



MC860dn/MC860dtn

Scan To Mail / Scan To Network PC Easy Setup Guide

Before reading this guide, read User's Manual to set up the MC860 to perform printing over a network connection.

Before Setup

This guide describes the setup method to perform Scan To Mail, Scan To Network PC (CIFS) in MC860. Before setting up Scan To mail, Scan To Network PC (CIFS), MC860 should be connected to the network so that printing is available via the network from the computer.

If printing is not available via the network, functions described in this guide are not available. Read the user's manual to connect MC860 via the network.

Set up the MC860 with the following instruction.

- Connect MC860 as a network printer. (Refer to the user's manual.) 1
- Check the information of setup items required for Scan To Mail and Scan To Network PC (CIFS) and fill in the [Setup information form] on the next page. Ļ

• Set up the information filled in the [Setup information form] on MC860 and your computer in accordance with the procedure.

Memo

In this guide, MC860dn and MC860dtn are collectively described MC860.

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Setup Information Form

Make a note here for checked or setup item by referring to the following pages.

Setup Information common in Scan To Mail/ Scan To CIFS

No.	Item	Description	Example	Customer's comment	
G-1	Administrator	Password to change the system setup of	aaaaaa		
	Password of MC860	MC860.			
		The default is "aaaaaa".			
G-2	IP address of MC860	IP address assigned to MC860	192.168.0.2		

Setup Information required for Scan To Mail

No.	Item	Description	Example	Customer's comment
E-1	From	Email address when MC860 sends an email.	mc860@test.co.jp	(Up to 80 characters)
E-2	SMTP server	Address of a server used when sending an email.	smtp.test.co.jp	
E-3	POP3 server	Address of a server used when receiving an email.	pop3.test.co.jp	
E-4	SMTP port	Port number of SMTP server	587	
E-5	POP3 port	Port number of POP3 server	110	
E-6	Authentication method	Authentication of the outgoing mail server	SMTP	
E-7	SMTP user ID	Account name of the outgoing mail server	OKIMC860	
E-8	SMTP password	Password of the outgoing mail server	okimc860	
E-9	POP user ID	Account name of the incoming mail server	user	
E-10	POP password	Password of the incoming mail server	okimc860	
E-11	Name of Email destination address	Name of the other party you want to send by Scan To Mail from MC860	User	(Up to 16 characters)
E-12	Email address	Email Address of the other party you wan to send by Scan To Mail from MC860	user@test.co.jp	

Setup Information required for Scan To CIFS

No.	Item	Description	Example	Customer's comment
C-1	Computer name of the destination address	Name of a computer to which scanned data is transferred.	PC1	
C-2	User name	User name to log into a computer to which scanned data is transferred.	mc860	(Up to 32 characters)
C-3	Password	Password to log into a computer to which scanned data is transferred.	mc860	(Up to 32 characters)
C-4	Profile	Name to register settings in MC860.	Sales	(Up to 16 characters)
C-5	Shared folder name	Folder name of a computer to which scanned data is sent.	SalesDev	(Up to 64 characters)
C-6	Scan File name	File name of scanned data	ScanData	(Up to 64 characters)

1 Checking Common Setup Information

1-1 Check the administrator's password of MC860.

Ask the administrator of MC860 about "Administrator Password", and fill in the "G-1" of the setup information form.

Мето

- Passwords are case-sensitive.
- The factory default is aaaaaa.

1-2 Check the IP address of MC860.

If MC860 is connected to the network before following the procedure of this guide, an IP address has been already set up in MC860.



2 Press [View Information].





This concludes the collection of the common information in Scan To Mail and Scan To Network PC (CIFS).

If Scan To Mail is used, proceed to page 5. If only Scan To Network PC (CIFS) is used, proceed to page 14.

2 Scan To Mail

Scan To Mail provides a function to send an email with images scanned by MC860 to a specified email address.

2-1 Check information required for Scan To Mail.

If a network administrator specifies mail server account, password and email address (sender) for MC860, enter them in the setup information form.

2-1-1 Check [SMTP Server], and [POP3 Server], or the like to fill in the Setup Information Form.

This task is performed by the computer which you want to send Scan To Mail from MC 860. In this example, Outlook Express on Windows XP is used.

If you are using other email software, refer to the manual of that email software.

 Click the [Start] button to select [Email Outlook Express].



Select [Tools] - [Accounts].

2



Select an item whose [Type] is [Mail (default)], and click [Properties].



Enter [Name] and [E-mail address] on the [General] tab in "E-11" and "E-12" of the Setup Information Form.

😤 pop3.test.co.jp Properties 🛛 🕐 🔀	
General Servers Connection Security Advanced	
Mail Account	
Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".	
pop3.test.co.jp	
User Information	
Name: User	► Fill in
Organization:	"E-11".
E-mail address: user@test.co.jp	► Fill in
Reply address:	"E-12".
✓ Include this account when receiving mail or synchronizing	

Note

The email address that is entered here is used to send email as described on page 12.

Click the [Servers] tab to fill in each column on the Setup Information Form according to the following graphic.



If this box is checked, enter "SMTP" in "E-6". If it is not checked, enter "POP" in "E-6".



6 Click [Settings].

Check the "Outgoing Mail Server" screen to fill in "E-7" and "E-8" on the Setup Information Form.

Outgoing Mail Serve	er 🔹 🔀
Logon Information	s as my incoming mail server
Account name: Password:	
Log on using S	Remember password
	OK Cancel

- If [Use the same settings as the incoming mail server] is checked, enter the same contents as "E-9" and "E-10" in "E-7" and "E-8".
- If [Log on by the following account and password] is checked, enter [Account name] in "E-7" and a password in "E-8".

Click the [Advanced] tab to fill in each column on the Setup Information Form according to the following figure.

General Servers Connection Security Advanced Server Port Numbers Outgoing mail (SMTP): This server requires a secure connection (SSL) Incoming mail (PDP3): This server requires a secure connection (SSL) Server Timeouts Short Long 1 minute Sending Break apart messages larger than 60 \$KB Delivery Leave a copy of messages on server Remove from server after 5 \$day(s) Remove from server when deleted from 'Deleted Items'	🗟 pop3.test.co.jp Properties 🛛 🔹 💽	
Server Port Numbers Outgoing mail (SMTP):	General Servers Connection Security Advanced	
Outgoing mail (SMTP): Image: Connection (SSL) This server requires a secure connection (SSL) Fill in "E-4 Incoming mail (POP3): 110 This server requires a secure connection (SSL) Fill in "E-5 Server Timeouts	Server Port Numbers	
This server requires a secure connection (SSL) Incoming mail (POP3) This server requires a secure connection (SSL) Server Timeouts Shot Long I minute Sending Break apart messages larger than 60 ● KB Delivery Remove from server after 5 ● doy(s) Remove from server when deleted from 'Deleted Items'	Outgoing mail (SMTP):	→ Fill in "E-4"
Incoming mail (POP3): 110 → Fill in "E-5 This server requires a secure connection (SSL) Server Timeouts	This server requires a secure connection (SSL)	
This server requires a secure connection (SSL) Server Timeouts Short Long 1 minute Sending Break apart messages larger than 60 KB Delivery Remove from server after 5 day(s) Remove from server when deleted from 'Deleted Items'	Incoming mail (POP3):	-► Fill in "E-5"
Server Timeouts Long 1 minute Short Long 1 minute Sending Break apart messages larger than 60 KB Defivery Leave a copy of messages on server Remove from server after 5 dey(s) Remove from server when deleted from Deleted Items'	This server requires a secure connection (SSL)	
Short C Long 1 minute Sending Break apart messages larger than 60 C KB Delivery C Leave a copy of messages on server Remove from server after 5 C dey(s) Remove from server when deleted from 'Deleted Items'	Server Timeouts	
Sending Break apart messages larger than 60	Short 🕣 Long 1 minute	
Break apart messages larger than 60 C KB Defivery Leave a copy of messages on server Remove from server after 5 C day(s) Remove from server when deleted from 'Deleted Items'	Sending	
Delivery Leave a copy of messages on server Remove from server after 5 @ day(s) Remove from server when deleted from 'Deleted Items'	Break apart messages larger than 60 🔅 KB	
Leave a copy of messages on server Remove from server after 5 3 day(s) Remove from server when deleted from 'Deleted Items'	Delivery	
Remove from server after 5 \$ day(s) Remove from server when deleted from 'Deleted Items'	Leave a copy of messages on server	
Remove from server when deleted from 'Deleted Items'	Remove from server after 5 🔅 day(s)	
	Remove from server when deleted from 'Deleted Items'	
OK Cancel Apply	OK Cancel Apply	

2-1-2 Check [From](the email address used by MC860).

Enter an email address used by MC860 in "**E-1**" on the Setup Information Form. If this email address is specified by the network administrator, enter the email address. If ADSL, or the like is used, obtain an email address from your provider.

If any email address is not specified or obtained:

- If the "E-6" authentication method is "SMTP", fill in an arbitrary name in "E-1". e.g.: mc860@test.co.jp
- If the "E-6" authentication method is "POP", enter the same name as "E-12" in "E-1".

Notes:

- If the [From](mail address) is not set in MC860, an error will occur in the mail server at the email transmission, and it will not be transmitted.
- When an email is received by the MC860, make sure to obtain an email address from the network administrator or your provider.

2-2 Set up MC860 for Scan To Mail.

Information obtained from Procedure 1 and 2-1 should be entered in MC860. Make the settings of [From], [SMTP Server], [POP3 Server], [SMTP Port], [POP3 Port], [Authentication Method], [POP User ID], [POP Password], and [Destination Name and Email Address].

2-2-1 Set [From] in MC860.





Enter the administrator password (Value in "G-1" of the Setup information form) to press [Enter].

Enter by pressing keys on LCD.





Press [Scanner Setup].



6 Press [Email Setup]. Scanner Setup Select an item to edit. Close E-mail Setup Default Setting SB Memory Setup 6 Press [From/ Reply To]. E-mail Setup Select an item to edit. Close File Name : From/Reply To iech producast uest Press [From]. From/Reply To Select an item to edit. From керту то: [From]:Sender of E-mail [Reply to]:Reply address of E-mail (For Error notification) Enter the value of "E-1" on the Setup 8 Information Form to press [Enter]. Cancel Enter From nc860@test.co.jp_ Srch AdrsBook 🧧 ┥ 🕨 🕨 Delete 16/ 80

z

Symbol

Upper

n

Space



Press [Close] on the [From/ Reply To] screen.



Press [Close] on the [Email Setup] screen.

	Close
File Name :	
Template	
From/Reply To	
Check broadcast dest.:OFF	

Press [Close] on the [Scanner Setup] screen.



Check that the screen is [Admin Setup].

AdminSetup Select item or press <r< th=""><th>leset> Key t</th><th>o exit</th></r<>	leset> Key t	o exit
Copy Setup Network Menu Management	Scanner Setup User Install	Close Print Setup

[Mail Server] is now set up.

- 2-2-2 Set up items related to [Mail Server] in MC860.
 - Press [Network Menu].

			Clos
Copy	Fax Setup	Scanner Setup	Print Setup
Network Menu	Management	User Install	

Press [Mail Server Setup]. 2



B Press [SMTP Server].

Mail Server Select an item to e	Setup dit.	
	1/2	
SMTP Server	;	
SMIP PORT	:0	
SMTP Encryption	:None	
POP3 Server	:	
POP3 Port	:0	
POP Encryption	:None	

4 Enter the value of "E-2" on the Setup Information Form to press [Enter].





6 Press [POP3 Server].

Mail Select	an item to ed	Setup ^{it.}	
	•	1/2 🕨	Close
SMTP	Server	:smtp.test.o	co.jp
SMTP	Port	:0	
SMTP	Encryntion	•None	
POP3	Server	:	
	fort	.0	ٱ ن
POP I	Encryption	:None	

6 Enter the value of "E-3" on the Setup Information Form, then press [Enter].



Press [SMTP Port]. 7

	Mail Server Select an item to edi	Setup ^{it.}	
ĺ		1/2 🕨 Close	<u>ן</u>
1	CHILD CONTON	- : ::::::::::::::::::::::::::::::::::	
	SMTP Port	:0	
Ì	SMIP Encryption	:None	Ĩ
	POP3 Server	:pop3.test.co.jp	
	POP3 Port	:0	
	POP Encryption	:None	

8 Use the numeric keypad to enter the value of "E-4" on the Setup Information Form, then press [Enter].



Press [POP3 Port].



Use the numeric keypad to enter the value of "E-5" on the Setup Information Form, then press [Enter].



● Press [▶].

Mail Server Select an item to ed	Setup
	1/2 Close
SMTP Server	:smtp.test.co.jp
SMTP Port	:587
SMTP Encryption	:None
POP3 Server	:pop3.test.co.jp
POP3 Port	:110
POP Encryption	:None

Press [Authentication Method]. Nail Carwar Catu

	ſ	▲	2/2		Close	9
	Authentication	meth	od:No	one		ļ
Ì			•			Ĵ
	SMTP Password		:)
	POP User ID		:			Ì
	POP Password		:			Ì

Press the value of "E-6" on the Setup Information Form, then press [Enter].



If [Authentication Method] is [None], proceed to Step 23 (page 11).

Press [SMTP User ID].



Enter the value of "E-7" on the Setup Information Form, then press [Enter].

SMTP User ID Cancel [Enter]
DKIMC860_
Upper Symbol Space

Press [SMTP Password].

Mail Server Select an item to e	Setup dit.	
Authentication me	2/2 🕨	Close
CMTD HAAP ID	.OKIMCOCO	
SMTP Password	:	
FOR USER ID	:	
POP Password	:	

Enter the value of "E-8" on the Setup Information Form, then press [Enter].



Press [POP User ID].



Enter the value of "E-9" on the Setup Information Form, then press [Enter].



Press [POP Password].



Enter the value of "E-10" on the Setup Information Form, then press [Enter].



Press [Close] on the [Mail Server Setup] screen.

ail Server elect an item to	r Setup ^{edit.}	
	2/2 🕨	Close
Authentication m	ethod:SMTP	
SMTP User ID	:OKIMC860	
SMTP Password	:******	
POP User ID	:user	
POP Password	******	
·		

Bress [Close] on the [Network Menu] screen.



Press [Yes].



[Network Rebooting] is displayed, and the screen will be the stand-by screen.



The setup for Scan To Mail is completed.

2-3 Use Scan To Mail.

Transmit a test email to see whether Scan To Mail is available.

Press the "Scanner" key on the operation panel.



- Press the E-mail icon. Select Scan Function 2009 Feb 27 9:23 Select item from menu below. E-mail USB Memory CocalPC NetworkPC Remote PC
- O Press [Destination].

Select Desti	nation 2009 Feb 27 13:07 1/100 ►
Desti-	<u>M001:</u>
	ლ002:
Density	(m003:
	(m004:
200dpi	(m005:
Scan Size Auto	Numeric List

- 4 Enter the destination.
 - When entering a destination from the operation panel.
- 1) Press [Enter Address].



2) Enter the value of "E-12" on the Setup Information Form.



3) Press [Enter].



Proceed to the step **5** on page 13.

- When destinations have been already registered in Address Book.
- 1) Press [Address Book].



 Press ▲ or ▼ to select the registered number of the destination.



Note:

You can enter the number with the numeric keypad.

3) Press [Enter].







Check that [Mail Tx Ready] is displayed, and press the <Color Start> Key or <Mono Start> key.





 [Scanning document] is displayed on LCD, and Scan To Email is started.



When transmission is completed, [Completed] is displayed.

Completed	
	200
Uthers	01 .
Doc. Type	<u> </u>
	02:
0	03:
Resolution	04:

8 Check that the email is transmitted from MC860 to a destination computer.

If the email has been received, the setup is completed.

If not, check the settings again.

3 Scan To Network PC (CIFS)

Scan To Network PC is a function to send and save images scanned by MC860 in "Shared Folder" of a computer connected to the network.

Note:

Before starting setup, check with the network administrator if you may create a shared folder on the computer by following the procedure described in this document.

This section describes a method using CIFS protocol.

It is hereafter referred to us Scan To CIFS.

Setup Flow

- Enter information items required for Scan To CIFS in "Setup Information Form".

1

ļ

- Set up a computer so that MC860 can access to the computer to which data is sent by Scan To CIFS.
 i
- Create "Shared Folder" in a computer set.
- Based on values described in "Setup Information Form", "Profile" is registered in MC860.

Note:

Profile means a combination of settings including a user name, folder name of a saved place, file name of data to be saved, scanned resolution, contrast, and hue adjustment.

A combination of frequently used settings can be registered as a profile, and by specifying the profile at usage, you do not have to enter each settings every time.

3-1 Check information required for Scan To CIFS.

3-1-1 Check the name of a computer to which data is sent by Scan To CIFS, and then, fill in "C-1" of the Setup Information Form.

For Windows Vista







Select [See the name of this computer] of [Systems].



 Check the [Computer Name] to enter it in "C-1" on the Setup Information Form.

Tasks Control Device Manager Remote settings System protection Advanced system settings	View basic informat Windows edition Windows Viste ²⁴ Ultim Copyright © 2006 Mic	ion about your computer ete recoth Corporation. All rights reserved.
	System Rating:	Windows Experience Index : Unrated
	Processor: Memory (RAM): System type:	AMD Athlon(tm) 64 Processor 3700+ 2.21 GHz 511 MB 32-bit Operating System
	Computer name:	PC1

5 Click [Cancel] to close the window.

For Windows XP



Open [System] (For the category display, select [Performance and Maintenance] – [System]).



Select the [Computer Name] tab and click [Change].



Check [Computer Name] to enter it in "C-1" on the Setup Information Form.

Computer Name Changes
You can change the name and the membership of this computer. Changes may affect access to network resources.
Computer name:
PC1
Full computer name: PC1.
More
Member of
O Domain:

6 Click [Cancel] to close the window.

For Windows 2000



5 Click [Cancel] to close the window.

- 3-1-2 Determine a user name and password to log into a computer you would like to send data to.
- 3-1-3 Determine a profile name when registering settings in MC860, and fill in "C-4" on the Setup Information Form.
- 3-1-4 Determine a folder name of a computer where sent data is saved, and fill in "C-5" on the Setup Information Form.
- 3-1-5 Determine a name for a scanned data file, and fill in "C-6" on the Setup Information Form.

3-2 Set up a computer to which data is sent by Scan To CIFS.

Register MC 860 in the computer as a user, and set up a shared folder.

Note:

Before starting setup, check with the network administrator if you may create a shared folder on the computer by following the procedure described in this document.

For Windows XP users, proceed to page 18. For Windows 2000 users, proceed to page 20.

For Windows Vista



- Select [Start] [Control Panel].
- 2 Click [Add or remove user accounts].







Enter the value of "C-2" on the Setup Information Form.



G Check that [Standard User] is selected, and then, click [Create Account].

Ele Edit View Iools Help	
Name the account and choose an account type	
This name will appear on the Welcome screen and on the Start menu.	
Standard user Sundard user Sundard access ers can use most software and change system settings that do not affect other users or	Confirm t
Administrator	"Standard
Administrators have complete access to the computer and can make any desired changes. To help make the computer more secure, administrators are eaked to provide their password or confirmation before making changes that effect other users.	User".
We recommend that you protect every account with a strong password.	
Why is a standard account recommended?	
Cente Account Garcel	

Click the icon of the user name entered in Step 4



Click [Create a password].



Enter the value of "C-3" in [New password] and [Confirmation for new password], and click [Create password].

ن الله الله المتعلقة المحدومية المحدومي	
Create a password for mc860's account	
Standard user You are creating a password for m:580.	
If you do this, mc860 will lose all EFS-encrypted files, personal certificates and stored passwords for Web sites or network resources.	
* the second	Enter the
If the assessment contains rank later they must be typed the same way every time.	value of "
Type appassword hint The password hint lb visible to everyone who uses this computer. What is a password hint?	C-3".
Create password Cancel	

Olose [Control Panel].

Next, set up a folder to save data scanned by MC860 in the computer.

- To save data scanned by MC 860 in the computer, create a folder with the name of "
 C-5" of the Setup Information Form.
- Right click the folder created in the step (0), and open [Properties].

🔾 🗢 🚣 🕨 Computi	er 🕨 Local Disk (C			- 49	Search
Cranner () View France () View Forwards Links Poundes Poundes Poundes Poundes Poundes Poundes Poundes	Name Program File Selectors Users Window BOOTSE	Open Explore Search Share Restore p Send To Cut Copy Create Sh Delete	Burn Date modified 2/20/2009 10-20 AM	Type File Folder fe Folder fe Folder fe Folder ha Folder ha Folder	Size 8 KB
Folders ^					
SalesDev File Folder Date mo	dified: 2/10/2009 1	10:24 AM			

Click [Share] on the [Sharing] tab

, SalesD	ev Proper	ties				×
General	Sharing	Security	Previou	s Versions	Customiz	ze
Network File and Folder Sharing						
SalesDev Not Shared						
Netwo	ork Path:					
Not Share						
Advanced Sharing						
Set custom permissions, create multiple shares, and set other advanced sharing options.						
Referenced Sharing						
Password Protection						
People must have a user account and password for this computer to access shared folders.						
To change this setting, use the <u>Network and Sharing Center</u> .						

Select the user added in the step 4, and click [Add].

	•••
😡 🧟 File Sharing	
Choose people to share with	
People must have a user account and password for this computer to change this setting, use the <u>Network and Sharing Center</u> .	o access files you have shared. To
	Add
mc860	Level
Evenyone (Musers in this list)	
Tell me about different ways to share in Windows.	
	Share Cancel

Select the added user and click [Share].

G 18 File Sharing		×
Choose people to share with People must have a user account and passwo change this setting, use the <u>Network and Shar</u>	rd for this computer to access files you have shared. To ing Center.	
	▼ Add	
Name	Permission Level	
	Owner 💌	
2 mc860	Reader 🔻	
Tell me about different ways to share in Wind		
-terme upon amount ways to share in vina		
	Cance	ł

Click [Done].

22 File Sharing	
In shang	1
Your folder is shared.	
You may Email these links to notify people that you have shared these files, or copy the links onto the Windows clipboard, where you can paste them into any program you choose.	
SalesDev (\PCL) \\PC1\SalesDev	
▲ Your computer will not be accessible if it is asleep	
show me an the network shares on this computer.	
Done	

Click [Advanced Sharing] on the [Sharing] tab.



	_	
f	7	
•	~	

Click [Permissions].

Advanced Sharing
☑ Share this folder
Settings
Share name:
SalesDev
Add Remove
Limit the number of simultaneous users to:
Comments:
Permissions
OK Cancel Apply

B Check the box of [Allow] for [Full Control], and click [OK].

1. Permissions for SalesDev					
Share Permissions					
Group or user names:					
Admin (PC1\Admin)					
👗 mc860 (PC1\mc860)					
Add Bemove					
Hud					
Permissions for mc860 Allow Deny					
Full Control					
Read 🔽 🗖					
Learn about access control and permissions					
OK Cancel Apply					

Close the properties of the folder.

Proceed to "3-3 Set up items for Scan To CIFS in MC860" (Page 22).

For Windows XP

- Select [Start] [Control Panel].
- Click [User Accounts].





Click [Create a new account].



4 Enter the value of "C-2" on the Setup Information Form.



5 Select [Limited] in [Pick an account type] to click [Create Account].

Ser Accounts	
Ġ Back 💿 👥 Home	
Learn About.	<text><text><list-item><list-item><list-item><text></text></list-item></list-item></list-item></text></text>



Select the icon of the added user.







Enter the values of "C-3" in the columns of [Type a new password] and [Type a new password again to confirm], and click [Create Password].

•	Back 🕤 👥 Home		
	Lean Aland Carl a succe particul Server 2 and annool Server 2 and annool Remonstrative a particul Remonstrative a par	Create a password for mc860's account Arrow and a second of a second of the data of a second the second of a second of a second of a second of a second the second of a second of a second of a second of a second the second of a second of a second of a second of a second the second of a second the second of a second the second of a second the second of a second the second of a second the second of a second the second of a sec	-Enter the value of " C-3 ".

Olose the control panel.

Next, set up a folder to save data scanned by MC860 in the computer.

 To save data scanned by MC860 in the computer, create a folder with the name of "
 C-5" on the Setup Information Form.

Note:

It is recommended that you create a folder to save data in the local drive.

It is not recommended to create the folder in the desktop or my document.

 Select a folder created in the step (1) to open [Sharing and Security].







Note:

If the following screen is displayed, select the radio button for [Share this folder] and click [Permissions].

SalesDev Properties ? 🔀				
General Sharing Security Customize				
You can share this folder with other users on your network. To enable sharing for this folder, click Share this folder.				
O Do not abore this folder				
Share this folder				
Share name: SalesDev				
Comment:				
User limit: O Maximum allowed				
Allow this number of users:				
To set permissions for users who access this Permissions folder over the network, click Permissions.				
To configure settings for offline access, click Caching Caching.				
Windows Firewall will be configured to allow this folder to be shared with other computers on the network. <u>View your Windows Firewall settings</u>				
OK Cancel Apply				

Proceed to (b).





Check the boxes of [Share this folder on the network] and [Allow network users to change my files], and then click [OK].



Proceed to "3-3 Set up for Scan To CIFS in MC860." (page 22).

Check the box of [Allow] for [Full Control], and click [OK].

ermissions for SalesDev		? 🛛
Share Permissions		
Group or user names:		
🕵 Everyone		
🕵 mc860 (PC1\mc860)		
	Add	Remove
Permissions for mc860	Allow	Deny
Full Control		
change		
Read		
1		
OK	Cancel	Apply

Close [Properties] of the folder.

Proceed to "3-3 Set up for Scan To CIFS in MC860" (page 22).

For Windows 2000

Right click [My Computer] to select [Manage].



Select [System Tools] – [Local Users and Groups], and then, select [Users]- [New User] on the right window.



Enter the value of "C-2" in the Setup Information Form in [User name], and the value of "C-3" in [Password] and [Confirm password].

New User	
User name: mc860	-Enter the value of " C-2".
Description:	
Password:	Enter the value of " C-3".

Check the boxes of [User cannot change password] and [Password never expires]. Then, click [Create].

New User			? ×
User name:	mc860		
Full name:			
Description:			
Password:	REAR		
Confirm password	± 🔤		
Libor must sh	anno o assurand at r	out long	
User cannot	change password		
Password net	ver expires		
1	oabicu		
		Create	Close

Open [Users], and check that the user created in the step 4 is displayed. Then, close the window.

	🚯 🖪 😫		
	Name	Full Name	Description
	Administrator		Built-in account for administ
- 1			Built-in account for guest ac
	MC860	тсави	
lerts			

- To save data scanned by MC860 in the computer, create a folder with the name of "
 C-5" of the Setup Information Form.
- Select a folder created in the step **6**, and right-click to select [Sharing].



8 Click [Add].



Select the user added in the step 4, and click [OK].

Select Users or Groups		<u>? ×</u>
xok in: 📃 PC1		v
Name	In Folder	·
Administrator	PC1	
mc860	PC1	1
Backup Uperators Guests	PC1 PC1	-
Add Check Names		
CType names separated by semicolons or cl	hoose from list >>	
		1K Cancel

Check the box of [Allow] for [Full Control], and click [OK].

Permissions for SalesDev		?	×
Share Permissions			
Name Everyone mc860 (PC1\mc860)		Add Remove	
Permissions:	Allow	Deny	
Read	N		
OK Canc	el	Apply	

Check that the icon of the shared folder changes into the icon with the hand mark, and then, close the window.



Proceed to "3-3 Set up for Scan To CIFS in MC860" (page 22).

3-3 Set up for Scan To CIFS in MC860.



2 Press [Profile].

Setup ^{Select item}	or press <	Reset> Key t	o exit
			Close
Address Book	Paper Setup	Store Doc Settings	Profile
View Infor mation	Admin Setup	Job Progra ms Setting	Shutdown

B Press [Register/ Edit].

Profile Select item or press <reset> Key</reset>	/ to exit
Register Delete	Close

Press the profile number you want to register.

?Regis Select Profi	ter/Edit Te number to Register	r/Edit.
	1 /9	Close
001:		
002:		
003:		
004:		
005:		
006:		

(5) Enter the profile name entered in "**C-4**" in the Setup Information Form.

ProfileName <u>Cancel</u> Enter
Sales_
▲ ▶ Delete 5/ 16
1234567890 a w e r t y u i o p a s d f g h j k l - z x c V b n m . P Upper Symbol Space

6 Press [Enter].

Profile	eName	Cance		Enter)	Ŋ
Sales_					
		▶ Dele	te	5/ 16	
	3 4 5 E R T] D] F] I) [] [] [] [] [] [] [] [] [] [] [] [] []			
			50		
Lower	Symbol	Space)		

Press [Target URL].

001:Sale Select and pre	S ss [Enter]	
	▲ 1/4 ► Cancel Enter]
ProfileName	:Sales	
Protocol	:CIES	
Target URL	:	
Port No.	:445	Í
PASY Mode	YUFF	
User Name	:	

8 Enter the values of "C-1" and "C-5" in the Setup Information Form as shown below, and then, press [Enter].

\\ + "C-1" + \ + "C-5"

In this example, it should be " \\PC1\SalesDev ".





Press [User Name].

001:Sales Select and press	s [Enter]
	◀ 1/4 ► Cancel Enter
ProfileName	:Sales
Protocol	:CIFS
Target URL	:\\PC1\SalesDev
Port No.	:445
PASV Mode	.foFF
User Name	:

Enter the value of "C-2" in the Setup Information Form, and press [Enter].

User Name Cancel [Enter]
nc860_
Upper Symbol Space

Note:

If domain management is performed,

enter "User name + @ + domain name".

Press [>] to move to the second page.



Press [Password].

001:Sales Select and press [Ent	er]
	2/4 🕨 Cancel Enter
Password	:
CIFS character set	:01F-16
Encode communicatio	fi
File Name	:
Doc.Type	:Text&Photo
Density	:0

Enter the value of "C-3" in the Setup Information Form, and then, press [Enter].



Press [File Name].



Enter the value of "C-6" in the Setup Information Form, and press [Enter].



Note:

The number of characters for a file name is up to 64 characters).

When adding "#n" to the last of the file name, a serial number is automatically assigned to the last of the sent file name.

When adding "#d" to the last of the file name, a date is automatically assigned to the last of the sent file name.

(b) Set other values if needed.

001:Sa Select and	les press [En	ter]	
	◄	2/4	Cancel Enter
Password		:****	*
CIFS chai	racter set	:UTF-1	16
Encode co	ommunicatio)rı	
Ella Nom	·	• 9000P	Noto
Doc.Type		:Text&	&Photo
Density		:0	

001:Sales Select and press [Enter]

	3/4 🕒 Concell Enter
Resolution	:200dpi
Scan Size	:Auto
Grayscale	:OFF
FileFormat	
Compression Rate	
Edge Erase	:OFF

OO1:Sales Select and press [Enter]

		A 7.A		<u>الات</u>	 Í c+./)
Erase Center	<u> </u>	:OFF	<u>ب</u>			
Contrast		:0				
Hue		:0				
Saturation		:0				
RGB						

After setting all values, press [Enter].

01:Sale: Belect and pre	ss [Enter]
	▲ 1/4 ► Cance Enter
ProfileName	:Sales
Protocol	:CIFS
Target URL	:\\PC1\SalesDev
Port No.	: 445
PASY Mode	;OFF
User Name	:mc860

B Press [Close] on the [Register/ Edit] screen.

	?Register/Edit Select Profile number to Register/Edit
Í	
	001:Sales
	002:
	003:
	004:
	005:
	006:

Press [Close] on the [Profile] screen.
Drof i Lo

FFULLE Select item or press <reset> Key t</reset>	o exit
	Close
Register /Edit Delete	

Press [Close] on the [Setup] screen.

Setup ^{Select item}	or press <	Reset> Key t	o exit
			Close
Address Book View Infor mation	Paper Setup Admin Setup	Store Doc Settings Job Progra ms Setting	Profile Shutdown

The setup for Scan To CIFS is completed.

3-4 Use Scan To CIFS.

Send a test email to see whether Scan To CIFS is available.

Press the "Scanner" key on the operation panel.





3 Select a registered profile.



Check that [Scan Ready] is displayed, and press <Color Start> or <Mono Start>.





 [Scanning] is displayed on LCD, and Scan To CIFS is started.





6 Confirm that a file scanned from MC860 is saved in a destination computer.

If the file is saved, the setup is completed. If not, check the settings again.

4 Block Registration for Email Address Book and **Address Book**

With the Configuration Tool, you can register an Email Address Book and Address Book (Speed dials) created on your computer in block.

For the setup for Configuration Tool, refer to the user's manual.

In this example, an Email address book is registered.

Registration Flow

- · Register one email address in MC860.
- Write out an Email address book from MC860 onto a CSV file. ÷
- · Edit the CSV file on Microsoft-Excel to add the address. 1
- Read the edited CSV file into MC860.

4-1 Read out onto a CSV file.

Start Configuration Tool. 0

> Select [Start] - [All Programs] (in Windows 2000, [Programs]) - [Oki Data] - [Configuration Tool]-[Configuration Tool].

If MC 860 has been already registered in Configuration Tool, proceed to the step **5**.

Select [Register Device] on the [Tools] menu 2 to search for MC860.



8 Check the box of MC860, which the email address book is registered in, and click [Register].

la	ring compatible device	s.	
	Device Name	Port Name	
7	MC860	192.168.0.2	^



4 Close the "Register Device" screen.

5 Select MC860 you want to set up from " Registered Device List", and click [User Setting].

File Tools Plag-in New Hel	, ,			
				Config
Registered Desire Table	MC860(192.14	\$8.0.2)		
a MC800 (192.168.0.2)	Device Info	Device Setting	User Setting	
	Decke Sintu COLLINE	pdale Device Status		
	Registered Device Name	MC860		
	Device Name	MC960		
	Fort Name	192168.0.2		
	MAC Address	00 20 27 98 99 23		
	NIC Info	OhEAN \$500e		

6 Click [Email Address Manager]. (If the address book is edited, click [Speed Dial Manager].)

Device Info	Device Setting	User Setting	
Set device addr A Manager that ha	ess book and profile, etc. a added many entries to the device	may take a long time to be	daplayed.
E	-mail Address Manager	Edit device E-n	aal Address
		Edit device Spe	ed Dial.
	Profile Manager	tit device Pro	éle.
	PIN Manager	tt device PIN	and Uper.
		Edit device Au	tomated Delivery Setup.
	Cloning	Copy device as	ttings to another device.
Define the lock-ou	t timeout for the Manager.		
Charger made after	r the timeout occurs will not be say	ed to the device, so you sho	culd set this to a high value.
FIN Manager is no	t affected by the setting.	and the stranger, since the	o used of its easy deed by his
6 ddmess infly look -	Misste	Get	Refeech

Enter the value of "G-1" on the Setup Information Form in "Administrator Password", and click [OK].

- Click the [Create a New Email] icon. 8 Device Setting viceE-mail Address.) 📥 f 😭 泽 🗙 📲 🖻 🚘 া Numberfil Mail Ad
- 9 Enter the value of "E-11" on the Setup Information Form in "Name", and the value of "E-12" in "Email Address]. Click [OK].

🔡 User Setting			
Register E-mail E-mail AddressNu	Address		Enter the value of "
Name	: User		E-11".
Mail Address	: user@test.co.jp	⊐+	-Enter the
OK	Cancel	_	value of " E-12".

0 Click the [Export to File] icon it write out the email address book as a CSV file.

Device Info		fo	Device Setting	User Setting		
Ē	Edit device E-mail Address					
I .						
		NumberTU	Name	Mail Address		
		Number 👭	Name User	Mail Address user@test.co.jp		

Add addresses to the CSV file. 4-2

Open the created CSV file in Microsoft-Excel.

	A	В	С	D	E	F	G
1	RecordID	EntryNumber	Name	Pinyin	EmailAddress	Menbers	
2	#000	1	User		usen@test.co.jp		
3							

Note:

Do not change the item names, etc already entered when opening the CSV file.



2 Enter items you want to register in the CSV file.

A: Make sure to put "#" to the left the (RecordID) column, and add the number of items you want to register, like #001, #002...

B: In the (EntryNumber) column, add the number of items you want to register, like 2, 3, ...

C: In the (Name) column, add a destination name.

Note:

The destination name is up to 16 characters in Email Address Book, and 24 characters in Address Book.

D: Nothing has to be entered in the (Pinyin) column.

E: In the (MailAddress) column, enter an email address (FAX number for Address Book).

Note:

If the first 0 of a phone number is deleted, specify the character in the display format.

F: Nothing has to be entered in the (Member) column.

After everything is entered, save the file as a CSV format and quit the Excel.

Note:

Up to 500 entries can be made in each of email address book and address book in the MC860. A file with more than 500 entries that cannot be imported as described in section 4-3.

4-3 Import the CSV file to MC860.

- Click the [Import from File] icon ho of the O Email address manager.
- 2 Select a CSV file to click [Open].



Select email addresses to be imported, and 6 click [Import].

User Setting	\mathbf{X}
Importable Settings	
🔽 Select all 🔽 It always overwrites	
001,User_user@test.co.jp 002,User2,user2@test.co.jp 003,User3,user3@test.co.jp 004,User4,user4@test.co.jp	
(Passa the Ctol have or the Shift key to enable multiple selections.)	
Import Cancel	

Note!

If the number of characters exceeds the limit, or the Excel is not closed, "File can not be imported" is displayed.

Click the [Save To Device] icon.



6 Exit the Configuration Tool. The registration of the email address book is completed.

Sending Received Faxes to the Server or as Emails 5 without Printing (Auto Delivery)



🔲 Save this password in your password list

OK

Cancel

OFF New

OFF New OFF New

OFF OFF New OFF New OFF New Enter an arbitrary name in [Delivery Setting Name], and set the [Delivery Setting] to [Enable], checking "Received FAX". Then, set [Print] to [OFF].



Note:

You can select auto delivery destinations by setting any specific conditions for narrowing down destinations.



- When sending an email.
- 1) Click [Setup for Email destination address].



 Enter a destination email address, and click [Add to the list].



3) Check that entered email address is displayed in the address list, and click [OK].



• When saving in a computer 1) Click [Edit].



2) Select a profile for a folder to be saved from the profile list, and then, click [OK].

MCB60 - Nicrosoft Internet Ex	placer 📰 🗖 🔀
File Edit New Pavorites Tools	Hib 🦧
😋 Back + 🐑 · 💌 😫 🤅	🏠 🔎 Search 👷 Facoritas 🧐 🔗 - 🌺 💬 🛄 🎎 🚳
dohmoo 🚵 Netps ([192.168.0.2,]adhiin(c	onervarication_control_free.htm 💌 🔂 Go Unio **
MC860	
Terr Into Reports Peper Si	tua Profile Admin.Setup Job List Direct.Print Transmission.Settings Links
Transmission setup	Profile
utomated Derivery Setup	Sales
ransmission Settings	
utomated Delivery Log	
fransmission Log	
	Profile List
Done	Steriet

Click [Submit].



The settings are transmitted to MC860, and MC860 is restarted.

The setup for the auto delivery is completed.

6 When Errors Occur

6-1 Error messages and Handling

Error Messages	Cases	Handling
Check the DNS setting. Press the <stop> key.</stop>	In the setting of "Target URL" of the profile, a computer name is wrong.	Check the profile setting to correct the computer name. It is the value of "C-1" of the setup information form.
	There is no DNS server on the network.	In the specification of "Target URL" of the profile, specify not a computer name but an IP address (See 6-2).
	A user name is managed by the domain.	Add the domain name to the user name. See 6-3.
	"Share the profile and printer" service is not allowed in Windows Firewall.	Select [Control Panel]- [Security Center]- [Windows Firewall], and check that "Share the profile and printer" exists on the [Exception]
Check the server setting and press the <stop> key.</stop>	TCP445 is not allowed in Widows Firewall.	tab, and the box is checked. Select "Share the profile and printer" and click [Edit]. Check that "TCP445" exists, and the box is checked.
	A user name is managed by the domain.	Add the domain name to the user name. See 6-3.
Server Login Failed Press the <stop> key.</stop>	The password of the computer or profile is wrong.	Check that the password specified in the computer matches the password specified in the profile. It is the value of " C-3 " in the setup information form.
File writing Failed Press the <stop> key.</stop>	The user name of the computer or profile is wrong.	Check that the user name specified in the computer matches the user name specified in the profile. It is the value of " C-2 " in the setup information form.
	Writing in the shared folder is not allowed.	Check that setting of the shared folder.
Check the shared name. Press the <stop> key</stop>	The shared name of the folder is wrong in the URL specification of the file.	Check that the name of the shared folder matches the profile setting. It is the value of " C-5 " of the setup information sheet.
[Email Sent Completed] is displayed, however, the email is not	The address of the email is wrong.	Check the address and send it again.
sent.	The file size for the email attachment may be limited by the network administrator.	Send it in several batches. Reduce the scanning resolution. Send it as monochrome data.
Unsupported Server Press <stop> key</stop>	If you use NAS to store data by using Scan to Network PC, devices cannot access MC860 with a CIFS protocol on rare occasions.	Change the setting of "CIFS character set" from "UTF-16" to "ASCII", and then retry.

6-2 How to set up [Target URL] when there is no DNS server

If there is no DNS server in the network, a computer can not be specified by the computer name. In this case, the IP address of a computer is used for the setup.



- 1) Select [Start]- [Control Panel]- [Network].
- 2) Double-click [Local Area Connection] to click [Properties].
- 3) Select [Internet Protocols (TCP/IP)] and click [Properties].
- Enter the value of the IP address in "C-1".
 If the IP address is not displayed on the window, proceed to 6).



- 5) Click [Cancel] to close the window.
- 6) Click [Cancel] to close the window.
- Select [Start]- [All Programs]- [Accessories]-[Command Prompt].
- 8) Enter " ipconfig " to press the Enter key.
- 9) Enter the Value in IP address in "C-1".



10) Enter "exit " to exist the command prompt.

2 Set up the profile in MC860.

Set up with the procedure of "3-3 Setup for Scan To CIFS in MC860" (page 22).

In this case, the value to be entered in the Step **8** on page 22 is as follows.



Target URL [Cancel][Enter]
\\192.168.0.3\SalesDev_
 Delete 22/144
1234567890
$ \begin{tabular}{c} \begin{tabular}{c} \end{tabular} \\ \end{tabular} \$
Lower Symbol Space

6-3 How to set up when the user name is managed by the domain

When [Check the DNS setting] or [Check the server setting] is displayed on the LCD of MC860, the network may be managed by the domain.

Check with the administrator of the network, and if the network is managed by the domain, MC860 is set up with the following procedure.

In this example, Windows XP is used for the description.



Check the domain name.



2) Open [Systems](For the category display, select [Performance and Maintenance] - [System]).



3) Select the [Computer Name] tab to click [Change].



4) Check the domain name.

In the following figure, "domain.co.jp" is the domain name.

Computer Name Changes
You can change the name and the membership of this computer. Changes may affect access to network resources.
Computer name:
PC1
Full computer name: PC1.
More
Member of
Omain:
Workgroup:
OK Cancel

2

Set up MC860.

Set up with the procedure of "3-3 Setup for Scan To CIFS in MC860" (page 22).

In this case, the value to be entered in the step $\mathbf{0}$ on page 23 is as follows

mc860 + @	+ domain.co.jp
-----------	----------------

User Name 🛛 🛛	Cancel	Enter
nc860@domain.co.jp_		
	Delete	18/ 32
123456 qwerty asdfg _zxcyb) [] 8] U i] [] K] n m	
Upper Symbol S	pace	

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