Manuals+ — User Manuals Simplified.

LOFFLER Xerox VersaLink Series Color Laser Copier Owner's Manual

Contents

LOFFLER Xerox VersaLink Series Color Laser Copier

Specifications

- **Product Name**: G-Suite Scan Fix for Xerox VersaLink Series
- **Compatibility:** Xerox VersaLink Multi-Function Printers (MFP)
- **Effective Date**: September 30, 2024
- **Provider:** Google

Product Usage Instructions

Enabling 2-Step Verification on the G-Suite Admin Console

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

Update Authentication Settings for an Individual Email Address

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

Updating the Password for a Xerox VersaLink Multi-Function Printer (MFP)

- Enter the IP Address of the machine in a web browser. Login as Admin (if prompted).
- Select Apps > Email > Setup.
- Select STARTTLS (If Available).
- Enter the Google-Generated App Password and Retype.
- Select Save.

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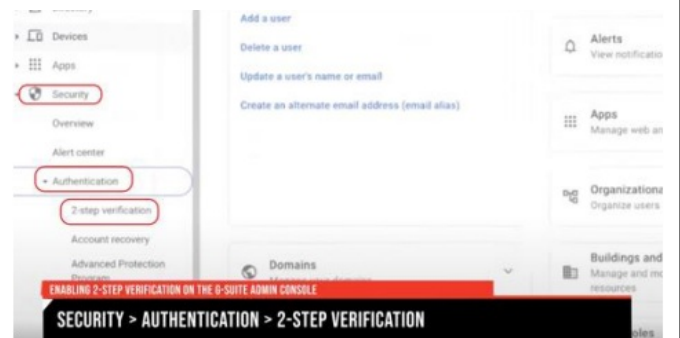
Guide Sections

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

Enabling 2-Step Verification on the G-Suite Admin Console
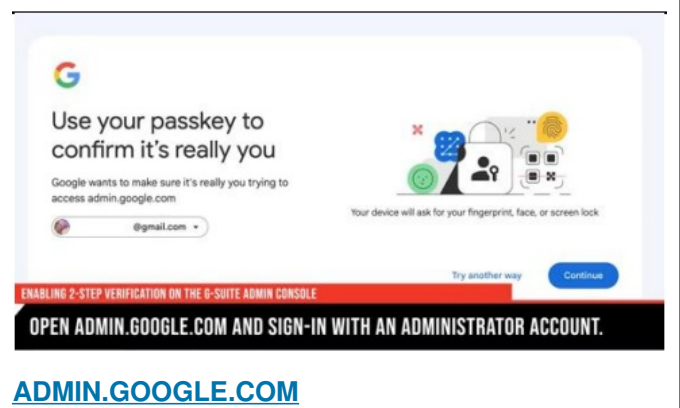
1. Open **admin.google.com** and **sign-in** using an administrator account.	 **ADMIN.GOOGLE.COM**
4. Select **Security → Authentication → 2-Step Verification**.	
5. Select the **Configuration Group** to edit. · **Optional:** To apply the setting to specific users, select an organizational unit instead. (Commonly used for departments.)	
6. Select the **checkbox** labeled **Allow Users to turn on 2-Step Verification.** **7.** Select the radio button to turn **Enforcement OFF**, then **Save**.	
8. 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**.	
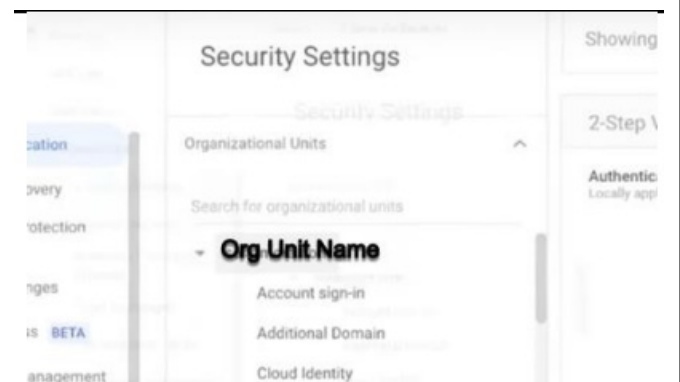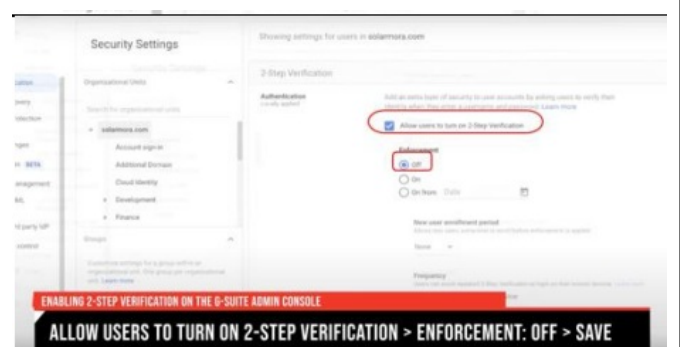
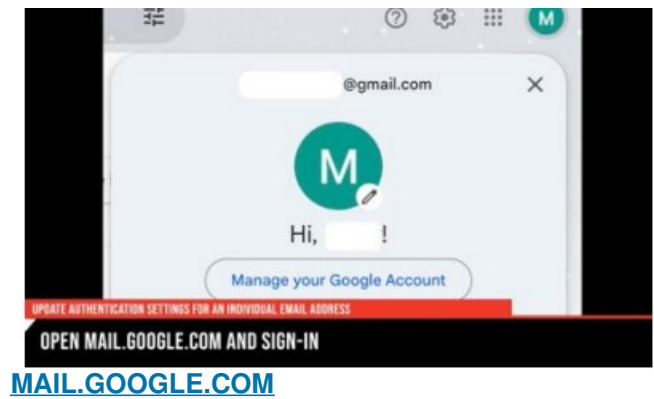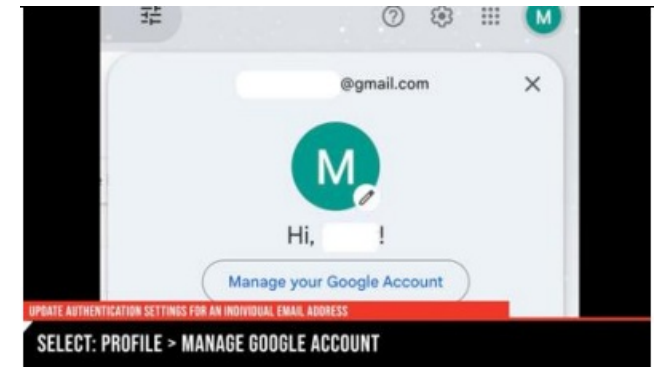|	
1. Access **mail.google.com** and **sign-in** to the Gmail account _designated for scanning_ at the machine.	 OPEN MAIL.GOOGLE.COM AND SIGN-IN **MAIL.GOOGLE.COM**
2. Select **Profile → Manage Google Account**.	 SELECT: PROFILE > MANAGE GOOGLE ACCOUNT
9. Select **Security**. **10.** Select **2-Step Verification** / **Get Started** under subsection _How you sign in to Google_. **11.** 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
12. Choose a **sign-in method** for 2-Step Verification. **13.** 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
14. 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
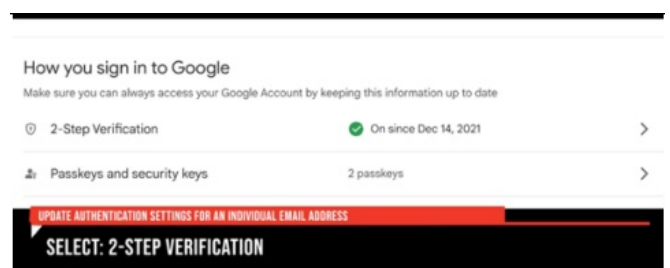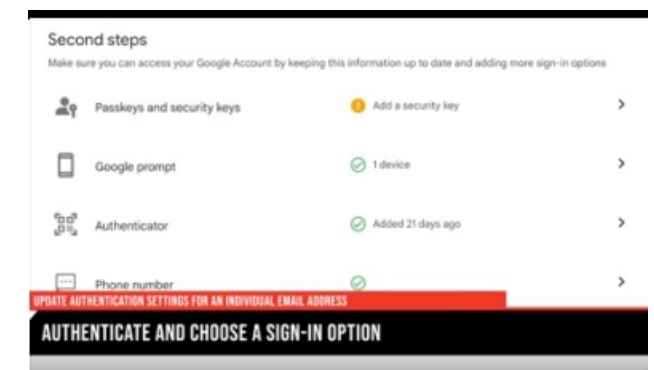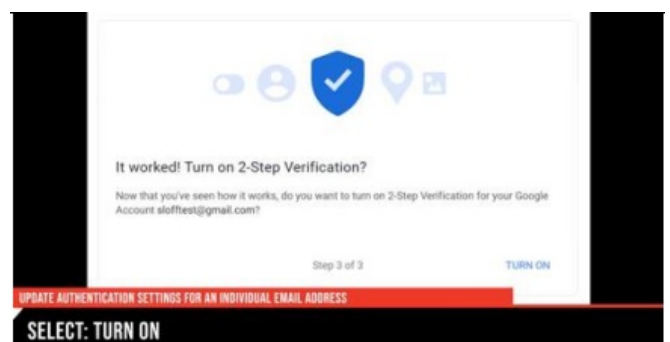
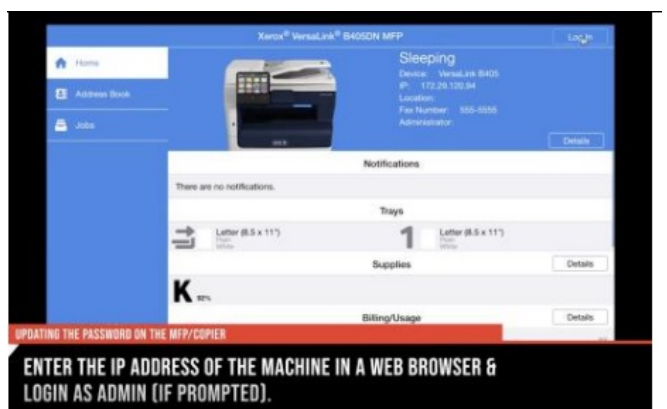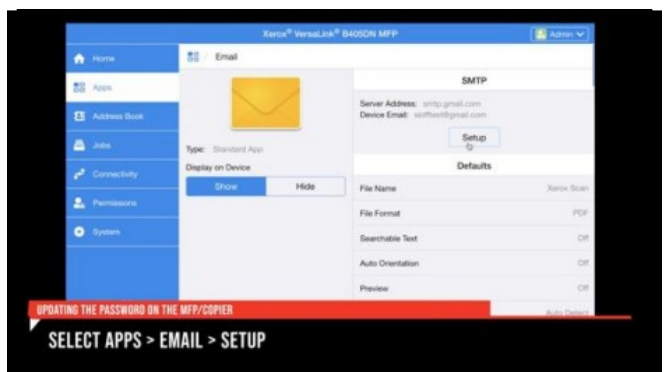|	
15. Return to the Security page. Select **App Passwords** under *How you sign in to Google*. **16.** Reauthenticate when prompted.	How you sign in to Google Make sure you can always access your Google Account by keeping this information up to date ① 2-Step Verification ✓ On since Dec 14, 2021 > ⚇ App passwords > UPDATE AUTHENTICATION SETTINGS FOR AN INDIVIDUAL EMAIL ADDRESS **SECURITY > HOW YOU SIGN INTO GOOGLE > APP PASSWORDS**
17. Select **App.** Then, choose **Mail** as the app type and select **Other**. **18. Name** the scan device (ex: Canon MFP) and select **generate.** **19. IMPORTANT:** Make sure to write down the password 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**

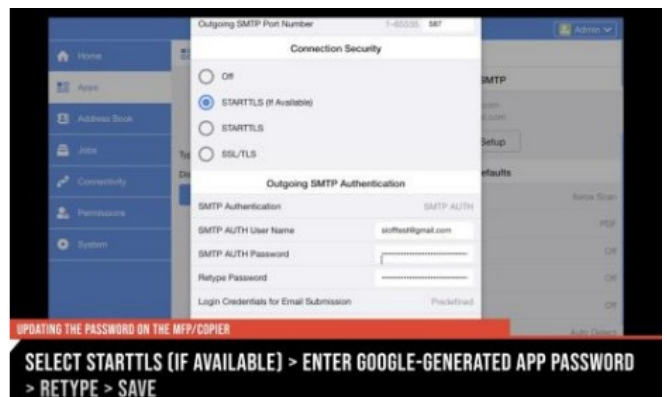|	
1. Enter the **IP Address** of the machine in a web browser. Login as Admin (if prompted).	Xerox® VersaLink® B405DN MFP Log In 🏠 Home 📖 Address Book 🖨 Jobs Sleeping Device: VersaLink B405 IP: 172.29.120.94 Location: Fax Number: 555-5555 Administrator: Details Notifications There are no notifications. Trays Letter (8.5 x 11") 1 Letter (8.5 x 11") Supplies Details K 92% Billing/Usage Details UPDATING THE PASSWORD ON THE MFP/COPIER **ENTER THE IP ADDRESS OF THE MACHINE IN A WEB BROWSER &** **LOGIN AS ADMIN (IF PROMPTED).**
2. Select **Apps → Email → Setup**.	Xerox® VersaLink® B405DN MFP Admin ⌄ 🏠 Home ✉ Email 📱 Apps 📖 Address Book 🖨 Jobs Type: Standard App ↗ Connectivity Display on Device 👥 Permissions Show Hide ⚙ System SMTP Server Address: smtp.gmail.com Device Email: sioffest@gmail.com Setup Defaults File Name Xerox Scan File Format PDF Searchable Text Off Auto Orientation Off Preview Off UPDATING THE PASSWORD ON THE MFP/COPIER **SELECT APPS > EMAIL > SETUP**
3. Select **STARTTLS (If Available)**. **4.** Enter in the **Google-Generated App Password → Retype.** **5.** Select **Save**.	Outgoing SMTP Port Number 1-65535 587 Admin ⌄ Connection Security ○ Off ◉ STARTTLS (If Available) ○ STARTTLS ○ SSL/TLS Outgoing SMTP Authentication SMTP Authentication SMTP AUTH SMTP AUTH User Name sioffest@gmail.com SMTP AUTH Password [•••••••••••] Retype Password [•••••••••••] Login Credentials for Email Submission Predefined UPDATING THE PASSWORD ON THE MFP/COPIER **SELECT STARTTLS (IF AVAILABLE) > ENTER GOOGLE-GENERATED APP PASSWORD** **> RETYPE > SAVE**

Frequently Asked Questions

- **Q: What should I do if I encounter issues during the setup process?**
  - A: If you encounter any difficulties during the setup process, please reach out to our Imaging Help Desk. Provide them with the ID# of the device so that they can offer model-specific assistance.

Documents / Resources

LOFFLER Xerox VersaLink Series Color Laser Copier [pdf] Owner's Manual
Xerox VersaLink Series Color Laser Copier, Xerox VersaLink Series, Color Laser Copier, Laser Copier, Copier

References

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