

LOFFLER
G-Suite Scan
Fix for Lexmark



LOFFLER G-Suite Scan Fix for Lexmark User Guide

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LOFFLER G-Suite Scan Fix for Lexmark



Product Specifications

- **Product Name:** G-Suite Scan Fix for Lexmark
- **Compatibility:** Lexmark Multi-Function Printers (MFP)

Product Usage Instructions

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 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 Lexmark LaserJet Multi-Function Printer (MFP)

1. Enter the IP Address of the machine in a web browser. Login as Admin (if prompted).
2. Select Email under the Settings section in the left column.
3. Scroll down the page to Device Password.
4. Enter in the Google-Generated AppPassword.
5. Select Test SMTP Connection to confirm new scan password is working correctly.
6. Press Save.

FAQ

Frequently Asked Questions

- **Q:** What do I do if I encounter issues during the setup process?
 - **A:** If you encounter any difficulties or need additional assistance during the setup process, please contact our Imaging Help Desk. Make sure to provide the ID# of the device so that they can offer model-specific assistance.

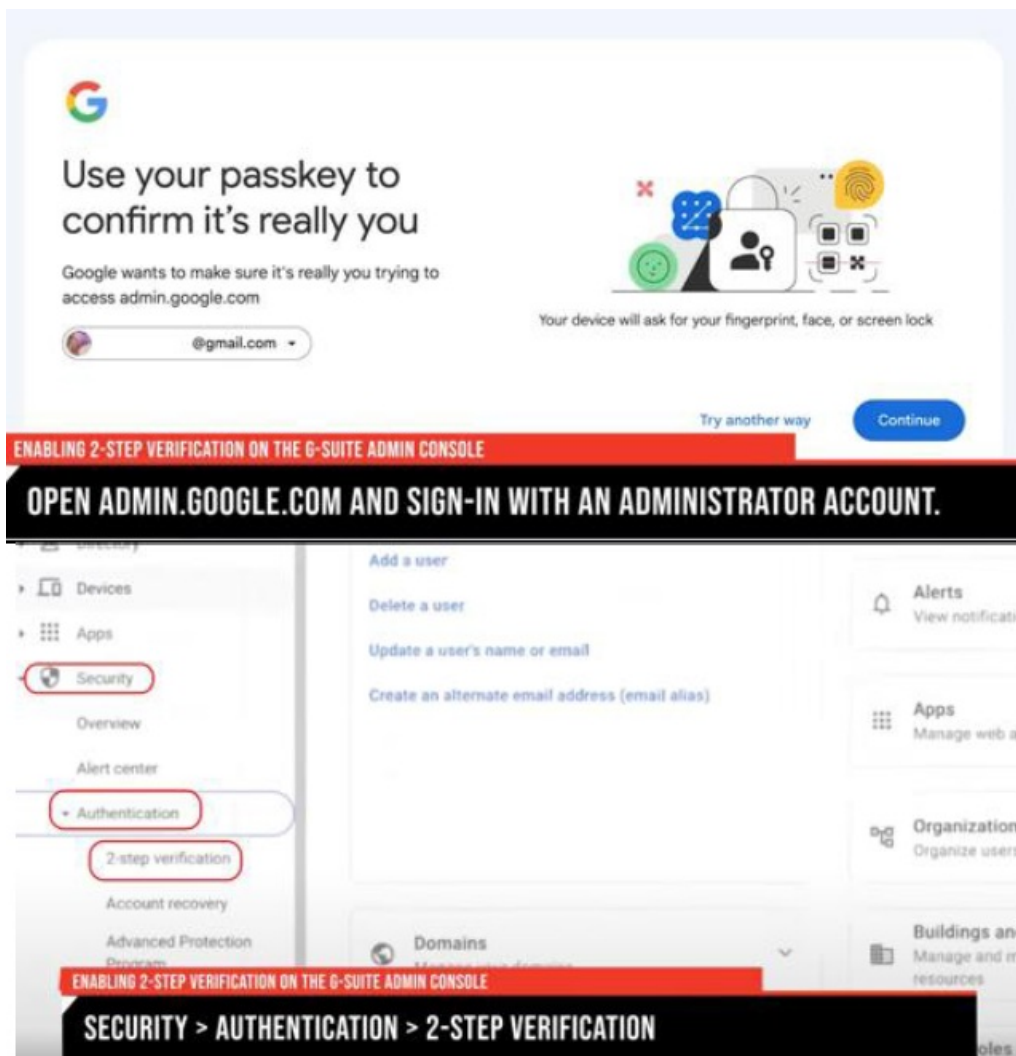
Google is disabling Less Secure apps on September 30, 2024.

Guide Sections

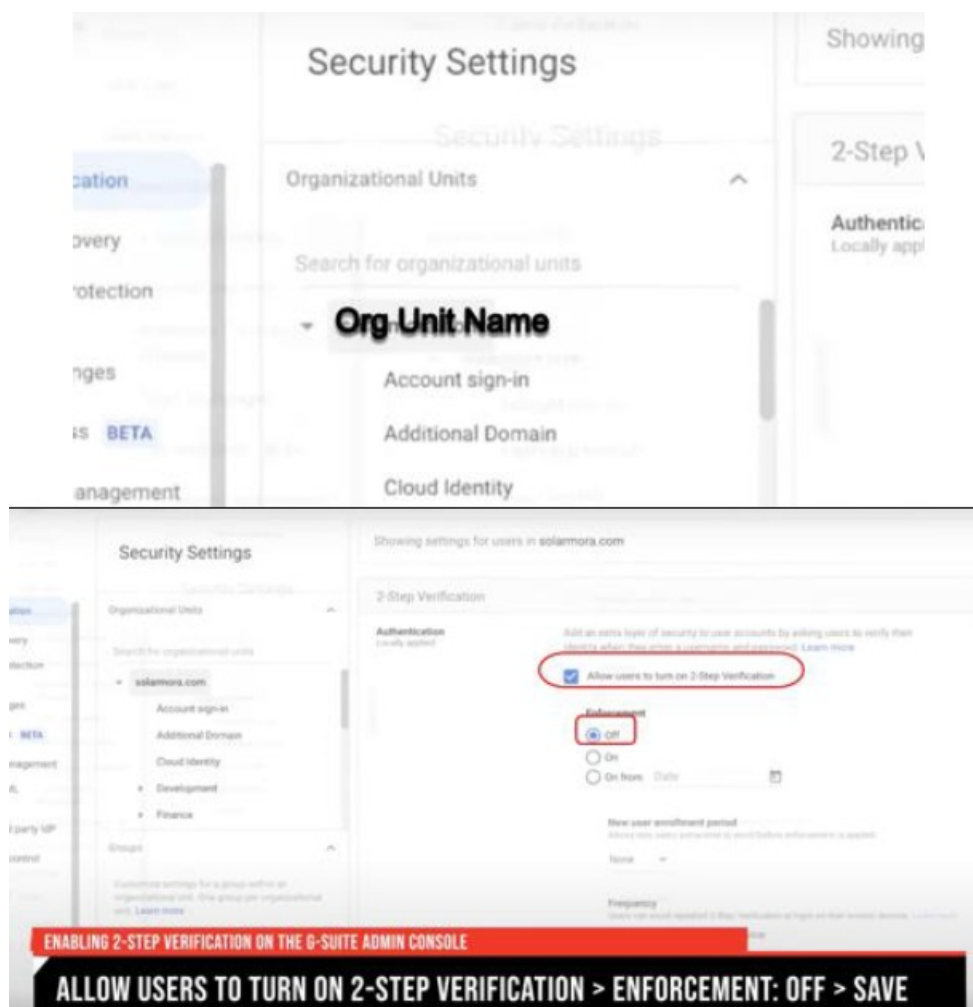
1. Enabling 2-Step Verification on the G-Suite Admin Console
2. Update Authentication Settings for an Individual Email Address
3. Updating the Password for a Lexmark Multi-Function Printer (MFP)

Information Instructions

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.

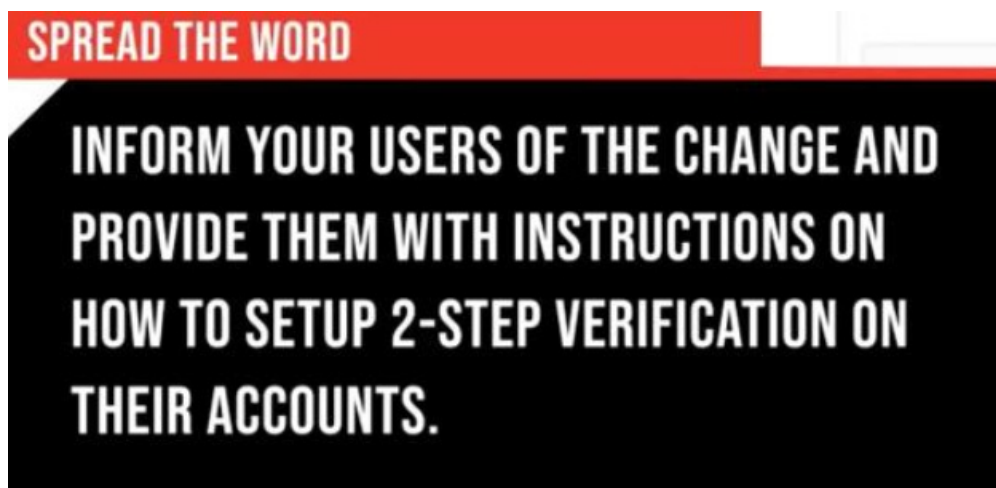


3. Select the Configuration Group to edit.

- **Optional:** To apply the setting to specific users, select an organizational unit instead. (Commonly used for departments.)

4. Select the checkbox labeled Allow Users to turn on 2-Step Verification.

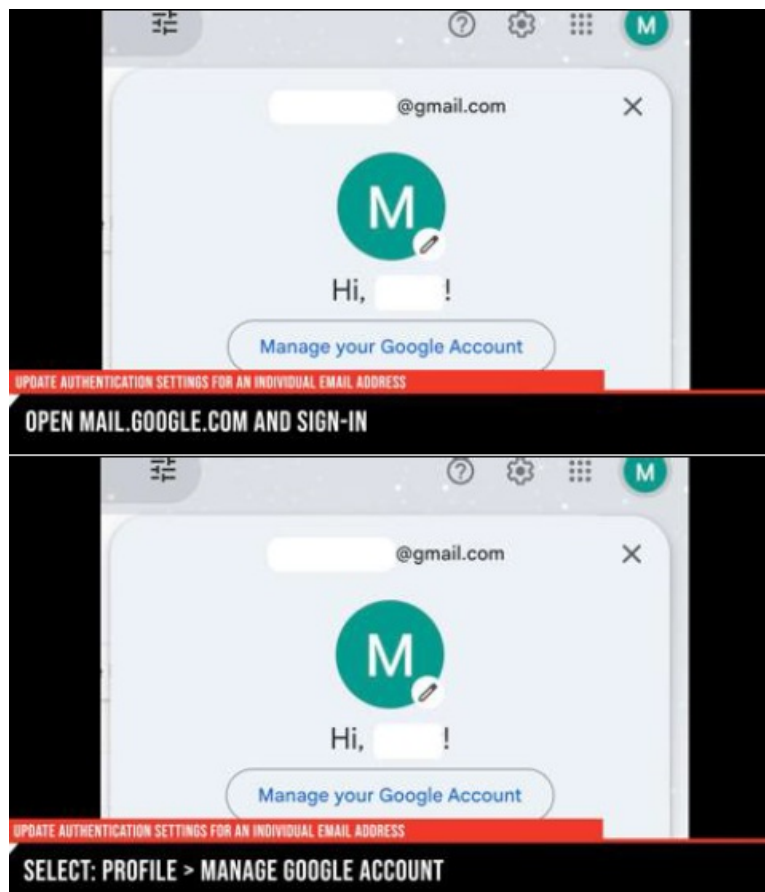
5. Select the radio button to turn Enforcement OFF, then Save.



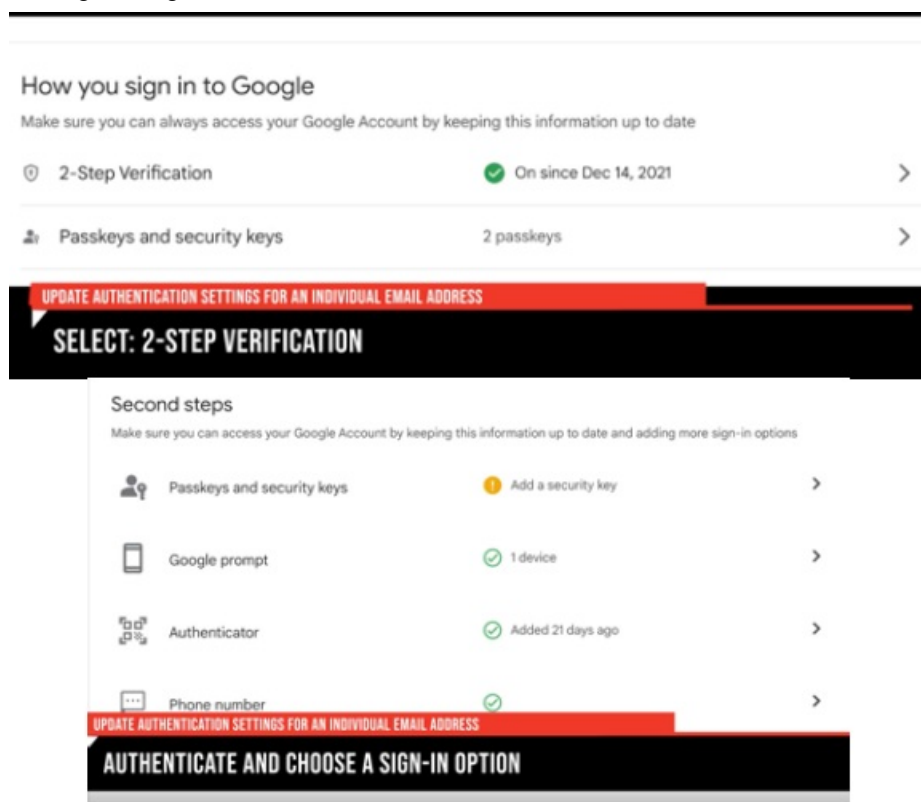
6. Notify users of the change and supply them with instructions for setting up 2-Step Verification on their accounts.

- Instructions provided in 2nd Section of this document or at support.google.com.

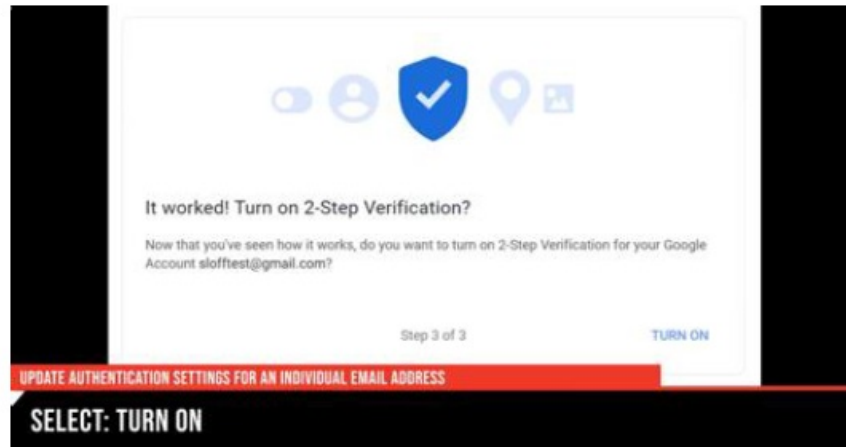
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7. Select Try It → Follow the Menu Prompts.

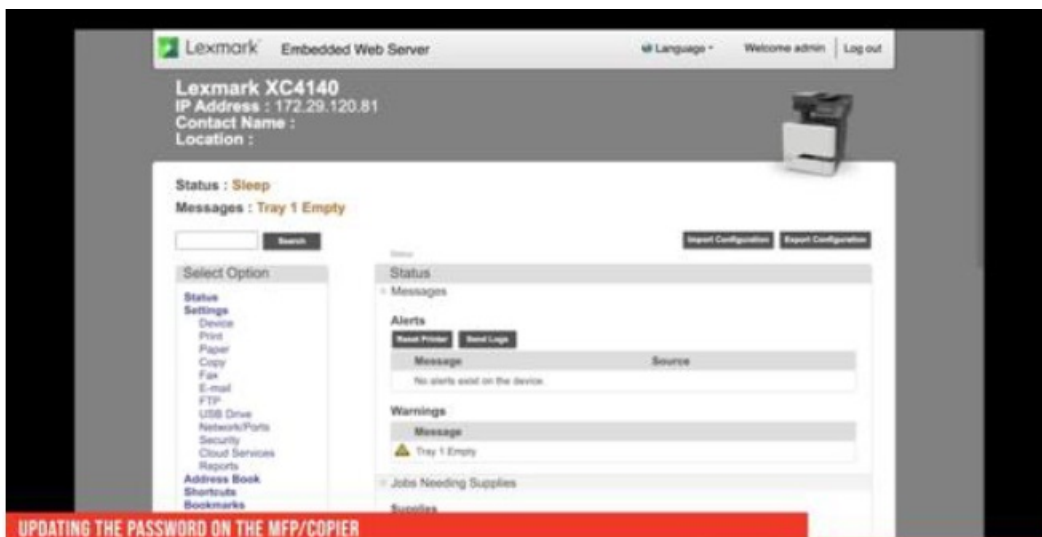


8. After completing step 7, a confirmation screen will display "it worked!" Select TURN ON to enable 2-Step Verification.
9. Return to the Security page. Select App Passwords under How you sign in to Google.
10. Reauthenticate when prompted.



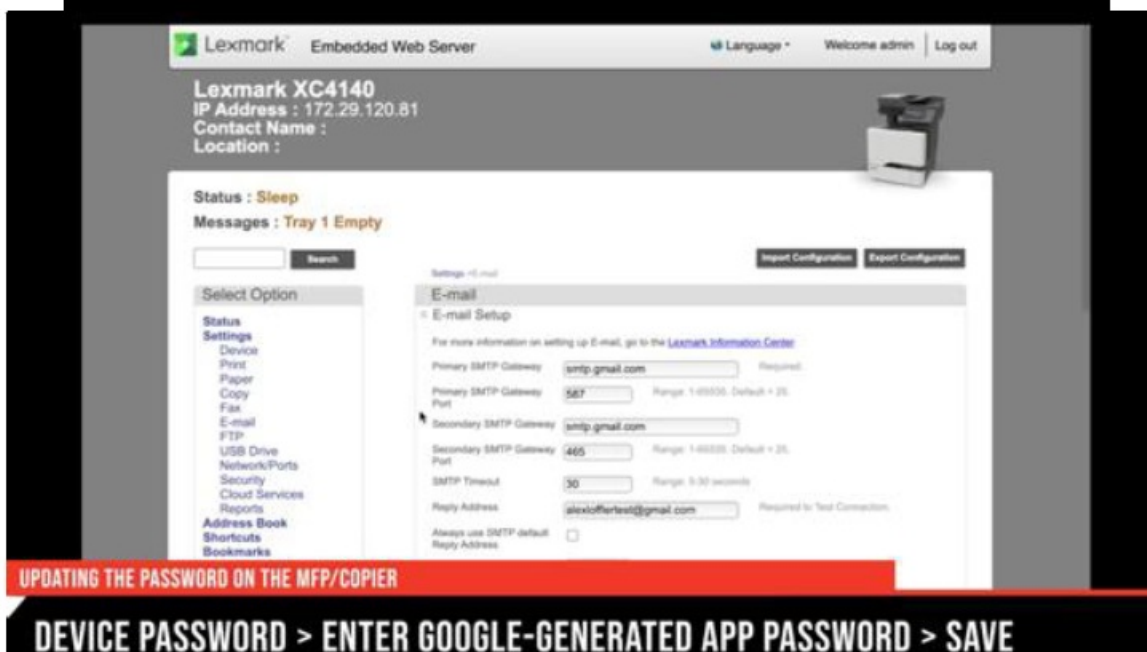
11. Select App. Then, choose Mail as the app type and select Other.
12. Name the scan device (ex: Canon MFP) and select generate.
13. **IMPORTANT:** Make sure to write down the password before continuing to next section!

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



UPDATING THE PASSWORD ON THE MFP/COPIER

ENTER THE IP ADDRESS OF THE MACHINE IN A WEB BROWSER & LOGIN AS ADMIN (IF PROMPTED).



UPDATING THE PASSWORD ON THE MFP/COPIER

DEVICE PASSWORD > ENTER GOOGLE-GENERATED APP PASSWORD > SAVE

1. Enter the IP Address of the machine in a web browser. Login as Admin (if prompted).
2. Select Email under the Settings section in left column.



3. Scroll down the page to Device Password.
4. Enter in the Google-Generated AppPassword.
5. Select Test SMTP Connection to confirm new scan password is working correctly.
6. Press Save.

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.

CONTACT

- **EMAIL:** SERVICEANDINFO@LOFFLER.COM
- **PHONE:** CALL [952-925-6868](tel:952-925-6868) OR [888-425-2801](tel:888-425-2801)
(FOLLOW PROMPTS)
- **ONLINE PORTAL @** LOFFLER.COM
- **TEXT:** [952-522-4001](tel:952-522-4001)



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Documents / Resources

	<p>LOFFLER G-Suite Scan Fix for Lexmark [pdf] User Guide G-Suite Scan Fix for Lexmark, Scan Fix for Lexmark, Fix for Lexmark, Lexmark</p>
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References

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

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

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