



Faxing Functionality

Process to fax a document using an HP MFP device



At the MFP device:

1. Place fax documents face-up in the document feeder or one sheet face-down on the glass.
2. Press the **Fax** icon on the device control panel.
3. Press the **Fax Number** field on the device control panel.
4. Type the recipient's fax number using the virtual keyboard. Press **OK**.
5. Repeat Step 4 for any additional fax recipient numbers.
6. Press the green **Send Fax** button at the top of the screen.

