

Fig. 1  
Press **Access**.

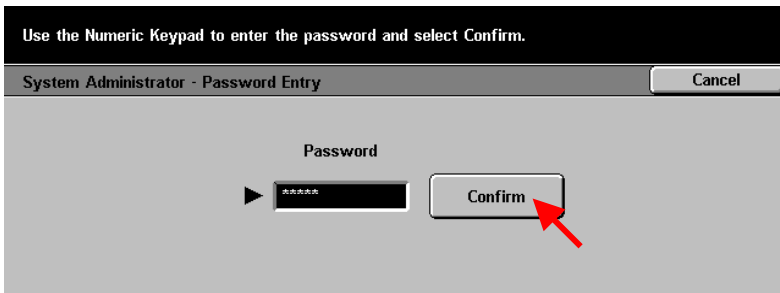


Fig. 2  
Enter the System Administrator Password from the Numeric Keypad and then press **Confirm**. (See Machine Administration User Guide for default password)

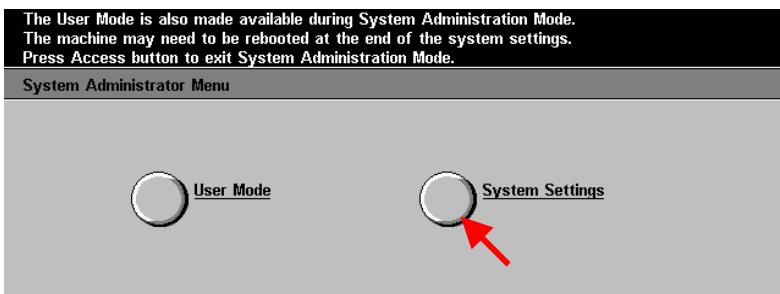


Fig. 3  
Press **System Settings**.

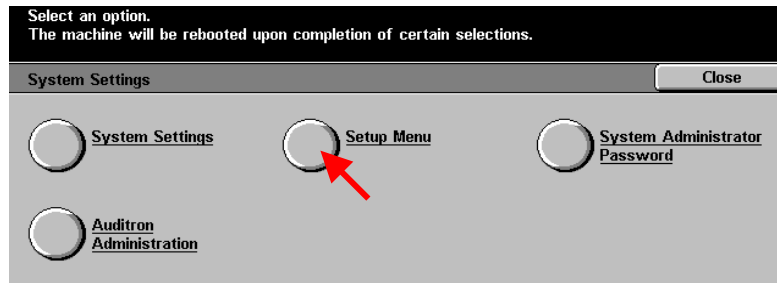


Fig. 4  
Press **Setup Menu**.

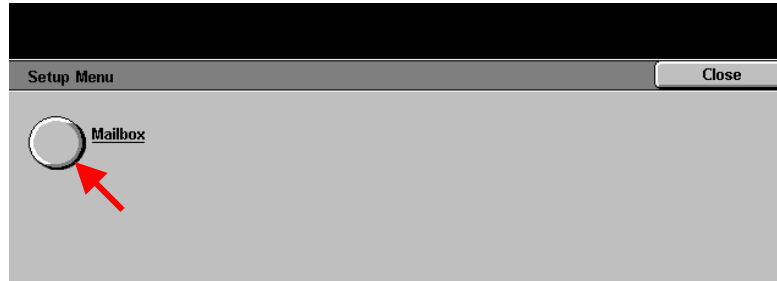


Fig. 5  
Press **Mailbox**.

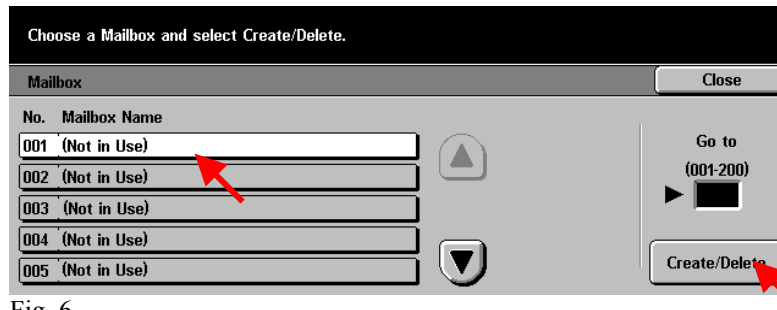


Fig. 6  
Select the **Mailbox** to be created. Then press **Create/Delete**.

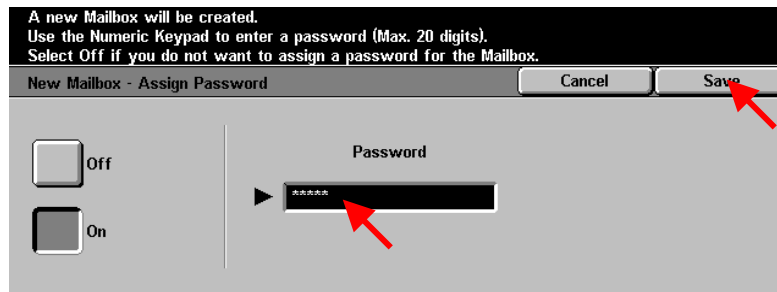


Fig. 7  
Use the Numeric Keypad to enter the password. (ie. 12345) Then press **Save**.

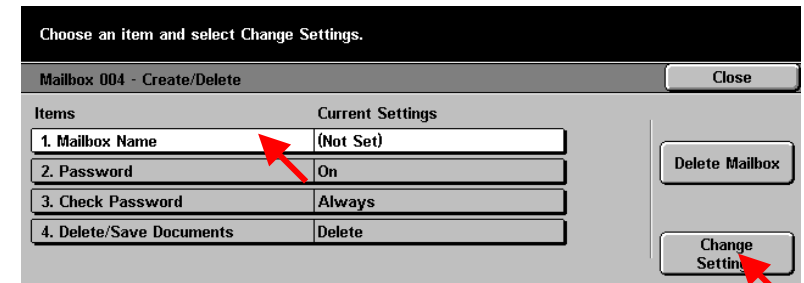


Fig. 8  
Select **1. Mailbox Name** then press **Change Settings**.



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.

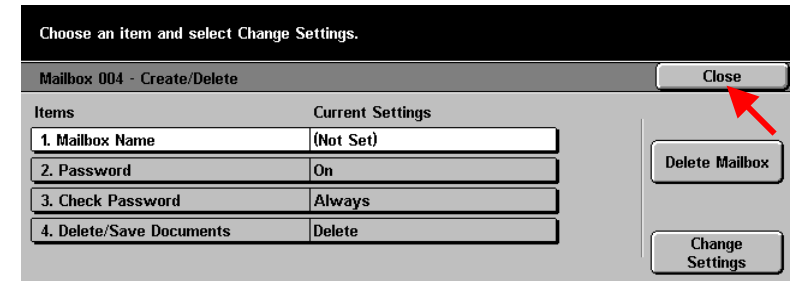


Fig. 10  
Select **Close**.  
Note: Password, Check Password, Delete/Save Documents may be set at this time.



Fig. 11  
Press **Close**.

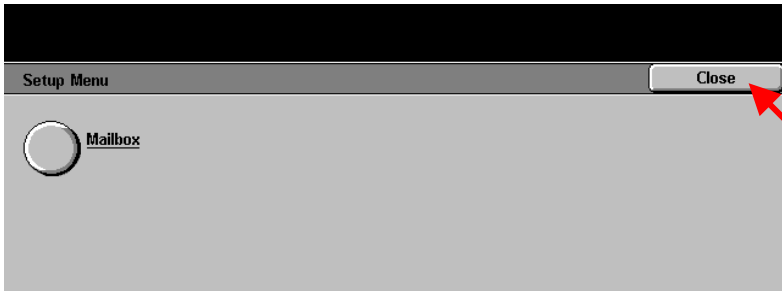


Fig. 12  
Press **Close**.



Fig. 13  
Press **Close**.

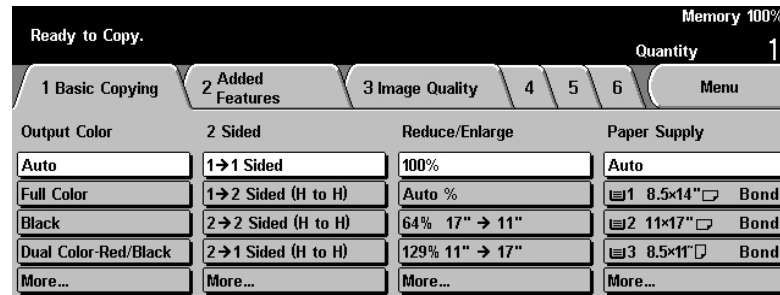


Fig. 14  
The Menu Screen is displayed and the Mailbox creation is complete.

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: \_\_\_\_\_

## Quick Start Guide



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