

Fig. 1  
Select **Properties**.

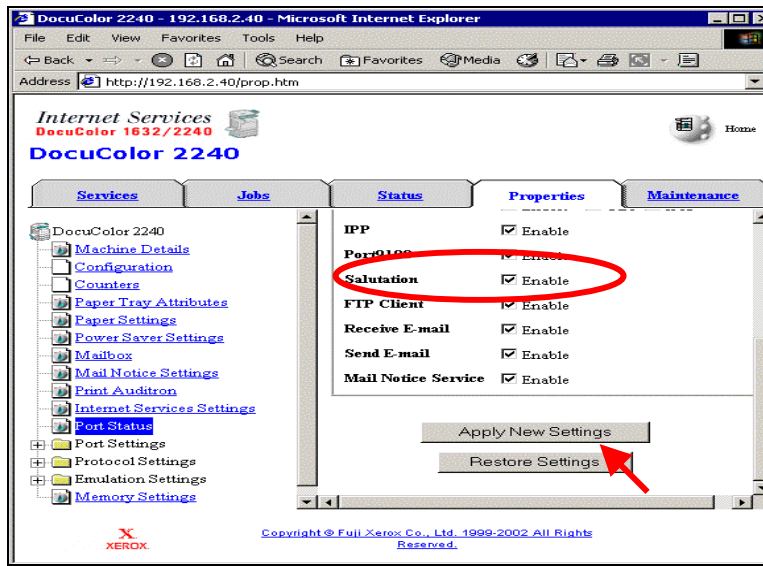


Fig. 3  
Place a check mark in the “Enable” box next to **Salutation**. Select **Apply New Settings**.  
\*If a check mark already appears in the “Enable” box next to **Salutation** skip the remaining steps in this pamphlet and continue to Retrieving Scanned Documents Using Scan Driver Part 2 of 2.

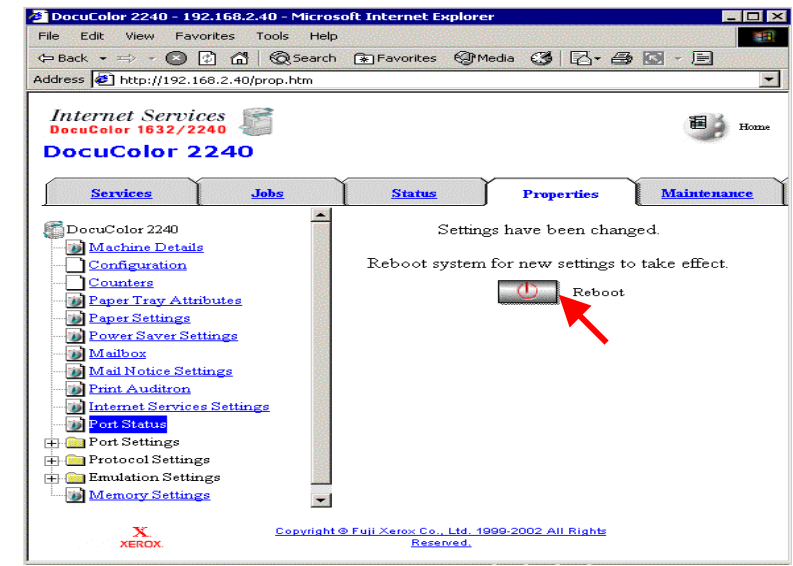


Fig. 5  
The “Settings have been changed” confirmation screen appears. Click **Reboot**.

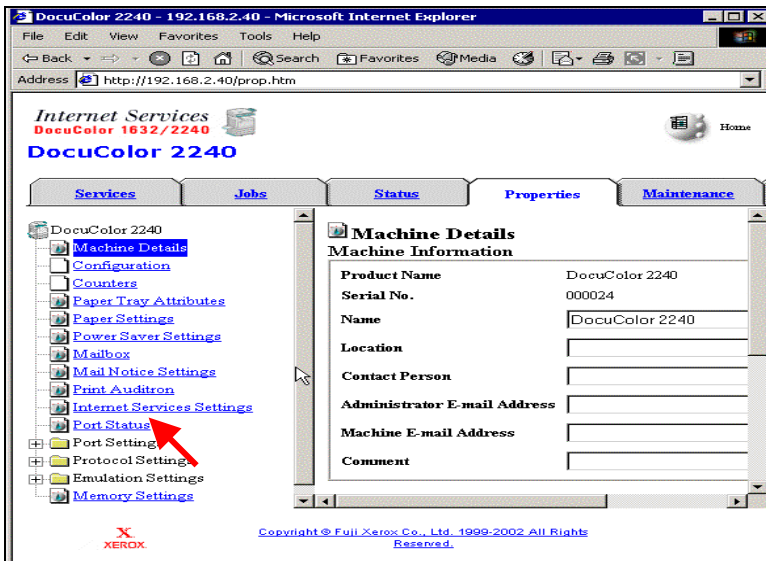


Fig. 2  
Select **Port Status**.

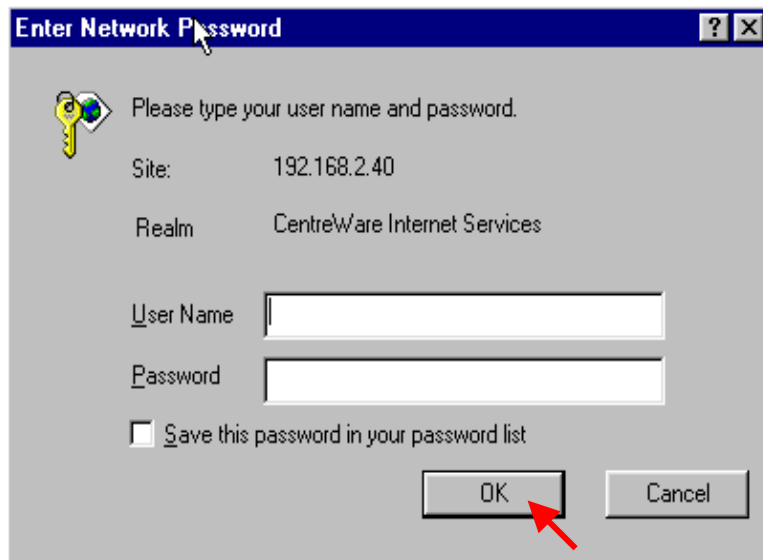


Fig. 4  
Enter the User Name and Password. Click **OK**. (See Machine Administration User Guide for default password)  
\*This screen might not appear if the username and password have already been entered.

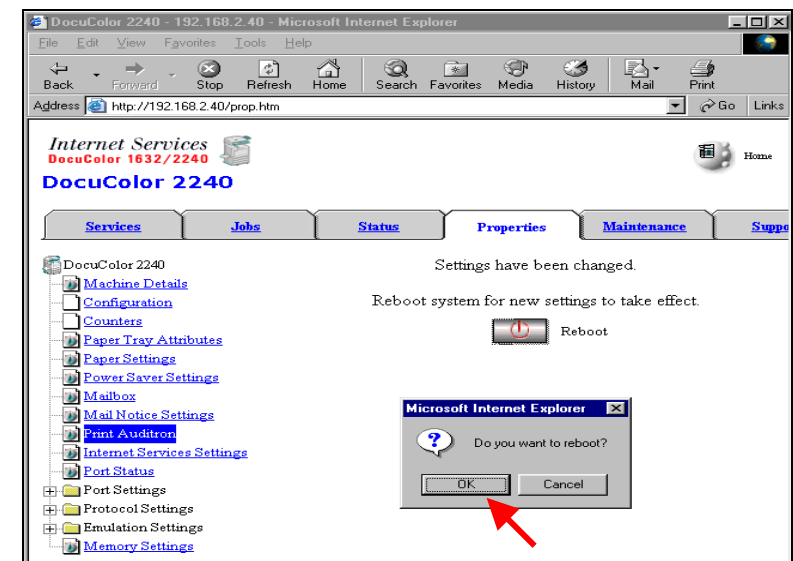


Fig. 6  
Click **OK** (The DC 1632/2240 will take approximately 2 minutes to reboot.)

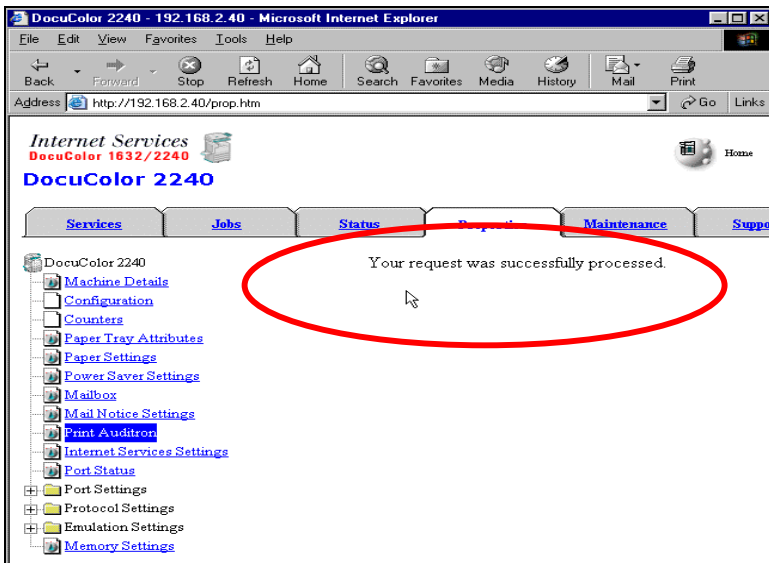


Fig. 7  
If the message “Your request was successfully processed” is not displayed, repeat the steps in this pamphlet.

**Continue with Retrieving Scanned Documents using Scan Driver Part 2 of 2.**

## Quick Start Guide

**Retrieving Scanned Documents  
Using Scan Driver Part 1 of 2**



**DocuColor 2240/1632**

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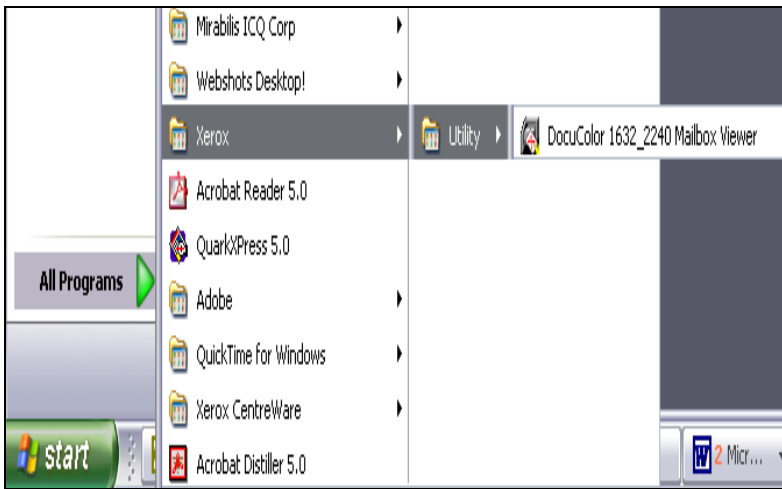


Fig. 1  
From desktop Operating System **Select Start | All Programs | Xerox | Utility | Docucolor 1632/2240 Mailbox Viewer.**  
\* This screen may vary depending on the operating system of the computer.

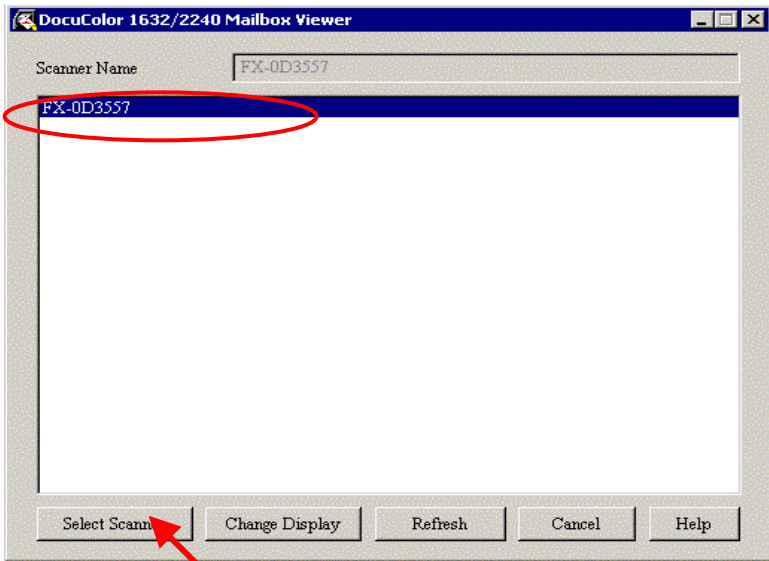


Fig. 2  
If the scanner name is displayed click on **Select Scanner** and continue to Fig. 6. If it is not go to Fig. 3.

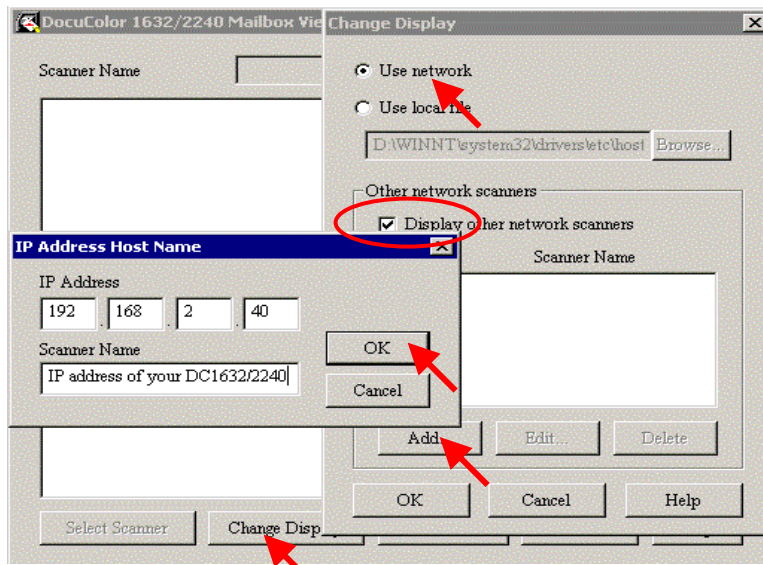


Fig. 3  
Select **Change Display**. Select **Use Network**. Make sure **Display other network scanners** is checked. Click on **Add**. Enter IP address and Scanner Name. Click on **OK**.

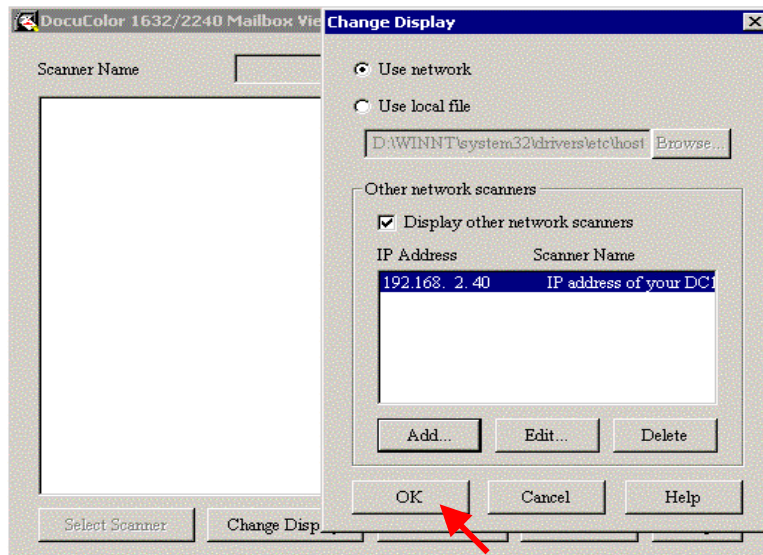


Fig. 4  
Select **Ok**.

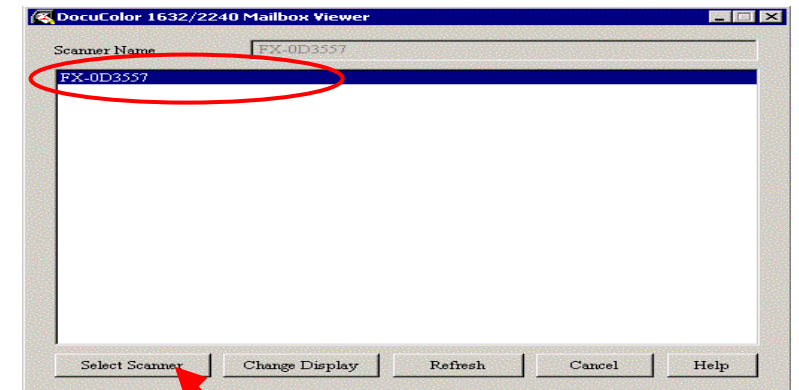


Fig. 5  
Select the scanner and click on **Select Scanner**.

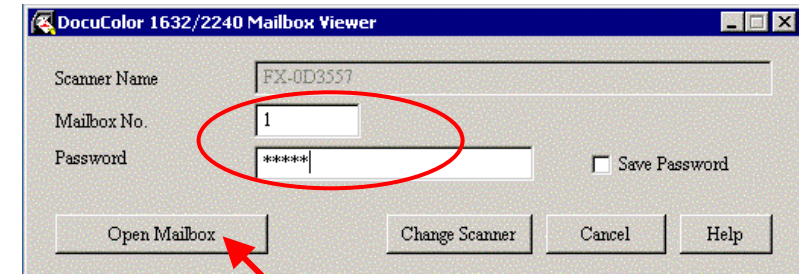


Fig. 6  
Enter Mailbox Number and Password. Select **Open Mailbox**.

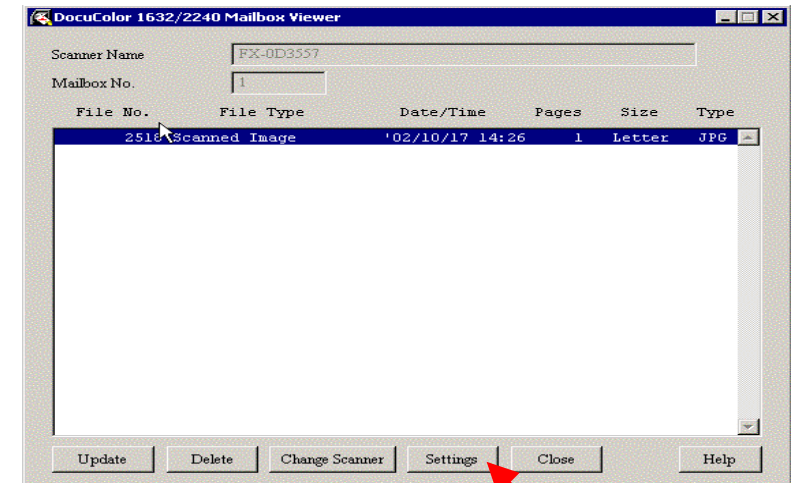


Fig. 7  
Select **Settings**.

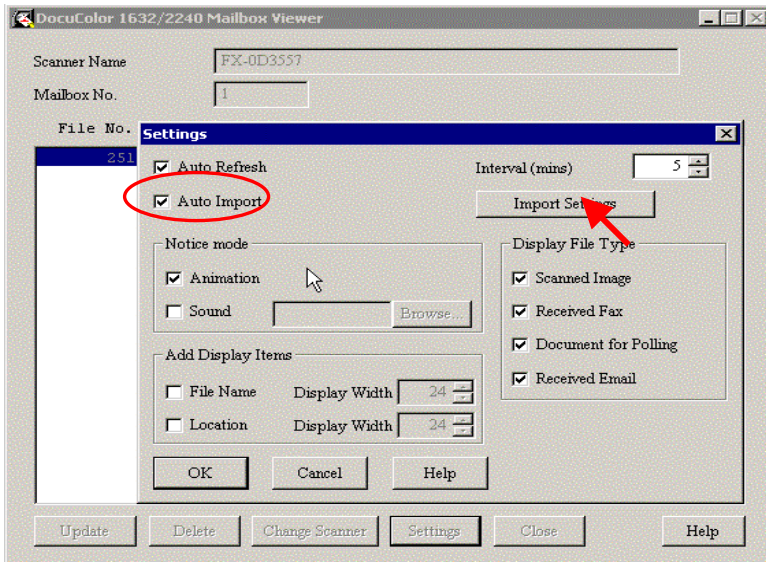


Fig.8  
Ensure “Auto Import” box is checked. Select **Import Settings**.

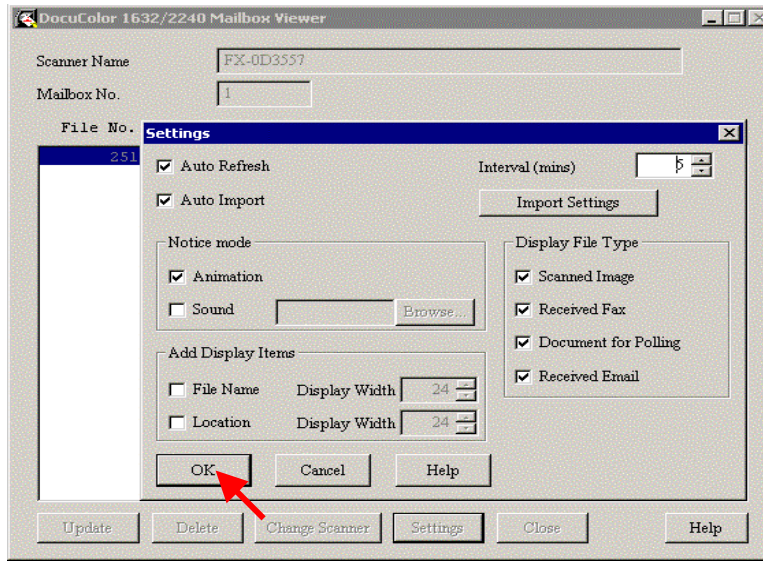


Fig. 10  
Select **Ok**.

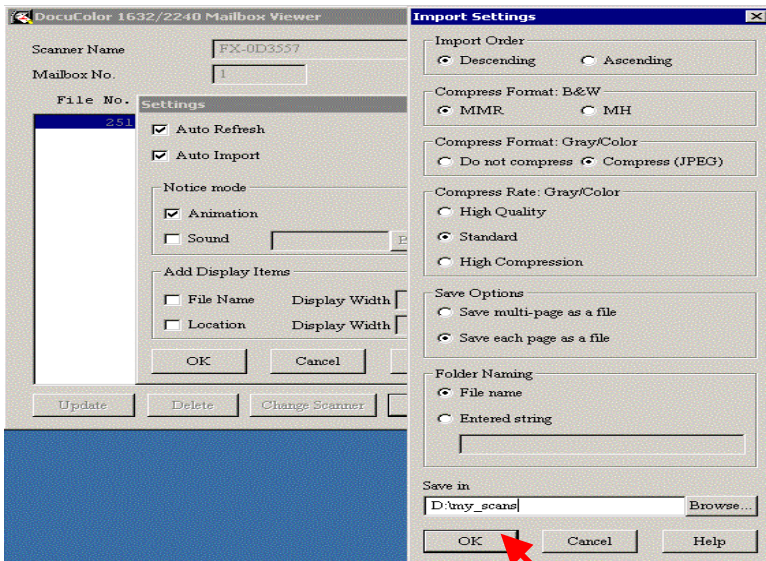


Fig. 9  
In the “Save in” box enter the path of the folder in which you want your scanned images to be saved. Select **Ok**.

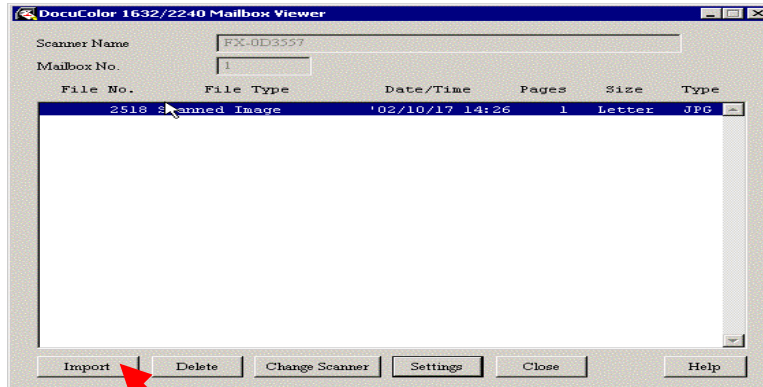


Fig. 11  
Select **Import**.

## Quick Start Guide



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