



KONICA MINOLTA

Configuration Guides

Solutions & Connectivity

Scan to Gmail



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Overview



This configuration guide explains how to configure a Konica Minolta MFD to scan documents to an email address via a Google SMTP server. This set-up could be used in an environment where there is no internal SMTP server available.

Three steps need to be completed;

- 1 Register a Gmail address to serve as the "Admin" function. This will forward outgoing emails onto the recipient's personal email address. It is advisable to register a Gmail address name that will identify an incoming email as being sent from a scanning device rather than a person, e.g. scan_from_sales_dept@gmail.co.uk
NOTE This step is not covered in this configuration guide.
- 2 Configure the Konica Minolta MFD with the Gmail SMTP server details.
- 3 Configure the "one touch" buttons on the Konica Minolta MFD which enable the user to quickly scan and send an email to a recipient's email address.
NOTE Email addresses can also be manually entered into the "To" field of the Konica Minolta MFD before sending.

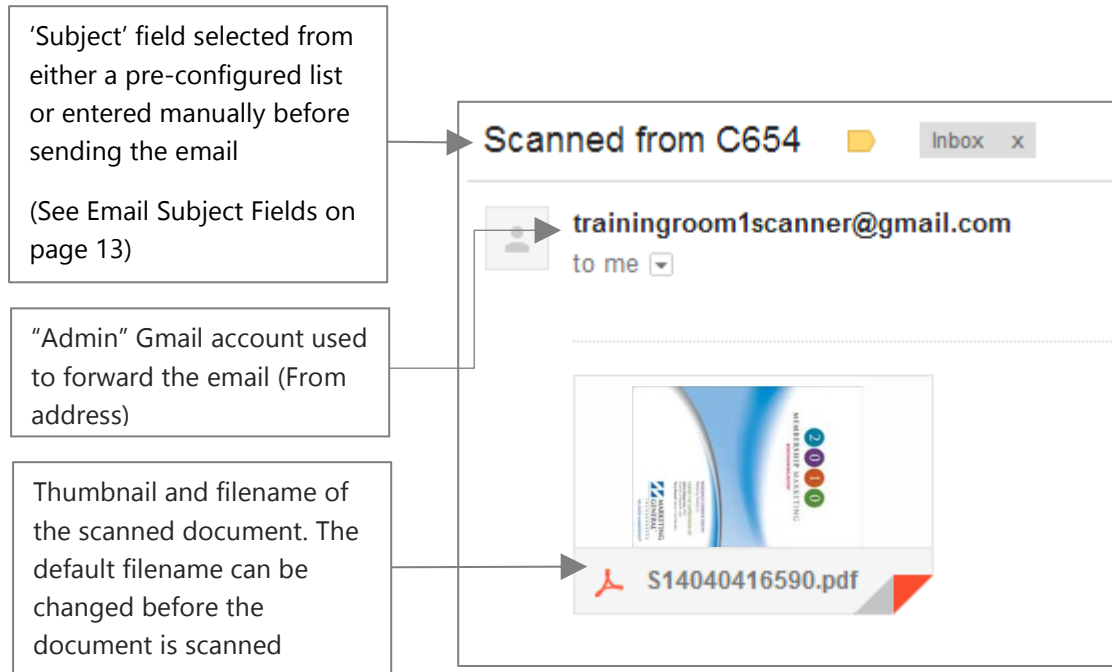
IN THIS GUIDE YOU WILL LEARN

- How to configure Scan to Gmail using PageScope Web Connection.
- How to configure Scan to Gmail using the Konica Minolta MFD Touch panel.

NOTE This guide assumes that an "Admin" Gmail address has already been registered.

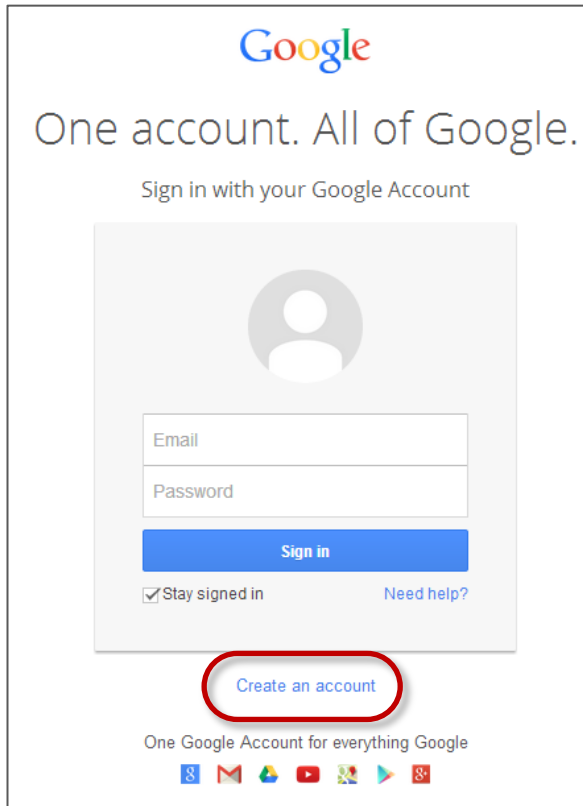
Example of a received Scan to Email Document

This is how a received email looked when sent to a personal Gmail account from the MFD. The scanned document will be a file *attached* to the email.



Step 1: Create the Gmail “Admin” account

Note This will be the “From” address of the email.

The image shows the Google account creation interface. At the top is the Google logo. Below it, the text "One account. All of Google." is displayed, followed by "Sign in with your Google Account". A large grey circle with a white person icon represents the profile picture. Below this are two input fields: "Email" and "Password". A blue "Sign in" button is positioned below the password field. Underneath the button is a checkbox labeled "Stay signed in" and a link "Need help?". At the bottom, the "Create an account" link is highlighted with a red oval. Below this link, the text "One Google Account for everything Google" is shown, followed by icons for various Google services: Search, Gmail, Maps, YouTube, Drive, and Docs.

In the web browser of your computer, go to the following URL:

<https://accounts.google.com/>

Then click on the **Create an account** button and follow the on-screen instructions to create the Gmail “Admin” account.

Step 2: Set-up the MFD using PageScope Web Connection

The image shows the PageScope Web Connection login screen. At the top left is the Konica Minolta logo. Next to it is the PageScope logo, which consists of a stylized 'P' and 'S' made of blue and orange squares. To the right of the PageScope logo is the text "Web Connection". Below the logos is a horizontal grey bar. Underneath the bar, the word "Login" is centered. To the right of "Login" are two radio button options: "Public User" and "Administrator". The "Administrator" option is selected, indicated by a filled circle.

Log in as **Administrator**

Maintenance	System Settings	Security	User Auth/Account Track	Network	Box
Print Setting		Store Address	Wizard	Customize	To Main Menu

Machine Setting
Register Support Information
Network TWAIN
Reset Settings
User Box Setting
Stamp Settings
Blank Page Print Settings
Job Priority Operation Settings

Machine Setting
Device Location
Administrator Registration
Administrator Name
E-mail Address: trainingroom1scanner@gmail.com
Extension No.
Input Machine Address
Device Name: trainingroom1scanner@gmail.com
E-mail Address

Click on **System Settings** and set the following options;

- Set **E-mail Address** to the name of your "Admin" Gmail account
- Set **Device Name** to the name of your "Admin" Gmail account

NOTE All other fields are optional.

Click on the **OK** button at the bottom of the page to save the settings.

Maintenance	System Settings	Security	User Auth/Account Track	Network	Box
Print Setting		Store Address	Wizard	Customize	To Main Menu

TCP/IP Setting
E-mail Setting
E-mail RX (POP)
E-mail TX (SMTP)
S/MIME
LDAP Setting
IPP Setting
FTP Setting
SNMP Setting

E-mail TX (SMTP)
☒ E-mail TX Setting
Scan to E-mail: ON
E-mail Notification: ON
Total Counter Notification: ON
SMTP Server Address: smtp.gmail.com
Use SSL/TLS: SMTP over SSL
Port Number: 25 (1-65535)
Port No.(SSL): 465 (1-65535)

- Click on **Network**
- Click on **E-mail Setting**
- Click on **E-mail TX (SMTP)**
- Make sure the **E-mail TX Setting** option is ticked
- Set **Scan to E-mail** to **ON**
- Tick the box to enter the host name
- Set the **SMTP Server Address** (host name) to **smtp.gmail.com**

- Set **Use SSL/TLS**, to **SMTP over SSL**
- Set **Port No.(SSL)** to **465** (This should automatically be set once you have selected SMTP over SSL)
- Next, scroll down the page until you see the options below...

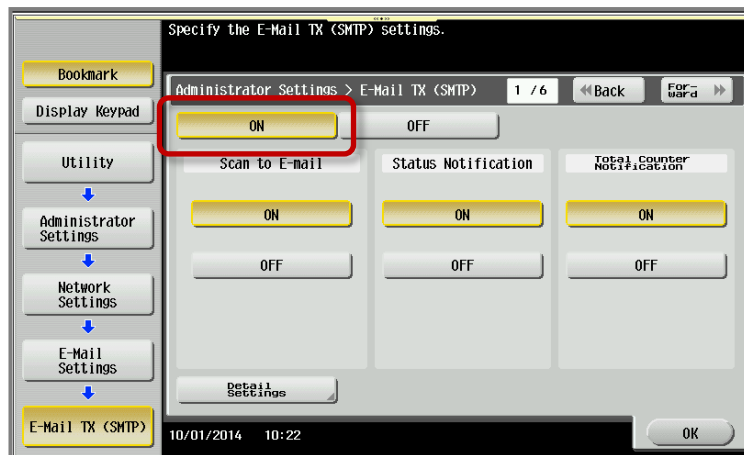
▶ IEEE802.1X Authentication Setting	Admin. E-mail Address	trainingroom1scanner@gmail.com
▶ LLTD Setting	Device Mail Address	<input type="text"/>
▶ SSDP Settings	Authentication Setting	
▶ Web Browser Setting	POP before SMTP	OFF ▼
▶ Bluetooth Setting	POP before SMTP Time	5 sec. (0-60)
▶ Remote Panel Settings	<input checked="" type="checkbox"/> SMTP Authentication	
	User ID	trainingroom1scanner@gmail.com
	<input type="checkbox"/> Password is changed. (Password is currently set.)	
	Password	<input type="text"/>
	Domain Name	<input type="text"/>

- Tick the box to use **SMTP Authentication**
- Set **User ID** to the name of your "Admin" Gmail account
- Enter the correct password for the Admin account
- Leave **Domain Name** blank
- Scroll down to the bottom of the page and click on **OK** to save the settings

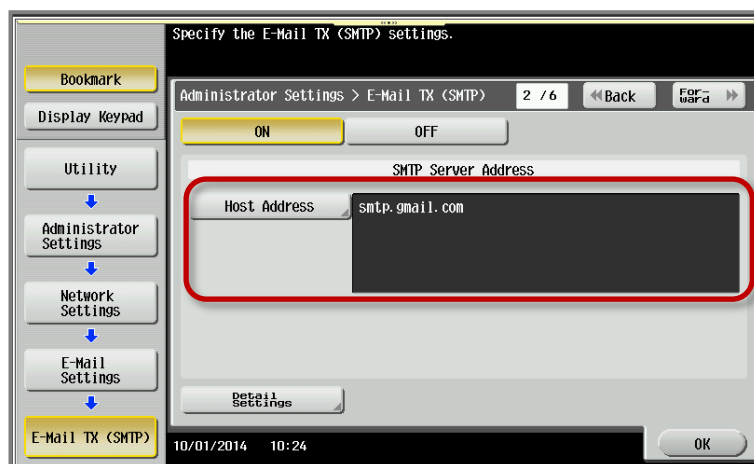
Alternative Set-up using the MFD Touch Panel

From the MFD Home Screen

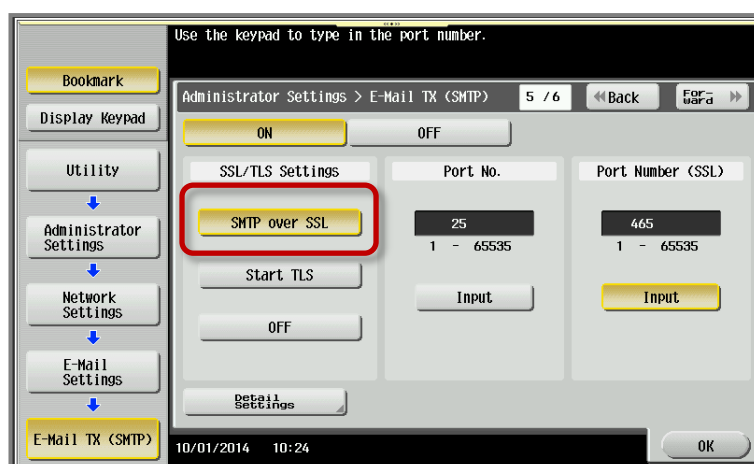
- Press **Utility** button
- Press option 5 (**Administrator Settings**) enter password and press **OK**
- Press option 5 (**Network Settings**)
- Press option 7 (**E-Mail Settings**)
- Press option 1 (**E-Mail TX (SMTP)**)



Set **Scan to E-Mail** to **ON**

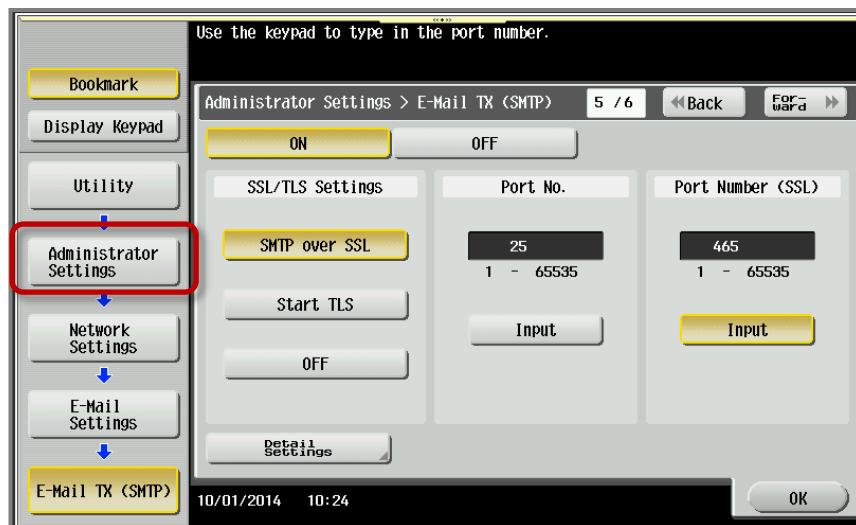


On page **2 / 6** - Enter the **Host Address** as **smtp.gmail.com**
Press **OK**

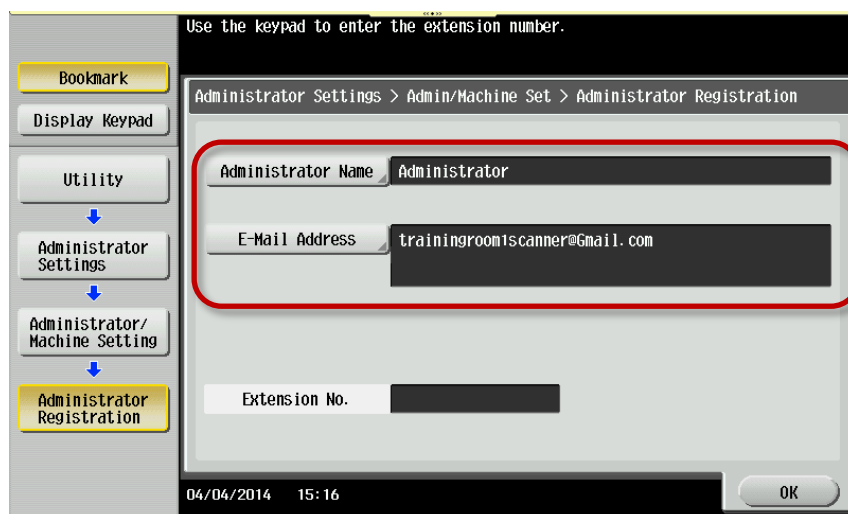


On page **5 / 6** - Turn **ON SMTP over SSL** and check the ports are set at **25** (SMTP) and **465** (SSL)

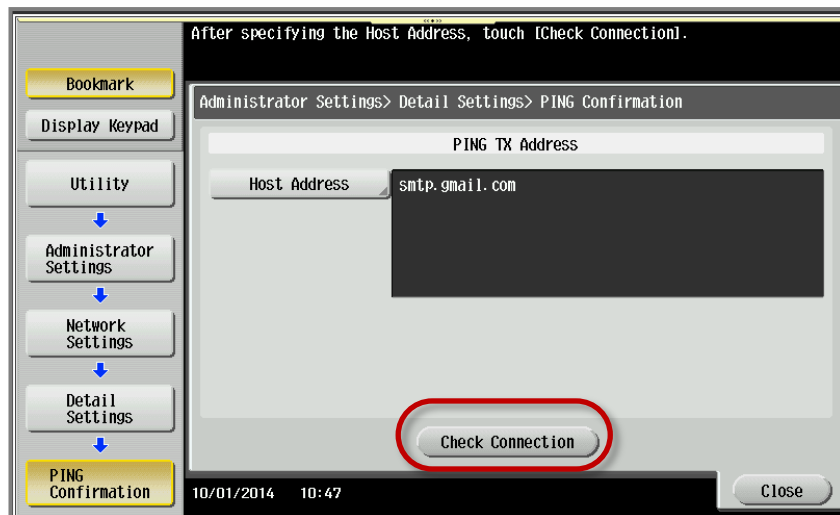
Press **OK**



- Go back to **Administrator settings**
- Press option 2 (**Administrator/Machine Settings**)
- Press option 1 (**Administrator Registration**)



- Set the **Administrator Name** (This is an optional step)
- Set the **E-mail Address** (You can use the "Admin" Gmail address here)
- Press the **OK** button
- Close (x2)
- Press option 5 (**Network Settings**)
- Press the forward arrow (top right of screen) until you get to **page 2/3**
- Press option 8 (**Detail Settings**)
- Press option 5 (**PING Confirmation**)



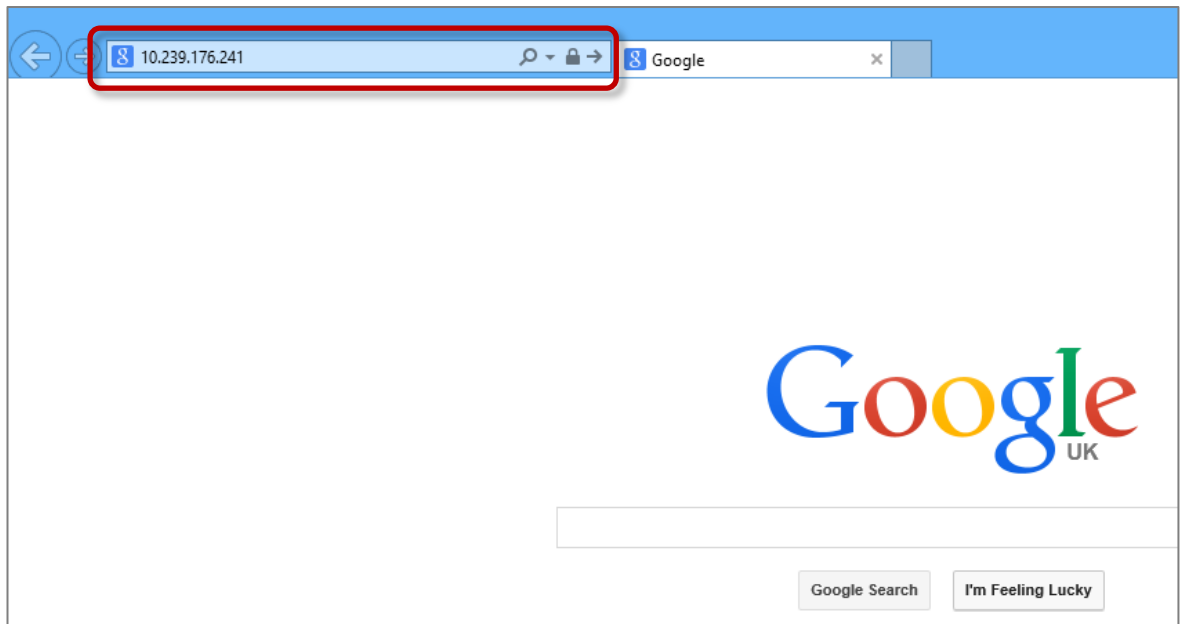
Click on **Check Connection**



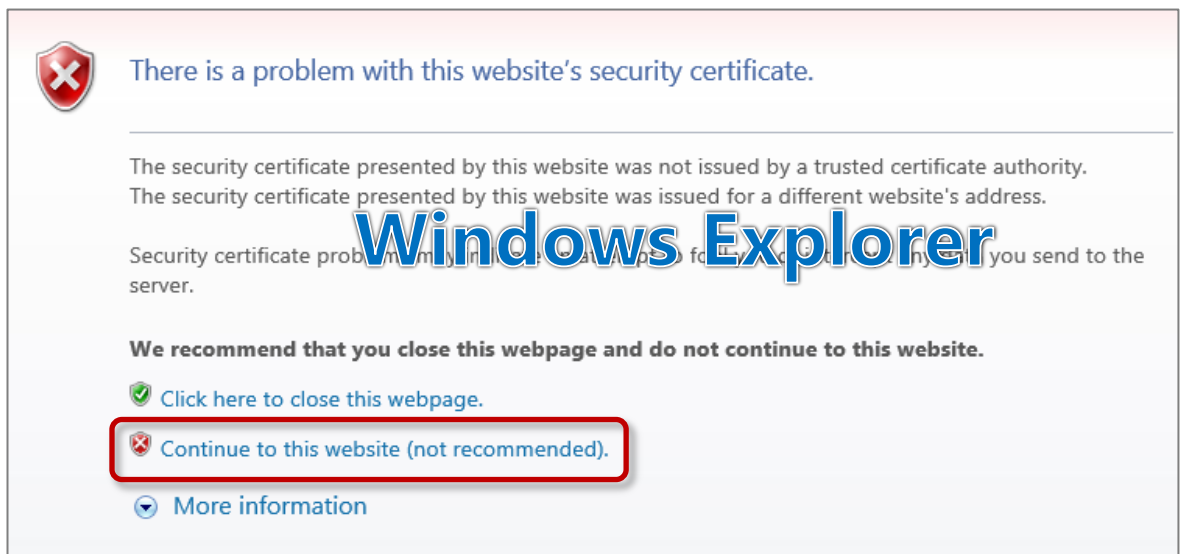
If the ping test fails, go back and check all of your settings

- Press **OK**
- Press **Close** (x5)

Step 3: Set-up a "One touch button"



- 1 In your web browser, type in the **IP address of the MFD** into the address bar.



- 2 Because the MFD will have an SSL certificate enabled, a security warning may appear. It is safe to proceed so if you are using the Windows Explorer browser, click on the link as shown above.

NOTE Other web browsers will display a different warning page, see page 10 for screenshots of two other popular web browsers.



This Connection is Untrusted

You have asked Waterfox to connect securely to **10.239.176.241**, but we can't confirm that your connection is secure.

Normally, when you try to connect securely, sites will present trusted identification to prove that you are going to the right place. However, this site's identity can't be verified.

What Should I Do?

If you usually connect to this site, it may be safe to continue. However, if you are not sure, someone is trying to impersonate the site, and you shouldn't continue.

Get me out of here!

► Technical Details

► I Understand the Risks



The site's security certificate is not trusted!

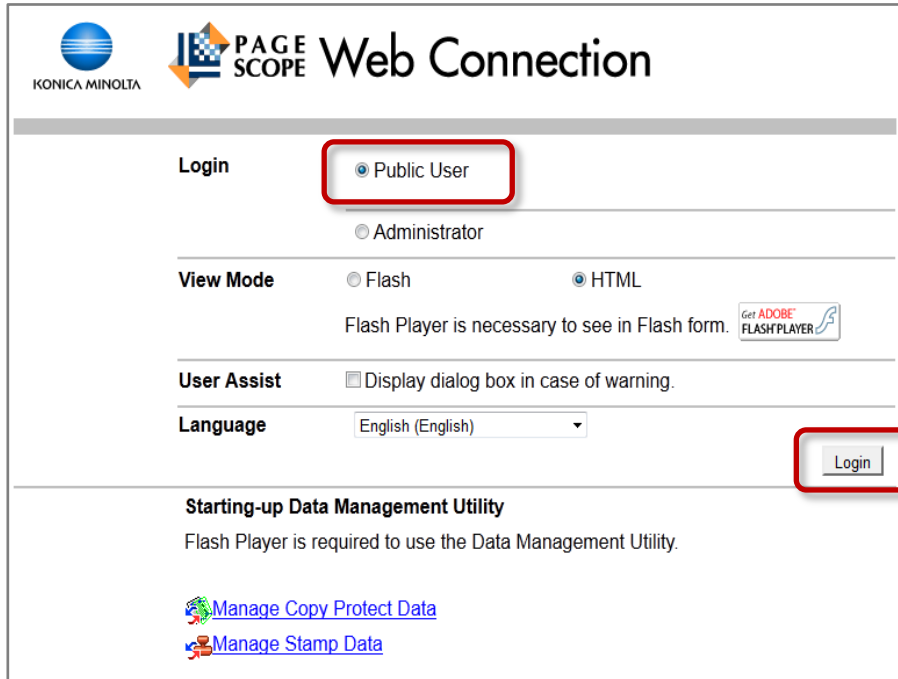
You attempted to reach **10.239.176.241**, but the server presented a certificate issued by an entity that is not trusted by your computer's operating system. This may mean that the server has generated its own security credentials, which Chrome cannot rely on for identity information, or an attacker may be trying to intercept your communications.

You should not proceed, **especially** if you have never seen this warning before for this site.

Proceed anyway

Back to safety

► [Help me understand](#)



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

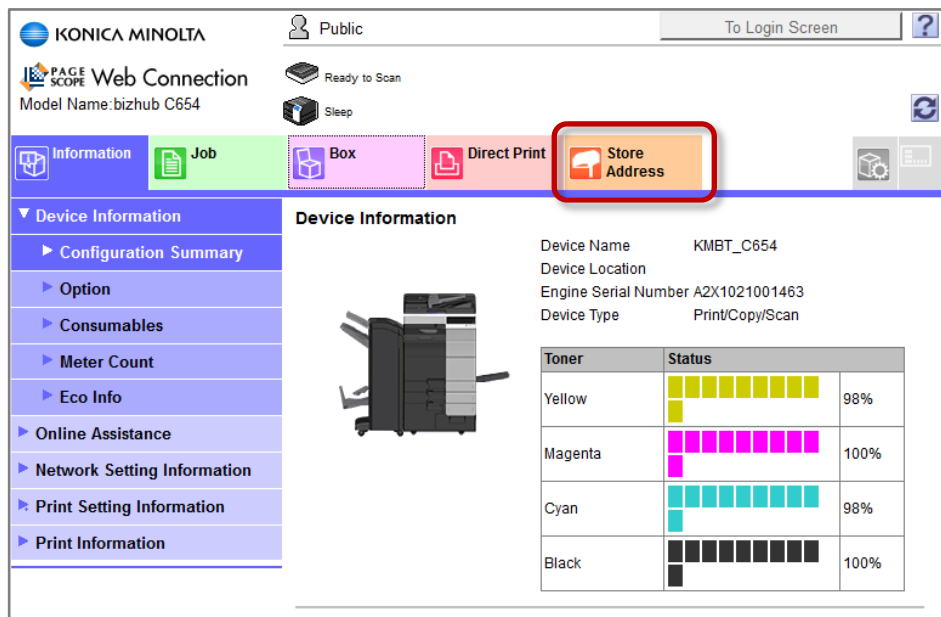
Starting-up Data Management Utility

Flash Player is required to use the Data Management Utility.

[Manage Copy Protect Data](#)

[Manage Stamp Data](#)

- 3 At the PageScope Web Connection, login as **Public User** by clicking **[Login]**



KONICA MINOLTA **PageScope Web Connection**
Model Name: bizhub C654

Public To Login Screen ?

Ready to Scan Sleep

Information Job Box Direct Print **Store Address**

Device Information

Device Name KMBT_C654
Device Location
Engine Serial Number A2X1021001463
Device Type Print/Copy/Scan

Toner Status

Toner	Status	Percentage
Yellow	<div><div></div></div>	98%
Magenta	<div><div></div></div>	100%
Cyan	<div><div></div></div>	98%
Black	<div><div></div></div>	100%

- 4 Click on **Store Address**

KONICA MINOLTA

Public

To Login Screen

PAGE SCOPE Web Connection

Model Name: bizhub C854

Ready to Scan

Sleep

Information Job Box Direct Print Store Address

Address Book

Group

Program

Temporary One-Touch

Subject

Text

Address Book List

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

New Registration

Search by number. 1-50 Go

Search from Index Go

No.	Function	Name	S/MIME	Edit	Delete
-----	----------	------	--------	------	--------

5 Click on [New Registration]

KONICA MINOLTA

Public

To Login Screen

PAGE SCOPE Web Connection

Model Name: bizhub C854

Ready to Scan

Sleep

Information Job Box Direct Print Store Address

Address Book

Group

Program

Temporary One-Touch

Subject

Text

New Registration

☒ E-mail

☐ FTP

☐ SMB

☐ WebDAV

☐ User Box

OK Cancel

6 Select **E-mail** then click on [OK]

KONICA MINOLTA

Public

To Login Screen

PAGE SCOPE Web Connection

Model Name: bizhub C654

Ready to Scan

Set Up Warning

Information Job Box Direct Print Store Address

Address Book

Address Book (E-mail)

No.

☒ Use opening number

☐ Direct Input

Name

J.Smith

Index

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

PQRS

☒ Main

Destination Information

E-mail Address

j.smith@konicaminolta.co.uk

☐ Registration of Certification Information

☒ Registration of Certification Information

7 Leave **Use opening number** selected.

NOTE This will take the next available slot in the Address Book. Alternatively you can select **Direct Input** and use your own number as long as the number has not been used previously

8 Type in a **Name**

NOTE This will only be the name used for the button on the MFD panel.

9 Select the correct letter for the **address search** and make sure you tick the **Main** box as this will put the button on the Scan/Fax home screen on the MFD

10 Type in the **E-mail Address** for the intended recipient

KONICA MINOLTA

Public

To Login Screen

PAGE SCOPE Web Connection

Model Name: bizhub C654

Ready to Scan

Set Up Warning

Information Job Box Direct Print Store Address

Address Book

Address Book List

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

New Registration

Search by number.

1-50

Go

Search from Index

Go

No.	Function	Name	S/MIME	Edit	Delete
1	E-mail	J.Smith		Edit	Delete

The user has successfully been added to the address book. If you need to make any changes to the account details click on **[Edit]** or to delete the account click **[Delete]**

No.:1 Address Book registration is complete.

Return

Continue Registration

Click on [**Return**] to go back to the Address Book list.

Optional Configuration

Email Subject Fields

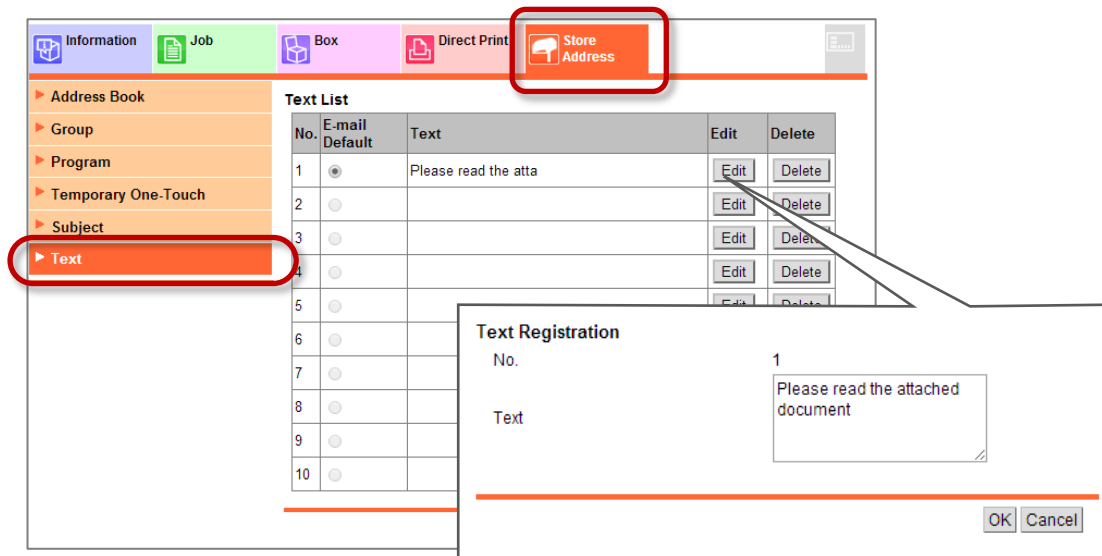
When setting up One Touch button there are ten email Subject fields that can be pre-registered for the button. The sender can then either choose from any of the pre-registered subjects or manually enter a subject.

The screenshot shows a software interface with a top navigation bar containing icons for Information, Job, Box, Direct Print, and Store Address. The 'Store Address' icon is highlighted with a red box. On the left, a sidebar menu lists options: Address Book, Group, Program, Temporary One-Touch, Subject (highlighted with a red box), and Text. The main area is titled 'Subject List' and contains a table with 10 rows. Each row has columns for 'No.', 'E-mail Default', 'Subject', 'Edit', and 'Delete'. The first two rows are pre-filled with subjects: 'Scanned from C654' and 'For your eyes only!'. The remaining eight rows are empty. At the bottom right, there are 'OK' and 'Cancel' buttons.

No.	E-mail Default	Subject	Edit	Delete
1	<input checked="" type="radio"/>	Scanned from C654	Edit	Delete
2	<input type="radio"/>	For your eyes only!	Edit	Delete
3	<input type="radio"/>		Edit	Delete
4	<input type="radio"/>		Edit	Delete
5	<input type="radio"/>		Edit	Delete
6	<input type="radio"/>		Edit	Delete
7	<input type="radio"/>		Edit	Delete
8	<input type="radio"/>		Edit	Delete
9	<input type="radio"/>		Edit	Delete
10	<input type="radio"/>		Edit	Delete

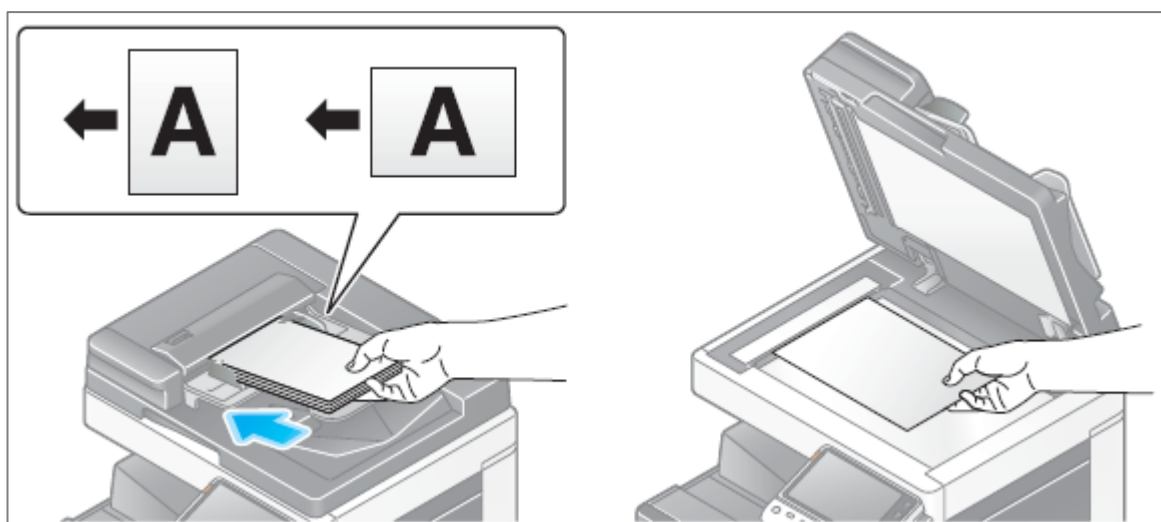
Text Fields

When setting up **One Touch** button there are ten **text** fields that can be pre-registered for the button. The text will appear in the mail body of the received email. The sender can then either choose from any of the pre-registered text fields or enter text manually.



To enter text, click on [**Edit**], type into the box and click [**OK**] to save

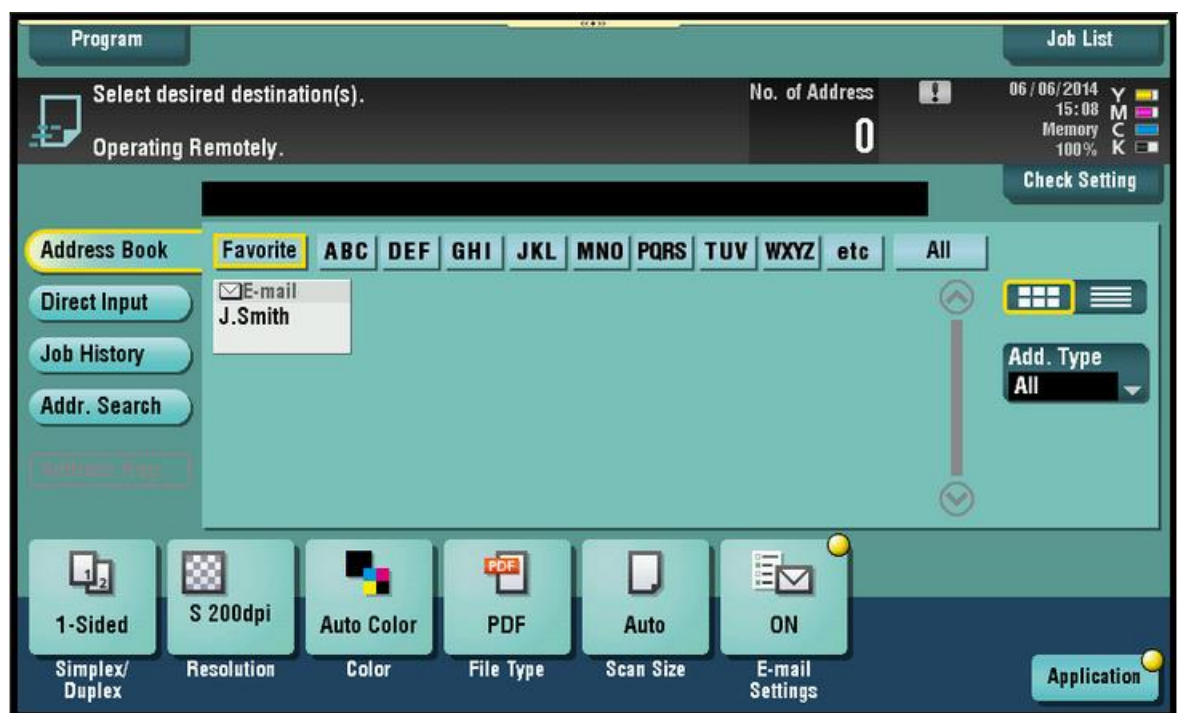
Step 3: How to send



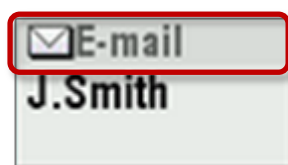
- 1 Load the original(s)



- 2 Tap [Scan/Fax]



- 3 Select the one touch button.



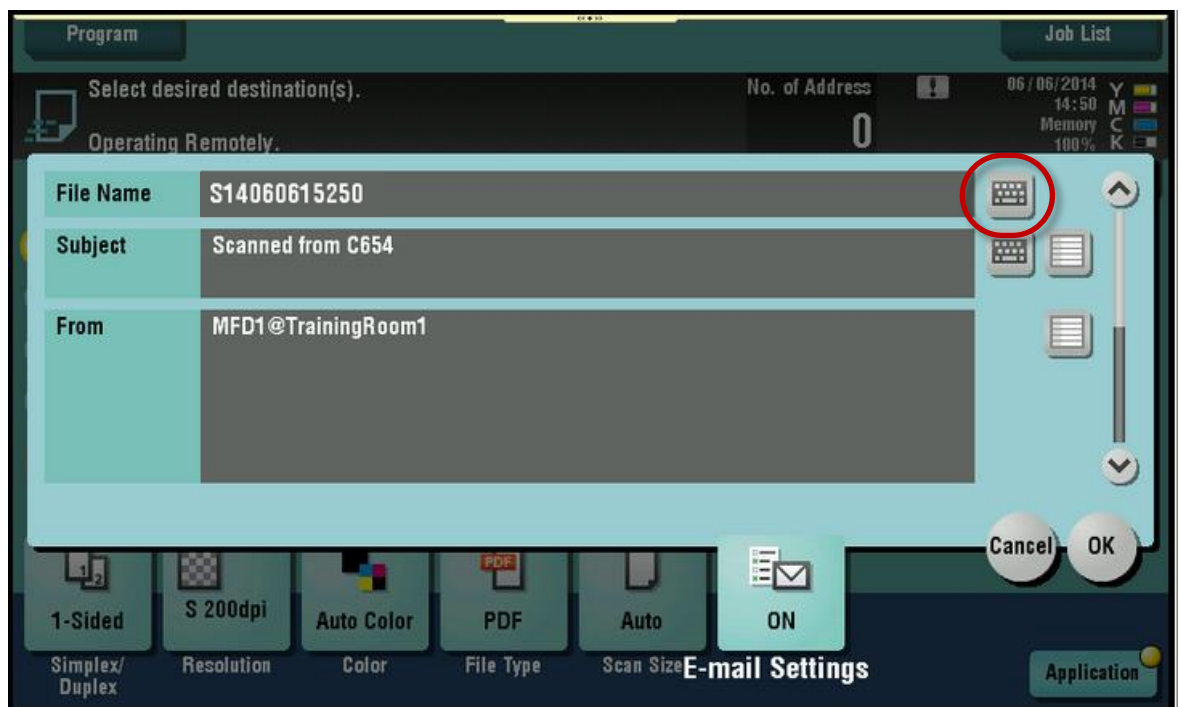
NOTE The button function (SMB, E-mail, and FTP) is shown at the top of the button


FOR DETAILED INFORMATION ON OPTION SETTINGS SUCH AS RESOLUTION, FILE TYPE, ETC
- PLEASE REFER TO THE MACHINES USER MANUAL.

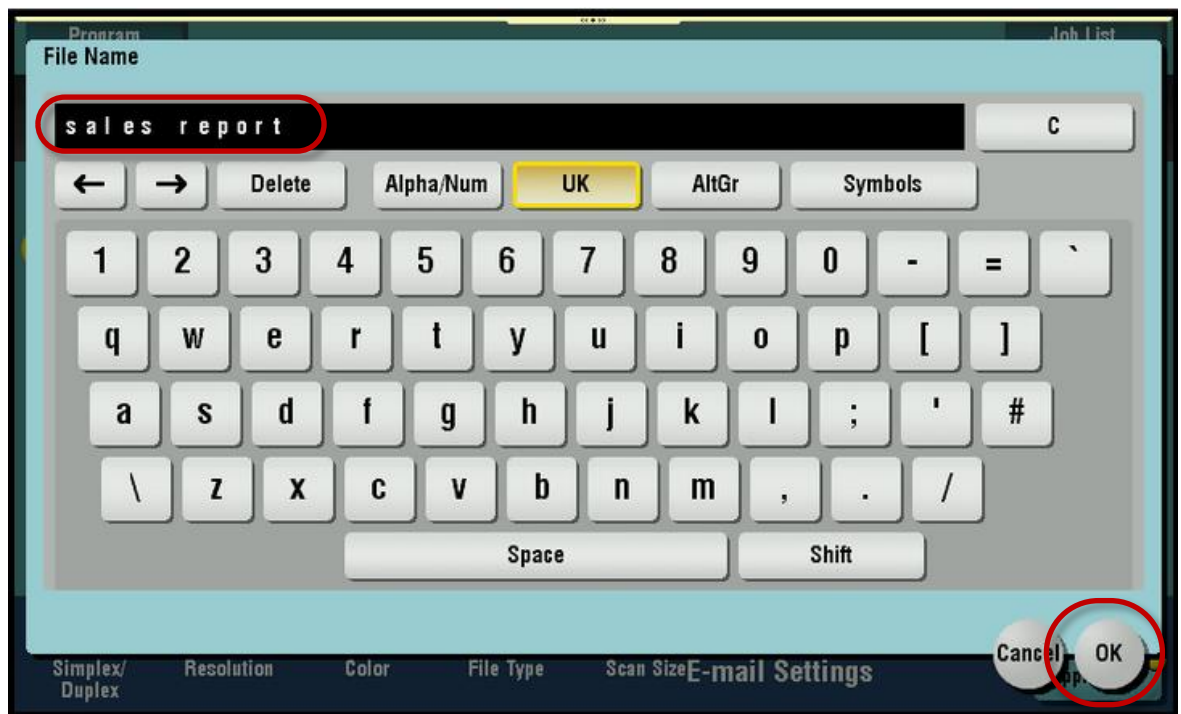
To select additional Subject fields and Body text fields



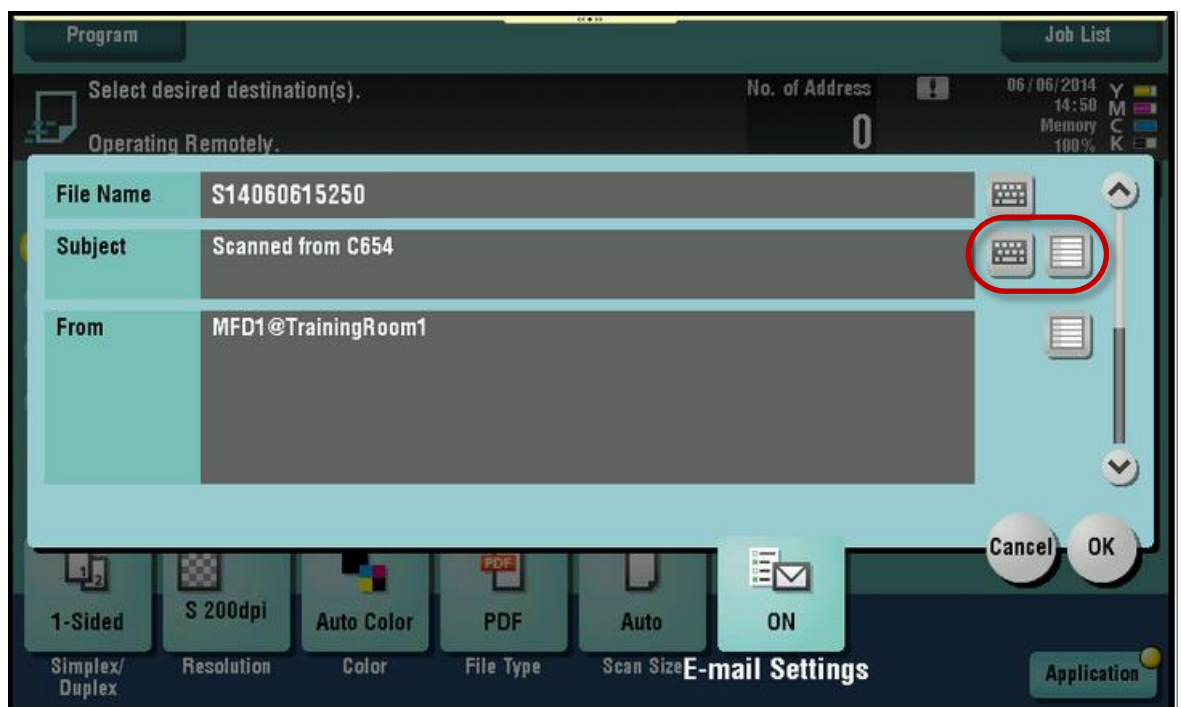
- 1 Tap **E-mail Settings**




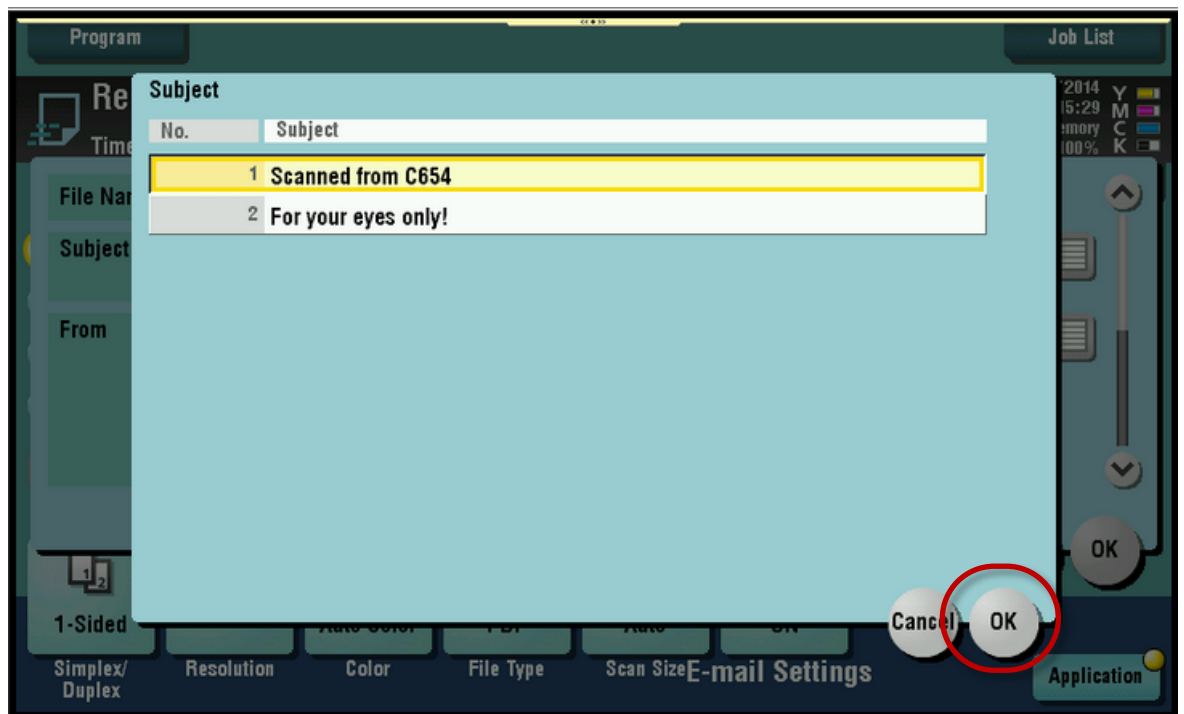
- 2 To over write the default **File Name** and type in a new file name, tap the keyboard icon 



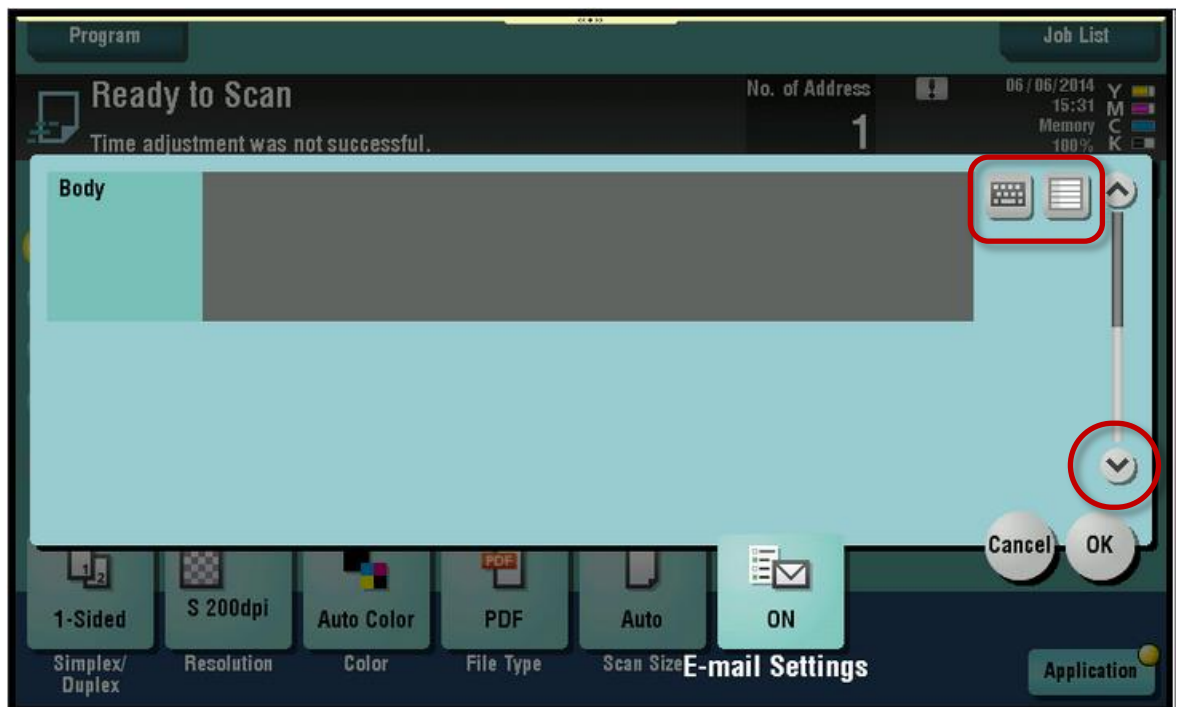
- 3 You can now type in a new file name then press the **OK** button.



- 4 To manually type in a **Subject**, tap on the keyboard icon, or to use one of the pre-registered subjects, tap on the list icon 



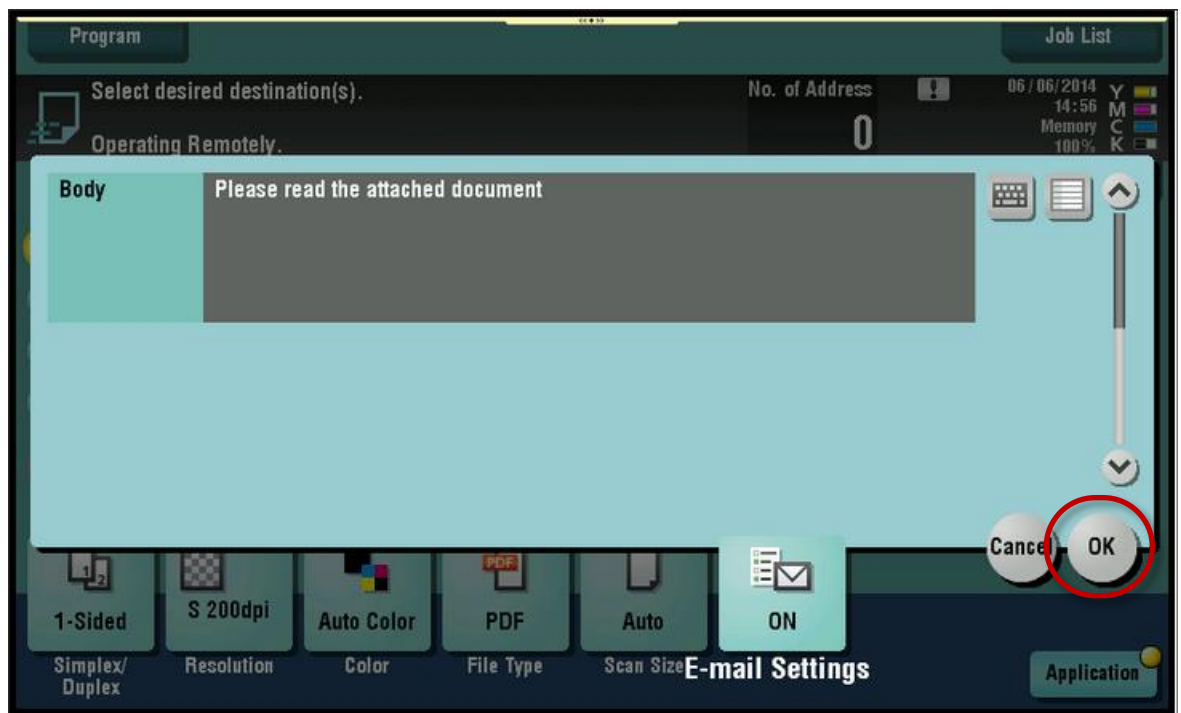
- 5 Choose one of the pre-registered subjects and press the **OK** button.



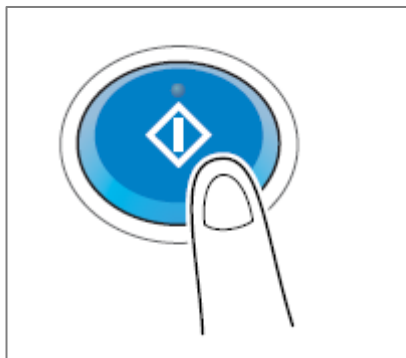
- 6 Scroll down until you can see the **Body** text field. Again you can use the keyboard icon to manually enter text or use the List icon to select one of the preregistered body text fields.



- 7 If you have selected use one of the pre-registered body text fields, click on **OK**



- 8 Press **OK** again to finish



- 9 Press the **Start** button to initiate the scan

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Did you find this guide helpful...?

- If you found this guide helpful or you think it could be improved in any way - including any errors you may find!...

Please let us know as we really appreciate your feedback.

- Maybe there's a specific configuration guide that you would like to have created...

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