

## Cover Sheet Setup

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To set up a cover sheet for the first time, prepare an image to be pasted to the cover sheet, then perform the following steps.

To enable the Cover Sheet feature:

1. If you would like to add an image to your cover sheet, load the image document face down in the Document Tray.
2. Press:



**Cover sheet**  
1. On  
2. Off

3. Press **1** to enable the Cover Sheet option.

**Load cover image**  
1. Yes  
2. No

4. Select the Cover Sheet image option:

To create a cover sheet without an image, press **2**.

To add an image to your cover sheet, press **1**.

**Cover sheet**  
  
**Press Start to store**

## Transmitting Documents

5. Press **Start** to scan the image and paste it on your cover sheet.

The scanned image can appear on your cover sheet when you send a document using the “Sending Documents with a Cover Sheet” procedure.

### Sending a Document with a Cover Sheet

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Once you enable the Cover Sheet feature and create a Cover Sheet image (if desired), perform the following steps when sending a document.

To send a document with a Cover Sheet:

1. Load a document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:



**Cover sheet**  
**1. On**  
**2. Off**

4. Select the Cover Sheet option:

To send the document without a Cover Sheet, press **2**, then go to Step 7.

To attach a Cover Sheet when sending this document, press

**1**.

**Enter To: name**

after 2 seconds...

**Enter name**