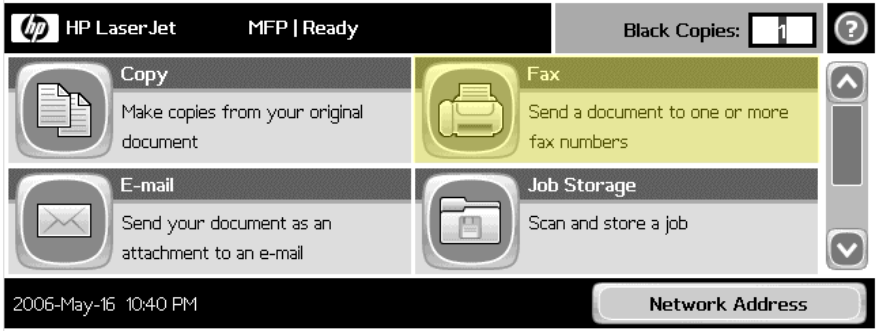
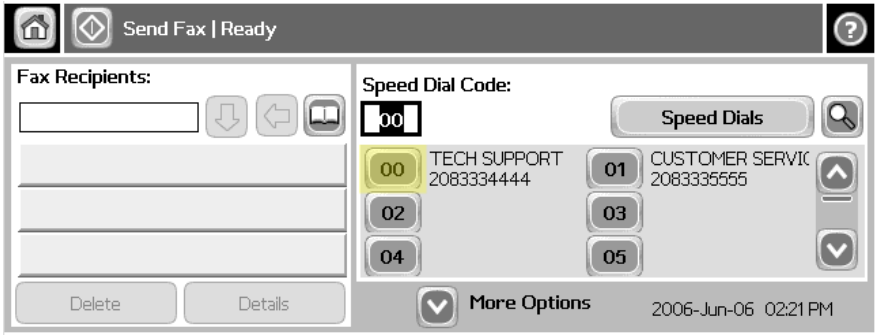
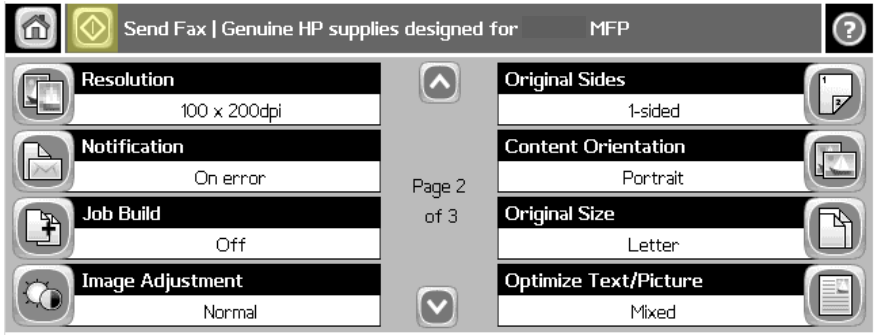
hp LaserJet M3027 mfp - Faxing

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**.









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