Manuals+ — User Manuals Simplified.

LOFFLER Multi-Function Printer Instructions

LOFFLER Multi-Function Printer

Product Information

Specifications

- Product Name: G-Suite Scan Fix for Konica Minolta
- Compatibility: Konica Minolta 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" and Follow the Menu Prompts.

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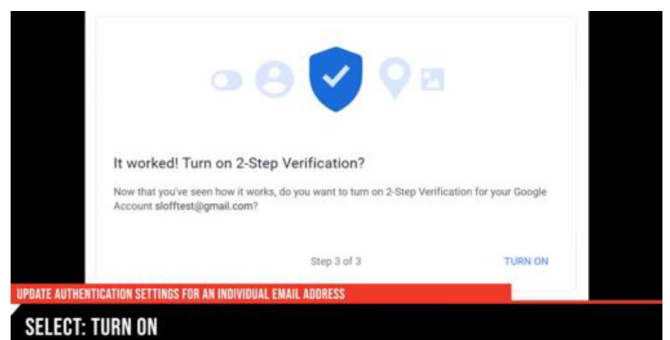
9. Return to the Security page. Select App Passwords under "How you sign in to Google."

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 Konica Minolta Multi-Function Printer (MFP)

1. Enter the IP Address of the machine in a web browser. Login as Administrator.

2. Select Network > E-Mail Setting > E-Mail TX (SMTP).

3. Select "Password is Changed."

4. Enter in the Google-Generated App Password.

5. Select OK to save.

Frequently Asked Questions (FAQ)

- **Q: What should I do if I need additional assistance?**
    - **A:** Reach out to our Imaging Help Desk! Make sure to provide the ID# of the device so the IHD can provide model-specific assistance.
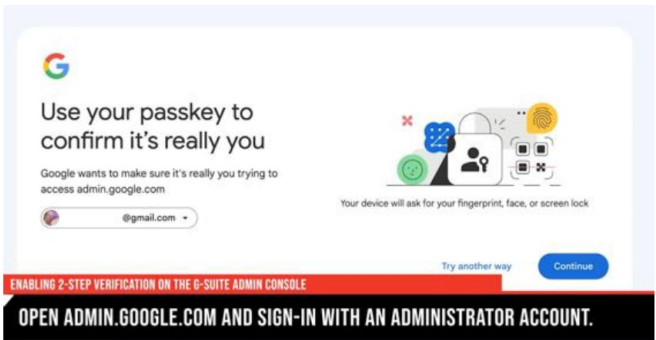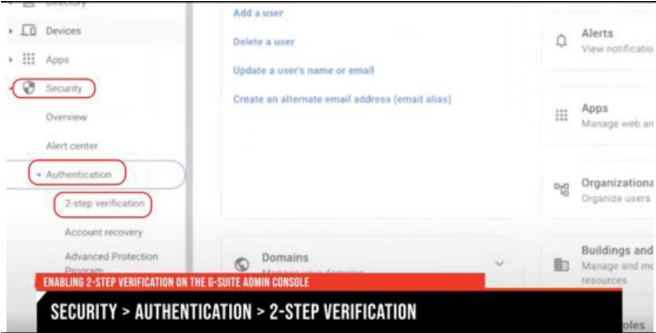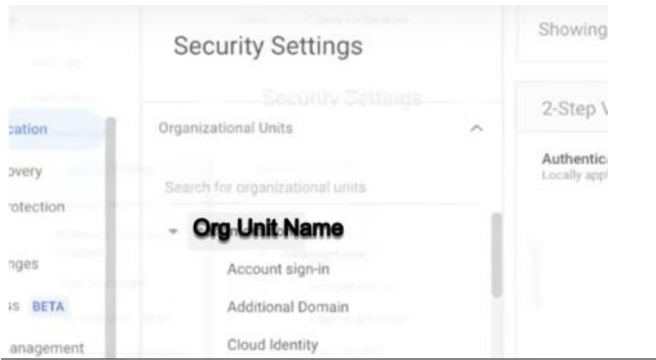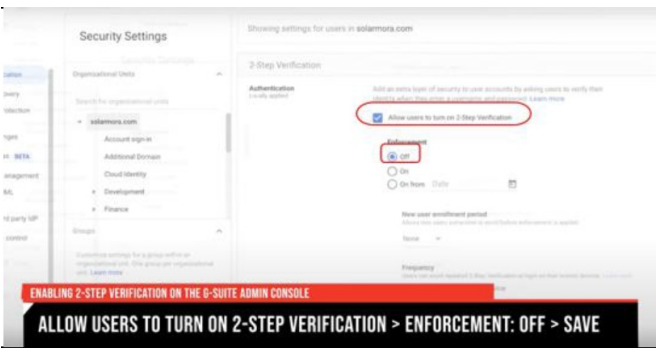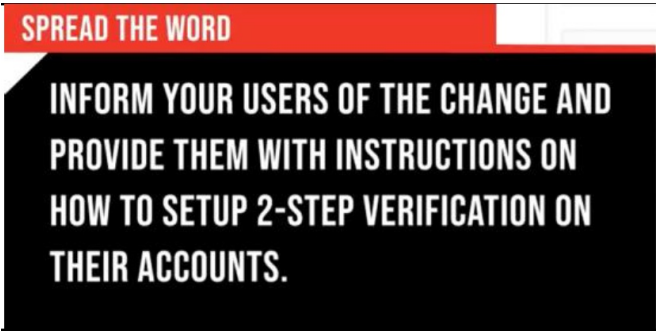
TECHNOLOGY TO POWER SUCCESS

G-Suite Scan Fix for Konica Minolta
Google is disabling Less Secure apps on September 30, 2024.
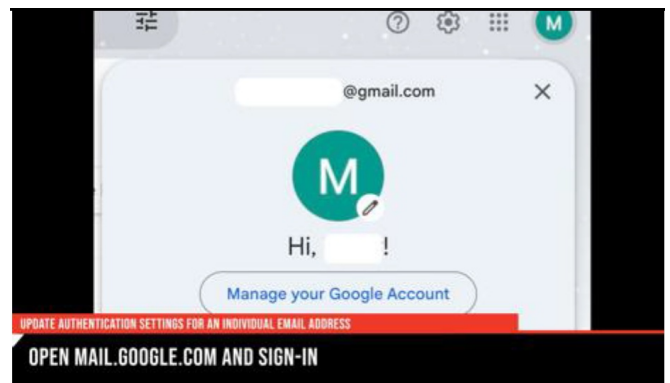
Guide Sections

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 Konica Minolta Multi-Function Printer (MFP)

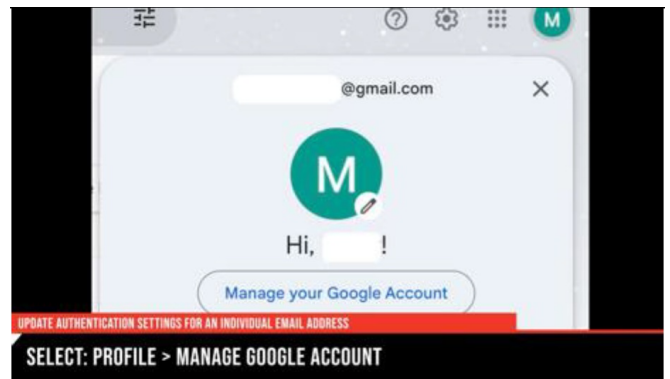**Section 1: Enabling 2-Step Verification on the G-Suite Admin Console**

1. Open **admin.google.com** and **sign-in** using an <u>ad</u><u>ministrator account</u>.	
2. Select **Security** è **Authentication** è **2-Step Verific ation**.	
3. Select the **Configuration Group** to edit. • **Optional:** To apply the setting to specific users, sel ect 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**, t hen **Save**.	
6. **Notify users** of the change and supply them with in structions for setting up 2-Step Verification on their acc ounts. • **Instructions provided** in 2nd Section of this docu ment or at **support.google.com**	

Section 2: Update Authentication Settings for an Individual Email Address

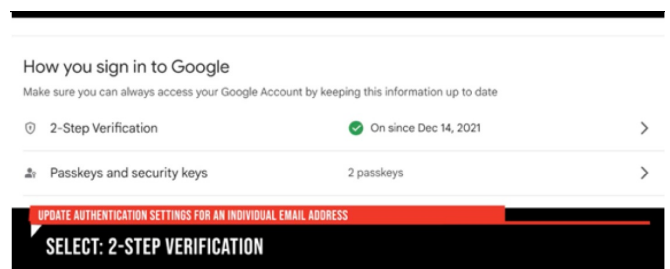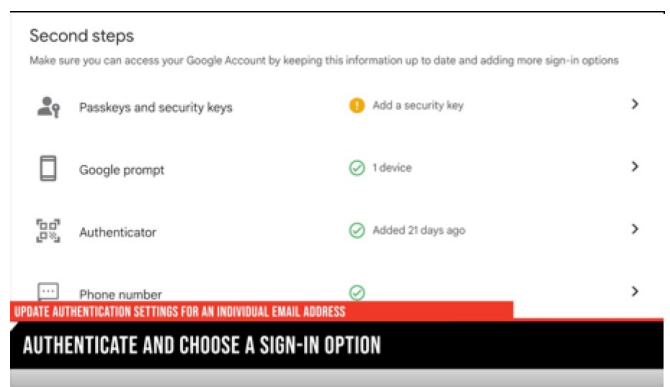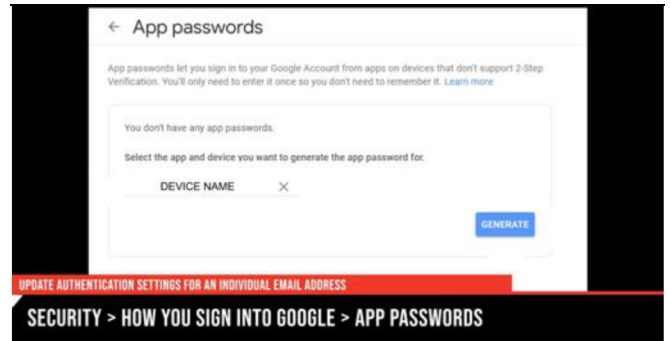|	
1. Access **mail.google.com** and **sign-in** to the Gmail account <u>designated for scanning</u> at the machine.	OPEN MAIL.GOOGLE.COM AND SIGN-IN
2. Select **Profile** è **Manage Google Account**.	SELECT: PROFILE > MANAGE GOOGLE ACCOUNT
3. Select **Security**. **4.** Select **2-Step Verification**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

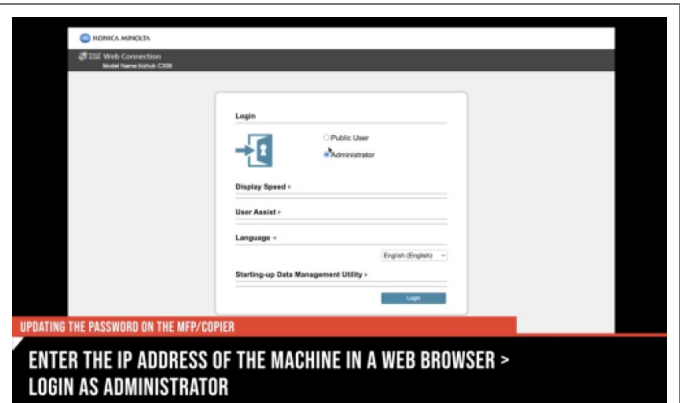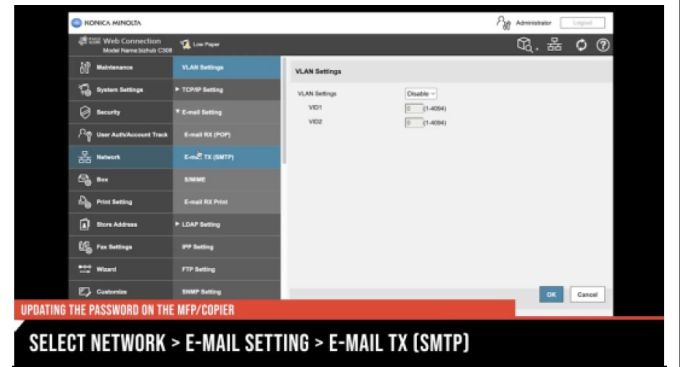|	
9. Return to the Security page. Select **App Password s** under *How you sign in to Google*. **10.** Reauthenticate when prompted.	How you sign in to Google Make sure you can always access your Google Account by keeping this information up to date ⊙ 2-Step Verification ✅ On since Dec 14, 2021 > 🔑 App passwords > UPDATE AUTHENTICATION SETTINGS FOR AN INDIVIDUAL EMAIL ADDRESS **SECURITY > HOW YOU SIGN INTO GOOGLE > APP PASSWORDS**
11. Select **App.** Then, choose **Mail** as the app type a nd select **Other**. **12. Name** the scan device (ex: Canon MFP) and selec t **generate.** **13. IMPORTANT:** Make sure to write down the passw ord before continuing to next section!	← 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. DEVICE NAME ✕ GENERATE UPDATE AUTHENTICATION SETTINGS FOR AN INDIVIDUAL EMAIL ADDRESS **SECURITY > HOW YOU SIGN INTO GOOGLE > APP PASSWORDS**

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

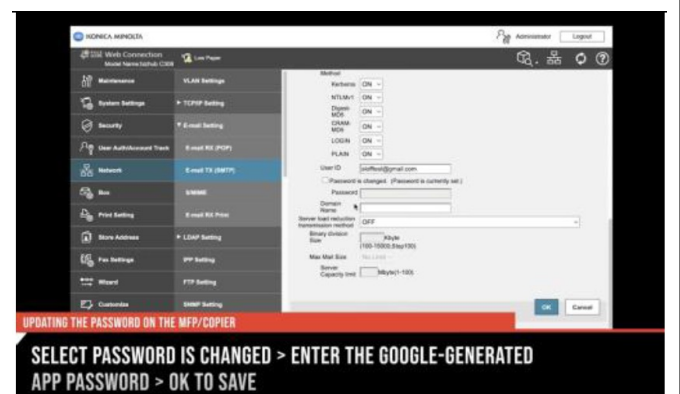|	
1. Enter the **IP Address** of the machine in a web brow ser. **Login** as Administrator.	UPDATING THE PASSWORD ON THE MFP/COPIER **ENTER THE IP ADDRESS OF THE MACHINE IN A WEB BROWSER >** **LOGIN AS ADMINISTRATOR**
2. Select **Network** è **E-Mail Setting** è **E-Mail TX (SMT P).**	UPDATING THE PASSWORD ON THE MFP/COPIER **SELECT NETWORK > E-MAIL SETTING > E-MAIL TX (SMTP)**
3. Select **Password is Changed**. **4.** Enter in the **Google-Generated App Password**. **5.** Select **OK** to save.	UPDATING THE PASSWORD ON THE MFP/COPIER **SELECT PASSWORD IS CHANGED > ENTER THE GOOGLE-GENERATED** **APP PASSWORD > OK TO SAVE**

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- **IA. Sioux City**; Spencer I
- Fargo, Grand Forks I SD, Aberdeen; Sioux Falls
- **NE:** I ND

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)
- **ONLINEPORTAL@LOFFLER.COM**

- **TEXT:** [952-522-4001](tel:952-522-4001)

Documents / Resources

	[**LOFFLER Multi-Function Printer**](#) [pdf] Instructions Multi-Function Printer, Printer

References

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