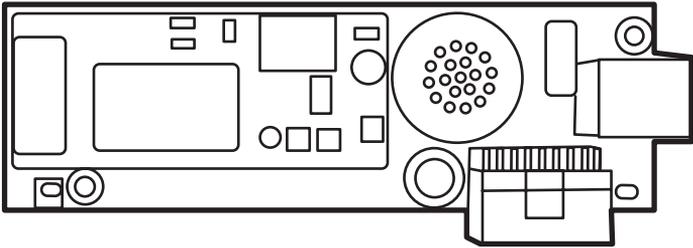


# HP LaserJet MFP Analog Fax Accessory 300



Supplemental Information





HP LaserJet MFP  
Analog Fax Accessory 300

**Supplemental Information**

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Edition 1, 9/2005



### Safety Information **WARNING!** Potential Shock Hazard

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 this manual.
- 2 Observe all warnings and instructions marked on the product.
- 3 Do not touch the contacts on the end of the telephone cord or any of the sockets on the fax accessory product. Replace damaged cords immediately.
- 4 The phone cord is electrified and can cause a shock. When servicing the product, be sure to disconnect the phone cord from the wall connector.
- 5 Never install telephone wiring during a lightning storm.
- 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 the telephone line and the telephone line will not be damaged.
- 10 Refer all servicing questions to qualified personnel.

Information regarding FCC Class A, Parts 15 and 68 requirements and other regulatory requirements can be found in Appendix A of this manual.

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# 1 Introduction

This supplemental information document outlines several new features that have been introduced for the HP LaserJet MFP Analog Fax Accessory 300.

## New features

New features include:

- Canceling a fax using the **Stop** button.
- Speed dial capabilities:
  - Deleting a single name from a speed dial list.
  - Adding a single name to a speed dial list.
  - Searching a speed dial list.
- New user interface:
  - **Notify** button on main fax screen.
  - Improved layout.
  - Additional one-touch speed dials.
- DSS fax phone book search.

These new capabilities are available for these HP MFPs:

- HP Color LaserJet 9500mfp.
- HP LaserJet 9040/9050mfp.
- HP LaserJet 4345mfp.
- HP Color LaserJet 4730mfp.

If you recently purchased a new MFP or if the firmware on your existing MFP was recently upgraded, these features may already be installed. All of these features are available by updating the firmware to the latest version.

To find the latest firmware update available for your MFP, visit <http://www.hp.com> and search for your MFP model. For example, type *laserjet 4345mfp* into the search box. Click the **Software and driver downloads** link to locate available MFP firmware updates. You can

check the version of firmware (FW date code) currently installed on your MFP by printing the MFP configuration information (see your user's guide for details).

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**Note**

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To use the new fax features, you must download and install the most recent MFP printer firmware update. Fax firmware updates are part of the MFP firmware (separate fax firmware is not available).

Be sure to keep this supplemental information with the HP LaserJet MFP Fax Accessory User Guide originally supplied with your MFP or fax accessory.

# 2 Canceling a fax with the Stop button

## Canceling a fax using the Stop button

You can now use the **Stop** button on the MFP control panel to quickly cancel a fax in progress. This eliminates the need to enter the **FAX** menu and select **Cancel Current Transmission** or **Cancel all Pending Transmissions**, although this method is still available.

To use the **Stop** button, the fax screen must be visible on the control panel display. If the **Stop** button is pressed when the main screen is displayed, the message **No job to cancel** will be shown. Press the **FAX** icon and then press **Stop** again to cancel the fax in progress.

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**Note**

This method cancels only the first fax being transmitted. If other faxes are pending, the message **Cancel Fax Transmission, Choose a fax to cancel** might be displayed. Select **All** or **Exit**. **All** cancels all pending faxes. **Exit** returns to the **Fax** screen.

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This new feature is already installed in some new MFPs and is available through an MFP firmware update for other models. Check the HP Web site to determine which updates are available for your MFP model.



# 3 Changes to the fax user interface

The fax user interface for the HP LaserJet 9040/9050 and HP Color LaserJet 9500mfp has been upgraded to match that of the HP LaserJet 4345 and HP Color LaserJet 4730mfp.

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**Note**

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These features are already available and documented for the HP LaserJet 4345 and HP Color LaserJet 4730mfp.

Fax interface upgrades include:

- Improved layout for the fax screen.
- Notification button on the main fax screen.
- Twelve new one-touch speed dials.

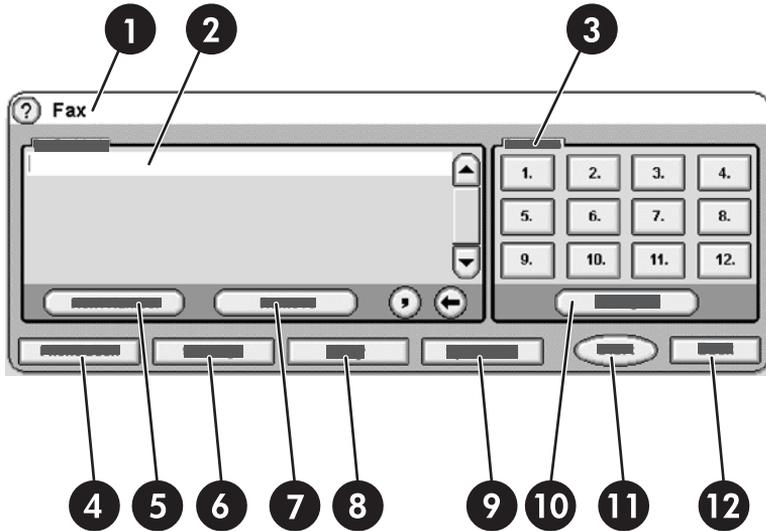
To use these new fax features, you must download and install the most recent MFP printer firmware update. Fax firmware updates are part of the MFP firmware (separate fax firmware is not available).

Check the HP Web site to determine which updates are available for your MFP model.

# Fax user interface

The new fax user interface is depicted below.

## Fax feature screen



- |   |                    |    |            |
|---|--------------------|----|------------|
| 1 | Status message bar | 7  | Remove     |
| 2 | Fax recipients     | 8  | Speed dial |
| 3 | One-touch buttons  | 9  | Notify     |
| 4 | Phone book (DSS)   | 10 | Configure  |
| 5 | Next number        | 11 | Start      |
| 6 | Settings           | 12 | Back       |

# Using the Notify feature

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**Note**

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This feature is new for the HP LaserJet 9040/9050mfp and HP Color LaserJet 9500mfp.

As shown at callout 9 on the fax feature screen illustration, the new fax user interface contains a **Notify** button at the bottom of the screen.

**Notify** allows you to select how you are notified of the status of an outgoing fax (that is, if the fax was sent or if an error occurred and the fax was not sent). The setting applies to the current fax only.

To change how you are notified, perform the following steps.

- 1 On the control panel main screen, touch the **FAX** icon to display the **Fax** screen.
- 2 Touch **Notify**.
- 3 Under the **NOTIFY** tab:
  - Touch **NONE** to turn off notification (default), and then touch **OK** to complete the setting and return to the **Fax** feature screen.
  - Touch **THIS JOB** or **ON ERROR** to enable notification (a printed report) and complete the notification process, or touch **E-MAIL** to display the keyboard.
- 4 If you select **E-MAIL**, use the keyboard to type an e-mail address, and then touch **OK** to complete the notification setting and to return to the **Fax** menu.

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**Note**

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E-mail notification is only available if the MFP e-mail feature has been configured.

## Assigning speed dial lists to one-touch keys

The one-touch keypad allows you to send a fax to a speed dial list simply by touching one of 12 one-touch keys. The one-touch keys provide a shortcut to frequently used speed dials. However, prior to using the one-touch keys, you must create a speed dial list and assign the speed dial name to a one-touch key.

## Create a speed dial list

- 1 On the control panel main screen, touch the **FAX** icon to display the Fax screen.
- 2 Touch **Speed Dial** to display the Speed Dial screen.
- 3 Touch **Add**.
- 4 Type a fax number using the keypad. If you wish to enter more than one number, touch **Next Number** and enter another number. Repeat this step to enter all the numbers for the speed dial.
- 5 Touch the **Name** button to display the keyboard.
- 6 Type a name for the speed dial using the keyboard, and then touch **OK** to return to the New Speed Dial screen.
- 7 Touch **OK** to accept the new speed dial.

## Assign a speed dial to a one-touch key

Before you can use the one-touch keys you must assign a speed dial name to a one-touch key.

- 1 Touch **Configure** on the fax screen to display the One Touch Button Configuration screen.
- 2 Touch any (**Available**) number you wish to assign to the speed dial.
- 3 Select the speed dial check box you wish to assign to the key.
- 4 Touch **OK**.
- 5 Touch **OK** to accept the settings.

## Clear or reassign speed dial lists to one-touch keys

If you wish to remove a speed dial list from a one-touch button, perform the following steps.

- 1 Touch **Configure** on the one-touch keypad to display the One Touch Button Configuration screen.
- 2 Touch the number key with the speed dial name you wish to remove.
- 3 The “Button is already configured” screen displays. Perform any of the following.
  - Touch **Clear** to remove the speed dial name from the one-touch button.

- Touch **Reassign** to assign a different speed dial name to the key.
  - Touch **Cancel** to return to the One Touch Button Configuration screen.
- 4 Touch **OK** to accept the settings.



# 4 Speed dial features

Several new speed dial features have been added to the HP LaserJet 9040/9050mfp, HP Color LaserJet 9500mfp, HP LaserJet 4345mfp, and HP Color LaserJet 4730mfp faxing capabilities. These features are:

- Deleting a single name from a speed dial list.
- Adding a number or numbers to an existing speed dial.
- Searching for speed dials by name.

These features are already installed in some new MFPs and are available through an MFP firmware update for other models. Check the HP Web site to determine which updates are available for your MFP model.

## Deleting a single number from a speed dial list

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**Note**

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This feature is new for the HP LaserJet 9040/9050mfp and HP Color LaserJet 9500mfp.

To delete a single number from an existing speed dial list, perform the following steps.

- 1 On the control panel main screen, touch the **FAX** icon to display the Fax screen.
- 2 Touch **Speed Dial** to display the Speed Dial screen.
- 3 Touch the check box in front of the speed dial that contains the number you wish to delete. You can use the scroll arrows to display the speed dial name.
- 4 Touch **Details** to display the list of numbers for the speed dial.
- 5 Use the up and down scroll arrows to highlight the number to delete.
- 6 Touch **Remove** (removes a single number) or **Remove All** (clears the entire list).
- 7 Touch **OK** and **Back** to return to the Fax screen.

## Adding a number to a speed dial

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**Note**

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This feature is new for the HP LaserJet 4345mfp, HP Color LaserJet 4730mfp, HP LaserJet 9040/9050mfp, and HP Color LaserJet 9500mfp.

This feature lets you add a new number to an existing speed dial. To use the speed dial add feature, perform the following steps.

- 1 On the control panel main screen, touch the **FAX** icon to display the Fax screen.
- 2 Touch **Speed Dial** to display the Speed Dial screen.
- 3 Touch the check box in front of the desired speed dial. You can use the scroll arrows to display the speed dial name.
- 4 Touch **Details** to display the list of numbers for the speed dial.
- 5 Touch **Next Number**.
- 6 Type a number using the keypad. Repeat this step to enter any additional numbers to the speed dial.
- 7 Touch **OK** to accept the speed dial.

## Searching a speed dial by name

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**Note**

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This feature is new for the HP LaserJet 4345mfp, HP Color LaserJet 4730mfp, HP LaserJet 9040/9050mfp, and HP Color LaserJet 9500mfp.

This new feature lets you search an existing speed dial by name. To access the speed dial search feature, perform the following steps.

- 1 On the control panel main screen, touch the **FAX** icon to display the Fax screen.
- 2 Touch **Speed Dial** to display the Speed Dial screen.
- 3 Touch **Search**.

The **Search** key displays a keyboard that allows you to enter the desired speed dial name. As you enter the speed dial name, the entry will auto-complete (the remaining letters of the speed dial name will be automatically filled in to the first matching speed dial name in the list).

- 4 If necessary, add additional letters to refine your search.
- 5 Touch **OK** when you have located your speed dial in the search screen. The speed dial list will be displayed with the searched speed dial at the top of the list.

- 6 Select the speed dial name(s) from the list and touch **OK** to place the speed dial(s) in the recipients list of the fax screen.

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**Note**

If you do not know the unique name of the speed dial, you can select any portion of the list to search by entering a letter. For example, to view speed dial names beginning with the letter **N**, search on the letter **N**. If no matching entries are found, a message might display. After you acknowledge the message, the listing will be displayed again, although it will be scrolled to the closest location for **N**. Once you locate the desired speed dial, you can select it for placement in the fax destination list.

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# 5 Fax DSS phone book search

## Searching the DSS phone book

The fax phone book search feature adds the ability to search by name the fax phone book that is supplied through the Digital Sending Service (DSS) and the Address Book Manager (ABM). This search feature is new for the HP LaserJet 4345mfp, HP Color LaserJet 4730mfp, HP LaserJet 9040/9050mfp, and HP Color LaserJet 9500mfp.

Check the HP Web site to determine if firmware updates are available for your MFP model.

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**Note**

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If you are not using DSS, the fax phone book will not appear on the MFP display. The DSS phone book is not the same as the speed dial list that is part of the standard fax interface.

To access the fax phone book search feature, follow these steps.

- 1 Touch the **FAX** icon on the display.
- 2 Touch **Phone Book**. A Search Phone Book keyboard displays.
- 3 Enter the name of the fax destination. The entry will auto-complete (the remaining letters of the speed dial name will be automatically filled in to the first matching name in the phone book). If no match is found, the entry will not auto-complete. Add additional letters to refine your search or match another entry.
- 4 As entries are located, you can use a semicolon (;) to separate names and search for additional entries without leaving the search screen. You can perform additional searches or touch **OK** to return to the main fax screen.

- 5 If you do not know the unique name of the destination, press the phone book icon at the top of the screen to display the phone book listing. Scroll to the desired entries, touch **Add**, and then touch **OK**.
- 6 The names will be displayed in the Search Phone Book entry list. Touch **OK** on this screen to place the entry on the Fax Recipients list of the Fax screen.



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