



Schedule a fax

How do I?	Steps to perform
<p data-bbox="92 371 369 408">Send a delayed fax</p> <p data-bbox="92 683 648 740">NOTE: This example shows setting the time for 7:00 pm, using 12-hour time mode.</p>	<ol style="list-style-type: none"> <li data-bbox="688 347 1312 405">1 Load the document into the automatic document feeder (ADF) input tray or onto the flatbed scanner. <li data-bbox="688 683 1136 711">2 On the control panel, press Fax Menu. <li data-bbox="688 911 1339 968">3 Use the arrow buttons until Send appears, and then press OK. <li data-bbox="688 1139 1320 1197">4 Use the arrow buttons until Send fax later appears, and then press OK. <div data-bbox="1360 347 1982 667"> </div> <div data-bbox="1367 715 1604 858"> </div> <div data-bbox="1367 911 1919 1075"> </div> <div data-bbox="1367 1139 1961 1303"> </div>





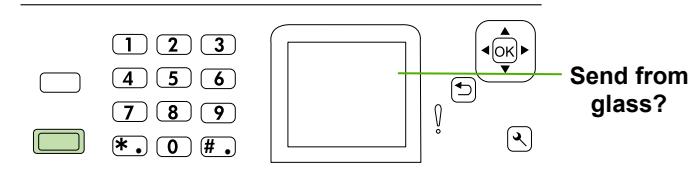
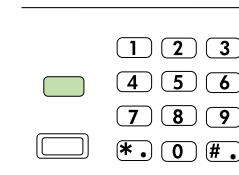
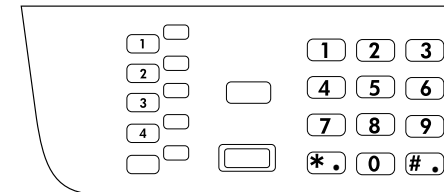
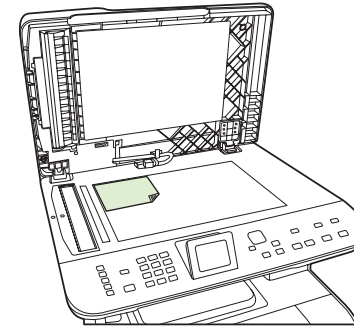
How do I?	Steps to perform	
<p>Send a delayed fax (continued)</p>	<p>5 Use the alphanumeric buttons to enter the time.</p> <p>6 If the product is set to the 12-hour time mode, use the arrow buttons to move the cursor past the fourth character to set A.M. or P.M. Select 1 for A.M. or select 2 for P.M., 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. Access the phone book by pressing Fax Menu on the control panel and then selecting Phone Book.</p>	
	<p>9 Press OK or Start Fax. The product scans the document into memory and sends it at the designated time.</p>	



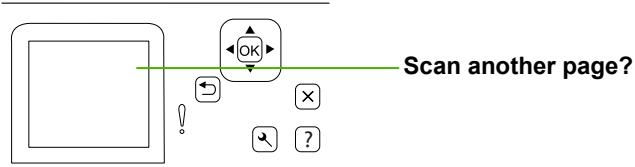




Fax my scan

How do I?	Steps to perform
<p>Send a fax from the flatbed scanner</p>	<ol style="list-style-type: none"> 1 Make sure that the automatic document feeder (ADF) contains no media. 2 Lift the flatbed scanner cover. 3 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the corner indicated by the icon on the scanner. 4 Gently close the lid. 5 Use the alphanumeric buttons on the control panel to dial the number. -or- If the fax number you are calling has been assigned to a one-touch key, press that key. -or- If the fax number you are calling has a speed dial or group-dial entry, press Fax Menu, then use the arrow keys to select Phone Book. Choose Select an entry and use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press OK. 6 On the control panel, press Start Fax. The control-panel display shows the following message: Send from glass?



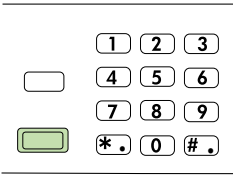
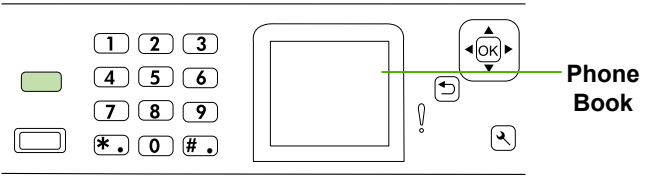
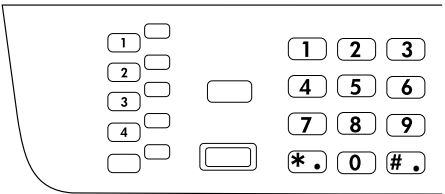


How do I?	Steps to perform
<p>Send a fax from the flatbed scanner (continued)</p>	<p>7 After scanning the page, the product control-panel display shows the following message: Scan another page?</p>  <p>8 If you have more pages to scan, select Yes, and then repeat step 3 for each page of the fax job.</p> <p>-or-</p> <p>If you are finished, select No.</p>
<p>Fax from the automatic document feeder (ADF)</p> <p>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>	<p>1 Insert the top-end of the stack of originals into the ADF input tray, with the media stack face-up and the first page to be copied on top of the stack.</p>  <p>2 Slide the stack into the ADF until it does not move any farther. Document loaded appears on the control-panel display.</p> <p>3 Adjust the media guides until they are snug against the media without restricting movement.</p> 





How do I?	Steps to perform
<p>Fax from the automatic document feeder (ADF) (continued)</p>	<p>4 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 Fax Menu, then use the arrow keys to select Phone Book. Choose Select an entry and use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press OK.</p> <p>5 On the control panel, press Start Fax. The product starts the fax job.</p>





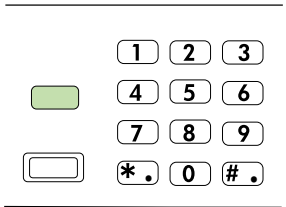
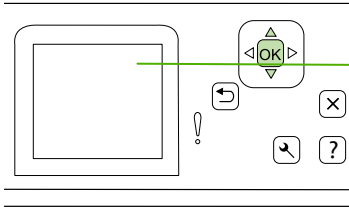
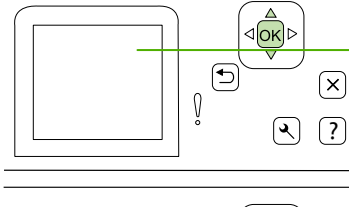
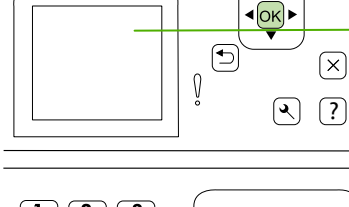
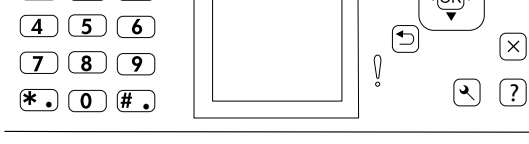
Use the address book

How do I?	Steps to perform
<p data-bbox="94 375 699 411">Use phone-book data from other programs</p> <p data-bbox="94 464 705 544">NOTE: Before a phone book from another program can be imported, you must use the export feature in that other program.</p>	<ol data-bbox="730 347 1297 722" style="list-style-type: none"><li data-bbox="730 347 989 371">1 Open HP ToolboxFX.<li data-bbox="730 464 1220 488">2 Click Fax, and then click Fax Phone Book.<li data-bbox="730 580 1297 632">3 Browse to the program phone book, and then click Import/Export Phone Book.<li data-bbox="730 699 1087 722">4 Click Import and choose Next.



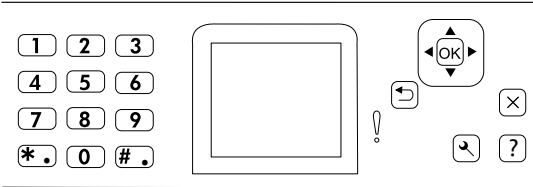
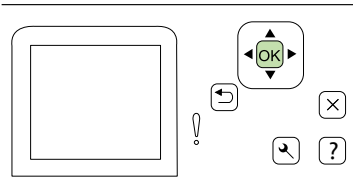


Speed dial

How do I?	Steps to perform
<p>Create and edit speed dials</p>	<ol style="list-style-type: none"> <p>On the control panel, press Fax Menu.</p>  <p>Use the arrow buttons to select Phone Book, and then press OK.</p>  <p>Use the arrow buttons to select Individual Setup. Press OK.</p>  <p>Press OK to select Add.</p>  <p>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> 





How do I?	Steps to perform	
<p data-bbox="92 300 653 331">Create and edit speed dials (continued)</p>	<p data-bbox="703 272 1327 379">6 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 data-bbox="703 512 848 536">7 Press OK.</p> <p data-bbox="703 619 1094 643">8 Press OK to save the information.</p> <p data-bbox="703 730 1327 783">9 If you have more speed dials to program, repeat steps 1 through 8.</p>	 <p data-bbox="1367 272 1896 459">A diagram of the control panel showing a numeric keypad with buttons for digits 1-9, *, 0, #, and a decimal point. To the right of the keypad is a large square display area. To the right of the display are several control buttons: a left arrow, a right arrow, a central 'OK' button with four directional arrows, a cancel button (X), a help button (?), and a search button (magnifying glass). A question mark icon is positioned to the right of the display area.</p>  <p data-bbox="1367 512 1717 699">A diagram of the control panel showing the same layout as above. The 'OK' button is highlighted with a green border, indicating it should be pressed.</p>





Fax logs and reports

How do I?	Steps to perform	
<p>Print all fax reports</p>	<ol style="list-style-type: none"> On the control panel, press Fax Menu. Use the arrow buttons to select 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. 	
<p>Print individual fax reports</p>	<ol style="list-style-type: none"> On the control panel, press Fax Menu. Use the arrow buttons to select Reports, and then press OK. 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. 	





Delete faxes from memory

How do I?	Steps to perform
<p>Delete faxes from memory</p> <p>CAUTION: In addition to clearing the reprint memory, this procedure clears any fax that is currently being sent, unsent faxes that are pending redial, faxes that are scheduled to be sent at a future time, and faxes that are not printed or forwarded.</p>	<ol style="list-style-type: none"> <li data-bbox="730 347 1346 375">1 On the control panel, press Setup. <li data-bbox="730 560 1346 614">2 Use the arrow buttons to select Service, and then press OK. <li data-bbox="730 770 1346 825">3 Use the arrow buttons to select Fax Service, and then press OK. <li data-bbox="730 981 1346 1035">4 Use the arrow buttons to select Clear saved faxes, and then press OK. <li data-bbox="730 1192 1346 1219">5 Press OK to confirm the deletion.

