

Configure Scan to Email (SMTP)

Xerox Versalink C405



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Via the MFP Web Page

- 1. Access the MFP web page.
- 2. Click [LOG IN]





4. Enter the password and click **[LOG IN]** *The default password is 12345678 OR the machines serial number*



5. Click [APPS] and then click [EMAIL]



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6. Click [SETUP]



- 7.
- 8. Enter the SMTP settings:
 - a. Device Email
 - b. SMTP server address
 - c. Outgoing SMTP port
 - d. Security (SSL/TLS) requirements
 - e. Authentication Requirements
 - i. Username
 - ii. Password
 - f. Click [OK]

SMTP			
Email Submission	Image: A state of the state		
Email Notification	Image: A state of the state		
Device Email			
copier@bpos.ca			
SMTP Server	1		
Server Address	mail.bpos.ca		
Outgoing SMTP Port Number	1-65535 25		
Connection Secu	arity		
O 011			
STARTTLS (If Available)			
STARTTLS			
O SSL/TLS			
Outgoing SMTP Authentication			
SMTP Authentication	Off		
SMTP AUTH User Name			
SMTP AUTH Password			
Retype Password			
	Cancel OK		

g. Click [RESTART NOW] to restart the printer.



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Via the MFP Control Panel

1. Touch [LOG IN]



2. Select [ADMIN]



3. Enter the password and touch [OK]

The default password is 12345678 OR the machines serial number



4. Select [DEVICE]



5. Select [APPS]

Admin De	Sharing Active EVICE
👩 General	>
🔡 Apps	>
Connectivity	>
💽 Support	>
🙋 Resets	>

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6. Select [EMAIL]

I Address Book	>
🔀 Email	>
E Fax	>
🗾 Scan To	>

7. Select [SMTP]



- 8. Enter the SMTP information:
 - a. Server address
 - b. Port number
 - c. SSL/TLS requirements
 - d. Authorization method (if required)
 - i. Username
 - ii. Password



9. If you wish to test your settings, touch [TEST CONNECTION]

×	ATTP Server Vok
Test Connection	Not Tested
Server Address mail.bpos.ca	: 587
SSL/TLS	STARTTLS (as Required)
Authorization Method	SMTP Authentication
User Name	

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10. Touch [OK]

×	SMTP Server	🗸 ок
Server Address		
smtp.bpos.ca		: 587
SSL/TLS	STAR	TTLS (as Required)
Authorization Metho	od SM	TP Authentication
username		
Password		

11. Select [DEFAULT "FROM" ADDRESS]



12. Enter the email address that will be used by the copier, then touch [OK]



13. Touch the [BACK ARROW]



- 14. Press the [HOME] button
- 15. If requested, select [RESTART NOW] to restart the machine.



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Getting the IP address and Accessing the Web Page

In order to access the web page of the copier, you require the IP address. If configured, you may be able to view the IP address on the panel of the machine underneath "Home". Otherwise, you can find the IP address by following these steps:

1. On the panel of the machine, touch [DEVICE]



2. Select [ABOUT]

Log In Device	<u>we</u>]
🔟 Language	English
🚺 About	>
Notifications	>
Paper Trays	>
🔁 Supplies	>

3. Scroll until you find *Network Settings* and copy down the IPv4



4. Open a web browser and enter the IP address into the address bar and press enter.



