

Local Mailbox (ITU-T)

Once you preset the ITU-T mailbox numbers on your own machine, you can store documents in them for others to retrieve.

The number of users that can access your documents and the required security is dependent on the type of box you store the document in, and the security setup for that box.

Creating an ITU-T Mailbox

Before documents can be stored, the mailbox number must be setup in your mailbox station.

- **Confidential**—To allow polling a Confidential Mailbox, a password must be setup when creating ITU-T mailboxes.
- **Bulletin Board**—To transmit or receive to a Bulletin Board Mailbox, a password must be setup when creating ITU-T mailboxes.

Hint: To print a list of all documents in your ITU-T mailboxes, press:



To create a mailbox:

1. Open the Access Cover and press:



Mailbox setup
1. Done
2. Mailbox setup
3. Mailbox delete

Mailbox Communications

2. Select the Mailbox option.

To return to the Standby Mode, press **1**.

To create a mailbox, press **2**, then go to step 4.

3. The menu selection screen redisplay. Press **Stop** to return to the Standby Mode.

4. Select the type of Mailbox you want to create.

Mailbox type
1. Confidential
2. Bulletin board

To create a Confidential Mailbox, press **1**.

To create a Bulletin Board type Mailbox, press **2**.

Enter Mailbox new #
Box number (20 max):
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5. Using the Numeric Keypad enter a mailbox number, then press **Enter**.

Setup password
1. Yes
2. No

Note: A password is required to transmit or receive to a Bulletin Board Mailbox, or to poll a Confidential Mailbox.

6. Select the Password option:

To assign a password, press **1** and go to step 7.

If you do not want to assign a password, press **2** and go to step 8.