MC361MFP MC561MFP – Scan to shared folder using CIFS

Either the MFP Configuration Tool or the integrated Web Server may be used to create the scan profile. This document covers the Configuration Tool method.

This document assumes that a shared folder has been configured and tested using the same authentication information that will be used on the scan profile.

To create a scan profile using the MFP Configuration Tool:

1. Open the MFP Configuration Tool by navigating to **Start > All Programs > Okidata > Configuration Tool** and click on the shortcut.



2. If this is the first time using the Configuration Tool, click **Tools**, **Register Device**.



3. After the network search completes and displays a list of compatible printers, place a check in the box to the left of the printer name. Deselect any other printers. Click **Register**.

| 🖬 Register Device 🛛 🔀 | | | | | | | |
|--------------------------------|--|-------------|--------------|---|--|--|--|
| Displaying compatible devices. | | | | | | | |
| | | Device Name | Port Name | | | | |
| | | MC361 | 172.31.42.60 | ~ | | | |
| | | C610 | 172.31.42.87 | | | | |
| | | CX2633 MFP | 172.31.42.65 | | | | |
| | | MC860 | 172.31.42.51 | | | | |
| | | | | | | | |
| | | | | | | | |
| □ Select all | | | | | | | |
| | | | | | | | |
| Register Cancel | | | | | | | |
| | | | | | | | |

4. Click **Yes** to the confirmation dialogue. Close the Register Device window.

| Check 🛛 | 📲 Regi | ister Device | | |
|------------------|--------------------------------|--------------|--------------|----------|
| | Displaying compatible devices. | | | |
| Register device? | | Device Name | Port Name | |
| | | C610 | 172.31.42.87 | <u> </u> |
| Yes No | | CX2633 MFP | 172.31.42.65 | |
| <u> </u> | ~ | MC860 | 172.31.42.51 | |
| | | | | |
| | | Select all | | |
| | | Register | Cance | el |

5. On the left panel, Click on the newly added device name.



6. Click on the **User Setting** tab.

| ools Plug-ins View He | elp | | | |
|-----------------------|----------------------------|-------------------|----------------------------|----------------|
| | | | | |
| DKI | | | | |
| INTING SOLUTIONS | | | | |
| | | | C | onfiguration T |
| MAC 25 GEOCODE | | | | |
| red Device Table | MC361(172.31.42. | 60) | | |
| 361 .31.42.60) | Device Info | Device Setting | User Setting | |
| name and an other | | | | |
| | Device Status | | Sumpline Status | |
| | ONUNE | | Toper | 4 |
| | ONLINE | | Black Toner(1.0K) | 70% |
| | | | Cyan Toner(1.0K) | 70% |
| | | | Magenta Toner(1.0K) | 80% |
| | | | Yellow Toner(1.0K) | 70% |
| | Update D | evice Information | Consumables, such as drums | |
| | 🛛 🔽 Keep information updat | ted | Black Drum | 97% |
| | View Information | | Cyan Drum 📃 | 97% |
| | Registered device details | | Magenta Drum | 97% |
| | Registered Device Name | MC361 | Yellow Drum | 97% |
| | Device Name | MC361 | Belt | 99% |
| | IP address | 172.31.42.60 | Fuser | . 99% |
| | Subnet Mask | 255.255.255.0 | Counter information | |
| | Gateway Address | 172.31.42.1 | Print Count | |
| | MAC Address | 00 80 87 22 E2 21 | Tray 1 | 336 |
| | NIC Info | OkiLAN 8500e | MP Tray(Manual) | 0 |
| | System | | Scan | |
| | Serial No. | AK07037951 | Total Scanned Pages | 30 |

7. Click Profile Manager.

| istered Device Table | MC361(172.31 | .42.60) | Co | nfig |
|------------------------|---|---|---|-----------|
| 4C361 172.31.42.60) | Device Info | Device Setting | User Setting | |
| | Set device addr A Manager that ha | may take a long time to be displayed. | | |
| | E | -mail Address Manager | Set/Edit device E-mail Address. | |
| | | Speed Dial Manager | Set/Edit device Speed Dial. Set/Edit device Profile. | |
| | | Profile Manager | | |
| | 1 | Network Scan Manager | This option sets/edits a destination to which to tran | nsmit dat |
| | | PIN Manager | Set/Edit device PIN and User. | |
| | | Cloning | Copy settings of each device Manager to another de | evice. |
| | Define the lock-ou Changes made afte You should set thi PIN Manager is no Address info lock t | t timeout for the Manager. r the timeout occurs will not be sa s back to the original value after ru of affected by the setting. timeout : Minute | ed to the device, so you should set this to a high value. uning the Manager, since this timeout is also used by MFP contr Get Refresh | ol pa |

8. Enter the Administrator password "aaaaaa" (6 lower case A's). Click **OK**.

| 🚦 User Setting 🛛 🔀 | | | |
|------------------------------------|--|--|--|
| Enter your administrator password. | | | |
| Password : | | | |
| OK Cancel | | | |

9. Under Set/Edit device Profile, click New.

| Seconfiguration Tool | | | | |
|-------------------------------|--------------------------|----------------|--------------|--------------------|
| File Tools Plug-ins View Help | | | | |
| OKI | | | | |
| PRINTING SOLUTIONS | | | | |
| | | | | Configuration Tool |
| Registered Device Table | MC361(172.31.42. | 60) | | |
| ■ MC361 (172.31.42.60) | Device Info | Device Setting | User Setting | |
| | Set/Edit device Profile. | 8 6 14 | | |
| | New | le Name 14 | Protocol | Target URL |
| | | | Li. | |
| | | | | |
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10. Enter the **Profile Name**, **Target URL**, **File Name**, **User Name** and **Password**, as shown below.

Note that using the *#n* switch in the file name will generate a sequential number which is appended to the file name. In the example below, the first file will be *scan00000.pdf*, the next scan will be *scan00001.pdf*, etc.

| 🚼 User Setting | | | | | | | |
|--|-----------------------------------|--|--|--|--|--|--|
| Edit Profile | | | | | | | |
| Profile Name (Up to:16Text) : Scan | | | | | | | |
| Protocol : CIFS 🔹 | Port No. (1 - 65535) : 445 | | | | | | |
| Encode Communication : None 🔽 | CIFS Character Set : UTF-16 - | | | | | | |
| Target URL (Up to:144Text) (file:) : \\\172.31.42.55\Scans | File Name (Up to:64Text) : scan#n | | | | | | |
| Example: WTESTCOMPUTER/TEST | | | | | | | |
| User Name (Up to:32Text) : administrator | Password (Up to:32Text) : | | | | | | |
| | (leave empty for no change) | | | | | | |
| OK Cancel Advanced F | teturn to default | | | | | | |

11. Click **OK**.

Setup is complete. To test the Profile on the scanner, perform the following steps:

- 1. Press the **Scan** button on the right side of the scanner.
- 2. Arrow down to **Network PC** and press **OK**.
- 3. Press **OK** on **Select Profile**.
- 4. Highlight the Profile and press **OK**.
- 5. Press the Green or Gray Start button to begin scanning.