Requirements For iFax Sending:

1. A known working SMTP Server Address
   (obtain the address from your local IT Administrator or
   Internet Service Provider).

2. An E-mail address for the machine.

   Note 1: To verify a working SMTP Server please see SMTP
   Server Verification pamphlet.
   Note 2: iFax feature will not be available if the E-mail address
   of the machine is missing.
   Note 3: Internet Faxing will only be available in **Black/White**.
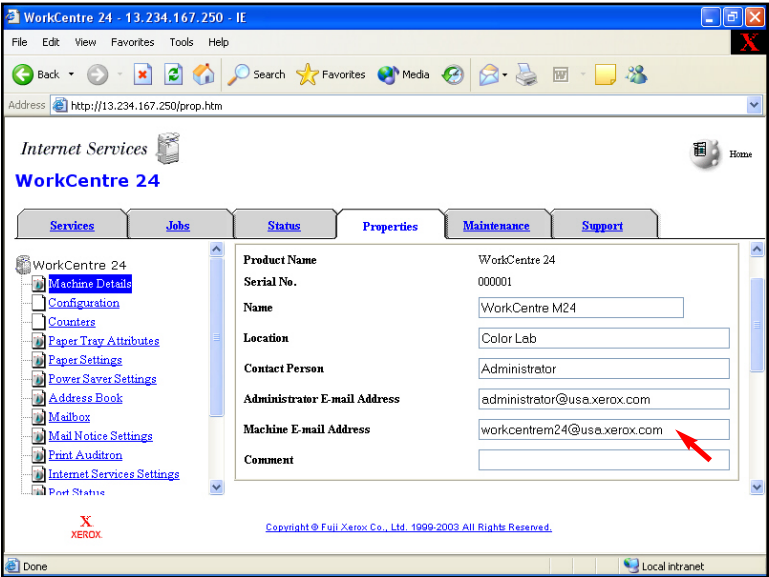

Fig. 1-2
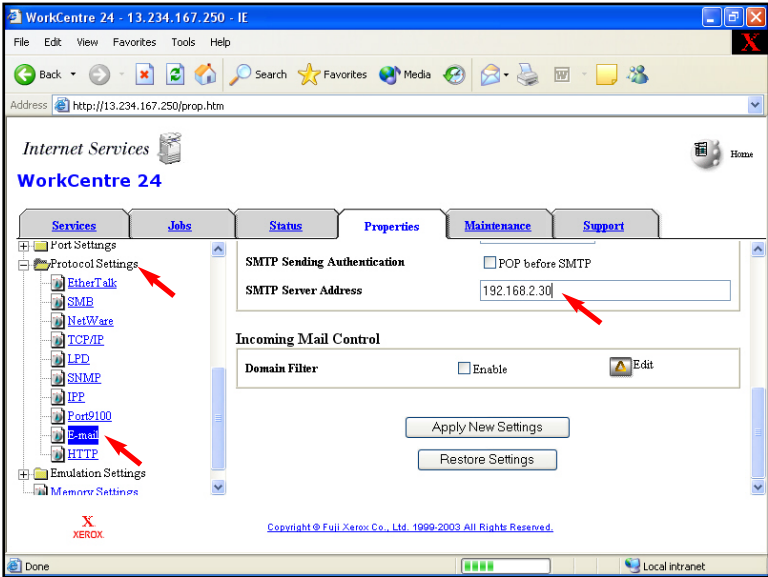Enter an e-mail address in the **Machine E-mail Address** field.

Fig. 1-4
Click on the **Protocol Settings** folder on the left hand side, click on
E-mail. Under Protocol Settings, on the right, enter a working SMTP
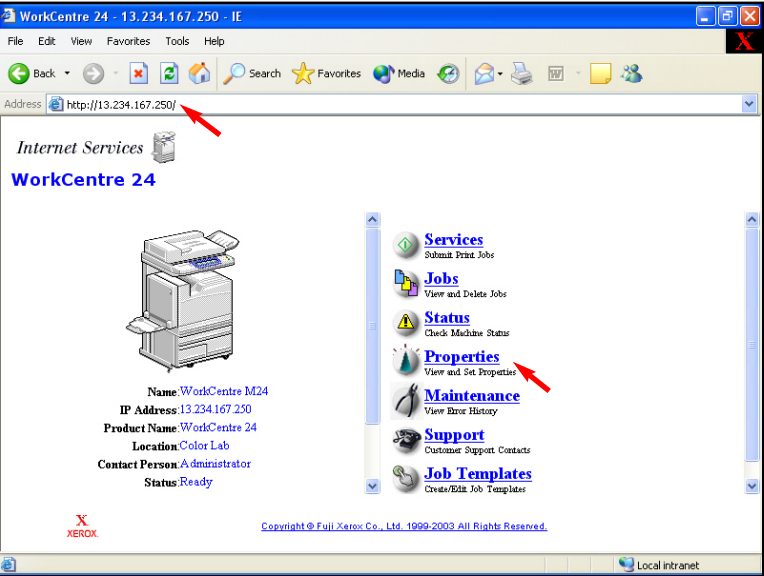Server Address in the **SMTP Server Address** field.

Fig. 1-1
Open an Internet browser, in the **Address** field enter the IP address of
WorkCentre M24 and press **Enter**. On the Internet Services screen
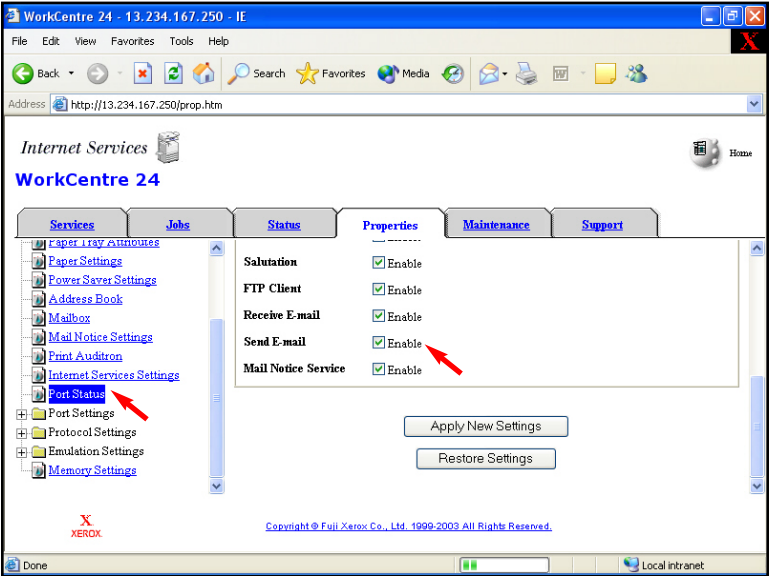click **Properties**.

Fig. 1-3
Click on **Port Status** on the left hand side. Make sure that there is a
checkmark in the **Enable** box next to **Send E-mail**.
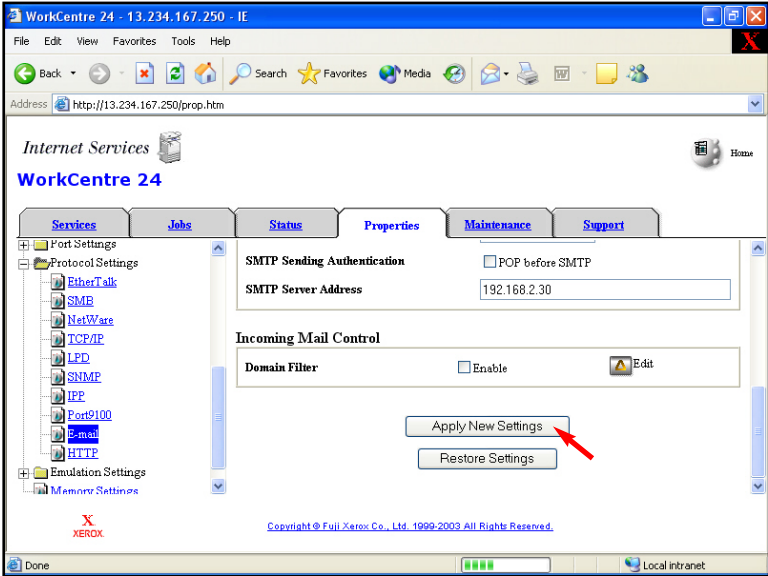
Fig. 1-5
Scroll down and click **Apply New Settings**.

Fig. 6
Enter the Administrator Name and Password of the WorkCentre M24. Click **OK**. (See Machine Administrator User Guide for default password.)

Fig. 7
The "Settings have been changed." confirmation displays. Click **Reboot**.
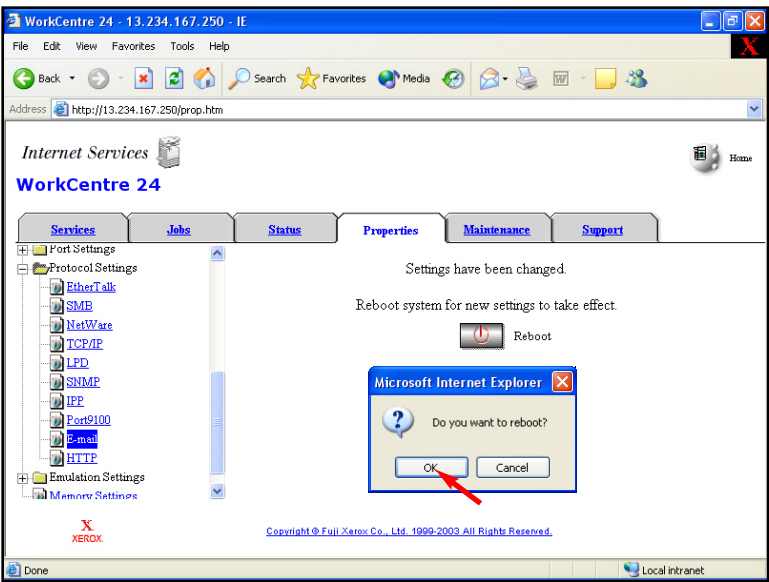

Fig. 8
Click **OK**. The Work Centre M24 will take approximately 5 minutes to reboot. Now you are ready to use iFax, please see the Internet Faxing / iFax Part 2 of 3 pamphlet.
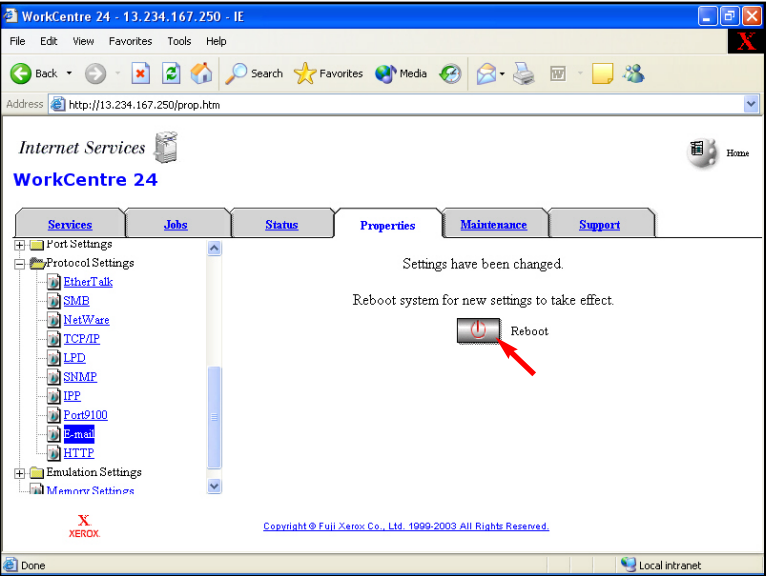
Quick Start Guide

**Internet Faxing / iFax
Part 1 of 3**

THE DOCUMENT COMPANY

XEROX.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including FAX machines, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.To enter the telephone number identifying the machine and the header text information (business name) please refer to "Entering Local Terminal Information" pamphlet Part 2 of 2. To enter date and time please refer to "Entering Local Terminal Information" pamphlet Part 1 of 2.

WorkCentre M24

Fig. 2-1
Place document(s) on the Document Feeder or Document Glass.

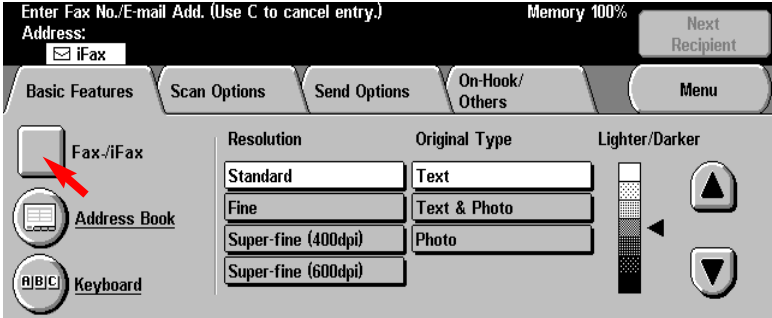Fig. 2-2
Press **Menu**.

Fig. 2-3
Press **Fax**.

Fig. 2-4
Select **iFax/Fax**.

Note: If the iFax/Fax button is not displayed, see the requirements for iFax Sending in the Internet Faxing / iFax Part 1 of 3 pamphlet.
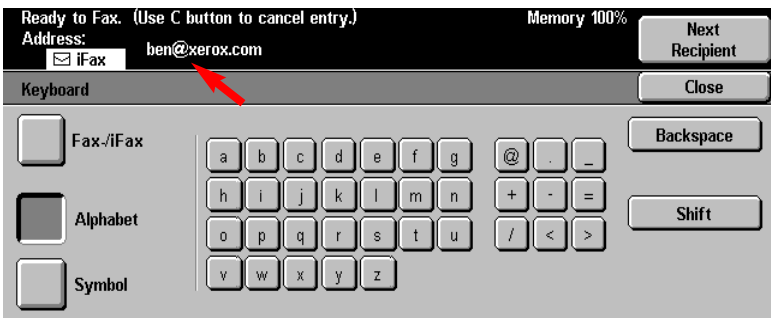

Fig. 2-5
Press **Keyboard**.

Fig. 2-6
Using the keyboard and the keypad (see Fig 2-8) enter the e-mail address of the recipient.

Fig. 2-7
The Recipient address will be displayed in the **Address** field at the top of the screen.

Fig. 2-8
Press **Start** to send the document.
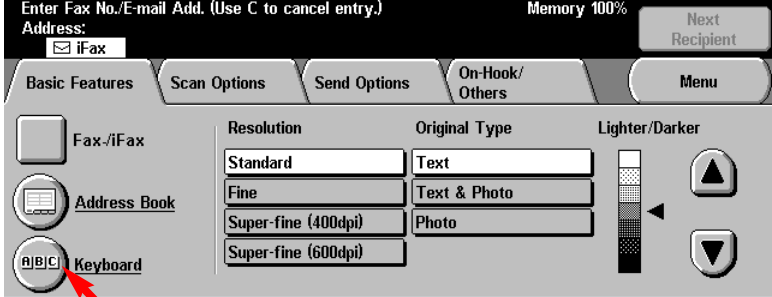

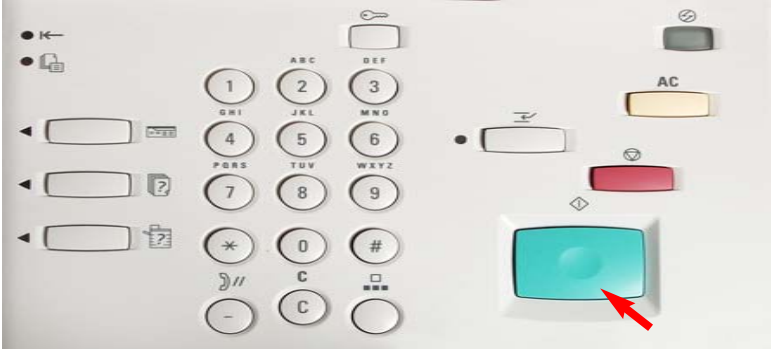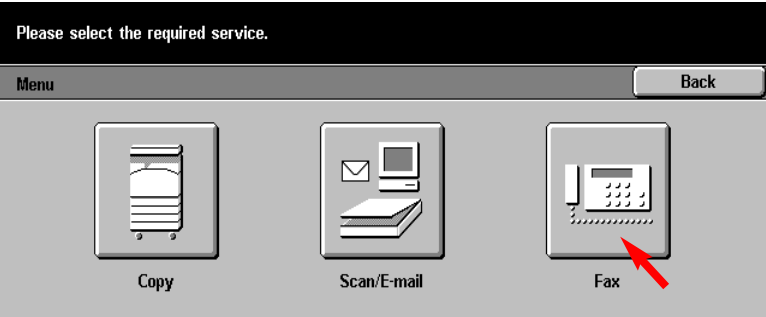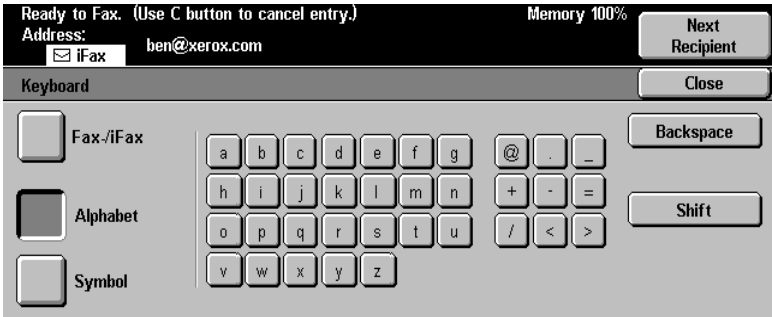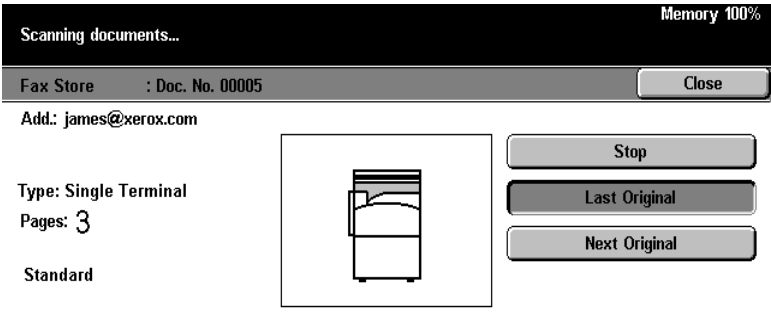Fig. 2-9
Scanning documents screen will be displayed as the document is scanned and sent.

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WorkCentre M24

Note: If you will not be using WorkCentre M24 to receive Internet faxes, please disregard this pamphlet.

Requirements For iFax Receiving:

1. A known working Mail (POP3) Server Address (obtain the address from your local IT Administrator or Internet Service Provider).

2. A known working username and password for the Mail (POP3) Server from which you are retrieving e-mail.
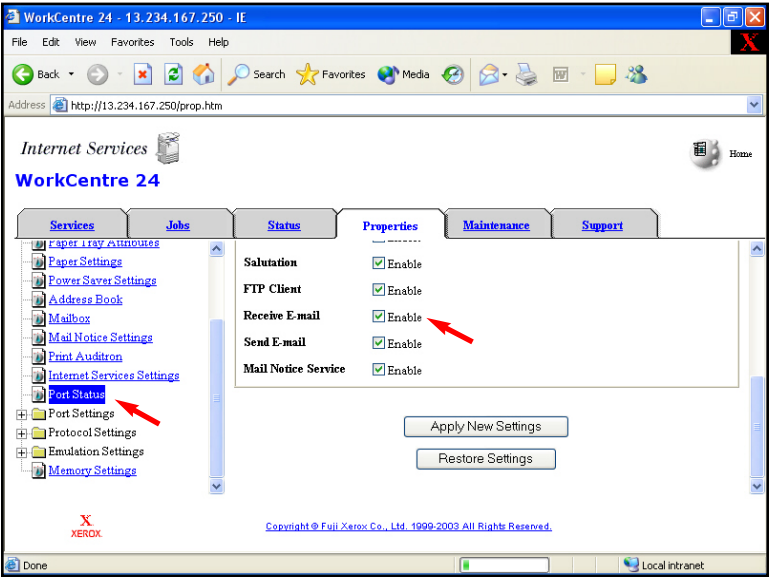

Fig. 3-2

Click on **Port Status** on the left hand side. Make sure that there is a checkmark in the **Enable** box next to **Receive E-mail**.
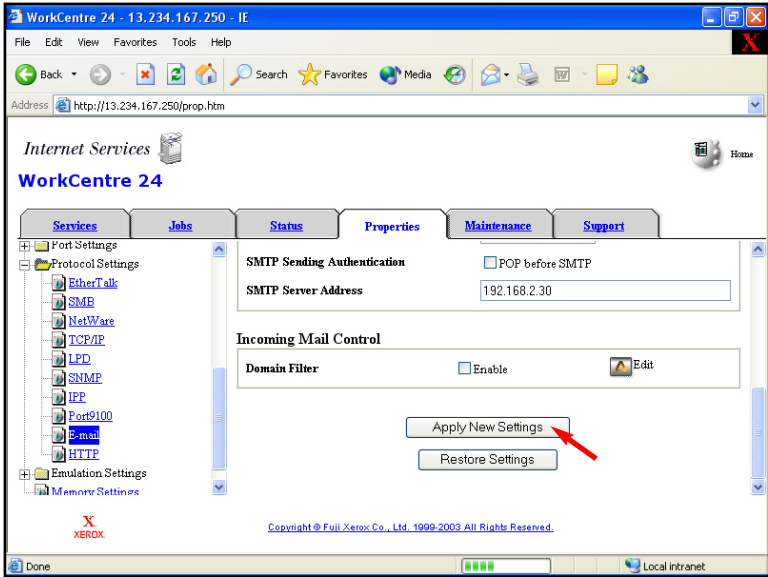

Fig. 3-4

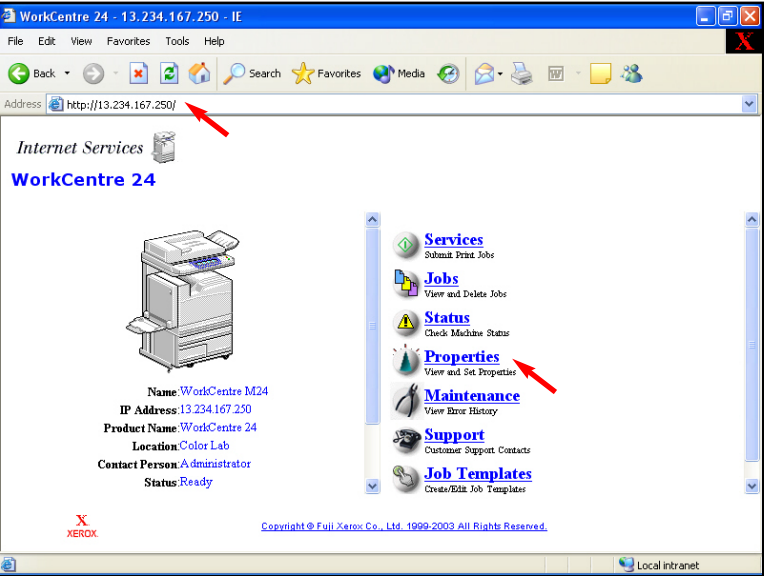Scroll down and click **Apply New Settings**.

Fig. 3-1

Open an Internet browser, in the **Address** field enter the IP address of WorkCentre M24 and press **Enter**. On the Internet Services Screen click **Properties**.
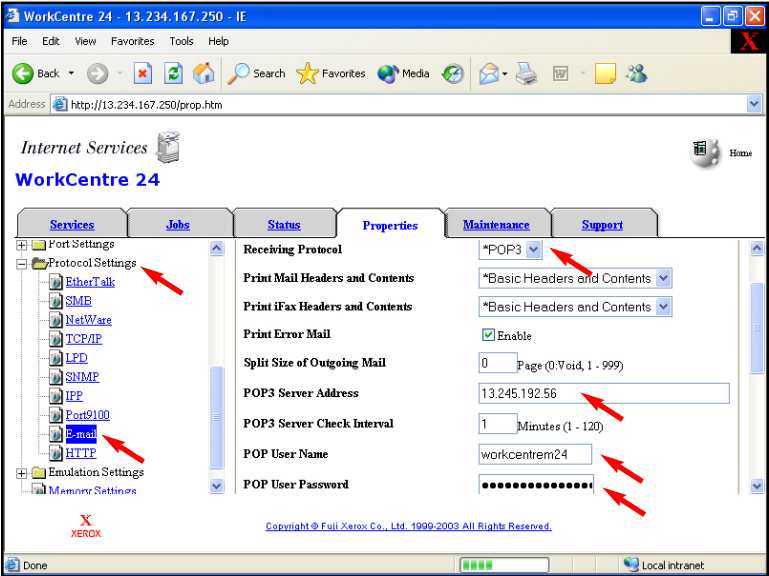

Fig. 3-3

On the left hand side, click on the **Protocol Settings** folder and click on **E-mail**. Select **POP3** in the **Receiving Protocol** field. Enter a working **POP3 Server Address**, **POP3 User Name**, **POP3 User Password** and **Confirm Password** in the appropriate fields.

Fig. 3-5

Enter the Administrator Name and Password of the WorkCentre M24. Click **OK**. (See Machine Administrator User Guide for default password.)
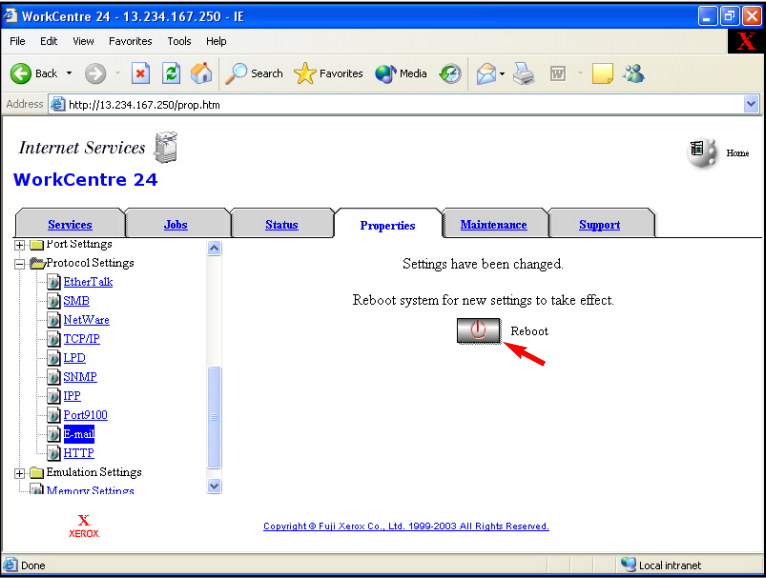
Fig.3-6
The "Settings have been changed." confirmation screen displays.
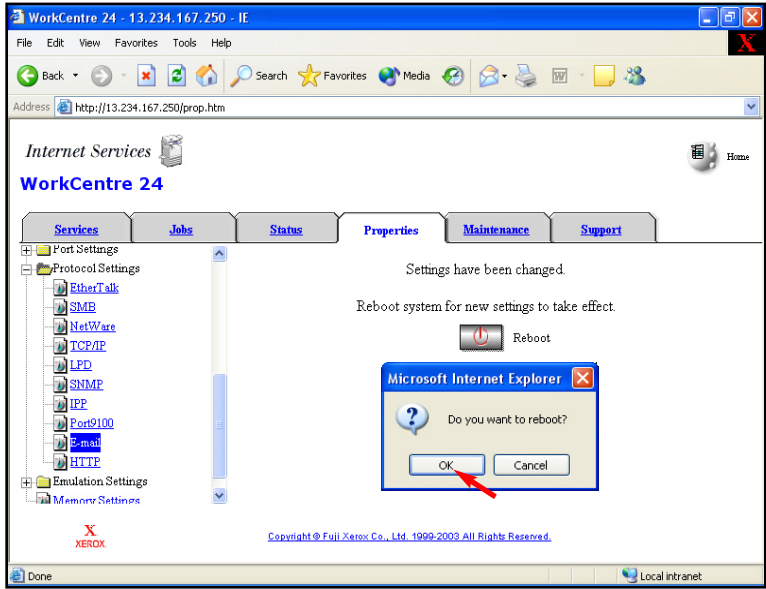Click **Reboot**.

Fig. 3-8
Click **OK**. The WorkCentre M24 will take approximately 5 minutes to reboot.

Note: The WorkCentre M24 will only receive E-mail messages in black/white. A color document can only be received as a PDF format attachment.

Quick Start Guide

Internet Faxing / iFax
Part 3 of 3

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WorkCentre M24