

## SKIP BLANK PAGES

### SCENARIO

- Do you typically scan documents that are a mix of one-sided and two-sided?
- Are these documents generating electronic files that contain blank pages?
- Do you have to edit your scanned files to remove blank pages manually?

### BENEFITS

- Help improve convenience and remove blank pages from scanned document sets without the need for special software
- Files without blank pages can be easily generated when scanning a document that includes both one-sided and two-sided originals.
- Easily remove the blank last page of an odd-numbered double-sided document.



**Note:**

Supported Models: All Third Generation imageRUNNER ADVANCE models  
Only E-Mail and File destinations can be selected when Skip Blank Pages is set.

# HOW TO:

## Scan and Send – Skip Blank Pages

**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.*

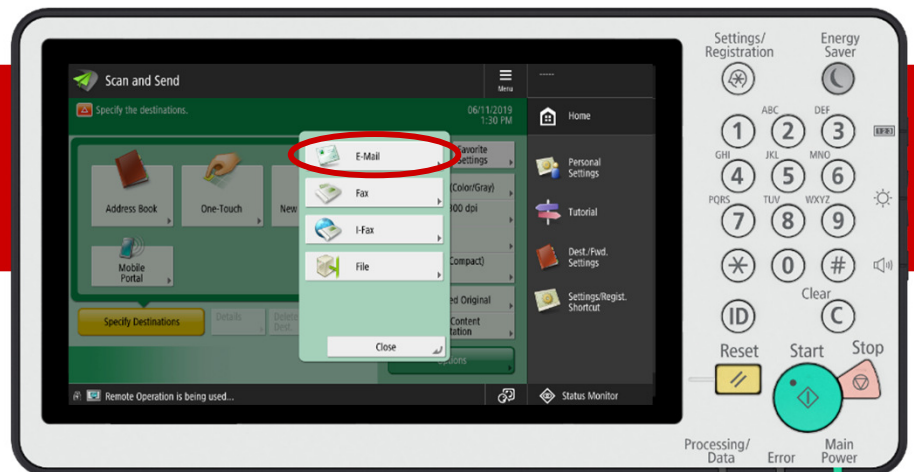
**3** Specify the destination by choosing from the following options:

- 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 – Skip Blank Pages

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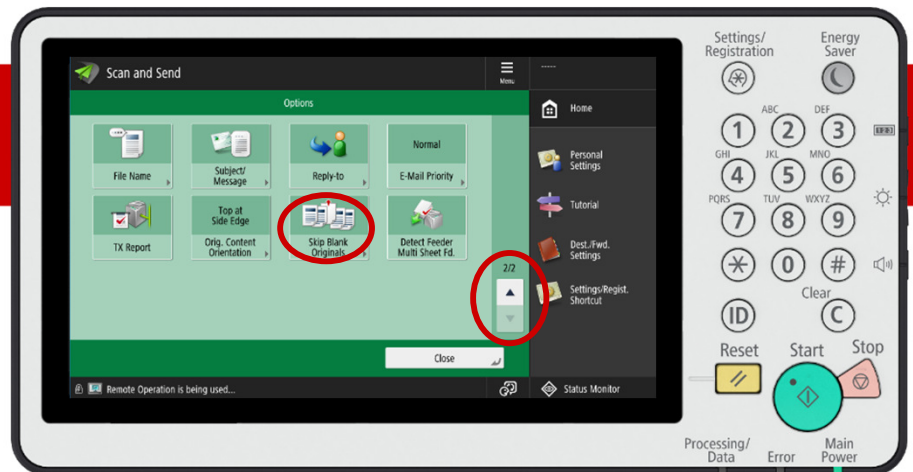
Select [Options]. Various adjustments can be made through this menu



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Find and select [Skip Blank Originals]

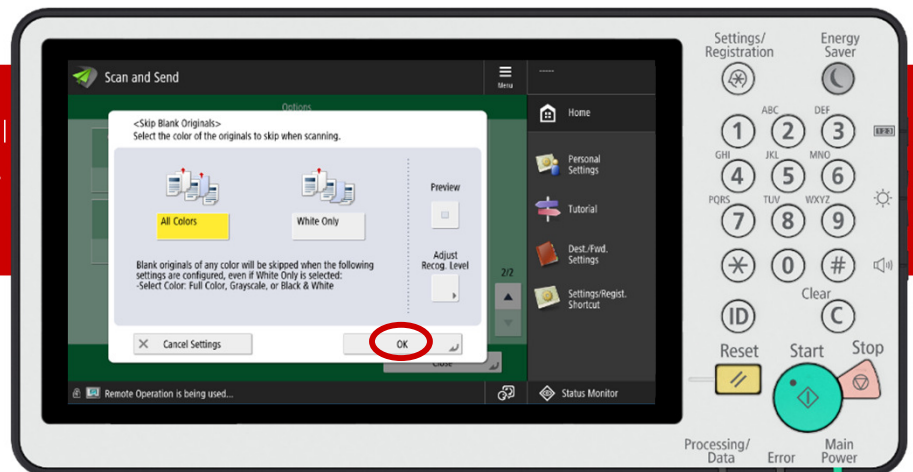
Note: Button location may differ on each device. Navigate through pages using the up/down arrows to find the required function.



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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]

Note: [Preview] enables you to check the contents of the scanned documents before sending to its destination.



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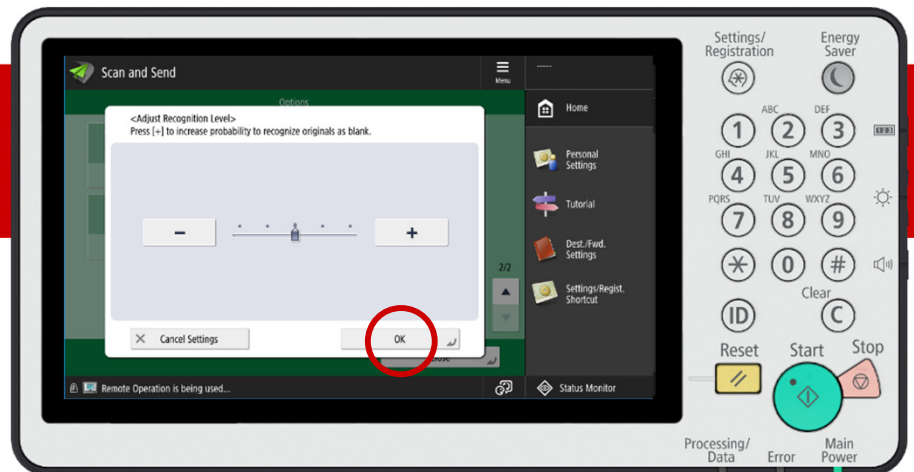
Press **[Adjust Recog. Level]** to help set the accuracy for skipping blank pages



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Use the **[+]** and **[-]** buttons to adjust the sensitivity. Press **[OK]** and **[Close]** to return to the Scan and Send menu.

*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.*



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Press **[Start]** on the Control Panel to begin scanning. Select **[Start Sending]** to send the newly scanned document to its destination(s)



**Note:**

Supported Models: All Third Generation imageRUNNER ADVANCE models