
Scan to E-mail Quick Setup Guide

701P42574

This guide provides a quick reference for setting up the Scan to E-mail feature on the Xerox WorkCentre M118i. It includes procedures for:

- [Enabling Scan to E-mail](#) on page 3
- [Configuring Scan to E-mail](#) on page 3
- [Verifying Scan to E-mail Setup](#) on page 5
- [Troubleshooting Scan to E-mail](#) on page 5

See also:

System Administrator Guide: Provides detailed information about setting up E-mail.

User Guide: Provides step-by-step instructions for sending E-mail.

Before You Begin

Before enabling and configuring Scan to E-mail:

- Verify that the machine is connected on a TCP/IP network. See the *Network Connection Quick Setup Guide* for more information.
- Obtain the following information from your network administrator or Internet Service Provider (ISP):

Required:

Administrator E-mail Address

Note

Enter the e-mail address created for the M118i machine in the Administrator E-Mail Address field. The email address populates the *From* portion of each e-mail sent from the M118i machine. If an email address for the machine has not been created, enter your email address. When an email address is created for the machine, replace your e-mail address with the machine's e-mail address. See [Configuring Scan to E-mail](#) on page 3.

SMTP Server Address

_____ . _____ . _____ . _____

Local E-mail Address for testing

Optional:

DNS Server Address

_____ . _____ . _____ . _____

POP3 Server Address

_____ . _____ . _____ . _____

POP3 Login

User Name:

Password:

Enabling Scan to E-mail

To enable the Scan to E-mail feature:

1. On the control panel, press the **Log In/Out** button.
2. Press the **Select** button below the display to select **System Settings**.
 - a. Use the numeric keypad to enter the **Password**. The default password is **11111**.
 - b. Press the **Select** button to select **Confirm**.
3. Select **Print Settings**, and then press the **Enter** button.
4. Press the **Select** button until you see **Software Option** on the display, and then press the **Enter** button.
5. Use the numeric keypad to enter the Software Option password for Scan to E-mail, and then press the **Enter** button. The password can be found on the inside cover of the *Scan to E-mail Instructions*.

Configuring Scan to E-mail

After Scan to E-mail is enabled, follow these steps to configure Scan to E-mail on your network.

Set the Administrator E-mail Address

1. At your computer, launch your web browser.
2. Enter the machine's IP address in the browser's **Address** field (<http://xxx.xxx.xxx.xxx>).
3. Click the **Properties** tab.
4. Select **Machine Details** on the left sidebar.
 - a. Enter the machine's email address in the **Administrator E-mail Address** field. If an email address for the machine has not been created, enter your email address. Once an email address is available for the M118i machine, repeat Steps 1 through 5 in this procedure to replace your e-mail address with the machine's email address.
 - b. Click the **Apply New Settings** button at the bottom of the page.
 - c. Enter the CentreWare IS administrator's **User Name** and **Password**, and then click the **OK** button.

Note

The default CentreWare IS administrator's User Name is **admin** and Password is **x-admin**. These should be changed after network setup is complete.

- d. At the reboot prompt, click the **Reboot** button.
5. Wait one minute for the reboot to complete, and then click the browser **Refresh** button.

Enable the E-mail Ports

1. Click the **Properties** tab.
2. Select **Port Status** on the left sidebar.
 - a. Enable the **SNMP**, **Send E-mail**, and **Mail Notice Service** ports. Do not modify the other port settings on this page.
 - b. Click the **Apply New Settings** button at the bottom of the page.
 - c. At the reboot prompt, click the **Reboot** button.
3. Wait one minute for the reboot to complete, and then click the browser **Refresh** button.

Enter the SMTP Settings

1. Click the **Properties** tab.
2. Select the **Protocol Settings** folder on the left sidebar, and then select **E-mail**.
 - a. Enter the **SMTP Server Address**.
 - b. If SMTP authentication is required, enter the **POP3 Server Address**, **POP User Name**, and **POP Password**.

Note

The POP3 Server Address can be entered as an IP address or a server name.

- c. If the machine uses a host name rather than an IP address, click **TCP/IP** in the left side bar, and verify that the **DNS Address 1** field contains the DNS Server Address. For more information, see the *Network Connection Quick Setup Guide*.
 - d. Click the **Apply New Settings** button at the bottom of the page.
 - e. At the reboot prompt, click the **Reboot** button.
3. Wait one minute for the reboot to complete, and then click the browser **Refresh** button.

Create an Address Book Entry to Use for Verifying Scan to E-mail Setup

1. Click the **Properties** tab.
2. Select **Address Book** on the left sidebar.
 - a. Type a **Speed Dial** number from 1–200 to assign to the test recipient, and then click the **Edit** button.
 - b. Select **E-mail** from the **Address Type** drop-down list.
 - c. Enter the recipient's local E-mail address in the **Recipient Address** field.
 - d. Enter the **Recipient Name**.
 - e. Click the **Apply New Settings** button.

Verifying Scan to E-mail Setup

Send a test E-mail to verify the Scan to E-mail setup:

1. Load a sample document into the document feeder.
2. On the control panel, press the **E-mail** button.
3. Press the **Address Book** button.
4. In the menu, highlight the address book entry you created, and then press the **Next Address** button to select it.
5. Press the **Enter** button.
6. Press the green **Start** button to scan the document and send it as an attachment to the selected recipient.
7. Verify that the recipient received the E-mail with the scanned document as an attachment.

Troubleshooting Scan to E-mail

If the machine reports an SMTP error, use the following table to determine the cause and resolution:

Possible Cause	Resolution
Incorrect mail server host name	<ul style="list-style-type: none">■ Verify that the correct corporate or ISP mail server name has been entered in the SMTP Host Name field.■ Ensure that DNS information is entered correctly.
Incorrect "From:" E-mail address entered	Verify that the Administrator E-mail Address is correct. The E-mail address must match what the corporate or ISP mail server is expecting.
The corporate or ISP mail server requires authentication	Check with your network administrator or ISP to determine if the mail server requires authentication. If so, use CentreWare IS to enable "POP before SMTP" authentication, and then enter the POP User Name and POP Password information.
The corporate or ISP mail server does not allow mail on the standard port number 25	Check with your network administrator or ISP to verify that Port 25 is being used for mail service. If not, obtain the mail service port information, and then use CentreWare IS to configure it.