## **Initial Guide for FAX**

# SP 100SF

#### English

Read this manual carefully before you use the product and keep it handy for future reference. For safe and correct use, please be sure to read the Safety Information before using the machine. This manual briefly describes the procedure for initial setup for fax function. For more details about other information, see User Guide in the CD-ROM.



#### Connection

### Connect a telephone line cord to LINE.

Use the telephone line cord provided with the machine. Plug the ferrite core end of the telephone line into the machine. If using an external telephone, connect the telephone to TEL.



### 2 Initial Setup

When you turn this machine on for the first time, you must set the following items. Select each setting using the  $[ \blacktriangle ], [ \lor ]$  or number keys, and then press the [ OK ] key.

- [Language]
- [Country Code]
- [Year]
- [Month]
- [Day] • [Hour]
- [Minute]

Selecting the Telephone Line Type and Telephone Network Connection Type
Press the [User Tools] key.



- 2 Press the [▲] or [▼] key to select [Fax Features], and then press the [OK] key.
- B Press the [▲] or [▼] key to select [Comm.Settings], and then press the [OK] key.
- 4 Press the [▲] or [▼] key to select [Dial/Push Phone], and then press the [OK] key.
- 5 Press the [▲] or [▼] key to select the telephone line type appropriate for your telephone service, and then press the [OK] key.
- **6** Press the **[4]** key.
- 7 Press the [▲] or [▼] key to select [PSTN / PBX], and then press the [OK] key.
- 8 Press the [▲] or [♥] key to select [PSTN] or [PBX], and then press the [OK] key.
- **9** Press the **[User Tools]** key to return to the initial screen.

procedure for initial setup for fax function.	
4	Setting the Outside Line Access Number
If you have selected PBX, use the follow- ing procedure.	
1	Press the [UserTools] key.
2	Press the $[ \blacktriangle ]$ or $[ \blacktriangledown ]$ key to select [Fax Features], and then press the $[OK]$ key.
3	Press the $[\blacktriangle]$ or $[\lor]$ key to select [Comm.Settings], and then press the $[OK]$ key.
4	Press the $[\blacktriangle]$ or $[\lor]$ key to select [PBX Access Number], and then press the $[OK]$ key.
5	Enter the outside line access number using the number keys, and then press the [OK] key.
6	Press the [User Tools] key to return to the initial screen.
5	Basic Operation for Sending a Fax
5 1	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen.
5 1 2	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen. Place the original on the expo- sure glass or in the ADF.
5 1 2 3	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen. Place the original on the expo- sure glass or in the ADF. Enter the fax number using the number keys.
5 1 2 3 4	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen. Place the original on the expo- sure glass or in the ADF. Enter the fax number using the number keys. Press the [Start] key. When you place original on the expo- sure glass and Memory Transmission mode is enabled, perform the follow- ing steps to scan the subsequent pages of the original.
5 5	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen. Place the original on the expo- sure glass or in the ADF. Enter the fax number using the number keys. Press the [Start] key. When you place original on the expo- sure glass and Memory Transmission mode is enabled, perform the follow- ing steps to scan the subsequent pages of the original. If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all origi- nals are scanned.
5 6	Basic Operation for Sending a Fax Press the [Copy/Facsimile] key to switch to the fax mode screen. Place the original on the expo- sure glass or in the ADF. Enter the fax number using the number keys. Press the [Start] key. When you place original on the expo- sure glass and Memory Transmission mode is enabled, perform the follow- ing steps to scan the subsequent pages of the original. If you have more originals to scan, press the [1] key within 60 seconds, place the next original on the exposure glass, and then press [OK]. Repeat this step until all origi- nals are scanned. When all originals have been scanned, press the [2] key to start sending the fax.