Set SMTP Settings On Bizhub C220/280/360

These instructions are for setting up SMTP via the MFP Control Panel

Log into the Administrator Settings

1. Press **[Utility/Counter]**
2. Tough **[Administrator Settings]**
3. Enter the admin password (12345678 is default) and touch **[OK]**

Enter network and email smtp settings

4. Touch **[Network Settings]**
5. Touch **[Email Settings]**
6. Touch **[Email TX(SMTP)]**
7. Touch *Forward ->* once (page 2/6)
   a. Touch **[Host Address]**
   b. Select either *Host Name or IPV4*
   c. Enter the SMTP host information (HostName or IP address)
   d. Touch **[OK]**
8. Touch *Forward->* three times (page 5/6)
   a. Select *SSL, TLS or OFF*
   b. To change the port number, touch **[Input]** enter the desired number and touch enter
   c. To change the SSL port number, touch **[Input]** enter the desired number an touch enter
9. Touch **[Detail Setting]**
   a. Select *Authentication off* if SMPT server does not require authentication
   b. Select *Authentication On* if SMPT server does require authentication
      i. Enter the user ID
      ii. Enter the Password
      iii. Touch OK
   c. Touch OK
10. Press the yellow reset button