



Email to Self

Administrator's Guide

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Change history

July 2016

- Added information for the built-in version of the application.

January 2016

- Initial document release for multifunction products with a tablet-like touch-screen display.

Overview

Use the application to send scanned images to your e-mail address automatically using the printer e-mail function.

This document provides instructions on how to configure and troubleshoot the application.

Configuring the printer settings

You may need administrative rights to configure the application.

Accessing the Embedded Web Server

- 1 Obtain the printer IP address. Do either of the following:
 - Locate the IP address on the top of the printer home screen.
 - From the printer home screen, touch **Settings > Network/Ports > Network Overview**.
- 2 Open a Web browser, and then type the printer IP address.

Securing access to the application

Restricting public access to the application

- 1 From the Embedded Web Server, click **Settings > Security > Login Methods**.
- 2 From the Public section, click **Manage Permissions**.
- 3 Expand **Function Access**, and then clear **E-mail Function**.
- 4 Click **Save**.

Allowing users to access the application

- 1 From the Embedded Web Server, click **Settings > Security > Login Methods**.
- 2 Do one of the following:
 - From the Local Accounts section, click **Manage Group/Permissions**.
 - From the Network Accounts section, click **Manage Group/Permissions** beside the login method.
 - From the Additional Login Methods section, click **Manage Permissions** beside the authentication module.
- 3 Click the user group that needs access to the application and printer functions.
Note: To configure the default user permission, click **All Users**.
- 4 Expand **Function Access**, and then select **E-mail Function**.
- 5 Click **Save**.

Configuring network settings

Configuring TCP/IP settings

- 1 From the Embedded Web Server, click **Settings > Network/Ports > TCP/IP**.
- 2 Do any of the following:
 - If you are using a static IP address, then type the DNS server address. If a backup DNS server is available, then type the backup DNS server address.
 - If the printer is located in a different domain, then type the other domains in the Domain Search Order field. Use commas to separate multiple domains.

Note: Make sure that the domain name is the same as the one assigned to user workstations.

- 3 Click **Save**.

Configuring LDAP network account settings

Note: You need a Kerberos network account to create an LDAP + GSSAPI network account.

- 1 From the Embedded Web Server, click **Settings > Security > Login Methods**.
- 2 From the Network Accounts section, click **Add Login Method > LDAP**.
- 3 Select **LDAP** or **LDAP + GSSAPI**.
- 4 From the General Information section, configure the settings.
 - **Setup Name**—Type a unique name for the LDAP network account.
 - **Server Address**
 - **Server Port**—If you are using SSL, then use port **636**. Otherwise, use port **389**.
- 5 From the Device Credentials section, clear **Anonymous LDAP Bind**, and then type the authentication credentials used to connect to the LDAP server.
- 6 If the LDAP server requires SSL, then from the Advanced Options section, set Use SSL/TLS to **SSL/TLS**.
- 7 From the Address Book Setup section, select **Use user credentials**.
- 8 Click **Save and Verify**.

Configuring printer e-mail settings

The application overrides the standard printer e-mail function.

Configuring SMTP settings

1 From the Embedded Web Server, click **Settings > E-mail > E-mail Setup**.

2 Configure the settings.

- **Primary SMTP Gateway**—Type the IP address or host name of the primary SMTP server for sending e-mails.
Note: For Kerberos authentication, use the host name.
- **Primary SMTP Gateway Port**—Enter the port number of the primary SMTP server.
- **Secondary SMTP Gateway**—Type the server IP address or host name of the backup SMTP server.
- **Secondary SMTP Gateway Port**—Enter the server port number of the backup SMTP server.
- **SMTP Timeout**—Specify how long before the printer times out after the SMTP server does not respond.
- **Use SSL/TLS**—Specify whether to send an e-mail using an encrypted link.
- **Reply Address**—Type the e-mail address that also receives the replies sent to the printer.
- **SMTP Server Authentication**—Specify the type of authentication used to access the SMTP server.

Notes:

- If **Kerberos 5** is selected, then type the Kerberos realm.
- If **NTLM** is selected, then type the NTLM domain.
- If the SMTP server requires authentication but does not support Kerberos, then in the Reply Address field, type the printer IP address or host name.
- **Device-Initiated E-mail**—Specify whether device credentials are required for device-initiated e-mails.
Note: If **Use Device SMTP Credentials** is selected, then type the appropriate information for authentication credentials.
- **User-Initiated E-mail**—Specify whether the credentials are required for user-initiated e-mails.
Note: If you are using Kerberos authentication, then select **Use Session User ID and Password**.

3 Click **Save**.

Configuring default e-mail and scan settings

1 From the Embedded Web Server, click **Settings > E-mail > E-mail Defaults**.

2 Configure the settings.

- **Subject**—Type a default subject line for each e-mail sent from the printer.
- **Message**—Type a default message for the body of each e-mail sent from the printer.
- **File Name**—Type a default file name for the scanned image.
- **Format**—Select a file format for the scanned image.
Note: If you want to adjust the PDF settings, then select **PDF**.
- **Content Type**—Specify the content of the original document.
- **Content Source**—Specify how the original document was produced.

- **Color**—Specify whether the document is scanned in color or in black and white.
- **Resolution**—Specify the quality of the scan in dots per inch. Increasing the image resolution increases the file size and the scan time.
- **Darkness**—Adjust the darkness of scans in relation to the original document.
- **Orientation**—Specify whether the original document is in portrait or in landscape.
- **Original Size**—Specify the paper size of the original document.
- **Sides (Duplex)**—Specify whether the original document is printed on only one side or on both sides of the paper.

3 If necessary, adjust the advanced imaging and the administrative control settings.

4 Click **Save**.

Configuring the application

You may need administrative rights to configure the application.

Configuring the application settings

Depending on your printer model, do either of the following:

For the built-in version of the application

- 1 From the Embedded Web server, click **Settings > E-mail > E-mail Defaults > Admin Controls**.
- 2 Select **Limit E-mail Recipients**.
- 3 Click **Save**.

For the Embedded Solutions Framework (eSF) application

- 1 From the Embedded Web Server, navigate to the configuration page for the application:
Apps > Email to Self > Configure
- 2 Select **Enable**.
- 3 Click **Apply**.

Importing or exporting a configuration file

Note: Importing configuration files overwrites the existing application configurations.

Depending on your printer model, do either of the following:

For the built-in version of the application

- 1 From the Embedded Web Server, click **Import Configuration** or **Export Configuration**.
- 2 Follow the instructions on your computer screen.

For the eSF application

- 1 From the Embedded Web Server, navigate to the configuration page for the application:
Apps > Email to Self > Configure
- 2 Click **Import** or **Export**.
- 3 Follow the instructions on your computer screen.

Troubleshooting

Application error

Try one or more of the following:

Check the diagnostic log

- 1 Open a Web browser, and then type **IP/se**, where **IP** is the printer IP address.
- 2 Click **Embedded Solutions**, and then do the following:
 - a Clear the log file.
 - b Set the logging level to **Yes**.
 - c Generate the log file.
- 3 Analyze the log, and then resolve the problem.

Note: After resolving the problem, set the logging level to **No**.

Contact your Lexmark representative

Cannot connect to the e-mail server

Try one or more of the following:

Make sure that the printer is connected to a domain

For more information, see [“Configuring TCP/IP settings” on page 6](#).

Make sure that the SMTP Server Authentication setting is correct

- 1 From the Embedded Web Server, click **Settings > E-mail > E-mail Setup**.
- 2 In the SMTP Server Authentication menu, do one of the following:
 - If the SMTP server requires user credentials, then select **Kerberos 5**.
 - If Kerberos is not supported, then select **No authentication required**.
 - If the SMTP server requires authentication but does not support Kerberos, then in the Reply Address field, type the printer IP address or host name.
- 3 Click **Save**.

Note: For more information, see [“Configuring SMTP settings” on page 7](#).

If the SMTP server uses Kerberos, then make sure that the host name of the primary and secondary SMTP gateway is provided

- 1 From the Embedded Web Server, click **Settings > E-mail > E-mail Setup**.
- 2 In the Primary SMTP Gateway and Secondary SMTP Gateway fields, type the host name of the gateway instead of the IP address.
- 3 Click **Save**.

Make sure that the server and firewall settings are configured to allow communication between the printer and the SMTP server on port 25

Make sure that the network cables are connected securely and that the network settings of the printer are configured correctly

For more information, see the printer *User's Guide*.

Contact your system administrator

LDAP lookups fail

Try one or more of the following:

Make sure that the server and firewall settings are configured to allow communication between the printer and the LDAP server on port 389 or port 636

If you are using SSL, then use port 636. Otherwise, use port 389.

Make sure that the LDAP server address contains the host name, not the IP address

For more information, see [“Configuring LDAP network account settings” on page 6](#).

If the LDAP server requires SSL, then make sure that the correct SSL settings are used

For more information, see [“Configuring LDAP network account settings” on page 6](#).

Narrow the LDAP search base to the lowest possible scope that includes all necessary users

Make sure that all LDAP search attributes are correct

Contact your system administrator

Notices

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July 2016

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