SETTING UP SCAN TO NETWORK FOLDER ON OKI ES5462

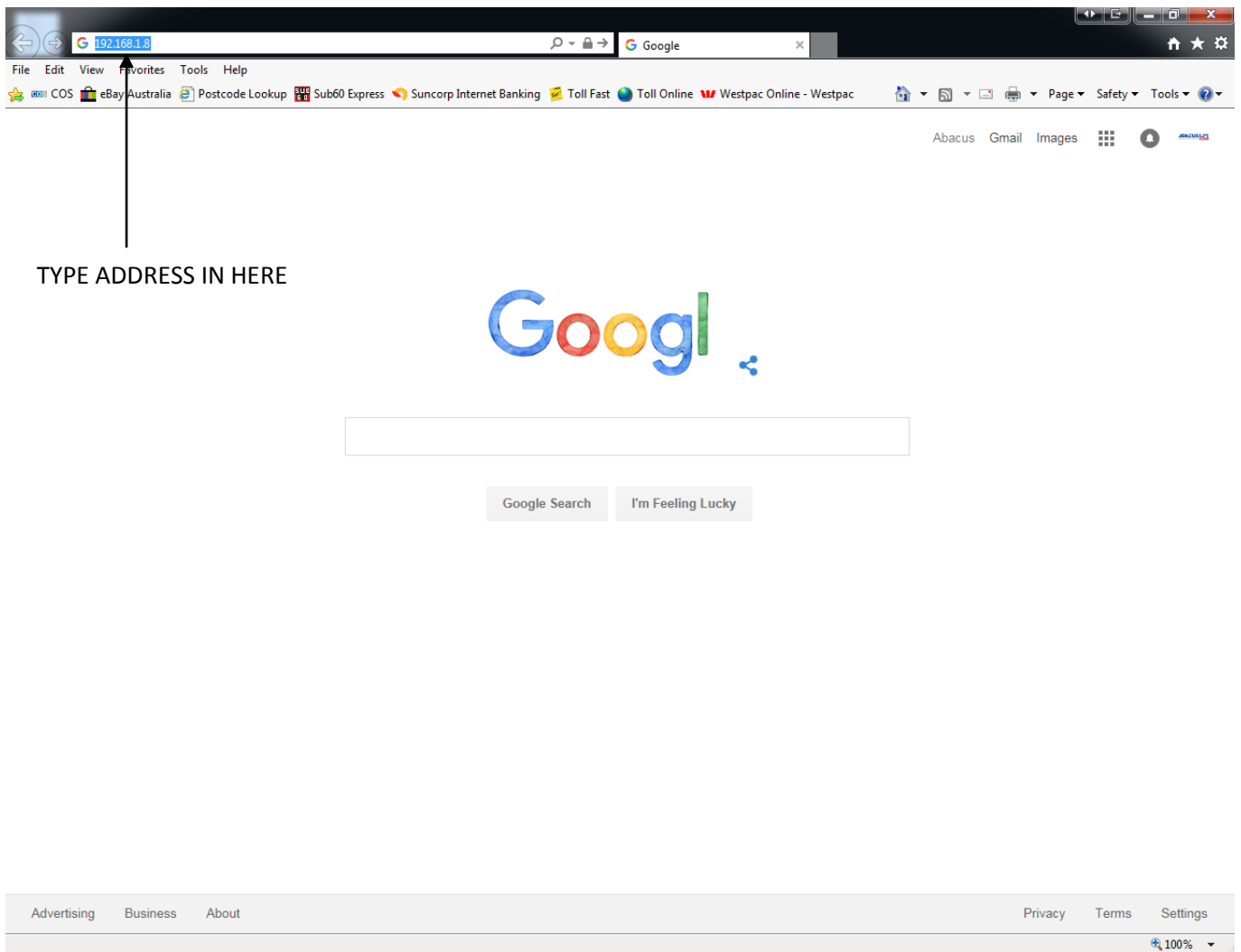## 1 - OPTAIN THE IP ADDRESS OF YOUR COPIER

ON THE COPIER

PRESS THE SETTINGS BUTTON

THEN SCROLL DOWN TO VIEW INFORMATION

THEN NETWORK

NOTE THE IPV4 ADDRESS

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

TYPE ADDRESS IN HERE

3 - YOU WILL NOW SEE THE FOLLOWING SCREEN

4 - CLICK ON ADMINISTRATOR LOGIN

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

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

7 - CLICK ON LIST

OKI

ES5462 MFP

Refresh   Status Window

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-ES5462MFP-86239D
IP Address	192.168.1.11
MAC Address	00:25:36:86:23:9D
Location	
Serial Number	AK28062208
Asset Number	
Contact Name - Administrator	
Tray1	Letter
MP Tray	A4
Duplex	Installed
SD Memory Card	Installed
Memory	256 MB

Version Information	
CU	02.37
PU	00.07.09
Network Firmware	01.06
Web Remote	01.00
Web Language	01.00

Remaining Toner :

Black:		100%
Cyan:		70%
Magenta:		70%
Yellow:		70%

Print Service	Enabled
LPR	🟢
Port9100	🟢
FTP	⚪
IPP	⚪
NetWare PServer	⚪
NetWare RPrinter	⚪
EtherTalk	⚪
NetBEUI	⚪

Setting Service	Enabled
SNMP	🟢
WEB	🟢
Telnet	⚪
NetBEUI	⚪

8 - CLICK ON NEW

OKI

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List

Profile

☐ NetworkScan

Profile

New   Delete   Edit

Profile List:

Profile Counter   0 / 50

Profile Settings

Profile Name	(Max.16 characters)
Protocol	CIFS
Target URL	(Max.144 characters) Example: \\TESTCOMPUTER\TEST
Port Number	445 (1-65535)
User Name	(Max.32 characters)
Password	(Max.32 characters)
CIFS Character Set	UTF-16
Encode Communication	None

» Detail

Submit   Cancel   Press Submit to send changes. Press Cancel to clear changes.

9 - ENTER A PROFILE NAME ie. Scan to Desktop

10 - ENTER THE DESTINATION IN THE FOLLOWING FORMAT

\\'FRONTDESK'\'SCANS'

'FRONTDESK' = COMPUTER NAME

'SCANS' = SHARE NAME

11 - ENTER A USERNAME AND PASSWORD (if none is required use Guest as the username and leave password blank)

12 - CLICK ON SUBMIT