

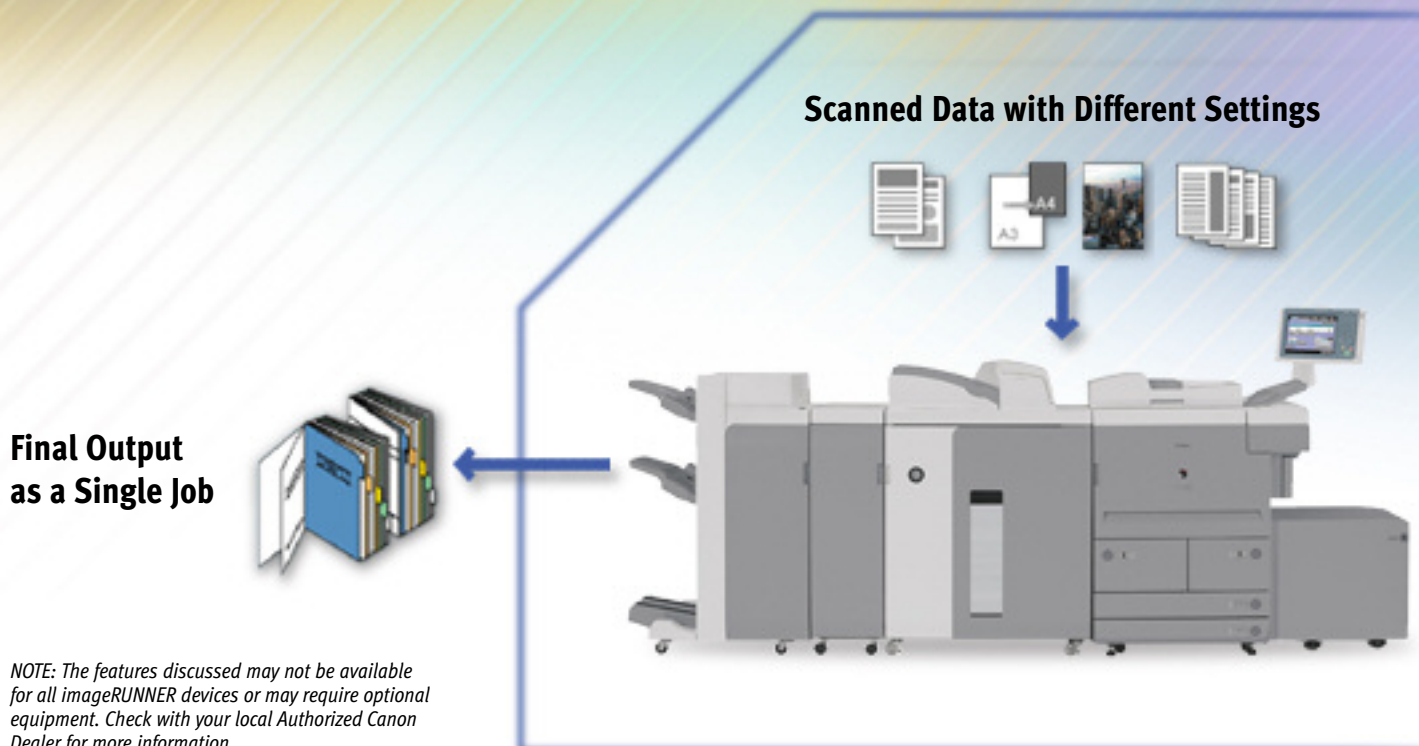
## Job Block Combination

- Do you need to scan and reproduce multiple batches of originals with different settings?
- Are you concerned about lost productivity when collating documents by hand after outputting multiple jobs?

### Solution

## Job Block Combination

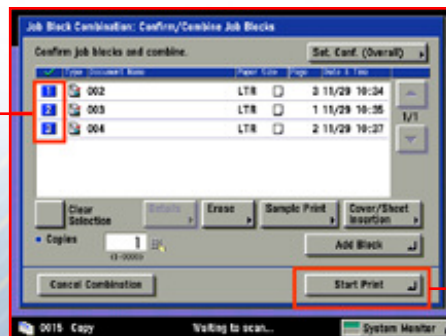
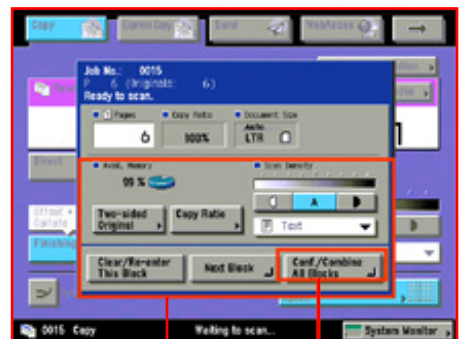
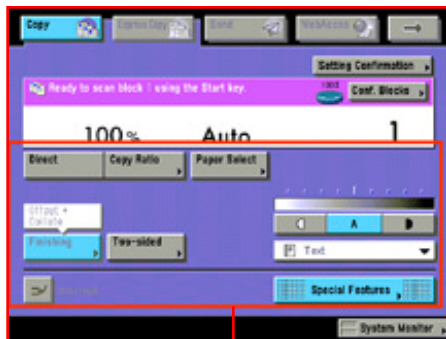
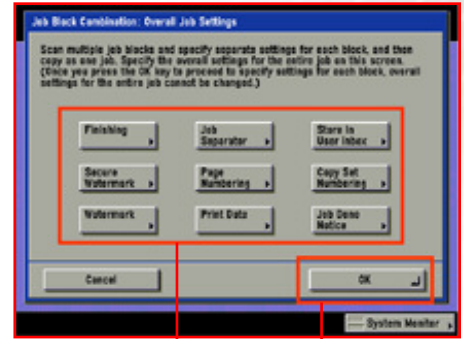
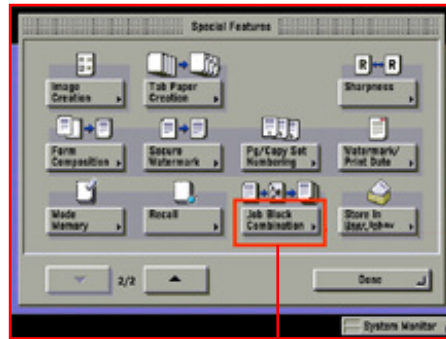
With the new Job Block Combination copy feature, you can scan multiple batches of originals with different copy settings and print them as one document. This can help create an efficient print process where the time to manually sort through and combine documents is eliminated, leading to better office productivity and management of print output.



# How Do You Do It?

## Using Job Block Combination

1. Place first document on the platen glass or first document batch in the ADF.
2. Press [**Special Features**] and navigate to page 2.
3. Press [**Job Block Combination**].
4. Specify copy settings for the combined document.
5. Press [**OK**].
6. Specify copy settings for first batch of originals.
7. Press the [**Start**] key.
8. Check settings on Scan Screen to change or specify new settings for the next batch.
9. Repeat steps 7 and 8 for each batch of originals.
10. After scanning all originals, press [**Conf./Combine All Blocks**].
11. Select the sequence for combining blocks.
12. Press [**Start/Print**].





## Financial

Banking sales personnel present contracts, print samples, product collateral, forms, and marketing materials to potential customers. Most of their documentation is comprised of loose sets of pages. With the Job Block Combination feature, a firm can create professional and customer-focused presentations through the creation of a complete set of sales materials. Sales teams can scan their original materials with different copy settings and combine them with other originals to create a complete sales book. The scanned originals with the selected copy settings can be stored in a user Mail Box for later use and printing.



## Print for Pay

At print-for-pay outlets, customers frequently bring in sets of documents that need to be copied with different settings and merged as a compound document. Previously, this was a very time-consuming operation that required separate steps by the operator. Using the Job Block Combination feature, now operators can simply scan the pages with different settings for each page or section of pages. The printed job can have different types of finishing for each section such as stapled areas, hole-punched pieces, or duplexed pages. This reduces the number of operator steps required to turn out a finished set of documents and ensure that materials are properly collated.



## Legal

Legal firms are constantly looking for a better workflow process for gathering and putting together case documents. The current workflow is a manual one whereby attorneys, paralegals, and other legal administrators must hand-collate and manage these jobs—often including different page sizes and formats—separately. With the Job Block Combination feature, multiple batches of original case documents can be scanned with settings and printed as a single case file, saving time and effort typically associated with the manual collation.

# The Job Block Combination Solution

## Benefits

- Allows for the reproduction of complete sets of documents on demand, without reducing operator productivity.
- Saves time by scanning multiple batches of originals with different settings as one complete job.
- Helps you create more professional-looking compound documents.

## FAQ

**Q:** What is the maximum number of batches of originals that I can combine with the Job Block Combination function?

**A:** Up to 32 jobs can be combined.

**Q:** Can other finishing features be added to Job Block Combination?

A. Yes. Finishing functions can be set to the merged job. This helps you create robust finished documents that are complemented by the use of different finishing features.

**Q:** Can I preview the combined scan jobs with individual copy settings in a print job?

**A:** Yes. There's a preview feature that allows the combined jobs to print a sample document prior to printing the entire job.

**Q:** Can I select the order in which the scanned originals will print out (for instance, I want to print Job 4 first and Job 1 last)?

**A:** Yes. You can select the order that the jobs will print out via the Mail Box. You can also view a sample of the job prior to printing the entire run.

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