METRO SALES INC.

How to Setup Scan to Email

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

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.

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

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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:
  -Smtp server
  -port # (port 25,465,587)
  -Smtp 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)

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| 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