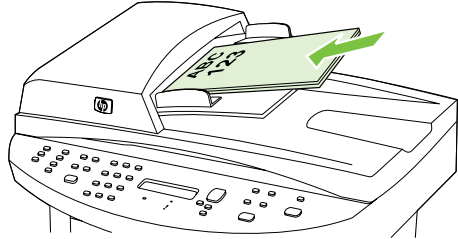
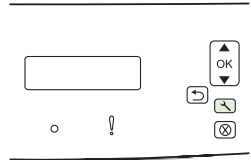
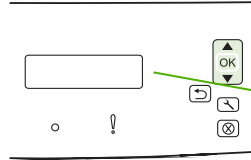
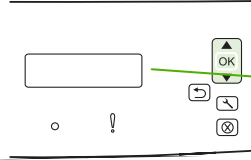


## Schedule a fax

How do I?	Steps to perform
<p data-bbox="86 371 369 408">Send a delayed fax</p> <p data-bbox="86 671 695 727"><b>NOTE:</b> 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="716 347 1312 403">1 Load the document into the automatic document feeder (ADF) input tray or onto the flatbed scanner. </li><li data-bbox="716 671 1178 699">2 On the control panel, press <b>Setup</b> (⚙️). </li><li data-bbox="716 919 1312 975">3 Use the arrow buttons until <b>Fax functions</b> appears, and then press <b>OK</b>. </li><li data-bbox="716 1166 1312 1222">4 Use the arrow buttons until <b>Send fax later</b> appears, and then press <b>OK</b>. </li></ol>



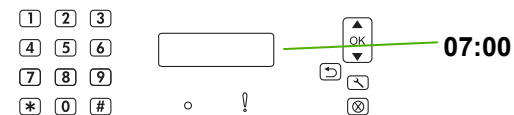


## How do I?

## Steps to perform

Send a delayed fax (continued)

5 Use the alphanumeric buttons to enter the time.



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**.

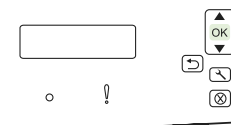
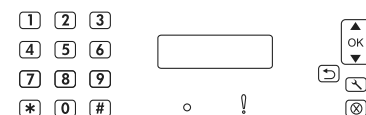
-Or-

If the product is set to the 24-hour time mode, press **OK**.

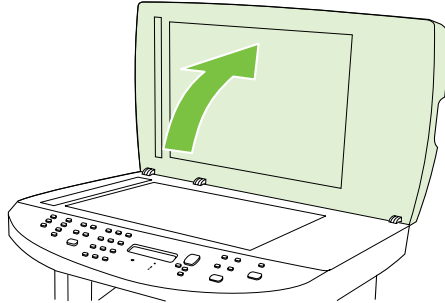
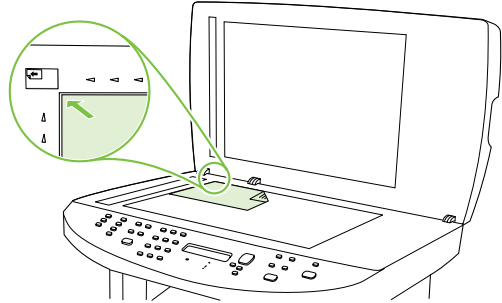
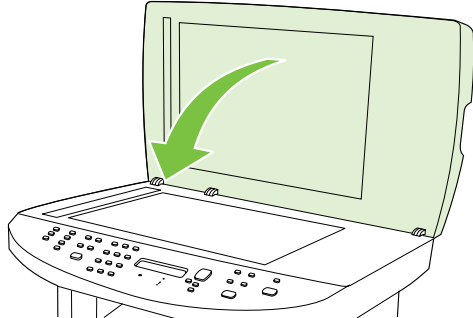
7 Use the alphanumeric buttons to enter the date, and then press **OK**.

-Or-

Accept the default date by pressing **OK**.

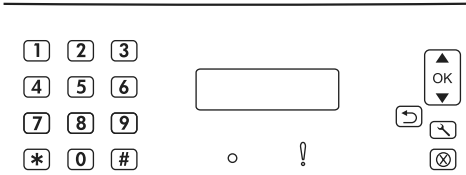

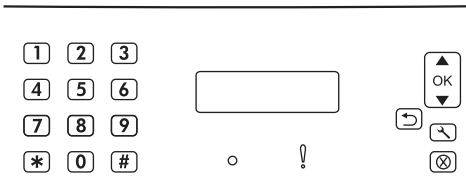
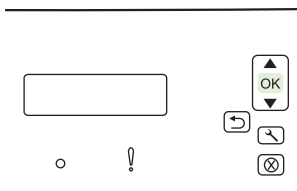


## Fax my scan

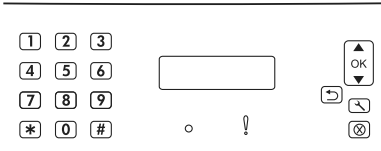
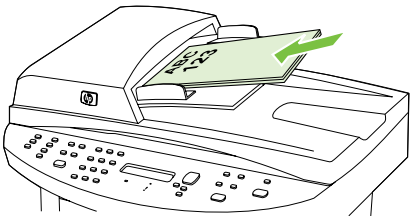
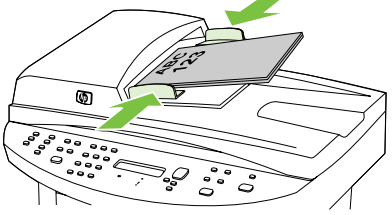
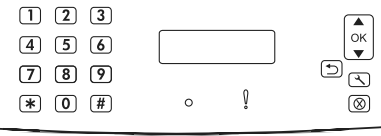
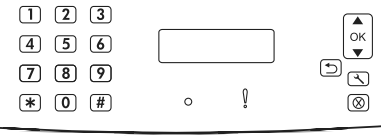
How do I?	Steps to perform
Send a fax from the flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1333 406">1 Make sure that the automatic document feeder (ADF) contains no media.</li><li data-bbox="730 427 1081 454">2 Lift the flatbed scanner cover.</li><li data-bbox="730 703 1333 790">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.</li><li data-bbox="730 1061 976 1088">4 Gently close the lid.</li></ol>   





How do I?	Steps to perform
<p>Send a fax from the flatbed scanner (continued)</p>	<p><b>5</b> Use the alphanumeric buttons on the control panel to dial the number.                      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 <b>Phone Book</b>, use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press <b>OK</b>.</p>  <p><b>6</b> On the control panel, press <b>Start Fax</b>.                      The control-panel display shows the following message: <b>Send from glass? 1=Yes 2=No</b>.</p> 
	<p><b>7</b> Press <b>1</b> to select <b>Yes</b>. The control-panel display shows the following message: <b>Load page: X Press OK</b>, where X is the page number.</p>  <p><b>8</b> Press <b>OK</b>. After scanning the page, the product control-panel display shows the following message: <b>Another page? 1=Yes 2=No</b>.</p> 



How do I?	Steps to perform
<p>Send a fax from the flatbed scanner (continued)</p>	<p>9 If you have more pages to scan, press <b>1</b> to select <b>Yes</b>, and then repeat step 3 for each page of the fax job. -Or- If you are finished, press <b>2</b> to select <b>No</b>, and then go to the next step.</p>  <p><b>Document loaded</b></p>
<p>Fax from the automatic document feeder (ADF)</p> <p><b>CAUTION:</b> 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 style="list-style-type: none"> <li>Insert the top-end of the stack of originals into the document feeder input tray, with the media stack face-up and the first page to be copied on top of the stack.</li> <li>Slide the stack into the ADF until it does not move any farther. <b>Document loaded</b> appears on the control-panel display.</li> <li>Adjust the media guides until they are snug against the media.</li> <li>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 <b>Phone Book</b>, use the alphanumeric buttons to specify the speed dial or group-dial entry, and then press <b>OK</b>.</li> <li>On the control panel, press <b>Start Fax</b>. The product starts the fax job.</li> </ol>    



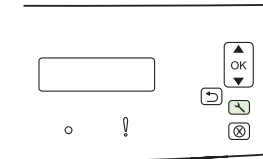
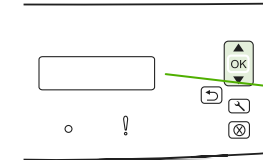
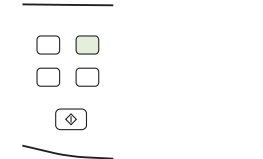
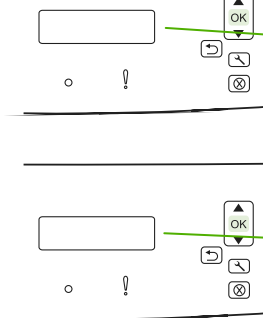


## Use the address book

How do I?	Steps to perform
<p data-bbox="92 375 590 443">Import phone-book data from other programs</p> <p data-bbox="92 467 705 547"><b>NOTE:</b> 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 619" style="list-style-type: none"><li data-bbox="730 347 989 371">1 Open HP ToolboxFX.</li><li data-bbox="730 467 1220 491">2 Click <b>Fax</b>, and then click <b>Fax Phone Book</b>.</li><li data-bbox="730 571 1297 619">3 Browse to the program phone book, and then click <b>Import</b>.</li></ol>



## Speed dial

How do I?	Steps to perform
<p>Create and edit speed dials</p>	<p>1 On the control panel, press <b>Setup</b> (⌘).</p> 
	<p>2 Use the arrow buttons to select <b>Fax setup</b>, and then press <b>OK</b>.</p>  <p style="text-align: right;"><b>Fax setup</b></p>
	<p>3 Press <b>OK</b> to select <b>Phone Book</b>.</p> 
	<p>4 Press <b>OK</b> to select <b>Individual Setup</b>.</p>  <p style="text-align: right;"><b>Individual Setup</b></p>

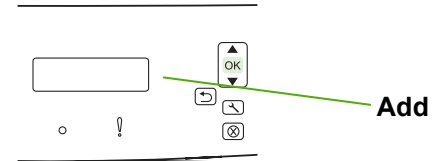


## How do I?

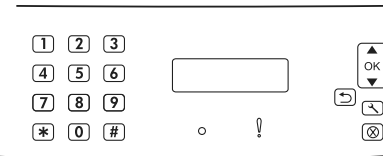
### Create and edit speed dials (continued)

## Steps to perform

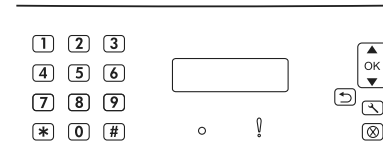
5 Press **OK** to select **Add**.



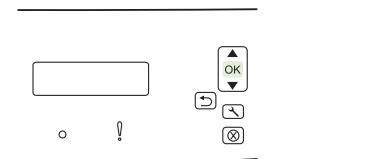
6 Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press **OK**. Selecting a number from 1 to 12 also associates the fax number with the corresponding one-touch key.



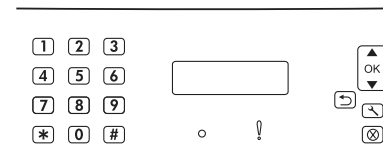
7 Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.



8 Press **OK**.



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.



10 Press **OK** to save the information.

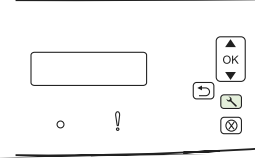
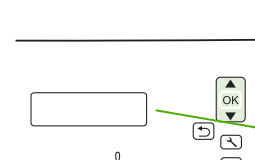
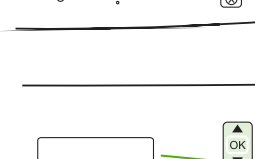
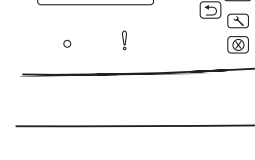
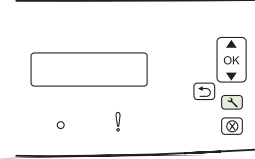


11 If you have more speed dials to program, repeat steps 1 through 10.



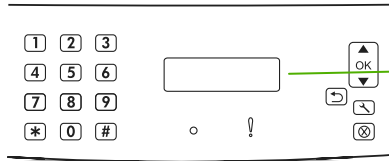
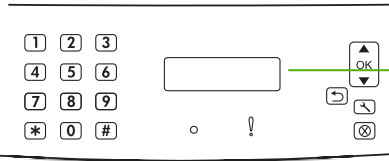
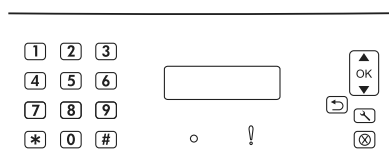


## Create a fax report

How do I?	Steps to perform
<p>Print all fax reports</p>	<ol style="list-style-type: none"> <li data-bbox="724 343 1344 502"> <p>1 On the control panel, press <b>Setup</b> ( ).</p>  </li> <li data-bbox="724 510 1344 670"> <p>2 Use the arrow buttons to select <b>Reports</b>, and then press <b>OK</b>.</p>  <p style="text-align: right;">Reports</p> </li> <li data-bbox="724 678 1344 837"> <p>3 Use the arrow buttons to select <b>Fax Reports</b>, and then press <b>OK</b>.</p>  <p style="text-align: right;">Fax Reports</p> </li> <li data-bbox="724 845 1344 1005"> <p>4 Use the arrow buttons to select <b>All fax reports</b>, and then press <b>OK</b>. The product exits the menu settings and prints the reports.</p>  <p style="text-align: right;">All fax reports</p> </li> </ol>
<p>Print individual fax reports</p>	<ol style="list-style-type: none"> <li data-bbox="724 1176 1344 1335"> <p>1 On the control panel, press <b>Setup</b> ( ).</p>  </li> </ol>





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



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