

# “How To” Guide



“How To” Set Up Google App Password  
Created by Ricoh Dealer Services

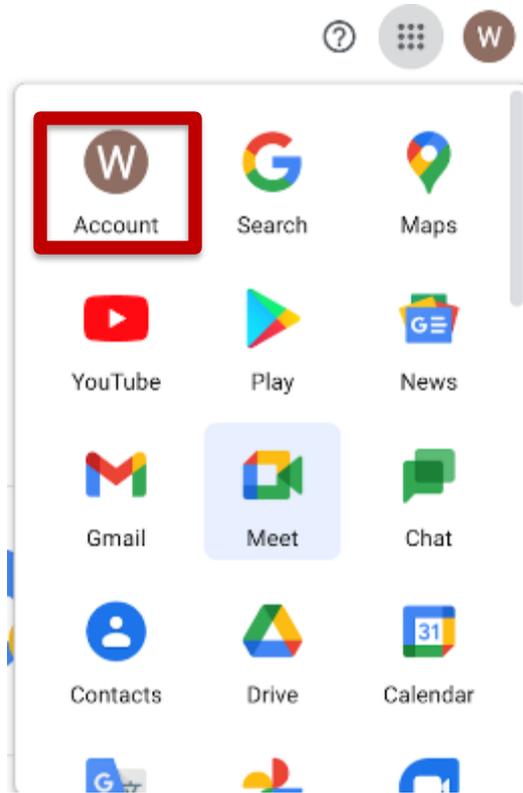
**RICOH**  
imagine. change.



# Configuration Steps

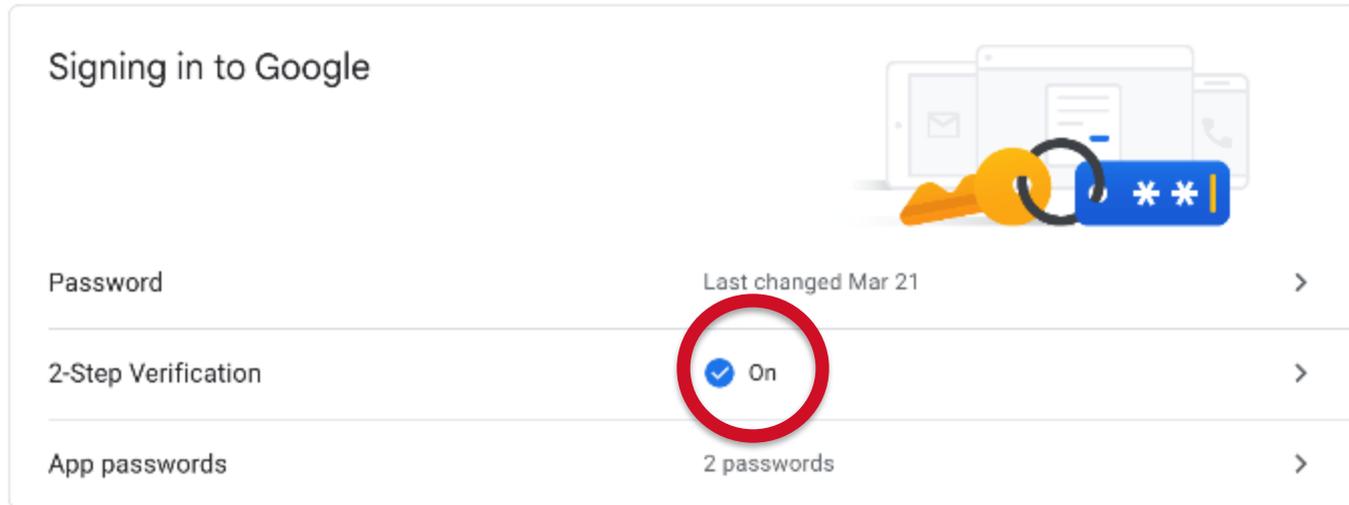
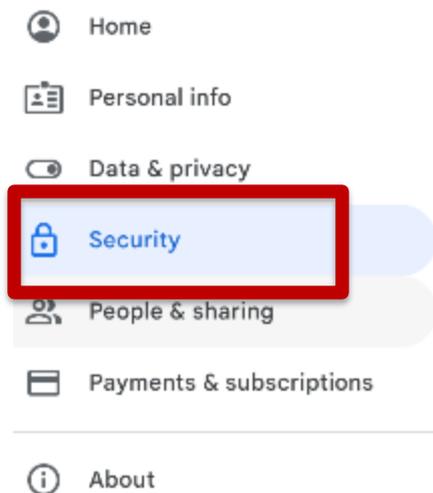
- **Sign In**  
• Access Your Google Account
- **Enable**  
• Ensure 2 Factor Verification is Enabled
- **Create**  
• Create App Password
- **Verify**  
• Verify Creation of App Password
- **Configure**  
• Configure MFP Email Settings

# Access Google Account



**From within the Chrome Browser,  
Select the Account button to access  
your account settings.**

# Enable 2 Factor Verification



Select the [Security tab] on the left side of the page, then scroll down to the [Signing in to Google] area. Make sure that 2-Step Verification is turned on. If not, you will need to turn it on.

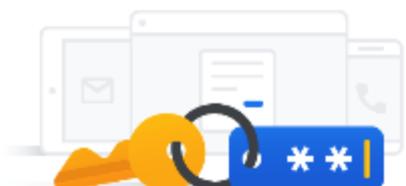
This will be set for all gmail accounts starting May 30,2022 and can not be disabled



# Create App Password

While still in the [Signing into Google] area, Select [App Passwords]

- Home
- Personal info
- Data & privacy
- Security**
- People & sharing
- Payments & subscriptions
- About

Signing in to Google 

Password	Last changed Mar 21	>
2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	2 passwords	>



# Create App Password

From the [App passwords] screen select the downwards arrow next to [Name]

Then Select [Other (Custom name)] and input a name for your app – for example, I used RicohScanner

Then Select [Generate] to create a unique 16 digit password for your app

## ← 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](#)

The screenshot shows the 'App passwords' management interface. At the top, there is a table titled 'Your app passwords' with columns for 'Name', 'Created', and 'Last used'. The 'Name' column header is highlighted with a red box. Below the table, a dropdown menu is open, showing options: 'Mail', 'Calendar', 'Contacts', 'YouTube', and 'Other (Custom name)'. The 'Other (Custom name)' option is highlighted with a red box. A second screenshot shows the 'App passwords' screen with the 'RicoScanner' app selected in the 'Select the app and device you want to generate the app password for.' section. The 'GENERATE' button at the bottom right is highlighted with a red box.

Name	Created	Last used
ScanToEmail	Mar 21	Mar 21

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

RicoScanner	X
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**GENERATE**



# Create App Password

The 16 character password is automatically generated and provided to you. Copy this password as you will need it for your device.

## Generated app password

A screenshot of a form with two input fields. The first field is labeled "Email" and contains the text "secoresally@gmail.com". The second field is labeled "Password" and contains 16 black dots, representing a generated password.

## Your app password for your device



## 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.

[DONE](#)

# Verify App Password

Google

Security alert - App password created to sign in to your account

Google

App password created to sign in to your account

@gmail.com

If you didn't generate this password for ScanToEmail, someone might be using your account. Check and secure your account now.

Check activity

You can also see security activity at  
<https://myaccount.google.com/notifications>

You will receive an email from Google for a [Security alert]

Open the email and select [Check activity]

Verify the info provided then select [Yes, it was me]

Yesterday, 8:58 AM

App password created to sign in to your account

@gmail.com

If you didn't generate this password for ScanToEmail, someone might be using your account

Mac



Browser: Chrome 98.0  
Tennessee, USA  
This device

Do you recognize this activity?

No, secure account

Yes, it was me

# Machine Configuration

- Enter the machine IP Address into a web browser
- Login as administrator. The default is admin with no password.
- Select Device Management then Configuration
- Under Device Setting, select Email

Not secure | 10.128.40.111/web/guest/en/websys/webArch/mainFrame.cgi

**SAVIN MP C4504ex** Web Image Monitor

Home

English | Switch | Refresh

Status/Information | Device Management | Print Job/Stored File | Convenient Links

Device Name : SAVIN MP C4504ex  
Location :  
Control Panel : Smart Operation Panel  
Comment :  
Host Name : RNP58387904C001

**Alert**

Alert  
Messages (3item(s)) Failed to write logs to the log collection server.  
Server:CHK-PRINTMGMT.standleys.local  
Contact the administrator.  
Server:CHK-PRINTMGMT.standleys.local

**Status**

System Status OK  
Toner Status OK  
Waste Toner Bottle Status OK  
Input Tray Almost Out of Paper  
Output Tray Status OK

Check Details

# Configure Email Settings

**SMTP**

■ SMTP Server Name	:	smtp.gmail.com
■ SMTP Port No.	:	465
■ Use Secure Connection (SSL)	:	<input checked="" type="radio"/> On <input type="radio"/> Off
■ SMTP Authentication	:	<input checked="" type="radio"/> On <input type="radio"/> Off
■ SMTP Auth. Email Address	:	@gmail.com
■ SMTP Auth. User Name	:	@gmail.com
■ SMTP Auth. Password	:	Change
■ SMTP Auth. Encryption	:	Auto Select <input type="button" value="v"/>

Enter your complete gmail.com address

Be sure to use the 16 character, automatically generated password when configuring the email settings on your MFP. The password from the Google app has spaces. Do not enter the spaces.



**Thank you.**

