

# How to setup Scan to Email Xerox Altalink



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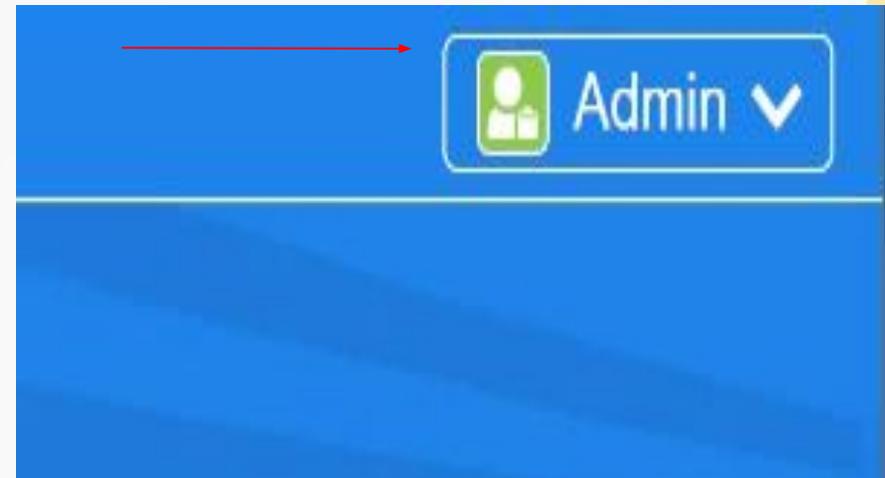


To Setup [Scan-to-Email](#) on a Xerox AltaLink Machine, you will need to first Access the [MFP Webpage](#).

You Access this Page from the machine's [IP Address](#). If you do not know the MFP's IP Address, please follow the "How to Find your IP Address Xerox Versalink/AltaLink" listed under the Problem Resolutions Tab on our Website.



Once you are on the Web Page Please ["Log In"](#) with the Admin Login. If you do not know your Admin Login, please contact Reliable office Technologies.



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In order for [Scan to Email](#) to Function you will need a way for the Scan information to leave the network.

If you do not have access to a [Mail Server](#), or IT to Manage it, this is a way for a normal customer to set it up using a [Gmail Account](#).

You can use an existing Gmail if you like, but for reliability and management we recommend creating a new Gmail for your scanning purposes.

In order to set up a new gmail account visit [www.gmail.com](http://www.gmail.com) and follow the New Account Registration. Towards the Bottom it will ask who the account is for, please choose “Manage Business”.

Continue the Rest of the Account Registration until it Opens up your newly made Gmail Account.

Google

## Create your Google Account

to continue to Gmail

First name  Last name

Username  @gmail.com

You can use letters, numbers & periods

Password  Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

[Sign in instead](#)

English (United States) [Help](#)



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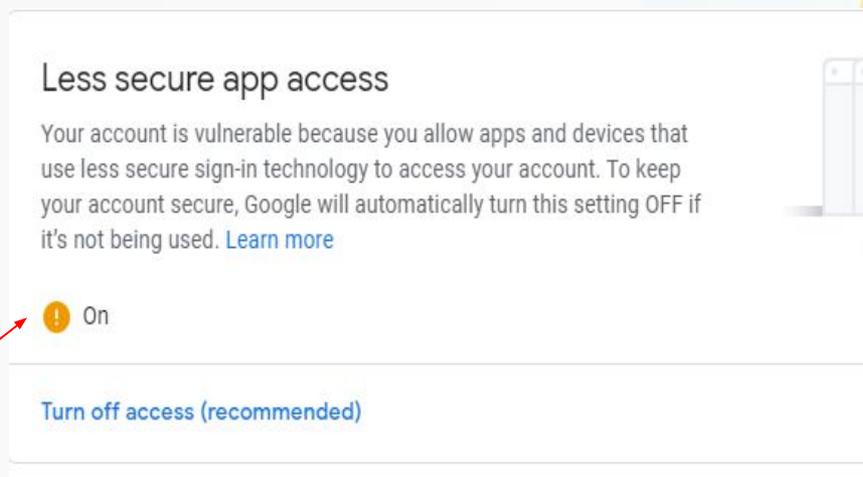
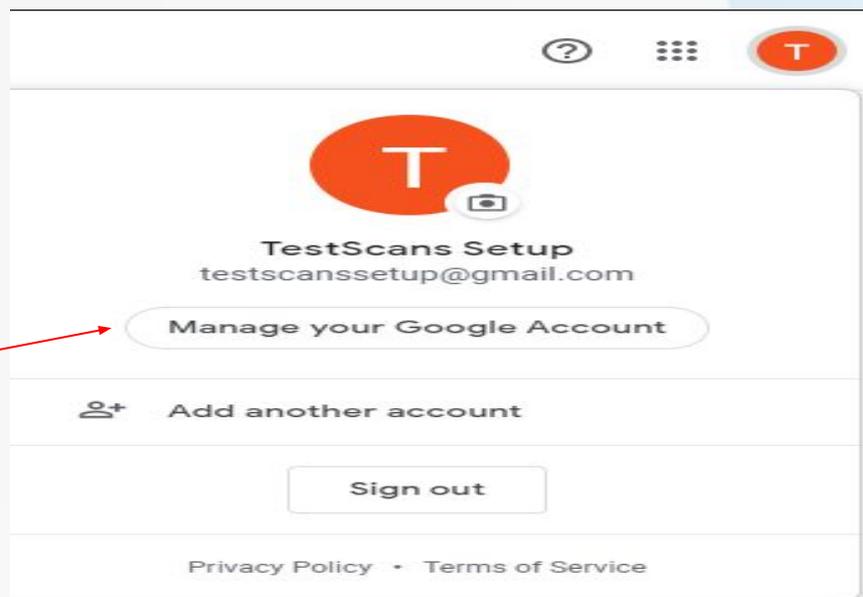
Now that the Account is made, we will need to set the security preferences to allow the E-mail address to be used by the MFP.

Click on your [G-mail Icon](#) on the top right of your browser window and choose “[Manage your Google Account](#)” and Navigate to the “[Security](#)” Tab.

If you Scroll down, you will see an “[Allow Less Secure App Access](#)”. Move the Slider to allow Access.

Now that you have given the email the access it needs, we now need to put this information into the MFP.

**Navigate back to the Web Page of the MFP.**



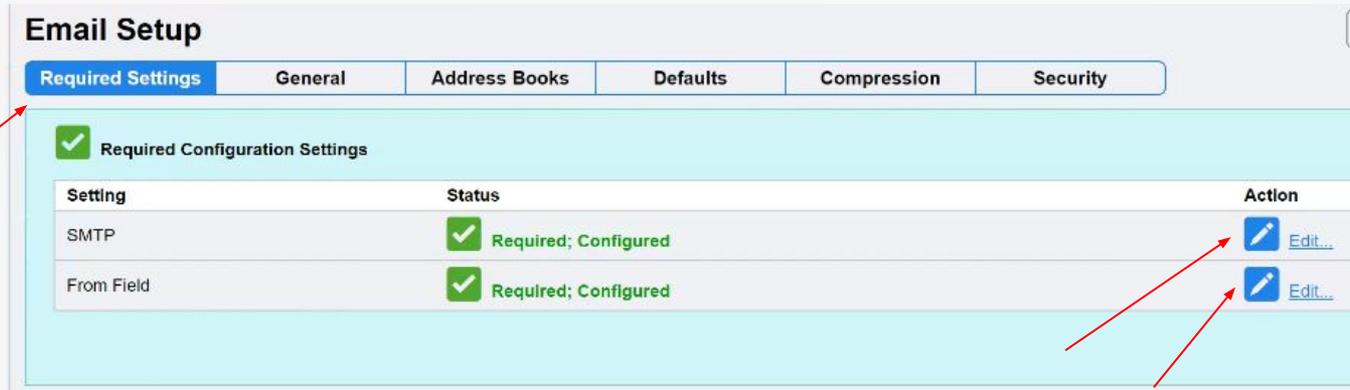
On the top bar of the Webpage, click on [Properties](#).

If you are not currently logged in, the Machine will prompt you now. Enter the Credentials

Navigate to the “[Apps>Email>Setup](#)” Option on the left menu bar.



Start with Filling out the [Required Settings](#), [SMTP/From Field](#) first then move from there.



## SMTP>Edit.

We Recommend setting up your mail Server by its Hostname, since IP addresses even for mail servers change regularly.

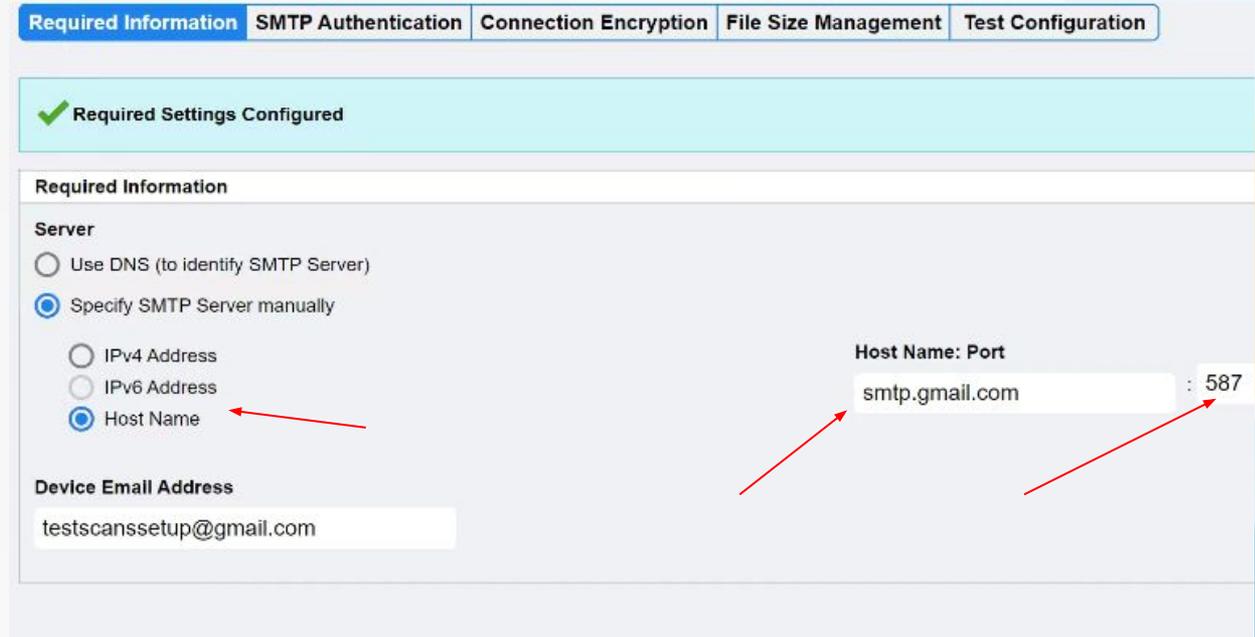
The Hostname for Gmail is [smtp.gmail.com](mailto:smtp.gmail.com), by default the SMTP server section is resting on IPV4 Mode, Switch it to Hostname.

Port: The port we are using to setup a Gmail account is [587](#), if your Network is better suited for 465(Ask IT) use that instead.

Type in your Email Address that the scans are going to be authenticated with. In our case it is the

[testscanssetup@gmail.com](mailto:testscanssetup@gmail.com)

Click "Save"



The screenshot shows a configuration interface with a top navigation bar containing tabs: "Required Information", "SMTP Authentication", "Connection Encryption", "File Size Management", and "Test Configuration". Below the navigation bar is a green confirmation banner that reads "Required Settings Configured". The main content area is titled "Required Information" and contains two sections: "Server" and "Device Email Address".

**Server**

- Use DNS (to identify SMTP Server)
- Specify SMTP Server manually
  - IPv4 Address
  - IPv6 Address
  - Host Name

**Device Email Address**

testscanssetup@gmail.com

Host Name: Port  
smtp.gmail.com : 587

Red arrows point from the "Host Name" radio button to the "Host Name" field and from the "Port" field to the "587" value.



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Next we are going to input the Authentication Credentials from the Email We Made.

**User Jobs:** Choose **Device** so the machine will store all of the data.

**Login name:**

[testscansetup@gmail.com](mailto:testscansetup@gmail.com)

**Password:** (type your email Address Password)

**Re-Type Password:** (type your email Address Password)

The password will show as all asterisks, this is for security reasons if anyone else were to find this screen so they cannot steal your email password.

**System Jobs:**

Make sure it is on **Device**, other than that this section does not need configuration.

The screenshot shows a configuration window with tabs for 'Required Information', 'SMTP Authentication', 'Connection Encryption', 'File Size Management', and 'Test Configuration'. The 'SMTP Authentication' tab is active. It is divided into two sections: 'User Jobs' and 'System Jobs'. Each section has a 'Login credentials used for...' header and three radio button options: 'None', 'Device', and 'Logged in User'. In the 'User Jobs' section, the 'Device' option is selected. In the 'System Jobs' section, the 'Device' option is also selected. To the right of each section are input fields for 'Login Name' (containing 'testscansetup@gmail.com'), 'Password' (masked with asterisks), and 'Retype password' (masked with asterisks). A checkbox labeled 'Select to save new password' is checked in both sections. Red arrows point from the text instructions to the 'Device' radio buttons and the password fields.



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Just Like Choosing the Port for Scan to Email, The **Connection Encryption** will differ depending on whom is hosting the Mail Server.

For the Altalink Models, While Using Gmail for scanning, We choose **STARTTLS**.

Once you Choose it Please Click **“Save”**

**\*\***If scans fails due to an encryption problem it will print out a failure report, if it mentions “Not a supported encryption Type”, please choose one of the other options.

## SMTP (Email)

Required Information SMTP Authentication **Connection Encryption** File Size Management Test Configuration

### Connection Encryption

Encryption Mechanism used by devices when Communicating with the SMTP Server

- No Encryption
- STARTTLS (if available)
- STARTTLS ←

Validate Server Certificate

[View Root/Intermediate Trusted Certificates](#)

**File Size Management:** will not need to be adjusted, in this screen it will allow you to adjust the file size maximum for E-mails. The machine Maximum is 20MB. The Default for the File Management will allow up to a 10mb file to send as one file, If the file exceeds this amount it will be split into multiple files to facilitate sending over email.

Required Information SMTP Authentication Connection Encryption **File Size Management** Test Configuration

**File Size Management**

Maximum Message Size (Message and Attachment)  
10240 KB (512 - 20480)

Number of Fragments  
1 (1 - 500)

Total Job Size  
300000 KB (512 - 2000000)

**Email Job Splitting Boundary**

- Page Boundary (Mail Client will not Reassemble Job)
- Automatic Boundary (Requires Mail Client to Reassemble Job)

**Internet Fax Job Splitting Boundary**  
Automatic Boundary (Requires Mail Client to Reassemble Job)

### Test Configuration:

Sometimes the box is hard to see once you click on this tab but there is a space where you can type in an Email Address and it should test to see if the Scan-to-Email Capability is functional.

**SMTP (Email)**

Required Information SMTP Authentication Connection Encryption **File Size Management** **Test Configuration**

**Test Configuration**

To Address  
test@rotcsolutions.com

**Send Email**

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