

Please read your operator's guide first. This Quick-Reference Guide is just a reminder. Keep it near your fax machine.

To send a fax						
<b>Manual Dialing</b>	Load the document face down.	Lift the handset.	Dial the fax number. ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩	When you hear the fax tone.	Press.	Hang up the handset
<b>One-Touch Dialing</b>	Load the document face down.	Lift the handset or press OHD/V.REQ.	OHD/V.REQ.	Press the One-Touch button you need.	Press.	
<b>Speed Dialing</b>	Load the document face down.	Lift the handset or press OHD/V.REQ.	OHD/V.REQ.	Press. SPEED	Press your 2-digit number.	Press.
To receive a fax						
A call comes in.	Lift the handset.	Speak.	Press.	Hang up the handset	<div style="border: 1px dashed black; padding: 5px;">           RCV. If the RCV. indicator is lit or flashing, SF110T receives faxes automatically.         </div>	
Voice Request (during send or receive)				Making a copy		
<div style="border: 1px dashed black; padding: 5px;">           While sending or receiving a fax.         </div>		Press. OHD/V.REQ.	<div style="border: 1px dashed black; padding: 5px;">           The machine will ring after the document has been sent or received.         </div>		Load the document face down.	Press.
Installing your machine				Installing paper		
				<ol style="list-style-type: none"> <li>Lift the paper cover release knob to open the cover.</li> <li>Put in a new roll. Ensure that it is right-side up.</li> <li>Close the cover firmly, until it clicks into place.</li> </ol>		

Other operations	
<b>Storing One-Touch numbers</b>	<p>Press and hold down the One-Touch button you need</p> <p>Select TEL or FAX by pressing ◀ or ▶</p> <p>Press</p> <p>Enter the telephone number</p> <p>Press</p> <p>Press</p>
<b>Storing Speed Dial numbers</b>	<p>Press and hold until LCD asks for number</p> <p>Enter a 2-digit location number (01-50)</p> <p>Enter the telephone number</p> <p>Press</p> <p>Press</p>
<b>Help List</b>	<p>In Standby Mode</p> <p>→</p> <p>→</p> <p>→</p> <p>Your Help List will print.</p>

Error messages	
COMM. ERROR	The machine had a communication problem while sending or receiving. Press STOP and try again.
DOCUMENT JAM	The original document jammed in the feeder. To clear a jam, refer to the picture below.
CONNECT TEL LINE	The telephone line is either not connected or poorly connected to your machine. Check the line connection.
NO ANSWER	The machine you tried to call does not answer. Press STOP and try again.
NO PAPER	The machine is out of paper, or cover is open.

### Removing a document jam

- 1** Lift the paper cover release knob to open the cover.
- 2** Take out the jammed document.
- 3** Close the cover firmly, until it clicks into place.