

✓ Create a Gmail Account for Scan to Email

1. Visit: <https://accounts.google.com/signup>
 2. Fill out:
 - First name
 - Last name
 - Desired email address
 - Password
 - Click **Next**
 3. Enter your birthday and gender
 - Click **Next**
 4. Choose a username (if the one you entered isn't available)
 - Click **Next**
 5. Create a secure password, confirm it
 - Click **Next**
 6. Add a recovery email address (optional but recommended)
 - Click **Next**
 7. Enter your mobile phone number
 - Google will send a code to verify it
 8. Enter the verification code
 - Click **Verify**
 9. Agree to the Terms & Conditions
 - Review personalization settings
 - Click **Confirm**
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🔒 Set Up Gmail App Passwords (Required for Most Scanners/Copiers)

Important: You must enable **2-Step Verification** first.

Step 1: Enable 2-Step Verification

1. Go to your Google Account: <https://myaccount.google.com/>
2. In the left menu, click **Security**
3. Under "**How you sign in to Google**", click **2-Step Verification**
4. Follow the prompts to turn it on (you'll verify via your phone)

Step 2: Generate an App Password

1. After enabling 2-Step Verification, go to: <https://myaccount.google.com/apppasswords>
2. Sign in again if prompted
3. Under "**Select app**", choose **Other (Custom name)**
4. Name it something like **Copier** or **Scan to Email**
5. Click **Generate**
6. **Copy** the 16-character password (no spaces)
 - Save it securely — this will be used on the copier or scanner
7. Click **Done**

✓ Device Network Settings

- **Valid DNS address:** Ensure a working and valid DNS is set so the machine can resolve hostnames like smtp.gmail.com.
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✔ SMTP Settings

- **SMTP Server Name:** smtp.gmail.com
 - **SMTP Port Number:**
 - 587 for **TLS**
 - 465 for **SSL**
 - **SMTP Encryption Type:**
 - Choose **TLS** if using port 587
 - Choose **SSL** if using port 465
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✔ SMTP Authentication

- **SMTP Authentication: Yes / Enabled**
 - **SMTP Authentication Email Address:** The Gmail address you want to send from
 - **SMTP Username:** Same as above (the Gmail address)
 - **SMTP Password: App Password** (not your regular Gmail password)
 - You must create an App Password in your Google Account (requires 2-Step Verification to be enabled).
 - **SMTP Authentication Encryption:** *OFF* (this line is a bit ambiguous, but it generally refers to a specific legacy encryption toggle—if available, leave it **off** unless specified otherwise)
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Step-by-Step: Canon Device Scan to Gmail Setup

On the Canon Device (Operation Panel)

1. **Press** Settings/Registration.
 2. Navigate to **Preferences**.
 3. Go to **Network**.
 4. Select **Output Report**.
 5. Confirm by selecting **Yes** – a report will print.
 6. **Note the IPv4 Address** from the printout – you'll need it for the next part.
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Access Canon Remote User Interface (RUI) from a computer

1. **Open a web browser** and type the **IPv4 Address** into the address bar.
2. If you see a "**Your connection is not private**" warning, click **Advanced** → **Proceed**.
3. **Login:**
 - **Option 1:**
 - System Manager ID: 7654321
 - PIN: *leave blank or 7654321*
 - **Option 2:**
 - Username: Administrator
 - PIN: *leave blank or 7654321*
4. On the right-hand side, click **Settings/Registration**.
5. On the left-hand side, click **Send**.
6. Navigate to **Network Settings** → **E-Mail/I-Fax Settings**.
7. **Enter the required machine settings** for Gmail (e.g., SMTP server, port, authentication info):
 - SMTP Server: smtp.gmail.com
 - Port: 587

- Encryption: StartTLS
 - Authentication: On
 - Email Address: *(Gmail address)*
 - Username: *(Gmail address)*
 - Password: App-specific password (not your Gmail password; see above)
8. Click **OK** to save settings.
 9. Now, add recipient email addresses under **Address Book** → **One-Touch Buttons**
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Step-by-Step: HP Device Scan to Gmail Setup

On the HP Device (Operation Panel)

1. Tap the "i" (**Information**) icon in the upper-right corner.
 2. Select **Ethernet**.
 3. **Note the IPv4 address** shown — you'll use it to access the device from your computer.
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Access HP Embedded Web Server (EWS) from a computer

1. Open a web browser and type the **IPv4 address** into the address bar.
 2. If you see a warning like "Your connection is not private", click **Advanced** > **Proceed**.
 3. Click **Sign In** in the upper right corner.
 4. Use default login credentials. If required, try this common default password: 87654321.
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Set Up or Edit Scan to Email (Gmail)

1. Go to **Scan/Digital Send** in the middle menu bar.
2. Click:
 - **Add** to set up a **new** email account.
 - **Edit** to update an **existing** one.
3. Under **Outgoing Email Servers**, ensure the SMTP server is set to:
 - **smtp.gmail.com**
4. Configure these settings:
 - **SMTP Server:** smtp.gmail.com
 - **Port:** 587 (use STARTTLS) or 465 (use SSL/TLS)
 - **Authentication:** Enabled
 - **Email Address:** *(Gmail address)*
 - **Username:** *(Gmail address)*
 - **Password:** App-specific password (not your Gmail password; see above)
5. Click **Next** through each screen.
6. At the end, use the **Test** function to verify it works.
7. If successful, click **Finish**.