

Fig. 1
Press **Menu**.

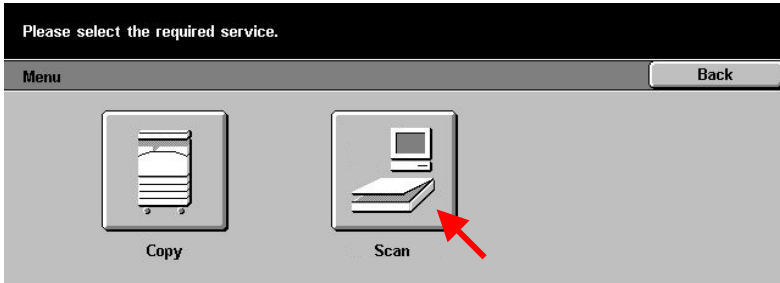


Fig. 2
Press **Scan**.



Fig. 3
Place document(s) on the Document Feeder or Document Glass.

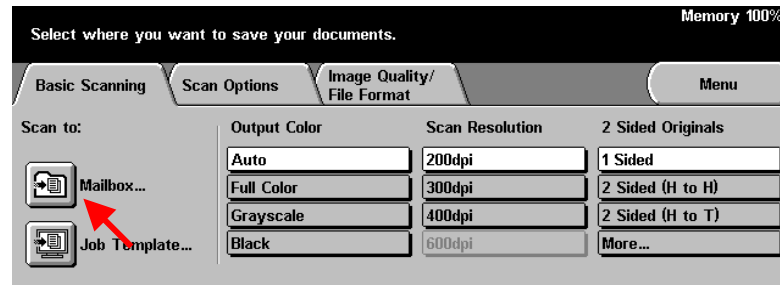


Fig. 3
Press **Mailbox**.

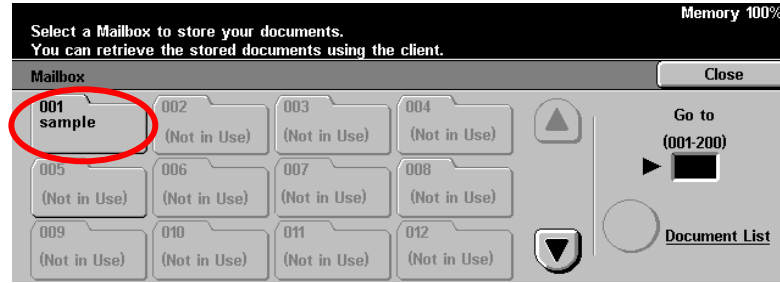


Fig. 4
Select the **Mailbox** to store scanned document.

*** Make sure a mailbox has been created prior to using these steps. For assistance in setting a mailbox see the pamphlet "Creating Mailbox".**



Fig 5.
Enter the Password for the mailbox using the numeric keypad and press **Confirm**. (If the password option was not selected proceed to the next step)

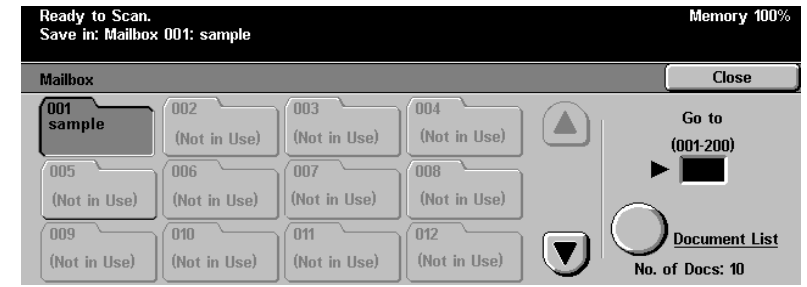


Fig. 6
You are ready to scan.



Fig. 7
Press **Start**.

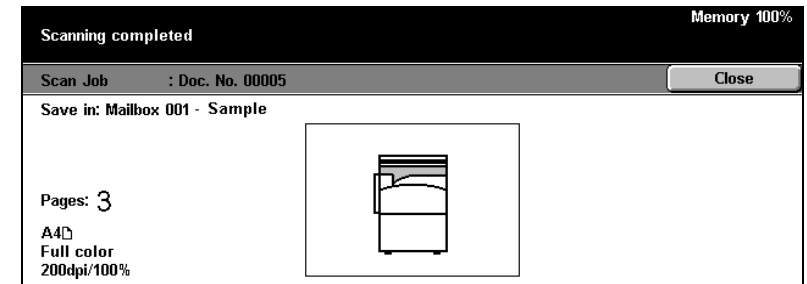


Fig. 8
The screen above is displayed when the scan is completed, then the display will return to the Features screen in Fig. 1

Quick Start Guide

Scan to Mailbox

THE DOCUMENT COMPANY
XEROX



DocuColor 2240/1632

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