5.  Repeat step 4 to enter additional numbers.

6.  When all numbers are entered, press ***Start***.

> **Scanning into memory**
> **Job number:** **017**
> **Free Memory:** **100%**

The machine dials the number, confirms the connection and sends the document.

## Manual Group Dialing

The machine can send a document to multiple numbers that you dial manually. You do not need to program the numbers as a group for this procedure. Enter numbers using the Numeric Keypad, One Touch keys, or Speed Dial numbers.

To send a document to several numbers:

1.  Load the document face down in the Document Tray.

2.  Select the desired ***Resolution*** and ***Contrast***.

3.  Press:

***Manual Group***

> **Manual group**
> **Enter fax number,**
> **Speed dial key**
> **or One Touch key**

4.  Using one of the dialing methods, enter the first number . If the number is entered using a One Touch key, do not press ***Enter***. If the number is entered using Keypad or Speed Dialing, you must press ***Enter***.

> **Note:** *If you select the same entry twice, you are prompted to delete or retain that second entry.*

> **Manual group**
>
> **Enter more**
> **or press [Start]**

5.   Repeat step 4 to enter additional numbers.

6.   When you have entered all the numbers, press **Start**.

The machine dials each number in the group and sends the document.

*Dialing Methods*

**Notes:**