

# SETTING UP SCAN TO EMAIL ON OKI ES8473

## 1 - OBTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER

PRESS THE DEVICE SETTINGS

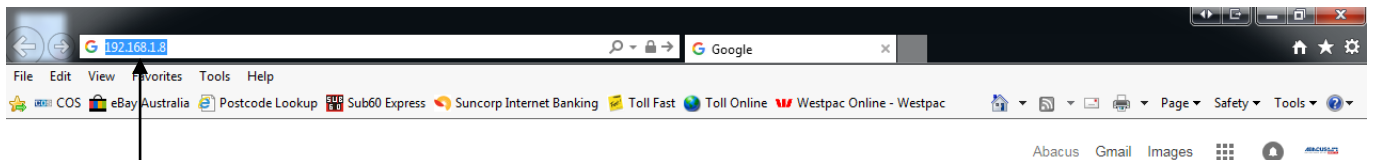
SCROLL DOWN TO SECOND PAGE

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



Google Search

I'm Feeling Lucky

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

The screenshot displays the OKI ES8473 MFP web interface. At the top left is the OKI logo. Below it, the device model 'ES8473 MFP' is shown with a 'Refresh' button. A navigation bar includes 'View Info', 'Direct Print', and 'Links'. A left sidebar contains a 'View Information' menu with options for Status, Counter, Supplies Life, Network, and System. An 'Administrator Login' button is highlighted with an arrow. The main content area is divided into three sections: 'Information', 'Print Service', and 'Setting Service'. The 'Information' section lists device details such as Device Name (OKI-ES8473MFP-2EAB55), IP Address (192.168.1.10), and MAC Address (00:25:36:2E:AB:55). The 'Print Service' section shows LPR, Port9100, FTP, and IPP, all with status indicators. The 'Setting Service' section shows SNMP, WEB, and Telnet, also with status indicators. A 'Remaining Toner' section at the top right shows levels for Black, Cyan, Magenta, and Yellow, all at 100%.

### 4 - CLICK ON THE ADMINISTRATOR LOGIN

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

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

The screenshot shows the 'Setup' screen of the OKI ES8473 MFP web interface. The OKI logo is at the top left. Below it, the device model 'ES8473 MFP' is displayed. The 'Setup' section contains the following text: 'This is the first login to the Device web page. If you would like to perform basic setup of the device, please complete the fields, and press "OK". Otherwise press "SKIP".' Below this is the 'Identification' section with several input fields: 'Device Name' (OKI-ES8473MFP-2EAB55), 'Short Device Name' (ES8473M-2EAB55), 'Location', 'Asset Number', and 'Contact Name - Administrator'. The 'Protocol' section includes 'TCP/IP' (Enable) and 'NetBIOS over TCP' (Enable). At the bottom, there are 'OK' and 'SKIP' buttons, and a checkbox for 'Do not show this page again.'.

## 7 - CLICK ON ADMIN SETUP

**OKI**

**ES8473 MFP** Refresh Status Window

[View Info](#) | [Paper Setup](#) | [List](#) | [Admin Setup](#) | [Job List](#) | [Direct Print](#) | [Transmission Settings](#) | [Links](#)

**View Information**

- Status
- Counter
- Supplies Life
- Usage Report
- Network
- System

**Information**

**Device Name**: OKI-ES8473MFP-2EAB55

**IP Address**: 192.168.1.10

**IPv6 Address**: fe80:0000:0000:0000:0225:36ff:fe2e:ab55 (Link-Local Address)  
0000:0000:0000:0000:0000:0000:0000:0000 (Stateless Address)

**MAC Address**: 00:25:36:2E:AB:55

**Location**

**Serial Number**: AL57030126

**Asset Number**

**Contact Name - Administrator**

**Tray1**: A4 SEF  
**Tray2**: A4 SEF  
**Tray3**: A3  
**MP Tray**: A4 LEF  
**Duplex**: Installed  
**Hard Disk**: Installed  
**Memory**: 1280 MB

**Remaining Toner :**

- Black: 100%
- Cyan: 100%
- Magenta: 100%
- Yellow: 100%

**Print Service Enabled**

- LPR:
- Port9100:
- FTP:
- IPP:

**Setting Service Enabled**

- SNMP:
- WEB:
- Telnet:

**Version Information**

**Firmware Version**: A04.02\_0\_6  
**CU Version**: 04.02  
**PU Version**: 00.06.20  
**Network Firmware**: 00.34  
**Web Remote**: 00.29  
**Web Language**: 00.29

## 8 - CLICK ON NETWORK

**OKI**

**ES8473 MFP** Refresh Status Window

[View Info](#) | [Paper Setup](#) | [List](#) | [Admin Setup](#) | [Job List](#) | [Direct Print](#) | [Transmission Settings](#) | [Links](#)

**Admin Setup**

- Set/Edit device PIN and User
- Network
- Copy Setup
- Fax Setup
- FaxServer Function
- Internet Fax Setup
- Scanner Setup
- Print From USB Memory Setup
- Print Setup
- Manage Unit
- User Install

**User Settings**

Displays PIN as Standard

New Modify Delete Delete All

User List:

User Name	PIN ID

9 - CLICK ON EMAIL

**OKI**

ES8473 MFP

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
<input type="radio"/>	POP3	Device receives E-mail using POP3 protocol.
<input type="radio"/>	SMTP	Device receives E-mail using SMTP protocol.
<input checked="" type="radio"/>	Disable	Device does not receive E-mail.

[To STEP2](#)

10 - CLICK ON ALERT SETTINGS

**OKI**

ES8473 MFP

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 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**

**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**

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:

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



ES8473 MFP

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
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- FaxServer Function
- Internet Fax Setup

**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:

**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:

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](#)

**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:

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	<input type="text" value="None"/>
SMTP Port Number	<input type="text" value="25"/> (1-65535)
SMTP UserID	<input type="text" value=""/> (Max.64 characters)
SMTP Password	<input type="text" value=""/> (Max.64 characters)
SMTP Encryption	<input type="text" value="None"/>
POP3 Server	<input type="text" value=""/> (Max.64 characters)
POP UserID	<input type="text" value=""/> (Max.64 characters)
POP Password	<input type="text" value=""/> (Max.16 characters)
POP Encryption	<input type="text" value="None"/>
POP3 Port Number	<input type="text" value="110"/> (1-65535)
APOP Support	<input type="text" value="Disable"/>

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

The screenshot shows the OKI ES8473 MFP Admin Setup interface. The left sidebar contains a navigation menu with categories like Admin Setup, Network, E-mail, Alert Settings, SNMP, IPP, Google Cloud Print, Windows Rally, IEEE802.1X, Secure Protocol Server, LDAP, Proxy, Security, Maintenance, Copy Setup, Fax Setup, FaxServer Function, and Internet Fax Setup. The main content area is titled 'E-mail Send Settings' and is divided into three steps: STEP1. SMTP send settings, STEP2. Send Address Settings, and STEP3. More detail settings. STEP1 includes an 'SMTP Send' dropdown menu set to 'Enable'. STEP2 includes fields for 'SMTP Server' (with a 'Test' button), 'Send Test' (with a 'Test' button), and 'Device E-mail Address'. STEP3 includes a link to 'Set detail of the SMTP Protocol'. Below these steps is the 'Alert Settings' section, which includes a 'Setting Events used for sending E-mail Alerts' section with an 'Address1' field and 'Setting' and 'Copy' buttons. At the bottom of the main content area are 'Submit' and 'Cancel' buttons, with a note: '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