

This article will explain how to forward incoming faxes to a shared network folder. This will be set up using the MC561/ CX2731MFP web page.

1. Type the IP address of the MFP in the address bar of your browser and then press **Enter** to bring up the MFP's web page.

2. Click on the **Administrator Login** button. You will be prompted for a User Name and Password. The default user name is **admin** and the password is 6 lowercase 'a's (**aaaaaa**). Click OK.

3. If this is the first login to the web page and you would like to enter the **Setup** information do so here, otherwise click **SKIP**.

Setup

This is the first login to the Device web page. If you would like to perform basic setup of the device, please complete the fields, and press "OK". Otherwise press "SKIP".

Identification

Device Name: OKI-MC561-62DEB5 (Max: 33 characters)

The Device Name can be applied to the following by checking the boxes:

☐ NetWare Print Server Name

☐ NetWare Printer Name

☐ EtherTalk

Short Device Name: MC561-62DEB5 (Max: 33 characters)

Location: (Max: 33 characters)

Asset Number: (Max: 22 characters)

Contact Name: Administrator (Max: 33 characters)

Protocol

TCP/IP: Enable

NetBEUI: Disabl

NetBIOS over TCP: Disabl

NetWare: Disabl

EtherTalk: Enable

OK SKIP Do not show this page again.

OKI
PRINTING SOLUTIONS

MC561 Refresh

[View Info](#) | [Direct Print](#) | [Links](#)

View Information

☐ Status

☐ Counter

☐ Supplies Life

☐ Network

☐ System

Administrator Login

Information

Device Name: OKI-MC561-62DEB5

IP Address: 172.31.43.50

MAC Address: 00:80:87:62:DE:B5

Location:

Serial Number: AK09005565

Asset Number:

Contact Name: Administrator

Tray1: Letter

MP Tray: Custom

Duplex: Installed

SD Memory Card: Installed

Memory: 256 MB

Version Information

CU: 01.28

PU: 00.06.06

Network Firmware: 01.02

Remaining Toner :

Black: 20%

Cyan: 50%

Magenta: 60%

Yellow: 40%

Print Service Enabled

LPR: ☒

Port9100: ☒

FTP: ☐

IPP: ☐

NetWare PServer: ☐

NetWare RPrinter: ☐

EtherTalk: ☒

NetBEUI: ☐

Setting Service Enabled

SNMP: ☒

WEB: ☒

Telnet: ☐

4. Click **Transmission Settings**.

5. To create an **Automated Delivery Setup** click **New** on the first open position.

Transmission Setup

☐ Automated Delivery Setup

☐ Transmission Settings

Automated Delivery Setup

Automated Delivery Status ☐ (Stop)

1 2 3 4 5 ...10 >>

No.	Delivery Settings	Status	Operation
1		OFF	New
2		OFF	New
3		OFF	New

6. In the **Automated Delivery** field, type a description, for example: *Fax Forward GHP*.
You can forward faxes to one or more E-mail addresses or to a Folder from the Profile List.
For this article we will use a folder.

NOTE: For instructions on how to setup the scanner to scan to a shared folder using the CIFS protocol see OkiDoc # 4074.

7. In the **Automated Delivery** drop down, select ON.

8. In the **Search field** section, check the box labeled **Received Fax**.

9. If you want to set specific number(s) to forward to, click **Preferences**.

Transmission Setup

☐ Automated Delivery Setup

☐ Transmission Settings

Automated Delivery Setup

You can configure Automated Delivery in this page. When you move to other page without any change, please press "Back" button in this page. If you move to other page with different way, you will not be able to edit "Addressbook/Profile/Automated Delivery/Transmission" settings in time that is set by "Address info lock time-out".

Automated Delivery (1-15 characters)

Automated Delivery

Search field ☐ Received E-mail(InternetFAX) [Preferences](#)
☒ Received Fax [Preferences](#)

Deliver To
E-mail address:
-
-
-
[Edit](#)

Folder:
[Edit](#)
[Delete](#)

Print

[Submit](#) [Back](#) When you want to set above, press "Submit" button.
When you want to move to other page, press "Back" button.

10. Set **Deliver all Fax** to OFF and enter the number(s) you want forwarded to your folder

11. Click Add for each one. Do not use spaces or dashes. Click OK.

Transmission Setup

☐ Automated Delivery Setup

☐ Transmission Settings

Fax Search Preferences

Deliver all Fax

Sender Phone Number [Add](#)
(Max.40 numbers, "*", "#" can be used.)

[Phone Book](#)

18565551212

[Delete selected number](#)

[Delete all](#)

[OK](#)

[Back](#)

12. Click Edit in the **Deliver To - Folder** section.

13. Choose a profile from the **Profile List** and click OK.

The screenshot shows the OKI MC561 web interface. At the top is the OKI logo and 'PRINTING SOLUTIONS'. Below is a navigation bar with links: View Info, Paper Setup, List, Admin Setup, Job List, Direct Print, Transmission Settings (highlighted), and Links. The main content area is titled 'Transmission Setup' and contains two sections: 'Automated Delivery Setup' and 'Transmission Settings'. The 'Transmission Settings' section is active, showing a 'Profile List' on the left and a large green area on the right labeled 'GHP - CIFS'. At the bottom are 'OK' and 'Back' buttons.

14. In the Print drop down menu, select ON to also print or OFF to forward without printing. Click **Submit**.

15. With this setup the faxes from the selected numbers will be automatically forwarded to the shared network folder.