SETTING UP SCAN TO EMAIL ON OKI ES8473

1 - OPTAIN THE IP ADDRESS OF YOUR COPIER

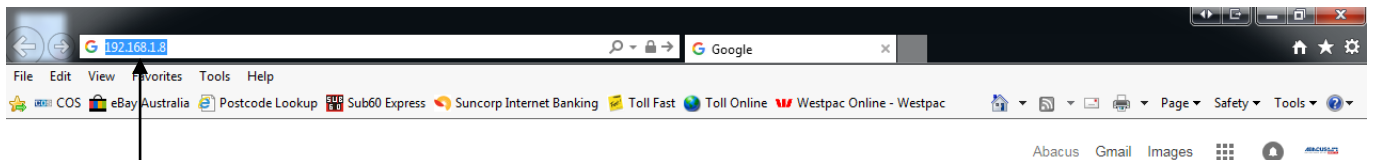ON THE COPIER

PRESS THE DEVICE SETTINGS

SCROLL DOWN TO SECOND PAGE

THEN VIEW INFORMATION

THEN NETWORK

NOTE THE IPV4 ADDRESS

2 - OPEN UP YOUR WEB BROWSER (MUST BE FROM A PC THAT IS CONNECTED TO THE SAME NETWORK) AND TYPE THE IP ADDRESS INTO THE ADDRESS BAR

TYPE ADDRESS IN HERE

3 - YOU WILL NOW SEE THE FOLLOWING SCREEN

4 - CLICK ON THE ADMINISTRATOR LOGIN

5 - ENTER THE USERNAME AND PASSWORD (default settings are username: admin password: aaaaaa) AND CLICK OK

6 - IF THIS SCREEN APPEARS SCROLL DOWN AND CLICK SKIP OTHERWISE PROCEED TO NEXT STEP

7 - CLICK ON ADMIN SETUP

8 - CLICK ON NETWORK

9 - CLICK ON EMAIL

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View Info | Paper Setup | List | Admin Setup | Job List | Direct Print | Transmission Settings | Links

Admin Setup

- Set/Edit device PIN and User
- ⊟ Network
  - General Network Settings
  - TCP/IP
  - NBT
  - Mail Server
  - ⊟ E-mail
    - Receive Settings
    - Alert Settings
  - ⊞ SNMP
  - ⊞ IPP
  - Google Cloud Print
  - Windows Rally
  - IEEE802.1X
  - Secure Protocol Server
  - LDAP
  - Proxy
  - ⊞ Security
  - ⊞ Maintenance
- ⊞ Copy Setup
- ⊞ Fax Setup
- ⊞ FaxServer Function
- ⊞ Internet Fax Setup

E-mail Receive Settings

STEP1. Select E-mail Receive Protocol.

Select any one from below, and click "To STEP2" button.

	Use Protocol	Description
○	POP3	Device receives E-mail using POP3 protocol.
○	SMTP	Device receives E-mail using SMTP protocol.
◉	Disable	Device does not receive E-mail.

To STEP2

10 - CLICK ON ALERT SETTINGS

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E-mail Send Settings

STEP1. SMTP send settings

Set the protocol for the device to send E-mail.

If Disable is selected, skip the rest of the STEPs.

SMTP Send   Enable ▾

STEP2. Send Address Settings

Set the SMTP Server Address where the device will send E-mail.

SMTP Server   [_____]
Enter E-mail Server.
(Max.64 characters)

Send Test   Test

Set the sender Address (this device's Address).

Device E-mail Address   [_____]
May be required to validate E-mail transmissions.
(Max.64 characters)

STEP3. More detail settings

» **Set detail of the SMTP Protocol.**

Alert Settings

You can configure this device to send E-mail Alerts for various error conditions.

E-mail Send Settings must be configured to use this service (Receive Settings have no affect on this service).

Setting Events used for sending E-mail Alerts

You can set up to five addresses to which E-mail messages are sent upon printer status changes.

Address1: [_____]   Setting   Copy

Submit   Cancel   Press Submit to send changes. Press Cancel to clear changes.

11 - ENTER THE SMTP SERVER ADDRESS FOR YOUR EMAIL

12 - ENTER IN THE DEVICE EMAIL ADDRESS (in a lot of cases this does not need to be a valid address)

13 - IF YOU NEED TO CHANGE AND EXTRA DETAILS ie. PORT NUMBER, USERNAME AUTH ETC CLICK HERE

IF YOU DO NOT PROCEED TO STEP 19

14 - THE FOLLOWING BOX WILL NOW APPEAR

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E-mail Send Settings

STEP1. SMTP send settings
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SMTP Send   [Enable ▾]

STEP2. Send Address Settings
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SMTP Server   [_____]
Enter E-mail Server.
(Max.64 characters)

Send Test   [Test]
Set the sender Address (this device's Address).

Device E-mail Address   [_____]
May be required to validate E-mail transmissions.
(Max.64 characters)

STEP3. More detail settings
» **Set detail of the SMTP Protocol.**
» **Security settings**
» **Configure attached information**
» **Others**

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Address1: [_____] [Setting] [Copy]

[Submit] [Cancel]   Press Submit to send changes. Press Cancel to clear changes.

15 - CLICK ON SECURITY SETTINGS

16 - THE FOLLOWING BOX WILL NOW APPEAR

SMTP Security Settings

Set security of the SMTP Protocol.

Authentication Method	[None ▾]
SMTP Port Number	[25] (1-65535)
SMTP UserID	[_____] (Max.64 characters)
SMTP Password	[_____] (Max.64 characters)
SMTP Encryption	[None ▾]
POP3 Server	[_____] (Max.64 characters)
POP UserID	[_____] (Max.64 characters)
POP Password	[_____] (Max.16 characters)
POP Encryption	[None ▾]
POP3 Port Number	[110] (1-65535)
APOP Support	[Disable ▾]

[OK] [Cancel]

17 - MAKE ANY CHANGES TO THAT YOU NEED TO MAKE AND CLICK OK (make sure you turn on the authentication method box if you require a username and password - normally set to SMTP)

18 - YOU WILL NOW BE PRESENTED WITH THE SAME SCREEN AS BEFORE BUT YOUR DETAILS WILL BE FILLED IN

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You can set up to five addresses to which E-mail messages are sent upon printer status changes.

Address1:   Setting   Copy

Submit   Cancel   Press Submit to send changes. Press Cancel to clear changes.

19 - CLICK ON SUBMIT

20 - CLICK ON THE TEST BUTTON TO MAKE SURE EVERYTHING WORKS

21 - YOU WILL GET ANOTHER DIALOGUE BOX WHERE YOU HAVE TO INSERT AN EMAIL ADDRESS AND CLICK OK. IT CAN TAKE SOME TIME FOR THIS TO COMPLETE BUT EVERYTHING IS SUCCESSFUL YOU WILL RECEIVE A TEST EMAIL

22 - EMAIL ADDRESSES ARE ADDED THROUGH THE COPIER INTERFACE

ON THE LCD PRESS DEVICE SETTINGS

THEN ADDRESS BOOK

THEN EMAIL ADDRESS