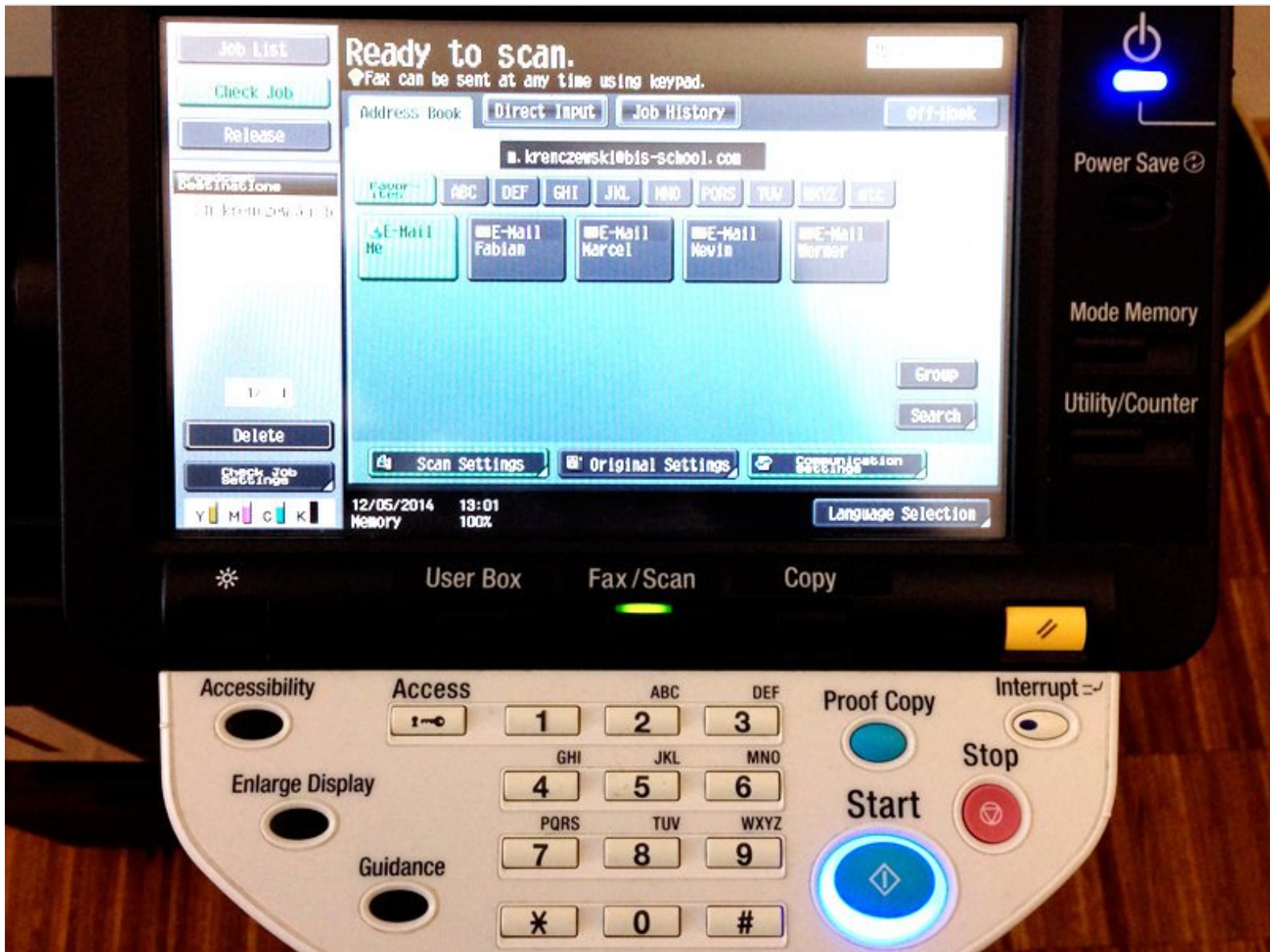# BIS Help Guides

# Scan multipage documents to one PDF file

This is a how to guide to guide you to the needed steps how to scan a multipage document using the printer interface on our printer models bizhub C280, C552 and c652 /DS.
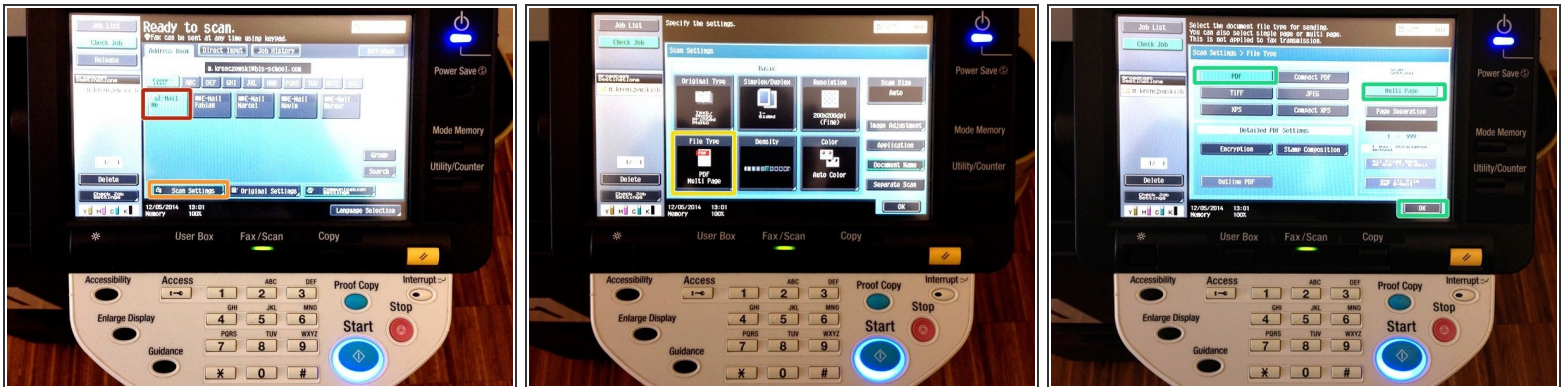
Written By: Marcel von Krenczewski

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# INTRODUCTION

This guide is very helpful for people who want to scan books, magazines ore any other multiple page documents who won't fit in to the ADF (automatically document feed).

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## Step 1 — Scan multipage documents to one PDF file



- After logging in to a printer/scanner and choosing the receiver ...

- click on the button "Scan Settings" ...

- click on "PDF Multi Page"

- make sure "PDF" and "Multi Page" is highlighted and click **OK** (click OK as many times needed to see screen one again)

## Step 2
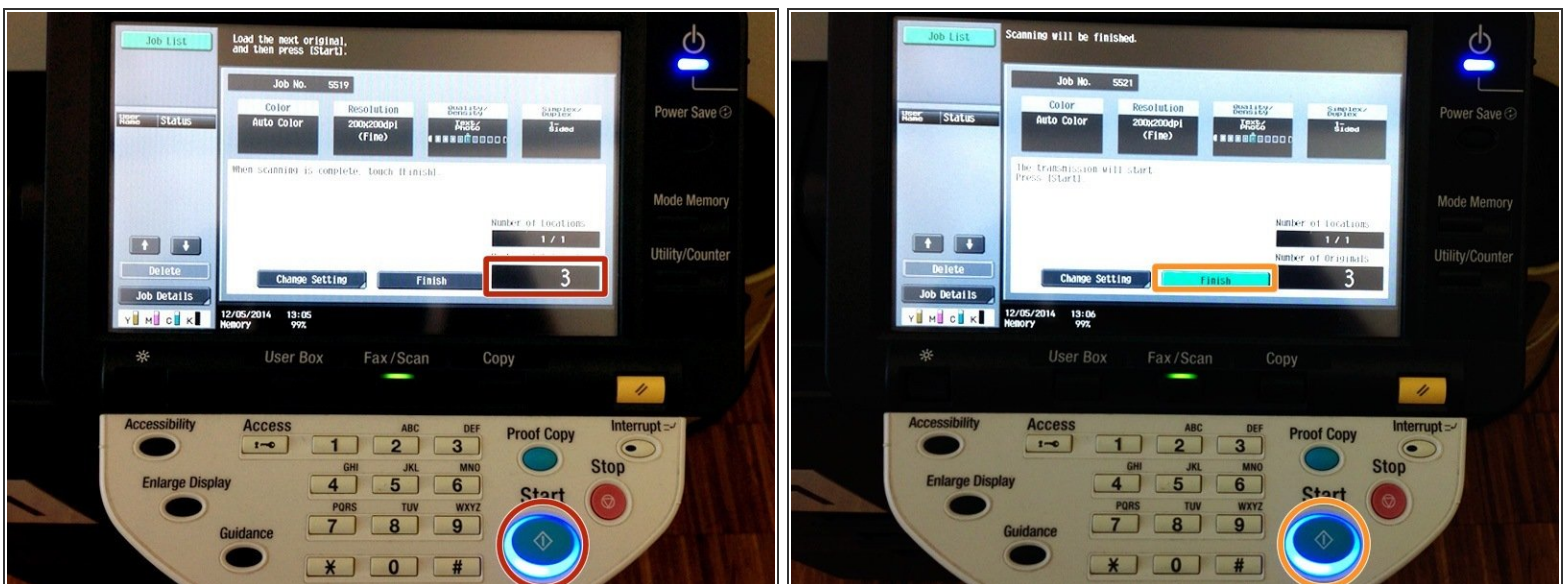


- scan as many pages as needed, on the right lower corner of the display you will find a counter.

- after you are done click on "Finish" and then "Start" again and you will become an email form that printer with your scanned multi page PDF document attached.

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