# LaserJet Managed
## MFP E72500, E77800, E82500, E87600 Series

# How to send a fax

## Introduction

The printer has a feature that allows you to fax a document to one or more recipients.

📝 **NOTE:** Before you can send a fax, your printer administrator or IT department must use the HP Embedded Web Server to enable the feature and set it up.

## Send a fax

1. Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

2. From the Home screen on the printer control panel, select Fax. You might be prompted to type a user name and password.

    

3. Specify the recipients by using one of these methods:

   ### Enter recipients manually

   ▲ Touch the Fax Recipients text field, and then use the keypad to enter the fax number. To send to multiple fax numbers, separate the numbers with a semicolon, or select the Enter ⏎ button on the touchscreen keyboard after typing each number.

   ### Enter recipients from the Contacts list

   a. Select the Contacts 🔳 button that is next to the Fax Recipients field to open the Contacts screen.

   b. Select the appropriate contact list.

   c. Select a name or names from the list of contacts to add to the recipients list, and then select Add.

4. To load a Quick Set, select Load, select the Quick Set, and then select Load under the Quick Sets list.

   📝 **NOTE:** **Quick Sets** are predefined settings for various types of output, such as Text, Photograph, and High Quality. You can select a Quick Set to view the description.

5. To configure settings, such as Resolution, Sides, and Content Orientation, select Options in the lower left corner, and then select the settings from the Options menus. Select Done if prompted.

6.  Optional Preview: Touch the right pane of the screen to preview the document. You can use the Expand and Collapse buttons on the left side of the preview pane to expand and collapse the preview screen.

Expand button          Collapse button

Use the buttons on the right of the screen to adjust the preview options and to rearrange, rotate, insert, or remove pages.

| | |
|---|---|
| ⊞ | Toggle between the two-page view and the thumbnail view. More options are available in the thumbnail view than in the two-page view. |
| | |
| ⊕ (zoom in) | Zoom in or out on the selected page.<br><br>**NOTE:** Select only one page at a time to use these buttons. |
| ⊖ (zoom out) | |
| ↻ (rotate) | Rotate the page 180 degrees.<br><br>**NOTE:** This button is available only in the thumbnail view. |
| 🗑 (delete) | Delete the selected pages.<br><br>**NOTE:** This button is available only in the thumbnail view. |
| ← (move left) | Rearrange the pages within the document. Select one or more pages and move them to the left or right.<br><br>**NOTE:** These buttons are available only in the thumbnail view. |
| → (move right) | |

| | |
|---|---|
| | Add a page to the document. The printer prompts you to scan additional pages. |
| | Clear the changes made in the preview and start over. |

7. When the document is ready, select Send to send the fax.