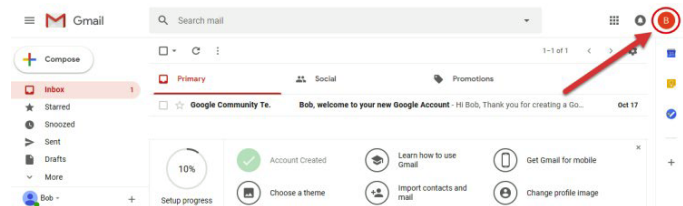
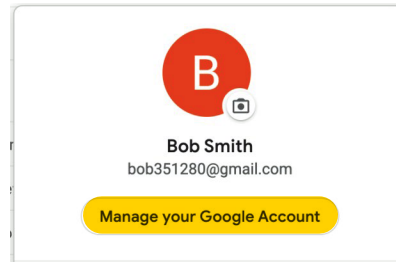


Set up Gmail with 2-factor authentication for email scanning 4e/7/8/9/i series

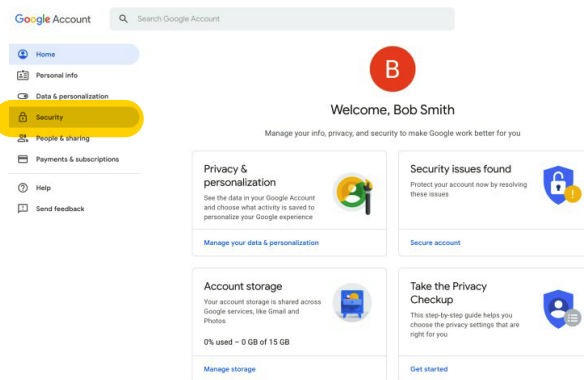
Log in to the account used by the IT Admin for scan to email.



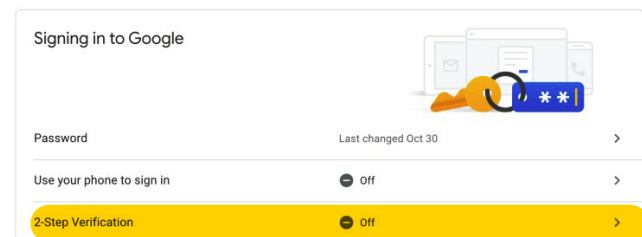
Click Mange your Google Account.



Click Security.

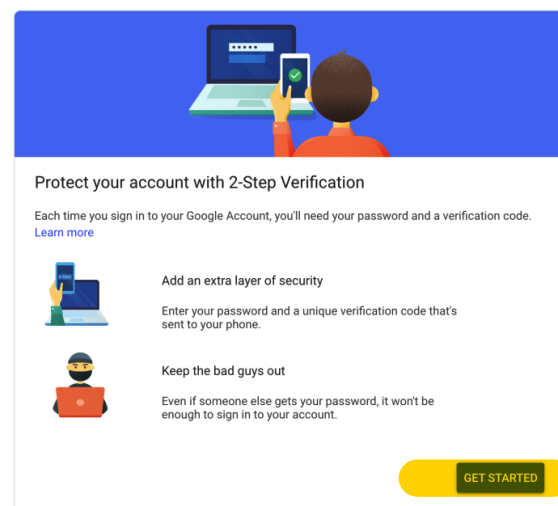


Click 2-Step Verification.

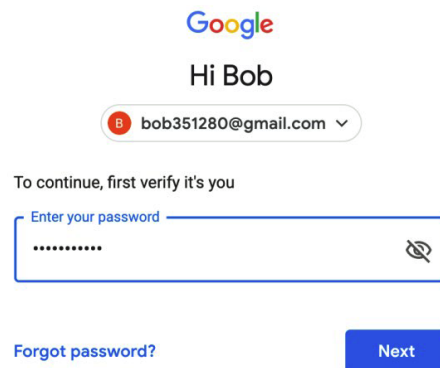


Click GET STARTED.

← 2-Step Verification



Since you are making a change to Security settings, re-enter the password and click Next.
(Note: This may happen several times during this entire procedure.)



Google

Hi Bob

bob351280@gmail.com

To continue, first verify it's you

Enter your password

.....

Forgot password?

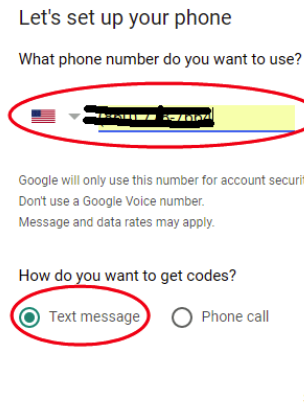
Next

If you have a phone already associated with the account it will appear here.

If not, enter your cell phone number with area code.

Click Text Message.

Click Next.



Let's set up your phone

What phone number do you want to use?

Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply.

How do you want to get codes?

☒ Text message ☐ Phone call

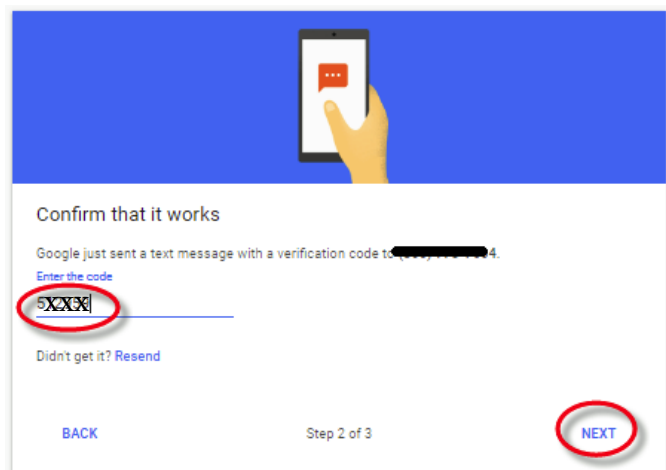
Step 1 of 3

NEXT

You will be prompted to enter the 2-step code received by your phone.

Enter the 6-digit code.

Click NEXT.



Confirm that it works

Google just sent a text message with a verification code to bob351280@gmail.com. Enter the code

5XXXXX

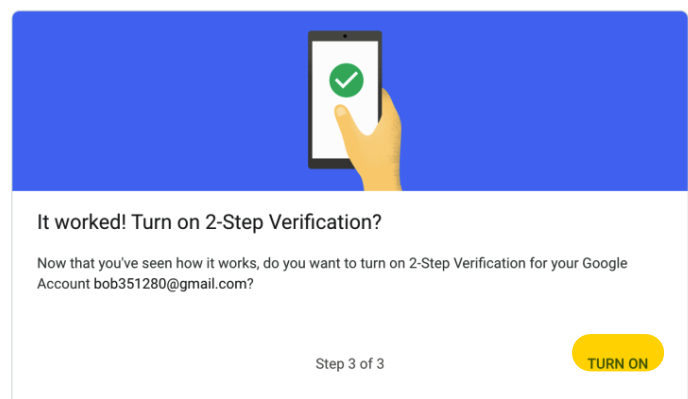
Didn't get it? Resend

BACK

Step 2 of 3

NEXT

Click TURN ON to enable 2-Step verification.



It worked! Turn on 2-Step Verification?

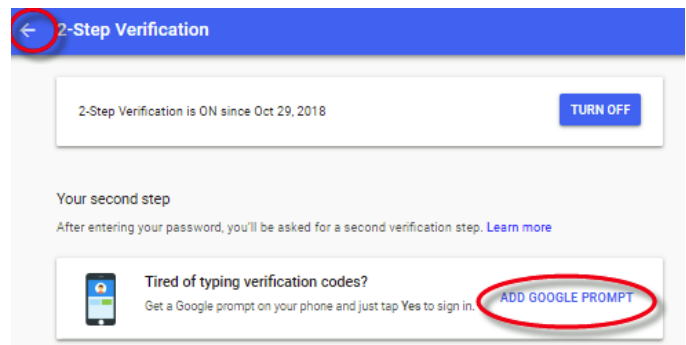
Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account bob351280@gmail.com?

Step 3 of 3

TURN ON

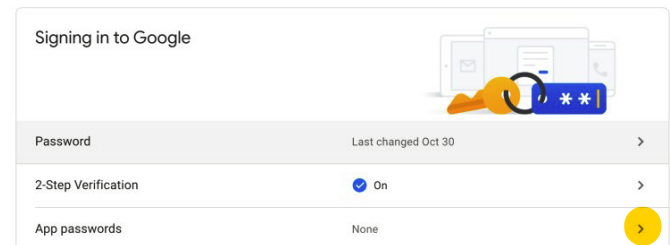
This screen shows that 2-Step Verification is now enabled.

Optional: If you click ADD GOOGLE PROMPT the message received by your phone allows you to bypass entering a code in Gmail security. Click the back arrow.



Next add an App password which will allow an email client (i.e. MFP scanner, Outlook, Office 365, Thunderbird, etc.) to bypass the 2-step verification procedure.

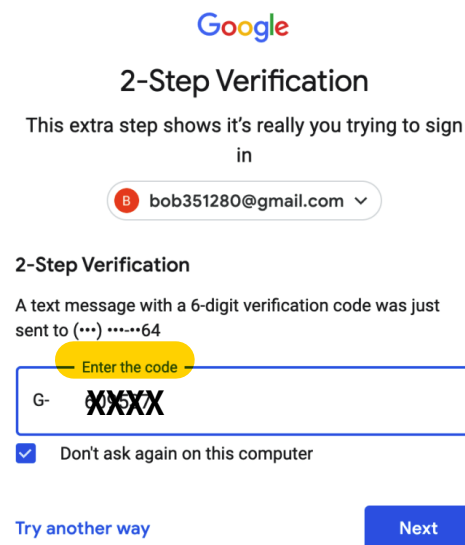
Click > next to App passwords.



You will be prompted to enter the 2-step received by your phone.

Enter the 6-digit code you received (not the number in the image in the example).

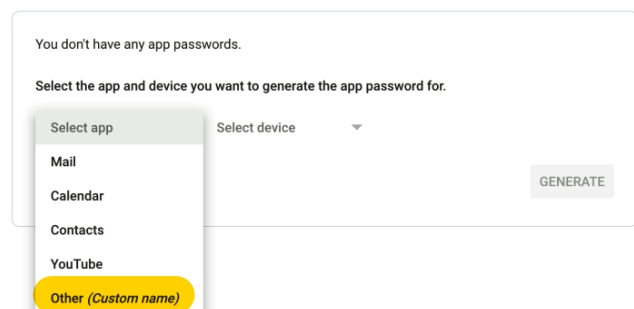
Click Next.



In the Select app pull down select Other (custom name).

← App passwords

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)



Enter a name for the app and device. (Ex. KM scanner)

Click GENERATE.

App passwords let you sign in to your Google Account from apps on devices that don't support 2-Step Verification. You'll only need to enter it once so you don't need to remember it. [Learn more](#)

You don't have any app passwords.

Select the app and device you want to generate the app password for.

KM scanner X

GENERATE

Gmail will generate a 16-character password.
(NOTE: Do Not click DONE or you will have to start over.)

Highlight the password.

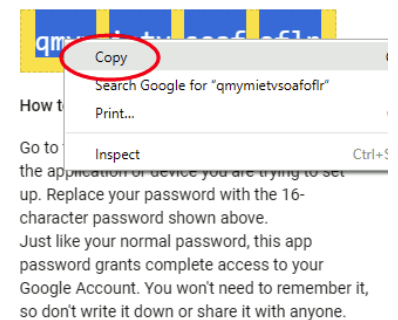
Right-click the highlighted password and select Copy.

Generated app password

Email
securesally@gmail.com

Password
.....

Your app password for your device



DONE

Next, save the password in Notepad as a precaution.

Click DONE (on the password screen) when complete.

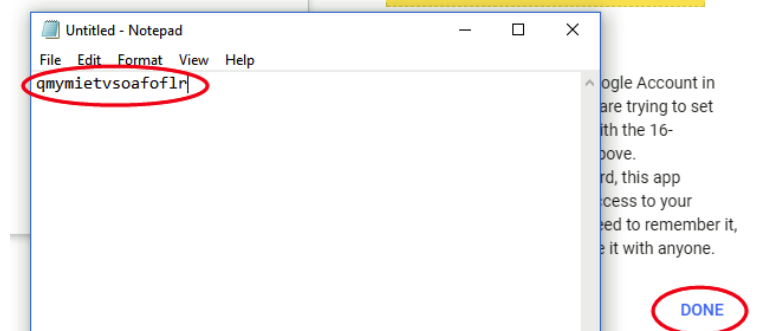
Google recommends generating a new password each time an app password is required with 2-step verification enabled.

Generated app password

EXAMPLE ONLY!!!

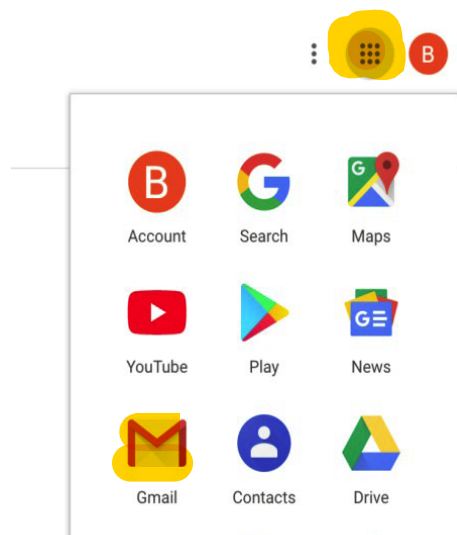
Your app password for your device

qmymietvsoafoflr



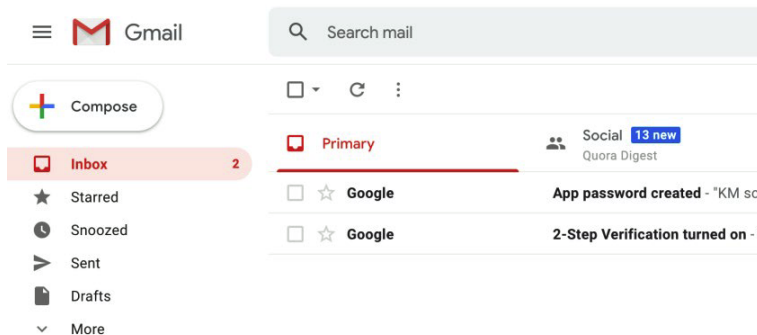
In the upper right area of the screen click the 9 dot app grid.

Click the Gmail icon.



Use the Gmail settings from the account you created to configure the MFP to send email.

Note: examples of Gmail server settings for email clients can be found in many places on the internet (i.e. <https://www.dummies.com/programming/networking/using-microsoft-outlook-with-gmail>).



Configure E-mail TX (SMTP)

1. Enable E-mail TX Setting
2. Enable E-Mail send (optional)
3. Enable E-mail Notification (optional)
4. Enable Total Counter Notification (optional)
5. Click Please check to enter host name
Enter: smtp.gmail.com
6. Select SMTP over SSL
7. Verify that port 465 is selected
8. Disable all Certificate Verification Level Settings
9. Enter a Device Mail Address.

A screenshot of the 'E-mail TX (SMTP)' configuration screen. The screen has a title bar 'E-mail TX (SMTP)'. Below it, there are several settings: 'E-mail TX Setting' (checked), 'Scan to E-mail' (ON), 'E-mail Notification' (ON), 'Total Counter Notification' (ON), 'SMTP Server Address' (smtp.gmail.com), 'Use SSL/TLS' (SMTP over SSL), 'Port Number' (25), 'Port No.(SSL)' (465), 'Certificate Verification Level Settings' (Do Not Confirm), 'Validity Period' (Do Not Confirm), 'CN' (Do Not Confirm), 'Key Usage' (Do Not Confirm), 'Chain' (Do Not Confirm), 'Expiration Date Confirmation' (Do Not Confirm), 'Connection Timeout' (60 sec.), 'Admin. E-mail Address' (SSDLab@kmbs.com), 'Device Mail Address' (SSDLab@kmbs.com), and 'Authentication Setting'.

10. Disable POP before SMTP

11. Enable SMTP Authentication Method (all) ON

12. Enter YOUR gmail User ID

13. Enter (paste) YOUR Google App password

14. Enter the Domain Name (8.8.8.8-Google Public DNS)

15. Set Server load reduction transmission method to Stop Scan TX when max limit is exceeded (or Download by URL method)

16. Set Max Mail Size to Limit

17. Set Server capacity limit to 24Mbyte (Gmail default limit is 25Mbyte)

The user will be notified or receive an email with a URL to download the attachment.

18. Click OK to complete.

The screenshot shows the 'Authentication Setting' configuration page. It includes the following fields and options:

- POP before SMTP:** OFF (dropdown)
- POP before SMTP Time:** 5 sec. (0-60)
- SMTP Authentication:** ☒ (checked)
- SMTP Authentication Method:**
 - Kerberos: ON (dropdown)
 - NTLMv1: ON (dropdown)
 - Digest-MD5: ON (dropdown)
 - CRAM-MD5: ON (dropdown)
 - LOGIN: ON (dropdown)
 - PLAIN: ON (dropdown)
- User ID:** accountname@gmail.com
- Password:** ☒ Password is changed. Google App Password Here
- Domain Name:** 8.8.8.8
- Server load reduction transmission method:** Scan TX by Download URL method only when maximum limit is exceeded (dropdown)
- Binary division Size:** Kbyte (100-15000; Step100)
- Max Mail Size:** Limit (dropdown)
- Server Capacity limit:** 24 Mbyte(1-100)