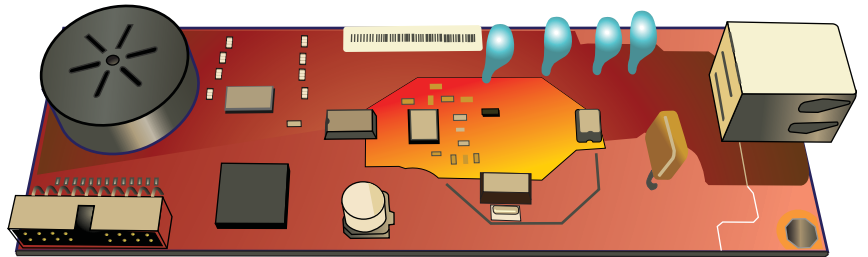


HP LaserJet Analog Fax Accessory 500

Quick Reference Guide

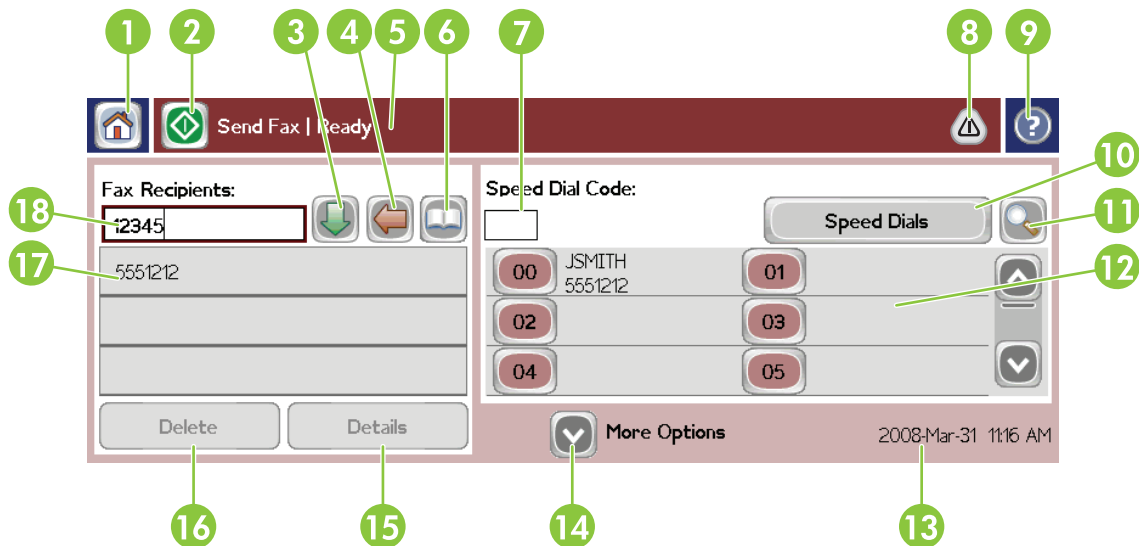


Quick reference summary

| Page | How do I? | Steps to Perform |
|------|---|--|
| 2 | Send a fax by entering numbers manually | Place the document in the automatic document feeder (ADF) or on the scanner glass. From the main screen, touch the Fax icon. Touch More Options . When all settings are completed on the Settings screen, touch the up arrow to return to the Fax screen. Using the keyboard, enter a phone number. Touch the green down arrow to add the number to the recipients list. Touch Start to send the fax. |
| 3 | Send a fax using speed dial | Place the document in the automatic document feeder (ADF) or on the scanner glass. On the control panel, touch the Fax icon to display the Fax screen. Touch a Speed Dial number for the speed dial name you wish to use. Touch Start to send the fax. |
| 4 | Cancel a fax | Press the red Stop button on the control panel. Touch the drop-down menu, and then touch the Outgoing faxes option. Select the Current Fax Job tab or the All Fax Jobs tab, and then touch the Cancel Job button. |
| 5 | Create a speed dial list | On the control panel, touch the Fax icon. Touch Speed Dials to display the Speed Dial screen. Touch a Speed Dial number. Touch the Speed Dial Name box to display the keyboard. Type a name for the speed dial and touch OK to return to the Speed Dials screen. Touch the Fax Numbers box to display the keyboard. Type a fax number and touch OK to return to the Speed Dials screen. Touch the Speed Dial number to save. When finished, touch OK to return to the Fax screen. |
| 7 | Delete a speed dial list | On the control panel main screen, touch the Fax icon to display the fax screen. Touch Speed Dials to display the Speed Dial menu. Touch the Speed Dial number of the list to be deleted. Touch Delete . Touch Yes to delete the speed dial list. Touch OK to return to the Fax screen. |
| 8 | Set fax forwarding | On the control panel, scroll to and touch the Administration icon to open the Administration menu. Touch Default Job Options to display the Default Job Options menu. Touch Default Fax Options to display the Default Fax Options menu. Touch Fax Receive to display the Fax Receive screen. Touch Fax Forwarding to display the PIN screen. Using the keypad, type the PIN (at least four digits), and then touch OK to display the Fax Forwarding screen. Touch Fax Forwarding . Touch Custom and touch Save to display the Set Fax Forwarding screen. Touch Forward to Number to display the Forward to Number screen. Touch the text box to enter the fax forward phone number. Type the fax forward phone number and touch OK . Touch Save . |

Fax feature screen

The Fax feature screen is used to send faxes. To access this screen, press the **Fax** icon displayed on the control panel Home screen.

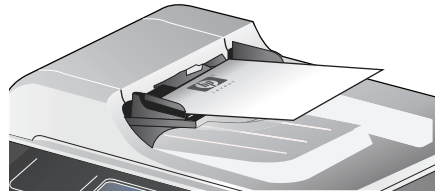


| | |
|----|--|
| 1 | Home Key – return to main screen |
| 2 | Send Fax – press to send fax to recipients |
| 3 | Enter Number into Recipient List |
| 4 | Backspace/Delete Number |
| 5 | Status Message Bar |
| 6 | Access Phone Book |
| 7 | Speed Dial Search by Number |
| 8 | Alert Message – touch to display |
| 9 | Help – touch to display help selections |
| 10 | Speed Dial – Edit Key |
| 11 | Speed Dial – Search by Name |
| 12 | Speed Dial List (scroll to display other entries) |
| 13 | Current Date and Time |
| 14 | Touch to access additional Fax Settings for current job |
| 15 | Press for Details of Selected Recipient |
| 16 | Press to Delete Selected Recipient from List |
| 17 | Recipient List |
| 18 | Recipient Number Entry Box – Touch for keyboard or enter from control panel keypad |

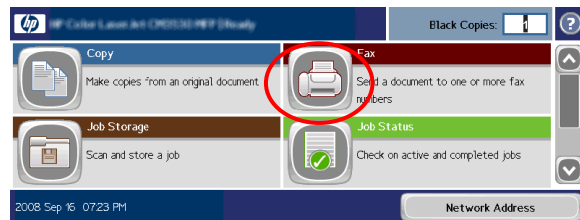
Send a fax

Send a fax by entering numbers manually

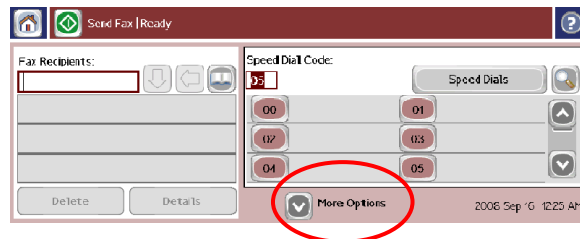
- 1 Place the document in the automatic document feeder (ADF) or on the scanner glass.



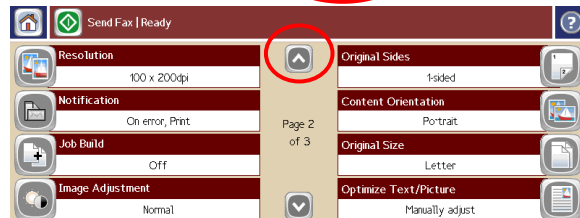
- 2 From the main screen, touch the **Fax** icon.



- 3 Touch **More Options**. Verify that the Describe Original settings match those of your original.

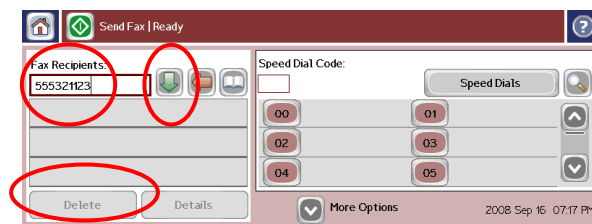


- 4 When all settings are completed on the Settings screen, touch the up arrow to return to the Fax screen.

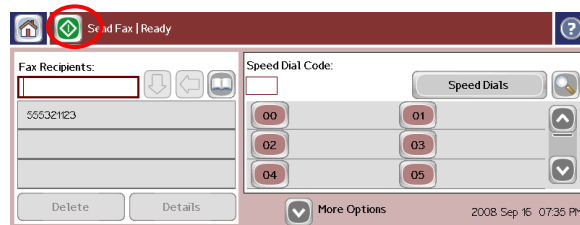


- 5 Using the keyboard, enter a phone number. Touch the green down arrow to add the number to the recipients list.

To remove a number from the list, touch the number, then touch **Delete**.

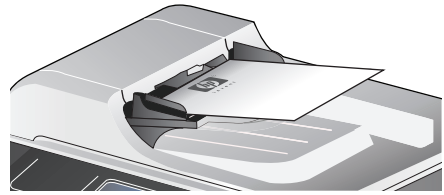


- 6 Touch **Start** to send the fax.

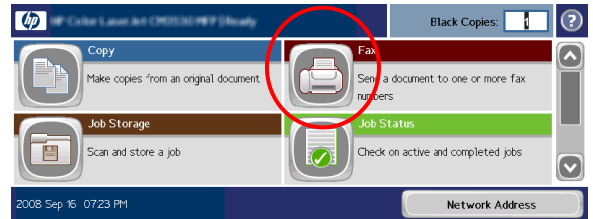


Send a fax using speed dial

- 1 Place the document in the automatic document feeder (ADF) or on the scanner glass.

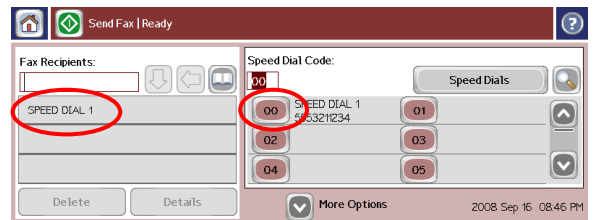


- 2 On the control panel, touch the **Fax** icon to display the Fax screen.

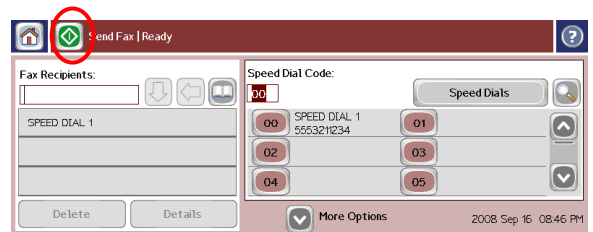


- 3 Touch a **Speed Dial** number for the speed dial name you wish to use.

The speed dial name will appear in the **Fax Recipients** section of the Fax screen.

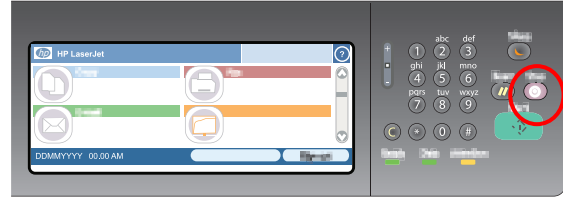


- 4 Touch **Start** to send the fax.

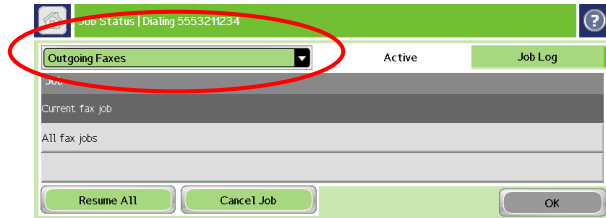


Cancel a fax

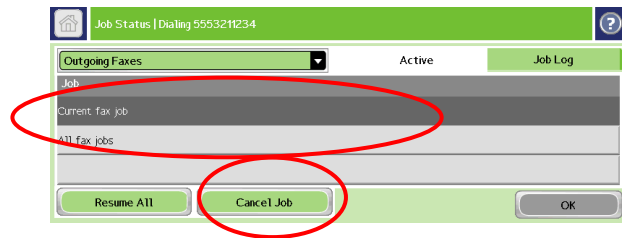
1 Press the red Stop button on the control panel. The **Job Status** screen opens.



2 Touch the drop-down menu, then touch the **Outgoing Faxes** option.

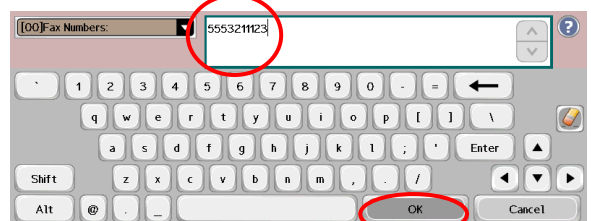
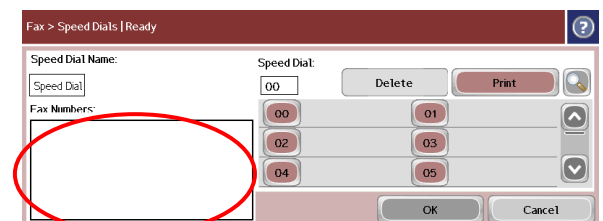
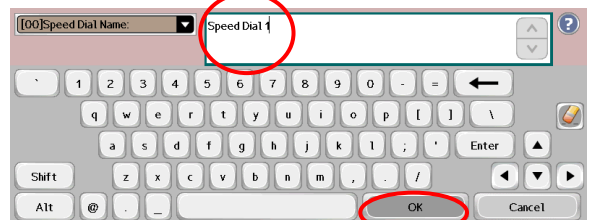
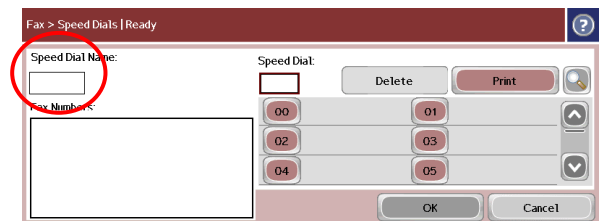
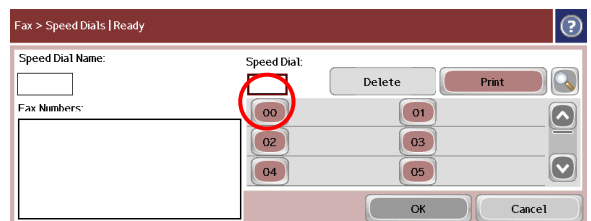
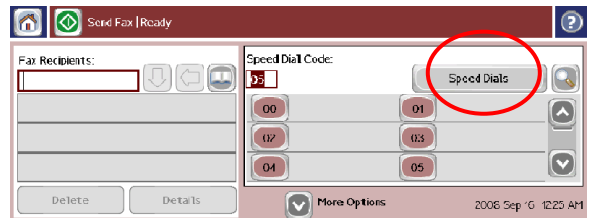
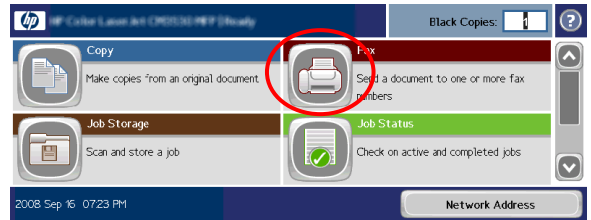


3 Select the **Current Fax Job** tab or the **All fax jobs** tab, then touch the **Cancel Job** button.



Create a speed dial list

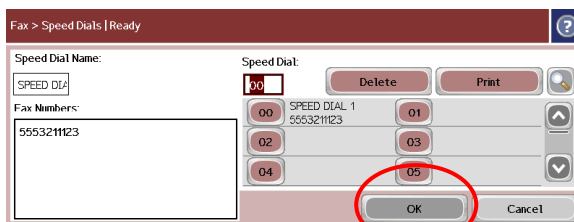
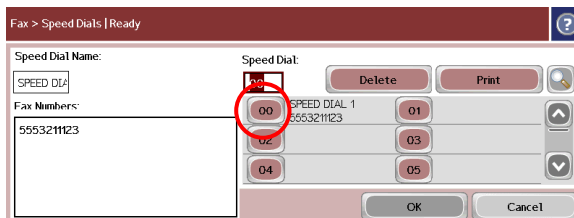
- 1 On the control panel, touch the **Fax** icon to display the Fax screen.
- 2 Touch **Speed Dials** to display the Speed Dial screen.
- 3 Touch a **Speed Dial** number.
- 4 Touch the **Speed Dial Name** box to display the keyboard.
- 5 Type a name for the speed dial and touch **OK** to return to the **Speed Dials** screen.
- 6 Touch the **Fax Numbers** box to display the keyboard.
- 7 Type a fax number and touch **OK** to return to the **Speed Dials** screen.



8 Touch the **Speed Dial** number to save. The name and fax number appear next to the **Speed Dial** number.

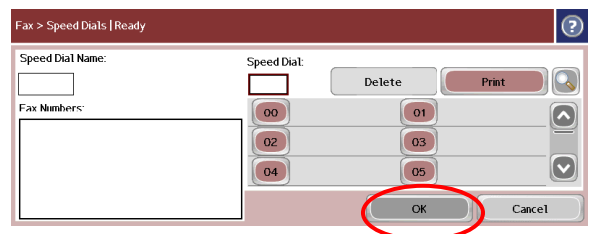
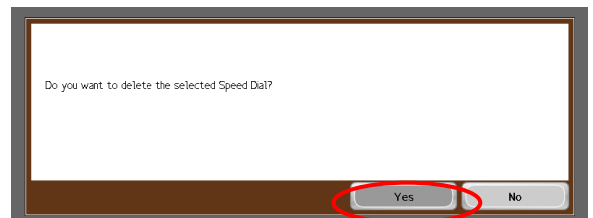
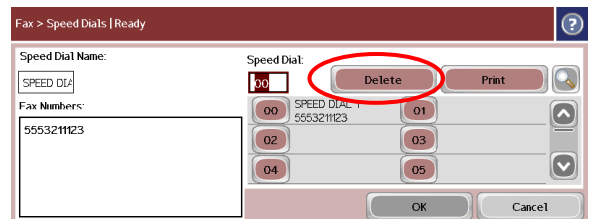
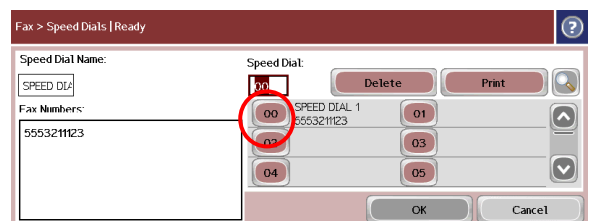
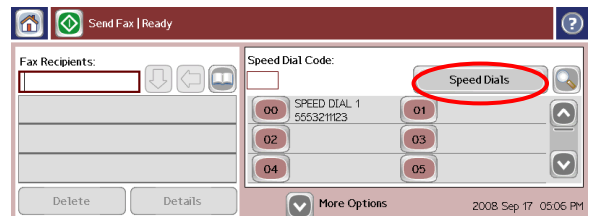
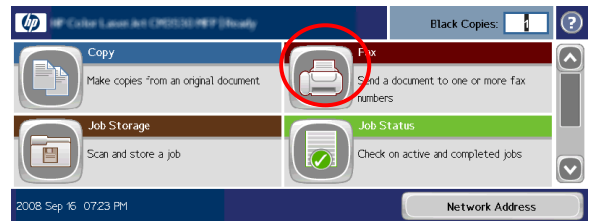
9 Repeat steps 3-8 to enter all the numbers for the speed dial.

10 When finished, touch **OK** to return to the Fax screen.



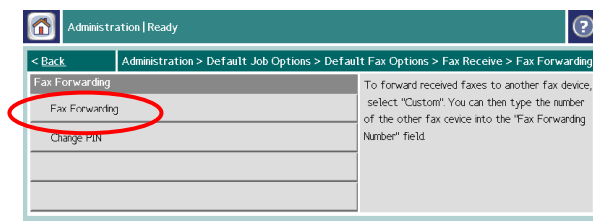
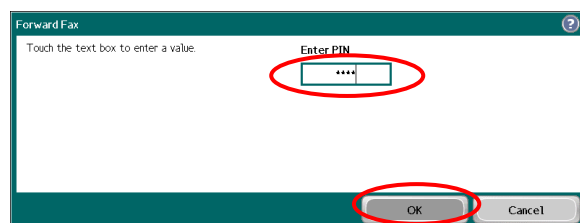
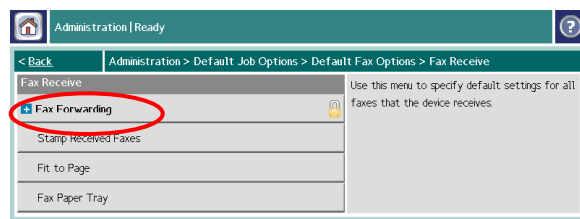
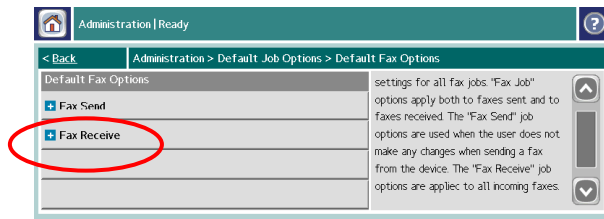
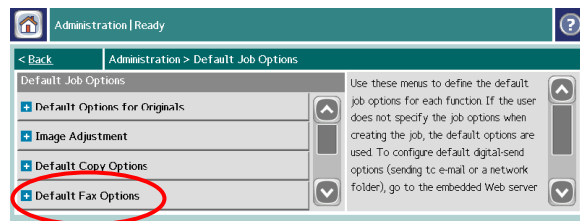
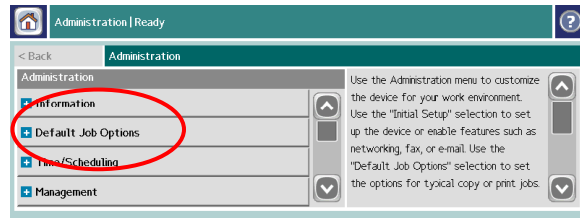
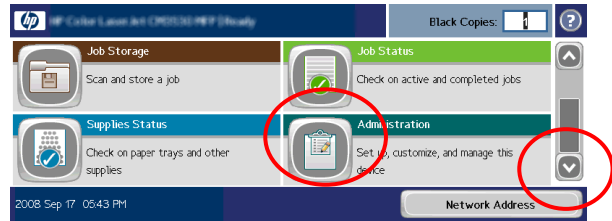
Delete a speed dial list

- 1 On the control panel main screen, touch the **Fax** icon to display the Fax screen.
- 2 Touch **Speed Dials** to display the Speed Dial screen.
- 3 Touch the **Speed Dial** number of the list to be deleted.
- 4 Touch **Delete**.
- 5 Touch **Yes** to delete the speed dial list.
- 6 Touch **OK** to return to the Fax screen.



Set fax forwarding

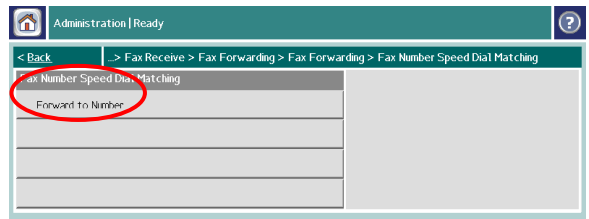
- 1 On the control panel, scroll to and touch the **Administration** icon to open the Administration menu.
- 2 Touch **Default Job Options** to display the Default Job Options menu.
- 3 Touch **Default Fax Options** to display the Default Fax Options menu.
- 4 Touch **Fax Receive** to display the Fax Receive screen.
- 5 Touch **Fax Forwarding** to display the PIN screen.
- 6 Using the keypad, type the PIN (at least four digits), then touch **OK** to display the Fax Forwarding screen.
- 7 Touch **Fax Forwarding**.



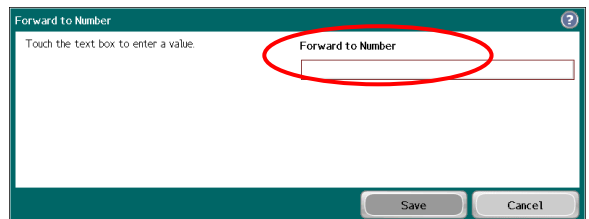
8 Touch **Custom** and touch **Save** to display the Set Fax Forwarding screen.



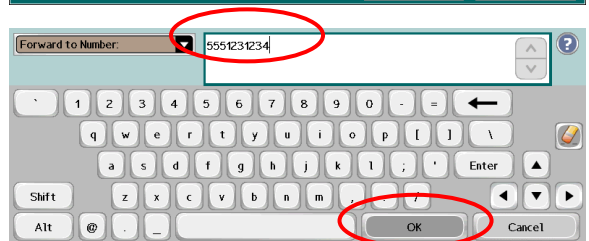
9 Touch **Forward to Number** to display the Forward to Number screen.



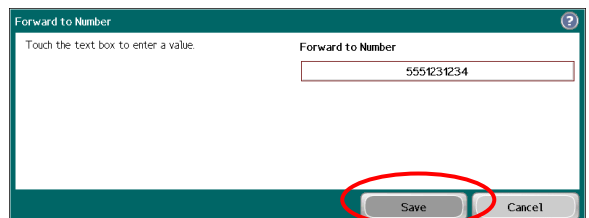
10 Touch the text box to enter the fax forward phone number.



11 Type the fax forward phone number and touch **OK**.



12 Touch **Save**.



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