

Fig. 1  
Press **Menu**.

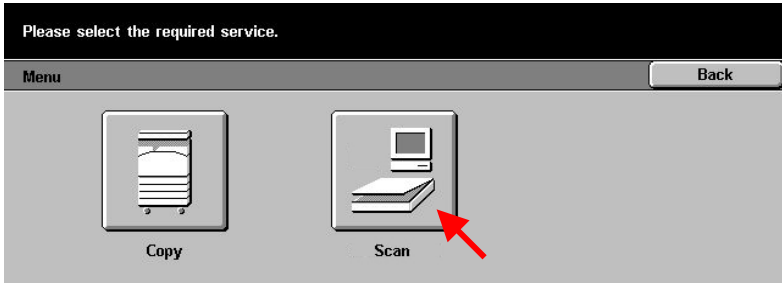


Fig. 2  
Press **Scan**.



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

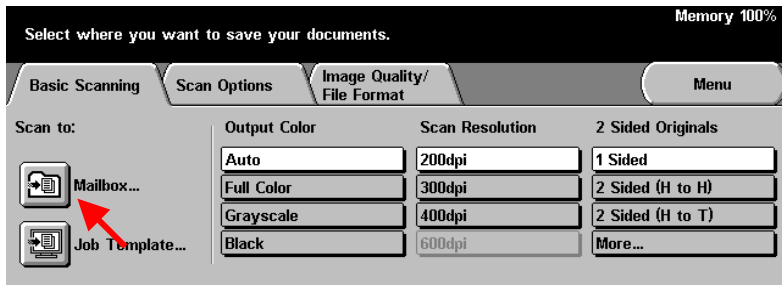


Fig. 3  
Press **Mailbox**.

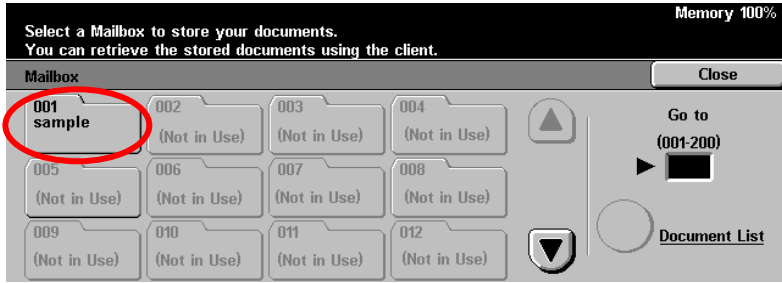


Fig. 4  
Select the **Mailbox** to store scanned document.

**\* 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**.

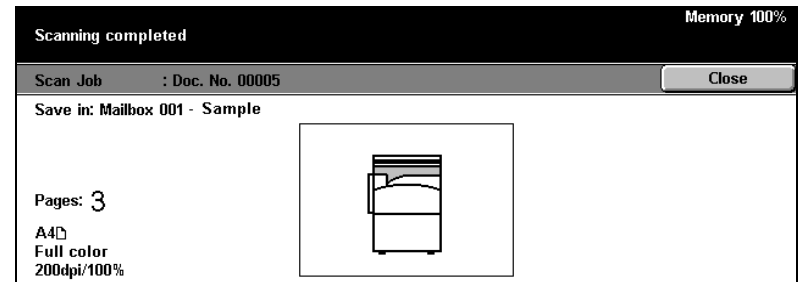


Fig. 8  
The screen above is displayed when the scan is completed, then the display will return to the Features screen in Fig. 1

## Quick Start Guide

Scan to Mailbox

THE DOCUMENT COMPANY  
**XEROX**



DocuColor 2240/1632

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