

Polling

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:



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

Polling

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



Scan to be polled:

Secure fax (20 max):



– or –

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.