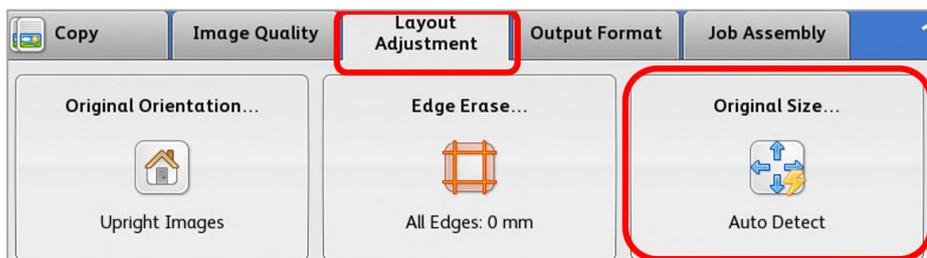
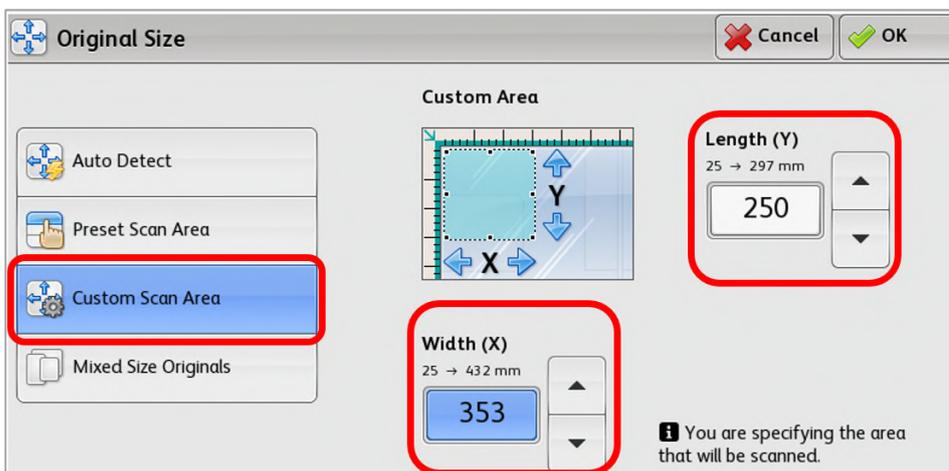


The following adjustments can be made for photocopying and scanning books that are not standard A4 and A3 sizes. You first need to set the area to be copied/scanned and then, if photocopying, select the size of paper. Following these instructions will ensure that part of the text is not cut off from your finished copy/scan.



From within the scanning or copying module:

1. Select the **Layout Adjustment** tab.
2. Select **Original Size**.



3. Select **Custom Scan Area**.

Adjust the length and width coordinates using the scale on the glass. e.g.

For books a bit larger than A4 use B4 settings:

**250 Length (Y) x 353 Width (X)**

For smaller books try A5:

**210 Length (Y) x 148 Width (W)**

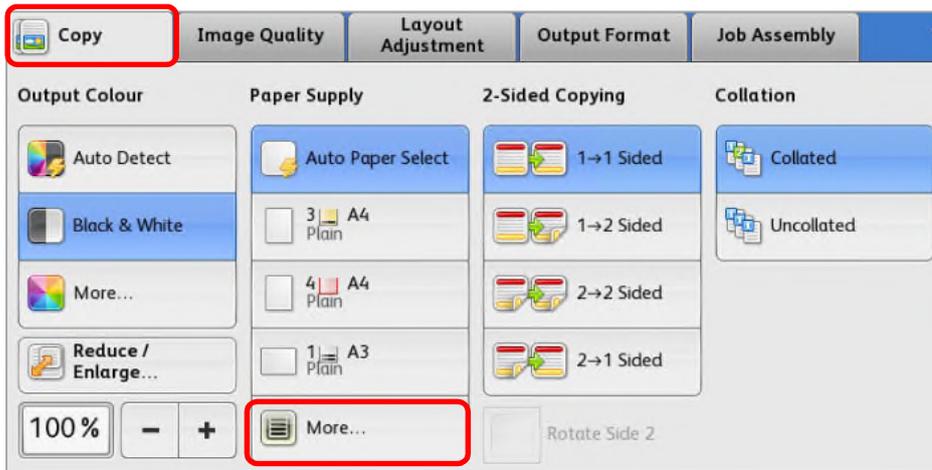
**Note:** The new measurements can be entered into the **Width** and **Length** boxes using the number panel to the right of the display screen.

4. Select **OK**.

**Note** you can alternatively select **Preset Scan Area** in the image above and choose B4, A5 etc. These sizes are indicated on the ruler on the edge of the glass.

5. You are now ready to begin scanning. See further information in the separate 'How to Scan to Email' or 'How to Scan to a USB' guides.
6. If you are **photocopying**, follow the additional steps overleaf...

The following extra steps are required for photocopying only:

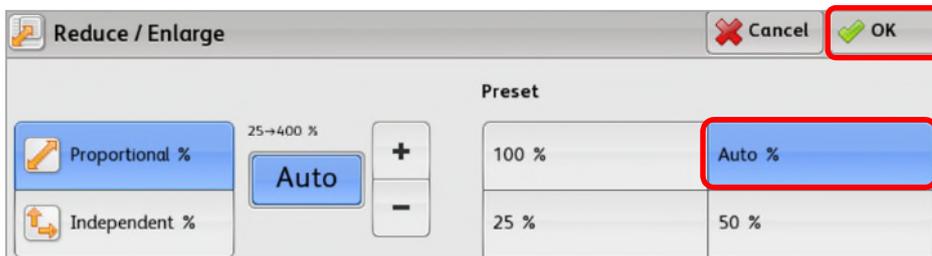


1. Select the **Copy** tab.
2. First, select the **paper size** you would like the photocopy to be. The options are listed under **Paper Supply**.

As you would normally place the book in landscape orientation (in the top left corner of the glass) you would normally need to choose  **A4** (landscape). If you can't see this under the **Paper Supply** list, select **More**.



3. Select **Reduce/Enlarge**.



4. Select **Auto %**
5. Select **OK**.
6. You are now ready to begin photocopying. See further information in the separate 'How to Photocopy' guide.

