



Fig. 1  
Press **Access**.

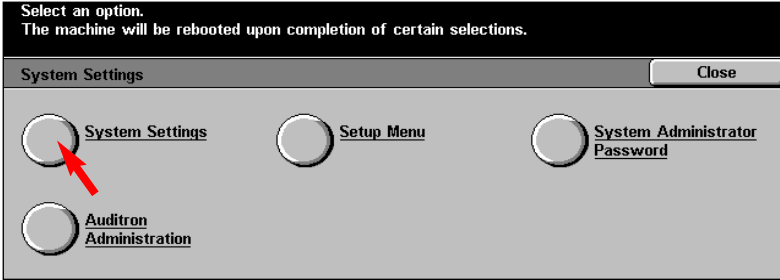


Fig. 4  
Press **System Settings**.

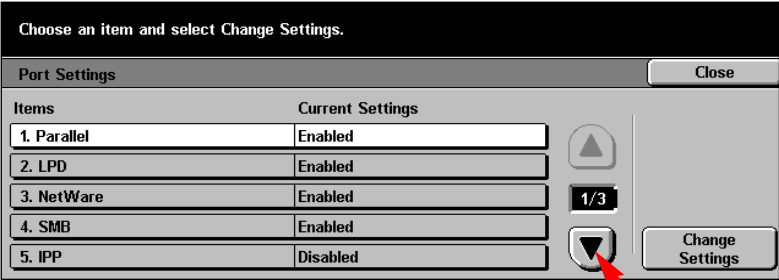


Fig. 7  
Press the **Arrow** button to scroll to Internet Services.



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

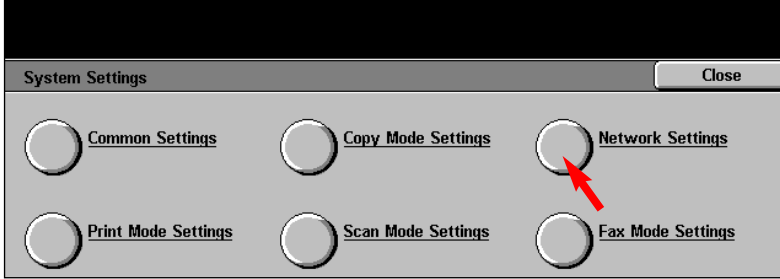


Fig. 5  
Press **Network Settings**.

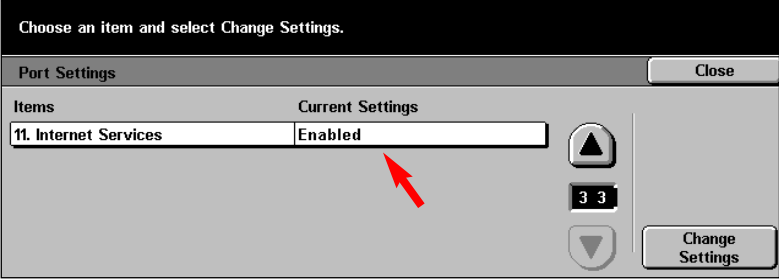


Fig. 8  
Make sure that **Internet Services** is enabled then press **Close**.

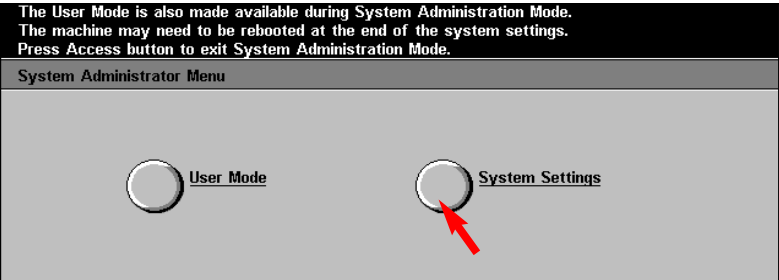


Fig. 3  
Press **System Settings**.

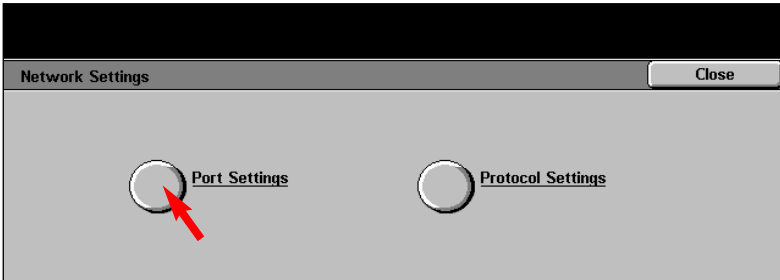


Fig. 6  
Press **Port Settings**.

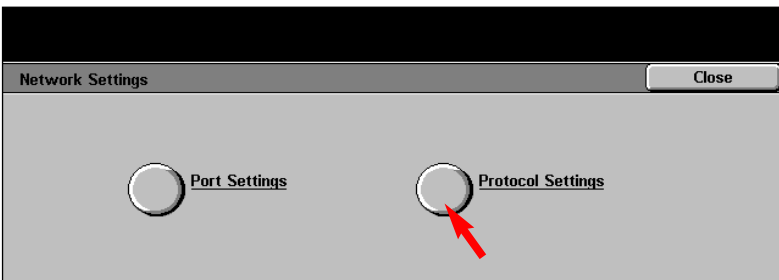


Fig. 9  
Press **Protocol Settings**.

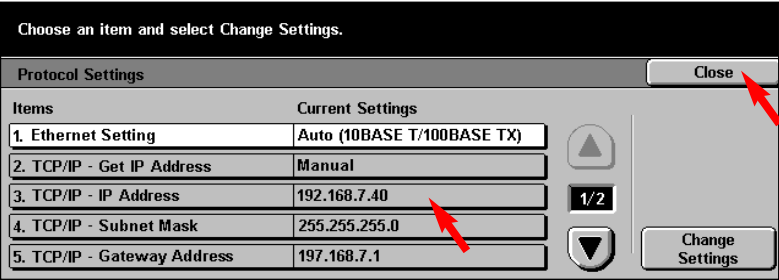


Fig. 10  
Please write down the current setting for "TCP/IP - IP Address" then press **Close**.

IP Address: \_\_\_\_\_

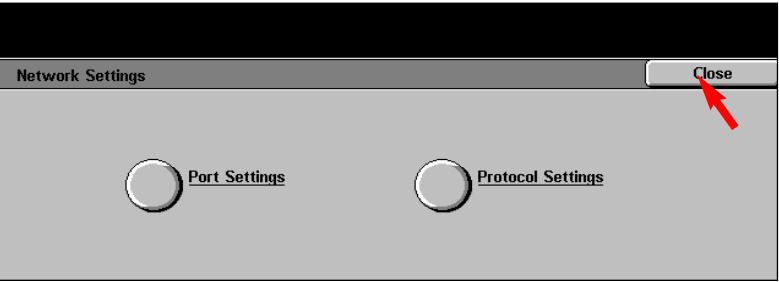


Fig. 11  
Press **Close**.

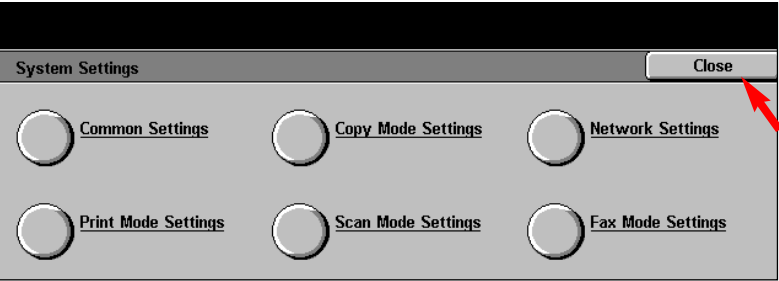


Fig. 12  
Press **Close**.



Fig. 13  
Press **Exit**.

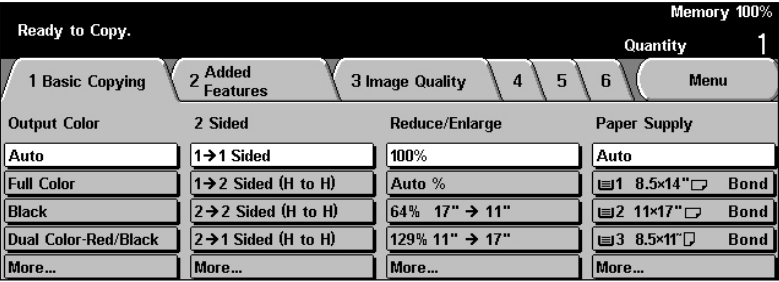


Fig. 14  
Setup for retrieving scanned documents using web browser is completed.  
**Continue with Retrieving Scanned Documents Using Web Browser Part 2 of 2.**

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

Retrieving Scanned Documents  
Using Web Browser Part 1 of 2



WorkCentre M24

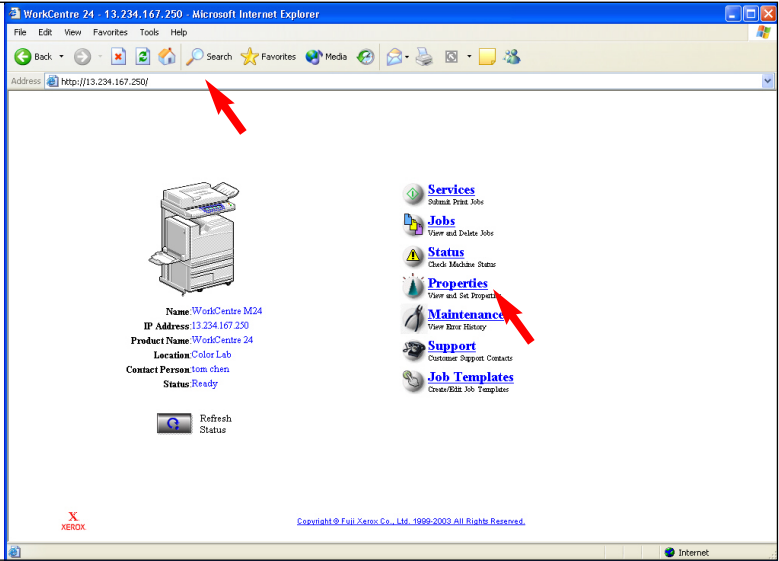


Fig. 1  
Enter the IP address of the WorkCentre M24 in the address field of Internet Browser. (You should see a home page like the one above) Then click **Properties**.

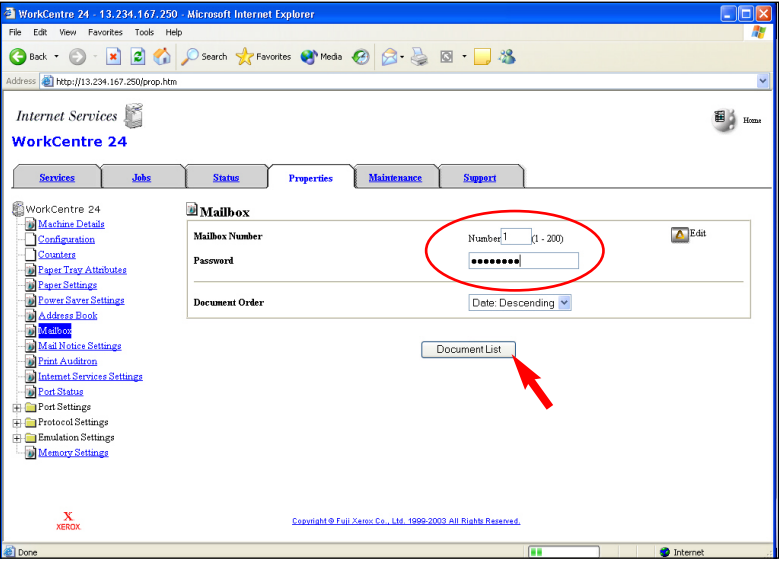


Fig. 3  
Enter the number of the mailbox in which the document was scanned. Then click the **Document List** button.

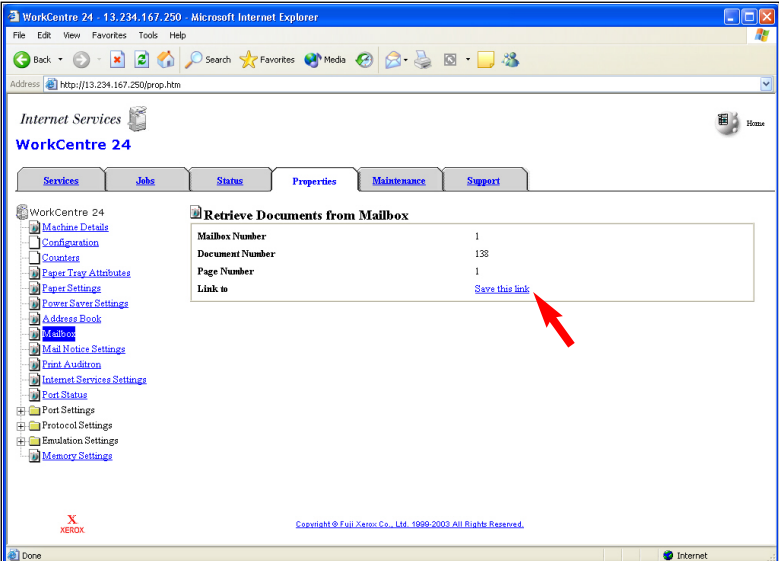


Fig. 5  
Click **Save this link**.

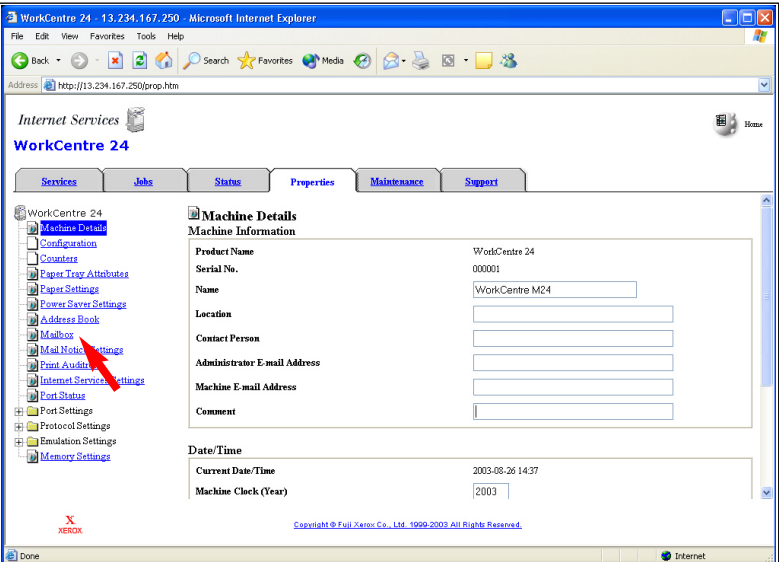


Fig. 2  
Click **Mailbox** on the left side of the page.

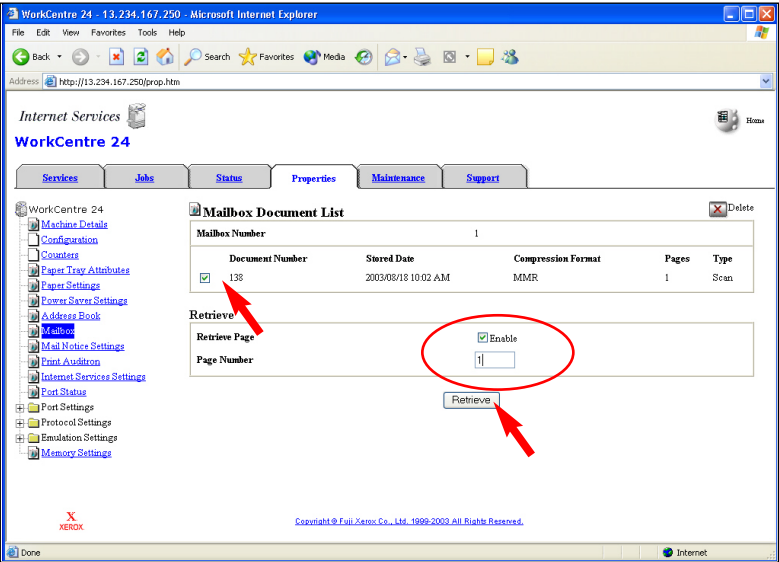


Fig. 4  
Place a check mark in the box next to the document to be retrieved and next to Enable. Enter Page Number. Click the **Retrieve** button.

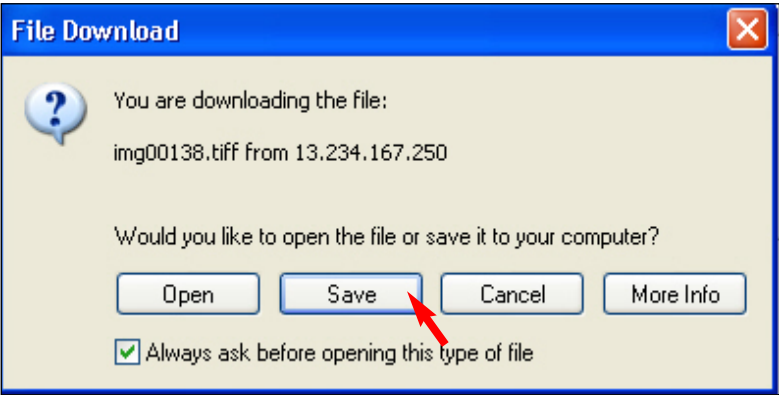


Fig. 6  
In the File Download window \*, click **Save**.

\* This window may vary depending on the operating system of the computer.

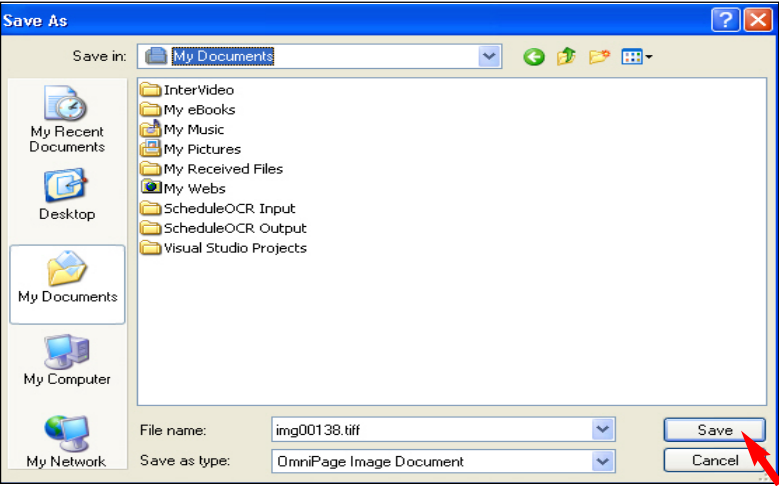


Fig. 7  
Browse to the folder where the scanned document is to be saved and click **Save**.

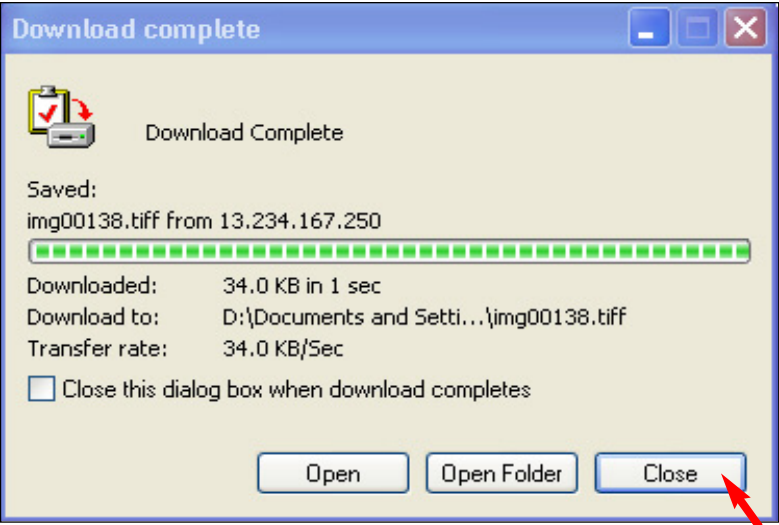


Fig. 8  
After download is completed click on **Close**.

**Note:**  
**You must have a viewer that will accommodate TIF file format, if you are retrieving your document as a TIF format.**



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Retrieving Scanned Documents  
Using Web Browser Part 2 of 2



WorkCentre M24