Fax Cover Page

	Recipient:	+1 (929) 207-0142
		test fax number
	Date Sent:	04/25/2024
	Number of Pages:	3 (including cover page)
	Sender:	NORMAN -
	Reply-to Email:	
	Reply-to Phone:	+1 (562) 866-4902
	Reply-to Fax:	
	Subject:	TEST FAX
	Message:	HELLO

Sent with Mobile Fax

HOW TO SCAN + CREATE PDF FILE + FAX THAT PDF FILE

01) Click HP SMART ICON (lower task bar)

02) Select SCAN

03) Verify SOURCE (Document Feeder)

04) Select SCAN (Icon on lower RIGHT)

05) Preview Scan Results (See Leftmost Column)

06) Select SAVE (Icon Lower RIGHT)

07) Change FILE NAME - Click SAVE

08) When DOCUMENTS folder pops up Click SAVE (on POP UP)

09) Select FAX (Icon on lower RIGHT)

10) Select COVER PAGE – Enter Cover Page Information

11) Click TO – Enter Destination FAX Number + Name

12) Click FROM – Enter 5628664902 + Your Name

13) Click SEND FAX (Icon Lower Left)

14) Verify Successful FAX DELIVERED message

IMPORTANT - Click DELETE THIS FAX (Lower Right)

Microsoft Bing   Q SEARCH   COPILOT   NOTEBOOK   3871
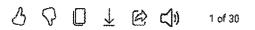
Copilot

(EWS)

To access the HP Embedded Web Server (EWS) for your printer, follow these steps:

1. Connect to the same network as your printer: Make sure your computer or device is connected to the same Wi-Fi network as your printer.
2. Find the printer's IP address:

   - On the printer's control panel, navigate to the network settings or network status.
   - Look for the printer's IP address. It will be a series of numbers separated by periods (e.g., 192.168.1.100).

3. Open a web browser:

   - Launch a web browser (such as Chrome, Firefox, or Edge) on your computer or mobile device.

4. Enter the printer's IP address:

   - In the address bar of your web browser, type the printer's IP address and press Enter.
   - This will take you to the HP EWS homepage.

5. Log in (if required):

   - If prompted, enter the administrator credentials (username and password) for your printer.
   - By default, the username is usually "admin," and the password is often left blank. However, you may have set up custom credentials during printer installation.

6. Explore the EWS:

   - Once logged in, you'll have access to various printer settings, status information, and maintenance options.
   - You can configure network settings, check ink levels, update firmware, and perform other administrative tasks.

Remember that the exact steps may vary slightly depending on your printer model. If you encounter any issues or need further assistance, consult your printer's user manual or visit the HP support website for specific instructions related to your printer model.

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(?) [What can I do in the EWS?] [How do I change printer settings through EWS?]

[Can you explain printer firmware updates?]

Ask me anything...   🎤

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