

Note: If you do not have a FTP server running contact your local IT Administrator or use another method to retrieve your scanned document(s). For instance the Scan Driver or Web Browser.

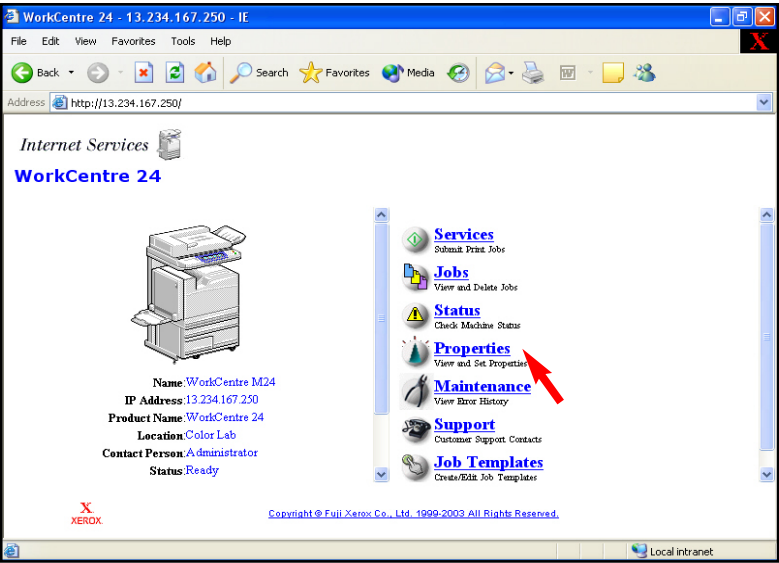


Fig. 1-1
Click **Properties**.

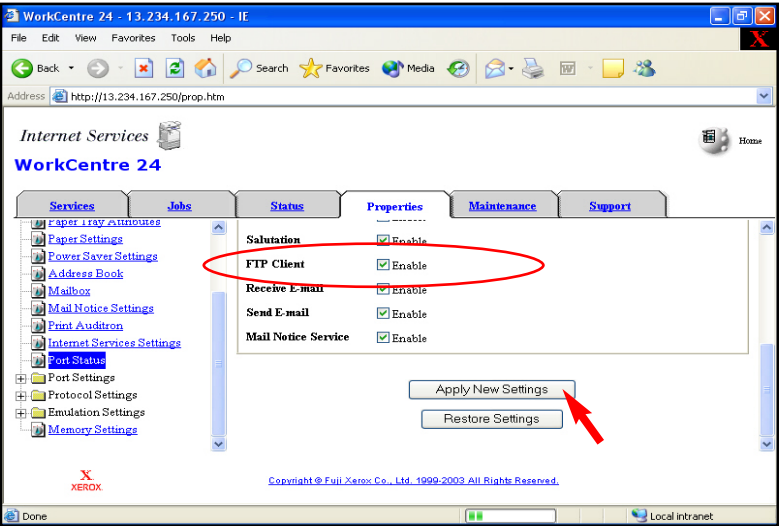


Fig. 1-3
Place a checkmark in the **Enable** box next to **FTP Client**. Select **Apply New Settings**. If a checkmark already appears in the **Enable** box next to **FTP Client** skip the remaining steps in this pamphlet and continue to Scan Using FTP Server Part 2 of 3.

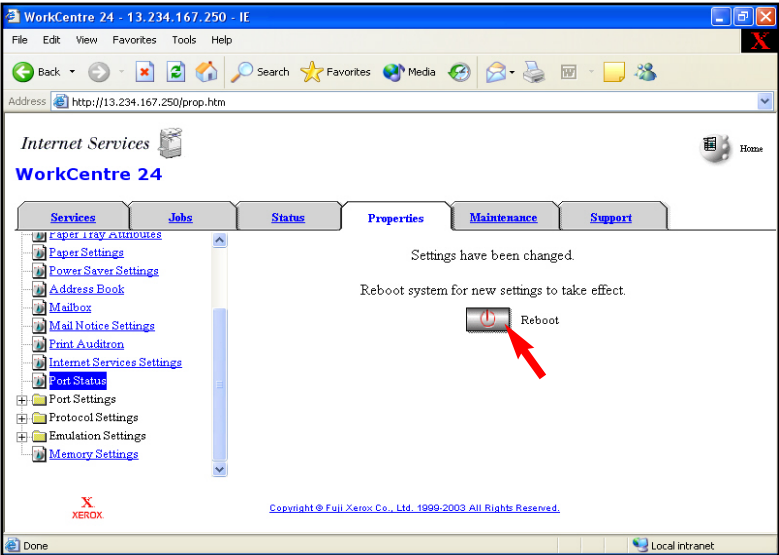


Fig. 1-5
The "Settings have been changed." confirmation screen appears. Click **Reboot**.

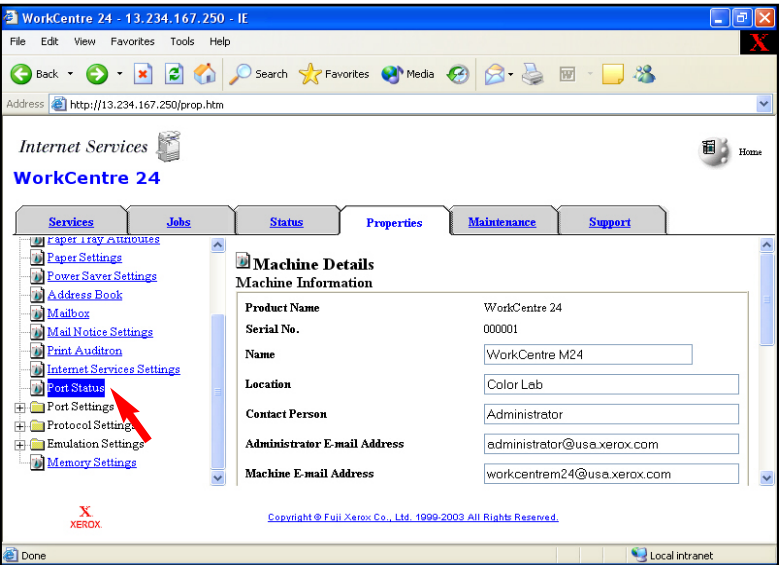


Fig. 1-2
Click **Port Status**.



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.

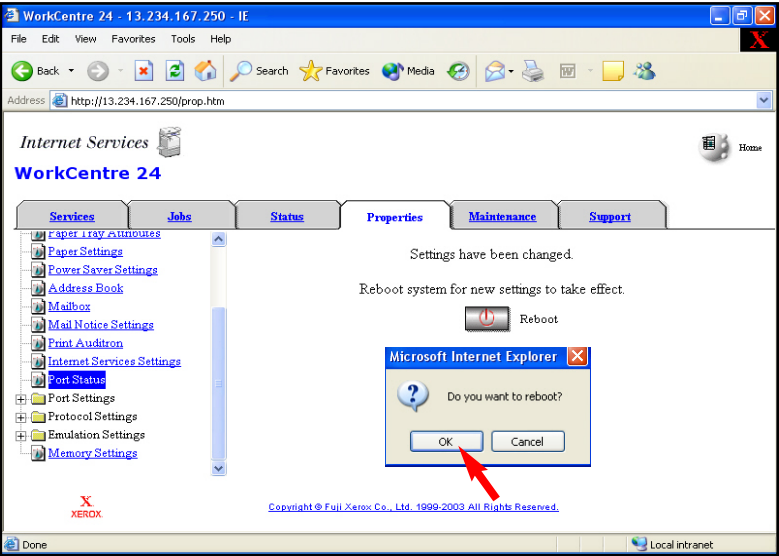


Fig. 1-6
Click **OK**. The WorkCentre M24 will take approximately 5 minutes to reboot.

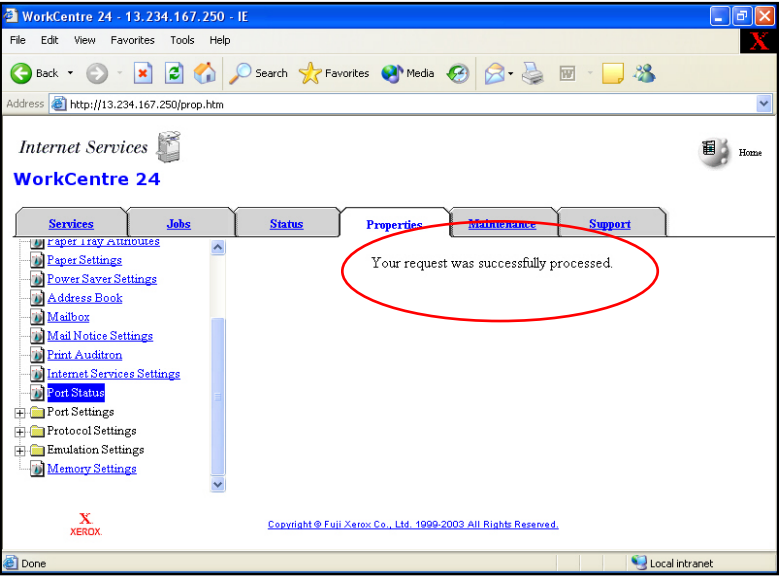


Fig. 1-7
If the message "Your request was successfully processed." is not displayed, repeat the steps in this pamphlet.

Continue with Scan Using FTP Server Part 2 of 3.

Quick Start Guide

Scan Using FTP Server
Part 1 of 3



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.



WorkCentre M24

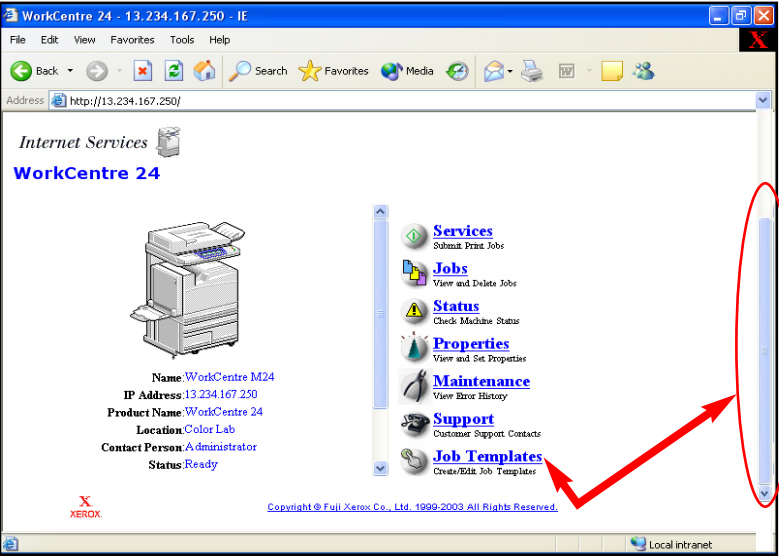


Fig. 2-1
Select **Job Template**.

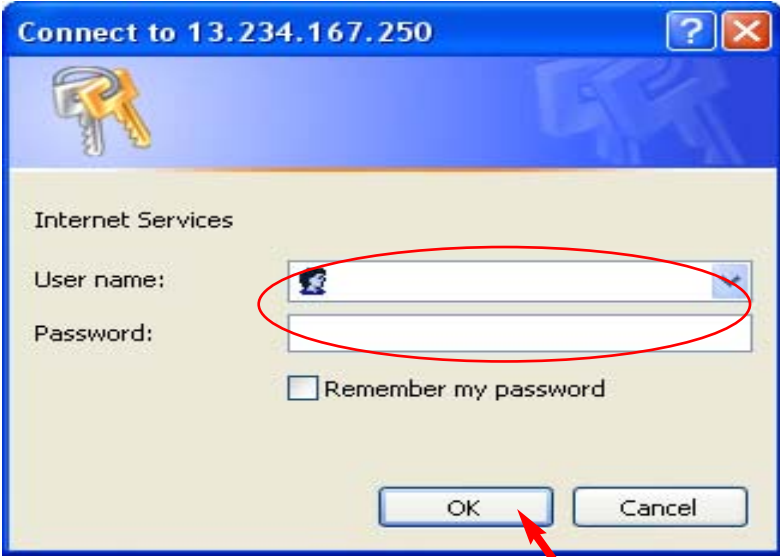


Fig. 2-3
Enter the Administrator Name and Password. Click **OK**. (See Machine Administrator User Guide for default password.)
Note: This screen might not appear if the Administrator Name and Password have already been entered.

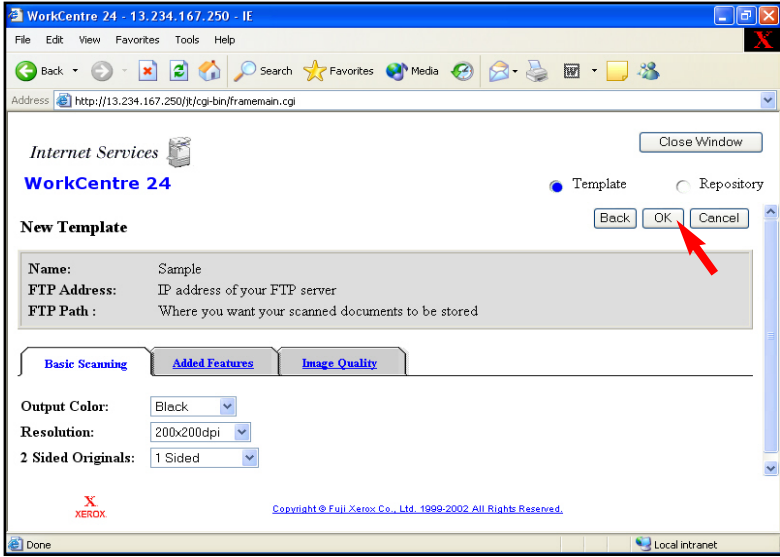


Fig. 2-5
Select **OK**.

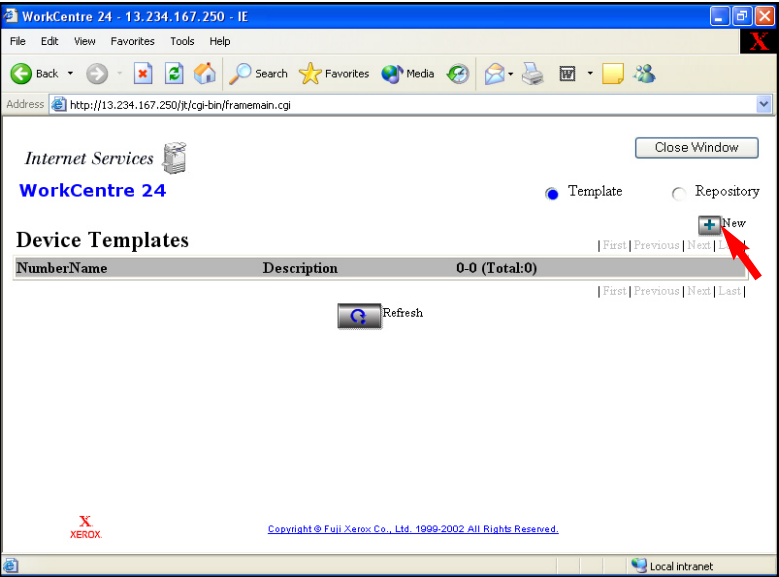


Fig. 2-2
Click **New**.

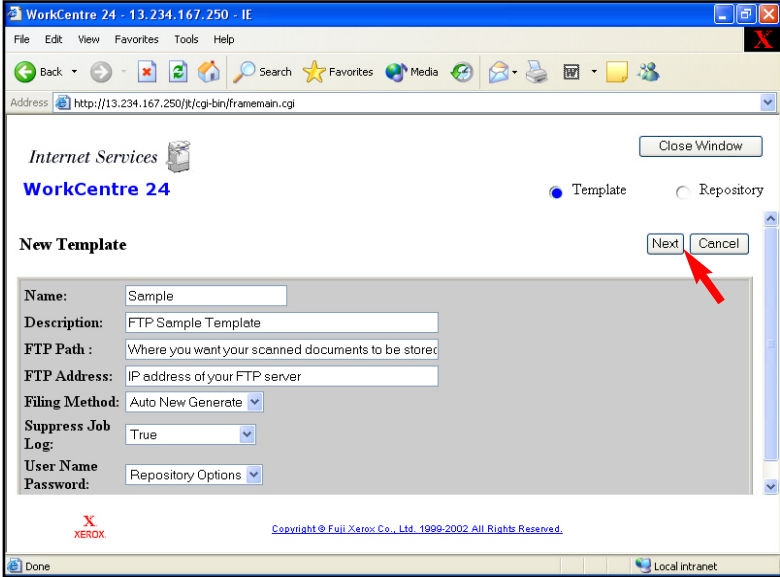


Fig. 2-4
Enter **Name**, **FTP Path**, and **FTP Address** then click **Next**.

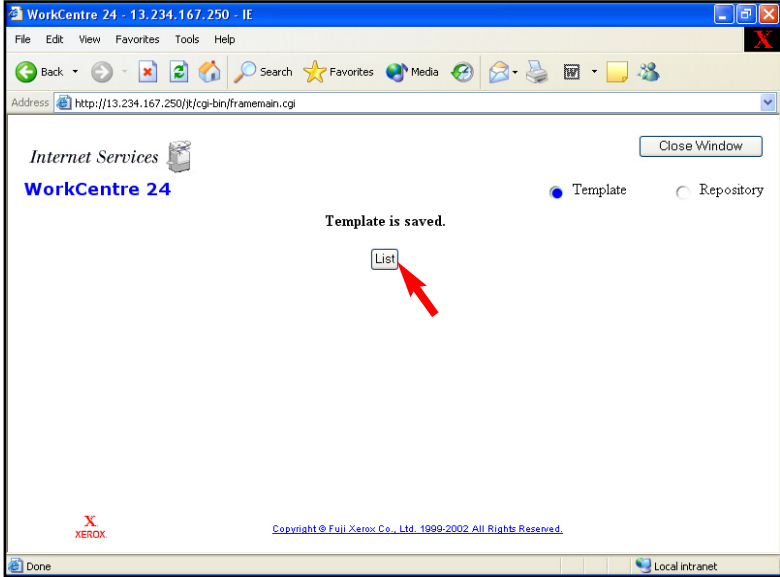


Fig. 2-6
Click **List**.

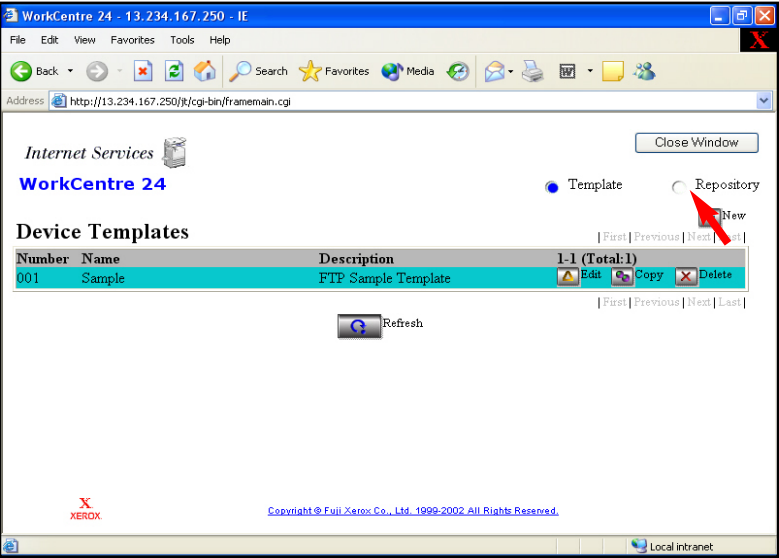


Fig. 2-7
Click on the radio button next to **Repository**.

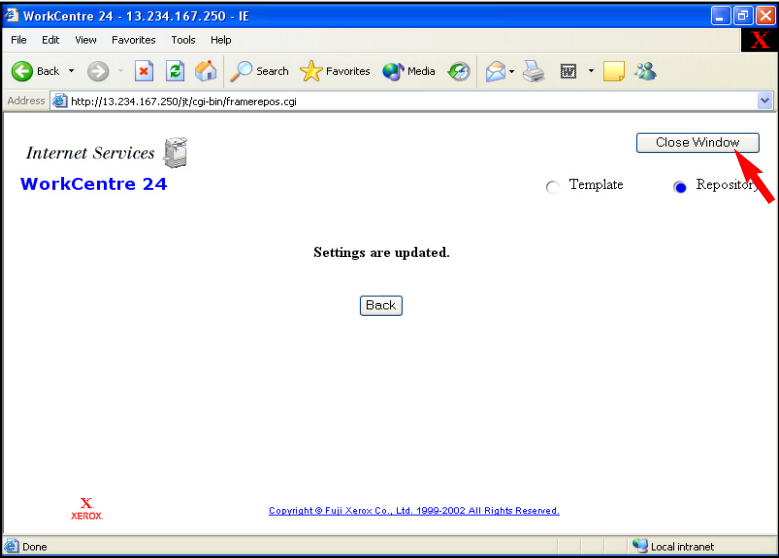


Fig. 2-9
You are ready to scan. Click **Close Window**.

Note: If you click on "Back" you will return to the previous window seen in Fig. 2-8 and the values will be blank. This is normal.

Continue with Scan Using FTP Server Part 3 of 3.

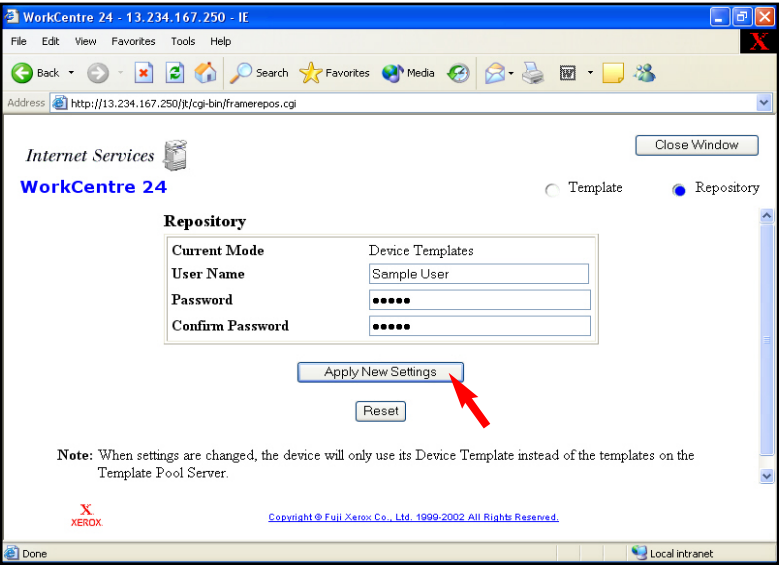


Fig. 2-8
Enter **FTP Server User Name** and **Password** then click **Apply New Settings**.

Quick Start Guide



WorkCentre M24

THE DOCUMENT COMPANY
XEROX

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.



Fig. 3-1
Place document(s) on the Document Feeder or Document Glass.

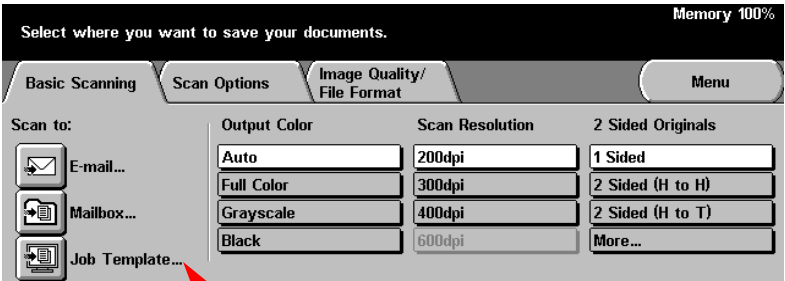


Fig. 3-4
Select **Job Template**.

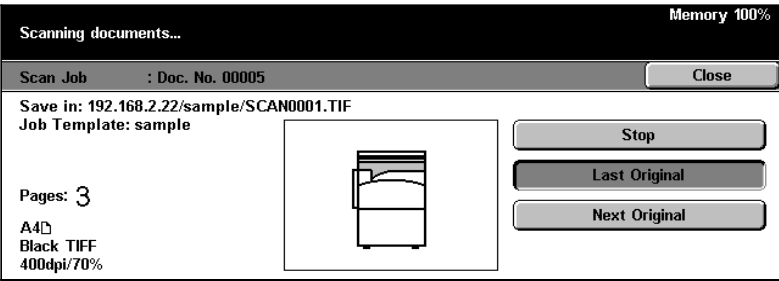


Fig. 3-7
The document is being scanned.

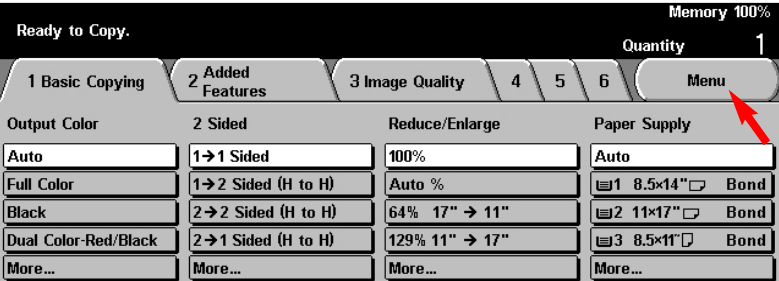


Fig. 3-2
Select **Menu**.



Fig. 3-5
Select template.

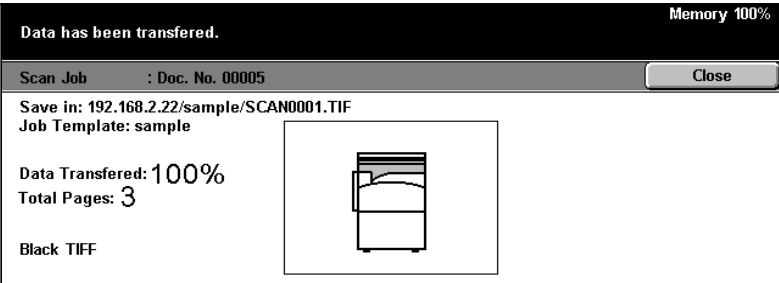


Fig. 3-8
The document is being transferred.

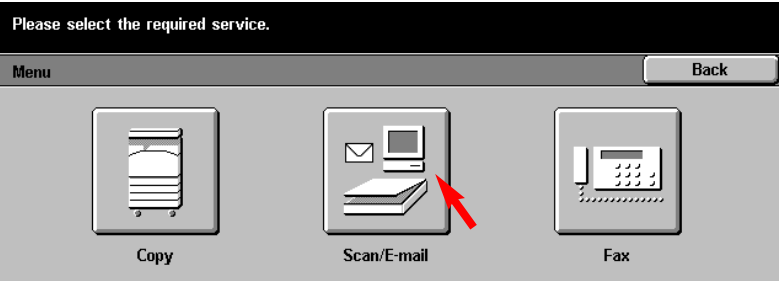


Fig. 3-3
Select **Scan/E-mail**.

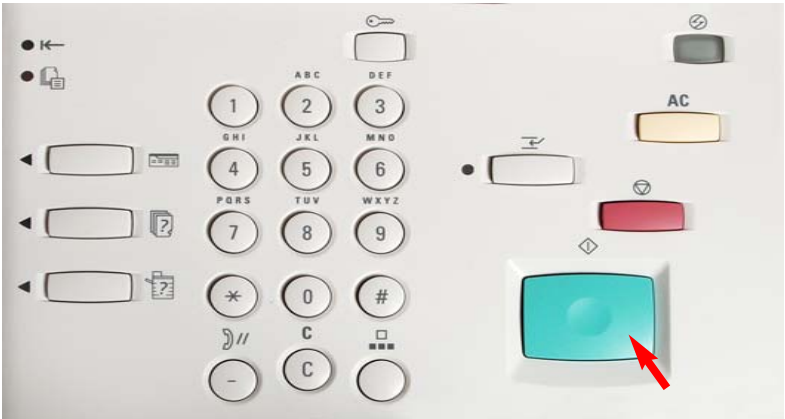


Fig. 3-6
Press **Start**.

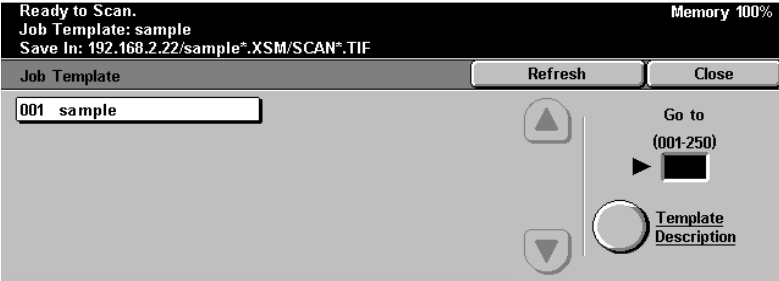


Fig.3- 9
The scanned document is completed.

Quick Start Guide

Scan Using FTP Server
Part 3 of 3

THE DOCUMENT COMPANY
XEROX®

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.



WorkCentre M24