



Manage the phone book

How do I?	Steps to perform
<p>Manage the phone book</p>	<p>You can store frequently dialed fax numbers or groups of fax numbers as speed dials or group-dial entries.</p> <p>In the product phone book, a total of 120 entries are available for speed dials and group-dial entries. For example, if you program 100 of the entries as speed-dials, the remaining 20 can be used for group dials.</p>
<p>Use phone-book data from other programs</p> <p>NOTE: Before a phone book from another program can be imported, you must use the export feature in that other program.</p>	<ol style="list-style-type: none"><li data-bbox="726 584 1976 641">1 Open HP Toolbox.<li data-bbox="726 735 1976 793">2 Click Fax, and then click Fax Phone Book.<li data-bbox="726 887 1976 944">3 Browse to the program phone book, and then click Import.



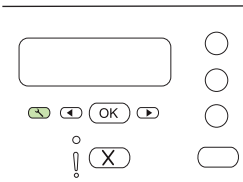
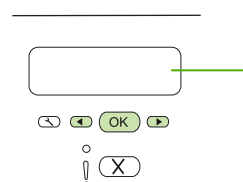
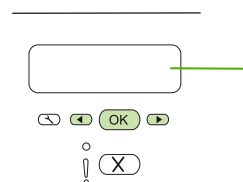
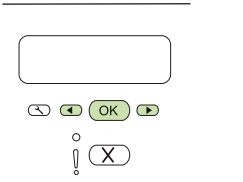


Fax logs and reports

How do I?	Steps to perform
<p>Print all fax reports</p>	<p>Use the following instructions to print fax logs and reports:</p> <ul style="list-style-type: none"> • Fax activity log • Configuration report • Phone book report • Block-fax list <ol style="list-style-type: none"> On the control panel, press Setup. Use the arrow buttons to select Reports, and then press OK. Use the arrow buttons to select Fax Reports, and then press OK. Use the arrow buttons to select All fax reports, and then press OK. The product exits the menu settings and prints the reports.



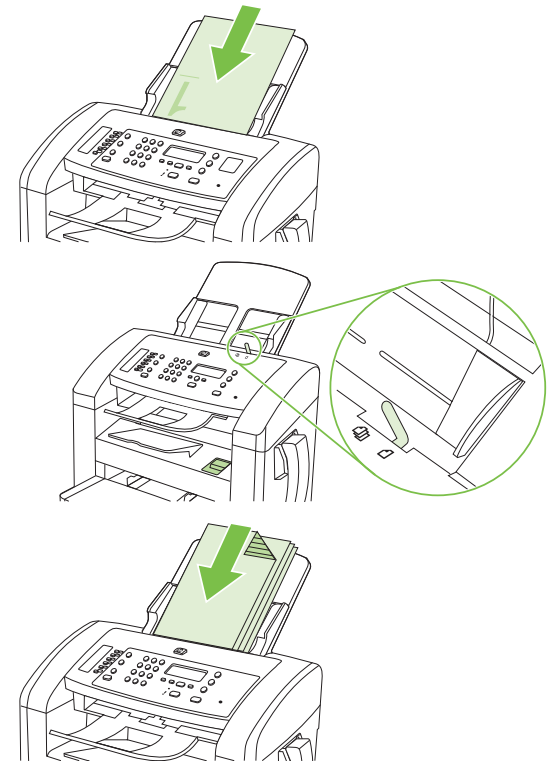

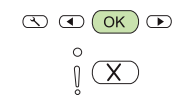


How do I?	Steps to perform	
<p>Print individual fax reports</p>	<p>1 On the control panel, press Setup.</p>	
	<p>2 Use the arrow buttons to select Reports, and then press OK.</p>	
	<p>3 Use the arrow buttons to select Fax Reports, and then press OK.</p>	
	<p>4 Use the arrow buttons to select the report to be printed, and then press OK. The product exits the menu settings and prints the report.</p>	



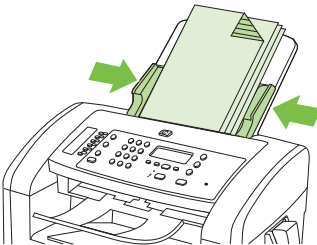
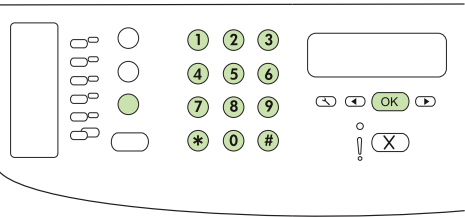
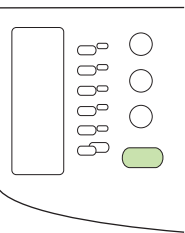


Fax my scan

How do I?	Steps to perform
<p data-bbox="86 371 676 443">Fax from the automatic document feeder (ADF)</p> <p data-bbox="86 603 676 767">CAUTION: To prevent damage to the product, do not use an original that contains correction tape, correction fluid, paper clips, or staples. Also, do not load photographs, small originals, or fragile originals into the ADF. Use the flatbed glass to scan these items.</p>	<ol data-bbox="676 347 1323 922" style="list-style-type: none"> <li data-bbox="676 347 1323 430">1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-down and the first page to be copied on bottom of the stack. <li data-bbox="676 603 1323 662">2 Make sure that the ADF media lever is set correctly for single-page or multiple-page documents. <li data-bbox="676 861 1323 922">3 Slide the stack into the ADF until it does not move any farther. <p data-bbox="714 1125 1323 1157">Document loaded appears on the control-panel display.</p> <div data-bbox="1365 343 1911 1388">  <p data-bbox="1386 1157 1890 1324">  Document loaded  </p> </div>



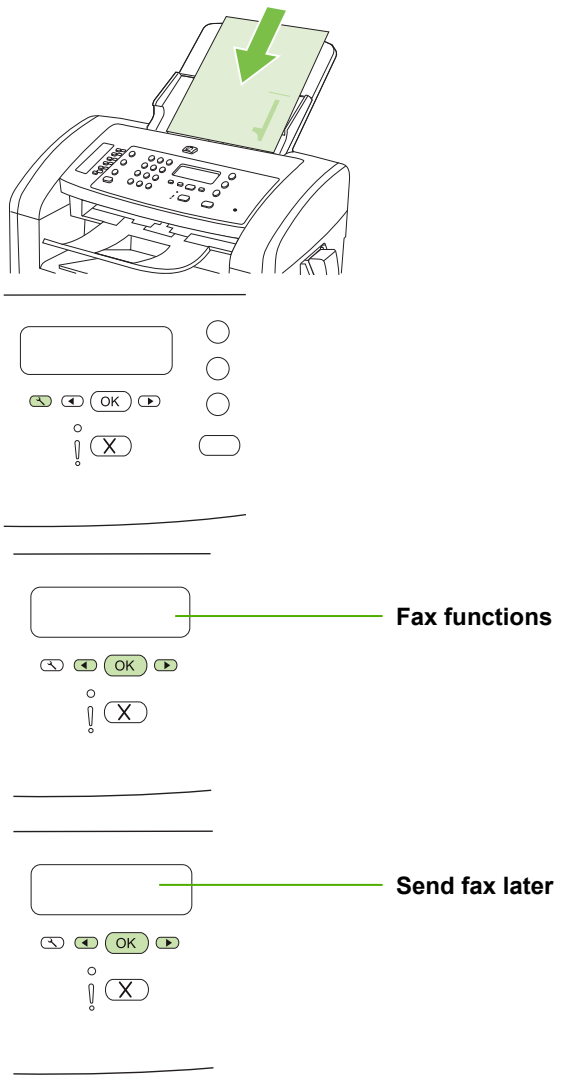


How do I?	Steps to perform
<p>Fax from the automatic document feeder (ADF) (continued)</p>	<p>4 Adjust the media guides until they are snug against the media.</p>  <p>5 Use the alphanumeric buttons on the control panel to dial the number.</p> <p>-or-</p> <p>If the fax number you are calling has been assigned to a one-touch key, press that key.</p> <p>-or-</p> <p>If the fax number you are calling has a speed dial or group-dial entry, press Phone Book, use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press OK.</p>  <p>6 On the control panel, press Start Fax. The product starts the fax job.</p> 



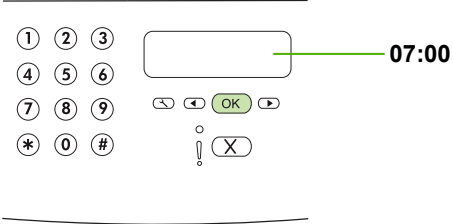
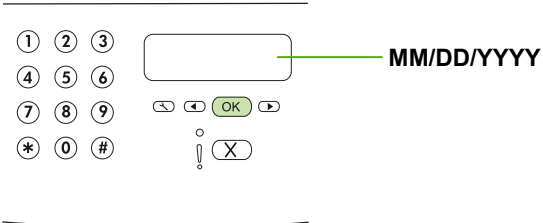
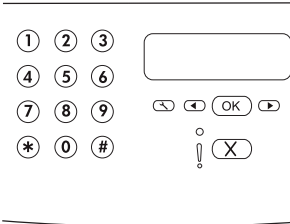
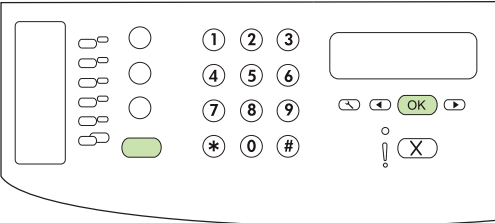


Schedule a fax

How do I?	Steps to perform
<p data-bbox="86 375 367 406">Send a delayed fax</p> <p data-bbox="86 630 667 798">NOTE: If the product cannot transmit the fax at the scheduled time, that information is indicated on the fax error report (if that option is turned on) or recorded in the fax activity log. The transmittal might not be initiated because the fax-sending call is not answered, or because a busy signal stops the redial attempts.</p>	<ol data-bbox="676 343 1323 1228" style="list-style-type: none"><li data-bbox="676 343 1323 406">1 Load the document into the automatic document feeder (ADF) input tray.<li data-bbox="676 630 1323 662">2 On the control panel, press Setup.<li data-bbox="676 885 1323 949">3 Use the arrow buttons until Fax functions appears, and then press OK.<li data-bbox="676 1173 1323 1236">4 Use the arrow buttons until Send fax later appears, and then press OK. 



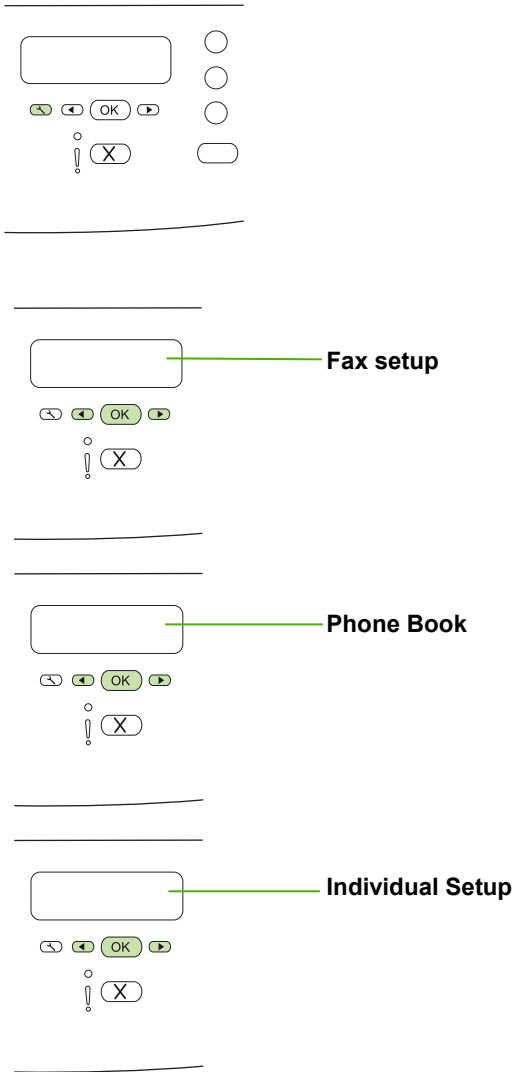


How do I?	Steps to perform	
<p>Send a delayed fax (continued)</p>	<p>5 Use the alphanumeric buttons to enter the time.</p> <p>6 If the product is set to the 12-hour time mode, use the arrow buttons to move the cursor past the fourth character to set A.M. or P.M. Select 1 for A.M. or select 2 for P.M., and then press OK.</p> <p>-or-</p> <p>If the product is set to the 24-hour time mode, press OK.</p> <p>7 Use the alphanumeric buttons to enter the date, and then press OK.</p> <p>-or-</p> <p>Accept the default date by pressing OK.</p> <p>8 Enter the fax number, enter the speed dial, or press the one-touch key.</p> <p>9 Press OK or Start Fax. The product scans the document into memory and sends it at the designated time.</p>	   



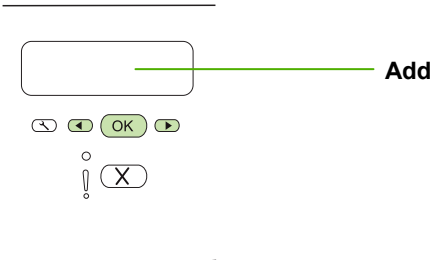
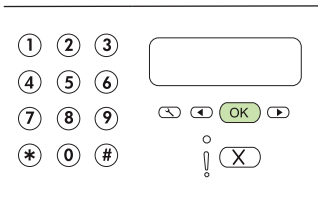
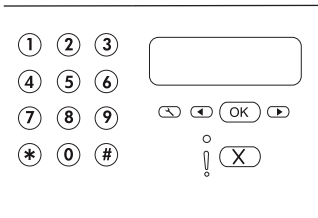
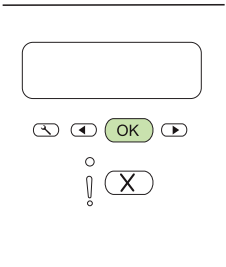


Fax speed dial

How do I?	Steps to perform
<p>Create and edit speed dials</p>	<p>NOTE: To gain access to all of the speed dials, you must use the Shift button. Speed dials 6 through 10 are all available by pressing Shift and the associated one-touch key on the control panel.</p> <ol style="list-style-type: none"> <li data-bbox="653 459 1423 496">On the control panel, press Setup. <li data-bbox="653 643 1423 679">Use the arrow buttons to select Fax setup, and then press OK. <li data-bbox="653 911 1423 948">Press OK to select Phone Book. <li data-bbox="653 1179 1423 1216">Press OK to select Individual Setup.  <p>The diagram illustrates the control panel with four stages of navigation. Each stage shows a rectangular display area with a green highlight and a green arrow pointing to it from a label on the right. Below the display are four buttons: a left arrow, an 'OK' button, a right arrow, and a 'Cancel' button (represented by an 'X' in a circle). The stages are: 1. The 'Setup' button is highlighted. 2. The 'Fax setup' option is highlighted. 3. The 'Phone Book' option is highlighted. 4. The 'Individual Setup' option is highlighted.</p>

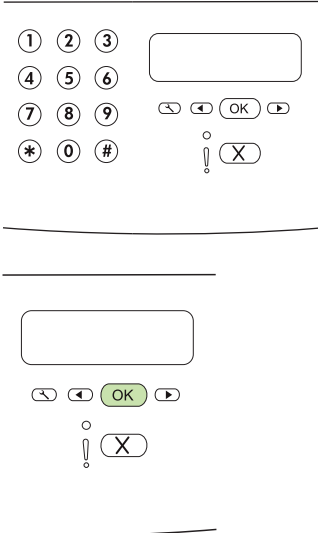




How do I?	Steps to perform	
<p>Create and edit speed dials (continued)</p> <p>NOTE: When entering a fax number, press Pause until a comma (,) appears if you want to insert a pause in the dialing sequence, or press * until W appears if you want the product to wait for a dial tone.</p>	<p>5 Press OK to select Add.</p> <p>6 Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press OK. Selecting a number from 1 to 10 also associates the fax number with the corresponding one-touch key.</p> <p>7 Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.</p> <p>8 Press OK.</p>	   





How do I?	Steps to perform
<p data-bbox="92 300 485 368">Create and edit speed dials (continued)</p> <p data-bbox="92 416 632 523">NOTE: To insert punctuation, press the asterisk (*) button repeatedly until the character that you want appears, and then press the > button to go to the next space.</p>	<p data-bbox="659 272 1398 352">9 Use the alphanumeric buttons to enter a name for the fax number. To do so, repeatedly press the alphanumeric button for the letter that you need until the letter appears.</p> <p data-bbox="659 544 1058 568">10 Press OK to save the information.</p> <p data-bbox="659 831 1377 879">11 If you have more speed dials to program, repeat steps 1 through 10.</p> <div data-bbox="1430 272 1745 807"></div>

