

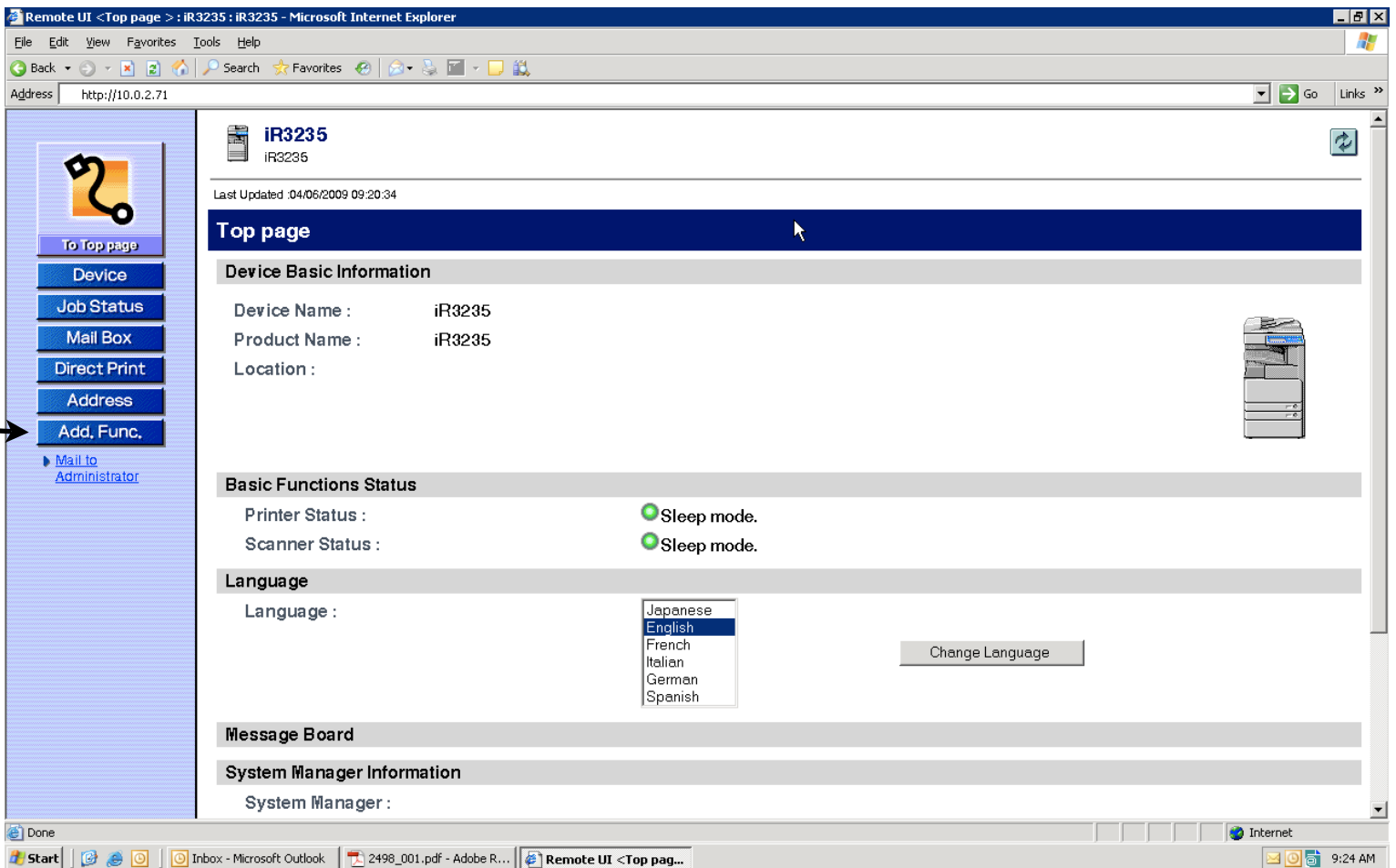
How to Setup Scan to Email on a Canon Image Runner

What you'll need:

- A MFP that is connected to the network
- The IP Address of the copier (*only if you are going to use the web interface to setup scan to email*)
- A working Exchange or Lotus Notes server
- A working email address, or the ability to create one for the Canon MFP; on your email server
- The Password for the email account that you are planning on using for the MFP

Setting Up Scan To Email Using the Web Interface

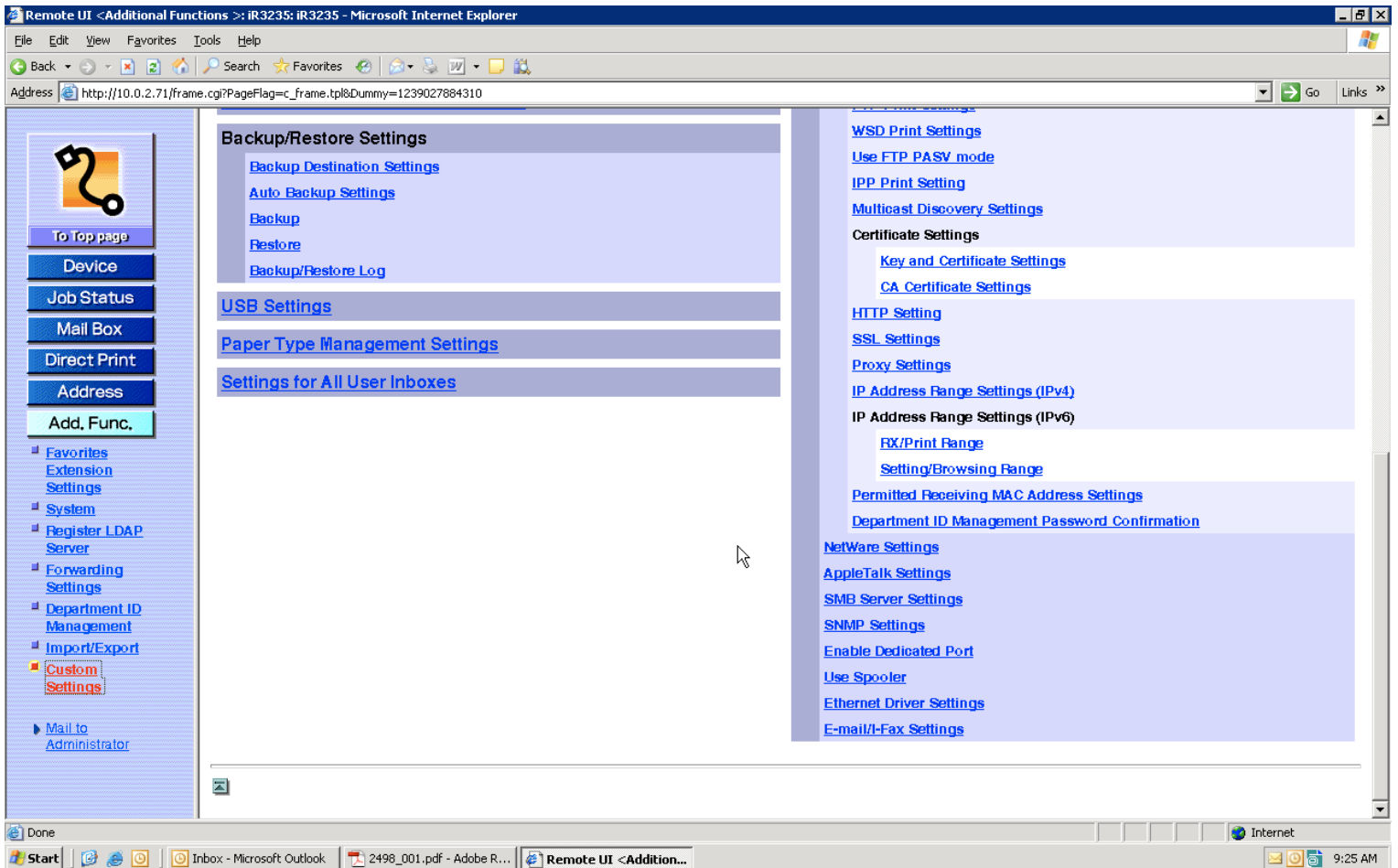
1. First log into the MFP's remote user interface, by typing the IP Address of the copier into a internet web browser, and you will get the following page (examples: Internet Explorer, Firefox, Safari)



2. Once on this page you want to click on "Add, Func." as shown in image 1.1
3. In "Add, Func" click on "Custom Settings", and then "Email/I-Fax Settings" as shown in image 2.2

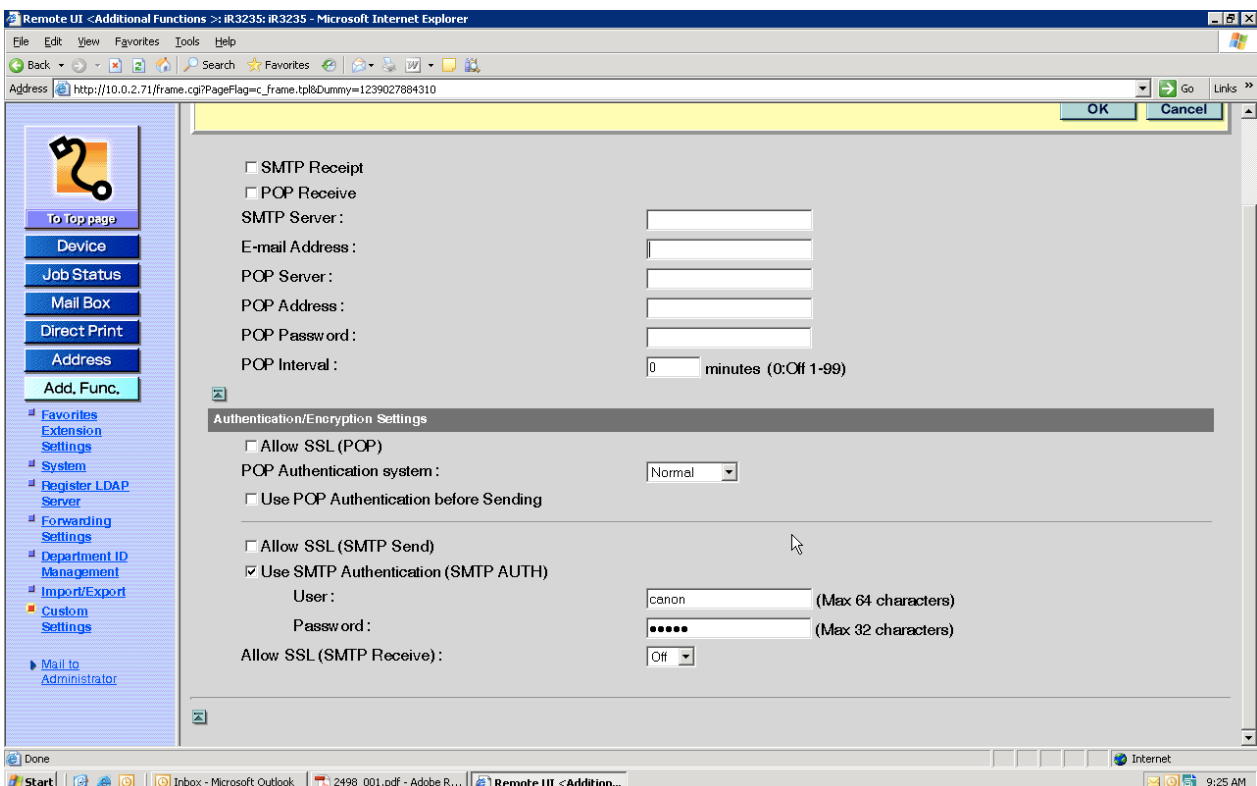
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2.2



4. Once in “Email/I-Fax Settings” you will need to add the address to your email server, the email address you are going to use, and the account login information if it’s required by your email server (*as shown in image 3.3*)

3.3



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5. Once this information is added correctly you will be able to send documents via email, from the MFP

Setting Up Scan To Email From the MFP

1. At the MFP hit the “additional functions” button
2. Once in “additional functions” choose “system settings”
3. In “system settings” choose the “network settings” button
4. In “network settings” scroll to the last page, and choose “Email/I-Fax”
5. Once in “Email/I-Fax” add the address to your email server under the “SMTP Server” settings
6. Next add the email address you will be using to send emails from the copier, under the “email address” section
7. Leave the pop settings blank, as you won’t need these to send email from the copier
8. If the email account you’re using requires authentication choose “authent/encryption”
9. Once in there skip down to “Use SMTP Authentication (SMTP AUTH)”, and add the information for the email account that you going to use.
10. Once the information is entered correctly you should be able set send documents via email from the MFP