

## **8 Transmitting Documents**

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The Document WorkCentre offers various transmission modes to simplify the faxing process. Each transmission mode may be performed using any one of the dialing methods described in the previous section.

All documents are transmitted as background jobs unless you use the Direct Send Transmission mode. If no other jobs are pending, the machine begins dialing. When the line connects, the transmission begins. You can set the machine to redial\* up to 14 times if a busy signal is detected.

If you use the Direct Send transmission mode, the machine transmits the document without storing the image in a memory file. If the call does not complete successfully, the machine does not retransmit the document.

Many options can be combined with each job. For example, you can select Cover Sheet and Delay Start prior to any job (Memory Send, Group, Mailbox, etc.).

If a communication error occurs during the transmission and the document is stored in memory, the machine resends beginning with the first page that did not transmit successfully. When the transmission completes successfully, the machine disconnects and returns to the Standby Mode.

If the Confirmation Report feature is enabled, the machine automatically prints a report after each transmission. To discontinue printing the report, set the user option to OFF (See Chapter 12, "Reports").

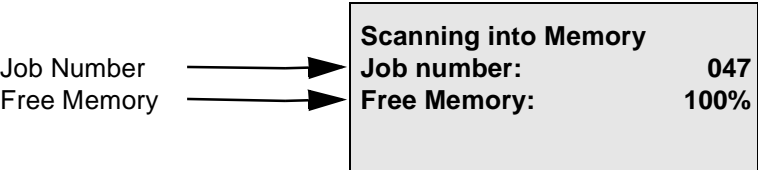
\* Not available in all markets.

Memory

As the machine scans documents into memory, the available Free Memory is reduced. As documents in memory are transmitted the Free Memory is recovered. The number of pages that can be stored in memory is dependent on the size of your Memory Module (see Chapter 15, “Supplies and Optional Accessories” for available Memory Module upgrades).

Job Numbers

Job numbers are assigned to communications that have been scanned into memory. A Job Number is used to identify the communication if there is a need to cancel a pending transmission (see Chapter 9, “Cancelling Jobs”).



## Memory Send or Direct Send Default Mode

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In the “Memory Send” mode, the machine first scans the document into memory, then dials the number and sends the fax. The Memory Send mode allows up to 100 jobs to be reserved and sent as the line becomes available. Any operation initiated using one of the dialing methods: One Touch, Speed Dial, Alpha, or Keypad Dialing is automatically performed as a Memory Send transmission.

The Direct Send mode can be selected as the default setting or selected from the Control Panel for one operation. This mode can be selected when residual memory is low or a very large document is to be transmitted. In this mode the machine sends each page as it is scanned.

Set the Memory Send mode to OFF to enable the Direct Send transmission mode.

To change the default transmission mode:

1. Press:



### Memory send

1. On
2. Off

## Transmitting Documents

2. Select the default transmission mode:

To set Memory Send as the default mode, press **1**

To set Direct Send as the default mode, press **2**

3. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

## Memory Send

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With Memory Send mode, the document is first assigned a job number for internal control of reserved communications. Up to 100 jobs can be reserved. The Job Number is used to identify a communication reserved for transmission or polling-reception, should it become necessary to cancel that operation. Once the Job Number is assigned, the document is scanned into memory, then the remote number is dialed and the fax is sent.

During Memory Send mode, documents can be sent anytime the Standby Mode is displayed. If the facsimile telephone line is busy or the line of the remote facsimile is busy, the document data is stored in memory and is sent when the lines becomes available.

**Note:** *Memory Send mode is limited by the available memory and is not possible when the Free Memory is at or near 0%. If there is not enough available memory, a Memory Full message is displayed. Press **Stop** and wait until memory is available or use Direct Send from the ADF.*

To send a Document using the Memory Send mode:

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

05-01-97 Thu15:47	
Ready	
Free Memory	100%
Dial or press Copy	

2. Select the desired **Resolution** and **Contrast**.
3. Using one of the dialing methods, dial the fax number and press **Start**, if necessary. (See Chapter 7, "Dialing Methods".)

The machine assigns a job number and scans the document into memory.

Scanning into memory	
Job number:	022
Free Memory:	92%

After 2 seconds...

05-01-97 Thu15:47	
Ready	
Free Memory	85%
Load Document	

The machine then dials the number, confirms the connection and sends the fax.

### Direct Send

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When the Direct Send default transmission mode is selected, the machine first dials the remote fax machine and confirms the connection. When the connection is confirmed the machine sends each document page as it is scanned.

To send a single transmission in Direct Send Mode, refer to the “Direct Send with Memory Send Selected” procedure that follows.

To send a document using the Direct Send mode as the default transmission mode:

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

05-01-97 Thu15:47	
Ready	
Free Memory	100%
Dial or press Copy	

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

<b>Note:</b> <i>You may select another option for this job. Refer to the selected option for the procedure.</i>
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3. Using one of the dialing methods, dial the fax number and press **Start**, if necessary. (See Chapter 7, “Dialing Methods”.)

Dialing	
Job number:	022
5551212	

The machine assigns a job number, dials the number and scans the pages as they are transmitted.

## Direct Send with Memory Send Selected

When free memory becomes 0% due to many job reservations, a Direct Send transmission can be performed manually even when the default transmission mode is set to “Memory Send” (see “Memory Send or Direct Send Default Mode” earlier in this Chapter).

**Note:** *If Direct Send is enabled, the document remains in the Document Tray until the document is transmitted.*

To manually perform a Direct Send transmission:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:



**Direct send**  
**1. Yes**  
**2. No**

4. Press **1** to send the document.

To return to the Standby Mode without sending the document, press **2**.

**Free memory: 80%**  
**Enter fax number**

**Note:** *You can select another option for this job. Refer to the selected option for the procedure.*

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

The machine assigns a job number, dials the number and transmits the pages as they are scanned.

### Manual Send

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Refer to “Manual Dial” in Chapter 7 “Dialing Methods”.

### Delayed Start

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Transmitting a document at a programmed time is known as a Delayed Start. You can set up a job to begin one month in advance. This feature permits cost savings by scheduling jobs during periods when telephone rates are lower.

To set up a Delayed Start:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:

**Delay  
Start**



**Send later**

**Time:**    **HH:MM DD**  
             **■ ■ : ■ ■ ■ ■**

4. Use the Numeric Keypad and the arrow keys to enter the time and date you want the job to start, then press **Enter**.

**Note:** *If the 12-hour format is selected, use the arrow keys to select am/pm. DD represents the day of the month. If a number above 31 is entered, the job is started on the first day of the following month.*

**Note:** *You can select another option for this job. Refer to the selected option for the procedure.*

5. Using one of the dialing methods, enter the fax number and press **Start**.

The document is scanned into memory and is transmitted at the designated time.



## Priority Transmission

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Use this procedure to send a document immediately, even when other jobs are reserved in memory.

**Note:** *Only one transmission can be Priority Reserved.*

To Priority Send a document:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:

*Priority*



**Priority fax**  
**Enter fax number,**  
**Speed dial key**  
**or One Touch key**

**Note:** *You can select another option for this job. Refer to the selected option for the procedure.*

4. Using one of the dialing methods, enter the remote fax number, then press **Enter**, if needed.

The document is transmitted immediately or immediately following the operation in process.

### Charge Codes

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The Charge Code function key is used to enter a charge code in a telephone number.

Charge codes can be entered manually during Keypad dialing or stored in the Speed Dial and One Touch numbers for dialing numbers that always require this feature. (Refer to the Chapter 4, “Setting up the Phonebook”.)

To enter a Charge Code when sending a document:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel.
4. Using the Numeric Keypad, manually enter the fax number.
5. Press:

*Charge  
Code*



**Fax number (128 max):**  
5151212 + ■

6. The Document WorkCentre places a “+” in the phone number to indicate that a Charge Code is to follow.
7. Enter the Charge Code.

**Fax number (128 max):**  
5151212 + \$\$\$

The Charge Code is entered and hidden with “\$” symbols displayed in place of the code.

8. Press **Enter** to start the job.

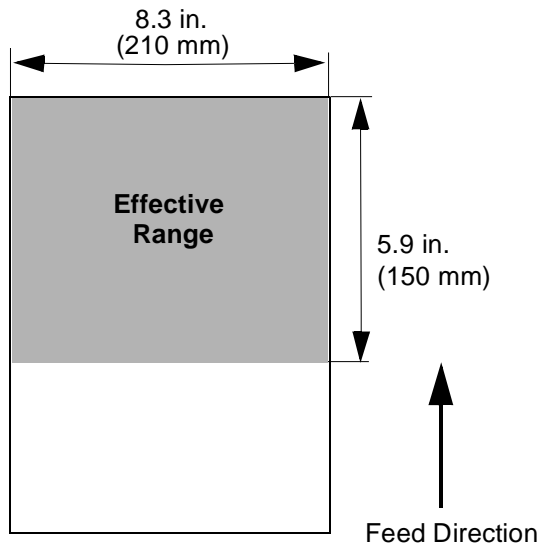
## Cover Sheet

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The Cover Sheet feature attaches a cover sheet to the top of a document being transmitted. The cover sheet can include a unique image such as your company logo, as well as your station ID, the receiving station's ID and the page count. Using the Cover Sheet feature replaces the routine of manually sending a cover sheet each time you send a document.

The effective scanning image range is 5.9 inches (150 mm). Any image outside the specified range is discarded. This feature will store one image. If this procedure is repeated to store another image, a Delete or Retain prompt is displayed. Selecting Delete allows you to scan a new image. Selecting Retain returns you to the Standby mode.

To use the cover sheet option, the cover sheet feature must first be enabled, and the cover sheet created.



## Cover Sheet Setup

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To set up a cover sheet for the first time, prepare an image to be pasted to the cover sheet, then perform the following steps.

To enable the Cover Sheet feature:

1. If you would like to add an image to your cover sheet, load the image document face down in the Document Tray.
2. Press:



### Cover sheet

1. On
2. Off

3. Press **1** to enable the Cover Sheet option.

### Load cover image

1. Yes
2. No

4. Select the Cover Sheet image option:

To create a cover sheet without an image, press **2**.

To add an image to your cover sheet, press **1**.

### Cover sheet

Press Start to store

5. Press **Start** to scan the image and paste it on your cover sheet.

The scanned image can appear on your cover sheet when you send a document using the “Sending Documents with a Cover Sheet” procedure.

### **Sending a Document with a Cover Sheet**

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Once you enable the Cover Sheet feature and create a Cover Sheet image (if desired), perform the following steps when sending a document.

To send a document with a Cover Sheet:

1. Load a document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Panel and press:

*Cover  
Sheet*



**Cover sheet**

1. On
2. Off

4. Select the Cover Sheet option:

To send the document without a Cover Sheet, press **2**, then go to Step 7.

To attach a Cover Sheet when sending this document, press

**1**.

**Enter To: name**

**Enter name**

after 2 seconds...

## Transmitting Documents

5. Using the Numeric Keypad and the Character Code Table, enter the name of the person or company the document is being sent to, then press **Enter**.

**Enter From: name**

after 2 seconds...

**Enter name**

6. Using the Numeric Keypad and the Character Code Table, enter your name or company name, then press **Enter**.

**Free memory: 100%**  
**Enter fax number**

**Note:** *You can select another option for this job. Refer to the selected option for the procedure.*

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

The document is sent with a Cover Sheet, if selected, and the machine returns to the Standby Mode.

## Batching

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When multiple documents with the same destination are sent in a single transmission, the process is called batching. The machine automatically batches documents intended for the same destination if the delay start time and other options are the same.

To intentionally send multiple documents in a batch transmission, perform the sending procedure for each document, setting the send criteria the same for each job. Batching “automatically” occurs with documents with the same destination address, designated with the same options. When there is any variation in options designated, batching does not occur.

<p><b>Hint:</b> You can “intentionally” batch by using One Touch dialing keys to ensure that the same phone number, locations, and time are used.</p>
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### Confirming a Transmission

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After sending a document, you can confirm whether your machine sent the document successfully. The following confirmation features are available:

- **End Tone** — When a transmission completes normally, a short tone is generated and the unit returns to the standby mode. If a communication error occurs while attempting to connect to the remote party, a long tone is generated and an error indication is displayed. Press the **Stop** key to clear the error message.
- **Activity Report** — To print a summary of the last 40 communications, press the **Activity** key. The Document WorkCentre can also be set to automatically print an Activity Report (Refer to Chapter 12, “Reports”).
- **Confirmation Report** — A Confirmation Report can be printed automatically following each transmission or only following error occurrences. (Refer to Chapter 4.)



## One Time Fax Options

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Before sending a document, you can set up various options that effect only the current job. With the document in the Document Tray, set each option you want to apply to that job, then using one of the dialing methods, send the fax. The following options can be set for an individual transmission:

Option	Description
Number of Pages	Prints the designated number of pages at the top of the recording paper for Direct Send Transmissions only.
Listen to Dial	Turns the speaker ON to monitor the line tones.
ECM Disable	When the ECM default mode is set to On, allows you to disable ECM for the current transmission .
Send then Poll	Sends a document, then polls a document from the remote machine during the same transmission.
Secure Send Transmission	The Document WorkCentre compares the number you dialed with the remote machine's ID. If the numbers do not match, the document is not sent.

### Number of Pages

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This feature allows you to set the total number of pages in a Direct Send job for the current job. You do not need to select this feature for Memory Send since the machine automatically totals the number of scanned images. The number of pages is printed in the header by the receiving machine.

To set the Total Number of Pages:

1. Load the document face down in the Document Tray.
2. Press Direct Send.
3. Press:



**Number of pages**

**Pages (1-99):**

4. Using the Numeric Keypad, enter the total number of pages in the job, then press **Enter**.

**Free Memory**

**100%**

**Enter fax number**

5. Press **Menu** to select additional fax options or, using one of the dialing methods, enter the fax number, then press **Enter**, if necessary.

The document is sent and the machine returns to the Standby Mode.

## Listen to Dial

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Enable this feature to listen to the fax tone during the send and polling operations (this is a one time procedure).

To set the Listen to Dial feature:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Press:



### Listen to dial

1. On
2. Off

4. Select the Listen to Dial option:

To enable fax tones, press **1**.

To disable fax tones, press **2**.

**Free Memory** 100%  
**Enter fax number**

5. Press **Menu** to select additional fax options or, using one of the dialing methods, enter the fax number, press **Enter**.

The document is sent and the machine returns to the Standby Mode.

### Send then Poll

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This feature performs two operations, transmit and poll, in a single operation. If the remote machine has a document set to be polled, the polling document is received after your document is sent, during the same call (this is a one time procedure).

To set the Send then Poll feature:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Press:




#### Send then poll

1. On
2. Off

4. Select the Send then Poll option:

To enable the Send then Poll feature, press .

To disable the Send then Poll feature, press , then go to step 6.

#### Send then poll

##### Add security code?

1. Yes
2. No

5. Select the Security option:

To enter a Security Code, press **1**, then use the Numeric Keypad to enter a 4-digit code, and press **Enter**.

Free Memory 100%  
Enter fax number

If you do not wish to enter a security code, press **2**.

6. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter** if necessary.

Free Memory 100%  
Enter fax number

The document is sent. If this feature is enabled, the document set to poll is received, then the machine returns to the Standby Mode.

### ECM Disable

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Once the Error Correction Mode Default Setting is set to “ON”, this feature allows you to disable the ECM mode for a single transmission. Once that transmission is complete, the default status is regained.

**Note:** *ECM must be set to On when the optional 33.6K BPS Modem is installed. Disabling ECM also turns the 33.6K BPS Modem off. If the ECM Default setting is set to “OFF”, the ECM Disable feature is not available. (See Chapter 4, “Error Correct — ECM Default Setting”).*

To set the ECM feature:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Press:



#### Error correct — ECM

1. On
2. Off

4. Select the ECM option:

To send the document using ECM, press **1**.

To disable the ECM Mode for this transmission, press **2**.

**Free Memory** 100%  
**Enter fax number**

5. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter** if necessary.

The document is sent and the machine returns to the Standby Mode.

## Secure Send Transmission

The Secure Send feature prevents your machine from sending to an incorrectly dialed number. With this function enabled, the dialed number is compared to the remote machine ID telephone number. The transmission is possible only when the numbers match.

**Note:** This feature is used for one operation. To set the secure send feature on all future transmissions, see “Secure Send Settings” later in this chapter.

To set the Secure Send feature:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Press:



### Secure Send

1. On
2. Off

4. Select the Secure Send option:

To enable the Secure Send Mode, press **1**.

To disable the Secure Send Mode, press **2**.

**Free Memory**

**100%**

**Enter fax number**

5. Press **Menu** to select additional fax options, or using one of the dialing methods, enter the fax number, then press **Enter**.

The document is sent and the machine returns to the Standby Mode.

## Advanced Transmissions

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### Using an Account Code

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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.



## Account Code Default Setting

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The Account Code feature allows you to enter an account number when transmitting documents to a remote party. The account code is printed along with the transmission information on the Activity Report, allowing you to check the activity to that party.

1. To set the Account Code default setting:

Press:



**Account code**  
1. On  
2. Off

2. Select the Account Code option:

To enable the Account Code feature, press **1**.

To disable the Account Code feature, press **2**.

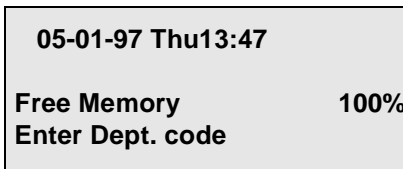
3. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

## Transmitting Using A Department Code

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When the Department Code option is set, the “Enter Dept. code” screen is displayed.

To set or change Department Codes, refer to Chapter 4, “Changing Department Codes”.



To use the machine:

Enter the 5-digit Department Code, then press ***Enter***.

The standby mode screen displays.

If no activity is performed within 1 minute after entering the Department Code, the display returns to the “Enter Dept. code” screen.

## Resend Stored Fax Default Setting

Normally, when a transmission can not be completed, the machine automatically attempts to send the document according to the redial criteria. When the number of attempts exceeds the redial counter, the document is cleared from the memory.

With the Resend Stored Fax feature enabled, any document which exceeds the number of redials set is not cleared, but saved in memory for the specified length of time. See the “Resend Stored Fax” procedure that follows, to resend the stored document.

**Note:** When the Resend Stored Fax feature is enabled, the stored time is recorded in the Pending Jobs Report (see Chapter 4).

To set the Resend Stored Fax default setting:

1. Press:



### Resend stored fax

1. On
2. Off

2. Select the Resend Stored Fax option:

To enable the Resend Stored Fax feature, press **1**.

To disable the Resend Stored Fax feature, press **2**, then press **Stop** to return to the Standby mode.

### Resend stored fax

Store for (01-24) hrs:

14

3. Use the Numeric Keypad to enter the number of hours (you must use 2 digits) for the machine to store the document, then press **Enter**.
4. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

### Resending A Stored Fax

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When the Resend Stored Fax feature is enabled, any document that exceeds the number of allowed redials is not cleared, but saved in memory for a specified length of time. Perform this procedure to resend a fax that is stored for resending. If the facsimile number you dialed was not correct, you can change the number before resending the document. When you resend the document, the number of redials counter is reset.

To resend a stored fax:

1. Open the Access Panel and press:

**Resend**



**Resend stored fax**  
**[Enter] to start**  
**[Cancel] to delete**  
**[↑↓] to search**

2. Press the  or  keys to view the jobs stored for resending.

If the job you want to resend was dialed using the Numeric Keypad and with no Fax Options, go to Step 3. If the job you want to resend was other than the above, go to Step 5.

3. While viewing the job to resend, press **Enter** or **Start**.

4. Select the Change option:

To resend the job without changing the facsimile number, press

**1** . The machine starts dialing the number.

To resend the job with a different facsimile number, press

**2** .

**Resend stored fax**

**1. Start**

**2. Change**

5. Using the Numeric Keypad, enter the new facsimile number.

**Fax number (128max):**  
**1234567890**

6. Press **Enter**.

The designated job is resent, then the machine returns to the Standby Mode.

## Secure Send Setting

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When the Secure Send Mode is enabled, all transmissions are secure. The machine compares the number dialed to the remote machines ID telephone number and if the numbers match, the document is sent.

Refer to the “One Time Fax Options,” earlier in this chapter, to send a secured individual transmission.

To enable Secure Send:

1. Press:



### Secure send

1. On
2. Off

2. Select the Secure Send option:

To enable the Secure Send feature, press **1**.

To disable the Secure Send feature, press **2**.

3. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

## **Relay Communications**

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Relay Communication allows you to send documents from your fax machine (initiating station) to one or more fax machines (relay stations), which further sends them to additional fax machines (end stations). If you have several end stations in one or more regional areas you can save time and phone expense by setting up a relay system.

### **Activating the Relay Feature**

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Relay communication is an optional feature that is compatible with other Xerox Document WorkCentre's Pro 635, 645, 657 and 745 machines. The feature must be activated by a Service Representative; please contact your local Xerox Service Representative to activate the Relay feature.

When the Relay Communications feature is activated, the number of programmable Speed Dial locations is reduced from 240 to 200.

Please be advised that activation of the Relay Communications feature results in a "full memory clear". All user programmed information is erased, including the phonebook directories. It is recommended that the relay feature be activated prior to programming the machine.

If you have programmed information entered in memory, you should print out the phonebook reports, a Settings report and documents in memory since the information is cleared when the Relay feature is enabled. This information can assist you in reprogramming the machine.

### **Relay Methods**

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The following relay transmission methods are available:

- **Individual (Manual) Relay** — You can send your document to one relay station and instruct that relay station to retransmit the documents up to 8 One Touch / Speed Dial numbers or up to 8 Group numbers.
- **Group Relay** — You can send your document to up to 16 relay stations and instruct those relay stations to retransmit the documents to up to 4 group numbers per station.
- **Secondary Relay** — You can send a document to a primary relay station which retransmits your document to up to 16 other relay stations called secondary relay stations. The secondary relay stations then retransmit the document to the end stations.



## Manual Relay Transmission

Use this procedure to send your document to a single relay station. That relay station then retransmits your document to the end stations.

To perform a manual relay operation, the following information must be programmed in your machine and the relay station.

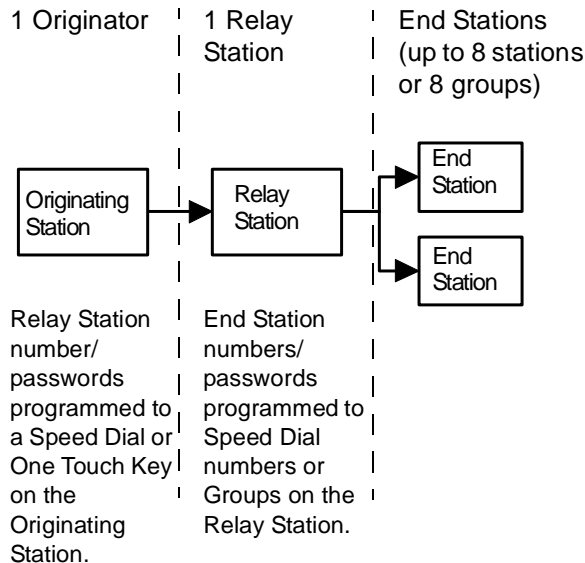
### Initiating Station Setup:

- Obtain the end station speed dial or group numbers from the relay station. For your setup, inquire if the numbers were programmed as speed dial or group numbers.
- Assign the relay station telephone number to a One Touch Key or Speed Dial number

### Relay Station Setup:

- The relay station must program the end station telephone numbers to Speed Dial numbers or Group numbers. Up to 8 speed dial numbers or 8 groups can be programmed. The relay station must use the "Presetting Group Numbers" procedure.
- The relay station must provide these numbers and any required passwords to the Initiating Station.

Example:



## Transmitting Documents

To perform a Manual Relay Transmission:

**Note:** *Ensure that the same System Password is programmed on your machine and the Relay Station.*

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Cover and press:

Relay



**Send via relay**  
**Relay station number**  
**Enter Speed dial key**  
**or One Touch key**

4. Enter a Speed Dial or One Touch number you preset for the Relay Station, (You must press **Speed Dial** prior to entering a speed dial number, and then press **Enter**).


**End number?**  
**1. Group**  
**2. Speed dial**

5. Select the method (Group or Speed Dial) the relay station used to preset the end stations.


If the end stations are preset to a group number, press **1** then go to step 6.

If the end stations are preset to speed dial numbers, press

**2**.

<b>Send via relay</b>	
<b>One Touch key:</b>	<b>25</b>
<b>Group nbr (1-1999):</b>	
	

– or –

<b>Send via relay</b>	
<b>One Touch key:</b>	<b>25</b>
<b>Speed dial (1-999):</b>	
	

6. If you selected Group, enter the first group number the relay station assigned to the end stations, then press **Enter**. Repeat this step to enter up to 8 group numbers, then go to step 7.

If you selected Speed Dial, enter the first Speed Dial number the relay station assigned to the end station, then press **Enter**. Repeat this step to enter up to 8 speed dial numbers.

<b>Send via relay</b>	
<b>One Touch key:</b>	<b>25</b>
<b>Enter end number or [Enter] to complete</b>	

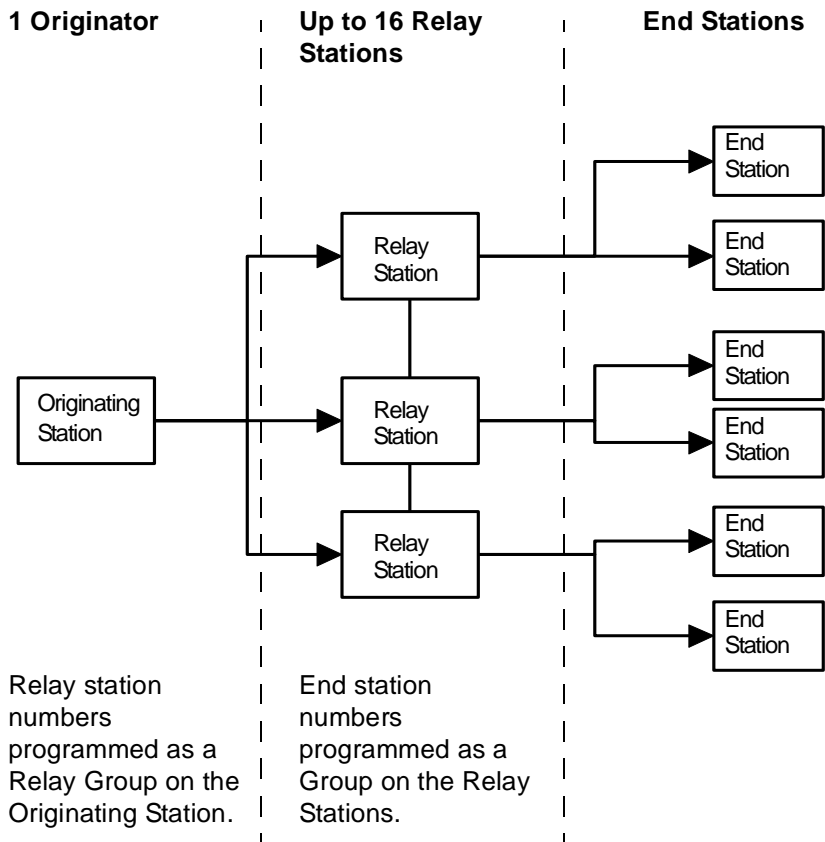
7. Press **Start**.

The document is sent to the Relay Station. The Relay Station will then retransmit the document to the specified End Stations.

## Presetting Relay Group Numbers

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You can assign up to 10 Relay Group numbers from 1 to 1999. Each relay number can contain up to 16 Relay Stations that are preset to Speed Dial or One Touch numbers.



### Relay Station Setup:

The following information must be programmed in your machine and each relay station:

- a. Each Relay Station (up to 16) must program the end destination station telephone numbers to groups. Each relay station can program up to 4 groups. Use the "Presetting Group Numbers" procedure to program the groups.
- b. Each relay station must provide these group numbers to the Initiating Station.

### Initiating Station Setup:

- c. Program each Relay Station (up to 16) to a one touch or speed dial number.
- d. Obtain the end station group numbers (up to 4 for each station) from each Relay Station.
- e. Program a Relay Number which contains the information from Items c and d.

For example: Enter the one touch or speed dial number from Item c in Step 4; enter the end station group numbers from Item d in Step 5. Enter this information for each Relay Station.

To Preset a Relay Group number at the initiating station:

1. Open the Access Cover and press:

*Phonebook  
Setup*



**Enter group number  
or  
[<] Back to previous  
[Stop] to complete**

2. Using the Numeric Keypad, enter the number you want to assign to this Relay Group, then press **Enter**.

**Enter relay number**

**Group nbr (1-9999):**

**5**

**Note:** *If the group number is already assigned, you are prompted to delete or retain that Group Number. If you choose delete you can then use that number, if you choose retain you will need to enter a different Group Number.*

**Group number:** 0005

**Group name (20 max):**

After 2 seconds...

**Enter name**



3. Using the numeric keypad and the Character Code Table, enter the name you want to assign to this Relay Group, then press **Enter**.

**Group number:** 0025

**Enter relay station**

**Enter Spd dial or OT**

**[Enter] to complete**

4. Enter the Speed Dial or One Touch number you preset for the relay station, then press **Enter**, if needed.

Group number:	0005
Enter relay station	
Speed dial:	52

After 2 seconds...

Group number:	0005
Speed dial:	52
Enter end group or [Enter] to complete	

5. Enter the end station group number that is programmed in the Relay Station, then press **Enter**.

**Note:** *If the End Station Group Number is already assigned to this Relay Group under the same Relay Station, you will be prompted to “Delete” that End Station from this Group, or “Retain” that End Station in this Group.*

Group number:	0005
Speed dial:	52
Enter end group or [Enter] to complete	

6. Repeat step 5 to enter up to 4 End Station Group numbers. When all of the Group numbers have been entered, press **Enter**.

Group number:	0005
Enter relay station	
Enter Spd dial or OT	
[Enter] to complete	

## Transmitting Documents

7. Repeat Steps 4 - 6 to enter additional relay stations (up to 16) and end groups (up to 4 each).

When finished, press **Enter**, if needed.

**Group number:** 0005  
**Press One Touch key**  
**to enter or**  
**[Enter] to skip**

**Hint:** *Relay Transmissions are easier if the group is linked to a One Touch key.*

8. If you would like to assign this Relay Group to a One Touch key, press that key now. To skip this step, press **Enter**.
9. The Enter Group Number screen redisplay. Press **Stop** to return to the Standby Mode.



## Group Relay Transmission

Use this procedure to send your document to up to 16 Relay Stations that are preset to a Relay Group. The Relay Stations then retransmits your document to specific End Stations that are assigned to Relay Group numbers by the Relay Stations.

To send a document via a Group of Relay Stations:

**Note:** *Ensure that the same System Password is programmed on your machine and each Relay Station. The password is checked by the Relay Stations at the time of transmission.*

1. Set up a Relay Group. (See “Presetting Relay Group Numbers”.)
2. Load the document face down in the Document Tray.
3. Select the desired **Resolution** and **Contrast**.

**Note:** *If the required Relay Group is assigned to a One Touch key, press that One Touch key.*

4. Open the Access Cover and press:



**Send via relay**  
**Group nbr (1-1999)**

5. Enter the Relay Group number, then press **Enter**. (See “Presetting Relay Group Numbers”.)

The document is sent to each Relay Station in the Relay Group. Each Relay Station will then transmit the document to the End Stations that were specified in the Relay Group. (See “Presetting Relay Group numbers”.)

## Secondary Group Relay Communications

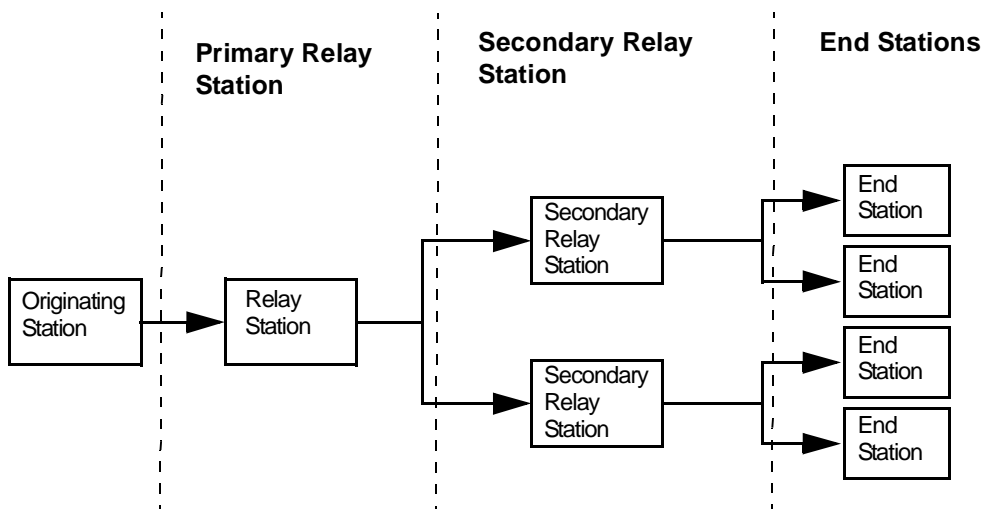
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Where extensive group communications are required, you can send your document via a Secondary Relay. To send your document via a secondary relay system, you must carefully coordinate your relay instructions with your primary and secondary relay stations.

This process is useful when you frequently send documents to multi-level organizations.

*For example:* Lets assume that your main office is in Dallas, and your organization has regional sales offices in Chicago, New York, LA, and Detroit. Each of the regional sales offices supports five service centers in their area. Each service center has multiple departments.

You have a document that you want to send to the individual departments within each service center. Using the secondary relay feature, you can send your document to the four regional offices. The regional offices then relay the document to the service centers, which in turn relay the document to the service departments within their center.



## **Setting Up a Secondary Relay Network**

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### **Secondary Relay Station Setup:**

- a. Each Secondary Relay Station (up to 16) must preset the end station telephone numbers to groups (up to 4 groups can be assigned). (Use the “Presetting Group Numbers” procedure).
- b. Each Secondary Relay Station must provide these preset group numbers to the Primary Relay Station.

### **Primary Relay Station Setup.**

- c. Preset each Secondary Relay Station telephone number to a one touch key or a speed dial number (up to 16).
- d. If not provided, obtain the end station group numbers from each Secondary Relay Station (see step a).
- e. Preset a Relay Group Number which contains the information from Items c and d. Up to 16 secondary relay station numbers, with each station containing 4 groups, can be entered.

(For example: Using the “Presetting Relay Group Numbers” procedure, enter the one touch or speed dial numbers from Item c in Step 4; enter the end station group numbers from Item d in Step 5.

- f. Provide this programmed relay group number to the Originating Relay Station.

### **Originating Relay Station Setup:**

- g. Preset the Primary Relay Station telephone number to a one touch key or a speed dial number (up to 16 Primary Stations.)
- h. Obtain the relay group numbers from each Primary Relay Station. (See Step e).
- i. Preset a Secondary Relay Group Number which contains the information from Items g and h.

(For example: Using the “To Preset a Secondary Relay Group Number” procedure, enter the one touch or speed dial numbers from Item g in Step 4; enter the relay group numbers from Item h in Step 5. Repeat this information for each Primary Station.

## Transmitting Documents

To Preset a Secondary Relay Group number in the initiating station:

1. Open the Access Cover and press:

Phonebook  
Setup



Enter group number  
or  
[<] Back to previous  
[Stop] to complete

**Note:** *If the group number entered is already assigned, you will be prompted to delete or retain that Group Number. If you choose delete you can then use that number, if you choose retain you will need to enter a different Group Number.*

2. Using the Numeric Keypad, enter the number you want to assign to this Relay Group, then press **Enter**.

Group number: 0005  
Group name (20 max):

After 2 seconds...

Enter name



3. Using the numeric keypad and the Character Code Table, enter the name you want to assign to this relay group, then press **Enter**.

<b>Group number:</b>	<b>0025</b>
<b>Enter relay station</b>	
<b>Enter Spd dial or OT</b>	
<b>[Enter] to complete</b>	

4. Enter the Speed Dial or One Touch number you assigned to the Primary Relay Station, then press **Enter**, if needed.

<b>Group number:</b>	<b>0005</b>
<b>Speed dial:</b>	<b>52</b>
<b>Enter end group or</b>	
<b>[Enter] to complete</b>	

5. Enter the relay group number that is programmed in the Primary Relay Station (which contains the secondary relay telephone numbers and the programmed group end stations).

Then press **Enter**.

<b>Group number:</b>	<b>0005</b>
<b>Speed dial:</b>	<b>52</b>
<b>Enter end group or</b>	
<b>[Enter] to complete</b>	

6. Press **Enter** to skip this step (the programmed end groups are preset in the Primary relay group).

<b>Group number:</b>	<b>0005</b>
<b>Enter relay station</b>	
<b>Enter Spd dial or OT</b>	
<b>[Enter] to complete</b>	

## Transmitting Documents

7. Repeat steps 4, 5 and 6 to enter additional Primary Relay Station information. Up to 16 primary stations can be entered.
8. When finished, press **Enter**.

<b>Group number:</b>	<b>0005</b>
<b>Press One Touch key to enter or [Enter] to skip</b>	

9. If you would like to assign this Relay Group to a One Touch key, press that key now.  
To skip this step, press **Enter**.
10. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

## Secondary Relay Transmission

Use this procedure to send your document to a primary relay station which retransmits your document to the secondary relay stations. The secondary relay stations will then transmit your document to the end stations.

**Note:** *Ensure that the same System Password is preset on your machine and each of the Relay Stations. The password will be checked by the Relay Stations at the time of transmission.*

To perform a Secondary Relay Transmission:

1. Set up a Secondary Relay Network (see “Setting up a Secondary Relay Network”).
2. Load a document face down the Document Tray.
3. Select the desired **Resolution** and **Contrast**.

**Note:** *If the required Relay Group is assigned to a One Touch key, press that One Touch key.*

4. Open the Access Cover and press:



**Send via relay**  
**Group nbr (1-1999)**

5. Enter the Secondary Relay Group number, then press **Enter**.  
(See “Setting up a Secondary Relay Network”.)

The document is sent to the Primary Relay Station. The Primary Relay Station then sends the document to each of the Secondary Relay Stations. Each Secondary Relay Station then transmits the document to the End Stations.

Secondary Relay Station Setup Example

*Hint: Plan from the end station to the initiating station.*

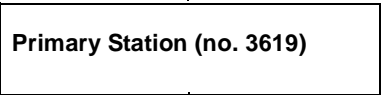
Initiating Station:

- 1. Set up the Primary Relay Station telephone number 3619 as Speed Dial number 07.
- 2. Using the “Presetting the Secondary Relay Group Number” procedure, assign a Relay Group Number 01 then;
- 3. Assign the Primary Relay Station telephone number Speed Dial 07, to Relay Group 01 then;
- 4. Assign the Primary Relay Station Relay Group number



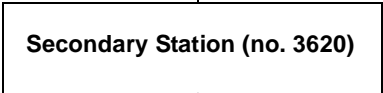
Primary Station:

- 1. Set up the Secondary Relay Station telephone number 3620, as Speed Dial number 03.
- 2. Using the “Presetting Relay Group Numbers” procedure, assign a Relay Group number 10 then;
- 3. Assign the Secondary Relay Station Speed Dial 03, to Relay Group 10 then;
- 4. Assign Secondary End Station Group number 05, to Relay Group 10.



Secondary Station:

- 1. Program each End Station as a Speed Dial number.
- 2. Program the End Station Speed Dial numbers to Group number 05 (use the “Presetting Groups” procedure). End Station Group number 05 contains numbers; 3621, 3622, 3623, 3624.



End Stations:





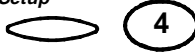
## Cancelling Relay Group Numbers

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To cancel a Relay Group Number:

1. Open the Access Cover and press:

*Phonebook  
Setup*



**Enter group number  
or  
[<] Back to previous  
[Stop] to complete**

2. Using the Numeric Keypad, enter the Relay Group number you want to delete, then press **Enter**.

**Enter relay number  
1. Delete  
2. Retain**

3. To delete the Relay Group number, press **1**.

To retain the number information, press **2**.

4. The Enter Group Number screen redisplay. Press **Stop** to return to the Standby Mode.

The group relay information stored with that Group Number is cleared.

## *Transmitting Documents*

### **Notes:**