

1040 fax manual



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number. To find out how the options are currently set, print the System Data report see Print reports on page 51. To change these settings, see Navigate the menus on page 17. <http://www.campoalegre.al.gov.br/userfiles/conteudos/buy-haynes-manuals-canada.xml>

The tables below shows the options for a menu in the left column and their setting choices in the right column. Rings To Answer You can select the number of rings before answering an incoming call. Page 20 Overview of menu options Option Settings Fax Log The Fax Log shows the specific information concerning transmission or reception activities, the time and date of most recent 40 transmissions or receptions. The settings are On and Off. Resolution Sets the default resolution when copying and faxing. The settings are Standard, Fine, and Superfine. For more information, see Set document resolution and contrast for a single copy on page 26. Contrast Sets the default contrast when copying and faxing. Page 21 Overview of menu options Option Settings Silent Mode You can turn off sounds the machine makes either manually or on a daily schedule for example, to turn off the sounds after work hours and overnight. HP Fax basics SET UP SOUND menu Manual To turn off and on the sounds, use the Silent Mode button on the control panel. HP Fax basics Daily Enter a start and end time. Use the 1 and 2 keys to switch between AM and PM. Align Cartridge Aligns the print cartridge to improve print quality. Page 22 Loudspeaker—HP 1040 Fax Option Settings Remote Password Sets the password for retrieving your messages from another phone. Silence Action Tells the machine what to do when it detects silence after answering. The settings are Disconnect, Receive Fax, and Record Silence. OffHook Action Tells the machine what to do when the incoming call leaves the phone off the hook. Page 23 Navigate the menus Navigate the menus HP Fax basics Ready mode Whenever the HP Fax is ready for faxing and copying called Ready mode, it will display the date, time, and answer mode. Dial from the phone book Dialing works the same for both faxes and telephone calls. If a document is loaded, the HP Fax sends the fax. Onetouch dialing ! Press and hold the number 0 through 9 on the phone pad.

You can refer to the number assigned to each code by printing the phone book. See Print the phone book on page 22. Page 29 Paper types and sizes Paper types and sizes You can load up to 50 sheets of paper in the paper tray. Satisfactory print and receive quality can be obtained with many types of plain paper. Since the quality of plain paper varies widely, test the print quality before buying large quantities of paper. If the document does not feed correctly, open the control panel, remove the document, and try loading it again. Page 31 Adjust volume 1. Turn the page face down and insert it into the document feeder. For more information, see Load documents to fax or copy on page 2. TIP SUPER FINE mode is not used when sending documents scanned into memory i.e., Broadcasting and Delayed Fax. If you are sending document using one of these methods, SUPER FINE will be changed back to FINE even though you selected SUPER FINE. Or, press Cancel to stop redialing and the machine returns to Ready mode. After the 5 additional rings, the answering machine will answer. Use Caller ID Many countries have the Caller ID system that enables the receiver to view the numbers or names of callers. Once you have subscribed to Caller ID services through your local phone company, your machine can display caller information. When a call comes in, the machine answers it. If a fax is being sent, the device receives the fax. If the machine does not sense a fax signal, it will ring 5 times in a different tone to tell you it may be a regular telephone call. If you are going to use the answering machine, we recommend setting the Receive mode to AUTO. When you get a call, the machine answers after the second ring, and receives the fax automatically. When reception is complete, the machine returns to Ready mode. If you want to change the number of rings before it answers, see Set rings to answer on page 27. In Ready mode, TL appears in the right hand corner of the display.

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Automatic fax reception is turned off. Page 41 Turn on the message center Digital message center HP 1050 Fax only Your HP Fax has a builtin digital messaging center that gives you full message

capabilities. Page 42 Record your greeting Record your greeting The greeting is an outgoing message OGM or announcement that plays whenever a call comes in and the device is in TAM mode the Answer button is lit and TM is displayed. Your greeting can be between 3 and 30 seconds in length. 1. Press and hold the Greeting button until you hear a beep. 2. When Record displays on the control panel, speak into the microphone to record your greeting. The seconds are counted off on the display while you are recording. Page 43 Screen or monitor your calls The HP Fax allows you listen to messages being recorded so you can decide whether to answer them. If you do not periodically erase messages, the memory will become full. Page 45 Remote Access You can access your messages and many of the message center functions from any Touch Tone phone. Remote Password To use the remote access functions, you will need to use the Remote Password. After entering the command, speak into the handset. Page 47 Message paging If you are out of the office, you can have the HP Fax call you when you receive a new message. TIP You should only turn paging on if you are going to be gone. There is a delay between receiving the message and the paging message going out. If you happen to answer an incoming call at the time the paging message is being sent, it will override your incoming call. To use message paging follow these steps. FAXING Advanced faxing ADVANCED 5 ADVANCED With Broadcasting you can have your HP Fax send your fax to up to 15 HP 1040 Fax or 20 HP 1050 Fax fax numbers at once. The documents are automatically erased from memory when Broadcasting is finished. 1. Page 50 Delayed fax Delayed fax You can set your machine to send a fax any time in the next 24 hours.

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For example, it is usually cheaper to send a fax at night because telephone rates are lower than they are during the day. Your HP Fax allows you to set one poll job at a time and it can be retrieved ADVANCED NOTE once. 1. Turn the document face down and feed it into the machine. FAXING Setting send polling FAXING Polling enables you to set up a document so it can be retrieved at a later time. Page 52 To cancel the scheduled job Polling another fax to receive You can dial another fax machine that has a document waiting and request it to be sent to your fax machine. 1. Dial the telephone number of the remote machine that is ready to be polled. TIP One touch buttons do not work in this area, you must use their speed dial code instead. 2. Press Menu when you hear a fax tone from the remote machine. Feature reference 1 Feature reference 6 Set the date and time Feature reference The current date and time are shown in the display when the machine is on and ready for use Ready mode. Silent mode You can turn the sounds of the HP Fax including ringing on and off using the control panel button. You can also set all sounds to turn off on a daily schedule; for example, turn all the sounds off between 8 pm and 8 am. 1. Page 57 Print reports Print reports Your fax machine can print many reports for your use. Feature reference Automatic reports Report name Content MultiCommunication This report prints automatically if you have faxed documents to more than one location by using Broadcasting. Power Fail Report If you have a scheduled job such as, delayed fax and send poll and there is a power failure, this report is printed automatically when power is restored. Feature reference These reports print automatically. Page 58 Reprinting faxes Report name Content System Data This report shows the current settings of your HP Fax. After you have changed any setting, print this report to check your changes.

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Caller ID If Caller ID is turned on, this report shows the most recent 30 callers who have called your machine. The report will be empty if you don't have Caller ID turned on. Junk Fax This report shows the telephone numbers that are marked as a junk fax to be blocked. Page 59 Clearing memory Clearing memory You can selectively clear information stored in your machine's memory. It will Fax Header Delete the name and phone number from your fax header information. If a document is loaded, the machine automatically begins to send. The warranty will not cover damage caused by using refilled cartridges. View ink level When using the 28ml print cartridge, your machine allows

you to check the amount of ink remaining. They will be stored in memory. You must manually print the faxes from memory see Reprinting faxes on page 52. until you replace the ink cartridge see Replace the print cartridge on page 56.. TIP If memory become full before the print cartridge is replaced, the HP Fax will stop answering the phone. Page 63 Replace the print cartridge 3. Open the control panel and cartridge compartment cover it will click and remain open. 1 Control panel 2 CARE AND MAINTENANCE 1 CARE AND MAINTENANCE 2 Cartridge compartment cover 5. Close the cartridge compartment cover and control panel. Care and maintenance 57 CARE AND MAINTENANCE CARE AND MAINTENANCE If the cartridge moves loosely in the carrier, it has not clicked into place. This helps you to check the correct amount of ink you have left. TIP If you mix up several used cartridges, it is not possible to check the correct amount of remaining ink. Once you have put in a new cartridge, use it until it is completely exhausted. Page 65 Maintain the print cartridge If the paper is jammed in the paper feed area 1. Remove the jammed paper as shown. 3. Press Cancel when finished. 4. If this was a fax, reprint the fax. For more information, see Reprinting faxes on page 52. Page 66 Maintain the print cartridge 4.

Reinstall the cartridge and close the cover and panel. If you spend a long time cleaning the cartridge, the cartridge carrier may have moved back to the original position. Page 67 Clean the document scanner area CAUTION When you turn the power off to clean the scanner, documents stored in memory will be lost. 1. Open the control panel. 2. Remove the white roller. a. At the righthand end of the white roller there is a bushing that is secured with a small tab. 1 2 CARE AND MAINTENANCE b. Push the tab slightly inward, then rotate towards you. Then pull up the righthand end of the roller to remove it. CARE AND MAINTENANCE The scanner is adjusted at the factory. If, however, you drop your machine while moving it, we recommend you adjust scanner. Junk Fax Full The machine can hold only 20 junk fax numbers. Load Document You must load a document before preceding. Memory Full Memory has become full while receiving a fax. It will not answer the telephone until memory has been cleared. Poll job exists already You have already programmed a polling send. Cancel scheduled job and try again. Polling Error The machine you want to poll is not ready to answer your poll. Check with the other person. The document you are sending has jammed in the document feeder. To clear the document jam, see Document jams during transmission on page 58. Page 72 Troubleshooting Troubleshooting Your problem may be listed in "LCD error messages" on page 63. The chart below shows other problems you can solve yourself. For problems you cannot resolve here, see Use HewlettPackard support services on page 79. Fax problems Problem Solution The machine is not working, there is no display, and the buttons are not working. Unplug the power cord and plug it in again. Check that your socket is live. No dial tone. Page 73 Problem Solution Spots or lines missing from the fax you receive. Check if the print cartridge is ok by making a copy. See Maintain the print cartridge on page 59.

Check with the telephone company to see if your phone line is noisy. CARE AND MAINTENANCE Troubleshooting You are receiving poor quality copies. The fax machine sending to you may have a dirty scan glass. Also, check with the telephone company to see if your phone line is noisy. Page 74 Troubleshooting Print quality problems Problem Solution Light or blurred characters. Check ink level as described in View ink level on page 55. To install a new print cartridge, see Replace the print cartridge on page 56. Make sure the print cartridge is installed correctly. To clean the print cartridge, see Maintain the print cartridge on page 59. Smudged or dark characters. Make sure the paper is straight and unwrinkled. Let ink dry before handling the paper. Page 75 Troubleshooting Paging message repeats This is normal. The message repeats to give you time to enter the access code to retrieve your message. Attempts to receive fax even when message center is turned off. This is normal. The fax machine will attempt to receive a fax after several rings. Does not record my messages. The memory is full. Erase some messages to free up memory for more. Paging message overrides phone calls when I happen to be home. Page 76 Troubleshooting Care and maintenance 70 Page 77 Paper types and sizes Specifications and regulatory information This chapter contains

product and supplies specifications, ordering information, and regulatory statements. Paper types and sizes The HP Fax is designed to work optimally with plain cotton bond paper. The following paper sizes and weight can be used with your machine Paper size Dimensions Paper weight A4 210mm x 297mm 8.3in x 11.7in Letter 216mm x 279mm 8.5in x 11.0in Legal 216mm x 356mm 8.5in x 14. Page 78 Print cartridge Print cartridge The HP Fax uses the following print cartridge. HP 20 black inkjet print cartridge C6614 Product specifications The specifications are subject to change without notice. Page 79 Item Specification Weight 3.5 Kg 7.

7 lb including handset Power source See Rating Label attached on the back of the machine. Page 81 Environmental product stewardship program Environmental product stewardship program HewlettPackard Company is committed to providing quality products in an environmentally sound manner. This product has been designed with several attributes to minimize impacts on our environment. Regulatory model identification number For regulatory identification purposes, your product is assigned a Regulatory Model Number. The Regulatory Model Number for your product is SDGOB040301 or SDGOB040302. Notice to users of the U.S. Page 83 against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy, and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. Page 84 Declaration of conformity For nonEuropean customers This product is approved for use only in the country in which it was purchased. Local country laws may prohibit the use of this product outside the country of purchase. It is strictly forbidden by law in virtually every country to connect nonapproved telecommunications equipment fax machines to public telephone networks. Page 85 Use HewlettPackard support services Use HewlettPackard support services If you are unable to find the answer you need in the printed documentation supplied with your product or on the web, you can contact one of the HP support services listed in the following pages. If a support service number is not listed for your country, contact your nearest authorized HP dealer for help.

Page 86 HewlettPackard LIMITED WARRANTY STATEMENT HewlettPackard LIMITED WARRANTY STATEMENT HP Product Duration of limited warranty Fax 1 year Print cartridge Until the HP ink is depleted of the "end of warranty" date printed on the cartridge has been reached, whichever occurs first. This warranty does not cover HP ink products that have been refilled, remanufactured, refurbished, misused, or tampered with. Page 87 HewlettPackard LIMITED WARRANTY STATEMENT To the extent this Warranty Statement is inconsistent with local law, this Warranty Statement shall be deemed modified to be consistent with such local law. Under such local law, certain disclaimers and limitations of this Statement may not apply to the customer. Page 90 button 10 copy collate 3 number of copies 3 print order 3 zoom 3 D date and time 49 date, setting 49 dates 18 delayed fax 14, 44 dial mode menu 15 dialing automatic fax redial 26 discard size see also auto reduction 15 menu 15 distinctive ring 30 menu 14 distribution list. See broadcasting faxes document feeder number of pages 5 document jams 58 documents load 2 number of pages 2 DRPD 30 FAX mode 32, 34 fax name 50 fax number 50 fax problems 66 fax receiving 3 fax tones. Page 91 J jams clearing paper 58 document 58 paper 58 journal 14 junk fax blocking 28 report 52 junk faxes 13 K key sounds 50 keypad buttons 9 L language 15 menu 15 LINE port 7 loading documents 2 loading paper 1 Loudspeaker button 10 loudspeaker 16, 53 M making a copy 3 man fax rcv code, HP 1040 menu 14 memory clearing 53 Menu button 9 menu BASIC FAX, options 13 picture 12 using 17 menu setting language 15 message backup 35 message center password 39 remote access 39 turning on 35 message length 35 message pagi Page 92 print quality problems 68 pulse dialing 15 R R button 10, 11 Rcv. Remove it from its packaging and remove the protective tape from the copper printhead. Be careful not to touch the printhead.

Press the Access Cartridge button on the control panel of the fax machine. This will position the

cartridge carrier to the install position. Pull the control panel toward the front of the machine to open it. Then open the cartridge compartment cover by lifting it toward the back of the machine. Remove the old cartridge by pulling it toward the front of the machine. Place the new cartridge in the carrier and push the top of the cartridge until it clicks into place. Close the cartridge compartment cover and control panel. Press 1 for a new cartridge or 2 for a used one. About the Author Heather Mark is a writer and traveler living in Central Florida. More Articles How to Replace a Canon Pixma Ink. How to Scan to PC With the HP Laserjet. How to Clean the Drum of an HP Laserjet. How to Reset the Ink on a Kodak ESP How to Change the Ink Cartridge on a. How to Install HP C4180 Ink Cartridges How to Change a Toner Cartridge in a.

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