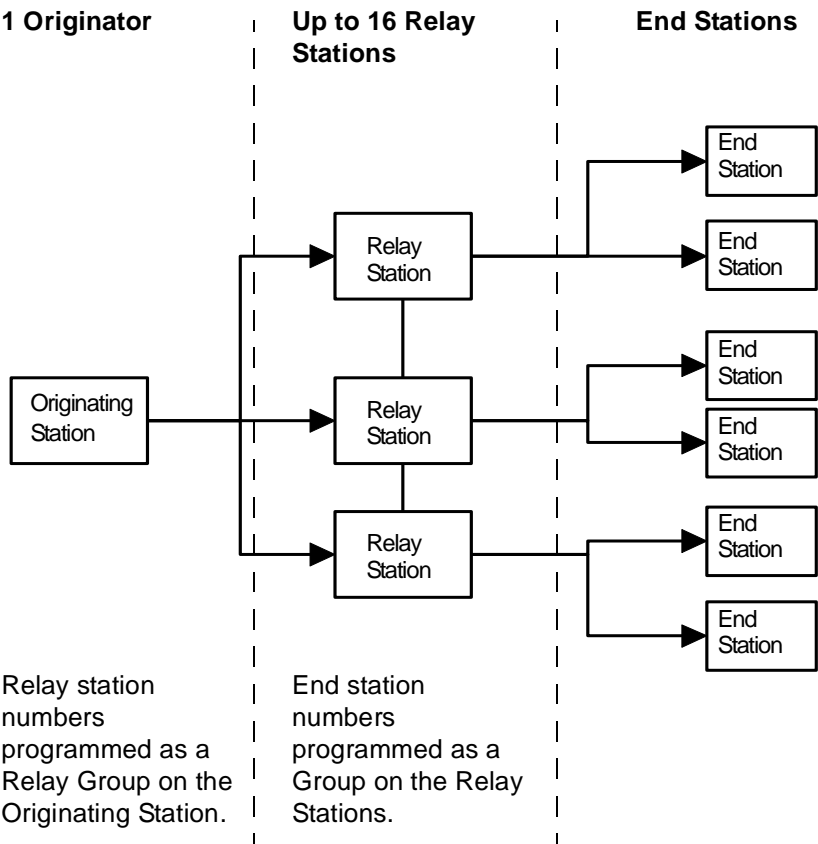


Presetting Relay Group Numbers

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

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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

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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	

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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: <i>Relay Transmissions are easier if the group is linked to a One Touch key.</i>

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.