

Google will remove support for less secure apps starting May 30<sup>th</sup> 2022.

If your HP MFD has been configured to scan to email using a Google account that has less secure apps enabled, scan to email may cease to function beyond this date.

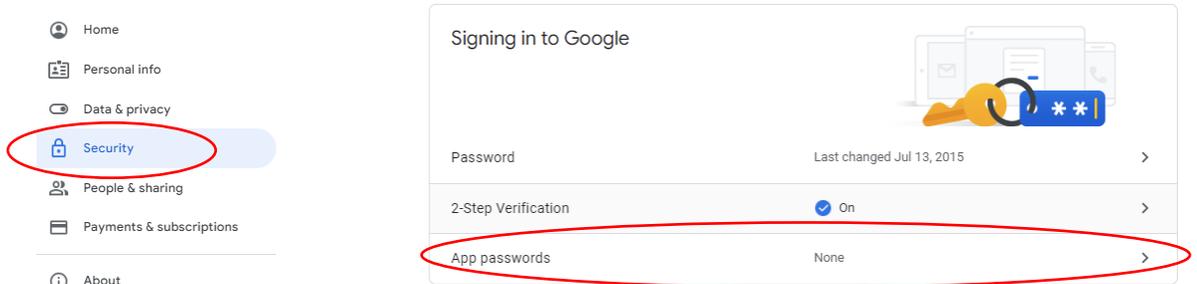
You will need to enable 2-Step verification on your Google Account and create an App password.

1. Log into your Google account and enable 2 Step Verification

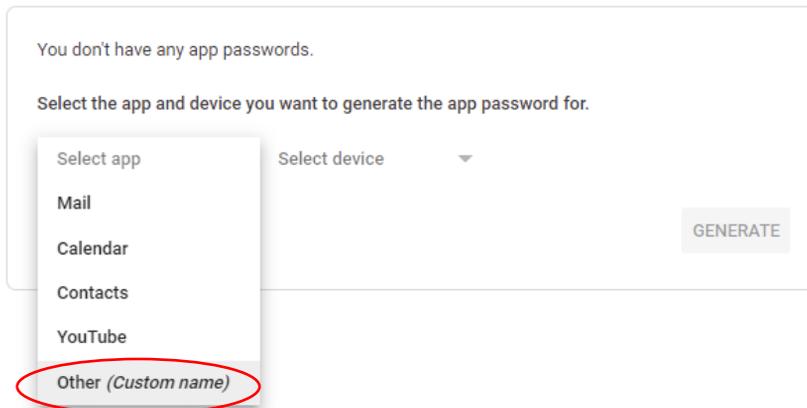
## [Google Account - Turn on 2-Step Verification](#)

2. Once 2-Step Verification is enabled, you will now have an App Passwords option

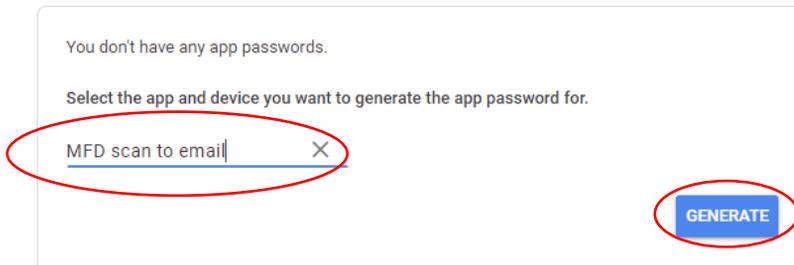
Click on the option to create an App password



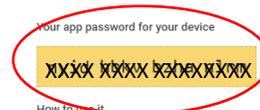
3. From the Select app drop down menu, select Other (Custom name)



4. Enter a name for the app password and select Generate



Generated app password



5. Copy the new app password as you will need to enter it into your MFD's scan to email settings as per guide on next page



How to use it

Go to the settings for your Google Account in 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.

# HP

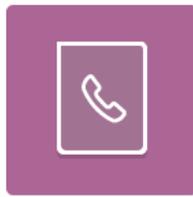
If you know your device IP address, enter it into a web browser on your computer to log into your device. If you don't know it, press the information button on the top right of your device screen. As shown below:



Copy



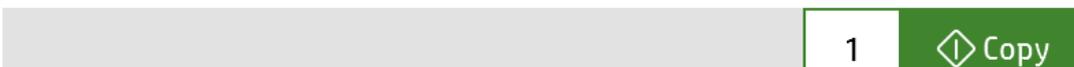
Print



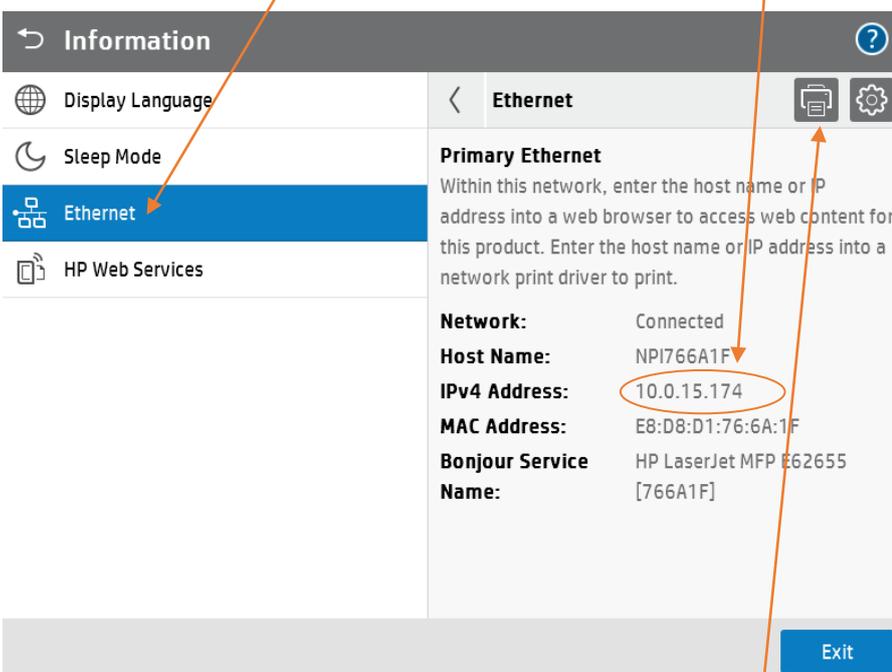
Fax



Scan to Email



From there, Click on "Ethernet" and this will show you the IP address of your device. See below

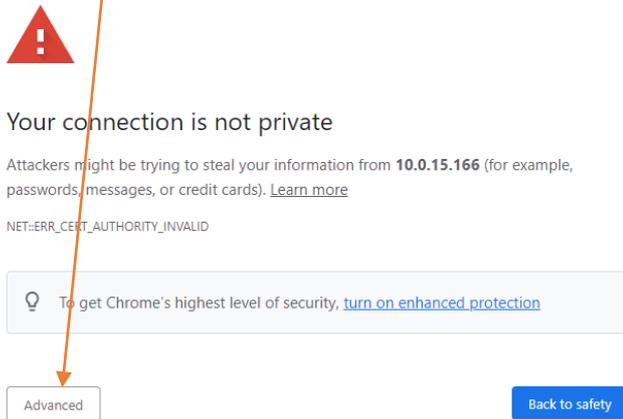


You can also print this out by selection the printer icon at the top of the page.

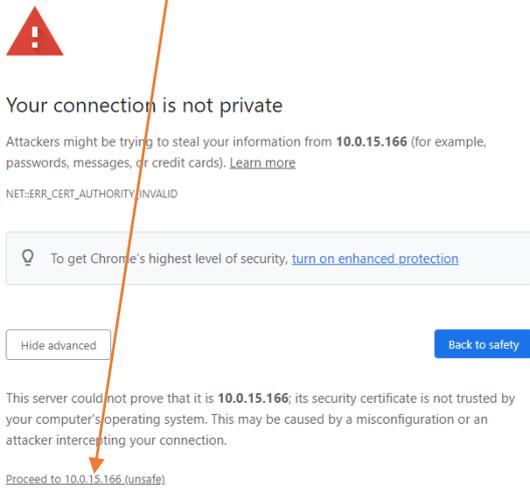
Enter the IP address into your web browser on your computer



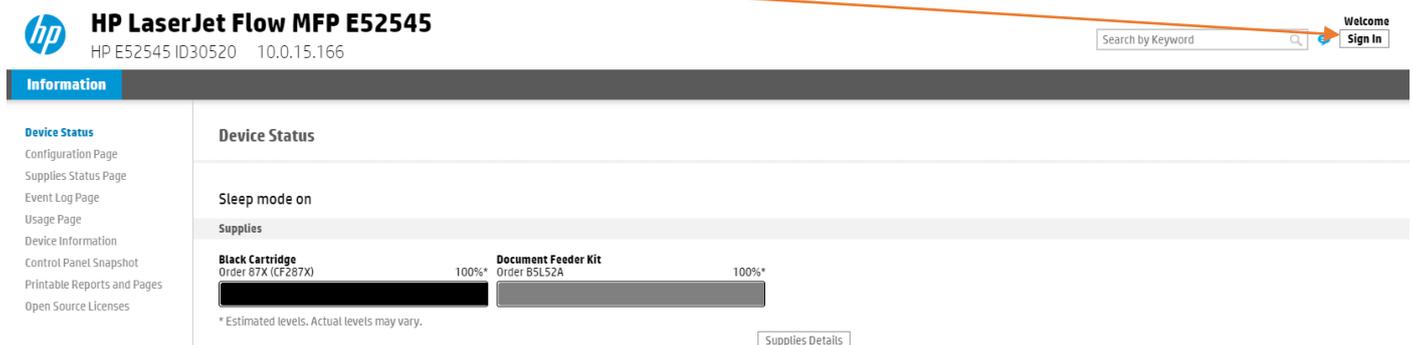
Different browsers will display the message below slightly differently. In Chrome, you will need to click on "Advanced"



Then Click on Proceed



You will now need to "Sign In" to the device. If you don't know the password, please ring EFEX for assistance



Enter your device Password and click on "Sign In".

hp **HP LaserJet MFP E62655** HP E62655 ID30965 10.0.15.174 Welcome

Information Search by Keyword

Sign In

Sign-In Method  
Local Device

Local Device Account  
Administrator

Password  
\*\*\*\*\*

Sign In Cancel

Once signed in, click on "Scan/Digital Send"

hp **HP LaserJet MFP E62655** HP E62655 ID30965 10.0.15.174 User: Administrator Search by Keyword Sign Out

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

Device Status

Job Log  
Configuration Page  
Supplies Status Page  
Event Log Page  
Usage Page  
Device Information  
Event Schedule Summary  
Control Panel Snapshot  
Remote Control-Panel  
Print  
Printable Reports and Pages  
Open Source Licenses

Device Status

Sleep mode on

Supplies

Black Cartridge Order W9004MC 100%\* Maintenance Kit Order 110V-J8J87A, 220V-J8J... 100%\* Document Feeder Kit Order J8J95A 100%\*

\* Estimated levels. Actual levels may vary.

Supplies Details

Media

Input/Output	Status	Capacity	Size	Type
Tray 1	Ready	100 sheets	A4	Letterhead

Tick the box next to your SMTP server, then click on "Edit". NOTE: The example below is using a Gmail server.

hp **HP LaserJet MFP E62655** HP E62655 ID30965 10.0.15.174 User: Administrator Search by Keyword Sign Out

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

Email Setup  
Default Job Options  
Quick Sets

Scan to Network Folder  
Scan to SharePoint®  
Scan to USB Drive  
Contacts  
Email and Scan to Network Folder Quick Setup Wizards

Email Setup > Default Job Options Help

Outgoing Email Servers (SMTP)

Server Name	Port Number	Server Usage
<input checked="" type="checkbox"/> smtp.gmail.com	587	Send Email, Internet Fax, Automated Emails, AutoSend

Add... Edit... Remove... Move Up Move Down

Using the example below ensure the SMTP server name and port are filled in and SSL/TLS is ticked. Then click on "Next"

hp **HP LaserJet MFP E62655**  
HP E62655 ID30965 10.0.15.174

User: Administrator  
Search by Keyword

**Information** General **Copy/Print** **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

Email Setup  
**Default Job Options**  
Quick Sets  
 Scan to Network Folder  
Scan to SharePoint®  
 Scan to USB Drive  
Contacts  
Email and Scan to Network Folder Quick Setup Wizards  
Digital Sending Software Setup

### Outgoing Email Servers (SMTP)

**Set the basic information necessary to connect to the server.**

**Server Name \***   **Port Number \***   
Host name or IP address Server port

**Split emails if larger than (MB) \***  (0-100.00)  
The email will be split into multiple emails if larger than the specified size. If the value is 0 the email will not be split.

**Enable SMTP SSL/TLS Protocol**  
 Validate certificates for outgoing server connections

For Authentication, select "Server requires authentication" and enter the "User Name" and "Password" for the email account. Then select "Finish".

hp **HP LaserJet MFP E62655**  
HP E62655 ID30965 10.0.15.174

User: Administrator  
Search by Keyword

**Information** General **Copy/Print** **Scan/Digital Send** Fax Supplies Troubleshooting Security HP Web Services Networking

Email Setup  
**Default Job Options**  
Quick Sets  
 Scan to Network Folder  
Scan to SharePoint®  
 Scan to USB Drive  
Contacts  
Email and Scan to Network Folder Quick Setup Wizards  
Digital Sending Software Setup

### Outgoing Email Servers (SMTP)

**Server Authentication Requirements**

Server does not require authentication  
 Server requires authentication

**User Name: \***   **Password: \***