5. To store a document, press (**1**) .

Store to poll-once
Store to poll-once
Mailbox (000-999):

6. Enter the 3 digit mailbox number of the mailbox you selected, then press **Enter**.

> *Note:* If the mailbox number you selected is in use, the following occurs:
> *Poll-once Box: The new document is added to the old.*
> *Multi-poll Box: The old document is replaced by the new one.*
> *Private Mailbox: The new document is added to the old.*

7. If you selected a Private mailbox, enter the 4 digit Security Code, for that mailbox, then press **Enter.**

The document is scanned into memory, then the machine returns to the Standby Mode.

Deleting a Document Stored in a Local Mailbox

Documents stored in the Private or Poll-once mailboxes are cleared once they are polled or printed. To delete documents in a Multi-poll box or documents that have not been polled from the Private or Poll-once boxes, perform the steps that follow.

> *Hint:* *To print a list of all documents in your mailboxes, press:*
>
> **Menu**
> (▲) (**2**) (**3**)   (See Chapter 12 "Reports".)

To delete a document from your local mailbox:

1. Open the Access Cover and press:

Mailbox
Xerox
⬯ (**3**)

Local mailbox
Local mailbox
1. Poll-once box
2. Multi-poll box
3. Private mailbox

2. Select the type of mailbox from which to delete a document. (With the exception of a password, the procedure is the same for all three mailboxes.)

   To delete a document from a Poll-once box, press (**1**) .

   To delete a document from a Multi-poll box, press (**2**) .

   To delete a document from a Private mailbox, press (**3**) .

   Poll-once box
   1. Store
   2. Print
   3. Delete

3. To delete a document, press (**3**) .

   Delete poll-once box

   Mailbox (000-999):

4. Enter the 3 digit mailbox number, then press *Enter*.

5. If you selected Private mailbox, enter the 4-digit Security Code, then press *Enter*.

   Delete poll-once box
   Mailbox   123

   Deleted

The document is deleted, then the machine returns to the Standby Mode.