PageScope Web Connection

SCAN TO E-MAIL

SETUP GUIDE

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Sending scanned images of your documents with the 'Scan to E-mail' option on your copier can be quite usefull in a work environment. Using 'Scan to E-mail' has the distinct advantage of being able to send scanned images directly to any E-mail address in the world. Because of this ability, some E-mail Servers may limit the E-mail attachment of the scan document, typically to a 10Mb-15Mb limit. To bypass this file size limitation, 'SMB' or 'FTP' are optional scan methods which can be used for sending files directly to a computer. Setting up 'Scan to E-mail' does require some network information to be gathered from the E-mail Server that is to be used. The following list below contains the information that will be required to sucessfully setup 'Scan to E-mail' on the copier.

1) The <u>DNS Host name</u> or <u>Static IP Address</u> of the E-mail Server.

2) What type of Encryption (SSL or TLS) if used by the E-mail Server.

3) The Port Number used to communicate with the E-mail Server.

4) If SMTP Authentication is required by the E-mail Server, then what are the User credentials (Name & Password) required to access the E-mail Server.

5) The 'From Address' *(Outgoing E-mail Address)* that is to be used by the copier.

Many companies will have their own *'Internal'* E-mail Server and this information may be found by contacting the IT administrator. The copier may also use settings from an *'External'* E-mail Server. For example, the local internet service provider (ATT, Comcast, etc.), Gmail, or Yahoo mail. The use of these *'External'* E-mail Servers will usually require an E-mail account to be created, with each E-mail provider having separate setup settings unique to accessing their E-mail Server. These settings may be available from either the E-mail Server provider online or from the IT administrator. The next page contains the E-mail Server settings for many popluar E-mail providers that are used today.

List of known External ISP Companies and SMTP Settings:

Default SMTP Ports: (Non-Encrypted = Port 25 or 587), (SSL = 465), (StartTLS = 587)

ISP Name	SMTP Address	Port#	Security \ Encryption	SMTP Authentication
1&1	smtp.1and1.com	25 587	None StartTLS	YES YES
AOL	smtp.aol.com	587	None	YES
AppRiver	relay.appriver.com relay.appriver.com	2525 25	None None	None None
AT&T	smtp.att.yahoo.com outbound.att.net	465	SSL	
Bluehost	mail."CustomerDomain".com replace info in quotes above	26	None	
BT Connect	mail.btconnect.com	25	None	NO
Charter Comm.	smtp.charter.net			
Comcast	smtp.comcast.net smtp.comcast.net	587 465	None SSL	YES YES
Gmail	smtp.gmail.com smtp.gmail.com	465 587	SSL Start TLS	YES YES
Gmx	mail.gmx.net			
GoDaddy	smtpout.secureserver.net smtpout.secureserver.net smtpout.secureserver.net	25 465 3535	None SSL None	YES YES YES
Hotmail / Windows Live	smtp.live.com	465 587 25	SSL StartTLS SSL	
O2	smtp.o2.com or smtp.o2.ie	25 25	None	NO NO
Orange	smtp.orange.net	25	None	NO
Office 365	smtp.office365.com *See last 2 pages for Instructions*	587 25	StartTLS SSL	YES YES
Outlook.com	smtp.live.com or smtp-mail.outlook.com	587 25	StartTLS StartTLS	
Surewest	Smtpauth.surewest.net	587		YES
Verizon	outgoing.verizon.net	465	SSL	YES
Verizon-Yahoo	outgoing.yahoo.verizon.net	587		
Yahoo	mail.yahoo.com or smtp.mail.yahoo.com	465	SSL	YES
Yahoo *Bizmail*	smtp.bizmail.yahoo.com	465	SSL	YES
Yahoo mail *Plus*	plus.smtp.mail.yahoo.com	465	SSL	YES
Zoho	smtp.zoho.com	465	SSL	

**When working on equipment that doesn't support SSL\TLS (i.e. KMBS K200 Series)
please try to use the AppRiver information in the above table which is an open email Relay server.**

How to Setup 'SMTP' or 'Scan to E-mail' for Konica Bizhub copiers.
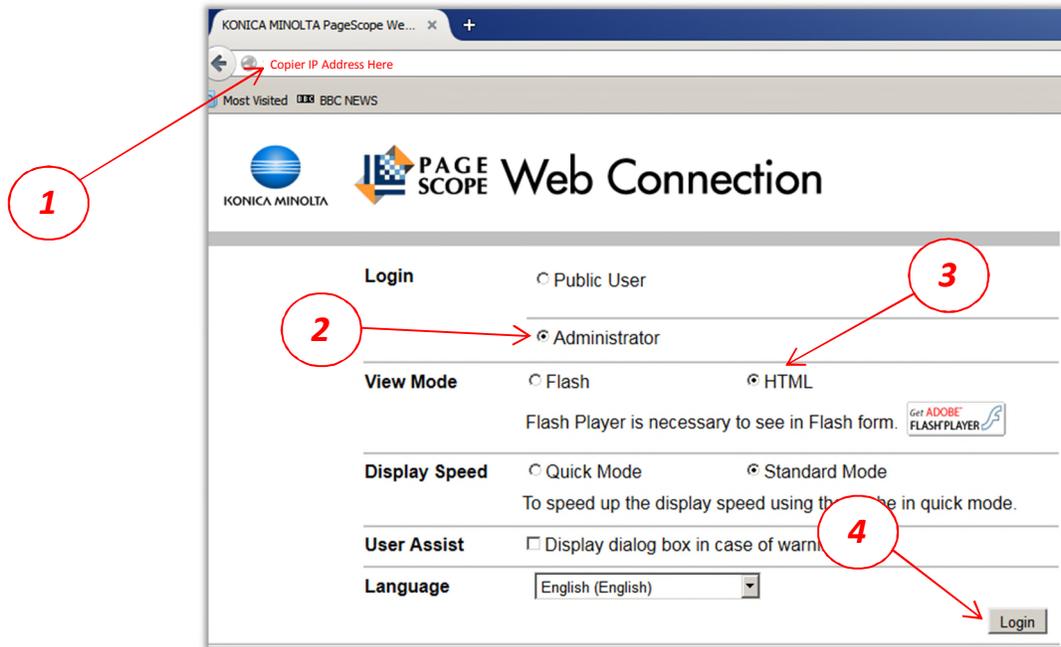
1) Enter the IP address of the copier into a web browser 's address field & press **Enter**.
   (Firefox works best with the Bizhubs web interface)
2) From the 'Login' screen select the 'Administrator' button.
3) Select 'HTML'
4) Click 'Login'

5) Enter the 'Administrator Password'. *Default password is: 12345678*
6) Click 'OK'

7) Select the 'System Settings' tab.

8) Enter the E-mail 'From Address' the copier uses for outgoing E-mail. *(Required)*

9) Copy the 'From Address' for the copier or leave blank.

10) Click 'OK'.
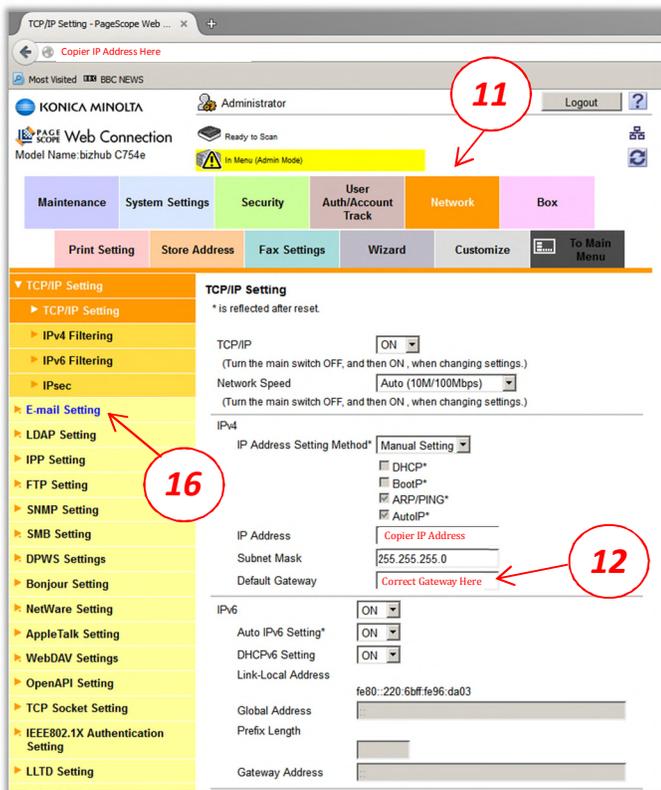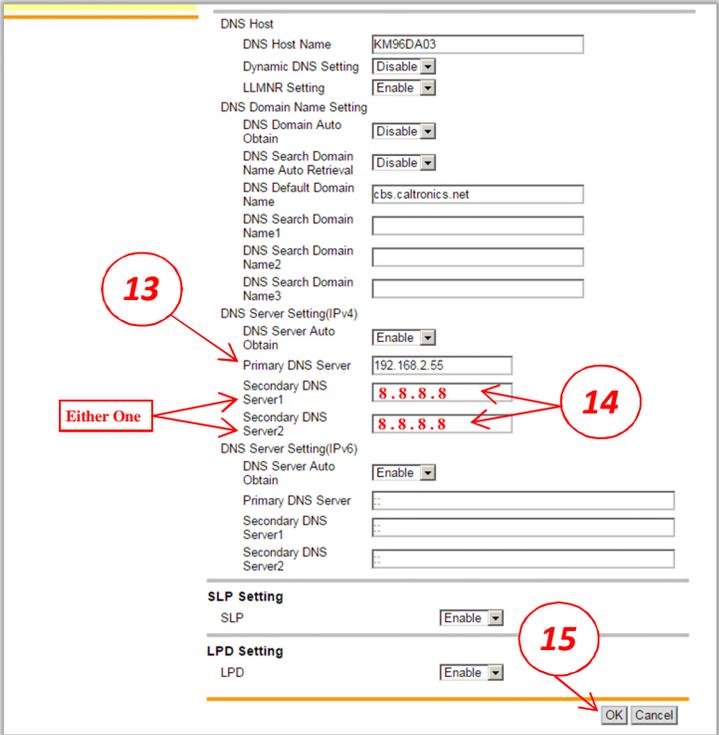
11)   Select the 'Network' tab. This will display the TCP/IP Settings.

12)   Confirm the Gateway address is correct.

13)   Verify Primary DNS Address is correct.

14)   Use **8.8.8.8** as secondary DNS (1 or 2)

15)   Click *'OK'* then click *'OK'* again on the "completed" screen.

16)   From the 'Network' tab, select 'E-mail Setting'

Please note, that local printing and scanning (SMB) may function with an incorrect or missing Gateway, *Step 12.* However, a correct Gateway Address is a required for accessing any E-mail Server outside your local network.
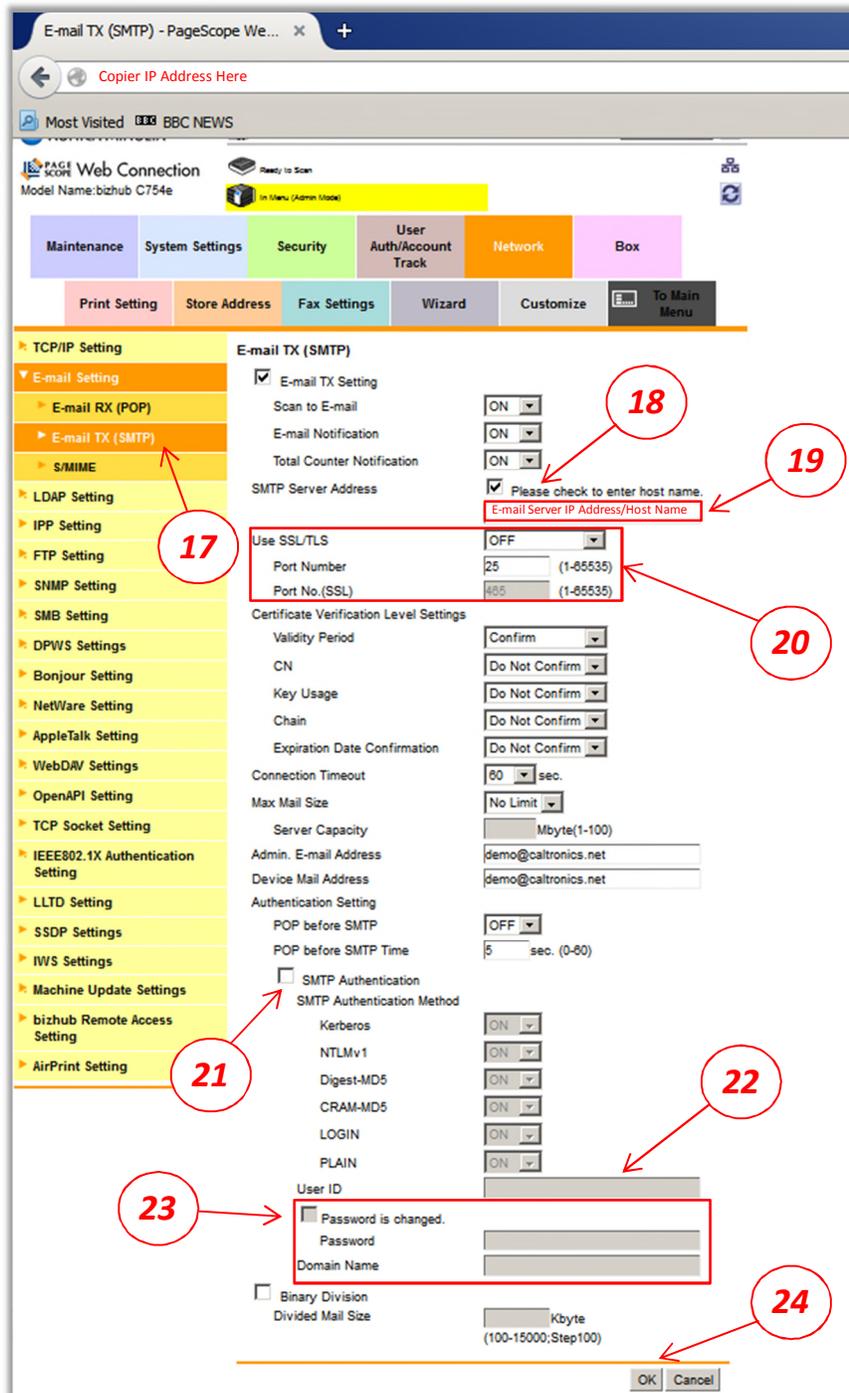
17)   Select 'E-mail Tx (SMTP)'

18)   Check this box if the Host Name for the E-mail Server is to be used.

19)   Enter the Host Name or IP Address of the E-mail Server.

20)   Choose the Encryption type & Port number used by the E-mail Server.

21)   Check this box _only_ if Authencation is required to access the E-mail Server.

22)   If Authencation is used, Enter the User login to access the E-mail Server

23)   Check this box to change or enter a Password to access the E-mail Server.

24)   Select 'OK' to save the SMTP settings.

Using the built-in web interface to created a 'Scan to E-mail' button link.

1) Enter the IP address of the copier into a web browser 's address field & press ***Enter/Return***.
(Firefox works best with the Bizhubs web interface)
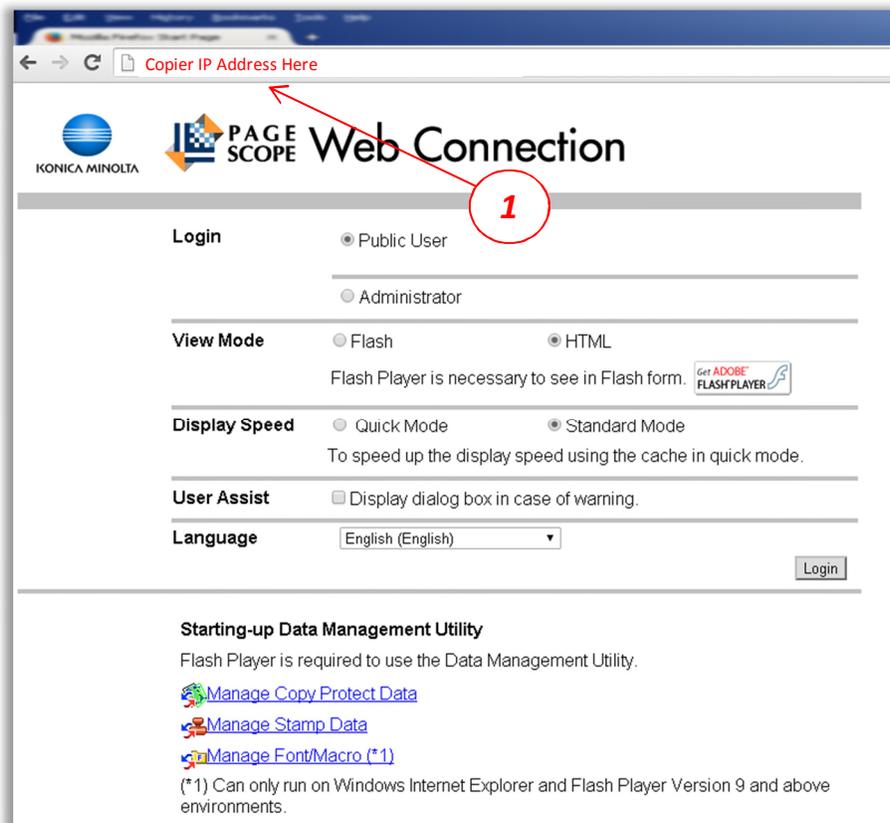
2) From the Konica PageScope "Public" web interface, select "Store Address" Tab
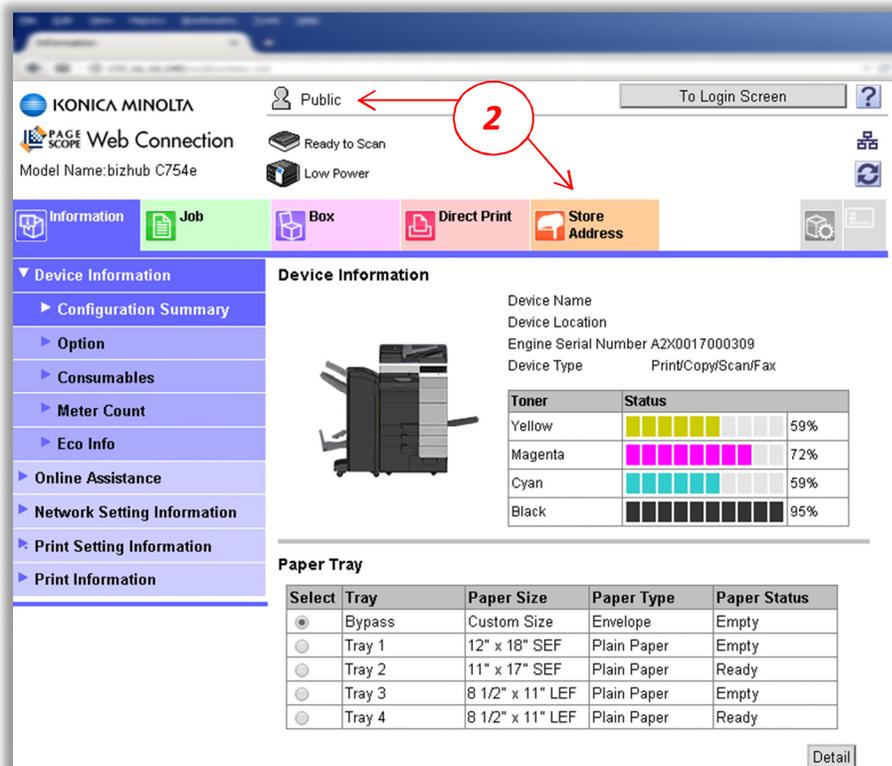
3) Click "New Registration"
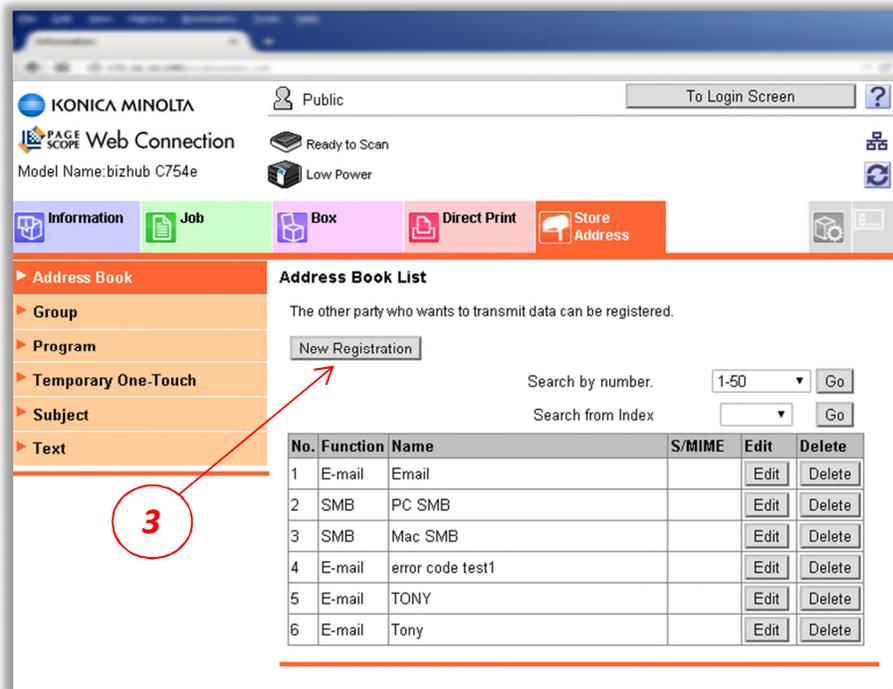
4) Choose the scanning option you wish to setup
5) Click **"OK"**
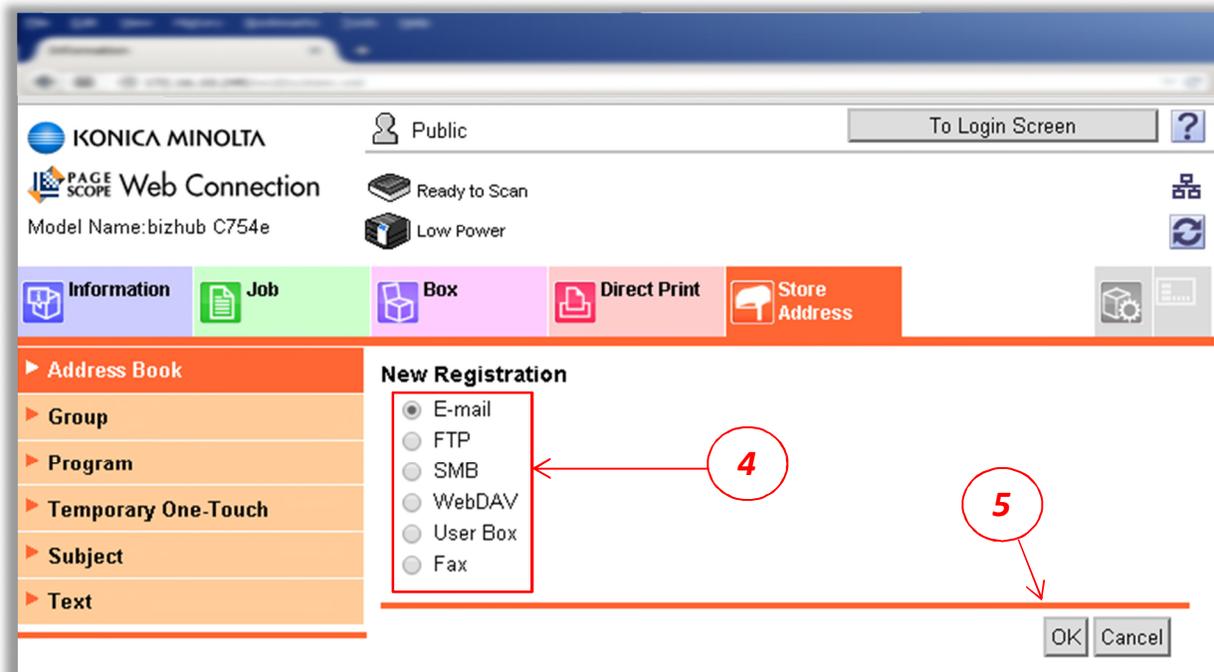
Creating a Bizhub Scan to E-mail button link.

A. In the *"Name"* field, enter the button name to appear on the copier panel.
B. Under the *"Index"* choose the search & display index option.
C. Select *"Main"* if the link button is to appear on the *"Favorites"* screen of the copier
D. In the *"E-Mail Address"* field, enter the E-Mail destination desired.
E. Click *"OK"* –then "OK" again when the Adderss Book registration is complete message appears.

To confirm functionality, send a test scan using the newly created display panel button.