

Create a Gmail email account

1. <https://accounts.google.com/signup>
2. Fill in the required information (*i.e* 'Business Name' & 'Scanner'), click next
3. Fill in the birthday information on the page, click next
4. Choose/complete username, click next
5. Create a password, click next
6. Add recovery email address, click next
7. Add phone number
8. Verify phone number
9. Agree to terms & service, confirm personalization

Activate 2-Step Verification & Create App Password

1. Click your account icon (colored circle icon, top right), click 'Manage your Google Account'
2. In the navigation panel on the left, select Security
Under "How you sign in to Google," select 2-Step Verification
Get started.
Follow the on-screen steps, Turn On 2-Step verification
3. Go back into the 2-Step Verification settings
4. Scroll to the bottom of this page to **App passwords**, click the > arrow
5. Name the app "copier" or "scanner", click Create
6. Copy/write down/make note of app password (save this password), click Done

Required Machine Settings

Valid DNS address in Network Settings

Smtp Server Name: [Smtp.gmail.com](https://smtp.gmail.com)

Smtp Port No: 587 (TLS) or 465 (SSL)

Smtp Authentication (TLS/SSL): Yes

Smtp Authentication email address: email address created above

Smtp Authenticate user name: email address created above

Smtp Authenticate password: APP Password created above

Smtp authenticate password: Yes

Smtp authenticate encryption: off

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Canon Devices

Canon Device at the operation panel

1. Settings/Registration
2. Preferences
3. Network
4. Output Report
5. Yes
6. Notate the IPv4 address of the copier from the print out.

Canon Remote User Interface from Computer

1. Open a web browser and enter the IPv4 address into address field
2. If you get a page Your Connection is not private click advanced and proceed
3. Login defaults System Manager ID: 7654321 Pin: (leave blank) or it can be
Username: Administrator Pin: (leave blank)
4. Settings/Registration (right side)
5. Send (left side)
6. Network Settings - E-Mail/I-Fax Settings
7. Put in the required machine settings information above
8. Click Ok
9. You can now add email addresses to send to in the Address Book One Touch Buttons.

HP Devices

HP Device at the Operation Panel

1. "i" icon in the upper right corner
2. Ethernet
3. Notate the IPv4 address

HP Remote User Interface from computer

1. Open a web browser and enter the IPv4 address into address field
2. If you get a page Your Connection is not private click advanced and proceed
3. Sign In (upper right)
4. Usually the information here is default click Sign In (Possible password could be 87654321 if the default does not work)
5. Scan/Digital Send (middle menu bar)
6. For a new account enable scan to email
7. To change an existing account Under Outgoing Email Servers check the email smtg@gmail.com
8. New account click add to change an existing account click Edit
9. Put in the required email settings above and click next each time to advance through the windows at the end you can test the email
10. After a successful test click finish
11. You can now use the Scan to Email Feature