Office of Information Technology

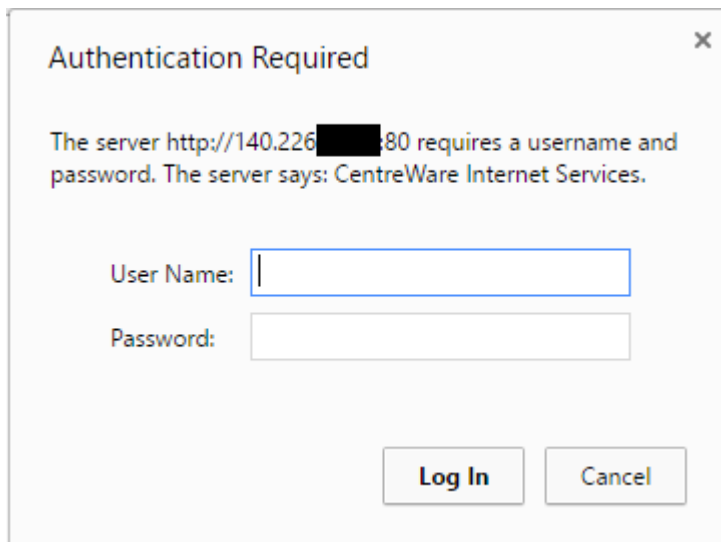UNIVERSITY OF COLORADO
DENVER | ANSCHUTZ MEDICAL CAMPUS

5/21/15
Samson V.

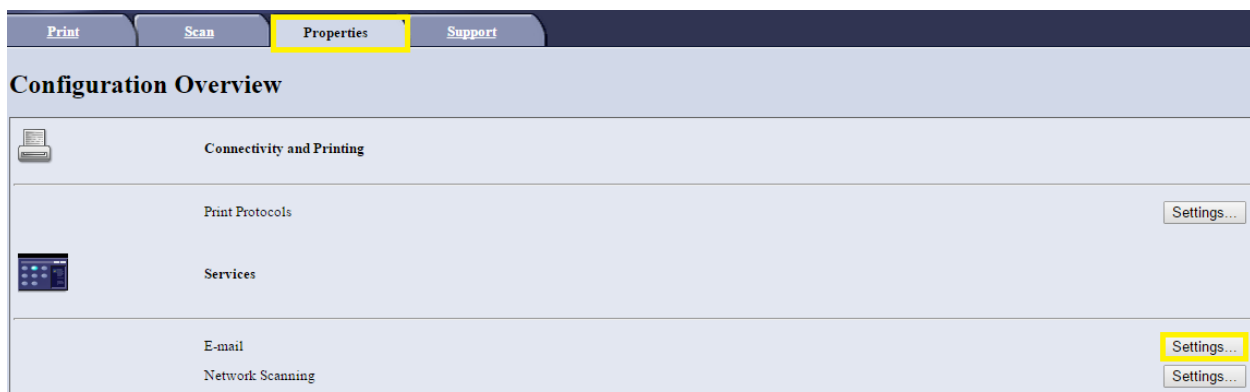## 1. Setup scan to email on Xerox network printer

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.

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

Step 4. In the E-mail Settings menu, select the **Configure** button for **SMTP Server**.

Print	Scan	Properties	Support

Services

E-mail Settings

SMTP Server	Configure...
LDAP Directory	Configure...
LDAP User Mappings	Configure...
LDAP Authentication	Configure...
E-mail Settings	Configure...

Step 5. Enter in the following information

SMTP Server

Required Information

SMTP Server IP Address / Host Name:	scan.ucdenver.pvt
Port Number for sending E-mail:	25 (1 - 65535)
Port Number for receiving E-mail:	25 (1 - 65535)
SMTP - SSL / TLS Communication:	*Disabled
Machine's E-mail Address:	DoNotReply@ucdenver.edu

Optional Information

Maximum Data Size per E-mail:	20000 KB (512 - 20480)
Maximum Split Count:	1 (1:No Splitting, 1 - 500)
Maximum Total Job Size:	200000 KB (512 - 200000)
Split Send Method:	● Split into Pages
	○ Split by Data Size

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

Login Name:	
Password:	••••••••••••••••••••••••••
Retype Password:	••••••••••••••••••••••••••

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

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  b) **Mail.ucdenver.pvt** can be used in cased 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

http://www.support.xerox.com/support/enus.html

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