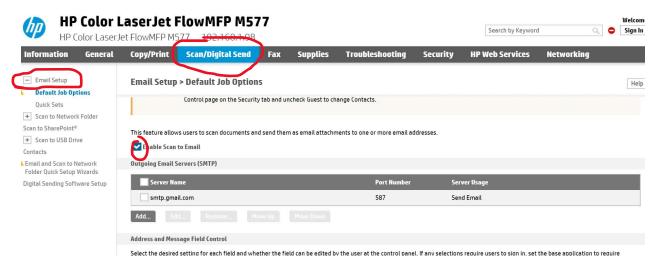
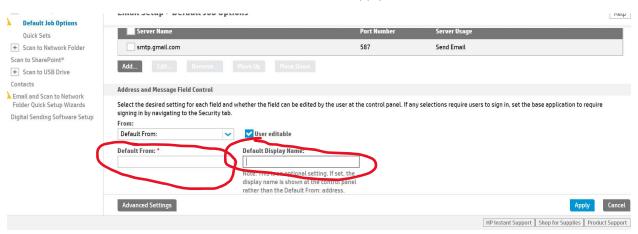
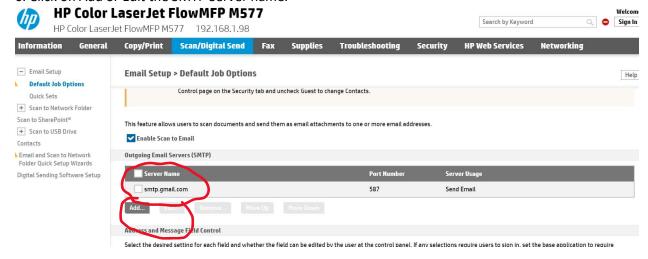
- 1. Sign in as administrator and click on Scan/Digital Send.
- 2. Click on email setup on the right.
- 3. Click on enable Scan to Email.
- 4. Edit or add a SMTP Server Name.



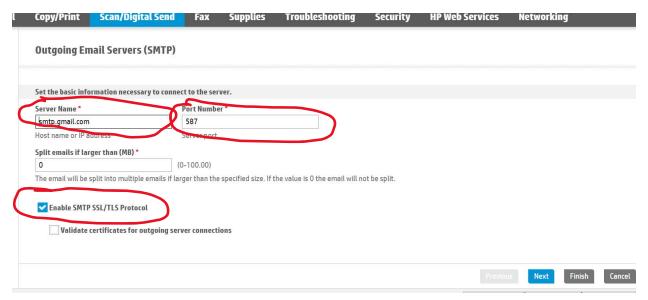
5. Scroll down and set the Default From address and click Apply.



6. Click on Add or Edit the SMTP Server name.



7. Enter SMTP server name, port number and check enable SMTP SSL/TLS if needed and click next.

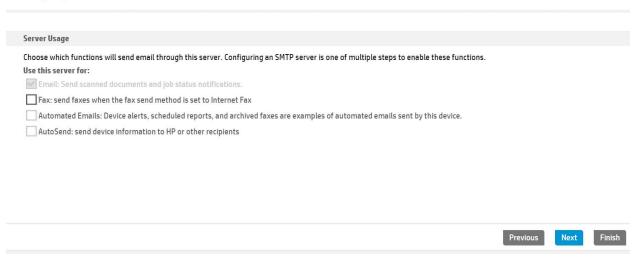


- 8. Select if it requires authentication.
- 9. If this is required select always use these credentials and enter a username and password. Then click next.



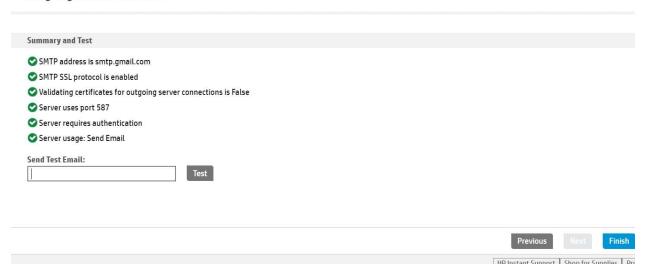
10. Most of the time these will be unchecked.

Outgoing Email Servers (SMTP)



11. Enter an email address and click on test. This may take 2 minutes.

Outgoing Email Servers (SMTP)



12. If you get the successfully sent message SMTP will be setup. If the job log is showing that the jobs are successful but the emails aren't arriving then check the junk or spam folder.

Outgoing Email Servers (SMTP) Successfully sent. Please check your inbox or junk mail folder. Summary and Test SMTP address is smtp.gmail.com SMTP SSL protocol is enabled Validating certificates for outgoing server connections is False Server uses port 587 Server requires authentication Server usage: Send Email