

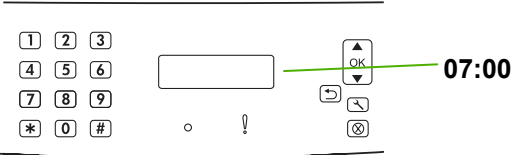
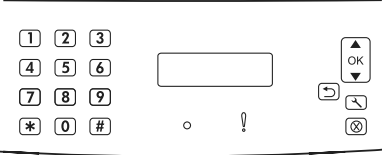
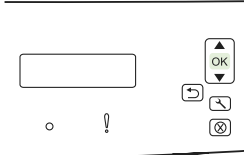


## Schedule a fax

How do I?	Steps to perform
<p data-bbox="86 373 369 408">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 data-bbox="716 347 1312 1220" 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> <div data-bbox="1346 347 1808 587"></div> <div data-bbox="1346 671 1598 831"></div> <div data-bbox="1346 919 1955 1078"></div> <div data-bbox="1346 1166 1955 1326"></div>



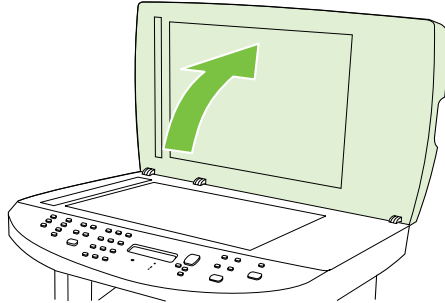
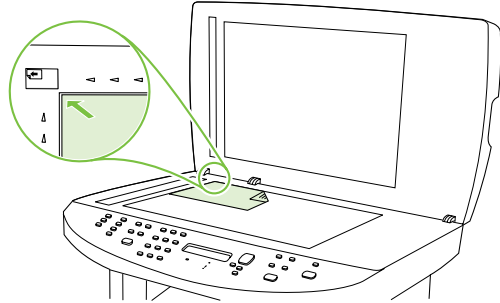
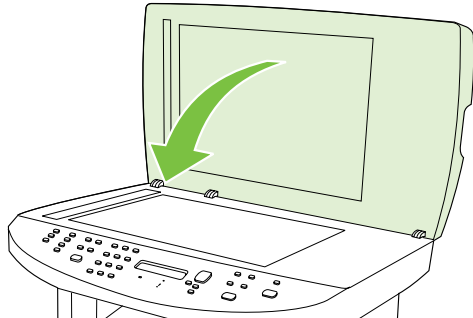


How do I?	Steps to perform
<p data-bbox="92 300 537 336">Send a delayed fax (continued)</p>	<p data-bbox="730 272 1272 300"><b>5</b> Use the alphanumeric buttons to enter the time.</p> <div data-bbox="1365 272 1879 427"><p data-bbox="1801 325 1879 352">07:00</p></div> <p data-bbox="730 357 1339 464"><b>6</b> 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 <b>1</b> for A.M. or select <b>2</b> for P.M., and then press <b>OK</b>.</p> <p data-bbox="764 475 814 496">-Or-</p> <p data-bbox="764 507 1318 555">If the product is set to the 24-hour time mode, press <b>OK</b>.</p> <p data-bbox="730 580 1325 635"><b>7</b> Use the alphanumeric buttons to enter the date, and then press <b>OK</b>.</p> <p data-bbox="764 644 814 665">-Or-</p> <p data-bbox="764 676 1192 699">Accept the default date by pressing <b>OK</b>.</p> <div data-bbox="1365 580 1743 735"></div> <div data-bbox="1365 778 1606 933"></div>



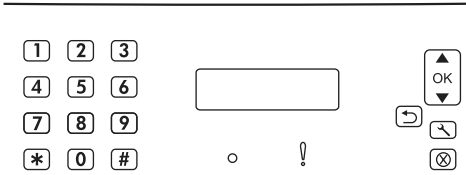

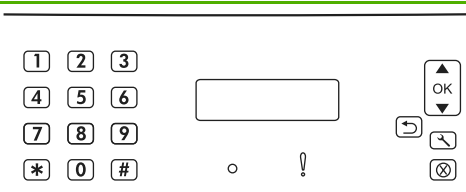
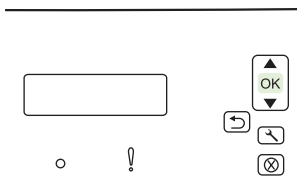


## Fax my scan

How do I?	Steps to perform
Send a fax from the flatbed scanner	<ol style="list-style-type: none"><li data-bbox="730 347 1339 400">1 Make sure that the automatic document feeder (ADF) contains no media.</li><li data-bbox="730 427 1083 453">2 Lift the flatbed scanner cover.</li><li data-bbox="730 703 1339 783">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 1059 978 1085">4 Gently close the lid.</li></ol>   

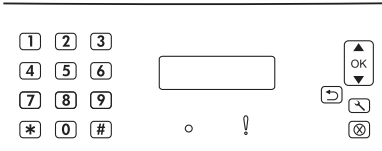
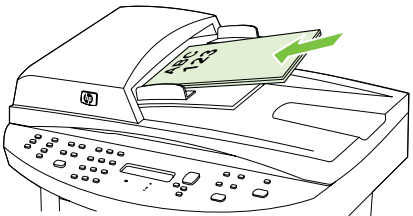
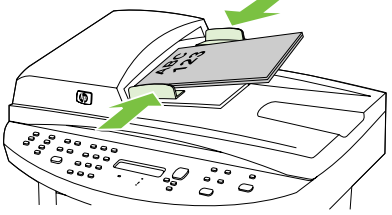
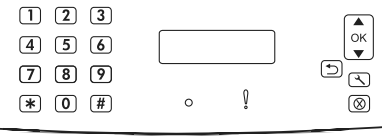
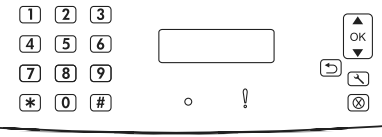




How do I?	Steps to perform
<p>Send a fax from the flatbed scanner (continued)</p>	<p><b>5</b> Use the alphanumeric buttons on the control panel to dial the number.                      If the fax number you are calling has been assigned to a one-touch key, press that key.                      -Or-                      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>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.</li> <li>2 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>3 Adjust the media guides until they are snug against the media.</li> <li>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 <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>5 On the control panel, press <b>Start Fax</b>. The product starts the fax job.</li> </ol>    





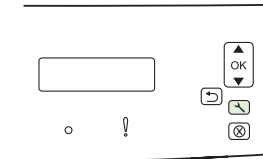
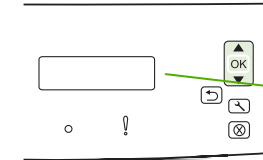
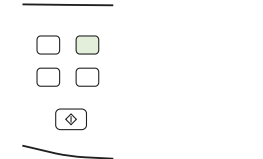
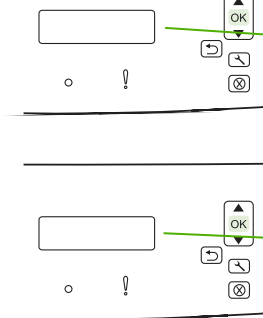
## Use the address book

How do I?	Steps to perform
<p data-bbox="92 373 590 443">Import phone-book data from other programs</p> <p data-bbox="92 466 705 545"><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="730 466 1220 489">2 Click <b>Fax</b>, and then click <b>Fax Phone Book</b>.</li><li data-bbox="730 568 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>



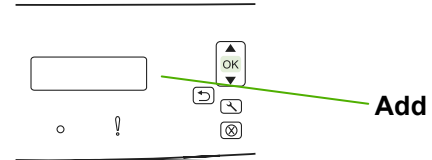


## How do I?

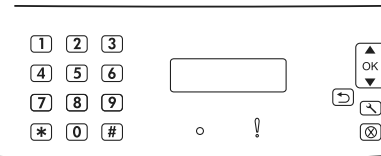
### Create and edit speed dials (continued)

## Steps to perform

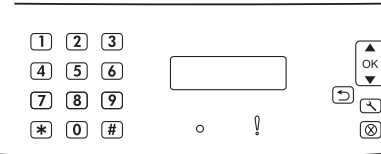
5 Press **OK** to select **Add**.



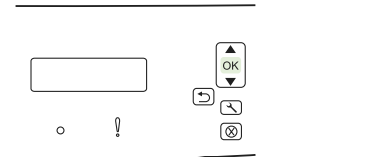
6 Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press **OK**. Selecting a number from 1 to 12 also associates the fax number with the corresponding one-touch key.



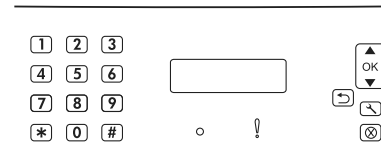
7 Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.



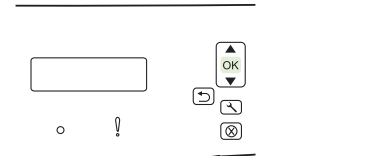
8 Press **OK**.



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.



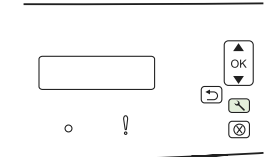
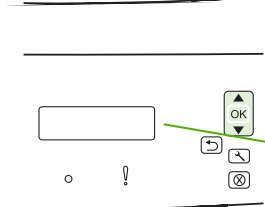
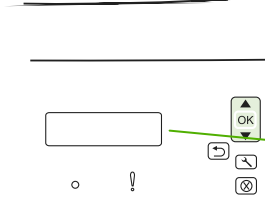
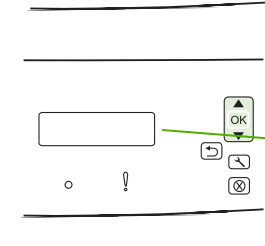
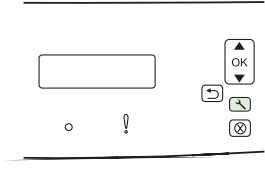
11 If you have more speed dials to program, repeat steps 1 through 10.





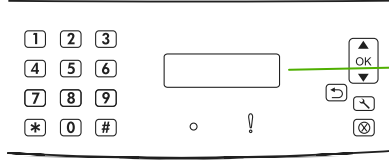
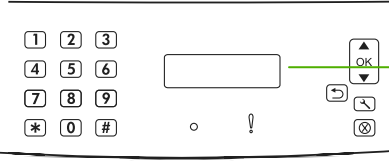


## Create a fax report

How do I?	Steps to perform
<p>Print all fax reports</p>	<ol style="list-style-type: none"> <li data-bbox="726 339 1346 496"> <p>1 On the control panel, press <b>Setup</b> ( ).</p>  </li> <li data-bbox="726 496 1346 703"> <p>2 Use the arrow buttons to select <b>Reports</b>, and then press <b>OK</b>.</p>  </li> <li data-bbox="726 703 1346 911"> <p>3 Use the arrow buttons to select <b>Fax Reports</b>, and then press <b>OK</b>.</p>  </li> <li data-bbox="726 911 1346 1158"> <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>  </li> </ol>
<p>Print individual fax reports</p>	<ol style="list-style-type: none"> <li data-bbox="726 1174 1346 1358"> <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>Reports</p>
	<p>3 Use the arrow buttons to select <b>Fax Reports</b>, and then press <b>OK</b>.</p>  <p>Fax Report</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> 