

Batching

When multiple documents with the same destination are sent in a single transmission, the process is called batching. The machine automatically batches documents intended for the same destination if the delay start time and other options are the same.

To intentionally send multiple documents in a batch transmission, perform the sending procedure for each document, setting the send criteria the same for each job. Batching “automatically” occurs with documents with the same destination address, designated with the same options. When there is any variation in options designated, batching does not occur.

Hint: *You can “intentionally” batch by using One Touch dialing keys to ensure that the same phone number, locations, and time are used.*