





HP LaserJet Enterprise flow MFP M525



Use a fax printing schedule

 **NOTE:** Before enabling a fax-printing schedule, a schedule must be created.

1. From the Home screen on the product control panel, scroll to and touch the [Administration](#) button.
2. Open the following menus:
 - [Fax Settings](#)
 - [Fax Receive Settings](#)
 - [Fax Printing Schedule](#)
3. Touch the [Use Fax Printing Schedule](#) option.
4. Touch the [Schedule](#) button.
5. Touch the [Fax Printing Mode](#) button.
6. Touch the green plus sign to open the [Schedule a Weekly Fax Event](#) screen.
7. Select an option under the [Event Type](#) heading:
 - [Print incoming faxes](#)
 - [Store incoming faxes](#)
8. Touch the [Time](#) fields to open the keypad and then enter the hour and minute values when incoming faxes will be printed or stored.
9. Touch the [Event Days](#) buttons for the days to apply the fax printing schedule.
10. Touch the [OK](#) button.
11. Touch the [Save](#) button to save the fax printing schedule.
12. Touch the [Save](#) button to enable fax printing schedule.

 **NOTE:** Only one fax printing schedule can be applied per day.
