Cover Sheet

The Cover Sheet feature attaches a cover sheet to the top of a document being transmitted. The cover sheet can include a unique image such as your company logo, as well as your station ID, the receiving station's ID and the page count. Using the Cover Sheet feature replaces the routine of manually sending a cover sheet each time you send a document.

The effective scanning image range is 5.9 inches (150 mm). Any image outside the specified range is discarded. This feature will store one image. If this procedure is repeated to store another image, a Delete or Retain prompt is displayed. Selecting Delete allows you to scan a new image. Selecting Retain returns you to the Standby mode.

To use the cover sheet option, the cover sheet feature must first be enabled, and the cover sheet created.