

Note:  
If you do not have a FTP server running contact your local administrator or use other method to retrieve your scanned document(s). (i.e. Scan Driver or Web Browser)

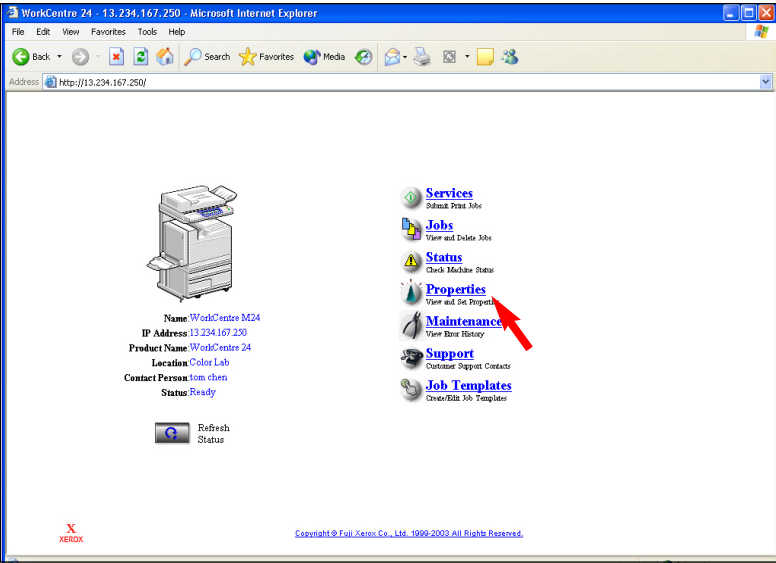


Fig. 1  
Click **Properties**.

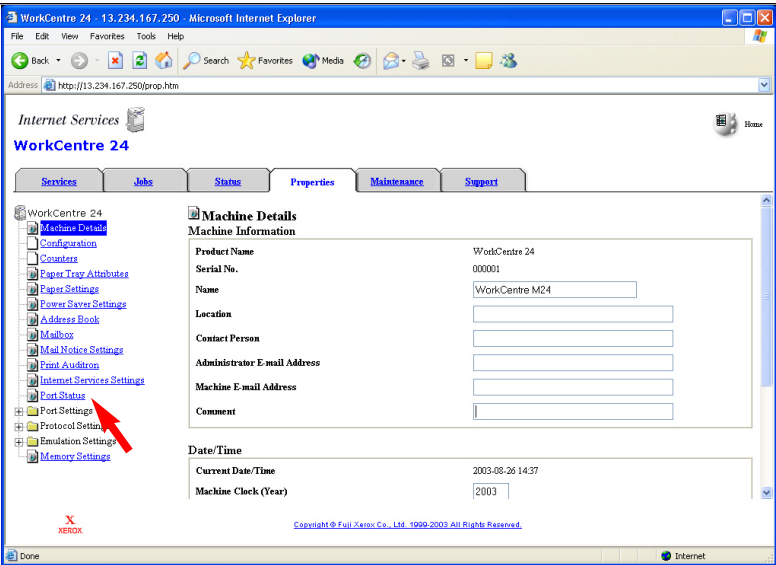


Fig. 2  
Click **Port Status**.

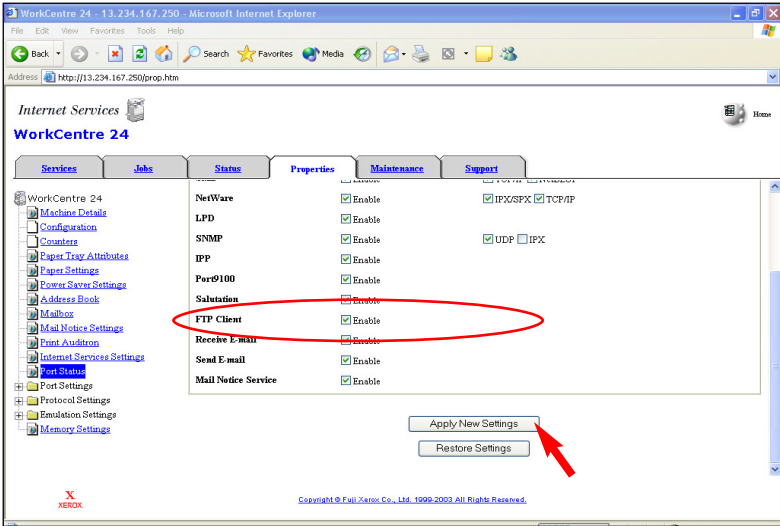


Fig. 3  
Place a check mark in the "Enable" box next to **FTP Client**. Select **Apply New Settings**.  
\*If a check mark already appears in the "Enable" box next to **FTP Client** skip the remaining steps in this pamphlet and continue to Scan Using FTP Server Part 2 of 3.

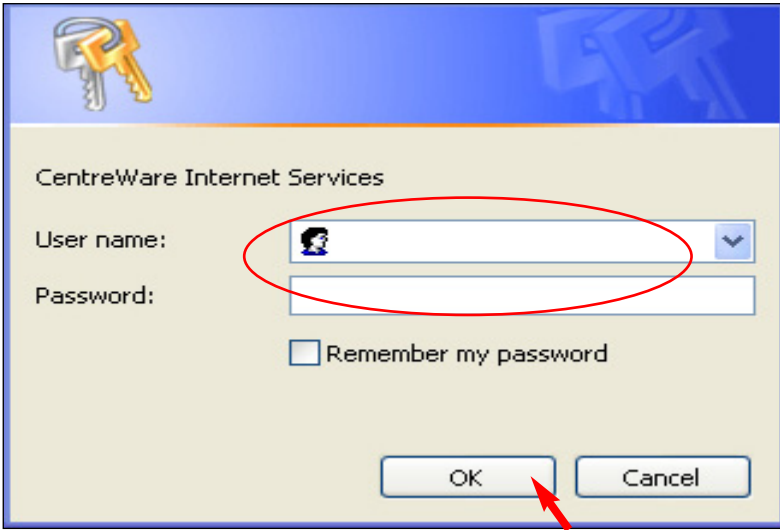


Fig. 4  
Enter the User Name and Password. Click **OK**. (See Machine Administration User Guide for default password)  
\*This screen might not appear if the username and password have already been entered.

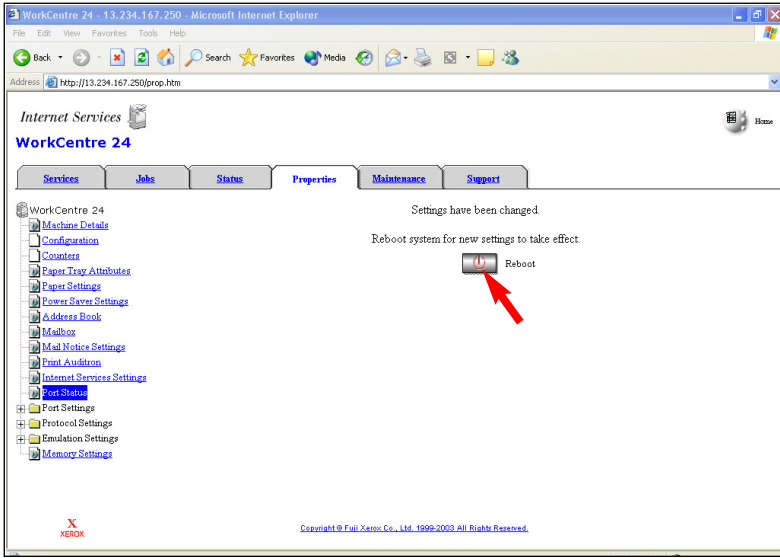


Fig. 5  
The "Settings have been changed" confirmation screen appears. Click **Reboot**.

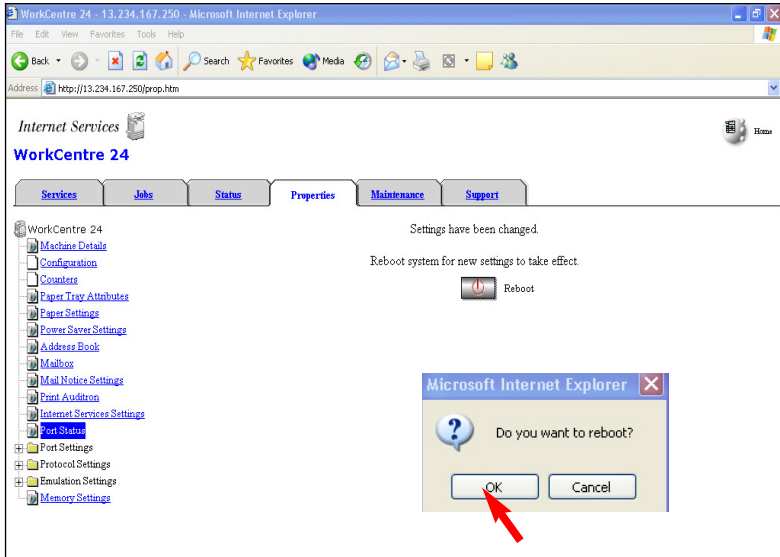


Fig. 6  
Click **OK**. (The WorkCentre M24 will take approximately 5 minutes to reboot.)

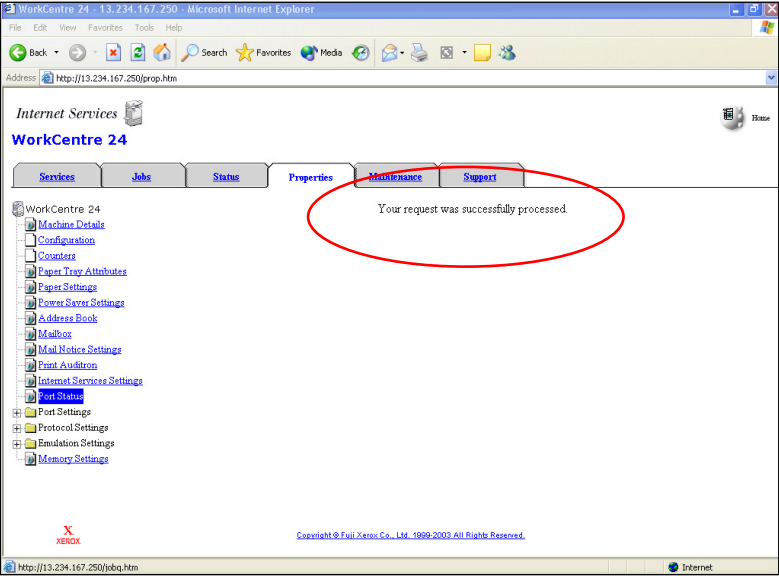


Fig. 7  
If the message "Your request was successfully processed" is not displayed, repeat the steps in this pamphlet.

Continue with Scan Using FTP Server Part 2 of 3.



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

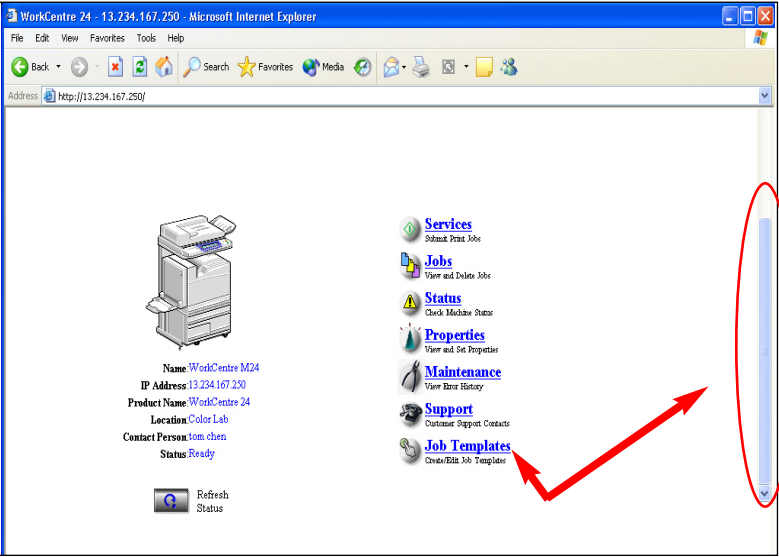


Fig. 1  
Select **Job Template**.

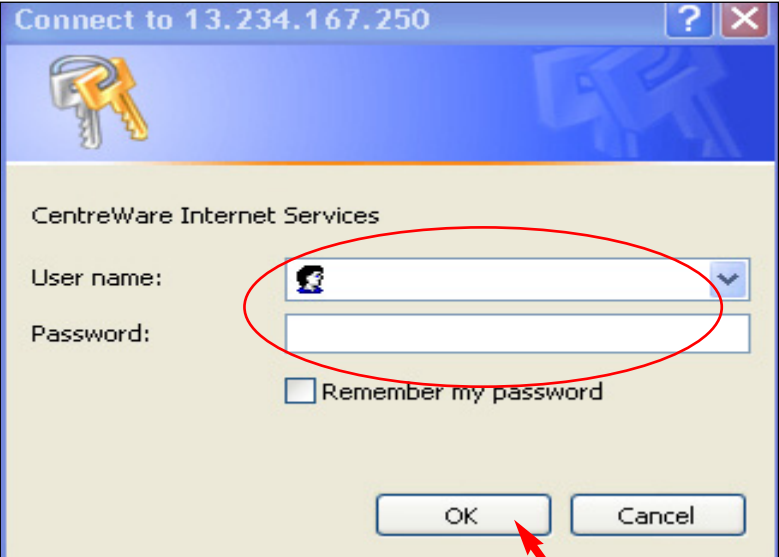


Fig. 3  
Enter the User Name and Password. Click **OK**. (See Machine Administration User Guide for default password)  
*\*This screen might not appear if the username and password have already been entered.*

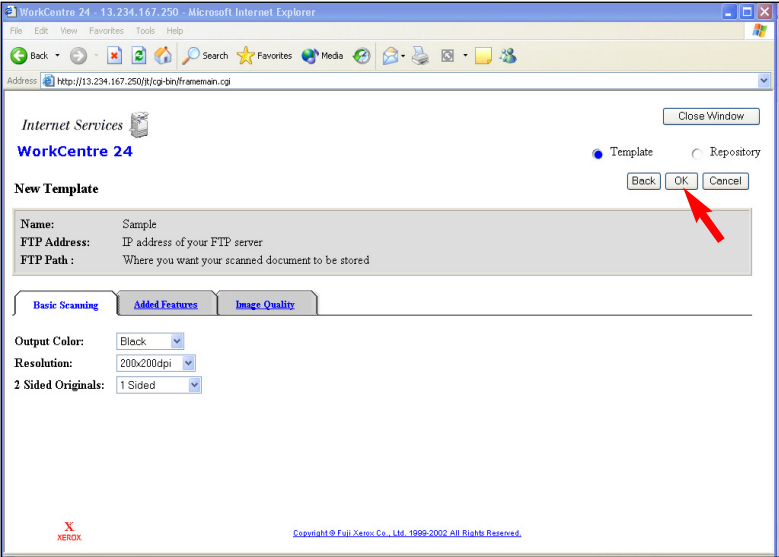


Fig. 5  
Select **Ok**.

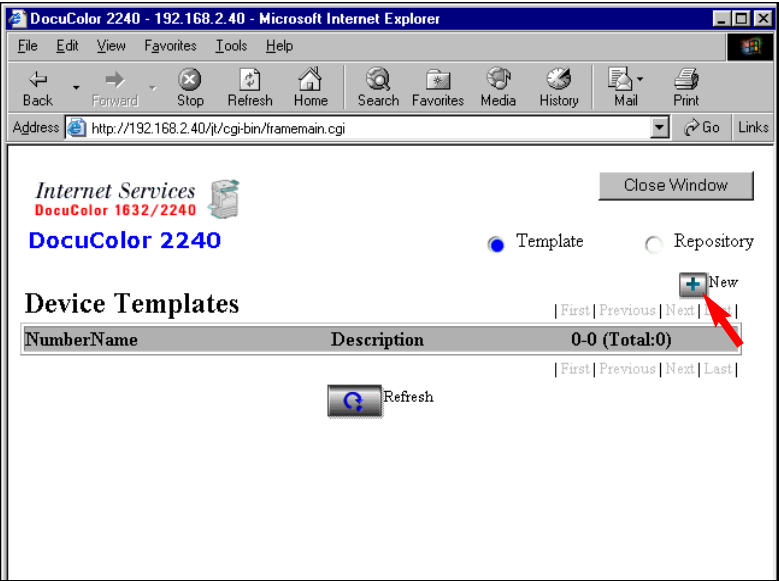


Fig. 2  
Click **New**.

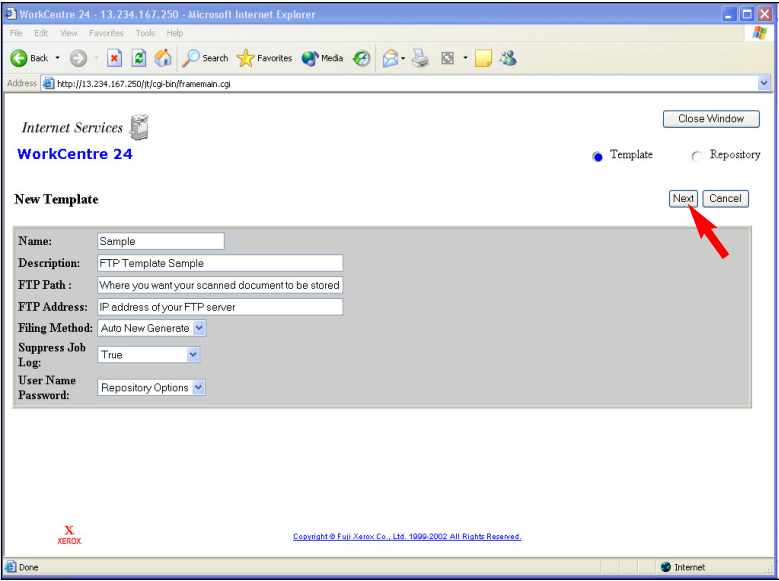


Fig. 4  
Enter Name, FTP Path and FTP address then click **Next**.

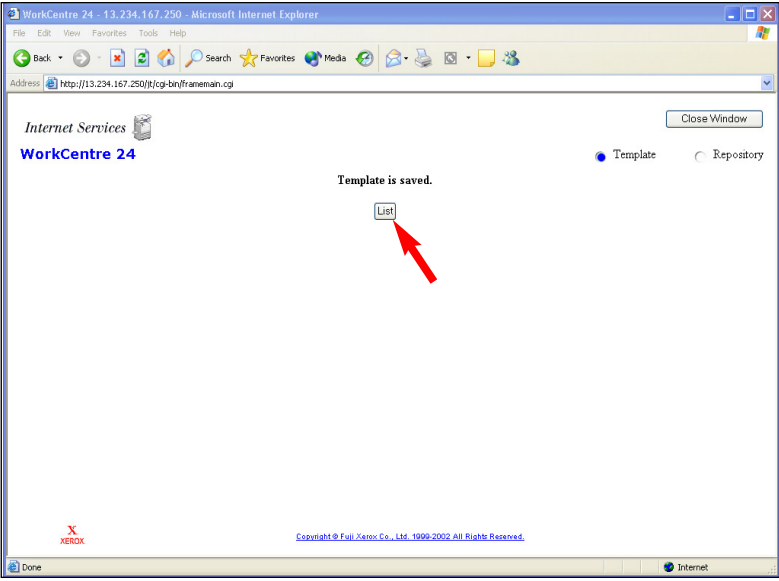


Fig. 6  
Click **List**.

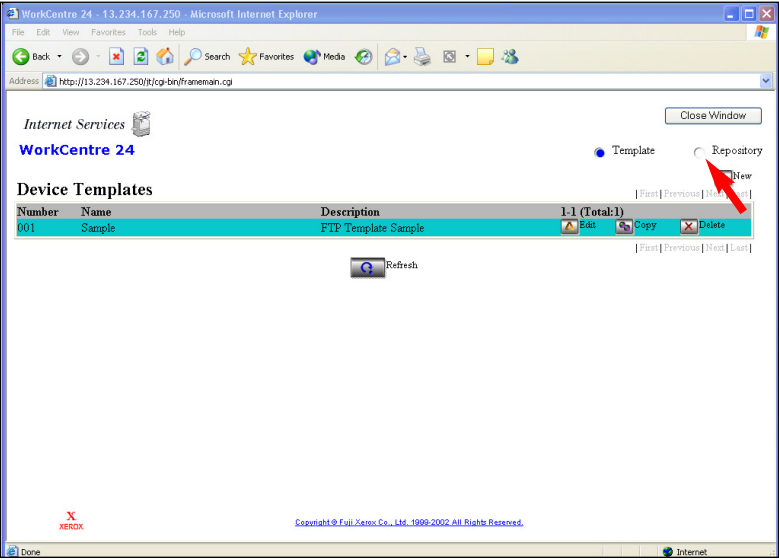


Fig. 7  
Click **Repository**.

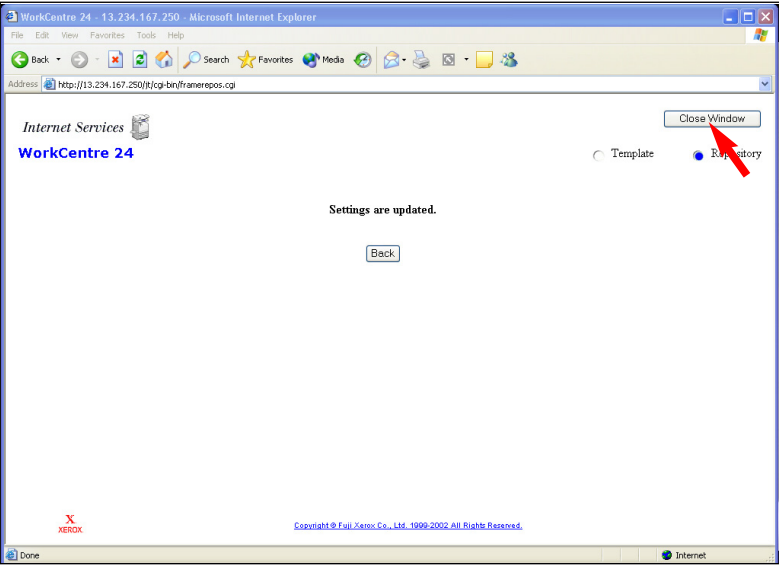


Fig. 9  
You are ready to scan. Click **Close Window**

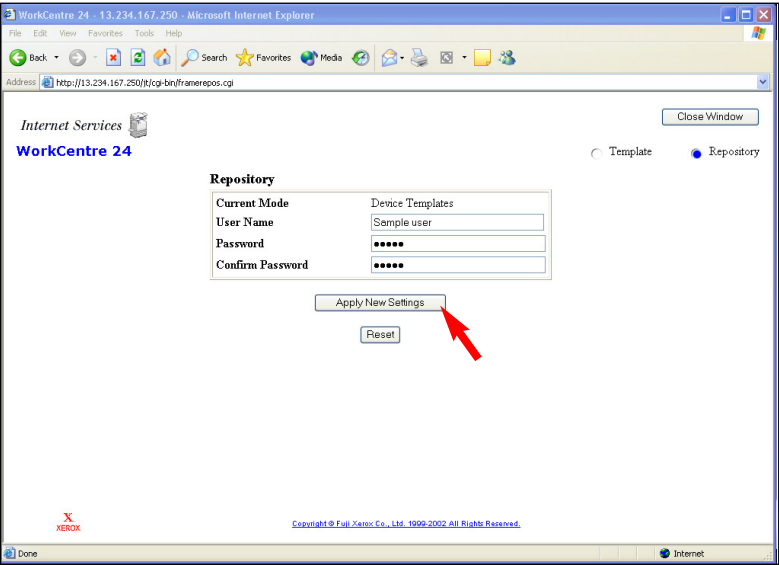


Fig. 8  
Enter FTP Server User Name and Password then click **Apply New Settings**.

**Note:**  
If you click on "Back" you will return to the previous window seeing in Fig. 8 and the values will be blank. This is normal.

**Continue with Scan Using FTP Server Part 3 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.

# Quick Start Guide

**Scan Using FTP Server  
Part 2 of 3**



WorkCentre M24





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

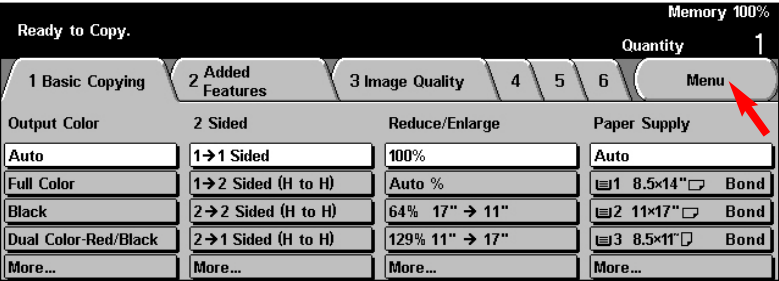


Fig. 2  
Select **Menu**.

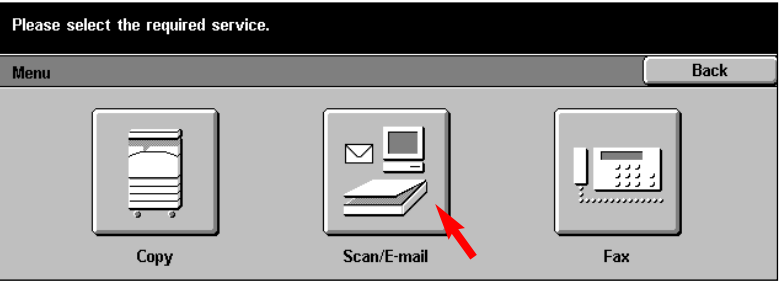


Fig. 3  
Select **Scan/E-mail**.

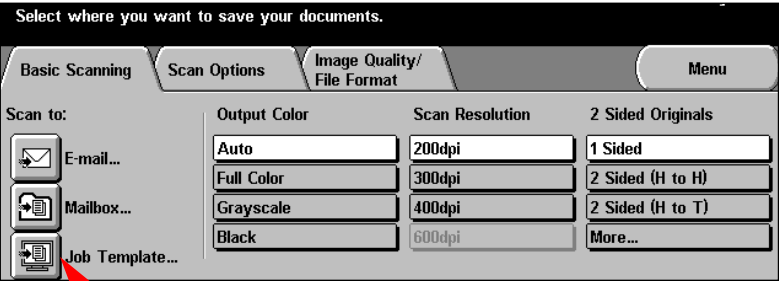


Fig. 4  
Select **Job Template**



Fig. 5  
Select template.

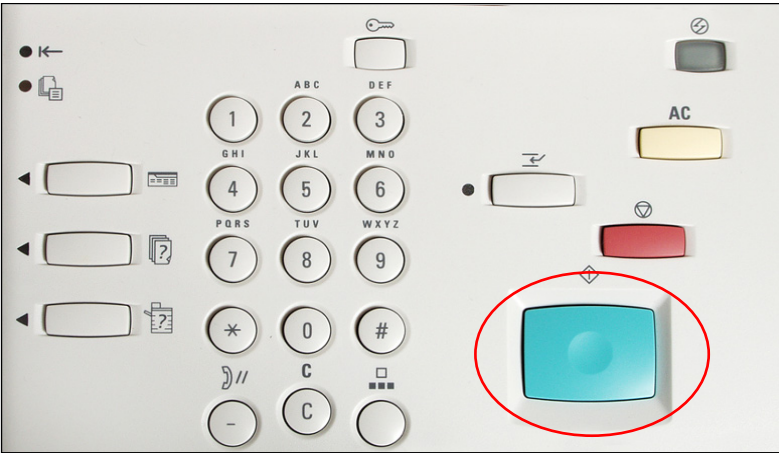


Fig. 6  
Press **Start**.

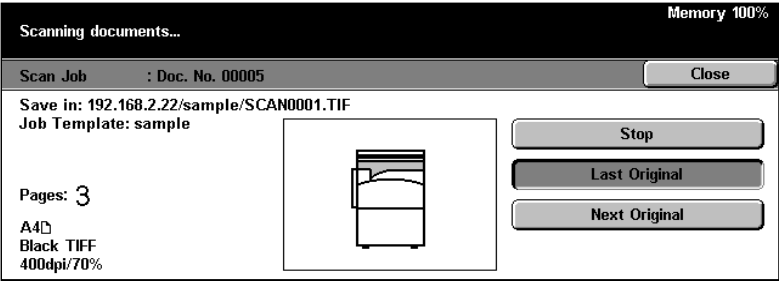


Fig. 7  
The document is being scanned.

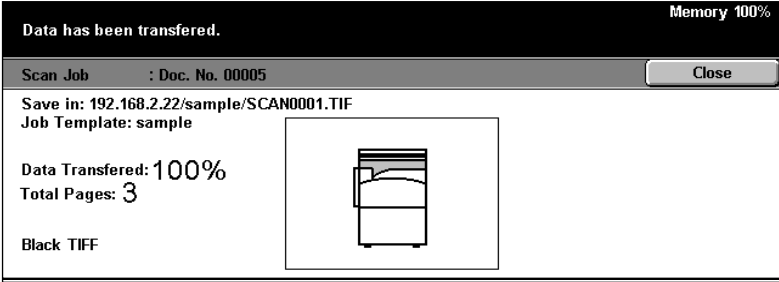


Fig. 8  
The document is being transferred.

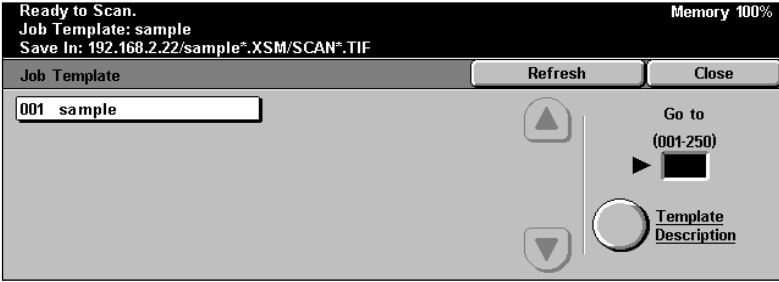


Fig. 9  
The scanned document is completed.

# Quick Start Guide

Scan Using FTP Server  
Part 3 of 3



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