

Fig. 1  
Select **Properties**.

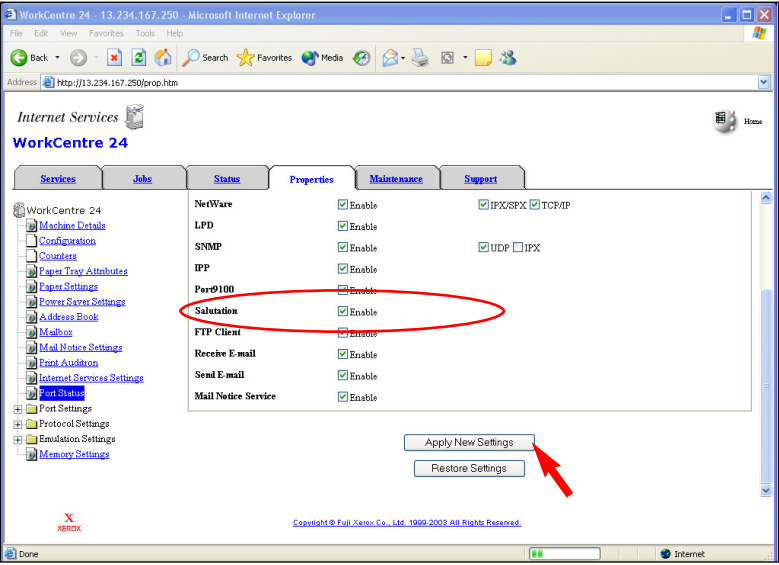


Fig. 3  
Place a check mark in the "Enable" box next to **Salutation**. Select **Apply New Settings**.  
\*If a check mark already appears in the "Enable" box next to **Salutation** skip the remaining steps in this pamphlet and continue to Retrieving Scanned Documents Using Scan Driver Part 2 of 2.

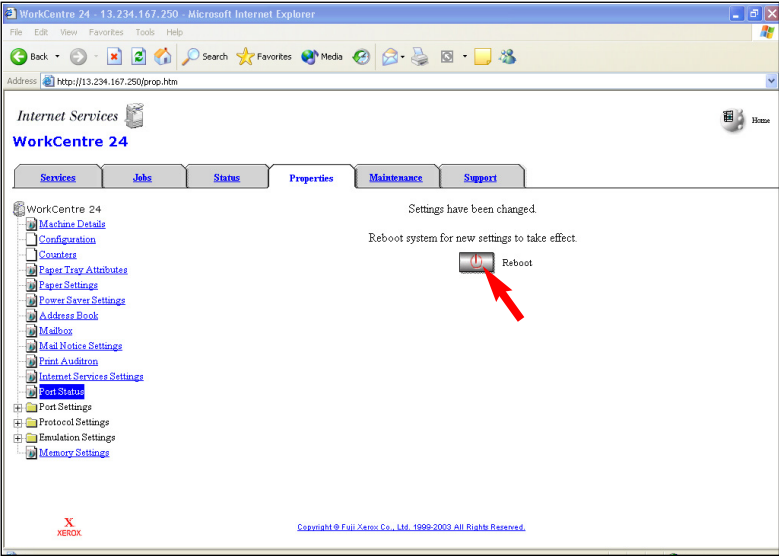


Fig. 5  
The "Settings have been changed" confirmation screen appears. Click **Reboot**.

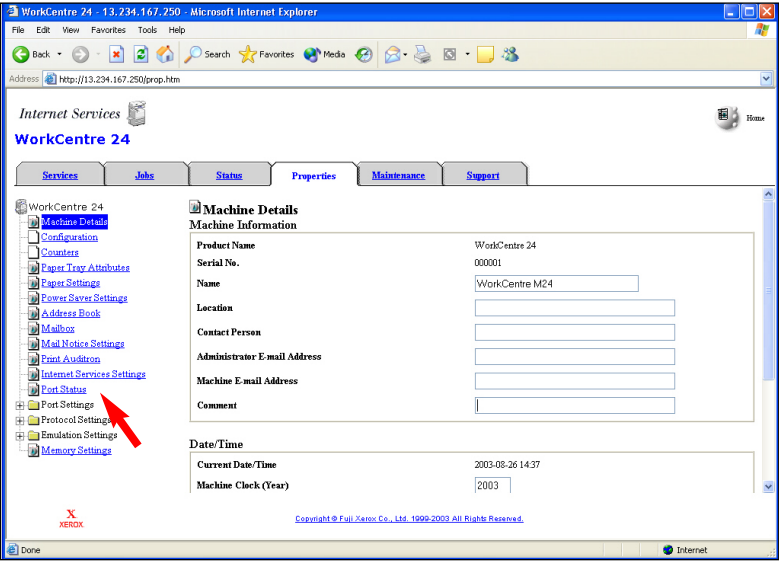


Fig. 2  
Select **Status**.



Fig. 4  
Enter the User Name and Password. Click **OK**. (See Machine Administration User Guide for default password)  
\*This screen might not appear if the username and password have already been entered.

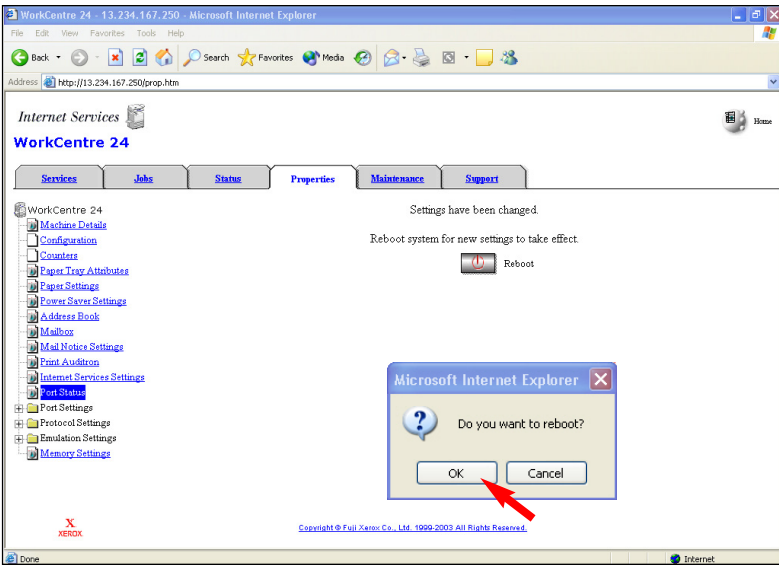


Fig. 6  
Click **OK** (The WorkCentre M24 will take approximately 2 minutes to reboot.)

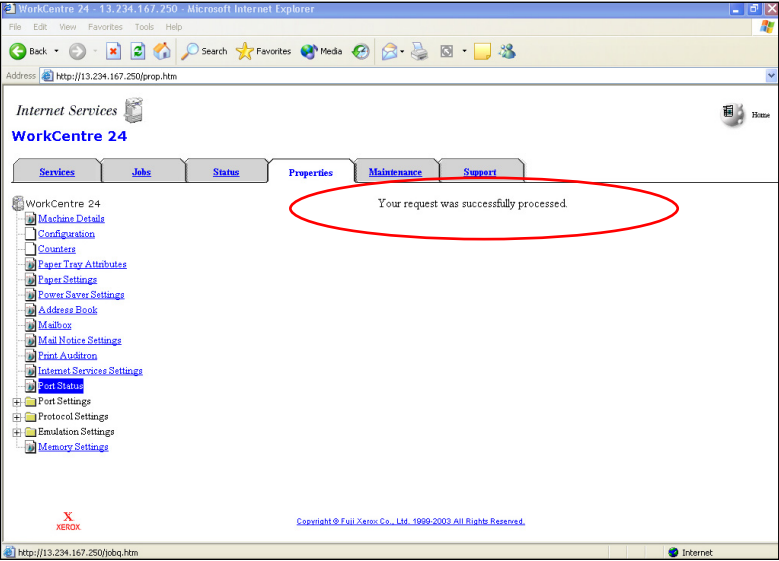


Fig. 7  
If the message "Your request was successfully processed" is not displayed, repeat the steps in this pamphlet.

**Continue with Retrieving Scanned Documents using Scan Driver Part 2 of 2.**

# Quick Start Guide

Retrieving Scanned Documents  
Using Scan Driver Part 1 of 2



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

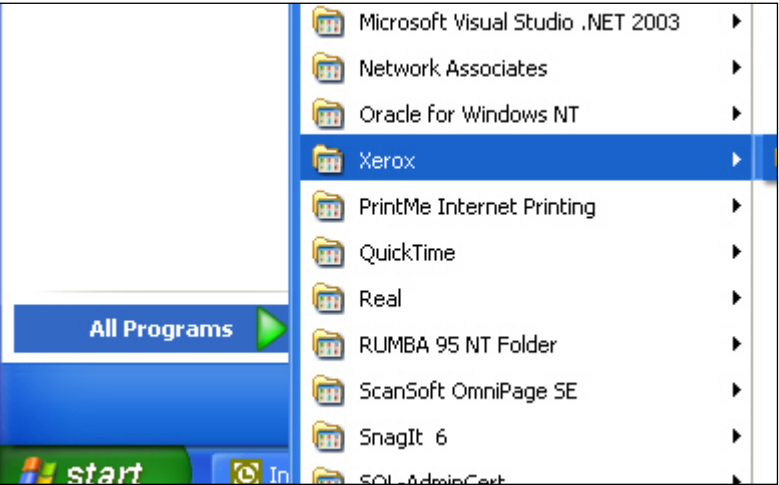


Fig. 1  
From desktop Operating System **Select Start | All Programs | Xerox | Utility | WorkCentre M24 Mailbox Viewer.**  
\* This screen may very depending on the operating system of the computer.

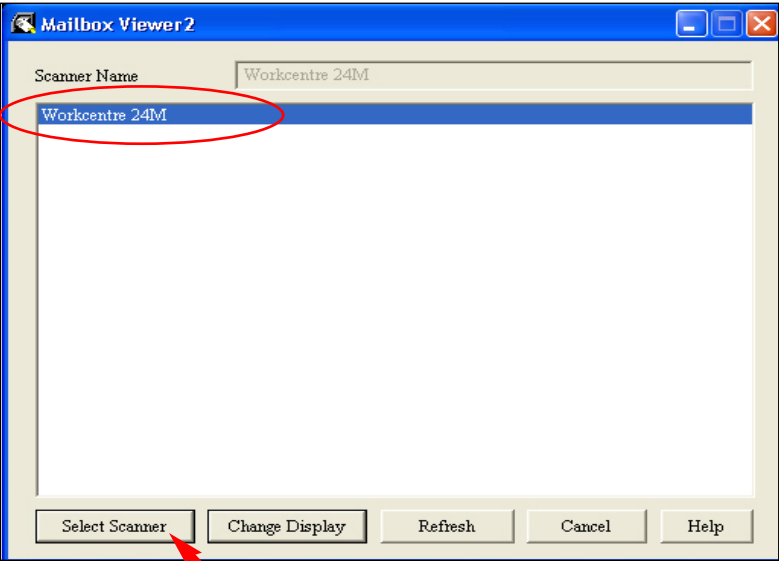


Fig. 2  
If the scanner name is displayed click on **Select Scanner** and continue to Fig. 6. If it is not go to Fig. 3.

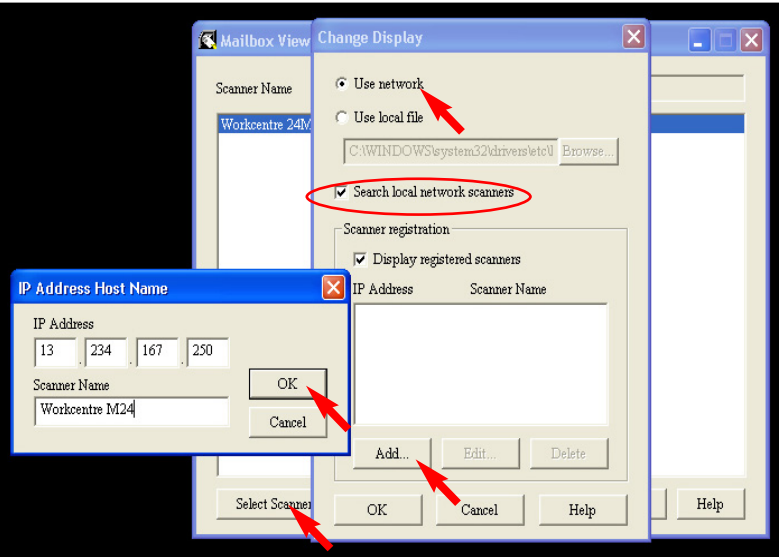


Fig. 3  
Select **Change Display**. Select **Use Network**. Make sure **Display other network scanners** is checked. Click on **Add**. Enter IP address and Scanner Name. Click on **OK**.

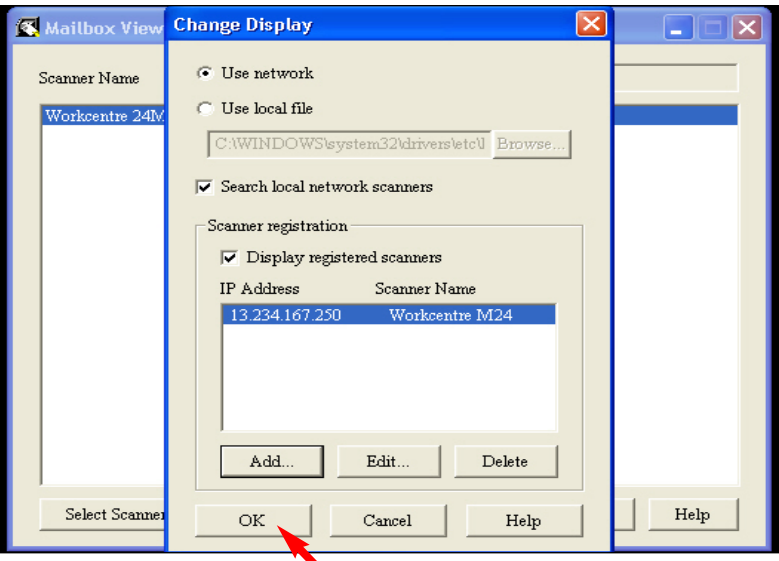


Fig. 4  
Select **Ok**.

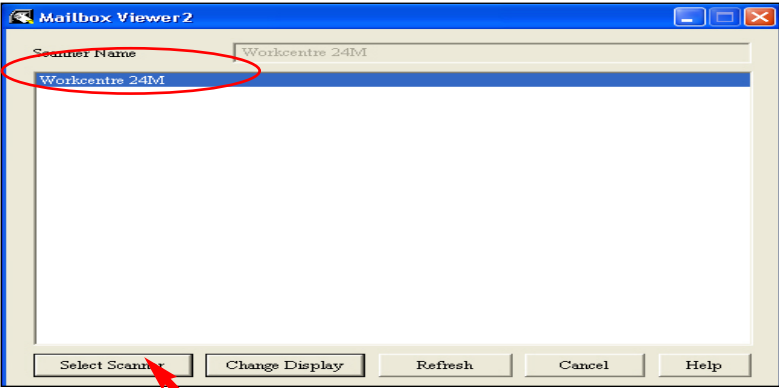


Fig. 5  
Select the scanner and click on **Select Scanner**.

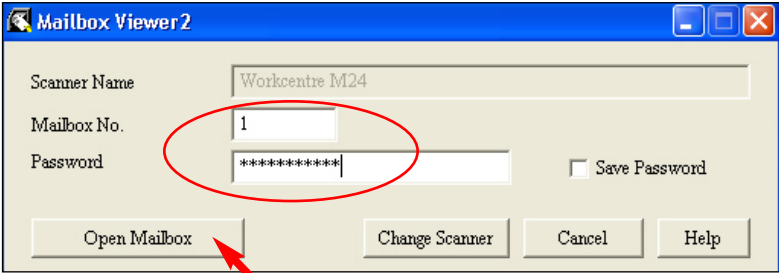


Fig. 6  
Enter Mailbox Number and Password. Select **Open Mailbox**.

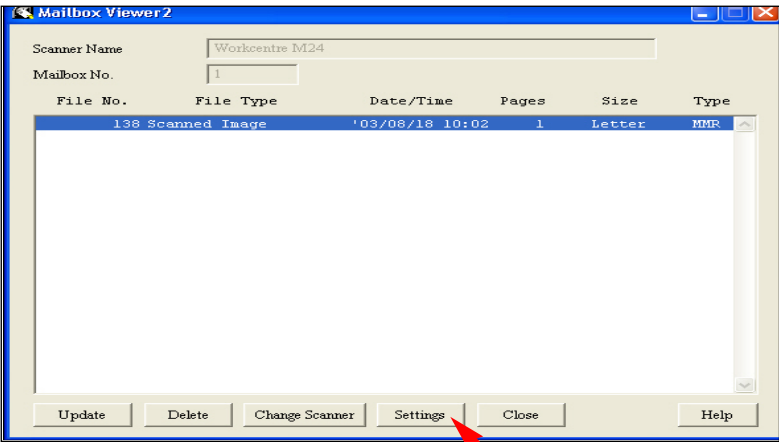


Fig. 7  
Select **Settings**.

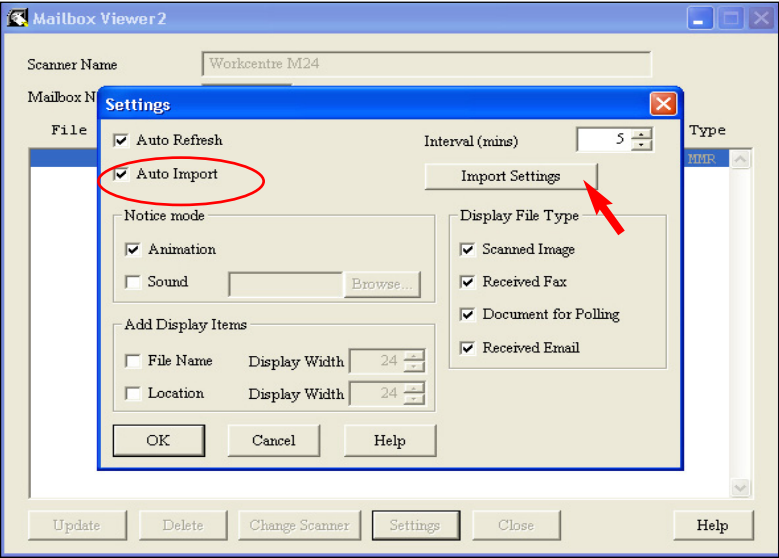


Fig.8  
Ensure "Auto Import" box is checked. Select **Import Settings**.

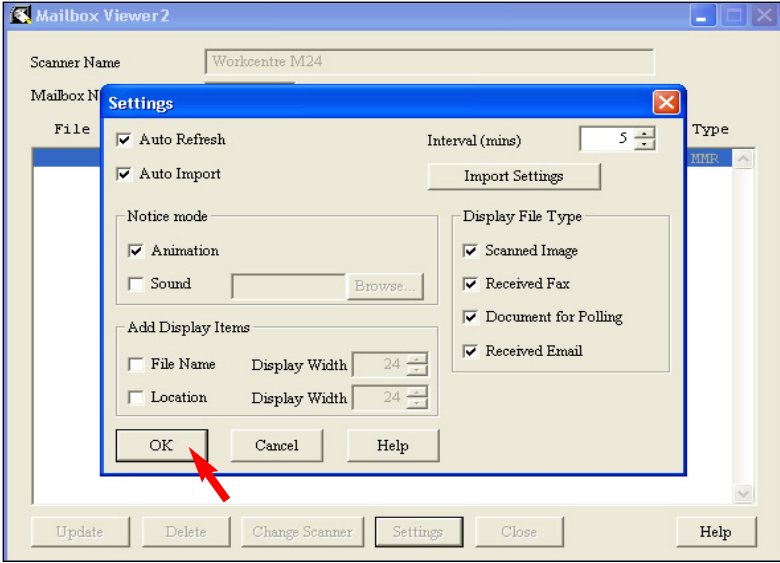


Fig. 10  
Select **Ok**.

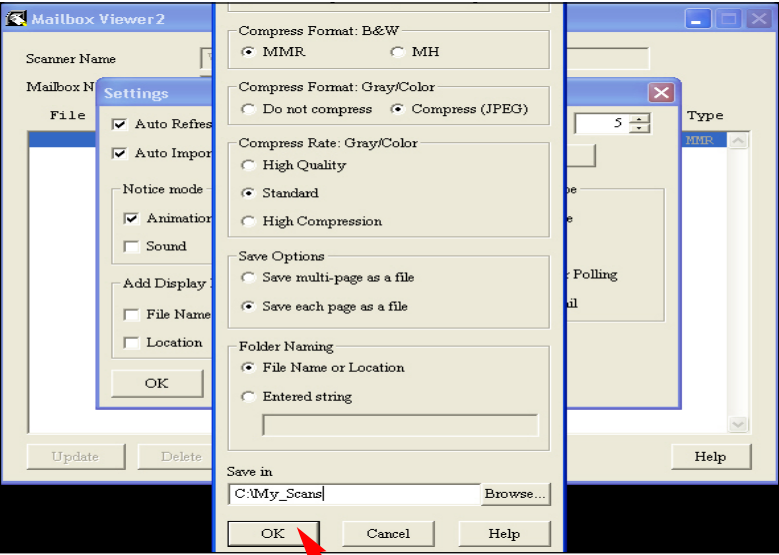


Fig. 9  
In the "Save in" box enter the path of the folder in which you want your scanned images to be saved. Select **Ok**.

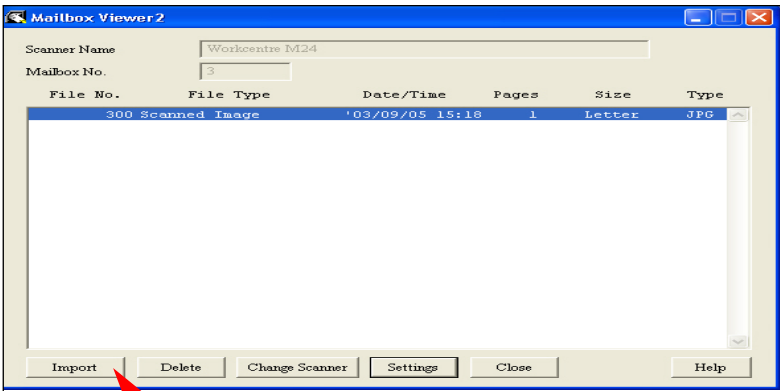


Fig. 11  
Select **Import**.

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**XEROX**

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# Quick Start Guide

Retrieving Scanned Documents  
Using Scan Driver Part 2 of 2



WorkCentre M24