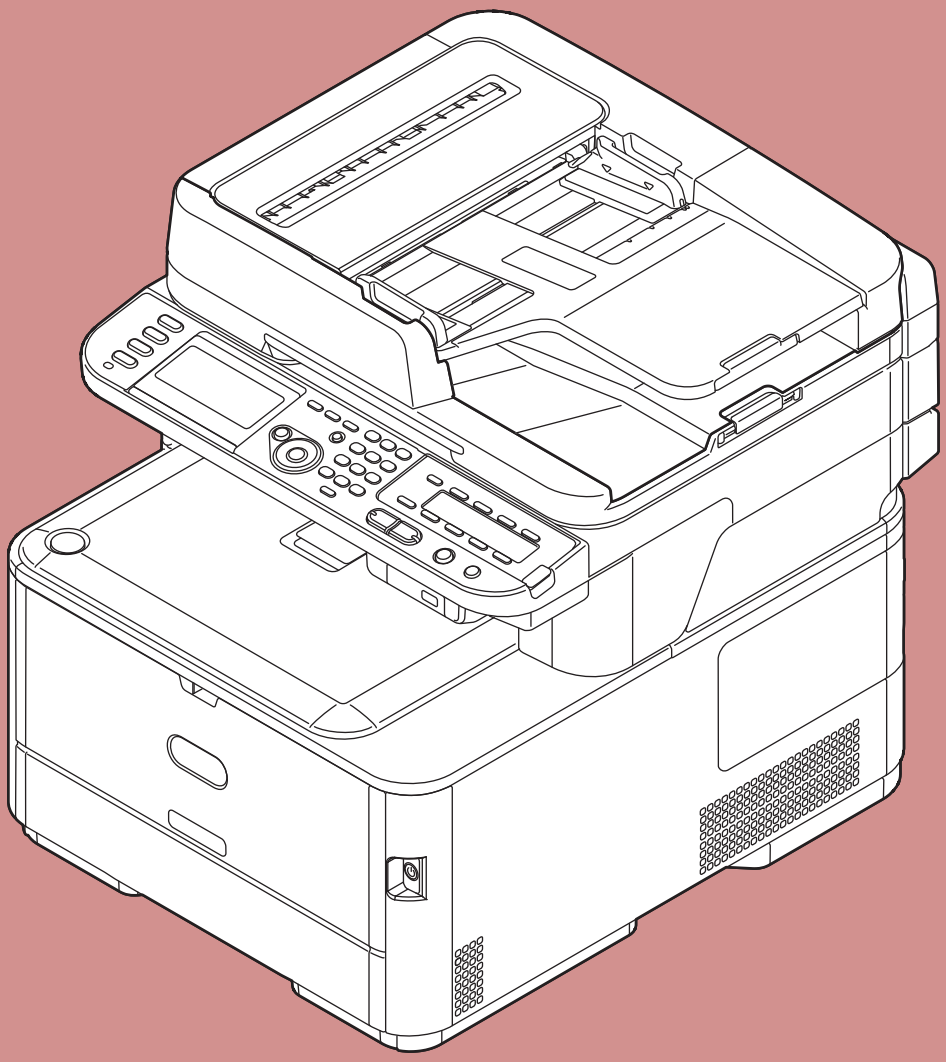
OKI



Start-up Guide

This guide supports the following models:

MC332dn, MC342dn, MC342dw, MC352dn, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES3452 MFP, ES5462 MFP, ES5462dw MFP, MPS2731mc

PREFACE

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

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

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As an Energy Star Program Participant, the manufacturer has determined that this product meets the Energy Star guidelines for energy efficiency.

CE

This product complies with the requirements of the Council Directives 2004/108/EC (EMC), 2006/95/EC (LVD), 1999/5/EC (R&TTE), 2009/125/EC (ErP) and 2011/65/EU (RoHS), as amended where applicable, on the approximation of the laws of the member states relating to Electromagnetic Compatibility, Low Voltage, Radio & Telecommunications Terminal Equipment, Energy related Products and Restriction on the use of certain Hazardous Substances in electrical and electronic equipment.

The following cables were used to evaluate this product for EMC directive 2004/108/EC compliance, and configurations other than this may affect that compliance.

CABLE TYPE	LENGTH (METER)	CORE	SHIELD
Power	1.8	✘	✘
USB	5.0	✘	✔
LAN	7.0	✘	✘
Telephone	7.0	✘	✘

EMERGENCY FIRST AID

Exercise care in the handling and use of toner powder:

If swallowed, give small amounts of cold water and seek medical attention. DO NOT attempt to induce vomiting.

If inhaled, move the person to an open area for fresh air. Seek medical attention.

If it comes into contact with the eyes, flush with large amounts of water for at least 15 minutes keeping eyelids open. Seek medical attention.

Spills on clothing or exposed skin should be washed with cold water and soap to help reduce risk of staining.

MANUFACTURER

Oki Data Corporation,
4-11-22 Shibaura, Minato-ku,
Tokyo 108-8551,
Japan
For all sales, support and general enquiries contact your local distributor.

IMPORTER TO THE EU/AUTHORISED REPRESENTATIVE

OKI Europe Limited (trading as OKI Printing Solutions)

Blays House
Wick Road
Egham
Surrey, TW20 0HJ
United Kingdom

For all sales, support and general enquiries contact your local distributor.

ENVIRONMENTAL INFORMATION

For Your Safety

Read the Start-up Guide (this guide) and User's Guide for your safety before using the product.

Cautions related to safety

⚠ **WARNING**	Indicates the presence of a hazard for which not following the instructions noted may result in serious injury or death.
⚠ **CAUTION**	Indicates the presence of a hazard for which not following the instructions noted may result in injury.

General cautions

⚠ WARNING		
Do not touch the safety switch inside the machine. Doing so may cause electric shock due to high voltage. In addition, gears can rotate, which may result in personal injury.	Do not use inflammable sprays near the machine. Doing so may result in fire due to heat within the machine.	If the machine casing gets extremely hot or if smoke, unusual odour or abnormal noises are emitted from the machine, there is a risk of fire. Switch off and unplug the mains connector and contact your dealer.
Remove the power plug from the socket and contact a customer's service center if a liquid such as water comes into contact with the internal parts of the machine. Failure to do so may cause fire.	Remove the power plug from the socket and remove foreign material such as clips if they fall inside the machine. Failure to do so may cause electric shock and/or fire leading to injury.	Do not operate and do not disassemble the machine other than as directed in the User's Manual. Doing so may cause electric shock and/or fire leading to injury.
Remove the power cord and contact a customer's service center if the machine is dropped or the cover is damaged. Failure to do so may cause electric shock and/or fire leading to injury.	Remove the power cord periodically to clean the plug blades and root section between the blades. If the power plug remains inserted for a long period of time, the root section will become dusty resulting in a short which may cause fire.	Do not clean spilled toner with a vacuum cleaner. Doing so may result in fire due to the sparks from electric contact. Toner spilled on the floor should be wiped off with a wet cloth.
Do not insert materials into a vent holes. Doing so may cause electric shock and/or fire resulting in injury.	Do not place containers with liquids such as water on the machine.Doing so may cause electric shock and/or fire resulting in injury.	Do not touch the fuser and other parts when opening the cover of the machine. Doing so may cause burns.
Do not throw toner or image drum cartridges into fire. Doing so may cause dust explosion leading to burns.	Do not use power cords, cables, or ground wires other than those that are indicated in the User's Manual. Doing so may cause fire.	The operation of UPS (uninterruptible power source) or inverters is not guaranteed. Do not use uninterruptible power source or inverters. Doing so may cause fire.

⚠ CAUTION	
Do not come closer to the paper's exit area when the power is turned on, while printing. Doing so may result in personal injury.	Do not touch the liquid-crystal display if damaged. If liquid (liquid crystal) leaked from the liquid-crystal display comes into contact with the eyes or mouth, flush with a large amount of water. Seek medical attention if necessary.

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About This Guide

Terms in this document

The following terms are used in this guide:

! Note

- Indicates important information on operations. Please ensure you read these.

Memo

- Indicates additional information on operations. It is recommended that this be read.

Reference

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

⚠ WARNING

- Indicates the presence of a hazard for which not following the instructions noted may result in serious injury or death.

⚠ CAUTION

- Indicates the presence of a hazard for which not following the instructions noted may result in injury.

Symbols in this document

The following symbols are used in this guide:

Symbols	Description
[ ]	• Indicates menu names on the display screen. • Indicates menu, window, dialog box names on the computer. • Indicates part names of the machine or supplied parts.
" "	• Indicates messages and text entered on the display screen. • Indicates file names on the computer. • Indicates reference titles.
< > 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. • Indicates how to get to the section where the related information is described.

Notation used in this guide

The following notations may be used in this manual.

- 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 (64bit version) *
- 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 *
- 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 Server 2012, 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 MC562dn is used as the machine for examples in this document.

The descriptions in this document may be different depending on your OS or model.

1 Machine Setup

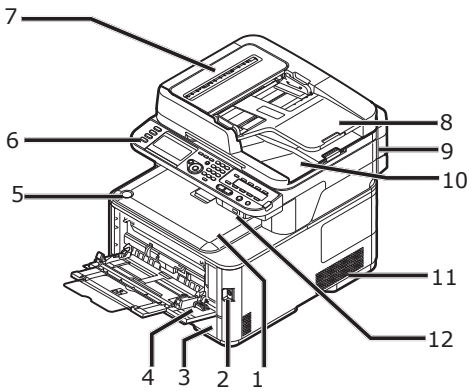
This chapter explains the initial setup for the machine, including the names of the machine components, how to unpack and install the machine, how to turn on/off the machine, and how to load paper into tray 1.

Names of Components

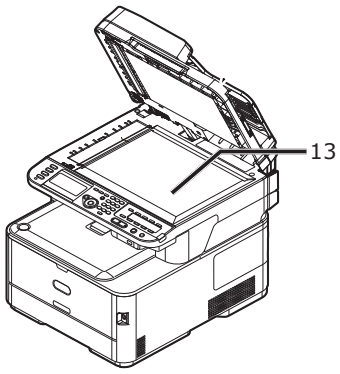
This section shows the names of the components of the machine and operator panel.

Machine

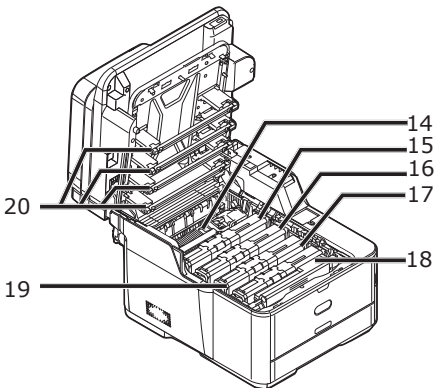
The following shows the names of the machine components.



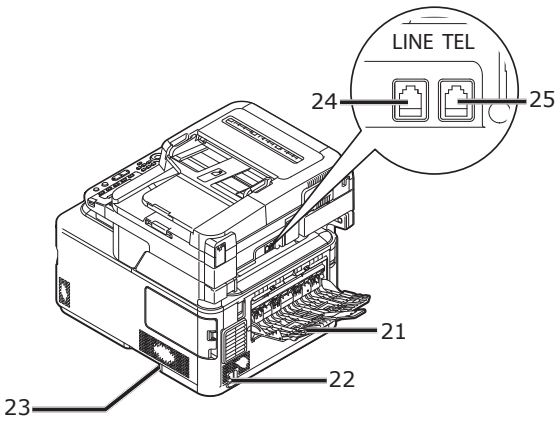
No.	Name
1	Top cover
2	Power switch
3	Tray 1
4	Multipurpose (MP) tray
5	Top cover open button
6	Operator panel
7	Auto document feeder (ADF) cover
8	Document tray
9	Scanner unit
10	Document glass cover
11	Air vents
12	USB port



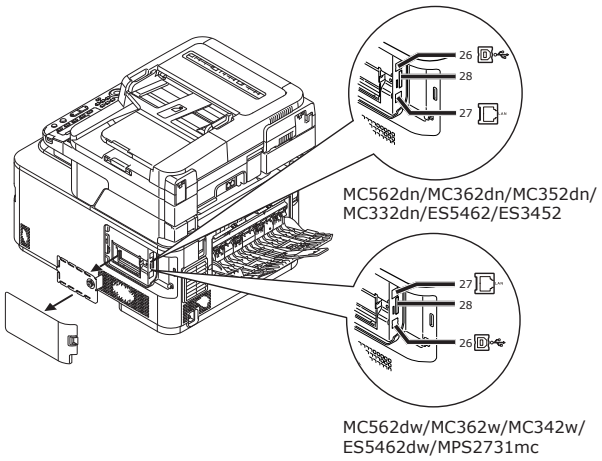
No.	Name
13	Document glass



No.	Name
14	Fuser unit
15	Toner cartridge (Y: yellow)
16	Toner cartridge (M: magenta)
17	Toner cartridge (C: cyan)
18	Toner cartridge (K: black)
19	Image drum unit
20	LED head (four heads)



No.	Name
21	Faceup stacker
22	AC power socket
23	Air vents
24	LINE connection (for MC342dn/MC342dw/ MC362dn/MC362w/ MC562dn/MC562w/ MC562dw/ES5462 MFP/ES5462dw MFP/ MPS2731mc only)
25	TEL connection (for MC342dn/MC342dw/ MC362dn/MC362w/MC562dn/MC562w/ MC562dw/ES5462 MFP/ES5462dw MFP/ MPS2731mc only)



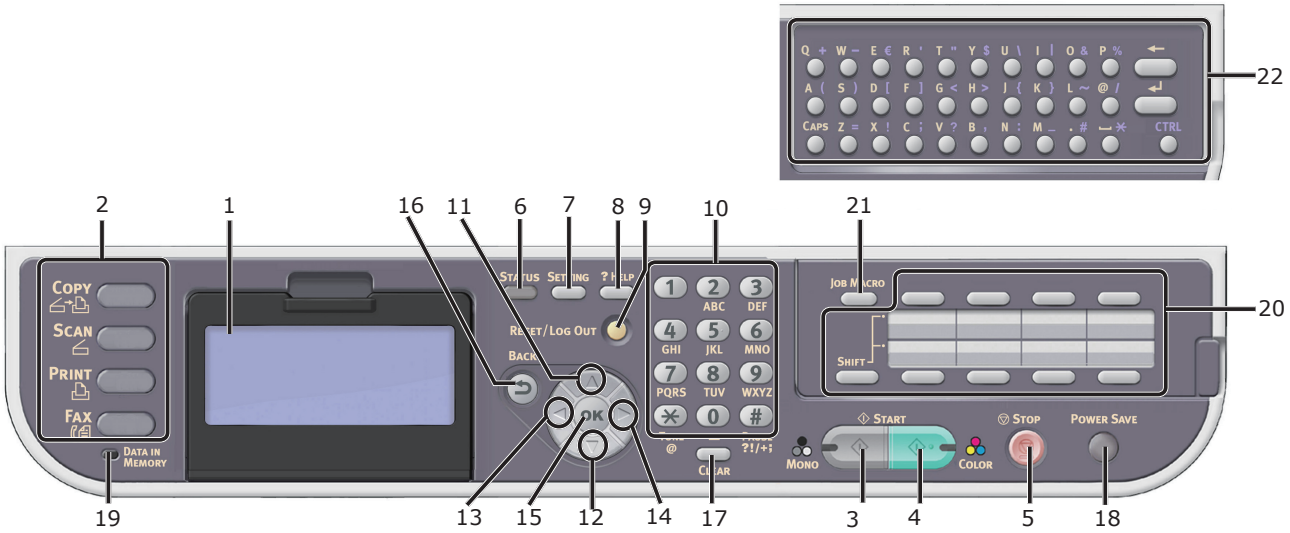
No.	Name
26	USB interface connection
27	Network interface connection
28	SD memory card slot (for MC562dn/MC562w/MC562dw/ES5462 MFP/ ES5462dw MFP/MPS2731mc only)

Operator Panel

The following shows the names of the components of the operator panel.

Reference

- For the details on the functions of each component, refer to the User's Guide > "Introduction" > "Control panel".



No.	Name
1	Display screen
2	Main function keys
	<**COPY**> key
	<**SCAN**> key
	<**PRINT**> key
	<**FAX**> key (for MC342dn/MC342dw/MC362dn/MC362w/MC562dn/ MC562w/MC562dw/ES5462 MFP/ES5462dw MFP/MPS2731mc)
3	<**START (MONO)**> key
4	<**START (COLOR)**> key
5	<**STOP**> key
6	<**STATUS**> key
7	<**SETTING**> key
8	<**?HELP**> key
9	<**RESET/LOG OUT**> key
10	Ten-key pad
11	<**UP**> key
12	<**DOWN**> key
13	<**LEFT**> key
14	<**RIGHT**> key
15	<**OK**> key
16	<**BACK**> key
17	<**CLEAR**> key
18	<**POWER SAVE**> key
19	<**DATA IN MEMORY**> indicator (for MC342dn/MC342dw/MC362dn/MC362w/MC562dn/ MC562w/MC562dw/ES5462 MFP/ES5462dw MFP/MPS2731mc)
20	One-Touch key pad
21	<**JOB MACRO**> key (for MC562dn/MC562w/MC562dw/ES5462 MFP/ ES5462dw MFP/MPS2731mc)
22	Qwerty keyboard (for MC562dn/MC562w/MC562dw/ES5462 MFP/ ES5462dw MFP/MPS2731mc)

Installing Your Machine

This section explains how to unpack and install the machine.

Installation Requirements

This section explains the required environment and space for machine installation.

Installation Environment

Your machine must be installed in the following environment:

Temperature:	10°C~32°C
Humidity:	20%~80% RH (relative humidity)
Maximum wet bulb temperature:	25°C

Note

- Be careful of condensation. It may cause a malfunction.
- If installing your machine where the relative humidity of the surrounding air is less than 30%, use a humidifier or antistatic mat.

⚠WARNING

- Do not place in hot locations or near fire.
- Do not install in locations where chemical reactions take place (laboratory etc.).
- Do not place in locations near flammable solutions such as alcohol and thinner.
- Do not place in locations within reach of small children.
- Do not install in unstable locations (wobbly stand, angled place, etc.).
- Do not install in locations with high humidity or dust and where exposed to direct sunlight.
- Do not install in an environment exposed to briny air and corrosive gas.
- Do not install in locationss with much vibration.
- Do not install in locations where the ventilation holes of the machine are blocked.

⚠CAUTION

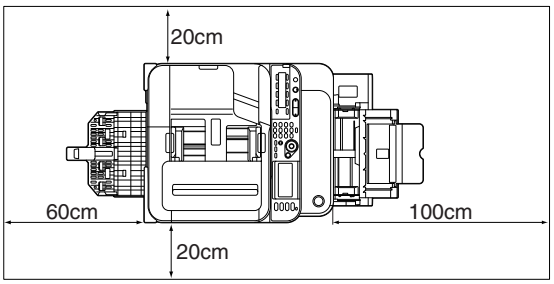
- Do not place directly on a rug or carpet with long strands.
- Do not install in a closed room with poor ventilation or circulation.
- If you use the machine in a small room for a long time, please make sure that you ventilate the room.
- Install away from strong magnetic fields and sources of noise.
- Install away from monitors or TVs.
- When moving the machine, hold it on both sides, and move it by slightly tilting the back down.

Installation Space

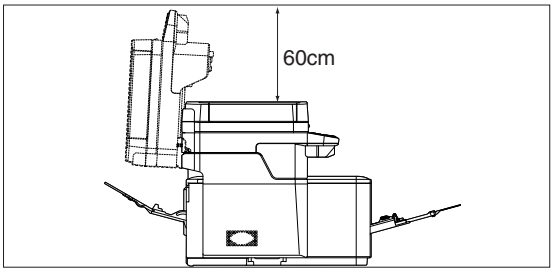
Install your machine on a flat surface that is wide enough to accommodate the machine.

Allow for enough room around your machine according to the images below.

- Top view

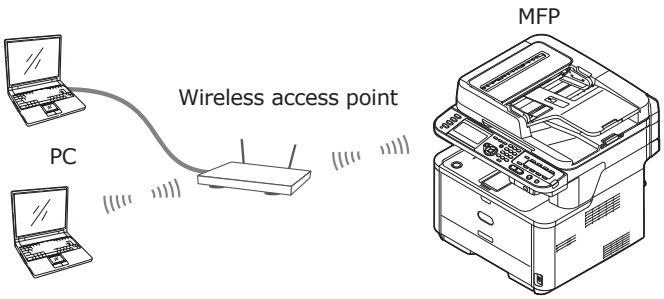


- Side view



Wireless LAN Environment (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only)

This product connects wirelessly to a wireless access point, and can then be used on the network.



Precautions for use in a wireless LAN environment

- This product cannot connect to a wired LAN and wireless LAN at the same time. While using wireless LAN, please remove network cable from the device.
- Check the wireless access point settings before configuring the SSID and security settings. This product cannot connect to the LAN if the settings are wrong.
- This product supports infrastructure mode. Ad-hoc mode is not supported.

Terminology

- SSID
  An ID used to identify the connection destination network. Wireless communication can be used by setting this product with the SSID of the connection destination wireless access point.
- Security Settings
  When using a wireless LAN, security settings can be configured to prevent the transmitted information from being intercepted or illegal access to the network. The security settings need to be configured to the same settings as the wireless access point.
- WPS
  A wireless LAN setting method provided by Wi-Fi Alliance, a wireless LAN industry group. There are two available methods, a push button method and PIN code method, and in the push button method the wireless LAN settings can easily be configured simply by pressing a [WPS] button on the wireless access point. In the PIN code method, the wireless LAN settings can easily be configured by registering the 8-digit number assigned to this product to the wireless access point.
- Infrastructure mode
  This mode communicates through the wireless access point. This product does not support the ad-hoc mode in which communication is performed directly with the computer.

Unpacking and Installing Your Machine

This section explains how to unpack and install the machine.

Note

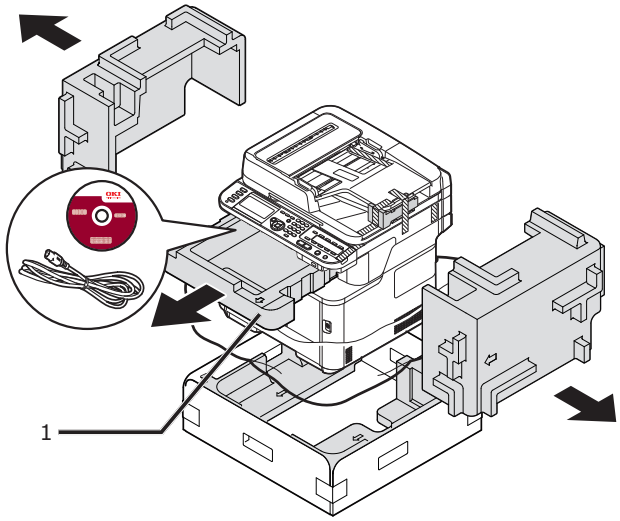
- The image drum is very delicate. Handle it carefully.
- Do not expose the image drum to direct sunlight or very bright interior light (approximately more than 1500lux). Even under the normal interior light, do not leave it for more than 5 minutes.
- Packaging and cushioning material are needed if transporting the machine. Do not throw them away.

1 Remove your machine from the box and remove cushioning materials and the plastic bag from your machine.

The accessories (an AC cord, Telephone cable and the "Software DVD-ROM") are packed within the cushioning material (1).

Note

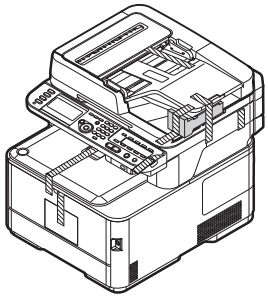
- Telephone cable is not supplied in some countries.



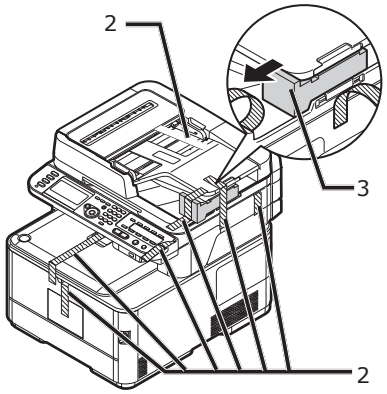
2 Lift your machine and place it where it is to be installed.

Note

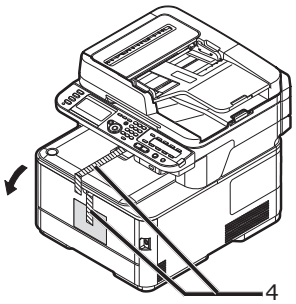
- Do not open the scanner unit till step 9 is completed.



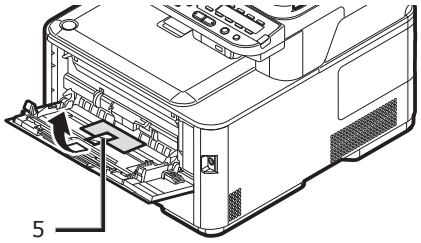
3 Remove the protection tapes (2) at the top and sides of your machine, and take out cushioning materials (3).



4 Remove the protection tapes (4), and open the MP tray.

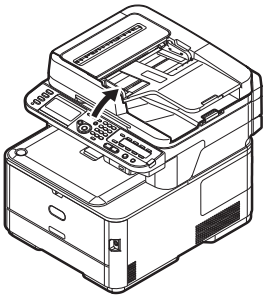


5 Remove the protection tape (5), and pull the paper up.

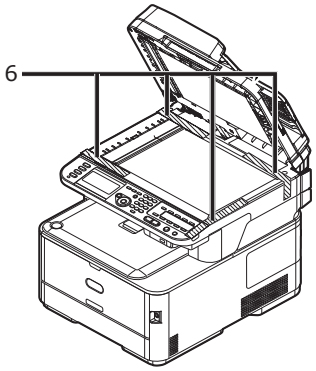


6 Close the MP tray.

7 Open the document glass cover.

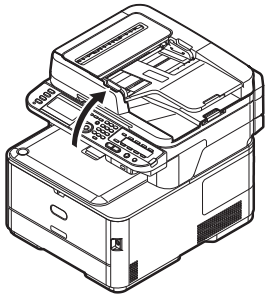


8 Remove the protection tapes (6).
Open the ADF and remove the protection tapes.

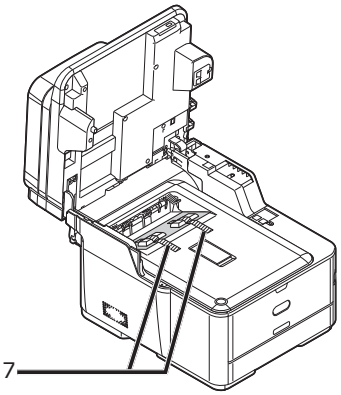


9 Close the document glass cover.
Now, you can open or close the scanner.

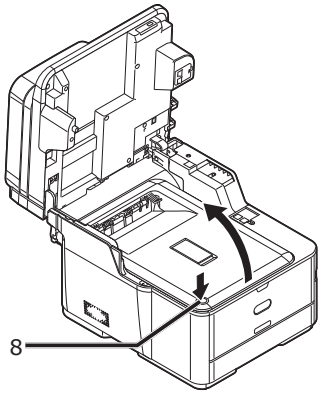
10 Open the scanner unit.



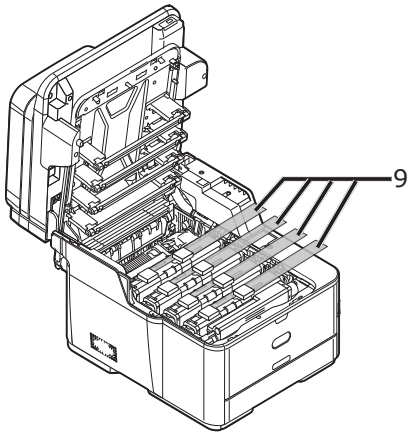
11 Remove the protection tapes (7), and remove desiccants and films.



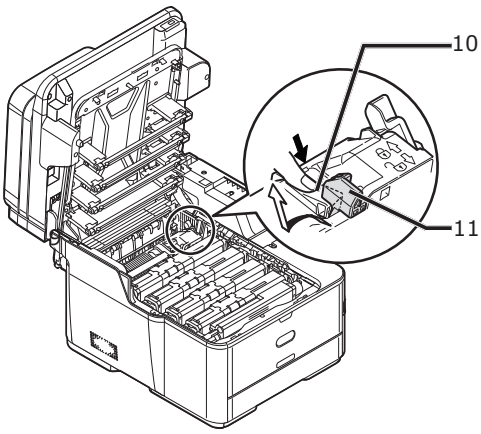
12 Press the top cover open button (8) and open the top cover.



13 Remove the protective sheets (9).



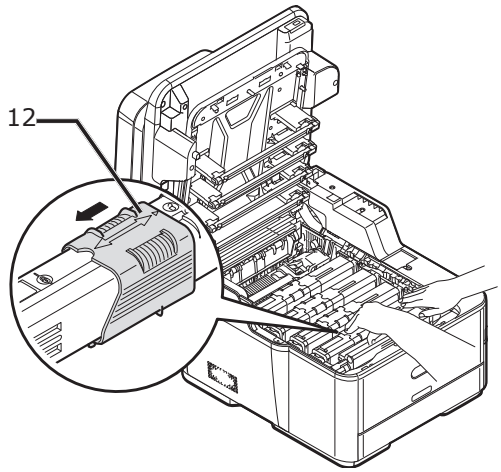
14 Remove the orange stopper (11) while pressing the blue lever of the fuser unit (10) in the direction of the arrow.



! Note

- Keep the orange stopper, it is necessary to transport the machine.

15 While pushing the right side of the toner cartridge, quickly slide the blue lock (12) to the left side to lock it.
Slide the locks on all 4 toner cartridges.



16 Close the top cover.

17 Close the scanner unit.

Reference

- Please refer to "Loading Paper" P.20 for information on how to load paper into the machine.

Available Options

The following option is available for your machine:

- Second tray unit (tray 2) (MC362dn/MC362w/MC562dn/MC562w/MC562dw/ES5462 MFP/ES5462dw MFP/MPS2731mc only)
- Additional RAM (256 MB or 512 MB)
- 16 GB SD card (MC562dn/MC562w/MC562dw/ES5462 MFP/ES5462dw MFP/MPS2731mc only)

Reference

- For details on how to install the option, refer to the User's Guide > "Installing upgrades".
- An SD card is used as a storage for spooling when copying sectors, saving secure print/encrypted print data, as a storage destination for form data, and for saving auto delivery and transmission data.

  For information on secure print, encrypted secure print, form data, and auto delivery/transmission data storage functions, please refer to Configuration Guide.

Memo

- There is a 4 GB SD card inside the MC562dn/MC562w/MC562dw/ES5462 MFP/ES5462dw MFP/MPS2731mc.

  If you expand the memory capacity, please replace with an optional 16 GB SD card.

Turning Your Machine On and Off

This section explains how to turn the machine on and off.

Power Supply Conditions

The power supply must meet the following conditions:

Current:	110 - 127VAC (Range 99 - 140VAC) 220 - 240VAC (Range 198 - 264VAC)
Frequency:	50/60 Hz ± 2%

Note

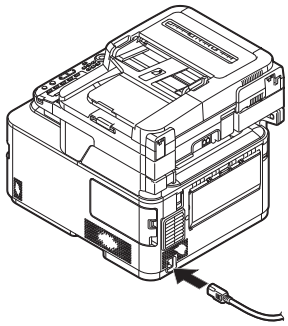
- If the power supply is unstable, use a voltage regulator.
- The maximum power consumption of this machine is 1170W. Ensure that the power supply is sufficient to operate this machine.
- We do not guarantee the operation where an uninterruptible power system (UPS) or inverter is used. Do not use an uninterruptible power system (UPS) or inverter.

⚠ WARNING	There is a risk of electric shock and/or fire.	

- Be sure to turn off the power switch when attaching or removing the AC cable and earth wire.
- Be sure to connect the earth wire to a dedicated grounding terminal.
- Never connect the earth wire to a water pipe, gas pipe, telephone line earth, lightning rod or the like.
- Make sure to connect the earth wire before connecting the AC cable to the electric socket.
- Be sure to plug in and unplug the AC cable while holding on to the power supply plug.
- Insert the power supply plug deep into the wall socket securely.
- Do not insert or remove the power supply plug with a wet hand.
- Install the power cord in a place where it will not be stepped on, and do not place anything on the power cord.
- Do not tie the cord in a bundle.
- Do not use the power cord if damaged.
- Do not use multi-outlet adapters.
- Do not connect this machine and other electric items to the same wall socket. If connected simultaneously with an air-conditioner unit, a copy machine, shredder, etc., electric noise may interfere with machine operation. If connection to the same wall socket as another item is unavoidable, please use a commercial noise filter or a commercial noise cut transformer.
- Use the attached power cord and insert it directly with the ground terminal. Do not use power cords for other products for the machine.
- Do not use an extension cord. When use of an extension cord is unavoidable, use a cord rated 15A or higher.
- Use of an extension cord may cause the machine to operate at lower than normal capacity due to AC voltage descent.
- During printing, do not shut off the power supply or remove the power supply plug.
- When not in use for extended periods (consecutive holidays or extended travel), remove the power cord from the socket.
- Do not use the attached power cord for other products.

Turning On Your Machine

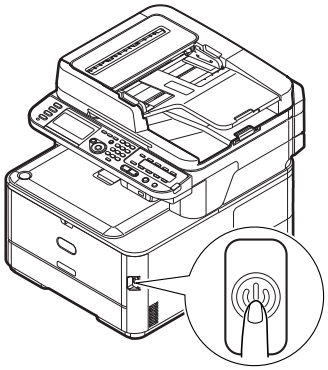
1 Plug the AC cord into the AC power socket of your machine.



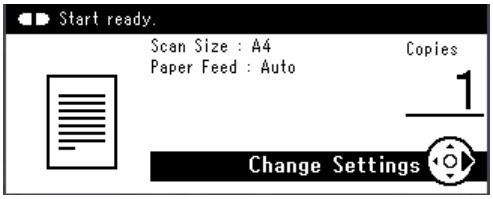
2 Plug the AC cord into the electric socket.

3 Check that no documents are on the document glass or ADF, and that the ADF cover is closed.

4 Hold down the power switch for approximately one second to turn the power on.

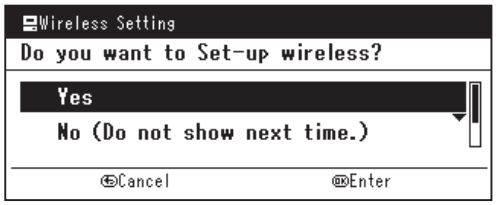


The copy standby screen is displayed after your machine attains ready status.



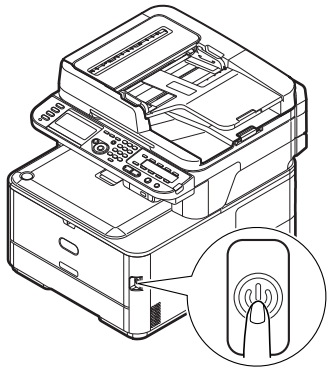
Note

- Wait a few seconds after turning the power on or off before turning the power on or off again.
- With wireless LAN models, a request to make the wireless LAN settings is displayed before the standby screen. Select [**Yes**] to perform the wireless LAN Set-up or select [**No (Do not show next time.)**] for not to be displayed from the next time. (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only)



Turning Off Your Machine

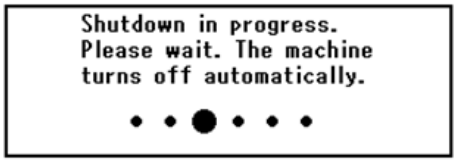
1 Hold down the power switch for approximately one second.



Note

- Press the power switch for less than 5 seconds.

The message [**Shutdown in progress. Please wait. The machine turns off automatically.**] will appear in the operator panel, and power switch indicator will blink every 1 second. The machine then turns off automatically and the power switch indicator extinguishes.



Note

- Wait a few seconds after turning the power on or off before turning the power on or off again.

Reference

- Your machine has a power save mode and sleep mode, and an auto power off function. For details, refer to the User's Guide > "Getting started" > "Power saving mode" / "Sleep mode" / "Auto power off".

Loading Paper

Your machine has two built-in trays (tray 1 and MP tray) and an optional tray (tray 2).

The Option Tray (tray 2) is only available on MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc.

This section explains the supported paper and capacity of tray 1 and how to load paper into the tray 1. After you load paper, you need to register the loaded paper on your machine.

To complete the loading procedures, follow the 2 steps below:

- "Step 1 Loading Paper into Tray 1" P.20
- "Step 2 Configuring the Settings for Tray 1" P.21

■ Tray 1 Specification

Supported paper size	Paper capacity	Paper weight
• A4 • A5* • B5 • A6* • Letter • Legal 13 • Legal 13.5 • Legal 14 • Executive • 16K (184 x 260 mm) • 16K (195 x 270 mm) • 16K (197 x 273 mm) • Hagaki • Custom	250 sheets (when paper weight is 80 g/m^2)	• Light 64 to 74 g/m^2 (17 to 19 lb) • Medium Light 75-82g/m^2 • Medium 83-104g/m^2 • Heavy 105 to 120 g/m^2 (28 to 32 lb) • Ultra Heavy1 121 to 176 g/m^2 (33 to 46 lb) • Ultra Heavy2 177 to 220 g/m^2 (47 to 58 lb)

Note

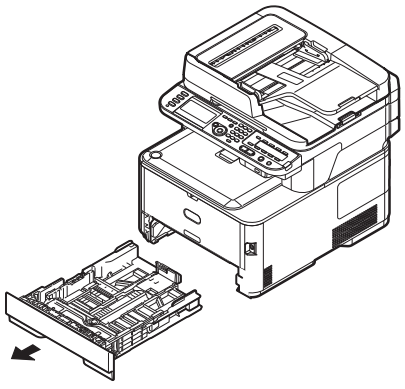
- Duplex printing cannot be performed on paper marked with "*".

Reference

- For the specifications and how to load paper in tray 2 (optional), MP tray, refer to the User's Guide > "Loading paper".

Step 1 Loading Paper into Tray 1

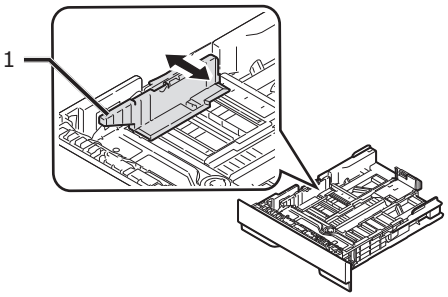
1 Pull out tray 1.



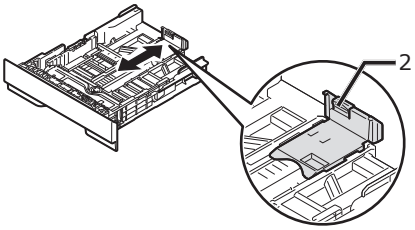
Note

- Once the tray is pulled out, the media selection screen will be displayed on the panel (for approximately 6 seconds). Further configuration of item 4 in Step 2 is possible.

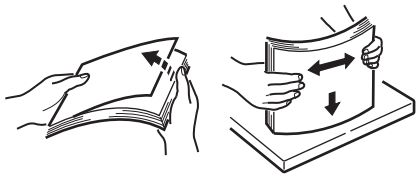
2 Slide the paper guide (1) to the width of the paper to be loaded.



3 Slide the paper stopper (2) to the length of the paper to be loaded.



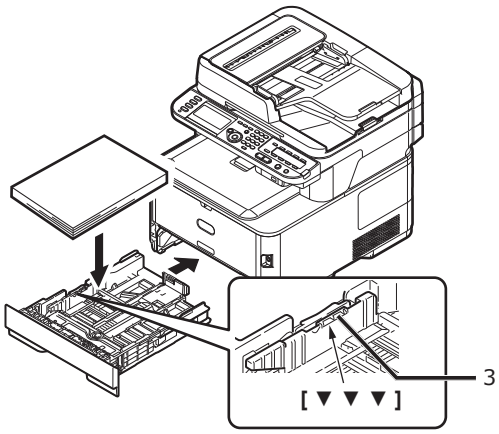
4 Flex paper back and forth, and then fan it. Straighten the edges of the paper stack on a level surface.



5 Load paper with the print side face down.

! Note

- Do not load paper above the fill line (3).

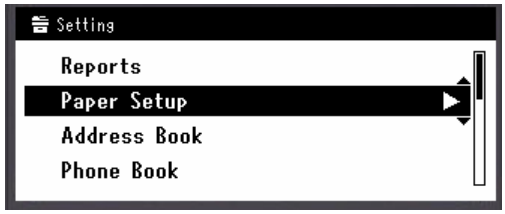


6 Push tray 1 until it stops.

Step 2 Configuring the Settings for Tray 1

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Paper Setup**] and then press OK.



3 Check that [**Tray 1**] is selected and then press OK.

4 Check that [**Paper Size**] is selected and then press OK.

5 Press the ▼ to select the size of the loaded paper and then press OK.

Reference

- If [**Custom**] is selected for [**Paper Size**], you need to register the custom size. For how to register the custom size, refer to the User's Guide > "Loading paper" > "Registering custom sizes".

6 Press the ▼ to select [**Media Type**] and then press OK.

7 Press the ▼ to select the type of media loaded and then press OK.

8 Press the ▼ to select [**Media Weight**] and then press OK.

9 Press the ▼ to select the weight of the loaded paper and then press OK.

10 Press the ◀ until the top screen is displayed.

Printing Configuration

This section explains how to print the Configuration on which you can check the detailed information of your machine, such as the settings and status of your machine.

When you finished the initial setup, follow the procedure below to confirm that the machine is properly installed.

Printing Procedure

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press OK.

3 Check that [**Configuration**] is selected and press OK.

4 For the confirmation message, check that [**Yes**] is selected and press OK.

When the Configuration is properly printed, the initial setup has succeeded.

2 Copying

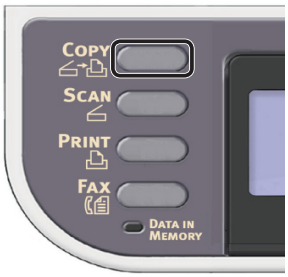
This chapter explains the basic operation for your machine's copy function.

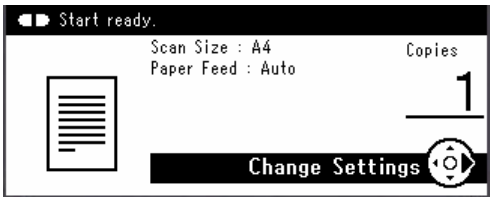
Starting a Copy Job

Memo

- The following procedure uses the factory default settings.

1 Press the <**COPY**> key on the operator panel to open the copy standby screen.

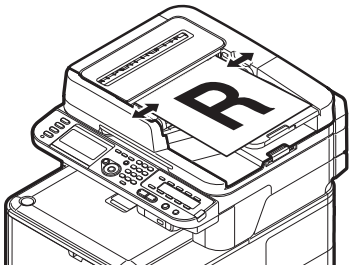




2 Place your document in the ADF or on the document glass as below:

- ADF

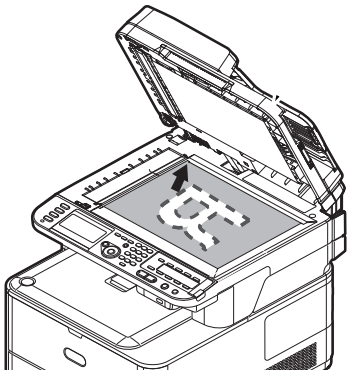
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

- Document Glass

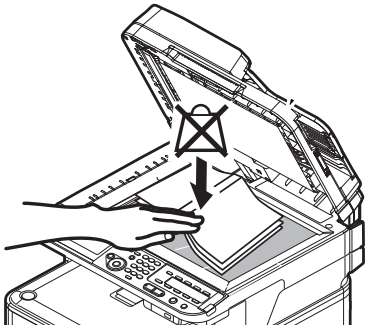
Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

Note

- Do not apply an excessive load to the document glass.



Memo

- The machine prioritizes the ADF when copying documents. Be sure not to place documents on the ADF when you use the document glass.

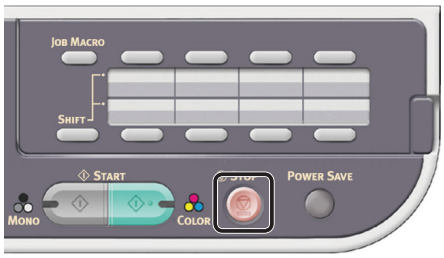
Note

- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Press or to start copying.

Memo

- You can cancel the operation by pressing the <**STOP**> key on the operator panel until the message showing the copy completion is displayed.



Reference

- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".
- You can change the copy settings such as scan size, document's orientation and duplex copying as necessary. For details, refer to the User's Guide > "Copying" > "Advanced operation".

3 Faxing (For MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP, MPS2731mc only)

This chapter explains the initial setup, such as how to set the country code, connect a telephone line and configure the basic settings, and basic procedure for the Fax and Fax from Computer functions.

Your machine supports the following functions regarding fax.

Function	Overview
"Faxing"	Scans documents and transmits them as faxes or receives faxes via a telephone line. You need to complete the initial setup for faxing before using this function.
"Faxing from a Computer (For Windows)"	Transmits faxes from your computer connected via USB or network. The faxes are transmitted directly from your computer to a destination via the machine using a telephone line. The fax driver must be installed on the computer to use this function. You also need to complete the initial setup for faxing before using this function.
Internet Faxing	Scans documents and transmits them as faxes or receives faxes by e-mails via network. For the initial setup for the function, refer to the Configuration Guide > "Configuring the network settings" > "Setting up Scan to E-mail and internet fax". For the procedure for the function, refer to the User's Guide > "Internet fax" > "Sending a fax from your PC" > "Basic operation".
Auto Delivery (MC562dn/MC562w/ MC562dw/ES5462 MFP/ES5462dw MFP/ MPS2731mc only)	Forwards the received faxes and files attached to e-mails automatically to specified destinations. You can specify E-mail addresses and a network folder as the destination. For the initial setup for the function, refer to the Configuration Guide > "Configuring the network settings" > "Setting up Scan to E-mail and internet fax" / "Setting up Scan to Shared Folder".

Initial Setup for Faxing

This section explains the initial setup necessary for the Fax and Fax from Computer functions.

To set up the machine for the Fax and Fax from Computer functions, follow the 3 steps below:

- "Step 1 Setting Country Code" P.26
- "Step 2 Connecting a Telephone Line" P.27
- "Step 3 Configuring Basic Settings" P.31

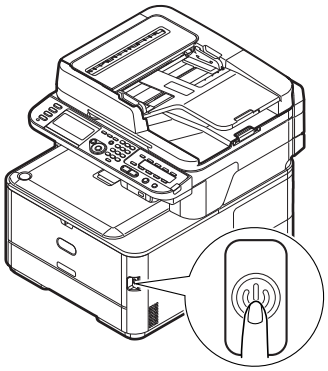
Step 1 Setting Country Code

This section explains how to set the country code. Be sure to select the suitable country code before connecting the telephone line.

Note

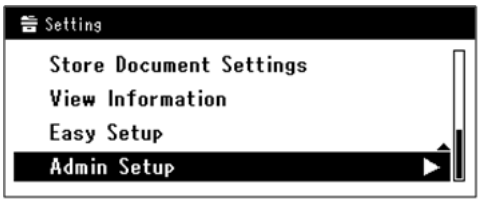
- If you set wrong country code, you may not be able to send or receive faxes. When you cannot send or receive faxes even though you have properly connected the telephone line, check if [**Country Code**] is set correctly.

1 Hold down the power switch for approximately one second to turn on the power.



2 Press the <**SETTING**> key on the operator panel.

3 Press the ▼ to select [**Admin Setup**] and then press (OK).



4 Enter the administrator password.

The factory default password is "aaaaaa".

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text filed.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

5 Press the ▼ to select [**Fax Setup**] and then press OK.

6 Press the ▼ to select [**Fax Setting**] and then press OK.

7 Press the ▼ to select [**Country Code**] and then press OK.

8 Press the ▼ or ▲ to select your country name and then press OK.

If your country name is not displayed, select the following value.

- If your country is the Czech Republic or Slovakia, select [**Czech/Slovakia**].
- If your country is Canada, select [**U.S.A**].
- If the region of your country is Latin America, select [**Latin America**].
- If the region of your country is Europe or the Middle East, select [**International**].

Settable Country Codes:

U.S.A. International United Kingdom Ireland Norway Sweden Finland Denmark Germany Hungary Czech/Slovakia Poland Switzerland Austria Belgium Netherlands France Portugal Spain Italy Greece Australia New Zealand Singapore Hong Kong Latin America Mexico China Russia Taiwan Japan Korea Thailand Malaysia Jordan Argentina Brazil South Africa Belarus Moldova Turkey Ukraine

9 For the confirmation message, check that [**Yes**] is selected and press OK.

The machine restarts automatically, and the default screen is displayed a few minutes later.

Memo

- If the [**Country Code**] is changed, the value of [**PBX Line**] and [**MF (Tone)/DP (Pulse)**] are changed to the default values for each country code.

Step 2 Connecting a Telephone Line

This section explains how to connect a telephone line for faxing. Be sure to connect the telephone line depending on your environment before you transmit or receive faxes.

The method of connecting a telephone line differs depending on your environment. Based on the following figures, connect the line for your environment.

Note

- Do not connect with USB cable or LAN cable at this point.
- Be sure to set the appropriate country code before connecting the telephone line.
- You cannot connect to an ISDN line directly. To connect to an ISDN line, use the terminal adopter (TA) and connect to the LINE connection of the machine.
- A telephone cable is supplied with your machine except in certain countries.

Reference

- To check the reception mode according to the machine environment, refer to "Step 3-6 Specifying Reception Mode" P.37.
- To check the dial type settings, refer to "Step 3-1 Settings for Each Dialing Type" P.31.

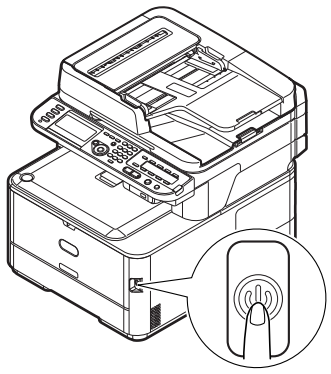
Connecting to a Public Line (Connecting for Fax Only)

Note

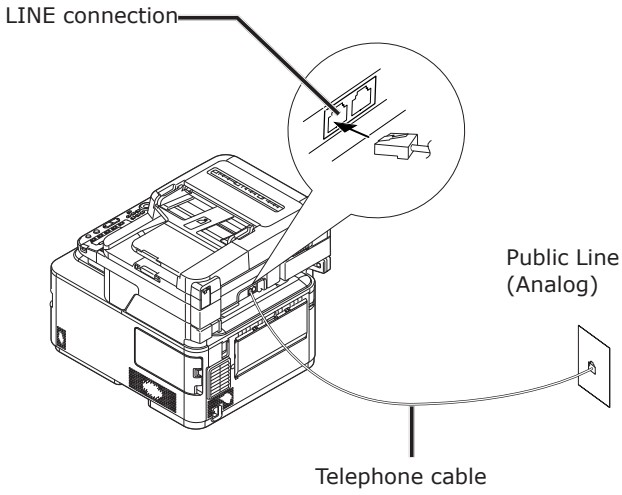
- Do not connect with USB cable or LAN cable at this point.

1 Check that the machine is turned off.

If the machine is turned on, hold down the power switch for approximately one second to turn off the power.



2 Plug one end of the [**Telephone cable**] into the [**LINE connection**] of your machine and the other end into the [**Public Line (Analog)**].



Note

- Be certain to connect the telephone cable to [**LINE connection**]. Never connect it to [**TEL connection**].

Connecting to a Public Line (Connecting for Fax and Telephone)

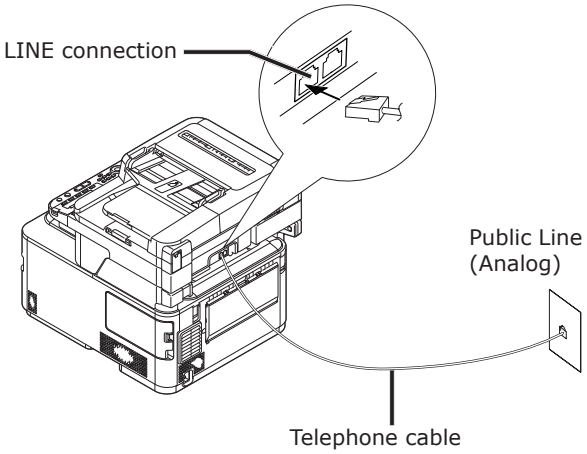
Note

- Do not connect with USB cable or LAN cable at this point.

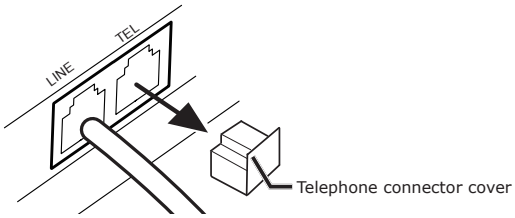
1 Check that the machine is turned off.

If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

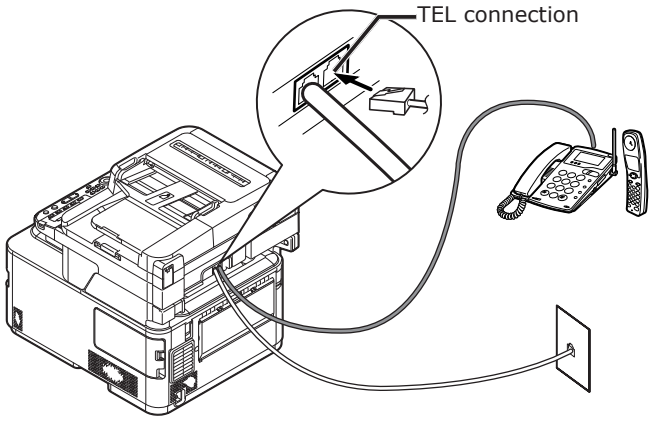
2 Plug one end of the [**Telephone cable**] into the [**LINE connection**] of your machine and the other end into the [**Public Line (Analog)**].



3 Remove the [**Telephone connector cover**].



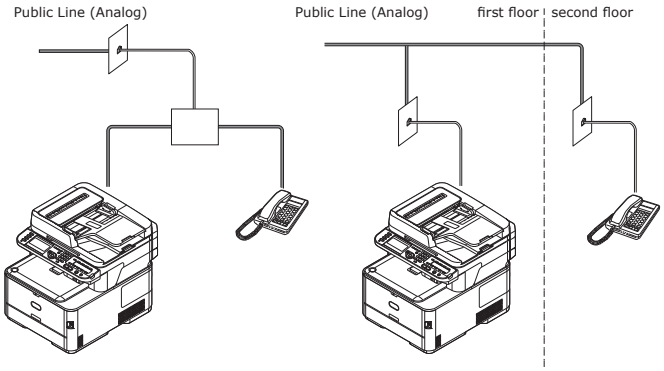
4 Plug the external telephone's cable into the [**TEL connection**] of your machine.



The telephone that is connected to the machine is called an external telephone.

Note

- Only one telephone can be connected to the machine.
- Do not connect the telephone to the machine in parallel. If you connect the telephone to the machine in parallel, the following problems will occur and the machine will not work correctly.
  - When you send or receive a fax, the fax picture may be broken or a communication error may occur by picking up the telephone.
  - The fax transfer function is not able to work from the external telephone.



Memo

- In the case of direct interconnection, separate construction is necessary. Please contact the telephone company that you use.

Connecting to an ADSL Environment

Note

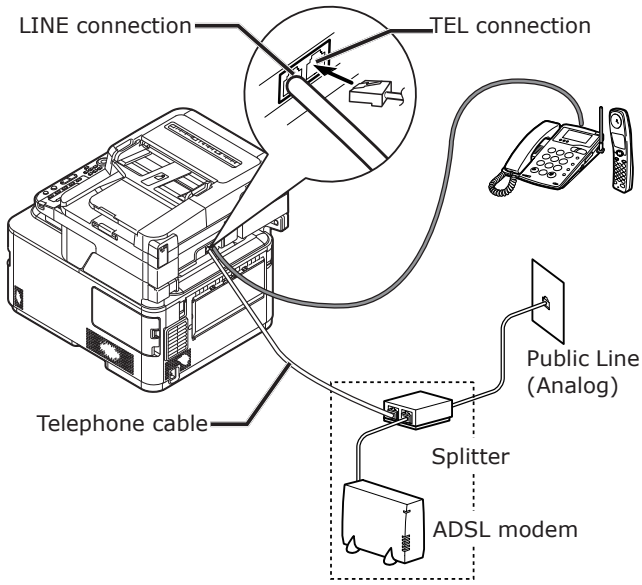
- Do not connect with USB cable or LAN cable at this point.

First, check that the machine is turned off. If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

Plug the [**Telephone cable**] connected to the ADSL modem into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the external telephone's cable into the [**TEL connection**] of your machine.



Memo

- Check the dial tone detection if it is unable to dial. Refer to the Configuration Guide > "Appendix A - menu system" > "Admin Setup" > "User Install".
- If you cannot send or receive faxes very well, set [**Super G3**] to [**OFF**]. Refer to "Step 3-5 Setting for Super G3" P.36 in detail.

Connecting to an IP Telephone

Note

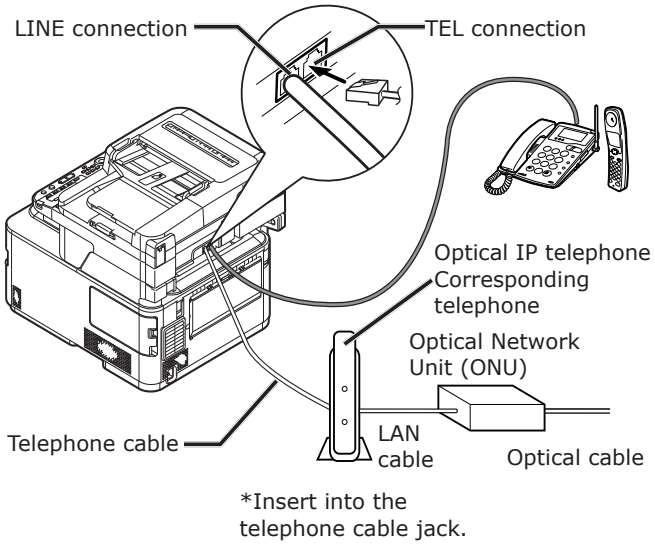
- Do not connect with USB cable or LAN cable at this point.

First, check that the machine is turned off. If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

Plug the [**Telephone cable**] connected to the IP telephone into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the external telephone's cable into the [**TEL connection**] of your machine.



Memo

- Check the dial tone detection if it is unable to dial. Refer to the Configuration Guide > "Appendix A - menu system" > "Admin Setup" > "User Install".
- If you cannot send or receive faxes very well, set [**Super G3**] to [**OFF**]. Refer to "Step 3-5 Setting for Super G3" P.36 in detail.

Connecting to a CS Tuner or Digital Television

Note

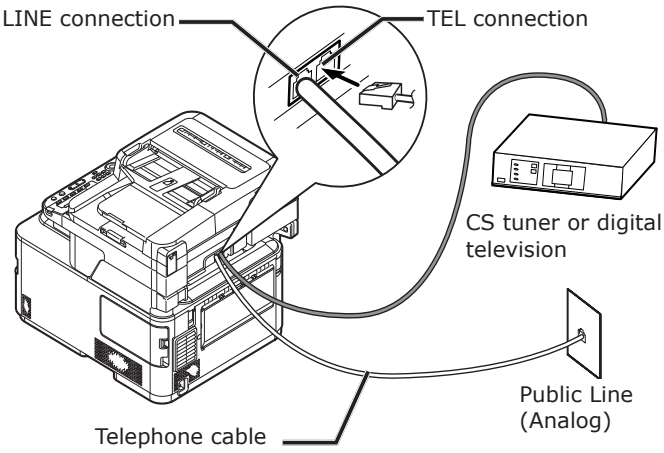
- Do not connect with USB cable or LAN cable at this point.

First, check that the machine is turned off. If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

Plug the [**Telephone cable**] connected to the [**Public Line (Analog)**] into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the telephone cable connected to the CS tuner or digital television into the [**TEL connection**] of your machine.



Connecting to a PBX, Home Telephone or Business Phone

Note

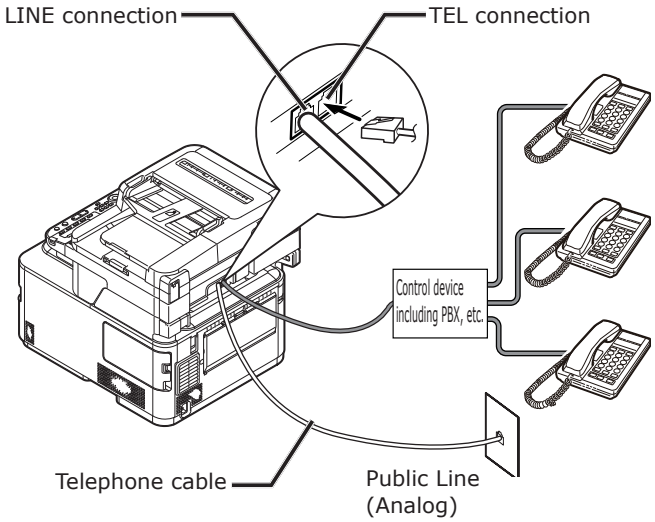
- Do not connect with USB cable or LAN cable at this point.

First, check that the machine is turned off. If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

Plug the [**Telephone cable**] connected to the [**Public Line (Analog)**] into the [**LINE connection**] of your machine.

Remove the telephone connector cover.

Plug the telephone cable connected to a control device including PBX, etc. into the [**TEL connection**] of your machine.



- Home Telephone

In general, many telephones are connected with one or two telephone lines, and internal communication and door phone are possible. This is simple switching equipment for household.

- Business Phone

In general, it can accommodate more than two telephone lines, these telephone lines can be shared with other telephones, and internal communication is possible. This is simple switching equipment.

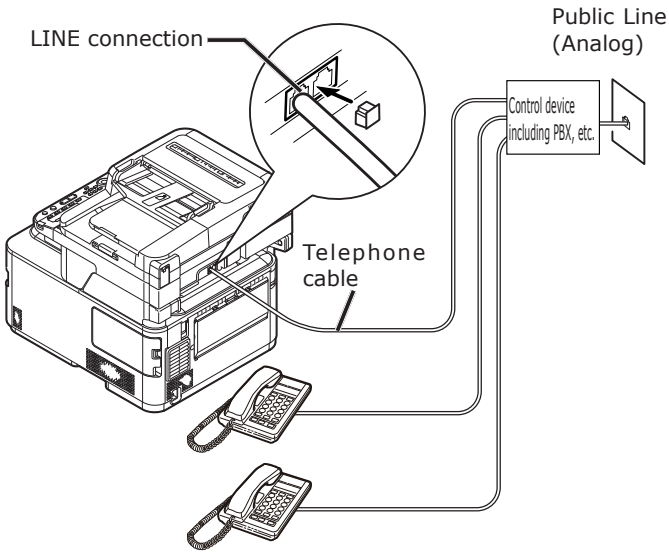
Connecting as an Internal Telephone

Note

- Do not connect with USB cable or LAN cable at this point.

First, check that the machine is turned off. If the machine is turned on, hold down the power switch for approximately one second to turn off the power.

Plug the [**Telephone cable**] connected to a control device including PBX, etc. into the [**LINE connection**] of your machine.



Memo

- Set [**PBX Line**] to [**ON**]. Refer to "Step 3-4 PBX Connecting" P.35 in detail.

Step 3 Configuring Basic Settings

This section explains how to configure the basic settings on the machine for the fax function. Follow the 6 sub steps below:

- "Step 3-1 Settings for Each Dialing Type" P.31
- "Step 3-2 Setup of Date/Time" P.32
- "Step 3-3 Specifying Sender Information" P.34
- "Step 3-4 PBX Connecting" P.35
- "Step 3-5 Setting for Super G3" P.36
- "Step 3-6 Specifying Reception Mode" P.37

Note

- You need to complete the country code setting and connect the telephone line according to your environment before this procedure.

Memo

- You can skip the steps 3-4 and 3-5 depending on your environment. For details, refer to each description.

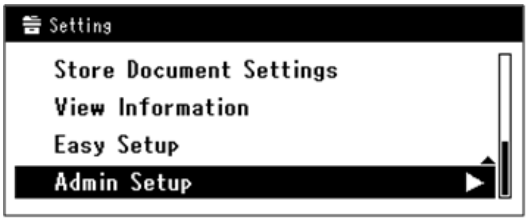
Step 3-1 Settings for Each Dialing Type

Specify the dialing type for transmission according to your environment. The factory default for [**MF (Tone)/DP (Pulse)**] is set to [**Tone**].

- For push-button phones, if you hear a "Beep, boop, beep" sound, leave [**MF (Tone)/DP (Pulse)**] as [**Tone**].
- For push-button type phones, if you do not hear a "Beep, boop, beep" sound, set [**MF (Tone)/DP (Pulse)**] to [**Pulse**].
- For rotary-dial type phones, set [**MF (Tone)/DP (Pulse)**] to [**Pulse**].

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Admin Setup**], and press OK.



3 Enter the administrator password.
The factory default password is "aaaaaa".

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

4 Press the ▼ to select [**User Install**], and press OK.

5 Press the ▼ to select [**MF (Tone)/DP (Pulse)**], and then press OK.

6 Press the ▼ to select a dial type, and then press OK.

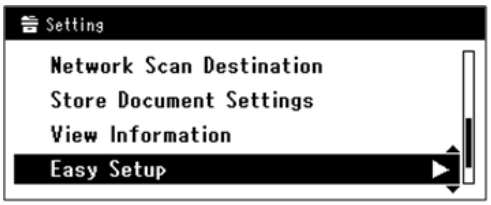
7 Press the ◀ until the top screen is displayed.

Step 3-2 Setup of Date/Time

Set up Date/Time of your region.

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**] and then press OK.



3 Enter the administrator password.
The factory default password is "aaaaaa".

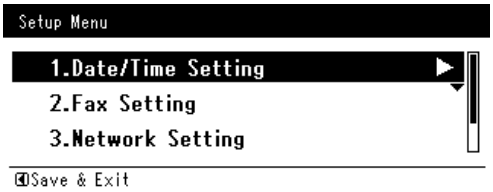
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

4 Check that [**Date/Time Setting**] is selected and then press the ▶.



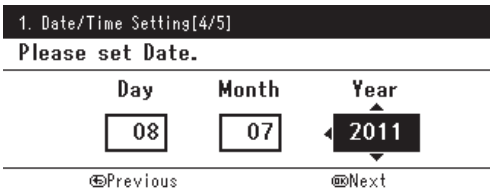
5 Press the ▼ to select the appropriate time zone and then press OK.

6 Press the ▼ to select whether summer time is applied or not and then press OK.

7 Check that [**Manual**] is selected and then press OK.

8 Press the ▲ or ▼ to select the current date and then press OK.

To move to the next box, press the ▶.

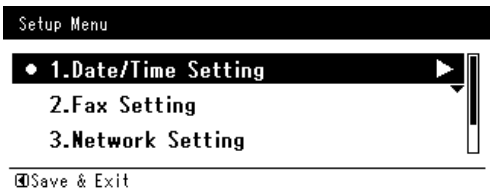


9 Press the ▲ or ▼ to select the current time and then press OK.

To move to the next box, press the ▶.

When you press OK, a message showing that Date/Time setting is complete appears.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



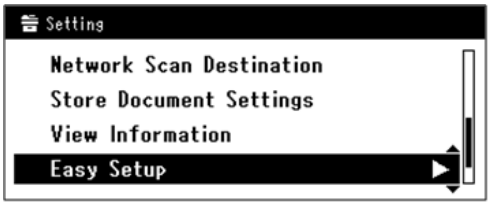
11 For the confirmation message, check that [**Yes**] is selected and press OK.

Step 3-3 Specifying Sender Information

Specify the fax number and sender name for your machine. The information specified here is printed on the top of the faxes you sent from the machine.

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**] and press (OK).



3 Enter the administrator password.

The factory default password is "aaaaaa".

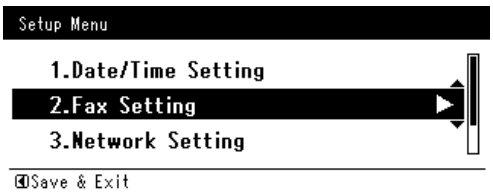
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

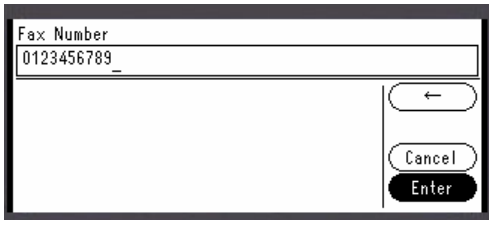
c Press the ▶ and ▼ to select [**Enter**] and press (OK).

4 Press the ▼ to select [**Fax Setting**] and then press the ▶.



5 Press ▶ to select the [**Fax Number**] entry box.

6 Enter the fax number of your machine with the ten-key pad.



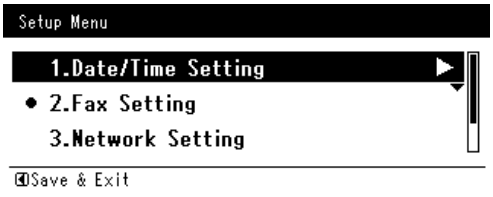
7 Check that [**Enter**] is selected and then press OK.

8 Press ▶ to select the [**Sender ID**] entry box.

9 Enter an arbitrary sender name up to 22 characters allowed.

10 Press the ▶ and ▼ to select [**Enter**] and then press OK.
The message showing that fax setting is complete appears.

11 When the setup menu screen is displayed, press ◀ to complete the setup.



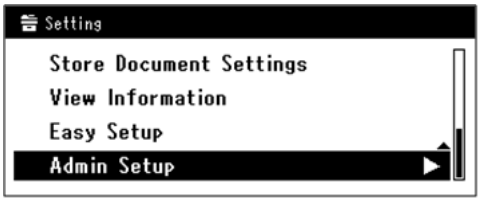
12 For the confirmation message, check that [**Yes**] is selected and press OK.

Step 3-4 PBX Connecting

When connecting to PBX (internal exchange), set [**PBX Line**] to [**ON**].

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.
The default password is "aaaaaa".

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

4 Press the ▼ to select [**Fax Setup**] and then press OK.

5 Press the ▼ to select [**Fax Setting**] and then press OK.

6 Press the ▼ to select [**PBX Line**] and then press OK.

7 Press the ▲ to select [**ON**] and then press OK.

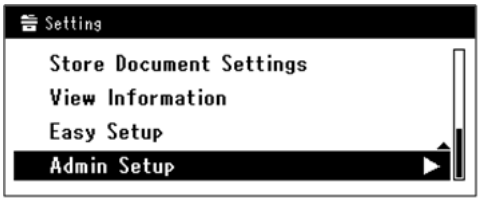
8 Press the ◀ until the top screen is displayed.

Step 3-5 Setting for Super G3

If you cannot send or receive faxes correctly when the machine is connected to the ADSL environment or an IP telephone, set [**Super G3**] to [**OFF**].

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.
The default password is "aaaaaa".

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

4 Press the ▼ to select [**User Install**] and then press OK.

5 Press the ▼ to select [**Super G3**] and then press OK.

6 Press the ▼ to select [**OFF**] and then press OK.

7 Press the ◀ until the top screen is dislpayed.

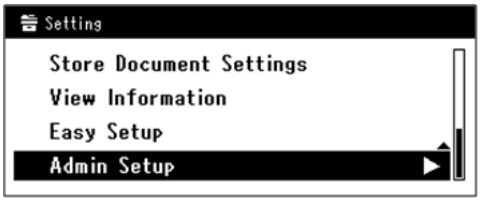
Step 3-6 Specifying Reception Mode

The optimal reception mode differs depending on your machine's environment. Check with the following description.

- **Fax Ready Mode**
  This mode is recommended when you use the machine as a fax machine.
- **Tel/Fax Ready Mode**
  This mode is recommended when you connect an external phone to the machine.
- **Ans/Fax Ready Mode**
  This mode is recommended when you connect an external answering machine to the machine.
- **Tel Ready Mode**
  This mode is recommended when you mainly use an external phone connected to the machine.
- **DRD**
  This mode is recommended when you use the distinctive ring detection (DRD) function provided by a telephone company.

1 Press the <**SETTING**> key on the operator panel.

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



3 Enter the administrator password.
The factory default password is "aaaaaa".

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

4 Press the ▼ to select [**User Install**] and press OK.

5 Press the ▼ to select [**Reception Mode**] and press OK.

6 Press the ▼ to specify a reception mode and press OK.

Settable Reception Mode:

Fax Ready Mode*	Tel/Fax Ready Mode	
Ans/Fax Ready Mode	Tel Ready Mode	DRD

*indicates the factory default.

7 Press the ◀ until the top screen is displayed.

Faxing

This section explains the basic procedure for the Fax function.

The Fax function enables you to scan documents and transmit them as faxes or receive faxes via a telephone line.

Be sure to finish the initial setup before using this function.

Procedure for Fax

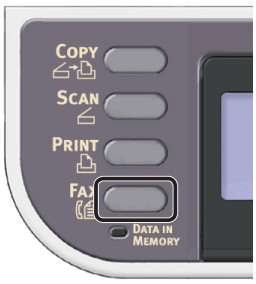
This section explains how to transmit faxes. The following procedure uses the direct input method for specifying a destination.

You need to configure the initial settings before using the Fax function.

Note
- Up to 40 digits can be entered for the destination fax number.

Memo
- You can load only A4, letter, or legal size documents in the ADF, and A4 or letter size documents on the document glass.
- You cannot load mixed size documents for faxing.
- The following procedure uses the factory default settings.

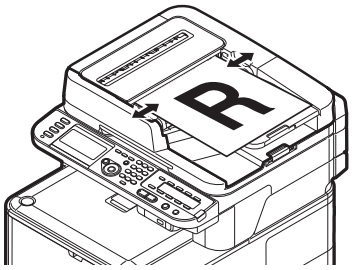
1 Press the <**FAX**> key on the operator panel.



2 Place your document in the ADF or on the document glass as below:

- ADF

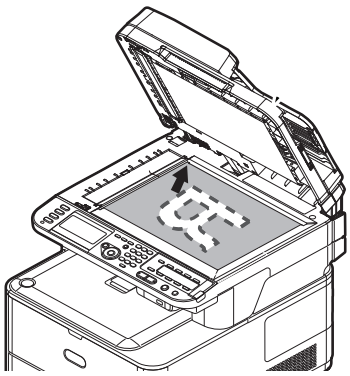
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

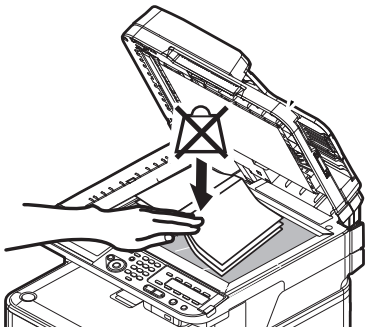
- Document Glass

Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

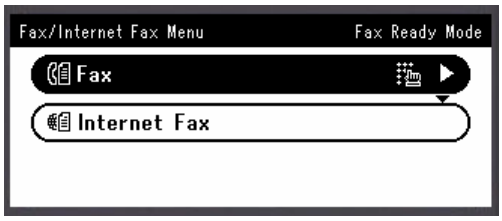
Note
- Do not apply an excessive load to the document glass.



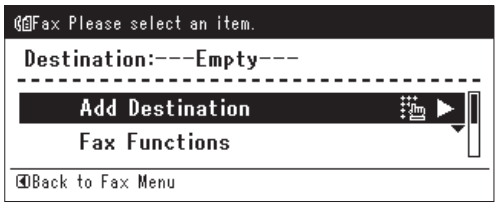
Memo
- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

Note
- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Check that [**Fax**] is selected and press OK to open the fax start screen.



4 Check that [**Add Destination**] is selected on the start screen and then press OK.



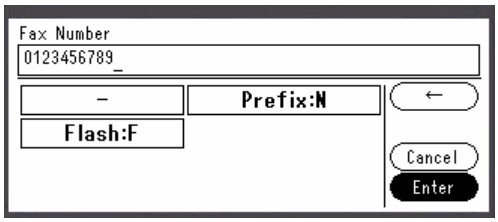
5 Press the ▼ to select [**Direct Input**] and then press OK.

6 Enter a destination fax number up to 40 digits using the ten-key pad on the operator panel.

Reference

- For dialing functions such as hyphen, prefix and flash, refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Advanced operation".

7 Check that [**Enter**] is selected and then press OK.



8 Press MONO to start transmission.

Note

- You cannot use the COLOR button.
- If the <**STATUS**> key is pressed and ▶ is pressed twice, the information is displayed on the display screen.

Memo

- When you want to cancel the operation during the transmission, press the <**STOP**> key on the operator panel.

Reference

- In addition to inputting the destination directly, you can use the speed dial list, group list, transmission histories, reception histories, or One-Touch key pad to specify the destination. For details, refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Managing the phone book".
- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".
- You can change the fax settings such as document size and resolution as necessary. For details, refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Advanced operation".
- When you want to specify multiple destinations, refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Advanced operation".

Receiving a Fax

This section explains how your machine behaves when the machine whose reception mode is set to [**Fax Ready Mode**] is receiving and printing faxes.

Reference

- For the machine behavior when the reception mode is set to other than [**Fax Ready Mode**], refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Fax receiving".

Reception Behavior

Your machine is set by factory default to [**Fax Ready Mode**] so that it automatically receives faxes.

When the machine is receiving faxes, the <**DATA IN MEMORY**> indicator is lit. If the <**STATUS**> key is pressed and ▶ is pressed twice, the information is displayed on the display screen. Even if the reception is finished, the indicator remains lit while the data is stored in memory.

Memo

- If the memory is exceeded while the machine is receiving data, the reception is cancelled. If this happens, print the data stored in memory or wait until the stored sending/receiving job finishes, and then ask the sender to resend the fax.

Printing Received Faxes

The machine automatically prints out the received fax. By factory default, tray 1 is set to be used.

Note

- Do not pull out the paper trays when the machine is printing.

Memo

- Use only standard or recycled paper.
- Available paper sizes are A4, letter, or legal.

Reference

- Images larger than the specified paper are reduced, discarded, or printed onto multiple sheets of paper depending on the reception print settings. For details, refer to the User's Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Fax receiving" > "Printing received faxes".
- If you want to use another paper tray to print received faxes, refer to the User's Guide > "Appendix A - menu system" > "Paper setup" > "Select Tray".

Faxing from a Computer (For Windows)

This section explains how to install a fax driver and the basic procedure of sending a fax from a computer. The fax driver allows you to send faxes directly from your computer to a destination via the machine without printing the document.

Be sure to install the fax driver for MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP or MPS2731mc before faxing from a computer.

Note

- You need to finish the initial setup before using this function.

Installing a Fax Driver

This section explains how to install a fax driver on your computer as the initial setup for Fax from Computer function.

■ Overview

❑ Connecting Methods

You can select either of the following connection methods:

- "For Network Connection" P.42
- "For USB Connection" P.48

❑ Product Requirements

Your machine supports the following Windows operating systems:

- Windows 8/Windows 8 (64bit Version)
- Windows Server 2012
- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)
- Windows XP/Windows XP (x64 Version)
- Windows Server 2003/Windows Server 2003 (x64 Version)

■ For Network Connection

To install a fax driver on your computer via the network connection, follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.42
- "Step 2 Installing a Fax Driver" P.46

Note

- You need to complete the network setting of the computer before this procedure.

Memo

- You can skip the step 1 if the IP address is already set on your machine.
- You can skip the step 2 if the fax driver is already installed on your computer.

❑ Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- Conform the IP version of the machine to that of your computer.
- Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

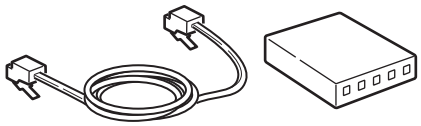
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

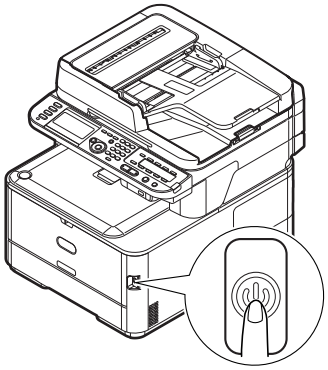
Connecting using wired LAN:

1 Prepare an Ethernet cable and a hub.

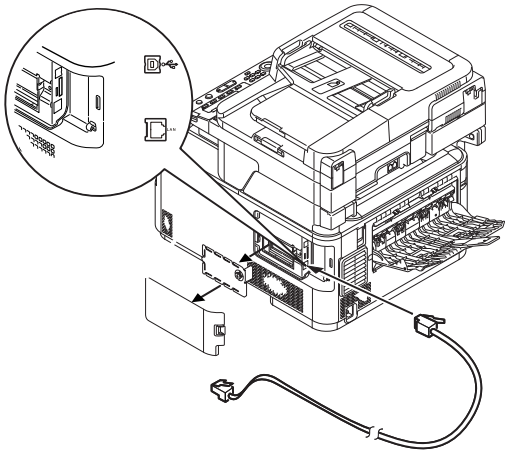
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



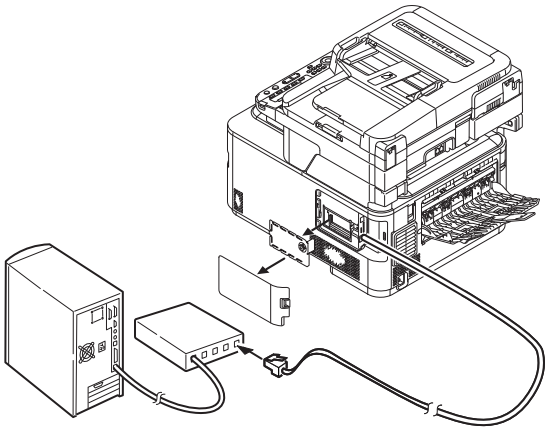
2 Hold down the power switch for approximately one second to turn off the power. And turn off your computer.



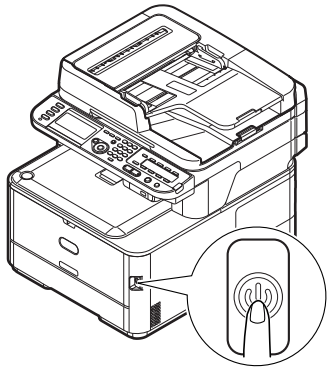
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

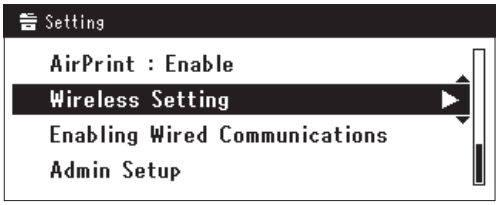


Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only):

Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

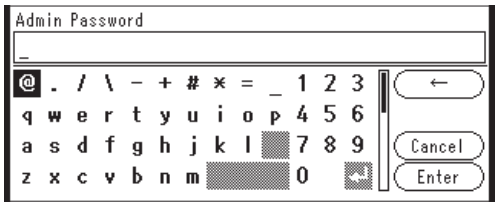
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



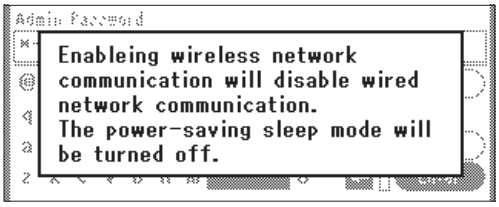
3 Log in by entering administrator password of the device.

Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).

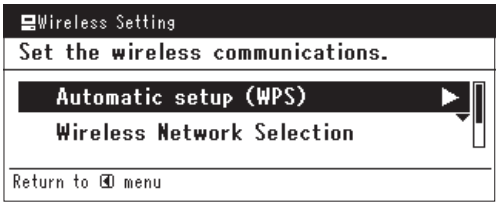
Default administrator password is "aaaaaa".



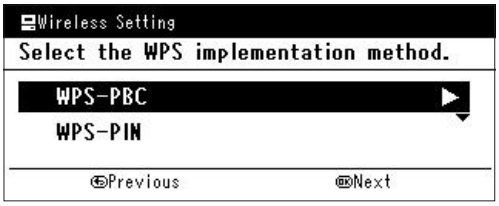
The message below will be displayed for about 5 seconds.



4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).

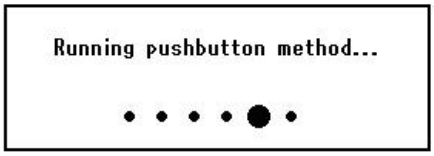


6 Press the ◀ to select [**Yes**], and then press (OK).

Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

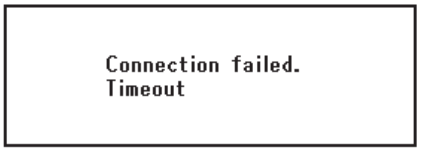


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

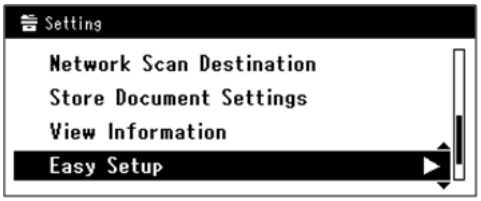


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

Setting the IP address:

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

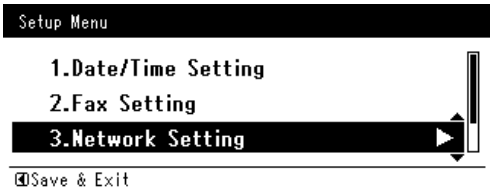
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

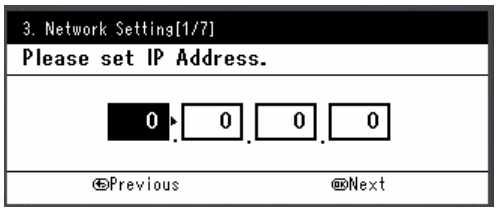
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press (OK).

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press (OK). Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press (OK).



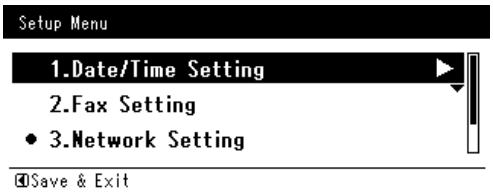
To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.
If it is not necessary to connect the DNS server or WINS server to the network, press (OK) until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press OK.

◆ Print the Network Information to check that the IP address and other network information are set properly.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press OK.

3 Press the ▼ to select [**System**] and press OK.

4 Press the ▼ to select [**Network Information**] and press OK.

5 For the confirmation message, check that [**Yes**] is selected and press OK.
The Network Information is printed.

❑ Step 2 Installing a Fax Driver

! Note

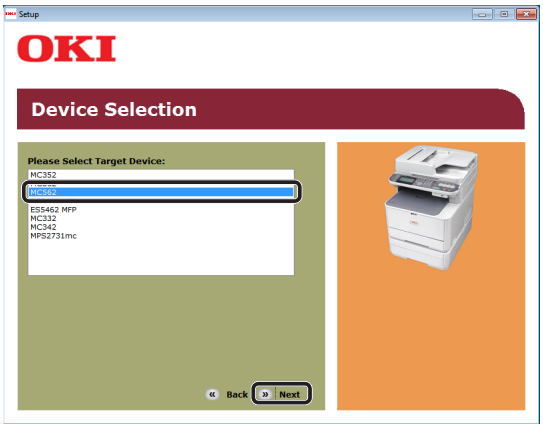
- To complete this procedure, you must be logged in as an administrator.

1 Check that your machine and the computer are turned on and connected, and then insert the "Software DVD-ROM" into the computer.

2 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.
If the [**User Account Control**] dialog box is displayed, click [**Yes**].

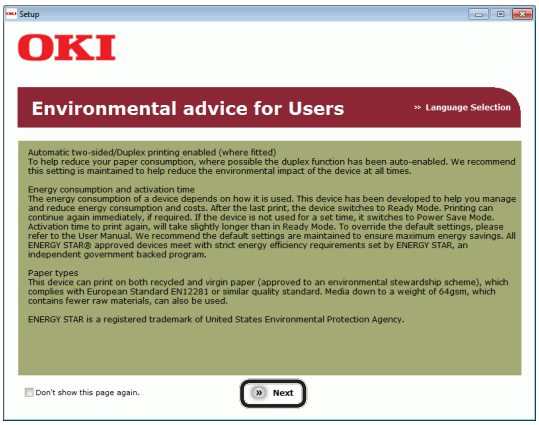
3 Select the language.

4 Select the device of your machine, and then click [**Next**].



5 Read the license agreement and then click [**I Agree**].

6 Read the "Environmental advice for Users" and click [**Next**].



7 Click the Install button on the [**FAX driver**] row.

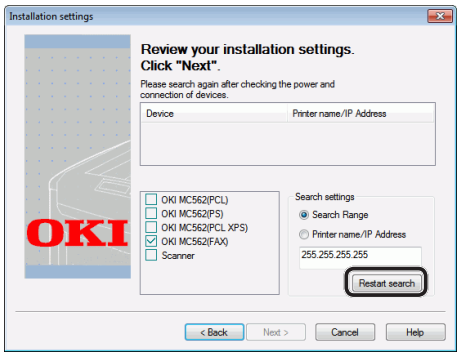
8 On the [**Pre-Installation Check**] dialog box, click [**Next**].

9 Click the [**Easy Installation (Network)**] button.

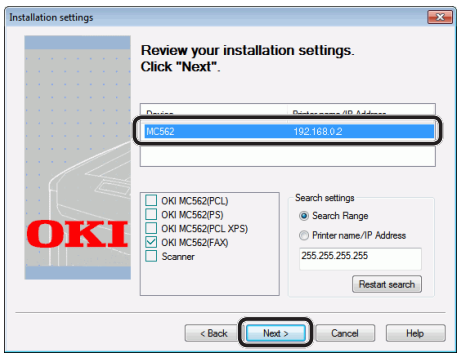
The device search starts.

- If the machine is detected, it is automatically installed. Proceed to step 12.
- If the machine is not detected, the [**Review your installation settings.**] screen is displayed. Proceed to step 10.

10 Click [**Restart search**] to restart the device search.



After the machine is displayed, select the machine and click [**Next**].

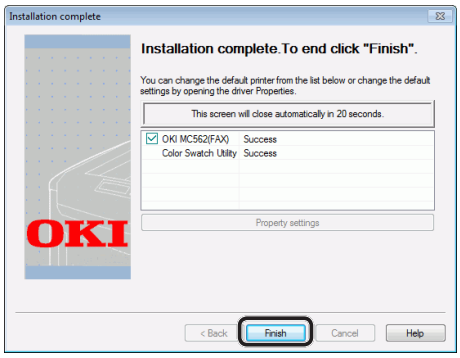


Memo

- If the machine is not displayed by clicking [**Restart search**], select [**Printer name/IP Address**] and enter the IP address assigned to your machine, and then click [**Next**].

11 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

12 Click the [**Finish**] button.



13 Click [**Exit**] on the [**Setup**] window.

14 Click [**Start**] > [**Devices and Printers**].

15 Check that the OKI MC562(FAX) icon is displayed.

If a printer driver for the machine is already installed, the OKI MC562 icon may represent these drivers. In this case, right-click the OKI MC562 icon and select one of the menu items, and then check that the fax driver is displayed in the submenu.

16 Remove the "Software DVD-ROM" from the computer.

The installation is complete.

■ For USB Connection

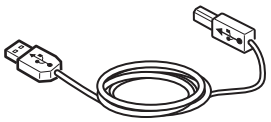
Follow the procedure below to connect a USB cable and install a fax driver on your computer.

Note
- You must be logged in as an administrator to complete this procedure.

Memo
- You can skip this procedure if the fax driver is already installed on your computer.

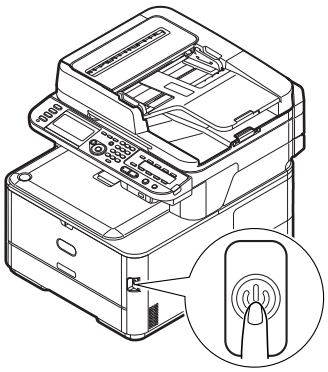
1 Prepare a USB cable.

A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.

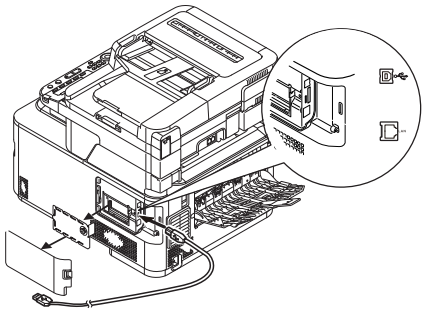


Memo
- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

2 Hold down the power switch for approximately one second to turn off the power.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



4 Turn on the computer.

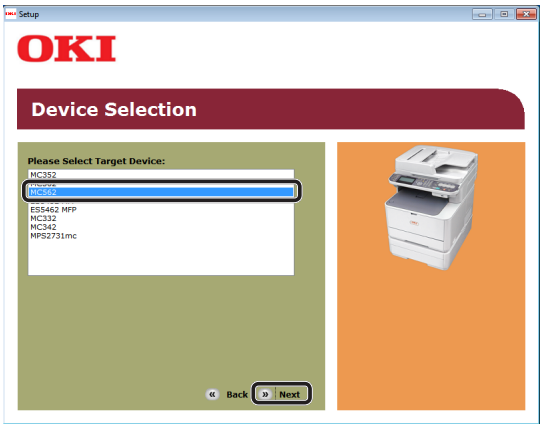
5 Insert "Software DVD-ROM" into the computer.

6 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.

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

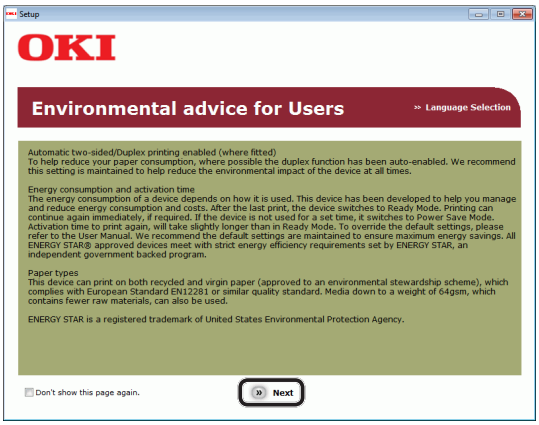
7 Select the language.

8 Select the device of your machine, and then click [**Next**].



9 Read the license agreement and then click [**I Agree**].

10 Read the "Environmental advice for Users" and click [**Next**].



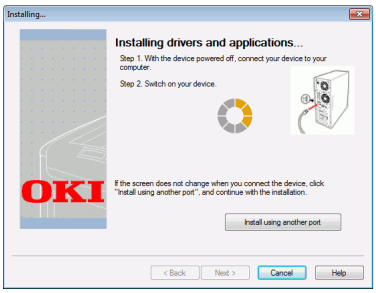
11 Click the Install button on the [**FAX driver**] row.

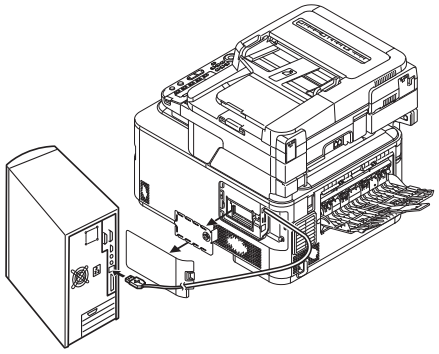
12 On the [**Pre-Installation Check**] dialog box, click [**Next**].

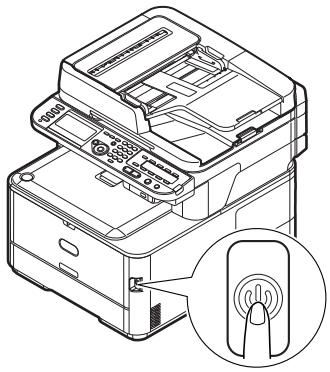
13 Click [**Easy Installation (Local)**] button.

14 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

15 When the instruction to connect the machine to the computer and turn on the machine is displayed, plug the other end of the USB cable into the computer's USB interface connector and hold down the power switch for approximately one second to turn on the power.







! Note

- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

16 Click the [**Finish**] button.

17 Click [**Exit**] on the [**Setup**] window.

18 Click [**Start**] > [**Devices and Printers**].

19 Check that the OKI MC562(FAX) icon is displayed.

If a printer driver for the machine is already installed, the OKI MC562 icon may represent these drivers. In this case, right-click the OKI MC562 icon and select one of the menu items, and then check that the fax driver is displayed in the submenu.

20 Remove "Software DVD-ROM" from the computer.

The installation is complete.

Procedure for Fax from a Computer

This section explains how to send fax data from your computer.

You need to install the fax driver for your machine on the computer before using the Fax from Computer function.

Memo

- This section uses NotePad as example. The menu items and procedure may differ according to the application and the version of the fax driver you are using.
- For additional information on the setting items on the fax driver, refer to the driver's help.

1 Open the file you want to fax.

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

3 From [**Select Printer**], select [**OKI MC562 (FAX)**] and then click [**Print**].

The [**Settings**] dialog box is displayed.

4 On the [**Recipient**] tab, enter the destination name in [**Name**] on the [**Specifying numbers**] sheet.

5 Enter the destination fax number in [**FAX number**].

6 Click [**Add<-**].

7 Repeat steps 4 to 6 to specify all the destinations.

8 Click the [**Sender**] tab, and enter the [**Sender's name**] and the [**Sender's number**].

9 Click [**OK**] to start transmitting.

Memo

- When you want to cancel a job while the data is being transmitted to the machine, double-click the printer icon in the toolbar, select the job to cancel, and then select [**Cancel**] from the [**Document**] menu.

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 Guide > "Faxing - MC342dn, MC342dw, MC362dn, MC362w, MC562dn, MC562w, MC562dw, ES5462 MFP, ES5462dw MFP and MPS2731mc only" > "Sending a fax from the MFP" > "Advanced operation" > "Fax job view/cancel".

4 Scanning

This chapter explains the initial setup and basic procedure for the Scan to E-mail, Scan to Shared Folder and Scan to Computer functions.

Your machine supports the following scan functions.

Function	Overview
"Scanning to E-mail"	Scans documents and sends the scanned images as an attached file of an E-mail to the specified E-mail address on the network.
"Scanning to Shared Folder"	Scans documents and saves the scanned images to the "shared folder" of a computer on the network.
Scanning to USB Memory	Scans documents and saves the scanned images directly to a USB memory. For the procedure for the function, refer to the User's Guide > "Scanning" > "Scan to USB Memory".
"Scanning to Computer"	Scans documents to the computer via network or USB and manipulates the scanned images as necessary by operating on the operator panel.
Scanning from Remote Computer	Scans documents to the computer via network or USB and manipulates the scanned images as necessary by operating on the computer. For the initial setup for the function, refer to the User's Guide > "Scanning" > "Installing Scanner Drivers (TWAIN/WIA/ICA Driver)". For the procedure for the function, refer to the User's Guide > "Scanning" > "Remote Scan".

Scanning to E-mail

This section explains the initial setup and basic procedure for the Scan to E-mail function.

This function enables you to scan documents and send the scanned images as an attached file of an E-mail to the specified E-mail address on the network.

Be sure to finish the initial setup before using this function.

Initial Setup for Scan to E-mail

This section explains how to configure the initial setup for the Scan to E-mail function. Follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.51
- "Step 2 Configuring the E-mail Settings of Your Machine" P.56

Note

- You need to complete the network setting of the computer before this procedure.

Memo

- You can skip step 1 if the IP address is already set on your machine.

Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- Conform the IP version of the machine to that of your computer.
- Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

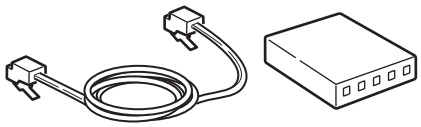
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

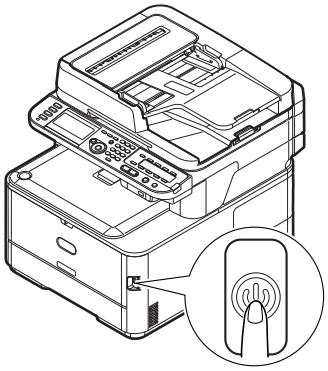
■ Connecting using wired LAN

1 Prepare an Ethernet cable and a hub.

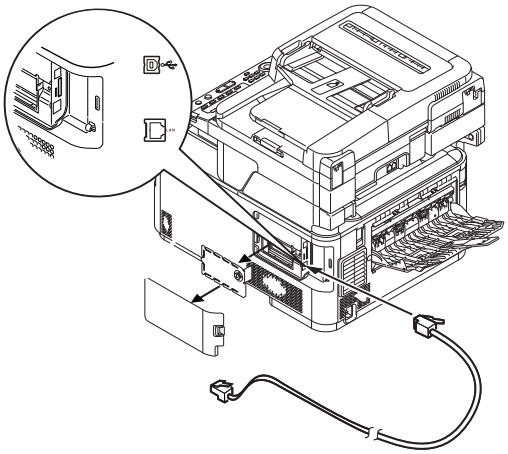
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



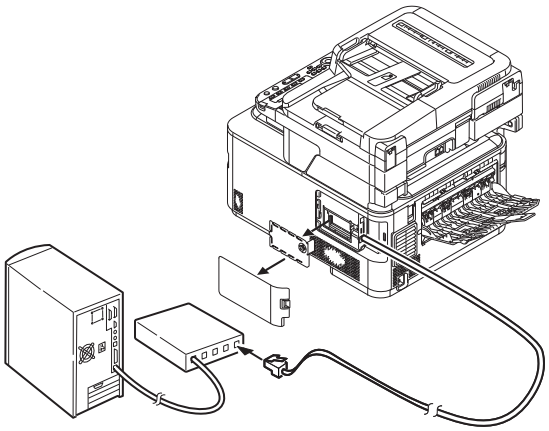
2 Hold down the power switch for approximately one second to turn off the power.



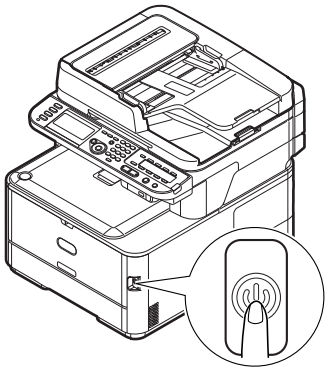
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

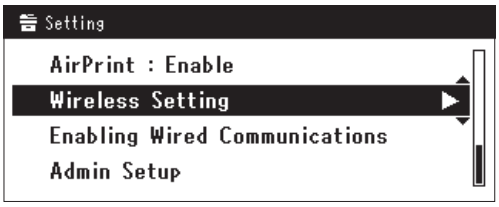


■ Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only)

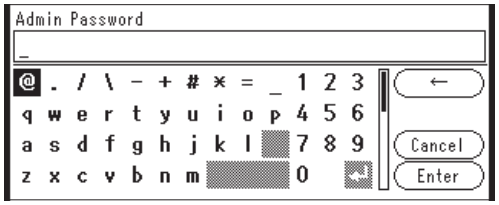
Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

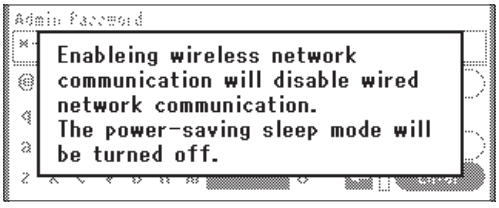
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



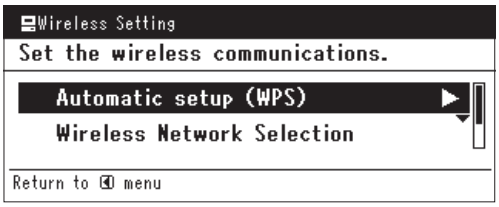
3 Log in by entering administrator password of the device.
Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).
Default administrator password is "aaaaaa".



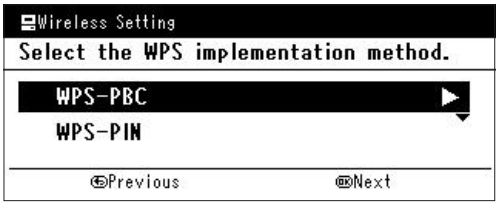
The message below will be displayed for about 5 seconds.



4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).

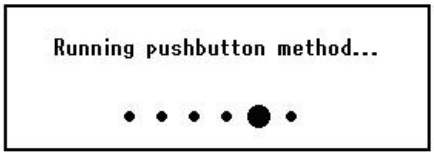


6 Press the ◀ to select [**Yes**], and then press (OK).

Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

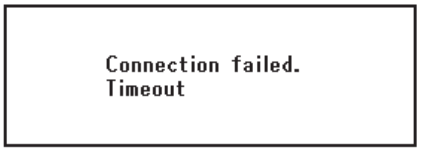


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

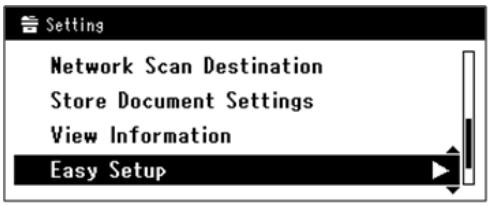


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

■ Setting the IP address

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

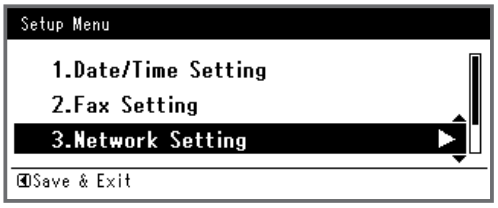
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

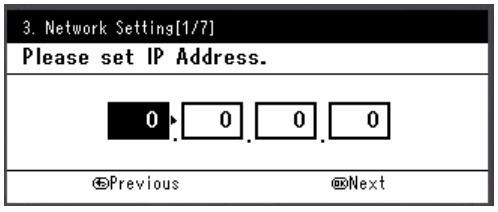
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press (OK).

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press (OK). Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press (OK).



To move to the next box, press the ▶.

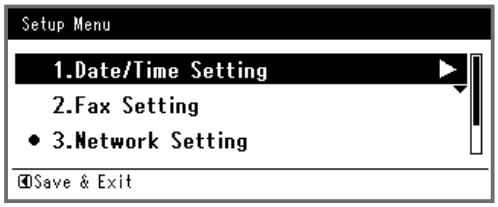
7 Enter the subnet mask using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.

If it is not necessary to connect the DNS server or WINS server to the network, press OK until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press OK.

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press OK.

3 Press the ▼ to select [**System**] and press OK.

4 Press the ▼ to select [**Network Information**] and press OK.

5 For the confirmation message, check that [**Yes**] is selected and press OK.

The Network Information is printed.

Step 2 Configuring the E-mail Settings of Your Machine

To configure the E-mail Settings of your machine, follow the 3 sub steps below:

- "Step 2-1 Checking the E-mail Settings of the Computer" P.56
- "Step 2-2 Setting the E-mail Address for Your Machine" P.57
- "Step 2-3 Configuring Your Machine's E-mail Settings" P.57

Check the values for each item in the Setup Information Form through the above steps.

■ Setup Information Form

No.	Item	Outline Introduction	Example	User Value *You can look at the following pages and make notes on the details you have checked or the settings you have configured.
B-1	E-mail address for your machine	The E-mail address used when sending E-mails from the machine	mc362@test.com	(Up to 80 characters)
B-2	SMTP server address	The address of the server used when sending e-mails	smtp.test.com	
B-3	POP3 server address	The address of the server used when receiving e-mails	pop3.test.com	
B-4	Authentication method	Sending mail server authentication	SMTP	
B-5	SMTP user ID	Sending mail server account name	OKIMC562	
B-6	SMTP password	Sending mail server password	okimc562	
B-7	POP user ID	Receiving mail server account name	user	
B-8	POP password	Receiving mail server password	okimc562	
B-9	Name of the E-mail destination	The name of the recipient to whom you are sending a scan-to-mail from the machine	User	
B-10	E-mail address of the E-mail destination	The E-mail address of the recipient to whom you are sending a scan-to-mail from the machine	user@test.com	

■ Step 2-1 Checking the E-mail Settings of the Computer

Note

- If a network administrator specifies values such as mail server account, password and E-mail address for your machine, enter them in the Setup Information Form.

Memo

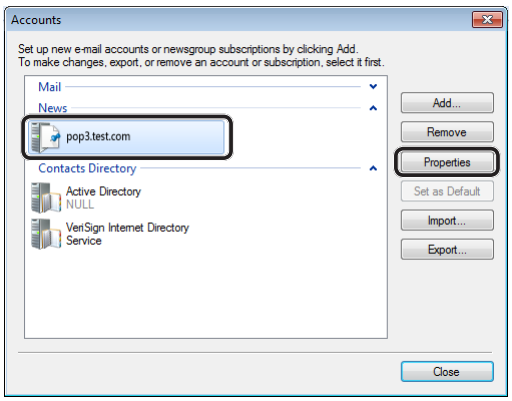
- The procedure below uses Windows Live Mail on Windows 7. If you are using different mail software, refer to the manual for the E-mail software.

1 Click [**Start**] and select [**Windows Live Mail**].

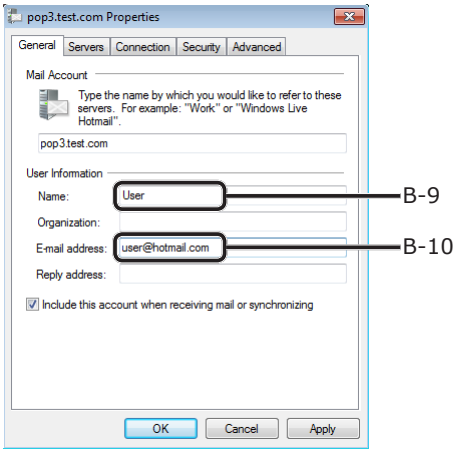
2 Select the [**Tools**] menu > [**Accounts**].

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

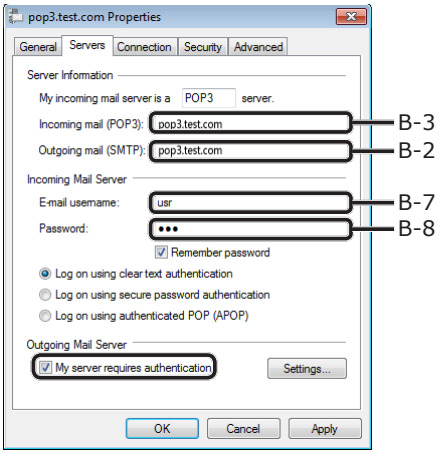
3 Select the mail account and then click [**Properties**].



4 On the [**General**] tab, enter the contents of [**Name**] and [**E-mail address**] in B-9 and B-10 of the Setup Information Form.



5 Click the [**Servers**] tab, and then note each setting in the corresponding columns of the Setup Information Form.



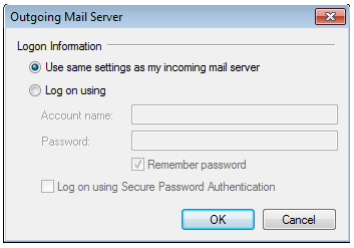
- If there is a check in the [**My server requires authentication**] checkbox, enter "SMTP" into B-4 and follow procedure 6.
- If there is no check in the [**My server requires authentication**] checkbox, enter [**POP or not yet authenticated**] in B-4. At this point the confirmation of E-mail settings is complete.

Note

- If using an internet service provider, enter [**POP**].

6 Click [**Settings**].

7 Check the login information on the [**Outgoing Mail Server**] dialog box.



- If [**Use same settings as my incoming mail server**] is selected, enter the same values as B-7 and B-8 on B-5 and B-6.
- If [**Log on using**] is selected, note the content of [**Account name**] and [**Password**] in B-5 and B-6, respectively.

■ Step 2-2 Setting the E-mail Address for Your Machine

When sending data scanned from the machine by an E-mail, the E-mail address for the machine is necessary. According to the following procedure, set the E-mail address for the machine and enter it in B-1 of the Setup Information Form.

- If the E-mail address for your machine is specified by the network administrator, enter the E-mail address in B-1.
- If you are using an internet service provider, obtain an E-mail address for your machine from the provider and then enter the E-mail address in B-1.
- If the E-mail address for your machine is neither specified nor obtained, determine the E-mail address according to the value you entered in B-4 (authentication method):
  - If B-4 is "SMTP", determine an E-mail address and enter it in B-1.
  - If B-4 is "POP", enter the same E-mail address as B-10 in B-1.

Note

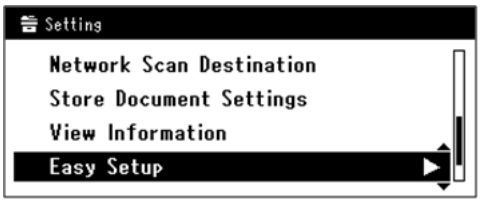
- If you want your machine to receive E-mail, you must obtain an E-mail address for your machine from a network administrator or your internet service provider.

■ Step 2-3 Configuring Your Machine's E-mail Settings

Set up your machine's E-mail settings using the information in the Setup Information Form.

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**] and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

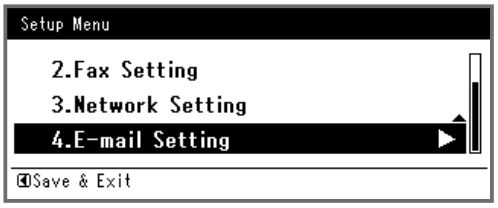
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

4 Press the ▼ to select [**E-mail Setting**] and then press the ▶.



5 Press the ▶ and then enter the information in B-2.

6 Select [**Enter**] and then press (OK).

7 Press the ▶ and then enter the information in B-1.

8 Select [**Enter**] and then press (OK).

9 Press the ▼ and then select a protocol for receiving E-mail for the machine, and then press (OK).

- If you want your machine to receive E-mail from the POP3 server, select [**POP3**]. Proceed to step 10.
- If you want your machine to receive E-mail without using a mail server, select [**SMTP**]. Proceed to step 12.
- If you do not want your machine to receive E-mail, select [**Disable**]. Proceed to step 12.

10 Press the ▶ and then enter the information in B-3.

11 Select [**Enter**] and then press (OK).

12 Press the ▼ and then select an authentication method based on the information in B-4. Then, press (OK).

- If B-4 is "Do not authenticate", select [**No Authentication**]. Proceed to step 21.
- If B-4 is "SMTP", select [**SMTP Auth**]. Proceed to step 13.
- If B-4 is "POP", select [**POP Before SMTP**]. Proceed to step 17.

13 Press the ▶ and then enter the information in B-5.

14 Select [**Enter**] and then press (OK).

15 Press the ▶ and then enter the information in B-6.

16 Select [**Enter**] and then press OK.
Proceed to step 21.

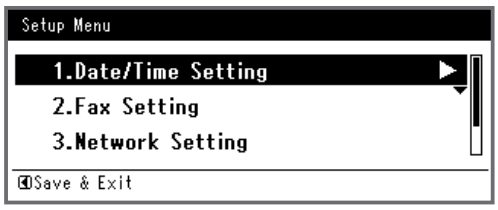
17 Press the ▶ and then enter the information in B-7.

18 Select [**Enter**] and then press OK.

19 Press the ▶ and then enter the information in B-8.

20 Select [**Enter**] and then press OK.

21 When the setup menu screen is displayed, press ◀.



22 For the confirmation message, check that [**Yes**] is selected and press OK.
The setup for Scan to E-mail is complete.

Procedure of Scan to E-mail

This section explains how to start Scan to E-mail. The following procedure uses the direct input method for specifying a destination.

You need to configure the initial network and E-mail settings before using the Scan to E-mail function.

Memo

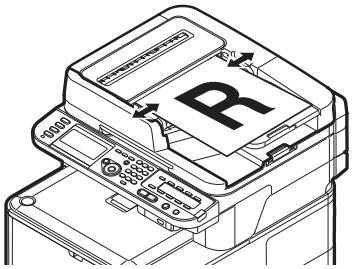
- The following procedure uses the factory default settings.

1 Press the <**SCAN**> key on the operator panel.

2 Place your document in the ADF or on the document glass as below:

- ADF

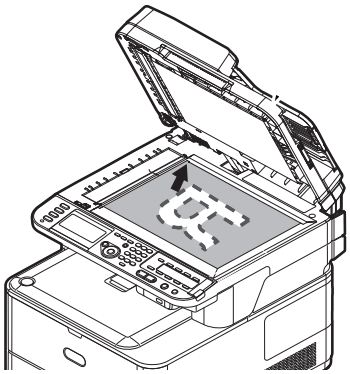
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

- Document Glass

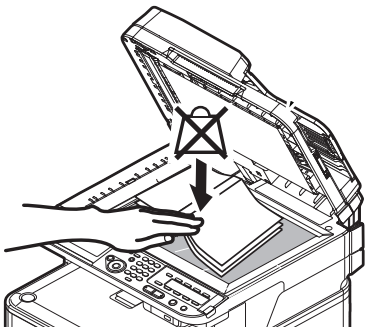
Place a document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

Note

- Do not apply an excessive load to the document glass.



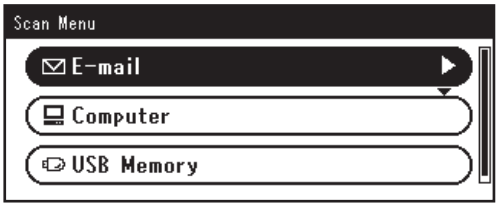
Memo

- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

Note

- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Check that [**E-mail**] is selected and then press OK.



4 Check that [**Add Destination**] is selected and then press OK.

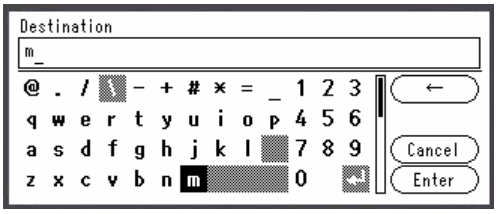
5 Check that [**To**] is selected and then press OK.

6 Press the ▼ to select [**Direct Input**] and then press OK.

7 Enter a destination E-mail address up to 80 characters.

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

The selected character is entered in the text field.



If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

8 If necessary, select [**Cc**] or [**Bcc**] and repeat steps 6 and 7.

9 Press the ◀ to return to start screen.

10 Press MONO or COLOR.

Reference

- In addition to inputting the destination directly, you can use the address book, group list, E-mail histories, LDAP search, or One-Touch key pad to specify the destination. For details, refer to the User's Guide > "Scanning" > "Scan to E-mail".
- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".

Scanning to Shared Folder

This section explains the initial setup and basic procedure for the Scan to Shared Folder function.

This function enables you to scan documents and save the scanned images to the "shared folder" of a computer on the network.

Be sure to finish the initial setup before using this function.

Initial Setup for Scan to Shared Folder

This section explains how to configure the initial setup for the Scan to Shared Folder function. Follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.61
- "Step 2 Setting Up Your Computer and Machine for Scan to Shared Folder" P.65

Note

- You need to configure the network setting of the computer before this procedure.

Memo

- You can skip step 1 if the IP address is already set on your machine.

Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- Conform the IP version of the machine to that of your computer.
- Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

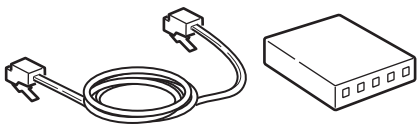
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

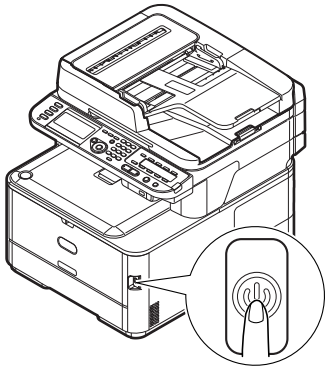
■ Connecting using wired LAN

1 Prepare an Ethernet cable and a hub.

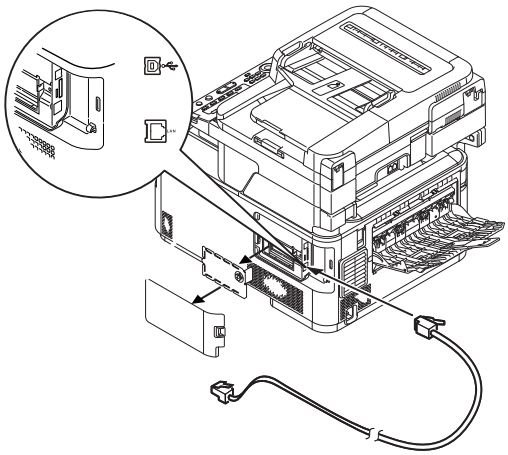
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



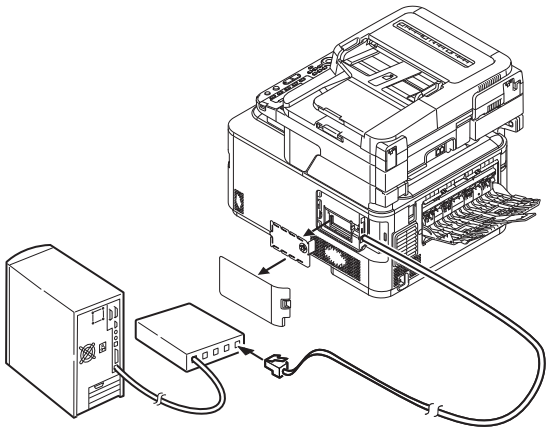
2 Hold down the power switch for approximately one second to turn off the power.



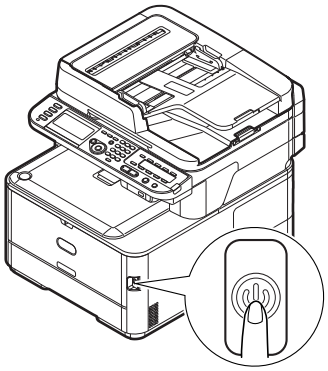
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

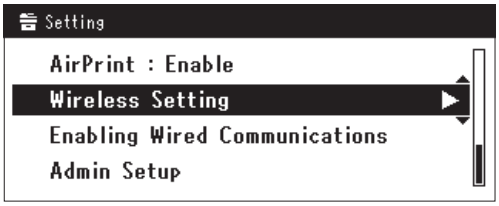


■ Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only)

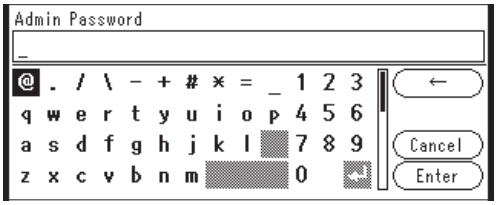
Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

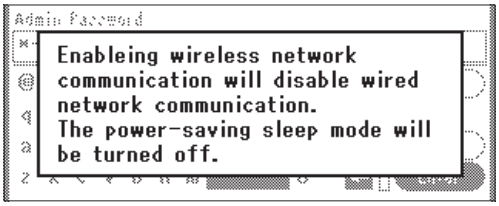
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



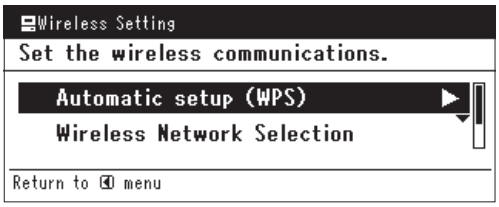
3 Log in by entering administrator password of the device.
Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).
Default administrator password is "aaaaaa".



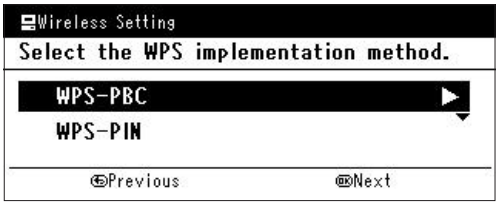
The message below will be displayed for about 5 seconds.



4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).

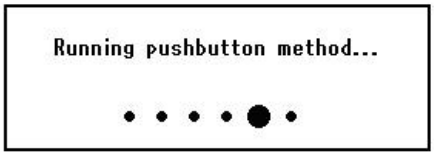


6 Press the ◀ to select [**Yes**], and then press (OK).

Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

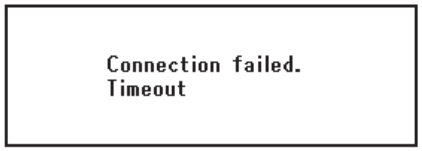


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

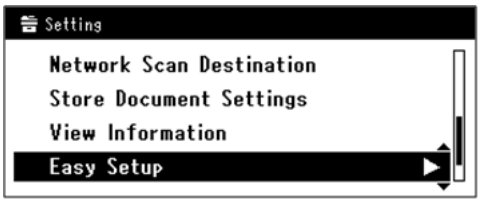


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

■ Setting the IP address

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

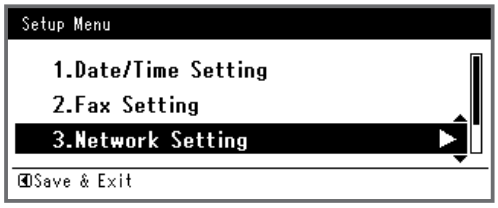
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

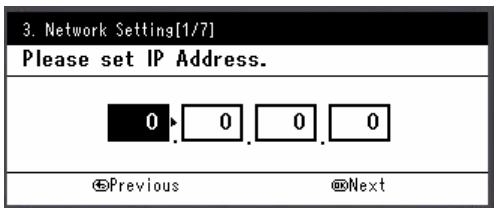
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press (OK).

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press (OK). Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press (OK).



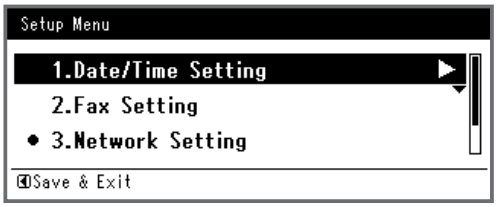
To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.
If it is not necessary to connect the DNS server or WINS server to the network, press (OK) until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press (OK).

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press (OK).

3 Press the ▼ to select [**System**] and press (OK).

4 Press the ▼ to select [**Network Information**] and press (OK).

5 For the confirmation message, check that [**Yes**] is selected and press (OK).
The Network Information is printed.

Step 2 Setting Up Your Computer and Machine for Scan to Shared Folder

To setup your computer and machine for Scan to Shared Folder, follow the 4 sub steps below:

- "Step 2-1 Checking the Name of the Computer" P.65
- "Step 2-2 Determining the Names of the Items Required for Scan to Shared Folder" P.66
- "Step 2-3 Configuring the Computer for Scan to Shared Folder" P.67
- "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74

Check the values for each item in the Setup Information Form through the above steps.

■ Setup Information Form

No.	Item	Outline Introduction	Example	User Value *You can look at the following pages and make notes on the details you have checked or the settings you have configured.
C-1	Name of the destination computer	The name of the computer to which you are forwarding scanned data	PC1	
C-2	User name to log into the destination computer	User name to log in to the computer to which you are forwarding scanned data	mc562	(Up to 32 characters)
C-3	Password to log into the destination computer	Password to log in to the computer to which you are forwarding scanned data	mc562	(Up to 32 characters)
C-4	Profile name to register the settings	Name when registering a profile on the machine	Sales	(Up to 16 characters)
C-5	Shared folder name on the destination computer	Folder name of the computer to which you are forwarding scanned data	SalesDev	(Up to 64 characters)
C-6	File name of the scanned data	Scanned data file name	ScanData	(Up to 64 characters)

Note

- Before starting the setup, obtain permission from the network administrator to create a shared folder on the computer by following the procedure below.

Memo

- The CIFS protocol is used in this procedure.

■ Step 2-1 Checking the Name of the Computer

Check the name of the computer following the procedure below, and fill in C-1 of the Setup Information Form.

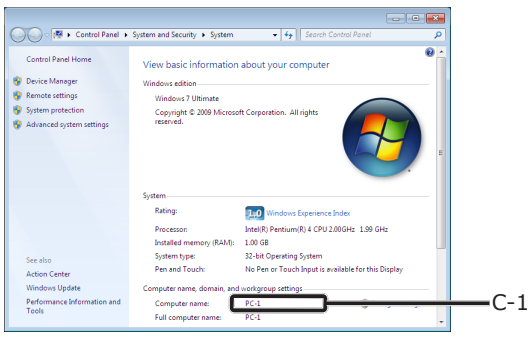
❑ For Windows 8, Windows Server 2012, Windows 7, Windows Server 2008 R2, Windows Server 2008 and Windows Vista

1 Click [**Start**] and select [**Control Panel**].

2 Select [**System and Security**].
For Windows Server 2008 and Windows Vista, select [**System and Maintenance**].

3 Select [**See the name of this computer**] under [**System**].

4 Enter the name in [**Computer name**] in C-1 of the Setup Information Form.



5 Close the window.

❑ For Windows Server 2003 and Windows XP

1 Click [**start**] > [**Control Panel**] > [**Performance and Maintenance**] > [**System**].
For Windows Server 2003, click [**Start**] > [**Operator panel**] > [**System**].

2 Select the [**Computer Name**] tab and then click [**Change**].

3 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.

4 Click [**Cancel**] to close the window.

❑ For Mac OS X

1 From the Apple menu, select [**System Preferences**].

2 Click [**Sharing**].

3 Enter the name in [**Computer Name**] in C-1 of the Setup Information Form.

Memo

- If the computer name is over 16 characters, for Mac OS X 10.4.11 enter the first 15 characters in C-1. For Mac OS X 10.5-10.7, select the network service you are using from [**System Preferences**] > [**Network**], and click [**Advanced**]. Click the [**WINS**] tab, and enter the name in [**NetBIOS Name**] into C-1.

4 Close [**Sharing**].

■ Step 2-2 Determining the Names of the Items Required for Scan to Shared Folder

Determine the names of the following items and fill in C-2 to C-6 on the Setup Information Form.

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

  ! Note

  - If the username is managed on the domain, enter "Username@Domainname" in C-2. To check the domain name, click on [**Change**] within the [**Computer Name**] tab in the [**System Properties**] dialog box.

- Password to log into the destination computer (C-3)
- Profile name to register the settings on your machine (C-4)
- Shared folder name on the destination computer (C-5)
- File name of the scanned data (C-6)

  "#n" or #d" can be specified for the 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)
mm:	Month created (01 to 12)
dd:	Date created (01 to 31)
hh:	Hours created (00 to 23)
mm:	Minute created (00 to 59)
ss:	Second created (00 to 59)

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

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

  - When specifying "Data#n": Saved as file names such as "Data00000.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.

■ Step 2-3 Configuring the Computer for Scan to Shared Folder

With the Setup Information Form, create an account and shared folder for the machine in the computer.

Memo

- If the computer is in a domain, the procedure for adding a user account may differ from the procedure below. Refer to the Microsoft Windows manual.

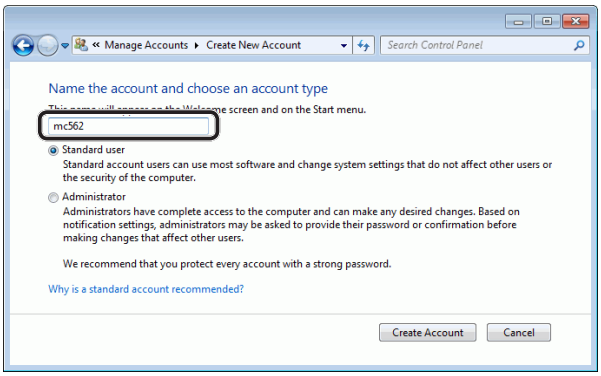
❑ For Windows 8, Windows Server 2012, Windows 7, Windows Server 2008 R2, Windows 2008 and Windows Vista

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

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

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

4 Enter the information in C-2 in the text box.

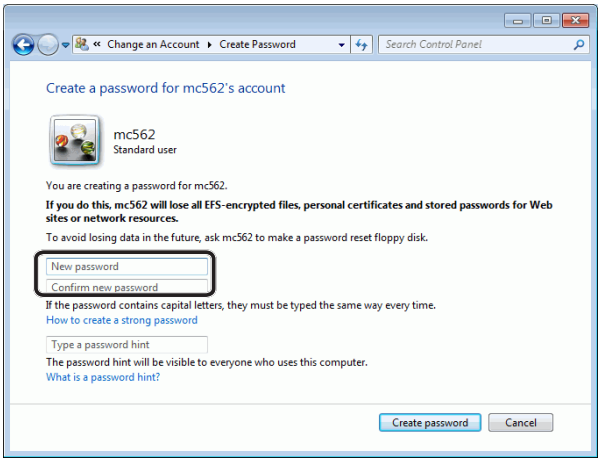


5 Ensure that [**Standard user**] is selected, and then click [**Create Account**].

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

7 Select [**Create a password**].

8 Enter the information in C-3 in [**New password**] and [**Confirm new password**], and then click [**Create password**].



9 Close the Control Panel.

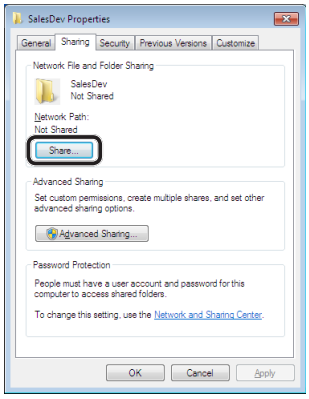
10 Create a new folder on the computer with the name entered in C-5.

Memo

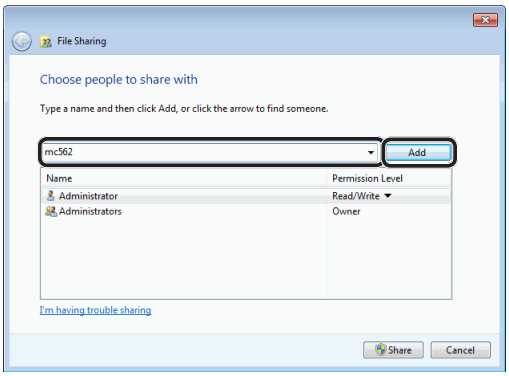
- It is recommended that the folder be created in the local drive (C drive or D drive), not on the desktop, [**Documents**], or network drive.

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

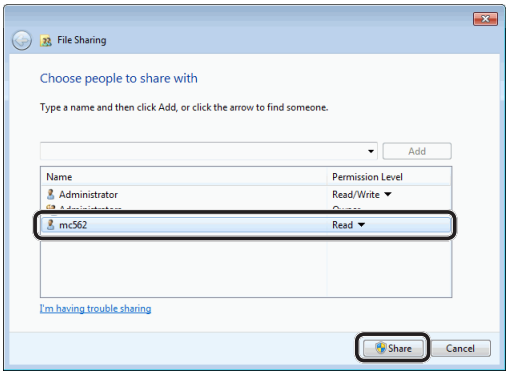
12 Select the [**Sharing**] tab and then click [**Share**].



13 Select the user account created in step 5 from the drop down box, and then click [**Add**].



14 Check that the user added in step 13 is displayed and then click [**Share**].

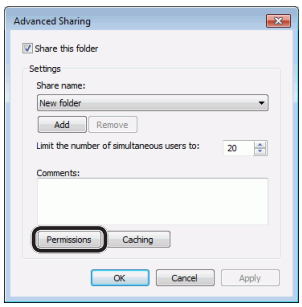


After the [**Network discovery and file sharing**] dialog box is displayed, click [**No, make the network that I am connected to a private network**].

15 Click [**Done**].

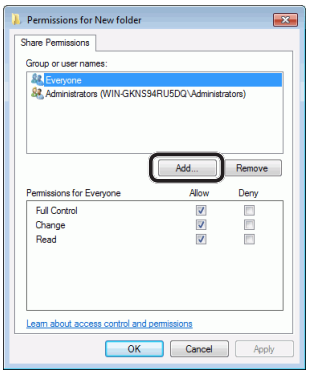
16 Click [**Advanced Sharing**] on the [**Sharing**] tab.

17 Click [**Permissions**].

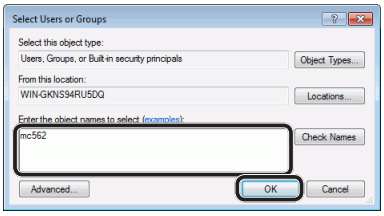


For Windows Vista/Windows Server 2008, proceed to step 20.

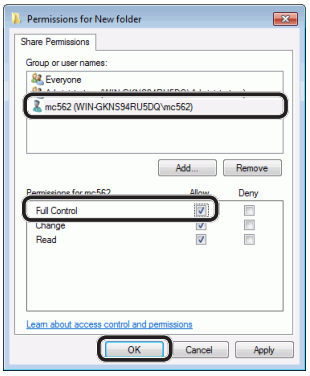
18 Click [**Add**].



19 Enter the value in C-2 in the entry field and then click [**OK**].



20 Select the user added in step 13 and select the [**Allow**] checkbox for [**Full Control**], and then click [**OK**].



21 Click [**OK**].

22 Click [**Close**].

Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

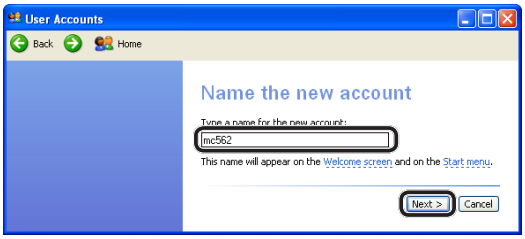
❑ For Windows XP

1 Click [**start**] > [**Control Panel**].

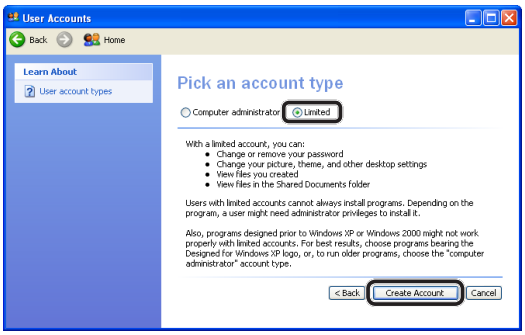
2 Double-click [**User Accounts**].

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

4 Enter the value of C-2 in the text box and click [**Next**].



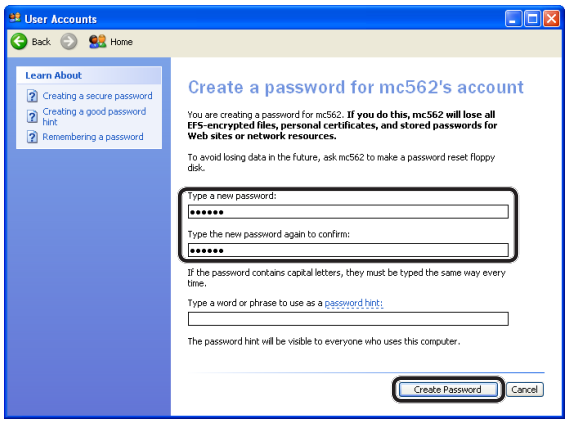
5 Select [**Limited**] and click [**Create Account**].



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

7 Select [**Create a password**].

8 Enter the value of C-3 in [**Type a new password**] and [**Type the new password again to confirm**], and then click [**Create Password**].



9 Close the Control Panel.

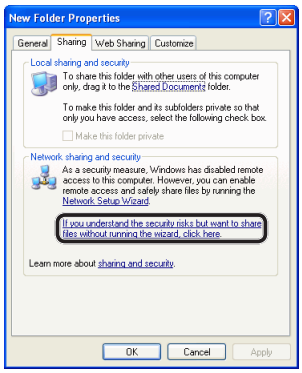
10 Create a new folder on the computer with the name entered in C-5.

Memo

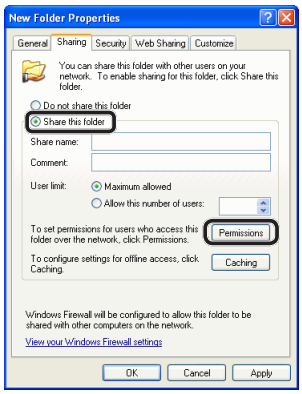
- It is recommended that the folder be created in the local drive (C drive or D drive), not on the desktop, [**My Documents**], or network drive.

11 Right-click the folder created in step 10, and then select [**Sharing and Security**].

12 Click [**If you understand the security risks but want to share files without running the wizard, click here.**].

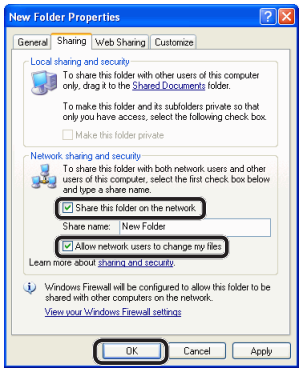


If the screen below is displayed, select [**Share this folder**] and click [**Permissions**]. Proceed to step 15.



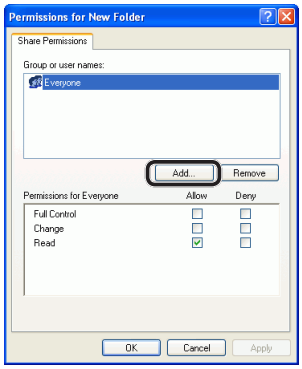
13 Select [**Just enable file sharing**] in Windows Firewall, and then click [**OK**].

14 Select the [**Share this folder on the network**] and [**Allow network users to change my files**] checkbox, and then click [**OK**].

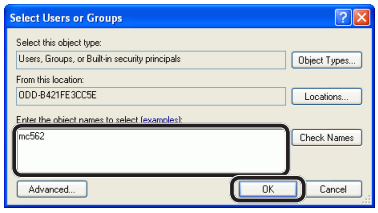


Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

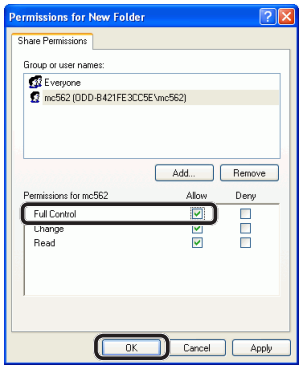
15 Click [**Add**].



16 Enter the value in C-2 in the entry field and click [**OK**].



17 Select the [**Allow**] checkbox for [**Full Control**], and then click [**OK**].



Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

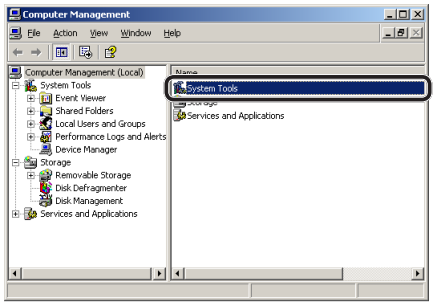
❑ For Windows Server 2003

Memo

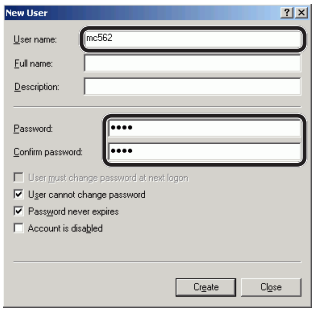
- The items here may differ depending on the edition you are using.

1 Click [**Start**] > [**Administrative Tools**] > [**Computer Management**].

2 In the right window, double-click [**System Tools**] > [**Local Users and Groups**], and then right-click [**Users**] and select [**New User**].



3 Enter the value of C-2 in [**User name**] and the value of C-3 in [**Password**] and [**Confirm password**].



4 Select [**User can not change password**] and [**Password never expires**], and then click [**Create**].

Memo

- If [**User must change password at next logon**] is selected, deselect so that you can select [**User can not change password**] and [**Password never expires**].

5 Click [**Close**].

6 Double-click [**User**] and check that the user created in step 4 is displayed.

7 Close the window.

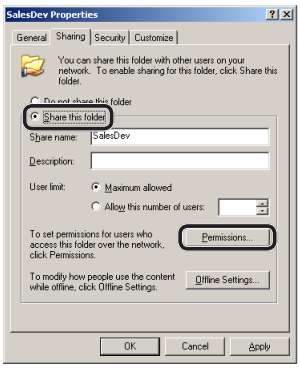
8 Create a new folder on the computer with the name entered in C-5.

Memo

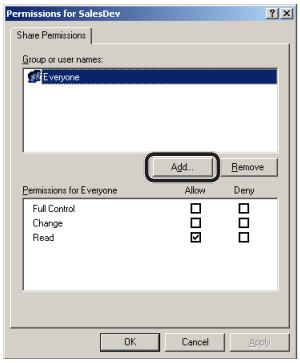
- It is recommended that the folder be created in the local drive (C drive or D drive), not on the desktop, [**My Documents**], or network drive.

9 Right-click the folder created in step 8 and then select [**Sharing**].

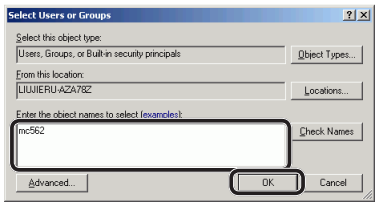
10 Select [**Share this folder**] and then click [**Permissions**].



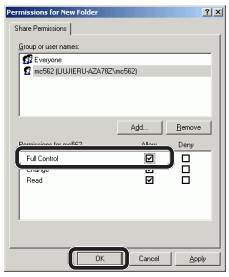
11 Click [**Add**].



12 Enter the value in C-2 in the entry field and click [**OK**].



13 Select the [**Allow**] checkbox for [**Full Control**], and then click [**OK**].



14 Ensure that the icon of the shared folder created in step 8 changes into the icon with a hand, and then close the window.

Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

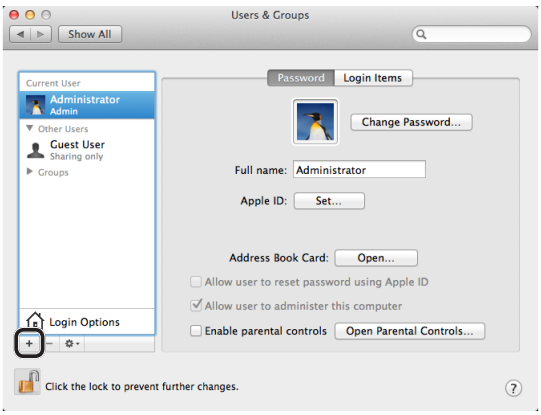
❑ For Mac OS X 10.5 to 10.7

1 From the Apple menu, select [**System Preferences**].

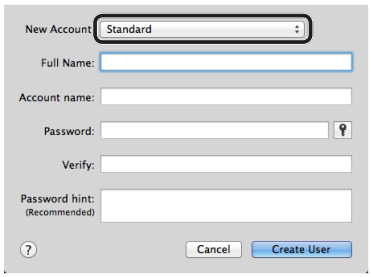
2 Click [**Users & Groups**] (for Mac OS X 10.5 and 10.6: [**Accounts**]).

3 Click [**Click the lock to make changes.**] at the bottom left of the screen and enter the administrator's password. Then, click [**Unlock**] (for Mac OS X 10.5 and 10.6: [**OK**]).

4 Click [**+**].



5 Select [**Standard**] from [**New Account**].



6 Enter the value of C-2 in [**Full Name**].

For Mac OS X 10.5, enter the value of C-2 in [**Name**].

7 Enter the value in C-3 in both [**Password**] and [**Verify**].

8 Click [**Create User**] (for Mac OS X 10.5 and 10.6: [**Create Account**]).

Memo

- After the dialog box for auto login, disable the auto login.

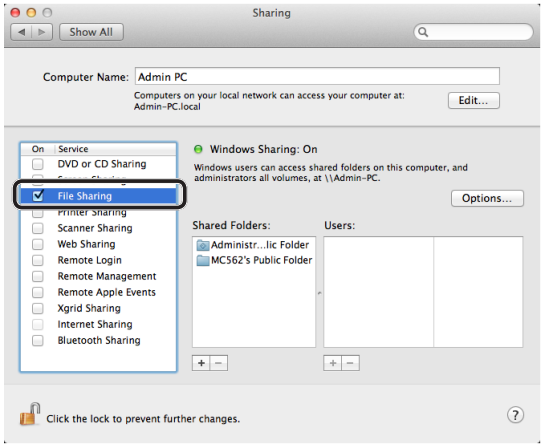
9 Check that an account is added to [**Other Users**] (for Mac OS X 10.5 and 10.6: [**Other Accounts**]) with the name of C-2, and close [**Users & Groups**] (for Mac OS X 10.5 and 10.6: [**Accounts**]) .

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

11 From the Apple menu, select [**System Preferences**].

12 Click [**Sharing**].

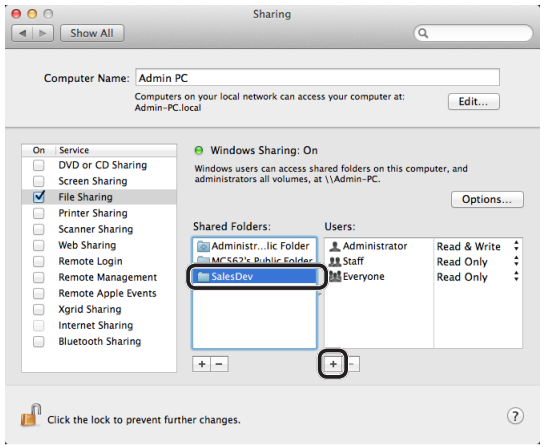
13 Select the checkbox for [**File Sharing**].



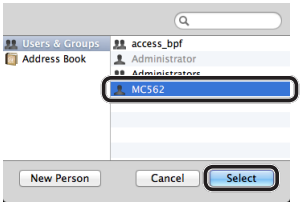
14 Click [**+**] under [**Shared Folders**].

15 Select the folder created in step 10 and click [**Add**].

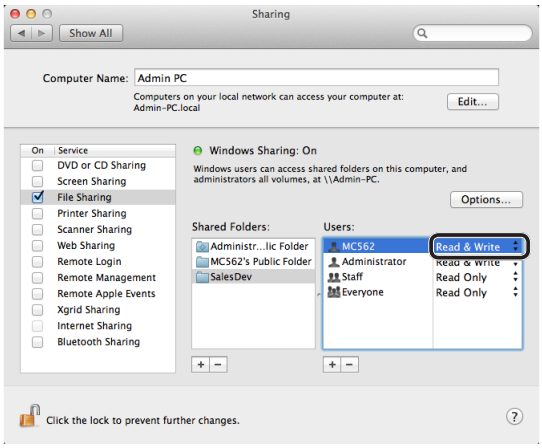
16 Select the folder added in step 15 and click [**+**] under [**Users**].



17 Select the account created in step 8 and click [**Select**].



18 Click the triangle button at the right side of the user added in step 17 and select [**Read & Write**].



19 Click [**Options**].

20 Select the checkbox for [**Share files and folders using SMB (Windows)**].

For Mac OS X 10.5, select the checkbox for [**Share files and folders using SMB**].

21 Select the checkbox for the account added in the step 16.

22 Enter the value of C-3 in [**Password**] and click [**OK**].

23 Click [**Done**].

24 Close [**Sharing**].

Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

❑ For Mac OS X 10.3.9 to 10.4.11

Memo

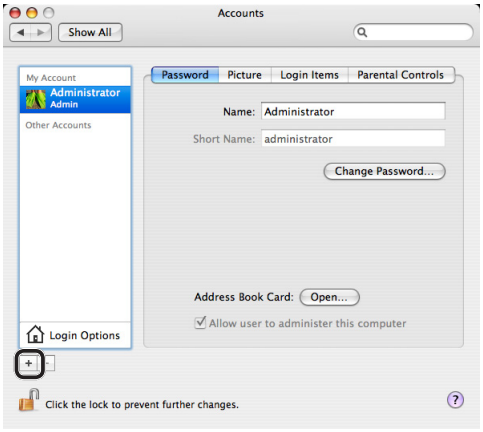
- The following procedure uses Mac OS X 10.4.11 as an example. The description may differ depending on the OS.

1 From the Apple menu, select [**System Preferences**].

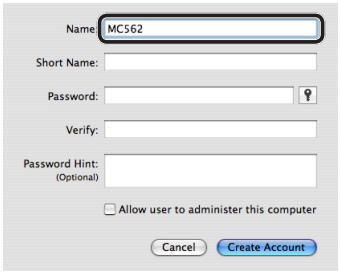
2 Click [**Accounts**].

3 Click [**Click the lock to make changes.**] at the bottom left of the screen and enter the administrator's password. Then, click [**OK**].

4 Click [**+**].



5 Enter the value of C-2 in [**Name**].



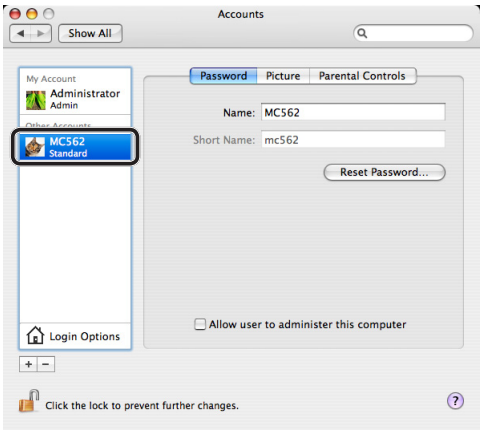
6 Enter the value in C-3 in both [**Password**] and [**Verify**].

7 Click [**Create Account**].

Memo

- After the dialog box for auto login, disable the auto login.

8 Check that an account is added to [**Other Accounts**] with the name of C-2, and close [**Accounts**].

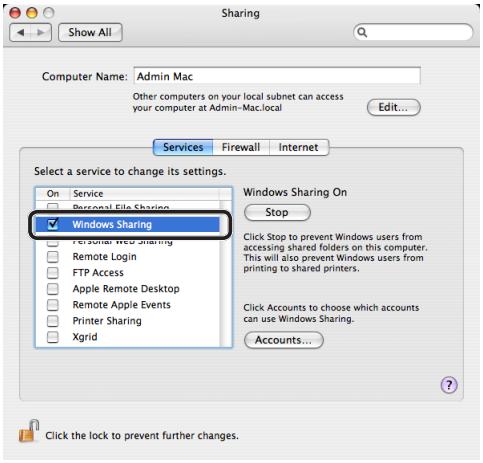


9 Create a new folder on the computer with the name entered in C-5.

10 From the Apple menu, select [**System Preferences**].

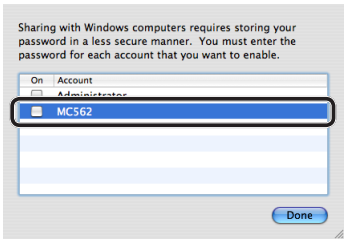
11 Click [**Sharing**].

12 Select the checkbox of [**Windows Sharing**].

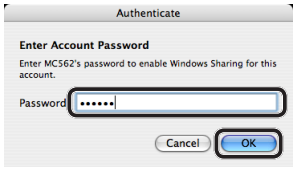


13 Click [**Accounts...**].

14 Select the checkbox for the account created in the step 7.



15 Enter the value in C-3 in [**Password**] and click [**OK**].



16 Click [**Done**].

17 Close [**Sharing**].

Proceed to "Step 2-4 Creating a Profile for Scan to Shared Folder" P.74.

■ Step 2-4 Creating a Profile for Scan to Shared Folder

Register the information on the Setup Information Form on the machine as a profile. It is necessary to specify the profile to send data when you perform Scan to Shared Folder with the computer.

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Profile**] and then press (OK).

3 Press the ▼ to select the profile number you want to register and then press (OK).

4 Check that [**Register**] is selected and then press (OK).

5 Check that [**Profile Name**] is selected and then press the ▶.

6 Enter the information in C-4.

a Press ◀, ▶, ▼, ▲ to select the character you want, and then press OK.

- The selected character is entered in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

7 Press the ▼ to select [**Target URL**] and then press ▶.

8 Enter the value of C-1 and C-5 as "\\C- 1\C-5".

Example: \\PC1\SalesDev

Note

- If there is no DNS server on the network, you cannot specify the computer by using the computer name (C-1). In such a case, you can configure the settings by using the computer's IP address.

Example: \\192.168.0.3\SalesDev

Memo

- In order to enter the "\" sign while using a QWERTY keyboard, press <CTRL> and then press <\>.

9 Select [**Enter**] and then press OK.

10 Press the ▼ to select [**User Name**] and then press ▶.

11 Enter the information in C-2.

Note

- If domain management is done, enter "C-2@domain name".
- When carrying out domain management, if you cannot connect even after entering "C-2@ Domainname", delete "@Domainname". Access the machine's website again, and set the NetBIOS domain name in [**Workgroup Name**] within [**Admin Setup**] > [**Network**] > [**NBT/ NetBEUI**]. *For the domain name, please check with the network manager.

12 Select [**Enter**] and then press OK.

13 Press the ▼ to select [**Password**] and then press ▶.

14 Enter the value of C-3.

15 Select [**Enter**] and then press OK.

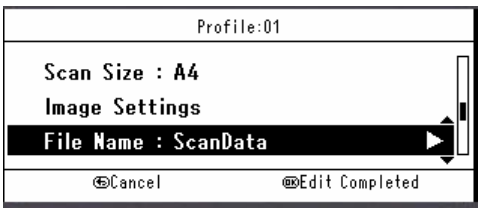
16 Press the ▼ to select [**File Name**] and then press ▶.

17 Enter the information in C-6.

18 Select [**Enter**] and then press OK.

19 Configure other items if necessary.

20 Press OK to register the settings.



The setup for Scan to Shared Folder is complete.

Procedure for Scan to Shared Folder

This section explains how to start Scan to Shared Folder.

You need to configure the initial settings before using the Scan to Shared Folder function.

Memo

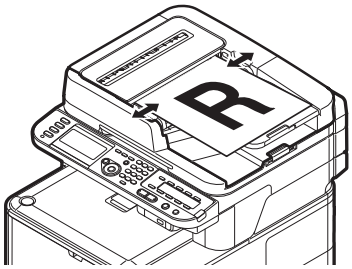
- The following procedure uses the factory default settings.

1 Press the <**SCAN**> key on the operator panel.

2 Place your document in the ADF or on the document glass as below:

- ADF

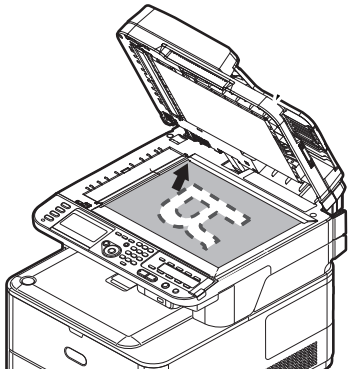
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

- Document Glass

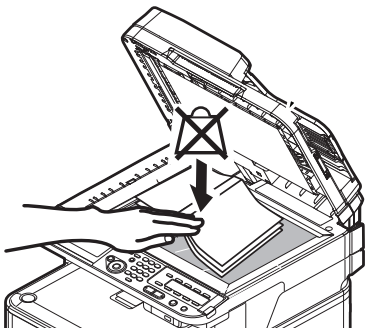
Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

Note

- Do not apply an excessive load to the document glass.



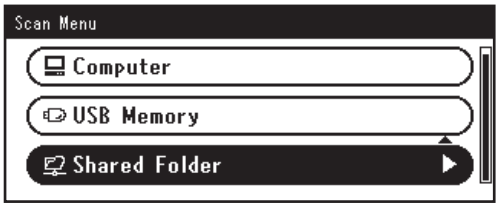
Memo

- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

Note

- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Press the ▼ to select [**Shared Folder**] and then press OK.



4 Check that [**Select Profile**] is selected and then press OK.

5 Press the ▼ to select a profile and then press OK.

6 Press MONO or COLOR.

Reference

- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".

Scanning to Computer

This section explains the initial setup and basic procedure for the Scan to Computer function.

This function enables you to scan documents to the computer via network or USB, and manipulate the scanned images as necessary. You can start a scan job from the operator panel.

- **For Windows**

When you press the or , the ActKey utility starts, and the scan job starts automatically using the scanner driver. You can send the scanned document to a specified application, save it in a specified folder, or send it by fax.

For the WSD Scan connection, you can specify the application to start and where to send and save the scanned document for each destination.

- **For Mac OS X**

When you press the or , Image Capture starts, and the scan job starts automatically using the ICA driver. You can select a folder and save the scanned documents in it.

The machine can be connected to USB interface or network, but only a computer can be recognized at the same time.

Be sure to finish the initial setup before using this function.

Initial Setup for Scan to Computer

This section explains how to configure the initial setup for the Scan to Computer function.

Refer to the procedure for the OS you are using.

- "For Windows" P.77
- "For Mac OS X" P.90

For Windows

■ Overview

❑ Connecting Methods

You can select one of the following connection methods:

- "For Network Connection" P.78
- "For USB Connection" P.83
- "For WSD Scan Connection" P.85

❑ Product Requirements

Your machine supports the following Windows operating systems.

For Network/USB Connection:

- Windows 8/Windows 8 (64bit Version)
- Windows Server 2012
- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)
- Windows XP/Windows XP (x64 Version)
- Windows Server 2003/Windows Server 2003 (x64 Version)

For WSD Scan Connection:

- Windows 8/Windows 8 (64bit Version)
- Windows Server 2012
- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)

■ For Network Connection

To configure the Scan to Computer function via the network connection, follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.78
- "Step 2 Installing Driver and Software" P.82

Note

- You need to configure the network setting of the computer before this procedure.

Memo

- You can skip step 1 if the IP address is already set on your machine.
- You can skip step 2 if the scanner driver and ActKey are already installed on your computer.

❑ Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- To configure the Scan to Computer function via the network connection, follow these instructions.
  - Conform the IP version of the machine to that of your computer.
  - Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)
  - Set [**Network TWAIN**] setting to [**ON**] on your machine. (By factory default, it is set to [**ON**]. If it has been disabled, enable it by referring to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Functions for Scan to Computer and Remote Scan" > "Enabling the Network TWAIN Setting".)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

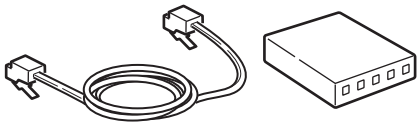
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

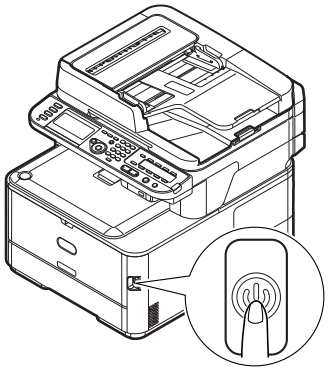
Connecting using wired LAN:

1 Prepare an Ethernet cable and a hub.

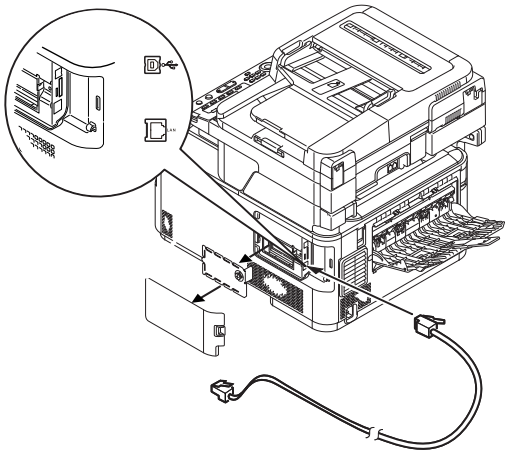
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



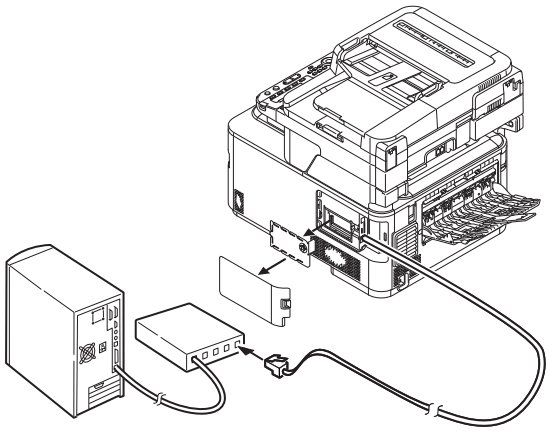
2 Hold down the power switch for approximately one second to turn off the power.



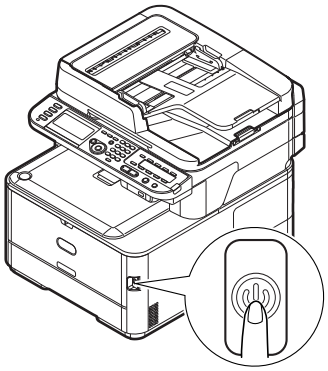
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

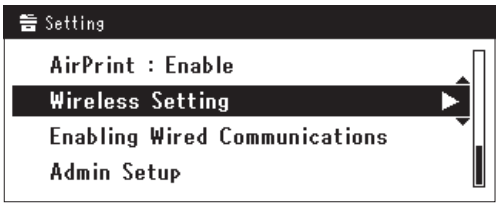


Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only):

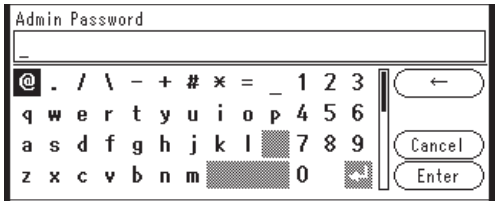
Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

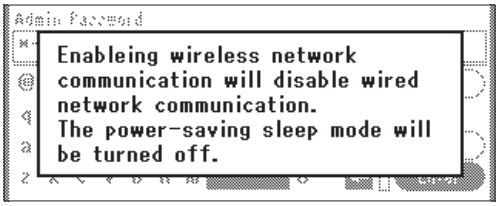
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



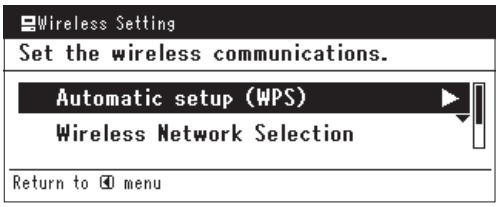
3 Log in by entering administrator password of the device.
Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).
Default administrator password is "aaaaaa".



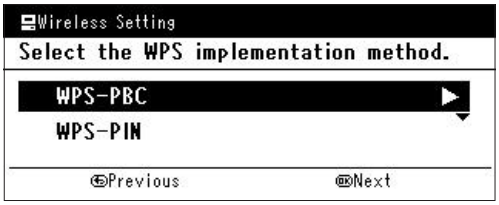
The message below will be displayed for about 5 seconds.



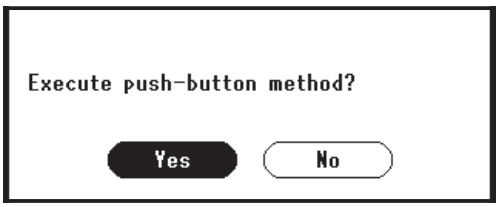
4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).



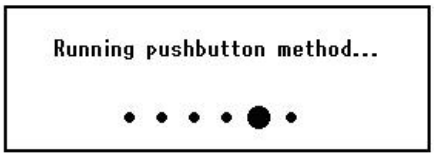
6 Press the ◀ to select [**Yes**], and then press (OK).



Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

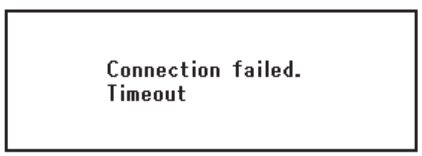


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

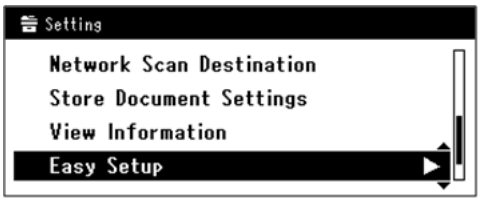


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

Setting the IP address:

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

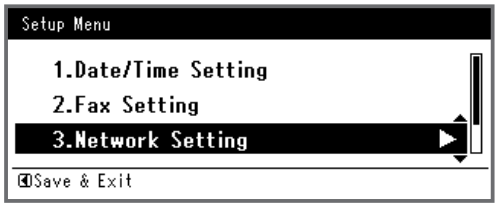
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

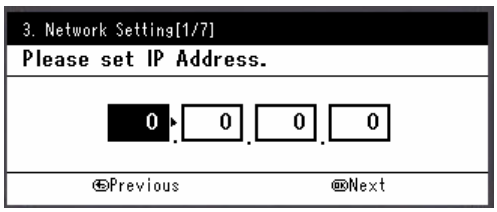
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press (OK).

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press (OK). Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press (OK).



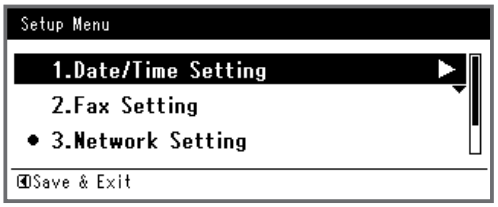
To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.
If it is not necessary to connect the DNS server or WINS server to the network, press (OK) until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press (OK).

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press (OK).

3 Press the ▼ to select [**System**] and press (OK).

4 Press the ▼ to select [**Network Information**] and press (OK).

5 For the confirmation message, check that [**Yes**] is selected and press (OK).
The Network Information is printed.

❑ Step 2 Installing Driver and Software

The following procedure installs a scanner driver and ActKey at once.

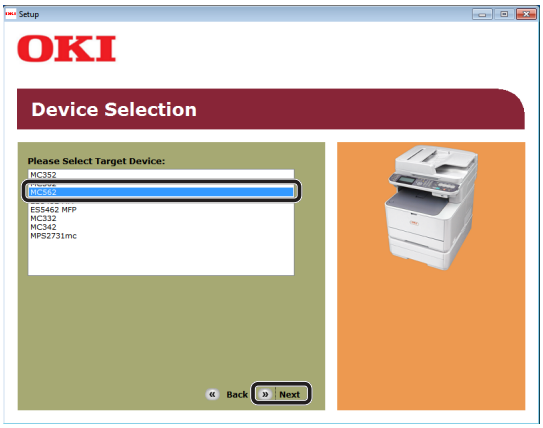
1 Check that your machine and the computer are turned on and connected, and then insert the"Software DVD-ROM" into the computer.

2 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.

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

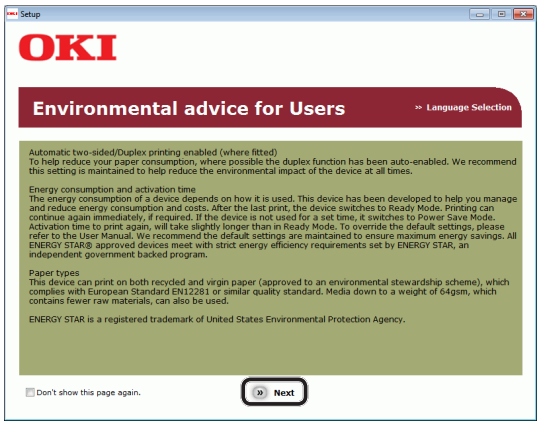
3 Select the language.

4 Select the device of your machine, and then click [**Next**].



5 Read the license agreement and then click [**I Agree**].

6 Read "Environmental advice for Users" and click [**Next**].



7 Check that [**Scanner driver**] and [**ActKey**] are selected, and then click the Install bunch button.

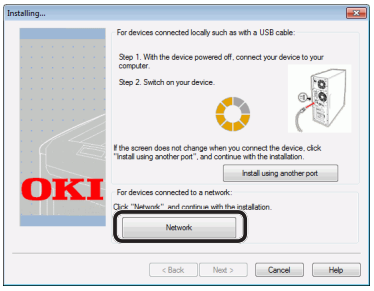
Memo

- By default, [**PCL driver**], [**Scanner driver**], and [**ActKey**] are selected. Deselect [**PCL driver**] if it is unnecessary or has been installed on the computer already.

8 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

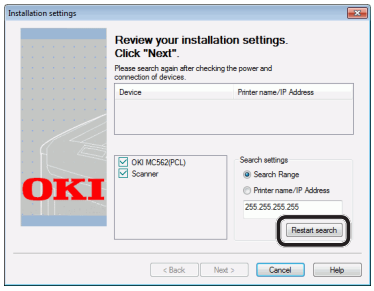
9 Click the [**Network**] button.

The device search starts.

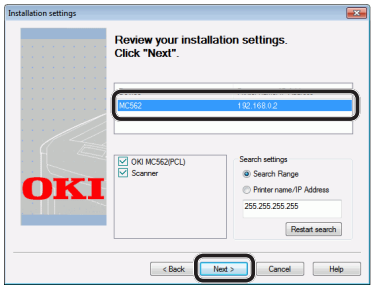


- If the machine is detected, it is automatically installed. Proceed to step 11.
- If the machine is not detected, the [**Review your installation settings.**] screen is displayed. Proceed to step 10.

10 Click [**Restart search**] to restart the device search.



After the machine is displayed, select the machine and click [**Next**].

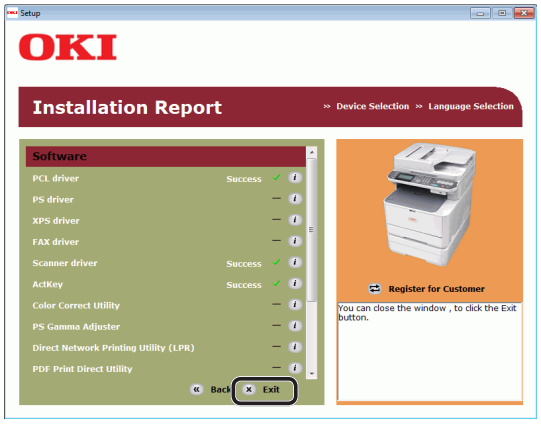


Memo

- If the machine is not displayed by clicking [**Restart search**], select [**Printer name/IP Address**] and enter the IP address assigned to your machine, and then click [**Next**].

11 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

12 Click the [**Exit**] button.



13 Remove the "Software DVD-ROM" from the computer.

The installation is complete.

Reference

- When installing ActKey, Network Configuration is also installed simultaneously. Network Configuration automatically acquires the IP address of your machine and network information (IP address, computer name, port number) of the computer. If the IP address or other settings of the machine or computer is changed, you need to change the settings. For details, refer to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Drivers and Software" > "Using ActKey Software" > "Using Network Configuration".

■ For USB Connection

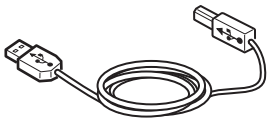
To configure the Scan to Computer function via the USB connection, install a scanner driver and ActKey on the computer.

Memo

- You can skip this procedure if the scanner driver and ActKey are already installed on your computer.

1 Prepare a USB cable.

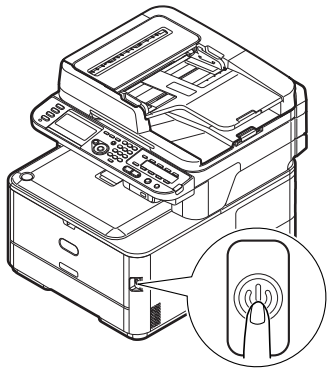
A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.



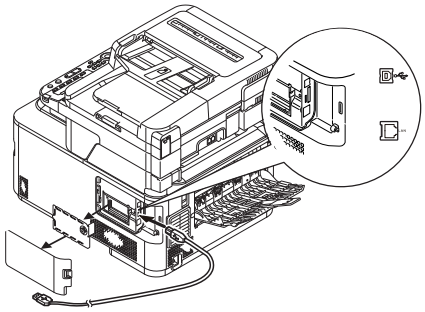
Memo

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

2 Hold down the power switch for approximately one second to turn off the power.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



4 Turn on the computer.

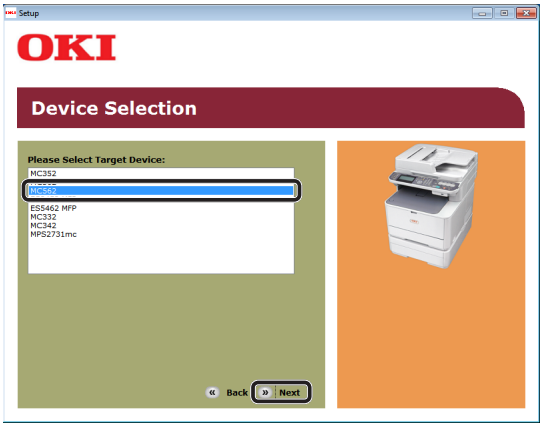
5 Insert "Software DVD-ROM" into the computer.

6 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.

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

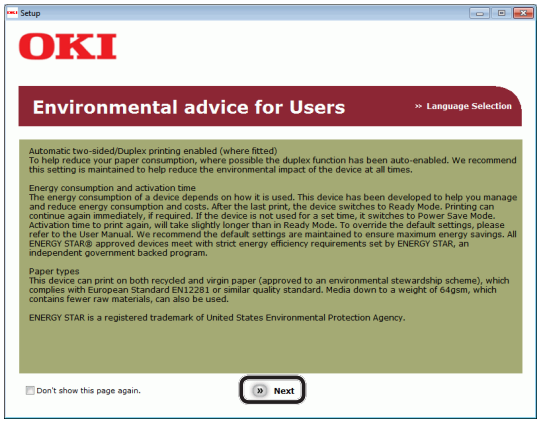
7 Select the language.

8 Select the device of your machine, and then click [**Next**].



9 Read the license agreement and then click [**I Agree**].

10 Read the "Environmental advice for Users" and click [**Next**].



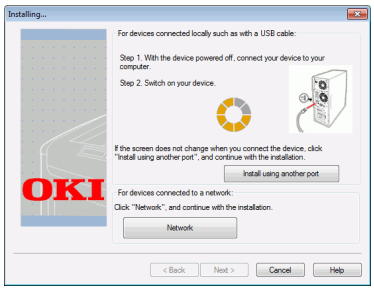
11 Check that [**Scanner driver**] and [**ActKey**] are selected, and then click the Install bunch button.

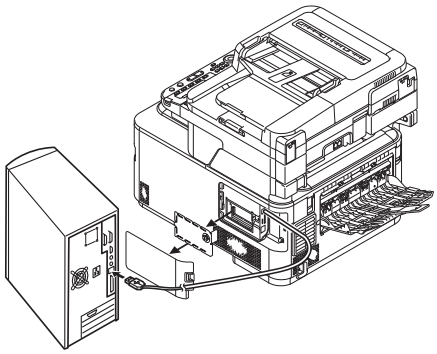
Memo

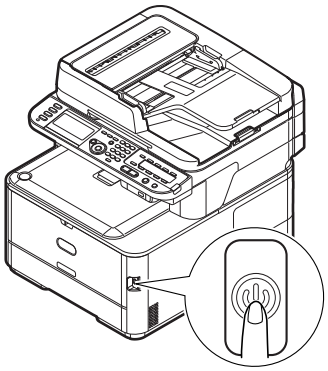
- By default, [**PCL driver**], [**Scanner driver**], and [**ActKey**] are selected. Deselect [**PCL driver**] if it is unnecessary or has been installed on the computer already.

12 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

13 When the instruction to connect the machine to the computer and turn on the machine is displayed, plug the other end of the USB cable into the computer's USB interface connector and hold down the power switch for approximately one second to turn on the power.







Note

- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

14 Click the [**Exit**] button.

15 Remove "Software DVD-ROM" from the computer.

The installation is complete.

■ For WSD Scan Connection

To configure the Scan to Computer via the WSD Scan connection, follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.85
- "Step 2 Installing Your Machine to the Computer" P.89

Note

- You need to configure the network setting of the computer before this procedure.

Memo

- You can skip the step 1 if the IP address is already set on your machine.

❑ Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set wrong, the network may go down or Internet access may be disabled.
- To configure the Scan to Computer function via the WSD Scan connection, follow these instructions.
  - Conform the IP version of the machine to that of your computer.
  - Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)
  - Set [**WSD Scan**] setting to [**Enable**] on your machine. (By factory default, it is [**Enable**]. If it has been disabled, enable it by referring to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Functions for Scan to Computer and Remote Scan" > "Enabling the WSD Scan".)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

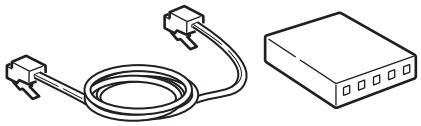
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

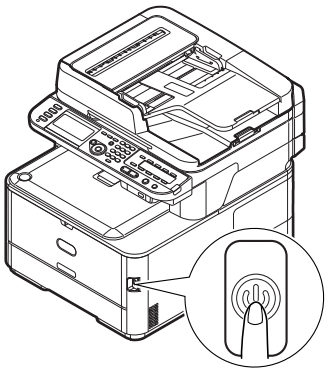
Connecting using wired LAN:

1 Prepare an Ethernet cable and a hub.

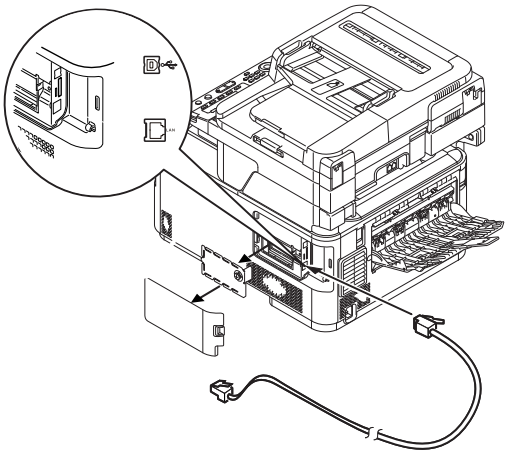
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



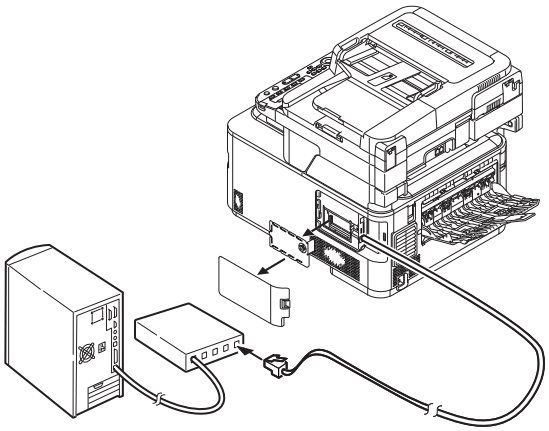
2 Hold down the power switch for approximately one second to turn off the power.



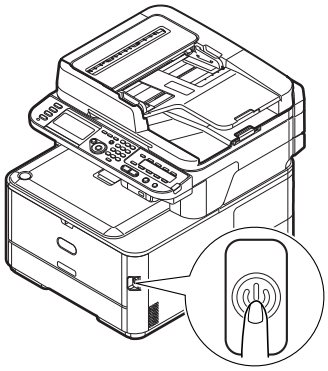
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

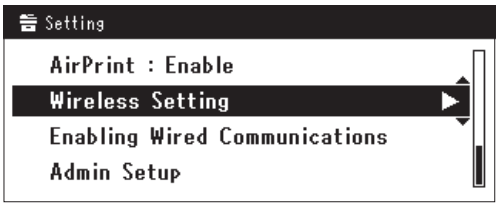


Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only):

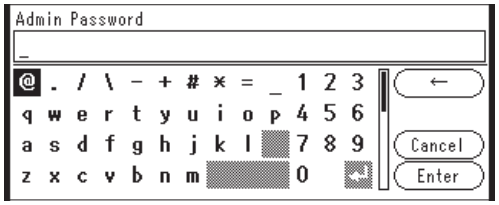
Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

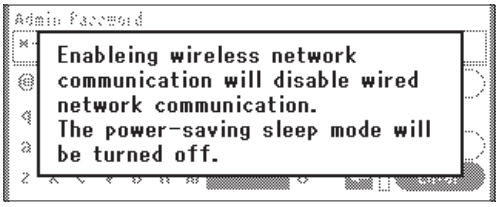
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



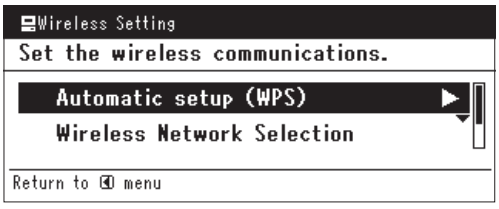
3 Log in by entering administrator password of the device.
Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).
Default administrator password is "aaaaaa".



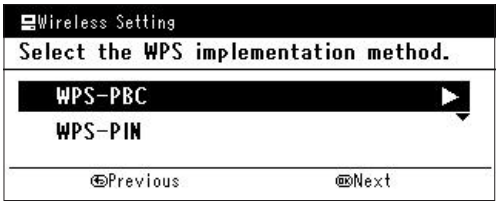
The message below will be displayed for about 5 seconds.



4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).

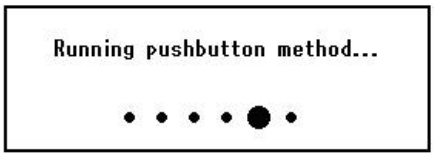


6 Press the ◀ to select [**Yes**], and then press (OK).

Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

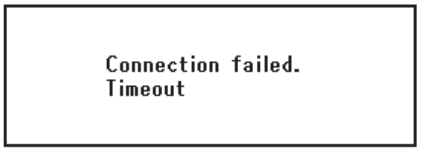


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

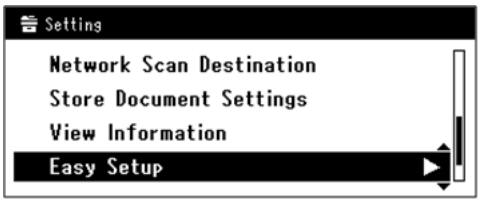


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

Setting the IP address:

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

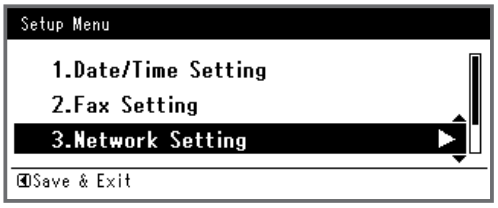
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

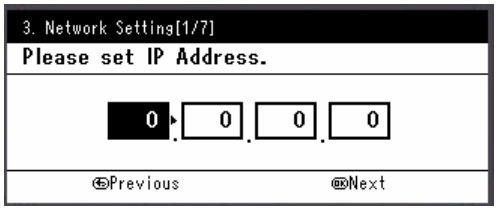
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press (OK).

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press (OK). Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press (OK).



To move to the next box, press the ▶.

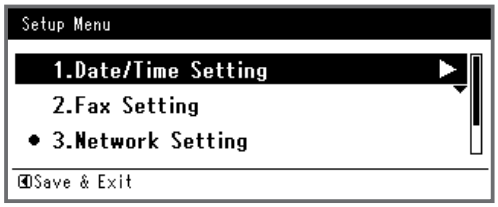
7 Enter the subnet mask using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press (OK).
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.

If it is not necessary to connect the DNS server or WINS server to the network, press (OK) until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press (OK).

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press (OK).

3 Press the ▼ to select [**System**] and press (OK).

4 Press the ▼ to select [**Network Information**] and press (OK).

5 For the confirmation message, check that [**Yes**] is selected and press (OK).

The Network Information is printed.

❑ Step 2 Installing Your Machine to the Computer

Memo

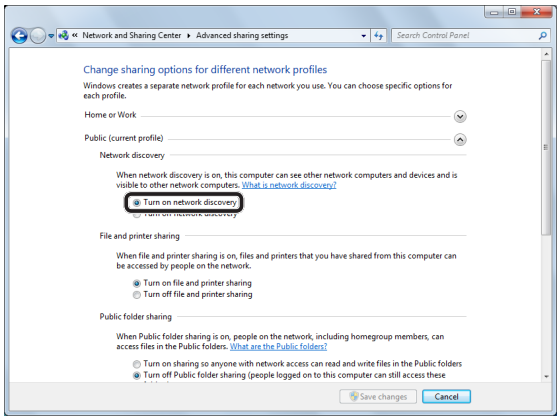
- The following procedure installs the WIA driver as a scanner driver automatically.

1 Click [**Start**] and select [**Control Panel**].

2 Select [**Network and Internet**] > [**Network and Sharing Center**].

3 Select [**Change advanced sharing settings**].

4 Check that [**Turn on network discovery**] is selected.



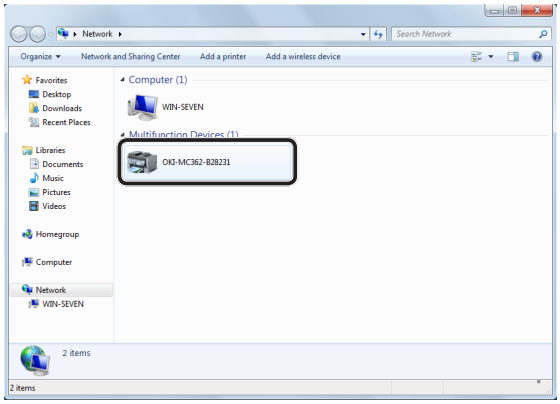
5 Close the Control Panel.

6 Click [**Start**] and select [**Network**].

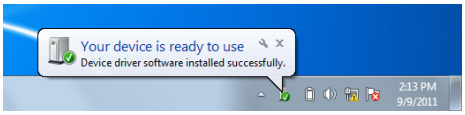
The devices connected to the network are displayed.

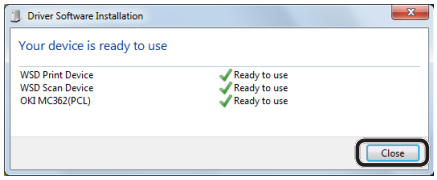
7 Right-click the MC362 icon under [**Multifunction Devices**] and select [**Install**].

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



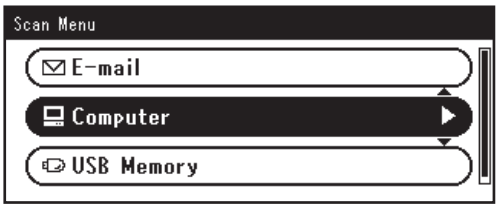
8 When the balloon message saying that the installation is complete is displayed on the task bar, click the balloon to check the details, and click [**Close**].





9 Press the <**SCAN**> key on the operator panel.

10 Press the ▼ to select [**Computer**] and then press OK.



11 Check that [**Select A Connecting PC**] is selected, and press OK.

12 Press the ▼ to select [**From WSD Scan**], and press OK.

13 Check that the computer on which your machine has been installed is displayed as the destination PC.

Note

- If the machine's IP address is changed after the installation, uninstall the machine from the computer by following the same procedure as in "Step 2 Installing Your Machine to the Computer" P.89, and then reinstall it.

For Mac OS X

■ Overview

❑ Connecting Methods

You can select either of the following connection methods:

- Network Connection
- USB Connection

❑ Product Requirements

Your machine supports Mac OS X 10.6 to 10.8.

❑ Steps to Go

To configure the Scan to Computer function with Mac OS X, follow the 3 steps below:

- "Step 1 Connecting Your Machine and Computer" P.91
- "Step 2 Installing a Scanner Driver" P.95
- "Step 3 Registering Your Computer in Network Scanner Setup Tool" P.96

Memo

- For the network connection, you can skip step 1 if the IP address is already set on your machine.
- You can skip step 2 if the scanner driver is already installed on your computer.
- For the USB connection, skip step 3.

■ Step 1 Connecting Your Machine and Computer

Select the connection method and follow each procedure.

- "For Network Connection" P.91
- "For USB Connection" P.95

❑ For Network Connection

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- You need to configure the network setting of the computer before this procedure.
- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- To configure the Scan to Computer function via the network connection, follow these instructions.
  - Conform the IP version of the machine to that of your computer.
  - Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)
  - Set [**Network TWAIN**] setting to [**ON**] on your machine. (By factory default, it is set to [**ON**]. If it has been disabled, enable it by referring to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Functions for Scan to Computer and Remote Scan" > "Enabling the Network TWAIN Setting".)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

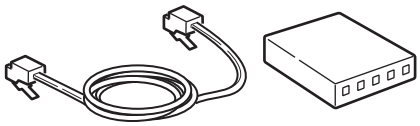
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

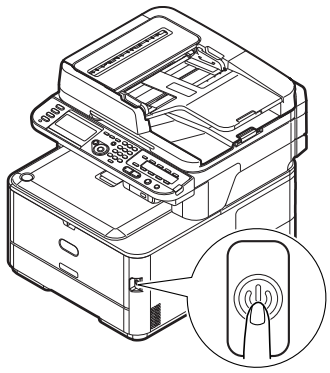
❑ Connecting using wired LAN

1 Prepare an Ethernet cable and a hub.

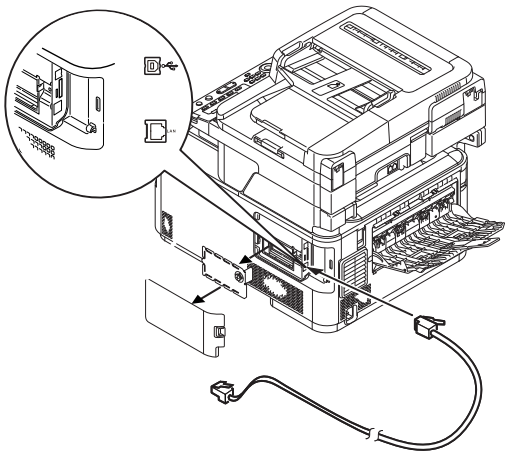
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



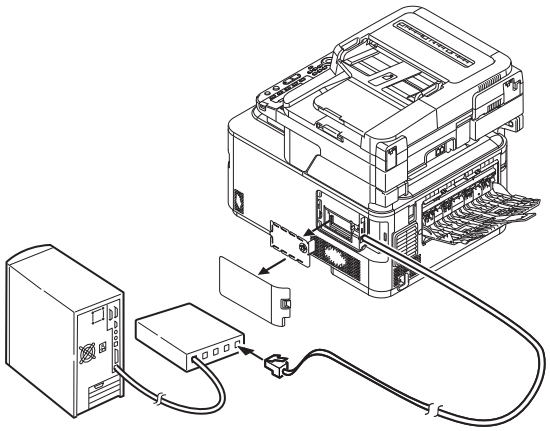
2 Hold down the power switch for approximately one second to turn off the power.



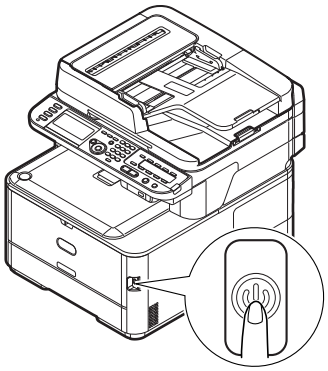
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

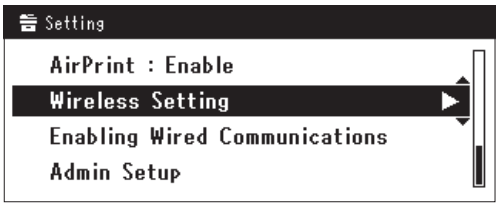


❑ Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only)

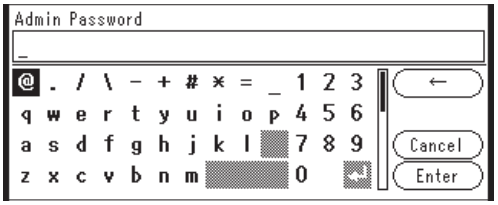
Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

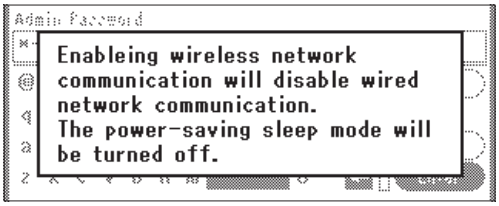
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



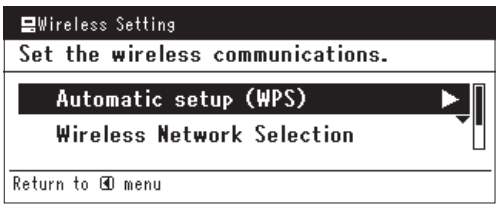
3 Log in by entering administrator password of the device.
Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).
Default administrator password is "aaaaaa".



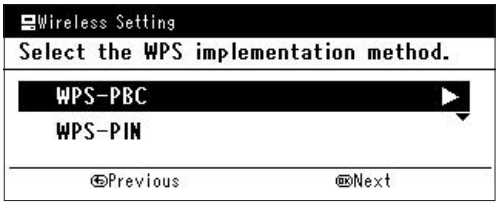
The message below will be displayed for about 5 seconds.



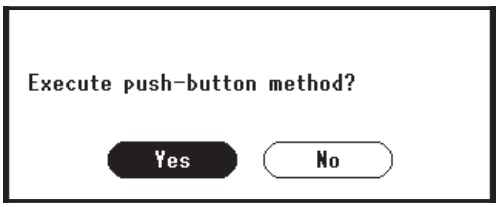
4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).



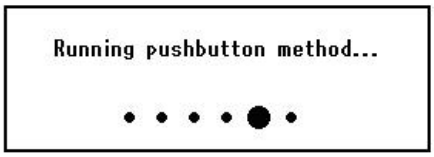
6 Press the ◀ to select [**Yes**], and then press (OK).



Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

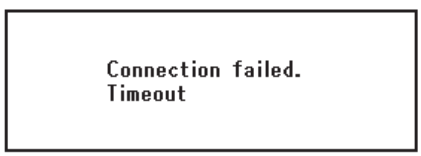


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

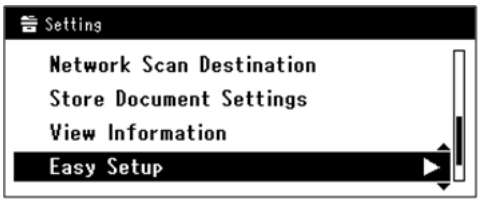


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

❑ Setting the IP address

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

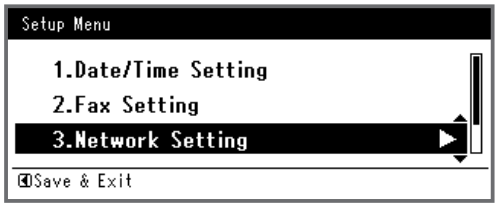
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press OK.

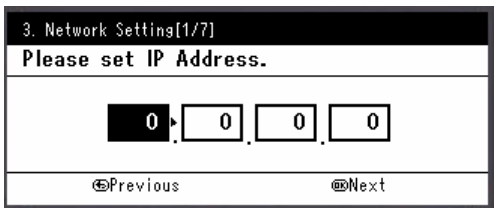
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press OK.

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press OK. Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press OK.



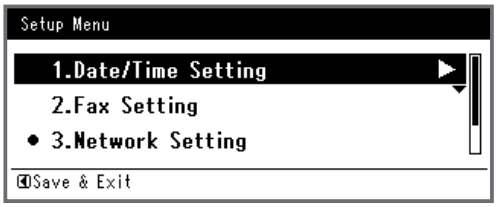
To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press OK.
To move to the next box, press the ▶.

8 Enter the default gateway address using the ten-key pad, and press OK.
To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.
If it is not necessary to connect the DNS server or WINS server to the network, press OK until the pop-up message of showing the setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press OK.

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press OK.

3 Press the ▼ to select [**System**] and press OK.

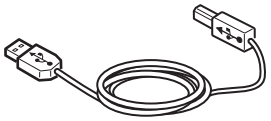
4 Press the ▼ to select [**Network Information**] and press OK.

5 For the confirmation message, check that [**Yes**] is selected and press OK.
The Network Information is printed.

❑ For USB Connection

1 Prepare a USB cable.

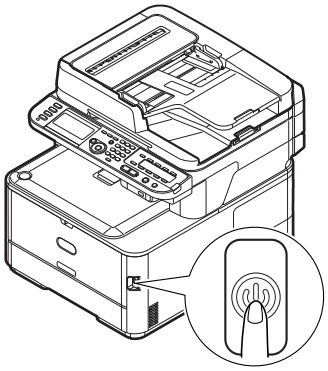
A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.



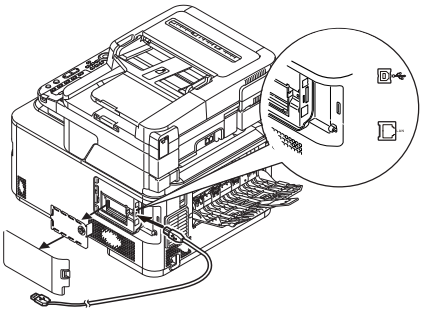
Memo

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

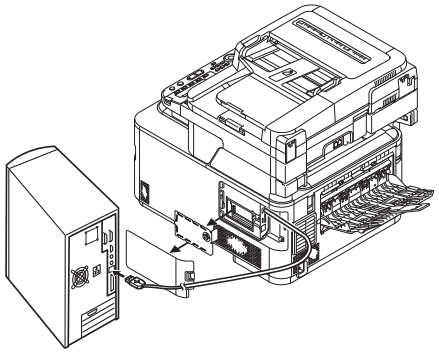
2 Hold down the power switch for approximately one second to turn off the power. And turn off the computer.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



4 Plug the other end of the USB cable into the computer's USB interface connector.



! Note

- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

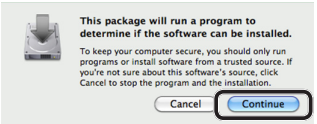
■ Step 2 Installing a Scanner Driver

1 Check that the machine is connected to the computer and the machine is turned on. Then, load the "Software DVD-ROM" on the drive of the computer.

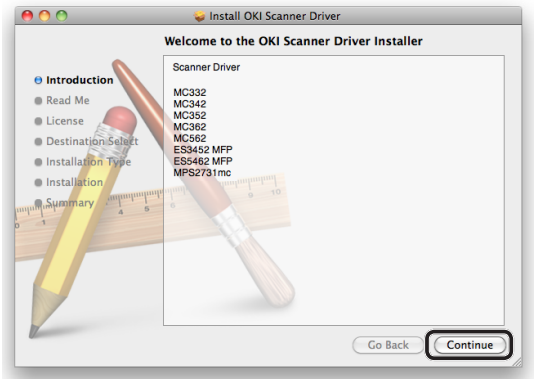
2 Double-click [**OKI**] on the desktop.

3 Double-click [**Drivers**] > [**Scanner**] > [**Installer for OS X 10.8**] (for Mac OS X 10.8) or [**Installer for OS X 10.3-10.7**] (for Mac OS X 10.3.9 to 10.7).

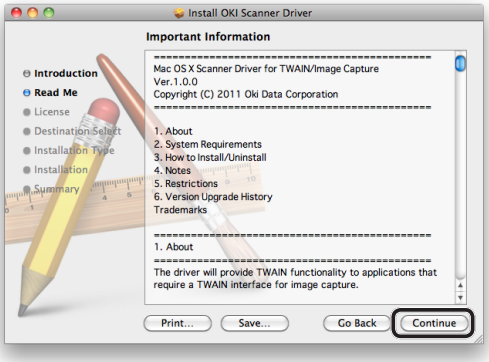
4 Click [**Continue**].



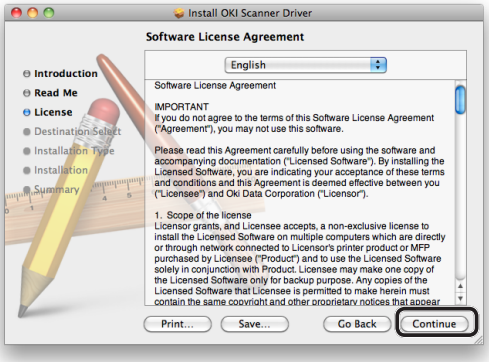
5 Click [**Continue**].



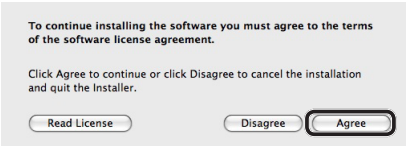
6 Check the display and click [**Continue**] if OK.



7 Read the license agreement and click [**Continue**].

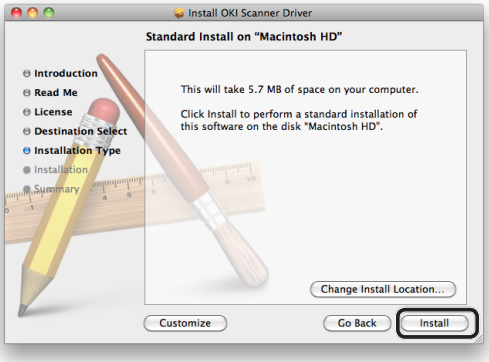


8 Click [**Agree**] if you agree.



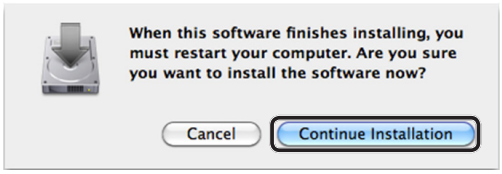
9 Click [**Install**].

To change the installation location of the driver, click [**Change Install Location**].

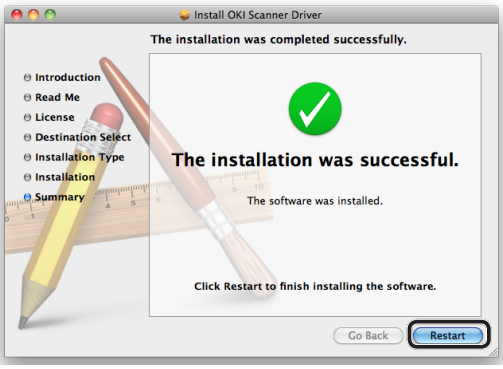


10 Enter the administrator's name and password and then click [**Install Software**].

11 Click [**Continue Installation**].



12 Click [**Restart**].



■ Step 3 Registering Your Computer in Network Scanner Setup Tool

To use the Scan to Computer function via the network connection, be sure to register your computer as a destination in Network Scanner Setup Tool before starting a scan job.

Memo

- Network Scanner Setup Tool is installed simultaneously when installing the scanner driver.

1 From the [**Go**] menu, select [**Applications**] > [**OKIDATA**] > [**Scanner**] > [**Network Scanner Setup Tool**].

2 Select your machine from [**Device List**] and click [**Register**].

3 Edit [**Name**] which is displayed as a destination on your machine if necessary, and click [**Register**].

4 For the confirmation message, click [**OK**].

5 Click [**OK**] to close the Network Scanner Setup Tool.

Procedure for Scan to Computer

This section explains how to start Scan to Computer. The following procedure is common for Windows and Mac OS X.

You need to configure the initial settings before using the Scan to Computer function.

Select the connection method and follow each procedure.

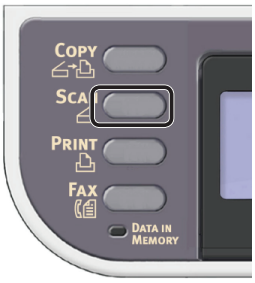
- "For Network Connection" P.97
- "For USB Connection" P.98
- "For WSD Scan Connection (Windows only)" P.100

Note
- If the Mac OS X is running, you can scan a document in the fixed A4 size only on the document glass.
- If the Mac OS X is running, you can save a file only as JPEG.

■ For Network Connection

Note
- For Mac OS X 10.7 to 10.8, if you scan documents through network connection, you need to start the Image Capture first. Then, you need to select the machine from the list displayed at the left of Image Capture screen.

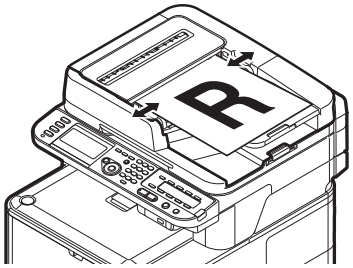
1 Press the <**SCAN**> key on the operator panel.



2 Place your document in the ADF or on the document glass as below:

- ADF

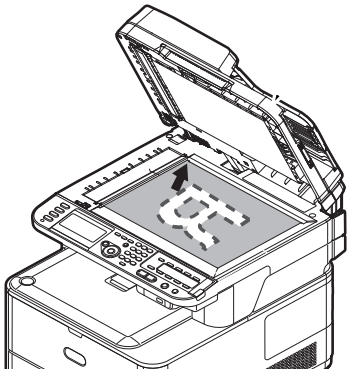
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

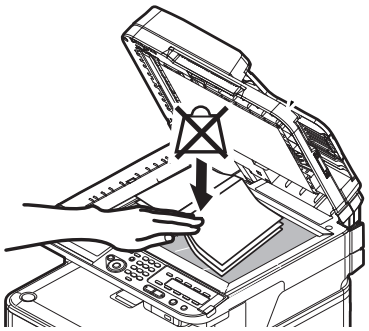
- Document Glass

Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

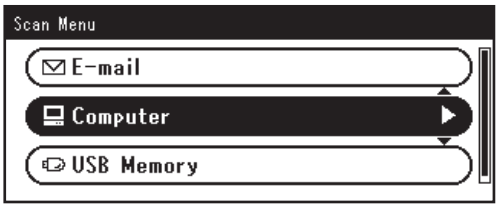
Note
- Do not apply an excessive load to the document glass.



Memo
- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

Note
- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Press the ▼ to select [**Computer**] and then press OK.



4 Check that [**Select A Connecting PC**] is selected and then press OK.

5 Check that [**From Network**] is selected and then press OK.

6 Press the ▼ to select the computer you want and then press OK.

7 Press the ▼ to select [**Select An Application**] and then press OK.

8 Press the ▼ to select where to send the scanned document and then press OK.

Selectable location Values to send:

Application	Folder	PC-FAX

Note

- For Mac OS X, you can select [**Folder**] only.

9 Press MONO or COLOR.

ActKey (for Windows) or Image Capture (for Mac OS X) starts, and the scan job starts automatically on the computer. When scanning is done, the scanned image is processed as below:

- If you select [**Application**], the specified application starts and the scanned image is displayed on the application.
- If you select [**Folder**], the scanned image is saved in the specified folder.
- If you select [**PC-FAX**], the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.

Reference

- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".
- You can customize the scan button settings of ActKey. For details, refer to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Drivers and Software" > "Using ActKey Software" > "Setting the Scan Button".

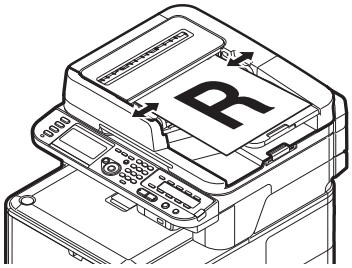
■ For USB Connection

1 Press the <**SCAN**> key on the operator panel.

2 Place your document in the ADF or on the document glass as below:

- ADF

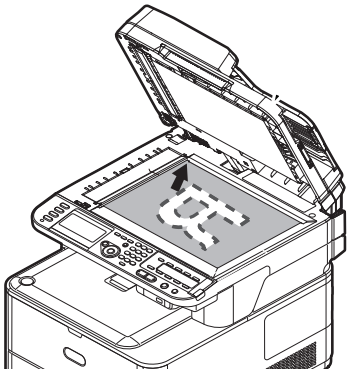
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

- Document Glass

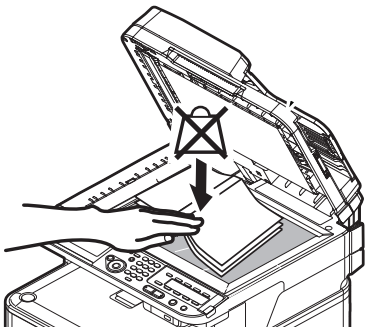
Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

Note

- Do not apply an excessive load to the document glass.



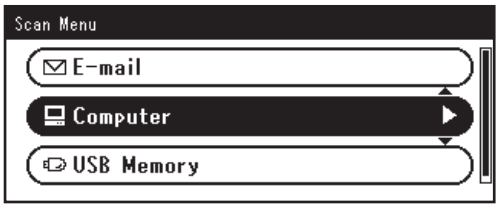
Memo

- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

Note

- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Press the ▼ to select [**Computer**] and then press OK.



4 Check that [**Select A Connecting PC**] is selected and then press OK.

5 Press the ▼ to select [**From USB Interface**] and then press OK.

6 Press the ▼ to select [**Select An Application**] and then press OK.

7 Press the ▼ to select where to send the scanned document and then press OK.

Selectable location Values to send:

Application	Folder	PC-FAX

Note

- For Mac OS X, you can select [**Folder**] only.

8 Press MONO or COLOR.

ActKey (for Windows) or Image Capture (for Mac OS X) starts, and the scan job starts automatically on the computer. When scanning is done, the scanned image is processed as below:

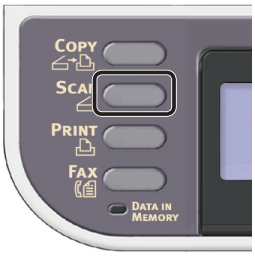
- If you select [**Application**], the specified application starts and the scanned image is displayed on the application.
- If you select [**Folder**], the scanned image is saved in the specified folder.
- If you select [**PC-FAX**], the application for fax transmission starts. After sending the scanned image, send a fax with the fax transmission software on your computer.

Reference

- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".
- You can customize the scan button settings of ActKey. For details, refer to the Configuration Guide > "Configuring the Scan to Computer and Remote Scan" > "Using Drivers and Software" > "Using ActKey Software" > "Setting the Scan Button".

■ For WSD Scan Connection (Windows only)

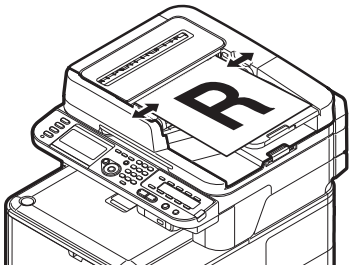
1 Press the <**SCAN**> key on the operator panel.



2 Place your document in the ADF or on the document glass as below:

- ADF

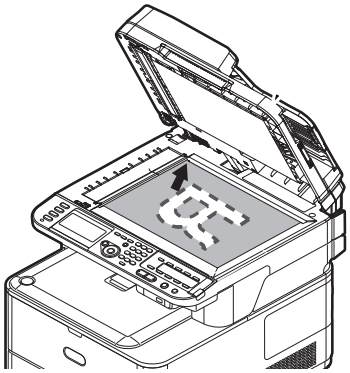
Load documents face up with the top edge of the documents in first.



Adjust the document guides to the width of your documents.

- Document Glass

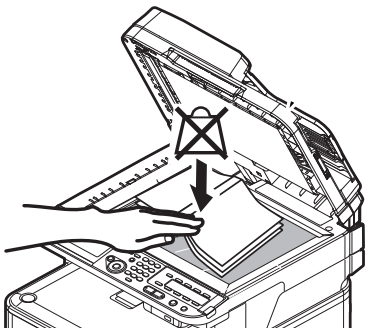
Place the document face down and align its top edge to the upper-left corner of the glass.



Close the document glass cover gently.

! Note

- Do not apply an excessive load to the document glass.



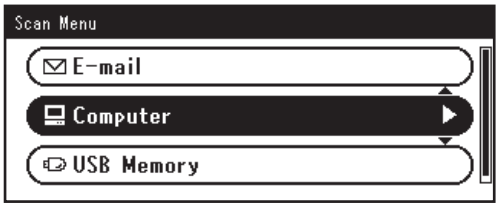
Memo

- The machine prioritizes the ADF when scanning documents. Be sure not to place documents on the ADF when you use the document glass.

! Note

- If **Carriage Error <02>** is displayed, press **Power OFF/ON**.

3 Press the ▼ to select [**Computer**] and then press OK.



4 Check that [**Select A Connecting PC**] is selected and then press OK.

5 Press the ▼ to select [**From WSD Scan**] and then press OK.

6 Press the ▼ to select the event for the destination computer and then press OK.

Selectable events:

Scan for E-mail to XXX
Scan for Fax to XXX
Scan for OCR to XXX
Scan for Print to XXX
Scan to XXX

XXX indicates the name of the destination computer.

You can set an action for each event in Windows scan properties.

7 Press or .

The scan job is processed according to the action set for the selected event.

Reference

- To load a landscape document, refer to the User's Guide > "Operation" > "Loading document(s)".
- You can scan double-sided documents. For details on dual-side scanning, refer to the User's Guide > "Scanning" > "Scan to Computer" > "WSD Scan connection".

5 Printing

This chapter explains the initial setup and basic procedure for the Print from Computer function.

Your machine supports the following print functions.

Function	Overview
"Printing from a Computer"	Prints a document sent from a computer connected via USB or network. The printer driver must be installed on the computer to use this function. *AirPrint does not require drivers to be installed.
Printing from USB Memory	Prints a document saved in a USB memory which is inserted to the USB port of the machine. For the procedure of the function, refer to the User's Guide > "Printing" > "Printing From USB Memory".

Printing from a Computer

This section explains how to install a printer driver and the basic procedure for printing documents from a computer.

Be sure to install a printer driver before using this function.

Installing a Printer Driver

This section explains how to install a printer driver on your computer.

Refer to the procedure for the OS you are using.

- "For Windows" P.102
- "For Mac OS X" P.111

For Windows

■ Overview

❑ Connecting Methods

You can select either of the following connection methods:

- "For Network Connection" P.103
- "For USB Connection" P.109

❑ Product Requirements

Your machine supports the following Windows operating systems:

- Windows 8/Windows 8 (64bit Version)
- Windows Server 2012
- Windows 7/Windows 7 (64bit Version)
- Windows Vista/Windows Vista (64bit Version)
- Windows Server 2008 R2
- Windows Server 2008/Windows Server 2008 (x64 Version)
- Windows XP/Windows XP (x64 Version)
- Windows Server 2003/Windows Server 2003 (x64 Version)

❑ Types of Printer Drivers

The printer driver types that can be installed are as follows.

Type	Description
PCL	The PCL printer driver is suitable for printing business documents.
PS	The PS printer driver is suitable for the printing of documents including PostScript fonts and EPS data.
PCL XPS	The PCL XPS printer driver is suitable for printing from an application for XPS. * It does not support Windows XP/Windows Server 2003.

Memo

- The description may be differ depending on a version of a printer driver or Windows.

■ For Network Connection

To install a printer driver on your computer via the network connection, follow the 2 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.103
- "Step 2 Installing a Printer Driver" P.106

Note

- You need to complete the network setting of the computer before this procedure.

Memo

- You can skip the step 1 if the IP address is already set on your machine.
- You can skip the step 2 if the printer driver is already installed on your computer.

❑ Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set wrong, the network may go down or Internet access may be disabled.
- Conform the IP version of the machine to that of your computer.
- Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

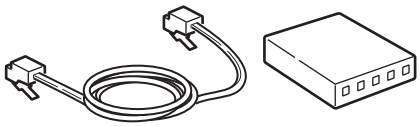
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

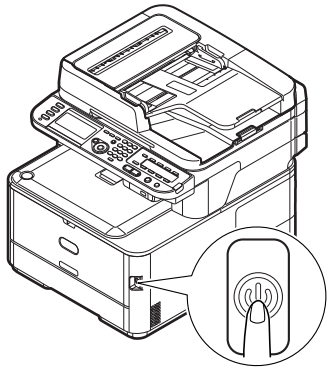
Connecting using wired LAN:

1 Prepare an Ethernet cable and a hub.

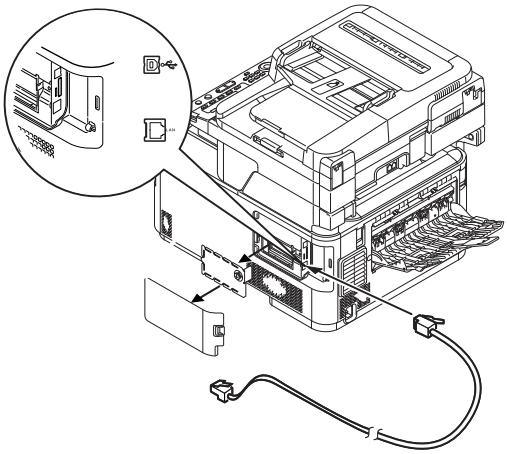
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



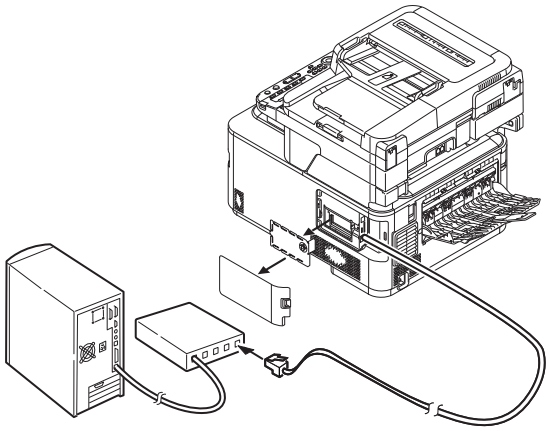
2 Hold down the power switch for approximately one second to turn off the power. And turn off the computer.



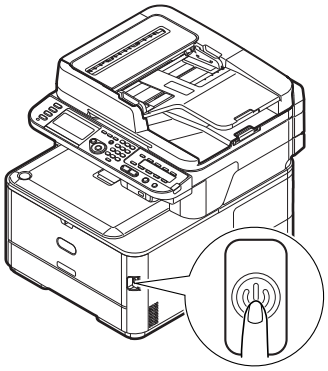
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

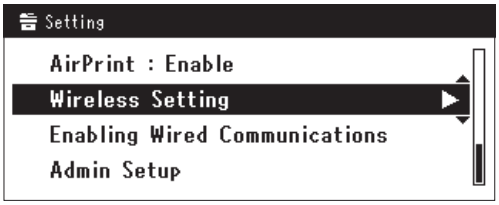


Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only):

Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

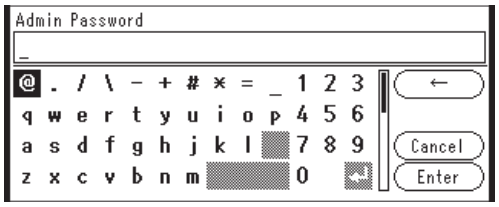
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



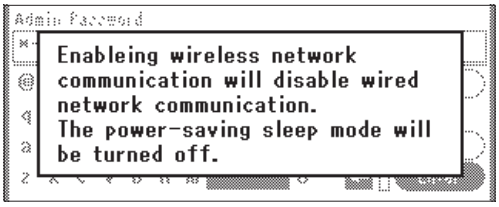
3 Log in by entering administrator password of the device.

Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).

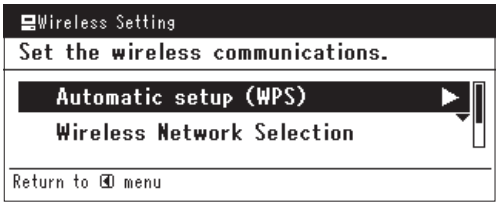
Default administrator password is "aaaaaa".



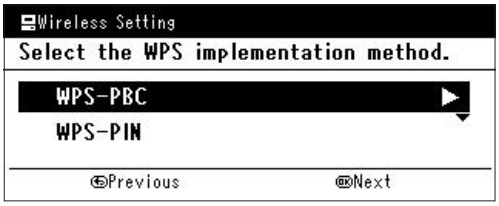
The message below will be displayed for about 5 seconds.



4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).

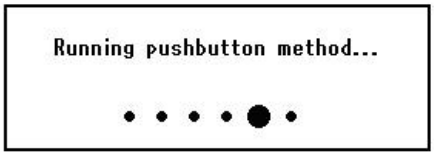


6 Press the ◀ to select [**Yes**], and then press (OK).

Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

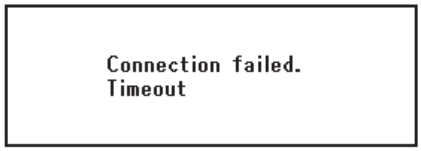


Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

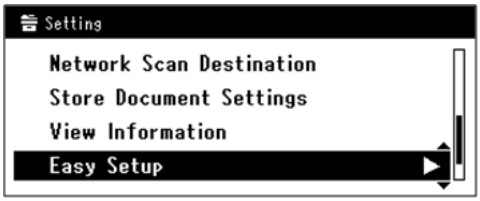


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.
- less AP. Please wait for a short time and then retry.

Setting the IP address:

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

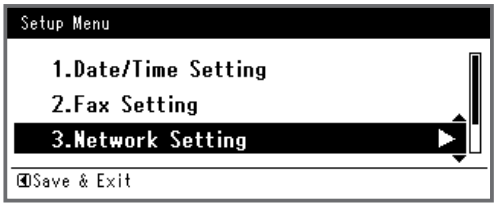
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

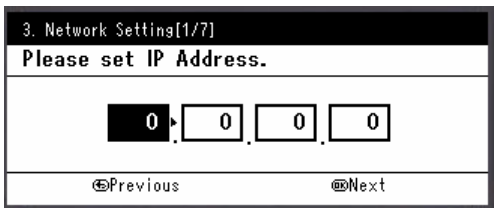
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press OK.

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press OK. Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press OK.



To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press OK.

To move to the next box, press the ▶.

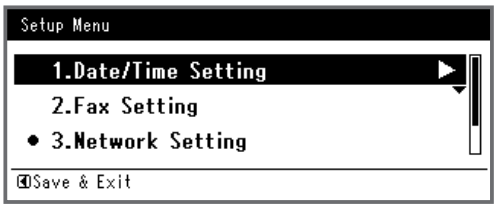
8 Enter the default gateway address using the ten-key pad, and press OK.

To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.

If it is not necessary to connect the DNS server or WINS server to the network, press OK until the pop-up message showing setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press OK.

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press OK.

3 Press the ▼ to select [**System**] and press OK.

4 Press the ▼ to select [**Network Information**] and press OK.

5 For the confirmation message, check that [**Yes**] is selected and press OK.

The Network Information is printed.

❑ Step 2 Installing a Printer Driver

! Note

- To complete this procedure, you must be logged in as an administrator.

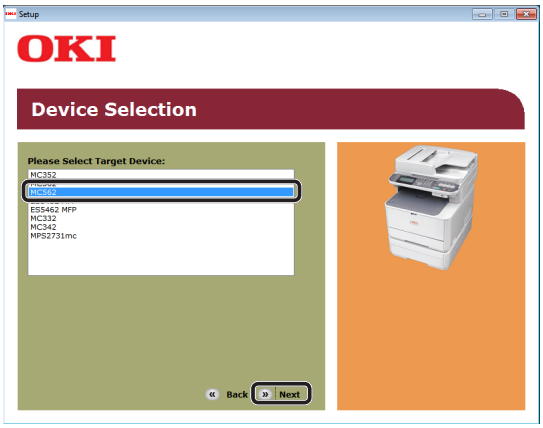
1 Check that your machine and the computer are turned on and connected, and then insert the "Software DVD-ROM" into the computer.

2 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.

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

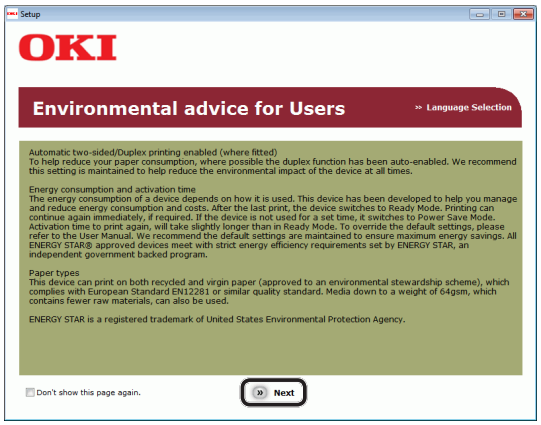
3 Select the language.

4 Select the device of your machine, and then click [**Next**].



5 Read the license agreement and then click [**I Agree**].

6 Read the "Environmental advice for Users" and click [**Next**].



7 Select the checkbox for the printer driver you want to install, and click the Install bunch button.

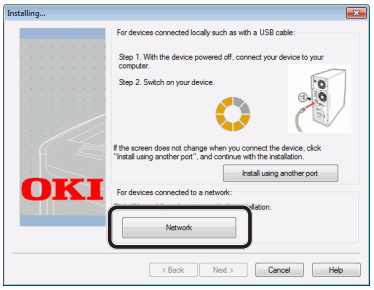
Memo

- By factory default, [**PCL driver**], [**Scanner driver**], and [**ActKey**] are selected.

8 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

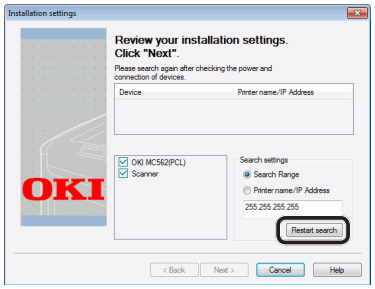
9 Click the [**Network**] button.

The device search starts.

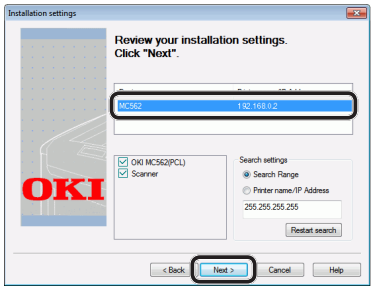


- If the machine is detected, it is automatically installed. Proceed to step 11.
- If the machine is not detected, the [**Review your installation settings.**] screen is displayed. Proceed to step 10.

10 Click [**Restart search**] to restart the device search.



After the machine is displayed, select the machine and click [**Next**].

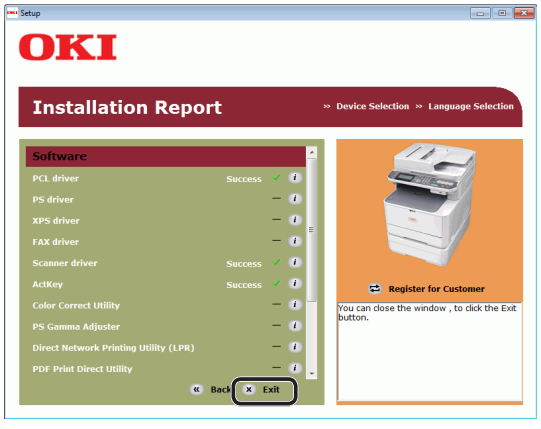


Memo

- If the machine is not displayed by clicking [**Restart search**], select [**Printer name/IP Address**] and enter the IP address assigned to your machine, and then click [**Next**].

11 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

12 Click the [**Exit**] button.



13 Remove the "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 Click [**Start**] > [**Devices and Printers**].

2 Right-click the OKI MC562 icon and select [**Printer properties**] (> a desired printer driver if you have installed multiple drivers) from the pop-up menu.

3 On the [**General**] tab, click [**Print Test Page**].

■ For USB Connection

Follow the procedure below to connect a USB cable and install a printer driver on your computer.

Note

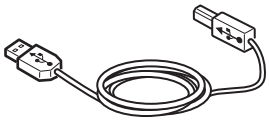
- You must be logged in as an administrator to complete this procedure.

Memo

- You can skip this procedure if the printer driver is already installed on your computer.

1 Prepare a USB cable.

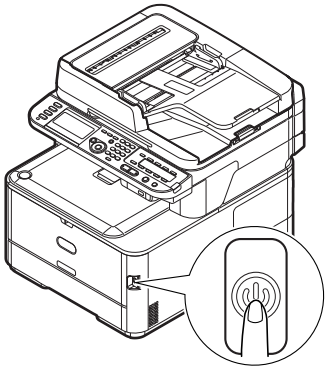
A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.



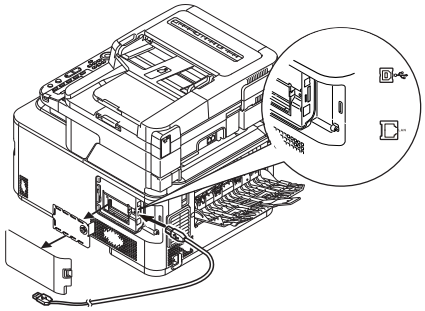
Memo

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

2 Hold down the power switch for approximately one second to turn off the power.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



4 Turn on the computer.

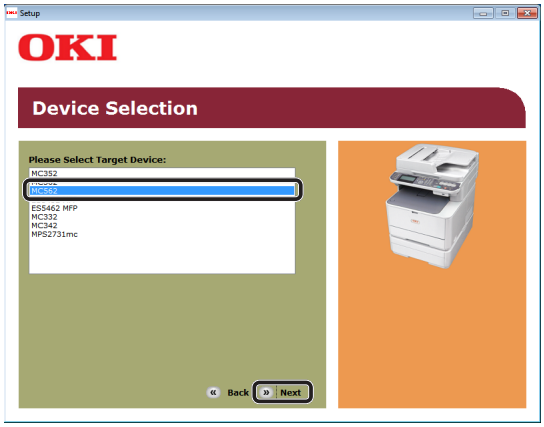
5 Insert "Software DVD-ROM" into the computer.

6 Click [**Run Setup.exe**] after [**AutoPlay**] is displayed.

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

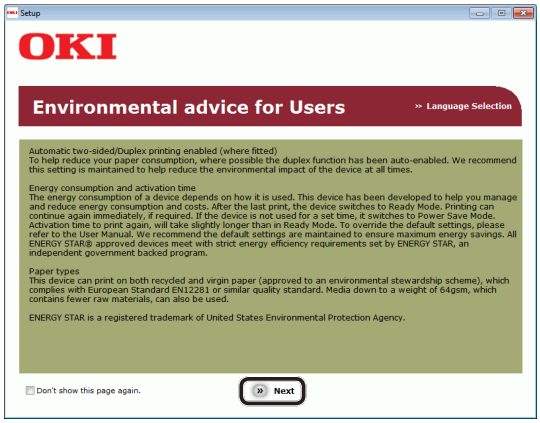
7 Select the language.

8 Select the device of your machine, and then click [**Next**].



9 Read the license agreement and then click [**I Agree**].

10 Read the "Environmental advice for Users" and click [**Next**].



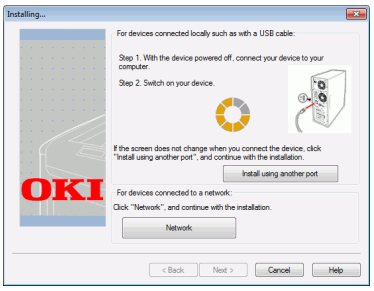
11 Select the checkbox for the printer driver you want to install, and click the Install bunch button.

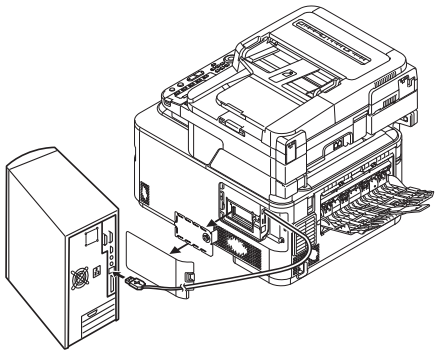
Memo

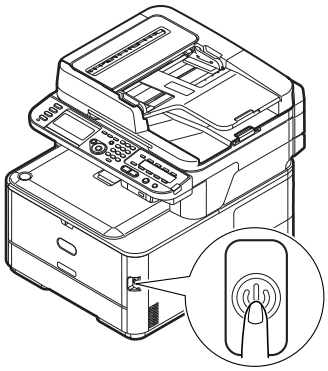
- By factory default, [**PCL driver**], [**Scanner driver**], and [**ActKey**] are selected.

12 If the [**Windows Security**] dialog box is displayed, click [**Install this driver software anyway**].

13 When the instruction to connect the machine to the computer and turn on the machine is displayed, plug the other end of the USB cable into the computer's USB interface connector and hold down the power switch for about a second to turn on the power.







! Note

- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

14 Click the [**Exit**] button.

15 Remove "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 Click [**Start**] > [**Devices and Printers**].

2 Right-click the OKI MC562 icon and select [**Printer properties**] (> a desired printer driver if you have installed multiple drivers) from the pop-up menu.

3 On the [**General**] tab, click [**Print Test Page**].

For Mac OS X

■ Overview

❑ Connecting Methods

You can select either of the following connection methods:

- "For Network Connection" P.111
- "For USB Connection" P.119

❑ Product Requirements

Your machine supports Mac OS X 10.3.9 to 10.8.

❑ Types of Printer Drivers

The driver types that can be installed are as follows.

Type	Description
PS	The PS printer driver is suitable for the printing of documents including PostScript fonts and EPS data. It can be also used for normal printing.

❑ AirPrint support

Mac OS X 10.7 and later are supported.

Note

- The description may be different depending on the version of a printer driver or Mac OS X.

■ For Network Connection

To install a printer driver on your computer via the network connection, follow the 3 steps below:

- "Step 1 Configuring the Network Settings of Your Machine" P.112
- "Step 2 Installing a Printer Driver" P.116

The following procedure uses Bonjour as a network protocol.

Note

- You need to complete the network setting of the computer before this procedure.

Memo

- You can skip the step 1 if the IP address is already set on your machine.
- You can skip the step 3 if the printer driver is already installed on your computer.

❑ Step 1 Configuring the Network Settings of Your Machine

Connect your machine to a network with an Ethernet cable or Wireless LAN connection (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only), and then configure the machine's IP address and other network information from the operator panel. You can set the IP address either manually or automatically.

If there is no DHCP server or BOOTP server on the network, you need to manually configure the IP address on the computer or machine.

If your network administrator or internet service provider specifies a unique IP address for the computer and your machine, set the IP addresses manually.

Note

- When setting an IP address manually, ask the network administrator or your internet service provider which IP address to use. If the IP address is set incorrectly, the network may go down or Internet access may be disabled.
- Conform the IP version of the machine to that of your computer.
- Set [**TCP/IP**] setting to [**Enable**] on your machine. (By factory default, it is set to [**Enable**].)

Memo

- If configuring a small network consisting of only your machine and a computer, set IP addresses as shown below (according to RFC1918).

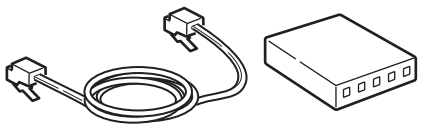
For the computer	
IP address :	192.168.0.1~254
Subnet mask :	255.255.255.0
Default gateway :	not used
DNS server :	not used
For the machine	
IP Address Set :	Manual
IPv4 Address :	192.168.0.1~254 (select a different value from the computer)
Subnet Mask :	255.255.255.0
Gateway Address :	0.0.0.0
Network Scale :	Small

- To set [**Network Scale**], press the <**SETTING**> key and then select [**Admin Setup**] > [**Network Menu**] > [**Network Setup**] > [**Network Scale**].

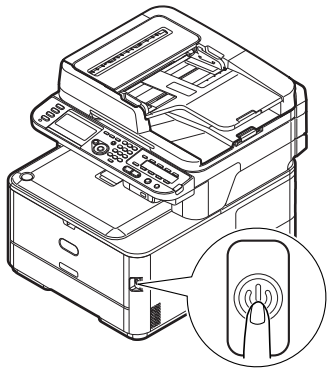
Connecting using wired LAN:

1 Prepare an Ethernet cable and a hub.

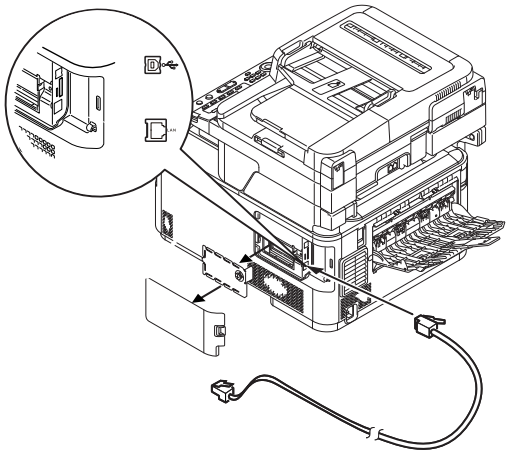
Prepare an Ethernet cable (category 5, twisted pair, straight) and a hub separately.



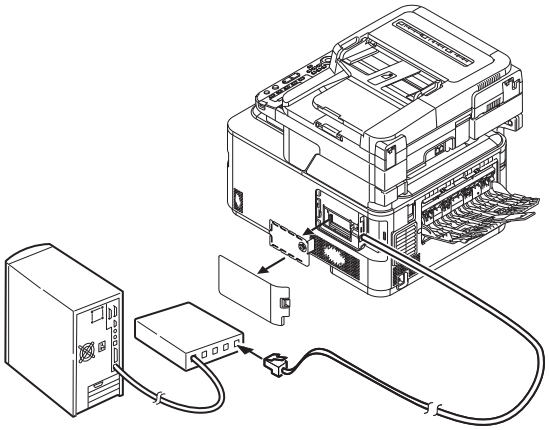
2 Hold down the power switch for approximately one second to turn off the power. And turn off a computer.



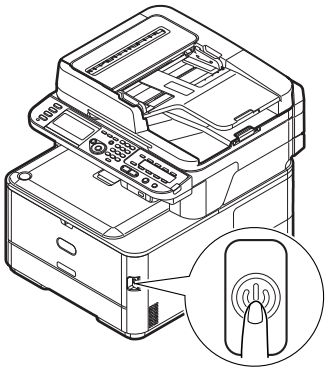
3 Plug one end of the Ethernet cable into the network interface connection on the back of the machine.



4 Plug the other end of the Ethernet cable into the hub.



5 Hold down the power switch for approximately one second to turn on the power.

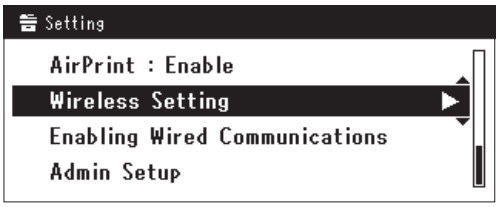


Connecting using wireless LAN (MC342dw, MC362w, MC562w, MC562dw, ES5462dw MFP, MPS2731mc only):

Use the WPS (push button) function to set the wireless LAN. For details on other methods for setting the wireless LAN, refer to the Configuration Guide.

1 Press the <**SETTING**> key on the operator panel.

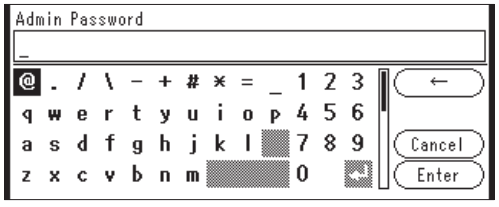
2 Press the ▼ to select [**Wireless Setting**], and then press the ▶.



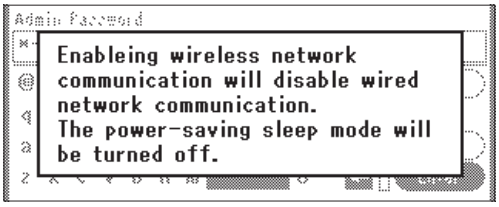
3 Log in by entering administrator password of the device.

Use ▶, ◀, ▼, ▲ key to select letter and then press (OK).

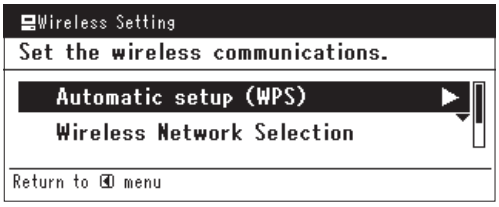
Default administrator password is "aaaaaa".



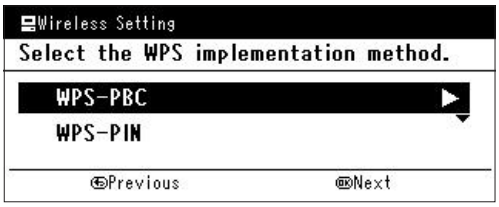
The message below will be displayed for about 5 seconds.



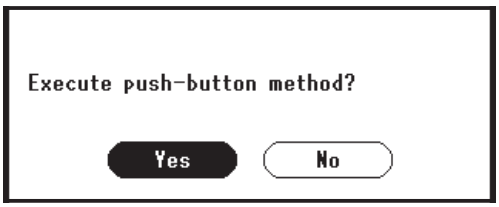
4 Check that [**Automatic setup (WPS)**] is selected, and then press the ▶.



5 Press the ▼ to select [**WPS-PBC**], and then press (OK).



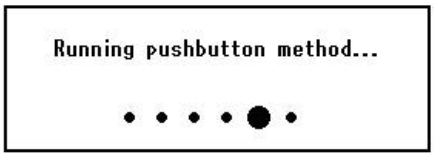
6 Press the ◀ to select [**Yes**], and then press (OK).



Memo

- Start the WPS push button for wireless AP after clicking [**Yes**] in the confirmation screen. Alternatively, if WPS push button for wireless AP is started first, start the WPS push button on this equipment.
- If [**No**] is selected, the screen returns to that from step 5.

7 If [**Yes**] is selected in step 6, [**Running pushbutton method...**] is displayed in the screen.

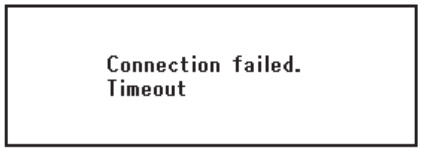


! Note

- Panel operations cannot be performed during WPS execution.
- When [**WPS connection successful**] is displayed, this equipment is connected to the wireless LAN.

Memo

- If [**Connection failed Timeout**] is displayed, it is possible that the wireless AP of the connection destination could not be found within the time limit. Select [**Yes**] again in step 6 within 2 minutes of starting WPS push button for wireless AP.

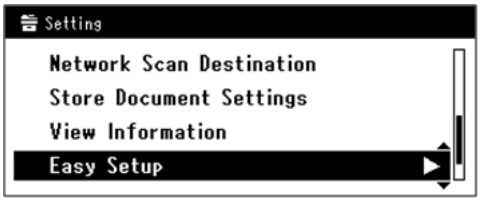


- If [**Overlap**] is displayed, WPS-push button is being executed on 2 or more wireless AP. Please wait for a short time and then retry.

Setting the IP address:

1 Press the <**SETTING**> key on the operator panel.

2 Press the ▼ to select [**Easy Setup**], and press (OK).



3 Enter the administrator password.
The factory default password is "aaaaaa".

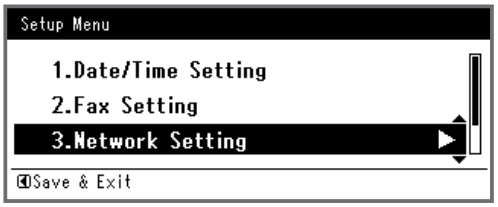
a Press ◀, ▶, ▼, ▲ to select the character you want, and then press (OK).

- The selected character is entered as "*" in the text field.
- If you have entered an incorrect value, press the <**CLEAR**> key and then enter the correct value.

b Repeat step ***a*** until all characters required are entered.

c Press the ▶ and ▼ to select [**Enter**] and press (OK).

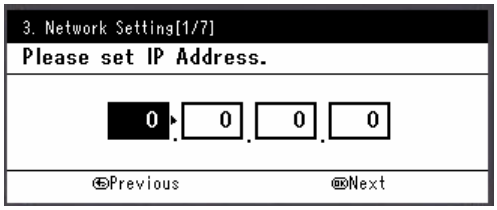
4 Press the ▼ to select [**Network Setting**], and then press the ▶.



5 If setting the IP address manually, check that [**Manual**] is selected, and press OK.

If obtaining the IP address automatically, press the ▼ to select [**Auto**], and press OK. Proceed to step 10.

6 Enter the IP address using the ten-key pad, and press OK.



To move to the next box, press the ▶.

7 Enter the subnet mask using the ten-key pad, and press OK.

To move to the next box, press the ▶.

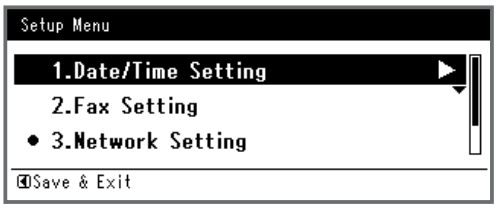
8 Enter the default gateway address using the ten-key pad, and press OK.

To move to the next box, press the ▶.

9 Enter the DNS server and WINS server if needed.

If it is not necessary to connect the DNS server or WINS server to the network, press OK until the pop-up message of showing the setting completion is displayed.

10 When the setup menu screen is displayed, press ◀ to complete the setup.



11 For the confirmation message, check that [**Yes**] is selected and press OK.

◆ Print the Network Information to check that the IP address and other network information are properly set.

1 Press the <**SETTING**> key on the operator panel.

2 Check that [**Reports**] is selected and press (OK).

3 Press the ▼ to select [**System**] and press (OK).

4 Press the ▼ to select [**Network Information**] and press (OK).

5 For the confirmation message, check that [**Yes**] is selected and press (OK).

The Network Information is printed.

❑ Step 2 Installing a Printer Driver

◆ For Mac OS X 10.5 to 10.8

1 Check that your machine and the computer are turned on and connected.

2 Insert "Software DVD-ROM" into the computer.

3 Double-click the [**OKI**] icon on the desktop.

4 Double-click [**Drivers**] folder > [**PS**] folder > [**Installer for OSX10.5-10.8**].

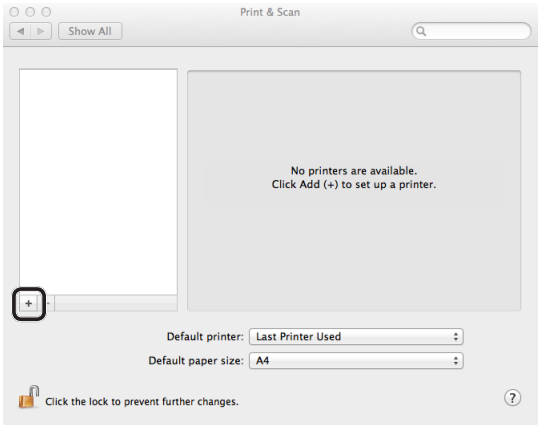
Follow the instructions displayed on the screen to complete the installation.

5 From the Apple menu, select [**System Preferences**].

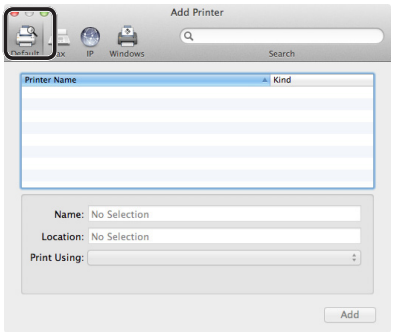
6 Click [**Print & Scan**] (For Mac OS X 10.5 and 10.6: [**Print & Fax**]).

7 Click [**+**] and select [**Add Other Printer or Scanner**] on the pop-up menu.

For Mac OS X 10.5 and 10.6, click [**+**].

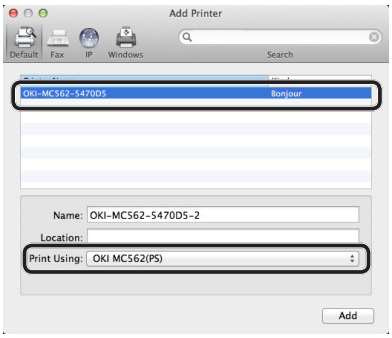


8 Click [**Default**].



9 Select the name of your machine whose [**Kind**] is [**Bonjour**], and then check that [**OKI MC562(PS)**] is displayed in [**Print Using**].

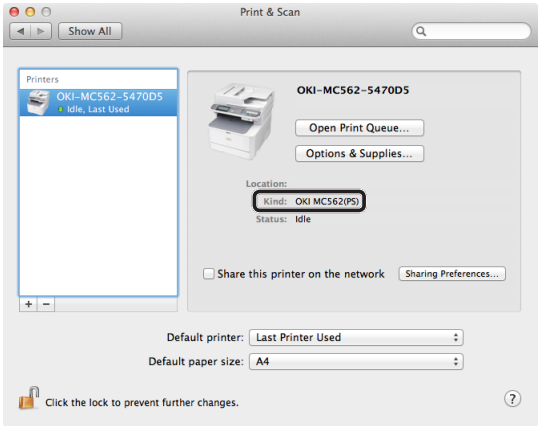
The name of your machine is displayed "OKI-MC562- (the last six digits of the MAC address)".



10 Click [**Add**].

11 If the [**Installable Options**] window is displayed, click [**Continue**].

12 Check that your machine is displayed in [**Printers**] and [**OKI MC562(PS)**] is displayed in [**Kind**].



Note

- If [**OKI MC562(PS)**] is not correctly displayed in [**Kind**], click [**-**] to remove your machine from [**Printers**] and then redo the procedure from step 8 to 12.

13 Close [**Print & Scan**] (For Mac OS X 10.5 and 10.6: [**Print & Fax**]).

14 Remove "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 From the [**Go**] menu, select [**Applications**] > [**TextEdit**].

2 Select the [**File**] menu > [**Print**].

3 Select the name of your machine from [**Printer**].

4 Click [**Print**].

◆ For Mac OS X 10.3.9 to 10.4.11

Memo

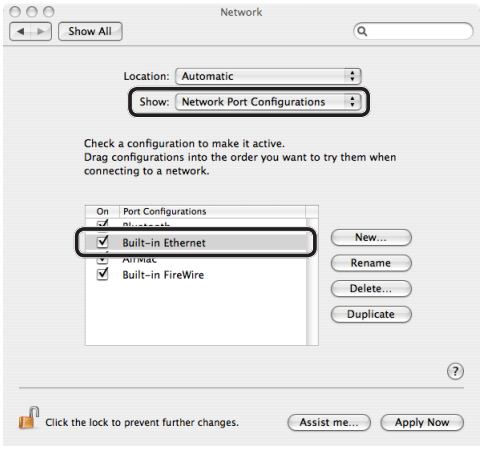
- The following procedure uses Mac OS X 10.4.11 as an example. The description may be differ depending on the OS.

1 Check that your machine and the computer are turned on and connected.

2 From the Apple menu, select [**System Preferences**].

3 Select [**Network**].

4 Select [**Network Port Configurations**] from [**Show**], and then check that [**Built-in Ethernet**] is selected.



5 Close [**Network**].

6 Insert "Software DVD-ROM" into the computer.

7 Double-click the [**OKI**] icon on the desktop.

8 Double-click [**Driver**] folder > [**PS**] folder > [**Installer for OSX10.3-10.4**].

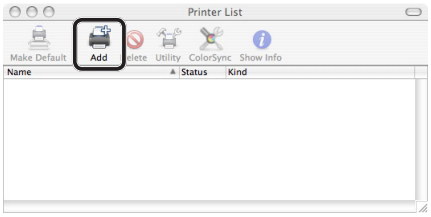
Follow the instructions displayed on the screen to complete the installation.

9 From the [**Go**] menu, select [**Utilities**] and then double-click [**Printer Setup Utility**].

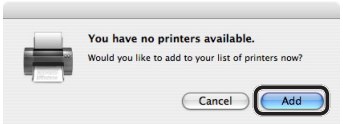
Note

- If [**Printer Setup Utility**] is already running, close it once and reopen.

10 Click [**Add**].

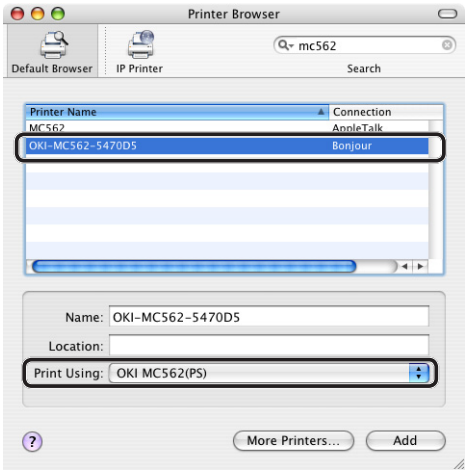


If the [**You have no printers available**] dialog box is displayed, click [**Add**].



11 Select the name of your machine whose [**Connection**] is [**Bonjour**], and then check that [**OKI MC562(PS)**] is displayed in [**Print Using**].

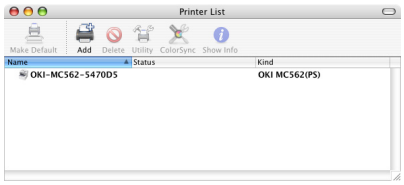
The name of your machine is displayed "OKI-MC562- (the last six digits of the MAC address)".



12 Click [**Add**].

13 If the [**Installable Options**] window is displayed, click [**Continue**].

14 Check that the name of your machine is displayed in [**Printer List**], and then close the window.



15 Remove "Software DVD-ROM" from the computer.

The installation is complete.

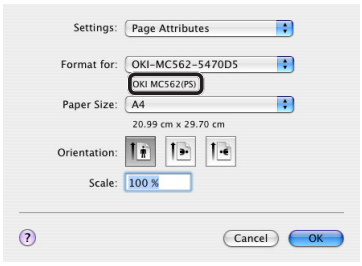
◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 From the [**Go**] menu, select [**Applications**] > [**TextEdit**].

2 Select the [**File**] menu > [**Page setup**].

3 Select the name of your machine from [**Format for**].

4 Check that [**OKI MC562(PS)**] is displayed correctly under [**Format for**].



5 Click [**OK**].

6 Select the [**File**] menu > [**Print**].

7 Select the name of your machine from [**Printer**].

8 Click [**Print**].

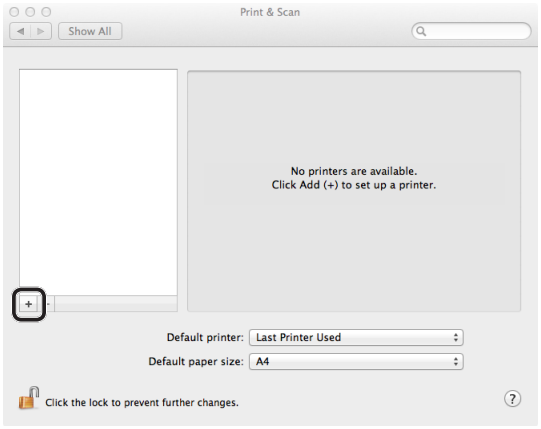
◆ For Mac OS X 10.7-10.8 AirPrint

1 Check that your machine and the computer are turned on and connected.

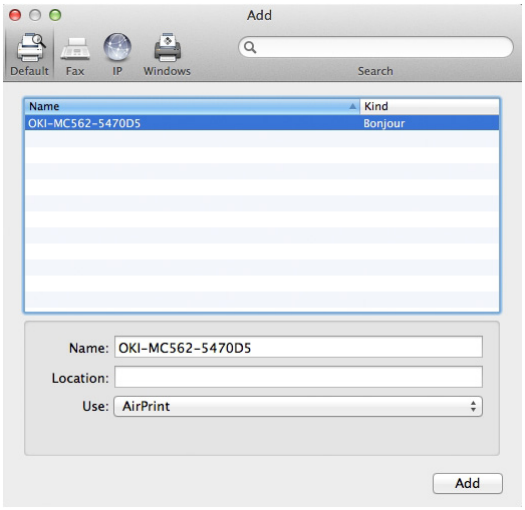
2 From the Apple menu, select [**System Preferences**].

3 Click [**Print & Scan**].

4 Click [**+**] and select [**Add Other Printer or Scanner**] on the pop-up menu.

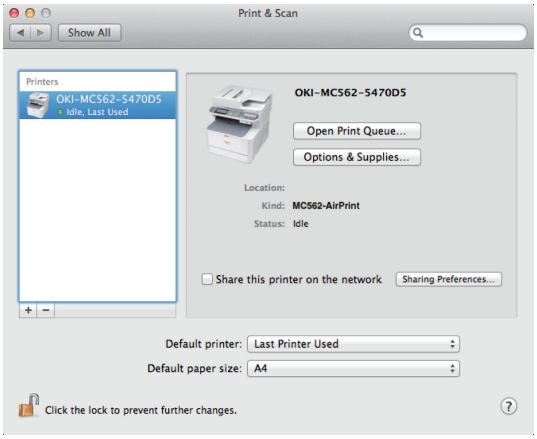


5 Select the name of your machine whose [**Kind**] is [**Bonjour**], and then check that [**AirPrint**] is displayed in [**Use**].



6 Click [**Add**].

7 Check that your machine is displayed in [**Printers**] and [**MC562-AirPrint**] is displayed in [**Kind**].



8 Close [**Print & Scan**]

◆ For iOS AirPrint

For iOS, it is not necessary to add a printer.

■ For USB Connection

Follow the procedure below to connect a USB cable and install a printer driver on your computer.

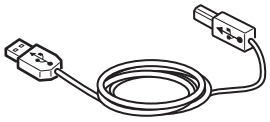
❑ For Mac OS X 10.5 to 10.8

Note

- Disable the anti-virus software before starting this procedure.

1 Prepare a USB cable.

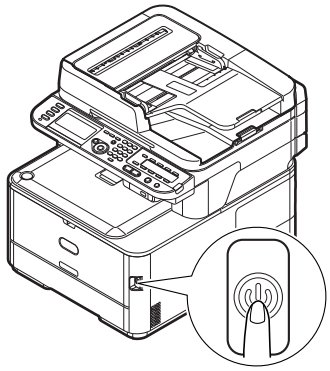
A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.



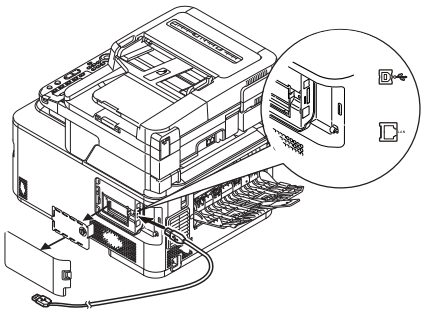
Memo

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

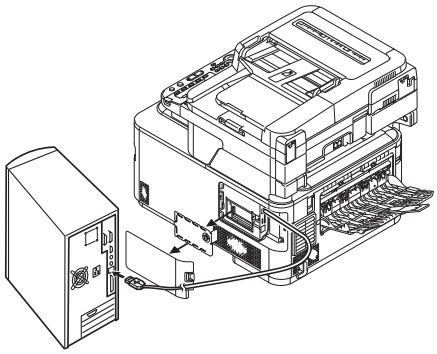
2 Hold down the power switch for approximately one second to turn off the power. And turn off the computer.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



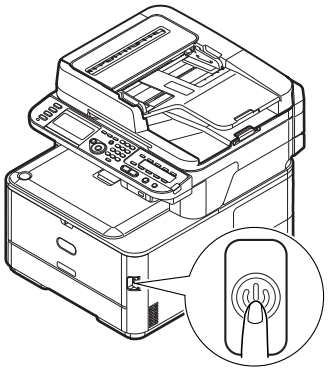
4 Plug the other end of the USB cable into the computer's USB interface connector.



Note

- Do not plug the USB cable into the network interface connection. Doing so may cause a malfunction.

5 Hold down the power switch for approximately one second to turn on the power. And turn on the computer.



6 Insert "Software DVD-ROM" into the computer.

7 Double-click the [**OKI**] icon on the desktop.

8 Double-click [**Drivers**] folder > [**PS**] folder > [**Installer for OSX10.5-10.8**].

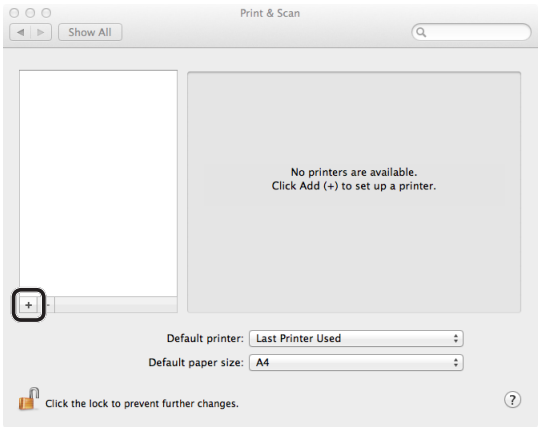
Follow the instructions displayed on the screen to complete the installation.

9 From the Apple menu, select [**System Preferences**].

10 Click [**Print & Scan**] (Mac OS X 10.5 and 10.6: [**Print & Fax**]).

11 Click [**+**] and select [**Add Other Printer or Scanner**] on the pop-up menu.

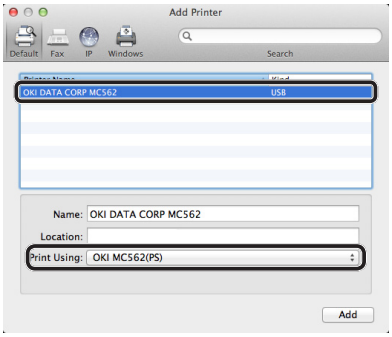
For Mac OS X 10.5 and 10.6, click [+].



Note

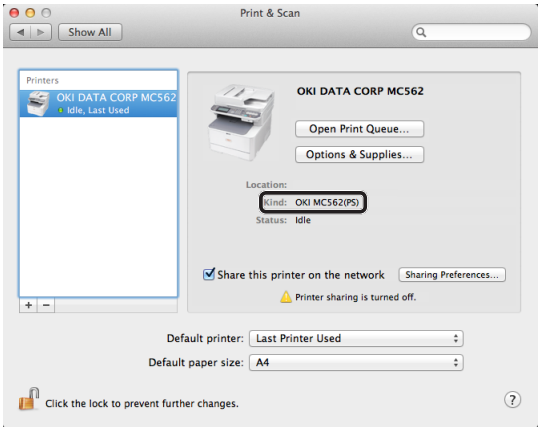
- If the machine is already shown in [**Printers**], select your machine, and click on [**-**] to delete. After this, click [**+**].

12 Select the name of your machine whose [**Kind**] is [**USB**], and then check that [**OKI MC562(PS)**] is displayed in [**Print Using**].



13 Click [**Add**].

14 Check that the name of your machine is displayed in [**Printers**] and [**OKI MC562(PS)**] is displayed.



Note

- If [**OKI MC562(PS)**] is not correctly displayed, click [**-**] to remove your machine from [**Printers**] and then redo the procedure from steps 11 to 13.

15 Close [**Print & Scan**] (Mac OS X 10.5 and 10.6: [**Print & Fax**]).

16 Remove "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 From the [**Go**] menu, select [**Applications**] > [**TextEdit**].

2 Select the [**File**] menu > [**Print**].

3 Select the name of your machine from [**Printer**].

4 Click [**Print**].

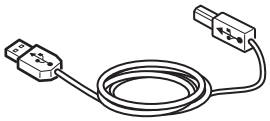
❑ For Mac OS X 10.3.9 to 10.4.11

Memo

- The procedure below uses Mac OS X 10.4.11 as an example. The description may be different depending on your OS.

1 Prepare a USB cable.

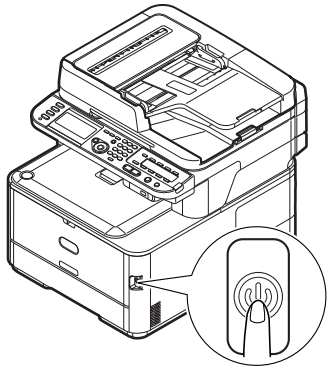
A USB cable is not supplied with your machine. Prepare a USB 2.0 cable separately.



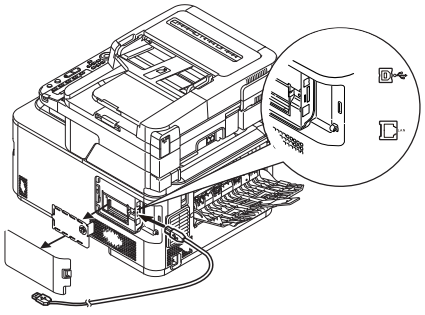
Memo

- Use a USB 2.0 Hi-Speed cable for a USB 2.0 Hi-Speed connection.

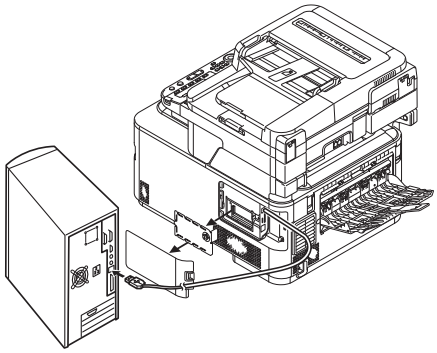
2 Hold down the power switch for approximately one second to turn off the power.



3 Plug one end of the USB cable into the USB interface connector on the back of the machine.



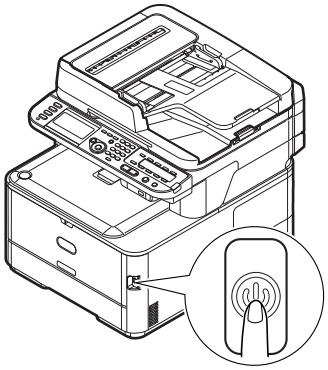
4 Plug the other end of the USB cable into the computer's USB interface connector.



! Note

- Do not plug the USB cable into the network interface connection. Doing so may damage your machine.

5 Hold down the power switch for approximately one second to turn on the power. And turn on the computer.



6 Insert "Software DVD-ROM".

7 Double-click the [**OKI**] icon on the desktop.

8 Double-click [**Driver**] folder > [**PS**] folder > [**Installer for OSX10.3-10.4**].

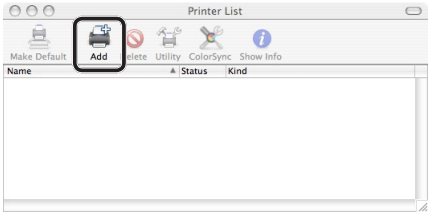
Follow the instructions displayed on the screen to complete the installation.

9 From the [**Go**] menu, select [**Utilities**], and then double-click [**Printer Setup Utility**].

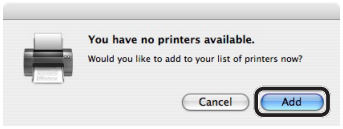
! Note

- If [**Printer Setup Utility**] is already running, close once and reopen.

10 Click [**Add**].



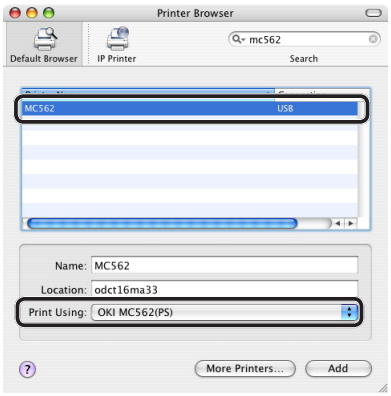
If the [**You have no printers available**] dialog box is displayed, click [**Add**].



! Note

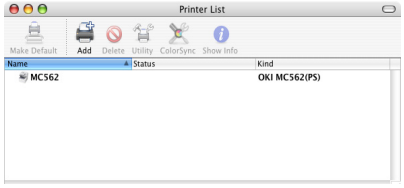
- If the name of your machine whose [**connection**] is [**USB**] is already displayed, select it and click [**Delete**], and then click [**Add**].

11 Select the name of your machine whose [**Connection**] is [**USB**], and then check that [**OKI MC562(PS)**] is displayed in [**Print Using**].



12 Click [**Add**].

13 Check that the name of your machine is displayed in [**Printer List**], and then close the window.



14 Remove "Software DVD-ROM" from the computer.

The installation is complete.

◆ Print a test page to check that the printer driver is successfully installed on the computer.

1 From the [**Go**] menu, select [**Applications**] > [**TextEdit**].

2 Select the [**File**] menu > [**Page setup**].

3 Select the name of your machine from [**Format for**].

4 Check that [**OKI MC562(PS)**] is displayed correctly under [**Format for**].

5 Click [**OK**].

6 Select the [**File**] menu > [**Print**].

7 Select the name of your machine from [**Printer**].

8 Click [**Print**].

Starting a Print Job

This section explains how to configure the print settings such as paper size, paper source, and media weight, and start printing on each printer driver you are using.

You need to install a printer driver on the computer before starting a print job. (except AirPrint)

Memo

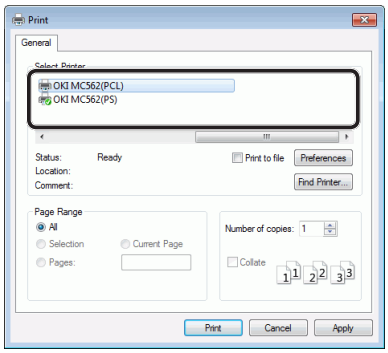
- This section uses NotePad in Windows and TextEdit in Mac OS X as examples. The display and procedure may differ according to the operating system, the applications, and the version of the printer driver you are using.
- For additional information on the setting items on the printer driver, refer to the driver's help.

For Windows PCL/PCL XPS Printer Driver

1 Open the file you want to print from an application.

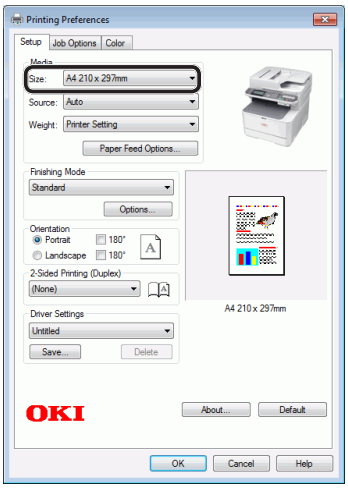
2 From the [**File**] menu of the application, select [**Print**].

3 Select the PCL or PCL XPS driver.



4 Click [**Preferences**].

5 On the [**Setup**] tab, select a paper size from [**Size**].



5 Printing

6 Select a tray from [**Source**].

Memo

- If you select [**Auto**] for a paper source, the tray with the designated paper type is automatically selected.

7 Select a media weight from [**Weight**].

Memo

- For general use, [**Printer Setting**] suffices for paper weight. When you select [**Printer Setting**], the paper weight setting configured on the operator panel menu of the machine is applied.

8 Click [**OK**].

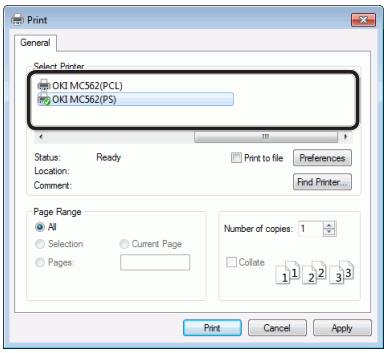
9 Click [**Print**].

For Windows PS Printer Driver

1 Open the file you want to print from an application.

2 From the [**File**] menu, select [**Print**] to open the print dialog box.

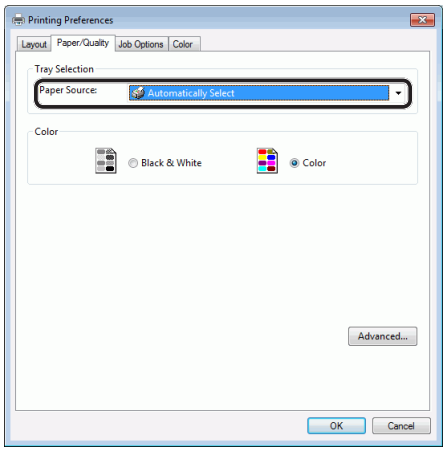
3 Select the PS driver.



4 Click [**Preferences**].

5 Select the [**Paper/Quality**] tab.

6 Select a tray from [**Paper Source**].

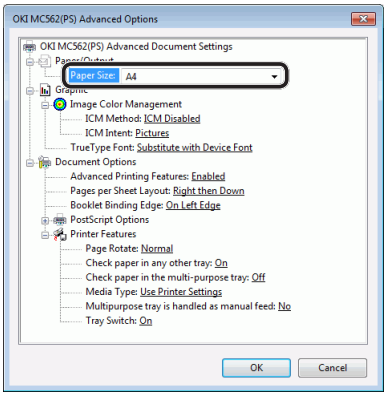


Memo

- If you select [**Automatically Select**] for a paper source, the tray with the designated paper type is automatically selected.

7 Click [**Advanced**].

8 Click [**Paper Size**] and select a paper size from the drop-down list.



9 Click [**Media Type**] and select the media type from the drop-down list.

Memo

- For general use, [**Printer Setting**] suffices for paper weight. When you select [**Printer Setting**], the paper weight setting configured on the operator panel menu of the machine is applied.

10 Click [**OK**].

11 Click [**OK**].

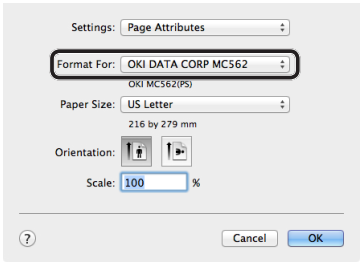
12 Click [**Print**].

For Mac OS X PS Printer Driver

1 Open the file you want to print from an application.

2 From the [**File**] menu, select [**Page Setup**].

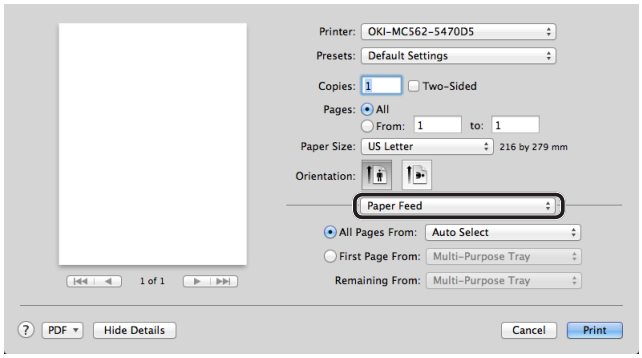
3 Select the PS driver from [**Format For**].



4 Select a paper size from [**Paper Size**] and then click [**OK**].

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

6 Select [**Paper Feed**] from the panel menu.



Memo

- If the print dialog box contains only two menus and does not contain the options you expect to see, click the [**Show Details**] button for Mac OS X 10.7 and 10.8, or click the disclosure triangle beside the [**Printer**] menu for Mac OS X 10.5 and 10.6.

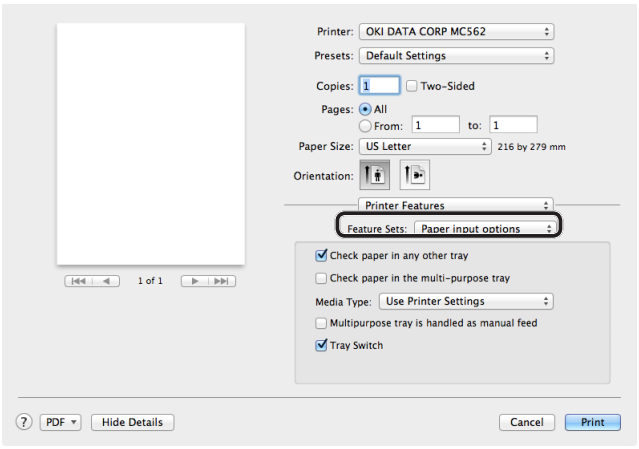
7 Select a tray on the [**Paper Feed**] panel.

Memo

- If you select [**Auto Select**] for a paper source, the tray with the designated paper type is automatically selected.

8 Select [**Printer Features**] from the panel menu.

9 Select [**Paper input options**] from [**Feature Sets**].



10 Select a media type from [**Media Type**].

Memo

- For general use, [**Use Printer Settings**] suffices for paper weight. When you select [**Use Printer Settings**], the paper weight setting configured on the operator panel menu of the machine is applied.

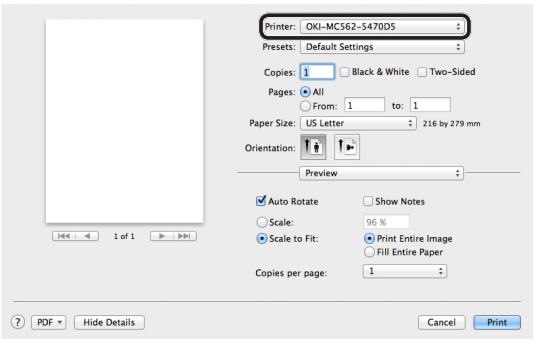
11 Click [**Print**].

For Mac OS X AirPrint

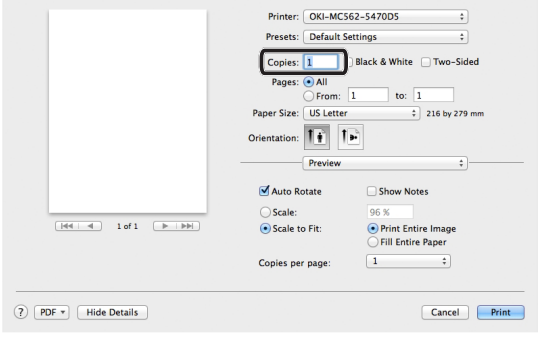
1 Open the file you want to print from an application.

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

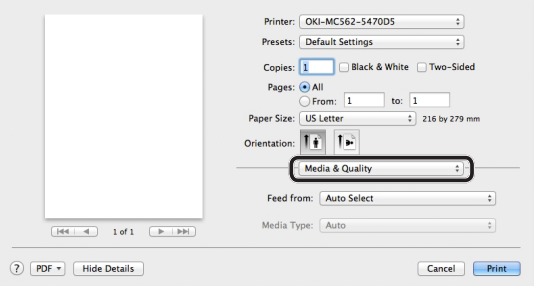
3 Select the [**OKI-MC562**] from [**Printer**].



4 Set [**Copies**] input copy number.



5 Select [**Media & Quality**] from the panel.



6 Select a tray on the [**Feed from**] panel.

7 Click [**Print**].

For iOS AirPrint

1 Open the file you want to print from an application.

2 Select in the upper right corner.

3 Select [**Print**] icon.

4 [**Printer Options**] is displayed.

5 Select Printer.

6 Set [**Copies**] input copy number.

7 Tap [**Print**].

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Oki Data Corporation
4-11-22 Shibaura, Minato-ku,Tokyo
108-8551, Japan

www.okiprintingsolutions.com

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