

How to Setup Scan to E-mail on most Sharp Models

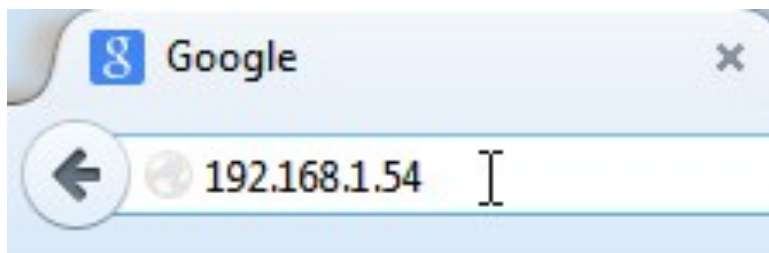


Open your web browser, delete out the http://www and type in the IP address of your copier into your address bar.

If you do not know the IP address, please refer to the following guide called “How to find Sharp IP address”

Click on “Network Settings” as shown to the left.

In the image below is an example of how it should look when typed in correctly





Login

Authority: admin

Login Name: Administrator

Password: ●●●●●
(5-32 digits)

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Login(P) Cancel(C)

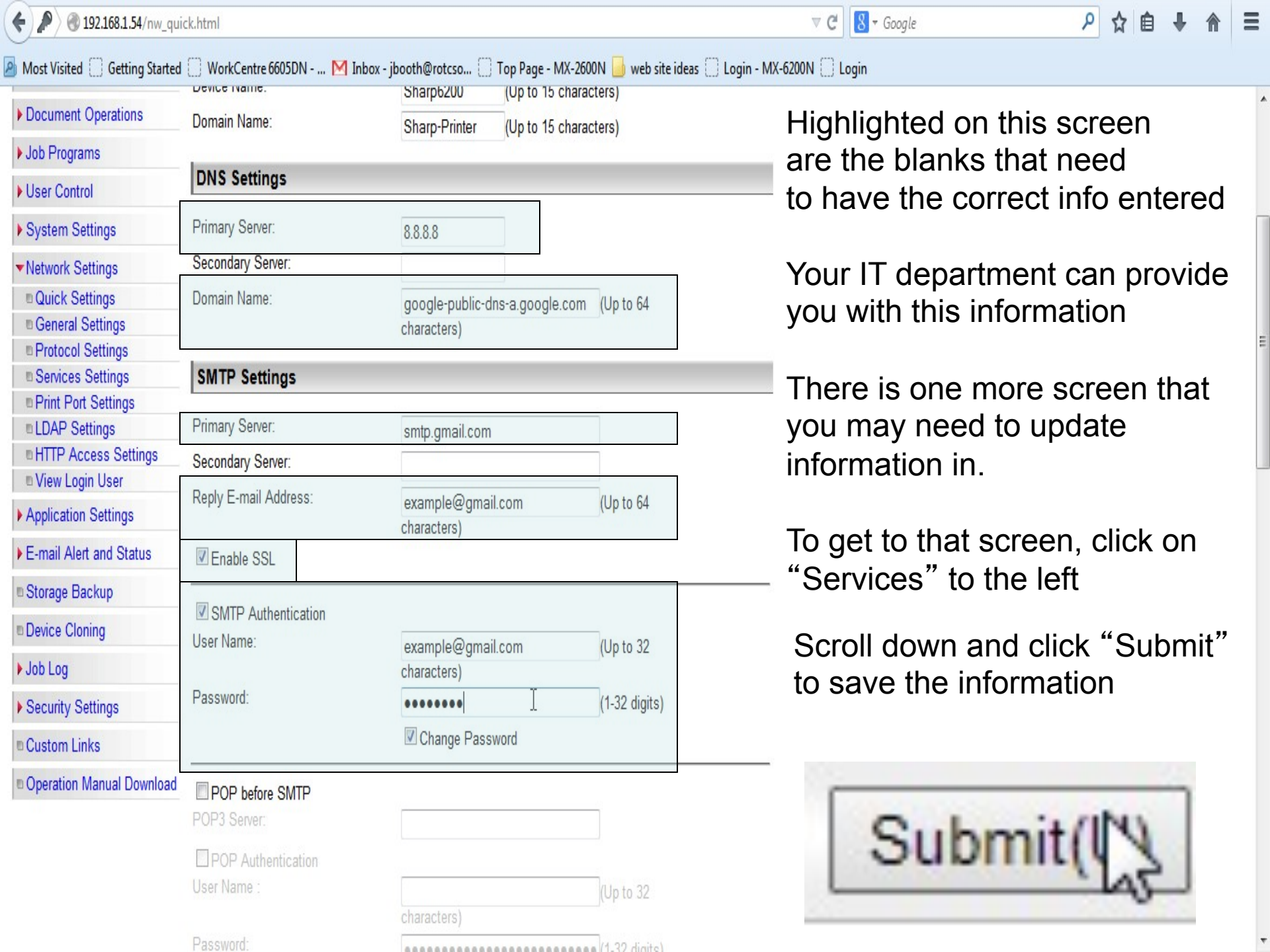
Next you will see a login screen.

The default Login Name and Password are

Login Name – Administrator

Password - admin

Then click “Login”



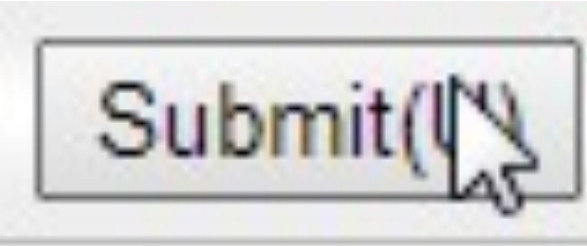
Highlighted on this screen are the blanks that need to have the correct info entered

Your IT department can provide you with this information

There is one more screen that you may need to update information in.

To get to that screen, click on "Services" to the left

Scroll down and click "Submit" to save the information





- Top Page
- Status
- Address Book
- Document Operations
- Job Programs
- User Control
- System Settings
- Network Settings
 - Quick Settings
 - General Settings
 - Protocol Settings
 - Services Settings
 - Print Port Settings
 - LDAP Settings
 - HTTP Access Settings
 - View Login User
- Application Settings
- E-mail Alert and Status
- Storage Backup

User Name: Administrator [Logout\(L\)](#)
[Help\(I\)](#)

Services Settings

[Update\(R\)](#)

WINS	SMTP	SNMP	
Kerberos	SNTP	mDNS	DNS

[Submit\(U\)](#)

DNS Settings

Primary Server:
Secondary Server:
Timeout: seconds(0-60)
Domain Name: (Up to 64 characters)

[Submit\(U\)](#)

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[Update\(R\)](#)

On the next screen, click on the “SMTP” tab as shown here.

- Top Page
- Status
- Address Book
- Document Operations
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- Device Cloning
- Job Log
- Security Settings
- Custom Links
- Operation Manual Download

Update(R)

WINS SMTP SNMP
Kerberos SMTP mDNS DNS

Submit(U)

SMTP Settings

Primary Server:

Secondary Server:

Port Number: (0-65535)

Timeout: seconds(0-60)

Reply E-mail Address: (Up to 64 characters)

Enable SSL

SMTP Authentication

User Name: (Up to 32 characters)

Password: (1-32 digits)

Change Password

POP before SMTP

POP3 Server:

Port Number: (0-65535)

POP Authentication

On this screen is where you can change the port number. That blank is highlighted to the left.

By default, it is set to port 25. You may need to change this to port 587 because many email systems block port 25 for security reasons.

Click "Submit" to save

- View Login User
- Application Settings
- E-mail Alert and Status
- Storage Backup
- Device Cloning
- Job Log
- Security Settings
- Custom Links
- Operation Manual Download

SMTP Authentication

User Name: (Up to 32 characters)

Password: (1-32 digits)

Change Password

POP before SMTP

POP3 Server:

Port Number: (0-65535)

POP Authentication

User Name : (Up to 32 characters)

Password: (1-32 digits)

Change Password

Enable SSL

Connection Test:

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Scroll down the “SMTP” section again and do a connection test.

This will test the connection and if the information you put in is correct.

To do this scroll down and click “execute”

**Connection to SMTP server test succeeded.
Click [Submit] to save the settings.**

The screen will refresh. If the test is successful, you will see this message near the top of the page.

ERROR[3332]: Connection to SMTP server test failed. [Details](#)

If it fails, you will see this message in red text as seen here.

Connection Test:

Execute(J)

```
Connection to SMTP server test
succeeded.
Click [Submit] to save the
settings.
```

In the connection test box it will provide details. In this example I have connected successfully.

Submit(U)



On the copier, send a scan to your email to verify if it is working correctly

COPY IMAGE SEND DOCUMENT FILING OSA Group Open Systems Architecture

Job Status
MFP Status

Print Job Scan to Fax Job

Address	Start Time	Pages	Status
✉ jbooth@rotcsolut	09:45 09/02	001/001	Send OK
📄 John - desktop	15:59 08/26	000/001	NG800000
✉ john email	15:58 08/26	000/001	NG800000
✉ john email	15:55 08/26	001/001	Send OK
✉ jbooth@rotcsolut	12:01 08/26	001/001	Send OK
📄 Demo - Desktop	15:21 08/22	001/001	Send OK
📄 Demo-DESKTOP	15:17 08/22	000/001	NG800000
📄 Demo-DESKTOP	15:15 08/22	000/001	NG800000

Job Queue Complete

Detail

Call

Maintenance Information

On the job status screen, I can see that it says “Send OK” under status indicating that the machine has sent the email successfully.

Congratulations!! You have set up Scan to Email successfully!!