

# SETTING UP SCAN TO NETWORK FOLDER ON OKI ES7470/ES7480

## 1 - OBTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER

PRESS THE SETTING BUTTON

THEN ON THE LCD PRESS ADMIN

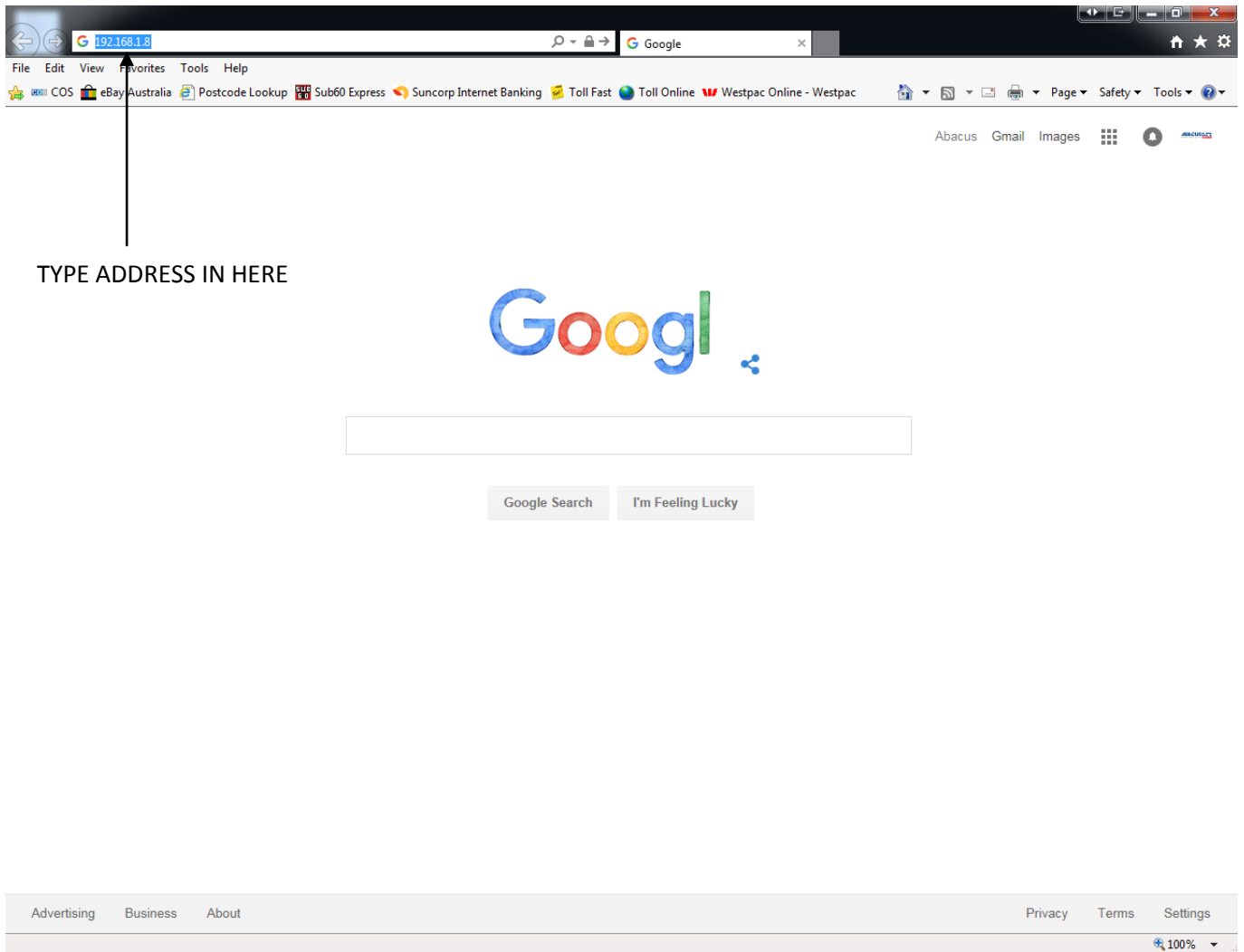
ENTER THE ADMIN PASSWORD (DEFAULT IS 123456)

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



The image shows a screenshot of a web browser window. The address bar at the top contains the IP address '192.168.1.8'. Below the address bar, the Google logo is displayed in its characteristic multi-colored font. Underneath the logo is a search input field, and below that are two buttons: 'Google Search' and 'I'm Feeling Lucky'. At the bottom of the browser window, there is a footer with links for 'Advertising', 'Business', and 'About' on the left, and 'Privacy', 'Terms', and 'Settings' on the right. The zoom level is set to 100%.

TYPE ADDRESS IN HERE

**3 - YOU WILL NOW SEE THE FOLLOWING SCREEN**

Device Information

Status	Alerts
Name	MFPAEB3D1
Location	
Copier Model	OKI ES7480 MFP
Serial Number	AK54049699
MAC Address	00:80:91:AE:B3:D1
Main Memory Size	2048 MB
Page Memory Size	512 MB
Save as File & e-Filing Space Available	226306 MB
Fax Space Available	943 MB
Contact Information	
Phone Number	
Message	
Alerts	• Check Fuser Unit.

Options

Finisher	Inner Finisher
Fax	None

Toner

Yellow(Y)	100%
Magenta(M)	100%
Cyan(C)	100%
Black(K)	100%

Paper

Tray	Size	Thickness	Attribute	Capacity	Level
Tray 1	A4	Plain	None	530	100%

**4 - CLICK ON LOGIN**

**5 - YOU WILL GET THIS DIALOGUE BOX**

Login with your TopAccess User Name and Password.

User Name

Password

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

**7 - CLICK ON ADMINISTRATION**

Device Information

Status	Alerts
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Location	
Copier Model	OKI ES7480 MFP
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Main Memory Size	2048 MB
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Options

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Paper

Tray	Size	Thickness	Attribute	Capacity	Level
Tray 1	A4	Plain	None	530	100%

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

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**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%

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

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. **10 - CHANGE TO THIS OPTION**

**Storage Maintenance**

Do not delete documents automatically

Delete documents after 30 day(s) **11 - CHANGE TO THIS OPTION**

**Destination**

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

Use Network Folder Destination **12 - CHANGE TO THIS OPTION**

Default file path Use local folder

**Folder Name**

Folder Name Setting Disable **13 - YOU CAN NOW CHANGE THIS TO REMOTE 1**

**Format**

File Name Format(\*) [FileName]-[Date]-[Page]

Date Format(\*) [YYYY][MM][DD][HH][mm][SS] **14 - CHANGE TO THIS OPTION**

Page Number Format(\*) 4digits

Sub ID Format AUTO

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

**Single Page Data Saving Directory**

Save under a subfolder **15 - CHANGE TO THIS OPTION**

Save without creating a subfolder

**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.) **16 - CHANGE TO THIS OPTION**

When making a single page file, this setting is applied.  
This setting is applied to the file attached to an Email.

**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  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](#)

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

18 - UNTICK THIS OPTION

**NW-Fax Destination**

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

Use Network Folder Destination

**NW-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](#)

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](#)

## 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](#)

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**

[Setup](#) | [Security](#) | [Maintenance](#) | [Registration](#) | [AirPrint](#)

### Template Properties [Public Template ▶](#)

- 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**



Device Job Status Logs Registration Counter User Management Administration

Setup Security Maintenance Registration AirPrint

### Template Properties [Public Template >](#)

Save Cancel

Select Agent

Copy  
 Fax / Internet Fax  
 Scan  
 Meta Scan

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

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Panel Setting

Picture	
Caption1	SCAN TO
Caption2	FILE
User Name	
Automatic Start	Disable
Notification	

Save as file Setting

File Format	PDF(Multi)
Encryption	Disable
Destination	WMFPAEB3D1\FILE_SHARE
File Name	DOCDDMMYY(DDMMYY is a date)

Scan Setting

Preview	OFF
Single/2-Sided Scan	Single
Rotation	
Color Mode	Black
Resolution	200dpi
Compression	
Original Mode	Text

[Top](#) | [Help](#)

**26 - CLICK ON SAVE AS FILE SETTING**

### Save as file Setting

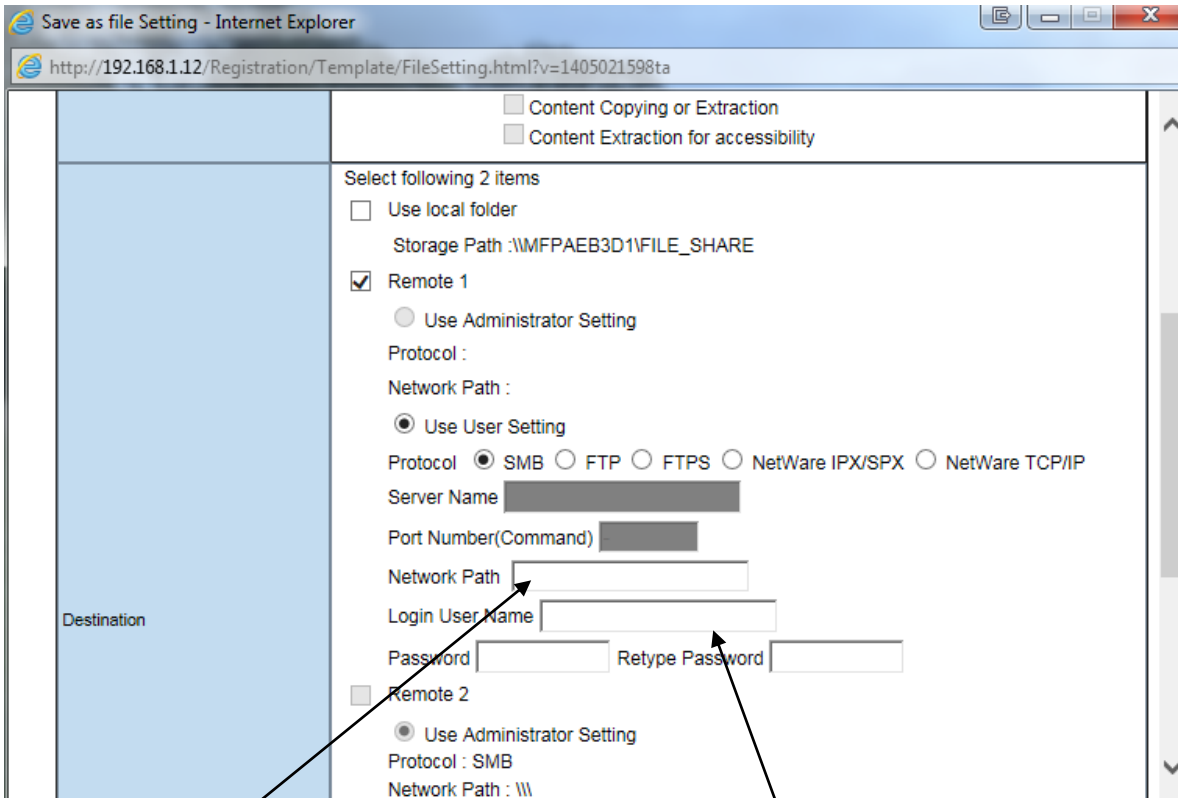
Save Cancel

File Format	PDF(Multi)
Encryption	<input type="checkbox"/> Encryption User Password: [mask] Retype Password: [mask] Master Password: [mask] Retype Password: [mask] Encryption Level: 128-bit AES Authority:
	<input type="checkbox"/> Printing <input type="checkbox"/> Change of Documents <input type="checkbox"/> Content Copying or Extraction <input type="checkbox"/> Content Extraction for accessibility
	Select following 2 items
	<input checked="" type="checkbox"/> Use local folder Storage Path: WMFPAEB3D1\FILE_SHARE
	<input type="checkbox"/> Remote 1 <input type="radio"/> Use Administrator 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**