

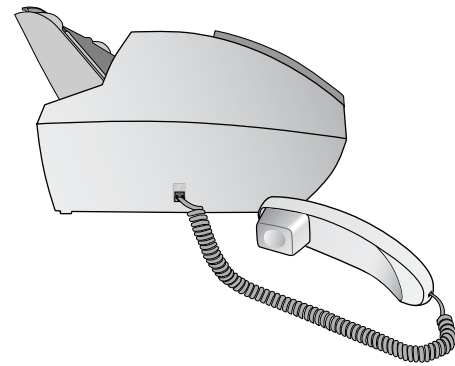
hp fax 1020 series

Getting Started

1 Please remove tape

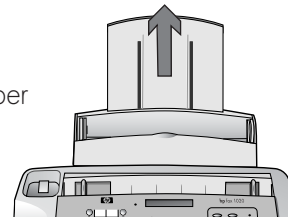


2 Attach telephone handset to side



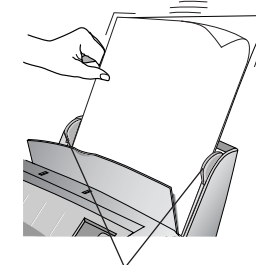
3 Load paper

1 Pull up paper support.



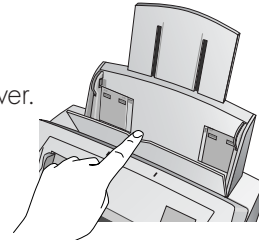
3 a. Insert paper. Fan the sheets and stack the edges neatly.

b. Squeeze and adjust media guides to edge of paper.

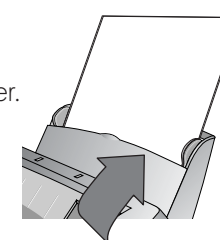


media guides

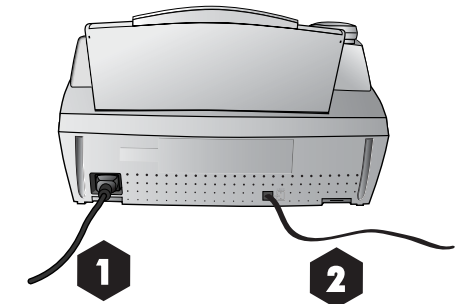
2 Open paper cover.



4 Close paper cover.



4 Connect power and telephone line



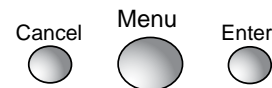
3 Check display to make sure unit is on.

5 Set country, language, date, and time

1 The display shows a country name.
a. Press the arrow buttons until you find your country.



b. Press **Enter** to select your country.



3 Use the number pad to enter the date and time.

Year: 0000 displays.
Enter the year and press **Enter**.

Month: 00 displays.
Enter the month and press **Enter**.

Day: 00 displays.
Enter the day and press **Enter**.

Time: 00:00 displays.
Enter the time and press **Enter**.

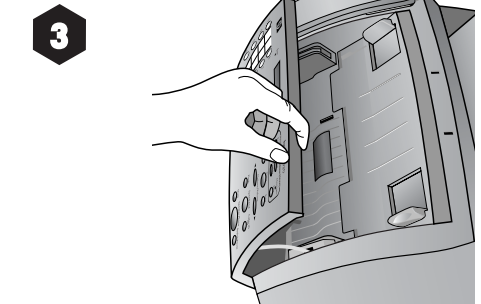
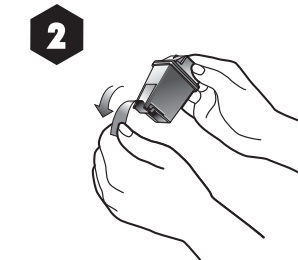
If the country you chose uses am and pm,
1:AM 2:PM displays.
Press 1 or 2 and press **Enter**.

2 A language displays.
a. Press the arrow buttons until you find your language.
b. Press **Enter** to select your language.

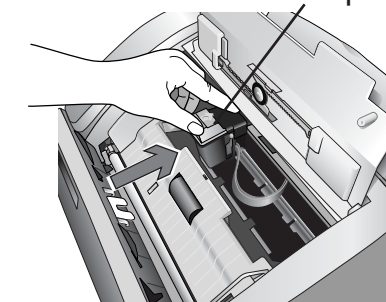
6 Insert inkjet print cartridge

1 The display reads:

Insert Ink Cart.

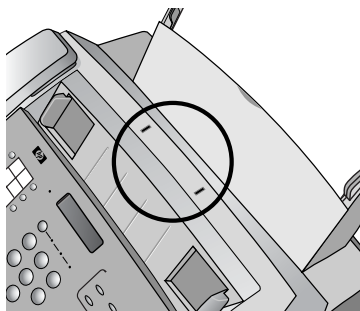


5 Press firmly. snap!

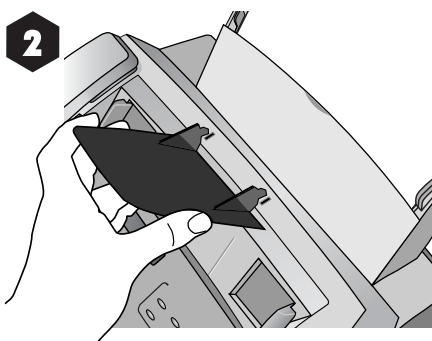


7 Attach document support

1

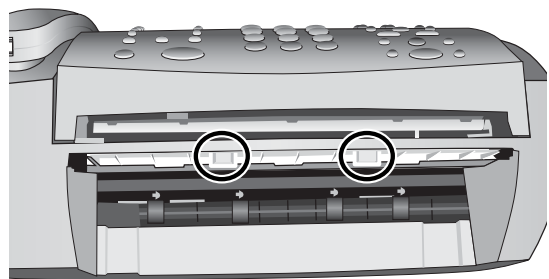


2



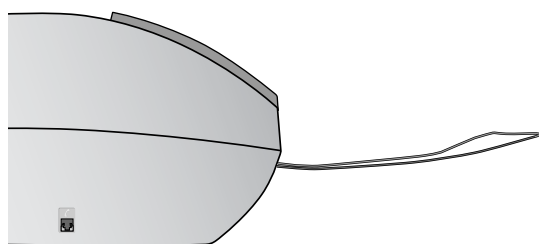
8 Attach document catcher

1

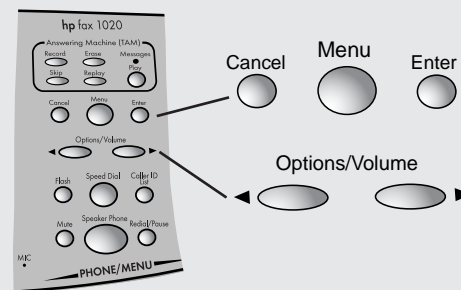


2

Make sure catcher curves upward.



Using the menus



Menu



To enter the menus, press the Menu button.

Enter



To select a menu option or to save an entry, press the Enter button.

Cancel



To exit the menu, press Cancel repeatedly. You will see the date and time display when you are out of the menu.

Options/Volume



To scroll through options, use the left and right arrow buttons.

Entering letters and numbers

To enter a letter, number or punctuation, press the corresponding button repeatedly until the desired character appears. Characters will display in the order shown by each button.

◀ Backspace	▶ Forward	Redial/Pause Pause (-)
1 1	2 ABCabc2	3 DEFdef3
4 GHIghi4	5 JKLjkl5	6 MNOmno6
7 PQRSpqrs7	8 TUVtuv8	9 WXYZwxyz9
* Symbols *#!"\$%&'()*+,-./: ;<=>?@[\] ^ _ { } ~ -AAÆCNOÖUß	0 0	# Space # if number Space if text

When the correct letter appears, wait a moment for the cursor to move to the next space, then press the number corresponding to the next character.

9 Enter your name and fax number*

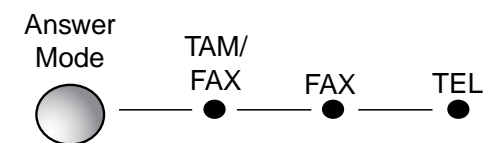
1. Press **Menu**.
1:Fax Functions will display.
2. Press **4**.
4:Basic Setup will display.
3. Press **Enter**.
1:Date & Time will display.
4. Press **2**.
2:Fax Header will display.
5. Press **Enter**.
Your Name will display.
6. Enter your name and press **Enter**.
Your Fax No. will display.
7. Enter your fax number and press **Enter**.
8. Press **Cancel** repeatedly to exit the menus.

*required by law in most countries

10 Verify your fax header

1. Press **Menu**.
1:Fax Functions will display.
2. Press **2**.
2:Print Report will display.
3. Press **Enter**.
1:Last Transact will display.
4. Press **5**.
5:Menu Settings will display.
5. Press **Enter** to print the menu settings.
6. Look at the report to check your name and fax number.

11 Set the answer mode



Press Answer Mode until the desired option is lit.

- TEL** Use this setting for it to always answer as a telephone. You must manually receive faxes by pressing **Start/Copy** when you hear fax tones.
- FAX** Use this setting for it to always answer as a fax machine. Go to Step 12.
- TAM/FAX** Use this setting to use the integrated answering machine. Go to Step 12.

12 Receiving faxes

Unless you selected TEL as the answer mode, you need to read the chapter in the User Guide titled "Setting Up to Receive Faxes" to finish setting up your fax machine.



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