



LOFFLER Canon Multi-Function Printer Instructions

[Home](#) » [LOFFLER](#) » LOFFLER Canon Multi-Function Printer Instructions 

Contents

- [1 LOFFLER Canon Multi-Function Printer](#)
- [2 Section 1: Enabling 2-Step Verification on the G-Suite Admin Console](#)
- [3 Section 2: Update Authentication Settings for an Individual Email Address](#)
- [4 Section 3: Updating the Password for a Canon Multi-Function Printer \(MFP\)](#)
- [5 Frequently Asked Questions](#)
- [6 Documents / Resources](#)
 - [6.1 References](#)
- [7 Related Posts](#)

LOFFLER

LOFFLER Canon Multi-Function Printer



Specifications:

- Product Name: G-Suite Scan Fix for Canon
 - Compatibility: Canon Multi-Function Printers (MFP)
 - Effective Date: September 30, 2024
-

Section 1: Enabling 2-Step Verification on the G-Suite Admin Console

1. Open admin.google.com and sign in using an administrator account.
2. Select Security > Authentication > 2-Step Verification.
3. Select the checkbox labeled Allow Users to turn on 2-Step Verification.
4. Select the radio button to turn Enforcement OFF, then Save.

Section 2: Update Authentication Settings for an Individual Email Address

1. Access mail.google.com and sign in to the Gmail account designated for scanning at the machine.
2. Select Profile > Manage Google Account.
3. Select Security.
4. Select 2-Step Verification / Get Started under the subsection How you sign in to Google.
5. Enter the Gmail account password when prompted.
6. Choose a sign-in method for 2-step Verification.
7. Select Try It > Follow the Menu Prompts.
8. After completing step 7, a confirmation screen will display it worked! Select TURN ON to enable 2-Step Verification.
9. Return to the Security page. Select App Passwords under How you sign in to Google.
10. Reauthenticate when prompted.
11. Select App. Then, choose Mail as the app type and select Other.
12. Name the scan device (ex: Canon MFP) and select generate.
13. **IMPORTANT:** Make sure to write down the password before continuing to the next section!

Section 3: Updating the Password for a Canon Multi-Function Printer (MFP)

1. Enter the IP Address of the machine in a web browser. Login as Admin (if prompted).
2. Select Settings/Registration > Select Send under Function Settings.
3. Scroll down the page to Authentication/ Encryption Settings.
4. Select the box for Change Password.
5. Enter in the Google-Generated App Password.
6. Select OK to save.
7. It is recommended to test scanning at the Canon MFP after this step is complete.


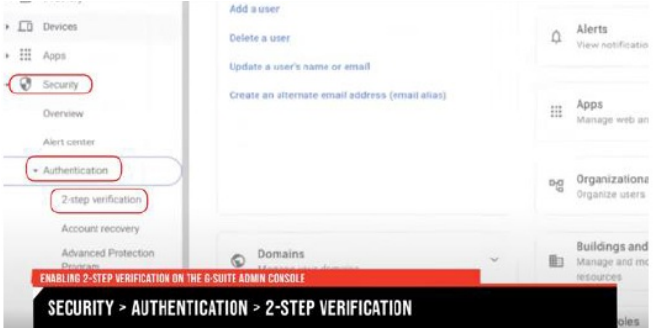
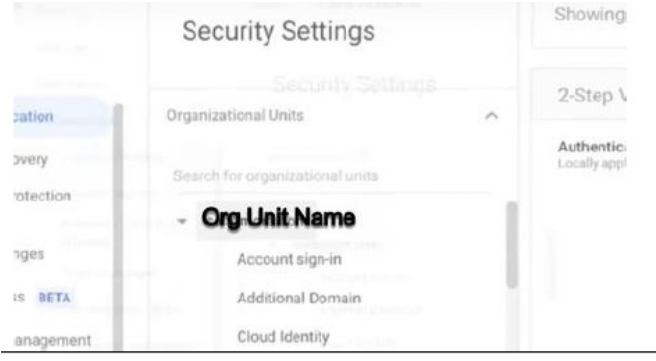
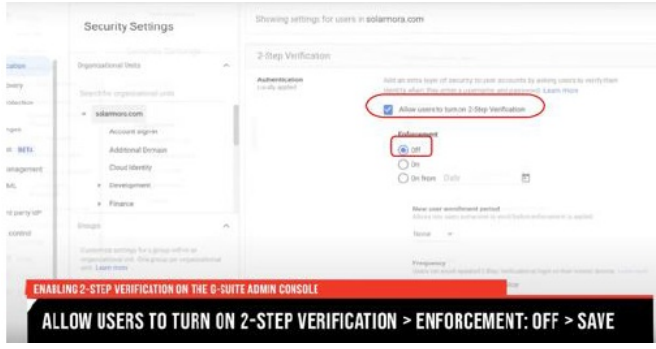
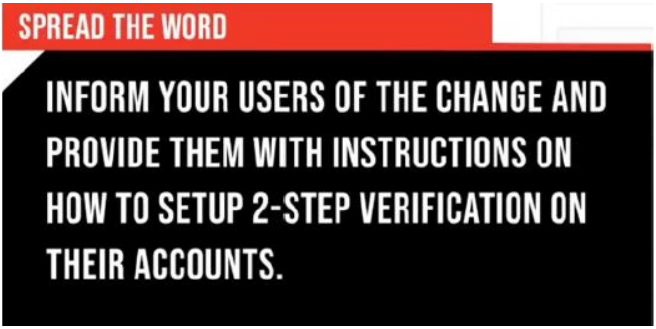
G-Suite Scan Fix for Canon

Google is disabling Less Secure apps on September 30, 2024.

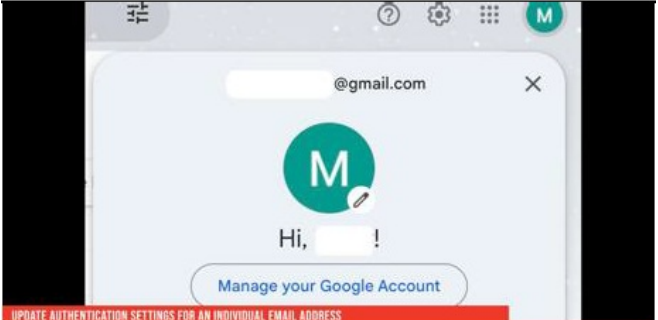

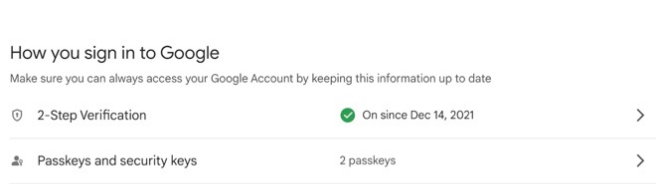
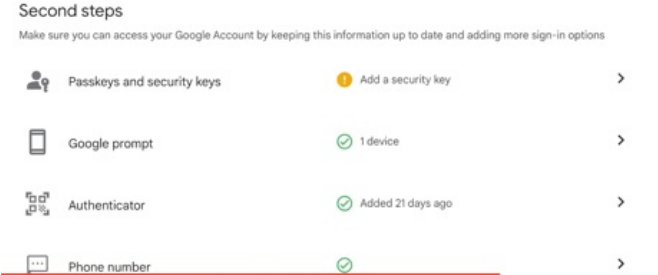
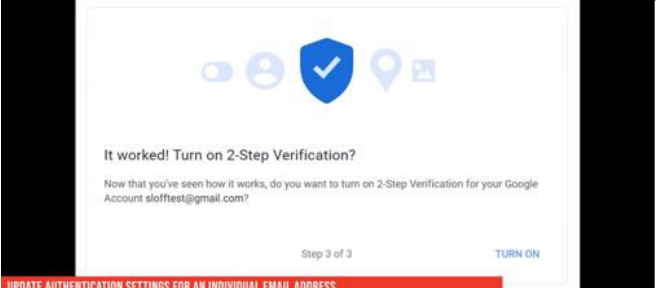
Guide Sections:

1. Enabling 2-Step Verification on the G-Suite Admin Console
2. Update Authentication Settings for an Individual Email Address
3. Updating the Password for a Canon Multi-Function Printer (MFP)

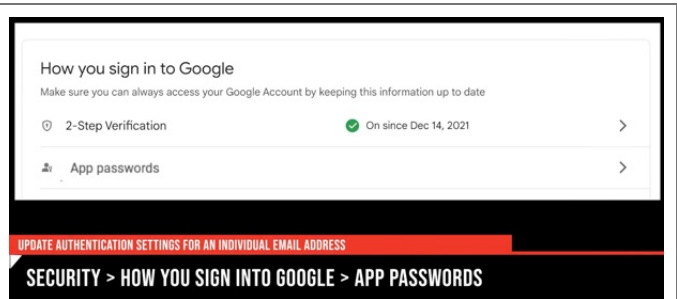
Section 1: Enabling 2-Step Verification on the G-Suite Admin Console

<p>1. Open admin.google.com and sign-in using an administrator account.</p>	
<p>2. Select Security è Authentication è 2-Step Verification.</p>	
<p>3. Select the Configuration Group to edit.</p> <ul style="list-style-type: none"> • Optional: To apply the setting to specific users, select an organizational unit instead. (Commonly used for departments.) 	
<p>4. Select the checkbox labeled Allow Users to turn on 2-Step Verification.</p> <p>5. Select the radio button to turn Enforcement OFF, then Save.</p>	
<p>6. Notify users of the change and supply them with instructions for setting up 2-Step Verification on their accounts.</p> <ul style="list-style-type: none"> • Instructions provided in 2nd Section of this document or at support.google.com. 	

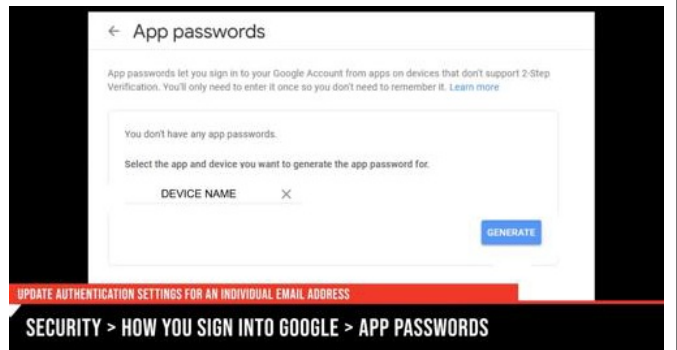
Section 2: Update Authentication Settings for an Individual Email Address

<p>1. Access mail.google.com and sign-in to the Gmail account <u>designated for scanning</u> at the machine.</p>	 <p>OPEN MAIL.GOOGLE.COM AND SIGN-IN</p>
<p>2. Select Profile è Manage Google Account.</p>	 <p>SELECT: PROFILE > MANAGE GOOGLE ACCOUNT</p>
<p>3. Select Security.</p> <p>4. Select 2-Step Verification / Get Started under subsection <i>How you sign in to Google</i>.</p> <p>5. Enter the Gmail account password when prompted .</p>	 <p>SELECT: 2-STEP VERIFICATION</p>
<p>6. Choose a sign-in method for 2-Step Verification.</p> <p>7. Select Try It è Follow the Menu Prompts.</p>	 <p>AUTHENTICATE AND CHOOSE A SIGN-IN OPTION</p>
<p>8. After completing step 7, a confirmation screen will display “it worked!” Select TURN ON to enable 2-Step Verification.</p>	 <p>SELECT: TURN ON</p>

9. Return to the Security page. Select **App Passwords** under *How you sign in to Google*.
10. Reauthenticate when prompted.

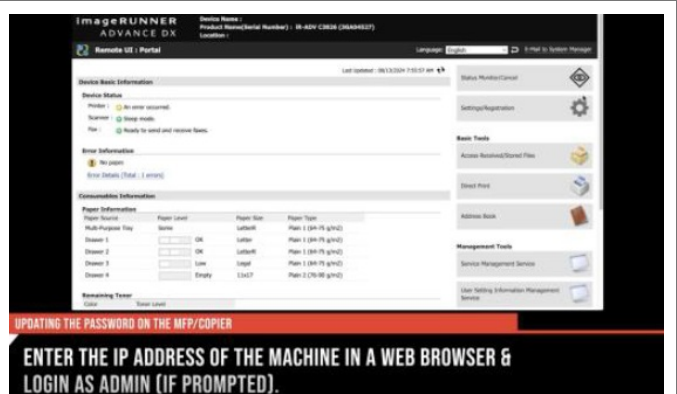


11. Select **App**. Then, choose **Mail** as the app type and select **Other**.
12. **Name** the scan device (ex: Canon MFP) and select **generate**.
13. **IMPORTANT:** Make sure to write down the password before continuing to next section!

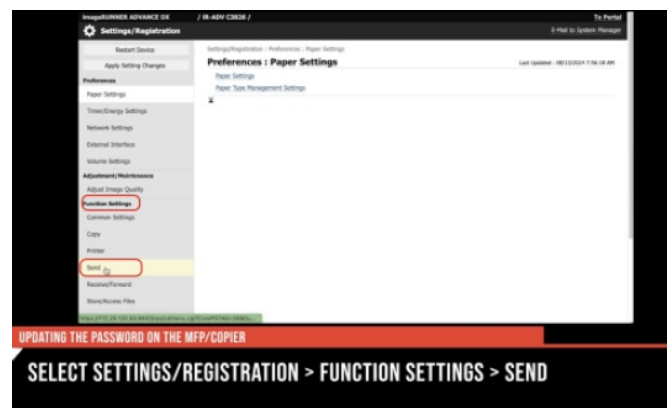


Section 3: Updating the Password for a Canon Multi-Function Printer (MFP)

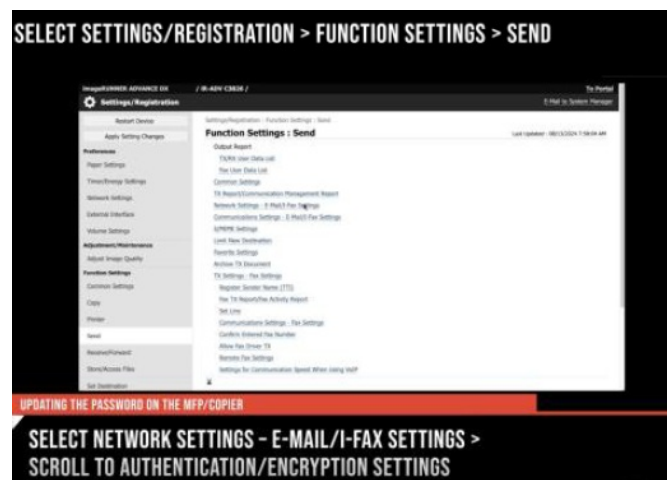
1. Enter the **IP Address** of the machine in a web browser. Login as Admin (if prompted).



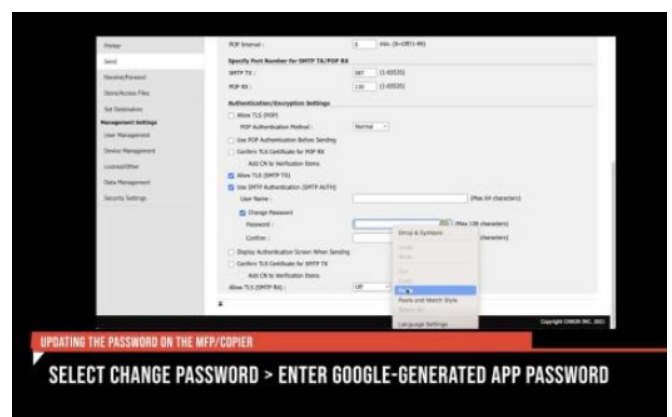
2. Select **Settings/Registration** è Select **Send** under Function Settings.



3. Select **Network Settings – E-Mail/I-Fax Settings**.
4. Scroll down the page to **Authentication/Encryption Settings**.



5. Select the box for **Change Password**.
6. Enter in the **Google-Generated App Password**.
7. Select **OK** to save.
8. It is recommended to test scanning at the Canon MFP after this step is complete.



Need additional assistance? Reach out to our Imaging Help Desk!
Make sure to provide the ID# of the device so the IHD can provide model-specific assistance.



Frequently Asked Questions

Q: I forgot my Google-Generated App Password, what should I do?


A: If you forget your Google-Generated App Password, you can generate a new one by following the steps mentioned in Section 2 of the user manual.

©2024 Loffler Companies

MN: St. Louis Park; Duluth; Mankato; Rochester; St. Cloud; Willmar; Grand Rapids; Thief River Falls | WI: Eau Claire; La Crosse; Green Bay

IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Fall

Documents / Resources

	LOFFLER Canon Multi-Function Printer [pdf] Instructions Canon Multi-Function Printer, Canon, Multi-Function Printer, Printer
---	---

References

-  [Loffler Support | Imaging Team](#)
- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

This website is an independent publication and is neither affiliated with nor endorsed by any of the trademark owners. The "Bluetooth®" word mark and logos are registered trademarks owned by Bluetooth SIG, Inc. The "Wi-Fi®" word mark and logos are registered trademarks owned by the Wi-Fi Alliance. Any use of these marks on this website does not imply any affiliation with or endorsement.