OKI

Configuration Guide

This guide supports the following models:

MC363dn/MC363dnw

PREFACE

Every effort has been made to ensure that the information in this document is complete, accurate, and up-to-date. The manufacturer assumes no responsibility for the results of errors beyond its control. The manufacturer 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 the manufacturer.

While all reasonable efforts have been made to make this document as accurate and helpful as possible, we make no warranty of any kind, expressed or implied, as to the accuracy or completeness of the information contained herein.

The most up-to-date drivers and manuals are available from:
https://www.oki.com/printing/

CONTENTS

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.

ABOUT THIS GUIDE

NOTE
Images used in this manual may include optional features that your product does not have installed.

DOCUMENTATION SUITE

This guide is part of a suite of online and printed documentation provided to help you 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 DVD unless indicated otherwise:

> **Installation Safety booklet:** provides information for safe use of your product.

   This is a paper document that is packaged with the product and should be read before setting up your machine.

> **Set-up guide:** describes how to unpack, connect and turn on your product.

   This is a paper document that is packaged with the product.

> **User's Guide:** helps you become familiar with your product and make the best use of its many features. Also included are guidelines for troubleshooting and maintenance to ensure that it performs at its best. Additionally, information is provided for adding optional accessories as your printing needs evolve.

> **Configuration Guide:** provides machine, fax and network configuration information.

> **On-line Help:** on-line information accessible from the printer driver and utility software.

PURPOSE OF THIS GUIDE

The purpose of this guide is to provide you with in-depth information on how configure the network, scan and fax for your machine.

Depending on your OS, model or version, the description on this document may be different.

ON-LINE USAGE

This guide is intended to be read on screen using Adobe Reader. Use the navigation and viewing tools provided in Adobe Reader.

There are many cross-references within this book, each highlighted as blue text. When you click on a cross-reference the display will instantly jump to the part of the manual containing the referenced material.

By using the ⊙ button in Adobe Reader, you can navigate directly back to where you were before.

You can access specific information in two ways:

> In the list of bookmarks down the left hand side of your screen, click on the topic of interest to jump to the required topic. (If the bookmarks are not available, use the "Contents" on page 3.)

> In the list of bookmarks, click on Index to jump to the Index. (If the bookmarks are not available, use the "Contents" on page 3.) Find the term of interest in the alphabetically arranged index and click on the associated page number to jump to the page containing the term.

PRINTING PAGES

The whole manual, individual pages, or sections may be printed. The procedure is:

1. From the toolbar, select **File > Print** (or press the **Ctrl** + **P** keys).

2. Choose which pages you wish to print:

    (a) **All pages**, (1), for the entire manual.

    (b) **Current page**, (2), for the page at which you are looking.
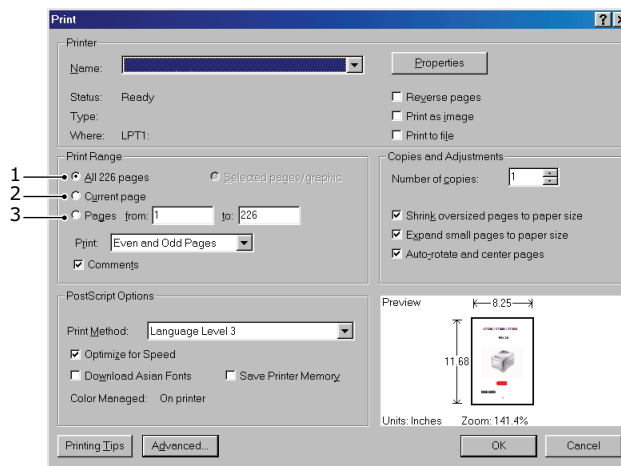
    (c) **Pages from** and **to**, (3), for the range of pages you specify by entering their page numbers.

    (d) Click **OK**.

CONFIGURING THE NETWORK SETTINGS

Functions such as Scan To E-mail, Scan To Shared Folder and Internet Fax enable you to send scanned data to a computer via the network connection. To use them, you need to set up your machine and the computer to which you want to send scanned data.

First check your computer settings and fill in the information in the *Your Value* column of the "Setup Information Form," on page 8. Then, configure your machine and the computer using the information in *Your Value*.

NOTE
Be sure to set up the network connection before continuing. Refer to the Setup Guide supplied with the machine.

Table 1: Setup Information Form

NO.	ITEM	EXAMPLE	YOUR VALUE
Common Setup Information			
A-1	Administrator password for your machine	999999	
A-2	IP address of your machine	192.168.0.2	
Setup Information Required for Scan To Email and Internet Fax			
B-1	Email address for your machine	mc363@test.com	(Up to 80 characters)
B-2	SMTP server address	smtp.test.com	
B-3	POP3 server address	pop3.test.com	
B-4	Receive Settings		
B-5	Authentication method	SMTP	
B-6	SMTP user ID	OKIMC363	
B-7	SMTP password	okimc363	
B-8	POP user ID	user	
B-9	POP password	okimc363	
B-10	Name of the email destination	User	
B-11	Email address of the email destination	user@test.com	
Setup Information Required for Scan To Shared Folder			
C-1	Name of the destination computer	PC1	
C-2	User name to log into the destination computer	mc363	(Up to 32 characters)
C-3	Password to log into the destination computer	mc363	(Up to 32 characters)
C-4	Profile name to register the settings	Sales	(Up to 16 characters)
C-5	Shared folder name on the destination computer	SalesDev	(Up to 64 characters)
C-6	File name of the scanned data	ScanData	(Up to 64 characters)

CHECKING THE COMMON SETUP INFORMATION

Check the common setup information for Scan To E-mail, Scan To Shared Folder and Internet Fax, and fill in the corresponding column in the "Setup Information Form," on page 8.

Administrator password

Enter the administrator password of your machine in the "Setup Information Form," on page 8.

> NOTE
> The default administrator password is "999999".
>
> Passwords are case sensitive.

IP address of your machine

1. Press the **SETTING** key on the control panel.

2. Using the **Down** arrow key, scroll to **View Information** and press **OK**.
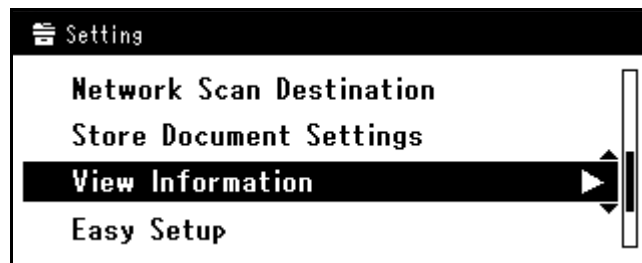
3. Using the **Down** arrow key, scroll to **Network** and press **OK**.

4. Note the **IPv4 address** in the "Setup Information Form," on page 8.

SETTING UP SCAN TO E-MAIL AND INTERNET FAX

The Scan To E-mail and Internet Fax functions enable you to send scanned images as a file attachment in an E-mail to the specified E-mail address on the network. To use these functions, set up the E-mail setting for your machine.

CHECKING THE E-MAIL SETTINGS OF THE COMPUTER

If a network administrator specifies the values such as a mail server account, password and email address for your machine, note them in the "Setup Information Form," on page 8, otherwise follow the procedure below.

> NOTE
> The procedure below uses Windows Live Mail on Windows 7. If you are using different email software, refer to the manual for the email software.

1. Click **Start > Windows Live Mail**.

2. From the drop-down menu, select **Tools > Accounts**.

   If the menu bar is not displayed, click the **Menus** icon and then select **Show menu bar**.

3. Select the default mail account and then click **Properties**.

4. On the **General** tab, note the **Name** and **E-mail address** in the

5. Click the **Server** tab, and then note each of the settings as shown:
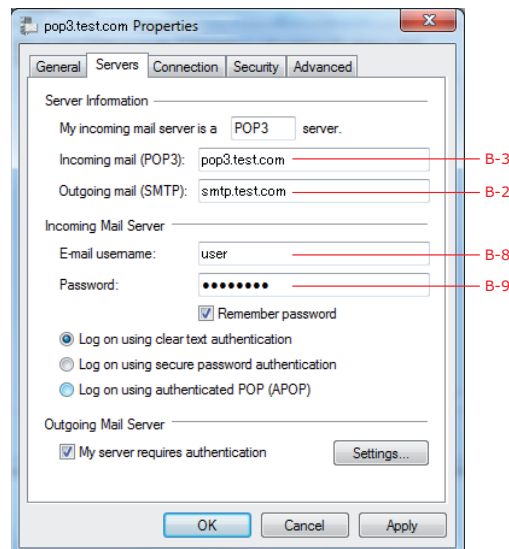
If **My server requires authentication** is selected, enter "*SMTP*" in B-5.

If it is not selected, enter "*None*" in B-5.

6. Select **My server requires authentication** and then click **Settings**.

7. Refer to the **Outgoing Mail Server** dialog box, and note the settings in the .
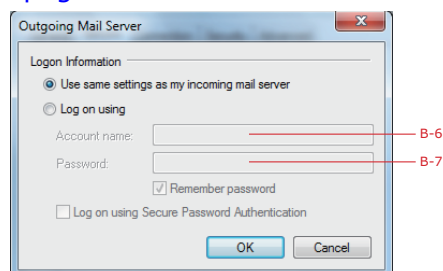
If **Use the same settings as my incoming mail server** is selected, enter the same values as B-8 and B-9 in B-6 and B-7.

If **Log on using** is selected, note the **Account name** and **Password**.

SETTING THE E-MAIL ADDRESS FOR YOUR MACHINE

Enter an E-mail address to be used by your machine in the "Setup Information Form," on page 8.

> If the E-mail address for your machine is specified by the network administrator, enter the email address in **B-1**.

> If you are using an Internet Service Provider, obtain an E-mail address for your machine from the provider and then enter the E-mail address in **B-1**.

NOTE
If you want your machine to receive E-mail, you must obtain an E-mail address for your machine from a network administrator or your Internet Service Provider.

CONFIGURING YOUR MACHINE FOR SCAN TO E-MAIL AND INTERNET FAX

Set up your machine for Scan To E-mail and Internet Fax using the information in the "Setup Information Form," on page 8.

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Easy Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

> *NOTE*
> *The default password is "999999".*

4. Using the **Down** arrow key, scroll to **E-mail Setting** and then press the **Right** arrow key.

5. Press the **Right** arrow key, then enter the *SMTP server address (B-2)* using the arrow keys and on-screen keypad.

6. Highlight **Enter** and then press **OK**.

7. Press the **Right** arrow key, then enter the *E-mail address for your machine (B-1)* using the arrow keys and on-screen keypad.

8. Highlight **Enter** and then press **OK**.

9. Select a protocol for the *Receive Settings (B-4)* by using the **Up** or **Down** arrow keys and then press **OK**.

10. Select an *authentication method (B-5)* by using the **Up** or **Down** arrow keys and then press **OK**.

11. Press the **Right** arrow key, then enter the *SMTP user ID (B-6)* using the arrow keys and on-screen keypad.

12. Highlight **Enter** and then press **OK**.

13. Press the **Right** arrow key, then enter the *SMTP password (B-7)* using the arrow keys and on-screen keypad.

14. Highlight **Enter** and then press **OK**.

15. Press the **Right** arrow key, then enter the *POP-3 server address (B-3)* using the arrow keys and on-screen keypad.

16. Highlight **Enter** and then press **OK**.

17. Press the **Right** arrow key, then enter the *POP-3 user ID (B-8)* using the arrow keys and on-screen keypad.

18. Highlight **Enter** and then press **OK**.

19. Press the **Right** arrow key, then enter the *POP password (B-9)* using the arrow keys and on-screen keypad.

20. Highlight **Enter** and then press **OK**.

21. When the setup menu screen is displayed, press **OK**.

The setup for Scan To E-mail and Internet Fax is complete.

SETTING UP SCAN TO SHARED FOLDER

The Scan To Shared Folder function enables you to send and save scanned images to the "shared folder" of a computer on the network. To use this function, register your machine on the computer as a user and create a shared folder, and then create a profile on your machine to register the settings for the computer.

> NOTE
> *Before starting the setup, get permission from the network administrator to create a shared folder on the computer by following the procedure below.*
>
> *The CIFS protocol is used in this procedure.*

CHECKING THE NAME OF THE COMPUTER

Check the name of the computer following the procedure below, and fill in *C-1* of the "Setup Information Form," on page 8.

> NOTE
> *The procedure below uses Windows 7 as an example. The display may differ depending on the operating system.*

1. Click **Start > Control Panel**.

2. Select **System and Security**.

    For Windows Server 2008 and Windows Vista, select **System and Maintenance**.

3. Click **System > See the name of this computer**.

4. Note the **Computer name** in *C-1*.
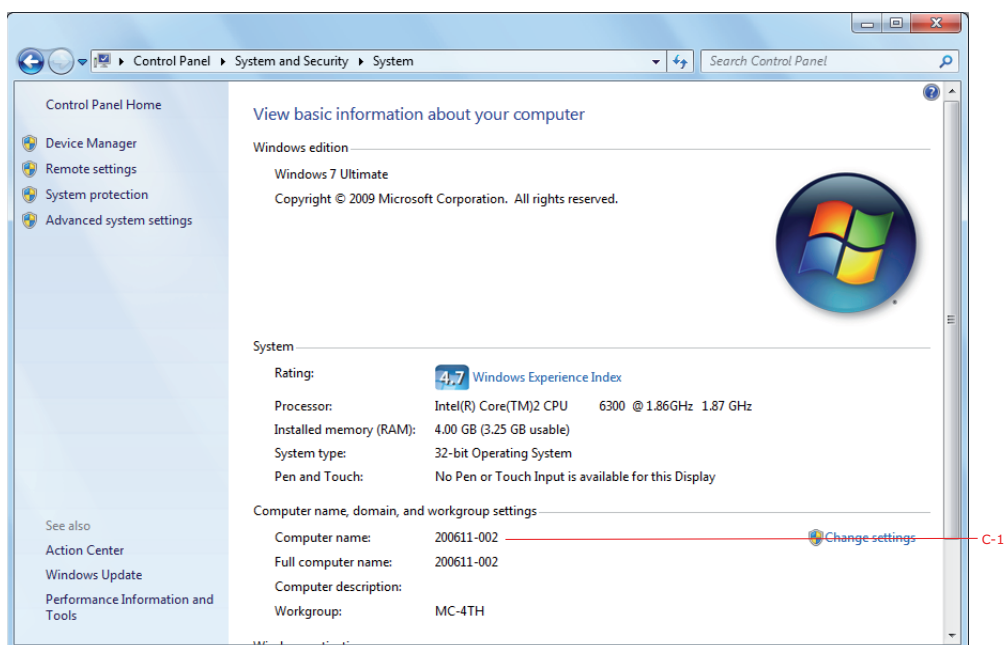
5. Close the window.

DETERMINING THE NAMES OF THE ITEMS REQUIRED FOR SCAN TO SHARED FOLDER

Determine the names of the following items and fill in *C-2* to *C-6* on the "Setup Information Form," on page 8.

> User name to log into the destination computer (*C-2*)

> Password to log into the destination computer (*C-3*)

> Profile name to register the settings on your machine (*C-4*)

> Shared folder name on the destination computer (*C-5*)

> File name of the scanned data (*C-6*)

CONFIGURING THE COMPUTER FOR SCAN TO SHARED FOLDER

Register your machine on the computer as a user and then set up a shared folder to which scanned images are sent and saved.

> *NOTE*
> *If the computer is in a domain, the procedure of adding a user account may be different to the procedure below.*
>
> *Refer to Windows help.*

> *NOTE*
> *The procedure below uses Windows 7 as an example. The display may differ depending on the operating system.*

1. Click **Start > Control Panel**.

2. Select **Add or remove user accounts**.

3. Select **Create a new account**.

4. Enter the *user name (C-2)* in the text box.
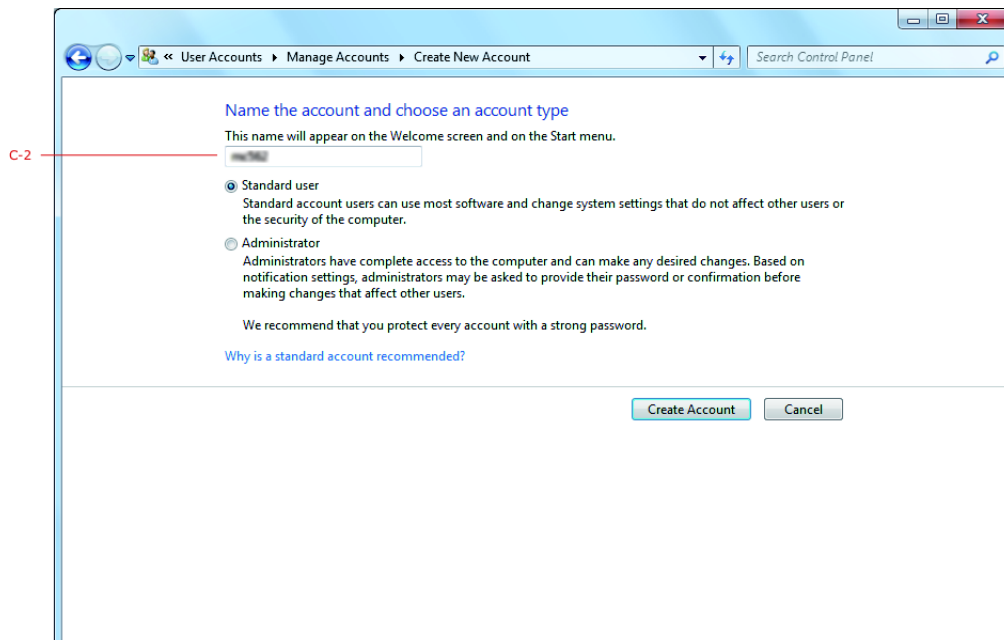
5. Ensure that **Standard user** is selected, and then click **Create Account**.

6. Click the icon of the user account created in step 5.

7. Select **Create a password**.

8. Enter the *password (C-3)* in **New password** and **Confirm for new password**, and then click **Create password**.
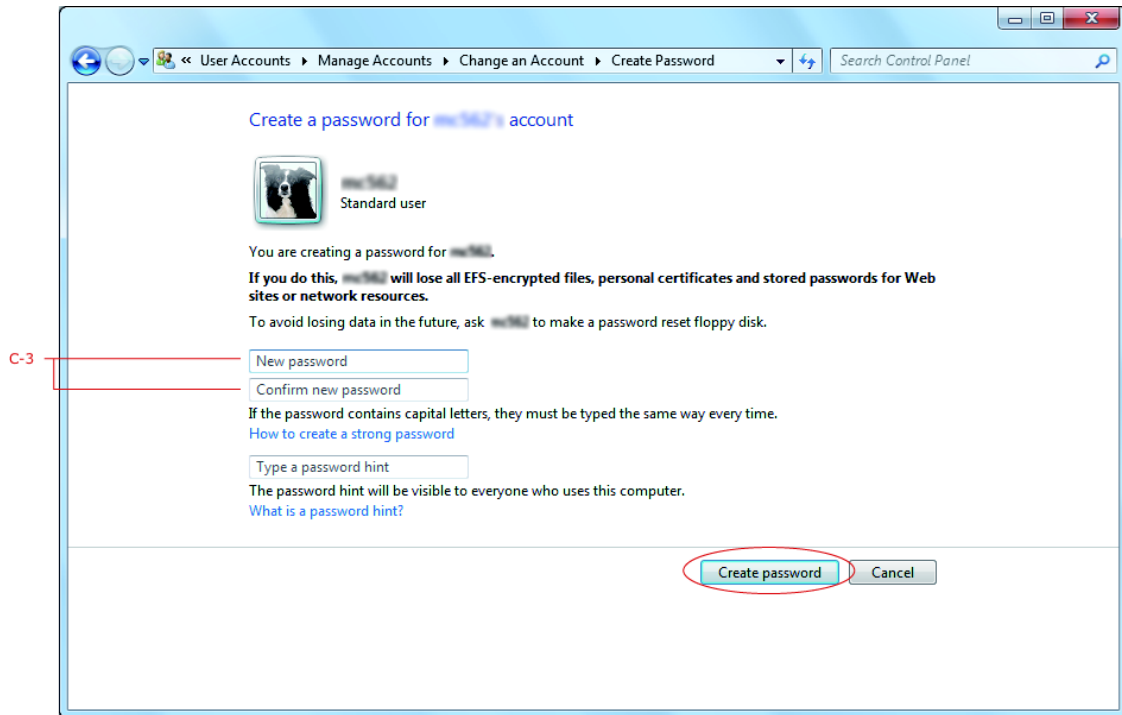
9. Close the control panel.

10. Create a new folder on the computer with the *shared folder name* entered in *C-5*.

> *NOTE*
> *It is recommended that you create a folder in the local drive, not on the desktop or "My Documents".*

11. Right-click the folder created in step 10 and select **Properties**.

12. Select the **Sharing** tab and then click **Share**.
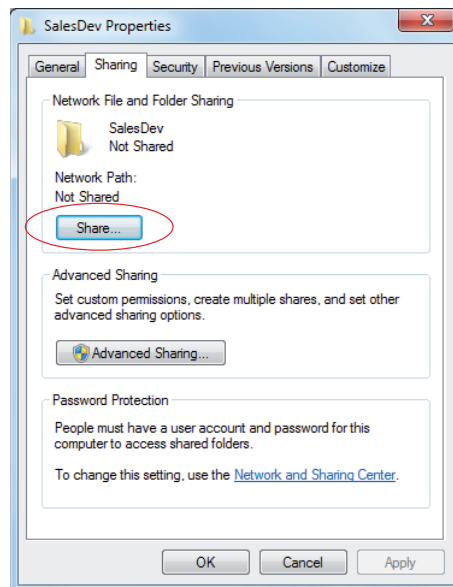
13. Select the user account created in step 5 from the drop down box, then click **Add**.
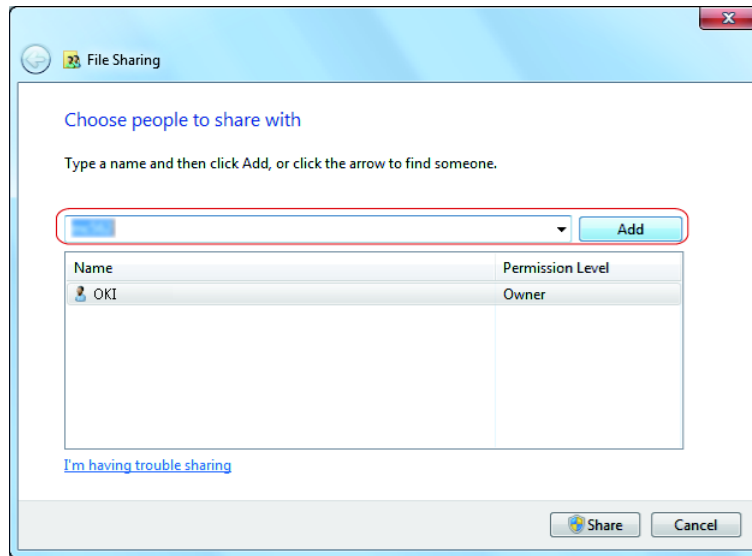
14. Select the user added in step 13 and select the permission level, then click **Share**.
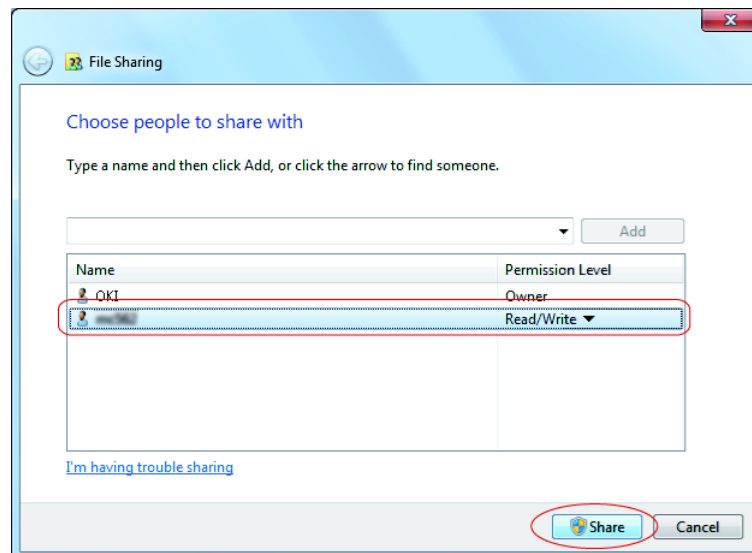
15. Click **Done**.

16. Click **Advanced Sharing** on the **Sharing** tab.

17. Click **Permissions**.
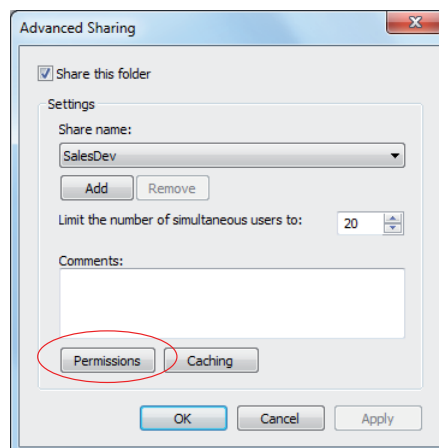
18. Select the user added in step 13 and select the **Allow** check box for **Full Control**, then click **OK**.
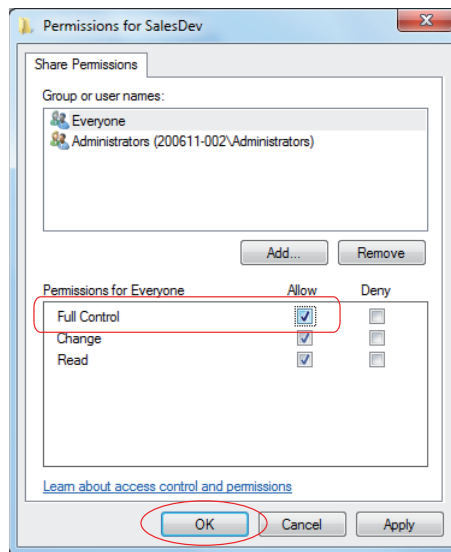
19. Close the folder's property dialog box.

> *NOTE*
> *Create a profile to complete the setup for Scan To Shared Folder. Refer to "Creating a profile for Scan to Shared Folder" on page 18.*

> *NOTE*
> *It is recommended that you create a folder in the local drive, not on the desktop or "My Documents".*

MANAGING PROFILES

CREATING A PROFILE FOR SCAN TO SHARED FOLDER

Register the information you configured on the computer as a profile. It is necessary when you perform Scan To Shared Folder with the computer.

1. Press the **SETTING** button on the control panel to prompt the **Setting** screen.

2. Using the **Down** arrow key, scroll to **Profile** and press **OK**.

3. Select the desired profile number.

4. Press the **Right** arrow key to prompt the **Operation Menu** screen.

   From here you can register or sort profiles.

5. When registering a new profile, press the **Right** arrow key to prompt the **Profile** screen.

6. Ensure **Profile Name:** is highlighted then press the **Right** arrow key.

7. Using the arrow keys and on-screen keypad, enter the information in *C-4*.

8. Using the arrow keys, highlight **Enter** and press **OK**.

9. Using the **Down** arrow key, scroll to **Target URL** then press the **Right** arrow key.

10. Using the arrow keys and on-screen keypad, enter the *name of the destination computer (C-1)* and the *shared folder name (C-5)* as "*\\name of the destination computer\shared folder name*".

11. Using the arrow keys, highlight **Enter** and press **OK**.

12. Using the **Down** arrow key, scroll to **User Name** then press the **Right** arrow key.

13. Using the arrow keys and on-screen keypad, enter a suitable *user name (C-2)*.

> *NOTE*
> *If domain management is done, enter "**user name@domain name**".*

14. Using the arrow keys, highlight **Enter** and press **OK**.

15. Using the **Down** arrow key, scroll to **Password** then press the **Right** arrow key.

16. Using the arrow keys and on-screen keypad, enter a suitable *password (C-3)*.

17. Using the arrow keys, highlight **Enter** and press **OK**.

18. Using the **Down** arrow key, scroll to **File Name** then press the **Right** arrow key.

19. Using the arrow keys and on-screen keypad, enter a suitable *file name (C-6)*.

> *NOTE*
> *You can enter up to 64 characters.*
>
> *By adding "#n" to the end of the file name, a serial number is automatically assigned to the end of the name of sent files.*
>
> *By adding "#d" to the end of the file name, a date is automatically assigned to the end of the name of sent files.*

20. Using the arrow keys, highlight **Enter** and press **OK**.

21. Configure other items if necessary, for example:
    \\PC1\SalesDev

22. Press **OK** to register the settings and save the profile entry.

    The setup for Scan To Shared Folder is complete.

DELETING A NETWORK PROFILE

To delete a network profile:

1. Press the **SETTING** button on the control panel to prompt the **Setting** screen.

2. Using the **Down** arrow key, scroll to **Profile List** and press **OK**.

3. Select the desired profile number.

4. Ensure **Delete** is highlighted then press the **Right** arrow key.

5. At the prompt:

> **>** press **OK** to continue deleting the profile entry,

> or...

> **>** use the **Right** arrow key to highlight **No**, then press **OK** to cancel.

MANAGING THE ADDRESS BOOK

SETTING SENDER AND REPLY TO E-MAIL ADDRESSES (FROM/REPLY TO)

You can set the E-mail address from which E-mails are sent and the address to which responses are sent.

1. Press the **SETTING** button.

2. Using the **Down** arrow key, scroll to **Admin Setup** and then press **OK**.

3. Using the arrow keys and on-screen keyboard, enter the administrator password.

> *NOTE*
> *The default password is "999999".*

4. Select **Enter** and then press **OK**.

5. Using the **Down** arrow key, scroll to **Scanner Setup** and then press **OK**.

6. Using the **Down** arrow key, scroll to **E-mail Setup** and then press **OK**.

7. Using the **Down** arrow key, scroll to **From/Reply to** and then press **OK**.

8. Using the **Down** arrow key, scroll to **E-mail Sender ID** and then press **OK**.

9. Using the on-screen keyboard, enter the E-mail address up to 80 characters.

10. Select **Enter** and then press **OK**.

> *NOTE*
> *You can select E-mail addresses from the address book.*

11. Using the **Down** arrow key, scroll to **Close** and then press **OK**.

12. Press the **RESET/LOGOUT** button.

CREATING E-MAIL TEMPLATES

You can create up to five E-mail templates with various subject lines and body text.

Registering a subject

1. Press the **SETTING** button.

2. Using the **Down** arrow key, scroll to **Admin Setup** and then press **OK**.

3. Using the arrow keys and on-screen keyboard, enter the administrator password.

   NOTE
   The default password is "999999".

4. Select **Enter** and then press **OK**.

5. Using the **Down** arrow key, scroll to **Scanner Setup** and then press **OK**.

6. Using the **Down** arrow key, scroll to **E-mail Setup** and then press **OK**.

7. Using the **Down** arrow key, scroll to **Template** and then press **OK**.

8. Make sure that **Edit Subject** is selected and then press **OK**.

9. Using the **Down** arrow key, select a template entry number and then press **OK**.

10. Using the on-screen keyboard, enter the subject up to 80 characters.

11. Select **Enter** and then press **OK**.

Registering body text

1. Follow steps 1 to 7 in "Registering a subject" on page 21.

2. Using the **Down** arrow key, scroll to **Edit Body** and then press **OK**.

3. Using the on-screen keyboard, enter the body text up to 256 characters.

4. Select **Enter** and then press **OK**.

ADDING AN E-MAIL ADDRESS ENTRY TO THE ADDRESS BOOK

The machine can hold up to 300 E-mail addresses in the address book. To assign a new E-mail address to the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Press **OK** to select **E-mail Address**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Register**.

6. Press the **Right** arrow key to select **Name**.

7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 16 characters.*
>
> *If you do not enter a name, this column remains blank.*

8. Highlight **Enter** and press **OK**.

9. Using the **Down** arrow key, scroll to **E-mail Address** and press the **Right** arrow key.

10. Using the keypad or arrows keys and the on-screen keypad, type in the new E-mail address.

> *NOTE*
> *The maximum length of address is 80 characters.*

11. Highlight **Enter** and press **OK**.

12. If required, use the arrow keys and scroll to **Group No.** then press the **Right** arrow key.

13. Using the arrow keys, select the group number to assign the E-mail address to and press **OK**.

    The check box is selected. You can select multiple entries.

14. Press the **Right** arrow key to complete.

15. Press **OK** to confirm.

16. Press **OK** once more to add your entry to the address book.

17. Press the **Left** arrow key to exit the menu.

DELETING AN E-MAIL ADDRESS ENTRY FROM THE ADDRESS BOOK

To delete an E-mail address entry from the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Press **OK** to select **E-mail Address**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Using the arrow keys, scroll to **Delete** and press **OK**.

6. At the prompt select **Yes** to continue or select **No** to cancel the operation.

7. Press **OK**.

8. Press the **Left** arrow key to exit the menu.

MODIFYING AN E-MAIL ADDRESS ENTRY FROM THE ADDRESS BOOK

To edit an E-mail address entry from the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Press **OK** to select **E-mail Address**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Edit**.

6. Modify the **Name**, **E-mail Address** and/or **Group No.** details as required then press **OK**.

7. Press the **Left** arrow key to exit the menu.

SORTING E-MAIL ADDRESSES IN THE ADDRESS BOOK

To sort E-mail addresses in the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK** to enter the address book.

3. Select **E-mail Address** and press **OK** to enter E-mail adress list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Sort By Name** or **Sort By Number**, and press **OK**.

Then the addresses will be sorted depending on the selection.

SEARCHING AN E-MAIL ADDRESS ENTRY IN THE ADDRESS BOOK

To search an E-mail address entry in the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK** to enter the address book.

3. Select **E-mail Address** and press **OK** to enter E-mail adress list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Search**, and press **OK** to enter the input window.

6. Using the on-screen keyboard to enter the key word for searching.

7. After key word inputing, select **Enter** and press **OK**.

The entries will be sort by name, and the matched entry will have focus.

ADDING A GROUP ENTRY TO THE ADDRESS BOOK

The machine can hold up to 20 group addresses. To add a new group address to the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **E-mail Group** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Register**.

6. Press the **Right** arrow key to select **Name**.

7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 16 characters.*

8. Highlight **Enter** and press **OK**.

9. Using the **Down** arrow key, scroll to **Address No.** and press the **Right** arrow key.

10. Using the arrow keys, select the destination to assign the E-mail group to and press **OK**.

    The check box is selected. You can select multiple entries.

11. Press the **Right** arrow key to complete.

12. Press **OK** to confirm.

13. Press **OK** once more to add your entry to the address book.

14. Press the **Left** arrow key to exit the menu.

DELETING A GROUP ADDRESS ENTRY FROM THE ADDRESS BOOK

To delete a group address entry from the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **E-mail Group** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Using the arrow keys, scroll to **Delete** and press **OK**.

6. At the prompt select **Yes** to continue or select **No** to cancel the operation.

7. Press **OK**.

8. Press the **Left** arrow key to exit the menu.

MODIFYING A GROUP ADDRESS ENTRY FROM THE ADDRESS BOOK

To edit a group address entry from the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **E-mail Group** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Edit**.

6. Modify the **Name** and/or **Address No.** details as required then press **OK**.

7. Press the **Left** arrow key to exit the menu.

SORTING GROUP ADDRESS ENTRIES IN THE ADDRESS BOOK

To sort group address entries in the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK** to enter the address book.

3. Select **E-mail Group** and press **OK** to enter E-mail group list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Sort By Name** or **Sort By Number**, and press **OK**.

Then the groups will be sorted depending on the selection.

SEARCHING A GROUP ADDRESS ENTRY IN THE ADDRESS BOOK

To search a group address entry in the address book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Address Book** and press **OK** to enter the address book.

3. Select **E-mail Group** and press **OK** to enter E-mail group list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to Search, and press **OK** to enter the input window.

6. Using the on-screen keyboard to enter the key word for searching.

7. After key word inputing, select **Enter** and press **OK**.

The groups will be sort by name, and the matched entry will have focus.

CONFIGURING THE SCAN TO COMPUTER AND REMOTE SCAN

USING DRIVERS AND SOFTWARE

This section explains how to use the scanner driver and utilities. They allow you to scan documents and change settings easily on your computer.

USING TWAIN DRIVER

> *MEMO*
> *The explanations in this section use PaperPort in Windows and Adobe Photoshop in Mac OS X as an example.*
>
> *In this section, procedures using Remote Scan with USB connection are described. For how to connect to the network and start to scan by Scan To Computer, refer to the User's Guide.*

> *NOTE*
> *To use this function, applications supporting TWAIN (PaperPort or Adobe Photoshop, etc.) should be installed in your computer.*

> *REFERENCE*
> *For details on how to start a scan job, refer to the User's Guide.*

Starting a Scan Job (for Windows)

1. Place your document with text face up in the ADF or face down on the document glass.

    > *NOTE*
    > *When the "PC Scan Mode" is set to Manual Scan Mode or Secure Scan Mode, implement steps 2 and 3.*

2. Press the **SCAN** key.

3. Press the ▼ to select **Remote PC** and then press **OK**.

4. Start PaperPort on your computer.

5. Click **Select** and then select the scanner driver of the machine.

    A window appears.

6. Click the **Scan**.

7. Click the scan buttons.

The scan job starts.

8. Click **Quit**.

9. When there is no continued page or the back side is not scanned, click **Quit**.

> *MEMO*
> *The following five buttons are registered as default settings.*
>
> ***Scan Photograph***
>
> ***Scan Magazine***
>
> ***Scan for OCR***
>
> ***Scan for Internet***
>
> ***Customize***

Changing Settings

You can adjust how the document is scanned by changing the driver setting.

The following explains the setting items.

Simple Mode

You can change the settings of five registered buttons.

1. Follow the procedure for "Starting a Scan Job (for Windows)" on page 26 through step 6.

2. Select **Simple** from **Mode**.

3. Click **Settings**.

A window appears.
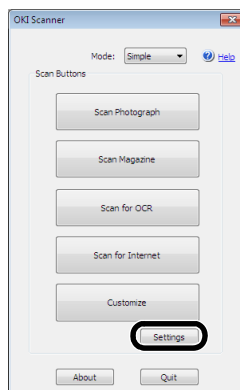
4. Click the scan button to change the settings.

5. Click **OK**.

6. If you start a scan job, click the scan button.

If you want to finish the setting, click **Quit**.

Advanced Mode

You can adjust in detail how a document is scanned.

1. Follow the procedure for through step 6.

2. Select **Advanced** from **Mode**.

3. Change the settings if necessary.

4. Click **Scan** to start scanning.

If you want to finish the setting, click **Quit**.

> *REFERENCE*
> *For details on how to change each setting, refer to the online help.*

USING WIA DRIVER

The WIA driver does not support the network scan function. Connect the machine with the computer via USB or WSD Scan.

The WIA driver does not support Mac OS X.

Starting a Scan Job

> *MEMO*
> *The explanations in this section use PaperPort as an example, and may differ from the description depending on your application.*

1. Place your document with text face up in the ADF or face down on the document glass.

> *NOTE*
> *When the "PC Scan Mode" is set to Manual Scan Mode or Secure Scan Mode, implement steps 2 and 3.*

2. Press the **SCAN** key.

3. Press the ▼ to select **Remote Scan** and then press **OK**.

4. Start PaperPort on your computer.

5. Click **Select** and then click **WIA: OKI Universal WIA**.

6. Click **Scan**.

7. Select a paper feeding method.

8. Select a document type.

9. Specify the area to be scanned.

10. Click **Scan**.

11. Click **Cancel** when scanning is finished.

12. When there is no continued page or the back side is not scanned, click Finish.

The scanned image is displayed in PaperPort.

Using Windows FAX and Scan

"Windows FAX and Scan" is a function used in Windows Vista/ 7/ 8/ 10.

1. Place your document with text face up in the ADF or face down on the document glass.

> *NOTE*
> *When the "PC Scan Mode" is set to Manual Scan Mode or Secure Scan Mode, implement steps 2 and 3.*

2. Press the **SCAN** key.

3. Press the ▼ to select **Remote Scan** and then press **OK**.

4. Click Start on your computer, and select **All Programs > Windows FAX and Scan**.

5. Click **New Scan**.

6. Select **OKI Universal WIA** and click **OK**.

7. Make additional setting if necessary.

8. Click **Scan**.

9. Exit **Windows FAX and Scan**.

USING ICA DRIVER

The ICA driver is not compatible with the Windows OS.

The ICA driver supports the Mac OS X 10.8.

Start to read

> *NOTE*
> *Some examples of image capture are used in the following procedure. The steps and menus may differ depending on the application you use.*

1. Place your document with text face up inthe ADF or face down on the document glass.

> *NOTE*
> *When the "PC Scan Mode" is set to Manual Scan Mode or Secure Scan Mode, implement steps 2 and 3.*

2. Press the **Scan** key on the control panel.

3. Press the ▼ to select **Remote Scan** and then press **OK**.

4. Start image capture on your computer.

5. Select the machine from the list at the left to the image capture screen.

6. Click the **Scan**.

Scanning will start.

7. From the **Image Capture**, select **Close Image Capture**.

Change settings

You can adjust the document scan by changing the current driver settings.

The following explains each item to set.

Display the detailed information

You can adjust the document scanning in details.

1. Follow steps 1 to 5 of "Start to read" section.

2. Click on **Show Details**.

3. Change the settings as required.

4. Click **Scan** to scan the document.

USING ACTKEY SOFTWARE

Using the ActKey, you can start a scan job in specified settings with a click a button.

> *MEMO*
> *ActKey does not support Mac OS X.*
>
> *When ActKey is installed, Network Configuration is also installed simultaneously. For Network Configuration, refer to "Using Network Configuration" on page 32.*

> *REFERENCE*
> *For details on how to start a scan job, refer to the User's Guide.*

Installing the Software

1. Insert the included "Software DVD-ROM" into a computer.

2. When **AutoPlay** is displayed, click **Run Setup.exe**.

If the **User Account Control** dialog box is displayed, click **Yes**.

3. Follow the instructions and proceed to **1. Install Optional Software** screen.

4. Click **Custom Install**.

5. Click **Separate Install**.

6. Select **ActKey**.

7. Install the software as instructed.

8. Click **Finish**.

Starting the Software

1. Click **Start** to select **All Programs > Okidata > ActKey > ActKey**.

Starting ActKey when Scanning to a Computer

You can set ActKey to start when you select **Computer** on the machine.

1. Click **Start** to select **Control Panel**.

2. Enter **View scanners and cameras** in **Search Control Panel**.

3. Click the **View scanners and cameras** under **Devices and Printers**.

4. Select **OKI Universal** and click **Properties**.

    If the **User Account Control** dialog box appears, click **Yes**.

5. Click the **Events** tab.

6. Select an event for **Select an event**.

7. Select the **Start this program** check box and then select **ActKey**.

8. Repeat steps 6 and 7 so that **ActKey** is set to all events.

9. Click **OK**.

Fax Transmission of Scanned Documents

Using the fax service of the Windows component, you can send a scanned document.

> *NOTE*
> *The direction to load the paper can not be changed after scanning the documents.*
>
> *This function uses the fax service of the Windows component.*

> *MEMO*
> *For PC-FAX function, the resolution is fixed to 200dpi and the color mode is fixed to black and white.*

1. Start ActKey on your computer.

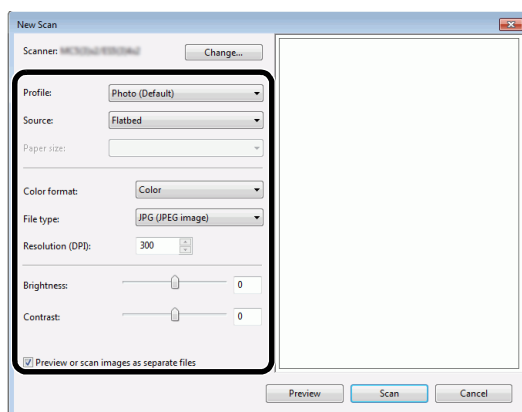   > *NOTE*
    > *When the "PC Scan Mode" is set to Manual Scan Mode or Secure Scan Mode, implement steps 2 and 3.*

2. Press the **SCAN** key on the operator panel of the machine.

3. Press the ▼ to select **Remote Scan** and then press **OK**.

4. Place your document with text face up in the ADF or face down on the document glass.

5. Click **PC-Fax** scan button of ActKey on your computer.

    The **Fax Setup** starts.

6. Follow the on-screen instructions to send a fax.

Setting the Scan Button

You can change the settings of four scan buttons.

1. Start ActKey.

2. Select **Button settings** from **Options** menu.

3. Click a button you want to set.

4. Change the settings if necessary.

5. Click **OK**.

Using Network Configuration

Network Configuration is a tool to set in advance when executing Scan To Computer. In addition, if the information including the device and IP address of the computer, etc. is changed when performing network scan, the setting value can be changed by this tool.

When installing ActKey, Network Configuration is also installed simultaneously.

Network Configuration will be automatically run when you log on windows if you select it in task tray menu.

When starting Network Configuration, the scanner driver installed in the computer is displayed.
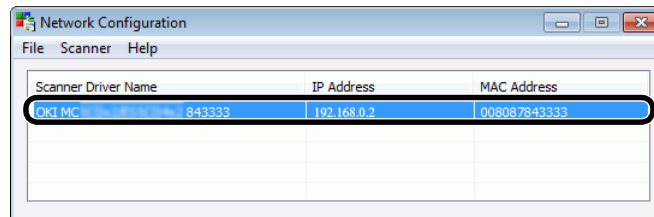
> Method to add a new network scanner

  To add a new network scanner, select **Add Scanner** from the **Scanner** menu, and select scanner driver name of the added scanner.

> Method to change a scanner driver name

  When a scanner driver name has been changed, select **Edit Driver Name** from the **Scanner** menu and then change the scanner driver name.

> Method to change the setting information of the machine

  When the IP address of the machine and port number of the machine have been changed, start Network Configuration and then select **Edit Scanner** from the **Scanner** menu.
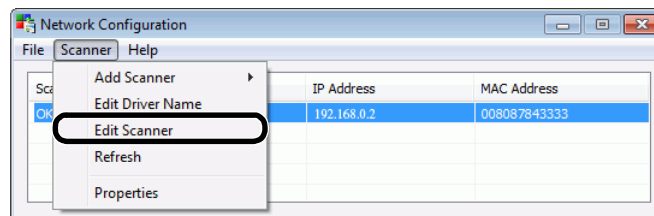
  The setting value set in the current computer is displayed, and then change the IP address and port number of the machine.
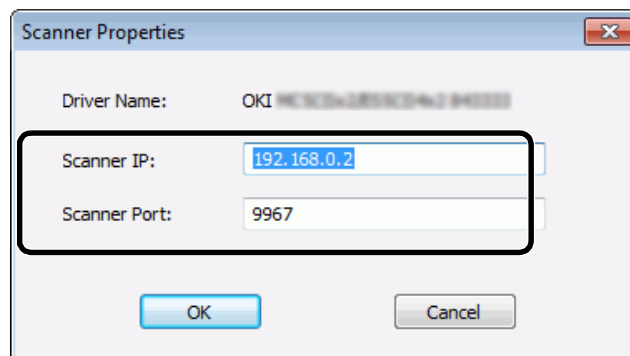
> Method to set Scan To Computer

To execute Scan To Computer, you need to register the computer name, IP address and port number in the machine.

After installing the scanner driver, start Network Configuration and select the driver to be used. Then, select **Properties** from the **Scanner** menu and select the **Register** tab. As the computer information, the computer name, IP address and port number are displayed. The computer name does not have to be set since the computer's host name is automatically acquired.

Although the setting value of the computer is automatically displayed for the IP address, if multiple network cards are installed in the computer, multiple IP addresses are displayed. Select the IP address of the network card currently used. Further more, for the port number, the current setting is displayed. If you need to change, change the setting.

After all settings are complete. Click **Register** button to register the setting in the machine.

If the machine is tuned off and cannot be connected, an error occurs when registering. After registering, if the computer's name, IP address or port number is changed, you need to register again with the above procedure.
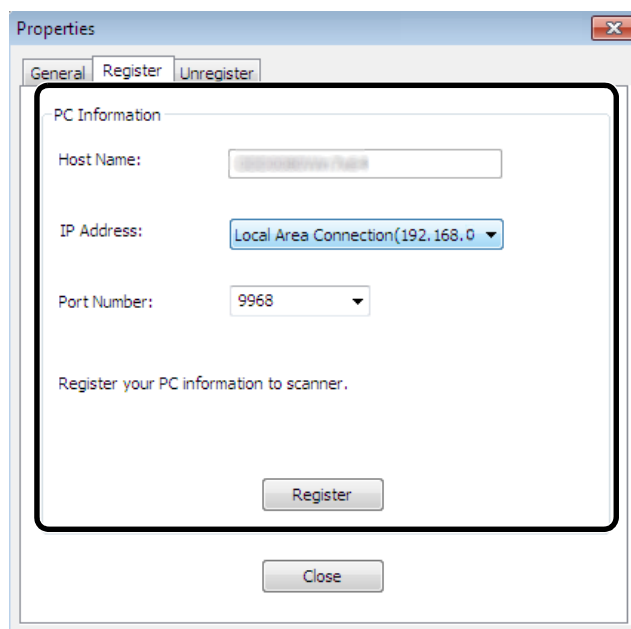
> Method to delete network-connected PCs of the machine

If you registered several network-connected PCs in the machine, you can delete them.
Select **Properties** from the **Scanner** menu and select **Unregister** tab. The registered information is displayed. Select the registered information to be deleted from the machine, and click **Unregister** button.
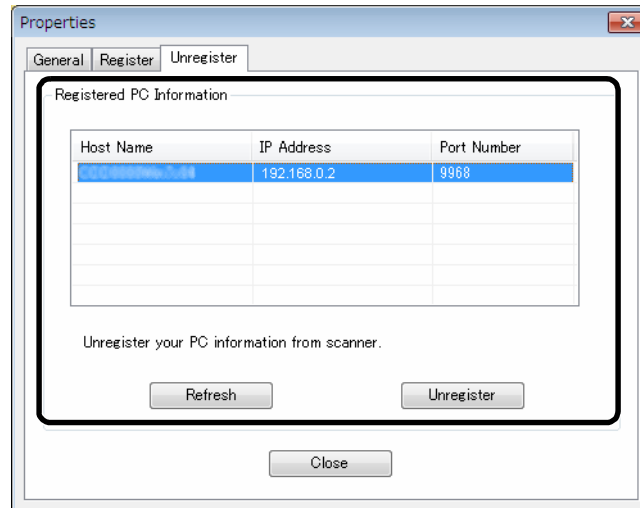
USEFUL FUNCTIONS FOR SCAN TO COMPUTER AND REMOTE SCAN

This section explains useful functions for Scan to Computer and Remote Scan.

> *MEMO*
> *To enter the Admin Setup menu, a password is necessary. The default password is "999999".*

SETTING PC SCAN MODE

You can select either simple scan mode, manual scan mode or secure scan mode for Scan to Computer function.

1. Press the **SETTING** key.

2. Press the ▼ to select **Admin Setup** and then press **OK**.

3. Enter the administrator password.

4. Select **Enter** and then press **OK**.

5. Press the ▼ to select **Scanner Setup** and then press **OK**.

6. Press the ▼ to select **PC Scan Mode** and then press **OK**.

7. Press the ▼ to select a mode and then press **OK**.

8. Press the ◄ until the top screen appears.

ENABLING THE NETWORK TWAIN SETTINGS

Do the following procedure to use Scan to the Computer and Remote Scan functions connecting to network.

> *NOTE*
> *If you select Disable on this function, you cannot use scan to Computer and Remote Scan via network.*

1. Press the **SETTING** key.

2. Press the ▼ to select **Admin Setup** and then press **OK**.

3. Enter the administrator password.

4. Select **Enter** and then press **OK**.

5. Press the ▼ to select **Scanner Setup** and then press **OK**.

6. Press the ▼ to select **TWAIN Setup** and then press **OK**.

7. Check that **Network TWAIN** is selected and then press **OK**.

8. Press the ▼ to select **ON** and then press **OK**.

9. Press the ◄ until the top screen appears.

ENABLING THE WSD SCAN

To use both the Scan To Computer (WSD Scan) function and the Remote Scan (WSD Scan) function via the WSD Scan connection, follow the steps below.

1. Press the **SETTING** key.

2. Press the ▼ to select **Admin Setup** and then press **OK**.

3. Enter the administrator password.

4. Select **Enter** and press **OK**.

5. Press the ▼ to select **Scanner Setup** and then press **OK**.

6. Press the ▼ to select **WSD Scan Setup** and then press **OK**.

7. Check that **WSD Scan** is selected, and then press **OK**.

8. Press the ▼ to select **ON** and then press **OK**.

9. Press the ◄ until the top screen appears.

SELECTING THE DUAL-SIDE SCAN OF WSD SCAN FUNCTION

To enable the Dual-Side Scan of the Scan To Computer (WSD Scan) function and Remote Scan (WSD Scan) function, follow the steps below.

1. Press the **SETTING** key.

2. Press the ▼ to select **Admin Setup** and then press **OK**.

3. Enter the administrator password.

4. Select **Enter** and press **OK**.

5. Press the ▼ to select **Scanner Setup** and then press **OK**.

6. Press the ▼ to select **WSD Scan Setup** and then press **OK**.

7. Press the ▼ to select **Binding** and then press **OK**.

8. Select **Long Edge Bind** or **Short Edge Bind** according to the scan document, and press **OK**.

9. Press the ◄ until the top screen appears.

DELETING A SCANNER DRIVER

You can delete scanner drivers.

> *NOTE*
> *You must be logged on as an administrator to complete this procedure.*

For Windows

1. Click on **Start**, and then select **Control Panel > Uninstall a program**.

2. Select **OKI Universal Scanner** and click on **Uninstall**.

    If the **User Account Control** dialog box appears, click **Yes**.

3. If a confirmation message appears, click **Yes**.

4. Click **Finish** on the **Uninstallation Complete** screen.

For Mac OS X

1. From the hard disk, select **Library > Image Capture > Devices**.

2. Delete the **OKI Scanner**.

3. Close the **Devices** dialog box.

4. From the hard disk, select **Applications > Okidata > Scanner**.

5. Delete network scanner setup tool.

6. Restart the computer.

UPDATING A SCANNER DRIVER

You can update scanner drivers.

NOTE
You must be logged on as an administrator to complete this procedure.

For Windows

1. Click on **Start**, right click **Computer** Select **Properties**.

2. Click **Device Manager**.

   If the **User Account Control** dialog box appears, click **Yes**.

3. Right click the **OKI Universal** icon on **Imaging Device** and click on **Properties**.

4. Check the version of the scanner driver on the **Drivers**.

5. Delete the scanner driver.

REFERENCE
"Deleting a Scanner Driver" on page 36.

---

6. Install a new scanner driver.

REFERENCE
For details on how to install a driver, refer to the User's Guide.

For Mac OS X

1. Delete the scanner driver.

REFERENCE
"Deleting a Scanner Driver" on page 36.

---

2. Install a new scanner driver.

REFERENCE
For details on how to install a driver, refer to the User's Guide.

CONFIGURING THE FAX SETTINGS

BASIC SETUP

Minimum configuration requirements; a PSTN telephone line connection.

If you wish to connect an external telephone or answering machine, refer to "Adding a telephone handset" on page 41.

Your MFP has to be set up properly to allow faxing from the machine. The following parameters **must** be set before using the fax function:

> Date and time

> Local fax number

> Sender ID

> NOTE
> *If you ran the Oki driver installer program from the DVD-ROM you may have already set the time zone, date and time via the Panel Language Setup utility.*

There are other parameters that can be adjusted to suit your personal preferences later if required, refer to fax set up table for details (See "Advanced set up" on page 39).

To set fax parameters:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Easy Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

> NOTE
> *The default password is "999999".*

4. Press the **Right** arrow key to select **Date/Time Setting**.

5. Using the arrow keys, select the correct time zone and press **OK**.

6. Using the arrow keys, select the correct daylight saving option and press **OK**.

7. Press **OK** to select **Manual**.

8. Using the arrow keys, enter today's date.

> NOTE
> *Use the **Right** and **Left** arrow keys to move between digits.*

9. Press **OK**.

10. Using the arrow keys, enter the correct time.

> NOTE
> *Use the **Right** and **Left** arrow keys to move between digits.*

11. Press **OK**.

12. Using the **Down** arrow key and scroll to **Fax Setting** then press **Right** arrow key.

13. Press the **Right** arrow key to select **Fax Number**.

14. Using the keypad and on screen options enter the fax number for this MFP.

15. Highlight **Enter** and press **OK**.

16. Press the **Right** arrow key to select **Sender ID**.

17. Using the keypad or arrow keys and on screen keyboard, enter the sender ID.

> *NOTE*
> *Maximum 22 characters.*

18. Highlight **Enter** and press **OK**.

19. Press **OK** to complete.

20. Press the **Left** arrow key to exit the menu.

> *NOTE*
> *By default the country code is set to International.*
>
> *If required, set the dialling method for your region (Pulse or Tone).*
>
> *If connecting the machine through a private branch exchange (PBX) line, you must also specify a dial prefix to allow the machine to obtain an external line before dialling. Refer to "Connecting to a PBX" on page 39.*

ADVANCED SET UP

Your machine offers a multitude of features which reduce the time required for manual operation and make fax communications more efficient.

CONNECTING TO A PBX

Private branch exchanges (PBXs) are private telephone systems used to route calls internally, for example, in a company. When dialling a telephone number, if a prefix is required to open an outside line, the line is connected to a PBX. If this MFP is going to be connected to a PBX, please make the following changes to enable it to recognise the prefix digits in the telephone numbers used to obtain access to the outside line. After dialling the prefix digits, the MFP will wait until the outside line is available (secondary dial tone detected) before dialling the rest of the number.

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Admin Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

4. Using the **Down** arrow key, scroll to **Fax Setup** and press **OK**.

5. Using the **Down** arrow key, scroll to **Other Settings** and press **OK**.

6. Using the **Down** arrow key, scroll to **Prefix** and press **OK**.

7. Using the keypad, arrow keys and on screen options, enter the required prefix and press **OK**.

8. Press the **Left** arrow key to exit the menu.

AUTOMATIC REDIAL

You can set the fax to automatically redial if the initial fax transmission fails. The machine will redial on:

> Line busy

> No answer

> Communication error

To set auto-redial:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Admin Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

4. Using the **Down** arrow key, scroll to **Fax Setup** and press **OK**.

5. Using the **Down** arrow key, scroll to **Other Settings** and press **OK**.

6. Press **OK** to select the **Redial Tries**.

7. Using the keypad, enter the required number of redial attempts (between 0 and 9), then press **OK** to confirm.

8. Using the **Down** arrow key, scroll to **Redial Interval** and press **OK**.

9. Using the keypad, enter the required redial interval (between 1 and 5 minutes), then press **OK** to confirm.

10. Press the **Left** arrow key to exit the menu.

RECEPTION MODE

You can change the way your MFP handles incoming fax transmissions and telephone calls (if you have a telephone handset connected) depending on your office requirements.

Choose from:

> Fax Ready Mode

> Tel/Fax Ready Mode

> Ans/Fax Ready Mode

> Tel Ready Mode

> DRD

To change the reception mode:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Admin Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

4. Using the **Down** arrow key, scroll to **User Install** and press **OK**.

5. Using the **Down** arrow key, scroll to **Reception Mode** and press **OK**.

6. Using the arrow keys, select the required reception mode and press **OK**.

7. Press the **Left** arrow key to exit the menu.

The machine behaviour differs depending on the specified reception mode, refer to the User's Guide for details.

ADDING A TELEPHONE HANDSET

If you want to add a telephone handset to your MFP, connect the line to the Tel socket (in certain countries it may be necessary to use a telephone plug adaptor).
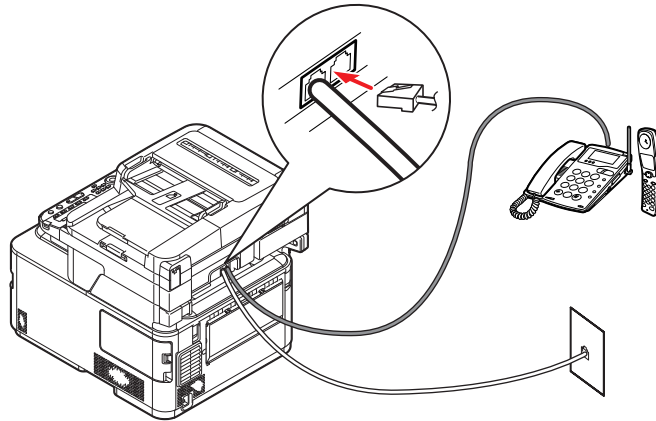
You will also need to update the telephone settings to set the ring response:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Admin Setup** and press **OK**.

3. Using the arrow keys and on-screen keypad, enter the Administrator password. Highlight **Enter** and press **OK**.

4. Using the **Down** arrow key, scroll to **Fax Setup** and press **OK**.

5. Using the **Down** arrow key, scroll to **Other Settings** and press **OK**.

6. Using the **Down** arrow key, scroll to **Ring Response** and press **OK**.

7. Using the arrow keys, select the required response setting (between 1 ring and 20 seconds) and press **OK**.

8. Press the **Left** arrow key to exit the menu.

> *NOTE*
> *You must also set the reception mode to the appropriate setting. See "Reception mode" on page 40.*

> *NOTE*
> *Dialling for speech purposes is not available using the MFP keypad or speed dial keys.*

MANAGING THE PHONE BOOK

The following section describes how to add/remove/modify speed and group dial entries to/from the Phone Book.

ADDING A SPEED DIAL ENTRY TO THE PHONE BOOK

The machine can hold up to 300 speed dial numbers in the phone book. To add a new speed dial number to the phone book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Press **OK** to select **Speed Dial**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Register**.

6. Press the **Right** arrow key to select **Name**.

7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 24 characters.*

8. Highlight **Enter** and press **OK**.

9. Using the **Down** arrow key, scroll to **Fax Number** and press the **Right** arrow key.

10. Using the keypad, type in the destination fax number.

> *NOTE*
> *The maximum length of number is 40 digits.*
>
> *If the destination fax number has an "extension number", press the **Pause** button between numbers. The machine will enter a pause when dialling.*
>
> *If your MFP is connected to a PBX (private branch exchange), you will need to add a Prefix in order to access to the outside line. Refer to "Connecting to a PBX" on page 39.*
>
> *If you need to change the dialling method for the region, press the **Tone** button to change the call parameters for this particular number.*
>
> *If you make a mistake while entering the number, press the **Clear** button to delete the last digit.*

11. Highlight **Enter** and press **OK**.

12. If required, use the arrow keys and scroll to **Group No.** then press the **Right** arrow key.

13. Using the arrow keys, select the group number to assign the fax number to and press **OK**.

    The check box is selected. You can select multiple entries.

> *NOTE*
> *Numbers registered to groups from the Speed Dial function are synchronized with the numbers that are registered to groups using the Group No. function.*

14. Press the **Right** arrow key to complete.

15. Press **OK** to confirm.

16. Press **OK** once more to add your entry to the phone book.

17. Press the **Left** arrow key to exit the menu.

ADDING A GROUP ENTRY TO THE PHONE BOOK

The machine can hold up to 20 group dial settings. To add a new group dial number to the phone book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **Group No.** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Register**.

6. Press the **Right** arrow key to select **Name**.

7. Using the keypad or arrows keys and the on-screen keypad, type in the name.

> *NOTE*
> *The maximum length of name is 16 characters.*

8. Highlight **Enter** and press **OK**.

9. Using the **Down** arrow key, scroll to **Speed Dial** and press the **Right** arrow key.

10. Using the arrow keys, select the speed dial number you wish to assign to the group and press **OK**.

The check box is selected. You can select multiple entries.

11. Press the **Right** arrow key to complete.

12. Press **OK** to confirm.

13. Press **OK** once more to add your entry to the phone book.

14. Press the **Left** arrow key to exit the menu.

DELETING A SPEED DIAL ENTRY FROM THE PHONE BOOK

To delete a speed dial entry from the phone book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Press **OK** to select **Speed Dial**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Using the arrow keys, scroll to **Delete** and press **OK**.

6. At the prompt select **Yes** to continue or select **No** to cancel the operation.

7. Press **OK**.

8. Press the **Left** arrow key to exit the menu.

DELETING A GROUP DIAL ENTRY FROM THE PHONE BOOK

To delete a group dial entry from the phone book:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **Group No.** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Using the arrow keys, scroll to **Delete** and press **OK**.

6. At the prompt select **Yes** to continue or select **No** to cancel the operation.

7. Press **OK**.

8. Press the **Left** arrow key to exit the menu.

MODIFYING A SPEED DIAL ENTRY

To modify a speed dial entry:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Press **OK** to select **Speed Dial**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Edit**.

6. Modify the **Name**, **Fax Number** and/or **Group No.** details as required then press **OK**.

7. Press the **Left** arrow key to exit the menu.

MODIFYING A GROUP DIAL ENTRY

To modify a group dial entry:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK**.

3. Using the **Down** arrow key, scroll to **Group No.** and press **OK**.

4. Using the arrow keys, scroll to the required entry position and press **OK**.

5. Press **OK** to select **Edit**.

6. Modify the **Name**, and/or **Speed Dial** details as required then press **OK**.

7. Press the **Left** arrow key to exit the menu.

SORTING SPEED DIAL ENTRIES

To sort speed dial entry:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK** to enter the phone book.

3. Select **Speed Dial** and press **OK** to enter speed dial list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Sort By Name** or **Sort By Number**, and press **OK**.

Then the entries will be sorted depending on the selection.

SORTING GROUP DIAL ENTRIES

To sort group dial entries:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK** to enter the phone book.

3. Select **Group No.** and press **OK** to enter dial group list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Sort By Name** or **Sort By Number**, and press **OK**.

   Then the groups will be sorted depending on the selection.

SEARCHING A SPEED DIAL ENTRY

To search a speed dial entry:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK** to enter the phone book.

3. Select **Speed Dial** and press **OK** to enter speed dial list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Search**, and press **OK** to enter the input window.

6. Using the on-screen keyboard to enter the key word for searching.

7. After key word inputing, select **Enter** and press **OK**.

   The entries will be sort by name, and the matched entry will have focus.

SEARCHING A GROUP DIAL ENTRY

To search a group dial entry:

1. Press the **SETTING** button on the control panel.

2. Using the **Down** arrow key, scroll to **Phone Book** and press **OK** to enter the phone book.

3. Select **Group No.** and press **OK** to enter dial group list.

4. Press **OK** to show the operation menu.

5. Using the arrow keys, scroll to **Search**, and press **OK** to enter the input window.

6. Using the on-screen keyboard to enter the key word for searching.

7. After key word inputing, select **Enter** and press **OK**.

   The groups will be sort by name, and the matched entry will have focus.

REGISTERING AN ENTRY FROM RECEPTION OR TRANSMISSION HISTORY

1. Press the **Fax** button on the control panel to prompt the **Fax Mode** screen.

2. Ensure **Fax** is highlighted, then press **OK**.

3. Using the **Down** arrow key, scroll to **Fax History** and press **OK**.

4. Using the arrow keys, highlight **Tx History** or **Rx History** as appropriate and press **OK**.

5. Using the arrow keys, scroll to the required entry and press **OK**.

6. Check the entry contents and then press the **Right** arrow key.

7. Press **OK** to select **Register To Speed Dial**.

8. Using the arrow keys, scroll to the required entry position and press **OK**.

9. Continue the registration process as described in .

   The fax number is automatically entered. You do not have to enter it manually.

USER AUTHENTICATION AND ACCESS CONTROL

The user authentication and access control functions allow you to limit the functions available to each user. These functions can help you save toner and paper.

Your machine has the following two methods of user authentication:

> PIN (personal identification number)

> User name and password

To control access to the machine, register a PIN or a user name and password for each user in advance. The user must enter the PIN (or the user name and password) to log into the machine or to print from a computer.

> *NOTE*
> *You can register up to 5000 user name and password sets.*

Access control can be applied to the following functions:

> Copying (Color/Mono)

> Printing (Color/Mono)

> Printing from USB Memory

> Scanning to E-mail

> Scanning to Shared Folder

> Scanning to USB memory

> Faxing

> Faxing via PC

> Internet Faxing

The following conditions are required to enable the user authentication and access control functions:

> Your machine is connected to a network

> A computer on which Configuration Tool is installed is on the network

PIN AUTHENTICATION

REGISTERING A PIN

Before enabling user authentication and access control, be sure to register a PIN for each user. You must be the administrator to register PINs.

To register a PIN for each user, launch Role Manager from Configuration Tool.

> *NOTE*
> *You can also register a PIN from the MFP web page.*

ENABLING PIN AUTHENTICATION

You must be the logged on as the administrator to control access to the machine.

1. Open the MFP's web page.

2. Set **Admin Setup** > **Management** > **Access Control Setup** > **Access Control** to **Enable**, and click **Submit**.

3. Set **Admin Setup** > **Management** > **Access Control Setup** > **Default authentication method** to **Authenticate Local PIN**, and click **Submit**.

OPERATION WHEN PIN AUTHENTICATION IS ENABLED

Logging into the machine

For general users

1. Enter your PIN using the keypad on the control panel.

2. Press **OK**.

    If authentication succeeds, the top screen displays.

For the Administrator

1. Enter "***000000***" using the keypad on the control panel.

    NOTE
    The Administrator PIN is "000000". You cannot change this value.

2. Press **OK**.

3. When the password entry screen displays, enter the administrator password.

4. Using the arrow keys, highlight **Enter** and then press **OK**.

    If authentication succeeds, the top screen displays.

Logging out of the machine

When you have finished operations, be sure to log out of the machine.

1. Press the **BACK** button or **Left** arrow key until the top screen displays.

2. Press the **RESET/LOGOUT** button on the control panel.

    NOTE
    After a certain period of time, the machine automatically logs out users.

USER NAME AND PASSWORD AUTHENTICATION

REGISTERING A USER NAME AND PASSWORD

Before enabling user authentication and access control, be sure to register a user name and a password for each user. You must be the administrator to register user names and passwords.

To register a user name and password, launch Role Manager from Configuration Tool.

> NOTE
> *You can also register a user name and password from the MFP web page.*

ENABLING USER NAME AND PASSWORD AUTHENTICATION

You must be the logged on as the administrator to control access to the machine.

1. Open the MFP's web page.

2. Set **Admin Setup** > **Management** > **Access Control Setup** > **Access Control** to **Enable**, and click **Submit**.

3. Set **Admin Setup** > **Management** > **Access Control Setup** > **Default authentication method** to **Authenticate Local Name**, and click **Submit**.

> NOTE
> *When you select **LDAP** or **Secure Protocol**, the server settings are necessary.*

OPERATION WHEN USER NAME AND PASSWORD AUTHENTICATION IS ENABLED

Logging into the machine

1. Make sure that **User Name** is selected and then press the **Right** arrow key.

2. Enter your name.

3. Using the arrow keys, highlight **Enter** and then press **OK**.

4. Make sure that **Password** is selected and then press **Right**.

5. Enter your password.

6. Using the arrow keys, highlight **Enter** and then press **OK**.

7. At the **Login** screen, press **OK**.

   If authentication succeeds, the top screen displays.

Logging out of the machine

When you have finished operations, be sure to log out of the machine.

1. Press the **BACK** button or **Left** arrow key until the top screen displays.

2. Press the **RESET/LOGOUT** button on the control panel.

> NOTE
> *After a certain period of time, the machine automatically logs out users.*

> *NOTE*
> *The authentication type specified on the computer overrides the one specified*
> *on the machine.*

Printing from Windows

> *NOTE*
> *You cannot use the PCL XPS printer driver for this function.*
>
> *This procedure uses Windows 7, NotePad and PCL printer driver as an example.*
> *The procedures and menus may differ depending on the OS you use.*

1. Open the file you want to print.

2. From the **File** menu, select **Print**.

3. Choose the printer driver you want in **Select Printer** and click **Preferences**.

4. Select the **Extend** tab.

5. Click **User Authentication**.

6. Set **User Name**, **Password** of the user for user's authentication information and **Authentication Type**, **Summary Account Name** for specifying user's authentication destination and authentication type.

> *NOTE*
> *Depending on the setting for **User Authentication Options...** in the **Device**
> **Options** tab, **Password, Authentication Type, Summary Account Name**,
> and **Use User Authentication** may not be displayed.*

7. Select the **Use User Authentication** check box if it is displayed.

> *NOTE*
> *Depending on the setting for **User Authentication Options...** in the **Device**
> **Options** tab, user name may be fixed to the logon name.*
>
> *Select the **Use logon name as user name** check box if you use the logon*
> *name to Windows as a user name.*

8. Enter the user name and password.

   Depending on the setting for **User Authentication Options...** in the **Device Options** tab, user name may be fixed to the logon name.

   Select the **Use logon name as user name** check box if you use the logon name to Windows as a user name.

9. If **Authentication Type** is displayed, select user's authentication destination and authentication type from the list.

   > Auto: Follows the logon method to Windows. When the user has logged on to the domain, **Server LDAP** is used and when the user logged on to the local computer, **Device Local** is used as the authentication method.

   > Device Local: Authenticates with the user information stored in the machine.

   > Server LDAP: Authenticates with the user information stored in the server using LDAP.

> Server Kerberos: Authenticates with the user information stored in the server using Kerberos.

> *NOTE*
> *Default authentication type can be set in **User Authentication Options...** in the **Device Options** tab.*
>
> *If **Summary Account Name** is displayed, set a type of summary account (account) to be charged usage amount of printing (points) and name.*
>
> *If you want to add up for each user and group to which the user belongs, select a group from **Type** and specify the group name in **Name**.*
>
> *If you want to add up for shared account which multiple users can use, select a shared account from **Type** and specify the shard account name in **Name**.*

10. Click **OK**.

11. Click **OK** and then click **Print**.

Setting User Authentication Options

Set the user authentication options of printer driver from the **Device Options** tab or **Device Settings** tab in Printer.

1. Click **Start**, and then select **Devices and Printers**.

2. Right-click **OKI MC363** and then select **OKI MC363*** from **Printer properties**.
   * Driver type (ex. PCL6/PS)

3. For PCL driver, select **Device Options** and click **User Authentication Options...**.
   For PS driver, select **Device Options** and extend **Installable Options**.

4. Specifies the user authentication options.

> Set User Authentication Options for each user: Displays **Use User Authentication** on the **User Authentication** dialog box to set whether to enable or disable user authentication.

> *NOTE*
> *If the **Set User Authentication Options for each user** check box is clear, use user authentication and follow the Windows logon method as an authentication type. When the user has logged on to the domain, **Server LDAP** is used and when the user logged on to the local computer, **Device Local** is used as the authentication method.*
>
> > *Input user authentication information when printing: Displays user authentication setting every time you print. Use this setting when you need to specify the actual user for each print job under the environment where multiple users use the same logon account on the same computer.*
>
> *This option is not available if the **Set User Authentication Options for each user** check box is selected.*
>
> > *Summary Account Name: Enables to set summery account for user authentication setting.*
>
> > *Authentication Type: Enables to set authentication type for user authentication setting.*
>
> > *Default Authentication Type: Specifies default authentication type which is used when authentication type cannot be specified.*

5. For the PCL driver, click **OK**.

6. Click **OK**.

Printing from Mac

1. Open the file you want to print.

2. From the **File** menu, select **Print**.

3. Select your machine's printer driver.

4. Select **User Authentication** from the panel menu under the **Printer** and **Presets** menus.

5. Select **Enable User Authentication**.

6. Enter the user name in **User Name** and the password in **Password**.

7. Click **Print**.

Faxing (Windows only)

> *NOTE*
> *This procedure uses Windows 7 and NotePad as an example. The procedures and menus may differ depending on the OS you use.*

1. Open the file you want to fax.

2. From the **File** menu, select **Print**.

3. Select your machine (fax driver) in **Select Printer** and click **Preferences**.

4. On the **Setup** tab, click **User Auth**.

5. Select **Use User Authentication**.

6. Enter the user name in **Username** and the password in **Password**.

   Clicking **Use Windows Login** automatically enters your login name on Windows.

7. Click **OK**.

8. Click **OK** and then click **Print**.

ADVANCED NETWORK SETTINGS

This chapter explains advanced network settings for your machine.

CONFIGURING THE WIRELESS LAN (WPA/WPA2-EAP) FROM THE WEB PAGE (MC363DNW: STANDARD, MC363DN: OPTIONAL)

Before setting up the Wireless LAN, it is necessary to enable the wireless LAN module. Please refer to "Wireless LAN module" in the User's Guide.

This chapter explains the setting from the web page to connect to a wireless LAN using WPA/WPA2-EAP for security.

In order to configure from the Web, it is necessary to have completed the settings for wired or wireless network connection.

If WPA2-EAP is set for the security method, the settings from the **IEEE802.1x** menu need to be set beforehand.

> *NOTE*
> *IEEE802.1X settings cannot be used simultaneously for the wired and wireless network.*

IEEE802.1X SETTINGS

1. Access the machine's web page and log in as the administrator.

   The user name is "admin", and the default password is "999999".

   Select **Admin Setup > Network**.

2. Click the **IEEE802.1X** tab.

   Using EAP-TLS:

   a) Select **Disable** for **IEEE802.1X**.
      (Required to use the wireless LAN.)

   b) Select **EAP-TLS** for the **EAP Type**.

   c) Enter a user name in **EAP User**.

   d) Select **Do not use SSL > TLS Certificate for EAP authentication** and then click **Import**.

   e) Enter the file name of the certificate. Only a PKCS#12 file can be imported.

   f) Enter the password of the certificate and then click **OK**.

   g) Select **Authenticate Server** and then click **Import**.

   h) Enter the file name of the CA certificate and then click **OK**.

   i) Specify the certificate issued by the certificate authority, which is the certificate authority from which the RADIUS server obtained the certificate. A PEM, DER, and PKCS#7 file can be imported.

   j) Click **Submit**.

   k) When the main unit comes online, proceed to "WIRELESS(INFRASTRUCTURE) SETTINGS".

Using PEAP:

a) Select **Disable** for **IEEE802.1X**.

b) Select **PEAP** for the **EAP Type**.

c) Enter a user name in **EAP User**.

d) Enter the password in **EAP Password**.

e) Select **Authenticate Server** and then click **Import**.

f) Enter the file name of the CA certificate and then click **OK**.

g) Specify the certificate issued by the certificate authority, which is the certificate authority from which the RADIUS server obtained the certificate. A PEM, DER, and PKCS#7 file can be imported.

h) Click **Submit**.

i) When the main unit comes online, proceed to "WIRELESS(INFRASTRUCTURE) SETTINGS".

WIRELESS(INFRASTRUCTURE) SETTINGS

1. Log in as the administrator.

2. Select **Admin Setup**.

3. Click the **Network** tab.

4. Click the **Wireless(Infrastructure) Setting** menu.

5. Select **Manual Setup**.

6. In the **Basic Settings** field under **Wireless(Infrastructure)**, select **Enable**.
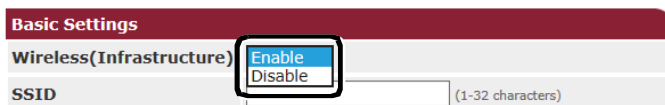
7. Enter the SSID name of the wireless AP that you want to connect to in **SSID**.
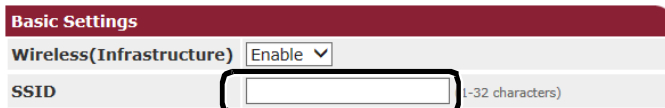
8. Select **WPA/WPA2-EAP** for **Security** in **Security Settings**.

    When the option is selected, **WPA Encryption Type** is displayed.
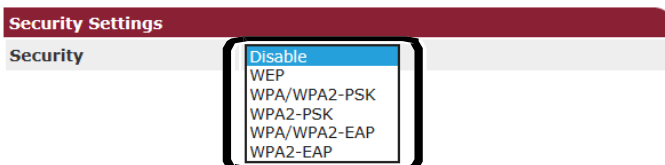
9. When all of the settings for basic settings and security settings are completed, press the **Submit** button at the bottom left of the Web screen, and the settings are reflected. It may take up to a minute to connect to the wireless AP. If the connection fails, either reconfigure the wireless settings from the operation panel, or switch to wired LAN from the operation panel, and reconfigure the wireless settings from the Web.

CHANGING NETWORK SETTINGS FROM THE WEB PAGE

This section explains how to change the network settings from the machine's web page. This function is available on Windows and Mac.

To access the machine's web page, your computer must meet the following conditions:

> TCP/IP is enabled

> Be sure that the security setting for a web browser is set to the middle level or cookies are allowed.

> To enter the **Admin Setup** menu, the administrator password is necessary. The default password is "**999999**".

> *NOTE*
> *Some of the following settings can be performed on other utilities. For details,*
> *"Network setting items" on page 67.*

ENCRYPTING COMMUNICATION BY SSL/TLS

You can encrypt the communication between your computer and the machine.

The communication is encrypted by SSL/TLS when you change the machine settings from the web page, perform the IPP printing, direct print, or LDAP search, and print data received via SMTP or FTP.

Creating a certificate

You can create a certificate on the web page. The following two certificates are available:

> A self-signed certificate

> A certificate created by a certificate authority

> *NOTE*
> *If you change the machine IP address after you create a certificate, the*
> *certificate becomes invalid. Be sure not to change the machine's IP address*
> *after creating a certificate.*

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > Security > SSL/TLS**.

> *NOTE*
> *The device comes with a pre-installed certificate. If you do not need it, click*
> ***Delete***.

4. Follow the on-screen instructions to specify the detailed settings.

> *NOTE*
> *The machine's IP address is set to **Common Name**.*

5. Click **OK**.

6. Check the settings and click **OK**.

7. If you are creating a self-signed certificate, go to "Enabling encryption" on page 57 to enable encryption.
   If you are getting a certificate created by a certificate authority, go to step 8.

8. Follow the on-screen instructions to send a CSR to a certificate authority.

9. Click **Export Certificate**.

10. Perform steps 1 to 3 in "Creating a certificate" on page 56 to enter the encryption screen.

11. Follow the on-screen instructions to install a certificate from the certificate authority.

12. Click **Submit**.

13. Go to "Enabling encryption" on page 57 to enable encryption.

Enabling encryption

After you creating a certificate, perform the following procedure to enable encryption.

When you enable encryption, the communication is encrypted the next time you change the settings from the web page.

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > Security > Protocol ON/OFF**.

4. Select **Enable** for the desired protocol.

5. Click **Submit**.

Launching the web page

1. Launch a web browser.

2. Type the IP address of the MFP in the URL field of your browser and then press **Enter**. For example *http://10.18.207.102*

IPP PRINTING

IPP printing allows you to transmit your print job data from your computer to the machine via the Internet.

> *NOTE*
> *This procedure uses Windows 7 as an example. The procedures and menus may differ depending on the OS you use.*

Setting up your machine as an IPP printer (for Windows Only)

Add your machine as an IPP printer to your computer.

1. Click **Start** and select **Devices and Printers > Add a printer**.

2. Select **Add a network, wireless or Bluetooth printer** on the **Add Printer** wizard.

3. In the list of available printers, select **The printer that I want isn't listed**.

4. Choose **Select a shared printer by name**.

5. Enter "***https://your machine IP address/ipp***" or "***https://your machine IP address/ipp/lp***" and then click **Next**.

> *NOTE*
> *You need to have a certificate installed on the computer to trust the device. Otherwise, IPP printing is not available.*

6. Click **Have Disk**.

7. Insert the DVD that was supplied with your machine into the DVD-ROM drive.

8. Enter the following value in **Copy from**:

    > For PCL driver, "***D:\Drivers_PCL***".

    > For PS driver, "***D:\Drivers\PS***".

    > For PCL XPS driver, "***D:\Drivers\XPS***".

> *NOTE*
> *The values above are the example of when the DVD-ROM drive is set to the D drive.*

9. Click **OK**.

10. Select the desired printer and click **OK**.

11. Select **Yes** in **Use this printer as default** and click **Next**.

12. If the **Share this printer** wizard appears, select **Do not share** and then click **Next**.

13. Select **No** in **Print test page?** and click **Next**.

14. Click **Finish**.

15. On the **Hardware Install** screen, click **Continue**.

16. When the installation finishes, print a test page.

Setting up your machine as an IPP printer (for Mac OS X Only)

Add your machine to your computer as an IPP printer.

1. Insert the software DVD-ROM into the computer and install the driver.

2. Select **System Preferences** from the Apple menu.

3. Click **Print and Fax**.

4. Click **+**.

5. Click the **IP** tab.

6. From **Protocol**, select **IPP (Internet Printing Protocol)**.

7. Enter the machine's IP address in **Address**.

8. Enter "**ipp**/**Ip**" in **Queue**.

9. Click **Add**.

10. Click **Continue**.

11. Confirm that the machine is registered in **Print and Fax**.

Performing IPP printing

NOTE
The following procedure is explained using NotePad as an example. The
procedures and menus may differ depending on the application you use.

---

1. Open an application file.

2. From the **File** menu, select **Print**.

3. From **Select Printer**, select the created IPP printer and then click **Print**.

ENCRYPTING COMMUNICATION BY IPSEC

You can encrypt the communication between your computer and the machine.

The communication is encrypted by IPSec. When IPSec is enabled, encryption is applied to all the applications using the IP protocols.

You can specify up to 50 hosts by their IP addresses. When a host that is not registered tries to access the machine, it is rejected. When you try to access a host that is not registered, it is invalid.

You must have a pre-shared key in advance.

Configuring your machine

Be sure to configure your machine first from the web page to enable IPSec.

NOTE
> *When you enable IPSec, the communication to and from a host that is not specified in this procedure is rejected.*
> *Be sure to memorize the values specified in this procedure. They are necessary when you configure the IPSec setting on your computer.*

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > Security > IPSec**.

4. Follow the on-screen instructions to specify the detailed settings.

   NOTE
   *Either **ESP** or **AH** must be enabled in the configuration for "Phase2 Proposal".*

5. Click **Submit**.

   The network system reboots to enable the new settings.

   NOTE
   If you fail to set up IPSec due to the mismatch of the specified parameter, you cannot access the web page. In this case, disable IPSec from the control panel of the machine or initialize the network settings.

Configuring your computer

Be sure to configure your machine in advance before configuring your computer.

   NOTE
   This procedure uses Windows 7 as an example. The procedures and menus may differ depending on the OS you use.

1. Click **Start** and select **Control Panel > Administrative Tools**.

2. Double-click **Local Security Policy**.

3. On the **Local Security Policy** window, click **IP Security Policies on Local Computer**.

4. From the **Action** menu, select **Create IP Security Policy**.

5. On the **IP Security Policy Wizard**, click **Next**.

6. Enter a *Name* and a *Description* and then click **Next**.

7. Clear the **Activate the default response rule (earlier versions of Windows only).** check box and then click **Next**.

8. Select **Edit properties** and then click **Finish**.

9. On the IP security policy properties window, select the **General** tab.

10. Click **Settings**.

11. On the **Key Exchange Settings** window, enter the value (minutes) in **Authenticate and generate a new key after every**.

> NOTE
> Specify the same value as **Life time** specified in the configuration for "Phase1 Proposal" in *"Configuring your machine" on page 60. Although **Life time** is specified by seconds, enter a value by minutes in this step.*

12. Click **Methods**.

13. On the **Key Exchange Security Methods** window, click **Add**.

14. Specify **Integrity algorithm**, **Encryption algorithm**, and **Diffie-Hellman group**.

> NOTE
> Select the same value specified in **IKE Encryption Algorithm, IKE Hash Algorithm**, and **Diffie-Hellman group** in the configuration for "Phase1 Proposal" in *"Configuring your machine" on page 60.*

15. Click **OK**.

16. On the **Key Exchange Security Methods** window, click **OK**.

17. On the **Key Exchange Settings** window, click **OK**.

18. On the IP security policy properties window, select the **Rules** tab.

19. Click **Add**.

20. On the **Security Rule Wizard**, click **Next**.

21. On the **Tunnel Endpoint** screen, make sure that **This rule does not specify a tunnel** is selected and then click **Next**.

22. On the **Network Type** screen, make sure that **All network connections** is selected and then click **Next**.

23. On the **IP Filter List** screen, click **Add**.

24. On the **IP Filter List** window, click **Add**.

25. On the **IP Filter Wizard**, click **Next**.

26. On the **IP Filter Description and Mirrored Property** screen, click **Next**.

27. On the **IP Traffic Source** screen, click **Next**.

28. On the **IP Traffic Destination** screen, click **Next**.

29. On the **IP Protocol Type** screen, click **Next**.

30. Click **Finish**.

31. On the **IP Filter List** wizard, click **OK**.

32. On the **Security Rule Wizard**, select the new IP filter from the list and then click **Next**.

33. On the **Filter Action** screen, click **Add**.

34. On the **Filter Action Wizard**, click **Next**.

35. On the **Filter Action Name** screen, enter a *Name* and a *Description* and then click **Next**.

36. On the **Filter Action General Options** screen, make sure that **Negotiate security** is selected and then click **Next**.

37. On the **Communicating with computers that do not support IPsec** screen, make sure that **Do not allow unsecured communication.** is selected and then click **Next**.

38. On the **IP Traffic Security** screen, select **Custom** and then click **Settings**.

39. On the **Custom Security Method Settings** window, configure the settings and then click **OK**.

> *NOTE*
> *Select the same values specified in the configuration for "Phase2 Proposal" in "Configuring your machine" on page 60.*

40. On the **IP Traffic Security** screen, click **Next**.

41. Select **Edit properties** and then click **Finish**.

42. On the filter action properties window, select **Use session key perfect forward secrecy (PFS)** if you want to enable Key PFS.

43. Select **Accept unsecured communication, but always respond using IPsec** if you perform IPSec communication by the IPv6 global address.

44. Click **OK**.

45. Select the new filter action and then click **Next**.

46. On the **Authentication Method** screen, select the value you want and then click **Next**.

47. Click **Finish**.

48. On the IP security policy properties window, click **OK**.

49. On the **Local Security Policy** window, select the new IP security policy.

50. From the **Action** menu, select **Assign**.

51. Make sure that **Policy Assigned** for the new IP security policy is displayed as **Yes**.

52. Click **X** on the **Local Security Policy** screen.

CONTROLLING ACCESS USING IP ADDRESS (IP FILTERING)

You can control access to the machine using the IP address. You can set whether to allow configuration or printing from the specified IP addresses. By factory default, IP filtering is disabled.

> *NOTE*
> *Be sure to specify the correct IP address. If you specify a wrong IP address, you cannot access the machine using the IP protocol.*
>
> *When you enable IP filtering, the access to and from a host that is not specified in this procedure is rejected.*
>
> *You can use only IPv4 for IP filtering.*

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > Security > IP Filtering**.

4. Follow the on-screen instructions to specify the detailed settings.

> *NOTE*
> *If nothing is registered in **Administrator's IP Address setting**, you may not be able to access the machine depending on the specified IP address range.*
>
> ***Your Current Local Host/Proxy IP Address** and the IP address of your host may not match if you use a proxy server.*

5. Click **Submit**.

The network system reboots to enable the new settings.

CONTROLLING ACCESS USING MAC ADDRESS (MAC ADDRESS FILTERING)

You can control access to the machine using the MAC address. You can allow or reject the access from the specified MAC addresses.

> *NOTE*
> *Be sure to specify the correct MAC address. If you specify the wrong MAC address, you cannot access the machine via a network.*
>
> *You cannot individually specify acceptance or rejection for each address.*

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > Security > MAC Address Filtering**.

4. Follow the on-screen instructions to specify the detailed settings.

> *NOTE*
> *If nothing is registered in **Administrator's MAC Address setting**, you may not be able to access the machine depending on the specified MAC address.*
>
> ***Your Current Local Host/Proxy MAC Address** and the MAC address of your host may not match if you use a proxy server.*

5. Click **Submit**.

The network system reboots to enable the new settings.

ERROR NOTIFICATION BY E-MAIL (E-MAIL ALERT)

You can set the machine to send an error notification E-mail when an error happens. You can set when to be notified:

> On a regular basis

> Only when an error occurs

Configuring your machine

You can configure the settings for E-mail alert using the web page.

> *NOTE*
> *When you specify a domain name in **SMTP Server**, configure the DNS server in the **TCP/IP** setting.*
>
> *You need to set the mail server to allow the machine to send an E-mail. For details on the mail server setting, refer to your network administrator.*

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > E-mail > Alert Settings > E-mail Send Settings**.

4. Follow the on-screen instructions to specify the detailed settings.

5. Select **Set detail of the SMTP Protocol.**.

6. If necessary, you can configure **Security settings**, **Configure attached information**, and **Others**.

7. Click **Submit**.

    The network system reboots to enable the new settings.

Regular alert

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > E-mail > Alert Settings > Alert Settings**.

4. Enter an E-mail address to receive the alerts.

5. Click **Setting** for the specified address.

    Copy is useful when you want to apply the alert conditions to another address.

6. Choose **Periodically**.

7. Click **To STEP2**.

8. Follow the on-screen instructions to specify the detailed settings.

9. Click **OK**.

10. Click **View a summary of current configuration** to check the current settings, and then click **X** to close the window.

    You can also check the current settings of up to two addresses on the main window. Select the desired addresses from the list box.

11. Click **Submit**.

The network system reboots to enable the new settings.

> *NOTE*
> *If there is no error specified, the alert E-mail in not sent.*

Alert when an error occurs

1. Perform steps 1 to 5 in "Regular alert".

2. Choose **Upon occurrence of an event**.

3. Click **To STEP2**.

4. Follow the on-screen instructions to specify the detailed settings.

   Specify the time lag between when an error occurs and when the alert is sent.

   If you specify a longer time, only continuing errors are notified.

5. Click **OK**.

6. Click **View a summary of current configuration** to check the current settings, and then click **X** to close the window.

   You can also check the current settings of up to two addresses on the main window. Select the desired addresses from the list box.

7. Click **Submit**.

   The network system reboots to enable the new settings.

USING SNMPV3

The SNMPv3 manager supporting SNMPv3 encrypts the management of the machine by SNMP.

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > SNMP > Setting**.

4. Follow the on-screen instructions to specify the detailed settings.

5. Click **Submit**.

   The network system reboots to enable the new settings.

> *NOTE*
> *You can check and change the machine settings by a commercially available SNMP manager. For the MIB of the machine, **MIB definitions files** are stored in **DVD MISC > MIB files**.*

USING IPv6

Your machine supports IPv6. The machine gets an IPv6 address automatically. You cannot set the IPv6 address manually.

The machine supports the following protocols:

> For Printing:

    > LPR

    > IPP

    > RAW (Port9100)

    > FTP

> For Configuration:

    > HTTP

    > SNMPv1/v3

    > Telnet

> *NOTE*
> *To enter the **Admin Setup** menu, the administrator password is necessary.*
> *The default password is "**999999**".*

CHECKING IPv6 ADDRESS

The IPv6 address is automatically assigned.

1. Select **View Information**.

2. Select **Network > Network Information**.

> *NOTE*
> *When the global address is displayed with only "0", it may be an error due to the router you use.*
>
> *You can also check the IPv6 address in the network report from the machine by pressing the **SETTING** key and then selecting **Reports > System > Network Information**.*

USING IEEE802.1X

Your machine supports the IEEE802.1X authentication.

Be sure to set up your machine and computer in advance before performing the following procedure.

> *NOTE*
> *For details on the initial setup and the IP address, refer to "Configuring the network settings" on page 8.*

CONFIGURING YOUR MACHINE FOR IEEE802.1X

Using PEAP

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > IEEE802.1X**.

4. Select **Enable** for **IEEE802.1X**.

5. Select **PEAP** for **EAP Type**.

6. Enter a user name in **EAP User**.

7. Enter a password in **EAP Password**.

8. Select **Authenticate Server** and then click **Import**.

9. Enter the file name of the CA certificate and then click **OK**.

Specify the certificate issued by the certificate authority from which the RADIUS server got it. A PEM, DER, and PKCS#7 file can be imported.

10. Click **Submit**.

The network system reboots to enable the new settings.

11. When the standby screen appears on the machine, turn off the machine.

12. Go to "Connecting your machine to authentication switch" on page 68.

Using EAP-TLS

1. Access the machine's web page and log in as the administrator.

2. Select **Admin Setup**.

3. Select **Network > IEEE802.1X**.

4. Select **Enable** for **IEEE802.1X**.

5. Select **EAP-TLS** for **EAP Type**.

6. Enter a user name in **EAP User**.

7. Select **Not use SSL/TLS Certificate for EAP authentication** and then click **Import**.

8. Enter the file name of the certificate.

    Only a PKCS#12 file can be imported.

9. Enter the password of the certificate and then click **OK**.

10. Select **Authenticate Server** and then click **Import**.

11. Enter the file name of the CA certificate and then click **OK**.

    Specify the certificate issued by the certificate authority from which the RADIUS server got it. A PEM, DER, and PKCS#7 file can be imported.

12. Click **Submit**.

    The network system reboots to enable the new settings.

13. When the standby screen appears on the machine, turn off the machine.

14. Go to "Connecting your machine to authentication switch" on page 68.

CONNECTING YOUR MACHINE TO AUTHENTICATION SWITCH

1. Make sure that the machine is turned off.

2. Connect an Ethernet cable to the network interface port.

3. Connect the Ethernet cable to the authentication port of an authentication switch.

4. Turn on the machine.

5. Set up the machine.

> *NOTE*
> *For details on the initial setup, refer to "Configuring the network settings" on page 8.*

CONFIGURING LDAP SERVER

> *NOTE*
> *For details on the LDAP server and encryption settings to be specified, refer to your network administrator.*

1. Access the machine's web page and log in as the administrator.
2. Select **Admin Setup**.
3. Select **Network > LDAP**.
4. Enter the domain name or IP address of the LDAP server in **LDAP Server**.
5. Enter the port number of the LDAP server in **Port Number**.
6. Specify a value for time-out to wait for the search results in **Timeout**.
7. Specify a value for the maximum entry of the search results in **Max. Entries**.
8. Specify a BaseDN to access the LDAP server in **Search Root**.
9. Enter attribute names to be searched for as the user name in **User Name**.

   Be sure to specify a value for **Name 1**.
10. Enter attribute name to be searched for as the E-mail address in **Mail Address**.
11. If necessary, specify a search condition in **Additional Filter**.
12. Select the authentication method you want in **Method**.

   > When you select **Anonymous**, user authentication using LDAP fails. You need to select **Simple**, **Digest-MD5** or **Secure Protocol** if you configure the LDAP server for user authentication.
   > When you select **Digest-MD5**, you need to configure the DNS server setting.
   > When you select **Secure Protocol**, you need to configure the DNS server, the secure protocol settings and complete **Time Setup**.
13. If you do not select **Anonymous** in step 12, specify the user ID and password to log in to the LDAP server.
14. Select a value in **Encryption**.
15. Click **Submit**.

   The network system reboots to enable the new settings.

CONFIGURING SECURE PROTOCOLS

Authentication using the Kerberos server is available when you access the LDAP server. Be sure to complete **Time Setup** and DNS server settings to use the secure protocol.

1. Access the machine's web page and log in as the administrator.
2. Select **Admin Setup**.
3. Select **Network > Secure Protocol Server**.
4. Enter a realm name in **Domain**.
5. Click **Submit**.

   The network system reboots to enable the new settings.

PRINTING WITHOUT PRINTER DRIVER (DIRECT PRINTING)

PRINTING PDFs

You can print PDFs without a printer driver. Specify the file you want to print on the web page and submit it to the machine.

> *NOTE*
> *If you have problems printing a PDF file, open the file in Adobe Reader and print it.*

1. Access the machine's web page and log in as the administrator.
2. Select **Direct Print**.
3. Select **Web Printing**.
4. Follow the on-screen instructions to specify the detailed settings.
5. Check the settings and then click **OK**.
6. Click **Print**.
7. Click **OK**.

CONFIGURING SERVER TO PRINT FILES ATTACHED TO E-MAILS

You can print attached files when the machine receives an E-mail.

> *NOTE*
> **>** *When you have performed the initial setup described in "Configuring the network settings" on page 8, the server settings are finished.*
> **>** *Up to 10 files and a maximum of 8 MB for each file can be printed.*
> **>** *PDF, JPEG, and TIFF files can be printed.*
> **>** *If you have problems printing a PDF file, open the file in Adobe Reader and print it.*

Configuration for POP

1. Access the machine's web page and log in as the administrator.
2. Select **Admin Setup**.
3. Select **Network > E-mail > Receive Settings**.
4. Select **POP3** and then click **To STEP2**.
5. Follow the on-screen instructions to specify the detailed settings.

> *NOTE*
> *Be sure to specify the correct value for your mail server. If you enable APOP when your mail server does not support the APOP protocol, E-mails may not be correctly received.*
>
> *When you specify a domain name for the mail server, configure the DNS server in the **TCP/IP** setting.*

6. Click **Submit**.

> *NOTE*
> *When the POP server does not support the SSL encryption, E-mails may not be correctly received.*

Configuration for SMTP

1. Access the machine's web page and log in as the administrator.
2. Select **Admin Setup**.
3. Select **Network > E-mail > Receive Settings**.
4. Select **SMTP** and then click **To STEP2**.
5. Follow the on-screen instructions to specify the detailed settings.
6. Click **Submit**.

OTHER OPERATIONS

This section explains how to initialize the network settings and how to setup your machine and computer to use DHCP.

INITIALIZING NETWORK SETTINGS

> *NOTE*
> *This procedure initializes all the network settings.*

1. Press the **SETTING** key.

2. Using the **Down** arrow key, scroll to **Admin Setup** and then press **OK**.

3. Enter the administrator password.

4. Select **Enter** and then press **OK**.

5. Using the arrow keys, scroll to **Network Menu** and then press **OK**.

6. Make sure that **Network Setup** is selected and then press **OK**.

7. Using the arrow keys, scroll to select **Factory Defaults** and then press **OK**.

8. Press **OK**.

9. Using the arrow keys, highlight **Yes** to continue or **No** to exit and then press **OK**.

    The machine restarts to enable the new settings.

USING DHCP

You can get an IP address from the DHCP server.

> *NOTE*
> **>** *You must be authorized as the administrator.*
> **>** *If you enter a wrong IP address, the network system may go down.*
> **>** *You can also get an IP address from the BOOTP server.*

CONFIGURING DHCP SERVER

DHCP assigns an IP address to each host on the TCP/IP network.

> *NOTE*
> *The machine must have a static IP address if you want to print via a network. For details on how to assign a static IP address, refer to the manual of your DHCP server.*
>
> *The following OSs are supported; Windows Server 2008 R2 and Windows Server 2008.*
>
> *The following procedure uses Windows Server 2008 as an example. The procedures and menus may differ depending on the OS you use.*

1. Click **Start > Server Manager**.

    If **DHCP Server** is already displayed, go to step 8.

2. Select **Add Roles** on the **Roles Summary** area.

3. On the **Add Roles Wizard**, click **Next**.

4. Select **DHCP Server** and click **Next**.

5. Follow the on-screen instructions and configure the settings as necessary.

6. On the **Confirm Installation Selections** screen, check the settings and click **Install**.

7. When the installation finishes, click **Close**.

8. Click **Start** and select **All Programs > Administrative Tools > DHCP** to launch the **DHCP** wizard.

9. On the DHCP list, select a server to use.

10. From the **Action** menu, select **New Scope**.

11. On the **New Scope Wizard**, follow the on-screen instructions and configure the settings as necessary.

    > Be sure to configure the default gateway settings.

    > On the **Activate Scope** screen, select **Yes, I want to activate this scope now**.

12. Click **Finish**.

13. Select the new scope from the DHCP list and then select **Reservations**.

14. From the **Action** menu, select **New Reservation**.

15. Configure the settings.

16. Click **Add**.

17. Click **X** to close the **DHCP** wizard.

CONFIGURING YOUR MACHINE

The following explains how to configure your machine to use DHCP/BOOTP. By factory default, the DHCP/BOOTP protocol is enabled, so you do not have to perform this procedure.

> *NOTE*
> *The following procedure is explained using Network Card Setup and Windows 7 as an example. The procedures and menus may differ depending on the OS you use.*

1. Turn on the machine.

2. Turn on your computer.

3. Insert the Software DVD-ROM into the DVD drive.

    The Setup Utility starts automatically. if it does not start, double-click **setup.exe** (in the root directory) on the DVD-ROM.

4. Choose your language.

5. Read the license agreement, and then click **Accept**.

6. Read Environmental advice for Users and click **Next**.

7. Select **Network (Wired/Wireless)** and then click **Next**.

8. Select your machine from the list, and then click **Network Setting**.

9. Enter the IP address and then click **OK**.

10. Enter the password for **Password** and then click **OK**.

NOTE
*The initial password is "**999999**".*

The password is case-sensitive.

11. Click **OK** on the confirmation window.

INDEX

46553602EE Rev6