

Scan to E-mail Server

Last Updated: 19th August 2008

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1: Basic overview

Save time and effort by using Brother's scan to e-mail server function which allows you to scan a document straight to the e-mail recipient of your choice.

It works by you scanning a document as you would send a fax, but rather than dialing a number you manually enter or choose a pre-stored e-mail address from a quick dial location using the device control panel. In addition, if your e-mail server has Lightweight Directory Access Protocol (LDAP) capability you can also select recipients from your company-wide address book.

2: Benefits

- **Save paper** – want to share a document with your colleagues? Instead of making a copy, scan it direct to their e-mail address.
- **Save toner / ink** – as you save on paper, you will also save on consumable costs.
- **Better for the environment** – less paper used coupled with less toner / ink is good news for the environment and your expenses.
- **Save time** – you don't have to scan your documents to a PC first or make a copy and manually take to the recipient. Scan to email server allows you to send your documents directly to a nominated e-mail address.
- **Compatibility** – Brother's scan to e-mail server function is compliant with LDAP (Lightweight Directory Access Protocol) and custom scan profiles. Brother has published white papers also about these two features.

3: Scan to e-mail server in practice

A financial institution has found Scan to E-mail Server a fast solution when dealing with a customer's proof of identity. Previously when a customer opened a new account, their identification was copied and sent through the postal system to head office for approval – this process often took 7-10 working days. Now, the document can be scanned at the branch and sent immediately via e-mail server to head office. The customer is not kept waiting and approval times are almost instant.

4: Using scan to e-mail server

The following instructions show you how use scan to e-mail server using a Brother MFC-8870DW. Other machines may differ slightly.

Step 1: Load your document(s) onto either the flatbed scanner or ADF (Automatic Document Feeder).



Step 2: Press the 'Scan' button.



Step 3: Using the 'Up' and 'Down' arrow keys select 'Scan to E-mail' then press the 'OK' button.



Step 4: Select the style of document you want to scan. This is only available on devices which support duplex scan. You can choose from:

- 1 sided (this will only scan a single side of your documents)
- 2 sided (L) edge (this will scan both sides of your documents in long edge format)
- 2 sided (s) edge (this will scan both sides of your documents in short edge format)

Once you have made your selection, press the 'OK' button.



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Step 5: From here you have the opportunity to specify the quality and file type you want your scanned document to be. If you are happy to accept the default setting, which is 150dpi colour JPEG, you can go directly to entering the recipients e-mail address, which is explained in step 8 on page 5.



Step 6: Select whether you want your document to be in colour or mono together with the resolution. You can select from:

- Colour 150 dpi
- Colour 300 dpi
- Colour 600 dpi
- B/W 200dpi
- B/W 200 x 100dpi



Step 7: Now select the file type. You can choose from:

- PDF
- TIFF (mono only)
- JPEG (colour only)

When you are finished, press the **'OK'** button.



Step 8: Enter the recipients e-mail address and then press **'OK'**.

- The numerical keypad operates the same way as a mobile phone does when composing a text message. To get the character you want, press the character button repeatedly until it appears on the LCD screen.
- To get a space or go back, press either the **'left'** or **'right'** arrow key
- To delete a character, press the **'Clear/Back'** button
- To find a special character, like the **'@'** symbol, use press either the **'*'** or **'#'** buttons
- You can also find the **'@'** and **'.'** symbols you can also press the **'1'** key.



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Step 9: Once you have input the e-mail address, press the **'Start'** button. The scanning process will begin.



Step 10: If you scanned your document(s) from the ADF, they will automatically be sent after being scanned. If you used the flatbed scanner, you will be asked if you want to scan another page. If you want to do this select **'Yes'**, else select **'No (Send)'** to e-mail your documents.

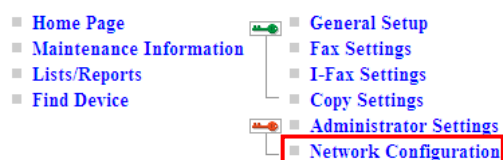


5: Confirming scan to e-mail server through the embedded web server

The following instructions show you how configure scan to e-mail server using a Brother MFC-8870DW. Other machines may differ slightly.

Step 1: Log onto your Brother multifunction device through a web browser.

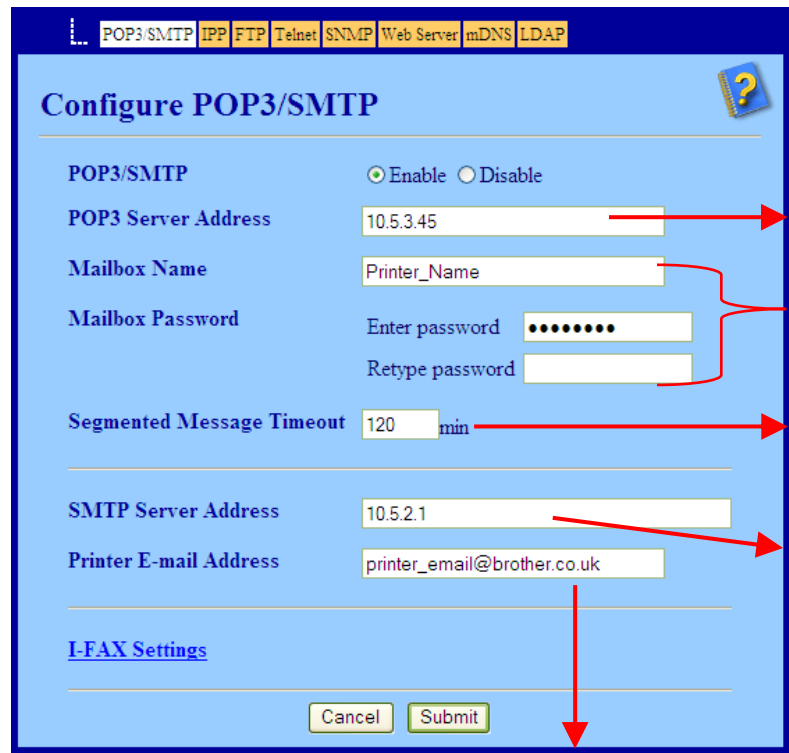
Step 2: Click on '**Network Configuration**' and enter your user name and password if prompted to do so.



Step 3: On either the '**Wired**' or '**Wireless**' tab (depending on your setup) click on '**Configure POP3/SMTP**'.

A screenshot of the Network Configuration page in the Brother MFC-8870DW web interface. The page title is 'Network Configuration'. There are two tabs: 'Wired' and 'Wireless'. The 'Wired' tab is selected. The page displays the following information: Ethernet 10/100BASE-TX (Active), Node Type: NC-6400h, Node Name: BRN_903592, Firmware Version: 1.05, and Ethernet Address: 00-80-77-90-35-92. Below this information are two buttons: 'Configure TCP/IP' and 'Configure NetBIOS'. Below these are two columns of configuration options: 'Configure POP3/SMTP' (highlighted with a red box), 'Configure IPP', 'Configure FTP', 'Configure Telnet', 'Configure SNMP', 'Configure Web Server', 'Configure mDNS', and 'Configure LDAP'. Below these are two columns of configuration options: 'Configure Notification', 'Configure Service', 'Configure Ethernet', 'Port Settings', 'Configure Wireless', and 'Configure Interface'. Below these are two columns of configuration options: 'Print Test Page', 'Reset PrintServer', 'Set Default', 'Console', 'Password & Contact', and 'Configure Firmware Reload'.

Step 4: Configure your Brother device with an e-mail account and grant it access to your POP3 and or SMTP server. Once complete click 'Submit'.



The screenshot shows the 'Configure POP3/SMTP' web interface. At the top, there are navigation tabs: POP3/SMTP (selected), IPP, FTP, Telnet, SNMP, Web Server, mDNS, and LDAP. The main title is 'Configure POP3/SMTP'. Below the title, there are several configuration sections:

- POP3/SMTP:** Includes radio buttons for 'Enable' (selected) and 'Disable'.
- POP3 Server Address:** A text field containing '10.5.3.45'.
- Mailbox Name:** A text field containing 'Printer_Name'.
- Mailbox Password:** Two text fields: 'Enter password' (with masked characters) and 'Retype password'.
- Segmented Message Timeout:** A text field containing '120' followed by 'min'.
- SMTP Server Address:** A text field containing '10.5.2.1'.
- Printer E-mail Address:** A text field containing 'printer_email@brother.co.uk'.
- I-FAX Settings:** A link to another configuration page.
- Buttons:** 'Cancel' and 'Submit' buttons at the bottom.

Red arrows point from the following text blocks to the corresponding fields in the screenshot:

- Block 1 points to the POP3 Server Address field.
- Block 2 points to the Mailbox Name and Mailbox Password fields.
- Block 3 points to the Segmented Message Timeout field.
- Block 4 points to the SMTP Server Address field.
- Block 5 points to the Printer E-mail Address field.

Block 1: This field determines the host name or IP address of the POP3 server (incoming e-mail server). (Ex. pop.example.net -or- 192.0.0.1) If you are using the DNS name of the POP3 E-mail server you must use the FQDN (Fully Qualified Domain Name) such as pop.example.net.

Block 2: Specify a mailbox name and password on the POP3 server where the internet print jobs are to be retrieved. To set for no password, enter a single space

Block 3: If a print job is separated into multiple email messages using the segmented message feature of the print server, this value indicates how long the print server will wait for all of the segments of the message to arrive.

Block 4: This field displays the Host Name or IP address of an SMTP mail server (outgoing E-mail Server) on your network. (Ex. smtp.example.net -or- 192.0.0.1) If you are using the DNS name of the SMTP E-mail server you must use the FQDN (Fully Qualified Domain Name) such as smtp.example.net.

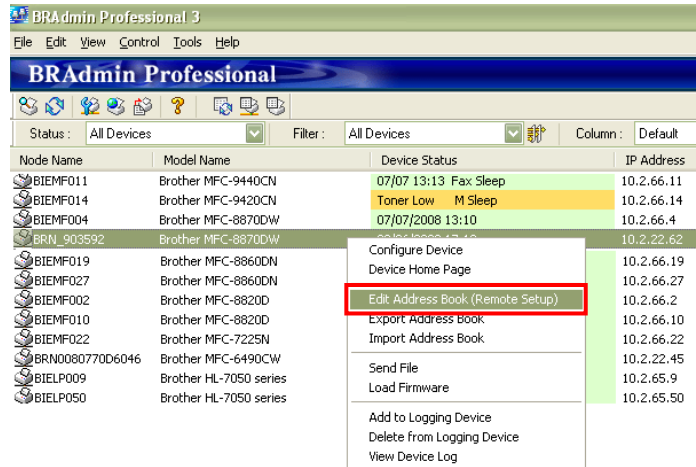
Block 5: Enter the e-mail address of the printer. If an administrator address has not been correctly entered, the Notification Mail will be sent to the printer.

Step 5: Scan to e-mail server is now ready to use.

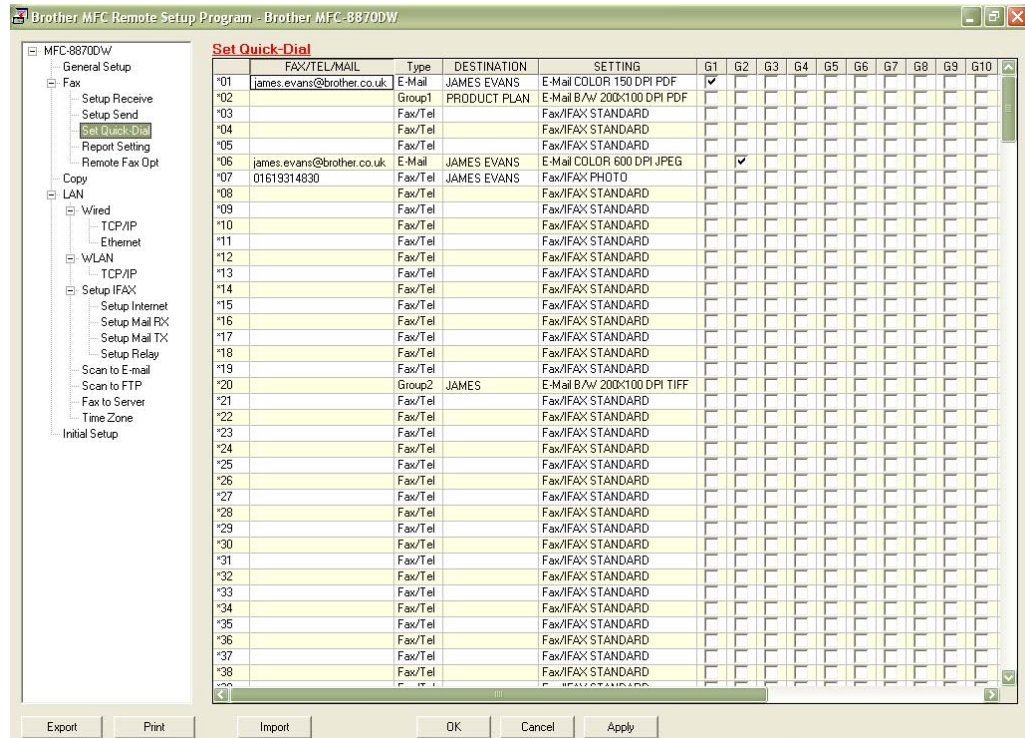
6: Confirming scan to e-mail server through BRAdmin Pro 3.

The following instructions show you how use scan to e-mail server using a Brother MFC-8870DW. Other machines may differ slightly.

Step 1: Right-click the device you want to configure and left-click 'Edit Address Book (Remote Setup)'.



Step 2: The following window will open:



Step 3: From the menu on the left hand side, select '**Setup Intranet**'. From here fill in the information regarding your SMPT / POP3 server information along with the nominated e-mail address of you Brother device.

Enter the e-mail address of the printer. If an administrator address has not been correctly entered, the Notification Mail will be sent to the printer.

Setup Internet

Mail Address

SMTP Server IP Address Name

POP3 Server IP Address Name

Mailbox Name

Mailbox Pwd
Password:
Verify:

This field displays the Host Name or IP address of an SMTP mail server (outgoing E-mail Server) on your network. (Ex. smtp.example.net -or- 192.0.0.1)
 If you are using the DNS name of the SMTP E-mail server you must use the FQDN (Fully Qualified Domain Name) such as smtp.example.net.

This field determines the host name or IP address of the POP3 server (incoming e-mail server). (Ex. pop.example.net -or- 192.0.0.1)
 If you are using the DNS name of the POP3 E-mail server you must use the FQDN (Fully Qualified Domain Name) such as pop.example.net.

Specify a mailbox name and password on the POP3 server where the internet print jobs are to be retrieved.
 To set for no password, enter a single space

Step 4: Scan to e-mail server is now ready to use.