Fig. 1
Press **Access**.

System Administrator - Password Entry   Cancel

Password
► *****   Confirm

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

The User Mode is also made available during System Administration Mode.
The machine may need to be rebooted at the end of the system settings.
Press Access button to exit System Administration Mode.

System Administrator Menu

○ User Mode   ○ System Settings

Fig. 3
Press **System Settings**.

Select an option.
The machine will be rebooted upon completion of certain selections.

System Settings   Close

○ System Settings   ○ Setup Menu   ○ System Administrator Password

○ Auditron Administration

Fig. 4
Press **Setup Menu**.

Setup Menu   Close

○ Mailbox   ○ Address Book   ○ Group Send

○ Comment

Fig. 5
Press **Mailbox**.

Choose a Mailbox and select Create/Delete.

Mailbox   Close

No.	Mailbox Name
001	(Not in Use)
002	(Not in Use)
003	(Not in Use)
004	(Not in Use)
005	(Not in Use)

Go to
(001-200)
►

Create/Delete

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   Password
■ On   ► *****
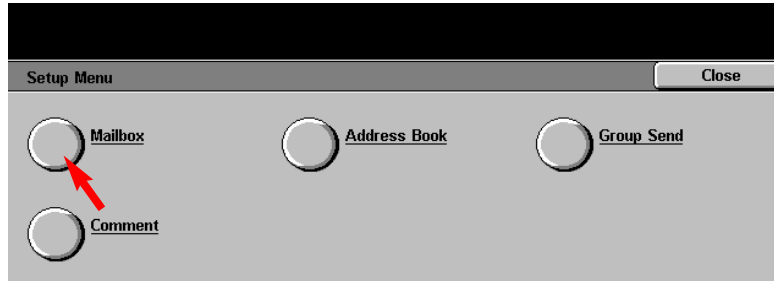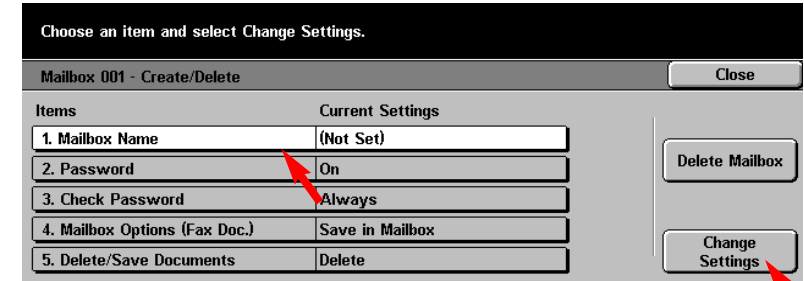
Fig. 7
Use the Numeric Keypad to enter the password. Then press **Save**.

Choose an item and select Change Settings.

Mailbox 001 - Create/Delete   Close

Items	Current Settings
1. Mailbox Name	(Not Set)
2. Password	On
3. Check Password	Always
4. Mailbox Options (Fax Doc.)	Save in Mailbox
5. Delete/Save Documents	Delete

Delete Mailbox

Change Settings

Fig. 8
Select **1. Mailbox Name** then press **Change Settings**.
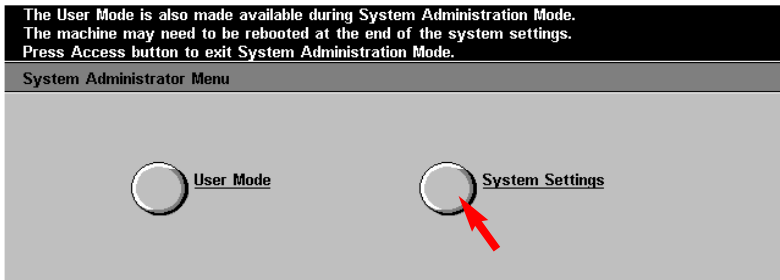
Enter a name (Max. 10 characters) for Mailbox 001
and select Save.

► sample   Cancel   Save

□ abc
□ 123
□ àáä

q w e r t y u i o p [ ]   Backspace
a s d f g h j k l ; '
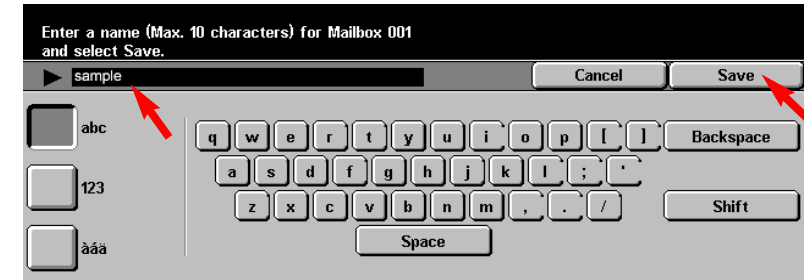z x c v b n m , . /   Shift
Space

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.
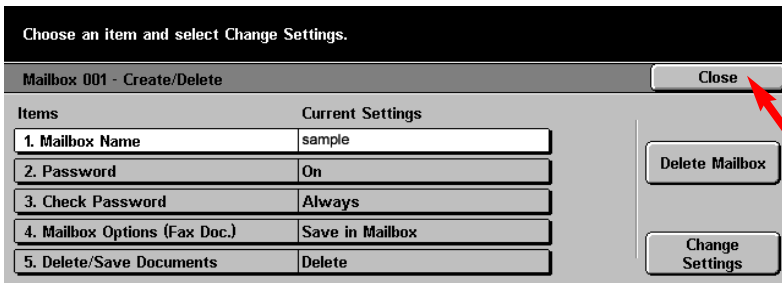

Choose an item and select Change Settings.

Mailbox 001 - Create/Delete [Close]

Items	Current Settings
1. Mailbox Name	sample
2. Password	On
3. Check Password	Always
4. Mailbox Options (Fax Doc.)	Save in Mailbox
5. Delete/Save Documents	Delete

[Delete Mailbox]

[Change Settings]

Fig. 10
Select **Close**.

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

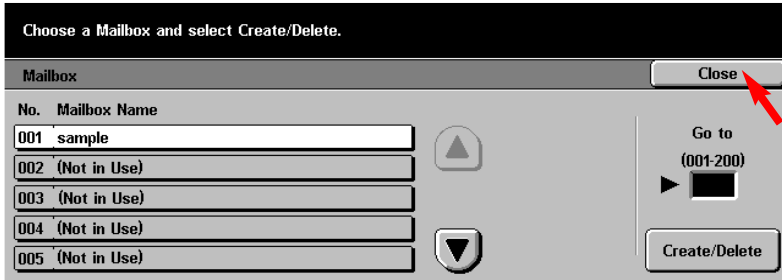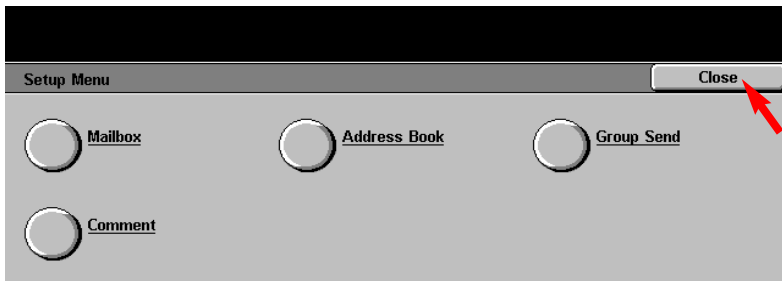**Choose a Mailbox and select Create/Delete.**

Mailbox [Close]

No.	Mailbox Name
001	sample
002	(Not in Use)
003	(Not in Use)
004	(Not in Use)
005	(Not in Use)

Go to (001-200)

[Create/Delete]

Fig. 11
Select **Close**.

Setup Menu [Close]

○ Mailbox   ○ Address Book   ○ Group Send

○ Comment

Fig. 12
Select **Close**.

Select an option.
The machine will be rebooted upon completion of certain selections.

System Settings [Close]

○ System Settings   ○ Setup Menu   ○ System Administrator Password

○ Auditron Administration

Fig. 13
Select **Close**.

Ready to Copy.   Memory 100%
Quantity   1

1 Basic Copying	2 Added Features	3 Image 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 8.5x14" 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.
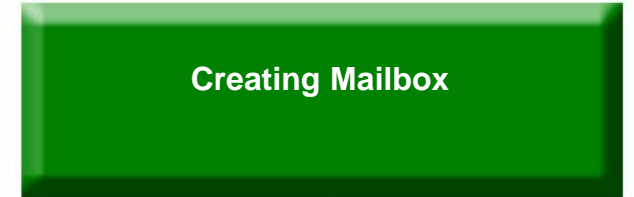
Mailbox Number: _____

Mailbox Password: _____

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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.

Quick Start Guide

Creating Mailbox

WorkCentre M24