Fig. 1-1

Open an Internet browser, in the **Address** field enter the IP address of WorkCentre M24 and press **Enter**. On the Internet Services screen click **Properties**.

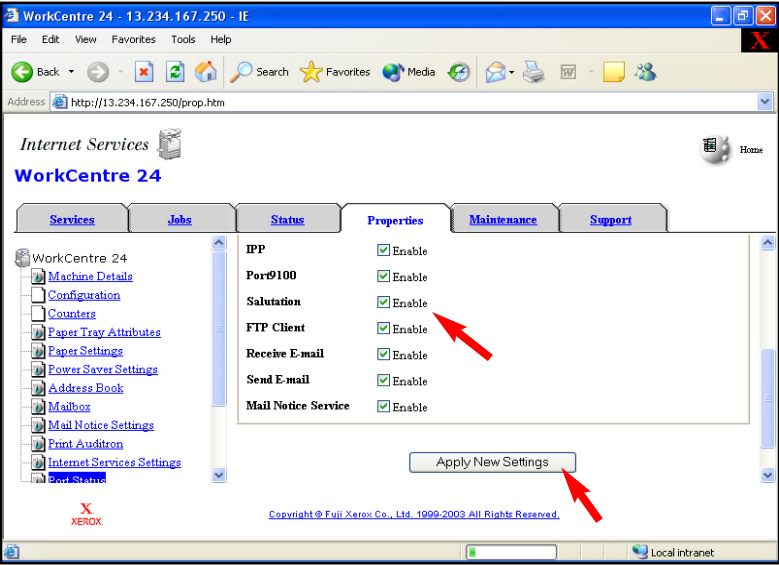Fig. 1-2

Select **Port Status**.

Fig. 1-3

Place a checkmark in the **Enable** box next to **Salutation**. Select **Apply New Settings**.

If a checkmark 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.
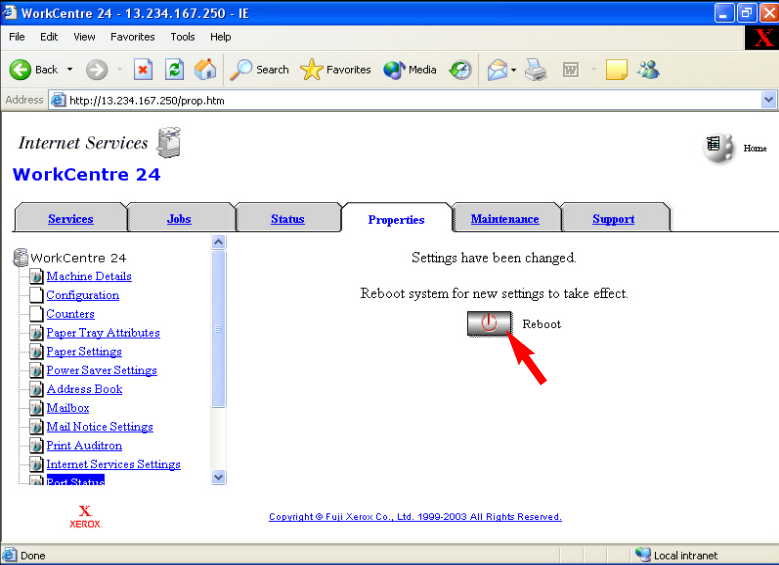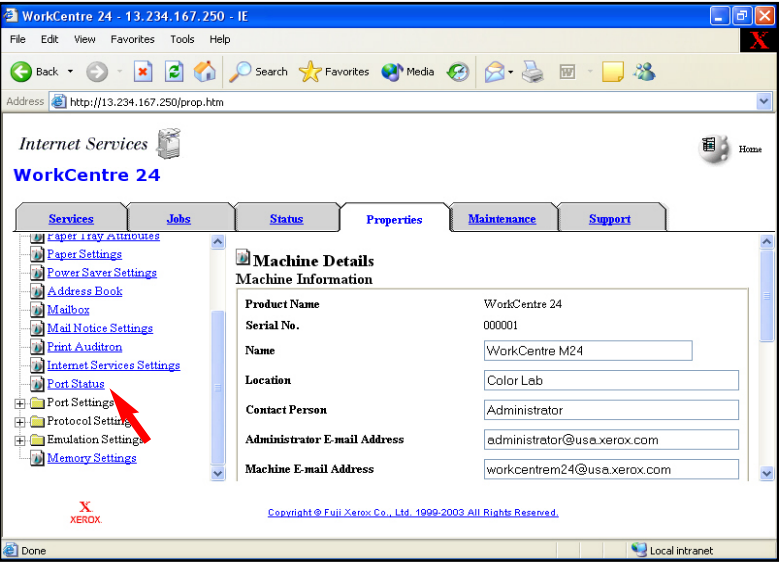

Fig. 1-4

Enter the Administrator Name and Password. Click **OK**. (See Machine Administrator User Guide for default password.)
Note: This screen might not appear if the Administrator Name and Password have already been entered.

Fig. 1-5

The "Settings have been changed." confirmation screen appears. Click **Reboot**.
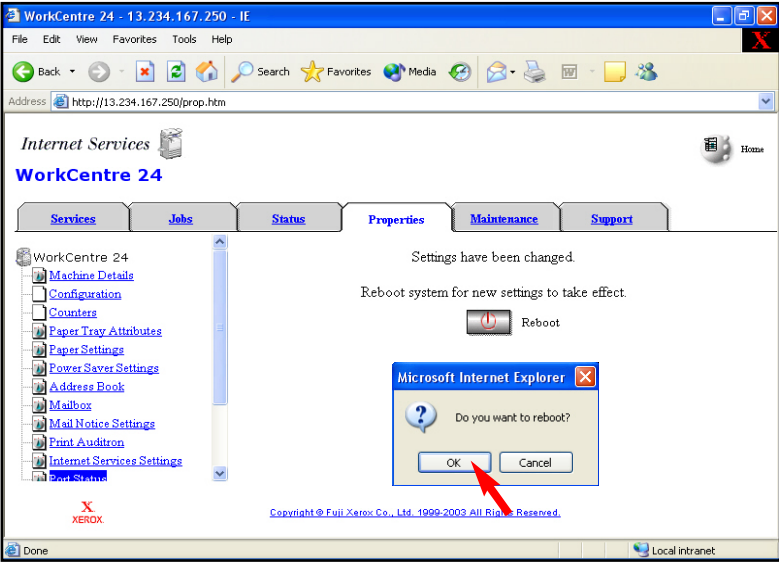

Fig. 1-6

Click **OK**. (The WorkCentre M24 will take approximately 5 minutes to reboot.)
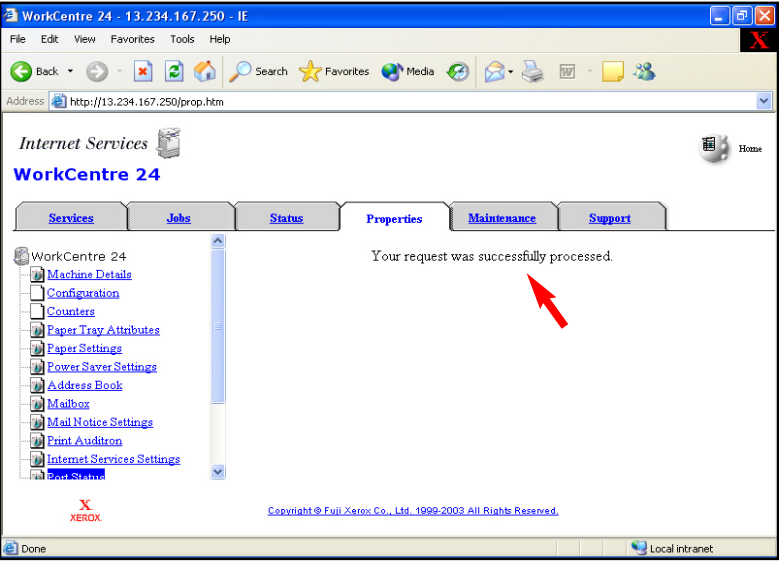
Fig. 1-7

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

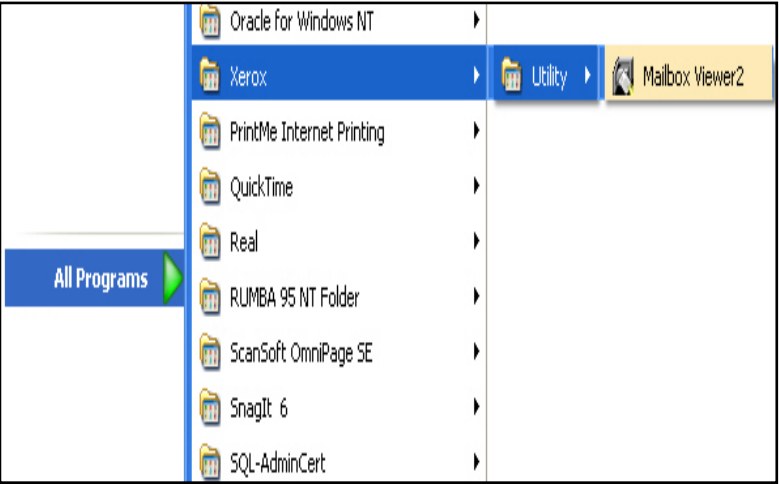THE DOCUMENT COMPANY

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Fig. 2-1
From desktop Operating System Select **All Programs | Xerox | Utility | Mailbox Viewer2**.

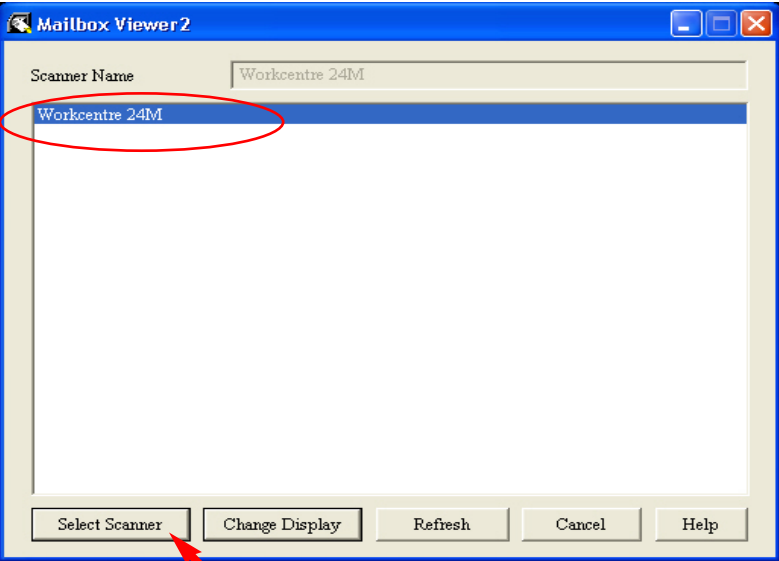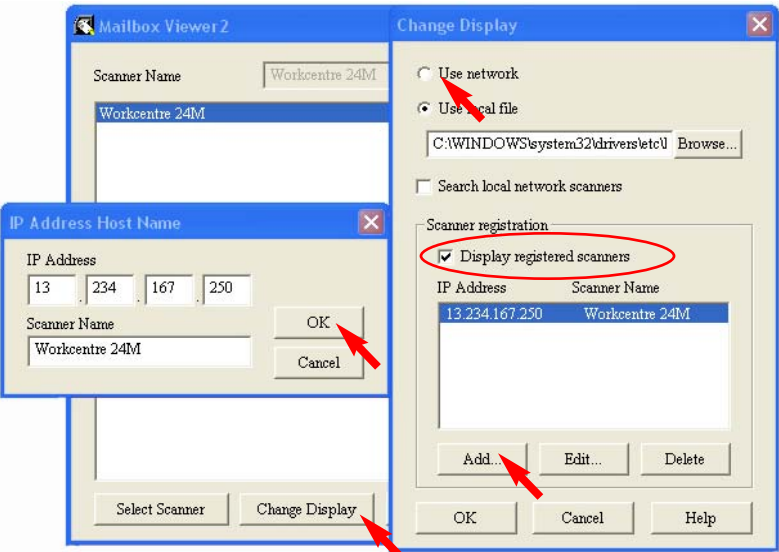**Note:** This screen may vary depending on the operating system of the computer.

Fig. 2-3
Select **Change Display**. Select **Use network**. Make sure **Display registered scanners** is checked. Click on **Add**. Enter **IP Address** and **Scanner Name**. Click on **OK**.
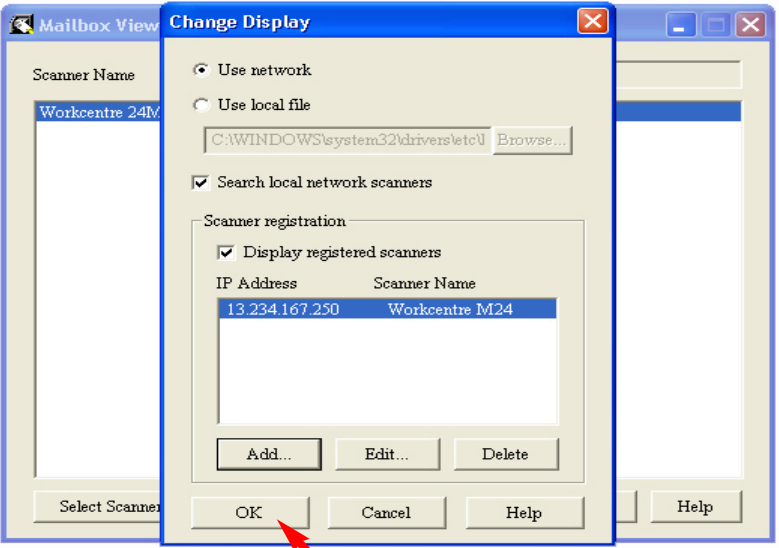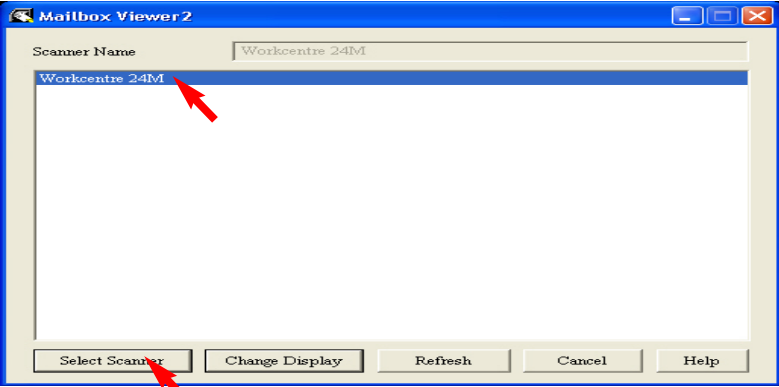

Fig. 2-5
Select the scanner and click on **Select Scanner**.

Fig. 2-6
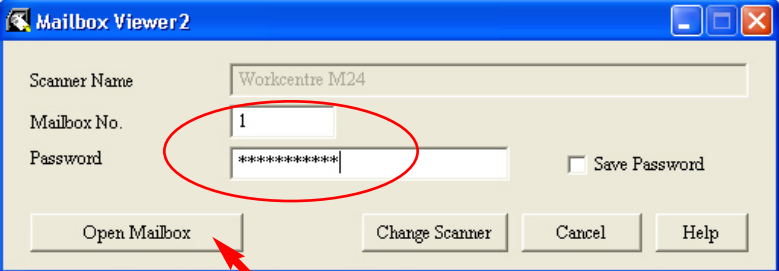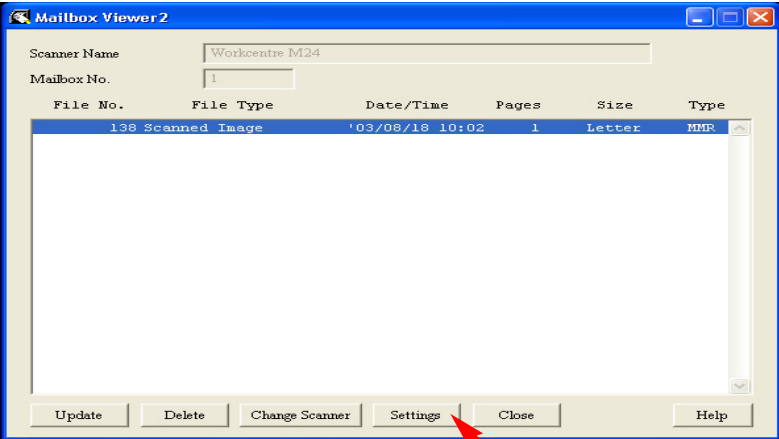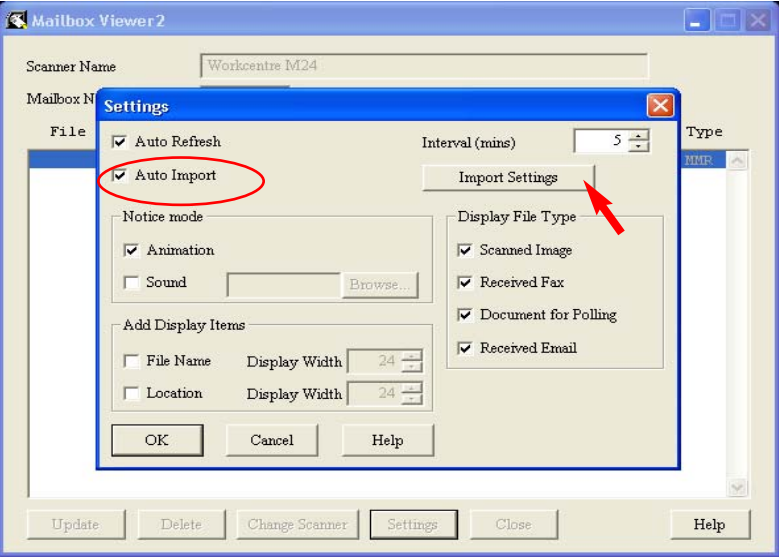Enter **Mailbox No.** and **Password**. Select **Open Mailbox**.

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

Fig. 2-4
Select **OK**.

Fig. 2-7
Select **Settings**.
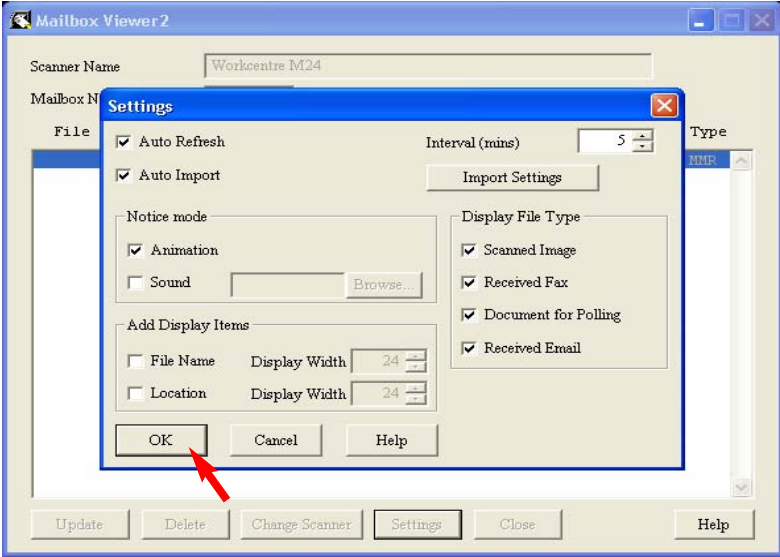
Fig. 2-8
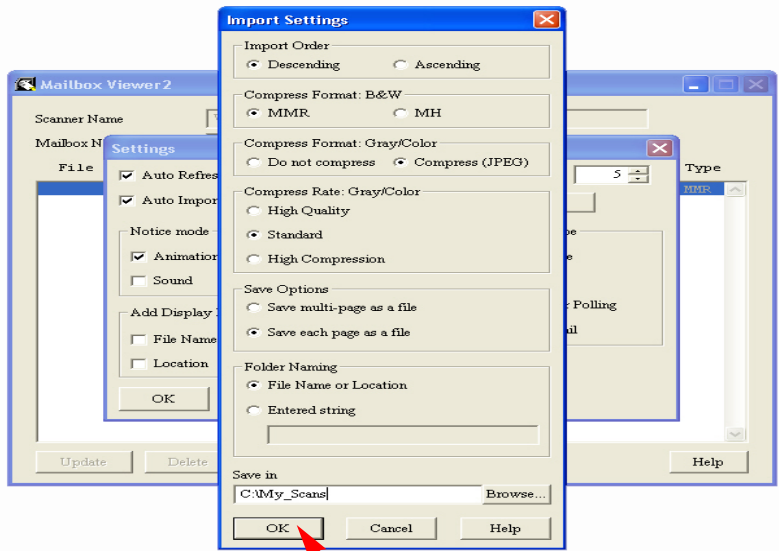Ensure the **Auto Import** box is checked. Select **Import Settings**.

Fig. 2-9
In the **Save in** field enter the path of the folder in which you want your scanned images to be saved. Select **OK**.
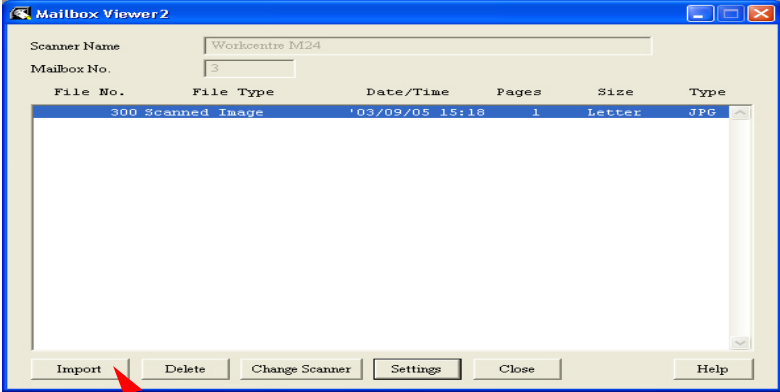

Fig. 2-10
Select **OK**.

Fig. 2-11
Select **Import**.

Quick Start Guide

Retrieving Scanned Documents Using Scan Driver Part 2 of 2

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