

# Scan to E-Mail

## 1) Set up Email Capability

To set up scanning to email, you must set up the SMTP server settings:

1. Log into scanner's web UI
2. Go to menu **Network** -> **Protocol** -> **SMTP (Advanced Settings)**
3. Fill in mail server settings according to your E-Mail hosting provider's instructions
4. Click **Submit** button at the bottom of the page
5. enter a destination email address for a test email on the next page
6. You will be re-directed to the SMTP edit page with extra green **Test OK** text if email test was successful.
7. To change default profile for scans to E-Mail, go to menu **Scan** -> **Scan to E-mail Server** and change the defaults there (as of 4/13/24 settings were left at default)

## 2) Set up Address Book

Adding addresses to address book is optional, but helpful for scanning to E-Mail, as otherwise you have to enter address in manually each time:

1. Log into scanner's web UI
2. Go to menu **Address Book**
3. Fill in the addresses (name and email) as desired
4. Click **Submit** button at the bottom of the page

## 3) Set up scanner for easy access to E-Mail function:

Change the default page for easier access to email function:

1. Go to settings menu on scanner's built-in screen
2. go to menu **General Setup** -> **Screen Settings** -> **Home Screen**
3. Choose **Scan 2** as the home screen

Now the home screen always has **Scan to E-Mail server** option on it!

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