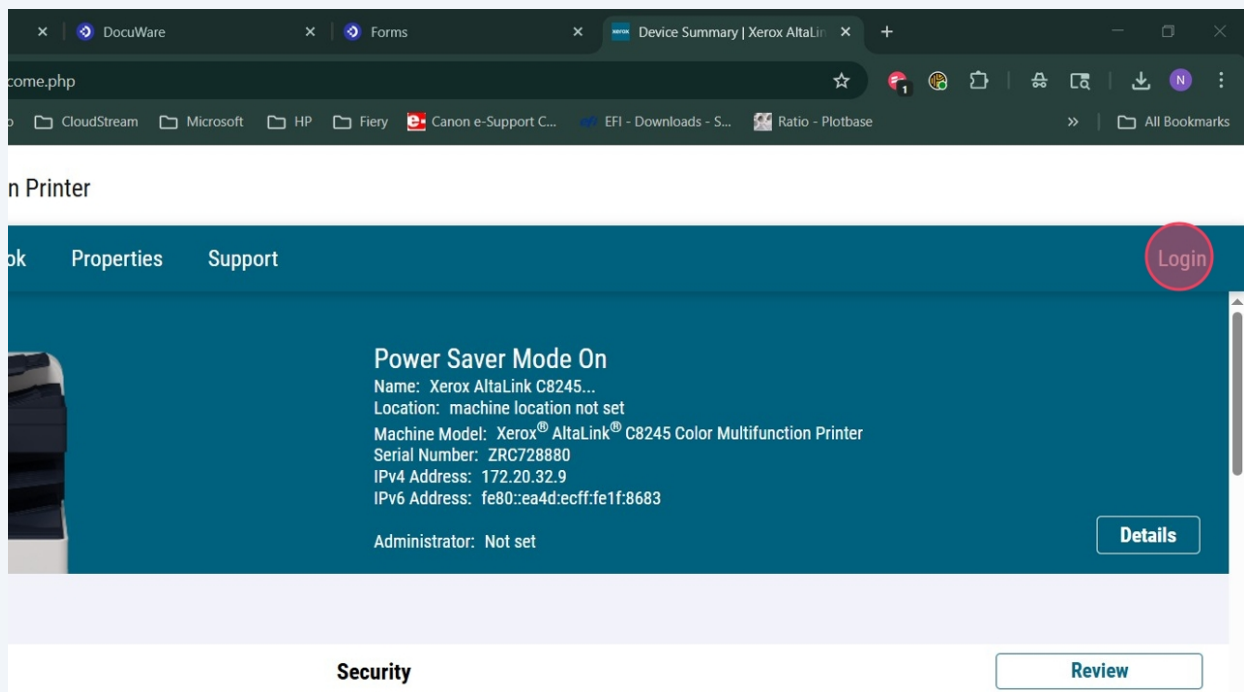


How to setup scan to email on a Xerox MFP

- 1 Enter the IP address of your Xerox printer in a web browser tab then press Enter

- 2 Click "Login" button



3 Click "User ID"

← → ↻ 🏠 Not secure https://172.20.32.9/properties/authentication/login.php?tab=stat&redir=%2Fstat%2Fwelcome.php

Apps | DocuWare | Papercut | Ricoh | Metro | CloudStream | Microsoft | HP | Fiery | Canon e-Support C... | EFI - Downloads - S...

xerox AltaLink® C8245 Color Multifunction Printer

Home Jobs Print Scan Address Book Properties Support

Login

User ID

Password

Login

?

Help

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4 Type admin

5 Type xerox, 0000, or Serial Number of device

xerox AltaLink® C8245 Color Multifunction Printer

Home Jobs Print Scan Address Book Properties Support Login

Login

User ID
admin

Password
0000

Login

Help

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6 Click "Login"

Home Jobs Print Scan Address Book Properties Support

Login

User ID
admin

Password
0000

Login

Help

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7 Click "Properties"

xerox AltaLink® C8245 Color Multifunction Printer

Home Jobs Print Scan Address Book **Properties** Support

Power Saver Mode On
Name: Xerox AltaLink C8245...
Location: machine location not set
Machine Model: Xerox® AltaLink® C8245 Color Multi
Serial Number: ZRC728880
IPv4 Address: 172.20.32.9
IPv6 Address: fe80::ea4d:ecff:fe1f:8683
Administrator: Not set

Device Summary

Security

8 Click "Apps"

xerox AltaLink® C8245 Color Multifunction Printer

Home Jobs Print Scan Address Book Properties Support

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- Configuration Watchdog

Fleet Orchestrator

Fleet Orchestrator

AC Auto Configured ← 1 File

This device is auto configured using 1 file.

[Download Activity Log](#)

Configuration Files

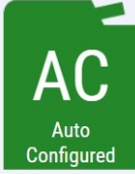
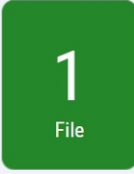
Type	File Name/Version	Status
Software ungraded successfully		

9 Click "Email"

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Fleet Orchestrator

Fleet Orchestrator

This device is auto configured using 1 file.

[Download Activity Log](#)

Configuration Files

Type	File Name/Version	Status
Software Upgrade	122.039.025.20910	Software upgraded successfully. Monday, September 15 2025 09:14:58 PM CDT

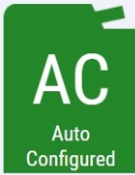
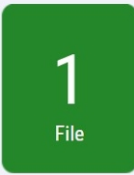
Share Configuration Files

10 Click "Setup"

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- Adaptive Learning
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 - > Printing
 - > Copy
 - > Scan Services
 - Email**
 - Setup**
 - > Server Fax
 - > Scan To
 - > Workflow Scanning
 - > Scan to Mailbox
 - > Scan to Home
 - > Scan To USB
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Fleet Orchestrator

Fleet Orchestrator

This device is auto configured using 1 file.

[Download Activity Log](#)

Configuration Files

Type	File Name/Version	Status
Software Upgrade	122.039.025.20910	Software upgraded successfully. Monday, September 15 2025 09:14:58 PM CDT

Share Configuration Files

11 Click SMTP "Edit" field

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Print Scan Address Book Properties Support admin

Email Setup [Apply Factory Settings](#)

Required Settings	General	Address Books	Defaults	Compression	Security
Required Configuration Settings					
Setting	Status	Action			
SMTP	✗ Required; Not Configured	Edit...			
From Field	✗ Required; Not Configured	Edit...			

Help

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smtp/authentication.php?from=email_req_smtp

12 Click "Required Information"

Not secure https://172.20.32.9/protocols/smtp/authentication.php?from=email_req_smtp

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SMTP (Send Emails) - SMTP Authentication

SMTP Authentication	Required Information	Connection Encryption	File Size Manager
Choose which SMTP Authentication to use for sending system and user initiated emails			
<input checked="" type="radio"/> Basic Auth with SMTP: Use a standard username and password to send email through any SMTP-compatible server. Suitable for legacy syst			
<input type="radio"/> OAuth 2.0 with SMTP: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standard:			
User Jobs			
<input checked="" type="radio"/> Login credentials used for user initiated email jobs			
<input type="radio"/> None			
<input type="radio"/> Device			
<input type="radio"/> Logged in User			
<input type="radio"/> Prompt at device control panel			

13 Click here

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/ Email Setup

SMTP (Send Emails) - Required Information

SMTP Authentication

Required Information

Connection Encryption

File S

Required Configuration Settings

Required Information

Server

☐ Use DNS (to identify SMTP Server)

☒ Specify SMTP Server manually

☒ IPv4 Address

☐ IPv6 Address

☐ Host Name

IP Address: Port

0

0

0

0

:

Note

You can restrict email transmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [Review the domain restriction page.](#)

14 Click "Host Name"

Send Emails) - Required Information

SMTP Authentication

Required Information

Connection Encryption

File Size Management

Test Configuration

Required Configuration Settings

Required Information

Server

☐ Use DNS (to identify SMTP Server)

☒ Specify SMTP Server manually

☒ IPv4 Address

☐ IPv6 Address

☐ Host Name

Host Name: Port

:

25

Default All

Close

strict email transmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [domain restriction page.](#)

15 Type the smtp server name or IP Address. For Microsoft Outlook Type smtp.office365.com

16 Type 587 for port number

The screenshot shows the Xerox AltaLink C8245 Color Multifunction Printer web interface. The browser address bar displays the URL: https://172.20.32.9/protocols/smtp/required.php?from=email_req_smtp. The page title is "SMTP (Send Emails) - Required Information". The interface includes a navigation menu on the left with options like Home, Jobs, Print, Scan, Address Book, Properties, and Support. The main content area has tabs for SMTP Authentication, Required Information, Connection Encryption, File Size Management, and Test Configuration. The "Required Information" tab is active, showing a "Required Configuration Settings" section. Under "Required Information", there are two radio button options: "Use DNS (to identify SMTP Server)" and "Specify SMTP Server manually". The "Specify SMTP Server manually" option is selected. Below this, there are three radio button options: "IPv4 Address", "IPv6 Address", and "Host Name". The "Host Name" option is selected. To the right of these options, there is a "Host Name: Port" section with two input fields. The first field contains "smtp.office365.com" and the second field contains "587". At the bottom of the form, there are buttons for "Default All", "Close", and "Apply". A "Note" section at the bottom states: "You can restrict email transmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [Review the domain restriction page.](#)"

17 Click "Host Name"

ils) - Required Information

tion	Required Information	Connection Encryption	File Size Management	Test Configuration
------	----------------------	-----------------------	----------------------	--------------------

tion Settings

SMTP Server)

manually

Host Name: Port

smtp.office365.com : 587

Default All Close Apply

nsmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [ction page.](#)

18 For Google Gmail Type smtp.gmail.com

19 Type 465 for port number

The screenshot shows the Xerox AltaLink C8245 Color Multifunction Printer web interface. The browser address bar shows the URL: https://172.20.32.9/protocols/smtp/required.php?from=email_req_smtp. The page title is "SMTP (Send Emails) - Required Information". The interface includes a navigation menu on the left with options like Home, Jobs, Print, Scan, Address Book, Properties, and Support. The main content area has tabs for SMTP Authentication, Required Information, Connection Encryption, File Size Management, and Test Configuration. The "Required Information" tab is active, showing a "Required Configuration Settings" section. Under "Required Information", there are radio buttons for "Use DNS (to identify SMTP Server)", "Specify SMTP Server manually", "IPv4 Address", "IPv6 Address", and "Host Name". The "Host Name" option is selected. The "Host Name: Port" field is set to "smtp.gmail.com : 465". There are buttons for "Default All", "Close", and "Apply". A note at the bottom states: "You can restrict email transmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [Review the domain restriction page.](#)"

20 Click "Apply"

This is a close-up view of the "Required Information" section from the previous screenshot. It shows the "Host Name: Port" field with the value "smtp.gmail.com : 465". The "Apply" button is highlighted with a red circle. The "Required Configuration Settings" section is also visible, showing the "Specify SMTP Server manually" option selected. The "Host Name" radio button is also selected. The "Host Name: Port" field is set to "smtp.gmail.com : 465". The "Apply" button is highlighted with a red circle. The "Default All" and "Close" buttons are also visible. The note at the bottom is partially visible: "nsmissions based on domain. You can also allow LDAP returned Email addresses without the @ requirement. [ction page.](#)"

21 Click "Connection Encryption"

es://172.20.32.9/protocols/smtp/required.php?from=email_req_smtp

Color Multifunction Printer

an Address Book Properties Support

/ Email Setup

SMTP (Send Emails) - Required Information

SMTP Authentication	Required Information	Connection Encryption	File Size Management	Test Con
---------------------	----------------------	-----------------------	----------------------	----------

✓ Required Settings Configured

Required Information

Server

☐ Use DNS (to identify SMTP Server)

☒ Specify SMTP Server manually

☐ IPv4 Address

☐ IPv6 Address

☒ Host Name

Host Name: Port

smtp.gmail.com : 465

22 Click "STARTTLS (if available)"

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Scan to Home

Scan To USB

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SMTP (Send Emails) - Connection Encryption

SMTP Authentication	Required Information	Connection Encryption	File
---------------------	----------------------	-----------------------	------

Encryption Mechanism used by devices when Communicating with the SMTP Server:

☒ No Encryption

☐ STARTTLS (if available)

☐ STARTTLS

Help

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23 Click "Apply"

SMTP (Send Emails) - Connection Encryption

SMTP Authentication	Required Information	Connection Encryption	File Size Management	Test Configuration
---------------------	----------------------	-----------------------	----------------------	--------------------

Encryption Mechanism used by devices when Communicating with the SMTP Server:

No Encryption

STARTTLS (if available)

[View Root/Intermediate Trusted Certificates](#)

Close

Apply



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24 Click "Email Setup"

DocuWare x File Cabinets x DocuWare x Forms x SMTP (Send Emails)

Not secure https://172.20.32.9/protocols/smtp/connectionEncryption.php?from=email_req_smtp

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Email Setup

SMTP (Send Emails) - Connection Encryption

SMTP Authentication	Required Information	Connection Encryption	File Size Management
---------------------	----------------------	-----------------------	----------------------

Encryption Mechanism used by devices when Communicating with the SMTP Server:

☐ No Encryption

☐ STARTTLS (if available)

☒ STARTTLS

☒ Check for valid server certificate, signed by a CA

[View Root/Intermediate Trusted Certificates](#)

25 Click SMTP "Edit" field

The screenshot shows the 'Email Setup' page for the Xerox AltaLink C8245. The 'Required Settings' tab is active. A table lists the configuration status for SMTP and From Field. The 'SMTP' row shows a green checkmark and 'Required; Configured', with an 'Edit' link circled in red. The 'From Field' row shows a red X and 'Required; Not Configured', with an 'Edit' link. The 'Action' column header is also circled in red.

Setting	Status	Action
SMTP	✓ Required; Configured	Edit...
From Field	✗ Required; Not Configured	Edit...

26 Under the SMTP authentication tab, click "Device" for User Jobs

The screenshot shows the 'SMTP authentication' settings page. The 'User Jobs' section is expanded, and the 'Device' option is selected, highlighted with a red circle. The 'System Jobs' section is also visible, with the 'Device' option selected. The 'Login Name', 'Password', and 'Retype password' fields are present.

User Jobs

☒ None
☐ Device
☐ Logged in User
☐ Prompt at device control panel

System Jobs

☒ None
☐ Device

Login Name

Password

Retype password

☐ Select to save new password

27 Click "Login Name"

9/protocols/smtp/authentication.php?from=email_req_smtp

Metro CloudStream Microsoft HP Fiery Canon e-Support C... EFI - Downloads - S... Ratio - Plotbase >> All B

Address Book Properties Support admin

with SMTP: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standards.

Credentials used for user initiated email jobs

Login Name

Password

Retype password

☐ Select to save new password

Credentials used for device initiated email messages


Login Name

Password

28 Type [Users](#) Email address who will be used for authenticating to your email server

29 Click "Password" then enter the password for user account named in step 28


unction Printer


ss Book Properties Support admin 

SMTP: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standards.

entials used for user initiated email jobs

Login Name
auser@company.com


Password 


Retype password 

☐ Select to save new password

entials used for device initiated email messages


Login Name
auser@company.com

Password 

Retype password 

30 Click "Retype password"


unction Printer


ss Book Properties Support admin 

SMTP: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standards.

entials used for user initiated email jobs

Login Name
auser@company.com


Password 


Retype password 

☐ Select to save new password

entials used for device initiated email messages

Login Name
auser@company.com

Password 

Retype password 

☐ Select to save new password

31 Click "Apply"

: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standards.

Used for user initiated email jobs

Login Name

ausser@company.com

Password

Retype password

☐ Select to save new password

ce control panel

Used for device initiated email messages

Login Name

ausser@company.com

Password

Retype password

☐ Select to save new password

Close

Apply

32 Click "Test Configuration"

s/smtp/authentication.php?from=email_req_smtp

n Printer

ok

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ils) - SMTP Authentication

tion

Required Information

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entication to use for sending system and user initiated emails

: Use a standard username and password to send email through any SMTP-compatible server. Suitable for legacy systems.

: Send email using secure token-based authentication through Microsoft 365. Compliant with current security standards.

Used for user initiated email jobs

Login Name

ausser@company.com

Password

Retype password

ce control panel

33

Click "To Address" enter a user email to send test email

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SMTP (Send Emails) - Test Configuration

SMTP Authentication

Required Information

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To Address

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