Create and manage fax speed dial lists

Introduction

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

📝 NOTE: The steps vary according to the type of control panel.

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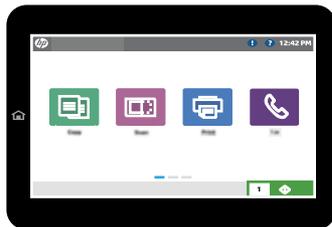
Create a speed dial list

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.
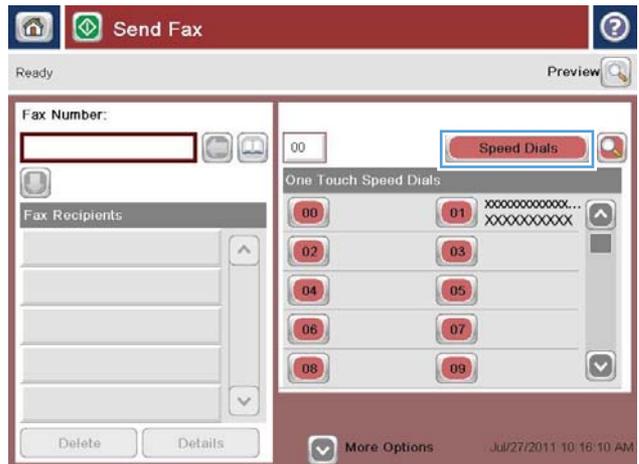
3. Select one of the unassigned One Touch Speed Dials numbers.
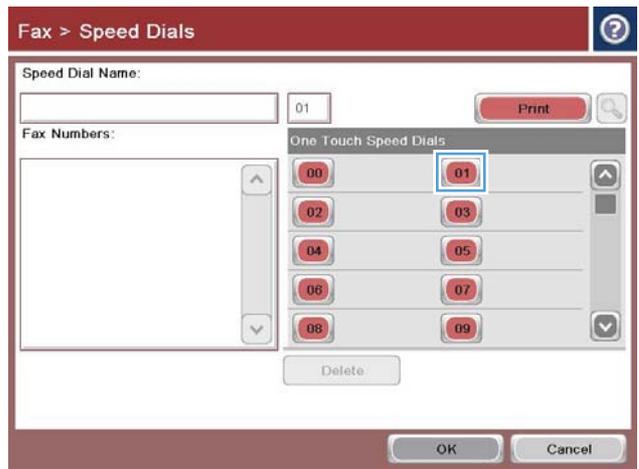
4. Select the Speed Dial Name field to display the keyboard.
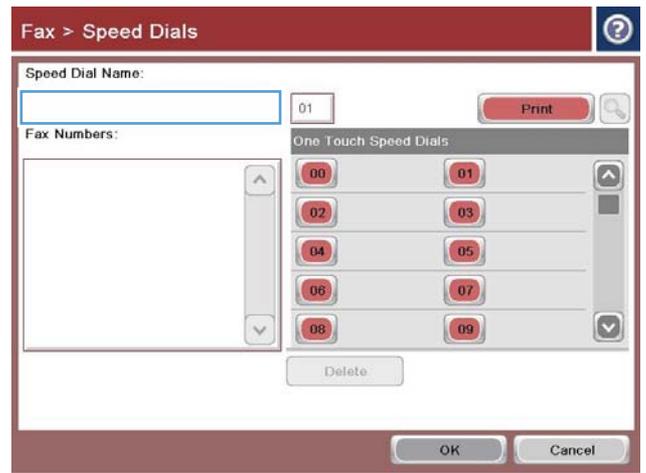
5. Type a name for the speed dial.

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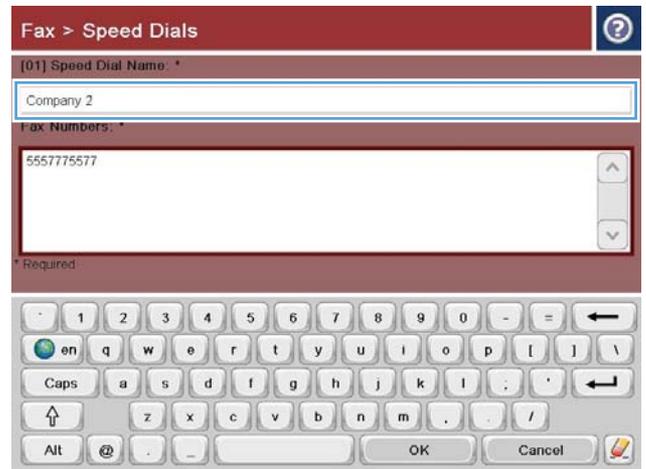
6. Type a fax number for the speed dial.

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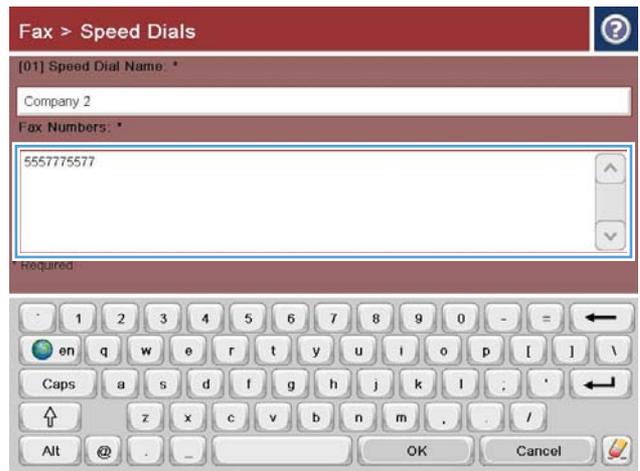
7. The name and fax number (or numbers) display next to the selected One Touch Speed Dials number.

   Select the OK button to return to the Fax screen.
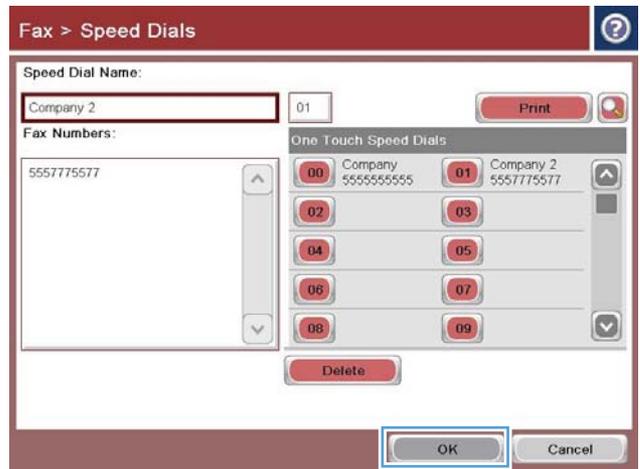
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1. From the Home screen on the printer control panel, select Contacts.

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 🗑 icon.

5. Select Delete on the confirmation prompt.