

# How to change the default scan to email name

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Note: this can be done from the web page of the device. To access, you will need the specific admin password for the device.

## AltaLink

### To Configure SMTP Settings:

1. Access CentreWare Internet Services (CWIS) and if necessary, login as System Administrator. Click on the **Properties** tab.
2. Click on **Connectivity** on the left side of the window.
3. Click on **Setup**.
4. Under Protocol, next to SMTP, click **Edit**.
5. To allow the printer to use DNS to identify an SMTP server on your network automatically, under Server, select **Use DNS**.
6. To specify an SMTP server manually, select **Specify SMTP Server manually**.
- a. For address type, select an option. Options include:
  - IPv4 Address
  - IPv6 Address
  - Host Name
- b. Enter the appropriately formatted address and port number.
7. **Under Device E-mail Address, enter the e-mail address of the printer.**
8. Click on **Apply**.