

## Getting Started

### Setting your Machine ID and System Password\*

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The Machine ID identifies your machine to the remote machine when they communicate. The Machine ID must identify the person or company that sends the documents and appear on each transmitted page.

The System Password is used for Secure Relay or Xerox Mailbox operations.

**Note:** For assistance entering alpha or Special Characters, refer to Chapter 4, "Programming the Machine".

**Note:** U.S. Regulations require that your fax transmittals include your name (business or individual), telephone number, date, and time.

To set your Machine ID and System Password:

1. Press:



**Machine ID**

**Name (40 max):**

After 2 seconds...

**Enter name**



\*This feature is not allowed in all markets.

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- Using the Numeric Keypad and the Character Code Table in Chapter 4, enter your identification name and press **Enter**.

**Country code?**  
1. Yes  
2. No

**Note:** *If 1 is selected, the “+” symbol is automatically displayed at the beginning of the fax telephone number indicating a Country Code can be entered. If 2 is selected, international communication can be entered manually when dialing.*

- Select the Country Code option:

To enter a Country Code, press **1**.

To skip entering a Country Code, press **2**.

**Machine ID**  
**Fax number (20 max):**  
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- Using the Numeric Keypad, enter the machine telephone number then press **Enter**.

<b>Machine ID</b>
<b>System password:</b> ■■■■■■

**Note:** *The System Password is required when using Secure Relay and Xerox Mailbox functions. If these features are not to be used, press **Enter** to skip this function.*

- Enter the System Password (if desired), then press **Enter**.

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

If you wish to remove the System Password, perform the steps above. Then, when System Password is displayed, enter a single character, then press the back arrow, then press **Enter**.