



# Change scan to email (SMTP) Email and Password

On the control panel of the machine:

- 1. Press/Touch [MENU]
- 2. Select [UTILITY]



3. Select [ADMINISTRATOR SETTINGS]



4. Enter the password (default is 12345678) and touch **[OK]** 



5. Select [NETWORK SETTINGS]



6. Select [EMAIL SETTINGS]



7. Select [EMAIL TX (SMTP)]

	Use the menu buttons or keypad to make a selection.
Booknark	Administrator Cottings Nature Cottings E-Mail Cottings
Display Keypad	
Utility	1 E-Hail TX (SHTP)
+	2 F-Wail RX (POP)
Administrator Settings	
+	
Network	5.45HE Communication
+	4 Bettings
E-Mail Settings	
	10/01/2024 13:52 Close



8. Select [DETAIL SETTINGS]

	Specify the E-Mail TX (SMTP)	settings.	
Booknark	Administrator Settings > E-	Hail TX (SMTP) 1/6	«Back 597a
Display Keypad	ON	OFF	*
Utility	Scan to E-mail	Status Notification	Total Counter Notification
+			
Administrator Settings	ON	0N	ON
+	OFF	OFF	OFF
Network Settings			
· · ·			
E-Mail Settings			
+	Detail Settings		
E-Mail TX (SHTP)	10/01/2024 13:52		ОК

9. Under SMTP Authentication, touch

# [ON]

	Use the keypad to type in	the POP Before SMTP time.	
Booknark	Administrator Cottings) E	-Mail TV (ONTE) \ ONTE Dot	alle
Display Keypad	SMTP Authentication	POP Before SHTP Authentication	POP Before SMTP Tine
Utility	ON	ON	Ssec.
+			0 - 60
Administrator Settings	OFF	OFF	
+			
E-Mail Settings			
+			
E-Mail TX (SMTP)			
+			
SMTP Details	10/01/2024 13:52		ОК

10. Select [USER ID]

	Specify the E-Mail TX (SHTF	) authentication settings.	
Booknark	Administrator Sottings) Sk	(TD Dotail \ SHTD Authoritication	
Display Keypad	Hairmon and Seconges St	In Detail 7 Jun Huthenertuttion	1
	User ID br	admin©bpos.ca	1
Utility			
+			
Administrator			
Settings	Password	DEBERGHOODE	
	Donain Name br	05. ca	
E-Mail TX (SMTP)			
+			
SMTP Details			
+	Authentication	HTP Authentication	
SMTP Authentication	10/01/2024 13:53	Cancel OK	)

11. Touch [ C ] to clear the field, enter the new email address and touch [CLOSE]



- 🔵 ΚΟΝΙζΛ ΜΙΝΟΙΤΛ
- 12. Touch [PASSWORD]



13. Touch [ C ] to clear the field, enter the new password and touch [CLOSE]



14. Touch **[OK]** 

	Specify the E-Hail TX (SMTP) authentication settings.
Booknark	Administrator Sottings) SHTD Datail ) SHTD Authonication
Display Keypad	Hantinistrator settings shir betail / shir Huthentitation
Utility	User ID beadminetyees.ca
Administrator Settings	Password
E-Mail TX (SMTP)	Donain Name bpos. ca
+	
SMTP Details	
+	Authentication Setting
SMTP Authentication	10/01/2024 1853 Cancel 0K

15. Touch [OK]

	Specify the E-Mail TX (SMTP)	settings.	
Booknark	Administrator Settings > E-	Hail TX (SHTP) 1/6	«Back Fora
Display Keypad	ON	OFF	*
Utility	Scan to E-mail	Status Notification	Total Counter
+			
Administrator Settings	ON	0N	ON
+	OFF	0FF ]	OFF ]
Network Settings			
E-Mail Settings			
+	Detail Settings		
E-Mail TX (SMTP)	10/01/2024 13:52		ОК



- 16. Select [ADMINISTRATOR SETTINGS]
  - along the left side

	Use the menu buttons or keypad to make a selection.	
Booknark	Administrator Sottings Notwork Sottings F-Hail Sottings	
Display Keypad		*
Utility	1 E-Mail TX (SHTP)	
Administrator Settings	2 E-Mail RX (POP)	
Network Settings	4 Extinguistication	
E-Mail Settings		
	10/01/2024 13:52	Close

17. Select [ADMINISTRATOR/MACHINE

### SETTINGS]



18. Select [ADMINISTRAOTR REGISTRATION]



19. Select [E-MAIL ADDRESS]



- 🔵 ΚΟΝΙζΑ ΜΙΝΟΙΤΑ
- 20. Touch **[C]** to clear the field, enter the new email address and touch **[OK]**



21. Touch [OK]



22. Select [INPUT MACHINE ADDRESS]



23. Select [E-MAIL ADDRESS]







### 25. Touch [OK]

	Make a selection.	
Booknark Display Keypad Utility	Administrator Settinos > Admin/Machine Settinos > Input Machine Address Device Name M4.Come E-Hail Address copierNexos.co	•
Administrator/ Machine Setting		
Input Machine Address	1001/2024 14:14 <b>0K</b>	



26. Touch [CLOSE]



27. Touch [CLOSE]

Function Search	Use the me	nu buttoms or keypad to make	a selec	tion.
Booknark	Administr	ator Settings		
Display Keypad			1/2	* <u>≪Back</u> <u>535a</u> ≫
Utility	1	System Settings		
Administrator Settings	2	Administratorings	7	Copier Settings
	3	Registration	8	Printer Settings 🦼
	4	Meen Authentication/	9	System Connection
	5	Network Settings		
	10/01/2024	14:0B	-	Close

## 28. Touch [CLOSE]

Function Search	Use the me	nu buttons or keypad to make	a sele	ection.
Booknark Display Keypad	Utility			
Utility	1	Registration A	6	Banner Printing
	2	User Settings		
	3	Administrator Settings	8	Device Information
	4	Administrator Shortcut		
	5	Check Consumable Life		
			_	
	10/01/2024	14:17		Close