

Scan to Email Setup Using TopAccess

Associated Models

MB760/MB770/MPS5502 MFP MC770/MC780/MPS3537/MPS4242 MFP ES9465/ES9475 MFP CX3535/CX4545 MFP

NOTE:

- This document assumes that the MFP is properly installed on a network, and that the network settings (TCP/IP) are valid.
- This document outlines the setup on the MC770. TopAccess screens may vary slightly on other models.

For the scanner to send email, it needs to have a valid email account on a mail server. Once that account is set up with the account's user name and password, configure this information on the MFP. The easiest way to configure the unit is using the web interface, which is what will be discussed here.

This document assumes that an email account has been configured and tested using the same authentication information that will be used on the scan profile.

How to access email setup

1. In a browser, such as Internet Explorer or Firefox, enter the IP address of the unit in the Address Bar. Once the TopAccess page loads select "Login" from the upper right corner.

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2. Enter the User Name "admin" and Password "123456".

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Password		•

3. Select "Administration".

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4. Under "Setup" select "Network".

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5. Depending on your particular configuration select "SMTP Client" SMTP Server" or "POP 3 Network Service".

Setting up SMTP Client

1. Select "SMTP Client ".

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Authentication	Disable		
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Port Number	25		
SMTP Client Connection Timeout(1-180)	30 Seconds		
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2. Enter the required information and select "OK".

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SMTP Server Address	smtp.gmail.com
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Login Name	usernamehere
Password	•••••
Maximum Email / InternetFax Size(2-100)	30 MB
Port Number	25
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3. You will be prompted to confirm the information. Select "OK".

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4. Confirm the information and Select "Save".

Setup

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SMTP Client						
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POP Before SMTP	Disable					
Authentication	Login					
Login Name	usemamehere					
Maximum Email / InternetFax Size	30 MB					
Port Number	25					
SMTP Client Connection Timeout(1-180)	30 Seconds					
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Setting up SMTP Server

1. Select " SMTP Server ".

Setup

General Network Copier Fax Save as file Email InternetFax Printer/e-Filing Printer Print Service ICC Profile Print Data Converter EWB ODCA Version

Save				
SMTP Client				
Enable SMTP Client	Enable			
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Maximum Email / InternetFax Size	30 MB			
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SMTP Server				
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Port Number	25			
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POP3 Network Service				
Enable POP3 Client	Enable			
Enable SSL	Disable			
POP3 Server Address				
Authentication	Disable			
Type POP3 Login	AUTO			
Account Name				
Scan Rate	5 Minutes			
Port Number	110			
SSL Port Number	995			
POP3 Client Connection Timeout(1-180)	30 Seconds			
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2. Enter the required information and select "OK".

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3. You will be prompted to confirm the information. Select "OK".



4. Confirm the information and Select "Save".

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Setting up POP3 Network Service

1. Select "	POP3 Network Service	".

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Scan Rate	5 Minutes	
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2. Enter the required information and select "OK".

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3. You will be prompted to confirm the information. Select "OK".

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4. Confirm the information and Select "Save".

Setup

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