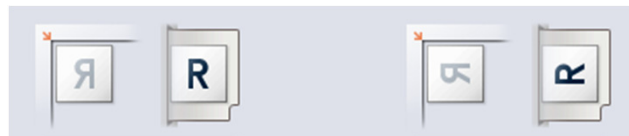
ORIGINAL CONTENT ORIENTATION

SCENARIO

- Do you frequently scan large documents?
- Are your files scanning in the proper orientation (horizontally/vertically)?
- Scanning a document without specifying the orientation may cause the file to be displayed incorrectly, especially for large documents. In this situation, users would need to rotate and resave the document on their computer, which may require additional software.

BENEFITS

- Set the document orientation prior to scanning, so that it is positioned correctly when displayed on a computer. Rotating the scanned file afterwards is no longer necessary.
- Users can correctly identify orientation without OCR enabled.



Note:

Supported Models: All Third Generation Third Edition Models

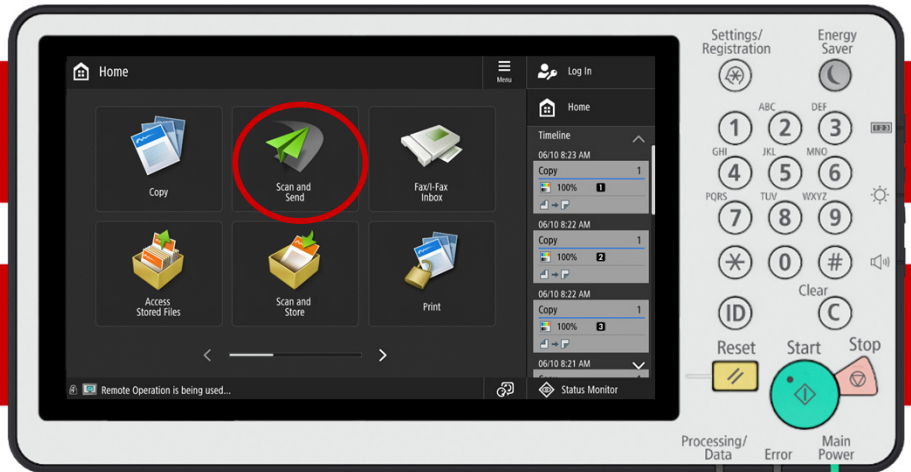
HOW TO:

Scan and Send - Original Orientation

1 Place the document on the platen glass or in the automatic document feeder (ADF)

2 From the [Home Screen], select [Scan and Send]

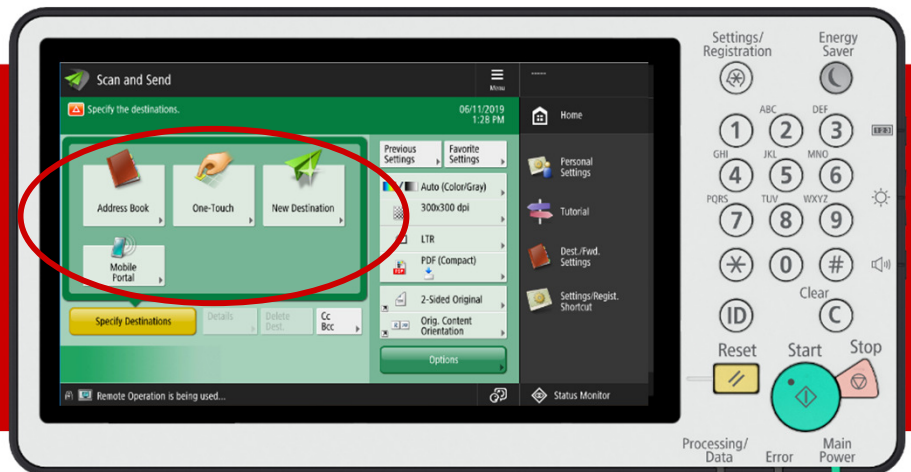
Note: If your device is configured with device log in or ULM, enter your log in information to access the Main Menu screen.



3 Specify the destination by choosing from the following options:

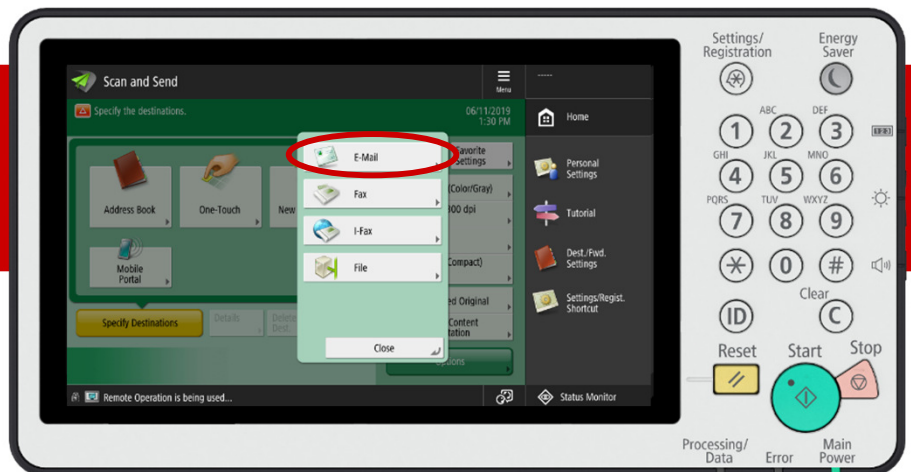
- Address Book
- One Touch
- New Destination
- Mobile Portal
- Send to Myself*
- Personal Folder*

Note: Send to Myself and Personal Folder buttons are available only with personal authentication management



4 For example, select [New Destination], then [E-Mail] as the destination, enter the desired email address and press [OK]

Note: Users can enter multiple E-Mail addresses, if required.



HOW TO:

Scan and Send - Original Orientation

5

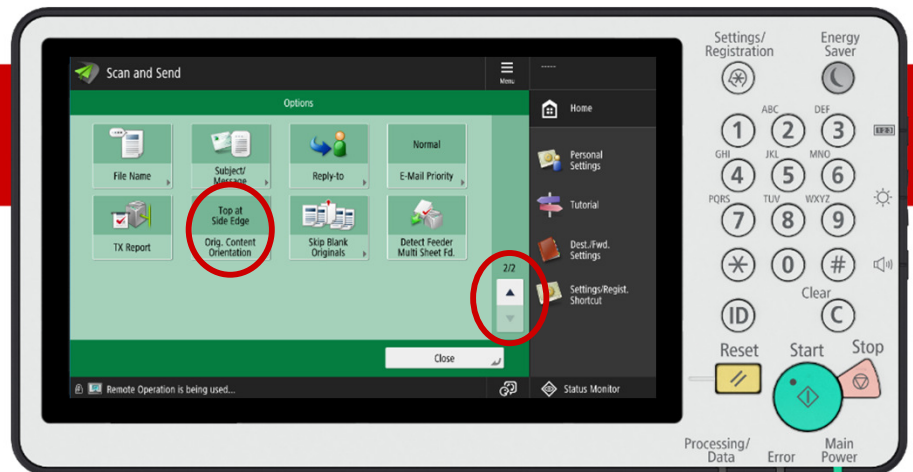
Select [Options]. Various adjustments can be made through this menu.



6

Select [Orig. Content Orientation]

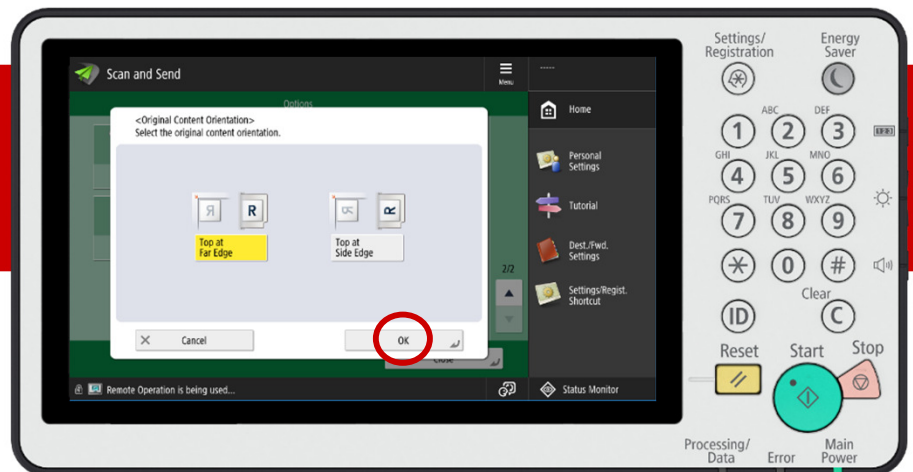
Note: Button location may differ on each device. Navigate through pages using the up/down arrows to find the required function.



7

Select the appropriate setting [Top at Far Edge] or [Top at Side Edge]. Once selected, press [OK]

Note: Users should select the setting in which the orientation of the letter R in the icons match their original document.

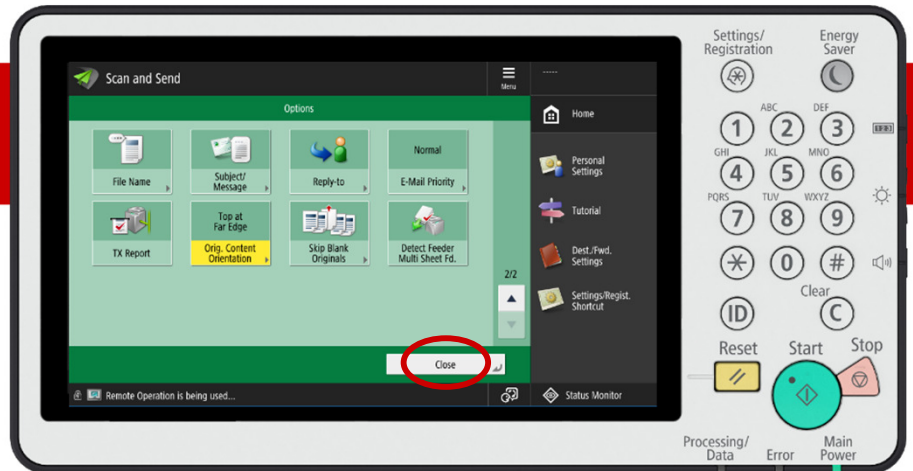


HOW TO:

Scan and Send - Original Orientation

8

Press **[Close]** on the Options menu to return to the Scan and Send menu.



9

Press **[Start]** on the Control Panel, then **[Start Sending]** on the screen to send the newly scanned document to its destination(s).



Note:

Supported Models: All Third Generation imageRUNNER ADVANCE models