**KYOCERA EMAIL SCANNING SETUP INSTRUCTIONS**

Before you can successfully configure scanning to email you must confirm that all the security protocols are properly enabled.

Access the Kyocera Command Center RX page by typing the IP address of the device in a web browser.

Log in as the Administrator. Navigate to security settings>Network Security and confirm that the check boxes shown below are filled in. If the boxes framed out in red are not checked, you could possibly receive a 4803 error when testing the email connection.

Next Navigate to Function Settings> Email

Fill out the pertinent boxes as shown below.



Depending on the email service subscribed to, you may need to activate SMTP security protocols.

If SSL/TLS (Port 465) or STARTTLS (port 587) is required, click on the protocol hyperlink which will get you here:

At this time, you could also confirm the basic SMTP protocol is activated.



Click on the down arrow next to Off and you will see the options for your security settings.

One example of settings you will use is shown below.  These are the settings you will use if you subscribe to MS Office 365.

1. Set **SMTP Protocol** to **On**
2. Set **SMTP Port Number** to **587**
3. Set **SMTP Server Name** to **smtp.office365.com**
4. Set **SMTP Server Timeout** to **180**
5. Set **Authentication Protocol** to **On**
   - Set **Authentication as** to **Other**
   - Set **Login User Name** <email address>
   - Set **Login Password** <above email address password>
     - The maximum length of the Login Password is 64 characters
6. Set **SMTP Security** to **STARTTLS**
7. Set **Sender Address** to the _same_ email address as used for the Login User Name
   - The maximum length of the sender address is 128 characters
8. Set **SMTP Authentication and Sender Address** to **Use System Settings**

Next you may want to enter machine address book entries.

In Command Center RX Web Portal, navigate to the address book menu>Machine Address Book and click on add.
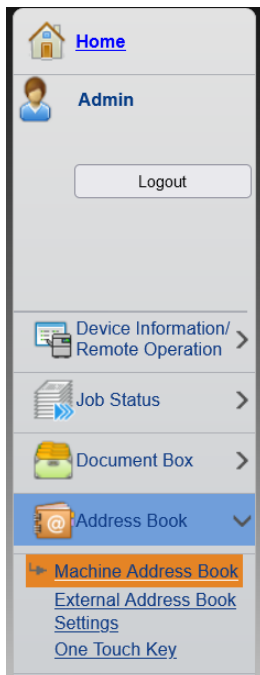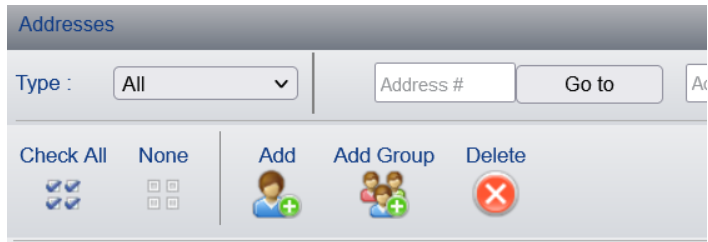
Fill in the menu as shown below.

| Name : | Test |
| E-mail : | |
| E-mail Address : | Test@mail.com |

Continue to add email destinations as needed.