

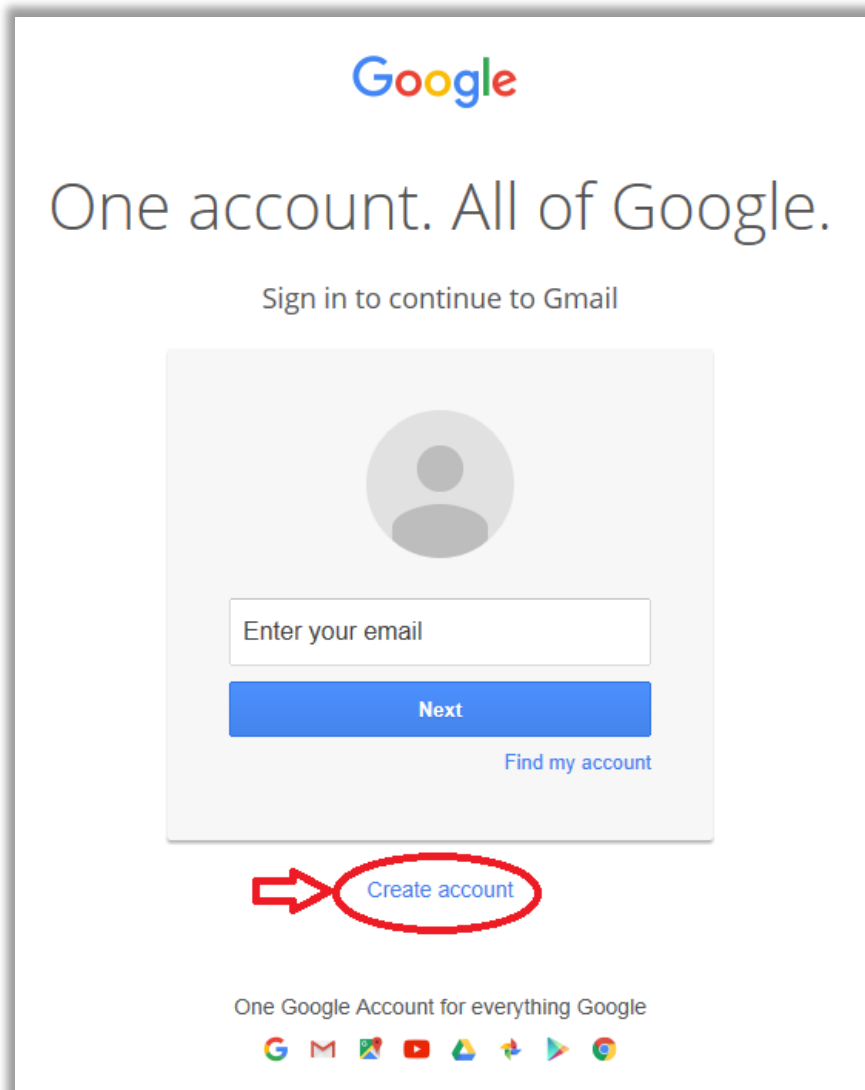
# How to setup Scan to Email using Gmail

This document demonstrates how to set up a mail server on an e-BRIDGE MFD to enable scan to email. Without setting up an SMTP Server, the MFD won't be able to send an email.

Google provides a free of charge mail service called Gmail, which can be configured and used by a Toshiba MFD to send emails. In order to set up Gmail on a Toshiba MFD, a Google account is required.

## Creating a Gmail account

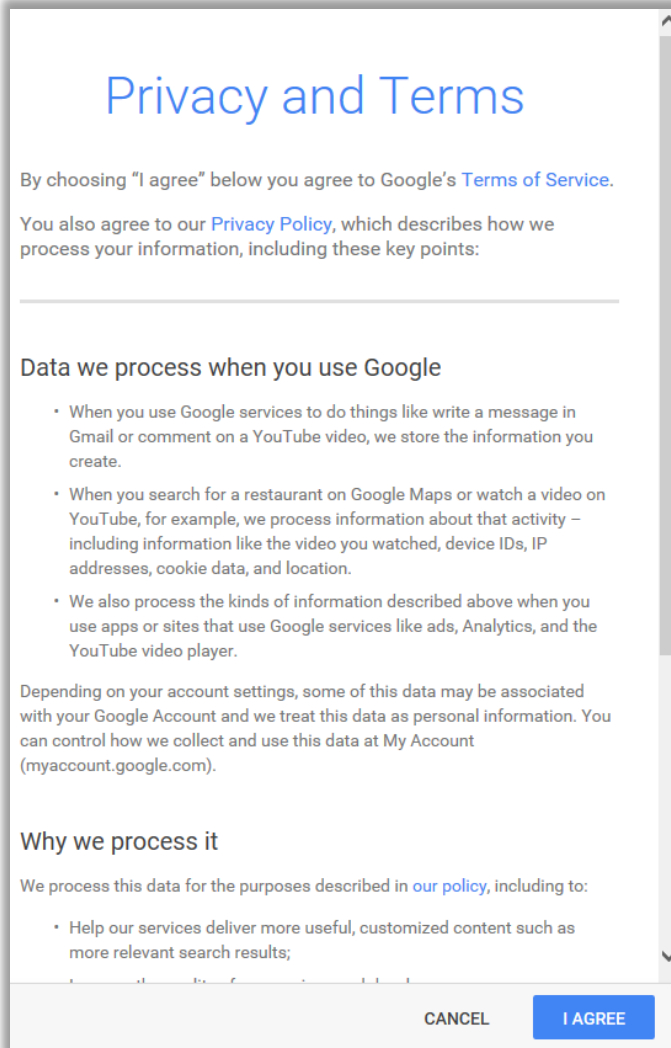
1. Navigate to <http://www.gmail.com> and click "Create Account".



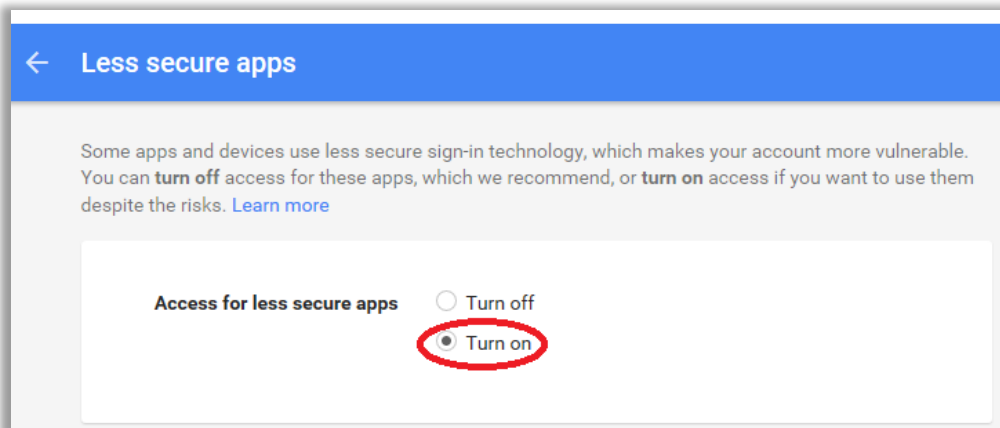
2. Complete the form and click on "Next Step".

The image shows a screenshot of the Google Account creation page. The main heading is "Create your Google Account". Below it, there is a sub-heading "One account is all you need" and a paragraph "One free account gets you into everything Google." To the left, there are icons for Google, Gmail, Maps, YouTube, and Drive. A callout box says "Make your own account" with the text "You can use letters, numbers, and periods". Below this, it says "Take it all with you" and "Switch between devices, and pick up wherever you left off." There is an image of a laptop, a smartphone, and a tablet. On the right side, there is a form with several fields: "Name" (with sub-fields "YourName" and "YourSurname"), "Choose your username" (with a text input field containing "YourAccount|" and a dropdown for "@gmail.com"), "Create a password" (with a masked input field), "Confirm your password" (with a masked input field), "Birthday" (with dropdowns for "Month", "Day", and "Year"), "Gender" (with a dropdown menu), "Mobile phone" (with a country code dropdown and a text input field), "Your current email address" (with a text input field), and "Location" (with a dropdown menu showing "Australia"). A blue "Next step" button is at the bottom right, circled in red. Red arrows point to the "Name" field, the "Choose your username" field, the "Create a password" field, the "Confirm your password" field, and the "Birthday" field.

3. If you agree to the Privacy and Terms, click “I AGREE”



4. Navigate to <https://www.google.com/settings/security/lesssecureapps> and select “Turn On” to enable “Access for less secure apps”.

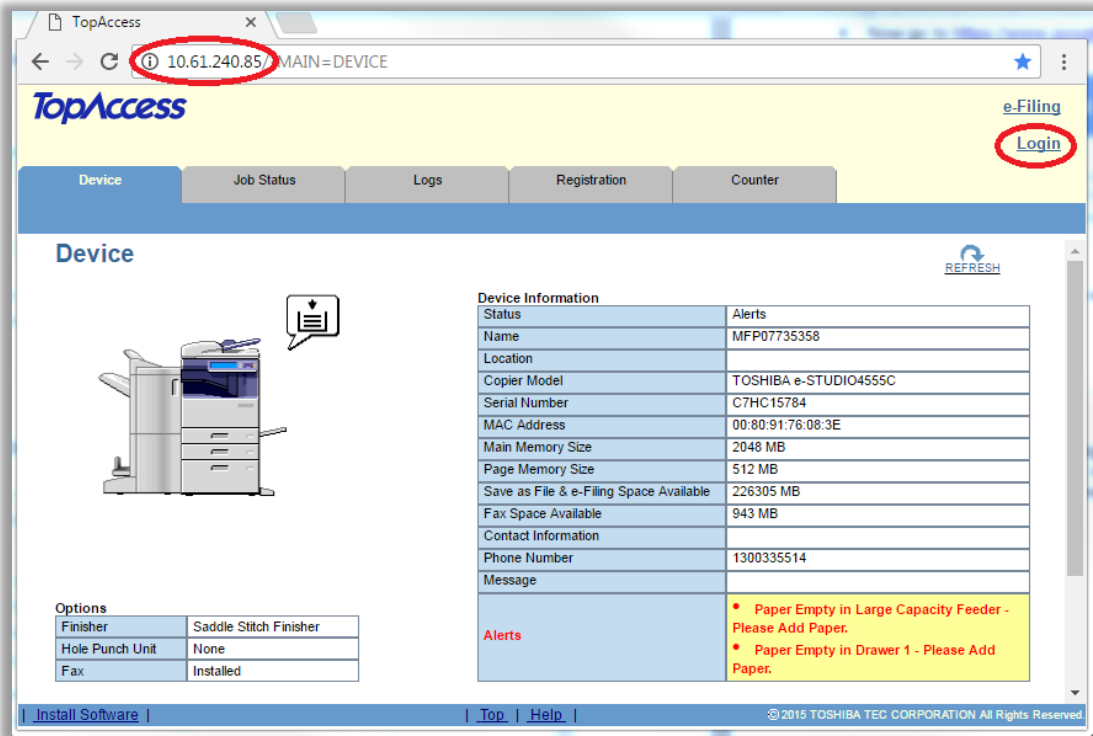


## Configuring the MFD for Scan to Email using Gmail

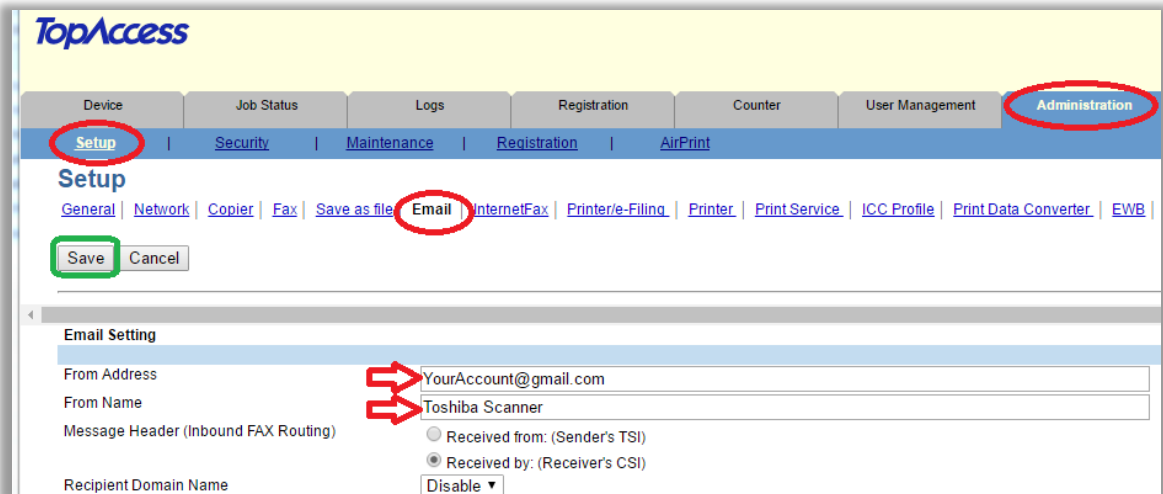
The following information is required to configure the MFD to scan using Gmail:

- Gmail Account details (username and password)
  - Local DNS setting\*
  - Local Default Gateway\*
- \*Refer to Appendix for further information

1. Navigate to “TopAccess”\*
2. Click on “Login” [ Username: **Admin** / Password: **123456** ]



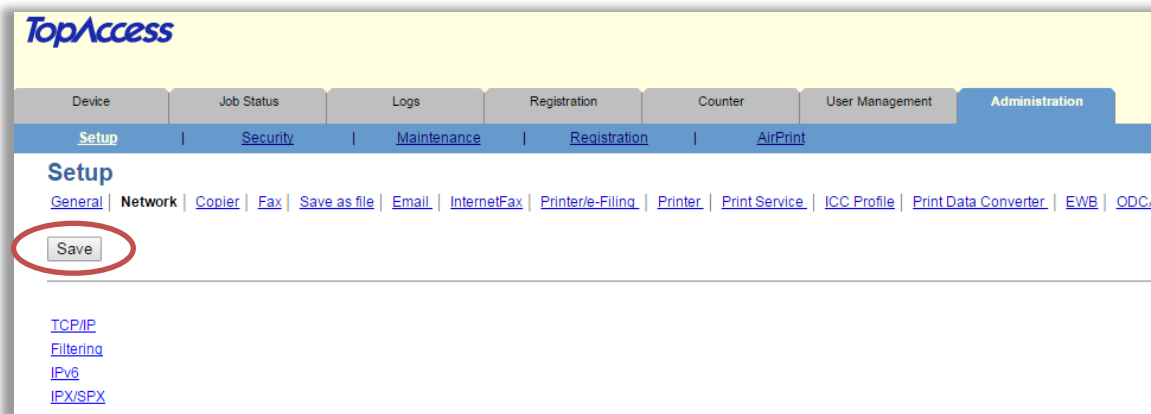
3. Navigate to “Administration → Setup → Email”
4. Enter the “From Address” and “From Name”. Use your Google account as the “From Address” and click “Save”



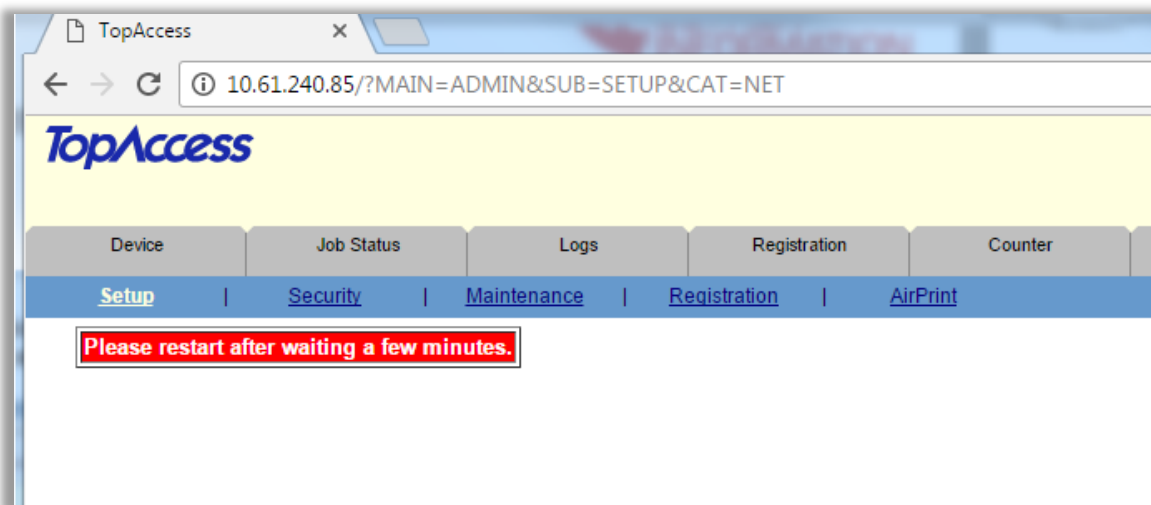
5. Navigate to “Administration → Setup → Network → SMTP Client”.

6. Enter the details as per the image, using the new Gmail account details and click “OK”.

7. Click ‘Save’ in the main ‘TopAccess’ page



8. The following window appears. Refresh the page after 30 seconds



9. Navigate to “Administration → Setup → Network”



## Appendix

### TopAccess

The web interface that allows a user to check the MFD status, modify the address book and change the MFD settings.

- **Accessing TopAccess**

There are multiple ways to get to TopAccess, the methods are listed below

- **Web Browser**

Type the MFD IP address into the Web Browser (Internet Explorer is recommended).

- **From the Driver**

The Universal drivers for Windows system have a link to TopAccess. Clicking the link will open TopAccess in the Windows system default browser.

Steps:

1. Navigate to "Devices and Printers"
2. Right click on the target MFD print queue and select "Printing Preferences"
3. Click the "Others" tab
4. Click the [TopAccess](#) Link

- **Finding the MFD IP address**

[USER FUNCTIONS → Admin (Password 123456) → Network → IPV4]

### Finding Local DNS and Default Gateway using Windows

Depending on the local network configuration, the MFD might already be configured correctly. To confirm the MFD is setup correctly, compare the settings to a computer on the same network.

- **Windows**

1. Click on "Start"
2. Type `cmd`
3. Open "Command Prompt"
4. Type `ipconfig /all`

```
Administrator: C:\Windows\system32\cmd.exe
C:\Users\cbaniasad>ipconfig /all

Windows IP Configuration

Host Name . . . . . : TAP-16972
Primary Dns Suffix . . . . . : toshiba-tap.com
Node Type . . . . . : Hybrid
IP Routing Enabled. . . . . : No
WINS Proxy Enabled. . . . . : No
DNS Suffix Search List. . . . . : toshiba-tap.com
                                dsf.com

Ethernet adapter Local Area Connection 3:

    Connection-specific DNS Suffix  . : toshiba-tap.com
    Description . . . . .           : dynadock Ethernet
    Physical Address. . . . .       : 00-50-B6-C4-72-1B
    DHCP Enabled. . . . .           : Yes
    Autoconfiguration Enabled . . . : Yes
    Link-local IPv6 Address . . . . . : fe80::f4c8:3b98:3a74:3ad5%17(Preferred)
    IPv4 Address. . . . .           : 10.61.13.47(Preferred)
    Subnet Mask . . . . .           : 255.255.255.0
    Lease Obtained. . . . .         : Tuesday, 1 November 2016 8:50:29 AM
    Lease Expires . . . . .         : Wednesday, 2 November 2016 8:50:28 AM
    Default Gateway . . . . .       : 10.61.13.1
    DHCPv6 IAID . . . . .           : 10.61.9.101
    DHCPv6 Client DUID. . . . .     : 687886518
    . . . . .                       : 00-01-00-01-1C-F8-2B-74-B8-6B-23-83-3E-83
    DNS Servers . . . . .           : 10.61.9.59
    . . . . .                       : 10.61.2.75
    NetBIOS over Tcpip. . . . .     : Enabled
```

- **OS X**
  1. Click on the “Apple Menu”
  2. Click “System Preferences”
  3. Click “Network”
  4. Select the network adapter (Wireless or Ethernet)
  5. Click “Configure”

