SANYO

INSTRUCTION MANUAL

SFX-211H

Facsimile Transceiver

SANYO

SANYO Electric Co., Ltd.
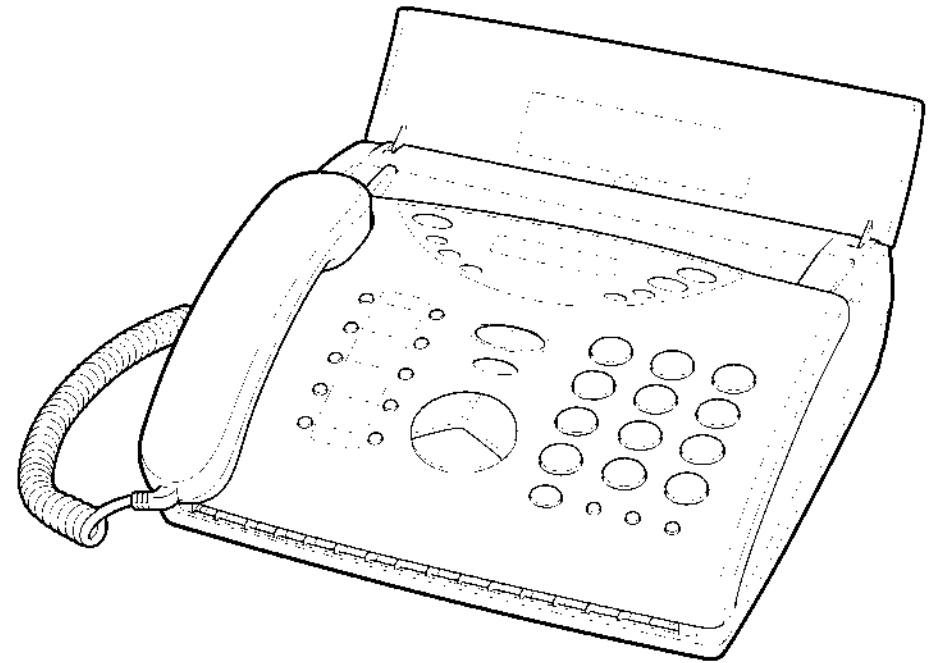
Precautions

Placement precautions
- Avoid placing the SFX-211H in humid or dusty places, or in places where it will be exposed to excessive heat (direct sunlight, heaters, etc.).
- Do not step on or set anything on the AC cord. DAMAGE TO THE AC CORD IS A SAFETY RISK AND CAN CAUSE A FIRE.
- Install the unit only on a stable surface.
- Do not connect the SFX-211H to the same AC power wall outlet as appliances that generate large amounts of interference (heaters with thermostats, appliances with motors, etc.). It is best to use a completely separate electrical outlet.
- Keep the unit away from water. If water accidentally enters the unit, unplug the power cord immediately. DO NOT PLUG IT INTO AN OUTLET AGAIN. Contact an authorized Sanyo service center or dealer.

Handling precautions
- Do not remove any parts that are held in place with screws. (The unit does not contain any user-serviceable items.)
- Maintain standard room temperature 5°C-35°C (41°F-95°F) during use. Do not subject the unit to shock or vibration. Do not move the unit while it is in use.
- A rapid increase in room temperature in cool weather can cause condensation to form inside the unit. If this happens, wait at least 15 minutes after turning the unit on before attempting to operate it. Failure to do so may result in paper jams and/or poor print quality.
- When cleaning the cover or operation panel of the unit, wipe gently using a damp cloth to which a small amount of a neutral detergent has been added. NEVER USE SOLVENTS OR CHEMICALLY TREATED CLOTHS.

Introduction

Thank you for purchasing the SFX-211H. This facsimile transceiver has a host of special features that allow you to take advantage of many services* offered by telephone companies, including Caller ID, Duplex ringing and Electronic Voice Mail services.

Other outstanding features of the SFX-211H include:

Fax features
- 14.4k bps modem
- 10-page automatic document feed
- Automatic paper cutter
- 4 resolution modes (standard/fine/superfine/halftone)
- 64-shade halftone
- Timer transmission
- Polling reception
- Memory transmission
- Memory reception
- Overseas transmission mode
- Automatic redial
- Refuse reception
- 30-meter roll of recording paper
- Compatible with plain-paper quality thermal paper

Phone/Dialing Features
- Caller ID compatible 50-number Directory™ allows you to create your own electronic telephone directory. It keeps a log of incoming callers' names/numbers and automatically stores the numbers you dial in its memory. You can edit numbers in the Directory™ as well as add new numbers. A displayed Directory number can be dialed out at the touch of the **START** key.
- Built-in digital answering system with time/date stamp
- 10-number one-touch dialing memory
- 16-character LCD display
- Built-in telephone handset

*Contact your local telephone company for more detailed information.
All special services require a subscription from your telephone company.

In order to use the SFX-211H effectively and keep it in good working order, read this instruction manual thoroughly and keep it for future reference.

Table of contents

Unpacking and accessories

To unpack the SFX-211H:
1. Remove the accessories (handset, recording paper roll, etc.) from carton.
2. Remove the fax machine along with the foam braces on both sides.
3. Remove the plastic wrapping around the fax machine.
4. Remove the transportation tapes.
5. Save the carton and the foam braces for later storage and/or shipping.
6. Place the unit where there is access to an AC outlet and a modular phone jack.
   (Be sure to observe the precautions found on page 1.)

Accessories

Make sure the accessories listed below are included with the unit.

Accessories (included with machine)
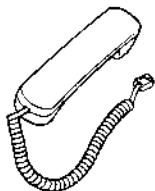
- Handset
- Instruction manual
- Telephone line cord
- Thermal paper
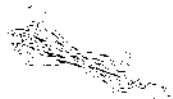
Part names and functions

Front view

Paper guide

Original document tray

Handset

Original document exit

Original document slot

Operation panel

5

6

Rear view and left side

Monitor volume switch☐
Slide the knob to the right to make the sound from the speaker louder.

Handset jack

Ringer volume switch☐
The switch has 3 positions: OFF/M/H
Set to the H position to make the ringer volume louder.

AC cord

LINE

EXT.TEL

Telephone line jack

*Extension telephone jack

*: An extension phone can be connected to the EXT.TEL jack on the back of the unit.

Inner view

Document sensor

Open button

Paper holder

Green release lever

Document feed roller-1

Document feed roller-2

Operation panel

SANYO

1. [RESOLUTION] key	• Press this key to select resolution setting.
2. [MENU] key	• Press this key when selecting various functions.
3. [SET] key	• Press this key to confirm selections.
4. [AUTO/MANU.] key	• Press this key to select a reception mode AUTO or MANUAL.
5. ⊏⊐ lamp	• Lights when ⊏⊐ key is pressed.
6. MSGS lamp	• Flashes when the new messages are recorded. • Lights when the old messages exist.
7. ANSWER lamp	• Lights when the unit is set to ANSWER reception mode.
8. Display	• Shows calendar and clock functions, operation prompts.
9. [ERASE] key	• Press this key to erase incoming messages recorded in the built-in answering system.
10. [ANSWER] key	• Press this key to set reception mode to ANSWER.

11. **[MSGS]** key	• Press this key to play the recorded messages.
12. **[REC]** key	• Press this key to record your greeting.
13. **DIRECTORY** [▲] and [▼] keys	• Press these keys to scroll through the Directory list on the display.
14. Number keys 0-9,#, ✳	• These keys are used to dial fax and phone numbers and to change various functions.
15. **[REDIAL/P]** key	• Press this key to redial the last number dialed. • Press this key to insert a pause between two digits in a number being dialed.
16. **[HOLD]** key	• Temporarily places a call on hold.
17. **[FLASH]** key	• Press to switch between two callers in Call-Waiting operation. • Press to start a three-way conference call.
18. [🔊] key	• Allows you to have conversation without using the handset.
19. **[COPY]** key	• Press to make a copy and to print a list.
20. **[START]** key	• Press to start transmission or manual reception.
21. **[STOP]** key	• Press to interrupt transmission/reception/copying or to clear the "TRANSMIT AGAIN" indication. • Press to cancel various setting and dialing functions and to remove an original document that has been placed in the unit.
22. Microphone	• Used for recording your greeting. Also used for handsfree speakerphone conversation.
23 One-touch keys	• Frequently dialed numbers can be stored in memory using these 10 keys. • Also used in programming. [5]: ◀ (moves cursor to the left.) [6]: ▶ (moves cursor to the right. Also functions as ENTER key in name programming.) [0]: DELETE (functions as DELETE key.) • And, also used in Directory feature. [5]: ◀ (to display the previous page of an entry.) [6]: ▶ (to display the next page of an entry.)
24. [🔍] key	• Press this key to search for an entry alphabetically.

Telephone line and AC power connections
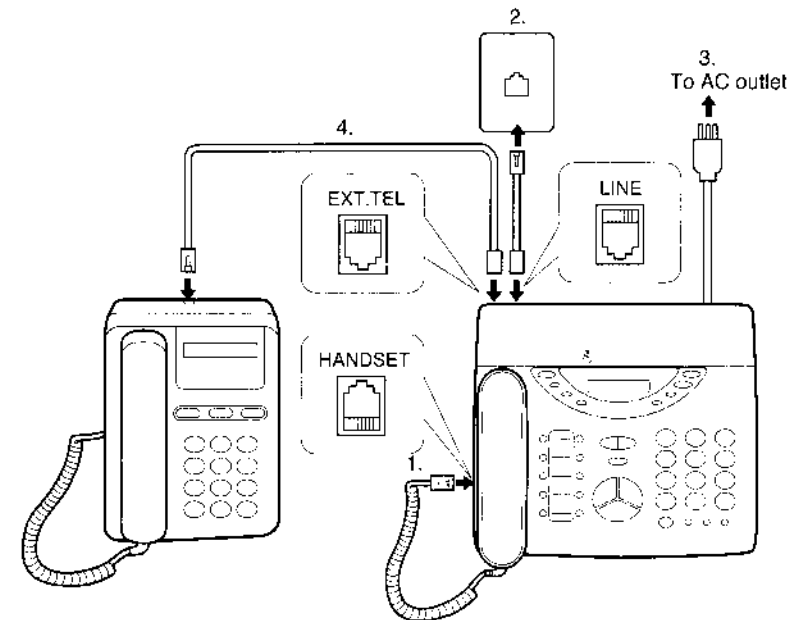
1. Connect the handset cord into the **HANDSET** jack.

2. Connect the telephone line to the **LINE** jack using the supplied telephone cord.
   • **The SFX-211H should not share a modular telephone jack with other communication equipment, as this may obstruct the proper functioning of the unit.**

3. Connect AC power cord of the SFX-211H to an AC wall outlet.
   • The AC outlet should be located near the equipment and easily accessible.

4. An extension telephone can be connected to the **EXT.TEL** jack.

Note:
• If you have custom calling services that produce tones or clicks during line use (such as Call Waiting), some difficulty may be experienced in the operation of your fax unit. Consult your telephone company.

Caution:
• Never install telephone wiring during a lightning storm.
• Never install telephone jacks in wet locations unless the jack is specifically designed for wet locations.
• Never touch uninsulated telephone wires or terminals unless the telephone line has been disconnected at the network.
• Use caution when installing or modifying telephone lines.
• Avoid using a telephone (other than a cordless handset) during an electrical storm. There may be a remote risk of electric shock from lightning.
• Do not use the telephone to report a gas leak in the vicinity of the leak.

Dialing mode

The SFX-211H has been factory-set to the Pulse dialing mode.
If your telephone line uses TONE dialing, you must change the dialing mode setting using the feature switch No. 00.

Push-button□
telephone

Rotary-dialing□
telephone

Your current□ telephone	The sound heard□ when you dial	Your telephone□ line is	Set the feature□ switch No. 00 to:
	Short audible□ tones	Touch-Tone	00 TONE
	Continuous□ clicking□ sounds	Pulse-Dialing	01 PULSE
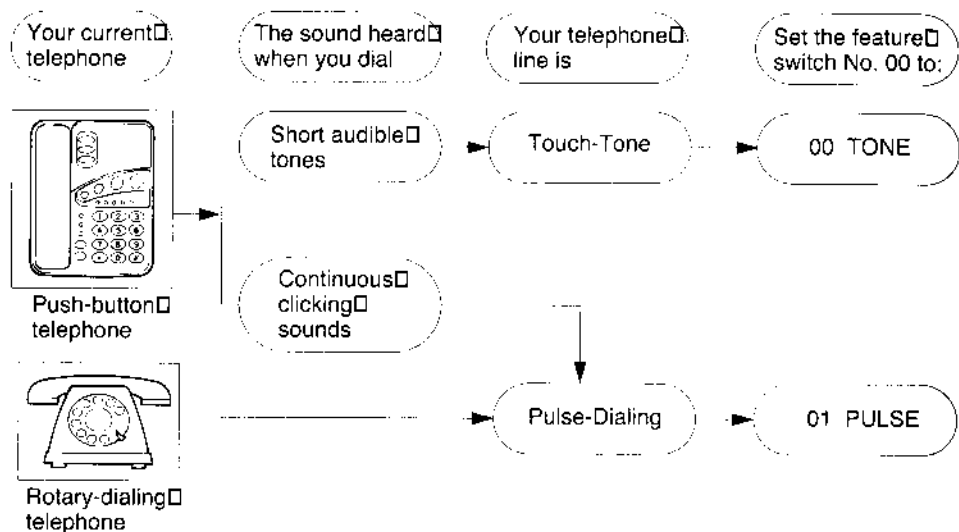
* If you are still not sure which dialing system your telephone line uses, contact your telephone company.

To change dialing mode to TONE:

1. Press **[MENU]** 5 times.

```
5:SET FAX MODE ?
```

2. Press **[SET]**.

```
1:SET CLOCK ?
```

3. Press **[MENU]** twice.

```
3:FEATURE SW. ?
```

4. Press **[SET]**.

```
(0■) DIAL MODE
```

5. Press **[SET]**.

```
10 PPS      (0■)
```

6. Enter **[0]** and **[0]** to select the TONE mode.

```
TONE        (0■)
```

7. Press **[SET]**.

```
(0■) PAUSE TIME
```

8. Press **[STOP]** twice to return to standby mode.

```
26 Jun. 12:00 00
```

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Recording paper

How to install the recording paper roll:

1. Open the original document tray.

3. Press the **[OPEN]** button□ to open the recording□ paper cover.
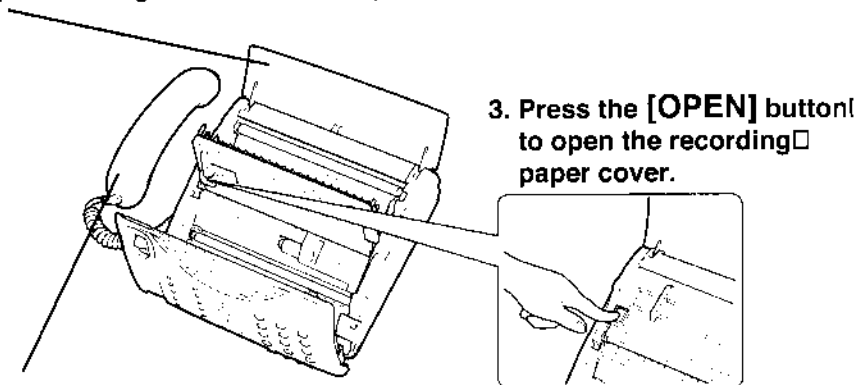
2. Take off the handset and open □ the operation panel.

4. Place the supplied roll, in the□ direction shown in the diagram,□ in the paper holder.

Correct   Wrong
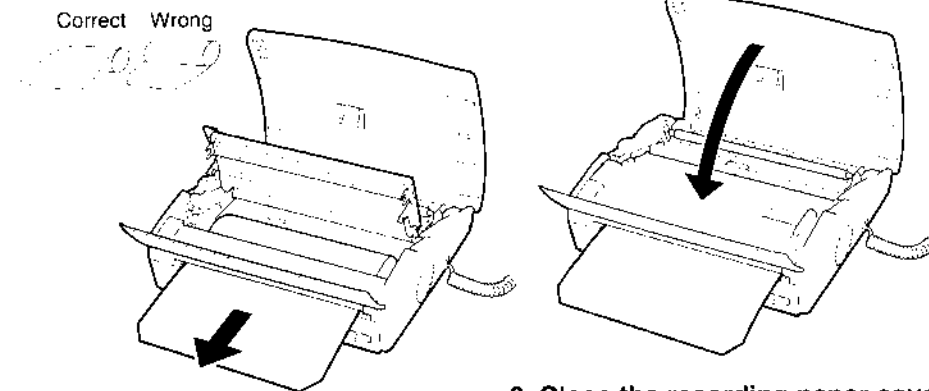
5. Remove any slack from the□ roll and insert the end of the□ roll into the recording paper □ exit until it extends about□ 4 inches.

6. Close the recording paper cover□ by pressing both left and right□ corners of the far end of the□ cover firmly. The SFX-211H cuts □ the extra recording paper □ automatically.□ Close the operation panel firmly.

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• Use only the recording paper specified for the SFX-211H.

High-grade thermal paper

The SFX-211H is compatible with high-grade thermal paper, a new type of fax recording paper that has plain-paper quality. Unlike regular thermal paper, the high-grade thermal paper does not fade with time and can be written on with a pencil.

SANYO Type: 3RE2182800450, 216 mm (8.5") wide and 25 m (82') long.

Thermal paper

SANYO Type: R-4079448-1, 216 mm (8.5") wide and 30 m (98') long.

To purchase, contact your dealer.

Copying (Confirming proper operation)

Make a copy to confirm that the unit is operating properly.

1. Place the original document face down.
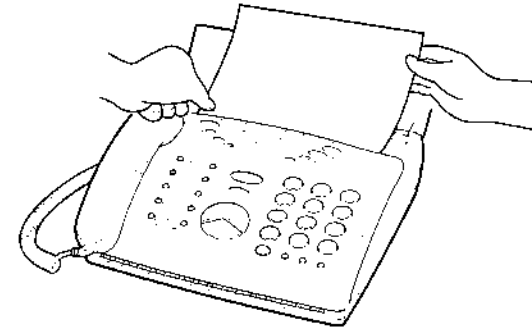

```
┌──────────────────────────┐
│       STANDARD           │
└──────────────────────────┘
```

2. Press **[COPY]**.

```
┌──────────────────────────┐
│ ***    COPY     ***      │
└──────────────────────────┘
```

3 After copying is completed, the recording paper is cut automatically.

```
┌──────────────────────────┐
│ 26  Jun,  12:00  00      │
└──────────────────────────┘
```

• **MEMO sheet**

You can issue a blank sheet to write a memo.

Press **[COPY]** with no original inserted in the original document slot. The SFX-211H produces a blank memo sheet of about 10 cm (4") long. The MEMO sheet feature can also be used while the telephone is in use.

Telephone calls

Making phone call using the speaker key

1. Press [⊄] (speaker) key.

   ➡ ⊄ lamp lights.

```
* SPEAKERPHONE *
```

2. Dial the number you want to call.
   Example: 111-2222
   • To dial a number, you can choose any
   of the following dialing methods:
   One-touch dial (page 17)
   Using the Directory™ (page 24)
   Using the [REDIAL/P] key (page 18)
   Using the number keys

```
1112222
```

3. When the call is answered, speak towards the microphone.
   • For the best sound quality, speak about 15 to
   20 inches away from the microphone.
   If the location is noisy, come closer to the microphone.

4. Press [⊄] when the conversation is completed.

Answering a telephone call

1. The telephone rings.
   Press [⊄] (speakerphone) key.

2. Speak to the microphone.

3. Press [⊄] again to hang up.
   • If you do not wish to use the speakerphone feature,
   lift the handset to start and replace it to finish.

• If you do not wish to use the speakerphone feature, lift the handset to start and replace it
to finish.

Tips speakerphone use
• Adjust the Monitor volume control on the left side of the unit to achieve the desired
volume.
• To switch from the speakerphone to the handset, simply lift the handset.
• If the hear an incoming fax tone at step 1, the SFX-211H receives the incoming fax
automatically.
• The power cord must be connected to an electrical outlet for telephone calls to be placed
from and received on the SFX-211H.
• If you make a mistake when dialing a telephone number, press [⊄], and start over.

Temporary Touch-Tone dialing access
Even if you have a pulse dialing line, you can temporarily use Touch-Tone dialing to
access special services such as electronic banking and remote control answering machine.

1. Dial the number you want to call.

2. When your call is answered, press [*].

3. Enter the number required to access special services.
   • The SFX-211H stays in Touch-Tone mode until the call ends or the [FLASH] key is
   pressed.

One-touch dial

This feature allows you to dial a stored number at the touch of a single key.
Before one-touch dialing can be used, the phone numbers of the parties must be programmed into memory. A maximum of 10 one-touch dialing numbers can be stored in memory.
(See pages 67-73 for programming instructions.)

To place a call using one-touch dialing buttons:

1. Press [⃞] (or lift the handset).

```
26  Jun.  12:00  00
```

2. Press the one-touch key (0-9) for the party
   you want to call.

```
Alison  McNab
```

   ➡ The phone number programmed in the memory
   for that one-touch dialing key is dialed out.
   The programmed name appears on the display.

3. When the call is answered, talk.

Hold

1. Press [HOLD] during a telephone conversation.
   The call is put on hold.
   You can replace the handset, without losing
   the other party.

```
***    HOLD    ***
```

2. Press [HOLD] or lift the handset to continue
   the conversation.

• An extension phone user cannot talk with the caller while a call is on hold.
• The SFX-211H has been factory-set with a music-on-hold feature (the music is Greensleeves). Use the feature switch No. 10 to turn off this feature (no music while a call is on hold). See pages 82-86 for detailed instructions.

Redial

The [REDIAL/P] key redials the last number dialed.

1. Press [⃞] (or lift the handset).

2. Press [REDIAL/P].
   ➡ The last number dialed is redialed.

3. When the call is answered, talk.

Directory™ and Caller ID

The SFX-211H's Directory feature enables you to create your own electronic telephone directory with up to 50 names and numbers stored in it.

When you subscribe to your telephone company's Caller ID service, the Directory™ automatically keeps a log of all incoming phone and fax calls with the caller's name, number, date and time and frequency of calls from that number.

The Directory™ also automatically keeps a log of all outgoing phone and fax* calls you make from the SFX-211H (except for those dialed from one-touch dial keys since those numbers are already stored in a separate memory of the SFX-211H.)

If you are making or receiving a phone or fax call and that number is already in the Directory™, it will not be stored again as a new entry, but will simply be updated (number of times called, most recent date/time of call).

You can personalize the Directory™ by editing the name/or number of any entry on the list, erasing unwanted entries, transferring most frequently dialed entries to the one-touch dialing memory, or adding new names/numbers to store in its memory.

You can also print out a hard copy of the Directory list for later use.

The Directory™ has a maximum capacity of 50 entries. Once the Directory™ has accumulated 50 entries, as each new call (that isn't already in the Directory™ list) comes in or is placed, the oldest number amongst the least dialed/called numbers is bumped. However, the numbers you have edited or personally programmed into the Directory™ will not be bumped and will remain in the memory until you erase them.

*When you send a fax and see the name of a receiving party on your display, the name and the number will be stored in the Directory™.

Caller ID

When you subscribe to Caller ID service, the LCD display shows the name* (or telephone number) of the caller before you pick up the phone. The display typically appears between the first and second rings and stays on until you end the call.

* The name and number display capabilities vary by region. In some areas, only the name or number can be shown. Some long distance calls may not be compatible with Caller ID service. If your Caller ID service cannot show the calling name or number, the reason will be indicated. This varies, depending on the type and origin of call.

IMPORTANT
To use Caller ID on the SFX-211H, you must change the setting of **Feature switch No. 46** (**Call Display™ function**). See pages 82-86.

Once it is set to function with Caller ID service, the SFX-211H automatically changes its ring delay count, since most Caller ID services require a minimum of 2 rings to identify and incoming call. With Feature switch No. 46 (Call Display™) set to the ON position (01), the SFX-211H always rings at least 3 times (more if you have set Feature switch No. 07 to 4 rings or higher).

Caller ID display example

Caller ID display examples
When a call comes in, the LCD display may show one of the following:

| Al ison McNab | Caller name |

| 3456−7890 | Caller name is not available |

| L1234−5678 | L: long distance indicator
Appears only if this service is provided by the caller's telephone company. |

| LONG DISTANCE | Long distance indicator
Appears when a long distance call cannot be identified. |

| OUT OF AREA | Call is from an area unable to provide Caller ID service to your area. |

| PRIVATE CALLER | Indicates that this number is suppressed at caller's request. |

| ERROR DETECTED | Indicates that your system could not read the number. |

When a FAX call is received
When the SFX-211H detects a fax signal, the caller ID display switches to FAX reception display showing the information the sender has programmed into his/her fax machine as the header.

| Thomas Johnson | ⟶ | Sender's header |
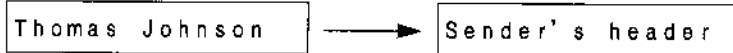
Reviewing new callers' list

If a call is not answered, the Caller ID information that appears on the display is kept in the SFX-211H memory as a new call.
The display indicates:

| NEW CALLS |

Press [▲] or [▼] to review the new callers' list.

| 3 CALLS BUMPED | Indicates that there have been 3 callers bumped since your last review. |

| 2 NEW CALLS | Indicates you have two new callers in the memory.
This number does not include unknown calls.
Press [▲] or [▼]. |

| Edward Smith | The first new caller's name appears. When the caller's name is not available, the number appears. |

Each entry on the new callers' list has three pages. Use the cursor shift keys ([◄] and [►]) to move between pages.

| John Smith | 3456−7890 | X 5 26 Jun. 12:00 |
| Name of caller | Telephone number | Number of times caller dialed (5 times) and the date/time of the call* |

| X 1 26 Jun. 11:45 | *Only the date/time of the most recent call is indicated.

Press [▲] or [▼] to display the next entry. |

| 3 UNKNOWN CALLS | This indicates there have been 3 unknown calls since your last review. |

| END OF NEW CALLS | Indicates you have viewed all new calls. |

- As you review the list of new callers, you can dial the displayed number immediately at the touch of the [START] key.
- Once you have reviewed the new callers' list, the names/numbers are added to the Directory™ list.

Reviewing Directory™ list

When reviewing the Directory™ list, you will notice that all entries are ordered according to call frequency -- at the start of the list are the names/numbers that you have called or have called you the most. The remaining entries are listed according to decreasing call frequency ending with the names/numbers called least often. (If you have not checked for new callers, the new callers list appears first.) You can also search for a caller's name by its initial letter.

Use [▲] or [▼] to review the list.

DIRECTORY

The displayed number can be dialed out at the touch of the [START] key or transferred to the one-touch dial memory.

You can view attached information of a displayed entry using the cursor shift keys ([◄] and [▶]).
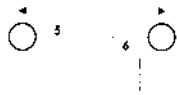
| John Smith | 3456-7890 | X 5 26 Jun. 12:00 |
| Name | Telephone number | Number of times the caller rang or you dialed (5 times) and the most recent date/time of the call |

Press [▲] or [▼] again to view other entries in the list.

When no entry has been stored, the display indicates:

NO ENTRY

and then returns to the standby display.

Placing a call using the Directory™

1. Press [☎] (or lift the handset).

2. Press [▲] or [▼] to select the number.
   ➡ The first number in the list appears.
   The display scrolls continuously if you press and hold the [▲] or [▼] key.

3. Press [START] when the desired number is displayed.
   ➡ The SFX-211H dials the number.

Searching a name by its initial letter

The Directory™ feature lets you search for callers using the first letter of their names.

1. Press [☎] (or lift the handset).

2. Press [☎].

3. Enter the first letter of the person's name using the dialing number keys.

Key	Characters
2	A, B, C
3	D, E, F
4	G, H, I
5	J, K, L
6	M, N, O
7	P, Q, R, S
8	T, U, V
9	W, X, Y, Z

Each time a number key is pressed, the letter one position to the right is displayed.
Example: To enter C, press [2] three times.

4. Press [▼] to scroll down the list.

5. Press [START] when the desired party is displayed.
   ➡ The SFX-211H dials the number.

To view the Directory™ list in alphabetical order:
Press [☎] and then [▲] or [▼]. The display shows all names stored in the Directory™ in alphabetical order. Entries with no names attached are shown in numerical order after the name list.

Telephone use

Voice mail

When you subscribe to a voice mail service offered by the telephone company, your callers can leave voice messages in the phone company's "electronic mail box". You can retrieve them by calling a designated voice mail phone number.
The SFX-211H provides several convenient features for voice mail subscribers.

IMPORTANT
If you use a single phone line for both fax and phone, and want to subscribe to a voice mail service, you must have a Duplex ringing service, and assign a separate number for fax calls. Otherwise, adding a voice mail service to a line on which you receive both fax and phone calls may result in some incoming faxes being prematurely routed to the voice mail.

The display shows "MESSAGE WAITING" when you have messages in your "mail box".

If you have new calls in the Directory list, the display alternates:

| MESSAGE WAITING | ←——→ | NEW CALLS |

To dial voice mail service
You can program your voice mail phone number to a one-touch dialing key to quickly access the "mail box".

To retrieve voice mail messages
1. Lift the handset (or press [📞] key).
2. Press the one-touch dialing key programmed with your voice mail phone number or dial the number using number keys.
3. Follow the instructions provided by your phone company to operate various mail functions.

Duplex ringing

You can set the SFX-211H to duplex ringing by feature switch No. 56. To change setting, see pages 82-86.
Initial factory setting of feature switch No. 56 is OFF (No duplex ringing).
Set to ON when this service is applied by H.K. telecom (application is required).
Once this mode is selected, the SFX-211H operates as follows.

In case of normal ring: <u>When the reception mode is set to AUTO or MANUAL:</u>
No ring detection is carried out, only phone rings until the operator lifts the handset.
<u>When the reception mode is set to ANSWER:</u>
The call is directed to the built-in answering system after the SFX-211H rings 2 times or more as per the setting of the feature switch No. 07. (Default setting is 3 times.)
* The toll saver feature switch setting overrides the feature switch No. 07. See pages 64-65 for the details of toll saver feature.

In case of fax ring: The SFX-211H detects the ring after 2 rings and release the fax tone to the caller.

Telephone use

Call Waiting

The Call Waiting service provided by your telephone company offers you the convenience of answering an incoming call when you are already on the phone with another party. Use the **[FLASH]** key to switch between two callers.
A subscription from your telephone company is required to access this service.

1. When you hear a beep while you are on the phone, press **[FLASH]** once. This places the first caller on hold, and you can now talk to the second caller.

2. Press **[FLASH]** again to return to the first caller.

Three-way conference call

A three-way conference call service offered by your telephone company allows you to connect to two callers at a time.

1. Press **[FLASH]** while you are already on the phone with the first party.

2. When you hear a dial tone, dial the phone number of the second party you want to include in your conversation with your first party.

3. When the second party answers, press **[FLASH]** again. You and your two parties are connected to each other.

Your telephone company will provide you with more detailed instructions on Call Waiting and three-way conference calls.

Original documents

■ Transmittable original size

■ Effective text width
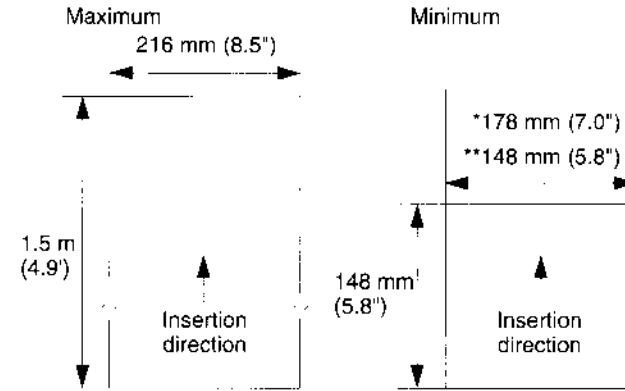
*: multi-page documents
**: single-page document
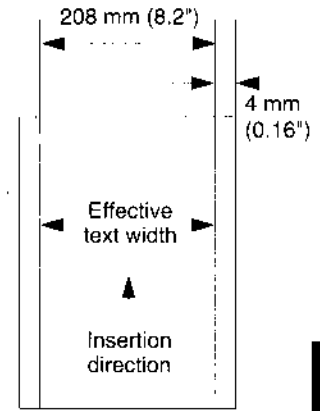
Note: If an original document is larger or smaller than the sizes specified above, it should be reduced or enlarged by a photocopier, and the copy can be used as an original document.

■ Effective thickness

	1 original sheet	multiple sheets
thickness (per sheet)	0.05 - 0.15 mm (0.002" - 0.006")	0.08 - 0.13 mm (0.003" - 0.005")

Notes on the suitability of documents:
- Allow ink and/or glue to dry completely before inserting a document.
- Do not transmit curled or folded documents.
- Make sure that any paper clips, staples or pins have been removed from documents.
- When an original is carbon paper, waxed paper or vinyl-coated paper, use a photocopy of the original.
- Never use documents thicker than 0.15 mm (0.006"), metal sheets or cloth. Use a photocopy instead.

Fax use

Sending faxes

Placement of original documents
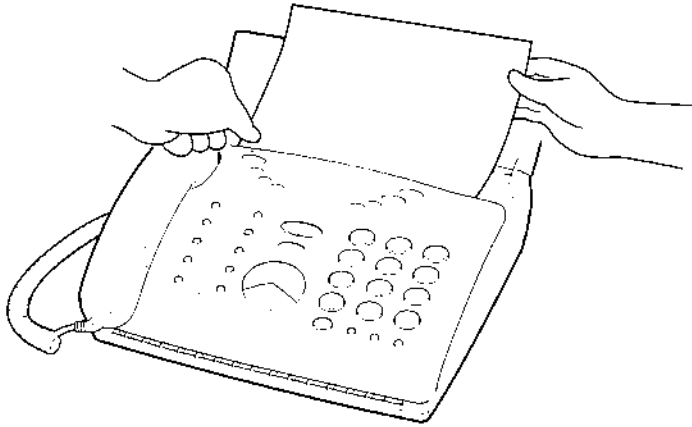
1. Adjust the paper guide to the width of the document.

2. Place the document face down between the guides and gently insert it in the slot of the original document tray.
   The document advances slightly.

When transmitting multiple-page documents:
Stack the sheets with the front edges of all sheets aligned straight.

Note:
• Up to 10 sheets can be placed in the original document tray at one time. When transmitting more than 10 sheets, place the first 10 and then add more during transmission.

Resolution/Contrast

RESOLUTION

The SFX-211H allows you to select different resolution and contrast modes for fax transmission and copying. Select the most suitable mode for your original document after placing it in the original tray. You can also set the SFX-211H either to remain in the selected mode until another selection is made, or to revert to the default mode after each transmission/copying.
To set resolution, use the **[RESOLUTION]** key. To set **CONTRAST**, use the feature switch No. 28. (See pages 82-86.)

1. Place the original document in the original document tray.
   The first page advances slightly, and the display changes to:

STANDARD

This indicates that the unit is currently set to standard resolution (**STANDARD**) mode.

2. Press the **[RESOLUTION]** key 1 to 4 times to select the desired mode.

[RESOLUTION]

STANDARD ↓	For text in standard typefaces.
FINE ↓	For text with small or fine type and for drawings.
SUPERFINE	For text with very small characters and/or graphics. The superfine communication mode is possible only with Sanyo fax models with the superfine feature and with non-Sanyo models that have the international standard (ITU-T) superfine feature.
↓ HALFTONE	For transmitting or copying documents with varying shades of gray, (photographs, for example). When HALFTONE is selected, the resolution mode is automatically set to the FINE setting.

• Use feature switch No. 27 to switch between **Not return** and **Return home** modes. The initial factory setting is in the **Not return** position. (See pages 82-86.)

CONTRAST
Set the contrast using feature switch No. 28.
NORMAL (Setting No. 00)   For normal contrast documents.

LIGHT (Setting No. 01)   For low contrast or very light documents which need to be transmitted or copied darker.

Fax use

Manual transmission

Manual transmission is like placing a call and then sending a fax. When your call is answered by a fax tone, the SFX-211H automatically starts fax transmission.

1. Place the original document face down in the original document tray
   Adjust the paper guide to the width of the document.

2. Select a resolution mode if necessary. (See page 30.)

```
STANDARD
```

3. Lift the handset (or press [□↰]).

```
STANDARD
```

4. Dial the number.
   Example: 111-2222

```
1112222
```

   You can use one of the following dialing methods:
   One-touch dialing
   Press a one-touch key (0-9). Programming is required in advance. See pages 67-73.
   Directory dialing
   Select the party and press [START]. See page 24.
   Direct dialing
   Dial the number using the number keys.
   Redial
   Press [REDIAL/P].

5. When the SFX-211H detects a fax tone issued by the receiving unit, transmission begins automatically.
   ➡ The name/number of the receiving party appears on your display if their fax machine has a station ID programmed.

```
Alison McNab
```

6. Replace the handset.

- If a person answers your fax call at step 5, you can send a fax by pressing [START] after the conversation.
- Press [STOP] to interrupt a transmission or to remove a document set for transmission.
- If you make a mistake when entering a number, replace the handset and lift it again (or press [□↰] twice), then enter the correct number.
- Feature switch No. 54 must be set to the ON (01) position for auto progress transmission to take place at step 5. (This feature is factory-set to ON) See pages 82-86.
  If it is set to the OFF (00) position, the [START] key has to be pressed to initiate transmission.

Automatic transmission

You can send a fax without using the handset or speaker (□↰) key.
This is called "automatic transmission" since your unit automatically sends a fax signal to the party if you do not use the handset or speaker key.

1. Place the original document face down.
   Adjust the paper guide to the width of the document.

```
STANDARD
```

2. Select a resolution mode if necessary. (See page 30.)

```
STANDARD
```

3. Dial the number.
   Example: 111-2222
   You can use one of the following dialing methods:
   One-touch dialing
   Press a one-touch key (0-9). Programming is required in advance. See pages 67-73.
   Directory dialing
   Select the party and press [START]. See page 24.
   Direct dialing
   Dial the number using the number keys and press [START].
   Redial
   Press [REDIAL/P].

```
1112222
```

4. When the line is connected, transmission begins automatically.
   ➡ The name/number of the receiving party appears on your display if their fax machine has a station ID programmed.

```
Alison McNab
```

- If the line is busy or there is no answer, the unit automatically redials the number twice. (See page 33.)
- Press [STOP] to interrupt a transmission or to remove a document set for transmission.
- If you make a mistake when dialing a number, press [STOP], then enter the correct number.

Fax use

Redial

Automatic redial

When an automatic fax transmission attempt fails due to a busy phone line or no answer, the SFX-211H automatically redials the number two more times.

Display shows:

WAITING REDIAL

(about 3 min.)   (about 3 min.)

Dial ➡ Busy ➡ Auto redial ➡ Busy ➡ Auto redial ➡ Busy

Start transmission   Start transmission

Press **[REDIAL/P]** to continue redialing.
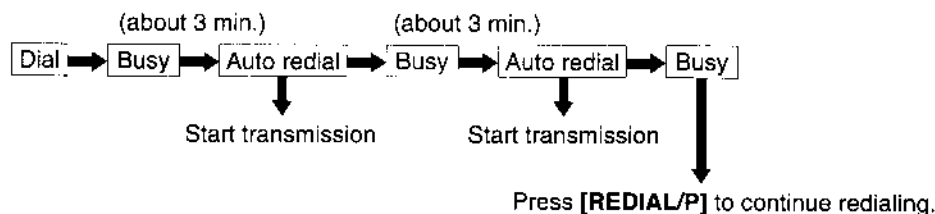
• If the document has been removed, automatic redialing is canceled.
• The SFX-211H is set to redial a number twice (three times for a number dialed using the timer transmission) at three-minute intervals. These settings can be changed using feature switches No. 05 and No. 06. (See pages 82-86.)

Manual redial

1. Press **[REDIAL/P]**.
   The number is redialed.

Overseas transmission

When you transmit a fax to an overseas party, a poor telephone line connection may cause a transmission error to occur. Using the overseas transmission feature may reduce communication errors with overseas parties.

1. Place the original document face down.
   Adjust the paper guide to the width of the document.

STANDARD

2. Select a resolution mode if necessary.
   (See page 30.)

STANDARD

3. Press **[MENU]**.

1:POLLING Rx. ?

4. Press **[#]**.
   ➡A beep sounds.

OVERSEAS Tx. SET

5. Enter the overseas access code.
   Example: 011

011

6. Press **[REDIAL/P]** to enter a 3-second* pause.

011;

7. Dial the country code and fax number.
   Example: 49111222333

011;49111222333

8. Press **[START]**.
   ➡ When the line is connected, transmission begins automatically.

011;49111222333

---

* A pause time is initially set to 3 seconds. This can be changed to between 2 and 12 seconds using the feature switch No. 01. See pages 82-86.
• The overseas transmission feature may also be used for local communications when a transmission error occurs.

Timer transmission

The SFX-211H can be programmed for delayed fax transmission. The delayed start time can be set up to 24 hours in advance. A maximum of 10 pages can be sent to one destination using the timer feature.

1. Place the original document face down.
   Adjust the paper guide to the width of the document.

```
STANDARD
```

2. Select a resolution mode if necessary.
   (See page 30.)

```
STANDARD
```

3. Press **[MENU]** 3 times.

```
3:TIMER Tx.   ?
```

4. Press **[SET]**.

```
START TIME   : ■
```

5. Enter a delayed start time using the number keys.
   (The start time must be entered using the 24-hour system.)
   Example: 13:30

```
START TIME 13:3▉
```

6. Press **[SET]**.

```
PARTY  ?
```

7. Enter the fax number.
   You can use one-touch dial, Directory or number keys.
   Example: One-touch dialing:
   Press a one-touch key (0-9).
   Programming is required in advance.
   See pages 67-73.

```
Alison McNab
```

8. Press **[SET]**.
   ➡ A beep sounds.

```
<TIMER Tx. 13:30>
```

- Press **[STOP]** to interrupt a transmission or to remove a document set for transmission.
- If you make a mistake when entering the number, press **[STOP]**, then enter the correct number.
- If you make a mistake when entering the start time, press **[DELETE]** then enter the correct time.

Canceling timer transmission

To cancel a programmed timer transmission:
1. Press **[MENU]** 3 times.

```
3:TIMER Tx.   ?
```

2. Press **[SET]**.
   ➡ The display shows "CANCEL ?".

```
CANCEL  ?
```

3. Press **[SET]**.
   ➡ A beep sounds.
   - To remove inserted documents, press **[STOP]**.

```
CANCELLED  !
```

Changing programmed timer transmission

1. Press **[MENU]** 3 times.

```
3:TIMER Tx.   ?
```

2. Press **[SET]**.
   ➡ The display shows "CANCEL ?".

```
CANCEL  ?
```

3. Press **[MENU]** to select "CHANGE ?".
   ➡ The display shows "CHANGE ?"

```
CHANGE  ?
```

4. Press **[SET]**.

```
START TIME 13:3▉
```

5. Enter the correct delayed start time.
   Example: 15:00

6. Press **[SET]**.

```
START TIME 15:0▉
```

```
▉112222
```

7. Press **[STOP]** to delete the wrong number.

```
PARTY  ?
```

8. Enter the correct fax number.
   You can use one-touch dial, Directory or number keys.
   Example: 4445555

```
4445555■
```

9. Press **[SET]**.
   ➡ A beep sounds.

```
<TIMER Tx. 15:00>
```

Timer transmission report

Using feature switch No. 32, you can program the SFX-211H to automatically issue a timer transmission report (See pages 82-86):

00	OFF (No report issued)
01	ON (after each timer transmission)
02	ON (when an error occurs)

• The switch is initially factory-set to the OFF (no report) position.

• If a fax number is busy when timer transmission is attempted, the number is automatically redialed three times.

The number of redials can be changed using feature switch No. 05. (See pages 82-86.)

Sample of timer transmission report

```
* * * TIMER TRNS. REPORT * * *

26 Jun. '98 13:30

                              TIME SET    13:30
 START      PARTNER          PAGE    RESULT
                                     ERROR CODE
 13:30      111222333           1      OK
```

Memory transmission

The SFX-211H can send original documents stored in memory to a programmed fax number.
The transmittable original document is approx. 34 pages* as ITU-T Test chart # 1.
* It depends on the rest of memory. Memory transmission and memory reception share the memory.

1. Place the original document face down.

> STANDARD

2. Select a resolution mode if necessary.
(See page 30.)

> STANDARD

3. Press **[START]**.

> PARTY ?

4. Enter the fax number.
You can use one-touch dial, Directory or number keys.
Example: 11112222:

> 11112222■

5. Press **[SET]**.
➡ The SFX-211H stores the original document in the memory and then will initiate memory transmission immediately.

> ** SCANNING **

• If you make a mistake when entering fax number, press **[STOP]**, then enter the correct number.

Canceling memory transmission before the line connects

1. Press **[START]**.

```
CANCEL ?
```

2. Press **[SET]**.

```
CANCELLED !
```

Memory transmission report
When the feature switch No. 35 is set to ON a memory transmission report is printed out.
The switch is initially factory-set to the OFF position. See pages 82-86.

Sample of memory transmission report

```
* * * MEMORY TRNS. REPORT * * *

                                     TIME SET    9:26
    START       PARTNER              PAGE  RESULT
                                            ERROR CODE
    9:26        1234-5678              1      OK
```

Changing memory transmission before the line connects

1. Press **[START]**.
   ➡ The display shows "CANCEL ?".

```
CANCEL ?
```

2. Press **[MENU]** to select "CHANGE ?".
   ➡ The display shows "CHANGE ?".

```
CHANGE ?
```

3. Press **[SET]**.

```
▮1 1 2 2 2 2
```

4. Press **[STOP]** to delete the wrong number.

```
PARTY ?
```

5. Enter the correct fax number.
   You can use one-touch dial,
   Directory or number keys.
   Example: 4445555

```
4 4 4 5 5 5 5▮
```

6. Press **[SET]**.
   ➡ A beep sounds.

```
<MEMORY Tx. >
```

Receiving faxes

Selecting a reception mode

The SFX-211H provides three reception modes: AUTO, MANUAL and ANSWER.

The **[AUTO/MANU.]** key switches between the AUTO and MANUAL modes.

To set to ANSWER mode, press the **[ANSWER]** key. The ANSWER lamp lights. Once ANSWER mode is turned on, this overrides the setting of the AUTO/MANU. key.

Press **[ANSWER]** again to turn off the ANSWER mode. The unit returns to the mode previously selected. (You must record your greeting before you can set to ANSWER mode.)

```
AUTO/MANU.
  ⬭

ANSWER
  ⬭
```

AUTO mode
Receiving faxes is automatic in AUTO mode. No operation is required on the SFX-211H or an extension telephone connected to the SFX-211H to receive faxes.

Select this mode when you have a dedicated fax line. Ring delay resetting may be desirable.

With the user-selectable ring delay feature, the AUTO mode is also suitable for single line users who receive both fax and voice calls on the same number.

Ring delay in AUTO mode
When the unit is in the AUTO mode, the SFX-211H rings 3 times* before it connects to the line.
And, if the call is not answered, it issues certain simulated rings* after the line is connected.
*Both first and second sets of ring counts are user-selectable.
Default setting of the simulated rings is no rings. As soon as the line is connected, the SFX-211H answers the call with fax tone.

See the next 2 pages for more details on the AUTO reception mode.

MANUAL mode
Select this mode if you use the SFX-211H mainly for fax transmission, and wish to receive faxes with your control only. Incoming faxes can be received only after you answer the call.

ANSWER mode
Select this mode when you want the SFX-211H to automatically receive both fax and voice messages while you are away. All voice calls are directed to the built-in telephone answering system. See page 44 for more details.

Auto reception mode

AUTO reception operation sequence

1. When a call arrives, the SFX-211H connects to the line after 3 rings*.
(*User-selectable ring delay. See **IMPORTANT** below.)
➡ From this moment, callers will be charged for the phone call.

2A. The call is an automatic fax transmission:

The SFX-211H detects incoming fax signals and begins receiving the fax.

```
** RECEIVING **
```

2B. The call is a voice call or manual fax transmission:

The SFX-211H switches to fax reception mode.
If you change the ring delay setting of the feature switch No. 09** to 01-05 (3-11 rings), the SFX-211H does not switch to fax reception mode immediately, and issues the second set of rings.
(**User-selectable. See **IMPORTANT** below.)

IMPORTANT

When you select the AUTO mode, you may wish to change the ring delay settings to best suit your fax and telephone use — whether you have a dedicated fax number or you use a single line for both fax and voice calls. Use feature switches No. 07 and No. 09.

* **Feature switch No. 07** (first set of rings) can be set to a short ring or regular rings (1-11 rings). Default setting is 3 rings.

** **Feature switch No. 09** (second set of rings) can be set to no rings or 3-11 rings. Default setting is no rings.

See pages 82-86 for feature switch resetting procedures.

FAX/TEL use

If you use a single line for both fax and telephone use, it is recommended to change the second ring counts (Feature switch No.09) to 3-11 rings (code # 01-05).

FAX only use

If you have a dedicated fax line, it is recommended that you change the first ring count (Feature switch No. 07) to **one short ring** (code# 00), and the second ring count (Feature switch No. 09) to the **OFF** (code# 00) position.

What to do if you answer a fax call before the SFX-211H connects to the line.

• If you use the handset of the SFX-211H, fax reception starts automatically. Replace the handset.

• If you pick up the call from an extension phone connected to the SFX-211H, press **[3]** and then **[3]** firmly on the extension phone to activate fax reception on the SFX-211H.

See **Remote reception** on page 45.

Remote reception activation number can be changed to any 2-digit number from 10 to 99.
(The default setting of the remote reception number is set to [3], [3] by feature switch No. 08).

• Pressing the **[START]** key on the SFX-211H will always initiate fax reception.

Fax use

Manual reception mode

When set in MANUAL mode, the SFX-211H rings just like a telephone. When a call arrives, the unit and an extension telephone connected to the unit ring until you answer the call yourself using either. Incoming faxes can be received with your initiation only.

1. Lift the handset when the telephone rings.

2A. The call is a voice call:
Talk.

3A. If caller wants to send a fax after the conversation is complete, press **[START]**. Your caller can send a fax after hearing a fax tone.

2B. The call is an incoming fax:
You hear an incoming fax tone. The SFX-211H receives the incoming fax automatically*.

*You may need to press the [START] key to initiate fax reception, if you have a noisy line or if feature switch No. 54 has been turned OFF (00). The switch is initially factory-set to ON (01).

3B. Replace the handset.

```
** RECEIVING **
```

4B. When reception is complete, the display shows date and time.

```
26 Jun. 12:00 00
```

If you answer a fax call on an extension phone:
• If you pick up the call from an extension phone connected to the SFX-211H, press **[3]** twice firmly on the extension phone to activate fax reception.

See **Remote reception** on pages 45-46.

Answer reception mode

When set in ANSWER mode, the SFX-211H (and an extension telephone connected to the unit) rings 3 times* or according to the Toll Saver setting of the built-in answering system if you have turned on this feature. (See pages 64-65 for Toll Saver ring count setting.) Then, if the call is not answered, the line connects and the built-in answering system sends your greeting to the caller.

When a call arrives:

1. The SFX-211H (and an extension telephone connected to the unit) rings 3 times*.
   * The number of rings is user-selectable. Use the feature switch No. 07 to change the number. See pages 82-86.

2. The line connects and the built-in answering system answers the call with your greeting.

3A. The call is an incoming fax (by automatic transmission):

The SFX-211H automatically receives the fax after your greeting is played.

```
** RECEIVING **
```

3B. The call is a phone call (or a manual fax call):

Your answering system starts recording after the beep following your greeting. Callers can now leave a message.

Advise your callers, in your greeting, that a fax can be received during or after the greeting.

Example: If you are sending a fax, start transmission now. Or please leave a voice message after the tone.

➡ If no voice is heard for 6 seconds after the beep following your greeting, the SFX-211H automatically switches to the fax receiving mode and sends a fax tone to the caller.

➡ You can hear callers leaving a message for you. To speak to the caller, lift the handset or press [📞] key. Recording stops.

Remote reception

The remote reception feature allows for fax reception after a telephone call is answered by an extension telephone connected to the SFX-211H.

□
Telephone line

```
        ┌──────┐   ┌───────────┐
        │SFX-211H│   │ Extension │
        └──────┘   │ phone     │
                   └───────────┘
```
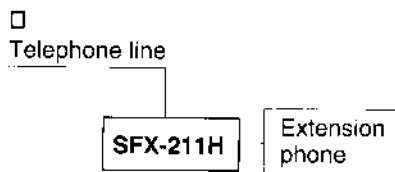
Feature switch No. 08 (Remote receiving) must be set to ON. (The initial factory setting is ON).

1. When an incoming call is received, lift the handset of the extension phone.

2. Talk if it is a voice call. If it is a fax, then:

3. Enter [3] twice on the extension phone to activate a fax reception.

4. Replace the handset.

• **Remote reception activation number** is initially set to 33.
  To change this number, use feature switch No. 08. (See pages 82-86.)

Notes:
• Remote reception may not function properly on certain telephones.

Polling reception

The polling reception feature allows you to call another party and instruct their machine to transmit a document to your number. (The other party's fax machine must be set to polling transmission mode.)
The cost of the call is billed to the receiving party.

1. Press [MENU] once.

```
┌────────────────────┐
│1:POLLING Rx.  ?   │
└────────────────────┘
```

2. Press [SET].

```
┌────────────────────┐
│PARTY  ?            │
└────────────────────┘
```

3. Dial the other party's fax number.
   Example: 111-2222
   You can use one-touch dial, Directory
   or the number keys.

```
┌────────────────────┐
│1112222■            │
└────────────────────┘
```

4. Press [SET].
   ➡ The unit begins dialing.
   • When the line is connected,
     reception begins automatically.

```
1112222
```

• Press [STOP] to interrupt a reception.
Note:
• The other fax machine must be using international standard (ITU-T) polling.

Selective reception

This feature allows you to be selective about whom you want to receive faxes from. You may decide to refuse faxes sent from certain parties by setting Feature switch No. 26 to ON. The initial factory-set position is OFF. See pages 82-86.

Refuse list

The SFX-211H allows you to create a Refuse list and store up to 20 fax numbers in its memory. The SFX-211H will not receive faxes sent from these numbers.
* The Refuse feature checks the last 4 digits of a number.
* When the Refuse mode is selected, the SFX-211H will not receive faxes from any party whose unit does not have a station identification number.

Programmed the Refuse list

1. Press [MENU] 5 times.

```
5:SET FAX MODE ?
```

2. Press [SET].

```
1:SET CLOCK ?
```

3. Press [MENU] 4 times.

```
5:REFUSE LIST ?
```

4. Press [SET].

```
(01) :    ■
```

5. Press [MENU] to select a Refuse list number from 01 to 20.
   * The number display scrolls one at a time as you press [MENU].

```
(01) :    ■
```

6. Enter the last 4 digits (or fewer) of the number you want to refuse.
   Example: 1234

```
(01) : 123■
```

7. Press [SET].
   ➡ A beep sounds.
   * To program other numbers, repeat steps 5-7.

```
(02) :    ■
```

8. Press [STOP] twice to return to stand-by mode.

```
26 Jun. 12:00 00
```

* If you make a mistake when entering the number, press [DELETE] and then re-enter the correct number.
* When a caller whose number is programmed in your Refuse list calls you, the SFX-211H rings, but will not receive a fax.
  You can still pick up the phone and talk to the caller.
* To turn off the selective reception feature, change the setting on Feature switch No. 26 to OFF.

To change a number programmed in the Refuse list:
1. Repeat steps 1-4 of the programming procedure.
2. Press [MENU] to select the Refuse list number you want to change.
3. Press [DELETE].
4. Enter the new 4 digits (or fewer).
5. Press [SET].
   ➡ A beep sounds.
6. Press [STOP] twice.

To delete a number programmed in the Refuse list:
1. Repeat steps 1-4 of the programming procedure.
2. Press [MENU] to select the Refuse list number you want to delete.
3. Press [DELETE].
4. Press [SET].
   ➡ A beep sounds. Repeat steps 2-4.
5. Press [STOP] twice.

Fax use

Memory reception

The SFX-211H can receive documents into memory when the recording paper is exhausted during reception or recording paper is not in the unit.
Once memory reception has been done, the display shows "Rx. IN MEMORY".

Example: | Rx. IN MEMORY |

To print out the received document in memory, install the recording paper.

Note:
• The memory capacity is approx 34 pages as ITU-T Test chart # 1.
  (The memory is shared for memory transmission.)

Power failure
When power failure occurs while the SFX-211H has received the document in memory, the stored data is lost.
When the power is returned, the display shows "MEMORY DATA LOST !".

Memory over
Occasionally, when an incoming fax is set for halftone transmission, this may cause a memory overflow of the SFX-211H, resulting in a failed reception.
If this happens, install the new recording paper and ask the transmitter to transmit again.

Phone reservation

This feature allows you to start a phone conversation after sending or receiving a fax.

To start a phone conversation after sending a fax:
1. Lift the handset during fax transmission.
   • When the fax transmission is completed,
     a beep sounds at the other side for 7 seconds.

2. When the other party picks up the handset, you hear a beep. Talk to the other party.

To start a phone conversation after receiving a fax:
1. Lift the handset during fax reception.
   • When the reception is completed, a beep sounds at the other side for 14 seconds.

2. When the other party picks up the handset, you hear a beep. Talk to the other party.

• If you lift the handset and replace it, phone reservation is canceled.
• If the other party does not pick up the handset while the beep sounds, the phone line will be disconnected.
• If the other unit does not have a phone reservation feature, the phone line will be disconnected.

Phone reservation reception
If the other party initiates phone reservation, a beep sounds and the display shows **PHONE CALLING**. Lift the handset and talk to the calling party.

Fax use

Diagnostic reports

The codes shown below appear on the activity and timer transmission reports to help you diagnose any problems quickly and accurately.

ERROR CODE	DESCRIPTION
OK:	• Transmission/reception satisfactory.
10:	• No response from other party. Contact other party to make sure their machine is ready to receive. • Make sure the telephone line is connected to the **LINE** jack of the unit.
12:	• No response to timer transmission.
16:	• Mechanical error (See page 89).
19:	• The memory overflows when reception is carried out.
20:	• **[STOP]** key pressed during transmission/reception.
21:	• Original document jammed. Remove and replace correctly.
23:	• Recording paper ran out during reception. Replace recording paper.
24:	• Recording paper jammed during reception. Check the recording paper.
25:	• Cutter did not work during reception. Contact an authorized Sanyo service center.
27:	• Timer transmission failed or no original has been inserted for timer transmission.
29:	• Power was turned off during memory transmission.
30:	• Printing quality poor due to poor telephone line connection. If this code appears frequently, contact an authorized Sanyo service center.
40:	• Other party's fax machine is in abnormal condition (no recording paper, etc.). Contact the other party.
50:	• Transmission was halted by the other party. (Line was disconnected during transmission/reception.)
60:	• Communication impossible due to poor telephone line.
71:	• Communication impossible due to compatibility problems. Contact other party. Make sure the feature switch No. 26 is set to OFF.

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Digital answering system

The SFX-211HH has a built-in digital answering system that records both your greeting and callers' voice messages on an IC chip. The maximum recording time for both is 15 minutes in total.

Recording your greeting
You must record your greeting before you can use the built-in answering system.

1. Press **[REC]** for one second.
   ➡ Two short beeps sounds.

   `RECORDING`

2. State your greeting message to the microphone.
   • The maximum recording time for greeting is 3 minutes.
   • For the best sound quality, speak about 15 to 20 inches away from the microphone. If the location is noisy, come closer to the microphone.

   `RECORDING`

3. Press **[REC]** again to finish recording.
   ➡ The recorded greeting is played back for your confirmation.

   `PLAYING GREETING`

• To interrupt recording, press **[STOP]**.
• If the recording time exceeds 3 minutes, 5 short beeps sound and no recording is made. Restart from step 1.
• No greeting can be recorded while the fax telephone or the extension telephone connected to the unit is in use.
• If a call comes in while you are recording, the recording will be canceled.

Setting the answer mode

1. Press **[ANSWER]** to turn the ANSWER reception mode on.
   ➡ The ANSWER lamp lights and your greeting plays once.

   `PLAYING GREETING`

• To turn off the answer mode, press **[ANSWER]** again. The ANSWER lamp turns off.
• The ANSWER mode overrides AUTO/MANUAL mode setting.

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Playing messages

When messages are recorded, the MSGS lamp blinks and the display shows the number of received messages.

```
26  Jun.  12:00  02
```
↑
Message counter

To play back messages:

1. Press **[MSGS]**.
   ```
   Sun   10:20   1/02
   ```
   ➡ Messages play back starting from the oldest one.
   The display shows recorded date and time of the
   playing messages.

2. You can skip, repeat or backskip messages.
   - To skip the next message, press **[9]**.
   - To repeat a message, press **[8]**.
   - To return to the previous message, press **[7]**.

3. Playback stops once all recorded messages
   are played.

If you keep messages you have heard, available memory space for new messages will become small. We recommend to erase as many messages as possible once you have played them back. See next page for message erasing options.

- To interrupt message playback, press **[STOP]**.
- When there are no messages recorded, 5 beeps sound when the **[MSGS]** key is pressed. The display shows NO MESSAGES!.
- If an incoming call arrives during message playback, playback stops and the SFX-211HH rings.
- If the caller does not speak for 6 seconds while the SFX-211HH is recording, the unit automatically switches into fax receiving mode. The call may be counted as a message.
- If the caller hangs up within 3 seconds after the SFX-211HH starts recording, the call will not be counted.

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Erasing messages

You can erase a single message at a time or all recorded messages at once. You can also program the system to automatically erase all messages as soon as they have been played once.

All message erase

1. Press **[MSGS]** while pressing **[ERASE]**.
   ```
   ERASE  ALL  MSGS  ?
   ```

2. Press **[ERASE]** again.
   ```
   ERASED
   ```
   ➡ A beep sounds.
   All messages are erased.

- To cancel all message erase, press **[STOP]** after step 1.

Individual message erase

1. Press **[ERASE]** while playing the message
   you want to erase.
   ```
   ERASE  THIS  MSG  ?
   ```

2. Press **[ERASE]** again.
   ```
   ERASED
   ```
   ➡ A beep sounds.
   The message is erased.
   The next message starts playing.
   Repeat steps 1-2 to erase other messages.

3. Press **[STOP]** to finish erasing.

- If you press **[ERASE]** by accident during playing messages, press **[STOP]** to undo the erase.

Answering system

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Automatic message erase

You can program the SFX-211HH to automatically erase each message once it has been played.
The initial factory-setting is OFF (no auto erase).

1. Press **[MENU]** 6 times.

```
6:SET ANSW MODE?
```

2. Press **[SET]**.

```
1:PASSWORD  ?
```

3. Press **[MENU]** 3 times.

```
4:AUTO ERASE  ?
```

4. Press **[SET]**.

```
AUTO ERASE OFF
```

5. Press **[MENU]** to select ON.
   The **[MENU]** switches between ON and OFF.

```
AUTO ERASE ON
```

6. Press **[SET]**.
   ➡ A beep sounds.

```
5:TOLL SAVER  ?
```

7. Press **[STOP]** to return to stand-by mode.

```
26 Jun.  12:00 00
```

• The auto erase does not erase any messages that have not been played yet (by skipping or pressing **[STOP]**, for example).
• If you retrieve messages by remote access using an outside phone, auto erase does not take place.

Remote operation

You can listen to the messages recorded in the built-in answering system from an outside Touch-Tone telephone.
To be accessible by a remote operation, the SFX-211HH must be set to the ANSWER mode, and a 4-digit password must have been programmed by you. See next page for password programming.

Basic operation
1. Call your SFX-211HH from an outside Touch-Tone phone.

2. Press and hold the **[＊]** key for 2-3 seconds while your greeting is playing.
   ➡ The greeting stops, and 3 short beeps sound.

3. Enter the 4-digit password.
   ➡ Two short beeps sound.
   • To program 4-digit password, see next page.

4. Within 10 seconds, enter the remote operation code of the function you want to perform.

Function	Remote operation code
Playing messages	**[#]**
Single message erase	**[#]** while the message is playing + **[0]** + **[0]**
All messages erase	**[0]** + **[0]** after all messages have been played.
Message skip	**[9]** during playback
Message repeat	**[8]** during playback
Backward skip	**[7]** during playback
Turning off ANSWER mode	**[＊] + [＊]** *

* When you press **[＊]** twice, a beep sounds after the ANSWER mode is turned off, and then the line is disconnected.

5. You can enter another remote operation code after hearing 3 short beeps.

• You can change the reception mode from AUTO to ANSWER by remote operation.
1) Press **[＊]** while the SFX-211HH release the simulated ring (2nd ring).
   ➡ You hear 3 short beeps.
2) Enter the password.
   ➡ You hear 3 short beeps.
   The SFX-211HH is now set to ANSWER mode.

- If you enter a wrong password, 5 short beeps sound. If you continuously enter 3 wrong password, the line will be disconnected.
- If you enter a wrong remote operation code, 5 short beeps alert you. Then 2 beeps sound and you can re-enter the correct code.
- If greeting does not stop after you enter [*], press it again for 2-3 seconds.
- If you take more than 10 seconds to enter a remote operation code, the line will be disconnected.

Password programming

To be accessible by a remote operation, a 4-digit password must have been programmed by you. The default password is "3210".

1. Press [MENU] 6 times.

```
6:SET  ANSW  MODE?
```

2. Press [SET].

```
1:PASSWORD  ?
```

3. Press [SET] again.

```
PASSWORD  ?    3 2 1 0
```

4. Enter your new password.
   Example: 4321

```
PASSWORD  ?    4 3 2 1
```

5. Press [SET].
   ➡ A beep sounds.

```
2:REC.  METHOD  ?
```

6. Press [STOP] to return to stand-by mode.

```
26  Jun.  1 2:0 0  0 0
```

- If you enter a wrong password at step 4, re-enter the correct one.
- To change the password, restart from the first step.

Message recording modes

The built-in answering system allows you to choose from 3 options how it takes callers' messages:

VOX (MAX 3 MIN)	Record as long as caller speaks or up to 3 minutes. This is the factory-set default.
ANSWER ONLY	Answers callers with your greeting, but does not record any messages.
FIX 30 SEC.	Every caller has 30 seconds only to record a message.

1. Press [MENU] 6 times.

```
6:SET  ANSW  MODE?
```

2. Press [SET].

```
1:PASSWORD  ?
```

3. Press [MENU].

```
2:REC.  METHOD  ?
```

4. Press [SET].

```
VOX  (MAX  3  MIN)
```

5. Press [MENU] to select a recording mode.

```
30  SEC.  FIXED
```

6. Press [SET].
   ➡ A beep sounds.

```
3:MSG  FORWARD  ?
```

7. Press [STOP] to return to stand-by mode.

```
26  Jun.  1 2:0 0  0 0
```

Answering system

Message forward

With the Message Forward feature, you will never miss a caller's message. As soon as the SFX-211H receives a message in its answering system, it will either notify you via pager or forward the message to another telephone number you programmed. For the forwarding mode, you can also choose between **immediate forward** mode (each message will be sent out immediately upon its reception) and **later forward** mode (received messages are sent out at a predetermined time).

Before using this feature, you must select the desired mode and set up destination number and forward time, if required. See next page for the programming procedure.

Pager mode

1. The SFX-211H dials the pager number you have programmed, one minute after a caller's message is received.
2. Your pager notifies you that you have a message.
3. Call your SFX-211H to retrieve the message using the remote operation procedure. (Start from step 1 on the page 56 procedure.)

Note:
If a caller hangs up 4 seconds after the recording starts, the call may be counted as a message, and the SFX-211H may page you.

Immediate forward mode

1. The SFX-211H dials the destination number you have programmed, one minute after a caller's message is received.
2. When you answer the call, you hear the tag message you have recorded in the SFX-211H. The tag message repeats for one minute with a five-second pause between playing.
3. Retrieve the message using the remote operation procedure while your tag message is playing. (Start from step 2 on the page 56 procedure.)

Later forward mode

1. The SFX-211H dials the destination number you have programmed at a predetermined time. (If no new messages have been received since previous message forward, the SFX-211H will not call the number.)
2. When you answer the call, you hear the tag message you have recorded in the SFX-211H. The tag message repeats for one minute with a five-second pause between playing.
3. Retrieve the messages using the remote operation procedure while your tag message is playing. (Start from step 2 on the page 56 procedure.)

Note:
• If a caller hangs up 4 seconds after the recording starts, the call may be counted as a message, and the SFX-211H may call the destination number.
• If the destination line is busy or there is no answer, the SFX-211H automatically redials the number 3 times.
• If you do not start retrieving messages while your tag message is playing, the line will disconnect automatically. Then, the SFX-211H tries to redial the number three times. This redial setting can be changed using the **Feature Switch No. 05**. (See pages 82-86.)

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Programming message forward

1. Press **[MENU]** 6 times.

`6 : SET ANSW MODE ?`

2. Press **[SET]**.

`1 : PASSWORD ?`

3. Press **[MENU]** twice.

`3 : MSG FORWARD ?`

4. Press **[SET]**.

`FORWARD OFF ?`

5. Press **[MENU]** to select a message forward mode.
   • Each time the key is pressed, the display switches as follows:
   FORWARD OFF ? (message forward will be turned off)
   PAGER ? (to notify via pager)
   WHEN RECEIVED ? (immediate forward)
   FORWARD LATER ? (forward at a programmed time)

6. Press **[SET]** when the desired mode is on the display. Proceed to the appropriate step according to the mode you selected as listed below:
FORWARD OFF ?	: Proceed to step 15.
PAGER ?	: Proceed to step 9.
WHEN RECEIVED ?	: Proceed to step 9.
FORWARD LATER ?	: Proceed to step 7.

7. Enter a start time using the number keys.
   • The start time must be entered using the 24-hour system.
   Example: 17:00

`Tx. TIME 17:0▊`

8. Press **[SET]**.

`DESTINATION ?`

9. Enter the destination phone number.
   • Use one-touch dial, Directory and number keys. A maximum of 32 digits can be entered including pauses and hyphens.
   Example: 2223333

`2223333■`

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10. Press [SET].
- If a tag message has been recorded previously, it is played back.
- If you have selected "PAGER ?" at step 5, a beep sounds. Proceed to step 15.

`TAG REC/SET`

11. Press [REC] or [SET].
- To record a new tag message, press [REC]. Proceed to next step.
- To use the current tag message, proceed to step 14.

12. State tag message into the microphone.
- The maximum recording time for a tag is 10 seconds.

Example: Hello! I'm forwarding my messages.
        Please pick them up now.

`RECORDING`

13. Press [REC] to stop recording.
➡ The recorded tag is played back for your confirmation.
- If you need to change the tag, return to step 11.

`PLAYING TAG`

14. Press [SET].
➡ A beep sounds.

`4:AUTO ERASE ?`

15. Press [STOP].

- To interrupt message forward setup procedure, press [STOP] twice.
- When you make a mistake in entering telephone number, press [STOP] and re-enter the correct number.

To change the telephone number
1. Perform steps 1 to 8.
2. Press [STOP] to clear the number.
3. Enter the new phone number.
4. Press [SET].
5. Press [SET] again.
 - If you have selected "PAGER ?", skip this step.
6. Press [STOP].

To cancel message forward function
1. Perform steps 1 to 4.
2. Press [MENU] to select "FORWARD OFF ?".
3. Press [SET].
 ➡ A beep sounds.
4. Press [STOP].

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Voice memo

The Voice Memo feature of SFX-211H automatically sends your prerecorded voice message to up to 10 parties at a programmed time. You do not have to be at the machine when the message is sent.

To set the Voice memo

1. Press [MENU] 4 times.

`4:VOICE MEMO ?`

2. Press [SET].

`START TIME : ■`

3. Enter the start time using the number keys.
(The start time must be entered using the 24-hour system.)
Example: 14:00.

`START TIME 14:0█`

4. Press [SET].

`PARTY ?`

5. Enter the phone number.
You can use one-touch dial, Directory or number keys.
Example: 1112222

`1112222■`

6. Press [START].
If you need to program another party, press [SET] and enter the number.
- A maximum of 10 parties can be programmed. Repeat steps 5 to 6.

`MEMO: REC/SET`

7. Press [REC].
➡ Two short beeps sound.

`RECORDING`

8. Say your message into the microphone.
- The maximum recording time for a message is 10 seconds.
- For the best sound quality, speak about 15 to 20 inches away from the microphone. If the location is noisy, come closer to the microphone.

`RECORDING`

9. Press [REC] again to finish recording.
➡ The recorded message is played back for your confirmation.

`PLAYING MESSAGE`

10. Press [SET].
➡ A beep sounds.

`VOICE MEMO 14:00`

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- To interrupt recording, press **[STOP]**.
- If the recording time exceeds 10 seconds, 5 short beeps sound and no recording is made. Restart from step 7.
- No message can be recorded while the fax telephone or the extension telephone connected to the unit is in use.
- If a call comes in while you are recording, the recording will be canceled.

Canceling voice memo
1. Press **[MENU]** 4 times.
2. Press **[SET]**.
   ➡ The display shows "CANCEL ?".
3. Press **[SET]**.
   ➡ A beep sounds.

Changing programmed voice memo
1. Press **[MENU]** 4 times.
2. Press **[SET]**.
   ➡ The display shows "CANCEL ?".
3. Press **[MENU]** to select "CHANGE ?"
4. Press **[SET]**.
5. Press **[DELETE]** to clear the set time and enter a correct start time.
6. Press **[SET]**.
7. If you change the number programming, select the number to be canceled by pressing **[SET]** and press **[DELETE]** to cancel. Press **[SET]** until the display shows "PARTY ?", then enter the correct phone number.
8. Press **[START]**.
   If you need to program another party, press **[SET]** and enter the number.
   ➡ Recorded message is played back.
9. Press **[REC]**.
   ➡ Two short beeps sound.
   - If you program the current message, proceed to step 12.
10. Say your message into the microphone.
11. Press **[REC]** again to finish recording.
   ➡ New recorded message is played back for your confirmation.
12. Press **[SET]**.
   ➡ A beep sounds.

Toll saver setting

The Toll Saver feature can save you long distance phone charges. It allows you to know whether you have messages in the built-in answering system — without connecting to your machine — when you call your SFX-211HH away from home for remote message retrieval. When this feature is turned ON, the ring delay count of the SFX-211HH changes once the answering system has voice messages.

The Toll Saver feature has been factory-set OFF.
Both ring delay counts (with and without messages) are user-selectable when the feature is turned ON.

1. Press **[MENU]** 6 times.

| 6:SET ANSW MODE? |

2. Press **[SET]**.

| 1:PASSWORD ? |

3. Press **[MENU]** 4 times.

| 5:TOLL SAVER ? |

4. Press **[SET]**.

| TOLL SAVER   OFF |

5. Press **[MENU]** to select between ON and OFF. Select ON.

| TOLL SAVER   ON |

6. Press **[SET]**
   - If you selected "OFF" at step 5, a beep sounds. Proceed step 11.

| NO MSGS   ▉RINGS |

7. Enter the number of ring delay count (between 2 and 9) you want when there is no incoming messages recorded.
   Example: 5

| NO MSGS   ▉RINGS |

8. Press **[SET]**.

| MESSAGES   ▉RINGS |

9. Enter the number of ring delay count
(between 0* and 9) you want when there
are incoming messages recorded.
*When the ring count is set to 0, the
unit issues one short ring.
Example: 3

`MESSAGES ⬛ RINGS`

10. Press **[SET]**.
➡ A beep sounds.

`6:RESET ANSWRER?`

11. Press **[STOP]** to return to stand-by mode.

`26 Jun. 12:00 00`

• The "No messages" ring delay counts must be set at least 2 rings greater than the "With
messages" ring delay.
• When the Toll Saver feature is OFF, the SFX-211HH rings as programmed by the ring
delay
feature switch No. 07.

Resetting answering system

The initialization commands allow you to reset various programmed features of the
answering system to the factory-set default settings.

ERASE ALL MSGS	To erase all recorded messages
ERASE GREETING	To erase your greeting
RESET TO DEFLT	To reset the following features to the factory-set default values: • Password • Message recording mode • Message transfer • Auto message erase • Toll saver
CLEAR ALL	To reset all of the above and cancel the voice memo.

1. Press **[MENU]** 6 times.

`6:SET ANSW MODE?`

2. Press **[SET]**.

`1:PASSWORD ?`

3. Press **[MENU]** 5 times.

`6:RESET ANSWRER?`

4. Press **[SET]**.

`CLEAR ALL ?`

5. Press **[MENU]** to select the command you
want to perform from the choices shown above.

`ERASE GREETING ?`

6. Press **[SET]**.
➡ Repeat steps 5 to 6 to perform other
commands.
➡ A beep sounds if you select "CLEAR ALL" or
"RESET TO DEFLT" at step 5.

`RESET TO DEFLT ?`

7. Press **[STOP]** twice to return to stand-by mode.
• If you select "CLEAR ALL" or "RESET TO DEFLT"
at step 5, press **[STOP]** once to return to stand-by
mode.

`26 Jun. 12:00 00`

Answering system

Entering names

Before programming the dialing memory or your station name, you need to know how to enter names using number keys.
The number keys and cursor keys (◀, ▶, ▲ and ▼) are used for programming names.

The characters are grouped as shown below:

Keys \ Groups	Upper case characters	Lower case characters	Numbers
1	& ' ( ) , - .	& ' ( ) , - .	1
2	A B C	a b c	2
3	D E F	d e f	3
4	G H I	g h i	4
5	J K L	j k l	5
6	M N O	m n o	6
7	P Q R S	p q r s	7
8	T U V	t u v	8
9	W X Y Z	w x y z	9
0	(space)	(space)	0
*	*	*	*
#	#	#	#

Selecting a character

1. Use [▲] or [▼] to select the desired character group.
   - The character group changes each time the key is pressed:
   Upper case characters - Lower case characters - Numbers.

   ■　　　　　　　　　　　　　　🅰   🅰 : Upper case characters
   　　　　　　　　　　　　　　　　　 🅰 : Lower case characters
   　　　　　　　　　　　　　　　　　 🔢 : Numbers

2. Use number keys to select desired character.
   Example: Each time the number key [2] is pressed,
   the display changes A - B - C - A.

3. Press [▶] to enter the selected character.
   - If next character is selected on another key,
   the cursor moves to the right automatically.

4. Repeat steps 1 to 3 to finish writing a name.

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- To leave a blank space in a name, press number key [0] in upper or lower case characters group.
- To backspace the cursor, press [◀] (one-touch key 5).
- To advance the cursor to the right, press [▶] (one-touch key 6).
- To erase a character, move the cursor over the character to be erased, and then press the [DELETE] (one-touch key 0).

Example: To enter SFX 211
1. To write S:
   Press [▲] or [▼] to select the upper case character group.
   Press [7] 4 times to select "S".
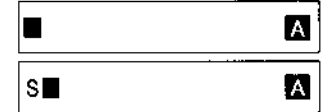
2. To write F:
   Press [3] 3 times to select "F".
   As soon as another key is pressed,
   the cursor moves to the next position.
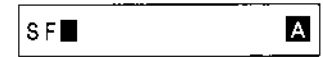
3. To write X:
   Press [9] twice to select "X".

4. To leave a space:
   Press [0].

5. To write 211:
   Press [▲] or [▼] to select the number group.
   Press [2], [1] and [1] , and press [▶].

- To make a correction, move the cursor over the wrong letter and delete it by pressing [DELETE] (one-touch key 0). Then write the correct letter.
- If the procedure is interrupted for more than one minute, the display returns to standby mode. To restart, begin from step 1 of each operation.

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Programming one-touch dialing numbers

Up to 10 telephone or fax numbers (and corresponding names) can be stored in the one-touch dialing memory. The tel/fax numbers stored using one of the 10 one-touch dialing keys (0-9) can be dialed at the touch of a single key.

1. Press **[MENU]** twice.

```
2 : SET  ONETOUCH  ?
```

2. Press **[SET]**.

```
O. T. Key  =  🔳 ?
```
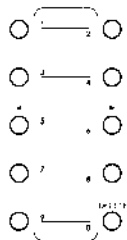
3. Press a one-touch dialing key (0-9).
   Example: To program a number for one-touch key 2, press [one-touch key 2].

```
O. T. Key  =  🔳 ?
```

4. Press **[SET]**.

```
▪                    A
```

5. Enter the party's name (to a maximum of 16 characters).
   See pages 67-68 for detailed instructions.

```
EDWARD▪              A
```

6. Press **[SET]**.

```
▪
```

7. Enter the fax (or telephone) number.
   (A maximum of 32 digits can be entered including pauses and hyphens.).
   Example: 222-3333

```
222-3333▪
```

8. Press **[SET]**.
   ➡ A beep sounds.
   • To program other one-touch numbers, repeat steps 3-8 above.

```
O. T. Key  =  🔳 ?
```

9. Press **[STOP]** to finish one-touch number programming.

```
26  Jun.  12:00  00
```

• For instructions on printing out a numerical list of programmed names and numbers, see page 73.
• To interrupt programming, press **[STOP]**.
• To enter a hyphen (-), press **[one-touch 8]**.
• To enter a three-second pause between two digits of a number, press **[REDIAL/P]** in the appropriate place. A semicolon (;) in the display indicates a pause.
• If you make a mistake in entering a fax/phone number, position the cursor over the digit to be changed using the cursor keys **[▶]** (one-touch key 6) or **[◀]** (one-touch key 5), and press **[DELETE]** (one-touch key 0) to delete the digit. Then enter the correct digit.

Changing programmed one-touch dialing numbers

1. Press **[MENU]** twice.

`2:SET ONETOUCH ?`

2. Press **[SET]**.

`O. T. Key = 🔳 ?`

3. Press the one-touch dialing key you want to change.
   Example: To change the one-touch dialing number 1, press the one-touch key 1.

`O. T. Key = 🔳 ?`

4. Press **[SET]**.
   ➡ The display shows "CHANGE".

`AAA        :CHANGE`

5. Press **[SET]**.

`🅰AA              Ⓐ`

6. Position the cursor over the character to be erased, press **[DELETE]**, and then enter the new name. (See "Entering names" on pages 67-68.)

`AB🅲              Ⓐ`

7. Press **[SET]**.

`🔳112222`

8. Position the cursor over the digit to be erased, press **[DELETE]**, and then enter the new number.

`4445555█`

9. Press **[SET]**.
   ➡ A beep sounds.
   Repeat steps 3-9 to change other one-touch dialing numbers.

`O. T. Key = 🔳2 ?`

10. Press **[STOP]** to finish.

`26 Jun.  12:00  00`

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Canceling programmed one-touch dialing numbers

1. Press **[MENU]** twice.

`2:SET ONETOUCH ?`

2. Press **[SET]**.

`O. T. Key = 🔳 ?`

3. Press the one-touch dialing key you want to cancel.
   Example: To cancel one-touch dialing number 2, press the one-touch key 2.

`O. T. Key = 🔳2 ?`

4. Press **[SET]**.

`BBB        :CHANGE`

5. Press **[MENU]** to select "CANCEL".

`BBB        :CANCEL`

6. Press **[SET]**.
   ➡ A beep sounds.
   Repeat steps 3-6 to cancel other one-touch dialing numbers.

`** CANCELLED  **`

7. Press **[STOP]** to finish.

`26 Jun.  12:00  00`

72

Printing a one-touch dial list

You can print a list of the programmed one-touch dialing numbers.

Printing one-touch dial list

1. Press **[MENU]** twice.

```
2:SET ONETOUCH  ?
```

2. Press **[COPY]**.

```
ONETOUCH LIST
```

3. After the list is printed, press **[STOP]** to return to standby mode.

```
26 Jun.  12:00 00
```

Sample of one-touch dialing number list

```
            *** ONETOUCH DIAL LIST ***
              26 Jun. '98 12:00

       No.     PARTY'S NAME      NUMBER
        1       AAA              111222333
        2       BBB              444555666
        3       CCC              777888999
```

Programming Directory™ numbers

You can add new entries to the Directory™ list. The entries programmed by yourself will remain in the list until you erase them. They will not be bumped by new entries.

1. Press **[⌨]**.

```
SEARCH : ■
```

2. Press **[*]**.

```
■
```

3. Enter the desired number.
   (A maximum of 32 digits including pauses and hyphens.)

```
1112222■
```

4. Press **[SET]**.

```
■                    A
```

5. Enter the desired name.
   (A maximum of 16 characters.)
   See pages 67-68 for instructions on how to enter names.

```
JOHN■
```

6. Press **[SET]**.
   ➡ A beep sounds.
   The display shows the name you entered.
   To program other numbers, repeat steps 1-6 above.

```
JOHN
```

7. Press **[STOP]** to finish Directory™ programming.

```
26 Jun.  12:00 00
```

- To interrupt programming, press **[STOP]**.
- To enter a hyphen (-), press **[one-touch key 8]**.
- To enter a three-second pause between two digits of a number (as in a long distance number), press **[REDIAL/P]** in the appropriate place.
  A semicolon (;) in the display indicates a pause.
- If you make a mistake entering a number or letter, position the cursor, using the cursor keys (▶ and ◀), over the character to be changed and press **[DELETE]** to delete. Then enter the correct digit or letter.
- To print out a Directory™ list, see page 76.

Editing/transferring Directory™ entries

You can edit a displayed number and add a name to it. You can also transfer any entry in the Directory™ list to the one-touch dial memory.
- A maximum of 16 characters (for the name) and 32 digits (for the number) can be stored in each Directory entry.

To edit the name/number shown in the display:
1. Press [SET].
   The cursor blinks on the number display.

> ▮1 1 2 2 2 2

2. Enter the desired changes.

> 3 3 3 4 4 4 4▮

3. Press [SET].
   The cursor blinks on the name display.

> ▮A L I C E   A

4. Enter the desired changes.
   See pages 67-68 for instructions on how to enter names.

> A L F R E D▮   A

5. Press [SET], [START] or [MENU].
   [SET]: To save the changes you made.
   [START]: To save the changes and dial out the number.
   [MENU]: To transfer the entry to one-touch dialing memory.

Once an entry has been edited, it will remain in the Directory™ until you erase or transfer it.

To transfer a displayed entry to the one-touch dialing memory:
1. Press the [MENU] key once while any information page of the entry you want to transfer is on the display.

> O. T. LOCATION   ?

2. Press the one-touch key to which you want to transfer the number.
   Example: To transfer to the one-touch key 1:
   Press one-touch 1 key

> O. T. Key ≈ ▮1 ?

3. Press [SET].
   ➡ A beep sounds.
   The name and number are stored in the one-touch dialing memory.
   - To transfer other entry, repeat steps 1 to 3.

4. Press [STOP] to finish.

An entry that has been transferred to the one-touch dialing memory is automatically cleared from the Directory™.

Erasing entries from Directory™ list

1. Press [DELETE] when the entry you want to erase is shown on the display.

2. Press [SET].
   ➡ A beep sounds.

Printing Directory™ list

You can print the entire Directory™ list.

Press the [COPY] key while the display shows any Directory™ entry.

Sample of callers' list

```
* * * DIRECTORY LIST * * *

No.    PARTY'S NAME    NUMBER            NEWEST DATE    TIMES
 1      HIDEO NOMO     4444-5555         26 Jun. 16:42    2
 2   R  ALISON JONES   6666-7777         26 Jun. 16:52    1
 3   T  GORD SUTHERLAND 2222-3333        25 Jun. 16:54    3
 4      MARY EINERSEN  7777-9999         25 Jun. 16:57    0
 5   N  JOHN SMITH     1111-2222         25 Jun. 16:59    4
```

R : Received call
T : Number to which you sent a fax or dial
N : New call

- This item shows last status of communications.

Programming

Calendar and clock

To set the date and the clock time:

1. Press [MENU] 5 times.

`5:SET FAX MODE ?`

2. Press [SET].

`1:SET CLOCK ?`

3. Press [SET].

`23 04. '98 15:00`

4. Enter the day, month, year and time using the number keys.
   - The time must be entered using the 24-hour system.
   - The day, month and year should be entered as 2 digits each.
   Example: to enter 26 June, 1998, 12:00, press [2], [6], [0], [6], [9], [8], [1], [2], [0] and [0].

`26 06. '98 12:00`

5. Press [SET].
   ➡ A beep sounds.

`2:STATION CODE ?`

6. Press [STOP] to finish calendar/clock setting.

`26 Jun. 12:00 00`

- If you make a mistake, move the cursor to the appropriate place, then enter the correct number.
  Press [▶] to move the cursor to the right.
  Press [◀] to move the cursor to the left.

Header print (Setting your station name and fax number)

Once you have programmed your station name and fax number into the SFX-211H memory, this information appears at the top of all faxes you send.

1. Press [MENU] 5 times.

`5:SET FAX MODE ?`

2. Press [SET].

`1:SET CLOCK ?`

3. Press [MENU].

`2:STATION CODE ?`

4. Press [SET].

`■                    A`

5. Enter your station name.
   A maximum of 24 characters can be entered.
   (See "Entering names" on pages 67-68.)

`CHARLES■          A`

6. Press [SET].

`■`

Programming

7. Enter your fax number.
Your fax number can be up to
20 digits in length.
Example: 111-2222

`111-2222█`

8. Press **[SET]**.
➡ A beep sounds.

`3:FEATURE  SW.  ?`

9. Press **[STOP]** to finish header programming.

`26  Jun.  12:00  00`

- To interrupt programming, press **[STOP]** twice.
- If you make a mistake in entering a number, move the cursor over the wrong digit using the **[▶]** (one-touch key 6) or **[◀]** (one-touch key 5). Press **[DELETE]** (one-touch key 0) to erase it. Then enter the correct digit.
- To enter a hyphen (-) between two digits, press **[one-touch 8]**.
- To enter a plus sign (+) preceding your fax number, press **[HOLD]**.
- The header can be printed either outside the original document (in the top margin) or inside the document itself. You can select the desired setting using feature switch No. 20 (See pages 82-86.) Default setting is printing outside of the original.
NOTE: If you choose to print the header inside the document, the top of the original document (about 1 cm/0.4") may not be reproduced.

Printing header outside of the original.

```
26 Jun.  '98 12:00        SANYO        FAX 012345              P.1
```

Printing header inside of the original.

```
26 Jun.  '98 12:00        SANYO        FAX 012345              P.1
```

Activity report

You can program the SFX-211H to issue an activity report once each day or after about 20 transmissions/receptions have been performed. It can also be set to issue no activity report.

1. Press **[MENU]** 5 times.

`5:SET  FAX  MODE  ?`

2. Press **[SET]**.

`1:SET  CLOCK  ?`

3. Press **[MENU]** 3 times.

`4:ACT.  REPORT  ?`

4. Press **[SET]**.

`ACT.  REPORT  ON`

5. Press **[MENU]** to select ON or OFF.
- If you choose OFF, proceed to step 8.
Example: ON

`ACT.  REPORT  ON`

6. Press **[SET]**.

`PRINT  TIME  :  █`

7. Enter the time you wish the activity report issued using the number keys.
- The time must be entered using the 24-hour system.
Example: 16:00

`PRINT  TIME  16:0█`

8. Press **[SET]**.
➡ A beep sounds.

`5:REFUSE  LIST  ?`

9. Press **[STOP]** to return to standby mode.

`26  Jun.  12:00  00`

- If you make a mistake when entering the issuing time, press **[DELETE]** to clear the incorrect time, and then enter the correct time.
- If the issuing time is not entered at step 7, an activity report is printed automatically when the number of activities (transmission and reception) reaches about 20.
- The initial factory setting is ON with no issuing time set.

Example of an activity report

```
                        *** ACTIVITY REPORT ***
                        26 Jun. '98 12:00
                                        TRNS. TOTAL PAGE 000003
                                        RECV. TOTAL PAGE 000002
        TRNS.
No.   DATE     START    TIME    PARTNER    PAGE    RESULT
                                                   ERROR CODE
 1   26 Jun.    9:00    1'23     AAA         2      OK
 2   26 Jun.   10:00    0'45     BBB         1      OK

        RECV.
No.   DATE     START    TIME    PARTNER    PAGE    RESULT
                                                   ERROR CODE
 1   26 Jun.    9:30    1'02     CCC         1      OK
 2   26 Jun.   10:30    0'38     DDD         1      OK
```

Feature switches

The various feature switches on the SFX-211H were factory-preset to standard (default) settings. To provide you with more choices, the SFX-211H allows you to change these feature switch settings.

The feature switches and their functions are listed on pages 84-85.

To change feature switch settings:

1. Press **[MENU]** 5 times.

> 5 : SET FAX MODE ?

2. Press **[SET]**.

> 1 : SET CLOCK ?

3. Press **[MENU]** twice.

> 3 : FEATURE SW. ?

4. Press **[SET]**.

> (0 **0**) D I AL MODE

5. Enter the number of the switch you want to change.
   Example: To change the pause time, press **[0]** and **[1]** to select feature switch No. 01.

> (0 **1**) PAUSE TIME

6. Press **[SET]**.

> 3 s e c   (0 **3**)

7. Enter the code of your choice.
(See pages 84-85 for available codes.)
Example: To change the pause time
to 4 seconds, enter **[0]**
and **[4]**.

```
4 sec        (0 4 )
```

8. Press **[SET]**.
Repeat steps 5-8 to make additional
changes (as required).

```
(0 5 ) TIMER REDIAL
```

9. Press **[STOP]** twice to finish feature
switch programming.

```
26 Jun. 12:00 00
```

10. Print a feature switch list (see page 86)
for your confirmation.

• To interrupt the feature switch setting procedure, press **[STOP]** twice.

Feature switch list

Switch No.	Switch description	Code No.	Code description	Factory setting
00	Dial mode	00	TONE	
		01	PULSE (10 PPS)	01
01	Pause time	02	02 sec.	
		03	03 sec.	03
		04	04 sec.	
		I	I	
		12	12 sec.	
05	Number of redial attempts after timer transmission attempt. (3 to 4-minute intervals)	00	OFF (No redial)	
		01	once	
		02	twice	
		03	3 times	03
06	Number of automatic redial attempts for regular fax transmission after busy signal is detected using manual or one-touch dialing. (2-3 minutes intervals)	00	OFF (No redial)	
		01	once	
		02	twice	02
		03	3 times	
07	Ring delay Number of rings the unit issues before connecting to the line when the unit is set to the AUTO mode.	00	One short ring	
		01	1 ring	
		02	2 rings	
		03	3 rings	03
		I	I	
		11	11 rings	
08	Remote reception activation number	00	OFF	
		10	ON (Select a 2-digit	
		to	number of your choice)	33
		99		
09	The simulated ring count that the SFX-211H issues after connecting to the line during the AUTO reception mode, but before switching to fax reception mode for an incoming manual fax (or voice call).	00	OFF (No rings/No auto switching)	00
		01	3 rings (Auto switching)	
		02	5 rings (Auto switching)	
		03	7 rings (Auto switching)	
		04	9 rings (Auto switching)	
		05	11 rings (Auto switching)	
10	Music-on-hold	00	OFF (No music)	
		01	ON (Greensleeves)	01
17	Key operation beeps	00	OFF	
		01	LOW	
		02	HIGH	02
20	Header print Determines whether your station name, fax number and date/time are printed on the header.	00	OFF	
		01	ON (Printing outside of original)	01
		02	ON (Printing inside of original)	

Programming

Switch No.	Switch description	Code No.	Code description	Factory setting
26	Selective reception Determines whether reception is controlled by your REFUSE list.	00 01	OFF ON	00
27	Home position of the resolution mode	00 01 02 03 04	STANDARD FINE SUPER FINE HALFTONE Not return	 04
28	Contrast mode	00 01	NORMAL LIGHT	00
32	Timer transmission report	00 01 02	OFF (No report) ON (after each timer transmission) ON (when an error occurs)	00
35	Memory transmission report	00 01 02	OFF ON (after each memory transmission) ON (when an error occurs)	00
36	Halftone quality (relative to transmission speed)	00 01	Faster transmission Better halftone quality at slower speed	 01
46	Call Display™	00 01	OFF ON (Call Display)	00
54	Auto progress transmission/ reception	00 01	OFF (need to press the [START] key for manual transmission /reception) ON (no need to press the [START] key for manual transmission /reception)	 01
56	Duplex ringing	00 01	OFF ON	00

Printing a feature switch list

You can print a list of all feature switches and their current settings.

1. Press **[MENU]** 5 times.

```
5:SET  FAX  MODE  ?
```

2. Press **[SET]**.

```
1:SET  CLOCK  ?
```

3. Press **[MENU]** twice.

```
3:FEATURE  SW.  ?
```

4. Press **[COPY]**.

```
FEATURE  SW.  LIST
```

5. Press **[STOP]** after printing to return to standby mode.

```
26  Jun.  12:00  00
```

Example of the feature switch list

```
* * * FEATURE SW. LIST * * *


No.  SWITCH NAME      SET CODE         INITIAL SET
[00] DIAL MODE        (01) 10 PPS      (01) 10 PPS
[01] PAUSE TIME       (03) 3 sec       (03) 3 sec
[05] TIMER REDIAL     (03) 3 TIMES     (03) 3 TIMES
[06] AUTO REDIAL      (02) 2 TIMES     (02) 2 TIMES
[07] No. OF RINGS     (03) 3 TIMES     (03) 3 TIMES
[08] REMOTE R .       (33) 33          (33) 33
[09] F/T SW. OVER     (00) OFF         (00) OFF
[10] MELODY           (01) GREENSLEEVES (01) GREENSLEEVES
[17] KEY SOUND        (02) HIGH        (02) HIGH
[20] HEADER PRINT     (01) ON:OUTSIDE  (01) ON:OUTSIDE
[26] SELECTIVE R.     (00) OFF         (00) OFF
[27] RESOLUTION       (04) NOT RETURN  (04) NOT RETURN
[28] CONTRAST         (00) NORMAL      (00) NORMAL
[32] TIMER REPORT     (00) OFF         (00) OFF
[35] M-TX. REPORT     (00) OFF         (00) OFF
[36] HALFTONE         (01) HIGH QUALITY (01) HIGH QUALITY
[46] CALL DISPLAY     (00) OFF         (00) OFF
[54] AUTO PROGRES     (01) ON          (01) ON
[56] DUPLEX RING.     (00) OFF         (00) OFF
```

Thermal paper handling

Thermal paper is heat-sensitive. Follow the precautions below while handling it.

Storage precautions
Thermal paper will start to discolor gradually at about 70°C (158°F).
It should not be exposed to heat, humidity or light, even when not in use.
Take the following storage precautions.
1. Store in a dark, cool and dry place.
   Avoid storing near heat-generating appliances or in enclosed places subject to high temperatures (the trunk of a car, for example.)
2. Once the package is opened, use the paper as soon as possible.

Handling precautions
1. If thermal paper is touched with sweaty hands, fingerprints or smeared images may result.
2. If thermal paper is rubbed against a hand, coloring may be caused by heat due to friction.
3. Coloring or erasure may occur if oil or other chemicals are allowed to come into contact with the paper.
   Be careful in the following cases:
   • When gluing, use only water-soluble glue (commercially available).
   • When some adhesive tapes are used, coloring may result. The use of double-sided tapes on the back of the paper is recommended.
   • When storing the paper in plastic cases, use those made of polyethylene, polypropylene or polyester. (Do not use PVC cases.)
   • Do not stack the paper along with polyvinyl chloride (PVC) films or heat-sensitive wax-type paper. The recorded images will fade, as these materials contain plastics.
   • Do not stack the paper with diazo- or wet-type photocopies immediately after they have been copied on. Ammonia, etc., may cause discoloring.
   • The paper will discolor if it comes into contact with alcohol or other volatile organic solutions.
4. Avoid exposing the paper to direct sunlight, as this tends to cause yellowing.

Jammed original

If an original document jams, a beep sounds and the display shows "ORIGINAL JAM".

1. Lift the handset and open the operation panel.

2. Remove the jammed paper while pressing the green release lever.

3. Close the operation panel.

Green release lever
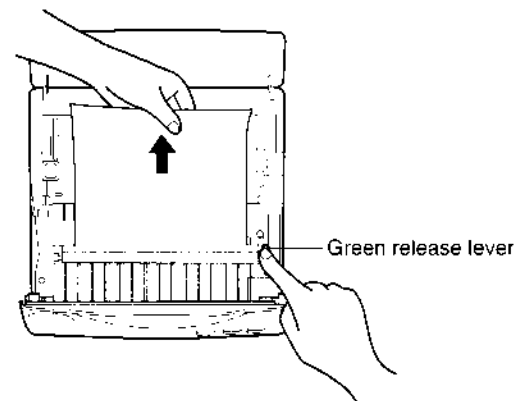
Jammed recording paper

A beep sounds and display shows "CHECK PAPER ROLL" if the recording paper jams.
1. Open the original document tray.

2. Lift the handset and open the operation panel.

3. Press the [OPEN] button to open the recording paper cover.

4. Pull out the jammed section of the recording paper, and cut it off.

5. Reinsert the end of the roll into the recording paper exit.

6. Close the recording paper cover securely by pressing on the left and right corners of the cover.
   ➡ The recording paper is cut automatically.

7. Close the operation panel firmly.
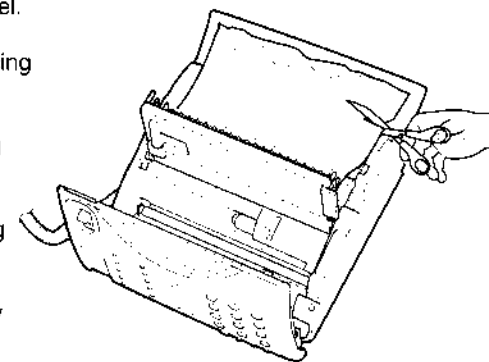
• If the paper cutter blade blocks the recording paper exit slot, place the end of the recording paper on the roller, then close the recording paper cover. Recording paper is automatically fed, and the extra paper is cut.

Maintenance

Mechanical error

When the display shows "MECHANICAL ERROR", observe the following procedures to correct the error.

1. Open the original document tray.

2. Lift the handset and open the operation panel.

3. Press the **[OPEN]** button to open the recording paper cover.

Figure 1

4. If the cogwheel ① is stuck in the cogwheel ② as shown in figure 1, lift the cogwheel ①. (See figure 2)
   * The correct positions of cogwheels ① and ② are shown in figure 3.

5. Reinsert the end of the recording paper roll into the recording paper exit.

Figure 2

6. Close the recording paper cover securely by pressing on the left and right corners of the cover.
   ➡ The recording paper is cut automatically.
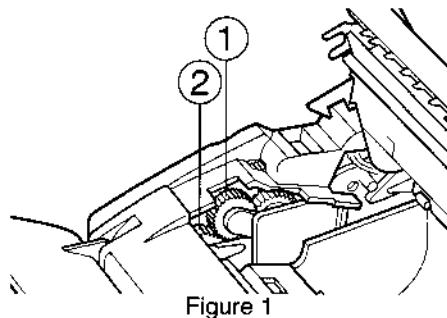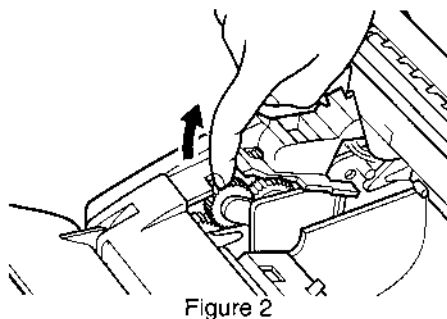
7. Close the operation panel firmly.
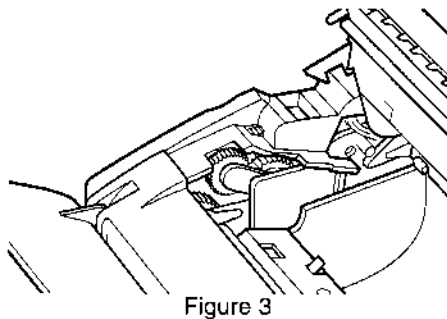
Figure 3

* If the "MECHANICAL ERROR" display still cannot be cleared, contact an authorized Sanyo service center.

Cleaning

Cleaning the housing (exterior plastic parts)
Gently wipe the housing with a soft, clean cloth dampened with a small amount of neutral detergent.
* Do not use a cleaning agent such as alcohol or benzene.
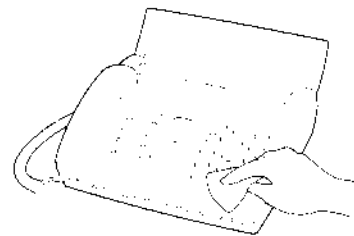
Cleaning the two document feed rollers
If a streak or dirty pattern appears on a copy or a fax you have sent, and document jamming or overlapping frequently occurs, clean the two document feed rollers with a soft, clean cloth dampened with a small amount of neutral detergent.

1. Open the original document tray.

2. Lift the handset and open the operation panel.

3. In order to rotate both document feed rollers, press the document sensor as shown in the illustration.

4. Clean both document feed rollers, then dry them thoroughly to prevent documents from jamming.

5. Close the operation panel firmly.

Document sensor
Document feed roller-2
Document feed roller-1

Maintenance
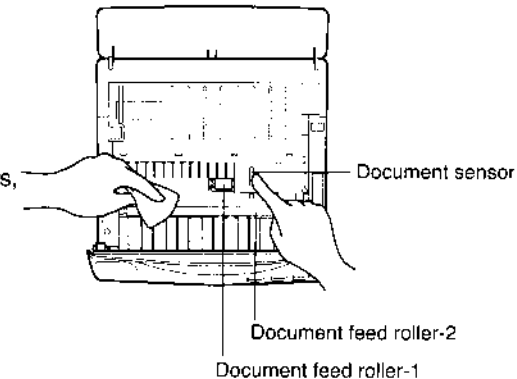
Troubleshooting

If problems occur during operation, check below before taking the unit for service. If the problem cannot be corrected, contact the dealer from whom the unit was purchased.

	Symptoms	Possible causes/solutions	Page
General	Unit does not operate.	AC plug may not be connected to electrical outlet.	10
General	The display indicates **CHECK PAPER ROLL**	Recording paper may not be set properly.	12
General	The display indicates **CHECK PAPER ROLL**	Recording paper may have run out.	12
General	Document cannot be inserted.	Document may be too thin or too thick.	28
Transmitting	Transmission is not possible.	Another document may be jammed inside. Open operation panel and remove jammed document.	88
Transmitting	Transmission is not possible.	You may have placed more than 10 sheets.	29
Transmitting	Transmission is not possible.	Document may not be inserted far enough into the slot.	29
Transmitting	Transmission is not possible.	Recording paper may have run out on receiving unit.	–
Transmitting	Transmission is not possible.	Receiving unit may be set for manual reception.	–
Transmitting	Transmission is not possible.	The telephone line is connected to EXT. TEL instead of LINE.	10
Reception	Reception is not possible.	Unit may be set for manual reception. Lift the handset and incoming fax transmission can be received without pressing [START] key.	43
Reception	Reception is not possible.	Power cord may not be connected.	10
Reception	Reception is not possible.	Recording paper may have run out.	12
Reception	Reception is not possible.	Selective reception may be set to on. Check feature switch No. 26.	47
Reception	Reception is not possible.	The telephone cord is connected to EXT. TEL instead of LINE.	10
Reception	Received copy is not dark enough.	The recommended recording paper is not used.	13
Reception	Received copy is not dark enough.	Transmitted original may be light.	30
Reception	Received copy is blank.	Recording paper may have been inserted upside down.	12
Reception	Received copy is blank.	Transmitted original may have been upside down.	–
Reception	Received copy contains illegible/distorted characters.	Phone connection may have been poor. (If problem continues, contact dealer.)	–
Reception	Red line appears on recording paper	Recording paper has almost run out. Install a new recording paper roll.	12
Reception	Selective reception feature does not function.	The transmitting unit may not use TTI standard protocol.	47

	Symptoms	Possible Causes/Solution	Page
Phone call	No dial tone when handset is picked up.	Telephone cord may not be connected properly.	10
Phone call	Sound from speaker is too low.	Monitor volume switch may be set to lower position.	7
Phone call	No rings are heard.	Ringer volume switch may be set to "OFF".	7
Phone call	Fax/phone call does not connect to other party.	Wrong dialing mode may be set. Check the feature switch No. 00.	11
Extension phone	Impossible to place phone call.	Fax possibly being transmitted or received.	–
Extension phone	Telephone does not ring.	Too many phones may have been connected to the same line.	10
Extension phone	Remote reception does not work	Remote reception feature switch (No. 08) may have been set to off.	84
Extension phone	Remote reception does not work	If you have initiated the call from the extension phone, remote reception will not work.	–
Caller ID	No name or number display on incoming calls.	You may not subscribe to Caller ID service.	20
Answering system	No messages recorded.	The memory for answering system is full. (You have too many incoming messages.) Erase some or all messages	54
Answering system	No messages recorded.	The message recording mode may be set to ANSWER only. Change it to VOX (3 MIN) or FIX 30 SEC.	58
Answering system	Your greeting cannot be recorded.	The memory for answering system is full. (You have too many incoming message.) Erase some or all messages.	54
Answering system	Your greeting cannot be recorded.	The fax telephone or extension telephone connected to the unit may be in use.	–
Answering system	Remote access operation does not work.	You may be using a pulse-dialing phone. Call from a Touch-Tone dialing phone.	56
Answering system	Remote access operation does not work.	The [*] key may not be pressed correctly. Press it firmly. The 4-digit password may not be entered correctly.	56

Maintenance

Specifications

Model	SFX-211H
Type	Desktop type transceiver
Line connected	Public switched telephone network
Size of recording paper	216 mm (8.5") x 30 m (98') / 25 m (82')*
Effective scanning width	208 mm (8.2")
Effective recording width	212 mm (8.3")
Transmission speed	14400/12000/9600/7200/4800/2400 BPS
Main scanning density	8 pels
Sub scanning density	3.85 lines/mm (Standard mode) 7.7 lines/mm (Fine mode) 15.4 lines/mm (Super fine mode)
Compression mode	MH (Modified Huffman) and Sanyo original
Reading method	Flatbed by contact image sensor
Recording method	Flatbed by thermal printing head
Power supply	AC 220 V, 50/60 Hz
Power consumption	Stand-by: 5W, Transmission: 13W, Reception: 40 W, Copy: 45 W
Overall dimensions	284 (W) X 116 (H) X 257 (D) mm 11.2" (W) X 4.6" (H) X 10.1" (D)
Weight	Approx. 3 kg (6.6 lb)
Ambient temperature	5°C -35°C (41°F – 95°F)

* High-grade thermal paper comes as 25-m roll.

Part name	Part No.
Thermal paper (30m/98')	R-4079448-1
High-grade thermal paper (25m/82')	3RE2182800450