

# Group Dialling – Bizhub 200/250/350

\*\*\* **NOTE:** Group dialling requires that addresses already be entered into the machine. Please enter the addresses by following the instructions in “Add Fax and Email Addresses on BH 200” \*\*\*

Setting up a group dial is similar to adding a fax number.

1. Click **FAX Program Registration** on the left hand side
2. Select the index you wish to store your group in.
  - a. To create a new index, click an empty index box, enter a name in the text field and click **Apply**.

▶ One-Touch Key Registration

▶ FAX Program Registration

▶ Domain Name Registration

Index 1/3

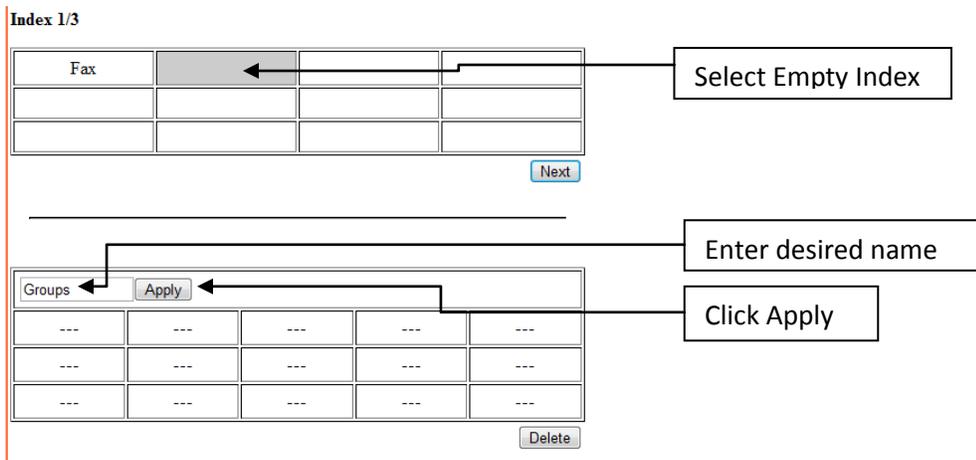
Fax				

Next

---

Groups				
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---

Delete



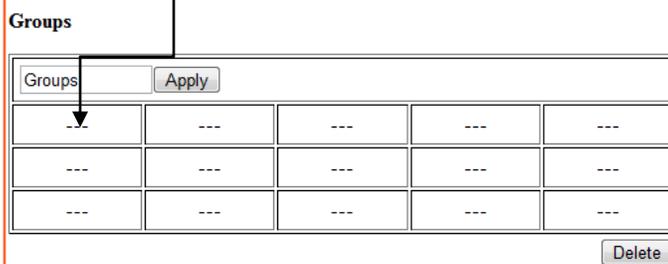
The diagram illustrates the steps for creating a new index. In the first screenshot, a table with a 'Fax' column and four empty columns is shown. An arrow points to the second empty column with the label 'Select Empty Index'. Below the table is a 'Next' button. In the second screenshot, a table with a 'Groups' column and four empty columns is shown. An arrow points to the first empty column with the label 'Enter desired name'. Another arrow points to the 'Apply' button with the label 'Click Apply'. Below the table is a 'Delete' button.

3. Click on an empty location.

Groups

Groups				
---	---	---	---	---
---	---	---	---	---
---	---	---	---	---

Delete



The diagram shows the final step where an arrow points to the first empty cell in the 'Groups' table, with the label 'Click on an empty location'.

## 4. Enter the required information

- a. Program Name
- b. Destination
  - i. Click Destination button
  - ii. Put a checkmark in the checkbox beside the addresses you want in the group
  - iii. Click **Apply** at the **bottom** of the page

**FAX Program Registration**

Program Name

Mode

Destination

Original Type

Density

Reduction

Scan Area

Menu 1

---

**Fax** Top | Bottom

	One-Touch Name	Destination Address
<input checked="" type="checkbox"/>	#000 TestFax1	2049530549
<input checked="" type="checkbox"/>	#001 TestFax2	2049530549
<input checked="" type="checkbox"/>	#002 TestFax3	2049530549
<input checked="" type="checkbox"/>	#003 TestFax4	2049530540
	---	
	---	
	---	

5. Make any other optional changes to the settings
6. Click **Apply**
7. The group has been made