

# BIZHUB C3320i CONFIGURING SMTP

When configuring SMTP, you will need the following information:

- SMTP server IP/hostname
- Username (if required)
- Password (if required)
- SSL/TLS requirements (if required)
- Port (if required)
- Copier IP address (if configuring from the copier webpage)

Please contact your IP Support team for the required information.

## From the copiers Web Page

The easiest way to configure the SMTP settings is from the copier's web page. This is because you have a full keyboard to work with instead of using the touchpad on the copier.

1. Open a web browser (Edge, Firefox, Chrome, Opera, Safari)
2. In the address bar, enter the IP address of the photo copier and press enter
3. If you are not in the login screen already:
  - a. Click **[LOGOUT]** on the top right corner of the screen
  - b. Click **[OK]** to confirm the logout
4. At the login screen, select **[ADMINISTRATOR]** in the *USER TYPE* dropdown box
5. Enter the password in the *PASSWORD* field (default password is 12345678 OR 1234567812345678) and click **[LOGIN]**
6. On the left-hand side, click **[NETWORK]**
7. Click **[E-MAIL SETTING]**
8. Click **[E-MAIL TX (SMTP)]**
9. All the settings for SMTP may remain at default, except the following:
  - a. **[SMTP SERVER ADDRESS]**
    - i. If the Server address provided is a hostname (ie: mail.server.com), Check the *Please check to enter host name* Check Box
    - ii. Enter the IP Address or Hostname of the SMTP server in the text field
  - b. **[SSL/TLS]** – Enter the SSL/TLS requirements (*Off, SMTP over SSL or TLS*)
  - c. **[PORT NO]** – Enter the port number
  - d. **[CERTIFICATE VERIFICATION LEVEL SETTINGS]** – Unless instructed by your IT otherwise, it is best to DISABLE all of these
  - e. **[ADMIN E-MAIL ADDRESS]** – If this is blank or needs to be changed, you will have to enter the address in *System Settings* after SMTP setting are saved.

### Bridgeport Office Solutions

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- f. [SMTP AUTHENTICATION] – If you require a username/password, *Turn ON*, otherwise skip to step G
  - i. [USER ID] – Enter the username for SMTP
  - ii. [PASSWORD] – Enter the password
- g. Click [OK]
- h. Click [LOGOUT] to logout if desired

<div style="border: 1px solid #ccc; padding: 5px;"> <p>E-mail TX Setting <span style="float: right;"><input type="checkbox"/></span></p> <p>E-Mail Send <span style="float: right;"><input type="checkbox"/></span></p> <p>E-mail Notification <span style="float: right;"><input type="checkbox"/></span></p> <p>Total Counter Notification <span style="float: right;"><input type="checkbox"/></span></p> <p>SMTP Server Address <input type="checkbox"/> Please check to enter host name.  <input style="width: 150px;" type="text" value="192.168.0.100"/></p> <p>SSL/TLS Settings <input type="text" value="Start TLS"/></p> <p>Port No. <input style="width: 50px;" type="text" value="25"/> (1-65535)</p> <p>Port No.(SSL) <input style="width: 50px;" type="text" value="465"/> (1-65535)</p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>E-mail TX Setting <span style="float: right;"><input type="checkbox"/></span></p> <p>E-Mail Send <span style="float: right;"><input type="checkbox"/></span></p> <p>E-mail Notification <span style="float: right;"><input type="checkbox"/></span></p> <p>Total Counter Notification <span style="float: right;"><input type="checkbox"/></span></p> <p>SMTP Server Address <input checked="" type="checkbox"/> Please check to enter host name.  <input style="width: 150px;" type="text" value="mail.server.ca"/></p> <p>SSL/TLS Settings <input type="text" value="SMTP over SSL"/></p> <p>Port No. <input style="width: 50px;" type="text" value="25"/> (1-65535)</p> <p>Port No.(SSL) <input style="width: 50px;" type="text" value="465"/> (1-65535)</p> </div>
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Certificate Verification Level Settings</p> <p>Expiration Date <input type="checkbox"/></p> <p>Key Usage <input type="checkbox"/></p> <p>Chain <input type="checkbox"/></p> <p>Expiration Date Confirmation <input type="checkbox"/></p> <p>CN <input type="checkbox"/></p> <p>Connection Timeout <input style="width: 50px;" type="text" value="60"/> sec.</p> <p>Admin. E-mail Address <input style="width: 150px;" type="text" value="admin@email.com"/></p> <p>Device Mail Address <input style="width: 150px;" type="text" value="copier@email.com"/></p> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Detail Settings</p> <p>POP Before SMTP <input type="checkbox"/></p> <p>POP Before SMTP Time <input style="width: 50px;" type="text" value="5"/> sec.(0-60)</p> <p>SMTP Authentication <input type="checkbox"/></p> <p>SMTP Authentication Method</p> <p>Kerberos <input type="checkbox"/></p> <p>NTLMv1 <input type="checkbox"/></p> <p>Digest-MD5 <input type="checkbox"/></p> <p>CRAM-MD5 <input type="checkbox"/></p> <p>LOGIN <input type="checkbox"/></p> <p>PLAIN <input type="checkbox"/></p> <p>User ID <input style="width: 150px;" type="text" value="username"/></p> <p>Password <input style="width: 150px;" type="password" value="....."/></p> <p>Domain Name <input style="width: 150px;" type="text"/></p> </div>

## Setting the Admin Email

If you need to set the administrator email address, login to admin mode the same way as for SMTP (steps 1-5 above) and then follow these directions:

1. Login as *Administrator*
2. Click **[SYSTEM SETTINGS]**
3. Click **[MACHINE SETTING]**
4. Under *Administrator Registration*, enter an email address in the **[E-MAIL ADDRESS]** field
5. Click **[OK]**
6. Click **[LOGOUT]** to logout if desired

Machine Setting	Device Location	<input type="text"/>
Register Support Information	Administrator Registration	
▶ Reset Settings	Administrator Name	<input type="text"/>
USB flash drive function settings	E-mail Address	<input type="text" value="admin@email.com"/>
▶ Stamp Settings	Extension No.	<input type="text"/>
Blank Page Print Settings	Company Name	<input type="text"/>
Job Priority Operation Settings	Department Name	<input type="text"/>
▶ System Connection Setting	Input Machine Address	
▶ Web Browser Setting	Device Name	<input type="text" value="KM_C3320i"/>
Compact PDF Settings	E-mail Address	<input type="text" value="copier@email.com"/>
Scan File Name Settings		

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