

## Local Mailbox

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Using the WorkCentre mailbox features, you can store documents in mailboxes on your machine for others to retrieve at a later time. The number of users that can retrieve the documents, or the security access required, is dependent on the type of box you store the document in.

**Hint:** To print a list of all documents in your XEROX mailboxes, press:



## Storing a Document in a Local Mailbox

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To store a document in your local 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:



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

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

To store the document in a Poll-once box, press **1**.

To store the document in a Multi-poll box, press **2**.

To store the document in a Private mailbox, press **3**.

**Poll-once box**  
1. Store  
2. Print  
3. Delete