

# Scan To Mail / Scan To Network PC Easy Setup Guide

# Before Setup

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

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

Set up the MFP with the following instruction.

- Connect MFP as a network printer. (Refer to the user's manual.)  
↓
- Check the information of setup items required for Scan To Mail and Scan To Network PC (CIFS) and fill in the [Setup information form] on the next page.  
↓
- Set up the information filled in the [Setup information form] on the MFP and your computer in accordance with the procedure.

## Memo

In this guide, MC860 & CX2633 are collectively described MC860.

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# Setup Information Form

## Setup Information common in Scan To Mail/ Scan To CIFS

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

## Setup Information required for Scan To Mail

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

## Setup Information required for Scan To CIFS

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

# 1 Checking Common Setup Information

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

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

- Memo** • Passwords are case-sensitive.
- The factory default is aaaaaa.

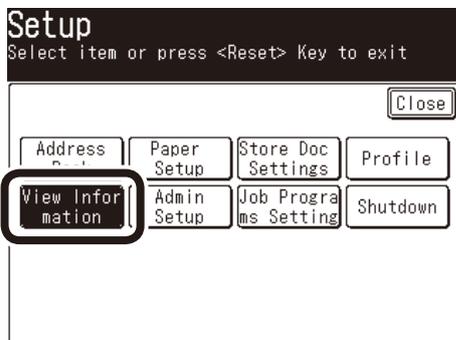
## 1-2 Check the IP address of MC860.

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

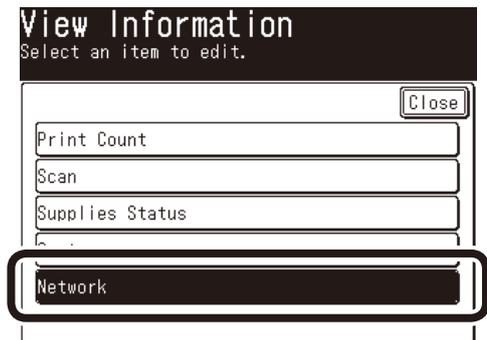
① Press the [Setup] key.



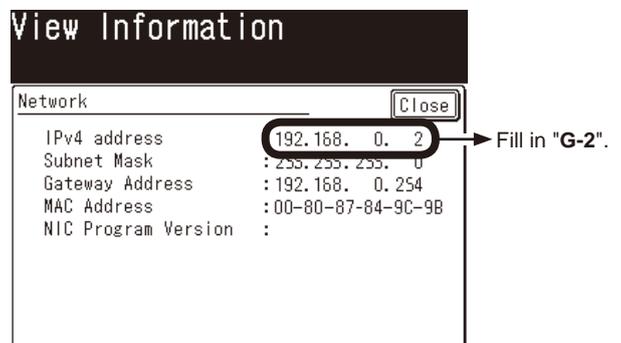
② Press [View Information].



③ Press [Network].



④ Fill in the IPv4 address value on "G-2" the setup information form.



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

*If Scan To Mail is used, proceed to page 5.*

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

## 2 Scan To Mail

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

### 2-1 Check information required for Scan To Mail.

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

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

This task is performed by the computer which you want to send Scan To Mail from MC 860.

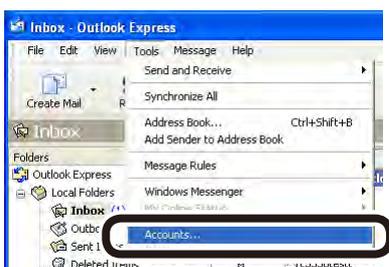
In this example, Outlook Express on Windows XP is used.

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

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



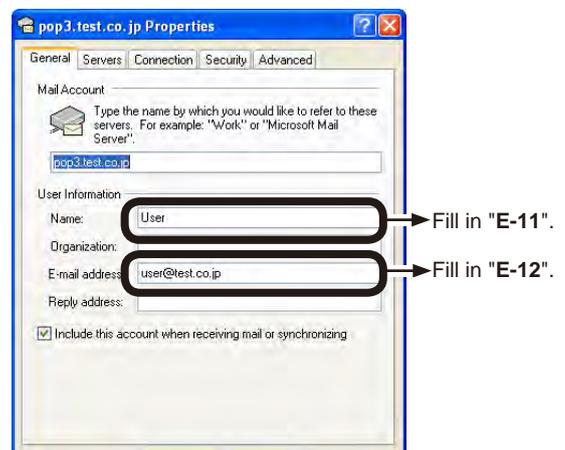
- 2 Select [Tools] - [Accounts].



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

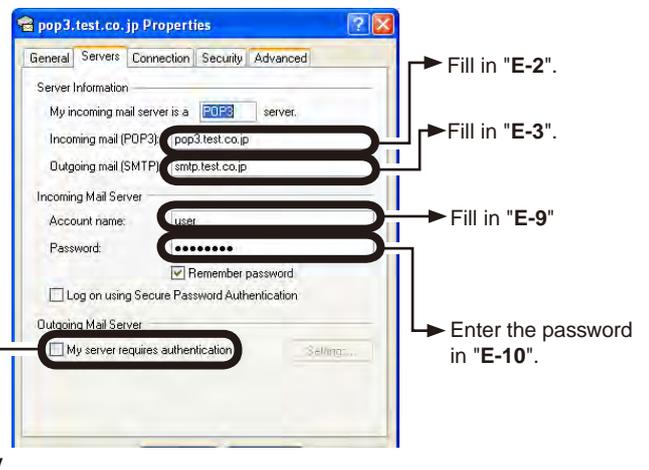


- 4 Enter [Name] and [E-mail address] on the [General] tab in "E-11" and "E-12" of the Setup Information Form.



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

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



If this box is checked, enter "SMTP" in "E-6".

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

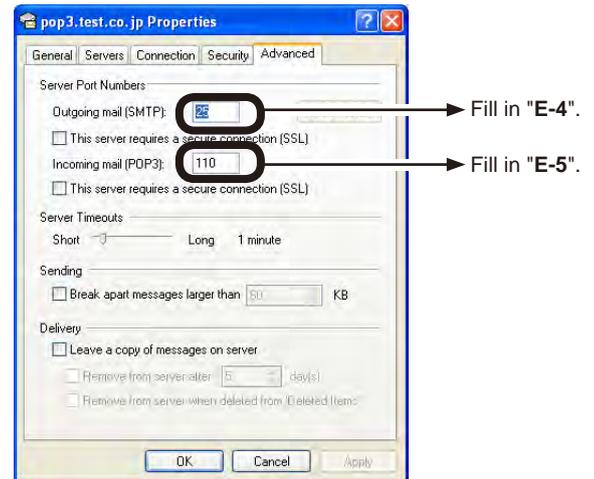
⑥ Click [Settings].

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



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

⑧ Click the [Advanced] tab to fill in each column on the Setup Information Form according to the following figure.



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

Enter an email address used by MC860 in "E-1" on the Setup Information Form.

If this email address is specified by the network administrator, enter the email address.

If ADSL, or the like is used, obtain an email address from your provider.

If any email address is not specified or obtained:

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

### Notes:

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

## 2-2 Set up MC860 for Scan To Mail

Information obtained from Procedure 1 and 2-1 should be entered in MC860.

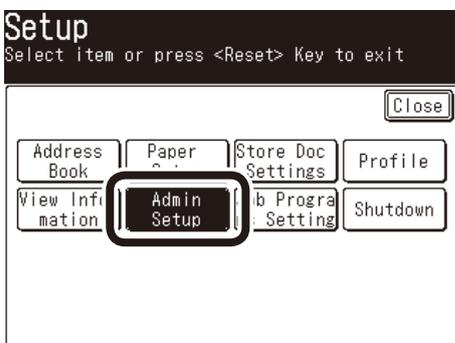
Make the settings of [From], [SMTP Server], [POP3 Server], [SMTP Port], [POP3 Port], [Authentication Method], [POP User ID], [POP Password], and [Destination Name and Email Address].

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

- 1 Press the [Setup] key.

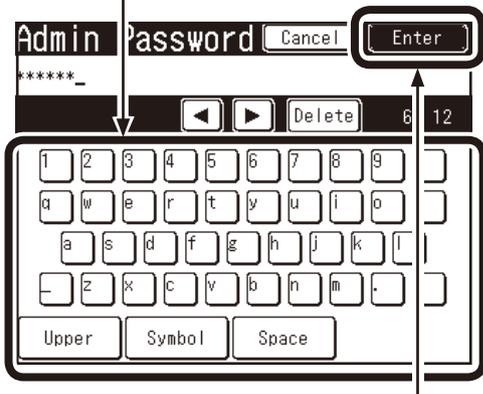


- 2 Press [Admin Setup].



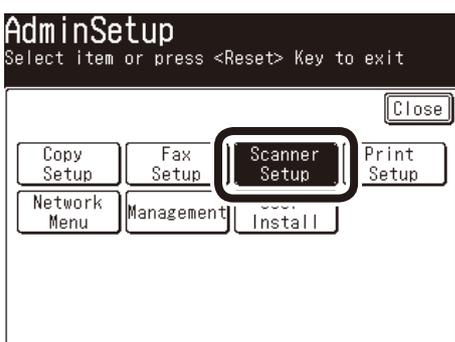
- 3 Enter the administrator password (Value in "G-1" of the Setup information form) to press [Enter].

Enter by pressing keys on LCD.

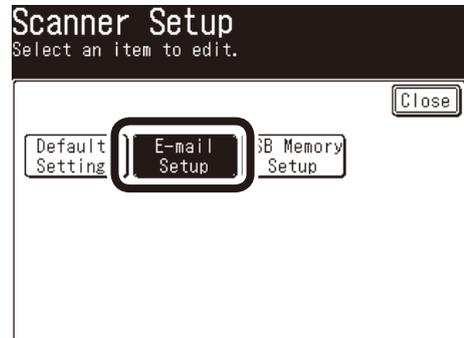


Press [Enter] after everything is entered.

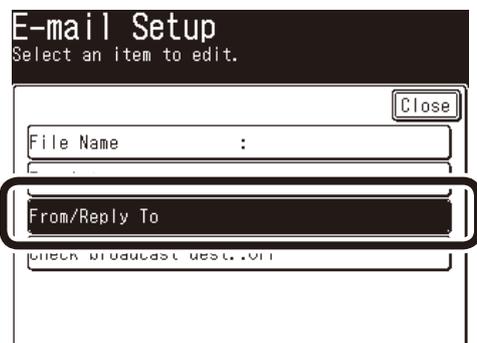
- 4 Press [Scanner Setup].



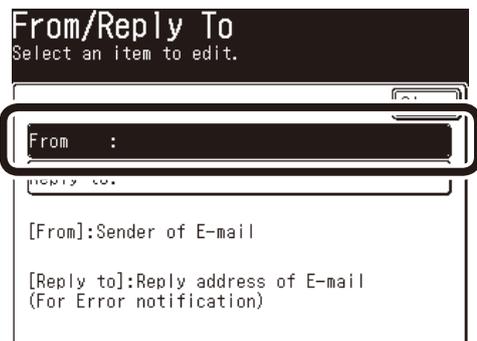
- 5 Press [Email Setup].



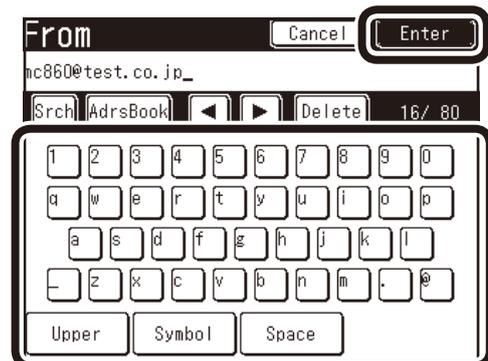
- 6 Press [From/ Reply To].



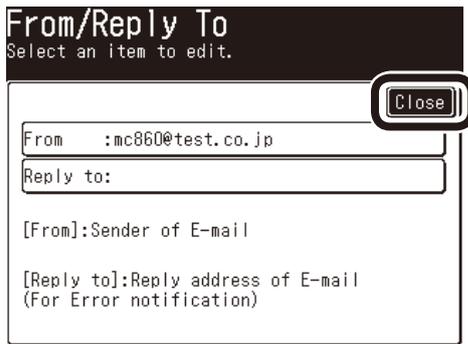
- 7 Press [From].



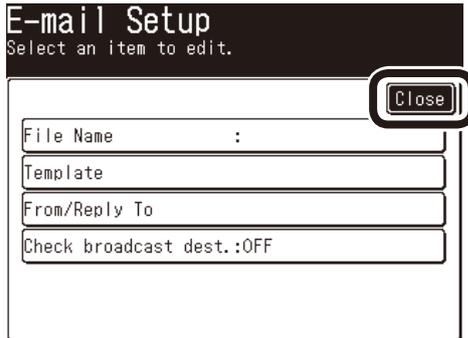
- 8 Enter the value of "E-1" on the Setup Information Form to press [Enter].



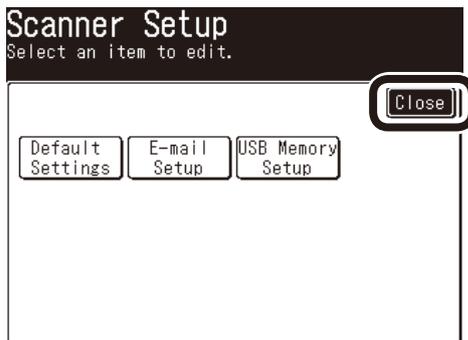
- 9 Press [Close] on the [From/ Reply To] screen.



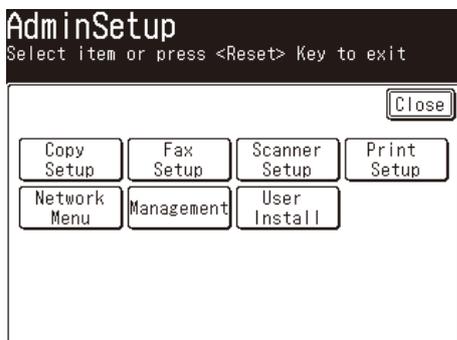
- 10 Press [Close] on the [Email Setup] screen.



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



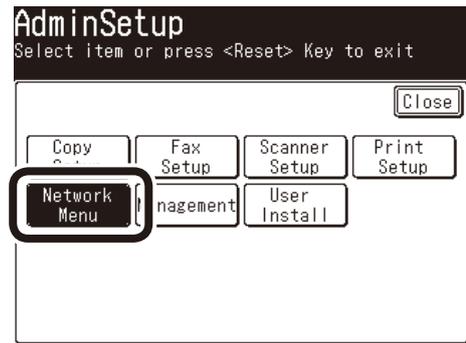
Check that the screen is [Admin Setup].



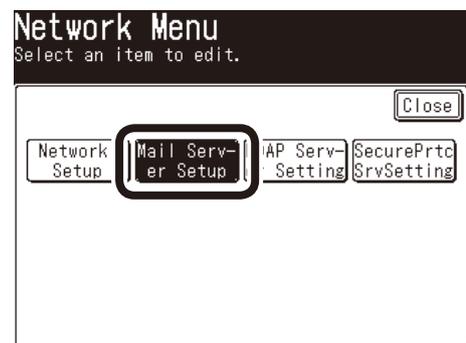
**[Mail Server] is now set up.**

## 2-2-2 Set up items related to [Mail Server] in MC860.

- 1 Press [Network Menu].



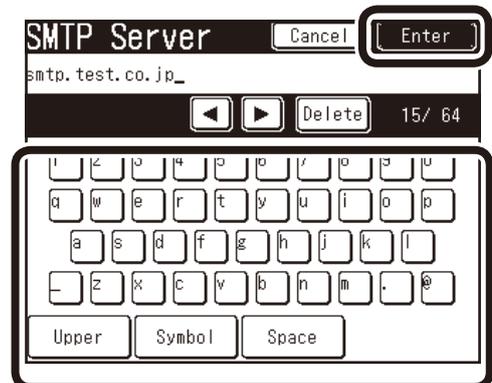
- 2 Press [Mail Server Setup].



- 3 Press [SMTP Server].



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



5 Press [POP3 Server].

Mail Server Setup  
Select an item to edit.

1/2 Close

SMTP Server	:smtp.test.co.jp
SMTP Port	:0
SMTP Encryption	:None
POP3 Server	:
POP3 Port	:
POP Encryption	:None

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

POP3 Server Cancel Enter

pop3.test.co.jp\_

Delete 15/ 64

1	2	3	4	5	6	7	8	9	0
a	w	e	r	t	y	u	i	o	p
a	s	d	f	g	h	j	k	l	
_	z	x	c	v	b	n	m	.	@
Upper	Symbol	Space							

7 Press [SMTP Port].

Mail Server Setup  
Select an item to edit.

1/2 Close

SMTP Server	:smtp.test.co.jp
SMTP Port	:0
SMTP Encryption	:None
POP3 Server	:pop3.test.co.jp
POP3 Port	:0
POP Encryption	:None

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

SMTP Port Cancel Enter

Enter Port No.

Input range:00001-65535

00587

9 Press [POP3 Port].

Mail Server Setup  
Select an item to edit.

1/2 Close

SMTP Server	:smtp.test.co.jp
SMTP Port	:587
SMTP Encryption	:None
POP3 Server	:
POP3 Port	:0
POP Encryption	:None

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

POP3 Port Cancel Enter

Enter Port No.

POP3 Port

Input range:00001-65535

00110

11 Press [▶].

Mail Server Setup  
Select an item to edit.

1/2 Close

SMTP Server	:smtp.test.co.jp
SMTP Port	:587
SMTP Encryption	:None
POP3 Server	:pop3.test.co.jp
POP3 Port	:110
POP Encryption	:None

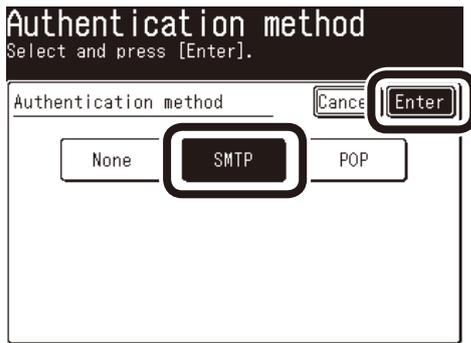
12 Press [Authentication Method].

Mail Server Setup  
Select an item to edit.

2/2 Close

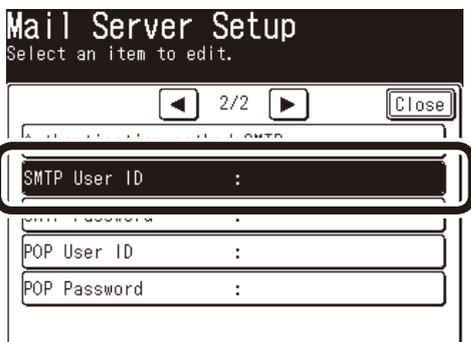
Authentication method	:None
SMTP Password	:
POP User ID	:
POP Password	:

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

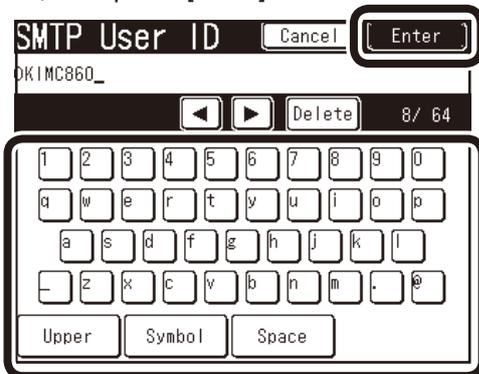


If [Authentication Method] is [None], proceed to Step 23 (page 11).

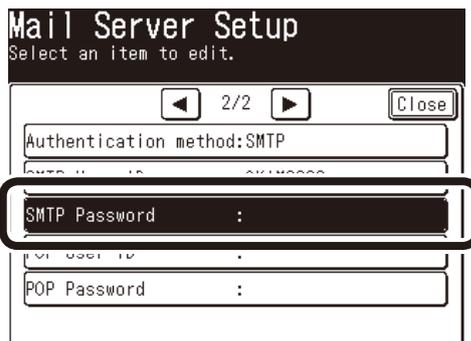
- 14 Press [SMTP User ID].



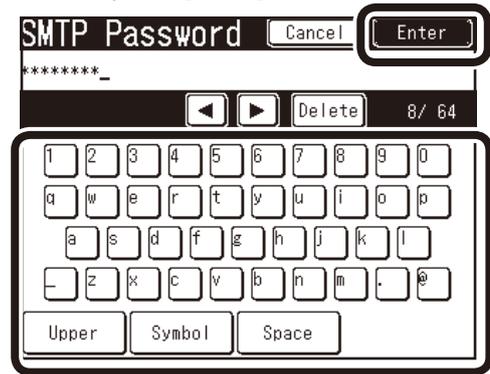
- 15 Enter the value of "E-7" on the Setup Information Form, then press [Enter].



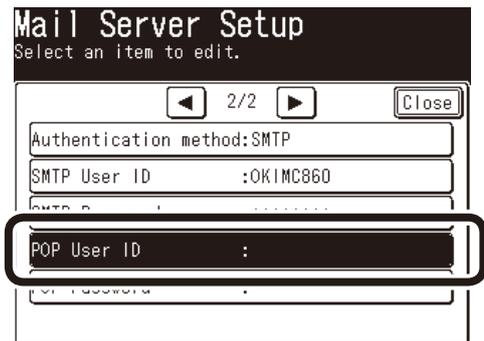
- 16 Press [SMTP Password].



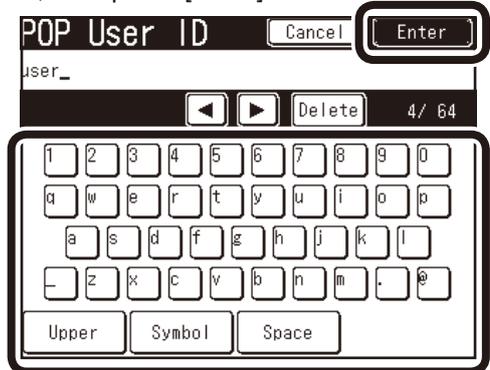
- 17 Enter the value of "E-8" on the Setup Information Form, then press [Enter].



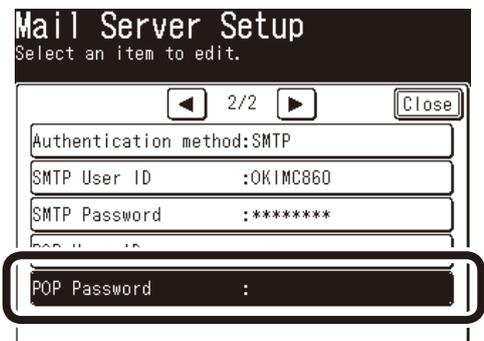
- 18 Press [POP User ID].



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



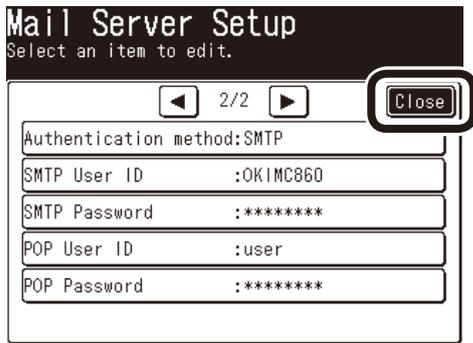
- 20 Press [POP Password].



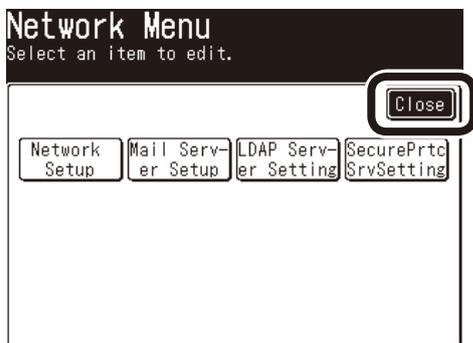
- 21 Enter the value of "E-10" on the Setup Information Form, then press [Enter].



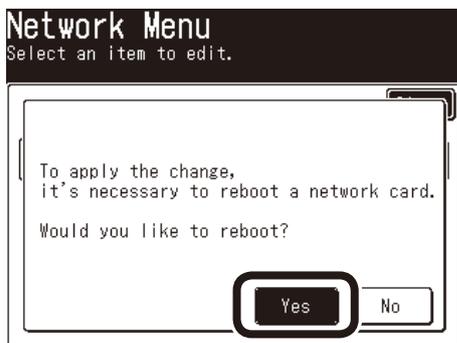
- 22 Press [Close] on the [Mail Server Setup] screen.



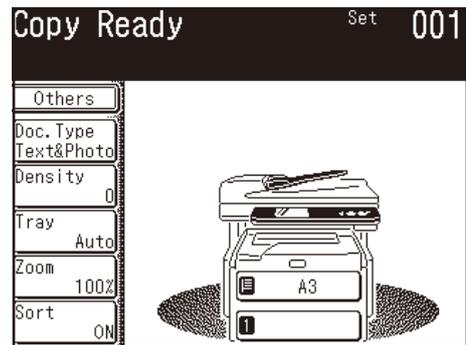
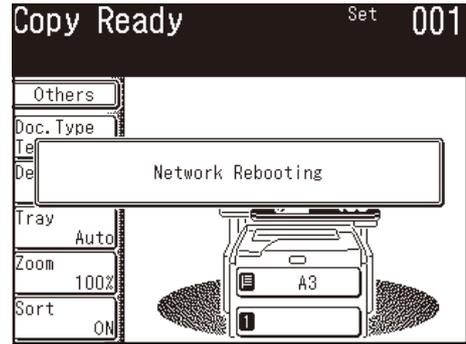
- 23 Press [Close] on the [Network Menu] screen.



- 24 Press [Yes].



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



The setup for Scan To Mail is completed.

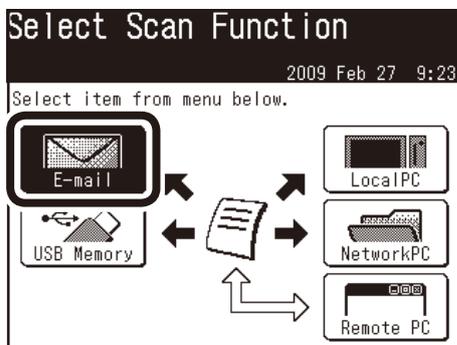
## 2-3 Use Scan To Mail.

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

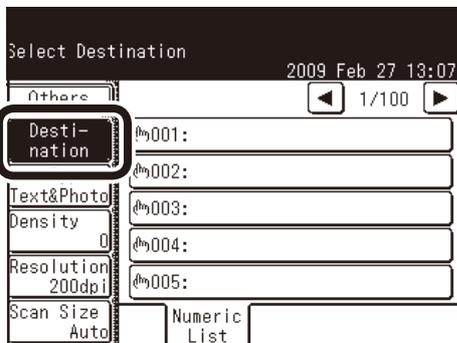
- 1) Press the "Scanner" key on the operation panel.



- 2) Press the E-mail icon. 



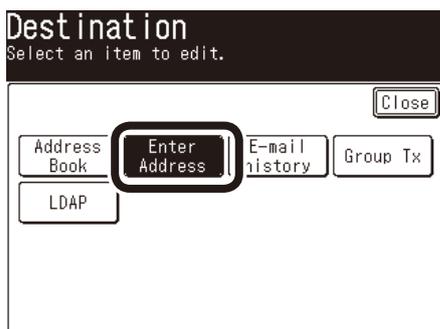
- 3) Press [Destination].



- 4) Enter the destination.

- When entering a destination from the operation panel.

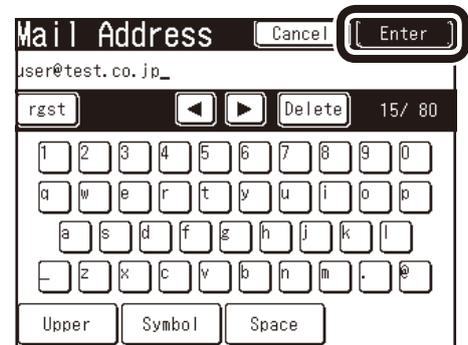
- 1) Press [Enter Address].



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



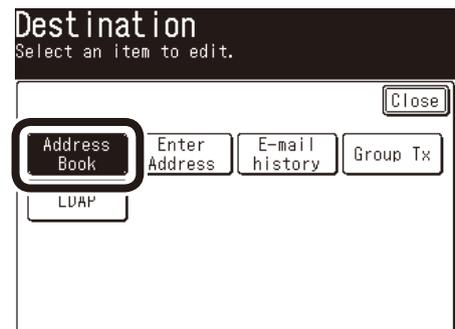
- 3) Press [Enter].



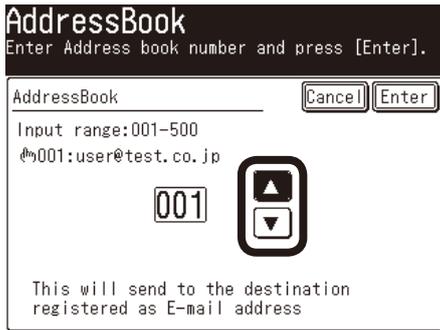
➡ Proceed to the step 5 on page 13.

- When destinations have been already registered in Address Book.

- 1) Press [Address Book].

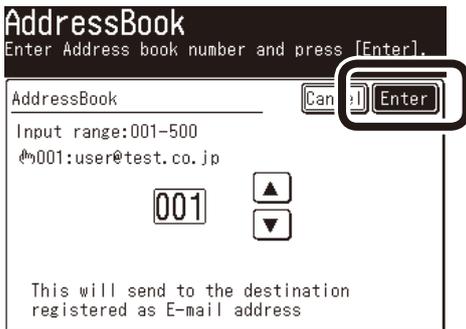


- 2) Press ▲ or ▼ to select the registered number of the destination.

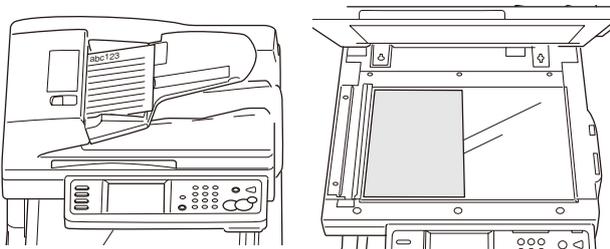


**Note:** You can enter the number with the numeric keypad.

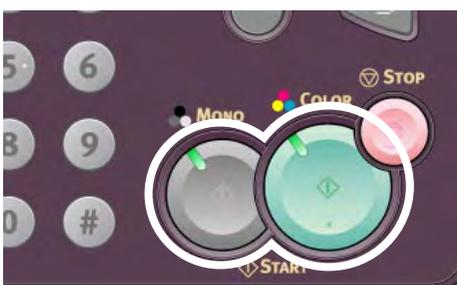
- 3) Press [Enter].



- 5) Set a document to be sent on ADF or Flatbed.



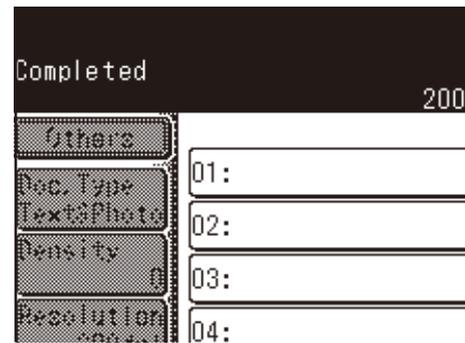
- 6) Check that [Mail Tx Ready] is displayed, and press the <Color Start> Key or <Mono Start> key.



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



When transmission is completed, [Completed] is displayed.



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

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

**If not, check the settings again.**

# 3 Scan To Network PC (CIFS)

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

This section describes a method using CIFS protocol.

It is hereafter referred to us Scan To CIFS.

## Setup Flow

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

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

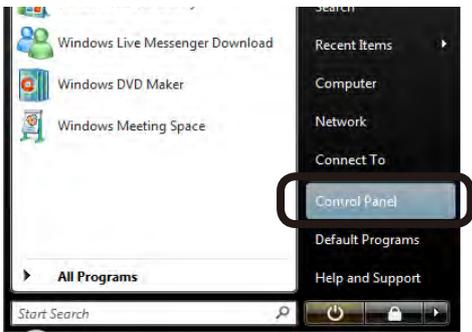
A combination of frequently used settings can be registered as a profile, and by pecifying the profile at usage, you do not have to enter each settings every time

## 3-1 Check information required for Scan To CIFS.

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

### For Windows Vista

① Select [Start] - [Control Panel].



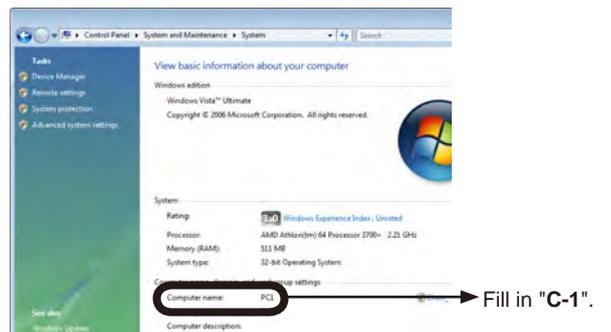
② Open [System and Maintenance]



③ Select [See the name of this computer] of [Systems].



④ Check the [Computer Name] to enter it in "C-1" on the Setup Information Form.



⑤ Click [Cancel] to close the window.

## For Windows XP

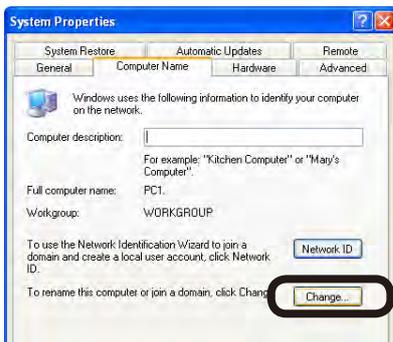
- 1 Select [Start] - [Control Panel].



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



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



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



- 5 Click [Cancel] to close the window.

## For Windows 2000

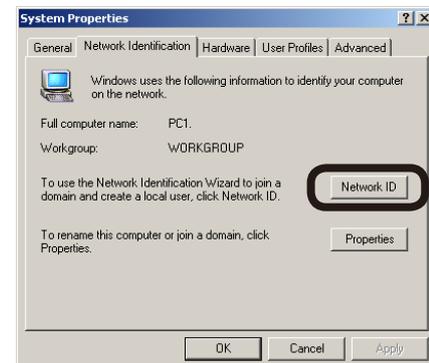
- 1 Select [Start] - [Settings]- [Control Panel].



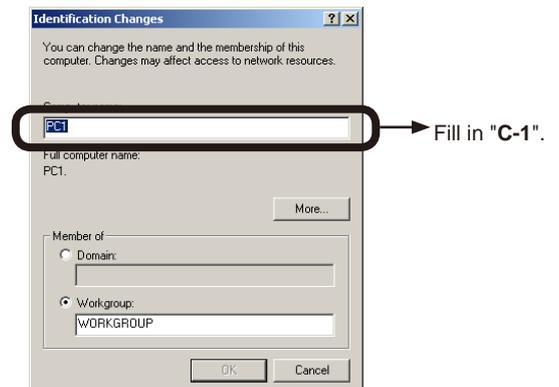
- 2 Open [System].



- 3 Select the [Network ID] tab to click [Properties].



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



- 5 Click [Cancel] to close the window.

3-1-2 Determine a user name and password to log into a computer you would like to send data to.

3-1-3 Determine a profile name when registering settings in MC860, and fill in "C-4" on the Setup Information Form.

3-1-4 Determine a folder name of a computer where sent data is saved, and fill in "C-5" on the Setup Information Form.

3-1-5 Determine a name for a scanned data file, and fill in "C-6" on the Setup Information Form.

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

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

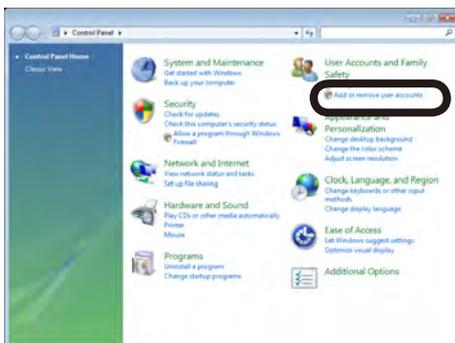
For Windows XP users, proceed to page 18.

For Windows 2000 users, proceed to page 20.

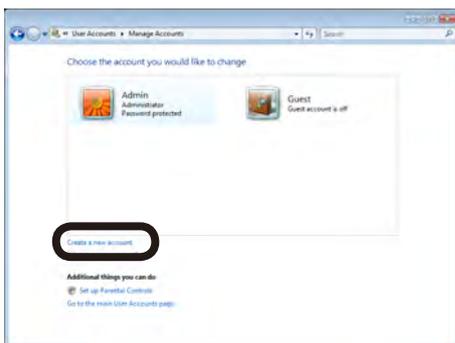
#### For Windows Vista

① Select [Start] – [Control Panel].

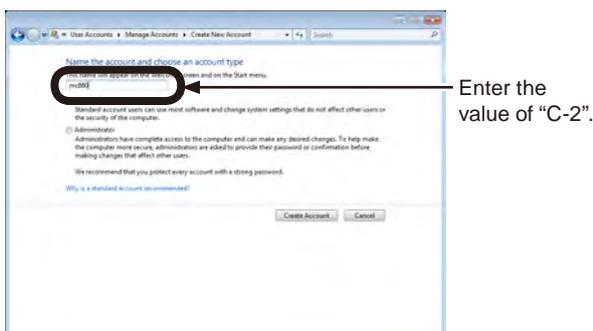
② Click [Add or remove user accounts].



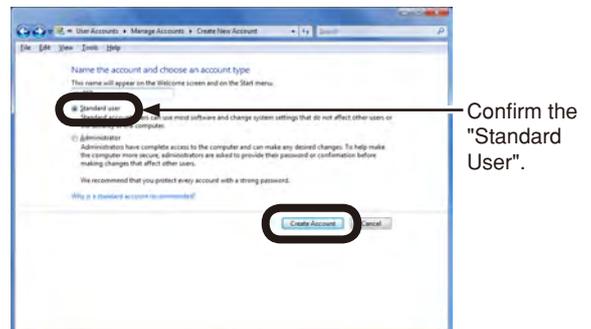
③ Click [Create a new account].



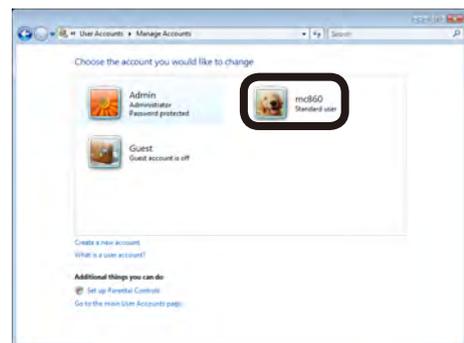
④ Enter the value of "C-2" on the Setup Information Form.



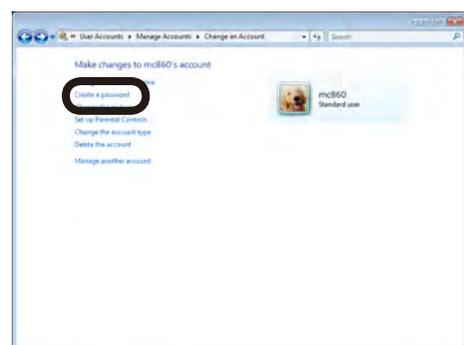
⑤ Check that [Standard User] is selected, and then, click [Create Account].



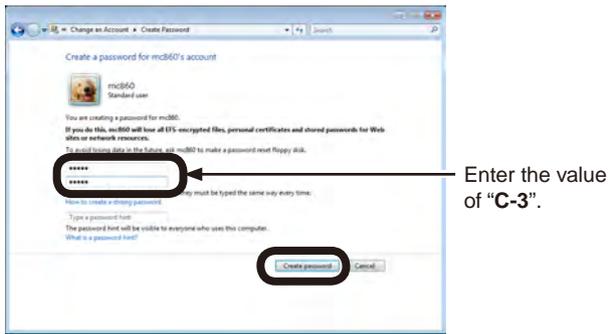
⑥ Click the icon of the user name entered in Step ④



⑦ Click [Create a password].



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

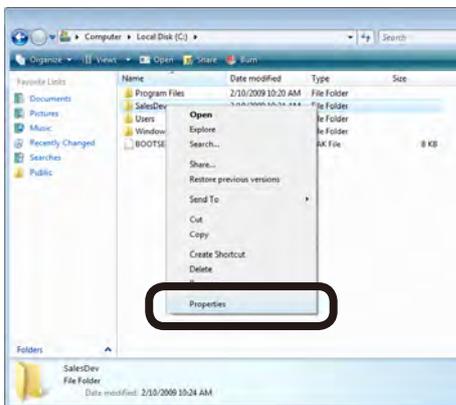


- 9 Close [Control Panel].

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

- 10 To save data scanned by MC 860 in the computer, create a folder with the name of “C-5” of the Setup Information Form.

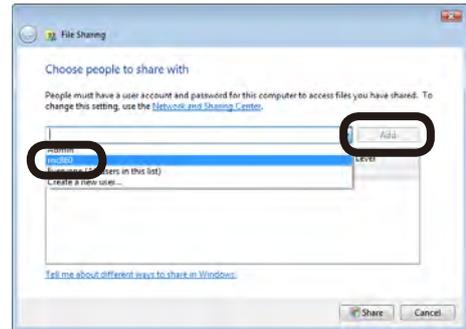
- 11 Right click the folder created in the step 10, and open [Properties].



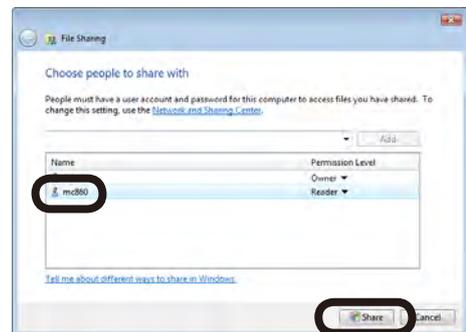
- 12 Click [Share] on the [Sharing] tab



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



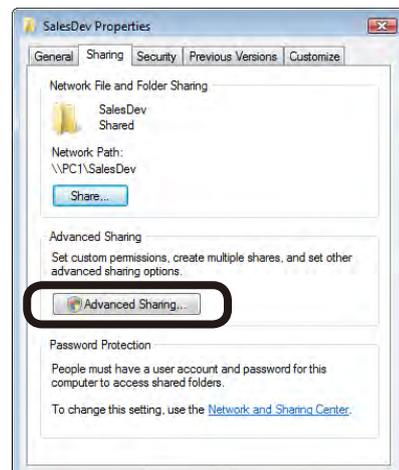
- 14 Select the added user and click [Share].



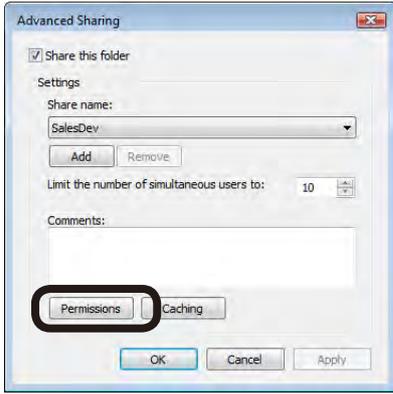
- 15 Click [Done].



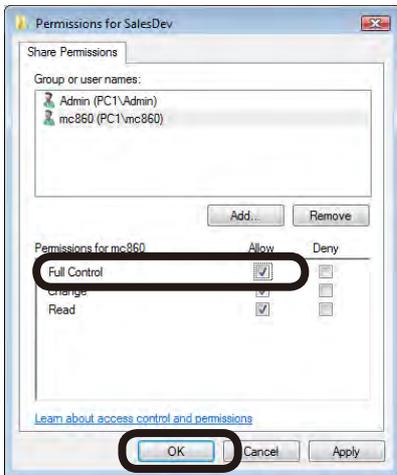
- 16 Click [Advanced Sharing] on the [Sharing] tab.



17 Click [Permissions].



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

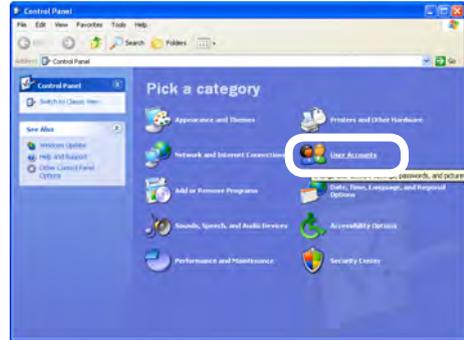


19 Close the properties of the folder.

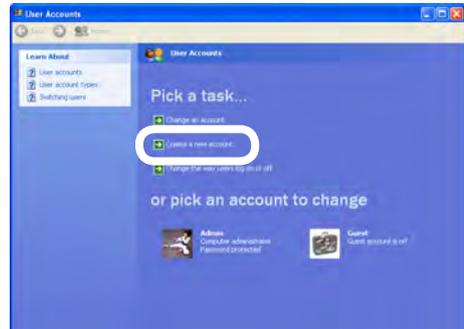
Proceed to “3-3 Set up items for Scan To CIFS in MC860” (Page 22).

## For Windows XP

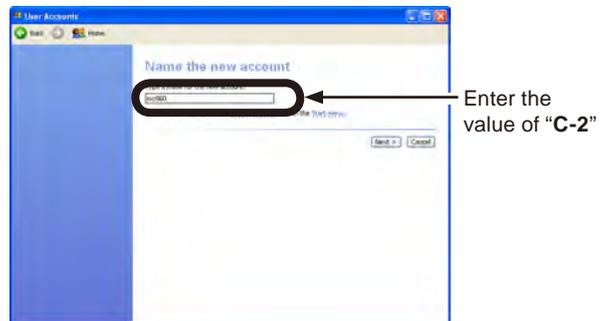
- 1 Select [Start] – [Control Panel].
- 2 Click [User Accounts].



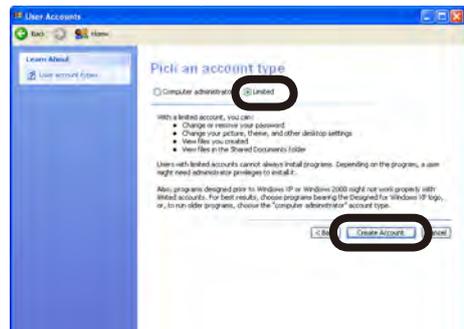
3 Click [Create a new account].



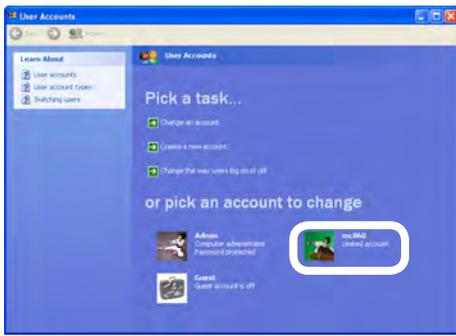
4 Enter the value of “C-2” on the Setup Information Form.



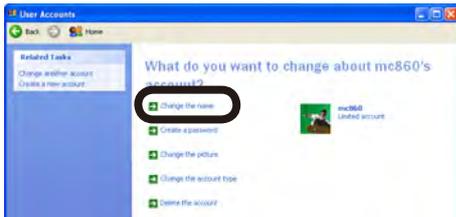
5 Select [Limited] in [Pick an account type] to click [Create Account].



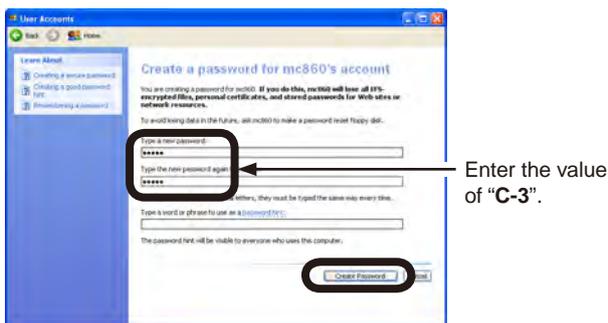
- ⑥ Select the icon of the added user.



- ⑦ Click [Create a password].



- ⑧ Enter the values of "C-3" in the columns of [Type a new password] and [Type a new password again to confirm], and click [Create Password].



- ⑨ Close the control panel.

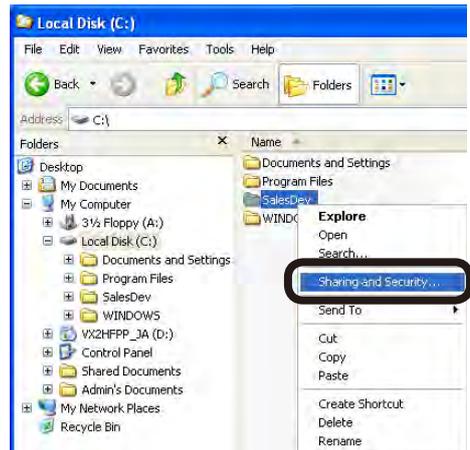
Next, set up a folder to save data scanned by MC860 in the computer.

- ⑩ To save data scanned by MC860 in the computer, create a folder with the name of "C-5" on the Setup Information Form.

**Note:**

It is recommended that you create a folder to save data in the local drive.  
It is not recommended to create the folder in the desktop or my document.

- ⑪ Select a folder created in the step ⑩ to open [Sharing and Security].

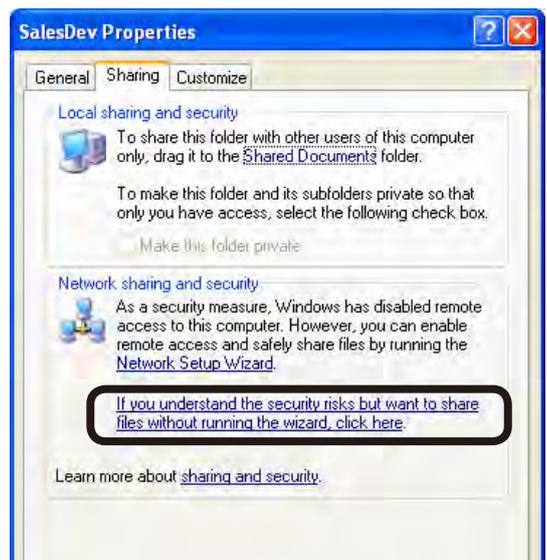


- ⑫ Select the radio button for [Share this folder] in Windows Firewall, and click [OK].

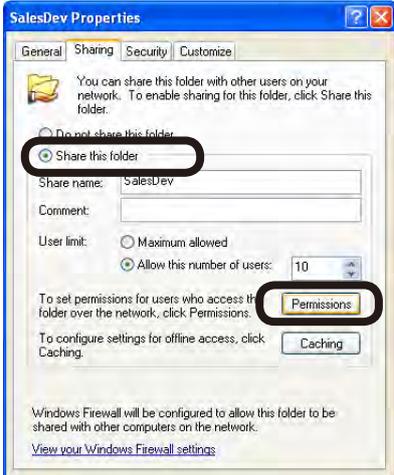


**Note:**

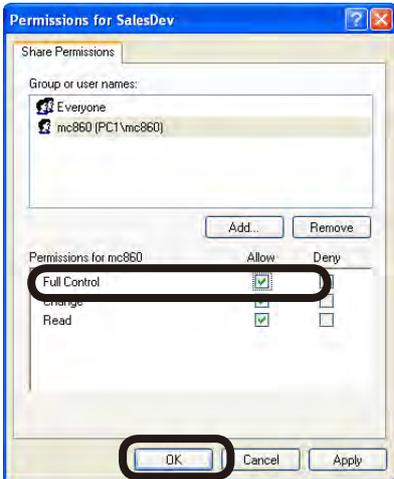
If the following screen is displayed, click the section surrounded by the frame after checking with the network administrator.



13 Check [Share this folder] and click [Permissions].



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

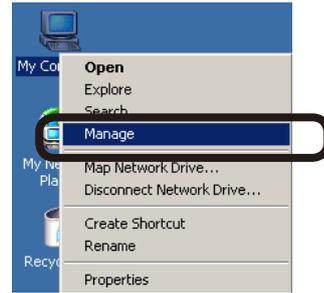


15 Close the [Properties] of the folder.

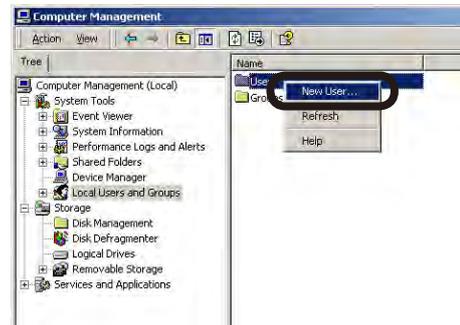
Proceed to “3-3 Setup for Scan To CIFS in MC860” (page 22).

## For Windows 2000

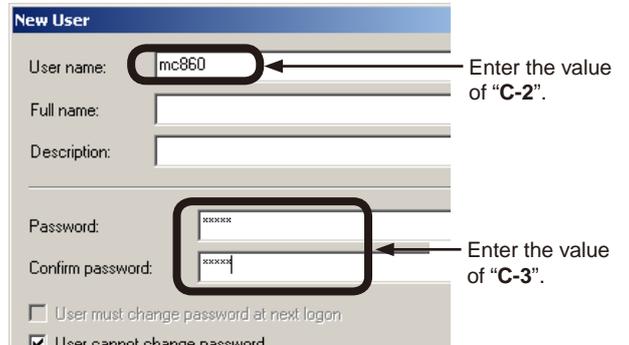
1 Right click [My Computer] to select [Manage].



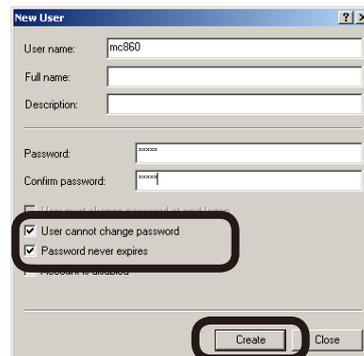
2 Select [System Tools] – [Local Users and Groups], and then, select [Users]- [New User] on the right window.



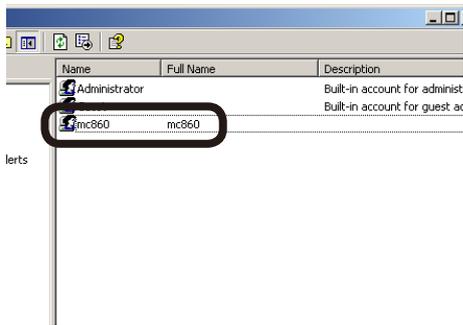
3 Enter the value of “C-2” in the Setup Information Form in [User name], and the value of “C-3” in [Password] and [Confirm password].



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



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

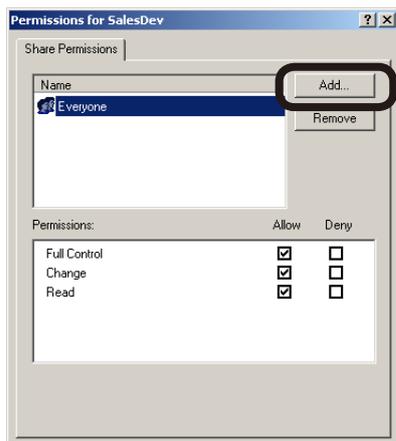


- 6 To save data scanned by MC860 in the computer, create a folder with the name of "C-5" of the Setup Information Form.

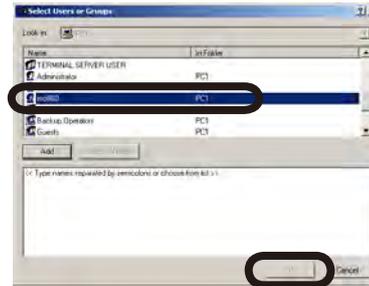
- 7 Select a folder created in the step 6, and right-click to select [Sharing].



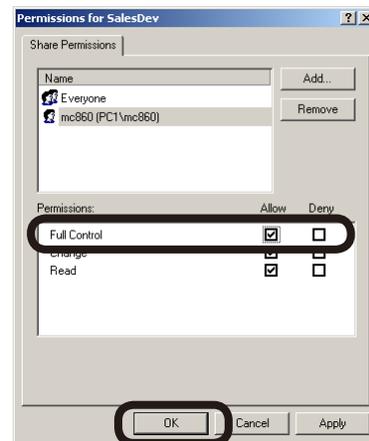
- 8 Click [Add].



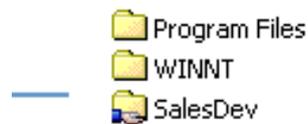
- 9 Select the user added in the step 4, and click [OK].



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



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



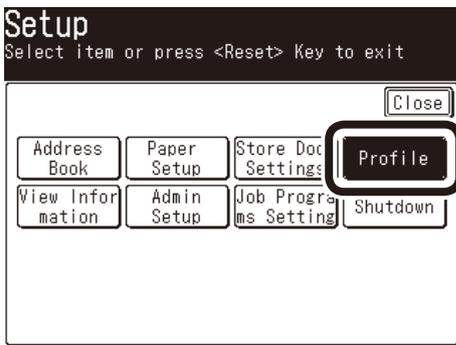
Proceed to "3-3 Set up for Scan To CIFS in MC860" (page 22)

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

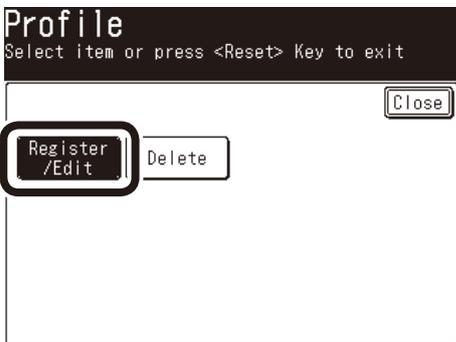
- 1 Press the [Setup] key.



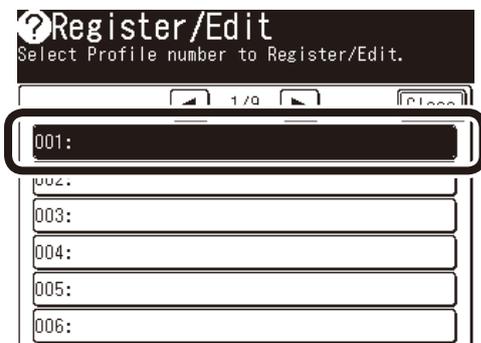
- 2 Press [Profile].



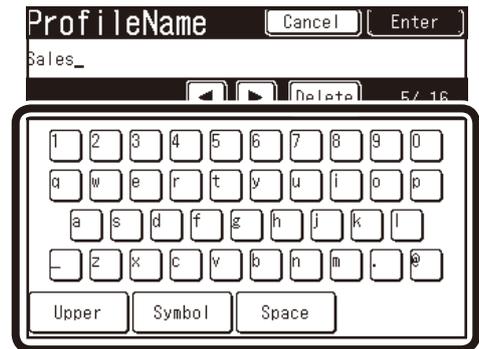
- 3 Press [Register/ Edit].



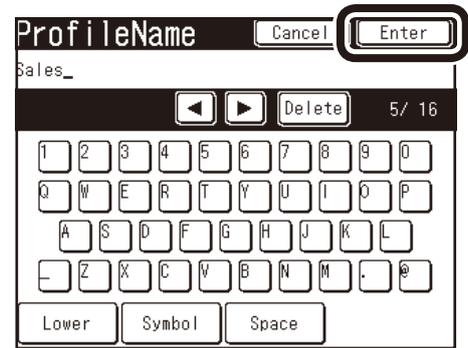
- 4 Press the profile number you want to register.



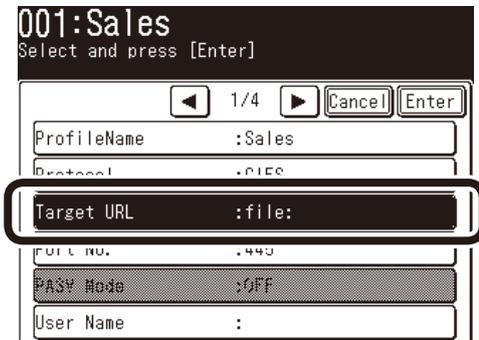
- 5 Enter the profile name entered in "C-4" in the Setup Information Form.



- 6 Press [Enter].



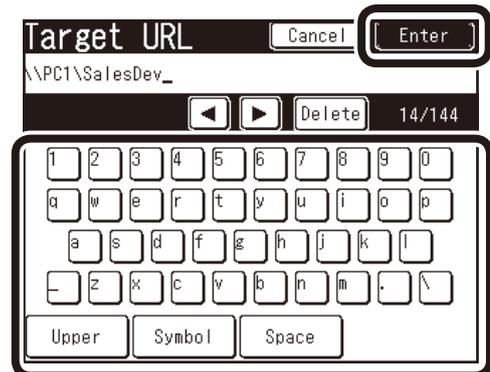
- 7 Press [Target URL].



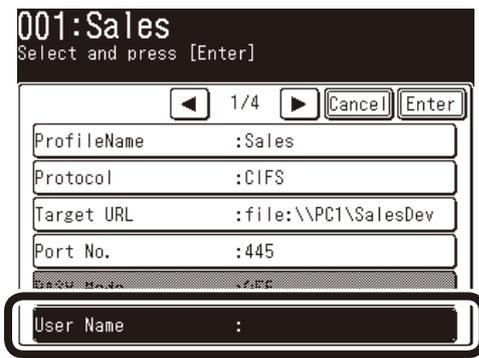
- 8 Enter the values of "C-1" and "C-5" in the Setup Information Form as shown below, and then, press [Enter].

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

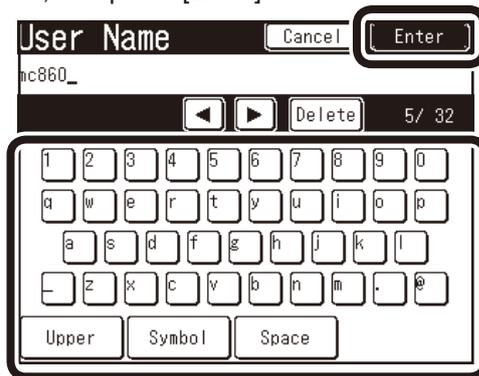
In this example, it should be "\\PC1\SalesDev".



- 9 Press [User Name].



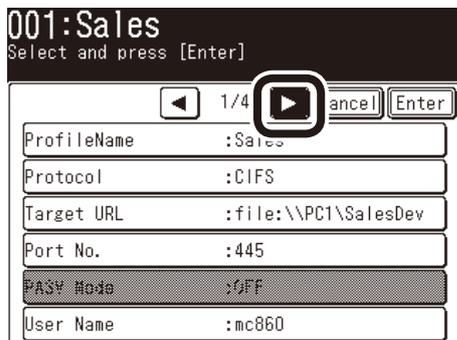
- 10 Enter the value of "C-2" in the Setup Information Form, and press [Enter].



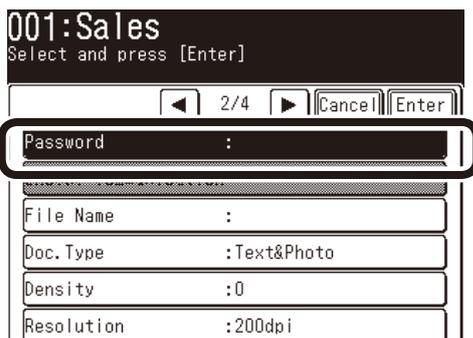
**Note:**

If domain management is performed, enter "User name + @ + domain name".

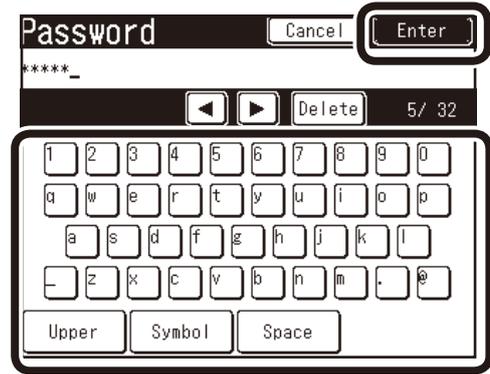
- 11 Press [Right Arrow] to move to the second page.



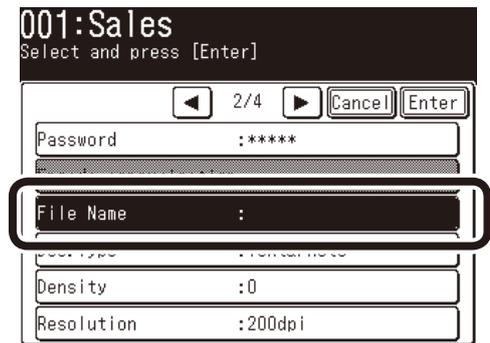
- 12 Press [Password].



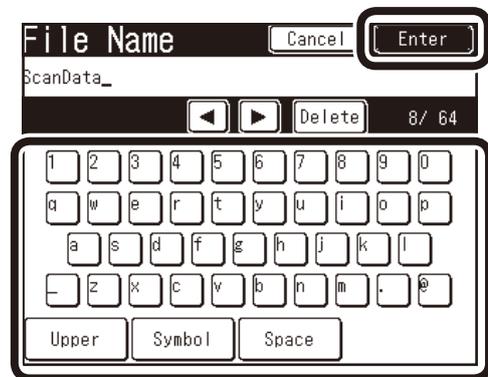
- 13 Enter the value of "C-3" in the Setup Information Form, and then, press [Enter].



- 14 Press [File Name].



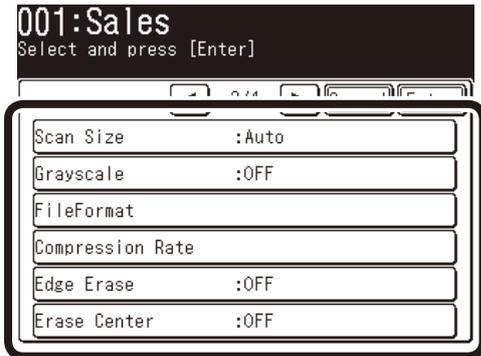
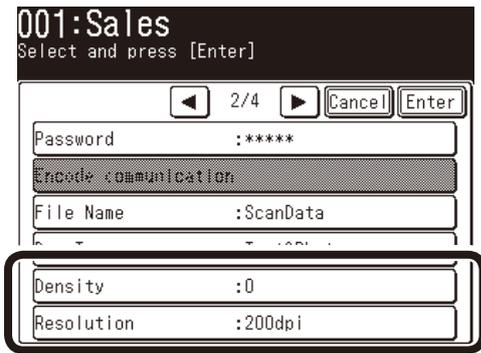
- 15 Enter the value of "C-6" in the Setup Information Form, and press [Enter].



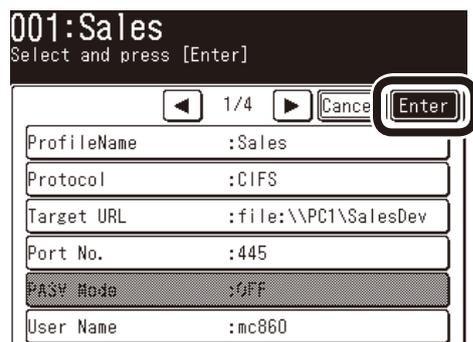
**Note:**

The number of characters for a file name is up to 64 characters ).  
 When adding "#n" to the last of the file name, a serial number is automatically assigned to the last of the sent file name.  
 When adding "#d" to the last of the file name, a date is automatically assigned to the last of the sent file name.

- 16 Set other values if needed.



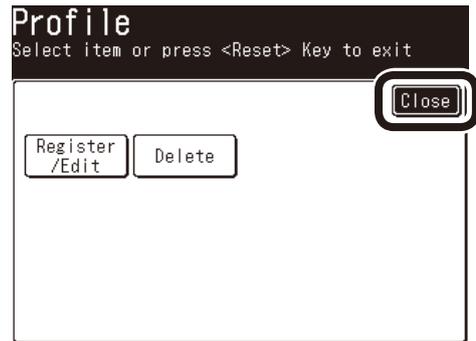
- 17 After setting all values, press [Enter].



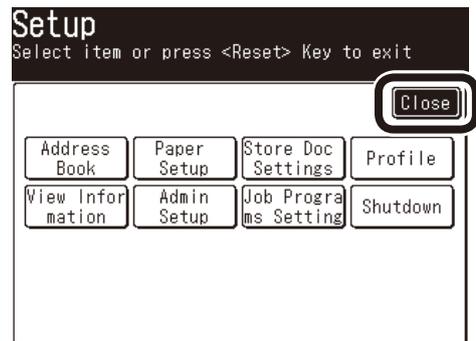
- 18 Press [Close] on the [Register/ Edit] screen.



- 19 Press [Close] on the [Profile] screen.



- 20 Press [Close] on the [Setup] screen.



The setup for Scan To CIFS is completed.

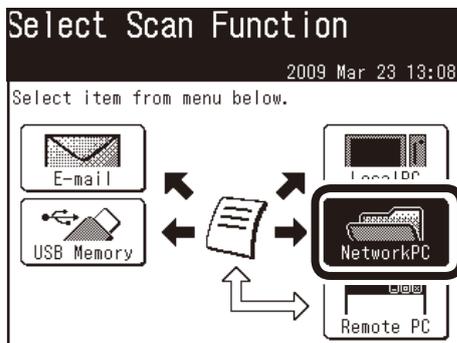
### 3-4 Use Scan To CIFS

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

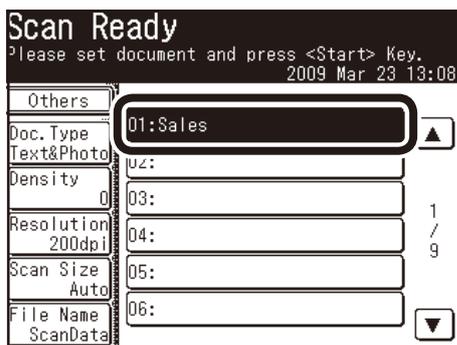
- 1 Press the "Scanner" key on the operation panel.



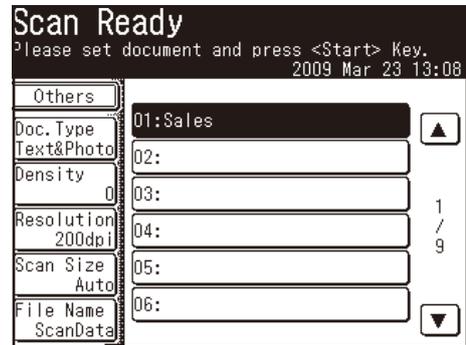
- 2 Press the NetworkPC icon. 



- 3 Select a registered profile.



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



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



When transmission is completed, [Completed] is displayed.



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

**If the file is saved, the setup is completed.**

**If not, check the settings again.**

# 4 Block Registration for Email Address Book and Address Book

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

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

In this example, an Email address book is registered.

## Registration Flow

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

### 4-1 Read out onto CSV file

- 1 Start Configuration Tool.  
Select [Start] – [All Programs] (In Windows 2000, [Programs]) – [Oki Data] – [Configuration Tool]- [Configuration Tool].

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

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



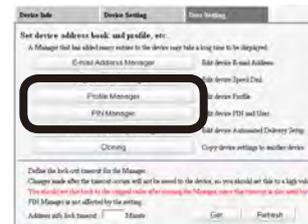
- 3 Check the box of MC860, which the email address book is registered in, and click [Register].



- 4 Close the "Register Device" screen.
- 5 Select MC860 you want to se up from "Registered Device List", and click [User Setting].



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



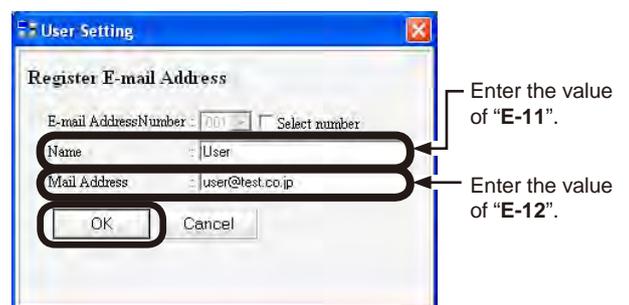
- 7 Enter the value of "G-1" on the Setup Information Form in "Administrator Password", and click [OK].



- 8 Click the [Create a New Email] icon.



- 9 Enter the value of "E-11" on the Setup Information Form in "Name", and the value of "E-12" in "Email Address". Click [OK].



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



## 4-2 Add addresses to the CSV file

- Open the created CSV file in Microsoft-Excel.

	A	B	C	D	E	F	G
1	RecordID	EntryNumber	Name	Pinyin	EmailAddress	Members	
2	#000	1	User		user@test.co.jp		
3							

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

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

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

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

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

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

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

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

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

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

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

**Note:** Up to 500 entries can be made in each of email address book and address book in the MC860.

A file with more than 500 entries that cannot be imported as described in section 4-3.

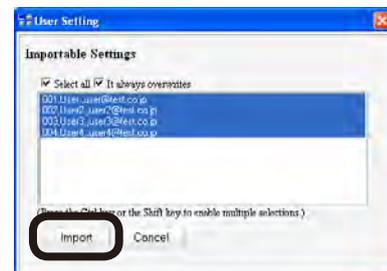
## 4-3 Import the CSV file to MC860.

- Click the [Import from File] icon  of the Email address manager.

- Select a CSV file to click [Open].



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



**Note!** If the number of characters exceeds the limit, or the Excel is not closed, “File can not be imported” is displayed.

- Click the [Save To Device] icon .

- Exit the Configuration Tool.

**The registration of the email address book is completed.**

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

By utilizing the function of Scan To Email or Scan To CIFS, you can save received faxes in a computer or send as emails without printing.

If saved in the computer, the setup of Scan To CIFS is necessary. See Page 14.

If sent as an email, the setup of Scan To Email is necessary. See Page 5.

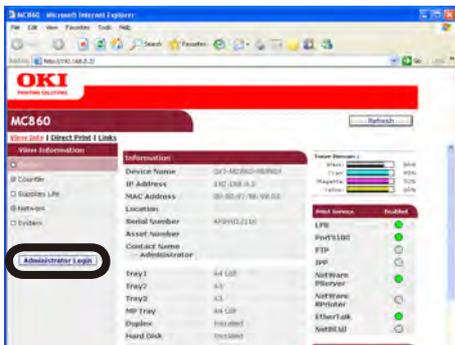
In this example, the following environment is used.

Device name: M860  
 IP address of the device: 192.168.0.2  
 MAC address: 00:80:87:84:9C:9B  
 Web browser: Microsoft Internet Explorer Ver.6.0

- ① Start the web browser.
- ② Enter "http://IP address of the device" in [Address], and press the Enter key.



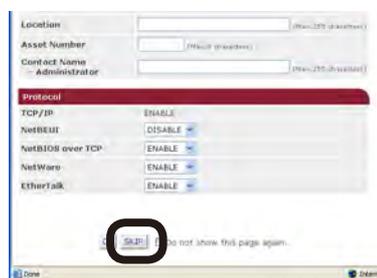
- ③ [Click [Administrator's login].



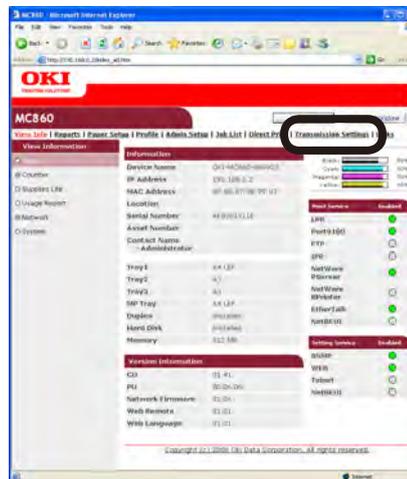
- ④ Enter "root" in [User name], and the value of "G-1" of Setup Information Form in [Password], and then, click [OK].



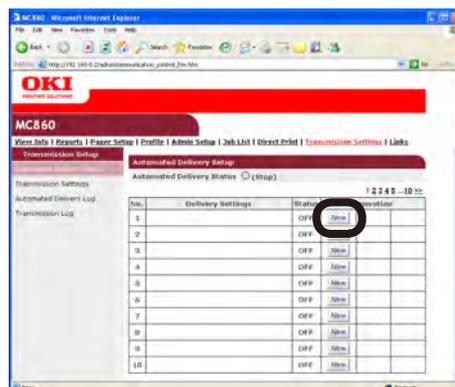
- ⑤ Click [Skip].



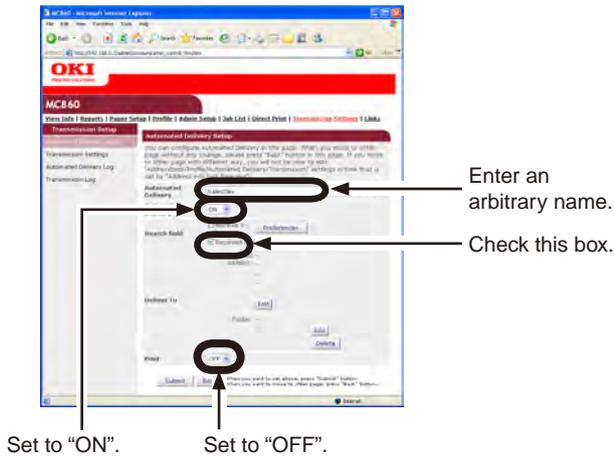
- ⑥ Click [Transmission Settings].



- ⑦ Click [New].



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



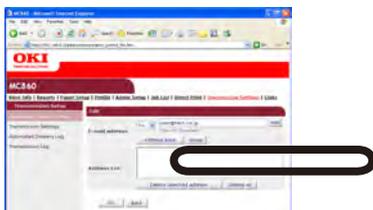
**Note:** You can select auto delivery destinations by setting any specific conditions for narrowing down destinations.

- 9 Set the [Delivery destination].

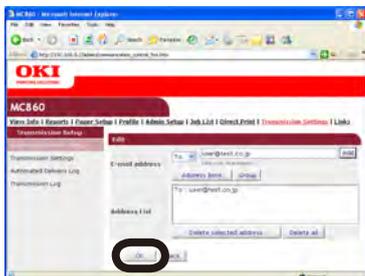
- When sending an email.
  - 1) Click [Setup for Email destination address].



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



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

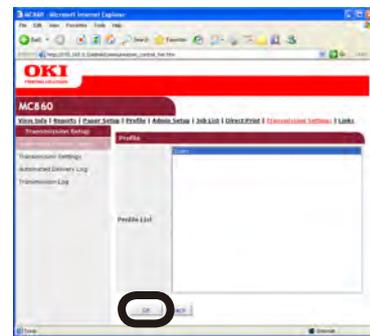


- When saving in a computer

- 1) Click [Edit].



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



- 10 Click [Submit].



The settings are transmitted to MCB60, and MCB60 is restarted.

The setup for the auto delivery is completed.

# 6 When Errors Occur

## 6-1 Error messages and Handling

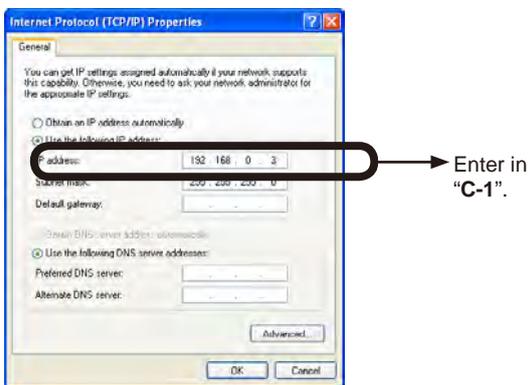
Error Messages	Cases	Handling
Check the DNS setting. Press the <Stop> key.	In the setting of "Target URL" of the profile, a computer name is wrong.	Check the profile setting to correct the computer name. It is the value of "C-1" of the setup information form.
	There is no DNS server on the network.	In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

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

If there is no DNS server in the network, a computer can not be specified by the computer name.

In this case, the IP address of a computer is used for the setup.

- 1) Check the IP address of a computer.
  - 1) Select [Start]- [Control Panel]- [Network].
  - 2) Double-click [Local Area Connection] to click [Properties].
  - 3) Select [Internet Protocols (TCP/IP)] and click [Properties].
  - 4) Enter the value of the IP address in “C-1”.

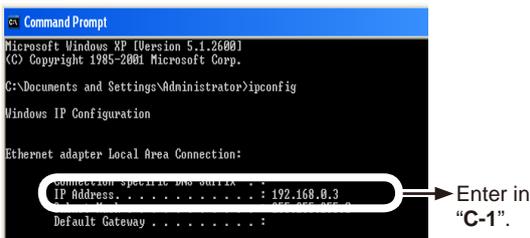


If the IP address is not displayed on the window, proceed to 6).

- 5) Click [Cancel] to close the window.

Proceed to ②

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



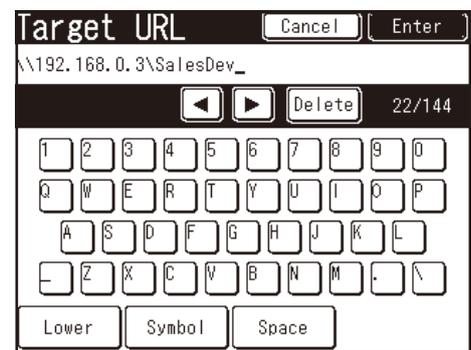
- 10) Enter “`exit`” to exist the command prompt.

- 2) Set up the profile in MC860.

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

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

\\ + 192.168.0.3 + \ + SalesDev



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

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

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

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

### 1 Check the domain name.

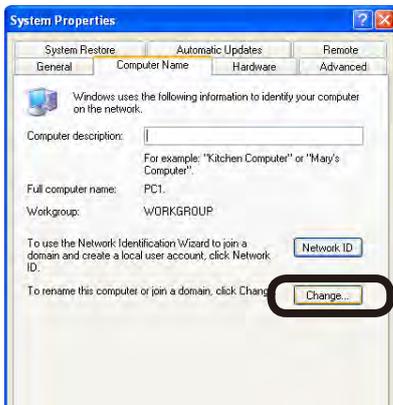
- 1) Open [Start]- [Control Panel].



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



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



- 4) Check the domain name.

In the following figure, “domain.co.jp” is the domain name.

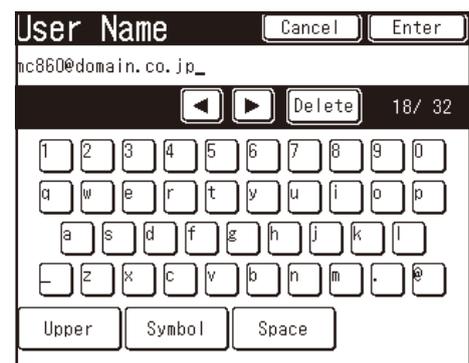


- 2 Set up MC860.

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

In this case, the value to be entered in the step 10 on page 23 is as follows

mc860 + @ + domain.co.jp



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