LEXMARK™

X500 Series Scan Destination and Alert Message Setup Guide

www.lexmark.com

Product name:

Lexmark X500n

Product name:

Lexmark X502n

Machine type:

7100

Model(s):

010

110

Edition: July 2007

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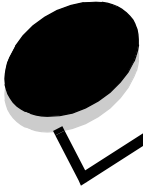Bldg 004-2/CSC

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Contents

① Overview

All of the features described in this guide must be set up through the Embedded Web Server. To access the Embedded Web Server:

1 Open a Web browser.

2 In the address bar, type the network printer or print server IP address, and then press **Enter**.

If you do not know the IP address of the printer, it can be determined by printing a configuration page from the printer. To print the configuration page:

1 Make sure the printer is on and `Ready` appears.

2 From the control panel, press ▲ .

3 Press ▲ or ▼ repeatedly until `Reports Print` appears, and then press √ .

**4** Press ▲ or ▼ repeatedly until `Configuration Page` appears, and then press √ .

After the Configuration Page prints, `Ready` appears. The IP address can be found on the right side of the first page.

After you open the Embedded Web page, select **Scan Destination** from the Directory menu on the left side of the page to set up a new scan destination.
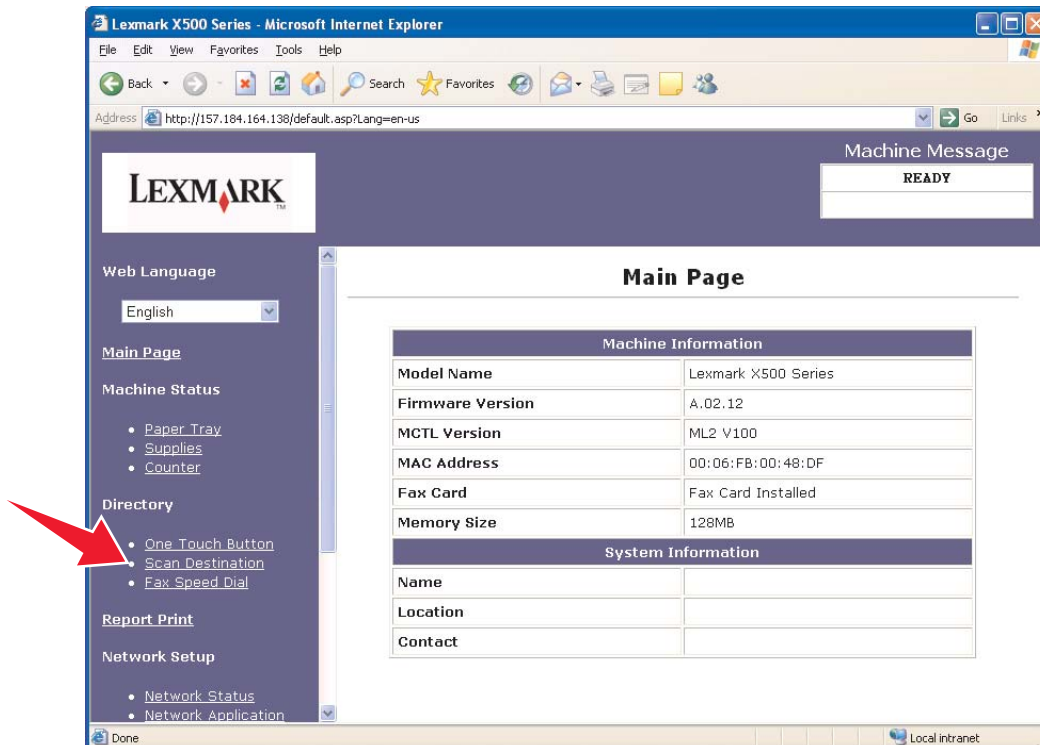
Under the New Destination label, open the drop-down menu labeled **Add New Type**. Select the type of scan destination you would like to add, and then see the corresponding section of this guide for further instructions.
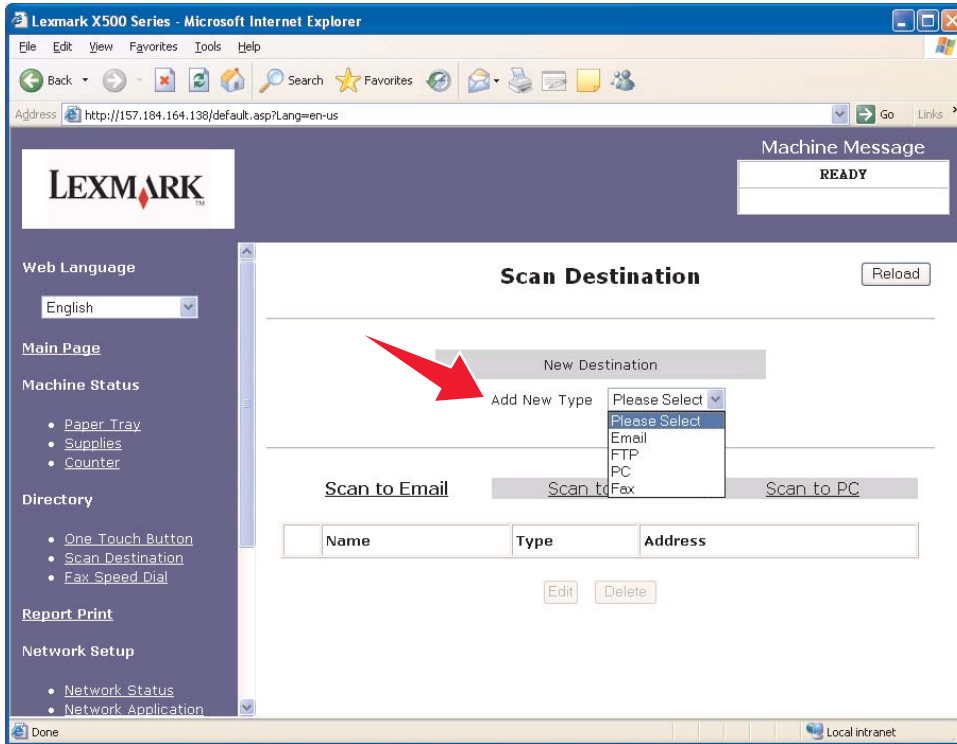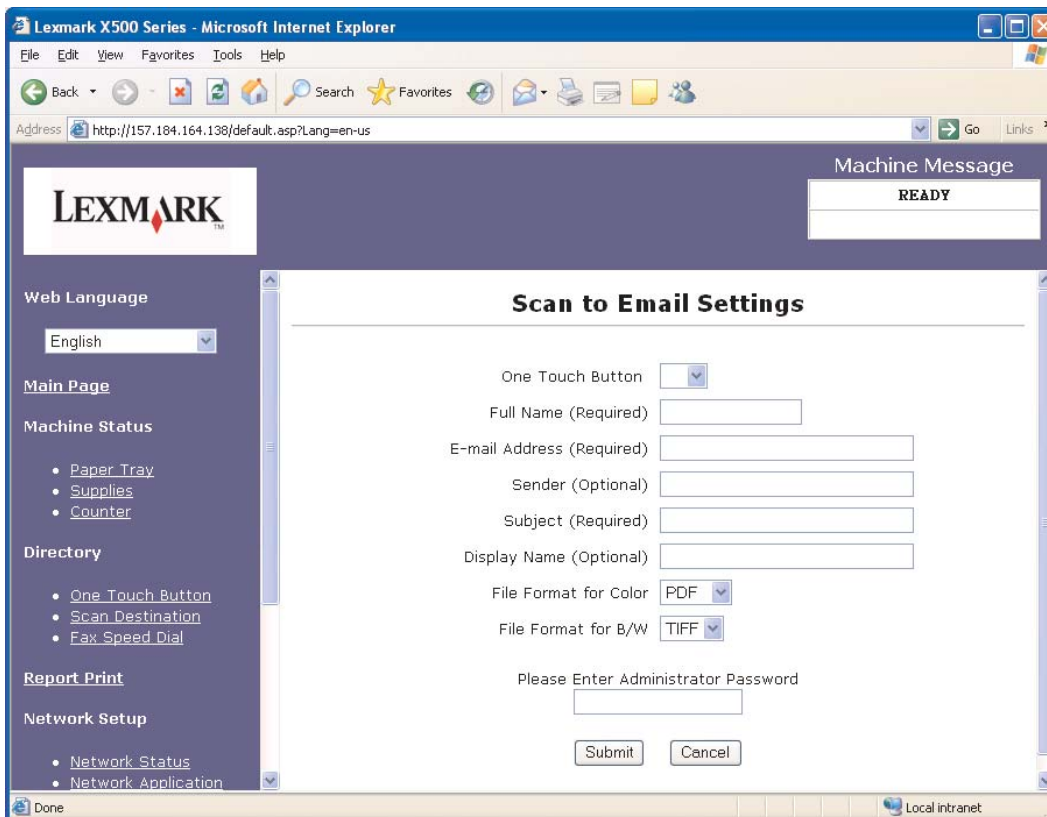

To set up Alerts Message or SMTP settings, see **Setting up an alerts message on page 15** and **Configuring SMTP on page 17**.

2 Scanning to e-mail

> **Note:** SMTP must be configured to use this function. For more information, see **Configuring SMTP on page 17**.

Once **Email** is selected from the Add New Type drop-down menu, you will see the following information that needs to be completed:

Field	Description
One Touch Button	Select a number 1–20 from the list. Once selected, this number corresponds to the button on the printer that you press when you want to access this recipient.
Full Name (Required)	The name that appears on the printer display when this recipient is chosen
E-mail Address (Required)	This is where you enter the e-mail address of the recipient.

Field	Description
Sender (Optional)	This field lets you enter the e-mail address that you want the message to appear to be sent from. When the recipient receives the e-mail message, this address will be shown as the sender of the message. If you leave this field blank, it will use the recipient address as the sender address.
	Note: Some e-mail services require a valid e-mail address in this field. If you configure your SMTP settings to use a particular e-mail provider's SMTP server, and the feature does not work, you may need to enter a valid e-mail address from the same e-mail provider. For example, if you are using the SMTP server smtp.youremailprovider.com, you may need a valid sender address such as johndoe@youremailprovider.com in this field.
	A notification will also be sent to this address telling the user if the scan to e-mail function was successful. If this field is left blank, no notification e-mail can be sent. If you choose to enter an e-mail address here, be sure that it is a valid e-mail address, or this function will not work.
Subject (Required):	The subject that appears in the e-mail message
Display Name (Optional)	The name that is displayed as the sender of the message
File Format for Color	Lets you select what format you want to use to save your color scans
File Format for B/W	Lets you select what format you want to use to save your black and white scans
Please Enter Administrator Password	Enter the printer administrator password if one is set. By default there is no password, and you can leave this field blank.

Sample e-mails

The following section shows the format in which the printer sends e-mail messages. Text in quotes refers to the name of the field where this information is entered by the user. Unless noted in parentheses, these fields are located on the Scan to E-mail setup page.

Scan to e-mail

From: "Display Name" <"Sender">

To: "E-mail Address"

Subject: "Subject"

Body:

[Attached file of specified format]

Notification e-mail

From: <"System Admin E-mail"> (Located in SMTP settings)

To: "Sender"
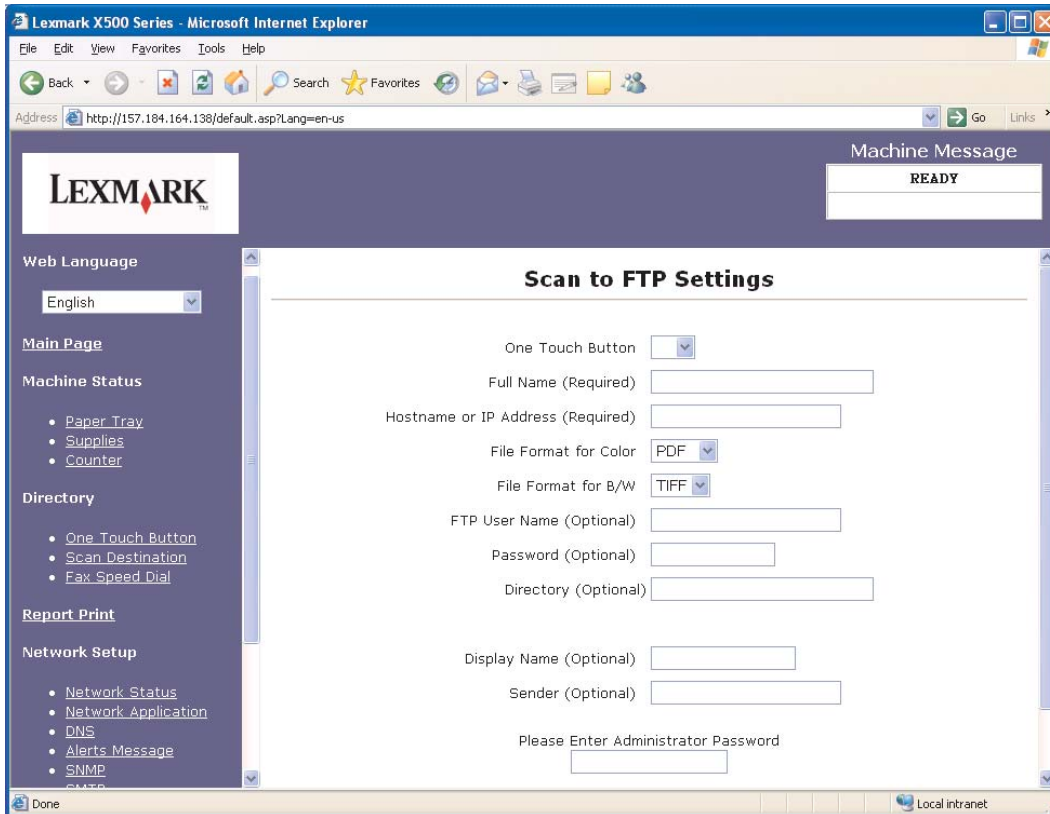
Subject: Push Scan Notify

Body:

Job : Scan To E-Mail, "E-mail Address"

Job : Action Success

3 Scanning to FTP

Once **FTP** is selected from the Add New Type drop-down menu, you will see the following information that needs to be completed:

Field	Description
One Touch Button	Select a number 1–20 from the list. Once selected, this number corresponds to the button on the printer that you press when you want to access this FTP server.
Full Name (Required)	The name that appears on the printer display when this FTP server is chosen
Hostname or IP Address (Required)	The hostname or IP address of the FTP server you want to scan to
File Format for Color	Lets you select what format you want to use to save your color scans
File Format for B/W	Lets you select what format you want to use to save your black and white scans
FTP User Name (Optional)	Enter your user name here if your FTP server requires you to log in.

| Field	Description
Password (Optional)	Enter your password here if your FTP server requires you to log in.
Directory (Optional)	Type the path to the subdirectory in which you want the files saved. If there is a folder named Lexmark in your home directory and a folder named Scans in the Lexmark folder, you could save files here by typing **\Lexmark\Scans** in this field.
Display Name (Optional)	Enter your display name for the FTP Server.
Sender (Optional)	Enter sender information for the FTP server.
Please Enter Administrator Password	Enter the printer administrator password, if one is set. By default there is no password, and you can leave this field blank.

4 Scanning to a computer

Sharing a folder in Windows XP

In order to scan to a computer, you must send the files to a shared folder on your computer. To share a folder on your computer:

1 Right-click the folder, and then select **Properties**.
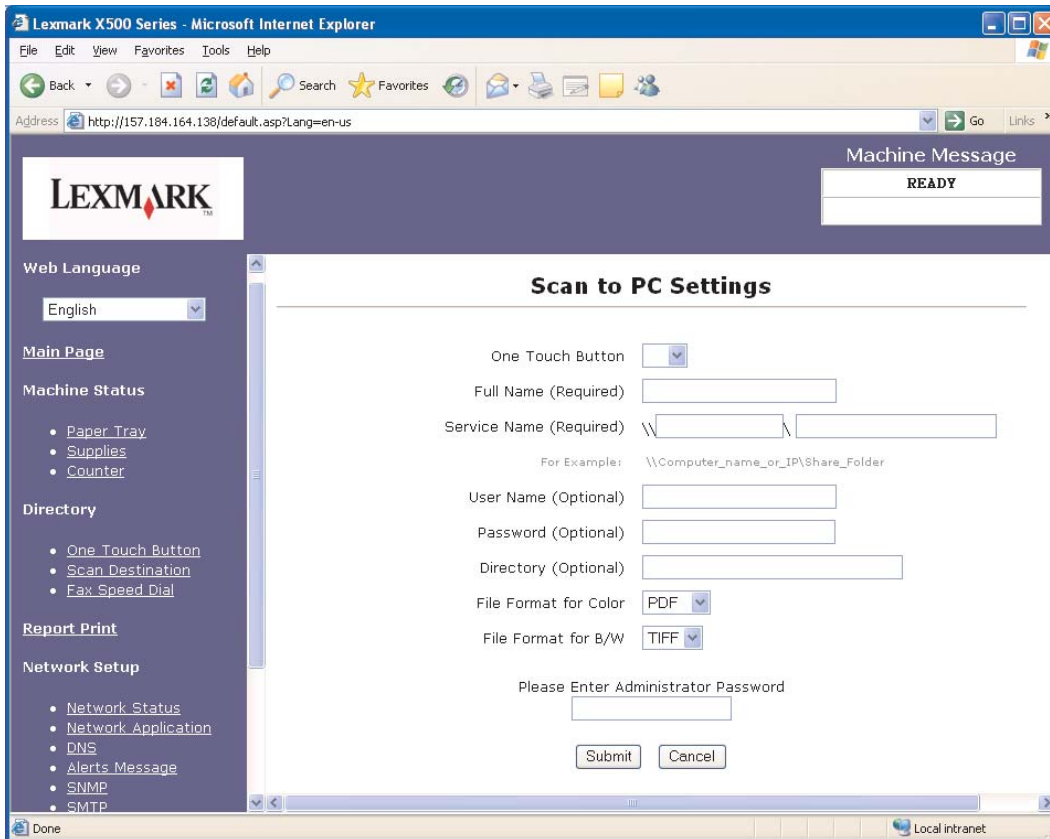
2 Select the **Sharing** tab.
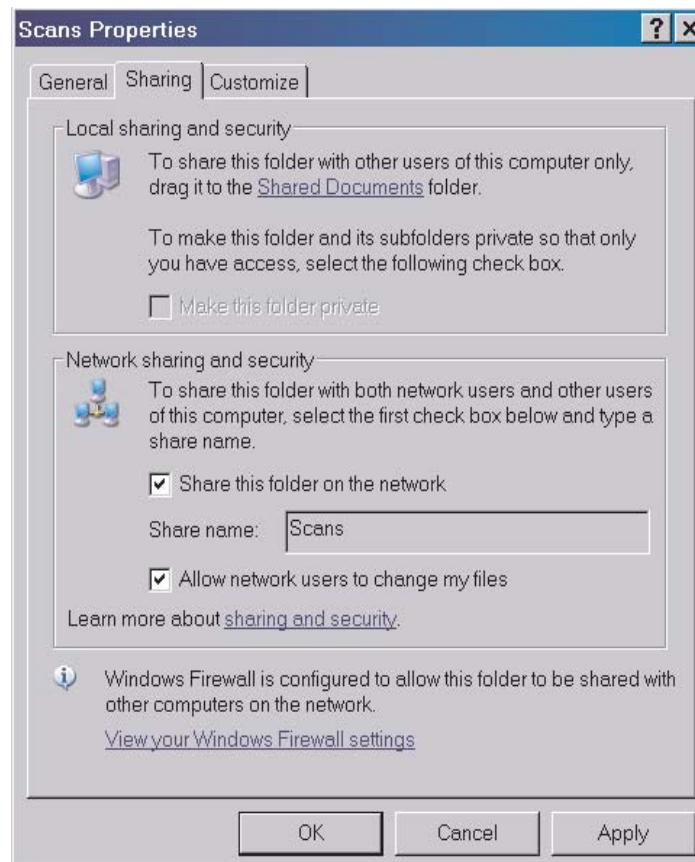
3 Under the Network Sharing and Security Section, make sure that **Share this folder on the network** and **Allow network users to change my files** are both selected. The *Share name* is the name used when scanning to this folder. By default, the share name is the same as the folder name.

> **Note:** If you do not see these options under the Sharing tab, it could be because sharing is not enabled. If so, you will see a link that will allow you to enable sharing with the option of using the sharing wizard.

Setting up Scan to PC on the Embedded Web Server

Once **PC** is selected from the Add New Type drop-down menu, you will see the following information that needs to be completed:

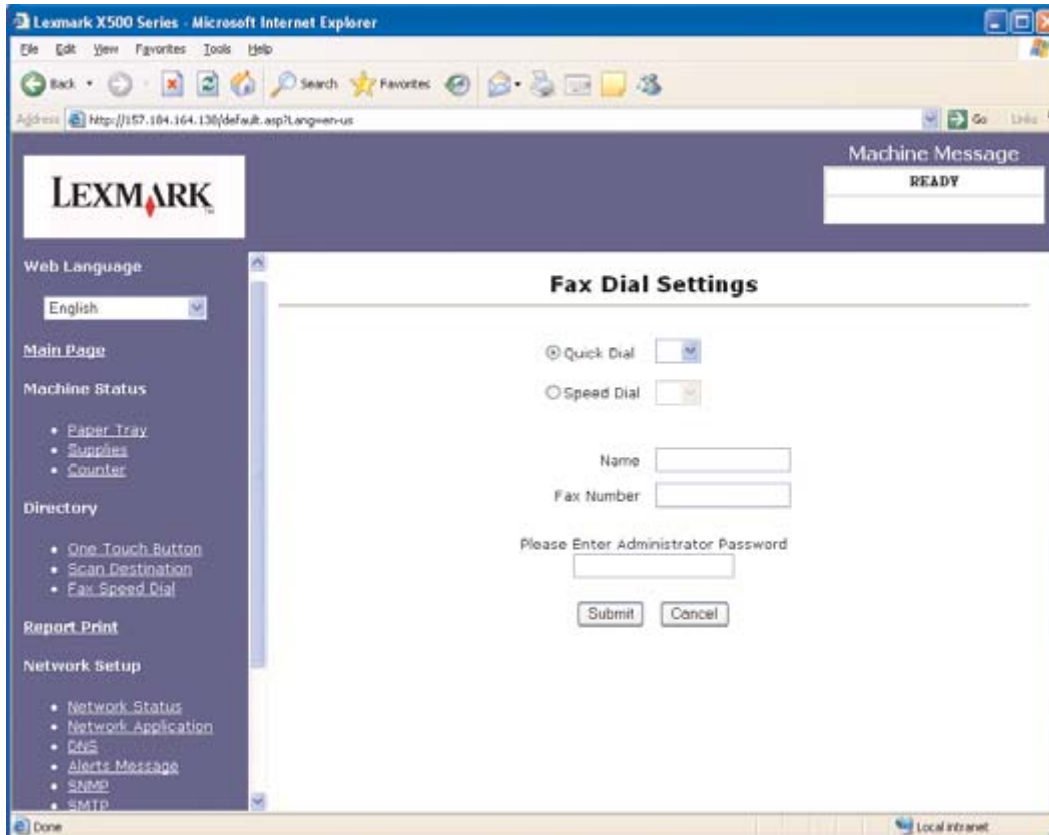| Field	Description
One Touch Button	Select a number 1–20 from the list. Once selected, this number corresponds to the button on the printer that you press when you want to scan to this computer.
Full Name (Required)	The name that appears on the printer display when this computer is chosen
Service Name (Required)	The first field is where you enter the computer name or the IP address of the computer where the shared folder is located.
	The second field is for the share name of the shared folder on the computer.
	Note: Do not enter a drive letter or file path for the second field, only the share name. The location of the folder on the computer does not matter, it will be located by using the share name.
User Name (Optional)	If the shared resource is protected, you can enter a user name here.
Password (Optional)	If the shared resource is protected, you can enter a password here.

Field	Description
Directory (Optional)	Type the path to the subdirectory in which you want the files saved. If there is a folder named Lexmark in your shared folder and a folder named Scans in the Lexmark folder, you could save files here by typing **\Lexmark\Scans** in this field.
File Format for Color	Lets you select what format you want to use to save your color scans
File Format for B/W	Lets you select what format you want to use to save your black and white scans
Please Enter Administrator Password	Enter the printer administrator password, if one is set. By default there is no password, and you can leave this field blank.

5 Setting up the fax dial settings

Once **Fax** is selected from the Add New Type drop down menu, you will see the following information that needs to be completed:

Field	Description
Quick Dial	Select a number 1–20 from the list. Once selected, this number corresponds to the button on the printer that you press when you want to access this recipient.
Speed Dial	Select a number 1-50 from the list. Once selected, this number stores the recipient information in the directory, which is accessed by pressing the directory button on the printer.
Name	Enter the name of the recipient.

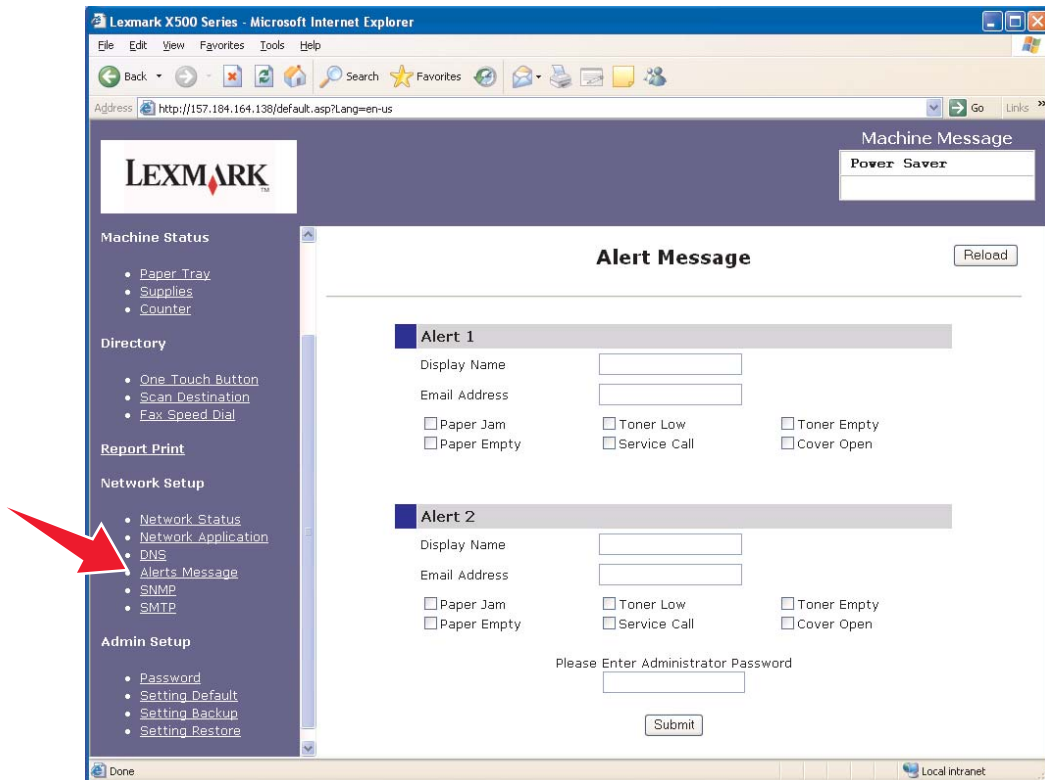| Field	Description
Fax Number	Enter the fax number of the recipient.
Please Enter Administrator Password	Enter the printer administrator password, if one is set. By default there is no password, and you can leave this field blank.

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Setting up an alerts message

Note: SMTP must be configured to use this function. For more information, see **Configuring SMTP on page 17**.

To set up alerts messages for this printer:

1 Access the Embedded Web Server.

2 From the **Network Setup** menu, click the link labeled **Alerts Message**.

Field	Description
Display Name	The name that is displayed as the sender of the alert message
Email Address	The e-mail address that the alert message is sent to
Please Enter Administrator Password	Enter the printer administrator password if one is set. By default there is no password, and you can leave this field blank.

The checkboxes located below these fields correspond to the types of alert that this address is going to receive. Select all of the alerts that you want to be sent for each user by selecting the box next to the description. All boxes that are checked

will be sent to this address. It is possible to send different alerts to two different users by setting up Alert 1 and Alert 2 separately.

Sample alert message

The following shows the format of an alert message for an open cover. Text in quotes refers to the name of the field where this information is entered by the user. Unless noted in parentheses, these fields are located on the Alerts Message setup page.

From: "Display Name", < "System Admin E-mail" >

(System Admin Email field located on SMTP setup page)

To: "E-mail Address"

Subject: Alert Message - <Cover Open>

Body:

DEVICE NAME: "System Name" (Located on SNMP setup page)

DEVICE MODEL: Lexmark X500 Series

MAC ADDRESS: 00:00:00:00:00:00 (Printer Mac Address)

LOCATION: "System Location" (Located on SNMP setup page)

Device has detected:

!!!! <Cover Front Open> !!!!

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Configuring SMTP

To configure SMTP settings, select **SMTP** from the Network Setup menu on the left side of the Web page, and then fill in the information as described. This must be set up in order for scan to e-mail or alerts messages to function. Most of this information can be found on your e-mail service provider's Web site.
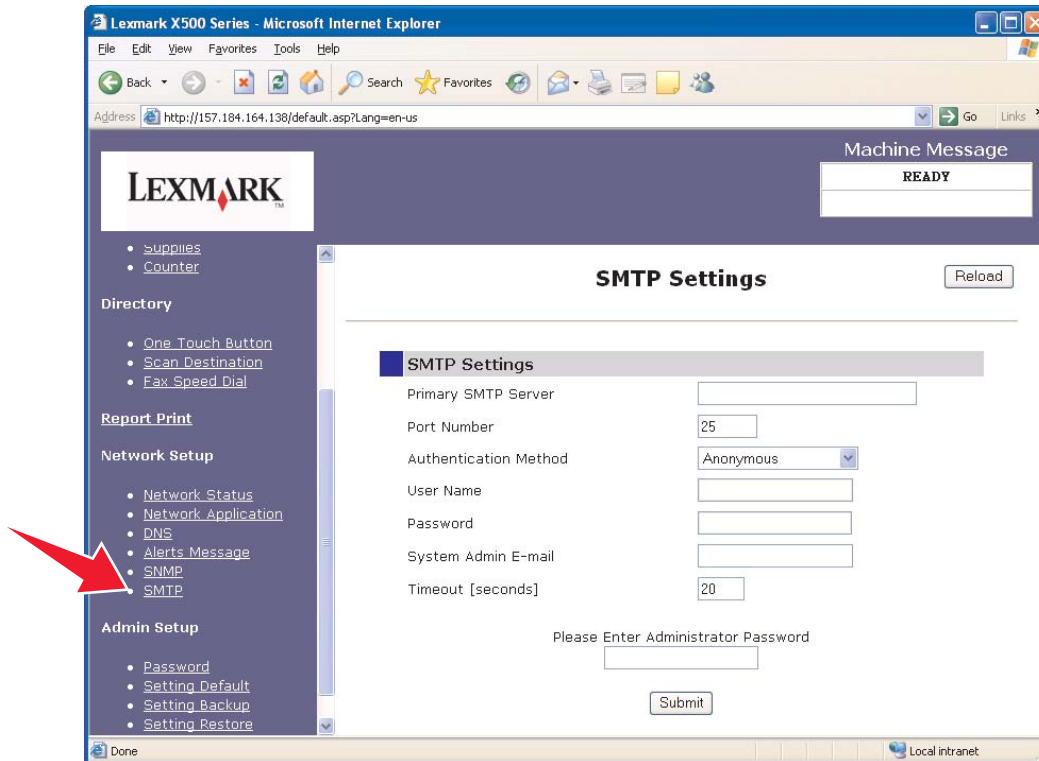
Field	Description
Primary SMTP Server	Enter the address of your SMTP server. This information can be found by contacting your e-mail provider or looking on their Web site.
Port Number	The port that your SMTP server uses. Unless it is specified otherwise by your e-mail provider, leave this number set to 25.
Authentication Method	Some SMTP servers require authentication. If your e-mail provider requires authentication, select the appropriate method from the drop-down list.
User Name	The user name for SMTP Authentication. If authentication is not required, this field is left blank.
Password	The password for SMTP Authentication. If authentication is not required, this field is left blank.

Field	Description
System Admin E-mail	Enter the e-mail address of the system administrator. Any e-mail notifications sent by the printer (alert message or scan to e-mail notification) will use the address entered in this field as the sender of the message. If you enter johndoe@youremailprovider.com in this field, the notification will appear as though johndoe@youremailprovider.com sent the message himself. If this field is left blank, the recipient of the notification will have his address listed as the sender, and the message will appear to be an e-mail that the recipient sent to themselves. If an e-mail address is entered here, it must be a valid e-mail address for this function to work properly.
Timeout [seconds]	The number of seconds the system waits for timeout.
Please Enter Administrator Password	Enter the printer administrator password if one is set. By default there is no password, and you can leave this field blank.