1. Setup scan to email on Xerox network printer

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

**Step 2.** Enter your username and password; this is usually defaulted to `admin` for the User Name and `1111` for the password. If this does not work you can refer to the support documents for your particular model.

**Step 3.** Once you are logged into the web interface, select the Properties tab and click on the E-mail Settings… button.

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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](http://4help.oit.ucdenver.edu)
**Step 4.** In the E-mail Settings menu, select the **Configure** button for **SMTP Server**.

**Step 5.** Enter in the following information

**SMTP Server**

**Required Information**

- SMTP Server IP Address/Host Name: scan.ucdenver.pvt (suggested)
- Port Number for sending E-mail: 25 (default)
- Port Number for receiving E-mail: 25 (default)
- SMTP SSL/TLS Communication:
- Machine’s E-mail Address:

**Optional Information**

- Maximum Data Size per E-mail: 20000 KB (312 - 20480)
- Maximum Split Count:
- Maximum Total Job Size:
- Split Send Methods:

**Login Credentials for the Machine to access the SMTP Server to send automated e-mails:**

- None
- POP before SMTP
- SMTP AUTH

**Login Credentials for Sending E-mails:**

- Remotely Authenticated User
- System

a) SMTP Server IP Address/Host name: **scan.ucdenver.pvt** (suggested)

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b) **Mail.ucdenver.pvt** can be used in cases where external communication is needed (i.e. not @ucdenver.edu)

c) Leave the port numbers as-is at 25 and leave SMTP-SSL/TLS Communication disabled

d) Machine’s Email Address: *Give the machine any email address you like*

e) Recommended Optional Information
   a. Maximum Data Size per E-mail: 20000 KB = 20MB
   b. Maximum Split Count: 1
   c. Maximum Total Job Size: *Default*

**Step 5.** At the bottom, you will see the Login Credentials. Make sure the option **None** is selected.

**Step 6.** Click Apply and run a test.

Related Documents or URL’s