



Fig. 1-1
Press **Access**.

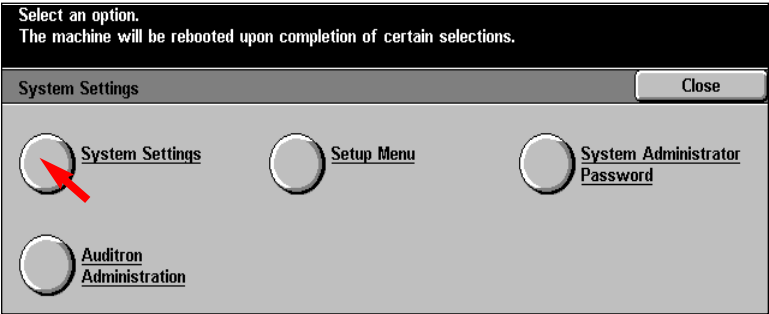


Fig. 1-4
Select **System Settings**.

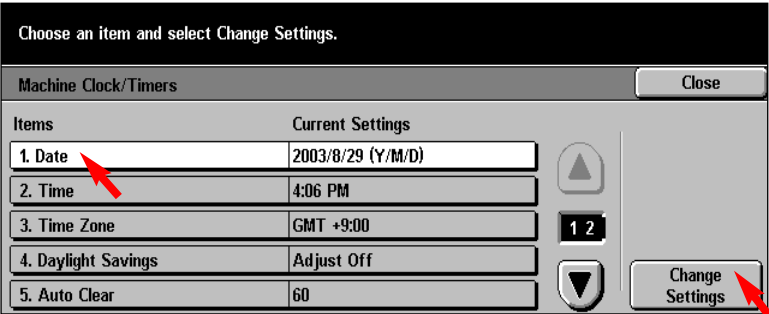


Fig. 1-7
Select **1. Date** and then press **Change Settings**.

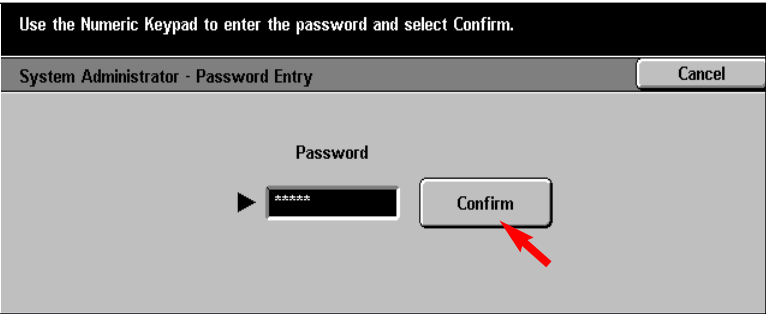


Fig. 1-2
Enter the Password using the Numeric Keypad and then press **Confirm**.

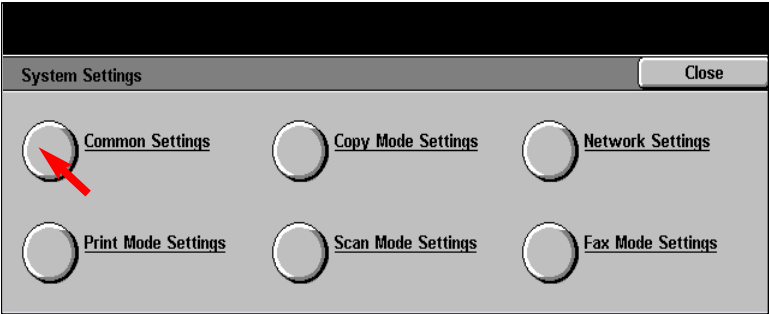


Fig. 1-5
Select **Common Settings**.

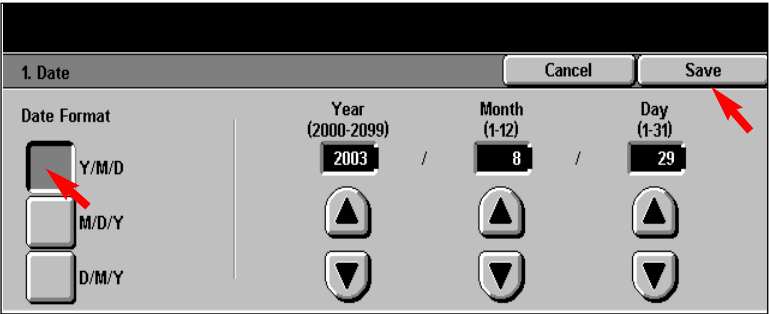


Fig. 1-8
Select the **Date Format**. Using the scroll arrows, select the correct year, month, and day. Select **Save**.

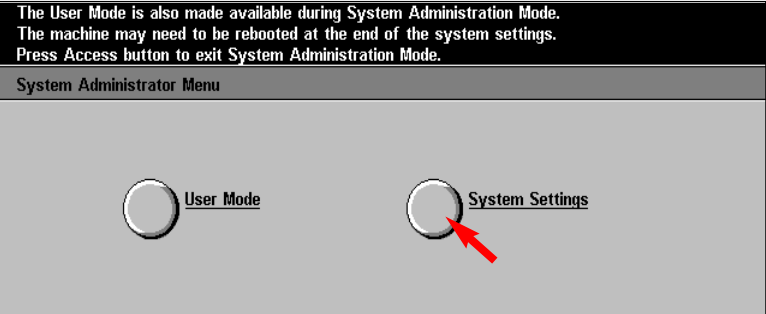


Fig. 1-3
Select **System Settings**.

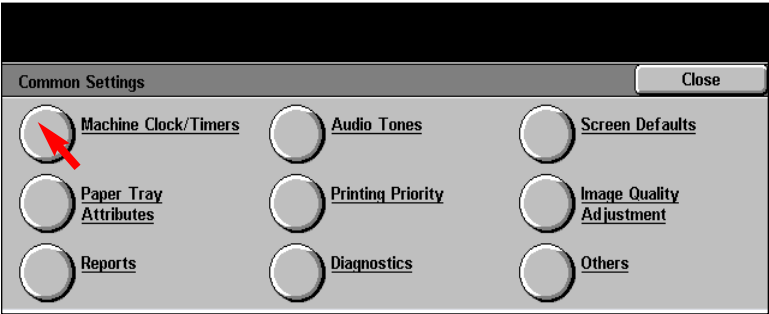


Fig. 1-6
Select **Machine Clock / Timers**.

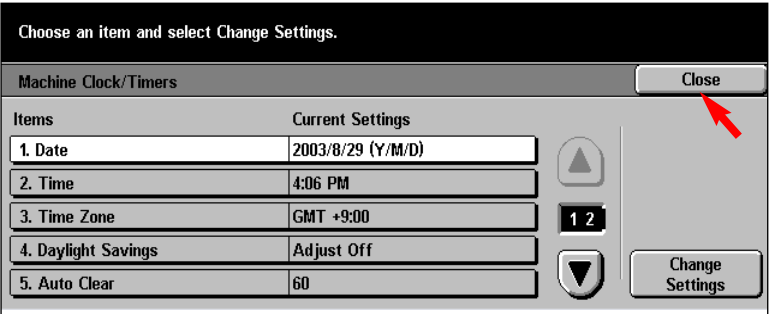


Fig. 1-9
Follow steps on Fig. 1-7 and Fig. 1-8 to change the settings for **2. Time**, **3. Time Zone**, and **4. Daylight Savings**. Select **Close** on the System Settings screen.

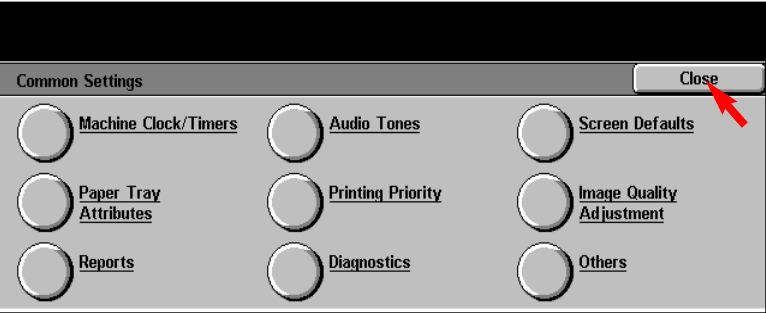


Fig. 1-10
Select **Close** on the Common Settings screen.

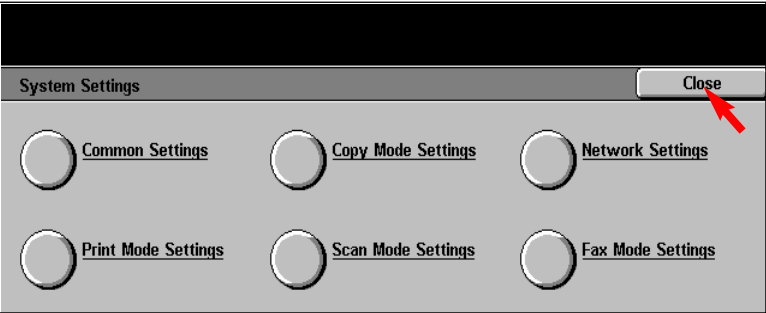


Fig. 1-11
Select **Close** on the System Settings screen.



Fig. 1-12
Select **Exit** on the Systems Settings screen, the machine will reboot.
The reboot will take approximately 5 minutes.

Quick Start Guide

Entering Local terminal Information
Part 1 of 2



WorkCentre M24

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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.



Fig. 2-1
Press **Access**.

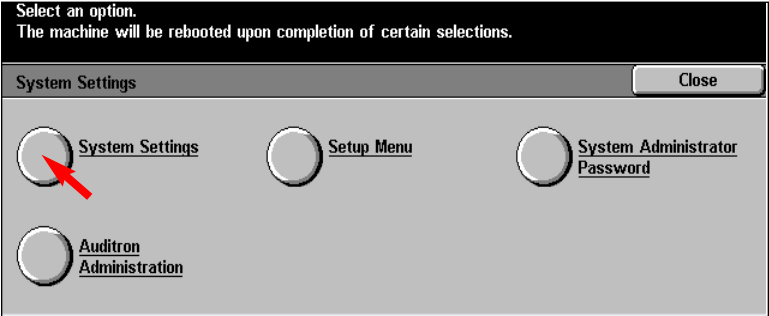


Fig. 2-4
Select **System Settings**.

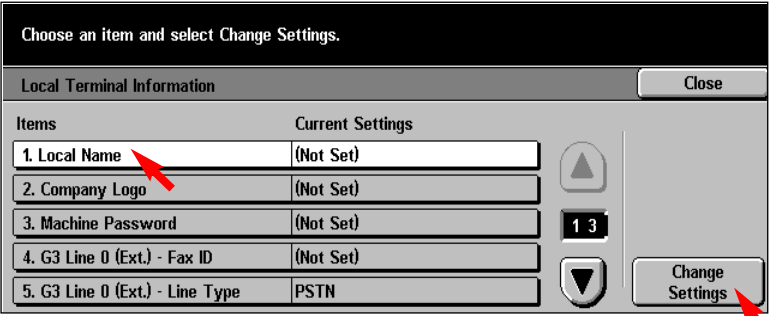


Fig. 2-7
Select **1. Local Name** and then press **Change Settings**.



Fig. 2-2
Enter the Password using the Numeric Keypad and then press **Confirm**.

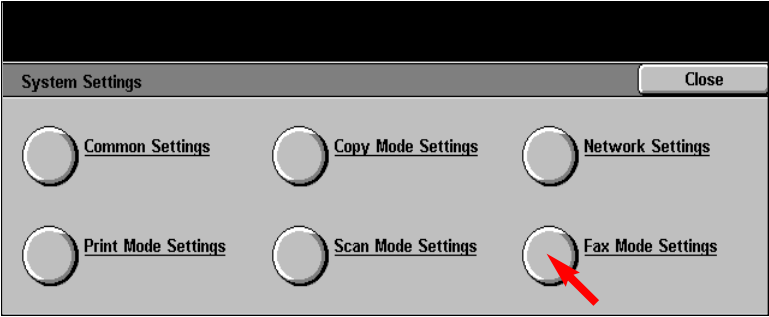


Fig. 2-5
Select **Fax Mode Settings**.

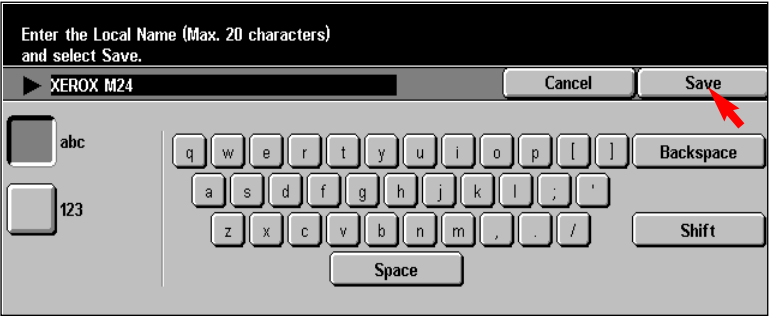


Fig. 2-8
Enter the local name and select **Save**.

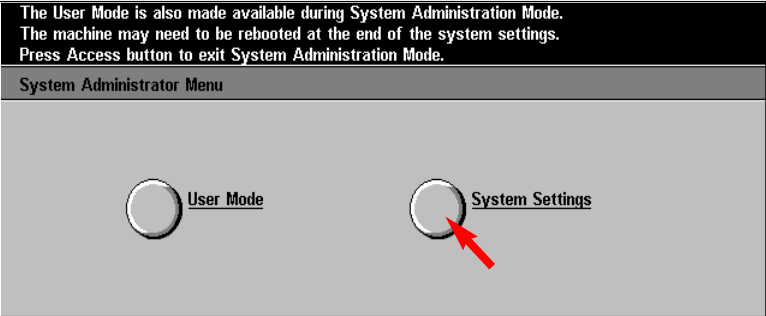


Fig. 2-3
Select **System Settings**.

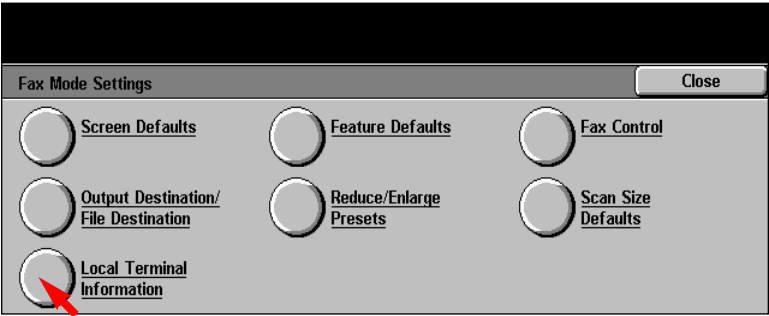


Fig. 2-6
Select **Local Terminal Information**.

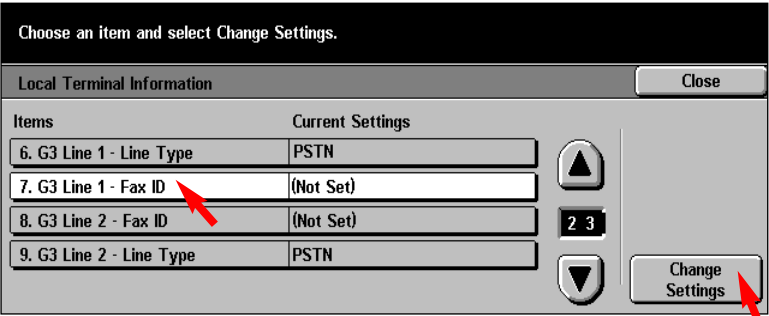


Fig. 2-9
Select **7. G3 Line 1- Fax ID** then press **Change Settings**.

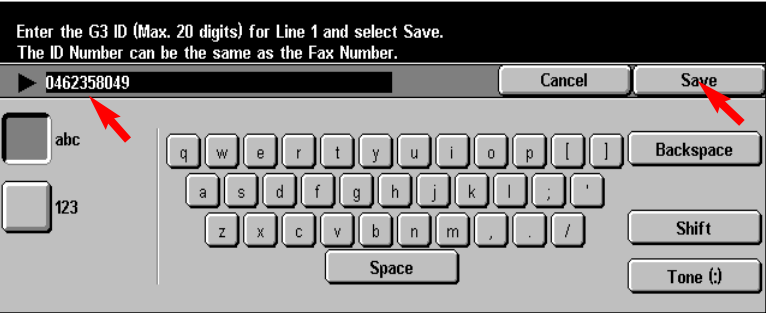


Fig. 2-10
Enter Fax Number of WorkCentre M24 and then press **Save**.

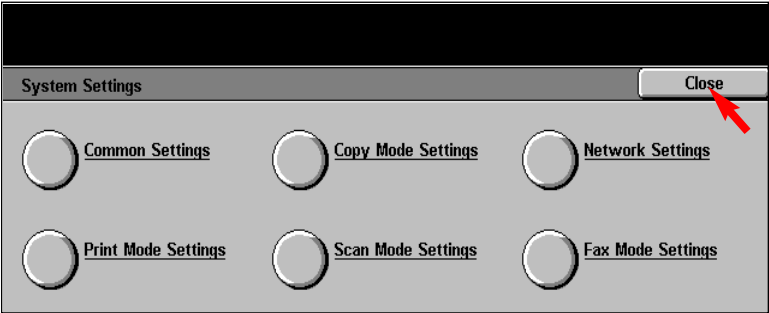


Fig. 2-13
Press **Close**.

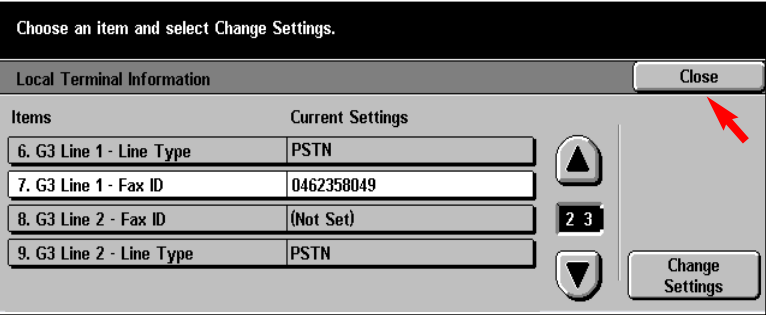


Fig. 2-11
Press **Close**.

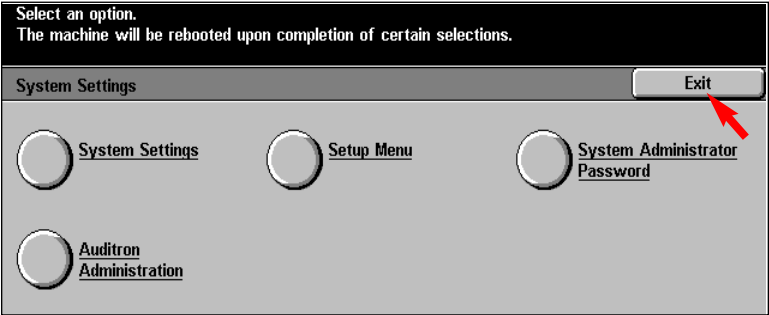


Fig. 2-14
Press **Exit**.

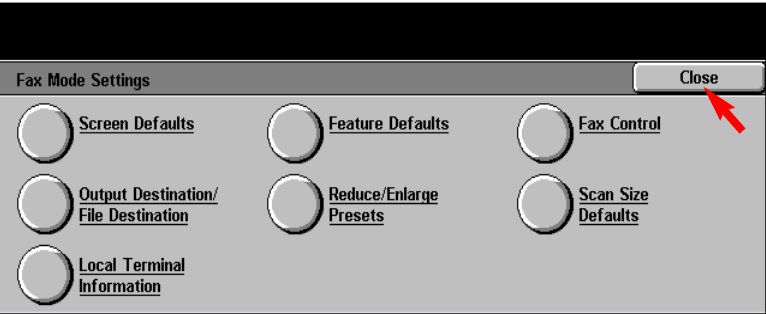


Fig. 2-12
Press **Close**.

Quick Start Guide

Entering Local Terminal Information
Part 2 of 2



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