- Determine which fax options you want to store with the One Touch or Speed Dial telephone number. The following options are available:

  Send Later: Select this option to designate the time you want to begin the job.

  Confirm Report: Select this option to print a confirmation report after the job.

  Listen to Dial: Select this option to turn the monitor speaker on.

  Fax Speed: Select this option to send documents at a slower speed. The slower speeds are used for sending to a number with questionable line conditions. The communication speed will be slower but the chance of communication errors will be reduced.

  Sub address: Select this option to store a sub address with the number. This feature sends a document to a compatible remote fax machine and requests that machine to forward the document to a network user or to a ITU-T mailbox. This feature can also be used to poll/store a document in a ITU-T mailbox of remote compatible machines. Refer to "Attaching an ITU-T Sub Address" in Chapter 11.

- Program the telephone numbers and fax options in the one touch or speed dial phonebook directories. Refer to the "Character Entries" section to enter characters.

- After programming the numbers, print the Phonebook Reports to confirm the numbers are entered correctly.

- Record the names associated with the One Touch Numbers on the One Touch Label.

Presetting Speed Dial Numbers

Up to 240 numbers can be assigned to Speed Dial numbers 001 to 999. If the Relay feature is enabled, the Speed Dial numbers are reduced from 240 to 200. Refer to "Activating the Relay Feature" section in Chapter 8.

An alternate telephone number may be stored with the speed dial number. If the number dialed is busy, the alternate number is dialed after the redial attempts. The alternate number dialing function is not performed in Relay transmissions, polling receptions, or mailbox transmissions.

Once you assign a Speed Dial number and select Fax Options for that number, you can link the Speed Dial number to a One Touch Dialing Key for faster dialing. If you link the speed dial number to a one touch key, you can dial the number using both methods.

Hint:	*To print a list of all assigned Speed Dial numbers, press:*	

Phonebook

⬭ ②   (See Chapter 12, "Reports".)

To assign Speed Dial numbers:

1. Open the Access Cover and press:

**Phonebook
Setup**

⬭ ①

> **Enter Speed Dial Nbr**
> **or**
> **[<] Back to previous**
> **[Stop] to complete**

2. Enter the desired Speed Dial number (1-999).

> **Speed dial number**
>
> **Speed dial (1-999):**
> **001**

3. Press **Enter**.

> *Note:* *If you select an assigned Speed Dial number, you have the option of deleting, modifying or retaining the information stored with the number. Refer to "Modifying or Deleting Speed Dial Numbers" later in this section.*

> **Hint:**   You can enter a pause or charge code in the primary and
> alternate telephone numbers. To enter a pause, press the
> **Pause** key. To enter a charge code, press the **Charge
> Code** key after entering the telephone number.

Speed dial:	001
Fax number (128 max):	
▌	

4. Using the Numeric Keypad, enter the fax telephone number
    (max. 128 digits) you want to assign to the Speed Dial number,
    then press **Enter**.

Speed dial:	001
Alternate fax nbr:	
▌	

5. Using the Numeric Keypad, enter the alternate telephone
    number, then press **Enter**; or to skip this step, press **Enter.**

6. Using the Numeric Keypad and Character Code Table, enter the name (max. 20 characters) you want to assign to this Speed Dial number, then press **Enter**.

```
Speed dial:              001

Name (20 max):
```

After 2 seconds...

```
Enter name


█
```

```
Fax options?
1. Yes
2. No
```

7. To skip the Fax Options, press **(2)** and go to step 23 to complete the procedure.

To program the Fax Options, press **(1)**.

```
Fax options
1. Done
2. Send later
3. Confirm report
4. Listen to dial
5. Fax speed
6. Sub address
```

8. Select the Fax Option you want to assign to this Speed Dial:

To exit this option, press **(1)**, and go to step 23 to complete the procedure.

Programming the Machine

To select *Send later*, press (**2**) , and go to step 9.

To select *Confirm report*, press (**3**) , then go to step 11.

To select *Listen to dial*, press (**4**) , then go to step 13.

To select *Fax speed*, press (**5**) , then go to step 15.

To select *Sub address*, press (**6**) , then go to step 17.

<u>**Send Later**</u>

9. Enter the desired time you want to start the job (within 24 hours). For the 12 hour format, select AM/PM, then press **Enter**.

10. To add an additional option, go to step 8. To exit, press (**1**) and go to step 23 to complete the procedure.

<u>**Confirm Report**</u>

11. To print a confirmation report after each transaction,

    press (**1**) .

    To disable this option, press (**2**) .

12. To add an additional option, go to step 8. To exit, press (**1**) and go to step 23 to complete the procedure.

<u>**Listen to Dial**</u>

13. To enable the Listen to Dial option, press (**1**) .

    To disable this option, press (**2**) .

14. To add an additional option, go to step 8. To exit, press (**1**) and go to step 23 to complete the procedure.

<u>**Fax Speed**</u>

15. To select 14400bps, press (**2**) .

    To select 9600bps, press (**3**) .

To select 4800bps, press (**4**) .

To skip this option, press (**1**) .

16. To add an additional option, go to step 8. To exit, press (**1**) and go to step 23 to complete the procedure.

Sub address

17. To exit this option, press (**1**) .

    To send a document to a sub address location, press (**2**) to select SUB.

    To poll a document from a sub address location, press (**3**) to select SEP.

> **Sub address**
>
> **SUB (20 max):**
> ▮

18. Enter the numeric remote sub address, then press ***Enter***.

.

> *Note:* *Secure address locations require a password if the address is secure. Go to Step 19. If not go to Step 21.*

19. To add a password to the sub address,

    press (**4**) to select PWD, or to exit this option, go to step 21.

> **Sub address**
>
> **PWD (20 max):**
> ▮

20. Enter the numeric remote sub address password, then press ***Enter***.

21. To exit the sub address option, press (**1**) .