Enter/Change SMTP Settings

Get the IP address

First, we need to get the IP address of the machine. If you already know this, you can skip to the next section.

1. On the machine, press **[Utility/Counter]**
2. Touch **[Printer Setting]**
3. Touch **[Test Print]**
4. Touch **[Check Job Details]**
5. The configuration page will print out
6. Press the yellow **RESET** button

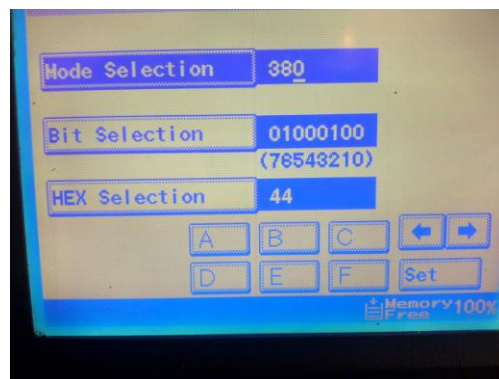The IP address is located under the **TCP/IP** section of the configuration page

Network

TCP/IP
IP Address	=	192.168.0.233
Subnet Mask	=	255 255.255.0
Gateway Address	=	192.168.0.1

Enable SMTP Authentication

In order to send an email, the machine must be able to log-in. Therefore, we need to enable SMTP authentication, as by default it is disabled. (**NOTE:** Be careful editing this setting. Changing the wrong Mode or Bit may damage the machine)
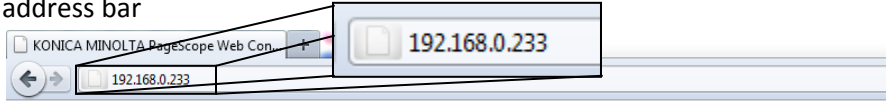
1. On the machine, press **[Utility/Counter]**
2. Touch **[Admin Settings]**, enter the password (12345678 OR 00000000) and touch **[enter]**
3. Touch **[Admin 2]** and then touch **[Software SW]**
   a. Select **[Mode Selection]**
      i. Enter **380**
   b. Select **[Bit Selection]**
      i. Enter 01000100
4. Touch **[Enter]**
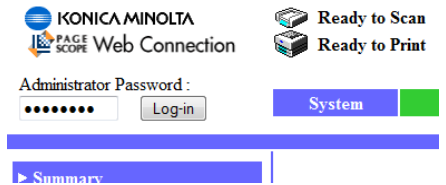5. Press the Yellow **RESET** button

Access the webpage

Now we need to access the Bizhub's webpage and change the SMTP information

1. Open up your web browser (Internet Explorer, FireFox, Opera, Safari etc.) and enter the IP address into the address bar

2. In the top left corner of the screen, where it says "Administrator Password", enter the admin password (default: 12345678 OR 00000000) and click **log-in**
3. Click the **Network** tab
4. On the left hand side, click **E-Mail/Internet Fax**
5. Click **SMTP**
6. Enter the SMTP information
7. Click **Apply**
8. Click **Log-Out**