

# 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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