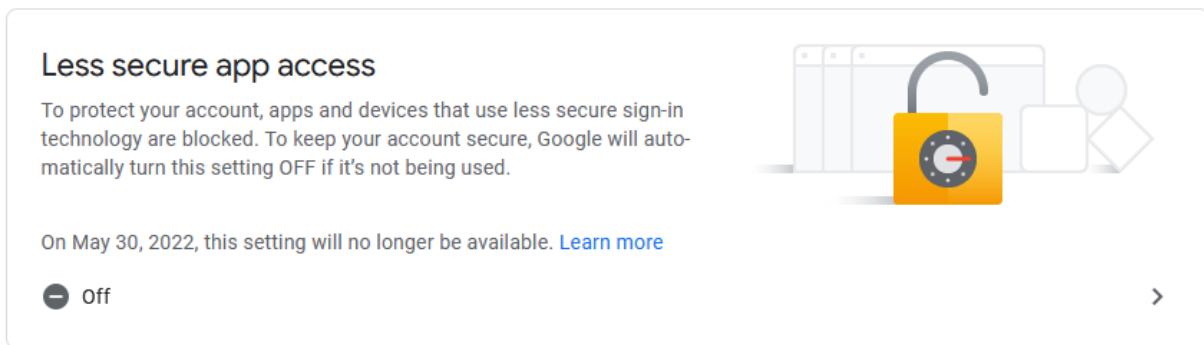


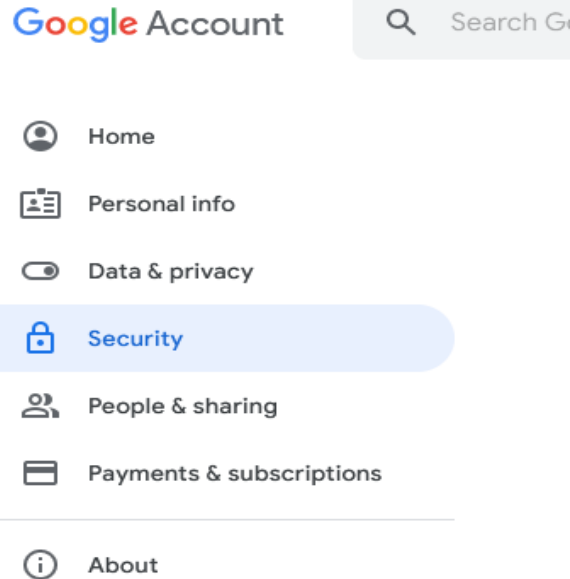
Thank you for choosing Docutrend as your service provider. It has come to our attention that as of May 30th 2022, Google mail(Gmail) will no longer accept username and password logins for its accounts. Instead, it will require two-factor authentication as a login requirement. To successfully scan to email using your Gmail account, it is now required to use App/Device passwords after enabling two- factor authentication. The instructions on the following pages will outline the steps necessary to continue to use this function, bypassing 2 factor authentication.

Currently logging into Gmail and heading into the section where two factor authentication is, you will be prompted with the message below.



In order to change the settings correctly, please follow the below instructions:

1. Login into the Gmail account that you will be using for the scanning device.
<https://myaccount.google.com/>

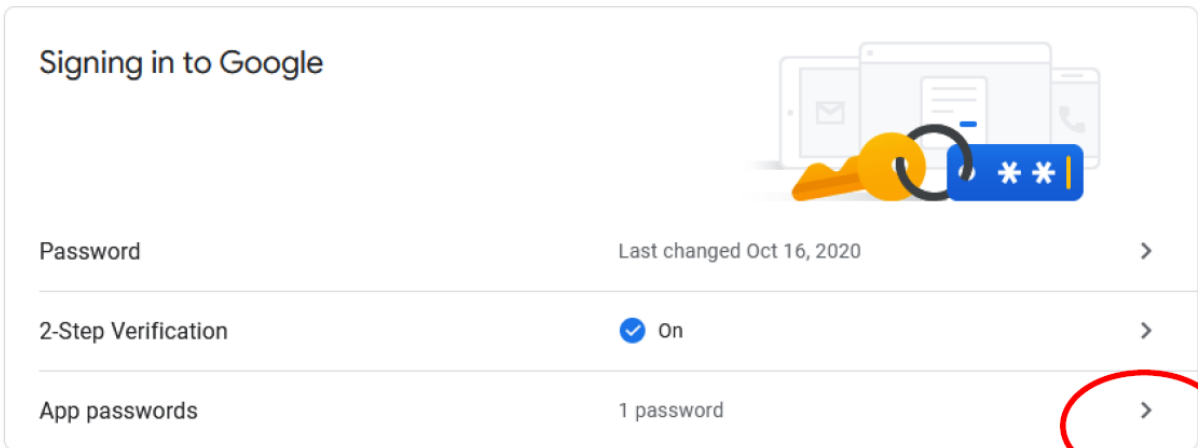


2. Select Security:

3. Under "Signing in to Google," select App Passwords.

4. **You may need to sign in. If you do not have this option, it might be due to one of the below issues:**

- a. 2-Step Verification is not set up for your account.
- b. 2-Step Verification is only set up for security keys.
- c. Your account is through work, school, or another organization.
- d. You turned on Advanced Protection.



5. At the bottom, choose Select Device and choose "Other".

← 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](#)

You don't have any app passwords.

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

Select app ▼ Select device

- iPhone
- iPad
- BlackBerry
- Mac
- Windows Phone
- Windows Computer
- Other (Custom name)

GENERATE

6. Enter a name for the device and press Generate.

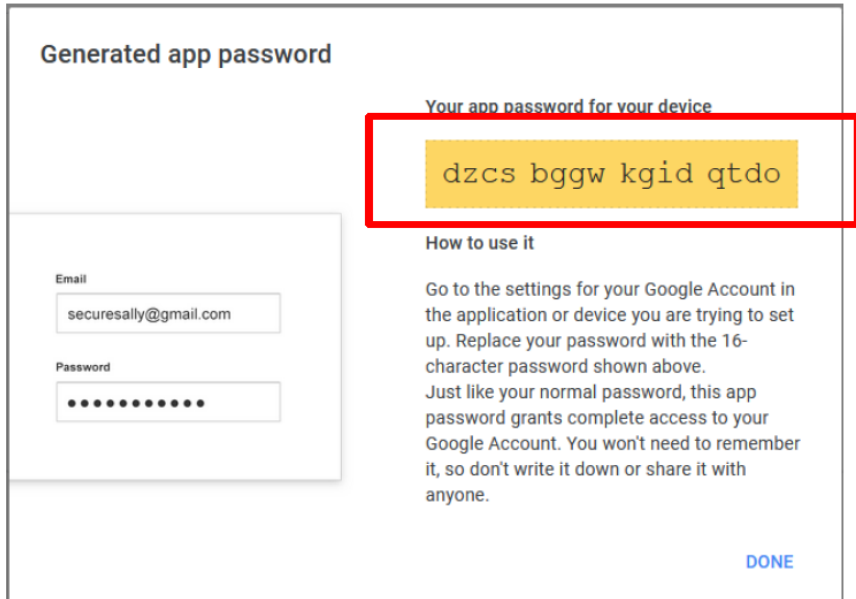
You don't have any app passwords.

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

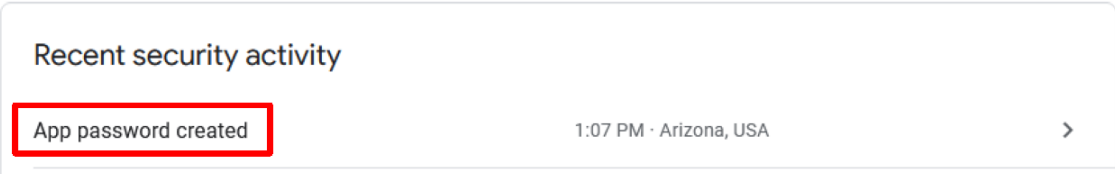
COPIER ×

GENERATE

7. Copy the Device password shown on your computer. Select done.



8. Go back to your google account under Security and select "Recent security activity". Select the recent entry for App password.




9. Select "Yes, it was me" to confirm change

27 minutes ago **New**

App password created to sign in to your account

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

 **Windows**
Browser: Firefox 98.0
Arizona, USA
 This device

Do you recognize this activity?



10. Open the Command center webpage, Login and browse to Function Settings > Email.

Model : TASKalfa 3252ci
Host Name : KM27C816
Location : Hotline Lab

Function Settings : E-mail
Last Updated: 2022/03/17 12:28:01

E-mail Settings

SMTP

SMTP Protocol : On
Note : Settings must be made in SMTP (E-mail TX).
[Protocol](#)

SMTP Server Name :
Note : To specify the server name by domain name, set DNS server.
[TCP/IP](#)

SMTP Port Number : (1 - 65535)

SMTP Server Timeout : seconds

Authentication Protocol :

Authentication as :

Login User Name :

Login Password :

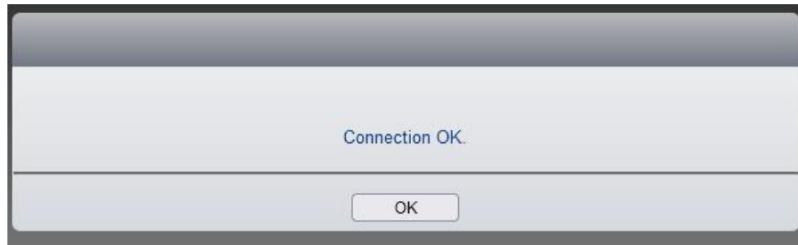
SMTP Security : STARTTLS
Note : Make settings here. [Protocol](#)

dzcs bggw kgid qtdo

11. Enter the Device password in the password field. The Username stays the same as Main account.

Recommended Settings for Gmail	
Server name	SMTP.GMAIL.COM
Port	587
SMTP security	STARTTLS

12. Press submit. Once the page refreshes, you can test the connection.



1. Navigate to the machines WebUI using the Ip address of the device. You will need to login as an administrator. Once logged in select Settings/Registration

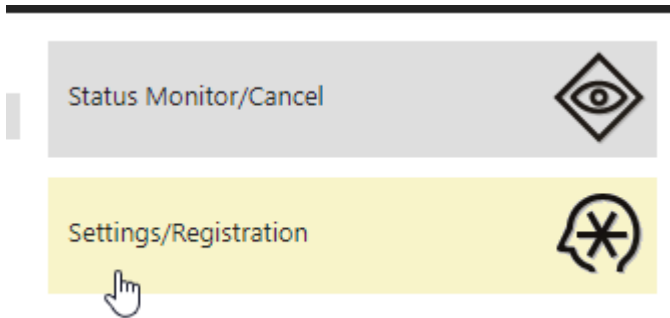
User Name:

Password:

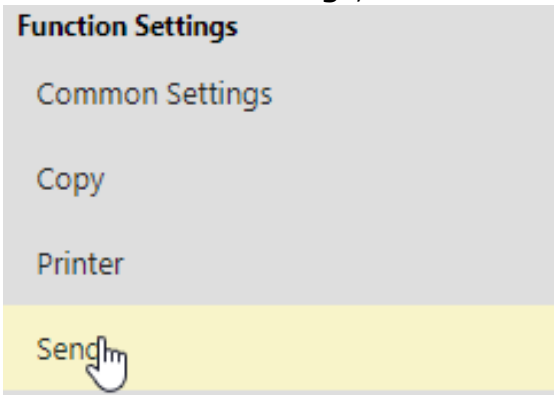
Login Destination: ▼

Enter a user name, password, and specify a Login Destination and click [Log In].

Log In



2. Under **Function Settings**, select Send:



3. **Select Network Settings** – Email/I-Fax settings

Function Settings : Send

- Output Report
 - [TX/RX User Data List](#)
 - [Fax User Data List](#)
- [Common Settings](#)
- [TX Report/Communication Management Report](#)
- [Network Settings - E-Mail/I-Fax Settings](#)
- [Communications Settings - E-Mail/I-Fax Settings](#)

4. Select **Change Password**, under Authentication/Encryption Settings, and enter the new password that was created for the account; and select ok at the top of the page.

Authentication/Encryption Settings

Allow TLS (POP)

POP Authentication Method :

Normal ▼

Use POP Authentication Before Sending

Confirm TLS Certificate for POP RX

Add CN to Verification Items

Allow TLS (SMTP TX)

Use SMTP Authentication (SMTP AUTH)

User Name :

(Max 64 characters)

Change Password

Password :

(Max 32 characters)

Confirm :

(Max 32 characters)