SCAN SET-UP QUESTIONNAIRE

The following information is needed prior to setting up the machine to scan.

What is the IP address of each computer to be set up?

a. Click your Windows Start button in the lower left corner of your screen.
b. Type cmd in the "Search programs and files" field (Windows XP click "Run")
c. Press "Enter" on your keyboard
d. In the new window type: ipconfig
e. Press "Enter" on your keyboard
f. Write the connection specific DNS Suffix on line D.
g. Write the numbers beside the IPv4 or IP address on line A.
h. The Subnet Mask and Default Gateway numbers go on lines B and C.

A. IP Address _____

B. Subnet Mask _____

C. Default Gateway _____

D. DNS Address _____

Lanier, Ricoh, Savin, Gestetner Machines: Print off a configuration page from your copier/printer. Press the User Tools button. On the screen, select Printer Features, and then Configuration. Locate your IP address.

Kyocera Machines: Press the Counter button, and then print the status page. On the smaller units, press the System Menu/Counter button, then print reports, then status page. Locate your IP address on the page.

What is the IP address of the copier/printer/scanner to be set up?

IP Address _____

Gateway Address _____

**If you need scan to email set up, then we also need the information below.
Contact your Internet Service Provider for this information.**

1.   **What is the SMTP Server Address (IP Address or Name)**

   _____

2.   **Port Number (usually the default is 25)**

   _____

3.   **Does the SMTP server require authentication?   Yes _____   No _____**

   If yes: Username _____

   Password _____