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.

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 e-Manual.
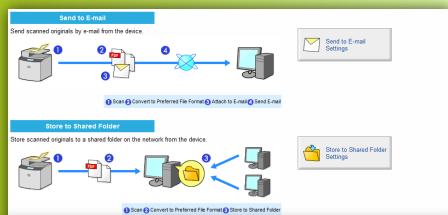
Outline of

Send to E-mail Setup Procedure

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

About 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.
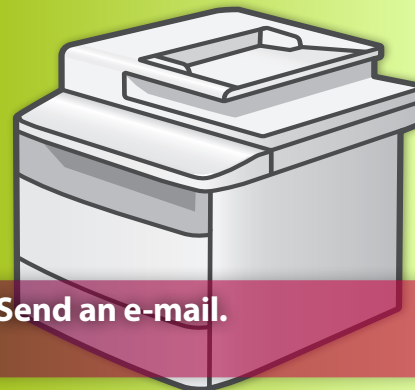
01

Select the function.

02

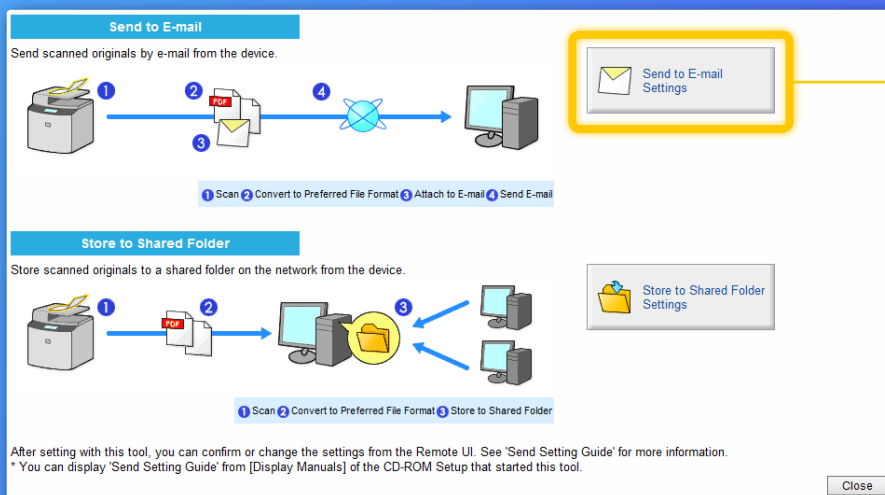**Configure the Send to E-mail settings.**

03

Send an e-mail.

Go to setup.

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

Send to E-mail Settings

1 **Click [Send to E-mail Settings].**

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

Proceed to the next section.

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

Store to Shared Folder Settings

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.
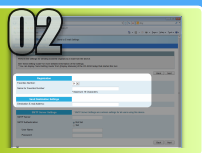
Close

If the window shown above is not displayed:

See "Activating the Send Setting Utility" in the e-Manual 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 the Favorites

This section explains how to register the recipient's e-mail address in the Favorites.

What is the Favorites? >>>

1 **From the pull-down menu, select the desired Favorites number (01 to 19).**

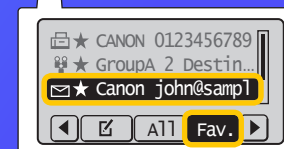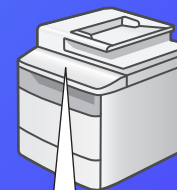The numbers for Favorites that have already been registered are not displayed.

Registration	
Favorites Number:	01 ▾
Name for Favorites Number:	Canon
	Maximum 16 Characters

2 **Enter a name for the destination to register in the Favorites (for example, a company name, such as Canon).**

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.

✉★ CANON 0123456789
👥★ GroupA 2 Destin...
✉★ Canon john@sampl
◀ | ✎ | All | Fav. | ▶

Follow the procedure below to display the registered Favorites information.
Press [SCAN] → press [Address Book] → press [◀] or [▶] to select <Fav.> → press [▲] or [▼] to scroll through the destinations.
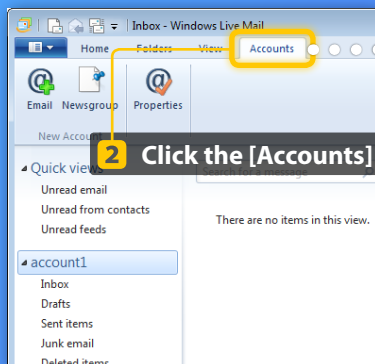
Checking SMTP server information

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.
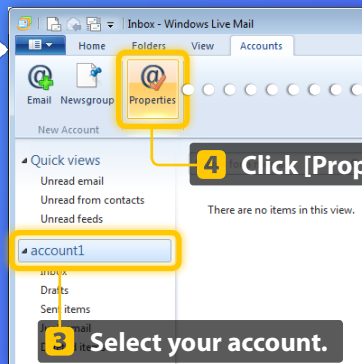
What is SMTP? >>>

NOTE

Check the information of the SMTP Server by reference to the procedures in this Guide even where using E-mail software other than Windows Live mail 2011.
Consults your network administrator for more information if you have any question.

1 **Open your e-mail software.**
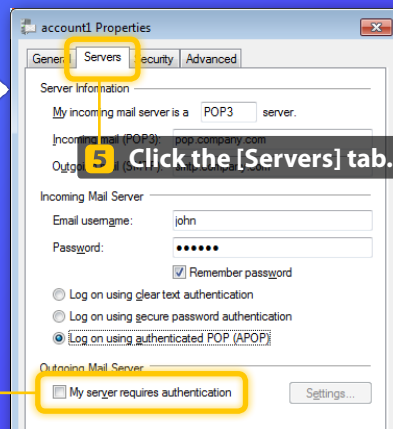**In this guide, Windows Live Mail 2011 is used as an example.**

2 **Click the [Accounts] tab.**

3 **Select your account.**

4 **Click [Properties].**

5 **Click the [Servers] tab.**

6 **See if the checkbox is selected.**
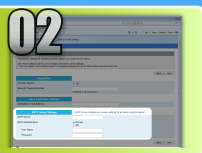
If not selected:

My server requires authentication

If selected:

☑ My server requires authentication

Checking SMTP server information

account1 Properties

General | Servers | 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

Email username: john

Password: ●●●●●●

☑ Remember password

○ Log on using clear text authentication

○ Log on using secure password authentication

⦿ Log on using authenticated POP (APOP)

Outgoing Mail Server

☐ My server requires authentication   Settings...

OK   Cancel   Apply

---

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

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 If the [My server requires authentication] checkbox is not selected in Step 6, select [Not Set] for [SMTP Authentication].

SMTP server settings are complete.

Proceed to the next section.

Checking SMTP server information

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

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 If the [My server requires authentication] checkbox is selected in Step 6, select [Set] for [SMTP Authentication].

account1 Properties

General | Servers | 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
E-mail username: john
Password: ••••••
☑ Remember password
○ Log on using clear text authentication
○ Log on using secure password authentication
○ Log on using authenticated POP (APOP)

Outgoing Mail Server
☑ My server requires authentication   Settings...

OK   Cancel   Apply

9 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:
Password:
☐ Remember password
☐ Log on using Secure Password Authentication

OK   Cancel

If the upper option is selected:

Outgoing Mail Server

Logon Information
○ Use same settings as my incoming mail server
◉ Log on using
Account name:
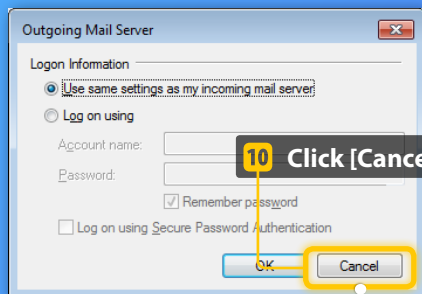Password:
☐ Remember password
☐ Log on using Secure Password Authentication

OK   Cancel

If the lower option is selected:

Checking SMTP server information

Outgoing Mail Server

Logon Information
- ◉ Use same settings as my incoming mail server
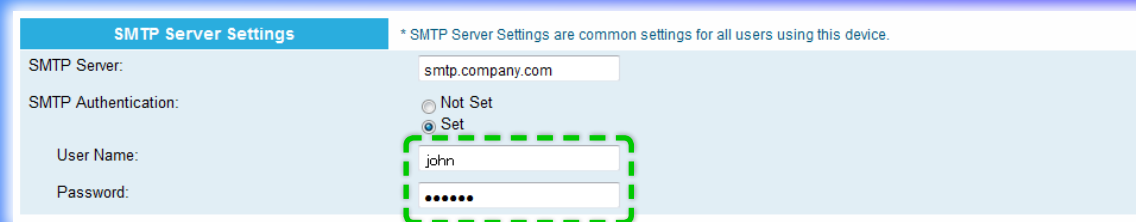- ○ Log on using

Account name:
Password:

☑ Remember password

☐ Log on using Secure Password Authentication

OK   Cancel

10 Click [Cancel].

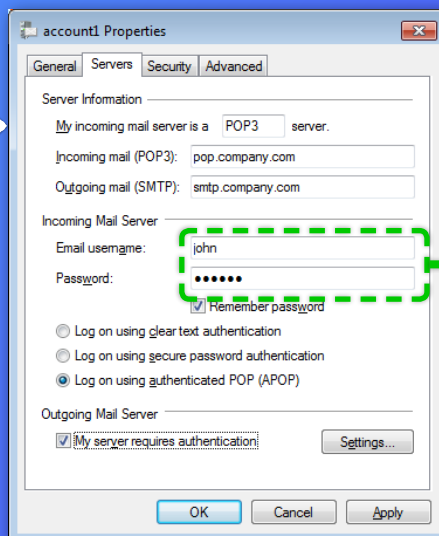| SMTP Server Settings	* SMTP Server Settings are common settings for all users using this device.
SMTP Server:	smtp.company.com
SMTP Authentication:	○ Not Set ◉ Set
User Name:	john
Password:	••••••

account1 Properties

General | Servers | 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
Email username: john
Password: ••••••
☑ Remember password
○ Log on using clear text authentication
○ Log on using secure password authentication
◉ Log on using authenticated POP (APOP)

Outgoing Mail Server
☑ My server requires authentication   Settings...

OK   Cancel   Apply

11 Enter the account name (or user name) and password into the [User Name] and [Password].
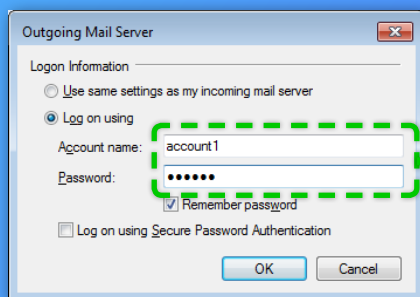
NOTE
You cannot copy and paste the password. Consult your network administrator for your password.

SMTP server settings are complete.
Proceed to the next section.

Checking SMTP server information

Outgoing Mail Server ☒

Logon Information

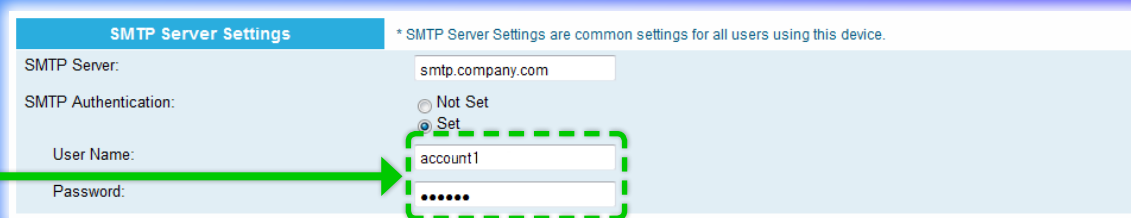◯ Use same settings as my incoming mail server

◉ Log on using

| Account name: | account1 |
| 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.company.com
SMTP Authentication:	◯ Not Set
	◉ Set
User Name:	account1
Password:	●●●●●

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

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.

02

1 Click [Next].

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.

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.

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.

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 [SCAN].**

③ **Select <E-Mail> using [▲] or [▼], and press [OK].**

④ **Select <Address Book> using [▲] or [▼], and press [OK].**

⑤ **Select <Fav.> using [◀] or [▶].**

⑥ **Select the destination you registered using [▲] or [▼], and press [OK].**

⑦ **Specify the scan settings and e-mail settings which you want to change, and press [OK]. When the settings are completed, press [OK] to return to the previous screen.**

⑧ **Press ◉ (Color) or ◉ (B&W).**
When you place the document on the platen glass, perform the following operations.
– To start sending: Select <Start Sending> using [▲] or [▼] and press [OK].
– To scan the next document: Press ◉ (Color) or ◉ (B&W).

⑨ **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.

* The appearance of the operation panel may differ depending on the model you use.
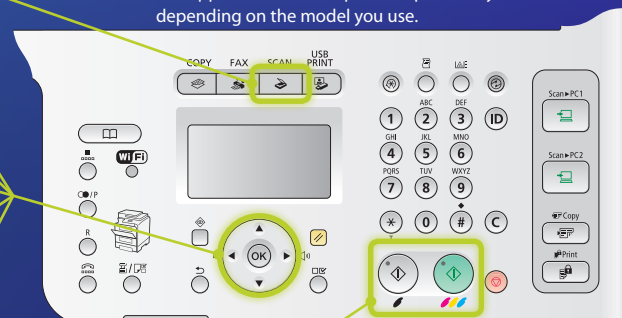
If e-mail was delivered successfully:

> 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.
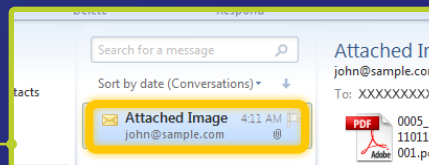
Outline of

Store to Shared Folder Setup Procedure

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

To set up a share folder with access restriction

This guide describes the procedure for storing documents in a shared folder without access restrictions. If you want to set up a share folder with access restrictions in computers running Windows, see "Setting Up the File Server (Shared Folder) (Windows)" in the e-Manual.

01 Select the function.
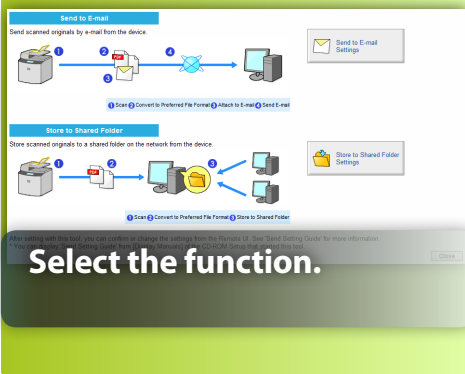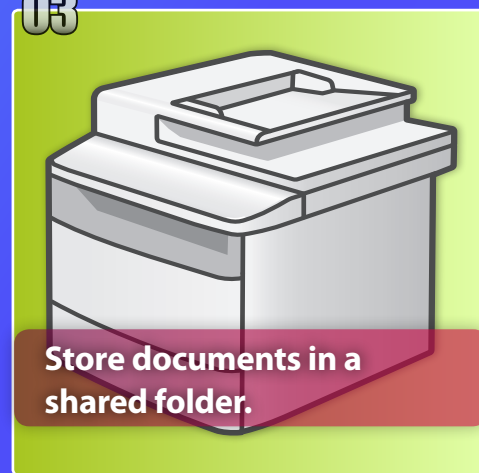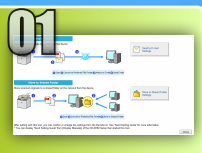
02 Configure the Store to Shared Folder settings.

03 Store documents in a shared folder.

Go to setup.

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

Send to E-mail Settings

Store to Shared Folder

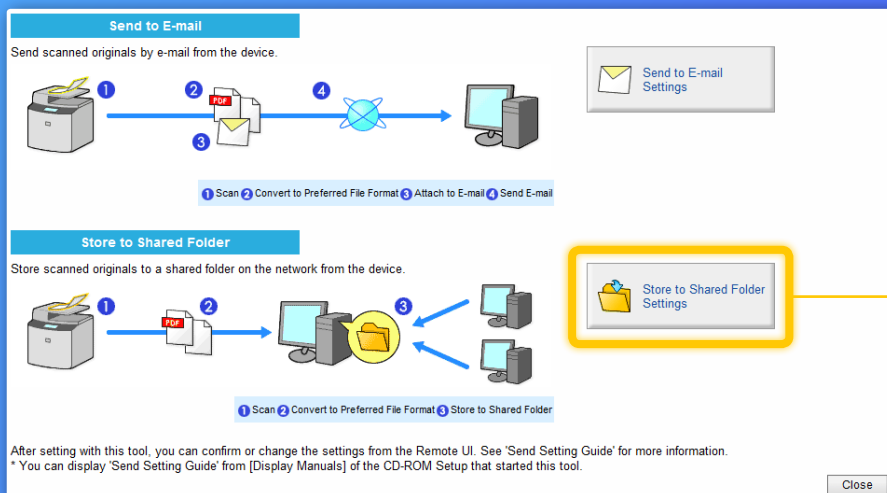Store scanned originals to a shared folder on the network from the device.

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

Store to Shared Folder Settings

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 "Activating the Send Setting Utility" in the e-Manual 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 Favorites number and name

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

What is the Favorites? >>>

1 From the pull-down menu, select the desired Favorites number (01 to 19).

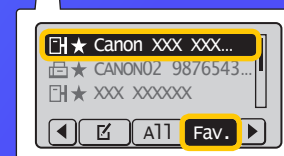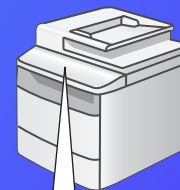The numbers for Favorites that have already been registered are not displayed.

Registration	
Favorites Number:	01 ▾
Name for Favorites Number:	Canon
	Maximum 16 Characters

2 Enter a name for the destination to register in the Favorites (for example, a company name, such as Canon).

Favorites registration is complete.

Proceed to the next section.

★ Canon XXX XXX...
★ CANON02 9876543...
★ XXX XXXXXX
◀ ✎ A11 **Fav.** ▶

Follow the procedure below to display the registered Favorites information. Press [SCAN] → press ▭ [Address Book] → press [◀] or [▶] to select <Fav.> → press [▲] or [▼] to scroll through the destinations.
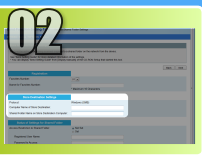
Setting up file sharing

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 "Setting Up the File Server (Shared Folder) (Windows)" in the e-Manual.
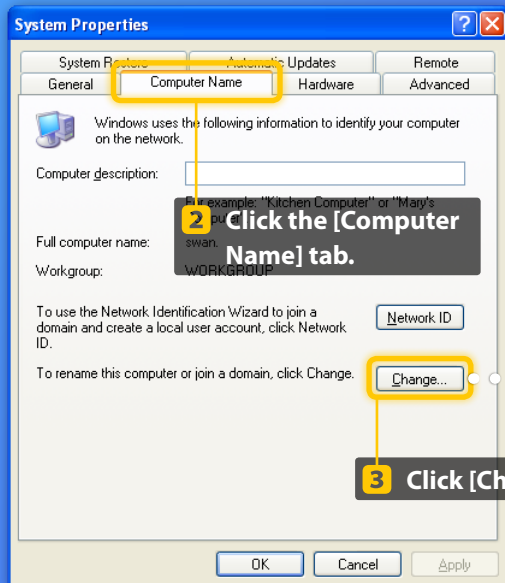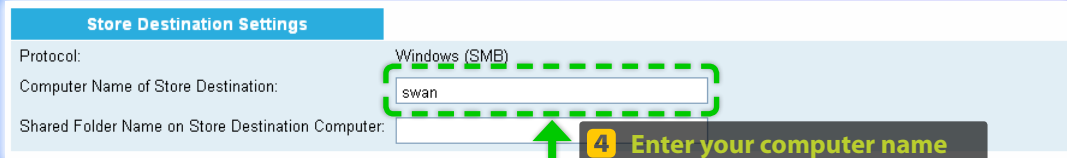
Windows XP

Setting up file sharing

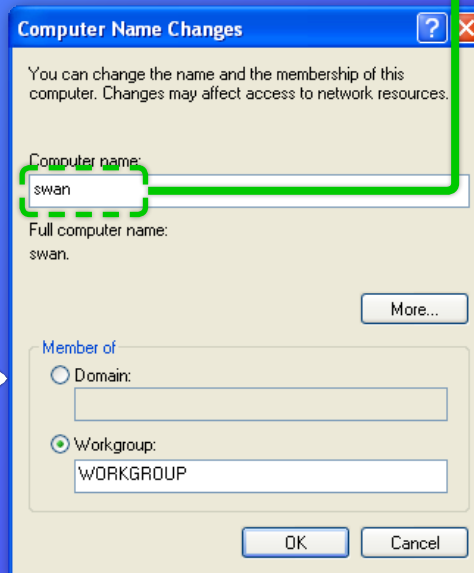■ Confirming the computer name

What is the computer name? >>>

Store Destination Settings

Protocol: Windows (SMB)

Computer Name of Store Destination: swan

Shared Folder Name on Store Destination Computer:

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

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

System Properties

| System Restore | Automatic Updates | Remote |
| General | Computer Name | Hardware | Advanced |

Windows uses the following information to identify your computer on the network.

Computer description:

2 Click the [Computer Name] tab.

For example: "Kitchen Computer" or "Mary's Computer"

Full computer name: swan.

Workgroup: WORKGROUP

To use the Network Identification Wizard to join a domain and create a local user account, click Network ID.   [Network ID]

To rename this computer or join a domain, click Change.   [Change...]

3 Click [Change].

[OK] [Cancel] [Apply]

Computer Name Changes

You can change the name and the membership of this computer. Changes may affect access to network resources.

Computer name:

swan

Full computer name:

swan.

[More...]

Member of

○ Domain:

● Workgroup:

WORKGROUP

[OK] [Cancel]

Windows XP

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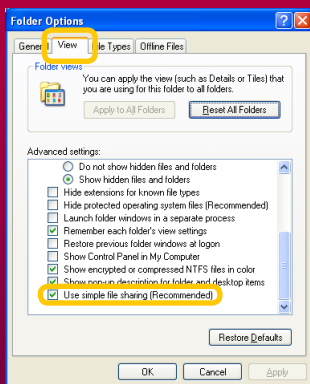
5. Click [OK] to close the [Folder Options] dialog box.

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

Store Destination Settings

Protocol:	Windows (SMB)
Computer Name of Store Destination:	swan
Shared Folder Name on Store Destination Computer:	share

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

share

Open
Explore
Search...

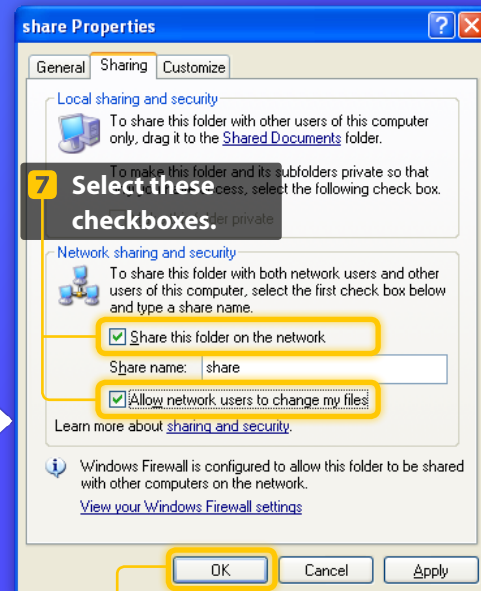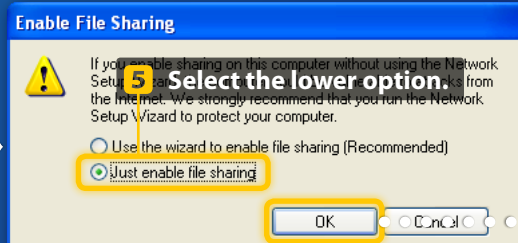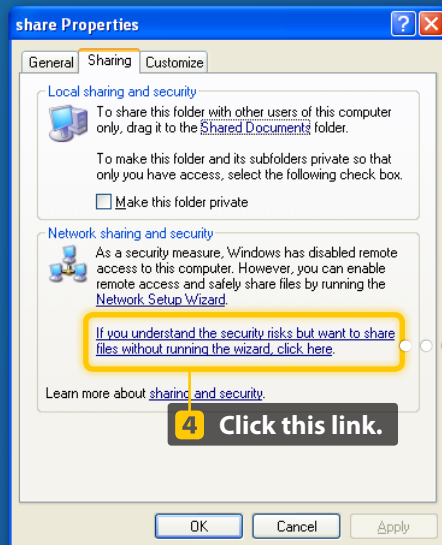Sharing and Security...

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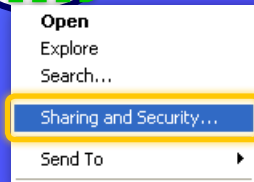
3 **Right-click the folder, then select [Sharing and Security].**

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**.

share Properties

General | Sharing | Customize

Local sharing and security

To share this folder with other users of this computer only, drag it to the Shared Documents folder.

To make this folder and its subfolders private so that only you have access, select the following check box.

☐ Make this folder private

Network sharing and security

As a security measure, Windows has disabled remote access to this computer. However, you can enable remote access and safely share files by running the Network Setup Wizard.

If you understand the security risks but want to share files without running the wizard, click here.

Learn more about sharing and security.

4 Click this link.

OK | Cancel | Apply

Enable File Sharing

⚠ If you enable sharing on this computer without using the Network Setup Wizard... from the Internet. We strongly recommend that you run the Network Setup Wizard to protect your computer.

5 Select the lower option.

○ Use the wizard to enable file sharing (Recommended)
◉ Just enable file sharing

OK | Cancel

6 Click [OK].

share Properties

General | Sharing | Customize

Local sharing and security

To share this folder with other users of this computer only, drag it to the Shared Documents folder.

7 Select these checkboxes.

To make this folder and its subfolders private so that ...cess, select the following check box.

Network sharing and security

To share this folder with both network users and other users of this computer, select the first check box below and type a share name.

☑ Share this folder on the network

Share name: share

☑ Allow network users to change my files

Learn more about sharing and security.

ⓘ Windows Firewall is configured to allow this folder to be shared with other computers on the network.

View your Windows Firewall settings.

OK | Cancel | Apply

8 Click [OK].

File sharing setup is complete.

Proceed to the next section.

Windows Vista

Setting up file sharing

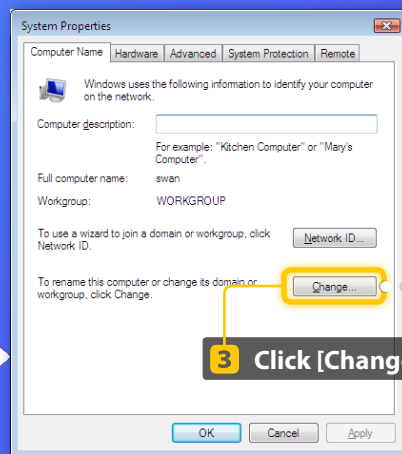■ Confirming the computer name

What is the computer name? >>>

Store Destination Settings

Protocol:	Windows (SMB)
Computer Name of Store Destination:	swan
Shared Folder Name on Store Destination Computer:	

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

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

2 Click [Change settings].

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? >>>

1 On the Windows taskbar, click the [Start] icon, then select [Control Panel].
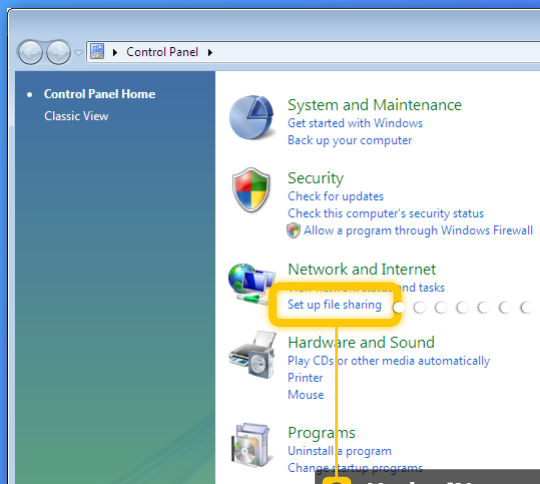
2 Under [Network and Internet], click [Set up file sharing].
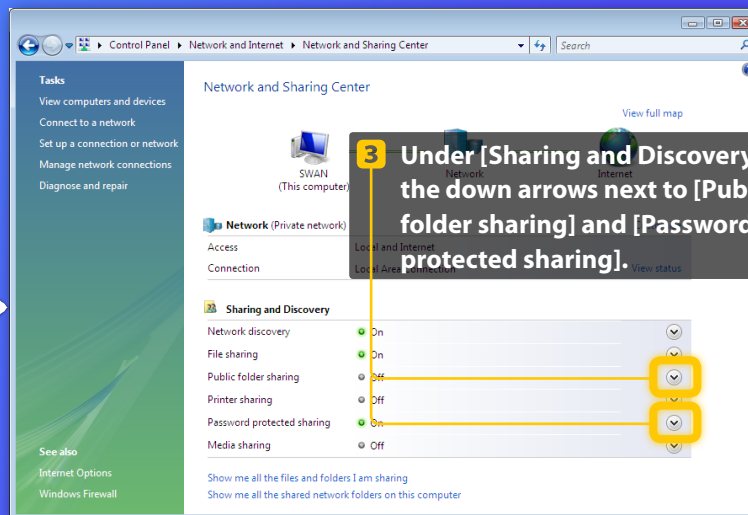
3 Under [Sharing and Discovery], click the down arrows next to [Public folder sharing] and [Password protected sharing].

Windows Vista

Setting up file sharing

■ **Creating a shared folder**
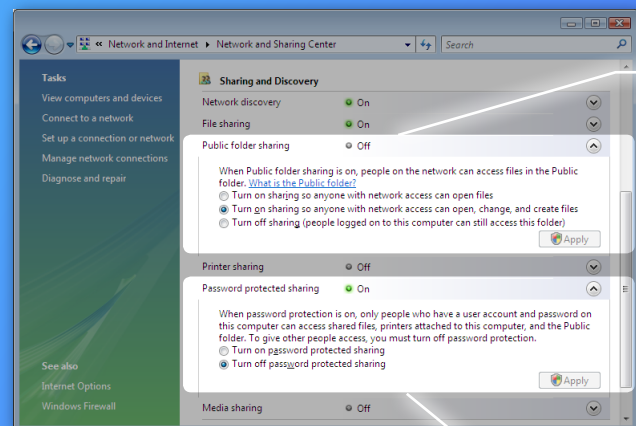
Public folder sharing   ○ Off   ⌃

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].

Tasks
View computers and devices
Connect to a network
Set up a connection or network
Manage network connections
Diagnose and repair

See also
Internet Options
Windows Firewall

◄► ‹‹ Network and Internet ► Network and Sharing Center   Search

Sharing and Discovery

Network discovery   ○ On   ⌄
File sharing   ○ On   ⌄
Public folder sharing   ○ Off   ⌃

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]

Printer sharing   ○ Off   ⌄
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]

Media sharing   ○ Off   ⌄

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.
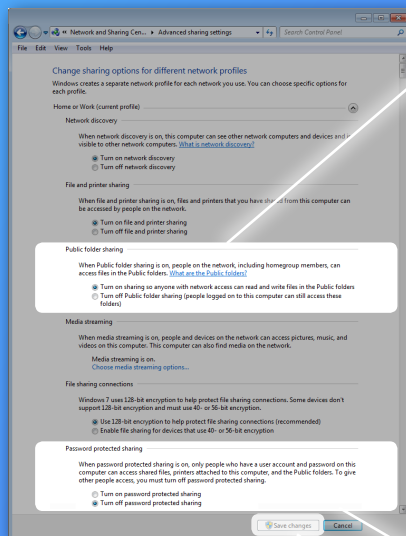
○ Turn on password protected sharing

● Turn off password protected sharing

[🌐 Apply]

---

6 Select the lower option.

7 Click [Apply].

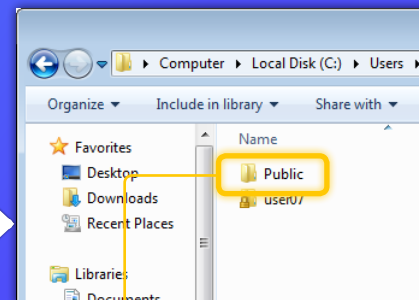# Setting up file sharing

■ Creating a shared folder

8 On the Windows taskbar, click [Start], then select [Computer].
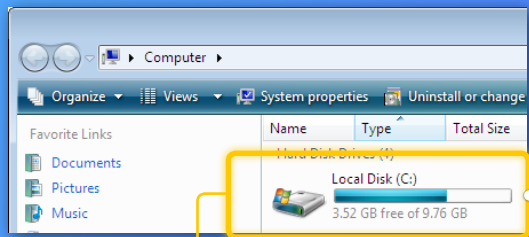
9 Open the hard disk drive where Windows Vista is installed (usually C: Drive).
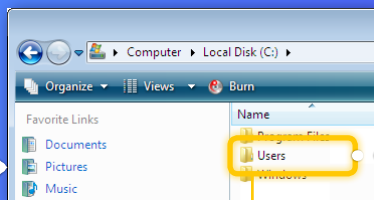
10 Open the Users folder.
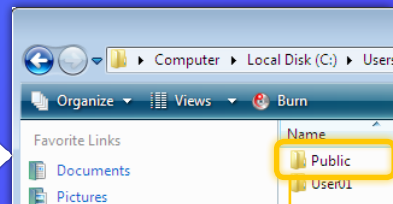
11 Open the Public folder.

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").

Computer ▸ Local Disk (C:) ▸ Users ▸ Public ▸   Search

Organize ▾   Views ▾   Open   Share   Burn

Favorite Links

Name	Date modified	Type
share	PM	File Folder
Public Docum...		File Folder
Public Downloads		File Folder
Public Music		File Folder
Public Pictures	PM	File Folder
Public Videos	11/2/...6 9:49 PM	File Folder

Documents
Pictures
Music
Recently Changed
Searches
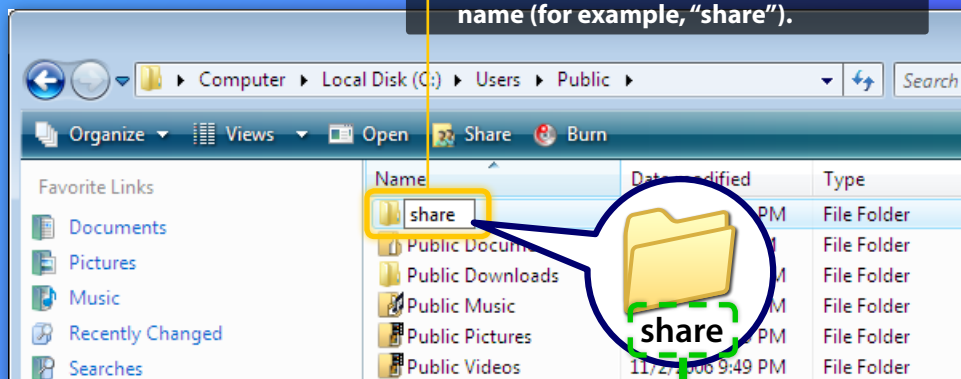
share

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

File sharing setup is complete.

Proceed to the next section.

Store Destination Settings

Protocol: Windows (SMB)

Computer Name of Store Destination: swan

Shared Folder Name on Store Destination Computer: public\share

02

Setting up file sharing

■ Confirming the computer name

What is the computer name? >>>

Store Destination Settings

Protocol: Windows (SMB)

Computer Name of Store Destination: swan

Shared Folder Name on Store Destination Computer:

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].

2 Click [Change settings].

3 Click [Change].

Windows 7

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? >>>

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

2 **Under [Network and Internet], click [Choose homegroup and sharing options].**
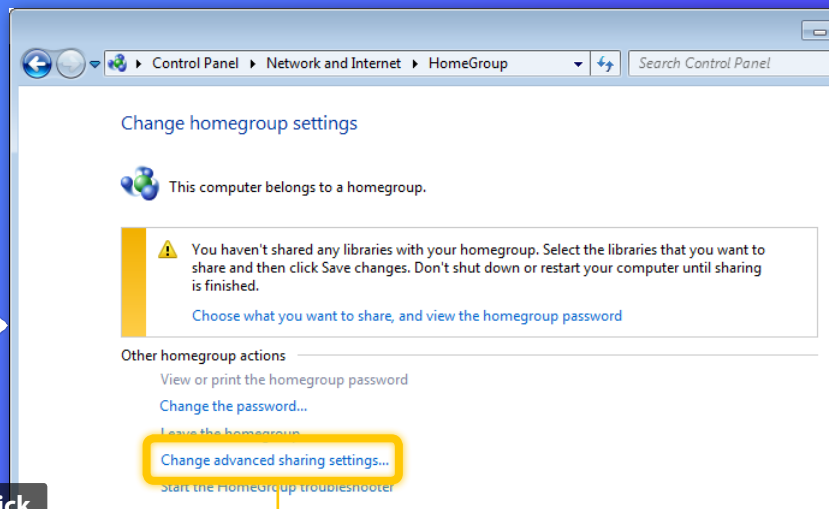
3 **Click [Change advanced sharing settings].**

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

Save changes   Cancel

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

6 Click [Save changes].

Setting up file sharing

Creating a shared folder

7 On the Windows taskbar, click [Start], then select [Computer].
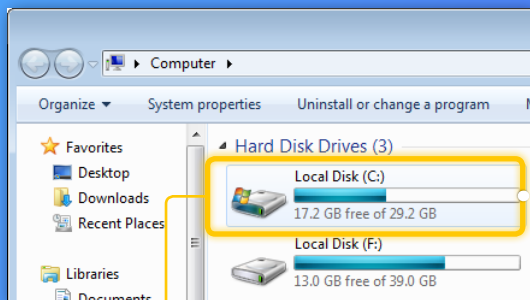
8 Open the hard disk drive where Windows 7 is installed (usually C: Drive).
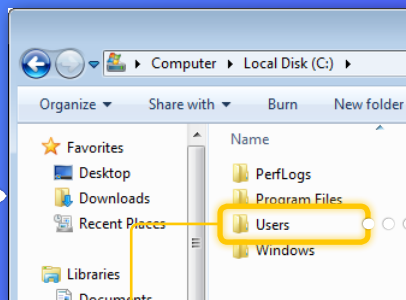
9 Open the Users folder.

10 Open the Public folder.

Setting up file sharing

Creating a shared folder

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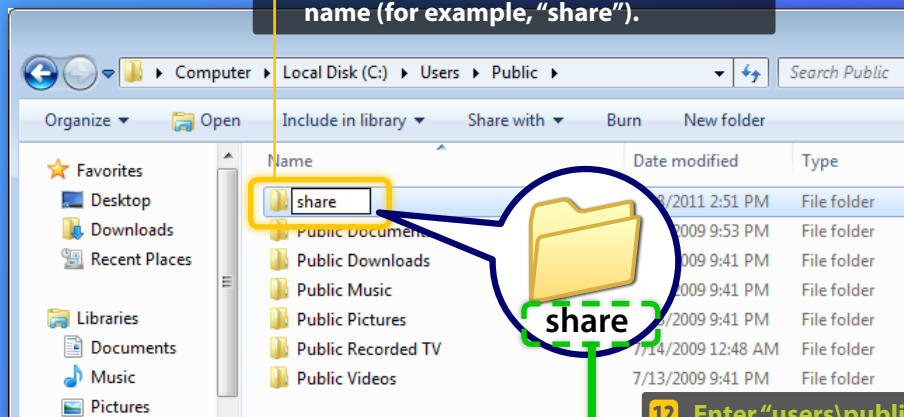
share

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

File sharing setup is complete.

Proceed to the next section.

Store Destination Settings

Protocol:	Windows (SMB)
Computer Name of Store Destination:	swan
Shared Folder Name on Store Destination Computer:	users\public\share

02 Registering the Store to Shared Folder settings

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

1 Click [Next].

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.

2 Make sure that the settings are correct.

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

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.

❶ **Set the document.**

❷ **Press [SCAN].**

❸ **Select <Windows (SMB)> using [▲] or [▼], and press [OK].**

❹ **Select <Fav.> using [◀] or [▶].**

❺ **Select the destination you registered using [▲] or [▼], and press [OK].**

❻ **Specify the scan settings which you want to change, and press [OK]. When the settings are completed, press [OK] to return to the previous screen.**

❼ **Press ⬤ (Color) or ⬤ (B&W).**

When you place the document on the platen glass, perform the following operations.
– To start sending: Select <Start Sending> using [▲] or [▼] and press [OK].
– To scan the next document: Press ⬤ (Color) or ⬤ (B&W).

❽ **Confirm that the document is stored in the shared folder.**

Open the shared folder you created, and check that the scanned document has been saved.

* The appearance of the operation panel may differ depending on the model you use.
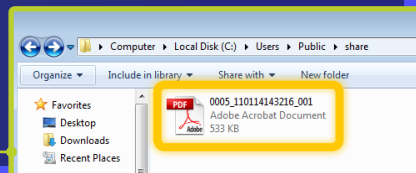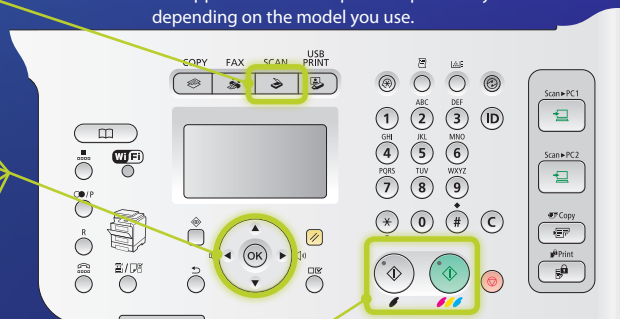
If the document was stored successfully:

> 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

In case of troubles with the send to E-mail or the store to shared folder, use the Remote UI to check whether your settings are correct.

Starting the Remote UI
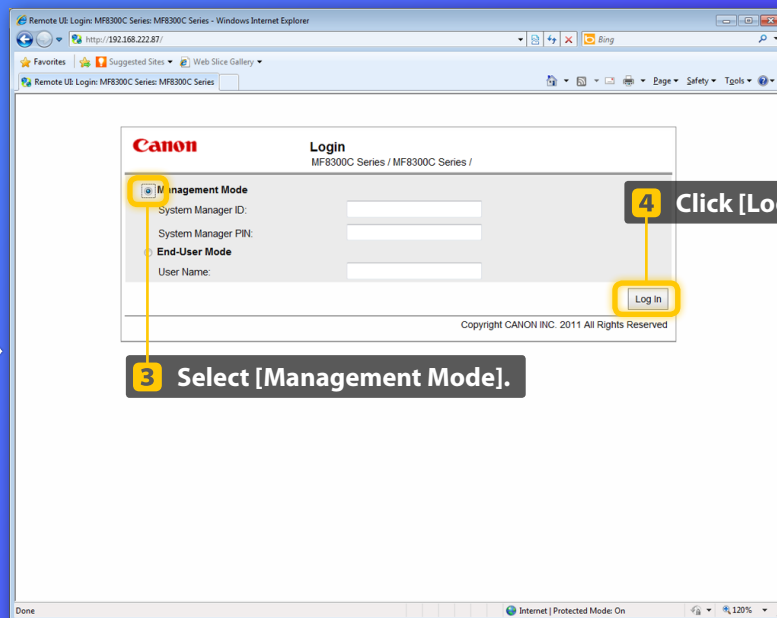### What is the Remote UI? >>>

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.

Blank Page - Windows Internet Explorer

http://192.168.222.87

File   Edit   View   Favorites   Tools   Help

Favorites   Blank Page

NOTE
The IP address shown in the screenshots is for illustrative purposes only. For instructions on how to check the IP address, see "Checking IP Address Settings" in the e-Manual.

Remote UI: Login: MF8300C Series: MF8300C Series - Windows Internet Explorer

http://192.168.222.87/

Favorites   Suggested Sites   Web Slice Gallery

Remote UI: Login: MF8300C Series: MF8300C Series

Canon

Login
MF8300C Series / MF8300C Series /

Management Mode
System Manager ID:
System Manager PIN:
End-User Mode
User Name:

Log In

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Done   Internet | Protected Mode: On   120%

4 Click [Log In].

3 Select [Management Mode].

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
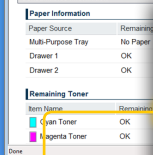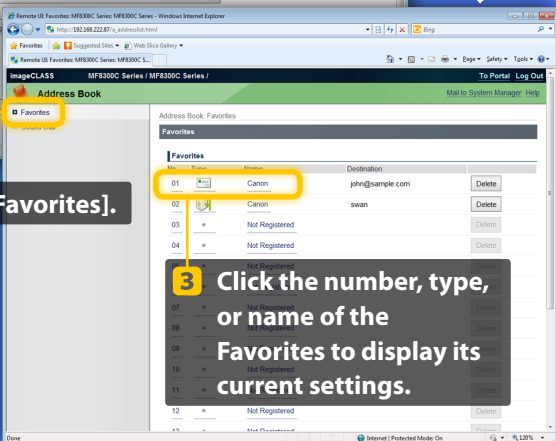
Checking/editing the Favorites

1 Click [Address Book].

4 Check your settings.

5 To edit the settings, click [Edit].
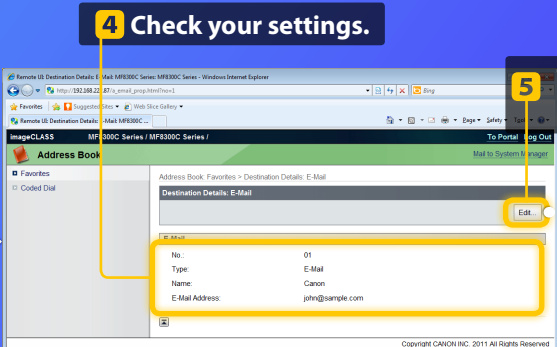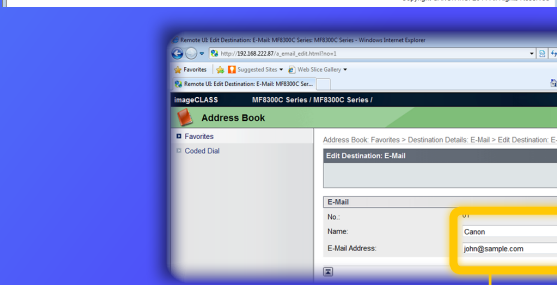
2 Click [Favorites].

3 Click the number, type, or name of the Favorites to display its current settings.

7 Click [OK].

6 Make the necessary changes.

Checking Your Settings with the Remote UI

◾ Checking/editing network settings

1 Click [Settings/Registration], and click [Network Settings].

2 Click [E-Mail Settings].

3 Click [Edit].

Checking Your Settings with the Remote UI

▉ Checking/editing network settings

5 **Click [OK].**

4 **Make any necessary corrections.**

Make sure that the correct SMTP server name is specified. Also, if your SMTP server uses SMTP authentication, make sure that:
– [Use SMTP Authentication (SMTP AUTH)] checkbox is selected.
– The correct user name is specified.
– The correct password is set. If the change is necessary, select [Set/Change Password] checkbox and enter the correct password in [Password].
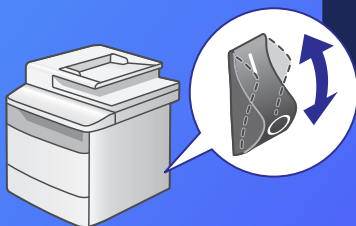
6 **Turn OFF the machine's main power switch, wait at least 10 seconds, then turn it ON.**

• • • • • ➤

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 "TX Result Report" is printed

If "Error" is shown in the TX Result Report, print out the Communication Management Report, check the three-digit error code in the Communication Management Report, and refer to "Error Codes" in "Troubleshooting" in the e-Manual. The Communication Management Report can be printed either manually or automatically. For details on how to print out the Communication Management Report, refer to "Summary of Reports and Lists" in the e-Manual.

Example:

If an error message is displayed on the screen

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

If neither of the above occur and you still cannot send or store

Refer to "Troubleshooting" in "Troubleshooting" in the e-Manual.