LaserJet Enterprise MFP, PageWide Enterprise MFP
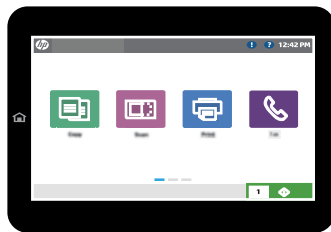
Send a fax

📝 NOTE: The steps vary according to the type of control panel.

FutureSmart 3	
FutureSmart 4	

FutureSmart 3

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 the Fax button.

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

   #### Enter recipients manually

   ▲ Select the Fax Number field to open the keypad, enter a fax number, and then select the OK button.

   #### Enter recipients from the Contacts list

   a. Select the Contacts 📖 button that is next to the Fax Number field to open the Contacts screen.

   b. From the drop-down list, select the appropriate contact list.

   c. Select a name from the list of contacts to add the name to the recipients list. Repeat this step for each recipient, and then select the OK button.

4. To configure settings for the document, select the More Options button. For example:

   • Select Resolution to specify the resolution for the fax.

   • If the original document is printed on both sides, select Original Sides, and then select 2 Sided.

5. Select the Preview button to preview the document.

6. When the document is ready, touch the Start button to send the fax.

FutureSmart 4

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 or out on the selected page. **NOTE:** Select only one page at a time to use these buttons.
	Rotate the page 180 degrees. **NOTE:** This button is available only in the thumbnail view.
	Delete the selected pages. **NOTE:** This button is available only in the thumbnail view.
	Rearrange the pages within the document. Select one or more pages and move them to the left or right. **NOTE:** These buttons are available only in the thumbnail view.
	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.