

# 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.

**Device Information**

Status	Ready
Name	MFP74477D
Location	
Copier Model	OKI MC770
Serial Number	AK34043364
MAC Address	00:80:91:74:47:7D
Main Memory Size	2048 MB
Page Memory Size	512 MB
Save as File & e-Filing Space Available	76058 MB
Fax Space Available	943 MB
Contact Information	
Phone Number	
Message	
Alerts	•

**Options**

Finisher	None
Fax	Installed

**Toner**

Yellow(Y)	90%
Magenta(M)	90%
Cyan(C)	80%
Black(K)	80%

**Paper**

Tray	Size	Thickness	Attribute	Capacity	Status
Tray 1	LT	Plain	None	530	Paper Available

2. Enter the User Name “admin” and Password “123456”.

Login with your TopAccess User Name and Password.

User Name	<input type="text" value="admin"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	

3. Select “Administration”.

**Device**

Finisher	None
Fax	Installed

Yellow(Y)	90%
Magenta(M)	90%
Cyan(C)	80%
Black(K)	80%

Status	Ready
Name	MFP74477D
Location	
Copier Model	OKI MC770
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Main Memory Size	2048 MB
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Save as File & e-Filing Space Available	76058 MB
Fax Space Available	943 MB
Contact Information	
Phone Number	
Message	
Alerts	•

Tray	Size	Thickness	Attribute	Capacity	Status
Tray 1	LT	Plain	None	530	Paper Available

4. Under “Setup” select “Network”.

**Setup**

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

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

**Setup**

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[Filtering](#)  
[IPv6](#)  
[IPX/SPX](#)  
[AppleTalk](#)  
[Bonjour](#)  
[LDAP Session](#)  
[DNS Session](#)  
[DDNS Session](#)  
[SMB Session](#)  
[NetWare Session](#)  
[HTTP Network Service](#)  
[SMTP Client](#)  
[SMTP Server](#)  
[POP3 Network Service](#)  
[FTP Client](#)  
[FTP Server](#)  
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[Web Services Setting](#)  
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# Setting up SMTP Client

1. Select “ **SMTP Client** ”.

## Setup

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### SMTP Client

Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

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### SMTP Server

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

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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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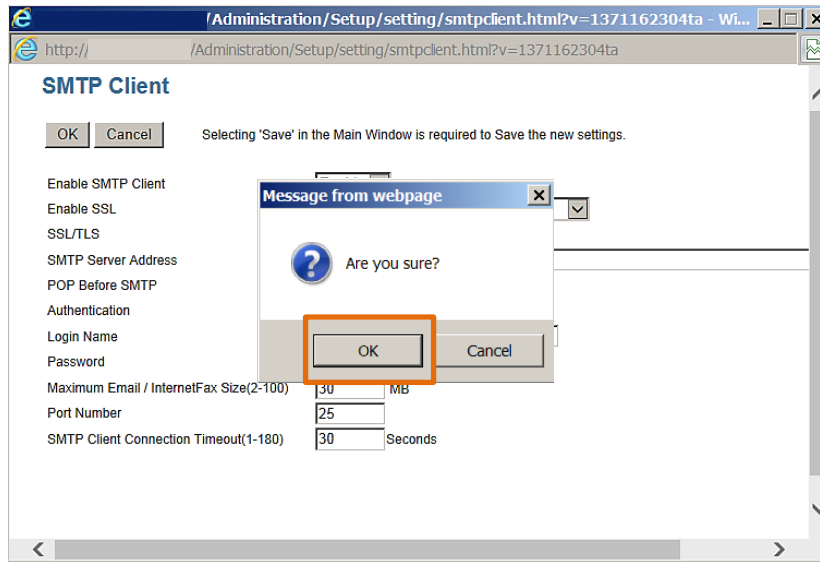
2. Enter the required information and select “OK”.

**SMTP Client**

Selecting 'Save' in the Main Window is required to Save the new settings.

Enable SMTP Client	Enable
Enable SSL	Accept all certificates without CA
SSL/TLS	Over SSL
SMTP Server Address	smtp.gmail.com
POP Before SMTP	Disable
Authentication	Login
Login Name	usernamehere
Password	.....
Maximum Email / InternetFax Size(2-100)	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

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



4. Confirm the information and Select “Save”.

## Setup

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[Save](#)

SMTP Client	
Enable SMTP Client	Enable
Enable SSL	Accept all certificates without CA
SSL/TLS	Over SSL
SMTP Server Address	smtp.gmail.com
POP Before SMTP	Disable
Authentication	Login
Login Name	usernamehere
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

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SMTP Client	
Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

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SMTP Server	
Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

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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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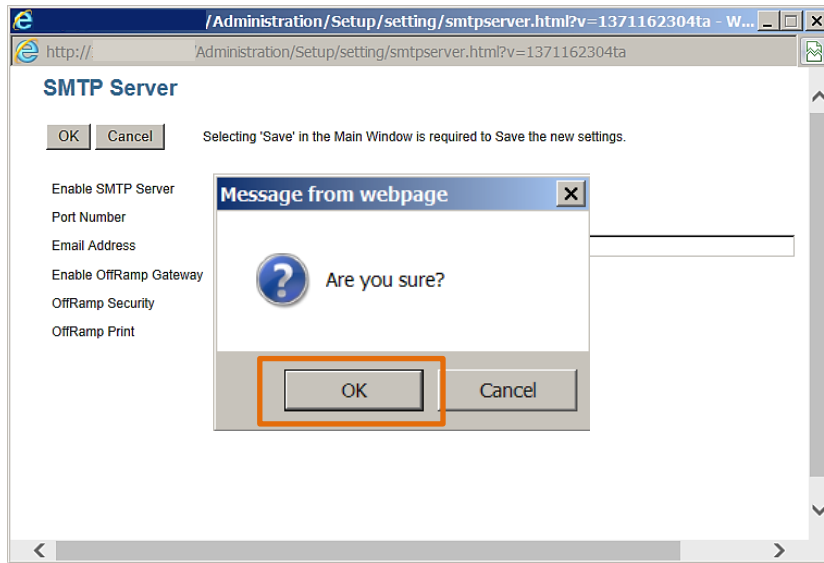
2. Enter the required information and select “OK”.

**SMTP Server**

Selecting 'Save' in the Main Window is required to Save the new settings.

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

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



4. Confirm the information and Select "Save".

## Setup

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**Save**

SMTP Server	
Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

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# Setting up POP3 Network Service

1. Select " **POP3 Network Service** ".

## Setup

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**Save**

### SMTP Client

Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

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### SMTP Server

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

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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".

Administration/Setup/setting/pop3.html?v=1371162304ta - Window...

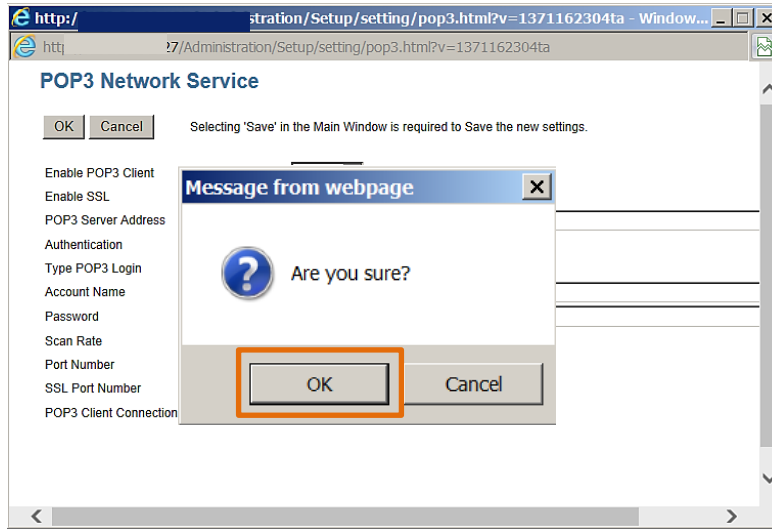
http:// Administration/Setup/setting/pop3.html?v=1371162304ta

### POP3 Network Service

OK Cancel Selecting 'Save' in the Main Window is required to Save the new settings.

Enable POP3 Client: **Enable** (dropdown menu open showing: Disable, Verify with imported CA certification(s), Accept all certificates without CA)  
 Enable SSL: **Disable**  
 POP3 Server Address:   
 Authentication: **Disable** (dropdown menu)  
 Type POP3 Login: **AUTO** (dropdown menu)  
 Account Name:   
 Password:   
 Scan Rate:  Minutes  
 Port Number:   
 SSL Port Number:   
 POP3 Client Connection Timeout(1-180):  Seconds

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



4. Confirm the information and Select "Save".

## Setup

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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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