# SKIP BLANK PAGES

## SCENARIO

- Do you typically copy documents that are a mix of one-sided and two-sided?
- Would you like to remove the blank pages from your mix of one-sided documents?

## BENEFITS

- Help improve convenience and remove blank pages from copied document sets without the need for special software

- Files without blank pages can be easily generated when copying a document that includes both one-sided and two-sided originals.

- Easily remove the blank last page of an odd-numbered double-sided document.

- Use less paper when copying documents by removing the blank sides



*Original Document with Blank Pages*

*Copied Document with Blank Pages Removed*

**Note:**

Supported Models: All Third Generation imageRUNNER ADVANCE models

# Canon

imageRUNNER ADVANCE

# HOW TO:

Skip Blank Pages – From the Copy Screen

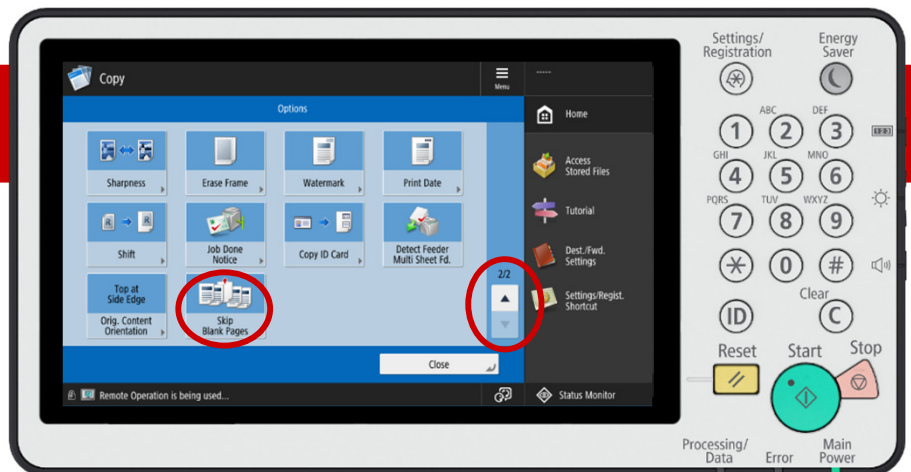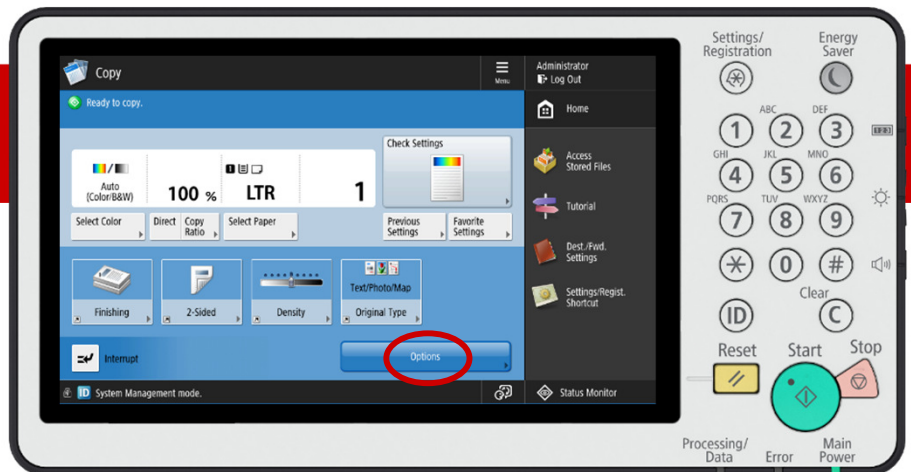**1** Place the document on the platen glass or in the automatic document feeder (ADF)

**2** From the [Home Screen], select [Copy]

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

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

**4** Find and select [Skip Blank Originals]

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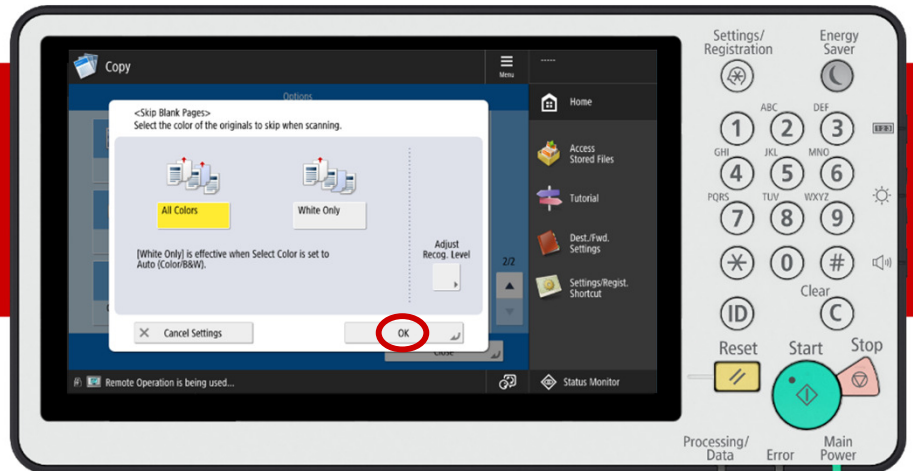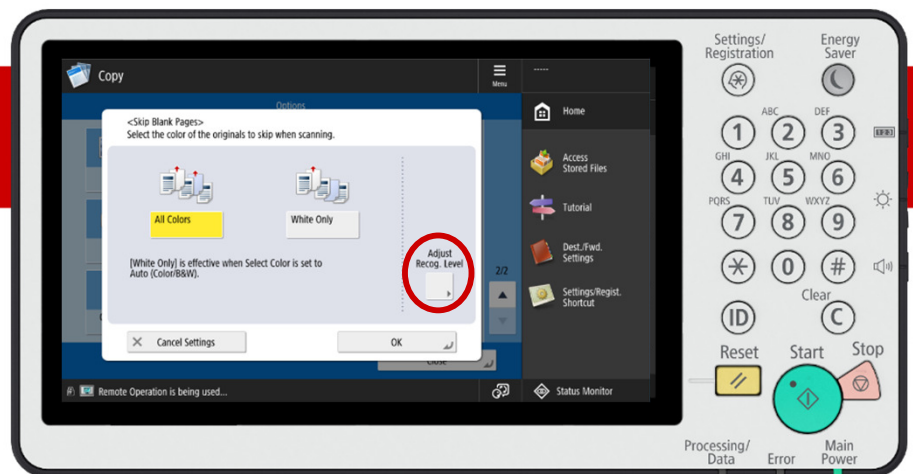
# HOW TO:

## Skip Blank Pages – From the Copy Screen

**5** Select the colour of the documents to skip. [All Colors] will skip blank pages on colour paper. [White Only] will skip blank pages on white paper only. Press [OK]
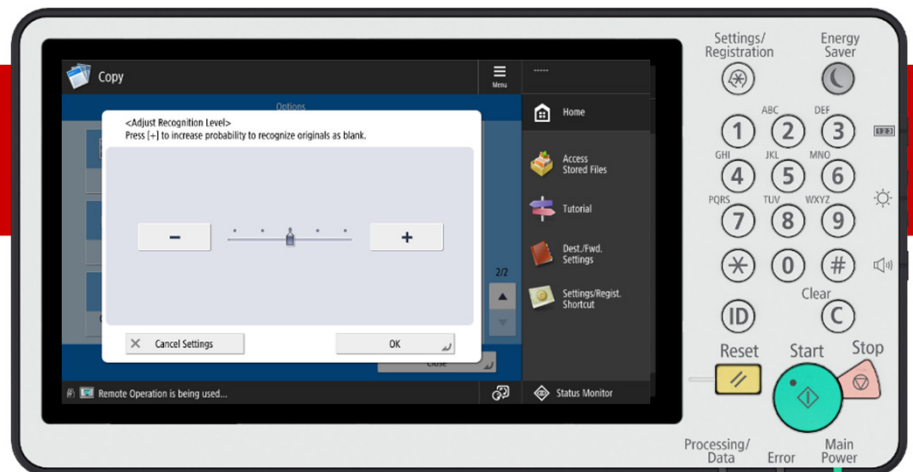
**6** Press [Adjust Recog. Level] to help set the accuracy for skipping blank pages

**7** Use the [+] and [-] buttons to adjust the sensitivity. Press [OK]

*Note: Use lower levels if the file has faint text or images that could be mistaken as blank pages. Use higher levels if the file has dark borders or images that can be seen through the page.*
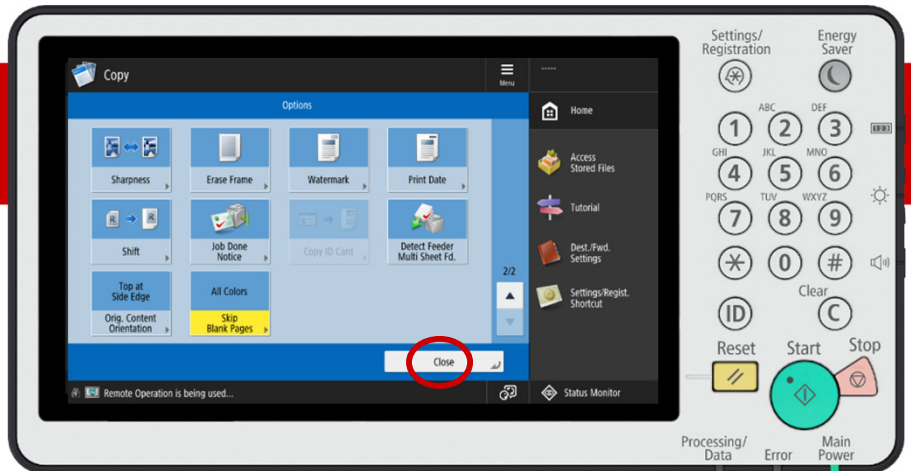
3

# HOW TO:

## Skip Blank Pages – From the Copy Screen



**8** Once you are finished, press **[Close]** to return to the Copy menu.



**9** Press **[Start]** on the Control Panel to begin copying