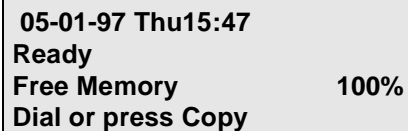## Alpha Dialing

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.

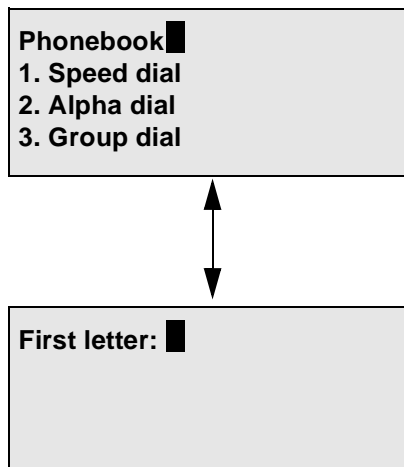To dial the remote station using Alpha Dialing:

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.

```
Phonebook█
1. Speed dial
2. Alpha dial
3. Group dial
```

```
First letter: █
```

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:

5   **5**

```
First letter: K
Keith Doe Co.
```

---

5. Press the ▲ and ▼ arrow keys to scroll through the names.

    Use the ◄ and ► arrow keys to scroll the complete phonebook.

6. 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%
```

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