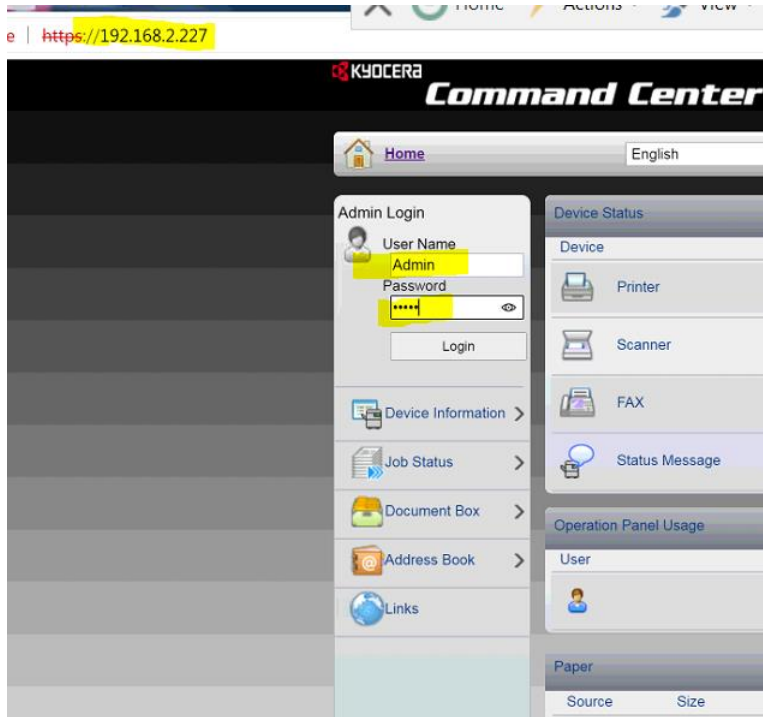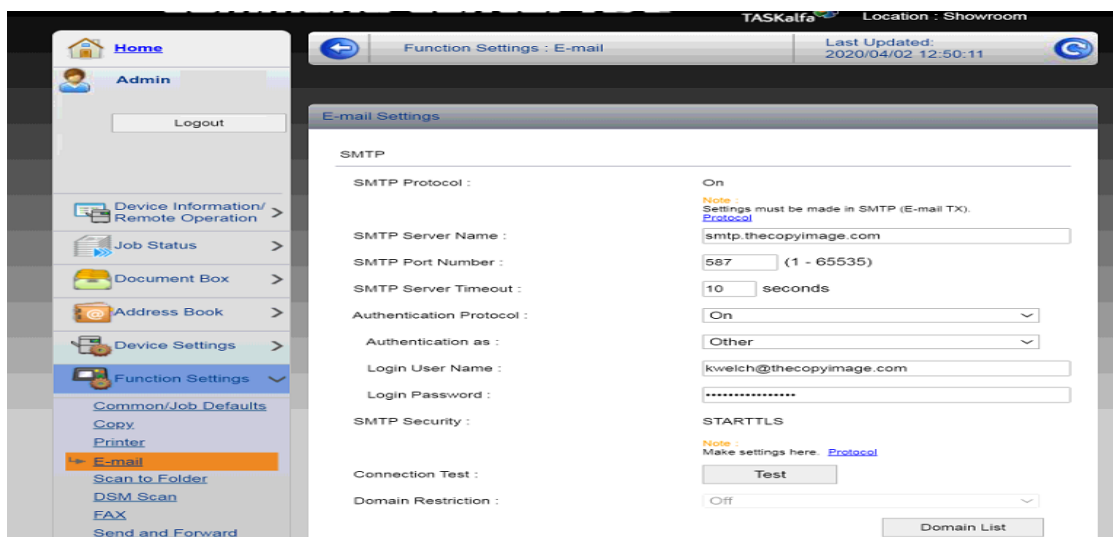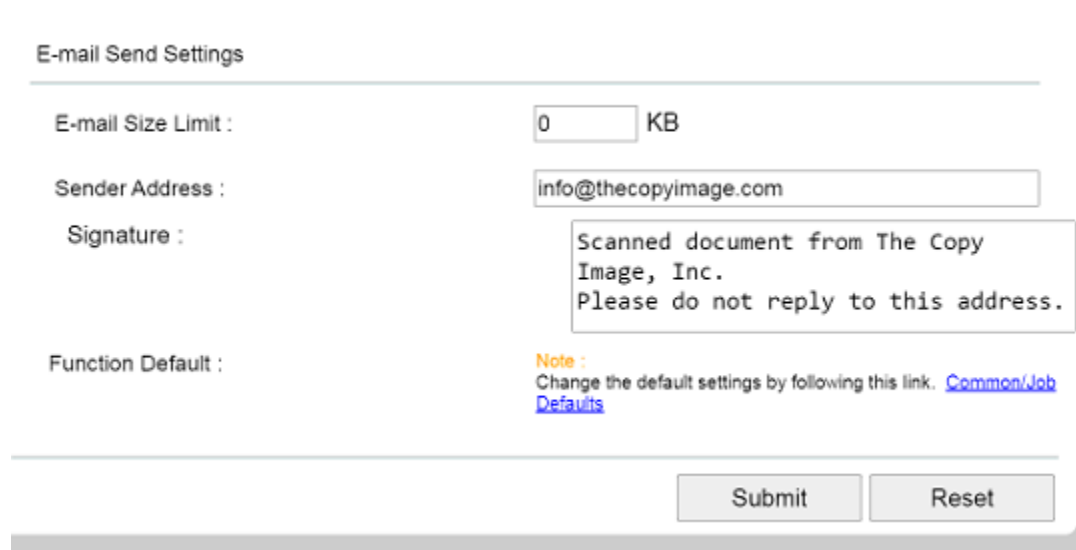## Scan to e-mail setup

Access the Command Center (web interface) of the Kyocera MFP by entering the IP address of the Kyocera MFP into the address bar of a web browser. Then log into the Command Center with the user name Admin and the password of Admin. Click Login.

Once logged in, select Function Settings then E-mail. Fill out the SMTP portion of this page with the correct info according to your SMTP settings.

Also, on this page is the sender address down towards the bottom of this page. There needs to be an actual working email address in the space. All the scans to email from the Kyocera MFP will be from this address. I recommend a general email address if your business has one.
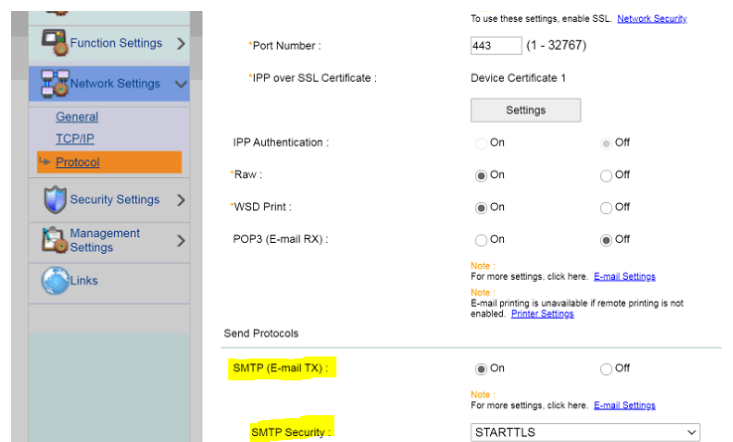

As far as the e-mail size limit, 0 = no size limit. Your e-mail provider may have a set limit on the size of emails you can send. Click Submit.

The SMTP Protocol needs to be turned on. In the left menu, select Network Settings and then Protocol. Turn on SMTP (E-mail) and select the SMTP Security SSL/TLS, STARTTLS or OFF according to what your E-mail server requires. Click Submit at the bottom of page and test.