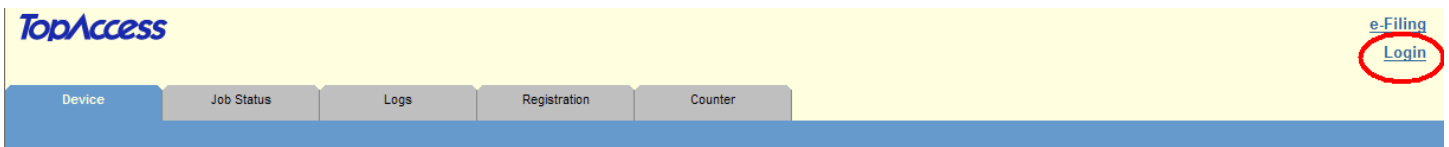


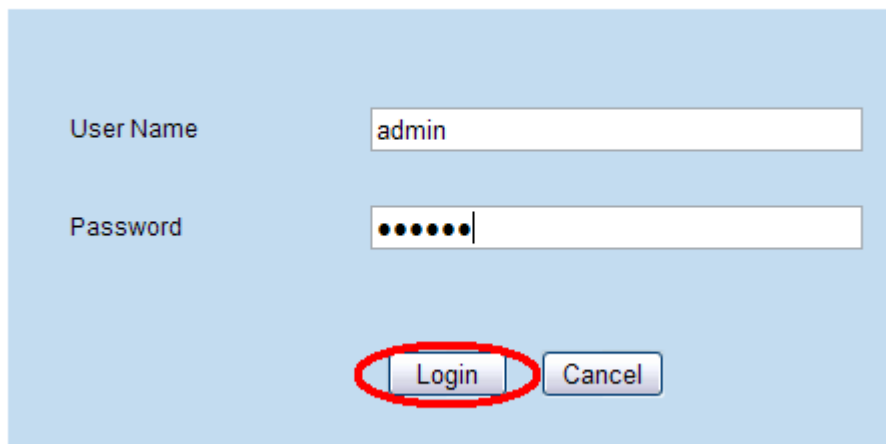
Setting Up Scan to E-mail

Log into Top Access using the IP Address of the copier. Click on Login at the far right of the webpage:

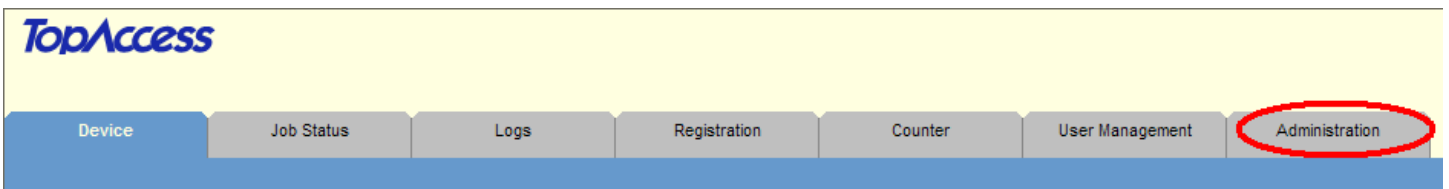


The username is **admin** and the password is **123456**. (the username is not case sensitive)

Login with your TopAccess User Name and Password.

The image shows a login form on a light blue background. It has two input fields: 'User Name' containing the text 'admin' and 'Password' containing six black dots. Below the fields are two buttons: 'Login' and 'Cancel'. The 'Login' button is circled in red.

Click the Administrator tab to the right.



Click on the Email link under the blue bar.



Fill in the From Email and From Name. This is where the machine is saying it is coming from. We suggest using a valid email address, in case your mail server does not like dummy email addresses. You do not need to worry about anything below that. **CLICK SAVE WHEN DONE**

Email Setting

From Address	<input type="text" value="copier@tbsfl.toshiba.com"/>
From Name	<input type="text" value="Toshiba Copier"/>
Message Header (Inbound FAX Routing)	<input type="radio"/> Received from: (Sender's TSI) <input checked="" type="radio"/> Received by: (Receiver's CSI)
File Format(Black)	<input type="text" value="PDF(Multi)"/>
File Format(Color)	<input type="text" value="PDF(Multi)"/>
Number of Retry	<input type="text" value="3"/>
Retry interval	<input type="text" value="1"/> Minutes
Fragment Message Size	<input type="text" value="No Fragmentation"/>
Default Subject	<input checked="" type="radio"/> Factory Default <input type="radio"/> <input type="text"/>
Add the date and time to the Subject	<input type="checkbox"/> Enable

Click on the Network link.

Device | Job Status | Logs | Registration | Counter | User Management | Administration

Setup | Security | Maintenance | Registration

Setup

General | **Network** | Copier | Fax | Save as file | Email | InternetFax | Printer/e-Filing | Printer | Print Service | ICC Profile | Print Data Converter | EWB | ODCA | Version

Scroll down to SMTP Client. Click on the SMTP Client button and it will do a pop up.

SMTP Client	
Enable SMTP Client	
Enable SSL	
SSL/TLS	
SMTP Server Address	
POP Before SMTP	
Authentication	
Login Name	
Maximum Email / InternetFax Size	MB
Port Number	
SMTP Client Connection Timeout(1-180)	30 Seconds

[Go to top of this page](#)

In the pop up, you have your options to enter your SMTP server information, as well as any authentication required. You may also change the port number. The example below is for a gmail account. **CLICK OK WHEN FINISHED**. (Note: If you are using a host name, be sure that the machine has your DNS Server Address)

SMTP Client

Selecting 'Save' in the Main Window is required to Save the new settings.

Enable SMTP Client	Enable
Enable SSL	Accept all certificates without CA
SSL/TLS	STARTTLS
SMTP Server Address	smtp.gmail.com
POP Before SMTP	Enable
Authentication	Login
Login Name	toshibatestemail@gmail.com
Password	●●●●●●●●
Maximum Email / InternetFax Size(2-100)	30 MB
Port Number	587
SMTP Client Connection Timeout(1-180)	30 Seconds

Click on **SAVE** at the top.

Setup

[General](#) | [Network](#) | [Copier](#) | [Fax](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printer/e-Filing](#) | [Printer](#) |

The machine will now reboot itself. It will take about a minute for it to finish initializing. From there, you can test Scan to Email to make sure it works properly. You can view any errors by going to the **LOGS** tab and clicking on the **SCAN LOG** link. It will give a detailed description of the error.