User's Guide

HP OfficeJet LX

Safety Information

Always follow basic safety precautions when using this product to reduce risk of injury from fire or electric shock.

1. Read and understand all instructions in the user's guide.

WARNING:
Potential Shock Hazard

2. Use only a grounded electrical outlet when connecting the HP OfficeJet LX to a power source. If you don't know whether the outlet isgrounded, check with a qualified electrician.

3. Telephone lines can develop hazardous voltages. To avoid electric shock, do not touch the contacts on the end of the cord, or the TEL and LINE sockets on the back of the HP OfficeJet LX. Replace damaged cords immediately.

4. Never install telephone wiring during a lightning storm.

5. Observe all warnings and instructions marked on the product.

6. Unplug this product from wall outlets and telephone jacks before cleaning.

7. Do not install or use this product near water, or when you are wet.

8. Install the product securely on a stable surface.

9. Install the product in a protected location where no one can step on or trip over line cord, and the line cord will not be damaged.

10. If the product does not operate normally, see Troubleshooting

11. No operator-serviceable parts inside. Refer servicing to qualified service personnel.

CAUTION:
This heading is followed by information that alerts you to potential damage to equipment or loss of data.

WARNING:
This heading is followed by information that alerts you to a potential safety hazard.

Notice
The information contained in this document is subject to change without notice.

Table of Contents

2   Using the HP OfficeJet LX Manager

3 Sending and Receiving Paper Faxes

4 Faxing and Scanning: Sending from and Receiving to your PC

7 Troubleshooting & Maintenance

8 Reference

If You Don't Read Anything Else...

We know you'll want to get started using your HP OfficeJet LX as quickly as possible, and this short section shows you how, with a summary of the "must-know" information. Although you can use the procedures in this section to get started, if you're a first-time user, we recommend that you use the more detailed procedures provided later in the manual until you are familiar with the HP OfficeJet LX. At that point, you may find this section useful when you need a quick reminder of a procedure. The following topics are included in this section.

- key things to remember about faxing
- product summary
- sending a paper fax
- sending a PC fax and confirming the transmission
- receiving a fax to the HP OfficeJet LX
- receiving a fax to your PC
- making copies
- about this manual

Key Things to Remember about Faxing

In General
- Some of the settings that you can make with the HP OfficeJet LX Manager apply to both PC and paper faxes; others apply only to paper faxes. For details, see "Reviewing the Device Settings" in chapter 2.
- The HP OfficeJet LX Manager must be running (as a window or minimized) in order for you to send PC faxes, receive PC faxes, or do PC scanning with Eclipse FAX® SE.

Receiving Faxes
- Use the HP OfficeJet LX Manager to specify whether received faxes should be printed or sent to the PC.
- Use Eclipse FAX SE to view and print faxes received to your PC.

Sending Faxes
- You send paper faxes from the device itself, not from the PC.
- You can send PC faxes from any Windows application by selecting *E-FAX on OfficeJet LX* as your printer.
- You can also use Eclipse FAX SE to fax quick notes and scan images to your PC.
- Use the HP OfficeJet LX Manager (or the front panel) to set up speed dial entries. Speed dial entries are used for paper faxes only.
- Use Eclipse FAX SE to set up phonebook entries. Phonebook entries are used for PC faxes only.
- To set the resolution for PC faxes, use Send Setup in Eclipse FAX SE, not the Resolution button on the device.

Summary

The table below summarizes the HP OfficeJet LX's capabilities.

	Lets you ...
HP OfficeJet LX Printer/Fax/Copier	• print (as an HP DeskJet) • send and receive paper faxes • make convenience copies
HP OfficeJet LX Manager (Windows software)	• set up the HP OfficeJet LX from your PC instead of the front panel • use Eclipse FAX SE (to send faxes directly from the PC and to scan images directly to PC files). • view the current status of the HP OfficeJet LX • print reports
Eclipse FAX SE (Windows software)	• set up PC fax options • send and receive PC faxes • scan images into PC files
HP OfficeJet LX DOS printer drivers	• print from DOS applications

Sending a Paper Fax

1. **Dial** the fax number using the numeric buttons on the HP OfficeJet LX.

Document guide

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2. **Load** your document face-down in the fax loading tray (up to 20 pages).
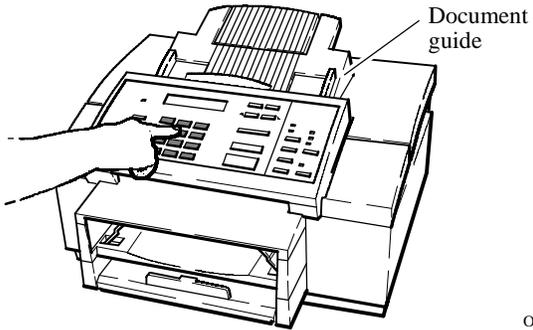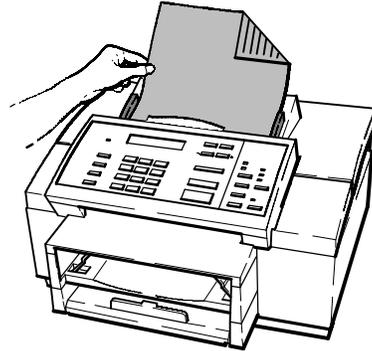
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3. Press **Start/Copy** to begin.
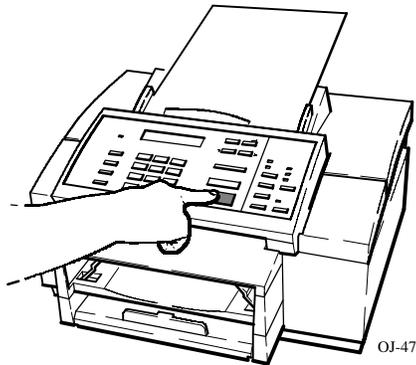
For more information, refer to chapter 3.

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Sending a Fax Directly from Your PC

1. Make sure of the following:

    - The HP OfficeJet LX Manager is running (either in an open or minimized window). (If it isn't running, double-click the icon in the HP OfficeJet LX group window.)
    - **OfficeJet Setup/Route Received Faxes** is set to **To PC**.

    HP OfficeJet
    LX Manager

2. Using your Windows application, such as Write (in the Accessories group on your Windows desktop), either create your fax or open an existing document.

3. Choose **File/Print Setup** in your Windows application and select *E-FAX on CAS* as the printer.

4. Use the application's Print command to "print" the document. The Eclipse FAX SE Send Fax dialog box appears.

5. In the Send Fax dialog box,

    - enter name and fax number of the intended recipients
    - then click the **Send Fax** button to send it.

Name and **Fax** number boxes

Send Fax button

6. When the fax is sent, you can either save your PC file or close without saving it.

Confirming Your PC Fax Was Sent

1. If the Eclipse FAX Manager isn't open, open it by double-clicking on the icon.

2. Choose **Send/Log** from the Eclipse FAX Manager menu. The Send Log appears.

Eclipse FAX
Manager

3. If necessary, click the **All Faxes** or **Sent Faxes** button to display information about the fax you just sent. (For more information about the Send Log, see "Using the Send Log to View, Print, Delete, or Reschedule Faxes" in chapter 4.)

All Faxes button

Send Log

Show
○ **Unsent Faxes**   ◉ **Sent Faxes**   ○ **All Faxes**

Display
◉ **Names**   ○ **ID's**

Destination	Date	Time	Status	Pages	Duration
Elizabeth Bennet	Sep 21 94	11:48	Completed	1	00:00:56

| Details... | Resend... | Print Log... | Print Fax... | Delete | Delete All | View | Cancel |
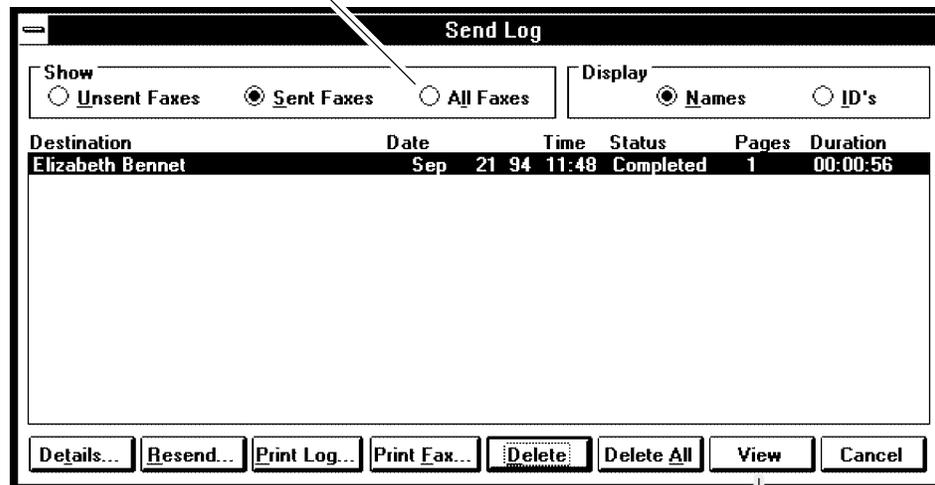
View button

4. There are two ways to open a fax in the Send Log:You can double-click on the entry, or you can highlight it and click the **View** button. Use one of these methods to open the fax you just sent. Eclipse FAX SE displays the first page of the fax. (For different ways of viewing faxes, see "Using Menus and Toolbars to View Faxes" in chapter 4.)

5. Choose **File/Close** to close the fax page.

Note: Faxes stay on your PC, accessible with the Send Log, until you use the Send Log to delete them. For more information, see "Deleting Faxes" in chapter 4.

Receiving a Fax

How you receive a fax depends primarily on the **Receive Mode** setting (set either through the HP OfficeJet LX Manager or through the front panel menus). Where you receive a fax depends on the HP OfficeJet LX Manager's **OfficeJet Setup/Route Received Faxes** setting.

The following table describes how to receive a fax for each Receive Mode setting.

Note: For more information on setting this mode, refer to chapter 2.

Receive Mode Setting	How to Receive a Fax
Auto	*No action is required.*
Manual	*When the HP OfficeJet LX rings, pick up the handset of the telephone attached directly to the HP OfficeJet LX, listen for the fax tone, press the* **Start/Copy** *button, then hang up the phone.* **Notes:** **1)** If you happen to be talking to the sender on a telephone attached *directly* to the HP OfficeJet LX, wait to hear the sender's fax tone, then press the **Start/Copy** button. You can stay on the line while the fax is being received. After the transmission is complete, you can resume your telephone conversation. **2)** Make sure no documents are in the fax loading tray when you are receiving a fax in Manual mode; they may be faxed to the sender.
Fax/TAM	*No action is required, with the exception noted below.* **Note:** If you happen to be talking to the sender on a telephone attached *directly* to the HP OfficeJet LX, wait to hear the sender's fax tones, then press the **Start/Copy** button. You can stay on the line while the fax is being received. After the transmission is complete, you can resume your telephone conversation.

Receiving a Fax to the HP OfficeJet LX

Open the HP OfficeJet LX Manager and make sure the **OfficeJet Setup/Route Received Faxes** option is set to **To Printer**.

Receiving a Fax Directly to Your PC

1. Make sure that the HP OfficeJet LX Manager is running (it can be open or minimized).

2. Make sure the **OfficeJet Setup/ Route Received Faxes** option is set to **To PC.**
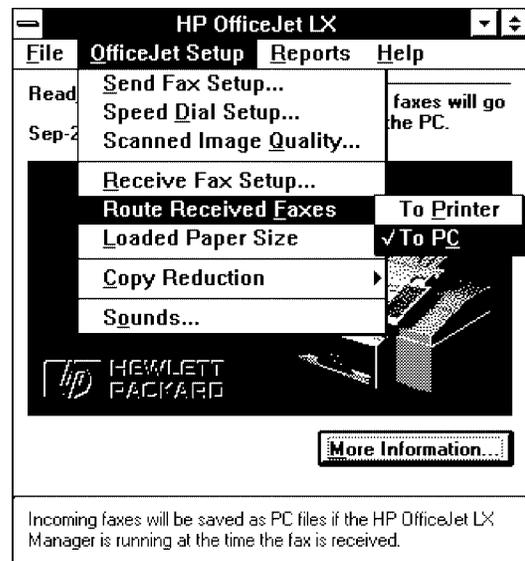
3. Open the Eclipse FAX Manager and make sure the **Notify on Receipt** box is checked in the **Receive/Setup** dialog box.
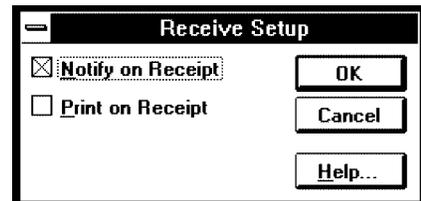
4. Someone sends you a fax.

A message from Eclipse FAX SE appears, noting that a fax has been received and asking if you want to view the Receive Log. (**Notify on Receipt**, which you selected in Step 3, controls whether or not this message appears.)

```
┌─────────────────────────────────────────────┐
│ ▭              Eclipse FAX                    │
├─────────────────────────────────────────────┤
│      One fax has been received.              │
│  ❓  Do you wish to view the receive log ?    │
│                                              │
│         ┌──────────┐    ┌──────────┐         │
│         │   Yes    │    │   No     │         │
│         └──────────┘    └──────────┘         │
└─────────────────────────────────────────────┘
```
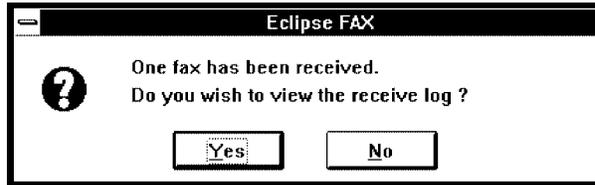
5. Click the **Yes** button. The Receive Log appears. If necessary, click the **Unread Faxes** button to display the entry for the fax you just received.

```
┌───────────────────────────────────────────────────────────────┐
│ ▭                      Receive Log                             │
├───────────────────────────────────────────────────────────────┤
│ ┌Show─────────────────────────────────────────────┐           │
│ │ ⦿ Unread Faxes    ○ Read Faxes    ○ All Faxes    │           │
│ └──────────────────────────────────────────────────┘          │
│                                                                │
│ Date        Time    Sender              Status    Pages  Duration │
│ Sep 20 94   13:21                        Completed   1   00:00:47 │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│                                                                │
│ ┌───────┐ ┌─────────┐┌─────────┐ ┌────────┐┌──────────┐┌──────┐┌──────┐ │
│ │Details│ │Print Log│ │Print Fax│ │ Delete │ │Delete All│ │ View │ │Cancel│ │
│ └───────┘ └─────────┘└─────────┘ └────────┘└──────────┘└──────┘└──────┘ │
└───────────────────────────────────────────────────────────────┘
```
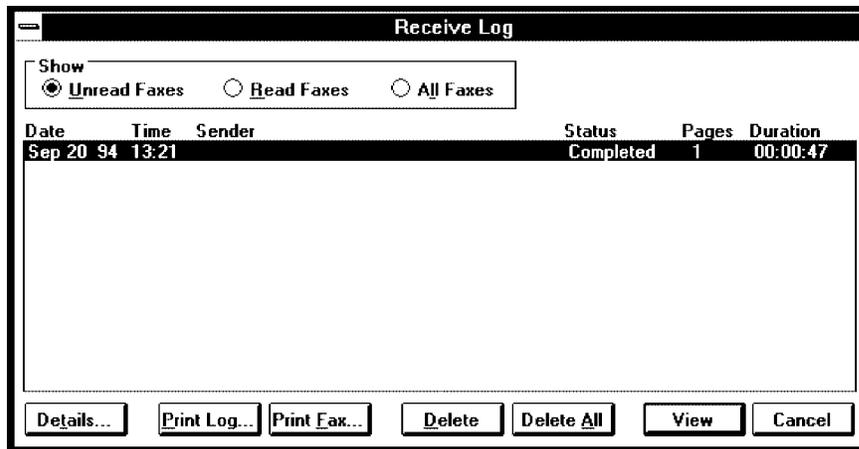
6. Highlight the entry and choose whether to print, delete, or view it.

Making Copies

1. Load your document face-down in the loading tray (up to 20 pages).

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2. Press **Start/Copy**, then (if you want more than one copy) enter the number of copies you want (up to 99 copies).
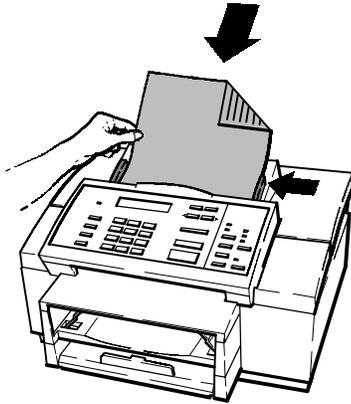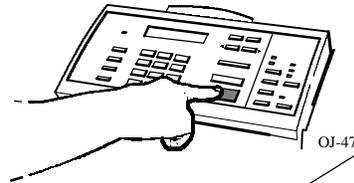
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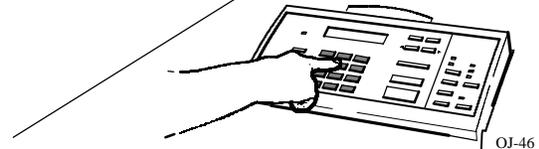
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3. Press **Start/Copy** again to begin copying.
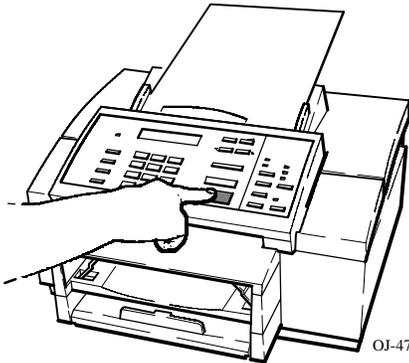
OJ-47

For more information, refer to chapter 5.

Some people assume the HP OfficeJet LX can do just one task at a time. But the HP OfficeJet LX is designed so that you can perform a variety of tasks simultaneously. Refer to "How Can I Get the Most Out of Using My HP OfficeJet LX?" in chapter 1 to learn more.

About This Manual

This manual assumes the following points:

- you understand Windows terminology
- you know how to move between Windows applications and program groups
- you can use Windows mouse and keyboard techniques

1 Installing the HP OfficeJet LX

This chapter describes how to set up your HP OfficeJet LX hardware and software for the first time.

Introduction

This introduction presents an overview of each of the components that make up the HP OfficeJet LX. Afterwards, this chapter will show you how to install the hardware and the software.

Features Overview

The HP OfficeJet LX is not just a facsimile machine. With it, you can:

- Print, fax, copy, and scan.
- Send faxes on paper or directly from the PC (without printing).
- Receive faxes either to paper or to the PC, where they can be viewed, filed, or printed.

Software Programs

The HP OfficeJet LX includes two Windows software programs.

- **Eclipse FAX SE** from Phoenix lets you send high-quality faxes directly from your PC, receive faxes to your PC, and scan images into PC-based files. Using Eclipse FAX SE will reduce the amount of paper you have to handle and file.
- **The HP OfficeJet LX Manager** lets you set up your HP OfficeJet from your PC, using Windows-based menus, rather than from the device's front panel. You will find the PC method much faster and easier than setting up using the device's front panel menus. The manager also tells you whether or not your HP OfficeJet is properly connected and ready to use, and displays error and informational messages.
- **The HP OfficeJet LX** also includes a Windows printer driver, printer fonts, and a scanner driver. A separate disk is included with DOS printer drivers.

Before You Start

Before you can use the HP OfficeJet LX, you'll need to do the following:

1. Set up the hardware.

2. Install the software.

3. Optionally, change factory (default) settings (such as the Loaded Paper Size) that pertain to faxing, printing, and copying.

When You're Ready to Begin

Once you've completed the installation in this chapter, refer to the following chapters for further information:

- To change factory (default) settings for the device (using the HP OfficeJet LX Manager), see chapter 2.
- To send paper faxes, see chapter 3.
- To send faxes directly from your PC (using Eclipse FAX SE) or to scan images to PC files, see chapter 4.
- To use the HP OfficeJet LX as a *printer* or as a *convenience copier*, see chapter 5.
- For *troubleshooting and maintenance*, see chapter 7.
- For *reference information*, see chapter 8.

❶ Installing the Hardware

Please read the following instructions while unpacking and setting up your HP OfficeJet LX for the first time. *Be sure to perform each of the steps in sequence.*

Note: While following these instructions, refer to the safety information at the beginning of this document regarding potential electrical hazards.

❶a Verify the Package Contents

After unpacking the box, take inventory. You should have all of the following items:

Print Cartridge

Telephone Cord

Power Cord

Windows Software (faxing and printing) DOS Software (printing)
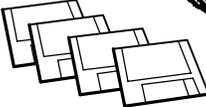
User's Guide
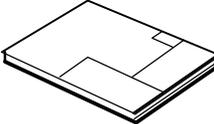
HP OfficeJet LX Printer•Fax•Copier
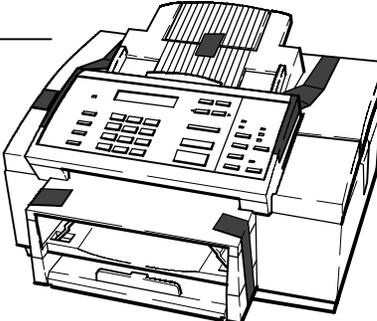
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1b Remove the Tape and Packing Material from the HP OfficeJet LX

1. Remove the six pieces of orange tape. The tape locations are shown below.

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2. Open the front panel, then the top cover. To open the front panel, grasp the curved ledge above the display window and pull toward you (**1** below). To open the top cover, pull up at the side (**2** below).

Top cover

front panel
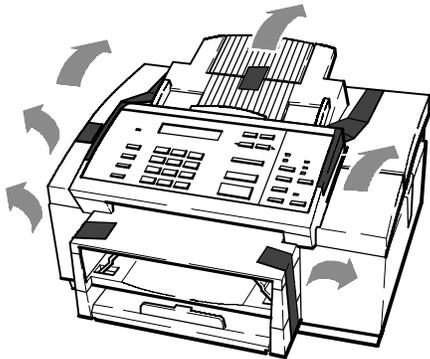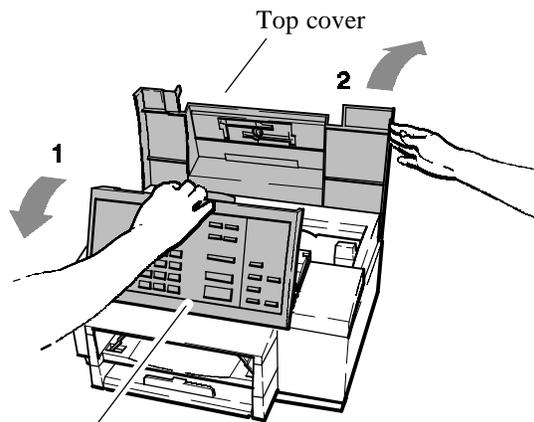
OJ-30

3. Remove the catch tray from the inside of the machine, then set it aside for a later step. **Note:** In some boxes, the catch tray will *not* be packaged inside the machine; if it isn't, look for it among the other box contents.

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4. Remove the orange tape from the print cartridge cradle as shown.
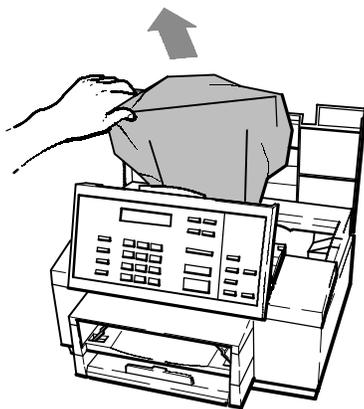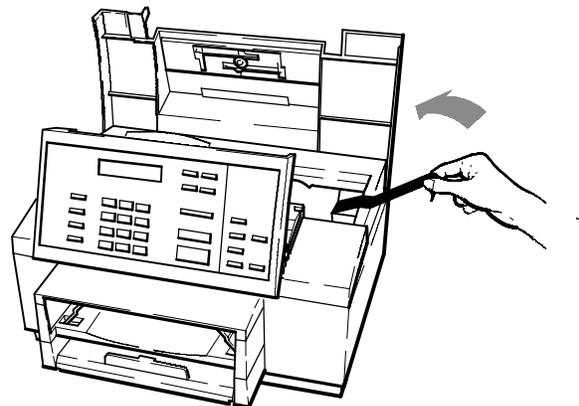
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5. Remove the output tray from the HP OfficeJet LX.

6. Remove the two pieces of cardboard that hold the "wings" in place. First *release* the cardboard by flipping the top piece up with your thumb (**1** below). Then *remove* the cardboard by pulling down on the bottom piece (**2** below).

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OJ-69
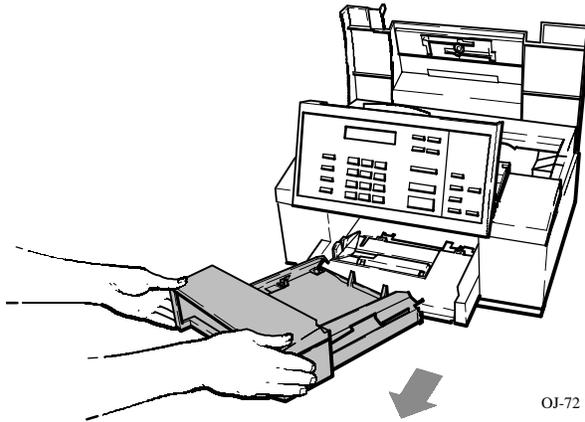
7. Replace the output tray.
(Refer to the illustration in Step 5 above.)
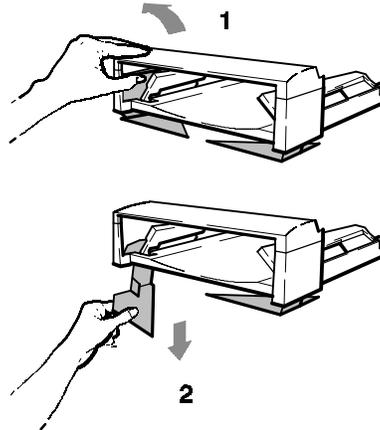
Helpful Hints:

• Leave the front panel and the top cover open for Step 1c, "Install the Print Cartridge."
• Save the carton and packing material in case you need to move or ship your HP OfficeJet LX later.

1c Install the Print Cartridge

1. With the control panel and top cover still open, locate the empty print cartridge cradle inside the HP OfficeJet LX on the right side.
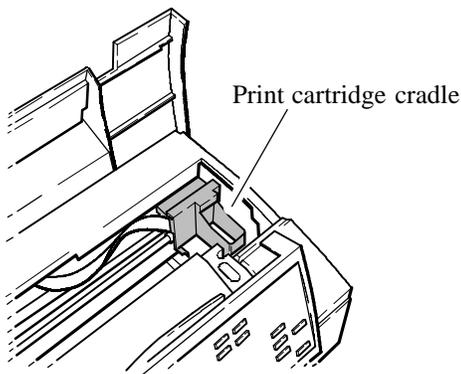
2. Open the print cartridge box and container, then grasp the print cartridge by the green top and remove the cartridge from the container. Gently remove *both pieces of tape-blue and white-covering the ink nozzles and vent hole*.

   CAUTIONS: 1) If you don't remove the white tape, you deplete the ink in the cartridge prematurely. 2) Be careful not to touch the ink nozzles or the copper contacts. Fingerprints may damage them.

Print cartridge cradle

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Remove both pieces of tape!

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3. Place the print cartridge down into the cradle as shown. Align the green arrow on the cartridge top with the green dot on top of the cradle.
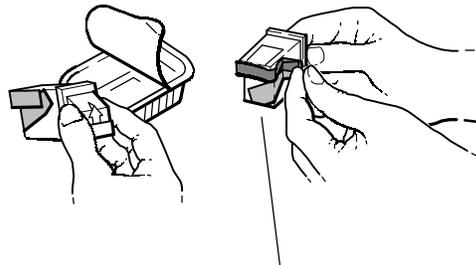
4. Push the green arrow toward the green dot until the cartridge **snaps** into place.

2 Using the HP OfficeJet LX Manager

The HP OfficeJet LX Manager is one of two software applications that are included with the HP OfficeJet LX. The other software application is Eclipse FAX SE, which lets you do PC faxing and scanning.

This chapter describes how to use the HP OfficeJet LX Manager to monitor the status of your HP OfficeJet LX, print logs and reports, and make and change device settings.

2. OfficeJet LX Manager

Introducing the HP OfficeJet LX Manager

The HP OfficeJet LX Manager is one of two software applications that are included with the HP OfficeJet LX. The other software application is Eclipse FAX SE, which lets you do PC faxing and scanning.

As its name implies, the HP OfficeJet LX Manager allows you to *manage the way that your HP OfficeJet LX works*. You can use it to do the following:

- Monitor the status of your HP OfficeJet LX.
- Print logs and reports.
- Change the device settings that were made during installation, and make additional settings that control faxing, printing, and copying. There's a table that lists all these settings later in this chapter.

The HP OfficeJet LX Manager has one other important function: *it must be running in order for you to use Eclipse FAX SE*. It can be either open as a window or minimized.

Running the HP OfficeJet LX Manager

To run the HP OfficeJet LX Manager, double-click the HP OfficeJet LX Manager icon, which is placed in the HP OfficeJet LX group during installation. The HP OfficeJet LX Manager window appears.

You can minimize or close the HP OfficeJet LX Manager as you would any other Windows application. Remember that when this application is closed, you can make copies, print, and send and receive paper faxes, but you cannot use Eclipse FAX SE to send and receive PC faxes or do PC scanning.
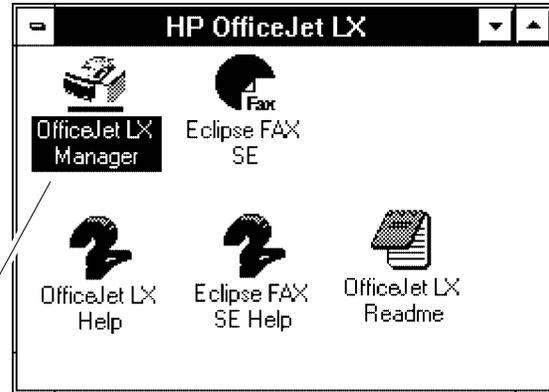
The HP OfficeJet LX Manager icon

Using the HP OfficeJet LX Manager Window

We recommend that you take
some time to get acquainted with the
HP OfficeJet LX Manager window.

The Menu bar

The Menu Bar

The menu bar runs across the top of the window. With
one exception, all the menu options are explained later
in this chapter. The exception is:

- Choose **File/Exit** to close the HP OfficeJet LX
  Manager.

This area displays information about menu choices

Menu Descriptions

Click your mouse pointer on the first menu bar option, **File**; then look at the bottom of the HP OfficeJet LX
Manager window. You'll see that it displays information about this menu choice. Now click on the next menu
bar option, **OfficeJet Setup**. Hold down the left mouse button and move the pointer down the menu. The
display changes for each menu option. Information for every menu option in the HP OfficeJet LX Manager is
available in this way.

The Status Monitor

The upper left corner of the window displays messages that help you monitor the status of your HP
OfficeJet LX. For more information, see "Monitoring the Status of Your HP OfficeJet LX" later in this
chapter.

More Information

Click this button to access the online help topic for the message that's being displayed in the Status Monitor.

Routing for Received Faxes

The upper right corner of the window shows whether received faxes will be routed to the printer or to the PC.
You can change this setting at any time. For more information, see "Routing Received Faxes" later in this
chapter.

Using the HP OfficeJet LX Manager Help System

The HP OfficeJet LX Manager has an online help system. When you choose **Help** from the HP OfficeJet LX Manager menu bar, a drop-down menu appears.

- Choose **Help/Contents** to display the contents of the online help system.
- Choose **Help/Search** to access the Search dialog box so that you can look for help on a specific topic.
- Choose **Help/Technical Support** to learn how to solve a problem and, if necessary, get customer support.
- Choose **Help/About** to see information about your version of the HP OfficeJet LX Manager.

Help on specific topics is also available from many HP OfficeJet LX Manager dialog boxes, as explained in the following pages. Clicking the **Help** button in one of these dialog boxes will take you to the relevant Help topic.

If you haven't had much experience with Windows-based help systems, you may want to read the documentation on the Windows Help system in your *Windows User's Guide*.

2. OfficeJet LX Manager

Monitoring the Status of Your HP OfficeJet LX

When the HP OfficeJet LX Manager window is open, it monitors the status of your device. The messages displayed in the status area (the upper left corner) are the same as the messages displayed on the device's front panel. This allows you to know when errors occur without waiting for a job to fail or checking the front panel.

To test this, with your HP OfficeJet LX Manager window open, lift up the front cover of the device. You will see the HP OfficeJet LX Manager window change, as shown in this illustration. Note that the message in the status area ("Close cover") matches the message on the front panel.
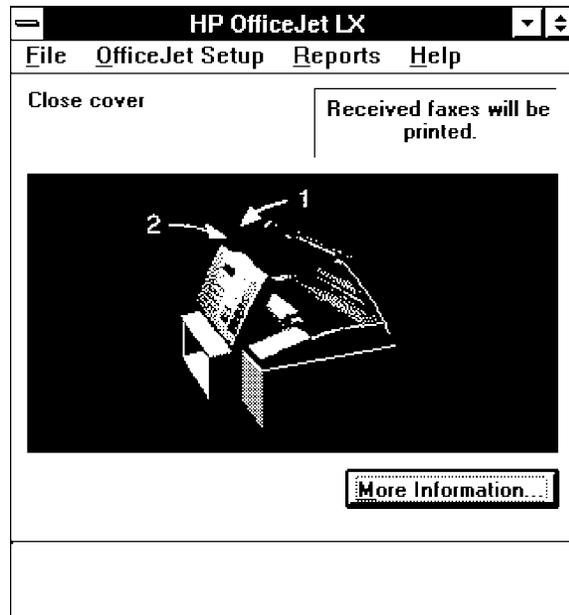
When the HP OfficeJet LX Manager is minimized, the bottom line of the icon displays the device status, as shown here. In some cases, these status messages will be briefer than the front-panel display.

Using the Alert Options

You can also choose to have the HP OfficeJet LX Manager window pop to the foreground whenever an error and/or warning occurs. The window will appear regardless of whether the HP OfficeJet LX Manager is open or minimized. You can change this setting at any time.

From the HP OfficeJet LX Manager menu bar, choose **File/Alert Options**. The Alert Options dialog box appears. You can choose to have the window appear when **Errors Occur**, when **Warnings and Errors Occur**, or **Never**. The factory setting is **Errors Occur**.
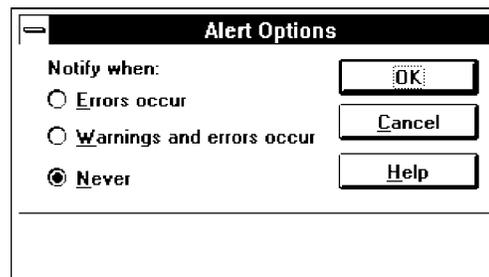
Chapter 7 of this manual includes a listing of all the HP OfficeJet LX error messages that require response from the user, together with recovery information. The same material is provided in the online help, which also includes the messages that don't require response from the user.

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Running Eclipse FAX SE from the HP OfficeJet LX Manager

There may be times when you want to run Eclipse FAX SE directly from the HP OfficeJet LX Manager. To do so, from the HP OfficeJet LX Manager menu bar, choose **File/Run Eclipse FAX SE**.

For information about using Eclipse FAX SE, see chapter 4.

Reviewing the Device Settings

The table below shows the device settings that you can change with the HP OfficeJet LX Manager. It also gives the factory settings (defaults), where applicable. Each option is explained in the following pages.

Setting	Use Whenever You Need To ...	Applies To ...
Send Fax Setup	• Change the **Fax Header** (current date and time, name, and number) that is printed at the top of all faxed pages. • Specify tone or pulse. *The factory setting is **Dialing Mode=Tone**.* • Specify whether faxes that fail the first time should be re-dialed. *The factory setting is **Automatic Redial=On**.*	All settings apply to both paper and PC faxes. For PC faxes, Automatic Redial is managed from the PC.
Speed Dial Setup	• Add, change, or delete the names and fax numbers of people to whom you frequently send faxes. • Add, change, or delete a speed dial group, which lets you send a fax to multiple recipients. • Print a report of your speed dial entries.	Speed Dials apply only to paper faxes.
Scanned Image Quality	• Change the contrast (light, normal, or dark) for copies and outgoing faxes. *The factory setting is **Contrast=Normal**.* • Change the resolution (standard, fine, or photo) for outgoing faxes. *The factory setting is **Resolution=Standard**.*	The Contrast and Resolution settings apply only to paper faxes and copies. (Eclipse FAX SE has its own Resolution setting, which may or may not be the same as the HP OfficeJet LX Manager setting.)

2. OfficeJet LX Manager

Setting	Use Whenever You Need To ...	Applies To ...
Receive Fax Setup	• Change the **Receive Mode**, which depends on whether you have a separate fax line and/or a telephone answering machine. • Change the number of times your telephone should ring before the HP OfficeJet LX answers (applies only when the receive mode is set to Auto). The factory setting is ***Rings to Answer=2***. • Specify whether each page of incoming faxes should be reduced to fit on one page of the loaded paper size. The factory setting is ***Automatic Reduction=On***. • Specify whether incoming faxes should be received to memory if an error occurs. *The factory setting is **Backup Reception=On***. • Specify whether you are using a distinctive ringing service. *The factory setting is **Distinctive Ring=Off***. • Specify whether you want to receive faxes from older-model fax machines that don't emit a fax signal. *The factory setting is **Silent Detect=Off***. • Specify whether remote dial-in is allowed. *The factory setting is **Remote Service=Off***.	Receive Mode, Rings to Answer, Distinctive Ring, and Silent Detect apply to both paper and PC faxes. Automatic Reduction applies only to paper faxes. Backup Reception applies only to paper faxes.
Route Received Faxes	• Specify whether incoming faxes should be sent to the printer or to the PC. *The factory setting is **Route Received Faxes=To Printer***.	This setting switches between paper and PC faxing (for incoming faxes).
Loaded Paper Size	• Specify the type of paper that is currently loaded: Letter, Legal, A4, Exec, or Envelope. You will need to change this setting whenever you load a different size of paper. *The factory setting for the U.S. is **Loaded Paper Size=Letter***. *The factory setting for Europe is **Loaded Paper Size=A4***.	Loaded Paper Size specifies the size of paper that is loaded for printing, copying, and paper faxes.
Copy Reduction	• Set the percentage that a copy will be, relative to the original. *The factory setting is **Copy Reduction=100%***.	Copy Reduction applies to copies.
Sounds	• Turn off or adjust the volume of sounds that the device makes. *The factory settings are **Ringer=On**, **Beeps=On**, **Ring and Beep Volume=Soft***.	The Sounds settings apply to both paper and PC faxes.

Using the OfficeJet Setup Menu

When you choose **OfficeJet Setup** from the main HP OfficeJet LX Manager menu bar, a drop-down menu appears. From this menu, you can change all the options listed under "Reviewing the Setup Options."

Note: Before changing settings, you may want to print the Menu Settings Report or the Self Test Report to review your currently-selected settings (the Menu Settings Report also lists the other options available). Choose **Reports/Print Reports** and then either **Menu Settings** or **Self Test** from the main menu bar. For more information, see "Printing Logs and Reports" at the end of this chapter.

Using Send Fax Setup

When you choose **OfficeJet Setup/Send Fax Setup**, the Send Fax Setup dialog box appears. Use this dialog box to change the **header** for outgoing faxes that was set up during installation, and to change the **Dialing Mode** and **Auto Redial** settings. When you have finished, click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings; the **Default** button to return to factory settings; and the **Help** button to get help for this topic.

Changing the Header for Your Outgoing Faxes

The fax header is printed on top of every page of your outgoing faxes.

- To change the month, day, or year in the **Date** box, double-click the number you want to change and type in a new number.
- Repeat for the **Time** box.
- To select AM, PM, or 24-hour time, click the arrow to the right of the **Time** box, then click the setting of your choice.
- In the **Fax Header Name** box, type the name that you want to appear.
- In the **Fax Header Number** box, type the number that you want to appear.

Selecting Tone or Pulse Dialing Mode

In the **Dialing Mode** box:

- Choose **Tone** if your telephone has touch-tone capability (factory setting).
- Choose **Pulse** if it does not.

Switching from Pulse to Tone Dialing

There may be times when you want to switch your Dialing Mode from **Pulse** to **Tone** while dialing a fax number—for example, if you want to enter a credit card number after dialing the fax number. You can do this by entering an asterisk (*) in the fax number. For example, if you wanted to send a fax to the number (111) 222-3333, and then switch to **Tone** dialing to enter a credit card number, you would enter the fax number as "111 222 3333 *."

You can use the "*" switch in Speed Dial entries and numbers you dial from the front panel (for paper faxes), and in Eclipse FAX SE phonebook entries and fax numbers you type in the Send Fax dialog box (for PC faxes).

This feature works only if your Dialing Mode has been set to **Pulse** (see "Selecting Tone or Pulse Dialing Mode," above). You cannot switch the other way around, from **Tone** to **Pulse** dialing.

Setting Automatic Redial

The **Automatic Redial** setting controls whether or not your fax numbers are automatically redialed in the event of a busy signal. The factory setting is that your fax numbers *are* redialed automatically (**Automatic Redial=On**), up to a maximum number of times that varies by country (for the U.S., five times). The first redial occurs after a 1-minute wait; the next four redials occur after 5-minute waits. The **Automatic Redial** setting is also applied to faxes sent from your PC with Eclipse FAX SE.

Note: During the wait periods, the redial timer is shown on the front-panel display as a countdown. To make the next redial take place immediately, press the **Redial/Pause** button on the front panel while the automatic redial timer is displayed. (This applies only to paper faxes, not to PC faxes.)

Using Speed Dial Setup (for Paper Faxes Only)

Note: You cannot use Speed Dial entries with PC faxes, only with paper faxes. To create entries for PC faxing with Eclipse FAX SE, see "Using Phonebooks" in chapter 4.

When you choose **OfficeJet Setup/Speed Dial Setup**, the Speed Dial Setup dialog box appears. Use this dialog box to store frequently-used fax numbers as one- or two-digit codes (numbers from 1 through 60). After you have stored a number in this way, you can send a fax to that number simply by pressing the **Speed Dial** button on the HP OfficeJet LX front panel, then entering the code.

You can also define as many as five groups of related fax numbers and identify each group with a two-digit code and group name. When you press the **Speed Dial** button on the HP OfficeJet LX front panel and enter a group code (any number from 61 through 65), your fax is sent to every person in the group.

Click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings, and the **Help** button to get help for this topic.

- In the **Name** and **Fax Number** boxes across from each code, type the recipient's name (which can be a person or a company) and fax number. (Be sure to include any necessary prefixes; for example, 1 for long-distance numbers. See the table below.) Use the Tab key to move from code to code.
- To delete an entry, click the speed dial number to the left of the entry (this highlights the entry). Then press the Delete key.
- To print a report showing all the information you have stored in speed dial codes, click the **Print Speed Dial Report** button.

Valid Characters for Fax Numbers	
Valid Character	**Use in Fax Numbers**
numbers 0-9	Dialing numbers.
asterisk (*)	If the Dialing Mode is set to pulse, the first asterisk in the dial string will switch from pulse to tone dialing. If the Dialing Mode is set to tone, the asterisk will cause a "*" tone to be emitted. (In Eclipse FAX SE only, a capital *T* can be used instead of an asterisk.)
pound or number sign (#)	If the Dialing Mode is set to tone, a pound or number sign in the dial string causes a "#" tone to be emitted. If the Dialing Mode is set to pulse, the pound or number sign is ignored.
hyphen (-)	Inserts a 2-second pause in the fax number. (In Eclipse FAX SE only, a comma (,) can be used instead of a hyphen.
space or blank	Spaces and blanks are ignored.

Inserting a Pause in a Speed Dial Number

You may sometimes want your HP OfficeJet LX to pause while dialing a number; for example, if you need to wait for an access tone, or when you're using a credit card. The way that pauses work varies from country to country, but in general, you can enter pauses in a fax number by inserting a hyphen (-) for each pause. For example, the entry "111- - - -2222" would cause the HP OfficeJet LX to dial "111," wait for four pauses, and then dial "2222."

You can insert pauses in Speed Dial entries and numbers you dial from the front panel (for paper faxes), and in Eclipse FAX SE phonebook entries and numbers you type in the Send Fax dialog box (for PC faxes). (If you're dialing the number from the front panel, press the **Redial/Pause** key for each desired pause.)

Setting Up a Speed Dial Group

To define one or more groups of related fax numbers, click the **Group Dial Setup** button. The Group Dial Setup dialog box appears.

- The **Speed Dial Entries** box lists the names and numbers you have defined with speed dial codes. Code 61 is displayed in the **Group Code** box. Click on the arrow to the right of the **Group Code** box to select the next code.
- In the **Group Name** box, type a name for the group of related names and fax numbers.
- Then highlight each name that you want to add to this group and click the **Add to Group** button. If you add a name by mistake, you can delete it from the group by highlighting it and clicking the **Remove from Group** button.
- When you've finished adding groups, click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings, and the **Help** button to get help for this topic.

Changing Scanned Image Quality

Scanned Image Quality includes *contrast*, which affects the lightness and darkness of outgoing faxes and copies, and *resolution*, which affects the quality with which outgoing faxes are scanned. Use the table below to decide if you need to modify your fax document or the fax settings *before* copying or faxing.

Note: For PC scanning, you can override the settings made here. For more information, see chapter 4 or the online help system for Eclipse FAX SE.

Goal:	Do this:
Send fax as quickly as possible.	Set **Resolution** to Standard (factory setting).
Make text and line drawings as sharp as possible.	Set **Resolution** to Fine.
Capture images containing different shades of gray or color (for example, photographs).	Set **Resolution** to Photo.
Lighten or darken the original.	Change the **Contrast** setting.
Fax a document that's smaller than standard sizes or torn.	Place the original document in a protective document carrier (a clear plastic holder that resembles a page protector; available at most office supply stores) before faxing.
Fax a document that's stapled or paper-clipped.	Remove staples or paper clips from the document before faxing.

When you choose **OfficeJet Setup/Scanned Image Quality**, the Scanned Image Quality dialog box appears. When you have finished making settings, click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings; the **Default** button to return to factory settings; and the **Help** button to get help for this topic.
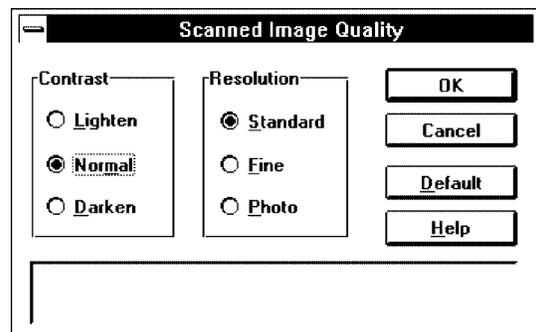
Adjusting the Contrast

Change the **Contrast** setting to either lighten or darken a copy or an outgoing fax.

- Use **Darken** for originals that are too light.
- Use **Normal** for documents with acceptable lightness/darkness. This is the factory setting.
- Use **Lighten** for originals that are too dark.

Adjusting the Resolution

Change the **Resolution** setting to adjust the quality of an outgoing fax.

Note: You can override this setting for PC faxes only with Send Setup in Eclipse FAX SE.

- Use **Standard**: (1) for text-only faxes (no photographs or graphic illustrations), (2) when transmission speed is more important than quality.
- Use **Fine** when you want the words and line drawings in your fax to be as sharp as possible.
- Use **Photo** when you want images that contain different shades of gray (such as photographs) to be as sharp as possible. Documents will be scanned as halftone images.

Using Receive Fax Setup

When you choose **OfficeJet Setup/ Receive Fax Setup**, the Receive Fax Setup dialog box appears. Use this dialog box to change the *receive mode*, *rings to answer*, *automatic reduction*, *backup reception*, *distinctive ring*, *silent detect*, and *remote service* settings. When you have finished, click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings; the **Default** button to return to factory settings; and the **Help** button to get help for this topic.
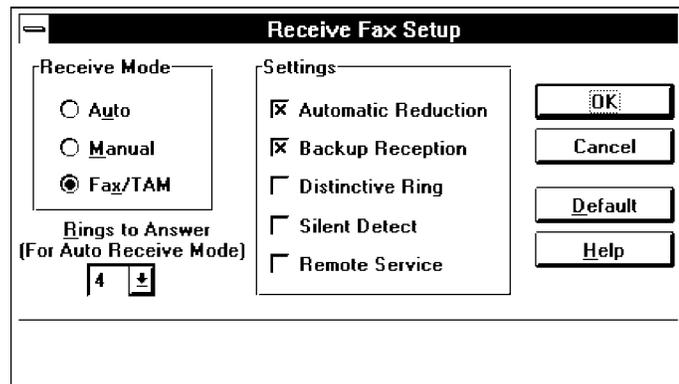
Changing the Receive Mode

The Receive Mode setting works in conjunction with the way your system is cabled to determine how faxes will be received. Before changing the Receive Mode, you may want to review the setup information in chapter 1 to make sure your system is cabled correctly.

If This Is Your Situation ...	Choose This Setting
You have a separate telephone number dedicated to receiving fax calls only (no voice calls).	Auto.
You have one telephone number for both voice and fax calls, and you *don't* have a telephone answering machine.	Manual.
You have one telephone number for both voice and fax calls, and you *do* have a telephone answering machine.	Fax/TAM.
You have one telephone number for both voice and fax calls, and you subscribe to a *distinctive ringing service* from your telephone company.	Auto, and click the Distinctive Ring button in the Settings box.

Changing the Number of Rings to Answer

The **Rings to Answer** setting determines the number of rings before the HP OfficeJet LX answers a call when the receive mode is set to Auto (see "Changing the Receive Mode," above). The range you can choose from varies by country (for example, 2-5 rings for the U.S. and Germany, 2-7 rings for the Netherlands), but the factory setting is *2 rings*. To change the setting, click on the arrow to the right of the **Rings to Answer** box, then click on the desired number.

Answering machines also have a rings-to-answer feature. If you have an answering machine connected (according to scenario 3 in chapter 1), be sure the number of **Rings to Answer** in this dialog box is set to a lower number than your answering machine's setting. Otherwise, the answering machine may pick up all fax calls.

Setting Automatic Reduction

The **Automatic Reduction** setting controls whether or not *each page* of your incoming faxes will be reduced to fit on *one page* of the paper size you have loaded in the HP OfficeJet LX. The factory setting (**Automatic Reduction=On**) specifies that your incoming faxes will be automatically reduced to fit on the loaded paper; this setting is designed to save paper. When you don't want this reduction to take place, remove the check from the checkbox.

Example 1: Someone sends you a fax on legal-size paper, and you have letter-size paper loaded in the HP OfficeJet LX. With **Auto Reduction=On**, each page you receive is a 75% reduction of the legal-size original. With **Auto Reduction=Off**, the contents of each page are the same as (or very close to) the original size, but are split into two pages.

Example 2: Someone sends you a fax on letter-size paper, and you have letter-sized paper loaded in the HP OfficeJet LX. With **Auto Reduction=On**, each page you receive may be reduced slightly. With **Auto Reduction=Off**, the contents of each page are the same as (or close to) the original size, but may be split into two pages.

Note: The HP OfficeJet LX cannot print on the bottom 1/2 inch of the page, so a fax that fills a letter-size page may print on two pages if Automatic Reduction is turned off. We recommend that Automatic Reduction be left on unless maintaining the size of the original is important.

Setting Backup Reception

If **Backup Reception=On** (the factory setting), incoming paper faxes will be received to memory in the following circumstances:

- The paper tray is empty.
- The wrong paper size is loaded for fax reception (only Letter, Legal, and A4 paper are valid for faxes).
- The print cartridge is out of ink.
- The print cartridge is not installed.
- There's a paper jam.

Once the error has been corrected (for example, correct paper is loaded), the faxes stored in memory will print immediately.

If **Backup Reception=Off**, the HP OfficeJet LX will *not* answer incoming calls in any of the circumstances listed above, and *you will not receive any incoming faxes until the error is corrected*.

Note: If you are printing a file from your PC or copying when a fax is received, the fax is always saved to memory, regardless of the **Backup Reception** setting. When printing or copying is complete, faxes stored in memory will print immediately.

Enabling Distinctive Ring

The **Distinctive Ring** setting, used in conjunction with your telephone company's distinctive ringing service, allows the HP OfficeJet LX to distinguish between voice calls and fax calls when you receive both on the same phone line.

What is a Distinctive Ringing Service?

A distinctive ringing service allows you to have two or three phone numbers on the same phone line, which saves you the cost of paying for separate lines. You and the HP OfficeJet LX can tell which phone number has been dialed because each number has a distinctive ring: the first phone number has a single ring, the second has a double ring, and the third has a triple ring.

The factory setting is **Distinctive Ring=Off**. Before changing this setting, if you do not already have a distinctive ringing service, ask your telephone company if such a service is available in your area. (At the time of publication, distinctive ringing services, which are called by various names in different areas, are available only in certain parts of the U.S. and in some Asian countries.)

If a distinctive ringing service is available and you want to use this feature, ask your telephone company to assign the *single ring* to the phone number on which you want to receive *voice calls*, and the *multiple rings* to the phone number(s) on which you want to receive *fax calls*. Then check the **Distinctive Ring** checkbox, so that the HP OfficeJet LX will answer the phone and receive faxes only when it detects a multiple ring.

Enabling Silent Detect

The **Silent Detect** setting controls whether or not you can receive faxes from older-model fax machines that don't emit a fax signal during fax transmissions. At the time of publication, these silent models represent about 5% of the fax machines in use.

The factory setting is **Silent Detect=Off**. It should be changed only when all these conditions are true:

- You have a telephone answering machine connected directly to the HP OfficeJet LX.
- The **Receive Mode** is set to **Fax/TAM.**
- You expect to receive a fax from an older-model fax machine.

Enabling Remote Service

The factory setting is **Remote Service=Off**. If you've contacted Hewlett-Packard for service, you may be asked to change this setting so that a service representative can diagnose your problem from a remote location. After the problem has been diagnosed, you can change the setting back to **Remote Service=Off** so your HP OfficeJet LX cannot be remotely accessed.

Routing Received Faxes

When you choose **OfficeJet Setup/Route Received Faxes**, a box appears that lets you specify whether incoming faxes should be sent to the HP OfficeJet LX printer or to your PC. You can change this setting at any time.

- **To Printer** When this option is selected, incoming faxes are *printed on the HP OfficeJet LX* and immediately removed from the device's memory.
- **To PC** When this option is selected, incoming faxes are *saved as files on your PC*, where you can view, print, or delete them, save them to other files, and send them as faxes.

For more information about how the HP OfficeJet LX routes faxes, see "If You Don't Read Anything Else" in the Forward section of this User's Guide.

Changing the Loaded Paper Size

Use **OfficeJet Setup/Loaded Paper Size** whenever you change the size of the paper in the paper tray.

Letter: 8.5 x 11 inches (216 x 279 mm)

Legal: 8.5 x 14 inches (216 x 356 mm)

A4: 8.27 x 11.7 inches (210 x 297 mm)

Exec: 7.25 x 10.5 inches (184 x 267 mm)

Envelope: Either (1) *U.S. No. 10 envelopes*, 4.12 x 9.5 inches (105 x 241 mm), or (2) *European DL envelopes*, 8.66 x 4.33 inches (220 x 110 mm)

The table below shows the paper sizes that you can use for each HP OfficeJet LX function.

Task	Valid Paper Sizes
Printing	Letter, Legal, A4, Exec, Envelope
Faxing	Letter, Legal, A4
Copying	Letter, Legal, A4
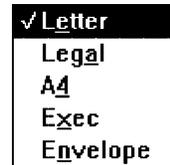
Changing Copy Reduction

Use **OfficeJet Setup/Copy Reduction** when you want to make a reduced copy of an original document. You can make copies at any of the percentages shown in the drop-down menu.

Note: When the resolution is set to **Photo** (see "Adjusting the Resolution"), and the copy reduction is set to **100%,** your copies are printed at 98% of the original size, which provides the highest possible print quality.

```
√ 100 %
   95 %
   90 %
   85 %
   80 %
   75 %
   70 %
```

Controlling Sound Settings

The HP OfficeJet LX makes several different sounds to tell you what type of operation is being carried out. With one exception, these sounds can be controlled with the Sounds dialog box in HP OfficeJet LX Manager, as shown in the table below.

Type of Sound	Occurs When	Control With
Rings	You receive a call on the telephone line connected to the HP OfficeJet LX.	The Sounds dialog box: (1) **Ringer**, (2) **Ring and Beep Volume**.
One Short Beep	You press a button on the front panel.	The Sounds dialog box: (1) **Beeps**, (2) **Ring and Beep Volume**.
Three Short Beeps	You press a button on the front panel that is not currently available.	The Sounds dialog box: **Ring and Beep Volume**.
Nine Short Beeps	An error occurs.	The Sounds dialog box: **Ring and Beep Volume**.
One Long Beep	You send or receive a fax successfully (without error).	The Sounds dialog box: **Ring and Beep Volume**.
Outgoing Fax Tones	You send a fax.	The volume control knob on the right side of the HP OfficeJet LX.

Controlling Rings and Beeps

When you choose **OfficeJet Setup/Sounds**, the Sounds dialog box appears (shown here with the factory settings selected). Use the options in this dialog box to turn the **Ringer** or **Beeps** off, or to change the **Ring and Beep Volume** from soft to loud.

When you have finished, click the **OK** button to save your settings and close the dialog box. Click the **Cancel** button to close the dialog box without saving your settings; the **Default** button to return to factory settings; and the **Help** button to get help for this topic.
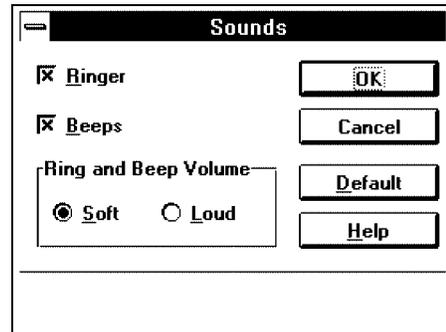
Controlling Outgoing Fax Tones

To adjust the volume of the fax tones that you hear when you send faxes, slide the volume control knob on the right side of the HP OfficeJet LX. Sliding the knob toward the minus sign (-) decreases the volume; sliding the knob toward the plus sign (+) increases the volume.

Printing Logs and Reports

The Reports menu has three choices: **Automatic Log**, **Print Fax Log**, and **Print Reports**.

Controlling the Printing of Fax Logs

To control the automatic printing of fax logs, choose **Reports/Automatic Log**. The Automatic Fax Log dialog box appears. You can choose to have the fax log printed whenever errors occur, whenever you send a fax, in either of those circumstances, or never. The factory setting is **Error Only**.
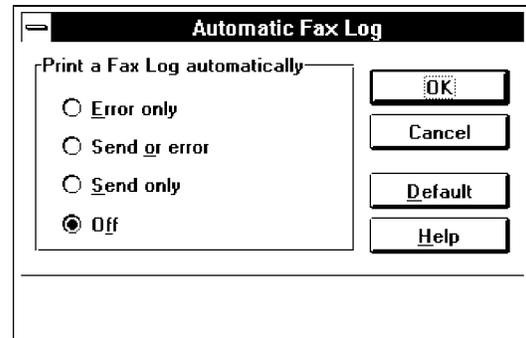
```
┌─────────────────────────────────────────────────┐
│ ▬          Automatic Fax Log                     │
│ ┌─Print a Fax Log automatically─┐   ┌──────────┐ │
│ │                               │   │    OK    │ │
│ │  ○ Error only                 │   └──────────┘ │
│ │                               │   ┌──────────┐ │
│ │  ○ Send or error              │   │  Cancel  │ │
│ │                               │   └──────────┘ │
│ │  ○ Send only                  │   ┌──────────┐ │
│ │                               │   │ Default  │ │
│ │  ◉ Off                        │   └──────────┘ │
│ │                               │   ┌──────────┐ │
│ │                               │   │   Help   │ │
│ └───────────────────────────────┘   └──────────┘ │
└─────────────────────────────────────────────────┘
```

Printing Fax Logs

Choose **Reports/Print Fax Log** when you want to print (1) a log of the last fax sent or received, or (2) a log of the last 30 faxes sent and received.

A sample of the Last 30 Faxes report is shown below. The contents are described in the table following the sample.

HP OfficeJet LX
Personal **Printer/Fax/Copier**

Fax Log Report for
ACME Co.
619 555-1234
Oct-27-94   2:30PM

Last 30 faxes

Identification	Result	Pages	Type	Date	Time	Duration	Diagnostic
5553756	OK	03	Sent	Oct-19	10:14A	00:02:05	001000000000
999 555 4783	Stop	02	Received	Oct-19	01:21P	00:01:38	001000000000
5551900	No Answer	00	Poll-in	Oct-20	09:57A	00:00:09	001000000000403
Public Images Inc.	Busy	00	Sent	Oct-20	11:48A	00:00:08	001000000000
5557990	Error	01	Poll-out	Oct-20	04:38P	00:01:18	001000000000411
5557990	Jammed	03	Sent	Oct-20	05:10P	00:02:40	001000000000
Susen Henry	No Document	00	Sent	Oct-21	01:00A	00:00:21	001000000000
999 555 8012	Power Fail	01	Received	Oct-21	08:43A	00:01:27	001000000000
5554382	Power Fail	00	Sent	Oct-21	08:43A	00:00:05	001000000000
The Corner Deli	Cover Open	00	Sent	Oct-21	11:15A	00:00:14	001000000000
5554164	No Dial Tone	00	Sent	Oct-21	11:51A	00:00:12	001000000000

This heading:	Describes this information:
Identification	The fax number of the remote fax machine that you either *sent to* or *received from*. Only the first 20 digits are shown. **Note**: If you set up a speed dial name for this fax location, the name will be displayed instead of the fax number when you send a fax. For example, in the sample report above, "Public Images Inc." is displayed when you send a fax, not "999 555 4783."
Result	"**OK**" means that the transmission was successful. "**STOP**" means you pressed the **STOP** button and canceled the transmission (send or receive) before it was complete. "**No answer**" means that the fax machine you dialed did not answer. Contact the other party to make sure their fax machine is ready to receive faxes. "**Busy**" means that the fax machine you dialed was busy; try again later. If you have Auto Redial set to On, the number will be redialed up to five times. "**Error**" means that the transmission was incomplete due to a communication error during transmission. If you're sending a fax, try again and/or contact the other party to make sure their fax machine is ready to receive faxes. If you're receiving a fax, contact the other party and ask them to send the document again. "**Jammed**" means that the document you loaded for faxing jammed while being scanned. Open the top of the front panel (pull the top ledge of the front panel toward you) and remove the jammed document, then close the front panel and resume faxing. "**No document**" means that a document you scheduled for faxing at a later time (with the Send Fax Later feature) was not in the fax tray at the start time you scheduled. "**Power fail**" means that there was a power failure during this fax transmission (send or receive). The automatic Power Fail report tells you more information about what happened at the time the power failed (see "Power Fail Report" later in this chapter for more information). "**Cover open**" means that you opened the front panel while sending a fax. At that point your fax transmission was canceled, so you may need to resend part or all of your document. "**No dial tone**" means that the HP OfficeJet LX could not detect a dial tone on the connected telephone line. Check your connections and try again.
Pages	The number of pages successfully sent or received. **Note**: If a fax was sent from memory (as with faxes scheduled for a future time and sending to groups of fax numbers), this column will tell you how many pages out of the total were sent. For example, "02/02" means that two out of two pages were sent.
Type	"Sent″ means that you sent this fax. "Received″ means that you received this fax. "Poll-in" means that you received this fax after polling another fax machine. "Poll-out" means that you sent this fax to another fax machine that polled yours.
Date	The date of this transmission.
Time	The time at which this transmission began.
Duration	The transmission time in hours, minutes, and seconds.
Diagnostic	A 12- or 15-digit code that can be used by a customer service representative to diagnose fax transmission (send and receive) problems.

Printing Reports

Choose **Reports/Print Reports** to print any of the following reports. Samples and explanations for each report are provided at the end of this chapter.

- **Speed Dial**. This report lists the speed dial codes, names, and fax numbers that you've stored.
- **Menu Settings**. This report shows both the menu layout and your currently-selected settings in a hierarchical diagram. The current selections are marked with an asterisk. You can use this report as a reference to see what's selected and what's available before changing settings with the HP OfficeJet LX Manager.

    Note: The structure of the menu tree printed in this report is based on the way that settings are made with the front panel.

- **Self Test**. You can use this report to see samples of internal fonts, review the current and factory settings for all menu features, find out if there are any print cartridge problems, and locate product version information.
- **Print Demo**. This report summarizes the key features of the HP OfficeJet LX, and also serves as a demonstration of print quality.

Note: In addition to these reports, a Power Fail report is printed automatically if the power is lost while a fax transmission is in progress or pending. If the Power Fail report has the heading "These faxes were in the process of being received but were not completely printed", you will need to ask for the fax(es) to be resent. If the report has the heading "These faxes were not completely sent", you may want to resend the fax(es).

The Speed Dial Report

The Speed Dial report lists the speed dial codes, names, and fax numbers that you've set up, either with the HP OfficeJet LX Manager or with the front panel.

HP OfficeJet LX
Personal Printer/Fax/Copier

<div style="text-align:right">

Speed Dial Report for
ACME Co.
619 555-1234
Oct-21-94   08:30AM

</div>

Speed Dial Code Number	Name	Fax Number
01	ABC Property Mgmt	555 1900
02	Public Images Inc.	1 999 555 4783
03	W.M., Accountant	555 7379
04	S&H Office Supplies	555 2312
05	Old Pioneer Bank	1 999 555 3776
06	The Corner Deli	555 8989
07	Sturdy Constr. Co.	555 7584
08	Western Mortgage	555 9900
09	DJ's Realty	555 4387
10	D. Best Architects	1 999 555 6776
11	Donna Ortega	1 999 555 8012
12	Paul Arnold	1 999 555 8681
13	Alan Calderon	1 999 555 4914
14	Tracie Gomovich	555 4324
15	Steven K. Fong	555 8332
16	Susen Henry	1 999 555 5773
17	Pat Schultz	555 8464
18	Jeff Rutledge	555 2109
19	Jane Markowitz	555 4951
20	Mike Bentley	555 8146
21	Jane Letrich	555 6562
22	Betty Matlock	555 9255
23	Alan Klein	555 4898
61	Area Managers	
11	Donna Ortega	1 999 555 8012
12	Paul Arnold	1 999 555 8681
13	Alan Calderon	1 999 555 4914
14	Tracie Gomovich	555 4324
15	Steven K. Fong	555 8332
16	Susen Henry	1 999 555 5773

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This heading:	Describes this information:
Speed Dial Code Number	A speed dial code you entered during Speed Dial setup. Codes 1 through 60 represent individual speed dial numbers, and codes 61 through 65 represent groups of speed dial numbers.
Name	The name you entered for this speed dial code (1-60) or the name you entered for a group of speed dial codes (61-65).
Fax Number	The fax number you entered for this speed dial code.

The Menu Settings Report

The Menu Settings report shows both the menu layout and the currently-selected setting in a hierarchical diagram. The current selections are marked with an asterisk in the report, just as they are on the front panel display. You can use this report as a reference to see what's selected and to review the other available selections before entering the menu. The sample report that follows shows all the factory settings selected.

HP OfficeJet LX
Personal Printer/Fax/Copier

MENU

- Time/Date, Header
  - Time/Date
  - Fax Header

- Reports
  - Fax Log
    - Print Now
      - Last Fax
      - Last 30 Faxes
    - Automatic Log
      - *Error only**
        Send or error
        Send only
        Off
  - Speed Dial
  - Menu Settings
  - Self Test
  - Print Demo
  - Print All

- Fax/Copy Contrast
  - *Normal **
    Lighten
    Darken

- Paper Size
  - *Letter (8.5x11 in) **
    A4 (210x297mm)
    Legal (8.5x14 in)
    Exec (7.25x10.5 in)
    Envelopes

- Fax Settings
  - Speed Dial Setup
  - Group Dial Setup
  - Phone Setup
    - Rings to Answer
    - Ringer
      - *On **
        Off
    - Ring/Beep Volume
      - *Soft**
        Loud
    - Button Beeps
      - *On **
        Off
    - Dialing Mode
      - *Tone **
        Pulse
    - Auto Redial
      - *On **
        Off
    - Distinctive Ring
      - *Off **
        On

2. OfficeJet LX Manager

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```
                                    ┌── Remote Ser`        ┌── Off *
                                    │   vice               └── On
                    ┌── Send Fax ───┤   Setup
                    │   Later       └── Cancel Send
                    ├── Polling ────┐── Receive
                    │   Setup       └── Send
                    ├── Backup Recep` ── On *
                    │   tion            Off
                    ├── Silent De` ───── Off *
                    │   tect            On
                    ├── Auto Reduc` ──── On *
                    │   tion            Off
  Printer Set` ─────┤── Character ───── PC-8 *
  tings             │   Set            HP Roman 8
                    │                  PC-8 Danish/Nor
                    │                  UK ISO 4
                    │                  German ISO 21
                    │                  French ISO 69
                    │                  Italian ISO 15
                    │                  Nor v.1 ISO 60
                    │                  Swed Names ISO 11
                    │                  Spanish ISO 17
                    │                  ASCII
                    │                  Portug ISO 16
                    │                  PC-850
                    │                  ECMA-94 Latin 1
                    │                  HP legal
                    ├── Carriage Re` ── CR only *
                    │   turn            CR and LF
                    ├── Perf Skip ───── On *
                    │   Mode            Off
                    ├── Text Scale ──── Off *
  Copier Set` ──────┤   Mode            On
  tings             └── Copy Reduc` ─── 100% *
                        tion            95%
                                        90%
                                        85%
                                        80%
                                        75% Legal-to-Letter
                                        70%
```
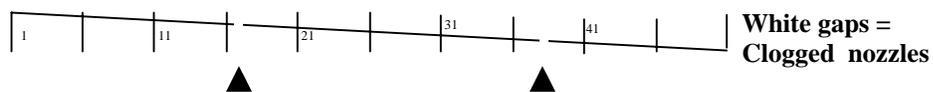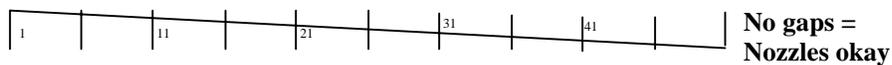
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The Self Test Report

You can print the Self Test report to see samples of the internal fonts, to review the current and factory settings for all menu features, to find out if there are any print cartridge problems, and to locate product version information.

HP OfficeJet LX
Personal **Printer/Fax/Copier**

Self Test Report for
ACME Co.
619 555-1234
Oct-21-94   09:52 AM

Font Samples:

Courier --- abcdefg ABCDEFG 123456789 @#$%^&*
Courier Italic --- abcdefg ABCDEFG 123456789 @#$%^&
CG Times --- abcdefg ABCDEFG 123456789 @#$%^&*
CG Times Italic --- abcdefg ABCDEFG 123456789 @#$%^&
Letter Gothic --- abcdefg ABCDEFG 123456789 @#$%^&*
Letter Gothic Italic --- abcdefg ABCDEFG 123456789 @#$%^&
Univers --- abcdefg ABCDEFG 123456789 @#$%^&*
Univers Italic --- abcdefg ABCDEFG 123456789 @#$%^&

MENU Feature	**Current Setting**	**Factory Setting**
Fax Header:	*ACME Co.* *619 555-1234*	
Automatic Log:	*Error only*	Error only
Fax/Copy Contrast:	*Normal*	Normal
Paper Size:	*Letter (8.5x11 in)*	Letter (8.5x11 in)
Rings to Answer:	*2*	2
Ringer:	*On*	On
Ring/Beep Volume:	*Soft*	Soft
Button Beeps:	*On*	On
Dialing Mode:	*Tone*	Tone
Auto Redial:	*On*	On
Distinctive Ring:	*Off*	Off
Remote Service:	*Off*	Off
Backup Reception:	*On*	On
Silent Detect:	*Off*	Off
Auto Reduction:	*On*	On
Character Set:	*PC-8*	PC-8
Carriage Return:	*CR only*	CR only
Perf Skip Mode:	*On*	On
Text Scale Mode:	*Off*	Off
Copy Reduction:	*100%*	100%

Self Test: PASSED	**Firmware Version 1.0**	**LIU Type 15 Version 1**

Print Cartridge Tests:

This heading:	Describes this information:
Font Samples	Sample characters and numbers are shown for each of the eight internal fonts.
MENU Features	All menu features are listed.
Current Settings	The current selection for that menu feature.
Factory Settings	The setting that was selected at the factory for that menu feature.
Self Test: Passed	The internal electronics have been tested and are working correctly.
Self Test: Failed	The internal electronics failed their self test. Please call for service. (See "Getting Help" in chapter 7 for Customer Support Center numbers.)
Firmware Version	The version number of your HP OfficeJet LX internal firmware. You may be asked to provide this number when you talk to a customer support representative.
LIU Type and Version	The type and version number of the line interface unit (LIU) in your HP OfficeJet LX. The LIU (the module into which you plugged your telephone cords) controls your fax transmissions (send and receive). You may be asked to provide this information when you talk to a customer support representative.
Print Cartridge Tests	This diagonal pattern and area will help you diagnose print cartridge nozzle problems. If the diagonal line is not continuous (if white gaps break the line), or if the area fill is not filled in solidly with ink (horizontal white lines appear in it), some of the nozzles in your print cartridge may be clogged, so they're not releasing ink. If you think your nozzles are clogged, see "Solving Problems While Printing, Faxing, or Copying" in chapter 8 for cleaning and reseating instructions.

**No gaps =
Nozzles okay**

**White gaps =
Clogged nozzles**

**Solid area fill =
Nozzles okay**

**White lines =
Clogged nozzles**

The Power Fail Report

The Power Fail report prints automatically if the power was lost while a fax transmission was in progress or pending. The following sample shows you what the report may say.

If your power fail report has the heading "These faxes were in the process of being received but were not completely printed", ask the sender to resend the document.

If your report has the heading, "These faxes were not completely sent," you may want to resend the entire document.

HP OfficeJet LX
Personal **Printer/Fax/Copier**

Power Fail Report for
ACME Co.
619 555-1234
Oct-21-94   08:59AM

Power failed at 08:43AM on Oct-21-94

These faxes were in the process of being received but were not completely printed:

Identification	Result	Pages	Type	Date	Time	Duration	Diagnostic
999 555 8012	Power fail	01	Received	Oct-21	08:43A	00:01:27	001000000000

These faxes were not completely sent:

Identification	Result	Pages	Type	Date	Time	Duration	Diagnostic
5554382	Power fail	00	Sent	Oct-21	08:43A	00:00:05	001000000000

3 Sending and Receiving Paper Faxes

This chapter describes how to send and receive fax documents. Refer to chapter 4 for sending faxes from and receiving faxes to your PC. This chapter also describes how to prepare your HP OfficeJet LX to send a loaded document on request (being polled) or to retrieve a document from another fax machine (polling).

3. Paper Faxes

Controlling How Your Documents Will Look When They're Received By Another Fax Machine

The following sections describe how to assess the quality of your original document and how to make adjustments that will improve the appearance of your outgoing faxes when they are received.

Use the following table to decide if you need to modify your fax document or the fax settings *before* faxing.

<u>Goal:</u>	<u>Do this:</u>
Text as sharp as possible	Adjust the Resolution setting to **Fine** (see the following instructions).
Graphic illustrations and photographs as sharp as possible	Adjust the Resolution setting to **Photo** (see the following instructions).
Lighten or darken the document while scanning	Adjust the Fax/Copy Contrast setting (see following instructions).
Fax a document that's smaller than standard sizes or a document that's torn	Insert the original document into a protective document carrier before faxing. (A document carrier is a clear plastic holder that looks something like a page protector. It's available at most office supply stores.)
Fax a document that's stapled or paper-clipped	Remove staples and paper clips from the document before faxing. **CAUTION:** Failure to remove staples and paper clips before faxing can cause permanent damage to the scanner inside the HP OfficeJet LX.

Resolution

Adjusting the Resolution

The Resolution setting affects the quality at which your outgoing faxes are scanned.

Use this setting:	For this goal:
Standard	Words only (no photographs or graphic illustrations) and faster transmission speed is more important than quality. The cost of your fax call will be lowest with this setting.
Fine	Words as sharp as possible.
Photo	Art (photographs and/or graphic illustrations) as sharp as possible. This setting will produce less-readable text than the other two settings and a slower transmission speed.

Use the following instructions to change the Resolution setting *before* sending a fax.

Do this:	Using these buttons:	For this display:
1. Press the **Resolution** button once to display the current resolution setting, which is marked with an asterisk (*). (The example shown is "Standard.")	**Resolution**	RESOLUTION Standard *
2. Press **Resolution** multiple times until the setting you want is displayed. (The example shown is "Photo.")	**Resolution**	RESOLUTION Photo
3. Press **Enter/Save** to select the setting you displayed. Note that an asterisk denotes your new selection.	**Resolution**	RESOLUTION Photo *
4. Press **Enter/Save** to return to the Ready display.	**Enter/Save**	Ready Fax/TAM Sep-21-94 10:30 AM

3. Paper Faxes
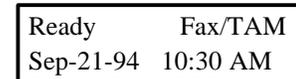
Adjusting the Contrast

The Fax/Copy Contrast setting affects the lightness and darkness of your outgoing faxes and copies as they are scanned.

<u>Use this setting:</u>	<u>For these kinds of fax originals:</u>
Normal	Documents with acceptable lightness/darkness. This setting is the factory setting.
Lighten	Originals that are too dark.
Darken	Originals that are too light.

Use the HP OfficeJet LX Manager to change the Fax/Copy Contrast setting *before* faxing or copying (see chapter 2).

Or use the following instructions to change the Fax/Copy Contrast setting from the front panel *before* faxing or copying.

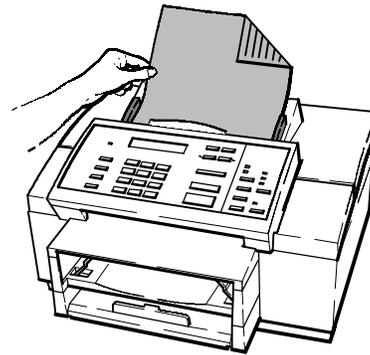| <u>Do this:</u>	**Using** **these buttons:**	**For this display:**
1. Press the **Menu** button to display the menu. "Time/Date, Header" is displayed.	**Menu**	MENU Time/Date, Header
2. Press **Right Arrow** multiple times to move to "Fax/Copy Contrast."	▶	MENU Fax/Copy Contrast
3. Press **Enter/Save** to select "Fax/Copy Contrast." Note that the current setting is marked with an asterisk (*).	**Enter/Save**	FAX/COPY CONTRAST Normal *
4. Press **Right Arrow** until the contrast setting you want is displayed. ("Darken" is shown as an example.)	▶	FAX/COPY CONTRAST Darken
5. Press **Enter/Save** to select the displayed setting. An asterisk denotes your new selection.	**Enter/Save**	FAX/COPY CONTRAST Darken *
6. Press **Enter/Save** to return to the Ready display.	**Enter/Save**	Ready Fax/TAM Sep-21-94 10:30 AM
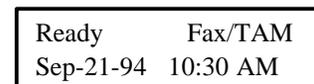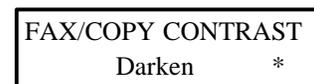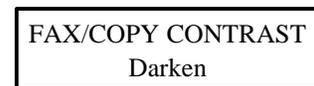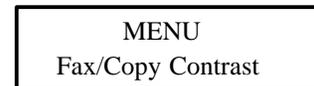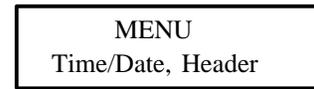
Sending a Paper Fax

1. **Dial** the fax number using the numeric buttons on the HP OfficeJet LX. Then adjust the document guide for your page width, if necessary.

   Note: OR, you can pick up the handset and dial from a telephone connected *directly* to your HP OfficeJet LX. If you dial this way, stay on the line through Step 3.

   Document guide

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3. Press **Start/Copy** to begin.

   Note: If you dialed from a telephone connected directly to your HP OfficeJet LX and a person picks up the phone on the receiving end, ask them to press the Start button on their machine to start receiving the fax. You can replace the handset at anytime.

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2. **Load** your document face-down in the fax loading tray (up to 20 pages). Wait about 4 seconds while the HP OfficeJet LX begins to load the bottom page. Notice that the selected resolution is shown on the bottom line of the display.

   OJ-19
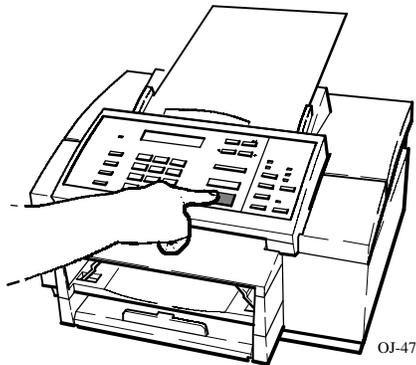
Helpful Hints:

- If the line is busy, the fax number may be automatically redialed several times; refer to "Automatic Redial" later in this chapter. Or you may choose to manually redial with the **Redial** button instead; see "Redialing with the **Redial/Pause** Button" later in this chapter.

- If you want to send a fax to someone you're already talking to on a telephone connected *directly* to your HP OfficeJet LX, just load the document and press **Start/Copy**; you don't need to dial. Ask the person on the other end to press the Start button on their fax machine after hearing the fax tone.

- To verify that the fax was successfully transmitted, print the Fax Log report using the instructions in "Fax Log Report."

Speed Dialing

Once you've assigned speed dial codes to your fax numbers (either by using the HP OfficeJet LX Manager as described in chapter 2 or by using the control panel menus as described in chapter 6), you can quickly dial those numbers using the **Speed Dial** button and the two-digit speed dial code (01 through 65).

You can speed dial to single locations (codes 01 through 60) or to groups of fax numbers (codes 61 through 65). Sending one document to a group of fax numbers is sometimes called *broadcasting*.
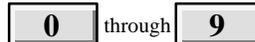
Check your Speed Dial report before dialing for easy reference. You can print the report using the HP OfficeJet LX Manager (as described in chapter 2) or using the control panel menus (as described in chapter 6).
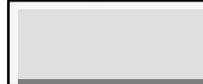
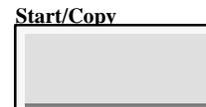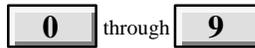| **Do this:**	**Using these buttons:**	**For this display:**
1. Press the **Speed Dial** button.	**Speed Dial**	Enter speed dial code: [01-65]
2. Enter the two-digit speed dial code. (The example shows speed dial code "01.")	**0** through **9**	Press START to send [01]ABC Property Mgmt
3. Load your document.		
4. Press **Start/Copy** to begin faxing.	**Start/Copy**	Dialing... 555 1900

Sending Paper Faxes to Multiple Fax Numbers

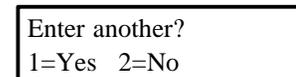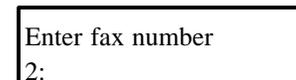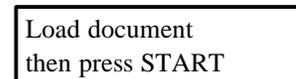Use this procedure to send one document to multiple fax numbers (sometimes called *broadcasting*).
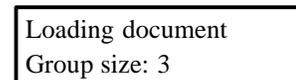
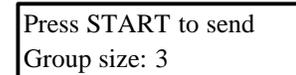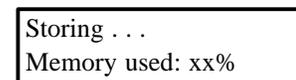| **Do this:**	**Using these buttons:**	**For this display:**
1. Dial a fax number *OR* press **Speed Dial** and a two-digit code number. (The example shown is "5552312.")	**0** through **9**	Press START to send 5552312
2. Press **Enter/Save** (*not* **Start/Copy**).	Enter/Save	Enter another? 1=Yes 2=No
3. Press **1** to enter another fax number.	**1**	Enter fax number 2:
4. Repeat steps 1 and 2 until you've entered all your fax numbers (up to 10 fax numbers can be entered). Then press **2** at the "Enter another?" prompt to quit adding fax numbers.	**2**	Load document then press START
5. Load your document. The bottom line of the display will tell you how many fax numbers will be dialed. (The example shows that three fax numbers will be dialed.)		Loading document Group size: 3
		Press START to send Group size: 3
6. Press **Start/Copy** to begin faxing. First the document is scanned into memory, then the fax numbers are dialed, one at a time, in the same sequence in which you entered them.	Start/Copy	Storing . . . Memory used: xx%

Notes: 1) **If your document does not fit into the memory of the HP OfficeJet LX, you cannot use this shortcut. The data you entered will be cancelled and you will need to send the document to one fax number at a time.**

2) **If you frequently send a fax to the same group of fax numbers, consider storing this group of fax numbers into a single speed dial code for faster dialing. Refer to "Setting Up a Speed Dial Group."**

3. Paper Faxes

Redial/Pause

Redialing with the Redial/Pause Button

To immediately start redialing the last fax number you dialed, first load your document, then press **Redial/Pause.**
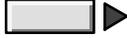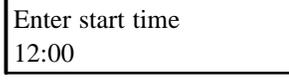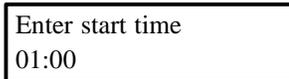
Notes: **1)** If you press **Redial/Pause** while in the middle of entering a fax number, the Pause feature takes effect and a dash (-) is displayed (see section below).

2) If you press **Redial/Pause** while the *automatic redial timer* is displayed, the next redial proceeds immediately.

3) You cannot redial a group of fax numbers.

Sending a Paper Fax at a Future Time

To schedule a future time at which to send a fax automatically (up to 24 hours later than the current time), use the following procedure. During this procedure, you will be given the choice of storing the fax document in memory until the fax start time, or placing the document in the fax loading tray until the fax start time.

Note:` You may be able to save money on your fax transmissions by using this feature. Check with your local telephone company to find out when rates are lowest.

Do this:	Using these buttons:	For this display:
1. Press the **Menu** button to display the menu.	**Menu**	MENU Time/Date, Header
2. Press **Right Arrow** multiple times to move to "Fax Settings."	▶	MENU Fax Settings
3. Press **Enter/Save** to select "Fax Settings."	**Enter/Save**	FAX SETTINGS Speed Dial Setup
4. Press **Right Arrow** multiple times to move to "Send Fax Later."	▶	FAX SETTINGS Send Fax Later
5. Press **Enter/Save** to select "Send Fax Later."	**Enter/Save**	SEND FAX LATER Setup
6. Press **Enter/Save** to select "Setup."	**Enter/Save**	Enter start time 12:00
7. Enter the time at which you want the fax to be sent. (If you previously set the time in AM/PM format, you will also be prompted to select AM or PM after typing the start time.)	**0** through **9**	Enter start time 01:00

(Continued on next page)

3. Paper Faxes

	Using	
Do this:	**these buttons:**	**For this display:**

8. Enter the fax number *OR* press **Speed Dial** and a two-digit code number.

| 0 | through | 9 |

Enter fax number
5554138

9. Press **Enter/Save** to save the fax number you entered.

Enter/Save

Store fax now?
1=Yes   2=No

10. Press **1** to store the document in memory until the fax start time, or press **2** to load the document in the fax loading tray until the fax start time.

1

Load document,
then press START

OR

OR

2

Load document,
in fax tray

11. If you pressed **1** in the previous step, load the document and press **Start/Copy** to begin storing it in memory. (If the memory isn't large enough to store your document, a "Memory full" message is displayed; you'll need to leave the entire document in the fax loading tray until the start time.)
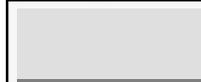
Start/Copy

Storing . . .
Memory used: xx%

OR

If you pressed **2** in the previous step, load the doc`ument and leave it there until the fax start time. You can remove the document if you need to send another fax or make copies, then replace it before the start time; the bottom line of the display re`minds you of the start time you set.

OR

Document loaded
Fax at 1:00 AM
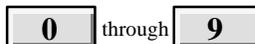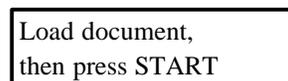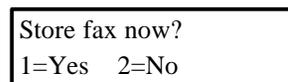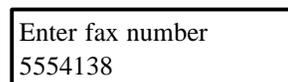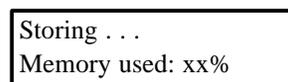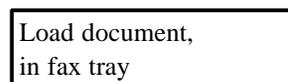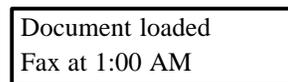
Note that you can continue to use the HP OfficeJet LX as you normally would, even while a scheduled fax is pending. *If you want to cancel a scheduled fax:* Repeat steps 1 through 5 on the previous page, then press **Right Arrow** to display "Cancel Send," then press **Enter/Save** to cancel the scheduled fax.

Note: **You can also send a fax at a future time by using the Scan and Fax fetaure of Eclipse FAX SE. This will store the fax on your PC until the scheduled send time, instead of storing it in the device. You can also use Scan and Fax to schedule more than one fax for future transmission.**

Sending a Fax to Another Fax Machine Upon Request (Being Polled)

Use the following procedure when you want a document in the fax loading tray of the HP OfficeJet LX to be polled by another fax machine. You can only be polled by one other fax machine at a time. After the document is polled once from your HP OfficeJet LX, it is removed from the fax loading tray. If you want the same document to be polled by another fax machine, you must repeat the below procedure and replace the document in the fax loading tray.

Do this:	**Using these buttons:**	**For this display:**
1. Press the **Menu** button to display the menu.	Menu	MENU Time/Date, Header
2. Press **Right Arrow** multiple times to move to "Fax Settings."	▶	MENU Fax Settings
3. Press **Enter/Save** to select "Fax Settings."	Enter/Save	FAX SETTINGS Speed Dial Setup
4. Press **Right Arrow** multiple times to move to "Polling Setup."	▶	FAX SETTINGS Polling Setup
5. Press **Enter/Save** to select "Polling Setup." ("Receive" is displayed.)	Enter/Save	POLLING SETUP Send
6. Press **Enter/Save** to select "Receive."	▶	Enter fax number:
7. Press **Enter/Save** to select "Send."	Enter/Save	Load document
8. Load the document you want to be polled into the fax loading tray.		Waiting for poll

To cancel a to-be-polled setup: **Remove the document from the fax loading tray, then press the Stop button.**

3. Paper Faxes

Asking to Receive a Fax from Another Fax Machine (Polling)

Use the following procedure to poll another fax machine. You can poll only one fax machine at a time.

Do this:	**Using these buttons:**	**For this display:**
1. Press the **Menu** button to display the menu.	Menu	MENU Time/Date, Header
2. Press **Right Arrow** multiple times to move to "Fax Settings."	▶	MENU Fax Settings
3. Press **Enter/Save** to select "Fax Settings."	Enter/Save	FAX SETTINGS Speed Dial Setup
4. Press **Right Arrow** multiple times to move to "Polling Setup."	▶	FAX SETTINGS Polling Setup
5. Press **Enter/Save** to select "Polling Setup." ("Receive" is displayed.)	Enter/Save	POLLING SETUP Receive
6. Press **Enter/Save** to select "Receive."	Enter/Save	Enter fax number:
7. Enter the number of the fax machine you want to poll (*OR* press **Speed Dial** and a two-digit code number).	**0** through **9**	Enter fax number: 5553658
8. Press **Enter/Save** to save the number you entered. It will be dialed immediately.	Enter/Save	Dialing . . . 5553658

4 Faxing and Scanning: Sending from and Receiving to Your PC

Eclipse FAX SE is one of two software applications that are included with the HP OfficeJet LX. The other software application is the HP OfficeJet LX Manager, which lets you manage your HP OfficeJet LX.

This chapter describes how to use Eclipse FAX SE to send and receive PC faxes and to do PC scanning.

4. PC Faxes

Topic	**Page**

Introducing Eclipse FAX SE

Your HP OfficeJet LX includes a software application, Eclipse FAX SE, that allows you to send and receive faxes directly to your PC, rather than to the device itself, and to do PC scanning.

Note: Eclipse FAX SE is a separate application from the HP OfficeJet LX Manager. Some of the settings that you can make with the HP OfficeJet LX Manager affect PC faxing (see "Reviewing the Device Settings" in chapter 2 for more information). In addition, *the HP OfficeJet LX Manager must be running in order for you to use Eclipse FAX SE*. It can be either open as a window or minimized.

Eclipse FAX SE makes it possible for you to perform the following tasks:

- Set up as many as six phonebooks (lists of names and fax numbers) for use with PC faxes. (Phonebooks are similar to the Speed Dial entries that you use for paper faxing.)
- Create a document in any Windows application and then fax it directly from your PC.
- Receive faxes directly to your PC. Once an incoming fax has been received, you can use Eclipse FAX SE to view, print, and delete it.
- Forward a fax you've received to another recipient.
- Fax a document to a file in order to use it later as a fax document.
- Scan a document into your PC to be sent as a fax, saved as a file, or printed.

In addition, Eclipse FAX SE's advanced features make it possible for you to modify faxes by adding text and images, use your letterhead and second sheets with faxes, modify cover pages, and collect two or more documents to send as a fax.

4. PC Faxes

Running Eclipse FAX SE

There are two ways to run Eclipse FAX SE.

- In the HP OfficeJet LX Manager menu bar, choose **File/Run Eclipse FAX SE**.
- Or, double-click the Eclipse FAX SE icon in the HP OfficeJet LX program group, which is created during installation.

The Eclipse FAX SE window appears (see the illustration under "Using the Eclipse FAX SE Help System," below). Note the menu bar across the top of the window. The menu options are explained throughout this chapter and in a section at the end of this chapter, "The Eclipse FAX SE Menu Bars."
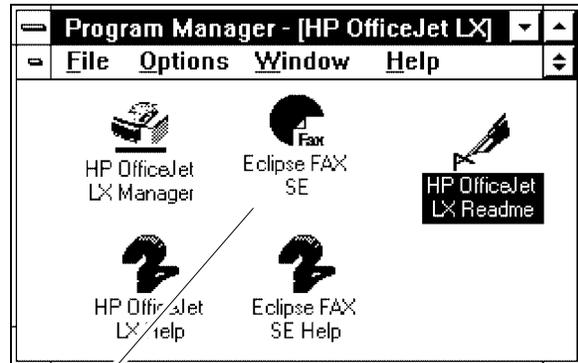
The Eclipse FAX SE icon

Using the Eclipse FAX SE Help System

Eclipse FAX SE has an online help system. When you choose **Help** from the Eclipse FAX SE menu bar, a drop-down menu appears.

- Choose **Help/Contents** to display the contents of the online help system.
- Choose **Help/Search** to access the Search dialog box so that you can look for help on a specific topic.
- Choose **Help/Technical Support** to learn how to solve a problem and, if necessary, get customer support.
- Choose **Help/About** to see information about your version of Eclipse FAX SE.
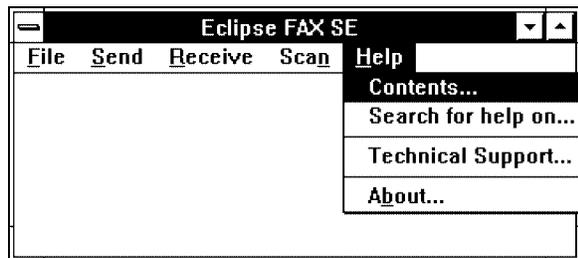
Help on specific topics is also available from the following Eclipse FAX SE dialog boxes: Send Setup, Send Fax, Phonebook, Receive Setup, and HP OfficeJet LX Scanner Options. Clicking the **Help** button in one of these dialog boxes will take you to the relevant Help topic.

If you haven't had much experience with Windows-based help systems, you may want to read the documentation on the Windows Help system in your *Windows User's Guide*.

Sending Faxes from Your PC

With Eclipse FAX SE, you can create a document in any Windows application and then fax it from your PC. You can also fax a document to a file in order to use it later as a fax document (see "Faxing a Document to a File") and forward faxes you've received to other recipients (see "Forwarding a Fax").

Before sending a PC fax, you may want to create one or more Eclipse FAX SE *phonebooks*. You can create as many as six phonebooks (lists of related names and fax numbers) to simplify the process of sending faxes. Although you can create phonebooks from the Send Fax dialog box, it's easier to add phonebooks first, using the instructions under "Using Phonebooks."

You may also want to change the *fax header*, which is printed on top of every page of your outgoing faxes. The header is set up during installation, but you can change it any time by choosing **OfficeJet Setup/Send Fax Setup** from the HP OfficeJet LX Manager menu bar. For more information, see "Changing the Header for Your Outgoing Faxes" in chapter 2.

Note: Every time you send a fax with Eclipse FAX SE, a data file of the fax contents is added to your disk. These files can take up a considerable amount of disk space. For this reason, we recommend that you use the Send Log frequently to delete unneeded files.

Switching from Pulse to Tone Dialing

There may be times when you want to switch your **Dialing Mode** from Pulse to Tone while dialing a fax number in Eclipse FAX SE -- for example, if you want to enter a credit card number after dialing the fax number. For instructions, see "Switching from Pulse to Tone Dialing" in chapter 2.

Inserting a Pause in a Fax Number

You may sometimes want your HP OfficeJet LX to pause while dialing a number from Eclipse FAX SE; for example, if you need to wait for an access tone, or when you're using a credit card. For information, see "Inserting a Pause in a Fax Number" in chapter 2.

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4. PC Faxes

Preparing to Send a Fax (Send Setup)

Before sending faxes from your PC, either from Windows or directly from Eclipse FAX SE, you may want to use Send Setup to change the **Resolution** or to modify the **Cover Page Information** that was entered during installation. Send Setup has one other setting, **New Page Paper Size**. For information about this setting, see "Setting the New Page Paper Size." You don't need to use Send Setup unless you want to change one or more of these settings.

To use Send Setup, follow these steps.

1. Open Eclipse FAX SE. (Remember that the HP OfficeJet LX Manager must be running.)

2. Choose **Send/Setup** from the menu bar. The Send Fax Setup dialog box appears.

3. Optionally, change the **Resolution**.

   • **Standard** resolution (the default) is 204 x 98 dpi.
   • **Best Available** resolution is 204 x 196 dpi.

   Note: *For faxes sent from your PC only*, the resolution that you choose here will override the setting made with the HP OfficeJet LX Manager or the control panel. It will not affect the resolution of paper faxes.

4. Optionally, in the **Cover Page Information** box, change any of the entries that were made during installation.

5. When you have completed this dialog box, click the **OK** button. Click the **Cancel** button at any time to close the dialog box without saving your changes; click the **Help** button to access the online help.

Viewing the Eclipse FAX SE Cover Pages

The examples below show the default cover pages available in Eclipse FAX SE.

1 Shadow

2 Roundbox

3 Halfpage

4 Notebox

5 Thinline

Viewing Your Eclipse FAX SE Cover Pages

The Eclipse FAX SE cover pages vary according to country. You can't view the cover pages available to you while you're sending a fax, so you may want to do this before using the procedures in this section. From the Eclipse FAX SE menu bar, choose **File/Open File**. In the **List Files of Type** box, choose *Cover Page (.CVR)*. In the Directories box, choose *HPOJET\EFAX\IMAGES*. Your cover pages are listed in the **File Name** box. You can view each one in turn by opening and closing it. You may also want to print each cover page, write the filenames on them, and keep them for reference.

Sending a Fax from a Windows Application

Follow these steps to fax a document from any Windows application except Eclipse FAX SE.

Note: This procedure has many options. Not all the steps are required, and the Send Fax dialog box can be completed in different ways. You may want to read through the procedure before using it for the first time.

1. Starting from any Windows application (Word for Windows, Lotus 1-2-3, Excel, and so on), create the document that you want to fax. (Saving the document is optional.)

2. Make sure that the HP OfficeJet LX Manager is running.

3. If you know that *E-FAX on OfficeJet LX* is selected as your printer, go on to step 4.

   - Otherwise, you need to select *E-FAX on OfficeJet LX* as your printer. Choose **File/Print Setup**, or the equivalent command for your application (see the box below).
   - The application's Print Setup (or equivalent) dialog box appears, containing the name of the currently selected printer. The sample dialog box shown below is from Word for Windows 6.0.
   - Select *E-FAX on OfficeJet LX* and click **OK**, or the equivalent button. It may take a few seconds for the change of printers to be effective.
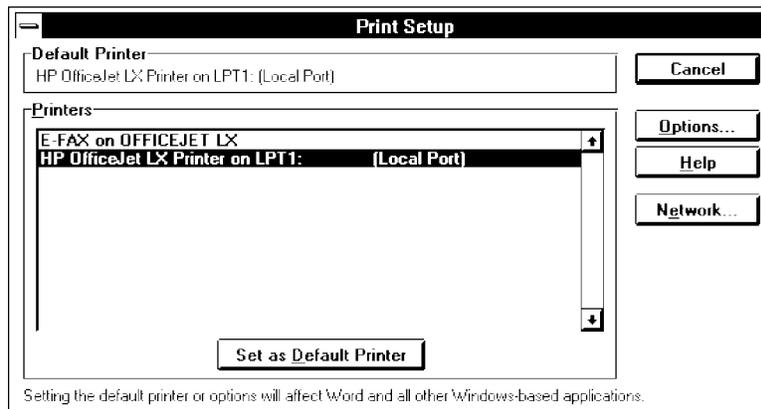
Print Setup Commands for Selected Windows Applications

- Word for Windows 2.0 **File/Print Setup**
- Word for Windows 6.0 **File/Print**; click the **Printer** button; double-click the printer; click the **Close** button
- WordPerfect for Windows 5.2 **File/Select Printer**
- Quicken 2 for Windows **File/Printer Setup/Check Printer Setup**
- Excel 5.0 **File/Print/Printer Setup**
- Ami Pro 3.0 **File/Printer Setup**
- Lotus 1-2-3, Release 4 **File/Printer Setup**

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4. Choose **File/Print** (depending on the application, this step may not be necessary if you used step 3). The application's Print dialog box appears.

5. Optionally, select a range of pages to be faxed.

> **Note:** If you want to send the fax to more than one recipient, leave the number of copies set to 1 and see "Sending a Fax to More Than One Recipient."

6. Click the **OK** button. Messages appear telling you that printing has started, and then the Send Fax dialog box appears.

7. To select the recipient's name from an existing Eclipse FAX SE phonebook, go on to step 8. Otherwise, do the following:

- In the **Name** box, type the name of the recipient̀which can be a *person* or a *company*̀as you want it to appear on the cover page (if you include one).

Using the Phonebook Button

Optionally, you can use the **Phonebook** button to add, change the name of, or delete a phonebook. See "Adding, Changing, or Deleting a Phonebook from the Send Fax Dialog Box."

- Optionally, in the **Company** box, type or select the recipient's company. This information isn't required, but will be included in the cover page, if you use one.
- In the **Fax** box, type the recipient's fax number, including prefix and area code, if necessary.

When you have finished, go on to step 9.

8. There are several ways of searching for and selecting a name from a phonebook. Begin by selecting the phonebook you want to use in the **Phonebook** box. Then do one of the following:

- Click the arrow to the right of the **Name** box and click the recipient's name.
- Or, type the first few letters of the recipient's last name and press the Tab key. Eclipse FAX SE displays the first name in the phonebook that begins with the letters you typed.

    Note: This feature is case-sensitive and finds only entries with matching case (all uppercase, all lowercase, or initial caps). If a matching entry is not found, Eclipse FAX SE assumes that your entry represents a new name.

Changing the Selected Phonebook

You can make changes to the selected phonebook by using the **Add**, **Update**, and **Delete** buttons together with the **Name**, **Company**, **Fax**, **Voice**, and **Phonebook Note** boxes. Here are some examples:

To send a fax and add the recipient to the phonebook, type the person's name and other information, then click the **Add** button.

To add a **Company**, **Voice** number, and/or **Phonebook Note** for a name that is already in the phonebook, type the information, then click the **Update** button.

To delete an entry from the phonebook, select the entry and click the **Delete** button.

- Or, to view the names of people associated with a company, click the arrow to the right of the **Company** box and select the company. Then click the arrow to the right of the **Name** box. The names that appear are the ones associated with the company.

    Note: You must *select* the name of the company in order to use this feature; if you type the name of the company, then click the **Name** box arrow, all the names in the phonebook are displayed.

When you select a name from a phonebook, Eclipse FAX SE fills in the **Fax** box. It also fills in the **Company**, **Voice**, and **Phonebook Note** boxes, if this informa'tion has been added to the phonebook.

If necessary, add any area code or prefix that must be included for this call.

Optionally, use the **Phonebook** button if you want to add, delete, or rename a phonebook.

For information about the **Fax to Phonebook** and **Group** buttons, see `Sending a Fax to More Than One Recipient."

9. The **Fax Cover Sheet** box shows the name of the last cover page that was used.

   Eclipse FAX SE comes with five cover pages. You can view and modify cover pages by adding your logo or other information, but you can't do this from the Send Fax dialog box. For cover page illustrations, see "Viewing the Eclipse FAX SE Cover Pages." For instructions on modifying cover pages, see "Modifying Cover Pages."

   - To send this cover page with your fax, click the **Send Cover** button.
   - To send a different cover page, click the **Send Cover** button, then click the arrow to the right of the box and click the cover page you want.
   - To send no cover page with the fax, leave the **Send Cover** button unchecked.

10. If you haven't created any letterhead for use with Eclipse FAX SE, the **Other Sheets: Letterhead** box is blank. For information about creating letterhead, see "Creating Letterhead and Second Sheets."

    If you *have* created letterhead, this box displays the name of the last letterhead that you used.

    - To fax the first page of your document on the selected letterhead, click the **Letterhead** button.
    - To choose different letterhead, click the **Letterhead** button; then click the arrow to the right of the box and double-click the name of the letterhead you want to choose.

11. If you haven't created any second sheets for use with Eclipse FAX SE, the **Other Sheets: 2nd Sheets** box is blank. For information about creating second sheets, see "Creating Letterhead and Second Sheets."

    If you *have* created second sheets, this box displays the name of the last second sheet that you used.

    - To fax the second and subsequent pages of your document on the selected second sheet, click the **2nd Sheets** button.
    - To choose a different second sheet, click the **2nd Sheets** button; then click the arrow to the right of the box and double-click the name of the second sheet that you want to choose.

12. Under **Schedule**, do one of the following:

    - Skip this box if you want your fax sent at the current date and time, but after any pending faxes that are scheduled for the same date and time. (This is the default.)

    - Click the **Immediately** checkbox if you want to send this fax before any pending faxes. The fax will be sent when you click the **Send Fax** button (or, if the HP OfficeJet LX is busy, as soon as it is free).

    - Or, to schedule the fax, double-click the element that you want to change (hour, minute, month, day, or year). Then either type a new time or use the arrows to set the time you want. (Eclipse FAX SE uses a 24-hour clock̵midnight is 00:00, noon is 12:00, 1:00 p.m. is 13:00, and so on.) The fax will be sent at the scheduled time. (The Send Log will show the exact date and time sent.) **If you use this option, remember that the HP OfficeJet LX Manager must be running at the scheduled time in order for your fax to be sent.**

13. When you have completed your entries in this dialog box, click the **Send Fax** button.

   Eclipse FAX SE displays the message "Merging Image with Page" to let you know that the fax is being processed. (If the fax includes a cover page, you'll also see the message, "Compressing Cover Sheet.") The fax is then placed in a queue and, at the time you scheduled, is downloaded to the device for transmission.

   When transmission occurs, Eclipse FAX SE displays a message like this one. To cancel the fax, either click the **Cancel** button in this message box, or press the **Stop** button on the front panel of the HP OfficeJet LX.

   When you finish this procedure, you return to the application you started from, with the document that you faxed on the screen. For information about viewing, printing, deleting, or rescheduling your fax, see "Using the Send Log to View, Print, Delete, or Reschedule Faxes."

   Note: When you send a PC fax, the HP OfficeJet LX waits until 1-2 pages have been downloaded before it tries to connect with the receiving fax machine (this minimizes fax connect time). When transmission begins, the PC must download the rest of the fax. If the HP OfficeJet LX finds that another PC application is interfering, it may temporarily block (or slow down) the application in order to allow the fax to continue. (This also applies to mouse movement.)

If You Get a Busy Signal

The **Automatic Redial** setting in the HP OfficeJet LX Manager controls whether or not fax numbers are redialed in the event of a busy signal, for both paper and PC faxes. The maximum number of automatic redials, and the intervals between them, vary from country to country. The rules below apply both to PC faxes that you send from other Windows applications, and to faxes sent directly from Eclipse FAX SE (see "Sending a Quick Note from Eclipse FAX SE," next).

- If a PC fax fails because of a busy signal, and **Automatic Redial=Off**, the fax number is not redialed.

- If a PC fax fails because of a busy signal, and **Automatic Redial=On**, the fax remains in the Send Log with a status of Pending, and is redialed according to your country's regulations. If you cancel the fax before all the redials take place, either by clicking the **Cancel** button in the Eclipse FAX SE "Sending" message box, or by pressing the **Stop** button on the front panel, the automatic redials stop, and the fax is placed in the Send Log with a status of Terminated.

- If a PC fax fails for some reason other than a busy signal (no answer, dial tone, etc.), the fax is not retried, and is listed in the Send Log with a status of Terminated.

If a PC fax transmission reaches a busy signal and you want *to prevent redials*, highlight the fax in the Send Log (status = Pending) and click the **Delete** button.

4. PC Faxes

Sending a Quick Note from Eclipse FAX SE

The Quick Note feature lets you add a note to a cover page. This is the easiest way to fax a short message.

1. Make sure that the HP OfficeJet LX Manager is running.

2. From the Eclipse FAX SE menu bar, choose **Send/Quick Note**.

   For the Quick Note feature, the Send Fax dialog box looks like this. A default cover page is selected; **Include Note on Cover Sheet** is selected; and the **Other Sheets** and **Special** options are not available.

3. Complete the **Name** and **Fax** options, and schedule the fax, if necessary. Remember to include any required prefix with the fax number. (For descriptions of these and the other options in this dialog box, see "Sending a Fax from a Windows Application.")

4. Click the **Send Fax** button. The Cover Sheet Notes dialog box appears.

5. Move your cursor to the **Note** box by clicking in it or by pressing the Tab key, and type your note.

6. Click the **Send Fax** button.

7. (For an explanation of the Duplicate and Duplicate All options, see "Sending a Fax to More Than One Recipient.")

When you finish this procedure, you return to the Eclipse FAX SE window.

Using the Send Log to View, Print, Resend, Delete, or Reschedule Faxes

Eclipse FAX SE keeps a log (list) of the faxes you have sent. From this log, you can view, modify, print, delete, or reschedule faxes.

To open the Send Log, choose **Send/Log** from the Eclipse FAX SE menu bar. The Send Log appears. To close the Send Log, either click the **Cancel** button or double-click in the upper left corner.

The **Show** buttons   The **Display** buttons
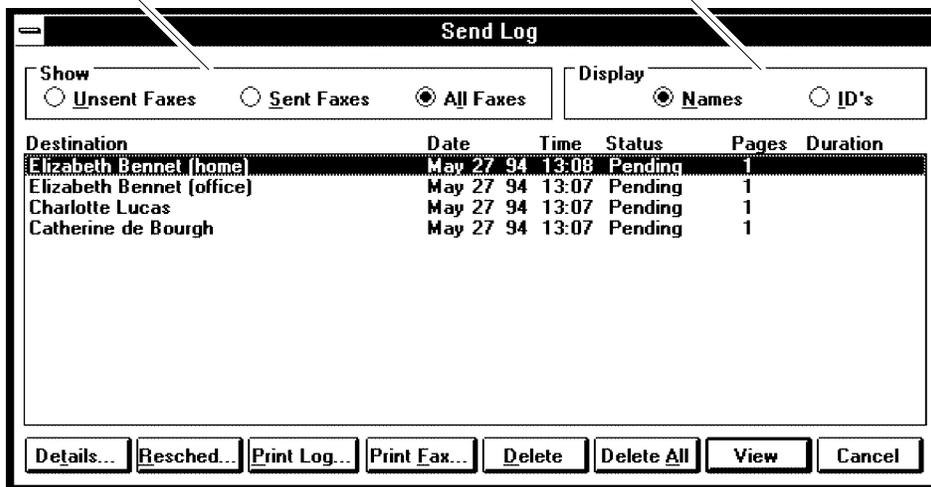
Reading from left to right, for each fax, the Send Log shows the following information:

Destination	Date and Time	Status	Pages	Duration
The recipient (name or company).	The date and time the fax is scheduled or was sent. Date and Time will be "Immediately" if you chose that option in the Send Fax dialog box.	The fax's status: • Completed-the fax has been sent. • Pending-the fax has been saved to a file but has not yet been sent or is awaiting a retry. • Terminated-fax transmission was canceled by the user or because of an error.	The number of pages in the fax.	The length of time it took to send the fax.

4. PC Faxes

Changing the Display

Use the **Show** buttons to display either **Unsent Faxes**, **Sent Faxes**, or **All Faxes**.

Use the **Display** buttons to change the display in the **Destination** field.

- Clicking the **Names** button (the default) displays the recipients' names (people or companies), as selected from a phonebook or specified in the Send Fax dialog box.
- Clicking the **ID's** button displays the recipients' fax identifiers (usually, their fax numbers), as received from their fax machines.

Viewing Faxes

You can view a fax in two ways: by double-clicking on the entry in the Send Log, or by highlighting the entry and clicking the **View** button. The fax is displayed with the View toolbar and with additional menu choices. For more information about viewing faxes, see "Using Menus and Toolbars to View Faxes." Once a fax has been opened in this way, you can add text to it (see "Adding Text to a Fax"), add an image to it (see "Adding an Image to a Fax"), and add other documents to it (see "Collecting Two or More Documents to Send as a Fax").

To close a fax that has been opened from the Send Log, choose **File/Close**. You return to the Eclipse FAX SE window.

Viewing Fax Information

To view technical information about a fax, highlight the entry in the Send Log and click the **Details** button. The Send Log Details box provides the following information:

```
       Fax: 111-2222
  File Type: DCX
       File: C:\HPOJET\EFAX\SEND\Z8BQAF25.DCX
 File Spec's: Lo Res (204 x 98 dpi), 41,046 bytes
Application: Eclipse FAX - Quick Note
```

- **Fax:** The recipient's fax number.
- **File Type:** The type of file. File type will be "File Deleted" if the data file has been deleted but the Send Log entry kept (see "Deleting Faxes").
- **File:** The filename. For information about filenames and types, see "Managing Files."
- **File Specs:** The resolution and the file's size, in bytes.
- **Application:** The application in which the fax originated; the document's title in that application, if it has one; and the number of pages in the document, if it contains more than one.

Click the **Details** button again to turn the box off.

Rescheduling a Fax

To reschedule a fax from the Send Log, follow these steps.

1. Set the display to **Unsent Faxes** or **All Faxes**.

2. Highlight the entry and click the **Resched** button. The Reschedule a Fax dialog box appears.

> **Note:** The **Resched** button is available only when the display is set to **Unsent Faxes** and there are pending faxes displayed, or when the display is set to **All Faxes** and a pending fax is highlighted.

3. Optionally, enter a new name and fax number to send the fax to a different recipient.

4. Do *one* of the following:

- Click the **OK** button to send the fax immediately.
- Click the **Send Immediately** button to send this fax ahead of any other faxes waiting to be sent at this time.
- Use the **Date** and **Time** arrows to schedule the fax for a different date or time.

5. Click the **OK** button. The fax will be sent at the scheduled time.

Resending a Fax from the Send Log

You can resend a fax from the Send Log if it has a status of Completed or Terminated.

1. Set the Send Log display to **Sent Faxes** or **All Faxes**.

2. Highlight the entry and click the **Resend** button. The Resend a Fax dialog box appears.

3. Optionally, enter a new name and fax number to send the fax to a different recipient.

4. Do one of the following:

- Click the **OK** button to send the fax immediately.
- Click the **Send Immediately** button to send this fax ahead of any other faxes waiting to be sent at this time.
- Use the **Date** and **Time** arrows to schedule the fax for a different date or time.

5. Click the **OK** button. The fax will be sent at the scheduled time.

4. PC Faxes

Printing the Send Log

To print the Send Log, follow these steps.

1. From the Send Log, click the **Print Log** button. The Printer Setup dialog box appears.

2. If it is not already selected, select *HP OfficeJet LX Printer*.

3. Click the **OK** button. The Send Log is printed.

Printing a Fax

For information on printing faxes, see "Printing Faxes and Files."

Deleting Faxes

To delete one or more faxes from the Send Log, follow these steps.

Note: Once a fax has been deleted, it can't be recovered.

1. Do one of the following:

   - To delete one fax, highlight the entry and click the **Delete** button.
   - To delete more than one fax, highlight one entry, then press the Ctrl key and highlight the others. When you have highlighted all the entries that you want to delete, click the **Delete** button.
   - To delete every fax that is currently displayed in the Send Log, click the **Delete All** button. You are asked, "Delete all items in the log?" Click the **Yes** button.

2. If the fax status was Pending, the data file and the entry are both deleted.

3. If the fax had a status other than Pending, the message shown here appears. Do one of the following:

   - Click the **Delete Data File and Entry** button to delete both the fax's data file and the entry in the Send Log.
   - Click **Delete Data File Only** to delete the fax's data file but keep the entry in the Send Log. When you display Details for the fax, the File Type will be "File Deleted."
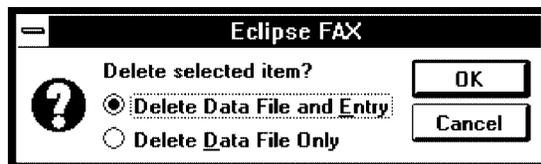
Sending a Fax to More Than One Recipient

There are three ways to send faxes to more than one recipient.

- You can send a fax to every person in a phonebook.
- You can send a fax to selected recipients from one phonebook.
- You can send a fax to recipients from more than one phonebook.

No matter which method you use, all the recipients must have been added to phonebooks before you can send a group fax to them. For more information, see "Using Phonebooks."

1. Follow the first six steps of "Sending a Fax from a Windows Application" or the first two steps of "Sending a Quick Note from Eclipse FAX SE," up to the point where the Send Fax dialog box appears.

2. Optionally, in the Send Fax dialog box, complete the **Fax Cover Sheets** and/or **Other Sheets** options, and/or select one of the **Special** options. (These options are not available if you're sending a quick note.)

3. Optionally, schedule the fax for later transmission.

4. Do one of the following:

    - To send a fax to *every person in a phonebook*, select the phonebook and click the **Fax to Phonebook** button. Click the **Send Fax** button to send your fax.
    - To send a fax to *selected recipients from one phonebook* or to *recipients from more than one phonebook*, click the **Group** button in the Send Fax dialog box. The Group dialog box appears.

        In the **Select Phonebook** box, select the first phone book from which you want to choose recipients. Then either double-click each desired recipient in the **Phonebook Contents** box, or highlight each desired recipient and click the **Add** button. The names you select appear in the **Group Members** box.

        When you have finished adding recipients from this phonebook, select another phonebook, if desired. Continue until you have added all the recipients you want. If you add a recipient by mistake, highlight the name and click the **Remove** button.

        Optionally, if you have fewer than six existing phonebooks, you can save this group of names as a new phonebook. Press the **Save As** button. The Save Group to Phonebook dialog box appears. Type a name for the new phonebook and click the **OK** button. You return to the Group dialog box.

        When you have finished adding recipients for the fax, click the **OK** button. You return to the Send Fax dialog box. Click the **Send Fax** button to send your fax.
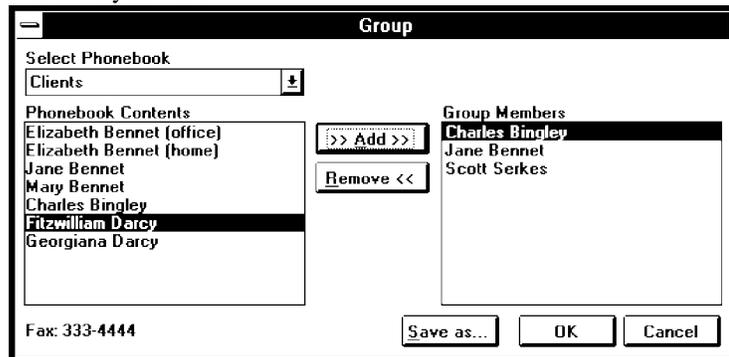
5. If you are sending a quick note, or if you chose the **Include Note on Cover Sheet** option, the Cover Sheet Notes dialog box appears, with the name of the first recipient in the **Name** box.

Optionally, in the **Note** box, type a note for the recipient shown in the **Name** box; or, if you don't want to send a note to this recipient, click the arrow to the right of the **Name** box and select another recipient.
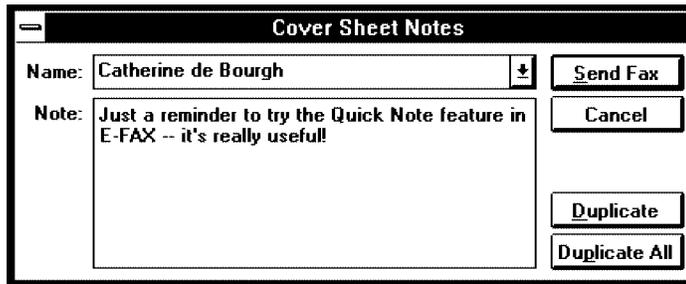
```
┌─────────────────────────────────────────────────────┐
│ ⊟          Cover Sheet Notes                         │
│ Name: │Catherine de Bourgh              │ ±│ ┌─────────┐│
│                                             │Send Fax ││
│ Note: │Just a reminder to try the Quick Note feature in│ └─────────┘│
│       │E-FAX -- it's really useful!     │    ┌─────────┐│
│       │                                 │    │ Cancel  ││
│       │                                 │    └─────────┘│
│       │                                 │              │
│       │                                 │    ┌─────────┐│
│       │                                 │    │Duplicate││
│       │                                 │    └─────────┘│
│       │                                 │    ┌─────────┐│
│       │                                 │    │Duplicate All││
│       └─────────────────────────────────┘    └─────────┘│
└─────────────────────────────────────────────────────┘
```

Click the arrow to the right of the **Name** box and select another recipient. Then do one of the following: to send the previous note to this new recipient, click the **Duplicate** button; to send the previous note to this new recipient and every other recipient, click the **Duplicate All** button; to send a different note to this recipient, press the Tab key or click in the **Note** box, then type the new note.

Repeat for the other recipients, as desired.

When you're finished adding notes, click the **Send Fax** button.

6. If you did not choose one of the **Special** options, you are finished with the procedure. Your fax will be sent at the scheduled time to each recipient in the group.

7. If you did choose one of the **Special** options, the option takes place now.

- If you chose **Fax Preview**, your fax is displayed with the Thumbnail toolbar. See "Using Menus and Toolbars to View Faxes."
- If you chose **Mark Up**, your fax is displayed with the Edit toolbar. See "Adding Text to a Fax."
- If you chose **Place Image**, your fax is displayed with the Place Image window open. See "Adding an Image to a Fax."
- If you chose **Append Pages**, your fax is displayed with the Collect Pages dialog box open. See "Collecting Two or More Documents to Send as a Fax."

Using Phonebooks

A phonebook is a list of names, fax numbers, and related information. Eclipse FAX SE comes with one phonebook, *Phonebook 1*. You can create as many as five additional phonebooks in Eclipse FAX SE, for a *total of six phonebooks*. (You can also delete Phonebook 1, if you wish, and add six new phonebooks.) For example, you might want to add one phonebook for colleagues, another for clients, and a third for vendors.

Note: The phonebooks that you create in Eclipse FAX SE can be used with PC faxes only. For paper faxes, you must either use a Speed Dial entry or dial the number on the control panel. For more information, see "Using Speed Dial Setup (for Paper Faxes Only) " in chapter 2, and "Sending a Fax" in chapter 3.

Adding a New Phonebook

Follow these steps to add your first phonebook and to add additional phonebooks.

Note: There are several alternatives to typing phonebook entries in Eclipse FAX SE. If you already have a Winfax or CAS phonebook, you can import it directly into Eclipse FAX SE. You may also be able to import entries from an existing file that contains names, phone numbers, and fax numbers. Or, you can use another application to create your entries, and then import them into Eclipse FAX SE. See "Importing Names and Fax Numbers into Eclipse FAX SE" for more information.

1. If necessary, open Eclipse FAX SE. (Remember that the HP OfficeJet LX Manager must be running.)

2. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

3. In the **Phonebook Title** box, type the name of the phonebook.

4. Click the **Add** button. The phonebook is added to Eclipse FAX SE.

    Note: The **Add** button will be gray once you have created six phonebooks, and you will have to delete a phonebook before you can add another.

5. When you have finished adding phonebooks, click the **OK** button.

4. PC Faxes

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Adding Names to a Phonebook

Follow these steps to add names to an existing phonebook.

1. If necessary, open Eclipse FAX SE. (Remember that the HP OfficeJet LX Manager must be running.)

2. From the Eclipse FAX SE menu bar, choose, **File/Open Phonebook**. The Phonebook dialog box appears.

3. In the **Phonebook Title** box, type the name of the phonebook.

4. For each entry—a person or company—and related information—that you want to add to the phonebook, do the following:

   - Complete the **Name** and **Fax** boxes, which are required.

     Name: Type the name of the person or company as you want it to appear on cover pages. If you need to add more than one entry for this person or company—a home fax number and an office fax number, for example—you can put identifying information in parentheses. Text in parentheses does not appear on cover pages.

     Fax: Type the fax number, including area code and dialing prefix, if necessary. See the table below for more information about fax numbers.

   - Optionally, complete the **Company**, **Voice**, and **Notes** boxes.

     Company: Type the name of the company where the person works. You can add any number of names to a company. To use a company that is already in the phonebook, click the arrow to the right of the **Company** box and choose the company you want. To see the names already added for a company, select the company name; then click the arrow to the right of the **Name** box.

     Voice: For your reference only, type the phone number of the person or company.

     Notes: For your reference only, type a note about the person or company.

   - When you have finished entering information for this entry, click the **Add** button.

5. When you have finished making additions to the phonebook, click the **OK** button.

Valid Characters for Fax Numbers	
Valid Character	**Use in Fax Numbers**
numbers 0-9	Dialing numbers.
asterisk (*)	If the Dialing Mode is set to pulse, the first asterisk in the dial string will switch from pulse to tone dialing. If the Dialing Mode is set to tone, the asterisk will cause a "*" tone to be emitted. (In Eclipse FAX SE only, a capital *T* can be used instead of an asterisk.)
pound or number sign (#)	If the Dialing Mode is set to tone, a pound or number sign in the dial string causes a "#" tone to be emitted. If the Dialing Mode is set to pulse, the pound or number sign is ignored.
hyphen (-)	Inserts a 2-second pause in the fax number. (In Eclipse FAX SE only, a comma (,) can be used instead of a hyphen.
space or blank	Spaces and blanks are ignored.

Modifying a Phonebook

Follow these steps to add, change, or delete names in an existing phonebook.

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

2. Click the arrow to the right of the **Phonebook Title** box to display a list of phonebooks. Using the up and down arrows, if necessary, highlight the phonebook that you want to modify.

3. Do one of the following:

   - To add an entry to the selected phonebook, type the information and click the **Add** button.
   - To modify an entry, select it by clicking the arrow to the right of the **Name** box and highlighting the entry. After you have made the desired changes, click the **Update** button.
   - To remove an entry, select it and click the **Delete** button.

Deleting a Phonebook

Follow these steps to delete an existing phonebook.

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

2. In the **Phonebook Title** box, select the phonebook.

3. Click the **Delete** button.

4. You'll be asked if you want to delete the current phonebook and all associated entries. Click the **Yes** button.

Creating a Group of Names from One or More Phonebooks

You may sometimes need to send a fax to selected recipients from one phonebook, or to recipients from more than one phonebook. The **Group** button lets you create the desired group of recipients by copying names from one or more phonebooks.

1. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

2. Click the **Group** button. The Group dialog box appears.

New group of names

Existing phonebook
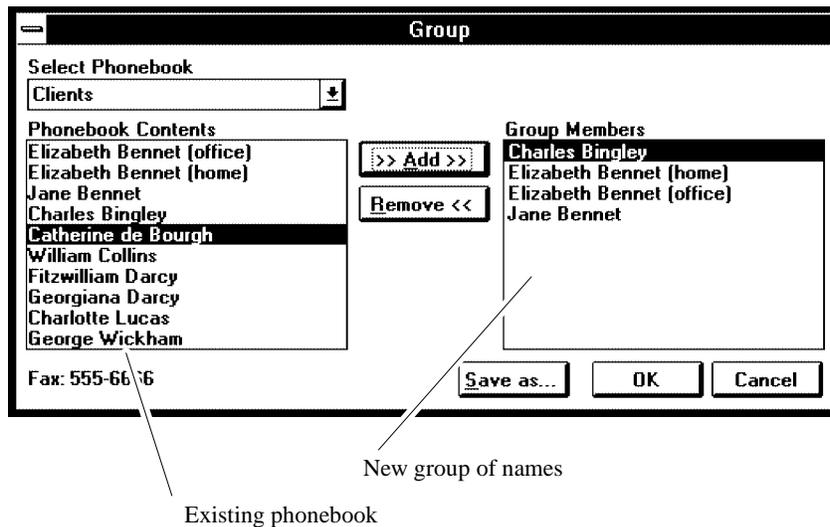
3. Click the arrow to the right of the **Select Phonebook** box and select a phonebook from which to copy names. The **Phonebook Contents** box displays the names in that phonebook, with the first name highlighted.

> **Using the Remove Button**
>
> If you add a name in error to the new or modified phonebook, delete it by highlighting it and clicking the **Remove** button.

4. Either double-click the first name that you want to add to the new or modified phonebook, or highlight it and click the **Add** button.

5. Repeat for each name that you want to add.

6. Repeat for another phonebook, if desired.

7. When you have added all the names you want, do one of the following:

    • If you want to save the new or modified phonebook and stay in the Group dialog box to create another new or modified phonebook, click the **Save As** button.
    • If you are finished with the Group dialog box for now, click the **OK** button.

    The Save Group to Phonebook dialog box appears.

8. Do one of the following:

    • To create a new phonebook, type a name for it and click the **OK** button.
    • Or, to add the entries to an existing phonebook, click the arrow to the right of the **Phonebook** box, select the phonebook, and click the **OK** button.
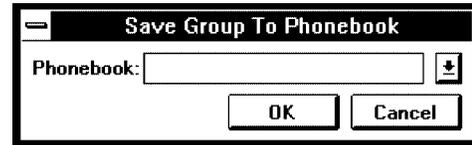
9. If you chose **OK** in step 7, you return to the Phonebook dialog box. Click the **OK** or **Cancel** button to return to the Eclipse FAX SE window.

10. If you chose **Save As** in step 7, you remain in the Group dialog box. Click the **Cancel** button to return to the Phonebook dialog box at any time.

Adding, Changing, or Deleting a Phonebook from the Send Fax Dialog Box

If you wish, you can add, change the name of, or delete a phonebook while you're in the process of sending a fax, by using the **Phonebook** button in the Send Fax dialog box.

1. Click the **Phonebook** button on the right side of the Send Fax dialog box. The Phonebook dialog box appears.

2. Optionally, click the arrow to the right of the **Title** box to display your current phonebooks.
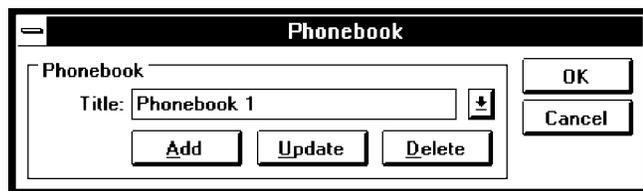
3. Do one of the following:

    • To add a new phonebook, type the name in the **Title** box and click the **Add** button.

       Note: The **Add** button will be gray if you have six existing phonebooks, and you'll have to delete a phonebook before you can add another.

    • To change a phonebook's name, select the phonebook in the Title box, type the new name, and click the **Update** button.
    • To delete a phonebook, select the phonebook in the **Title** box, then click the **Delete** button.

4. Click the **OK** button. You return to the Send Fax dialog box. When you click the arrow to the right of the **Phonebook** box, the changes that you made will be reflected.

4. PC Faxes

Importing Names and Fax Numbers into Eclipse FAX SE

If you already have a Winfax or CAS phonebook, you can import it directly into Eclipse FAX SE. You may also be able to import entries from an existing file that contains names, phone numbers, and fax numbers. Or, instead of making phonebook entries in Eclipse FAX SE, you can use another application to create your entries, and then import them into Eclipse FAX SE.

File Formats for Imported Phonebooks

Files in these formats can be imported into Eclipse FAX SE phonebooks. The filename must include the designated extension (.DBF, .TXT, and so on).

- Dbase format (*.DBF)
- Comma-delimited text (*.TXT)
- CR-delimited text (*.TXT)
- Winfax Phonebook (*.PB*)
- BTrieve format (*.DAT)

Importing a File of Existing Entries

1. Open the file in an application where it can be edited.

2. If necessary, edit the entries so that they have the following format:

(line 1)	Name (first, middle, last)
(line 2)	Company name
(line 3)	Fax number
(line 4)	Voice number
(line 5)	Notes (optional)

   Here are two sample entries, one with a note:

   Jane Bennet
   Longbourn & Co.
   111-2222
   777-8888

   Charles Bingley
   Netherfield Park
   222-3333
   888-9999
   Here's the latest news from headquarters.

3. Use your application's Save As feature to save the file in a format that can be imported into Eclipse FAX SE (see the box above). You may have to check the application's user's guide or do some experimenting to find a format that will work. (For Microsoft Word version 6.0, for example, the following formats are valid: Text Only and Text Only with Line Breaks.)

---

4. From the Eclipse FAX SE menu bar, choose **File/Open Phonebook**. The Phonebook dialog box appears.

5. In the **Phonebook** box, either select an existing phonebook to which to add the entries, or type a new phonebook name and click the **Add** button.

6. Click the **Import** button. The Open dialog box appears.
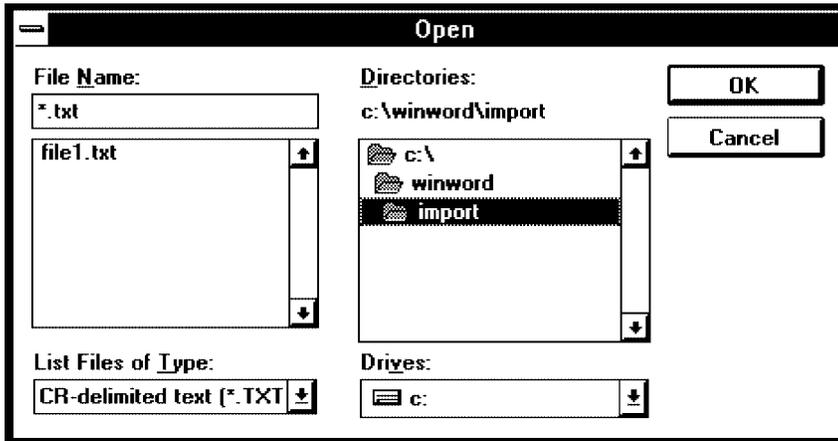
7. In the **Directories** box, select the directory where the file to be imported resides.

8. In the **List Files of Type** box, select the file type.

9. The **File Name** box displays all the files of the selected type. Choose the file you want to import.

10. Click the **OK** button. When the import is complete, Eclipse FAX SE displays a message similar to this.

Importing a Winfax or CAS Phonebook

To import a Winfax or CAS phonebook, follow the steps 4 through 10 above.

Receiving Faxes on Your PC

Before you begin receiving PC faxes, you may want to change the Receive Setup options, as described below. Once a PC fax has been received, you can use the Receive Log to view, print, and delete it. You can also forward a fax you've received from the Receive Log.

Note: Each time you receive a fax with Eclipse FAX SE, a data file that contains the contents is added to your disk. These files can take up a considerable amount of disk space. For this reason, we recommend that you delete unneeded files frequently with the Receive Log.

Preparing to Receive a Fax (Receive Setup)

To access the setup options for receiving faxes, choose **Receive/Setup** from the Eclipse FAX SE menu bar. The Receive Setup dialog box appears.

- Click the **Notify on Receipt** button if you want Eclipse FAX SE to display a message whenever you receive a PC fax. (The HP OfficeJet LX Manager and the control panel will always display "fax received" messages.)
- Click the **Print on Receipt** button if you want to receive faxes both to your PC *and* to the printer. Remember that **To PC** must also be selected in the HP OfficeJet LX Manager.
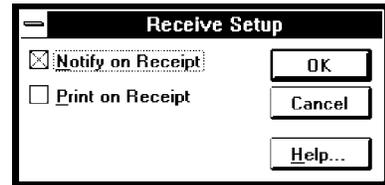
Routing Incoming Faxes to the PC

If you need to change or check the **Route Received Faxes** option, follow these steps. Remember that you can change this setting at any time.

1. Open the HP OfficeJet LX Manager by double-clicking on the HP OfficeJet LX Manager icon. The HP OfficeJet LX Manager window appears.

2. From the menu, choose **OfficeJet Setup/Route Received Faxes**, then choose **To PC**.

Receiving a Fax to Your PC

Faxes will be received to your PC when *all* these conditions are true:

- The HP OfficeJet LX Manager is running (as a window or minimized).
- **To PC** is selected in the HP OfficeJet LX Manager (**OfficeJet Setup/Route Received Faxes**).

When a fax comes in, the HP OfficeJet LX answers the phone and begins to receive the fax. After a few seconds, it starts sending the fax to your PC. As this happens, both the control panel of the device and the HP OfficeJet LX Manager window display "Answering," "Connecting," and "Receiving" messages. In most cases, the device will complete reception and hang up the phone before the fax is ready to view on your PC.

When the fax has been received, the control panel and HP OfficeJet LX Manager display "fax received" messages. If Eclipse FAX SE is running and **Notify on Receipt** has been selected in the Receive Setup dialog box, Eclipse FAX SE also displays a message. You can click the **Yes** button in this message box to open the Receive Log.

If you want to try running through the procedure at this point, see "Receiving and Printing a Test Fax" for instructions.

Using the Receive Log to View, Print, or Delete Faxes

Eclipse FAX SE keeps a log (list) of the faxes you have received. From this log, you can view, modify, print, or delete faxes.

To open the Receive Log, choose **Receive/Log** from the Eclipse FAX menu bar. The Receive Log appears. To close the Receive Log, either click the **Cancel** button or double-click in the upper left corner.

The **Show** buttons
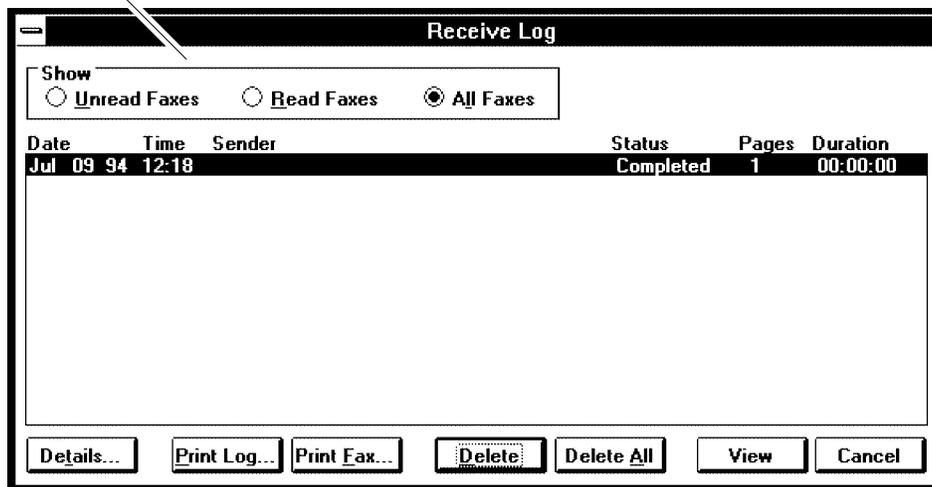
Reading from left to right, for each fax, the Receive Log shows the following information:

Date and Time	Sender	Status	Pages	Duration
The date and time the fax was received.	The sender's identifier (as set in his or her fax machine).	The fax's status: Completed-the fax has been received.	The number of pages in the fax.	The length of time it took to receive the fax.

Changing the Display

Use the **Show** buttons to display either **Unread Faxes**, **Read Faxes**, or **All Faxes**.

Note: It may take as long as one minute for a received fax to appear in the Receive Log.

Viewing Faxes

You can view a fax in two ways: by double-clicking on the entry in the Receive Log, or by highlighting the entry and clicking the **View** button.

The fax is displayed with the View toolbar and with additional menu choices. For more information about viewing faxes, see "Using Menus and Toolbars to View Faxes." Once a fax has been opened in this way, you can add text to it (see "Adding Text to a Fax"), add an image to it (see "Adding an Image to a Fax"), and add other documents to it (see "Collecting Two or More Documents to Send as a Fax").

Viewing Fax Information

To view technical information about a fax, highlight the entry in the Receive Log and click the **Details** button. The Receive Log Details box provides the following information:

```
File Type: DCX
      File: C:\HPOJET\EFAX\RECEIVE\ZMQCFBQA.DCX
File Spec's: Hi Res (204 x 196 dpi), 26,966 bytes
```

- **File Type:** The type of file. File type will be "File Deleted" if the data file has been deleted but the Send Log entry retained (see "Deleting Faxes").
- **File:** The filename. For information about filenames and types, see "Managing Files."
- **File Specs:** The resolution and the file's size, in bytes.

Click the **Details** button again to turn the box off.

Printing the Receive Log

To print the Receive Log, follow these steps.

1.   From the Receive Log, click the **Print Log** button. The Printer Setup dialog box appears.

2.   If it is not already selected, select *HP OfficeJet LX Printer.*

3.   Click the **OK** button. The Receive Log is printed.

Printing a Fax

For information on printing faxes, see "Printing Faxes and Files."

Deleting Faxes

To delete one or more faxes from the Receive Log, follow these steps.

Note: Once a fax has been deleted, it can't be recovered.

1. Do one of the following:

    *   To delete one fax, highlight the entry and click the **Delete** button.
    *   To delete more than one fax, highlight one entry, then press the Ctrl key and highlight the others. When you have highlighted all the entries that you want to delete, click the **Delete** button.
    *   To delete every fax that is currently displayed in the Receive Log, click the **Delete All** button. You are asked, "Delete all items in the log?" Click the **Yes** button.

2. The message shown here appears. Do one of the following:

    *   Click the **Delete Data File and Entry** button to delete both the fax's data file and the entry in the Receive Log.
    *   Click **Delete Data File Only** to delete the fax's data file but retain the entry in the Receive Log. When you display the Details box for the fax, the File Type will read "File Deleted."

3. A message appears, asking if you want to delete the current document(s). Click the **Yes** button.

Forwarding a Fax

Eclipse FAX SE makes it easy to forward a fax you've received to another person.

1. From the Eclipse FAX SE menu bar, choose **Receive/Log**.

2. In the Receive Log, open (view) the fax that you want to forward.

3. Choose **Send/Send Fax** from the Eclipse FAX SE menu bar. The Fax dialog box appears.

4. Choose a range of a pages, if desired.

5. Click the **OK** button. The Send Fax dialog box appears.

6. Complete the Send Fax dialog box as described under "Sending a Fax from a Windows Application."

Printing Faxes and Files

You can print either an entire fax or selected pages of a fax from the Send Log or Receive Log. You can also open a file and print it from Eclipse FAX SE.

Note: Remember that you can choose to have every incoming PC fax printed automatically (choose **Receive/Setup**, then click the Print on Receipt box).
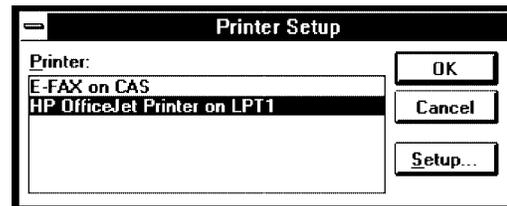
Printing an Entire Fax from the Send or Receive Log

Follow these steps to print an entire fax from the Send or Receive Log. If you want to print only selected pages, see "Printing Selected Pages of a Fax from the Send or Receive Log."

1. Open Eclipse FAX SE, if it's not already open. (The HP OfficeJet LX Manager must be running.)

2. From the Eclipse FAX SE menu bar, choose **Send/Log** or **Receive/Log**.

3. Highlight the entry for the fax that you want to print. (You don't need to view it.)

4. Click the **Print Fax** button. The Printer Setup dialog box appears.

5. If necessary, select *HP OfficeJet LX Printer*.

Click the **OK** button. Eclipse FAX SE displays a message that the file is printing.

When you finish this procedure, you return to the log.

Printing Selected Pages of a Fax from the Send or Receive Log

Follow these steps to print selected pages of a fax from the Send or Receive Log.

1. From the Eclipse FAX SE menu bar, choose **Send/Log** or **Receive/Log**.

2. Double-click the entry for the fax that you want to print. The file is opened.

3. If the HP OfficeJet LX printer is not selected, choose **File/Printer Setup**, change the selected printer *to HP OfficeJet LX Printer*, and click the **OK** button.

4. Choose **File/Print**. The Print dialog box appears.

5. Enter the desired range of pages. You can also change the number of copies, if desired.

6. Click the **OK** button. Eclipse FAX SE displays a message that the file is printing.

When you finish this procedure, you return to the log.

Printing a File from Eclipse FAX SE

You can use this procedure to print a file in any of the supported types (TIF, PCX, DCX, CVR, LHD, and SND).

1. From the Eclipse FAX SE menu bar, choose **File/Open File**.

2. In the Open dialog box, choose the file you want to print, changing the directory if necessary, and click the **OK** button.

3. If the HP OfficeJet LX printer is not selected, choose **File/Printer Setup**, change the selected printer to *HP OfficeJet LX Printer*, and click the **OK** button.

4. Choose **File/Print**. The Print dialog box appears.

5. Change the number of copies and/or range of pages, if desired.

6. Click the **OK** button. The file is printed.

7. Choose **File/Close** to close the file.

When you finish this procedure, you return to the Eclipse FAX SE window.

Using Menus and Toolbars to View Faxes

Whenever you send or receive a PC fax, a data file containing the contents is stored on your PC. (This is also true, of course, of documents that you fax to files on your PC, to be sent as faxes later; for information about this feature, see "Faxing a Document to a File.") These files remain on your PC until you delete them.

In the meantime, as this section explains, you can open the files in Eclipse FAX SE and view them in various ways. You can also modify them; see "Adding Text to a Fax" and "Adding an Image to a Fax" for information.

Note: For information about the other Eclipse FAX SE menus, see "The Eclipse FAX SE Menus" at the end of this chapter.

Viewing a Fax

From the Eclipse FAX SE menu bar, there are several ways to display faxes.

- Choose **Send/Log** or **Receive/Log**. In the log, either double-click the entry for the fax you want to view, or highlight it and click the **View** button.
- Or, choose **File/Open File** to open a fax that has been saved as a file, an image faxed to a file, a document that has been scanned to a file, or any file in one of the supported file types.

Supported File Types
File types supported by Eclipse FAX SE (that is, files you can open and view within the program) include TIF, PCX, DCX, CVR (the five Eclipse FAX SE cover pages), LHD (letterhead files), and SND (second sheets files). For more information, see "Managing Files."

Once the fax is displayed, you can use the View and Page menus and the View and Thumbnail toolbars to view it in different ways. These features are explained in the following pages.

File   Send   Receive   View   Page   Scan   Tools   Special   Help

Glossary of E-FAX Terms

Banner   The small type that gets printed at the
                top of each page of your fax. You can
                choose whether or not the banner will
                appear. You can also determine the
                information it will contain.

Cover page,   A top page that you can send with
cover sheet   faxes to provide information about the
                sender, recipient, and so on. E-FAX
                comes with six cover pages, and you
                can modify them or create your own.

The View Menu

- Choose **Best Fit** to display the fax at approximately actual size (see the example in the screen above).
- Choose **Full Page** to display an entire page at once.
- Choose **Thumbnail View** to display every page of the fax in reduced size. The more pages the fax contains, the smaller the pages in the display will be.
- Choose **Reset** to return from a zoomed image to Best Fit or Full Page. For more information, see "Zooming in on a Page." This menu option is not available unless you have zoomed, and is therefore not available in Thumbnail view.
- Choose **Invert** to display the fax or file with white letters on a black background, rather than black on white (the default). If you print with Invert turned on, the fax or file will also be printed with colors reversed. This option is not available in Thumbnail view.
- Choose **Rotate** to turn the fax or file 90, 180, or 270 degrees, or back to 0 degrees. This is useful, for example, when viewing landscape mode faxes (such as spreadsheets), or when a fax is received upside down. These options are not available in Thumbnail view.

| √ **Best Fit** |
| **Full Page** |
| **Thumbnail View** |
| **Reset** |
| **Invert** |
| √ **Rotate 0** |
| **Rotate 90** |
| **Rotate 180** |
| **Rotate 270** |

Zooming in on a Page

To zoom in on (magnify) a page, follow these steps.

1. Check that you're in Best Fit or Full Page view (you can't zoom in Thumbnail view).

2. Hold down the left mouse button, select the area you want to magnify, and release the mouse button. The area you selected will be magnified.

> **Zooming Tip**
>
> The smaller the area you select, the greater the zoom will be. So, to decrease the amount of zoom, select a larger area.

3. To return to the original view, do one of the following:

   - Click the Reset tool.
   - Choose **View/Reset.**
   - Choose a different view.
   - Press the spacebar (this is the only method you can use if you're zooming in the Place Image window; for more information, see "Adding an Image to a Fax").

The Page Menu

The Page menu options are accessible only if the fax being displayed has more than one page.

- Choose **Next** to move forward through the fax or file, one page at a time.
- Choose **Previous** to move backward through the fax or file, one page at a time.
- Choose **First** to display the first page of the fax or file.
- Choose **Last** to display the last page of the fax or file.
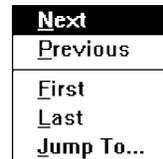
- Choose **Jump To...** to move to a given page in the fax or file. The Jump to Page dialog box appears. Either type in the desired page number, or click in the bar between the arrows. When the page number you want is displayed, click the **OK** button.
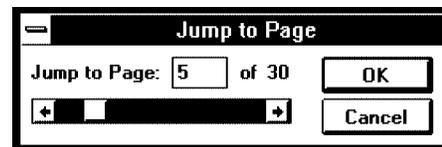
The Tools Menu

The Tools menu toggles between **Hide Tool Bar** and **Show Tool Bar**. When you choose **Hide Tool Bar**, the toolbar is closed and there's more room to display your fax. Choose **Show Tool Bar** to reopen the toolbar.

Note: When the Edit toolbar is displayed, choosing Hide Tool Bar effectively closes the Edit toolbar and returns to the View toolbar (although you won't see it until you choose Show Tool Bar). For this reason, if you add text to a fax with the Edit toolbar and then choose Hide Tool Bar, you'll be asked if you want to save your changes. For more information, see "Adding Text to a Fax."

4. PC Faxes

The View Toolbar

Eclipse FAX SE has three toolbars: View, Thumbnail, and Edit. Some tools appear in all three toolbars.

Explanations follow for each tool shown above, reading from left to right. The Thumbnail toolbar is explained later in this section. For an explanation of the Edit toolbar, see "Adding Text to a Fax."

Tool	Name	Use this tool to...
	View	Display the View toolbar. (If you have just opened a fax, nothing will appear to happen when you click this tool, because the View toolbar is already displayed.)
	Edit	Display the Edit toolbar. For an explanation of this toolbar, see "Adding Text to a Fax."
	Thumbnail	Display the fax or file in Thumbnail mode (and the Thumbnail toolbar). See "The Thumbnail Toolbar" for more information.
	Send Fax	Fax the currently displayed fax or file.
	Page Turning/Jump to Page	Select a page to view. You can either click the left or right arrow until the desired page number appears in the **Jump to Page** button; or click the number to open the Jump to Page dialog box, type the page number in the dialog box, and click the **OK** button.
	Quick Page Selector	Select a page to view. If necessary, click the left or right arrow to display the desired range of pages on the toolbar. Then click the page number you want to view.
	Page Rotation	Rotate the page.
	Best Fit	Display the fax or file at approximately actual size (the default).
	Full Page	Display the full page.
	Reset	Return from a zoom to the original view.
	Quick Read Forward	Scroll forward through the fax or file, one half-page at a time.
	Quick Read Backward	Scroll backward through the fax or file, one half-page at a time.
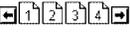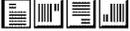
The Thumbnail Toolbar

The Thumbnail toolbar appears when you click the Thumbnail button, [icon], or choose **View/Thumbnail View** from the View toolbar. Most of the tools are the same, but there are some special Thumbnail tools, as described below.

Tool	Name	Use this tool to...
[icon]	Select Page	Return to select page mode (in which you can select a page by clicking on it) after using the Insert tool.
[icon]	Insert Page	Move a page to a new location by dragging it. The other pages move down to make room for the inserted page.
[icon]	Delete Page(s)	Delete the selected page(s) from the fax or file. To select a page, click it; to select more than one, hold down the Ctrl key and then click the desired pages. (If you've used the Insert tool, use the Select Page tool to return to select page mode.) When page selection is complete, click the Delete tool. Eclipse FAX SE prompts, "Delete page(s)?" Click the **Yes** button.
[icon]	Collect Pages	Add other documents to the fax or file. For more information, see "Collecting Two or More Documents to Send as a Fax."

Opening a Page from Thumbnail View

To open a page when you're in Thumbnail view, double-click it. The page is displayed in Best Fit view.

Scanning

Eclipse FAX SE gives you three ways of using the HP OfficeJet LX as a scanner.

Scan and fax: You can scan a document to your PC and then fax it. You might want to do this, for example, so you can use an Eclipse FAX SE phonebook, or to add a cover page to a scanned document. You can also add text or images to the fax before sending it.

Scan and view: You can scan a document to a file on your PC. Later, you can send a fax from this file; use it in any application that supports TIF format; or save it in PCX or DCX format to use in another application (for example, Paintbrush in Windows).

Scan and print: You can scan a document to the selected printer (usually the HP OfficeJet LX); but in most cases, it's easier to simply use the HP OfficeJet LX as a copier.

Note: The HP OfficeJet's scanning capability is offered as a convenience to users. If you need to do high-resolution or color scanning, you'll want to supplement the HP OfficeJet LX with a more powerful scanner, such as an HP ScanJet.

Scanning Small Documents
To scan a photograph or some other type of document that's smaller than 8 1/2" x 11", place it in a protective document carrier (a clear plastic holder that resembles a page protector; available at most office supply stores).

Scanning and Faxing

Follow these steps to scan and fax.

1. Open Eclipse FAX SE, if it is not already open. (The HP OfficeJet LX Manager must be running.)

2. Load the document that you want to scan in the loading tray, *face-down and top of page first*. You can scan up to 20 pages at one time. Adjust the document guides if necessary.

3. From the Eclipse FAX SE menu bar, choose **Scan/Scan and Fax**. The Send Fax dialog box appears. For the Scan and Fax feature, the Send Fax dialog box does not include the **Other Sheets** and **Special** options.

4. Complete the Send Fax dialog box as described in "Sending a Fax from a Windows Application." When you click the **Send Fax** button, the HP OfficeJet LX Scanner Options dialog box appears.

5. In the **Scan Mode** box:

- Click the **Text** button if the document you're scanning contains text only. Only black and white will be scanned.
- Or, click the **Photo** button if the document you're scanning is or contains a photograph, drawing, or some other kind of graphic. Shades of gray and colors will be scanned.

Note: In either mode, scanning takes place at 200 dpi.
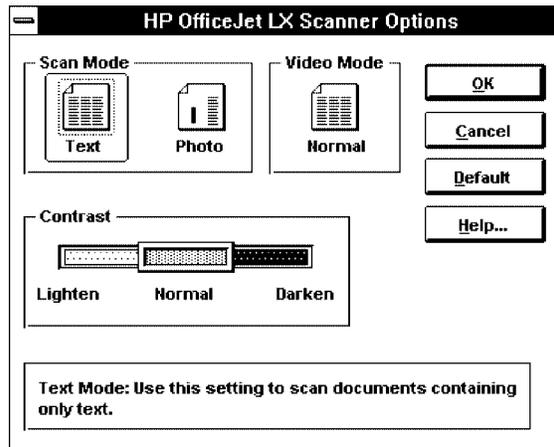
- Optionally, click the **Video Mode** button to switch from **Normal** to **Inverse** so that black will be scanned as white, and vice-versa. This option is useful for some PC scanning applications other than Eclipse FAX SE, which scan in inverse by default (the setting brings the image back to normal).

6. Optionally, change the **Contrast** to either **Lighten** or **Darken** the scan (the factory setting is **Normal**).

7. Click the **OK** button.

8. Your document is scanned. The HP OfficeJet LX Scanner Status dialog box appears. Use this dialog box to monitor the progress of the scan and, optionally, to cancel the scan after the current page. When the scan is complete, your fax is sent at the scheduled time.
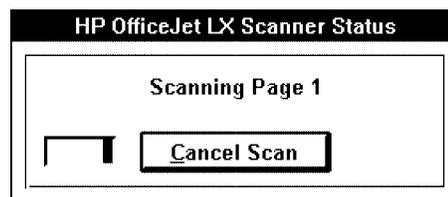
Scanning and Viewing

Follow these steps to scan and view.

1. Follow steps 1 and 2 under "Scanning and Faxing."

2. From the Eclipse FAX SE menu bar, choose **Scan/Scan and View**. The Save As dialog box appears.

3. Optionally, change the directory (the default is the directory where your Eclipse FAX SE software resides).

4. In the **Save File as Type** box, choose one of the following file types:

   - *LHD*, if you plan to use the file as letterhead with PC faxes.
   - *SND*, if you plan to use the file as second sheets with PC faxes.
   - *TIF*, for all other scanned documents.

5. In the **File Name** box, type a name for the file. Be sure to include the correct extension (.LHD, .SND, or .TIF).

6. Click the **OK** button. The HP OfficeJet LX Scanner Options dialog box appears.

7. Complete steps 6 through 8 under "Scanning and Faxing."

   The scan begins and the HP OfficeJet LX Scanner Status dialog box appears. Use this dialog box to monitor the progress of the scan and, optionally, to cancel the scan after the current page.

8. When the scan ends, the file is displayed in Eclipse FAX SE, where you have several options.

   - For different ways of viewing the file, see "Using Menus and Toolbars to View Faxes and Files."
   - To use the file as letterhead or second sheets in PC faxes, see "Sending Faxes with Letterhead and Second Sheets."
   - To save the file in a different format, choose **File/Save As** from the Eclipse FAX SE menu bar. In the Save As dialog box, change the directory, if desired; then select a type in the **Save File as Type** box and type a filename in the **File Name** box.

Scanning and Printing

To scan and print, follow the steps for "Scanning and Viewing."

When the file is displayed, a Print dialog box appears, giving you the option to print the scanned document.

Using Advanced Eclipse FAX SE Features

The advanced Eclipse FAX SE features aren't required to run the product, but are designed to give you added capabilities. The following advanced features are covered:

- faxing a document to a file and saving it
- faxing a saved file from Eclipse FAX SE
- adding text to a fax
- adding an image to a fax
- collecting two or more documents to send as a fax
- modifying a cover page
- creating and using letterhead and second sheets
- using the Fax Preview feature
- setting the New Page Paper Size

Faxing a Document to a File

Use this feature to prepare a document for later faxing, or to create letterhead and second sheets for use in PC faxes. For more information about letterhead and second sheets, see "Using Letterhead and Second Sheets in Faxes."

The **Fax to File** button

1. Complete the first six steps under "Sending a Fax from a Windows Application."

2. When the Send Fax dialog box appears, click the **Fax to File** button. The Save As dialog box appears.

3. If necessary, select a different file type in the **Save File as Type** box. (Only valid file types are available: TIF, PCX, DCX, CVR, LHD, and SND. For more information about file types, see "Managing Files.")

   - For letterhead, choose Letterhead (*.LHD).
   - For second sheets, choose Second Sheets (*.SND).
   - For faxes, choose TIF, PCX, or DCX.

4. In the **File Name** box, type a name for the file.

   Note: The filename must include the appropriate extension; for example: .TIF for a TIF file, .LHD for a letterhead file, .SND for a second sheets file. You can type the extension yourself or let the program add it automatically, but do not type a different extension, or the program won't recognize the file.
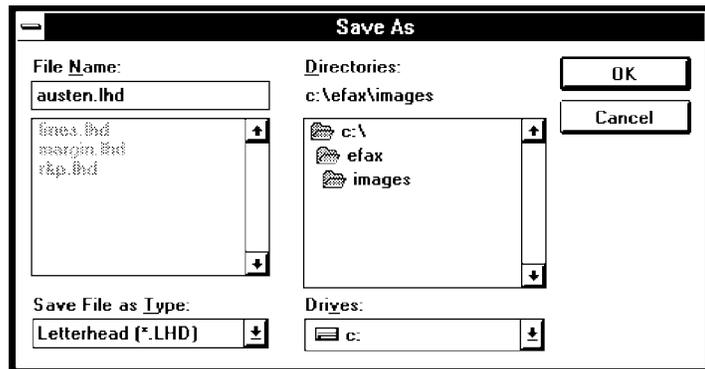
5. Optionally, change the drive and/or directory to save the file to a different location.

6. Click the **OK** button. You'll see a "processing" message.

When you finish this procedure, you return to the application where you started. For instructions on faxing the document, see "Faxing a Saved File from Eclipse FAX SE" on the next page.

Faxing a Saved File from Eclipse FAX SE

Follow these steps to send a fax directly from Eclipse FAX SE. You must have saved the document first, using the procedure explained above.

1. From the Eclipse FAX SE menu bar, choose **File/Open File**. The Open dialog box appears.

2. In the **Directories** box, change the directory, if necessary.

3. In the **File Name** box, type or select the filename. (If you're selecting the filename, you may need to select a different file type in the **List Files of Type** box first. For information about file types, see "Managing Files.")

4. Click the **OK** button. The first page of the file is displayed.

5. From the menu, click the Send Fax tool ( ) or choose **Send/Send Fax**. The Fax dialog box appears.
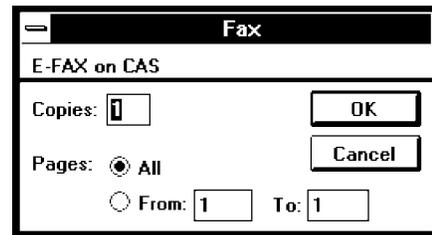
6. Optionally, choose a range of pages.

7. Click the **OK** button.

   The Send Fax dialog box appears. When you are faxing a saved file, the **Other Sheets** and **Special** options are not available.

8. Complete the Send Fax dialog box. (For help, see "Sending a Fax from a Windows Application.")

9. Click the **Send Fax** button. You'll see "merging" and "processing" messages, and then your fax is sent at the scheduled time.

When you finish this procedure, you return to the Eclipse FAX SE window.

Adding Text to a Fax

Let's start by explaining what you *can't* do with this feature. You can't use it to rewrite or otherwise edit the text of a fax document: you can't delete words or insert text between words. If editing is required, you should do it in the Windows application where the fax originated.

You *can* use this feature to add one or more notes to a fax before you send it. The added text appears *only* in the fax document, not in the original document.

In the example below, J. Austen has used Microsoft Word to draft a memo that she wants her colleague Edward to review. Before faxing it to him with Eclipse FAX SE, she uses the Mark Up feature (explained on the next page) to add a note. The memo that she wrote in Word is unchanged.
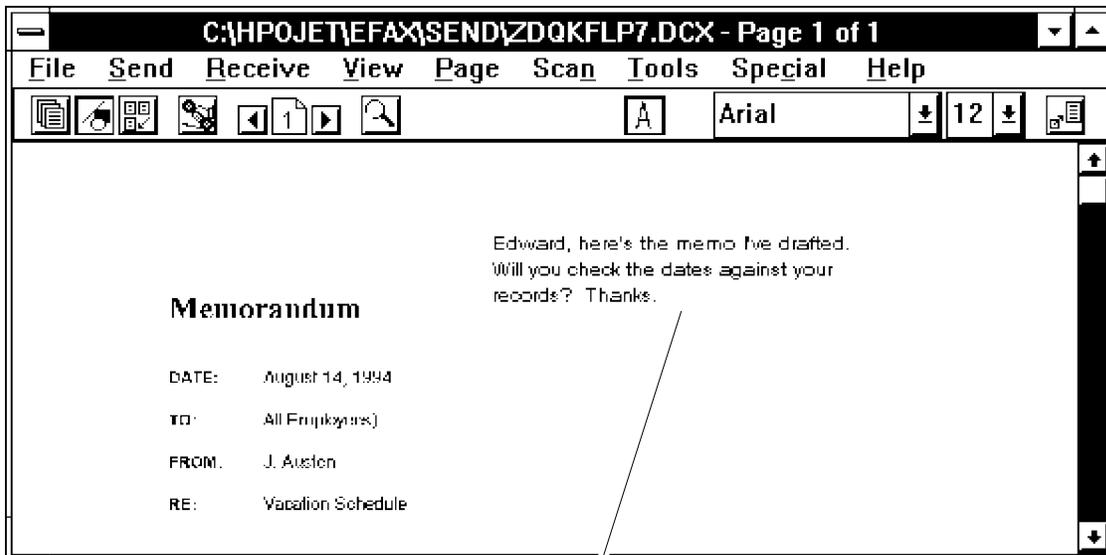
You can add text to a fax before you send it. The added text does not affect the original document.

Preparing the Document

There are several ways of preparing a document for added text. After completing one of the methods explained below, go on to "Adding Text with the Edit Toolbar."

Method 1: Adding Text to a Fax That You're Sending from a Windows Application

Use this method to add text to a fax that you'resending from a Windows application.

1. Follow the steps under "Sending a Fax from a Windows Application," but before clicking the **Send Fax** button, click the **Mark Up** button in the **Special** box of the Send Fax dialog box.

2. When you click the **Send Fax** button, the fax is displayed with the Edit toolbar.

Method 2: Adding Text to a Document That Has Been Saved as a File in Eclipse FAX SE
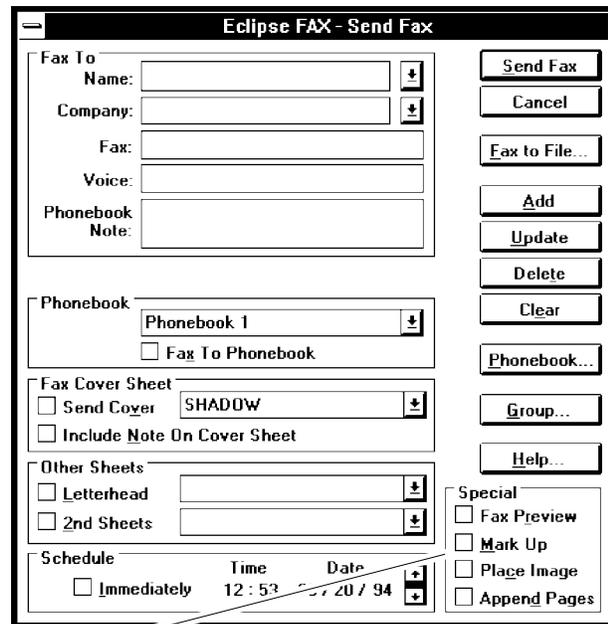
Use the **Mark Up** button to add text to a fax before sending it from the Send Fax dialog box.

Use this method to add text to a document that you've saved as a file in Eclipse FAX SE. For instructions, see "Faxing a Document to a File," above.

1. Choose **File/Open File** from the Eclipse FAX SE menu bar.

2. When the Open dialog box appears, enter the filename and click the **OK** button. The file is displayed with the View toolbar.

3. Click the **Edit** tool to display the Edit toolbar.

Method 3:Adding Text to a Fax from the Send or Receive Log

Use this method to add text to a fax that you've sent or received. For example, you may want to fax a document to one recipient, then add a note and fax the document to another recipient.

1. Open the Send Log or Receive Log in the Eclipse FAX SE window and double-click the fax. The fax is displayed with the View toolbar.

2. Click the **Edit** tool to display the Edit toolbar.

Adding Text with the Edit Toolbar

When you've completed one of the methods under "Preparing the Document," the document is open with the Edit toolbar. (You can also display the Edit toolbar by clicking the Edit tool on the View or Thumbnail toolbars.) Most of the tools are the same, but there are some special Edit tools that let you add text to faxes.

Edit tool   **Zoom** tool   **Text** tool   **Size** tool

Page Turning/Jump to Page tool   **Font** tool
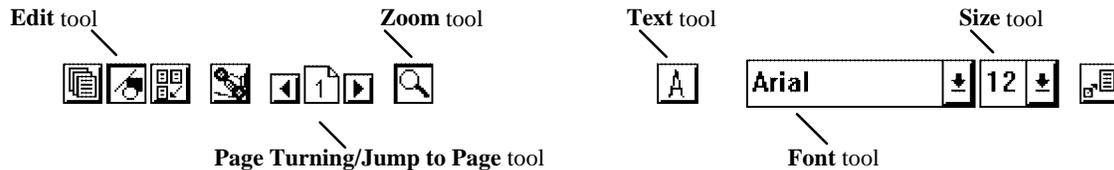
Zoom tool	Using the Zoom Tool	Reset tool
	As you follow the steps below, you may find it useful to zoom in on (magnify) an area of text. First, click the **Zoom** tool. Then hold down the left mouse button, select the area you want to magnify, and release the mouse button. The area you selected will be magnified. Remember, the smaller the area you select, the greater the zoom. To return to normal view, click the **Reset** tool.	

1. Optionally, use the **Page Turning/Jump to Page** tool to move to display a different page.

2. Optionally, use the **Font** tool to change the font of the added text. (The font of the fax itself will not change.)

3. Optionally, use the **Size** tool to change the type size of the added text. (The type size of the fax itself will not change.)

4. Click the **Text** tool.

5. Place the cursor in the location where you want to add text and click the left mouse button. (Remember, you can't insert text in the document; if you position your cursor on existing text, your added text will be superimposed on the existing text.)

6. Start typing. The text that you add is shown in red. Text wrapping does not work when you're adding text, so when you reach the end of a line, you must press the **Enter** key to start a new line.

    Note: As you type, you can backspace to delete the text you're adding, but once you click your mouse button outside the text, you will not be able to change or delete the added text, except by closing and reopening the fax.

7. When you have finished adding text in the current location, click the left mouse button outside the text.

8. To add text in another location, repeat steps 5 through 7.

9. When you have finished adding text, if you want to send the fax now, go on to step 10. Otherwise, to save your changes without sending the fax, choose **File/Close**. You are prompted, "Save changes to document?" Click the **Yes** button. The Save As dialog box appears. Enter a filename (changing the drive and/or directory, if desired) and click the **OK** button. If the filename you chose already exists, you'll be asked if you want to replace the existing file. Click the **Yes** button.

10. To send the fax now, choose **Send/Send Fax**. If you began this process by sending a fax from a Windows application (Method 1), you'll see "Compressing" and "Merging" messages, and then your fax is sent at the scheduled time; you have finished this procedure. Otherwise, go on to step 11.

11. If you began this process by opening a file (Method 2), or from the Send or Receive Log (Method 3), you're asked if you want to save the changes you've made.

If you click **No**, the Fax dialog box appears; go on to step 12.

If you click **Yes**, the Save As dialog box appears. Enter a filename (changing drive and/or directory, if desired), and click the **OK** button. If the file already exists, you're asked if you want to replace the existing file; click the **Yes** button. You'll see "Compressing" and "Merging" messages, and then the Fax dialog box appears.

12. In the Fax dialog box, choose a range of pages to fax, if desired, and click the **OK** button. The Send Fax dialog box appears.

13. Complete the Send Fax dialog box (for help, see "Sending a Fax from a Windows Application"). When you click the **Send Fax** button, you'll see a "Processing" message, and then your fax is sent at the scheduled time.
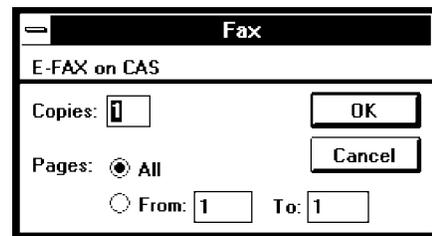
Adding an Image to a Fax

Use this procedure to add an image of any kind—such as a signature—to a fax. The added image appears only in the faxed document, not in the original document.

Note: Before you can use this feature, the image that you are going to add must be saved in a file with a file type that Eclipse FAX SE can use. Acceptable file types include TIF, PCX, and DCX. If the image is in a file with a different type-for example, a Word for Windows graphic-you can save it in the accepted format by faxing it to a file in Eclipse FAX SE (see "Faxing a Document to a File"). For more information about file types, see "Managing Files."

In the example below, J. Austen has written a letter in Microsoft Word. Before faxing it, she uses Eclipse FAX SE to place her signature which she has already scanned and saved as a file at the bottom of the letter. The signature does not appear on the letter in Word; it appears only on the faxed document.
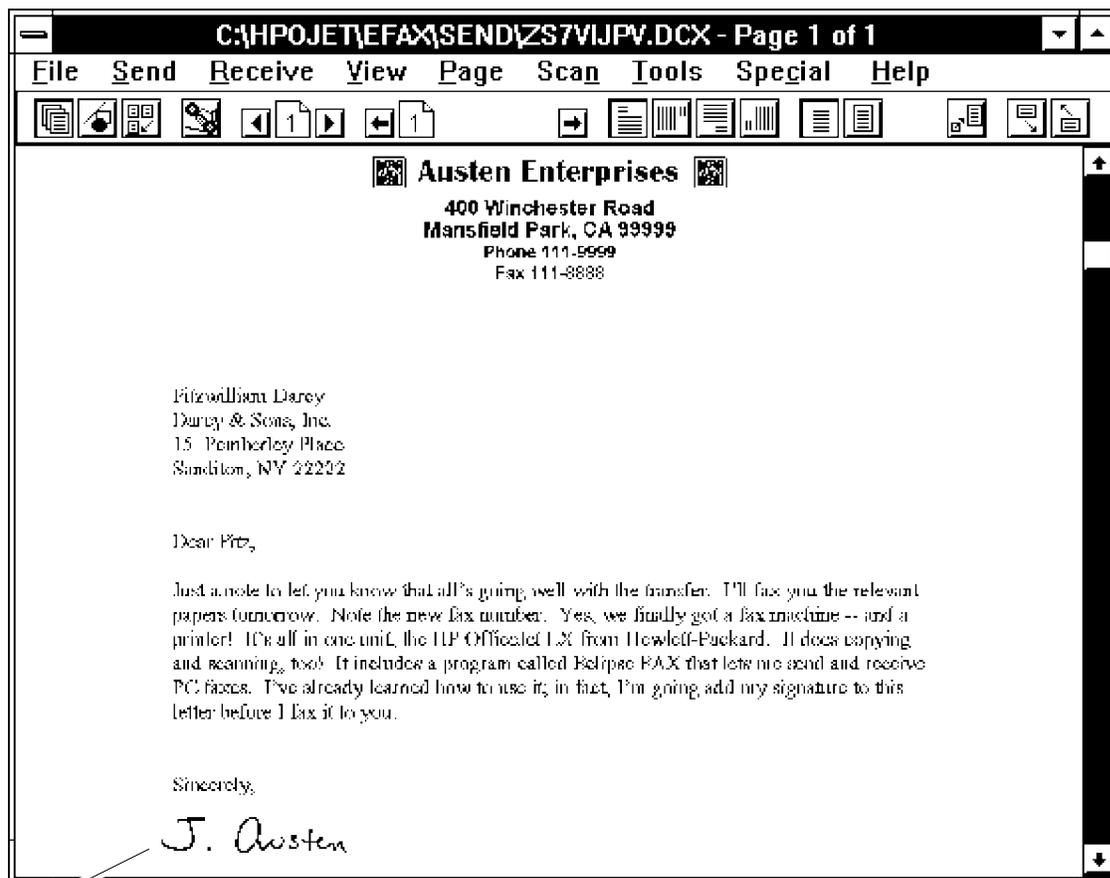
You can add an image to a fax before you send it. The added image does not affect the original document.

Preparing the Document

There are several ways of preparing a document for an added image. After completing one of the methods explained below, go on to "Using the Place Image Window to Add an Image."

Note: Before using any of these methods, you must have created the image you're going to add. If you want to add your signature to a fax, for example, you should begin by scanning a copy of your signature to Eclipse FAX SE.

Method 1: Adding an Image to a Fax That You're Sending from a Windows Application

Use this method to add an image to a fax that you're sending from a Windows application.

1. Follow the steps under "Sending a Fax from a Windows Application," but before clicking the **Send Fax** button, click the **Place Image** button in the **Special** box of the Send Fax dialog box.

2. When you click the **Send Fax** button, the fax is displayed with the Place Image window open.

Use the **Place Image** button to add an image to a fax before sending it from the Send Fax dialog box.

Method 2: Adding an Image to a Document That Has Been Saved as a File in Eclipse FAX SE

Use this method to add an image to a document that you've saved as a file in Eclipse FAX SE. For instructions, see "Faxing a Document to a File."

1. Choose **File/Open File** from the Eclipse FAX SE menu bar.

2. When the Open dialog box appears, enter the filename and click the **OK** button. The file is displayed with the View toolbar.

3. From the menu bar, choose **Special/Place Image**. The Place Image window opens.

4. PC Faxes

Method 3: Adding an Image to a Fax from the Send or Receive Log

Use this method to add an image to a fax that you've sent or received. For example, you may want to fax a document to one recipient, then add an image and fax the document to another recipient.

1. Open the Send Log or Receive Log in the Eclipse FAX SE window and double-click the fax. The fax is displayed with the View toolbar.

2. From the menu bar, choose **Special/Place Image**. The Place Image window opens.

Using the Place Image Window to Add an Image

When you've completed one of the three methods listed above under "Preparing the Document," your fax is displayed with the Place Image window open in the upper right corner. Follow these steps to add an image to the fax.
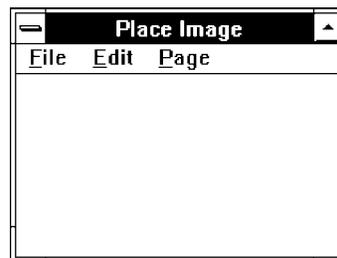
1. From the Place Image menu bar, choose **File/Open**. The Open dialog box appears.

2. In the **File Name** box, enter the name of the file that contains the image you want to add. (You may need to change the directory and/or the file type.)

3. Click the **OK** button. The first page of the file is displayed in the Place Image window. If the image is on a later page, use the **Page** menu item to find it. You can also move the Place Image window to a different location, if you wish.

4. There are two ways to make the image larger: you can resize the Place Image window, or you can zoom (magnify the image by holding down the left mouse button, drawing a box around the image, and releasing the mouse button). You may need to try zooming several times in order to get the size right (see "Zooming Tips"). In the example below, the signature is too large.

Zooming Tips

- The smaller the area you select, the greater the zoom will be. So, to decrease the amount of zoom, select a larger area.
- To return to the original view, press the spacebar.

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5. When the image is the size you want, choose **Edit/Select** from the Place Image menu bar.
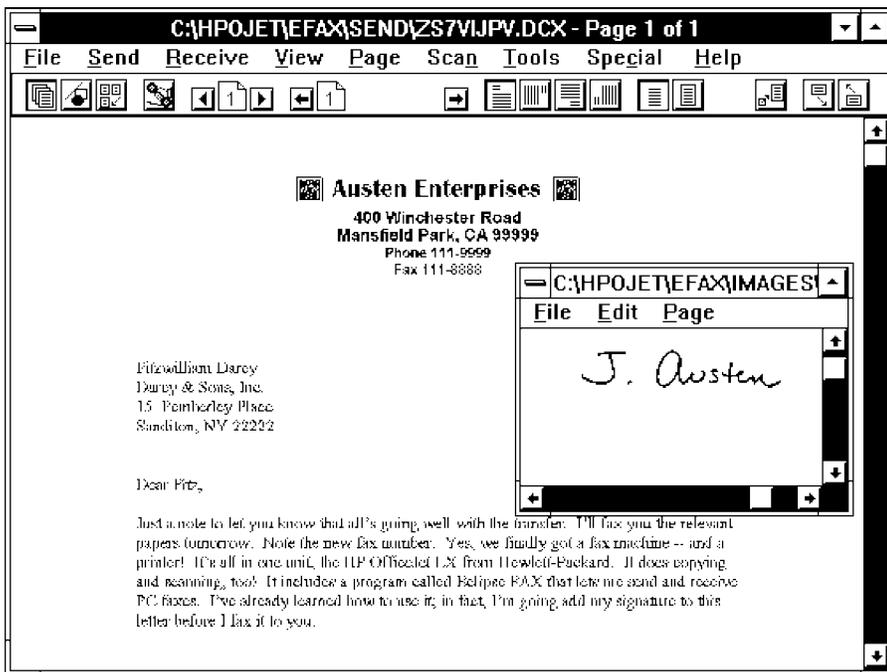
6. Draw a box around the image to select it (hold down the left mouse button, draw the box, and release the button). A black box appears within the area you selected.

7. From the main menu bar, choose **Special/Paste**. The Place Image window closes, and the area you selected is pasted on the fax.

8. Drag the pasted element to the desired location. (If you need to change pages, use **Page** on the main menu or the **Page Turning/Jump to Page** tool on the toolbar.)

9. If you want to send the fax now, go on to step 10.

Otherwise, to save the fax without sending it, click the left mouse button anywhere outside the image. You're asked if you want to merge the image with the fax. Click the **Yes** button. The Save As dialog box appears. Click the **OK** button to use the same filename, or enter a different filename in the **File Name** box (changing drive and/or directory, if desired) and click the **OK** button. If you used an existing filename, you're asked if you want to replace the existing file; click the **Yes** button. You'll see a "Merging" message. When you finish this procedure, the saved file is displayed in the Eclipse FAX SE window.

10. To send the fax now, choose **Send/Send Fax** from the main menu. You're asked if you want to merge the image with the fax. Click the **Yes** button. The Save As dialog box appears. Click the **OK** button to use the same filename, or enter a different filename in the **File Name** box (changing drive and/or directory, if desired) and click the **OK** button. If you used an existing filename, you're asked if you want to replace the existing file; click the **Yes** button. You'll see "Merging" and "Processing" messages, and then your fax is sent at the scheduled time. When you finish this procedure, you return to the Windows application where you started.

Collecting Two or More Documents to Send as a Fax

You may sometimes want to fax two or more documents together. Eclipse FAX SE makes it easy to collect documents into one file, which you can then send as a fax or save for later transmission. The documents must be either faxes in your Send or Receive Log, or documents that have been faxed to files in Eclipse FAX SE. For example, if you receive a fax that you want to forward to a colleague together with a Microsoft Word document, you must first fax the Word document to a file in Eclipse FAX SE. For more information, see "Faxing a Document to a File."

Preparing to Collect Documents

There are several ways of starting the process. After completing one of the methods explained below, go on to "Using the Collect Dialog Box."

Note: With Methods 2 and 3, you can include a cover page that shows the total number of pages in the fax. With Method 1, although you can include a cover page, *it will not show the total number of pages in the fax*.

Method 1: Adding Documents to a Fax That You're Sending from a Windows Application

1. Follow the steps under "Sending a Fax from a Windows Application," but click the **Append Pages** button in the **Special** box of the Send Fax dialog box. (You may include a cover page, but it will apply to this document only; it will not show the total number of pages in the fax).

2. When you click the **Send Fax** button, the fax is displayed with the Collect dialog box.
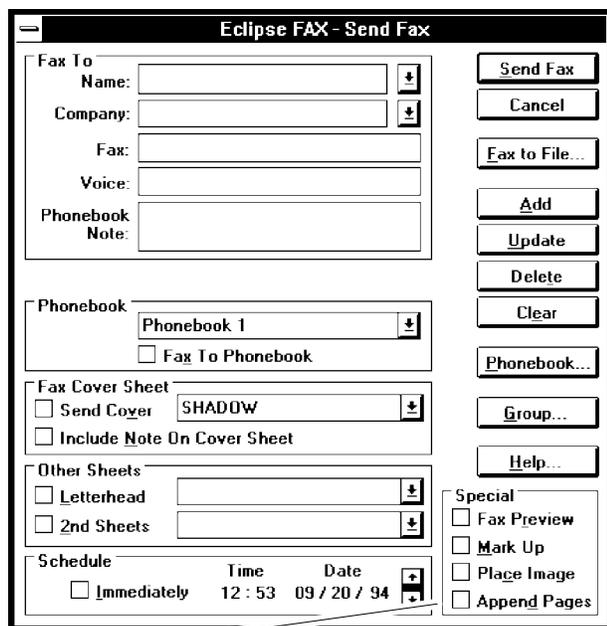
The **Append Pages** button

Method 2: Adding Documents to a Fax That's Been Saved as a File in Eclipse FAX SE

1. Choose **File/Open File** from the Eclipse FAX SE menu bar. The Open dialog box appears.

2. Enter the name of a document that you want to include in the fax (you may need to change the directory and/or the file type).

3. Click the **OK** button. The file is displayed.

4. Choose **File/Collect Pages**. The Collect dialog box appears.

Method 3: Adding Documents to a Fax from the Send Log or Receive Log

1. Open the Send Log or Receive Log in the Eclipse FAX SE window and double-click an entry that you want to include in the fax. The fax is displayed.

2. Choose **File/Collect Pages**. The Collect dialog box appears.

Using the Collect Dialog Box

Use the Collect dialog box to collect a group of documents that can be either faxed at once, or saved as a file for later transmission.

Documents to Collect Box. The top part of the dialog box shows the files that you have added. As you add files, they're shown in the order in which you add them, but if you close and reopen the dialog box, the files are shown in alphabetic order, as in the example below.

Document, Page, Order Box. The bottom part of the dialog box contains one entry for each page in each document, and shows the order in which the pages will be faxed. You can change this order, as explained below, and when you reopen the Collect dialog box, the new page order will be reflected here. In the example below, there are two listings in the bottom part of the dialog box for GLOSS.TIF because that document has two pages.

These are the collected documents, shown here in alphabetic order.

These are the pages in each document, shown in the order in which they will be faxed.
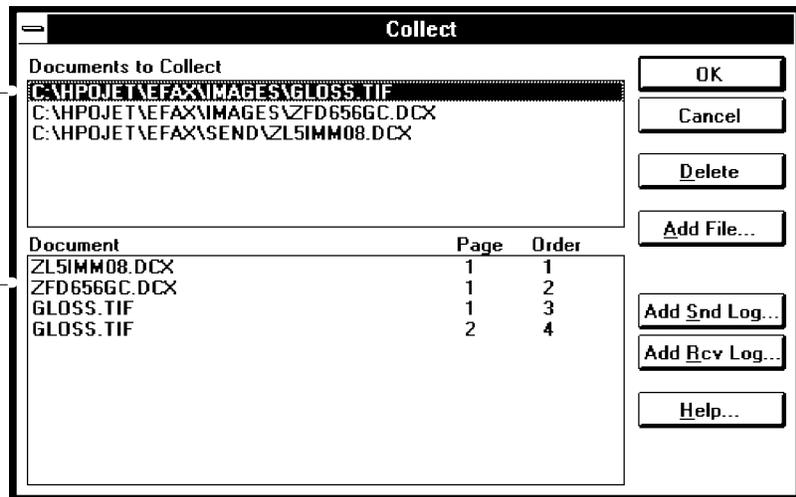
1. Do one or more of the following. Continue with this step until you have added all the files that you want to collect. Don't worry if they're not in the right order; you can change the order later.

    *   To add a document that's been faxed to a file, click the **Add File** button. The Open dialog box appears. Double-click the name of the file you want to add, or enter the filename in the **File Name** box and click the **OK** button. (You may need to change the directory and/or the file type.) You return to the Collect dialog box, with the new file added.

4. PC Faxes

- To add a fax from the Send Log, click the **Add Send Log** button. The Send Log is displayed. Double-click the entry that you want to add. You return to the Collect dialog box, with the new file added.
- To add a fax from the Receive Log, click the **Add Rcv Log** button. The Receive Log is displayed. Double-click the entry that you want to add. You return to the Collect dialog box, with the new file added.

2. When you have finished adding files, click the **OK** button. Eclipse FAX SE displays the files in Thumbnail view, beginning with the file that you started with. In the example below, a two-page glossary has been added to a one-page memo.
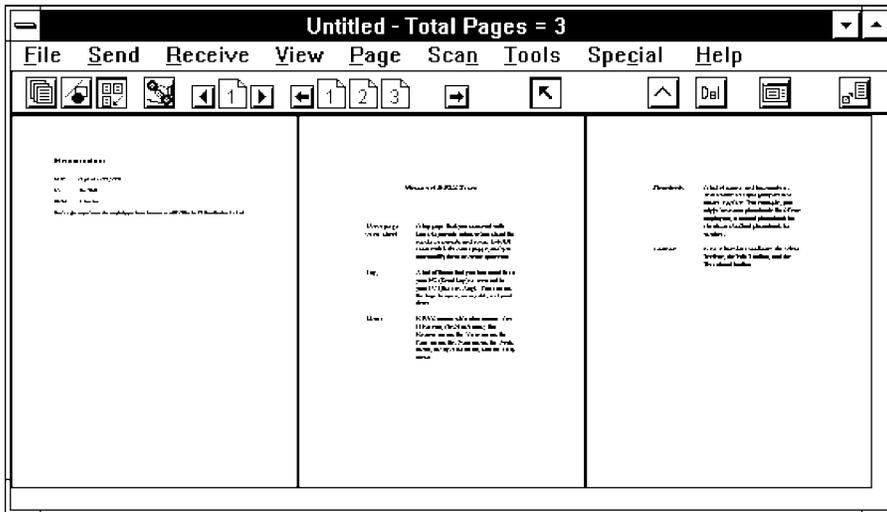
3. Optionally, use the Thumbnail toolbar to delete pages or change the order of pages. For more information, see "The Thumbnail Toolbar."

   If one or more of the documents you collected contain cover pages, the cover pages will be included in the fax, but they will not show the new number of pages. Therefore, you may want to delete those cover pages in this step. (If you used Method 2 or 3 under "Preparing to Collect Documents," you will have an opportunity later in this procedure to include a cover page that shows the total number of pages in the fax.)

4. If you want to add more documents to the file, click the **Collect Pages** tool. The Collect dialog box opens. Repeat steps 1 through 4.

5. When you have finished adding documents to the file, if you want to fax it now, go on to step 6.

   Otherwise, to save the file for later transmission, choose **File/Save As**. (The Collect dialog box must be closed.) The Save As dialog box appears, with the name of the first file you added in the **File Name** box. If you do not want to replace the existing file, enter a different filename, changing the directory and file type, if you wish. Click the **OK** button. If you entered the name of an existing file, you'll be asked if you want to replace it. Click the **Yes** button. When you finish this procedure, the saved file is displayed in the Eclipse FAX SE window.

6. To fax the file now, choose **Send/Send Fax**.

   - If you started this procedure by sending a fax from a Windows application (Method 1), you'll see "Processing" messages, and then the fax is sent at the scheduled time. When you finish this procedure, you return to the Windows application from which you started.

   - If you started this procedure by opening a file or from the Send or Receive Log (Methods 2 and 3), the Fax dialog box appears. Choose a range of pages, if desired, and click the **OK** button. The Send Fax dialog box appears. Complete it as explained under "Sending a Fax from a Windows Application." When you click the **Send Fax** button, you'll see "Processing" messages, and then the fax is sent at the scheduled time. When you finish this procedure, the faxed document is displayed in the Eclipse FAX SE window.

Modifying Cover Pages

Eclipse FAX SE comes with a set of cover pages. The names and designs of these cover pages vary from country to country; for illustrations of the cover pages available to you, see "Viewing the Eclipse FAX SE Cover Pages." For each cover page, you have two files:

- Filename.CVR contains the image of the cover page.
- Filename .CCF describes the placement of information on the cover page.

You can edit the .CVR files to add text and images to cover pages, but you cannot change the location of cover page information, change a cover page name, or generate new cover pages.

When you modify an Eclipse FAX SE cover page, you should *save it with its original filename*. Otherwise, Eclipse FAX SE will not recognize it as a cover page. Therefore, if you think you may want to use the original Eclipse FAX SE cover page at some time in the future, you should save it with a different filename, such as [name].OLD, before you begin this procedure.

The procedure below shows you how to add an image to a cover page. You can also add text to cover pages by following the instructions under "Adding Text to a Fax."

1. If you want to save the cover page you're going to modify with a different filename, do so now.

2. If the image has been saved to a file in Eclipse FAX SE, go on to step 3. Otherwise, either fax a copy of the image to a file in Eclipse FAX SE (see "Faxing a Document to a File"), or use your scanner to save it to a file (see "Scanning and Viewing").

3. From the Eclipse FAX SE menu bar, choose **File/Open File**. The Open dialog box appears.

4. Select the directory *hpojet\efax\images*.

5. In the **List Files of Type** box, select Cover Page (*.CVR). Eclipse FAX SE displays the filenames of your five cover pages.

6. Select the cover page you want to modify and click the **OK** button. Eclipse FAX SE opens the cover page.

7. Choose **Special/Place Image**. The Place Image dialog box appears.

8. In the Place Image dialog box, do one of the following:

   - Choose **File/Open**. The Open dialog box appears. Open the file that contains the image you want to add.
   - If the image is in a fax you have received or sent, choose **File/Open Receive Log** or **File/Open Send Log**. The Receive Log or Send Log dialog box appears. Open the file that contains the image you want to add.

Zooming Tips

- The smaller the area you select, the greater the zoom will be. So, to decrease the amount of zoom, select a larger area.
- To return to the original view, press the spacebar.

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9. There are two ways to make the image larger: you can resize the Place Image window, or you can zoom (magnify the image by holding down the left mouse button, drawing a box around the image, and releasing the mouse button). You may need to try zooming several times in order to get the size right (see "Zooming Tips").

10. Choose **Edit/Select**.

11. Draw a box around the image to select it (hold down the left mouse button, draw the box, and release the button). A black box appears within the area you selected.

12. From the menu bar, choose **Special/Paste**. The window with the image in it disappears, and the area you selected is displayed with a box around it.

13. Position the pointer on the box with the image in it, hold down the left button on your mouse, and drag the image to the desired position.

14. Click the pointer anywhere outside the box. Eclipse FAX SE prompts, "Merge Image?"

15. Click the **Yes** button. The Save As dialog box appears.

16. Save the file with its original name. (See the note under "Modifying Cover Pages.")

17. Click the **OK** button.

Using Letterhead and Second Sheets in Faxes

You can use Eclipse FAX SE to send faxes on versions of your own letterhead and second sheets. (Letterhead is used for the first page of a letter; the second sheet is used for the second and subsequent pages.)

Note: Fax documents will be electronically "printed" on top of your letterhead. If the top margin in a fax document isn't set with this in mind, the letterhead may overlay the first part of the fax.

The top margin of this fax document is too small to accommodate the letterhead

The top margin in this fax document has been set to leave room for the letterhead

Creating Letterhead and Second Sheets

There are several ways of creating letterhead and second sheets. When you've completed one of the methods shown below, turn to "Saving Letterhead and Second Sheets Files in Eclipse FAX SE."

Note: Most of the steps below refer to letterhead; use the same procedure for second sheets.

Method 1: Faxing Your Existing Letterhead to a File

If your letterhead exists in a file in a Windows application, use this method.

1.   In the Windows application, change the printer to *E-FAX on OfficeJet LX*, if necessary.

2.   Use the application's Print command to "print" the file. The Send Fax dialog box appears.

3.   In the Send Fax dialog box, click the **Fax to File** button. The Save As dialog box appears.

Method 2: Scanning Your Existing Letterhead

If your letterhead exists only on paper, use this method to scan a page of it to a file.

1.   Load a page of your letterhead in the loading tray, *face-down and top of page first.* Adjust the document guides if necessary.

2.   From the Eclipse FAX SE menu bar, choose **Scan/Scan and View**. The Save As dialog box appears.

Method 3: Creating Letterhead in Eclipse FAX SE

If you don't have letterhead, and you want to create it in Eclipse FAX SE, follow these steps. If you plan to incorporate your logo or some other image, either scan it to a file in Eclipse FAX SE (see "Scanning and Viewing"), or, if it already exists in a file, fax it to a file in Eclipse FAX SE (see "Faxing a Document to a File") before beginning this procedure.

Note: Every time you choose File/New Page from the Eclipse FAX SE menu bar, as you do in step 1 of this procedure, a file is added to your *hpojet\efax\images* directory. Over time, these files can take up considerable space, so you should delete them as soon as they're no longer needed.

1.   Choose **File/New Page** from the Eclipse FAX SE menu bar. A blank page appears.

2.   Optionally, use the **Font** tool to change the font.

3.   Optionally, use the **Size** tool to change the type size.

4.   Click the **Text** tool.

5.   Place the cursor in the location where you want to add text for your letterhead and click the left mouse button.

6.   Start typing. The text that you add is shown in red. Text wrapping does not work when you're adding text, so when you reach the end of a line, you must press the **Enter** key to start a new line.

> **Note:**   As you type, you can backspace to delete the text you're adding, but once you click your mouse button outside the text, you will not be able to change or delete the added text, except by closing and reopening the fax.

7. When you have finished adding text in the current location, click the left mouse button outside the text.

8. To add text in another location, repeat steps 5 through 7.

9. To incorporate your logo or some other image, choose **Special/Place Image** from the menu bar. The Place Image window appears. Follow steps 1 through 8 of "Using the Place Image Window to Add an Image." When the image is where you want it, click your left mouse button anywhere on the page outside the image. Eclipse FAX SE asks if you want to merge the image. Click the **Yes** button. The Save As dialog box appears.

Saving Letterhead and Second Sheets Files in Eclipse FAX SE

When you finish any of the three methods explained under "Creating Letterhead and Second Sheets," the Save As dialog box is open. Follow these steps to save the file in Eclipse FAX SE.

Note: A letterhead file must be file type LHD and end with the extension .LHD. A second sheets file must be file type SND and end with the extension .SND. Otherwise, Eclipse FAX SE will not recognize them as letterhead and second sheets.

1. In the **Save File as Type** box:

   - For letterhead, choose Letterhead (*.LHD).
   - For second sheets, choose Second Sheets (*.SND).

2. In the **File Name** box, type a name for the file.

   - For letterhead, use extension .LHD.
   - For second sheets, use extension .SND.
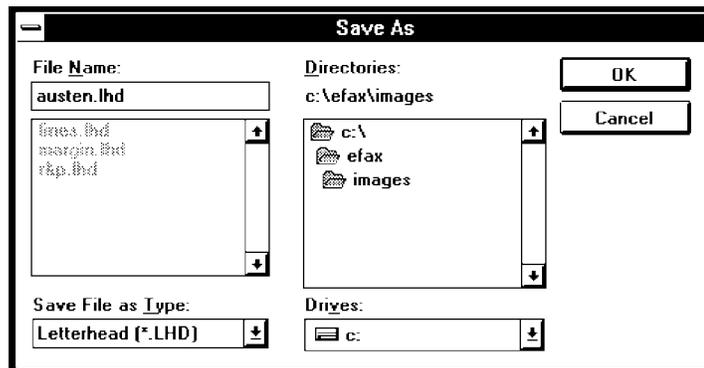
3. Click the **OK** button.

Note: You can also save the image to a file type supported by a drawing application (for example, PCX for Microsoft Paintbrush), edit the image in the drawing application, and then use Eclipse FAX SE to convert the file to LHD or SND format (open the file in Eclipse FAX SE, then save it as file type LHD or SND).

Sending Faxes with Letterhead and Second Sheets

Follow these steps to use letterhead and/or second sheets with faxes.

1. Complete the first six steps of "Sending a Fax from a Windows Application" in the "Sending Faxes from Your PC" section. The Send Fax dialog box appears.

The **Fax Preview** button

Previewing Faxes
When you're using letterhead and second sheets, it's a good idea to preview the fax before you send it. To preview a fax, click the **Fax Preview** button in the **Special** box. For more information, see "Using the Fax Preview Feature."

2. Complete the dialog box, but do not click the **Send Fax** button.

3. The **Other Sheets: Letterhead** box displays the name of the last letterhead that you used.

- To fax the first page of your document on the selected letterhead, click the **Letterhead** button.
- To choose different letterhead, click the **Letterhead** button; then click the arrow to the right of the box and double-click the name of the letterhead you want to choose.

4. The **Other Sheets: 2nd Sheets** box displays the name of the last second sheet that you used. (If you choose not to use second sheets, the second and subsequent pages of your fax will be printed on blank pages.)

  • To fax the second and subsequent pages of your document on the selected second sheet, click the **2nd Sheets** button.
  • To choose a different second sheet, click the **2nd Sheets** button; then click the arrow to the right of the box and double-click the name of the second sheet you want to choose.

5. When your fax is ready to send, click the **Send Fax** button.

Using the Fax Preview Feature

There may be times when you want to see what a fax is going to look like before you send it; for example, when you're using letterhead. Follow these steps.

Note: When you use the Fax Preview feature, you also have the option of modifying the fax before you send it by adding text or an image, or by adding other documents to the fax.

1. Follow the instructions under "Sending a Fax from a Windows Application" to complete the Send Fax dialog box, but before clicking the **Send Fax** button, click the **Fax Preview** button in the **Special** box.

2. When you're ready to send the fax, click the **Send Fax** button. The fax is displayed with the Thumbnail toolbar.

3. Optionally, add text to the fax. See "Adding Text with the Edit Toolbar" for instructions.

4. Optionally, add an image to the fax. See "Using the Place Image Window to Add an Image" for instructions.

5. Optionally, add other documents to the fax. See "Using the Collect Dialog Box" for instructions.

6. When you're ready to send the fax, choose **Send/Send Fax**. You'll see messages from Eclipse FAX SE, and then the fax is sent at the scheduled time.

Setting the New Page Paper Size

This setting determines the size of the page that is opened when you choose **File/New Page** from the Eclipse FAX SE menu. You might use this feature when creating letterhead or second sheets, for example. Three sizes are available, as shown below. To change the paper size, follow these steps.

1. From the Eclipse FAX SE menu bar, choose **Send/Setup**.

2. Click the arrow to the right of the **New Page Paper Size** box.

3. Click the paper size you want.

4. Click the **OK** button.

*   **Letter** (factory default) 8.5 x 11 inches (216 x 279 mm)
*   **U.S. Legal** 8.5 x 14 inches (216 x 356 mm)
*   **DIN A4** 8.27 x 11.7 inches (210 x 297 mm)

Managing Files

Eclipse FAX SE uses several different file types (a *file type*, also called a *file format*, is a method of compressing and storing bits of information). Comprehensive information on file types is outside the scope of this User's Guide, but you might find the information in the table below helpful.

Remember that every time you send or receive a PC fax, every time you fax a document to Eclipse FAX SE and save it as a file, and every time you choose **File/New Page** from the Eclipse FAX SE menu bar, a file is added to your disk. Over time, these files can take up a considerable amount of disk space. Therefore, we recommend that you delete unwanted files frequently.

File Type	Filename Extension	Explanations
DCX	.DCX	A document file type used by Eclipse FAX SE for sent and received PC faxes. This is also the file type created when you choose **File/New Page** from the Eclipse FAX SE menu bar. This file type is also used by other applications.
PCX	.PCX	A page file type used by various applications for single-page graphic images. You can save files in Eclipse FAX SE with a PCX file type to use or edit in other applications that support this file type, such as Paintbrush, the graphics program that comes with Windows. A PCX file can contain only one page, so if you save a multiple-page file with this file type, Eclipse FAX SE will create one PCX file for each page.
TIF	.TIF	A commonly-used file type for graphic images. Save files as TIF files in Eclipse FAX SE to use in other applications that support this file type. (There are several variations of the TIF standard, so other applications are not always able to read TIF files created in Eclipse FAX SE.)
Cover Page	.CVR	A file type used by Eclipse FAX SE for cover pages. (You cannot add a new cover page by creating a file of this type, because each cover page requires an accompanying .CCF file with specially coded information.)
Letterhead	.LHD	Save files with this file type in order to use them as letterhead in Eclipse FAX SE.
Second Sheets	.SND	Save files with this file type in order to use them as second sheets in Eclipse FAX SE.

The Eclipse FAX SE Menu Bars

This reference section explains all the Eclipse FAX SE menu options. There are three Eclipse FAX SE menu bars:

- the main menu bar across the top of the Eclipse FAX SE window
- the menu bar that appears when you open a file in Eclipse FAX SE
- the menu bar that appears when you display the Eclipse FAX SE cover pages

Main Menu Bar

The main menu bar appears across the top of the window when you open the Eclipse FAX SE window, as shown below.
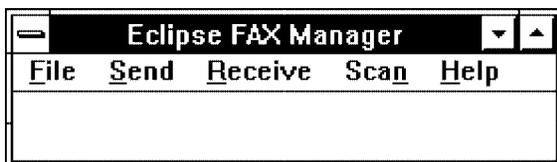
File Menu Options

Menu Option	Allows You To ...
Open File	Open a file on disk.
Open Phonebook	Open the Phonebook dialog box, to add, change, or delete phonebooks and phonebook entries.
New Page	Open a new page, which you can modify for use as a cover page, letterhead, or second sheet.
Printer Setup	Select a different printer.
Exit	Close Eclipse FAX SE.

Send Menu Options

Menu Option	Allows You To ...
Quick Note	Send a quick note (cover page with note) from Eclipse FAX SE.
Log	Open the Send Log (a list of outgoing faxes). From the Send Log, you can view, print, reschedule, and delete faxes.
Setup	Open the Send Setup dialog box, which lets you change the resolution for PC faxes, change cover page information, and select the new page paper size.

Receive Menu Options

Menu Option	Allows You To ...
Log	Open the Receive Log (a list of received faxes). From the Receive Log, you can view, print, and delete faxes.
Setup	Open the Receive Setup dialog box, which lets you change the Notify on Receipt and Print on Receipt settings for incoming PC faxes.

Scan Menu Options

Menu Option	Allows You To ...
Scan and Fax	Scan a document to your PC and then fax it, adding an Eclipse FAX SE cover page, if desired.
Scan and View	Scan a document to a file on your PC.
Scan and Print	Scan a document to the selected printer (usually the HP OfficeJet). In most cases, it's easier to use the HP OfficeJet as a copier.

Help Menu Options

Menu Option	Allows You To ...
Contents ...	View the contents of the Eclipse FAX SE online help.
Search for help on ...	Search for help on a particular topic.
Technical Support ...	Learn how to get technical support.
About ...	View information about your version of Eclipse FAX SE.

File Open Menu Bar

This menu bar appears when you open a file in the Eclipse FAX SE window, as shown below.
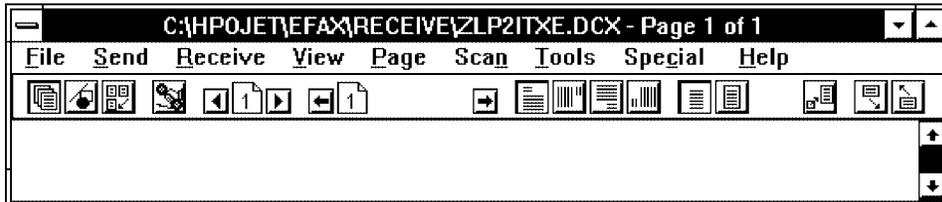
File Menu Options

Menu Option	Allows You To ...
Open File	Open a file on disk.
Open Phonebook	Open the Phonebook dialog box, to add, change, or delete phonebooks and phonebook entries.
Close	Close the current file.
New Page	Open a new page, which you can modify for use as a cover page, letterhead, or second sheet.
Save As	Save the file with a different name, different location, and/or different file type.
Delete	Delete the currently displayed file from your disk.
Collect Pages	Open the Collect dialog box, which lets you collect two or more documents to send as a fax.
Print	Print the currently displayed file.
Printer Setup	Select a different printer.
Exit	Close Eclipse FAX SE.

Send Menu Options

Menu Option	Allows You To ...
Send Fax	Send the currently open file as a fax.
Quick Note	Send a quick note (cover page with note) from Eclipse FAX SE.
Log	Open the Send Log (a list of outgoing faxes). From the Send Log, you can view, print, reschedule, and delete faxes.
Setup	Open the Send Setup dialog box.

Receive Menu Options

The Receive menu options are the same as in the main menu.

View Menu Options

Menu Option	Allows You To ...
Best Fit	Display the fax at approximately actual size.
Full Page	Display an entire page at once.
Thumbnail View	Display every page of the fax in reduced size. The more pages the fax contains, the smaller the pages in the display will be.
Reset	Return from a zoomed image to Best Fit or Full Page. This menu option is not available unless you have zoomed, and is therefore not available in Thumbnail view.
Invert	Display the fax or file with white letters on a black background, rather than black on white (the default). If you print with Invert turned on, the fax or file will also be printed with colors reversed. This option is not available in Thumbnail view.
Rotate 0	Turn the fax back to 0 degrees of rotation. This option is not available in Thumbnail view.
Rotate 90	Turn the fax 90 degrees to the right. This option is not available in Thumbnail view.
Rotate 180	Turn the fax 80 degrees to the right. This option is not available in Thumbnail view.
Rotate 270	Turn the fax 270 degrees to the right. This option is not available in Thumbnail view.

Page Menu Options

Menu Option	Allows You To ...
Next	Move forward through the fax or file, one page at a time.
Previous	Move backward through the fax or file, one page at a time.
First	Display the first page of the fax or file.
Last	Display the last page of the fax or file.
Jump To	Move to a given page in the fax or file. The Jump to Page dialog box appears. Either type in the desired page number, or click in the bar between the arrows. When the page number you want is displayed, click the **OK** button.

Scan Menu Options

The Scan menu options are the same as in the main menu.

Tools Menu Options

The Tools menu toggles between **Hide Tool Bar** and **Show Tool Bar**. When you choose **Hide Tool Bar**, the toolbar is closed and there's more room to display your fax. Choose **Show Tool Bar** to reopen the toolbar.

Special Menu Options

Menu Option	Allows You To ...
Place Image	Open the Place Image window, which allows you to add an image to a file.
Paste	Paste an image into your fax from the Place image window.
Select	Select part of the currently displayed file and copy it to the Clipboard.
Select All	Select the entire file and copy it to the Clipboard.
Merge	Merge an image onto the currently displayed page.
Show Cover Sheets	Display a thumbnail view of the Eclipse FAX SE cover pages.

Help Menu

The Help menu options are the same as in the main menu.

Cover Sheets Menu Bar

This menu appears when you choose **Special/Show Cover Sheets** from the file open menu bar, as shown below.
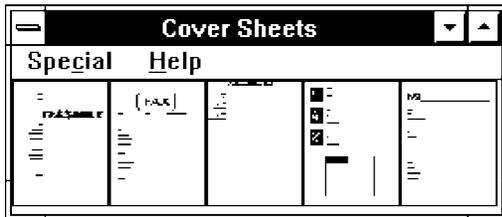
Special Menu Options

Menu Option	Allows You To ...
Add Cover Sheet	Add the selected cover page to the currently open file.
Return to Document	Return to the currently open file.

Help Menu Options

The Help menu options are the same as in the main menu.

5 Printing and Making Copies

This chapter tells you how to choose media for printing from your PC, load envelopes, and how to control the printer settings. This chapter also describes how to make copies with the HP OfficeJet LX, including how to reduce your original document and how to change the resolution and contrast.

Choosing Media

You can print on or copy to any of these types of media:

- **Cotton bond paper** (16 to 36 lb, or 60 to 135 g/m^2)
- **Copier paper** (16 to 36 lb, or 60 to 135 g/m^2)
- **HP Glossy Paper** (see "Ordering Information" in chapter 8)
- **LX JetSeries Transparency Film** (see "Ordering Information" in chapter 8)
- **LX JetSeries Paper** (see "Ordering Information" in chapter 8)

Tips for Loading Paper and Other Media

Load media according to the instructions in chapter 1. Instructions for loading envelopes are presented later in this chapter.

For best printing results:

- Load media print side down.

  ` For *plain paper*, this is usually indicated by an arrow on the packaging.
  ` For *letterhead paper*, load the letterhead side down and forward as shown below.
  ` For *HP LX JetSeries Transparency Film*, load the rough side down and the adhesive strip forward as shown below. For *HP LX JetSeries Glossy Paper*, load the glossy side down.

Letterhead paper

Transparencies
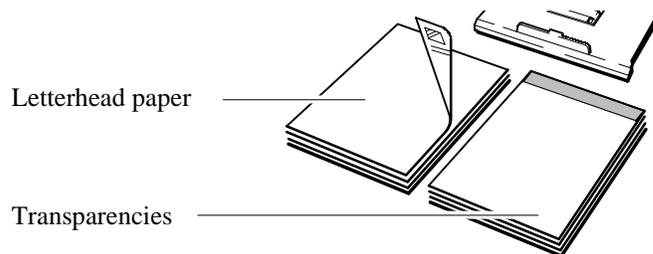
OJ-59

- Load only one type and size of media at a time.
- Make sure that all media is free of tears, dust, wrinkles, curled or bent edges, staples, and paper clips.
- Avoid media with cutouts or perforations otherwise ink may stain the inside of the machine.
- Avoid adhesive labels and media that is heavily textured or embossed. Adhesive labels may come off inside the machine and cause subsequent media to jam.

Using the HP OfficeJet LX Printer Options

Windows software programs provide general settings (such as font sizes and types), that you can select for any printer. The HP OfficeJet LX printer software provides specific settings (such as print quality and page orientation), that you can select for the HP OfficeJet LX. Settings made in your software program and in the HP OfficeJet LX printer software override settings made with the control panel.

Printer options include the method used to print your document (Printout Mode), the print quality of your document, the orientation of text and images on the printed page, the type of paper or other media you are printing on, and the size that you are printing on.

<u>Goal</u>:	<u>Do this:</u>
• Print documents that are text only, no pictures or graphics	Set **Printout** to *Black Text*.
• Make text as sharp as possible	Set **Print Quality** to *Best* (factory setting).
• Make graphic illustrations and pictures as sharp as possible	Set **Printout** to Grayscale. Then click **Options...** and set Grayscale Options.
• Print graphic illustrations and pictures quickly, using less ink	Set **Print Quality** to *EconoFast*.
• Print on overhead slides	Set **Media** to *Transparency*.
• Print on envelopes	Set **Media Size** to *No 10 (U.S.)* or *DL (European)* envelope size.

Opening the HP OfficeJet LX Printer Options

When you choose **File/Print** in a Microsoft Word document, the Print dialog box appears.
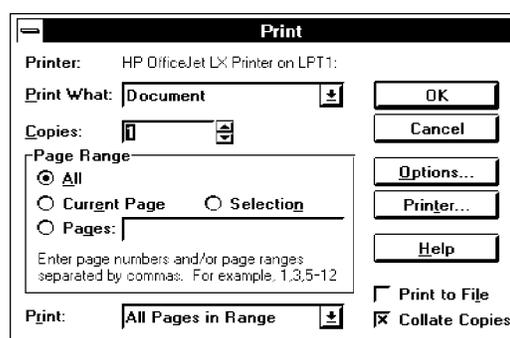
When you choose **Printer** in the Print dialog box, the Print Setup dialog box appears. Each of the printers available to you is listed. Click on HP OfficeJet LX Printer, then choose **Options**.
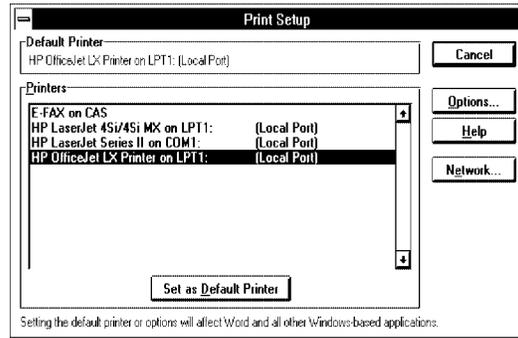
When you choose **Options** in the Print Setup dialog box, the HP OfficeJet LX Printer dialog box appears.
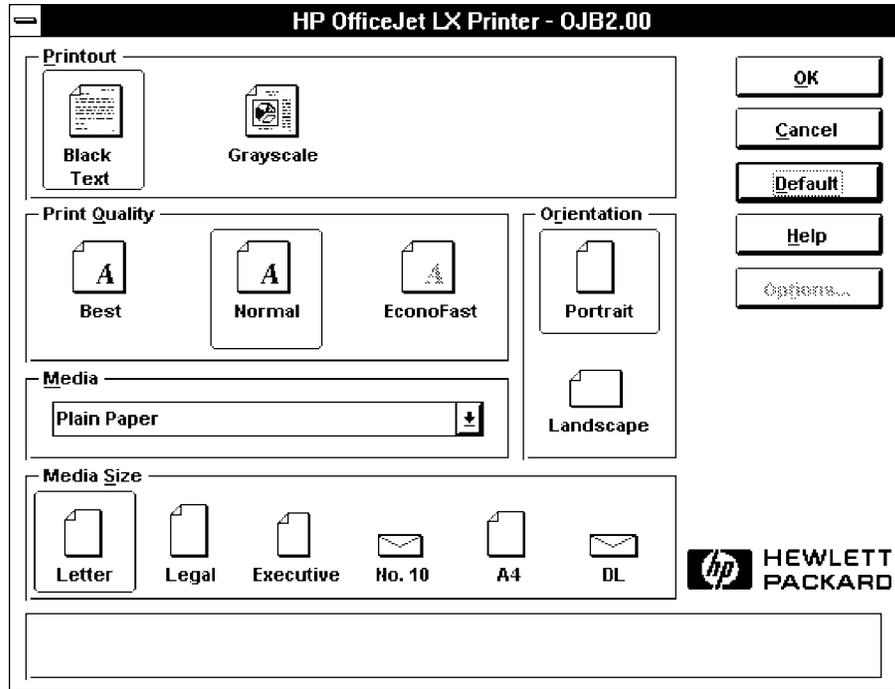
Print Setup Commands for Selected Windows Applications
• Word for Windows 2.0**File/Print Setup**
• Word for Windows 6.0**File/Print**; click the **Printer** button; double-click the printer; click the **Close** button
• WordPerfect for Windows 5.2**File/Select Printer**
• Quicken 2 for Windows**File/Printer Setup/Check Printer Setup**
• Excel 5.0**File/Print/Printer Setup**
• Ami Pro 3.0 `**File/Printer Setup**
• Lotus 1-2-3, Release 4**File/Printer Setup**

Reviewing the Printer Settings

The table below shows the settings that you can change with the HP OfficeJet LX Printer. It also gives the factory settings (defaults), where applicable.

Option	Use Whenever You Need To Print ...
Printout	
Black Text	• Documents that contain only black text, such as letters. Black Text is the default mode.
Grayscale	• Documents that contain solid graphics, such as business graphs and charts, to be printed in shades of gray. • For grayscale printing of color images, use grayscale mode. With grayscale imaging, different colors and saturation levels of color are represented as different shades of gray.
Print Quality	
Best	• Documents with highest print quality. This mode prints more slowly than Normal mode for most documents.
Normal	• Documents with letter quality printing. Normal is the default print quality setting.
EconoFast	• Documents with draft quality printing. EconoFast prints faster and uses less ink.
Orientation	
Portrait	• Across the width of the page (letter-style). Portrait is the default Orientation setting.
Landscape	• Across the length of the page (spreadsheet-style).
Media	
Plain Paper	• On bond or photocopy paper and envelopes. Plain Paper is the default Media setting.
Transparency	• On HP LX JetSeries Transparency Film. If you are printing more than one page, the printer waits several minutes between printing transparencies to allow time for the ink to dry.
Transparency (Extra Dry Time)	• In high humidity where ink on transparencies may dry slowly. The printer stops printing after each transparency. You may want to remove each transparency from the printer OUT tray before restarting printing. Click OK in the dialog box to restart printing.
HP Glossy Paper	• On HP LX JetSeries Glossy Paper. If you are printing more than one page, the printer waits several minutes between printing sheets to allow time for the ink to dry.
HP Glossy Paper (Extra Dry Time)	• In high humidity where glossy pages may dry slowly. The printer stops printing after each sheet. You may want to remove each sheet from the printer OUT tray before restarting printing. Click OK in the dialog box to restart printing.
LX JetSeries Paper	• On HP LX JetSeries Paper to enhance output.
Media Size	
Letter	• Print on standard US paper size (8.5 x 11 in.) Letter is the default Media Size in the US.
Legal	• Print on US legal-sized paper (8.5 x 14 in.).
Executive	• Print on US executive-sized paper (7.5 x 10.5 in.).
No. 10	• Print on standard US envelope size (4.125 x 9.5 in.).
A4	• Print on standard European paper size (210 x 297 mm.). A4 is the default Media Size in Europe.
DL	• Print on standard European envelope size (220 x 110 mm.).

Choosing the Grayscale Options

When you choose **Grayscale** as the Printout mode and choose **Options** in the Print Setup dialog box, the Grayscale Options dialog box appears. The options button is not available in Black Text mode.
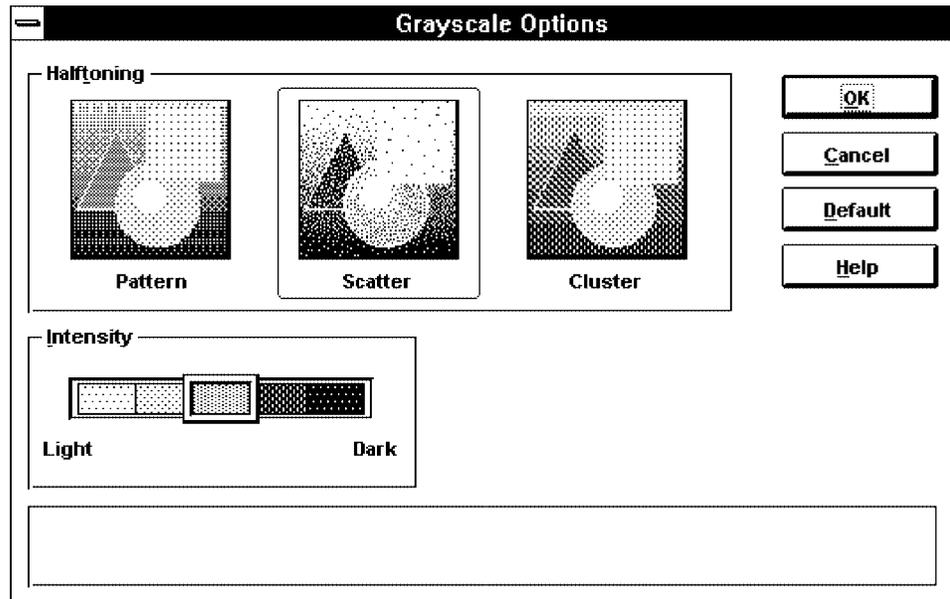
Reviewing the Grayscale Options

The table below shows the settings that you can change with Grayscale Options. It also gives the factory settings (defaults), where applicable.

Use...	Whenever You Need To Print ...
Halftone	
Pattern	• Color text. • Line graphics. • Free hand images. • Clip art images. • Business graphics.
Scatter	• Complex graphic images. • Photographic images. • Scanned images. • Scatter is the default setting.
Cluster	• Documents to be photocopied.
Intensity	• Lighter images (less ink) use the mouse to move the slider to the left. Move the slider to the right for darker images (more ink).

If you use DOS software applications

Note: If you use DOS software applications and Windows applications, be sure to exit Windows before runing your DOS applications. Do **Not** run DOS applications from the Windows MS DOS Prompt.

For each DOS software application you use, you must use a specific printer driver. Your DOS software application supplies printer drivers for many printer models. A printer driver that supports your printer features may already be in your software application.

Note: Your access to some printer features, such as font selection, depends on your software application and the printer driver installed.

1. **Determine if your software application provides a printer driver that you can use.**

    Check the printer selection or printer setup menu in your software application for a list of printer models. The list below identifies recommended printer driver selections you can use and the type of support that each offers:

Use this printer driver:	For this type of printer support:
HP DeskJet 520 printer	All printer features
HP DeskJet 510 printer	All printer features
HP DeskJet 500 printer	All printer features except for some fonts and envelope printing

2. **Select the printer driver using the instructions provided by your software application manual.**

    If the HP DeskJet 520 printer is not listed, use one of the alternate printer drivers listed and contact your software company to determine if an HP DeskJet 520 printer driver is available.   The printer driver for DOS Applications shipped with your HP OfficeJet LX contains drivers for Lotus 1-2-3 (versions 2.3, 2.4, 3.1, 3.1+, 3.4 and 4.0) and WordPerfect (versions 5.1, 5.1+ and 6.0.)

3. **Print a few documents from your software applications to make sure documents are printing correctly.**

    This ensures that you have selected an appropriate printer driver.

    Note: You may need to add or change the MODE statement in your computer's AUTOEXEC.BAT file. The MODE statement tells your computer where to send printing information. This statement is not always required. If the HP OfficeJet LX won't print, check your AUTOEXEC.BAT file to make sure the MODE statement for a Centronics parallel connection to the LPT1 port is: **MODE LPT1:,,P**. If you are not familiar with your AUTOEXEC.BAT file, see your DOS manual for information.

Loading Envelopes

1. Remove the output tray from the HP OfficeJet LX and set it aside.

OJ-6

2. Pull the paper tray toward you until it's fully extended.
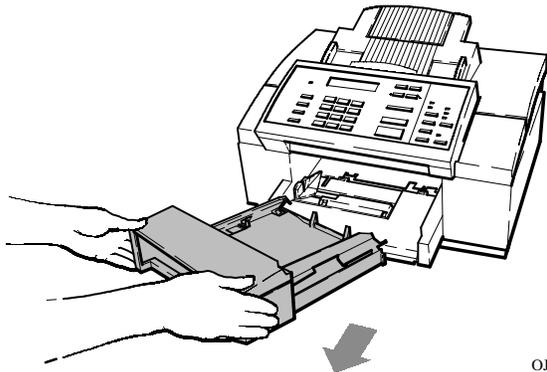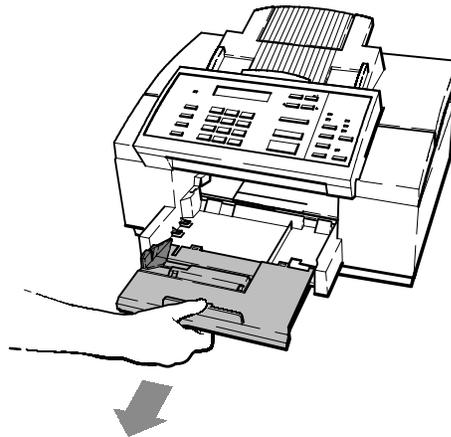
OJ-7

3. Load up to 20 envelopes flap up with the top edge aligned to the right side of the HP OfficeJet LX, as shown.

OJ-8

4. Slide the green paper guide to the right until it's flush with the edge of the envelopes, and it snaps into place at the appropriate envelope setting. The envelope guide will pop up to keep the envelopes vertically aligned.

OJ-9

Envelope guide

U.S. No. 10
envelope

European DL
envelope
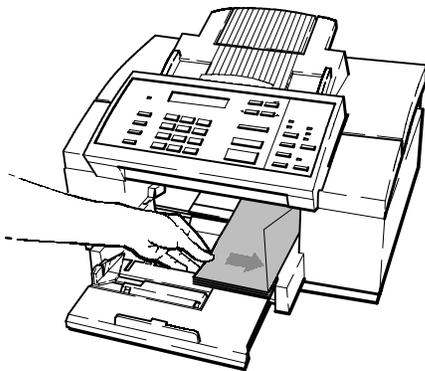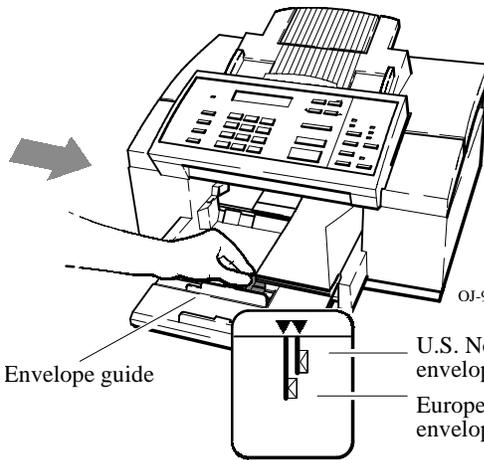
5. Close the paper tray gently until the envelope guide is flush with the envelopes. Don't force it or you may cause a paper jam.

6. Insert the output tray.

OJ-11

OJ-10
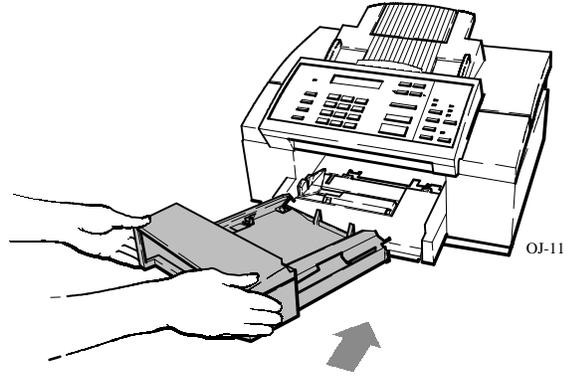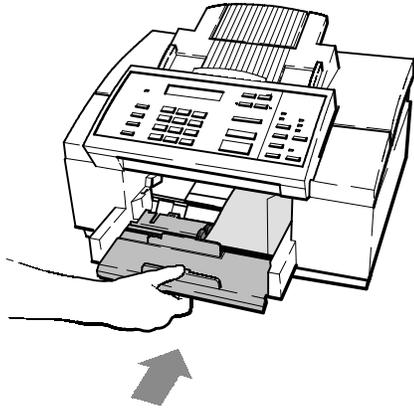
Printing Envelopes With Windows Applications

When you print envelopes from Windows applications on the HP OfficeJet LX, be sure to choose the correct Media Size in the Printer Options.

The HP OfficeJet LX automatically selects the correct Orientation when you choose an envelope media size. The Orientation controls in the HP OfficeJet Printer Setup dialog box are grayed out when you choose an envelope size.

You may, however, need to select printing orientation in your software program. Some programs use a print setup dialog provided by Windows to select common printer settings. This dialog does not automatically default to the correct orientation for envelopes. If the Orientation settings are not disabled (grayed out) when you select envelopes, you must select the correct orientation in the software program print setup dialog box.

Select Landscape orientation for the HP OfficeJet LX printer.

Controlling the Appearance
of Your Printed Documents

You can change the printer settings in any of the four ways described below.

Using your software application is the easiest and most recommended method. In general, settings made through your software application supercede settings made with the other three methods.

	This method:	Can be used to change these types of settings:	When to use this method
	Your Software Application (in conjunction with a printer driver)	• Typeface style and size. • Placement of text, graphics, and margins. • Page orientation.	Whenever possible. Your software settings will override the front panel settings.
Quality **Font**	**Printer Control Panel Buttons**	• Print quality. • Page orientation. • Pitch of internal fonts.	When your DOS software does not allow you to make these settings. The next section "Using the Printer Control Panel" explains how to use these buttons.
MENU: → **Printer Settings**	**Printer Settings in the HP OfficeJet LX Menu**	• Character sets. • Text lines per page. • Top and bottom margins.	When printing ASCII files directly from DOS. Refer to chapter 6 for a map to the printer settings in control panel menu system.
E_c . . .	**Printer Commands (PCL)**	Some infrequently-used settings not usually found in software applications, such as stroke weight cursor position, raster graphics control, and so on.	When your DOS software application allows you to customize the printer software. The HP DeskJet 500 Series Technical Reference Guide will be a helpful reference (refer to chapter 8 for ordering information).
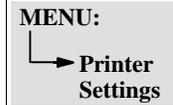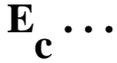
Using the Printer Control Panel for DOS Printing

If you installed a printer driver for your DOS software application, you **don't use** the **Quality** or **Font** buttons. The settings in your software application will override the settings on the printer control panel.

The printer control panel Quality and Font buttons are **exclusively for the DOS printing features** of the HP OfficeJet LX, not for faxing or copying, nor for printing from Windows Applications.

PRINTER

☐ Letter

☐ Draft

Quality

☐ Portrait

☐ Landscape

☐ Condensed

Reset

Font

Clean Pen

☐ Ready

Load/Eject

Status

DOS printing only

Quality - Press this button to select Draft or Letter quality print output. The light indicates which one is selected.

Reset - Press this button to cancel a print job in progress.

Clean Pen - Press this button to begin the print cartridge cleaning process.

DOS printing only

Font - Press this button to select Portrait or Landscape page orientation in the factory-set internal font or a condensed font. The lights indicate which ones are selected.

Ready - When lit, indicates that the printer is online and ready to print.

Load/Eject - Press this button when printing is finished but the last page of your print job has not been released to the output tray.

Status - Press this button once to pause a print job (Ready light goes off). Press it again within 5 minutes* to resume printing (Ready light comes on).

* If you wait longer than 5 minutes, you may need to resend your print job.

Making Copies

1. Adjust the document guide, if necessary, then load your document face-down in the loading tray (up to 20 pages). Wait about 4 seconds while the HP OfficeJet LX loads the bottom page.

OJ-19

3. Press **Start/Copy** again to begin copying.

OJ-47

2. Press **Start/Copy**, then enter the number of copies you want (up to 99 copies).

    Note: If you only want one copy, you don't need to enter the "1," just skip to Step 3.
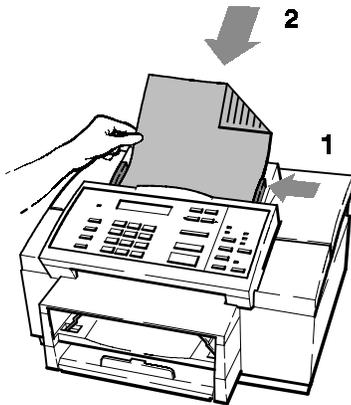
OJ-47
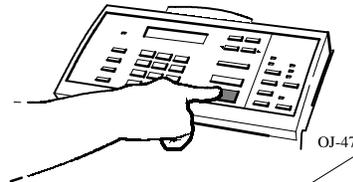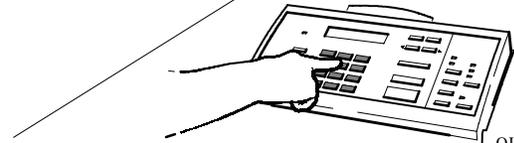
OJ-46
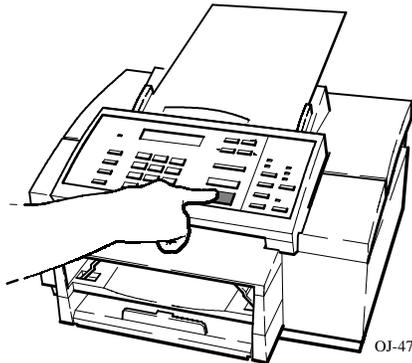
Helpful Hints:

*   If the "Memory full" message displays after you try to make multiple copies, make one copy of that document at a time.
*   You cannot make copies while a phone connected directly to the HP OfficeJet LX is offhook. If you press **Start/Copy**, the HP OfficeJet LX will try to fax your document.
*   The following lists the allowable media sizes you can load in the paper tray for copying.
    Letter: 8.5 x 11 inches (216 x 279 mm)
    Legal: 8.5 x 14 inches (216 x 356 mm)
    A4: 210 x 297 mm (8.27 x 11.7 inches)

Controlling How Your Copies Will Look

The following sections describe how to assess the quality of your original document and how to make adjustments that will improve the appearance of your copies.

Use the following table to decide if you need to modify your original or the copier settings *before* copying.

<u>Goal:</u>	<u>Do this</u>:
Graphic illustrations and photographs as sharp as possible	Adjust the Resolution setting to **Photo**.
Lighten or darken the copy while scanning	Adjust the Fax/Copy Contrast setting.
Copy a document that's smaller than standard sizes or a document that's torn	Insert the original document into a protective document carrier before copying. (A document carrier is a clear plastic holder that looks something like a page protector. It's available at most office supply stores.)
Copy a document that's stapled or paper-clipped	Remove staples and paper clips from the document before copying. **CAUTION:** Failure to remove staples and paper clips before copying can cause permanent damage to the scanner inside the HP OfficeJet LX.

Making Reduced Copies of Your Original Document

Refer to "Changing Copy Reduction" in chapter 2 to set the copy reduction using the HP OfficeJet LX Manager or to chapter 6 to use the control panel menu.

Note: When you have the resolution set to **Photo** and Copy Reduction to 100%, your copies will actually be at 98% of the original size, which provides the highest possible print quality.

Adjusting the Contrast

Refer to "Adjusting the Contrast" in chapter 2 to set the copy reduction using the HP OfficeJet LX Manager or to chapter 6 to use the control panel menu.

Use this setting:	For these kinds of fax originals:
Normal	Documents with acceptable lightness/darkness. This is the factory setting.
Lighten	Originals that are too dark.
Darken	Originals that are too light.

Note: *You cannot make copies in Standard resolution.* If the Resolution is set to **Standard**, your document will be copied in **Fine** mode, although the display will not change to indicate this and the setting will not be changed on the control panel. The **Standard** setting can only be applied to the resolution of outgoing faxes.

6 Using the Front Panel

Most front panel settings can be made quickly and easily using the HP OfficeJet LX Manager. For that reason, this chapter gives you a quick tutorial on using the front panel and maps to each of the menu options. (Except where noted, explanations for the front panel menu options can be found in chapter 2.)

Topic	**Page**

When and How to Use the Front Panel

The primary method for making HP OfficeJet LX settings is the HP OfficeJet LX Manager. When this is not possible, use the front panel buttons to make your way through the menu system. To help you, the menu maps presented here are in the same order as the option explanations in chapter 2. We've also used, as much as possible, the same titles to help guide you.

Using the Menu Buttons

The following is a quick overview of how to use the front panel buttons with the menu system.

Press **Backspace** to move back to a previous menu level, or, during data entry, delete the character to the left of the cursor.

Press **Enter/Save** to select the menu or setting shown on the bottom line of the display. Press twice to make your selection and return to the Ready display.

Backspace   Enter/Save

Press **Menu** to enter the menu system.

Menu

Press **Left Arrow** or **Right Arrow** to move to the next menu, setting, or character (during data entry).

Stop

Press **Stop** to cancel an operation in progress or exit the menus immediately (when you don't want to make a selection) and return to the Ready display.

Tutorial: Moving in the Menu System and Entering Words and Symbols

This example shows you how to move through the menus and how to enter characters using the front panel buttons. Throughout all menus, the procedures for moving and making selections are the same.

This example shows you how to enter a company name ("Ab Co." in this example) into the fax header.

Moving from one menu to another

Do this:	Using these buttons:	For this display:
1. Press the **Menu** button to display the menu. "Time/Date, Header" is always the first menu displayed.	**Menu**	MENU Time/Date, Header
2. Press **Enter/Save** to select "Time/Date, Header."	**Enter/Save**	TIME/DATE, HEADER Time/Date
3. Press **Right Arrow** to move to "Fax Header."	▶	TIME/DATE, HEADER Fax Header
4. Press **Enter/Save** to select "Fax Header."	**Enter/Save**	Enter header name
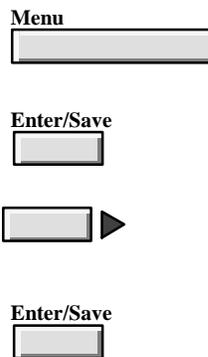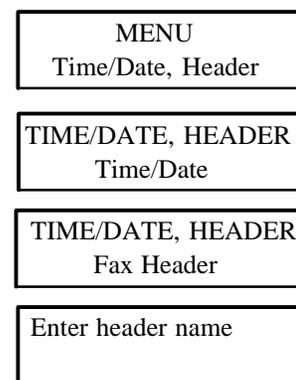
Entering Words and Symbols

1. To enter the first letter in **Ab Co.**, use the numeric keypad (note the letters ABC above the **2** button). To enter the first letter in **Ab Co.**, press **2**. Press **2** several times and you notice that the three letters above the **2** cycle through the lowercase, then upper-case letters.	**ABC** **2**	Enter header name A
2. Press the **2** button multiple times until the "A" is displayed.	**ABC** **2**	Enter header name A
3. Press **Right Arrow** to move the blinking cursor one space to the right. (From now on, we will just show the **Right Arrow** button after the instruction for each letter of the company name.)	▶	Enter header name A
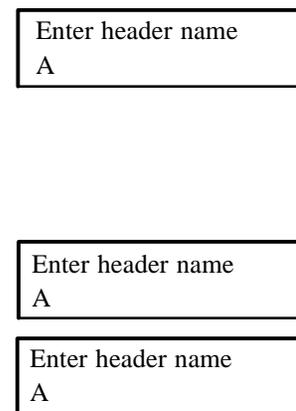
(Continued on next page)

Do this:	Using these buttons:	For this display:

4. Now press the **2** button multiple times until the lowercase "b" is displayed.

ABC
2

▶

Enter header name
Ab

5. Press **Space** once to insert a space.

Space
#

▶

Enter header name
Ab

6. Press the **2** button multiple times until the uppercase "C" is displayed.

ABC
2

▶

Enter header name
Ab C

7. Press **6** multiple times until the lowercase "o" is displayed.

MNO
6

▶

Enter header name
Ab Co

8. Press **Symbols** multiple times until the "." is displayed. (Notice the many other symbols you can enter as well: * - & . , / ( ) ' = # @ _ !)

Symbols
∗

▶

Enter header name
Ab Co.

9. Press **Enter/Save** to save the name you entered ("Ab Co."). The display prompts you to enter your company's fax number. The numeric keypad will now enter numbers instead of letters.

Enter/Save

Enter header number

10. Now, press **Enter/Save** again to return to the Ready menu.

Enter/Save

Ready   Fax/TAM
09-20-94   02:15 PM
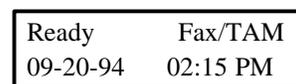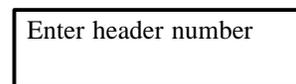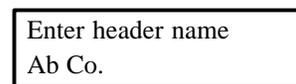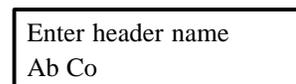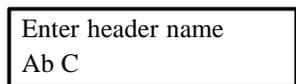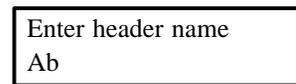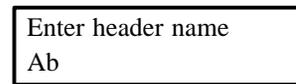
Using Send Fax Setup

The following menu maps guide you to the same options as found in the **OfficeJet Setup/Send Fax Setup** menu in the HP OfficeJet LX Manager.

Changing the Header for Your Outgoing Faxes

Menu

Time/Date, Header ——— Time/Date

...   **Fax Header**
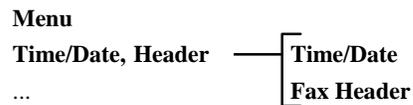
Selecting Tone or Pulse Dialing Mode and Setting Automatic Redial

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size

Fax Settings ——— Speed Dial Setup

...   Group Dial Setup

                      Phone Setup ——— Rings to Answer

                      ...   Ringer

                                                Ring/Beep Volume

                                                Buttons Beeps

                                                Dialing Mode

                                                Auto Redial

                                                ...
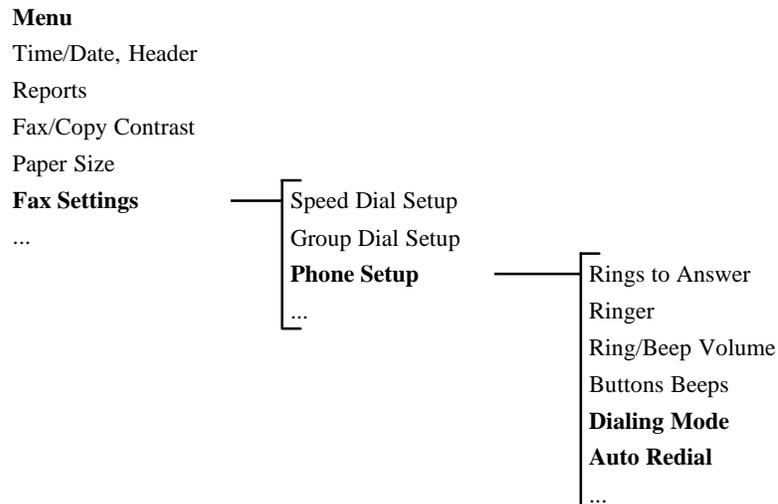
Using Speed Dial Setup

The following menu maps guide you to the same options as found in the **OfficeJet Setup/Speed Dial Setup** menu in the HP OfficeJet LX Manager.

Menu
Time/Date, Header
Reports
Fax/Copy Contrast
Paper Size
Fax Settings ———— **Speed Dial Setup**
...   ...

Inserting a Pause in a Speed Dial Number   **Redial/Pause**

To insert a 2-second pause into a speed dial code or while physically dialing a fax number, press the front panel **Redial/Pause** button. A dash (-) will display, indicating that the pause will occur at that point in the dialing sequence. You can enter up to six pauses in a row, for up to 12 seconds of pause.

Setting Up a Speed Dial Group

Menu
Time/Date, Header
Reports
Fax/Copy Contrast
Paper Size
Fax Settings ———— Speed Dial Setup
...   **Group Dial Setup**
                        ...

Changing the Scanned Image Quality

The following menu map guides you to the same options as found in the **OfficeJet Setup/Scanned Image Quality** menu in the HP OfficeJet LX Manager.

Adjusting the Contrast

Menu

Time/Date, Header

Reports

Fax/Copy Contrast ——— Normal

...   Lighten

                             Darken

Adjusting the Resolution

Resolution

Press the front panel **Resolution** button to change resolution. Refer to chapter 2 to know which resolution settings to use in a given situation.

6. Front Panel

Using Receive Fax Setup

The following menu map guides you to the same options as found in the **OfficeJet Setup/Receive Fax Setup** menu in the HP OfficeJet LX Manager.

Changing the Receive Mode

Receive Mode

Press the front panel **Receive Mode** button to change receive mode. Refer to chapter 1 to find out which receive mode to use for your configuration.

Setting the Number of Rings to Answer, Setting Automatic Reduction, Setting Backup Reception, Enabling Distinctive Ring, Enabling Silent Detect, Enabling Remote Service

Menu
Time/Date, Header
Reports
Fax/Copy Contrast
Paper Size
Fax Settings ———— Speed Dial Setup
...   Group Dial Setup
                        Phone Setup ———— **Rings to Answer**
                        Send Fax Later   Ringer
                        Polling Setup   Ring/Beep Volume
                        Backup Reception   Buttons Beeps
                        Silent Detect   Dialing Mode
                        Auto Reduction   Auto Redial
                                                    Distinctive Ring
                                                    Remote Service

Changing the Loaded Paper Size

The following menu map guides you to the same options as found in the **OfficeJet Setup/Loaded Paper Size** menu in the HP OfficeJet LX Manager.

Menu

Time/Date, Header

Reports

Fax/Copy Contrast

Paper Size ——————— Letter (8.5 × 11 in)

... A4 (210 × 297 mm)

Legal (8.5 × 14 in)

Exec (7.25 × 10.5 in)

Envelopes

Changing Copy Reduction

The following menu map guides you to the same options as found in the **OfficeJet Setup/Copy Reduction** menu in the HP OfficeJet LX Manager.

Menu
Time/Date, Header
Reports
Fax/Copy Contrast
Paper Size
Fax Settings
Printer Settings
Copier Settings ———— **Copy Reduction** ———— 100%
95%
90%
85%
80%
75% Legal-to-Letter
70%

Controlling Sound Settings

The following menu map guides you to the same options as found in the **OfficeJet Setup/Sounds** menu in the HP OfficeJet LX Manager.

Controlling Rings and Beeps

Menu
Time/Date, Header
Reports
Fax/Copy Contrast
Paper Size
Fax Settings ——————— Speed Dial Setup
... Group Dial Setup
Phone Setup ——————— Rings to Answer
... **Ringer**
Ring/Beep Volume
Buttons Beeps
...

Printing Logs and Reports

The following menu map guides you to the same options as found in the **Reports** menu in the HP OfficeJet LX Manager.

Menu

Time/Date, Header

Reports	Fax Log	Print Now	Last fax
...	Speed Dial	Automatic Log	Last 30 faxes
	Menu Settings		
	Self Test		Error only
	Print Demo		Send or error
	Print All		Send only
			Off
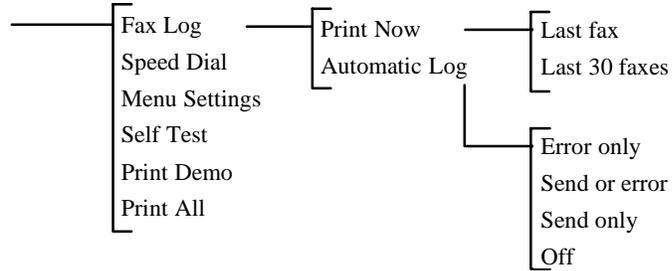
Scheduling a Fax

The following menu map guides you to the same option found in the *Send Fax* dialog box of Eclipse FAX SE. You can only defer sending a fax up to 24 hours using the front panel setting. Refer to "Sending a Fax from a Windows Application" in chapter 4 for more information.

Menu

Time/Date, Header

Reports

Fax/Copy contrast

Paper Size

Fax Settings ——————┐ Speed Dial Setup

Group Dial Setup

Phone Setup

Send Fax Later

...

Controlling the Appearance of
Your Printed Documents

The following menu map is useful for users in non-Windows DOS environments. It is for settings concerning the printing of PC files, not for faxing or copying. Refer to chapter 5 for more information on these settings.

Menu

Time/Date, Header

Reports

Fax/Copy contrast

Paper Size

Fax Settings

Printer Settings ——— Character Set

...   Carriage Return

Perf Skip Mode

Text Scale Mode

7 Troubleshooting & Maintenance

This chapter suggests how to diagnose and solve problems you may encounter, describes the displayed messages, and shows you how to change the print cartridge.

7. Troubleshooting

Troubleshooting

Read this section for some suggestions on how to go about solving problems or answering questions you may have while using the HP OfficeJet LX.

Getting Help

Please use the following sequence of steps if you encounter a problem.

1. **Review this "Troubleshooting" section for problem-solving information.**
   The *fastest* way to solve most problems is to take the corrective steps outlined in this section. If you can't solve the problem on your own, proceed to the next step.

2. **Make sure you are operating your HP OfficeJet LX in the correct environment.**
   The HP OfficeJet LX is not supported with roll-over phone systems (such as the automatic answering systems often used in large companies), voicemail, call waiting, and some other advanced features provided by your phone company.

3. **Gather some basic information if you plan to call HP for help.**
   If you suspect that your HP OfficeJet LX will have to be returned or exchanged, be sure to have the following information readily available before you contact HP or your dealer:

   - Product name and serial number (printed on the back of the HP OfficeJet LX)

   - Description of problem, including any error messages that were displayed

   - Purchase date and proof of purchase

   - A valid credit card or purchase order number (required for HP's Express Exchange)

4. **Call your dealer or the HP Customer Support Center. (See phone numbers on next two pages.)**
   If you can't resolve the problem after reviewing this "Troubleshooting" section, you can contact either your dealer or the HP Customer Support Center for further assistance. An HP Customer Support representative will work with you to quickly determine and solve any problems you may have, and let you know whether repair is necessary.

About the warranty: Hewlett-Packard warrants the HP OfficeJet LX against defects in materials and workmanship for one year. During the warranty period, HP will, at its option, either repair or replace products that prove to be defective. For further details about the warranty and its exclusions and limitations, refer to "Warranty Information" in chapter 8.

If repair is needed during the warranty period, the HP Customer Support representative will explain the various repair options available. In most cases, you should receive a replacement HP OfficeJet LX within 24 hours of your call.

CAUTION: To avoid printing problems and ink spillage, please remove the print cartridge installed in the HP OfficeJet LX *before* repackaging the HP OfficeJet LX for shipping.

Whom to call if you're in the United States:

<table>
<tr><th colspan="4">U.S. Customer Resources</th></tr>
<tr><th>Organization</th><th>Telephone Number</th><th>Support Provided</th><th>Hours of Operation</th></tr>
<tr><td>Local Support</td><td>(800) 243-9816</td><td>Help in locating nearest HP authorized dealer</td><td>24 hours per day 7 days per week</td></tr>
<tr><td>HP Audio Tips (24-hour automated support service)</td><td>(800) 333-1917</td><td>Pre-recorded help messages for common questions and information on other HP customer resources</td><td>24 hours per day 7 days per week</td></tr>
<tr><td>HP FIRST Fax (24-hour automated support service)</td><td>(800) 333-1917 (Must call using a Group 3 fax machine)</td><td>Detailed product support information on common software applications and troubleshooting tips (all sent by facsimile)</td><td>24 hours per day 7 days per week</td></tr>
<tr><td>HP Download Service (real time access over modem)</td><td>(208) 344-1691</td><td>Electronic download of HP product information, troubleshooting hints and updated HP printer driver information</td><td>24 hours per day 7 days per week</td></tr>
<tr><td>CompuServ</td><td>(800) 524-3388 (Must be a subscriber. Ask for agent #51. CompuServ connect charges apply to caller)</td><td>Interactive dialog with worldwide HP customer community for the exchange of information</td><td>24 hours per day 7 days per week</td></tr>
</table>

7. Troubleshooting

U.S. Customer Resources (continued)			
Organization	**Telephone Number**	**Support Provided**	**Hours of Operation**
Internet (HP ftp site)	ftp address: 192.6.71.2 or ftp-boi-external.hp.com	Information on products, printer drivers and support for anyone with ftp access to the Internet	24 hours per day 7 days per week
Printer drivers by mail	(303) 339-7009	Printer drivers may be obtained by contacting the software application manufacturer, however, HP distributes some of the most popular software applications	24 hours per day 6 days per week, closed Sundays
HP Customer Information Center	(800) 752-0900	Ordering of User's guides, technical reference guides and other literature	6:00 am - 5:00 pm PST weekdays
HP Direct	(800) 538-8787	Customer-orderable supplies and accessories, except documentation	6:00 am - 5:00 pm PST weekdays
HP North American Response Center	(800) 633-3600	HP service contract information	7:00 am - 6:00 pm PST weekdays

U.S. Customer Resources (continued)			
Organization	**Telephone Number**	**Support Provided**	**Hours of Operation**
Post Warranty Support (fee-based support)	(900) 555-1500 ($2.50 per minute U.S. Charges start only when you connect with a support technician) or 800 999-1148 ($25.0 0 fee per call U.S.,Visa or MasterCard) (prices subject to change without notice)	Post warranty assistance on product questions and the most common software applications	7:00 am - 6:00 pm MST Mon, Tu, Th, Fri 7:00 am - 4:00 pm MST Wed
HP Customer Support Center	(208) 323-2551	Technical Assistance with setup, operation, repair information and exchange program information	7:00 am - 6:00 pm MST Mon, Tu, Th, Fri 7:00 am - 4:00 pm MST Wed

7. Troubleshooting

Canadian Product Support Resources			
Organization	**Contact**	**Support Provided**	**Hours of Operation**
Local Support	(800) 387-3867	Help in locating nearest HP authorized dealer	24 hours per day 7 days per week
	From Toronto: (905) 206-4727 From rest of Canada: (800) 387-3154	Ordering of supplies and accessories	
HP Audio Tips (24-hour automated support service)	(800) 333-1917	Pre-recorded helpmessages for common questions and information on other HP customer resources	24 hours per day 7 days per week
HP FIRST Fax 24-hour automatedsupport service)	(800) 333-1917 (Must call using a Group 3 fax machine, all info sent by facsimile)	Detailed product support information on common software applications and troubleshooting tips	24 hours per day 7 days per week
HP Download Service (real time access over modem)	(208) 344-1691	Electronic download of HP product information, troubleshooting hints and updated HP printer driver information	24 hours per day 7 days per week
CompuServ Must be a subscriber, ask for agent #51)	(800) 524-3388 (CompuServ connect charges apply to caller)	Interactive dialog with worldwide HP customer community for the exchange of information	24 hours per day 7 days per week
Internet (HP ftp site)	ftp address: 192.6.71.2 or ftp-boi-external.hp.com	Information on products, printer drivers and support for anyone with ftp access to the Internet	24 hours per day 7 days per week

HP Canada Customer Support Center	Eastern Canada (800) 268-1221 Western Canada (800) 361-9791	Technical Assistance with setup, operation, repair, and exchange program information	7:00 am - 4:00 pm weekdays
HP Canada Customer Information Center	HP Canada Customer Information Center 5150 Spectrum WayMississauga, OntarioL4W 4V1	Mailing address forcorrespondence	
Post-Warranty Support (fee-based support)	(800) 999-1148 $25.00 fee per call, Visa or MasterCard *prices subject to change without notice	Post-warranty assistance on product questions and the most common software applications	7:00 am - 6:00 pm MST Mon, Tu, Th, Fri 7:00 am - 4:00 pm MST Wed

Error Notification: Beeps, Blinking Light, Message

The HP OfficeJet LX notifies you with sound (beeps), a blinking **See Display** light, and a message under the following conditions.

For this error condition:

Here's how you'll be notified:

An unavailable button was pressed.
You pressed a button with a function that wasn't available at that time. (Example: You can't use the **Menu** button while sending a fax.)

Three short beeps.

An error interrupted an activity in progress.
An error occurred which has interrupted or cancelled the current activity. (Example: If you lift the top of the control panel while sending a fax, the fax will be cancelled.) You may need to take some action to clear the error before continuing to use the HP OfficeJet LX. Look up the displayed message in the following section for more information.

Nine short beeps. **See Display** light blinks on and off. An error message is displayed that describes the problem and tells you how to solve it, if applicable.

A serious internal problem was detected. A serious problem with the internal mechanical or electronic components has been detected. Service is required.

Nine short beeps. **See Display** light blinks on and off. A "SYSTEM ERROR" message is displayed along with a three-digit code. (You can look up this message in the "Understanding the Displayed Messages" section later in this chapter.) Please record this code before calling for service.

Understanding the Displayed Messages

The following control panel messages are listed <u>alphabetically</u> for easy reference.

This message:	Has this meaning:	And requires this action:
nn pages sent ***Poor Quality***	The fax you just sent may contain poor print quality resulting from problems with the phone line.	Contact the receiver and verify quality, or resend the fax.
Add paper ***then press START***	You are printing and the paper tray is empty.	Load paper for your print job, then press the **Start/Copy** button. If paper is already loaded in the paper tray when you get this message, remove it. (Also check for any partially-loaded sheets and remove them, too.) Discard any damaged or curled sheets from the stack, then reload the stack and press **Start/Copy**.
Cancel pending fax? ***1=Yes 2=No***	You pressed **Stop** while the HP OfficeJet LX was waiting to redial and send a memory-stored fax.	Press **1** to cancel the memory-stored fax. Press **2** to continue redialing the memory-stored fax.
Clear print jam ***then press START***	A piece of paper has jammed inside the printer mechanism.	Remove the output tray and pull out all wrinkled or torn pieces of paper from the paper path. Also remove wrinkled or torn pieces of paper from the paper tray. When finished, replace the output tray and press the **Start/Copy** button.
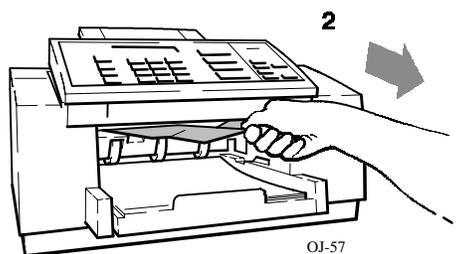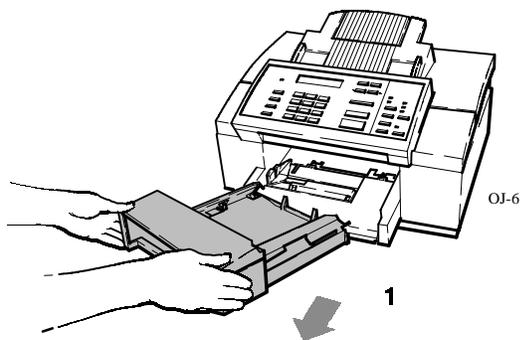
(Continued on next page)

This message:	Has this meaning:	And requires this action:
Close cover	The control panel is open, the top cover is open, or both the control panel and the top cover are open.	First close the top cover, then press down on the control panel until it snaps into place. When both are closed properly, the "Close cover" message will go away.

1 Top cover

2
Control panel

OJ-30

Copy cancelled	You pressed the **Stop** button while copying was in progress.	No action is required.
Delayed fax pending	You have already scheduled a delayed fax. Only one delayed fax can be scheduled at a time.	Wait until after the delayed fax has been sent, then set up the next one. If you want to cancel the first delayed fax instead, select **Send Fax Later**, then select **Cancel Send**.
Delete this fax? 1=Yes 2=No	You pressed the **Stop** button while a fax was being received or printed.	Press **1** to stop receiving and delete the fax, or press **2** to continue receiving and printing the fax.
Fax cancelled (fax number)	The bottom line displays the fax number you were sending to or receiving from when the fax was cancelled. The fax could have been cancelled because of one of the following: 1) You pressed the **Stop** button. 2) You lifted the control panel. 3) You removed the document while it was being scanned. 4) The document jammed while it was being scanned.	If you intentionally cancelled the fax, no action is required. If not, you should resend the entire document. Note: It's possible that part of your document was successfully transmitted, but if you are not able to check with the person you were sending to, we recommend resending the entire document.

(Continued on next page)

7. Troubleshooting

This message:	Has this meaning:	And requires this action:
Fax failed from (fax number)	A communication error between your HP OfficeJet LX and the sending fax machine resulted in a failed transmission. The fax number of the sending fax machine is displayed on the bottom line.	No action is required. If you know who might have been sending the fax, contact them and ask them to resend it. Failed transmissions are most often caused by noise on the telephone line.
Fax failed from (unknown)	A communication error between your HP OfficeJet LX and the sending fax machine resulted in a failed transmission. The fax number of the sending fax machine is unknown.	No action is required. If you know who might have been sending the fax, contact them and ask them to resend it. Failed transmissions are most often caused by noise on the telephone line.
Fax in memory	One or more incoming faxes were stored in memory while the HP OfficeJet LX was either out of paper, out of ink, or the wrong size paper for fax reception was loaded. This message is displayed alternately with the error message telling you what needs to be corrected.	Read the message that alternates with this one (e.g., "Out of paper for fax/copy"). Correct the indicated problem.
Fax in memory Memory full	One or more incoming faxes were stored in memory and filled the memory to capacity while the HP OfficeJet LX was either out of paper, out of ink, or the wrong size paper for fax reception was loaded. This message is displayed alternately with the error message telling you what needs to be corrected.	Read the message that alternates with this one (e.g., "Out of ink, Replace pen"). Correct the indicated problem. The HP OfficeJet LX cannot receive any more faxes until you correct the problem and the memory-stored faxes are printed.
Fax in memory press START	A fax was stored in memory while the HP OfficeJet LX was not ready to print (out of paper, out of ink, wrong size paper loaded, or printer busy), but the problem has now been corrected.	Press the **Start/Copy** button to print the fax stored in memory.
Fax poll failed	The HP OfficeJet LX tried to poll another fax machine. The poll failed because either there was no answer, the line was busy, or the other fax machine was not ready to be polled.	Check with the sender to make sure his/her machine is ready to be polled and to verify the fax number. Then set up to poll again. Refer to "Asking to Receive a Fax from Another Fax Machine (Polling)" in chapter 4 for more information.

(Continued on next page)

This message:	Has this meaning:	And requires this action:
Fax printing disabled	The HP OfficeJet LX is out of ink. Incoming faxes will be received to memory until the print cartridge is replaced.	Replace the print cartridge.
Fax reception disabled	The HP OfficeJet LX is unable to receive faxes due to one of the following error conditions: the print cartridge is out of ink or not installed, paper has jammed during printing, you're out of paper, the wrong size paper is loaded for fax reception, or the memory is full.	Read the message that alternates with this one, then correct the error it describes.
Fax send failed No dial tone	You tried to send a fax, but your telephone line is not operational.	Check your telephone line connections to the wall jack and to the HP OfficeJet LX. Try again.
Fax send failed No document	This message is displayed when there's an error with a fax you scheduled using the Send Fax Later feature. It indicates that there was no document in the fax loading tray at the time you scheduled a fax to be sent.	Send your fax as desired: either reschedule the fax using the Send Fax Later feature, or send the fax manually.
Fax send failed Try again	You tried to send a fax, but some kind of communication error occurred before the fax data could be transmitted.	Try sending your fax again. The fax machine you're sending to may not be ready to receive faxes. Try contacting someone at the receiving location.
Fax to each number separately	The HP OfficeJet LX tried to store a document in memory before sending it to a group of fax numbers. There was not enough memory to store the document.	You must send the fax to each fax number separately.
Load document before Start Time	You scheduled a fax using the Send Fax Later feature and chose to send it directly from the fax loading tray.	Load the document in the fax loading tray before the scheduled start time. In the meantime, you can send faxes as you normally would.
Memory full Press START	You are in the middle of making multiple copies of a document and the memory is full.	Press the **Start/Copy button**. The HP OfficeJet LX will make a single copy of your document.

(Continued on next page)

7. Troubleshooting

This message:	Has this meaning:	And requires this action:
Memory full *Press STOP*	The HP OfficeJet LX tried to store a document into memory before faxing it to multiple locations or at a future fax time. Either there's a received fax in memory waiting for an error condition to be corrected before it can be printed, or this document is too large to entirely fit into the memory of the HP OfficeJet LX.	Press the **Stop** button. If there's an error condition to correct, it will be displayed. If no error message is displayed, you can assume that this document is too large to fit into memory and you will need to send it to one location at a time.
Open cover *Clear copy jam*	The document you loaded for copying was either loaded improperly or jammed while being scanned.	**If the document is *not* jammed**, remove it and reload it. **If the document is jammed**, open the top of the control panel (pull the top ledge toward you) and remove the document. Close the control panel by pressing it down firmly until it snaps into place. Reload the document. OJ-56
Open cover *Clear fax jam*	The document you loaded for faxing was either loaded improperly or jammed while being scanned.	**If the document is *not* jammed**, remove it and reload it. **If the document is jammed**, open the top of the control panel (pull the top ledge toward you) and remove the document. (See the illustration for the previous message.) Close the control panel by pressing it down firmly until it snaps into place. Reload the document.
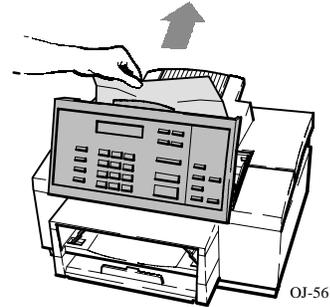
(Continued on next page)

This message:	Has this meaning:	And requires this action:
Open cover *Load pen*	No print cartridge is loaded in the HP OfficeJet LX.	Load a print cartridge using the instructions in "Changing the Print Cartridge" later in this chapter. **Note:** If you get this message after recently installing a print cartridge, try removing it and reloading it. Make sure you have removed both pieces of tape from the print cartridge.
Out of ink *Replace pen*	The print cartridge in the HP OfficeJet LX is out of ink. If you have the Backup Reception feature turned on in the menu (**On** is the factory setting), your incoming faxes will be stored in memory until you replace the print cartridge. You can continue to print from your PC for awhile, but your print quality may be reduced and you will get blank pages eventually.	Replace the print cartridge as soon as possible using the instructions in "Changing the Print Cartridge" later in this chapter. If the memory fills to capacity before you replace the print cartridge, the HP OfficeJet LX won't be able to receive faxes and the "Fax reception disabled" message will be displayed alternately with this message. **Note:** If you get this message after recently installing a print cartridge, try removing it and reloading it. Make sure that you have removed both pieces of tape from the print cartridge.
Out of paper *for fax/copy*	The HP OfficeJet LX has attempted to print a received fax or make a copy and one of these conditions exists: 1) The paper tray is empty. 2) The wrong paper size is loaded for receiving faxes, making copies, and printing reports from the menu. 3) The paper loaded in the paper tray is buckled (not flat), so the HP OfficeJet LX can't pick it correctly.	If paper or envelopes are loaded, remove them. Then load either Letter-, A4-, or Legal-size paper into the paper tray using the instructions in "Loading Paper for Receiving Faxes and Making Copies" in chapter 4. Make sure the paper lays flat in the paper tray.
Paper load failed *Press START*	The HP OfficeJet LX has failed to pick a piece of paper from the paper tray.	Press the **Start/Copy** button. If paper is picked correctly, the message will not be displayed again, and you can continue to use the HP OfficeJet LX normally. If instead the message reappears, try removing the stack of paper from the paper tray, straightening it, and reloading.

(Continued on next page)

This message:	Has this meaning:	And requires this action:
Poll cancelled	You pressed **Stop** after setting up a document to be polled. Your to-be-polled setup has been cancelled.	No action is required.
Press START to send Group full	You have entered the limit, 10 fax numbers, while sending to a group of fax numbers (broadcasting).	Press the **Start/Copy** to begin sending the fax to your group.
Printer busy	The printer is in the middle of printing a file from your PC, so it is temporarily unavailable for other types of printing.	Wait for the print job to finish before starting another operation that requires printing (such as copying or printing reports).
Printing. . . (Date and Time)	The HP OfficeJet LX is printing a file from your PC.	No action is required. You may send a fax while printing, if desired. Received faxes will be stored in memory, then printed when your print job is complete.
Printing. . . Waiting for data	The printer has paused to wait for further print data.	Usually, no action is required. However, if you are waiting for the *last page* of your print job at the time you see this message, press **Load/Eject** to eject the last page.
Ready Out of fax paper	Either there is no paper loaded in the paper tray, or the wrong size paper is loaded for printing received faxes, making copies, or printing reports from the menu.	If you want to be able to print received faxes, make copies, or print reports from the menu: Load Letter-, A4-, or Legal-size paper into the paper tray using the instructions in "Loading Paper for Receiving Faxes and Making Copies" in chapter 4.
Redial pending Try again later	You tried to send a fax from the fax loading tray while a memory-stored fax was waiting to redial (sending to a group or sending a delayed fax).	Wait until the memory-stored fax has been sent before sending a fax from the fax loading tray.
Remove document and reload	The HP OfficeJet LX was unable to load the document you placed into the fax loading tray.	Remove the document from the fax loading tray, straighten the stack, and reload it.

(Continued on next page)

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This message:	Has this meaning:	And requires this action:
Removing document	A document is being ejected from the fax loading tray after you cancelled a fax or a copy, or after the power was lost during scanning.	No action is required. If you don't want to wait while each page is ejected, open the control panel and remove the document yourself. Then close the control panel.
Report cancelled	You pressed the **Stop** button while a report was being printed.	No action is required.
Report in memory press START	The HP OfficeJet LX stored an automatic report in memory while the paper tray was empty.	Press **Start/Copy** to begin printing the report.
Self test (Please wait)	Each time the power is turned on, the HP OfficeJet LX tests itself to make sure it's in good working order. If it finds a problem, an error message will be displayed.	Wait for a few seconds for this message to clear before using the HP OfficeJet LX. If a "SYSTEM ERROR" message is displayed that advises you to call for service, please record the 3-digit error number before calling.
Store fax now? 1=Yes 2=No	While scheduling a fax, you are prompted to decide whether to 1) store the document in memory for sending later, or 2) place the document in the fax loading tray until the designated start time.	If you want to store the fax in memory until the start time, press **1**. If you don't want to use up the memory, or if you don't think your document will fit into memory, press **2** and place your document in the fax loading tray before the start time.
Stored data lost Call for service	Settings that were stored are lost. All settings are returned to the factory defaults.	You can continue to use your HP OfficeJet LX, but the battery may be discharged. You should call for service at your convenience. See "Whom to call " earlier in this chapter.
Stored data lost Check Settings	Settings that were stored are lost. All settings are returned to the factory defaults.	You can continue to use your HP OfficeJet LX, but you should call for service at your convenience. See "Whom to call if you're in the United States" or "Whom to call" earlier in this chapter.

(Continued on next page)

This message:	Has this meaning:	And requires this action:
Storing. . . *Memory used: xx%*	You are storing a document in memory to be faxed later, or to be sent to a group of fax numbers. The bottom line shows you how much of the memory is being used to store the document. There's a total of about 24 pages (400 KB) of memory available for faxing and copying.	Wait until the storing is complete to make sure your document will fit into the available memory. If your document won't fit in memory, a message will tell you what to do next.
SYSTEM ERROR nnn *Call for service*	A very serious error has occurred that requires servicing.	Record the error number, then do one of the following: ***If the error number begins with "1"***: Turn off the power, then turn it on again. If the error message is gone, you may be able to continue using the HP OfficeJet LX. But if the error message remains, contact HP's Customer Support Center to service your device.* It cannot be used until it is serviced. ***If the error number begins with "2"***: Contact HP's Customer Support Center to service your HP OfficeJet LX.* There's a problem with the scanning device, so you won't be able to reliably send faxes or make copies. However, you will continue to be able to receive faxes, print files from your PC, and print reports. Press **Stop** to clear the error message. ***If the error number begins with "3"***: Contact HP's Customer Support Center to service your HP OfficeJet LX.* There's a problem with the internal part that controls fax transmissions, so you won't be able to send or receive faxes. However, you will be able to make copies, print files from your PC, and print reports. Press **Stop** to clear the error message. * Refer to "Getting Help" earlier in this chapter for the appropriate phone number.

(Continued on next page)

This message:	Has this meaning:	And requires this action:
SYSTEM ERROR nnn *Turn power off/on*	A serious error has occurred that may require servicing. In some cases the error can be cleared by turning off the power, then turning it on again.	Turn the power off, then on again. If the message is no longer displayed, the problem has been solved and you can continue using your HP OfficeJet LX normally. If the message is still displayed after powering off and on, there's an internal problem that requires servicing. Please record the 3-digit error number in the message, then contact HP's Customer Support Center to service your HP OfficeJet LX. Refer to "Getting Help" previously in this chapter for the appropriate phone number.
Turn power off *Clear print jam*	A serious print jam has occurred.	Turn off the power to the HP OfficeJet LX. Remove the output tray and pull out all wrinkled or torn pieces of paper from the paper path. Also remove wrinkled or torn pieces of paper from the paper tray. When finished, replace the output tray and turn on the power. If this message is displayed frequently, contact HP's Customer Support Center for help. Refer to "Getting Help" previously in this chapter for the appropriate phone number. **CAUTION:** Any faxes stored in memory will be deleted when you turn off the power.

(Continued on next page)

This message:	Has this meaning:	And requires this action:
Waiting for poll	You have set up a document to be polled from the fax loading tray.	No action is required. If you need to send a fax or make a copy, you can remove the document temporarily, then replace it when you are done. Refer to "Sending a Fax to Another Fax Machine Upon Request (Being Polled)" in chapter 4 for more information.
Waiting to dial (fax number)	The HP OfficeJet LX has tried to dial the displayed fax number, but the phone line is already in use. It could be in use by a received fax, because the phone is ringing, or because your phone is off-hook.	No action is required. The HP OfficeJet LX will wait until the phone line is free, then dial the fax number.

Solving Problems
While Printing, Faxing, or Copying

This section describes how to solve problems you might encounter while using the HP OfficeJet LX.

Symptom:	Cause:	Solution:
Lines or dots are missing from the characters in the printout.	The connection between the print cartridge and cradle is intermittent.	• Remove the print cartridge and reinstall it. Try printing again. You may need to repeat this before the ink resumes a continuous flow.
	OR	*OR*
	The copper contacts of the print cartridge are dirty.	**1.** Remove the print cartridge. (For help, see the instructions in "Changing the Print Cartridge" later in this chapter.) Use a lint-free damp cloth to gently clean the copper contacts on the print cartridge and the print cartridge cradle.
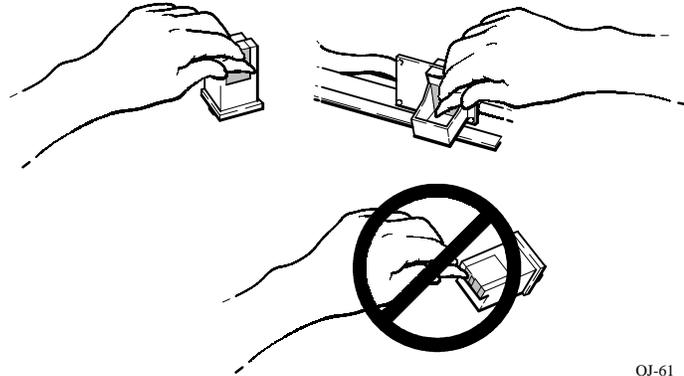
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2. Reinstall the print cartridge and try printing again. If the print quality remains poor after cleaning the contacts, clean the ink nozzles as described for the next symptom in this table.

(Continued on next page)

Symptom:	Cause:	Solution:
The print cartridge has dried ink on the "nose."	The ink nozzles of the print cartridge are clogged.	**1.** Press the Clean Pen button and wait about 15 seconds while the ink nozzles are cleaned automatically. Then print the Self Test report (see instructions in chapter 2). Check the two print cartridge test patterns in the Self Test report. If the diagonal line has white gaps in it, or if the area fill has horizontal white lines in it, continue with step 2; otherwise, stop here and continue printing normally. **2.** Remove the print cartridge. (For help, see the instructions in "Changing the Print Cartridge" later in this chapter.) Hold the print cartridge by the green top with the "nose" pointed toward your waste can. Use an index card or other rigid paper to scrape the dried ink from the nozzles into the waste can (see illustration below). Then use a lint-free damp cloth to gently clean the ink nozzles. Reinstall the print cartridge and print the Self Test report again. Check for white gaps and white lines again. If you find some, continue with step 3; otherwise, stop here and continue printing normally.

(Continued on next page)

Symptom:	Cause:	Solution:
		3. Remove the print cartridge. Hold the print cartridge by the green top with the "nose" pointed upward. Place two drops of clean water on the gold rectangle on the "nose" of the print cartridge. After 60 seconds, gently remove the water from the print cartridge with a lint-free damp cloth. Then reinstall the print cartridge and try printing again. You may need to print a few pages before the ink resumes a continuous flow. **CAUTION:** Do not clean the print cartridge unnecessarily; it will shorten the life of the print cartridge. **4.** If the print quality remains poor, install a new print cartridge. If the problem persists, see "Getting Help" earlier in this chapter.
I think the nozzles on my print cartridge are clogged.		Use the instructions in the previous symptom, "Print cartridge has dried ink on the "nose," to solve this problem.
The last page of my file wasn't printed.	The HP OfficeJet LX is waiting to see if there is more data coming before releasing the last page.	Press the **Load/Eject** button *or* wait for a few minutes and your last page will be released. After five minutes has passed and the HP OfficeJet LX has not received any more data, the last page of your file will be printed.
Parts of my documents are being clipped when I print from my Windows application.	The Windows driver for the HP OfficeJet LX has a minimum top margin of 0.33 in. (8.4 mm) and a minimum bottom margin of 0.67 in. (17 mm).	Before you print your document, make sure the entire document is visible in the "Print Preview" of your Windows application.

(Continued on next page)

Symptom:	Cause:	Solution:
I can't get the font size I want when printing from my DOS application.	The HP OfficeJet LX does not support the use of font cartridges.	Some DOS application printer drivers require that certain font styles are resident on the printer. The HP OfficeJet LX has various internal fonts available but cannot use additional fonts provided by HP DeskJet font cartridges. You must reformat your document using one of the internal fonts in the HP OfficeJet LX.
My phone call is cut off when I try to make a copy.	If you are talking on a phone attached directly to the HP OfficeJet LX and you press the **Start/Copy** button, the HP OfficeJet LX assumes that you are sending a fax.	To resume your telephone conversation, press the **Stop** button. **Note**: You cannot make copies while talking on a phone attached directly to the HP OfficeJet LX.
There are dark streaks or lines on copies or on faxes sent from the HP OfficeJet LX.	The scanner glass may be dirty.	Apply some glass cleaner to a soft, lint-free cloth, then gently wipe the scanner glass clean. Here's how to locate the scanner glass: Open the control panel by pulling the top ledge toward you, then open the top cover. Look inside the control panel for a glass strip that's about 3/4-inch (1.9 cm) wide and 9 inches (23 cm) long.

Top cover

Control panel

Scanner glass

1

2

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Control panel

Back of the HP OfficeJet LX

(Continued on next page)

Symptom:	Cause:	Solution:
The date on the control panel display is incorrect. It says, "Nov-22-93 06:30 PM."	The battery inside the HP OfficeJet LX has failed, causing all of the menu features to revert to their factory settings. Settings that contained alphabetic and numeric characters you entered (such as header name and number, speed dial names and numbers, etc.) have been erased.	You can continue to operate your HP OfficeJet LX without the battery. However, if you re-enter the menu settings and then turn off the power, the settings will be erased again. If you want a new battery, it can only be replaced by HP's Customer Support Center. Record this message, then contact the Customer Support Center. Refer to "Getting Help" earlier in this chapter for the appropriate phone number.
Some of my menu settings seem to have reverted to their factory values without my changing them.	An internal error has caused some or all of the menu features to revert to their factory settings.	Print the Self Test report and check the Current Settings column to find out which menu settings have reverted to the factory settings. Change the settings and re-enter data as appropriate. For instructions on how to print the Self Test report, see chapter 2.
I can't receive a fax from my extension phones.	You don't have the **Fax/TAM** setup.	If you need to be able to receive faxes from extension phones, change your setup to **Fax/TAM**.
Incoming calls aren't being answered.	The Distinctive Ring feature may be turned on when the service is not available in your area or you have not yet subscribed to it.	Turn off the Distinctive Ring feature and request the fax be sent again.
Items on the HP OfficeJet LX Manager menu bar are grayed and the "Device Not Connected" error is displayed.	The HP OfficeJet LX is not properly connected.	If this happens after a first-time installation ... Verify that the device is turned on and the cable is properly connected. Verify that your cable is good. Verify that your LPT port allows bi-drectional communication. If you've been using the HP OfficeJet LX Manager and this happens ... Verify that the device is turned on with the message "Ready" displayed, that the cable is securely connected at both ends, and that a data switch (if used) is set to the HP OfficeJet LX.Restart Windows and try again.
I can print, scan, and change device settings with the HP OfficeJet LX Manager, but PC fax either doesn't work or works strangely.	You may have a different CAS installed. Only one CAS modem can be used on a PC.	Remove (delete) the software for the other CAS modem.
The HP OfficeJet LX never answers a call.	Distinctive Ring is set to on, but you don't have distinctive ringing service.	See chapter 2 for instructions on turning off Distinctive Ring.

(Continued on next page)

Symptom:	Cause:	Solution:
Eclipse Fax SE doesn't work on the PC.	You may have previously installed a CAS fax modem that was not removed before Eclipse Fax SE was installed. Only one CAS modem can be used on a PC.	Remove (delete) the software for the other CAS modem.
Nothing happens when I try to print.	If the HP OfficeJet LX printer doesn't respond when you try to print, it may be set to the wrong port.	Run the Windows control panel, select **Printers**, select the HP OfficeJet LX, then click the **Connect** button. Select the port that is connected to your device. *Do not select HP OfficeJet LX.* Click **OK**, close Printers and the control panel, and try printing again.
You get the message, "LPT1 is in use."	The HP OfficeJet LX printer cannot access LPT1.	If you are using a data switch to run two printers from a single LPT port, be sure that all HP OfficeJet LX activities are complete, and the HP OfficeJet LX Manager and Eclipse FAX SE are closed before switching to another printer.
You get the message, "Printer not responding."	Your HP OfficeJet LX is turned off or disconnected.	Turn your HP OfficeJet LX on by pressing the "I" on the On/Off switch located on the left side of the machine's base. Make sure that the interface cable is connected. (See "Connect the Interface Cable for Printing" in chapter 1). Click **Reconnect**. If your HP OfficeJet LX was previously able to connect to the device, check that the cable is securely connected at both ends; the device is turned on and "Ready" is displayed on the front panel. Check that any data switch in use is set to connect to the HP OfficeJet LX. Then click **Reconnect**.
Nothing happens when I try to print.	If the HP OfficeJet LX printer doesn't respond when you try to print, it may be set to the wrong port.	Run the Windows control panel, select **Printers**, select the HP OfficeJet LX, then click the **Connect** button. Select the port that is connected to your device. *Do not select HP OfficeJet LX.* Click **OK**, close Printers and the control panel, and try printing again. If you still cannot connect: close the HP OfficeJet LX Manager exit Windows turn the machine off, then back on restart Windows restart the HP OfficeJet LX Manager If your HP OfficeJet LX has never connected to the device, you may be using a cable, data switch, or centronics port that does not support bi-directional communications.
The printer prints part of a canceled print job.	Once you start a print job, the document is sent to the printer. If you cancel the print job, while the printer is out of paper, or otherwise disabled, the portion of the document that was sent prints when the printer is available.	To prevent portions of canceled prints jobs from printing press **Load/Eject** on the front panel while the message "Printing/Waiting for data..." is displayed.

(Continued on next page)

Symptom:	Cause:	Solution:
PC faxes quit during sending.	It is possible that your PC is overloaded with activity like sending more than one fax at a time, or starting applications that take a long time.	Try to reduce the activity on your PC while faxes are being sent or received.
Faxes routed to the PC are printed instead.	If the HP OfficeJet LX Manager is not running, faxes are printed on receipt. If your PC is too busy, faxes are printed on receipt.	The HP OfficeJet LX Manager may have lost the connection to the device. Open the front cover and make sure that the HP OfficeJet LX Manager says "Close Cover." If not, check the cable connection to the device. If the cable seems OK, close, then restart the HP OfficeJet LX Manager.

Maintaining Your HP OfficeJet LX

Use these guidelines to keep your HP OfficeJet LX in the best possible operating condition:

- Print cartridges dry out and may become unusable when exposed to air, so:

  a) Keep the print cartridge in the print cartridge cradle at all times.

  b) Keep new print cartridges in their sealed packages at room temperature until you are ready to use them.

  c) Do not turn off the HP OfficeJet LX before printing is complete.

- Use a soft cloth moistened with water to wipe dust, smudges, and stains off of the HP OfficeJet LX's exterior case.

- The inside of the HP OfficeJet LX does not require cleaning. Keep fluids away from the interior of the HP OfficeJet LX.

Changing the Print Cartridge

1. Open the control panel, then the top cover as shown.

Top cover

Control panel
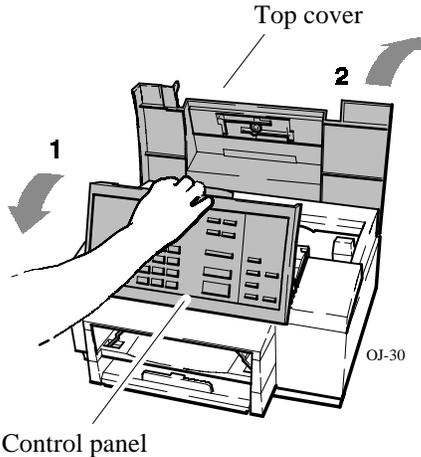
2. Pull the print cartridge toward you until it re` leases and snaps forward.
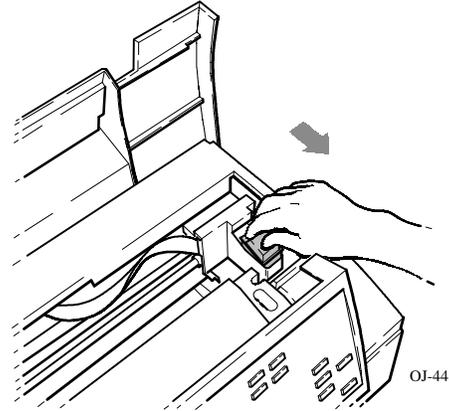
3. Lift the print cartridge out of its cradle.
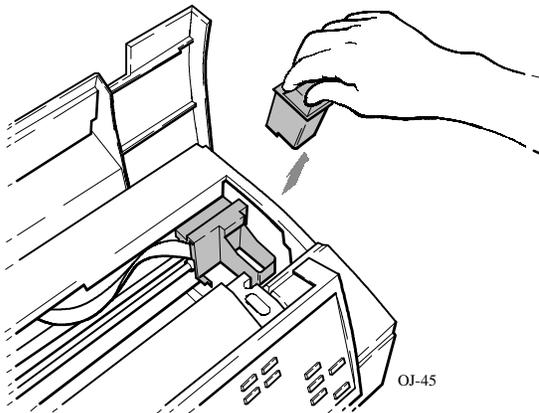
4. Open the new print cartridge box and container, then grasp the print cartridge by the green top and remove the cartridge from the container. Gently remove *both pieces of tape - blue and white - covering the ink nozzles and vent hole*.

CAUTIONS:
1) If you don't remove the white tape, the ink in the cartridge will be depleted prematurely.
2) Be careful not to touch the ink nozzles or the copper contacts. Fingerprints may damage them.

Remove <u>both</u> pieces of tape!

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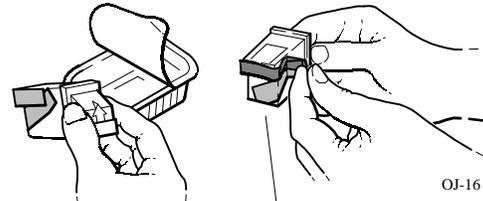
5. Place the print cartridge down into the cradle as shown. Align the green arrow on the cartridge top with the green dot on top of the cradle.
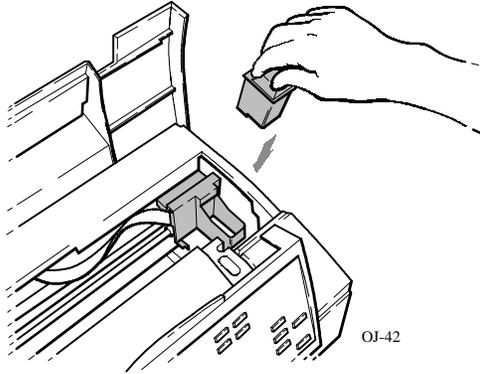
6. Push the green arrow toward the green dot until the cartridge **snaps** into place.

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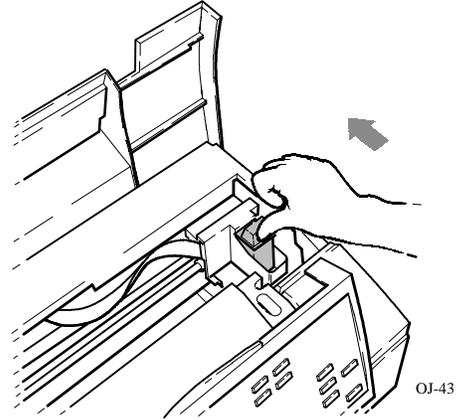
7. Close the top cover, then close the control panel.
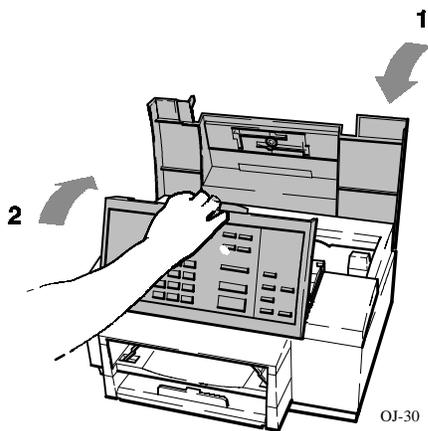
Helpful Hint:

Be sure to close the control panel firmly, until both corners snap into place.

OJ-30

8 Reference

This chapter provides information on the product specifications, ordering, warranty, and regulatory agencies.

8. Reference

Product Specifications

The specifications that follow are subject to change without notice.

Overall Specifications

Dimensions
17.25 w x 15.5 d x 11.125 h (inches)
438 w x 394 d x 283 h (mm)

Weight
19.5 lb (8.85 kg)

Power Supply (U.S./Canada)
120 V

Power Consumption
10 watts at idle, 35 watts maximum

Operating Environment
Temperature range for best print quality:
15°C (59°F) to 35°C (95°F)

Allowable temperature/humidity range:
5°C (41°F) to 40°C (104°F),
15-80% RH non-condensing

Maximum noise level generated:
Sound Power, LwAd = 6.4 B(A)
Sound Pressure, LpAm = 50 dB(A)

Printer Specifications

Print Method
Plain paper drop-on-demand thermal inkjet

Resolutionn
Windows:
  Presentation mode = 600 x 300 dpi with REt

  Normal mode = 600 x 300 dpi with REt

  Fast mode = 300 dpi
DOS (text):
  Letter quality = 600 x 300 dpi

  Draft quality = 300 dpi with ink reduction

Print Speed
Windows print speed:
  Presentation mode = 1 ppm (page per minute)

  Normal mode = 2.5 ppm

  Fast mode = 3 ppm
DOS print speed:
  Letter quality = 167 cps at 10 cpi

  Draft quality = 240 cps at 10 cpi

Paper Sizes
U.S. letter = 8.5 x 11 in.
U.S. legal = 8.5 x 14 in.
European A4 = 210 x 297 mm
Executive = 7.25 x 10.5 in
U.S. No. 10 envelope = 4.12 x 9.5 in
European DL envelope = 220 x 110 mm
U.S. transparency = 8.5 x 11 in.
European A4 transparency = 210x297 mm

Internal Fonts

Courier (Portrait Orientation):
Pitch: 5, 10, 16.67, 20 cpi
Point size: 6, 12 pt.

CG Times (Portrait Orientation):
Pitch: Proportional
Point size: 5, 6, 7, 8, 10, 12, 14 pt.

Letter Gothic (Portrait Orientation):
Pitch: 6, 12, 24 cpi
Point size: 6, 12 pt.

Univers (Portrait Orientation):
Pitch: Proportional
Point size: 5, 6, 7, 8, 10, 12, 14 pt.

Courier (Landscape Orientation):
Pitch: 10, 16.67, 20 cpi
Point size: 6, 12, 24 pt.

Letter Gothic (Landscape Orientation)
Point and Pitch: 6, 12, 24 pt for 12, 24 cpi
          4.75, 9.5, 19 pt for 16.67 cpi

Character Set Support

PC-8, HP Roman 8, PC-8
Danish/Nor, UK ISO 4, German ISO 21,
French ISO 69, Italian ISO 15, Nor v.1
ISO 60, Swed Names ISO 11, Spanish
ISO 17, ASCII, Portug ISO 16, PC-850,
ECMA-94 Latin 1, HP Legal

Paper Input/Output Trays

Input Tray=100 sheets at a paper
          weight ≤ 20 lb (75 g/m^2)
          or 20 envelopes (U.S. No. 10
          or European DL)

Output tray=100 sheets at a paper
          weight ≤ 20 lb (75 g/m^2)

Paper Weight

16 to 36 lb (60 to 135 g/m^2)

Printing Margins *

U.S. letter-size paper:
Top margin = 1.0 mm ⟨± 1.0 mm)
Bottom margin = 10.5 mm (± 0.6 mm)
Left margin = 6.4 mm (± 1.0 mm)
Right margin = 6.4 mm (± 1.0 mm)

European A4-size paper:
Top margin = 1.0 mm ⟨± 1.0 mm)
Bottom margin = 10.5 mm (± 0.6 mm)
Left margin = 3.4 mm (± 1.0 mm)
Right margin = 3.4 mm (± 1.0 mm)

*These numbers represent the maximum print`
able area for this device. However, your printer
driver may create a smaller printable area.

Printer Command Language

HP PCL Level 3

Printer I/O Interface

Parallel (Centronics)

Vertical Alignment

±0.002 in.

Scalable TrueType™ Fonts for Microsoft Windows

Arial® Black, CG Goudy Old Style,
Phyllis, Graphite Light, CG Poster
Bodoni, Lucida® Casual, Gill Sans
Shadow, Milestone Font, Signet Round`
hand, and PL Benguiat Frisky

Software Compatibility

Microsoft Windows 3.1
WordPerfect
Lotus 1-2-3 for DOS
Also compatible with a range of DOS
applications (HP DeskJet), OS/2 versions
1.3, 2.0, 2.1 (HP DeskJet), and Microsoft
Windows 3.0 (HP DeskJet)

8. Reference

Fax Specifications

Compatibility

CCITT Group 3

Transmission Speed

10 seconds per page
(CCITT chart #1 using ECM)

Coding Schemes

MH, MR, and MMR

Modem Speed

9600, 7200, 4800, and 2400 bps

Image Memory

24 pages (CCITT chart #1, about 400KB)

Fax Loading Tray (Faxes Sent)

20 pages (paper weight ≤ 20 lb or 75 g/m^2)
Minimum paper width = 6 in. (152 mm)
Maximum paper width = 8.5 in. (216 mm)
Maximum paper length = 17 in. (432 mm)

Output Tray (Faxes Received)

100 sheets at a paper
weight ≤ 20 lb (75 g/m^2)

Paper Weight (Faxes Sent)

16 to 24 lb (60 to 90 g/m^2)

Paper Tray

100 sheets at a paper
weight ≤ 20 lb (75 g/m^2)

Paper Sizes (for Paper Tray)

U.S. letter = 8.5 x 11 in.
U.S. legal = 8.5 x 14 in.
European A4 = 210 x 297 mm

Speed Dialing

65 locations, including 5 groups

Scan Resolution

Standard=100 x 200 dpi
Fine=200 x 200 dpi
Photo=200 x 200 dpi, 32 levels of grayscale

Distinctive Ring Detect

Yes

Scan Margins (Faxes Sent)

Top margin=3.0 mm ± 3.0 mm
Bottom margin=2.0 mm ± 3.0 mm
Left margin: *U.S. letter*=0.0 mm ± 3.0 mm
          A4=0.0 mm ± 0.0 mm

Right margin: *U.S. letter*=0.0 mm ± 3.0 mm
          A4=0.0 mm ± 0.0 mm

Scan Width

Maximum = 8.5 inches (216 mm)

Copier Specifications

Copy Speed
50 seconds per page

Scan Resolution
Fine=200x200 dpi
Photo=200x200 dpi, 32 levels of grayscale

Paper Sizes (for Paper Tray)
U.S. letter = 8.5 x 11 in.
U.S. legal = 8.5 x 14 in.
European A4 = 210 x 297 mm

Multiple Copies
Up to 99

Copy Reduction
100%, 95%, 90%, 85%, 80%,
75% (Legal-to-Letter), 70%

Scan Margins
Top margin=3.0 mm ± 3.0 mm
Bottom margin=2.0 mm ± 3.0 mm
Left margin: *U.S. letter*=0.0 mm ± 3.0 mm
           A4=0.0 mm ± 0.0 mm

Right margin: *U.S. letter*=0.0 mm ± 3.0 mm
           A4=0.0 mm ± 0.0 mm

Scan Width
Maximum = 8.5 inches (216 mm)

Ordering Information

To order the supplies and accessories listed in the table below, contact your HP dealer. If your dealer is out of stock, you can order directly from HP for fast shipping service:

Within the U.S: Call 1-800-538-8787 for all supplies/accessories *except* documents. Call 1-800-227-8164 to order user's guides and technical reference guides.

In Canada: In Toronto, call 905-206-4727. In the rest of Canada, call 1-800-387-3154.

Supply/Accessory:	HP Reorder Number:
Centronics Parallel Interface Cable (shielded)	HP C2912B, or HP 24542D
High Capacity InkJet Print Cartridge	51626A
Media	
LX JetSeries Transparency Film (U.S. Letter)	51636F
LX JetSeries Transparency Film (European A4)	51636G
LX JetSeries Glossy Paper (U.S. Letter)	51636H
LX JetSeries Glossy Paper (European A4)	51636J
HP OfficeJet LX User's Guide	
North America (English)	C2891-90001
Canadian French	C2891-90003
HP DeskJet 500 Series Technical Reference Guide	C2170-90099

Obtaining a Material Safety Data Sheet (MSDS)

You can obtain the current MSDS for the print cartridge (HP Part No. 51626A) used in the HP OfficeJet LX by mailing a request to this address in the USA:

Hewlett-Packard
Direct Marketing Organization, Bldg. 51LSE
P.O. Box 58059
Santa Clara, CA 95051-8059

Warranty Information

This warranty gives you specific legal rights. You may also have other rights which vary from state to state or province to province.

One-Year Limited Warranty

Hewlett-Packard warrants the HP OfficeJet LX against defects in materials and workmanship for a period of one year from receipt by the end user. During the warranty period, Hewlett-Packard will, at its option, either repair or replace products that prove to be defective. Replacement products will be remanufactured units.

Should Hewlett-Packard be unable to repair or replace the product within a reasonable amount of time, a refund of the purchase price may be given upon return of the product.

Exclusions

The warranty on your HP OfficeJet LX shall not apply to defects resulting from the following:

- Improper or inadequate maintenance by the customer.
- Unauthorized modification or misuse.
- Operation outside of the environmental specifications for the product.
- Operation using non-supported printing media.

The warranty period begins either on the date of delivery or, where the purchase price includes installation by Hewlett-Packard or its authorized dealer, on the date of installation.

Warranty Limitations

The warranty set forth above is exclusive and no other warranty, whether written or oral, is expressed or implied. Hewlett-Packard specifically disclaims the implied warranties of merchantability and fitness for a particular purpose.

Some states or provinces do not allow limitations on how long an implied warranty lasts, so the above limitation or exclusion may not apply to you. However, any implied warranty of merchantability or fitness is limited to the one year duration of this written warranty.

Regulatory Information

The following sections describe the product requirements from two different regulatory bodies: the Federal Communications Commission (FCC, U.S. only) and the Canadian Department of Communications (DOC, Canada only).

Notice to Users of the U. S. Telephone Network: FCC Requirements

This equipment complies with FCC rules, Part 68. On this equipment is a label that contains, among other information, the FCC Registration Number and Ringer Equivalence Number (REN) for this equipment. If requested, provide this information to your telephone company.

An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. This equipment connects to the telephone network through the following standard network interface jack: USOC RJ-11C.

The REN is useful to determine the quantity of devices you may connect to your telephone line and still have all of those devices ring when your number is called. Too many devices on one line may result in failure to ring in response to an incoming call. In most, but not all, areas the sum of the RENs of all devices should not exceed five (5.0). To be certain of the number of devices you may connect to your line, as determined by the REN, you should call your local telephone company to determine the maximum REN for your calling area.

If this equipment causes harm to the telephone network, your telephone company may discontinue your service temporarily. If possible, they will notify you in advance. If advance notice is not practical, you will be notified as soon as possible. You will also be advised of your right to file a complaint with the FCC.

Your telephone company may make changes in its facilities, equipment, operations, or procedures that could affect the proper operation of your equipment. If they do, you will be given advance notice so you will have the opportunity to maintain uninterrupted service.

If you experience trouble with this equipment, please contact the manufacturer, or look elsewhere in this manual, for warranty or repair information. Your telephone company may ask you to disconnect this equipment from the network until the problem has been corrected or until you are sure that the equipment is not malfunctioning.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs. Contact your state's public utility commission, public service commission, or corporation commission for more information.

This equipment includes automatic dialing capability. When programming and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call.

- Perform such activities in the off-peak hours, such as early morning or late evening.

FCC rules prohibit the use of non-hearing aid compatible telephones in the following locations or applications:

- All public or semipublic coin-operated or credit card telephones.

- Elevators, highways, tunnels (automobile, subway, railroad or pedestrian) where a person with impaired hearing might be isolated in an emergency.

- Places where telephones are specifically installed to alert emergency authorities such as fire, police, or medical assistance personnel.

- Hospital rooms, residential health care facilities, convalescent homes, and prisons.

- Workstations for the hearing impaired.

- Hotel, motel, or apartment lobbies; in stores where telephones are used by patrons to order merchandise; in public transportation terminals where telephones are used to call taxis, or to reserve lodging or rental cars.

- Hotel and motel rooms. At least ten percent of the rooms must contain hearing aid compatible telephones, jacks, or plug-in hearing aid-compatible telephones which will be provided to hearing impaired customers upon request.

Electromagnetic or Radio Frequency Interference: FCC Requirements

This equipment generates and uses radio frequency energy and may cause interference to radio and television reception. Your facsimile complies with the specifications of Part 15 of the Federal Communications Commission rules for a Class B digital device. These specifications provide reasonable protection against such interference in residential installation. However, there is no guarantee that interference will not occur in a particular installation. If the facsimile does cause interference to radio or television reception, which can be determined by turning the facsimile off and on, you can try to eliminate the interference problem by doing one or more of the following.

- Reorient the receiving antenna.

- Reorient the position of the facsimile with respect to the receiver.

- Move the facsimile away from the receiver.

- Plug the facsimile into a different outlet so that the facsimile and the receiver are on different branch circuits.

If necessary, consult an authorized HP service agency or an experienced radio/television technician for additional suggestions. You may find the following booklet, prepared by the Federal Communications Commission, to be helpful: "How to Identify and Resolve Radio/TV Interference Problems." This booklet is available from the US Government Printing Office, Washington DC 20402, Stock No. 004-000-00345-4.

Note: You must purchase separately the shielded Centronics parallel interface cable recommended in this manual (or an equivalent cable) to ensure compliance with FCC Part 15.

CAUTION: Changes or modifications not expressly approved by Hewlett-Packard for compliance could void the user's authority to use the equipment.

Notice to Users of the Canadian Telephone Network: DOC Requirements

Notice: The Canadian Department of Communications label identifies certified equipment. The certification means that the equipment meets certain telecommunications network protective operations and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The connecting arrangement code for this equipment is CA11A.

The Load Number for the HP OfficeJet LX is 4.0.

The Load Number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop or circuit which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the load numbers of all devices does not exceed 100.

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la class B prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministére des Communications du Canada.

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