

OKIDATA SETUP PROCEDURE

Setup machine using the directions that came packaged with the copier.

Install any accessories needed, this should be listed on the packing list. Be sure to follow the directions provided with the item.

Once the machine is completely setup, make a copy to ensure everything is working properly.

Initialize the fax. Press the settings button on the control panel. Select the admin tab on the touchscreen. Select password on the touchscreen. Key in the password 123456, press ok. Select the fax option, no select "Initialize fax". Select "setup fax". Select "United States/ Canada" and select "OK"

Press the settings button, then key in #1048, then hold down the # key until "Network Initializing" is displayed on the bottom of the screen. A new screen will appear. Select "08 mode and select ok. (no password is required)" ^{setting}

Changed the following 08 codes to their new values:

9111 change to 15

9112 change to 19

9229 change to 1

Plug the copier into the network. Once it obtains an IP address, key in the IP address into an internet browser window. The web interface for the machine should come up in the window. In the upper right hand corner of screen click on the login option.

For User Name type in admin

For the password type in 123456

Click the "login" button

Select the administration tab at the top of the page.

Under the General tab enter the following

Contact Information, enter in MP Copiers, Inc.

Service number, enter in 703-369-2575

Set the Date & Time to match today's date and time

Set the time zone to "Eastern Time (US & Canada)"

Click the "Save" button just underneath the menu options

Under the Fax tab, scroll down to the bottom of page and adjust the following:

Journal Auto Print, select "ON"

Multi transmission Report, "ON ERROR(Print 1st Page Image)

Polling Report, select "ON ERROR"

Relay Originator, select "Always(Print 1st Page Image)

Secure Receive, select "Disable"

Under the Network menu, select "SMTP Client," then click the "SMTP Client" button, now adjust the following items:

Enable SMTP Client, set to "Enable"

Enable SSL, set to "Accept all certificates without CA

SSL/TLS, set to STARTTLS

SMTP Server Address, type in smtp.gmail.com

POP before SMTP, set to "Disable"

Authentication, set to "Login"

Login Name, type in mail.mpcopiers@gmail.com

Password, type in Toshiba21

Maximum Email/ InternetFax Size, type in 30

Port Number, type in 587

SMTP Client Connection timeout, type in 30

Click the "OK" button

Under the Email menu, adjust the following item:

From Address, type in mail.mpcopiers@gmail.com

From Name, type in Scanner

Message Header, select Received by

File Format (Black), select PDF(Multi)

File Format (Color), select PDF(Multi)