10   Polling

Polling Communications

The ***Polling*** function key allows you to poll a remote machine (Poll), set up a document to be polled by a remote machine (Be Polled), or poll multiple remote machines during the same operation (Group or Continuous Poll).

The Polling feature allows you to retrieve a document from a remote machine when you call that machine.

You can also transmit a document to a remote machine when the remote machine calls you.

Storing a Document to be Polled

This feature stores documents in polling boxes on your machine to be retrieved by others. The following types of Polling boxes are available.

- **Poll-once Box —** Documents stored in a poll-once box are cleared when they are polled. When storing a document to be polled, you can designate the following security options to be required by the polling machine when retrieving your documents.

    - A 4-digit security code 0000-9999. Only WorkCentre Pro 745, 635, 645, 657 machines can poll your machine.

    - The remote machine fax number.

    - Both the remote machine fax number and a 4-digit security code.

    Only 1 transmission can be reserved in a poll-once box without security options assigned.

- **Multi-poll Box —** Documents stored in a multi-poll box are retained in memory regardless of how many times they are polled. No security options are available for multi-poll boxes.

    Only one transmission can be reserved to a multi-poll box at a given time.

Storing a Document to be Polled in a Poll-once Box

This feature stores a document in a Poll-once box and prepares your machine to be polled once by a remote machine. The document is deleted after polling.

You can attach security requirements to the document.

You can store a document to a Poll-once box (without security), or a multi-poll box, but not both.

You can store a document to both a Poll-once box (with security) and a Multi-poll box.

> **Note:** *Group Polling is initiated when the Group Number is assigned to a One Touch key. (See "Presetting Group Numbers".)*

1. Load the document face down in the Document Tray.

2. Select the desired **Resolution** and **Contrast**.

3. Open the Access Cover and press:

Polling **2**

> **Scan to be polled:**
> **1. Poll-once box**
> **2. Multi-poll box**

4. To store the document in a Poll-once box, press **1**.

> **Security/fax number?**
> **1. No**
> **2. Security code**
> **3. Fax number**
> **4. Security & fax nbr**

5. Select the security option for storing in this Poll-once box.

    To select no security, press (**1**) and go to step 7. (If you stored a document in a Multi-poll box you can not store a document without a security code). Any fax machine can poll your machine.

    To select a 4-digit security code, press (**2**) and go to step 6.

    To select a remote fax number, press (**3**) and go to step 6. Any fax machine can poll your machine.

    To select both a security code and a Fax Number, press (**4**) and go to step 6.

    Scan to be polled:

    security code

    ▮▮▮▮

    – or –

    Scan to be polled:

    Secure fax (20 max):

    ▮

    ---

6. Using the numeric keypad, enter the 4-digit Security Code, or the fax number of the remote polling machine, or both. Press ***Enter*** after each entry.

    > ***Note:*** *If a document is already reserved in a Poll-once box and you select the same security features and numbers, you are prompted to delete it, retain it or add the new document to it.*

7. The document is scanned into memory and is waiting to be polled. If a security code was used, provide the 4 digit number to the polling machine operator.

Storing a Document to be Polled in a Multi-poll Box

This feature stores a document in a Multi-poll box and prepares your machine to be polled multiple times by various remote machines. You can only store one document in a Multi-poll box. The document is retained in memory regardless of how many times it is polled.

If a document is stored in a Poll-once box (without security), you cannot store a document in a Multi-poll box (see "Polling a Remote Document (Poll-once or Multi-poll Box)", in this Chapter).

1. Load the document face down in the Document Tray.

2. Select the desired **Resolution** and **Contrast**.

3. Open the Access Cover and press:

Polling　　　**2**

| **Scan to be polled:** |
| **1. Poll-once box** |
| **2. Multi-poll box** |

Note:　If a document is reserved in a Multi-poll box you are prompted to delete it, retain it or add the new document to it.

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4. To store the document in a Multi-poll box, press **2** . If you stored a document without a security code in a Poll-once box you cannot store a document in the Multi-poll box.

The document is scanned and stored in the Multi-poll box. When a polling machine calls, the document will be transmitted.

Cancelling Documents Stored in a Polling Box

To cancel a polling job refer to Chapter 9, "Cancelling Jobs".

Modifying Documents Stored in a Polling Box

Once a document is stored in a polling box, additional documents may replace it or be added to it. If a document is present in the polling box you have selected, the "Already Assigned" screen displays.

To replace or add to a document stored in a Poll box:

1. Load the document face down in the Document Tray.

2. Select the desired **Resolution** and **Contrast**.

3. Open the Access Cover and press:

Polling ⬭ (**2**)

```
Scan to be polled:
1. Poll-once box
2. Multi-poll box
```

4. To select Poll-once box press (**1**), and go to step 5.

   To select Multi-poll box, press (**2**), and go to step 7.

```
Security/fax number?
1. No
2. Security code
3. Fax number
4. Security & fax nbr
```

5. Select the type of security used when the previous document was stored to the Poll-once box.

    If no security was used, press (**1**), then go to step 7.

    If only a security code was used, press (**2**).

    If only the remote fax number was used, press (**3**).

    If both the remote fax number and a security code were used, press (**4**).

    Scan to be polled:

    Security code

    ▮▮▮▮

    – or –

    Scan to be polled:

    Secure fax (20 max):
    ▮

6. Using the numeric keypad, enter the Security Code, Fax Number or both that were used when the previous document was stored in this Poll-once box. Press the **Enter** key after each entry.

    Already assigned
    1. Delete
    2. Add +
    3. Retain

7. Select the change option:

    To delete and replace the stored document, press (**1**). The document is scanned and the machine returns to the Standby Mode.

    To add this document to the stored document, press (**2**). The document is scanned and assigned a job number.
    The machine returns to the Standby Mode.

    To retain the current stored document, press (**3**) and then press **Stop**. The machine returns to the Standby Mode.

Polling a Remote Document (Poll-once or Multi-poll Box)

Use this procedure to poll a document from a remote machine. If the remote operator stored the document with a security code, you must enter that same security code to poll the document. If a security code is used the document can only be polled by other WorkCentre Pro 745, 635, 645, 657 machines.

To poll a document from a remote machine:

1. Open the Access Cover and press:
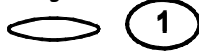
Polling ⬭ (**1**)	**Poll one number** **Enter fax number**

2. Enter the fax number, press **Start**.

Poll **Add security code?** **1. Yes** **2. No**

3. Select the security code option:

    If a security code is required, press (**1**). Then enter the Security Code obtained from the remote operator, then press **Enter**.

    If no Security Code is required by the sending machine, press (**2**).

    The machine dials the number and retrieves the document.

    -or-

4. Using one of the dialing methods, dial the remote telephone number, then press **Start** if necessary.

> **Load document**
>
> **To poll**
> **press [Start]**

Group Polling

Use this procedure to poll documents from multiple remote machines with one operation, using a preset Group Number (see "Presetting Group Numbers" earlier in this chapter).

A maximum of 50 groups can be preset for use with Multiple Polling Receptions.

> *Note:* *Group Polling is initiated when the Group Number is assigned to a One Touch key. (See "Presetting Group Numbers").*

To poll documents from Multiple Remote Machines:

1. Open the Access Cover and press:

Polling ⟨ 1 ⟩

> **Poll one number**
>
> **Enter fax number**

2. Press:

Manual Group

> **Poll a group**
> **Enter fax number**
> **Speed dial Key**
> **or One Touch Key**

3. Using the numeric keypad, **Speed Dial** or One Touch keys, enter the number and press **Enter** if necessary. Groups can also be entered if preset to a One Touch key.

4. Repeat step 3 until you entere in the Group Poll.

5. Press **Start**.

> **Poll a group**
> **Add Security Code?**
> **1. Yes**
> **2. No**

> *Note:* *All machines must use the same poll security code.*

6. Select the Group Poll Security option:

   To poll a group of numbers that do not require a Security Code, press (**2**) .

   To enter a Security Code, press (**1**) .

   Poll a group

   security code:

7. Using the numeric keypad, enter the required Security Code, then press *Enter*.

The machine dials each number in the group and retrieves the document.

Continuous Polling*

Use this procedure to poll the same machine or group of machines frequently, you can set up your machine to automatically perform this task on a regular schedule. When the Continuous Polling feature is active, your machine polls and receives documents from the designated machines, at the same time, on each day you have selected.

Only one Continuous Polling operation can be reserved at a time. To delete the reserved Continuous Poll operation refer to "Deleting Continuous Poll Jobs".

To set the Continuous Polling feature:

1. Open the Access Cover and press:

Polling (3)

```
┌─────────────────────────────┐
│ Continuous poll             │
│                             │
│ Interval 10-70min:          │
│                          ▮ 0│
└─────────────────────────────┘
```

> **Note:** *The interval is the period of time between polling procedures. Possible settings are 10 to 70 minutes, in 10 minute increments.*

2. Enter the polling interval (first digit only), then press **Enter**.

```
┌─────────────────────────────┐
│ Continuous poll             │
│                             │
│ Start/stop time:            │
│                 08:00 -17:00│
└─────────────────────────────┘
```

* Not allowed in all markets.

3. Enter the Polling start time and stop time, then press *Enter*.

> **Continuous poll**
> **[↑ ↓] for setting**
> **Start/stop days:**
> **Mon-Fri**

4. Using the up and down arrow keys, select the starting day of the week. When the starting day you want is blinking, press *Enter*.

5. Using the up and down arrow keys, select the stopping day of the week. When the stopping day of the week is blinking, press *Enter*.

> **Continuous poll**
> **Enter fax number**
> **Speed dial key**
> **or One Touch key**

6. Using the dialing methods, enter the remote machine facsimile numbers, and press *Enter* if necessary.

> **Continuous poll**
> **One Touch key: 46**
> **Enter more**
> **or press [start]**

7. When you finish entering telephone numbers, press *Start*.

> **Continuous poll**
>
> **Security code:**

> **Note:** *If using a security code for this poll operation, all machines must be set with the same code.*

8. If required, enter a 4-digit Security Code, then press **Enter**.

Continuous Polling starts when the machine clock reaches the start time.

Deleting Continuous Poll Jobs

To modify the continuous poll operation, you must delete and reenter the information.

To delete a Continuous Poll Job:

1. Open the Access Cover and press:

Polling   **3**

Already assigned
1. Delete
2. Retain

2. To delete the Continuous Poll Job, press **1** .

The Continuous Poll Job is deleted and the machine returns to the Standby Mode.

Polling

Notes: