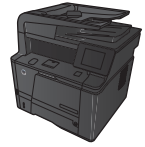





# LASERJET PRO 400 MFP M425 SERIES



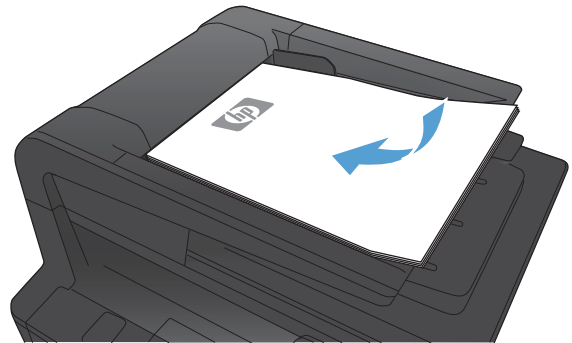
## Schedule a fax to be sent later

Use the product control panel to schedule a fax to be sent automatically at a future time to one or more people. When this procedure is completed, the product scans the document into memory and then returns to the Ready state.

 **NOTE:** If the product cannot transmit the fax at the scheduled time, that information is indicated on the fax error report (if that option is turned on) or recorded in the fax activity log. The transmittal might not be initiated because the fax-sending call is not answered, or because a busy signal stops the redial attempts.

If a fax has been scheduled to be sent at a future time but it requires updating, send the additional information as another job. All faxes that are scheduled to go to the same fax number at the same time are delivered as individual faxes.

1. Load the document into the document feeder.



2. From the Home screen on the product control panel, touch the **Fax** button.
3. Touch the **Fax Menu** button.
4. Touch the **Send Options** button.
5. Touch the **Send Fax Later** button.
6. Use the keypad to enter the time of day to send the fax. Touch the **OK** button.
7. Use the keypad to enter the date to send the fax. Touch the **OK** button.
8. Use the keypad to type the fax number. Touch the **OK** button. The product scans the document and saves the file in memory until the designated time.