

# Solutions and Connectivity Training Guides

Configure  
Scan to email



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**Source:** Konica Minolta FTP Site:

**Path:** /Training\_Handouts/Solutions\_and\_Connectivity/Training\_Guides

*All screenshots for this guide have been taken using a Konica Minolta C645. Your MFP's web browser may look slightly different but the procedure will be exactly the same.*

**There are two steps required to configure scan to email:**

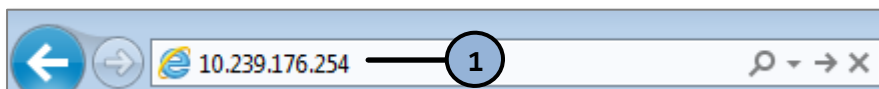
- **Step A:** Configure the MFD to communicate with the SMTP (email) server.
- **Step B:** Configure a "one touch" button on the MFD that users will select to scan documents directly to their email account.

### Note

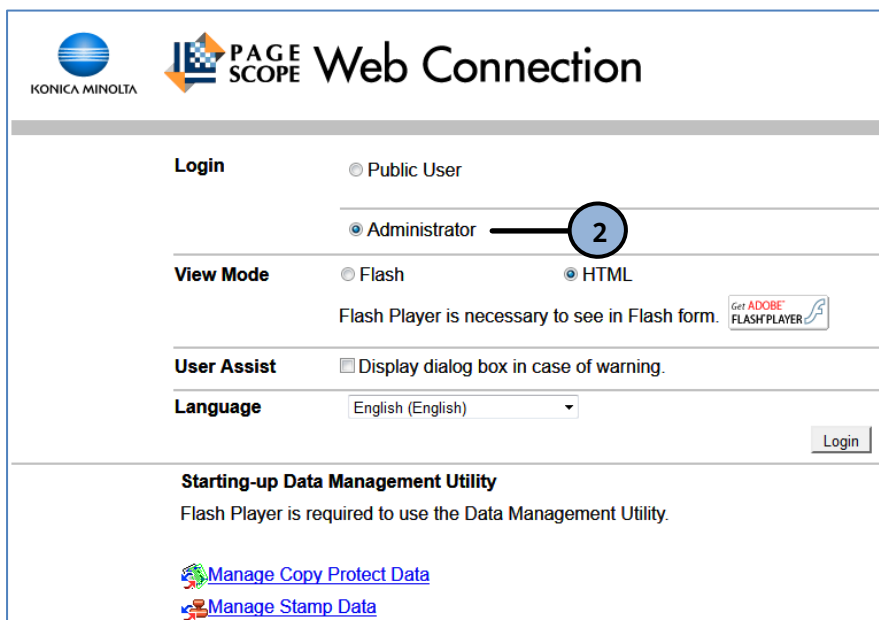


An email client such as Outlook, Outlook Express or Thunderbird is needed to receive emails. This guide does not cover the configuration of an email client. This should be carried out by your customers IT department.

## Step A: Set-up the SMTP server details



**1.** Using your web browser, type the **IP Address** of the Konica Minolta MFD into the address bar.



**Pagescope Web Connection**

**Login**

☐ Public User

☒ Administrator

**View Mode**

☐ Flash ☒ HTML

Flash Player is necessary to see in Flash form. [Get Adobe Flash Player](#)

**User Assist**

☐ Display dialog box in case of warning.

**Language**

English (English)

Login

**Starting-up Data Management Utility**

Flash Player is required to use the Data Management Utility.

[Manage Copy Protect Data](#)

[Manage Stamp Data](#)

**2.** Log into **Pagescope Web Connection** as **Administrator**.

**Web Connection**

Administrator Password: [password field] **3**

**Help Display Setting**  
 Help Display is a network-only function.  
 On Mouse: [OFF] **4**  
 On Focus: [OFF] **4**

OK Cancel

**3.** Standard password.

**System Settings** **4**

**Machine Setting**

Device Location: Training Room 1 **5**

Administrator Registration

Administrator Name: Administrator **6**

E-mail Address: MFD1@TrainingRoom1 **7**

Extension No.: [ ]

Input Machine Address

Device Name: MFD1 (C654) **8**

E-mail Address: tech0@kmtsg.local **9**

OK Cancel **10**

**4.** Click on **System Settings**.

**5.** Enter a **Device Location**.

**6.** Enter an **Administrator Name**.

**7.** Enter an **Email Address**.

**8.** Enter a **Device Name**.

**9.** Enter an **Email Address**.

*Options 5 and 6 are optional.*

*Option 9 must be a valid email address if Device Status Notifications are going to be used.*

**10.** Click on **OK**

Message from MFD1 (C654)

File Message McAfee E-mail Scan

Delete Reply Reply All Forward Respond Quick Steps

From: MFD1@TrainingRoom1 **7**

To: tech0 **8**

Cc:

Subject: Message from MFD1 (C654) **8**

Message SMFD1 (C65413022811400.pdf (316 KB))

The above shows how the information in steps 7 and 8 are displayed in the email.

Completed.

**11** OK

**11.** Click on **OK**.

12. Click on **Network>Email Setting>Email TX (SMTP)**

13. Enter the IP address or host name of the SMTP (email) server.

**Note:** If using a host name, the box above the IP Address field must be ticked.

14. In most cases the **Port Number** can be left at 25, however, you may need to check with the IT Administrator in case a different port number is being using for **\*Relaying** (see below).

15. The Device mail Address should already have been set in System Settings (Step 9)

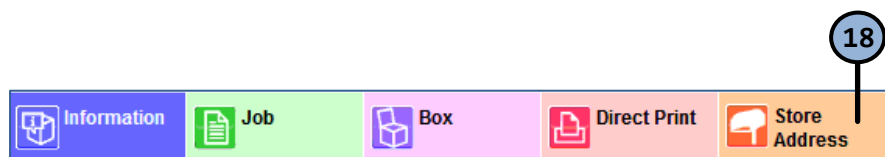
16. Click on **OK** to finish.

17. You can either Logout now and log-in again as a Public user to set up a "One Touch" button, or remain logged in as "Administrator" to set up the One Touch button.

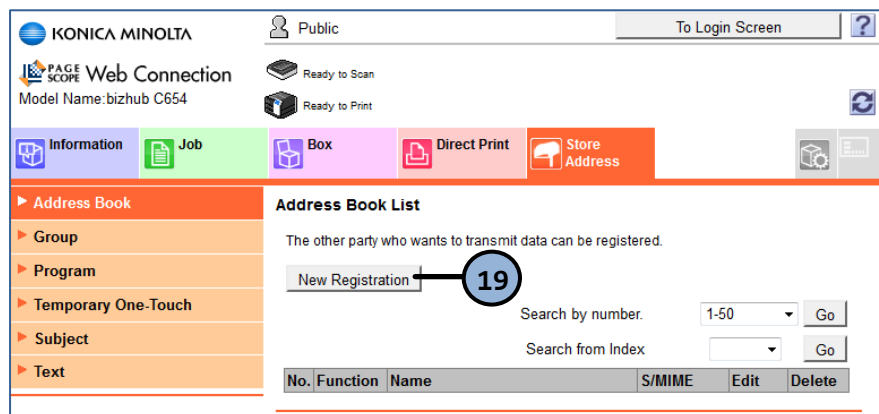
### **\*Relaying**

When users send emails, their PC accounts are "trusted" on the domain. This is not always the case for copiers/MFD's. In this case the IT Administrator will need to ensure that the IP addresses of the MFD's used for email scanning are added to the relay list on their SMTP email server.

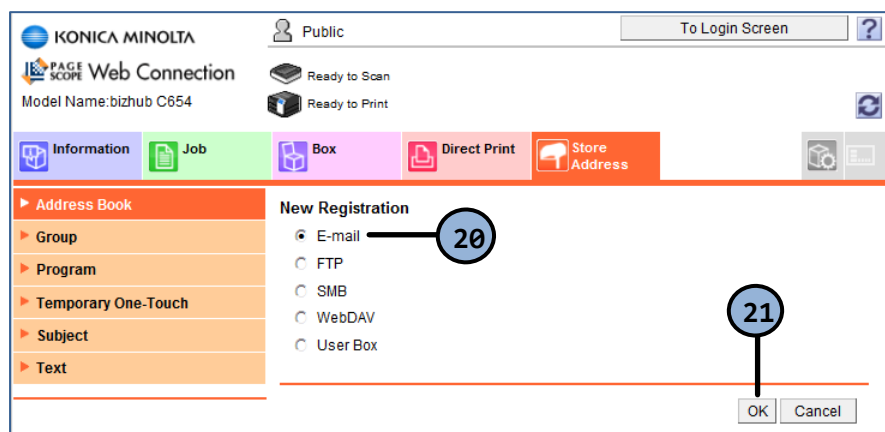
## Step B: Configure a “One Touch” button



18. Click on the **Store Address** tab.



19. Click on the **New Registration** button.



20. Click on the **Email** option.

21. Click on **OK**

**Address Book (E-mail)**

No.  
☒ Use opening number  
☐ Direct Input

Name  **22**

Index  
 Specify a keyword for address search and display by registered name.  
  
☒ Main

---

**Destination Information**

E-mail Address  **23**

☐ Registration of Certification Information  
☒ Registration of Certification Information

☐ Deletion of Certification Information

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**Limiting Access to Destinations**

**24**

**22.** Leave **Use opening number** option selected, and then give your scan button a **Name**

**Note:** This will become the name of the button that appears on the MFD panel. If the user is going to use more than one method of scanning, e.g. email and SMB, then it's a good idea to enter the scanning method as part of the button name i.e. tech0 (email)

**23.** Enter the users Email address.

**24.** Click on the OK button

**No.:1** Address Book registration is complete.

**25**

**25.** Click on the **Return** button to go back return to the **Address Book list**.

KONICA MINOLTA Public To Login Screen ?

PAGE SCORE Web Connection Ready to Scan Sleep

Model Name: bizhub C654

Information Job Box Direct Print Store Address

**Address Book**

Address Book List

The other party who wants to transmit data can be registered.

Search by number. 1-50 Go

Search from Index Go

| No. | Function | Name          | S/MIME | Edit | Delete |
|-----|----------|---------------|--------|------|--------|
| 1   | E-mail   | tech0 (email) |        | Edit | Delete |

Email button has been created.