

hp LaserJet M5035 mfp – 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 .

