Memory 100%					
Ready to Copy.			Quantity		
1 Basic Copying	2 Added Features 31	mage 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 %	🔳 18.5×14"🖵 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 [°] D Bond		
More	More	More	More		

Fig. 1 Press Menu.



Fig. 2 Press Scan/E-mail.

Select where you want t	to save your documents.		Memory 100%
Basic Scanning Scar	n Options Timage Qua File Forma		Menu
Scan to:	Output Color	Scan Resolution	2 Sided Originals
E-mail	Auto	200dpi	1 Sided
	Full Color	300dpi	2 Sided (H to H)
Mailbox	Grayscale	400dpi	2 Sided (H to T)
Jo Template	Black	600dpi	More



Mailhox

Press Mailbox.

Mailbox				Close
001 sample	(Not in Use)	(Not in Use)	(Not in Use)	Go to (001-200)
(Not in Use)	006 (Not in Use)	007 (Not in Use)	008 (Not in Use)	
009		011	012) Document Lis
(Not in Use)	(Not in Use)	(Not in Use)	(Not in Use)	o. of Docs: 10

Memory 100% Select a Mailbox to store your documents. You can retrieve the stored documents using the clier Close

sample	002		(004	Go to
	(Not in Use)	(Not in Use)	(Not in Use)	(001-200)
005	006	007	008	
(Not in Use)	(Not in Use)	(Not in Use)	(Not in Use)	\frown
009	010	011	012	Document List
(Not in Use)	(Not in Use)	(Not in Use)	(Not in Use)	



Select the Mailbox to store scanned document.

Note: Make sure a mailbox has been created prior to using these steps. For assistance in setting a mailbox see the pamphlet Creating Mailbox.





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



Fig. 6

Enter the Password for the mailbox using the numeric keypad and press Confirm. (If the password option was not selected proceed to the next step.)

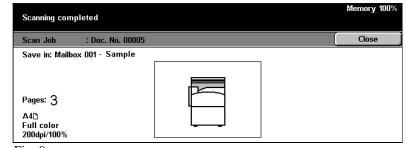
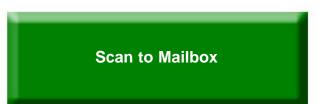


Fig. 9

You are ready to scan.

The screen above is displayed when the scan is completed, then the display will return to the Features screen in Fig. 1.

Quick Start Guide





WorkCentre M24

THE DOCUMENT COMPANY

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 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"

Scan to Mailbox - 2 of 2