
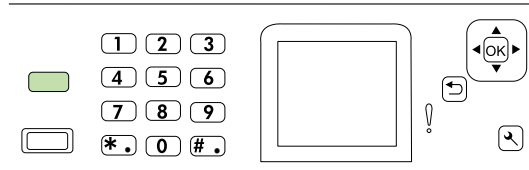
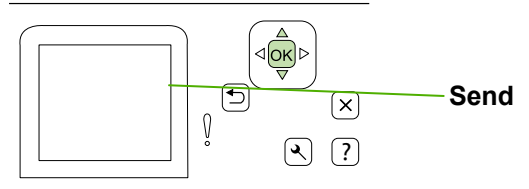
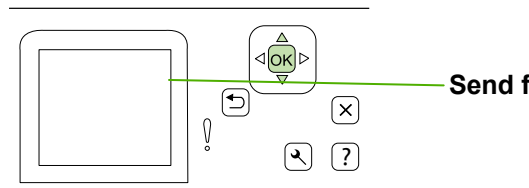
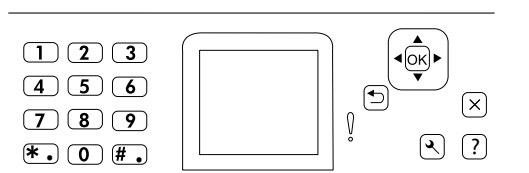


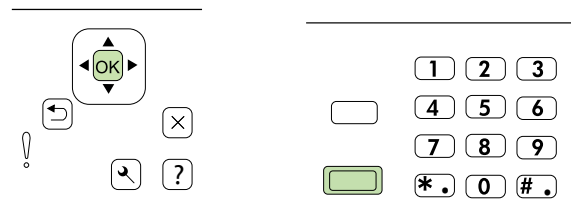
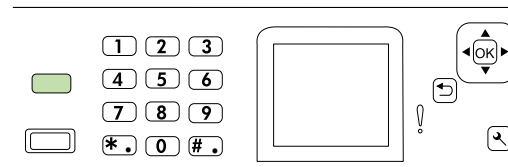
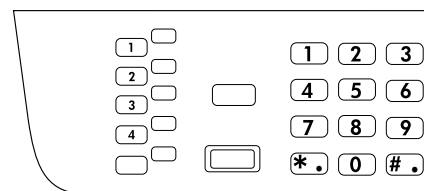
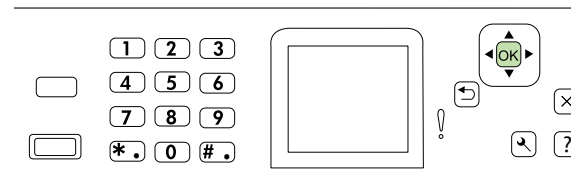
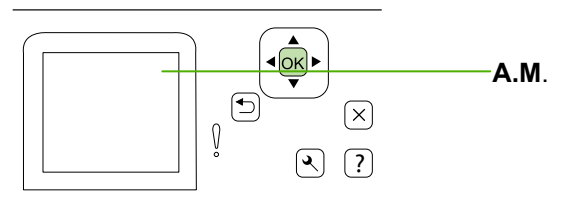


Schedule a fax

How do I?	Steps to perform
<p>Send a delayed fax</p>	<ol style="list-style-type: none"><li data-bbox="716 339 1346 403">1 Load the document into the automatic document feeder (ADF) input tray or onto the flatbed scanner. <li data-bbox="716 587 1346 627">2 On the control panel, press Fax Menu. <li data-bbox="716 786 1346 842">3 Use the arrow buttons until Send appears, and then press OK. <li data-bbox="716 1002 1346 1058">4 Use the arrow buttons until Send fax later appears, and then press OK. <li data-bbox="716 1217 1346 1257">5 Use the alphanumeric buttons to enter the time. 

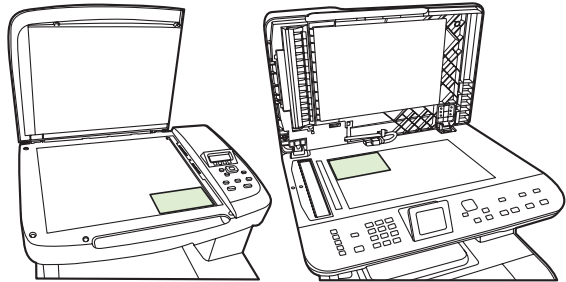
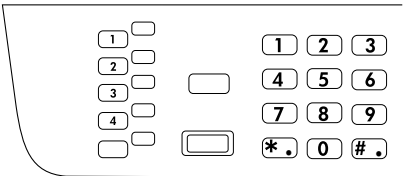
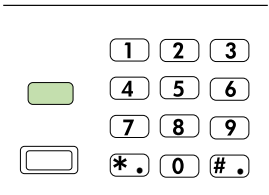
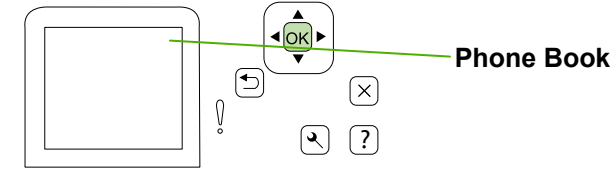


How do I?	Steps to perform
<p>Send a delayed fax (continued)</p>	<p>6 If the product is set to the 12-hour time mode, use the arrow buttons to move to A.M. or P.M.. Select A.M. or select P.M., and then press OK.</p> <p>-or-</p> <p>If the product is set to the 24-hour time mode, press OK.</p> <p>7 Use 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 Access the phone book by pressing Fax Menu on the control panel and then selecting Phone Book.</p> <p>10 Press OK or Start Fax. The product scans the document into memory and sends it at the designated time.</p>

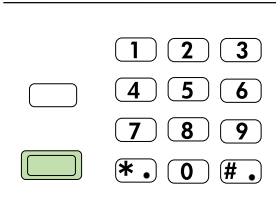
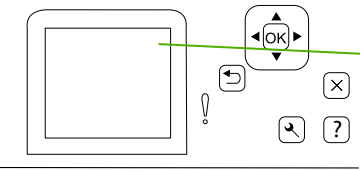
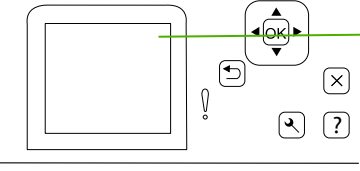





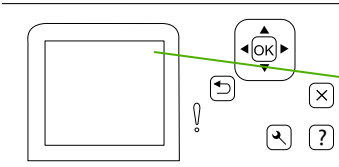

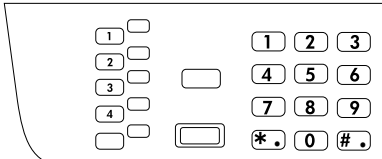
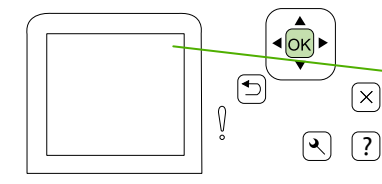
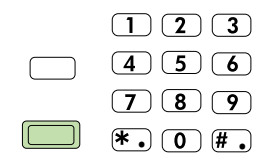
Fax my scan

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. <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> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;">   </div>



How do I?	Steps to perform	
<p>Send a fax from the flatbed scanner (continued)</p>	<p>6 On the control panel, press Start Fax. The control-panel display shows the following message: Send from flatbed scanner?</p> <p>7 Select Yes.</p> <p>8 After scanning the page, the product control-panel display shows the following message: Scan another page?</p> <p>9 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 style="text-align: right;">Send from flatbed scanner?</p>  <p style="text-align: right;">Scan another page?</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 document feeder input tray, with the media stack face-up and the first page to be copied on top of the stack.</p>	



How do I?	Steps to perform
<p>Fax from the automatic document feeder (ADF) (continued)</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.</p>  <p>4 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 Phone Book, 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> 





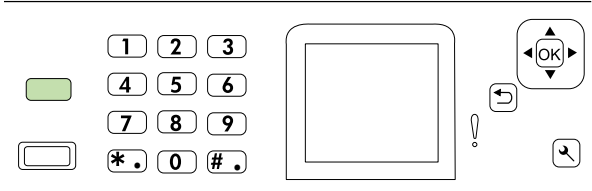
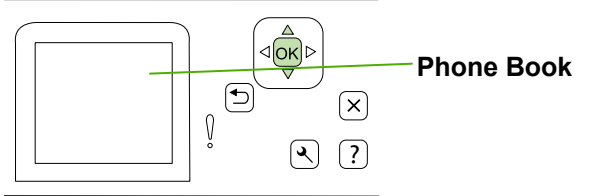
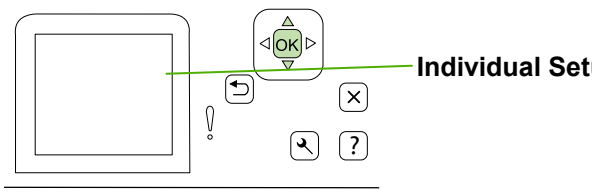
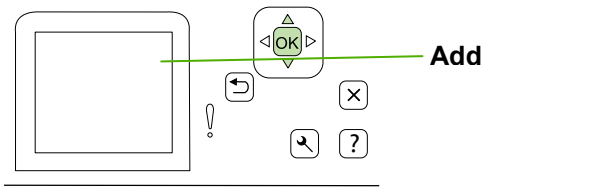
Use the address book

How do I?	Steps to perform
<p data-bbox="92 373 590 443">Import phone-book data from other programs</p> <p data-bbox="92 467 705 547">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 730" style="list-style-type: none"><li data-bbox="730 347 989 371">1 Open HP ToolboxFX.<li data-bbox="730 467 1220 491">2 Click Fax, and then click Fax Phone Book.<li data-bbox="730 587 1297 643">3 Browse to the program phone book, and then click Import/Export Phone Book.<li data-bbox="730 707 1094 730">4 Click Import and choose Next.

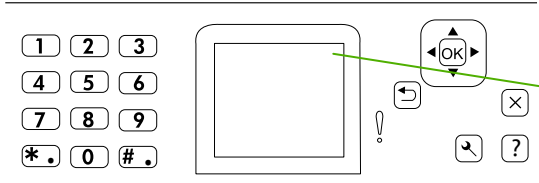
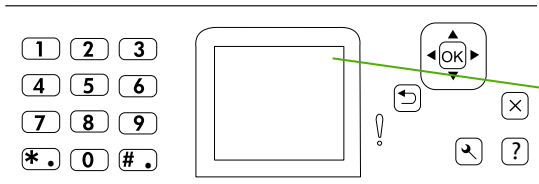
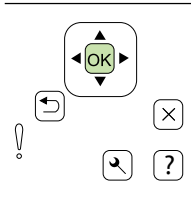




Speed dial

How do I?	Steps to perform
<p>Create and edit speed dials</p>	<ol style="list-style-type: none"> <li data-bbox="730 347 1249 375">1 On the control panel, press Fax Menu.  <ol style="list-style-type: none"> <li data-bbox="730 595 1249 651">2 Use the arrow buttons to select Phone Book, and then press OK.  <ol style="list-style-type: none"> <li data-bbox="730 842 1249 898">3 Use the arrow buttons to select Individual Setup. Press OK.  <ol style="list-style-type: none"> <li data-bbox="730 1090 1249 1117">4 Press OK to select Add. 

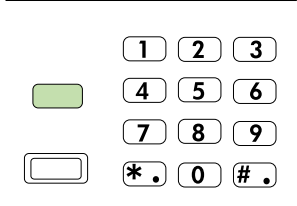
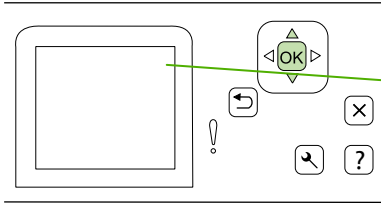
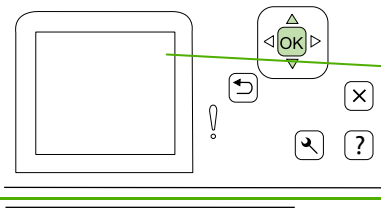
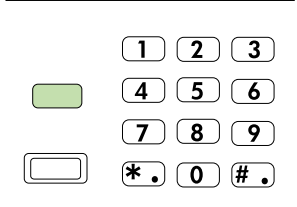


How do I?	Steps to perform
<p>Create and edit speed dials (continued)</p> <p>NOTE: To insert punctuation, press the asterisk (*) button repeatedly until the character that you want appears, and then press the > button to go to the next space.</p> <p>NOTE: When entering a fax number, press Pause until 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 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>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>7 Press OK.</p>  <p>8 Press OK to save the information.</p> <p>9 If you have more speed dials to program, repeat steps 1 through 8.</p>



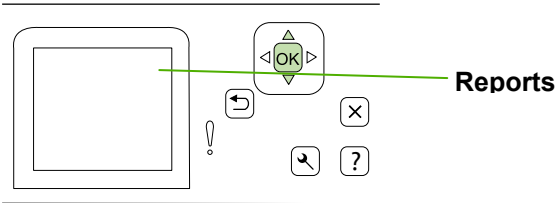
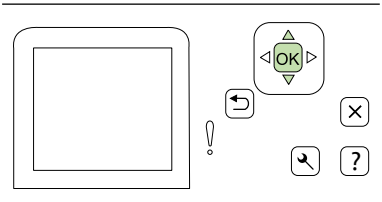


Create a fax report

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 style="text-align: right;">Reports</p>  <p style="text-align: right;">Fax Reports</p>
<p>Print individual fax reports</p>	<ol style="list-style-type: none"> On the control panel, press Fax Menu. 	

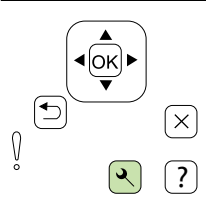
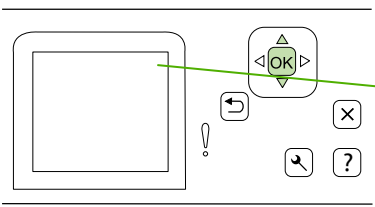
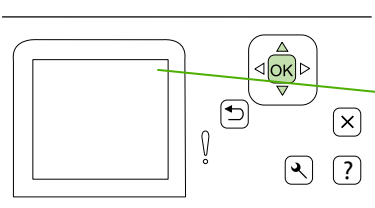
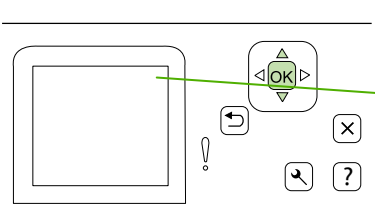




How do I?	Steps to perform
<p>Print individual fax reports (continued)</p>	<p>2 Use the arrow buttons to select Reports, and then press OK.</p>  <p>3 Use the arrow buttons to select the report to be printed, and then press OK. The product exits the menu settings and prints the report.</p> 



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="716 347 1346 587"> <p>1 On the control panel, press Setup.</p>  <li data-bbox="716 587 1346 826"> <p>2 Use the arrow buttons to select Service, and then press OK.</p>  <p>Service</p> <li data-bbox="716 826 1346 1066"> <p>3 Use the arrow buttons to select Fax Service, and then press OK.</p>  <p>Fax Service</p> <li data-bbox="716 1066 1346 1305"> <p>4 Use the arrow buttons to select Clear saved faxes, and then press OK.</p>  <p>Clear saved faxes</p> <li data-bbox="716 1305 1346 1378"> <p>5 Press OK to confirm the deletion.</p>

