



Multi Send

User's Guide

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Using Multi Send

The *Multi Send* solution is an application that lets you scan a document and then send the scanned document to multiple destinations. The application requires available space on the printer hard disk.

Scanning documents using Multi Send

- 1 Load the document into the scanner.

Note: Documents may be loaded into the scanner in multiple ways. For more information, see the *User's Guide* that came with the printer.

- 2 From the printer home screen, touch the profile icon containing the destination or destinations where you want to send the scanned document.

- 3 Depending on how the profile has been configured, some additional job options may be available when scanning a document. Follow the instructions on the printer home screen to customize the options or enter the necessary information.

Note: These job options are configured when your system support person creates the profile. For more information on the existing profiles, contact your system support person.

- 4 Depending on how the profile has been configured, you may be prompted to adjust the scan options. Change the settings if necessary, and then touch **Scan It**.

- 5 To scan additional documents, load the next document into the scanner, and then touch **Accept and Continue**. Otherwise, touch **Finish the Job**.