How to setup Scan to Email Xerox Versalink
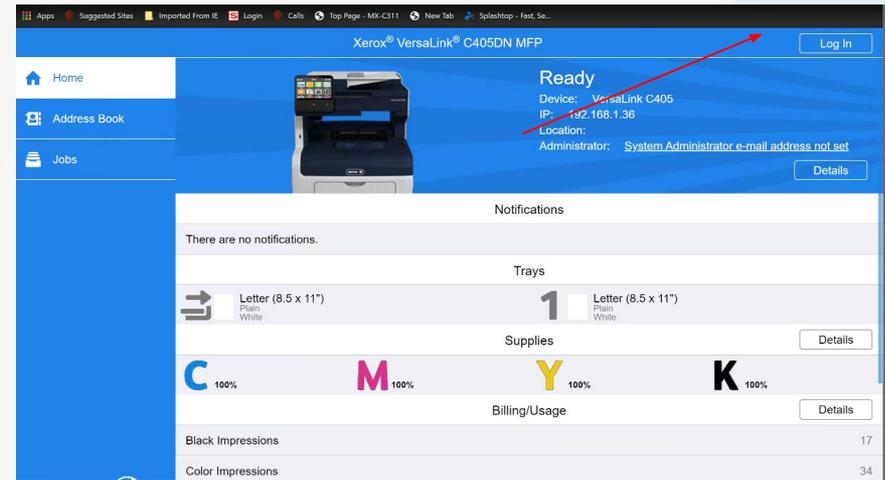
To Setup Scan-to-Email on a Xerox Versalink Machine, you will need to first Access the MFP Webpage.

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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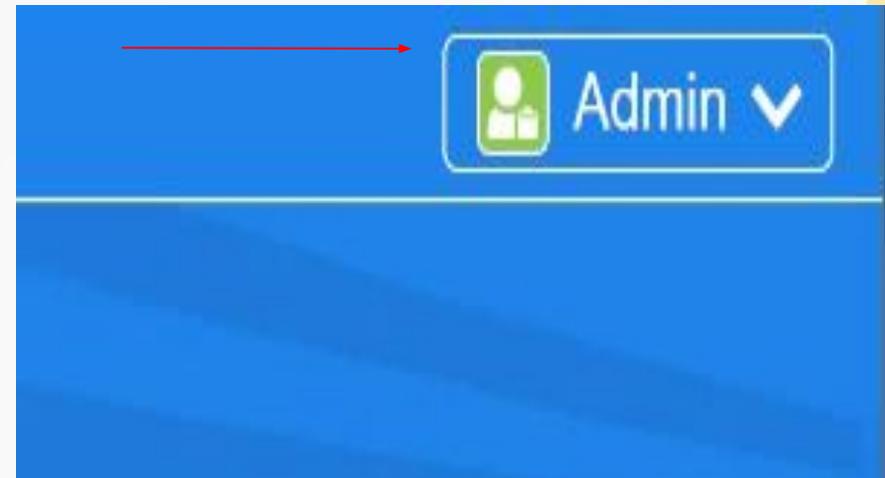
In order for Scan to Email to Function you will need a way for the Scan information to leave the network.

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 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
TestScans

Last name
Setup

Username
testscanssetup   @gmail.com

You can use letters, numbers & periods

Password   Confirm

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

One account. All working for

Sign in instead   Next

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.

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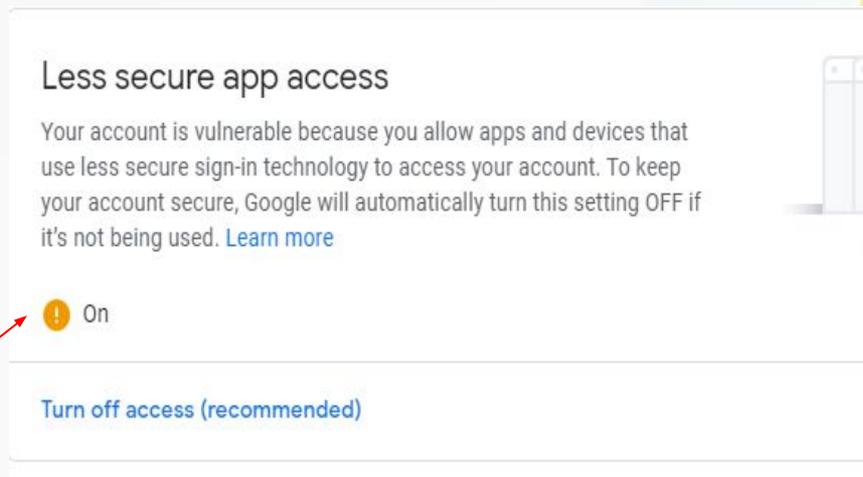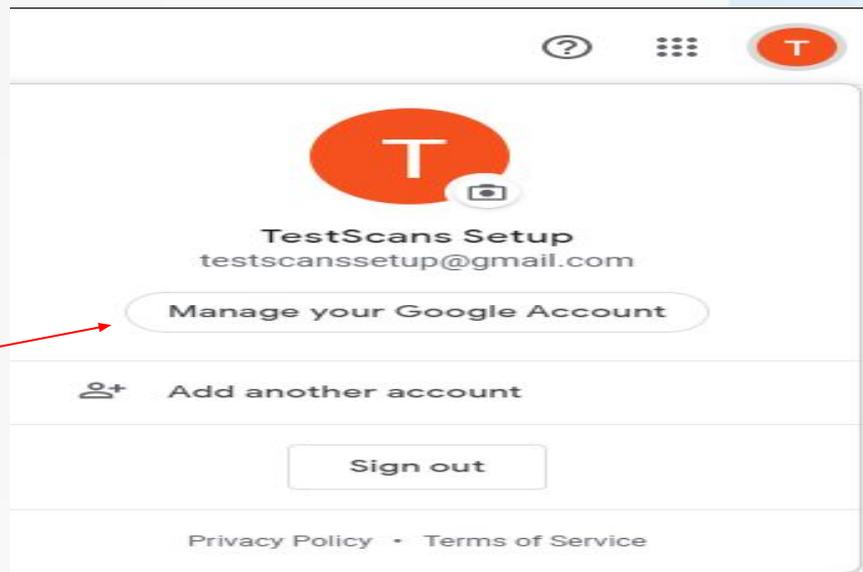
On the left hand side of the Webpage, click on Connectivity.

When the Screen changes, choose "SMTP". If it has never been setup before it will say "Not Configured" on the right Hand side.

When the SMTP Configuration Box Appears we need to fill out at Least the Following Boxes:
- Device Email
- SMTP Server
- Connection Security Level
- Email Address
- Email Password

Device Email: The Gmail that you have just created.

SMTP Server: Your Mail Server Name. The Mail Server name for Gmail is smtp.gmail.com
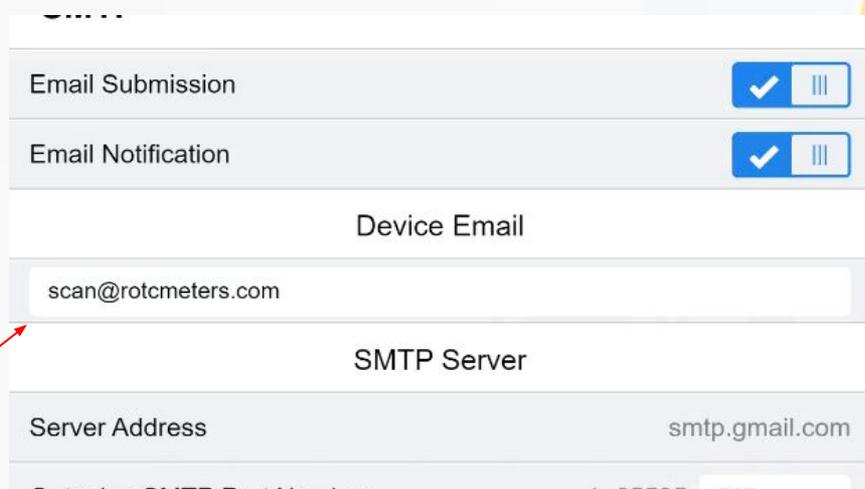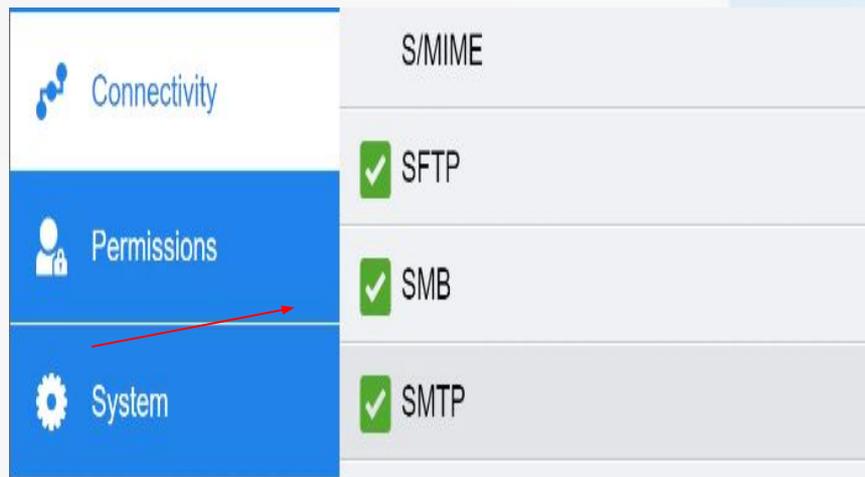
Connection Security: Choose your Encryption Level.

Different Mail Servers will use Certain Encryptions, If you are using Gmail you will Choose STARTTLS(If Available) for the Versalink Model MFP's.

Next you will input your email credentials, this will allow the machine to take the scanned image and move it away from the machine using your email account.

Connection Security	
●	Off
○	STARTTLS (If Available)
○	STARTTLS
○	SSL/TLS

Username: (Email Address)

Password: (Email Address Password)

Re-type:(Email Address Password)

SMTP Authentication	SMTP AUTH
SMTP AUTH User Name	testscanssetup@gmail.com
SMTP AUTH Password	••••••••••••••••••••••••••••
Retype Password	••••••••••••••••••••••••••••
Login Credentials for Email Submission	Predefined

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Once all of this information has been filled out, the Email Icon on the MFP's front panel will no longer be washed out, and it should be clickable.

Try sending a test scan to a known email address to see if everything is functional.
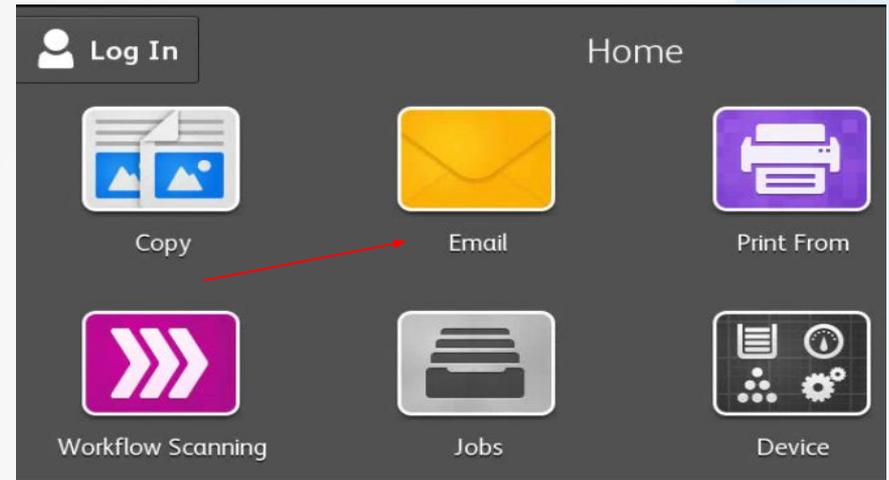
If when choosing the Email Option you get a Pop-up saying the "Email is Not Configured", one of the Key Settings from Earlier was not added.

Check back on the SMTP Settings screen to make sure all of the key settings are visible.

Your password will always shows as ************, This is for security purposes, as long as you typed the Password in, the process will work.

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