

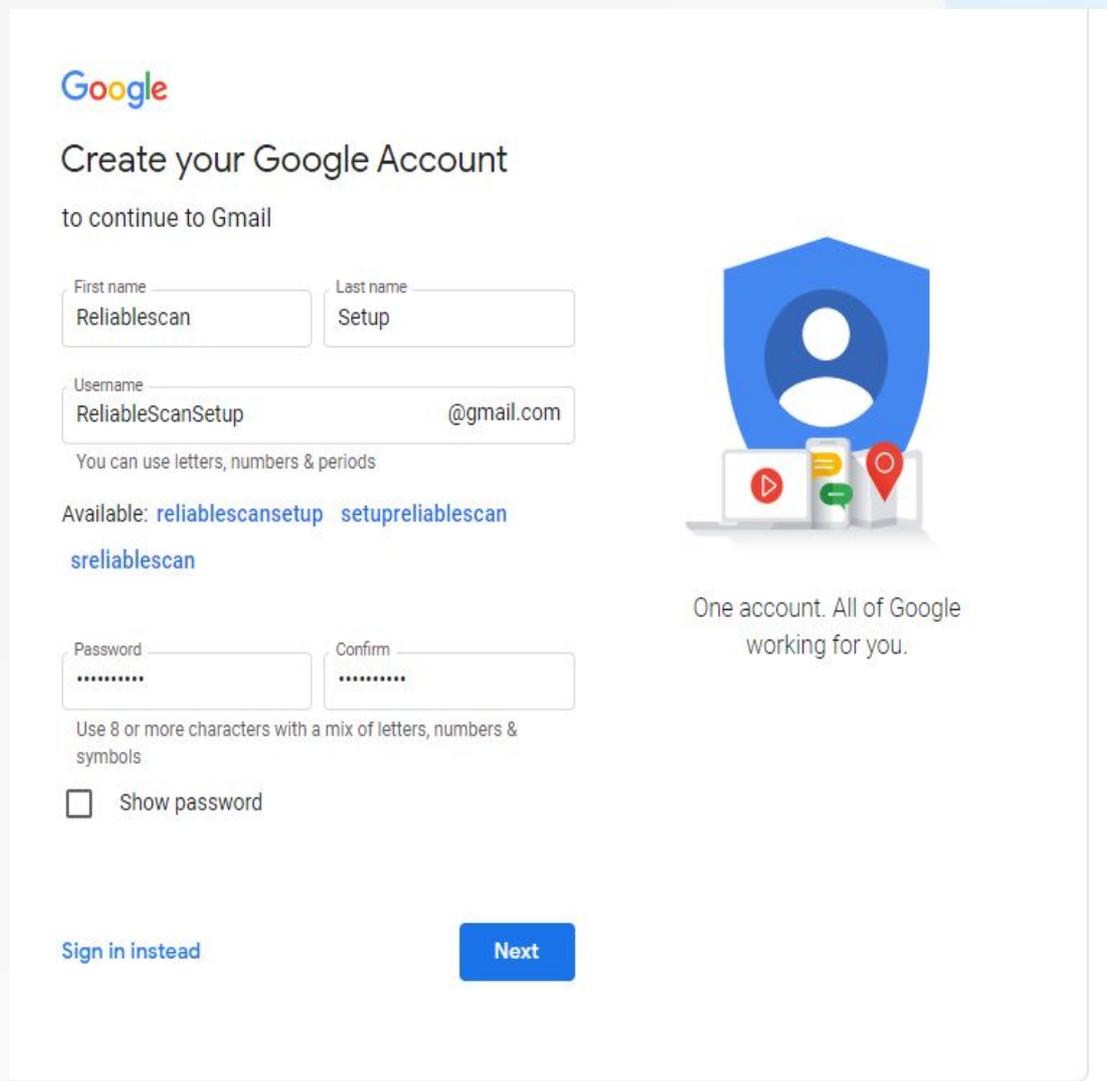
# How to Setup Scan to Email on Sharp Copiers Using a Gmail Account



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1. The first step is creating a Gmail account for the copier to use for the Email Authentication and transfer of mail.
2. Go to [Gmail.com](https://Gmail.com) and Setup a New Account for yourself or for your business.
3. If you already have a Gmail Account made that you would like to use for this purpose, please skip to the next step.



Google

## Create your Google Account

to continue to Gmail

First name: Reliablescan      Last name: Setup

Username: ReliableScanSetup@gmail.com

You can use letters, numbers & periods

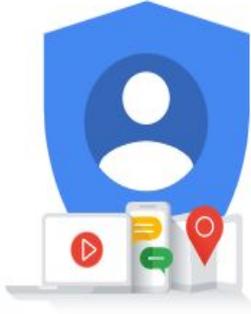
Available: [reliablescansetup](#) [setupreliablescan](#)  
[sreliablescan](#)

Password: .....      Confirm: .....

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

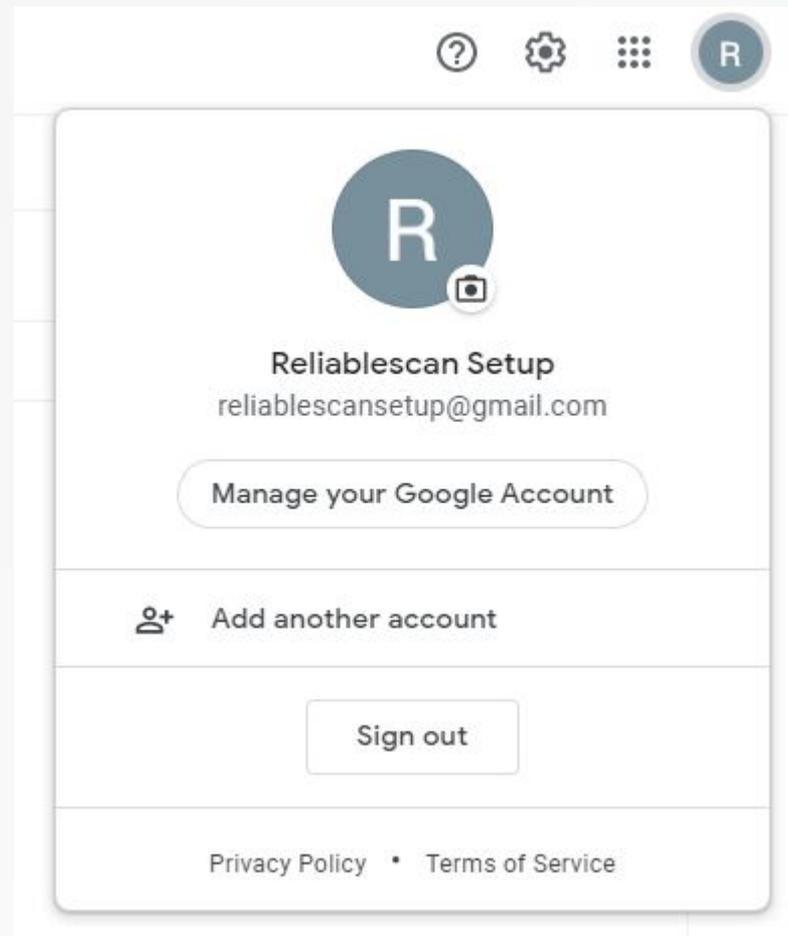
[Sign in instead](#)      [Next](#)



One account. All of Google working for you.

4. Next Under you Google Account Settings Navigate to “**Manage Your Google Account**”.

5. Find your “**Security Settings**” for the Account and Look for the **2- Factor Authentication Screen**

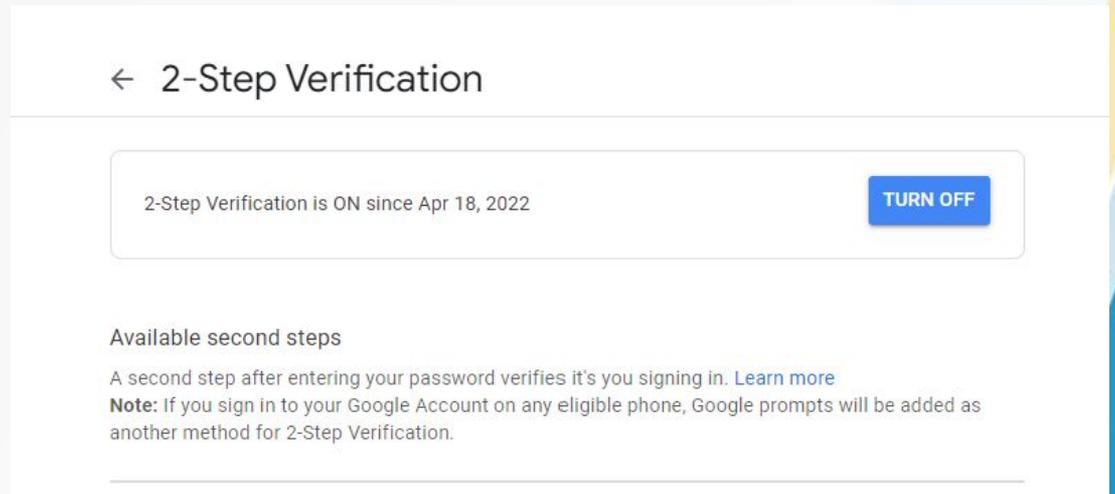
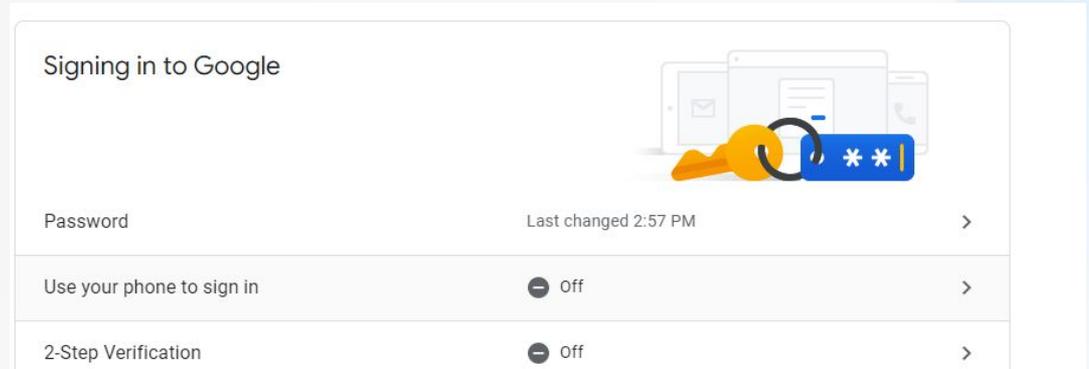


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6. Follow the Step to **Enable 2- Factor Authentication** to the Gmail Account.

This will ask you to re-type your gmail password in, it will then ask you to input a recovery number that it will send a text or voice message to. Input the 6 Digit Code in to Finalize the 2-Factor Authentication.

7. After Completed, it should list that **2-Step Verification is on**.



8. We Now Need to Setup an App Password so the copier has the ability to use the email account.

2-Step Verification	<input checked="" type="checkbox"/> On	>
App passwords	None	>

9. Now in the same section that 2-Step Verification is in under the Security Settings you will see “App Passwords”.

## ← 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.

Mail



Select device



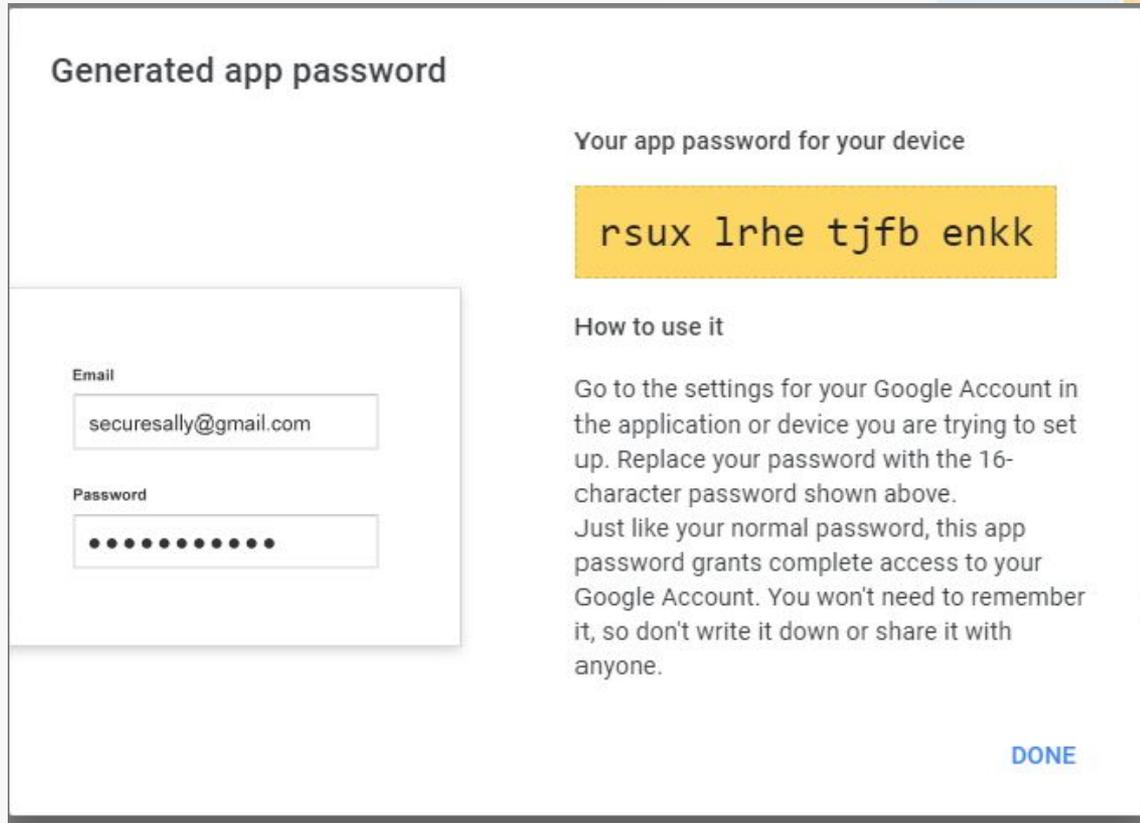
GENERATE

10. Click it, Choose “Mail” for the First Drop Down. Choose “Other” for the Second and you can name it whichever copier name you know the machine by.

11. This Will Generate a **16- Digit** Specialized code that has the rights to use the gmail account to send the traffic through it with a level of security that is satisfied by Gmails 2- Step Authentication Protocol.

12. Now that you have the “App Password”. Highlight it and copy it. We are going to input the information into the **copiers webpage**.

*13. If you Lose an “App Password” they cannot be recovered. Only Remade. So follow the steps again to create another if you ever need the password again.*



The screenshot displays a Google account interface. At the top, it says "Generated app password". Below this, there is a yellow box containing the 16-digit app password: "rsux lrhe tjfb enkk". To the right of the password box, the text reads "Your app password for your device". Below the password box, there is a section titled "How to use it" which provides instructions on how to use the app password. At the bottom right of the interface, there is a blue "DONE" button. On the left side of the screenshot, there is a login form with two fields: "Email" containing "securesally@gmail.com" and "Password" which is obscured by dots.

14. Navigate to the Copiers IP Address, If you do not know how to find it, there is a powerpoint detailing those steps on our website under the customer center at [rotcsolutions.com](http://rotcsolutions.com)

15. Find the Network Settings tab off to the left hand side of the webpage, It will ask you to login as the administrator for the copier.

16. Find the SMTP Settings Screen.

The screenshot displays the SHARP MX-C402SC web interface. On the left is a navigation menu with the following items: Top Page, Status, Address Book, Document Operations, Job Programs, User Control, System Settings, Network Settings (expanded), Quick Settings, General Settings, Protocol Settings, Services Settings, Print Port Settings, LDAP Settings, HTTP Access Settings, View Login User, Application Settings, E-mail Alert and Status, Storage Backup, and Device Cloning. The main content area shows the 'Quick Settings' section with an 'Update(R)' button and a description: 'This page enables you to make the required minimum settings when connecting this'. Below this are three configuration sections: 'Network Name Settings' with fields for 'Device Name:' and 'Domain Name:' and a 'Submit(U)' button; 'DNS Settings' with fields for 'Primary Server:', 'Secondary Server:', and 'Domain Name:' and a 'Submit(O)' button; and 'SMTP Settings' with fields for 'Primary Server:' and 'Reply E-mail Address:', and two checked checkboxes: 'Enable SSL' and 'SMTP Authentication'.

17. Primary Server name for Gmail is : **smtp.gmail.com**

18. “**Reply E-mail Address**”, as well as the “**Username**” for the “**SMTP Authentication**” Will be the gmail accounts email address.

19. The password will be the 16 Digit Passcode that was supplied by the “**App Password**” under the security settings of the Gmail Account.

20. After Inputting all of the information and clicking “**Submit**”. Click, Execute on the connection test and it will try to test the functionality.

#### SMTP Settings

Primary Server:	<input type="text" value="smtp.gmail.com"/>
Reply E-mail Address:	<input type="text" value="reliablecansetup@gmail.com"/> (Up to 64 characters)
<input checked="" type="checkbox"/> Enable SSL	
<input checked="" type="checkbox"/> SMTP Authentication	
User Name:	<input type="text" value="reliablecansetup@gmail.com"/> (Up to 64 characters)
Password:	<input type="password" value="....."/> (1-32 digits)
	<input type="checkbox"/> Change Password
Connection Test:	<input type="button" value="Execute(J)"/> <div style="border: 1px solid black; padding: 5px; width: fit-content;"><p>Connection to SMTP server test succeeded. Click [Submit] to save the settings.</p></div>
<input type="button" value="Submit(M)"/>	



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