How to set up Mail to Print

Mail to Print can be described as the opposite of Scan to Email. The design or intent of this feature is to allow a networked MFP to receive emails and to print out its contents depending on certain factors. There are several prerequisites before making machine-level settings: the machine must have the Fax option; also, in order for the machine to print attachments, the Postscript (PS) option is also necessary. An email account needs to be created for the MFP within the mail server of the email provider. All mail requirements (credentials, use of ssl, certificates, etc) also need to be provided. Once these are in place, the main machine setup/programming will be done in the File Transfer area of the User Tools programming.

PROGRAMMING POP3 SERVER INFORMATION

From the Multifunctional Printer (If required, login to the multifunctional printer with administrator credentials)

1. Select **[User Tools/Counter]**. Depending on the model, **[Machine Features]** has to be selected before proceeding to step #2.
2. Select **[System Settings].**
3. Select the **[File Transfer]** tab.
4. Select **[POP3/IMAP4 Settings].**
5. Select **[Change]** and enter the POP3 Mail Server's information – either the IP Address or the Server name (if DNS has been configured on this MFP).
6. Select **[OK].**
7. Select **[Email Communication Port]**
8. Make certain that the correct port number is set according to the email provider's requirements.
9. Select **[Next].**

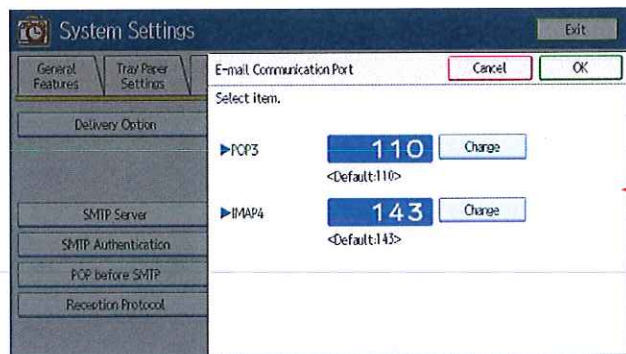### POP3 / IMAP4 Server
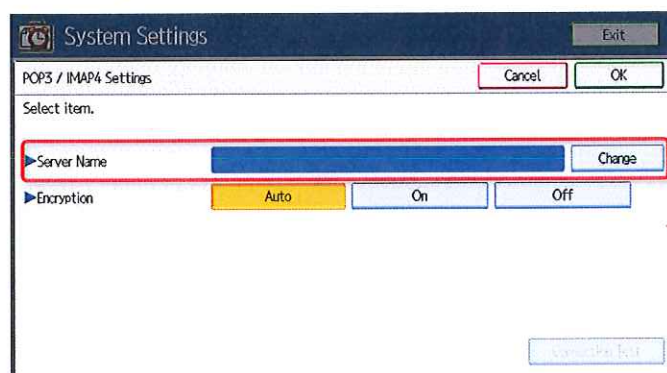
Normal Operation Panel   **Smart Operation Panel**
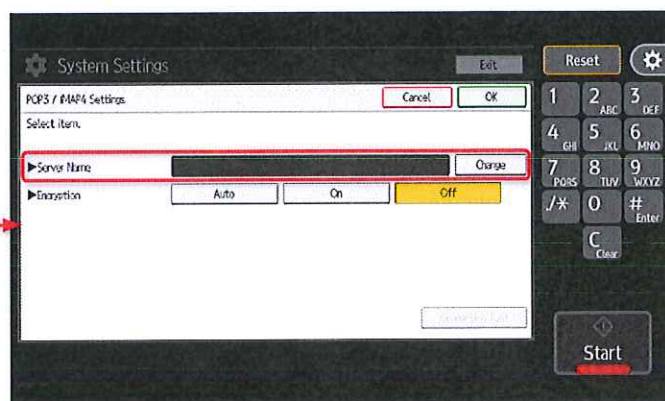
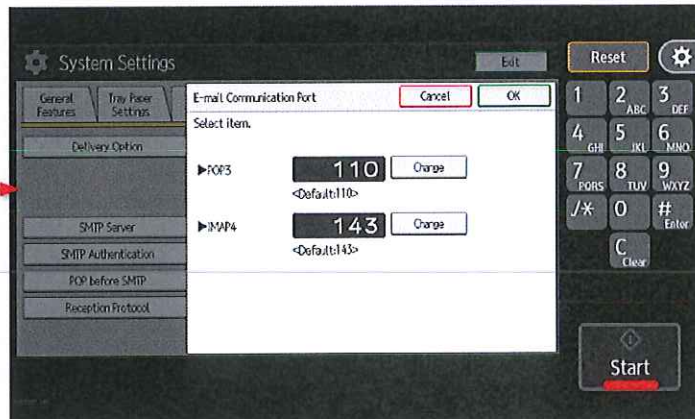### Email Communication Port

Normal Operation Panel   **Smart Operation Panel**

PROGRAMMING EMAIL ACCOUNT INFORMATION

10. Select **[Fax Email Account]**
11. Depending on the model of the machine, **[Receive]** needs to be selected first in order to see the fields for programming the email account information.
12. For the **Email Address**, select **[Change].** Program the email address.
13. Select **[OK].**
14. Repeat for the **User Name** and **Password.** Once all programming is complete, select **[OK].**

Fax Email Account Programming

Normal Operation Panel

Smart Operation Panel

PROGRAMMING ADDITIONAL ITEMS (Optional)

15. Select **[Email Reception Interval]**. Set to desired time then select **[OK].**
16. Select **[Max Reception Email Size]**. Set to desired size then select **[OK].**
17. Select **[Email Storage in Server]**. Set to desired setting then select **[OK].**
18. Select **[Exit].**

Once all of the proper settings discussed above have been made, the machine will begin to automatically check its email on the programmed server in the set intervals. It is most important to understand that this feature is limited with respect to how it handles the emails received. The items below gave the basic framework for how it works. Make sure to consult the appropriate user guide/manual of the specific machine to see a fuller explanation of the limitations (file type that can be printed, etc).

1. If the Postscript option is not present in the machine, only the body of the email will be printed.
2. If there is no Postscript option and an email with an attachment is retrieved, a fax error report page will print. This is also true for an attachment that is an unsupported file type, such as a Word Document.
3. If there are no attachments in the email, the body of the email will be printed.
4. If there are multiple attachments on the email, only the first one will print and the email body **will not** print.