

## Canon imageRUNNER ADVANCE Scan to Email:

(With special notes (in red) for scanning to a Gmail account or port number changes)

Settings on the Canon imageRUNNER ADVANCE

This document assumes that all basic network settings are already entered.

Press **Settings/Registration**. Login using “7654321” for System Manager ID and System Manager PIN, (or System Manager PIN leave blank on some machines), and select **Preferences>Network**.

Make sure that the menu item **Confirm Network Connection Set. Changes** is set to “On”. If not, select it and change to “On”.

Select **TCP/IP Settings>DNS Settings>DNS Server Address Settings**.

(Screen below will open)



Enter **Primary DNS Server** and **Secondary DNS Server** info, unless DNS addresses are already entered.

Google Public DNS servers are 8.8.8.8 and 8.8.4.4 and will work fine if there are no other DNS servers already in use.

Press **OK**, then select **Top>Function>Send>E-mail/I-fax Settings>Communication Settings**. (Screen below will open.)



Enter the **SMTP Server** (for Gmail you'll usually use "smtp.gmail.com")

Enter the **E-mail Address** for the account you are using.

Push **Authent./Encryption** button. (Screen below will appear)



Press **On** for **SMTP Authentication (SMTP AUTH)**

Enter the **User Name** (same as e-mail address)

Enter the **Password** (password for this account)

**Gmail account** - Click **On** for **Allow SSL (SMTP Send)**

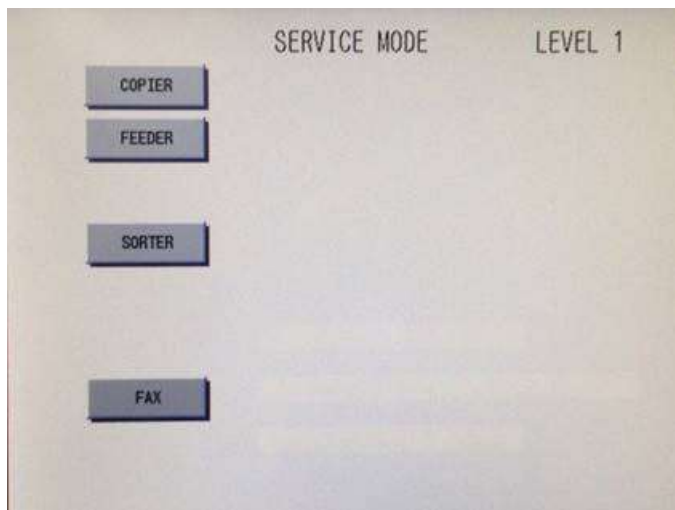
Press **OK** 2 times. Select **Logout** to exit. Turn MFP off and on.

**For Gmail, you must change SMTP port to 465 or 587!**

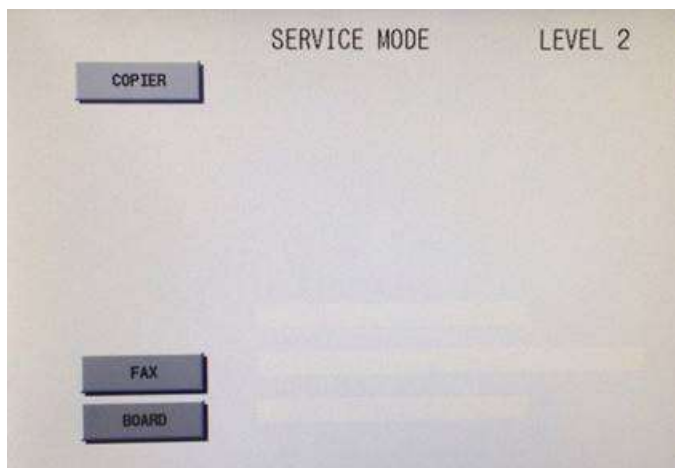
Press **Settings/Registration**, then **2** and **8** at the same time, then **Settings/Registration** again. Screen will change to service mode.



Push the **Mode List** button and screen will change to this:



Now hold down **Settings/Registration** and push the **2** key. Screen should show **Level 2** at top.



Select **Copier** then **Option** then **Network**. (This screen will open.)



Select **SMTPTXPN** and enter “**465**” (or “**587**”) and push **OK**. Push **Reset** 4 times to exit.

**Completely shut down machine and reboot to make all settings active.**

### Settings in the Gmail account

In order to use a Gmail account as a relay account for scan to e-mail functions on any MFP this change must be made to the account settings. Open a browser and log on to the Gmail account, and then click on the account e-mail address displayed in the upper right corner of Inbox. Select **Account** when it appears below the e-mail address.

Scroll down to the **Signing In** section of the account settings.

Click on **Access for less secure apps** and check **Turn On**.

Required Network Settings:

TCP/IP info – IP Address (fixed, not DHCP), Sub-net Mask and Gateway.

DNS server settings. (Covered above)

Domain Name (only needed if network is on a domain)

***If network settings are missing or incorrect, scan to e-mail will FAIL!***