Scan to E-mail Function

The Scan to E-mail function converts original data scanned by this machine into a file supported by a computer, and sends it to any E-mail address as an E-mail attachment.

Using this function, you can send a file in the same way as when sending an E-mail, enabling easy operation and installation.

It supports S/MIME or SSL/TLS encryption and POP before SMTP authentication, assuring security measures. If the LDAP server or Active Directory of Windows Server is used for user management, an E-mail address can be searched via the server.

Connecting this machine to the network

Checking a LAN cable for connection

Checking the network settings
Check that an IP address is assigned to this machine.

Preparing the E-mail environment

Enabling the E-mail transmission function
Normally, you can use this function in default settings.

Registering an E-mail server (SMTP)

Registering an E-mail address of an administrator
The registered E-mail address is used as the "From" address.

Configuring the machine to your environment

Registering commonly-used E-mail addresses
This will save you the trouble of entering a destination each time you send an e-mail.

Using an LDAP server to specify addresses
When the LDAP server or Active Directory is used, you can search for a destination on the server.

Registering the subject and message text of an E-mail to be sent
Register E-mail subjects and fixed message text phrase as the standard; you can select a desired one when sending an E-mail.

Registering a prefix and suffix of each destination
Register a prefix and suffix of each E-mail address, enabling you to easily enter an E-mail address.

Using SMTP authentication
This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

Using POP Before SMTP authentication
This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

Using an SSL/TLS communication
This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.
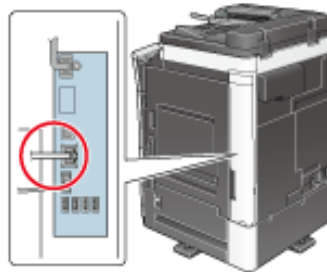
Using S/MIME
This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.

Preparation finished

Operations Required to Use this Function

Checking a LAN cable for connection

Check that a LAN cable is connected to the LAN port of this machine via the network.

Checking the network settings

Ensure that this machine has an IP address assigned to it. Tap [Utility] - [Device Information], and check that an IP address is displayed.

Reference

If no IP address is displayed, you need to set up the network. For details, refer to Here.

Configuring the Scan to E-mail environment

Enable the E-mail transmission function. Also, register the E-mail server address and administrator's E-mail address required for Scan to E-mail.

The registration procedure is explained using **Web Connection**. For details, refer to Here.

Option Settings

Registering a frequently used destination

Registering a frequently used E-mail address to this machine as a destination will save you the trouble of entering it each time you send an e-mail.

For details on how to register, refer to Here.

 Reference

    Using the Address Link function allows you to specify the target E-mail address registered in the address book of the Android terminal as a destination. For details on the Address Link function, refer to Here.

Using an LDAP server to specify addresses

When the LDAP server or Active Directory is used for user management, an E-mail address can be searched or specified via the server. To use the LDAP server to specify a destination, you must register the server on this machine.

The registration process is explained using **Web Connection**. For details, refer to Here.

 Reference

    For details on how to search using the LDAP server, refer to Here.

Registering the subject and message text of an E-mail to be sent

The default subject name and message text are automatically inserted into an E-mail. Pre-register multiple preset text for the subject and fixed message text phrase of an E-mail; you can use them depending on destinations.

For details on how to register, refer to Here.

Registering a prefix and suffix of each destination

Register a prefix and suffix of an E-mail address.

If a domain contains a large number of E-mail addresses, register a character string (domain name) following an "@" (at mark). By registering a domain name, you can recall the registered domain name to complement E-mail address entry.

This will help to prevent input errors of E-mail addresses with long domain names.

For details on how to register, refer to [Here](#).

Using SMTP authentication

This machine supports SMTP authentication. If SMTP authentication is installed in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Using POP Before SMTP authentication

This machine supports POP before SMTP authentication. If POP before SMTP authentication is installed in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Using an SSL/TLS communication

This machine supports SMTP over SSL and Start TLS. If a communication with an E-mail server is encrypted using SSL in your environment, configure its setting.

How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Using S/MIME

This machine supports S/MIME to avoid risks such as an E-mail interception or sender spoofing. If S/MIME is installed in your environment, configure its setting.

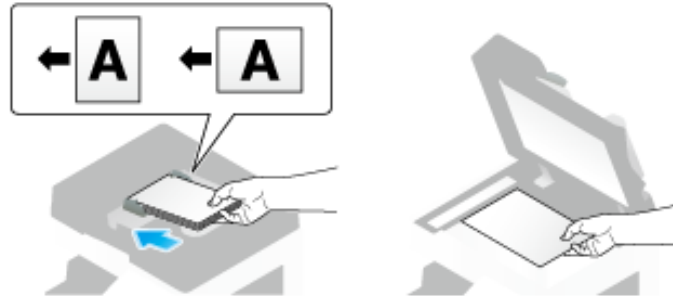How to configure the setting is explained using **Web Connection**. For details, refer to [Here](#).

Reference

For details on how to send data using S/MIME, refer to [Here](#).

1. **Load the original.**

2. **Tap [Scan/Fax].**

3. **Specify the destination E-mail address.**

➡ For details on how to specify a destination, refer to <u>Here</u>.

➡ Specifying multiple destinations carries out computer sending and fax transmission simultaneously.

➡ If a message appears to indicate that the From address is not registered after a destination has been specified, select [File Name/Subject Name/Other] in Options, and enter the sender's E-mail address into [From].

➡ If necessary, you can change the display of the main screen in fax/scan mode (default: [Address Book]). For details, refer to Here.

4. Configure Scan option settings as necessary.

➡ For details on configuring option settings, refer to the respective columns of the following table.

Purpose	Reference
To configure basic options such as color and original size	Here
To configure options to scan various types of originals such as various sizes and books	Here
To adjust the image quality level of the original such as colored background (newspaper, etc.) or light printing original	Here
To print date/time and page number	Here
Other option settings	Here

5. Press the Start key.

➡ Tap [Check Setting] before sending, and check the destination and settings as necessary.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Start

Transmission begins.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Reference

❖ Using the preview function, you can check the finishing status before sending. For details on how to send, refer to Here.

❖ It is convenient to register commonly-used destinations in a scan/fax program. For details on the program, refer to Here.

Sending to Your Address (Scan to Me)

Scan to Me

By selecting the [Me] key displayed in the [Address Book] screen, you can send E-mails to your E-mail address. If you log in to this machine that provides user authentication, the [Me] key appears in the [Address Book] screen. The [Me] key is assigned to an E-mail address of the login user. To use this function, you do not have to register your E-mail address in the address book.

Operations required to use this function (for the administrator)

Register an E-mail address in the user's registration information.

The registration process is explained using **Web Connection**. For details, refer to Here.

Tips

- If Active Directory is used as an authentication server, register the user's E-mail address in Active Directory.

1. **Load the original.**

2. **Enter user information, and log in to this machine.**

➡ For details on how to log in, refer to [Here](#).

3. **Tap [Scan/Fax].**

4. **Select [Me].**

5. **Configure Scan option settings as necessary.**

6. **Press the Start key.**

➡ Tap [Check Setting] before sending, and check the destination and settings as necessary.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Transmission begins.

➡️ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Sending the download URL to your address (Scan to URL)

Scan to URL

If you select the [URL] key displayed on the [Address Book] screen, you can send the URL to download the original data scanned on this machine, to your E-mail address by E-mail. When you log in to this machine that provides user authentication, the [URL] key appears on the [Address Book] screen. The [URL] key has the login user's E-mail address registered. The scanned original data is saved in a User Box on this machine without being attached to an E-mail during the pre-specified period, so data can be acquired regardless of the transmission capacity limit of the E-mail server.

Operations required to use this function (for the administrator)

Register an E-mail address in the user's registration information. Also, check that the Scan to URL function is enabled.

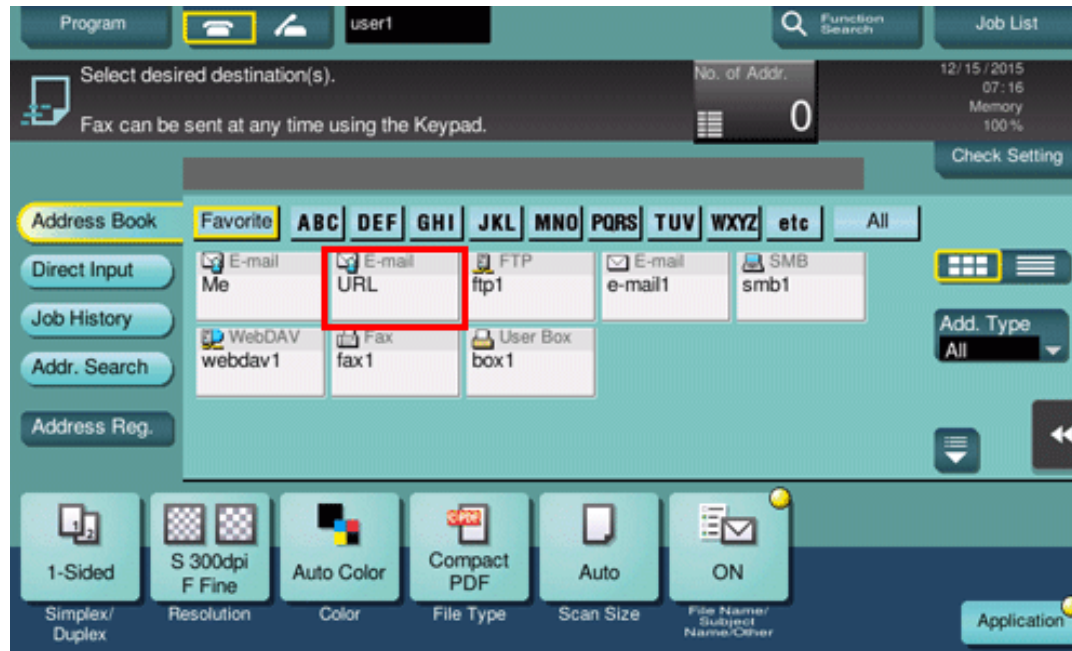How to configure the setting is explained using **Web Connection**. For details, refer to <u>Here</u>.

Operation flow

1. **Load the original.**

2. **Enter user information, and log in to this machine.**

   ➡ For details on how to log in, refer to <u>Here</u>.

3. **Tap [Scan/Fax].**

4. **Select [URL].**

   ➡ When [URL] is selected as the sending destination, you cannot specify another destination simultaneously.

5. **Configure Scan option settings as necessary.**

6. **Press the Start key.**

➡ If necessary, tap [Check Setting] before sending, and check the specified destination and settings.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Transmission begins.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.

Related setting (for the administrator)

◆ When you specify the E-mail address to send data, you can switch whether to send the E-mail with files attached, or to notify the recipient of the URL where the relevant files can be downloaded from without actually attaching files, depending on the size of the files to be sent. Specify the E-mail sending method in [Server Capacity Reduction Send Method]. For details, refer to Here.

◆ When the download URL is notified to the normal E-mail address, you can simultaneously specify another destination and send data.

Encrypting an E-mail and Adding a Digital Signature (S/MIME)

S/MIME

S/MIME is one of the E-mail encryption schemes. Using S/MIME encrypts an E-mail sent from this machine, preventing a interception by third parties during transmission. Adding a digital signature to an E-mail provides assurance regarding the authenticity of the sender, and certifies that no data has been falsified.

Operations required to use this function (for the administrator)

Enable the S/MIME mode. To encrypt an E-mail, register the encryption certificate in the E-mail address.

How to configure the setting is explained using **Web Connection**. For details, refer to Here.
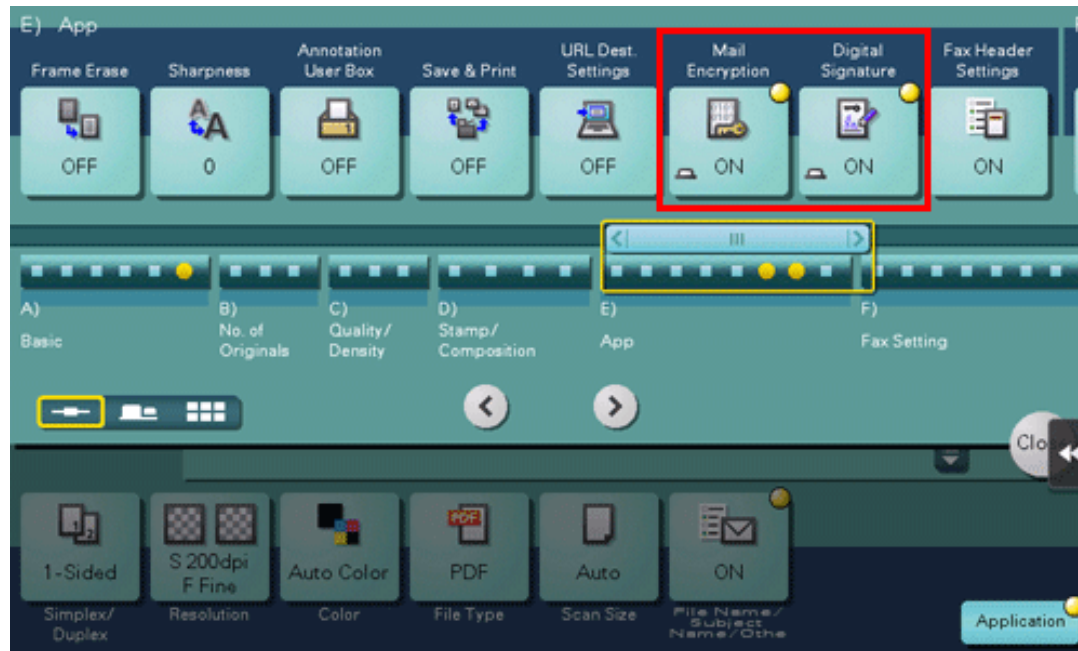
Operation flow

1. **Load the original.**

2. **Tap [Scan/Fax].**

3. **Select [Application] - [App], and configure [Mail Encryption] and [Digital Signature].**

➡ To apply E-mail encryption, set [Mail Encryption] to [ON].

➡ To add a digital signature, set [Digital Signature] to [ON].

➡ If you cannot change [ON] or [OFF] in [Digital Signature], whether to always add a signature is specified by the administrator.

4. Specify the E-mail address of the destination.

➡ To encrypt an E-mail, select an E-mail address with the certificate registered. An E-mail address with the certificate registered is marked by a key-shaped icon.

➡ Up to 10 E-mails can be broadcast.

5. Press the Start key.

➡ Tap [Check Setting] before sending, and check the destination and settings as necessary.

➡ To redo operations for specifying destinations or option settings, press the **Reset** key.

Transmission begins.

➡ If you press the **Stop** key while scanning an original, the scanning process stops, and a list of stopped jobs appears. To cancel scanning of the original, delete inactive jobs from the list.