

Google will remove support for less secure apps starting May 30th 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

	٢	Home	Signing in to Google		
<	1	Personal info		· 🖻 💦 🗧 🔍	
	۲	Data & privacy			
	₿	Security	Password	Last changed Jul 13, 2015	>
	8	People & sharing			
		Payments & subscriptions	2-Step Verification	V On	>
		(App passwords	None	\rightarrow
	i	About			

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

N	You don't have any app passwords.									
5	Select the app and device yo	ou want to generate	the app password for.							
í	Select app	Select device	Ŧ							
	Mail									
	Calendar			GENERATE						
_	Contacts									
	YouTube									
\langle	Other (Custom name)									

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

You don't have any app passwords. Select the app and device you want to generate the ap MFD scan to email	op password for.	GENERATE
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	Generated app password	How to track a strong of the settings for your device XXXXX XXXX XXXXXXXX How to track Go to the settings for your Google Accour the application or device you are trying to up. Replace your password with the 15- character password shown above.
next page	•••••	Just like your normal password, this app password grants complete access to you Google Account. You won't need to remer it, so don't write it down or share it with

anyone

trving to set

ΗP

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:



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"





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

HP Laser HP E52545 ID:	Jet Flow MFP E52545 30520 10.0.15.166	Search by Keyword Sign In
Information		
Device Status Configuration Page Supplies Status Page	Device Status	
Event Log Page	Sleep mode on	
Usage Page Device Information	Supplies	
Control Panel Snapshot Printable Reports and Pages Open Source Licenses	Black Cartridge Order 87X (CF287X) Document Feeder Kit Order BSLS2A * Estimated levels. Actual levels may vary. Supplies Details	

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

HP E62655 ID30965 10.0.15.174		9
i Information	Search by Keyword	Q
Sign In		
Sign-In Method		
Local Device Account		
Administrator 🗸		
Password		
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Once signed in, click on "Scan/Digital Send"

HP LaserJet MFP E62655 HP E62655 ID30965 10.0.15.174									
Information General	Copy/Print S	ican/Digital Send	Fax Supplies	s Troubleshooting	Security	HP Web Services	Networking		
Device Status Job Log	Device Status								
Supplies Status Page	Sleep mode on								
Event Log Page Usage Page	Supplies								
Device Information Event Schedule Summary Control Panel Snapshot	Black Cartridge Order W9004MC	100%* Order	tenance Kit 110V-J8J87A, 220V-J8J	Document Feeder 100%* Order J8J95A	Kit 100%*				
Remote Control-Panel Print	* Estimated levels. Ac	tual levels may vary.		Supplies Details					
Printable Reports and Pages	Media								
Open Source Licenses	Input/Output	Status	Caj	pacity Siz	ce	Туре			

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

() HP Lase	r Jet MFP E D30965 10.0.1	62655				Search by Ke	yword Q	User: Administrator 🤛 🧁 Sign Out
Information Genera	al Copy/Print	Scan/Digital Sen/	Fax	Supplies	Troubleshooting	Security	HP Web Services	Networking
Email Setup Default Job Options Quick Sets	Email Setur Outgoing Email	D > Default Job Option Servers (SMTP)	15					Help
Scan to Network Folder	Server Na	ame Port I	Number	Server Us	age			
+ Scan to USB Drive	smtp.gm	ail.com 587		Send Ema	il, Internet Fax, Automated E	mails, AutoSend		
Contacts Email and Scan to Network Folder Quick Setun Wizards	Add Ed	dit Remove M						

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

HP Laser	Search b	User: Administrato					
Information General	Copy/Print	Scan/Digital Send	Fax Sup	plies Trouble	shooting Secu	ity HP Web Services	Networking
 Email Setup Default Job Options Quick Sets 	Outgoing Em	ail Servers (SMTP)					
+ Scan to Network Folder	Set the basic info	rmation necessary to connec	t to the server.				
Scan to SharePoint®	Server Name *	Idress	587 Server port]		
Folder Quick Setup Wizards Digital Sending Software Setup	Split emails if larg 0 The email will be s	g er than (MB) * (0 plit into multiple emails if larg	–100.00) ger than the specifie	d size. If the value is O	the e mai l will not be split.		
(Enable SMTP	SSL/TLS Protocol ertificates for outgoing serv	er connections				
						Previous Next	Finish Cancel

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

(IP) HP Laser, HP E62655 ID3	let MFP E6	Search by Keyword Q 🗭 🏫 Sign Out						
Information General	Copy/Print	Scan/Digital Send	Fax Si	upplies	Troubleshooting	Security	HP Web Services	Networking
 Email Setup Default Job Options 	Outgoing Ema	ail Servers (SMTP)						
Quick Sets	Corver Authenticat	ion Poquiroments						
 Scan to VetWork Folder Scan to SharePoint® Scan to USB Drive Contacts Email and Scan to Network Folder Quick Setup Wizards Digital Sending Software Setup 	Server Authenticat Server does not Server requires Always use the User Name: * efextestwoll@	require authentication authentication se credentials gmail.com	Password: *					
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