

## Canon imageRUNNER Scan to Email:

(With special notes (in red) for scanning to a Gmail account)

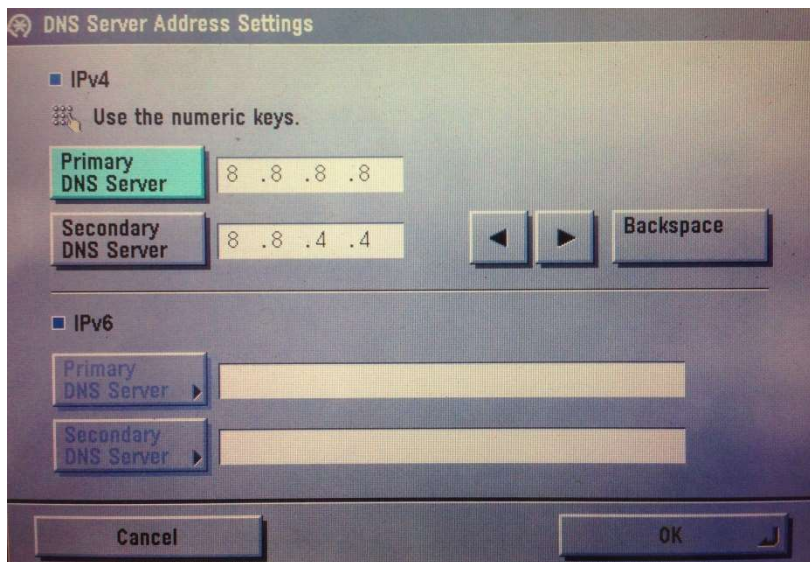
### Settings on the Canon imageRunner MFP

This document assumes that all basic network settings are already entered.

Press **Additional Functions** and then press **System Settings>Network Settings**.

Make sure that the menu item **Change Settings/Display Connection Confirm.** is set to **"On"**. If not, select it and change to **"On"**.

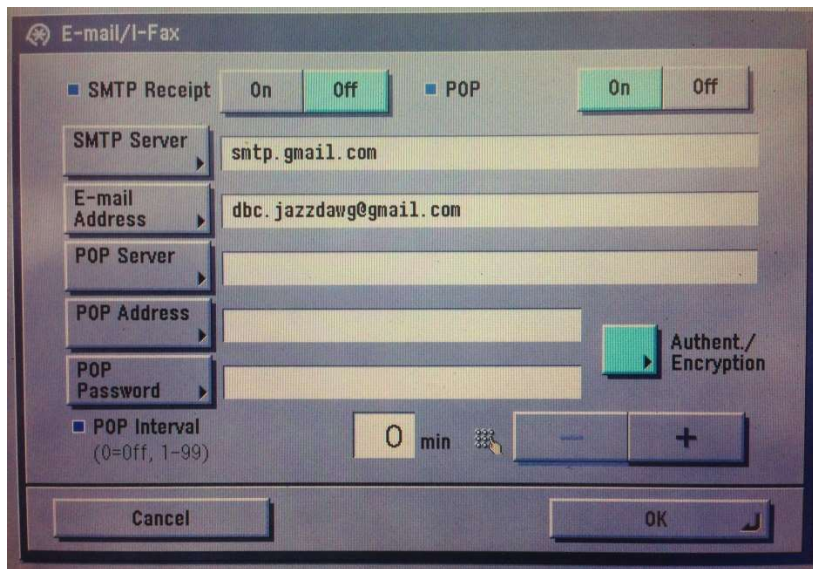
Press **TCP/IP Settings>DNS Settings>DNS Server Address Settings**. (Screen below will open)



Enter **Primary DNS Server** and **Secondary DNS Server** info, unless DNS addresses are already entered.

Google Public DNS servers are 8.8.8.8 and 8.8.4.4 and will work fine if there are no other DNS servers already in use.

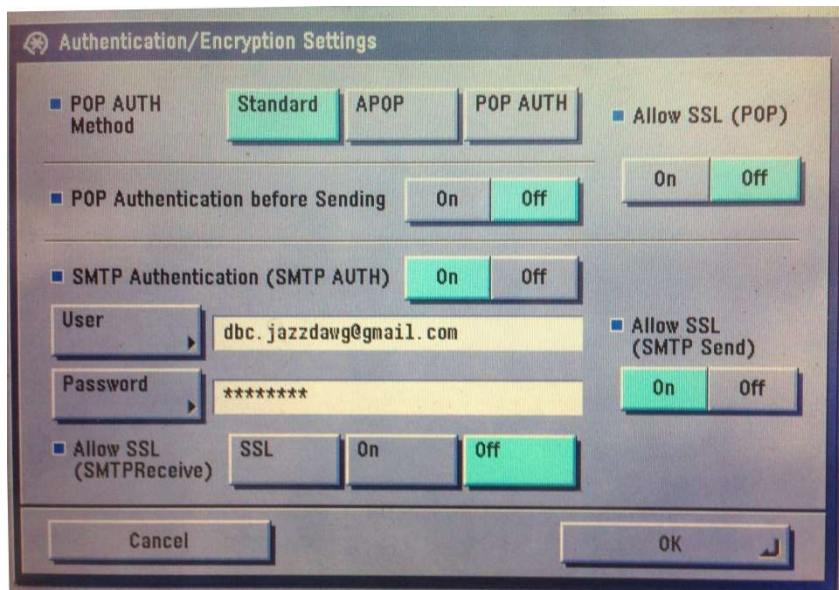
Press OK and then press **Done** 2 times to get back to the **Network Settings** page. Use the down arrow button to go to page 3 and select **E-mail/I-fax**. (Screen below will open.)



Enter the **SMTP Server** (for Gmail use “smtp.gmail.com”)

Enter the **E-mail Address** for the account you are using.

Push **Authent./Encryption** button. (Screen below will appear)



Press **On** for **SMTP Authentication (SMTP AUTH)**

Enter the **User Name** (same as e-mail address)

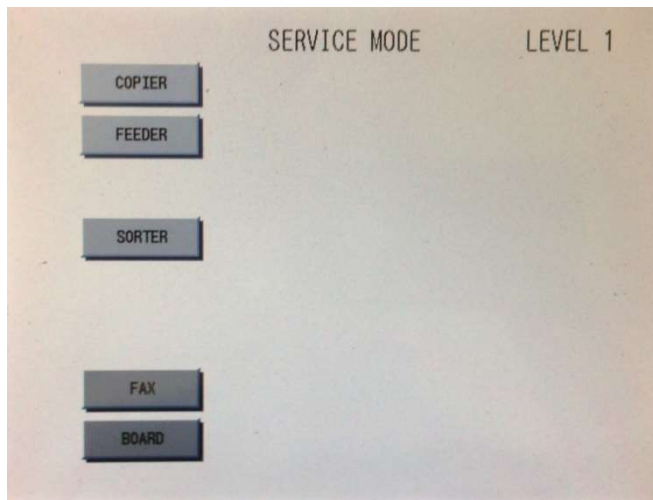
Enter the **Password** (password for this account)

**Gmail account** - Press **On** for **Allow SSL (SMTP Send)**

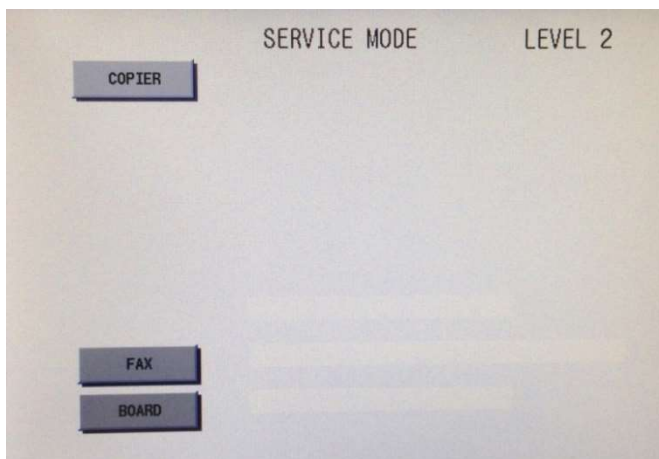
Press **OK** 2 times. Press **Done** 3 times to exit. Turn MFP off and on.

**For Gmail, you must change SMTP port to 465 or 587!**

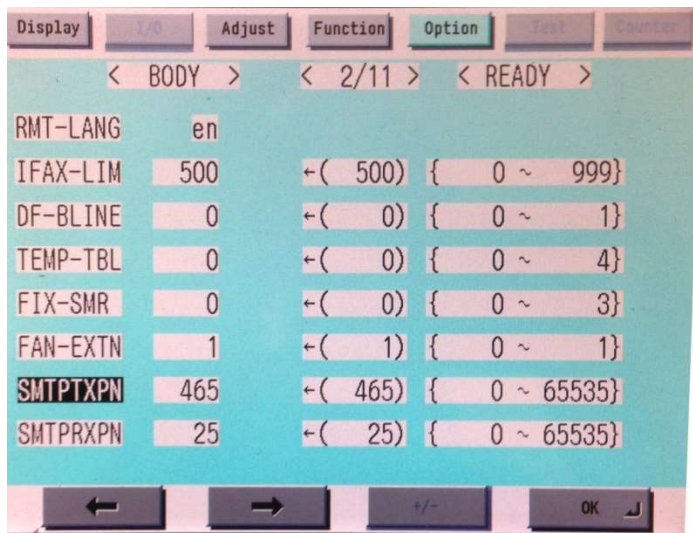
Press **Additional Functions**, then **2** and **8** at the same time, then **Additional Functions** again. Screen will change to service mode.



Now hold down **Additional Functions** and push the **2** key. Screen should show **Level 2** at top right.



Select **Copier** and then **Option>Body**. Press the right Arrow once to go to 2<sup>nd</sup> page.



Select **SMTPXPN** and enter “**465**” (or “**587**”) and push **OK**. Push **Reset** 3 times to exit.

**Completely shut down machine and reboot to make all settings active.**

### **Settings in the Gmail account**

In order to use a Gmail account as a relay account for scan to e-mail functions on any MFP this change must be made to the account settings. Open a browser and log on to the Gmail account, and then click on the account e-mail address displayed in the upper right corner of the Inbox. Select **Account** when it appears below the e-mail address.

Scroll down to the **Signing In** section of the account settings.

Click on **Access for less secure apps** and check **Turn On**.

Required Network Settings:

TCP/IP info – IP Address (fixed, not DHCP), Sub-net Mask and Gateway.

DNS server settings. (Covered above)

Domain Name (only needed if network is on a domain)

***If network settings are missing or incorrect, scan to e-mail will FAIL!***