



Quick Configuration Guide

C9850 MFP



PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. Oki assumes no responsibility for the results of errors beyond its control. Oki also cannot guarantee that changes in software and equipment made by other manufacturers and referred to in this guide will not affect the applicability of the information in it. Mention of software products manufactured by other companies does not necessarily constitute endorsement by Oki.

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The most up-to-date drivers and manuals are available from the Oki web site:

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NOTES, CAUTIONS AND WARNINGS

NOTE

A note provides additional information to supplement the main text.

CAUTION!

A caution provides additional information which, if ignored, may result in equipment malfunction or damage.

WARNING!

A warning provides additional information which, if ignored, may result in a risk of personal injury.

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ABOUT THIS GUIDE

DOCUMENTATION SUITE

This guide is part of a suite of on-line and printed documentation provided to help you to become familiar with your product and to make the best use of its many powerful features. The documentation is summarised below for reference and is found on the Manuals CD/ DVD unless indicated otherwise:

- > Installation Safety Booklet (printed)
- > Quick Configuration Guide (this document)
- > Quick User's Guide
- > Advanced User's Guide
- > Troubleshooting, Maintenance Guide
- > SendMe™ Guide
- > Fiery Manuals Suite
- > Installation Guides – for consumables and optional accessories (printed)
- > Online Help – accessible from control panels, printer drivers and utility software

PURPOSE OF THIS GUIDE

This guide describes the configuration required to allow you to operate the basic functions of the MFP. It explains how to configure:

- > the SendMe feature
- > the fax function

NOTES

For advanced set-up and other configuration information, refer to the Advanced User's Guide and the Fiery Configuration Guide for details.

The initial set-up information must be inputted from the scanner control panel.

TIP

Use a USB keyboard, USB mouse and stylus if you have these available.

NOTE

This is a one-time only exercise, after which any further configuration can be carried out remotely using the administrator webpage or the network set-up tool.

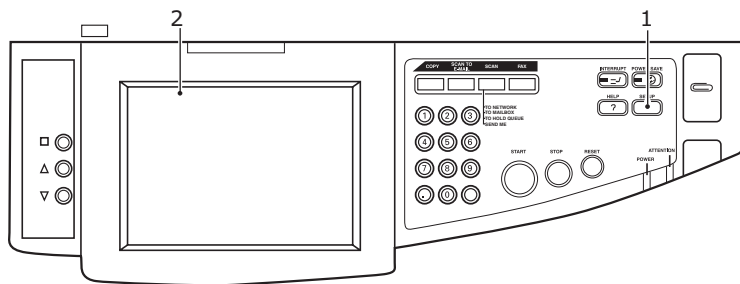
CONFIGURING THE MFP

There are two features that initially require configuring on the MFP; SendMe and the fax. Before proceeding:

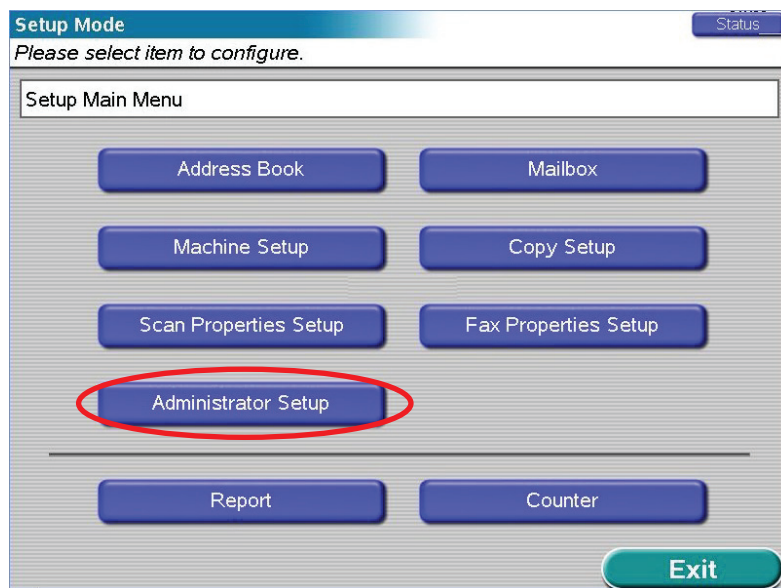
1. If available, plug the keyboard into the USB socket (on the left hand side of the printer unit).
2. Switch the MFP ON. Refer to "[Appendix A - switching on and off](#)" on page 13 for the correct procedure.

SENDME

1. Press the **Setup** button (1) on the scanner control panel.



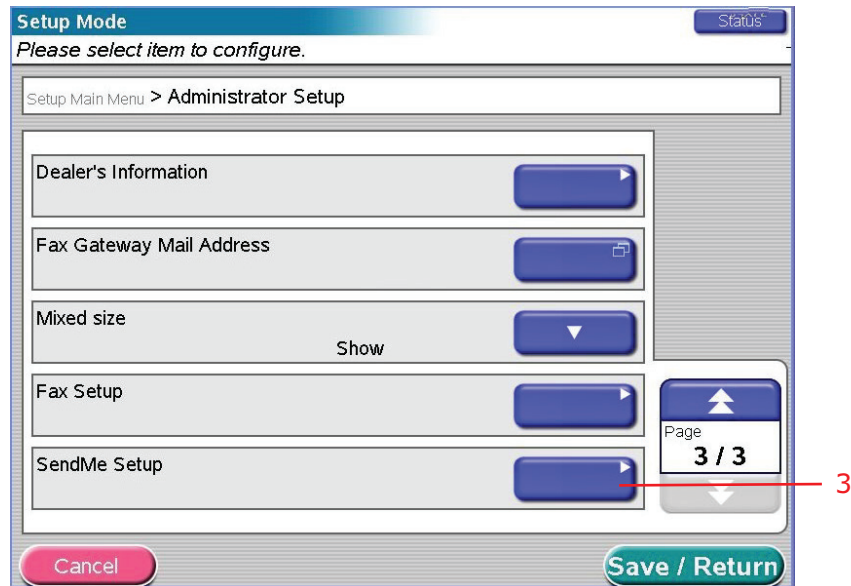
2. From the touch screen display (2) select **Administrator Setup**.



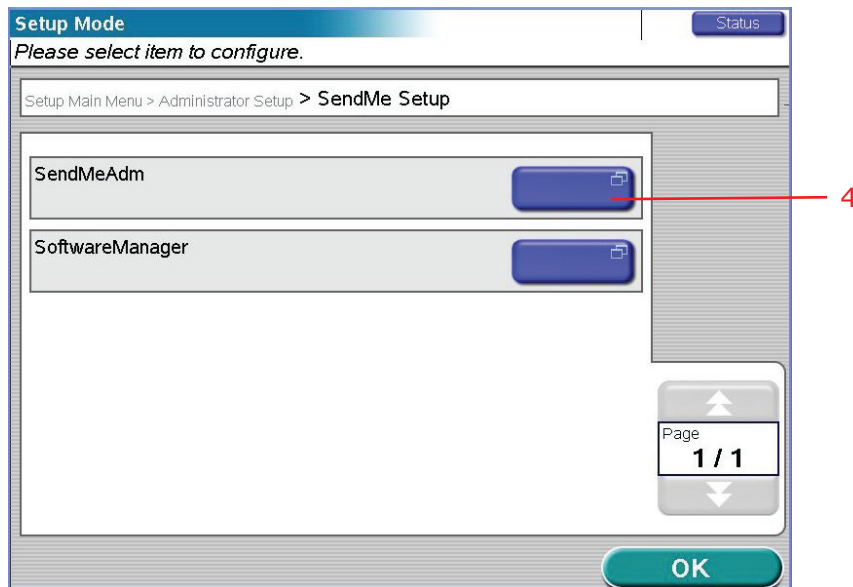
3. Scroll through the **Administrator Setup** options and select the **SendMe Setup** (3) button.

NOTE

If the password screen displays, enter your user ID and password.



The SendMe Setup manager is displayed.



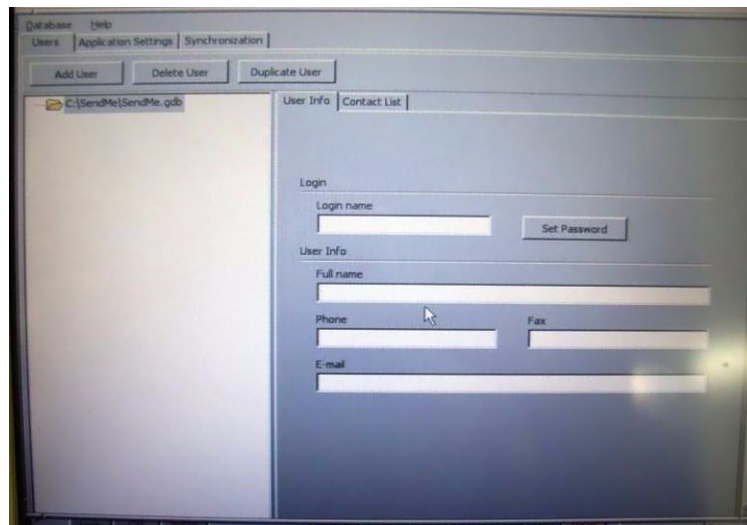
4. Select the **SendMeAdm** (4) button.

- Using the soft keyboard (or USB keyboard if you have this available), log into SendMe.



NOTE
Default password is "**sendme**" (all lower case).

The SendMe Local Database Administrator screen is displayed.



- Enter the required information and settings to the 3 main tabs:
 - Users**; from here you can add, delete and duplicate user information.
 - Application Settings**; the left hand panel provides access to a number of settings including email, authentication and stamping options which you can customise to suit your needs.
 - Synchronisation**; if you have multiple machines, you can setup a centralised database.
- When complete, press **Database > Save** to save the settings.
- Press **Database > Exit** to log out and return to the Administrator Setup screen.

FAX

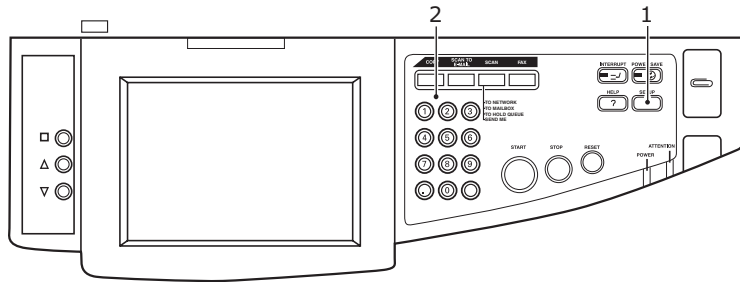
CHANGING THE COUNTRY CODE

NOTE

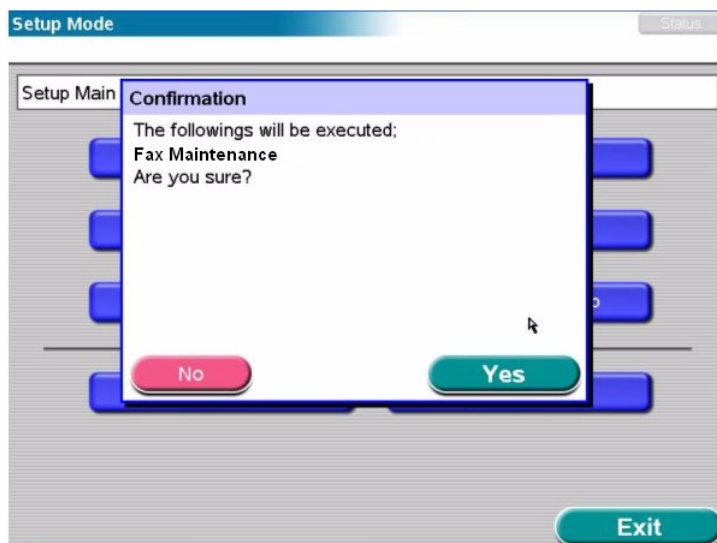
If you execute "Factory Default" from the Admin Setup menu, the country code setting will return to the default (USA).

If you need to change the country code:

1. Press the **Setup** button (1) on the scanner control panel.

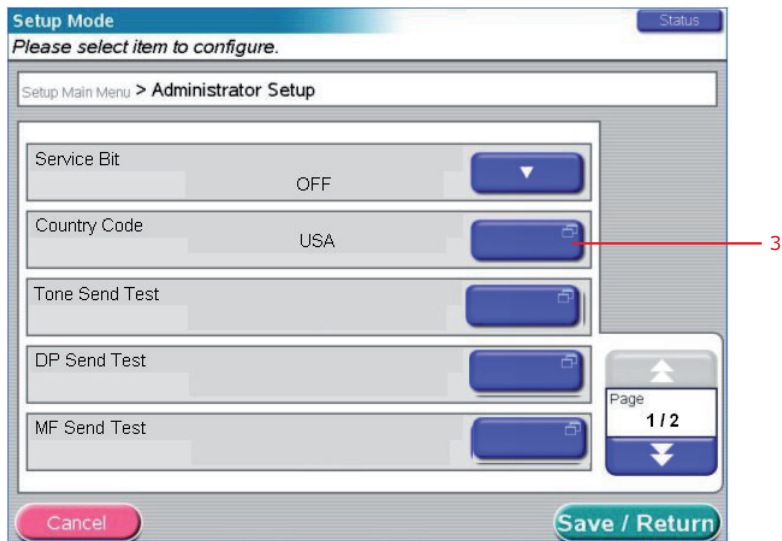


2. Using the numerical keypad (2), type in **1 -> 9 -> 3 -> 7 -> 1** to access the fax maintenance screen.

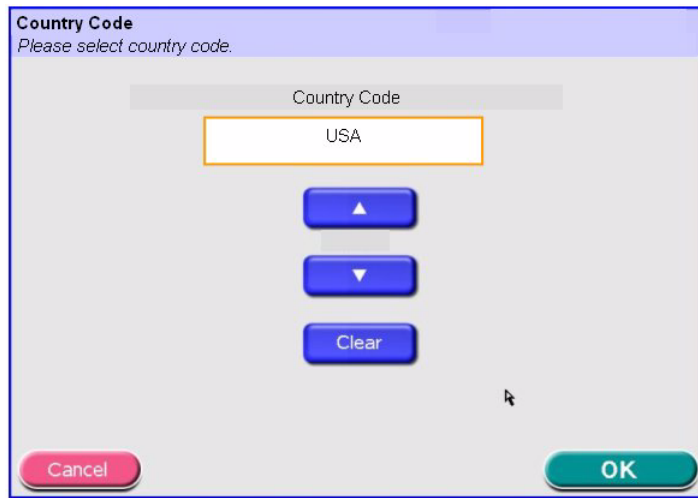


3. At the confirmation prompt, press **Yes**.

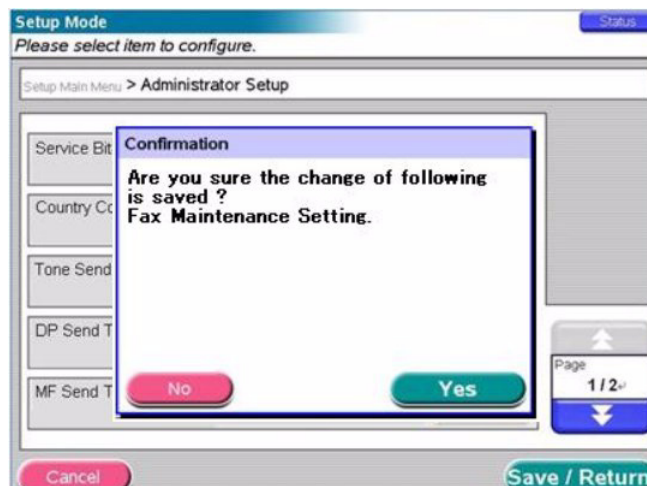
- From the fax maintenance administrator screen, press the **Country Code** button (3).



- The Country Code setup screen is displayed.

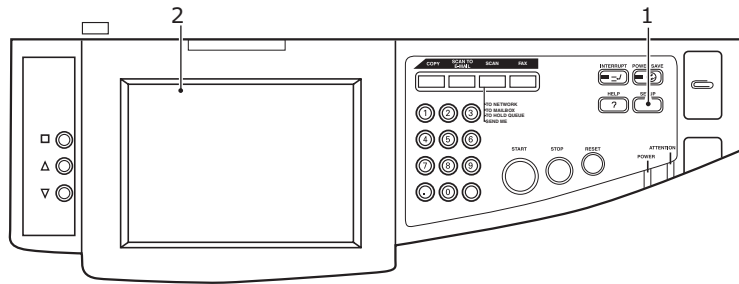


- Use the arrow buttons to scroll through the list and select the country you require, then press **OK**.
- Press the **Save/Return** button.
- At the prompt, press **Yes** to confirm.



CHANGING THE ADMINISTRATOR SETTINGS

1. Press the **Setup** button (1) on the scanner control panel.



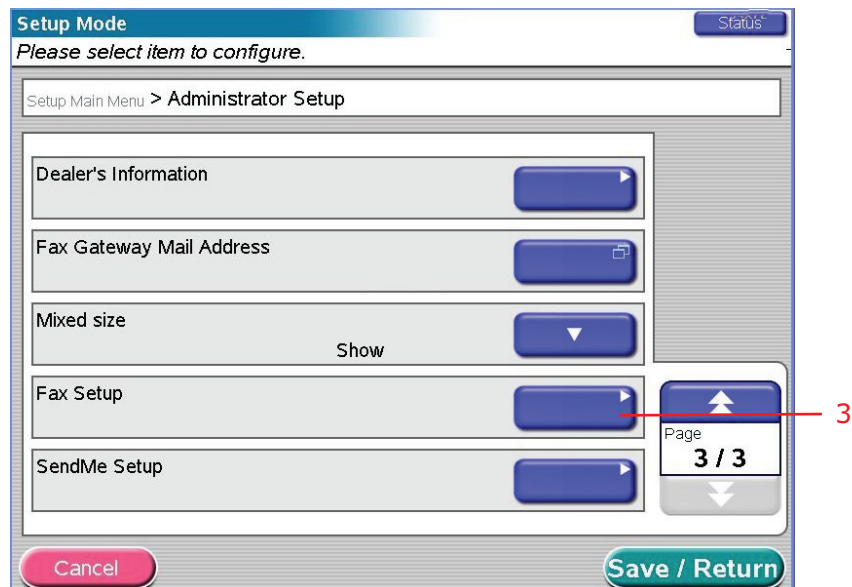
2. From the touch screen display (2) select **Administrator Setup**.



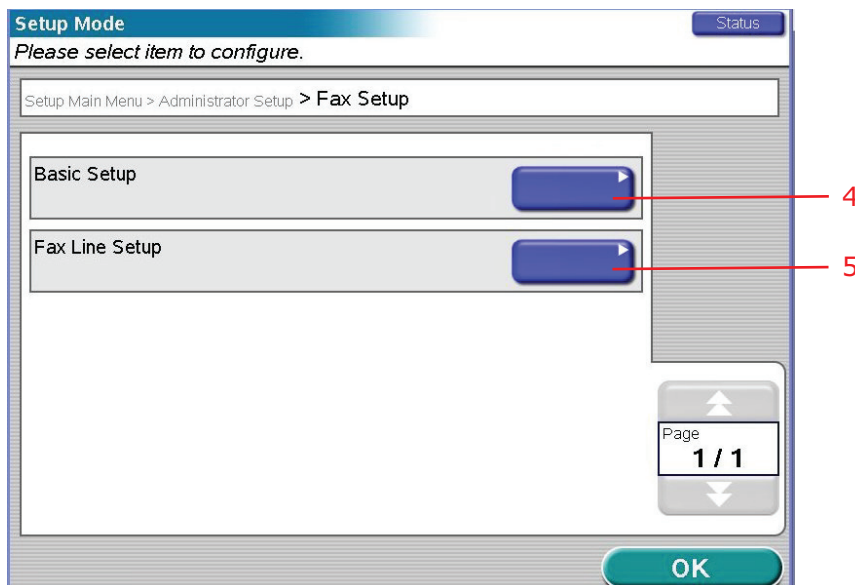
3. Scroll through the **Administrator Setup** options and select the **Fax Setup** (3) button.

NOTE

If the password screen displays, enter your user ID and password.



The Fax Setup manager is displayed.



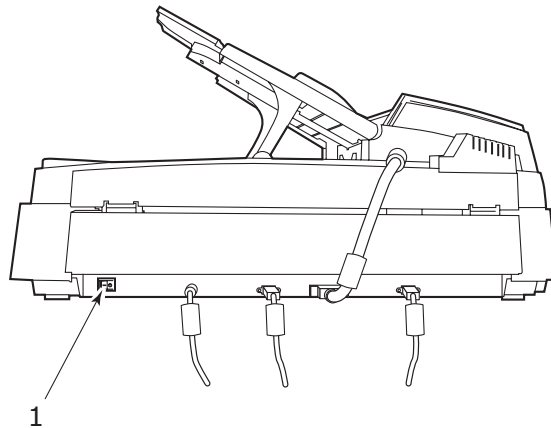
4. Select the **Basic Setup** (4) button.
5. Configure the menu items as appropriate.
6. When complete, press **OK** to save settings and return to the Fax Setup screen.
7. Select the **Fax Line Setup** (5) button.
8. Configure the menu items as appropriate.
9. When complete, press **OK** to save settings.

APPENDIX A - SWITCHING ON AND OFF

TURNING ON

1. Scanner unit

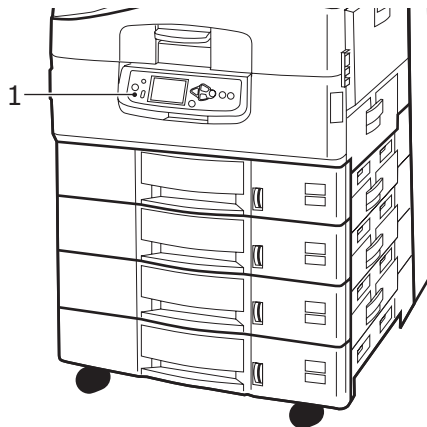
Turn on the scanner unit at the power switch (1).



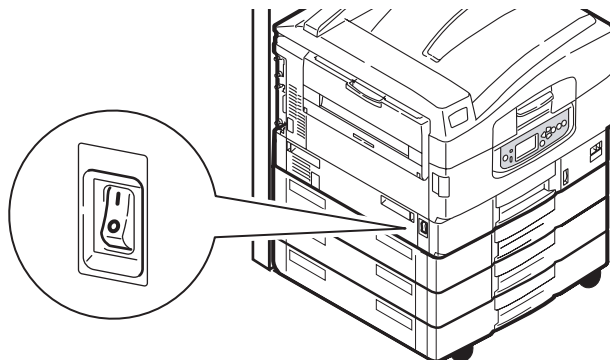
2. Printer unit

NOTE

If the display panel shows that you can either turn off or restart the printer, press **Shutdown/Restart** button (1) on the control panel to turn on the printer.



If the printer is turned off (no power), use the On/Off switch to turn on the printer. Please wait as this may take a short time.



NOTE

Even if you are using your MFP only for printing, please ensure that the scanner unit is turned on.

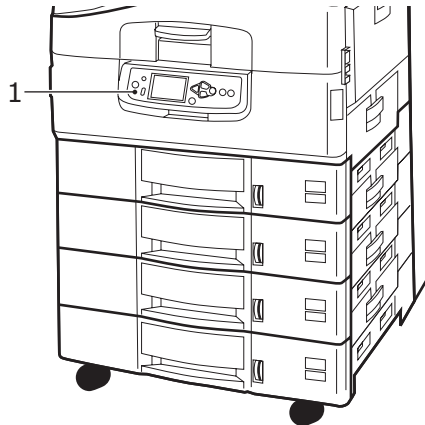
TURNING OFF

CAUTION!

Do not turn off the scanner unit while scanning is in progress.

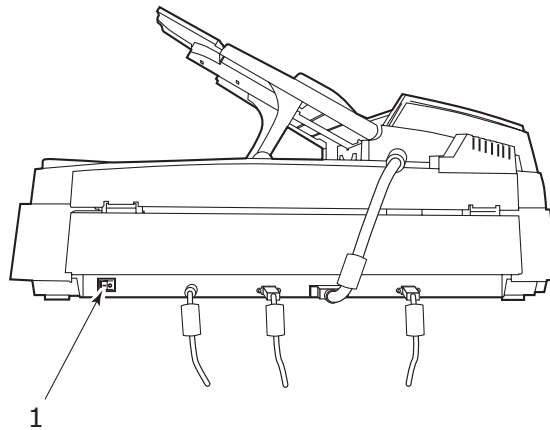
1. Printer unit

Press and hold down the **Shutdown/Restart** button (1) on the control panel to start the shutdown process.

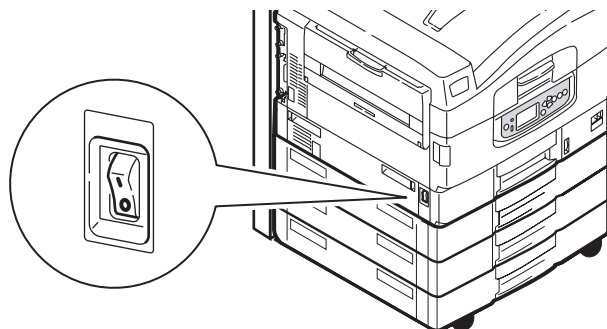


2. Scanner unit

When the scanner unit display shows that shut down has been completed, turn off the scanner unit at the power switch (1).



3. Use the On/Off switch to turn off the printer unit. Please wait as this may take a short time.



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