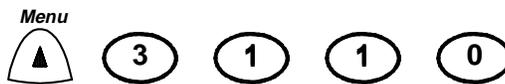


Cover Sheet Setup

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.

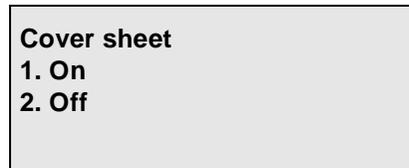
The scanned image can appear on your cover sheet when you send a document using the "Sending Documents with a Cover Sheet" procedure.

Sending a Document with a Cover Sheet

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:

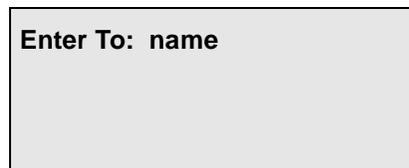
1. Load a document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:



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**.



after 2 seconds...

