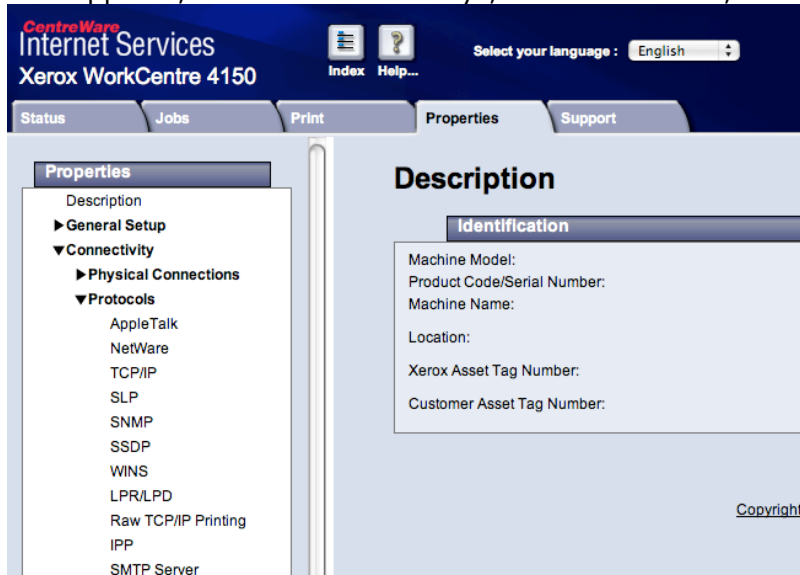## Xerox 4150: Scan to Email Setup

1. Connect to the machine's web server at the IP address/hostname that was assigned to it.
2. From the tabs at the top of the screen, choose "Properties". From the screen that appears, choose "Connectivity", then "Protocols", then SMTP server.

3. Set the SMTP settings as shown below. SMTP Host Name: "mailservices.uwaterloo.ca" and SMTP Authentication Login Name: "xerox". The password can be obtained from John Jaray, New Media Services. Click "apply".
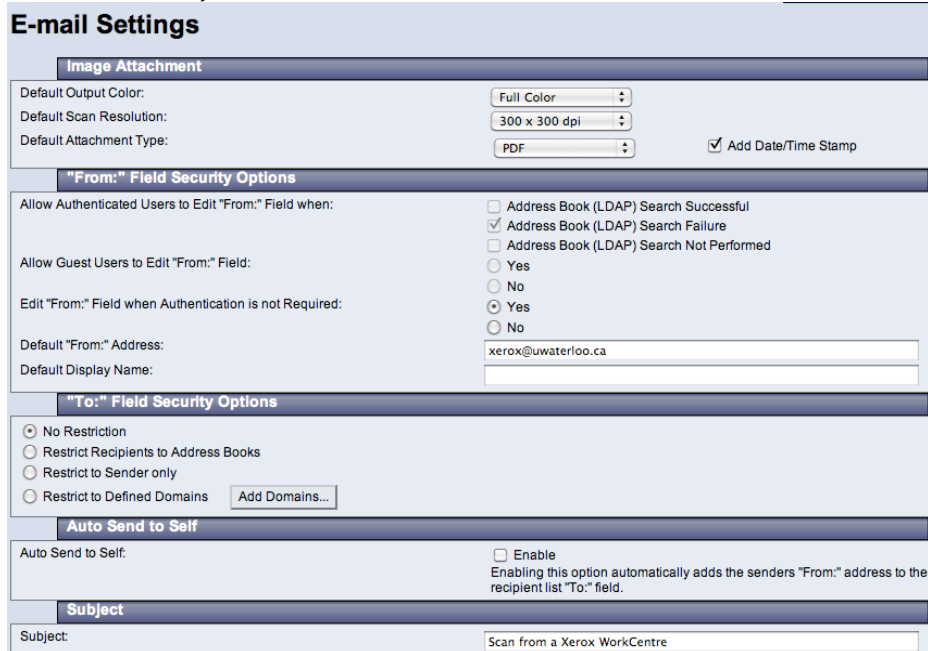

4. When prompted for username and password, enter "admin" as the username, and the machine's admin password (by default, this is "1111", but this should have been changed and documented at the time of install). Done.

Advanced Xerox 4150 "Scan to Email" Settings

1. From the "Properties" screen in the machine's web interface, choose "Services", then "E-mail Settings", then "E-mail Setup".
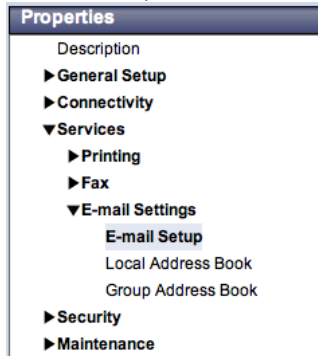
2. From here, you can change several settings. If you compare the settings shown below to the default settings, you will see that we have adjusted a handful of settings. Use your best judgment to select settings appropriate to your area. Our changes were:
   a. changed the default scan colour to "Full Color"
   b. entered a default "From:" address (handy if only one user will be doing most of the scanning). NOTE: the "From:" field can also be a non-existent informative generic e-mail entry such as "From: Xerox4150.DepartmentA.RoomX@uwaterloo.ca"
   c. adjusted the "smart key" (the key on the machine's on-screen keyboard labeled ".com+") to type "uwaterloo.ca" on the first tap
   d. set it to print a confirmation sheet on errors only (highly recommended)

Subject	
Subject:	Scan from a Xerox WorkCentre
Message Body	
Allow "Message Body" field to edit:	☑ Enable
Message Body:	Please open the attached document. It was scanned and sent to you using a Xerox WorkCentre. For more information on Xerox products and solutions, please visit http://www.xerox.com.
Signature	
Signature:	
Programmable Smart Key	
Smart Key Address #1:	uwaterloo.ca
Smart Key Address #2:	.ca
Smart Key Address #3:	.com
Smart Key Address #4:	.org
Smart Key Address #5:	.net
Smart Key Address #6:	.gov
Email Forward	
☐ Forward emails to another email address	
Confirmation Sheet	
Print Confirmation Sheet:	On Errors Only ▾

Apply   Undo

3. Click "Apply" when done.

Notes:
- You can also set up an "address book" of email addresses under the "Local Address Book" option. This will allow you to, when prompted on the machine's display for email addresses, simply type the first few characters of the person's name, then hit enter. If you require assistance with this, please contact Xerox.
- You can customize the "Subject" and "Message Body" of Scan E-mails. For example rather then the default of [Subject:] *Scan from a Xerox WorkCentre*, you might set a more informative default like [Subject:] *Scan from Xerox4150 PsychologyRm12*.
- Scanning in Colour and at High Resolution(s) slows down scanning speed. Experiment with settings for optimal default scans choices. Black & White at 300dpi or less results in much faster scan time.

Scanning to Email on a Xerox 4150

1. Place the document you wish to scan on the glass or in the document feeder.
2. On the display of the machine:
    a. push the "email" button
    b. push the "From…" button, then type in the email address of the person sending the scan, followed by "Enter"
    c. push the "To…" button, then type in the email address of the person receiving the scan, followed by "Enter" (this can be either the same person as in "from" or someone else entirely)
    d. if you want to adjust scan settings, such as resolution, colour/B&W, etc., you can do so through the "basic settings" and "advanced settings" tabs.
3. Push the green ("start") button on the machine.
4. Remove your document…you're done!

Additional Notes:

- The "xerox" email account was setup by IST. It does not store mail. It more-or-less acts as a relay. Hence it should *not* "run out of mailbox space".
- Once an administrator has configured the "Scan to Email" on a Xerox Multifunction Copier & entered the email password, it is not necessary that staff enter a password when scanning. They only need to input the "destination" email to which a scan should be sent when they do a scan at the device.
- For scans that are above the "maximum message size limit" (specified by administrator as default value via Web Admin interface on the Xerox), the machine will "break up" scans into multiple emails so that the user receives the full scan.
- At this writing, all departments using the "Scan to Email" feature on the Xerox models are using the same generic "Xerox" mail account. In future, it is possible that other mail accounts could possibly be created custom for departments or faculties – at the discretion of a department and/or IST.
- "Scan to Network (file share)" is also available as an add-on option with the Xerox 4150 for a small one-time fee. It does not depend on e-mail service for scanning. To pursue this option please contact Xerox directly.
- As mentioned earlier, scanning in Colour and at High Resolution(s) like 600dpi slows down scanning speed. Experiment with settings for optimal default scans choices & performance. Black & White at 300dpi or less results in much faster scan time.