

Programming the Machine

Presetting One Touch Numbers

Fifty One-Touch Keys can be programmed to dial a single telephone number, a Speed Dial number or a Group of numbers.

An alternate telephone number can be stored with the One Touch key. 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, Polling, or Mailbox communications.

Hint: To print a list of assigned One Touch dial numbers, press:

Phonebook



(See Chapter 12, "Reports".)

To assign One Touch numbers:

1. Open the Access Cover and press:

Phonebook
Setup



Press One Touch key
or
[<] Back to previous
[Stop] to complete

2. Press the desired One Touch key.

Note: If you select an assigned One Touch key, you have the option of deleting or retaining the information previously stored.

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 you enter the telephone number.

Programming the Machine

- Using the Numeric Keypad, enter the remote fax telephone number (max. 128 digits), then press **Enter**.

One Touch key:	03
Alternate fax nbr:	█

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

One Touch key:	03
Name (20 max):	

After 2 seconds...

Enter name
█

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

Fax Options?
1. Yes
2. No

- To program the Fax Options, press **1** and go to step 7.

To skip the Fax Options, press **2** and go to step 22.

Programming the Machine

Fax options

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

7. Select the Fax Option you want to assign to this One Touch:

To exit the Fax Option, press **1**, and go to step 22.

To select *Send later*, press **2**, and go to step 8.

To select *Confirm report*, press **3**, then go to step 10.

To select *Listen to dial*, press **4**, then go to step 12.

To select *Fax speed*, press **5**, then go to step 14.

To select *Sub address*, press **6**, then go to step 16.

Send Later

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

Send later

Time HH:MM
23:40

Programming the Machine

9. To add an additional option, go to step 7. To exit press **1** and go to step 22.

Confirm Report

10. To print a confirmation report after each transaction, press **1**.

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

11. To add an additional option, go to step 7. To exit press **1** and go to step 22.

Listen to Dial

12. To enable the Listen to Dial option, press **1**.

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

13. To add an additional option, go to step 7. To exit, press **1** and go to step 22.

Fax Speed

Note: *Off* selects the highest speed possible.

14. To select **Off**, press **1**.
15. To select 14400bps, press **2**.
To select 9600bps, press **3**.
To select 4800bps, press **4**.
16. To add an additional option, go to step 7. To exit, press **1** and go to step 22.

Programming the Machine

Sub address

17. To skip this option, press **1**. Go to step 21.

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 18. If not go to Step 20.*

19. To add a password to the sub address,

press **4** to select PWD; or to exit this option, go to step 20.

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**.

22. To add an additional option, go to step 7. To exit, press **1** and go to step 22.

23. To assign additional One Touch numbers, repeat steps 2 – 21.

24. When you have completed the One Touch Key assignments, press **Stop** to return to the Standby Mode.