

# SETTING UP SCAN TO EMAIL ON OKI ES8460/ES8462

## 1 - OBTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER

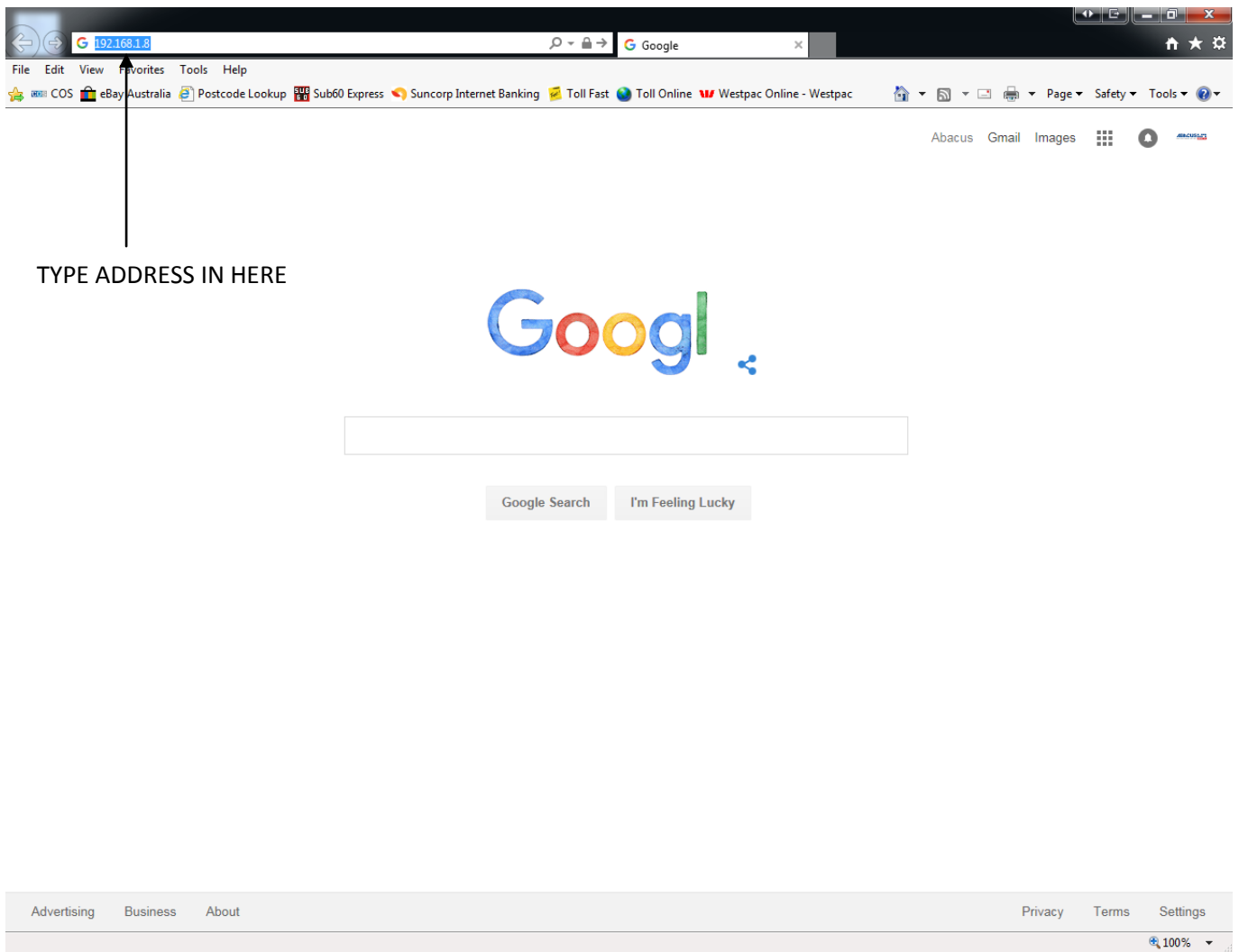
PRESS THE SETUP BUTTON

THEN VIEW INFORMATION

THEN NETWORK

NOTE THE IPV4 ADDRESS

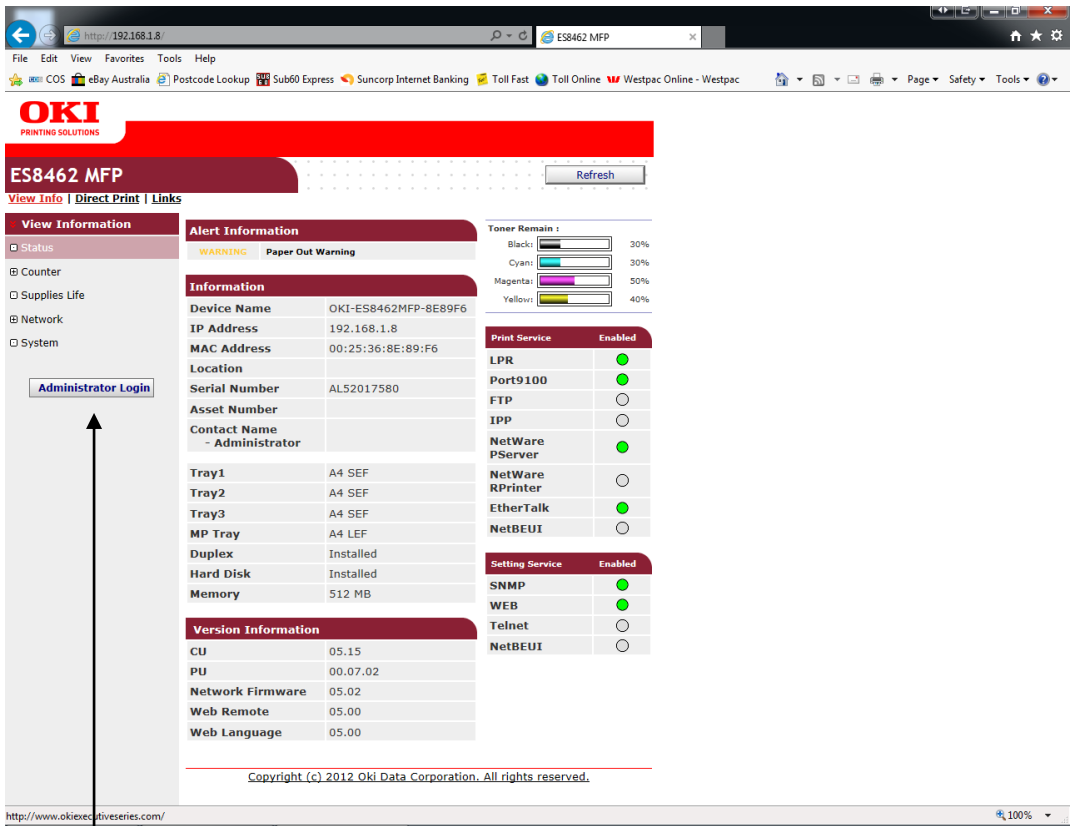
## 2 - OPEN UP YOUR WEB BROWSER (MUST BE FROM A PC THAT IS CONNECTED TO THE SAME NETWORK) AND TYPE THE IP ADDRESS INTO THE ADDRESS BAR



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 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 includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The status bar at the bottom shows "Advertising", "Business", "About", "Privacy", "Terms", "Settings", and a zoom level of "100%".

TYPE ADDRESS IN HERE

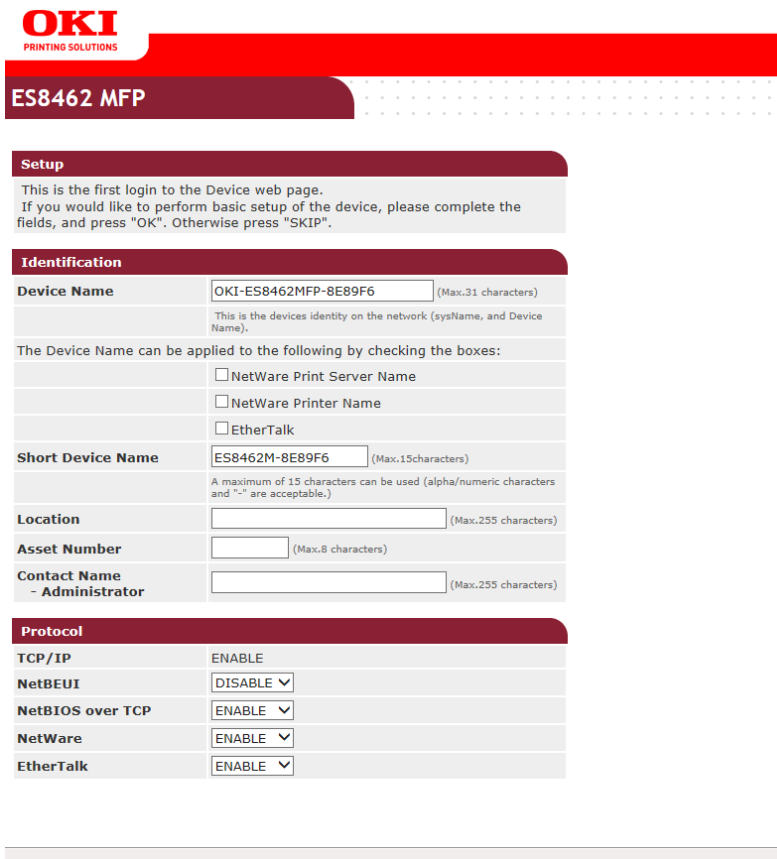
### 3 - YOU WILL NOW SEE THE FOLLOWING SCREEN



### 4 - CLICK ON THE ADMINISTRATOR LOGIN

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

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



## 7 - CLICK ON ADMIN SETUP

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### ES8462 MFP

Refresh Status Window

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

**View Information**

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

**Alert Information**

**WARNING** Paper Out Warning

**Information**

Device Name	OKI-ES8462MFP-8E89F6
IP Address	192.168.1.8
MAC Address	00:25:36:8E:89:F6
Location	
Serial Number	AL52017580
Asset Number	
Contact Name	- Administrator
Tray1	A4 SEF
Tray2	A4 SEF
Tray3	A4 SEF
MP Tray	A4 LEF
Duplex	Installed
Hard Disk	Installed
Memory	512 MB

**Version Information**

CU	05.15
PU	00.07.02
Network Firmware	05.02
Web Remote	05.00
Web Language	05.00

**Toner Remain :**

Black:	<input type="text"/>	30%
Cyan:	<input type="text"/>	30%
Magenta:	<input type="text"/>	50%
Yellow:	<input type="text"/>	40%

**Print Service** Enabled

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

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**Admin Setup**

- PIN ID
- Network
- General Network Settings
- TCP/IP
- NetWare
- EtherTalk
- NBT/NetBEUI
- Email**
- Receive Settings
- Send Settings
- Alert Settings
- SNMP
- IPP
- Windows Rally
- IEEE802.1X
- Secure Protocol Server
- LDAP
- Mail Server
- Security
- Maintenance
- Copy Setup
- Fax Setup
- Scanner Setup

**Email Receive Settings**

**STEP1. Select Email Receive Protocol.**

Select any one from below, and click "To STEP2" button.

	Use Protocol	Description
<input type="radio"/>	POP3	Device receives Email using POP3 protocol.
<input type="radio"/>	SMTP	Device receives Email using SMTP protocol.
<input checked="" type="radio"/>	DISABLE	Device does not receive Email.

**TO STEP2**

## 9 - THEN SEND SETTINGS

10 - THIS BOX SHOULD NOW APPEAR ON YOUR SCREEN

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- Copy Setup
- Fax Setup
- Scanner Setup

**Email Send Settings**

**STEP1. SMTP send settings**  
Set the protocol for the device to send Email.  
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 Email.

SMTP Server   
Enter Email Server.  
(Max.64 characters)

Send Test

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

Device Email Address   
May be required to validate Email transmissions.  
(Max.64 characters)

**STEP3. More detail settings**  
» [Set detail of the SMTP Protocol.](#)

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 APPEAR

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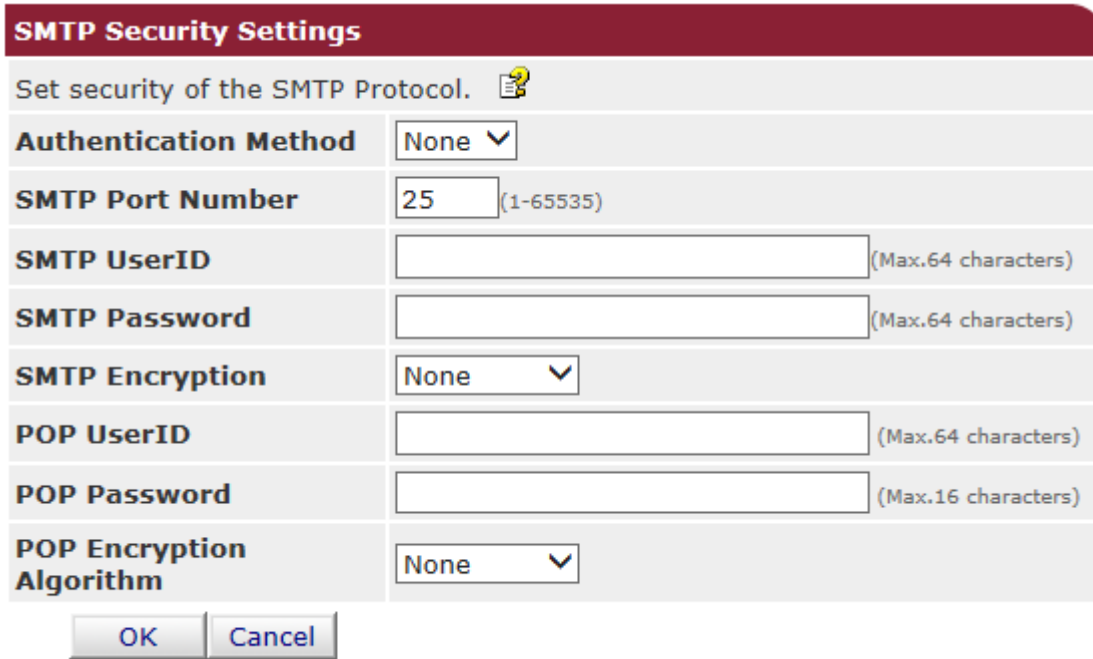
Device Email Address   
May be required to validate Email transmissions.  
(Max.64 characters)

**STEP3. More detail settings**  
» [Set detail of the SMTP Protocol.](#)  
» [Security settings](#)  
» [Configure attached information](#)  
» [Others](#)

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**

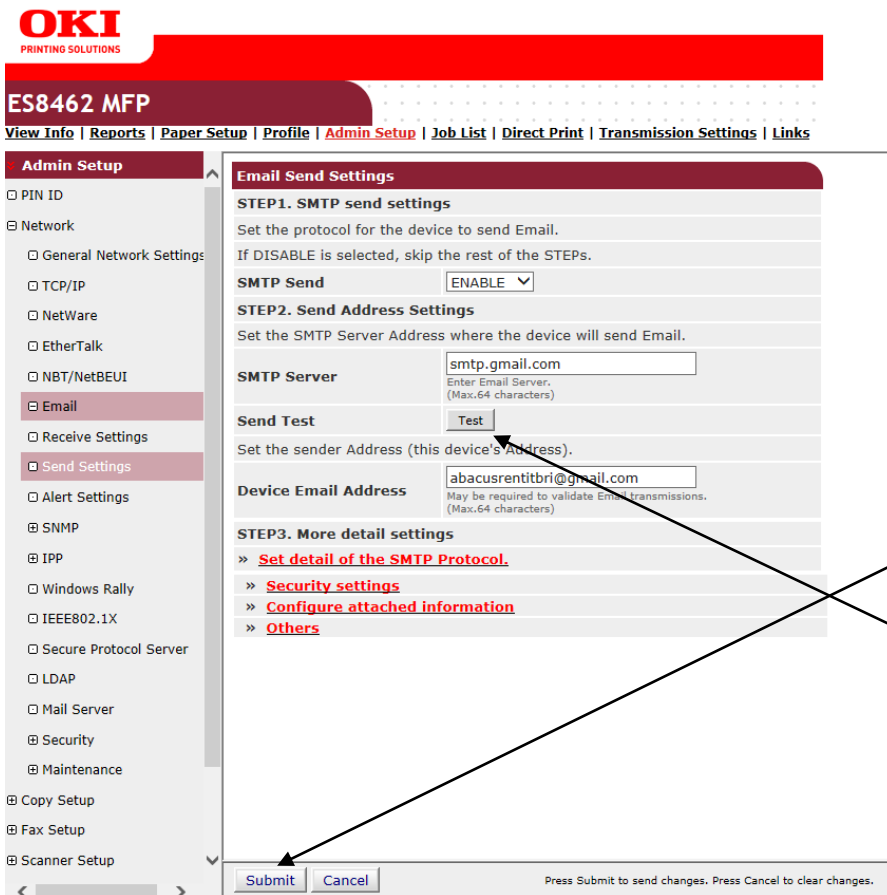
Set security of the SMTP Protocol. ?

Authentication Method	None
SMTP Port Number	25 (1-65535)
SMTP UserID	(Max.64 characters)
SMTP Password	(Max.64 characters)
SMTP Encryption	None
POP UserID	(Max.64 characters)
POP Password	(Max.16 characters)
POP Encryption Algorithm	None

OK Cancel

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



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**Email Send Settings**

**STEP1. SMTP send settings**  
Set the protocol for the device to send Email.  
If DISABLE is selected, skip the rest of the STEPs.

SMTP Send: ENABLE

**STEP2. Send Address Settings**  
Set the SMTP Server Address where the device will send Email.

SMTP Server: smtp.gmail.com  
Enter Email Server. (Max.64 characters)

Send Test: Test

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

Device Email Address: abacusrentitbri@gmail.com  
May be required to validate Email transmissions. (Max.64 characters)

**STEP3. More detail settings**

- » [Set detail of the SMTP Protocol.](#)
- » [Security settings](#)
- » [Configure attached information](#)
- » [Others](#)

Submit Cancel

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**

**THEN REGISTER/EDIT**