

# HP LaserJet M3035mfp – Fax



How do I:	Steps to perform
<b>1</b> Fax a document.	<ol style="list-style-type: none"><li>1. Place the document in the ADF or on the glass.</li><li>2. Touch <b>Fax</b>.</li><li>3. Touch <b>Settings</b>, and then <b>Describe Original</b> to describe the properties of your original document.</li><li>4. Using the keypad, enter a destination phone number - or - Scroll and touch <b>Phone Book</b> and search for a destination number, and then touch <b>Add</b>. - or - Scroll and touch <b>Speed Dial</b> and touch the box by the speed dial number.</li><li>5. If you want to add additional numbers, touch <b>Next Number</b>.</li><li>6. Touch <b>Start</b> to fax your document.</li></ol>
<b>2</b> Create Speed Dial entries.	<ol style="list-style-type: none"><li>1. Touch the <b>Fax</b> option.</li><li>2. Touch <b>Speed Dial</b>.</li><li>3. Touch the <b>Edit</b> tab.</li><li>4. Touch <b>New Speed Dial</b>.</li><li>5. Type a number using the keyboard.</li><li>6. Touch <b>Name</b>.</li><li>7. Type a name.</li><li>8. Touch <b>OK</b>.</li></ol>
<b>3</b> Cancel a fax.	<ol style="list-style-type: none"><li>1. Touch <b>Menu</b>.</li><li>2. Touch <b>Fax</b>.</li><li>3. Scroll to and touch <b>Cancel Current Transmission</b>.</li><li>4. Scroll to and touch <b>Cancel All Pending Transmissions</b> to delete all outgoing fax jobs (any currently processing fax will not be canceled).</li></ol>

