YOU’VE GOT MAIL

From Your Printer

Hsiwen Chu
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WHAT’S “SCAN TO E-MAIL”?

“Scan to e-mail” is a feature that allows a printer to send scan data over e-mail as an attachment. A user can scan a document from the printer and e-mail it to an e-mail account.

“Scan to e-mail” is a standard feature for Dell™ Personal Laser Multi-Function Printer 1815dn and Dell™ Multifunction Color Laser Printer 3115cn.

“Scan to E-mail” requires a Simple Mail Transfer Protocol (SMTP) server with Basic or No Authentication. Users need to have one of the following types of SMTP services before the feature can be fully functional.

- Local Network with SMTP server implemented or a computer running SMTP services.
- ISP’s (Internet service provider) SMTP services with Basic or No Authentication.

WHAT’S SMTP?

Simple Mail Transfer Protocol (SMTP) is the standard for e-mail transmissions across the Internet. The SMTP client initiates a TCP connection to server’s port 25 by default. SMTP is a "push" protocol. In other words, it is an outgoing protocol. To “pull” messages from a remote server on demand, a mail client must use POP3 or IMAP (Incoming protocol for receiving e-mails).

One of the limitations of the original SMTP is that it has no facility for authentication of senders. Therefore the SMTP-AUTH extension was defined. See the next session for detail on SMTP Authentications.

TYPES OF SMTP AUTHENTICATIONS

There are 3 types of authentications that are normally used in Windows Environment:

- No Authentication: Anonymous Access is allowed No user name or password required.
- Basic Authentication: password is transmitted across the network in clear text.
- Advance Authentication: The client and server negotiate the security support provider Interfaces. User name and password are encrypted.

*Dell™ Personal Laser Multi-Function Printer 1815dn and Dell™ Multifunction Color Laser Printer 3115cn* support “No Authentication” and “Basic Authentication”.
THE CHECK LIST BEFORE YOU BEGIN THE “SCAN TO E-MAIL” SETUP

This is the check list for the information you need before you begin setup “Scan to E-mail”. If you do not know the information, please contact your network administrator or Internet service provider for details.

<table>
<thead>
<tr>
<th><strong>SMTP Server IP address:</strong>&lt;br&gt;The IP Address where the SMTP Service is located on the network.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SMTP Port:</strong>&lt;br&gt;The default Port is 25.</td>
<td></td>
</tr>
<tr>
<td><strong>SMTP Authentication:</strong>&lt;br&gt;Must be either No Authentication or Basic Authentication.</td>
<td></td>
</tr>
<tr>
<td><strong>Login User Name / Password Combination:</strong>&lt;br&gt;Required only if Basic Authentication is used.</td>
<td></td>
</tr>
<tr>
<td><strong>Default (From) E-mail Address:</strong>&lt;br&gt;Must be a valid E-mail Address.</td>
<td></td>
</tr>
</tbody>
</table>
**Scan to e-mail** on Dell™ Personal Laser Multi-Function Printer 1815dn

**Dell™ Personal Laser Multi-Function Printer 1815dn** supports the scan to e-mail function. To use e-mail features such as Scanning to E-mail, Fax Forward to E-mail and e-mail alert, the printer needs to be connected to a network. You will also need to configure the network settings and set up your e-mail account.

**CONFIGURING “SCAN TO E-MAIL”**

The configuration for “scan to e-mail” can be done from the printer panel or using the Embedded Web Server (EWS).

For setting up via printer control panel, please read the user’s guide which should be installed on the computer. To access the user’s guide, please click on **Start, All Programs, DELL, DELL Printers, Dell Laser MFP 1815 and User’s Guide**. The user’s guide can also be found at the installation CD if it was not selected during the initial installation of the printer.

In this session, we will be focus on setting up service using the Embedded Web Server (EWS) on the **Dell™ Personal Laser Multi-Function Printer 1815dn**. The Embedded Web Server is the Printer Configuration Web Tool that allows you to configure and manage the printer settings of your network printer at your desktop.

**E-MAIL SETTINGS**

In order to setup “scan to e-mail”, we need to configure E-mail settings on the printer through EWS. You will need to have the SMTP Server information handy before starting the setup process. If you do not know the information, please contact your network administrator or Internet service provider (Please make sure you complete the check list in page 6 before beginning the setup).

Information required:

- SMTP Server IP address.
- Type of SMTP Authentication: “No Authentication” or “Basic Authentication” (for details about the authentication, please refer to “types of SMTP authentications” session.
- SMTP Server login name and password: required only if basic authentication is used. (Skip this part if your SMTP server allows anonymous access.)
To access the printer’s Embedded Web Server, just type your network printer’s IP address in your Web browser. Once the webpage is loaded, you will see the Printer Status. Then click on the “E-mail Settings” link located at the left side pane of the EWS (Figure 1).

In order to enable the printer to send outgoing e-mail message, you will need to enter basic information about the outgoing e-mail information. Please click “SMTP Server Setup” to open the page (Figure 2).
You will need to enter your SMTP Server IP address and Port according to your SMTP server setting. The default SMTP port is 25. For example as in Figure 3, the SMTP server IP address 192.168.2.253 was entered.

Figure 3 - SMTP Server settings, No Authentication

**SMTP Server Setup**

- **SMTP Server and Port**: 192.168.2.253 25 (1~65535)
- **SMTP Requires Authentication**:
- **SMTP Server Login Name**: 
- **SMTP Server Password**: 
- **SMTP Server Connection Timeout**: 30 (30~120) second(s)
- **Maximum Message Size**: 4 MB

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

**SMTP SERVER AND AUTHENTICATION SETUP**

*Dell™ Personal Laser Multi-Function Printer 1815dn* only supports “No Authentication” or “Basic Authentication”. If you are not sure about the type of your SMTP authentications, please contact your network administrator or Internet Service Provider for details.

**NOTE:** Advance SMTP Authentication, such as “Integrated Windows Authentication”, is not supported by *Dell™ Personal Laser Multi-Function Printer 1815dn* and *Dell™ Multifunction Color Laser Printer 3115cn*.

The following session is about how to setup the Printer’s SMTP authentication Settings:

- If your SMTP server allows anonymous access, i.e. SMTP Server Login Name and Password is not required when sending e-mails, make sure you leave the “SMTP Requires Authentication” unchecked (Figure 3).
- If your SMTP server requires Login User Name and Password, please check the box for “SMTP Requires Authentication”. Then enter the SMTP login name and password at the respective sessions (Figure 4).
SMTP Server Connection Timeout setting allows you to setup the duration for the printer to try to connect and handshake with the SMTP server. The default setting is 30 seconds.

Maximum Message Size setting is to setup the maximum scan size allows sending in an e-mail. The default setting is 4 MB.

SMTP CLIENT SETUP

You can customize the characteristic of your e-mail, type of files, reply e-mail address, etc. The scanned image/document will be e-mail to the receiver as attachment. To view and change the “SMTP Client Setup”, click “SMTP Client Setup” link at the “E-mail Settings” Page (Figure 2). There are the settings that can be changed:

- Default Original Type: Settings for type of image/document of the original. Default setting is “Text”.
- Default Scan Resolution: Quality Settings for the scanned image. The default setting is 300 dpi
- Default Attachment Type: the file type of the scanned image or document. The default setting is PDF.
- Default Scan Color: the printer is a monochrome laser printer but the scanned image can be color or black and white. The default setting is Mono.
Figure 5 – SMTP Client Setup

- **File Format Setup Prompt:** if you would like to change the setting every time you scan image or document to the users. If you want to keep the setting for every scan job, you can uncheck the box. The default setting is checked.
- **Default [From:] Address:** by default the text box is blank. You will need to enter a valid e-mail address here as the return e-mail.
- **Auto Send to Self:** send a copy of the scanned e-mail to yourself. The default setting is checked.
- **Default subject line/Default Body Text:** You can change subject line and the body of the e-mail sent out from the printer.
LOCAL ADDRESS BOOK

You can organize your frequent used e-mail addresses in the local Address Book. The addresses will appear on the “Scan to E-mail” list at the printer control panel. To access the list of the e-mail (Figure 6) in the Address Book, click on “Local Address Book” at the “E-mail Settings” Page (Figure 2).

Figure 6 – Local Address Book

**Email Settings**

Local Address Book

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>John Smith</td>
<td><a href="mailto:john.smith@email.com">john.smith@email.com</a></td>
</tr>
</tbody>
</table>

You can enter new e-mail addresses by click on “Add” button at the bottom left side corner of the address book list. You can select the number of entry, name and e-mail address (Figure 7).
To edit existing entry in the address, click on the Name of the person you wish to edit in the Local address Book list (Figure 6). You will be able to change the name and the e-mail address of the person (Figure 8).
SCANNING AND SENDING E-MAIL

Scan to E-mail will only work if the printer with Network connection. Please make sure that your printer is connected to a network. Follow the steps to scan to e-mail using Dell™ Personal Laser Multi-Function Printer 1815dn:

1. Load the document(s) face up with top edge in first into the ADF.
   OR
   Place a single document face down on the document glass.
2. Press Scroll ( or ) to highlight Scan and press Select ( ).
3. Press Scroll ( or ) to highlight Network and press Select ( ).
4. Press Select ( ) to access E-mail.
5. Enter the sender’s name and press Select ( ).

   NOTE: The Default Address will show here. Enter the return e-mail address if it’s different then the default address.
6. Enter the recipient’s e-mail address and press Select ( ).

   NOTE: You can enter a name you have stored in the Address Book.
7. The display asks if you want to enter another address.
   To enter additional address, press Scroll ( or ) to select Add and repeat step 8.
8. To continue to the next step, press Select ( ) when Done appears.
   The display asks if you want to review addresses.
9. To review addresses, press Select ( ) to select Yes.
10. To continue to the next setup, press Scroll ( or ) to select No and press Select ( ).
11. The display asks if you want to send the e-mail to yourself.
   Or, press Scroll ( or ) to select No and press Select ( ).
12. To send to your e-mail address, press Select ( ) to select Yes.
   Enter the e-mail subject and press Select ( ).
13. Press Scroll ( or ) to select the file type to which the scanned image may be converted and press Select ( ).
14. Press Scroll ( or ) to select the resolution you want and press Select ( ).
15. Press Start ( ) or Select ( ). The printer begins scanning and then sends the e-mail.
16. Press Cancel ( ) to return to Standby mode.
# Troubleshooting

<table>
<thead>
<tr>
<th>Issue</th>
<th>Solution</th>
</tr>
</thead>
</table>
| Failed Sent Error (SMTP)                   | Ensure Login ID / Password combination is correct.  
|                                            | Ensure the e-mail address is correct.          
|                                            | Ensure SMTP Authentication is supported.       |
| Failed Connection Error                    | Ensure the SMTP server address is correct.     |
“SCAN TO E-MAIL” ON DELL™ MULTIFUNCTION COLOR LASER PRINTER 3115CN

Dell™ Multifunction Color Laser Printer 3115cn also supports the scan to e-mail function. To use e-mail features such as Scan to E-mail and e-mail alert, the printer needs to be connected to a network. You will also need to configure the network settings and set up your e-mail account.

CONFIGURING THE “SCAN TO E-MAIL”

For Dell™ Multifunction Color Laser Printer 3115cn, configuring “scan to e-mail” can only be done through the Printer Configuration Web Tool.

In this session, we will be focus on setting up service using the Printer Configuration Web Tool on the Dell™ Multifunction Color Laser Printer 3115cn. The Printer Configuration Web Tool is also known as Embedded Web Server that allows you to configure and manage the printer settings of your network printer at your desktop.

E-MAIL ALERT SETTINGS

In order to setup “scan to e-mail”, we need to configure e-mail settings on the printer through EWS (Embedded Web Server). You will need to have the SMTP Server information handy before starting the setup process. If you do not know the information, please contact your network administrator or Internet service provider (Please make sure you complete the check list in page 6 before beginning the setup).

Information required:

- SMTP Server IP address.
- Type of SMTP Authentication: “No Authentication” or “Basic Authentication” (for detail information about the authentication, please refer to “types of SMTP authentications” session.
- SMTP Server login name and password: required only if basic authentication is used. (Skip this part if your SMTP server allows anonymous access.)

To access the printer’s Embedded Web Server, just type your network printer’s IP address in your Web browser. Once the webpage is loaded, you will see the Printer Status. Then click on the “E-Mail Alert” link located at the left side pane of the EWS (Figure 9). You will be prompted for the user name and password. The default user name is “admin”, and the default password is left blank (NULL).
In the E-Mail Alert page, it allows you to enter E-mail Server settings. In order to enable the printer to send outgoing e-mail message, you will need to enter basic information about the outgoing e-mail information (Figure 10).

Figure 9 – Dell MFP Laser 3115CN Embedded Web Server

Figure 10 – E-Mail Alert
You will need to enter your SMTP Server IP address at the Primary SMTP Gateway and the port information at the SMTP Port Number (Figure 11). Default SMTP port is 25. For example as in the Figure 11, the SMTP Server IP address is 192.168.1.253 and the Port Number is 25.

Figure 11 – E-Mail Server Settings

You will need to enter a valid return e-mail address at the “Reply Address”. This will be shown as the sender’s e-mail address (Figure 11).

NOTE: The SMTP server will display **Connection in Progress** until an error occurs.

**SMTP AUTHENTICATION SETTINGS**

Just like *Dell™ Personal Laser Multi-Function Printer 1815dn, Dell™ Multifunction Color Laser Printer 3115cn* supports “No Authentication” or “Basic Authentication”. If you are not sure about the type of authentication your SMTP server used, please contact your network administrator or Internet service provider for more detail.
NOTE: Advance SMTP Authentication, such as “Integrated Windows Authentication”, is not supported by Dell™ Personal Laser Multi-Function Printer 1815dn and Dell™ Multifunction Color Laser Printer 3115cn.

The following session is about how to setup the Printer’s SMTP authentication Settings:

- If your SMTP server allows anonymous access, i.e. SMTP Server Login Name and Password is not required when sending e-mails, please choose “Invalid” in the “E-mail Send Authentication” options and leave “SMTP Login User” and “SMTP Login Password” blank (Figure 11).
- If your SMTP server requires Login User Name and Password, please choose “SMTP AUTH (AUTO)” (Figure 12) in the “E-mail Send Authentication”. Then enter the “SMTP Login User” and “SMTP Login Password” at the respective sessions (Figure 12).

Figure 12 – E-Mail Server Settings, Basic Authentication

ADDRESS BOOK

You can organize your frequent used e-mail addresses in the Address Book. To access the Address Book, you need to click on the “Address Book” link located at the left side pane of the EWS. You will see the “E-Mail Address” Listed. You enter up to 100 e-mail addresses here (Figure 13).
To create a new entry, click on “Create” Button at the far right of each entry. You can enter the name and address for the entry and click on “Apply New Settings” to save the entry (Figure 14).

To edit existing entry in the address, click on the “Confirm/Change” button at the right side of the entry you wish to edit (Figure 13). You will be able to change the name and the e-mail address of the person (Figure 15).

To delete any existing entry in the address book, you can either click on the “Delete” button at the right side of the entry you wish to delete (Figure 13) or the “Delete” button next to the ID of each E-mail address entry (Figure 15)
Figure 15 – Confirm / Change E-mail Address

<table>
<thead>
<tr>
<th>E-Mail Address</th>
<th>Server Address</th>
<th>Phone Book</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-Mail Address</td>
<td>E-Mail Group</td>
<td>Default Setup</td>
</tr>
</tbody>
</table>

**E-Mail Address**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>John Smith</td>
<td><a href="mailto:john.smith@email.com">john.smith@email.com</a></td>
</tr>
</tbody>
</table>

**Apply New Settings** | **Restore Settings** | **Back**

**CUSTOMIZING YOUR E-MAIL**

You can customize the characteristics of your e-mail, type of files, reply e-mail address, etc. The scanned image/document will be e-mail to the receiver as attachment.

You can create your default settings, Default Subject and Body Text, for the e-mail with scanned image (Figure 16). Please make sure to click on “Apply New Settings” after complete the fields to save.

Figure 16 – Default Setup of E-mail

**Default Setup**

<table>
<thead>
<tr>
<th>Default Subject</th>
<th>Body Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scan from MPF 3115cn</td>
<td>This is a scan from 3115cn. (enter anything you would like to included in the body of the email.)</td>
</tr>
</tbody>
</table>

**Apply New Settings** | **Restore Settings**
The following information is related to the “Scan Defaults” which are the settings for the e-mail attachment, in other word, for the scanned image/document. To access the “Scan Defaults”, click on “Printer Settings” at the left side pane. At the right side pane, you will see System Settings (Figure 17). Click on the “Printer Settings” tab at the right side pane, then click on “Scan Defaults” right beneath the Printer settings tab (Figure 18). You will be able to see all the default settings for scan image. You can change the settings under the “Scan Defaults” to suite your needs (Figure 19).

Figure 17 – System Settings

![System Settings](Figure 17 – System Settings)

### Dell MFP Laser 3115cn

<table>
<thead>
<tr>
<th>System Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Saver Mode 2</td>
<td>Enable</td>
</tr>
<tr>
<td>Power Saver Timer Mode 1</td>
<td>1 minutes</td>
</tr>
<tr>
<td>Power Saver Timer Mode 2</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Auto Reset</td>
<td>45 seconds</td>
</tr>
<tr>
<td>Panel Select Tone</td>
<td>Normal</td>
</tr>
</tbody>
</table>

Figure 18 – Printer Settings

![Printer Settings](Figure 18 – Printer Settings)

### System Settings

<table>
<thead>
<tr>
<th>System Settings</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Saver Mode 2</td>
<td>✔ Enable</td>
</tr>
<tr>
<td>Power Saver Timer Mode 1</td>
<td>1 minute (1 - 60)</td>
</tr>
<tr>
<td>Power Saver Timer Mode 2</td>
<td>5 minutes (5 - 120)</td>
</tr>
<tr>
<td>Auto Reset</td>
<td>45 seconds</td>
</tr>
<tr>
<td>Panel Select Tone</td>
<td>Normal</td>
</tr>
<tr>
<td>Panel Alert Tone</td>
<td>Normal</td>
</tr>
<tr>
<td>Machine Ready Tone</td>
<td>Normal</td>
</tr>
<tr>
<td>Copy Job Tone</td>
<td>Normal</td>
</tr>
</tbody>
</table>
Scan to E-mail will only work if the printer with Network connection. Please make sure that your printer is connected to a network. Follow the steps to scan to e-mail using Dell™ Multifunction Color Laser Printer 3115cn:

1. Load the document(s) face up with top edge in first into the ADF.
   OR
   Place a single document face down on the document glass.

2. From the operator panel, press  until >SCAN appears, and then press .

3. Press  until Scan to E-Mail appears, and then press .
4. Press ▲ or ▼ to select the setting listed below, and then press ✓.
   Enter E-Mail: Type the e-mail address directly by number pad.
   Address Book: Select the e-mail address registered in the Address Book, and then press ✓.
5. Press ▲ to select <TO> or <BCC> and then press ✓.
6. Press Start to scan and send e-mail.

### TROUBLESHOOTING

<table>
<thead>
<tr>
<th>Error Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMTP Error 016-764</td>
<td>Ensure the SMTP server address is correct. Ensure SMTP Authentication is supported.</td>
</tr>
<tr>
<td>Address Error 016-767</td>
<td>Ensure the e-mail address is correct.</td>
</tr>
<tr>
<td>Mail Size Limits 016-985</td>
<td>Change the file format and resolution.</td>
</tr>
</tbody>
</table>
APPENDIX A - “FAX FORWARDING TO E-MAIL” ON DELL™ PERSONAL LASER MULTI-FUNCTION PRINTER 1815DN

The Dell™ Personal Laser Multi-Function Printer 1815dn support “Fax Forwarding to E-mail” function. It allows you to set the printer to forward all outgoing or incoming faxes to the e-mail addresses. Same as “Scan to E-mail”, the printer requires a Simple Mail Transfer Protocol (SMTP) server with Basic or No Authentication.

In order to enable the printer to forward incoming and outgoing faxes, you will need to configure the Fax forwarding figure from the printer’s EWS (Embedded Web Server). In the EWS, click on “E-mail Settings on the right side pane, then click “Fax to E-mail” to open the “Fax to E-mail Menu” page (Figure 20).

Figure 20 – Fax to E-mail Menu

<table>
<thead>
<tr>
<th>Fax Forwarding</th>
<th>Default Attachment Type</th>
<th>Default [From:] Address</th>
<th>Print Local Copy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent Faxes Only</td>
<td>TIFF</td>
<td><a href="mailto:john.smith@email.com">john.smith@email.com</a></td>
<td>On</td>
</tr>
</tbody>
</table>

- **Fax Forwarding**: there are 4 options for Fax Forwarding:
  - **Off**: Enables you to turn this feature off. (Default Setting)
  - **Send Faxes Only**: Enables you to forward only outgoing faxes to a specified e-mail address.
  - **Receive Faxes Only**: Enables you to forward only incoming faxes to a specified e-mail address. When you select this option, you should choose whether the printer prints out the incoming faxes.
  - **All**: Enables you to forward both incoming and outgoing faxes to a specified e-mail address.

- **Default Attachment Type**: you can choose from PDF or TIFF
- **Default [From:] Address**: the e-mail address that will be shown at the sender’s field.
- **Print Local Copy**: whether you would like to have the printer to print out all faxes as hard copies or not.
Recipient Address: you can enter all the e-mail address that you need to have the faxes to forward to (Figure 21). The faxes will forward to all the recipients in the list.

You can also setup the Fax forwarding through printer panel. To setup “Fax Forwarding using the control Panel:

1. Press Scroll (↑ or ↓) to highlight Menu and press Select (✓).
2. Press Scroll (↑ or ↓) to highlight Email setup and press Select (✓).
3. Press Scroll (↑ or ↓) to highlight Email Forward and press Select (✓).
4. Select the desired status by pressing Scroll (↑ or ↓) and press Select (✓).
   - Off: Enables you to turn this feature off.
   - Tx Only: Enables you to forward only outgoing faxes to a specified e-mail address.
   - Rcv Only: Enables you to forward only incoming faxes to a specified e-mail address. When you select this option, you should choose whether the printer prints out the incoming faxes.
   - All Faxes: Enables you to forward both incoming and outgoing faxes to a specified e-mail address.
5. Press Cancel (✓) to return to Standby mode.
If your printer is connected to the network, the Dell Printer Configuration Web Tool (also known as Embedded Web Server) can provide instant feedback on the printer, such as E-mail Alerts. You can set up the Dell Printer Configuration Web Tool to send you an e-mail when the multifunction printer needs supplies or intervention.

In this session, we will discuss the process of how to setup the E-mail Alert on Dell™ Personal Laser Multi-Function Printer 1815dn and Dell™ Multifunction Color Laser Printer 3115cn.

"E-MAIL ALERT" ON DELL™ PERSONAL LASER MULTI-FUNCTION PRINTER 1815DN

In order to enable “E-mail Alert”, you will need to configure the Fax forwarding figure from the printer’s EWS (Embedded Web Server). In the EWS, click on “Email Settings on the right side pane, then click “Email Alert Setup” to open the Setup page (Figure 22). You will need to enter basic information about SMTP Server information. Please refer to the session related to “SMTP Server Setup” on Page 6.

Figure 22 – Email Alert Setup
“Setup E-mail Lists and Alerts” session allows you to enter the e-mails you would like to have the alerts delivered to (Figure 22). For example, if toner is low, we should notify the purchasing department; if there is paper jam, contact IT personnel.

“E-MAIL ALERT” ON DELL™ PERSONAL LASER MULTI-FUNCTION PRINTER 3115CN

Before E-mail Alert on Dell™ Multifunction Color Laser Printer 3115cn can be fully functional, the E-mail Alert Settings need to be configured first. The procedure of how to setup the E-mail Alert settings has been introduced. Please refer to the “E-mail Alert settings” session on Page 13.

To set up E-Mail Alerts on Dell™ Multifunction Color Laser Printer 3115cn:
1. Launch the Dell Printer Configuration Web Tool.
2. Click E-Mail Alerts link.
3. Under Email Server Settings, enter the Primary SMTP Gateway, the Reply Address. This part should be pre-entered. (Please refer to the “E-mail Alert settings” session on Page 13.)
4. Enter your e-mail address or the key operator’s e-mail address in the e-mail list box (Figure 23).
5. Click Apply New Settings.

Figure 23 – E-Mail Alert Settings

You can enter the e-mails you would like to have the alerts delivered to (Figure 23) at “E-Mail Alert Settings” which is located under the SMTP setting Information. For example, if toner is low, we should notify the purchasing department; if there is paper jam, contact IT personnel.