



Configuring Scan to Email (SMTP)

Xerox VersaLink C7020 series



Notes about scan to email

Scan to email requires an email account for the copier to log into, send the email and log off. If the email you plan to use has *multifactor authentication (MFA)* enabled, the copier will not be able to authenticate. If this is the case, an alternate method will be required. Many email providers, such as Gmail and Outlook Online, provide an "app password", which can be used by the copier to log in and send emails. Please refer to your email provider documentation on how to obtain an app password.

To configure SMTP, you will need:

- SMTP Server Address (hostname or IP)
- SMTP SSL/TLS requirements
- SMTP port number
- Email address being used for scanning
- SMTP login username (often the email address)
- SMTP login password

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Table of Contents

Notes about scan to email	. 1
Configure the SMTP settings	. 2
Login to the web portal	. 3

Configure the SMTP settings

- 1. Log into the copier's web portal as the administrator
- 2. Click [CONNECTIVITY]



3. Click [SMTP]

		Xerox [®] VersaLink [®] C7020 MFP	🔛 Admin 🗸
ŵ		IDAP	01
		Z LPD	On
8	Address Book	V Port 9100	On
	Jobs	S/MIME	Off
<u> -</u>		SETP	On
60 ⁹	Connectivity	SMB	On
	Permissions	SMTP	On
		SNMP	On
•	System	SNTP	Off
		SOAP	On
	veroy.	ThinPrint	Off

- 4. Enter the SMTP information and click [OK]:
 - a. Device Email
 - b. SMTP Server Address
 - c. Port Number
 - d. Security (SSL/TLS)

- e. Authentication information
 - (username/password) SMTP III Email Submission III Email Notification Device Email email@domain.com а SMTP Server Server Address smtp.domain.com Outgoing SMTP Port Number 1-65535 587 Connection Security C O off STARTTLS (If Available) STARTTLS SSL/TLS Outgoing SMTP Authentication e SMTP Authentication SMTP AUTH SMTP AUTH User Name email@domain.com SMTP AUTH Password Retype Password Login Credentials for Email Submission Predefined Cancel
- 5. Click [RESTART NOW] to restart the MFP







Login to the web portal

You will need to login to the copier's web portal as administrator. The default password for admin is either 12345678 or the serial number of the machine.

You will require the IP address of the copier in order to access the copier web portal

1. On the copiers control panel *Home Screen*, touch **[DEVICE]**



		About
Loco	tion:	
Network		
Host	Name:	XC-9233D6
IPv4		192.168.68.41
IPv6		fe80::9e93:4eff:fe92:33d6
i	Information Pages	>

4. Open a web browser and enter the IP address of the machine into the address bar, then press enter.



5. In the web page that opens, click [LOG IN]



Select [Admin], enter the *password* and click
[LOG IN]



7. You are now logged into the copier portal as administrator.