Charge Codes

The Charge Code function key is used to enter a charge code in a telephone number.

Charge codes can be entered manually during Keypad dialing or stored in the Speed Dial and One Touch numbers for dialing numbers that always require this feature. (Refer to the Chapter 4, "Setting up the Phonebook".)

To enter a Charge Code when sending a document:

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

2. Select the desired **Resolution** and **Contrast**.

3. Open the Access Panel.

4. Using the Numeric Keypad, manually enter the fax number.

5. Press:

Charge Code

Fax number (128 max):
5151212 + ▉

6. The Document WorkCentre places a "+" in the phone number to indicate that a Charge Code is to follow.

7. Enter the Charge Code.

Fax number (128 max):
5151212 + $$$

The Charge Code is entered and hidden with "$" symbols displayed in place of the code.

8. Press **Enter** to start the job.