

SETTING UP SCAN TO EMAIL 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

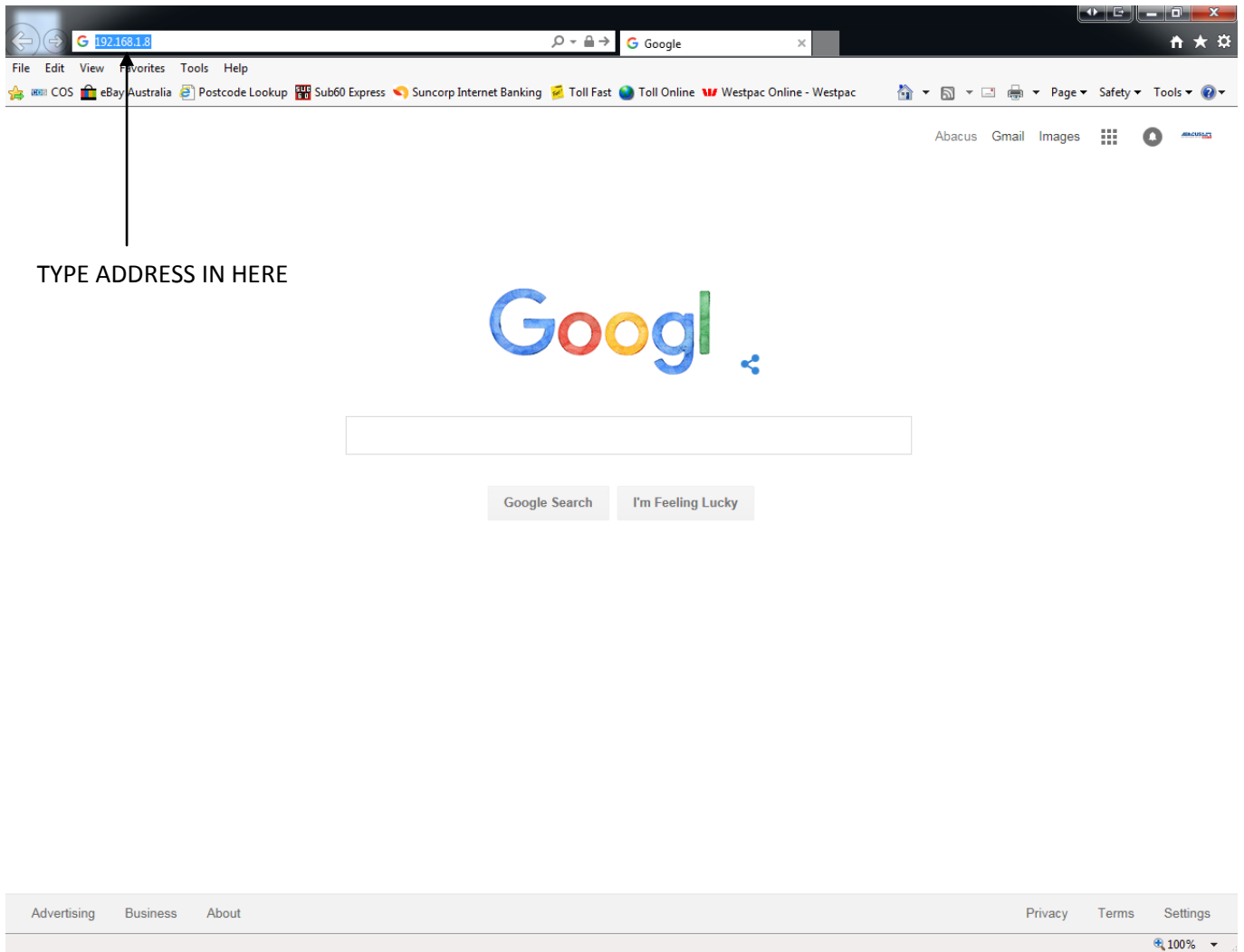
ENTER THE ADMIN PASSWORD (DEFAULT IS 123456)

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

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	■■■■

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

OKI

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

Device

Device Information

Status	Alerts
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Location	
Copier Model	OKI ES7480 MFP
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Cyan(C)	100%
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Paper

Tray	Size	Thickness	Attribute	Capacity	Level
Tray 1	A4	Plain	None	530	■■■■

8 - CLICK ON NETWORK

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	<input type="text"/>
Geo Location	geo:90,180
Contact Information	<input type="text"/>
Service Phone Number	<input type="text"/>
Administrative Message	<input type="text"/>

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 ▾

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100% ▾

9 - THEN CLICK ON SMTP CLIENT

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

- [TCP/IP](#)
- [Filtering](#)
- [IPv6](#)
- [IPX/SPX](#)
- [Apple Talk](#)
- [Bonjour](#)
- [LDAP Session](#)
- [DNS Session](#)
- [DDNS Session](#)
- [SMB Session](#)
- [NetWare Session](#)
- [HTTP Network Service](#)
- [SMTP Client](#)
- [SMTP Server](#)
- [POP3 Network Service](#)
- [FTP Client](#)
- [FTP Server](#)
- [SLP Session](#)
- [SNMP Network Service](#)
- [Web Services Setting](#)
- [LLTD Session](#)
- [Wake Up Setting](#)

10 - THEN CLICK ON SMTP CLIENT

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](#)

SMTP Client

Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

[Go to top of this page](#)

SMTP Server

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

[Go to top of this page](#)

POP3 Network Service

Enable POP3 Client	Enable
Enable SSL	Disable
POP3 Server Address	
Authentication	Disable
Type POP3 Login	AUTO
Account Name	
Scan Rate	5 Minutes
Port Number	110
SSL Port Number	995
POP3 Client Connection Timeout(1-180)	30 Seconds

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11 - THIS BOX WILL NOW OPEN IN A NEW WINDOW - FILL IN THE DETAILS THAT ARE REQUIRED

SMTP Client

Selecting 'Save' in the Main Window is required to Save the new settings.

Enable SMTP Client

Enable SSL

SSL/TLS

SMTP Server Address

POP Before SMTP

Authentication

Login Name

Password

Maximum Email / InternetFax Size(2-100) MB

Port Number

SMTP Client Connection Timeout(1-180) Seconds

ENTER YOUR EMAIL SERVER ADDRESS

IF YOU REQUIRE AUTHENTICATION CHANGE THIS TO AUTO AND THEN FILL IN YOUR USERNAME AND PASSWORD

12 - FINALLY CLICK OK ONCE YOU HAVE ENTERED ALL OF YOUR REQUIRED SETTINGS

13 - YOU WILL COME BACK TO THIS SCREEN - CLICK ON SMTP SERVER

OKI

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

Setup | Security | Maintenance | Registration | AirPrint

Setup

[General](#) | [Network](#) | [Copier](#) | [Save as file](#) | [Email](#) | [InternetFax](#) | [Printers-Filing](#) | [Printer](#) | [Print Service](#) | [ICC Profile](#) | [Print Data Converter](#) | [EWB](#) | [ODCA](#) | [Version](#)

Save

SMTP Client

Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

[Go to top of this page](#)

SMTP Server

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

[Go to top of this page](#)

POP3 Network Service

Enable POP3 Client	Enable
Enable SSL	Disable
POP3 Server Address	
Authentication	Disable
Type POP3 Login	AUTO
Account Name	
Scan Rate	5 Minutes
Port Number	110
SSL Port Number	995
POP3 Client Connection Timeout(1-180)	30 Seconds

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14 - THIS DIALOGUE BOX WILL OPEN IN A NEW WINDOW - ENTER IN THE EMAIL ADDRESS YOU WANT THE COPIER TO USE - THIS DOES NOT ALWAYS HAVE TO BE A VALID EMAIL ADDRESS

SMTP Server

OK Cancel

Selecting 'Save' in the Main Window is required to Save the new settings.

Enable SMTP Server

Port Number

Email Address

Enable OffRamp Gateway

OffRamp Security

OffRamp Print

15 - CLICK OK

16 - YOU WILL COME BACK TO THIS SCREEN AGAIN - CLICK SAVE

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

SMTP Client

Enable SMTP Client	Enable
Enable SSL	Disable
SSL/TLS	STARTTLS
SMTP Server Address	
POP Before SMTP	Disable
Authentication	Disable
Login Name	
Maximum Email / InternetFax Size	30 MB
Port Number	25
SMTP Client Connection Timeout(1-180)	30 Seconds

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SMTP Server

Enable SMTP Server	Enable
Port Number	25
Email Address	
Enable OffRamp Gateway	Disable
OffRamp Security	Enable
OffRamp Print	Enable

[Go to top of this page](#)

POP3 Network Service

Enable POP3 Client	Enable
Enable SSL	Disable
POP3 Server Address	
Authentication	Disable
Type POP3 Login	AUTO
Account Name	
Scan Rate	5 Minutes
Port Number	110
SSL Port Number	995
POP3 Client Connection Timeout(1-180)	30 Seconds

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17 - REFRESH THE PAGE IN AROUND 30 SECONDS - YOU CAN DO THIS BY PRESSING THE F5 KEY ON YOUR KEYBOARD

18 - 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

19 - YOU WILL NOW HAVE THIS PAGE - 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

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Templates 7-12

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

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20 - CLICK ON SCAN AND THEN EMAIL - IF SAVE AS FILE IS TICKED UNTICK IT

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

21 - THEN CLICK ON SELECT AGENT

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

The screenshot shows the OKI Administration interface. At the top, there is a red header with the OKI logo. Below it is a navigation bar with tabs for Device, Job Status, Logs, Registration, Counter, User Management, and Administration. Under the Administration tab, there are sub-tabs for Setup, Security, Maintenance, Registration, and AirPrint. The main content area is titled 'Template Properties' and includes a 'Public Template' link, 'Save' and 'Cancel' buttons, and a 'Select Agent' dropdown. There are several checkboxes for features like Copy, Fax / InternetFax, Scan, Meta Scan, Email, Save as file, Store to e-Filing, and Store to USB Media. Below this is the 'Panel Setting' section, which contains a table with fields for Picture, Caption1 (SCAN TO), Caption2 (E-MAIL), User Name, Automatic Start (Disable), and Notification. Below the table are sections for 'TO: Destination Setting', 'CC: Destination Setting', and 'BCC: Destination Setting', each with a text input field. At the bottom is the 'Email Setting' section with fields for Subject, From Address, From Name, Body, and File Format (PDF(Multi)).

23 - CLICK ON TO: DESTINATION SETTING

Recipient List

The screenshot shows the 'Recipient List' dialog box. It has a header with buttons for 'Save', 'Cancel', 'New', 'Address Book', 'Address Group', 'Search', and 'Delete'. Below the buttons is a table with two columns: 'Name' and 'Destination'. The 'Name' column has a dropdown arrow and the text 'Name'. The 'Destination' column has the text 'Destination'. There is a checkmark in the first row.

24 - THIS DIALOGUE BOX WILL OPEN IN A NEW WINDOW - CLICK ON NEW

Contact Property

The screenshot shows the 'Contact Property' dialog box. It has buttons for 'OK', 'Cancel', and 'Reset'. Below the buttons is a section for '*Required' fields. There is a text input field labeled '*Destination'.

25 - THIS DIALOGUE BOX WILL OPEN IN A NEW WINDOW - ENTER THE EMAIL ADDRESS IN THE DESTINATION

26 - THEN CLICK OK

27 - YOU WILL COME BACK TO THIS SCREEN - BUT IT WILL HAVE A DESTINATION ENTERED CLICK SAVE

Recipient List

Save Cancel New Address Book Address Group Search Delete

<input checked="" type="checkbox"/>	▼Name	Destination
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28 - YOU WILL COME BACK TO THIS SCREEN - CLICK ON EMAIL SETTING

OKI

Device Job Status Logs Registration Counter User Management Administration

Setup Security Maintenance Registration AirPrint

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

Panel Setting

Picture	
Caption1	SCAN TO
Caption2	E-MAIL
User Name	
Automatic Start	Disable
Notification	

TO: Destination Setting

TO: Destination

CC: Destination Setting

CC: Destination

BCC: Destination Setting

BCC: Destination

Email Setting

Subject	Use Email Setting in Administration Setting & Date/Time
From Address	Use From Address Setting set by Administrator
From Name	Use From Name Setting set by Administrator
Body	
File Format	PDF(Multi)

Top Help

29 - YOU WILL THEN GET THIS BOX

Email Setting

Save Cancel

*Required

Subject	<input checked="" type="radio"/> Use Email Setting in Administration Setting <input type="radio"/> Send data from (Device name) [(Template Name)] <input checked="" type="checkbox"/> Add the date and time to the subject
*From Address	<input checked="" type="radio"/> Use From Address Setting set by Administrator <input type="radio"/>
From Name	<input checked="" type="radio"/> Use From Name Setting set by Administrator <input type="radio"/>
Body	
File Format	PDF(Multi) ▼
	<input type="checkbox"/> Encryption User Password Retrive Password

30 - CHANGE TO PDF (SINGLE)

31 - CLICK SAVE

30 - IT WILL ONCE AGAIN COME BACK TO THIS SCREEN - CLICK SAVE



Navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, Administration (selected)

Sub-navigation: Setup, Security, Maintenance, Registration, AirPrint

Template Properties

[Public Template ▶](#)

Buttons: Save, Cancel

Select Agent

- Copy
- Fax / InternetFax
- Scan
- Meta Scan
- Email
- Save as file
- Store to e-Filing
- Store to USB Media

Panel Setting

Picture	
Caption1	SCAN TO
Caption2	E-MAIL
User Name	
Automatic Start	Disable
Notification	

TO: Destination Setting

TO: Destination

CC: Destination Setting

CC: Destination

BCC: Destination Setting

BCC: Destination

Email Setting

Subject	Use Email Setting in Administration Setting & Date/Time
From Address	Use From Address Setting set by Administrator
From Name	Use From Name Setting set by Administrator
Body	
File Format	PDF(Multi)

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31 - IT WILL COME BACK TO THIS SCREEN - IF YOU NEED TO ADD MORE EMAIL ADDRESSES SIMPLY SELECT THE NEXT PROFILE



Navigation tabs: Device, Job Status, Logs, Registration, Counter, User Management, Administration (selected)

Sub-navigation: Setup, Security, Maintenance, Registration, AirPrint

Registration

[Public Template](#) | [Public Menu](#) | [InternetFax](#) | [Received Forward](#)

Buttons: Reset

No.	Name	User Name
Public	Public Template Groups	

Panel View | [List view](#)

Please click a template picture to edit.

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Templates 1-6

1		SCAN TO	2		Undefined
		E-MAIL			Undefined
3		Undefined	4		Undefined
		Undefined			Undefined
5		Undefined	6		Undefined
		Undefined			Undefined

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Templates 7-12

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