Scanning to Email
# with Document Capture Pro v2

Technical Tip

Getting Started

When you scan with Document Capture Pro v2 the program automatically saves your scanned file on your computer in the folder you specify. You can select settings, preview, and change the scanned file settings as necessary. This guide will cover both how to perform a scans, create jobs and set

Note: The settings may vary, depending on the software version and view that you are using. See the Help information in Document Capture Pro for details.

1) Perform one of the following to open Document Capture Pro.

    • **Windows 10**: Click ■ and select **All Apps** > **Epson Software** > **Document Capture Pro**.
    • **Windows 8**: Navigate to the Apps screen and select **Document Capture Pro**.
    • **Windows 7**: Click 🟠 or **Start**, and select **All Programs** > **Epson Software** > **Document Capture Pro**.

2) Next click on **Job Settings** if in **Simple view** or click on the **Job** dropdown menu and select **Settings** if in **Standard View**.
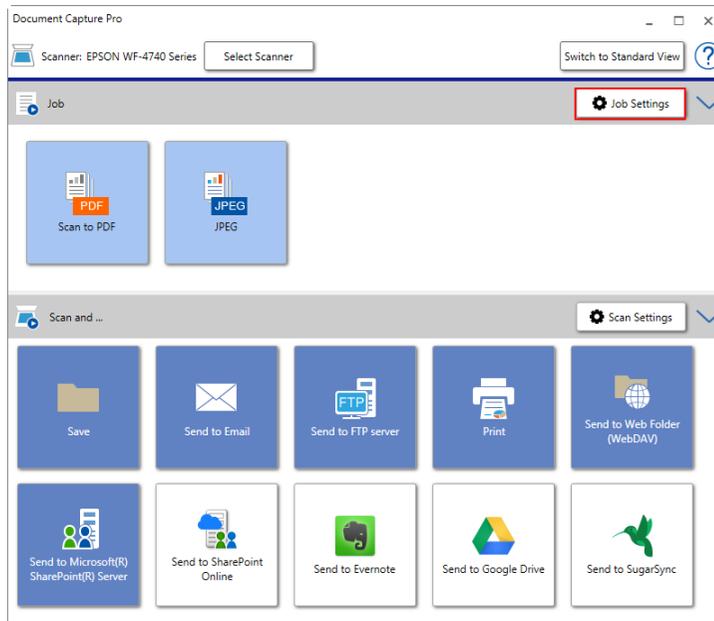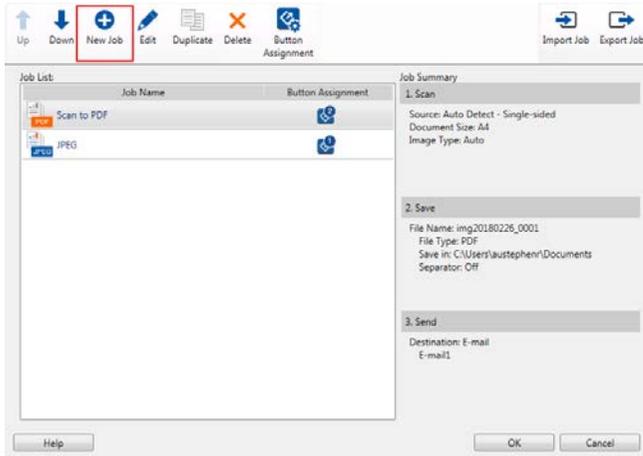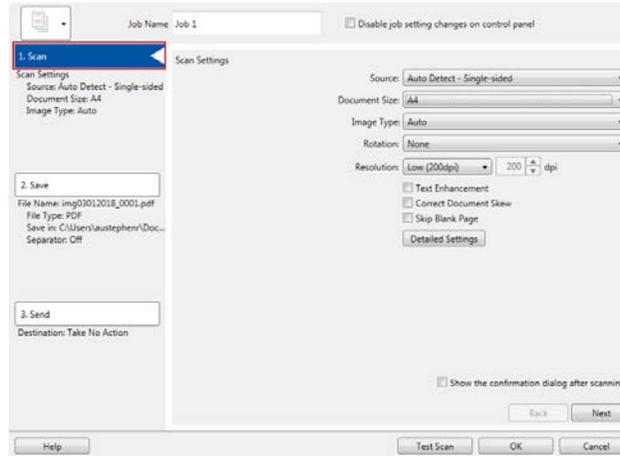
Simple View
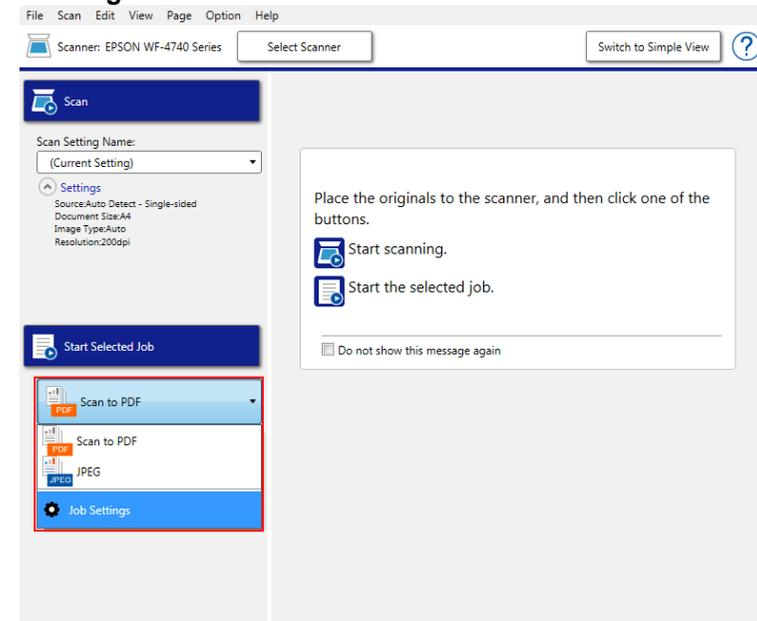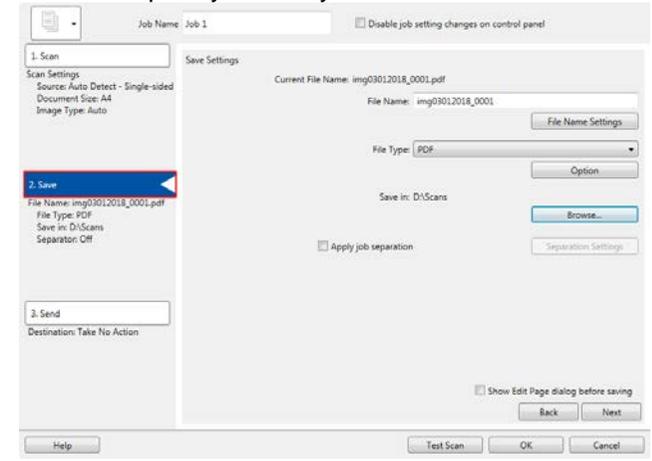
Standard View

Scan to Email via a custom job

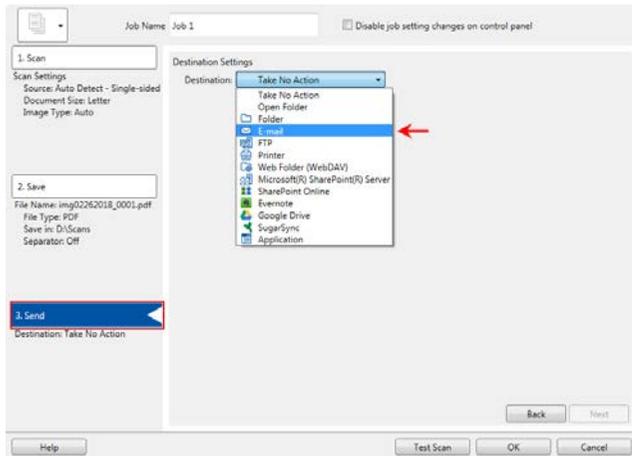3) Click **New Job** to create a new button or click **Edit** to modify an existing job.

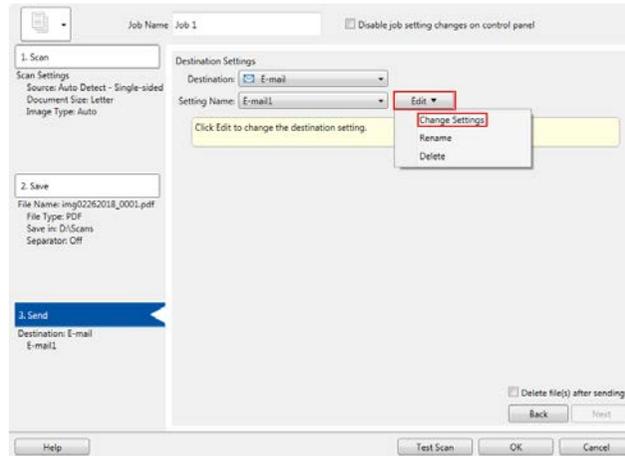4) In the **Scan** menu configure the scan settings for how you wish to scan.

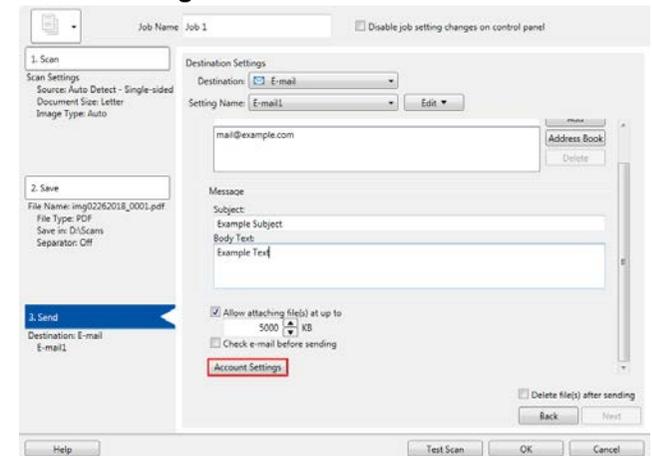5) Click on **Save** to set the file type and temporary directory to save the file.

6) Click **Send** and then click on the **Destination** drop down and select **Email**.

7) Click on **Edit** and then **Change Settings**.

8) Enter the email you wish to have the scan delivered and click Add, then click on **Account Settings**.

Scan to Email via a custom job (continued)

9) On the next screen enter your email address, then select the method that best suits you:

Microsoft Outlooks users: Select **Microsoft Outlook** and select the Outlook profile that you use for **Profile Name**.

Other Email Clients: Select **MAPI-enabled E-mail Application Software**

Internet Mail Users: Select **SMTP** and fill out your **User Name** and **Password**. Server details can be found on this page. Enable SSL if you are using port 586 or 465.

10) Next click on **OK** to close the Email Settings menu and **OK** to close the Custom Job screen; then click on **Button Assignment**.

11) Drop down the button that you wish to assign for scanning to email and then select the job that you have recently created and click the **OK**

12) You should now be able to scan via your printer's front panel by going to **Scan** > **Document Capture Pro** > **Scan to Email** (or the job name created)

FAQ

Q) Where can I find more information on how to setup Document Capture Pro v2?

A) More information on how to use Document Capture Pro v2 may be found here.

Q) My **Scan to**: **Email** button is not working despite configuring a job in Document Capture Pro.

A) **The Scan to: Email** button is only used for SMTP configurations (clientless). Details on how to set this up can be found here.

Email Settings by Provider

aaNet
SMTP: mail.aanet.com.au
Port: 25

AAPT
SMTP: mail.aapt.net.au
Port: 465

Adam Internet
SMTP: mail.adam.com.au
Port

Bigpond
SMTP: smtp.telstra.com
Port: 465 (recommended) / 25 (alternative)

Blink Internet
SMTP: mail.blink.m2.com.au
Port: 25

Club Telco
SMTP: mail.clubtelco.com
Port: 25

Dodo
SMTP: smtp.dodo.com.au
Port: 25

Froggy
STMP: froggy.com.au
Port: 465

Gmail
SMTP (recommended): smtp-relay.gmail.com
Port: 587 (recommended) / 465 / 25
Or
SMTP (alternative): smtp.gmail.com
Port: 587 (recommended) / 465 (alternative)

Grapevine
SMTP: mail.grapevine.com.au
Port: 465

Hotmail / Outlook / Live
SMTP (recommended): smtp-mail.outlook.com
Port: 587
SMTP (alternate): smtp.live.com
Port: 587

iCloud
SMTP: smtp.mail.me.com
Port: 587

iiNet
SMTP: mail.iinet.net.au
Port: 465

Internode
SMTP: mail.internode.on.net
Port: 465

iPrimus
SMTP: smtp.iprimus.com.au
Port: 25

Onthenet
SMTP: mail.onthenet.com.au
Port: 25

Optus
SMTP: mail.optusnet.com.au
Port: 25

Tassie
SMTP: mail.iinet.net.au
Port: 465

Telstra Mail
SMTP: smtp.telstra.com
Port: 465 (recommended) / 587 (alternative)

TPG
SMTP: mail.tpg.com.au
Port: 25

Westnet
SMTP: mail.westnet.com.au
Port: 465

Yahoo!
SMTP: smtp.mail.yahoo.com
Port: 465