

Create and manage fax speed dial lists

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Introduction

Use the control panel on the printer to create and manage a fax speed dial list.



Create a speed dial list

1. From the Home screen on the printer control panel, select the Fax button.

- 2. Select the Speed Dials button to display the Speed Dials screen.
- 🅼 🙆 💽 Start Copy Ready Copies: Sign In Quick Sets Сору Access preset job options for commonly used jobs Make copies from an original document C'h 围 Fax E-mail Send a document to one or more fax numbers Send a document as an attachment to an e-mail Carlos and A Save the scanned job to a USB storage device Send a document to a folder on the network 1 L Retrieve from Device Memory Save to Device Memory

ax Number:	1		(
	00	Speed Dials	
	One Touch Spe	ed Dials	
⁼ax Recipients	 00	01 000000000000000000000000000000000000	
	02	03	
	04	05)	
	06	07	
	08	09	

Fax > Speed Dials		(?
Speed Dial Name:	1000 C	
	01	Print
Fax Numbers:	One Touch Spe	eed Dials
		(01)
	02	03
	(04)	05
	06	07
	✓ 08	(19)
	Delete	
		OK Cancel

3. Select one of the unassigned One Touch Speed Dials numbers.

4. Select the Speed Dial Name field to display the keyboard.

Fax > Speed Dials		0
Speed Dial Name:		
	01 Print	
Fax Numbers:	One Touch Speed Dials	
	00	
	02 03	
	(04) (05)	-
		-
		-
Y		
	Delete	
	ок) Са	ancel
Fax > Speed Dials		0
[01] Speed Dial Name. *		
Company 2		
Fax Numbers: *		
5557775577		^
		\sim
Required		
	6 7 8 9 0 - =	
en gwert		
Caps a s d f	g h j k l j	
Alt @	OK Cancel	

5. Type a name for the speed dial.

6. Type a fax number for the speed dial.

NOTE: To enter additional fax numbers for a speed dial, touch the screen to the right of the last digit of the previously entered fax number. When the cursor appears, select the enter key to move the cursor to the next line. Repeat this step to enter all the numbers for the speed dial.

Select the OK button.

7. The name and fax number (or numbers) display next to the selected One Touch Speed Dials number.

Select the OK button to return to the Fax screen.

[01] Speed Dial Name: *	
Company 2	
Fax Numbers: *	
5557775577 Required	
1 2 3 4 5 en q w o r t Caps a s d f ↑ z x c v Alt 2 . _	6 7 8 9 0 - = ← y u i o p [] \ g h j k l : ' ← b n m / OK Cancel
Fax > Speed Dials	
Fax > Speed Dials Speed Dial Name:	
Fax > Speed Dials Speed Dial Name: Company 2 Fax Numbers:	01 Print Que Couch Speed Dials
Fax > Speed Dials Speed Dial Name: Company 2 Fax Numbers: 5557775577	01 Print One Touch Speed Dials 00 Company 2 00 S55555555 01 S557775577 02 03 04 05
Fax > Speed Dials Speed Dial Name: Company 2 Fax Numbers: 5557775577	01 Print Q One Touch Speed Dials 00 Company 01 Company 2 02 03 04 05 06 07 08 09 Q

FutureSmart 4

1. From the Home screen on the printer control panel, select Contacts.



- 2. Select the arrow next to the contacts list name in the upper left corner, and then select Fax Speed Dials.
- 3. Select the Add Contact 🔳 icon.
- 4. Type a name for the speed dial list or speed dial contact in the Display Name field, and then select the Enter 🥪 button.
- 5. Type a Fax Speed Dial number, or select Next Available.
- 6. Type a Fax Number for the contact, or, if creating a list, type numbers for all contacts in the list.
- 7. Select the Close 🕎 button to close the keypad, and then select Save or Done.

Add a number to an existing speed dial list

FutureSmart 3

- 1. From the Home screen on the printer control panel, scroll to and select the Fax button.
- 2. Select the Speed Dials button to display the Speed Dials screen.
- 3. Select the One Touch Speed Dials number of the list to be edited.
- 4. Select the down arrow on the Speed Dial Name box to open the drop-down menu.
- **5.** Select the Fax Numbers item.
- 6. To add a fax number for a speed dial name, select the screen to the right of the last digit of the last fax number in the list. When the cursor appears, select the enter key to move the cursor to the next line and then type the fax number.
- 7. Select the OK button to return to the Speed Dials screen.
- 8. Select the OK button to return to the Fax screen.

FutureSmart 4

1. From the Home screen on the printer control panel, select Contacts.



- 2. Select the arrow next to the contact list name in the upper left corner, and then select Fax Speed Dials.
- 3. Select a speed dial list.
- 4. Select the Edit 🗾 icon.
- 5. Select the Fax Numbers field and then type the number for the contact you want to add.
- 6. Close the keypad and select Done.

Search a speed dial list by name

NOTE: If you do not know the unique name of the speed dial, type a letter to select any portion of the list. For example, to view speed-dial names that begin with the letter N, type the letter N. If no matching entries exist, a message appears before the search shows the entry that is closest to the letter N.

FutureSmart 3

- 1. From the Home screen on the printer control panel, select the Fax button.
- 2. Select the search button. This button looks like a magnifying glass and is located to the right of the Speed Dials button.
- 3. Type the first letters of the speed dial name to search for. As matches are found, the list at the top of the search screen is populated. If necessary, scroll to see all the entries, or type more letters to narrow the search.

- 4. Select the appropriate name from the list and select the OK button. The speed-dial list on the main fax screen shows the selected entry within the list of numbers.
- 5. Select a speed dial number to add it to the recipients list.
- 6. Select or search for additional names as needed.

FutureSmart 4

1. From the Home screen on the printer control panel, select Contacts.



- 2. Select the arrow next to the contact list name in the upper left corner, and then select Fax Speed Dials.
- 3. Select the Search 🔤 icon.
- 4. Type the first letters of the speed dial name to search for. As matches are found, the list at the top of the search screen is populated. If necessary, scroll to see all the entries, or type more letters to narrow the search.

Delete a single number from a speed dial list

FutureSmart 3

- 1. From the Home screen on the printer control panel, scroll to and select the Fax button.
- 2. Select the Speed Dials button to display the Speed Dials screen.
- 3. Select the One Touch Speed Dials number of the list to open the keyboard.
- 4. Select the down arrow on the Speed Dial Name box to open the drop-down menu and then select the Fax Numbers option.
- 5. Scroll through the list of fax numbers and select the screen to the right of last digit of the fax number to be deleted. Use the backspace key to delete the fax number.
- 6. Select the OK button to return to the Speed Dials screen.
- 7. Select the OK button to return to the Fax screen.

FutureSmart 4

1. From the Home screen on the printer control panel, select Contacts.



2. Select the arrow next to the contact list name in the upper left corner, and then select Fax Speed Dials.

- **3.** Select a speed dial list.
- 4. Select the Edit 🗾 icon.
- 5. Select the number to delete and then select the "x" that appears at the end of the number.
- 6. Close the keypad and select Done.

Delete a speed dial list

FutureSmart 3

- 1. From the Home screen on the printer control panel, scroll to and select the Fax button.
- 2. Select the Speed Dials button to display the Speed Dials screen.
- 3. Select the One Touch Speed Dials number of the list to be deleted.
- 4. Select the Delete button.
- 5. Select the Yes button to confirm the deletion of the speed dial list and to return to the Fax screen.

FutureSmart 4

1. From the Home screen on the printer control panel, select Contacts.



- 2. Select the arrow next to the contact list name in the upper left corner, and then select Fax Speed Dials.
- 3. Select a speed dial list.
- 4. Select the Delete $\overline{\mathbf{W}}$ icon.
- 5. Select Delete on the confirmation prompt.