

The WorkCentre prints the document from the mailbox you selected, then returns to the Standby Mode.

Documents printed from a Poll-once or Private mailbox are deleted once printed.

Remote Mailbox

The “Send to a Remote Mailbox” feature allows you to store a document in a mailbox on a remote WorkCentre 635, 645, 657 or 745 machine.

Send to a Remote Mailbox

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

To send documents to a Remote Mailbox:

1. Load the document face down in the Document Tray.
2. Select the desired **Resolution** and **Contrast**.
3. Open the Access Cover and press:



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

4. Select the type of box into which you want to store the document. (With the exception of a password, the procedure is the same for all three mailboxes.)

To send to a Poll-once box, press **1**.

To send to a Multi-poll box, press **2**.

To send to a Private mailbox, press **3**.