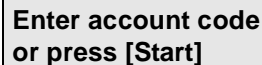## Advanced Transmissions

Using an Account Code

Entering an account code when sending a document to a remote party allows you to track the activity to that party. The account code entry is effective for the current operation.

To use this feature, the Account Code Default Setting must be set to "ON". (See "Account Code Default Setting" on the next page.)

To check Account Code usage, print the Activity Report. (See Chapter 12, "Reports".)

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

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

3. Using one of the dialing methods, enter the fax number and press **Enter,** if necessary.

> **Enter account code
> or press [Start]**

4. Enter a 4-digit Account Code and press **Start**,

    — or —

    To transmit the document without an Account Code, press **Start**.

    The document is sent and the machine returns to the Standby Mode. If an Account Code was used, it is recorded on the Activity Report.