2. Select the Receive to Memory option:

   To enable the Receive to Memory mode, press (**1**) .

   To disable the Receive to Memory mode, press (**2**) .

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

Secure Receive

The Secure Receive feature allows you to set specified times when documents can be received to memory. This feature is useful when private documents are expected. All documents are received to memory during the specified time, then automatically printed at the end of the time period.

In addition to the Automatic Secure Receive feature, you can manually enable the machine to Secure Receive at any time. (See "Manual Secure Receive" in this section.)

To stop a Secure Receive time period and immediately print all received documents, refer to "Ending the Secure Receive Mode".

Automatic Secure Receive Setup

To enable the Automatic Secure Receive Mode, enter a 4-digit security code and designate the time period for receiving documents to memory.
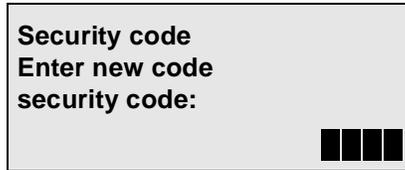
To setup the Secure Receive Mode:

1. Press:

   Menu (▲) (**3**) (**5**) (**0**) (**3**)

   Secure receive
   1. Security code
   2. Security On/Off

2. To set a security code for the first time, or to change your security code, press $\boxed{1}$.

    To enable or disable the Secure Receive feature, press $\boxed{2}$, then go to Step 5.

    > **Security code**
    > **Enter new code**
    > **security code:**
    > �▮▮▮

    – or –

    > **Security code**
   > **Enter existing code**
    > **security code:**
    > ▮▮▮▮

    Note: *If you enter an existing code, the "Enter new code" screen will redisplay, allowing you to enter a new security code. Enter your new code and press* ***Enter****.*

3. Enter a new 4-digit security code, or your existing security code, then press ***Enter***.

    > **Secure receive**
    > **1. Security code**
    > **2. Security On/Off**

4. To enable or disable the Secure Receive feature, press $\boxed{2}$. The menu selection screen redisplays.
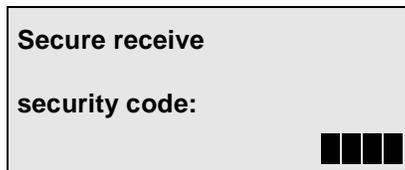
    > **Secure receive**
    >
    > **security code:**
    > ▮▮▮▮

5.   Enter your security code and press **Enter**.

> **Secure receive**
> **1. On**
> **2. Off**

6.   Select the Secure Receive option:

To disable the Secure Receive Mode, press (**2**), then press **Stop** to return to the Standby Mode.

To enable the Secure Receive Mode and designate the time period to receive private documents, press (**1**) .

> **Secure receive**
>
> **Start/stop time**
>   **1 6:00 – 09:00**

> *Note:*   *The time period displays in 12 hour format if you have "12 hour" selected in the Date & Time Setup. (See Chapter 3, "Setting the Date and Time".)*

7.   Enter the time period during which you want the WorkCentre to receive Secure documents each day, then press **Enter**.
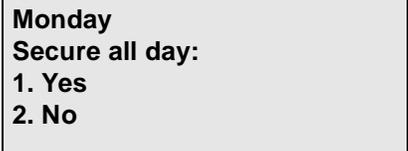
> **Secure recv. all day**
> **for each day?**
> **1. Yes**
> **2. No**

8. Select the days of the week subject to the time period designated in Step 7.

    To enable the WorkCentre to Secure Receive documents during the designated time period every day, press (**1**) . The setting is enabled. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.

    To select the days of the week that the WorkCentre uses Secure Receive for documents at the specified time period, press (**2**) .

Monday **Secure all day:** **1. Yes** **2. No**

9. Select the Secure Receive option for this day:

    To enable the Secure Receive Mode for this day, press (**1**) .

    To disable the Secure Receive Mode for this day, press (**2**) .

    The display for the next weekday displays.

10. Repeat Step 9 to set the Secure Receive for each day of the week.

11. The menu selection screen redisplays. Press **Stop** to return to the Standby Mode.