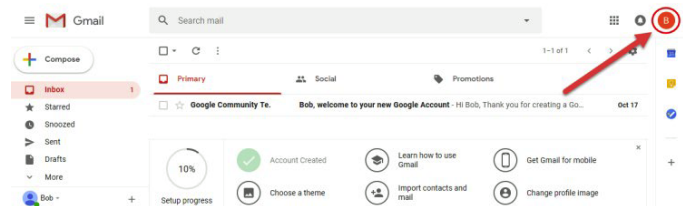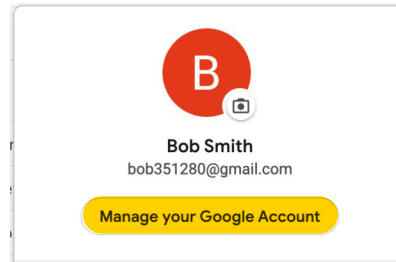# Set up Gmail with 2-factor authentication for email scanning 4e/7/8/9/i series
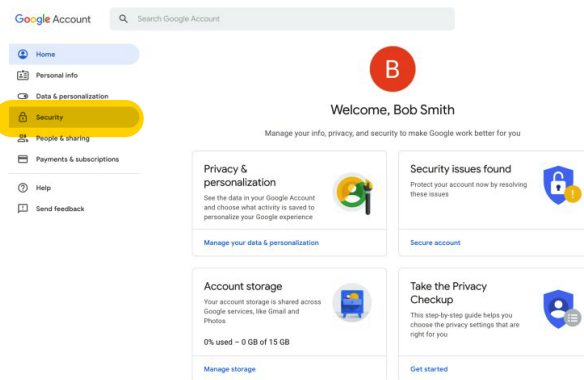
Log in to the account used by the IT Admin for scan to email.

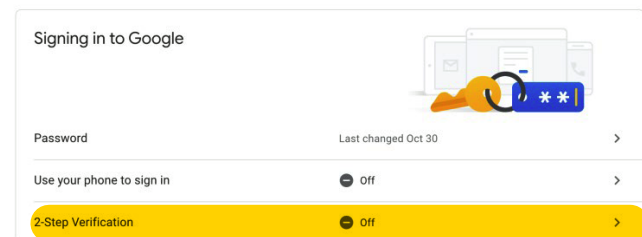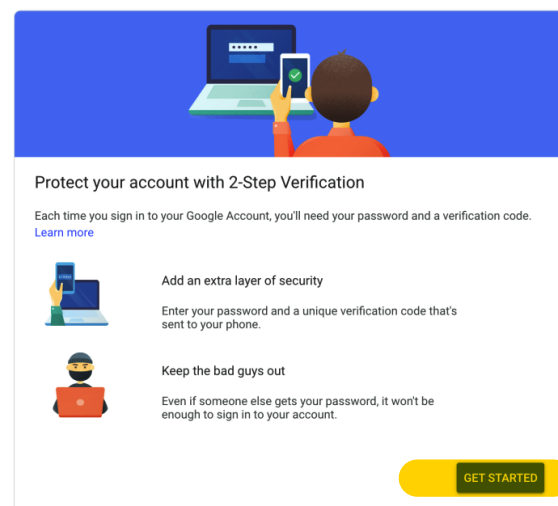Click Mange your Google Account.
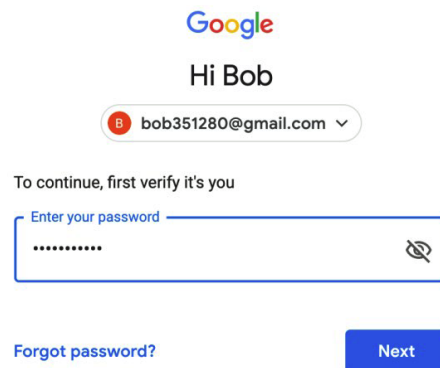

Click Security.

Click 2-Step Verification.

Click GET STARTED.

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

B bob351280@gmail.com ⌄

To continue, first verify it's you

Enter your password
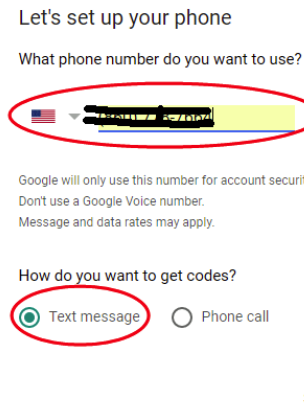
••••••••••

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?

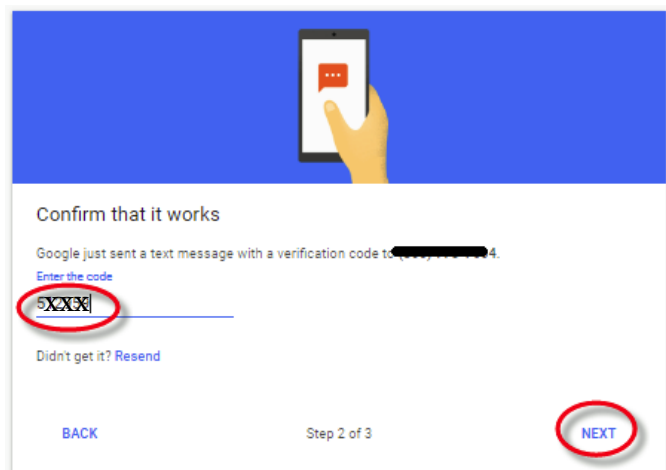◉ Text message   ○ Phone call

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 ▇▇▇▇▇4.
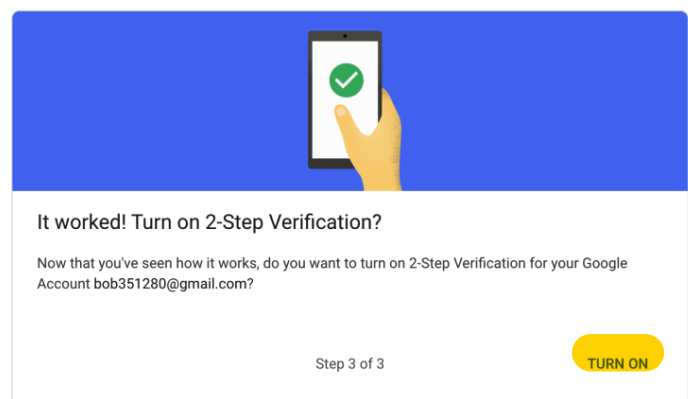Enter the code
5XXX

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.
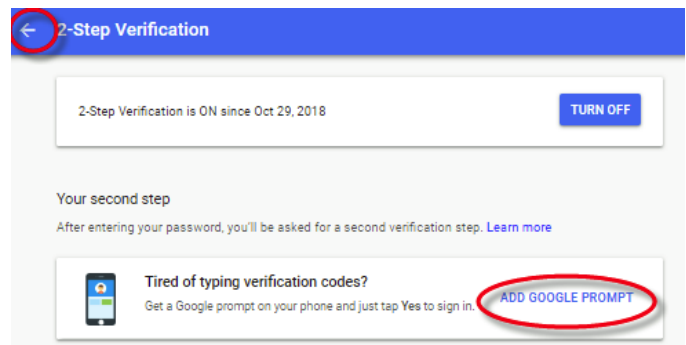
Next add an App password which will allow an email client (i.e. MFP scanner, Outlook, Office 365, Thunderbird, etc.) to bypass the 2-step verification procedure.
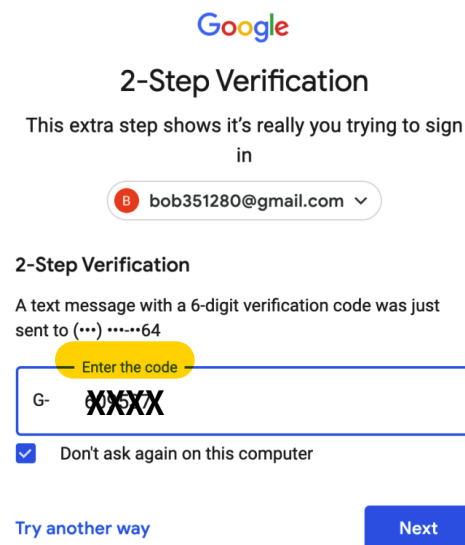
Click > next to App passwords.
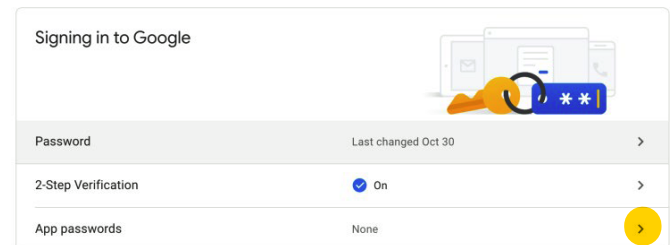
You will be prompted to enter the 2-step received by your phone.

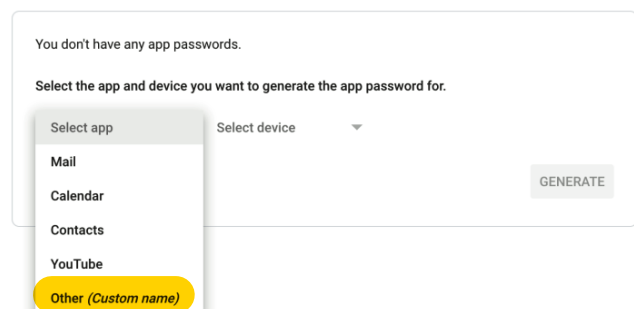Enter the 6-digit code you received (not the number in the image in the example).

Click Next.

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

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   ✕

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

Your app password for your device

qm... ...tv ...oaf ...flr

Copy
Search Google for "qmymietvsoafoflr"
Print...
Inspect   Ctrl+!

Email

securesally@gmail.com

Password

•••••••••••

How t

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

qmym ietv soaf oflr
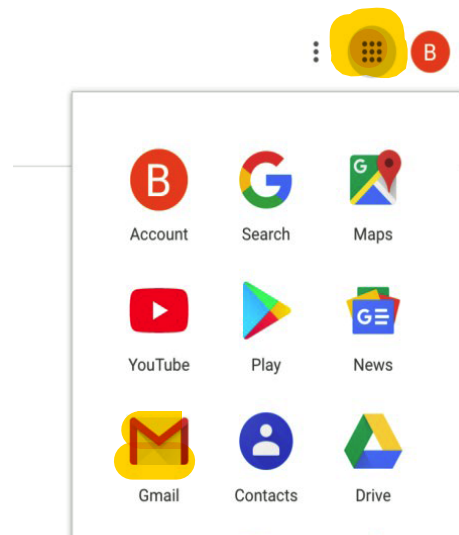
Untitled - Notepad

File Edit Format View Help

qmymietvsoafoflr

ogle Account in
are trying to set
ith the 16-
oove.
rd, this app
cess to your
ed to remember it,
e it with anyone.

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).
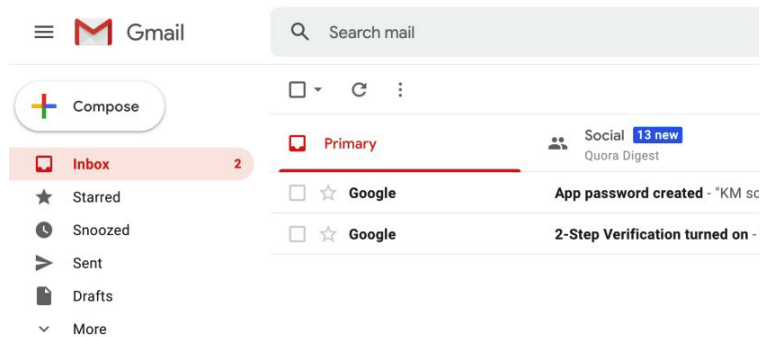
Configure E-mail TX (SMTP)

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.

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.

Authentication Setting

POP before SMTP	OFF ⬍
POP before SMTP Time	5 sec. (0-60)
☑ SMTP Authentication	
SMTP Authentication Method	
Kerberos	ON ⬍
NTLMv1	ON ⬍
Digest-MD5	ON ⬍
CRAM-MD5	ON ⬍
LOGIN	ON ⬍
PLAIN	ON ⬍
User ID	accountname@gmail.com
☑ Password is changed.	
Password	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 ⬍
Binary division Size	Kbyte (100-15000;Step100)
Max Mail Size	Limit ⬍
Server Capacity limit	24 Mbyte(1-100)