

Presetting Group Numbers

If you frequently send faxes to the same group of telephone numbers, you can assign these numbers to a Group. Only Speed Dial or One Touch numbers can be assigned to a group. Preset group numbers can also be used for polling.

Hint: To print the Group Phonebook, press:

Phonebook   (See Chapter 12, "Reports".)

It is a good idea to create the list of names and numbers before you actually start programming the machine. The following table lists the information that will be requested and comments on each of the fields.

Fields	Comments
Group Number	Any 50 numbers between 1 and 1999 (50 groups maximum).
Group Name	Maximum of 20 characters for each group.
Telephone Number Designation	Designate telephone numbers from those assigned to Speed Dial or One Touch dialing numbers. Maximum of 240 Speed Dial or 50 One Touch dialing numbers can be entered in a group.
One Touch Key Assigning	Each group can be assigned to a One Touch dialing key.

To preset numbers to a group:

1. Open the Access Cover and press:

Phonebook Setup  

Enter group number
or
[<] Back to previous
[Stop] to complete

Programming the Machine

- Using the Numeric Keypad, enter the number (1-1999) you want to assign to this group.

Enter group number	
Group nbr (1-1999):	25

- Press:

Enter



Group number:	0025
Group name (20 max):	

- Using the Numeric Keypad and the Character Code Table, enter the Group name, then press *Enter*.

Enter name	
█	

- Press the One Touch number you want to include in this Group, or enter the Speed Dial number and press *Enter*.

Group number:	0025
Speed dial:	15
Enter Spd dial or OT	
[Enter] to complete	

- Repeat step 5 to enter additional numbers.
- When you entered each number you want to include in this group, press *Enter*.

Group number:	0025
Press One Touch key	
to enter or	
[Enter] to skip	