

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)

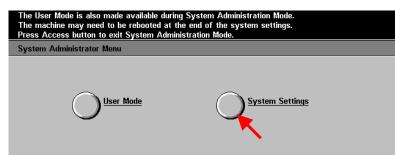


Fig. 3
Press **System Settings**.



Fig. 4
Press **Setup Menu**.



Fig. 5
Press Mailbox.

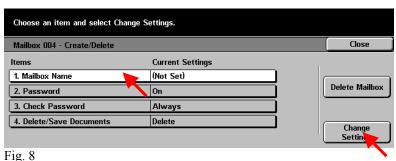


Fig. 6
Select the Mailbox to be created. Then press Create/Delete.

A new Mailbox will be created. Use the Numeric Keypad to enter a password (Max. 20 digits). Select Off if you do not want to assign a password for the Mailbox.				
New Mailbox - Assign Password		Cancel	Save	
Off On	Password			

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

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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.

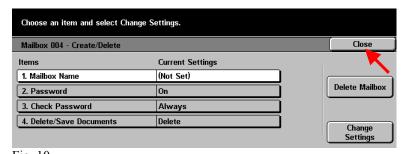


Fig. 10 Select Close.

Note: Password, Check Password, Delete/Save Documents may be set at this time.



Fig. 11 Press Close.



Fig. 12 Press Close.

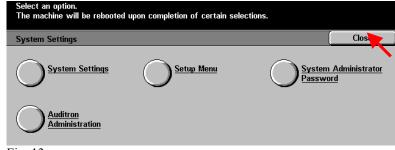


Fig. 13 Press Close.

D 1			Memory 100%
Ready to Copy.			Quantity 1
1 Basic Copying	2 Added 31 Features	mage Quality 4 5	6 Menu
Output Color	2 Sided	Reduce/Enlarge	Paper Supply
Auto	1→1 Sided	100%	Auto
Full Color	1→2 Sided (H to H)	Auto %	■1 8.5×14"□ Bond
Black	2→2 Sided (H to H)	64% 17" → 11"	■2 11×17" Bond
Dual Color-Red/Black	2→1 Sided (H to H)	129% 11" → 17"	■ 3 8.5×11*□ Bond
More	More	More	More

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 DOCUMENT COMPANY XEROX

Quick Start Guide

Creating Mailbox



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