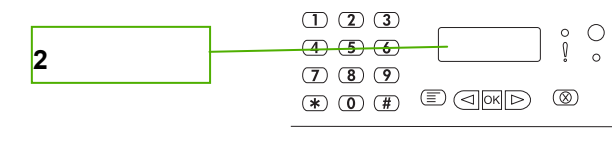
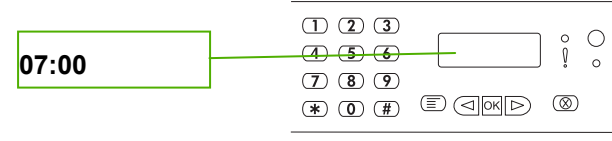
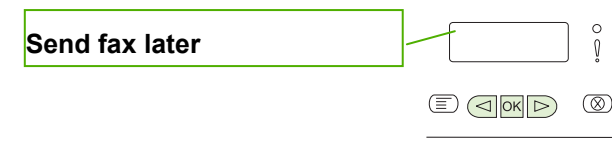
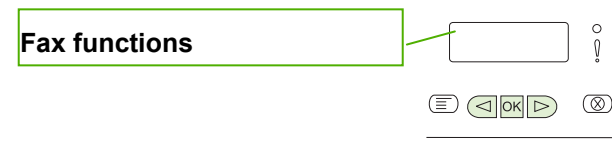
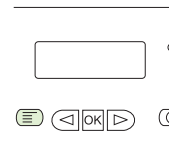
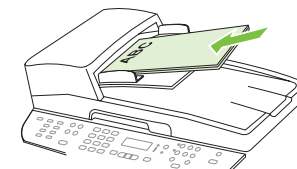




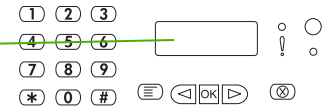
## Schedule a fax

How do I?	Steps to perform
<p><b>Send a delayed fax</b></p> <p><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>1 Load the document into the automatic document feeder (ADF) input tray or onto the flatbed scanner.</li> <li>2 On the control panel, press <b>Setup</b>.</li> <li>3 Use the arrow buttons until <b>Fax functions</b> appears, and then press <b>OK</b>.</li> <li>4 Use the arrow buttons until <b>Send fax later</b> appears, and then press <b>OK</b>.</li> <li>5 Use the alphanumeric buttons to enter the time.</li> <li>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 <b>1</b> for A.M. or select <b>2</b> for P.M., and then press <b>OK</b>. -Or- If the product is set to the 24-hour time mode, press <b>OK</b>.</li> </ol>



# HP LaserJet M2727 MFP Series – Fax

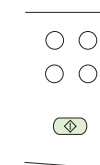
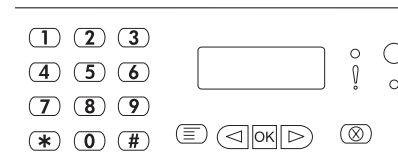
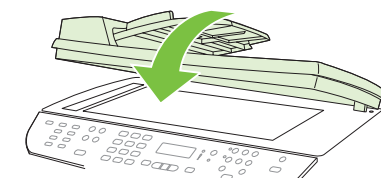
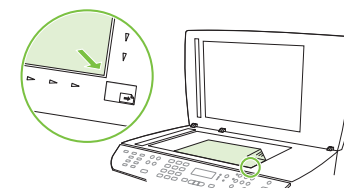
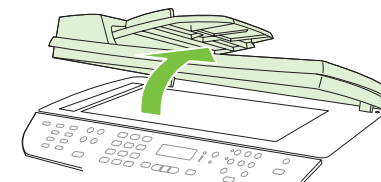


How do I?	Steps to perform
Send a delayed fax (continued)	<p>7 Use the alphanumeric buttons to enter the date, and then press <b>OK</b>.</p> <p>-Or-</p> <p>Accept the default date by pressing <b>OK</b>.</p> <div data-bbox="1360 300 1577 360" style="border: 1px solid black; padding: 2px; display: inline-block;">MM/DD/YYYY</div> <div data-bbox="1654 284 1976 395" style="display: inline-block; vertical-align: middle;"></div>

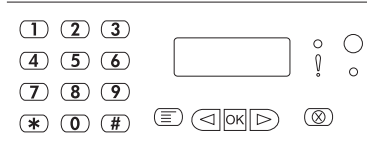
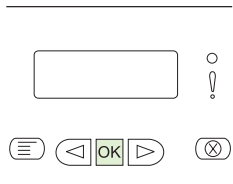
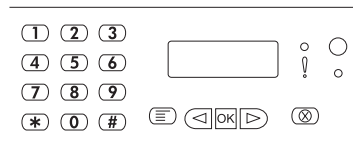


## Fax my scan

How do I?	Steps to perform
<p>Send a fax from the flatbed scanner</p>	<ol style="list-style-type: none"> <li>1 Make sure that the automatic document feeder (ADF) contains no media. Lift the flatbed scanner cover.</li> <li>2 Place the original document face-down on the flatbed scanner with the upper-left corner of the document at the lower-right corner of the glass.</li> <li>3 Gently close the lid.</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 control-panel display shows the following message: <b>Send from glass? 1=Yes 2=No</b>.</li> </ol>





How do I?	Steps to perform
<p>Send a fax from the flatbed scanner (continued)</p>	<p><b>6</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>7</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>  <p><b>8</b> If you have more pages to scan, press <b>1</b> to select <b>Yes</b>, and then repeat step 2 for each page of the fax job. -Or- If you are finished, press <b>2</b> to select <b>No</b>.</p> 





How do I?	Steps to perform
<p data-bbox="92 331 674 405"><b>Fax from the automatic document feeder (ADF)</b></p> <p data-bbox="92 523 705 660"><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 data-bbox="730 304 1346 1098" style="list-style-type: none"><li data-bbox="730 304 1346 507"><b>1</b> 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. 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 data-bbox="730 523 1346 576"><b>2</b> Adjust the media guides until they are snug against the media.</li><li data-bbox="730 724 1346 1023"><b>3</b> 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 data-bbox="730 1043 1346 1098"><b>4</b> On the control panel, press <b>Start Fax</b>. The product starts the fax job.</li></ol> <div data-bbox="1499 300 1835 491"></div> <div data-bbox="1499 517 1835 708"></div> <div data-bbox="1499 724 1835 868"></div> <div data-bbox="1625 1043 1709 1203"></div>





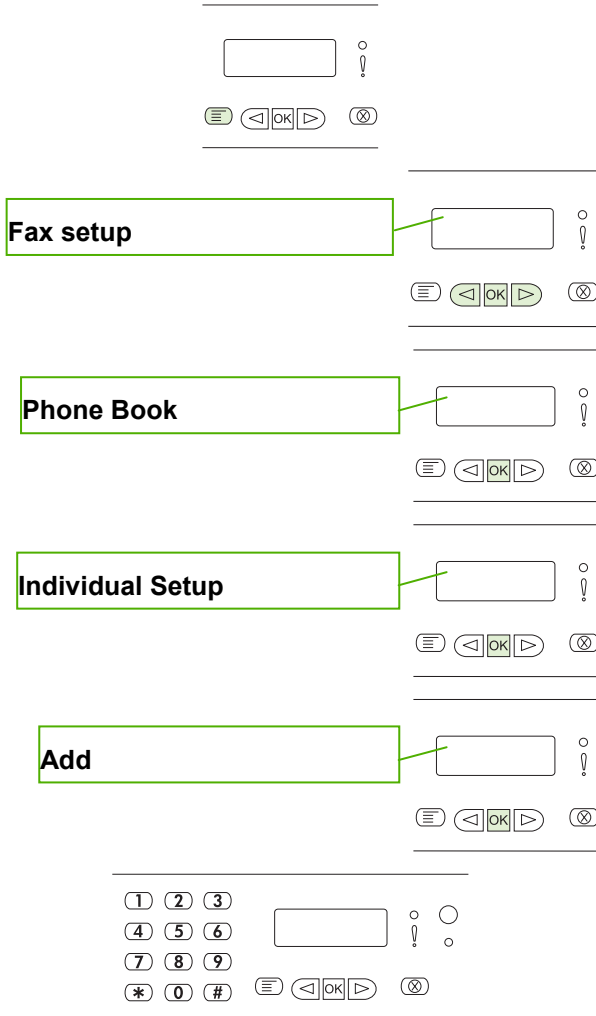
## Use the address book

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>





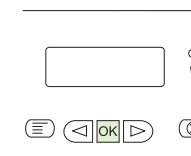
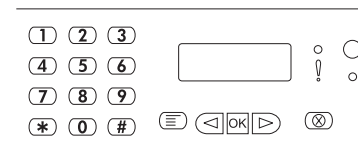
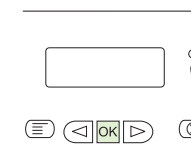
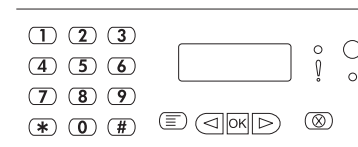
## Speed dial

How do I?	Steps to perform
<p>Create and edit speed dials</p>	<ol style="list-style-type: none"> <li data-bbox="730 347 1129 371">1 On the control panel, press <b>Setup</b>.</li> <li data-bbox="730 515 1318 563">2 Use the arrow buttons to select <b>Fax setup</b>, and then press <b>OK</b>.</li> <li data-bbox="730 691 1115 715">3 Press <b>OK</b> to select <b>Phone Book</b>.</li> <li data-bbox="730 866 1161 890">4 Press <b>OK</b> to select <b>Individual Setup</b>.</li> <li data-bbox="730 1042 1024 1066">5 Press <b>OK</b> to select <b>Add</b>.</li> <li data-bbox="730 1217 1346 1361">6 Use the alphanumeric buttons to specify the speed-dial entry number that you want to associate with this fax number, and then press <b>OK</b>. Selecting a number from 1 to 16 also associates the fax number with the corresponding one-touch key.</li> </ol> 





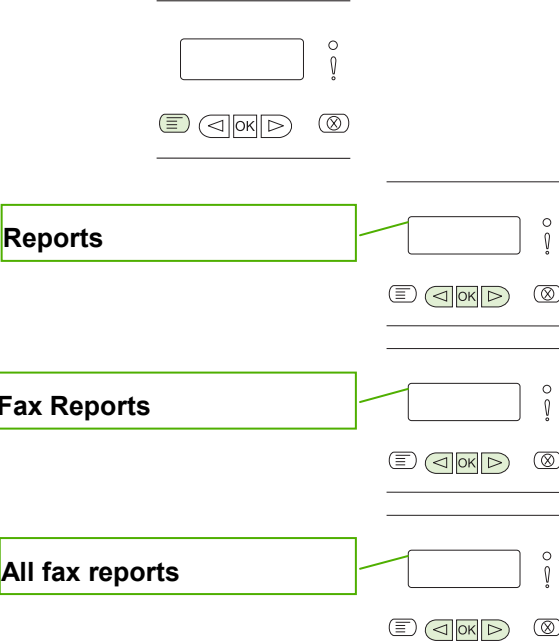
How do I?	Steps to perform
<p>Create and edit speed dials (continued)</p>	<ol style="list-style-type: none"> <li data-bbox="716 260 1344 411">7 Use the alphanumeric buttons to enter the fax number. Include any pauses or other needed numbers, such as an area code, an access code for numbers outside a PBX system (usually a 9 or 0), or a long distance prefix.</li> <li data-bbox="716 414 1344 478">8 Press <b>OK</b>.</li> <li data-bbox="716 481 1344 726">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.</li> <li data-bbox="716 729 1344 798">10 Press <b>OK</b> to save the information.</li> <li data-bbox="716 801 1344 1013">11 If you have more speed dials to program, repeat steps 1 through 10.</li> </ol>





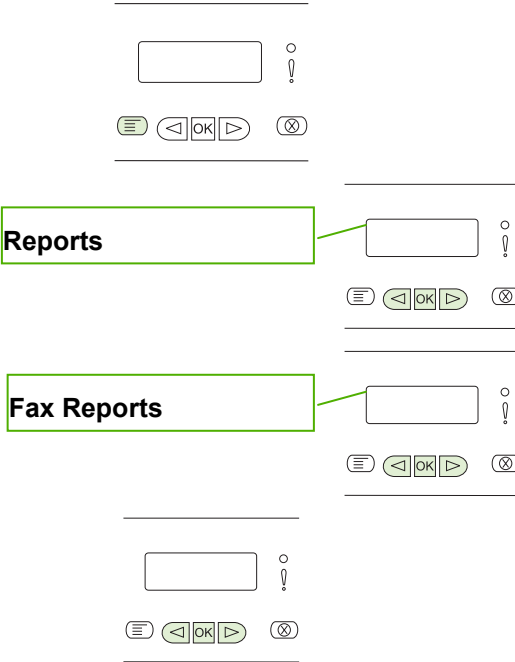


## Create a fax report

How do I?	Steps to perform
Print all fax reports	<ol style="list-style-type: none"><li data-bbox="730 347 1129 371">1 On the control panel, press <b>Setup</b>.</li><li data-bbox="730 528 1297 584">2 Use the arrow buttons to select <b>Reports</b>, and then press <b>OK</b>.</li><li data-bbox="730 699 1339 754">3 Use the arrow buttons to select <b>Fax Reports</b>, and then press <b>OK</b>.</li><li data-bbox="730 869 1318 946">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.</li></ol> 





How do I?	Steps to perform
<p>Print individual fax reports</p>	<ol style="list-style-type: none"><li data-bbox="726 300 1129 328">1 On the control panel, press <b>Setup</b>.</li><li data-bbox="726 483 1297 539">2 Use the arrow buttons to select <b>Reports</b>, and then press <b>OK</b>.</li><li data-bbox="726 651 1346 707">3 Use the arrow buttons to select <b>Fax Reports</b>, and then press <b>OK</b>.</li><li data-bbox="726 818 1346 903">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.</li></ol>  <p>The diagram illustrates the control panel interface with three sequential screenshots. The first screenshot shows the 'Setup' menu. The second screenshot shows the 'Reports' menu, with a green box highlighting the 'Reports' option. The third screenshot shows the 'Fax Reports' menu, with a green box highlighting the 'Fax Reports' option. Each screenshot includes a control panel with a display screen, a list icon, left and right arrow buttons, an 'OK' button, and a cancel button.</p>

