

Final MC562w Scanner Driver and ActKey Guide

Complete example instructions for installing the Scanner Driver and ActKey Utility, configuring network scanning, creating a scans folder, and resolving "Cannot Open Data Source" errors.

OKI Driver and Utility Download Link

Copy and paste this website address into the address bar of your web browser:

<https://www.oki.com/us/printing/support/drivers-and-utilities/color-multifunction/62441904/>

Select Windows 10 64-bit from the operating system list. Windows 10 64-bit drivers can also be used for Windows 11.

Recommended Installation Order

- Install the Scanner Driver FIRST.
- Install the ActKey Utility SECOND.
- Restart the computer if prompted.

Configure Network Scanner in ActKey

- Open ActKey from the desktop icon or Windows Start Menu.
- Select Options and Scanner Settings.
- Select Network Scanner if using the printer over the network.
- Do not select USB Scanner unless using a direct USB cable.
- Enter the printer IP address if prompted.

Create a Scans Folder on the Desktop

- Right click on the Windows desktop.
- Select New and then Folder.
- Name the folder Scans.
- This folder will store scanned documents.

Configure Folder Scan Settings

- Open ActKey and select Options or Button Settings.
- Select Folder.
- Click Browse near the bottom of the screen.
- Browse to the Scans folder created on the desktop.
- Check the option to automatically open the scans folder after scanning if desired.

MC561 Remote PC Mode Instructions

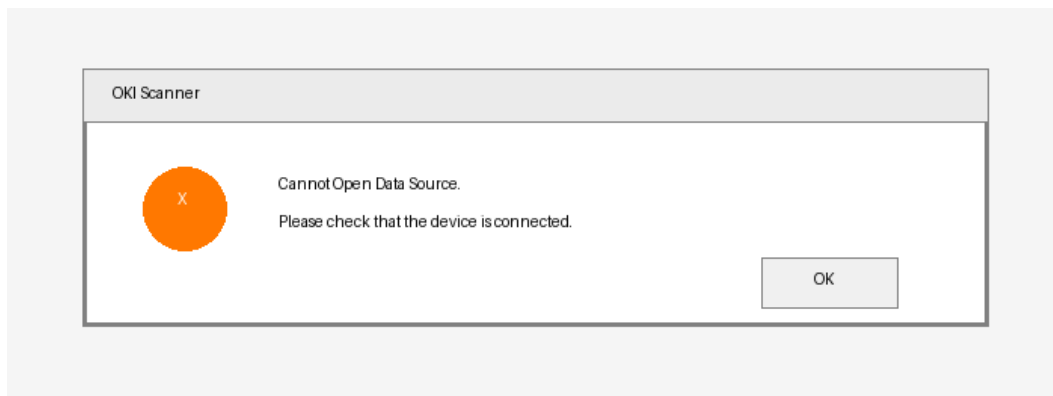
- If using an MC561, press the Scan button on the printer control panel.
- Scroll down and select Remote PC Mode instead of Local PC Mode.

- The printer display should say Waiting for Scan.
- Go to the computer and open ActKey from the desktop.
- Double left click Folder in ActKey.
- The document should begin scanning through the ADF feeder.

How To Scan Documents

- For multiple pages, place originals face up in the ADF feeder.
- For single pages or photos, place originals face down on the flatbed scanner glass.
- Enable Duplex Scanning in ActKey if scanning double sided originals.
- Enable Multi Page PDF if you want all pages combined into one PDF file.
- Adjust Resolution settings if needed.

Troubleshooting - Cannot Open Data Source



- This message usually means the printer IP address is incorrect in ActKey.
- This can also happen if the Scanner Driver was not installed before installing ActKey.
- Verify the printer IP address under Show Network Configuration.
- If needed, reinstall the Scanner Driver first and then reinstall ActKey.
- If you still receive the Cannot Open Data Source message, open Control Panel and select Programs and Features.
- Remove the OKI MC361 or MC561 Scanner Software and remove the ActKey Utility.
- Reinstall the Scanner Driver FIRST and then reinstall the ActKey Utility SECOND.

Additional Reinstall Instructions

- If you still receive the Cannot Open Data Source message, open Control Panel.
- Select Programs.
- Select Uninstall a Program.
- Remove the OKI MC361 or MC561 Scanner Software.
- Remove the ActKey Utility.
- Restart the computer if prompted.
- Reinstall the Scanner Driver FIRST and then reinstall the ActKey Utility SECOND.

Visual Scanning Setup Reference Guide

This visual guide provides an additional quick reference for installing the scanner driver, configuring ActKey, and troubleshooting scanning issues.

Final MC562w Scanner Driver and ActKey Guide

Complete Instructions to Install the Scanner Driver and ActKey Utility, Configure Network Scanner, and Resolve "Cannot Open Data Source" Errors.

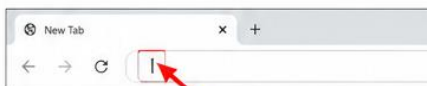
1 DOWNLOAD THE SCANNER DRIVER

1. Copy the URL link below.
2. Open your web browser.
3. Click in the address bar at the top.
4. Right click and choose Paste
5. Press Enter on your keyboard.
6. The OKI website will open.
7. Download the Windows 10 (64-bit) Driver.

NOTE: The Windows 10 (64-bit) driver also works on Windows 11.

COPY AND PASTE THIS LINK INTO YOUR BROWSER:

<https://www.oki.com/ca/printing/download-drivers-and-utilities/mc562-mc362-mc562w>



Click in the address bar



Paste the link and press Enter

2 INSTALL IN THIS ORDER (VERY IMPORTANT)

STEP 1

Install the
Scanner Driver
FIRST



STEP 2

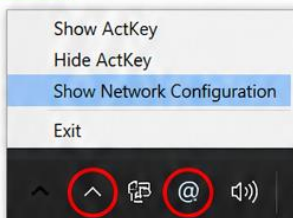
Install ActKey
Utility
SECOND



Installing in the wrong order can
cause "Cannot Open Data Source"
errors.

3 CONFIGURE NETWORK SCANNER IN ACTKEY

1. Open the ActKey icon from your desktop.
2. Click the UP arrow (^) for hidden icons.
3. Right click the ActKey (@) icon.
4. Choose Show Network Configuration.
5. Select Scanner.
6. Click Edit Scanner.
7. Enter or verify the printer IP address.
8. Click OK and close the window.



Important About IP Addresses

- The printer IP address can change.
- After any change, you **MUST** update the IP address in ActKey.
- Always verify the IP address under Show Network Configuration.

4 SCAN TO FOLDER SETUP

1. In ActKey, click the Folder icon.
2. Browse and select the folder where you want files saved.
3. Click OK.
4. Test scan to confirm.

5 MULTI-PAGE PDF SETUP

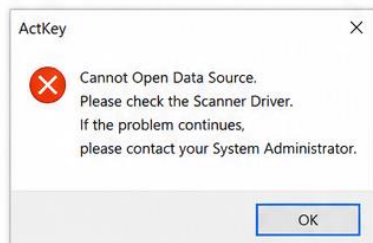
1. In ActKey, click PDF Settings.
2. Check Enable Multi Page PDF.
3. Adjust other settings if needed.
4. Click OK.

6 DUPLEX (ADF) SETUP

1. Load originals in the ADF feeder.
2. In ActKey, enable Duplex Scanning.
3. Choose Duplex (Two Sided).
4. Scan your documents.

7 TROUBLESHOOTING – CANNOT OPEN DATA SOURCE

You may see this error message when scanning:



This message usually means:

- The printer IP address is incorrect in ActKey.
- The Scanner Driver was not installed before ActKey.
- The printer IP address changed.

What to do:

1. Verify the printer IP address under Show Network Configuration.
2. If the IP address changed, update it under Scanner > Edit Scanner.
3. If the issue continues, reinstall the Scanner Driver first, then reinstall ActKey.

Quick Check

- ✓ Scanner Driver installed first
- ✓ Correct printer IP address entered in ActKey
- ✓ Multi Page PDF enabled (if needed)
- ✓ Duplex (ADF) enabled (if needed)
- ✓ Test scan successful



Need more help?

Contact your System Administrator or ActKey Support.



Follow these steps and you will be able to
scan successfully with your MC562w.

Additional Duplex Scanning Notes

- To enable Duplex Scanning in ActKey, the source must be set to ADF.
- Do not leave the source set to Auto or Flatbed.
- Once the source is set to ADF, you will then be able to open Options and enable the Duplex setting.
- The Duplex option is disabled by default until ADF is selected as the source.