HP LJ M3035mfp - Faxing

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 **Fax** button on the Home screen. Touch the **Fax Recipients** field and use the virtual keypad that appears to enter a fax number. Touch **Send Fax**.
2 Set up speed dial numbers.	Touch the **Fax** button on the Home screen. Touch the **Speed Dial Code** field and enter a 2-digit number, then touch **OK**. Touch **Speed Dials**, touch the **Speed Dial Name** field, enter a name for the speed dial number, then touch **OK**.
3 Send a fax to multiple recipients.	Load your originals. Touch the **Fax** button on the Home screen. Touch the **Fax Recipients** field and use the virtual keypad to enter a fax number. Touch the **Down button** and enter another number in the **Fax Recipients** field. Repeat this for all recipients. Touch **Send Fax**.
4 Send a fax to multiple recipients (using speed dial numbers).	Load your originals. Touch the **Fax** button on the Home screen. Touch two or more **Speed dial** buttons. Touch **Send Fax**.
5 Set Fax options.	Load your originals. Touch the **Fax** button on the Home screen. Touch the **Fax Recipients** field and use the virtual keypad to enter a fax number. Touch **More Options** and select options and settings, such as resolution, image adjustment, and original size. Touch **Send Fax**.

www.hp.com

How do I	Steps to perform
6 Create a fax printing schedule.	On the control panel, touch the Administration icon. Touch Time/Scheduling and Fax Printing Mode. Using the keypad, type the PIN (at least four digits), and then touch OK. Touch Create Fax Printing Schedule. Touch Print Start Time, select a time, and then touch Save. Touch Print End Time, select a time, and then touch Save. Touch Schedule Days then touch a day. Touch STORE ALL FAXES to lockout the day (24 hours), or touch As Scheduled to use the Print End Time/Print Start Time schedule for that day. Repeat this step for each day you want to schedule. Touch Save to exit.
7 Enable or disable a fax schedule.	On the control panel, press Menu. Touch FAX. Scroll to and touch FAX RECEIVE then FAX PRINTING. Type your PIN and touch OK. Touch FAX PRINTING MODE then select a fax printing mode: • Touch STORE ALL RECEIVED FAXES to disable printing of faxes and store all received faxes to memory. • Touch PRINT ALL RECEIVED FAXES to allow all stored faxes to print and to print all faxes as received. • Touch CREATE FAX PRINTING SCHEDULE to use the fax printing schedule to automatically turn on and off the printing of faxes. Touch OK to exit.