

Send Setting Guide

This guide explains how to set up the “Send to E-mail” and “Store to Shared Folder” functions using the Send Function Setting Tool, and how to check if the functions are set properly by sending an e-mail or storing a document in a shared folder.



ATTENTION

Before you start, make sure that the machine is connected to the network and is detected by the Send Function Setting Tool. For help, see the Starter Guide.

Print

Home

Close

Outline of

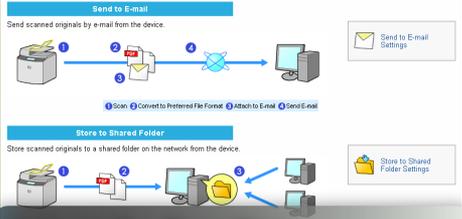
Send to E-mail Setup Procedure

The figure below shows how to set up and use the Send to E-mail function.

About the screenshots

The information shown in the screenshots, such as the e-mail address and SMTP server address, are for illustrative purposes only. The actual screenshots you see on your computer may differ from the ones shown here.

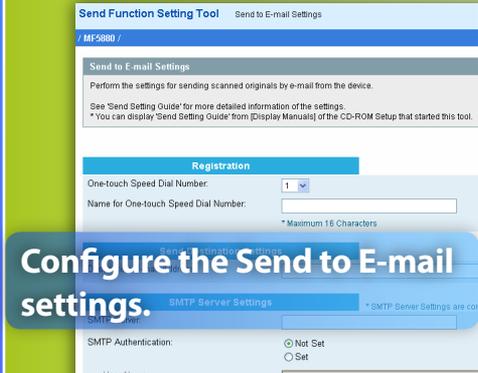
01



The screenshot shows the device's main menu with two options: 'Send to E-mail' and 'Store to Shared Folder'. The 'Send to E-mail' option is highlighted with a blue bar and includes a sub-menu with 'Send to E-mail Settings'. The 'Store to Shared Folder' option is also highlighted with a blue bar and includes a sub-menu with 'Store to Shared Folder Settings'. Below the options, there are icons for 'Scan', 'Convert to Preferred File Format', 'Attach to Email', and 'Send E-mail'. A large white arrow points from this screen to the next one.

Select the function.

02



The screenshot shows the 'Send Function Setting Tool' interface. The title bar reads 'Send Function Setting Tool Send to E-mail Settings'. Below the title bar, there is a section for 'Send to E-mail Settings' with instructions: 'Perform the settings for sending scanned originals by e-mail from the device. See "Send Setting Guide" for more detailed information of the settings. * You can display "Send Setting Guide" from [Display Manuals] of the CD-ROM Setup that started this tool.' The 'Registration' section includes a dropdown menu for 'One-touch Speed Dial Number' set to '1', a text input field for 'Name for One-touch Speed Dial Number' with a note '* Maximum 16 Characters', and a 'Registration' button. Below this is the 'SMTP Server Settings' section with a dropdown for 'SMTP Server' and radio buttons for 'SMTP Authentication' (Not Set and Set). A large white arrow points from this screen to the next one.

Configure the Send to E-mail settings.

03



The illustration shows a document with 'ABC' being scanned by a device. An arrow points from the document to a computer monitor, and another arrow points from the monitor to an email icon. A large white arrow points from this screen to the next one.

Send an e-mail.

Go to setup.

01

Selecting the function on the Select Setting window

This section describes the procedure for displaying the [Send to E-mail Settings] window.

Send to E-mail

Send scanned originals by e-mail from the device.

1 Scan 2 Convert to Preferred File Format 3 Attach to E-mail 4 Send E-mail

Store to Shared Folder

Store scanned originals to a shared folder on the network from the device.

1 Scan 2 Convert to Preferred File Format 3 Store to Shared Folder

After setting with this tool, you can confirm or change the settings from the Remote UI. See 'Send Setting Guide' for more information.
* You can display 'Send Setting Guide' from [Display Manuals] of the CD-ROM Setup that started this tool.

Close

1 Click [Send to E-mail Settings].

The [Send to E-mail Settings] window is displayed.

Proceed to the next section.

If the window shown above is not displayed:

See "Use Send Function Setting Tool" in the Starter Guide to start the Send Function Setting Tool.

If an error screen is displayed when you press the button:

Follow the instructions on the screen to solve the problem.

02



Registering an e-mail address in a one-touch key

This section explains how to register the recipient's e-mail address in a one-touch key.

What is a one-touch key? >>>

NOTE

Using the Send Function Setting Tool, you can only register new addresses in one-touch keys.

1 From the pull-down menu, select the desired one-touch key number (1 to 20). The numbers for one-touch keys that have already been registered are not displayed.

The one-touch key number that you selected in step 1 corresponds to the key on the operation panel.



2 Enter a name for the one-touch key (for example, a company name, such as Canon).

The name you entered in step 2 appears on the display when the one-touch key is pressed.



Registration

One-touch Speed Dial Number: 1

Name for One-touch Speed Dial Number: Canon
* Maximum 16 Characters

Send Destination Settings

Destination E-mail Address: john@sample.com

3 Enter the e-mail address of the person who will receive the scanned image.

To send a test e-mail, enter your e-mail address. Check the result later in the Sending an e-mail section.

E-mail address registration is complete.

Proceed to the next section.

02

Checking SMTP server information

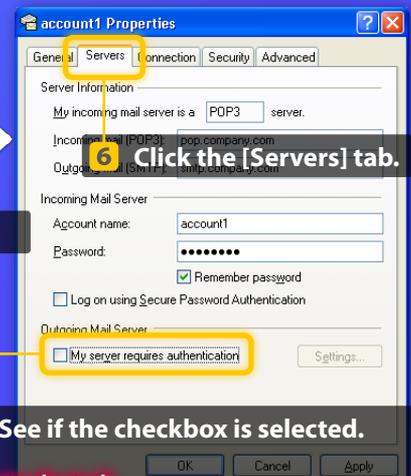
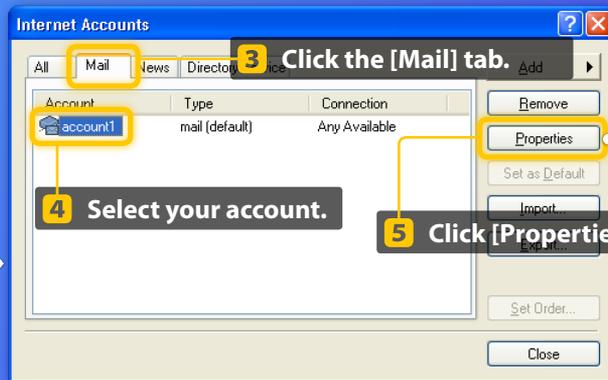
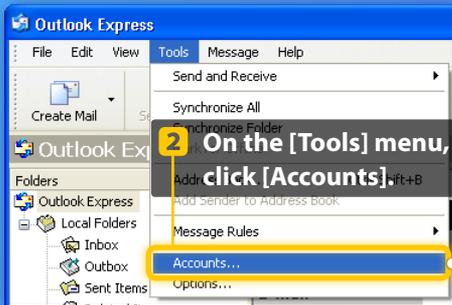
This section explains how to check the SMTP server's address and its authentication method, and how to enter the confirmed information in the Tool window.

What is SMTP? >>>

- 1** Open your e-mail software.
In this guide, Outlook Express 6.x is used as an example.

NOTE

For Windows Mail or Live Mail, you can check the SMTP server in the same manner as in Outlook Express 6.x. If you are using e-mail software other than these, consult your network administrator for your SMTP server information.



7 See if the checkbox is selected.

If not selected:

My server requires authentication

If selected:

My server requires authentication

Checking SMTP server information



NOTE

You do not have to change the SMTP server settings here if they have already been set. Consult with other users or your network administrator if changes are necessary.

account1 Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): pop.company.com

Outgoing mail (SMTP): smtp.company.com

Incoming Mail Server

Account name: account1

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

SMTP Server Settings

* SMTP Server Settings are common settings for all users using this device.

SMTP Server: smtp.company.com

SMTP Authentication:

Not Set

Set

User Name:

Password:

8 Enter your SMTP server name (or address) into the [SMTP Server] field.

9 If the "My server requires authentication" checkbox is not selected, select [Not Set] for [SMTP Authentication].

SMTP server settings are complete.

Proceed to the next section.

Checking SMTP server information



NOTE

You do not have to change the SMTP server settings here if they have already been set. Consult with other users or your network administrator if changes are necessary.

account1 Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a POP3 server.

Incoming mail (POP3): pop.company.com

Outgoing mail (SMTP): smtp.company.com

Incoming Mail Server

Account name: account1

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

8 Enter your SMTP server name (or address) into the [SMTP Server] field.

SMTP Server Settings

* SMTP Server Settings are common settings for all users using this device.

SMTP Server: smtp.company.com

SMTP Authentication:

Not Set

Set

User Name:

Password:

9 If the "My server requires authentication" checkbox is selected, select [Set] for [SMTP Authentication].

10 Click [Settings].

See which option is selected.

Outgoing Mail Server

Logon Information

Use same settings as my incoming mail server

Log on using

Account name: account1

Password: member password

If the upper option is selected:

Log on using Secure Password Authentication

OK Cancel

Outgoing Mail Server

Logon Information

Use same settings as my incoming mail server

Log on using

Account name: account1

Password: member password

If the lower option is selected:

Log on using Secure Password Authentication

OK Cancel

Checking SMTP server information



Outgoing Mail Server

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

Remember password

Log on using Secure Password Authentication

OK Cancel

11 Click [Cancel].

SMTP Server Settings * SMTP Server Settings are common settings for all users using this device.

SMTP Server:

SMTP Authentication: Not Set Set

User Name:

Password:

12 Enter the account name (or user name) and password into the [User Name] and [Password] fields.

NOTE

You cannot copy and paste the password. Consult your network administrator for your password.

SMTP server settings are complete.

Proceed to the next section.

account1 Properties

General Servers Connection Security Advanced

Server Information

My incoming mail server is a server.

Incoming mail (POP3):

Outgoing mail (SMTP):

Incoming Mail Server

Account name:

Password:

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

OK Cancel Apply

Checking SMTP server information



Outgoing Mail Server [?] [X]

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

Remember password

Log on using Secure Password Authentication

OK Cancel

SMTP Server Settings * SMTP Server Settings are common settings for all users using this device.

SMTP Server:

SMTP Authentication: Not Set
 Set

User Name:

Password:

11 Enter the account name (or user name) and password into the [User Name] and [Password] fields.

NOTE

.....
You cannot copy and paste the password. Consult your network administrator for your password.

SMTP server settings are complete.

Proceed to the next section.

Registering the Send to E-mail settings

This section explains how to register the Send to E-mail settings.

Send Function Setting Tool Send to E-mail Settings

MF5888 /

Send to E-mail Settings

Perform the settings for sending scanned originals by e-mail from the device.

See "Send Setting Guide" for more detailed information of the settings.
* You can display "Send Setting Guide" from [Display Manuals] of the CD-ROM Setup that started this tool.

Registration

One-touch Speed Dial Number: 1

Name for One-touch Speed Dial Number: Canon

Destination E-mail Address: john@sample.com

SMTP Server Settings

SMTP Server: smtp.company.com

SMTP Authentication: No Set Set

User Name: account

Password: *****

Back Next

1 Click [Next].

Send Function Setting Tool Confirm Send to E-mail Settings

MF5888 /

Confirm Send to E-mail Settings

Confirm the following setting details.
After performing settings of this tool, you can select your desired e-mail destination by pressing only the registered One-touch Speed Dial Number on the device.
Click [Register] to register these settings to the device.

Registration

One-touch Speed Dial Number: 1

Name for One-touch Speed Dial Number: Canon

Destination E-mail Address: john@sample.com

SMTP Server Settings

SMTP Server: smtp.company.com

SMTP Authentication: No Set Set

User Name: account

Password: *****

Back Register

2 Make sure that the settings are correct.

3 Click [Register].
Click [Back] for corrections, if necessary.

When this screen is displayed, the settings are complete.

Registration of settings is complete.

To Continue the Settings

Click [Back to Select Setting].
You can continue to perform other Send to E-mail Settings or Store to Shared Folder Settings.

To Quit the Settings

After quitting this tool, it is necessary to turn off the device and then turn it on again in order to make the settings effective.
* If you turn off the device and then turn it on without quitting this tool, the tool will go back to the Start Settings page.

See "Send Setting Guide" for more information on how to send or store with the device, and how to confirm the settings.
* You can display "Send Setting Guide" from [Display Manuals] of the CD-ROM Setup that started this tool.

Back to Select Setting

4 Close the Send Function Setting Tool.

5 Turn OFF the machine's main power switch, wait for at least 10 seconds, then turn it ON.



E-mail send settings are complete.

Proceed to the next section.

NOTE

The information shown in the screenshots, such as the e-mail address and SMTP server authentication, are for illustrative purposes only. The actual screenshots you see on your computer may differ from the ones shown here.

03

Sending an E-mail

This section explains how to scan a document and send the scanned image via e-mail.

1 Set the document.



2 Press the Sending Function key repeatedly to select the color mode (<E-MAIL: B&W> or <E-MAIL: COLOR>).

* The appearance of the operation panel may differ depending on the model you use.

3 Press the one-touch key you registered.

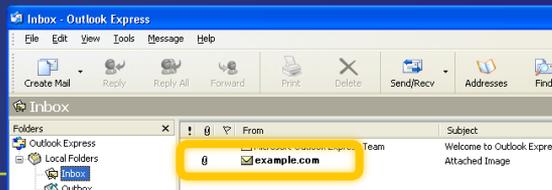


4 Press  [Start].

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press  [OK] to start sending.

5 Confirm that the scanned image is sent to the destination e-mail address.

Open your e-mail software to check if the e-mail was delivered.



If e-mail was delivered successfully:

Go to Home.

Close the Guide.

If e-mail was not delivered:

Go to the Remote UI section.

Use the Remote UI to make sure that the settings are correct.

Outline of

Store to Shared Folder Setup Procedure

The figure below shows how to set up and use the Store to Shared Folder function.

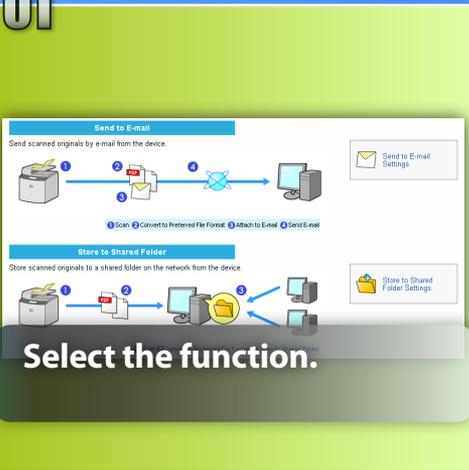
About the screenshots

The information shown in the screenshots, such as the computer name and shared folder name, are for illustrative purposes only. The actual screenshots you see on your computer may differ from the ones shown here.

For advanced users

This guide describes the procedure for storing documents in a shared folder without access restrictions. If you want to set up a shared folder with access restrictions, see "File Sharing with Access Restriction" in the e-Manual.

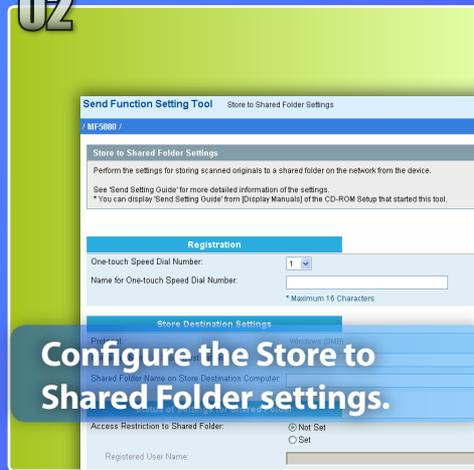
01



The screenshot shows the printer's control panel with two main function areas. The top area is titled "Send to E-mail" and includes a diagram showing a document being scanned and then sent to a computer and an email icon. Below this diagram are icons for "Scan", "Convert to Preferred File Format", "Attach to Email", and "Send E-mail". The bottom area is titled "Store to Shared Folder" and includes a diagram showing a document being scanned and then stored on a computer and a folder icon. Below this diagram are icons for "Scan", "Convert to Preferred File Format", "Attach to Email", and "Send E-mail".

Select the function.

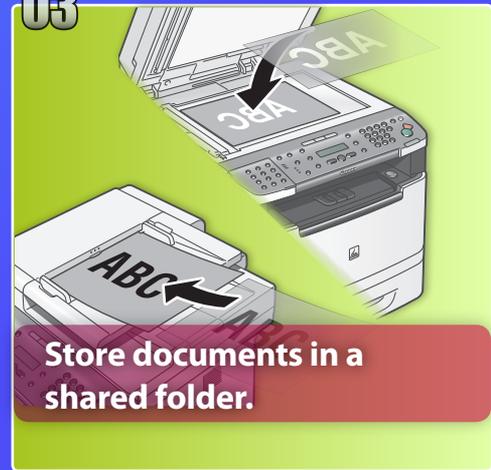
02



The screenshot shows the "Send Function Setting Tool" for "Store to Shared Folder Settings". The tool is titled "MI5080 /". It includes a "Registration" section with a "One-touch Speed Dial Number" dropdown menu set to "1" and a "Name for One-touch Speed Dial Number" text input field with a note "* Maximum 16 Characters". Below this is a "Store Destination Settings" section with a "Shared Folder Name on Store Destination Computer" text input field and an "Access Restriction to Shared Folder" section with radio buttons for "Not Set" and "Set".

Configure the Store to Shared Folder settings.

03



The illustration shows a document with "ABC" printed on it being scanned by a printer. An arrow points from the scanner to a folder icon labeled "ABC", indicating the document is being stored in a shared folder.

Store documents in a shared folder.

Go to setup.

01

Selecting the function on the Select Setting window

This section describes the procedure for displaying the [Store to Shared Folder Settings] window.

Send to E-mail

Send scanned originals by e-mail from the device.

1 Scan 2 Convert to Preferred File Format 3 Attach to E-mail 4 Send E-mail

Store to Shared Folder

Store scanned originals to a shared folder on the network from the device.

1 Scan 2 Convert to Preferred File Format 3 Store to Shared Folder

After setting with this tool, you can confirm or change the settings from the Remote UI. See 'Send Setting Guide' for more information.
* You can display 'Send Setting Guide' from [Display Manuals] of the CD-ROM Setup that started this tool.

Close

1 Click [Store to Shared Folder Settings].

The [Store to Shared Folder Settings] window is displayed.

Proceed to the next section.

If the window shown above is not displayed:

See "Use Send Function Setting Tool" in the Starter Guide to start the Send Function Setting Tool.

If an error screen is displayed when you press the button:

Follow the instructions on the screen to solve the problem.

Specifying the one-touch key number and name

This section explains how to specify the one-touch key number and name in which you are going to register the file path to the shared folder.

What is a one-touch key? >>>

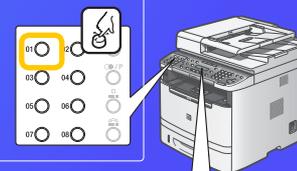
NOTE

Using the Send Function Setting Tool, you can only register new addresses in one-touch keys.

1 From the pull-down menu, select the desired one-touch key number (1 to 20).

The numbers for one-touch keys that have already been registered are not displayed.

The one-touch key number that you selected in step **1** corresponds to the key on the operation panel.



Registration

One-touch Speed Dial Number: 1

Name for One-touch Speed Dial Number: Canon

* Maximum 6 Characters

2 Enter a name for the one-touch key (for example, a company name, such as Canon).

The name you entered in step **2** appears on the display when the one-touch key is pressed.



One-touch key registration is complete.

Proceed to the next section.

02



Setting up file sharing

This section explains how to set up your computer so that it can receive the data sent from the machine.

Select your operating system.

For Windows XP users

For Windows Vista users

For Windows 7 users

For Windows 2000/Server 2003/Server 2008 users

If you want to set up a shared folder without access restrictions in computers running Windows 2000/Server 2003/Server 2008, see "File Sharing without Access Restriction" in the e-Manual.



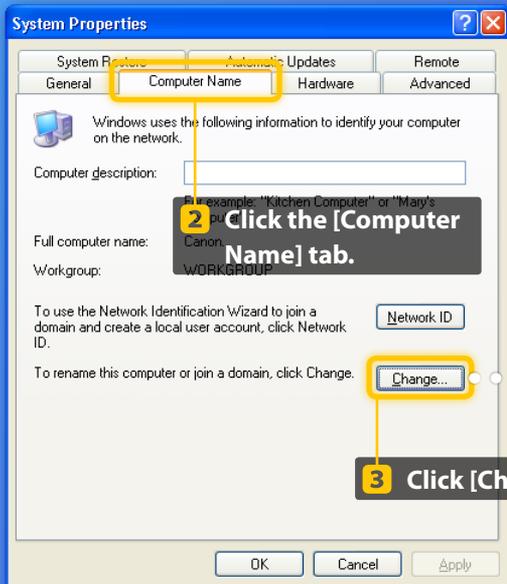
Windows XP

Setting up file sharing

Confirming the computer name

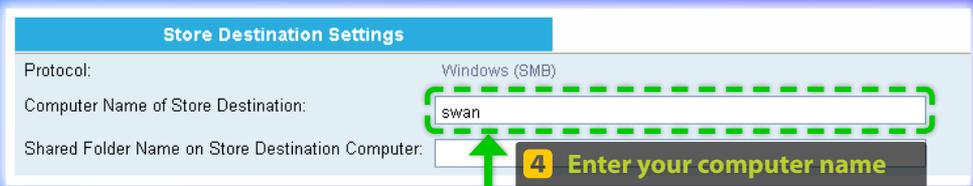
What is the computer name? >>>

1 On the Windows taskbar, click [Start], right-click [My Computer], then click [Properties].

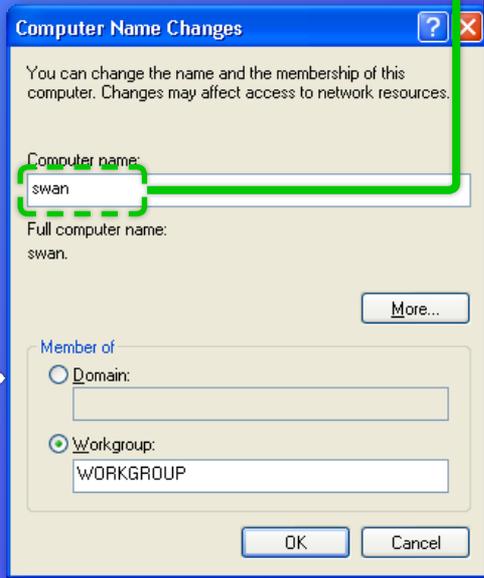


2 Click the [Computer Name] tab.

3 Click [Change].



4 Enter your computer name into the [Computer Name of Store Destination] field.



Setting up file sharing

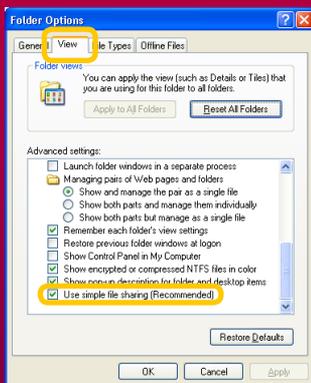
■ Creating a shared folder

This section explains how to set up file sharing using the Simple File Sharing feature. The example procedure described below creates a shared folder on your desktop.

For Windows XP Professional users

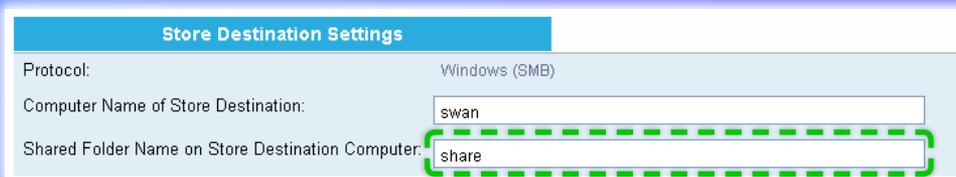
You cannot use the Simple File Sharing feature if it is disabled. Follow the procedure below to enable it.

1. On the Windows taskbar, click [Start], then [Control Panel].
2. Click [Appearance], then [Folder Options]. (In Classic View, double click [Folder Options].)
3. Select the [View] tab.
4. Under [Advanced settings], select the [Use simple file sharing (Recommended)] check box.

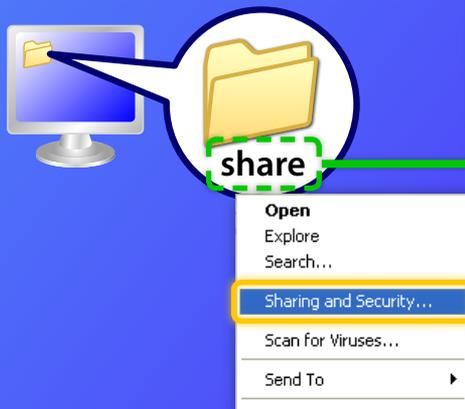


5. Click [OK] to close the [Folder Options] dialog box.

- 1 Create a new folder on your desktop and enter a name (for example, "share") for the folder.



- 2 Enter the name of the created folder into the [Shared Folder Name on Store Destination Computer] field.

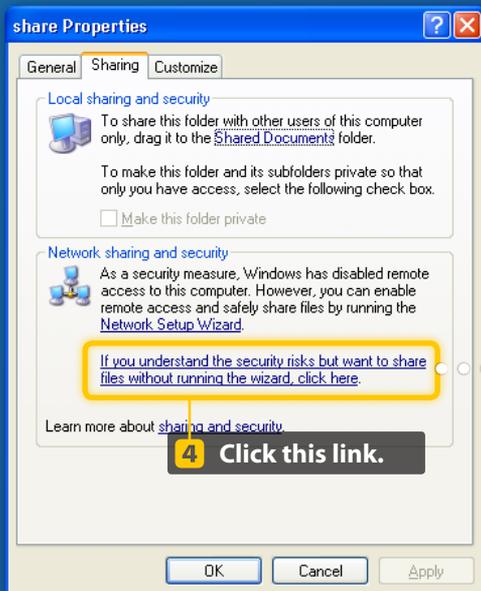


- 3 Right-click the folder, then select [Sharing and Security].

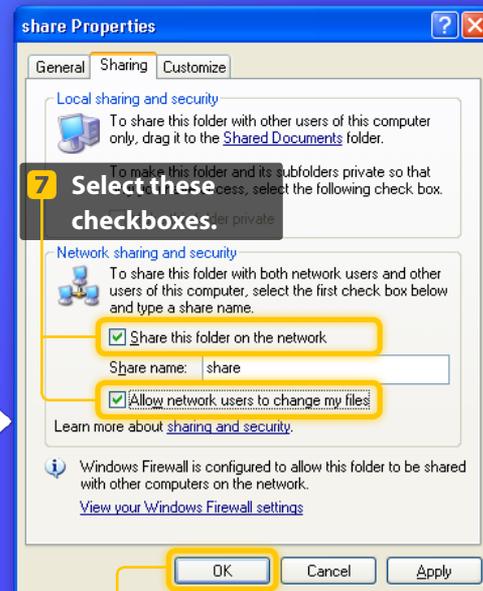
Setting up file sharing

■ Creating a shared folder

These windows are only displayed the first time you open the dialog box. If you are opening the dialog box for the second or subsequent time, proceed to step 7.



6 Click [OK].



8 Click [OK].

File sharing setup is complete.

Proceed to the next section.



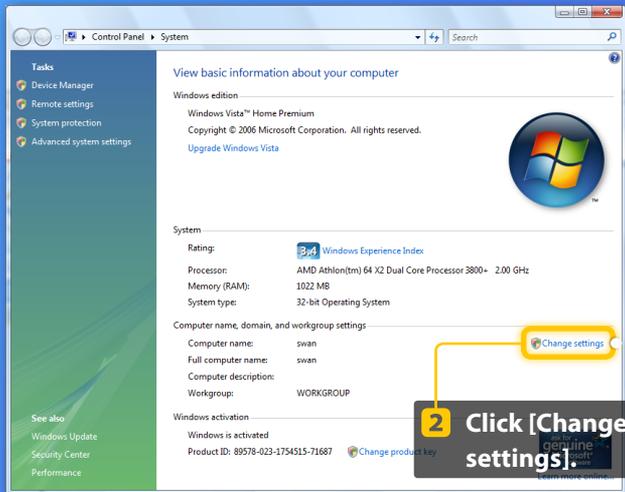
Windows Vista

Setting up file sharing

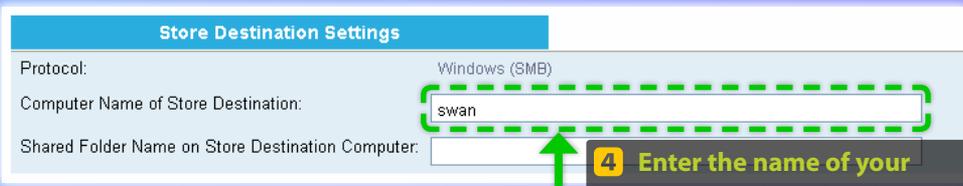
■ Confirming the computer name

What is the computer name? >>>

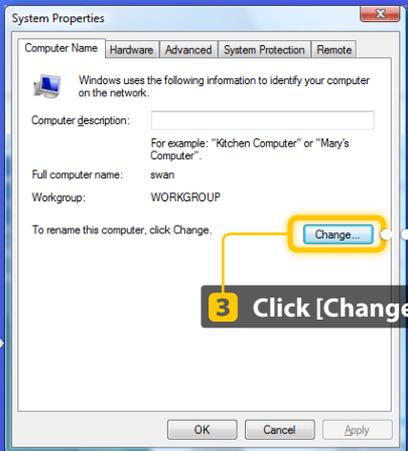
1 On the Windows taskbar, click [Start], right-click [Computer], then click [Properties].



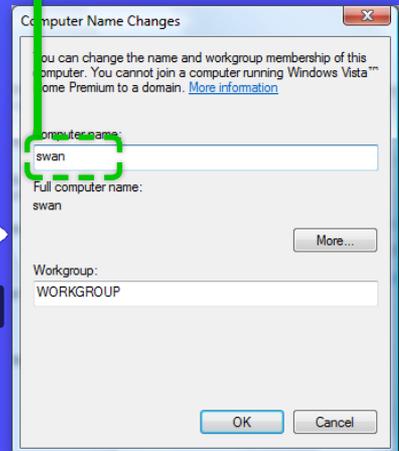
2 Click [Change settings].



4 Enter the name of your computer into the [Computer Name of Store Destination] field.



3 Click [Change].





Windows Vista

Setting up file sharing

■ Creating a shared folder

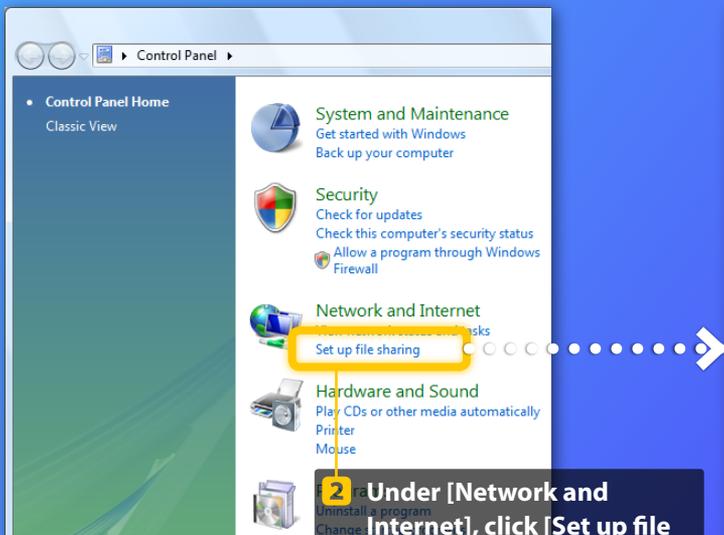
This section explains how to set up file sharing using the Public folder.

What is the Public folder? >>>>

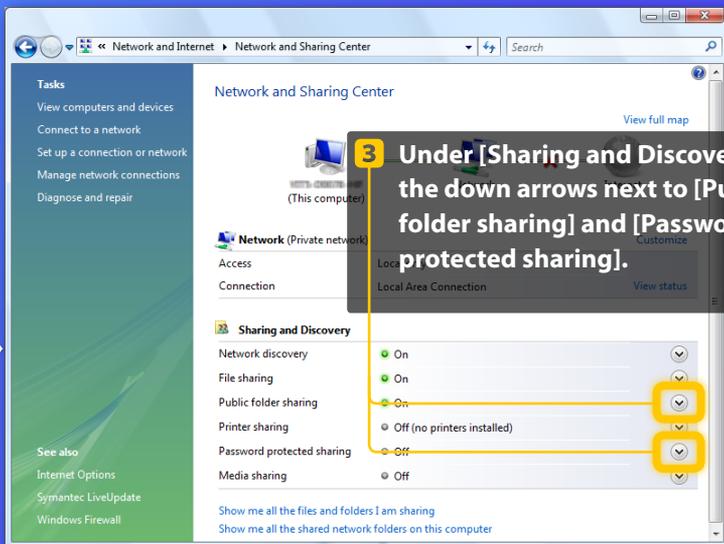
NOTE

If the [User Account Control] dialog box appears during the procedure, click [Continue].

1 On the Windows taskbar, click the [Start] icon, then select [Control Panel].



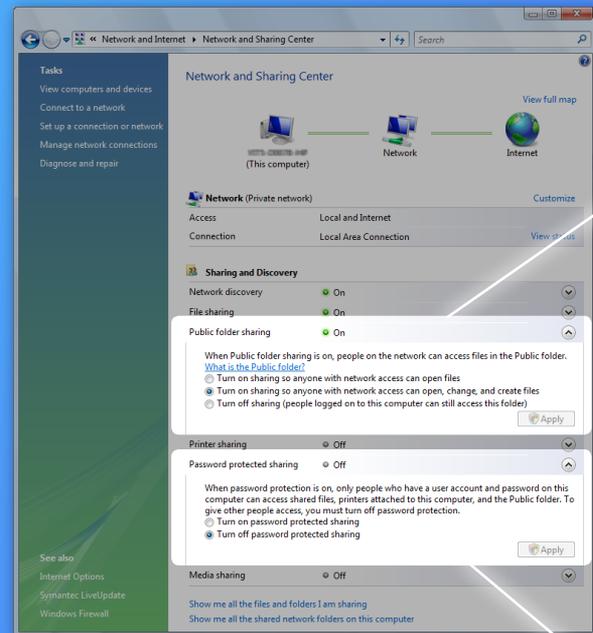
2 Under [Network and Internet], click [Set up file sharing].



3 Under [Sharing and Discovery], click the down arrows next to [Public folder sharing] and [Password protected sharing].

Setting up file sharing

■ Creating a shared folder



Public folder sharing

On (read only)

When Public folder sharing is on, people on the network can access files in the Public folder.

[What is the Public folder?](#)

- Turn on sharing so anyone with network access can open files
- Turn on sharing so anyone with network access can open, change, and create files
- Turn off sharing (people logged on to this computer can still access this folder)

Apply

4 Select the middle option.

5 Click [Apply].

Password protected sharing

On

When password protection is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folder. To give other people access, you must turn off password protection.

- Turn on password protected sharing
- Turn off password protected sharing

Apply

6 Select the lower option.

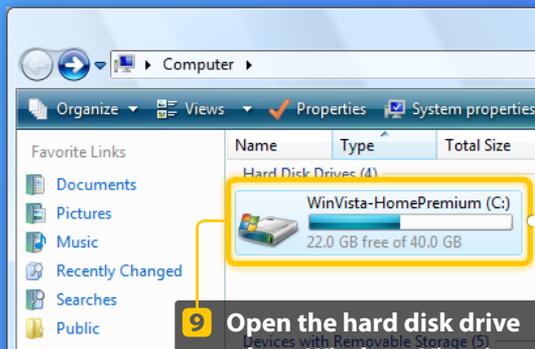
7 Click [Apply].

02

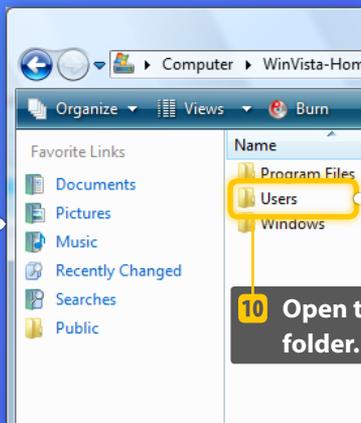
Windows Vista Setting up file sharing

■ Creating a shared folder

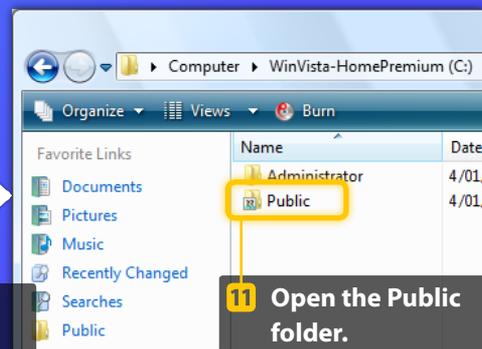
8 On the Windows taskbar, click [Start], then select [Computer].



9 Open the hard disk drive where Windows Vista is installed (usually C: Drive).



10 Open the Users folder.

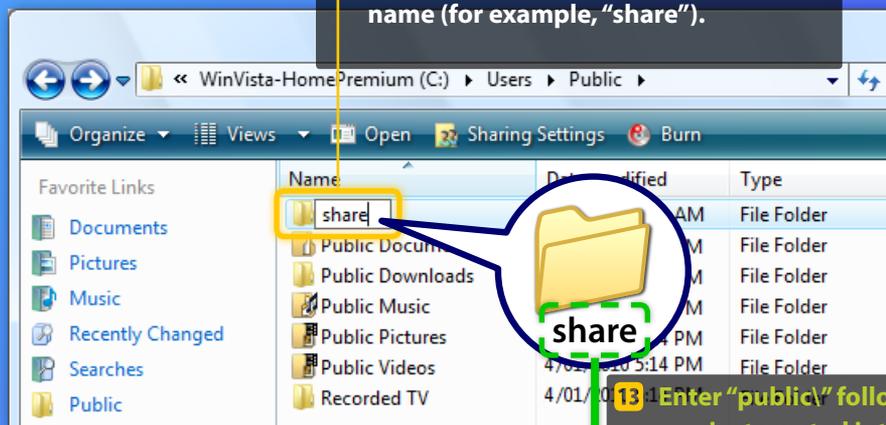


11 Open the Public folder.

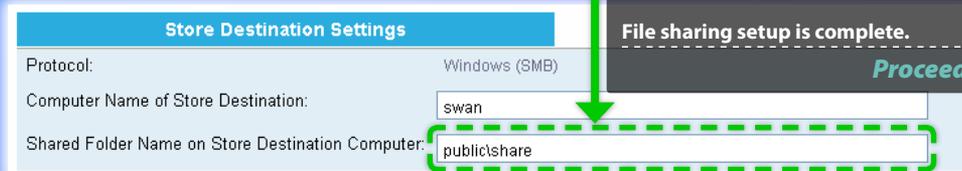
Setting up file sharing

■ Creating a shared folder

12 Create a new folder in the Public folder and enter the desired folder name (for example, "share").



13 Enter "public" followed by the folder name you just created into the [Shared Folder Name on Store Destination Computer] field (in this example, "public\share").



File sharing setup is complete.

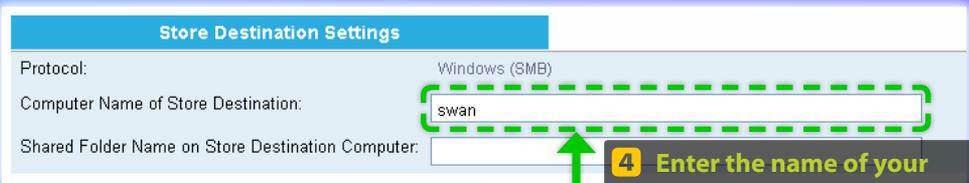
Proceed to the next section.



Windows 7 Setting up file sharing

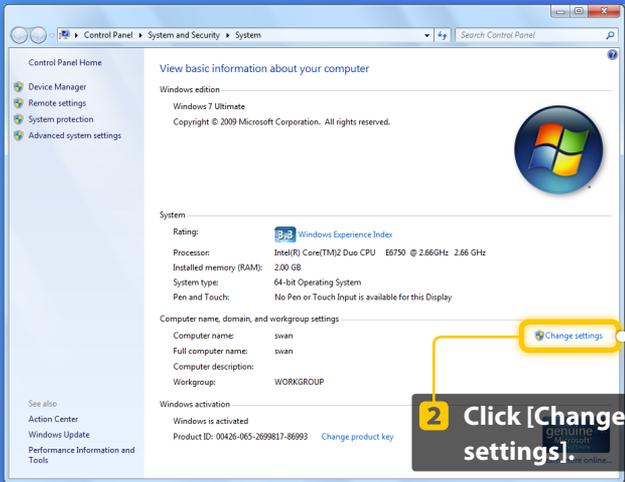
■ Confirming the computer name

What is the computer name? >>>

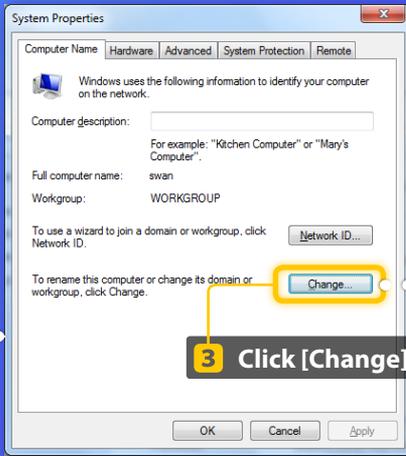


1 On the Windows taskbar, click [Start], right-click [Computer], then click [Properties].

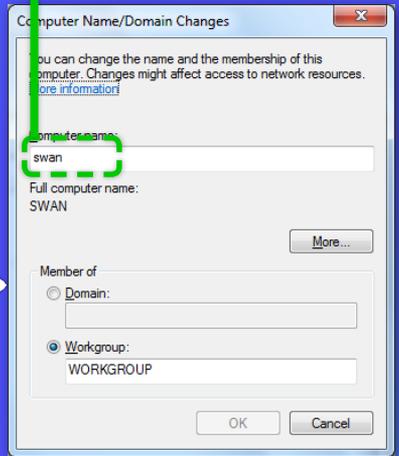
4 Enter the name of your computer into the [Computer Name of Store Destination] field.



2 Click [Change settings].



3 Click [Change].



4 Enter the name of your computer into the [Computer Name of Store Destination] field.

Setting up file sharing

■ Creating a shared folder

This section explains how to set up file sharing using the Public folder.

What is the Public folder? >>>

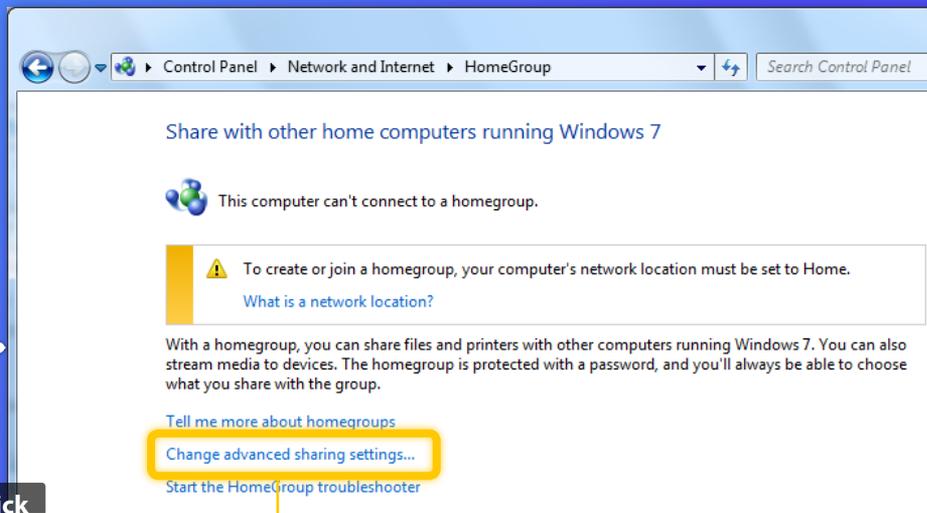
NOTE

If the [User Account Control] dialog box appears during the procedure, click [Yes].

- 1 On the Windows taskbar, click the [Start] icon, then select [Control Panel].



- 2 Under [Network and Internet], click [Choose homegroup and sharing options].

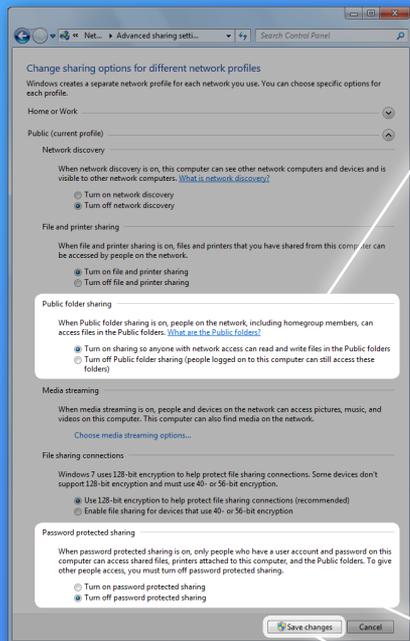


- 3 Click [Change advanced sharing settings].

02

Windows 7 Setting up file sharing

■ Creating a shared folder



Public folder sharing

When Public folder sharing is on, people on the network, including homegroup members, can access files in the Public folders. [What are the Public folders?](#)

- Turn on sharing so anyone with network access can read and write files in the Public folders
- Turn off Public folder sharing (people logged on to this computer can still access these folders)

4 Under [Public folder sharing], select the upper option.

Password protected sharing

When password protected sharing is on, only people who have a user account and password on this computer can access shared files, printers attached to this computer, and the Public folders. To give other people access, you must turn off password protected sharing.

- Turn on password protected sharing
- Turn off password protected sharing

5 Under [Password protected sharing], select the lower option.



6 Click [Save changes].

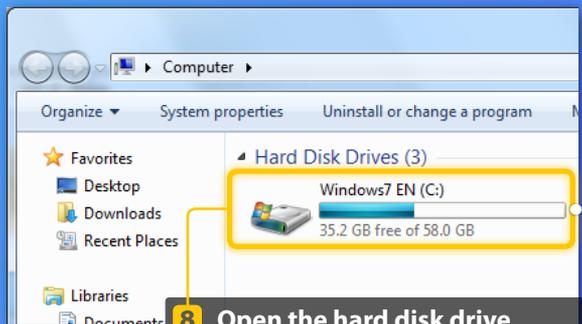
02

Windows 7

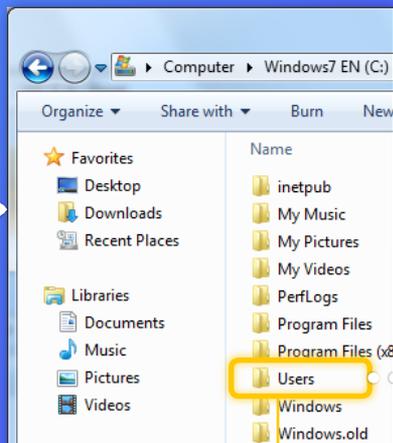
Setting up file sharing

■ Creating a shared folder

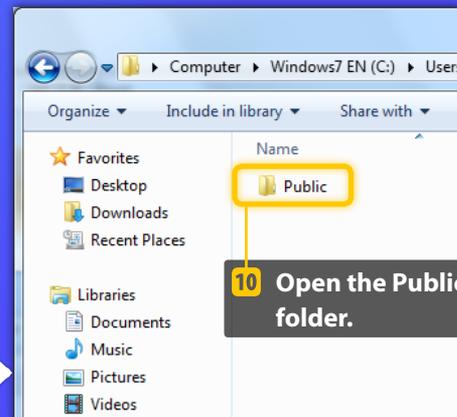
7 On the Windows taskbar, click [Start], then select [Computer].



8 Open the hard disk drive where Windows 7 is installed (usually C: Drive).



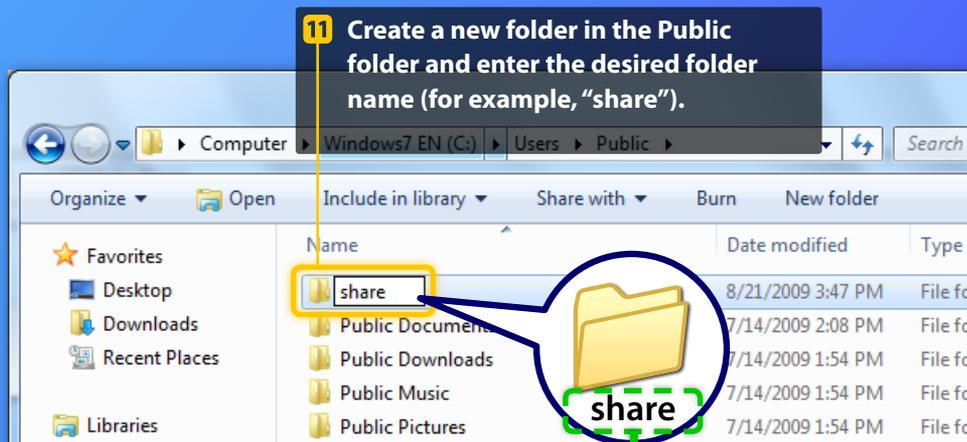
9 Open the Users folder.



10 Open the Public folder.

Setting up file sharing

■ Creating a shared folder



12 Enter "users\public\" followed by the folder name you just created into the [Shared Folder Name on Store Destination Computer] field (in this example, "users\public\share").



Proceed to the next section.

Registering the Store to Shared Folder settings

This section explains how to register the Store to Shared Folder settings.

1 Click [Next].

2 Make sure that the settings are correct.

3 Click [Register].
Click [Back] for corrections, if necessary.

NOTE

The information shown in the screenshots, such as the computer name and shared folder name, are for illustrative purposes only. The actual screenshots you see on your computer may differ from the ones shown here.

NOTE

Make sure that [Not Set] is selected for [Access Restriction to Shared Folder] in the [Status of Settings for Shared Folder] section.

When this screen is displayed, the settings are complete.

4 Close the Send Function Setting Tool.

5 Turn OFF the machine's main power switch, wait for at least 10 seconds, then turn it ON.



Shared folder settings are complete.

Proceed to the next section.

03

Storing Documents to a Shared Folder

This section explains how to scan a document and store the scanned image in the shared folder that you created earlier.

1 Set the document.



2 Press the Sending Function key repeatedly to select the color mode (<E-MAIL: B&W> or <E-MAIL: COLOR>).

* The appearance of the operation panel may differ depending on the model you use.

3 Press the one-touch key you registered.



4 Press  [Start].

When you place the documents on the platen glass, press  or  to select the document size, then press  [Start] for each document. When scanning is complete, press  [OK] to start sending.

5 Confirm that the document is stored in the shared folder.

Open the shared folder you created, and check if the scanned document is saved.



If the document was stored successfully:

Go to Home.

Close the Guide.

If the document was not stored:

Go to the Remote UI section.

Use the Remote UI to make sure that the settings are correct.

Checking Your Settings with the Remote UI

If the e-mail you have sent is not delivered to the specified e-mail address, or if the document you have sent is not stored in the shared folder you created, use the Remote UI to check whether your settings are correct.

NOTE

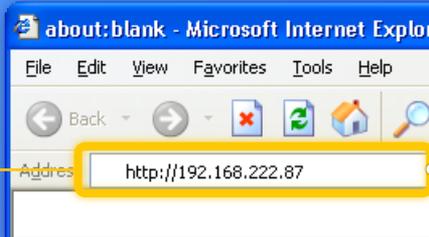
Screenshots from Windows XP are used in this section.

Starting the Remote UI

What is the Remote UI? >>>

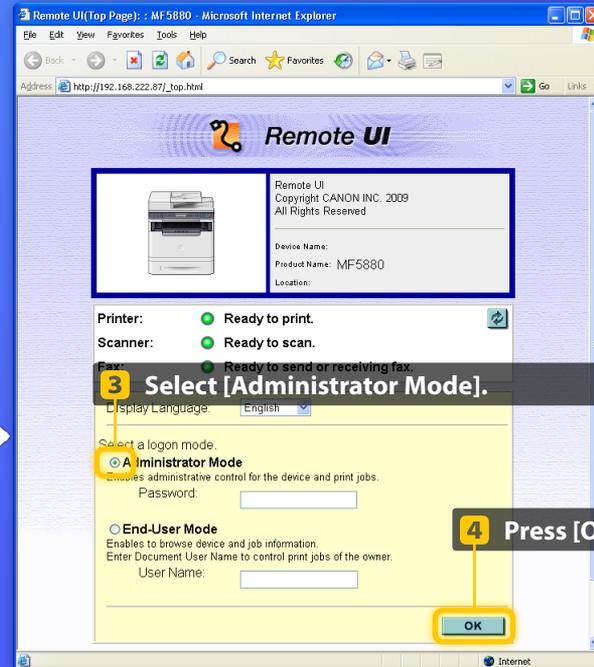
1 Start your web browser.

2 Enter the IP address of the machine in [Address] or [Location], then press the [ENTER] key on your computer keyboard.



NOTE

The IP address shown in the screenshots is for illustrative purposes only. For instructions on how to check the IP address, see "Set Up Network Connection" in the Starter Guide.



3 Select [Administrator Mode].

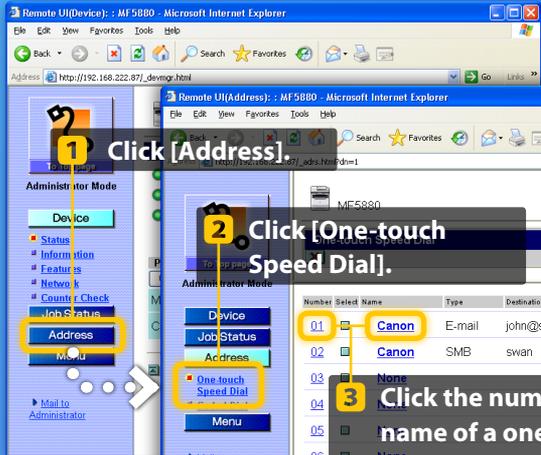
4 Press [OK].

NOTE

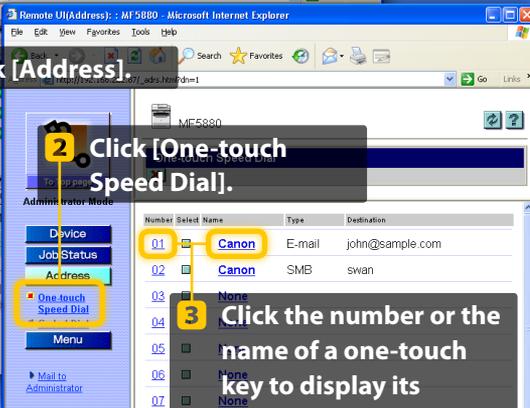
If you are prompted to enter your ID and/or password, see "Starting the Remote UI" in the e-Manual.

Checking Your Settings with the Remote UI

■ Checking/editing one-touch keys



1 Click [Address].



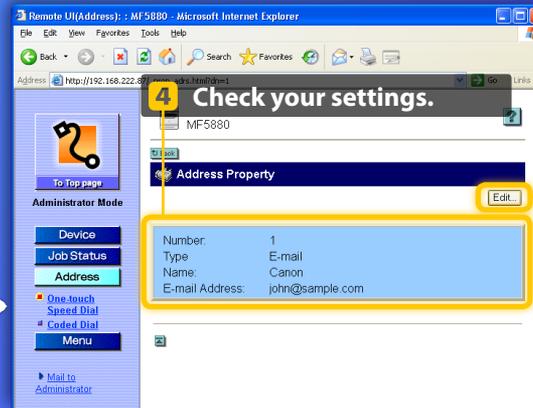
2 Click [One-touch Speed Dial].

Number	Speed Name	Type	Destination
01	Canon	E-mail	john@sample.com
02	Canon	SMB	swan
03	None		
04			
05			
06	None		
07	None		

3 Click the number or the name of a one-touch key to display its current settings.

NOTE

If you are prompted to enter the password after clicking [Address], see "Setting a Password for the Address Book" in the e-Manual.

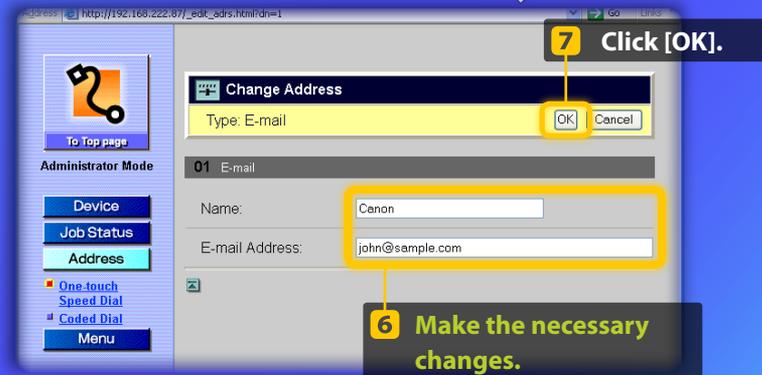


4 Check your settings.

5 To edit the settings, click [Edit].

6 Make the necessary changes.

Number:	1
Type:	E-mail
Name:	Canon
E-mail Address:	john@sample.com



7 Click [OK].

6 Make the necessary changes.

Change Address

Type: E-mail

OK Cancel

01 E-mail

Name: Canon

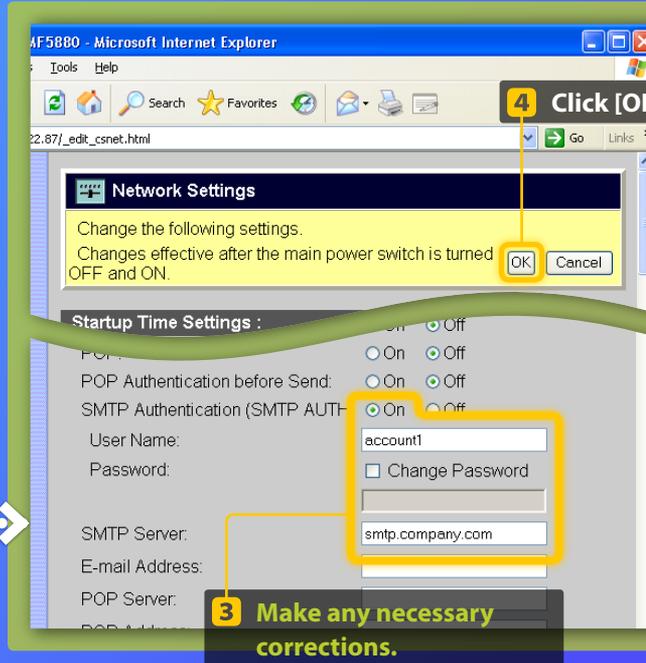
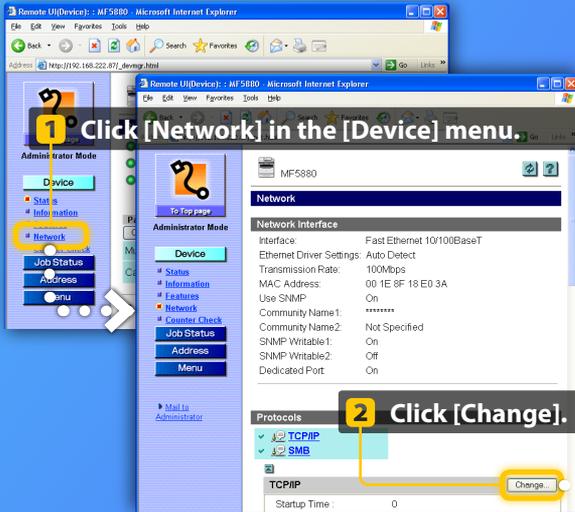
E-mail Address: john@sample.com

Checking Your Settings with the Remote UI

■ Checking/editing network settings

NOTE

Steps 1 to 4 in this section only apply to E-mail settings.



E-mail settings

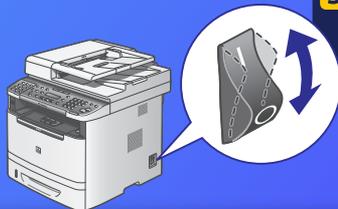
Scroll down until you see the [E-mail/I-Fax Settings] field, and make sure that:

- The correct SMTP server name is specified.

Also, if your SMTP server uses SMTP authentication, make sure that:

- [SMTP Authentication (SMTP AUTH)] is set to [On].
- The user name is specified.
- The password is set.

5 Turn OFF the machine's main power switch, wait at least 10 seconds, then turn it ON.



After the machine is restarted:

Try to send an e-mail.
Try to store documents.

If you still have trouble:
Go to Troubleshooting.

Troubleshooting

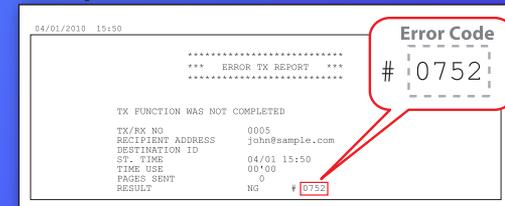
If you encounter problems when sending an e-mail or storing documents in a shared folder, review the procedures described in this guide to make sure that the settings are properly set. Also check the items below and consult the e-Manual for further troubleshooting information.



If "ERROR TX REPORT" is printed

Check the four-digit error code shown in the ERROR TX REPORT, and refer to "Error Codes" in "Troubleshooting" in the e-Manual.

Example:



If an error message is displayed on the LCD

Check the message, and refer to "Display Messages" in "Troubleshooting" in the e-Manual.

Example:

```
CANNOT SEND
CHECK SETTINGS
```



If neither of the above occur and you still cannot send

Refer to "General Problems," "Sending/Receiving Problems," and "Network Problems" in "Troubleshooting" in the e-Manual.