

Scan to Email -

http://www.okidata.com/documents/support/user-documentation/45992512EE2_MC873_EN/English/contents/sc_000031.html

1. Open a Web browser.
2. Enter "http://(The IP address of this MFP)" in the address bar, & then press the **Enter** key.
3. Click **Administrator Login**.
4. Enter "admin" in User Name & the administrator password of aaaaaa, & then click OK.
5. For Mac OS X, enter "admin" in **Name** & the password aaaaaa, & then click Login.
6. Click **SKIP**.
7. Click **Admin Setup** at the top of the screen.
8. Click **Network > Mail Server** on the left side of the screen.
9. Set the mail server based on the information on the setting information sheet if necessary.

OKI

MC873

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Admin Setup

- Network
 - General Network Settings
 - TCP/IP
 - NBT
 - Mail Server**
 - E-mail
 - SNMP
 - IPP
 - Google Cloud Print
 - Windows Rally
 - IEEE802.1X
 - Secure Protocol Server
 - LDAP
 - Proxy
- Security
- Maintenance
- Copy Setup
- Fax Setup
- FaxServer Function
- Internet Fax Setup
- Scanner Setup

Mail Server Setup

SMTP Send	Enable
SMTP Server	smtp.gmail.com Enter E-mail Server Address. (Max.64 characters)
SMTP Port Number	465 (1-65535)
SMTP Encryption	SMTPS
Receive Settings	POP3
POP3 Server	pop.gmail.com Enter POP3 Server Address. (Max.64 characters)
POP3 Port Number	995 (1-65535)
POP Encryption	POP3S
Authentication method	None
SMTP UserID	username@gmail.com (Max.64 characters)
SMTP Password	•••••••• (Max.64 characters)
POP UserID	username@gmail.com (Max.64 characters)
POP Password	•••••••• (Max.16 characters)
APOP Support	Disable
From	username@gmail.com E-mail Address for Scan to E-mail and Internet Fax (Max.80 characters)
Device E-mail Address	 E-mail Address for E-mail Alert (Max.64 characters)

Press Submit to send changes. Press Cancel to clear changes.

*Set **Authentication Method** to SMTP.*

10. Click **Submit**.
11. Click **E-mail > Receive Settings** on the left side of the screen.
12. Select **POP3**, & then click **To STEP2**.
13. Set the POP3 protocol if necessary.
14. Click **Submit**.

Using Scan To E-mail

1. Press [Scan] or the (SCAN) button.
2. Set a document in the ADF or on the document glass.
3. Press [Scan To E-mail].
4. If the access control is enabled & E-mail address of the user who currently logs in is registered, the E-mail address of the user is automatically entered in [To].
5. Here, you can add a destination with a one-touch button. A destination is added to [To]. To add multiple destinations, press another one-touch button.
6. Check the [Scan To E-mail] tab is selected.
7. To select [Cc] or [Bcc], press [To] several times.
8. Specify a destination.
9. Set scan settings if necessary.
10. Press the (START) button.

File format - Admin Setup, Scanner Setup, Default Settings, File Format.

Auto (Color/Gray) Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS

Auto (Color/Mono) Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS

Color Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS

Grayscale Single-PDF, Multi-PDF, Single-HC-PDF, Multi-HC-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, JPEG, XPS

Mono Single-PDF, Multi-PDF, Multi-PDF/A, Single-TIFF, Multi-TIFF, XPS