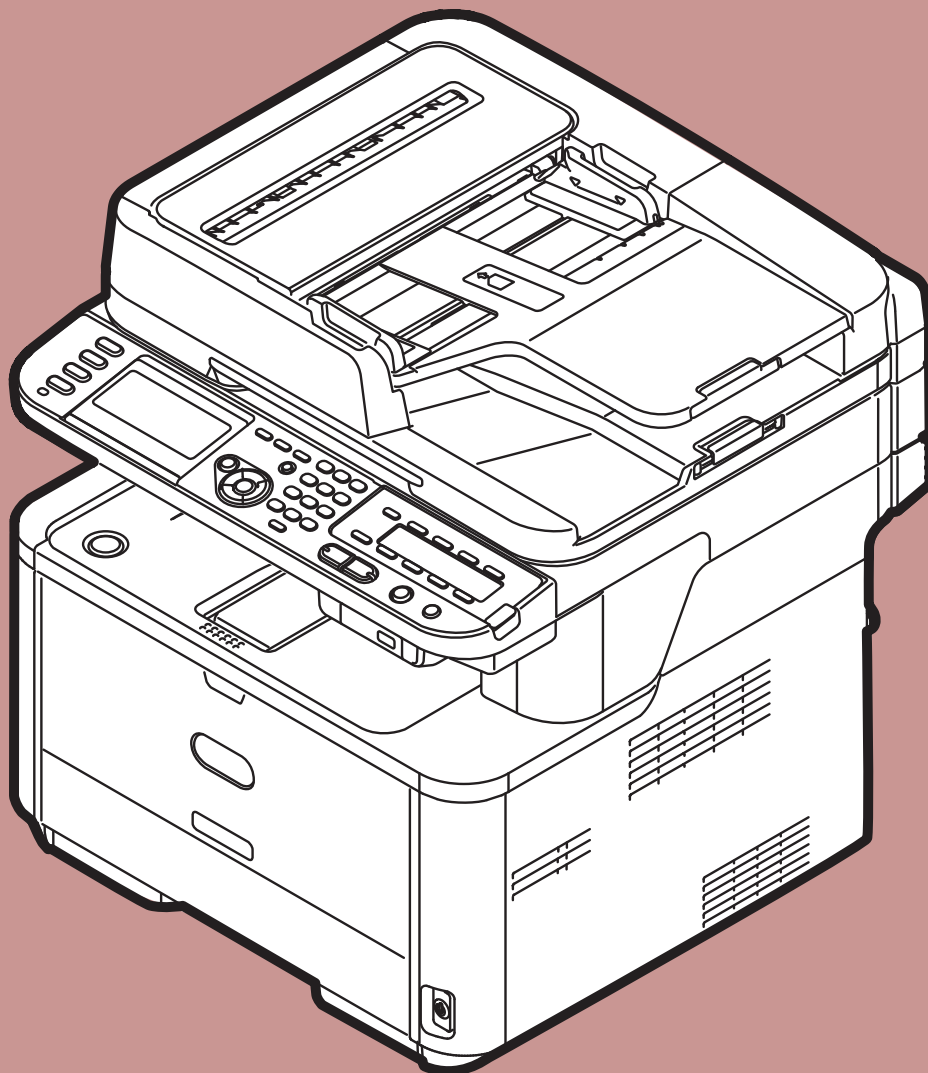


**OKI**



**User's Manual**

## **Advanced**

This manual supports the following models:

**MB441, MB451, MB451w, MB461, MB461+LP, MB471  
MB471w, MB491, MB491+, MB491+LP, ES4161 MFP  
ES4191 MFP, MPS4200mb, MPS4700mb**

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# ■ About This Manual

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## Terms in this document

The following terms are used in this manual:



- Indicates important information on operations. Make sure to read them.



- Indicates additional information on operations. You are recommended to read them.



- Indicates where to look when you want to know more detailed or related information.

### **WARNING**

- Indicates additional information which, if ignored or failed to follow the guidelines, may result in personal fatal injury or death.

### **CAUTION**

- Indicates additional information which, if ignored, may result in personal injury.

## Symbols in this document

The following symbols are used in this guide:

Symbols	Description
[ ]	<ul style="list-style-type: none"><li>● Indicates menu names on the display screen.</li><li>● Indicates menu, window, dialog names on the computer.</li></ul>
" "	<ul style="list-style-type: none"><li>● Indicates file names on the computer.</li><li>● Indicates reference titles.</li></ul>
< > key	Indicates a hardware key on the operator panel or a key on the keyboard of the computer.
>	Indicates how to get to the menu you want on the menu of the machine or the computer.



## Legends used in this manual

In this document, it may have written as follows.

- PostScript3 Emulation → PSE, POSTSCRIPT3 Emulation, POSTSCRIPT3 EMULATION
- Microsoft® Windows® 8 64-bit Edition operating system → Windows 8 (64bit version) ※
- Microsoft® Windows Server® 2012 64-bit Edition operating system → Windows Server 2012
- Microsoft® Windows® 7 64-bit Edition operating system → Windows 7 (64bit version) ※
- Microsoft® Windows Vista® 64-bit Edition operating system → Windows Vista (64bit version) ※
- Microsoft® Windows Server® 2008 R2 64-bit Edition operating system → Windows Server 2008 R2 ※
- Microsoft® Windows Server® 2008 64-bit Edition operating system → Windows Server 2008 (64bit version) ※
- Microsoft® Windows® XP x64 Edition operating system → Windows XP (x64 version) ※
- Microsoft® Windows Server® 2003 x64 Edition operating system → Windows Server 2003 (x64 version) ※
- Microsoft® Windows® 8 operating system → Windows 8 ※
- Microsoft® Windows® 7 operating system → Windows 7 ※
- Microsoft® Windows Vista® operating system → Windows Vista ※
- Microsoft® Windows Server® 2008 operating system → Windows Server 2008 ※
- Microsoft® Windows® XP operating system → Windows XP ※
- Microsoft® Windows Server® 2003 operating system → Windows Server 2003 ※
- Generic name for Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003 → Windows
- Web Services on Devices → WSD

※ If there is no special description, 64bit version is included in Windows 8, Windows 7, Windows Vista, Windows Server 2008, Windows XP, and Windows Server 2003. (64bit version and Windows Server 2008 R2 is included in Windows Server 2008.)

If there is no special description, Windows 7 is used as Windows, Mac OS X 10.7 is used as Mac OS X, and MB491 is used as the machine for examples in this document.

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

# 1. Copying

This chapter explains your machine's various copy functions.

## ■ Useful Functions

This section explains your machine's useful copy functions. The functions explained below are enabled from the **[Change settings]** menu of the copy start screen.

### Memo

- The following procedures are explained under the assumption that **[Continuous Scan]** is disabled. For the basic procedures when **[Continuous Scan]** is enabled, refer to the User's Manual Basic.

### Sorting Copies (Sort)

When the sort function is enabled, data is outputted by making one copy according to page number. Since the machine collates copies, this function saves you the effort of sorting copies manually. In the factory default, the sort function is not enabled.

- 1 Press the **<COPY>** key.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the **▶** to enter the **[Change settings]** menu.
- 4 Press the **▼** to select **[Sort]** and then press **OK**.
- 5 Press the **▼** to select **[ON]** and then press **OK**.
- 6 Press the **◀** until the copy standby screen appears.
- 7 Enter the number of copies required.
- 8 Press **MONO**.

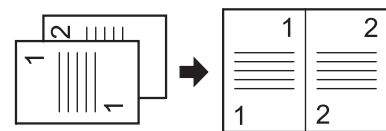
### Reference

- The continuous scan mode allows you to copy multiple documents at once. You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the User's Manual Basic.

### Combining Multiple Pages Onto One Sheet of Paper (N-in-1)

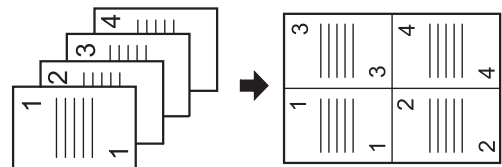
This function allows you to copy multiple pages of documents onto one side of a single sheet of paper. Two or four pages can be printed onto one side.

- Two pages



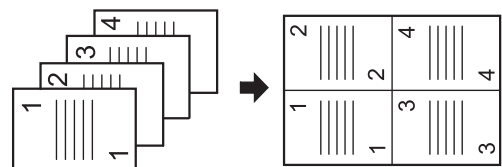
↶ The direction to inserting a document

- Four pages → **⌘** Vertical setting



↶ The direction to inserting a document

- Four pages → **⌘** Horizontal setting



↶ The direction to inserting a document




### ! Note

- Place your document so that the top is scanned in first.
- Specify the appropriate orientation of the image in **[Direction]** to get the copy result you want.
- **[Zoom]** is automatically set to **[Auto]** when **[N-in-1]** is enabled. To specify the desired zoom ratio, set **[N-in-1]** first and then set **[Zoom]**.

- A part of the document image may be missing on the copy depending on paper, document, and zoom ratio.
- The paper tray is automatically selected when [N-in-1] is enabled.

#### Reference

- For details on how to load your document, refer to the User's Manual Basic.

- 1 Press the <COPY> key.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ► to enter the [Change settings] menu.
- 4 Press the ▼ to select [N-in-1] and then press .
- 5 Press the ▼ to select a value and then press .
- 6 Press the ◀ until the copy standby screen appears.
- 7 Enter the number of copies required.
- 8 Press .

#### Memo

- When you use the document glass, the continuous scan mode is automatically enabled. Follow the instructions displayed on the display screen.

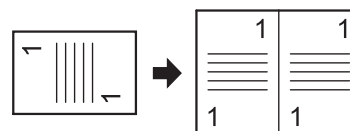
#### Reference

- The continuous scan mode allows you to copy multiple documents at once. You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the User's Manual Basic.

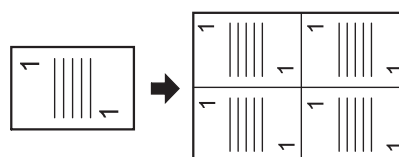
## Making Multiple Copies Onto One Sheet of Paper (Repeat)

This function allows you to repeatedly copy the image on a document onto one side of a single sheet of paper. Images can be repeated two or four times.

- Two repeat






- Four repeat



#### Note

- [Zoom] is automatically set to [Auto] when [Repeat] is enabled. To specify the desired zoom ratio, set [Repeat] first and then set [Zoom].
- Specify the appropriate orientation of the image in [Direction] to get the copy result you want.
- A part of the document image may be missing on the copy depending on paper, document, and zoom ratio.
- The paper tray is automatically set when this function is enabled.

- 1 Press the <COPY> key.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ► to enter the [Change settings] menu.
- 4 Press the ▼ to select [Repeat] and then press .
- 5 Press the ▼ to select a value and then press .
- 6 Press the ◀ until the copy standby screen appears.
- 7 Enter the number of copies required.
- 8 Press .

#### Reference






- The continuous scan mode allows you to copy multiple documents at once. You can use both the ADF and document glass for a single job if you use the continuous scan mode. For details, refer to the User's Manual Basic.

## Copying ID Cards (ID Card Copy)

This function allows you to copy both sides of an ID card, such as a driver's license, onto one side of a piece of paper.

### Note

- You cannot use the ADF for this ID Card Copy function.
- The area of 2mm from the edge of the document glass is the scan margin.
- The machine scans an area half the size of the specified paper. If the document is more than half the size of the paper size, the excess part is discarded.

- 1 Press the <COPY> key.
- 2 Press the ► to enter the [Change settings] menu.
- 3 Press the ▼ to select [ID Card Copy] and then press .
- 4 Press the ▼ to select [ON] and then press .
- 5 Press the ◀ until the copy start screen appears.
- 6 Place your card with the front side face down on the document glass.
- 7 Enter the number of copies.
- 8 Press  .
- 9 When the [Please set back side of document.] screen is displayed, place your card with the back side face down on the document glass.
- 10 Check that [Start Scan] is selected and then press .

## Erasing Edge Shadows (Edge Erase)






When you copy a document with the document cover open or when you copy a book, the edges may be printed as black shadows.

This function allows you to erase such shadows.

### Reference

- You can set [Edge Erase] as a default so that you do not have to perform the following procedure every time you make copies. For details, refer to "View Information" P. 81.

- 1 Press the <COPY> key.

- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ► to enter the [Change settings] menu.
- 4 Press the ▼ to select [Edge Erase] and then press .
- 5 Press the ▼ to select [ON] and then press .
- 6 Enter a value for width using the ten-key pad and then press .
- 7 Press the ◀ until the copy standby screen appears.
- 8 Enter the number of copies.
- 9 Press  .

## Setting Margins (Margin)

This margin function allows you to set the margins. This is useful when you staple or punch holes in copies. You can set the top, right, bottom, or left margin by specifying the [Top] and [Left] values.



### Note

- A part of the document image may be missing on the copy.
- The specified margin values stay the same even when you change the zoom ratio.
- Specify the appropriate orientation of the image in [Direction] to get the copy result you want.

### Reference

- You can set [Margin] as a default so that you do not have to perform the following procedure every time you make copies. For details, refer to "View Information" P. 81.

## ■ When Making Simplex Copies

- 1 Press the <COPY> key.
- 2 Place your document with text face up in the ADF or face down on the document glass.
- 3 Press the ► to enter the [Change settings] menu.
- 4 Press the ▼ to select [Margin] and then press .
- 5 Press the ▼ to select [ON] and then press .

6 Press the ▼ or ▲ to specify the [Top] margin for [Front] and then press the ►.

- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.

7 Press ▼ or ▲ to specify the [Left] margin for [Front] and then press (OK).

- To create a margin on the left side of the output, specify a positive value.
- To create a margin on the right side of the output, specify a negative value.



- You do not have to specify the [Back] margin when copying on a single side.

8 Press the ◀ until the copy start screen appears.

9 Enter the number of copies.

10 Press .



- [Margin] is disabled when all the values are set to [0].

### ■ When Making Duplex Copies

When you make duplex copies with [Margin] enabled, you must specify the [Back] margin.

1 Press the <COPY> key.

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

3 Specify [Duplex Copy] as you want.



- For details, refer to the User's Manual Basic.

4 Press the ► to enter the [Change settings] menu.

5 Press the ▼ to select [Margin] and then press (OK).

6 Press the ▼ to select [ON] and then press (OK).

7 Press the ▼ or ▲ to specify the [Top] margin for [Front] and then press the ►.

- To create a margin at the top of the output, specify a positive value.
- To create a margin at the bottom of the output, specify a negative value.

8 Press ▼ or ▲ to specify the [Left] margin for [Front] and then press the ►.

- To create a margin on the left side of the output, specify a positive value.
- To create a margin on the right side of the output, specify a negative value.

9 Press ▼ or ▲ to specify the [Top] margin for [Back] and then press the ►.

- To create a margin at the top of the output, specify a negative value.
- To create a margin at the bottom of the output, specify a positive value.



- Specify the same absolute value set in the [Top] margin for both the [Front] and [Back] margins.

10 Press the ▼ or ▲ to specify the [Left] margin for [Back] and then press (OK).

- To create a margin on the left side of the output, specify a negative value.
- To create a margin on the right side of the output, specify a positive value.



- Specify the same absolute value set in the [Left] margin for both the [Front] and [Back] margins.

11 Press the ◀ until the copy standby screen appears.

12 Enter the number of copies.

13 Press .



- The position of margin is according to [Direction] of the document.  
If [Direction] of the document image is [Portrait], the short edges are located in top and bottom edges, and long edges are located in the right and left edges. If [Direction] of the document image is [Landscape], the long edges are located in right and left edges and the short edges are located in the top and bottom edges.
- When you use the document glass, the continuous scan mode is automatically enabled. Follow the instructions displayed on the display screen.
- [Margin] is disabled when all the values are set to [0].

## Copying Different Size Documents (Mixed Size)

When you use the ADF, you can copy multiple documents having the same width but different lengths at the same time onto their respective paper sizes.

### Note

- You can use this function only when the document is a combination of letter and legal 13.5 or of letter and legal 14.
- When Enabling [**Mixed Size**], [**Paper Feed**] is set to [**Auto**], a paper tray corresponding to a document is fed and [**Paper Feed**] cannot be selected.
- [**Mixed Size**] is available only when [Zoom] is set to [**Fit to page(98%)**] or [**100%**].
- You cannot set [**Edge Erase**] and [**Mixed Size**] at the same time.
- Enable more than one paper tray by pressing the <**SETTING**> key and then selecting [**Paper Setup**] > [**Select Tray**] > [**Copy**] to use this function.
- When you use the MP tray, load paper in the MP tray first and then enter the [**Mixed Size**] menu.

### Memo

- You can use only standard paper for this function.
- In this section Tray1 and MP tray are used, and Legal 14 is loaded in Tray1 and Letter is loaded in MP tray as an example.

- 1 Load Legal 14 in Tray1 and Letter in MP tray.
- 2 Press the <**SETTING**> key.
- 3 Press the ▼ to select [**Paper Setup**] and then press (OK).
- 4 Select [**Legal 14**] for [**Paper Size**] of Tray1 and [**Letter**] for [**Paper Size**] of MP tray.
- 5 Press ◀ until the top screen appears.
- 6 Press the <**COPY**> key.
- 7 Place your documents with mixing Letter and Legal 14 sizes in the ADF.
- 8 Press the ▶ to enter the [**Change settings**] menu.
- 9 Press the ▼ to select [**Mixed Size**] and then press (OK).
- 10 Press the ▼ to select [**ON**] and then press (OK).
- 11 Press the ◀ until the copy standby screen appears.
- 12 Check that the following settings are displayed on the start screen.

[**Mixed Size**]: ON  
 [**Paper Feed**]: Auto  
 [**Zoom**]: 100%  
 [**Scan size**]: Legal 14

- 13 Enter the number of copies.

- 14 Press .

## Note for Using Multiple Functions

### Functions That Cannot Be Used Simultaneously

Some functions cannot be used in combination with other functions. If you try to select incompatible functions, a message indicating that you cannot select the function appears.

For example, when you have specified [**Margin**], you cannot specify [**N-in-1**] and [**Repeat**].

When selecting [Margin] you cannot specify [N-in-1]/[Repeat].

Of functions displayed in the message, disable unnecessary functions and then try to set a function you want to use again.

### Memo

- Some functions cannot be used with others.

### Disabling a Function

To disable one of the functions, return the function's setting to the default.

- 1 Press the <**COPY**> key.
- 2 Press the ▶ to enter the [**Change settings**] menu.
- 3 Press the ▼ to select the function you want to disable and then press (OK).
- 4 Press the ▼ to select the default value and then press (OK).
- 5 Press the ◀ until the copy standby screen appears.

### Memo

- When the default setting has been changed from the factory default, select the default setting after changing should be selected.

### Reference

- For the default value of each function, refer to "[View Information](#)" P. 81.

# 2. Faxing

This chapter explains your machine's useful fax functions and operations.

## Useful Operations for Transmission

This section explains useful operations for fax transmission.

### Memo

- To enter the [Admin Setup] menu, the administrator password is necessary. The default password is "aaaaaa".

### Reference






- For details on how to specify a destination, refer to the User's Manual Basic.
- For details on how to load your documents in the ADF or on the document glass, refer to the User's Manual Basic.

### Transmitting Duplex Documents (DuplexScan)

You can transmit duplex documents by using the ADF.

### Note







- You cannot use the document glass for this procedure.

- 1 Place your document in the ADF.
- 2 Press the <**FAX/HOOK**> key.
- 3 Check that [**Fax**] is selected and then press  to open the fax start screen.
- 4 Press the ▼ to select [**Fax Functions**] and then press .
- 5 Press the ▼ to select [**Duplex Scan**] and then press .
- 6 Press the ▼ to select a scanning method and then press .  
You can specify [**Long edge bind**] or [**Short edge bind**].
- 7 Press the ◀ until the fax standby screen appears.
- 8 Specify a destination.
- 9 Press  to start transmission.


### Changing Where Documents Are Loaded

You can use both the ADF and the document glass when scanning documents for a fax job.

This allows you to send both a document and a part of a book as one fax.

- 1 Press the <**FAX/HOOK**> key.
- 2 Check that [**Fax**] is selected and then press  to open the fax start screen.
- 3 Press the ▼ to select [**Fax Functions**] and then press .
- 4 Press the ▼ to select [**Continuous Scan**] and then press .
- 5 Press the ▼ to select [**ON**] and then press .
- 6 Press the ◀ until the fax standby screen appears.
- 7 Place your document with text face up in the ADF or face down on the document glass.
- 8 Specify a destination.
- 9 Press .
- 10 When the [**Start Scan**] screen appears, place the next document with text face up in the ADF or face down on the document glass.
- 11 Make sure [**Start Scan**] is selected and then press .
- 12 Repeat steps 10 and 11 as necessary for each document you want to fax.


- 13** When all the documents are scanned, press the ▼ to select [**Scan Complete**] and then press **OK**.

 Reference

- For details on how to stop scanning and to cancel transmission, refer to the User's Manual Basic.

## Changing the Sender Name

You can specify the sender name to be printed on faxes you send. You must register a Sender name in advance.

 Reference

- Check that [**Sender name**] is enabled before using the following functions. For details, refer to the User's Manual Basic.

### ■ Registering a Sender Name

You can register up to three sender names.

 Memo

- In the initial fax settings described in the User's Manual Basic, you specify [**Sender ID**], which is automatically registered to [**Sender name 1**].

- 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 [**User Install**] and then press **OK**.
- 6 Press the ▼ to select [**TTI Register/Edit**] and then press **OK**.
- 7 Press the ▼ to select a sender's number and then press **OK**.
- 8 Enter a name up to 22 characters.
- 9 Select [**Enter**] and then press **OK**.
- 10 Press the ◀ until the start screen appears.

### ■ Changing the Sender Name Printed on a Fax

By default, the standard sender name is printed on faxes when you enable [**Sender Name**]. To use a sender name other than the standard sender name, perform the following procedure.

- 1 Press the <**FAX/HOOK**> key.
- 2 Check that [**Fax**] is selected and then press **OK** to open the fax start screen.
- 3 Press the ▼ to select [**Fax Functions**] and then press **OK**.
- 4 Press the ▼ to select [**TTI Select**] and then press **OK**.
- 5 Press the ▼ to select a sender name you want to use and then press **OK**.
- 6 Press the ◀ until the fax standby screen appears.

### ■ Changing the Standard Sender Name

If you use a sender name frequently, we recommend to specify it as the standard sender name.

 Memo

- In the initial fax settings described in the User's Manual Basic, you specify [Sender ID]. By default, this value is used as the standard sender name.

- 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 [**User Install**] and then press **OK**.
- 6 Press the ▼ to select [**Standard TTI**] and then press **OK**.
- 7 Press the ▼ to select a name you want to use and then press **OK**.
- 8 Press the ◀ until the start screen appears.









## Setting Prefix (PreFix)

You can add a prefix to a destination number. You can also attach a prefix when registering a number to speed dial.

### Registering a Prefix

You must register the prefix to [**PreFix**] in advance. You can register up to 40 digits.



- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Other Settings**] and then press .
- 7 Press the ▼ to select [**Prefix**] and then press .
- 8 Enter a prefix.
- 9 Select [**Enter**] and then press .
- 10 Press the ◀ until the top screen appears.

#### Reference

- You can use symbols such as # and \*. For details, refer to the User's Manual Basic.

### Using a Prefix When Transmitting Faxes

You can attach a prefix only when you enter a destination number using the ten-key pad. Perform the following procedures when specifying a destination using the ten-key pad.

- 1 On the destination entry screen, press the ▲ and ◀ to select [**PreFix:N**] and then press .  
The area code is displayed as "N".
- 2 Enter a destination number.
- 3 Select [**Enter**] and then press .

#### Memo



- You cannot enter a prefix and then use speed dial.

## Using a Prefix When Registering a Number to Speed Dial

You can attach a prefix to a speed dial number. Perform the following procedures to register a number to speed dial.

#### Reference

- For details on how to register a number to speed dial, refer to the User's Manual Basic.

- 1 On the fax number entry screen to register a number to speed dial, press the ▲ and ◀ to select [**PreFix:N**] and then press .  
The area code is displayed as "N".
- 2 Enter a fax number.
- 3 Select [**Enter**] and then press .

## ■ Various Functions for Transmission

This section explains various functions for fax transmission.

### Memo

- To enter the [**Admin Setup**] menu, the administrator password is necessary. The default password is "aaaaaa".

### Reference

- For details on how to specify a destination, refer to the User's Manual Basic.

## Redialing









### Automatic Redialing

The machine automatically redials if the first fax transmission fails. Redial is automatically done when the recipient machine is busy or does not answer, or when a communication error happens.

To set the number of redial attempts and their interval, perform the following procedures.

### Memo

- When the transmission failed though the machine tried redials for the specified times, the document stored in memory is erased and an error message is printed out.

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Other Settings**] and then press .
- 7 Check that [**Redial Tries**] is selected and then press .
- 8 Press to specify the desired number of redial attempts and then press .
- 9 Press the ▼ to select [**Redial Interval**] and then press .
- 10 Specify the desired redial interval using the ten-key pad and then press .
- 11 Press the ◀ until the top screen appears.

## Manual Redialing

To redial manually, specify the desired destination from the transmission history.

Destination can be also selected by pressing the REDIAL key.

### Reference

- For details on the transmission history, refer to the User's Manual Basic.

## Transmission in Real Time

The scanned fax data is stored in memory before the machine starts transmission. This is called memory transmission. The fax data is transmitted while it is scanned. This is called real time transmission.

- Real time transmission

The real time transmission is a method to transmit data to a destination party without storing document data in memory. In this mode, transmission starts right after the transmission operation, and this allows you to check that the fax is transmitted to its destination.

- Memory transmission

The memory transmission is a method to transmit after storing document data in memory.


In this mode, you do not have to wait for the machine to finish transmission.






The factory default is set to the memory transmission.

To enable the real time transmission, perform the following operation.

### ! Note

- You can scan only a single page when using the document glass for real time transmission.
- While you send a fax by using real time transmission, other jobs using the ADF and document glass cannot be done.

- 1 Press the <**FAX/HOOK**> key.
- 2 Check that [**Fax**] is selected and press  to open the fax start screen.

- 3 Press the ▼ to select [**Fax Functions**] and then press .
- 4 Press the ▼ to select [**Memory Tx**] and then press .
- 5 Press the ▼ to select [**OFF**] and then press .
- 6 Press the ◀ until the fax standby screen appears.
- 7 Place your document with text face up in the ADF or face down on the document glass.
- 8 Specify a destination.
- 9 Press  .

## Manual Transmission

Manual sending (On-hook dial)

Press the <**FAX/HOOK**> key and confirm the receiving tone of the destination, then send.

- 1 Press the <**FAX/HOOK**> key to light up in blue.
- 2 Set the document on the auto document feeder or document glass.
- 3 Press the <**FAX/HOOK**> key and input the fax number of the destination.
- 4 Set the fax function as necessary.
- 5 After the receiving tone (peep) of the destination is heard, press the Mono start key to start sending.



You can transmit faxes manually when the recipient uses manual reception mode or when you want to send a fax after talking on the phone.

### Note

- You can scan only a single page when using the document glass for manual transmission.
- You need to connect an external telephone to the machine to send faxes manually.
- The following functions are unavailable in manual transmission:
  - broadcast
  - transmission at the specified time
  - Fcode transmission
  - ID check transmission
  - check broadcast destinations
  - (Pressing Dial Twice confirm dial)

### Memo

- You do not have to disable memory transmission.







- Even if the start screen other than the fax functions is displayed in the machine, you can perform manual transmission by lifting the handset.
- 1 Pick up the handset.
  - 2 Dial a number.
  - 3 Place your document with text face up in the ADF or face down on the document glass.
  - 4 Configure the fax functions if necessary.
  - 5 When you hear a Fax tone, press   to start transmission.  
You can put down the handset.

### Memo

- When putting down the handset, after the transmission is complete, the display screen of the machine returns to the screen displayed before the manual transmission. If you keep picking the handset, you can talk to your destination.

## Transmission to Multiple Destinations (Broadcast)

This function allows you to transmit faxes to multiple destinations at the same time. You can specify up to 100 destinations using the ten-key pad, speed dial, and group lists of destinations.

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**FAX/HOOK**> key.
- 3 Check that [**Fax**] is selected and press  to open the fax start screen.
- 4 Check that [**Add Destination**] is selected and then press .
- 5 Specify a destination.
- 6 Repeat steps 4 to 5 to enter all the destinations.
- 7 When you have specified all the destinations, press  .
- 8 [**Please press Start key to begin transmission. To delete, select checkbox and choose Operate.**] appears.
- 9 If specified all the destination appears, press  .

 Memo

- Press the <**RESET/LOG OUT**> key to cancel the operation.

 Reference

- When [**Broadcast Destination**] is enabled, the destination numbers are displayed before transmission. For details, refer to "Checking Broadcast Destination" P. 25.
- For details on how to cancel transmission, refer to the User's Manual Basic.

### ■ Using From the Group List

The group list is useful for broadcast transmission. Register destination group lists in advance.


































 Reference

- For details on transmission using the group list, refer to the User's Manual Basic.

## Transmission at a Specified Time (Set Tx time)

This function allows you to instruct the machine to transmit faxes at a specified time. When you set a fax job to be sent later, the fax data is stored in memory and automatically sent at the specified time.

Up to 20 jobs can be scheduled up to one month in advance.

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**FAX/HOOK**> key.
- 3 Check that [**Fax**] is selected and press  to open the fax start screen.
- 4 Press the  to select [**Fax Functions**] and then press .
- 5 Press the  to select [**Delayed Tx**] and then press .
- 6 Press the  to select [**ON**] and then press .
- 7 Press the  or  to select the desired date and time and then press .
  - To move to the next box, press the .
  - Dates are displayed as [**Date/Month**].
- 8 Press the  until the start screen appears.
- 9 Press the  to select [**Add Destination**] and then press .
- 10 Specify a destination.
- 11 Press                      

## Fcode Transmission

Fcode transmission uses sub addresses for communication in accordance with the standard of ITU-T. By creating and registering Fcode boxes, you can perform confidential communication and bulletin board communication.

You can register up to 20 Fcode boxes.

When registering an Fcode box, be sure to register a sub address, that is used to identify the Fcode box.

### ■ Fcode Confidential Communication

When an Fcode confidential box is set in the recipient fax machine, you can perform confidential communication by specifying the sub address of the box.

Received data cannot be printed unless the specified ID code is entered. Therefore, this function is useful when transmitting data that needs security protection.

#### Reference

- To transmit faxes using Fcode confidential communication, refer to "[Transmission Using a Sub Address \(Fcode Transmission\)](#)" P. 22.
- To print the received faxes using Fcode confidential communication, refer to "[Printing Stored Documents](#)" P. 23.

### ■ Fcode Bulletin Board Communication

When an Fcode bulletin box is set in the recipient machine, you can transmit to and remove data from a bulletin box by specifying its sub address.

#### Reference

- To receive data stored in the bulletin box of the recipient machine, refer to "[Reception Using a Sub Address \(Fcode Polling\)](#)" P. 22.
- To store data in a bulletin box of your machine, refer to "[Storing Documents in a Bulletin Box](#)" P. 23.

## Registering Fcode Boxes

To perform Fcode communication, register an Fcode box. Be sure to register a sub address and an PIN number on each Fcode box. (Only Fcode confidential communication)

#### Memo

- Maximum number of characters is as follows:
  - Box Name: A maximum of 16 characters.
  - Sub-Address: A maximum of 20 digits including # and \*.
  - PIN number: 4 digits.

#### Reference

- For details on how to enter text, refer to the User's Manual Basic.


## ■ For Fcode Confidential Communication

- 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 [**Fax Setup**] and then press **OK**.
- 6 Press the ▼ to select [**Fcode Box**] and then press **OK**.
- 7 Press the ▼ to select a box number and then press **OK**.
- 8 Check that [**Register**] is selected and then press **OK**.  
To edit the registered Fcode Confidential Box, enter the PIN number and select [**Edit**].
- 9 Check that [**Confidential Box**] is selected and then press **OK**.
- 10 Check that [**Box Name**] is selected and then press ►.
- 11 Enter a box name.
- 12 Select [**Enter**] and then press **OK**.
- 13 Press the ▼ to select [**Sub-Address**] and then press the ►.
- 14 Enter a sub address.
- 15 Select [**Enter**] and then press **OK**.
- 16 Press the ▼ to select [**I.D. code**] and then press the ►.
- 17 Enter a PIN number and then press **OK**.

#### Note

- The entered PIN number is not displayed. Be sure to write it down and keep it safe.

- 18 If necessary, specify [**Hold time**] to set a period to retain data.
  - a) Press the ▼ to select [**Hold time**] and then press ►.











b) Enter a value between 0 and 31 (days), and then press .

 Memo

- When [00] (day) is set, data is retained for an indefinite period.

19 Press .








## ■ For Fcode Bulletin Board Communication

- 1 Press the <SETTING> key.
- 2 Press the ▼ to select [Admin Setup] and then press .
- 3 Enter the administrator password.
- 4 Select [Enter] and then press .
- 5 Press the ▼ to select [Fax Setup] and then press .
- 6 Press the ▼ to select [Fcode Box] and then press .
- 7 Press the ▼ to select a box number and then press .
- 8 Check that [Register] is selected and then press   
To edit the registered Fcode Confidential Box, select [Edit].
- 9 Press the ▼ to select [Bulletin Box] and then press .
- 10 Check that [Box Name] is selected and then press the ►.
- 11 Enter a box name.
- 12 Select [Enter] and then press .
- 13 Press the ▼ to select [Sub-Address] and then press ►.
- 14 Enter a sub address.
- 15 Select [Enter] and then press .
- 16 Press .

## Transmission Using a Sub Address (Fcode Transmission)

By entering a sub address, Fcode confidential transmission and Fcode bulletin board transmission can be done.

 Memo























































- Be sure to check a destination sub address.
- 1 Place your document with text face up in the ADF or face down on the document glass.
  - 2 Press the <FAX/HOOK> key.
  - 3 Check that [Fax] is selected and press  to open the fax start screen.
  - 4 Press the ▼ to select [Fax Functions] and then press .
  - 5 Press the ▼ select [Fcode Tx] and then press .
  - 6 Press the ▼ to select [ON] and then press .
  - 7 Enter the sub address of the box registered in the recipient machine.
  - 8 Select [Enter] and then press .
  - 9 Press the ◀ until the start screen appears.
  - 10 Press the ▲ to select [Add Destination] and then press .
  - 11 Specify a destination.
  - 12 Press .

## Reception Using a Sub Address (Fcode Polling)

You can perform Fcode polling by entering the sub address of a sender machine's bulletin box. This function makes a remote fax machine transmit a fax in response to instructions from your machine.

 Note

- You cannot receive data if the sender has a password on the bulletin box.
- 1 Press the <FAX/HOOK> key.

- 2 Check that [**Fax**] is selected and press  to open the fax standby screen.
- 3 Press the  to select [**Fax Functions**] and then press .
- 4 Press the  to select [**Fcode Polling**] and then press .
- 5 Press the  to select [ON] and then press .
- 6 Enter the sub address of the bulletin box registered in the sender machine.
- 7 Select [**Enter**] and then press .
- 8 Press the  until the start screen appears.
- 9 Press the  to select [**Add Destination**] and then press .
- 10 Specify a destination.
- 11 Press                                             

- 2 Press the ▼ to select [**Store Document Settings**] and then press (OK).
- 3 Press the ▼ to select [**Delete**] and then press (OK).
- 4 Check that [**Fcode Bulletin board**] is selected and then press (OK).
- 5 Press the ▼ to select the box number of a document you want to delete and then press (OK) two times.
- 6 Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press (OK).

### **Deleting Fcode Boxes**

---

You can delete an unnecessary Fcode Confidential box and Fcode bulletin box.

- 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 [**Fax Setup**] and then press (OK).
- 6 Press the ▼ to select [**Fcode Box**] and then press (OK).
- 7 Press the ▼ to select the box number you want to delete and then press (OK).
- 8 Enter the PIN number if necessary and then press (OK).  
To delete Fcode bulletin box, PIN number is not necessary.
- 9 Press the ▼ to select [**Delete**] and then press (OK).
- 10 Press the ◀ or ▶ to select [**Yes**] on the confirmation screen and then press (OK).



# ■ Security Functions

This section explains the security functions at fax transmission.

## Memo

- To enter the [**Admin Setup**] menu, the administrator password is necessary. The default password is "aaaaaa".

## Reference

- For details on how to specify a destination, refer to the User's Manual Basic.

## Security Functions at Transmission

The machine has the following three security functions:

- ID check transmission
- Checking broadcast destination
- Pressing dial twice

These functions prevent you from transmitting faxes to the wrong destination.







### ID Check Transmission

This function checks and matches the last four digits of the destination numbers with those registered in the destination machine. If this function is enabled, the machine will transmit faxes only when they match.

## Memo




- If the destination machine has no registered fax number, the machine does not transmit the fax.
- ID check transmission is unavailable when you transmit faxes manually.

### ■ Configuration

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Security Function**] and then press .
- 7 Check that [**ID Check Tx**] is selected and then press .
- 8 Press the ▼ to select [**ON**] and then press .

- 9 Press the ◀ until the top screen appears.

### ■ Operation

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**FAX/HOOK**> key.
- 3 Check that [**Fax**] is selected and press  to open the fax start screen.
- 4 Check that [**Add Destination**] is selected and then press .
- 5 Specify a destination.
- 6 Press .





### Checking Broadcast Destination



When this function is enabled, a fax number confirmation screen is displayed before transmission starts. By factory default, this function is enabled.

## Memo



- Broadcast destination check function is available only when multiple destinations are specified.
- When [**Confirm Dial**] is also enabled, it is done first.
- Broadcast destination check function is unavailable by manual transmission.

### ■ Configuration

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Security Function**] and then press .

- 7 Press the ▼ to select [**Broadcast Destination**] and then press .
- 8 Press the ▼ to select [**ON**] and then press .
- 9 Press the ◀ until the top screen appears.



### ■ Operation



- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**FAX/HOOK**> key.
- 3 Check that [**Fax**] is selected and press  to open the fax start screen.
- 4 Check that [**Add Destination**] is selected and then press .
- 5 Specify all the destinations.



- 6 Press  .

A fax number confirmation screen is displayed.

- 7 [**Please press Start key to begin transmission. To delete, select checkbox and choose Operate.**] appears.

- 8 If specified all the destination appears, press  .

If necessary, press  to select the destination you want to delete and then press the ▶. Select [Delete The Address] and then press .

- 9 Press   to start transmission.

#### Memo

- If the destination number entered with the ten-key pad is wrong, delete it and re-specify the correct one.
- When many destinations are specified, you may not be able to check all of them at one time. To check all the destinations, press the ▼ to scroll the screen.







### Pressing Dial Twice (Confirm Dial)

This function requires you to re-enter the destination number when you enter a destination using the ten-key pad. The fax is sent only if the two numbers match.





#### Memo

- The confirm dial function is unavailable when you specify the destination using speed dial.
- If you use symbols in the destination number, re-enter the symbols also.
- The confirm dial function is done first when [**Check broadcast dest.**] is also enabled.
- You cannot use the dial double-press function with manual sending.

### ■ Configuration

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Security Function**] and then press .
- 7 Press the ▼ to select [**Confirm Dial**] and then press .
- 8 Press the ▼ to select [**ON**] and then press .
- 9 Press the ◀ until the top screen appears.

### ■ Operation

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**FAX/HOOK**> key.
- 3 Enter a destination number using the ten-key pad.
- 4 Select [**Enter**] and then press . A screen that requires you to re-enter the destination number appears.
- 5 Enter the destination number again using the ten-key pad.
- 6 Select [**Enter**] and then press . The fax start screen appears.
- 7 Press   to start transmission.

## ■ Various Settings for Fax Reception

This section explains various settings for fax reception.



- To enter the [Admin Setup] menu, the administrator password is necessary. The default password is "aaaaaa".

### When Received Image is Larger Than Paper Size

Parts of images that do not fit in the printable area of the specified paper may be reduced, discarded, or printed on the next sheet of paper. For example, if a fax that is longer than A4 size is received while the specified paper is A4 size, the bottom of the image is printed on a subsequent piece of paper.

You can avoid this situation by specifying a reduction rate and margin.

### Specifying a Reduction Rate

The reduction rate determines whether or not the machine automatically reduces the received image to the specified paper size. [Auto] reduces the image automatically and [100%] prints the image without reduction. By factory default, [Rx Reduc. Rate] is set to [Auto].

- 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 [Fax Setup] and then press (OK).
- 6 Press the ▼ to select [Other Settings] and then press (OK).
- 7 Press the ▼ to select [Rx Reduc. Rate] and then press (OK).
- 8 Press the ▼ to select [Auto] or [100%] and then press (OK).
- 9 Press the ◀ until the top screen appears.

### Specifying a Reduction Margin

The reduction margin is the threshold level which determines when to print part of the received image on the next page.

- 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 [Fax Setup] and then press (OK).
- 6 Press the ▼ to select [Other Settings] and then press (OK).
- 7 Press the ▼ to select [Reduc. Margin] and then press (OK).
- 8 Enter a value between 0 and 100 (mm) and then press (OK).
- 9 Press the ◀ until the top screen appears.








- When the excess part is larger than the specified reduction margin, the excess part is printed on the next page.
- When the excess part is smaller than the specified reduction margin, the received image is reduced onto a single page.
- When you set [Rx Reduc. Rate] to [100%] and the excess part is smaller than the specified reduction margin, the excess part is discarded.

### Changing Soft Ringer Volume

You can change the soft ringer volume, which sounds when there is an incoming fax or call.

- 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 .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Fax Setting**] and then press .
- 7 Press the ▼ to select [**Soft Ringer Volume**] and then press .
- 8 Press the ▼ to select a volume and then press .
- 9 Press the ◀ until the top screen appears.

 Memo

- The soft ringer volume setting is available only when [**Reception Mode**] is set to [**Tel/Fax Ready Mode**].







## Forwarding Received Faxes As Fax Documents


You can set the machine to forward the received faxes automatically to a specified destination as fax documents if [**Forwarding Setting**] is enabled.

 Memo

- When [Forwarding Setting] is enabled, received faxes are not printed by the machine.
- The forwarding function is disabled when [Reception Mode] is set to [Tel Ready Mode].

## Registering a Forwarding Destination







- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Fax Setting**] and then press .
- 7 Press the ▼ to select [**Forwarding Setting**] and then press .
- 8 Press the ▼ to select [**ON**] and then press .
- 9 Enter a forwarding number.

- 10 Select [**Enter**] and then press .

- 11 Press the ◀ until the top screen appears.

## Setting waiting time for a response

With this function, you can set a waiting time to respond to an incoming call and start receiving a fax in the machine.

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Fax Setup**] and then press .
- 6 Press the ▼ to select [**Other Settings**] and then press .
- 7 Press the ▼ to select [**Ring response**] and then press .
- 8 Press the ▼ to select a time and then press .
- 9 Press the ◀ until the top screen appears.

## ■ Faxing From a Computer

This section explains how to send a fax from a computer and how to edit data of the phone book. The fax driver allows you to send faxes directly from your computer to a destination via the machine without printing the document.

This function is available only on the following Windows operating systems:

- Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003

Be sure to install the fax driver for MB451, MB451w, MB471, MB471w, MB491, MB491+, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb, before performing the following procedures.

### Reference

- For details on how to install the fax driver, refer to the User's Manual Basic.

### Memo

- The following procedures uses MB491, NotePad as an example. The procedures and menus may differ depending on the OS and application you use.

### Sending a Fax From a Computer

- 1 Open the file you want to fax.
- 2 From the [**File**] menu, select [**Print**].
- 3 From [**Select Printer**], select [**OKI MB491 (FAX)**] and then click [**Print**].
- 4 On the [**Specifying numbers**] tab of the [**Select Recipients**] dialog box, enter the destination name in [**Name**].
- 5 Enter the destination fax number in [**FAX number**].
- 6 Click [**Add<-**].
- 7 If necessary, add a destination from the phone book.
  - a) Select the [**Phone book**] tab.
  - b) Select a destination and then click [**Add<-**].
- 8 Repeat steps 4 to 7 to specify all the destinations.
- 9 Click [**OK**] to start transmitting.

### Adding a Fax Number to the Phone Book

#### ! Note

- You cannot register two identical names. The same fax numbers can be registered if the names are different.

#### Memo

- You can register up to 1000 destinations.

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491 (FAX)**].
- 3 On the [**Setup**] tab, click [**Phone book**].
- 4 From the [**FAX number**] menu, select [**New (FAX number)**].
- 5 On the [**New (FAX number)**] dialog box, enter a destination name in [**Name**].
- 6 Enter a destination fax number in [**FAX number**].
- 7 Enter comments in [**Comments**] if necessary.
- 8 Click [**OK**].
- 9 From the [**FAX number**] menu, select [**Save**].
- 10 Click [**OK**] on the confirmation window.
- 11 From the [**FAX number**] menu, select [**Exit**].

#### Memo

- The name and fax number entered in this procedure are printed on the cover sheet.

## Grouping Entries

By grouping the registered destinations, you can send faxes to multiple destinations at the same time.

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491 (FAX)**].
- 3 On the [**Setup**] tab, click [**Phone book**].
- 4 From the [**FAX number**] menu, select [**New (Group)**].
- 5 On the [**New (Group)**] dialog box, enter [**Group name**].
- 6 Enter comments in [**Comments**] if necessary.
- 7 Select an entry to register in a group and then click [**Add->**].
- 8 If necessary, register a fax number directly.
  - a) Click [**New (FAX number)**].
  - b) Perform steps 5 to 8 in ["Adding a Fax Number to the Phone Book" P. 29](#).
  - c) Select an entry and then click [**Add->**].
- 9 Click [**OK**] to save.  
On the left column of the [**Phone book**] dialog box, a new group is added. When you select a group, the fax numbers registered in the group are shown on the right column of the dialog box.
- 10 Select [**Save**] from the [**FAX Number**] menu.
- 11 Click [**OK**] on the confirmation window.
- 12 Select [**Exit**] from the [**FAX Number**] menu.

## Sending a Fax to a Group

By using a group, you can specify multiple destinations in one operation.

- 1 Open the file you want to fax.
- 2 From the [**File**] menu, select [**Print**].
- 3 From [**Select Printer**], select [**OKI MB491 (FAX)**] and then click [**Print**].

- 4 On the [**Select Recipients**] dialog box, select the [**Phone book**] tab.
- 5 Select a group from the right column and then click [**Add<-**].
- 6 Click [**OK**] to start transmission.

## Attaching a Cover Sheet

- 1 Open the file you want to fax.
- 2 From the [**File**] menu, select [**Print**].
- 3 From [**Select Printer**], select [**OKI MB491 (FAX)**].
- 4 Click [**Preferences**].
- 5 Select the [**Cover Sheet**] tab.
- 6 Select the [**Print all recipients' information on each cover sheet**] or [**Print only one recipient's information on each cover sheet**].
- 7 From the format list, select the desired format.
  - You can view an enlarged image of each format by clicking [**Zoom**].
  - Selecting the [**Add the recipient's FAX number**] check box prints the recipient fax number on the cover sheet.
  - Selecting the [**Add the recipient's comments**] check box prints comments registered in the phone book on the cover sheet.
  - You can add a custom cover sheet design by clicking [**Custom cover sheet**].
- 8 If necessary, enter the sender name, fax number, and comment on the [**Sender**] tab to be printed on the cover sheet.
- 9 Click [**OK**].
- 10 Perform steps 3 to 9 in ["Sending a Fax From a Computer" P. 29](#).

### ! Note

- When selecting [**Print all recipients' information on each cover sheet**] and transmitting to multiple destinations (broadcasting), all destinations' names, destinations' fax numbers (only when they are set), and comments in the phone book (only when they are set) are described on the same cover sheet and transmitted to all destinations. Caution is required when broadcasting to multiple outside destinations.

## Canceling a Fax Job From a Computer

You can cancel a job while the data is being transmitted to the machine.

- 1 Double-click the printer icon in the toolbar.
- 2 Select the job to cancel in the print queue.
- 3 From the [**Document**] menu, select [**Cancel**].

### Reference

- Once the data is stored in the machine, you cannot cancel the job from your computer. For details on how to cancel a fax job stored in the machine memory, refer to the User's Manual Basic.

## Exporting and Importing Phone Book Data

The export and import functions allow you to manage the fax numbers in a phone book created on another computer. The following procedure explains how to export the phone book data from your computer and to import it to another computer.

### Note

- You cannot export groups. However, each entry in a group is exported.
- Entries that are already registered are not imported.

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491 (FAX)**].
- 3 On the [**Setup**] tab, click [**Phone book**].
- 4 From the [**Tools**] menu, select [**Export**].
- 5 On the [**Export to file**] dialog box, specify where to save the file.
- 6 Enter a name for the file in [**File name**] and then click [**Save**].  
The data of the phone book is exported as a CSV file in which entries are put in display order, being separated with a comma. The name comes first, followed by the fax number and comment.
- 7 Close the phone book.
- 8 Copy the created file to another computer.

- 9 Repeat steps 1 to 3 on the computer to launch the phone book.
- 10 From the [**Tools**] menu, select [**Import**].
- 11 On the [**Import Phone Book**] dialog box, specify the file you have copied.
- 12 Click [**Next**].
- 13 Select [**Save**] from the [**FAX Number**] menu.
- 14 Click [**OK**] on the confirmation window.
- 15 Select [**Exit**] from the [**FAX Number**] menu.

## Associating New Definition With Phone Book Format

If you want to import a CSV file with the format different from that of the phone book, select a CSV definition file and associate the definition with that of the phone book.

- 1 Repeat steps 1 to 3 in "[Exporting and Importing Phone Book Data](#)" on the computer to launch the phone book.
- 2 From the [**Tools**] menu, select [**Import**].
- 3 On the [**Import Phone Book**] dialog box, specify the CSV file to import in [**Choose a CSV File**].
- 4 Select the [**Setup relationship between the fields imported and phone book.**] check box and specify a CSV definition file if necessary.  
Select [**Comma (,)**] from [**Field Delimiter**].

### Memo

- The operation can be continued if a definition file is not specified. If the definition file is not specified, select whether to save a new definition file on the dialog box displayed in step 6.

- 5 Click [**Next**].
- 6 Associate the definition you are importing with that of the phone book and then click [**OK**].
- 7 Select [**Save**] from the [**FAX Number**] menu.
- 8 Click [**OK**] on the confirmation window.
- 9 Select [**Exit**] from the [**FAX Number**] menu.

## ■ Scan To FaxServer

This section explains how to customize an e-mail when it is sent from this machine to the fax server. You can select a format of e-mail address to be set in the TO field. Also, you can add an e-mail text or not.

### Enabling the Scan To FaxServer function

To enable the Scan To FaxServer function, select the followings from the Administrator Menu:

[Admin Setup]>[FaxServer Function]>[Environmental Setting]. Turn the [FaxServer Function] ON and restart the MFP.

#### ! Note

- If this operation is made, the fax function is disabled.

### Customizing the destination e-mail address




The Prefix and Suffix settings are used in the following format. The "Fax number" of this format means a number selected in the "Add Destination" field.

#### "Prefix + Fax number + Suffix"

For example, if you set "FAX=" as the Prefix and set "@faxserver" as the Suffix, the mail destination (To:) is set as "FAX=012-345-6789@faxserver" when you execute Scan To FaxServer.

#### ! Note

- Set the Prefix and Suffix based on the mail reception specifications of your FaxServer. The Virtual Domain and others may be required to be set on the mail server due to the certain FaxServer operating environment.




- 1 Press the <SETTING> key.
- 2 Press the ▼ to select [Admin Setup], and then press .
- 3 Enter the administrator password.
- 4 Press the ▼ to select [FaxServer Function], and then press .
- 5 Press the ▼ to select [Environmental Setting], and then press .

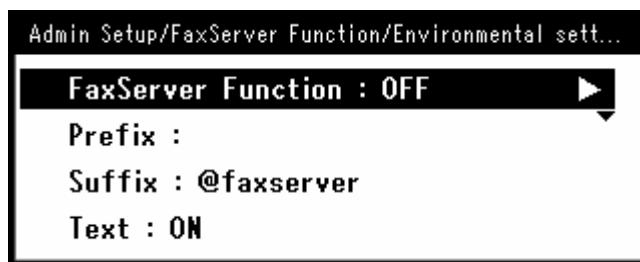


- 6 Enter a character string in the "Prefix" column.
- 7 Enter a character string in the "Suffix" column.
- 8 Press the ◀ until the top screen is displayed.

### Customizing the e-mail text

If [Text] is turned ON, the text is added to the mail. If your FaxServer supports the transmission of mail text, the text is included in the fax transmission data.

- 1 Press the <SETTING> key.
- 2 Press the ▼ to select [Admin Setup], and then press .
- 3 Enter the administrator password.
- 4 Press the ▼ to select [FaxServer Function], and then press .
- 5 Press the ▼ to select [Environmental Setting], and then press .



- 6 If the "Text" is set to ON, the text is added. If it is set to OFF, the text is not added.
- 7 Press the ◀ until the top screen is displayed.



# 3. Scanning

This chapter explains your machine's useful Scan functions.

## ■ Advanced Operations for Scanning to E-mail

This section explains useful operations for scanning to e-mail. This function also applies to both the Scan To Internet Fax and the Scan To FaxServer.



- The following procedures are explained under the assumption that [**Continuous Scan**] is disabled. For the basic procedures when [**Continuous Scan**] is enabled, refer to the User's Manual Basic.
- To enter the [**Admin Setup**] menu, the administrator password is necessary. The default password is "aaaaaa".

### Setting Sender and Reply to 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**> key.
- 2 Press the ▼ to select the [**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 [**E-mail Setup**] and then press **OK**.
- 7 Press the ▼ to select [**From/Reply to**] and then press **OK**.
- 8 Press the ▼ to select [**From**] or [**Reply to**] and then press **OK**.
- 9 Enter e-mail addresses.  
When [**Reply to**] is selected in step 8, select a method to enter a destination and specify a destination. Proceed to step 11.
- 10 Select [**Enter**] and then press **OK**.
- 11 Press the ◀ until the top screen appears.



- Select an e-mail address from the address book.

### Creating Templates

You can record up to five templates with various subject lines and body text.

#### Registering a Subject

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select the [**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 [**E-mail Setup**] and then press **OK**.
- 7 Press the ▼ to select [**Template**] and then press **OK**.
- 8 Check that [**Edit Subject**] is selected and then press **OK**.
- 9 Press the ▼ to select a number and then press **OK**.
- 10 Enter the subject up to 80 characters.
- 11 Select [**Enter**] and then press **OK**.
- 12 Press the ◀ until the top screen appears.

## Registering Body Text

- 1 Perform steps 1 to 7 in "[Registering a Subject](#)" P. 33.
- 2 Press the ▼ to select [**Edit Body**] and then press (OK).
- 3 Press the ▼ to select a number and then press (OK).
- 4 Enter the body text up to 256 characters.
- 5 Select [**Enter**] and then press (OK).
- 6 Press the ◀ until the top screen appears.

## Using a Template

You can use the templates recorded in "[Creating Templates](#)" P. 33 or standardized e-mails.

- 1 Place your document with text face up in the ADF or face down on the document glass.
- 2 Press the <**SCAN**> key.  
To use the Internet Fax or FaxServer, press the <**FAX/HOOK**> key.
- 3 Check that [**E-mail**] is selected and then press (OK).  
If you have pressed the <**FAX/HOOK**> key in Step 2, select [**Fax**] or [**Internet Fax**].
- 4 Press the ▼ to select [**Scan setting**] and then press (OK).
- 5 Press the ▼ to select [**Edit E-mail**] and then press (OK).
- 6 Press the ▼ to select [**Subject**] or [**Email body**] and then press (OK).
- 7 Check that [**Select Subject**] or [**Select Text**] is selected and then press (OK).  
If FaxServer is enabled and [**Text**] is ON and if you have selected the [**FAX**] in Step 2, the "Select Text" is not displayed.
- 8 Press the ▼ to select a subject or text and then press (OK).
- 9 Press the ◀ to select [**Add Destination**] and then press (OK).

10 Press the ▼ to select an entry method and then press (OK).

11 Specify a destination and then press (OK).

12 Press  or .

If you have pressed the <**FAX/HOOK**> in Step 2, only MONO is enabled.

## ■ Advanced Operations for Scanning, Internet Faxing and Scanning to Fax Server

This section explains useful operations for scanning, Internet faxing and Scanning to Fax Server. You can configure the scan, Internet fax and scan to fax server functions to alter the output to suit your needs. The scan to local PC and the scan to remote PC cannot be used for the following functions.

In this section, the procedures are explained from scan menu as an example. If you use the Internet fax function, each setting can be configured from the [**Scan Setting**] menu on the [**Internet FAX Standby**] or [**Scan to Fax Server Standby**] screen.

### Memo

- To enter the [**Admin Setup**] menu, the administrator password is necessary. The default password is "aaaaaa".

### Reference

- For details on how to start a scan job, refer to the User's Manual Basic.

### Specifying the File Name

You can specify the file name of scanned documents.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press **OK**.  
If you select [**USB Memory**], go to step 3.
- 2 Press the **▼** to select [**Scan Setting**] and then press **OK**.
- 3 Press the **▼** to select [**File Name**] and then press **OK**.
- 4 Enter a file name up to 64 characters.
- 5 Select [**Enter**] and then press **OK**.

### Memo

- If you do not specify the file name, the name specified by the factory default settings is used.

### Changing the Scan Size (Scan Size)

You can specify the appropriate scan size for your document.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press **OK**.  
If you select [**USB Memory**], go to step 3.
- 2 Check that [**Scan Setting**] is selected and then press **OK**.
- 3 Check that [**Scan Size**] is selected and then press **OK**.
- 4 Press the **▼** to select a value and then press **OK**.

### Changing the Resolution (Document Type)

You can change to the appropriate resolution to scan your document to get optimum image quality.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press **OK**.  
If you select [**USB Memory**], go to step 3.
- 2 Press the **▼** to select [**Scan Setting**] and then press **OK**.
- 3 Press the **▼** to select [**Image Settings**] and then press **OK**.  
For the Internet fax, select [**Resolution**] and proceed to step 5 after pressing **OK**.
- 4 Press the **▼** to select [**Document Type**] and then press **OK**.
- 5 Press the **▼** to select a type and then press **OK**.





### Memo

- Scanning takes longer in [**Photo**] mode.

### Adjusting the Density (Density)

You can adjust the density to seven levels.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press **OK**.  
If you select [**USB Memory**], go to step 3.
- 2 Press the **▼** to select [**Scan Setting**] and then press **OK**.

- 3 Press the ▼ to select [**Image Settings**] and then press . For the Internet fax, select [**Density**] and proceed to step 5 after pressing .
- 4 Check that [**Density**] is selected and then press .
- 5 Press the ▲ or ▼ to select a density value and then press .

 Memo






- [0] is the standard value. To darken the document image, select [+1], [+2] or [+3] (most dense). Conversely, to lighten the document image, select [-1], [-2] or [-3] (least dense).

## Specifying the File Format

You can specify the file format of scanned documents. You can select a file format from PDF, TIFF, JPEG or XPS.

 Note

- This function is only for scanning. Internet FAX and Scan to Fax Server cannot be used.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press . If you select [**USB Memory**], go to step 3.
- 2 Press the ▼ to select [**Scan Setting**] and then press .
- 3 Press the ▼ to select [**File Format**] and then press .
- 4 Press the ▼ to select the type of color from [**Color**], [**Mono (Grayscale)**], or [**Mono (Binary)**] and then press .
- 5 Press the ▼ to select a file format and then press .

 Memo

- If you selected [**Mono (Binary)**] in step 4, [**JPEG**] cannot be selected.

## Encrypting PDF

You can encrypt a scanned document. You can set the encryption level, a password for opening documents, an authentication password, and permission for created PDF files with this function.

A password for opening a document is password to open an encrypted PDF. It cannot be the same with the authentication password. The password should be up to 32 1-byte characters.

Authentication password is a password to control operations including printing, extracting and editing encrypted PDF. It cannot be the same with the password to open a document. The password should be up to 32 1-byte characters.




 Note










- This function is only for scanning. You cannot use this function for Internet faxing and scanning to Fax Server.
- [**Encrypted PDF**] is displayed only when [**PDF**] is set to any of [**Color**], [**Mono (Grayscale)**] and [**Mono (Binary)**] of [**File Format**].
- To encrypt PDF, it is necessary to set a password to open a document or authentication password.

## Setting a password for opening a document and authentication password

 Memo

- This section uses both a password to open a document and authentication password for setting as an example.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press .
- 2 Press the ▼ to select [**Scan Setting**] and then press .
- 3 Press the ▼ to select [**Encrypted PDF**] and then press .
- 4 Press the ▼ to select [**Encrypt**] from [**Not encrypt**] and [**Encrypt**] and then press .
- 5 Press the ▼ to Select the encryption level from [**Low**], [**Medium**] and [**High**] and then press .
- 6 Press the ▼ to select [**Enable**] from [**Disable**], [**Enable**] and [**Apply Default Password**] and then press . Set a password for opening the document.
- 7 Press the ► to enter the password.

- 8 Select [**Enter**] and then press .
- 9 Re-enter the password.
- 10 Select [**Enter**] and then press .
- 11 Press the ▼ to select [**Enable**] from [**Disable**], [**Enable**] and [**Apply Default Password**] and then press .  
Set the authentication password.
- 12 Press the ► and then enter the password.
- 13 Select [**Enter**] and then press .
- 14 Re-enter the password.
- 15 Select [**Enter**] and then press .
- 16 Select the permission to print the document and then press .
  - When the encryption level is set to [**Low**] in step 5, you can select [**Not Allowed**] or [**High resolution**].
  - When the encryption level is set to [**Middle**] or [**High**] in step 5, you can select [**Not Allowed**] [**low resolution (150dpi)**] or [**High resolution**].
- 17 Select the permission to copy the text and object and then press .
- 18 Select the permission to change the PDF file and then press .
  - When the encryption level is set to [**Low**] in step 5, you can select [**Not Allowed**], [**Allow To Make A Comment**], [**Allow To Swap Page**], or [**Allow all op. except pg extract.**]
  - When the encryption level is set to [**Medium**] or [**High**] in step 5, you can select [**Not Allowed**], [**Allow To Make A Comment**], [**Allow Ins., Del. or Rotate Page.**], or [**Allow all op. except pg extract.**]
- 19 Check the security settings and then press .








 **Note**

- The settings of each authentication in steps 16 to 18 are displayed only when [**Permissions Password**] is set for [**Enable**] or [**Apply Default Password**]

## Use the default password






When [**Use the default password**] is selected in step 6 or 11 in "[Setting a password for opening a document and authentication password](#)" P. 36, you can use the default password registered in advance.

Use the procedures below to register the initial password.

- 1 Press the <**SETTING**> key.
- 2 Press the ▼ to select the [**Admin Setup**] and then press .
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press .
- 5 Press the ▼ to select [**Scanner Setup**] and then press .
- 6 Press the ▼ to select [**Default Settings**] and then press .
- 7 Press the ▼ to select [**Encrypted PDF Setting**] and then press .
- 8 Press the ▼ to select [**Document Open Password**]/[**Permissions Password**] and then press .
- 9 Enter a password up to 32 characters.
- 10 Select [**Enter**] and then press .
- 11 Press the ◀ until the top screen is displayed.

## Setting the Compression Level

You can specify the appropriate compression level.

- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press . If you select [**USB Memory**], go to step 3.
- 2 Press the ▼ to select [**Scan Setting**] and then press .
- 3 Press the ▼ to select the [**Compression Rate**] and then press . If you use the Internet fax function, go to step 5.
- 4 Press the ▼ to select the color type (Color, Mono etc.) and then press .
- 5 Press the ▼ to select the compression level from [**High**], [**Medium**] or [**Low**] and then press .

### Memo

- If you select [**Mono (Binary)**], you can select a compression level from [**High**], [**Medium**] or [**Raw**].





## Setting the Grayscale

When Grayscale is enabled, data scanned by



is not black-and-white (binary) but grayscale (255 tones).

### Note

- This function is only for scanning. Internet FAX and Scan to Fax Server cannot be used.
- 1 On the [**Scan Menu**] screen, select the scan mode you want and then press . If you select [**USB Memory**], go to step 3.
  - 2 Press the ▼ to select [**Scan Setting**] and then press .
  - 3 Press the ▼ to select the [**Grayscale**] and then press .
  - 4 Press the ▼ to select [**ON**] and then press .

## ■ 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 CS3 in Mac OS X as an example.
- In this section, procedures using Scan To Remote PC with USB connection are described. For how to connect to the network and start to scan by Scan To Local PC, refer to the User's Manual Basic.

#### Note

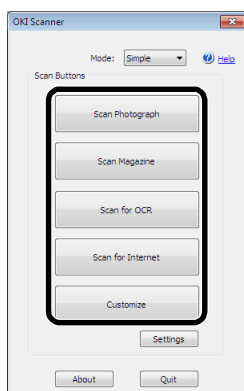
- The Twain driver for Mac OS X supports the Mac OS X 10.4 to 10.7.
- To use this function, applications supporting TWAIN (PaperPort or Adobe Photoshop CS3, etc.) should be installed in your computer.

#### Reference

- For details on how to start a scan job, refer to the User's Manual Basic.
- For details on how to install PaperPort, refer to "[Installing Utilities](#)" P. 106.

### Starting a Scan Job (for Windows)

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 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

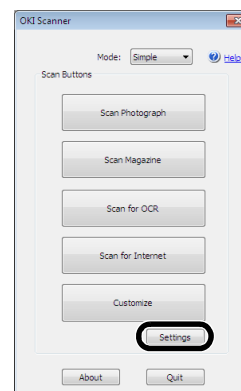
You can adjust how the document is scanned by changing the driver setting.

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)" 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 "[Starting a Scan Job \(for Windows\)](#)" P. 39 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.

## Starting a Scan Job (for Mac OS X) (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
- 2 Press the <**SCAN**> key.
- 3 Press the ▼ to select [**Remote PC**] and then press .
- 4 Start Adobe Photoshop CS3 on your computer.
- 5 Select [**Import**] from [**File**] and then select [**OKI MB4x1\_ES41x1\_MPS42x USB**] or [**OKI MB4x1\_ES41x1\_MPS42x Network**].
  - When [OKI MB4x1\_ES41x1\_MPS42x USB] is selected, proceed to step 9.
  - When [OKI MB4x1\_ES41x1\_MPS42x Network] is selected, the network scan is the second or later time, proceed to step 9.
- 6 For the first network scan, the dialog box indicating that the tool for selecting a connection destination is started is displayed. Then, click [**OK**].
- 7 On the dialog box of [**Scan Settings**], select a connection destination to register host information if necessary, and then click [**OK**].

- 8 Select [**Import**] from [**File**] of Adobe Photoshop CS3 and select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
The windows appears.
- 9 Click the scan button.  
Scanning starts.
- 10 Select [**Quit Photoshop**] from [**Photoshop**].

## Starting a Scan Job (for Mac OS X) (MB461+LP, MB491+LP, MPS4700mb)

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
- 2 Press the <**SCAN**> key.
- 3 Press the ▼ to select [**Remote PC**] and then press .
- 4 Start Adobe Photoshop CS3 on your computer.
- 5 Select [**Import**] from [**File**] and then select [**OKI MB4x1+LP\_MPS47x USB**] or [**OKI MB4x1+LP\_MPS47x Network**].
  - When [OKI MB4x1+LP\_MPS47x USB] is selected, proceed to step 9.
  - When [OKI MB4x1+LP\_MPS47x Network] is selected, the network scan is the second or later time, proceed to step 9.
- 6 For the first network scan, the dialog box indicating that the tool for selecting a connection destination is started is displayed. Then, click [**OK**].
- 7 On the dialog box of [**Scan Settings**], select a connection destination to register host information if necessary, and then click [**OK**].
- 8 Select [**Import**] from [**File**] of Adobe Photoshop CS3 and select [**OKI MB4x1+LP\_MPS47x Network**].  
The windows appears.
- 9 Click the scan button.  
Scanning starts.



- 10 Select [**Quit Photoshop**] from [**Photoshop**].

## Changing Settings (for Macintosh)

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 \(for Mac OS X\) \(MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb\)](#)" or "[Starting a Scan Job \(for Mac OS X\) \(MB461+LP, MB491+LP, MPS4700mb\)](#)" through step 8.
- 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 "[Starting a Scan Job \(for Mac OS X\) \(MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb\)](#)" or "[Starting a Scan Job \(for Mac OS X\) \(MB461+LP, MB491+LP, MPS4700mb\)](#)" P. 40 through step 8.
- 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**].

## 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.

The WIA 2.0 driver supports Windows 8/ Windows Server 2012/ Windows 7/ Windows Server 2008 R2.

The WIA 1.0 driver supports Windows Vista/ Windows Server 2008/ Windows XP/ Windows Server 2003.


## Starting a Scan Job

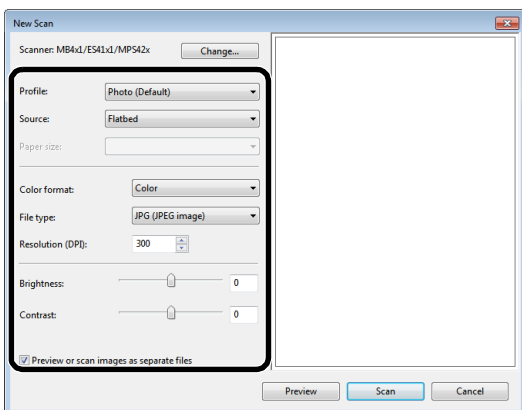


- The explanations in this section use PaperPort as an example, and may differ from the description depending on your application.
- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 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 click [**WIA: MB4x1/ES41x1/MPS42x**] (for MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb) or [**WIA: MB4x1+LP/MPS47x**] (for MB461+LP, MB491+LP, MPS4700mb).
  - 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.

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
- 2 Press the <**SCAN**> key.
- 3 Press the ▼ to select [**Remote PC**] and then press .
- 4 Click [Start] on your computer, and select [**All Programs**] > [**Windows FAX and Scan**].
- 5 Click [**New Scan**].
- 6 Select [**MB4x1/ES41x1/MPS42x**] (for MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb) or [**MB4x1+LP/MPS47x**] (for MB461+LP, MB491+LP, MPS4700mb) 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 10.6 to 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 in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
  - 2 Press the <**SCAN**> key.
  - 3 Press the ▼ to select [**Remote PC**] and then press .
  - 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 [**Display the detailed information**].
- 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" P. 44.

### Reference

- For details on how to start a scan job, refer to the User's Manual Advanced.

## Installing the Software

- 1 Insert the "Software DVD-ROM" into your computer.  
A window opens.
- 2 Select [**ActKey**] from [**Software**].
- 3 Install the software as instructed.
- 4 Click [**Finish**].

## Starting the Software

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

## Starting ActKey when Scanning to a Local PC

You can set ActKey to start when you select [**Local PC**] 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 [**MB4x1/ES41x1/MPS42x**] (for MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb) or [**MB4x1+LP/MPS47x**] (for MB461+LP, MB491+LP, MPS4700mb) 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 cannot 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.
- 2 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 5. Otherwise, please carry out step 3 and 4.
- 3 Press the <**SCAN**> key on the operator panel of the machine.
- 4 Press the ▼ to select [**Remote PC**] and then press (OK).
- 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 Local PC. 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.

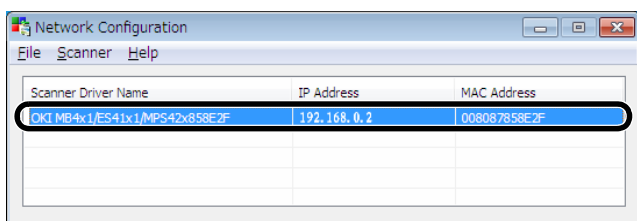
When installing ActKey, Network Configuration is also installed simultaneously.

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.

**Note**

- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.



### Method to add a new network scanner

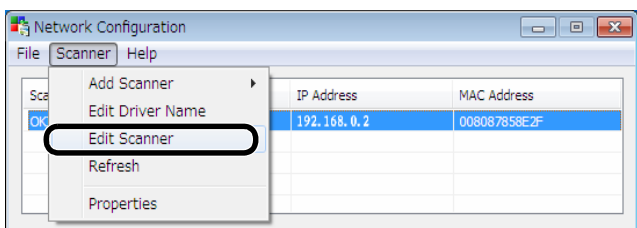
To add a new network scanner, select [**Add Scanner**] from the [**Scanner**] menu, and select scanner driver name of the added scanner.

### Method to change a scanner driver name

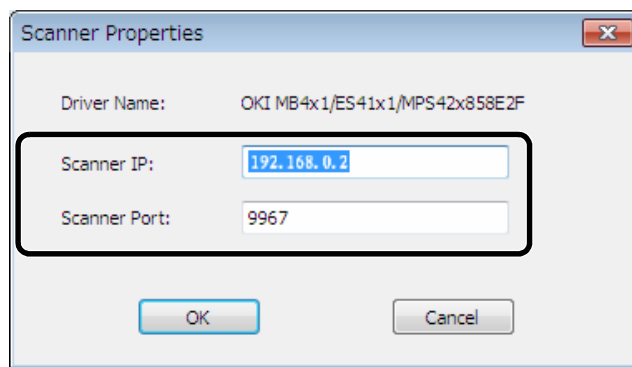
When a scanner driver name has been changed, select [**Edit Driver Name**] from the [**Scanner**] menu and then change the scanner driver name.

### 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 Local PC

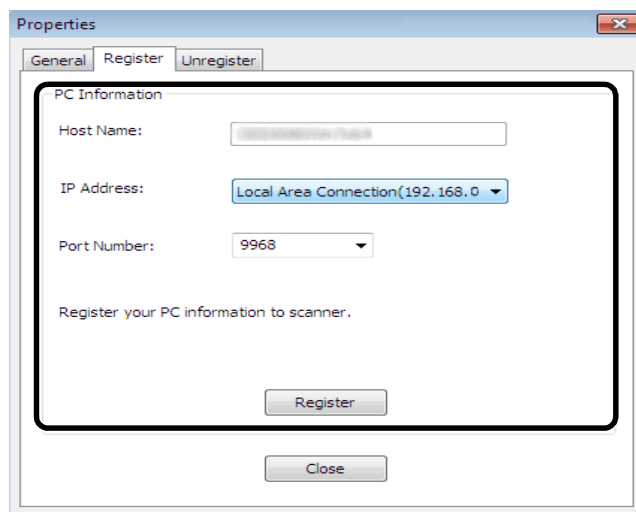
To execute Scan To Local PC, you need to register the computer name, IP address and port number in the machine.

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.

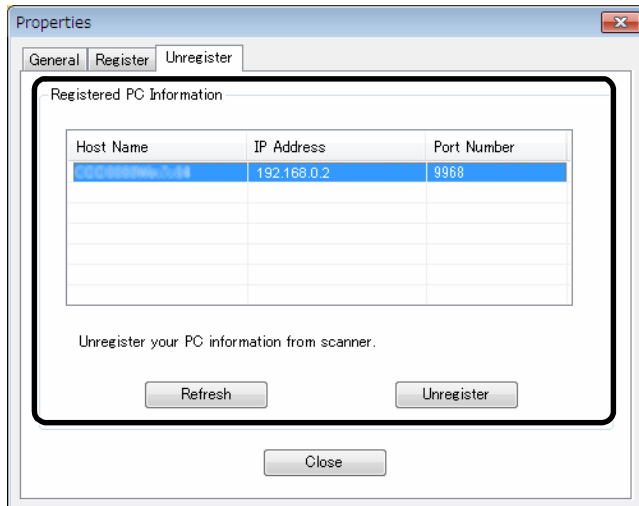
If the machine is tuned off and cannot be connected, an error occurs when registering. After registering, if the computer's name, IP address or port number is changed, you need to register again with the above procedure.



## ■ 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 Internet Faxing and Scan To E-mail

This section explains useful functions for the Internet fax and scan to e-mail function.

MDN is a message to notify the sender about the status after the recipient has received the document.

DSN is a message to notify the sender about the delivery status if the transmitted document has reached the recipient.

If the machine receives a DSN request, it will not send a response.

## Memo

- To enter [**Admin Setup**] menu, a password is necessary. The default password is "aaaaaa".

## Note

- To receive response from MDN or DSN, enable the setting of MDN and DSN requests, and make email reception settings in advance.

## Reference

- For the reception setting of emails, refer to "[Configuring Server to Print Files Attached to E-mails](#)" P. 164.

## Enabling MDN and DSN Requests

Do the following procedure to request MDN and DSN when you transmit Internet faxes and emails.

- 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 [**E-mail Setup**] and then press **OK**.
- 7 Press the ▼ to select [**MCF Report**] and then press **OK**.
- 8 Press the ▼ to select [**ON**] and then press **OK**.
- 9 Press the ◀ until the top screen appears.

## Enabling MDN Response

Do the following operation to transmit the MDN response when the machine receives MDN requests.

- 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 [**E-mail Setup**] and then press **OK**.
- 7 Press the ▼ to select [**MDN Response**] and then press **OK**.
- 8 Press the ▼ to select [**ON**] and then press **OK**.
- 9 Press the ◀ until the top screen appears.

## ■ Useful Functions for Scanning to Local and Remote PCs

This section explains useful functions for scanning to local and remote PCs.

### Memo

- To enter the [**Admin Setup**] menu, a password is necessary. The default password is "aaaaaa".

### Setting PC Scan Mode

You can select either simple scan mode or secure scan mode for scanning to local PC 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 local PC and scan to remote PC functions connecting to network.

### ! Note

- If you select [**Disable**] on this function, you cannot use scan to local PC and scan to remote PC 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 Local PC (WSD Scan) function and the Scan To Remote (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 Local PC (WSD Scan) function and Scan To Remote (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.



# 4. Printing

This chapter explains advanced printing operations.

## ■ Useful Operations for Printing From a Computer

This section explains useful operations when you print a document from a computer.

### Memo

- The display and procedure may differ according to the operating system, the applications, and the version of the printer driver you are using. This section uses Wordpad and TextEdit in Windows and Mac OS X as examples.
- For the MB441, MB461, MB461+LP and ES4161 MFP, "Mp tray" refers to the "Manual Feeder".

### Reference

- For additional information on the setting items on the printer driver, refer to its online help.

## Manual Printing

You can print a document feeding paper manually on the MP tray. The machine prints on a sheet of paper at a time. Every time a page is printed, a message appears requesting to load paper on the MP tray. Select [**Start**] on the message to continue to print.

- 1 Load paper on the MP tray.
- 2 Open the file you want to print.
- 3 Configure the print settings on the printer driver and start printing.

### For MB441/MB461/MB461+LP/ES4161 MFP Windows PCL/PCL XPS Printer Driver


- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 On the [**Setup**] tab, select [**Manual**] from [**Source**].
- 4 Configure other settings if necessary and then start printing.
- 5 When a request message appears on the operator panel for loading paper on the MP tray, press the ◀ or ▶ to select [**Start**] and then press **OK**.  
If you print a document of multiple pages, every time a page is printed the same message appears.

### For MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Windows PCL/PCL XPS Printer Driver

- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 On the [**Setup**] tab, select [**Multipurpose Tray**] from [**Source**].
- 4 Click [**Paper Feed Options**].
- 5 Select the [**Use MP tray as manual feed**] check box and then click [**OK**].
- 6 Configure other settings if necessary and then start printing.
- 7 When a request message appears on the operator panel for loading paper on the MP tray, press the ◀ or ▶ to select [**Start**] and then press **OK**.  
If you print a document of multiple pages, every time a page is printed the same message appears.

### For Windows PS Printer Driver


- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 Select the [**Paper/Quality**] tab.
- 4 Select [**Multi-Purpose Tray**] from [**Paper Source**].
- 5 Click [**Advanced**].
- 6 Click [**Multipurpose tray is handled as manual feed**] and select [**Yes**] from the drop-down list.

- 7 Click [**OK**].
- 8 Configure other settings if necessary and then start printing on the print dialog.
- 9 If a request message appears on the operator panel for loading paper on the MP tray, press the ◀ or ▶ to select [**Start**] and then press .  
If you print a document of multiple pages, every time a page is printed the same message appears.

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### For MB441/MB461/MB461+LP/ ES4161 MFP Mac OS X PCL Printer Driver

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- 1 From the [**File**] menu, select [**Print**].
- 2 Select [**Setup**] from the menu.
- 3 Select [**Manual Feed**] from [**Paper Source**].
- 4 Configure other settings if necessary and then start printing.
- 5 When a request message appears on the operator panel for loading paper on the Manual tray, press the ◀ or ▶ to select [**Start**] and then press .  
If you print a document of multiple pages, every time a page is printed the same message appears.

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### For MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb Mac OS X PCL Printer Driver

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- 1 From the [**File**] menu, select [**Print**].
- 2 Select [**Setup**] from the menu.
- 3 Select [**Multi Purpose Tray**] from [**Paper Source**].
- 4 Click [**Printer Options**].
- 5 Select [**Feed manually from Multipurpose tray**] check box and then click [**OK**].
- 6 Configure other settings if necessary and then start printing.

- 7 When a request message appears on the operator panel for loading paper on the MP tray, press the ◀ or ▶ to select [**Start**] and then press .  
If you print a document of multiple pages, every time a page is printed the same message appears.

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### For Mac OS X PS Printer Driver

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- 1 From the [**File**] menu, select [**Print**].
- 2 Select [**Paper Feed**] from the panel menu.
- 3 Select [**All**] and then select [**Multi-Purpose Tray**].
- 4 Select [**Printer Features**] from the panel menu.
- 5 Select [**Insert Options**] from [**Feature Sets**].
- 6 Select [**Multipurpose tray is handled as manual feed**] check box.
- 7 Configure other settings if necessary and then start printing.
- 8 When a request message appears on the operator panel for loading paper on the MP tray, press the ◀ or ▶ to select [**Start**] and then press .  
If you print a document of multiple pages, every time a page is printed the same message appears.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Printing on Envelopes

You can print on envelopes by changing the paper size setting, and using the MP tray (MB441/MB461/MB461+LP/ES4161 MFP: Manual Feeder) and the face up stacker.

Set the paper size of MP tray on the operator panel, and then make print settings including paper size and paper tray with the printer driver.

### Note

- Warp or creasing may appear after printing. Make sure that there is no problem by test printing.
- Envelopes should be loaded with the address side up.
  - You envelopes (Monarch, Com-9, Com-10, DL, C5, C6) should be loaded so that the flap is on the right side to the feeding direction.

### Memo

- Do not select duplex printing on envelopes.

### Reference

- For available envelopes refer to the User's Manual Basic.
- Manual printing is also available for printing on envelopes. For details on manual printing, refer to "[Manual Printing](#)" P. 49.

- 1 Load paper on the MP tray and then press the set button.
- 2 Open the face up stacker at the rear of the machine.
- 3 Press the <**SETTING**> key on the operator panel.
- 4 Press the ▼ to select [**Paper Setup**] and then press **OK**.
- 5 Press the ▼ to select [**MP Tray**] and then press **OK**.
- 6 Make sure [**Paper Size**] is selected and then press **OK**.
- 7 Press the ▼ to select any of [**Envelope\***] and then press **OK**.  
\*Select a type of envelope.
- 8 Press the ◀ until the top screen appears.
- 9 Open the file you want to print on the computer.
- 10 Configure the paper size, paper source and orientation on the printer driver and then start printing.

## For Windows PCL/PCL XPS Printer Driver

- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 On the [**Setup**] tab, select any of [**Envelope\***] from [**Size**].  
\* Select a type of envelope.
- 4 Select [**Multipurpose Tray**] from [**Source**].
- 5 Select the [**Setup**] tab.
- 6 Select orientation from [**Orientation**].
  - Select [**Portrait**] for Chou envelopes.
  - Select [**Landscape**] for You envelopes.
- 7 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 On the [**Layout**] tab, select orientation from [**Orientation**].
  - Select [**Portrait**] for Chou envelopes.
  - Select [**Landscape**] for You envelopes. Click [**Advanced**] and select [**Rotate**] from [**Page Rotate**] on the advanced options screen.
- 4 Select the [**Paper/Quality**] tab.
- 5 Select [**Multi-Purpose Tray**] from [**Source**].
- 6 Click [**Advanced**].
- 7 Click [**Paper Size**] and select any of [**Envelope\***] from the drop-down list.  
\* Select a type of envelope.
- 8 Click [**OK**].
- 9 Configure other settings if necessary and then start printing.

## For Mac OS X PCL Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select any of [**Envelope\***] from [**Paper Size**].  
\* Select a type of envelope.
- 3 Select orientation from [**Orientation**] and then click [**OK**].
- 4 From the [**File**] menu, select [**Print**].
- 5 Select [**Setup**] from the panel menu.
- 6 Select [**Paper Source**] and then select [**Multipurpose Tray**].
- 7 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## For Mac OS X PS Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select any of [**Envelope\***] from [**Paper Size**].  
\* Select a type of envelope.
- 3 Select orientation from [**Orientation**] and then click [**OK**].
  - Select [**Portrait**] for Chou envelopes, and check the checkbox of [**Page Rotate**] in the [**Job Options**] function set on the [**Printer Features**] panel.
  - Select [**Landscape**] for You envelopes.
- 4 From the [**File**] menu, select [**Print**].
- 5 Select [**Paper Feed**] from the panel menu.
- 6 Select [**All**] and then select [**Multi-Purpose Tray**].
- 7 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Printing on Labels

You can print on labels by changing the media type setting, and using the MP tray and the face-up stacker.

Set the paper size and type for MP tray on the operator panel. Then, make print settings including paper size and paper tray with the printer driver.

### Memo

- Do not select duplex printing on labels.

### Reference

- For available labels, refer to the User's Manual Basic.
- Manual printing is also available for printing on labels. For details on manual printing, refer to "[Manual Printing](#)" P. 49.

- 1 Load paper on the MP tray and then press the set button.
- 2 Open the face up stacker at the rear of the machine.
- 3 Press the <**SETTING**> key on the operator panel.
- 4 Press the ▼ to select [**Paper Setup**] and then press (OK).
- 5 Press the ▼ to select [**MP Tray**] and then press (OK).
- 6 Make sure [**Paper Size**] is selected and then press (OK).
- 7 Press the ▼ to select [**A4**] or [**Letter**] and then press (OK).
- 8 Press the ▼ to select [**Media Type**] and then press (OK).
- 9 Press the ▼ to select the [**Labels**] and then press (OK).
- 10 Press the ◀ until the top screen appears.
- 11 Open the file you want to print on the computer.
- 12 Configure the paper size and tray on the printer driver.

## For Windows PCL/PCL XPS Printer Driver

- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 Select [**A4**] or [**Letter**] from [**Size**] on the [**Setup**] tab.
- 4 Select [**Multipurpose Tray**] from [**Source**].
- 5 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 From the [**File**] menu, select [**Print**].
- 2 Click [**Preferences**].
- 3 Select [**Paper/Quality**] tab.
- 4 Select [**Multi-Purpose Tray**] from [**Paper Source**].
- 5 Click [**Advanced**].
- 6 Click [**Paper Size**] and then select [**A4**] or [**Letter**] from the drop-down list.
- 7 Click [**OK**].
- 8 Configure other settings if necessary and then start printing.

## For Mac OS X PCL/PS Printer Driver

- 1 From the [**File**] menu, select [**Page Setup**].
- 2 Select [**A4**] or [**Letter**] from [**Paper Size**].
- 3 Select [**Print**] from [**File**] menu.
- 4 If the PS printer driver: Select [**Feed Paper**] from the panel menu.  
If the PCL printer driver: Select [**Setup**] from the panel menu.
- 5 If the PS printer driver: Select [**All**] and then select [**Multi-Purpose Tray**].  
If the PCL printer driver: Select [**Paper Source**] and then select [**Multipurpose Tray**].

- 6 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Printing on Custom Size Paper

You can register a customized paper size on the printer driver so you can print on nonstandard paper such as banners.

- Settable custom size range

Width: 86 to 216mm

Length: 140 to 1321mm

Paper size that can be fed is different depending on a tray.

### Note

- Register a paper size and load paper in portrait orientation.
- This function may not be available in some applications.
- If paper length exceeds 356mm, we do not guarantee print quality.
- If paper is so long that it exceeds the paper supports of the MP tray, support it by hand.
- When using tray 1 or tray 2, select the <**SETTING**> key on the operator panel>[**Paper Setup**] >[**Tray 1**] or [**Tray 2**] > [**Paper Size**] > [**Custom**] before doing the following procedure.
- When image is not correctly printed on large size paper in the PS printer driver, by selecting [**Standard (600x600dpi)**] for [**Print Quality**], image may be correctly printed.
- It is not recommended to use paper whose width is less than 100mm since it may cause paper jams.


### Reference

- For details on the paper sizes that can be fed on each tray, that can be used for duplex printing, or that can be registered for custom paper sizes, refer to the User's Manual Basic.
- The [**Auto tray change**] check box is selected by default. When the tray runs out of paper during printing, the machine automatically locates another tray and begins feeding paper from that tray. If you want to feed custom paper only from a particular tray, clear the [**Auto tray change**] check box. For auto tray change, refer to "[Auto Tray Switching](#)" P. 61.

## For Windows PCL Printer Driver


- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491(PCL)**].

- 3 On the [**Setup**] tab, click [**Paper Feed Options**].
- 4 Click [**Custom Size**].
- 5 Enter a name and the dimensions.
  - a) Enter a name for the new size in the [**Name**] box.
  - b) Enter its dimensions in the [**Width**] and [**Length**] boxes.
- 6 Click [**Add**] to save the custom paper size to the list and then click [**OK**].  
You can save up to 32 custom sizes.
- 7 Press [**OK**] until the [**Printing Preferences**] dialog box is closed.
- 8 Open the file you want to print.
- 9 Select the registered paper size and start printing on the print dialog.

 Reference

- For how to specify paper in the printer driver, refer to User's Manual Basic.

### For Windows PS Printer Driver


- 1 Click [**Start**] and select [**Devices and Printers**].
  - 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491(PS)**].
  - 3 On the [**Layout**] tab, click [**Advanced**].
  - 4 Click [**Paper Size**] and select [**PostScript Custom Page Size**] from the drop-down list.
  - 5 Enter the dimensions in the [**Width**] and [**Height**] boxes, and press [**OK**].
-  Note
- [**Offset for Paper Feeder Size**] is not available.
- 6 Press [**OK**] until the [**Print Setup**] dialog box is closed.
  - 7 Open the file you want to print from the application.
  - 8 Select [**PostScript Custom Page Size**] for a paper size and start printing on the printer driver.

 Reference

- For how to specify paper in the printer driver, refer to User's Manual Basic.

### For Windows PCL XPS Printer Driver

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Click a printer icon in [**Printers and Faxes**] and then click [**Print server properties**] on the top bar.
- 3 Select the [**Forms**] tab.
- 4 Select the [**Create a new form**] check box.
- 5 Enter the values in the [**Form name**], [**Paper size**], and [**Printer area margins**]. Click [**Save Form**].
- 6 Click [**Close**].
- 7 Open the file you want to print from the application.
- 8 Select the registered paper size and start printing on the printer driver.

 Reference

- For how to specify paper in the printer driver, refer to User's Manual Basic.

### For Mac OS X PCL/PS Printer Driver

 Note

- In the Mac OS X printer driver, paper size out of the available range can be set, however, image is not correctly printed. set paper size within available range.
- 1 Open the file you want to print.
  - 2 From the [**File**] menu, select [**Page Setup**].
  - 3 Select [**Manage Custom Sizes**] from [**Paper Size**].
  - 4 Click [**+**] to add an item to the list of custom paper sizes.
  - 5 Double-click [**Untitled**] and enter a name for the custom paper size.
  - 6 Enter the dimensions in the [**Width**] and [**Height**] boxes.
  - 7 Click [**OK**].
  - 8 Click [**OK**].
  - 9 From the [**File**] menu, select [**Print**].
  - 10 Configure other settings if necessary and then start printing.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Combining Multiple Pages Onto One Sheet of Paper

You can print multiple pages of a document onto a single side of a sheet of paper.

### ! Note

- This function scales down the page size of your document for printing. The center of the printed image may not be in the center of the paper.
- This function may not be available in some applications.

## For Windows PCL/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select the number of pages to print on each sheet at [**Finishing Mode**].
- 5 Click [**Options**].
- 6 Specify each setting at [**Page Borders**], [**Page layout**], and [**Bind Margin**], and then click [**OK**].
- 7 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Layout**] tab, select the number of pages to print on each sheet from [**Pages per Sheet**].
- 5 Specify the following settings.
  - Select the [**Draw Borders**] check box to draw borders between pages on each sheet.
  - Select [**Advanced**] > [**Pages per Sheet Layout**] to set the layout of pages on each sheet.

### ! Note

- [**Draw Borders**] and [**Pages per Sheet Layout**] are not available with Windows Server 2003, and Windows XP.
- 6 Configure other settings if necessary and then start printing.

## For Mac OS X PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Layout**] from the panel menu.
- 4 Select the number of pages to print on each sheet from [**Pages per Sheet**].
- 5 Specify each setting at [**Border**] and [**Layout Direction**].
- 6 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Making Duplex Prints

You can print on both sides of a sheet of paper.

- Paper size that can be used for duplex printing  
A4, B5, Letter, Legal13, Legal 13.5, Legal 14, Executive, 16K (197x273mm, 195x270mm, 184x260mm) Custom size  
A5, A6, Statement, DL, C5, C6, Com-9, Com-10, Monarch cannot be used for duplex printing.
- Media weight that can be used for duplex printing  
60~122g/m<sup>2</sup>  
Using media weight other than the above causes paper jams, therefore do not use.

### ! Note

- When performing duplex printing with the face-up stacker opened, the message indicating that the face-up stacker should be closed on the display of the operator panel. At this moment, by closing the face-up stacker, you can restart printing.
- This function may not be available in some applications.

### Memo

- The width and length of custom size that can be used for duplex printing are as follows.
    - Width: 182 to 215.9mm (7.2 to 8.5 inch)
    - Length: 257 to 356mm (10.1 to 14.0 inch)
- 1 Check that the face-up stacker on the rear size of the machine is closed.
  - 2 Make print settings for duplex printing with the printer driver of the computer and then start printing.

## For Windows PCL/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select [**Long Edge**] or [**Short Edge**] from [**2-Sided Printing**].
- 5 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Layout**] tab, select [**Flip on Long Edge**] or [**Flip on Short Edge**] from [**Print on Both Sides**].
- 5 Configure other settings if necessary and then start printing.

## For Mac OS X PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 If the PS printer driver: Select [**Layout**] from the panel menu.  
If the PCL printer driver: Select [**Setup**] from the panel menu.
- 4 If the PS printer driver: Select [**Long-Edge binding**] or [**Short-Edge binding**] from [**Two-Sided**] on the [**Layout**] panel.  
If the PCL printer driver: Select [**Long-Edge Binding**] or [**Short-Edge Binding**] from [**Duplex**].
- 5 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Scaling to Pages

You can print data formatted for one size page onto a different size page without modifying the print data.

### Note

- This function may not be available in some applications.
- This function is not available with the Windows PS printer driver.

## For Windows PCL/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select [**Paper Feed Options**].
- 5 Select the [**Resize document to fit printer page**] check box in [**Fit to Page**].
- 6 Select a scaling value from [**Conversion**] and click [**OK**].
- 7 Configure other settings if necessary and then start printing.

## For Mac OS X PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Paper Handling**] from the panel menu.
- 4 Select the [**Scale to fit paper size**] check box.
- 5 Select the paper size you want to use from [**Destination paper Size**]. (For Mac OS X 10.5 to 10.8)  
Select the paper size you want to use from [**Scale to fit Paper Size**]. (For Mac OS X10.4)
- 6 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.



## Collating Pages

You can print copies of multiple sets of a multipage document.

### ! Note

- This function may not be available in some applications.
- Turn off the page collating mode in the application when you use this function with the Windows PS and Mac OS X PS printer driver.
- This function is not available with the Windows PCL printer driver.

### For Windows PCL XPS/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select [**Job Options**] tab.
- 5 Select the number of print copies from [**Copies**], and check the [**Collate**] box.
- 6 Configure other settings if necessary and then start printing.

### For Mac OS X PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Paper Handling**] from the panel menu. (For Mac OS X 10.7 to 10.8)  
Select [**Copies & Pages**] from the panel menu. (For Mac OS X 10.4)
- 4 Check the [**Collate Pages**] box. (For Mac OS X 10.7 to 10.8)  
Check the [**Collated**] box. (For Mac OS X 10.4 to 10.6)

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Mac OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Mac OS X 10.5 to 10.6.

### For Mac OS X PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Features**] from the panel menu.

- 4 Select [**Job Options**] from [**Feature Sets**].

- 5 Check the [**Collated**] box.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Mac OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Mac OS X 10.5 to 10.6.

## Setting the Page Order

You can set whether pages are printed in forward or reverse order to suit your needs.

If you want pages to be stacked in numeric order, forward order is usually appropriate with the face down stacker, and reverse order with the face up stacker.

If using a face-up stacker, set the printing to run in the reverse order to stack the paper in the order of the pages.

### ! Note

- Reverse order is not available with the Windows PCL/PCL XPS printer driver.
- If the face up stacker is not opened, pages are output on the face down stacker.

### For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Layout**] tab, select [**Front to Back**] or [**Back to Front**] from [**Page Order**].
- 5 Configure other settings if necessary and then start printing.

### Memo

- If [**Page Order**] does not appear, click [**Start**] > [**Devices and Printers**] > right-click the OKI MB491 icon > select [**Printer properties**] > [**OKI MB491(PS)**] > [**Advanced**] > [**Enable advanced printing features**].

### For Mac OS X PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Paper Handling**] from the panel menu.

- 4 Select [**Normal**] or [**Reverse**] from [**Page Order**] on the [**Paper Handling**] panel.
- 5 Configure other settings if necessary and then start printing.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Booklet Printing

You can print multipage documents with their pages ordered and arranged so that the final printed output can be folded into a booklet.

 Note

- This function may not be available in some applications.
- This function is not available with the Windows PCL printer driver and the Mac OS X printer driver.
- Watermarks are not printed properly with this function.
- This function is not available when executing encrypted authentication printing from the client computer that shares the machine in the network by the print server.

### For Windows PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select [**Booklet**] at [**Finishing Mode**].
- 5 Click on [**Options**] and set the binding and print options as required.
  - [**Signature**]: Specifies a unit of pages to be bound.
  - [**Right to Left**]: Print the booklet to be opened toward the right hand.
- 6 Click [**OK**].
- 7 Configure other settings if necessary and then start printing.
  - When you make an A5-size booklet using A4-size papers, set the [**Size**] option to [**A4**] on the [**Setup**] tab.

### For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].

- 4 On the [**Layout**] tab, select [**Booklet**] at [**Page Format**].

If you want to print border lines, select the [**Draw Borders**] check box to draw borders.
- 5 Configure other settings if necessary and then start printing.

 Memo

- When you want to make an A5 booklet using A4 sheets, select [**A4**] for the paper size.
- When making a booklet whose right side is bound (The right side is bound when the first page is the front), click [**Advanced**] on the [**Layout**] tab and select [**Right edge**] for [**Booklet binding**].  
[**Booklet binding**] cannot be used in Windows XP/Windows Server 2003.
- If you cannot use this function, click [**Start**] > [**Devices and Printers**] > right-click the OKI MB491 icon > select [**Printer properties**] > [**OKI MB491(PS)**] > [**Advanced**] > select the [**Enable advanced printing features**] check box.

## Cover Printing

You can feed the first page of a print job from one tray and the remaining pages from another tray. This function is useful when you want to use a kind of paper for a cover and another for body pages.

 Note

- This function is not available with the Windows PCL/PS printer driver.

### For Windows PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select [**Paper Feed Options**].
- 5 Check [**Use different source for first page**].
- 6 Select a paper tray from [**Source**], and click [**OK**].

Select a paper thickness from the [**Weight**] as required.
- 7 Configure other settings if necessary and then start printing.

### For Mac OS X PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Cover Page**] from the panel menu.

- 4 From the [**Print Cover Page**] menu, select [**Before document**].
- 5 Configure other settings if necessary and then start printing.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Changing Print Quality

You can change the print quality to suit your needs.

 Memo

- [**Normal (600X600)**] may produce better results for printing on a larger size of paper with the PS printer driver.

## For Windows Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Select a print quality level at [**Quality**].
- 6 Configure other settings if necessary and then start printing.

## For Mac OS X PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Job Options**] from the panel menu.
- 4 Select a print quality level from [**Print Quality**].
- 5 Configure other settings if necessary and then start printing.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## For Mac OS X PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Features**] from the panel menu.
- 4 Select [**Job Options**] from [**Feature Sets**].
- 5 Select a print quality level from [**Quality**].
- 6 Configure other settings if necessary and then start printing.

 Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Emphasizing Fine Lines

You can print fine lines and small characters clearer.

 Memo

- This function is turned on by default.
- This function is not available with the Windows PCL printer driver.
- With some applications, if this function is turned on, the spaces in bar codes may become too narrow. If this happens, turn off this function.

## For Windows PS/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Click the [**Advanced**].
- 6 Select the [**Adjust ultra fine lines**] check box and then click [**OK**].
- 7 Configure other settings if necessary and then start printing.

## For Mac OS X PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Features**] from the panel menu.
- 4 Select [**Job Option**] from [**Feature Sets**].
- 5 Select the [**Adjust ultra fine lines**] check box.
- 6 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Auto Tray Selection

You can switch paper feed trays with the same size of paper configured on the printer driver automatically.

First, set MP tray to be a target tray for auto selection on the operator panel. Then, set the auto selection of the tray with the printer driver.

### Note

- Make sure to set a paper size for Tray1, Tray2 (optional) and MP tray. Available paper size differs depending on each tray. For details, refer to the User's Manual Basic.
- Tray2 (optional) can only be used on MB461/MB461+LP/MB471/MB471w/MB491/MB491+/MB491+LP/ES4161 MFP/ES4191 MFP/MPS4200mb/MPS4700mb.

### Memo

- In the default settings, the [**MP tray Usage**] is [**Do Not Use**]. In such a case, MP tray is not supported by the auto tray switching function.
- To enter the [**Admin Setup**] menu, you will need an administrator password. The default password is "aaaaaa".

- 1 Press the <**SETTING**> key on the operator panel.
- 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 [**Print Setup**] and then press (OK).
- 6 Check that [**Print Menu**] is selected and then press (OK).

- 7 Check that [**Tray Configuration**] is selected and then press (OK).
- 8 Press the ▼ to select [**MP Tray Usage**] and then press (OK).
- 9 Press the ▼ to select [**When Mismatching**] and then press (OK).
- 10 Press the ◀ until the top screen appears.
- 11 Specify a paper tray on the printer driver and start printing.

## For Windows PCL/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select [**Auto**] from [**Source**].
- 5 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Paper/Quality**] tab.
- 5 Select [**Automatically Select**] from [**Paper Source**].
- 6 Configure other settings if necessary and then start printing.

## For Mac OS X PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Setup**] from the panel menu.
- 4 Select [**Auto**] from [**Paper Source**].

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## For Mac OS X PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Paper Feed**] from the panel menu.
- 4 Select [**All pages**] and select [**Auto Select**].
- 5 Configure other settings if necessary and then start printing.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Auto Tray Switching

You can switch paper feed trays automatically.

When the tray runs out of paper while printing, the machine locates another tray with the same size of paper configured on the printer driver and begins feeding paper from that tray.

This function is effective for large print jobs.

First, set MP tray to be a target tray for auto switching on the operator panel. Then, set the auto switching of the tray with the printer driver.

### Note

- Make sure to set the same values (paper size, media type, media weight) for each tray used for auto tray switching. Available paper size differs depending on each tray. For details, refer to the User's Manual Basic.

### Memo

- In the default settings, the [**MP tray Usage**] is [**Do Not Use**]. In such a case, MP tray is not supported by the auto tray switching function.
- To enter the [**Admin Setup**] menu, you will need an administrator password. The default password is "aaaaaa".

- 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 [**Print Setup**] and then press (OK).
- 6 Check that [**Print Menu**] is selected and then press (OK).
- 7 Check that [**Tray Configuration**] is selected and then press (OK).

- 8 Press the ▼ to select [**MP Tray Usage**] and then press (OK).
- 9 Press the ▼ to select [**When Mismatching**] and then press (OK).
- 10 Press the ◀ until the top screen appears.
- 11 Configure the paper source setting on the print dialog.

## For Windows PCL/PCL XPS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Click [**Paper Feed Options**] on the [**Setup**] tab.
- 5 Check the [**Auto tray change**] box and then click [**OK**].
- 6 Configure other settings if necessary and then start printing.

## For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Click [**Advanced**] on the [**Layout**] tab.
- 5 Select [**On**] from [**Tray Switch**].
- 6 Click [**OK**].
- 7 Configure other settings if necessary and then start printing.

## For Mac OS X PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Setup**] from the panel menu.
- 4 Click [**Printer Options**].
- 5 Check the [**Auto Tray Switch**] box.

### Memo

- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## For Mac OS X PS Printer Driver

### ■ For Mac OS X 10.5 to 10.8

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Functions**] from the panel menu.
- 4 Select [**Paper Feed Options**] from [**Feature Sets**].
- 5 Check the [**Tray Switch**] box.
- 6 Configure other settings if necessary and then start printing.



- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

### ■ For Mac OS X 10.4.0 to 10.4.11

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Error handling**] from the panel menu.
- 4 Select [**Switch to another cassette with the same paper size**].
- 5 Configure other settings if necessary and then start printing.

## Saving Toner

You can print your documents using less toner. You can select the following option.

Printer setting:	Conforms to the device setting
Off:	Printing at a normal density without saving toner
Save Level Low:	Printing at a somewhat lower density
Save Level High:	Printing at a very low density



- The density of the printed images with this function may vary in degree, depending on the document being printed.

## For Windows PCL/PCL XPS/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Select from the [**Toner Saving** :].
- 6 Configure other settings if necessary and then start printing.

## For Mac OS X PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Job Options**] from the panel menu.
- 4 Select from the [**Toner save**].
- 5 Configure other settings if necessary and then start printing.

## For Mac OS X PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Features**] from the panel menu.
- 4 Select [**Job Options**] from [**Feature Sets**].
- 5 Select from the [**Toner Saving**].
- 6 Configure other settings if necessary and then start printing.



- Open the Detailed Setup Menu by pressing the [**Show Details**] button in Max OS X 10.7 to 10.8 or by clicking the triangle symbol at the side of [**Printer**] menu in Max OS X 10.5 to 10.6.

## Secure Printing (for MB491/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb Only)





You can assign a password to a print job so it can only be printed if the password is input at the operator panel.


In order to use this function, the machine must be equipped with an SD memory card.

### ! Note

- If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.
- This function is not available with the Windows PCL XPS printer driver and the Mac OS X printer driver.

## For Windows PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Select [**Secure Print**] at [**Job Type**].
- 6 Enter a job name in the [**Job Name**] box and a password in the [**Personal ID Number**] box.  
If you select the [**Request Job Name for each print job**] check box, a prompt for the job name appears when you send the print job to the machine.
- 7 Click [**OK**].
- 8 Configure other settings if necessary and then start printing.  
The print job is sent to the machine, but is not printed.
- 9 Press the <**PRINT**> key on the operator panel.
- 10 Press the ▼ to select [**Print Job**] and then press .
- 11 Press the ▼ to select [**Stored Job**] and then press .
- 12 Enter your password set in step 6 in the [**Password**] box and then press  to start a job searching.
  - Press the <**CLEAR**> key if you enter a wrong number.
  - Press the <**STOP**> key if you want to stop the job search.
- 13 Make sure [**Print**] is selected and press . If you select [**Delete**], you can cancel the print job.

- 14 Enter the number of copies and then press .

### ! Note

- If you forget your password set for a job and do not print the job transmitted to the machine, the job remains in the SD memory card.
- The print job stored on the SD memory card is automatically deleted after printing.

## Encrypted Secure Printing (for MB491/MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb Only)

You can encrypt your documents before sending them from a computer to the machine. Therefore, you can prevent unauthorized access to confidential information.






The document is unprinted and stored in an encrypted format on the SD memory card in the machine until you enter the registered password at the operator panel.

The print job stored on the SD memory card is automatically deleted after printing or if it is not printed for more than a certain period of time. If an error occurs when the data is sent or if an unauthorized person is detected trying to access the job, it is automatically deleted.

### ! Note

- If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.
- This function is not available with printer drivers for the 64-bit editions of Windows 8, Windows Server 2012, Windows 7, Windows Vista, Windows Server 2008 R2, Windows Server 2008, Windows Server 2003, and Windows XP.
- This function is not available with the Windows PCL XPS printer driver and the Mac OS X printer driver.
- You cannot use this function with the poster printing mode and the booklet mode with the Windows PCL printer driver if you share the machine with a print server.
- When you use this function, clear the [**Give Priority to the host release**] check box.
- [**Desktop**] > [**Charm bar**] (displayed by moving the mouse cursor to the top-right corner of the screen or by clicking the right of the screen) > [**Setup**] > [**Control Panel**] > [**Displaying Devices and Printers**] > OKI MB491 Icon > [**Printer properties**] > [**OKI MB491(PS)**] > [**Device Settings**] > [**Print only Encrypted data**] cannot be enabled with Windows 8 and Windows Server 2012.
- [**Start**] > [**Devices and Printers**] > OKI MB491 Icon > [**Printer properties**] > [**OKI MB491(PS)**] > [**Device Settings**] > [**Print only Encrypted data**] cannot be enabled with Windows 7 and Windows Server 2008 R2.
- [**Start**] > [**Operator panel**] > [**Printers**] > OKI MB491 Icon > [**Properties**] > [**OKI MB491(PS)**] > [**Device Settings**] > [**Print only Encrypted data**] cannot be enabled with Windows Server 2008 and Windows Vista.


## For Windows PCL/PS Printer Driver

- 1 Open the file you want to print.
  - 2 From the [**File**] menu, select [**Print**].
  - 3 Click [**Preferences**].
  - 4 Select the [**Job Options**] tab.
  - 5 Select [**Encrypted Secure Print**].
  - 6 Enter a password in the [**Password**] box and configure other options if necessary.
-  Reference
- For details on the options, refer to the on-screen explanations of the driver.
- 7 Click [**OK**].
  - 8 Configure other settings if necessary and then start printing.  
The print job is sent to the machine, but is not printed.
  - 9 Press the <**PRINT**> key on the operator panel.
  - 10 Press the ▼ to select [**Print Job**] and then press .
  - 11 Press the ▼ to select [**Encrypted Job**] and then press .
  - 12 Enter the password you set in step 6 in the [**Password**] box and then press  to start a job searching.
    - Press the <**CLEAR**> key if you enter a wrong number.
    - Press the <**STOP**> key if you want to stop the job search.
  - 13 Make sure [**Print**] is selected and press .
 

If you select [**Delete**], you can delete the print job, and all of the encrypted jobs with the same password are deleted as well.

## Watermark Printing

You can print pages with a watermark or text.

-  Note
- This function is not available with the Mac OS X printer driver.
  - Watermarks are not printed properly for booklet printing.

## For Windows Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].

- 3 Click [**Preferences**].
- 4 Select [**Job Options**] tab.
- 5 Click [**Watermark**].
- 6 Click [**New**].
- 7 Specify text, a size and an angle for the watermark and then click [**OK**].
- 8 Click [**OK**].
- 9 Configure other settings if necessary and then start printing.

 Note

- Watermarks are printed over the text or images of documents in the default settings with the Windows PS. printer driver. To print in the background of documents, check the [**In Background**] box in the [**Watermark**] window.  
When the [**Background**] is checked on the [**Watermark**] window, depending on an application you use, the watermark may not be printed. In such a case, uncheck [**Background**].

## Overlay Printing

You can print overlays such as logos or forms on documents.

The machine must be equipped with an SD memory card for this function.

 Note

- This function is not available with the Windows PCL XPS printer driver and the Mac OS X printer driver.
- To use this function on a Windows PS printer driver, you need to log into your computer as an administrator.

- 1 Create an overlay with the Configuration Tool and register it on the machine.
- 2 Define the overlay on the printer driver and start printing.

## For Windows PCL Printer Driver

 Memo

- Overlay is a group of forms. Three forms can be registered in an overlay.  
The forms are printed over in a registered order. The form registered last is printed at the top.

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Click [**Vector**] of [**Print Mode**].



- 6 Click [**Overlay**].
- 7 Select the [**Print Using Active Overlays**] check box.
- 8 Click [**Define Overlays**].
- 9 Enter a name for the overlay in the [**Overlay Name**] box.
- 10 Enter the ID of the form you registered in the Configuration Tool in the [**ID Value(s)**].
- 11 Select the pages of the document on which to print the overlay from the [**Print on Pages**] drop-down list.
- 12 Click [**Add**].
- 13 Click [**Close**].
- 14 Select the overlay to use from the [**Defined Overlays**] and click [**Add**].
- 15 Click [**OK**].
- 16 Configure other settings if necessary and then start printing.

### For Windows PS Printer Driver



- An overlay is a form group. You can register three forms with one overlay.

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**] > [**OKI MB491(PS)**].
- 3 Select the [**Job Options**] tab.
- 4 Click [**Overlays**].
- 5 Select [**Use Overlay**] from the dropdown list and click [**New**].
- 6 Enter the exact name of the overlay you registered in the Configuration Tool in the [**Form Name**] box and click [**Add**].
- 7 Enter a name for the overlay in the [**Overlay Name**] box
- 8 Select the page of the document on which to print the overlay from the [**Print on Pages**] drop-down list.
- 9 Click [**OK**].

- 10 Select the overlay to use from the [**Defined Overlay**] list and then click [**Add**].
- 11 Click [**OK**].
- 12 Click [**OK**] to close the print setup dialog box.
- 13 Open the file you want to print.
- 14 Start printing on the print dialog.

### Storing Print Data (for MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)

You can store print data on the SD memory card installed on the machine and print it as needed from the operator panel by entering a password.

#### ! Note

- If there is not enough space on the SD memory card for the spooled data, a message indicating the file system is full appears and the print job does not start.
- This function is not available with the Windows PCL XPS printer driver and the Mac OS X printer driver

### For Windows PCL/PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Check [**Store to SD**].
- 6 Enter a job name in the [**Job Name**] box and a password in the [**Personal ID Number**] box.  
If you check the [**Request Job Name for each print job**] box, a prompt for the job name appears when you send the job to the machine.
- 7 Click [**OK**].
- 8 Configure other settings if necessary and then start printing.  
The print job is sent to the machine, but is not printed.
- 9 Press the <**PRINT**> key on the operator panel.
- 10 Press the ▼ to select [**Print Job**] and then press (OK).

11 Press the ▼ to select [**Stored Job**] and then press **OK**.

12 Enter the password you set in step 6 in the [**Password**] box and then press **OK** to start a job searching.

- Press the <**CLEAR**> key if you enter a wrong number.
- Press the <**STOP**> key if you want to stop the job search.

13 Make sure [**Print**] is selected and then press **OK**.

If you select [**Delete**], you can delete the print job.

14 Enter the number of copies and then press **OK**.

#### Reference

- You can delete stored print data with the Configuration Tool.
- The print job stored on the SD memory card remains after printing.

## Saving the Driver Settings

You can save the printer driver settings.

#### Note

- This function is not available with the Windows PS printer driver, the Mac OS X printer driver and the Fax driver.

## For Windows PCL/PCL XPS Printer Driver

### ■ Saving the Settings

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and then select [**Printing preferences**] > [**OKI MB491(\*)**].  
\*Select the type of driver you want to use.
- 3 Configure the print settings to save.
- 4 On the [**Setup**] tab, click [**Save**] at [**Driver Settings**].
- 5 Specify a name for the setting to save and then click [**OK**].  
If you select the [**Include media settings**] check box, the paper configuration on the [**Setup**] tab is also saved.

6 Click [**OK**] to close the print setup dialog box.

#### Memo

- Up to 14 forms can be stored.

### ■ Using the Saved Settings

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Setup**] tab, select a setting you want to use from [**Driver Settings**].
- 5 Start printing.

## Changing the Driver's Default Settings

You can use print settings often used as the printer driver's default settings.

### For Windows Printer Driver

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and then select [**Printing preferences**] > [**OKI MB491(\*)**].  
\*Select the type of driver you want to use.
- 3 Configure the print settings to use as the driver's default setting.
- 4 Click [**OK**].

### For Mac OS X PCL/PS Printer Driver

- 1 Open a file.
- 2 From the [**File**] menu, select [**Print**].
- 3 Configure the print settings to use as the driver's default settings.
- 4 Select [**Save Current Settings as Preset...**] from [**Presets**]. (For Mac OS X 10.7 to 10.8)  
Select [**Save As**] from [**Presets**]. (For Mac OS X 10.4 to 10.6)
- 5 Enter a name for the settings and click [**OK**].

6 Click [**Cancel**].

**Note**

- To use the saved settings, select the name from [**Presets**] in the print dialog.

## Using Printer Fonts

You can print your documents using pre-installed printer fonts by substituting them for TrueType fonts in the computer.

**Note**

- The printer fonts do not exactly duplicate the appearance of the TrueType fonts seen on screen.
- This function is not available with the Windows PCL XPS printer driver and the Mac OS X printer driver.
- To use this function with the Windows PS printer driver you must be logged on your computer as an administrator.
- This function is not available in some applications.

### For Windows PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Click [**Font**].
- 6 Select the [**Font Substitution**] check box.
- 7 Specify which printer font you substitute for each TrueType font in the [**Font Substitution Table**].
- 8 Click [**OK**].
- 9 Configure other settings if necessary and then start printing.

### For Windows PS Printer Driver

- 1 Click [**Start**] and select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and then select [**Printer properties**] > [**OKI MB491(PS)**].
- 3 Select the [**Device Settings**] tab.
- 4 Substitute a printer font for each TrueType font in the [**Font Substitution Table**].

To specify the font substitution, click each TrueType font and select a printer font to substitute from the pull-down menu.

5 Click [**OK**].

6 Open the file you want to print.

7 From the [**File**] menu, select [**Print**].

8 Click [**Preferences**].

9 On the [**Layout**] tab, click [**Advanced**].

10 Select [**Substitute Device Font**] at [**TrueType Font**] and then click [**OK**].

11 Configure other settings if necessary and then start printing.

## Using Computer Fonts

You can print your documents using TrueType fonts in the computer to retain the font appearance on screen.

**Note**

- This function is not available with the Windows PCL XPS printer driver and the Mac OS X PS printer driver.

### For Windows PCL Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 Select the [**Job Options**] tab.
- 5 Click [**Font**].
- 6 Clear the [**Font Substitution**] check box and then click [**OK**].
  - [**Download as Outline Font**]  
Font images are created by the printer.
  - [**Download as Bitmap Font**]  
Font images are created by the printer driver
- 7 Configure other settings if necessary and then start printing.

### For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Layout**] tab, click [**Advanced**].

- Click [**TrueType Font**] and select [**Download as Softfont**] from the dropdown list.
- Click [**OK**].
- Configure other settings if necessary and then start printing.

## Printing to File

You can print a document to a file, without printing it out on paper.

### ! Note

- You must be logged on your computer as an administrator.

## For Windows Printer Driver

- Click [**Start**] and select [**Devices and Printers**].
- Right-click the OKI MB491 icon and then select [**Printer properties**] > [**OKI MB491(\*)**].  
\*Select the type of driver you want to use.
- Select the [**Ports**] tab.
- Select [**FILE:**] from the port list and click [**OK**].
- Start printing on the print dialog.
- Enter the name of a file and then click [**OK**].

## For Mac OS X PCL/PS Printer Driver

- Open the file you want to print.
- From the [**File**] menu, select [**Print**].
- Click [**PDF**] on the print dialog and select a file format.
- Enter the name of a file and select where to save it in and click [**Save**].

## Printing E-mail Attached Files

The machine can print the attached files automatically when it receives an e-mail. To use this function you have to configure the email reception setting.

### ! Note

- The following file formats are supported:
  - TIFF (V6 Baseline)
  - PDF \* (v1.7)
  - JPEG \*  
\*MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only.
- They differ depending on the file page size and the file format what size of paper an attached file is printed on and whether to enable the fitting function. For the other printing settings for the number of copies or whether to do duplex printing, the current settings configured on the [**Admin Setup**] menu are applied.

### Memo

- Up to 10 files and a maximum of 8 MB for each file can be printed.

### Reference

- For details on how to configure the settings to print e-mail attached files, refer to "[Configuring Server to Print Files Attached to E-mails](#)" P. 164 or the User's Manual Basic.

## Downloading PS Files

You can download PostScript files to the machine and print them.

### ! Note

- This function is available only when you are using a TCP/IP network.

## For OKI LPR Utility

- Launch the OKI LPR Utility.
- Select [**Download**] from the [**Remote Print**] menu.
- Select the file to download and click [**Open**].  
After finishing the download, the PostScript file is printed.

## Printing Out PS Errors

You can print out a PostScript error when it occurs.

### ! Note

- This function is not available with the Windows PCL printer driver and the Windows PCL XPS printer driver.

### For Windows PS Printer Driver

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Click [**Preferences**].
- 4 On the [**Layout**] tab, click [**Advanced**].
- 5 Click [**Send PostScript Error Handler**] under [**PostScript Options**] and select [**Yes**] from the drop-down list.
- 6 Click [**OK**] until the print setup dialog box is closed.

### For Mac OS X PS Printer Driver

### ! Note

- This function is not available with the Mac OS X 10.5 to 10.8.

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Error Handling**] from the panel menu.
- 4 Select [**Print detailed report**] at [**PostScript Errors**].
- 5 Click [**Print**].

## Changing Emulation Mode

You can select the emulation mode.

### Memo

- To enter the [**Admin Setup**] menu, you will need an administrator password. The default password is "aaaaaa".
- 1 Press the <**SETTING**> key on the operator panel.
  - 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 [**Print Setup**] and then press (OK).
  - 6 Press the ▼ to select [**System Configuration Menu**] and then press (OK).
  - 7 Make sure [**Personality**] is selected and then press (OK).
  - 8 Press the ▼ to select an emulation mode and then press (OK).
  - 9 Press the ◀ until the top screen appears.

# 5. Job Macro (for MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)

This chapter explains the job macro function.

## ■ JOB MACRO

This section explains how to make macros for jobs that you do frequently.

You can register macros for frequently used function settings for copying, scanning, faxing, Internet faxing, and printing in the machine and create shortcuts. This "Job Macro" allows you to perform operations more simply and quickly.

You can create a macro for settings on the following functions:

- Copying
- Scanning to network PC
- Internet Fax Sending
- Printing from USB Memory
- Scanning to USB Memory
- Scanning to Fax Server
- Scanning to e-mail
- Fax Sending

### ! Note

- If the user authentication is enabled, log into the machine before following the procedures below.

### Memo

- You can register up to 16 macros.

## Creating a Macro

You can create a macros for settings frequently used.

### ■ Registering a new macro

- 1 Specify the settings you want to register at the operator panel.
- 2 Press the <**JOB MACRO**> key to open the job macro menu.
- 3 Press the ▼ to select a registered number and then press **OK**.
- 4 Check the settings and then press **OK**.  
Press the ▼ to scroll the setting list on the screen.
- 5 Enter a title for the new macro.
- 6 Select [**Enter**] and then press **OK**.
- 7 On the confirmation screen, press the ◀ or ▶ to select [**Yes**] and then press **OK**.

### ■ Overwriting

- 1 Specify the settings you want to register at the operator panel.
- 2 Press the <**JOB MACRO**> key to open the job macro menu.
- 3 Press the ▼ to select an entry number for a new macro and then press **OK**.
- 4 Press the ▼ to select [**Register**] and then press **OK**.
- 5 Check the settings and then press **OK**.  
Press the ▼ to scroll the setting list on the screen.
- 6 On the confirmation screen, press the ◀ or ▶ to select [**Yes**] and then press **OK**.
- 7 Enter a title for the new macro.
- 8 Select [**Enter**] and then press **OK**.

## Using Macros

You can use macros by reading out the macros.

- 1 Press the <**JOB MACRO**> key to open the job macro menu.
- 2 Press the ▼ to select the macro you want to use and then press **OK**.
- 3 Select [**Readout**] and then press **OK**.
- 4 Check the settings and then press **OK**.  
Press the ▼ to scroll the setting list on the screen.
- 5 Press the ◀ or ▶ to select [**Yes**] on the confirmation message **OK**.  
If the access control is enabled on the functions you want to use, a message appears indicating that you are not permitted to use them and the screen returns to the confirmation message.  
If fax server function is enabled, macro for fax sending cannot be used. And if it is disabled, macro for scanning to fax server cannot be used. When it was changed, register new macro.
- 6 Start a job.

## Editing the Title

You can edit the title of your macro.

- 1 Press the <**JOB MACRO**> key to open the job macro menu.
- 2 Press the ▼ to select the macro whose title you want to edit and then press **OK**.
- 3 Press the ▼ to select [**Title Edit**] and then press **OK**.
- 4 Check the settings and then press **OK**.  
Press the ▼ to scroll the setting list on the screen.
- 5 Enter a new title.
- 6 Select [**Enter**] and then press **OK**.

## Deleting a Macro

You can delete macros.

- 1 Press the <**JOB MACRO**> key to open the job macro menu.
- 2 Press the ▼ to select the macro you want to delete and then press **OK**.
- 3 Press the ▼ to select [**Delete**] and then press **OK**.
- 4 Check the settings and then press **OK**.  
Press the ▼ to scroll the setting list on the screen.
- 5 Press the ◀ or ▶ to select **OK** on the confirmation screen.

# 6. Configuring at the Operator Panel

This chapter explains how to configure the equipment settings from the <SETTING> key on the operator panel.

## ■ Changing the Equipment Settings

This section explains the basic procedure to change the equipment settings.

### Reference

- For details on the menu structure of the equipment settings, refer to "Device Setting Menu" P. 74.

### Memo

- An item which cannot be re-set is indicated as [---].

### Admin Setup or Easy Setup

To enter the [Admin Setup] menu or the [Easy Setup] menu, an administrator password is necessary.

### Memo

- The default password is "aaaaaa".

- 1 Press the <SETTING> key to open the equipment setting menu.
- 2 Press the ▼ to select [Admin Setup] or [Easy Setup] and then press (OK).
- 3 Enter the administrator password.
- 4 Select [Enter] and then press (OK).
- 5 Press the ▼ to select the setup menu on which you want to change a setting and then press ►.
- 6 Change the setting and then press (OK)  
For [Easy Setup], repeat step 6 until the message indicating the setting completion is displayed.
- 7 For [Admin Setup], press the ◀ until the top screen appears.  
For [Easy Setup], press the ◀ to complete the setup.

### Memo

- If you want to cancel the setup of [Easy Setup], press <RESET/LOG OUT> key.

### Other Menus

- 1 Press the <SETTING> key to open the equipment setting menu.
- 2 Press the ▼ to select the setup menu on which you want to change a setting and then press (OK).
- 3 Change the setting and then press (OK).
- 4 Press the ◀ until the top screen appears.



## ■ Checking the Current Settings

This section explains the basic operational procedure for report printing. With report printing, you can check the current settings of the machine.

### Printing Reports

You can print and check the configuration or the job logs of the machine.

#### Reference

- For details on the reports you can print and the structure of the **[Reports]** menu, refer to "Reports" P. 74.

- 1 Press the **<SETTING>** key.
- 2 Make sure **[Reports]** is selected and then press **OK**.  
If you want to print the **[Menu Map]**, follow procedure 4.
- 3 Press the **▼** to select the category to which the report you want to print belongs and then press **OK**.
- 4 Press **▼** to select the report you want to print and then press **OK**.  
If the entry screen for the admin password, enter the admin password and select **[Enter]**, and then, press **OK**.
- 5 Press the **◀** or **▶** to select **[Yes]** on the confirmation message and then press **OK**.

#### Note

- When **[Admin Setup]>[Management]>[System Setup]>[Allow All Reports To Print]** is **[Disable]**, the admin password is required for printing the following reports.
  - Scan To Log
  - Speed Dial List
  - Address Group List
  - Communication Management Report (Fax)
  - Communication Management Report (Email / Internet Fax)
  - Email Address List

## List of the Device Setting Menu Items

This section explains the configuration of the equipment setting menu.



- Factory default setting values are different according to the region where the machine is used.

### Device Setting Menu

Items	Description	Reference
Reports	Prints reports.	<a href="#">page 74</a>
Paper Setup	Performs the paper settings of trays.	<a href="#">page 75</a>
Address book	Creates or edits an address book.	<a href="#">page 76</a>
Phone book	Creates or edits a phone book.	<a href="#">page 77</a>
Profile	Creates or edits a profile.	<a href="#">page 78</a>
Network Scan Destination	Sets a destination of the network scan.	<a href="#">page 80</a>
Store Document Settings	Performs the storing setting of scanned document data.	<a href="#">page 80</a>
View Information	Checks the machine information.	<a href="#">page 81</a>
Easy Setup	Performs Easy Setup. To enter this menu, the admin password is required.	<a href="#">page 82</a>
Wireless Setting	MB451w/MB471w only Performs Wireless Setting. To enter this menu, the admin password is required.	<a href="#">page 83</a>
Enabling Wired Communications	MB451w/MB471w only This item appears when the Wireless is enable. Performs Enabling Wired Communications. To enter this menu, the admin password is required.	<a href="#">page 83</a>
Admin Setup	Performs Admin Setup. To enter this menu, the admin password is required.	<a href="#">page 84</a>

### List of Each Setup Menu

#### Reports

Item	Description	
Configuration	Prints the configuration details of the machine.	
System	File List	Prints a file list.
	Demo Page	Prints a demo page.
	Error Log	Prints an error log.
	Scan To Log	Prints the results of the jobs of Scan to E-mail, Scan to Network PC, or Scan to USB Memory. Display condition: <b>[Admin Setup]&gt;[Management]&gt;[Job Log Setup]&gt;[Save Job Log]</b> is set to <b>[Enable]</b> .
	MFP Usage	Copies Prints the total of the job logs. Specifies the number of pages to print in the <b>[Copies]</b> screen.
	Network Information	Prints general information on the network.
Fax	Speed Dial List	Prints the list of the fax numbers registered for speed dials.
	Group List	Prints the list of the fax numbers registered under groups.
	Fax Tx/Rx Log	Prints the list of the communication results of the latest 50 fax jobs received or sent. If <b>[Admin Setup]&gt;[Fax Server Function]&gt;[Environmental setting]&gt;[Fax Server Function]</b> is set to <b>[ON]</b> , Journal Report for Email/Internet Fax will be printed.
	Fcode Box List	Prints the list of Fcode boxes. Display condition: <b>[Admin Setup]&gt;[Fax Server Function]&gt;[Environmental setting]&gt;[Fax Server Function]</b> is set to <b>[OFF]</b> .

Item		Description
	Block Junk Fax List	Prints the address list for Block Junk Fax. Display condition: <b>[Admin Setup]&gt;[Fax Server Function]&gt;[Environmental setting]&gt;[Fax Server Function]</b> is set to <b>[OFF]</b> .
Email/ Internet Fax	Journal Report	Prints the results of the latest 50 Email/Internet Fax jobs.
	Address Book	Prints the registered address list.
Print	PCL Font List	Prints the list of PCL font samples.
	PSE Font (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	List Prints the list of PostScript font samples.
	PPR Font List	Prints a font list of IBMPPR.
	FX Font List	Prints a font list of EPSON FX.
	Engine Status	Prints a engine status.

## Paper Setup

Item		Factory Default	Description	
Tray1	Paper Size	A4 or Letter	Selects a paper size.	
	Custom	Width	210 mm (8.3 inch) or 8.5 inch (216 mm)	Sets width and length for a custom paper size. Display condition: <b>[Custom]</b> is selected as a paper size. Available range: Width:100 to 216 mm (3.9 to 8.5 inches) Length:148 to 356 mm (5.8 to 14.0 inches)
		Length	297 mm (11.7 inch) or 11 inch (279 mm)	
	Media Type	Plain	Selects a paper type.	
	Media Weight	Medium	Selects a paper weight.	
Tray2 (MB461/ MB461+LP/ MB471/ MB471w/ MB491/ MB491+/ MB491+LP/ ES4161 MFP/ ES4191 MFP/ MPS4200mb/ MPS4700mb Only)	Paper Size	A4 or Letter	Selects a paper size. Display condition: the second tray unit is installed.	
	Custom	Width	210 mm (8.3 inch) or 8.5 inch (216 mm)	Sets width and length for a custom paper size. Display condition: <b>[Custom]</b> is selected as a paper size. Available range: Width:148 to 216 mm (5.8 to 8.5 inches) Length:216 to 356 mm (8.3 to 14.0 inches)
		Length	297 mm (11.7 inch) or 11 inch (279 mm)	
	Media Type	Plain	Selects a paper type. Display condition: The second tray unit is installed.	
	Media Weight	Medium	Selects a paper weight. Display condition: The second tray unit is installed.	
MP Tray (MB451/ MB451w/ MB471/ MB471w/ MB491/ MB491+/ MB491+LP/ ES4191 MFP/ MPS4200mb/ MPS4700mb Only)	Paper Size	A4 or Letter	Selects a paper size.	
	Custom	Width	210 mm (8.3 inch) or 8.5 inch (216 mm)	Sets width and length for a custom paper size. Display condition: <b>[Custom]</b> is selected as a paper size. Available range: Width:86 to 216 mm (3.4 to 8.5 inches) Length:140 to 1321 mm (5.5 to 52.0 inches)
		Length	297 mm (11.7 inch) or 11 inch (279 mm)	
	Media Type	Plain	Selects a paper type.	
	Media Weight	Medium	Selects a paper weight.	

## List of the Device Setting Menu Items

Item		Factory Default	Description
Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP Only)	Paper Size		A4 or Letter
	Custom	Width	210 mm (8.3 inch) or 8.5 inch (216 mm)
		Length	297 mm (11.7 inch) or 11 inch (279 mm)
	Media Type		Plain
Media Weight		Medium	
Select Tray	Fax (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	Tray1	ON
		Tray2 (MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	ON
		MP Tray	OFF
	Copy	Tray1	ON (Prior)
		Tray2 (MB461/MB461+LP/MB471/MB471w/MB491/MB491+/MB491+LP/ES4161 MFP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	ON
		MP Tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	OFF
Duplex Last Page		Skip Blank Page	If [Skip Blank Page] is selected, when odd pages are printed in the double-sided print mode, the final page is printed on only one side. (*) If [Always Print] is selected, both sides are printed even for odd page job in the double-sided print mode.

\* This function may not be usable by some applications.

## Address Book

Item		Description
E-mail Address	Edit/Register	Name
		E-mail Address
		Group No.
	Delete	
	Sort By Name	
	Sort By Number	
	Search	

Item		Description	
E-mail Group	Edit/Register	Name	Sets a group name. Maximum 16 characters.
		Address No.	Selects address numbers. Maximum 100 addresses to be registered for a group.
	Delete		Deletes the registered group.
	Sort By Name		Sorts groups by name.
	Sort By Number		Sorts groups into registered numerical order.
	Search		Searches for email group by entering head of the name.

## Phone Book

Item		Description	
Speed Dial	Edit/Register	Name	Sets the name of a destination. Maximum 24 characters.
		Fax Number	Sets a fax number. Maximum 40 digits.
		Group No.	Selects a group.
	Delete		Deletes the registered speed dial.
	Sort By Name		Sorts speed dials by name.
	Sort By Number		Sorts speed dials into registered numerical order.
	Search		Searches for speed dial by entering head of the name.
Group No.	Edit/Register	Name	Sets a group name. Maximum 16 characters.
		Speed Dial	Sets a speed dial. Maximum 100 addresses to be registered for a group.
	Delete		Deletes the registered group.
	Sort By Name		Sorts groups by name.
	Sort By Number		Sorts groups into registered numerical order.
	Search		Searches for group by entering head of the name.

## Profile

Item		Factory Default	Description	
Edit/ Register	Profile Name	(NULL)	Sets a profile name. Maximum 16 characters.	
	Protocol	CIFS	Selects a protocol to use for storing files.	
	Target URL	(NULL)	Sets a server address and a directory to store the scanned data. Maximum	
	Port No.	445	Sets a port number. Available range: 1 to 65535.	
	PASV Mode	OFF	Sets whether to use the FTP Passive mode. Display condition: FTP is set as a protocol.	
	User Name	(NULL)	Sets a user name to use for logging onto the server. Maximum 32 characters.	
	Password	(NULL)	Sets a password to use when logging. Maximum 32 characters.	
	Host Kanji-Code	EUC	Select Chinese character code at host side. It is displayed only when FTP is selected by protocol.	
	CIFS Character Set	UTF-16	Sets a character set to use in CIFS. Display condition: CIFS is set as a protocol.	
	Encode Communication	None	Selects an encryption method for communication. Not available when using CIFS protocol. Choices are different depending on the protocol being selected.	
	Scan Size	A4 or Letter	Selects a scan size.	
	Image Settings	Density	0	Sets the density of images.
		Document Type	Text/Photo	Sets the image quality of documents.
		Background Removal	3	Sets the default setup of the background removal of documents.
		Resolution	200 dpi	Selects a resolution for scanning.
		Contrast	0	Sets the contrast of documents.
		Hue	0	Sets the red-green color balance.
Saturation		0	Sets the color saturation of documents.	
RGB	0	Sets the RGB contrast.		
File name	(NULL)	Sets a file name. Maximum 64 characters. The following options can be set as the default file name: *1 #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss)		
Grayscale	OFF	Sets whether to scan a monochrome job in grayscale (ON) or in black and white (OFF).		

Item		Factory Default	Description		
Edit/ Register	File Format	Color	PDF	Sets a file format for scanning.	
		Mono(Grayscale)	PDF		
		Mono (Binary)	PDF		
	Encrypted PDF			Not Encrypt	Sets whether to enable PDF encryption.
		Encryption Level		Medium	Sets the encryption level.
		Document Open Password		Disable	Sets a password to open an encrypted PDF. A document open password cannot be the same as an authority password. Maximum 32 characters.
		Permissions Password		Disable	Sets a password to control printing or editing on an encrypted PDF. An authority password cannot be the same as a document open password. Maximum 32 characters.
		Permission	Permission To Print	Not Allowed	Sets the permission settings on encrypted PDF. Display Condition: An authority password is set.
			Permission To Extract	Not Allowed	
	Permission To Edit		Not Allowed		
Compression-Rate	Color		Low	Sets a compression rate for scanning.	
	Mono (Grayscale)		Low		
	Mono (Binary)		High		
Edge Erase	Setting		OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread documents.	
	Width		5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches).	
Delete			Deletes profiles.		
Sort By Name			Sorts profiles by name.		
Sort By Number			Sorts profiles into registered numerical order.		
Search			Searches for profile by entering head of the name.		

## List of the Device Setting Menu Items

- \*1 In profiles, "#n" or #d" can be specified for **[File Name]**.  
 When specifying "#n": 5-digit serial number between 00000 to 99999  
 When specifying "#d": Date and time when a file is created. 12 digits of yymmddhhmmss.

yy: Year created (the last 2 digits of the Christian Era)      hh: Hours created (00 to 23)  
 mm: Month created (01 to 12)      mm: Minute created (00 to 59)  
 dd: Date created (01 to 31)      ss: Second created (00 to 59)  
 \*A date and time when a file is created are values of the timer of MB491.

Example of file name specification (when the file format is PDF)

When specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf", etc.  
 When specifying "File#d": saved as file names "File090715185045.pdf", etc.  
 When specifying "Scan": "Scan.pdf" is created first, and then, data is saved with the name of "Scan#d.pdf".  
 For "#d", refer to the above.  
 When nothing is specified: "Image.pdf" is created first and then, data is saved with the name of "Image#d.pdf".  
 For "#d", refer to the above.



- File names registered in profiles, are applied when executing Scan To Network PC.  
 When performing Auto Delivery using profiles with these file names, the above names are not applied.  
 The file name at Auto Delivery is fixed to "yymmddhhmmss\_XXXXXXX.pdf". The part of "yymmddhhmmss" is date and time when a file is created for the above "#d", and the part of "\_XXXXXXX" is additional 8 numeric values (meaningless value) so as not to duplicate other files.

## Network Scan Destination

Item		Factory Default	Description
Edit/ Register	Destination	(NULL)	Sets a destination name. Maximum 16 characters.
	Destination Address	(NULL)	Sets a destination address. Maximum 64 characters.
	Port No.	9968	Sets a port number. Available range: 1 to 65535.
Delete			Deletes a destination.
Sort By Name			Sorts destinations by name.
Sort By Number			Sorts destinations into registered numerical order.
Search			Searches for network scan destination by entering head of the name.

## Store Document Settings

Item		Description
Store	Fcode Bulletin board      Over Write	Stores documents in a bulletin box.
Delete	Fcode Bulletin Board	Deletes accumulated documents.
Print	Fcode Box	Prints accumulated document in Fcode Confidential Box.
	Received Documents	Prints accumulated documents in memory.



## View Information

Item		Description	
System information	Serial No.	Indicates the serial number of the machine.	
	Asset No.	Indicates the asset number of the machine.	
	Lot No.	Indicates the production lot number of the machine.	
	CU Version	Indicates the version number of the control unit firmware.	
	PU Version	Indicates the version number of the print unit firmware.	
	Scanner Version	Indicates the version number of the scanner firmware.	
	Panel Version	Indicates the version number of the panel firmware.	
	Total Memory	Indicates the total capacity of all RAMs installed.	
	Flash Memory	Indicates the total capacities of all flash memories.	
	SD Memory Card	Indicates the size of the SD memory card and the version of the file system. In MB441, MB451, MB451w, MB461, MB461+LP, MB471, MB471w and ES4161 MFP, [Not Installed] is displayed.	
Network	IPv4 address	Indicates the IPv4 address of the machine. <b>Display condition:</b> [Admin Setup]>[Network Menu]>[Network Setup]>[TCP/IP] is set to [Enable] and [IP Version] is not set to [IPv6].	
	Subnet Mask	Indicates the subnet mask of the machine. Display condition: [Admin Setup]>[Network Menu]>[Network Setup]>[TCP/IP] is set to [Enable] and [IP Version] is not set to [IPv6].	
	Gateway Address	Indicates the gateway address of the machine. Display condition: [Admin Setup]>[Network Menu]>[Network Setup]>[TCP/IP] is set to [Enable] and [IP Version] is not set to [IPv6].	
	MAC Address	Indicates the MAC address of the machine.	
	NIC Program Version	Indicates the version number of the network firmware.	
	IPv6 Address (Local)	Indicates the IPv6 address of the machine. Display condition: [Admin Setup]>[Network Menu]>[Network Setup]>[TCP/IP] is set to [Enable] and [IP Version] is not set to [IPv4].	
	IPv6 Address (Global)	Indicates the IPv6 address of the machine. Display condition: [Admin Setup]>[Network Menu]>[Network Setup]>[TCP/IP] is set to [Enable] and [IP Version] is not set to [IPv4].	
	Network Information (Only displayed for MB451w, MB471w.)	Network Connection	Indicates enabled network connections (wired LAN/wireless LAN).
		IPv4 Address	This menu is not indicated when [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is invalid, or if [IP version] is set to [IPv6].
		Subnet Mask	This menu is not indicated when [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is invalid, or if [IP version] is set to [IPv6].
		Gateway Address	This menu is not indicated when [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is invalid, or if [IP version] is set to [IPv6].
		MAC Address	Indicates MAC address.
		NIC Program Version	Indicates network F/W version number.
		IPv6 Address (Local)	This menu is not indicated when [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is invalid, or if [IP version] is set to [IPv4].
IPv6 Address (Global)		This menu is not indicated when [Admin Setup] > [Network Menu] > [Network Setup] > [TCP/IP] is invalid, or if [IP version] is set to [IPv4].	

## List of the Device Setting Menu Items

Item		Description	
Network	Wireless Information	Firmware Version	Firmware Major version Firmware Minor version
		Serial No.	Wireless LAN Board serial number
		SSID	Connection destination SSID
		Security	Wireless LAN function security
		State	Wireless connection status
		Band	Band currently in use
		Channel	Channel number currently in use
		RSSI	Strength of received signal. Signal strength percentage

## Easy Setup



- To enter the [Easy Setup] menu, an administrator password is necessary. The default password is "aaaaaa".
- If [Admin Setup]>[Fax Server Function]>[Environmental setting]>[Fax Server Function] is set to [ON], "Fax Setting" is not displayed.

Item		Description	
Date/ Time Setting	Time Zone	Sets the time zone in relation to GMT.	
	Daylight Saving	Sets daylight saving.	
	Server	SNTP Server (Primary)	Sets the SNTP server to use for setting the current date and time. Maximum 64 characters.
		SNTP Server (Secondary)	
	Manual	Date	Sets the current date and time manually.
Time			
Fax Setting	FAX Number	Sets the fax number for the machine. Maximum 20 characters.	
	Sender ID	Sets a sender ID. Maximum 22 characters.	
Network Setting	Manual setting	IP Address	Sets the IP address. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		Subnet Mask	Sets the subnet mask. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		Default Gateway	Sets the default gateway address. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		DNS Server (Primary)	Sets the IP address for a Primary DNS server. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		DNS Server (Secondary)	Sets the IP address for a Secondary DNS server. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		WINS Server (Primary)	Sets the name or the IP address for the WINS server. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
		WINS Server (Secondary)	Sets the name or the IP address for the WINS server. Maximum 15 characters. (You can enter a value between 000.000.000.000 and 255.255.255.255)
	Auto setting	Obtains an IP address automatically.	
E-mail Setting	Mail Server Address	Sets the IP address or host name for the SMTP server. Maximum 64 characters.	
	Set Sender's Address (from)	Sets an e-mail address for the machine.	
	Receive Setting	Sets received setting for email.	

Item		Description
E-mail Setting	Authentication method	Sets the authentication method.
	SMTP User ID	Set the login name to the server used for SMTP authentication. The maximum valid number of characters is 64.
	SMTP Password	Set the password to the server used for SMTP authentication. The maximum valid number of characters is 64. The default value is NULL.
	POP3 Server	Set the IP address or server name for the POP3 server. This is required for "POP before SMTP" authentication. The default value is NULL.
	POP User ID	Set the login name for the server used for POP authentication or E-mail To Print (printing received E-mail). The maximum valid number of characters is 64. When POP before SMTP authentication is used, it is necessary to set the character string after the "@" from the E-mail address set as the sender's (From) E-mail address. The default value is NULL.
POP Password	Set the password for the server used for POP authentication or E-mail To Print (printing received E-mail). The maximum valid number of characters is 16. The default value is NULL.	

## Wireless Setting

Only the wireless LAN support model will be displayed. (MB451w/MB471w only)



- To enter the [Admin Setup] menu, you will need an administrator password. The default password is "aaaaaa".

ITEM	OPTION		OPTION/DESCRIPTION	
Wireless Setting	Automatic Setup (WPS)	WPS-PBC	WPS-PBC is executed.	
		WPS-PIN	WPS-PIN is executed.	
	Wireless Network Selection	A list of access point name found in the search.		
		Manual Setup	SSID	Input SSID.
			Security	The security of the wireless LAN function. WPA-EAP can set only in Web.
			WEP Key	Input WEP Key. This item appears when the [WEP] is selected in the [Security].
			WPA Encryption Type	WPA-PSK coding method. This item appears when the [WPA] or [WPA2] is selected in the [Security].
	WPA Pre-shared Key	Input Pre Shared Key. This item appears when the [WPA] or [WPA2] is selected in the [Security].		
	Wireless reconnection		Wireless reconnection is executed.	
	Enabling Wired Communications			This item appears when the Wireless is enable.

## Admin Setup

In the following menu, you can change the settings that need the administrator authority.

- "Copy Setup"
- "Scanner Setup"
- "Network Menu"
- "Fax Setup"
- "Print From USB Memory Setup"
- "Management"
- "Internet Fax Setup"
- "Print Setup"
- "User Install"



- To enter the [**Admin Setup**] menu, you will need an administrator password. The default password is "aaaaaa".
- If you change the default setting from the [**Admin Setup**] menu, and want to reflect the changed default on the start screen immediately, press <**RESET/LOG OUT**> key or press the function switch key which is any of <**Copy**>, <**Scan**>, <**Print**> and <**FAX/HOOK**>.

### ■ Copy Setup

Item		Factory Default	Description		
Default Settings	Scan Size		A4 or Letter	Sets the default scan size.	
	Duplex Copy		OFF (Do not do both sides)	Sets the duplex (2-sided) function off or on.	
	Zoom		100%	Sets the default zoom ratio.	
	Sort		ON	Sets whether to collate copied documents by default.	
	Image Settings	Density		0	Sets the default density of images.
		Document Type		Text/Photo	Sets the default print quality when scanning documents.
		Resolution		Normal	Sets the default setting of resolution.
		Background Removal		3	Sets the default setup of the background removal.
		Contrast		0	Sets the default setting of contrast.
	Direction		Portrait	Selects the default page orientation of documents.	
	ID Card Copy		OFF	Sets whether to use the ID card copy mode by default.	
	Continuous Scan		OFF	Sets whether to use the continuous scan mode.	
	Mixed Size		OFF	Sets whether different sized documents are copied on each size paper as the default.	
Margin	Margin	OFF	Sets the default settings of margins.		
Margin	Front	Left	0	Available range: 0 to ± 25 mm (0.0 to 1.0inches) (1 mm/ increment)	
		Top			
	Back	Left			
		Top			
Edge Erase	Setting		ON	Sets whether to erase the shade created in the surrounding of 2-page spread documents as the default.	
	Width		2 mm (0.1 inch)	Sets an erasing width. Available range: 2 to 50 mm (0.1 to 2.0 inches).	

## ■ Fax Setup

Item		Factory Default	Description		
Default Settings	Resolution		Normal	Sets the default setting of image quality.	
	Density		0	Sets the default density of images.	
	Scan Size		A4 or Letter	Sets the default scan size.	
	Continuous Scan		OFF	Sets whether to use the Continuous Scan mode.	
	TTI		ON	Sets whether to add the sender's name to the header of the transmitted fax.	
	Transmit Confirmation Report		ON or OFF	Sets whether to print the result of the transmission automatically.	
	Memory Tx		ON	Sets whether to use memory transmission (ON) or real-time transmission (OFF).	
Fcode Box	Edit/Register	Confidential Box	Box Name	(NULL)	Sets the name of confidential boxes. Maximum 16 characters.
			Sub-Address	(NULL)	Sets the sub-address for your confidential box. Maximum 20 characters.
			Hold Time	0	Sets the hold time for your confidential box. Available range: 00 to 31 days.
			I.D.Code	(NULL)	Sets the password for your confidential document box. Four characters from 0 to 9 (numbers only).
	Bulletin Box	Box Name	(NULL)	Sets a bulletin box name. Maximum 16 characters.	
		Sub-Address	(NULL)	Sets a sub-address for your bulletin box. Maximum 20 characters.	
	Delete				Deletes an Fcode box.
Security Function	ID Check Tx		OFF	Sets whether to use the ID check transmission.	
	Broadcast Destination		ON	Sets whether to indicate the destination number before starting broadcast transmission.	
	Confirm Dial		OFF	Sets whether to reenter the destination fax number before sending a fax.	
	Secure Receive	Setting	OFF	Sets whether to use the secure receive function.	
		Password	(NULL)	Sets password for printing received documents in memory.	

**List of the Device Setting Menu Items**

Item		Factory Default	Description	
Other Settings	Redial Tries		2 times Sets the number of redial attempts. Available range: 0 to 9 times.	
	Redial Interval		1 minute Sets the time between redial attempts. Available range: 1 to 5 minutes.	
	Block Junk Fax	Setting	OFF Sets the mode of Block Junk Fax.	
		Registered List	Register/Edit	(No Entry) Register/Edit addresses for Block Junk Fax. Display condition: [ <b>Admin Setup</b> ]>[ <b>Other Settings</b> ]>[ <b>Block Junk Fax</b> ]>[ <b>Setting</b> ] is set to [ <b>Mode2</b> ].
			Delete	(Nothing: connect Item cell and Factory default cell) Delete addresses for Block Junk Fax. Display condition: [ <b>Admin Setup</b> ]>[ <b>Other Settings</b> ]>[Block Junk Fax]>[ <b>Setting</b> ] is set to [ <b>Mode2</b> ].
	Ring Response		1 ring Sets the number of rings required before receiving an incoming fax.	
	Dialling Pause Duration		2 seconds Sets the dial pause time. Available range: 0 to 10 seconds.	
	Rx Reduc. Rate		Auto Sets the reception reduction rate.	
	Reduc. Margin		24 mm or 3.9 inch Sets the threshold level of reception reduction. Available range: 0 to 100 mm (0 to 3.9 inches).	
	ECM Mode		ON Sets whether to use the error correction mode.	
	PreFix		NULL Sets the dialing prefix. Maximum 40 digits.	
Received Time Stamp		OFF Sets whether the time stamp is printed on incoming faxes.		
Print Check Message		ON Sets whether the error content is reported when a transmission error occurs.		
Fax Setting	Service Bit		OFF If set OFF, some menu items are not displayed on the panel.	
	Country Code		International or U.S.A or Australia(Singapore) Sets the country code.	
	A/R Full Print		ON Sets whether to print the list of the communication results automatically after every 50 communications.	
	Tone For Echo (For Transmission)		Disable It only shows, when ServiceBit = ON.	
	Tone For Echo (For Reception)		Disable It only shows, when ServiceBit = ON.	
	H/Modem Rate(For Tx)		33.6 Kbps Sets the default value of the modem transmission speed while the machine is sending a fax.	
	H/Modem Rate(For Rx)		33.6 Kbps Sets the default value of the modem transmission speed while the machine is receiving a fax.	
	Attenuator		10 dB, Range : 0-15 dB Enter Attenuator.It only shows, when Service Bit = ON.	

Item		Factory Default	Description	
Fax Setting	MF Attenuator	8 dB, Range : 0-15 dB	Enter MF(Tone) Attenuator.It only shows, when Service Bit = ON.	
	Pulse Make Ratio	40 %, Range : 33, 39, 40%	Sets the make rate of DP (10 pps) during call.It only shows, when Servic Bit = ON and Tone/Pulse setting = PULSE.	
	Pulse Dial Type	N, Range : N, 10-N, N+1	Sets the pulse type for dialing. It only shows, when Servic Bit = ON and Tone/Pulse setting = PULSE.	
	MF(Tone) Duration	100 mseconds, Range : 75, 85, 100 mseconds	Enter MF(Tone) Duration.It only shows, when Service Bit = ON and Tone/Pulse setting = TONE.	
	Calling Timer	60 seconds, Range : 1-255 seconds	It only shows, when Service Bit = ON.	
	PBX Line	OFF	When connecting to PBX (internal exchange), put it to <b>[ON]</b> .	
	Forwarding Setting	Forwarding Setting	OFF	Sets whether to enable or not the fax forwarding mode.
		Forwarding Number	(NULL)	Sets a fax number used for the fax forwarding mode.
	TAD Mode	Type 3	Sets an action type at the answering machine/ fax standby mode. [ <b>Type 3</b> ]: A fax signal is detected in 15 seconds from answering by the answering machine. [ <b>Type 1</b> ]: A fax signal is detected right after the answering machine answers and reception is performed. By setting to this type, if there is anything wrong with fax reception, it may be improved. [ <b>Type 2</b> ]: A fax signal is detected right after the answering machine answers. Set to this type if you use as a phone mostly.	
	Tel Priority Mode	OFF	Sets a timing of phone rings for extension phone and this machine at the phone/ fax standby mode. [ <b>ON</b> ]: assumes that the party is making a phone call. Phone rings are made early. [ <b>OFF</b> ] assumes that the part is sending a fax. If it is judged that the party is not sending a fax, phone rings are made.	
	CNG Detection	OFF	Sets whether to judge that the party is sending a fax during the off the hook condition at the phone / Fax standby mode.	
	T/F Timer Programming	35 seconds	Sets a time to start the auto reception of fax when not answering the phone after incoming calls at the phone / fax standby mode or answering machine / fax standby mode.	
	Soft Ringer Volume	Middle	Sets a phone ring volume at the phone / fax standby mode.	
Remote Receive Number	OFF	Sets a remote switch number.		

■ Fax Server Function

Item		Factory Default	Description
Environmental setting	Fax Server Function	OFF	Sets whether to use scanning to fax server.
	Prefix	(NULL)	Sets to prefix code for scanning to fax server.
	Suffix	@faxserver	Sets to suffix code for scanning to fax server.
	Text	OFF	Sets whether to add body text
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density of images.
	Resolution	Normal	Sets the default setting of resolution.
	Background Removal	3	Sets the default setup of the background removal.
	Continuous Scan	OFF	Sets whether to use the Continuous Scan mode by default.
	Compression Rate	Low	Selects the default compression level.
Security Function	Broadcast Destination	ON	Sets whether to indicate the destination number before starting broadcast transmission.
	Confirm Dial	OFF	Sets whether to reenter the destination fax number before sending.

■ Internet Fax Setup

Item		Factory Default	Description
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.
	Density	0	Sets the default density of images.
	Resolution	Normal	Sets the default setting of resolution.
	Background Removal	3	Sets the default setup of the background removal.
	Continuous Scan	OFF	Sets whether to use the Continuous Scan mode by default.
	Compression Rate	Low	Selects the default compression level.



## ■ Scanner Setup

Item		Factory Default	Description	
Default Settings	Scan Size	A4 or Letter	Sets the default scan size.	
	Image Settings	Density	0	Sets the default density of images.
		Document Type	Text/Photo	Sets the image quality of the documents.
		Background Removal	3	Sets the default setup of the background removal.
		Resolution	200 dpi	Sets the default resolution setting.
		Contrast	0	Sets the default contrast setting.
		Hue	0	Sets the default red-green color balance.
		Saturation	0	Sets the default saturation setting.
	RGB	0	Sets the default RGB contrast.	
	Continuous Scan	OFF	Sets whether to use the Continuous Scan mode by default.	
	Grayscale	OFF	Sets whether to scan a monochrome job in grayscale or in black and white.	
	File Format	Color	PDF	Selects the default file format. [ <b>Color</b> ] / [ <b>Mono (Grayscale)</b> ] can be selected from PDF, TIFF, JPEG, and XPS. [ <b>Mono (Binary)</b> ] can be selected from PDF, TIFF, and XPS.
		Mono (Grayscale)	PDF	
		Mono (Binary)	PDF	
	Encrypted PDF Setting	Document Open Password	(NULL)	Sets the default password to open an encrypted PDF. The same password with the authentication password cannot be used. Maximum 32 characters.
		Permissions Password	(NULL)	Sets a default password to control printing or editing on an encrypted PDF. The same password with the Document open password cannot be used. Maximum 32 characters.
		Display Default Password	Disable	Sets whether the registered password is displayed or not displayed on the password selection screen for the document open password or authentication password. [ <b>Disable</b> ]: Displays the registered default password using * instead of each character. [ <b>Enable</b> ]: Displays the registered default password as it is.
Compression Rate	Color	Low	Selects a default compression level.	
	Mono (Grayscale)	Low		
	Mono (Binary)	High		
Edge Erase	Setting	OFF	Sets whether to erase the edge shadow created in the surrounding of 2-page spread document.	
	Width	5 mm (0.2 inch)	Sets an erasing width. Available range: 5 to 50 mm (0.2 to 2.0 inches).	

List of the Device Setting Menu Items

Item		Factory Default	Description	
E-mail Setup	File Name	(NULL)	Sets a file name of scanned images. Maximum 64 characters. The following options can be set as the default file name* <sup>1</sup> : #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss)	
	Template	Edit Subject	(NULL)	Registers or edits standard e-mail subject text. Maximum 80 characters.
		Edit Body	(NULL)	Registers or edits standard e-mail body text. Maximum 256 characters.
	From / Reply To	From	(NULL)	Sets the e-mail address which is given to the [ <b>From</b> ] column. Maximum 80 characters.
		E-mail Sender ID	(NULL)	Sets the sender name which is given to the [ <b>From</b> ] column. Maximum 32 characters.
		Reply to	(NULL)	Sets the e-mail address which is given to the [ <b>Reply to</b> ] column. Maximum 80 characters.
	Broadcast Destination		ON	Sets whether an e-mail address confirmation screen is displayed before sending the e-mail.
	MDN Response		OFF	Sets whether to request the MDN (message disposition notification) response.
	A/R Full Print		OFF	Sets whether to print the transmission and reception history reports automatically.
	MCF Report		OFF	Sets whether to print a fax confirmation after transmission.
Timeout of MCF Report		15 minutes	Sets the timeout for printing a fax confirmation after transmission. If the setting period of time is exceeded, the report is automatically printed without the MDN response.	
Print Check Message		OFF	Sets whether the error content is reported when a transmission error occurs.	
USB Memory Setup	File Name	(NULL)	Sets the default setup for file names. Maximum 64 characters The following options can be set as the default file name* <sup>1</sup> : #n: adding a serial number from 00000 to 99999 #d: adding the date of a file creation (yymmddhhmmss).	
TWAIN Setup	Network TWAIN	ON	Sets whether to use the Network TWAIN.	
	Port No.* <sup>2</sup>	9967	Sets the port number. Available range: 1 to 65535.	
	Timeout Setting	5 minutes	Sets the timeout duration. Available range: 1 to 30 minutes.	
WSD Scan Setup	WSD Scan	Enable	Sets whether to use WSD Scan.	
	Binding	Long Edge Bind	Sets the default binding position.	
PC Scan Mode	Simple Scan Mode		Selects the default PC scan mode.	
Scanner Calibration	Execute		Starts a scanner calibration.	

\*1 "#n" or "#d" can be specified for [File Name].

When specifying "#n": 5-digit serial number between 00000 to 99999

When specifying "#d": Date and time when a file is created. 12 digits of yymmddhhmmss.

yy: Year created (the last 2 digits of the Christian Era)      hh: Hours created (00 to 23)

mm: Month created (01 to 12)      mm: Minute created (00 to 59)

dd: Date created (01 to 31)      ss: Second created (00 to 59)

\*A date and time when a file is created are values of the timer of MB491.

Example of file name specification (when the file format is PDF)

When specifying "Data#n": Saved as file names such as "Data0000.pdf" and "Data00001.pdf", etc.

When specifying "File#d": saved as file names "File090715185045.pdf", etc.

When specifying "Scan": "Scan.pdf" is created first, and then, data is saved with the name of "Scan#d.pdf". For "#d", refer to the above.

When nothing is specified: "Image.pdf" is created first and then, data is saved with the name of "Image#d.pdf". For "#d", refer to the above.

\*2 To enable the changed setting, the network card must be restarted. Follow the instructions on the confirmation screen displayed when changing the settings, and restart the network card.

## ■ Print From USB Memory Setup

Item		Factory Default	Description
Default Settings	Paper Feed	Tray 1	Sets the default feed tray.
	Copies	1	Sets the number of copies.
	Duplex	OFF	Sets whether to use the duplex function by default.
	Binding	Long edge bind	Sets the default binding position for duplex printing.
	Fit	ON	Sets whether to scale the page size of documents to fit the paper size.

## ■ Print Setup

Item		Factory Default	Description
Print Menu	Tray Configuration	Paper Feed	Tray 1 Selects the default feed tray.
		Auto Tray Switch	ON Sets whether to enable the automatic tray switch function.
		Tray Sequence	Down Sets the selection order priority for automatic tray selection and automatic tray switching.
		MP Tray Usage (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	Do Not Use [ <b>When Mismatching</b> ]: If a paper size or type in a tray is not matched to that of the print data, uses paper from the MP tray instead of the specified tray. [ <b>Do Not Use</b> ]: makes the MP tray unavailable in auto tray selection or switching.
		Media Check	Enable Sets whether to check the un-matching between the paper size and the page size of documents.

**List of the Device Setting Menu Items**

Item		Factory Default	Description
Print Menu	Print Setup	Copies	1 Sets the number of copies of a document to be printed. For local printing, this setting is invalid except for demo data. Available range: 1 to 999.
		Duplex	OFF Sets whether to use the duplex function by default.
		Binding	Long edge bind Sets the default binding position for duplex printing.
		Resolution	600dpi Sets the resolution.
		Toner Save Mode	OFF Sets whether to use the toner save mode.
		Orientation	Portrait Selects the page orientation.
		Lines Per Page	60 or 64 lines Sets the number of lines of text per page (for PCL only). The default number of lines for A4 portrait is 64. The default number of lines for Letter portrait is 60. The number differs depending on the size of paper on the feed tray.
		Edit Size	Cassette size Sets the size of the printable page area to match the size of the paper when there is no specification by the command of paper edit size specification from the computer. It is unavailable in PS.
		Width	210 mm (8.3 inch) or 8.5 inch (216 mm) Sets the default width of the custom size paper. Available range: 86 to 216 mm (3.4 to 8.5 inches).
	Length	297 mm (11.7 inch) or 11 inch (279 mm) Selects the default length of the custom size paper. Available range: 140 to 1321 mm (5.5 to 52.0 inches).	
	Printer Adjust	Manual Timeout	60 seconds Sets how many seconds the machine will wait for paper to be fed before cancelling a job.
		Wait Timeout	40 seconds Sets how many seconds the machine will wait when received data pauses before forcing a page eject. A PS job is canceled if timeout occurs.
		Timeout Local	40 seconds Sets the time of open of each port after end of job. (The network is excluded.)
		Timeout Net	90 seconds Sets the time of open of Network port after end of job.
		Jam Recovery	Enable Sets whether the machine will attempt to re-print any pages lost due to a paper jam once the jam has been cleared.
		Paper Black Setting	0 Sets values to make a fine adjustment to very visible faded print results or light specks (or streaks) results in plain paper black setting.
		Darkness	0 Sets print darkness.
		SMR Setting	0 Corrects variations in print results caused by temperature and humidity conditions and differences in print density and frequency. Change the setting if the print quality is uneven.
		BG Setting	0 Corrects variations in print results caused by temperature and humidity conditions and difference in print density and frequency. Change the setting if the background is dark.

Item		Factory Default	Description	
Print Menu	Print Position Adjust	Front X Adjust	0.00 mm Adjusts the position of the whole printing image perpendicular to the direction of paper movement. Available range: $\pm 2.00$ mm (0.25 increments).	
		Front Y Adjust	0.00 mm Adjusts the position of the whole printing image parallel to the direction of paper movement. Available range: $\pm 2.00$ mm (0.25 increments).	
		Back X Adjust	0.00 mm Adjusts the position of the image on the reverse side of a duplex print perpendicular to the direction of paper movement. Available range: $\pm 2.00$ mm (0.25 increments).	
		Back Y Adjust	0.00 mm Adjusts the position of the image on the reverse size of a duplex print parallel to the direction of paper movement. Available range: $\pm 2.00$ mm (0.25 increments).	
	Drum Cleaning		OFF	Sets whether to do cleaning of a drum before printing. It may have an effect for improvement of image quality.
	Hex Dump		OFF	Prints out the data received from the host computer in hexadecimal code. To finish printing, turn off the power.
System Configuration Menu	Personality		Auto Emulation Selects the emulation mode. When set to auto, the correct emulation is automatically selected each time a print job is received.	
	Alarm Release		Manual When [ <b>Manual</b> ] is selected, non-critical warnings, such as requests for a different paper size, can be cleared by pressing the < <b>RESET/LOG OUT</b> > key. When [ <b>Auto</b> ] is selected, they are cleared when the print job resumes.	
	Auto Continue		OFF Sets whether the machine automatically recovers from a memory overflow.	
	Error Report		OFF Sets whether to print error details when PostScript errors occur.	
PCL Setup	Font Source		Resident Selects the location of the font to use.	
	Font No.		I0 Selects the number of the font to use. Available range: I0 to I90 when [ <b>Resident</b> ] is set.	
	Font Pitch		10.00 CPI Sets the width of the PCL default font. Available range: 0.44 to 99.99 CPI (0.01CPI increments).	
	Font Height		12.00 point Sets the height of the PCL default font. Available range: 4.00 to 999.75 point. (0.25 point increments)	
	Symbol Set		PC-8 Selects a PCL symbol set.	
	A4 Print Width		78 Column Sets a number of digits for automatic line feed on A4 paper.	
	White Page Skip		OFF Selects whether to print blank pages.	
	CR Function		CR Sets the machine operation when receiving CR code.	
	LF Function		LF Sets the machine operation when receiving LF code.	

List of the Device Setting Menu Items

Item		Factory Default	Description	
PCL Setup	Print Margin	Normal	Sets the area of the page that is nonprintable.	
	Pen Width Adjust	ON	Sets whether the thinnest line width is emphasized to look wider.	
	Tray ID#	Tray1	1	Sets a number to tray 1, 2, MP tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb Only) , and Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP Only) for the paper feed destination command inPCL emulation. Available range: 1 to 59. Display condition for [ <b>Tray 2</b> ]: the second tray unit is installed.
		Tray2 (MB461/MB461+LP/MB471/MB471w/MB491/MB491+/MB491+LP/ES4161 MFP/ES4191 MFP/ MPS4200mb/MPS4700mb Only)	5	
		MP Tray (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/ MPS4700mb Only)	4	
Manual Feeder (MB441/MB461/MB461+LP/ES4161 MFP Only)		2		
PS Setup (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/ MPS4200mb/ MPS4700mb Only)	L1 Tray	TYPE 1	Sets a type of tray numbering in Post-Script print job. When [ <b>TYPE1</b> ] is selected: the tray numbering starts from 0. When [ <b>TYPE2</b> ] is selected: the tray numbering starts from 1.	
SIDM Setup	SIDM Manual ID#	2	Sets a number to SIDM Manual, MP and Tray ID.	
	SIDM Manual2 ID#	3		
	SIDM MP Tray ID#	4		
	SIDM Tray1 ID#	1		
	SIDM Tray2 ID# (MB461/MB461+LP/MB471/MB471w/MB491/MB491+/MB491+LP/ES4161 MFP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	5		

	Item	Factory Default	Description
IBM PPR Setup	Character Pitch	10 CPI	Specifies character pitch in IBM PPR emulation.
	Font Condense	12CPI to 20CPI	Specifies 12CPI pitch for Condense Mode.
	Character Set	SET-2	Specifies a character set.
	Symbol Set	IBM-437	Specifies a symbol set.
	Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets the zero to be slashed or unslashed.
	Line Pitch	6LPI	Specifies the line spacing.
	White Page Skip	OFF	Selects whether blank pages are printed or not.
	CR Function	CR	Selects whether a received carriage return character (0Dh) also causes a line feed.
	LF Function	LF	Selects whether a received line feed character (0Ah) also causes a carriage return.
	Line Length	80 Column	Specifies the number of characters per line.
	Form Length	11 or 11.7 inch	Specifies the length of paper.
	TOF Position	0.0inch	Specifies the distance of print from the top edge of the paper.
	Left Margin	0.0inch	Specifies the distance of print from the left hand edge of the paper.
	Fit to Letter	Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area.
Text Height	Same	Sets the height of a character. SAME: Regardless of CPI, same height DIFF: As CPI, character heights vary.	
EPSON FX Setup	Character Pitch	10CPI	Specifies character pitch in this emulation.
	Character Set	SET-2	Specifies a character set.
	Symbol Set	IBM-437	Specifies a symbol set.
	Letter O Style	Disable	Specifies the style that replaces 9BH with letter o and 9DH with a zero.
	Zero Character	Normal	Sets the zero to be slashed or unslashed.
	Line Pitch	6LPI	Specifies the line spacing.
	White Page Skip	OFF	Selects whether blank pages are printed or not.
	CR Function	CR	Selects whether a received carriage return character (0Dh) also causes a line feed.
	Line Length	80 Column	Specifies the number of characters per line.
	Form Length	11 or 11.7 inch	Specifies the length of paper.
	TOF Position	0.0 inch	Specifies the distance of print from the top edge of the paper.
	Left Margin	0.0 inch	Specifies the distance of print from the left hand edge of the paper.
	Fit to Letter	Disable	Sets the printing mode that can fit print data, equivalent to 11 inches (66 lines), in the LETTER-size printable area.
	Text Height	Same	Sets the height of a character. SAME: Regardless of CPI, same height DIFF: As CPI, character heights vary.

## ■ Network Menu



- To enable the settings changed in the [Network Control] menu, the network card must be restarted. Follow the instructions on the confirmation screen displayed when changing the settings, and restart the network card.

Item		Factory Default	Description
Network Setting	TCP/IP	Enable	Sets whether to enable TCP/IP.
	IP Version	IPv4	Selects the IP version. IPv6 can be selected only by Telnet. When IPv6 is selected by Telnet, the screen before selecting items, [IPv6] is displayed, and on the screen after selecting items, nothing is selected. Display condition: TCP/IP protocol is enabled.
	NetBEUI	Disable	Sets whether to enable NetBEUI.
	NetBIOS over TCP	Enable	Sets whether to enable NetBIOS over TCP. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	NetWare	Disable	Sets whether to enable NetWare.
	EtherTalk (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	Disable	Sets whether to enable EtherTalk.
	Frame Type	Auto	Selects a frame type. Display condition: Netware is enabled.
	IP Address Set	Auto	Sets the method of setting up IP address. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	IPv4 Address	192.168.100.100	Sets an IP address. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	Subnet Mask	255.255.255.0	Sets a subnet mask. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	Gateway Address	0.0.0.0	Sets a gateway address. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	DNS Server (Primary)	0.0.0.0	Sets an IP address for primary DNS server. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	DNS Server (Secondary)	0.0.0.0	Sets an IP address for secondary DNS server. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	WINS Server (Primary)	0.0.0.0	Sets a name or an IP address for the WINS server. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.



Item		Factory Default	Description
Network Setting	WINS Server (Secondary)	0.0.0.0	Sets a name or an IP address for the WINS server. Display condition: TCP/IP protocol is enabled and the IP version is not set to IPv6.
	Web	Enable	Sets whether to enable access from a web browser. Display condition: TCP/IP protocol is enabled.
	Telnet	Disable	Sets whether to enable access from the Telnet. Display condition: TCP/IP protocol is enabled.
	FTP	Disable	Sets whether to enable access from FTP. Display condition: TCP/IP protocol is enabled.
	IPSec	Disable	This item is displayed and it can be disabled only when IPSec is set to valid.
	SNMP	Enable	Sets whether to enable access from SNMP. Display condition: Netware is enabled and TCP/IP is enabled.
	Network Scale	Normal	When [ <b>Normal</b> ] is set: the machine works effectively even when connected to a HUB that has a spanning tree feature. However, printer start up time gets longer when computers are connected to two or three small LANs. When [ <b>Small</b> ] is set: computers can cover from two or three small LANs to a largeLAN, but it may not work effectively when it is connected to a HUB with a spanning tree feature.
	HUB Link Setting	Auto Negotiate	Sets the hub linking method. Usually, select [ <b>Auto Negotiate</b> ].
	TCP ACK	Type1	Sets a type of TCP Acknowledgment. When Type1 is set, the printer replies to every packet. When Type2 is set, the printer replies to plural packets in a mass. When printing comes to take time by the setting of the hub, choosing Type2 may improve the matter. Usually, setting Type1 hasn't any problem.
Network PS-Protocol (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)		RAW	Sets a PS-protocol.

**List of the Device Setting Menu Items**

Item				Factory Default	Description	
Network Setting	Wireless Setting	Automatic Setup (WPS)		WPS-PBC	-	WPS-PBC is executed.
				WPS-PIN	-	WPS-PIN is executed.
	Wireless Network Selection	Manual Setup		A list of access point name found in the search.		
				SSID	(NULL)	Input SSID
				Security	Disable	The security of the wireless LAN function WPA-EAP can set only in Web.
				WEP Key	(NULL)	Input WEP Key This item is displayed when WEP was selected in the Security item.
				WPA Encryption Type	TKIP	WPA-PSK coding method This item is displayed when WPA or WPA2 was selected in the Security item.
	Wireless reconnection			WPA Pre-shared Key	(NULL)	Input Pre Shared Key This item is displayed when WPA or WPA2 was selected in the Security item.
					-	Wireless reconnection is executed.
	Enabling Wired Communications				-	Wired environment is validated. This item is displayed when Wireless LAN is effective.
Factory Defaults	Execute				The settings of the network, mail server, LDAP server, and secure protocol server are returned to the default settings.	
Mail Server Setup	SMTP Server			(NULL)	Sets the IP address or host name for the SMTP server.	
	SMTP Port			25	Sets the port number. Usually, the default is used. Available range: 1 to 65535	
	SMTP Encryption			None	Selects an encryption method in the SMTP communication.	
	Receive Setting			Disable	Select a protocol to use for the E-mail reception.	
	POP3 Server			(NULL)	Sets the IP address or host name for the POP3 server.	
	POP3 Port			110	Sets the port number prepared by the POP3 on the POP3 server. Available range: 1 to 65535.	
Mail Server Setup	POP Encryption			None	Selects an encryption method or e-mail transmission.	
	Authentication Method			None	Sets the certification for e-mail transmission.	
	SMTP User ID			(NULL)	Sets a log-in name used for SMTP certification.	
	SMTP Password			(NULL)	Sets a log-in password used for SMTP certification.	
	POP User ID			(NULL)	Sets a log-in name onto the server used for POP certification or for printing attached files of received e-mails.	
	POP Password			(NULL)	Sets a lo-in password onto the server used for POP certification or for printing attached files of received e-mails.	

Item		Factory Default	Description	
LDAP Server Setting	Server Setting	LDAP Server	(NULL) Sets an IP address or host name for the LDAP server.	
		Port No.	389 Sets a port number. Available range: 1 to 65535.	
LDAP Server Setting		Timeout	30 seconds Sets the timeout value for the search response from the LDAP server. Available range: 10 to 120 seconds.	
		Max. Entries	100 Sets the maximum number of search results from the LDAP server.	
		Search Root	(NULL) Specifies a position to start searching the LDAP directory.	
	Attribute	Name1	cn	Specifies an attribute used for searching.
		Name2	sn	
		Name3	given-Name	
		E-mail Address	mail	
		Additional Filter	(NULL)	
	Authentication	Method	Anony-mous	Sets the certification method. For Digest-MD5, the DNS server must be set. For Secure Protocol, the secure protocol server must be set.
		User ID	(NULL)	Sets a user ID for certification of the LDAP server. Maximum 80 characters. Display condition: the authentication method for LDAP is not set to [ <b>Anony-mous</b> ].
		Password	(NULL)	Sets a certification password for the LDAP server. Maximum 32 characters. Display condition: the authentication method for LDAP is not set to [ <b>Anony-mous</b> ].
	Encryption	None	Sets the encryption of communication with the LDAP server.	
Secure Protocol Server Setting	Domain	(NULL)	Sets a realm name for the Kerberos certification. Maximum 64 characters.	

## ■ Management

Item		Factory Default	Description	
Default Mode		Copy	Sets the default mode of the machine.	
Operation Clear	Operation Timeout	3	Sets time of automatic reset. Available range: 1 to 10 minutes.	
	Clear After Job	OFF	Sets whether to reset after any job is completed.	
Sound Control	Key Touch Tone Volume	Middle	Sets the volume of the key-touch tone.	
	FAX Buzzer Volume	Middle	Sets the volume for transmission complete acknowledgment.	
Local-Interface*1	USB Menu	Soft Reset	Disable	Sets whether to enable the soft reset command.
		Speed	480 Mbps	Selects the maximum transfer speed of USB interface.
		USB PS-Protocol	RAW	Selects a USB PS-protocol.
		Offline Receive	Disable	Sets whether to receive data in offline state or in recoverable error state.
		Serial Number	Enable	Sets whether to use a USB serial number.
System Setup	Access Control		Disable	Sets access control.
	User Authentication Method		Local	Display condition: [ <b>Access Control</b> ] is set to [ <b>User</b> ] or [ <b>Password</b> ].
	Unit of Measure		millimeter	Selects a displayed unit (millimeter / inch) of measure.
	Date Format		dd/mm/yyyy	
	Allow All Reports To Print		Disable	Sets whether to allow printing reports with personal information.
	Near Life LED		Enable	Sets whether to light an LED when a near life warning occurs.
	Near Life Status		Enable	Sets whether a message is displayed when a near life warning occurs.
	Address Information Lock Time Out		3 minutes	Sets time until a lock is released by the machine when address book, telephone book, or profile is kept locked by the utilities. Available range: 1 to 10 minutes.
	USB Memory Interface		Enable	When [ <b>Disable</b> ] is set. the scan to USB and the print from USB memory functions cannot be used.
	Panel Contrast		0	Sets the LCD panel contrast. Available range: $\pm 10$ (1 increments).
Power Save	Power Save Time		1 minute	Sets time to enter the power save mode.
	Sleep Time		30 minutes	Sets time to enter the sleep mode.
	Auto Power Off Time		4 hours	Sets time interval to turn off the machine's power automatically.

Item		Factory Default	Description
Power Save	Silent Mode		ON (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191MFP/MPS4200mb/MPS4700mb) OFF (MB441/MB461/MB461+LP/ES4161MFP)
	ECO Mode* <sup>1</sup>		OFF When [ <b>ON</b> ] is set: the machine starts a small print job before the temperature of the fixing device reaches the regulation degree. When [ <b>OFF</b> ] is set: the machine starts a print job after the temperature of the fixing device reaches the regulation degree.
Memory Setup	Receive Buffer Size		Auto Sets the reception buffer size that local interface secures.
	Resource Save		OFF Sets the resource save area.
Flash Memory Setup* <sup>1</sup>	Initialize	Execute	Initializes flash memory. Display condition: [ <b>Limit for Initialization</b> ] is set to [ <b>Disable</b> ].
SD Memory Card Setup* <sup>1</sup>	Initialize	Execute	Initializes an SD memory card. This item is displayed in MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only. Display condition: [ <b>Limit for Initialization</b> ] is set to [ <b>Disable</b> ].
	Format Partition	PCL	Formats a partition in an SD memory card. This item is displayed in MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only. Display condition: [ <b>Limit for Initialization</b> ] is set to [ <b>Disable</b> ].
		Common PS (MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)	
Storage Maintenance Setup	Check File System	Execute	Resolves the un-match between the actual free space and displayed free space of file system and recovers the control data.
	Erase SD Memory Card	Execute	Deletes the data in an SD memory card. This item is displayed in MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only.
	Initial Lock		Enable Sets whether to give permission to the setup change accompanied by initialization of flash memory or an SD memory card.
Encryption Setup	Job Limitation		Disable When [ <b>Encrypted Job only</b> ] is selected, all requests for print except encrypted authentication printing are ignored. This item is displayed in MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only.
Language Maint Setup	Initialize* <sup>1</sup>	Execute	Deletes downloaded message files.

## List of the Device Setting Menu Items

Item		Factory Default	Description	
Admin Password		aaaaaa	Changes an administrator password. 6 to 12 characters are available.	
Reset Settings*2		Execute	Deletes job macros, fax send/receive data, and the history information and returns the settings to the default.	
Job Log Setup	Save Job Log*1	Disable	Sets whether to save job logs.	
	Clear Job Log*3	Execute	Clears the saved job logs. Display condition:[ <b>Save Job Log</b> ] is set to [ <b>Enable</b> ].	
Print Statistics	Supplies Report		Disable	Sets whether to print the consumable counters' report.
	Reset Main Counter	Execute		Resets the main counter.
	Reset Supplies Counter	Execute		Resets the consumable counter. Display conditions: Setting [ <b>Consumable Counter</b> ] to [ <b>Active</b> ].

\*1 A message appears confirming you that making changes automatically restarts the system. Select [**Yes**] to continue. Select [**No**] to cancel.

\*2 A message appears confirming you that execution automatically restarts the system. Select [**Yes**] to continue. Select [**No**] to cancel.

\*3 A message appears confirming you that execution deleted all job logs. Select [**Yes**] to continue. Select [**No**] to cancel.

## ■ User Install

Item		Factory Default	Description	
Time Zone		0:00	Sets your time zone in relation to GMT. Available range: -12:00 to + 13:00. (15 minutes / increment)	
Set Daylight Saving		ON	Sets whether to enable the Daylight Saving mode.	
Time Setup	Auto Setup	Manual Setup	Sets the SNTP server to use for setting the current date and time. Maximum 64 characters.	
	SNTP Server (Primary) SNTP Server (Secondary)			
	Manual Setup		Sets the current date and time manually.	
Power Save	Power Save Enable		ON	Sets whether to enable the power save mode.
	Sleep		ON	Sets whether to enable the sleep mode.
	Auto Power Off		Auto Config or Disable	Sets the behavior of automatic power off.
High Humid Mode		OFF	Sets whether to enable the humidity mode.	
MF(Tone)/DP(Pulse)		Tone	Selects a dialing method.	
Reception Mode		Fax Ready Mode	Sets the reception mode.	
DRD Type		Type1	Sets the DRD Type.	
Dial Tone Detection		OFF	Sets whether to detect a dial tone.	
Busy Tone Detection		OFF	Sets whether to detect a busy tone.	
Monitor Control		OFF	Select any one from three choices: Not to monitor. Monitor till receiving/transmitting the first valid facsimile signal. Execute monitoring during communication.	
Monitor Volume		Middle	Sets the Monitor Volume.	

Item		Factory Default	Description
TTI Register/Edit	TTI 1	(NULL)	Registers or changes the transmission terminal identification (the name of a sender). Maximum 22 characters.
	TTI 2		
	TTI 3		
Standard TTI		TTI 1	Selects the default sender's name from the registered list.
TTI Number		(NULL)	Registers your fax number.
TTI Calendar Type		dd/mm/yyyy or mm/dd/yyyy	Sets the calendar date format of sender's information.
Super G3		ON	Sets whether to use Super G3 (ultra high-speed communication mode).
Erase Privacy Data <sup>*1</sup>	Execute		All entered data including E-mail addresses and speed dialing data, jobs, and logs are deleted. All printer settings are returned to the factory defaults.

\*1 A message appears confirming you that continuing deletes all settings and registered data. Select [**Yes**] to continue. Select [**No**] to cancel.

 Note

- If you use the machine for a long time when [**Power Save**] is [**OFF**], it may affect the lifetime of electronic components.

# 7. Useful Software

This chapter explains useful software functions for using your machine.

## List of Utilities

The following is a list of utilities that you can use for your machine. For details on how to use these utilities, refer to each section.

### Utilities common to Windows/Mac OS X

Item	Function Scope	Details	System Requirements	Refer to
PS Gamma Adjuster Utility (for MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Printing	You can adjust the density of pictures by adjusting the CMYK color and halftone density of each color.	<ul style="list-style-type: none"> <li>Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003</li> <li>Mac OS X 10.4-10.8</li> </ul>	<a href="#">page 109</a>
Print Job Accounting Client	Managing the machine	Sets the user name and job account ID to the print driver.		<a href="#">page 120</a> <a href="#">page 130</a>
Network Card Setup	Machine settings	You can configure settings for the network		<a href="#">page 124</a> <a href="#">page 131</a>
Operator Panel language setup/Panel Language Setup	Machine settings	You can change the operating panel or menu display language and setup the country code and date and time.		<a href="#">page 122</a> <a href="#">page 130</a>

### Windows Utilities

Item	Function Scope	Details	System Requirements	Refer to
Configuration Tool	Machine settings	You can change the access control settings and menu on the machine, and register e-mail addresses, speed dial numbers, profiles, PIN numbers, auto delivery settings and network scan settings. The Auto Delivery function does not operate on machines that do not have an SD card inserted. Registering Forms (Form Overlay), job management and network setting.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003	<a href="#">page 111</a>
PDF Print Direct (for MB451/MB451w/MB471/ MB471w/MB491/MB491+/ MB491+LP/ES4191 MFP/ MPS4200mb/MPS4700mb)	Printing	Prints out PDF files without launching any applications.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003	-



Item	Function Scope	Details	System Requirements	Refer to
ActKey	Scan	A one-touch tool that allows images acquired from a scanner to be saved to a folder, sent to an application or sent via a fax service.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003	<a href="#">page 43</a>
OKI LPR Utility	Printing	You can print a document via the network connection, manage print jobs, and check the machine status.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003	<a href="#">page 125</a>
TELNET *2	Machine settings	You can do network settings for the machine.		<a href="#">page 128</a>
Web Driver Installer *1	Managing the machine	Is connected to the network, and manages Okidata printers or combined units.	Windows XP/Windows Server 2003 For details, refer to the Okidata website.	-
PrintSuperVision *1	Managing the machine	This is a web-based application which manages printers connected to the network. You can use this to check setting information and information on consumables for multiple devices.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003 For details, refer to the Okidata website.	-
Network Extension	Managing the machine	You can check the machine settings from the print driver, and can set options. This utility is automatically installed when installing a print driver through a network connection.	Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008/Windows XP/Windows Server 2003 A computer operating with TCP/IP.	<a href="#">page 127</a>

## Mac OS X Utilities

Item	Function Scope	Details	System Requirements	Refer to
Network Scanner Setup Tool	Scan	Is initially launched when a scanner driver is selected from an application, and you can select the target equipment to connect to. It is not necessary to set the connection target after the first time.	Mac OS X 10.4.0-10.8	<a href="#">page 132</a>

\*1 The utility that comes with \*1 is not on the Software DVD-ROM. Please download this from the Okidata website.

\*2 TELNET is a function supported for OS.

## ■ Installing Utilities

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If there is a utility that you would like to use, follow the procedure below for Windows. For Mac OS X, you can copy it by dragging and dropping to the place you want. You can also run this directly from the Software DVD-ROM.



- For Windows, if you have PaperPort installed, you can install this from the Application DVD-ROM.

### For Windows

---

- 1 Insert the Software DVD-ROM into your computer
- 2 Click [**Run setup.exe**].  
[If the [**User Account Control**] dialog box appears, click [**Yes**].
- 3 Select language click [**Next**].
- 4 Select the device and click [**Next**].
- 5 Read the user license agreement and click on [**I Agree**].
- 6 Read the Environment advice for Users and then click [**Next**].
- 7 Click on [**Device Configuration**], [**Software**] or on [**Optional Software**].
- 8 Select the utility you would like to install.
- 9 Follow the on-screen instructions to complete the installation.
- 10 Click [**Finish**].

### For Mac OS X

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- 1 Insert the Software DVD-ROM into the computer
- 2 Double click on the [**OKI**]>[**Utilities**] folder.
- 3 Copy the folder you want to install by dragging and dropping to your Applications folder.



- To start up, double click on the utility icon within the folder.

# ■ Utilities common to Windows/Mac OS X

This section explains webpages that can be used by both Windows and Mac OS X.

When using webpages, the following conditions must be met.

- TCP/IP must be enabled.
- One of the following must be installed: Microsoft Internet Explorer 6.0 or later, Safari 3.0 or later, or Firefox 3.0 or later.

## Memo

- Either set your webpage security settings to a medium level, or enable cookies.
- [In order to access the **[Admin Setup]** menu, the administrator password is required. The default password is "aaaaaa".

## Webpage

You can carry out the following operations from the webpage.

- Display the machine status.
- Create profiles.
- Configure tray, network, function default, and machine settings.
- Display the job list.
- Print out a PDF without a printer driver.
- Configure the auto delivery (MB491, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only) and transmission data save functions.
- If an SD card is not inserted, the Auto Delivery function will not operate.
- Link to frequently used webpages.

## Memo

- In order to change the machine settings on the webpage, you need to be logged in as the administrator.

## Reference

- For details on how to configure the network settings, refer to ["Changing Network Settings From the Web Page" P. 156](#).

## Access the machine webpage.

- 1 Launch your web browser.
- 2 Type in "http:// (machine's IP address)" in the address bar and press the **<Enter>** key.

## Reference

- For the machine's IP address, please refer to the User's Manual Basic.



## Log in as the administrator.

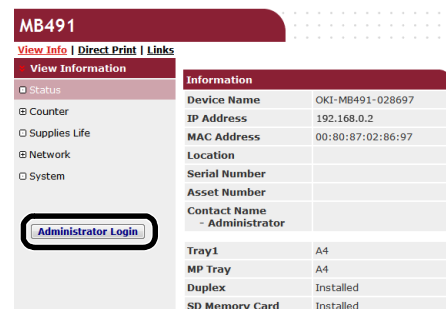
### Note

- You must be authorized as the administrator.

### Memo

- The default administrator password of the machine is "aaaaaa".

- 1 Click on **[Administrator Login]** on the main page.



- 2 Enter "root" in **[Username]** and enter the administrator password in **[Password]**, and then click **[OK]**.  
For Mac OS X, type in "root" for **[Name]** and enter the machine administrator's password in **[Password]**, and then click **[Login]**.

**3** Click [**SKIP**].

If you have made changes to the settings on this screen, click [**OK**].

The menus available only for the administrator will be displayed.

## Changing the Administrator's password.

You can change the machine administrator's password from the webpage. The administrator's password set on the webpage can be used when logging into the machine through the control panel or through webpage.



- The password should be 6-12 characters long, and should be in half-byte (normal English) characters.
- The password is case sensitive.

- 1 Launch your web browser and enter the machine's IP address.
- 2 Select [**Administration Settings**].
- 3 Select [**Management**] > [**Administrator Password**].
- 4 Enter a new password in [**New Password**].
- 5 Reenter the password in [**Confirm Password**].  
The entered password will not be displayed. Write down your password and store it in a safe place.
- 6 Click on [**Send**].

The network system reboots to enable the new settings.



- You do not need to restart the machine. Next time when you log in as the administrator, use the new password.

## Checking Machine Status

You can check the status of your machine from the webpage.

- 1 Launch your web browser and enter the machine's IP address.  
The status of the machine is displayed.



- When logging in as the administrator, you can also click on [**Status Window**] in order to view the simplified display of the machine status.

## Changing Machine Settings

You can change the main unit's settings from the webpage.

- 1 Launch your web browser and log in as the administrator.
- 2 Change the settings and click [**Send**].

## Get the Date and Time Automatically

You can get date and time information automatically from an Internet time server, and reflect this on your machine.

- 1 Launch your web browser and log in as the administrator.
- 2 Select [**Administrator Setup**].
- 3 Select [**Initial Operating Settings**] > [**Time Setup**].
- 4 Specify your time zone.
- 5 Select [**Automatic**] from [**Set time**].
- 6 Enter the SNTP server in [**SNTP Server (Primary)**].
- 7 If required, enter another SNTP server in [**SNTP Server (Secondary)**].
- 8 Click on [**Send**].

The network system reboots to enable the new settings.



- When using SNTP, you cannot set the time from the operating panel.

## ■ PS Gamma Adjuster Utility (for MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb)

This section explains the PS Gamma Adjuster Utility. You can adjust the print density of photos by adjusting the half-tone density of the printer.

### ! Note

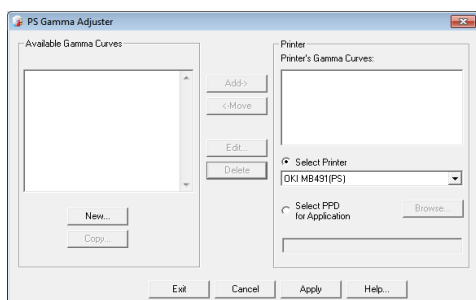
- The PS printer driver can be used.
- Printing speed may be slow if this function is used. If you want to prioritize the speed, uncheck [**Custom Gamma Adjustment**].
- Some applications can specify the half-tone settings. If you use these functions, uncheck [**Custom Gamma Adjustment**].
- If you are using Windows, [**Half-tone adjustment**] menu or the contents may not be displayed on the [**Job options**] tab. In this case, restart your computer.
- If you are using an application before registering the half-tone adjustment name, restart the application before printing.
- [The registered half-tone adjustment name is effective for all printers of the same type if the multiple printers are saved in the [**Printers and FAX**] folder.

### Reference

- For details on how to install the PS Gamma Adjuster utility, refer to "[Installing Utilities](#)" P. 106.

## Registering Halftone

### For Windows PS Drivers

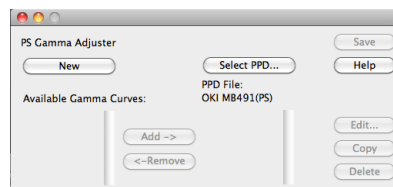


- 1 Click [**Start**] and select [**All Programs**] > [**Okidata**] > [**PS Gamma Adjuster**] > [**PS Gamma Adjuster**].
- 2 Select the machine from [**Select Printer**].
- 3 Click on [**New**].
- 4 Adjust the half-tone.  
You can select a method to adjust the half-tone from operating the graph line, entering the gamma value, or entering the density value into the text box.
- 5 Enter setting name in [**Gamma Curve Name**] and then click [**OK**].
- 6 Click on [**Add**].
- 7 Click on [**Apply**].  
A dialog box appears.

- 8 Click on [**OK**].

- 9 Click on [**Exit**] to quit the PS Halftone Adjuster utility.

### For Mac OS X PS Printer Driver



- 1 Launch the PS Gamma Adjuster utility.
- 2 Click on [**New**].
- 3 Adjust the half-tone.  
You can select a method to adjust the half-tone from operating the graph line, entering the gamma value, or entering the density value into the text box.
- 4 Enter setting name in [**Gamma Curve Name**] and then click [**Save**].
- 5 Click on [**Select PPD**].
- 6 Select the PPD file to register the halftone adjustment and click [**Open**].
- 7 Select the gamma curves created and click [**Add**].
- 8 Click on [**Save**].

- 9 Enter the administrator's name and password and click [**OK**].
- 10 Exit the PS Gamma Adjuster.
- 11 Select [**Print & Fax**] from [**System Preferences**] to delete and reregister all printers for which adjustments were made.

## Printing a File With the Adjusted Gamma Curve

### For Windows PS Drivers

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- 1 Open the file you want to print.
- 2 Select [**Print**] from the [**File**] menu.
- 3 Click on [**Preferences**].
- 4 Select the [**Job Options**] tab, check [**Custom Gamma Adjustment:**], select the half-tone adjustment setting, and then click [**OK**].

### For Mac OS X PS Printer Driver

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- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select [**Printer Features**] from the panel menu.
- 4 Select the half-tone adjustment setting from Halftone Adjustment on [**Job Options**] on the [**Custom gamma**] panel.

# Windows Utilities

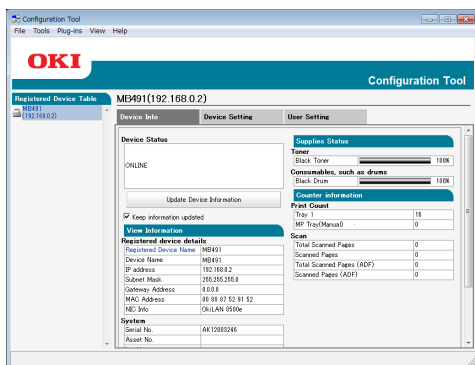
This section explains utilities you can use in Windows.



- When using the User Setting plugin, the administrator password is required. The default password is "aaaaaa".

## Configuration Tool

In the Configuration Tool, you can manage multiple units and change settings.



The Configuration Tool functions are as follows.

- Display device information
- Device menu settings
- Copy device settings
- Change device password
- Register and edit email addresses, speed dial numbers, PINs, and network scan addresses
- Register and edit device profile
- Set access control
- Register and edit automated delivery (MB491, MB491+LP, ES4191 MFP, MPS4200mb, MPS4700mb only)
- If an SD card is not inserted, the automatic delivery and communication data save function are not supported.
- Sort list of emails, speed dial numbers, profiles, and network scan addresses
- Registering Forms (Form Overlay)
- Job Management
- Network Setting



- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.

## Setup

Plugins can be installed, as required.

The following 5 types of plugin are available.

- User Setting Plugin
- Device Setting Plugin
- Alert Info Plugin
- Network Setting Plugin
- Storage Manager Plugin

1 Insert the Software DVD-ROM into the computer.

A window is displayed.

2 **[Configuration Tool]** from **[Software]**.

3 Select the plugin to install.

4 Specify the folder into which you would like the software to install.

The initial setting for this is C:/Program Files/Okidata/Configuration Tool.

5 Click on **[Install]**.

6 If a message is displayed saying that installation is complete, click on **[Close]**.



- You can install additional plugins later.

## Registering the Machine

When using the Configuration Tool or introducing a new machine, register the machine in the Configuration Tool.

1 Select **[Start]**, **[All Programs]**>  
**[Okidata]**>**[Configuration Tool]**>  
**[Configuration Tool]**.

2 Select **[Register Device]** from the  
**[Tools]** menu.  
Search results are displayed.

3 Select the machine and click on  
**[Register]**.

4 On the confirmation screen, click on  
**[Yes]**.

## Removing a Machine

You can remove a registered machine

- 1 Right-click on the machine from [**Registered Device Table**].
- 2 Select [**Remove device**].
- 3 On the confirmation screen, click on [**Yes**].

## Check the Status of the Machine.

Check the status and information of the machine.

- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**Device Info**] tab.

### Memo

- When the machine is connected to the network, [**Device Status**] will be displayed.
- If you want to update information, click on [**Update Device Information**].

## Set the Email Address

With the User Setting plugin, you can register the machine's email address or edit it.

The following explains some of the functions.

### Note









- When using the following functions, please install the User Setting plugin.


### Reference

- For how to install the plugin, please refer to "[Setup](#)" P. 111.


## Icon

The meaning of each icon is as shown below.

Icon	Details
	Registers a new email address.
	Registers a new email address group.
	Saves settings on the machine.
	Deletes the selected item.
	Deletes the selected item and moves other items up.
	Deletes all items.
	Exports current settings to a file.
	Imports settings from a file.

Icon	Details
	Return to the main page.



## Exporting Addresses to a File.

- 1 Select machine from which to export, from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**E-mail Address Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Enter the folder name and name of the folder to be saved to, and click on [**Save**].

### Note

- After exporting, an edited CSV file may not restore properly.

## Importing Addresses from a File.

- 1 Select from which device to import, from [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**E-mail Address Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Select [**Open**] from [**Select CSV File**].
- 7 Select the file you want to import and click on [**Open**].
- 8 Click on [**Next**].
- 9 Select the settings to import and click [**Import**].
- 10 Click .

### Memo

- CSV files exported by Outlook Express (Windows email and Windows Live email) can also be restored.



## Set Speed Dials

You can register and edit speed dials on the machine.

The following explains some of the functions.

### ! Note



- When using the speed dial manager, please install the User Setting plugin.

### Reference

- For how to install the plugin, please refer to "Setup" P. 111.

### ■ Icon

The meaning of each icon is as shown below.

Icon	Details
	Register a new speed dial number.
	Register a new speed dial number group.


### Memo

- The functions of the other icons are the same as explained in "Set the Email Address" P. 112.

### Reference

- For details on icons, please refer to "Icon" P. 112.

### ■ Exporting Speed Dials to a File.



- Select the machine from which to export, from the [**Registered Device Table**].
- Select the [**User Setting**] tab.
- Click on the [**Speed Dial Manager**].
- Enter the administrator password and click [**OK**].
- Click .
- Enter the file name, select the folder to save the file to, and click [**Save**].

### ! Note

- After exporting, the edited CSV file may not restore properly.

### ■ Import Speed Dials from a File.

- Select from which device to import, from [**Registered Device Table**].
- Select the [**User Setting**] tab.
- Click on the [**Speed Dial Manager**].
- Enter the administrator password and click [**OK**].

- Click .
- Select [**Open**] from [**Select CSV File**].
- Select the file you want to import and click on [**Open**].
- Click on [**Next**].
- Select the settings to import and click [**Import**].
- Click .

### Memo

- CSV files exported by Outlook Express (Windows email and Windows Live email) can also be restored.

## Setting Profiles

You can register and edit machine profiles.

The following explains some of the functions.

### ! Note



- When using the profile manager, please install the User Setting plugin.

### Reference

- For how to install the plugin, please refer to "Setup" P. 111.

### ■ Icon

The meaning of each icon is as shown below.

Icon	Details
	Registers a new profile.
	Copies the details of items for which you have checked the checkbox, and creates a new profile.


### Memo

- The functions of the other icons are the same as explained in "Set the Email Address" P. 112.

### Reference

- For details on icons, please refer to "Icon" P. 112.



## ■ Exporting Profiles to a File.

- 1 Select machine from which to export, from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**Profile Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Check the contents of the displayed message and click [**OK**].
- 7 Enter the file name, select the folder to save the file to, and click [**Save**].

### ! Note

- After exporting, the edited CSV file may not restore properly.

## ■ Importing Profiles from a File.



- 1 Select machine from which to import, from [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**Profile Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Check the contents of the displayed message text and click on [**OK**].
- 7 Select the file you want to import and click on [**Open**].
- 8 Select the settings to import and click [**Import**].
- 9 Click .

## Setting a PIN




You can control access to the machine.

### ■ Icon



The meaning of each icon is as shown below.

Icon	Details
	Registers a new PIN.
	Registers a new user.

### ■ Create a new PIN



- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Click .
- 7 Enter the PIN number you would like to use.
- 8 Check each item as required and click [**OK**].
- 9 Click .

### ■ Changing PIN Settings


- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Select the PIN number for which you want to change the settings.
- 7 Change settings as required and click on [**OK**].
- 8 Click .

### ■ Deleting a PIN

- 1 Select the machine from the [**Registered Device Table**].

- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click **PIN**.
- 6 Select the checkbox for the PIN you want to delete.
- 7 Click .
- 8 On the confirmation screen, click on [**Yes**].
- 9 Click .


### ■ Exports the PIN to a file.

- 1 Select machine from which to export, from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click **PIN**.
- 6 Click .
- 7 Enter the file name, select the folder to save the file to, and click [**Save**].

#### ! Note



- After exporting, the edited CSV file may not restore properly.

### ■ Imports PINs from a file.

- 1 Select machine from which to import, from [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click **PIN**.
- 6 Click .
- 7 Select the file you want to import and click on [**Open**].
- 8 Select the settings to import and click [**Import**].

- 9 Click .


### ■ Creating a New User

- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Click .
- 6 Enter username and password.
- 7 Select either an existing PIN from [**PIN Number**], or select [**Create New**].
- 8 When selecting [**Create New**], enter the PIN number into [**New PIN Number**], set each value as required, and click [**OK**].
- 9 Click [**Close**].
- 10 Click .

#### Memo



- "Admin" cannot be registered as a new username.

### ■ Changing User Settings

- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].
- 5 Select username to change.
- 6 Change settings as required and click on [**OK**].
- 7 Click .

### ■ Deleting Users

- 1 Select the machine from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**PIN Manager**].
- 4 Enter the administrator password and click [**OK**].


- 5 Select the checkbox for the user you want to delete.
- 6 Click .
- 7 On the confirmation screen, click on **[Yes]**.
- 8 Click .

## Set a network scan

You can register and edit address to use for network scans.

### ■ Icon

The meaning of each icon is as shown below.

Icon	Details
	Register a new network scan send destination.


#### Memo

- The functions of the other icons are the same as explained in "Set the Email Address" P. 112.

#### Reference

- Regarding icons, please refer to "Icon" P. 112.

### ■ Exports network scan settings to a file.



- 1 Select device from which to export, from the **[Registered Device Table]**.
- 2 Select the **[User Setting]** tab.
- 3 Click on **[Network Scan Manager]**.
- 4 Enter the administrator password and click **[OK]**.
- 5 Click .
- 6 Enter the file name, select the folder to save the file to, and click **[Save]**.

#### ! Note


- After exporting, the edited CSV file may not restore properly.

### ■ Imports network scan settings from a file.

- 1 Select from which device to import, from **[Registered Device Table]**.
- 2 Select the **[User Setting]** tab.
- 3 Click on **[Network Scan Manager]**.

- 4 Enter the administrator password and click **[OK]**.
- 5 Click .
- 6 Select the file you want to import and click on **[Open]**.
- 7 Select the import settings and click on **[Import]**.
- 8 Click .

### ■ Deletes network scan settings



- 1 Select the machine from the **[Registered Device Table]**.
- 2 Select the **[User Setting]** tab.
- 3 Click on **[Network Scan Manager]**.
- 4 Enter the administrator password and click **[OK]**.
- 5 Select the sending destination you would like to delete.
- 6 Click .

## Device Setting Plugin


With the Device Setting plugin, you can change the machine menu and copy settings to another device.

### ■ Icon



The meaning of each icon is as shown below.

Icon	Details
	Save the device settings displayed on the screen to a file.
	Restore file settings saved on an external file.

### ■ Save settings to a file.

- 1 Select the machine from the **[Registered Device Table]**.
- 2 Click on the **[Device Setting]** tab.
- 3 Click on **[Menu settings]**.
- 4 Click .
- 5 Enter the file name, select the folder to save the file to, and click **[Save]**.

## ■ Restoring Settings from a File

- 1 Select the machine from the [Registered Device Table].
- 2 Click on the [Device Setting] tab.
- 3 Click on [Menu settings].
- 4 Click .
- 5 Check the details of the displayed message and click [Yes].
- 6 Select the file you would like to restore and click [Open].
- 7 Click .

## ■ Setting Passwords

- 1 Select the machine from the [Registered Device Table].
- 2 Click on the [Device Setting] tab.
- 3 Click on [Change password].
- 4 Enter the current password and new password and click [OK].

## Alert Info Plugin

You can use the Alert Info plug-in to display a message on your computer when a job finishes. With this software, an "Event" is called when a job is completed.

### ! Note

- The Alert Info plugin can be used with devices connected to the network.
- Set the time and time zone of the machine to those of your computer.

## ■ Basic Settings

You can set basic settings of the Alert-Info plugin.

- 1 Select [Alert Info] from the [Plug-ins] menu.
- 2 Select [Basic settings].
- 3 Change the settings as required.
- 4 Click on [Update].

## ■ Device Settings

The Alert Info plugin settings can be changed for each device

- 1 Select [Alert Info] from the [Plug-ins] menu.

- 2 Select [Setting devices].
- 3 Click on [Update device].
- 4 Select the device you would like to set.
- 5 Change the settings as required and click on [OK].

## ■ Filter Settings

You can set display alert conditions for sending or receiving a fax, printing, or sending and receiving emails and Internet faxes.

- 1 Select [Alert Info] from the [Plug-ins] menu.
- 2 Select [Filter settings].
- 3 Click on the event button you would like to set.
- 4 Change the settings as required.
- 5 Click on [OK].

### Memo

- Up to 100 senders can be registered as e-mail, Internet fax, or fax sender.

## ■ Checking Logs

You can check whether there are any records registered for the machine, from the event log.

- 1 Select [Alert Info] from the [Plug-ins] menu.
- 2 Select [Display log].

### Memo

- You can check the total number of recorded events in [Log Number List].
- You can see details of recorded logs in [Log details]

## Network Setting Plugin



You can set the network with the Configuration Tool. Prior to setting, please install the Network Setting plugin.





### Reference

- For details on how to make network settings, please refer to "[Changing Network Settings From the Web Page](#)" P. 156.

## ■ Icon

The meaning of each icon is as shown below.

Icon	Details
	Searches again for the machine.
	Changes search conditions for machine.

Icon	Details
	Changes IP address for a machine.
	Restarts the machine.
	Changes network password.
	Displays the set machine webpage.

### ■ Searches for the machine on the network

Searches for the machine.


- 1 Select [**Network Setting**] from the [**Plug-ins**] menu.
- 2 Select [**Discover Devices**].  
Search results are displayed.

### ■ Set search conditions

- 1 Select [**Network Setting**] from the [**Plug-ins**] menu.
- 2 Select [**Environment Settings**]
- 3 Set the search settings as required and click [**OK**].

### ■ Change the IP Address

Changes IP address for the machine.

- 1 Select the machine from the device list.
- 2 Click .
- 3 Change the settings as required.
- 4 Click on [**OK**].
- 5 Enter the network password and click [**OK**].  
The default password is the last 6 alphanumerical digits of the MAC address
- 6 Click on [**OK**] to restart the machine.

## Cloning Settings

### ■ Cloning machine settings

You can copies machine settings to a different device.

- 1 Select the source to be cloned from the [**Registered Device Table**].
- 2 Click on the [**Device Setting**] tab.
- 3 Click on [**Cloning**].

- 4 Select the target to be cloned to and click [**Execute**].
- 5 Enter the password for the cloning source and target and click on [**OK**].

#### ! Note

- If [**Failed**] is displayed for any of the targets, cloning has failed. Perform cloning again for these targets.
- The administrator password, network menu and parts of the other menus are not cloned.

### ■ Cloning user settings

You can copy user settings to a different device.

- 1 Select the source to be cloned from the [**Registered Device Table**].
- 2 Select the [**User Setting**] tab.
- 3 Click on [**Cloning**].
- 4 Enter the administrator password and click [**OK**].
- 5 Select target to be cloned to and cloning settings
- 6 Click on [**Execute**].
- 7 Enter the password for the target to be cloned to and click on [**OK**].  
Results are displayed.

#### ! Note

- If [**Failed**] is displayed for any of the targets, cloning has failed. Perform cloning again for these targets.
- If the cloning source uses e-mail addresses, speed dialing, profiles or automatic transmission from the control panel, web browser or other configuration tool, the functions that use these operations cannot be cloned.
- If the cloning target uses e-mail addresses, speed dialing, profiles or automatic transmission from the control panel, web browser or other configuration tool, or if the time specification transmission is registered, the functions that use these operations cannot be cloned.

## Storage Manager Plugin














Using Storage Manager Plug-in makes it possible to manage jobs to be stored in devices and store forms and fonts used for printing.

### Note

- For job management function, the encrypted secure job is unsupported.
- The function such as overlay is available even if a model is not equipped with SD memory card.

### Icon

The meaning of each icon is as shown below.

Icon	Details
	Creates a new project.
	Opens an existing project.
	Overwrites and saves the file with the currently selected project.
	Assigns a new name to the currently selected project and stores it to a file.
	Adds a file to a project.
	Deletes the selected file from the project.
	Displays the Filter Macro File dialog box.
	Converts the currently selected project into a format that is downloadable directly into a device, and creates a new file.
	Sends an existing download file to the device selected in the device selection area.
	Sends the currently selected project to the device selected in the device selection area.
	Sends the file selected from the project window to the device selected in the device selection area.
	Displays a Job Management window for the device selected in the device selection area.
	Displays an Administrator Functions window for the device selected in the device selection area.

### Check the Free Space in SD Memory Cards or Flash Memory

You can check the free space in SD memory cards and flash memory.

- 1 Clicking a device name in the device selection area at the bottom of the Storage Manager Plug-in window opens a device resource window of the selected device.
- 2 The dialog box shows storage, partitions, directories and files by communicating with the device.

### Delete Unwanted Jobs From an SD Memory Card



You can delete print jobs in an SD memory card's [COMMON] partition.

### Memo

- Even after a confirmatory printing or saving of print data, as the job remains in the [COMMON] partition, if it is not deleted the capacity of the SD card will decrease.

### Note

- Encrypted authorized prints cannot be deleted on the Storage Manager Plug-in.

- 1 Clicking  icon, opens the Job Management dialog.
- 2 To view a specific user's print jobs, enter the password and click on [**Apply job password**].  
To view all print jobs, enter the administrator password and click on [**Apply administrator password**]. "Administrator password" is the password for administration of the device.
- 3 Select the job you want to delete and click  icon.
- 4 Click on [**OK**].

### Registering Forms (Form Overlay)

You can create and register overlays such as logos or forms for printing. This explains how to register forms.

### Reference

- For how to print overlays, please refer here "[Overlay Printing](#)" P. 64



### Memo

- When using a Windows PS printer driver, administrator rights are required.
- The Windows PCL XPS printer driver cannot be used.

## Create a form

- 1 Click on [**Start**] and then select [**Devices and Printers**].
- 2 Right click on the MB491 icon, and select [**Printer Properties**] > [**OKI MB491(\*)**].  
\*Select the required driver type
- 3 Select the [**Ports**] tab, check [**FILE:**] from [**Printer Port**], and click on [**OK**].
- 4 Create a form you want to register on the machine.
- 5 Select [**Print**] from the [**File**] menu.
- 6 Click on [**Preferences**].  
When using the Windows PCL printer driver, click [**Vector**] in [**Print Mode**] on the [**Job Options**] tab using the [**OK**] key, then go to step 9.
- 7 Select the [**Job Options**] tab, and click on [**Overlay**].
- 8 Select [**Create Form**].
- 9 Start a print job.
- 10 Enter the file name you would like to save.
- 11 Return to [**Printer Port**] from the [**Ports**] tab.


## Register a Form on the Machine Using the Storage Manager Plug-in

- 1 Click  icon.
- 2 Click  icon, and select the created form. The form is added to the project.
- 3 Click on the form file.
- 4 Enter the [**ID**], and click [**OK**].

### ! Note

- Do not change [**Target Volume**] and [**Path**].

### Memo

- When using the Windows PS printer driver, enter [**Component**].
- 5 Select the device in the device selection area at the bottom of the Storage Manager Plug-in window.
  - 6 Click  icon.
  - 7 Click on [**OK**].

## PDF Print Direct (for MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191MFP/MPS4200mb/MPS4700mb)

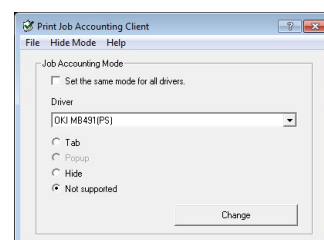
You can send a PDF file to the machine and print it directly. With PDF Print Direct, the procedure for opening PDF files with applications such as Adobe Reader has been shortened.

### Print a PDF file.

- 1 Check that there is the [**OKI MB491(\*)**] icon in the [**Devices and Printers**] folder.
- 2 Right-click on the PDF you would like to print, and select [**PDF Print Direct**].  
A window is displayed.
- 3 Select the printer driver from [**Select Printer**].  
When setting the user verification function on the selected printer driver, select [**User Auth**] from the [**Printer Settings**] menu.
- 4 If you want to print an encrypted file, put a check in [**Set Password**] and enter the password.  
In order to use the same password after this, click on [**Save Password**].
- 5 Change the setting as required and click on [**Print**].

## Print Job Accounting Client

This is client software for Print Job Accounting. You can set the user name and Job Account ID in the print driver.



### ! Note

- If you carry out an update and reinstallation of the printer driver, it will be in non-compatible mode, so please set it back to job account mode. However, if you are using a function with all the printer drivers set to the same mode, you do not need to set the mode back.



## Setting the user name and job account ID.

Can set the user name and job account ID in the printer driver properties.

- 1 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**Print Job Accounting Client**] > [**Change Job Accounting Mode**].
- 2 Select the driver you would like to set from the driver list.  
If you would like all printer drivers to be set to the same mode, click on [**Set the same mode for All drivers**].
- 3 Select [**Tab**] and click on [**Change**].  
A window is displayed.
- 4 Click on [**OK**].
- 5 Select [**Close**] from the [**File**] menu.
- 6 Click on [**Start**] and then select [**Devices and Printers**].
- 7 Right click on the printer icon and select [**Printer Properties**].
- 8 Select the [**Job Accounting**] tab, enter the user name and job account ID, and click on [**OK**].

## Setting Pop-Up Mode

When using this function, you need to enter a user name and job account ID when starting printing.

- 1 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**Print Job Accounting Client**] > [**Change Job Accounting Mode**].
- 2 Select the driver you would like to set from the driver list.  
If you would like all printer drivers to be set to the same mode, click on [**Set the same mode for All drivers**].
- 3 Select [**Popup**] and click on [**Change**].  
A window is displayed.
- 4 Click on [**OK**].
- 5 Select [**Close**] from the [**File**] menu.

## Set a job account ID for each user in Hide mode.

The system manager can create and register beforehand an ID file with the job account ID and user name for the user name to log in to Windows. The user does not need to enter their user name and job account ID at the time of printing, as they can be identified with this software.

Hide mode can be used for shared printers.

- 1 An ID file can be created in Notepad or using spreadsheet software.



- ID files are registered in the following order. Username, (the username entered when logging into Windows), User ID (the user ID corresponding to the username), and Username (the username used for print job accounting).
- The user name can be omitted. If it is omitted, the login name will be used as the username.
- Each item is separated with a comma.
- For spreadsheet software, each line has one user, with a login name, job account ID and user name.

- 2 The file should be saved in a CSV extension format.
- 3 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**Print Job Accounting Client**] > Select [**Change Job Accounting Mode**].
- 4 Select the driver you would like to set from the driver list.

If you would like all printer drivers to be set to the same mode, click on [**Set the same mode for All drivers**].



- If using a shared printer, please do not use the function setting all print drivers to the same mode. If printing on the client side of a shared printer, account information will not be output.

- 5 Select [**Hide**] and click on [**Change**].
- 6 Click on [**OK**].
- 7 Select [**Import ID File**] from the [**Hide Mode**] menu.
- 8 Specify a file created in step 1 and click [**Open**].
- 9 Uncheck [**Set fixed Job Account ID for all users**] from the [**Hide Mode**] menu.
- 10 Select [**Close**] from the [**File**] menu.

## Allocates the same ID to all users in hide mode.

- 1 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**Print Job Accounting Client**] > [**Change Job Accounting Mode**].
- 2 Select the driver you would like to set from the driver list.  
If you would like all printer drivers to be set to the same mode, click on [**Set the same mode for All drivers**].
- 3 Select [**Hide**] and click on [**Change**].  
A window is displayed.
- 4 Click on [**OK**].
- 5 Select [**Set fixed Job Account ID for all users**] from the [**Hide Mode**] menu.
- 6 Select [**Setup Fixed Job Account ID**] from the [**Hide Mode**] menu.
- 7 Enter the user name and job account ID and click on [**OK**].
- 8 Select [**Close**] from the [**File**] menu.

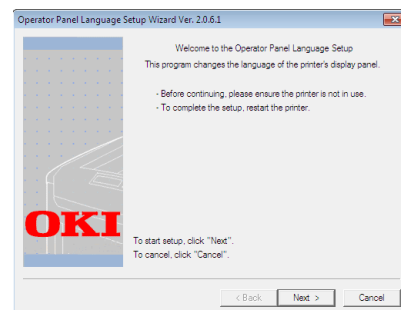
## Do not Distinguish Between Users

This recognizes all jobs as having unregistered IDs. The user name left in the Windows login name and job account ID is "0". If it is not necessary to distinguish between users, use "Not supported Mode".

- 1 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**Print Job Accounting Client**] > [**Change Job Accounting Mode**].
- 2 Select the driver you would like to set from the driver list.  
If you would like all printer drivers to be set to the same mode, click on [**Set the same mode for All drivers**].
- 3 Select [**Not Supported**] and click on [**Change**].
- 4 Click on [**OK**].
- 5 Select [**Close**] from the [**File**] menu.

## Operator Panel Language Setup

You can change the operating panel display language and set country code and date and time.



### ! Note

- This program uses the print driver. Please install the printer driver on the computer beforehand.

## Change the operating panel display language

- 1 Hold down the power switch for about a second to turn on the power.
- 2 Plug in the computer, and insert the Software DVD-ROM.
- 3 Click [**Run setup.exe**].  
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 4 Select language and click [**Next**].

- 5 Select the model and click [**OK**].
- 6 Read the user license agreement and click [**I Agree**].
- 7 Select [**Device Configuration**].
- 8 Click [**Change the Printer Display Language**].
- 9 Check [**Language**] and click [**Next**].  
(MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)
- 10 Click on [**Next**].
- 11 Select the model name of the machine and click on [**Next**].
- 12 Select the language and click on [**Next**].
- 13 Click on [**Print Test Page**] and click on [**Next**].
- 14 Check whether the printed menu language format value in step 13 is in the value range displayed on the screen.
- 15 Click on [**Next**].
- 16 Check the contents of the settings and click on [**Setup**].
- 17 Click [**Finish**].
- 18 Check that the language you want is displayed is on the screen of the machine.
- 19 Restart the machine.

**Note**

- If the language selection screen is not selected, carry out the following procedure.
  - a) Click on [**Start**] and select [**Search for Programs and Files**].
  - b) Enter "D:/Utilities/PanelDwn/oppnlngs.exe" and press the <**Enter**> key.  
(This example shows a case with the DVD-ROM drive (D:))
  - c) Follow step 4.

### Setup the country code (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)

- 1 Hold down the power switch for about a second to turn on the power.
- 2 Plug in the computer, and insert the Software DVD-ROM.

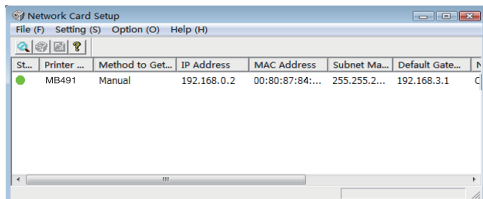
- 3 Click [**Run setup.exe**].  
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 4 Select language and click [**Next**].
- 5 Select the model and click [**OK**].
- 6 Read the user license agreement and click [**I Agree**].
- 7 Select [**Device Configuration**].
- 8 Click [**Change the Printer Display Language**].
- 9 Check [**Country Code**] and click [**Next**].
- 10 Click on [**Next**].
- 11 Select the model name of the machine and click on [**Next**].
- 12 Select the country code and click on [**Next**].
- 13 Click on [**Setup**].

### Setup the date and time (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb only)

- 1 Hold down the power switch for about a second to turn on the power.
- 2 Plug in the computer, and insert the Software DVD-ROM.
- 3 Click [**Run setup.exe**].  
If the [**User Account Control**] dialog box appears, click [**Yes**].
- 4 Select language and click [**Next**].
- 5 Select the model and click [**OK**].
- 6 Read the user license agreement and click [**I Agree**].
- 7 Select [**Device Configuration**].
- 8 Click [**Change the Printer Display Language**].
- 9 Check [**Date and Time**] and click [**Next**].
- 10 Click on [**Next**].
- 11 Select the model name of the machine and click on [**Next**].
- 12 Set the date and time and click on [**Next**].
- 13 Click on [**Setup**].

## Network Card Setup

You can use the Network Card Setup to configure the network.



In order to use Network Card Setup, TCP/IP needs to be activated.

### ! Note

- This requires administrator rights.
- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.

### Memo

- To check the machine MAC address, press the <SETTINGS> key, and on the machine operating panel select [View Information]>[Network].

## Launching the Utility

- 1 Hold down the power switch for about a second to turn on the power.
- 2 Turn on your computer, and insert the Software DVD-ROM.
- 3 Click [Run setup.exe].  
If the [User Account Control] dialog box appears, click [Yes].
- 4 Select the device and click [Next].
- 5 Read the user license agreement and click on [I Agree].
- 6 Select [Device Configuration]>[Network Card Setup Utility].

## Configuring Network Settings

- 1 Launch Network Card Setup.
- 2 Select the machine from a list.
- 3 Select [Setting Printer] from the [Setting] menu.
- 4 Change the items as required and click on [OK].

- 5 Enter your password into [Password] and click on [OK].
  - The default password is the last 6 alphanumeric digits of the Ethernet address.
  - The password is case sensitive.
- 6 Click [OK] on the confirmation window.  
The machine restarts to enable the new settings. During the restart, the machine status icon changes to red. The machine will restart, the new settings will become active, and the status icon will turn green.

## Set Web settings

You can launch the webpage, and set the main unit network.

### ■ Enable Web Settings

- 1 Launch Network Card Setup.
- 2 Select the machine from the list.
- 3 Select [Setting Printer] from the [Setting] menu.
- 4 Select the [Printer Web Page] tab.
- 5 Select [Printer Web Page - Enable] and click on [OK].
- 6 Enter your password into [Password] and click on [OK].
  - The default password is the last 6 alphanumeric digits of the ethernet address.
  - The password is case sensitive.
- 7 Click [OK] on the confirmation window.  
The network card restarts to enable the new settings. During the restart, the machine status icon changes to red. The machine network card will restart, the new settings will be active, and the status icon will turn green.

### ■ Opening a Webpage

- 1 Launch Network Card Setup.
- 2 Select your machine from the list.
- 3 Select [View Web Page] from the [Setting] menu.  
The webpage will restart, and the machine status page will be displayed.

## Changing the Password.

- 1 Launch Network Card Setup.
- 2 Select your machine from the list.
- 3 Select [**Change Password**] from the [**Setting**] menu.
- 4 Enter the current password.
  - The default password is the last 6 alphanumerical digits of the ethernet address.
  - The password is case sensitive.
- 5 Enter the new password, and reenter it for confirmation.
  - The password is case sensitive.
- 6 Click [**OK**] on the confirmation window.

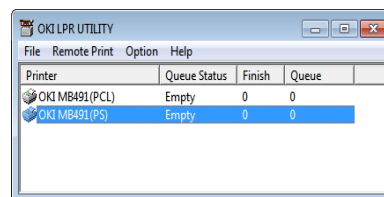
## Change the Environment.

You can configure the machine search condition, time-out value for each setting, and items to be displayed on the list.

- 1 Launch Network Card Setup.
- 2 Select your machine from the list.
- 3 Select [**Environment Settings**] from the [**Option**] menu.
- 4 Set the settings as required and click [**OK**].

## OKI LPR Utility

You can perform a print job via network, manage print jobs, check the machine status by the utility.



In order to use OKI LPR Utility, TCP/IP must be activated.

### ! Note

- The OKI LPR utility cannot be used for shared printers.
- Please use the standard TCP/IP port.
- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.

## Launching the Utility

- 1 Click on [**Start**], and select [**All Programs**] > [**Okidata**] > [**OKI LPR Utility**] > [**OKI LPR Utility**].

## Adding a Printer

You can add a printer to the OKI LPR utility.

### ! Note

- This requires administrator rights.
- If you cannot add a printer in Windows 8/Windows Server 2012/Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008, shut down OKI LPR utility first and right-click on [**Start**] > [**All Programs**] > [**Okidata**] > [**OKI LPR Utility**] > [**OKI LPR Utility**] > [**Run as administrator**] to launch.

### Memo

- You cannot add the printer which already registered at OKI LPR utility. If you want to change the port, select [**Confirm Connections**] in [**Remote Print**] menu.

- 1 Launch the OKI LPR utility.
- 2 Select [**Add Printer**] from the [**Remote Print**] menu.
- 3 Select [**Printer Name**] and enter the IP address.
 

Network printers and printers connected to the LPR port are not displayed.
- 4 When selecting a network printer, select [**Discover**].
- 5 Click on [**OK**].

## Downloading Files

---

You can download a file to the printer you have added to the OKI LPR utility.

- 1 Launch the OKI LPR utility.
- 2 Select the download destination printer.
- 3 Select [**Download**] from the [**Remote Print**] menu.
- 4 Select a file and click on [**Open**].

## Displaying the Machine Status

---

- 1 Launch the OKI LPR utility.
- 2 Select a printer.
- 3 Select [**Printer Status**] from [**Remote Print**].

## Checking/Deleting/Forwarding Jobs

---

You can confirm and delete print jobs also, if you cannot print because the selected printer is busy, offline or out of paper, you can forward the print jobs to another OKI model printer.

### ! Note

- Print jobs can only be forwarded to the same OKI model printer as the one you are using.
- Before forwarding a job, you need to add another same OKI model printer.

- 1 Launch the OKI LPR utility.
- 2 Select [**Job Status**] from the [**Remote Print**] menu.
- 3 If you want to delete a print job, select the job and then select [**Delete Job**] from the [**Job**] menu.
- 4 If you want to forward a print job, select the job and then select [**Redirect**] from the [**Job**] menu.

## Forwarding Jobs Automatically

---

If you cannot print because the selected printer is busy, offline or out of paper, you can configure the settings forward the print jobs to another OKI model printer automatically.

### ! Note

- Print jobs can only be forwarded to the same OKI model printer as the one you are using.
- Before forwarding a job, you need to add another same OKI model printer.
- This requires administrator rights.

- 1 Launch the OKI LPR utility.
- 2 Select the printer you would like to set.
- 3 Select [**Confirm Connections**] from [**Remote Print**] menu.
- 4 Click on [**Details**].
- 5 Select the [**Automatic Job Redirect Used**] checkbox.
- 6 For forwarding jobs only when errors occur, check [**Redirect only at the time of an error**].
- 7 Click on [**Add**].
- 8 Enter the forwarding destination IP address and click on [**OK**].
- 9 Click on [**OK**].

## Print with Multiple Printers

---

You can print with multiple printers with a single command.

### ! Note

- This function sends remote print jobs to multiple printers and prints simultaneously.
- This requires administrator rights.

- 1 Launch the OKI LPR utility.
- 2 Select the printer you would like to configure.
- 3 Select printer [**Confirm Connections**] from [**Remote Print**] menu.
- 4 Click on [**Details**].
- 5 Select the [**Print to more than one printer at a time**] checkbox.
- 6 Click on [**Options**].
- 7 Click on [**Add**].

- 8 Enter the IP address of the printer for simultaneously printing and click on [**OK**].
- 9 Click on [**OK**].

## Open a Webpage

You can open the machine webpage from the OKI LPR utility.

- 1 Launch the OKI LPR utility.
- 2 Select a printer.
- 3 Select [**Web Setting**] from the [**Remote Print**] menu.

### Memo

- You cannot open the webpage when the web port number has been changed. Carry out the following procedure, and reconfigure the OKI LPR utility port number.
  - a) Select a printer.
  - b) Select [**Confirm Connections**] from [**Remote Print**].
  - c) Click on [**Details**].
  - d) Enter the port number into [**Port Numbers**].
  - e) Click on [**OK**].

## Adding Comments to Printers

You can add comments to the printers added into the OKI LPR utility, in order to identify them.

- 1 Launch the OKI LPR utility.
- 2 Select a printer.
- 3 Select [**Confirm Connections**] from [**Remote Print**].
- 4 Enter a comment and click on [**OK**].
- 5 Select [**Show comments**] from the [**Option**] menu.

## Automatically Configuring the IP Address

You can set it to ensure that the connection with the original printer is maintained, even if the printer's IP address is changed.

### Memo

- The IP address may change if DHCP is being used to dynamically assign IP addresses or the network administrator manually changes the printer's IP address.

### Note

- This requires administrator rights.

- 1 Launch the OKI LPR utility.
- 2 Select [**Setup**] from the [**Option**] menu.
- 3 Select the [**Auto Reconnect**] checkbox and click on [**OK**].

## Uninstall the OKI LPR Utility

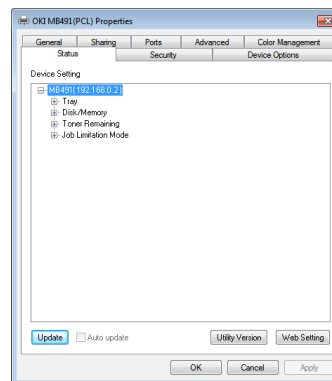
### Note

- This requires administrator rights.

- 1 Confirm (or Ensure) that the OKI LPR utility is closed.
- 2 Click on [**Start**], and then select [**All Program**] > [**Okidata**] > [**OKI LPR Utility**] > [**Uninstall OKI LPR Utility**].  
[If the [**User Account Control**] dialog box appears, click on [**Yes**].
- 3 On the confirmation screen, click on [**Yes**].

## Network Extension

In Network Extension you can check the settings on the machine and set the composition of the options.



In order to use Network Extension, TCP/IP must be activated.

### Note

- This requires administrator rights.

### Memo

- Network Extension is automatically installed when installing a print driver through a TCP/IP network.
- The Network Extension is operated by linking with the print driver. You cannot opt to only have Network Extension installed.
- Network Extension only functions when the printer driver is connected to OKI LPR port or the standard TCP/IP port.

## Launch the Utility

To use Network Extension, open the printer properties screen.

- 1 Click on [**Start**] and then select [**Devices and Printers**].
- 2 Right click on the printer icon and select [**Printer Properties**].

## Check Machine Settings

You can check the settings of the machine.

### Memo

- If you use Network Extension in an environment that is not supported, the [**Option**] tab may not be displayed.

- 1 Open the printer properties screen.

### Reference

- "Launch the Utility" P. 128

- 2 Select the [**Status**] tab.
- 3 Click [**Update**].
- 4 Click [**OK**].

### Reference

- Click [**Web Setting**] to automatically launch the webpage. You can change machine settings on this webpage screen. For details, refer to "Webpage" P. 107.

## Set Options Automatically

You can get the composition of options of the connected machine and automatically set the print driver.

### Memo

- You cannot configure this when using Network Extension in unsupported environments.

### ■ For Windows PCL/PCL XPS drivers.

- 1 Launch the printer properties screen.

### Reference

- "Launch the Utility" P. 128

- 2 Select the [**Device Options**] tab.
- 3 Click on [**Get Printer Settings**].
- 4 Click [**OK**].

### ■ For Windows PS Drivers

- 1 Launch the printer properties screen.

### Reference

- "Launch the Utility" P. 128

- 2 Select the [**Device Settings**] tab.
- 3 Click on [**Get installed options automatically**] and then click on [**Setup**].
- 4 Click [**OK**].

## Uninstall the Utility

- 1 Click on [**Start**], and then select [**Control Panel**] > [**Add or Remove Programs**].
- 2 Select [**OKI Network Extension**] and click on [**Remove**].
- 3 Follow the instructions on the screen and complete the uninstallation.

## TELNET

You can configure each type of setting with a Telnet command.


### Note

- Telnet access to the machine settings is turned off in the initial settings.  
In order to use Telnet commands, set [**Telnet**] to [**Active**], either on the webpage or on the machine control panel.
- For Windows 7/Windows Vista/Windows Server 2008 R2/Windows Server 2008, Telnet commands are inactive in the initial settings.  
In order to use Telnet commands, select [**Start**] > [**Control Panel**] > [**Programs**] > [**Programs and Features**] > [**Turn Windows features on or off**]. Set [**Telnet Client**] to active in the displayed dialog box.

### Memo

- For the next procedure, the following environment will be used as an example. The details may differ depending on the OS you are using.
    - OS: Windows 7
    - IP Address: 192.168.0.2
    - MAC Address: 00:80:87:84:9C:9B
- 1 Click on [**Start**] and select [**All Programs**] > [**Accessories**] > [**Command Prompt**].



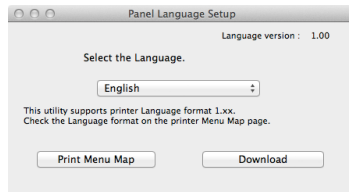
- 2** Following "(Driver Path): /Users/  
Username>" enter "ping (Space)  
machine IP Address". <Press the  
**Enter**> key and check that access is  
enabled.  
E.g.: "C:/Users/WINDOWS > ping 192.168.0.2"
  - 3** Following "telnet (Space)", enter the IP  
address of the machine and press the  
<**Enter**> key, in order to access the  
machine through Telnet.  
E.g.: "C:/Users/WINDOWS>telnet 192.168.0.2"
  - 4** After "login:" enter "root" and press the  
<**Enter**>.
  - 5** If a prompt is displayed, enter your  
password following "Password" and press  
the <**Enter**> key.  
Enter E.g: "password: 849C9B".
-  Memo
- The default "root" password is the last 6  
alphanumerical digits of the machine's MAC address.
- 6** If a menu command is displayed, enter  
the menu number you would like to  
change, and press the <**Enter**> key.
  - 7** Change the settings as required.
  - 8** Save settings and log out of the  
machine.


# Mac OS X Utilities

This section explains utilities you can use in Mac OS X.

## Panel Language Setup

You can change the operating panel display language.



- 1 Output a menu map for the machine.  
To output settings, press the <SETTINGS> key, and select [**Print Report**]>[**Menu Map**].
- 2 Launch the panel language setup utility.
  -  Reference
  - "Installing Utilities" P. 106
- 3 Select a method of connection.  
When selecting [**TCP/IP**], enter an IP address. You can check the IP address on the menu map output using procedure 1.
- 4 Click [**OK**].
- 5 For the menu map "Language Format" value, check that the value displayed on the screen matches the following conditions.
  - Condition 1: The version beginning digit is to match.
  - Condition 2: The value displayed on the screen should be the same as the Language Format value or a newer (higher) one.

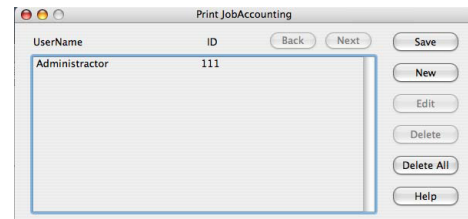
### Memo

- If Condition 1 is not met, language settings cannot be downloaded. If Condition 1 is not met, an error will be displayed in the control panel when downloading. In order to restore, restart the machine. If Condition 1 is met but Condition 2 is not, you can still use it although part of the setting names will be displayed in English.


- 6 Select a language.
- 7 Click on [**Download**].  
The language setting file will be sent to the machine, and when sending is complete, a message will be displayed.
- 8 Restarts the machine.

## Print Job Accounting Client

This is client software for Print Job Accounting. You can set the user name and user ID in the print driver.



### Registering a User ID

- 1 Launch the Print Job Accounting Client utility.
  -  Reference
  - "Installing Utilities" P. 106
- 2 Click [**New**].
- 3 Enter the Mac OS X login name, new username, and new user ID, and click on [**Save**].
- 4 Click on [**Save**].
- 5 Enter the password and click on [**OK**].
- 6 Quit Print Job Accounting Client.

### Register Multiple Users at the Same Time

You can use a CSV file to simultaneously register multiple user IDs and usernames.

### Memo

- For the following procedure, a text editor will be used for the example.
- 1 Start the text editor.
  - 2 Enter details in the order of login name, user ID, and username, and separate these with commas.
  - 3 The file should be saved in a CSV format.
  - 4 Launch the Print Job Accounting Client utility.

- 5 Select [**Import**] from the [**File**] menu.
- 6 Select the CSV file created in procedure 3 and click [**Open**].
- 7 Click on [**Save**].
- 8 Enter the password and click on [**OK**].
- 9 Quit Print Job Accounting Client.

## Changing User ID and Username.

You can use this utility to change the username and user ID.

- 1 Launch the Print Job Accounting Client utility.
- 2 Select the user you want to change and click on [**Edit**].
- 3 Enter the new user ID and username and click on [**Save**].
- 4 Click on [**Save**].
- 5 Enter the password and click on [**OK**].
- 6 Quit Print Job Accounting Client.

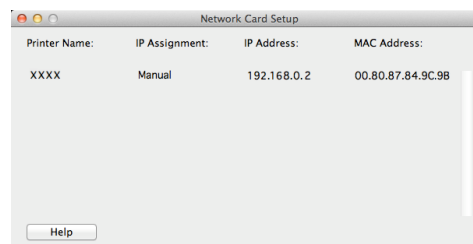
## Deleting User IDs and Usernames

You can use this utility to delete a username and user ID.

- 1 Launch the Print Job Accounting Client utility.
- 2 Select the user you want to delete and click [**Delete**].
- 3 Click on [**Save**].
- 4 Enter the password and click on [**OK**].
- 5 Quit Print Job Accounting Client.

## Network Card Setup

You can use the Network Card Setup to configure the network.



In order to use Network Card Setup, TCP/IP needs to be activated.

### ! Note

- Configure the TCP/IP settings.
- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.

## Configure the IP Address

- 1 Launch Network Card Setup.

### Reference

- "Installing Utilities" P. 106

- 2 Select the machine.
- 3 Select [**IP Address...**] from the [**Printer**] menu.
- 4 Configure the settings as required and click [**Save**].
- 5 Enter the password and click on [**OK**].
  - The default password is the last 6 alphanumerical digits of the Mac address.
  - The password is case sensitive.
- 6 Click on [**OK**] to activate the new settings. Restart the machine network card.

## Configure Web settings

You can launch the webpage, and configure the machine network settings.

### ■ Enabling Web Settings

- 1 Select [**Web Page Settings...**] from the [**Printer**] menu.
- 2 Select [**Enable**] and click on [**Set**].
- 3 Enter your password into [**Enter Password**] and click on [**OK**].
  - The default password is the last 6 alphanumerical digits of the MAC address.
  - The password is case sensitive.
- 4 Click [**OK**] on the confirmation window.

## ■ Opening a Webpage

- 1 Launch Network Card Setup.
- 2 Select the machine.
- 3 Select [**View Printer Web Pages**] from the [**Printer**] menu .  
The webpage will restart, and the machine status page will be displayed.

## Quit Network Card Setup

- 1 Select [**Quit**] from the [**File**] menu.

## Network Scanner Setup Tool


When carrying out a scan through the network for the first time with Mac OS X, launch the network scanner setup tool to set the connection target.

It is not necessary to set the connection target after the first time.

### Memo

- For the following procedure, Adobe Photoshop CS3 will be used as an example. The details may differ depending on the application you are using.
- The Network Scanner Setup Tool is installed at the same time as the scanner driver.
- The Network Scanner Setup Tool can be launched from [**Network Scanner Setup Tool**] within [**Applications**] > [**OKIDATA**] > [**Scanner**].


## Carry out a network scan for the first time. (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
- 2 Press the <**SCAN**> key.
- 3 Press the ▼ to select [**Remote PC**] and then press .
- 4 Launch Adobe Photoshop CS3 on your computer.
- 5 Select [**Import**] from [**File**], and select [**OKI MB4x1\_ES41x1\_MPS42x Network**].
- 6 When carrying out a network scan for the first time, a dialog box informing you that the connection selection tool is

being started will be displayed, so click [**OK**].

- 7 Select the connection destination from the [**Scan Settings**] dialog box, register information as required and click on [**OK**].
- 8 From [**File**] within Adobe Photoshop CS3, select [**Import**] and select [**OKI MB4x1\_ES41x1\_MPS42x Network**].  
A window is displayed.
- 9 Click the scan button .  
Reading will start.
- 10 Select [**Quit Photoshop**] from [**Photoshop**].

## Carry out a network scan for the first time. (MB461+LP, MB491+LP, MPS4700mb)

- 1 Place your document with text face up in the ADF or face down on the document glass.  
When the device's Scan Mode settings are in "Simple Mode", please proceed to Step 4. Otherwise, please carry out step 2 and 3.
- 2 Press the <**SCAN**> key.
- 3 Press the ▼ to select [**Remote PC**] and then press .
- 4 Launch Adobe Photoshop CS3 on your computer.
- 5 Select [**Import**] from [**File**], and select [**OKI MB4x1+LP\_MPS47x Network**].
- 6 When carrying out a network scan for the first time, a dialog box informing you that the connection selection tool is being started will be displayed, so click [**OK**].
- 7 Select the connection destination from the [**Scan Settings**] dialog box, register information as required and click on [**OK**].
- 8 From [**File**] within Adobe Photoshop CS3, select [**Import**] and select [**OKI MB4x1+LP\_MPS47x Network**].  
A window is displayed.
- 9 Click the scan button .  
Reading will start.
- 10 Select [**Quit Photoshop**] from [**Photoshop**].

# 8. Network Settings

This chapter explains network settings for your machine.

## ■ Network Setting Items

This section explains the items that can be set with network functions.

You can print the network setting list and check the current network settings by pressing the <**SETTING**> key and selecting [**Reports**] > [**System**] > [**Network Information**] on the control panel.

### Reference

- For details on how to print the network settings list, refer to "Printing Reports" P. 73.

You can change the network settings from your machine's web page, Configuration Tool, TELNET, and Network Card Setup. For the menus available for each utility, refer to the following tables.

### ■ Device Information

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Contact Name - Administrator	Contact to Admin	-	-	-	(NULL)	Specifies the contact information of the system administrator up to 225 characters.
Device Name	Device Name	-	-	-	OKI-(machine name)-(last six digits of MAC address)	Sets the machine name up to 31 characters.
Short Device Name	Short Device Name	-	-	-	(machine name)-(last six digits of MAC address)	Sets the short machine name up to 15 characters.
Location	Location	-	-	-	(NULL)	Sets the machine location up to 255 characters.
Asset Number	Asset Number	-	-	-	(NULL)	Sets the arbitrary number to manage your machine up to 32 characters.

### ■ TCP/IP

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
IP Address Set	IP Address Set	IP Address Request Method	IP Address Request Method	Get IP address	AUTO	Specifies the method of assigning an IP address.
IP Address	IP Address	IP Address	IP Address	IP Address	xxx.xxx.xxx.xxx	Sets an IP address.
Subnet Mask	Subnet Mask	Subnet Mask	Subnet Mask	Subnet Mask	xxx.xxx.xxx.xxx	Sets a subnet mask.

## Network Setting Items

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Gateway Address	Gateway Address	Default Gateway Address	Default Gateway Address	Default Gateway Address	0.0.0.0	Sets a gateway address.
DNS Server (Primary)	DNS Server (Pri.)	-	-	-	0.0.0.0	Specifies the IP address of the primary DNS server. Be sure to specify this item when you use a domain name to specify the SMTP/POP/LDAP server.
DNS Server (Secondary)	DNS Server (Sec.)	-	-	-	0.0.0.0	Specifies the IP address of the secondary DNS server. Be sure to specify this item when you use a domain name to specify the SMTP/POP/LDAP server.
Dynamic DNS	Dynamic DNS	-	-	-	Disable	Specifies whether to register the information to the DNS server when a setting has been changed.
Domain Name	Domain Name	-	-	-	(NULL)	Sets the domain name the machine belongs to.
WINS Server (Primary)	WINS Server (Pri.)	-	-	-	0.0.0.0	Specifies the name or IP address of the WINS server (for Windows only).
WINS Server (Secondary)	WINS Server (Sec.)	-	-	-	0.0.0.0	Specifies the name or IP address of the WINS server (for Windows only).
Scope ID	Scope ID	-	-	-	(NULL)	Specifies the Scope ID for WINS. From 1 to 223 characters can be used.
Windows	Windows	-	-	-	Disable	Specifies whether to use the auto-discovery function of Windows.
Macintosh	Macintosh	-	-	-	Enable	Specifies whether to use the auto-discovery function of Macintosh.
Device Name	Printer Name	-	-	-	OKI-(machine name)-(last six digits of MAC address)	Specifies the rule for displaying the machine name when the auto-detect function is enabled.
IPv6	IP Version	-	-	-	Disable	Specifies whether to use IPv6.

## ■ NetWare

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Print Mode	-	-	-	-	Print Server	Specifies how to use the machine, as a print server, or as a remote printer.
Connection method	NetWare Mode	-	-	-	NDS+Bindery	Specifies the NetWare priority mode.
Communication protocol	TCP or IPX	-	-	-	IPX	Select IPX or TCP/IP to be used on NetWare.

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Print Server Name	Print Server Name	-	-	-	OKI-(machine name)-(last six digits of MAC address)-PS	Specifies the print server name up to 31 characters. This value must be identical to the one specified in the file server.
Printer Name	Printer Name	-	-	-	OKI-(machine name)-(last six digits of MAC address)-PR	Specifies the machine name when you use a remote printer. This value must be identical to the one specified in the file server.
Frame Type	Frame Type	-	-	-	Auto Negotiation	Specifies the frame type the machine uses on NetWare.
Bindery Mode	-	-	-	-	Enable	Specifies whether to use the bindery mode. When you access NetWare 3.12 or the bindery network of NetWare 6.0, 5.0, or 4.1, enable the bindery mode. When you access NDS of NetWare 6.0, 5.0, or 4.1, disable the bindery mode.
File Serve Names	File Server Name #1-8	-	-	-	(NULL)	Specifies the name of the file server up to 47 characters. You can specify up to 8 servers.
Password for File Servers	Password	-	-	-	(NULL)	Sets a password to log in to the file server up to 31 characters. You must specify this item when you set a password on the file server for your machine.
Job Polling Rate	Job Polling Time (sec.)	-	-	-	4 (seconds)	Sets the interval to access the print job queue.
Tree	NDS Tree	-	-	-	(NULL)	Specifies the NDS tree name up to 31 characters. Specify the tree name to which the file server belongs.
Context	NDS Context	-	-	-	(NULL)	Specifies the NDS context name up to 77 characters. Specify the context name to which the print server belongs.
Job Timeout	Job Timeout (sec.)	-	-	-	10 (seconds)	Specifies the time until a port is freed after the last print job was accepted.
Print Server Names	Print Sever Name #1-8	-	-	-	(NULL)	Specifies the name of the print server to access up to 47 characters. You can specify up to 8 servers.

■ **EtherTalk (MB451/MB451w/MB471/MB471w/MB491/MB491+ / MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)**

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Zone Name	Zone Name	-	-	-	*	Specifies the EtherTalk zone name up to 32 characters.
Printer Name	Printer Name	-	-	-	(machine name)	Specifies the EtherTalk printer name up to 31 characters.

■ NBT/NetBEUI

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Short Device Name	Short Device Name	-	-	-	(machine name)- (last six digits of MAC address)	Sets the name to be identified on NetBIOS over TCP/NetBEUI up to 15 characters. In Windows it is displayed in the PrintServer group of the Network Computer.
Workgroup Name	Workgroup Name	-	-	-	PrintServer	Sets the work group name to be displayed on Windows network computers up to 15 characters.
Master Browser Setting	Master Browser Setting	-	-	-	Enable	Specifies whether to use master browser.
Comment	Comment	-	-	-	EthernetBoard OkilAN 8500e	Sets a comment up to 48 characters. It is displayed when Windows Explorer is in the detailed view.

■ E-mail Send Settings

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
SMTP Send	SMTP Send	-	-	-	Enable	Specifies whether to use SMTP (E-mail).
SMTP Server	SMTP Server Name	-	-	-	(NULL)	Specifies the SMTP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
Device E-mail Address	Device Email Address	-	-	-	(NULL)	Specifies the e-mail address of the machine.
Authentication Method	SMTP-Auth Method	-	-	-	None	Specifies whether to perform SMTP authentication.
SMTP Port Number	SMTP Port Number	-	-	-	25	Specifies the SMTP port number.
SMTP User ID	SMTP Server User ID	-	-	-	(NULL)	Sets a user ID for SMTP authentication.
SMTP Password	SMTP Server Password	-	-	-	(NULL)	Sets a password for SMTP authentication.
SMTP Encryption	SMTP Encryption Algorithm	-	-	-	None	Specifies the method to encrypt the SMTP (E-mail send protocol).
-	POP Server Name	-	-	-	(NULL)	Specifies the POP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
-	POP Port Number	-	-	-	110	Specifies the port number to access the POP server.



Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
POP User ID	POP Server UserID	-	-	-	(NULL)	Sets a user ID to access the POP server.
POP Password	POP Server Password	-	-	-	(NULL)	Sets a password to access the POP server.
POP Encryption	POP Encryption Algorithm	-	-	-	None	Specifies the method to encrypt POP communication.
APOP Support	Use APOP	-	-	-	Disable	Specifies whether to use APOP.
Attached Information Device Model	Attached Info Device Model	-	-	-	ON	Specifies whether to list the machine model name on an alert e-mail.
Attached Information Network Interface	Attached Info Network Interface	-	-	-	ON	Specifies whether to list the network interface name on an alert e-mail.
Attached Information Serial Number	Attached Info Serial Number	-	-	-	ON	Specifies whether to list the machine serial number on an alert e-mail.
Attached Information Asset Number	Attached Info Asset Number	-	-	-	OFF	Specifies whether to list the machine asset number on an alert e-mail.
Attached Information Device Name	Attached Info Device Name	-	-	-	OFF	Specifies whether to list the device name of the machine on an alert e-mail.
Attached Information Location	Attached Info Location	-	-	-	OFF	Specifies whether to list the machine location on an alert e-mail.
Attached Information IP Address	Attached Info IP Address	-	-	-	ON	Specifies whether to list the IP address of the machine on an alert e-mail.
Attached Information MAC Address	Attached Info MAC Address	-	-	-	OFF	Specifies whether to list the MAC address of the machine on an alert e-mail.
Attached Information Short Device Name	Attached Info Short Device Name	-	-	-	OFF	Specifies whether to list the short device name of the machine on an alert e-mail.
Attached Information Device URL	Attached Info Device URL	-	-	-	OFF	Specifies whether to list the web page URL of the machine on an alert e-mail.
Comment	Comment Line 1-4	-	-	-	(NULL)	Sets a comment to add to an alert e-mail. You can enter up to 63 characters in a line. A maximum of 4 lines can be specified.
Reply-To-Address	Reply-To Address	-	-	-	(NULL)	Specifies the e-mail address used to reply to e-mails. Specify the e-mail address of the network administrator.

■ E-mail Receive Settings

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Use Protocol	POP or SMTP	-	-	-	Disable	Specifies whether to use the e-mail receive function. Select the protocol to use.
POP Server Name	POP Server	-	-	-	(NULL)	Specifies the POP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
POP User ID	POP Server UserID	-	-	-	(NULL)	Sets a user ID to access the POP server.
POP Password	POP Server Password	-	-	-	(NULL)	Sets a password to access the POP server.
APOP Support	Use APOP	-	-	-	Disable	Specifies whether to use APOP.
POP Port Number	POP Port Number	-	-	-	110	Specifies the port number to access the POP server.
POP Encryption	POP Encryption Algorithm	-	-	-	None	Specifies the method to encrypt POP communication.
POP Receive Interval	Mail Polling Time (min)	-	-	-	5 (minutes)	Specifies the interval to access the POP server to receive e-mails.
Domain Filter	Domain filter	-	-	-	Disable	Specifies whether to use domain filtering.
E-mail from following listed domains.	Filter Policy	-	-	-	Accept	Specifies whether to accept or block e-mail from the specified domains.
Domain 1-5	Domain 1-5	-	-	-	(NULL)	Specifies the domain to apply domain filtering.
SMTP Receive Port Number	Port Number	-	-	-	25	Specifies the port number to access the machine via SMTP.

■ E-mail Alert Settings

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Address 1-5	Email Address 1-5	-	-	-	(NULL)	Specifies the destination e-mail address. You can specify up to 5 destinations.
Error Notification Method	Notify Mode 1-5	-	-	-	Notification upon occurrence of an error	Specifies when to notify you of an error.
E-mail Notification Interval	Email Alert Interval (Hours) 1-5	-	-	-	24 (Hours)	Specifies the interval of the e-mail alert. Effective only when periodic notification is specified.

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Consumable Warning	Consumable Warning EVENT 1-5	-	-	-	Immediate	Specifies whether to notify you of a warning regarding consumables. Effective only when notification upon occurrence is selected.
Consumable Warning	Consumable Warning PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of a warning regarding consumables. Effective only when periodic notification is selected.
Consumable Error	Consumable Error EVENT 1-5	-	-	-	Immediate	Specifies whether to notify you of an error regarding consumables. Effective only when notification upon occurrence is selected.
Consumable Error	Consumable Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error regarding consumables. Effective only when periodic notification is selected.
Maintenance Unit Warning	Maintenance Unit Warning EVENT 1-5	-	-	-	2H0M	Specifies whether to notify you of a warning regarding the maintenance unit. Effective only when notification upon occurrence is selected.
Maintenance Unit Warning	Maintenance Unit Warning PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of a warning regarding the maintenance unit. Effective only when periodic notification is selected.
Maintenance Unit Error	Maintenance Unit Error EVENT 1-5	-	-	-	Immediate	Specifies whether to notify you of an error regarding the maintenance unit. Effective only when notification upon occurrence is selected.
Maintenance Unit Error	Maintenance Unit Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error regarding the maintenance unit. Effective only when periodic notification is selected.
Paper Supply Warning	Paper Supply Warning EVENT 1-5	-	-	-	0H15M	Specifies whether to notify you of a warning regarding paper. Effective only when notification upon occurrence is selected.
Paper Supply Warning	Paper Supply Warning PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of a warning regarding paper. Effective only when periodic notification is selected.
Paper Supply Error	Paper Supply Error EVENT 1-5	-	-	-	Immediate	Specifies whether to notify you of an error regarding paper. Effective only when notification upon occurrence is selected.
Paper Supply Error	Paper Supply Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error regarding paper. Effective only when periodic notification is selected.
Printing Paper Warning	Printing Paper Warning EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding paper feed. Effective only when notification upon occurrence is selected.
Printing Paper Warning	Printing Paper Warning PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding paper feed. Effective only when periodic notification is selected.

**Network Setting Items**

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Printing Paper Error	Printing Paper Error EVENT 1-5	-	-	-	2H0M	Specifies whether to notify you of an error regarding paper feed. Effective only when notification upon occurrence is selected.
Printing Paper Error	Printing Paper Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error regarding paper feed. Effective only when periodic notification is selected.
Storage Device Warning	Storage Device EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the storage device. Effective only when notification upon occurrence is selected.
Storage Device Warning	Storage Device PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of a warning regarding the storage device. Effective only when periodic notification is selected.
Print Result Warning	Print Result Warning EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding an error that affects the print results. Effective only when notification upon occurrence is selected.
Print Result Warning	Print Result Warning PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of a warning regarding an error that affects the print results. Effective only when periodic notification is selected.
Print Result Error	Print Result Error EVENT 1-5	-	-	-	2H0M	Specifies whether to notify you of an error that affects the print results. Effective only when notification upon occurrence is selected.
Print Result Error	Print Result Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error that affects the print results. Effective only when periodic notification is selected.
Interface Anomaly Warning	Interface Warning EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the interface. Effective only when notification upon occurrence is selected.
Interface Anomaly Warning	Interface Warning PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the interface. Effective only when periodic notification is selected.
Interface Anomaly Error	Interface Error EVENT 1-5	-	-	-	2H0M	Specifies whether to notify you of an error regarding the interface. Effective only when notification upon occurrence is selected.
Interface Anomaly Error	Interface Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of an error regarding the interface. Effective only when periodic notification is selected.
Security Warning	Security Warning EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the security function. Effective only when notification upon occurrence is selected.
Security Warning	Security Warning PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the security function. Effective only when periodic notification is selected.

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Scanner Warning	Scanner Warning/ Error EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the scanner. Effective only when notification upon occurrence is selected.
Scanner Warning	Scanner Warning/ Error PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the scanner. Effective only when periodic notification is selected.
Scanner Error	Scanner Warning/ Error EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of an error regarding the scanner. Effective only when notification upon occurrence is selected.
Scanner Error	Scanner Warning/ Error PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of an error regarding the scanner. Effective only when periodic notification is selected.
Fax Warning	FAX Warning/ Error EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the fax function. Effective only when notification upon occurrence is selected.
Fax Warning	FAX Warning/ Error PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of a warning regarding the fax function. Effective only when periodic notification is selected.
Fax Error	FAX Warning/ Error EVENT 1-5	-	-	-	Disable	Specifies whether to notify you of an error regarding the fax function. Effective only when notification upon occurrence is selected.
Fax Error	FAX Warning/ Error PERIOD 1-5	-	-	-	Disable	Specifies whether to notify you of an error regarding the fax function. Effective only when periodic notification is selected.
Other Error	Other Error EVENT 1-5	-	-	-	2H0M	Specifies whether to notify you of other errors. Effective only when notification upon occurrence is selected.
Other Error	Other Error PERIOD 1-5	-	-	-	Enable	Specifies whether to notify you of other errors. Effective only when periodic notification is selected.

## ■ SNMP

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Use SNMP Settings	SNMP Version	-	-	-	SNMPv3+v1	Specifies the SNMP version.
User Name	User Name	-	-	-	root	Sets the user name in SNMPv3 up to 32 characters.
Authentication Settings Passphrase	Auth Passphrase	-	-	-	(NULL)	Sets the password to create an authentication key for SNMPv3 packet authentication. From 8 to 32 characters can be used.

## Network Setting Items

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
-	Auth Key	-	-	-	(NULL)	Sets the authentication key for SNMPv3 packet authentication in HEX code. Maximum number of characters depends on the algorithm you select.
Authentication Settings Algorithm	Auth Algorithm	-	-	-	MD5	Specifies the algorithm for SNMPv3 packet authentication.
Encryption Settings Passphrase	Privacy Passphrase	-	-	-	(NULL)	Sets the password to create an authentication key for SNMPv3 packet encryption. From 8 to 32 characters can be used.
-	Privacy Key	-	-	-	(NULL)	Sets the authentication key for SNMPv3 packet encryption in HEX code. Sixteen octets (32 characters of HEX code) can be used.
Encryption Settings Algorithm	Privacy Algorithm	-	-	-	DES	Specifies the algorithm for SNMPv3 packet encryption. You cannot change this value.
New SNMP Read Community	Read Community	-	-	-	public	Sets the read community for SNMPv1 up to 15 characters.
New SNMP Write Community	Write Community	-	-	-	public	Sets the write community for SNMPv1 up to 15 characters.

## ■ SNMP Trap

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Printer Trap Community Name	Prn-Trap Community	-	-	-	public	Sets the community name for a printer trap up to 31 characters.
Address 1-5	TCP #1-5 Trap Address	-	-	-	0.0.0.0	Specifies a trap destination in TCP/IP. You can specify up to 5 destinations.
Trap Enable 1-5	TCP #1-5 Trap Enable	-	-	-	Disable	Specifies whether to use a printer trap in TCP #1-5.
Printer Reboot 1-5	TCP #1-5 Printer Reboot Trap	-	-	-	Disable	Specifies whether to send an SNMP message when the machine has rebooted.
Receive Illegal Trap 1-5	TCP #1-5 Receive Illegal Trap	-	-	-	Disable	Specifies whether to use a trap when a community name other than the one set in [ <b>Printer Trap Community Name Set</b> ] is used to access the machine.
Online 1-5	TCP #1-5 Online Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine comes online.
Offline 1-5	TCP #1-5 Offline Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine goes offline.

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Paper Out 1-5	TCP #1-5 Paper Out Trap	-	-	-	Disable	Specifies whether to send an SNMP message when the machine runs out of paper.
Paper Jam 1-5	TCP #1-5 Paper Jam Trap	-	-	-	Disable	Specifies whether to send an SNMP message when the paper jams.
Cover Open 1-5	TCP #1-5 Cover Open Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine's cover opens.
Printer Error 1-5	TCP #1-5 Printer Error Trap	-	-	-	Disable	Specifies whether to send an SNMP message when an error occurs.
IPX	IPX Trap Net/Address	-	-	-	00000000:000000000000	Specifies a trap destination in IPX. Specify the value as "(network address):(node address)". You can specify only one address.
IPX Trap Enable	IPX Trap Enable	-	-	-	Disable	Specifies whether to use a printer trap in IPX.
IPX Online	IPX Online Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine comes online.
IPX Offline	IPX Offline Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine goes offline.
OPX Paper Out	IPX Paper Out Trap	-	-	-	Disable	Specifies whether to send an SNMP message when the machine runs out of paper.
IPX Paper Jam	IPX Paper Jam Trap	-	-	-	Disable	Specifies whether to send an SNMP message when the paper jams.
IPX Cover Open	IPX Cover Open Trap	-	-	-	Disable	Specifies whether to send an SNMP message every time the machine's cover opens.
IPX Printer Error	IPX Printer Error Trap	-	-	-	Disable	Specifies whether to send an SNMP message when an error occurs.

## ■ IPP

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
IPP	-	-	-	-	Disable	Specifies whether to use IPP.
Message from Administrator	-	-	-	-	(NULL)	Enter a message in a language that accords to the language selected in [Character Encoding] and [Language].
Charset	-	-	-	-	UTF-8	Specifies a character encoding to use when submitting settings to the machine.
Language	-	-	-	-	EN-US	Specifies the language used in settings that contain text strings.

## Network Setting Items

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Authentication	-	-	-	-	NONE	Specifies whether to use authentication when performing IPP printing.
User Name 1-50	-	-	-	-	(NULL)	If you select [ <b>BASIC</b> ] in [ <b>Authentication</b> ], specify a user name up to 63 characters.
Password 1-50	-	-	-	-	(NULL)	If you select [ <b>BASIC</b> ] in [ <b>Authentication</b> ], specify a password up to 16 characters.

## ■ Windows Rally

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
WSD Print	WSD Print	-	-	-	Enable	Specifies whether to use WSD Print.
WSD Scan	WSD Scan	-	-	-	Enable	Specifies whether to use WSD Scan.
LLTD	LLTD	-	-	-	Enable	Specifies whether to use LLTD.

## ■ IEEE802.1X

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
IEEE802.1X	802.1X	-	-	-	Disable	Specifies whether to use IEEE802.1X.
EAP Type	EAP Type	-	-	-	EAP-TLS	Specifies the EAP method.
EAP User	EAP User	-	-	-	(NULL)	Specifies the user name to be used for EAP up to 64 characters.
EAP Password	EAP Password	-	-	-	(NULL)	Specifies the password to be used for EAP up to 64 characters. Effective only when [ <b>PEAP</b> ] is selected in [ <b>EAP Type</b> ].
Client Certificate Setting	Use SSL Certificate	-	-	-	Use SSL/TLS certificate for EAP authentication	Specifies whether to use an SSL/TLS certificate in IEEE802.1X authentication. It is unavailable when no SSL/TLS certificate is installed. Effective only when EAP-TLS is selected.
CA Certification Setting	Authenticate Server	-	-	-	Authenticate Server	Specifies whether to use a CA certificate to authenticate the certificate sent from the RADIUS server.
-	EAP retry	-	-	-	3	Specifies the number of retries of IEEE802.1X authentication.
-	EAP timeout	-	-	-	40	Specifies the timeout value to wait for the server response during IEEE802.1X authentication.



## ■ Secure Protocol Server Settings (Kerberos)

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Domain	Domain Name	-	-	-	(NULL)	Specifies the realm name for Kerberos authentication.

## ■ LDAP Server Settings

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
LDAP Server	LDAP Server	-	-	-	(NULL)	Specifies the LDAP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
Port Number	LDAP Port Number	-	-	-	389	Specifies the port number of the LDAP server.
Timeout	LDAP Timeout	-	-	-	30	Specifies the timeout value to wait for the LDAP server response.
Max. Entries	Max Entry	-	-	-	100	Specifies the maximum number of search results.
Search Root	Search Root	-	-	-	(NULL)	Specifies where to search (BaseDN) in LDAP search.
User Name 1	User Name 1	-	-	-	cn	Specifies the attribute name searched for as the user name.
User Name 2	User Name 2	-	-	-	sn	
User Name 3	User Name 3	-	-	-	givenName	
Mail Address	Mail Address	-	-	-	mail	Specifies the attribute name searched for as the user name.
Additional Filter	Additional Filter	-	-	-	(NULL)	Specifies additional filters for LDAP search.
Method	Authenticati on Method	-	-	-	Anonymous	Specifies the authentication method for LDAP server.
User ID	Authenticati on User ID	-	-	-	(NULL)	Sets a user ID to access the LDAP server.
Password	Authenticati on User Password	-	-	-	(NULL)	Sets a password to access the LDAP server.
Encryption	Encryption Algorithm	-	-	-	None	Specifies the method to encrypt LDAP communication.

■ Mail Server Settings

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
SMTP Server	SMTP Server Name	-	-	-	(NULL)	Specifies the SMTP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
SMTP Port Number	SMTP Port Number	-	-	-	25	Specifies the SMTP port number.
SMTP Encryption	SMTP Encryption Algorithm	-	-	-	None	Specifies the method to encrypt the SMTP (E-mail) send protocol.
POP3 Server	POP Server	-	-	-	(NULL)	Specifies the POP server name. Enter the domain name or IP address. Be sure to configure DNS settings if you enter a domain name.
POP3 Port Number	POP Port Number	-	-	-	110	Specifies the port number to access the POP server.
POP Encryption	POP Encryption Algorithm	-	-	-	None	Specifies the method to encrypt POP communication.
Authentication Method	SMTP-Auth Method	-	-	-	None	Specifies whether to perform SMTP authentication.
SMTP User ID	SMTP Server User ID	-	-	-	(NULL)	Sets a user ID for SMTP authentication.
SMTP Password	SMTP Server Password	-	-	-	(NULL)	Sets a password for SMTP authentication.
POP User ID	POP Server UserID	-	-	-	(NULL)	Sets a user ID to access the POP server.
POP Password	POP Server Password	-	-	-	(NULL)	Sets a password to access the POP server.
APOP Support	Use APOP	-	-	-	Disable	Specifies whether to use APOP.

■ Security

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
-	TCP/IP	-	-	-	Enable	Specifies whether to use TCP/IP.
NetBEUI	NetBEUI	-	-	-	Disable	Specifies whether to use NetBEUI.
NetBIOS over TCP	NetBIOS over TCP	-	-	-	Enable	Specifies whether to use NetBIOS over TCP.
NetWare	NetWare	-	-	-	Disable	Specifies whether to use NetWare.
EtherTalk	EtherTalk	-	-	-	Disable	Specifies whether to use EtherTalk (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only).

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Web (Port Number: 80)	WEB (Default Port 80)	Device Settings (Web) - Enable	Printer Settings (Web)	Web Page Settings	Enable	Specifies whether to use the web page to access the machine.
Web	Web (IPP)	-	-	-	80	Specifies the port number to access the web page of the machine.
IPP (Port Number: 631)	IPP (Default Port 631)	-	-	-	Disable	Specifies whether to use IPP.
Telnet	Telnet	-	-	-	Disable	Specifies whether to use TELNET to access the machine.
FTP	FTP	-	-	-	Disable	Specifies whether to use FTP to access the machine.
SNMP	SNMP	-	-	-	Enable	Specifies whether to use SNMP to access the machine.
POP	POP3 (E-Mail)	-	-	-	Disable	Specifies whether to use POP3.
POP	POP	-	-	-	110	Specifies the port number for POP3.
SNTP	SNTP	-	-	-	Disable	Specifies whether to use SNTP.
Local Ports	Local Ports	-	-	-	Enable	Specifies whether to use a unique protocol.
-	SMTP (E-Mail)	-	-	-	Enable	Specifies whether to use SMTP send.
SMTP Send	SMTP Send	-	-	-	25	Specifies the port number for SMTP send.
SMTP Receive	SMTP Receive	-	-	-	25	Specifies the port number for SMTP receive.
Change Network Password	Password	Password Change	Password Change	Change Password	(last six digits of MAC address)	Sets a new administrator password up to 15 characters. The password is case-sensitive. This password is used only when you change settings from the utilities. The administrator password set in the machine cannot be changed from this item.

## ■ IP Filtering

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
IP Filtering	IP Filtering	-	-	-	Disable	Specifies whether to use IP filtering. Be sure to configure the following settings of this category when you enable IP filtering. If you do not, you cannot access the machine via TCP/IP.

## Network Setting Items

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Start Address 1-10	Start Address #1-10	-	-	-	0.0.0.0	Specifies IP addresses that are allowed to access the machine. You can specify an individual address or an address range.
End Address 1-10	End Address #1-10	-	-	-	0.0.0.0	
Printing 1-10	IP Address Range #1-10 Print	-	-	-	Disable	Specifies whether to allow print jobs from specified IP addresses.
Configuration 1-10	IP Address Range #1-10 Configuration	-	-	-	Disable	Specifies whether to allow settings changes from specified IP addresses.
Administrator's IP Address setting	Admin IP Address	-	-	-	0.0.0.0	Specifies the administrator IP address automatically. Only this address can always access the machine. When the administrator accesses the machine via a proxy server, all access via the proxy server is allowed.

## ■ MAC Address Filtering

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
MAC Address Filtering	MAC Address Filtering	-	-	-	Disable	Specifies whether to use MAC address filtering. This function is used to control access from MAC addresses. Be sure to configure the following settings of this category when you enable MAC address filtering. If not, you cannot access the machine via a network.
Communication from the following MAC Addresses	MAC Address Access	-	-	-	Accept	Specifies whether to accept or block the access from specified MAC addresses.
MAC Address 1-50	MAC Address #1-50	-	-	-	00:00:00:00:00:00	Specifies MAC addresses to which the filtering is applied.
Administrator's MAC Address setting	Admin MAC Address	-	-	-	00:00:00:00:00:00	Specifies the administrator MAC address automatically. Only this address can always access the machine. When the administrator accesses the machine via a proxy server, all access via the proxy server is allowed.

## ■ Encryption (SSL/TLS)

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
HTTP/IPP	HTTP/IPP	-	-	-	OFF	Specifies whether to encrypt HTTP/IPP communication.
HTTP/IPP Cipher Strength	HTTP/IPP Cipher Strength	-	-	-	Standard	Specifies whether to encrypt HTTP/IPP communication.
FTP Receive	FTP Receive	-	-	-	OFF	Specifies whether to encrypt reception via FTP.
FTP Receive Cipher Strength	FTP Receive Cipher Strength	-	-	-	Standard	Specifies the strength of encryption of reception via FTP.
SMTP Receive	SMTP Receive	-	-	-	OFF	Specifies whether to encrypt reception via SMTP.
SMTP Receive Cipher Strength	SMTP Receive Cipher Strength	-	-	-	Standard	Specifies the strength of encryption of reception via SMTP.
Select Certificate Type	-	-	-	-	Use self-signed Certificate	Creates a self-signed certificate. In addition, creates a CSR to send to a certificate authority and installs a certificate issued by a certificate authority.
Common Name	-	-	-	-	(Machine's IP Address)	The machine's IP address is specified when you create a self-signed certificate.
Organization	-	-	-	-	(NULL)	Specifies the official name of the organization you belong to up to 64 characters.
Organizational Unit	-	-	-	-	(NULL)	Specifies the name of the sub-group (e.g. branch) you belong to up to 64 characters.
Locality	-	-	-	-	(NULL)	Specifies the name of the locality you are in up to 128 characters.
State/ Province	-	-	-	-	(NULL)	Specifies the name of the state or province you are in up to 128 characters.
Country/ Region	-	-	-	-	(NULL)	Specifies the country code or region code in 2 characters.
Key Exchange Method	-	-	-	-	RSA	Specifies the key method for encrypted communication.
Key Size	-	-	-	-	1024 bit	Specifies the key size for encrypted communication.

■ IPsec

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
IPSec	IPSec	-	-	-	Disable	Specifies whether to use IPSec.
IP Address 1-50	-	-	-	-	0.0.0.0	Specifies the host allowed to communicate by IPSec.
IKE Encryption Algorithm	-	-	-	-	3DES-CBC	Specifies the IKE encryption method.
IKE Hash Algorithm	-	-	-	-	SHA-1	Specifies the IKE hash method.
Diffie-Hellman Group	-	-	-	-	Group2	Specifies the Diffie-Hellman group to be used for "Phase 1 Proposal".
LifeTime	-	-	-	-	28800 (seconds)	Specifies the lifetime of "ISAKMP SA".
Pre-shared Key	-	-	-	-	(NULL)	Specifies the pre-shared key.
Key PFS	-	-	-	-	NOPFS	Specifies whether to use Key PFS (Perfect Forward Secrecy).
Key PFS Diffie-Hellman Group	-	-	-	-	None	Specifies the Diffie-Hellman group used by Key PFS.
ESP	-	-	-	-	Enable	Specifies whether to use ESP (Encapsulating Security Payload).
ESP Encryption Algorithm	-	-	-	-	3DES-CBC	Specifies the encryption algorithm for ESP.
ESP Authentication Algorithm	-	-	-	-	SHA-1	Specifies the authentication algorithm for ESP.
AH	-	-	-	-	Enable	Specifies whether to use AH (Authentication Header).
AH Authentication Algorithm	-	-	-	-	SHA-1	Specifies the authentication algorithm for AH.
LifeTime	-	-	-	-	3600 (seconds)	Specifies the lifetime of "IPSec SA".

## ■ Maintenance

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Reset Network Card	Reset Network Card	-	-	-	Disable	Use to reboot Network Card
Restore Network Card to Factory Defaults	Restore Network Card to Factory Default	-	-	-	Disable	Use to restore the network settings to factory default.
Network Scale	LAN Scale Setting	-	-	-	Normal	Use the factory default value. [SMALL] is recommended only when you use a small LAN to which a few computers are connected.
Network PS-Protocol	-	-	-	-	RAW	Specifies the protocol for communication of PostScript data via the network.
HEX Dump	HEX Dump Mode	-	-	-	NO	Specifies whether to show the received print data in 16 hexadecimal notation. Restarting the machine disables this mode.
HUB Link Setting	HUB Link Setting	-	-	-	Auto Negotiation	Specifies the speed and method of communication between the hub and the machine.
TCP ACK	-	-	-	-	Type1	Change setting when printing takes time extremely.

## ■ Time Setup (SNTP Settings)

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Time Setup	-	-	-	-	Manual	Specifies the method to set date an time (i.e., manually or automatically).
SNTP Server (Primary)	NTP Server (Pri.)	-	-	-	(NULL)	Specifies the IP address of the primary SNTP server in order to get the current time.
SNTP Server (Secondary)	NTP Server (Sec.)	-	-	-	(NULL)	Specifies the IP address of the secondary SNTP server in order to get the current time.
Time Zone	Local Time Zone	-	-	-	-12:00	Specifies the time difference between GMT and your local time.

■ Direct Print

Item					Factory Default Setting	Description
Web page	TELNET	Configurati on Tool/ Network Setting Plug-in	Network Card Setup			
			(Windows)	(Mac OS X)		
Paper Tray	-	-	-	-	Tray 1	Specifies the tray to be used for print jobs.
Copies	-	-	-	-	1	Specifies the number of copies.
Collate	-	-	-	-	Enable	Specifies whether to collate the output.
Fit to page	-	-	-	-	Enable	Specifies whether to fit the document size to the paper size.
Duplex printing	-	-	-	-	(NULL)	Specifies whether to and how to bind a duplex job.
Page Select	-	-	-	-	Disable	Specifies the pages to be printed.
PDF Password	-	-	-	-	Disable	Select this item and enter the necessary password when you print an encrypted PDF file.



# ■ Configuring the wireless LAN from the Web Page (MB451w/MB471w only)

This section explains how to set the wireless LAN settings change the network settings from the machine's web page.

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

- TCP/IP is enabled.
- Microsoft Internet Explorer 6.0 or later, Safari 3.0 or later, or Firefox 3.0 or later is installed.

## Memo

- Ensure that the security setting of the web browser is set to a middle level, or that cookies are allowed.
- To enter the [**Admin Setup**] menu, it is necessary to log in as the administrator. The factory default administrator password is "aaaaaa".

## Reference

- Some of the following settings can be performed on other utilities. For details, refer to "[Network Setting Items](#)" P. 133.

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

## Note

If WPA-EAP or WPA2-EAP is set for the security method, the settings from the [**IEEE802.1X**] menu need to be set beforehand.

## IEEE802.1X settings

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

The user name is "root", and the default password is "aaaaaa".

- 2 Click the [**IEEE802.1X**] tab.

### Using EAP-TLS:

- a) Select [**Disable**] for [**IEEE802.1X**].
- 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 [**Send**].

- k) When the main unit comes online, proceed to "Wireless LAN settings".

## Note

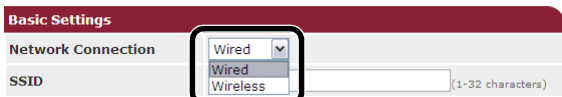
- When [**WPA-EAP**] or [**WPA2-EAP**] is set for the security method and [**EAP-TLS**] is selected as the [**EAP Type**], [**Not authenticate Server**] cannot be selected.

### 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 [**Send**].
- i) When the main unit comes online, proceed to "Wireless LAN settings".

## Wireless LAN settings

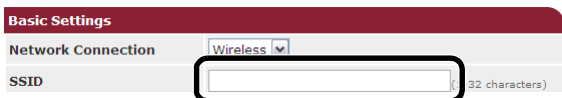
- 1 Log in as the administrator.
- 2 Click the [**Network Manager**] tab.
- 3 Click the [**Wireless LAN Settings**] menu.
- 4 In the [**Basic Settings**] field under [**Network Connection**], select [**Wireless**].



Memo

- The default is "Disabled".

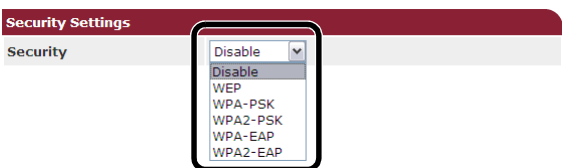
- 5 Enter the SSID name of the wireless AP that you want to connect to in [**SSID**].



Memo

- "default" is set as the default.

- 6 In the [**Security method**], select the same security setting as the wireless AP that you want to connect to. Depending on the selected security method, configure one of the settings from (1) to (3) below. When [**Disable**] is selected, press the [**Send**] button at the bottom left of the Web screen. (Not recommended for security reasons.)

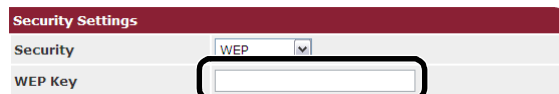


Memo

- The default is "Disable".

### (1) When WEP is selected:

- a) When [**WEP**] is selected, [**WEP KEY**] is displayed. Enter the same KEY as the WEP KEY set for the wireless AP that you want to connect to.



Note

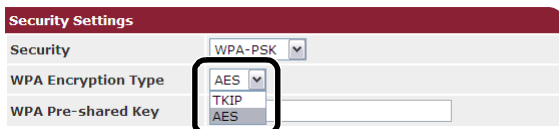
- There is not setting for the WEP KEY index. The WEP KEY index communications with the wireless AP as 1.

Memo

- After entering the KEY, the key is displayed as "\*" symbols for security reasons.

### (2) When WPA-PSK or WPA2-PSK is selected:

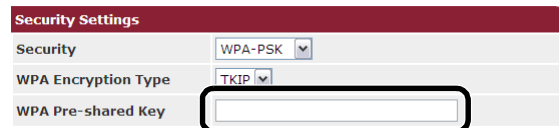
- a) When [**WPA-PSK**] or [**WPA2-PSK**] is selected, [**Encryption type**] and [**Pre Shared Key**] are displayed.
- b) In [**Encryption type**], select the encryption type (TKIP or AES) set in the wireless AP that you want to connect to.



Memo

- The default is "TKIP". Depending on the model of wireless AP, the mixed TKIP/AES may be supported. In this case, we recommend using AES.

- c) In [**Pre Shared Key**], enter the same KEY as the Pre Shared KEY set for the wireless AP that you want to connect to.



Memo

- After entering the KEY, the key is displayed as "\*" symbols for security reasons.

**(3) When WPA-EAP or WPA2-EAP is selected:**

- a) When [**WPA-EAP**] or [**WPA2-EAP**] is selected, [**Encryption type**] is displayed.
- b) In [**Encryption type**], select the encryption type (TKIP or AES) set in the wireless AP that you want to connect to.



- 7 When all of the settings for basic settings and security settings are completed, press the [**Send**] 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.

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

- TCP/IP is enabled.
- Microsoft Internet Explorer 6.0 or later, Safari 3.0 or later, or Firefox 3.0 or later is installed.

### Memo

- Ensure that the security setting of the web browser is set to a middle level, or that cookies are allowed.
- To enter the **[Admin Setup]** menu, it is necessary to log in as the administrator. The factory default administrator password is "aaaaaa".

### Reference

- Some of the following settings can be performed on other utilities. For details, refer to ["Network Setting Items" P. 133](#).

## Encrypting Communication by SSL/TLS

You can encrypt communication between your computer and the machine. Communication is encrypted by SSL/TLS in the following cases:

- Change of the machine settings from the web page
- IPP printing
- Direct print
- LDAP search
- Send data via SMTP or FTP
- Print received data 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 Manager] > [Security] > [Encryption (SSL/TLS)]**.

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

### Memo

- The machine's IP address is set to **[Common Name]**.

- 5** Click **[Send]**.

- 6** Check the settings and click **[OK]**.
- 7** If you are creating a self-signed certificate, follow the on-screen instructions and close the web page. Then go to ["Enabling Encryption"](#). If you are getting a certificate issued by a certificate authority, go to step 8.
- 8** Follow the on-screen instructions to send a CSR to a certificate authority.
- 9** Click **[OK]**.
- 10** Follow the on-screen instructions to install a certificate from the certificate authority.
- 11** Click **[Send]**.
- 12** Go to ["Enabling Encryption"](#).

## Enabling Encryption

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

When you change the settings from the web page to enable encryption, communication is encrypted immediately after that change has been made.

- 1** Perform ["Creating a Certificate"](#) steps 1 to 3 to enter the encryption screen.
- 2** Select **[Enable]** for the desired protocol on which encryption is applied.
- 3** Click **[Encryption Strength Settings]**.
- 4** Select the encryption strength and click **[OK]**.
- 5** Click **[Send]**.

## Opening the Web Page

**Memo**

- Ensure to enable the protocol on which encryption is applied in "Enabling Encryption" P. 156.

- 1 Launch a web browser.
- 2 Enter "https://your machine's IP address" in the URL address bar and then press the <Enter> key.



## IPP Printing

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

### ■ Enabling IPP Printing

IPP printing is disabled by factory default. To perform IPP printing, enable IPP first.

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**IPP**].
- 4 Select [**Enable**].
- 5 Click [**Send**].

### ■ Setting Up Your Machine As an IPP Printer (for Windows Only)

Add your machine to your computer as an IPP printer.

- 1 Click [**Start**] and select [**Devices and Printers**] > [**Add a printer**].
- 2 On the [**Add Printer**] wizard, select [**Add a network, wireless or Bluetooth printer**].
- 3 In the list of available printers, select [**The printer I am looking for is not listed**].
- 4 Select [**Select a shared printer by name**].
- 5 Enter "http://your machine's IP address/ipp" or "http://your machine's IP address/ipp/lp" and then click [**Next**].

- 6 Click [**Have Disk**].
- 7 Insert the software DVD-ROM into the computer.
- 8 Enter the following value in [**Copy from**], and then click [**Use**].
  - For PCL driver, "D:\Drivers\EN\PCL".
  - For PS driver, "D:\Drivers\EN\PS".
  - For PCL XPS driver, "D:\Drivers\EN\XPS".

**Memo**

- In the above examples, the DVD-ROM drive is setup as the D drive.

- 9 Select the NFL file and click [**Open**].
- 10 Click [**OK**].
- 11 Select a model and click [**OK**].
- 12 Click [**Next**].
- 13 Click [**Finish**].
- 14 Print the test page after installation is complete.

### ■ 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.
- Reference**
- "User's Manual Basic"
- 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/lp" in [**Queue**].
  - 9 Click [**Add**].
  - 10 Click [**Continue**].
  - 11 Confirm that the machine is registered in [**Print and Fax**].

## ■ Performing IPP Printing



- The following steps are explained using NotePad as an example. The steps and menus may differ depending on the application you use.

- 1 Open the file you want to print.
- 2 From the [**File**] menu, select [**Print**].
- 3 Select the IPP printer you created from [**Select Printer**], and then click [**Print**].

## Encrypting Communication by IPSec

You can encrypt communication between your computer and the machine.

The communication is encrypted by IPSec. When IPSec is enabled, encryption is applied for all the applications using 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, the attempt is invalid.

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



- You must have a pre-shared key readied in advance.

## Configuring Your Machine

In order to enable IPSec, your machine must first be configured from the web page.



- When you enable IPSec, the communication that is to and from a host not specified in this procedure is rejected.



- Be sure to make a note of the values you specify in these steps. They are necessary when you configure the IPSec settings on your computer.

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**Security**] > [**IPSec**].
- 4 Follow the on-screen instructions to specify detailed settings.



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

- 5 Click [**Send**].

The network card reboots to enable the new settings.



- If you were unable to set up IPSec because of an inconsistency between the parameters that were specified, you will be unable to access the web page. In this case, either disable IPSec from the control panel of the machine, or initialize the network settings.

## Configuring Your Computer



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

- 1 Click [**Start**] and select [**Control Panel**] > [**System and Security**] > [**Administrative Tools**].
- 2 Double-click [**Local Security Policy**].
- 3 On the [**Local Security Policy**] window, click [**IP Security Policy (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 Select 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 a value (minutes) for [**Authenticate and generate a new key after every**].



- Specify the same value as [**Lifetime**] specified in the configuration for "Phase1 Proposal" in "[Configuring Your Machine](#)". Although [**Lifetime**] is specified in seconds, enter a value in minutes for 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 that was specified in [**IKE Encryption Algorithm**], [**IKE Hush Algorithm**], and [**Diffie-Hellman group**] at the time of configuration for "Phase1 Proposal" in ["Configuring Your Machine" P. 158](#).
- 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, select [**This rule does not specify a tunnel**] and then click [**Next**].
- 22** On the [**Network Type**] screen, select [**All Network Connections**] 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**] window, 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, select [**Negotiate security**] and then click [**Next**].
- 37** On the [**Communicating with computers that do not support IPsec**] screen, select [**Do not allow unsecured communication**] 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**
- Configure the AH and ESP settings to the same settings as configured for the "Phase2 Proposal" in ["Configuring Your Machine" P. 158](#).
- 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 authentication method 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 Check that for the new IP security policy, [**Policy Assigned**] 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 IP addresses specified. 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 these steps is rejected.

### Memo

- 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 Manager**] > [**Security**] > [**IP Filtering**].
  - 4 Follow the on-screen instructions to specify detailed settings.

### ! Note

- If nothing is registered in [**Administrator's IP Address to Register**], you may not be able to access the machine depending on the specified IP address range.
  - If you use a proxy server, [**Your Current Local Host/Proxy IP Address**] and the IP address of your host may not match.
- 5 Click [**Send**].  
The network card reboots to enable the new settings.

## Control 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.

### Memo

- You cannot specify to accept or to reject for each address individually.
- 1 Access the machine's web page and log in as the administrator.
  - 2 Select [**Admin Setup**].
  - 3 Select [**Network Manager**] > [**Security**] > [**MAC Address Filtering**].
  - 4 Follow the on-screen instructions to specify detailed settings.

### ! Note

- If nothing is registered in [**Administrator's MAC Address to Register**], you may not be able to access the machine depending on the specified MAC address.
  - If you use a proxy server, [**Your Current Local Host/Proxy MAC Address**] and the MAC address of your host may not match.
- 5 Click [**Send**].  
The network card 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 occurs. You can set when to be notified:

- On a periodical basis
- Only when an error occurs

## Configuring Your Machine

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

### Memo

- If you have configured the settings for Scan To Mail / Scan To Internet Fax that are described in the "User's Manual Basic", the server configuration is complete.
- 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.
- If you use Internet Explorer 7, be sure to configure the settings below before you send a test mail. In the browser, select **[Tools]** > **[Internet Options]**, then click **[Custom Level]** on the **[Security]** tab. Then select **[Enable]** in **[Allow websites to prompt for information using scripted windows]**.

- 1 Access the machine's web page and log in as the administrator.
- 2 Select **[Admin Setup]**.
- 3 Select **[Network Manager]**>**[E-mail]**>**[Send Settings]**.
- 4 Follow the on-screen instructions to specify 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 **[Send]**.  
The network card 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 Manager]**>**[E-mail]**>**[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 Follow the on-screen instructions to specify detailed settings.
- 7 Click **[OK]**.
- 8 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 to check from the list box.

- 9 Click **[Send]**.

The network card reboots to enable the new settings.



- If there is no error specified, the alert e-mail is not sent.

### Alert At Time of Error Occurrence

- 1 Perform steps 1 to 6 in "Regular Alert".  
When an error or warning is selected to require notification, a window will display to specify the time between error occurrence and sending the alert.
- 2 Specify the time to sending of an error alert and then click **[OK]**.  
If you specify a longer time, you are only notified of persisting errors.
- 3 Click **[OK]**.
- 4 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 to check from the list box.
- 5 Click **[Send]**.  
The network card reboots to enable the new settings.

### Using SNMPv3

When you use the SNMP manager that supports SNMPv3, the management of the machine is encrypted by SNMP.

- 1 Access the machine's web page and log in as the administrator.
- 2 Select **[Admin Setup]**.
- 3 Select **[Network Manager]**>**[SNMP]**>**[Setting]**.
- 4 Follow the on-screen instructions to specify detailed settings.
- 5 Click **[Send]**.  
The network card reboots to enable the new settings.



- Your machine has an SNMP agent. You can confirm and change the machine settings by a commercially available SNMP agent. For the MIB of the machine, refer to the software DVD-ROM and check the "README" file in the **[Misc]** > **[MIB]** folder.

## Using IPv6

Your machine supports IPv6. The machine obtains the 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

Operation is confirmed under specific conditions for the following applications.

Protocol	OS	Application	Condition
LPD	<ul style="list-style-type: none"> <li>● Windows 7</li> <li>● Windows Vista</li> <li>● Windows XP</li> </ul>	LPR (Command Prompt)	*1, 2, 3
Port9100	<ul style="list-style-type: none"> <li>● Windows 7</li> <li>● Windows Vista</li> </ul>	LPRng	*1, 2, 3
FTP	<ul style="list-style-type: none"> <li>● Windows 7</li> <li>● Windows Vista</li> <li>● Windows XP</li> </ul>	FTP (Command Prompt)	*1, 2, 3
	<ul style="list-style-type: none"> <li>● Mac OS X</li> </ul>	FTP (Terminal)	*1, 2, 3
HTTP	<ul style="list-style-type: none"> <li>● Windows XP</li> </ul>	Internet Explorer 6.0	*1, 2, 3
	<ul style="list-style-type: none"> <li>● Mac OS X</li> </ul>	Safari (2.0-v412.2)	*1, 2, 3, 4
Telnet	<ul style="list-style-type: none"> <li>● Windows 7</li> <li>● Windows Vista</li> <li>● Windows XP</li> </ul>	Telnet (Command Prompt)	*1, 2, 3
	<ul style="list-style-type: none"> <li>● Mac OS X</li> </ul>	Telnet (Terminal)	*1, 2, 3

- \*1) To specify a host name, edit the host's file or access via the DNS server.
- \*2) On Telnet, when only IPv6 is enabled you cannot specify a host name by the DNS server.
- \*3) You cannot specify a host name when you use a link local address to access.
- \*4) Enter an IPv6 address enclosed with square brackets.

**Note**

- To use IPv6 on Windows XP, install IPv6.

## Enabling IPv6

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

- 2 Select [**Admin Setup**].
- 3 Select [**Network**] > [**TCP/IP**].
- 4 Select [**Enable**] for [**IPv6**].
- 5 Click [**Submit**].  
The network card reboots to enable the new settings.

## Checking IPv6 Address

The OPv6 address is automatically assigned.

- 1 Select [**View Info**].
- 2 Select [**Network**] > [**TCP/IP**].

**Memo**

- When the global address is displayed only as zeros, it may be an error due to the router being used.

**Reference**

- You can also check the IPv6 address in the network report from the machine by pressing the <**SETTING**> key and then selecting [**Report Print**] > [**View Info**] > [**Network Information**]. For details on the report and how to print it, refer to "[Printing Reports](#)" P. 73.

## Using IEEE802.1X

Your machine supports the IEEE802.1X authentication.

Be sure to configure your machine and your computer in advance before performing the following steps.

**Reference**

- For details on the initial setup and the IP address, refer to the User's Manual Basic.

## 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 Manager**] > [**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, which is the certificate authority from which the RADIUS server obtained the certificate. A PEM, DER, and PKCS#7 file can be imported.
- 10 Click [**Send**].  
The network card reboots to enable the new settings.
- 11 When the standby screen appears on the machine, hold down the power switch for about a second to turn off the power.
- 12 Go to "[Connecting Your Machine to Authentication Switch](#)" P. 163.

### ■ Using EAP-TLS

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**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 [**Do 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, which is the certificate authority from which the RADIUS server obtained the certificate. A PEM, DER, and PKCS#7 file can be imported.
- 12 Click [**Send**].  
The network card reboots to enable the new settings.

- 13 When the standby screen appears on the machine, hold down the power switch for about a second to turn off the power.
- 14 Go to "[Connecting Your Machine to Authentication Switch](#)" P. 163.

### 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 Hold down the power switch for about a second to turn on the power.
- 5 Set up the machine.



 Reference

- For details on the initial setup, refer to the User's Manual Basic.

### Configuring LDAP Server

 Reference

- For details on the LDAP server and encryption 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 Manager**] > [**LDAP Server Setting**].
  - 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 of time-out to wait for the search results in [**Timeout**].
  - 7 Specify a value for the maximum number of entries into the search results in [**Max. Entries**].
  - 8 Specify a BaseDN to access the LDAP server in [**DN Name**].

- 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 an e-mail address to be searched for in [**Mail Address**].
- 11 If necessary, specify a search condition in [**Additional Filters**].
- 12 Select the authentication method you want in [**Method**].
  -  **Note**
    - When you select [**Anonymous**] or [**Simple**], user authentication using LDAP fails. You need to select [**Digest-MD5**] or [**Secure Protocol**] if you configure the LDAP server for user authentication.
  -  **Memo**
    - 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 and the secure protocol server settings.
- 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 the encryption method in [**Encryption**].
- 15 Click [**Send**].

The network card reboots to enable the new settings.

## Configuring Secure Protocols

Authentication using the Kerberos server is available when you access the LDAP server. In order to use the secure protocol, be sure to complete the SMTP and DNS server settings.

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**Secure Protocol Server Setting**].
- 4 Enter a realm name in [**Domain Name**].
- 5 Click [**Send**].

The network card reboots to enable the new settings.

## Printing Without Printer Driver (Direct Print)

### Printing PDF Files

You can print PDF files without installing the printer driver. Specify the file you want to print on the web page and sent it to the machine.

#### Memo

- Additional RAM memory may be necessary depending on the PDF file.
- Printing may not be correct depending on the PDF file. When printing is not correct, open the file with Adobe Reader and then print.

- 1 Access the machine's web page.
- 2 Click [**Direct Print**].
- 3 Select [**Web Printing**].
- 4 Follow the on-screen instructions to specify detailed settings.
- 5 Check the settings and then click [**OK**].

The data is sent to the machine and the printing is started.

### Configuring Server to Print Files Attached to E-mails

You can print a file that the machine receives as an attachment to an e-mail.

#### Memo

- Up to 10 files can be printed. The maximum size for each file is 8 MB.
- PDF, JPEG, and TIFF files can be printed.
- Additional RAM memory may be necessary depending on the PDF file.
- Printing may not be correct depending on the PDF file. When printing is not correct, open the file with Adobe Reader and then print.

#### ■ Configuration for POP

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**E-mail**] > [**Receive Settings**].
- 4 Select [**POP3**] and then click [**To STEP2**].

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

 Memo

- Be sure to specify the correct settings for your mail server. If you enable APOP when your mail server does not support the APOP protocol, e-mails may not be received correctly.
- When you specify a domain name for the mail server, configure the DNS server in the [TCP/IP] setting.

- 6 Click [**Send**].

 Memo

- If the POP server does not support the SSL encryption, e-mails may not be received correctly.

### ■ Configuration for SMTP

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network Manager**] > [**E-mail**] > [**Receive Settings**].
- 4 Select [**SMTP**] and then click [**To STEP2**].
- 5 Follow the on-screen instructions to specify detailed settings.
- 6 Click [**Send**].

**Changing Settings on EtherTalk (for Mac OS only) (MB451/MB451w/MB471/MB471w/MB491/MB491+/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)**

 Note

- EtherTalk cannot be used with Mac OS X 10.6 or later.

### Changing EtherTalk Machine Name

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network**] > [**EtherTalk**].
- 4 Enter a new name in [**Printer Name**].
- 5 Click [**Submit**].

### Changing EtherTalk Zone

- 1 Access the machine's web page and log in as the administrator.
- 2 Select [**Admin Setup**].
- 3 Select [**Network**] > [**EtherTalk**].
- 4 Enter a new zone name in [**Zone Name**].
- 5 Click [**Submit**].

 Note

- Be sure to specify a zone within the same segment.

## ■ 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 Press ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
- 4 Select [**Enter**] and then press **OK**.
- 5 Press ▼ to select [**Network Menu**] and then press **OK**.
- 6 Check that [**Network Setup**] is selected and then press **OK**.
- 7 Press ▼ to select [**Factory Defaults**] and then press **OK**.
- 8 Check that [**Execute**] is selected and then press **OK**.
- 9 On the confirmation screen, press ◀ or ▶ to select [**Yes**] and then press **OK**.  
The network card reboots to initialize the settings.

### Using DHCP

You can obtain an IP address from the DHCP server.

#### ! Note

- You must be authorized as the administrator.
- The network system may go down if you enter an incorrect IP address.

#### Memo

- You can obtain 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.

#### Memo

- The following OSes are supported:
  - Windows Server 2008 R2, Windows Server 2008, and Windows Server 2003
- The following steps are explained using Windows Server 2008 as an example. The steps and menus may differ depending on the OS you use.

- 1 Click [**Start**] and select [**Administrative Tools**] > [**Server Manager**].  
If [**DHCP**] is already shown in [**Administrative Tools**] continue 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 then click [**Next**].
- 5 Follow the on-screen instructions and configure the settings as necessary.
- 6 On the [**Confirm Installation Selection**] screen, check the settings and click [**Install**].

- 7 When the installation finishes, click [**Close**].
  - 8 Click [**Start**] and select [**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.
 

 Memo

    - Be sure to configure the default gateway settings.
    - On the [**Activate Scope**] screen, select [**Yes, I want to activate the 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 [**Close**].
  - 18 From the [**File**] menu, select [**Exit**].
- 5 Read the license agreement and click [**I Agree**].
  - 6 Select [**Device Configuration**] > [**Network Card Setup**].
  - 7 Select your machine from the list.
  - 8 From the [**Setting**] menu, select [**Printer Setting**].
  - 9 Enter the IP address and then click [**OK**].
  - 10 Enter the password at [**Enter Password**] and then click [**OK**].
    - The factory default password is the last six digits of the MAC address.
    - The password is case-sensitive.
  - 11 Click [**OK**] on the confirmation window.
 

The machine restarts to enable the new settings. The machine status icon changes to red during the restart. The status icon changes to green when the machine has restarted and the new settings have been enabled.
  - 12 From the [**File**] menu, select [**Exit**] to close the Network Card Setup.

## Configuring Your Machine

The following explains how to configure your machine to use DHCP/BOOTP.

Note that since the DHCP/BOOTP protocol is enabled by factory default, you do not have to perform this procedure.

### Memo

- The following steps are explained using Network Card Setup as an example. The steps and menus may differ depending on the software you use.
- 1 Hold down the power switch for about a second to turn on the power.
  - 2 Turn on your computer and insert the software DVD-ROM.
  - 3 Click [**Run setup.exe**].
 

If the [**User Account Control**] dialog box appears, click [**Yes**].
  - 4 Select a model and then click [**Next**].

# 9. Settings for Auto Delivery and Transmission Data Save Functions (for MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)

This chapter explains how to configure settings for auto delivery and transmission data save functions.

This machine has the auto delivery and transmission data save functions. These functions can be used for faxes, Internet faxes, and e-mails. You can configure the settings for these functions using the web browser utility for the machine.

## ! Note

- Even when connected using a wireless LAN, the displayed MAC address becomes the MAC address of the wired LAN.

## Memo

- The default administrator password of the machine is "aaaaaa".
- Internet Explorer 8 is used here as an example. The details may differ depending on the browser you are using.

## Reference

- For details on the web browser utility, refer to "[Webpage](#)" P. 107.

## ■ Forwarding Received Data As Digital Data (Auto Delivery)

This chapter explains the auto delivery function and how to configure settings for it.

The auto delivery function forwards received data automatically to specified destinations. You can specify up to five e-mail addresses and one network folder as destinations.

You can use this function for received faxes, Internet faxes, and files attached to e-mails. The data is forwarded as a PDF or TIFF file depending on the file format of the received data.

You can register up to 100 sets of forwarding destinations for the auto delivery function.

## Memo

- When the fax reception mode is set to [**Forward Mode**], the data is not automatically delivered by this function.
- The received fax is delivered as a PDF file.
- If the received file attached to an e-mail is other than a PDF, JPEG, or TIFF file, it is not forwarded.
- The body text of received e-mails cannot be forwarded.
- The size of data that this function can handle is limited.
- If an SD memory card's capacity is insufficient to store a received Internet fax or file attached to an e-mail, auto delivery is not carried out.

## Configuration for the Auto Delivery Function

## Reference

- You need to configure the server settings in advance. For details on how to configure the server settings, refer to the User's Manual Basic.
- If specifying a network folder, register a profile beforehand. For details on how to register a profile, refer to the User's Manual Basic.

1 Launch your web browser.

2 Enter "http://machine's IP address" in the address bar and press the <Enter> key.

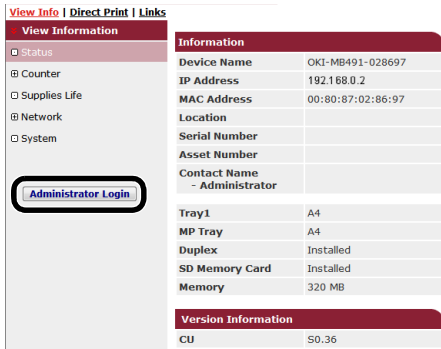
## Reference

- For the machine's IP address, please refer to the User's Manual Basic.



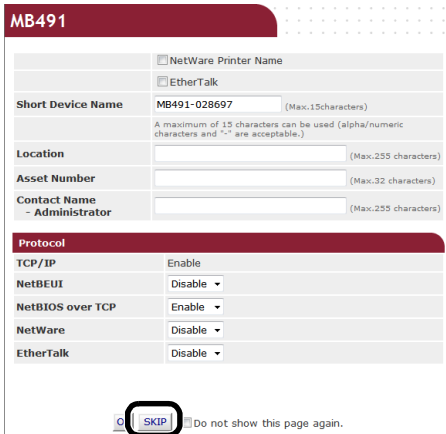


3 Click [Administrator Login].

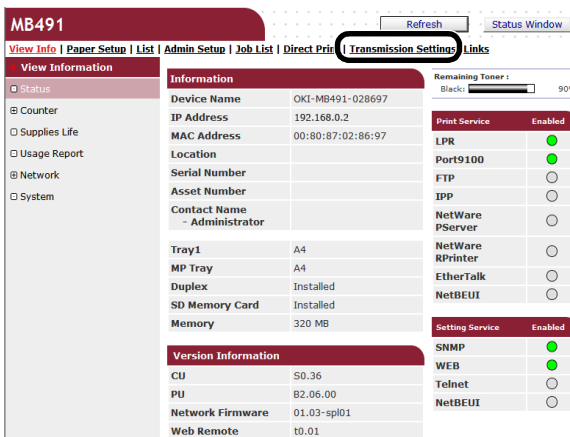


4 Enter "admin" in [User Name] and enter the administrator password in of the machine in [Password], and then click [OK].

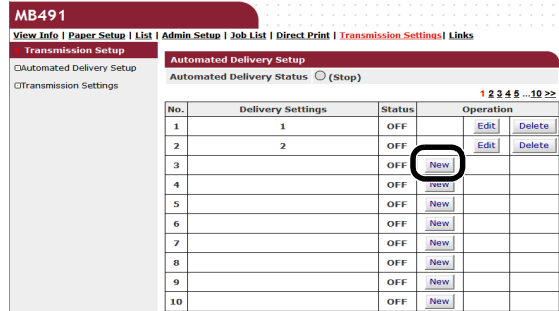
5 Click [SKIP].



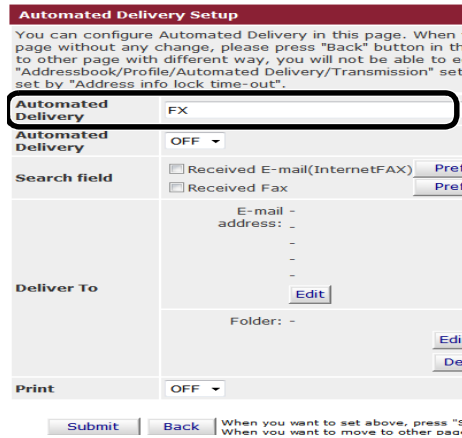
6 Select [Transmission Settings].



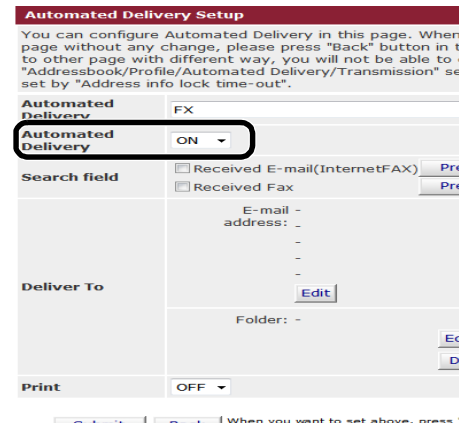
7 Click [New] on the [Automated Delivery Setup] page.



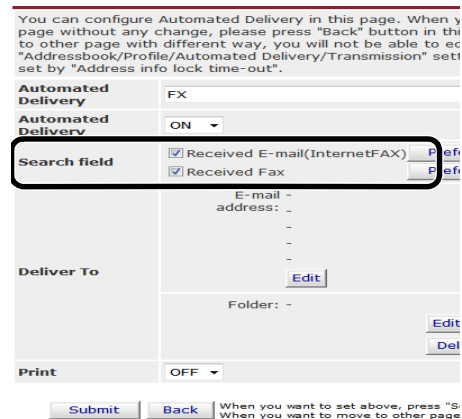
8 Enter a name of your choice in [Automated Delivery].



9 Select [ON] for [Automated Delivery].



10 Select the check box you require in [Search field].



9  
 Settings for Auto Delivery and Transmission Data Save Functions (for MB491/MB491+LP/ES4191 MFP/MP54200mb/MP54700mb Only)

11 Select [OFF] for [Print].

If you select [ON], the received data is printed out.

12 Configure an e-mail destination.

a) [Click [Edit] in the [E-mail address] field.

b) Enter a recipient email address and click [Add].

c) Check that the entered address is listed in the [Address List] field and then click [OK].

13 Configure a network folder destination.

a) Click [Edit] in the [Folder].

b) Select a destination from the [Profile List] and then click [OK].

14 Click on [Submit].

## ■ Saving Transmission and Reception Data (Transmission Data Save)

This chapter explains the transmission data saving function and how to configure settings for it.

The transmission data save function saves transmitted and received data automatically in a specified network folder. You can only specify one network folder.

You can use this function for transmitted faxes, Internet faxes, faxserver, files attached to e-mails, and received faxes, Internet faxes, files attached to e-mails. The data is saved as a PDF or TIFF file depending on the file format of the original data.

### ! Note

- When the following operations are executed, the transmission data save function cannot be performed:
  - Real time transmission
  - Polling transmission using Fcode bulletin board communication
  - Reception using Fcode confidential communication

### Memo

- The sent or received fax is saved as a PDF file.
- If the sent or received file attached to an e-mail is other than a PDF, JPEG, or TIFF file, it is not saved.
- The body text of e-mails cannot be saved.
- The size of data that this function can handle is limited.
- If an SD memory card's capacity is insufficient to store a sent or received Internet fax or file attached to an e-mail, or a sent faxserver, transmission data is not saved.

## Configuration for the Transmission Data Save Function

### Reference

- You need to configure the server settings in advance. For details on how to configure the server settings, refer to the User's Manual Basic.
- Register a profile in advance. For details on how to register a profile, refer to the User's Manual Basic.

1 Launch your web browser.

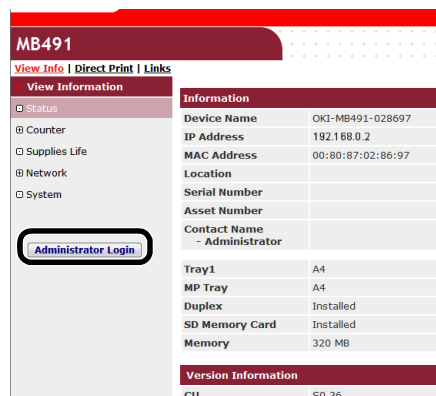
2 Enter "http://machine's IP address" in the address bar and press the <Enter> key.

### Reference

- For the machine's IP address, please refer to the User's Manual Basic.



3 Click [Administrator Login].



4 Enter "admin" in [User Name] and enter the administrator password in of the machine in [Password], and then click [OK].

5 Click [SKIP].

MB491

NetWare Printer Name

EtherTalk

Short Device Name MB491-028697 (Max:15characters)

Location (Max:255 characters)

Asset Number (Max:32 characters)

Contact Name - Administrator (Max:255 characters)

**Protocol**

TCP/IP Enable

NetBEUI Disable

NetBIOS over TCP Enable

NetWare Disable

EtherTalk Disable

Do not show this page again.

6 Select [Transmission Settings].

MB491

View Info | Paper Setup | List | Admin Setup | Job List | Direct Print | **Transmission Settings** | Links

**View Information**

Status

Counter

Supplies Life

Usage Report

Network

System

**Information**

Device Name OKI-MB491-028697

IP Address 192.168.0.2

MAC Address 00:80:87:02:86:97

Location

Serial Number

Asset Number

Contact Name - Administrator

Tray1 A4

MP Tray A4

Duplex Installed

SD Memory Card Installed

Memory 320 MB

**Version Information**

CU S0.36

PU B2.06.00

Network Firmware 01.03-spl01

Web Remote t0.01

Remaining Toner: 90%

Black: 90%

**Print Service Enabled**

LPR

Port9100

FIP

IPP

NetWare PServer

NetWare RPrinter

EtherTalk

NetBEUI

**Setting Service Enabled**

SNMP

WEB

Telnet

NetBEUI

7 Select [Transmission Settings].

MB491

View Info | Paper Setup | List | Admin Setup | Job List | Direct Print | **Transmission Settings** | Links

**Transmission Setup**

Automated Delivery Setup

**Transmission Settings**

**Automated Delivery Setup**

Automated Delivery Status  (Stop)

No.	Delivery Settings	Status	Operation
1	1	OFF	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	2	OFF	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3		OFF	<input type="button" value="New"/>
4		OFF	<input type="button" value="New"/>
5		OFF	<input type="button" value="New"/>
6		OFF	<input type="button" value="New"/>
7		OFF	<input type="button" value="New"/>
8		OFF	<input type="button" value="New"/>

8 Click [Edit] for the desired item.

**Transmission Settings**

Category	Status	
Sent E-mail (Internet Fax, FaxServer)	OFF	<input type="button" value="Edit"/>
Received E-mail (Internet Fax)	OFF	<input type="button" value="Edit"/>
Transmitted Fax	OFF	<input type="button" value="Edit"/>
Received Fax	OFF	<input type="button" value="Edit"/>

9 Select [ON].

**Sent E-mail Settings**

Sent E-mail (Internet Fax, FaxServer) **ON**

Category -

Press Submit to send changes. Press Cancel to clear changes.

10 Click on [Select Profile List].

**Sent E-mail Settings**

Sent E-mail (Internet Fax, FaxServer) ON

Category -

Press Submit to send changes. Press Cancel to clear changes.

11 Select a destination from the [Profile List] and then click [OK].

**Profile**

Profile List

12 Click on [Submit].

**Sent E-mail Settings**

Sent E-mail (Internet Fax, FaxServer) ON

Category 1

Press Submit to send changes. Press Cancel to clear changes.

# 10. Troubleshooting

This chapter explains items on the limits of initializing, deleting and updating drivers, and when in sleep mode.

## ■ Initializing

This section explains how to initialize an SD memory card and flash memory, and how to reset the equipment settings to their defaults.

You can delete data or settings stored on the machine to restore the settings at the time of purchase.

### ! Note

- In the default settings, [**Initialize**] cannot be selected because [**Initial Lock**] is set to [**Enable**]. [Set [**Initial Lock**] to [**Disable**] in [**Storage Maintenance Setup**]. For details on the initial lock, refer to "Management" P. 100.

### Memo

- [In order to access the [**Admin Setup**] menu, an administrator password is required. The default password is "aaaaaa".

### Initializing an SD memory card (for MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb Only)

Carry out initialization of an SD card when inserting a card that has either been used in other equipment or when it has not been properly recognized.

An SD memory card is used as a storage for spooling when copying sectors, saving secure print/ encrypted print data, form data and macros. Initialization deletes stored data.

An SD memory card has three partitions. They are PS, Common, and PCL. When initialized, it is divided into partitions again. You can also format particular partitions individually.

### Formatting the Entire Area

You can format the entire area of the SD memory card installed in the machine.

### ! Note

- When you initialize all areas of an SD memory card, the following data is deleted:
  - [Stored job data subject to [**Secure Print**], [**Encrypted Secure Print**] or [**Store to SD Card**].
  - Custom demo data
  - Font data

- 1 Press the <**SETTING**> key
- 2 Press ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
- 4 Select [**Enter**], and then press **OK**.

- 5 Press ▼ to select [**Management**] and then press **OK**.
- 6 Press ▼ to select [**SD Memory Card Setup**] and then press **OK**.
- 7 Check that [**Initialize**] is selected and then press **OK**.
- 8 Check that [**Execute**] is selected and then press **OK**.

A message appears confirming you that continuing will automatically restart the system. Select [**Yes**] to continue.

### Formatting a particular partition

You can initialize a particular partition within the SD memory card's 3 partitions (PS, Common, and PCL).

### ! Note

- When you initialize a partition, the following data is deleted:
  - PS: Font data in PS area
  - Common: Job data and demo data stored with [**Secure Print**], [**Encrypted Secure Print**] or [**Store to SD Card**].
  - PCL: Font data in the PCL area

- 1 Press the <**SETTING**> key.
- 2 Press ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
- 4 Select [**Enter**], and then press **OK**.

- 5 Press ▼ to select [**Management**] and then press **OK**.
- 6 Press ▼ to select [**SD Memory Card Setup**] and then press **OK**.
- 7 Press ▼ to select [**Format Partition**] and then press **OK**.
- 8 Press ▼ to select the partition you want to initialize and then press **OK**.  
A message appears confirming you that continuing will automatically restart the system. Select [**Yes**] to continue.

### Initializing Flash Memory

Flash memory has saved mail templates, etc., stored on it.

Use the following steps to initialize.

#### ! Note

- When you initialize flash memory, the following data is deleted:
  - Custom demo data
  - Font data

- 1 Press the <**SETTING**> key
- 2 Press ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
- 4 Select [**Enter**], and then press **OK**.
- 5 Press ▼ to select [**Management**] and then press **OK**.
- 6 Press ▼ to select [**Flash Memory Setup**] and then press **OK**.
- 7 Check that [**Initialize**] is selected and then press **OK**.
- 8 Check that [**Execute**] is selected and then press **OK**.  
A message appears confirming you that continuing will automatically restart the system. Select [**Yes**] to continue.

### Resetting the Machine Settings

You can return the configured settings to their default.

#### ! Note

- When you initialize the equipment settings, the following data is deleted:
  - Stored documents on the Fcode bulletin board
  - Fax jobs that have not been sent
  - Fax jobs received in the Fcode parent box.
  - Registered job macros
  - Dialing logs
  - E-mail logs

- 1 Press the <**SETTING**> key.
- 2 Press ▼ to select [**Admin Setup**] and then press **OK**.
- 3 Enter the administrator password.
- 4 Select [**Enter**], and then press **OK**.
- 5 Press ▼ to select [**Management**] and then press **OK**.
- 6 Press ▼ to select [**Reset Settings**] and then press **OK**.
- 7 Check that [**Execute**] is selected and then press **OK**.  
A message appears confirming you that continuing will automatically restart the system. Select [**Yes**] to continue.

# ■ Deleting or Updating the Drivers

This section explains how to delete or update the drivers you are using.

## ! Note

- The procedure and display may differ according to the print driver and version of Windows or Mac OS X you are using.

## Deleting a Printer or Fax Driver

You can uninstall print and fax drivers.

### For Windows

## ! Note

- You must be logged on as an administrator to complete this procedure.
- Restart the computer before you start removing a driver.

- 1 Click on [**Start**] and then select [**Devices and Printers**].
  - 2 Right-click the OKI MB491 icon and select [**Remove device**].  
If you have specified multiple printer drivers, select [**Remove device**] > [**OKI MB491(\*)**].  
\*Select the type of driver you want to remove.
  - 3 If a confirmation message appears, click [**Yes**].
- ## ! Note
- If a message appears the device is in use, restart the computer and try again from step 1 to 2.
- 4 Click [**Printer server properties**] on the top bar with one of any icons selected in [**Printers and Faxes**].
  - 5 Select the [**Drivers**] tab.
  - 6 If [**Change Driver Settings**] is displayed, click on it.
  - 7 Select the driver you want to remove and click [**Remove**].
  - 8 If a message appears asking you whether to remove the driver only or the driver and driver package from your system. Select to remove the driver and the driver package and then click [**OK**].
  - 9 If a confirmation message appears, click [**Yes**].

- 10 If the [**Remove Driver Package**] dialog box appears, click [**Delete**] > [**OK**].

## ! Note

- If deletion is rejected, restart the computer, and carry out procedures 4-10 again.

- 11 Click [**Close**] in the [**Printer Server Properties**] dialog box.
- 12 Restart the computer.

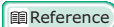
### For Mac OS X

#### ■ For Mac OS X 10.5-10.8

- 1 From the Apple menu, select [**System Preferences**].
- 2 Select [**Print & Scan**]. (For Mac OS X 10.7 to 10.8)  
Select [**Print & Fax**]. (For Mac OS X 10.5 and 10.6)
- 3 Select the device you want to remove and then click [-].  
If a confirmation message appears, click [**Delete Printer**] (for Mac OS X 10.5, this will be [**OK**]).
- 4 Close the [**Print & Scan**] dialog box. (For Mac OS X 10.7 to 10.8)  
Close the [**Print & Fax**] dialog box. (For Mac OS X 10.5 and 10.6)
- 5 Insert the software DVD-ROM into the computer.
- 6 Double-click [**OKI**] > [**Drivers**] > [**PS**] or [**PCL**] > [**UnInstaller**].
- 7 Check the model name to be uninstalled, and click [**OK**].
- 8 Enter the administrator password and click [**OK**].
- 9 Remove the software DVD-ROM from the computer.

## ■ For Mac OS X 10.4.0-10.4.11

- 1 Select [**Utilities**] from the [**Move**] menu.
- 2 Click on the [**Printer Setup Utility**] tab.
- 3 Select the device you want to remove and click [**Delete**].
- 4 Close the [**Printer List**] dialog box.
- 5 Uninstall the driver by using the installer.

 Reference

- For "For Mac OS X 10.5-10.8" P. 175, follow the procedure in 5-9.

## Updating a Printer or Fax Driver

You can update printer and fax drivers.

### For Windows

 Note

- You must be logged on as an administrator to complete this procedure.
- Restart the computer before you start removing a driver.

- 1 Click on [**Start**] and then select [**Devices and Printers**].
- 2 Right-click the OKI MB491 icon and select [**Printing preferences**].  
If you have installed multiple printer drivers, select [**Printer Properties**] > [**OKI MB491(\*)**].  
\*Select the type of driver you want to remove.
- 3 Click [**About**] in the [**Setup**] tab.  
For a PS driver, select the [**Print Options**] tab, and click on [**About**].
- 4 Check the version information and then click [**OK**].
- 5 Delete the driver you want to update.

 Note

- Delete all the drivers of the same type (PCL, PS, PCL XPS, and FAX drivers) to ensure updating.

 Reference

- "Deleting a Printer or Fax Driver" P. 175


- 6 Install a new driver.

 Reference

- For details on how to install a driver, refer to the User's Manual Basic.


## For Mac OS X

- 1 Delete a driver.

 Reference

- "Deleting a Printer or Fax Driver" P. 175

- 2 Install a new driver.

 Reference

- For details on how to install a driver, refer to the User's Manual Basic.

## 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 MB4x1/ES41x1/MPS42x Scanner**](for MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb) or [**OKI MB4x1+LP/MPS47x Scanner**](for MB461+LP, MB491+LP, MPS4700mb) 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 (MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb)

- 1 From the hard disk, select [**Library**] > [**Image Capture**] > [**TWAIN Data Sources**].
- 2 Depending on the method of connection of the machine, the following files will be deleted.
  - Network connection:  
OKI MB4x1\_ES41x1\_MPS42x Network Driver.ds



- USB connection:  
OKI MB4x1\_ES41x1\_MPS42x USB Driver.ds

- 3 Close the [**TWAIN Data Sources**] dialog box.
- 4 From the hard disk, select [**Library**] > [**Image Capture**] > [**Devices**].
- 5 Delete the [**OKI Scanner**].
- 6 Close the [**Devices**] dialog box.
- 7 From the hard disk, select [**Applications**] > [**Okidata**] > [**Scanner**].
- 8 Delete network scanner setup tool.
- 9 Restart the computer.

### For Mac OS X(MB461+LP, MB491+LP, MPS4700mb)

- 1 From the hard disk, select [**Library**] > [**Image Capture**] > [**TWAIN Data Sources**].
- 2 Depending on the method of connection of the machine, the following files will be deleted.
  - Network connection:  
OKI MB4x1+LP\_MPS47x Network Driver.ds
  - USB connection:  
OKI MB4x1+LP\_MPS47x USB Driver.ds
- 3 Close the [**TWAIN Data Sources**] dialog box.
- 4 From the hard disk, select [**Library**] > [**Image Capture**] > [**Devices**].
- 5 Delete the [**OKI Scanner**].
- 6 Close the [**Devices**] dialog box.
- 7 From the hard disk, select [**Applications**] > [**Okidata**] > [**Scanner**].
- 8 Delete network scanner setup tool.
- 9 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 [**MB4x1/ES41x1/MPS42x**](for MB441, MB451, MB451w, MB461, MB471, MB471w, MB491, MB491+, ES4161 MFP, ES4191 MFP, MPS4200mb) or [**MB4x1+LP/MPS47x**](for MB461+LP, MB491+LP, MPS4700mb) 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" P. 176

- 6 Install a new scanner driver.

### Reference

- For details on how to install a driver, refer to the User's Manual Basic.

### For Mac OS X

- 1 Delete the scanner driver.

### Reference

- "Deleting a Scanner Driver" P. 176

- 2 Install a new scanner driver.

### Reference

- For details on how to install a driver, refer to the User's Manual Basic.

# 11. Appendix

This chapter explains print job accounting.

## About Using Print Job Accounting

Using print job accounting, you can get the log used for this machine.

 Memo

- The following explanation is different for different versions of print job accounting.

 Note

- If print job accounting is included in the machine, it will print in the configuration report when "JobAccounting: ON".

### Number of Job Account IDs and logs that can be used.

The number of job account IDs that can be registered and the number of logs that can be saved in the default state is as shown in the following table:

- MB441/MB451/MB451w/MB461/MB461+LP/MB471/MB471w/MB491+/ES4161 MFP

Job Account ID	Log
100	About200

- MB491/MB491+LP/ES4191 MFP/MPS4200mb/MPS4700mb

Job Account ID	Log
100	About 5000

 Memo

- This value may vary depending on the contents of the logs.

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