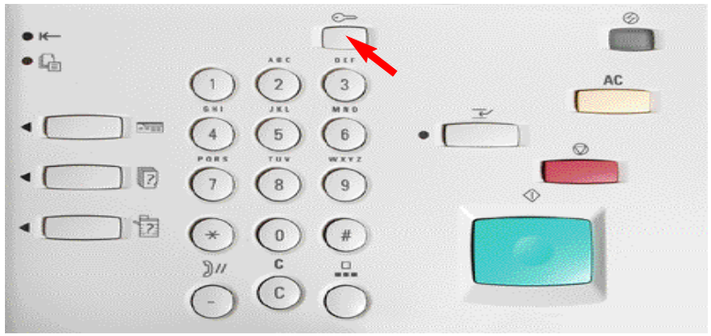

Fig. 1-1
Press **Access**.

Fig. 1-2
Enter System Administrator Password using the Numeric Keypad and then press **Confirm**. (See Machine Administrator User Guide for default password.)

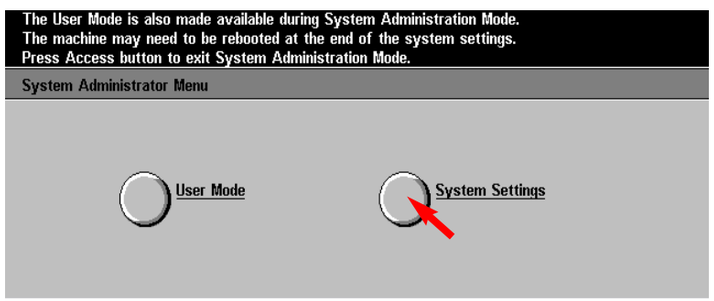

Fig. 1-3
Select **System Settings**.

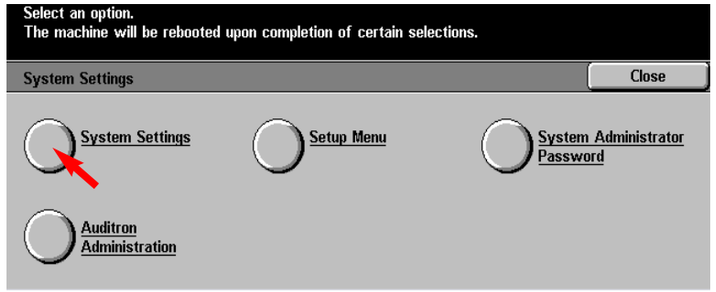

Fig. 1-4
Select **System Settings**.

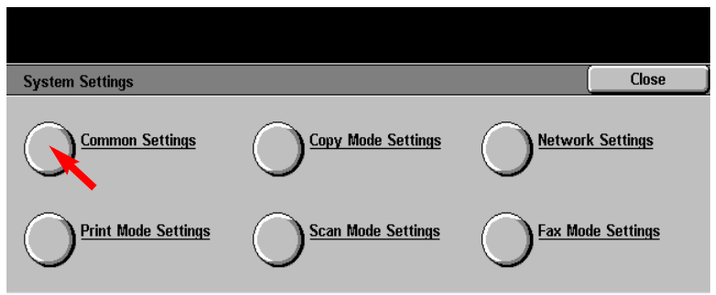

Fig. 1-5
Select **Common Settings**.

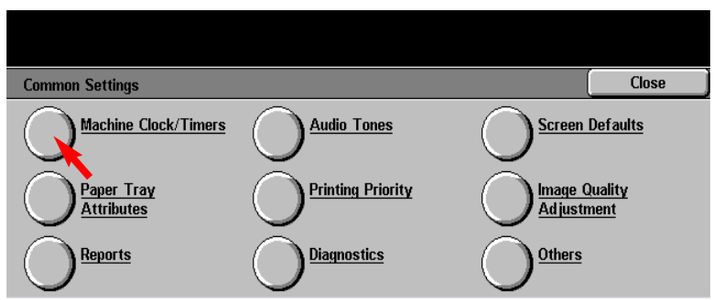

Fig. 1-6
Select **Machine Clock / Timers**.

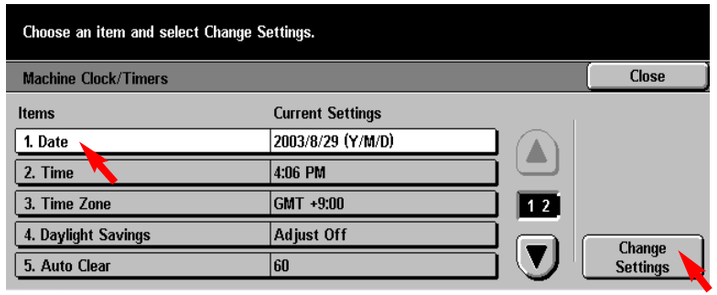

Fig. 1-7
Select **1. Date** and then press **Change Settings**.

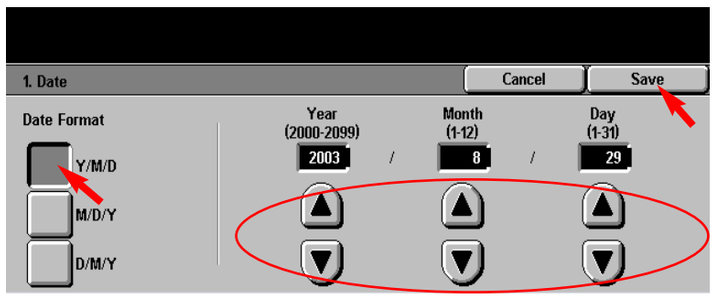

Fig. 1-8
Select a **Date Format**. Using the scroll arrows, select the correct year, month, and day. Select **Save**.

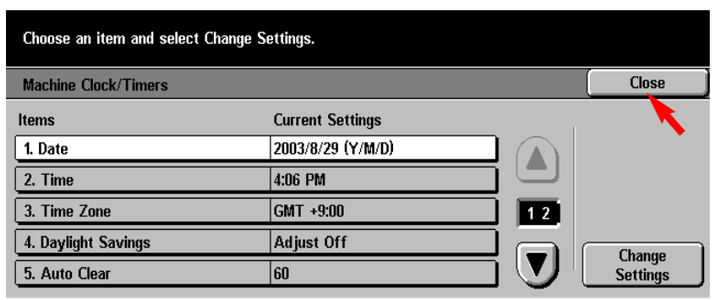

Fig. 1-9
Follow steps on Fig. 1-7 and Fig. 1-8 to change the settings for **2. Time**, **3. Time Zone**, and **4. Daylight Savings**. Select **Close** on the System Settings screen.

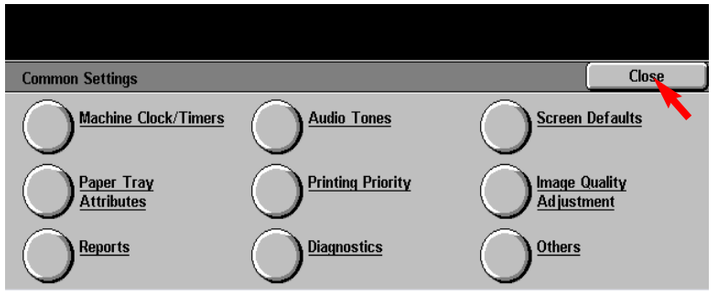

Fig. 1-10
Select **Close** on the Common Settings screen.

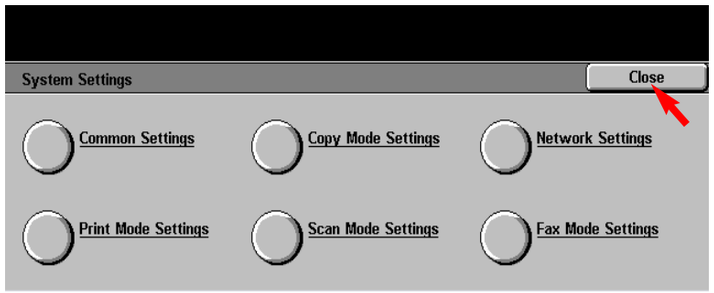

Fig. 1-11
Select **Close** on the System Settings screen.

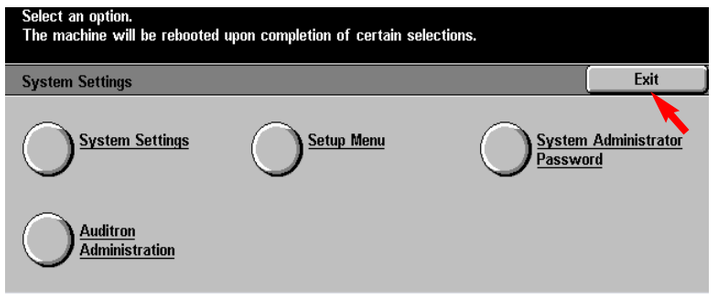

Fig. 1-12
Select **Exit** on the Systems Settings screen, the machine will reboot. The reboot will take approximately 5 minutes.

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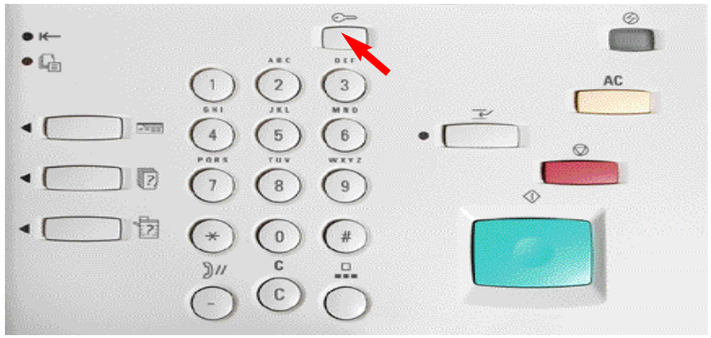

Fig. 2-1
Press **Access**.

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

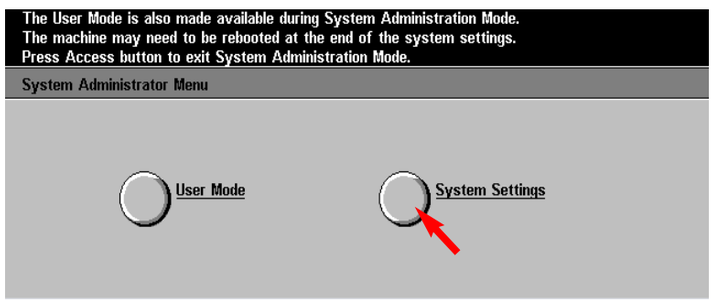

Fig. 2-3
Select **System Settings**.

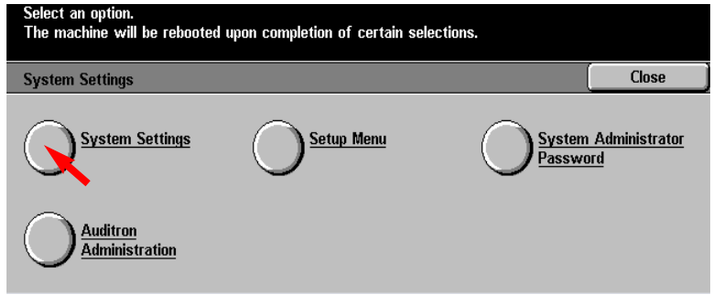

Fig. 2-4
Select **System Settings**.

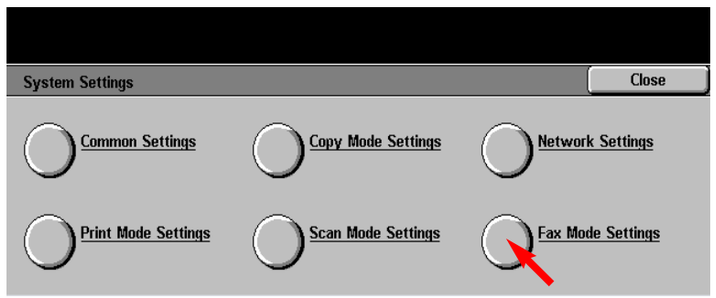

Fig. 2-5
Select **Fax Mode Settings**.

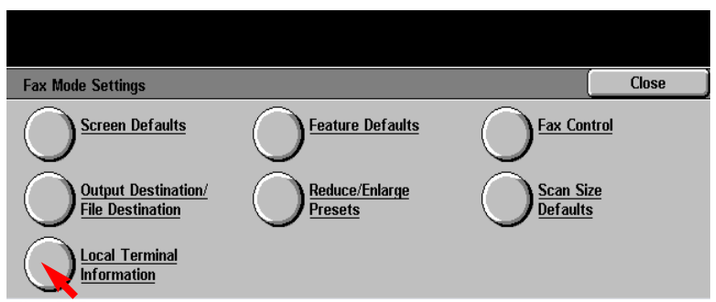

Fig. 2-6
Select **Local Terminal Information**.

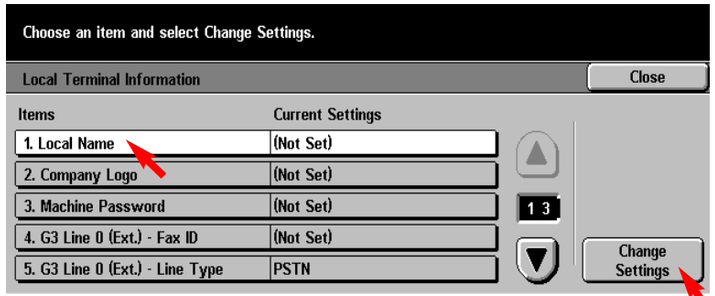

Fig. 2-7
Select **1. Local Name** and then press **Change Settings**.

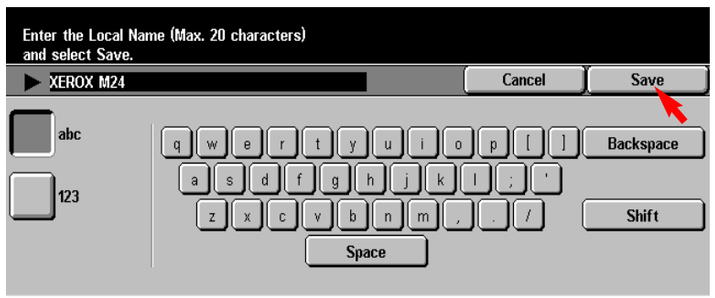

Fig. 2-8
Enter the local name using the keyboard displayed and select **Save**.

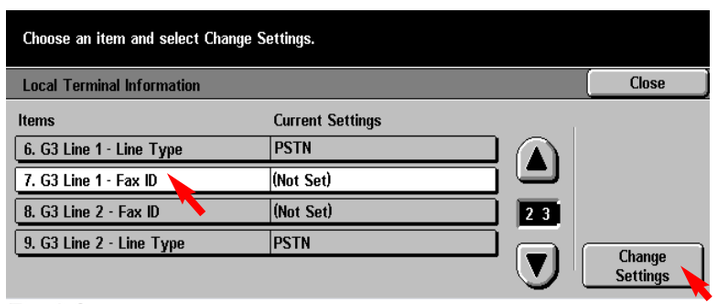

Fig. 2-9
Select **7. G3 Line 1 - Fax ID** then press **Change Settings**.

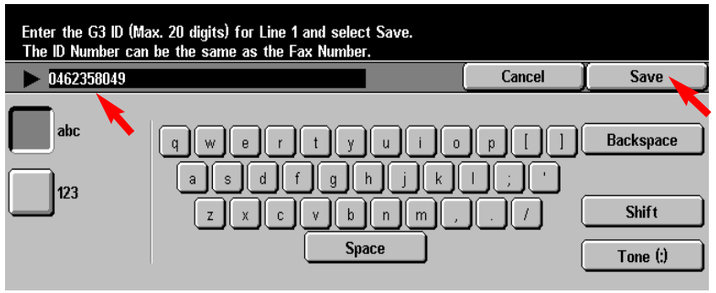

Fig. 2-10
Enter Fax Number of WorkCentre M24 and then press **Save**.

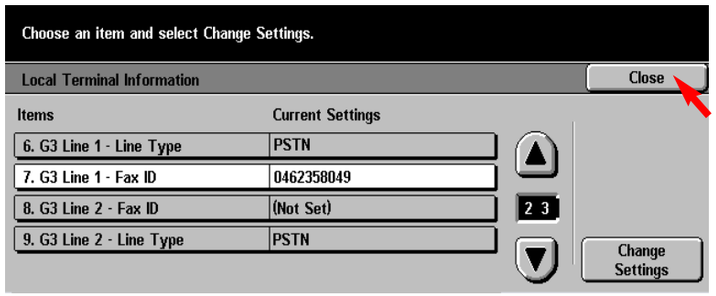

Fig. 2-11
Select **Close** on the Local Terminal Information screen.

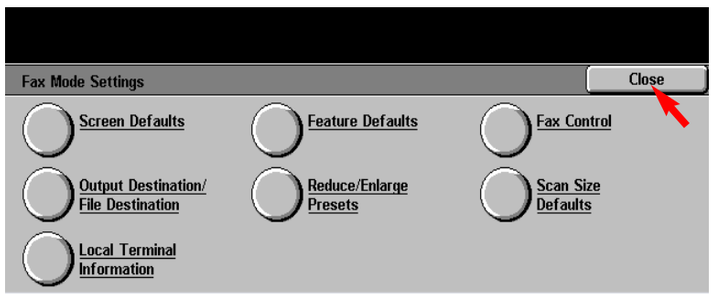

Fig. 2-12
Select **Close** on the Fax Mode Settings screen.

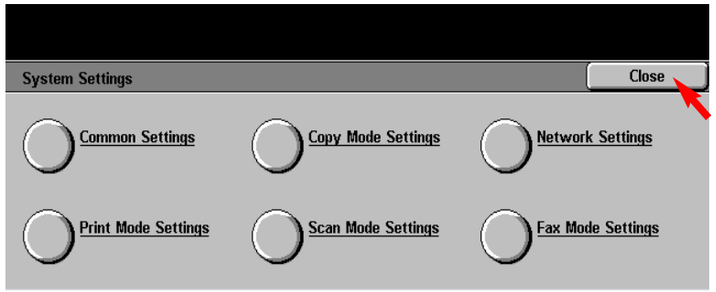

Fig. 2-13
Select **Close** on the System Settings screen.

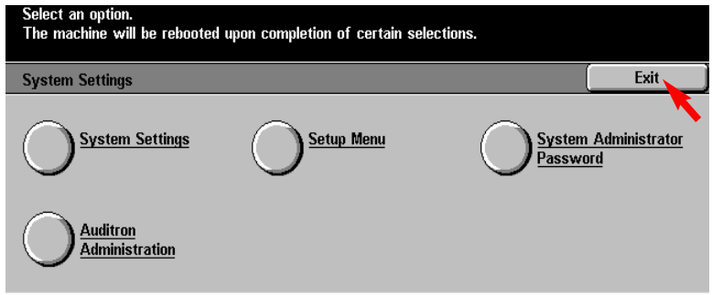

Fig. 2-14
Select **Exit** on the System Settings screen.

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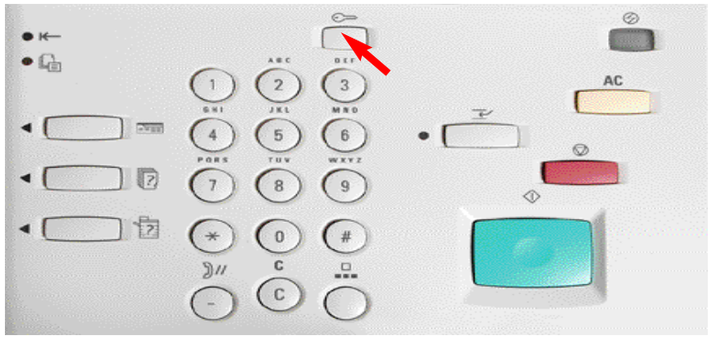

Fig. 3-1
Press **Access**.

Fig. 3-2
Enter System Administrator Password using the Numeric Keypad and then press **Confirm**. (See Machine Administrator User Guide for default password.)

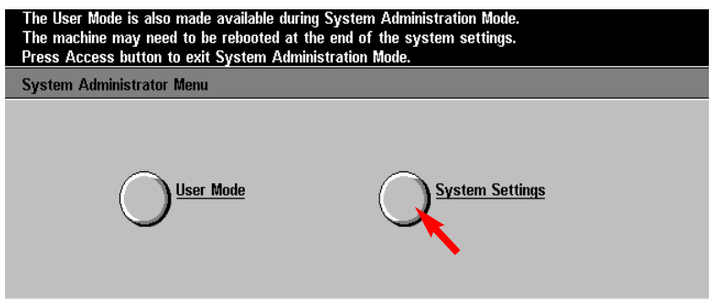

Fig. 3-3
Select **System Settings**.

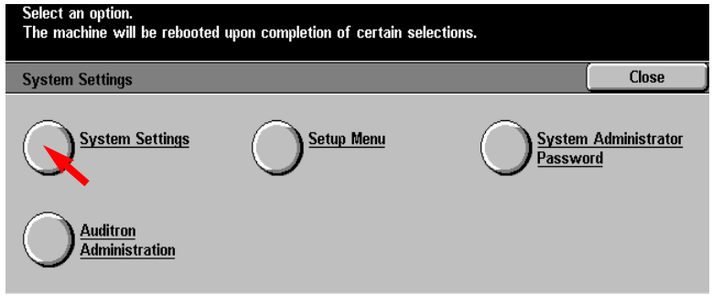

Fig. 3-4
Select **System Settings**.

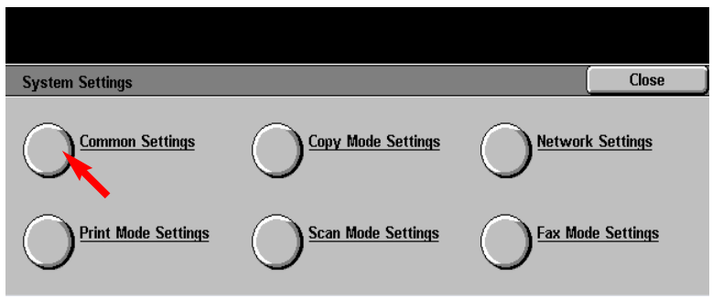

Fig. 3-5
Select **Common Settings**.

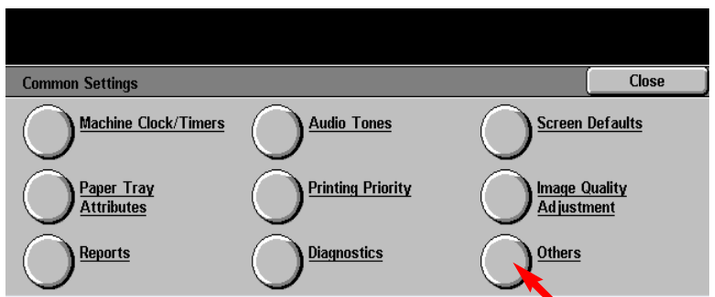

Fig. 3-6
Select **Others**.

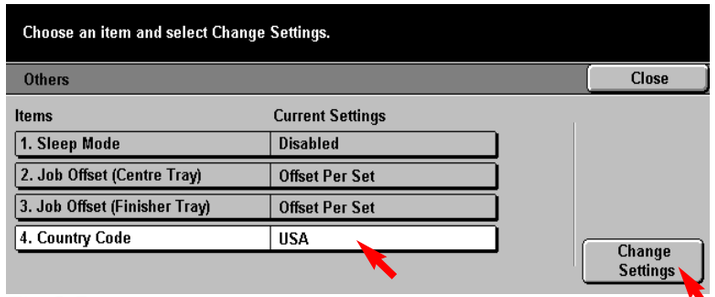

Fig. 3-7
Select **4. Country Code**. Press **Change Settings**.

Fig. 3-8
Select a **Country Code**. Press **Save**.

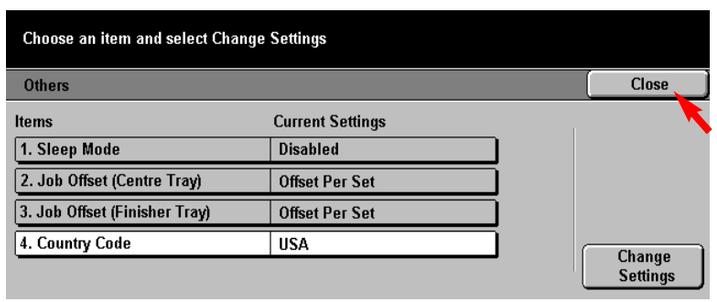

Fig. 3-9
Select **Close**.

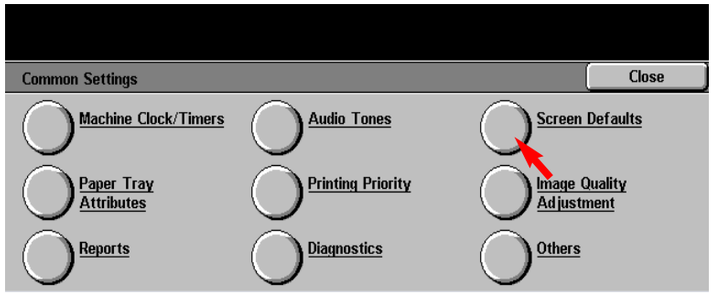

Fig. 3-10
Select **Screen Defaults**.

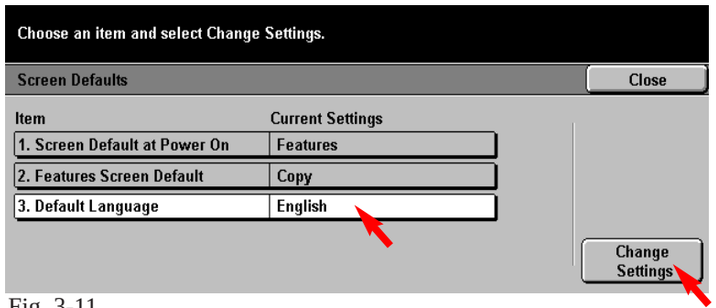

Fig. 3-11
Select **3. Default Language**. Press **Change Settings**.

Fig. 3-12
Select **Language** and press **Save**.

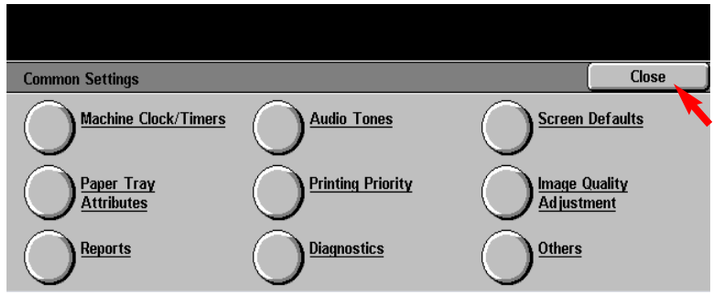

Fig. 3-13
Press **Close**, **Close**, and **Close**.

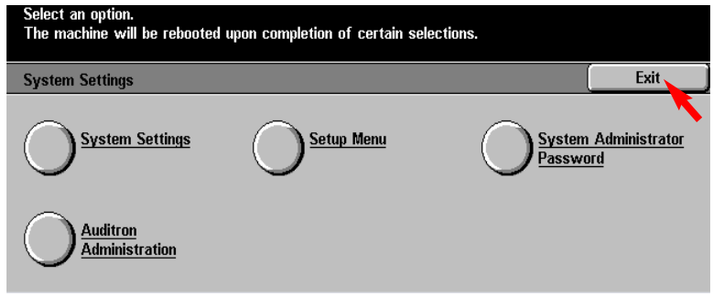

Fig. 3-14
Press **Exit**. The machine will reboot.

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