

# i-SEND imageRUNNER Scan to E-Mail



## i-Send E-Mail Setup

This Function is used for sending scans via e-mail from an MFD .  
The MFD must be on the network and DNS settings configured .

1 . First you need to set up the device :-

Press the additional functions \* Button , then go to :-

[ SYSTEMS SETTINGS ] [ NETWORK SETTINGS][E-MAIL SETTINGS]

You will need to fill in the fields below (this information will need to be obtained from the IT Administrator ) . Sending e-mail will usually only require the first 2 Fields , an SMTP server address and an e- mail address . The e-mail address should ideally be generic ie... **copier @company.com**

The screenshot shows the 'E-mail/I-Fax' configuration window in the Canon Remote Operation Viewer. The window title is 'Canon Remote Operation Viewer - 10.1.100.159'. It features several settings: 'SMTP Receipt' and 'POP' are both set to 'On'. Below these are input fields for 'SMTP Server', 'E-mail Address', 'POP Server', 'POP Address', and 'POP Password'. There is also an 'Authent./Encryption' button and a 'POP Interval' set to '0 min'. At the bottom are 'Cancel' and 'OK' buttons. A status bar at the very bottom shows 'Load paper.' and 'System Monitor'. Red arrows point from a text box on the left to the corresponding fields in the window.

The SMTP Server Name or IP address

The e-mail address created for the MFD

POP server address (not usually required unless using POP )

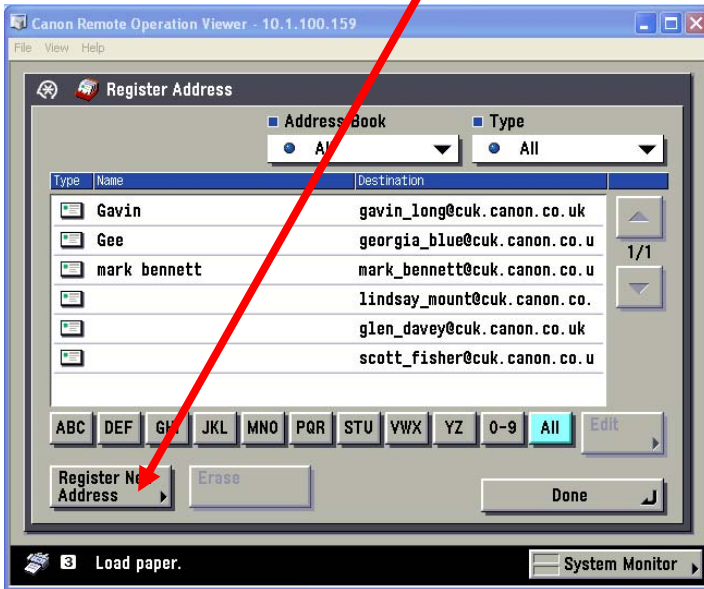
POP Server address (only if using POP)

If you are going to send documents to common addresses then these can be stored in the address book . .

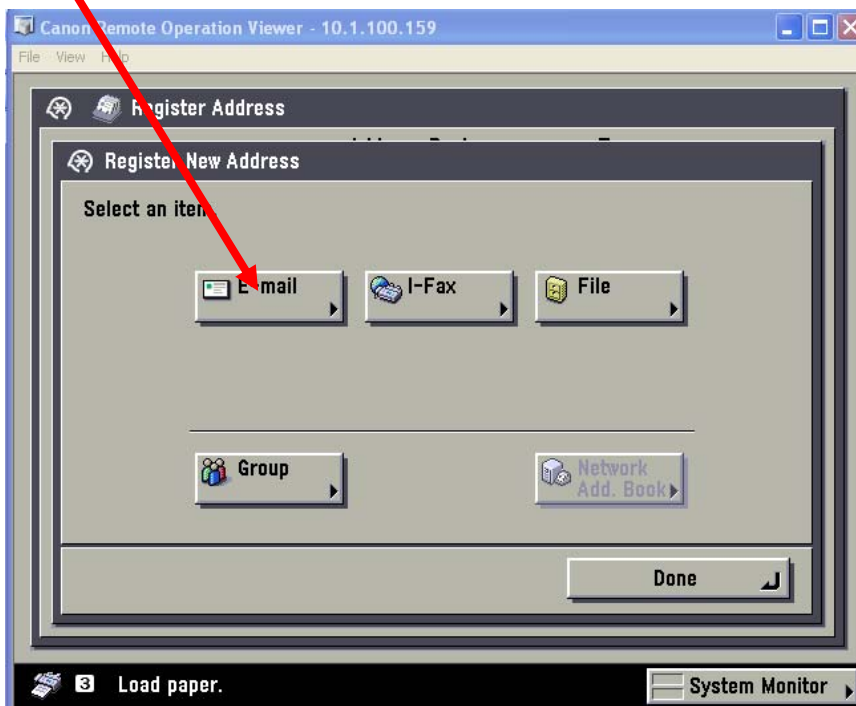
## Storing an Address

Press the Additional Functions button \* and got to :-  
[\[address book settings \] \[store/edit address book\]](#)

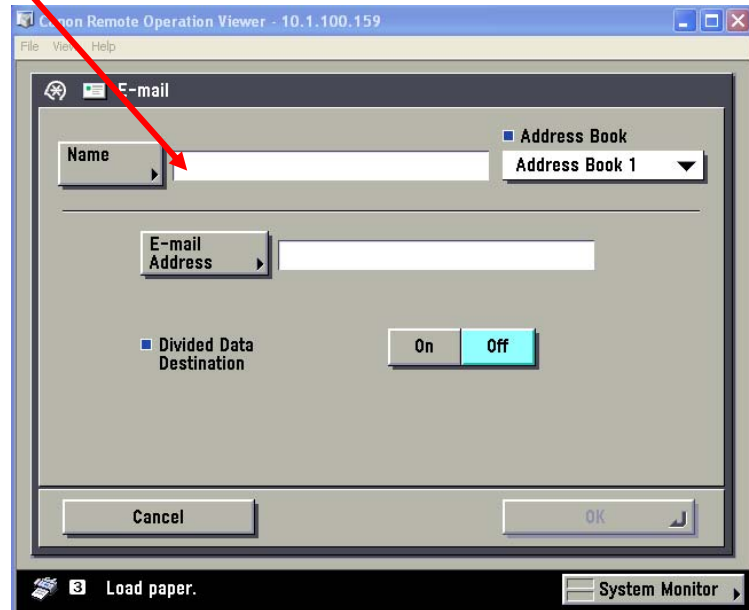
1. Select Register Address and the screen below will open .  
Then select Register new address



2. Select E- Mail



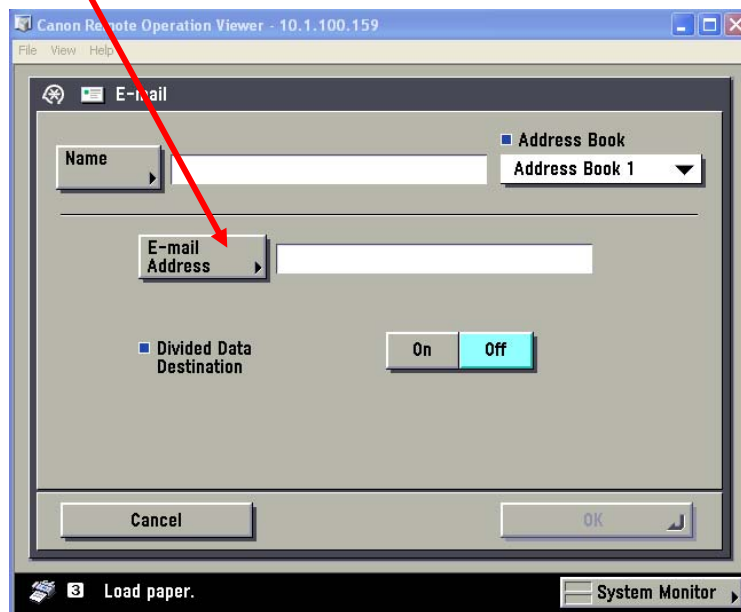
### 3. Select Name



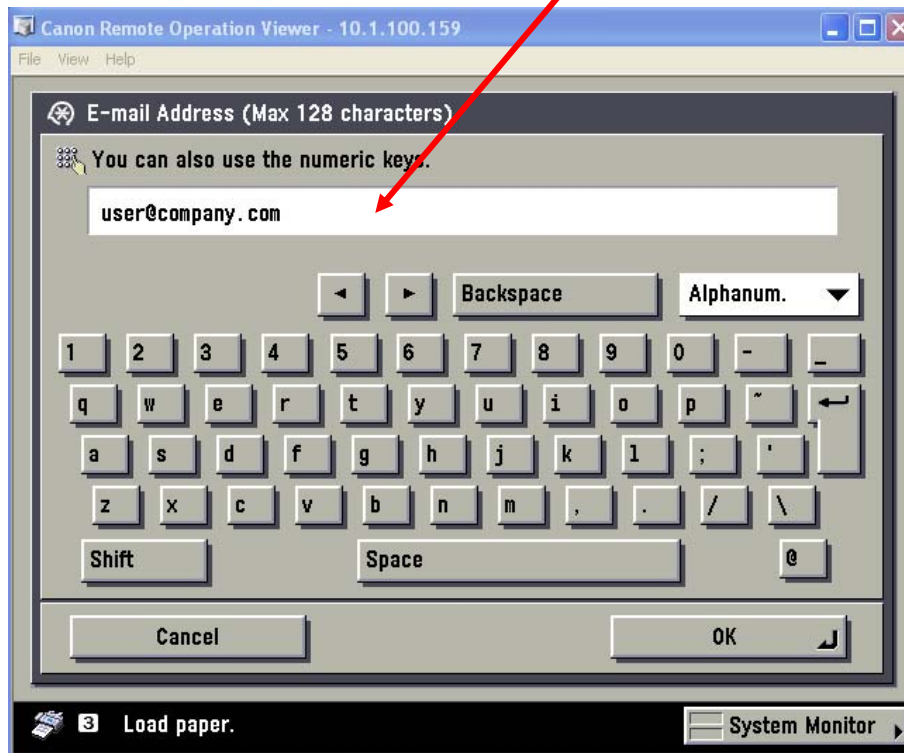
### 4. Type in a Friendly name so you can identify the address



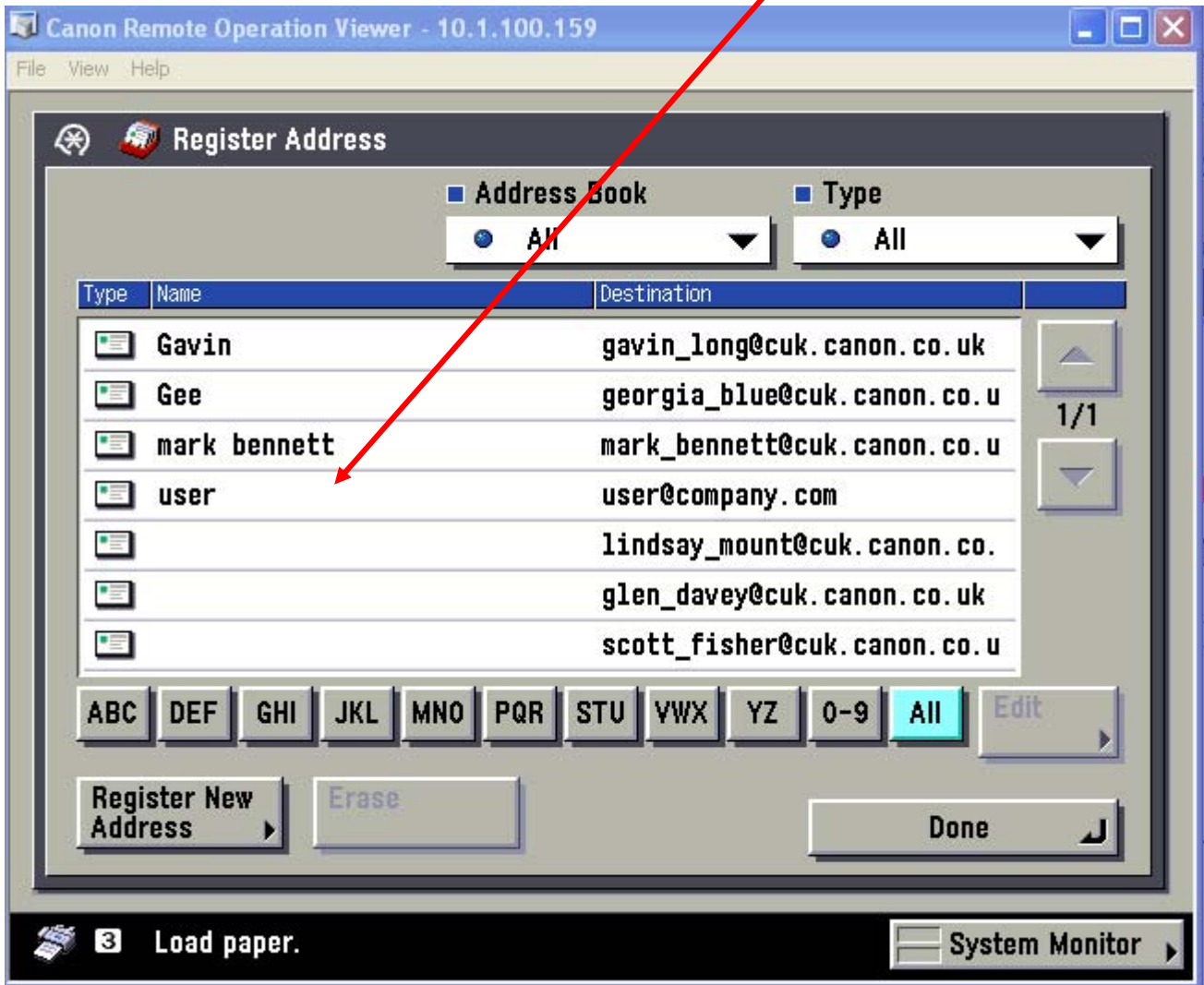
## 5. Select E-Mail Address



## 6. Type in the Recipients E- Mail Address and click OK and Done .



7. The stored address will now appear in the address book .



8 . To use this address simply insert documents in Feeder or on the Platen , Press the address and press the copy start key .

