

Mailbox Communications

Send to poll-once

Mailbox (000-999):



- Using the Numeric Keypad enter a 3-digit mailbox number, then press **Enter**.

Send to poll-once

Enter fax number

Speed dial key

or One Touch key

- If you are sending to a private box, enter the 4-digit security code and press **Enter**.
- Using one of the dialing methods, enter the phone number of the remote mailbox station, then press **Enter** if necessary.

The document is sent to the remote mailbox station and stored in the box type you selected.

Polling a Remote Mailbox

To retrieve documents stored in a mailbox of a remote WorkCentre 635, 645, 657 or 745 machine, you need to know the type of box the document is stored in and the box number. If the document is stored in a private mailbox, you also need the security code.

The number of users who can access documents and the security access required is dependent on the type of box you choose to store your document in.

- **Poll-once** — One user can retrieve
- **Multi-poll** — Multiple users can retrieve
- **Private** — One user with the correct security code can retrieve.

Mailbox Communications

To poll a document from a remote mailbox:

1. Open the Access Cover and press:



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

2. Select the type of box in which the document is stored. (With the exception of a password, the procedure is the same for all three mailboxes.)

To select a Poll-once box, press **1**.

To select a Multi-poll box, press **2**.

To select a Private mailbox, press **3**.

Poll from poll-once

Mailbox (000-999):



3. Using the Numeric Keypad, enter a 3-digit mailbox number, then press **Enter**.

Poll from poll-once
Enter fax number,
Speed dial key
or One Touch key

4. If you are polling from a private box, enter the 4-digit security code, then press **Enter**.
5. Using one of the dialing methods, enter the phone number of the remote machine, then press **Enter** if necessary.

The remote machine is dialed and the document is retrieved from the mailbox you selected.