SETTING UP SCAN TO NETWORK FOLDER ON OKI ES7470/ES7480

1 - OPTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER
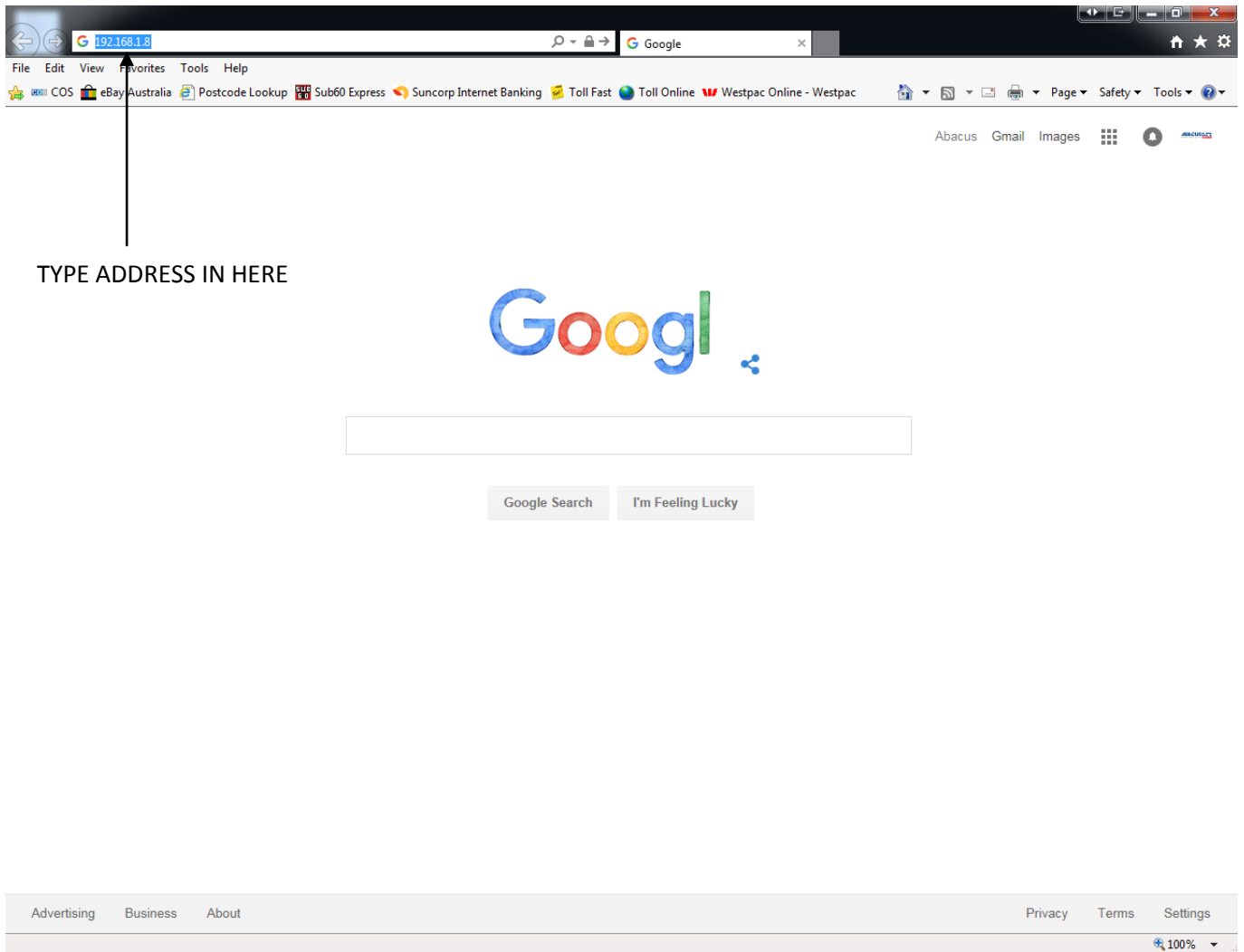
PRESS THE SETTING BUTTON

THEN ON THE LCD PRESS ADMIN

ENTER THE ADMIN PASSWORD (DEFAULT IS 123456)

THEN PRESS ON LIST/REPORT

THEN LIST

THEN NIC CONFIGURATION PAGE

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 LOGIN

5 - YOU WILL GET THIS DIALOGUE BOX

6 - ENTER THE LOGIN DETAILS (default username is admin and password is 123456) AND CLICK LOGIN

7 - CLICK ON ADMINISTRATION

8 - CLICK ON SAVE AS FILE

OKI

e-Filing
Logout

| Device | Job Status | Logs | Registration | Counter | User Management | Administration |

| Setup | Security | Maintenance | Registration | AirPrint |

Setup

General | Network | Copier | Save as file | Email | InternetFax | Printer/e-Filing | Printer | Print Service | ICC Profile | Print Data Converter | EWB | ODCA | Version

[Save] [Cancel]

General Setting

Device Information

Name	MFPAEB3D1
Copier Model	OKI ES7480 MFP
Serial Number	AK54049699
MAC Address	00:80:91:AE:B3:D1
Save as File & e-Filing Space Available	226306 MB
Fax Space Available	943 MB
Data Cloning Function	Enable ∨
USB Direct Print	Enable ∨
Location	
Geo Location	geo:90,180
Contact Information	
Service Phone Number	
Administrative Message	

Functions

Save as Local HDD	Enable ∨
e-Filing	Enable ∨
Email Send	Enable ∨
Save as FTP	Enable ∨
Save as FTPS	Enable ∨
Save to USB Media	Enable ∨

| Top | Help |

🔍 100% ∨

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9 - NEXT STEP HAS TO BE DONE IN TWO PARTS AS YOU WILL NEED TO SCROLL DOWN

Save as file Setting

Local Storage Path

Storage Path   FILE_SHARE

10 - CHANGE TO THIS OPTION

⦿ Send scanned documents to a sub folder in the storage path.
(The sub folders will be named after the associated template and will be of the format: Group Number-GroupName-TemplateName)

○ Send scanned documents directly to the storage path.

11 - CHANGE TO THIS OPTION

Storage Maintenance

○ Do not delete documents automatically
⦿ Delete documents after 30 day(s)

12 - CHANGE TO THIS OPTION

Destination

⦿ Do not allow any network folder to be used as a destination
○ Use Network Folder Destination

Default file path   Use local folder ∨

13 - YOU CAN NOW CHANGE THIS TO REMOTE 1

Folder Name

Folder Name Setting   Disable ∨

Format

File Name Format(*)	[FileName]-[Date]-[Page] ∨
Date Format(*)	[YYYY][MM][DD][HH][mm][SS] ∨
Page Number Format(*)	4digits ∨
Sub ID Format	AUTO ∨

*These settings are applied to the file attached to Email.

14 - CHANGE TO THIS OPTION

Single Page Data Saving Directory

⦿ Save under a subfolder
○ Save without creating a subfolder

15 - CHANGE TO THIS OPTION

File Composition(*)

⦿ Scanning 1 page makes 1 file. (2-sided originals become 2 files.)
○ Make to the file like a scanned manuscript. (2-sided originals become 1 files.)
When making a single page file, this setting is applied.
This setting is applied to the file attached to an Email.

16 - CHANGE TO THIS OPTION

User Name and Password at User Authentication for Save as File

⦿ User name and password of the device
○ Login User Name and Password
(Template registration User Name and Password is prioritized to expand template)

○ Login User Name and Password
(Login User Name and Password is prioritized to expand template)

Searching Interval

Deleting Expired File   [12]   Hour(s)

This setting is applied to the e-Filing document.

Remote 1 and Remote 2 Settings

☑ Remote 1   ⦿ Allow the following network folder to be used as a destination   [Remote Setting List]

Protocol ⦿ SMB ○ FTP ○ FTPS ○ NetWare IPX/SPX ○ NetWare TCP/IP

Server Name [ ]

Port Number(Command) [ ] -

Network Path [ ]

Login User Name [ ]

Password [ ]   Retype Password [ ]

○ Allow user to select network folder to be used as a destination

17 - CHANGE TO THIS OPTION

☑ Remote 2   ⦿ Allow the following network folder to be used as a destination   [Remote Setting List]

18 - UNTICK THIS OPTION

Protocol ⦿ SMB ○ FTP ○ FTPS ○ NetWare IPX/SPX ○ NetWare TCP/IP

Server Name [ ]

Port Number(Command) [ ] -

Network Path [ ]

Login User Name [ ]

Password [ ]   Retype Password [ ]

○ Allow user to select network folder to be used as a destination

N/W-Fax Destination

⦿ Do not allow any network folder to be used as a destination

○ Use Network Folder Destination

N/W-Fax Folder

☐   Protocol ⦿ SMB ○ FTP ○ FTPS ○ NetWare IPX/SPX ○ NetWare TCP/IP

Server Name [ ]

Port Number(Command) [ ] -

Network Path [ ]

Login User Name [ ]

Password [ ]   Retype Password [ ]

19 - UP THE TOP OF THE PAGE YOU WILL HAVE THIS - CLICK SAVE

Setup

General | Network | Copier | Save as file | Email | InternetFax | Printer/e-Filing | Printer | Print Service | ICC Profile | Print Data Converter | EWB | ODCA | Version

[Save] [Cancel]

20 - WHEN IT ASKS IF YOU ARE SURE CLICK OK

21 - UP THE TOP OF THE PAGE YOU WILL HAVE THIS - CLICK ON REGISTRATION

OKI

| Device | Job Status | Logs | Registration | Counter | User Management | Administration |

| Setup | | Security | | Maintenance | | Registration | | AirPrint |

Setup

General | Network | Copier | Save as file | Email | InternetFax | Printer/e-Filing | Printer | Print Service | ICC Profile | Print Data Converter | EWB | ODCA | Version

[Save] [Cancel]

22 - CLICK HERE

OKI

| Device | Job Status | Logs | Registration | Counter | User Management | **Administration** |

| Setup | | Security | | Maintenance | | **Registration** | | AirPrint |

Registration

Public Template | Public Menu | InternetFAX Received Forward

Reset

| No.	Name	User Name
Public	Public Template Groups	

Panel View | List view

Please click a template picture to edit.

Jump to

1-6 7-12 13-18 19-24 25-30 31-36 37-42 43-48 49-54 55-60

Templates 1-6

1		Undefined	2		Undefined
		Undefined			Undefined
3		Undefined	4		Undefined
		Undefined			Undefined
5		Undefined	6		Undefined
		Undefined			Undefined

Go to top of this page

Templates 7-12

7		Undefined	8		Undefined
		Undefined			Undefined
9		Undefined	10		Undefined
		Undefined			Undefined
11		Undefined	12		Undefined
		Undefined			Undefined

Go to top of this page

23 - CLICK ON SCAN AND THEN SAVE AS FILE

OKI

| Device | Job Status | Logs | Registration | Counter | User Management | **Administration** |

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Template Properties   Public Template ▶

Save   Cancel

Select Agent

☐ Copy
☐ Fax ☐ InternetFax
☐ Scan
☐ Meta Scan

☐ Email
☐ Save as file
☐ Store to e-Filing
☐ Store to USB Media

24 - THEN CLICK ON SELECT AGENT

25 - CLICK ON PANEL SETTING TO CHANGE THE NAME TO SOMETHING UNIQUE IF YOU ARE SETTING UP MULTIPLE SCAN TO FILE PROFILES - YOU NORMALLY ONLY CHANGE CAPTION 2

26 - CLICK ON SAVE AS FILE SETTING

27 - CHANGE TO PDF (SINGLE)

28 - UNTICK THIS BOX AND TICK REMOTE 1

29 - SCROLL DOWN SO THAT ALL OF THE REMOTE 1 SETTINGS ARE VISABLE
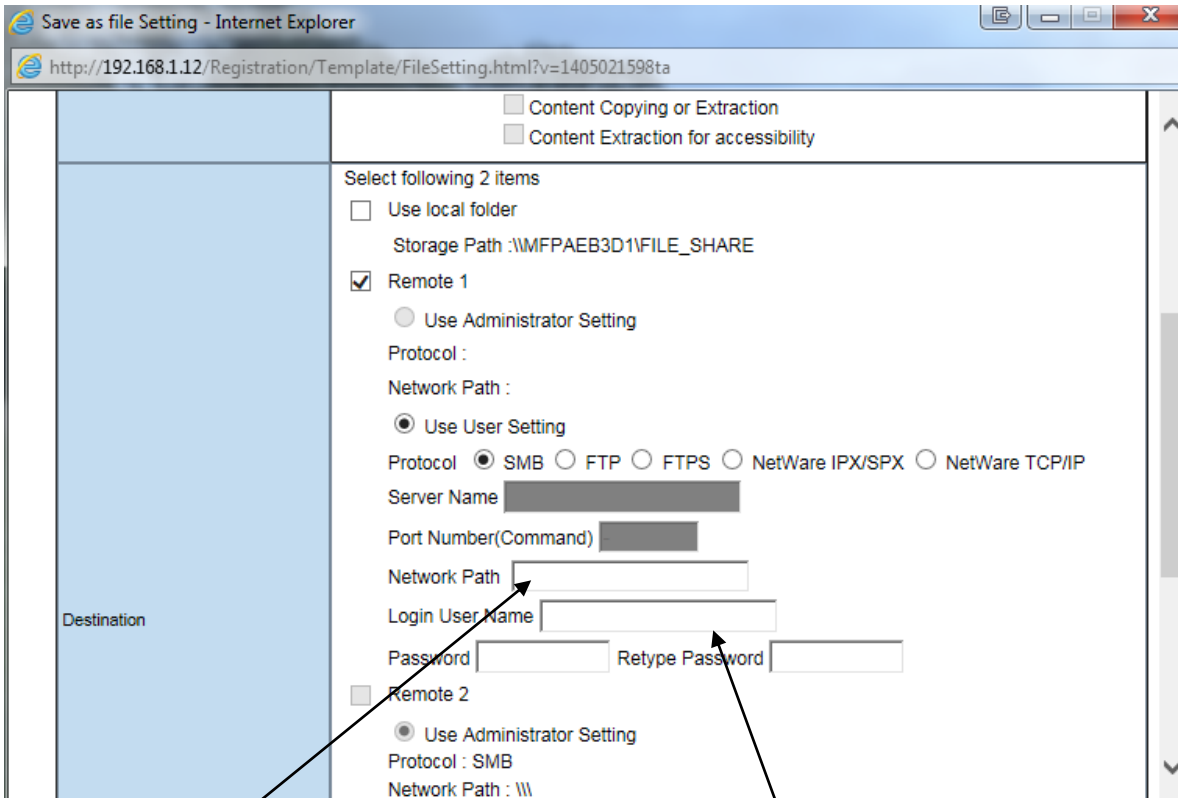
30 - ENTER THE NETWORK PATH IN THE FOLLOWING FORMAT

 \\'FRONTDESK'\'SCANS'

'FRONTDESK' = COMPUTER NAME

'SCANS' = SHARE NAME

31 - ENTER A USERNAME AND PASSWORD (if none is required use Guest as the username and leave password blank)

32 - SCROLL UP AND CLICK SAVE