Savin MFP Scan to Email Using the Web Image Monitor:
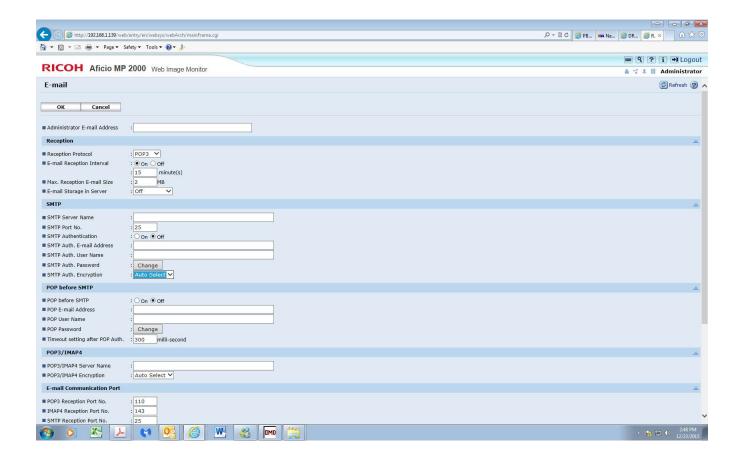
1. On your computer open a browser and enter the IP address of the machine.
2. When the initial page opens click on "Admin" and log in. The default username is "admin" and the password is blank, unless someone has changed these values. (The screens you see may not be exactly like the screens depicted below.)
3. In the Web Image Monitor select "Configuration" and then click on "E-Mail". The screen should appear as below.

Administrator E-mail Address – Enter a default sender name here.

SMTP – SMTP Server Name – The name or IP address of the SMTP server.

Server Port No. – Enter proper port number if not 25.

SMTP Authentication – Select "On" or Off".

If above is set to "On" Enter the "**SMTP Auth. E-mail Address**", "**SMTP Auth. User Name**" and "**SMTP Auth. Password**" for the e-mail account you are using.

Click **OK** at top of page to store changes.

At the Savin MFP operation panel select "**User Tools**">"**System Settings**">"**File Transfer**" and choose "**Auto Specify Sender's Name**". Highlight "On" with the up arrow key and press "OK". Reboot the machine for setting to take effect.