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.
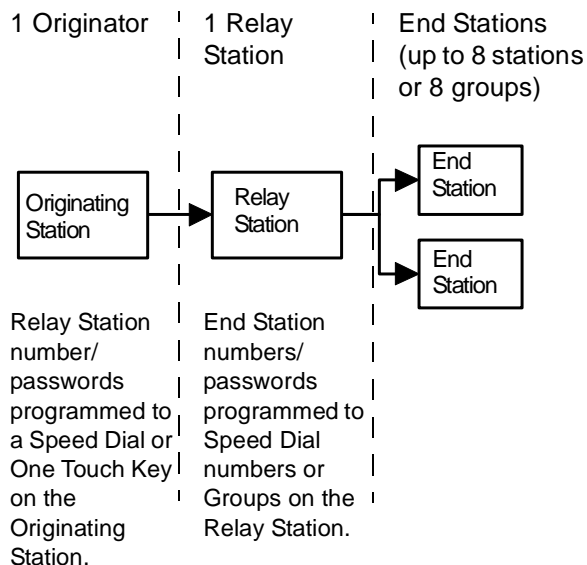
Initiating Station Setup:

- 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:

    1 Originator | 1 Relay Station | End Stations (up to 8 stations or 8 groups)

    Originating Station → Relay Station → End Station / End Station

    Relay Station number/passwords programmed to a Speed Dial or One Touch Key on the Originating Station. | End Station numbers/passwords programmed to Speed Dial numbers or Groups on the Relay Station.

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 ⬭ ②

> **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 ⓵ then go to step 6.

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

    ⓶ .

    > **Send via relay**
    > **One Touch key:**   **25**
    > **Group nbr (1-1999):**
    >
    > ▉

    – or –

    > **Send via relay**
    > **One Touch key:**   **25**
    > **Speed dial (1-999):**
    >
    > ▉

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.

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

7. Press ***Start***.

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