

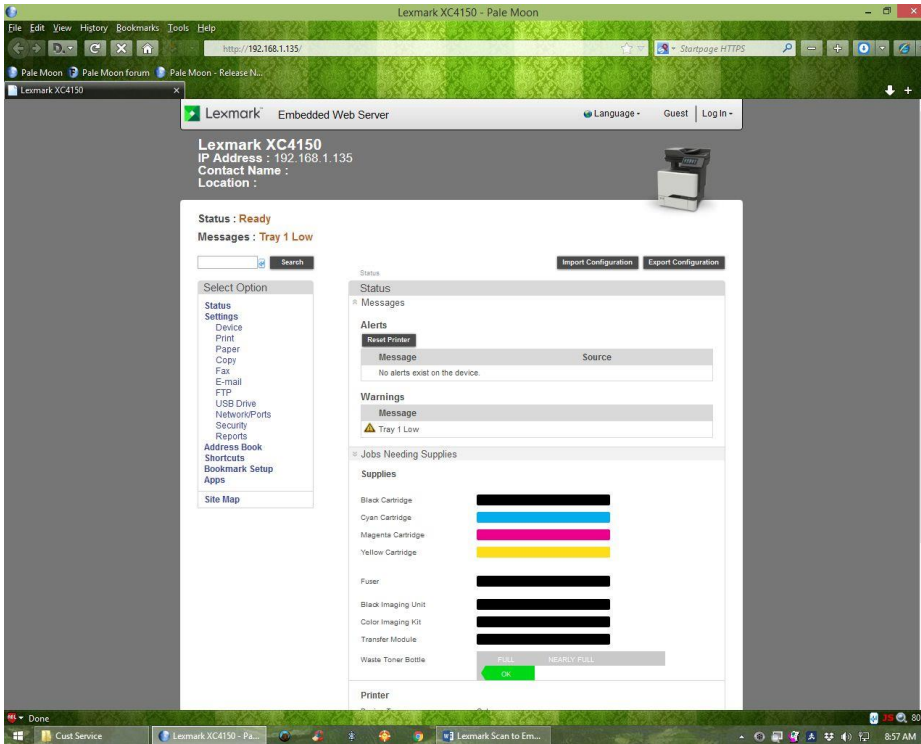


Instruction Sheet

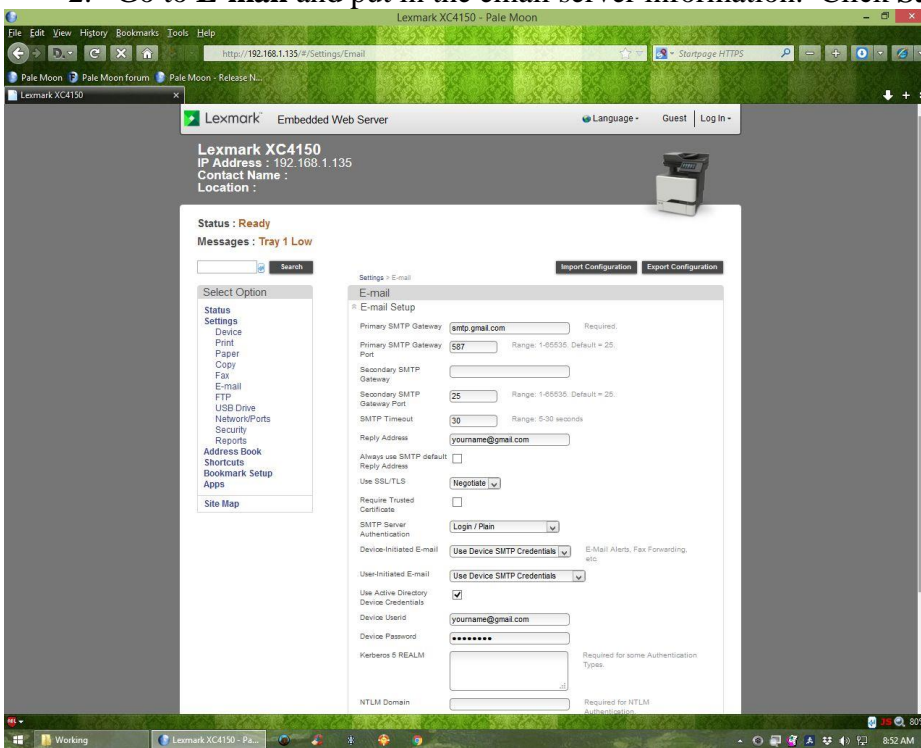
Setting up Scan to Email (Lexmark)

Scanning via email attachments is the recommended method for setting up the scanning function. It is not dependent on permanent IP addresses and works with any network setup. However, the spam filters will have to be configured to allow the emails and the copier will not work with all email providers.

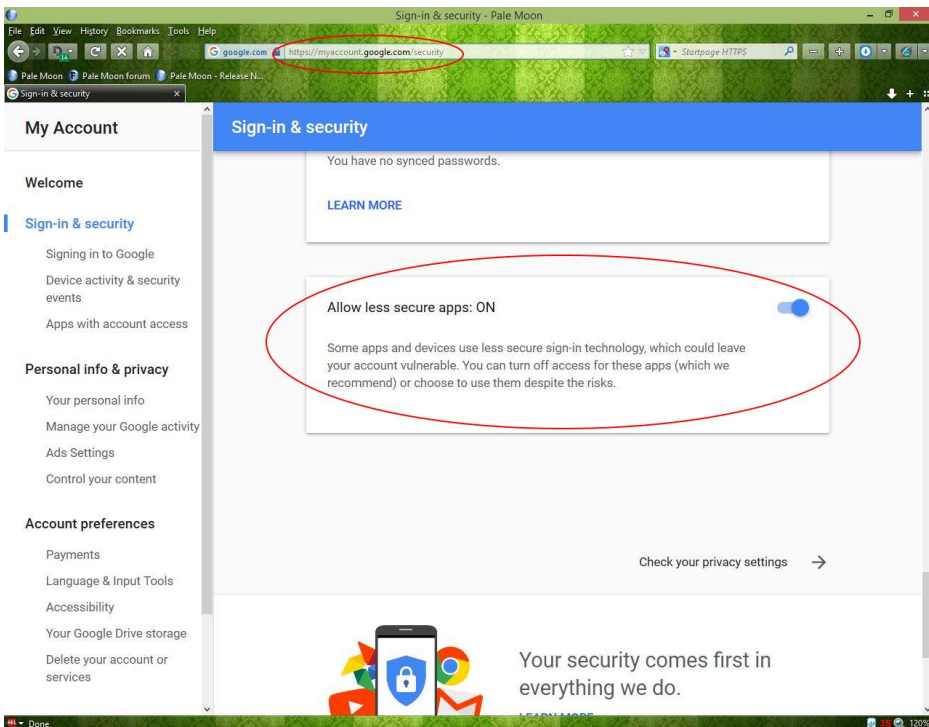
1. First you will need a copier email address. Emails need a sender as well as a recipient. Once you have created the email address, you will need to enter the information into the copier web page. Open up your web browser and input the copier IP address into the address bar



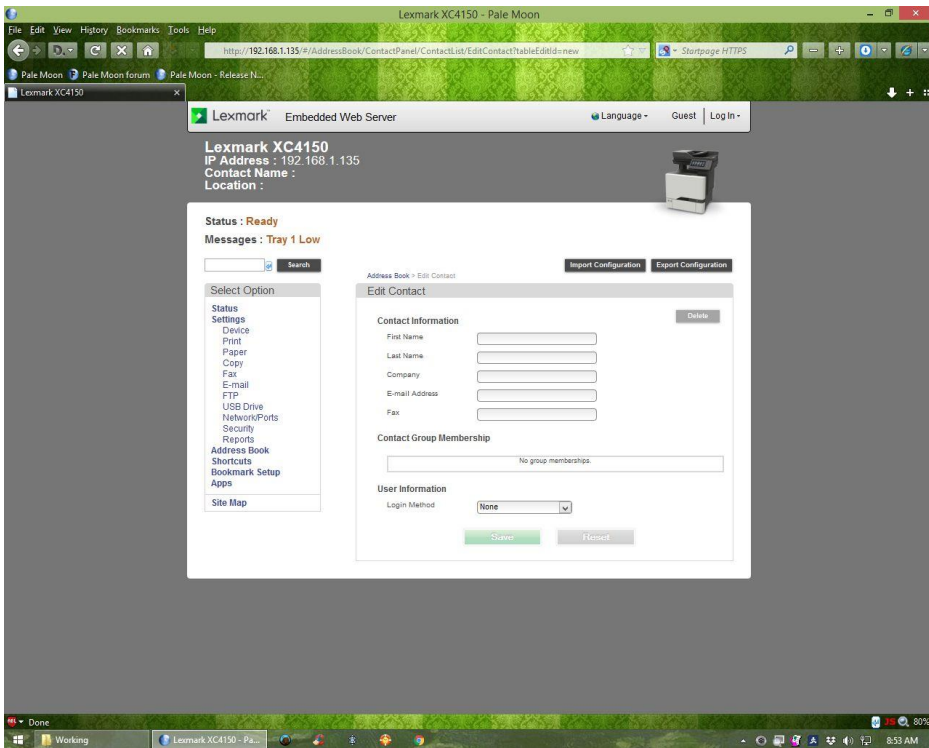
2. Go to **E-mail** and put in the email server information. Click **Save**



3. If you create a gmail account, you also have to allow less secure apps to access the account



4. Click on **Address Book**. Click **Add Contact** to add email destinations. Click **Save**



5. To use, click the Email icon on the copier control panel, click the Books icon to access the Address Book.