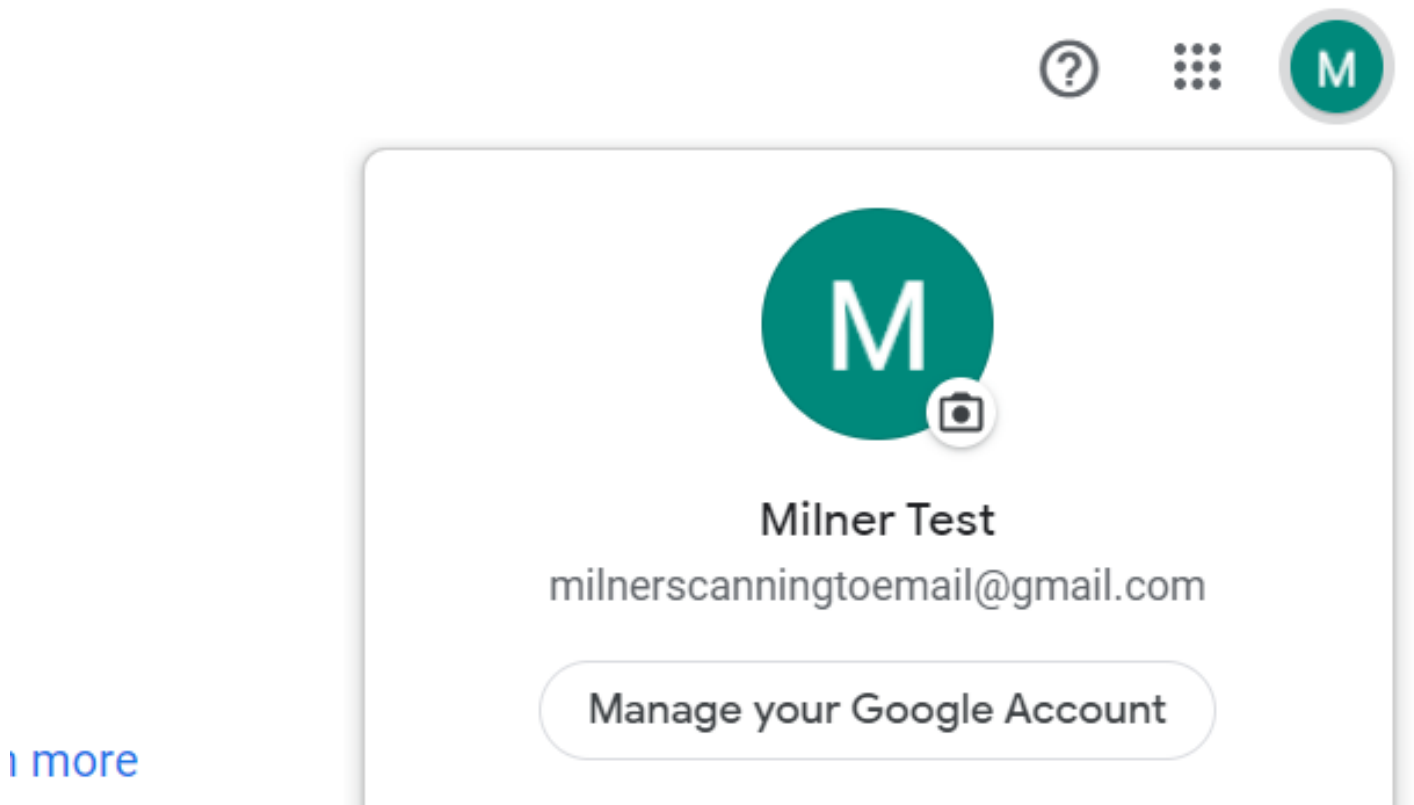
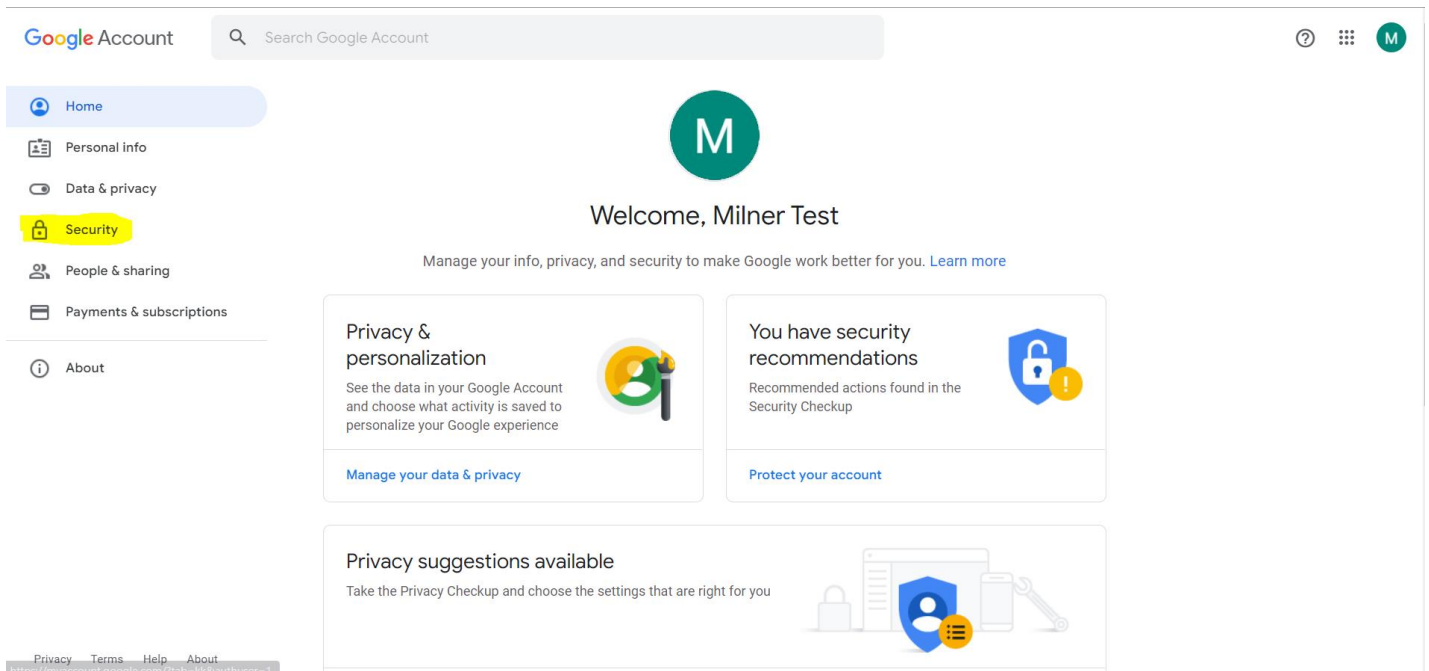


## Gmail Scan to Email Setup

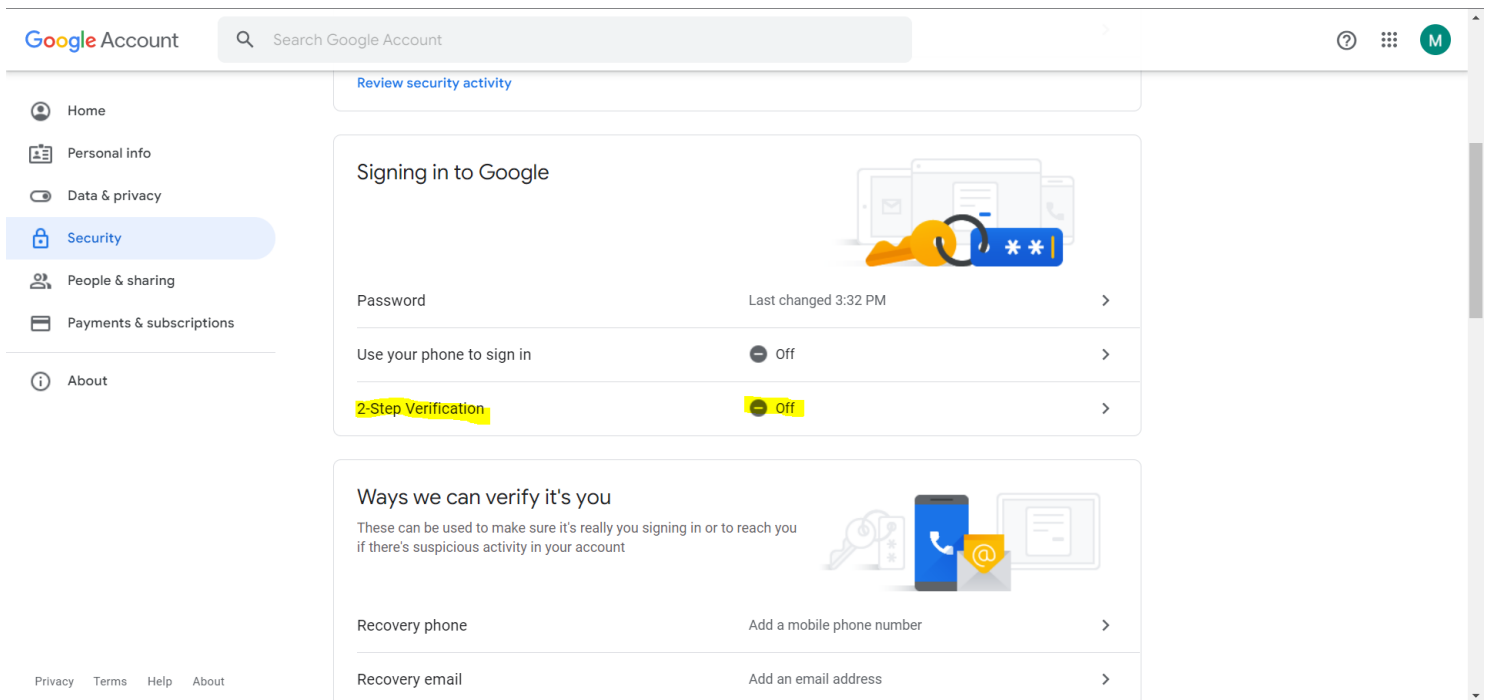
1. Go to gmail.com and create a Gmail account with the email address and password that the customer wants.
2. After the account is created, navigate to the top right, click on the icon and select “Manage your google account”.



3. On the left-hand side, select “Security”.



#### 4. Scroll down to “Signing into google” and turn on “2-Step Verification”



The screenshot shows the Google Account Security page. The left sidebar contains links to Home, Personal info, Data & privacy, Security (highlighted), People & sharing, Payments & subscriptions, and About. The main content area is titled "Signing in to Google" and features a graphic of a key and a lock. Below this, there are three rows of settings: Password (Last changed 3:32 PM), Use your phone to sign in (Off), and 2-Step Verification (Off, highlighted in yellow). Below these is a section titled "Ways we can verify it's you" with a graphic of a phone and a key. This section includes two rows: Recovery phone (Add a mobile phone number) and Recovery email (Add an email address). The footer contains links to Privacy, Terms, Help, and About.

Google Account

Search Google Account

Review security activity

Home

Personal info

Data & privacy

**Security**

People & sharing

Payments & subscriptions

About

Signing in to Google

Password Last changed 3:32 PM

Use your phone to sign in Off

**2-Step Verification** Off

Ways we can verify it's you

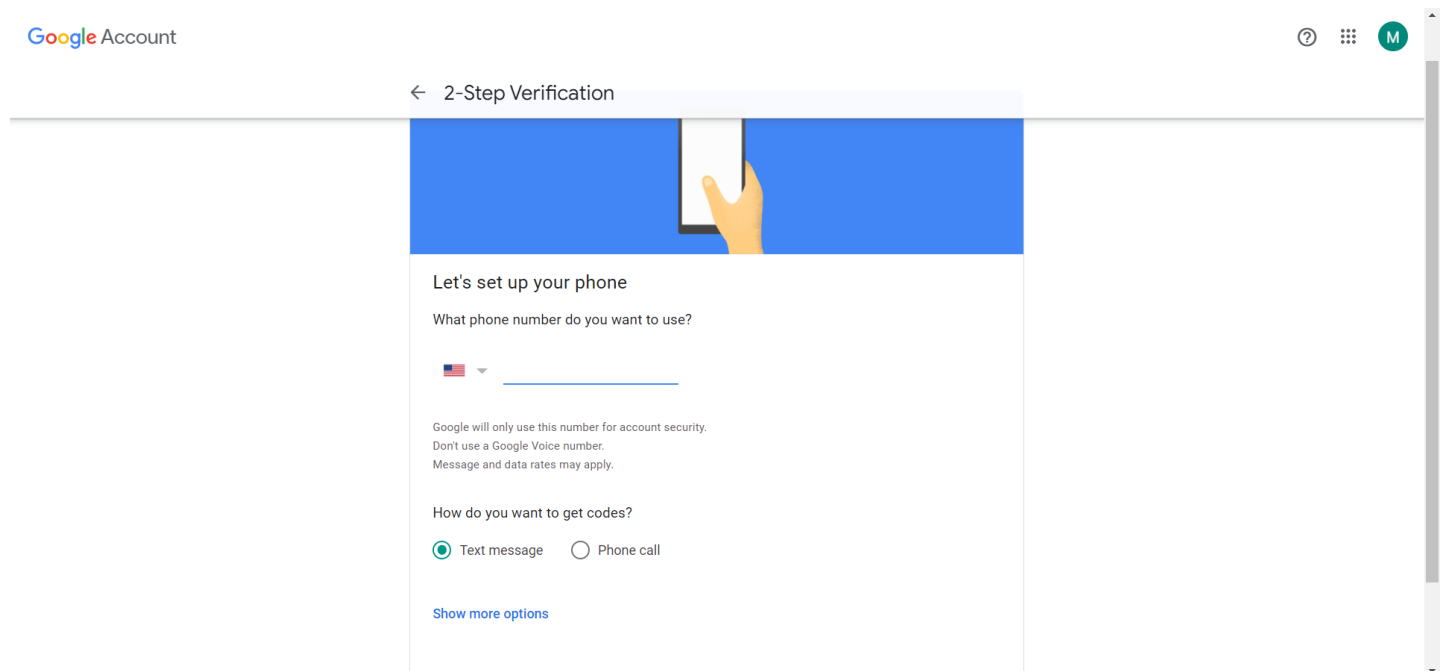
These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account

Recovery phone Add a mobile phone number

Recovery email Add an email address

Privacy Terms Help About

#### 5. Enter one of the customers cell phone numbers (Customer will only need this code once since the email is only being created for scan to email.) and follow the steps.



The screenshot shows the Google Account 2-Step Verification setup page. The page title is "2-Step Verification" with a back arrow. The main content area is titled "Let's set up your phone" and features a graphic of a hand holding a phone. Below this, there is a form to enter a phone number. The form includes a dropdown menu for the country code (currently set to the United States) and a text input field for the phone number. Below the input field, there is a note: "Google will only use this number for account security. Don't use a Google Voice number. Message and data rates may apply." Below the note, there is a section titled "How do you want to get codes?" with two radio buttons: "Text message" (selected) and "Phone call". At the bottom, there is a link to "Show more options".

Google Account

← 2-Step Verification

Let's set up your phone

What phone number do you want to use?

United States

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

Show more options

## 6. Select the back arrow.

Google Account

2-Step Verification

2-Step Verification is ON since Mar 24, 2022 [TURN OFF](#)

Available second steps

A second step after entering your password verifies it's you signing in. [Learn more](#)

**Note:** If you sign in to your Google Account on any eligible phone, Google prompts will be added as another method for 2-Step Verification.

**Voice or text message (Default)** ⓘ  
(813) 285-3126 **Verified**  
Verification codes are sent by text message.

Add more second steps to verify it's you

Set up additional backup steps so you can sign in even if your other options aren't available.

**Backup codes**  
These printable one-time passcodes allow you to sign in when away from your phone, like when you're traveling.

## 7. Scroll down to "Signing into Google" and select "App Passwords".

Google Account

Search Google Account

Home

Personal info

Data & privacy

**Security**

People & sharing

Payments & subscriptions

About

New sign-in on Windows 3:32 PM · Florida, USA

[Review security activity](#)

**Signing in to Google**

Password Last changed 3:32 PM

2-Step Verification **On**

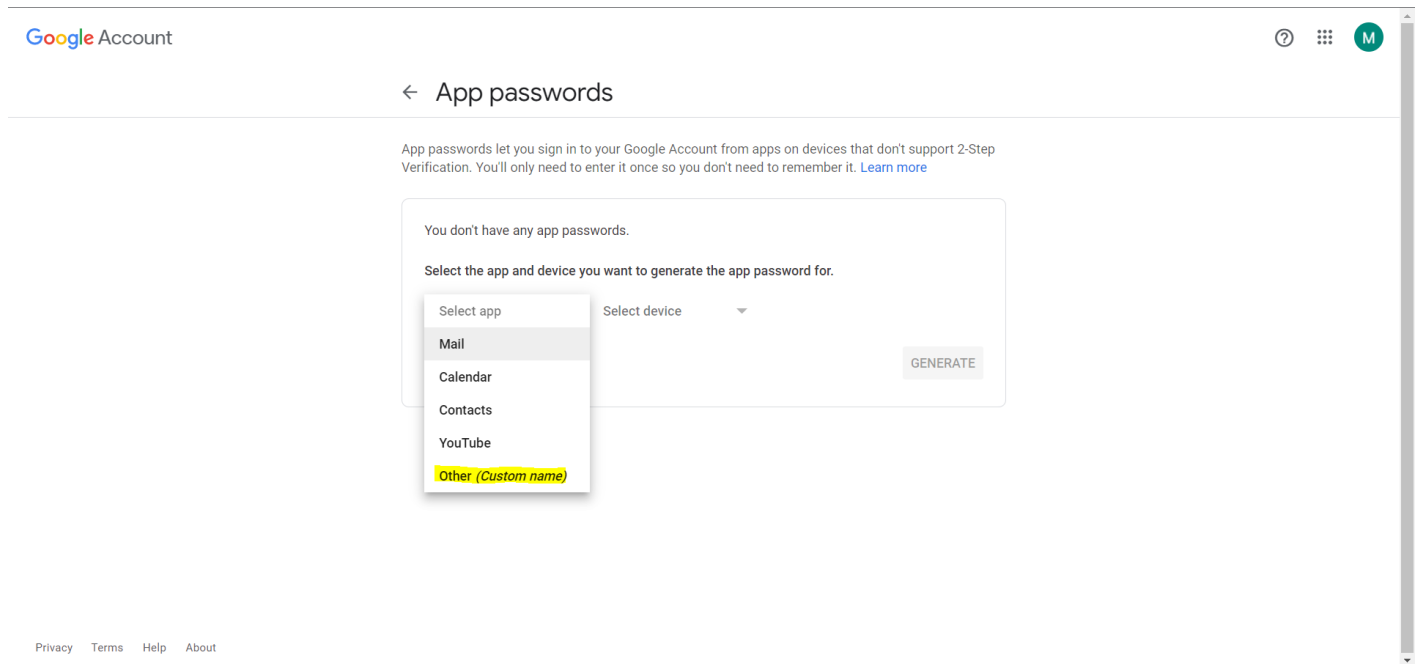
**App passwords** None

**Ways we can verify it's you**

These can be used to make sure it's really you signing in or to reach you if there's suspicious activity in your account

Recovery phone Add a mobile phone number

8. Click the drop down and select “Other”.



Google Account

← 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](#)

You don't have any app passwords.

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

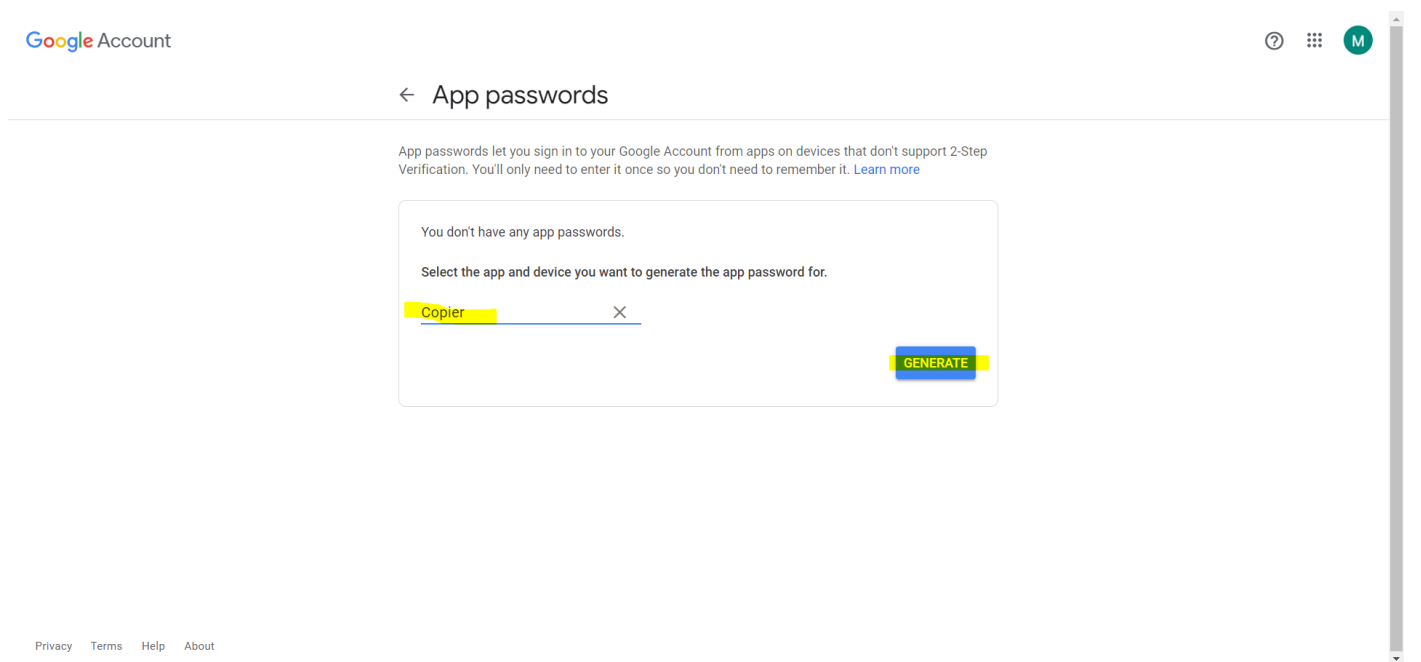
Select app: Mail, Calendar, Contacts, YouTube, **Other (Custom name)**

Select device: ▼

GENERATE

Privacy Terms Help About

9. Name it and select “Generate”.



Google Account

← 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](#)

You don't have any app passwords.

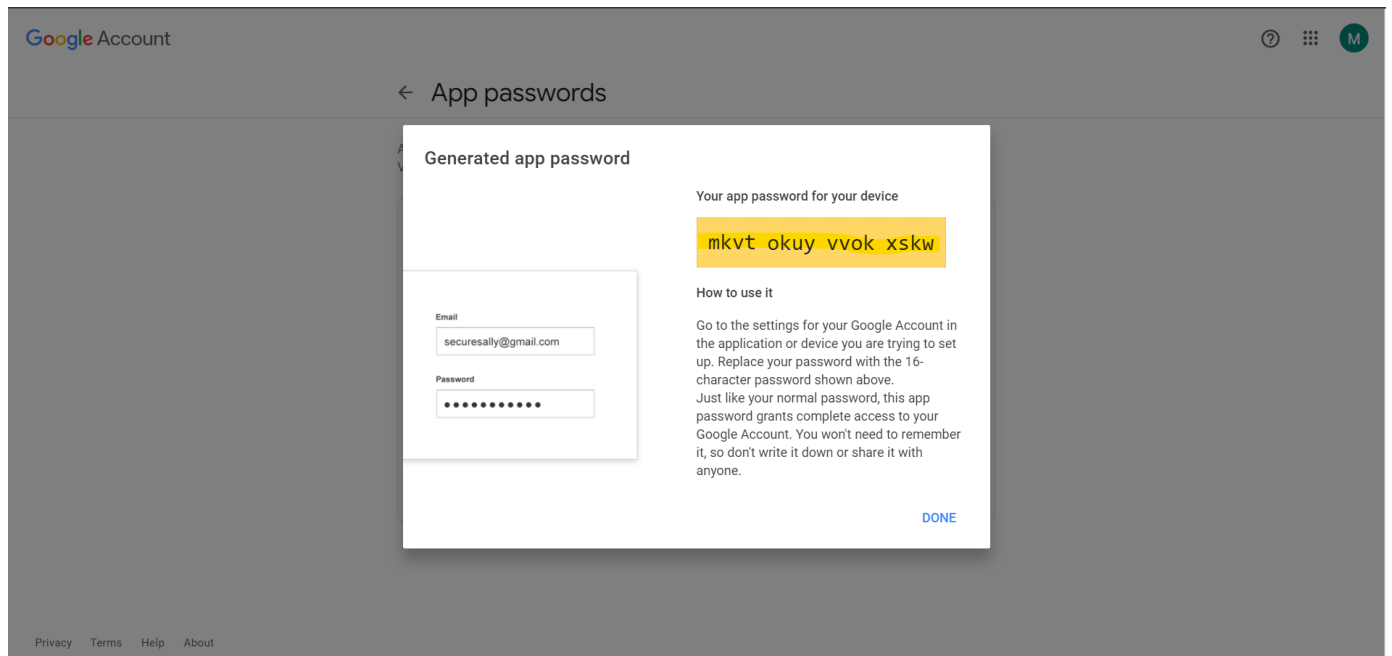
Select the app and device you want to generate the app password for.

**Copier** X

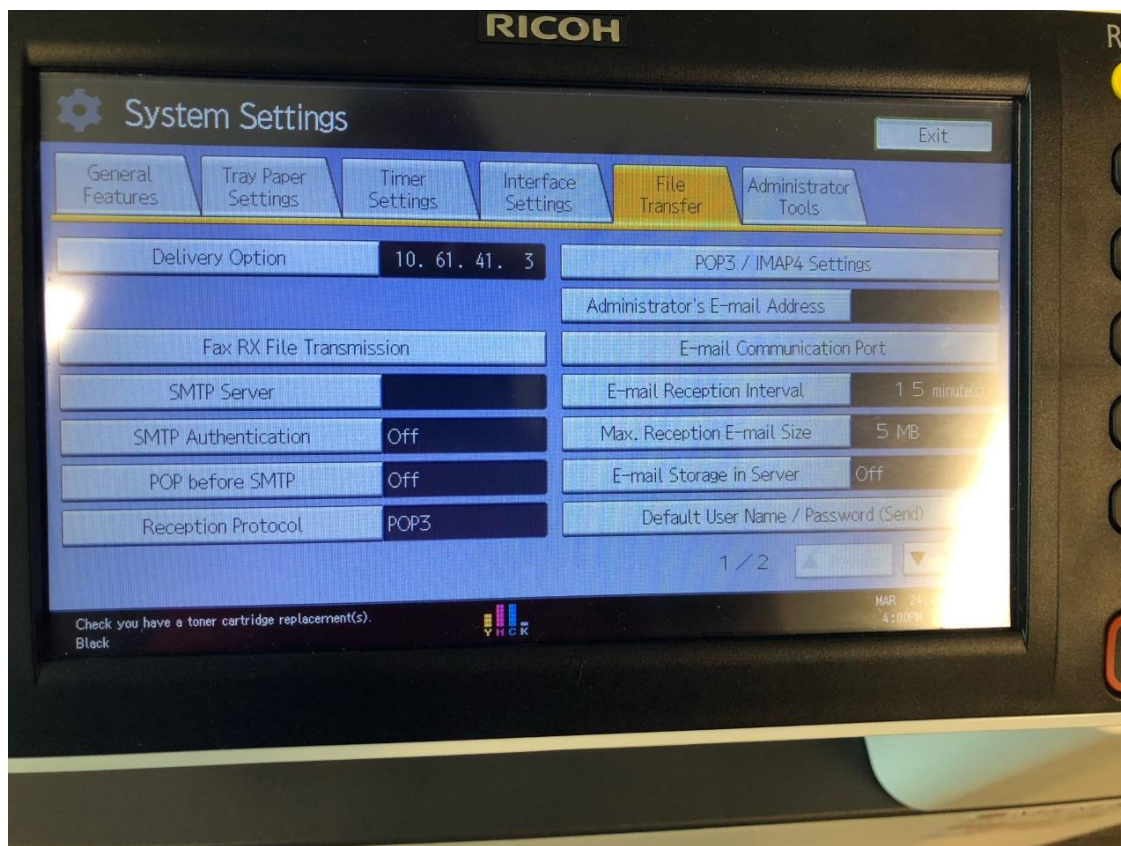
GENERATE

Privacy Terms Help About

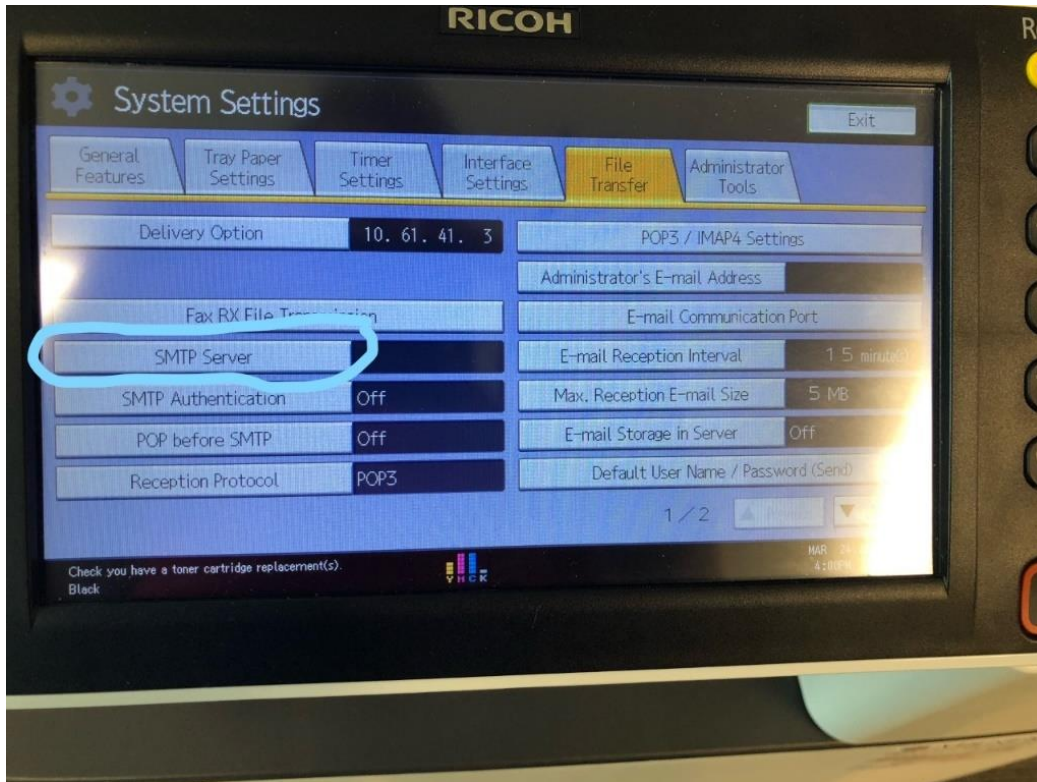
10. The 16-digit code that is generated needs to be written down. Once you leave this screen you won't be able to see the passcode again and will have to start over from Step 7 if you lose it. (If you are setting up more than one machine for scan to email using this account, you will have to create a separate "App Password" for every machine. Each 16-digit password can only be used once.)



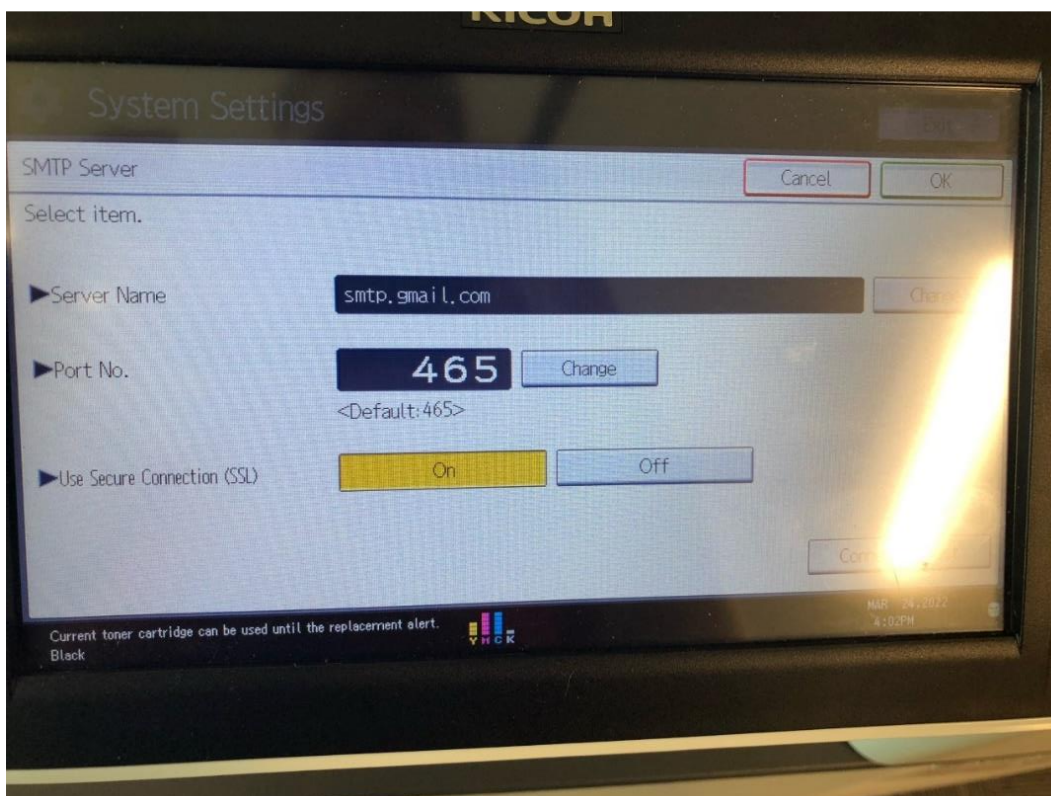
11. Now go to the copier and select either "User tools" or "Settings".  
12. Select either "Machine Features" or "System Settings".  
13. Find "File Transfer"



14. Select "SMTP Server"



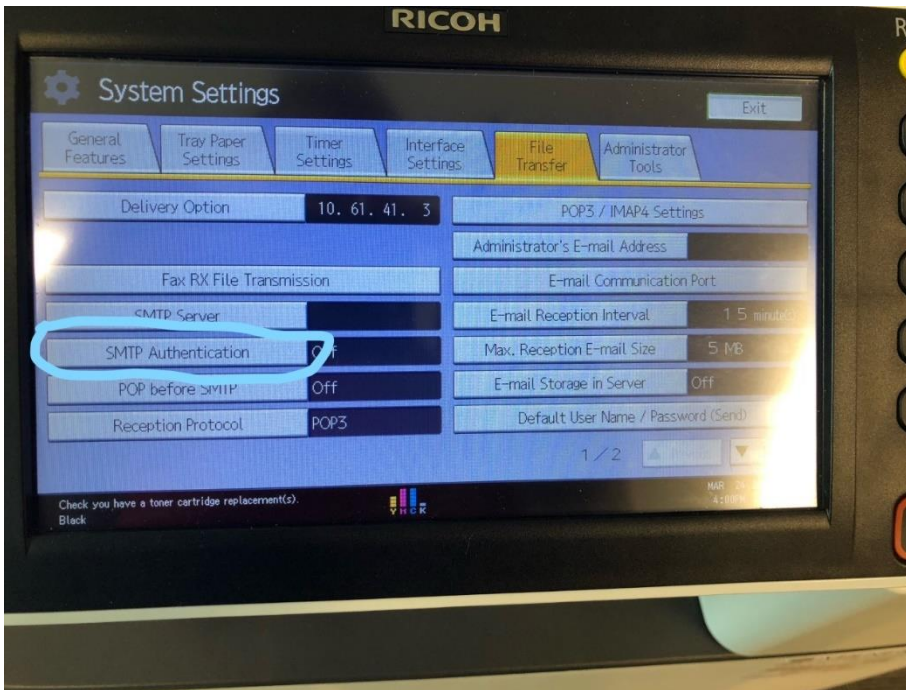
15. Enter the following information.





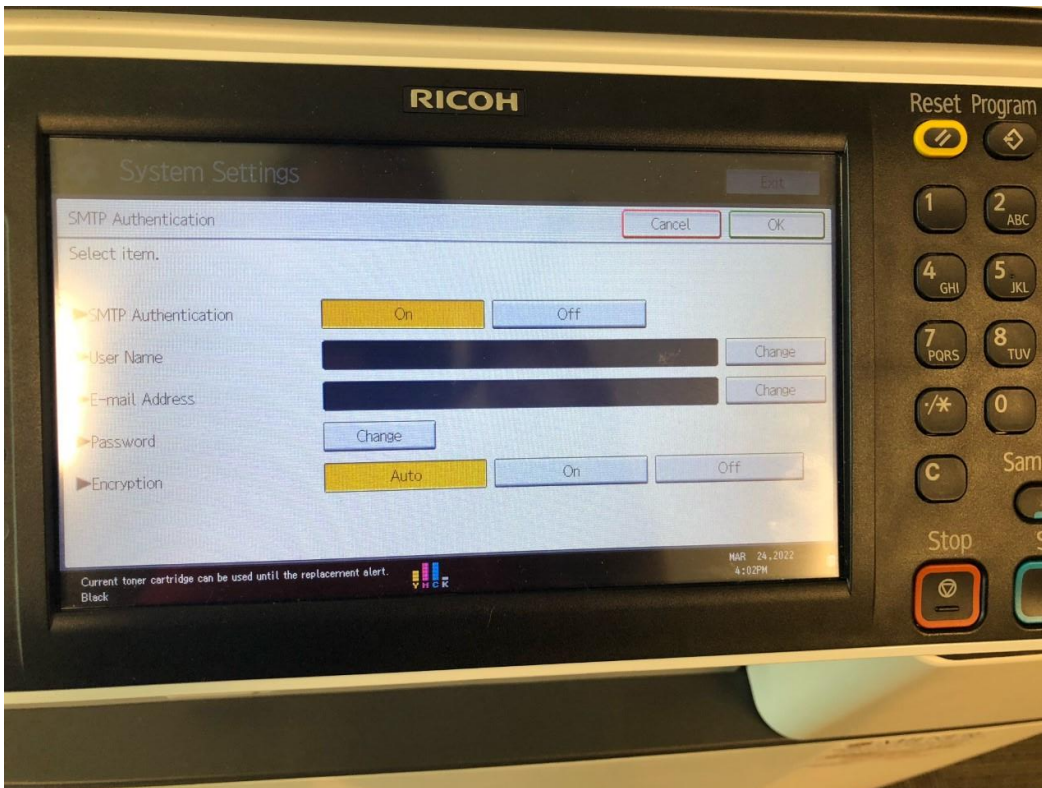
16. Select "OK"

17. Select "SMTP Authentication"



18. Turn it on and enter the email address that was created into the "Username" AND "Email" area.

19. Under password, select "Change" and enter the 16 digit password that you saved from earlier.



20. Select "OK"

21. Select "Administrator Email"

22. Input the same email address that you created and entered in Step 18.

23. Select "OK"

24. Select "Exit" until you are back at the home screen.

Now try to scan to an email address using the scanner app on the copier.