







Programming the Machine

Keys used in Menu Mode Operation

The following table lists the keys commonly used when programming the machine in Menu Mode.

Key	Key Description
Menu 	Press the Menu key to change the display from Standby Mode to the menu screen. When the menu screen is already displayed, press this key to scroll up through the menu selections.
	When a menu screen is displayed, press the Down arrow key to scroll down through the menu selections.
	When the menu screen is displayed, press the Left arrow key to display the preceding menu. When entering characters, use this key to move the cursor to the left.
	When entering characters, use the Right arrow key to move the cursor to the right.
Enter 	When the currently highlighted menu has sub-items, press the Enter key to display the screen of sub-items.
Stop 	Press the Stop key to exit the menu mode.
Numeric Keypad	The Numeric Keypad is used to enter alpha or numeric information.

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To program a Menu feature using the scroll keys:

1. From the Standby Mode, press:



- | |
|-----------------------|
| 1. Fax options |
| 2. Reports |
| 3. Setup |
| 4. Menu map |

The active item is highlighted.

2. Using the  and  arrow keys, scroll through the list until the feature you wish to program is highlighted, then press the **Enter** key.
3. The next menu layer is displayed. Using the  and  arrow keys, scroll through the list until the feature you wish to program is highlighted, then press the **Enter** key.

To program a Menu feature using the Menu Numbers:

Most Menu features are assigned a sequence number. You can select the feature you wish to program quickly by pressing **Menu** and the sequence numbers.



Refer to the Menu Flow Map on the pages that follow, or to print a Menu Map, press **Menu**, **4**. Menu map can also be printed by a direct access key under the access cover.

Locate the feature you wish to program on the Menu Map and note the number sequence.

For example: The Machine ID feature is accessed by first selecting Setup (3), then Initial Setup (1), then Machine ID (03).

Therefore, to access this menu item, press:



Note: Double digit menu numbers (03, Machine ID) require 2 entries and are shown as  .