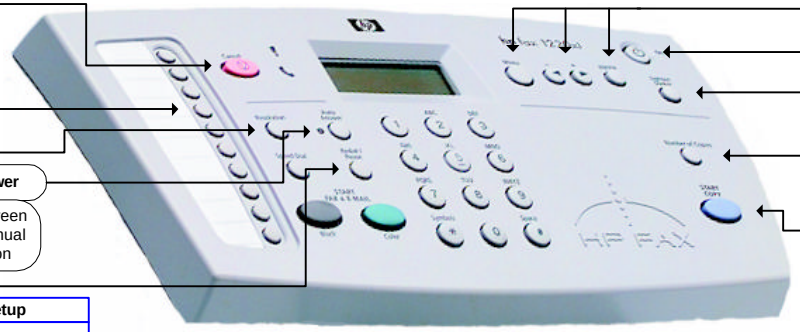
HP Fax 1220 Series Front Panel Menu Layout



Cancel
The Cancel button has two functions:
1) Cancels an entry
2) Stops an action

One-Touch Speed Dials
Each button represents a full phone number and will dial that number when pressed. Your first 10 speed dial numbers will be assigned to these.

Fax Resolution
Fine
Standard
300 DPI
Photo

Auto Answer
Toggles between auto and manual fax reception

Redial/Pause
Redials the last phone number called or inserts a 2 second pause/hyphen when dialing a phone number

ON
Turns unit on or off

Using the Fax Menu
Press the Menu button to open the menu selections. Press the left and right arrow buttons to cycle through selections, then press Enter to select

Lighter/Darker
Use the left and right arrow buttons to select different contrast settings

Number of Copies
Make up to 99 copies from one original

Start Copy
Initiates a copy

Menu

1: Copy Setup
2: Fax Functions
3: Print Report
4: Speed Dial Setup
5: Basic Fax Setup
6: Advanced Fax Setup
7: Maintenance
8: E-mail Account Setup

Copy Setup
1: Photo Mode
2: Paper Type
3: Paper Size
4: Text Enhance
5: Mirror
6: Set Copy Defaults
7: Restore Copy Factory Settings
8: Copy Quality
9: Reduce or Enlarge

Photo Mode
On
Off

Paper Type
Plain Paper
Transparency
RapidDry Trans
Photo Paper
Premium Inkjet
Iron-On
Brochure Glossy
Brochure Matte

Text Enhance
On
Off

Paper Size
Letter
A4
Legal

Mirror
On
Off

Reduce or Enlarge
100% - Actual
100% - Custom
76% - Lgl to Ltr
91% - Full Page

Copy Quality
Normal Copy
Best Copy
Fast Copy

Fax Functions
1: Scan and Fax
2: Send Fax Later
3: Fax Forwarding
4: Polling to Receive

Automatic Reports Setup
Every Error
Send Error
Receive Error
Every Fax
Send Only
Off

Group Speed Dial
1: Fax
2: E-mail

Rings to Answer
1
2
3
4
5
6

Print Report
1: Last Transaction
2: Log
3: Speed Dial List
4: Menu Settings
5: Self-Test Report
6: Automatic Reports Setup

Paper Size
Letter
A4
Legal

Tone or Pulse Dialing
Tone
Pulse

Ring and Beep Volume
Soft
Loud
Off

Automatic Reports Setup
Every Error
Send Error
Receive Error
Every Fax
Send Only
Off

Speed Dial Setup
1: Individual Speed Dial
2: Group Speed Dial
3: Delete Speed Dial
4: Print Speed Dial List

Answer Ring Pattern
All Rings
Single Rings
Double Rings
Triple Rings
Double & Triple

Basic Fax Setup
1: Date and Time
2: Fax Header *
3: Rings to Answer
4: Paper Size
5: Tone or Pulse Dialing
6: Ring and Beep Volume

No Answer Redial
Redial
No Redial

Busy Redial
Redial
No Redial

Automatic Reduction
On
Off

Advanced Fax Setup
1: Automatic Reports Setup
2: Answer Ring Pattern
3: Busy Redial
4: No Answer Redial
5: Automatic Reduction
6: Backup Fax Reception
7: Error Correction Mode
8: Silent Detect

Backup Fax Reception
Yes
No

Error Correction Mode
On
Off

Silent Detect
On
Off

Maintenance
1: Clean Print Cartridges
2: Align Print Cartridges
3: Restore Factory Defaults
4: Reprint Faxes in Memory
5: Set Power Save Mode Time
6: Set Country and Language

E-mail Account Setup
1: Account Information
2: Print E-mail Account Status
3: Suspend E-mail Reception
4: Resume E-mail Reception

* Entering Text:
Press the keypad numbers corresponding to the letters you need. It will cycle through the lower case, then the upper case of each letter.

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