



Setting Compact PDF as Default

Compact PDF reduces the file size of the scanned document; however the quality of the scan will be reduced. If Compact PDF is NOT currently set as the default scanning type, please follow these steps to set it as the default for all scans.

Set options we want to be default

- 1. Press [Reset] to reset all settings
- 2. Select [Scan/Fax]



3. Select [File Type]



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5. You can make any other changes to the scan settings you wish to be default such as colour, resolution etc.

Set the new settings as default

- 6. Press [Menu]
- 7. Select [Utility]



8. Select [Utility]







9. Select [Scan/Fax Settings]

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10. Select [Basic Setting]



11. Find [Default Scan/Fax Settings]

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	Scan/Fax Settings	Basic Setting		
Basic Sett	ing	[V] were for classic style		
		JPEG Compression Level	Standard	•
		Black Compression Level	MMR	•
		Compact PDF/XPS compression method	Standard	•
		© Default Scan/Fax Settings	Factory Default	-
		© Default Enlarge Display Settings	Factory Detault	
		Color TIFF Type	TIFF(TTN2)	•
		Graphic Outlining	OFF	1
			Cancel	OK

12. If the setting is **[Factory Default]**, Select *Current Setting* and skip to **Step 15**. If this setting is NOT set to **Factory Default**, continue to step 13

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	Scan/Fax Settings	Basic Setting		
Basic S	ietting	[9] Items for Classic style		
		JPEG Compression Level	Standard	•
		Black Compression Level	MMR	-
		Compact PDF/XPS compression method	Standard	•
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		Oefault Enlarge Display Settings	Current Setting	$\langle \neg$
		Color TIFF Type	Factory Default	
		Graphic Outlining	OFF	
			Cancel	OK

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13. If the setting is [Current Setting], Select Factory Default

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	Color TIFF Type	Factory Default	<
	Graphic Outlining	OFF	

14. Re-select [Default Scan/Fax Settings] and now select Current Setting

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		Black Compression Level	MMR	5
		Compact PDF/XPS compression method	Standard	8
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16. Press the **Home** or **Reset** button to exit.

The scan is now defaulted to Compact PDF