

7 Dialing Methods

Dialing Methods

When sending documents you must dial the telephone number of the remote party's fax machine. The WorkCentre has 8 dialing methods. Each dialing method can be used for fax transmissions, polling receptions, or telephone calling operations.

A basic transmission includes loading the document, dialing a number, and transmitting the document image. This section describes the following dialing methods:

- Manual Dial (On-hook and Off-hook Dialing)
- Speed Dialing
- One Touch Dialing
- Keypad Dialing
- Redialing
- Alpha Dialing
- Chain Dialing
- Manual Group Dialing

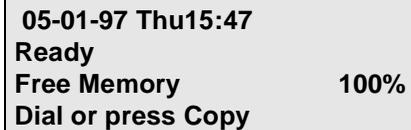
Manual Dial (On-hook and Off-hook Dialing)

To initiate On-hook dialing press the **Manual Dial** key, dial the number and listen for a facsimile tone, then press the **Start** key to initiate a transmission.

To initiate Off-hook dialing, lift the optional handset from the cradle, dial the number and listen for a fax tone, then press the **Start** key to initiate a transmission.

You can perform all the dialing methods in this mode. To dial the remote station using Manual Dial:

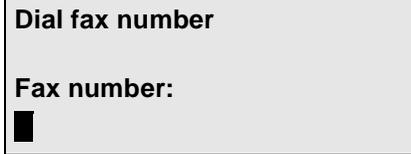
1. Load the document face down in the Document Tray.



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

2. If desired set the **Resolution** and **Contrast**.
3. Lift the handset, or press:

**Manual
Dial**



Dial fax number

Fax number:



4. Enter the fax phone number then press **Enter**, if necessary. To enter a pause, press the **Pause** key. To enter a Charge Code, press the **Charge Code** key after the telephone number.

5. The machine dials the number and connects with the remote machine. When you hear the fax tones press the **Start** key. If you are using On Hook dialing and the remote operator answers, you can pick up the handset* to talk. When you are finished talking you can still send a document by requesting a fax tone and pressing **Start**, then place the handset in the cradle.

| |
|------------------------|
| Communicating |
| Job number: 022 |
| 5554444 |

The machine sends the document and returns to the Standby Mode.

*If a handset or telephone is installed.

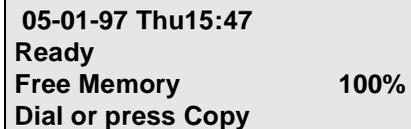
Alpha Dialing

Alpha dialing is used to dial by searching for the first character of the name in the Speed Dial, One Touch Dial, Group and Relay Phonebooks.

Refer to Chapter 4, "Setting up the Phonebook" to assign Speed Dial and One Touch numbers or Chapter 8, "Transmitting Documents" to assign Group and Relay numbers.

To dial the remote station using Alpha Dialing:

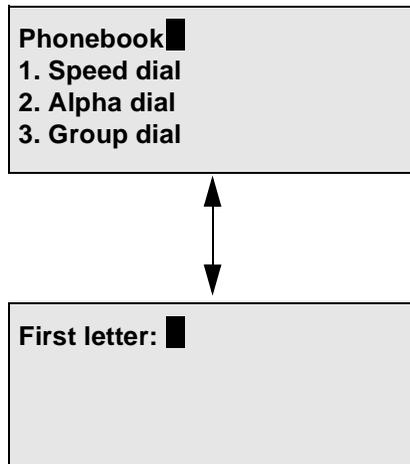
1. Load the document face down in the Document Tray.



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

2. If desired, set the **Resolution** and **Contrast**.
3. Press the **Speed Dial** key and select **2** for "Alpha dial".

Enter the first letter at the prompt. Go to step 4.



- Using the Numeric Keypad, press the number that corresponds to the first letter of the first name. Press the key repeatedly until the correct letter displays.

For example: To search for “Keith Doe Co.”, press:



First letter: K
Keith Doe Co.

- Press the  and  arrow keys to scroll through the names.

Use the  and  arrow keys to scroll the complete phonebook.

- When the desired name is highlighted, press **Start**.

Speed dial: 001
Keith Doe Co.

after 2 seconds...

Scanning into memory
Job number: 007
Free Memory: 91%

- The machine automatically dials the phone number of the name you selected, confirms the connection, and sends the document.

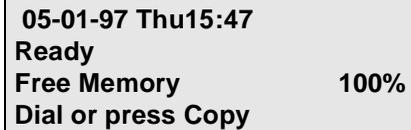
Speed Dialing

Once you assigned a destination fax number as a Speed Dialing number, you can dial your destination by entering the Speed Dial number (001-999).

To use this function, the Speed Dial number must be programmed in the Speed Dial Phonebook (see Chapter 4, "Presetting Speed Dial Numbers").

To dial a remote station using a Speed Dial number:

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



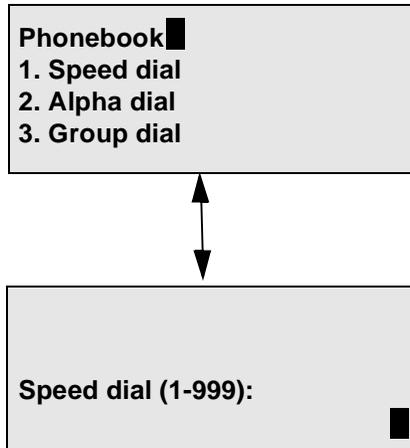
05-01-97 Thu15:47
Ready
Free Memory 100%
Dial or press Copy

2. Select the desired **Resolution** and **Contrast**.
3. Press the **Speed Dial** key.

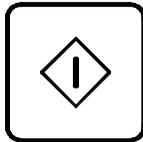
Speed Dial



4. Prompt for a Phonebook, select **1** for "Speed dial".



- Using the Numeric Keypad, enter the Speed Dial number, then press **Start**.



| | |
|-------------------|------------|
| Speed dial | 001 |
| XEROX | |

after 2 seconds...

| | |
|-----------------------------|------------|
| Scanning into memory | |
| Job number: | 041 |
| Free Memory: | 85% |

The machine automatically dials the phone number, confirms the connection, and sends the document.

One Touch Dialing

If you programmed a remote party's number to a One Touch key, you can dial that number by pressing the corresponding One Touch key.

To use this function, the One Touch number must be programmed in the Phonebook (see "Presetting One Touch Numbers"). To link a One Touch Key to a Speed Dial or Group Number see "Presetting Speed Dial Numbers" in Chapter 4 or "Presetting Group Numbers" in Chapter 8.

To dial the remote station using One Touch dialing:

- Load the document face down in the Document Tray.

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

- Select the desired **Resolution** and **Contrast**.
- Press a **One Touch** key.

| | |
|-----------------------|-----------|
| One Touch key: | 01 |
| XEROX | |

after 2 seconds...

| | |
|-----------------------------|------------|
| Scanning into Memory | |
| Job number: | 052 |
| Free Memory | 82% |

The machine automatically dials the phone number, confirms the connection, and sends the document.

Keypad Dialing

This feature allows you to dial your destination by entering the number using the Numeric Keypad.

To dial the remote station using Keypad dialing:

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

| | |
|---------------------------|------------|
| 05-01-97 Thu15:47 | |
| Ready | |
| Free Memory: | 92% |
| Dial or press Copy | |

2. Select the desired **Resolution** and **Contrast**.
3. Using the numeric keypad, enter the phone number and press **Start**. To enter a pause, press the **Pause** key. To enter a Charge Code, press the **Charge Code** key and enter the number after the telephone number.

| |
|--|
| Fax number (128 max): 5551515 |
|--|

After 2 seconds...

| | |
|-----------------------------|------------|
| Scanning into memory | |
| Job number: | 017 |
| Free Memory: | 92% |

The machine dials the number, confirms the connection, and sends the document.

Automatic Redialing*

When the line of the party you are calling is busy, the machine automatically redials the number according to the redial interval selected.

Hint: To change the redial settings, press:



(See Chapter 4, "Redial Count and Interval Default Setting".)

If the line is not connected after the redial attempts, the machine goes into a Transmission Error mode, and you must repeat the transmission procedure.

If the Resend Stored Fax feature is active, the documents are retained in memory and can be resent (see Chapter 8, "Resend Stored Fax Setting".)

Manual Redial Last Number (On-hook, Off-hook)

This redial function enables you to transmit a document to the party of the number last dialed by the operator using the machine.

To redial the last number, a fax number must be stored for resend or you must load a document:

1. Pick up the handset, if available, or press:

*Manual
Dial*



Dial fax number

Fax number:



2. Press **Redial** key. The display indicates the last number dialed and the machine dials the phone number.

3. When you hear the fax tone, press **Start**.

The machine dials the number. If the connection is confirmed the document is sent. If the line is still busy, the job remains in the pending job list.

Redial Pending Jobs*

This function enables you to transmit a document after selecting it from all pending jobs reserved in memory waiting to be redialed.

To redial a Pending Job:

1. With the handset* placed on hook, press **Redial/Pause**.

Redial/Pause



Redial last number
[Enter] to start
Previous [↑]
Next [↓]

Note: *If no key is pressed within 5 seconds, the first reserved job is displayed.*

2. Press the  and  arrow keys to view each reserved job waiting to be redialed.
3. When the required job is displayed, press **Enter**.

The machine dials the number. If the connection is confirmed the document is sent. If the line is still busy, the job remains in the pending job list.

*Not allowed in all markets.

Chain Dialing

Chain Dialing allows you to dial numbers that may require many digits with pauses for voice prompts or variations in number sequences. You can combine sets of numbers (Speed Dialing, One Touch Dialing, Alpha Dialing, and Keypad Dialing) and pauses by first pressing the Chain key.

To Chain Dial:

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. Open the Access Cover and press **Chain Dial**.

Chain Dial



| |
|------------------|
| Chain dial |
| Enter fax number |
| Speed dial key |
| or One Touch key |

4. To enter a One Touch, press the One Touch key.

To use the Numeric Keypad, enter the number and press **Enter**

To use Speed Dial or Alpha Dial, press **Speed Dial**. Select

1

or

2

, enter the Speed Dial number or select the Alpha name, and press **Enter**.

| |
|---|
| <p>Note: Press the Redial/Pause key to enter a pause between numbers.</p> |
|---|

Dialing Methods

5. Repeat step 4 to enter additional numbers.
6. When all numbers are entered, press **Start**.

| | |
|-----------------------------|-------------|
| Scanning into memory | |
| Job number: | 017 |
| Free Memory: | 100% |

The machine dials the number, confirms the connection and sends the document.

Manual Group Dialing

The machine can send a document to multiple numbers that you dial manually. You do not need to program the numbers as a group for this procedure. Enter numbers using the Numeric Keypad, One Touch keys, or Speed Dial numbers.

To send a document to several numbers:

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

*Manual
Group*



| |
|---|
| Manual group Enter fax number, Speed dial key or One Touch key |
|---|

4. Using one of the dialing methods, enter the first number . If the number is entered using a One Touch key, do not press **Enter**. If the number is entered using Keypad or Speed Dialing, you must press **Enter**.

Note: *If you select the same entry twice, you are prompted to delete or retain that second entry.*

Manual group

**Enter more
or press [Start]**

5. Repeat step 4 to enter additional numbers.
6. When you have entered all the numbers, press **Start**.

The machine dials each number in the group and sends the document.

Dialing Methods

Notes: