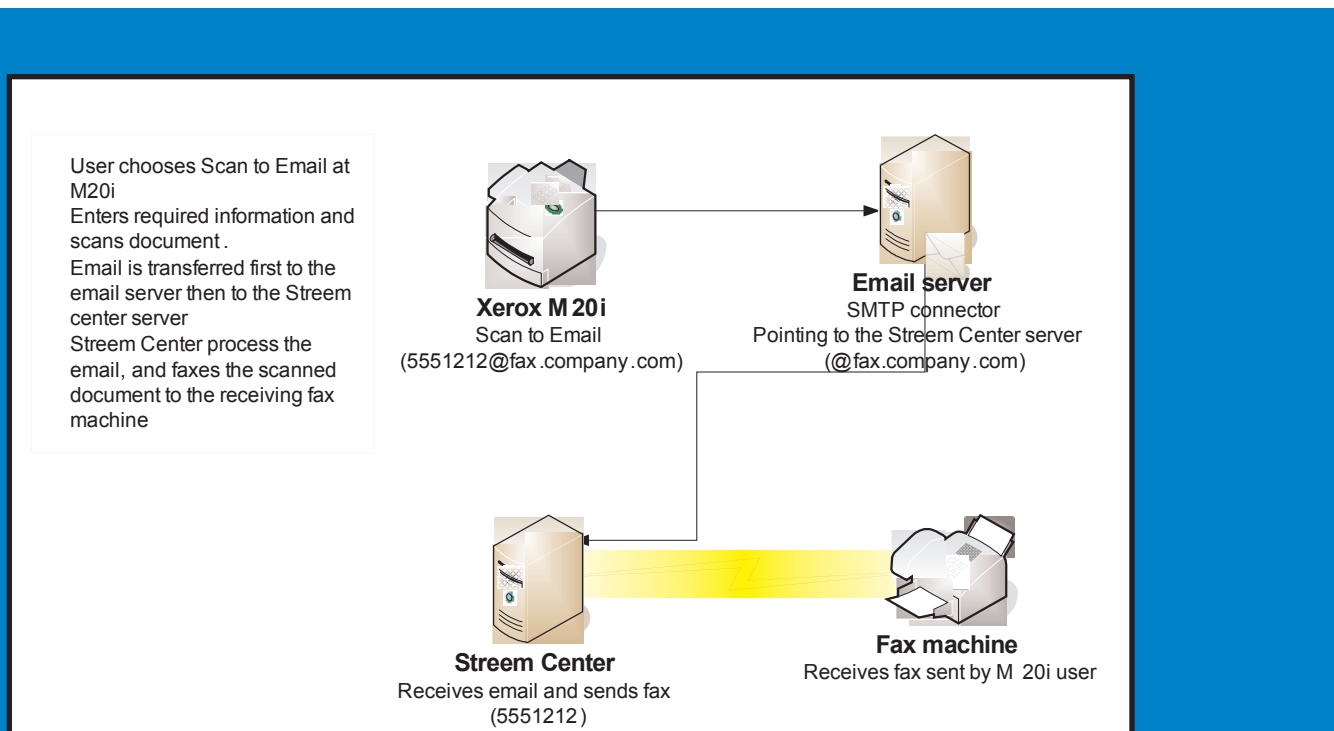


## M20i Set Up for Faxing via Email

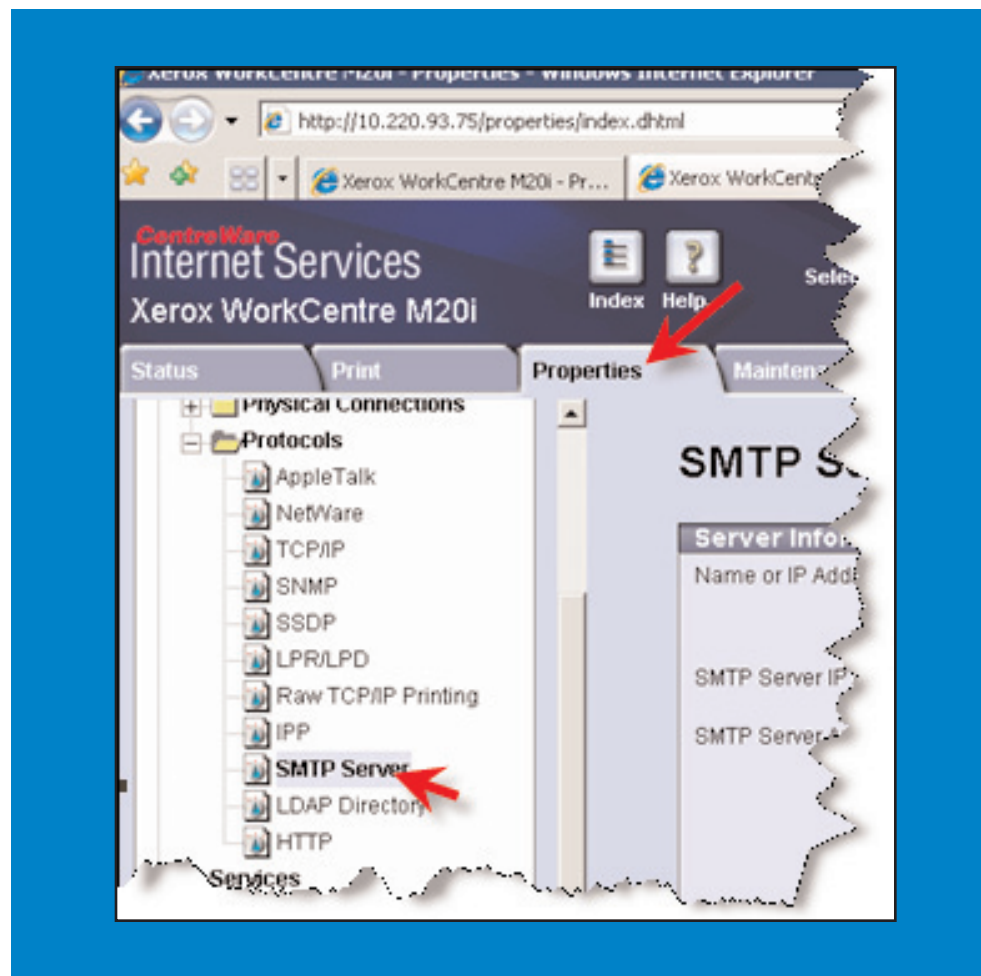
In order To send a fax via Stream Center, the Scan- to-Email functionality must be utilized, as The Xerox M20i multi-function device, does not have Scan to Network capability. This allows the user to address the email to faxnumber@fax.company.com. The scanned document will be processed as indicated below.



Please ensure that the SMTP Connector has been installed prior to testing the Xerox M20i configuration. For more information concerning the SMTP Connector, see the <<Stream SMTP Connector document>>.

## Configure the M20i

- Log onto the web interface for the M20i and choose the "Properties" tab
- Expand the Protocols tree and choose "SMTP Server"



- Enter the information as shown below
  - o IP address of SMTP server - This is the server that has the SMTP connector installed that will route the message to the Stream Center server
  - o "Server Requires SMTP Authentication" - Use this option only if required by the SMTP server
  - o Maximum Message Size - Set this to the largest size to allow the scanned documents to be sent as one message

### SMTP Server

**Server Information**

Name or IP Address:  IP Address  Host Name

SMTP Server IP Address and Port: **SMTP server with Stream SMTP connector** →

SMTP Server Authentication:  Server Requires SMTP Authentication

Login Name:

Password:

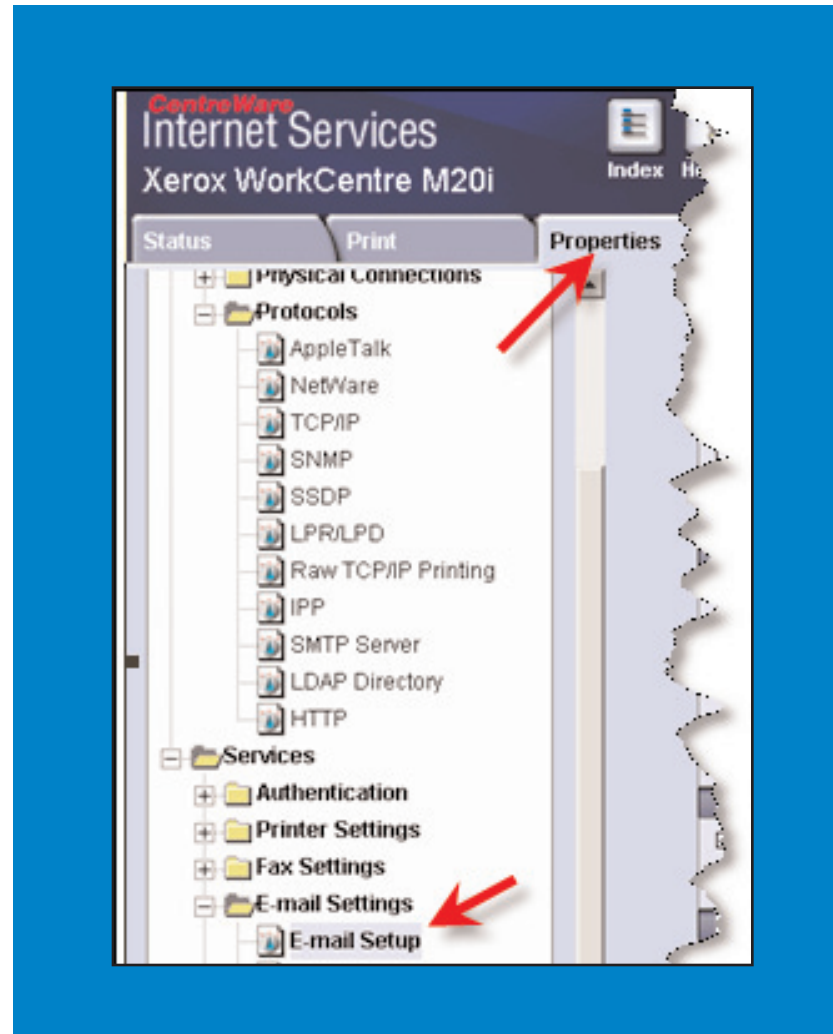
**Options**

Maximum Message Size(Message and Attachment): **Set to largest size to ensure message is not broken up** →

Note: Larger scans will be sent as multiple e-mail messages, divided at page breaks

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- Configure Email Settings
  - o Expand "Services" and "E-mail Settings"
  - o Click "E-mail Setup"



- Leave the default "From" Address blank, so user can enter their email address. This will allow them to receive a confirmation when the fax job is complete.
- Smart Key addresses - Fill this information in as a shortcut for the user when entering the email addresses. It is suggested to fill key # 1 with the company domain name and key #2 with the fax domain as shown. For example when John Smith is entering his email address (jsmith@company.com), at the M20i keypad he enters "jsmith" and presses the smart key (the .com key) this auto fills "@company.com".
- Click Apply

**Image Attachment**


Default Output Color:  Black & White  
 Color

Default Scan Resolution:

Default Attachment Type:

---

**"From:" Field Options**

Default "From." Address:  **Leave blank so user can fill in email for confirmation** 

**Note: Recommended when User Authentication is not enabled but required when Guest Access is enabled. The Default address must be a valid e-mail address.**

Auto Send To Self:  Automatically add the senders "From." address to the recipient list.


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**Subject**

Default:

---

**Programmable Smart Key**

Smart Key Address: #1 **Enter email domain** 

Smart Key Address: #2 **Enter Fax domain** 

Smart Key Address: #3

Smart Key Address: #4

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# CLEO



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