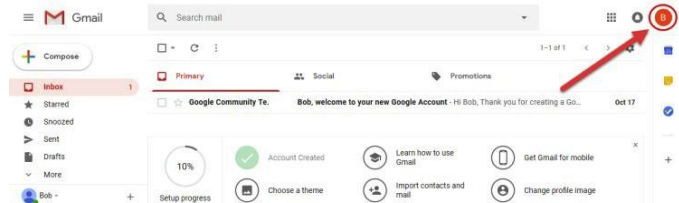
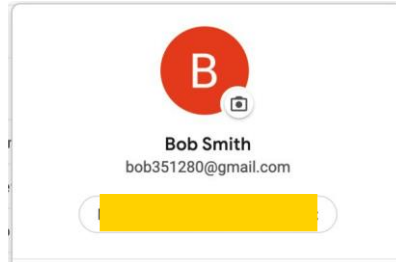


# Set up Gmail with 2-factor authentication for email scanning 4e/7/8/9/i series

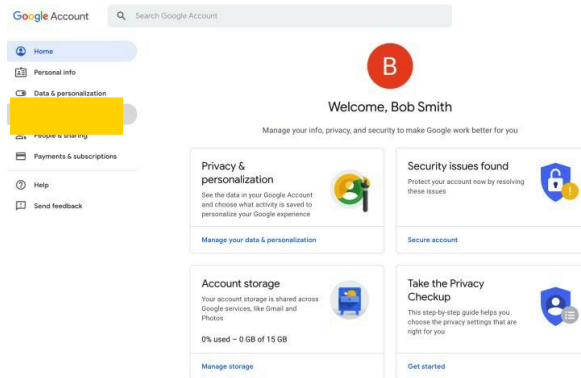
Log in to the account used by the IT Admin for scan to email.



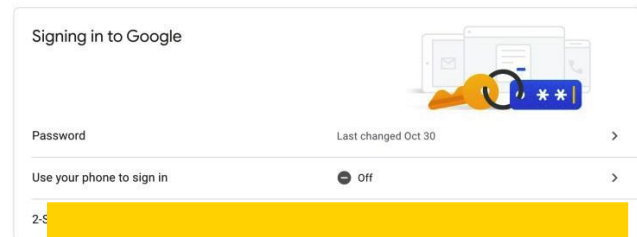
Click Manage your Google Account.



Click Security.

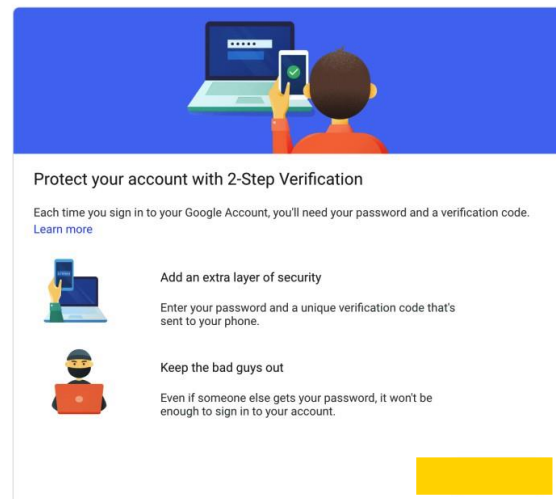


Click 2-Step Verification.

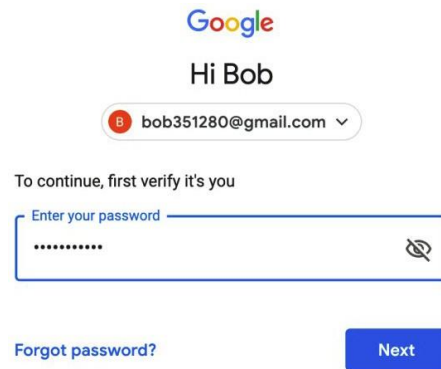


Click GET STARTED.

← 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.)

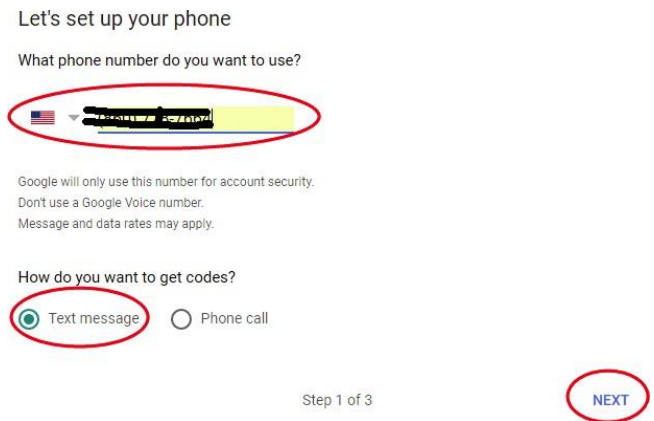


If you have a phone already associated with the account it will appear here.

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

Click Text Message.

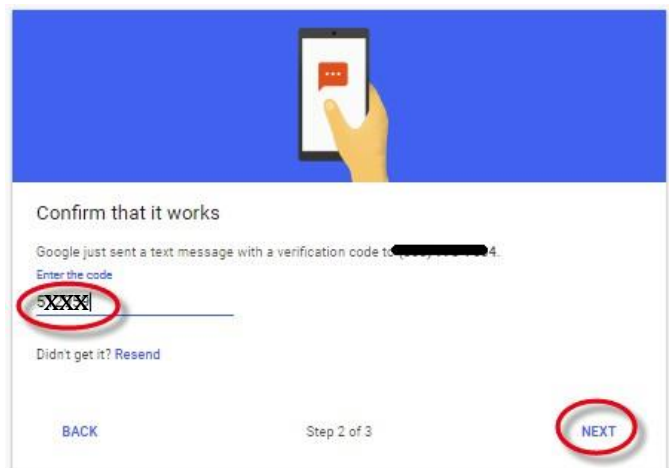
Click Next.



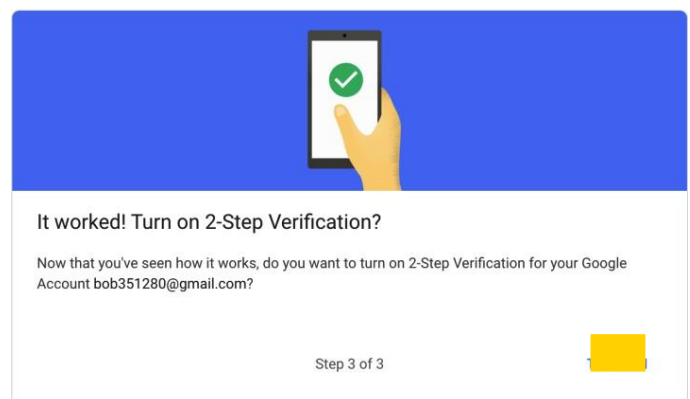
You will be prompted to enter the 2-step code received by your phone.

Enter the 6-digit code.

Click NEXT.

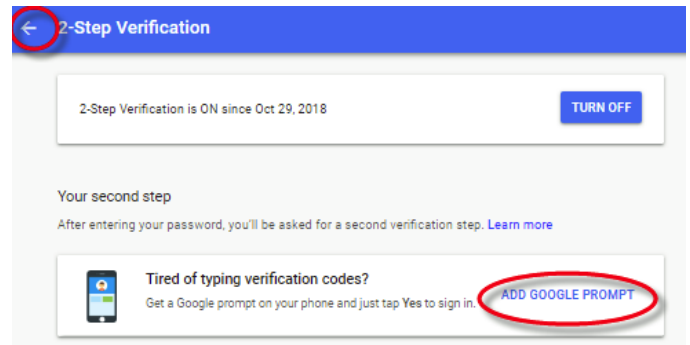


Click TURN ON to enable 2-Step verification.



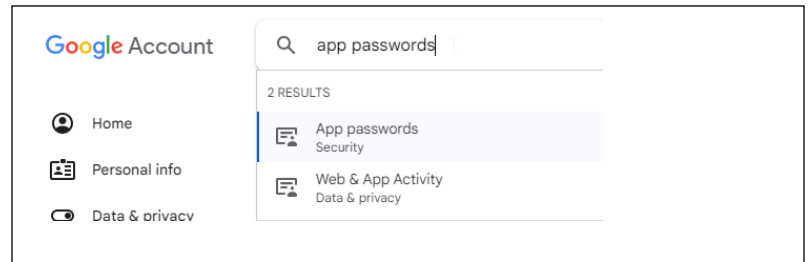
This screen shows that 2-Step Verification is now enabled.

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.

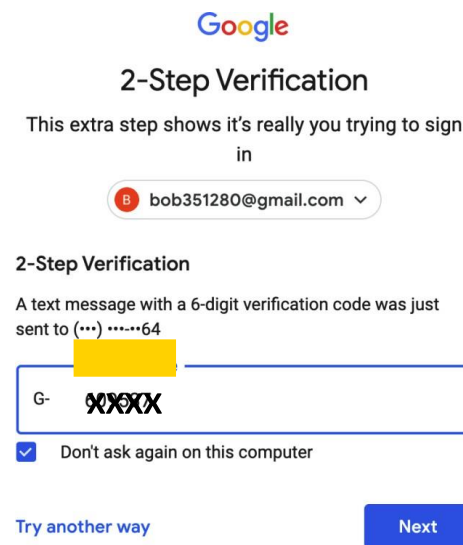
Search for , App passwords and Click



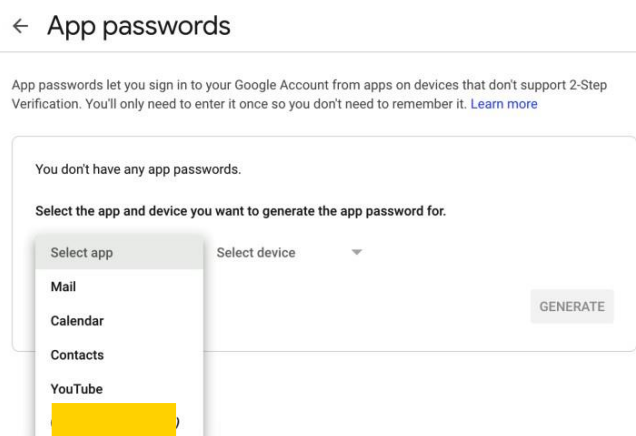
You will be prompted to enter the 2-step received by your phone.

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).



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.

K  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

qmymietvsoafoflr

Copy

Search Google for "qmymietvsoafoflr"

Print...

Inspect

Go to the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

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

Copy

Search Google for "qmymietvsoafoflr"

Print...

Inspect

Go to the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

Untitled - Notepad

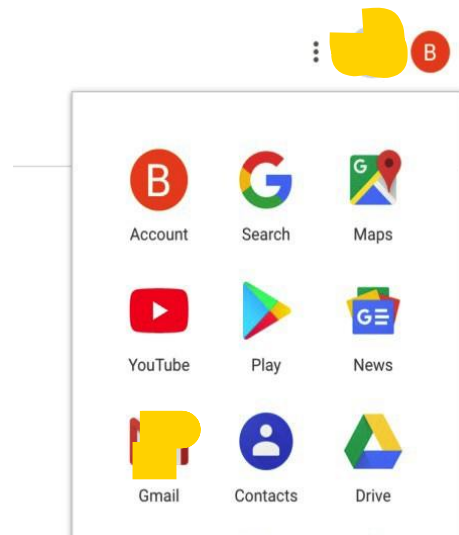
File Edit Format View Help

qmymietvsoafoflr

DONE

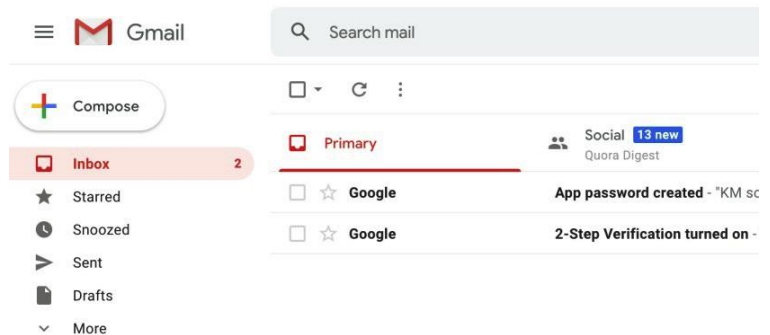
In the upper right area of the screen click the 9 dot app grid.

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.

**E-mail TX (SMTP)**

E-mail TX Setting

Scan to E-mail

E-mail Notification

Total Counter Notification

SMTP Server Address  Please check to enter host name.

Use SSL/TLS

Port Number  (1-65535)

Port No.(SSL)  (1-65535)

Certificate Verification Level Settings

Validity Period

CN

Key Usage

Chain

Expiration Date Confirmation

Connection Timeout  sec.

Admin. E-mail Address

Device Mail Address

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. The 'POP before SMTP' option is set to 'OFF'. The 'POP before SMTP Time' is set to '5' seconds. The 'SMTP Authentication' checkbox is checked. Under 'SMTP Authentication Method', all options (Kerberos, NTLMv1, Digest-MD5, CRAM-MD5, LOGIN, PLAIN) are set to 'ON'. The 'User ID' field contains 'accountname@gmail.com'. The 'Password is changed.' checkbox is checked, and the 'Password' field contains 'Google App Password Here'. The 'Domain Name' field contains '8.8.8.8'. The 'Server load reduction transmission method' is set to 'Scan TX by Download URL method only when maximum limit is exceeded'. The 'Binary division Size' is set to 'Kbyte' with a range of '(100-15000;Step100)'. The 'Max Mail Size' is set to 'Limit'. The 'Server Capacity limit' is set to '24' Mbyte with a range of '(1-100)'.