Mailbox Xerox Communications

The Mailbox Xerox function key provides mailbox communications with a remote Xerox Document WorkCentre machine with the same exclusive mailbox functions.

> ***Note:*** *A system password is required to use the Mailbox feature. The system password at the sending and mailbox stations must be enabled and the same. Refer to Chapter 3, "Setting Your Machine ID and Password".*

The following types of Mailboxes are available:

- **Poll-once Box —** When a document is polled or printed from a Poll-once Box, the data in memory is cleared. If new data is input under the same Box Number, the new data can be added to the preceding document data.

- **Multi-poll Box** — When a document is polled or printed from a Multi-poll Box, the data is not cleared and the document can be polled any number of times. If new data can be input under the same Box Number, the original data is replaced.

- **Private Mailbox** — This is for personal documents. A security code is required to access each document. When a document is polled or printed from a Private Mailbox the data in memory is cleared. If new data is input under the same box number, the new data is added to the preceding document data.

> ***Note:*** *Only a WorkCentre with adequate free memory can function as a Mailbox Station.*

Mailbox Reception Reports

Your WorkCentre can be set to automatically print a report whenever a document is stored in one of its mailboxes either by a remote user or locally. See Chapter 12, "Reports ".