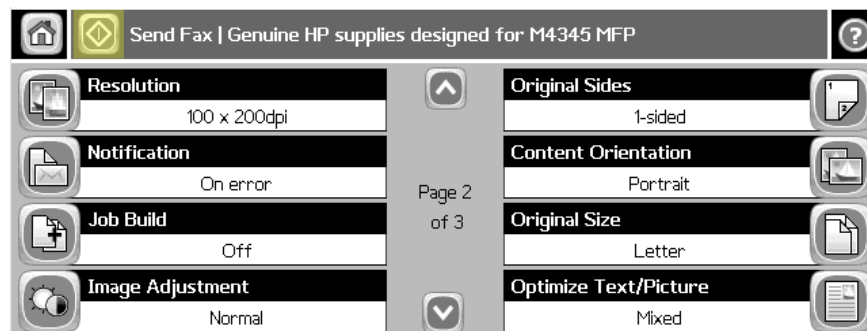


How do I:	Steps to perform
1. Fax a document.	Place your originals face up into the Automatic document feeder (ADF) or face down on the glass. Touch the <b>Fax</b> button on the Home screen. Touch the <b>Fax Recipients</b> field and use the virtual keypad that appears to enter a fax number. Touch <b>Send Fax</b> .
2. Set up speed dial numbers.	Touch the <b>Fax</b> button on the Home screen. Touch the <b>Speed Dial Code</b> field and enter a 2-digit number, then touch <b>OK</b> . Touch <b>Speed Dials</b> , touch the <b>Speed Dial Name</b> field, enter a name for the speed dial number, then touch <b>OK</b> .
3. Send a fax to multiple recipients.	Load your originals. Touch the <b>Fax</b> button on the Home screen. Touch the <b>Fax Recipients</b> field and use the virtual keypad to enter a fax number. Touch the <b>Down</b> button and enter another number in the <b>Fax Recipients</b> field. Repeat this for all recipients. Touch <b>Send Fax</b> .
4. Send a fax to multiple recipients (using speed dial numbers).	Load your originals. Touch the <b>Fax</b> button on the Home screen. Touch two or more <b>Speed dial</b> buttons. Touch <b>Send Fax</b> .
5. Set Fax options.	Load your originals. Touch the <b>Fax</b> button on the Home screen. Touch the <b>Fax Recipients</b> field and use the virtual keypad to enter a fax number. Touch <b>More Options</b> and select options and settings, such as resolution, image adjustment, and original size. Touch <b>Send Fax</b> .



## hp LaserJet m4345 mfp - Faxing

