> ***Hint:*** *Group Transmissions are easier if a group is linked to a One Touch Key.*

8. To assign this group to a One Touch key, press the **One Touch** key. To skip this step, press **Enter**.

9. The Enter Group Number screen redisplays. Press **Stop** to return to the Standby Mode.

Programming Group Send

The Programmed Group Send feature allows you to send a document to multiple remote parties in a single operation. Using this process eliminates the time and labor required to dial and scan the same document for separate transmissions to different locations.

If a number is busy, the machine dials the rest of the numbers before returning to the busy number.

To preset a group, see "Presetting Group Numbers" in this Chapter.

> ***Note:*** *You can save dialing steps if you preassign a group number to a One Touch dial key when you program that group.*

To send a document to a programmed group:

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

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

3. Press **Speed Dial**.

> **Phonebook**
> **1. Speed dial**
> **2. Alpha dial**
> **3. Group dial**

4. Press (**3**) .

> ***Note:*** *If the group is assigned to a One Touch Key, press that One Touch Key.*