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LOFFLER LaserJet
E-Series Multi
Function Printer

LOFFLER LaserJet E-Series Multi Function Printer Instructions

Contents

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LOFFLER LaserJet E-Series Multi Function Printer

Product Information

Specifications

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

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.
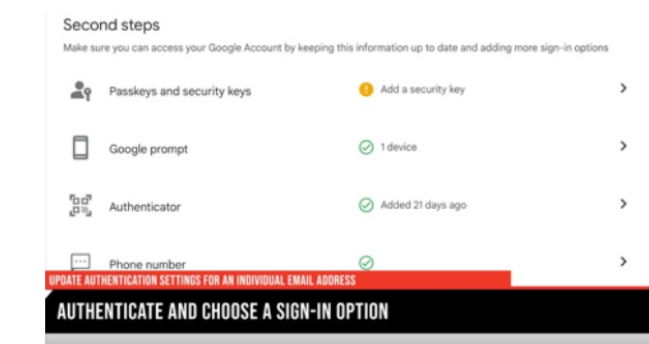
7. Select Try It > Follow the Menu Prompts.

8. A confirmation screen will display it worked! Select TURN ON to enable 2-Step Verification.
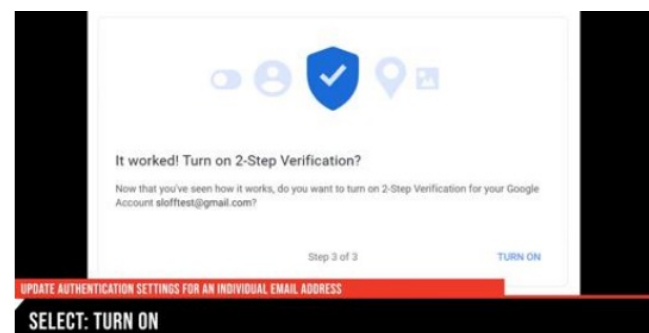
9. Return to the Security page. Select App Passwords under How you sign in to Google.

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: Update the Password for a HP LaserJet E-Series Multi-Function Printer (MFP)

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

2. Select Scan/Digital Send > Check the box to the left of the Server Name > Select Edit.

3. Select Next to access the Server Authentication Requirements Page.

4. Enter in the Google-Generated App Password.

5. Select Finish to save and close.

FAQ

Additional Assistance
If you need additional assistance, please reach out to our Imaging Help Desk! Make sure to provide the ID# of the device so the IHD can offer model-specific assistance.
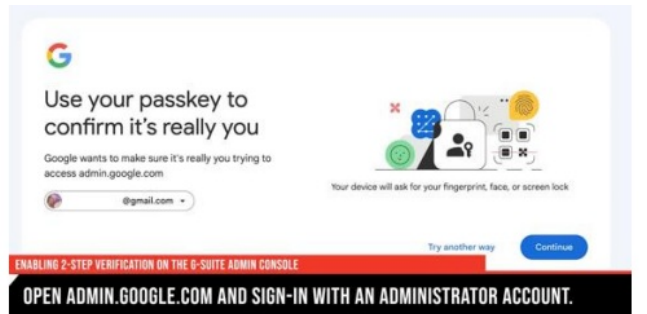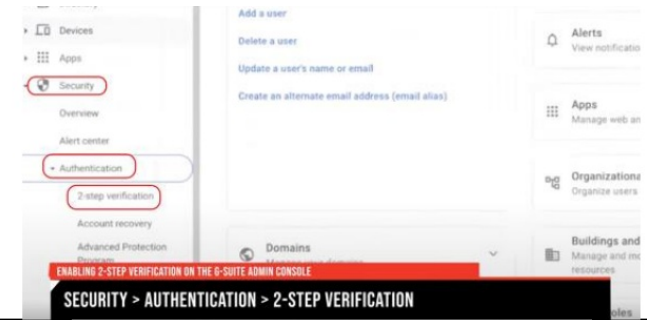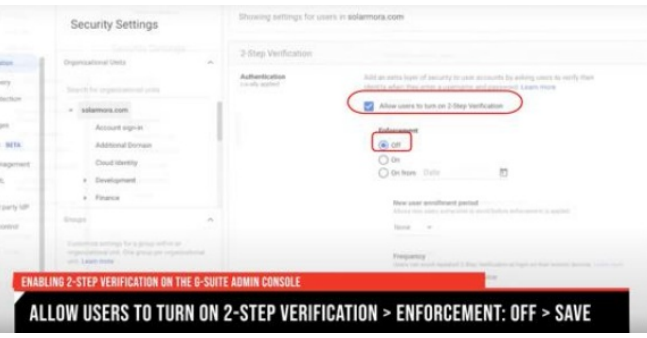
G-Suite Scan Fix for HP LaserJet E-Series

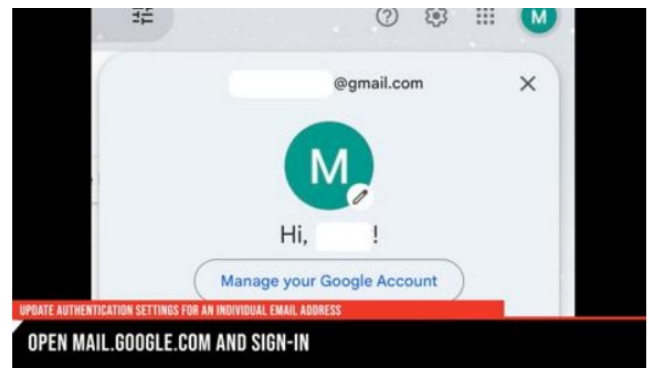Google is disabling Less Secure apps on September 30, 2024.

Guide Sections:

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

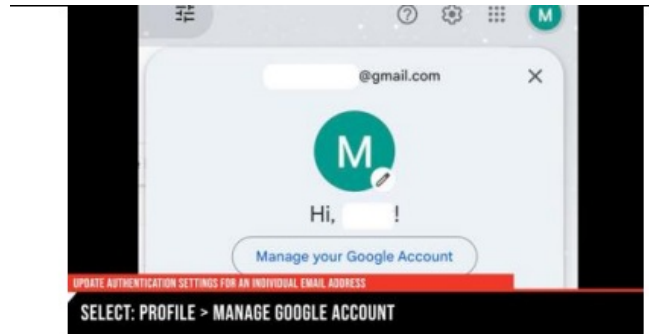## Section 1: Enabling 2-Step Verification on the G-Suite Admin Console

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**.	

Section 2: Update Authentication Settings for an Individual Email Address

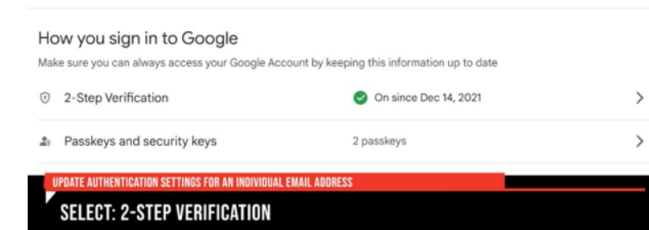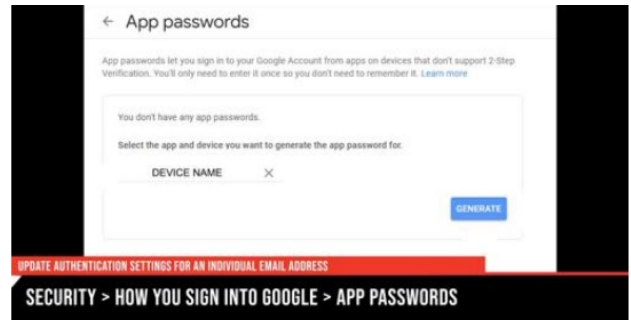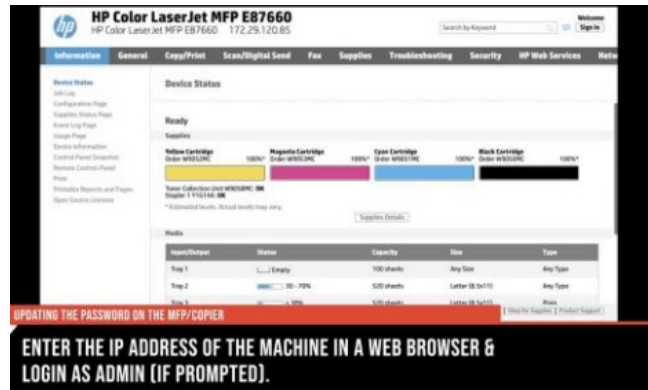|	
1. Access **mail.google.com** and **sign-in** to the Gmail account designated for scanning at the machine.	 OPEN MAIL.GOOGLE.COM AND SIGN-IN
2. Select **Profile → Manage Google Account**.	 SELECT: PROFILE > MANAGE GOOGLE ACCOUNT
3. Select **Security**. **4.** Select **2-Step Verification** / **Get Started** under subsection *How you sign in to Google*. **5.** Enter the Gmail account **password** when prompted .	**How you sign in to Google** Make sure you can always access your Google Account by keeping this information up to date ⊙ 2-Step Verification ✔ On since Dec 14, 2021 > ⊛ Passkeys and security keys 2 passkeys > SELECT: 2-STEP VERIFICATION
6. Choose a **sign-in method** for 2-Step Verification. **7.** Select **Try It → Follow the Menu Prompts**.	**Second steps** Make sure you can access your Google Account by keeping this information up to date and adding more sign-in options ⊛ Passkeys and security keys ⚠ Add a security key > ▢ Google prompt ✔ 1 device > ⊡ Authenticator ✔ Added 21 days ago > ▭ Phone number ✔ > AUTHENTICATE AND CHOOSE A SIGN-IN OPTION
8. After completing step 7, a confirmation screen will display "it worked!" Select **TURN ON** to enable 2-Step Verification.	It worked! Turn on 2-Step Verification? Now that you've seen how it works, do you want to turn on 2-Step Verification for your Google Account slofftest@gmail.com? Step 3 of 3 TURN ON SELECT: TURN ON
9. Return to the Security page. Select **App Passwords** under *How you sign in to Google*. **10.** Reauthenticate when prompted.	**How you sign in to Google** Make sure you can always access your Google Account by keeping this information up to date ⊙ 2-Step Verification ✔ On since Dec 14, 2021 > ⊛ App passwords > SECURITY > HOW YOU SIGN INTO GOOGLE > APP PASSWORDS

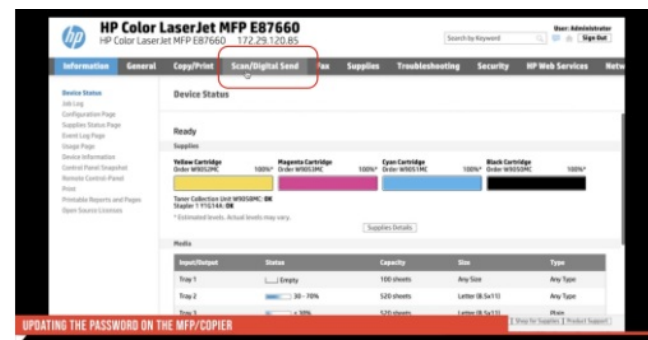|	
11. Select **App.** Then, choose **Mail** as the app type and select **Other**. **12. Name** the scan device (ex: Canon MFP) and select **generate.** **13. IMPORTANT:** Make sure to write down the password before continuing to next section!	

Section 3: Update the Password for a HP LaserJet E-Series Multi-Function Printer (MFP)

1. Enter the **IP Address** of the machine in a web browser. Login as Administrator (if prompted).	
2. Select **Scan/Digital Send** → Check the box to the left of the **Server Name** → Select **Edit.**	
3. Select **Next** to access the Server Authentication Requirements Page. **4.** Enter in the **Google-Generated App Password**. **5.** Select **Finish** to save and close.	

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** OR **888-425-2801** (FOLLOW PROMPTS)
ONLINE PORTAL @ **LOFFLER.COM**
TEXT: 952-522-4001

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

Documents / Resources

LOFFLER LaserJet E-Series Multi Function Printer [pdf] Instructions
E52545, E60055, E62555, LaserJet E-Series Multi Function Printer, LaserJet E-Series, Multi Function Printer, Function Printer, Printer

References

- **Loffler Support | Imaging Team**
- **User Manual**