BRIDGEPORT® OFFICE SOLUTIONS

Configure Scan to Email (SMTP)

Xerox Versalink C405

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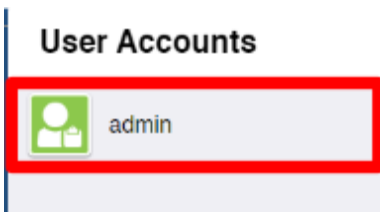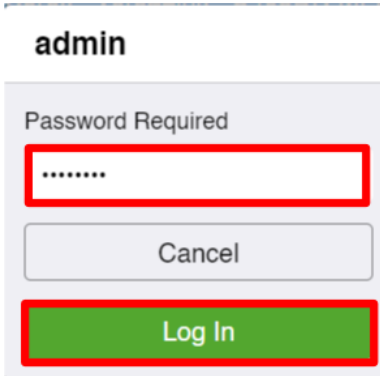
Via the MFP Web Page

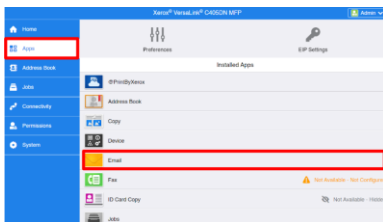1. Access the MFP [web page](#).
2. Click **[LOG IN]**
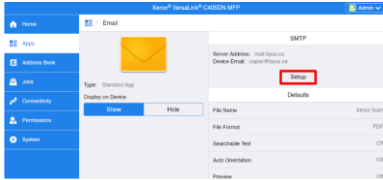

3. Select **[ADMIN]**

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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If you have any questions regarding these instructions, please call us at 204-953-0540, email us at bpadmin@bpos.ca or visit our website at www.bpos.ca
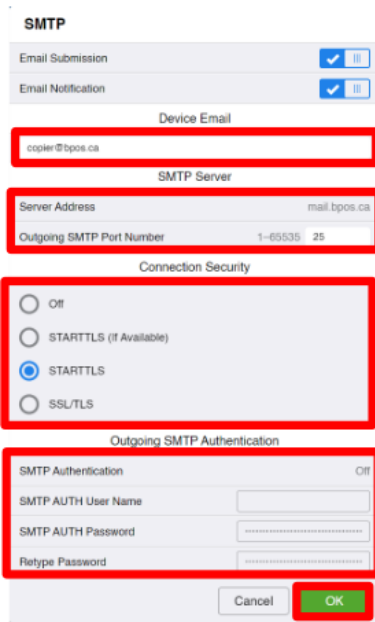
6. Click **[SETUP]**
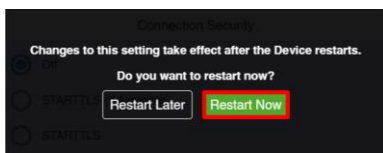

7.

8. Enter the SMTP settings:

    a. Device Email

    b. SMTP server address

    c. Outgoing SMTP port

    d. Security (SSL/TLS) requirements

    e. Authentication Requirements

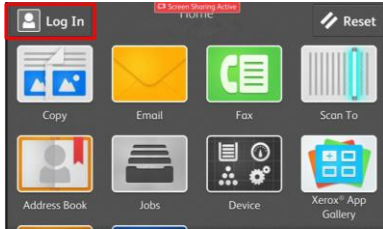   i. Username

        ii. Password

    f. Click **[OK]**

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

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Via the MFP Control Panel
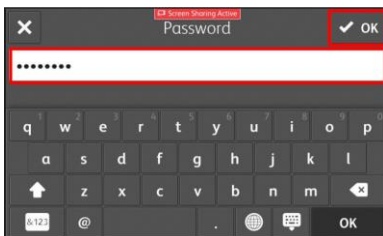
1. Touch **[LOG IN]**
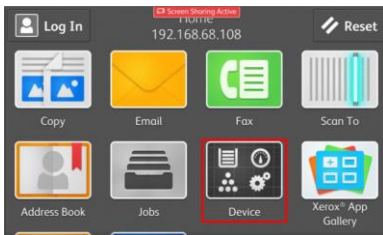

2. Select **[ADMIN]**

3. Enter the password and touch **[OK]**

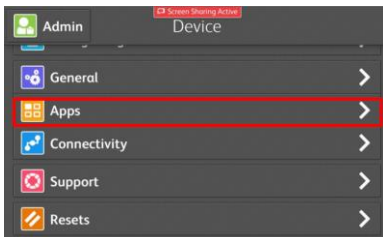   *The default password is 12345678* **OR** *the machines serial number*

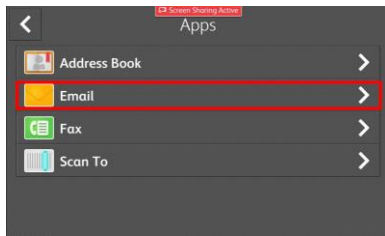4. Select **[DEVICE]**

5. Select **[APPS]**

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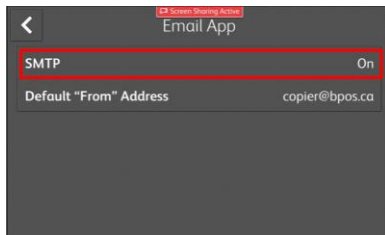
6. Select **[EMAIL]**

7. Select **[SMTP]**
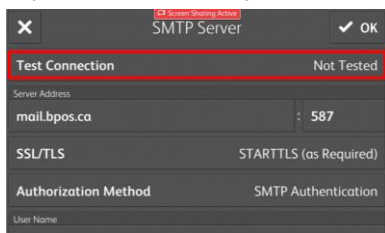

8. Enter the SMTP information:

   a. Server address

   b. Port number

   c. SSL/TLS requirements

   d. Authorization method (if required)
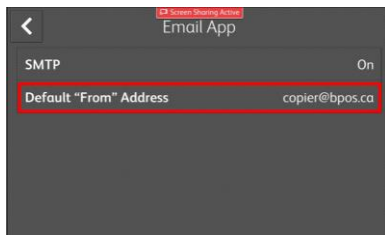
      i. Username

      ii. Password

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

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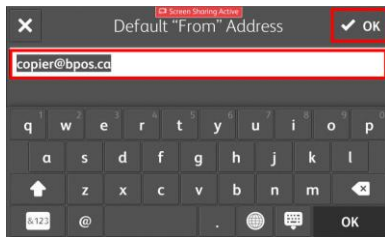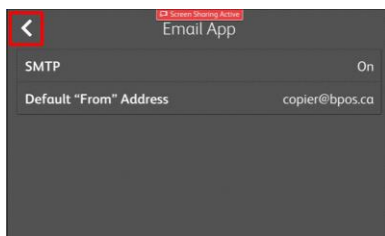
10. Touch **[OK]**

11. Select **[DEFAULT "FROM" ADDRESS]**

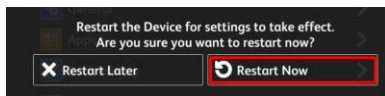12. Enter the email address that will be used by the copier, then touch **[OK]**

13. Touch the **[BACK ARROW]**


14. Press the **[HOME]** button

15. If requested, select **[RESTART NOW]** to restart the machine.

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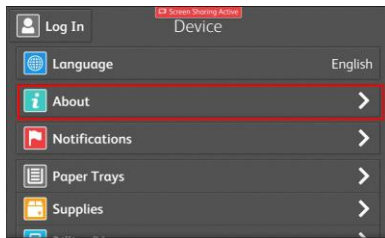
Getting the IP address and Accessing the Web Page

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]**
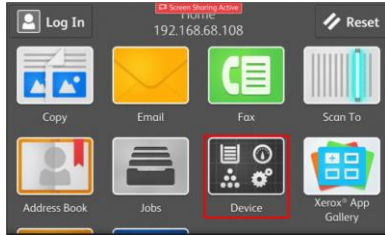
2. Select **[ABOUT]**

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.