

Fig. 1
Press **Access**.



Fig. 2
Enter the System Administrator Password from the Numeric Keypad and then press **Confirm**. (See Machine Administration User Guide for default password)

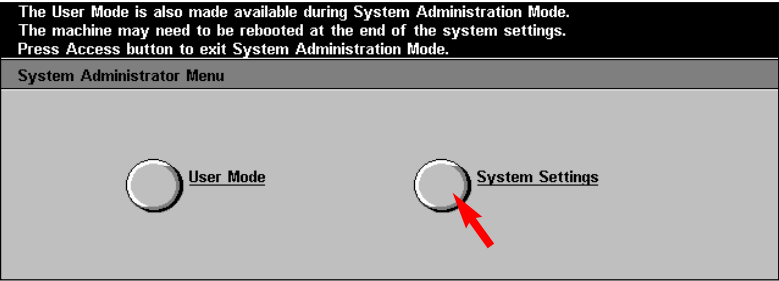


Fig. 3
Press **System Settings**.

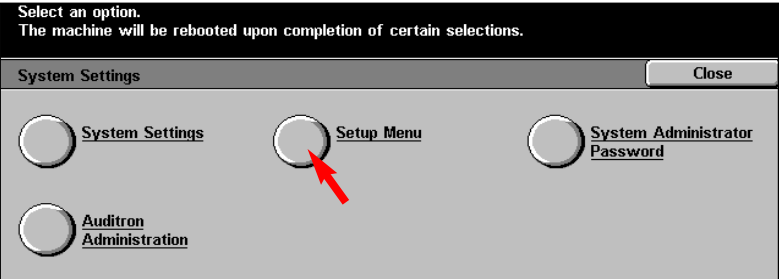


Fig. 4
Press **Setup Menu**.

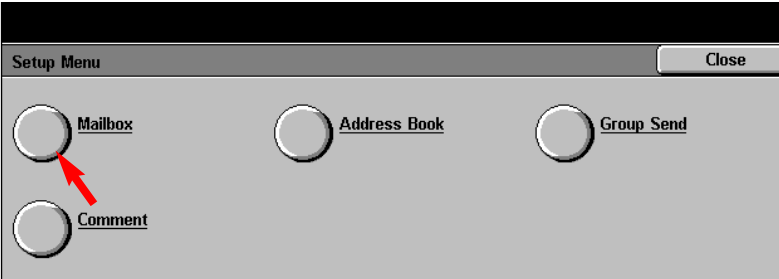


Fig. 5
Press **Mailbox**.



Fig. 6
Select the **Mailbox** to be created. Then press **Create/Delete**.

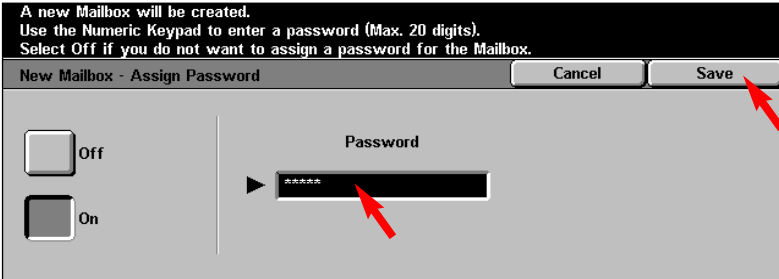


Fig. 7
Use the Numeric Keypad to enter the password. (ie. 12345) Then press **Save**.

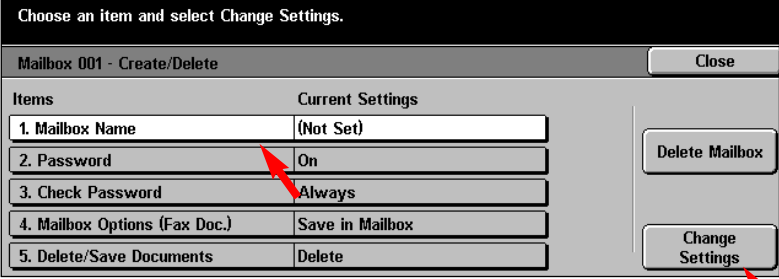


Fig. 8
Select 1. **Mailbox Name** then press **Change Settings**.



Fig. 9
Enter the name for the Mailbox using the keyboard displayed. The mailbox name may be up to 10 characters. Press **Save** after entering the name.

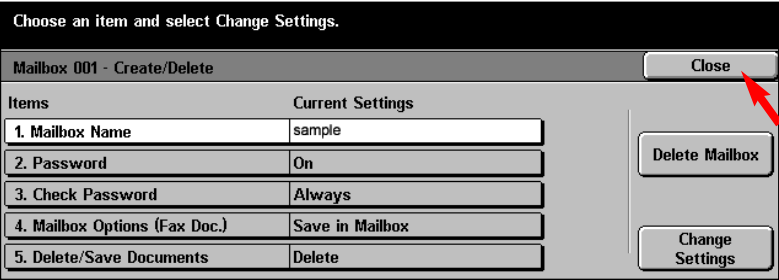


Fig. 10
Select **Close**.
Note: Password, Check Password, Delete/Save Documents may be set at this time.

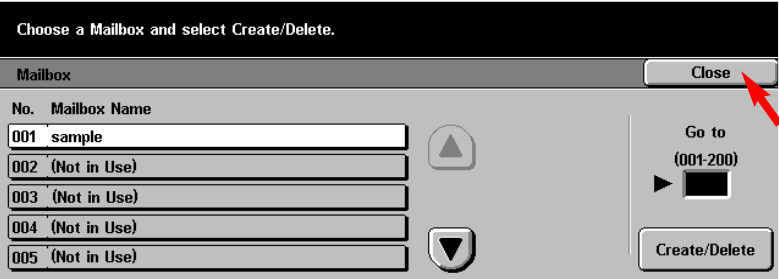


Fig. 11
Select **Close**.

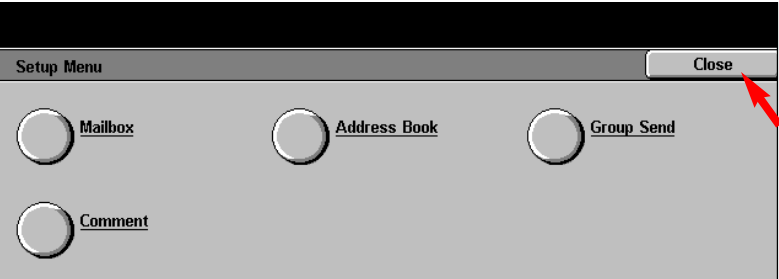


Fig. 12
Select **Close**.

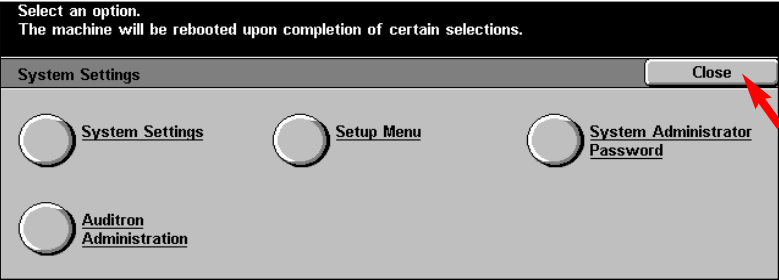


Fig. 13
Select **Close**.

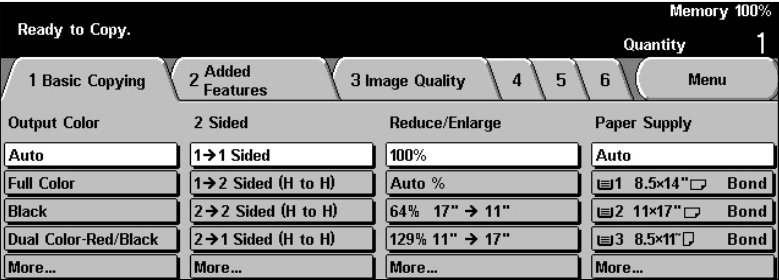


Fig. 14
The Menu Screen is displayed and the Mailbox creation is complete.

NOTE: Please remember or write down your Mailbox Number and Password. This information will be used to scan and retrieve documents in the mailbox.

Mailbox Number: _____

Mailbox Password: _____



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.

Quick Start Guide



WorkCentre M24