



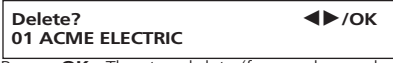



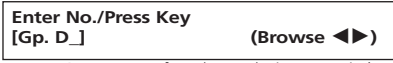

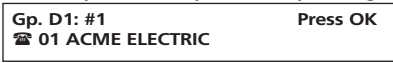


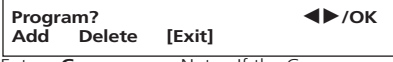



Delete a Speed Dial:

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:

3. Press: **OK**. Display should read:

4. Press: **OK**.
5. Press: **◀** or **▶** until display reads:

6. Press: **OK**. Display reads:

7. Enter: **Speed Dial Number** (00 to 49) you wish to delete or search by pressing **◀** or **▶**. Display reads, for example:

8. Press: **OK**. The stored data (fax number and name) is deleted.
9. Press: **[User Tools]** key to return to standby.

V. PROGRAM A GROUP DIAL

To automatically broadcast a document to multiple locations, create a Group. The maximum number of destinations you can register in a group is 140. Up to 5 Groups can be programmed. The combined maximum number of destinations you can register in all groups is 149...30 Quick Dial numbers, 50 Speed Dial numbers and 69 entered directly (manually) from the numeric keypad. To create a Group, proceed as follows:

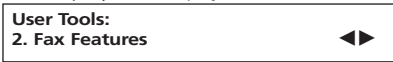




1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:

3. Press: **OK**. Display should read:

4. Press: **OK**.
5. Press: **◀** or **▶** until display reads:

6. Press: **OK**. Display reads:

7. Enter: **Group number** (1 to 5) via numeric keypad or search by pressing **◀** or **▶**. If the Group has already been stored, the contents are displayed. Press **◀** or **▶** to select another Group number that is not programmed and then press **OK**.
8. Enter: **Fax number** in one of the following ways:
 - Press: **Quick Dial** key or...

 - Press: **Speed Dial** key followed by two-digit **Speed Dial number** or...

 - Enter: **Manual number** via the numeric keypad.

9. Press: **OK**. Display reads:

10. Press: **OK** to "Add" another number.
11. Repeat steps 8 - 10 for all the destinations you wish to register.
12. When finished, press **◀** or **▶** to select **"Exit"** and press **OK**.


13. Enter: **Group** name. Note: If the Group name is already registered, it is shown in the display. If you wish to change the Group name, press [Clear/Stop] and then enter another name.


14. Press: **OK** and the Group is registered. Display reads:


15. Press: **◀** or **▶** to select "Yes" or "No" to be programmed in the Quick Dial key, then press **OK**.
16. Press: **[User Tools]** key to return to standby.

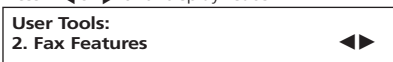
Delete a Group:

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:

3. Press: **OK**. Display should read:

4. Press: **OK**.
5. Press: **◀** or **▶** until display reads:

6. Press: **OK**. Display reads:

7. Enter: **Group** number you wish to delete via the numeric keypad (1 to 5) or search by pressing **◀** or **▶**. Display reads, for example:

8. Press: **OK** to confirm deletion.
9. Press: **[User Tools]** key to return to standby.

VI. PROGRAM A USER FUNCTION KEY

You can program each of the User Function keys F1 or F5 (located on the control panel) with a function that you use frequently. To do so, proceed as follows:

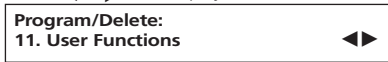
1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:



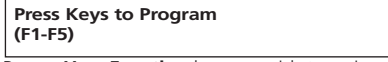
3. Press: **OK**. Display should read:



4. Press: **OK**.
5. Press: **◀** or **▶** until display reads:



6. Press: **OK**. Display reads:



7. Press: **User Function** key you wish to assign (F1 to F5). Display reads:



8. Press: **◀** or **▶** to display desired function. Display reads, for example:



9. Press: **OK**.
10. Press: **[User Tools]** key to return to standby.

Using a User Function Key:

1. Press: **User Function** key that contains the desired function (F1 to F5).

Deleting a User Function Key:

1. Press: **[User Tools]** key.
2. Press: **◀** or **▶** until display reads:



3. Press: **OK**. Display should read:



4. Press: **OK**.
5. Press: **◀** or **▶** until display reads:



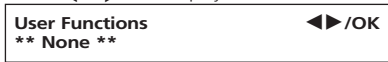
6. Press: **OK**. Display reads:



7. Press: **User Function** key you wish to delete (F1 to F5). Display reads, for example:



8. Press: **◀** or **▶** until display reads:



9. Press: **OK**.
10. Press: **[User Tools]** key to return to standby.

VII. SENDING A FAX

Manual Dial:

1. Place document *face up* in ADF*.
2. Enter: **Fax number** (via the numeric keypad).
3. Press: **Start**.

Quick Dial:

1. Place document *face up* in ADF*.
2. Press: **Quick Dial key** (01-30).
3. Press: **Start**.

Speed Dial:

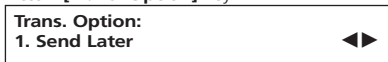
1. Place document *face up* in ADF*.
2. Press: Key labeled **Speed Dial**.
3. Enter: **Speed Dial number** (00-49).
4. Press: **Start**.

*Adjust contrast and resolution, if necessary.

VIII. SEND LATER

To program the unit to send a document after hours, when phone rates may be lower, proceed as follows:

1. Place document *face up* in ADF and select scan setting, if required.
2. Press: **[Trans. Option]** key.



3. Press: **OK**. Display should read:



4. Press: **◀** or **▶** to select "On."
5. Press: **OK**.
6. Press: **◀** or **▶** to select "AM" or "PM."



7. Press: **OK**.
8. Enter: **Time** that you wish to send the fax (via numeric keypad). Enter the hour setting (1 to 12), then press **◀** or **▶**. Enter two-digit number for the minute setting (00 to 59). Note: If you make a mistake, press [Clear/Stop] and try again.



9. Press: **OK** and the specified time is set.
10. Enter: **Destination(s)**, i.e., enter number manually, via Quick Dial key or Speed Dial number.
11. If you wish to specify another destination, press **OK** and repeat step 10.
12. Press: **START** key. The document is scanned into memory and transmitted at the designated time.

IX. CLEAR FILES IN MEMORY

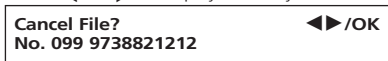
1. Press: **[Job Information]** key. Display reads:



2. Press: **OK**. Display reads:



3. Press: **◀** or **▶** to display the file you wish to cancel. Display reads, for example:



Note: If you cannot find the file you wish to cancel, the document has already been sent.

4. Press: **OK**. Display reads:



5. Press: **OK** to confirm. "Trans. Cancelled/File Deleted" is displayed and machine returns to standby.