BRIDGEPORT ®
OFFICE SOLUTIONS

43 Speers Rd.
Winnipeg, MB R2J 1M2
(P) 204-953-0540 | (F) 204-953-0543
https://bpos.ca | bpadmin@bpos.ca

These instructions apply to the following Bizhub models:

- C224/C284/C364
- C544/C554
- C654/C754

- C224/C284/C364/C224e/C284e/C364e
- C454/C554/C454e/554e
- C654/754CC654e/C754e

CHANGE SMTP (EMAIL) PASSWORD

Via the Copier Control Panel

1. Press **[MENU]**
2. Select **[UTILITY]**
3. Choose **[ADMINISTRATOR SETTING]**
4. Enter the *PASSWORD* and touch **[OK]** *(NOTE: Default password is 12345678)*
5. Select **[NETWORK SETTING]**
6. Choose **[E-MAIL SETTING]**
7. Select **[E-MAIL TX (SMTP)]**
8. Touch **[DETAIL SETTING]**
9. Touch **[DETAIL SETTING]**
10. Select **[PASSWORD]**
11. Enter the new password
12. Touch **[CLOSE]**
13. Touch **[OK]**
14. touch **[OK]**
15. Press the YELLOW **[RESET]** button

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Via the copier web page

Get the IP address of the copier

1. Press **[MENU]**
2. Select **[UTILITY]**
3. Choose **[DEVICE INFORMATION]**
4. Copy the *IPV4 ADDRESS* down
5. Press the YELLOW **[RESET]** button

Change the SMTP password

1. Open a web browser (Internet Explorer, Chrome, Firefox, Safari, etc)
2. In the address bar, enter the *IP ADDRESS* of the copier (obtained in last steps)
3. ***NOTE *** you may receive an error stating site is not secure, your connection is not private or potential security risk. This is normal as the copier may use https protocol.
   a. **MICROSOFT EDGE:** Click *Details* and then *Go on to the webpage (Not recommended)*
   b. **INTERNET EXPLORER:** Click *More Information* and then *Go on to the webpage (Not recommended)*
   c. **FIREFOX:** Click *Advanced…* and then *Accept the Risk and Continue*
   d. **SAFARI:** Click *Show Details* and then *visit this website*
   e. **CHROME:** Click *Advanced* and then *Proceed to [ip address] (unsafe)*
4. Click **[TO LOGIN SCREEN]** in the upper right

KONICA MINOLTA   Public   To Login Screen   ?

5. Click **[OK]**
6. Select **[Administrator]** and **[HTML]** and then click **[LOGIN]**

Login   ○ Public User
               ● Administrator
View Mode   ○ Flash   ● HTML
               Flash Player is necessary to see in Flash form. Get ADOBE FLASH PLAYER
Display Speed ○ Quick Mode   ● Standard Mode
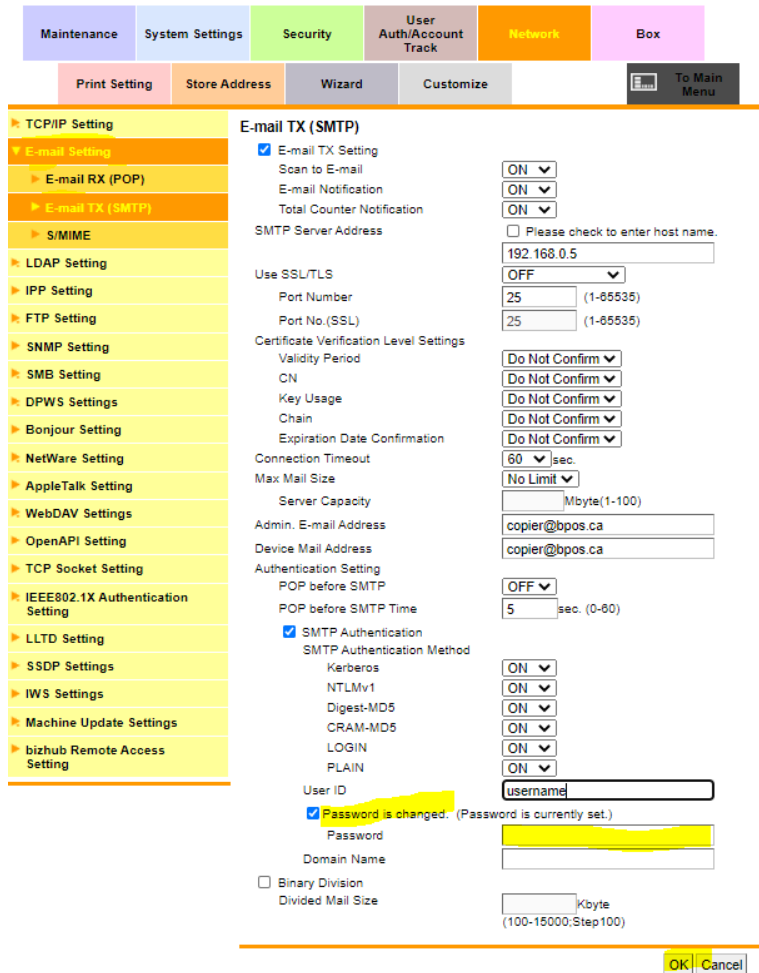   To speed up the display speed using the cache in quick mode.
User Assist   ☐ Display dialog box in case of warning.
Language   English (English)   Login

7. Enter the administrator password and click **[OK].** *(NOTE: the default password is 12345678)*
8. Click on **[NETWORK]**
9. On the left hand side, click **[E-MAIL SETTING]**

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10. Then click **[E-MAIL TX (SMTP)]**
11. Click the ***Password is changed*** checkbox
12. Enter the new password in the **[PASSWORD]** field
13. Click **[OK]**

14. Click **[OK]**
15. Click **[LOGOUT]** in the upper right corner
16. Click **[OK]**