



# KONICA MINOLTA



Office of Information Technology

UNIVERSITY OF COLORADO  
DENVER | ANSCHUTZ MEDICAL CAMPUS

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Scan to Email

1. Setup scan to email on Konica Minolta network printer

**Step 1.** Log into your Konica Minolta machine webpage by typing in the IP address assigned to it.

**Step 2.** On the Web Connection page select the Administrator option and then click **Login**. This will take you to another screen prompting for the Administrator Password, typically this will be **12345678**. If this does not work you can refer to the [support documents](#) for your particular model.

If you have any questions, please contact the University of Colorado Denver | Anschutz Medical Campus OIT Help Desk at 303-724-4357 (4-HELP) between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday. You can also open a ticket at the self-service portal: <http://4help.oit.ucdenver.edu>

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**Step 3.** In the administrator mode, select **[Network] – [E-mail Setting] – [E-mail TX (SMTP)]**, and configure the following settings. Click OK once done.

Settings	Description
<b>[E-mail TX Setting]</b>	Select this check box to transmit E-mails. [ON] (selected) is specified by default.
<b>[Scan to E-mail]</b>	Select [ON] to use the Scan to E-mail. [ON] is specified by default.
<b>[SMTP Server Address]</b>	Put a check mark in the box <b>Please check to enter host name</b>  Host name: <b>scan.ucdenver.pvt should be used for scanners unless you need to send to an external user (not @ucdenver.edu)</b>
<b>[Port Number]</b>	Leave [25] specified by default
<b>[Connection Timeout]</b>	[60] sec. is specified by default
<b>[Max Mail Size]</b>	Suggested to change this to <b>Limit</b>
<b>[Server Capacity]</b>	If you select [Limit] at [Max Mail Size], enter the maximum E-mail size including attachment. E-mails exceeding the specified size are discarded. Suggested to set this to 25MB since this is the maximum size in O365
<b>[Binary Division]</b>	Select this check box to divide an E-mail. The E-mail is divided according to the size specified at [Divided Mail Size]. This item is necessary if you occasionally send E-mails exceeding the maximum size specified on the E-mail server side. [OFF] (not selected) is specified by default.
<b>[Divided Mail Size]</b>	Enter the size to divide an E-mail. This item is necessary when [Binary Division] is enabled.

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The screenshot shows the 'E-mail TX (SMTP)' configuration page in the Konica Minolta web interface. The page is titled 'Administrator' and includes a 'Logout' button. The navigation menu includes 'Maintenance', 'System Settings', 'Security', 'User Auth/Account Track', 'Network', and 'Box'. The 'E-mail TX (SMTP)' section is highlighted with a red border and contains the following settings:

- E-mail TX Setting
- Scan to E-mail: ON
- E-mail Notification: ON
- Total Counter Notification: ON
- SMTP Server Address:  Please check to enter host name. 0.0.0.0
- Use SSL/TLS: OFF
- Port Number: 25 (1-65535)
- Port No.(SSL): 465 (1-65535)
- Certificate Verification Level Settings:
  - Validity Period: Confirm
  - CN: Do Not Confirm
  - Key Usage: Do Not Confirm
  - Chain: Do Not Confirm
  - Expiration Date Confirmation: Do Not Confirm
- Connection Timeout: 60 sec.
- Max Mail Size: No Limit
- Server Capacity:  Mbyte(1-100)
- Admin. E-mail Address:
- Device Mail Address:
- Authentication Setting:
  - POP before SMTP: OFF
  - POP before SMTP Time: 5 sec. (0-60)
  - SMTP Authentication
    - User ID:
    - Password is changed.
      - Password:
      - Domain Name:
    - Authentication Setting: Set Value
- Binary Division
  - Divided Mail Size:  Kbyte (100-15000;Step100)

Buttons for 'OK' and 'Cancel' are located at the bottom right of the form.

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**Step 4.** In the administrator mode, select **[System Settings] – [Machine Setting]**, and enter in any E-mail address into the **[E-mail Address]** field then click OK.

The screenshot shows the administrator interface for a Konica Minolta device. At the top, it displays 'Administrator' with a 'Logout' button and a help icon. Below this are status indicators: 'Ready to Scan' and 'Ready to Print'. A navigation bar contains several menu items: Maintenance, System Settings (selected), Security, User Auth/Account Track, Network, and Box. Below the navigation bar are more options: Print Setting, Store Address, Fax Settings, Wizard, Customize, and To Main Menu. The main content area is titled 'Machine Setting' and contains a list of settings on the left and a configuration form on the right. The 'E-mail Address' field in the form is highlighted with a red box. The form includes fields for Device Location, Administrator Registration, Administrator Name, E-mail Address (highlighted), Extension No., Input Machine Address, Device Name, and another E-mail Address field. At the bottom right of the form are 'OK' and 'Cancel' buttons.

**Step 5.** Once all settings are configured run a test.

Related Documents or URL's

<http://www.biz.konicaminolta.com/download/index.html>

<http://manuals.konicaminolta.eu/bizhub-C554-C454-C364-C284-C224/EN/contents/id08-0072.html>

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