

Requirements for Scan to E-mail:

**Note 1:** A known working SMTP Server Address (Obtain the address from your local IT Administrator or Internet Service Provider).

**Note 2:** To verify a working SMTP Server please see SMTP Server Verification pamphlet.

Fig. 1-1

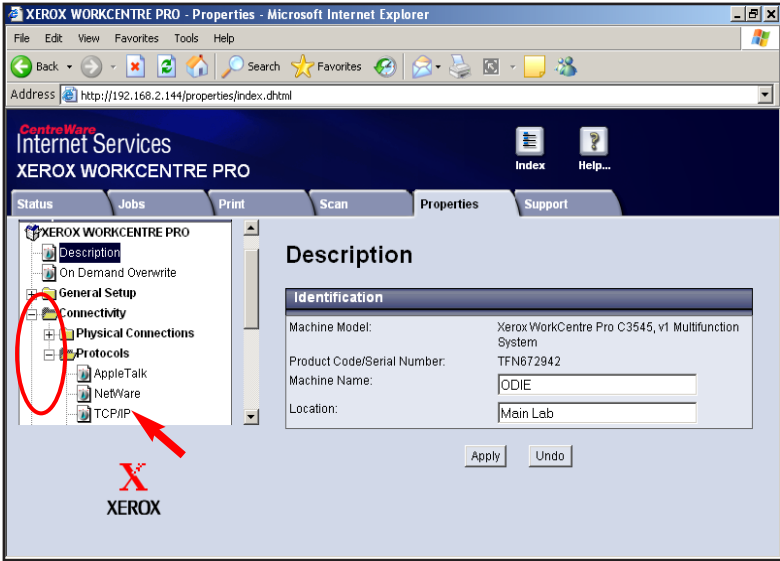


Fig. 1-3  
Click **Connectivity** and **Protocols** folder to expand. Click **TCP/IP**.

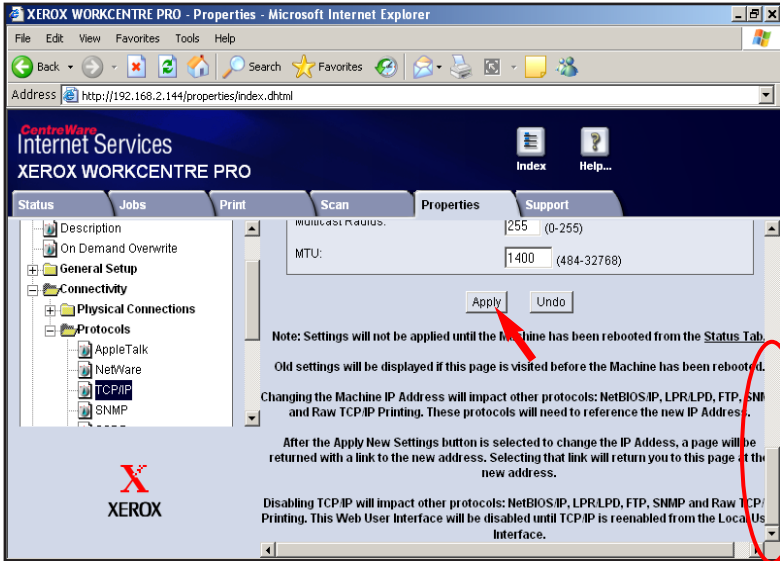


Fig. 1-5  
Scroll down and click **Apply**.

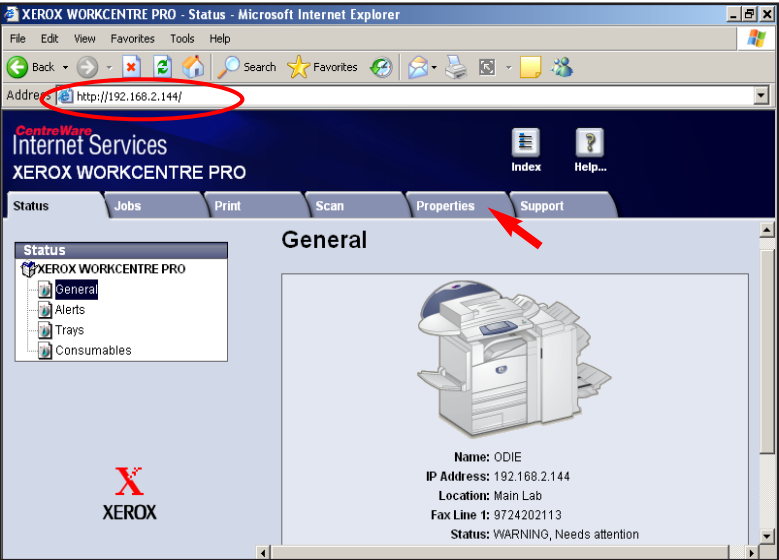


Fig. 1-2  
Obtain the IP address of the WorkCentre Pro C3545 from the machine configuration report or your IT Administrator. Open your internet browser and enter the IP address in the Address field. The Home page will be displayed. Click **Properties**.

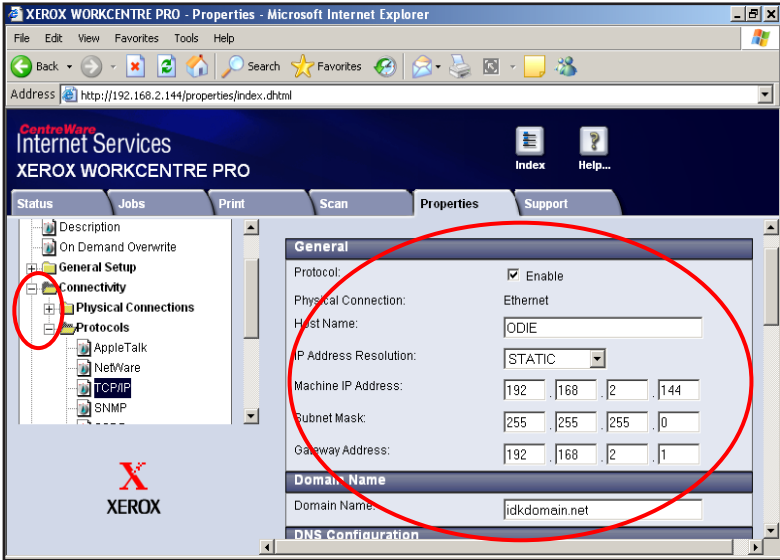


Fig. 1-4  
Enter information as required.

**Note:** Domain Name is required.

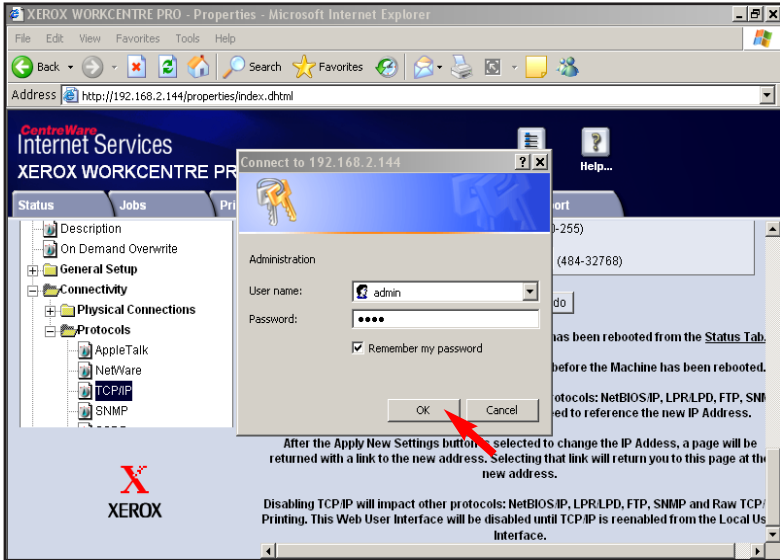


Fig. 6  
Enter User Name and Password. Click **OK**. (see System Administrator CD for default User Name and Password)

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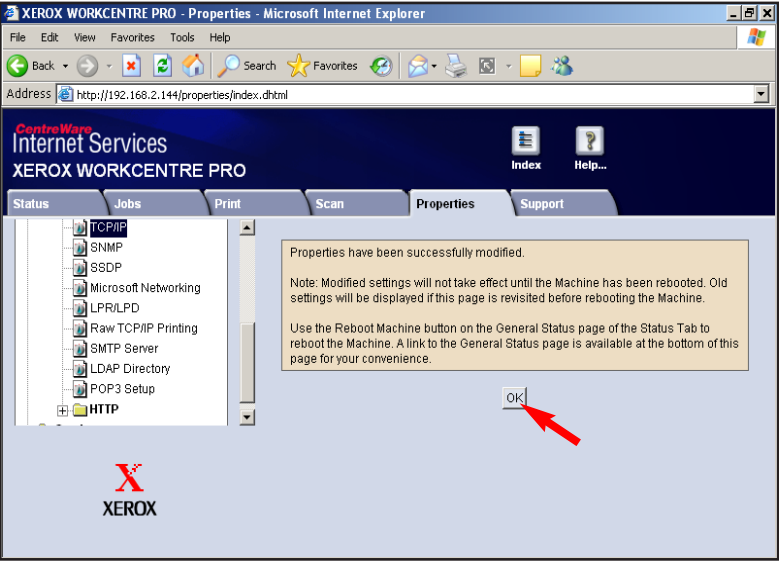
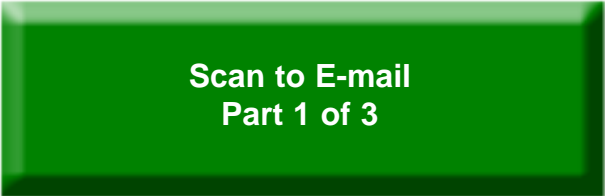


Fig. 1-7  
Click **OK**.

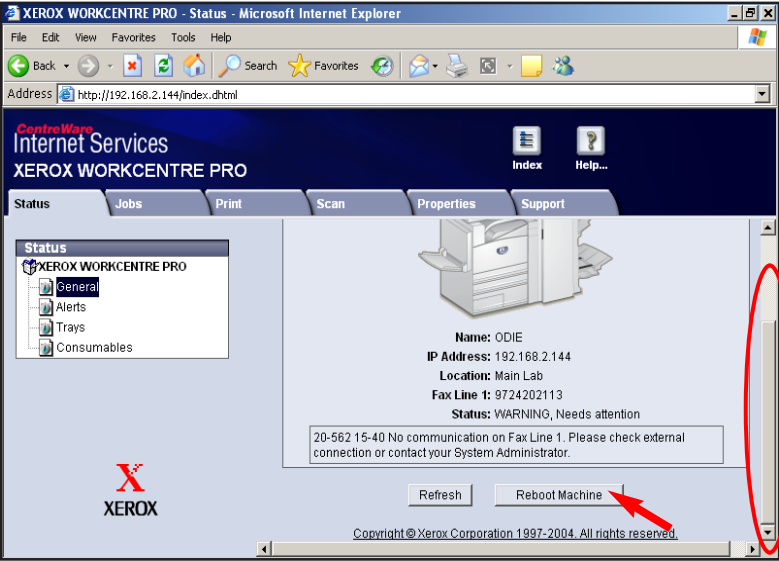


Fig. 1-9  
Scroll down and click **Reboot Machine**.

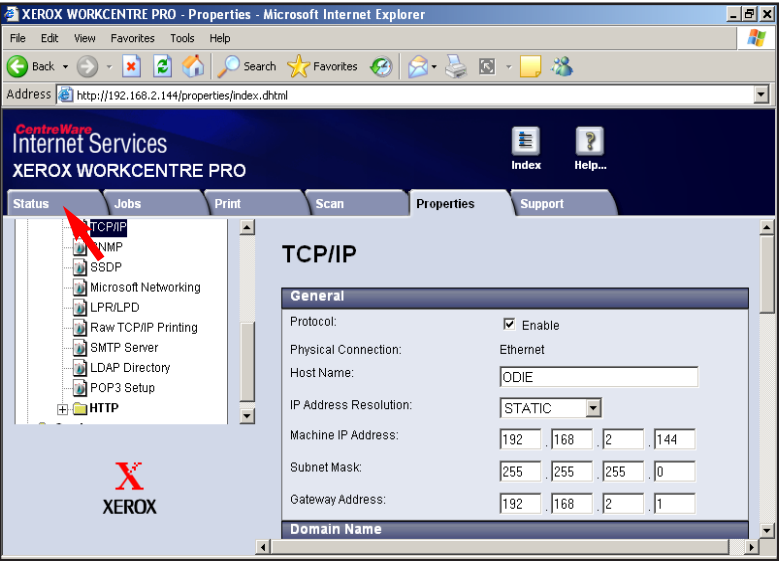


Fig. 1-8  
Click **Status**.

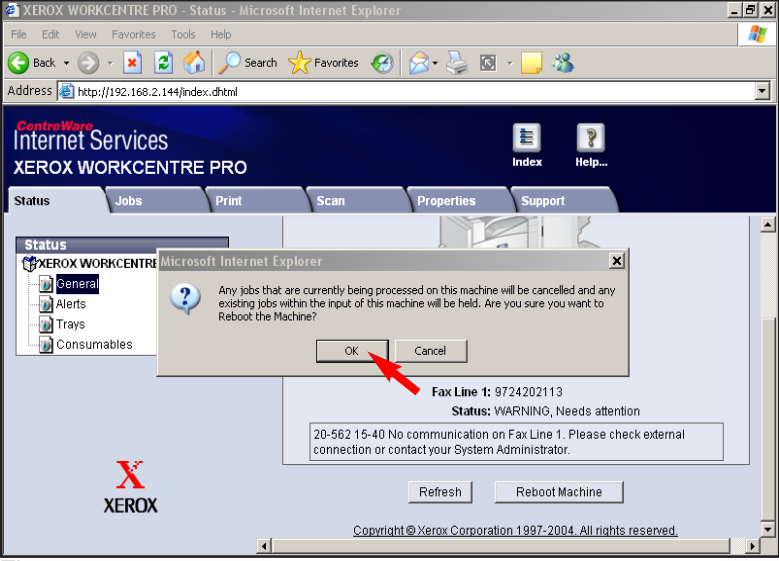


Fig. 1-10  
Click **OK**. Continue with Scan to E-mail pamphlet Part 2 of 3.



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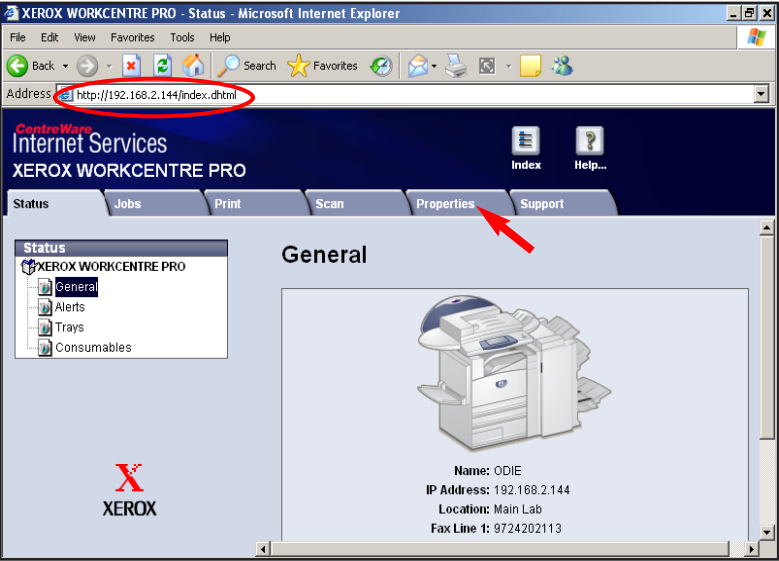


Fig. 2-1  
Obtain IP address of the WorkCentre Pro C3545 from the machine configuration report or your IT Administrator. Open your Internet browser and enter the IP address in the Address field. The Home page will be displayed. Click **Properties**.

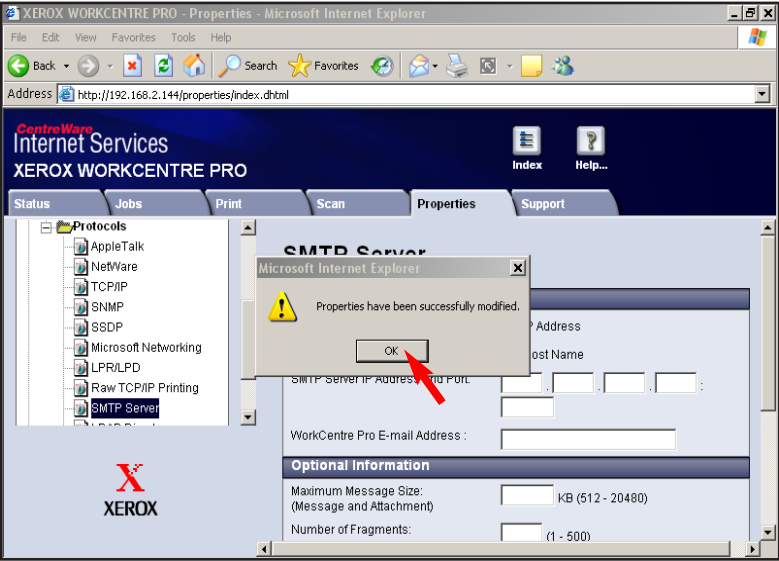


Fig. 2-3  
Click **OK**.

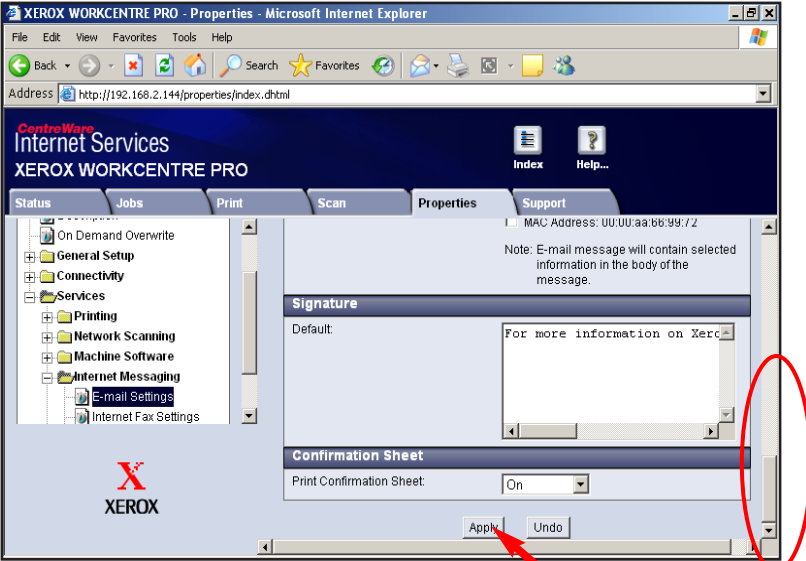


Fig. 2-5  
Scroll down and click **Apply**.

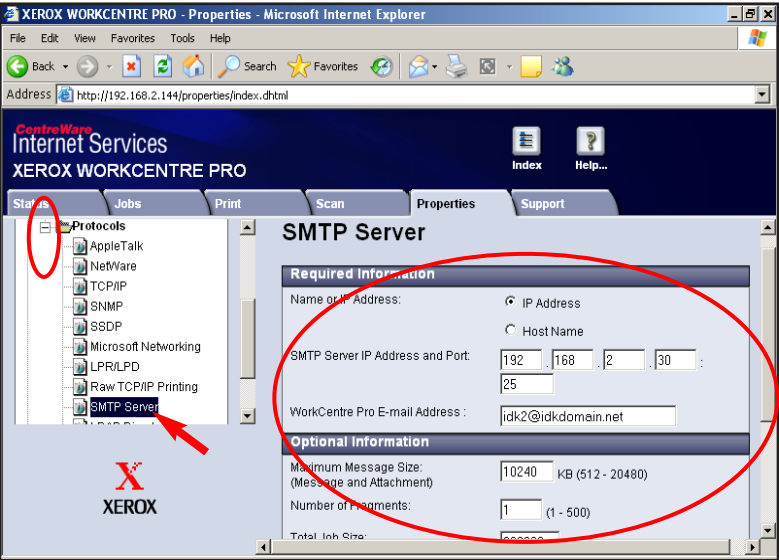


Fig. 2-2  
Click **Connectivity** and **Protocols** folder to expand. Click **SMTP Server**. Enter required information. Scroll down and click **Apply**.

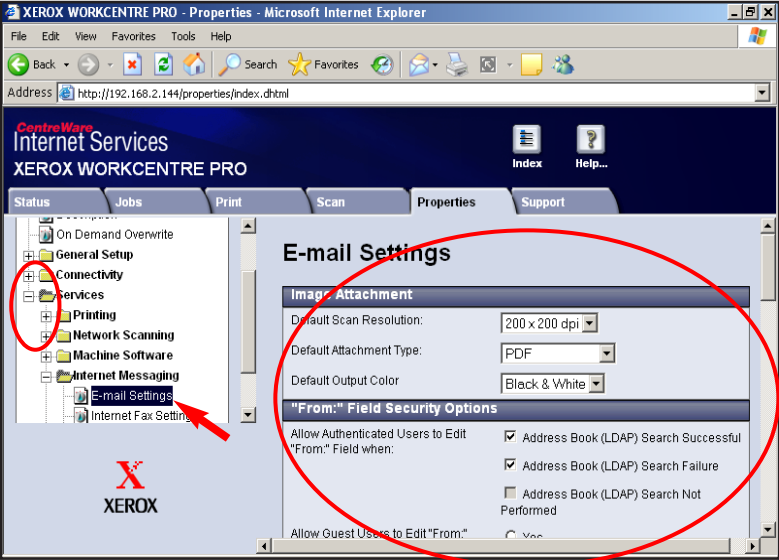


Fig. 2-4  
Click **Services** and **Internet Messaging** folder to expand. Click **E-mail Settings**. Make any changes as needed.

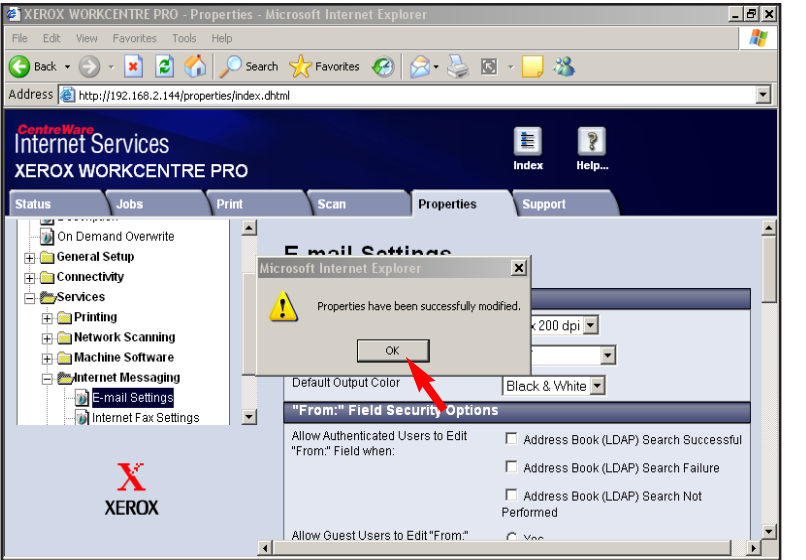


Fig. 2-6  
Click **OK**.

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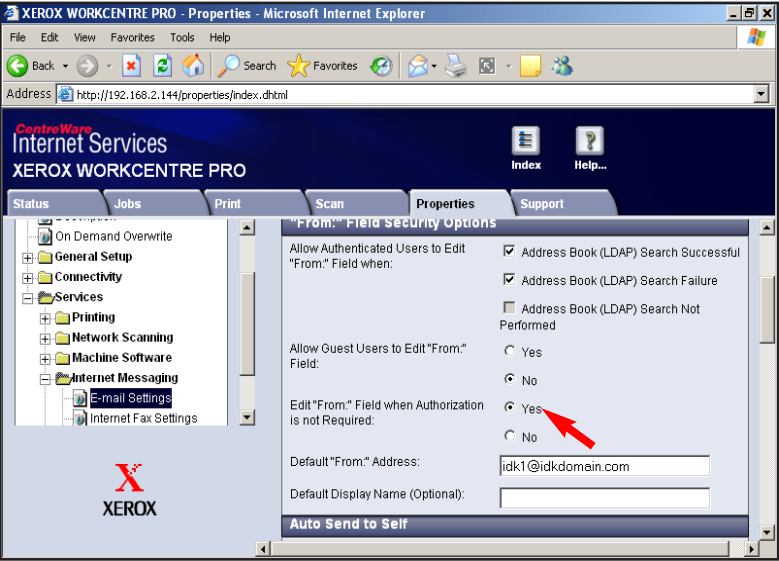
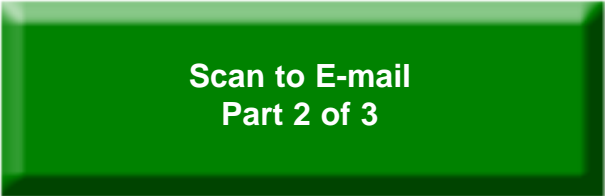


Fig. 2-7  
Select **Yes** for **Edit “From” Field when Authorization is not Required:**.

**Note:** Select “No” if “From” should always be the same.

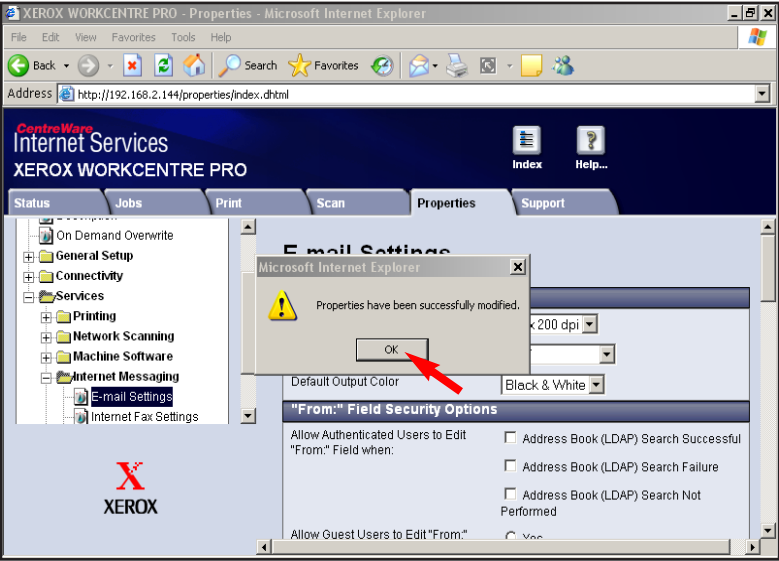


Fig. 2-9  
Click **OK**.  
Continue with Scan to E-mail Part 3 of 3 pamphlet.

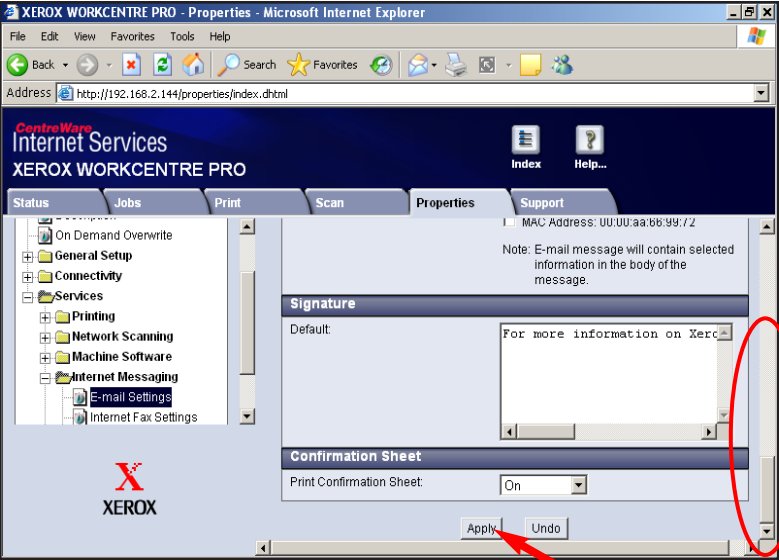


Fig. 2-8  
Scroll down and click **Apply**.



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Fig. 3-1  
Place documents face up on the document feeder.

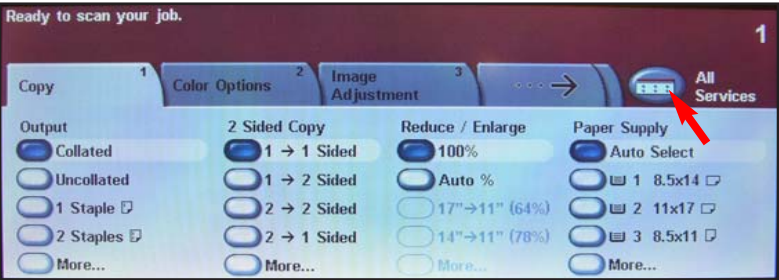


Fig. 3-2  
Press **All Services**.

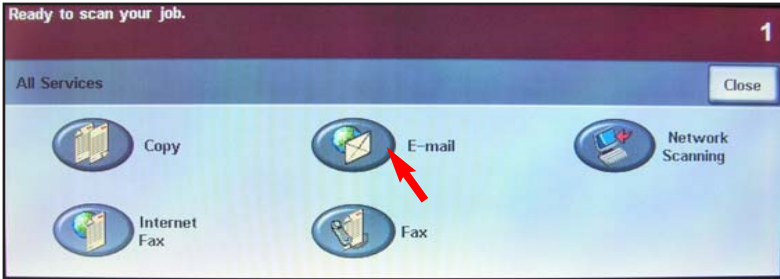


Fig. 3-3  
Press **E-mail**

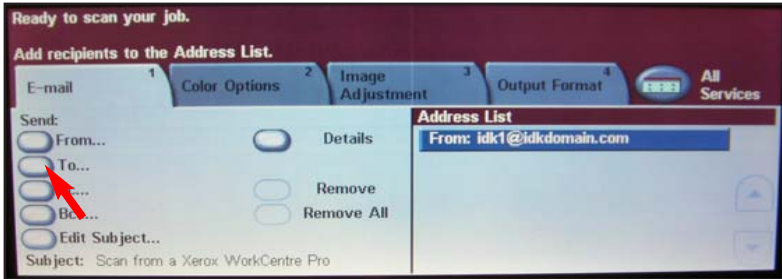


Fig. 3-6  
Press **To...**

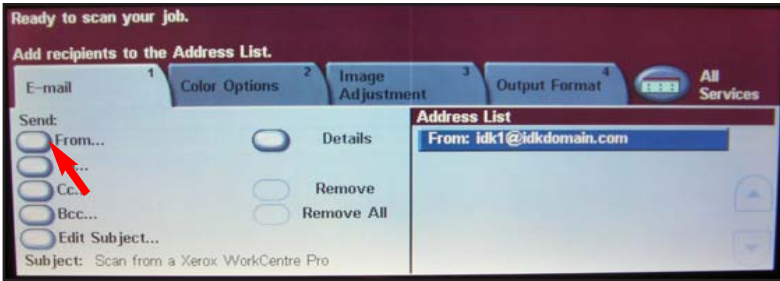


Fig. 3-4  
Press **From...**

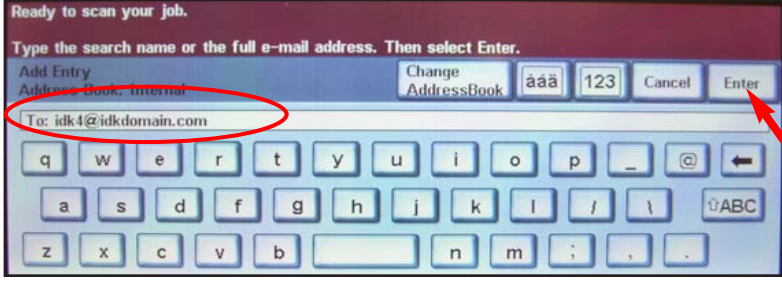


Fig. 3-7  
Enter e-mail address. Press **Enter**.

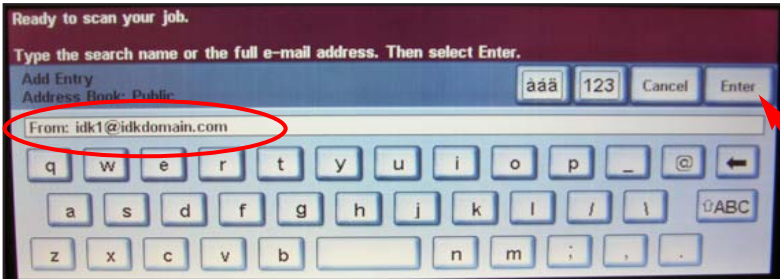


Fig. 3-5  
Enter e-mail address. Press **Enter**.

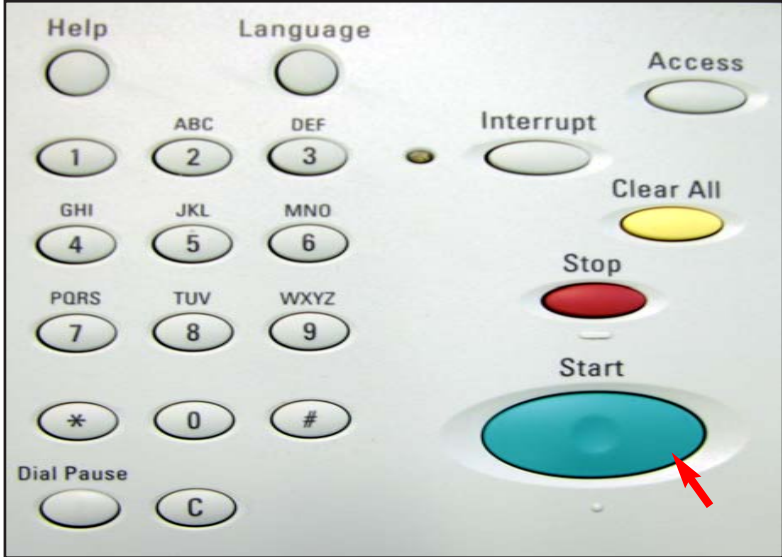


Fig. 3-8  
Press **Start**.

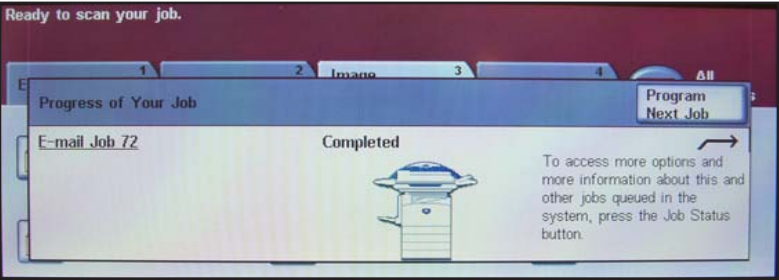
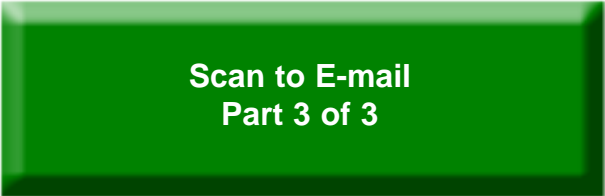


Fig. 3-9  
The E-mail has been sent.

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