

## Programming the Machine

### Character Entries





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When programming your Machine ID or names assigned to Speed Dial numbers and One Touch Keys, you enter characters. Also, many features programmed in the Menu Mode require text entries.

The following table lists the keys used to enter characters. For more information on entering characters, refer to the character entry procedures later in this chapter.

#### Keys used to Enter Characters

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Key	Function
	Moves the cursor to the left to delete, change or add characters.
	Moves the cursor to the right to delete, change or add characters or spaces.
<i>Insert</i> 	Inserts a character between existing characters.
<i>Delete</i> 	Deletes an existing character.
Numeric Keypad	Provides the user interface for entering alpha, numeric and special characters.