
User's Guide

HP OfficeJet
Model 330 and Model 350

© Copyright Hewlett-Packard Company 1995, 1996

All rights are reserved. No part of the document may be photocopied, reproduced, or translated to another language without the prior written consent of Hewlett-Packard Company.

Eclipse FAX® is a U.S. registered trademark of Phoenix Technologies, Ltd. Microsoft® is a U.S. registered trademark of Microsoft Corporation. Windows is a U.S. trademark of Microsoft Corp.

Publication number: C4661-90001
First Edition, December 1995
Second Edition May 1996
Printed in USA.

This product is approved for use in the United States and Canada Only. Local country laws may prohibit the use of this product outside of United States and Canada. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment (fax machines) to public telephone networks.

Hewlett-Packard will not honor the warranty or provide service and support of this product if used outside of United States and Canada.



Safety Information

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

1. Read and understand all instructions in the user's guide.
- WARNING:**
Potential Shock Hazard
2. Use only a grounded electrical outlet when connecting the HP OfficeJet to a power source. If you don't know whether the outlet is grounded, check with a qualified electrician.
3. Telephone lines can develop hazardous voltages. To avoid electric shock, do not touch the contacts on the end of the cord, or the TEL and LINE sockets on the back of the HP OfficeJet. Replace damaged cords immediately.

4. Never install telephone wiring during a lightning storm.
5. Observe all warnings and instructions marked on the product.
6. Unplug this product from wall outlets and telephone jacks before cleaning.
7. Do not install or use this product near water, or when you are wet.
8. Install the product securely on a stable surface.
9. Install the product in a protected location where no one can step on or trip over line cord, and the line cord will not be damaged.
10. If the product does not operate normally, see Troubleshooting.
11. No operator-serviceable parts inside. Refer servicing to qualified service personnel.

CAUTION:

This heading is followed by information that alerts you to potential damage to equipment or loss of data.

WARNING:

This heading is followed by information that alerts you to a potential safety hazard.

Notice:

The information contained in this document is subject to change without notice.

Hewlett-Packard shall not be liable for errors contained herein or for consequential damages in connection with the furnishing, performance, or use of this material.

Information regarding FCC Class B, Parts 15 and 68 requirements can be found in the back of the *User's Guide*.

This product may contain remanufactured parts that have been fully tested to meet 100% of original performance specifications.

Complete the following information. You'll need it if you contact your dealer or Hewlett-Packard Co.:

DATE OF PURCHASE

- -

MO. DAY YEAR

SERIAL NUMBER

(Located on the back of the machine.)

Contents

1. Using the HP OfficeJet Manager	1-1
Introducing the HP OfficeJet Manager	1-2
Running the HP OfficeJet Manager	1-3
Using the HP OfficeJet Manager Help System	1-4
Using the File Menu	1-5
Running Eclipse FAX SE from the HP OfficeJet Manager	1-5
Cleaning the Print Cartridge	1-5
Using the OfficeJet Setup Menu	1-6
Modifying Device Settings	1-6
Using Send Fax Setup	1-8
Changing the Header for Your Outgoing Faxes	1-8
Selecting Dialing Mode	1-9
Setting Automatic Redial Option	1-9
Setting up Speed Dialing (for Paper Faxes Only)	1-10
Storing Speed Dial Codes for Individuals	1-11
Storing Speed Dial Codes for Groups	1-12
Changing Send Fax Quality	1-13
Changing the contrast	1-13
Changing the resolution	1-13
Using Receive Fax Setup	1-14
Selecting Auto or Manual Receive Mode for incoming faxes	1-15
Changing the number of rings to answer	1-15
Setting Automatic Reduction	1-16
Setting Backup Reception	1-16
Distinctive Ring	1-17
Silent Detect	1-17
Remote Service	1-18
Changing the Loaded Paper Size	1-18
Reducing Copies of Originals	1-19
Setting DOS Printing Options	1-19
Controlling Sound Settings	1-21
Using the Options Menu	1-22
Being notified of errors or warnings	1-22
Using the AutoPrompt	1-23
Setting PC Faxing options	1-24
Enabling or disabling PC Faxing	1-24
Including a PC-fax header	1-24
Routing Received Faxes	1-25

Printing Logs and Reports	1-26
Printing a Fax Log Report Automatically	1-26
Printing Fax Logs	1-26
Printing HP OfficeJet Reports	1-29
The Speed Dial Report	1-29
The Menu Settings Report	1-31
The Self Test Report	1-35
The Power Fail Report	1-37
2. Sending Paper Faxes	2-1
What You Need to Know...	2-2
Dialing from the front panel	2-2
Sending a Paper Fax Using the AutoPrompt	2-4
Sending a Paper Fax Using the Front Panel	2-5
Sending Paper Faxes to Multiple Fax Numbers	2-7
Sending a Paper Fax at a Future Time	2-8
Sending a Fax to Another Fax Machine Upon Request (Being Polled)	2-10
Asking to Receive a Fax from Another Fax Machine (Polling)	2-11
Adjusting the Resolution	2-12
Adjusting the Contrast	2-13
3. Faxing and Scanning:	
Sending from and Receiving to Your PC	3-1
Introducing Eclipse FAX SE	3-3
Using Eclipse FAX SE	3-4
Using the Help System	3-5
Sending PC Faxes	3-6
Preparing to send a fax (Send Setup)	3-6
Viewing the Eclipse FAX SE Cover Pages	3-8
Sending a fax from a Windows application	3-10
Modifying the selected phonebook	3-12
Using the Special Options	3-14
Sending a Quick Note from Eclipse FAX SE	3-16
Using the Send Log to view, -print, resend, delete, or reschedule faxes	3-18
Changing the display	3-18
Viewing Faxes	3-19
Rescheduling a fax	3-20
Resending a fax from the Send Log	3-21
Printing the Send Log	3-22
Printing a fax	3-22
Deleting faxes	3-22
Sending a fax to more than one recipient	3-23

Adding a New Phonebook	3-26
Using Speed Dial for paper faxes	3-26
Adding entries from other applications	3-26
Using Eclipse FAX SE to add a new Phonebook	3-27
Adding names to a Phonebook	3-28
Modifying a Phonebook	3-29
Deleting a Phonebook	3-30
Creating a group of names from one or more Phonebooks	3-30
Modifying a Phonebook from the Send Fax Dialog Box	3-32
Importing names and fax numbers from other applications	3-33
Importing a file of existing entries	3-33
Receiving Faxes to Your PC	3-35
Receiving a fax to your PC (Receive Setup)	3-35
Using the Receive Log to view, print, or delete faxes ...	3-36
Changing the Display	3-36
Deleting Faxes	3-37
Forwarding a Fax	3-38
Printing Faxes and Files	3-39
Printing an entire fax from the Send or Receive Log	3-39
Printing selected pages of a fax from the Send or Receive Log	3-39
Printing a file from Eclipse FAX SE	3-40
Using Menus and Toolbars to View Faxes	3-41
Viewing a fax	3-41
The View menu	3-42
Zooming in on a page	3-43
The Page menu	3-43
The Tools menu	3-44
The View toolbar	3-44
The Thumbnail toolbar	3-46
Scanning	3-47
Scanning using the AutoPrompt	3-47
Scanning using Eclipse Fax SE	3-49
Scanning and faxing	3-49
Using Eclipse Fax SE to scan and view, or print	3-51
Using Advanced Eclipse FAX SE Features	3-53
Faxing a document to a file	3-53
Faxing a saved file from Eclipse FAX SE	3-55
Adding text to a fax	3-56
Preparing the document	3-57
Adding text with the Edit toolbar	3-59

Adding an image to a PC fax	3-61
Method 1: Adding an image to a fax sent from a Windows application	3-62
Method 2: Adding an image to a document saved as a file in Eclipse FAX SE	3-62
Method 3: adding an image to a fax selected from the Send or Receive Log	3-62
Using the Place Image Window to Add an Image	3-63
Sending Multiple Documents as a Fax	3-65
Collecting Documents	3-65
Method 1: Adding documents to a fax sent from a Windows application	3-66
Method 2: Adding documents to a fax saved as a file in Eclipse FAX SE	3-67
Method 3: Adding Documents to a Fax Selected from the Send Log or Receive Log	3-67
Using the Collect dialog box	3-67
Adding an Image to Cover Pages	3-70
Using Letterhead and Second Sheets in faxes	3-73
Creating Letterhead and Second Sheets	3-74
Method 1: Faxing Your Existing Letterhead to a File	3-74
Method 2: Scanning Your Existing Letterhead	3-74
Method 3: Creating Letterhead in Eclipse FAX SE ...	3-75
Saving Letterhead and Second Sheets Files in Eclipse FAX SE	3-76
Sending faxes with Letterhead and Second Sheets ...	3-78
Using the Fax Preview Feature	3-79
Setting the New Page Paper Size	3-80

4. Making Copies and Printing 4-1

What You Need to Know	4-2
Choosing media	4-2
Tips for Loading Paper and Other Media	4-3
Using the AutoPrompt to Make Copies	4-4
Using the Front Panel to Make Copies	4-5
Adjusting the Contrast	4-7
Using the HP OfficeJet	4-8
Printer Options	4-8
Opening the HP OfficeJet Printer Options	4-9
Reviewing the Printer Settings	4-10
Choosing the Grayscale Options	4-12
Reviewing the Grayscale Options	4-12
Printing Envelopes With Windows Applications	4-13
Loading Envelopes	4-14

5. Using the Front Panel	5-1
When and How to Use the Front Panel	5-2
Using the Menu Buttons	5-3
Tutorial: Moving in the Menu System and Entering Words and Symbols	5-4
Using Send Fax Setup	5-7
Changing the Header for Your Outgoing Faxes	5-7
Printing Logs and Reports	5-7
Changing the Send Fax Quality	5-8
Adjusting the Contrast	5-8
Adjusting the Resolution	5-8
Changing the Loaded Paper Size	5-9
Using Speed Dial Setup	5-10
Inserting a Pause in a Speed Dial Number	5-10
Setting Up a Speed Dial Group	5-10
Controlling Sounds	5-11
Selecting Tone or Pulse Dialing Mode and Setting Automatic Redial	5-11
Using Receive Fax Setup	5-12
Changing the Receive Mode	5-12
Setting the Number of Rings to Answer, Setting Automatic Reduction, Setting Backup Reception, Enabling Silent Detect, Enabling Remote Service, Enabling Distinctive Ring	5-12
Scheduling a Fax	5-13
Controlling the Appearance of Your Printed Documents	5-13
Changing Copy Reduction	5-14
Clean the Print Cartridge	5-14
6. Troubleshooting & Maintenance	6-1
Troubleshooting	6-2
When you need help	6-2
Error Notification: Beeps, Blinking Light, Messages	6-8
Understanding the Displayed Messages	6-9
Solving Problems While Printing, Faxing, or Copying ..	6-21
Maintaining Your HP OfficeJet	6-28
Changing the Print Cartridge	6-29

7. Reference	7-1
Product Specifications	7-2
Ordering Information	7-6
Obtaining a Material Safety Data Sheet (MSDS)	7-7
Warranty Information	7-7
One-Year Limited Warranty	7-7
Exclusions	7-7
Warranty Limitations	7-8
Regulatory Information	7-8
Notice to Users of the U. S. Telephone Network: FCC Requirements	7-8
Electromagnetic or Radio Frequency Interference: FCC Requirements	7-10
Notice to Users of the Canadian Telephone Network: DOC Requirements	7-11

If You Don't Read Anything Else...

We know you'll want to get started using your HP OfficeJet as quickly as possible, and this short section shows you how, with a summary of the basic information and procedures. If you have questions about any of this information, consult the online help or the appropriate chapter in this manual. Later, you may find this section useful when you need a quick reminder of a procedure.

The table below summarizes the HP OfficeJet's capabilities.

HP OfficeJet Printer/Fax/Copier/Scanner	<ul style="list-style-type: none">• prints (as an HP DeskJet).• sends and receive paper faxes.• makes convenience copies.• scans documents to your PC.
AutoPrompt	<ul style="list-style-type: none">• sends paper faxes (documents loaded in the loading tray).• makes convenience copies.• scans documents to your PC.
HP OfficeJet Series 300 Manager* (Windows software)	<ul style="list-style-type: none">• sets up the HP OfficeJet from your PC.• shows the current status of the HP OfficeJet.• prints reports.
Eclipse FAX SE (Windows software)	<ul style="list-style-type: none">• sets up PC fax options.• sends and receive PC faxes.• scans documents into PC files.
HP OfficeJet DOS printer drivers	<ul style="list-style-type: none">• print from DOS applications.

* For convenience and readability in this manual, the name "HP OfficeJet Series 300 Manager" has been shortened to "HP OfficeJet Manager."

The HP OfficeJet Model 350 Printer/Fax/Copier/Scanner also comes with OmniPage Limited Edition, a lite OCR (optical character recognition) software application, from Caere®.

Key Things to Remember about Faxing

In General

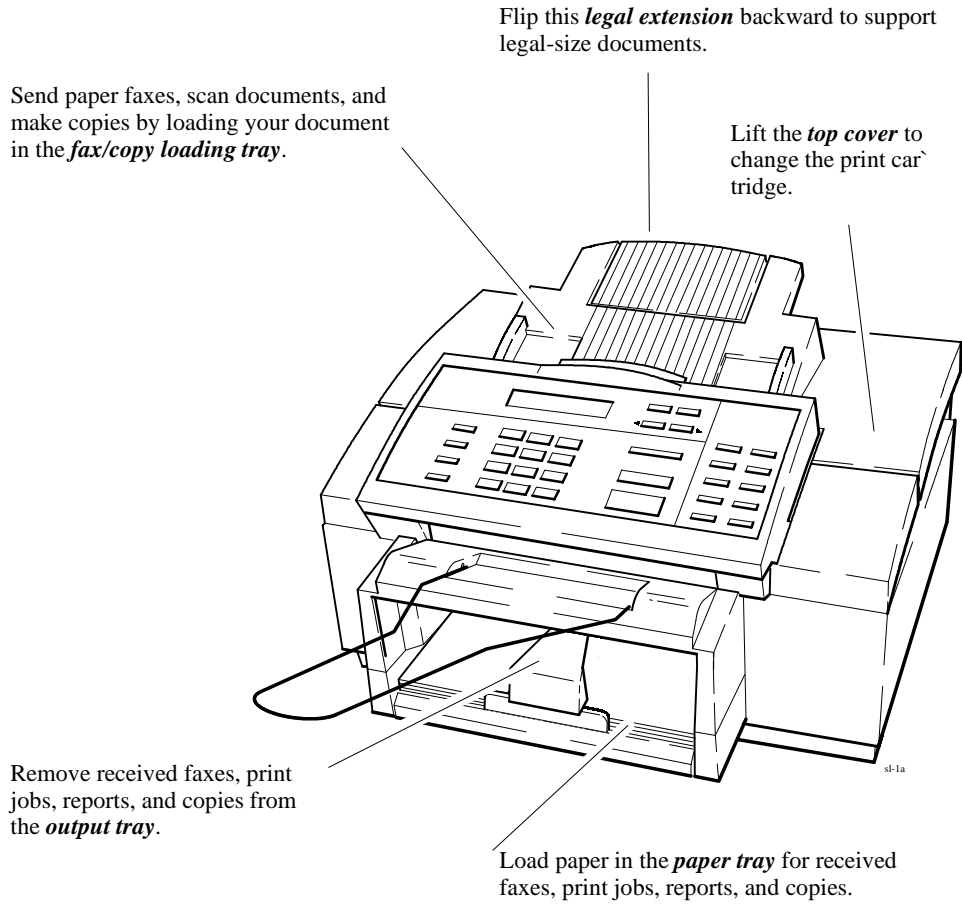
- Some of the settings that you can make with the HP OfficeJet Manager apply to both PC and paper faxes; others apply only to paper faxes. For details, see "Modifying Device Settings" in chapter 1.
- Use Eclipse FAX SE to set up phonebook entries. Phonebook entries are used for PC faxes only.
- Use the HP OfficeJet Manager to set up speed dial entries. Speed dial entries are used only for sending paper faxes from the HP OfficeJet front panel.

Sending Faxes

- You can load your paper document in the loading tray, then return to your PC to send it using the AutoPrompt. You can even use the AutoPrompt to include a PC cover page with your paper fax.
- You can also send paper faxes using the front panel buttons.
- You can send PC faxes from any Windows application by selecting *E-FAX on OfficeJet* as your printer.
- You can also use Eclipse FAX SE to fax quick notes and scan documents to your PC. (The AutoPrompt is a quick and easy way to scan documents to your PC.)
- To set the resolution for PC faxes, use *Send Setup* in Eclipse FAX SE, not the Resolution button on the device.

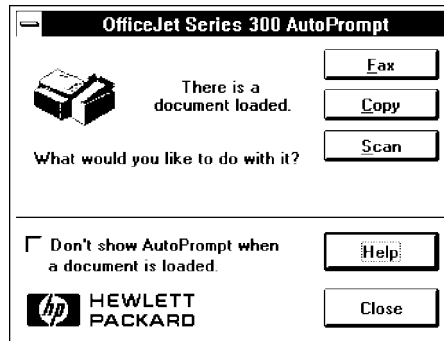
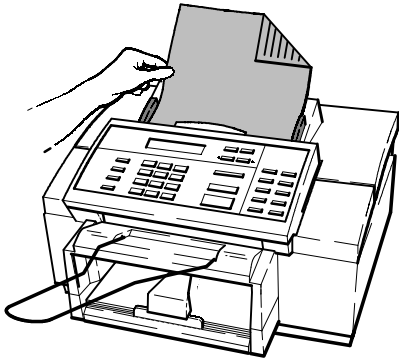
Receiving Faxes

- Use the HP OfficeJet Manager to specify whether received faxes should be printed or sent to the PC.
- Use Eclipse FAX SE to view and print faxes received to your PC.



Using the AutoPrompt

Whenever you load a paper document into the loading tray of your HP OfficeJet, the *AutoPrompt* immediately displays on your PC screen.



The AutoPrompt lets you return to your PC so you can quickly send your fax, make your copy, or scan your document and continue your work. Because of its immediate availability, the AutoPrompt is the recommended method for all of your faxing, copying, and scanning. The next few pages describe the basics of using the AutoPrompt.

Sending a paper fax using the AutoPrompt

1. When you click the AutoPrompt **Fax** button, the Send Fax dialog box displays.

The screenshot shows a dialog box titled "Eclipse FAX - Send Fax". It has several input fields and buttons. On the left side, there are fields for "Fax To Name", "Company", "Fax", "Voice", "Phonebook Note", and "Total Pages". Below these is a "Phonebook" dropdown menu showing "Phonebook 1". At the bottom left, there is a "Fax Cover Sheet" section with two checkboxes: "Send Cover" (unchecked) and "Include Note On Cover Sheet" (unchecked). A dropdown menu next to "Send Cover" shows "SHADOW". On the right side, there are buttons for "Send Fax", "Cancel", "Add", "Update", "Delete", "Clear", "Phonebook...", and "Help...".

Enter the name and fax number of the recipient and the total number of pages the person will receive.

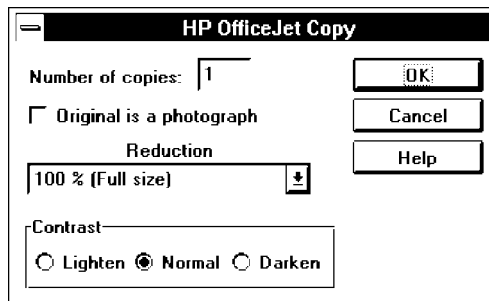
Optionally, you can also choose to send a PC fax cover sheet with this paper fax by clicking the *Send Cover* checkbox and selecting a cover sheet.

2. Click the **Send Fax** button.

For more information, refer to the online help or chapter 2 of this manual. (Chapter 3 shows each of the cover sheets available.)

Copying using the AutoPrompt

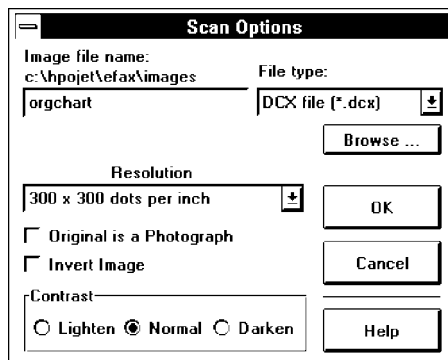
When you press the **Copy** button, a Copy dialog box displays.



This allows you to set the number of copies and any reduction or contrast setting you might want. For more information, refer to the online help or chapter 4 of this manual.

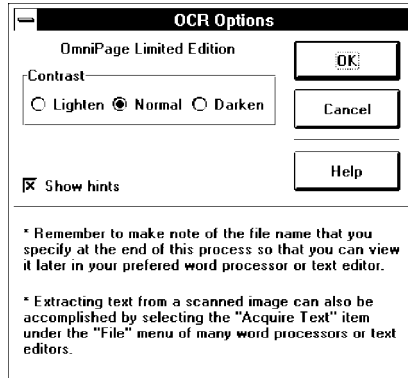
Scanning using the AutoPrompt

When you press the **Scan** button, the Scan Options dialog box displays.



You *must* specify a PC filename for your scanned document. Additionally, you can select the resolution, adjust the contrast, or invert the image. For more information, refer to the online help or chapter 3 of this manual.

For HP OfficeJet Model 350 users who have already installed their OmniPage Limited software, a fourth option, *Scan with OCR*, is also available on the AutoPrompt. (OCR means "Optical Character Recognition," meaning that as the document is scanned, recognized characters will be captured into a file you can open in your word processor and edit.) When you press the **Scan with OCR** button, the OCR Options dialog box displays.



When you click **OK**, your document is scanned and you are prompted to indicate the directory and filename for the scanned text. For more information, refer to your OmniPage Limited Edition manual.

Turning off and on the AutoPrompt

Turning off AutoPrompt

You can click the **Close** button to remove the AutoPrompt from your screen. The AutoPrompt will redisplay the next time you load a document in the fax loading tray.

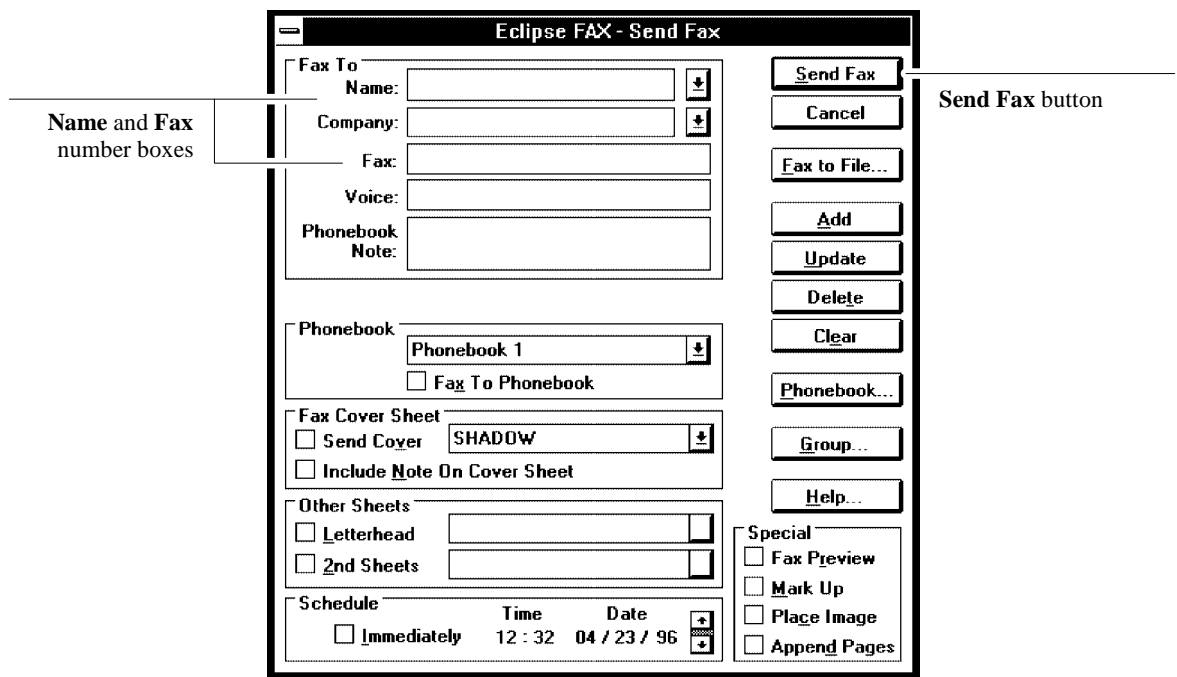
Or you can completely turn off the AutoPrompt feature by clicking the checkbox to the left of "Don't show AutoPrompt when a document is loaded" on the AutoPrompt screen. Then, whenever you load a document, you must send it or copy it using the front panel buttons.

Turning on AutoPrompt again

To turn on the AutoPrompt feature again, open the HP OfficeJet Manager by double-clicking its icon in the HP OfficeJet Series 300 group. Then select the **Options** menu and choose **AutoPrompt/Enable**. The AutoPrompt screen will display the next time you load a document in the loading tray.

Sending a Fax Directly from Your PC

1. Using your Windows application, create the document you want to fax.
2. Choose **File/Print Setup** in your Windows application and select *E-FAX on OfficeJet* as the printer.
3. Use the application's Print command to "print" the document. The Eclipse FAX SE Send Fax dialog box appears.
4. In the Send Fax dialog box,
 - enter name and fax number of the intended recipients
 - then click the **Send Fax** button to send it.

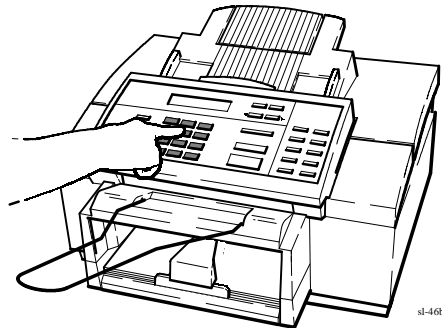


5. When the fax is sent, you can either save your PC file or close without saving it.

Sending a Paper Fax Using the Front Panel

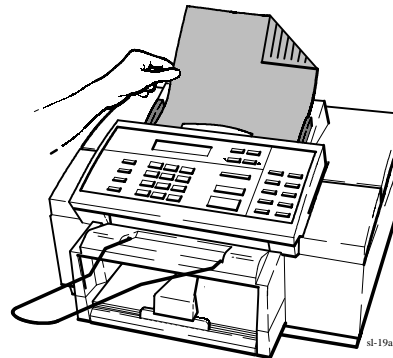
1. **Dial** the fax number using one of the following methods.

- Use the numeric buttons on the HP OfficeJet.
- Press the **Speed Dial** button and a 2-digit code.
- Press one of the 10 One-Touch buttons.

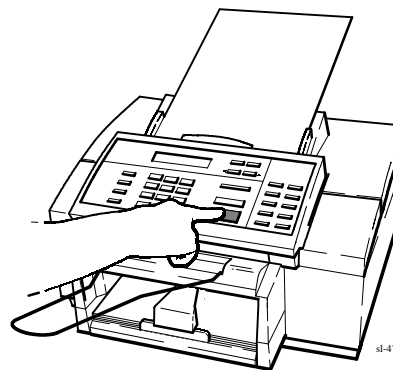


2. **Load** your document face-down in the fax loading tray.

Depending on the thickness of the pages, you can load up to 20 pages in the loading tray.



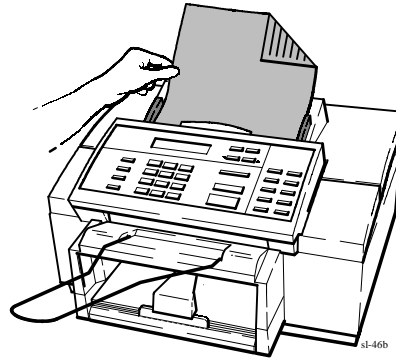
3. Press **Start/Copy** to begin.



Making Copies Using the Front Panel

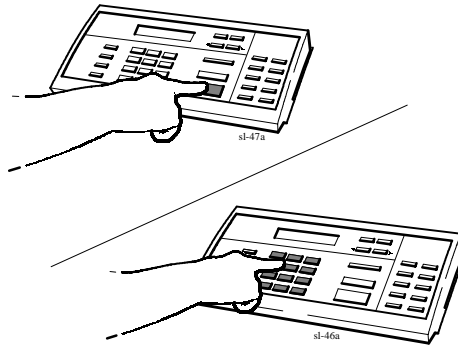
1. Adjust the document guide, if necessary, then load your document face-down in the loading tray.

Depending on the thickness of the page, you can load up to 20 pages.

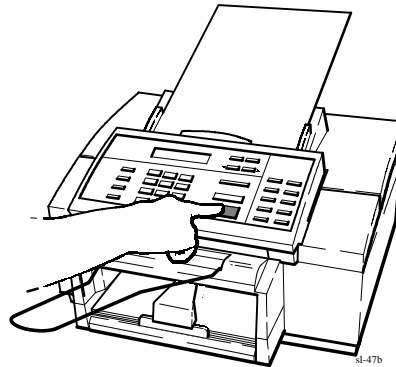


2. Press **Start/Copy**, then enter the number of copies you want (up to 99 copies).

Note: If you only want one copy, you don't need to enter the "1," just skip to Step 3.



3. Press **Start/Copy** again to begin copying.



1 Using the HP OfficeJet Manager

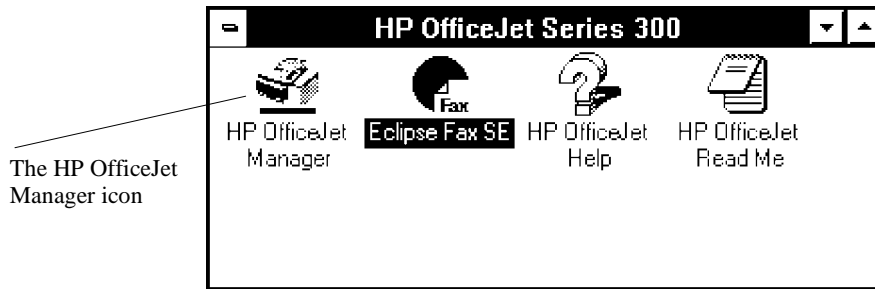
<u>Topic</u>	<u>Page</u>
Introducing the HP OfficeJet Manager	1-2
Running the HP OfficeJet Manager	1-3
Using the HP OfficeJet Manager Help System	1-4
Using the File Menu	1-5
Running Eclipse FAX SE from the HP OfficeJet Manager	1-5
Cleaning the Print Cartridge	1-5
Using the OfficeJet Setup Menu	1-6
Modifying Device Settings	1-6
Using Send Fax Setup	1-8
Setting up Speed Dialing (for Paper Faxes Only)	1-10
Changing Send Fax Quality	1-13
Using Receive Fax Setup	1-14
Changing the Loaded Paper Size	1-18
Reducing Copies of Originals	1-19
Setting DOS Printing Options	1-19
Controlling Sound Settings	1-21
Using the Options Menu	1-22
Being notified of errors or warnings	1-22
Using the AutoPrompt	1-23
Setting PC Faxing options	1-24
Printing Logs and Reports	1-26
Printing a Fax Log Report Automatically	1-26
Printing Fax Logs	1-26
Printing HP OfficeJet Reports	1-29

Introducing the HP OfficeJet Manager

In this chapter, you will learn how to use the HP OfficeJet Manager, a software application program that allows you to manage tasks such as monitoring the status of your HP OfficeJet, printing logs and reports, and modifying device settings that were preinstalled at the factory. *All of the information in this chapter can also be found in the HP OfficeJet Manager's online help system.*

1. To access the HP OfficeJet Manager, first make sure you have Windows 3.1 running on your PC.
2. Find the HP OfficeJet Series 300 window on your Program Manager screen. If it is minimized, (that is, it displays as an icon on your screen), double-click the icon to open it.

The HP OfficeJet Series 300 window displays several icons, among which are the HP OfficeJet Manager and Eclipse Fax SE. Eclipse Fax SE is a software program that allows you to manage tasks such as scanning, receiving, sending and printing faxes from the PC, and is covered in detail in chapter 3.



3. Click the HP OfficeJet Manager icon.

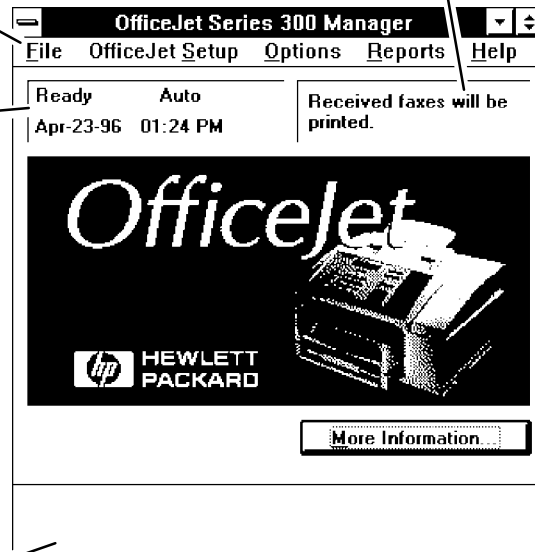
Running the HP OfficeJet Manager

To run the HP OfficeJet Manager, double-click the HP OfficeJet Manager icon. The HP OfficeJet Manager window appears. A menu bar is displayed across the top of the window, with the headings **File**, **OfficeJet Setup**, **Options**, **Reports** and **Help**.

All of the choices in the *Menu Bar* are described in this chapter.

This area shows whether received faxes will be routed to the printer or the PC. Change this setting using **Options/PC Faxing**.

The Status area shows you the same information as on the front panel display of your HP OfficeJet. When error messages display here, press the **More Information** button (bottom right corner) to get directions on how to fix the problem.



This area shows information about your menu choices.

To look up menu options for each main menu, move your mouse so the screen pointer points to the menu heading. Then click the mouse button. Each of the menu options are explained in this chapter. To close the HP OfficeJet Manager, choose **File/Exit**.

Using the HP OfficeJet Manager Help System

The HP OfficeJet Manager has an online help system. When you choose **Help** from the HP OfficeJet Manager menu bar, a drop-down menu appears. The menu items are explained below.

- Choose **Help/Contents** to display the contents of the online help system.
- Choose **Help/Search** for detailed information and instructions on specific topics.
- Choose **Help/Using OfficeJet Series 300 Manager** to learn more about the HP OfficeJet Manager.
- Choose **Help/Technical Support** for information about how to solve problems and get customer support.
- Choose **Help/About OfficeJet Series 300 Manager** to look up your version of the HP OfficeJet Manager.

Help on specific topics is also available from many HP OfficeJet Manager dialog boxes, as explained in the following pages. Clicking the **Help** button in one of these dialog boxes will take you to the relevant Help topic.

For more information on Windows-based help systems, refer to the Windows Help system in your *Windows User's Guide*.

Using the File Menu

When you choose **File** from the main OfficeJet Manager menu, the following drop-down menu appears.



Running Eclipse FAX SE from the HP OfficeJet Manager

To run Eclipse FAX SE directly from the HP OfficeJet Manager, choose **File/Run Eclipse FAX SE** and then refer to chapter 3 for complete information.

Cleaning the Print Cartridge

If the print quality is poor, it may mean the print cartridge requires cleaning. However, as the problem can be attributed to other causes, refer to the Troubleshooting chapter first for alternate solutions, as unnecessarily cleaning the print cartridge shortens its life.

If you need to clean the print cartridge, choose **File/Clean Print Cartridge**.

Using the OfficeJet Setup Menu

When you choose **OfficeJet Setup** from the main OfficeJet Manager menu, a drop-down menu appears, which you can use to configure the HP Officejet device settings.

OfficeJet Setup
Send Fax Setup...
Speed <u>D</u> ial Setup...
Send Fax <u>Q</u> uality...
Receive Fax Setup...
<u>L</u> oaded Paper Size ▶
<u>C</u> opy Reduction ▶
<u>P</u> rinting Options [DOS]...
<u>S</u> ounds...

Modifying Device Settings

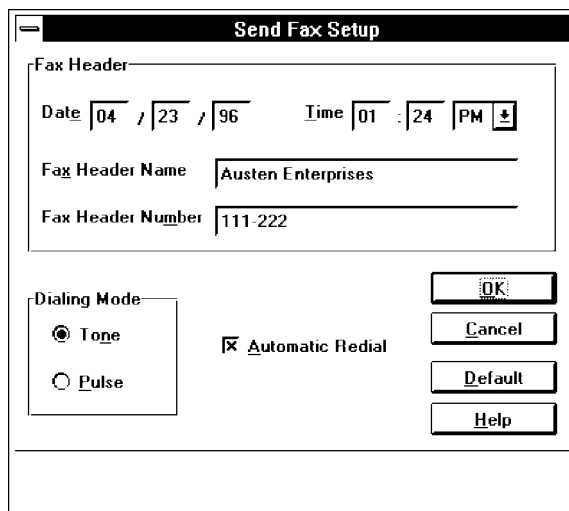
The table below summarizes all the device settings you can change with the HP OfficeJet Manager. It also lists factory settings (defaults).

Setting	Use Whenever You Need To...	Applies To...
Send Fax Setup	<ul style="list-style-type: none"> Change the Fax Header (current date and time, name, and number) printed at the top of all faxed pages. Specify tone or pulse. <i>The factory setting is Dialing Mode=Tone.</i> Specify automatic redial for faxes that fail the first time. <i>The factory setting is Automatic Redial=On.</i> 	Paper and PC faxes. Automatic Redial is managed from the PC for PC faxes.
Speed Dial Setup	<ul style="list-style-type: none"> Add, change, or delete frequently-used names and fax numbers. Add, change, or delete a speed dial group, to send a fax to multiple recipients. Print a report of speed dial entries. 	Paper faxes only.
Send Fax Quality	<ul style="list-style-type: none"> Change the contrast (light, normal, or dark) for copies and outgoing faxes. <i>The factory setting is Contrast=Normal.</i> Change the resolution (standard, fine, or photo) for outgoing faxes. <i>The factory setting is Resolution=Standard.</i> 	Paper faxes and copies. (Eclipse FAX SE has its own Resolution setting for PC faxing.)

Setting	Use Whenever You Need To...	Applies To...
Receive Fax Setup	<ul style="list-style-type: none"> Change the Receive Mode to indicate whether you want the HP OfficeJet to automatically answer all phone calls or whether you want to manually answer the phone. Change the number of rings before the HP OfficeJet answers (only applicable when receive mode is set to Auto). The factory setting is Rings to Answer=2. Reduce page size of incoming faxes to match paper size loaded in tray. The factory setting is Automatic Reduction=On. If an error occurs, specify that incoming faxes be received to memory. <i>The factory setting is Backup Reception=On.</i> Specify a distinctive ringing service. <i>The factory setting is Distinctive Ring=Off.</i> Receive faxes from older-model fax machines that don't emit a fax signal. <i>The factory setting is Silent Detect=Off.</i> Allow remote dial-in. <i>The factory setting is Remote Service=Off.</i> 	<p>Paper and PC faxes.</p> <p>Paper and PC faxes.</p> <p>Paper faxes.</p> <p>Paper faxes.</p> <p>Paper and PC faxes.</p> <p>Paper and PC faxes.</p>
Loaded Paper Size	Specify type of paper currently loaded: Letter, Legal, A4, Exec, or Envelope. Change this setting to match the size of paper. <i>The factory setting for the U.S. is Loaded Paper Size=Letter.</i>	Paper faxes.
Copy Reduction	Specify the percentage of copy to be reduced, relative to the original. <i>The factory setting is Copy Reduction=100%.</i>	Paper faxes.
Printing Options (DOS)	Setup the HP OfficeJet as a printer for a DOS application.	DOS applications.
Sounds	Turn off or adjust the volume of sounds device makes. <i>The factory settings are Ringer=On, Beeps=On, Ring and Beep Volume=Soft.</i>	Paper and PC faxes.

Using Send Fax Setup

To set up header information, dialing mode, and automatic redial, choose **OfficeJet Setup/Send Fax Setup**. The Send Fax Setup dialog box appears, with the fax header at the top of the page, as shown below. First, review the header information for outgoing faxes. All of the headers for your outgoing faxes will contain this information.



The image shows a dialog box titled "Send Fax Setup". It has a "Fax Header" section with fields for "Date" (04 / 23 / 96), "Time" (01 : 24 PM), "Fax Header Name" (Austen Enterprises), and "Fax Header Number" (111-222). Below this is a "Dialing Mode" section with radio buttons for "Tone" (selected) and "Pulse", and a checked checkbox for "Automatic Redial". On the right side, there are four buttons: "OK", "Cancel", "Default", and "Help".

Changing the Header for Your Outgoing Faxes

1. To change the month, day, or year in the **Date** box, double-click the number you want to change and type in a new number.
2. To change the numbers in the **Time** box, double-click the number you want to change and type in a new number. If you want to express time in terms of 24 hours rather than AM/PM (13:00 rather than 1:00 PM), change the time from AM/PM to the 24-hour clock first. Then change the numbers.
3. Type your name or your company name in the **Fax Header Name** box.
4. Type your fax number in the **Fax Header Number** box.

Selecting Dialing Mode

Dialing Mode offers you an option between Pulse and Tone. In the **Dialing Mode** box, choose **Tone** if your telephone has touch-tone capability; choose **Pulse** if it does not. If you select pulse, you may need to switch from **Pulse** to **Tone** to perform certain transactions like, for example, charging your fax number to a credit card. To switch from Pulse to Tone, type an asterisk (*) after the fax number.

Note, this feature only works if your Dialing Mode has been set to **Pulse**; you cannot switch from **Tone** to **Pulse** when dialing. The example below shows you exactly how this procedure works.

EXAMPLE

To send a fax to the number (111) 222-3333, and then switch to **Tone** dialing to enter a credit card number, you would enter the fax number as *111 222 3333 **. Then enter your credit card number.

You can place the * in Speed Dial entries, Eclipse Fax SE phonebook entries and numbers you dial from the front panel of the OfficeJet (for paper faxes) for switching from **Pulse** to **Tone**.

Setting Automatic Redial Option

The factory setting is **Automatic Redial=On**. With this setting, if the HP OfficeJet encounters a busy signal, it will redial that fax number automatically five times (the number varies by country). The first redial occurs after a 1-minute wait; the next four redials occur after 5-minute waits. During this wait period, the redial timer is displayed as a countdown. To initiate the next redial without waiting, press the **Redial/Pause** button located on the front panel (this applies to paper faxes only).

Setting up Speed Dialing (for Paper Faxes Only)

The speed dialing feature allows you to store frequently used fax numbers (either to individuals or groups) by assigning code numbers to them and thus quickens the dialing process. You can only use speed dial codes when sending a paper fax, using the front panel of the fax machine to dial the code. To create entries for PC faxing using Eclipse FAX SE, refer to chapter 3, "Using Phonebooks."

After storing a name, you can send your paper fax by pressing the **Speed Dial** button located on the left side of the front panel of the HP OfficeJet, and entering the code number which corresponds to the name.

The first 10 speed dial codes are automatically assigned to the 10 One-Touch buttons on the right of the HP OfficeJet front panel. Store the 10 fax numbers you dial most frequently into speed dial codes 1 through 10. Then, just load your paper document and press the appropriate One-Touch button, before pressing Start.

The group speed dial feature allows you to store selected speed dial entries in groups. For example, you may want to create a group of client or vendor speed dial numbers. You can have as many as five groups of related fax numbers. After storing a number, you can send a fax to that number by simply pressing the **Speed Dial** button located on the front panel of the HP OfficeJet and entering the group code (any number between 61 through 65). Your fax will be sent to every person in that group.

When you've finished assigning names and fax numbers to the speed dial codes, click the **OK** button to save your settings and close the dialog box. You may also click the **Cancel** button to close the dialog box without saving your settings, or the **Help** button to get help for this topic.

Storing Speed Dial Codes for Individuals

1. Choose OfficeJet Setup/Speed Dial Setup.

Code	Name	Fax Number
01	ABC Property Mgmt	555-1900
02	Public Images Inc	1-999-555-4783
03	W.M., Accountant	555-7379*
04	S&H Office Suppl	555-2312
05	Old Pioneer Bank	1-999-555-3776
06	The Corner Deli	555-8989
07	Sturdy Constr. Co	555-7584
08	Western Mortgage	555-9900
09	DJ's Realty	555-4337
10	D. Best Architect	1-999-555-6776
11	Donna Ortega	1-999-555-8012
12	J.E. McArthur	1-999-555-8681
13	Alan Calderon	1-999-555-4914

Print Speed Dial Report Group Dial Setup...

Enter the name and fax number of entries to be accessed via the 'Speed Dial' button.

2. In the **Name** and **Fax Number** boxes, across from each code, type the recipient's name (person or company name) and fax number. Use the Tab key to move from one column to the other. (Be sure to include any necessary prefixes; for example, 1 for long-distance numbers.)

Special Characters	Use in Fax Numbers
asterisk (*)	If the Dialing Mode is set to pulse, adding the asterisk switches the dialing mode from pulse to tone. If the Dialing Mode is set to tone, the asterisk causes a "*" tone to be emitted. (In Eclipse FAX SE only, a capital <i>T</i> can be used instead of an asterisk.)
pound or number sign (#)	If the Dialing Mode is set to tone, a pound or number sign causes a "#" tone to be emitted. If the Dialing Mode is set to pulse, this character is ignored.
hyphen (-)	Inserts a 2-second pause in the fax number when you need to wait for an access tone or when using a credit card. For example, placing "- - - -" in a speed dial number causes four pauses to occur. (In Eclipse FAX SE only, a comma (,) can be used instead of a hyphen.)
space or blank	Spaces and blanks are ignored.

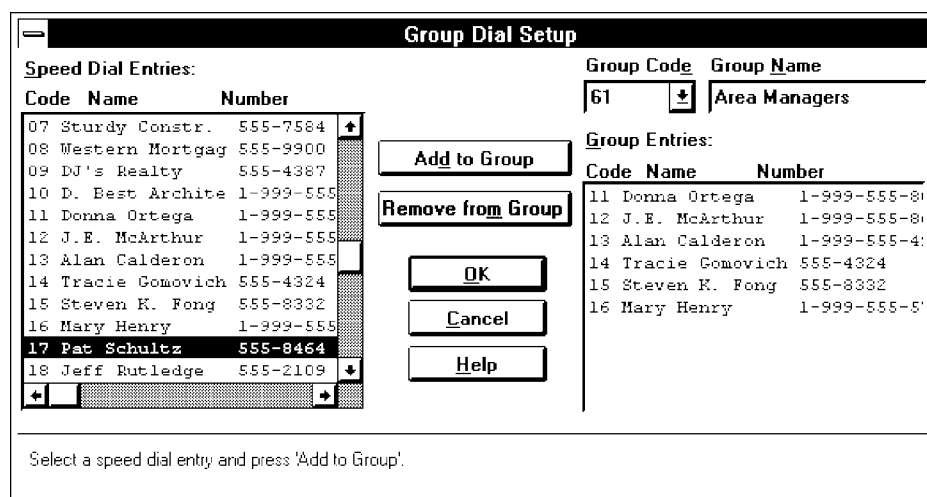
3. Click the **OK** button to save your settings and close the dialog box.

To delete an entry, highlight the name by clicking it, and press the Delete key on your keyboard.

To print a report showing all the information you have stored in speed dial codes, click the **Print Speed Dial Report** button at the bottom of the dialog box.

Storing Speed Dial Codes for Groups

1. Select **Speed Dial Setup** from the **OfficeJet Setup** menu.
2. Click the **Group Dial Setup** button at the bottom of the Speed Dial Setup dialog box.



Group Dial Setup

Speed Dial Entries:

Code	Name	Number
07	Sturdy Constr.	555-7584
08	Western Mortgag	555-9900
09	DJ's Realty	555-4387
10	D. Best Archite	1-999-555
11	Donna Ortega	1-999-555
12	J.E. McArthur	1-999-555
13	Alan Calderon	1-999-555
14	Tracie Comovich	555-4324
15	Steven K. Fong	555-8332
16	Mary Henry	1-999-555
17	Pat Schultz	555-8464
18	Jeff Rutledge	555-2109

Group Code: 61 **Group Name:** Area Managers

Group Entries:

Code	Name	Number
11	Donna Ortega	1-999-555-8
12	J.E. McArthur	1-999-555-8
13	Alan Calderon	1-999-555-4
14	Tracie Comovich	555-4324
15	Steven K. Fong	555-8332
16	Mary Henry	1-999-555-5

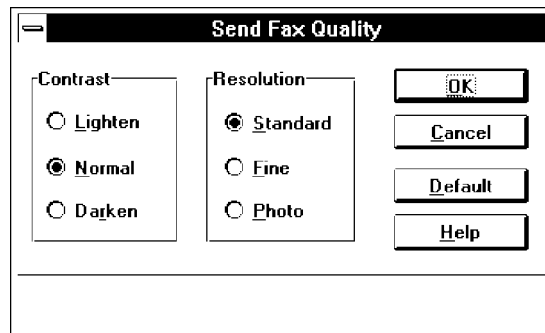
Buttons: Add to Group, Remove from Group, OK, Cancel, Help

Select a speed dial entry and press 'Add to Group'.

3. The first time you open this dialog box, Code 61 will be displayed in the **Group Code** box. To select the next code, click on the arrow to the right of this code.
4. In the **Group Name** box type a name for the group of related names (for example, *Clients*).
5. Next, highlight each name that you want to add to this group and click the **Add to Group** button. If you add a name by mistake, delete it from the group by highlighting it and clicking the **Remove from Group** button. (Note, you cannot add names by typing them in; you can only select from the list of individuals you entered previously.)
6. Click the **OK** button to save your settings and close the dialog box.

Changing Send Fax Quality

When you choose **OfficeJet Setup/Send Fax Quality**, the Send Fax Quality dialog box appears.



Changing the contrast

To modify the **Contrast** of copies or outgoing paper faxes, click:

- **Darken** for originals that are too light.
- **Normal** for documents with acceptable lightness/darkness (factory setting).
- **Lighten** for originals that are too dark.

Avoid sending faxes written in pencil, but if you do, change the contrast to **Darken** first.

Changing the resolution

To modify the resolution (sharpness) of outgoing paper faxes, click:

- **Standard** for text only faxes (no photographs or graphic illustrations), or when the transmission speed is more important than quality.
- **Fine** to make text and line drawings as sharp as possible.
- **Photo** when faxing or making copies of photographs or to capture images containing different shades of gray or color. This selection causes documents to be scanned as halftone images.

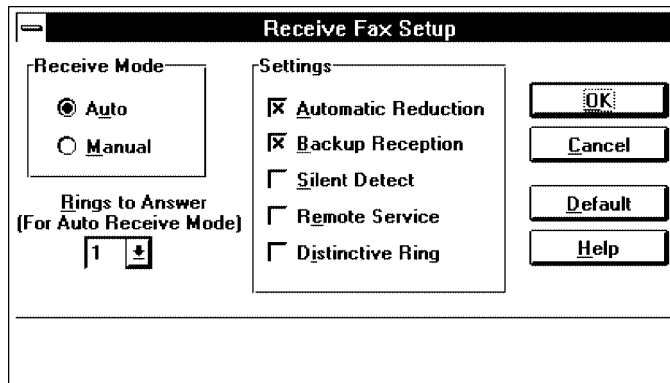
Copies are automatically made with the best resolution. For this reason, a photograph may not fit completely in memory and you may not be able to make multiple copies. You will need to make individual copies.

After you've made your changes, click **OK** to save your settings and close the dialog box. **Cancel** closes the dialog box without saving your settings; **Default** returns selections to factory settings; and **Help** displays help for this topic.

Note: For PC scanning, you can override the settings made here. For more information, see chapter 3 or the online help system for Eclipse FAX SE.

Using Receive Fax Setup

When you choose **OfficeJet Setup/Receive Fax Setup**, the Receive Fax Setup dialog box appears. The settings in this dialog box were determined during installation. You need only modify these settings if the conditions that existed at setup have changed.



When you have finished, click **OK** to save your settings and close the dialog box. **Cancel** closes the dialog box without saving your settings; **Default** returns selections to factory settings; and **Help** displays help for this topic.

Selecting Auto or Manual Receive Mode for incoming faxes

Before you select the auto or manual Receive Mode setting for incoming faxes, review the setup information in your Installation Guide to make sure your system is cabled correctly. Then make your selection based on the following.

If This Is Your Situation...	Choose this setting
A separate telephone number for receiving fax calls only (no voice calls).	Auto.
One telephone number for both phone and fax calls, and <i>no</i> telephone answering machine.	Manual.
One telephone number for both phone and fax calls, and you <i>do</i> have a telephone answering machine.	Auto.
One telephone number for both phone and fax calls, and you subscribe to a <i>distinctive ringing service</i> from your telephone company.	Auto, and click the Distinctive Ring button in the Settings box.

Changing the number of rings to answer

When the receive mode is set to Auto, HP OfficeJet answers the call automatically, after a specified number of rings.

- To change the setting, click the arrow to the right of the **Rings to Answer** box to show the desired number, then click on the number.

Answering machines also have a rings-to-answer feature. If you have an answering machine connected (according to scenario 3 in the Installation Guide), make sure the number of **Rings to Answer** in this dialog box is set to a higher number than that of your answering machine.

The HP OfficeJet "listens" while the answering machine plays its greeting. If the HP OfficeJet detects fax tones, it will cut off the answering machine and receive the fax.

Setting Automatic Reduction

The **Automatic Reduction** setting automatically reduces *each page* of your incoming fax to fit the paper loaded in the tray. The Factory setting is **Automatic Reduction=On**. To turn it off, remove the check from the checkbox. The two scenarios below demonstrate what happens if you turn auto reduction on or off.

Example 1: You receive a fax on legal-size paper, but have letter-size paper loaded in the HP OfficeJet. With **Auto Reduction=On**, the page will be a 75% reduction of the legal-size original. With **Auto Reduction=Off**, the legal-size original will be split into two pages.

Example 2: You receive a fax on letter-size paper and also have letter-size paper loaded in the HP OfficeJet. With **Auto Reduction=On**, each page you receive may be reduced slightly. With **Auto Reduction=Off**, the page may be split into two pages.

The HP OfficeJet cannot print on the bottom 1/2 inch of the page, so a fax that fills a letter-size page may print on two pages if Automatic Reduction is turned off. You should always leave the Automatic Reduction setting On, unless maintaining the original size is important to you.

Setting Backup Reception

The HP OfficeJet has a backup capability for receiving faxes and storing them in memory if it is unable to print them for the following reasons:

- The paper tray is empty.
- The wrong paper size is loaded for receiving faxes (only Letter, Legal, and A4 paper are valid for faxes).
- The print cartridge is out of ink or is not installed.
- There's a paper jam.

With the **Backup Reception=On** (the factory setting), incoming paper faxes will be received to memory. If **Backup Reception=Off**, *no* incoming calls will be answered, nor incoming faxes received, until the circumstance listed above is corrected.

If you are printing a file from your PC or copying when a fax is received, the fax will be saved to memory, regardless of the **Backup Reception** setting. When the printing or copying is complete, faxes stored in memory print immediately.

Distinctive Ring

"Distinctive ring" is a service provided by a telephone company. You need to check with your telephone company to see if it is offered in your area. If it is offered, it allows you to have two or three phone numbers on the same phone line and is cheaper than having separate lines. It is easy to tell the phone numbers apart because each one has a distinctive ring: the first phone number has a single ring, the second has a double ring, and the third has a triple ring.

The **Distinctive Ring** feature allows the HP OfficeJet to distinguish between voice and fax calls when both are received on the same phone line, but *it only works with your telephone company's distinctive ring service*. The factory setting is **Distinctive Ring=Off**; the HP OfficeJet automatically (*Receive mode* is set to **Auto**) answers **all** calls. If you have subscribed to your telephone company's distinctive ring service, ask your telephone company to assign the *single ring* to phone numbers that receive *voice calls* and *multiple rings* to phone number(s) that receive *fax calls*. Then Check the **Distinctive Ring** checkbox to allow the HP OfficeJet to answer the phone and receive faxes only when it detects a multiple ring.

(At the time of publication, distinctive ring services—also known by other names—were available only in certain parts of the U.S. and some Asian countries.)

Silent Detect

To receive faxes from older-model fax machines that don't emit a fax signal, click the **Silent Detect** checkbox. At the time of publication, these silent models represented about 5% of the fax machines in use.

The factory setting is **Silent Detect=Off**. Modify only when all of the following are true:

- You receive a fax from an older-model fax machine.
- Your telephone answering machine is directly connected to the HP OfficeJet.
- The **Receive Mode** is set to **Auto**.

Remote Service

If you've contacted a Hewlett-Packard service representative about a problem, you may be asked to turn the remote service setting **On** by clicking the checkbox. The factory setting is **Remote Service=Off**. Reset it to **Off** after the problem has been diagnosed.

Changing the Loaded Paper Size

Use **OfficeJet Setup/Loaded Paper Size** to change the size of the paper in the lower paper tray. The table below shows the paper sizes that you can use for each HP OfficeJet function.

Task	Valid Paper Sizes
Printing	Letter, Legal, A4, Exec, Envelope
Faxing	Letter, Legal, A4
Copying	Letter, Legal, A4

Letter: 8.5 x 11 inches (216 x 279 mm)

Legal: 8.5 x 14 inches (216 x 356 mm)

A4: 8.27 x 11.7 inches (210 x 297 mm)

Exec: 7.25 x 10.5 inches (184 x 267 mm)

Envelope: Either (1) *U.S. No. 10 envelopes*, 4.12 x 9.5 inches (105 x 241 mm), or (2) *European DL envelopes*, 8.66 x 4.33 inches (220 x 110 mm)

Reducing Copies of Originals

To make reduced copies of originals, select **OfficeJet Setup/Copy Reduction** and slide the mouse down the list of percentages displayed in the drop-down menu. Release the mouse button after your selection has been highlighted.

Setting DOS Printing Options

To set printing options for DOS software applications, choose **OfficeJet Setup/Printing Options (DOS)**. These selections update the HP OfficeJet DOS printing characteristics and any DOS application that prints afterward will use these settings unless the application's printer driver overrides them.

Your DOS software application supplies printer drivers for many printer models. A printer driver that supports your printer features may already be in your software application. Your access to some printer features, such as font selection, depends on your software application and the printer driver installed.

Note: If you use DOS software applications and Windows applications, be sure to exit Windows before running your DOS applications. Do *not* print from the Windows MS DOS Prompt.

The following table summarizes the choices you can make from the HP OfficeJet Manager for DOS printing.

Font	The character set the printer uses for printing.
Font Size	Normal or Condensed.
Print Quality	Letter (highest) or Draft (quickest).
Carriage Return	Carriage Return (CR) only or Carriage Return and Line Feed (CR and LF).
Orientation	Portrait or Landscape.

Do the following before changing any settings on this dialog box.

1. Determine if your DOS software application provides a printer driver that you can use.

Check the printer selection or printer setup menu in your software application for a list of printer models. The list below identifies recommended printer driver selections you can use and the type of support that each offers:

Use this printer driver:	For this type of printer support:
HP DeskJet 520 printer	All printer features
HP DeskJet 510 printer	All printer features
HP DeskJet 500 printer	All printer features except for some fonts and envelope printing

2. Select the printer driver using the instructions provided by your software application manual.

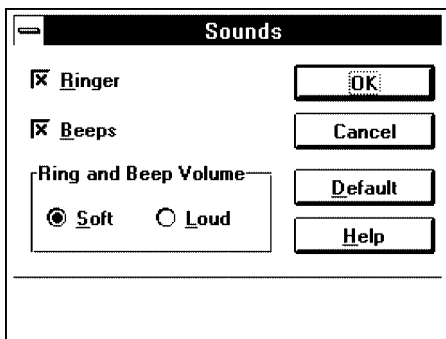
If the HP DeskJet 520 printer is not listed, use one of the alternate printer drivers listed and contact your software company to determine if an HP DeskJet 520 printer driver is available.

3. Print a few documents from your software applications to make sure documents are printing correctly.

Note: You may need to add or change the MODE statement in your computer's AUTOEXEC.BAT file. The MODE statement tells your computer where to send printing information. This statement is not always required. If the HP OfficeJet does not print, check your AUTOEXEC.BAT file to make sure the MODE statement for a Centronics parallel connection to the LPT1 port is: **MODE LPT1:,,P**. If you are not familiar with your AUTOEXEC.BAT file, see your DOS manual for information.

Controlling Sound Settings

To modify the sounds produced by your HP OfficeJet, select **OfficeJet Setup/Sounds**. A marked setting indicates the feature is on or selected. To turn the ringer and beeps on/off, or to modify the volume, click the checkbox. Click the **OK** button to save your settings and close the dialog box.



This table describes the different sounds that may be heard and the items on the **Sounds** dialog box that controls them.

Type of Sound	Occurs When...	Adjust using...
Rings	You receive a call on the telephone line connected to the HP OfficeJet.	Ringer and Ring and Beep Volume .
One Short Beep	You press a button on the front panel.	Beeps and Ring and Beep Volume .
Three Short Beeps	You press an incorrect button on the front panel.	Ring and Beep Volume .
Nine Short Beeps	An error occurs.	Ring and Beep Volume .
One Long Beep	You send or receive a fax successfully (without error).	Ring and Beep Volume .

To adjust the volume of fax tones of outgoing faxes, slide the volume control slider located on the right side of the HP OfficeJet toward the minus sign (-) to decrease the volume, and toward the plus sign (+) to increase it.

Using the Options Menu

The **Options** menu gives you three options to choose from: **Notify When**, **AutoPrompt**, and **PC Faxing**.

Being notified of errors or warnings

Whenever an error and/or warning occurs, you have the option to make the HP OfficeJet Manager window pop to the foreground, so that you are alerted immediately. The factory setting is (**Notify When Errors Occur**). Change this setting by choosing **Options/Notify When** and selecting from the three choices shown below.

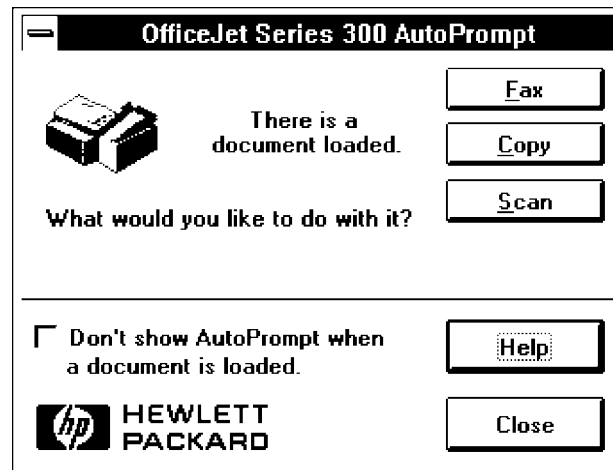
Options	
Notify When	✓ Errors Occur
AutoPrompt	Warnings and Errors Occur
PC Faxing...	Never

You can be notified when **Errors Occur** (for example, when paper jams inside the device), when **Warnings and Errors Occur** (for example, a warning would alert you when the print cartridge is getting low), or **Never** (the HP OfficeJet Manager would never pop to the foreground to alert you to errors or warnings).

A list of error messages requiring a response from the user, together with recovery information is included in chapter 6, and also provided in the online help.

Using the AutoPrompt

Whenever you place a paper document into the loading tray of your HP OfficeJet, the AutoPrompt will be displayed on your PC screen. You can either choose the AutoPrompt on your PC screen to fax, copy, or scan the document, or use the HP OfficeJet front panel buttons to fax or copy your document.



- When you press the **Fax** button, an abbreviated Send Fax dialog box displays. Enter the name and fax number of the recipient, plus the total number of pages being faxed (including the PC fax cover sheet, if there is one).
- To send a paper fax, click the **Send Fax** button.
- When you press the **Copy** button, a Copy dialog box displays, allowing you to select the number of copies, as well as the reduction or contrast setting.
- When you press the **Scan** button, the Scan Options dialog box displays. You *must* specify a PC filename for your scanned document. Additionally, you can select the resolution, adjust the contrast, or invert the image.
- For HP OfficeJet Model 350 users, who have already installed their OmniPage Limited Edition software, a fourth option, *Scan with OCR*, is also available. (Scanning with OCR, which stands for Optical Character Recognition, means that as the document is scanned, recognized characters are captured into a file you can open in your word processor and edit.) The factory set directory for scanned files is C:\OPLIMIT. After your document is scanned, you can save it in a file on your PC by specifying a filename and filetype.

Options	
Notify When	▶
AutoPrompt	✓ Enable
PC Faxing...	Disable

Turning off AutoPrompt

You can turn off the HP OfficeJet Series 300 AutoPrompt feature by clicking the box to the left of "Don't show AutoPrompt when a document is loaded" on the AutoPrompt screen or by choosing **Options/AutoPrompt** and selecting **Disable**.

Turning on AutoPrompt again

To turn on the AutoPrompt feature again, open the HP OfficeJet Manager. Choose **Options/AutoPrompt** and select **Enable**. The AutoPrompt screen will appear the next time you load a document in your HP OfficeJet loading tray.

Setting PC Faxing options

Choose **Options/PC Faxing** to turn on/off PC faxing capability, route received faxes to your PC or printer, and to turn off the HP OfficeJet header if you are using a PC fax software application that imposes its own header. *It is a legal requirement* to include the originating fax name, number, and date on all outgoing faxes. *Do not* turn off the PC fax header information unless you are certain your PC fax software is already including this information.

Enabling or disabling PC Faxing

If you want to receive faxes to your PC or use a program other than Eclipse Fax SE to send faxes from your PC, you must mark the **Enable PC Faxing** checkbox.

Including a PC-fax header

The HP OfficeJet includes a header on every PC fax. If you are using a PC faxing software package other than Eclipse Fax SE that also includes a header, you may have two headers printing on every outgoing fax. If this happens, turn off the HP OfficeJet header by removing the check from the **Include Fax Header on PC Faxes** box. Again, your outgoing faxes whether on paper or generated from the PC *must*, by law, include the originating fax name, number, and date.

Routing Received Faxes

When PC faxing is enabled, you will be asked to specify whether to route incoming faxes to the HP OfficeJet printer or to your PC.

- **To Printer**If you select this option, incoming faxes are *printed on the HP OfficeJet* and immediately removed from the device's memory.
- **To PC**If you select this option, incoming faxes are *saved as files on your PC*, where you can view, print, delete, or save them to other files and then send them as faxes. To receive faxes on the PC, the PC must be turned on and the Windows program must be running.

Printing Logs and Reports

The Reports menu offers three choices: **Automatic Log**, **Print Fax Log**, and **Print Reports**.



Printing a Fax Log Report Automatically

When you choose **Reports/Automatic Log** from the HP OfficeJet Manager menu, the Automatic Fax Log dialog box appears. You can choose to have the fax log printed whenever errors occur, whenever you send a fax, when either of those conditions occur, or never. The factory setting is **Error Only** (the log is printed automatically when an error occurs). When you select **Send or Error** or **Send only**, a report is printed every time you send a fax.

Printing Fax Logs

To print a log of the last fax or the last 30 faxes sent and received, choose **Print Fax Log** from the **Reports/Automatic Logs** menu (accessible from the **HP OfficeJet Manager** menu). A sample Fax Log report is shown on the next page.

Last 30 faxes

<u>Identification</u>	<u>Result</u>	<u>Pages</u>	<u>Type</u>	<u>Date</u>	<u>Time</u>	<u>Duration</u>	<u>Diagnostic</u>
555-3756	OK	03	Sent	Oct-19	10:14A	00:02:05	001000000000
999-555-4783	Stop	02	Received	Oct-19	01:21P	00:01:38	001000000000
555-1900	No Answer	00	Poll-in	Oct-20	09:57A	00:00:09	00100000000403
Public Images Inc.	Busy	00	Sent	Oct-20	11:48A	00:00:08	001000000000
555-7990	Error	01	Poll-out	Oct-20	04:38P	00:01:18	00100000000411
555-7990	Jammed	03	Sent	Oct-20	05:10P	00:02:40	001000000000
Mary Henry	No Document	00	Sent	Oct-21	01:00A	00:00:21	001000000000
999-555-8012	Power Fail	01	Received	Oct-21	08:43A	00:01:27	001000000000
555-4382	Power Fail	00	Sent	Oct-21	08:43A	00:00:05	001000000000
The Corner Deli	Cover Open	00	Sent	Oct-21	11:15A	00:00:14	001000000000
555-4164	No Dial Tone	00	Sent	Oct-21	11:51A	00:00:12	001000000000

As the sample above shows in eight columns, the Fax Log Report is a detailed record of who the fax was sent to, whether it was successful, the page count, whether it was sent or received, the date, time, duration, and diagnostic check. Each of these columns is explained in detail in the table below.

Heading	Description
Identification	The location a document is <i>sent to</i> or <i>received from</i> is identified by the fax number and only the first 20 digits are shown. Note: If you send a fax to a location using a speed dial name, the name not the fax number will be displayed. In the example above, the name "Public Images Inc," not the number is displayed.
Result	" OK " indicates the fax was successfully transmitted. " Stop " means you pressed the STOP button to cancel the fax. " No answer " means the receiving fax machine did not answer. Call recipient to make sure the fax machine is ready to receive faxes. " Busy " indicates the receiving fax machine is busy and you should try again later, or set Auto Redial to "On" to allow the phone number to be redialed, automatically, up to five times.

Heading	Description
Result (continued)	<p>"Error" means the fax failed during transmission, due to an error. Try again and/or contact the recipient to ensure the fax machine is ready to receive faxes. If receiving a fax, ask the sender to retransmit it.</p> <p>"Jammed" means the loaded paper jammed while being drawn into the machine for faxing or copying. Open the front panel by pulling the top ledge of the panel toward you, remove the paper jam and close the front panel. Resume faxing or copying.</p> <p>"No document" means the document scheduled for faxing at a later time (with the Send Fax Later feature) was not there.</p> <p>"Power fail" means the power failed during send or receive mode, details of which are recorded in the Power Fail report. See "Power Fail Report" at the end of this chapter.</p> <p>"Cover open" means the fax was aborted during transmittal because the front panel was opened. Part or all of the document will need to be resent.</p> <p>"No dial tone" means an absence of a dial tone on the connecting telephone line. Check your connections and try again.</p>
Pages	<p>The number of pages successfully sent or received.</p> <p>Note: The total number of pages sent is listed in this column if a fax is sent from memory (as with faxes scheduled for a future time and group faxes). For example, "02/02" means that two out of two pages were sent.</p>
Type	<p>"Sent" and "Received" indicates whether the fax was sent or received.</p> <p>"Poll-in" means the fax was received after polling another fax machine.</p> <p>"Poll-out" the fax was sent to another fax machine that polled yours.</p>
Date	<p>The date of transmission.</p>
Time	<p>The time of the transmission.</p>
Duration	<p>The time it took to transmit the fax in hours, minutes, and seconds.</p>
Diagnostic	<p>A 12- or 15-digit code used by HP service representatives to diagnose send/receive problems.</p>

Printing HP OfficeJet Reports

Choose **Reports/Print Reports** to print any of the following reports. Samples and explanations for each report are provided at the end of this chapter.

- **Speed Dial.** This report lists stored speed dial codes, names, and fax numbers.
- **Menu Settings.** This report describes the menu layout as well as currently-selected settings (marked with an asterisk) in a hierarchical diagram.
- **Self Test.** This report prints samples of internal fonts, lists current and factory settings of menu items, and informs you of print cartridge problems and the current version of your product.
- **Print Demo.** This report summarizes key features of the HP OfficeJet and demonstrates print quality.

A Power Fail report is printed automatically if power fails while a fax is being transmitted, or is pending. If the Power Fail report issues either of these warnings "These faxes were in the process of being received but were not completely printed," or "These faxes were not completely sent," the fax(es) will have to be resent.

The Speed Dial Report

The Speed Dial report lists speed dial codes, names, and fax numbers you have programmed using either the HP OfficeJet Manager or the front panel.

Heading	Description
Speed Dial Code Number	A speed dial code programmed during Speed Dial setup. Codes 1 through 60 are allocated to individual speed dial numbers, and codes 61 through 65 are reserved for group speed dial numbers.
Name	The names that correspond to individual speed dial codes (1-60), or group speed dial codes (61-65).
Fax Number	The fax number you entered for this speed dial code.

HP OfficeJet
Personal Printer/Fax/Copier/Scanner

Speed Dial Report for
Austen Enterprises
111-2222
Apr-23-96 08:30AM

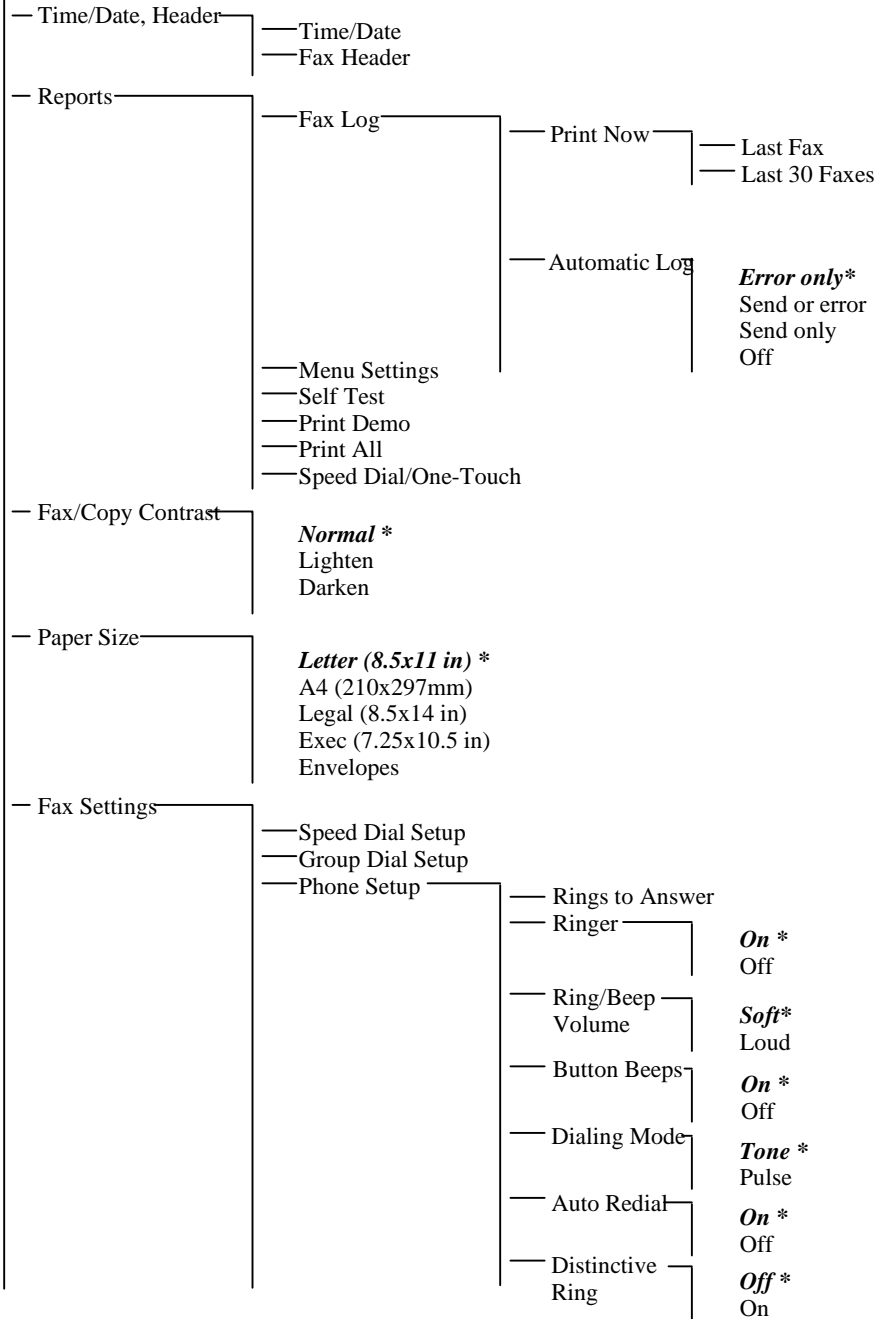
<u>Speed Dial Code Number</u>	<u>Name</u>	<u>Fax Number</u>
01	ABC Property Mgmt	555-1900
02	Public Images Inc.	1-999-555-4783
03	W.M., Accountant	555-7379
04	S&H Office Supplies	555-2312
05	Old Pioneer Bank	1-999-555-3776
06	The Corner Deli	555-8989
07	Sturdy Constr. Co.	555-7584
08	Western Mortgage	555-9900
09	DJ's Realty	555-4387
10	D. Best Architects	1-999-555-6776
11	Donna Ortega	1-999-555-8012
12	Paul Arnold	1-999-555-8681
13	Alan Calderon	1-999-555-4914
14	Tracie Gomovich	555-4324
15	Steven K. Fong	555-8332
16	Mary Henry	1-999-555-5773
17	Pat Schultz	555-8464
18	Jeff Rutledge	555-2109
19	Jane Markowitz	555-4951
20	Mike Bentley	555-8146
21	Jane Letrich	555-6562
22	Betty Matlock	555-9255
23	Alan Klein	555-4898

61 Area Managers		
11	Donna Ortega	1-999-555-8012
12	Paul Arnold	1-999-555-8681
13	Alan Calderon	1-999-555-4914
14	Tracie Gomovich	555-4324
15	Steven K. Fong	555-8332
16	Susen Henry	1-999-555-5773

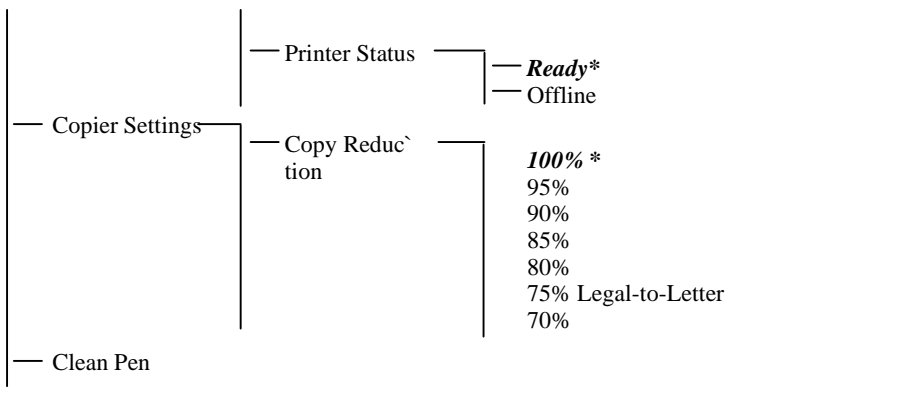
The Menu Settings Report

The Menu Settings report shows both the menu layout and the currently-selected settings in a hierarchical diagram. The current selections are marked with an asterisk in the report, just as they are on the front panel display. Refer to this report to look at current selections and review other available ones before making changes. A sample report on the next page shows the selected factory settings.

MENU



		Remote Service	Off* On
	Send Fax Later	Setup Cancel	
	Polling Setup	Send Receive Send	
	Backup Reception	On* Off	
	Silent Detect	Off* On	
	Auto Reduction	Off* On	
	Error Correction	On* Off	
Printer Settings	Character Set	PC-8* HP Roman 8 PC-8 Danish/Nor UK ISO 4 German ISO 21 French ISO 69 Italian ISO 15 Nor v.1 ISO 60 Swed Names ISO 11 Spanish ISO 17 ASCII Portug ISO 16 PC-850 ECMA-94 Latin 1 HP legal	
	Carriage Return	CR only* CR and LF	
	Perf Skip Mode	On* Off	
	Text Scale Mode	Off* On	
	Orientation	Portrait* Landscape	
	Printer Font	Normal* Condensed	
	Print Quality	Letter* Draft	



The Self Test Report

To look at samples of internal fonts, review current and factory settings, locate any print cartridge problems, as well as product version information, you will need to print the Self Test report.

HP OfficeJet
Personal **Printer/Fax/**
Copier/Scanner

Self Test Report for
Austen Enterprises.
111-2222
Apr-23-96 09:52 AM

Font Samples:

Courier --- abcdefg ABCDEFG 123456789 @\$%^&*
*Courier Italic --- abcdefg ABCDEFG 123456789 @\$%^&**
 CG Times --- abcdefg ABCDEFG 123456789 @\$%^&*
*CG Times Italic --- abcdefg ABCDEFG 123456789 @\$%^&**
 Letter Gothic --- abcdefg ABCDEFG 123456789 @\$%^&*
*Letter Gothic Italic --- abcdefg ABCDEFG 123456789 @\$%^&**
 Univers --- abcdefg ABCDEFG 123456789 @\$%^&*
*Univers Italic --- abcdefg ABCDEFG 123456789 @\$%^&**

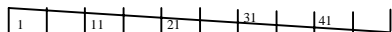
<u>Menu Feature</u>	<u>Current Setting</u>	<u>Factory Setting</u>
Fax Header:	ACME Co. 619 555-1234	
Automatic Log:	Error only	Error only
Fax/Copy Contrast:	Normal	Normal
Paper Size:	Letter (8.5x11 in)	Letter (8.5x11 in)
Rings to Answer:	2	2
Ringer:	On	On
Ring/Beep Volume:	Soft	Soft
Button Beeps:	On	On
Dialing Mode:	Tone	Tone
Auto Redial:	On	On
Distinctive Ring:	Off	Off
Remote Service:	Off	Off
Backup Reception:	On	On
Silent Detect:	Off	Off
Auto Reduction:	On	On
Character Set:	PC-8	PC-8
Carriage Return:	CR only	CR only
Perf Skip Mode:	On	On
Text Scale Mode:	Off	Off
Orientation:	Portrait	Portrait
Printer Font:	Normal	Normal
Print Quality:	▶ Draft	Letter
Printer Status:	Ready	Ready
Copy Reduction:	100%	100%

This symbol (▶) indicates that the current setting is different from the factory setting.

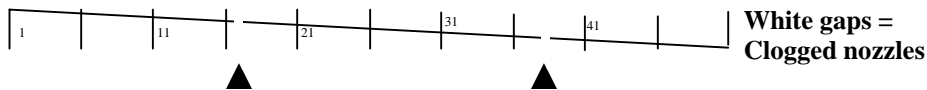
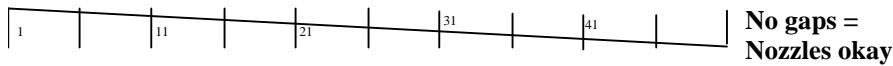
Self Test: PASSED
Print Cartridge Tests:

Firmware Version 1.0

LIU Type 15



Heading	Description
Font Samples	Sample characters and numbers shown for each of the eight internal fonts.
MENU Features	All menu items are listed.
Current Settings	The current selection for that menu item.
Factory Settings	The setting selected at the factory for that menu item.
Self Test: Passed	Internal electronics tested and are working correctly.
Self Test: Failed	The internal electronics failed their self test. Please call for service. (See "Getting Help" in chapter 6 for Customer Support Center numbers.)
Firmware/Version	The version number of your HP OfficeJet internal firmware. You may be asked to provide this number when you talk to a customer support representative.
LIU Type	The type of line interface unit (LIU) in your HP OfficeJet. The LIU (the module into which you plugged your telephone cords) controls your fax transmissions (send and receive). You may be asked to provide this information when you talk to a customer support representative.
Print Cartridge Tests	<p>This diagonal pattern and area will help you diagnose print cartridge nozzle problems. If the diagonal line is not continuous (if white gaps break the line), or if the area fill is not filled in solidly with ink (horizontal white lines appear in it), some of the nozzles in your print cartridge may be clogged, so they're not releasing ink.</p> <p>If you think your nozzles are clogged, see "Solving Problems While Printing, Faxing, or Copying" in chapter 6 for cleaning and reseating instructions.</p>



The Power Fail Report

A Power Fail report is printed *automatically* if power is lost while a fax is being transmitted or pending. The following sample shows you the information contained in the report.

If your power fail report heading is "These faxes were in the process of being received but were not completely printed," ask the sender to resend the document.

If your report's heading is, "These faxes were not completely sent," you may have to resend the entire document.

HP OfficeJet Personal Printer/Fax/Copier/Scanner	Power Fail Report for Austen Enterprises. 111-2222 Apr-23-96 08:59AM						
Power failed at 08:43AM on Apr-23-96							
<u>These faxes were in the process of being received but were not completely printed:</u>							
<u>Identification</u>	<u>Result</u>	<u>Pages</u>	<u>Type</u>	<u>Date</u>	<u>Time</u>	<u>Duration</u>	<u>Diagnostic</u>
999 555 8012	Power fail	01	Received	Oct-21	08:43A	00:01:27	001000000000
<u>These faxes were not completely sent:</u>							
<u>Identification</u>	<u>Result</u>	<u>Pages</u>	<u>Type</u>	<u>Date</u>	<u>Time</u>	<u>Duration</u>	<u>Diagnostic</u>
5554382	Power fail	00	Sent	Oct-21	08:43A	00:00:05	001000000000

2 Sending Paper Faxes

<u>Topic</u>	<u>Page</u>
What You Need to Know... ..	2-2
Dialing from the front panel	2-2
Sending a Paper Fax Using the AutoPrompt	2-4
Sending a Paper Fax Using the Front Panel	2-6
Sending Paper Faxes to Multiple Fax Numbers	2-8
Sending a Paper Fax at a Future Time	2-9
Sending a Fax to Another Fax Machine Upon Request (Being Polled)	2-11
Asking to Receive a Fax from Another Fax Machine (Polling)	2-12
Adjusting the Resolution	2-13
Adjusting the Contrast	2-14

What You Need to Know...

This chapter explains how to send paper documents to other fax machines, as well as send a loaded document on request (being polled), or retrieve a document from another fax machine (polling). To send faxes from, and receive faxes to, your PC, refer to chapter 3.

To fax a document that is stapled or secured with paper clips, remove the staples and paper clips from the document before faxing.

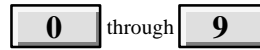
CAUTION

Failure to remove staples and paper clips before faxing can cause permanent damage to the scanner inside the HP OfficeJet.

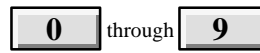
Dialing from the front panel

There are several ways to dial a fax number from the front panel.

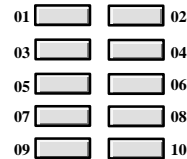
- Use the numeric keypad on the HP OfficeJet.



- Press the **Speed Dial** button (at the top left of the front panel) and a 2-digit code using the numeric keypad on the HP OfficeJet.



- Press one of the 10 One-Touch buttons at the right of the front panel.



Redial/Pause



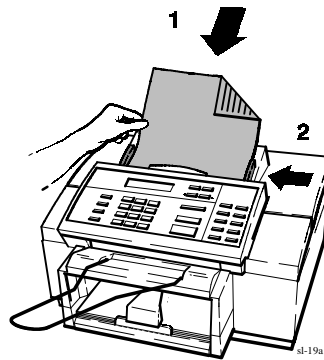
To immediately start redialing the last fax number you dialed, press **Redial/Pause**.

The **Redial/Pause** button allows you to do two things:

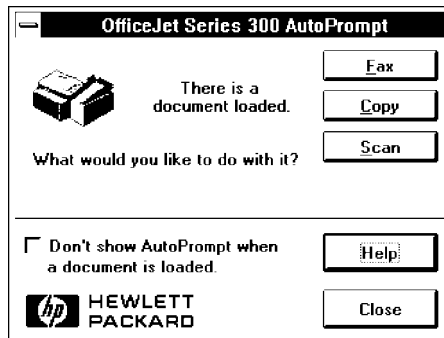
- Immediately start redialing the last fax number you dialed.
If you press **Redial/Pause** while the *automatic redial timer* is displayed, the next redial begins immediately. Note, however, you cannot redial a group of fax numbers.
- Insert a pause into the dialing sequence.
If you press **Redial/Pause** while in the middle of entering a fax number, a dash (-) is displayed in the fax number and the dialing will pause momentarily at that point.

Sending a Paper Fax Using the AutoPrompt

1. **Load** your document face-down in the fax loading tray. (Depending on the thickness of the paper, you can load up to 20 pages. However, if you have problems, try sending a few pages at a time.) Wait a few seconds while the HP OfficeJet begins to load the bottom page. Note that the selected resolution shows on the bottom line of the display.



2. Look at your PC; the AutoPrompt should be displayed.



(If the AutoPrompt is not displayed, open it by selecting **Options/AutoPrompt** from the HP OfficeJet Manager and change the setting to *Enabled*.)

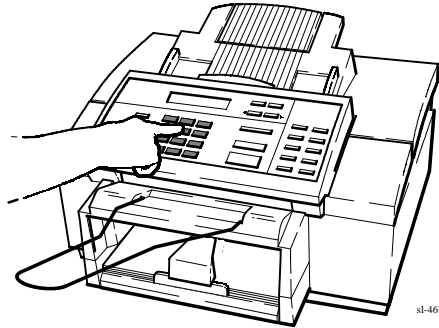
3. Click the **Fax** button, the Send Fax dialog box displays.

The screenshot shows the 'Eclipse FAX - Send Fax' dialog box. It features a title bar and a main area with several input fields and buttons. The 'Fax To' section includes fields for Name, Company, Fax, Voice, Phonebook Note, and Total Pages. A Phonebook dropdown menu is set to 'Phonebook 1'. The Fax Cover Sheet section has checkboxes for 'Send Cover' and 'Include Note On Cover Sheet', and a dropdown menu for cover sheet selection, currently showing 'SHADOW'. A vertical column of buttons on the right includes 'Send Fax', 'Cancel', 'Add', 'Update', 'Delete', 'Clear', 'Phonebook...', and 'Help...'.

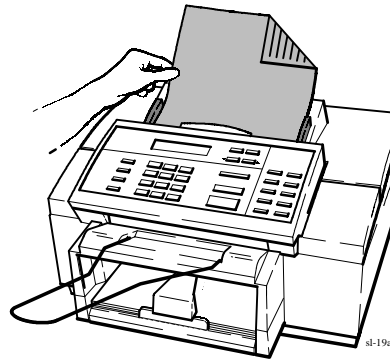
4. Enter the name and fax number of the recipient. Optionally, you can also choose to send a PC fax cover sheet with this paper fax by clicking the *Send Cover* checkbox and selecting a cover sheet.
5. Enter the number of pages being faxed (the total number placed in the loading tray, including the cover page, if any).
(The total number of pages is required for the Send Log. The HP OfficeJet sends all pages you have loaded for faxing regardless of the number here. It is beneficial to enter the correct number here so when you reference the Send Log, all of the information regarding sent faxes is correct. Note, too, that you cannot view a paper fax from the Send Log; you can view only PC cover sheets for your paper faxes and PC faxes.)
6. Click the **Send Fax** button to send your paper fax (and PC fax cover sheet, if you added one).

Sending a Paper Fax Using the Front Panel

1. **Dial** the fax number using one of the following methods.
 - Use the numeric buttons on the HP OfficeJet.
 - Press the **Speed Dial** button and a 2-digit code.
 - Press one of the 10 One-Touch buttons.
 - Pick up the handset and dial from a telephone connected *directly* to your HP OfficeJet. If you dial this way, stay on the line through step 3.

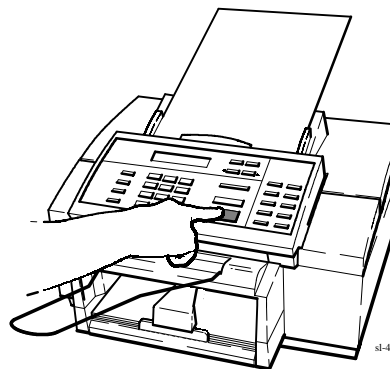


2. **Load** your document, face-down, in the fax loading tray. (Depending on the thickness of the paper, you can load up to 20 pages. However, if you have problems, try sending a few pages at a time.) Wait a few seconds while the HP OfficeJet begins to load the bottom page. Note that the selected resolution shows on the bottom line of the display.



3. Press **Start/Copy** to begin.

Note: If you dialed from a telephone connected directly to your HP OfficeJet and a person picks up the phone on the receiving end, ask them to press the *Start* button on their machine to start receiving the fax. You can replace the handset at anytime.









Helpful Hints:

- If the line is busy, the fax number may be redialed automatically several times. Or, you may choose to manually redial with the **Redial** button instead. See "Redialing with the **Redial/Pause** Button" at the beginning of this chapter.
- If you want to send a fax to someone you're already talking to on a telephone connected *directly* to your HP OfficeJet, just load the document and press **Start/Copy**; you don't need to dial. Ask the person on the other end to press the Start button on their fax machine after hearing the fax tone.

Sending Paper Faxes to Multiple Fax Numbers









The following procedure lets you manually send a paper fax to several numbers you have not already grouped. If your document does not fit into memory, you will need to send the document to each fax number, one at a time.

<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
1. Dial a fax number <i>OR</i> press Speed Dial and a two-digit code number. (The example shows "5552312.")	 through 	Press START to send 5552312
2. Press Enter/Save (<i>not Start/Copy</i>).	Enter/Save 	Enter another? 1=Yes 2=No
3. Press 1 to enter another fax number.		Enter fax number 2:
4. Repeat steps 1 and 2 until you've entered all your fax numbers (up to 10 fax numbers can be entered). Then press 2 to quit adding fax numbers.		Load document then press START
5. Load your document. The bottom line of the display will tell you how many fax numbers will be dialed ("3" in the example).		Loading document Group size: 3
		Press START to send Group size: 3
6. Press Start/Copy . First the document is scanned into memory, then the fax numbers are dialed, one at a time, in the same sequence in which you entered them.	Start/Copy 	Storing . . . Memory used: 40%

MENU:
 Fax Settings
 └─ Send Fax
 Later

Sending a Paper Fax at a Future Time

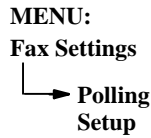
You can schedule a fax to be sent automatically, up to 24 hours later than the current time. You can also send a paper fax at a future time by using the Scan and Fax feature of Eclipse FAX SE. Refer to chapter 3 for complete information.

<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
1. Press the Menu button to display the menu.	Menu 	MENU Time/Date, Header
2. Press Right Arrow multiple times to move to "Fax Settings."		MENU Fax Settings
3. Press Enter/Save to select "Fax Settings."	Enter/Save 	FAX SETTINGS Speed Dial Setup
4. Press Right Arrow multiple times to move to "Send Fax Later."		FAX SETTINGS Send Fax Later
5. Press Enter/Save to select "Send Fax Later."	Enter/Save 	SEND FAX LATER Setup
6. Press Enter/Save to select "Setup."	Enter/Save 	Enter start time 12:00
7. Enter the time at which you want the fax to be sent. (If you previously set the time in AM/PM format, you will be prompted to press 1 for AM or 2 for PM.)	 through 	Enter start time 01:00

(Continued on next page)








<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
<p>8. Enter the fax number. <i>OR</i> press Speed Dial and a two-digit code number. <i>OR</i> press a One-Touch button.</p>	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">0</div> through <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">9</div>	Enter fax number 5554138
<p>9. Press Enter/Save to save the fax number you entered.</p>	Enter/Save <div style="border: 1px solid black; display: inline-block; width: 40px; height: 20px;"></div>	Store fax now? 1=Yes 2=No
<p>10. Press 1 to store the document in memory until the fax start time, or press 2 to load the document in the fax loading tray until the fax start time.</p>	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">1</div> OR <div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">2</div>	Load document, then press START
	OR	Load document, in fax tray
<p>11. If you pressed 1 in step 10, load the document and press Start/Copy. (If the message "Memory full" displays, leave the entire document in the fax loading tray until the start time.)</p>	Start/Copy <div style="border: 1px solid black; display: inline-block; width: 100px; height: 30px;"></div>	Storing . . . Memory used: 40%
OR		OR
<p>If you pressed 2 in step 10, load the document and leave it there until the start time. You may remove the document if you need to send another fax or make copies; just replace it before the start time (on the bottom line of the display).</p>		Document loaded Fax at 1:00 AM

If you want to cancel a scheduled fax: Repeat steps 1 through 5, then press **Right Arrow** to display "Cancel Send," then press **Enter/Save** to cancel the scheduled fax.



Sending a Fax to Another Fax Machine Upon Request (Being Polled)

The following procedure allows another fax machine to instruct the HP OfficeJet to send it a paper fax. You can only be polled by one other fax machine at a time. You must repeat the procedure for each fax machine you want to poll the HP OfficeJet.


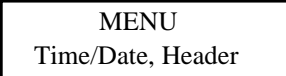









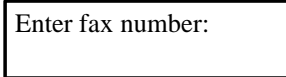


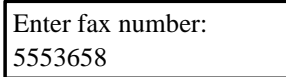

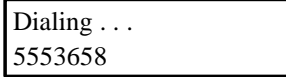
<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
1. Press the Menu button to display the menu.	Menu 	MENU Time/Date, Header
2. Press Right Arrow multiple times to move to "Fax Settings."		MENU Fax Settings
3. Press Enter/Save to select "Fax Settings."	Enter/Save 	FAX SETTINGS Speed Dial Setup
4. Press Right Arrow multiple times to move to "Polling Setup."		FAX SETTINGS Polling Setup
5. Press Enter/Save to select "Polling Setup." ("Receive" displays.)	Enter/Save 	POLLING SETUP Receive
6. Press Right Arrow to move to "Send."		POLLING SETUP Send
7. Press Enter/Save to select "Send."	Enter/Save 	Load document
8. Load your document into the fax loading tray.		Waiting for poll

To cancel a to-be-polled setup: Remove the document from the fax loading tray, then press the **Stop** button.

MENU:
 Fax Settings
 ↳ Polling
 Setup

Asking to Receive a Fax from Another Fax Machine (Polling)

Use the following procedure to poll another fax machine. You can poll only one fax machine at a time.

<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
1. Press the Menu button to display the menu.	Menu 	
2. Press Right Arrow multiple times to move to "Fax Settings."		
3. Press Enter/Save to select "Fax Settings."	Enter/Save 	
4. Press Right Arrow multiple times to move to "Polling Setup."		
5. Press Enter/Save to select "Polling Setup." ("Receive" is displayed.)	Enter/Save 	
6. Press Enter/Save to select "Receive."	Enter/Save 	
7. Enter the number of the fax machine you want to poll (<i>OR</i> press Speed Dial and a two-digit code number).	 through 	
8. Press Enter/Save to save the number you entered. It will be dialed immediately.	Enter/Save 	



Adjusting the Resolution

The Resolution setting affects the quality at which your outgoing faxes are scanned. Change the Resolution setting *before* faxing or copying. Either use the HP OfficeJet Manager (**OfficeJet Setup/Send Fax Quality** dialog box) described in chapter 1 or the front panel instructions described here.

Refer to the following when changing the resolution (sharpness) of outgoing faxes.

- **Standard** for text only faxes (no photographs or graphic illustrations), or when the transmission speed is more important than quality.
- **Fine** to make text and line drawings as sharp as possible. It may take longer to send a fax.
- **Photo** to capture images containing different shades of gray or color (such as photographs). This selection causes documents to be scanned as halftone images.

Do this:

1. Press the **Resolution** button once to display the current resolution setting, which is marked with an asterisk (*). (The example shown is "Standard.")
2. Press **Resolution** multiple times until the setting you want is displayed. (The example shown is "Photo.")
3. Press **Enter/Save** to select the setting you displayed. Note that an asterisk denotes your new selection.
4. Press **Enter/Save** to return to the Ready display.

Using

these buttons:

Resolution



Resolution



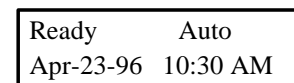
Resolution



Enter/Save



For this display:



MENU:
Fax/Copy
Contrast

Adjusting the Contrast

The **Fax/Copy Contrast** setting affects the lightness and darkness of your outgoing faxes and copies, as they are scanned. Change the Contrast setting *before* faxing or copying. Either use the HP OfficeJet Manager (**OfficeJet Setup/Send Fax Quality** dialog box) described in chapter 1, or the front panel instructions described here.

Refer to the following when changing the lightness or darkness of outgoing faxes.

- **Darken** for originals that are too light.
- **Normal** for documents with acceptable lightness/darkness (factory setting).
- **Lighten** for originals that are too dark.

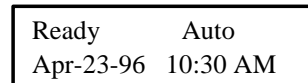
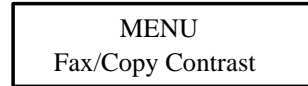
Do this:

1. Press the **Menu** button to display the menu. "Time/Date, Header" is displayed.
2. Press **Right Arrow** multiple times to move to "Fax/Copy Contrast."
3. Press **Enter/Save** to select "Fax/Copy Contrast." Note that the current setting is marked with an asterisk (*).
4. Press **Right Arrow** until the contrast setting you want is displayed. ("Darken" is shown as an example.)
5. Press **Enter/Save** to select the displayed setting. An asterisk denotes your new selection.
6. Press **Enter/Save** to return to the Ready display.

Using these buttons:



For this display:



3 Faxing and Scanning: Sending from and Receiving to Your PC

<u>Topic</u>	<u>Page</u>
Introducing Eclipse FAX SE	3-3
Using Eclipse FAX SE	3-4
Using the Help System	3-5
Sending PC Faxes	3-6
Preparing to send a fax (Send Setup)	3-6
Sending a fax from a Windows application	3-10
Sending a Quick Note from Eclipse FAX SE	3-16
Using the Send Log to view, print, resend, delete, or reschedule faxes	3-18
Sending a fax to more than one recipient	3-23
Adding a New Phonebook	3-26
Adding names to a Phonebook	3-28
Modifying a Phonebook	3-29
Deleting a Phonebook	3-30
Creating a group of names from one or more Phonebooks ..	3-30
Modifying a Phonebook from the Send Fax Dialog Box ..	3-32
Importing names and fax numbers from other applications	3-33
Receiving Faxes to Your PC	3-35
Receiving a fax to your PC (Receive Setup)	3-35
Using the Receive Log to view, print, or delete faxes	3-36
Forwarding a Fax	3-38
Printing Faxes and Files	3-39
Printing an entire fax from the Send or Receive Log	3-39
Printing selected pages of a fax from the Send or Receive Log	3-39
Printing a file from Eclipse FAX SE	3-40

Using Menus and Toolbars to View Faxes	3-41
Viewing a fax	3-41
Scanning	3-47
Scanning using the AutoPrompt	3-47
Scanning using Eclipse Fax SE	3-49
Using Advanced Eclipse FAX SE Features	3-53
Faxing a document to a file	3-53
Faxing a saved file from Eclipse FAX SE	3-55
Adding text to a fax	3-56
Adding an image to a PC fax	3-61
Sending Multiple Documents as a Fax	3-65
Using the Collect dialog box	3-67
Adding an Image to Cover Pages	3-70
Using Letterhead and Second Sheets in faxes	3-73
Using the Fax Preview Feature	3-79
Setting the New Page Paper Size	3-80

Introducing Eclipse FAX SE

Eclipse FAX SE is a software program that allows you to scan and fax documents from your PC, as well as send and receive faxes directly to your PC, rather than to the device itself.

First make sure you are in your Windows desktop. When you click on the HP OfficeJet icon, the HP OfficeJet Series 300 program window displays, among its icons, the HP OfficeJet Manager and Eclipse FAX SE. The OfficeJet Manager is explained in Chapter 1; this chapter discusses the features of Eclipse Fax SE. All of this information is also contained in the online help system.

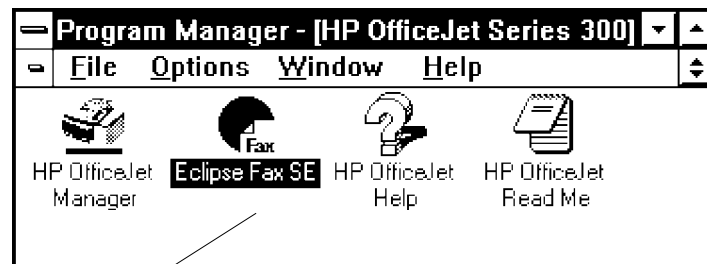
Eclipse FAX SE not only allows you to fax and scan using your PC, but it lets you modify your documents before faxing, as well as perform other tasks such as:

- Set up as many as six phonebooks.
A phone book is a list of names and fax numbers that you can store in memory by assigning a code number to it for easy recall. It is similar to Speed Dial entry used for paper faxing, explained in chapter 2.
- Create a document in any Windows application and then fax it directly from your PC.
- Receive faxes directly to your PC. Once an incoming fax has been received, you can use Eclipse FAX SE to view, print, or delete it.
- Forward a fax you've received to another recipient.
- Route the fax to a file, to be saved for future faxing.
- Scan a document into your PC to be sent as a fax, saved as a file, or printed.
- Add text and images to the faxes.
- Modify cover pages and use your letterhead and second sheets with faxes.
- Send two or more documents as a fax.

Using Eclipse FAX SE

To access Eclipse FAX SE, do *one* of the following:

- Choose **File/Run Eclipse FAX SE** from the HP OfficeJet Manager menu.
- Double-click the Eclipse FAX SE icon in the HP OfficeJet Series 300 program window.
- Click the Fax or Scan button in the AutoPrompt window.



The Eclipse FAX SE icon

The Eclipse FAX SE window appears. The five menu options, **File**, **Send**, **Receive**, **Scan** and **Help**, shown in the menu bar across the top, are explained in detail in this chapter, as well as in the online help system.

For information about Windows-based help systems, refer to the *Windows User's Guide*.

Using the Help System

Eclipse FAX SE has a comprehensive online help system, designed to help you look up the topics quickly. When you choose **Help** from the Eclipse FAX SE menu bar, a drop-down menu is displayed (see figure on previous page).

- Choose **Help/Contents** to display the contents of the online help system.
- Choose **Help/Search** for detailed information and instructions on specific topics.
- Choose **Help/Technical Support** for help with troubleshooting information and customer support.
- Choose **Help/About** to look up information about your version of Eclipse FAX SE.

To get help on specific topics like Send Setup, Send Fax, Phonebook, Receive Setup, and HP OfficeJet Scanner, click the **Help** button in the dialog box of the selected menu item.

Note: Each time you send a fax, a data file is added to your disk. Because these files take up a lot of disk space, use **Send Log** to delete unneeded files frequently.

Sending PC Faxes

You can use Eclipse Fax SE to send a fax directly from your PC, instead of from the device, and you can use the AutoPrompt to fax, copy, and scan *paper* documents.

Preparing to send a fax (Send Setup)

Before using Eclipse FAX SE (or any Windows application) to send faxes, review the setup information, preinstalled at the factory, to make sure it is correct. If you need to modify current settings such as **Resolution**, **Cover Page**, or **New Page Paper Size**, follow the steps below.

1. Open Eclipse FAX SE.
2. Choose **Send/Setup** from the menu bar. The Send Fax Setup dialog box displays.

Send Fax Setup

Resolution: Standard Best Available

Cover Page Information

Your name: Jane Austen

Your company: Austen Enterprises

Your voice #: 111-2222

Your fax #: 222-3333

New Page Paper Size: Letter (8 1/2 x 11 in)

OK Cancel Help

Change any of the following as necessary.

Resolution - you are given two options. The factory setting is **Standard**.

- **Standard** resolution (the default) is 204 x 98 dpi.
- **Best Available** resolution is 204 x 196 dpi.

Note, for faxes sent from your PC, the resolution you choose here will override the setting made from the HP OfficeJet Manager or using the front panel. However, it will not affect the resolution of paper faxes.

Cover Page Information box - Make sure the information is current. Otherwise, you have the option to change your name, company name, and fax number.

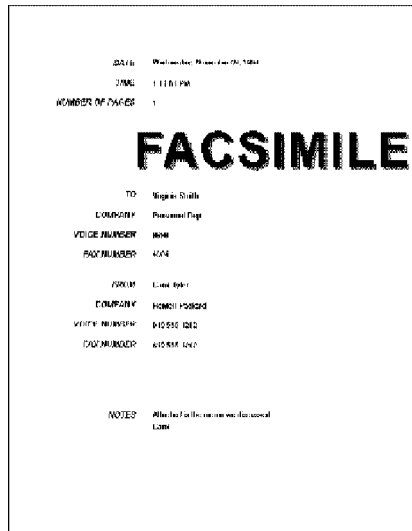
New Page Paper Size - This setting determines the size of the page that is opened when you choose **File/New Page** from the main menu.

3. Click the **OK** button to save your changes; the **Cancel** button at any time to close the dialog box without saving your changes; and the **Help** button to access the online help.

Viewing the Eclipse FAX SE Cover Pages

1. Choose **File/Open File** from the Eclipse FAX SE menu bar. (You cannot view the cover pages from the Send menu.)
2. In the **List Files of Type** box, choose *Cover Page (.CVR)* by double-clicking on it.
3. In the Directories box, choose *HPOJET\EFAX\IMAGES* by double clicking on each of the three directory names. The names of five cover pages appear, and you can choose from the different styles.
4. Click on the cover page you want to view; it will be displayed (see below).

Although you can print each cover page, write filenames on them, and keep them for reference, you cannot modify them here. To modify the cover pages, see "Modifying Cover Pages" later in this chapter.



Shadow

FAX

DATE: Wednesday, November 06, 1996 TIME: 10:11 AM NUMBER OF PAGES: 1

TO: Virginia Smith
 COMPANY: Personnel Dept
 VOICE NUMBER: 800
 FAX NUMBER: 800

FROM: Carol Tate
 COMPANY: Hewlett Packard
 VOICE NUMBER: 813-556-8112
 FAX NUMBER: 813-556-8112

NOTES: Attached is the memo re-discussed
 Carol

Roundbox

Fax Transmittal Cover Sheet

DATE: Wednesday, November 06, 1996
 TIME: 10:11 AM
 NUMBER OF PAGES: 1

TO: Virginia Smith
 COMPANY: Personnel Dept
 VOICE NUMBER: 800

FROM: Carol Tate
 COMPANY: Hewlett Packard
 TELEPHONE NUMBER: 813-556-8112
 FAX NUMBER: 813-556-8112

NOTES: Attached is the memo re-discussed
 Carol

Halfpage

F

A

X

Date: Wednesday, November 06, 1996

Time: 10:11 AM

To: Virginia Smith

Company: Personnel Dept

Voice Number: 800

From: Carol Tate

Company: Hewlett Packard

Voice Number: 813-556-8112

Note

Attached is the memo re-discussed
 Carol

Notebox

FAX

DATE: Wednesday, November 06, 1996
 TIME: 10:11 AM
 NUMBER OF PAGES: 1

TO: Virginia Smith
 COMPANY: Personnel Dept
 VOICE NUMBER: 800
 FAX NUMBER: 800

FROM: Carol Tate
 COMPANY: Hewlett Packard
 VOICE NUMBER: 813-556-8112
 FAX NUMBER: 813-556-8112

NOTES: Attached is the memo re-discussed
 Carol

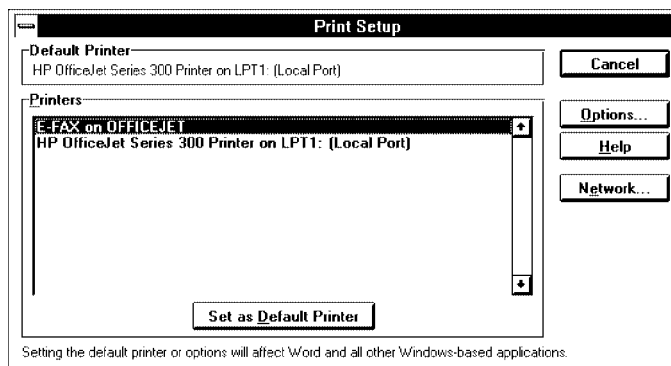
Thinline

Sending a fax from a Windows application

To fax a document from a Windows application, other than Eclipse FAX SE, follow these steps.

1. In your Windows application (Word for Windows, Lotus 1-2-3, Excel, and so on), create the document you want to fax.
2. Select *E-FAX on OfficeJet* as your printer by choosing **File/Print Setup**, or the equivalent command for your application. Click **OK**, or the equivalent button. It may take a few seconds for the change to occur. If you know that E-FAX is the selected printer, skip to step 3.

The application's Print Setup (or equivalent) dialog box appears, with the name of the selected printer. The sample dialog box below is from Word for Windows 6.0.



3. Choose **File/Print** (depending on the application, this step may not be necessary if you used step 2). The application's Print dialog box appears.
4. Select the range of pages you want to fax.

Note:To send the fax to more than one recipient, leave the setting for number of copies to 1 and see "Sending a Fax to More Than One Recipient."

5. Click the **OK** button. After a message is displayed informing you the printing has started, the Send Fax dialog box appears.

The Name box

The Company box

The Phonebook box

- In the **Name** box, type the name of the recipient (*person* or *company name*). To select the recipient's name from an existing Eclipse FAX SE phonebook, go to step 7. (For more information about phonebooks, see "Adding, Changing, or Deleting a Phonebook from the Send Fax Dialog Box" later in this chapter.)

In the **Company** box, type or select the recipient's company (optional).

In the **Fax** box, type the recipient's fax number, including prefix and area code, if necessary.

Using the Clear Button

To remove entries in the **Name**, **Company**, **Fax**, **Voice** (telephone), and **Phonebook Note** boxes, use the **Clear** button. The **Clear** button only removes information from the Send Fax dialog box, but does not delete it from the selected phonebook.

Now skip to step 8.

7. In the **Phonebook** box, select the phonebook you want by clicking on it.

Next, click the arrow to the right of the **Name** box and click the recipient's name, or, type the first few letters of the recipient's last name and press the Tab key.

- To view the names of people associated with a company, click the arrow to the right of the **Company** box and select the company. Next, click the arrow to the right of the **Name** box. Names associated with the company appear.

Note: You must *select* the name of the company in order to use this feature; if you type the name of the company, then click the **Name** box arrow, all the names in the phonebook are displayed.

When you select a name from a phonebook, Eclipse FAX SE fills in the **Fax** box, as well as the **Company**, **Voice** (telephone), and **Phonebook Note** boxes, if this information has been added to the phonebook. Add the area code or prefix, if required.

For information about the **Fax to Phonebook** and **Group** buttons, see "Sending a Fax to More Than One Recipient."

- Click the **Phonebook** button if you want to add, delete, or rename a phonebook. The procedure for modifying the Phonebook is explained below.

Modifying the selected phonebook

- To send a fax and add the recipient to the phonebook, type the person's name and other information, then click the **Add** button.
- To add a **Company**, **Voice** (telephone) number, and/or **Phonebook Note** for a name that is already in the phonebook, type the information, then click the **Update** button.
- To delete an entry from the phonebook, select the entry and click the **Delete** button.

8. The **Fax Cover Sheet** box shows the name of the last cover sheet used.

- To send the selected cover page with your fax, click the **Send Cover** button.
- To send a different cover page, click the **Send Cover** button, then click the arrow to the right of the box and click the cover page you want.
- To send no cover page with the fax, leave the **Send Cover** button unchecked.

Eclipse FAX SE offers a choice of five cover sheets. For cover page illustrations, see "Viewing the Eclipse FAX SE Cover Pages" earlier in this chapter. For instructions on modifying cover pages, see "Adding an Image to Cover Pages" later in this chapter.

9. If you haven't created a letterhead for use with Eclipse FAX SE, the **Other Sheets: Letterhead** box is blank. For information about creating letterhead, see "Creating Letterhead and Second Sheets," later in this chapter.

If you *have* created a letterhead, this box displays the name of the last letterhead you used.

- To fax the first page of your document on the selected letterhead, click the **Letterhead** button.
- To choose a different letterhead, click the **Letterhead** button; then click the arrow to the right of the box and double-click the name of the letterhead you want.

10. If you haven't created second sheets for use with Eclipse FAX SE, the **Other Sheets: 2nd Sheets** box is blank. For information about creating second sheets, see "Creating Letterhead and Second Sheets," later in this chapter.

If you *have* created second sheets, this box displays the name of the last second sheet you used.

- To fax the second and subsequent pages of your document on the selected second sheet, click the **2nd Sheets** button.
- To choose a different second sheet, click the **2nd Sheets** button; then click the arrow to the right of the box and double-click the name of the second sheet that you want.

11. Under **Schedule**, do one of the following:

- Skip this box if you want your fax sent at the current date and time, but after any pending faxes that are scheduled for the same date and time. (This is the default.)
- Click the **Immediately** checkbox if you want to send this fax before any pending faxes. The fax will be sent when you click the **Send Fax** button (or, if the HP OfficeJet is busy, as soon as it is free).
- To schedule the fax, double-click the parameter you want to change (hour, minute, month, day, or year). Then either type a new time or use the arrows to set the time you want. (Eclipse FAX SE uses a 24-hour clock—midnight is 00:00, noon is 12:00, 1:00 p.m. is 13:00, and so on.) The fax will be sent at the scheduled time. (The Send Log will show the exact date and time sent.)

12. After completing your entries in this dialog box, click the **Send Fax** button.

Note:When you send a PC fax, the HP OfficeJet waits until 1-2 pages have been downloaded before it tries to connect with the receiving fax machine (this minimizes fax connect time). When transmission begins, the PC must have downloaded the rest of the fax. If the HP OfficeJet finds that another PC application is interfering with the process, it may temporarily block (or slow down) the application in order to allow the fax to continue. (This also applies to mouse movement.)

Using the Special Options

To use one of the **Special** options before sending your fax (you can choose only one option from the Send Fax dialog box; you can choose more later in the process), click on the following options:

Fax Preview: View your fax before sending it. When you click the **Send Fax** button, the fax is displayed with the Thumbnail toolbar. See "Using Menus and Toolbars to View Faxes," later in this chapter.

Mark Up: Add text to your fax before sending it. When you click the **Send Fax** button, the fax is displayed with the Edit toolbar. See "Adding Text to a Fax," later in this chapter.

Place Image: Add an image to your fax before sending it. When you click the **Send Fax** button, the fax is displayed with the Place Image window open. See "Adding an Image to a PC Fax," later in this chapter.

Append Pages: Add documents to your fax before sending it. When you click the **Send Fax** button, the fax is displayed with the Collect Pages dialog box open. See "Sending Multiple Documents as a Fax," later in this chapter.

If You Get A Busy Signal:

The **Automatic Redial** setting of the HP OfficeJet Manager, if turned on, allows both paper and PC fax numbers to be redialed five times in the event of a busy signal, both from other Windows applications and from Eclipse FAX SE (see "Sending a Quick Note from Eclipse FAX SE," next).

If a PC fax fails because of a busy signal, and **Automatic Redial=Off**, the fax number is not redialed.

If a PC fax fails because of a busy signal, and **Automatic Redial=On**, the fax remains in the Send Log with a status of Pending. It is redialed according to your country's regulations. If you cancel the fax before all the redials take place, either by clicking the **Cancel** button in the Eclipse FAX SE "Sending" message box, or by pressing the **Stop** button located on the front panel, the automatic redials stop, and the fax is placed in the Send Log with a status of Terminated.

If a PC fax fails for a reason other than a busy signal (no answer, dial tone, etc.), the fax is not retried, and is listed in the Send Log with a status of Terminated.

If a PC fax transmission reaches a busy signal and you want to prevent redials, highlight the fax in the Send Log (status = Pending) and click the **Delete** button.

Sending a Quick Note from Eclipse FAX SE

The Quick Note feature lets you add a note to a cover page before sending a fax, and is the easiest way to fax a short message.

1. From the Eclipse FAX SE menu bar, choose **Send/Quick Note**.
For the Quick Note feature, the Send Fax dialog box looks like this. A default cover page is selected; **Include Note on Cover Sheet** is selected; and the **Other Sheets** and **Special** options are not available.

The screenshot shows the 'Eclipse FAX - Send Fax' dialog box. It is divided into several sections. The 'Fax To' section includes fields for Name (Catherine de Bourgh), Company (Rosings, Inc.), Fax (777-8888), Voice, and Phonebook Note. The 'Phonebook' section has a dropdown menu set to 'Clients' and a checkbox for 'Fax To Phonebook'. The 'Fax Cover Sheet' section has checkboxes for 'Send Cover' and 'Include Note On Cover Sheet', and a dropdown menu set to 'SHADOW'. The 'Schedule' section has a checkbox for 'Immediately' and fields for Time (16:46) and Date (09/20/94). On the right side, there are buttons for 'Send Fax', 'Cancel', 'Add', 'Update', 'Delete', 'Clear', 'Phonebook...', 'Group...', and 'Help...'.

2. Complete the **Name** and **Fax** options, schedule the fax, if necessary, and include any required prefix with the fax number. (For more details see "Sending a Fax from a Windows Application," earlier in this chapter.)

3. Click the **Send Fax** button. The Cover Sheet Notes dialog box appears.

The screenshot shows a dialog box titled "Cover Sheet Notes". It features a "Name" field containing "Catherine de Bourgh" with a dropdown arrow on the right. To the right of the name field is a "Send Fax" button. Below the name field is a "Note" text area containing the text "Just a reminder to try the Quick Note feature in E-FAX -- it's really useful!". To the right of the note area are three buttons: "Cancel", "Duplicate", and "Duplicate All".

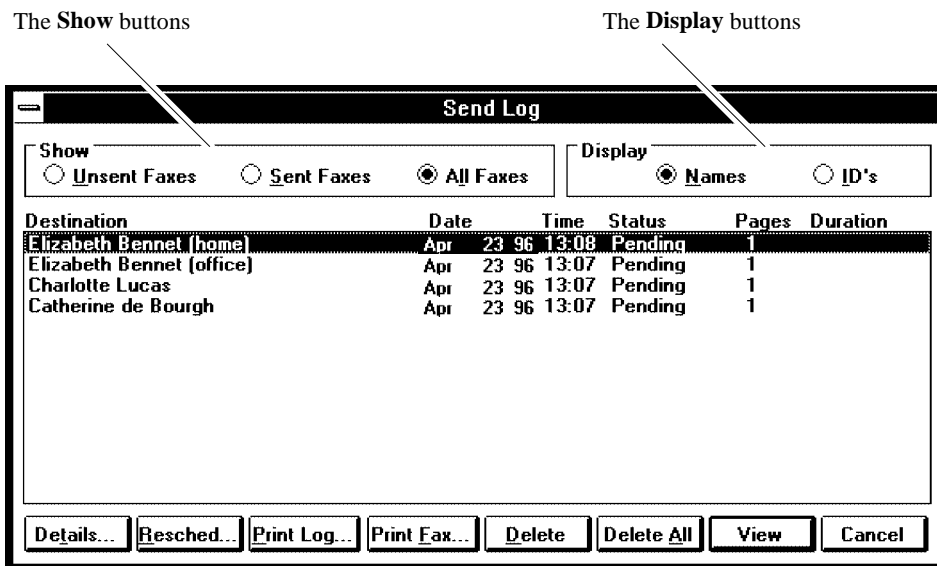
4. Move your cursor to the **Note** box by clicking in it or by pressing the Tab key, and type your note.
5. Click the **Send Fax** button.
6. (For an explanation of the Duplicate and Duplicate All options, see "Sending a Fax to More Than One Recipient," later in this chapter.)

After completing this procedure, you will be returned to the Eclipse FAX SE window.

Using the Send Log to view, print, resend, delete, or reschedule faxes

Eclipse FAX SE keeps a log (list) of the faxes you have sent, which you can use to view, modify, print, delete, or reschedule faxes.

To open the Send Log, choose **Send/Log** from the Eclipse FAX SE menu bar. The Send Log appears. To close the Send Log, either click the **Cancel** button or double-click in the upper left corner.



Changing the display

Use the **Show** buttons to display either **Unsent Faxes**, **Sent Faxes**, or **All Faxes**.

Use the **Display** buttons to change the display in the **Destination** field.

- Click the **Names** button (the default) to display the recipients' names (people or companies), selected from a phonebook or specified in the Send Fax dialog box.
- Click the **ID's** button to display the recipients' fax identifiers (usually, their fax numbers), received from their fax machines.

Viewing Faxes

1. To view a fax, do *one* of the following:

- double-click on the entry in the Send Log, or,
- highlight the entry and click the **View** button.

The fax is displayed, with the View toolbar and additional menu choices.

2. Close the fax opened from **Send Log**.

3. Choose **File/Close** to return to the Eclipse FAX SE window.

To add text and images, as well as other documents to the fax, refer to these sections: "Adding Text to a Fax"; "Adding an Image to a Fax"; "Sending Multiple Documents as a Fax"; and "Using Menus and Toolbars to View Faxes."

Viewing Fax Information

To view the technical information about a fax, highlight the entry in the Send Log and click the **Details** button. To turn the box off, click the **Details** button again. The Send Log Details box provides the following information:

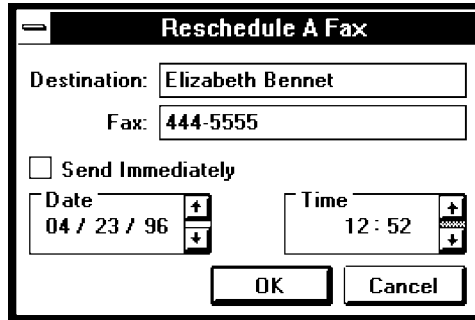
- **Fax:** The recipient's fax number.
- **File Type:** File type will be "File Deleted" if the data file has been deleted but the Send Log entry kept (see "Deleting Faxes").
- **File:** The filename. For information about filenames and types, see "Managing Files."
- **File Spec's:** The resolution and the file's size, in bytes.
- **Application:** The application in which the fax originated; the document's title in that application, if it has one; and the number of pages in the document, if it contains more than one.

Details Fax: 4711 File Type: DCX File: C:\HPOJET\FAX\SEND\ZB4AQ0L7.DCX File Spec's: Lo Res (204 x 98 dpi), 50,957 bytes Application: Eclipse FAX - Quick Note

Note, while you cannot view a paper fax sent using the AutoPrompt, you can view the accompanying PC cover page, if there is one.

Rescheduling a fax

1. Set the display to **Unsent Faxes** or **All Faxes**.
2. Highlight the entry and click the **Resched** button. The Reschedule Fax dialog box appears.



The image shows a dialog box titled "Reschedule A Fax". It contains the following fields and controls:

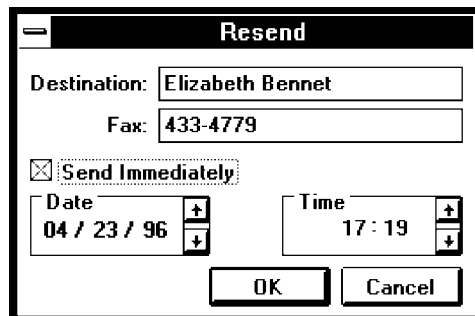
- Destination:** Elizabeth Bennet
- Fax:** 444-5555
- Send Immediately**
- Date:** 04 / 23 / 96 (with up and down arrows)
- Time:** 12 : 52 (with up and down arrows)
- OK** button
- Cancel** button

Note, the **Resched** button is only available when the display is set to Unsent Faxes and the pending faxes are displayed, or when the display is set to All Faxes and a pending fax is highlighted.

3. Enter a new name and fax number to send the fax to a different recipient.
4. Do *one* of the following:
 - Click the **OK** button to send the fax immediately.
 - Click the **Send Immediately** button to send this fax ahead of any other faxes waiting to be sent at this time.
 - Use the **Date** and **Time** arrows to schedule the fax for a different date or time.
5. Click the **OK** button. The fax will be sent at the scheduled time.

Resending a fax from the Send Log

You can resend a fax from the Send Log even if the fax has a status of Completed or Terminated (unless it was a paper fax sent using the AutoPrompt).

A screenshot of a 'Resend' dialog box. The title bar says 'Resend'. There are two text input fields: 'Destination:' with the value 'Elizabeth Bennet' and 'Fax:' with the value '433-4779'. Below these is a checkbox labeled 'Send Immediately' which is checked. Underneath are two date/time pickers: 'Date' showing '04 / 23 / 96' and 'Time' showing '17:19'. At the bottom are two buttons: 'OK' and 'Cancel'.

1. Set the Send Log display to **Sent Faxes** or **All Faxes**.
2. Highlight the entry and click the **Resend** button. The Resend a Fax dialog box appears.
3. Enter a new name and fax number to send the fax to a different recipient (optional).
4. Do one of the following:
 - Click the **OK** button to send the fax immediately.
 - Click the **Send Immediately** button to send this fax ahead of any other faxes waiting to be sent at this time.
 - Use the **Date** and **Time** arrows to schedule the fax for a different date or time.
5. Click the **OK** button. The fax will be sent at the scheduled time.

Printing the Send Log

To print the Send Log, from the **Send Log** menu click the **Print Log** button. The Printer Setup dialog box appears; select *HP OfficeJet Printer*, if it isn't selected and click the **OK** button. The Send Log is printed.

Printing a fax

For information on printing faxes, see "Printing Faxes and Files" later in this chapter.

Deleting faxes

To delete one or more faxes from the Send Log, follow these steps. Note, once a fax has been deleted, it can't be recovered.

- To delete one fax, highlight the entry and click the **Delete** button.
- To delete more than one fax, hold down the Ctrl key and highlight the entries by clicking on them. When you have highlighted all the entries you want to delete, click the **Delete** button.
- To delete every fax that is currently displayed in the Send Log, click the **Delete All** button. You are asked, "Delete all items in the log?" Click the **Yes** button.

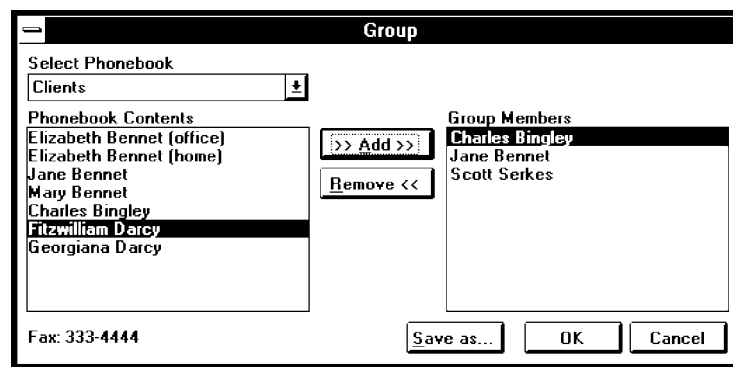
If the fax status was Pending, the data file and the entry are both deleted. If the fax had a status other than Pending, the message shown below appears. Click the **Delete Data File and Entry** button to delete both the fax's data file and the entry in the Send Log. Click **Delete Data File Only** to delete the fax's data file but keep the entry in the Send Log.



Sending a fax to more than one recipient

You can send a fax to every person in a phonebook, selected individuals from one phonebook, or individuals from more than one phonebook.

Before sending a group fax, make sure all the recipients have been added to the phonebooks first. (For more information, see "Using Phonebooks.") Then follow the first five steps of "Sending a Fax from a Windows Application" or the first step of "Sending a Quick Note from Eclipse FAX SE." When the Send Fax dialog box appears, follow these steps:



1. Do one of the following:

- To send a fax to *every person in a phonebook*, select the phonebook and click the **Fax to Phonebook** button. Click the **Send Fax** button to send your fax.
- To send a fax to *selected recipients from one phonebook* or to *recipients from more than one phonebook*, click the **Group** button in the Send Fax dialog box. The Group dialog box appears.

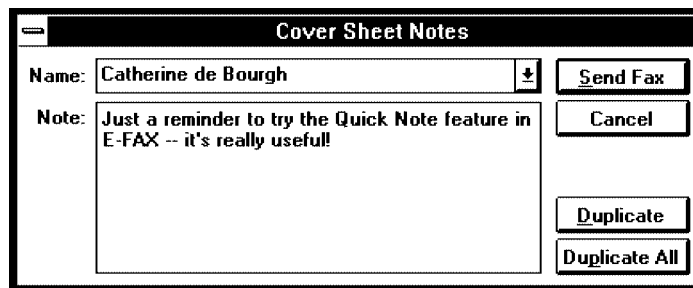
In the **Select Phonebook** box, select the first phonebook from which you want to choose recipients. Then either double-click each desired recipient in the **Phonebook Contents** box, or highlight each desired recipient and click the **Add** button. The names you select appear in the **Group Members** box.

When you have finished adding recipients from this phonebook, select another phonebook. Continue in this manner until you have added all the recipients you want. If you add a recipient by mistake, highlight the name and click the **Remove** button.

If you have fewer than six existing phonebooks, you can save this group of names as a new phonebook. Press the **Save As** button. The Save Group to Phonebook dialog box appears. Type a name for the new phonebook and click the **OK** button. You will be returned to the Group dialog box.

After adding recipients for the fax, click the **OK** button. You will return to the Send Fax dialog box. Click the **Send Fax** button to send your fax.

2. If you are sending a quick note, or if you chose the **Include Note on Cover Sheet** option, the Cover Sheet Notes dialog box appears, with the name of the first recipient in the **Name** box.



In the **Note** box, type a note for the recipient shown in the **Name** box; or, if you don't want to send a note to this recipient, click the arrow to the right of the **Name** box and select another recipient. Then do one of the following:

- To send the previous note to this new recipient, click the **Duplicate** button;
- To send the previous note to this new recipient and every other recipient, click the **Duplicate All** button; to send a different note to this recipient, press the Tab key or click in the **Note** box, then type the new note. Repeat for the other recipients. (For all recipients of a phonebook to receive the same note, you must select a second name and click the **Duplicate All** button.)

When you're finished adding notes, click the **Send Fax** button.

3. If you did not choose one of the **Special** options, you are finished with the procedure. Your fax will be sent at the scheduled time to each recipient in the group.
4. If you did choose one of the **Special** options, the option takes place now. If you chose:
 - **Fax Preview**, your fax is displayed with the Thumbnail toolbar. See "Using Menus and Toolbars to View Faxes."
 - **Mark Up**, your fax is displayed with the Edit toolbar. See "Adding Text to a Fax."
 - **Place Image**, your fax is displayed with the Place Image window open. See "Adding an Image to a Fax."
 - **Append Pages**, your fax is displayed with the Collect Pages dialog box open. See "Sending Multiple Documents as a Fax."

Refer to the "Special Options" section at the end of this chapter.

Adding a New Phonebook

If you need to send the same fax to different groups of people, such as vendors, clients, or colleagues, to save time and duplication, Eclipse FAX SE allows you to create phonebooks in which you can store a list of names, fax numbers, and related information for easy recall. Although Eclipse only comes with Phonebook 1, it lets you create a total of six phonebooks. You also have the option of deleting Phonebook 1 and adding six new ones.

Using Speed Dial for paper faxes

While Eclipse FAX SE allows you to create phonebooks for PC faxing only, the HP OfficeJet Manager lets you create speed dial entries for paper faxes. See "Using Speed Dial Setup for Paper Faxes" in chapter 1, and "Sending a Paper Fax Using the Front Panel" in chapter 2.

Adding entries from other applications

You can import other entries like a Winfax or CAS phonebook, or entries from an existing file with names, phone numbers, and fax numbers directly into Eclipse FAX SE. Or, you can use another application to create your entries, and then import them into Eclipse FAX SE. See "Importing Names and Fax Numbers into Eclipse FAX SE" for more information.

Using Eclipse FAX SE to add a new Phonebook

1. Open Eclipse FAX SE.
2. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

The screenshot shows a dialog box titled "Phonebook" with the following fields and buttons:

- Phonebook Entry**
 - Name: Elizabeth Bennet
 - Company: Longbourn & Co.
 - Fax: 444-5555
 - Voice: 333-4444
 - Notes: Send all info. from accountants.
 - Buttons: Clear, Add, Update, Delete
- Phonebook**
 - Title: Clients
 - Buttons: Add, Update, Delete
- Right-side buttons:** OK, Cancel, Group..., Import..., Export..., Help...

3. In the **Phonebook Title** box, type the name of the phonebook.
4. Click the **Add** button. The phonebook is added to Eclipse FAX SE.

Once you have created six phonebooks, the **Add** button will turn gray. You will have to delete a phonebook before you can add another one.

5. When you have finished adding phonebooks, click the **OK** button.

Adding names to a Phonebook

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.
2. In the **Phonebook Title** box, type the name of the phonebook.
3. For each person or company, and related information, you want to add to the phonebook, first:
 - Complete the **Name** and **Fax** boxes - this is required.

Name: Type the name of the person or company as you want it to appear on the cover pages. If you need to add more than one entry for this person or company, a home fax number and an office fax number, for example, include the other information in parentheses; text in parentheses doesn't appear on cover pages.

Fax: Type the fax number, including area code and dialing prefix, if necessary. See the table on the next page for more information about fax numbers.
 - Complete the **Company**, **Voice**, and **Notes** boxes - this is optional.

Company: Type the name of the company where the person works. You can add any number of names to a company. To use a company name that is already in the phonebook, click the arrow to the right of the **Company** box and choose the company you want. To look at company names you've already added, select the company name and click the arrow to the right of the **Name** box.

Voice: For your reference only, type the phone number of the person or company.

Notes: For your reference only, type a note about the person or company.
 - When you have finished entering information for this entry, click the **Add** button.
4. When you have finished making additions to the phonebook, click the **OK** button.

Special Characters	Use in Fax Numbers
asterisk (*)	If the Dialing Mode is set to pulse, the asterisk switches the dialing mode from pulse to tone. If the Dialing Mode is set to tone, the asterisk causes a "*" tone to be emitted. (In Eclipse FAX SE only, a capital <i>T</i> can be used instead of an asterisk.)
pound or number sign (#)	If the Dialing Mode is set to tone, a pound or number sign causes a "#" tone to be emitted. If the Dialing Mode is set to pulse, this character is ignored.
hyphen (-)	Inserts a 2-second pause in the fax number when you need to wait for an access tone or when using a credit card. For example, placing "- - - -" in a speed dial number causes four pauses to occur. (In Eclipse FAX SE only, a comma (,) can be used instead of a hyphen.)
space or blank	Spaces and blanks are ignored.

Modifying a Phonebook

To add, change, or delete names in an existing phonebook:

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.
2. Click the arrow to the right of the **Phonebook Title** box to display a list of phonebooks. Using the up and down arrows, if necessary, highlight the phonebook that you want to modify.
3. Do *one* of the following:
 - To add an entry to the selected phonebook, type the information and click the **Add** button.
 - To modify an entry, select it by clicking the arrow to the right of the **Name** box and highlighting the entry. After you have made the desired changes, click the **Update** button.
 - To remove an entry, select it and click the **Delete** button.

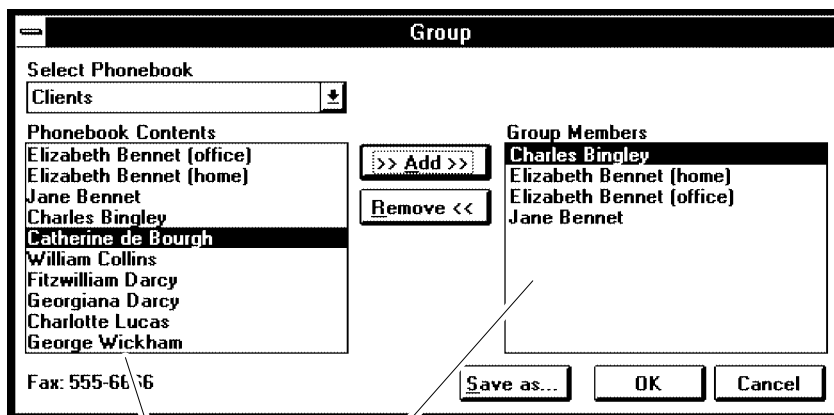
Deleting a Phonebook

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.
2. In the **Phonebook Title** box, select the phonebook.
3. Click the **Delete** button.
4. You'll be asked if you want to delete the current phonebook and all associated entries. Click the **Yes** button.

Creating a group of names from one or more Phonebooks

To send a fax to selected recipients from one phonebook, or to recipients from more than one phonebook:

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.
2. Click the **Group** button. The Group dialog box appears.



New group of names

Existing phonebook

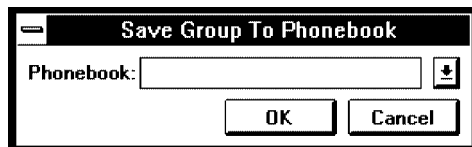
3. Click the arrow to the right of the **Select Phonebook** box and select a phonebook from which to copy names. The **Phonebook Contents** box displays the names in that phonebook, with the first name highlighted.

Using the Remove Button

If you add a name in error to the new or modified phonebook, delete it by highlighting it and clicking the **Remove** button.

4. Either double-click the first name that you want to add to the new or modified phonebook, or highlight it and click the **Add** button.
5. Repeat for each name that you want to add.
6. Repeat for another phonebook (optional).
7. When you have added all the names you want, do one of the following:
 - Click the **OK** button. You will return to the Phonebook dialog box. Click the **OK** or **Cancel** button to return to the Eclipse FAX SE window.
 - Click the **Save As** button if you want to save the new or modified phonebook and stay in the Group dialog box to create another new or modified phonebook.

The Save Group to Phonebook dialog box appears.

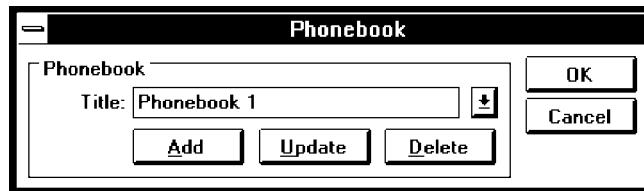


8. Do *one* of the following:
 - To create a new phonebook, type a name for it and click the **OK** button.
 - To add the entries to an existing phonebook, click the arrow to the right of the **Phonebook** box, select the phonebook, and click the **OK** button.
9. Click the **Cancel** button to return to the Phonebook dialog box at any time.

Modifying a Phonebook from the Send Fax Dialog Box

To modify a phonebook from the Send Fax dialog box, while you're in the process of sending a fax:

1. Click the **Phonebook** button. The Phonebook dialog box appears.



2. Click the arrow to the right of the **Title** box to display your current phonebooks.
3. Do one of the following:
 - To add a new phonebook, type the name in the **Title** box and click the **Add** button.

(If the **Add** button is gray, it means you have six existing phonebooks and you'll have to delete a phonebook before you can add another one.)
 - To change a phonebook's name, select the phonebook in the **Title** box. Type the new name, and click the **Update** button.
 - To delete a phonebook, select the phonebook in the **Title** box, and click the **Delete** button.
4. Next, Click the **OK** button. You will return to the Send Fax dialog box. Clicking the arrow to the right of the **Phonebook** box will display the changes you made.

Importing names and fax numbers from other applications

In addition to creating a phonebook in Eclipse FAX SE, you can use another application to create your entries and then import them into Eclipse FAX SE.

Only files in the formats shown below can be imported into Eclipse FAX SE phonebooks. Also, the filename must include a designated extension (.DBF, .TXT, and so on).

- Dbase format (*.DBF)
- Comma-delimited text (*.TXT)
- Carriage Return-delimited text (*.TXT)
- Winfax Phonebook (*.PB*)
- BTrieve format (*.DAT)

Importing a file of existing entries

To import entries from existing files, or from files created in another application, follow all the steps. To import a Winfax or CAS phonebook, follow steps 4 through 10 below.

1. Open a file in an application in which you can edit the file.
2. Format your entries as shown.

(line 1)	Name (first, middle, last)
(line 2)	Company name
(line 3)	Fax number
(line 4)	Voice number
(line 5)	Notes (optional)

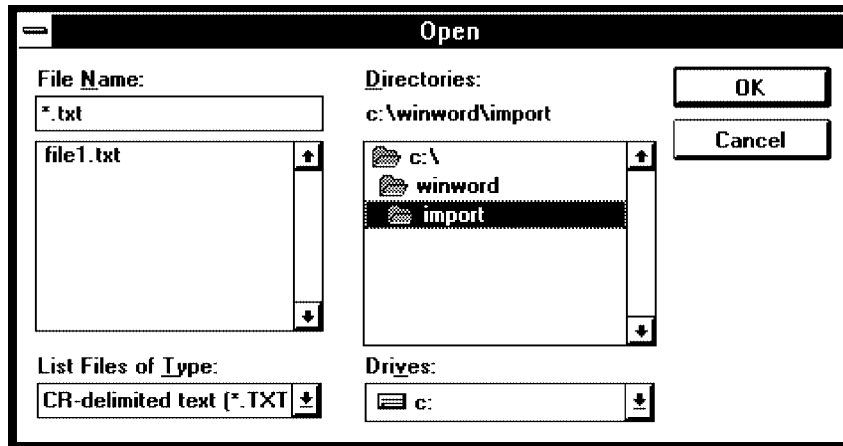
Below are two sample entries; the second one includes a note.

Jane Bennet
Longbourn & Co.
111-2222
777-8888

Charles Bingley
Netherfield Park
222-3333
888-9999

Here's the latest news from headquarters.

3. Use the Save As feature to save the file in a format that can be imported into Eclipse FAX SE, or check the application's user's guide first. The two formats valid for Microsoft Word version 6.0 are: Text Only and Text Only with Line Breaks.
4. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.
5. In the **Phonebook** box, select an existing phonebook to add the entries to, or type a new phonebook name and click the **Add** button.
6. Click the **Import** button. The Open dialog box appears.



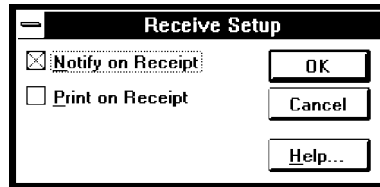
7. In the **Directories** box, select the directory which has the file you want to import.
8. In the **List Files of Type** box, select the file type.
9. The **File Name** box displays the files of the selected type. Choose the file you want to import.
10. Click the **OK** button.

Receiving Faxes to Your PC

When you select Receive from Eclipse FAX SE, you are given two options: log and setup. Selecting **Receive/Log** will allow you to view, print, delete, or forward a fax, once a PC fax has been received. First, however, select **Receive/Setup** to indicate how you want to receive your faxes (to printer, PC, or both).

Receiving a fax to your PC (Receive Setup)

1. Choose **Receive/Setup** from the Eclipse FAX SE menu bar. The Receive Setup dialog box appears.



2. Click the **Notify on Receipt** button if you want the HP OfficeJet Manager and the control panel to display the message "fax received" each time you receive a fax.
3. If Eclipse FAX SE is running and **Notify on Receipt** has been selected in the Receive Setup dialog box, Eclipse FAX SE also displays a message. Click the **Yes** button in this message box to open the Receive Log.
4. Click the **Print on Receipt** button to receive faxes both to your PC *and* the printer. Note, the **To PC** option must also be selected in the HP OfficeJet Manager (refer to chapter 1).

Note:Each time you receive a fax, a data file is added to your disk. Because files take up a lot of disk space, use **Receive Log** to delete unneeded files frequently.

When a fax comes in, the HP OfficeJet answers the phone and receives the fax. After a few seconds, it starts sending the fax to your PC and both the control panel of the device and the HP OfficeJet Manager window display these messages: "Answering," "Connecting," and "Receiving." The device will probably complete the reception and hang up the phone before the fax is ready to be viewed on your PC. See "Receiving and Printing a Test Fax."

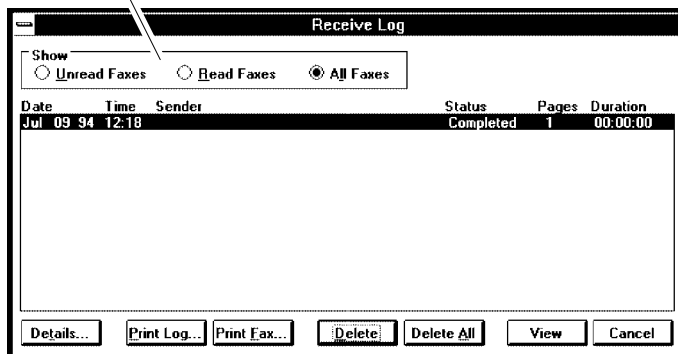
Using the Receive Log to view, print, or delete faxes

Each time you receive a fax, it is recorded in a log. The log is a summary of the date and time the fax was sent; name of sender; if the job was completed; number of pages; and the time it took, as shown in the figure below (read from left to right).

Use this log to view, modify, print, or delete faxes you've received.

1. To open the Receive log, Choose **Receive/Log** from the Eclipse FAX menu bar. The Receive Log appears.
2. To close the Receive Log, click the **Cancel** button or double-click in the upper left corner.

The **Show** buttons



Changing the Display

Use the buttons in the Receive Log dialog box to do the following:

- Show** to display **Unread Faxes**, **Read Faxes**, or **All Faxes**;
- View** to look at the fax (may take a few seconds for the fax to appear);
- Details** to show file type; File name; and File Specs to show the resolution and file size in bytes;
- Print** to print the log (select *HP OfficeJet Printer* and click OK). To print a fax, see "Printing Faxes and Files."

Deleting Faxes

To delete one or more faxes from the Receive Log, follow the steps below.

Note: Once a fax has been deleted, it can't be recovered.

1. Do *one* of the following:
 - To delete one fax, highlight the entry and click the **Delete** button.
 - To delete more than one fax, highlight one entry and press the Ctrl key to highlight the others. Next, click the **Delete** button to delete all the highlighted entries.
 - To delete every fax that is currently displayed in the Receive Log, click the **Delete All** button. You are asked, "Delete all items in the log?" Click the **Yes** button.
2. The message shown below appears.



- Click the **Delete Data File and Entry** button to delete both the fax's data file and the entry in the Receive Log.
- Click **Delete Data File Only** to delete the fax's data file but retain the entry in the Receive Log.

Once a file is deleted, you'll be able to see the "File Deleted" status when you open **Details/File Type**.

3. You'll be asked if you want to delete the current document(s). Click the **Yes** button.

Forwarding a Fax

To forward a fax you've received to another person:

1. From the Eclipse FAX SE menu bar, choose **Receive/Log**.
2. From the Receive Log, select the fax you want to forward, then click view to open the fax.
3. Choose **Send/Send Fax** from the Eclipse FAX SE menu bar. The Fax dialog box appears.
4. Choose the range of pages you want to forward.
5. Click the **OK** button. The Send Fax dialog box appears.
6. Complete the Send Fax dialog box (see "Sending a Fax from a Windows Application" for directions).

Printing Faxes and Files

This section tells you how to print an entire fax or selected pages of a fax from the Send Log or Receive Log, as well as how to open a file and print it from Eclipse FAX SE.

Note: To have every incoming PC fax printed automatically, select **Receive/Setup** and click the **Print on Receipt** box.

Printing an entire fax from the Send or Receive Log

To print an entire fax from the Send or Receive Log:

1. Open Eclipse FAX SE and choose **Send/Log** or **Receive/Log** from the menu bar.
2. Highlight the fax you want to print. (You don't need to view it.)
3. Click the **Print Fax** button.
4. Select *HP OfficeJet Printer* (if it isn't selected already).
5. Click the **OK** button.

A message informs you the file is printing. On completing the procedure, you return to the Receive/Send Log dialog box.

Printing selected pages of a fax from the Send or Receive Log

To print selected pages of a fax from the Send or Receive Log, double-click on the fax in the Receive Log. Select the *HP OfficeJet Printer* (if necessary); choose **File/Print**. Type the range of pages and click the **OK** button.

Printing a file from Eclipse FAX SE

Eclipse FAX SE recognizes and supports files saved in formats such as TIF, PCX, DCX, CVR, as well as LHD and SND. To print a file in any of these formats:

1. From the Eclipse FAX SE menu bar, choose **File/Open File**.
2. In the Open dialog box, choose the file you want to print; change the directory, if necessary. Click the **OK** button.
3. Select the *HP OfficeJet Printer*, if it hasn't been selected already, from **File/Printer Setup**. Select **File/Print** and enter the range of pages in the dialog box; click the **OK** button to print the file.
4. Choose **File/Close** to close the file.

On completing the procedure, you return to the Eclipse FAX SE window.

Using Menus and Toolbars to View Faxes

This section explains how to open files in Eclipse FAX SE to look at the faxes in different ways (horizontally, vertically, inverted, etc.). To modify them, see "Adding Text to a Fax" and "Adding an Image to a PC Fax," later in this chapter.

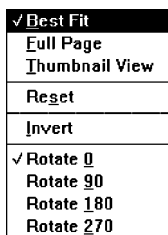
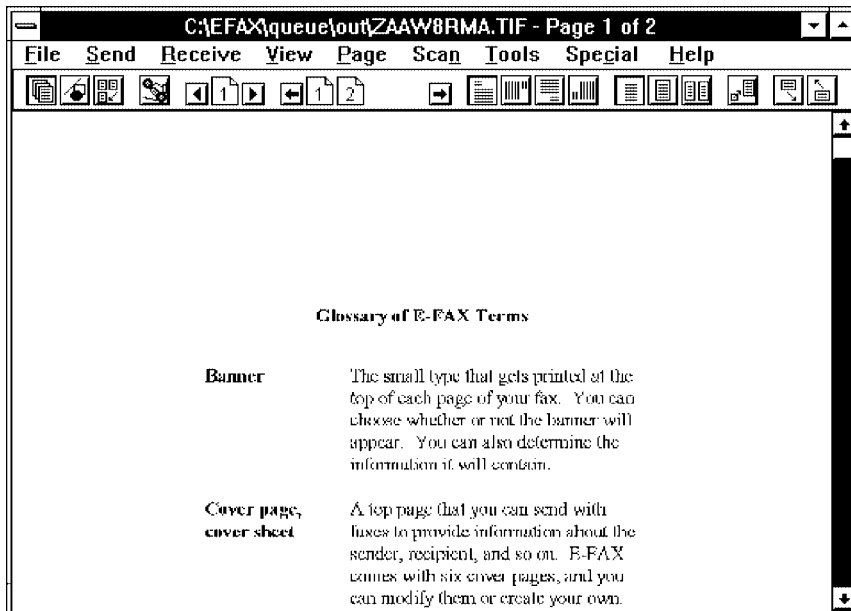
Note, each time you send or receive a PC fax, a data file - containing details about the fax - is stored on your PC and remains there until you delete it.

Viewing a fax

To look at the faxes, use *one* of the methods described below.

- Choose **Send/Log** or **Receive/Log** and double-click the fax entry you want to view, or highlight it and click the **View** button.
- Choose **File/Open File** to open: a fax that has been saved as a file or saved as an image faxed to a file; a document that has been scanned to a file; or files saved in formats such as: TIF, PCX, DCX, CVR (the five cover pages), LHD (letterhead files), and SND (second sheets files).

When the fax is displayed, use the View and Page menus to rotate the fax, or magnify it using the Zoom feature, as well as the View and Thumbnail toolbars to look at it in different ways.



The View menu

To select the view menu, highlight the fax entry you want to look at from **Send/Log** or **Receive/Log** and click the **View** button. The fax is displayed and the menu bar appears. If you select **View** from this menu bar, you are given the following menu options:


- **Best Fit** displays the fax at approximately actual size (see the example in the screen above).
- **Full Page** displays an entire page at once.
- **Thumbnail View** displays every page in reduced size. The more pages the fax contains, the smaller the size of the the pages.
- **Reset*** resets a zoomed image to Best Fit or Full Page. For more information, see "Zooming in on a Page."
- **Invert*** shows white letters on a black background, on the screen as well as on the printed page, if the **Invert** option is turned on.
- **Rotate*** turns the fax or file 90, 180, or 270 degrees, or back to 0 degrees. Use this feature to look at faxes in landscape mode (such as spreadsheets), or when a fax is received upside down.

Options marked with an asterisk (*) are not available in Thumbnail.

Zooming in on a page

First make sure you're in Best Fit or Full Page view (you can't zoom in Thumbnail view). To zoom in on (magnify) a page, hold down the left mouse button, select the area you want to magnify, and release the mouse button. The area you selected will be magnified.

To return to the original view, choose one of these methods:

- Click the Reset tool. 
- Choose **View/Reset**.
- Choose a different view.
- Press the spacebar.

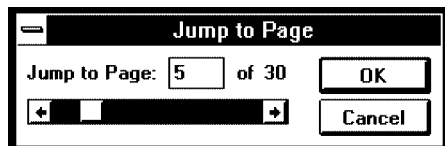
Zooming Tip - To decrease the amount of zoom, select a larger area, because the smaller the area selected, the larger the magnification will be.

The Page menu

To move back and forth between pages, use the **Page** menu options. Choose:

<u>N</u>ext
<u>P</u>revious
<u>F</u>irst
<u>L</u>ast
<u>J</u>ump To...

- **Next** to move forward, one page at a time.
- **Previous** to move backward one page at a time.
- **First** to display the first page.
- **Last** to display the last page.
- **Jump To...** to move to a specific page. To jump to a specific page number, type in the page number or click the arrows in the bar until the page number you want is displayed. Click the **OK** button.



The Tools menu

The Tools menu toggles between **Show Tool Bar** and **Hide Tool Bar**, which, when activated, allows more room to display your fax because it is concealed from view. Choose **Show Tool Bar** to reopen the toolbar.





Note: When the Edit toolbar is displayed, choose Hide Tool Bar to close the Edit toolbar and return to the View toolbar (although you won't see it until you choose Show Tool Bar). If you add text to a fax using the Edit toolbar and then choose Hide Tool Bar, you'll be asked if you want to save your changes. For more information, see "Adding Text to a Fax."

The View toolbar

Eclipse FAX SE has three toolbars: View, Thumbnail, and Edit. Some tools appear in all three toolbars.




The Thumbnail toolbar is explained later in this section. For an explanation of the Edit toolbar, see "Adding Text to a Fax."





Tool	Name	Use this tool to...
	View	Display the View toolbar. (If you have just opened a fax, nothing will appear to happen when you click this tool, because the View toolbar is already displayed.)
	Edit	Display the Edit toolbar. For an explanation of this toolbar, see "Adding Text to a Fax."
	Thumbnail	Display the fax or file in Thumbnail mode (and the Thumbnail toolbar). See "The Thumbnail Toolbar" for more information.
	Send Fax	Fax the currently displayed fax or file.

Tool	Name	Use this tool to...
	Page Turning/Jump to Page	Select a page to view. You can either click the left or right arrow until the desired page number appears in the Jump to Page button; or click the number to open the Jump to Page dialog box, type the page number in the dialog box, and click the OK button.
	Quick Page Selector	Select a page to view. Click the left or right arrow to display the desired range of pages on the toolbar. Then click the page number you want to view.
	Page Rotation	Rotate the page.
	Best Fit	Display the fax or file at approximately the actual size (the default).
	Full Page	Display the full page.
	Reset	Return from a zoom to the original view.
	Quick Read Forward	Scroll forward through the fax or file, half a page at a time.
	Quick Read Backward	Scroll backward through the fax or file, one half-page at a time.

The Thumbnail toolbar

The Thumbnail toolbar appears when you click the Thumbnail button, , or choose **View/Thumbnail View** from the View toolbar. Most of the tools are the same, but there are some special Thumbnail tools, as described below.



Tool	Name	Use this tool to...
	Select Page	Return to select page mode (in which you can select a page by clicking on it) after using the Insert tool.
	Insert Page	Move a page to a new location by dragging it. The other pages move down to make room for the inserted page.
	Delete Page(s)	Delete the selected page(s) from the fax or file. To select a page, click it; to select more than one, hold down the Ctrl key and then click the desired pages. (If you've used the Insert tool, use the Select Page tool to return to select page mode.) When page selection is complete, click the Delete tool. Eclipse FAX SE prompts, "Delete page(s)?" Click the Yes button.
	Collect Pages	Add other documents to the fax or file. For more information, see "Collecting Two or More Documents to Send as a Fax."

Opening a Page from Thumbnail View

To open a page when you're in Thumbnail view, double-click it. The page is displayed in Best Fit view.

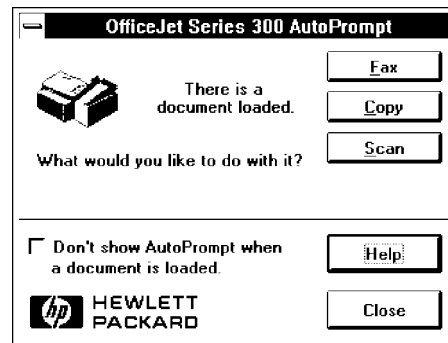
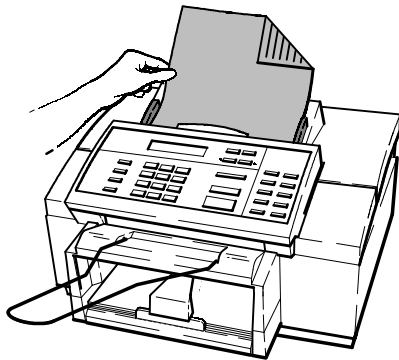
Scanning

Using the AutoPrompt is the easiest and quickest way to scan documents to your PC, although you can also use Eclipse Fax SE to do it.

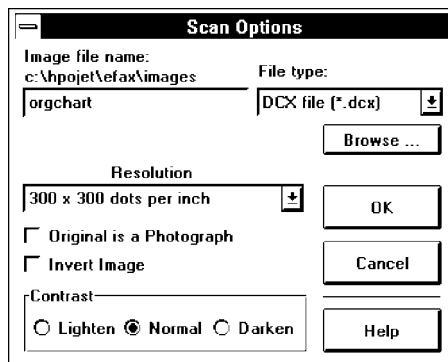
Note, for high-resolution or color scanning, a more powerful scanner like the HP ScanJet is recommended.

Scanning using the AutoPrompt

1. Load the document (face-down) into the loading tray of your HP OfficeJet; the *AutoPrompt* immediately displays on your PC screen.



2. Press the Scan button, the Scan Options dialog box displays.



3. Specify a PC filename for your scanned document.

Optionally, you can change the resolution, adjust the contrast, or invert the image. Inverting the image scans black areas as white and white areas as black. Some PC scanning applications (other than Eclipse Fax SE) scan in inverse by default (the setting brings the image back to normal).

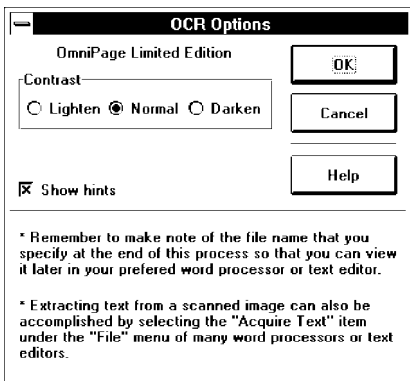
If you are scanning a photograph, click the **Original is a Photograph** checkbox. This setting picks up shades of gray in the image.

4. Click the **OK** button. Your document is scanned and displayed in Eclipse Fax SE.

You can now:

- Fax your scanned document by choosing **Send/Send Fax** from the Eclipse Fax SE menu and entering the necessary information in the **Send Fax** dialog box.
- Save your scanned document in another file format using **File/Save As**. You can send this scanned document later (see "Faxing a Saved File from Eclipse Fax SE").

For HP OfficeJet Model 350 users, who have already installed their OmniPage Limited Edition software, the option, *Scan with OCR*, is also available on the AutoPrompt. (OCR, or Optical Character Recognition, means that as the document is scanned, recognized characters will be captured into a file that you can open in your word processor and edit.) When you press the **Scan with OCR** button, the OCR Options dialog box displays.



When you click **OK**, your document is scanned and you are asked to indicate the directory and filename for the scanned text. For more information, refer to your OmniPage Limited Edition manual.

Scanning using Eclipse Fax SE

Eclipse Fax SE lets you do the following:

- **Scan and Fax**

If you want to add a cover page or text and images to a document, or use the phone book to fax it to multiple recipients, you can scan the document to a file on your PC and fax it later.

- **Scan and View**

You can scan a document to a file on your PC to fax later, or save it in a format such as TIF, or PCX or DCX to use in another application (e.g. Paintbrush in Windows). (Using the AutoPrompt lets you save the file in the DCX file format only.)

- **Scan and Print**

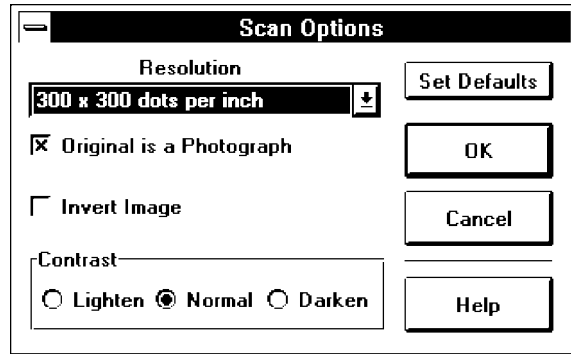
You can scan a document to the selected printer (usually the HP OfficeJet); however, it would be simpler to use the HP OfficeJet as a copier.

Scanning and faxing

To scan and fax:

1. Open Eclipse FAX SE, if it is not already open.
2. Load the document in the loading tray, face-down.
3. From the Eclipse FAX SE menu bar, choose **Scan/Scan and Fax**. The Send Fax dialog box appears, which does not include **Other Sheets** and **Special** options while using Scanning and Faxing.

4. Complete the Send Fax dialog box (See "Sending a Fax from a Windows Application"). Next, click the **Send Fax** button and the HP OfficeJet Scan Options dialog box appears.



5. You can do any of the following:
 - If your document contains graphics or photographs, click the **Original is a Photograph** button, so that shades of gray and colors (instead of just black and white) will be picked up during scanning to give you a sharper image.
 - You can change the resolution, adjust the contrast, or invert the image. Inverting the image scans black areas as white and white areas as black. Some PC scanning applications (other than Eclipse Fax SE) scan in inverse by default (the setting brings the image back to normal).
6. Click the **OK** button.

Using Eclipse Fax SE to scan and view, or print

To scan and view a document:

1. Load the document in the loading tray, face-down.
2. From the Eclipse FAX SE menu bar, choose either **Scan/Scan and View** or **Scan/Scan and Print**. The Save As dialog box appears.
3. Change the directory, if necessary (Eclipse FAX SE software resides in the default directory).
4. In the **Save File as Type** box, choose *LHD* to use the file as a letterhead; *SND* to use the file as a second sheet; *TIF* for all other scanned documents.
5. In the **File Name** box, type a name for the file. You must include the correct extension (.LHD, .SND, or .TIF).
6. You can do any of the following:
 - If your document contains graphics or photographs, click the **Original is a Photograph** button, so that shades of gray and colors (instead of just black and white) will be picked up during scanning to give you a sharper image.
 - You can change the resolution, adjust the contrast, or invert the image. Inverting the image scans black areas as white and white areas as black. Some PC scanning applications (other than Eclipse Fax SE) scan in inverse by default (the setting brings the image back to normal).
7. Click the **OK** button. The Scan Options dialog box appears.

8. For either Scan and View or Scan and Print, when the document(s) has been scanned, the file is displayed. You can now choose *one* of the following options:
- To view the file in different ways, see "Using Menus and Toolbars to View Faxes and Files."
 - To use the file as a letterhead or second sheet in PC faxes, see "Sending Faxes with Letterhead and Second Sheets," later in this chapter.
 - To save the file in a different format, choose **File/Save As** from the Eclipse FAX SE menu bar. In the Save As dialog box, change the directory, if necessary. Next, select a type in the **Save File as Type** box and type a filename in the **File Name** box.
 - If you choose Scan and Print, a print dialog box appears. You have the option to print multiple copies and/or a range of pages of the scanned document. Click **OK** to print the scanned document.

Using Advanced Eclipse FAX SE Features

Using advanced features, you can add text, images and cover pages to your fax before sending it. The following advanced features are explained in this section.

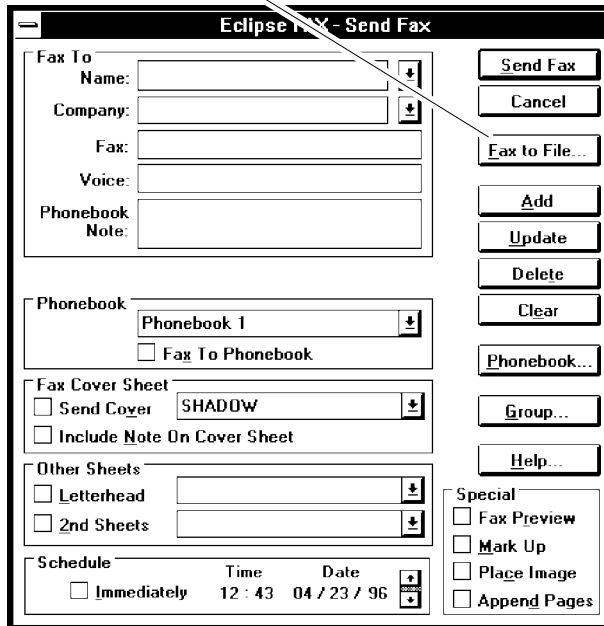
- faxing a document to a file and saving it
- faxing a saved file from Eclipse FAX SE
- adding text to a fax
- adding an image to a fax
- collecting two or more documents to send as a fax
- modifying a cover page
- creating and using a letterhead and second sheets
- using the Fax Preview feature
- setting the New Page Paper Size

Faxing a document to a file

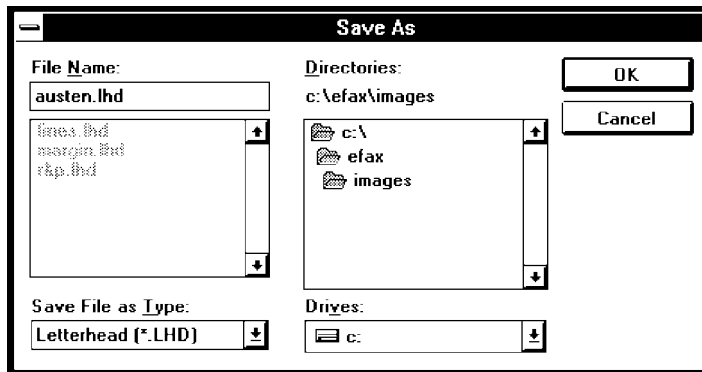
Before you can add a letterhead and second sheet to a document for faxing (see "Using Letterhead and Second Sheets in Faxes), you'll first have to fax the document to a file:

1. Complete the first six steps of "Sending a Fax from a Windows Application."
2. When the Send Fax dialog box appears, click the **Fax to File** button. The Save As dialog box appears.

The Fax to File button



3. In the **Save File as Type** box select:(*.LHD) for Letterhead; (*.SND) for Second Sheets; and TIF, PCX, or DCX for all other faxes.

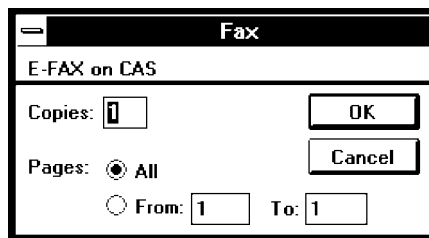



4. In the File name box, type a name for the file and include extension .LHD for letterhead, .SND for second sheets, or let the program do it for you.
5. Click the **OK** button. After completing this procedure, you are returned your application.

Faxing a saved file from Eclipse FAX SE

To send a fax directly from Eclipse FAX SE (first save the document using the procedure explained above):

1. From the Eclipse FAX SE menu bar, choose **File/Open File**. The Open dialog box appears.
2. In the **Directories** box, change the directory, if necessary.
3. In the **File Name** box, type or select the filename (first, select the appropriate file type from the **List Files of Type** box).
4. Click the **OK** button. The first page of the file is displayed.



5. From the menu, click the Send Fax tool () or choose **Send/Send Fax**. The Fax dialog box appears.
6. Choose the range of pages you need.
7. Click the **OK** button.

The Send Fax dialog box appears. (**Other Sheets** and **Special** options are unavailable when faxing a saved file.)

8. Complete the Send Fax dialog box. (See "Sending a Fax from a Windows Application" for help.)
9. Click the **Send Fax** button. Your fax is sent at the scheduled time, after the "merging" and "processing" messages appear.

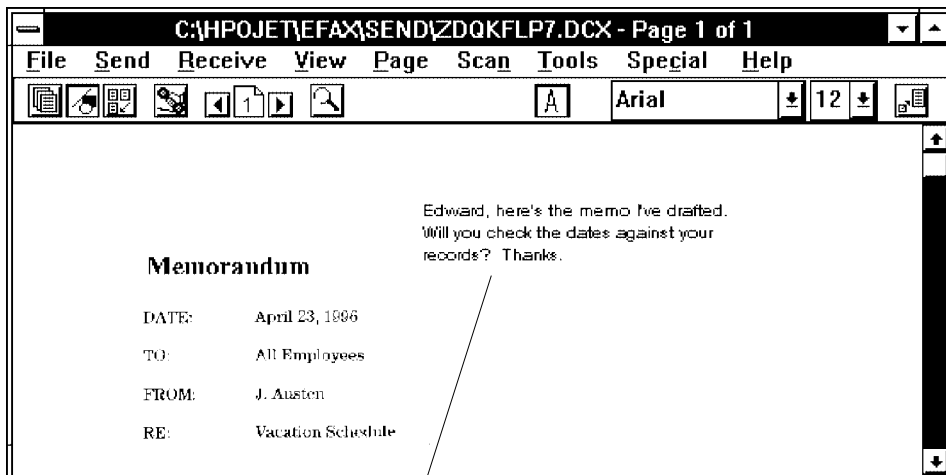
After completing this procedure, you'll return to the Eclipse FAX SE window.

Adding text to a fax

Use this feature to add one or more notes to a fax before sending it. Although you can *add* a note, you can't *rewrite* or edit the text of a fax document, nor can you delete words or insert text between words. Although the note will appear in the fax, it will not do so in the original document.

Also, you can only edit the text in a Windows application, where the fax originated, not in Eclipse FAX SE.

In the example below, using Microsoft Word to draft a memo, J. Austen uses the Mark Up feature (explained on the next page) to add a note before faxing it to her colleague Edward. Note, the memo she wrote in Word remains unchanged.



You can add text to a fax before sending it, without changing the original document.

Preparing the document

This section shows you three ways to add text to a document: (1) Add text to a fax sent from a Windows application; (2) add text to a document saved as a file in Eclipse FAX SE; and (3) add text to a fax from the **Send** or **Receive Log**. First follow the steps described in the three methods described below and then complete the procedure with instructions listed in "Adding Text with the Edit Toolbar."

Method 1: Adding text to a fax sent from a Windows application

The screenshot shows the "Eclipse FAX - Send Fax" dialog box. It contains the following elements:

- Fax To** section: Name, Company, Fax, and Voice fields.
- Phonebook Note** field.
- Phonebook** section: Phonebook 1 dropdown, Fax To Phonebook checkbox.
- Fax Cover Sheet** section: Send Cover checkbox, SHADOW dropdown, Include Note On Cover Sheet checkbox.
- Other Sheets** section: Letterhead and 2nd Sheets checkboxes, dropdown menus.
- Schedule** section: Immediately checkbox, Time (12:43), Date (11/23/96).
- Special** section: Fax Preview, Mark Up, Place Image, Append Pages checkboxes.
- Buttons** on the right: Send Fax, Cancel, Fax to File..., Add, Update, Delete, Clear, Phonebook..., Group..., Help...

Use the **Mark Up** button to add text to a fax before sending it from the Send Fax dialog box.

To add text to a fax sent from a Windows application:

1. Follow the steps listed in "Sending a Fax from a Windows Application."
2. Next, click the **Mark Up** button in the **Special** box of the Send Fax dialog box before clicking the **Send Fax** button.


When you click the **Send Fax** button, the fax is displayed with the Edit toolbar.

3. Complete the procedure with instructions listed in "Adding Text with the Edit Toolbar."

Method 2: Adding text to a document saved as a file in Eclipse FAX SE

To add text to a document saved as a file in Eclipse FAX SE (see "Faxing a Document to a File"):


1. Choose **File/Open File** from the Eclipse FAX SE menu bar.
2. In the Open dialog box, enter the filename and click the **OK** button. The file is displayed with the View toolbar.

3. Click the **Edit** tool to display the Edit toolbar. 
4. Complete the procedure with instructions listed in "Adding Text with the Edit Toolbar."

Method 3: Adding text to a fax from the Send or Receive Log


Use this method when you want to fax a document to one recipient and then add a note and fax the same document to another recipient.

To add text to a fax you've sent or received:

1. Open the Send Log or Receive Log in the Eclipse FAX SE window and double-click the fax. The fax is displayed with the View toolbar.
2. Click the **Edit** tool to display the Edit toolbar. 
3. Complete the procedure with instructions listed in "Adding Text with the Edit Toolbar."

Adding text with the Edit toolbar

To display the Edit toolbar, click the Edit tool on the View or Thumbnail toolbars. Although most of the tools are the same, some special Edit tools let you add text to faxes. See The **View Menu**, discussed earlier in this section.

1. Click the **Text** tool. 
2. Position the cursor where you want to add the text and click the left mouse button. (Remember, when you add text, the existing text does not move to make room as a word processor does. Instead, after clicking the Text tool, the new text will be superimposed on the existing text.)
3. Start typing; the text you add is shown in red. As the text does not automatically wrap, press the **Enter** key when you reach the end of a line, to begin a new line.

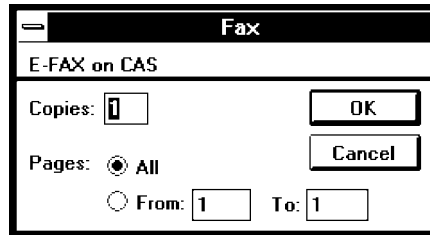
Note: Although you can delete text with the backspace key, once you click your mouse button outside the text, you will not be able to change or delete the new text, except by closing and reopening the fax.

4. After adding text in the current location, click the left mouse button outside the text.
5. To add text in another location, repeat steps 2 through 4.
6. When you have finished adding text, if you want to send the fax now, go on to step 10. Otherwise, to save your changes without sending the fax, choose **File/Close**. You are prompted, "Save changes to document?" Click the **Yes** button. The Save As dialog box appears. Enter a filename (change the drive and/or directory if necessary) and click the **OK** button. If the filename you chose already exists, you'll be asked if you want to replace the existing file. Click the **Yes** button.
7. To send the fax now, choose **Send/Send Fax**, otherwise go to step 10. If you began this process by sending a fax from a Windows application (Method 1), you'll see "Compressing" and "Merging" messages, and your fax is sent at the scheduled time.

8. If you began this process by opening a file (Method 2), or from the Send or Receive Log (Method 3), you're asked if you want to save the changes you've made.

If you click **No**, the Fax dialog box appears; go to step 10.

If you click **Yes**, the Save As dialog box appears. Enter a filename (changing drive and/or directory, if necessary), and click the **OK** button. If the file already exists, you're asked if you want to replace the existing file; click the **Yes** button. You'll see "Compressing" and "Merging" messages, and the Fax dialog box is displayed.



9. In the Fax dialog box, choose a range of pages, and click the **OK** button. The Send Fax dialog box appears.
10. Complete the Send Fax dialog box (see "Sending a Fax from a Windows Application"). When you click the **Send Fax** button, you'll see a "Processing" message. Your fax is sent at the scheduled time.

Adding an image to a PC fax

In this section, you'll learn three methods of adding an image to a fax on your PC: (1) adding an image to a fax sent from a Windows application; (2) adding an image to a document saved as a file in Eclipse FAX SE first; and (3) adding an image to a fax sent from the Send or Receive Log.

After selecting the method that meets your needs, complete the procedure by following the steps listed in "Using the Place Image Window to Add an Image."

Note: Before using any of the three methods described next, you'll first need to create the image you want to add. For example, if you want to add your signature to a fax, begin by scanning a copy of your signature to Eclipse FAX SE and save it in a file type such as TIF, PCX, or DCX. If the image has a different file type for example, a Word for Windows graphic save it in the accepted format by faxing it to a file in Eclipse FAX SE (see "Faxing a Document to a File").

The screenshot shows the 'Eclipse FAX - Send Fax' dialog box. It has a title bar with a minus sign. The main area is divided into several sections. On the left, there are input fields for 'Fax To' (Name, Company, Fax, Voice) and a 'Phonebook Note' field. Below that is a 'Phonebook' section with a dropdown menu showing 'Phonebook 1' and a checkbox for 'Fax To Phonebook'. The 'Fax Cover Sheet' section has checkboxes for 'Send Cover' and 'Include Note On Cover Sheet', with a dropdown menu showing 'SHADOW'. The 'Other Sheets' section has checkboxes for 'Letterhead' and '2nd Sheets', each with a dropdown menu. The 'Schedule' section has a table with columns for 'Time' and 'Date', and a checkbox for 'Immediately'. On the right side, there are several buttons: 'Send Fax', 'Cancel', 'Fax to File...', 'Add', 'Update', 'Delete', 'Clear', 'Phonebook...', 'Group...', and 'Help...'. At the bottom right, there is a 'Special' section with checkboxes for 'Fax Preview', 'Mark Up', 'Place Image', and 'Append Pages'. A line points from the 'Place Image' checkbox to the text below.

Use the **Place Image** button to add an image to a fax before sending it from the Send Fax dialog box.

Method 1: Adding an image to a fax sent from a Windows application

To add an image to a fax sent from a Windows application:

1. Follow the steps in "Sending a Fax from a Windows Application."
2. Click **Place Image**. When you click the **Send Fax** button, the fax is displayed with the Place Image window open.
3. Follow the steps listed in "Using the Place Image Window to Add an Image, below.

Method 2: Adding an image to a document saved as a file in Eclipse FAX SE

To add an image to a document saved as a file in Eclipse FAX SE (see "Faxing a Document to a File"):

1. Choose **File/Open File** from the Eclipse FAX SE menu bar.
2. When the Open dialog box appears, enter the filename and click the **OK** button. The file is displayed with the View toolbar.
3. From the menu bar, choose **Special/Place Image**. The Place Image window opens.
4. Next, follow the steps listed in "Using the Place Image Window to Add an Image, below.

Method 3: Adding an image to a fax selected from the Send or Receive Log

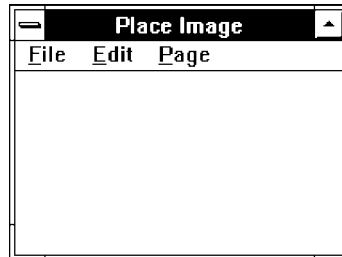
To add an image to a fax you've sent or received (e.g., to fax a document to one recipient, then add an image and fax the document to another recipient):

1. Open the Send Log or Receive Log in the Eclipse FAX SE window and double-click the fax. The fax is displayed with the View toolbar.
2. From the menu bar, choose **Special/Place Image**. The Place Image window opens.
3. Next, follow the steps listed in "Using the Place Image Window to Add an Image, below.

Using the Place Image Window to Add an Image

To add an image to the fax:

1. From the Place Image menu bar, choose **File/Open**. The Open dialog box appears.

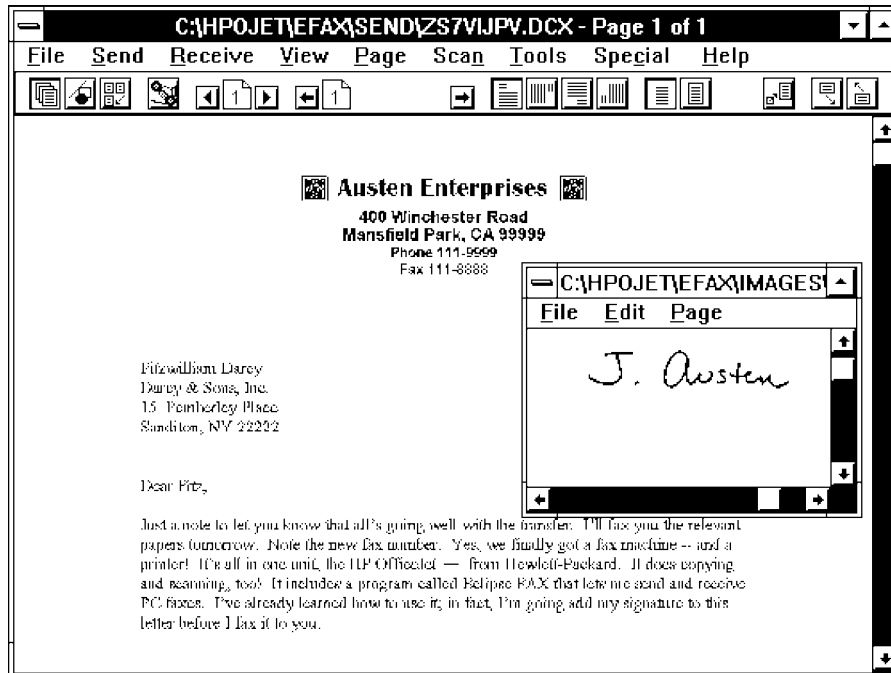


2. In the **File Name** box, enter the name of the file that contains the image you want to add. (Change the directory and/or the file type if you need to.)
3. Click the **OK** button. The first page of the file is displayed in the Place Image window. Use the **Page** menu item to find the image if it appears on a later page. You also have the option to move the Place Image window to a different location.
4. To magnify the image, resize the Place Image window or use the zoom feature (draw a box around the image by holding down and then releasing the left mouse button).

Zooming Tips - To decrease the magnification, select a larger area. The smaller the area you select, the larger the magnification will be. To return to the original view, press the spacebar.

5. When you have the right image size, choose **Edit/Select** from the Place Image menu bar.

6. To select the image, draw a box around it by holding holding down the left mouse button and then releasing it. The area you select is enclosed by a black box.



7. From the main menu bar, choose **Special/Paste**. The Place Image window closes, and the area you selected is pasted on the fax.
8. Drag the pasted element to the desired location. (To move to another page, use **Page** from the main menu or the **Page Turning/Jump to Page** tool on the toolbar.)
9. If you want to send the fax now, go to step 10.

Otherwise, to save the fax without sending it, click the left mouse button anywhere outside the image.

You're asked if you want to merge the image with the fax. Click the **Yes** button. The Save As dialog box appears. Click the **OK** button to use the same filename, or enter a different filename in the **File Name** box (change the drive and/or directory if you want to) and click the **OK** button.

If you used an existing filename, you're asked if you want to replace the existing file; click the **Yes** button. You'll see a "Merging" message. After completing this procedure, the saved file is displayed in the Eclipse FAX SE window.

10. To send the fax now, choose **Send/Send Fax** from the main menu. You're asked if you want to merge the image with the fax. Click the **Yes** button. The **Save As** dialog box appears.

Click the **OK** button to use the same filename, or enter a different filename in the **File Name** box (changing drive and/or directory, if you want to) and click the **OK** button.

If you used an existing filename, you're asked if you want to replace the existing file; click the **Yes** button. You'll see "Merging" and "Processing" messages and your fax will be sent at the scheduled time.

After completing this procedure, you will return to the Windows application, where you started.

Sending Multiple Documents as a Fax

To fax two or more documents together, collect the documents into one file first (documents such as faxes saved in the Send or Receive Log, or those saved in Eclipse FAX SE files), which you can fax now or transmit later. For example, to forward a received fax together with a Microsoft Word document to a colleague, first fax the Word document to a file in Eclipse FAX SE. For more information, see "Faxing a Document to a File."

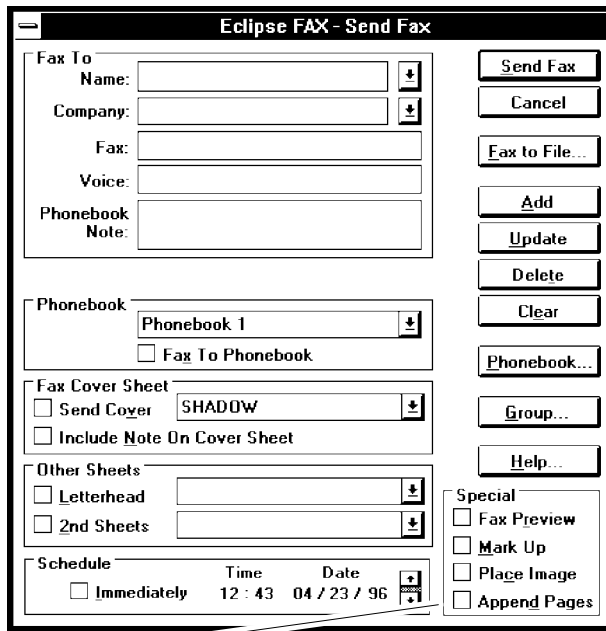
Collecting Documents

In this section, you will learn three methods of adding documents: (1) adding documents to a fax sent from a Windows application; (2) adding documents to a fax saved as file in Eclipse Fax SE; and (3) adding documents to a fax selected from the Send or Receive Log. Select one method and then complete the procedure by following the steps listed in "Using the Collect Dialog Box" below.

Note: While the cover page you include shows the total number of pages faxed in Methods 2 and 3, it does not do so in Method 1.

Method 1: Adding documents to a fax sent from a Windows application

1. First, follow the steps listed in "Sending a Fax from a Windows Application." Click the **Append Pages** button in the **Special** box of the Send Fax dialog box. (If you include a cover page, it will not show the total number of pages in the fax.)
2. When you click the **Send Fax** button, the fax is displayed with the Collect dialog box.
3. Complete the procedure by following the steps listed in "Using the Collect Dialog Box" below.



The **Append Pages** button

Method 2: Adding documents to a fax saved as a file in Eclipse FAX SE

1. Choose **File/Open File** from the Eclipse FAX SE menu bar. The Open dialog box appears.
2. Enter the name of the document you want to include in the fax (you may need to change the directory and/or the file type).
3. Click the **OK** button. The file is displayed.
4. Choose **File/Collect Pages**. The Collect dialog box appears.
5. Complete the procedure by following the steps listed in "Using the Collect Dialog Box" below.

Method 3: Adding documents to a fax selected from the Send Log or Receive Log

1. Open the Send or Receive Log in Eclipse FAX SE and double-click the entry you want to include in the fax. The fax is displayed.
2. Choose **File/Collect Pages**. The Collect dialog box appears.
3. Complete the procedure by following the steps listed in "Using the Collect Dialog Box" below.

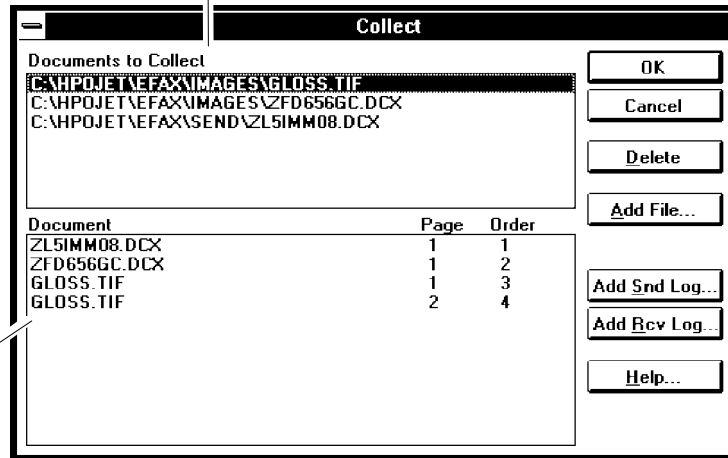
Using the Collect dialog box

You can use the Collect dialog box to collect a group of documents to fax now, or save as a file to transmit later.

Documents to Collect Box. Although the top part of the dialog box shows the files in the order in which they were added, if you closed and reopened the dialog box, the files would appear in alphabetical order. See example on the next page.

Document, Page, Order Box. The bottom part of the dialog box contains one entry for each page in each document and shows the order in which the pages will be faxed. You can change the order. If you do that, the new page order will appear when you next reopen the Collect dialog box. In the example on the next page, two listings for two pages of the document are shown in the bottom part of the dialog box for GLOSS.TIF.

These are the collected documents, shown here in alphabetic order.



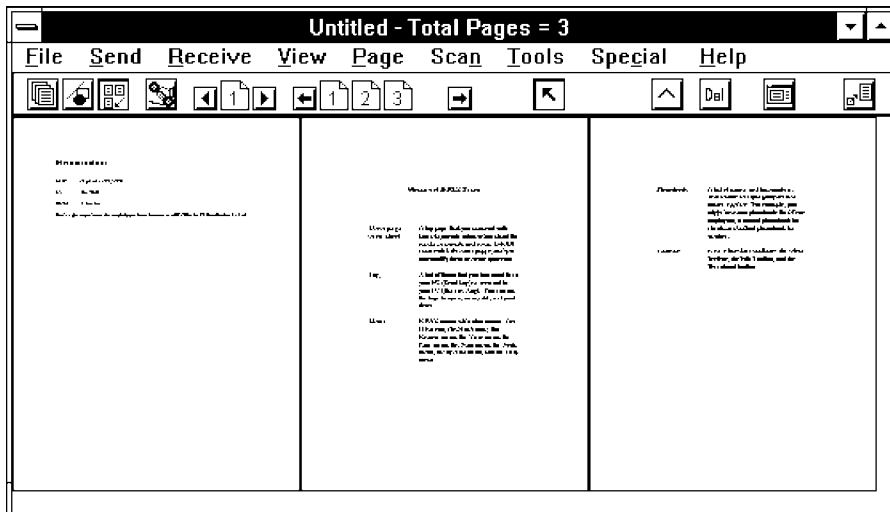
These are the pages in each document, shown in the order in which they will be faxed.

Continue with the steps below until you've collected and added the files you need, even if they're not in the right order, because you can change that later.

1. Do *one* of the following:


- To add a document that's been faxed to a file, click the **Add File** button. The Open dialog box appears. Double-click the name of the file you want to add, or enter the filename in the **File Name** box and click the **OK** button. (You may need to change the directory and/or the file type.) The new file is added and you will return to the Collect dialog box.
- To add a fax from the Send Log, click the **Add Send Log** button. The Send Log is displayed. Double-click the entry you want to add; the new file is added and you return to the Collect dialog box.
- To add a fax from the Receive Log, click the **Add Rcv Log** button. The Receive Log is displayed. Double-click the entry you want to add. The new file is added and you return to the Collect dialog box.

2. When you have finished adding files, click the **OK** button. Files in the Thumbnail view are displayed, headed by the first file you added. In the following example, a two-page glossary has been added to a one-page memo.



3. Use the Thumbnail toolbar to delete the pages or change the order of the pages. For more information, see "The Thumbnail Toolbar."

(Using Method 2 or 3 of "Preparing to Collect Documents," you have the option to include a cover page showing the total number of pages in the fax. However, you can delete the cover page here if you don't want to show the number of pages in the fax.)

4. Click the **Collect Pages** tool () if you want to add more documents to to the file. The Collect dialog box opens.
5. Repeat steps 1 through 4 until all documents are added. If you want to fax the file now, skip this step and go to step 6.

Otherwise, to save the file for later transmission, choose **File/Save As**. (Close the Collect dialog box first.)

The Save As dialog box appears, with the name of the first file you added in the **File Name** box. If you do not want to replace the existing file, enter a different filename, changing the directory and file type, if you need to. Click the **OK** button.

If you entered the name of an existing file, you'll be asked if you want to replace it. Click the **Yes** button. The saved file is displayed at the completion of this procedure.

6. To fax the file now, choose **Send/Send Fax.**

If you started this procedure by sending a fax from a Windows application (Method 1), the fax is sent at the scheduled time. On completing this procedure, you will return to the Windows application, from which you started.

If you started this procedure by opening a file or using the Send or Receive Log (Methods 2 and 3), the Fax dialog box is displayed. Choose the range of pages you need and click the **OK** button. The Send Fax dialog box appears.

Click the **Send Fax** button (or see "Sending a Fax from a Windows Application" for help). The fax is sent at the scheduled time. The faxed document appears in the Eclipse FAX SE window at the completion of this procedure.

Adding an Image to Cover Pages

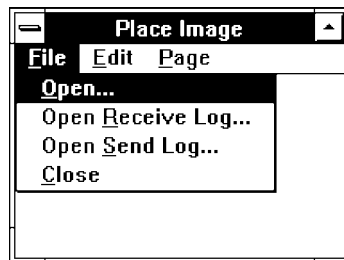
Although you can add text and images to cover pages (you have five different types to choose from - see "Viewing the Eclipse FAX SE Cover Pages" for samples), you can't change their name or location, or generate new ones. Each cover page has two file names:

- *Filename.CVR* contains the image of the cover page.
- *Filename.CCF* describes the placement of information on the cover page.

When modifying a cover page, *save it with its original filename*, otherwise it will not be recognized as a cover page, e.g., *[filename].OLD*.

To add text to cover pages, see "Adding Text to a Fax." To add an image to a cover page, follow the steps below.

1. If you want to save the cover page with a different filename, do so now.
2. If the image has been saved to a file in Eclipse FAX SE, go on to step 3. Otherwise, either fax a copy of the image to a file in Eclipse FAX SE (see "Faxing a Document to a File"), or use your scanner to save it to a file (see "Scanning and Viewing").
3. From the Eclipse FAX SE menu bar, choose **File/Open File**. The Open dialog box appears.
4. Select the directory *hpojet\efax\images*.
5. In the **List Files of Type** box, select Cover Page (*.CVR); you are given filenames of five cover pages to choose from.
6. Select the cover page you want to modify and click the **OK** button; the cover page is displayed.
7. Choose **Special/Place Image**. The Place Image dialog box appears.



8. In the Place Image dialog box, do *one* of the following:
 - Choose **File/Open**. The Open dialog box appears. Open the file containing the image you want to add.
 - If the image is in a fax you have received or sent, choose **File/Open Receive Log** or **File/Open Send Log**. The Receive Log or Send Log dialog box appears. Open the file that contains the image you want to add.

9. To enlarge the image, resize the Place Image window or use the zoom feature (draw a box around the image by first holding down and then releasing the left mouse button). Practice zooming several times to get the right size.

Zooming Tips - To decrease the magnification, select a larger area. The smaller the area you select, the larger the magnification will be. To return to the original view, press the spacebar.

10. Choose **Edit/Select**.
11. To select the image, draw a box around it by first holding down and then releasing the left mouse button. The area you select is enclosed in a black box.
12. From the menu bar, choose **Special/Paste**. The window with the image in it disappears; the area you selected is displayed in a black box.
13. Position the pointer on the image, hold down the left mouse button, and drag the image to the desired position.
14. Click the pointer in any place outside the box. You are prompted: "Merge Image?"
15. Click the **Yes** button. The Save As dialog box appears.
16. Save the file with its original name. (See the note in "Modifying Cover Pages.")
17. Click the **OK** button.

Using Letterhead and Second Sheets in faxes

You can send faxes on versions of your own letterhead and second sheets. (Letterhead is used for the first page of a letter; the second sheet is used for the second and subsequent pages.)

Note: Fax documents will be electronically "printed" on top of your letterhead, if the top margin isn't adjusted appropriately.

The top margin of this fax document is too small to accommodate the letterhead



The top margin in this fax document has been set to leave room for the letterhead



I've been learning more about B-FAX and I've discovered that you can use your own letterhead with faxes. But you need to remember that B-FAX will superimpose your fax documents on the letterhead, so the margins in your fax documents have to take that into account. Otherwise, you end up with a document that's printed on top of your letterhead!

Creating Letterhead and Second Sheets

This section explains three ways of creating a letterhead and second sheets on your PC: (1) faxing your existing letterhead to a file; (2) scanning your existing letterhead to a file; and (3) creating a letterhead in Eclipse FAX SE.

First, follow one of the methods explained below (the procedures are identical for both a letterhead and second sheets). Next, follow the steps listed in "Saving Letterhead and Second Sheets Files in Eclipse FAX SE," to complete the procedure.

Method 1: Faxing Your Existing Letterhead to a File

If your letterhead exists in a Windows file, use this method.

1. In the Windows application, select *E-Fax on OfficeJet* as your printer.
2. Use the application's Print command to "print" the file. The Send Fax dialog box appears.
3. In the Send Fax dialog box, click the **Fax to File** button. The Save As dialog box appears.
4. Follow the steps listed in "Saving Letterhead and Second Sheets Files in Eclipse FAX SE" to complete the procedure.

Method 2: Scanning Your Existing Letterhead

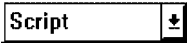


If your letterhead exists only on paper, use this method to scan a page to a file.

1. Load a page of your letterhead in the loading tray, *face-down and top of page first*. Adjust the document guides if necessary.
2. From the Eclipse FAX SE menu bar, choose **Scan/Scan and View**. The Save As dialog box appears.
3. Follow the steps listed in "Saving Letterhead and Second Sheets Files in Eclipse FAX SE" to complete the procedure.

Method 3: Creating Letterhead in Eclipse FAX SE

If you plan to incorporate your logo or some other image, before beginning this procedure, either scan it to a file in Eclipse FAX SE (see "Scanning and Viewing"), or, if the image already exists in a file, fax it to a file in Eclipse FAX SE (see "Faxing a Document to a File"). Also, make it a habit of deleting files you don't need as they take up space.

If you don't have a letterhead but want to create it in Eclipse FAX SE, follow these steps.

1. Choose **File/New Page** from the Eclipse FAX SE menu bar. A blank page appears.
2. Click the **Edit** tool to display the Edit tool bar.
3. Use the **Font** tool () to change the font (if necessary).
4. Use the **Size** tool () to change the type size.
5. Click the **Text** tool () .
6. Place the cursor in the location in which you want to add the text for your letterhead and click the left mouse button.
7. Start typing; the text you add is shown in red. As it will not wrap around, press the **Enter** key when you reach the end of a line.

Note: You can backspace to delete the text, but once you click your mouse button outside the text, you won't be able to change or delete it, except by closing and reopening the fax.

8. When you finish adding the text in the current location, click the left mouse button outside the text.

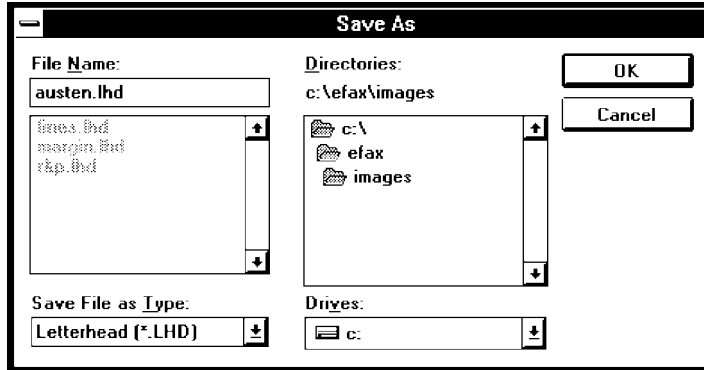
9. To add text in another location, repeat steps 5 through 8.
10. To incorporate your logo or some other image, choose **Special/Place Image** from the menu bar. The Place Image window appears. Follow steps 1 through 8 of "Using the Place Image Window to Add an Image." Place the image in the position you want and click your left mouse button anywhere on the page, outside the image. You are asked if you want to merge the image, click the **Yes** button. The Save As dialog box appears.
11. Follow the steps listed in "Saving Letterhead and Second Sheets Files in Eclipse FAX SE" to complete the procedure.

Saving Letterhead and Second Sheets Files in Eclipse FAX SE

On completing any of the three methods explained previously, the Save As dialog box appears. Note, a letterhead file must end with the extension .LHD and second sheets file with the extension .SND.

To save the file in Eclipse FAX SE, follow these steps.

1. In the **Save File as Type** box:
 - For letterhead, choose Letterhead (*.LHD).
 - For second sheets, choose Second Sheets (*.SND).



2. In the **File Name** box, type a name for the file.

- For letterhead, use extension **.LHD**.
- For second sheets, use extension **.SND**.

3. Click the **OK** button.

Note: Additionally, you can save the image to a file type supported by a drawing application (e.g., PCX for Microsoft Paintbrush) as well as edit the image in the drawing application, and then use Eclipse FAX SE to convert the file to .LHD or .SND format (open the file in Eclipse FAX SE, then save it as file type LHD or SND).

Sending faxes with Letterhead and Second Sheets

When using letterhead and second sheets, you can preview the fax before sending it. To preview a fax, click the **Fax Preview** button in the **Special** box. For more information, see "Using the Fax Preview Feature."

To use letterhead and/or second sheets with faxes:

1. Complete the first six steps of "Sending a Fax from a Windows Application" (see "Sending Faxes from Your PC"). The Send Fax dialog box appears.

The screenshot shows the 'Eclipse FAX - Send Fax' dialog box. It has a title bar with a minus sign. The main area is divided into several sections. On the right side, there is a vertical column of buttons: 'Send Fax', 'Cancel', 'Fax to File...', 'Add', 'Update', 'Delete', 'Clear', 'Phonebook...', 'Group...', and 'Help...'. The 'Fax To' section includes text labels and input fields for Name, Company, Fax, Voice, and Phonebook Note, each with a dropdown arrow. The 'Phonebook' section has a dropdown menu with 'Clients' selected and a checkbox for 'Fax To Phonebook'. The 'Fax Cover Sheet' section has two checkboxes, 'Send Cover' and 'Include Note On Cover Sheet', and a dropdown menu with 'SHADOW' selected. The 'Other Sheets' section has two checkboxes, 'Letterhead' (checked) and '2nd Sheets', and two dropdown menus with 'AUSTEN' selected. The 'Schedule' section has a checkbox for 'Immediately' and two dropdown menus for 'Time' (12:43) and 'Date' (04/23/96). The 'Special' section is at the bottom right and contains four checkboxes: 'Fax Preview', 'Mark Up', 'Place Image', and 'Append Pages'. A line points from the 'Fax Preview' checkbox to the text 'The Fax Preview button' located below the dialog box.

The **Fax Preview** button

2. Complete the dialog box, but do not click the **Send Fax** button yet.
3. The **Other Sheets: Letterhead** box displays the name of the last letterhead used.

To fax the first page of your document on the selected letterhead, click the **Letterhead** button.

To choose a different letterhead, click the **Letterhead** button and then click the arrow to the right of the box. Double-click the letterhead you want.
4. The **Other Sheets: 2nd Sheets** box displays the name of the last second sheet used. (If you choose not to use second sheets, the second and subsequent pages of your fax will be printed on blank pages.)

To fax the second and subsequent pages of your document on the selected second sheet, click the **2nd Sheets** button.

To choose a different second sheet, click the **2nd Sheets** button and then click the arrow to the right of the box. Double-click the second sheet you want.
5. When you are ready to send the fax, click the **Send Fax** button.

Using the Fax Preview Feature

When using the Fax Preview feature, you have the option of adding text, images, or other documents to the fax before sending it.

To look at a fax before sending it (e.g., when using a letterhead):

1. Complete the Send Fax dialog box (see "Sending a Fax from a Windows Application" for help).

Click the **Fax Preview** button in the **Special** box before clicking the **Send Fax** button.
2. Next, click the **Send Fax** button. The fax is displayed with the Thumbnail toolbar. Follow steps 3-5 if you need to. Otherwise skip to step 6.
3. Add text to the fax now. See "Adding Text with the Edit Toolbar" for instructions.
4. Add an image to the fax. See "Using the Place Image Window to Add an Image" for instructions.
5. Add other documents to the fax. See "Using the Collect Dialog Box" for instructions.
6. When you're ready to send the fax, choose **Send/Send Fax**. The fax is sent at the scheduled time after a processing message appears.

Setting the New Page Paper Size

To change the paper size, choose **File/New Page** from the Eclipse FAX SE menu (e.g., when creating letterhead or second sheets):

1. From the Eclipse FAX SE menu bar, choose **Send/Setup**.
2. Click the arrow to the right of the **New Page Paper Size** box.
3. Click the paper size you want, from three available sizes:
 - **Letter** (factory default) 8.5 x 11 inches (216 x 279 mm)
 - **U.S. Legal** 8.5 x 14 inches (216 x 356 mm)
 - **DIN A4** 8.27 x 11.7 inches (210 x 297 mm)
4. Click the **OK** button.

4

Making Copies and Printing

<u>Topic</u>	<u>Page</u>
What You Need to Know	4-2
Choosing media	4-2
Tips for Loading Paper and Other Media	4-3
Using the AutoPrompt to Make Copies	4-4
Using the Front Panel to Make Copies	4-5
Adjusting the Contrast	4-7
Using the HP OfficeJet	4-8
Printer Options	4-8
Opening the HP OfficeJet Printer Options	4-9
Reviewing the Printer Settings	4-10
Choosing the Grayscale Options	4-12
Printing Envelopes with Windows Applications	4-13
Loading Envelopes	4-14

What You Need to Know

In this chapter you'll learn how to:

- choose media for printing from your PC
- load envelopes
- control the printer settings
- make copies with the HP OfficeJet
- reduce your original document
- change the resolution and contrast

Choosing media

You can print on or copy to any of these types of media:

- Cotton bond paper (16 to 36 lb, or 60 to 135 g/m²)
- Copier paper (16 to 36 lb, or 60 to 135 g/m²)
- HP Premium Glossy Paper
- HP Premium Transparency Film
- HP Premium Inkjet Paper

Refer to "Ordering Information" in chapter 7 for part numbers for HP Premium papers.

For *receiving faxes* and *making copies*, you can load Letter-, Legal-, or A4-size paper in the lower paper tray. For *printing*, load any of the allowable sizes listed in the table below.

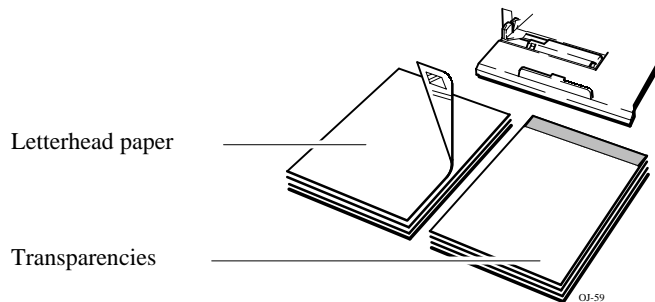
Description	Size
Letter	8.5 × 11 inches (216 × 279 mm)
Legal	8.5 × 14 inches (216 × 356 mm)
Executive*	7.25 × 10.5 inches (184 × 267 mm)
U.S. No. 10 envelopes*	4.12 × 9.5 inches (105 × 241 mm)
A4**	210 × 297 mm (8.27 × 11.7 inches)
European DL envelopes*	220 × 110 mm (8.66 × 4.33 inches)

* You cannot make copies or receive faxes on this paper size.

** A4 is the standard size for letters in European countries.

Tips for Loading Paper and Other Media

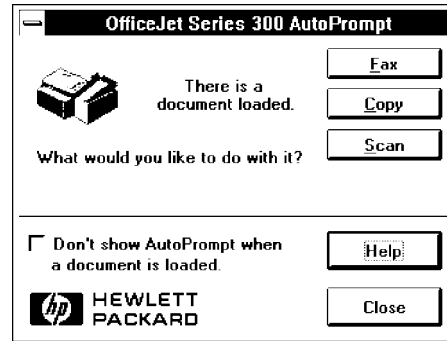
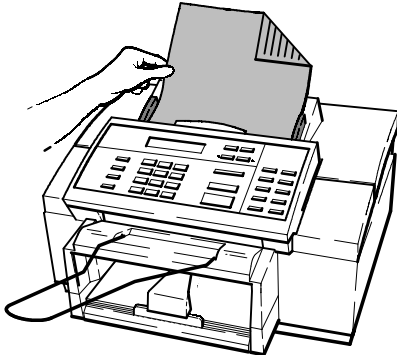
- Load media print side down.
 - ˘ For *plain paper*, this is usually indicated by an arrow on the packaging.
 - ˘ For *letterhead paper*, load the letterhead side down and forward as shown below.
 - ˘ For *HP Premium Transparency Film*, load the rough side down and the adhesive strip forward as shown below.
 - ˘ For *HP Premium Glossy Paper*, load the glossy side down.



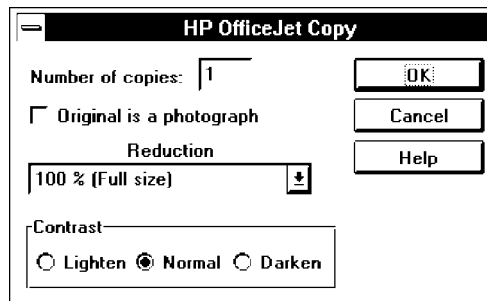
- Do not force documents into the document feed mechanism.
- Load only one type and size of media at a time.
- Make sure that all media is free of rips, dust, wrinkles, curled or bent edges, staples, and paper clips.
- Avoid media with cutouts or perforations; otherwise ink may stain the inside of the machine.
- Avoid adhesive labels and media that is heavily textured or embossed. Adhesive labels may come off inside the machine and cause subsequent media to jam.

Using the AutoPrompt to Make Copies

1. Load your document, face-down, in the loading tray. (Depending on the thickness of the paper, you can load up to 20 pages. If you have a problem, try loading a few pages at a time.) The AutoPrompt will appear.



2. When you press the **Copy** button, the Copy dialog box displays.

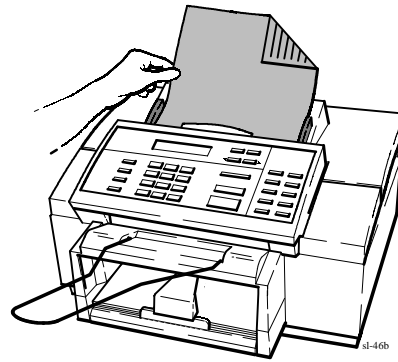


Along with specifying the number of copies you want to make, you can also indicate a copy reduction setting or change the contrast setting. If you are copying a photograph, be sure to mark the **Original is a photograph** checkbox. (Because of the density of many photographs, you may not be able to make multiple copies of a photograph.)

3. Click **OK** to begin.

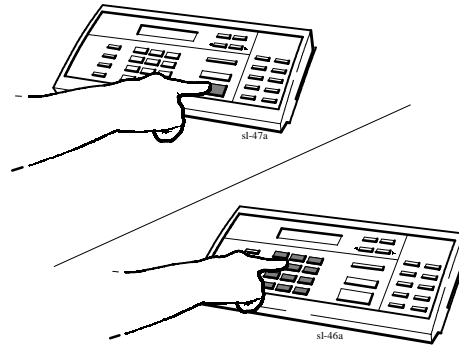
Using the Front Panel to Make Copies

1. Adjust the document guide, if necessary, then load your document, face-down, in the loading tray. (Depending on the thickness of the paper, you can load up to 20 pages. If you have a problem, try loading a few pages at a time.) Wait a few seconds while the HP OfficeJet loads the bottom page.

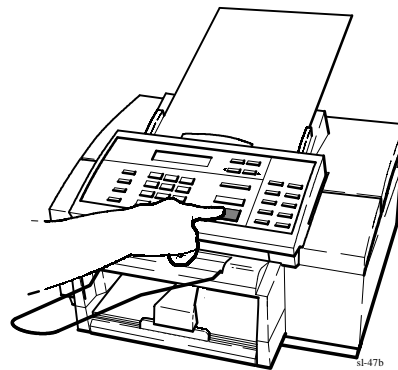


2. Press **Start/Copy**, then enter the number of copies you want (up to 99 copies).

Note: If you only want one copy, you don't need to enter "1," just skip to step 3.



3. Press **Start/Copy** again to begin copying.



Helpful Hints:

- If the "Memory full" message displays after you try to make multiple copies, make one copy of that document at a time.
- You cannot make copies while a phone connected directly to the HP OfficeJet is off the hook. If you press **Start/Copy**, the HP OfficeJet will try to fax your document.
- As this device only prints on the following media sizes, make sure you have one of these sizes loaded in your loading tray before making copies.
Letter: 8.5 x 11 inches (216 x 279 mm)
Legal: 8.5 x 14 inches (216 x 356 mm)
A4: 210 x 297 mm (8.27 x 11.7 inches)

MENU:
Fax/Copy
Contrast

Adjusting the Contrast

The **Fax/Copy Contrast** setting affects the lightness and darkness of your outgoing faxes and copies as they are scanned. Change the Contrast setting *before* copying. Either use the HP OfficeJet Manager (**OfficeJet Setup/Scanned Image Quality** dialog box) described in chapter 1 or the front panel instructions described here.

Refer to the following when changing the lightness or darkness of copies. (Do not adjust the **Resolution** setting; copies are always made with the best resolution.)

- **Darken** for originals that are too light.
- **Normal** for documents with acceptable lightness/darkness (factory setting).
- **Lighten** for originals that are too dark.

Do this:

1. Press the **Menu** button to display the menu. "Time/Date, Header" is displayed.
2. Press **Right Arrow** multiple times to move to "Fax/Copy Contrast."
3. Press **Enter/Save** to select "Fax/Copy Contrast." Note that the current setting is marked with an asterisk (*).
4. Press **Right Arrow** until the contrast setting you want is displayed. ("Darken" is shown as an example.)
5. Press **Enter/Save** to select the displayed setting. An asterisk denotes your new selection.
6. Press **Enter/Save** to return to the Ready display.

Using these buttons:

Menu



Enter/Save



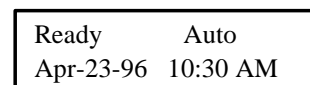
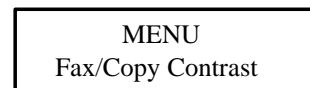
Enter/Save



Enter/Save



For this display:



Using the HP OfficeJet Printer Options

Printer options include the method used to print your document (Printout Mode), the print quality of your document, the orientation of text and images on the printed page, the type of paper or other media you are printing on, and the size that you are printing on.

When you print a document using a Windows software program, you have the option to choose different font sizes and types that are compatible with different types of printers. The HP OfficeJet printer software allows you to choose specific settings, such as print quality and page orientation. Note, however, the settings made in your software program and in the HP OfficeJet printer software override settings made with the front panel.

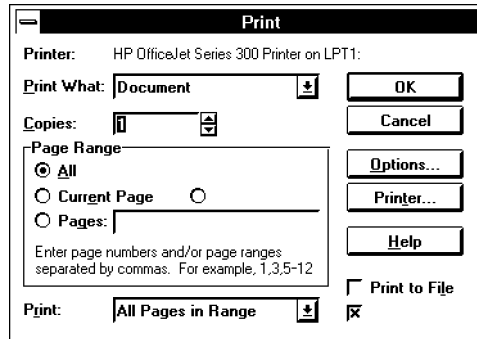
The printer options the HP OfficeJet printer displays will depend on your software application. The table below provides specific printer commands for some popular software packages.

Print Setup Commands for Selected Windows Applications

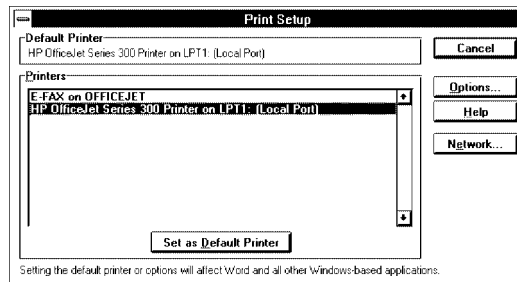
- Word for Windows 2.0 **File/Print Setup**
- Word for Windows 6.0 **File/Print**; click the **Printer** button; double-click the printer; click the **Close** button
- WordPerfect for Windows 5.2, 6.1 **File/Select Printer**
- Quicken 2 for Windows **File/Printer Setup/Check Printer Setup**
- Excel 4.0, 5.0, 7.0 **File/Print/Printer Setup**
- Ami Pro 3.0, 3.1 **File/Printer Setup**
- Lotus 1-2-3, Release 4 **File/Printer Setup**

Opening the HP OfficeJet Printer Options

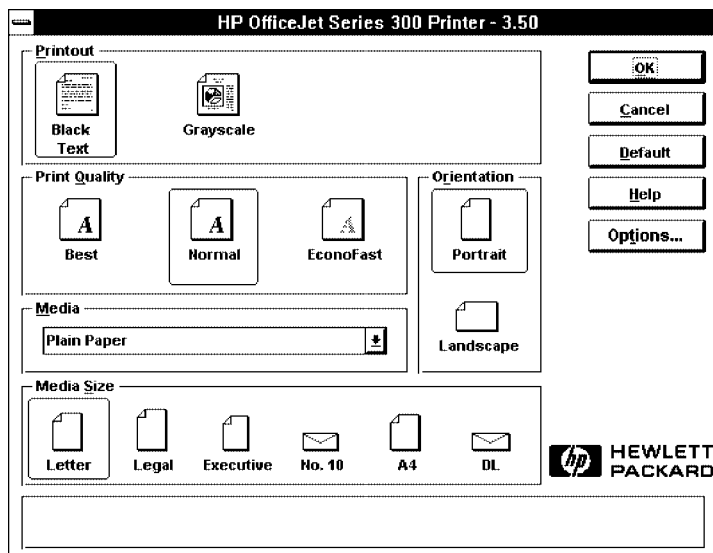
1. When you choose **File/Print** in a Microsoft Word document, the Print dialog box appears.



2. Click the **Printer...** button in the Print dialog box to display the Print Setup dialog box. Each of the printers available to you is listed.



- Highlight the HP OfficeJet Series 300 Printer, then click the **Options** button; the HP OfficeJet printer dialog box appears.



Reviewing the Printer Settings

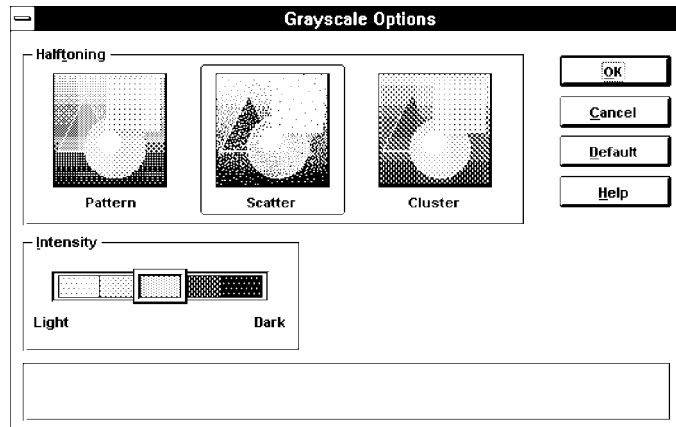
The table below shows the settings that you can change with the HP OfficeJet printer. It also gives the factory settings (defaults), where applicable.

Option	Use Whenever You Need To Print ...
Printout	
Black Text	Documents that contain only black text, such as letters. Black Text is the default mode.
Grayscale	Documents that contain solid graphics, such as business graphs and charts, to be printed in shades of gray. For grayscale printing of color images, use grayscale mode. With grayscale imaging, different colors and saturation levels of color are represented as different shades of gray. For more information, see "Choosing the Grayscale Options," later in this chapter.
Print Quality	
Best	Documents with highest print quality. This mode prints more slowly than Normal mode for all documents.
Normal	Documents with letter quality printing. Normal is the default print quality setting.
EconoFast	Documents with draft quality printing. EconoFast prints faster and uses less ink.

Option	Use Whenever You Need To Print ...
Orientation	
Portrait	Across the width of the page (letter-style). Portrait is the default Orientation setting.
Landscape	Across the length of the page (spreadsheet-style).
Media	
Plain Paper	On bond or photocopy paper and envelopes. Plain Paper is the default Media setting.
Transparency	On HP Premium Transparency Film. If you are printing more than one page, the printer waits several minutes between printing transparencies to allow time for the ink to dry.
Transparency (Extra Dry Time)	In high humidity where ink on transparencies may dry slowly. The printer stops printing after each transparency. You may want to remove each transparency from the printer OUT tray before restarting printing. Click OK in the dialog box to restart printing.
HP Glossy Paper	On HP Premium Glossy Paper. If you are printing more than one page, the printer waits several minutes between printing sheets to allow time for the ink to dry.
HP Glossy Paper (Extra Dry Time)	In high humidity where glossy pages may dry slowly. The printer stops printing after each sheet. You may want to remove each sheet from the printer OUT tray before restarting printing. Click OK in the dialog box to restart printing.
HP Premium Inkjet Paper	On HP Premium Inkjet Paper to enhance output.
Media Size	
Letter	Print on standard US paper size (8.5 x 11 in.) Letter is the default Media Size in the US.
Legal	Print on US legal-sized paper (8.5 x 14 in.).
Executive	Print on US executive-sized paper (7.5 x 10.5 in.).
No. 10	Print on standard US envelope size (4.125 x 9.5 in.).
A4	Print on standard European paper size (210 x 297 mm.). A4 is the default Media Size in Europe.
DL	Print on standard European envelope size (220 x 110 mm.).

Choosing the Grayscale Options

When you choose **Grayscale** as the Printout mode and **Options** in the Print Setup dialog box, the Grayscale Options dialog box appears.



Reviewing the Grayscale Options

The table below shows the settings that you can change with Grayscale Options. It also gives the factory settings (defaults), where applicable.

Use...	Whenever You Need To Print ...
Halftoning	
Pattern	<ul style="list-style-type: none"> • Color text. • Line graphics. • Free hand images. • Clip art images. • Business graphics.
Scatter	<ul style="list-style-type: none"> • Complex graphic images. • Photographic images. • Scanned images. • Scatter is the default setting.
Cluster	<ul style="list-style-type: none"> • Documents to be photocopied.
Intensity	Lighter images (less ink) use the mouse to move the slider to the left. Move the slider to the right for darker images (more ink).

Printing Envelopes With Windows Applications

When using the HP OfficeJet to print envelopes from a Windows application, be sure to choose envelopes as the media size (in the Printer Options dialog box).

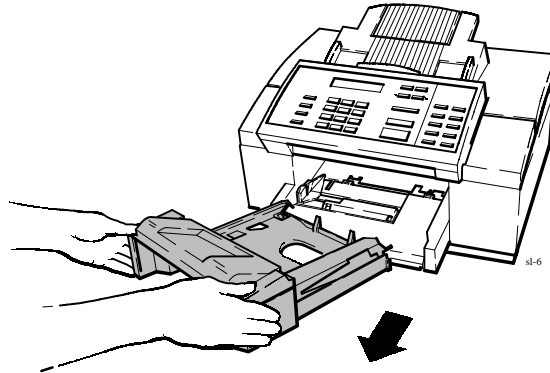
The HP OfficeJet automatically selects the correct Orientation when you choose an envelope media size. The Orientation controls in the HP OfficeJet Printer Setup dialog box are grayed out when you choose an envelope size.

You may, however, need to select printing orientation in your software program. Some programs use a print setup dialog provided by Windows to select common printer settings. This dialog does not automatically default to the correct orientation for envelopes. If the Orientation settings are not disabled (grayed out) when you select envelopes, you must select the correct orientation in the software program print setup dialog box.

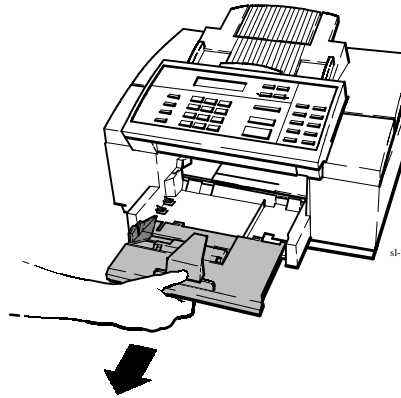
Select *Landscape* orientation for the HP OfficeJet printer.

Loading Envelopes

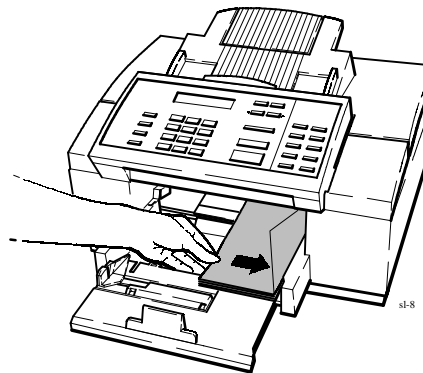
1. Remove the output tray and set it aside.



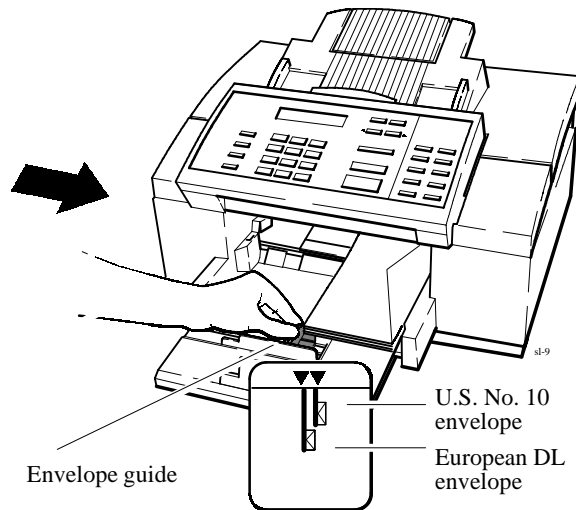
2. Pull the paper tray toward you slightly.
Remove the paper bridge and any paper currently loaded.



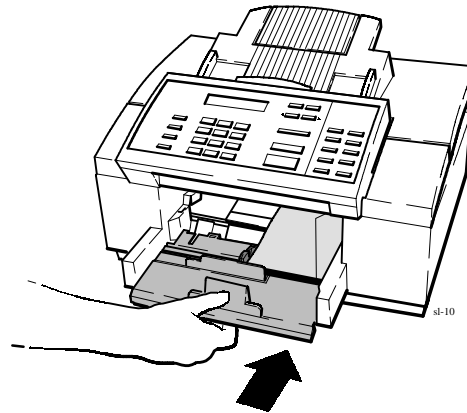
3. Load up to 20 envelopes flap up with the top edge aligned to the right side of the input tray, as shown.



4. Slide the green paper guide to the right until it's flush with the edge of the envelopes, and it snaps into place at the appropriate envelope setting. The envelope guide will pop up to keep the envelopes vertically aligned.

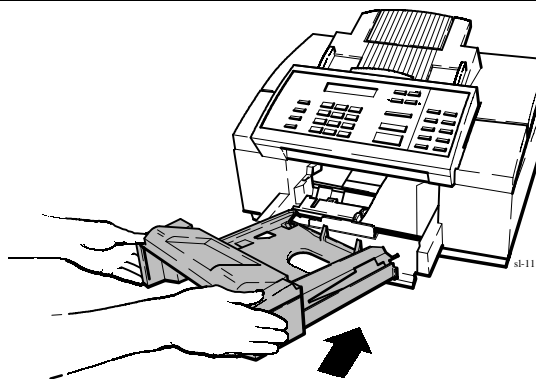


5. Close the paper tray gently until the envelope guide is flush with the envelopes. The paper tray does not close all the way. Don't force it or you may cause a paper jam.



6. Insert the output tray.

An "out of fax paper" error will display on the front panel card of the HP OfficeJet Manager, if it is open. Although the device is unable to detect the presence of envelopes even when properly loaded, it will print them.



5

Using the Front Panel

<u>Topic</u>	<u>Page</u>
When and How to Use the Front Panel	5-2
Using the Menu Buttons	5-3
Tutorial: Moving in the Menu System and Entering Words and Symbols	5-4
Using Send Fax Setup	5-7
Changing the Header for Your Outgoing Faxes	5-7
Printing Logs and Reports	5-7
Changing the Send Fax Quality	5-8
Adjusting the Contrast	5-8
Adjusting the Resolution	5-8
Changing the Loaded Paper Size	5-9
Using Speed Dial Setup	5-10
Inserting a Pause in a Speed Dial Number	5-10
Setting Up a Speed Dial Group	5-10
Controlling Sounds	5-11
Selecting Tone or Pulse Dialing Mode and Setting Automatic Redial	5-11
Using Receive Fax Setup	5-12
Changing the Receive Mode	5-12
Setting the Number of Rings to Answer, Setting Automatic Reduction, Setting Backup Reception, Enabling Silent Detect, Enabling Remote Service, Enabling Distinctive Ring	5-12
Scheduling a Fax	5-13
Controlling the Appearance of Your Printed Documents	5-13
Changing Copy Reduction	5-14
Clean the Print Cartridge	5-14

When and How to Use the Front Panel

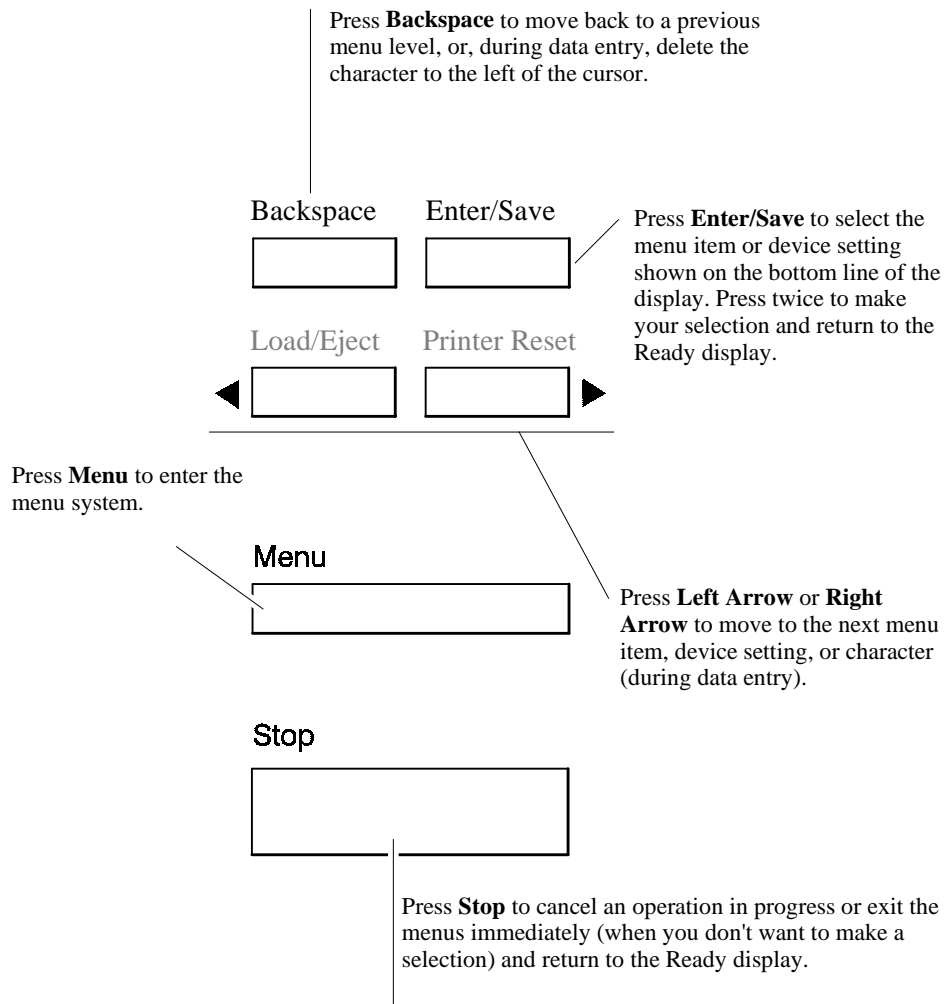
In this chapter, you will learn to modify device settings that control the management tasks of the HP OfficeJet, using the front panel buttons.

Menu maps are provided to step you through the procedures. They have been included in the same order and carry the same titles as the HP OfficeJet Manager menu options explained in chapter 1.

Use the front panel buttons only if you are unable to access the same menu options using the HP OfficeJet Manager software program.

Using the Menu Buttons

The figure below provides a quick overview of how to use the front panel buttons with the menu system.








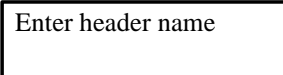


Tutorial: Moving in the Menu System and Entering Words and Symbols


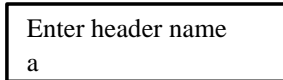

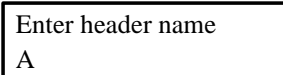
In this tutorial, you'll learn how to move through the menus and enter characters using the front panel buttons. The procedures for moving and making selections are the same for all menus.

For example, to enter the company name "Ab Co." into the fax header, follow the steps below.












Moving from one menu to another

<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
1. Press the Menu button to display the menu. "Time/Date, Header" is always the first menu displayed.		
2. Press Enter/Save to select "Time/Date, Header."		
3. Press Right Arrow to move to "Fax Header."		
4. Press Enter/Save to select "Fax Header."		

Entering Words and Symbols

1. To enter the first letter in Ab Co. , use the numeric keypad (note the letters ABC above the 2 button). To enter the first letter in Ab Co. , press 2 . Press 2 several times and you notice that the three letters above the 2 cycle through the lowercase, then uppercase letters.		
2. Press the 2 button multiple times until the "A" displays.		

(Continued on next page)

<u>Do this:</u>	<u>Using these buttons:</u>	<u>For this display:</u>
3. Press Right Arrow to move the blinking cursor one space to the right. (From now on, we will just show the Right Arrow button after the instruction for each letter of the company name.)		Enter header name A
4. Now press the 2 button multiple times until the lowercase "b" displays.	ABC  	Enter header name Ab
5. Press Space once to insert a space.	Space  	Enter header name Ab
6. Press the 2 button multiple times until the uppercase "C" displays.	ABC  	Enter header name Ab C
7. Press 6 multiple times until the lowercase "o" displays.	MNO  	Enter header name Ab Co
8. Press Symbols multiple times until the "." displays. (Notice the many other symbols you can enter as well: * - & . , / () ' = # @ _ !)	Symbols  	Enter header name Ab Co.

(Continued on next page)

Do this:

9. Press **Enter/Save** to save the name you entered ("Ab Co."). The display prompts you to enter your company's fax number. The numeric keypad will now enter numbers instead of letters.

10. Now, press **Enter/Save** again to return to the Ready menu.

Using these buttons:

Enter/Save


Enter/Save


For this display:

Enter header number

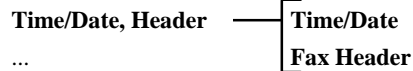
Ready
04-23-96 02:15 PM

Using Send Fax Setup

To change the header for your outgoing faxes, follow the menu map below. Remember, you can also change the header by selecting the same options from the **OfficeJet Setup/Send Fax Setup** menu in the HP OfficeJet Manager.

Changing the Header for Your Outgoing Faxes

Menu



Printing Logs and Reports

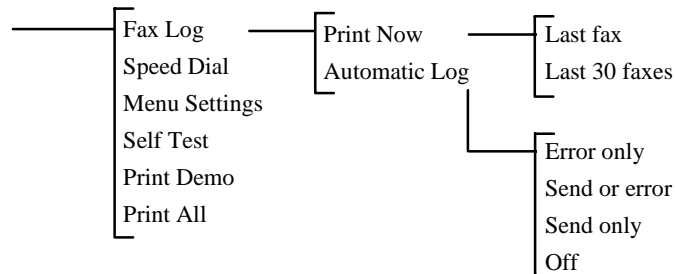
You can print logs and reports using the front panel buttons and following the steps shown in the menu map below. However, you can do the same thing by selecting the **Reports** menu from the HP OfficeJet Manager.

Menu

Time/Date, Header

Reports

...



Changing the Send Fax Quality

To modify the quality of outgoing faxes, follow the menu map below. Remember, you can also modify the quality of faxes by selecting the same options from the **OfficeJet Setup/Send Fax Quality** menu in the HP OfficeJet Manager.

Adjusting the Contrast

Menu

Time/Date, Header

Reports

Fax/Copy Contrast — [Normal
... [Lighten
Darken



Adjusting the Resolution

Press the front panel **Resolution** button to change resolution. Refer to chapter 2 to know which resolution settings to use in a given situation.

Changing the Loaded Paper Size

Follow the menu map below to change the size of paper, which you can also do by accessing the **OfficeJet Setup/Loaded Paper Size** menu in the HP OfficeJet Manager.

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

...

- Letter (8.5×11 in)
- A4 (210×297 mm)
- Legal (8.5×14 in)
- Exec (7.25×10.5 in)
- Envelopes

Using Speed Dial Setup

Follow the menu map below to set up speed dial numbers, which you can also do by accessing the **OfficeJet Setup/Speed Dial Setup** menu from the HP OfficeJet Manager.

Menu

Time/Date, Header

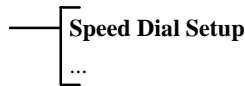
Reports

Fax/Copy Contrast

Paper Size

Fax Settings

...



Inserting a Pause in a Speed Dial Number

To insert a 2-second pause into a speed dial code, or while physically dialing a fax number, press the front panel **Redial/Pause** button. A dash (-) will display, indicating that the pause will occur at that point in the dialing sequence. You can enter up to six pauses in a row, for pauses totaling 12 seconds.

Setting Up a Speed Dial Group

Menu

Time/Date, Header

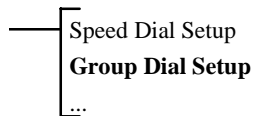
Reports

Fax/Copy Contrast

Paper Size

Fax Settings

...



Controlling Sounds

Follow the menu map below to set up the sounds, which you can also do by accessing the **OfficeJet Setup/Sounds** menu from the HP OfficeJet Manager.

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings

...

Speed Dial Setup

Group Dial Setup

Phone Setup

...

Rings to Answer

Ringer

Ring/Beep Volume

Buttons Beeps

...

Selecting Tone or Pulse Dialing Mode and Setting Automatic Redial

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings

...

Speed Dial Setup

Group Dial Setup

Phone Setup

...

Rings to Answer

Ringer

Ring/Beep Volume

Buttons Beeps

Dialing Mode

Auto Redial

...

Using Receive Fax Setup

Follow the menu map below to modify the receive fax setting, which you can also do by accessing the **OfficeJet Setup/Receive Fax Setup** menu from the HP OfficeJet Manager.



Changing the Receive Mode

Press the front panel **Receive Mode** button to change receive mode. Refer to the *Installation Guide* and chapter 1 to find out which receive mode to use for your configuration.

Setting the Number of Rings to Answer, Setting Automatic Reduction, Setting Backup Reception, Enabling Silent Detect, Enabling Remote Service, Enabling Distinctive Ring

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings

...

Speed Dial Setup

Group Dial Setup

Phone Setup

Send Fax Later

Polling Setup

Backup Reception

Silent Detect

Auto Reduction

Rings to Answer

Ringer

Ring/Beep Volume

Buttons Beeps

Dialing Mode

Auto Redial

Distinctive Ring

Remote Service

Scheduling a Fax

Follow the menu map below to set up the fax schedule, which you can also do by accessing the *Send Fax* dialog box from Eclipse FAX SE in chapter 3. Note, using the front panel setting, you can only defer sending a fax up to 24 hours. For more information, refer to "Sending a Fax from a Windows Application" in chapter 3 .

Menu

Time/Date, Header

Reports

Fax/Copy contrast

Paper Size

Fax Settings

Speed Dial Setup

Group Dial Setup

Phone Setup

Send Fax Later

...

Controlling the Appearance of Your Printed Documents

Follow the menu map below to modify the printer settings (only - and not the settings for faxes or copies), which you can also do by accessing the **OfficeJet/Printing Options (DOS)** menu from the HP OfficeJet Manager. Refer to chapter 1 for more information on these settings.

Menu

Time/Date, Header

Reports

Fax/Copy contrast

Paper Size

Fax Settings

Printer Settings

Character Set

Carriage Return

Perf Skip Mode

Text Scale Mode

...

Changing Copy Reduction

Follow the menu map below to reduce your copies, which you can also do by accessing the **OfficeJet Setup/Copy Reduction** menu from the HP OfficeJet Manager.

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings

Printer Settings

Copier Settings

— [**Copy Reduction**] —

100%

95%

90%

85%

80%

75% Legal-to-Letter

70%

Clean the Print Cartridge

Follow the menu map below for instructions on how to clean the print cartridge, which you can also do by accessing the **File/Clean Print Cartridge** menu from the HP OfficeJet Manager. Use the **Left Arrow** or **Right Arrow** button to move to *Clean Pen* in the front panel menu system.

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings

Printer Settings

Copier Settings

Clean Pen

6 Troubleshooting & Maintenance

<u>Topic</u>	<u>Page</u>
Troubleshooting	6-2
When you need help	6-2
Error Notification: Beeps, Blinking Light, Messages	6-8
Understanding the Displayed Messages	6-9
Solving Problems While Printing, Faxing, or Copying ..	6-21
Maintaining Your HP OfficeJet	6-28
Changing the Print Cartridge	6-29

Troubleshooting

In this chapter, you'll learn how to diagnose and solve problems, change the print cartridge, and understand the meanings of displayed messages.

When you need help

1. Review this "Troubleshooting" section for problem-solving information.

The *fastest* way to solve most problems is to take the corrective steps outlined in this section.

2. Make sure you are operating your HP OfficeJet in the correct environment.

The HP OfficeJet is not supported with roll-over phone systems (such as the automatic answering systems often used in large companies), voicemail, call waiting, and other advanced features provided by your phone company.

3. Gather some basic information first if you plan to call HP for help.

If you suspect that your HP OfficeJet will have to be returned or exchanged, have the following information readily available before you contact HP or your dealer:

- Product name and serial number (printed on the back of the HP OfficeJet)
- Description of problem, including any error messages that were displayed
- Purchase date and proof of purchase
- A valid credit card or purchase order number (required for HP's Express Exchange)

4. Call your dealer or the HP Customer Support Center.

If you are unable to resolve your problem after reviewing this chapter, either contact our dealer or the HP Customer Support Center for further assistance. An HP Customer Support representative will work with you to quickly determine and solve any problems you may have, and let you know whether repair is necessary.

About the warranty: Hewlett-Packard guarantees the HP OfficeJet against defects in materials and workmanship for one year. During the warranty period, HP will, at its option, either repair or replace defective products. For further details about the warranty and its exclusions and limitations, refer to the "Warranty Information" in chapter 7.

If repair is needed during the warranty period, the HP Customer Support representative will explain the various repair options available. In most cases, you should receive a replacement HP OfficeJet within 24 hours of your call.

CAUTION

To avoid printing problems and ink spillage, please remove the print cartridge *before* repackaging and shipping the HP OfficeJet.

Whom to call if you're in the United States:

U.S. Customer Resources

Organization	Telephone Number	Support Provided	Hours of Operation
Local Support	(800) 243-9816 Press 1	Help in locating nearest HP authorized dealer	24 hours per day 7 days per week
HP Audio Tips (24-hour automated support service)	(800) 333-1917 Press 3	Pre-recorded help messages for common questions and information on other HP customer resources	24 hours per day 7 days per week
HP FIRST Fax (24-hour automated support service)	(800) 333-1917	Detailed product support information on common software applications and troubleshooting tips (all sent by facsimile)	24 hours per day 7 days per week
HP Download Service (real time access over modem)	(208) 344-1691	Electronic download of HP product information, troubleshooting hints and updated HP printer driver information	24 hours per day 7 days per week

U.S. Customer Resources

Organization	Telephone Number	Support Provided	Hours of Operation
CompuServe	(800) 524-3388 (Must be a subscriber. Ask for agent #51. CompuServe connect charges apply to caller)	Interactive dialog with worldwide HP customer community for the exchange of information	24 hours per day 7 days per week
Internet (HP ftp site)	ftp address: ftp://ftp.hp.com/html/officejet.html#software	Information on products, printer drivers and support for anyone with ftp access to the Internet	24 hours per day 7 days per week
Printer drivers by mail	(303) 339-7009	Printer drivers may be obtained by contacting the software application manufacturer, however, HP distributes some of the most popular software applications	24 hours per day 6 days per week, closed Sundays
HP Customer Information Center	(800) 752-0900	Ordering of User's guides, technical reference guides and other literature	6:00 am - 5:00 pm PST weekdays
HP Direct	(800) 538-8787	Customer-orderable supplies and accessories, except documentation	6:00 am - 5:00 pm PST weekdays
HP North American Response Center	(800) 633-3600	HP service contract information	7:00 am - 6:00 pm PST weekdays
Post Warranty Support (fee-based support)	(900) 555-1500 (\$2.50 per minute U.S. Charges start only when you connect with a support technician) or 800 999-1148 (\$25.00 fee per call U.S., Visa or MasterCard) (prices subject to change without notice)	Post warranty assistance on product questions and the most common software applications	7:00 am - 6:00 pm MST Mon, Tu, Th, Fri 7:00 am - 4:00 pm MST Wed
HP Customer Support Center	(208) 323-2551	Technical assistance with setup, operation, repair information and exchange program information	6:00 am - 10:00 pm MST weekdays 9:00 am - 4:00 pm MST Saturday

Whom to call if you're in Canada:**Canadian Customer Resources**

Organization	Telephone Number	Support Provided	Hours of Operation
HP Direct	From Toronto: 1 (905) 206-4745 From rest of Canada: 1 (800) 387-3154	Ordering of supplies and accessories	8:00 am - 6:00 pm EST Weekdays
HP Audio Tips (24-hour automated support service)	1 (800) 333-1917 Press 2 for audio tips	Pre-recorded help messages for common questions and information on other HP customer resources	24 hours per day 7 days per week
HP FIRST Fax (24-hour automated support service)	1 (800) 333-1917 Press 1 for faxed tips	Detailed product support information on common software applications and troubleshooting tips (all sent by facsimile)	24 hours per day 7 days per week
HP Download Service (real time access over modem, setting=N,8,1)	(208) 344-1691	Electronic download of HP product information, troubleshooting hints and updated HP printer driver information	24 hours per day 7 days per week

Canadian Customer Resources

Organization	Telephone Number	Support Provided	Hours of Operation
CompuServe To become a subscriber, call 1 (800) 524-3388 and ask for agent #51	Log on and at the prompt, type GO HPPER CompuServe connect charges apply to caller)	Interactive dialog with worldwide HP customer community for the exchange of information	24 hours per day 7 days per week
Internet (HP ftp site)	ftp address: ftp://ftp.hp.com/html/officejet.html#software	Information on products, printer drivers and support for anyone with ftp access to the Internet	24 hours per day 7 days per week
HP Canada Customer Support Center	Quebec/Eastern Canada: 1 (800) 361-9790 Ontario/Western Canada: 1 (800) 268-1221	Assistance with repair and exchange program information	8:00 am - 8:00 pm EST Weekdays
HP Canada Customer Information Center	5150 Spectrum Way Mississauga, Ontario L4W 5G1 1 (800) 387-3867	<ul style="list-style-type: none"> • Mailing address for correspondence • Pre-sales product information • Help in locating nearest HP-authorized dealer. 	8:30 am - 5:00 pm Weekdays
Obsolete Product Support (fee-based support)	1 (800) 999-1148 (\$25.00 fee per call U.S., Visa or MasterCard)	Post warranty assistance on product questions and the most common software applications	7:00 am - 6:00 pm MST Mon, Tu, Th, Fri 7:00 am - 4:00 pm MST Wed

Error Notification: Beeps, Blinking Light, Messages

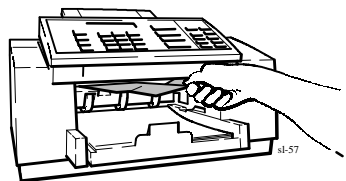
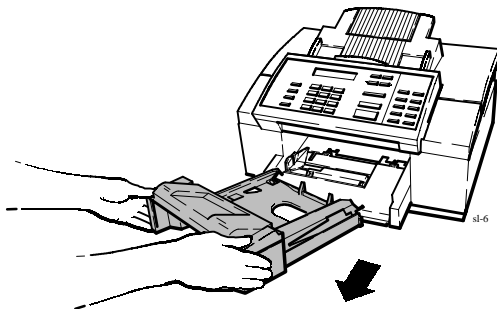
The HP OfficeJet notifies you with sound (beeps), a blinking **See Display** light, and a message under the following conditions.

For this error condition:	Here's how you'll be notified:
<p><i>An incorrect button was pressed.</i> You pressed a button with a function that wasn't available at that time. (Example: You can't use the Menu button while sending a fax.)</p>	<p>Three short beeps.</p>
<p><i>An error interrupted an activity in progress.</i> An error occurred, which interrupted or cancelled the current activity. (Example: If you lift the top of the front panel while sending a fax, the fax will be cancelled.) You may need to take some action to clear the error before continuing to use the HP OfficeJet. Look up the displayed message in the following section for more information.</p>	<p>Nine short beeps. The front panel See Display light blinks on and off. An error message is displayed that describes the problem and tells you how to solve it, if applicable.</p>
<p><i>A serious internal problem was detected.</i> A serious problem with the internal mechanical or electronic components has been detected. Service is required.</p>	<p>Nine short beeps. The front panel See Display light blinks on and off. A "SYSTEM ERROR" message is displayed, along with a three-digit code. (You can look up this message in the "Understanding the Displayed Messages" section next in this chapter.) Please record this code before calling for service.</p>

Understanding the Displayed Messages

The following front panel messages are listed *alphabetically* for easy reference.

This message:	Has this meaning:	And requires this action:
<i>nn pages sent</i> Poor Quality	The fax you just sent may contain poor print quality, caused by problems with the phone line.	Contact the receiver and verify quality, or resend the fax.
Add paper <i>then press START</i>	You are printing and the paper tray is empty.	Load paper for your print job, then press the Start/Copy button. If paper is already loaded in the paper tray when you get this message, remove it. (Also check for any partially-loaded sheets and remove them, too.) Discard any damaged or curled sheets from the stack, then reload the stack and press Start/Copy .
Cancel pending fax? <i>1=Yes 2=No</i>	You pressed Stop while the HP OfficeJet was waiting to redial, to send a memory-stored fax.	Press 1 to cancel the memory-stored fax. Press 2 to continue redialing the memory-stored fax.
Clear print jam <i>then press START</i>	A piece of paper has jammed inside the printer mechanism.	Remove the output tray and pull out all wrinkled or torn pieces of paper from the paper path. Also remove wrinkled or torn pieces of paper from the paper tray. Replace the output tray and press the Start/Copy button when the jam has been cleared.



This message:

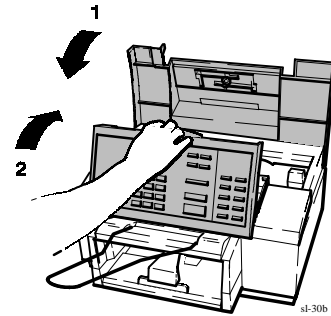
Close cover

Has this meaning:

The front panel is open, the top cover is open, or both are open.

And requires this action:

First close the top cover, then press down on the front panel until it snaps into place.



Copy cancelled

You pressed the **Stop** button while copying was in progress.

No action is required.

Delayed fax pending

You have already scheduled a delayed fax. Only one delayed fax can be scheduled at a time.

Wait until after the delayed fax has been sent, then set up the next one. If you want to cancel the first delayed fax instead, select **Send Fax Later**, then select **Cancel Send**.

Delete this fax?
1=Yes 2=No

You pressed the **Stop** button while a fax was being received or printed.

Press **1** to stop receiving and delete the fax, or press **2** to continue receiving and printing the fax.

Fax cancelled (fax number)

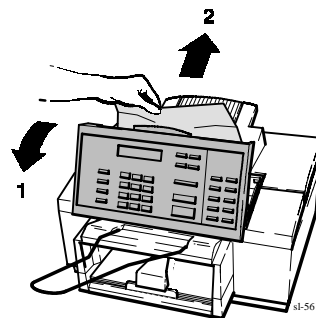
The bottom line displays the fax number you were sending to or receiving from when the fax was cancelled. The fax could have been cancelled because of one of the following:
1) You pressed the **Stop** button.
2) You lifted the front panel.
3) You removed the document while it was being scanned.
4) The document jammed while it was being scanned.

If you intentionally cancelled the fax, no action is required. If not, you should resend the entire document. Note: It's possible that part of your document was successfully transmitted, but if you are unable to check with the person you were sending to, resend the entire document.

This message:	Has this meaning:	And requires this action:
<i>Fax failed from (fax number)</i>	A communication error between your HP OfficeJet and the sending fax machine resulted in a failed transmission. The fax number of the sending fax machine is displayed on the bottom line.	No action is required. If you know who might have been sending the fax, contact them and ask them to resend it. Failed transmissions are most often caused by noise on the telephone line.
<i>Fax failed from (unknown)</i>	A communication error between your HP OfficeJet and the sending fax machine resulted in a failed transmission. The fax number of the sending fax machine is unknown.	No action is required. If you know who might have been sending the fax, contact them and ask them to resend it. Failed transmissions are most often caused by noise on the telephone line.
<i>Fax in memory</i>	One or more incoming faxes were stored in memory while the HP OfficeJet was either out of paper, out of ink, or the wrong paper size was loaded. This message is displayed alternately with the error message telling you what needs to be corrected.	Read the message that alternates with this one (e.g., "Out of paper for fax/copy"). Correct the indicated problem.
<i>Fax in memory Memory full</i>	One or more incoming faxes were stored in memory and filled the memory to capacity while the HP OfficeJet was either out of paper, out of ink, or the wrong paper size was loaded. This message is displayed alternately with the error message telling you what needs to be corrected.	Read the message that alternates with this one (e.g., "Out of ink, Replace pen"). Correct the indicated problem. The HP OfficeJet cannot receive any more faxes until the problem is corrected and the memory-stored faxes are printed.
<i>Fax in memory press START</i>	A fax was stored in memory while the HP OfficeJet was not ready to print (out of paper, out of ink, wrong paper size loaded, or printer busy), but the problem has now been corrected.	Press the Start/Copy button to print the fax stored in memory.

This message:	Has this meaning:	And requires this action:
<i>Fax poll failed</i>	The HP OfficeJet tried to poll another fax machine. The poll failed because there was no answer, the line was busy, or the other fax machine was not ready to be polled.	Check with the sender to make sure his/her machine is ready to be polled and to verify the fax number. Then set up to poll again. Refer to "Asking to Receive a Fax from Another Fax Machine (Polling)" in chapter 2 for more information.
<i>Fax printing disabled</i>	The HP OfficeJet is out of ink. Incoming faxes will be received to memory until the print cartridge is replaced.	Replace the print cartridge.
<i>Fax reception disabled</i>	The HP OfficeJet is unable to receive faxes due to one of the following error conditions: the print cartridge is out of ink or not installed, paper has jammed during printing, you're out of paper, the wrong paper size is loaded for fax reception, or the memory is full.	Read the message that alternates with this one, then correct the error it describes.
<i>Fax send failed No dial tone</i>	You tried to send a fax, but your telephone line is not operational.	Check your telephone line connections to the wall jack and to the HP OfficeJet. Try again.
<i>Fax send failed No document</i>	This message is displayed when there's an error with a fax you scheduled using the Send Fax Later feature. It indicates that there was no document in the fax loading tray at the time the fax was scheduled to be sent.	Send your fax as desired: either reschedule the fax using the Send Fax Later feature, or send the fax manually.
<i>Fax send failed Try again</i>	You tried to send a fax, but some kind of communication error occurred before the fax data could be transmitted.	Try sending your fax again. The fax machine you're sending to may not be ready to receive faxes. Try contacting someone at the receiving location.
<i>Fax to each number separately</i>	The HP OfficeJet tried to store a document in memory before sending it to a group of fax numbers. There was not enough memory to store the document.	You must send the fax to each fax number separately.

This message:	Has this meaning:	And requires this action:
<i>Load document before Start Time</i>	You scheduled a fax using the Send Fax Later feature and chose to send it directly from the fax loading tray.	Load the document in the fax loading tray before the scheduled start time. In the meantime, you can send faxes as you normally would.
<i>Memory full Press START</i>	You are in the middle of making multiple copies of a document and the memory is full.	Press the Start/Copy button. The HP OfficeJet will make a single copy of your document.
<i>Memory full Press STOP</i>	The HP OfficeJet tried to store a document into memory before faxing it to multiple locations or at a future time. Either there's a received fax in memory waiting for an error condition to be corrected before it can be printed, or this document is too large to fit into the memory of the HP OfficeJet.	Press the Stop button. If there's an error condition to correct, it will be displayed. If no error message is displayed, you can assume that this document is too large to fit into memory and you will need to send it to one location at a time.
<i>Open cover Clear copy jam</i>	The document you loaded for copying was either loaded improperly or jammed while being scanned.	<p>If the document is not jammed, remove it and reload it.</p> <p>If the document is jammed, open the top of the front panel (pull the top ledge toward you) and remove the document. Close the front panel by pressing it down firmly until it snaps into place. Reload the document.</p>



This message:	Has this meaning:	And requires this action:
<i>Open cover</i> <i>Clear fax jam</i>	The document you loaded for faxing was either loaded improperly or jammed while being scanned.	<p>If the document is <i>not</i> jammed, remove it and reload it.</p> <p>If the document is jammed, open the top of the front panel (pull the top ledge toward you) and remove the document. (See the illustration for the previous message.) Close the front panel by pressing it down firmly until it snaps into place. Reload the document.</p>
<i>Open cover</i> <i>Load pen</i>	No print cartridge is loaded in the HP OfficeJet.	<p>Load a print cartridge using the instructions in "Changing the Print Cartridge" later in this chapter.</p> <p>Note: If you get this message after recently installing a print cartridge, try removing it and reloading it. Make sure you have removed both pieces of tape from the print cartridge and there is no excessive adhesive left on the side of the cartridge. Also, make sure you have pushed the print cartridge fully forward in the carriage.</p>
<i>Out of ink</i> <i>Replace pen</i>	<p>The print cartridge in the HP OfficeJet is out of ink.</p> <p>If you have the Backup Reception feature turned on in the menu (On is the factory setting), your incoming faxes will be stored in memory until you replace the print cartridge. You can continue to print from your PC for a while, but your print quality may suffer and, eventually, you will get blank pages.</p>	<p>Replace the print cartridge as soon as possible using the instructions in "Changing the Print Cartridge" later in this chapter.</p> <p>If the memory fills to capacity before you replace the print cartridge, the HP OfficeJet won't be able to receive faxes and the "Fax reception disabled" message will be displayed, alternately, with this message.</p> <p>Note: If you get this message after recently installing a print cartridge, try removing it and reloading it. Make sure that you have removed both pieces of tape from the print cartridge. And make sure you have pushed the print cartridge fully forward in the carriage.</p>

This message:	Has this meaning:	And requires this action:
<i>Out of paper for fax/copy</i>	<p>The HP OfficeJet has attempted to print a received fax or make a copy and one of these conditions exists:</p> <ol style="list-style-type: none"> 1) The paper tray is empty or envelopes are loaded. 2) The wrong paper size is loaded for receiving faxes, making copies, and printing reports from the menu. 3) The paper loaded in the paper tray is buckled (not flat), so the HP OfficeJet can't pick it correctly. 	<p>Received faxes and copies can only be printed on Letter-, A4-, or Legal-size paper, which you should load into the paper tray using the instructions in "Choosing Media" in chapter 4. Make sure the paper lays flat in the paper tray.</p>
<i>Paper load failed</i> <i>Press START</i>	<p>The HP OfficeJet has failed to pick a piece of paper from the paper tray.</p>	<p>Press the Start/Copy button. If paper is picked correctly, the message will not be displayed again, and you can continue to use the HP OfficeJet normally.</p> <p>If the message reappears, remove the stack of paper from the paper tray, straighten it, and reload it.</p>
<i>Poll cancelled</i>	<p>You pressed Stop after setting up a document to be polled. Your to-be-polled setup has been cancelled.</p>	<p>No action is required.</p>
<i>Press START to send</i> <i>Group full</i>	<p>You have entered the limit, 10 fax numbers, while sending to a group of fax numbers (broadcasting).</p>	<p>Press the Start/Copy to begin sending the fax to your group.</p>
<i>Printer busy</i>	<p>The printer is in the middle of printing a file from your PC, so it is temporarily unavailable for other types of printing.</p>	<p>Wait for the print job to finish before starting another operation that requires printing (such as copying or printing reports).</p>
<i>Printing. . .</i> <i>(Date and Time)</i>	<p>The HP OfficeJet is printing a file from your PC.</p>	<p>No action is required. You may send a fax while printing, if desired. Received faxes will be stored in memory, then printed when your print job is complete.</p>

This message:	Has this meaning:	And requires this action:
<i>Printing . . . Waiting for data</i>	The printer has paused to wait for further print data.	Usually, no action is required. However, if you are waiting for the <i>last page</i> of your print job at the time you see this message, press Load/Eject to eject the last page.
<i>Ready Out of fax paper</i>	Either there is no paper loaded in the paper tray, or envelopes are loaded.	If you are printing envelopes and have the correct media size selected in your software, you may continue. If you want to print received faxes, make copies, or print reports from the menu, Load Letter-, A4-, or Legal-size paper into the paper tray, using the instructions in "Choosing Media" in chapter 4.
<i>Redial pending Try again later</i>	You tried to send a fax from the fax loading tray while a memory-stored fax was waiting to redial (sending to a group or sending a delayed fax).	Wait until the memory-stored fax has been sent before sending a fax from the fax loading tray.
<i>Remove document and reload</i>	The HP OfficeJet was unable to load the document you placed into the fax loading tray.	Remove the document from the fax loading tray, straighten the stack, and reload it.
<i>Removing document</i>	A document is being ejected from the fax loading tray after you cancelled a fax or a copy, or after the power was lost during scanning.	No action is required. If you don't want to wait while each page is ejected, open the front panel and remove the document yourself. Then close the front panel.
<i>Report cancelled</i>	You pressed the Stop button while a report was being printed.	No action is required.
<i>Report in memory press START</i>	The HP OfficeJet stored an automatic report in memory while the paper tray was empty.	Press Start/Copy to begin printing the report.
<i>Self test (Please wait)</i>	Each time the power is turned on, the HP OfficeJet tests itself to make sure it's in good working order. If it finds a problem, an error message will be displayed.	Wait for a few seconds for this message to clear before using the HP OfficeJet. If a "SYSTEM ERROR" message is displayed, advising you to call for service, please record the 3-digit error number before calling.

This message:	Has this meaning:	And requires this action:
<i>Store fax now?</i> <i>1=Yes 2=No</i>	While scheduling a fax, you are prompted to 1) store the document in memory for sending later, or 2) place the document in the fax loading tray until the designated start time.	If you want to store the fax in memory until the start time, press 1 . If you don't want to use up the memory, or if you don't think your document will fit into memory, press 2 and place your document in the fax loading tray before the start time.
<i>Stored data lost</i> <i>Call for service</i>	Settings that were stored are lost. All settings are returned to the factory defaults.	You can continue to use your HP OfficeJet, but the battery may be discharged. You should call for service at your convenience. See "Whom to call " earlier in this chapter.
<i>Stored data lost</i> <i>Check Settings</i>	Settings that were stored are lost. All settings are returned to the factory defaults.	You can continue to use your HP OfficeJet, but you should call for service at your convenience. See "Whom to call if you're in the United States" or "Whom to call" earlier in this chapter.
<i>Storing . . .</i> <i>Memory used: xx%</i>	You are storing a document in memory to be faxed later, or to be sent to a group of fax numbers. The bottom line shows you how much of the memory is being used to store the document. A total of about 24 pages (400 KB) of memory is available for faxing and copying.	Wait until the storing is complete, to make sure your document will fit into the available memory. If your document is too large for the available memory, a message will tell you what to do next.

This message:

SYSTEM ERROR
nnn
Call for service

Has this meaning:

A very serious error has occurred that requires servicing.

And requires this action:

Record the error number, then do one of the following:

If the error number begins with "1": Turn off the power, then turn it on again. If the error message is gone, you may be able to continue using the HP OfficeJet. But if the error message remains, contact HP's Customer Support Center to service your device.* It cannot be used until it is serviced.

If the error number begins with "2": Contact HP's Customer Support Center to service your HP OfficeJet.* There's a problem with the scanning device, so you won't be able to reliably send faxes or make copies. However, you will continue to be able to receive faxes, print files from your PC, and print reports. Press **Stop** to clear the error message.

If the error number begins with "3": Contact HP's Customer Support Center to service your HP OfficeJet.* There's a problem with the internal part that controls fax transmissions, so you won't be able to send or receive faxes. However, you will be able to make copies, print files from your PC, and print reports. Press **Stop** to clear the error message.

* Refer to "Getting Help" earlier in this chapter for the appropriate phone number.

This message:

SYSTEM ERROR
nnn
Turn power off/on

Has this meaning:

A serious error has occurred that may require servicing. In some cases the error can be cleared by turning off the power, then turning it on again.

And requires this action:

Turn the power off, then turn it on again. If the message is no longer displayed, the problem has been solved and you can continue using your HP OfficeJet normally.

If the message continues to be displayed after powering off and on, there's an internal problem that requires servicing. Please record the 3-digit error number in the message, then contact HP's Customer Support Center to service your HP OfficeJet. Refer to "Getting Help" previously in this chapter for the appropriate phone number.

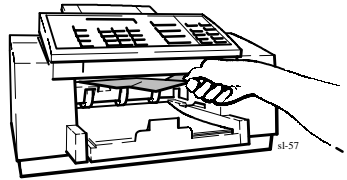
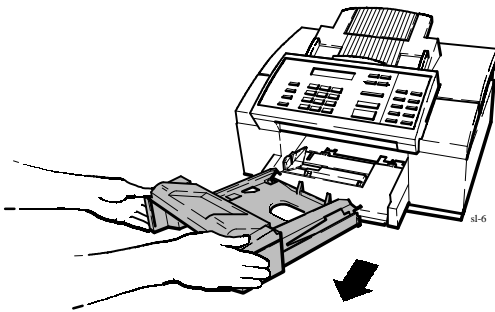
Turn power off
Clear print jam

A serious print jam has occurred.

Turn off the power to the HP OfficeJet. Remove the output tray and pull out all wrinkled or torn pieces of paper from the paper path. Also remove wrinkled or torn pieces of paper from the paper tray. Next, replace the output tray and turn on the power.

If this message is displayed frequently, contact HP's Customer Support Center for help.

CAUTION: Any faxes stored in memory will be deleted when you turn the power off.



This message:

Waiting for poll

Has this meaning:

You have set up a document to be polled from the fax loading tray.

And requires this action:

No action is required. If you need to send a fax or make a copy, you can remove the document temporarily, then replace it when you are done. Refer to "Sending a Fax to Another Fax Machine Upon Request (Being Polled)" in chapter 2 for more information.

*Waiting to dial
(fax number)*

The HP OfficeJet has tried to dial the displayed fax number, but the phone line is already in use. It could be in use by a received fax because the phone is ringing or off the hook.

No action is required. The HP OfficeJet will wait until the phone line is free, then dial the fax number.

Solving Problems While Printing, Faxing, or Copying

This section describes how to solve problems you might encounter while using the HP OfficeJet.

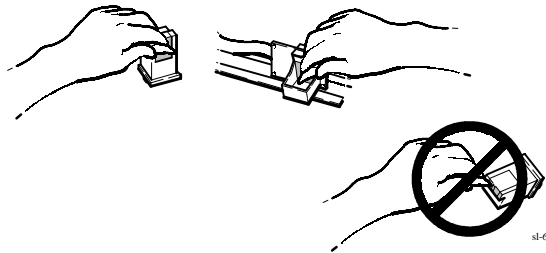
Symptom:	Cause:	Solution:
<i>Lines or dots are missing from the characters in the printout.</i>	The connection between the print cartridge and cradle is intermittent.	Remove the print cartridge and reinstall it. Try printing again. You may need to repeat this before the ink resumes a continuous flow.

OR

The copper contacts of the print cartridge are dirty.

OR

1. Remove the print cartridge. (For help, see the instructions in "Changing the Print Cartridge" later in this chapter.) Use a lint-free damp cloth to gently clean the copper contacts on the print cartridge and the print cartridge cradle.



2. Reinstall the print cartridge and try printing again. If the print quality remains poor after cleaning the contacts, clean the ink nozzles as described for the next symptom in this table.

Symptom:

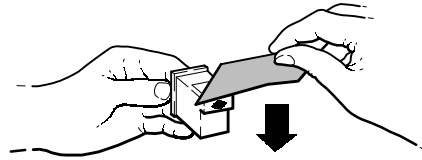
The print cartridge has dried ink on the "nose."

Cause:

The ink nozzles of the print cartridge are clogged.

Solution:

1. Press the Clean Pen button and wait about 15 seconds while the ink nozzles are cleaned automatically. Then print the Self Test report (see instructions in chapter 2). Check the two print cartridge test patterns in the Self Test report. If the diagonal line has white gaps in it, or if the area fill has horizontal white lines in it, continue with step 2; otherwise, stop here and continue printing normally.
2. Remove the print cartridge. (For help, see the instructions in "Changing the Print Cartridge" later in this chapter.) Hold the print cartridge by the green top with the "nose" pointed toward your waste can. Use an index card or other rigid paper to scrape the dried ink from the nozzles into the waste can (see illustration below). Then use a lint-free damp cloth to gently clean the ink nozzles. Reinstall the print cartridge and print the Self Test report again. Check for white gaps and white lines again. If you find any, continue with step 3; otherwise, stop here and continue printing normally.



sl-62

Symptom:	Cause:	Solution:
		<p>3. Remove the print cartridge. Hold the print cartridge by the green top with the "nose" pointed upward. Place two drops of clean water on the gold rectangle on the "nose" of the print cartridge. After 60 seconds, gently remove the water from the print cartridge with a lint-free damp cloth. Then reinstall the print cartridge and try printing again. You may need to print a few pages before the ink resumes a continuous flow.</p> <p>CAUTION: Do not clean the print cartridge unnecessarily; it will shorten the life of the print cartridge.</p> <p>4. If the print quality remains poor, install a new print cartridge. If the problem persists, see "Getting Help" earlier in this chapter.</p>
<p><i>I think the nozzles on my print cartridge are clogged.</i></p>		<p>Use the instructions in the previous symptom, "Print cartridge has dried ink on the "nose."</p>
<p><i>The last page of my file wasn't printed.</i></p>	<p>The HP OfficeJet is waiting to see if there is more data coming before releasing the last page.</p>	<p>Press the Load/Eject button <i>or</i> wait for a few minutes and your last page will be released. After five minutes has passed and the HP OfficeJet has not received any more data, the last page of your file will be printed.</p>
<p><i>Parts of my documents are being clipped when I print from my Windows application.</i></p>	<p>The Windows driver for the HP OfficeJet has a minimum top margin of 0.33 in. (8.4 mm) and a minimum bottom margin of 0.67 in. (17 mm).</p>	<p>Before you print your document, make sure the entire document is visible in the "Print Preview" of your Windows application. You may need to increase the bottom margin setting for your footer (e.g. from 0.5" to 0.7").</p>

Symptom:	Cause:	Solution:
----------	--------	-----------

I can't get the font size I want when printing from my DOS application.

The HP OfficeJet does not support the use of font cartridges.

Some DOS application printer drivers require that certain font styles are resident on the printer. The HP OfficeJet has various internal fonts available but cannot use additional fonts provided by HP DeskJet font cartridges. You must reformat your document using one of the internal fonts available in the HP OfficeJet.

My phone call is cut off when I try to make a copy.

If you are talking on a phone attached directly to the HP OfficeJet and you press the **Start/Copy** button, the HP OfficeJet assumes that you are sending a fax.

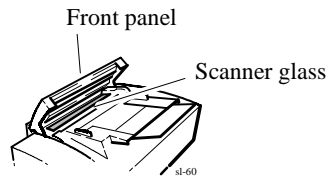
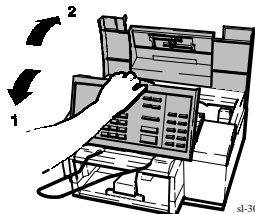
To resume your telephone conversation, press the **Stop** button.
Note: You cannot make copies while talking on a phone attached directly to the HP OfficeJet.

There are dark streaks or lines on copies or on faxes sent from the HP OfficeJet.

The scanner glass may be dirty.

Apply some glass cleaner to a soft, lint-free cloth, then gently wipe the scanner glass clean.

Here's how to locate the scanner glass: Open the front panel by pulling the top ledge toward you, then open the top cover. Look inside the front panel for a glass strip that's about 3/4-inch (1.9 cm) wide and 9 inches (23 cm) long.



The date on the front panel display is incorrect. It says, "Nov-22-93 06:30 PM."

The battery inside the HP OfficeJet has failed, causing all of the menu features to revert to their factory settings.

Settings that contained alphabetic and numeric characters you entered (such as header name and number, speed dial names and numbers, etc.) have been erased.

You can continue to operate your HP OfficeJet without the battery. However, if you re-enter the menu settings and then turn off the power, the settings will be erased again.

If you want a new battery, it can only be replaced by HP's Customer Support Center. Record this message, then contact the Technical Support Center. Refer to "Getting Help" earlier in this chapter for the appropriate phone number.

Symptom:	Cause:	Solution:
<i>Some of my menu settings seem to have reverted to their factory values without my changing them.</i>	An internal error has caused some or all of the menu features to revert to their factory settings.	Print the Self Test report and check the Current Settings column to find out which menu settings have reverted to the factory settings. Change the settings and re-enter data as appropriate. For instructions on how to print the Self Test report, see chapter 1.
<i>I can't receive a fax from my extension phones.</i>	Your Receive Mode is not set correctly.	To be able to receive faxes from extension phones, change your setup to Auto .
<i>Incoming calls aren't being answered.</i>	The Distinctive Ring feature may be turned on when the service is not available in your area or you have not subscribed to it.	Turn off the Distinctive Ring feature and request the fax be sent again.
<i>Items on the HP OfficeJet Manager menu bar are grayed and the "Device Not Connected" error displays.</i>	The HP OfficeJet is not properly connected.	If this happens after a first-time installation ... Verify that the device is turned on and the cable is properly connected. Verify that your cable is good. Verify that your LPT port allows bi-directional communication. If you've been using the HP OfficeJet Manager and this happens ... Verify that the device is turned on with the message "Ready" displayed, that the cable is securely connected at both ends, and that a data switch (if used) is set to the HP OfficeJet. Restart Windows and try again.
<i>The AutoPrompt blinks on and off on my PC screen even when I haven't loaded a document in the loading tray.</i>	The HP OfficeJet is probably connected to a parallel port being shared with another device. The HP OfficeJet requires continuous communication with the PC for the AutoPrompt to work correctly.	Buy an additional parallel port to support the other device. If you must share the parallel port between the HP OfficeJet and another device, do the following before switching away from the HP OfficeJet: <ol style="list-style-type: none">1. Complete all print, PC fax, and scan activities.2. Use the HP OfficeJet Manager to disable the AutoPrompt and PC faxing (refer to chapter 1).3. Close the HP OfficeJet Manager.

Symptom:	Cause:	Solution:
<i>I can print, scan, and change settings with the HP OfficeJet Manager, but PC fax either doesn't work or works strangely.</i>	You may have a different CAS installed. Only one CAS modem can be used on a PC.	Remove (delete) the software for the other CAS modem.
<i>The HP OfficeJet never answers a call.</i>	Distinctive Ring is set to on, but you don't have distinctive ringing service.	See chapter 1 for instructions on turning off Distinctive Ring.
<i>Eclipse Fax SE doesn't work on the PC.</i>	You may have previously installed a CAS fax modem that was not removed before Eclipse Fax SE was installed. Only one CAS modem can be used on a PC.	Remove (delete) the software for the other CAS modem.
<i>You get the message, "LPT1 is in use."</i>	The HP OfficeJet printer cannot access LPT1.	If you are using a data switch to run two printers from a single LPT port, make sure that all HP OfficeJet activities are complete, and the HP OfficeJet Manager and Eclipse FAX SE are closed, before switching to another printer.
<i>You get the message, "Printer not responding."</i>	Your HP OfficeJet is turned off or disconnected.	Turn your HP OfficeJet on by pressing the "I" on the On/Off switch located on the left side of the machine's base. Make sure that the interface cable is connected. (See "Connect the Interface Cable for Printing" in the Installation Guide). Click Reconnect . If your HP OfficeJet was previously able to connect to the device, check that the cable is securely connected at both ends, the device is turned on, and "Ready" is displayed on the front panel. Check that any data switch in use is set to connect to the HP OfficeJet. Then click Reconnect .
<i>Nothing happens when I try to print.</i>	If the HP OfficeJet printer doesn't respond when you try to print, it may be set to the wrong port.	Run the Windows front panel, select Printers , select the HP OfficeJet, then click the Connect button. Select the port that is connected to your device. <i>Do not select HP OfficeJet.</i> Click OK , close Printers and the front panel, and try printing again. If you still cannot connect: <ol style="list-style-type: none"> 1. Close the HP OfficeJet Manager. 2. Exit Windows. 3. Turn the machine off, then back on. 4. Restart Windows. 5. Restart the HP OfficeJet Manager. If your HP OfficeJet has never connected to the device, you may be using a cable, data switch, or centronics port that does not support bi-directional communications.

Symptom:	Cause:	Solution:
<i>PC faxes quit during sending.</i>	It is possible that your PC is overloaded with activity like sending more than one fax at a time, or starting applications that take a long time.	Try to reduce the activity on your PC while faxes are being sent or received.
<i>Faxes routed to the PC are printed instead.</i>	If your PC is too busy, faxes are printed on receipt.	The HP OfficeJet Manager may have lost the connection to the device. Open the front cover and make sure that the HP OfficeJet Manager says "Close Cover." If not, check the cable connection to the device. If the cable seems OK, close, then restart the HP OfficeJet Manager.

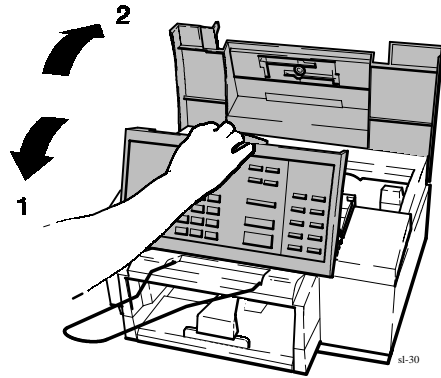
Maintaining Your HP OfficeJet

Use these guidelines to keep your HP OfficeJet in the best possible operating condition:

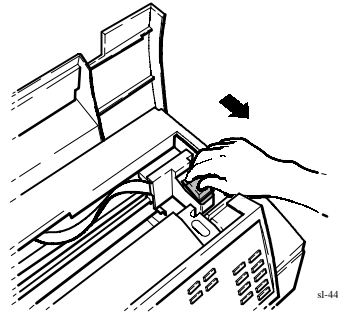
- Print cartridges dry out and may become unusable when exposed to air, so:
 - a) Keep the print cartridge in the print cartridge cradle at all times.
 - b) Keep new print cartridges in their sealed packages at room temperature until you are ready to use them.
 - c) Do not turn off the HP OfficeJet before printing is complete.
- Use a soft cloth moistened with water to wipe dust, smudges, and stains off of the HP OfficeJet's exterior case.
- The inside of the HP OfficeJet does not require cleaning. Keep fluids away from the interior of the HP OfficeJet.

Changing the Print Cartridge

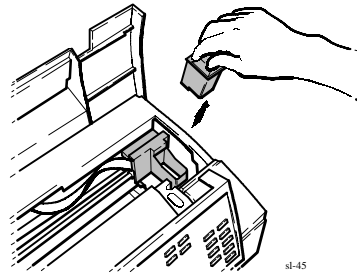
1. Open the front panel, then the top cover.



-
2. Pull the print cartridge toward you until it releases and snaps forward.

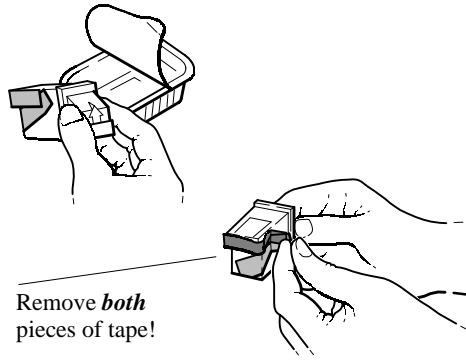


-
3. Lift the print cartridge out of its cradle.

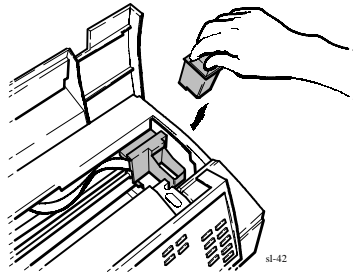


4. Open the print cartridge box and container, then grasp the print cartridge by the green top and remove the cartridge from the container. Gently remove **both** pieces of tape (blue and white) covering the ink nozzles and vent hole.

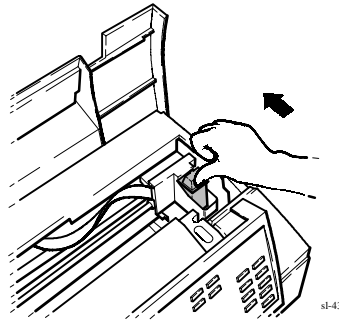
CAUTIONS: 1) If you don't remove the white tape, you deplete the ink in the cartridge prematurely. 2) Be careful not to touch the ink nozzles or the copper contacts. Fingerprints may damage them.



5. Place the print cartridge down into the cradle as shown. Align the green arrow on the cartridge top with the green dot on top of the cradle.

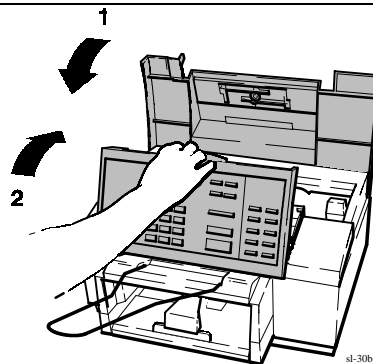


6. Push the green arrow toward the green dot until the cartridge **snaps** into place.



7. Close the top cover, then close the front panel.

Be sure to close the front panel **firmly**, until both corners snap into place.



7 Reference

This chapter provides information on the product specifications, ordering, warranty, and regulatory agencies.

<u>Topic</u>	<u>Page</u>
Product Specifications	7-2
Ordering Information	7-6
Obtaining a Material Safety Data Sheet (MSDS)	7-7
Warranty Information	7-7
One-Year Limited Warranty	7-7
Exclusions	7-7
Warranty Limitations	7-8
Regulatory Information	7-8
Notice to Users of the U. S. Telephone Network: FCC Requirements	7-8
Electromagnetic or Radio Frequency Interference: FCC Requirements	7-10

Product Specifications

The specifications that follow are subject to change without notice.

Overall Specifications

Dimensions

17.25 w x 15.5 d x 11.125 h (inches)
438 w x 394 d x 283 h (mm)

Weight

19.5 lb (8.85 kg)

Power Supply (U.S./Canada)

120 V

Power Consumption

10 watts at idle, 35 watts maximum

Operating Environment

Temperature range for best print quality:
15°C (59°F) to 35°C (95°F)

Allowable temperature/humidity range:
5°C (41°F) to 40°C (104°F),
15-80% RH non-condensing

Maximum noise level generated:
Sound Power, LwAd = 6.4 B(A)
Sound Pressure, LpAm = 50 dB(A)

Printer Specifications

Print Method

Plain paper drop-on-demand thermal inkjet

Resolution

Windows:

Presentation mode = 600 x 300 dpi with RET
Normal mode = 600 x 300 dpi with RET
Fast mode = 300 dpi

DOS (text):

Letter quality = 600 x 300 dpi
Draft quality = 300 dpi with ink reduction

Print Speed

Windows print speed:

Presentation mode = 1 ppm (page per minute)
Normal mode = 2.5 ppm
Fast mode = 3 ppm

DOS print speed:

Letter quality = 167 cps at 10 cpi
Draft quality = 240 cps at 10 cpi

Paper Sizes

U.S. letter = 8.5 x 11 in
U.S. legal = 8.5 x 14 in
European A4 = 210 x 297 mm
Executive = 7.25 x 10.5 in
U.S. No. 10 envelope = 4.12 x 9.5 in
European DL envelope = 220 x 110 mm
U.S. transparency = 8.5 x 11 in
European A4 transparency = 210x297 mm

(Continued on next page)

Printer Specifications (continued)

Internal Fonts

Courier (Portrait Orientation):

Pitch: 5, 10, 16.67, 20 cpi

Point size: 6, 12 pt.

CG Times (Portrait Orientation):

Pitch: Proportional

Point size: 5, 6, 7, 8, 10, 12, 14 pt.

Letter Gothic (Portrait Orientation):

Pitch: 6, 12, 24 cpi

Point size: 6, 12 pt.

Univers (Portrait Orientation):

Pitch: Proportional

Point size: 5, 6, 7, 8, 10, 12, 14 pt.

Courier (Landscape Orientation):

Pitch: 10, 16.67, 20 cpi

Point size: 6, 12, 24 pt.

Letter Gothic (Landscape Orientation)

Point and Pitch: 6, 12, 24 pt for 12, 24 cpi

4.75, 9.5, 19 pt for 16.67 cpi

Character Set Support

PC-8, HP Roman 8, PC-8

Danish/Nor, UK ISO 4, German ISO 21,

French ISO 69, Italian ISO 15, Nor v.1

ISO 60, Swed Names ISO 11, Spanish ISO

17, ASCII, Portug ISO 16, PC-850,

ECMA-94 Latin 1, HP Legal

Paper Input/Output Trays

Input Tray=100 sheets at a paper
weight \leq 20 lb (75 g/m²)

or 20 envelopes (U.S. No. 10
or European DL)

Output tray=100 sheets at a paper

weight \leq 20 lb (75 g/m²)

Paper Weight

16 to 36 lb (60 to 135 g/m²)

Printing Margins *

U.S. letter-size paper:

Top margin = 1.0 mm (\pm 1.0 mm)

Bottom margin = 10.5 mm (\pm 0.6 mm)

Left margin = 6.4 mm (\pm 1.0 mm)

Right margin = 6.4 mm (\pm 1.0 mm)

European A4-size paper:

Top margin = 1.0 mm (\pm 1.0 mm)

Bottom margin = 10.5 mm (\pm 0.6 mm)

Left margin = 3.4 mm (\pm 1.0 mm)

Right margin = 3.4 mm (\pm 1.0 mm)

*These numbers represent the maximum printable area for this device. However, your printer driver may create a smaller printable area.

Printer Command Language

HP PCL Level 3

Printer I/O Interface

Parallel (Centronics)

Vertical Alignment

\pm 0.002 in.

Scalable TrueType™ Fonts for Microsoft Windows

Arial® Black, CG Goudy Old Style,

Phyllis, Graphite Light, CG Poster

Bodoni, Lucida® Casual, Gill Sans

Shadow, Milestone Font, Signet Round

hand, and PL Benguiat Frisky

Software Compatibility

Microsoft Windows 3.1

Windows 95 operating system

Also compatible with a range of DOS applications (HP DeskJet 520/510/500)

Fax Specifications

Compatibility

CCITT Group 3

Transmission Speed

ITU-T Test Image #1

Coding Schemes

MH, MR, and MMR

Modem Speed

9600, 7200, 4800, and 2400 bps

Image Memory

ITU-T Test Image #1

Fax Loading Tray (Faxes Sent)

20 pages (paper weight \leq 20 lb or 75 g/m²)

Minimum paper width = 6 in. (152 mm)

Maximum paper width = 8.5 in. (216 mm)

Maximum paper length = 17 in. (432 mm)

Output Tray (Faxes Received)

100 sheets at a paper weight \leq 20 lb (75 g/m²)

Paper Weight (Faxes Sent)

16 to 24 lb (60 to 90 g/m²)

Paper Tray

100 sheets at a paper weight \leq 20 lb (75 g/m²)

Paper Sizes (for Paper Tray)

U.S. letter = 8.5 x 11 in.

U.S. legal = 8.5 x 14 in.

European A4 = 210 x 297 mm

Speed Dialing

65 locations, including 5 groups

Fax Image Quality

Standard=100 x 200 dpi

Fine=200 x 200 dpi

Photo=200 x 200 dpi, 32 levels of grayscale

Distinctive Ring Detect

Yes

Scan Margins (Faxes Sent)

Top margin=3.0 mm \pm 3.0 mm

Bottom margin=2.0 mm \pm 3.0 mm

Left margin: *U.S. letter*=0.0 mm \pm 3.0 mm

A4=0.0 mm \pm 0.0 mm

Right margin: *U.S. letter*=0.0 mm \pm 3.0 mm

A4=0.0 mm \pm 0.0 mm

Scan Width

Maximum = 8.5 in (216 mm)

Copier Specifications

Copy Speed

50 seconds per page

Scan Resolution

300 x 300 dpi (text or photo mode)

32 levels of grayscale

Paper Sizes (for Paper Tray)

U.S. letter = 8.5 x 11 in.

U.S. legal = 8.5 x 14 in.

European A4 = 210 x 297 mm

Multiple Copies

Up to 99

Copy Reduction

100%, 95%, 90%, 85%, 80%,
75% (Legal-to-Letter), 70%

Scan Margins

Top margin=3.0 mm \pm 3.0 mm

Bottom margin=2.0 mm \pm 3.0 mm

Left margin: *U.S. letter*=0.0 mm \pm 3.0 mm

A4=0.0 mm \pm 0.0 mm

Right margin: *U.S. letter*=0.0 mm \pm 3.0 mm

A4=0.0 mm \pm 0.0 mm

Scan Width

Maximum = 8.5 inches (216 mm)

Ordering Information

To order the supplies and accessories listed in the table below, contact your HP dealer. If your dealer is out of stock, you can order directly from HP for fast shipping service:

Within the U.S.: Call 1-800-538-8787 for all supplies/accessories *except* documents.
Call 1-800-227-8164 to order user's guides and technical reference guides.

In Canada: In Toronto, call 905-206-4745.
In the rest of Canada, call 1-800-387-3154.

Supply/Accessory:	HP Reorder Number:
Centronics Parallel Interface Cable (shielded)	HP C2950A, or HP C2951A
High Capacity InkJet Print Cartridge	51626A
Media	
HP Premium Transparency Film (U.S. Letter)	51636F
HP Premium Transparency Film (European A4)	51636G
HP Premium Glossy Paper (U.S. Letter)	51636H
HP Premium Glossy Paper (European A4)	51636J
HP OfficeJet Series 300 User's Guide	C4661-90001
HP OfficeJet Series 300 Installation Guide	C4661-90031
HP DeskJet 500 Series Technical Reference Guide	C2170-90099

Obtaining a Material Safety Data Sheet (MSDS)

You can obtain the current MSDS for the print cartridge (HP Part No. 51626A) used in the HP OfficeJet Series 300 by mailing a request to this address in the USA:

Hewlett-Packard
Direct Marketing Organization, Bldg. 51LSE
P.O. Box 58059
Santa Clara, CA 95051-8059

Warranty Information

This warranty gives you specific legal rights. You may also have other rights which vary from state to state or province to province.

One-Year Limited Warranty

Hewlett-Packard warrants the HP OfficeJet Series 300 against defects in materials and workmanship for a period of one year from receipt by the end user. During the warranty period, Hewlett-Packard will, at its option, either repair or replace products that prove to be defective. Replacement products will be remanufactured units.

Should Hewlett-Packard be unable to repair or replace the product within a reasonable amount of time, a refund of the purchase price may be given upon return of the product.

Exclusions

The warranty on your HP OfficeJet Series 300 shall not apply to defects resulting from the following:

- Improper or inadequate maintenance by the customer.
- Unauthorized modification or misuse.
- Operation outside of the environmental specifications for the product.
- Operation using non-supported printing media.

For HP printer products, the use of a non-HP or refilled print cartridge does not affect either the warranty to the customer or any HP support contract with the customer; print cartridge includes both toner cartridges and ink cartridges. However, if printer failure or damage is attributable to the use of a non-HP or refilled print cartridge, HP will charge its standard time and materials charges to service the printer for the particular failure or damage.

The warranty period begins either on the date of delivery or, where the purchase price includes installation by Hewlett-Packard or its authorized dealer, on the date of installation.

Warranty Limitations

The warranty set forth above is exclusive and no other warranty, whether written or oral, is expressed or implied. Hewlett-Packard specifically disclaims the implied warranties of merchantability and fitness for a particular purpose.

Some states or provinces do not allow limitations on how long an implied warranty lasts, so the above limitation or exclusion may not apply to you. However, any implied warranty of merchantability or fitness is limited to the one year duration of this written warranty.

Regulatory Information

The following sections describe product requirements from two different regulatory bodies: the Federal Communications Commission (FCC, U.S. only) and the Canadian Department of Communications (DOC, Canada only).

Notice to Users of the U. S. Telephone Network: FCC Requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

FCC rules prohibit the use of non-hearing aid compatible telephones in the following locations or applications:

- All public or semipublic coin-operated or credit card telephones.
- Elevators, highways, tunnels (automobile, subway, railroad or pedestrian) where a person with impaired hearing might be isolated in an emergency.

- Places where telephones are specifically installed to alert emergency authorities such as fire, police, or medical assistance personnel.
- Hospital rooms, residential health care facilities, convalescent homes, and prisons.
- Workstations for the hearing impaired.
- Hotel, motel, or apartment lobbies; in stores where telephones are used by patrons to order merchandise; in public transportation terminals where telephones are used to call taxis, or to reserve lodging or rental cars.
- Hotel and motel rooms. At least ten percent of the rooms must contain hearing aid compatible telephones, jacks, or plug-in hearing aid-compatible telephones which will be provided to hearing impaired customers upon request.

Electromagnetic or Radio Frequency Interference: FCC Requirements

This equipment generates and uses radio frequency energy and may cause interference to radio and television reception. Your facsimile complies with the specifications of Part 15 of the Federal Communications Commission rules for a Class B digital device. These specifications provide reasonable protection against such interference in residential installation. However, there is no guarantee that interference will not occur in a particular installation. If the facsimile does cause interference to radio or television reception, which can be determined by turning the facsimile off and on, you can try to eliminate the interference problem by doing one or more of the following.

- Reorient the receiving antenna.
- Reorient the position of the facsimile with respect to the receiver.
- Move the facsimile away from the receiver.
- Plug the facsimile into a different outlet so that the facsimile and the receiver are on different branch circuits.

If necessary, consult an authorized HP service agency or an experienced radio/television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, to be helpful: "How to Identify and Resolve Radio/TV Interference Problems." This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

Note: You must purchase separately the shielded Centronics parallel interface cable recommended in this manual (or an equivalent cable) to ensure compliance with FCC Part 15.

CAUTION: Changes or modifications not expressly approved by Hewlett-Packard for compliance could void the user's authority to use the equipment.

Notice to Users of the Canadian Telephone Network: DOC Requirements

Notice: The Canadian Department of Communications label identifies certified equipment. The certification means that the equipment meets certain telecommunications network protective operations and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The connecting arrangement code for this equipment is CA11A.

The Load Number for the HP OfficeJet LX is 4.0.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop or circuit which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all devices does not exceed 100.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la class B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Index

Symbols

- . (period), ! (exclamation point), , (comma), ' (apostrophe), () (parentheses), & (ampersand), # (number sign), @ (at sign), - (dash), * (asterisk), / (slash), = (equals sign), _ (underscore), 5-5
- (dash), to enter a 2-second pause while dialing a fax number, 5-10

A

- adding an image to a PC fax
 - restrictions, 3-61
 - using the Place Image window, 3-63
- adding text to a PC fax
 - preparing the document, 3-57
 - restrictions, 3-56
 - using the Edit toolbar , 3-59
- adjusting
 - contrast for paper faxes, 2-13, 2-14, 4-7
 - contrast for paper faxes/copies, 1-13
 - resolution for paper faxes, 1-13
- adjusting resolution for PC faxes, 3-7
- alphabet, how to enter, 5-4-5-7
- ampersand (&) with Symbols button, 5-5
- apostrophe (') with Symbols button, 5-5
- Append Pages (Special option in Eclipse FAX SE), 3-15, 3-66
- asterisk (*), with Symbols button, 5-5
- at sign (@) with Symbols button, 5-5
- Automatic Redial setting, 1-9
- Automatic Reduction setting, 1-16
- AutoPrompt
 - Scan with OCR button, 3-48
 - scanning, 3-47-3-48
 - using it to make copies, 4-4
 - using it to send faxes, 2-4
 - using the, 1-23

B

- Backspace button, 5-3
- Backup Reception setting, 1-16
- bang. *See* exclamation point (!)
- beeps, for error notification, 6-8
- brackets. *See* parentheses ()
- broadcasting, by dialing multiple fax numbers, 2-8
- busy signal while sending a fax, 2-7
- buttons
 - arrows, 5-3
 - Backspace, 5-3
 - Enter/Save, 5-3
 - Menu, 5-3
 - Resolution, 2-13
 - Space, 5-5
 - Stop, 5-3
 - Symbols, 5-5

C

- cable for printing, how to order, 7-6
- capital letters, how to enter, 5-4
- Centronics cable, how to order, 7-6
- changing, the loaded paper size setting, 1-18
- characters of the alphabet, how to enter, 5-4-5-7
- Clean Pen button, 6-22
- cleaning
 - print cartridge, 6-22
 - scanner glass, 6-24
 - the exterior of the HP OfficeJet , 6-28
 - the print cartridge, 6-21, 6-23
 - where not to clean, 6-28
- Clear button (Send Fax dialog box), 3-11
- clipping problems, 6-23
- Collect dialog box (Eclipse FAX SE), 3-67
- collecting two or more documents to send as a PC fax, 3-65

comma (,) with Symbols button, 5-5
contrast
 adjusting for faxing and copying, 4-7
 adjusting for paper faxes, 2-13, 2-14, 4-7
 adjusting for paper faxes/copies, 1-13
 adjusting for paper faxes/copies and copying, 2-14

Copy Reduction setting, 1-19

copying
 limit to number of copies you can make, 4-5
 making reduced copies, 1-19
cover pages (Eclipse FAX SE)
 adding a note to, 3-17, 3-24
 and collected documents, 3-65
 illustrations, 3-8
 modifying, 3-70
 viewing, 3-7

Cover Sheet Notes dialog box, 3-17, 3-24

D

dash (-)
 to enter a 2-second pause while dialing a fax number, 5-10
 with Symbols button, 5-5

deleting a PC fax
 from the Receive Log, 3-37
 from the Send Log, 3-22

Details (about PC faxes), in the Send Log, 3-19

device settings
 Backup Reception, 1-16
 Changing Send Fax Quality, 1-13
 Copy Reduction, 1-19
 Dialing Mode (tone or pulse), 1-9
 Distinctive Ring, 1-17
 header for outgoing faxes, 1-8
 Loaded Paper Size, 1-18
 Remote Service, 1-18
 review of, 1-6
 Rings to Answer, 1-15
 Route Received Faxes, 1-25
 Silent Detect, 1-17
 Sounds, 1-21

dialing a fax number, 2-6

inserting a pause during dialing, 5-10

Dialing Mode setting, switching from pulse to tone in Eclipse FAX SE, 3-5

DOS driver, 1-19

dot. *See* period (.)

E

Eclipse FAX SE
 icon, 3-4
 introducing, 3-3
 online help system, 3-4
 phonebooks. *See* phonebook (Eclipse FAX SE)
 Receive Log. *See* Receive Log (Eclipse FAX SE)
 running, 1-5, 3-4
 Send Log. *See* Send Log (Eclipse FAX SE)

Eclipse FAX SE dialog boxes

 Clear button, 3-11
 Collect, 3-67
 Cover Sheet Notes, 3-24
 Cover Sheet Notes), 3-17
 Fax, 3-55, 3-60
 Group, 3-23, 3-30
 Open, 3-34
 Phonebook, 3-27
 Place Image, 3-71
 Receive Setup, 3-35
 Resend, 3-20
 Save Group to Phonebook, 3-31
 Send Fax, 3-11, 3-53, 3-66
 Send Fax (Quick Note), 3-16
 Send Setup, 3-6

Edit toolbar, 3-44, 3-59

Enter/Save button, 5-3
 using to dial more than one fax number, 2-8, 2-9, 2-11, 2-12

envelope guide (illustrated), 4-15

envelopes, loading for printing from your PC, Pages, 4-14

equals sign (=) with Symbols button, 5-5

error messages, Pages, 6-9

errors, how the HP OfficeJet will notify you, 1-22

European DL envelope, loading for printing from your PC, 4-15
exclamation point (!) with Symbols button, 5-5

F

factory settings. *See* Self Test report

fax

- compatibility, 7-4
- margins during scanning, 7-4
- maximum and minimum widths for scanning, 7-4
- modem speeds, 7-4
- transmission speed, 7-4

Fax dialog box (Eclipse FAX SE), 3-55, 3-60

fax logs, printing, 1-26

fax numbers, entering, for PC faxes. *See* phonebook (Eclipse FAX SE)

Fax Preview (Special option in Eclipse FAX SE), 3-14, 3-79

Fax/Copy contrast, 2-14, 4-7

faxing

- a document to a file in Eclipse FAX SE, 3-53
- a saved file from Eclipse FAX SE, 3-55
- contrast adjusting for outgoing faxes, 2-14, 4-7
- from memory, 2-9
- resolution adjusting for outgoing faxes, 2-13
- scheduling a future send time, 2-9
- sending a fax, 2-4, 2-6
- to multiple fax numbers (broadcasting), 2-8

File Menu, using, 1-5

film. *See* transparencies

firmware version number. *See* Self Test report

fonts

- See also* Self Test report
- scalable TrueType for Windows, 7-3

forwarding a PC fax, 3-38

full stop. *See* period (.)

G

glossy paper

- See also* transparencies
- loading to print from your PC, 4-2

Group button (Phonebook dialog box), using, 3-30

Group Dial Setup dialog box, 1-12

group dialing, 2-8

Group dialog box (Eclipse FAX SE), 3-23, 3-30

H

help

- See also* problems, solving
- how to tell when repair/service is required, 6-8
- whom to call if you are in the U.S., 6-3

Help system

- Eclipse FAX SE, 3-4
- HP OfficeJet Manager, 1-4

HP OfficeJet , specifications, 7-2-7-6

HP OfficeJet Manager, 1-14

- closing, 1-3
- icon, 1-3
- OfficeJet Setup menu, 1-5, 1-6
- online help system, 1-4
- Options menu, 1-22-1-25
- printing logs and reports , 1-26
- Receive Fax Setup, 1-14
- running Eclipse FAX SE from, 1-5
- Send Fax Setup, 1-8

HP OfficeJet program group, 1-3

humidity, allowable range, 7-2

hyphen. *See* dash (-)

I

icon, HP OfficeJet Manager, 1-3

icons, Eclipse FAX SE, 3-4

interface cable for printing, how to order, 7-6

J

jam. *See* paper jam

L

Left Arrow button, 5-3

letterhead (using in Eclipse FAX SE),
3-74, 3-76, 3-78
restrictions, 3-73

letterhead paper, how to load, 4-3

letters of the alphabet, how to enter,
5-4-5-7

LIU type and version. *See* Self Test report

Loaded Paper Size setting, 1-18

loading a document for faxing, 2-4, 2-6

loading envelopes for printing from your
PC, Pages, 4-14

loading paper

See also glossy paper, loading to print
from your PC; transparencies,
loading to print from your PC
letterhead paper for printing from your
PC, 4-3

M

margins, maximum printable area, 7-3

margins during scanning (copying and
sending faxes), 7-4, 7-5

Mark Up (Special option in Eclipse FAX
SE), 3-14, 3-58

material safety data sheet (MSDS), 7-7

Menu button, 5-3

menu feature list. *See* Self Test report

menu layout, 1-31-1-34

Menu Settings report, 1-31-1-34
sample report, Pages, 1-32

messages

displayed during an error, 6-8
Pages, 6-9

minus sign. *See* dash (-)

N

New Page Paper Size (Eclipse FAX SE)
setting, 3-6, 3-80
using, 3-80

Notify on Receipt option, changing, 3-35

number sign (#) with Symbols button, 5-5

O

OCR scanning, 3-48

online Help system. *See* Help system

Open dialog box (Eclipse FAX SE), 3-34

Options Menu

being notified of errors/warnings, 1-22
using, 1-22

ordering information, 7-6

P

Page menu, viewing a PC fax with, 3-43

paper

loading envelopes for printing from your
PC, Pages, 4-14

loading glossy paper to print from your
PC, 4-2

loading letterhead paper, 4-3

loading tips for best printing results, 4-3

loading transparencies to print from your
PC, 4-3

types and weights you can load for
printing from your PC, 4-2

paper jam

while scanning a document to copy, 6-13
while scanning a document to fax, 6-14
while the printer is busy, 6-9, 6-19

parallel interface cable for printing, how to
order, 7-6

parentheses () with Symbols button, 5-5

pause, entering during a dialing sequence,
5-10

period (.) with Symbols button, 5-5

- phonebook (Eclipse FAX SE)
 - adding, changing, or deleting from the Send Fax dialog box, 3-32
 - creating a group of names from, 3-30
 - deleting from the Phonebook dialog box, 3-30
 - file formats for imported phonebooks, 3-33
 - importing a file of existing entries, 3-33
 - modifying in the Phonebook dialog box, 3-29
 - rules for, 3-26
 - selecting a name from in the Send Fax dialog box, 3-12
 - use with PC faxes only, 3-26
 - Phonebook dialog box (Eclipse FAX SE), 3-27
 - Place Image
 - dialog box (Eclipse FAX SE), 3-71
 - Special option in Eclipse FAX SE, 3-14, 3-62
 - window, using to add an image to a PC fax, 3-63
 - Poll-in, *See* Fax Log report, 1-28
 - Poll-out, *See* Fax Log report, 1-28
 - Polling Setup feature
 - to be polled by another fax machine, 2-11
 - to poll another fax machine, 2-12
 - pound sign. *See* number sign (#) with Symbols button
 - Power Fail report, 1-37
 - sample, 1-37
 - power outage. *See* Power Fail report
 - preparing
 - a PC fax for added text, 3-57
 - to receive a PC fax (Receive Setup), 3-35
 - to send a PC fax (Send Setup), 3-6
 - print cartridge
 - avoid exposing to air, 6-28
 - cleaning, 6-21, 6-22, 6-23
 - clogged nozzles, how to tell, 1-36
 - interpreting the tests in the Self Test report, 1-36
 - problems, Pages, 6-21
 - removing old and installing new, 6-29
 - Print on Receipt option, changing, 3-35
 - Print Setup dialog box, 3-10
 - printer
 - cable ordering, 7-6
 - specifications, 7-2
 - printing, 3-39-3-40
 - a file from Eclipse FAX SE, 3-40
 - an entire fax from the Send or Receive Log, 3-39
 - fax logs, 1-26
 - margins of maximum printable area, 7-3
 - received faxes automatically, 3-35
 - reports, 1-29
 - scalable TrueType fonts for Windows, 7-3
 - selected pages of a fax from the Send or Receive Log, 3-39
 - software compatibility, 7-3
 - the Send Log, 3-22
 - problems, solving
 - See also* help
 - clipping, 6-23
 - dark streaks or lines on copies, 6-24
 - fonts, 6-24
 - last page of file not printed, 6-23
 - making copies, 6-21
 - print cartridge, Pages, 6-21
 - printing PC files, 6-21
 - printing reports, 6-21
 - receiving faxes, 6-21
 - pulse to tone dialing, switching from, for paper faxes, 1-9
- Q**
- Quick Note feature (Eclipse FAX SE), 3-16
- R**
- Receive Fax Setup (HP OfficeJet Manager)
 - dialog box, 1-14
 - Receive Fax Setup, 1-14
 - Receive Log (Eclipse FAX SE)
 - adding an image to a fax in, 3-62
 - adding documents to a fax in, 3-67
 - adding text to a fax in, 3-58

- changing the display, 3-36
 - Receive Log (Eclipse FAX SE)
 - (*continued*)
 - deleting a fax from, 3-37
 - forwarding a fax to another person, 3-38
 - printing an entire fax from, 3-39
 - printing selected pages of a fax from, 3-39
 - using, 3-36
 - Receive Setup dialog box (Eclipse FAX SE), 3-35
 - Received, meaning in Fax Log report, 1-28
 - receiving a PC fax, 3-35-3-38
 - Redial/Pause button, 1-9
 - redialing, automatically after a busy signal (paper faxes), 1-9
 - redialing the last fax number using the Redial button, 2-3
 - regulatory information
 - Canada, Pages, 7-11
 - U.S., Pages, 7-8
 - Remote Service setting, 1-18
 - Remove button (Group dialog box), using, 3-31
 - repair, how to get help, 6-3
 - reports
 - descriptions, 1-29
 - Fax Log, 1-27
 - Menu Settings report, 1-31-1-34
 - Power Fail report, 1-37
 - Self Test report, 1-35-1-36
 - Speed Dial report, 1-12, 1-29
 - Reports menu, HP OfficeJet Manager menu, 1-26
 - rescheduling a PC fax, 3-20
 - Resend dialog box (Eclipse FAX SE), 3-20
 - resending a fax from the Send Log, 3-21
 - resolution
 - adjusting for paper faxes, 1-13
 - adjusting for PC faxes, 3-7
 - during printing, 7-2
 - faxing/copying photographs, 1-13
 - for outgoing faxes, 2-13
 - Resolution button, 2-13
 - revision number of internal firmware, internal firmware version number. See Self Test Report. *See* Self Test report
 - Right Arrow button, 5-3
 - using to move the cursor during data entry, 5-5
 - Rings to Answer setting, 1-15
 - Route Received Faxes setting, 1-25
 - running
 - Eclipse FAX SE, 3-4
 - Eclipse FAX SE (from the HP OfficeJet Manager), 1-5
 - HP OfficeJet Manager, 1-3
- S**
- Save Group to Phonebook dialog box (Eclipse FAX SE), 3-31
 - scan resolution, for outgoing faxes, 2-13
 - scan width (copying and sending faxes), 7-5
 - Scan with OCR, 3-48
 - scanning (with Eclipse FAX SE)
 - and faxing, 3-49
 - and viewing (scanning to a file), 3-51
 - scanning with Eclipse FAX SE, 3-47
 - scanning with the AutoPrompt, 3-47
 - scheduling a PC fax, 3-14
 - second sheets (using in Eclipse FAX SE)
 - creating, 3-74
 - restrictions, 3-73
 - saving, 3-76
 - sending PC faxes with, 3-78
 - See Display light, blinking indicates error, 6-8
 - selected settings, 1-31
 - See also* Self Test report
 - Self Test report, 1-35-1-36
 - sample report, 1-35
 - Send Fax dialog box (Eclipse FAX SE), 3-11, 3-16, 3-53, 3-66
 - Send Fax Later feature, 2-9, 2-10
 - Send Fax Setup (HP OfficeJet Manager), 1-8

- Send Log (Eclipse FAX SE)
 - adding an image to a fax in, 3-62
 - adding documents to a fax in, 3-67
 - adding text to a fax in, 3-58
 - Send Log (Eclipse FAX SE) (*continued*)
 - changing the display, 3-18
 - deleting a fax from, 3-22
 - printing, 3-22
 - printing an entire fax from, 3-39
 - printing selected pages of a fax from, 3-39
 - rescheduling a fax, 3-20
 - resending a fax from, 3-21
 - using, 3-18
 - viewing faxes, 3-19
 - viewing technical information about a fax, 3-19
 - Send Setup dialog box (Eclipse FAX SE), 3-6
 - sending a fax, 2-6
 - changing the resolution, 2-13
 - instructions, 2-4, 2-6
 - redialing if you get a busy signal, 2-7
 - saving money on fax transmissions, 2-9
 - scheduling a future time to start sending, 2-9
 - from memory, 2-9
 - from the fax loading tray, 2-9
 - to cancel, 2-10
 - to more than one fax number, 2-8
 - memory limitations, 2-8
 - sending a paper fax, using the AutoPrompt, 2-4
 - sending a PC fax
 - adding documents to, 3-65
 - faxing to a file, 3-53
 - forwarding a fax from the Receive Log, 3-38
 - from a Windows application, 3-10
 - if you get a busy signal, 3-14
 - rescheduling a fax, 3-20
 - scheduling a fax, 3-14
 - Send Setup, 3-6
 - sending a Quick Note from Eclipse FAX SE, 3-16
 - to more than one recipient, 3-23
 - service. *See* help
 - setting Automatic Redial, 1-9
 - shared fax and voice line, connecting instructions, with Distinctive Ring, 5-12
 - Silent Detect setting, 1-17
 - slash (/) with Symbols button, 5-5
 - software application, applications compatible with printer, 7-3
 - solving problems. *See* problems, solving
 - Sounds, types of, 1-21
 - Space button, using to enter a space during data entry, 5-5
 - Special options (Send Fax dialog box). *See* Append Pages, Fax Preview, Mark Up, Place Image
 - specifications
 - copier, 7-5
 - fax, 7-4
 - overall, 7-2
 - Pages, 7-2
 - printer, Pages, 7-2
 - Speed Dial report, 1-29
 - sample, 1-29
 - Speed Dial Setup
 - entering names and fax numbers, 1-11
 - printing a report, 1-12
 - star. *See* asterisk (*)
 - Stop button, 5-3
 - stroke. *See* slash (/)
 - supplies. *See* ordering information
 - Symbols button, ampersand (&), apostrophe ('), asterisk (*), at sign (@), comma(,), dash (-), equals sign (=), exclamation point (!), number sign (#), parentheses (), period (.), slash (/), underscore (_), , 5-5
 - SYSTEM ERROR message, 6-8, 6-19
- T**
- temperature
 - minimum and maximum, 7-2
 - range for best print quality, 7-2
 - Thumbnail toolbar, 3-46

toolbars (Eclipse FAX SE). *See* Edit toolbar, Thumbnail toolbar, View toolbar

Tools menu, 3-44

transparencies, loading for printing from your PC, 4-3

tutorials, entering alphabetic characters, Pages, 5-4

U

U.S. No. 10 envelope, loading for printing from your PC, 4-15

underscore (_) with Symbols button, 5-5

uppercase letters, how to enter, 5-4-5-7

V

version number of internal firmware. *See* Self Test report

View menu, 3-42

View toolbar, 3-44

viewing a PC fax, 3-19

- in the Receive Log, 3-41
- in the Send Log, 3-41
- with File/Open File, 3-41
- with the Edit toolbar, 3-44, 3-59
- with the Page menu, 3-43
- with the Thumbnail toolbar, 3-46
- with the Tools menu, 3-44
- with the View menu, 3-42
- with the View toolbar, 3-44
- zooming in on (magnifying) a page, 3-43

viewing technical information about a PC fax, in the Send Log, 3-19

W

warranty information, 6-3, 7-7

- if repair is needed during the warranty period, 6-3

Windows applications

- print setup commands for, 4-8
- sending a PC fax from, 3-10

words, how to enter, 5-4-5-7