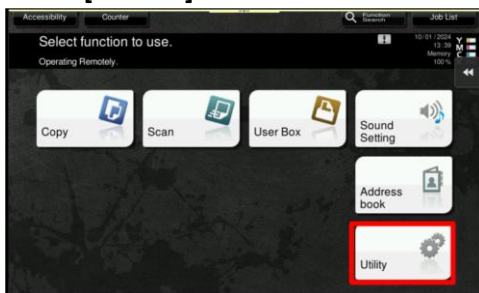


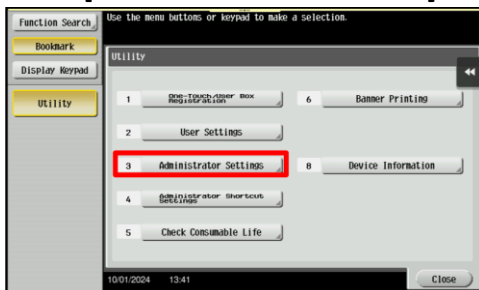
Change scan to email (SMTP) Email and Password

On the control panel of the machine:

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



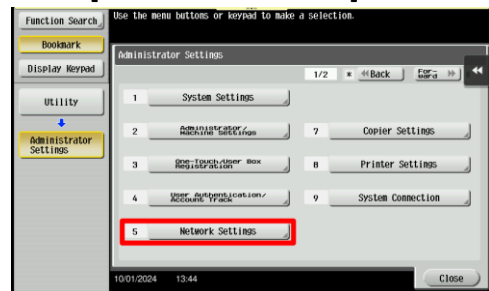
3. Select **[ADMINISTRATOR SETTINGS]**



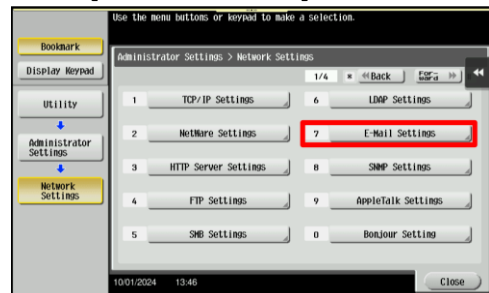
4. Enter the password (default is 12345678) and touch **[OK]**



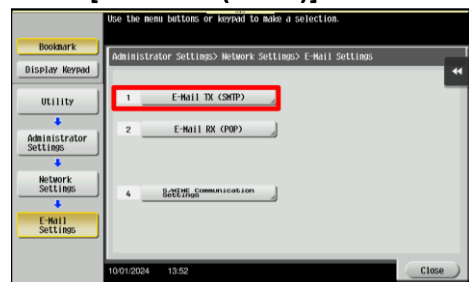
5. Select **[NETWORK SETTINGS]**



6. Select **[EMAIL SETTINGS]**



7. Select **[EMAIL TX (SMTP)]**



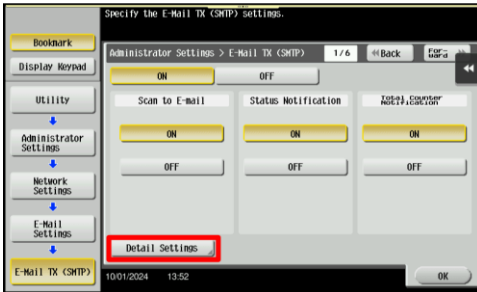
Bridgeport Office Solutions

43 Speers Road

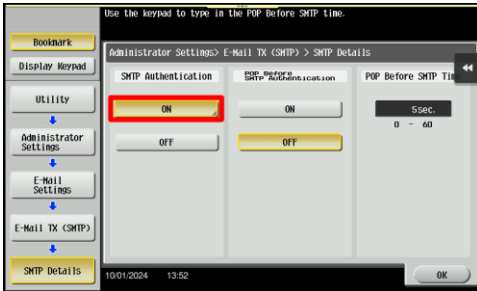
Winnipeg, Manitoba R2J 1M2

(204) 953-0540 (P) | (204) 953-0549 (F) | bpadmin@bpos.ca (E) | www.bpos.ca

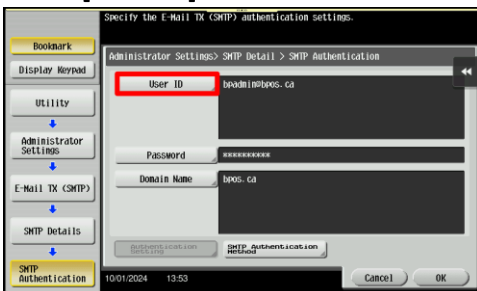
8. Select [DETAIL SETTINGS]



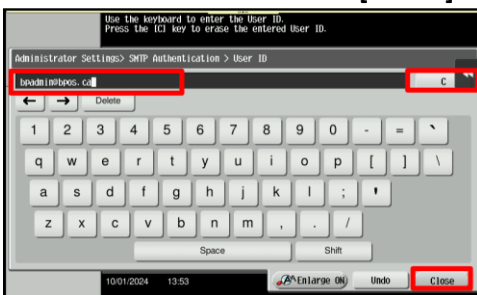
9. Under SMTP Authentication, touch [ON]



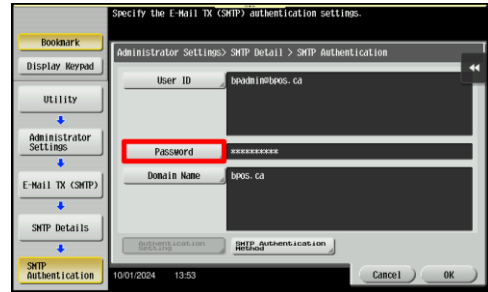
10. Select [USER ID]



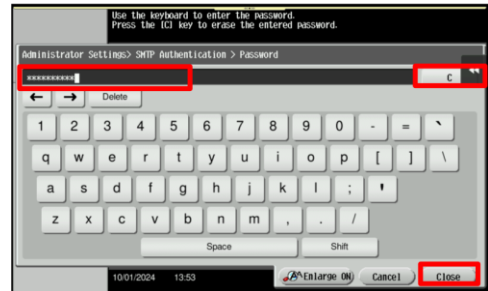
11. Touch [C] to clear the field, enter the new email address and touch [CLOSE]



12. Touch [PASSWORD]



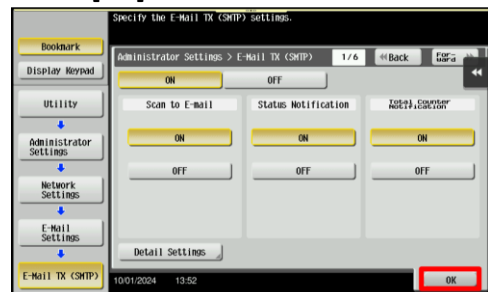
13. Touch [C] to clear the field, enter the new password and touch [CLOSE]



14. Touch [OK]



15. Touch [OK]



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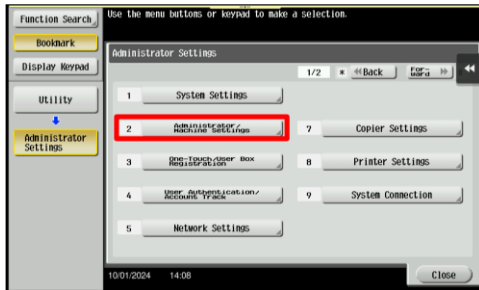
(204) 953-0540 (P) | (204) 953-0549 (F) | bpadmin@bpos.ca (E) | www.bpos.ca



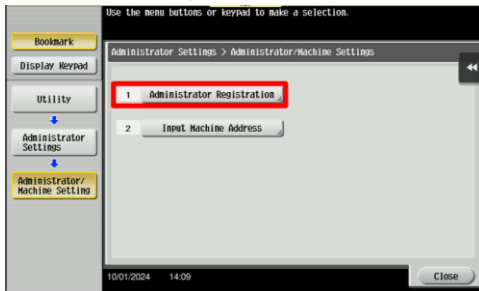
16. Select **[ADMINISTRATOR SETTINGS]** along the left side



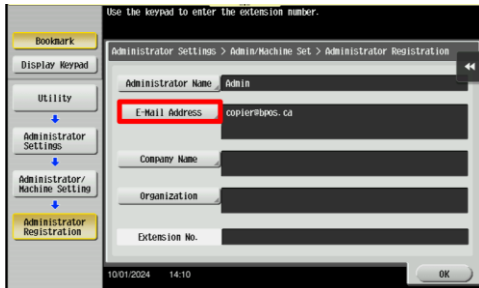
17. Select **[ADMINISTRATOR/MACHINE SETTINGS]**



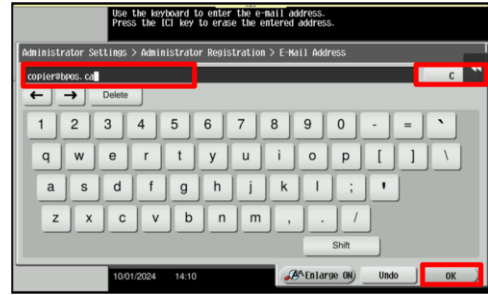
18. Select **[ADMINISTRATOR REGISTRATION]**



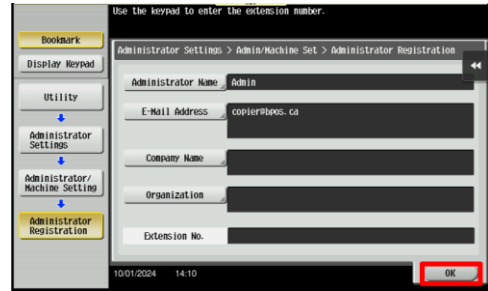
19. Select **[E-MAIL ADDRESS]**



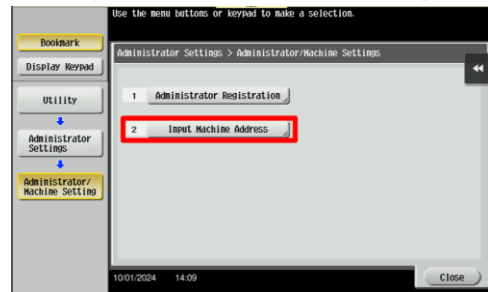
20. Touch **[C]** to clear the field, enter the new email address and touch **[OK]**



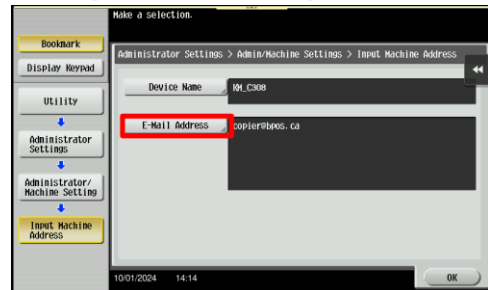
21. Touch **[OK]**



22. Select **[INPUT MACHINE ADDRESS]**

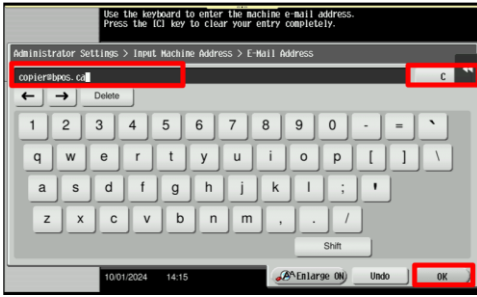


23. Select **[E-MAIL ADDRESS]**

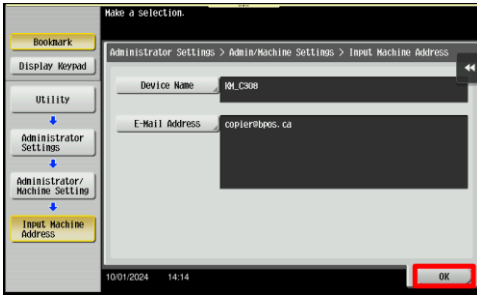




24. Touch [C] to clear the field, enter the new email address and touch [OK]



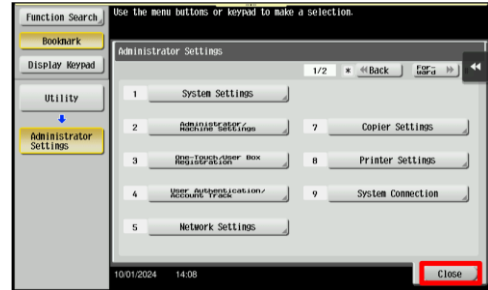
25. Touch [OK]



26. Touch [CLOSE]



27. Touch [CLOSE]



28. Touch [CLOSE]

