

# SETTING UP SCAN TO EMAIL ON OKI ES5462

## 1 - OBTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER

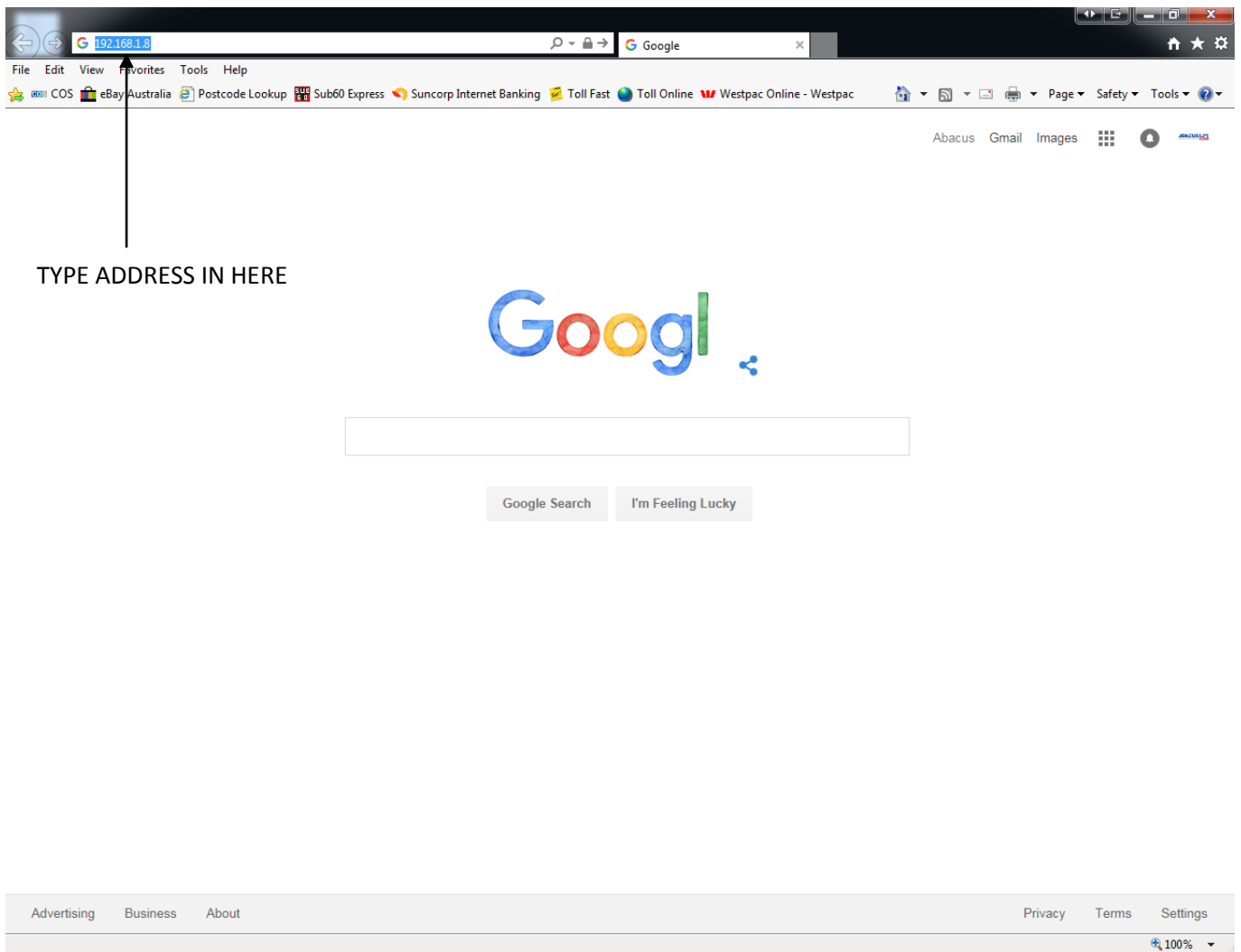
PRESS THE SETTINGS BUTTON

THEN SCROLL DOWN TO 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



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. A search input field is visible below the logo, and two buttons labeled "Google Search" and "I'm Feeling Lucky" are positioned below the search field. An arrow points from the text "TYPE ADDRESS IN HERE" to the address bar. The browser's menu bar and toolbar are also visible at the top of the window.

TYPE ADDRESS IN HERE

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

**OKI**

ES5462 MFP Refresh

[View Info](#) | [Direct Print](#) | [Links](#)

**View Information**

- Status
- Counter
- Supplies Life
- Network
- System

[Administrator Login](#)

**Information**

Device Name	OKI-ES5462MFP-86239D
IP Address	192.168.1.11
MAC Address	00:25:36:86:23:9D
Location	
Serial Number	AK28062208
Asset Number	
Contact Name - Administrator	
Tray1	Letter
MP Tray	A4
Duplex	Installed
SD Memory Card	Installed
Memory	256 MB

**Version Information**

CU	02.37
PU	00.07.09
Network Firmware	01.06
Web Remote	01.00
Web Language	01.00

**Remaining Toner :**

Black:	<div style="width: 100%;"></div>	100%
Cyan:	<div style="width: 70%;"></div>	70%
Magenta:	<div style="width: 70%;"></div>	70%
Yellow:	<div style="width: 70%;"></div>	70%

**Print Service Enabled**

LPR	<input checked="" type="checkbox"/>
Port9100	<input checked="" type="checkbox"/>
FTP	<input type="checkbox"/>
IPP	<input type="checkbox"/>
NetWare PServer	<input type="checkbox"/>
NetWare RPrinter	<input type="checkbox"/>
EtherTalk	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

**Setting Service Enabled**

SNMP	<input checked="" type="checkbox"/>
WEB	<input checked="" type="checkbox"/>
Telnet	<input type="checkbox"/>
NetBEUI	<input type="checkbox"/>

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### 4 - CLICK ON 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

**OKI**

ES5462 MFP

**Setup**

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".

**Identification**

Device Name	<input type="text" value="OKI-ES5462MFP-86239D"/> (Max.31 characters)
<small>This is the devices identity on the network (sysName, and Device Name).</small>	
The Device Name can be applied to the following by checking the boxes:	
<input type="checkbox"/>	NetWare Print Server Name
<input type="checkbox"/>	NetWare Printer Name
<input type="checkbox"/>	EtherTalk
Short Device Name	<input type="text" value="ES5462M-86239D"/> (Max.15characters)
<small>A maximum of 15 characters can be used (alpha/numeric characters and "-" are acceptable.)</small>	
Location	<input type="text"/> (Max.255 characters)
Asset Number	<input type="text"/> (Max.32 characters)
Contact Name - Administrator	<input type="text"/> (Max.255 characters)

**Protocol**

TCP/IP	Enable
NetBEUI	Disable ▾
NetBIOS over TCP	Enable ▾
NetWare	Disable ▾
EtherTalk	Disable ▾

7 - CLICK ON ADMIN SETUP

**OKI**

**ES5462 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-ES5462MFP-86239D
IP Address	192.168.1.11
MAC Address	00:25:36:86:23:9D
Location	
Serial Number	AK28062208
Asset Number	
Contact Name - Administrator	
Tray1	Letter
MP Tray	A4
Duplex	Installed
SD Memory Card	Installed
Memory	256 MB

**Version Information**

CU	02.37
PU	00.07.09
Network Firmware	01.06
Web Remote	01.00
Web Language	01.00

**Remaining Toner :**

Black		100%
Cyan		70%
Magenta		70%
Yellow		70%

**Print Service Enabled**

LPR	<input checked="" type="radio"/>
Port9100	<input checked="" type="radio"/>
FTP	<input type="radio"/>
IPP	<input type="radio"/>
NetWare PServer	<input type="radio"/>
NetWare RPrinter	<input type="radio"/>
EtherTalk	<input type="radio"/>
NetBEUI	<input type="radio"/>

**Setting Service Enabled**

SNMP	<input checked="" type="radio"/>
WEB	<input checked="" type="radio"/>
Telnet	<input type="radio"/>
NetBEUI	<input type="radio"/>

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8 - CLICK ON NETWORK

**OKI**

**ES5462 MFP**

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

**Admin Setup**

- PIN ID**
- Network
- Copy Setup
- Fax Setup
- Internet Fax Setup
- Scanner Setup
- Print From USB Memory Setup
- Print Setup
- Management
- User Install

**PIN ID Settings**

New Delete Modify

PIN ID List:

Unregistered ID
1879048192
1879048194

PIN ID counter 3 / 103

9 - CLICK ON EMAIL

**OKI**

**ES5462 MFP**

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

**Admin Setup**

- PIN ID
- Network
  - General Network Settings
  - TCP/IP
  - NetWare
  - EtherTalk
  - NBT/NetBEUI
  - Mail Server
  - **E-mail**
    - **Receive Settings**
    - Alert Settings
  - SNMP
  - IPP
  - Windows Rally
  - IEEE802.1X
  - Secure Protocol Server
  - LDAP
  - Security
  - Maintenance
- Copy Setup
- Fax Setup
- Internet Fax Setup
- Scanner 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. When this feature is enabled, the device will not go to sleep.
<input type="radio"/> SMTP	Device receives E-mail using SMTP protocol. When this feature is enabled, the device will not go to sleep.
<input checked="" type="radio"/> Disable	Device does not receive E-mail.

[To STEP2](#)

10 - THEN ALERT SETTINGS

**OKI**

**ES5462 MFP**

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

**Admin Setup**

- PIN ID
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  - SNMP
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  - Security
  - Maintenance
- Copy Setup
- Fax Setup
- Internet Fax Setup
- Scanner 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

Send Test

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

Device E-mail Address

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

**OKI**

**ES5462 MFP**

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

**Admin Setup**

- PIN ID
- Network
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  - TCP/IP
  - NetWare
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**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**

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**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.

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

**OKI**

ES5462 MFP

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

**Admin Setup**

- PIN ID
- Network
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(Max.64 characters)

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May be required to validate E-mail transmissions.  
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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.

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

PRESS THE SETUP BUTTON

THEN ON THE LCD PRESS ADDRESS BOOK

THEN EMAIL ADDRESS