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
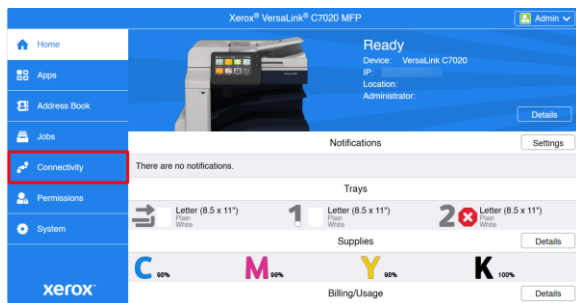- SMTP login username (often the email address)
- SMTP login password

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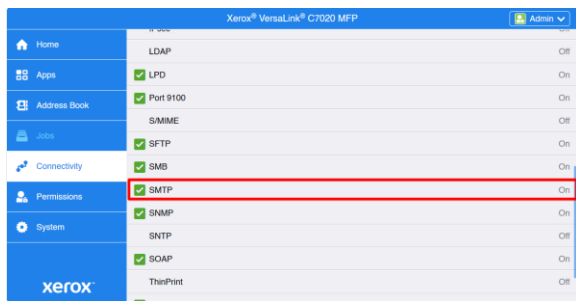
Configure the SMTP settings

1. Log into the copier's web portal as the administrator

2. Click **[CONNECTIVITY]**

3. Click **[SMTP]**

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)

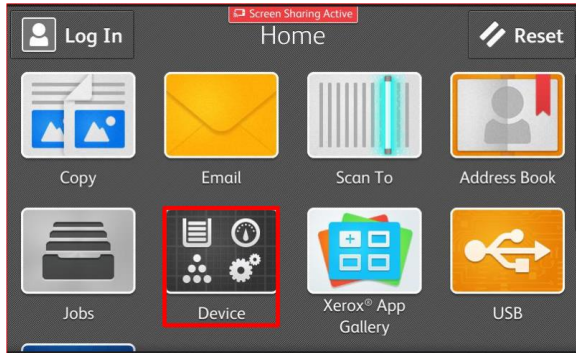5. Click **[RESTART NOW]** to restart the MFP
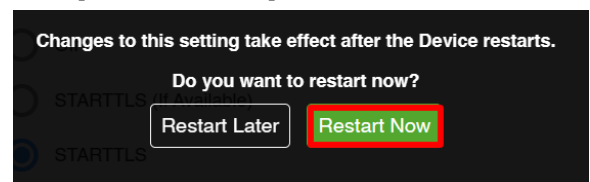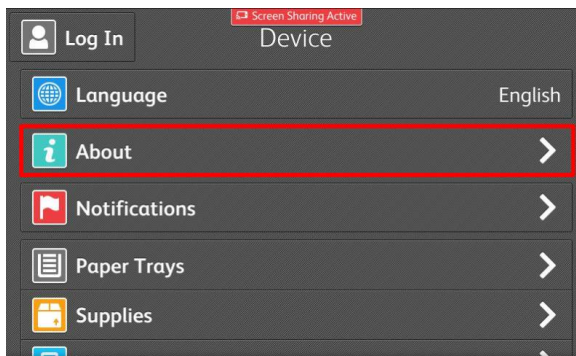
Login to the web portal

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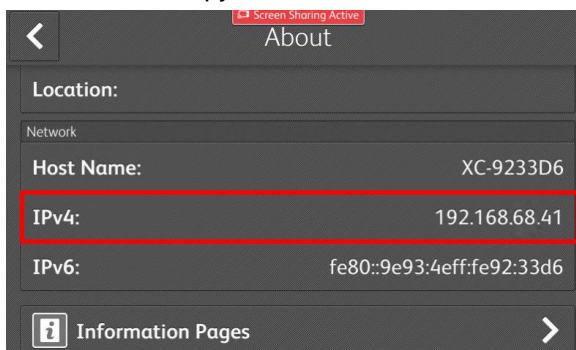
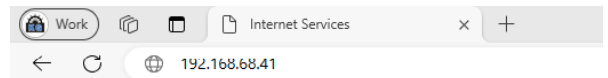1. On the copiers control panel *Home Screen*, touch **[DEVICE]**

2. Select **[ABOUT]**

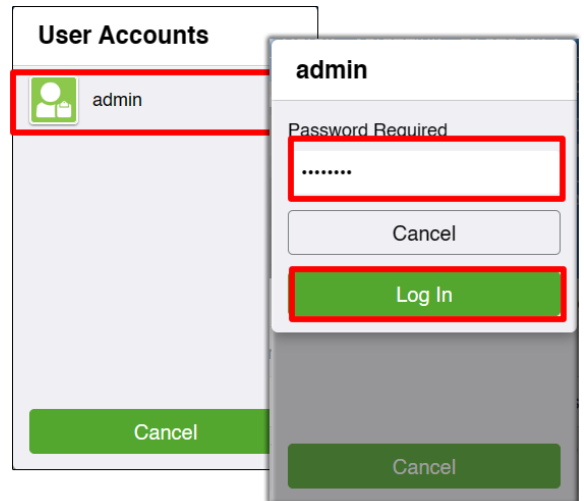3. Find **IPv4** and copy the number down

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]**

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

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

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