

### 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:



**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

## Polling

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.