

Local Mailbox

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

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