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Sending a Fax

Introduction

This document provides information on how to send a fax by loading an original either on the scanner glass or into the automatic document feeder (ADF).

NOTE:

Make sure that you have completed a fax set up. [Click here](#) for complete instructions on how to set up your HP fax printer to send and receive faxes.

Send a fax from the scanner glass

Follow these steps to send a fax from the scanner glass. Sending a fax from the scanner glass must be done one page at a time.

1. Remove any originals from the ADF tray.
2. Lift the scanner lid, and then load the original **print side down** on the left, back corner of the scanner glass.

Figure : Load the original on the scanner glass



3. Lower the scanner lid.
4. On the printer control panel, touch the **Fax** icon ().
5. Use the numeric keypad to type the fax number in the **Enter fax number:** display.

NOTE:

To add a pause, touch the **Star** icon (*) until a dash (-) displays.

6. Touch **Black** or **Color**.
7. Touch **Fax from scanner glass**. The printer sends the fax.

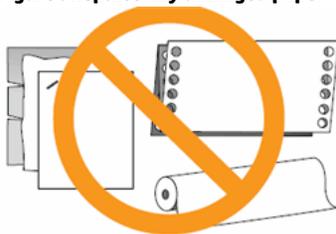
Send a fax from the ADF



Step one: Load the original in the ADF tray

1. Examine the condition of the original, and then replace any ripped, dusty, curled, wrinkled, or bent paper.

Figure : Replace any damaged paper



2. Tap the bottom edge of the paper on a flat surface so that the stack is even on all sides.
3. If necessary, slide the paper width guides out as far as possible.
4. Turn the original **print-side up**.
5. Insert the pages in the ADF tray so that the top edges of the document goes in first.
6. Slide the paper into the ADF tray until the printer detects the paper and displays a message on the control panel.
7. Slide the paper width guides inward until they stop at the edge of the paper. Do not push the guides in so tightly that they bind against the paper.

Figure : Load the original into the ADF tray



Step two: Fax the document

1. On the printer control panel, touch the **Fax** icon (☎).
2. Use the numeric keypad to type the fax number in the **Enter fax number:** display.

NOTE:

To add a pause, touch the **Star** icon (*) until a dash (-) displays.

3. Touch **Black** or **Color**.

NOTE:

If the printer attempts to scan an original on the scanner glass, the originals are not properly loaded in the ADF. Cancel the fax, and then reload the originals into the ADF input tray.

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