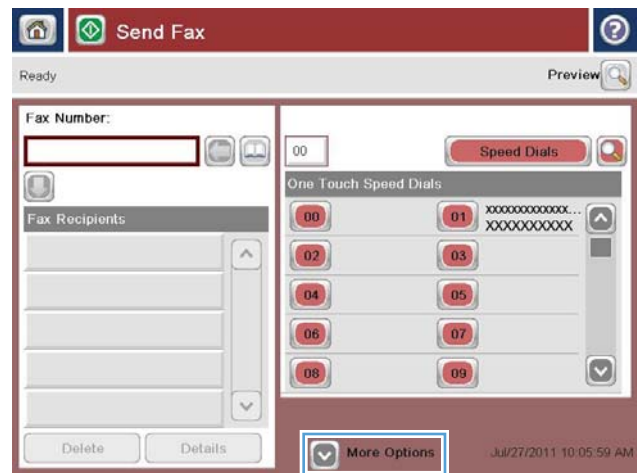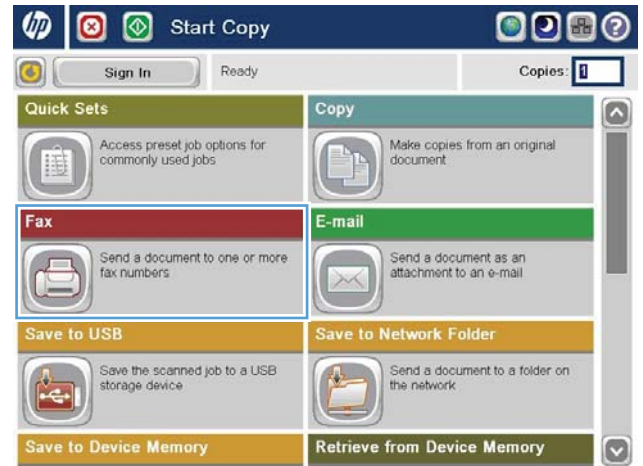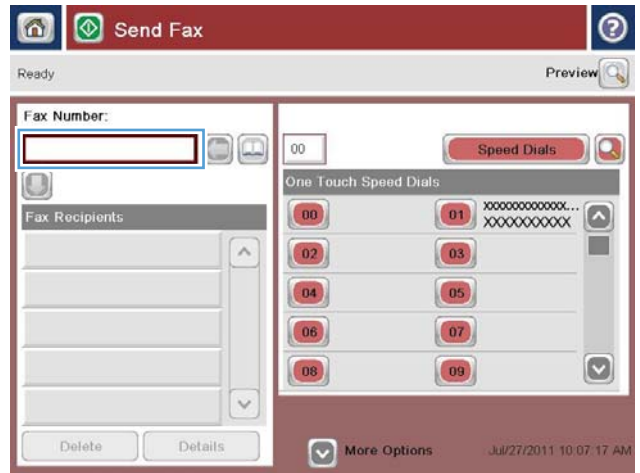# Color LaserJet Enterprise Flow MFP M880

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 product control panel, touch the Fax button. You might be prompted to type a user name and password.

3. Touch the More Options button. Verify that the settings match those of your original. When all settings are completed, touch the up arrow to scroll to the main Fax screen.

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4. Touch the Fax Number field to open the keypad.

5. Enter a phone number, and then touch the OK button.

6. Touch the Start ⊚ button to send the fax.

NOTE: You can preview the image at any time by touching the Preview button in the upper-right corner of the screen. For more information about this feature, touch the Help ❓ button on the preview screen.