

Scan PDF to Mailbox from XEROX WorkCenter 7328

XEROX WorkCenter 7328 – 1st Floor DDC Printer/Copier

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Steps	Notes
1. Go to http://10.7.9.231/	
2. Click on the Scan tab.	Horizontal navigation tab
3. Click on Mailbox.	Left hand side vertical navigation
4. Look for a mailbox that is marked Not In Use and click the Create button.	
5. In the Mailbox Name: field, enter a name for your mailbox	Please use your first and last name for the folder name
6. In the Mailbox Passcode and Retype Passcode field, enter and then re-enter your desired mailbox password.	You do not need to set a Passcode if you change the Check Mailbox Passcode combo box to *Off.
7. Click Apply	
8. Refresh the browser page to view the folder list.	
9. Walk over to the XEROX WorkCenter 7328 and press the All Services button	All Services is located on the touch screen in the upper right hand corner.
10. Choose Scan to Mailbox	
11. Use the scroll bars to move through the list of mailboxes until you find the mailbox you created in step 5.	
12. Place document in top paper tray	Make sure that the document is face up
13. Press Start	
14. Go back to your computer and choose Document List to open a list of documents scanned to your mailbox.	Assuming you did not close the web browser window, this action will be performed on the XEROX Work Center's web interface @ http://10.7.9.231
15. Click the checkbox next to the document you wish to retrieve and click on the Retrieve button	
16. Click on the Save This Link URL to download the scanned PDF.	Open or save document