Lanier Scanning Setup Guide (Email)

For Develop Photocopiers

1. Enter the IP Address of the machine into your preferred web browser and press enter

2. Click on "**To Login Screen**" and select administrator, enter the following password when prompted:

   Password = **1234567812345678**

3. Click on "**System Settings**", enter the relevant information and click on "**OK**" once you have finished.

   Administrator Registration
   E-Mail Address = The E-Mail that the machine will use (Your IT will give this information to you)

   Input Machine Address
   E-Mail Address = The E-Mail that the machine will use (Your IT will give this information to you)

4. Click on "**Network**", select "**E-Mail Setting**" and then "**E-Mail TX (SMTP)**" on the left-hand menu.

5. Make sure that "**E-Mail TX Setting**" is checked and that the option below it "**Scan to E-Mail**" is set to ON

6. Enter the SMTP Server Address in the appropriate field. If your IT has supplied a name rather than an IP Address (e.g smtp.office365.com) then please check the box above the text entry field for the SMTP Address

7. Your IT will be able to tell you whether your E-Mail provider uses TLS or SSL encryption. Please choose the appropriate option and enter the port number provided to you by your IT support. Common port numbers are below:

   OFF = 25
   SMTP over SSL = 465
   Start TLS = 587

8. Scroll down and enter the device E-Mail address into the "**Device Mail Address**" field. This is the same E-Mail address as you entered earlier and should match the "**Admin E-Mail Address**" field that is above it

9. If your IT requires authentication for the copier's email address, please check "**SMTP Authentication**". In the "**User ID**" text field, enter the copier's email address and enter the password for the email address in the Password text field.

10. Once all the information has been entered, click on "**OK**". You can now start adding email addresses to the address book.

Adding an email address to the Address Book

1. Click on "**Store Address**"

2. Click on "**New Registration**"

3. Select "**E-Mail**" and click on "**OK**"

4. Enter a number that hasn't been used, a name and the email address of the person you would like to add

5. Click on "**Main**" if you would like the address to show up on the main scanning screen, this is useful for addresses you use frequently and need quicker access to

6. Click on "**Apply**", the address has now been added to the machine's Address Book and can now be accessed on the copier