

How to Setup Scan to Email

- Obtain Copier/Printer IP address. At Copier Select User tools, Machine Features (if present), Printer Features, Configuration page.

Configuration Page RICOH MP C4503

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System Reference		Machine ID: E174M30645		Total Memory: 1973 MB	
Total Counter: 42086		Printer: [1.10 / D1685781], System [1.17 / D1495556R], English [1.31:08 / D1506503V], LCD [1.05 / D1491400F], NIR [2.04 / D1495527H]		Free Space: 5104704 KB, Disk Capacity: 5104716 KB	
Printer Language: Adobe PostScript 3 [1.03], Adobe PDF [1.03], RPCS [3.13.22], PCL 6e [1.11], PCL XL [1.11]		Attached Equipment: Lower Paper Trays, Finisher SR3160		Black Toner Remaining: [████████] [████████] [████████] [████████]	
Consumption Status: Magnolia Toner Remaining: [████████] [████████] [████████] [████████]		Cyan Toner Remaining: [████████] [████████] [████████] [████████]		Yellow Toner Remaining: [████████] [████████] [████████] [████████]	
Paper Input					
Tray 1: 11 x 8 1/2 Plain Paper		Tray 2: 11 x 8 1/2 Plain Paper		Tray 3: 11 x 8 1/2 Plain Paper	
Tray 4: 11 x 17 Plain Paper					
Data Management					
Auto Del. Temp. Print Jobs: Off		Hours to Delete: 8			
Auto Del. Stored Print Jobs: On		Days to Delete: 3			
4 Color Graph. Mode: Photo Priority					
System					
Print Error Report: Off		Auto Continue: Off		*Indicates a non-default setting.	
Store and Skip Errored Job: Off		No. of pages to judge jobs: 3			
Memory Overflow: Do not Print		Auto-Cancel Conf. for PDL: Err: Off		Do not Display	
Auto-Cancel Pst Jobs on Err: Off		Job Separation: On			
Rotate St. Auto-Paper Control: On		Rotate by 180 Degree: Off			
Print Compressed Data: Off		Duplex: Off			
Copies: 1		Black Page Print: On			
Reserved Job Waiting Time: Short Wait		Printer Language: Auto			
Sub Paper Size: Auto		Page Size: 8 1/2 x 11			
Lettinhead Setting: Auto Detect		Paper Conf. for Bypass Tray: Do not Display			
Bypass Tray: *Driver/Command		Tray 1: Machine Setting(s)		Machine Setting(s)	
Tray 2: Machine Setting(s)		Tray 3: Machine Setting(s)		Machine Setting(s)	
Tray 4: Machine Setting(s)		Tray 4: Edge to Edge Print: Off			
Default Printer Language: PCL		Tray Switching: Off			
Extend Auto Tray Switching: Off		Jobs Not Preld As. Mach Off: Do not Print			
Restrict Direct Print Jobs: Off		Switch Initial Screen: Job List			
PCL Menu					
Orientation: Portrait		Form Lines: 60			
Font Source: Resident		Font Number: 0			
Print Size: 1200		Font Pitch: 10.00			
Symbol Set: PC8		Character Font: Regular			
Extend A4 Width: Off		Append CR to LF: Off			
Resolution: 600 dpi (Standard)					
PS Menu					
Job Timeout: Use Driver/Command		Job Timeout Time (Seconds): 0			
Wait Timeout: Use Driver/Command		Wait Timeout Time (Seconds): 300			
Paper Selection Method: Select Paper Tray		Switching between 182 Side Print: Active			
Data Format: TRCP		Resolution: 600 dpi (Fast)			
Toner Saving: Off		Color Setting: Super Fine			
Color Profile: Auto		Process Color Model: Color			
Orientation Auto Detect: On		Grey Reproduction: Black/Gray by K (Black)			
PDF Menu					
Reverse Order Printing: Off		Resolution: 600 dpi (Fast)			
Toner Saving: Off		Color Setting: Super Fine			
Color Profile: Auto		Process Color Model: Color			
Orientation Auto Detect: On					
Host Interface					
IO Buffer: 128 KB		IO Timeout: 15 seconds			
DHCP: Off		IPv4 Address: 192.168. 3. 67			
Sub-net Mask: 255.255. 0. 0		IPv4 Gateway Address: 192.168. 1. 10			
IPv6 Stateless Setting: Inactive		IPv6: Active			
IPv6: Inactive		SMB: Active			
Ethernet Speed: *Auto Select: Enable 1Gbps		Fixed USB Port: Off			

Note: Ip address in circled area.

- Open an Internet Browser and enter just the number and periods in the address bar, example 192.168.3.67 the enter.

The screenshot displays the RICOH MP C4503 Web Image Monitor interface. The browser address bar shows the URL `http://192.168.3.67/web/guest/en/websys/webArch/mainFrame.cgi`. The page title is "RICOH MP C4503 Web Image Monitor". The interface includes a navigation menu on the left with options like "Status/Information", "Device Management", and "Print Job/Stored File". The main content area displays device information: Device Name: RICOH MP C4503a, Location: Comcenter Office, Comment: Comcenter Printer, and Host Name: CommCenter. A central image shows the printer. Below this, there are sections for "Alert" and "Status". The "Alert" section shows a message: "Toner Cartridge is almost empty. Yellow Prepare toner cartridge replacement(s). Yellow". The "Status" section shows: System (Status OK), Toner (Cartridge Almost Empty), Waste Toner Bottle (Status OK), Input Tray (Out of Paper), and Output Tray (Status OK).

- In the upper right hand corner select Login, the default user name is admin, no password.
- Go to Device Management, Configuration.

Configuration

Back



Device Settings

- System
- Function Key Allocation/Function Priority
- Paper
- Date/Time
- Timer
- Logs
- Download Logs
- Email
- Auto Email Notification
- On-demand Email Notification
- File Transfer
- User Authentication Management
- Administrator Authentication Management
- Program/Change Administrator
- Print Volume Use Limitation
- LDAP Server



Interface

- Interface Settings



Network

- IPv4
- IPv6
- SMB
- SNMP
- SNMPv3
- SSDP
- Bonjour
- System Log



Security

- Network Security
- Access Control
- IPP Authentication

- Select Email, and you will need the following information from your ISP or IT support:
 - Smtip server
 - port # (port 25,465,587)
 - Smtip server authentication, username (email address) and password
 - Administrator email address, this will show as the sender email address if auto specify sender name is on (Instructions at end of document)

RICOH MP C4503 Web Image Monitor

← Home

OK Cancel

■ Administrator Email Address :

Create Email Signature

■ Signature :

Reception

■ Reception Protocol : POP3 ▾

■ Email Reception Interval : On Off
: 15 minute(s)

■ Max. Reception Email Size : 2 MB

■ Email Storage in Server : Off ▾

SMTP

■ SMTP Server Name :

■ SMTP Port No. : 25

■ Use Secure Connection (SSL) : On Off

■ SMTP Authentication : On Off

■ SMTP Auth. Email Address :

■ SMTP Auth. User Name :

■ SMTP Auth. Password : Change

■ SMTP Auth. Encryption : Auto Select ▾

POP before SMTP

■ POP before SMTP : On Off

■ POP Email Address :

■ POP User Name :

■ POP Password : Change

-SMTP port No., for ports 465 or 587, turn on ssl if required.

- When auth is required turn on SMTP authentication
- In an Office 365 environment, the SMTP authentication Email Address, SMTP authentication User Name, and Administrator Email Address will all be the same and **must** be the Office 365 Administrator email credentials.

- To turn on auto specify sender name this must be done at the copier, User tools, System Settings, File Transfer, page 2, turn on auto specify senders name. You may also need to go to the File transfer, SMTP Server to enable "Use secure connection (SSL)" if not listed in the web browser.
- The following link will provide instructions on registering entries in the address book:

<http://www.metrosales.com/wp-content/uploads/2014/08/REGISTERING-ENTRIES-IN-THE-ADDRESS-BOOK-10-6-08.pdf>