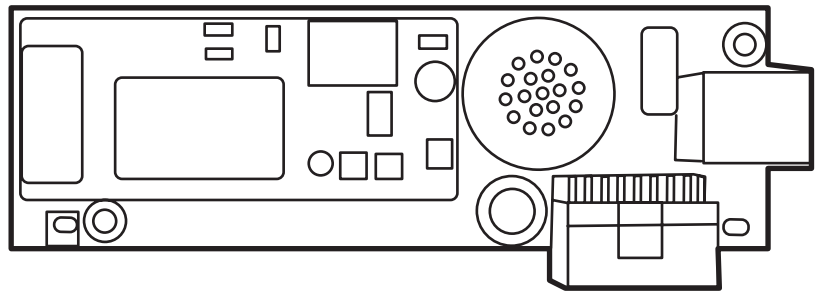


HP LaserJet MFP Analog Fax Accessory 300

Send Fax Driver Guide



HP LaserJet MFP Analog Fax Accessory 300 Send Fax Driver Guide



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1 Setting up

You can use the HP LaserJet MFP Send Fax driver to send faxes from your computer to one or more HP multifunction peripherals (MFP). After it is installed, the driver can be accessed by printing to the MFP Send Fax driver.

This guide describes the fax functions that are included with the MFP Send Fax driver and provides instructions about the following tasks:

- Install the fax driver
- Send faxes
- Configure fax settings
- Troubleshoot problems

Understanding system requirements

Operating system

The MFP Send Fax driver is supported on the following operating systems:

- Windows® 2000
- Windows® XP
- Windows® XP Professional x64
- Windows® Server 2003
- Windows® Server 2003 x64
- Windows® Vista

Displays

The MFP Send Fax module supports display types that have a super video graphics adapter (SVGA) resolution of 800 x 600 pixels or greater.

Printer

The following products support the MFP Send Fax driver:

- HP LaserJet M3035MFP
- HP LaserJet M3027MFP
- HP LaserJet 4345mfp
- HP LaserJet M4345MFP
- HP Color LaserJet 4730mfp
- HP Color LaserJet CM6040 MFP
- HP LaserJet M5025MFP
- HP Color LaserJet 5035mfp
- HP LaserJet M5035MFP
- HP LaserJet 9040mfp
- HP LaserJet 9050mfp
- HP Color LaserJet 9500mfp

Hardware

The HP LaserJet MFP Analog Fax Accessory 300 must be installed in the MFP before installing the MFP Send Fax driver. See the *HP LaserJet MFP Analog Fax Accessory 300 Fax Guide* for more information about installing this hardware.

Network

The MFP Send Fax driver must be used on a network printer. It is not intended to be used on a local printer, USB, and serial or parallel connections.

Installing the MFP Send Fax driver

This section provides instructions about the following tasks:


- [Determining if the MFP supports the MFP Send Fax driver](#)
- [Upgrading the MFP firmware and downloading the driver](#)
- [Verifying that the MFP e-mail feature is configured \(optional\)](#)
- [Configuring the billing-code feature \(optional\)](#)
- [Installing the driver](#)

Determining if the MFP supports the MFP Send Fax driver

The most current versions of the MFP firmware contain support for the MFP Send Fax driver.

Determine if your MFP firmware supports the MFP Send Fax driver on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp


1. On the MFP control panel, press **Menu**.
2. Scroll to and touch **FAX**.
3. Scroll to and touch **FAX SEND**.
4. Scroll to and touch **PC FAX SEND**.

 **NOTE:** If **PC FAX SEND** does not appear on your MFP menu, upgrade the MFP firmware.

5. Touch **ENABLED**.
6. Touch **EXIT**.

Determine if your MFP firmware supports the MFP Send Fax driver on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP

1. On the MFP control panel, touch **Administration**.
2. Scroll to and touch **Initial Setup**.
3. Scroll to and touch **Fax Setup**.
4. Scroll to and touch **PC Fax Send**.


 **NOTE:** If **PC Fax Send** does not appear on your MFP menu, upgrade the MFP firmware.

5. Touch **Enabled**.
6. Touch **Save**.


Upgrading the MFP firmware and downloading the driver

To upgrade the MFP firmware and download the MFP Send Fax driver on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp, use the following steps:



1. View the configuration information on the MFP control panel to determine the current firmware version.
 - a. On the MFP control panel, press **Menu**.
 - b. Touch **INFORMATION**.
 - c. Touch **PRINT CONFIGURATION**. The configuration page prints.
 - d. The firmware datecode is listed in the section called Device Information.

 **NOTE:** The firmware datecode is in the following format: YYYYMMDD XX.XXX.X. The first string of numbers is the date, where YYYY represents the year, MM represents the month, and DD represents the date. For example, a firmware datecode that begins with 20040225 represents February 25, 2004. The second string of numbers represents the revision number of the firmware.

2. Go to **Software & driver downloads** for your MFP.
 - a. Go to <http://www.hp.com>.
 - b. Type the MFP model number in the **Search** text box and press **Enter**.
 - c. In the **Select a product** pane in the **Search results** window, select the model number of the specific MFP where the firmware will be installed.
 - d. In the **Product Quick Links** pane, click **Software & driver downloads**.
3. Download the most current firmware.
 - a. In the **Select operating system** pane, click **Cross operating system (BIOS, Firmware, Diagnostics, etc.)**.
 - b. If the date that is listed in the firmware table is more recent than the datecode that is printed on the MFP configuration page, click **Download** next to the appropriate file.


 **NOTE:** Different firmware files are available for the various operating systems.

- c. In the **File Download** dialog box that opens, click **Save**.
- d. In the **File Name** text box in the **Save As** window that opens, type the location on your computer where you want to save the firmware update file.
- e. Click **Save**.
- f. After the file has been downloaded, close the **File Download** dialog box, if necessary.

4. If the CD that came with the MFP or fax accessory is **not available**, download the MFP Send Fax driver.
 - a. Click **Back** to return to the **Select operating system** pane.
 **NOTE:** If you do not return to the **Select operating system** pane when you click **Back**, see step 2 for instructions about navigating to it.
 - b. In the **Select operating system** pane, click the appropriate operating system.
 **NOTE:** The MFP Send Fax driver is supported in Windows 2000, Windows XP, Windows XP Professional x64, Windows Server 2003, Windows Server 2003 x64, and Windows Vista.
 - c. In the Driver table that appears, click **Download** next to the HP PC Send Fax driver.
 - d. In the **File Download** dialog box that opens, click **Save**.
 - e. In the **File Name** text box on the **Save As** window that opens, type the location on your computer where you want to save the MFP Send Fax driver file.
 - f. Click **Save**.
 - g. After the file has been downloaded, close the **File Download** dialog box if necessary.
5. Install the downloaded firmware file. See the appropriate MFP user guide for instructions about installing the remote firmware update (RFU):
 - *HP LaserJet 4345mfp Series User Guide*
 - *HP Color LaserJet 4730mfp User Guide*
 - *HP LaserJet 9040mfp/9050mfp User Guide*
 - *HP Color LaserJet 9500mfp User Guide*

To upgrade the MFP firmware and download the MFP Send Fax driver on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP, use the following steps:


1. View the configuration information on the MFP control panel to determine the current firmware version.
 - a. On the MFP control panel, touch **Administration**.
 - b. Scroll to and touch **Information**.
 - c. Scroll to and touch **Configuration/Status Pages**.
 - d. Scroll to and touch **Configuration Page**. The configuration page prints.
 - e. The firmware datecode is listed in the section called Device Information.

 **NOTE:** The firmware datecode is in the following format: YYYYMMDD XX.XXX.X. The first string of numbers is the date, where YYYY represents the year, MM represents the month, and DD represents the date. For example, a firmware datecode that begins with 20040225 represents February 25, 2004. The second string of numbers represents the revision number of the firmware.


2. Go to **Software & driver downloads** for your MFP.
 - a. Go to <http://www.hp.com>.
 - b. Type the MFP model number in the **Search** text box and press **Enter**.
 - c. In the **Select a product** pane in the **Search results** window, select the model number of the specific MFP where the firmware will be installed.
 - d. In the **Product Quick Links** pane, click **Software & driver downloads**.
3. Download the most current firmware.
 - a. In the **Select operating system** pane, click **Cross operating system (BIOS, Firmware, Diagnostics, etc.)**.
 - b. If the date that is listed in the firmware table is more recent than the datecode that is printed on the MFP configuration page, click **Download** next to the appropriate file.

 **NOTE:** Different firmware files are available for the various operating systems.

- c. In the **File Download** dialog box that opens, click **Save**.
 - d. In the **File Name** text box in the **Save As** window that opens, type the location on your computer where you want to save the firmware update file.
 - e. Click **Save**.
 - f. After the file has been downloaded, close the **File Download** dialog box, if necessary.
4. If the CD that came with the MFP or fax accessory is **not available**, download the MFP Send Fax driver.
 - a. Click **Back** to return to the **Select operating system** pane.

 **NOTE:** If you do not return to the **Select operating system** pane when you click **Back**, see step 2 for instructions about navigating to it.

- b. In the **Select operating system** pane, click the appropriate operating system.

 **NOTE:** The MFP Send Fax driver is supported in Windows 2000, Windows XP, Windows XP Professional x64, Windows Server 2003, Windows Server 2003 x64, and Windows Vista.

- c. In the Driver table that appears, click **Download** next to the HP MFP Send Fax driver.
 - d. In the **File Download** dialog box that opens, click **Save**.
 - e. In the **File Name** text box on the **Save As** window that opens, type the location on your computer where you want to save the MFP Send Fax driver file.

- f. Click **Save**.
 - g. After the file has been downloaded, close the **File Download** dialog box, if necessary.
5. Install the downloaded firmware file. See the appropriate MFP user guide for instructions about installing the remote firmware update (RFU):
- *HP LaserJet M3035MFP and M3037MFP Series User Guide*
 - *HP LaserJet M4345MFP User Guide*
 - *HP LaserJet M5025MFP and M5035MFP User Guide*

Verifying that the MFP e-mail feature is configured (optional)

Configure e-mail function on the MFP in order to receive an e-mail notification when a fax has been sent by using the MFP Send Fax driver.


 **NOTE:** The e-mail notification feature is optional.

See the appropriate MFP user guide for instructions about configuring the e-mail function:

- *HP LaserJet 4345mfp Series User Guide*
- *HP Color LaserJet 4730mfp User Guide*
- *HP LaserJet 9040mfp/9050mfp User Guide*
- *HP Color LaserJet 9500mfp User Guide*
- *HP LaserJet M3035MFP and M3037MFP Series User Guide*
- *HP LaserJet M3037MFP User Guide*
- *HP LaserJet M4345MFP User Guide*
- *HP LaserJet M5025MFP and M5035MFP User Guide*


Configuring the billing-code feature (optional)

HP MFP Send Fax supports the use of billing codes when sending faxes.

 **NOTE:** The billing-code feature is optional.


Enable the billing-code feature on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp:

1. On the MFP control panel, press **Menu**.
2. Scroll to and touch **FAX**.
3. Scroll to and touch **FAX SEND**.
4. Scroll to and touch **BILLING CODE**.
5. Touch **CUSTOM** to open the billing-code screen.
6. Use the up and down arrows to select the minimum number of digits in the billing code.
7. Touch **OK** to enable the billing-code feature or touch **OFF** to disable the billing-code feature.

 **NOTE:** If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs sent from the MFP.


Enable the billing code on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP:

1. On the MFP control panel, touch **Administration**.
2. Scroll to and touch **Initial Setup**.
3. Scroll to and touch **Fax Setup**.
4. Scroll to and touch **Fax Send Settings**.
5. Scroll to and touch **Billing Codes**.
6. Touch **Custom** to open the billing-code screen.
7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch **OK** to enable the billing-code feature or touch **Off** to disable the billing-code feature.

 **NOTE:** If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs sent from the MFP.

Installing the driver

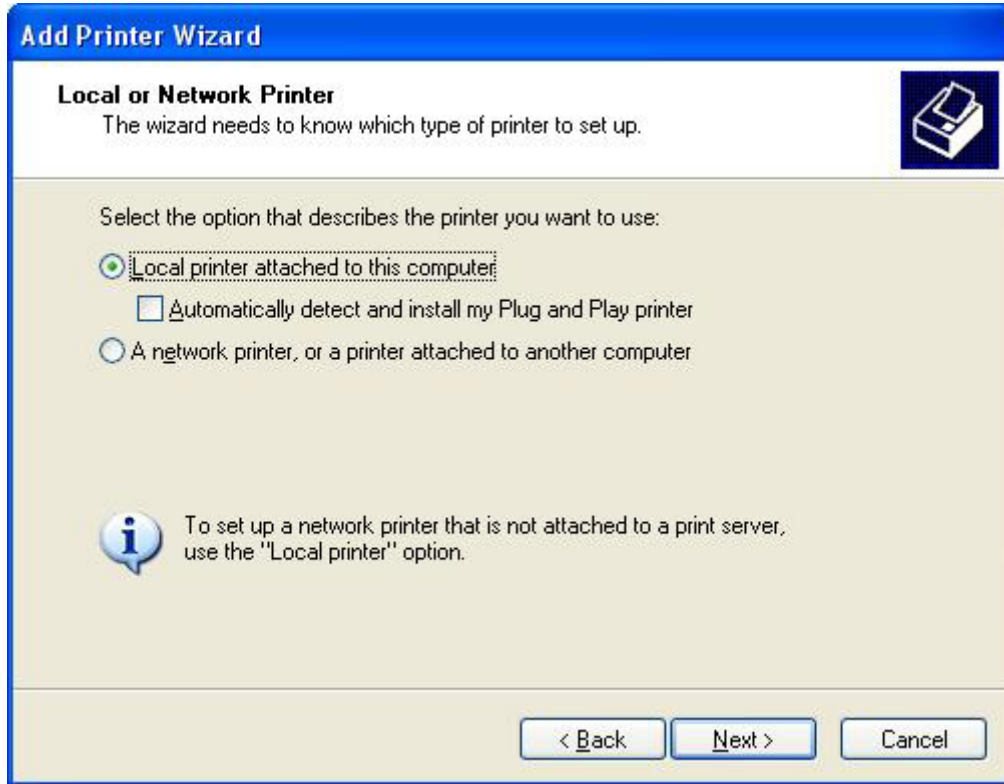
To install the MFP Send Fax driver by using the Add a Printer wizard in Windows, use the following steps:


 **NOTE:** If using the system software CD supplied with the MFP, you can install the Send Fax driver by choosing the “CUSTOM” path.

To install the driver in Windows XP

1. In Windows Explorer, double-click the downloaded MFP Send Fax driver executable file to extract the driver files.
2. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
3. In the **Printer Tasks** pane in the **Printers and Faxes** window, click **Add a printer**.
4. In the **Add Printer Wizard** welcome dialog box, click **Next**.

5. Under **Local or Network Printer**, select **Local printer attached to this computer**. Click **Next**.




 **NOTE:** Select **Local printer attached to this computer** to install the MFP Send Fax driver on a network printer. The printer name is HP MFP Send Fax when the driver is installed on a local printer.

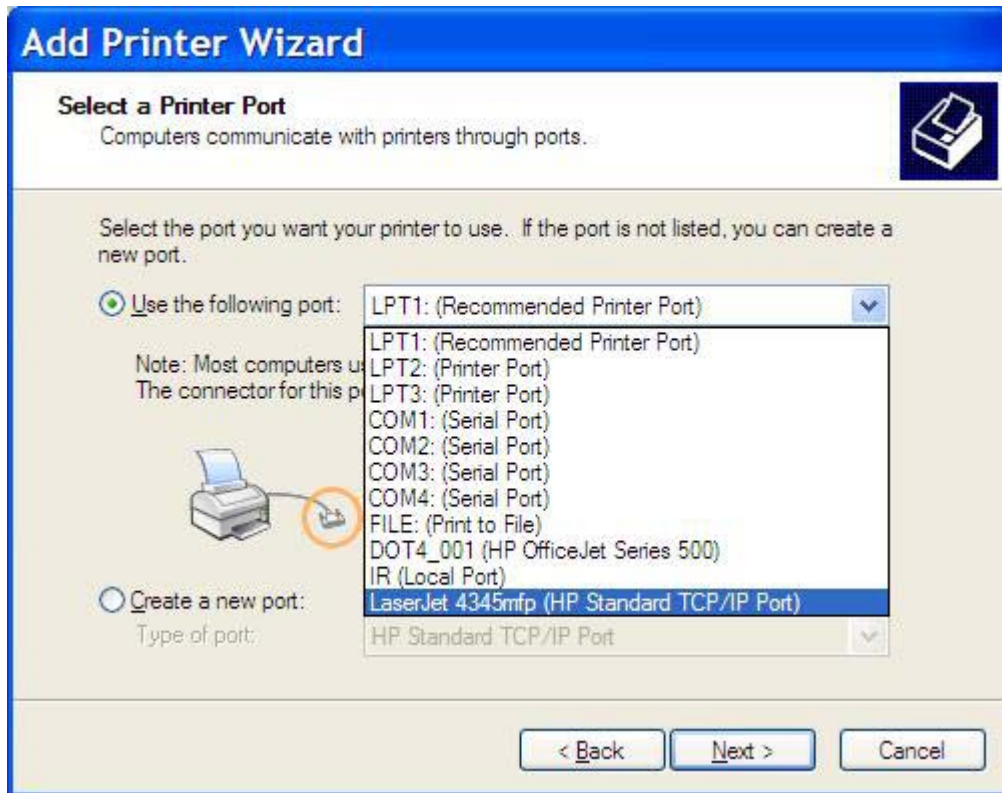
If you select **A network printer, or a printer attached to another computer**, then the IP address of the computer is required. Some features, such as fax preview, are not available if the driver is installed by using the network printer installation (Point-and-Print).

The MFP Send Fax driver cannot be installed on a printer that is connected to the computer through a serial or parallel port. It must be on a network.

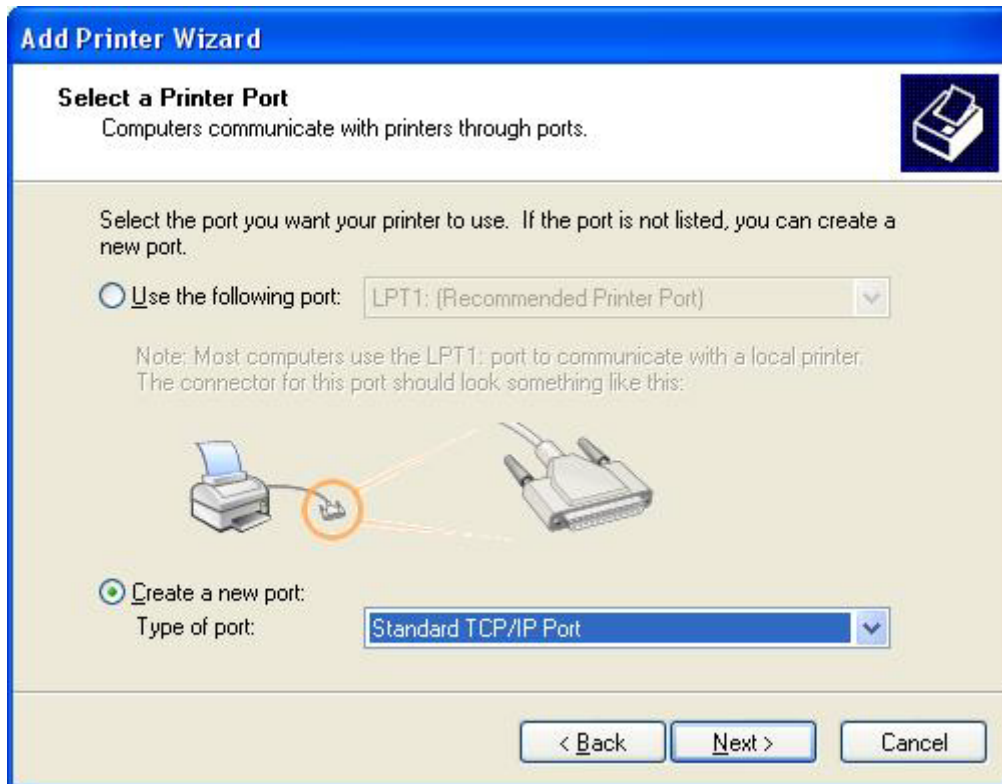
-
6. If your computer is already connected to the MFP, under **Select a Printer Port**, select **Use the following port**.

 **NOTE:** If your computer is not connected to the MFP, go to step 8.

7. In the **Use the following port** drop-down menu, select the name or IP address of the MFP. Click **Next** and then go to step 13.

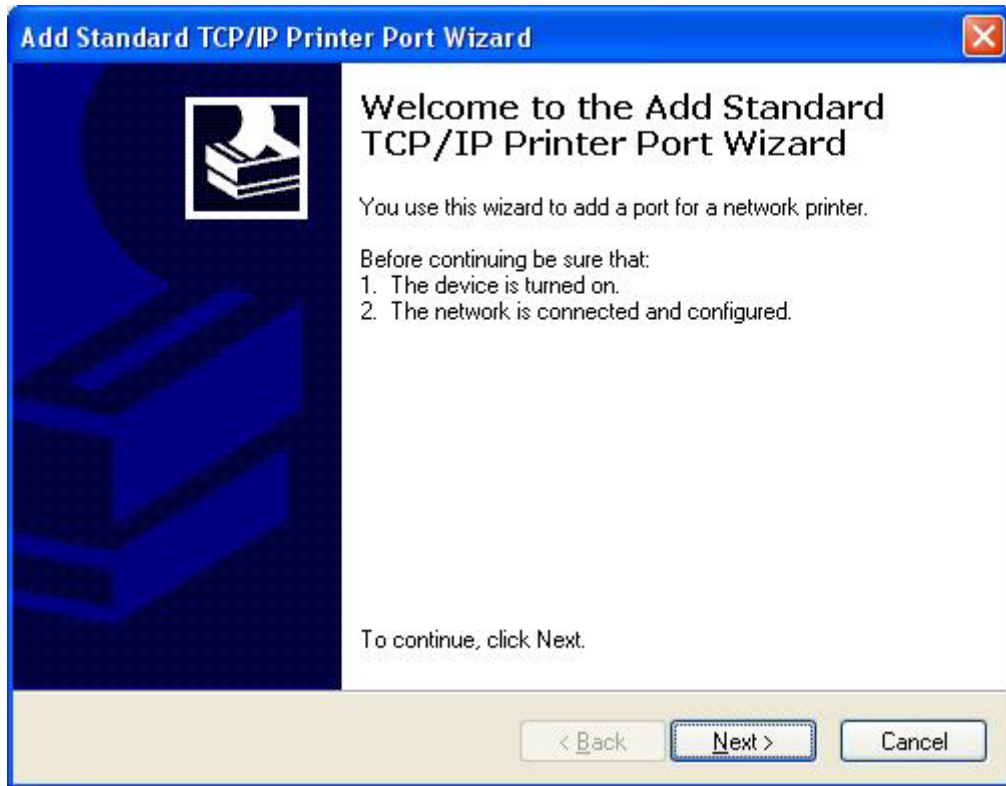


8. If your computer is not connected to the MFP, select **Create a new port** under **Select a Printer Port**.



9. In the **Type of port** drop-down menu, select **Standard TCP/IP Port**. Click **Next**.

10. In the **Add Standard TCP/IP Printer Port Wizard** dialog box, click **Next**.



11. Under **Add Port**, type the MFP printer name or IP address in the **Printer Name or IP Address** text box and then click **Next**.

Add Standard TCP/IP Printer Port Wizard


Add Port
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

Printer Name or IP Address:

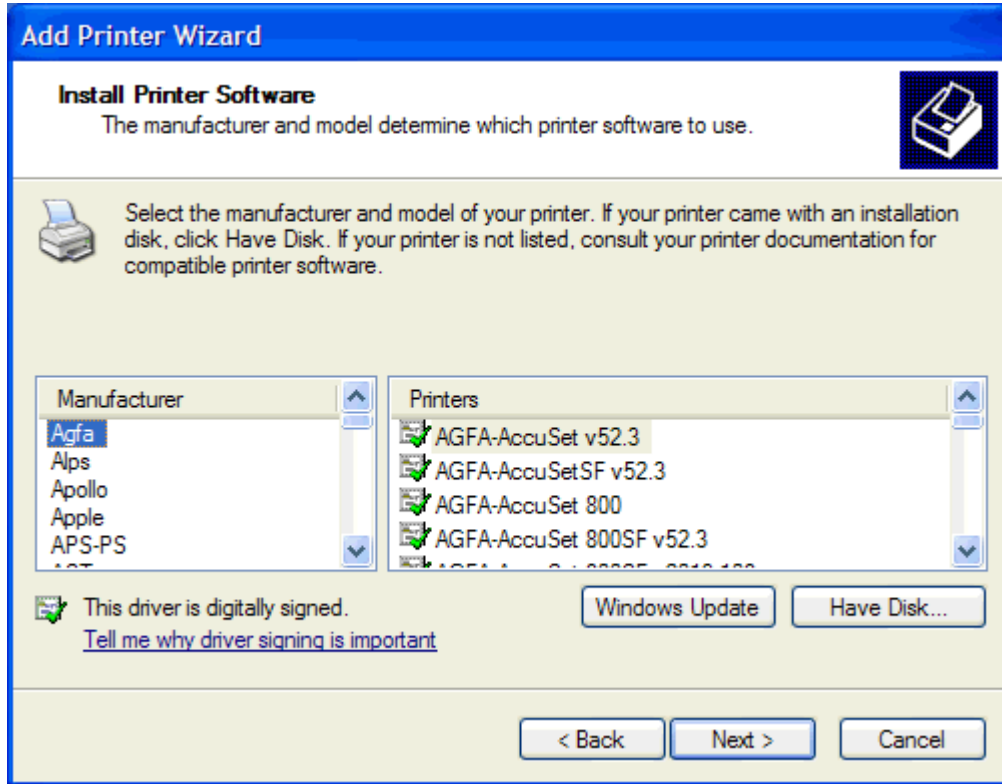
Port Name:

< Back Next > Cancel

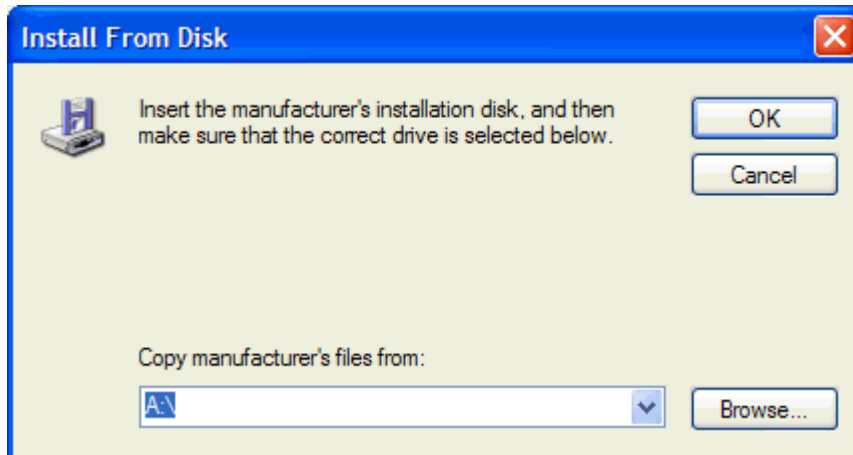
 **NOTE:** The default port name is the name that you typed in the **Printer Name or IP Address** text box. You can change this name by typing a new name in the **Port Name** text box.

12. Click **Finish**.

- Under **Install Printer Software**, click **Have Disk**.



- In the **Install From Disk** dialog box, click **Browse**.



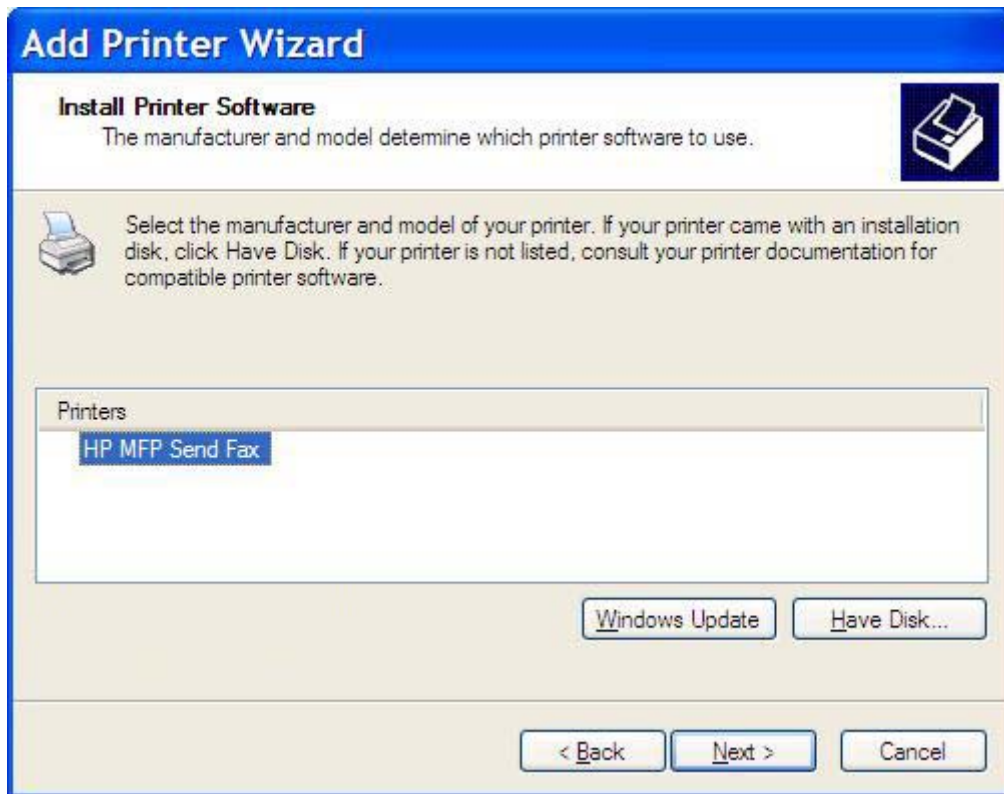
- Browse to and select the MFP Send Fax driver .INF file extracted in step 1.

NOTE: Two versions of the .INF file are available: a 32-bit version for Windows 2000, Windows XP, and Windows Server 2003 and a 64-bit version for Windows XP Professional x64, Windows Server 2003 x64, and Windows Vista.

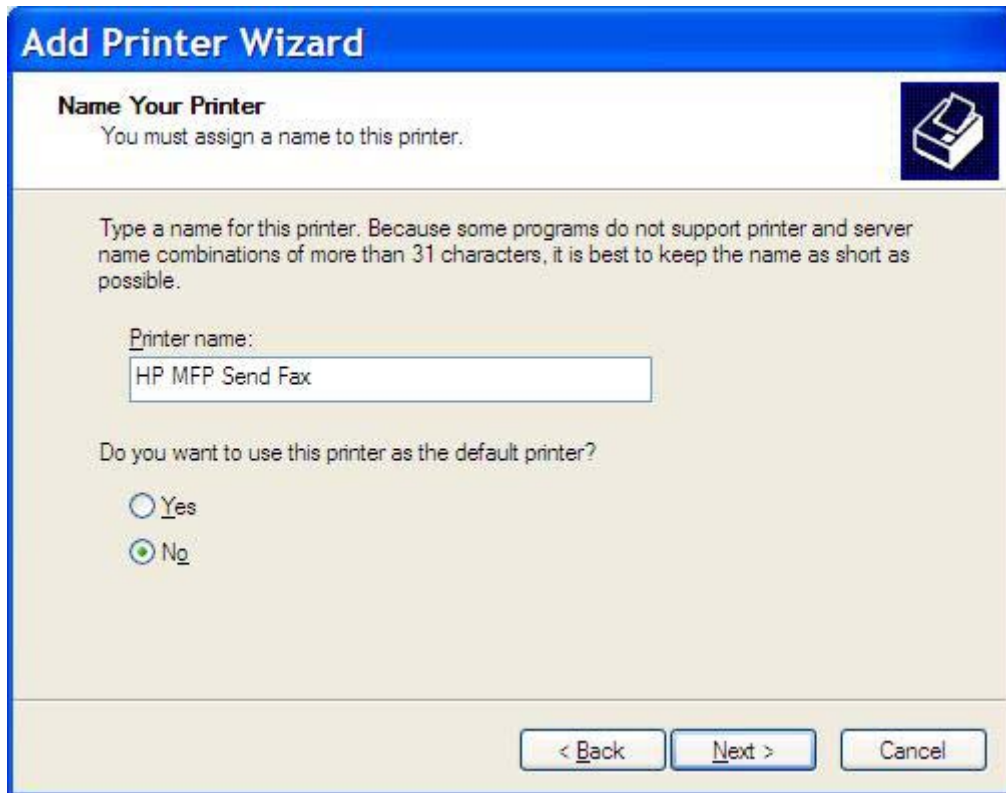
The following message displays if you select the wrong version of the file: **The specified location does not contain information about your printer.**

- Click **Open**.

17. Click **OK**.
18. Under **Install Printer Software**, click **Next**.



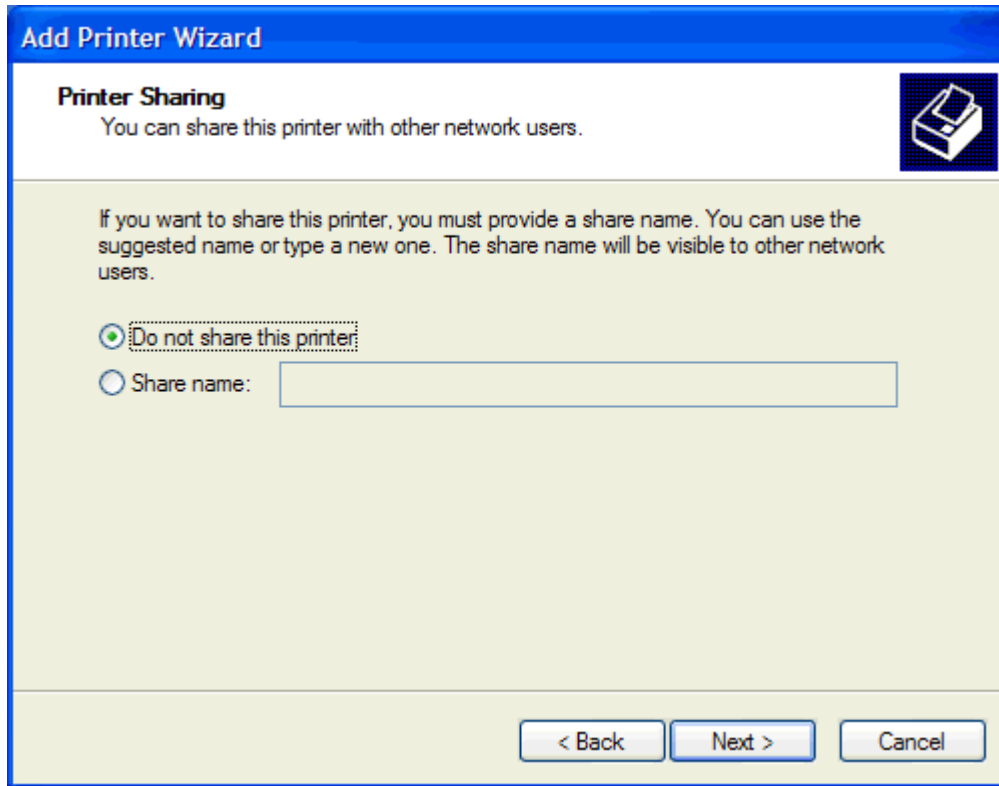
19. In the **Printer name** text box under **Name Your Printer**, type a name for the printer. The default printer name is HP MFP Send Fax.




The screenshot shows a Windows-style dialog box titled "Add Printer Wizard". The current step is "Name Your Printer", which includes a sub-header "Name Your Printer" and a note: "You must assign a name to this printer." A printer icon is visible in the top right corner. The main text instructs the user to "Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible." Below this is a text input field labeled "Printer name:" containing the text "HP MFP Send Fax". A question follows: "Do you want to use this printer as the default printer?" with two radio button options: "Yes" (unselected) and "No" (selected). At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel".

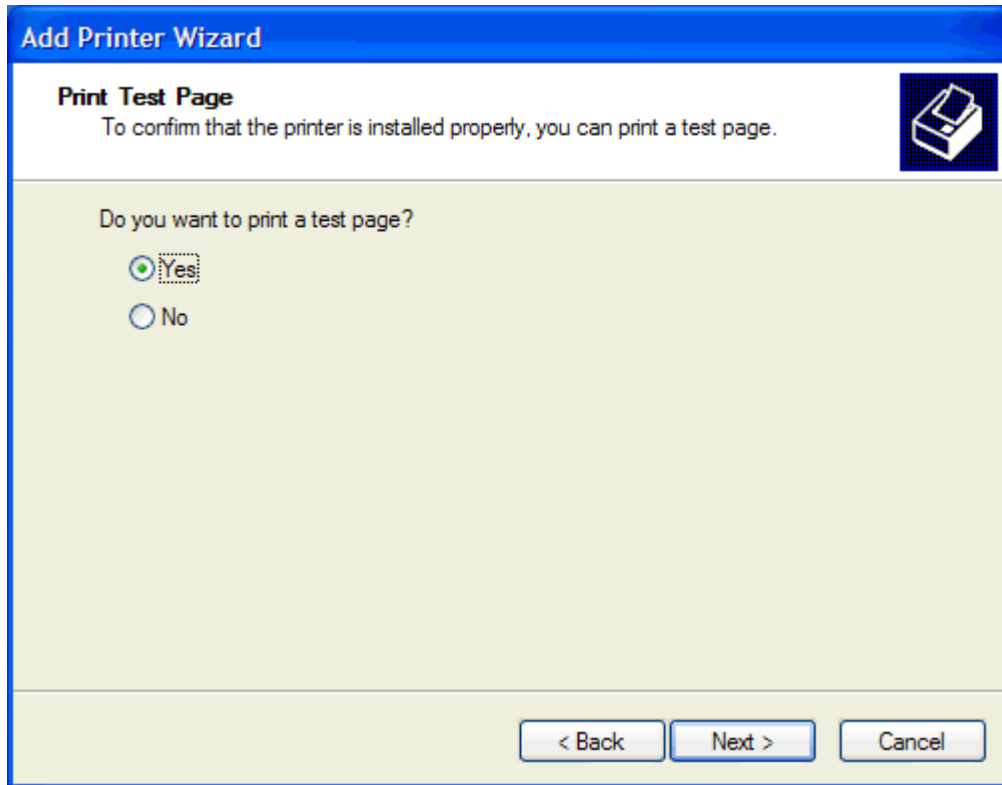
20. Click **Next**.

21. Under **Printer Sharing**, click **Next**.



 **NOTE:** You can share the printer by selecting **Share name** on the **Printer Sharing** window. The MFP Send Fax driver is then available for a Point-and-Print connection. Some features, such as fax preview, are not available if the driver is accessed by using a Point-and-Print connection.

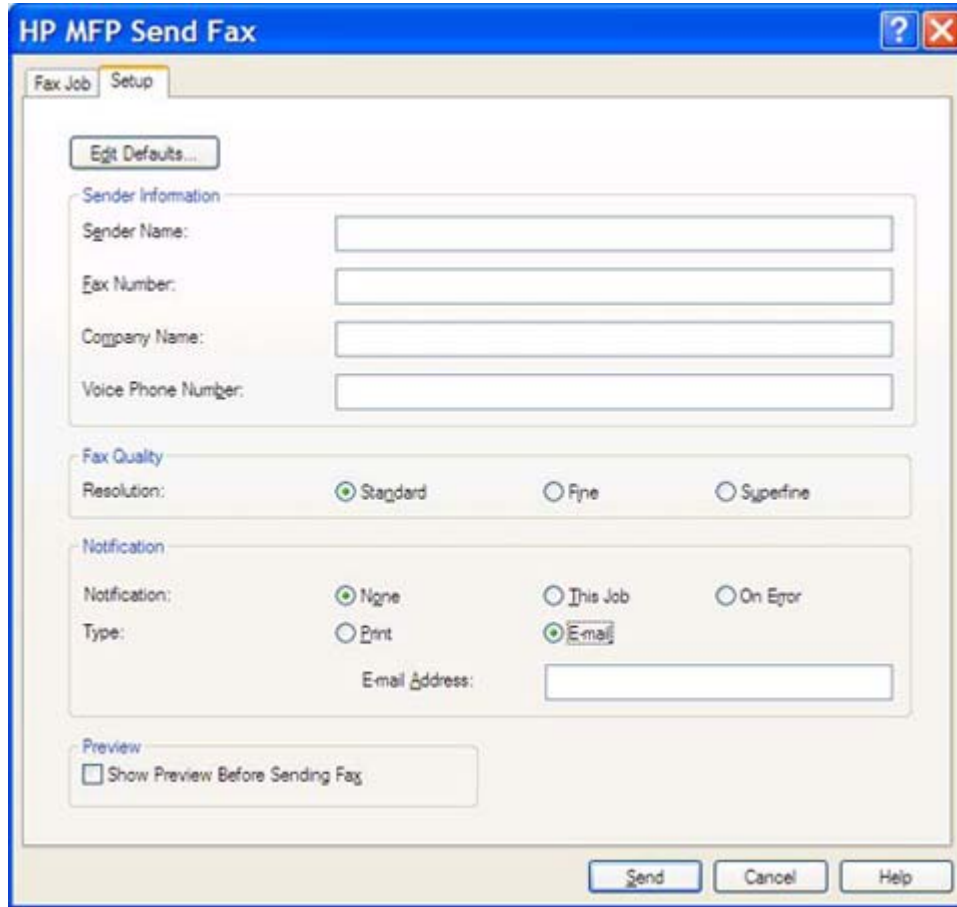
22. Under **Print Test Page**, select **Yes** to print a test page and then click **Next**.



 **NOTE:** Selecting **Yes** to print a test page sends a fax. No page is printed.

- a. In the **Completing the Add Printer Wizard** dialog box, click **Finish** to complete the wizard and continue sending a test fax.


- b. In the **HP MFP Send Fax** dialog box, click the **Fax Job** tab.



The screenshot shows the 'HP MFP Send Fax' dialog box with the 'Setup' tab selected. The dialog has a blue title bar with a question mark and a close button. Below the title bar are two tabs: 'Fax Job' and 'Setup'. The 'Setup' tab contains the following sections:

- Edit Defaults...** button
- Sender Information** section with four text input fields: 'Sender Name', 'Fax Number', 'Company Name', and 'Voice Phone Number'.
- Fax Quality** section with three radio buttons: 'Standard' (selected), 'Fine', and 'Superfine'.
- Notification** section with three radio buttons: 'None' (selected), 'This Job', and 'On Error'. Below these are two radio buttons for 'Type': 'Print' and 'E-mail' (selected). An 'Email Address' text input field is located below the 'E-mail' radio button.
- Preview** section with a checkbox labeled 'Show Preview Before Sending Fax'.

At the bottom of the dialog are three buttons: 'Send', 'Cancel', and 'Help'.

 **NOTE:** The **Setup** information is not required to send a test page. To set the default sender information and fax settings for all faxes, see [Configuration on page 57](#).

- c. In the **Fax Number** text box under **Fax To**, type the fax number where the test page will be sent, click **To ->** to enter the number in the **Fax Recipients** list.

HP MFP Send Fax

Fax Job Setup

Fax To

Recipient Name: [dropdown]

Fax Number: (required) [text box]

Company Name: [text box]

Add to Phone Book Clear Fields Delete

Fax Recipients

Name	Number

To ->

Include With Fax

Cover Page (Single recipient only)

Notes: [text area]

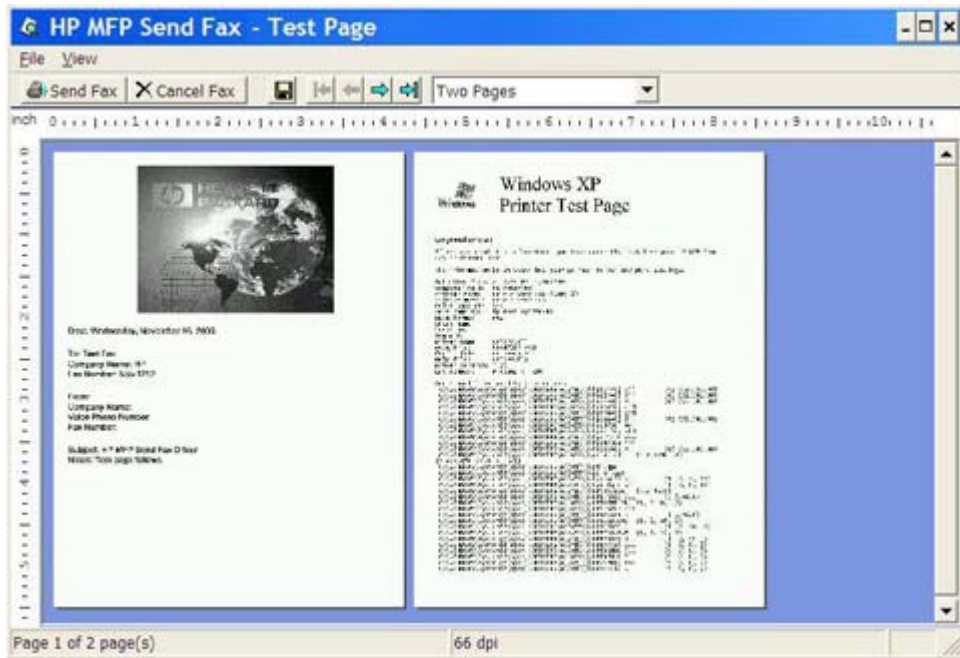
Subject: [text box]

Image: [text box] Browse


Send Cancel Help

- d. Click **Send**.

- e. The preview window opens if you selected **Show Preview Before Sending Fax** on the **Setup** tab. On the toolbar, click **Send Fax**.




- f. A message appears asking if the test page printed. Verify that the test page printed on the receiving fax machine and then click **OK**.

 **NOTE:** The test page is delivered to the fax number that you typed in the **Fax Number** text box on the **Fax Job** tab.

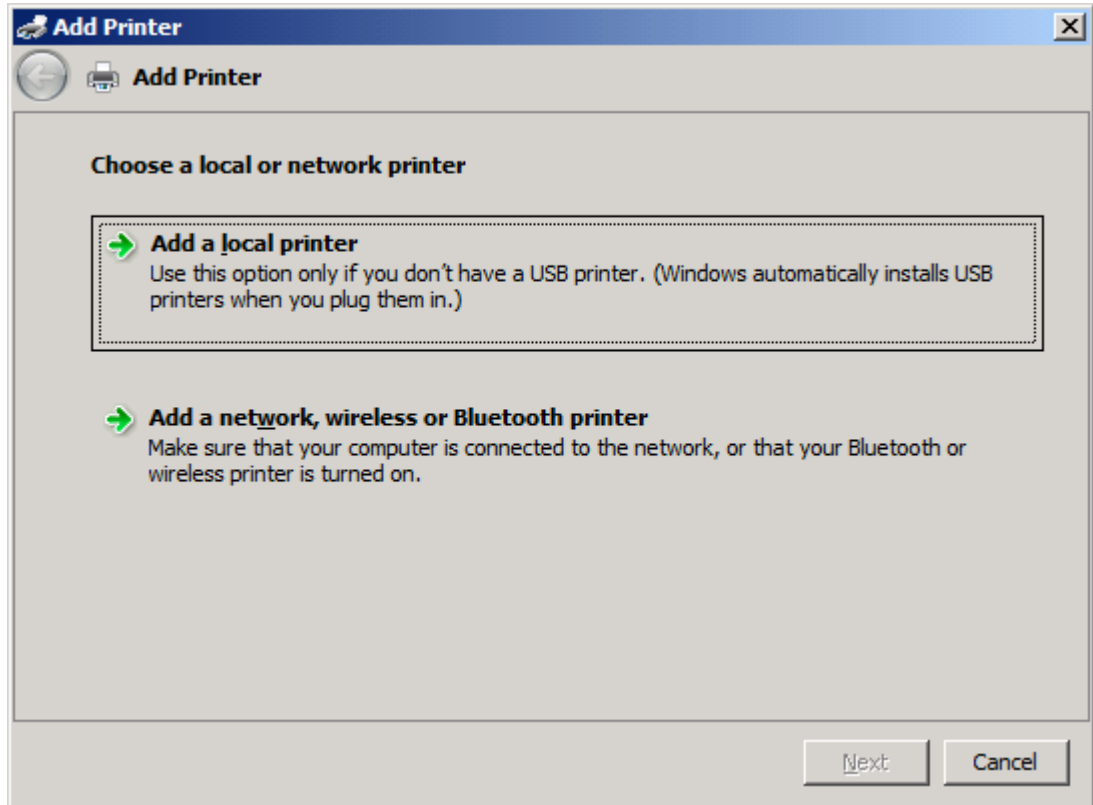
To install the driver in Windows Vista

1. In Windows Explorer, double-click the downloaded MFP Send Fax driver executable file to extract the driver files.
2. Click **Start**, click **Control Panel**, and then click **Printer**.

 **NOTE:** The **Printer** menu is located under the **Hardware and Sound** heading.

3. In the **Printer** window, click the **Add a printer** button on the top menu bar.
4. In the **Add printer** welcome dialog box, click **Next**.

5. Under **Choose a local or network printer**, click the **Add a local printer** button.




-
-  **NOTE:** Select **Choose a local or network printer** to install the MFP Send Fax driver on a network printer. The printer name is HP MFP Send Fax when the driver is installed on a local printer.

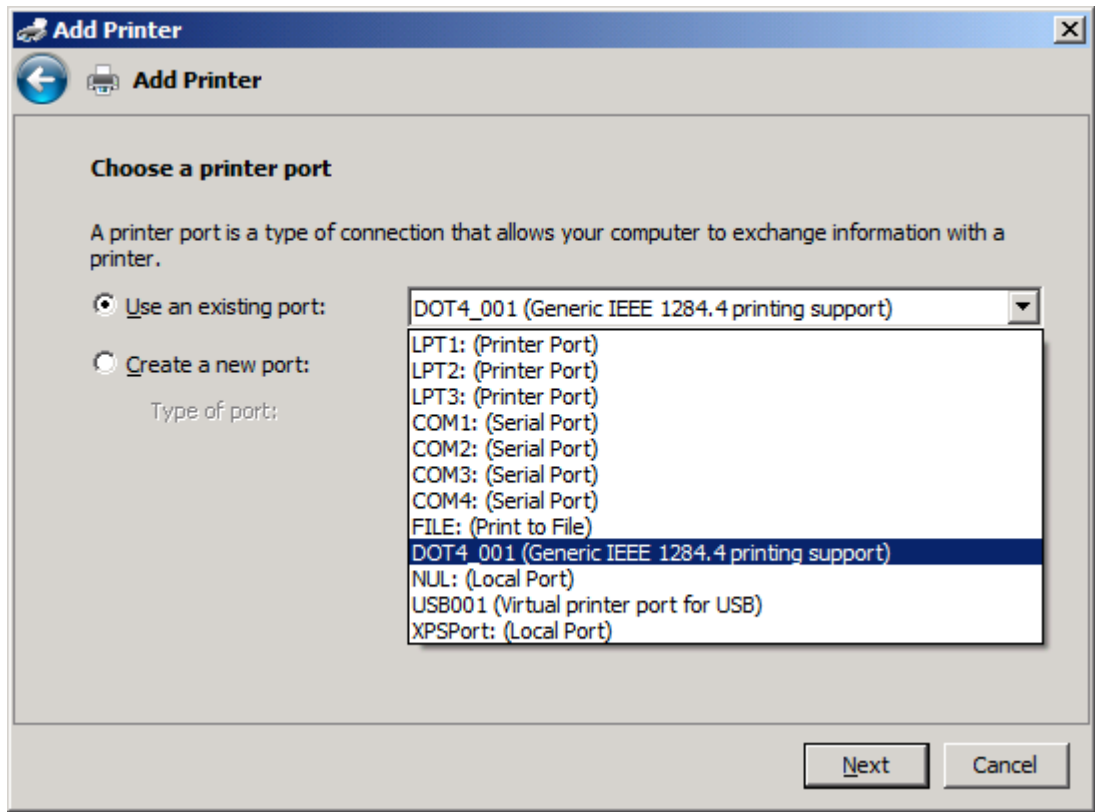
If you select **Add a network, wireless or Bluetooth printer**, then the IP address of the computer is required. Some features, such as fax preview, are not available if the driver is installed by using the network printer installation (Point-and-Print).

The MFP Send Fax driver cannot be installed on a printer that is connected to the computer through a serial, parallel, or USB port. It must be on a network.

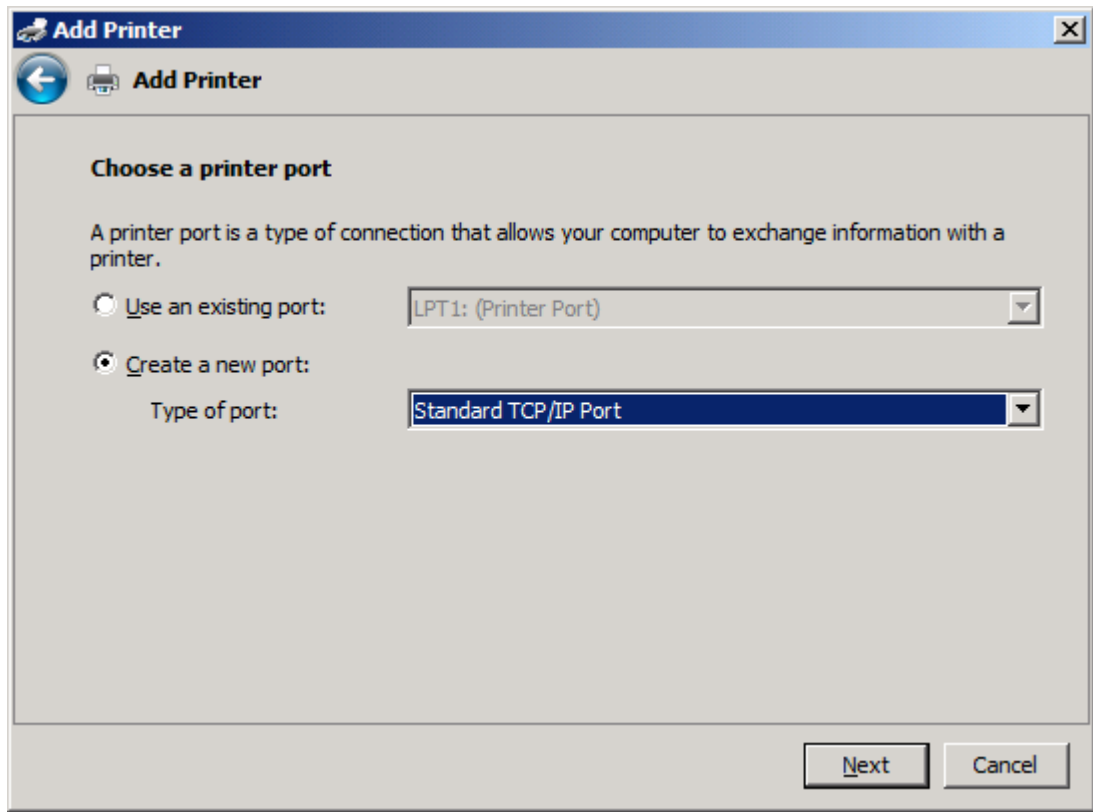
6. If your computer is already connected to the MFP, under **Choose a printer port**, select **Use an existing port**.

-
-  **NOTE:** If your computer is not connected to the MFP, go to step 8.

7. In the **Use an existing port** drop-down menu, select the name or IP address of the MFP. Click **Next** and then go to step 12.



8. If your computer is not connected to the MFP, select **Create a new port** under **Choose a printer port**.




9. In the **Type of port** drop-down menu, select **Standard TCP/IP Port**. Click **Next**.

10. Under **Type a printer hostname or IP address**, type the MFP printer name or IP address in the **Hostname or IP address** text box and then click **Next**.

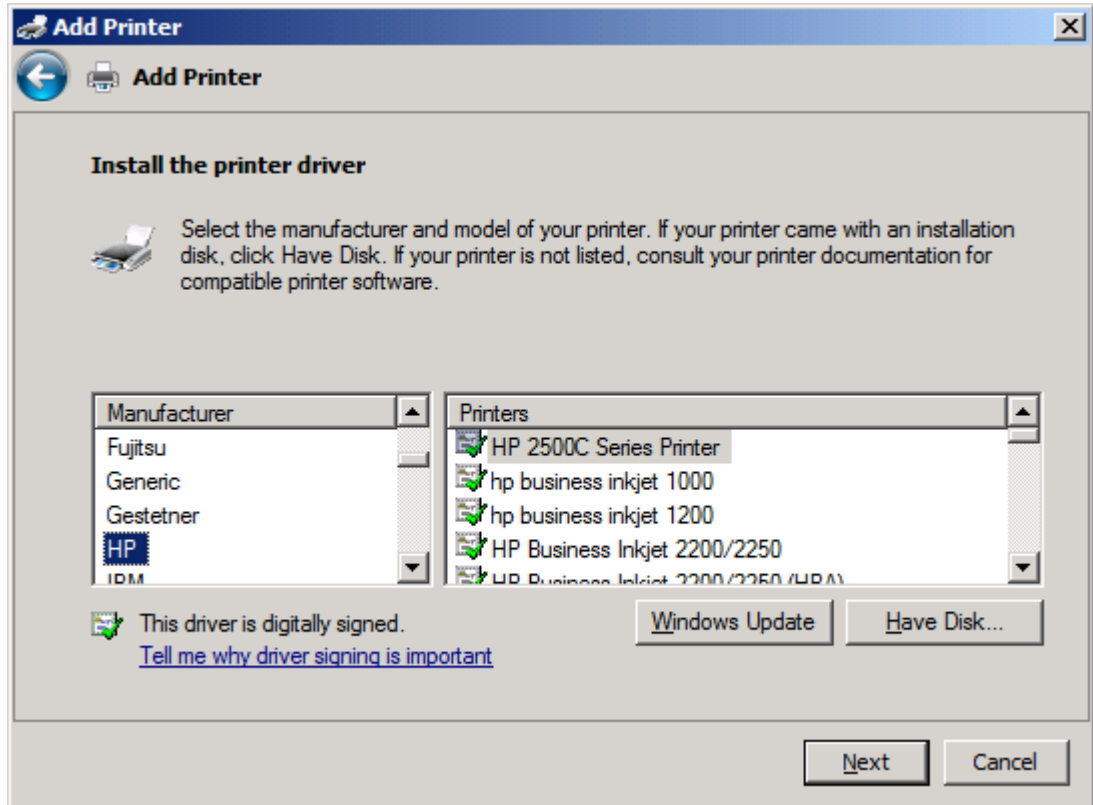
The screenshot shows a Windows-style dialog box titled "Add Printer". The window has a blue title bar with the text "Add Printer" and a close button (X) in the top right corner. Below the title bar is a navigation bar with a back arrow icon and a printer icon followed by the text "Add Printer". The main content area is titled "Type a printer hostname or IP address". It contains the following elements:

- "Device type:" followed by a dropdown menu showing "Autodetect".
- "Hostname or IP address:" followed by an empty text input box.
- "Port name:" followed by an empty text input box.
- A checked checkbox with the label "Query the printer and automatically select the driver to use".

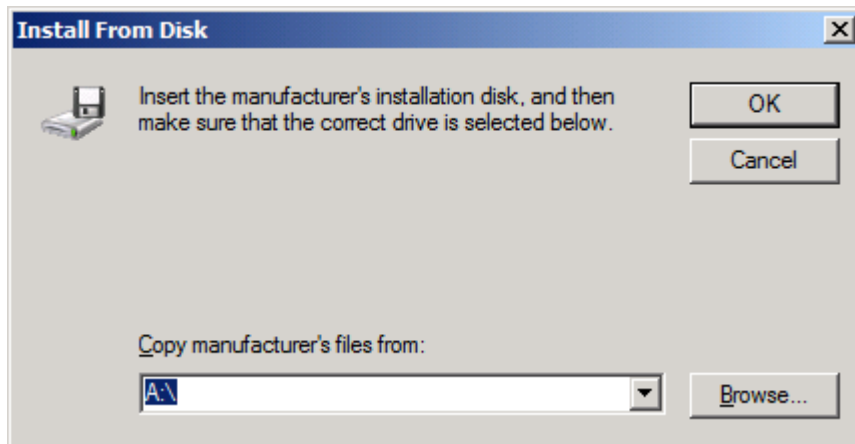
At the bottom right of the dialog box are two buttons: "Next" and "Cancel".

 **NOTE:** The default port name is the name that you typed in the **Hostname or IP address** text box. You can change this name by typing a new name in the **Port name** text box.


11. Under **Install the print driver**, click **Have Disk**.



12. In the **Install From Disk** dialog box, click **Browse**.



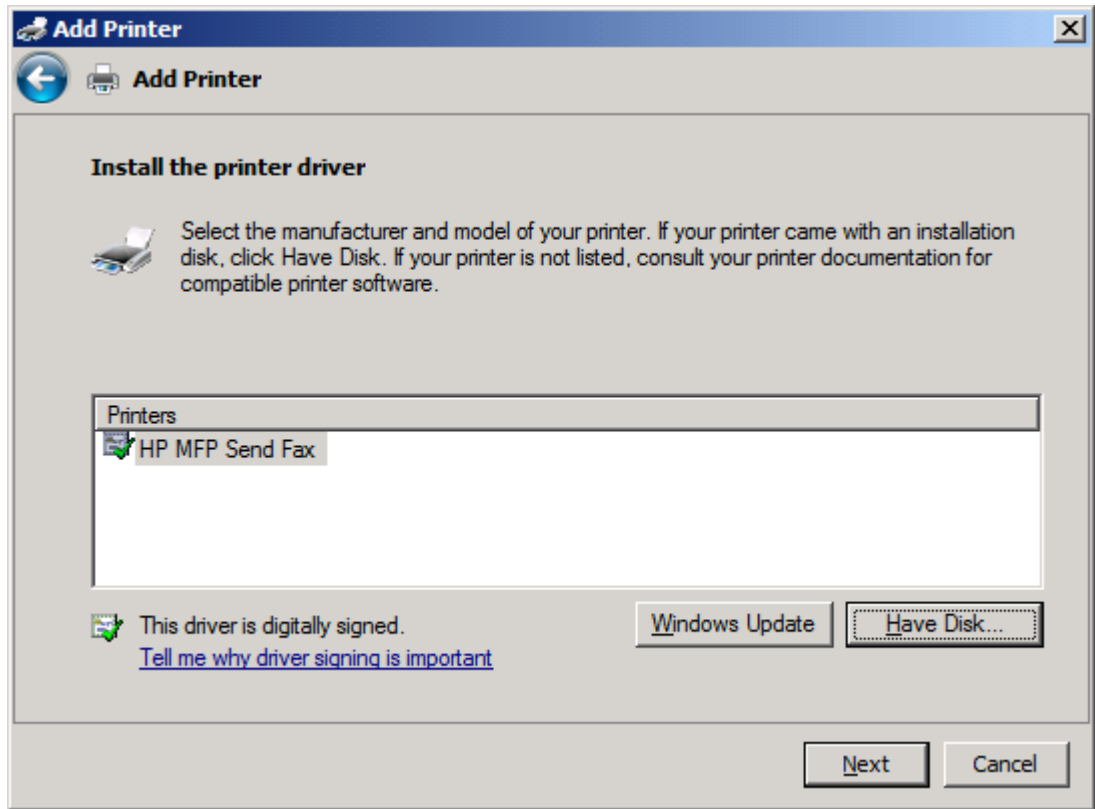
13. Browse to and select the MFP Send Fax driver .INF file extracted in step 1.

 **NOTE:** Two versions of the .INF file are available: a 32-bit version for Windows 2000, Windows XP, Windows Server 2003, and Windows Vista; and a 64-bit version for Windows XP Professional x64, Windows Server 2003 x64, and Windows Vista x64

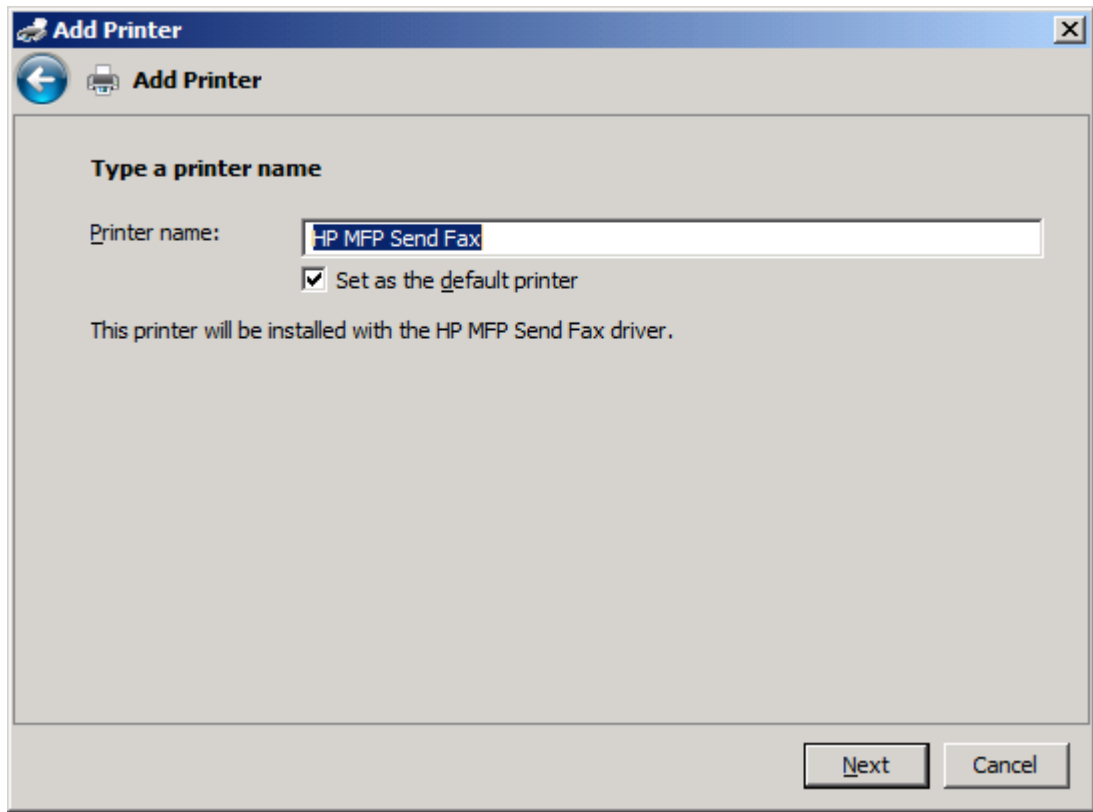
The following message displays if you select the wrong version of the file: **The specified location does not contain information about your printer.**

14. Click **Open**.

15. Click **OK**.
16. Under **Install the printer driver**, click **Next**.



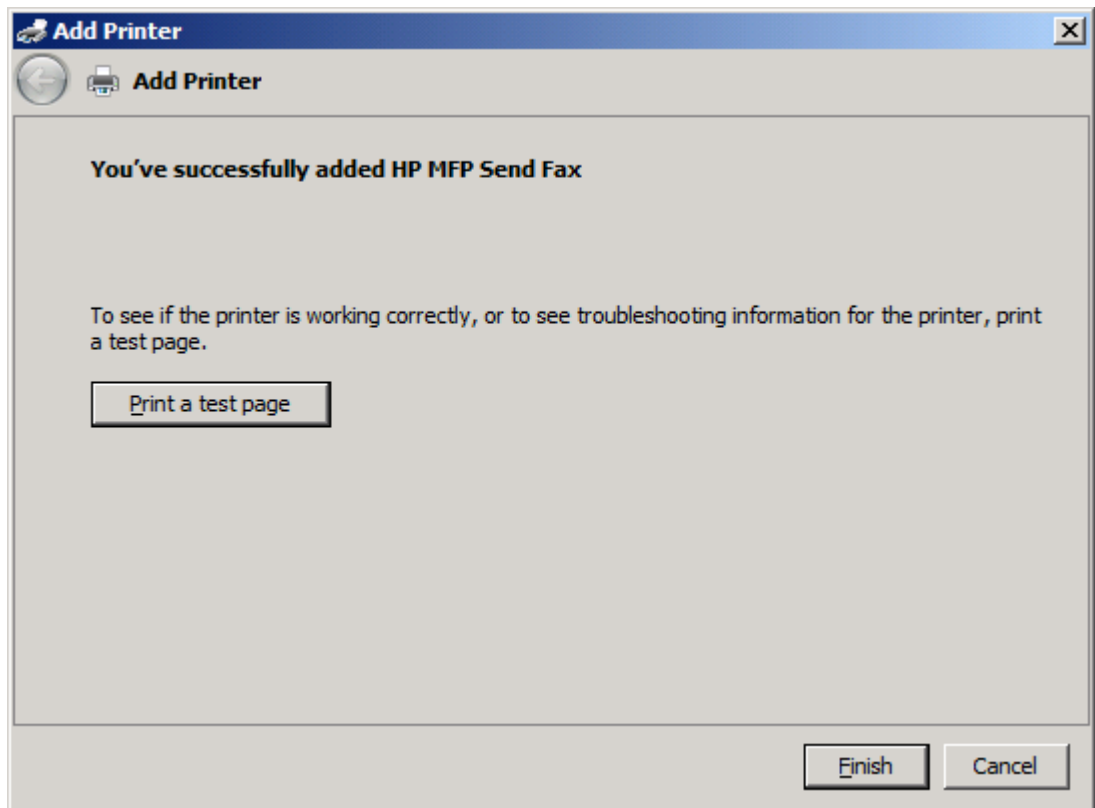
17. In the **Printer name** text box the default name **HP MFP Send Fax** is displayed. You can change this name by typing a new name in the text box.



18. Click **Next**.

19. A screen with a test page option is displayed. To send a test fax to another machine, click **Print a test page**

 **NOTE:** Although the button option is labeled **Print a test page**, no page is printed locally.



20. Click **Finish**.

Uninstalling the HP MFP Send Fax driver

To uninstall the MFP Send Fax driver, use the following steps:

To uninstall the MFP Send Fax driver in Windows XP

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. In the **Printers and Faxes** window, right-click the MFP printer where MFP Send Fax is installed and then click **Delete**.
3. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
4. Right-click in the **Printers and Faxes** window and then click **Server Properties**.
5. In the **Print Server Properties** dialog box, click **Drivers**.
6. Select the MFP Send Fax driver and then click **Remove**.
7. Click **OK**.

To uninstall the MFP Send Fax driver in Windows Vista

1. Click **Start**, click **Control Panel**, and then click **Printer**.
2. In the **Printers** window, right-click the MFP printer where MFP Send Fax is installed and then click **Delete**.
3. Right-click the **Printers** window and then click **Server Properties**.
4. In the **Print Server Properties** dialog box, click the **Drivers** tab.
5. Select the MFP Send Fax driver and then click **Remove**.
6. Click **OK**.

2 Faxing


This chapter provides information about sending faxes and using the MFP Send Fax phone book:

- [Sending a fax to a single recipient](#)
- [Sending a fax to multiple recipients](#)
- [Sending a fax by using the phone book](#)
- [Canceling a fax job](#)
- [Inserting special characters in the fax number](#)
- [Editing the phone book](#)
- [Exporting phone book entries to a comma-separated values \(CSV\) formatted file](#)
- [Importing phone book entries from a CSV formatted file](#)
- [Voice Calls and Retries](#)

Sending a fax to a single recipient

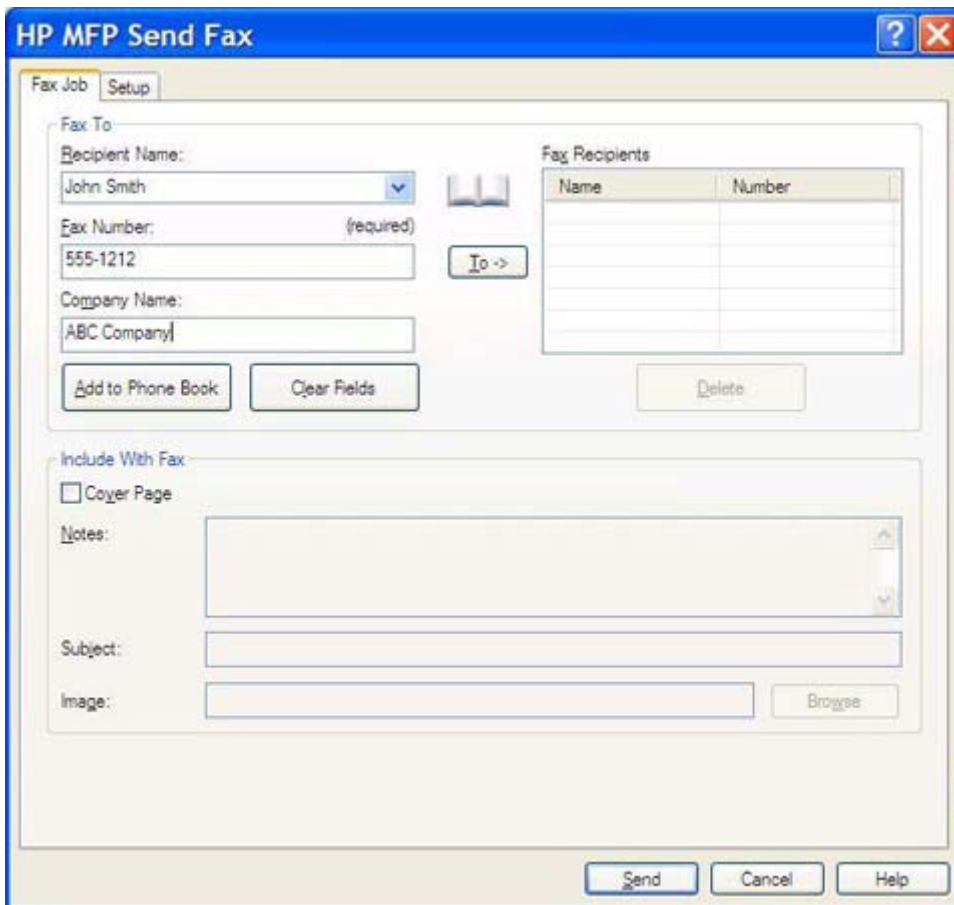
To send a fax to a single recipient, use the following steps:

1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.


 **NOTE:** Click the button that sends a document to the printer. This might not be labeled the same way in all programs.

5. Under **Fax To** in the **HP MFP Send Fax** dialog box, type the recipient name, fax number, and company name. The fax number is the only required information.


The Recipient Name drop-down box includes individual recipients as well as group names. If the text box is blank and the drop-down list is selected, the drop-down list contains the 20 most recently used names, sorted in alphabetical order. If the drop-down list contained text when you opened the drop-down menu, the list shows all matching entries. The **Recipient Name** dropdown list holds a maximum of 20 entries. After the maximum is reached, a new entry replaces the oldest entry in the list.



Name	Number

 **NOTE:** See [Inserting special characters in the fax number on page 45](#) for a list of special characters that you can use in the **Fax Number** text field.

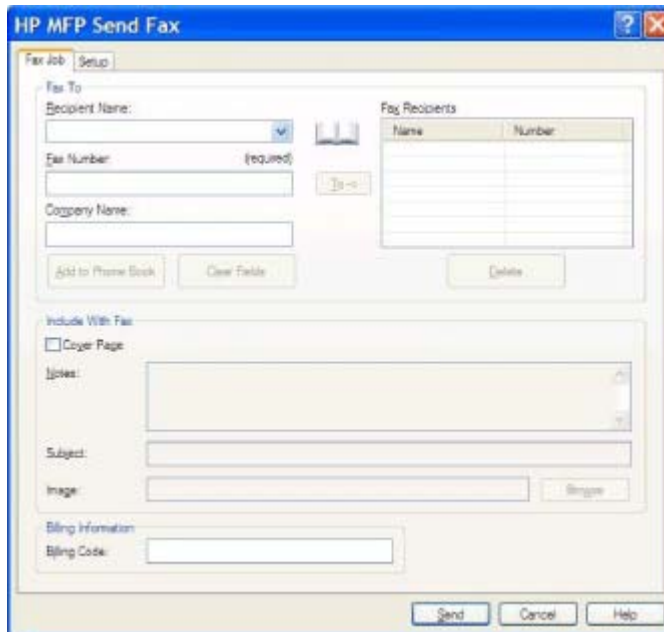
6. Click **Add to Phone Book** to add the recipient information to the MFP Send Fax phone book. This step is optional.

 **NOTE:** Click **Clear Fields** to remove all of the values in the **Recipient Name**, **Fax Number**, and **Company Name** text boxes.

7. The default cover page information appears under **Include With Fax** in the **HP MFP Send Fax** dialog box. This information can be changed for any individual fax job.


 **NOTE:** To set the default cover page settings for all faxes, see [Configuration on page 57](#).

8. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.

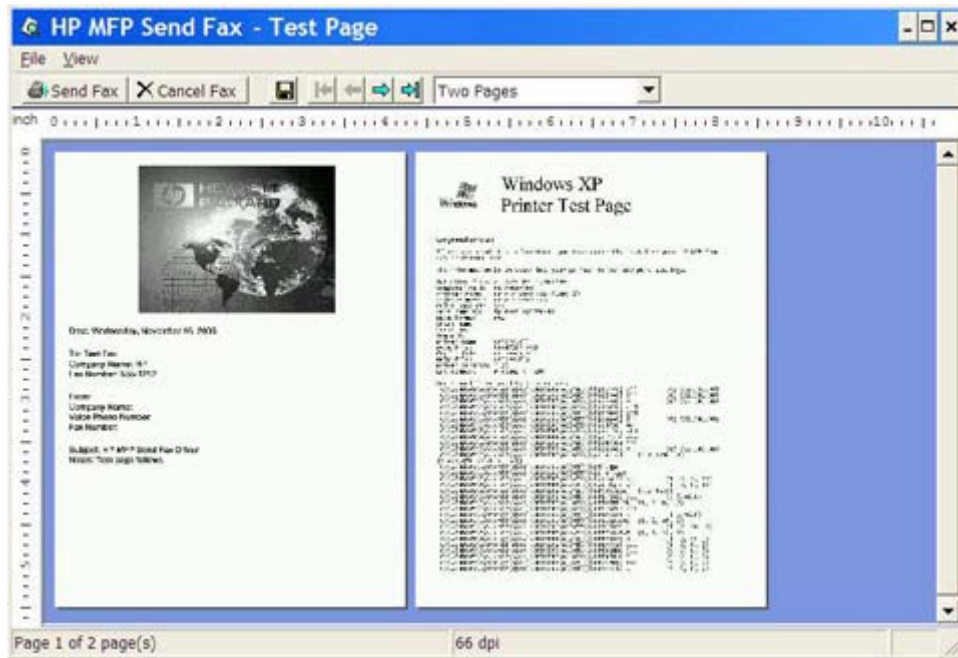



Fax Recipients	
Name	Number

9. To send the fax with the default sender, fax quality, notification information, and preview preferences, click **Send**.

 **NOTE:** Click the **Setup** tab in the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

10. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.




 **NOTE:** The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

11. Click **View** or use the zoom drop-down menu to change the size of the document preview.
12. Click the arrow buttons to navigate through the document.
13. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

Sending a fax to multiple recipients

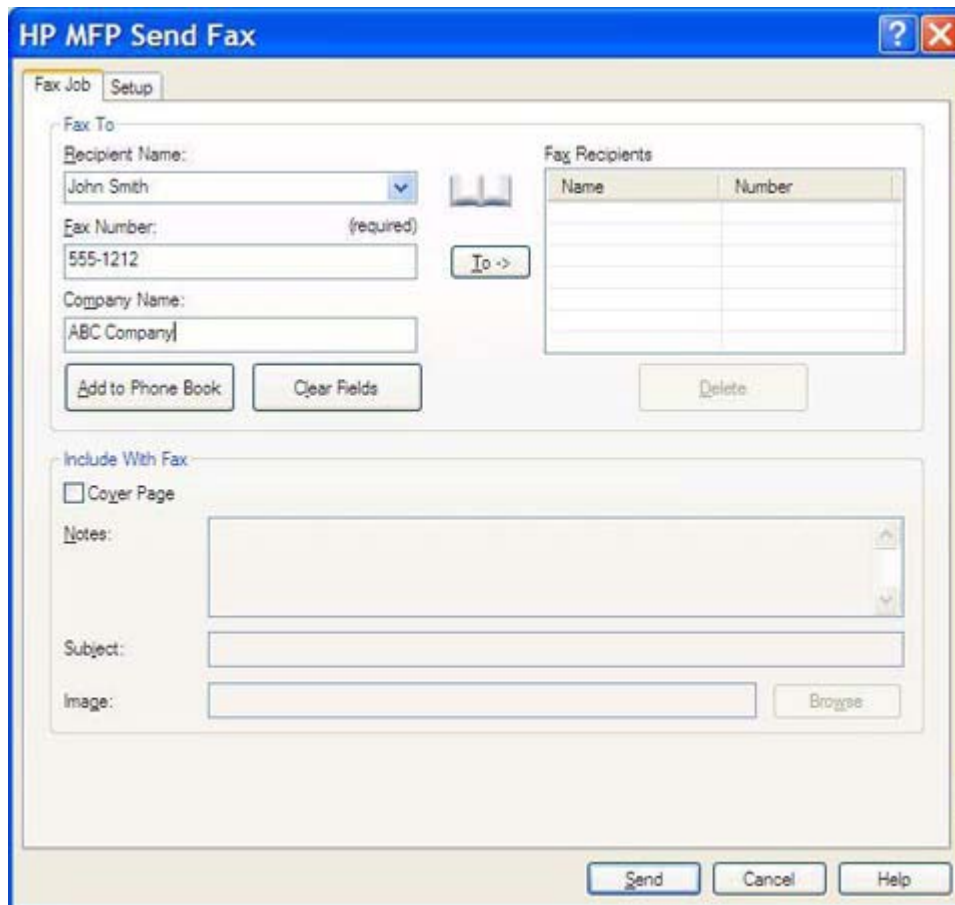
To send a fax to a multiple recipients, use the following steps:


1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.

 **NOTE:** Click the button that sends a document to the printer. This might not be labeled the same way in all programs.


5. Under **Fax To** in the **HP MFP Send Fax** dialog box, type the recipient name, fax number, and company name.

The Recipient Name drop-down box includes individual recipients as well as group names. If the text box is blank and the drop-down list is selected, the drop-down list contains the 20 most recently used names, sorted in alphabetical order. If the drop-down list contained text when you opened the drop-down menu, the list shows all matching entries. The **Recipient Name** drop-down list holds a maximum of 20 entries. After the maximum is reached, a new entry replaces the oldest entry in the list.

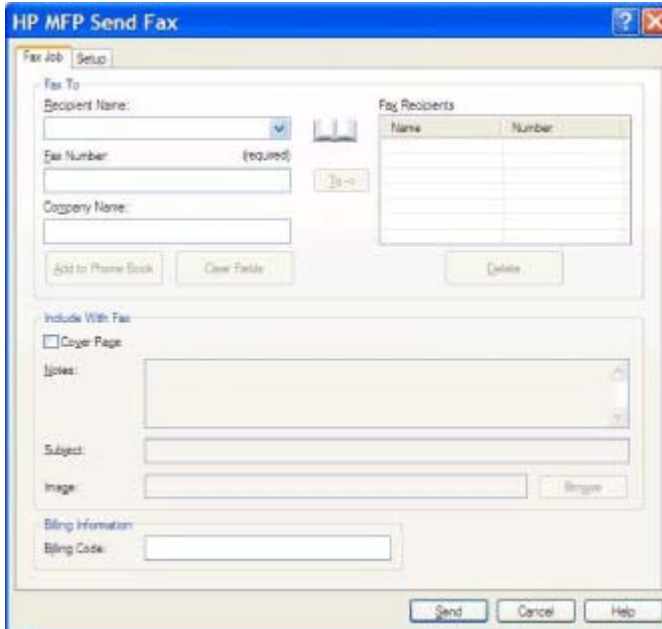


 **NOTE:** The fax number is the only required information. [Inserting special characters in the fax number on page 45](#) for a list of special characters that you can use in the **Fax Number** text field.

6. Click **Add to Phone Book** to add the recipient information to the MFP Send Fax phone book. This step is optional.


 **NOTE:** Click **Clear Fields** to remove all of the values in the **Recipient Name**, **Fax Number**, and **Company Name** text boxes.

7. Click **To ->** to add the recipient information to the **Fax Recipients** field.
8. Repeat steps 5 through 7 for each fax recipient. The fax is sent to all of the names that appear in the **FaxRecipients** field.
9. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.

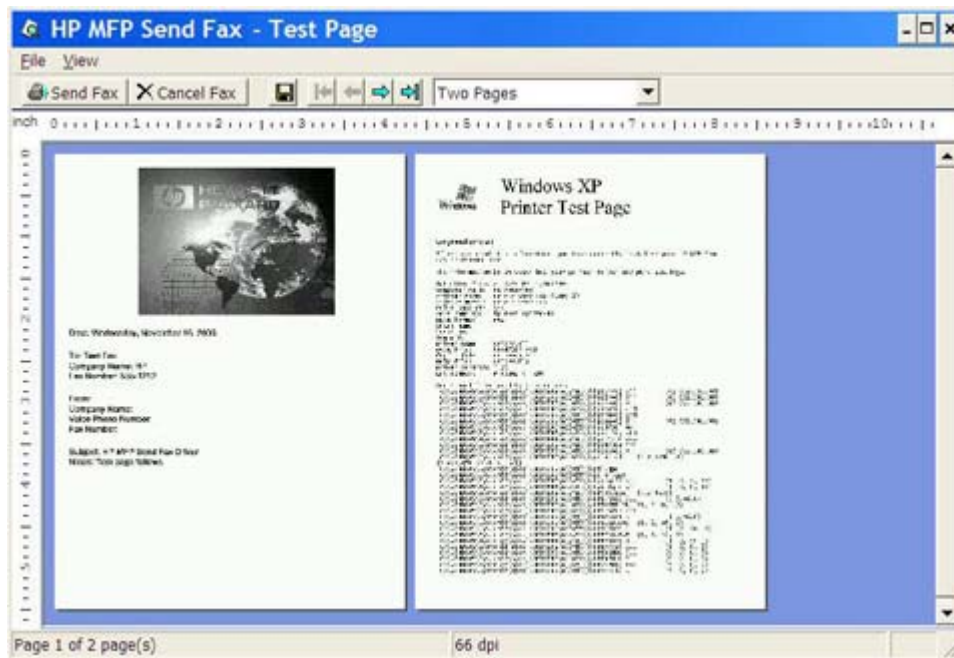



Name	Number

10. To send the fax with the default sender, fax quality, notification information, and preview preferences, click **Send**.

 **NOTE:** Click the **Setup** tab on the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.




 **NOTE:** The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

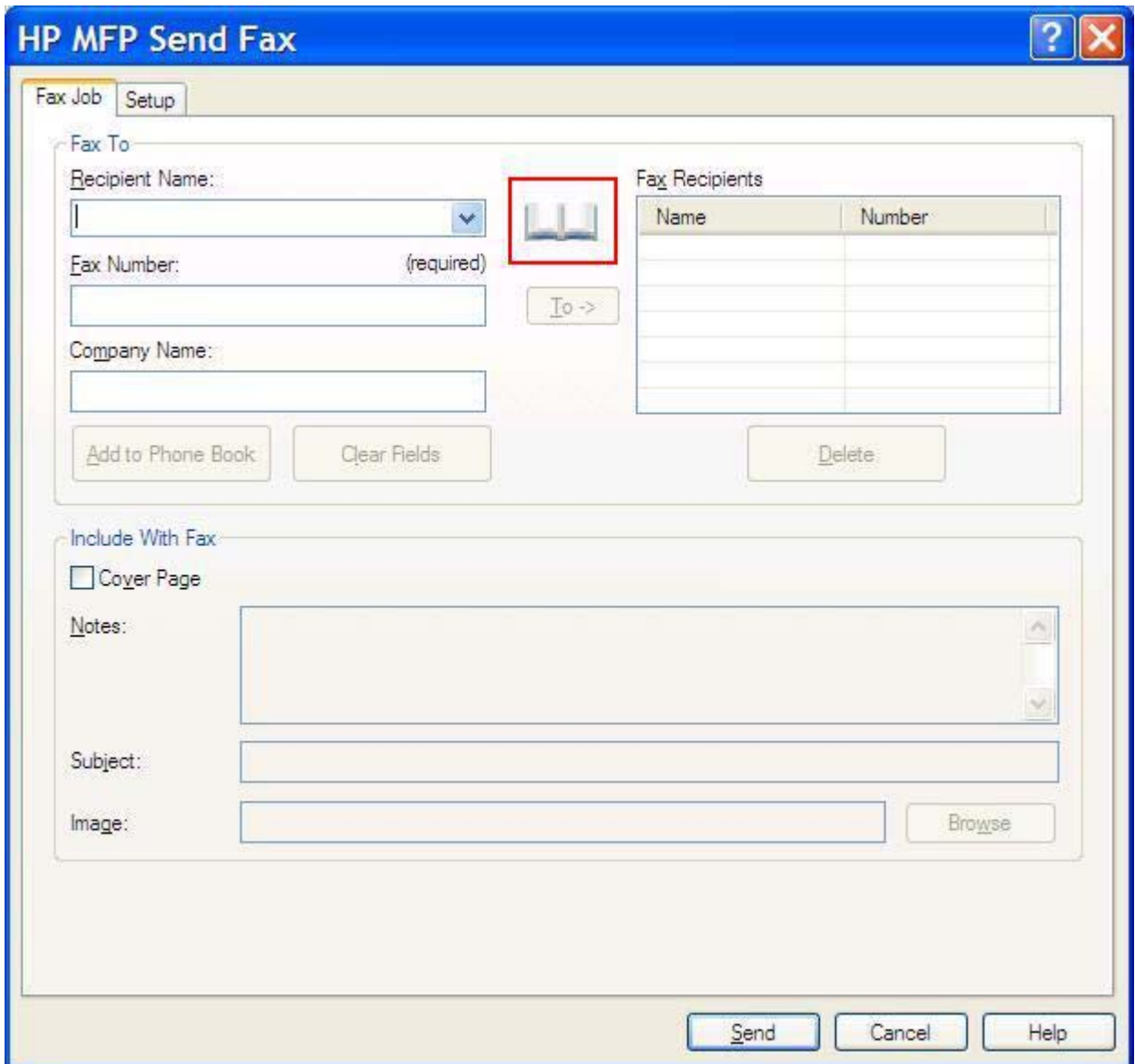
Sending a fax by using the phone book

To send a fax by using the phone book, use the following steps:

1. Open the document to be faxed in the software program in which it was created.
2. Click **File** and then click **Print**.
3. Select the HP MFP Send Fax driver from the list of printers.
4. Click **OK** or **Print**.

 **NOTE:** Click the button that sends a document to the printer. This might not be labeled the same way in all programs.

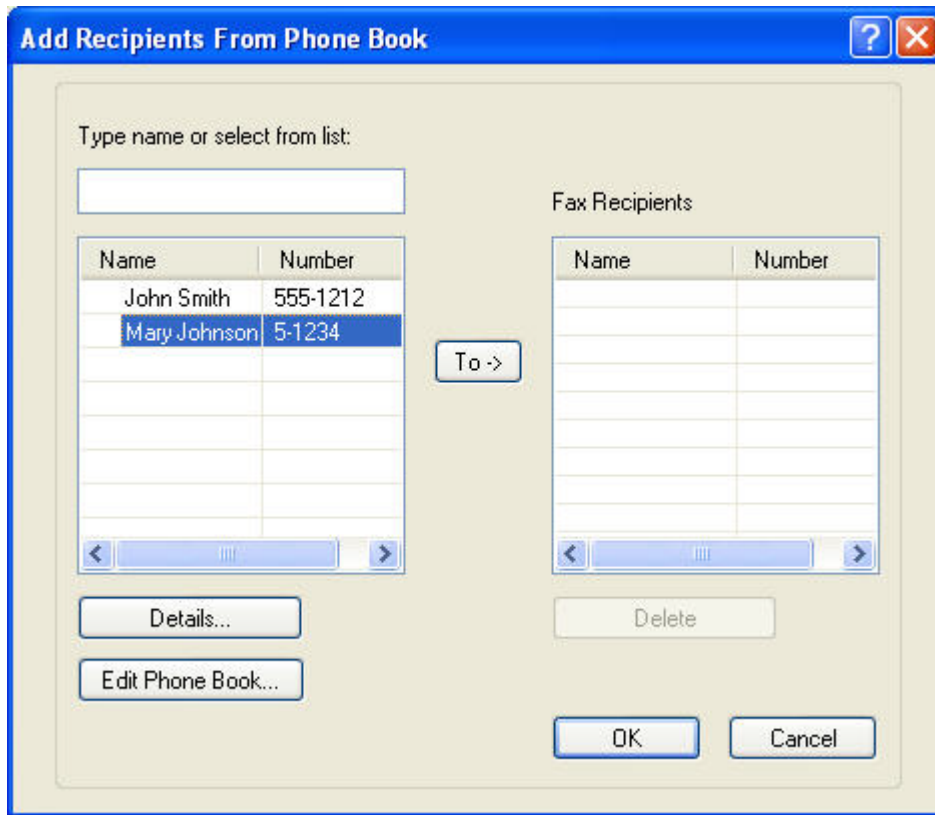
5. Under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon.




The screenshot shows the "HP MFP Send Fax" dialog box with the "Fax Job" tab selected. The "Fax To" section is highlighted with a red box, containing a book icon next to the "Recipient Name" field. The "Fax Recipients" table is empty. The "Include With Fax" section has "Cover Page" unchecked. The "Notes", "Subject", and "Image" fields are empty. The "Send", "Cancel", and "Help" buttons are at the bottom.

Name	Number

6. In the **Add Recipients From Phone Book** dialog box, select the name of each fax recipient and click **To ->** to populate the **Fax Recipients** field.



7. After you have added all of the fax recipients to the **Fax Recipients** field, click **OK**.

 **NOTE:** The maximum number of fax recipients is 100.

8. The default cover page information appears under **Include With Fax** in the **HP MFP Send Fax** dialog box. This information can be changed for any individual fax job.


 **NOTE:** To set the default cover page settings for all faxes, see [Configuration on page 57](#).

NOTE: When cover page is used with multiple recipients, the preview will only show the cover page for the first recipient. However, the cover page will be sent separately for each recipient. Only one recipient's name is shown on each cover page.

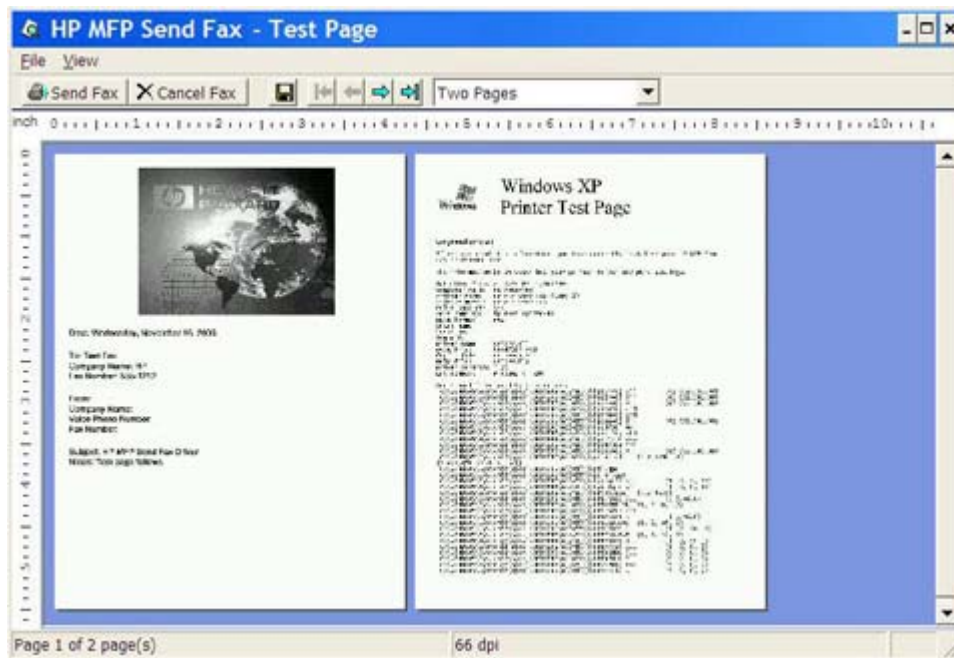
9. If the billing-code feature is enabled, type the billing code under **Billing Information** in the **HP MFP Send Fax** dialog box. The billing code can be changed for any individual fax job.


The screenshot shows the 'HP MFP Send Fax' dialog box with the 'Fax Job' tab selected. The 'Fax To' section includes a 'Recipient Name' dropdown, a 'Fax Number' field marked as '(required)', and a 'Company Name' field. To the right is a 'Fax Recipients' table with 'Name' and 'Number' columns. Below these are 'Add to Phone Book', 'Clear Fields', and 'Delete' buttons. The 'Include With Fax' section has a 'Cover Page' checkbox, a 'Notes' text area, a 'Subject' text field, and an 'Image' field with a 'Browse' button. The 'Billing Information' section has a 'Billing Code' field. At the bottom are 'Send', 'Cancel', and 'Help' buttons.

10. To send the fax to all of the fax recipients with the default sender, fax quality, notification information, and preview preferences, click **Send**.

 **NOTE:** Click the **Setup** tab on the **HP MFP Send Fax** dialog box to view the sender, fax quality, notification, and preview settings. This information can be changed for any individual fax job. Click **Send** to send the fax.

11. If you selected **Show Preview Before Sending Fax** on the **Setup** tab, a preview of the fax job appears. Review the fax for accuracy.




 **NOTE:** The preview function is not available when you use Point-and-Print. Point-and-Print is a Windows feature that you can use to connect, print, or fax to a remote printer without using installation disks. Files and configuration information are automatically downloaded from the print server to the client.

12. Click **View** or use the zoom drop-down menu to change the size of the document preview.
13. Click the arrow buttons to navigate through the document.
14. Click **Send Fax** to send the fax or click **Cancel Fax** to close the send fax driver.

Canceling a fax job

Three methods are available to cancel a fax job on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp:

1. Click **Cancel Fax** in the fax preview window.
2. On the MFP control panel, press the fax icon and then press the red **Stop/Cancel** button.

 **NOTE:** The status message **Cancelling job** displays on the MFP when the red **Stop/Cancel** button is pressed to cancel the fax.

3. On the MFP control panel, cancel faxes by using the fax menus.
 - a. On the MFP control panel, press **Menu**.
 - b. Scroll to and touch **FAX**.
 - c. Scroll to and touch **CANCEL CURRENT TRANSMISSION**.

 **NOTE:** Scroll to and touch **CANCEL ALL PENDING TRANSMISSIONS** to cancel all of the pending fax transmissions.

- d. Touch **EXIT**.

One method is available to cancel a fax job on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP:

1. On the MFP control panel, press the red **Stop** button.

 **NOTE:** A menu displays that lists the active jobs that can be canceled.

2. Select the desired item to cancel and touch **OK**.

Inserting special characters in the fax number

The **Fax Number** text field accepts special characters in addition to the numbers 0 through 9.

Table 2-1 Special characters


Special Character	Function
-	Use a hyphen in the fax number to make the number easier to read.
()	Use parenthesis in the fax number to make the number easier to read.
[]	Use an opening and closing bracket to hide a portion of the fax number so that it does not print on the fax cover sheet, call reports, or e-mail confirmations. For example, a fax number might include a calling-card access code. Type brackets around the calling-card access code portion of the fax number to prevent showing this information.
*	The asterisk is transmitted as a touch-tone.
#	The number sign is transmitted as a touch-tone.
,	A comma represents a 2-second pause when the fax number is dialed. Use multiple commas for a longer pause during dialing.

Editing the phone book

The phone book can be used to store the contact information that appears under **Fax To** in the **HP MFP Send Fax** dialog box. Names can be added and removed from the phone book.

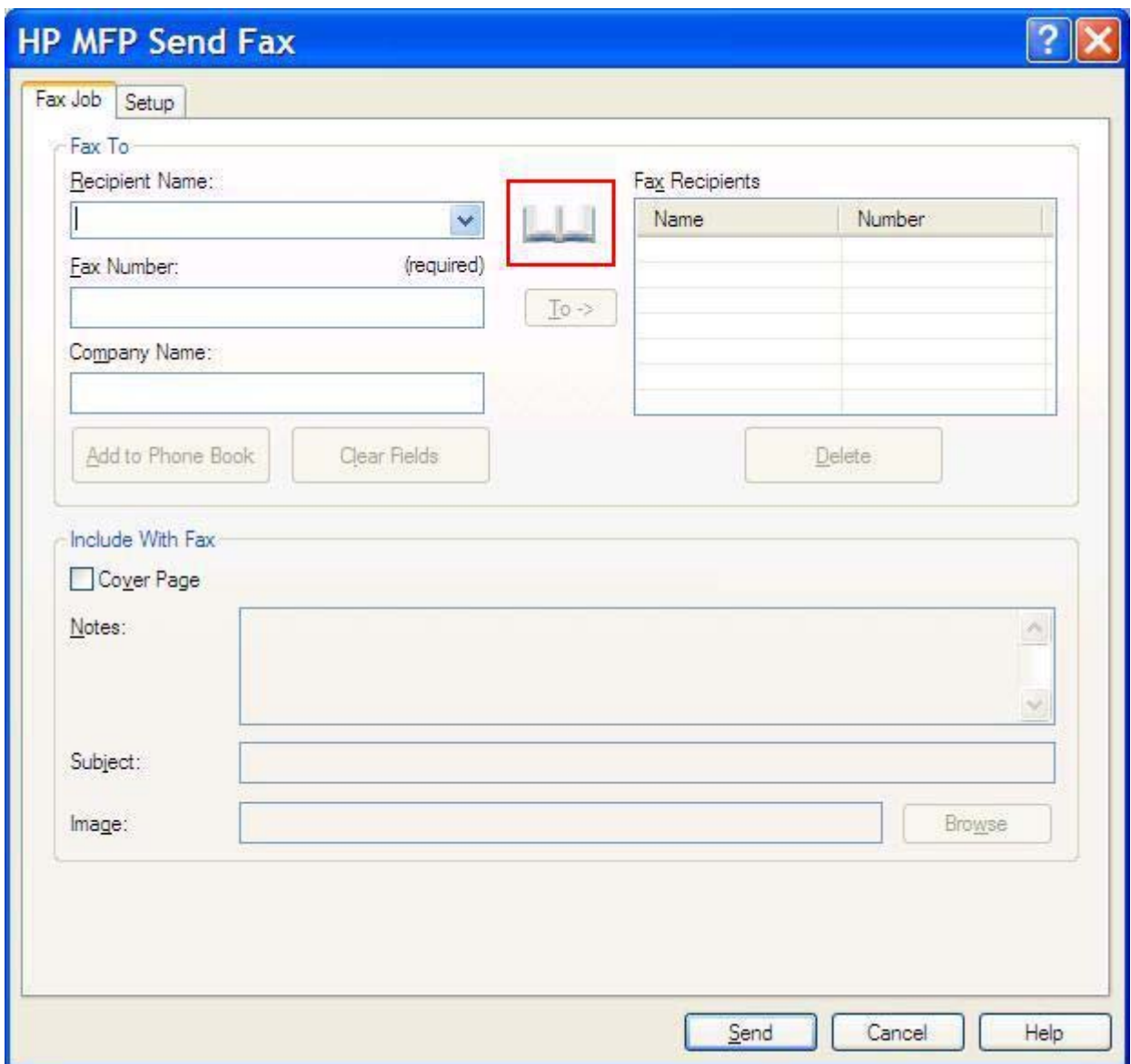
The MFP Send Fax phone book can be imported and exported.

Adding names to the phone book

 **NOTE:** You can add names to the phone book or the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**.

To populate the phone book, use the following steps:

1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.



The screenshot shows the **HP MFP Send Fax** dialog box with the **Fax Job** tab selected. The **Fax To** section contains the following fields:

- Recipient Name:** A text box with a dropdown arrow.
- Fax Number:** A text box with "(required)" next to it.
- Company Name:** A text box.

A book icon is highlighted with a red box. Below it is a button labeled **To ->**. To the right is a table titled **Fax Recipients**:

Name	Number

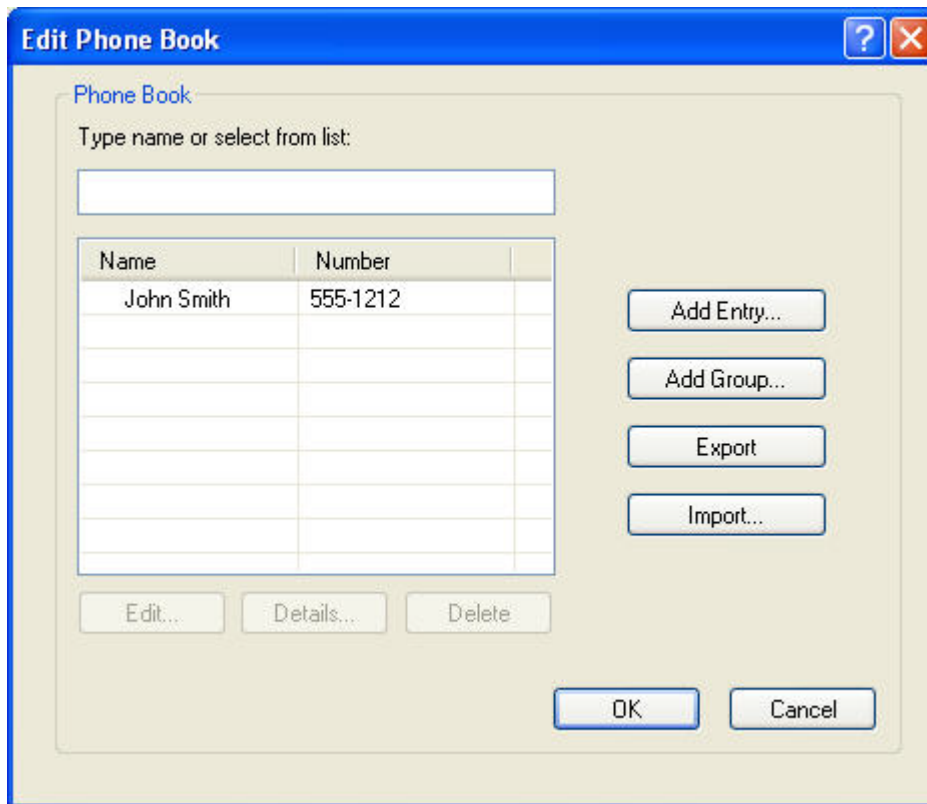
Below the table are buttons for **Add to Phone Book**, **Clear Fields**, and **Delete**.

The **Include With Fax** section contains:

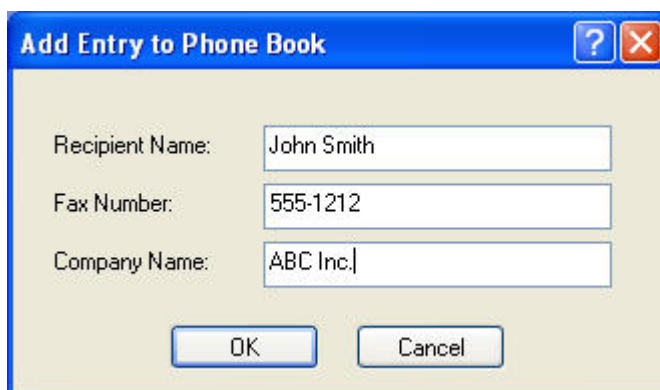
- Cover Page**
- Notes:** A large text area with scrollbars.
- Subject:** A text box.
- Image:** A text box with a **Browse** button.

At the bottom are buttons for **Send**, **Cancel**, and **Help**.

2. In the **Add Recipients from Phone Book** dialog box click **Edit Phone Book**. This opens the **Edit Phone Book** dialog box. In the **Edit Phone Book** dialog box, click **Add Entry** to open the **Add Entry to Phone Book** dialog box. Type the recipient name, fax number, and company name, and then click **OK**.




3. Click **Edit Phone Book**.
4. In the **Add to Phone Book** dialog box, type the recipient name, fax number, and company name in the text boxes.




5. Click **OK**.
6. In the **Edit Phone Book** dialog box, click **Add Entry** to add additional names.
7. Click **OK** when you are finished adding names to the phone book.

Adding groups to the phone book


 **NOTE:** You can add a group to the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you add a group from the **Setup** tab, go to step 3 of this procedure.

To add a group to the phone book, use the following steps:

1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.
2. In the **Add Recipients from Phone Book** dialog box, highlight a name in the list and click **Edit Phone Book**.
3. In the **Edit Phone Book** dialog box, click **Add Group**. This opens the **Add Group to Phone Book** dialog box. Type the group name into the **Group Name** text box and then type a name or select one from the list at the left of the dialog box. Click **Add** to copy the selected name into the **Members** box. When you have completed adding a group, click **OK**.

 **NOTE:** You can verify contact information before adding the information to a group by clicking **Details**. This opens the **Details** dialog box. Verify the information and click **OK** or **Cancel**. You cannot edit information in this dialog box.

Removing names from the phone book

 **NOTE:** You can remove names from the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you remove names from the **Setup** tab, go to step 3 of this procedure.

To **remove** names from the phone book, use the following steps:

1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon. This opens the **Add Recipients from Phone Book** dialog box.

The screenshot shows the 'HP MFP Send Fax' dialog box with the 'Fax Job' tab selected. The 'Fax To' section contains the following fields and controls:

- Recipient Name:** A dropdown menu with a book icon highlighted by a red box.
- Fax Number:** A text input field with '(required)' next to it.
- Company Name:** A text input field.
- Buttons:** 'Add to Phone Book', 'Clear Fields', and 'Delete'.

The 'Fax Recipients' section is a table with the following structure:

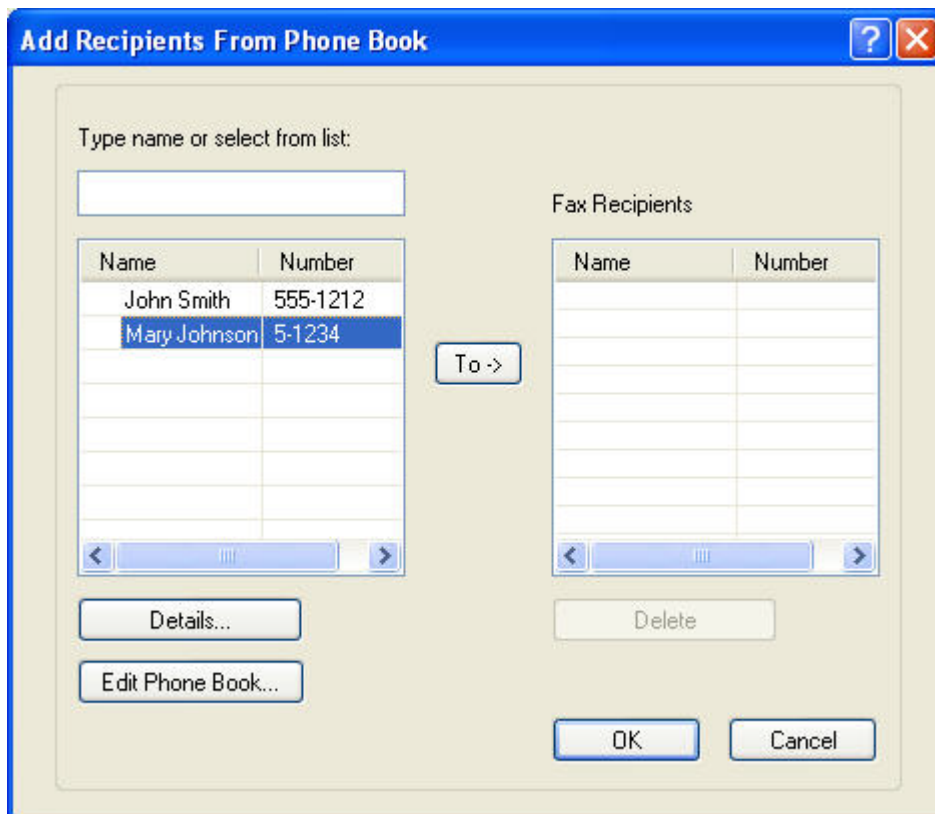
Name	Number

The 'Include With Fax' section contains:

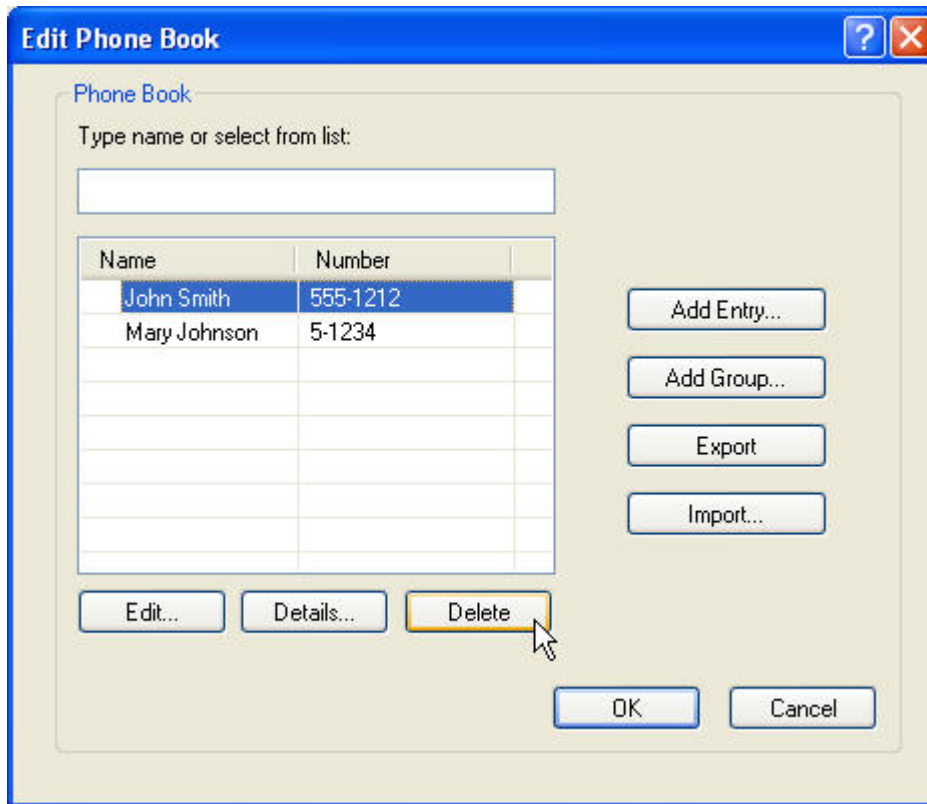
- Cover Page
- Notes:** A large text area with scrollbars.
- Subject:** A text input field.
- Image:** A text input field with a 'Browse' button.

At the bottom of the dialog are 'Send', 'Cancel', and 'Help' buttons.


2. In the **Add Recipients from Phone Book** dialog box, highlight a name in the list and click **Edit Phone Book**.



3. In the **Edit Phone Book** dialog box, select the name that you want to delete and then click **Delete**. Verify the delete in the **CONFIRM** dialog box. Clicking **Yes** permanently deletes this entry from the Phone Book.

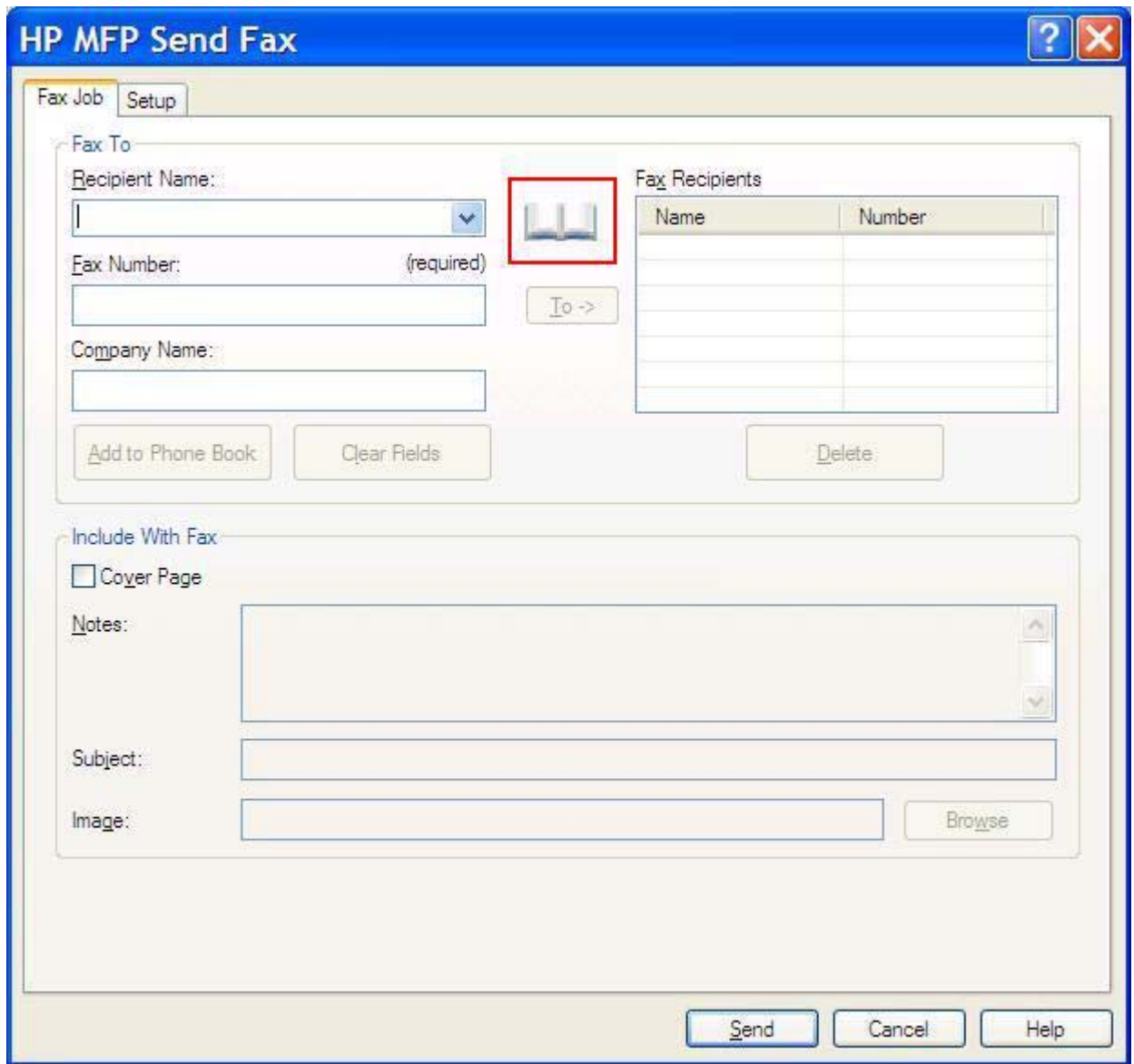


Editing names in the phone book

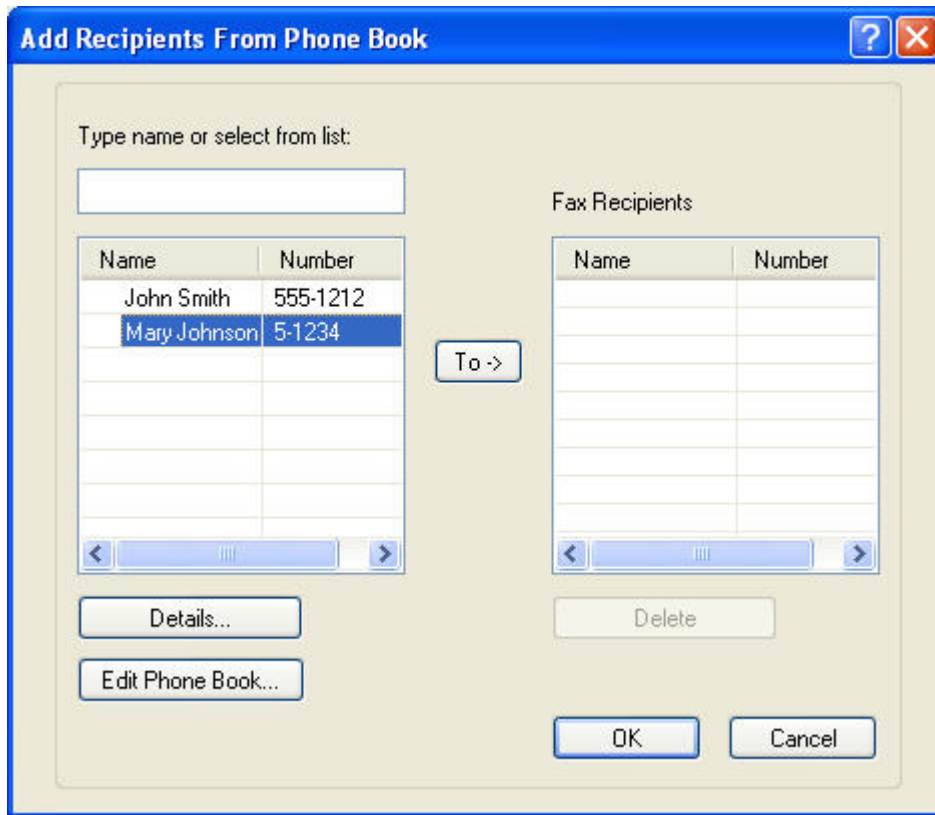
 **NOTE:** You can edit names in the phone book on the **Fax Job** tab by clicking the book icon, or on the **Setup** tab by clicking **Edit Phone Book**. If you edit names from the **Setup** tab, go to step 3 of this procedure.

To **edit** names in the phone book, use the following steps:

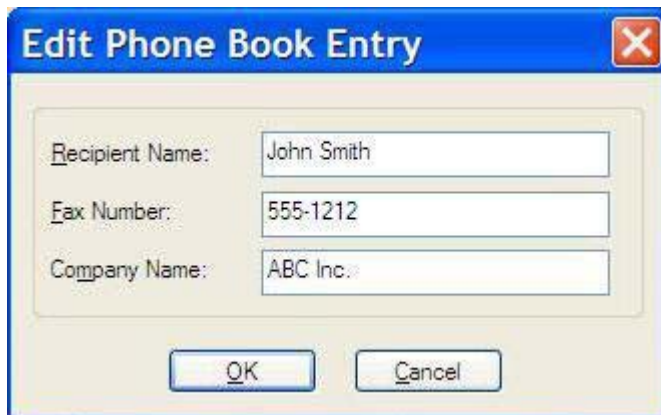
1. On the **Fax Job** tab under **Fax To** in the **HP MFP Send Fax** dialog box, click the book icon.




2. In the **Add Recipients From Phone Book** dialog box, select the name that you want to edit and then click **Edit Phone Book**. This opens the **Edit Phone Book** dialog box.



3. In the **Edit Phone Book** dialog box, highlight an existing name and click **Edit**. The **Edit Phone Book Entry** dialog box opens and displays the current contact information. Edit the Recipient Name, Fax Number, and Company Name as needed and click **OK**. This returns you to the **Edit Phone Book** dialog box.



 **NOTE:** To review contact information before sending the fax, select a name in the **Edit Phone Book** dialog box and click **Details**. The **Details** dialog box opens. Verify the information and click **OK** or **Cancel**. You can not edit information in this dialog box.

4. Click **OK** when you are done editing.

Exporting phone book entries to a comma-separated values (CSV) formatted file

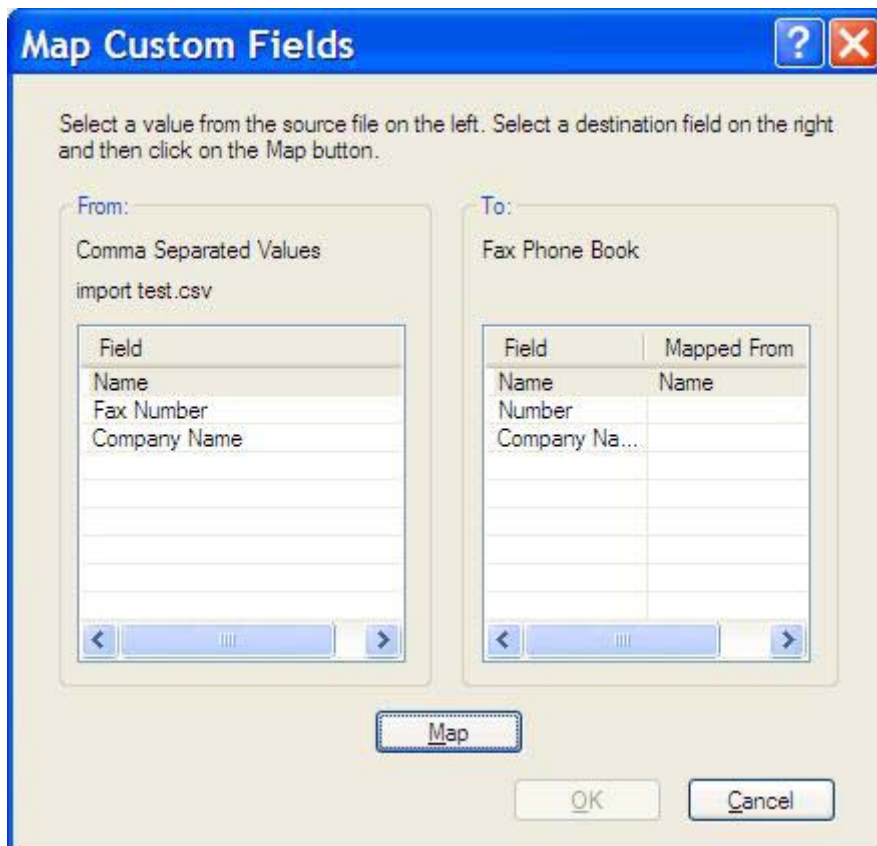
You can export contact information from the phone book to a .CSV file.

1. You can export names from the phone book from the **Fax Job** or the **Setup** tab.
 - **Fax Job** tab: Click the book icon and then click **Edit Phone Book** in the **Add Recipients from Phone Book** dialog box.
 - **Setup** tab: Click **Edit Phone Book**.
2. In the **Edit Phone Book** dialog box, click **Export...** to open the **File Save As** dialog box. Type the path and file name of the exported .CSV file and then click **OK**. All currently saved phone book entries are written to the file. If the file path and name already exist, the existing .CSV file is overwritten with the contents of the phone book.

Importing phone book entries from a CSV formatted file

You can import contact information to the phone book from a properly formatted CSV file. When importing from a CSV file, the software assumes that the first record in the file is a header record so the contents of the first record are not imported. If the CSV file entry is not properly formatted, the program discards the entire record.

1. You can import names into the phone book in the **Fax Job** or the **Setup** tab.
 - **Fax Job** tab: Click the book icon and then click **Edit Phone Book** in the **Add Recipients from Phone Book** dialog box.
 - **Setup** tab: Click **Edit Phone Book**.
2. In the **Edit Phone Book** dialog box, click **Import...** to open the **File Open** dialog box. Highlight the file you want to import and click **OK**.
3. After the highlighted file has been validated, the **Map Fields** dialog box opens. Highlight an entry in the **From** column and then highlight a field in the **To** column. Click **Map**. You must select mappings for the Name and Phone Number fields. Specifying a mapping for the Company name field is optional. The mapping selections you make here apply to all records in the CSV file.




Voice Calls and Retries

Voice calls are not included in the Fax Activity log and do not generate a T.30 report. The following sections provide information on retries of a fax job.

Fax Call Report

When all fax attempts have been exhausted, a Fax Call Report will be printed for a fax send. It shows the fax job log ID. The result of the final attempt is printed on the Fax Call Report.

A Fax Call Report does not print for voice calls.

 **NOTE:** A Fax Call Report only generates Job numbers for final attempts. If one of these reports is printed manually from the menu and the last call was neither the final attempt nor a Voice call the Job number will be zero.

Fax Activity Log

Voice Calls are not included in the Fax Activity Log by default. Only the final attempt will be displayed in the Fax Activity Log.

T.30 Report

Voice Calls will not cause a T.30 report to print. All retry attempts will cause a T.30 report to print.

3 Configuration


This chapter provides information about configuring the default settings for the MFP Send Fax driver by using the **Edit Defaults** button on the **Setup** tab:

- [Setting the sender information](#)
- [Setting the fax quality](#)
- [Setting the notification settings](#)
- [Setting the cover page information](#)
- [Setting the preview preference](#)
- [Setting the fax driver printer preferences](#)
- [Setting the billing-code configuration](#)

 **NOTE:** The default settings might have been set during the installation process.

Setting the sender information

The default sender information is included on all faxes that you send by using the MFP Send Fax driver, including cover pages. The sender information can be changed for individual faxes by using the text fields on the **Setup** tab.


 **NOTE:** To apply any changes to the current job only, select the **Apply Defaults to this job** check box before exiting the **Default Settings** dialog box.

To set the default sender information, use the following steps:


1. On the **Setup** tab, click **Edit Defaults**.

2. Under **Sender Information** in the **Default Settings** dialog box, type the default sender name, company name, fax number, and voice phone number.

The image shows a 'Default Settings' dialog box with a blue title bar. The 'Sender Information' section is highlighted with a red border and contains four text input fields: 'Sender Name', 'Company Name', 'Fax Number', and 'Voice Phone Number'. Below this are sections for 'Fax Quality' (Resolution: Standard, Fine, Superfine), 'Notification' (Notification: None, This Job, On Error; Type: Print, E-mail; E-mail Address), 'Include With Fax' (Cover Page checkbox), 'Notes', 'Subject', and 'Image' (with a 'Browse' button). At the bottom are 'Preview' settings (Show Preview Before Sending Fax, Apply Defaults to this job) and 'OK', 'Cancel', and 'Help' buttons.

 **NOTE:** The information in the sender information fields on the **Setup** tab is updated the *first time* that the sender information is typed in the sender information fields in the **Default Settings** dialog box. If the default sender information is changed later, the sender information fields on the **Setup** tab are *not* refreshed. The changes are saved, but the information does not appear in the dialog box. To show the new information, exit from the MFP Send Fax driver and then restart the driver.

3. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the fax quality, notification, cover page, and preview settings and then click **OK**.

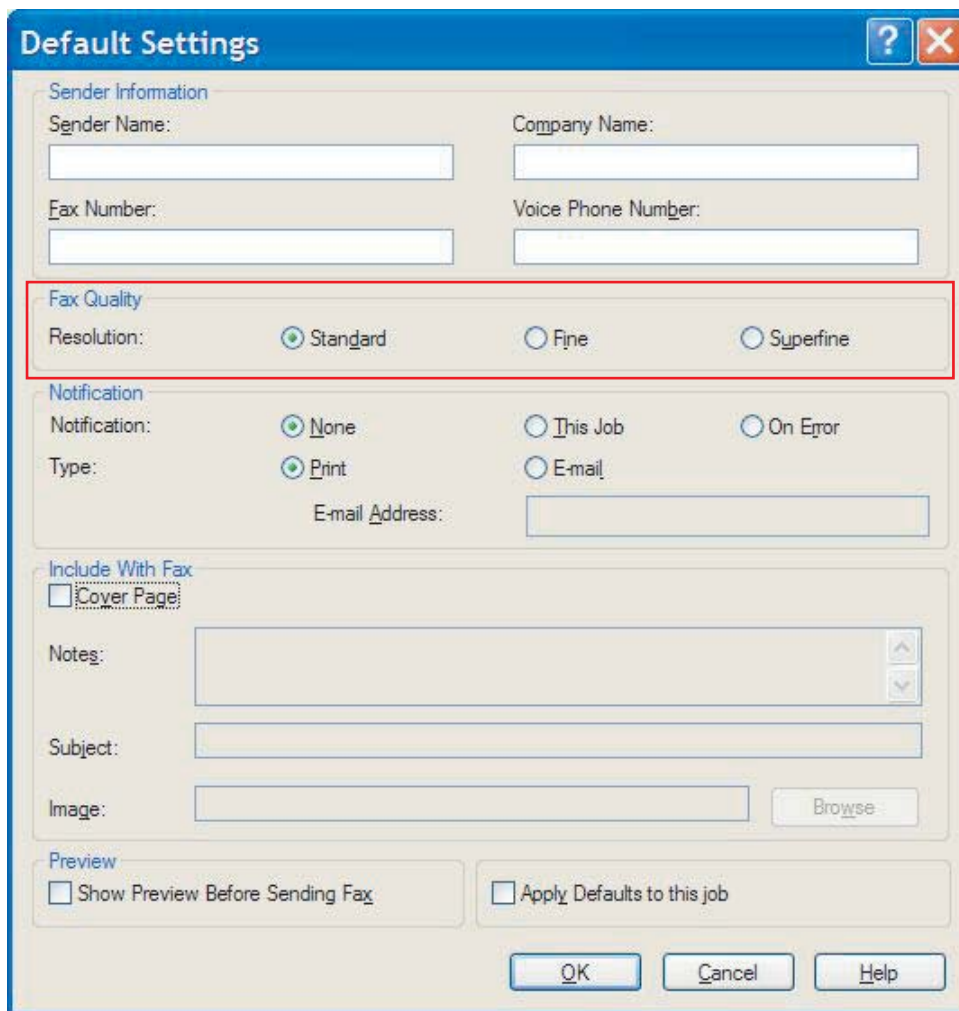
Setting the fax quality

The fax quality setting defines the resolution that the MFP uses to send the fax. The following are the available quality settings:

- **Standard:** 200 x 100 dots per inch (dpi)
- **Fine:** 200 x 200 dpi
- **Superfine:** 300 x 300 dpi

To set the fax quality, use the following steps:


1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Fax Quality** in the **Default Settings** dialog box, select the default quality for sending faxes.



The screenshot shows the 'Default Settings' dialog box with the following sections:

- Sender Information:** Fields for Sender Name, Company Name, Fax Number, and Voice Phone Number.
- Fax Quality:** Resolution options: Standard (selected), Fine, and Superfine. This section is highlighted with a red box.
- Notification:** Notification options: None (selected), This Job, and On Error. Type options: Print (selected) and E-mail. An E-mail Address field is also present.
- Include With Fax:** A checkbox for Cover Page.
- Notes:** A text area with up and down arrows.
- Subject:** A text field.
- Image:** A text field and a Browse button.
- Preview:** Checkboxes for Show Preview Before Sending Fax and Apply Defaults to this job.
- Buttons:** OK, Cancel, and Help.

3. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, notification, cover page, and preview settings and then click **OK**.

Setting the notification settings

The notification settings determine when and how notification of the status of an outgoing fax is sent.

To change the notification settings, use the following steps:


1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Notification** in the **Default Settings** dialog box, select when to receive notifications:
 - **None**: notification is not sent.
 - **This Job**: notification is sent when a fax is sent.
 - **On Error**: notification is sent when an error occurs.

The image shows a screenshot of the 'Default Settings' dialog box. The 'Notification' section is highlighted with a red border. In this section, the 'Notification' radio button is set to 'None', and the 'Type' radio button is set to 'Print'. The 'E-mail Address' text box is empty. Other sections include 'Sender Information' with fields for 'Sender Name', 'Company Name', 'Fax Number', and 'Voice Phone Number'; 'Fax Quality' with radio buttons for 'Standard', 'Fine', and 'Superfine'; 'Include With Fax' with a checkbox for 'Cover Page'; 'Notes', 'Subject', and 'Image' text boxes; and 'Preview' with checkboxes for 'Show Preview Before Sending Fax' and 'Apply Defaults to this job'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

3. Select the type of notification to send:
 - **Print**: notification is printed on the default printer.
 - **E-mail**: notification is sent in an e-mail message. Type the e-mail address in the **E-mail Address** text box.

 **NOTE:** The e-mail function must be configured on the MFP in order to receive an e-mail notification.

4. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, cover page, and preview settings and then click **OK**.

Setting the cover page information


Standardize the look of the fax cover page by using a default cover page. Fields are available for notes, a subject line, and a company logo or other image. The cover-page settings can be modified on the **Fax Job** tab for individual fax jobs.

To change the cover page information, use the following steps:


1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Include With Fax** in the **Default Settings** dialog box, select **Cover Page (Single recipient only)**.


The screenshot shows the 'Default Settings' dialog box with a blue title bar. The 'Include With Fax' section is highlighted with a red border. This section contains a checked checkbox for 'Cover Page', a 'Notes' text box, a 'Subject' text box, and an 'Image' text box with a 'Browse' button. Other sections include 'Sender Information' (Sender Name, Company Name, Fax Number, Voice Phone Number), 'Fax Quality' (Resolution: Standard, Fine, Superfine), and 'Notification' (Notification: None, This Job, On Error; Type: Print, E-mail; E-mail Address). At the bottom, there are checkboxes for 'Show Preview Before Sending Fax' and 'Apply Defaults to this job', and buttons for 'OK', 'Cancel', and 'Help'.

3. In the **Notes** text box, type the default notes.
4. In the **Subject** text box, type the default subject line.
5. Click **Overlay** to include an image on the cover page.
6. Browse to and select a bitmap image file, such as a company logo.

 **NOTE:** The bitmap image is converted to grayscale on the cover sheet and is located in the top one-third of the page.

7. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, and preview settings and then click **OK**.


 **NOTE:** When cover page is used with multiple recipients, the preview will only show the cover page for the first recipient. However, the cover page will be sent separately for each recipient. Only one recipient's name is shown on each cover page.

Setting the preview preference

The preview preference can be set to automatically preview every fax job before it is sent.

To preview every fax job before it is sent, use the following steps:

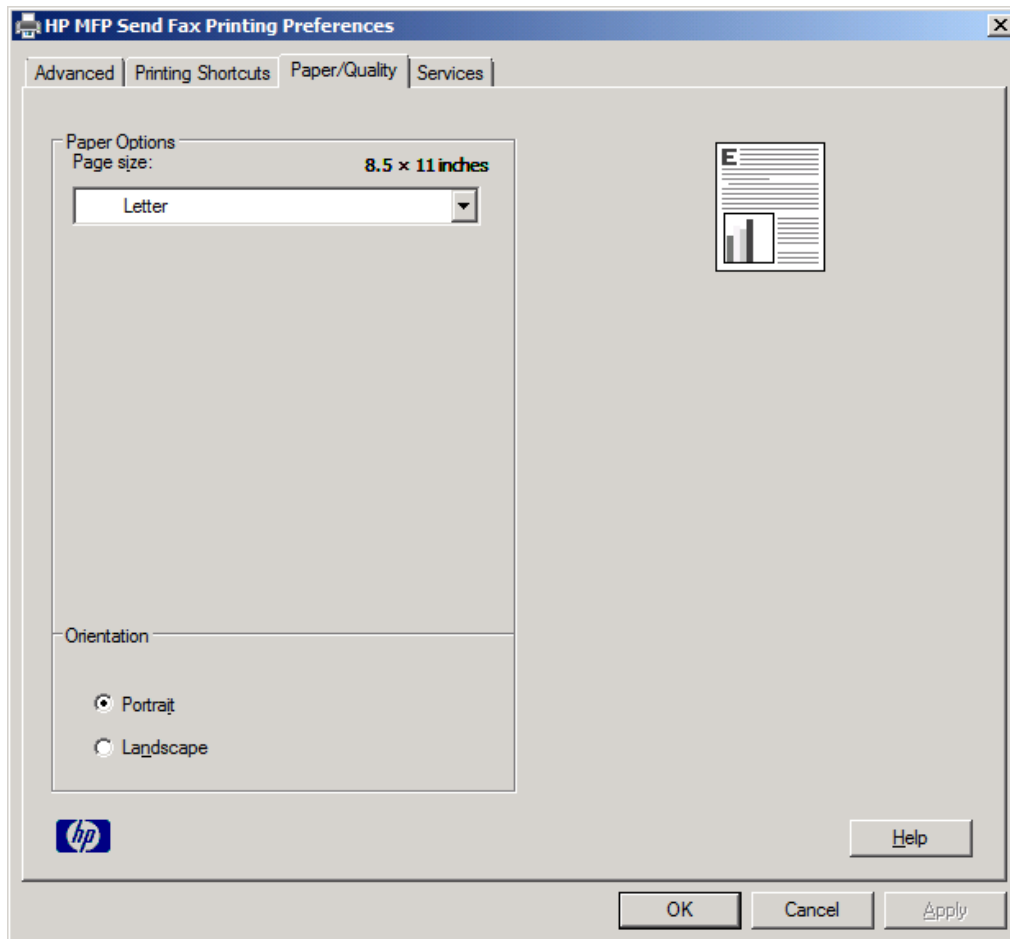
1. On the **Setup** tab, click **Edit Defaults**.
2. Under **Preview** in the **Default Settings** dialog box, select **Show Preview Before Sending Fax** to preview each fax automatically before it is sent. When **Show Preview Before Sending Fax** is selected, the **Send** button changes to **Preview and Send**.
3. Click **OK**.

 **NOTE:** To set all of the default information at the same time, select the sender information, fax quality, notification, and cover page settings and then click **OK**.

Setting the fax driver printer preferences

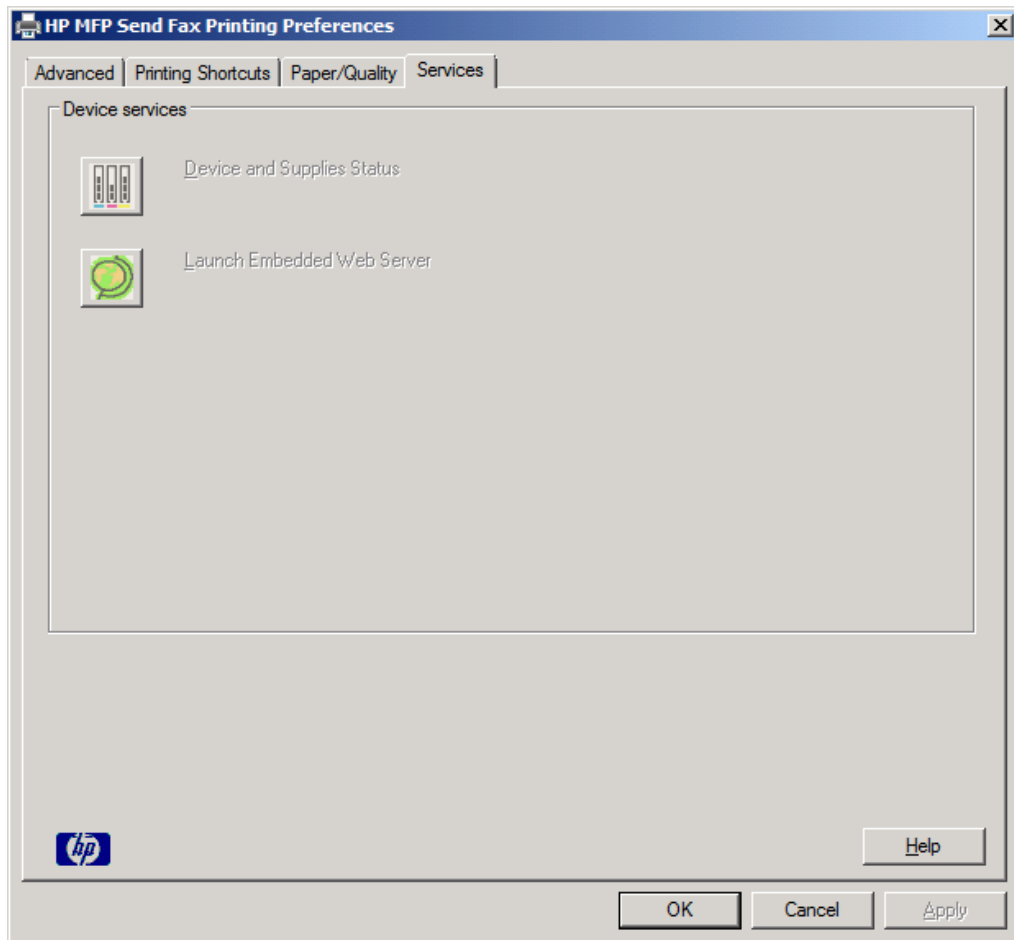
To set the basic MFP Send Fax driver printing options through Windows, use the following steps:


1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. On the **Printers and Faxes** window, right-click **HP MFP Send Fax** and then click **Printing Preferences**.
3. In the **HP MFP Send Fax Document Properties** dialog box, click **Paper/Quality** to set the default paper and quality properties. To save the settings and close the dialog box, click **OK**.



 **NOTE:** The **Advanced** tab on the **HP MFP Send Fax Document Properties** dialog box does not contain any information that affects the MFP Send Fax driver. This tab is a standard Windows tab and cannot be removed for this driver.

4. Click **Services** to check the status of the printer and supplies or to start the embedded Web server. The **Services** tab options only appear if the MFP Send Fax driver is connected to a valid TCP/IP port.



 **NOTE:** See the appropriate MFP user guide for more information about the Embedded Web server.


5. To save any changes to the default settings and close the dialog box, click **OK**.

Setting the billing-code configuration

HP MFP Send Fax supports the use of billing codes when sending faxes.


To enable or disable the billing-code feature on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp through the MFP control panel after the MFP Send Fax driver has been installed, use the following steps:

1. On the MFP control panel, press **Menu**.
2. Scroll to and touch **FAX**.
3. Scroll to and touch **FAX SEND**.
4. Scroll to and touch **BILLING CODE**.
5. Touch **CUSTOM** to open the billing-code screen.
6. Use the up and down arrows to select the minimum number of digits in the billing code.
7. Touch **OK** to enable the billing-code feature or touch **OFF** to disable the billing-code feature.

 **NOTE:** If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs that you send from the MFP.

To enable or disable the billing-code feature on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP through the MFP control panel after the MFP Send Fax driver has been installed, use the following steps:

1. On the MFP control panel, touch **Administration**.
2. Scroll to and touch **Initial Setup**.
3. Scroll to and touch **Fax Setup**.
4. Scroll to and touch **Fax Send Settings**.
5. Scroll to and touch **Billing Codes**.
6. Touch **Custom** to open the billing-code screen.
7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch **OK** to enable the billing-code feature or touch **Off** to disable the billing-code feature.

 **NOTE:** If the billing-code feature is enabled on the MFP, a billing-code entry is required for walk-up fax jobs sent from the MFP.

4 Troubleshooting

Use the information in this chapter to troubleshoot general fax issues:

- [Functional errors](#)
- [Warning messages](#)
- [Error messages](#)

Functional errors

The following sections describe issues that might occur when using the HP MFP Send Fax driver.

The test page does not print

View the MFP Send Fax configuration information on the MFP control panel to determine if the driver installation was successful and the PC Fax Send feature is enabled.

To view the configuration information on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp, use the following steps:

1. On the MFP control panel, press **Menu**.
2. Scroll to and touch **FAX**.
3. Scroll to and touch **FAX SEND**.
4. Scroll to and touch **PC FAX SEND**.
5. Touch **ENABLED**.
6. Touch **EXIT**.

If PC Fax Send is not in menu, go to [PC FAX SEND or PC Fax Send does not appear on the MFP control panel on page 72](#)

To view the configuration information on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP, use the following steps:

1. On the MFP control panel, touch **Administration**.
2. Scroll to and touch **Initial Setup**.
3. Scroll to and touch **Fax Setup**.
4. Scroll to and touch **PC Fax Send**.
5. Touch **Enabled**.
6. Touch **Save**.

If PC Fax Send is not in menu, go to [PC FAX SEND or PC Fax Send does not appear on the MFP control panel on page 72](#)

The e-mail notification is disabled

The e-mail notification type is disabled under **Notification** on the **Setup** tab in the **HP MFP Send Fax** dialog box because the e-mail function is not enabled on the MFP.

See the appropriate user guide for instructions about configuring the e-mail function:

- *HP LaserJet 4345mfp Series User Guide*
- *HP Color LaserJet 4730mfp User Guide*

- *HP LaserJet 9040mfp/9050mfp User Guide*
- *HP Color LaserJet 9500mfp User Guide*

To update the **HP MFP Send Fax** settings after enabling the e-mail feature on the MFP, use the following steps:

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** in the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.
4. In the **Automatic Configuration** drop-down menu, select **Update Now**.



5. Click **OK**.

An e-mail confirmation is not received

No e-mail confirmation is sent if the receiving fax machine does not answer, or is busy, or if the number of redials that is configured on the MFP has not been reached. After the MFP has reached the configured number of redials, a confirmation notification is sent.

PC FAX SEND or PC Fax Send does not appear on the MFP control panel

PC FAX SEND or PC Fax Send does not appear on the MFP control panel after installing the MFP Send Fax driver.

Firmware is packaged in bundles called remote firmware updates (RFUs). These bundles contain firmware updates for the MFP and different sub-systems located in the MFP. When the RFU bundle is sent to the MFP, the MFP sends the individual firmware updates to its other sub-systems. Sometimes, not all of these updates happen at the same time.

Complete the firmware update on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp:

1. Verify that the MFP firmware has been updated to the most current version available. If the firmware has not been updated, see [Upgrading the MFP firmware and downloading the driver on page 5](#).
2. Turn the MFP off and then turn it on again.
3. On the MFP control panel, press **Menu**.
4. Scroll to and touch **FAX**.
5. Scroll to and touch **FAX SEND**.
6. Scroll to and touch **PC FAX SEND**.
7. Touch **ENABLED**.
8. Touch **EXIT**.

Complete the firmware update on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP:

1. Verify that the MFP firmware has been updated to the most current version available. If the firmware has not been updated, see [Upgrading the MFP firmware and downloading the driver on page 5](#).
2. Turn the MFP off and then turn it on again.
3. From the main screen, touch **Administration**.
4. Scroll to and touch **Initial Setup**.
5. Scroll to and touch **Fax Setup**.
6. Scroll to and touch **PC Fax Send**.
7. Touch **Enabled**.
8. Touch **Save**.

If PC FAX SEND or PC Fax Send still does not appear on the MFP control panel, see the HP LaserJet MFP Analog Fax Accessory 300 Fax Guide to ensure that the analog fax accessory is configured correctly.

If the analog fax accessory is configured correctly and PC FAX SEND or PC Fax Send still does not appear on the MFP control panel, contact HP Customer Care.

The bitmap does not appear or print on the cover page

The bitmap file will not appear or print on the cover page if the bitmap file is too large. The fax image-rendering process will bypass rendering the image on the cover page if the performance of the computer would be significantly reduced. Reduce the size of the bitmap to include it on the cover page.

The preview does not appear

To see a preview of the fax job, select **Show Preview Before Sending Fax** on the **Setup** tab.

A billing code is required after disabling the feature

A billing code is required in the **Billing Code** text box on the **Fax Job** tab after the billing-code feature has been disabled at the MFP.

To update the driver so that the **Billing Code** text box does *not* appear on the **Fax Job** tab, use the following steps:

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** on the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.

4. In the **Automatic Configuration:** drop-down menu, select **Update Now**.



5. Click **OK**.

The billing code text box does not appear

If the billing-code feature was disabled at the MFP when the MFP Send Fax driver was installed, the **Billing Code** text box does not appear on the **Fax Job** tab.

Enable billing codes and make the Billing code text box available on the Fax Job tab on the HP LaserJet 4345mfp and 9040/9050mfp and the HP Color LaserJet 4730mfp and 9500mfp.

1. On the MFP control panel, press **Menu**.
2. Scroll to and touch **FAX**.
3. Scroll to and touch **FAX SEND**.
4. Scroll to and touch **BILLING CODE**.
5. Touch **CUSTOM** to open the billing-code screen.
6. Use the up and down arrows to select the minimum number of digits in the billing code.
7. Touch **OK** to enable billing codes.

Enable billing codes and make the Billing code text box available on the Fax Job tab on the HP LaserJet M3035MFP, M3027MFP, M4345MFP, M5025MFP, M5035 MFP, and HP Color LaserJet CM4730 MFP and CM6040 MFP.

1. Touch **Administration**.
2. Scroll to and touch **Initial Setup**.
3. Scroll to and touch **Fax Setup**.
4. Scroll to and touch **Fax Send Settings**.
5. Scroll to and touch **Billing Codes**.
6. Touch **Custom** to open the billing-code screen.
7. Use the up and down arrows to select the minimum number of digits in the billing code.
8. Touch **OK** to enable billing codes.

The default fields do not refresh

The information in the sender information fields on the **Setup** tab is updated the *first time* that the sender information is entered in the sender information fields in the **Default Settings** dialog box. If the default sender information is changed later, the sender information fields on the **Setup** tab are *not* refreshed. The changes are saved, but the information does not appear in the dialog box. To show the new information, exit from the MFP Send Fax driver and then restart the driver.

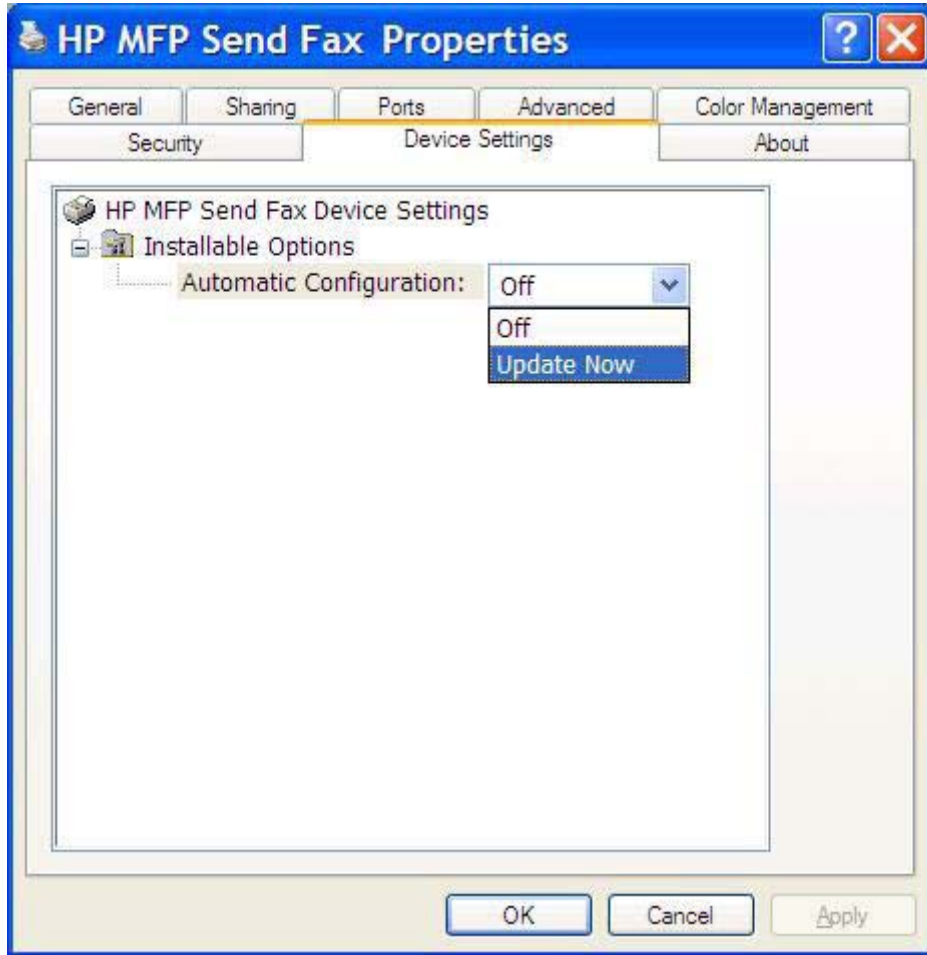
Changed settings do not take effect

The MFP Send Fax driver captures MFP fax configuration information during installation. If the MFP settings are changed after the driver is installed, complete a manual update by using the **Update Now** feature to synchronize the driver with the MFP settings. Normally, closing and reopening the driver will automatically accomplish this process.

To synchronize the driver with the MFP settings by using **Update Now**, use the following steps:

1. Click **Start**, click **Settings**, and then click **Printers and Faxes**.
2. Under **Printer Tasks** in the **Printers and Faxes** window, right-click the name of the MFP and then click **Properties**.
3. In the **HP MFP Send Fax Properties** dialog box, click **Device Settings**.


4. In the **Automatic Configuration:** drop-down menu, select **Update Now**.



5. Click **OK**.

Changed settings do not take effect in a Point-and-Print installation

If you are using a Point-and-Print installation, the notification, billing code, billing-code length, and fax-enabled features cannot be refreshed by using the **Update Now** feature. To make these setting changes take effect in a Point-and-Print installation, delete the Send Fax printer and then reinstall the printer.

 **NOTE:** The fax preview function is not available when you use Point-and-Print.

Warning messages

The following warning messages might appear when you use the HP MFP Send Fax driver.

PC fax feature may be disabled at the MFP warning

The **PC fax feature may be disabled at the MFP** warning appears if the driver port has been changed.

To update the configuration settings, use the following steps:

1. In the **MFP Send Fax Warning** message box, click **OK**.



2. Verify that the MFP firmware has been updated to the most current version available. [Determining if the MFP supports the MFP Send Fax driver on page 4](#)
3. Verify that the PC FAX SEND or PC Fax Send feature is enabled on the MFP. [Uninstalling the HP MFP Send Fax driver on page 31](#)

Error messages

If a fax problem occurs that prevents or interrupts sending or receiving a fax, an error message is generated that helps determine the cause of the problem. Here is a list of messages and their cause/solution.

Table 4-1 Error messages

At least one fax number is required

Cause	Solution
A fax number was not typed in the Fax Number text box on the Fax Job tab.	Type a fax number in the Fax Number text box on the Fax Job tab.

Missing required information: Billing Code

Cause	Solution
A billing code was not typed in the Billing Code text box on the Fax Job tab. This error only occurs when billing-code feature is enabled.	Type a billing code in the Billing Code text box on the Fax Job tab.

The billing code must be at least “n” digits

Cause	Solution
The billing code was configured on the MFP to contain a specified number of digits. This error occurs when the billing-code feature is enabled and the billing code in the Billing Code text box on the Fax Job tab does not contain the correct number of digits.	Check the billing code that is typed in the Billing Code text box on the Fax Job tab. Type a billing code that contains the specified number of digits.

Missing required information: E-mail address

Cause	Solution
An e-mail address was not typed in the E-mail address text box on the Setup tab when E-mail notification was selected.	Type an e-mail address in the in the E-mail address text box on the Setup tab.

The file cannot be found

Cause	Solution
A fax was sent with an invalid path specified in the Image text box on the Fax Job tab or the Setup tab.	Type a valid path to the image in the Image text box on the Fax Job tab or the Setup tab.
A fax was sent with a path to a missing image file specified in the Image text box on the Fax Job tab or the Setup tab.	Type a valid path to the image in the Image text box on the Fax Job tab or the Setup tab.
A fax was sent with a path to an invalid file type specified in the Image text box on the Fax Job tab or the Setup tab.	Type a valid path to a bitmap image in the Image text box on the Fax Job tab or the Setup tab.

Table 4-1 Error messages (continued)

The e-mail address is not in a recognized format. Do you still want to use it?

Cause	Solution
The e-mail address in the E-mail address text box on the Setup tab is not a valid e-mail address.	Click Yes to send the e-mail to the specified address. Click No to return to the Setup tab to change the e-mail address.

Reached maximum number of entries

Cause	Solution
The Fax Recipients list contains the maximum number of fax recipients.	The maximum number of fax numbers has been entered. Send the fax to any remaining recipients by using a separate fax job.
The Fax Recipients list is limited to 100 entries.	
The phone book contains the maximum number of entries.	Remove entries in the phone book.
The phone book is limited to 10,000 entries.	

Reached maximum number of entries in a group

Cause	Solution
The maximum number of group entries has been exceeded.	Remove entries from the group.

Reached maximum number of group entries

Cause	Solution
The group contains the maximum number of entries.	Remove entries from the group.

Data is not valid

Cause	Solution
The file type or file format is incorrect.	The file must be a CSV file.

Mapping for minimum required fields not specified

Cause	Solution
The mapping between the name and phone number fields (at minimum) is not mapped to the CSV file.	Import the file again. In the Mapping dialog box, select the correct mapping for the fields that are not mapping correctly.

Table 4-1 Error messages (continued)

Duplicate group name specified

Cause	Solution
An identical group name exists.	Type in a new unique group name.

Export error

Cause	Solution
The phone book could not be exported as a result of a file-write error or insufficient disk space.	Be sure the location where the phone book is to be saved is not write-protected and that disk space is available.

Import error

Cause	Solution
The phone book could not be imported because valid entries for all fields could not be found or a duplicate entry exists.	Be sure the source CSV file is not corrupt and is organized correctly. Eliminate duplicate entries before importing.

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