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]**

4. Select **[Compact PDF]** and then touch **[OK]**
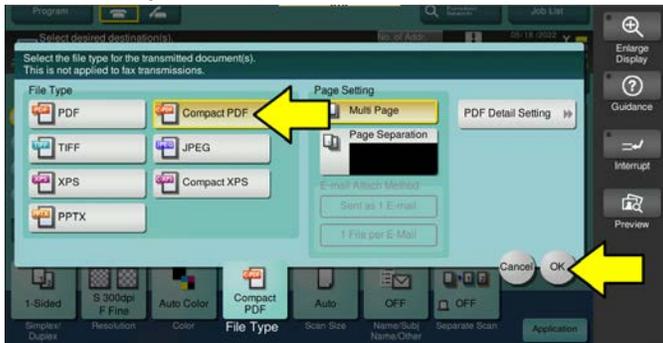
5. You can make any other changes to the scan settings you wish to be default such as colour, resolution etc.

Set the new settings as default

6. Press **[Menu]**
7. Select **[Utility]**
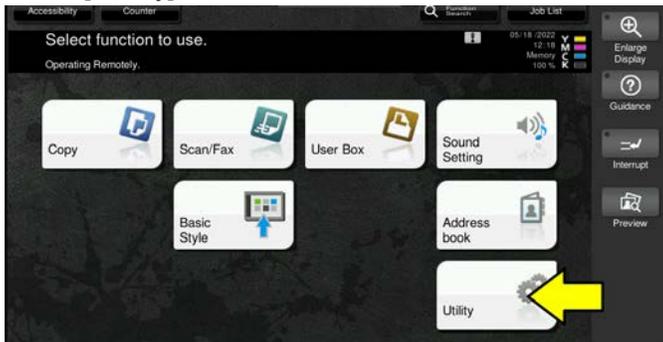
8. Select **[Utility]**
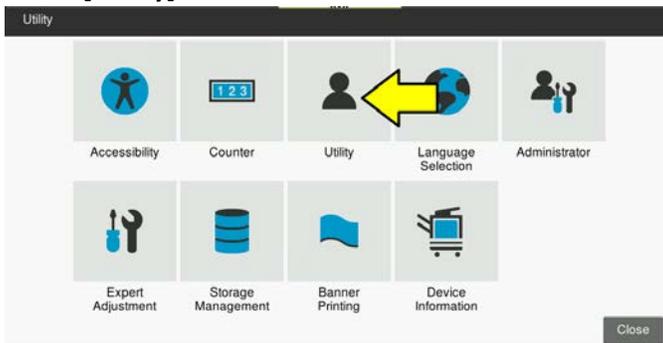
9. Select **[Scan/Fax Settings]**
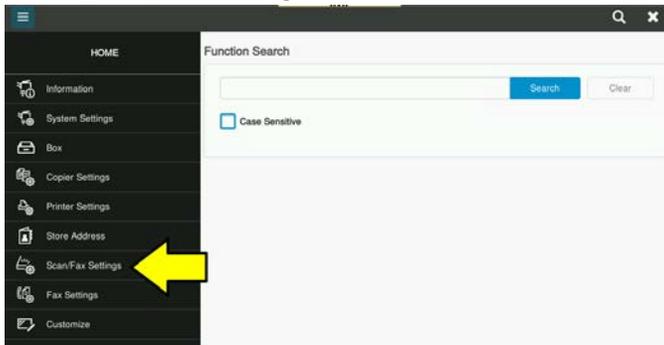
10. Select **[Basic Setting]**
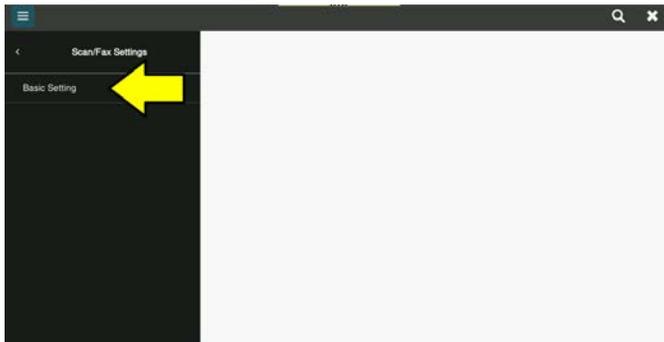
11. Find **[Default Scan/Fax Settings]**
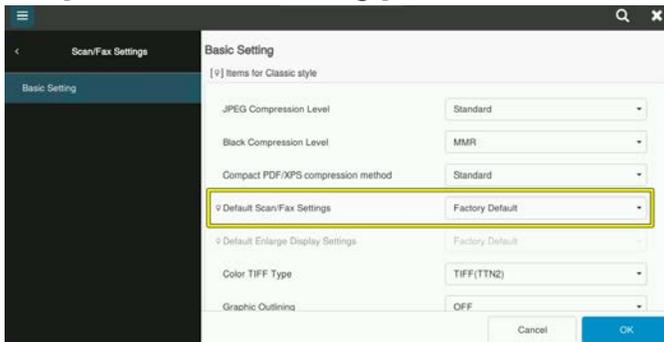
12. If the setting is **[Factory Default]**, Select *Current Setting* and skip to **Step 15**. If this setting is NOT set to **Factory Default**, continue to step 13
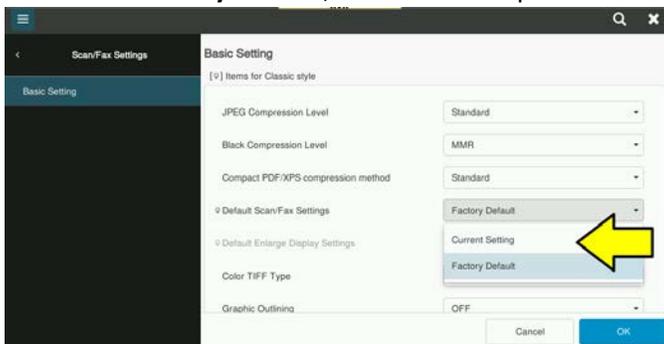
13. If the setting is **[Current Setting]**, Select *Factory Default*
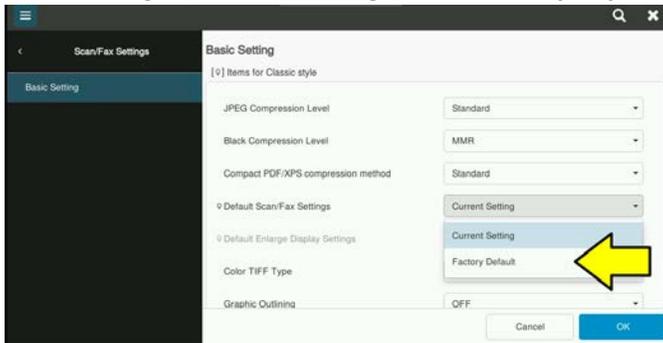
14. Re-select **[Default Scan/Fax Settings]** and now select *Current Setting*
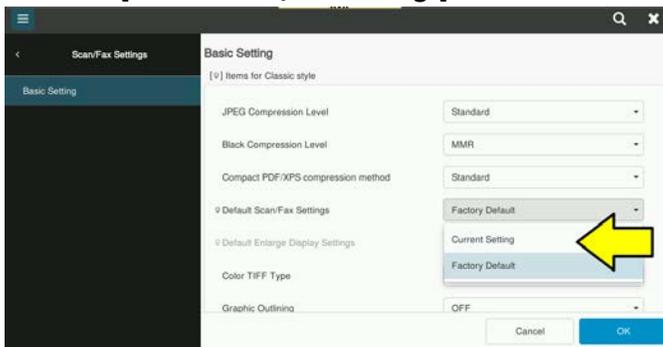
15. Touch **[OK]**
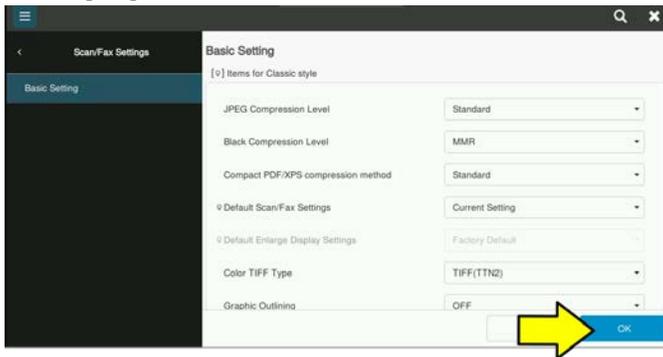
16. Press the **Home** or **Reset** button to exit.

The scan is now defaulted to *Compact PDF*