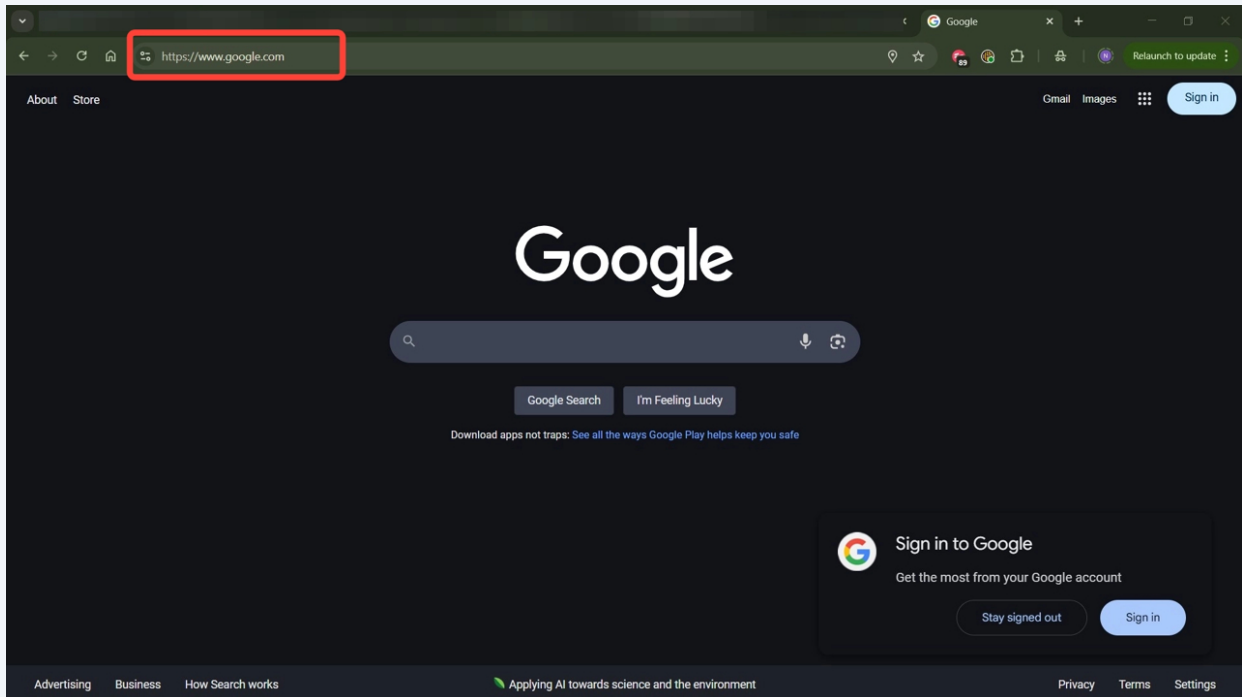
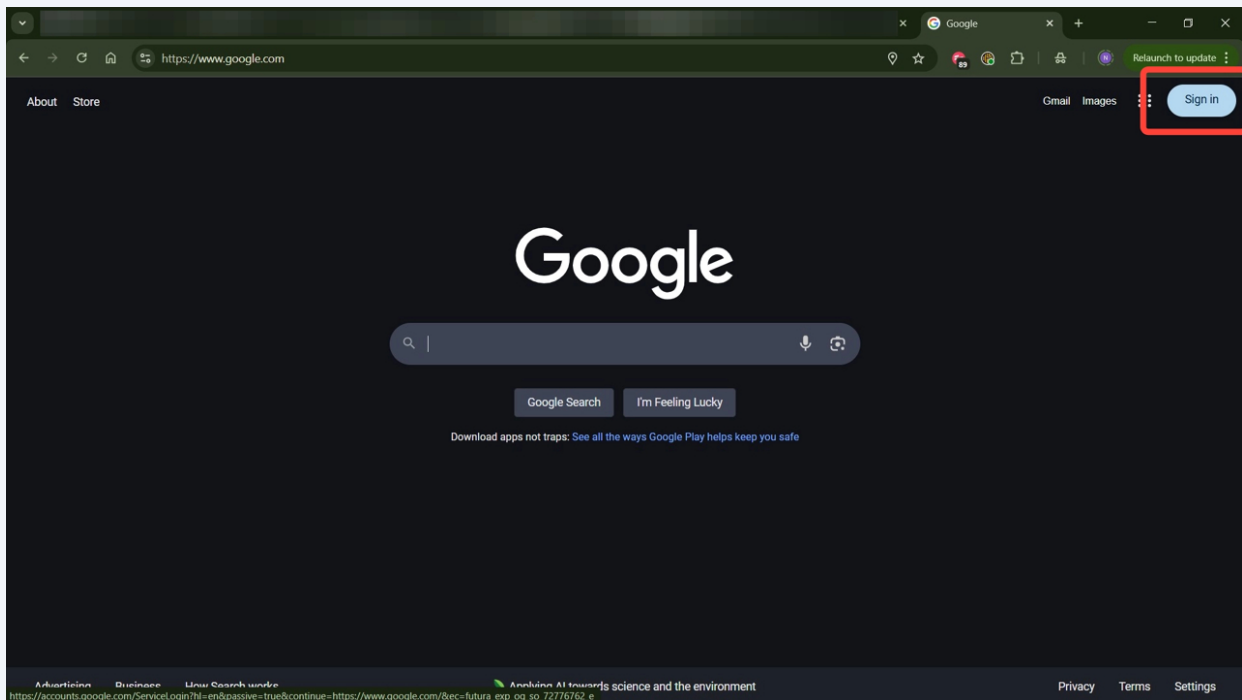


How to create an App Password for a Gmail Account

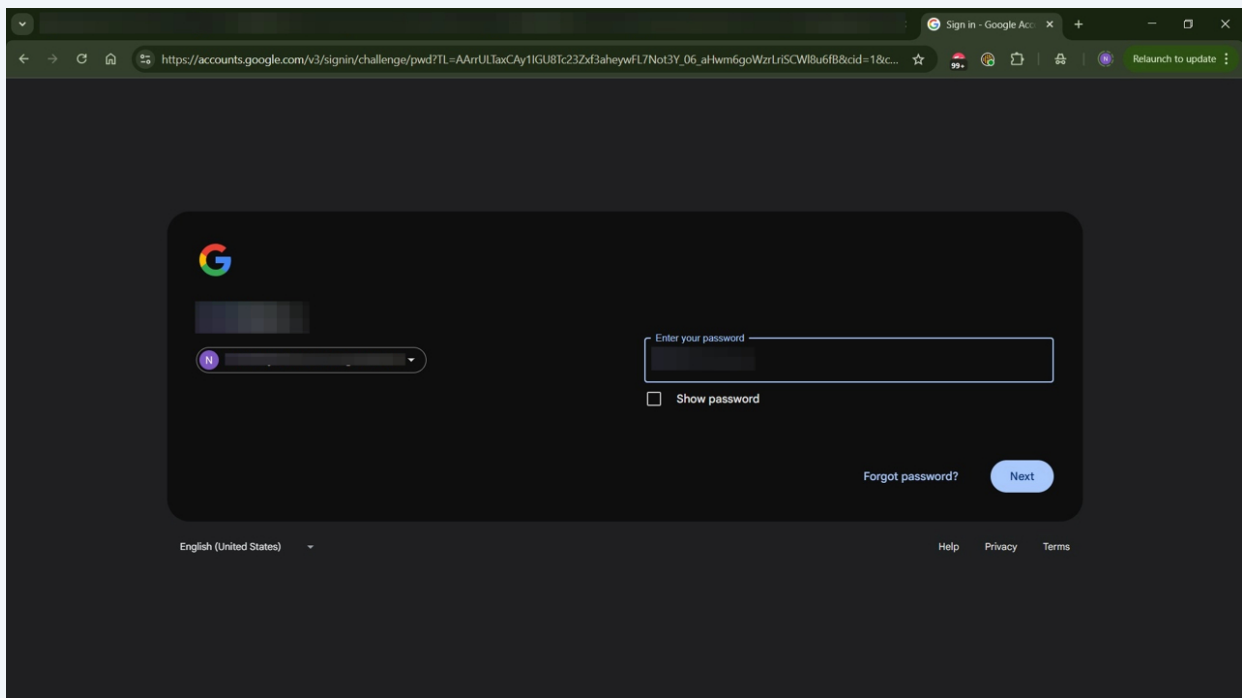
- 1 Click "Address and search bar" and type "google.com" then enter



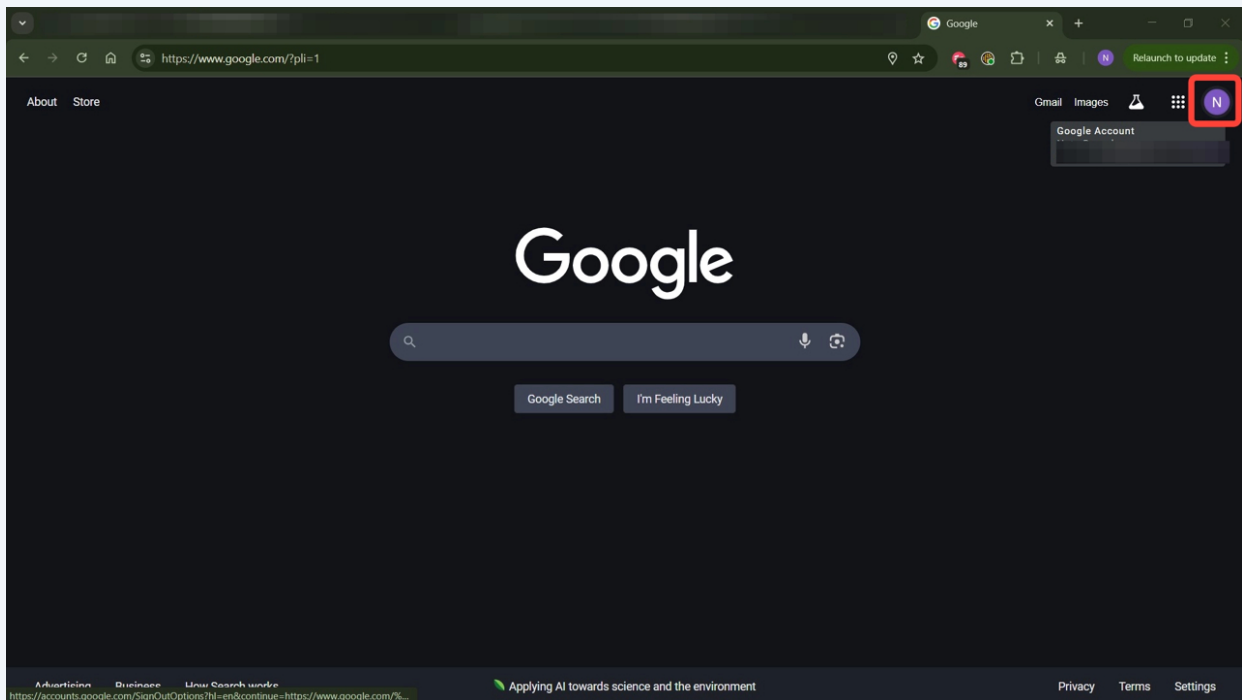
2 Click here



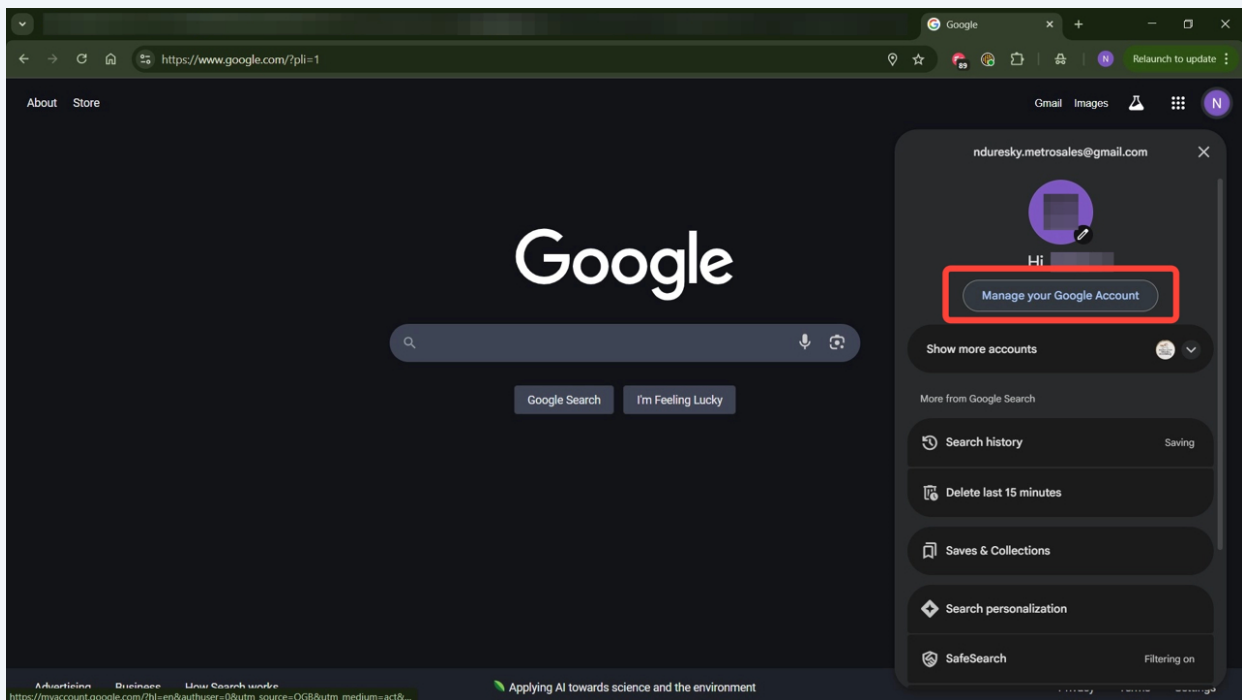
3 Enter your Google Username and Password



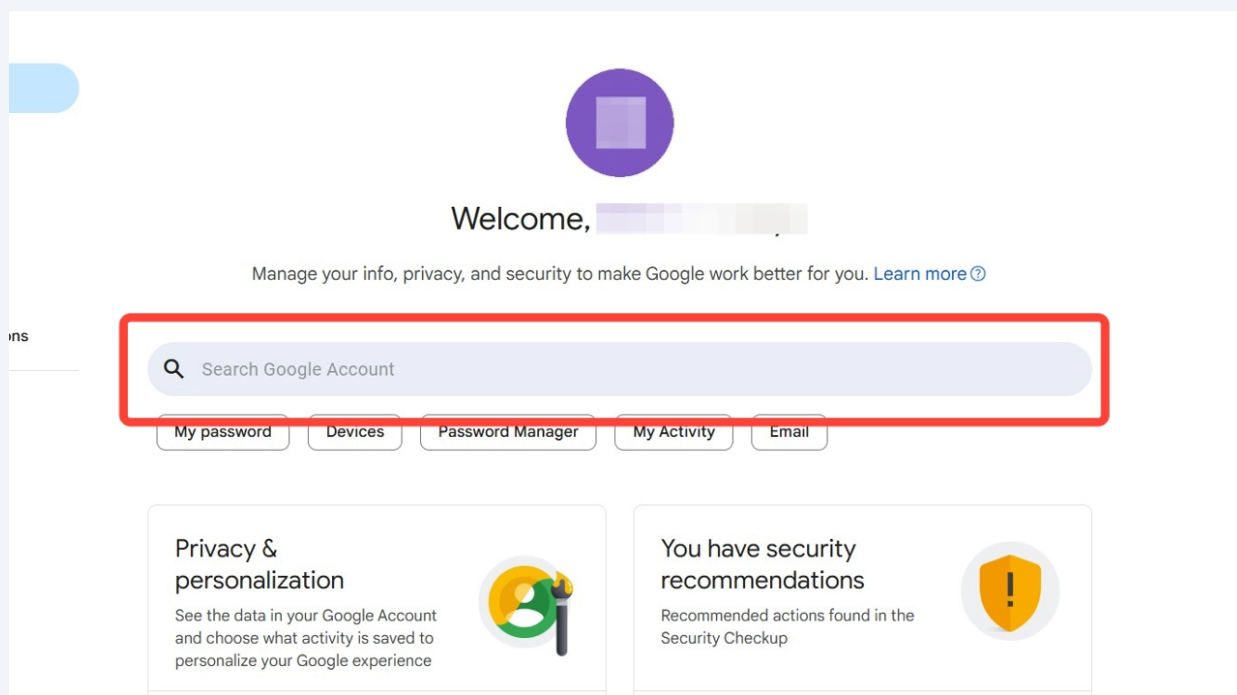
4 Click here



5 Click "Manage your Google Account"



6 Click here

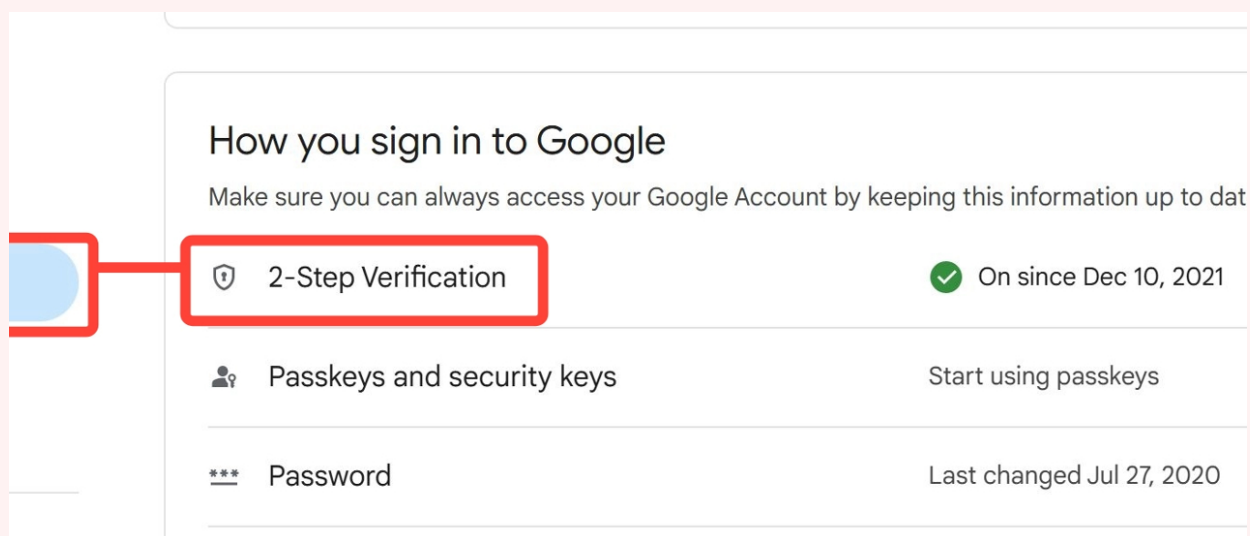


Alert! - 2-Step Verification must be enabled to complete this process!

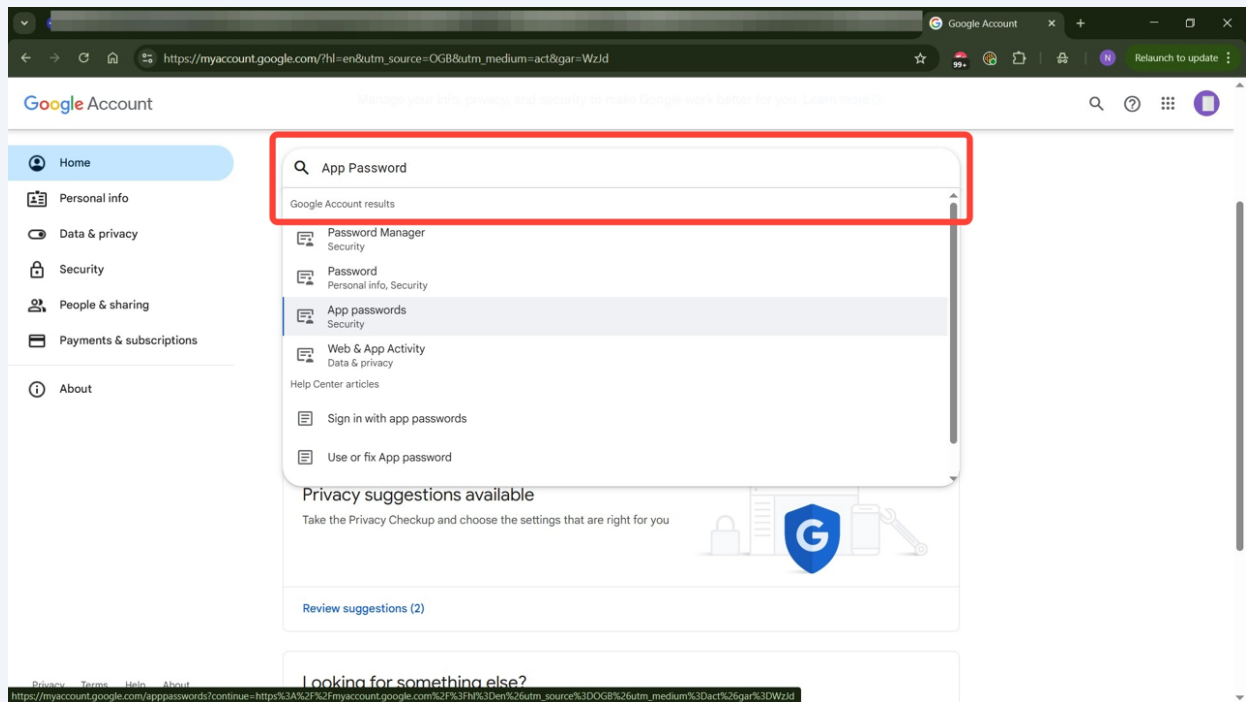
From the "Security" tab:

Scroll down to the How you sign into Google section and click 2-step verification.
(Note 2-step verification needs to be turned on for app passwords to be available)!

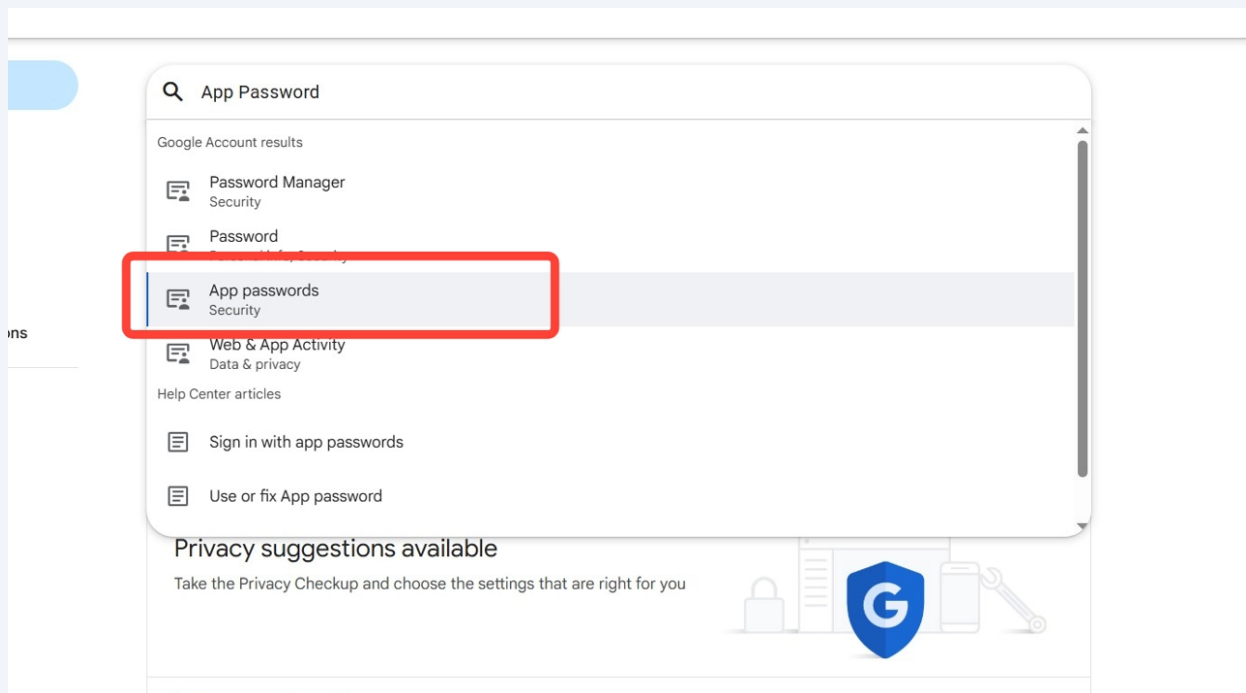
<https://support.google.com/accounts/answer/185839?hl=en&co=GENIE.Platform%3DDesktop>



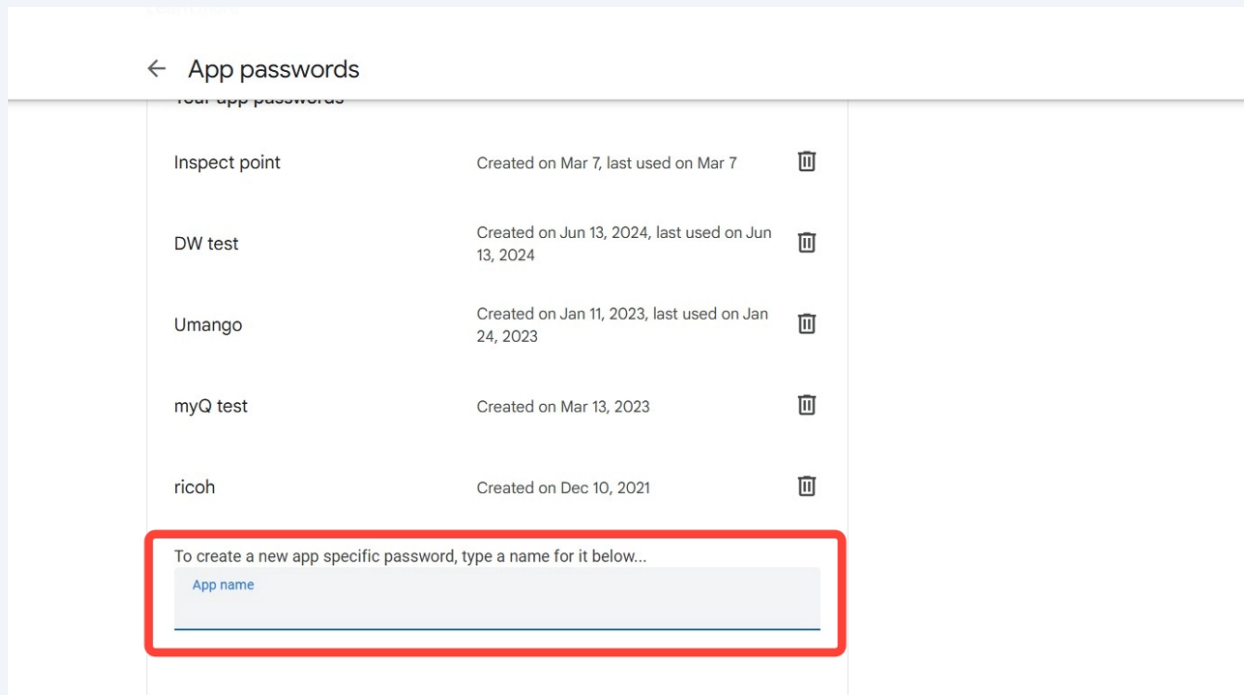
7 Type "App Password"



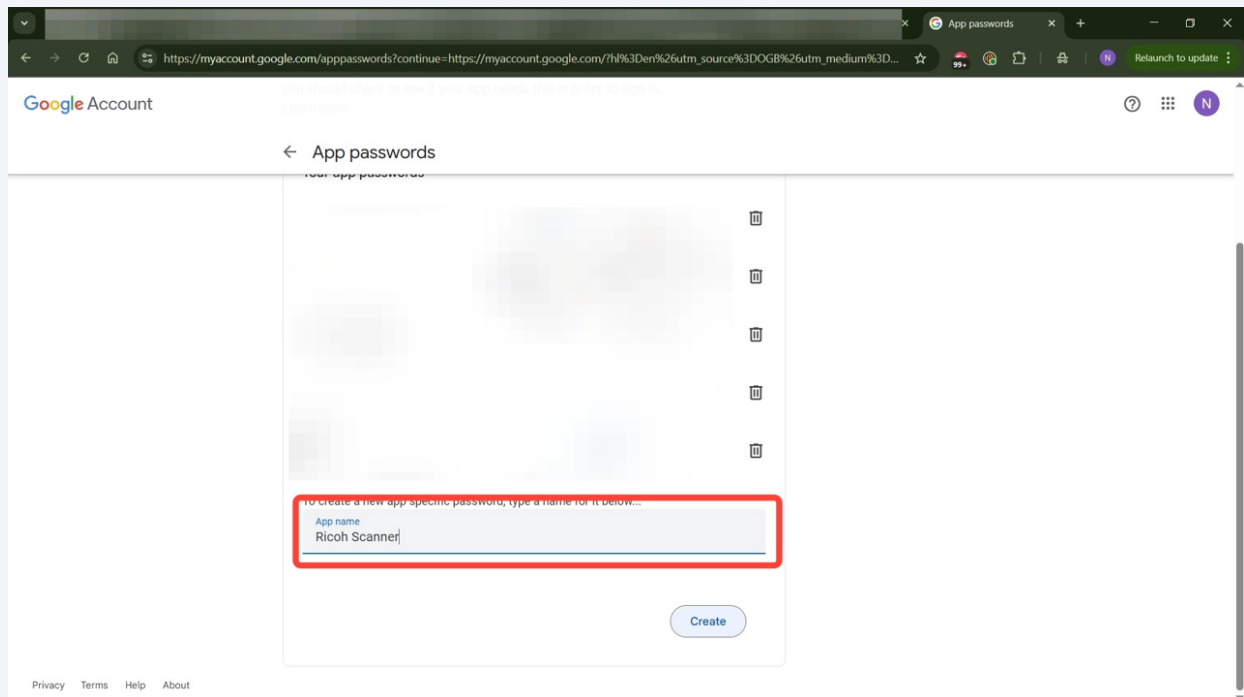
8 Click here



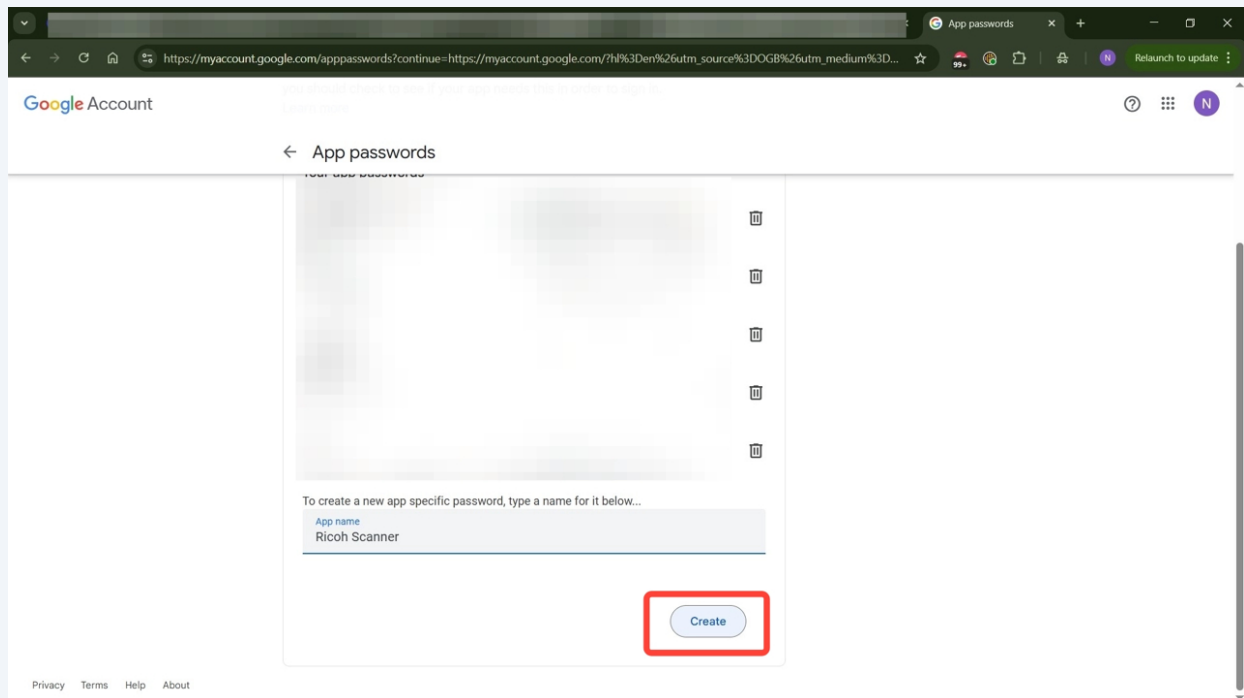
9 Click "App name"



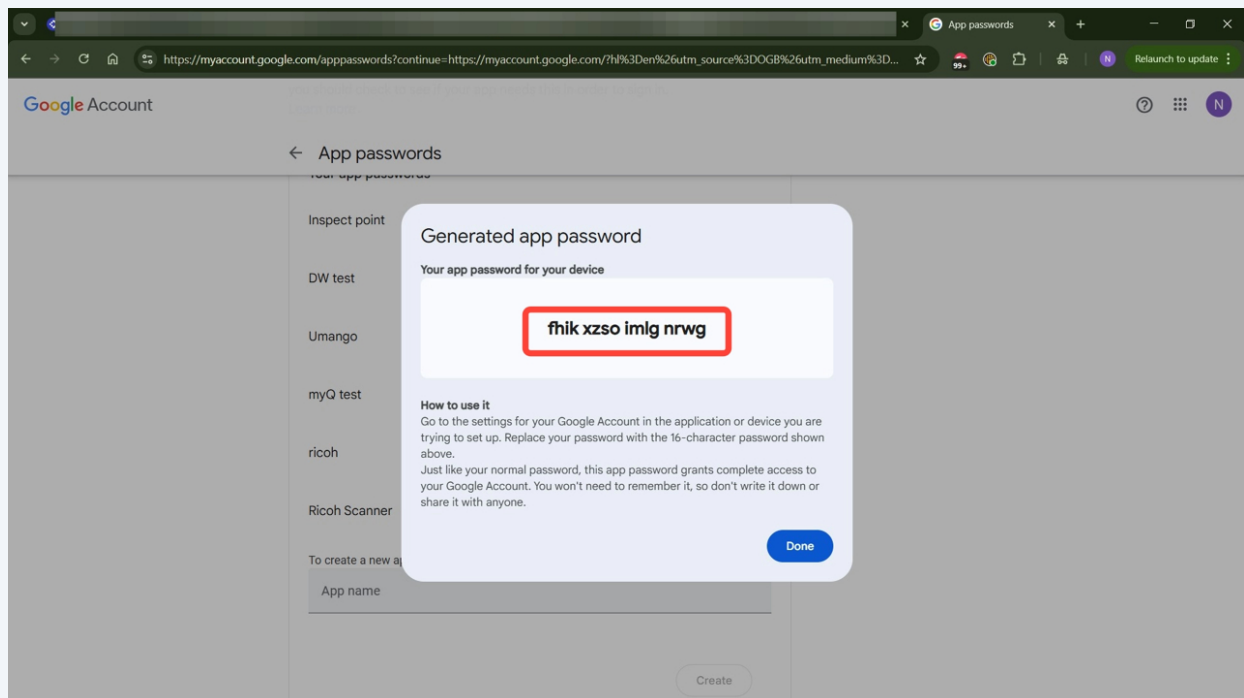
10 Type "Ricoh Scanner" or something similar to identify your app password



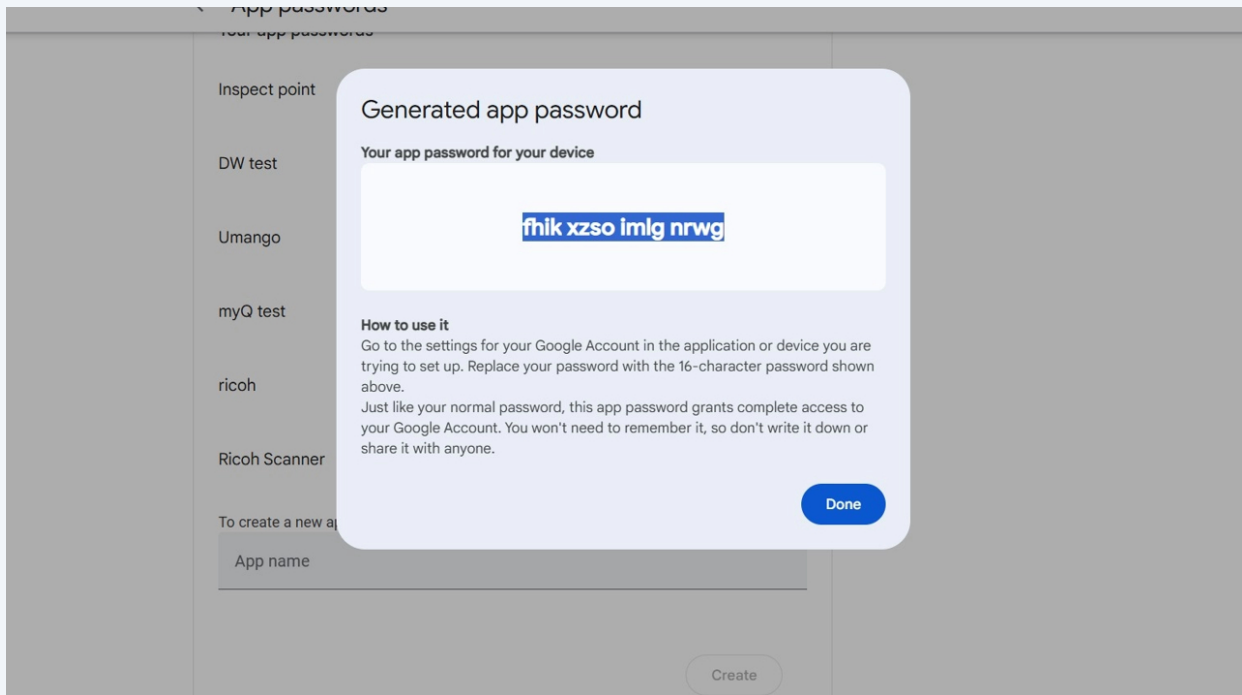
11 Click "Create"



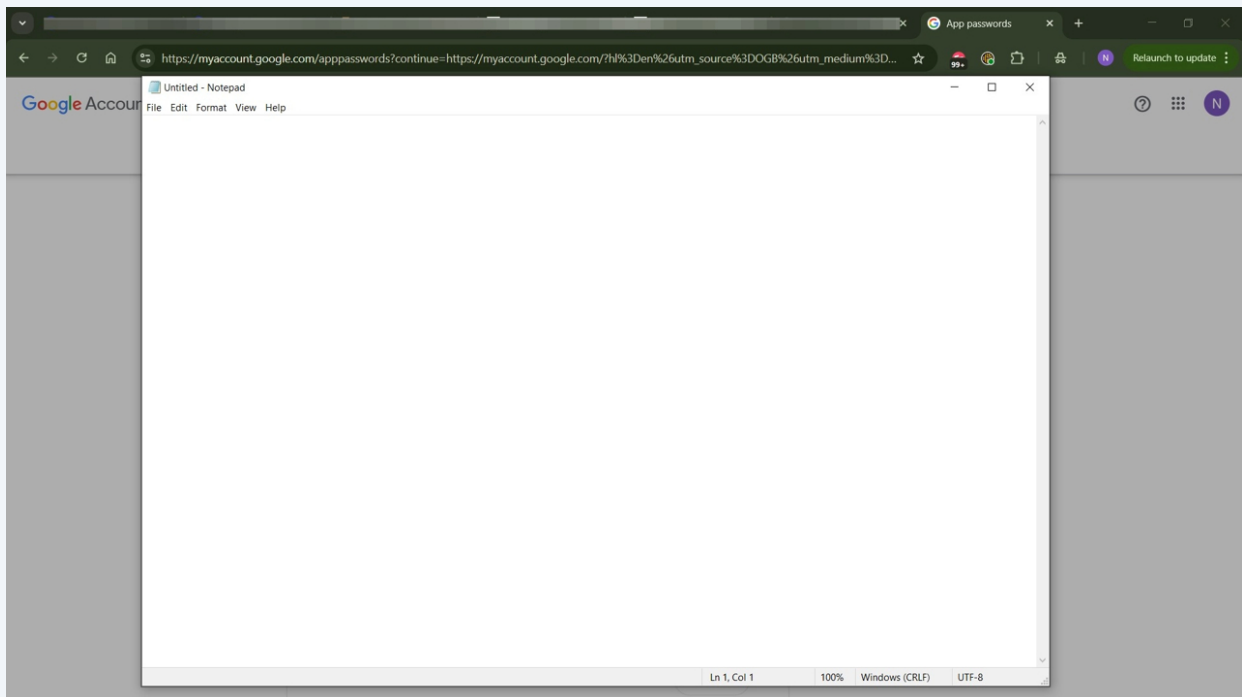
12 Click here



- 13 select or highlight the new created app password and Press **Ctrl + C**



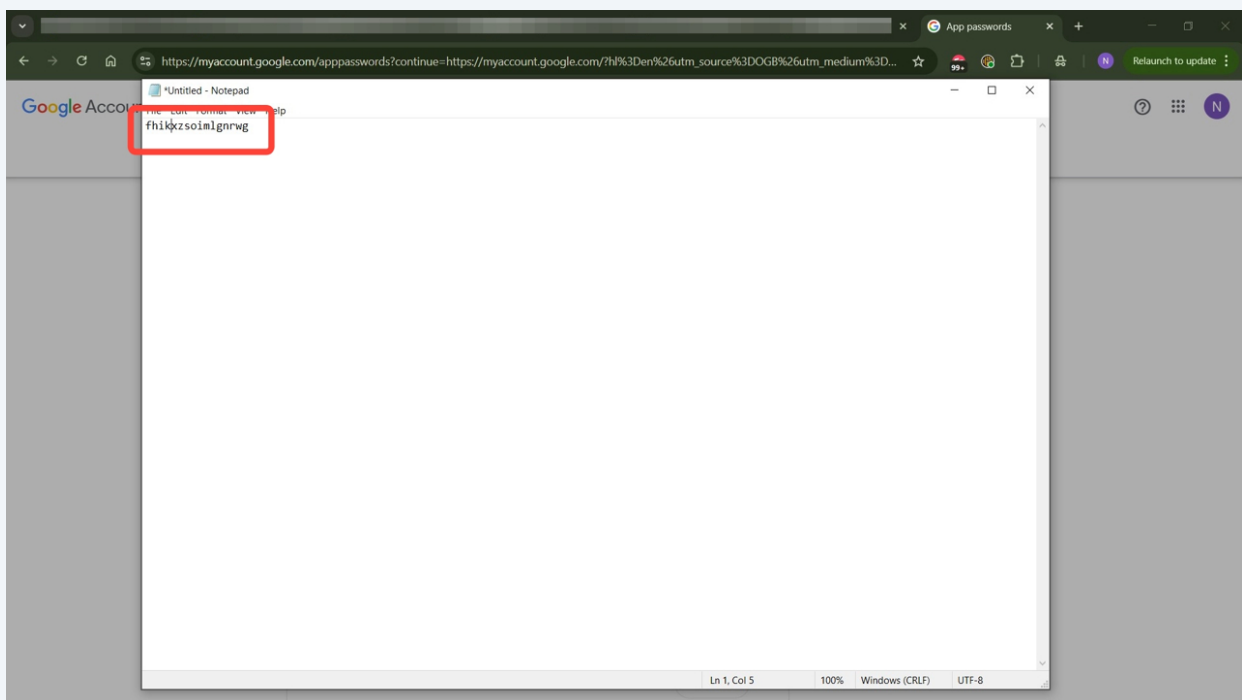
- 14 Open Note Pad on your PC



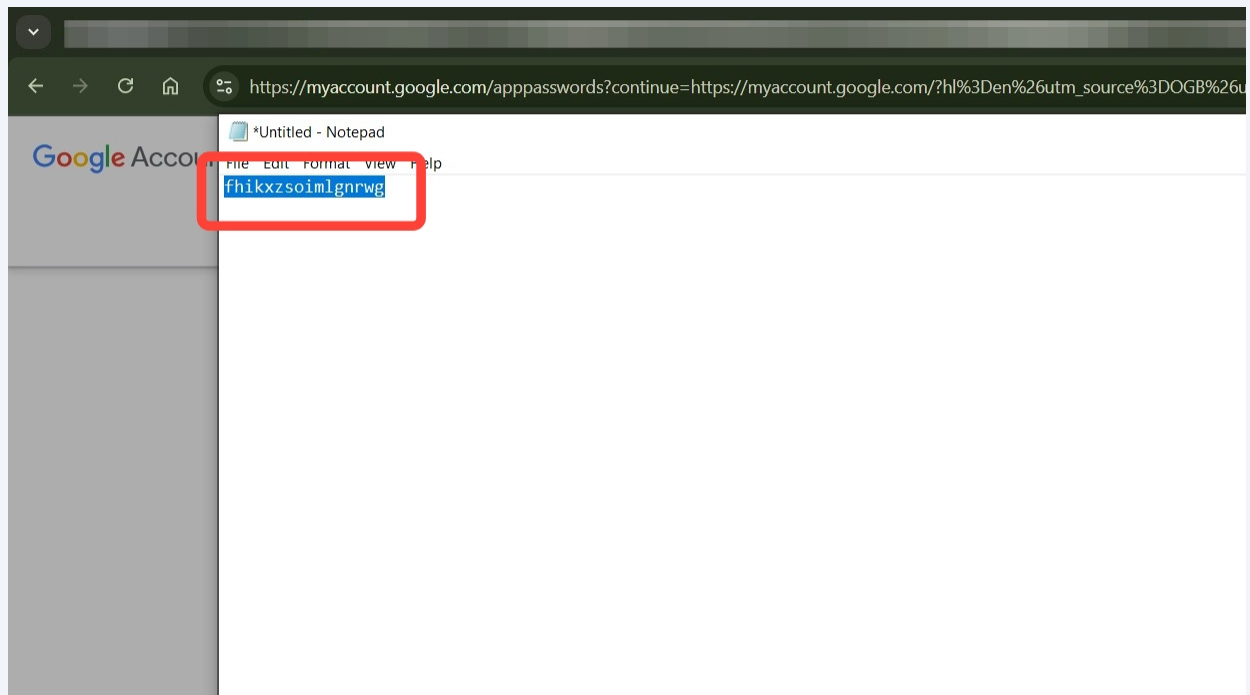
15 Press **Ctrl + V** to paste the app password



16 Remove the spaces in the app password

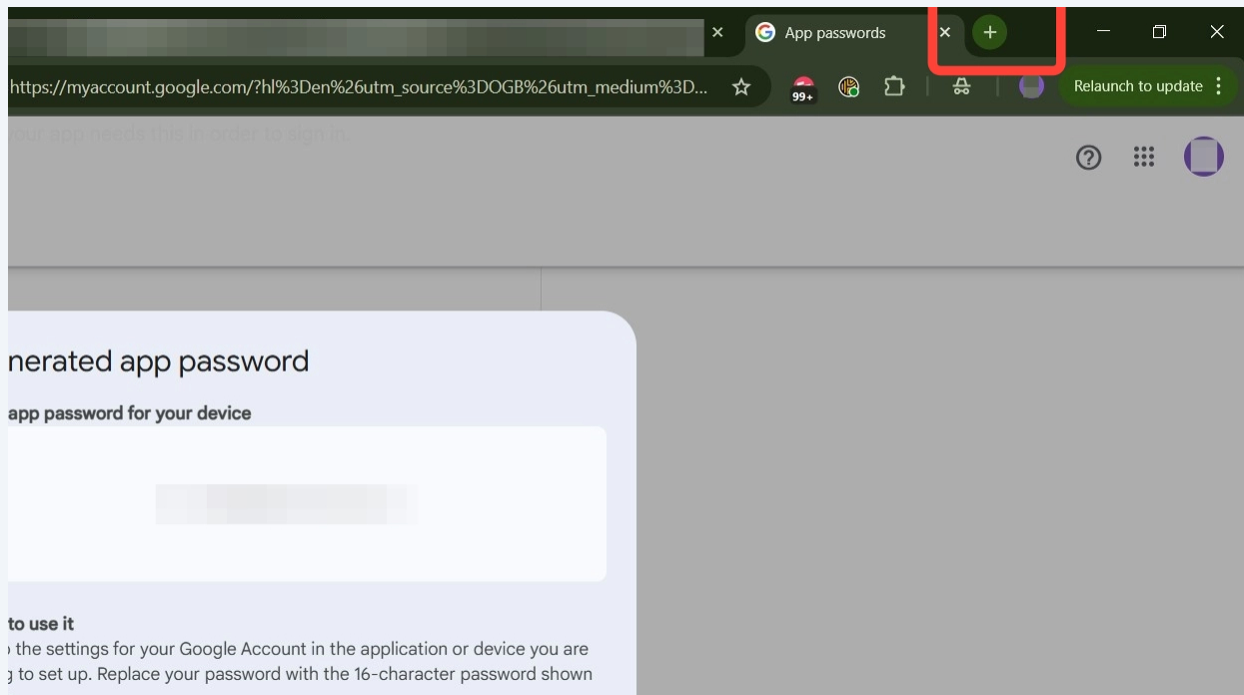


17 Select the app password and Press **Ctrl + C**

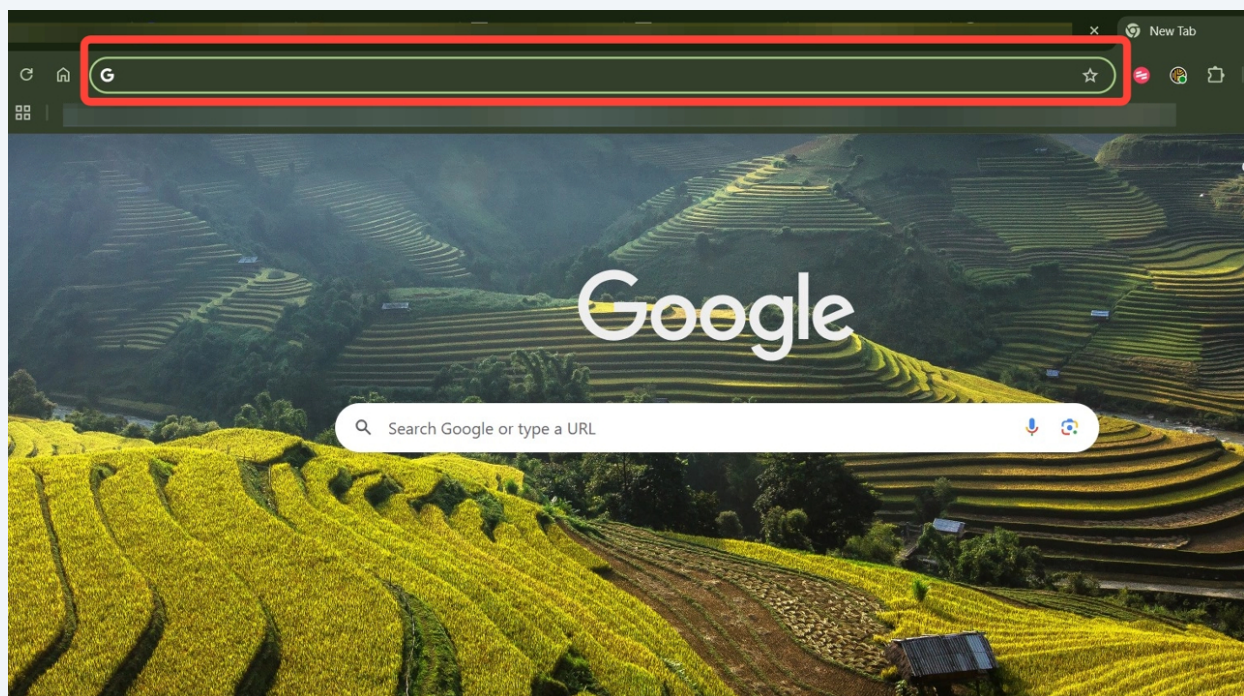


Tip! If you have a password manager program such as 1password, last pass, or similar you can store your app password there for easy retention

18 Click "New Tab" in your web browser

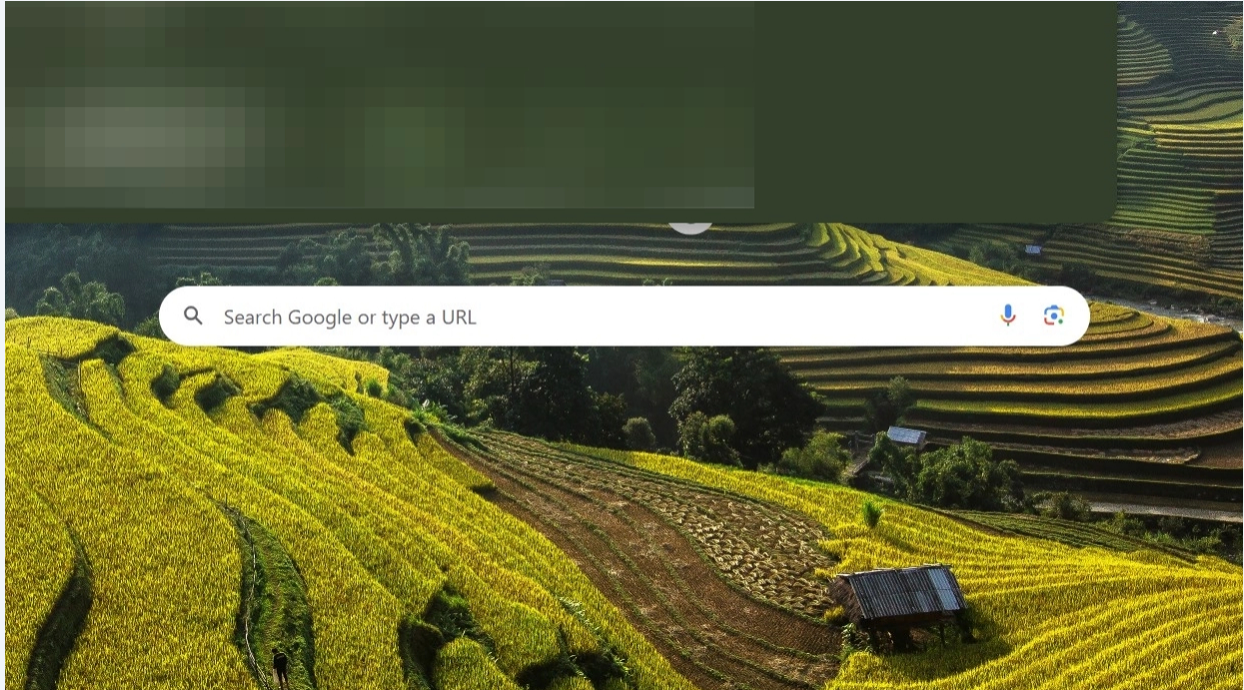


19 Click "Address and search bar"

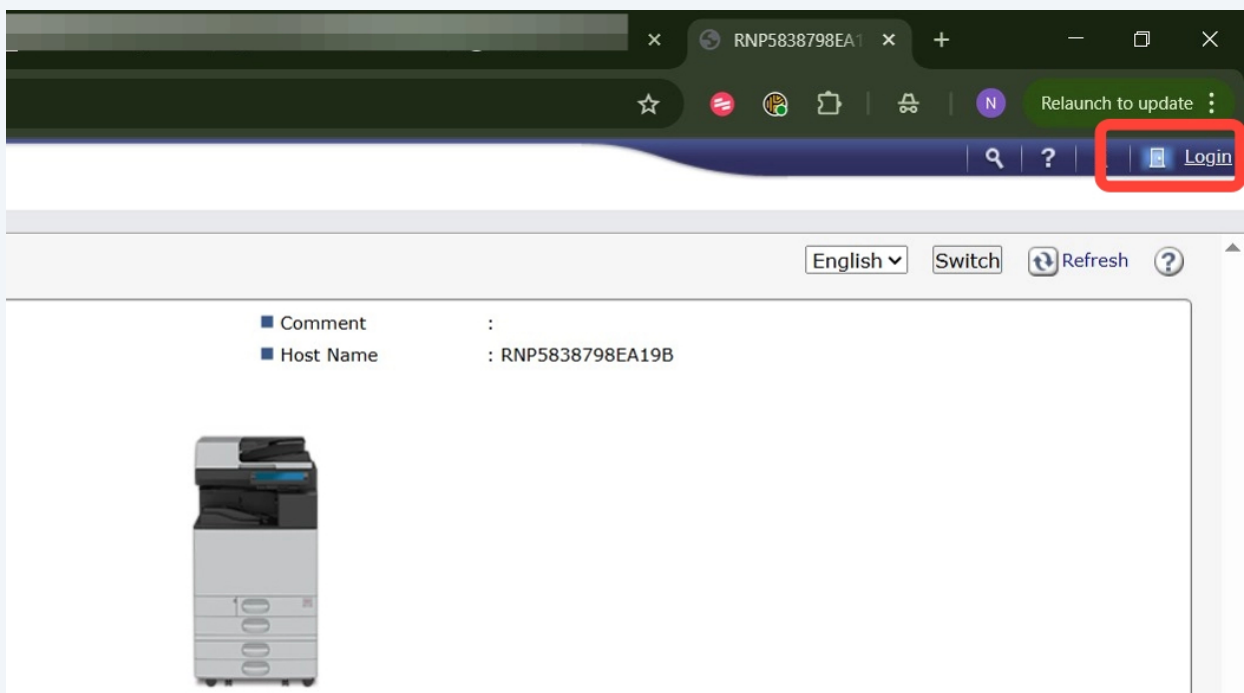


20 Type the IP Address of your Printer and press Enter

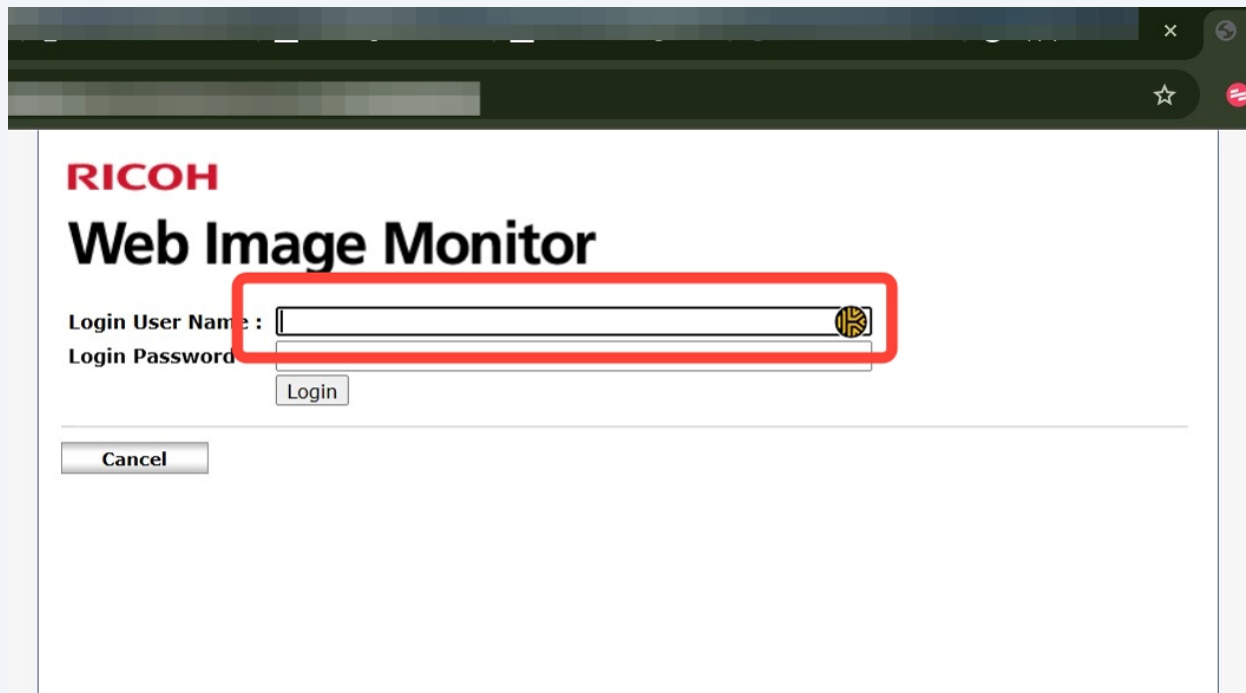
Follow this link if you do not know your IP address: <https://www.metrosales.com/wp-content/uploads/2022/08/How-to-Find-the-IP-Address-of-Your-Ricoh-Copier.pdf>



21 Click "Login"



22 Click "Login User Name :"



The screenshot shows a web browser window displaying the Ricoh Web Image Monitor login page. The page has a dark header with the Ricoh logo and the title 'Web Image Monitor'. Below the title, there are two input fields: 'Login User Name' and 'Login Password'. The 'Login User Name' field is highlighted with a red rectangle. To the right of the 'Login User Name' field is a small yellow icon. Below the 'Login Password' field is a 'Login' button. At the bottom left of the page is a 'Cancel' button.

RICOH
Web Image Monitor

Login User Name :

Login Password :

Login

Cancel

23 Type "admin" **Return**

This is the default username for your Ricoh Printer (must be lowercase "admin") and then Press "Login"

- Note the default Password is blank/empty

Web Image Monitor

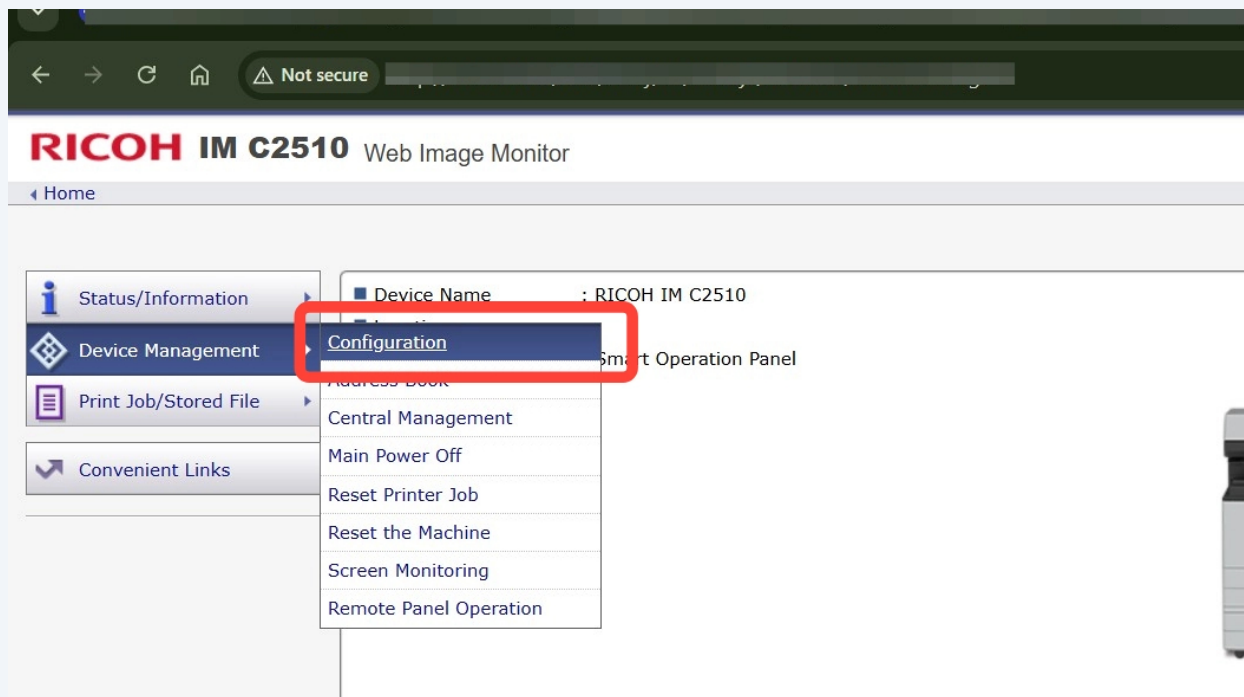
Login User Name:

Login Password:

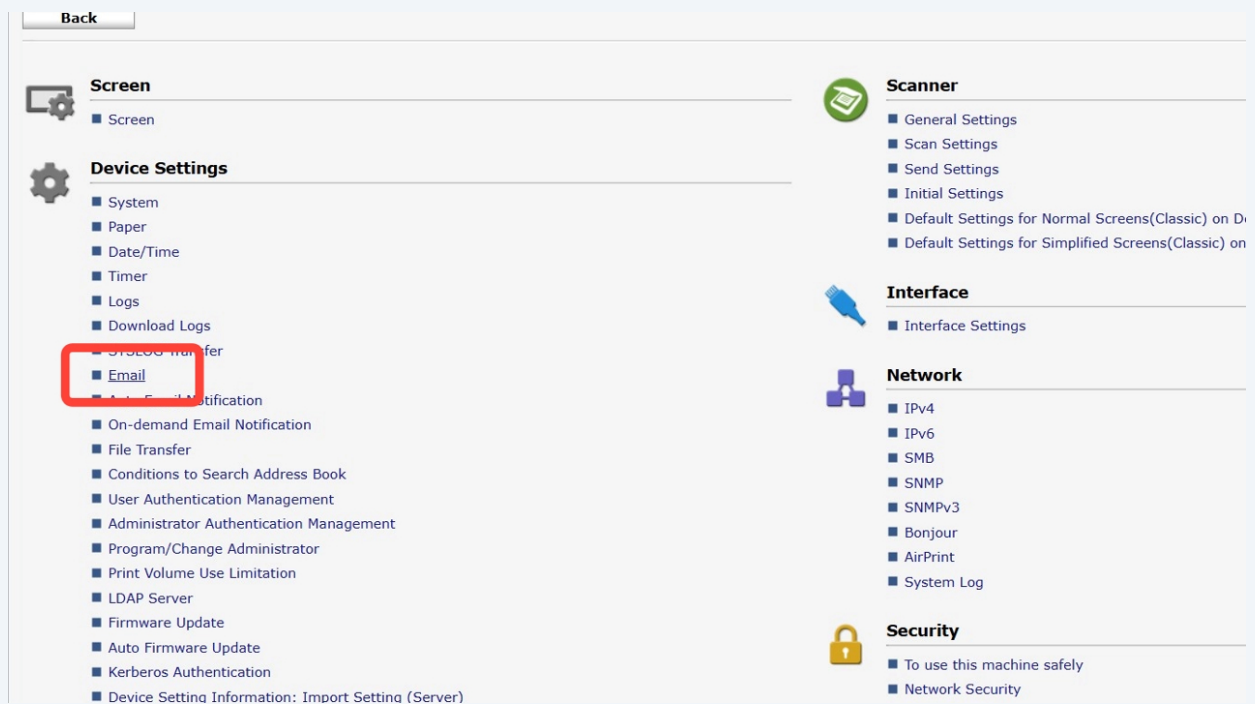
Login

Cancel

24 Click "Configuration"



25 Click "Email"



26 Scroll down the the SMTP section - SMTP Auth. Password - Click "Change"

RICOH IM C2510 Web Image Monitor

Home

Email Reception Interval : ☒ On ☐ Off
: 15 minute(s)
Max. Reception Email Size : 2 MB
Email Storage in Server : Off

SMTP

SMTP Server Name : smtp.gmail.com
SMTP Port No. : 465
Use Secure Connection (SSL) : ☒ On ☐ Off
SMTP Authentication : ☒ On ☐ Off
SMTP Auth. Email Address :
SMTP Auth. User Name :
SMTP Auth. Password : **Change**
SMTP Auth. Encryption : [Auto Select]

POP before SMTP

POP before SMTP : ☐ On ☒ Off
POP Email Address :
POP User Name :
POP Password : **Change**
Timeout setting after POP Auth. : 300 milli-second

POP3/IMAP4

POP3/IMAP4 Server Name :
Encrypt POP3 / IMAP4 Password : Auto Select
Encrypt POP3 / IMAP4 Connection : Off
Validate Server Certificate : ☒ On ☐ Off

Email Communication Port

27 Click "New Password"

RICOH IM C2510 Web Image Monitor

Home

Change SMTP Auth. Password

[Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted.

New Password :
Confirm Password :

OK

Cancel

28 Press **Ctrl + V**

to paste your app password from notepad created in previous step

RICOH IM C2510 Web Image Monitor

Home

Change SMTP Auth. Password

[Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted.

- New Password :
- Confirm Password :

OK Cancel

29 Repeat process in the "Confirm Password" section

RICOH IM C2510 Web Image Monitor

Home

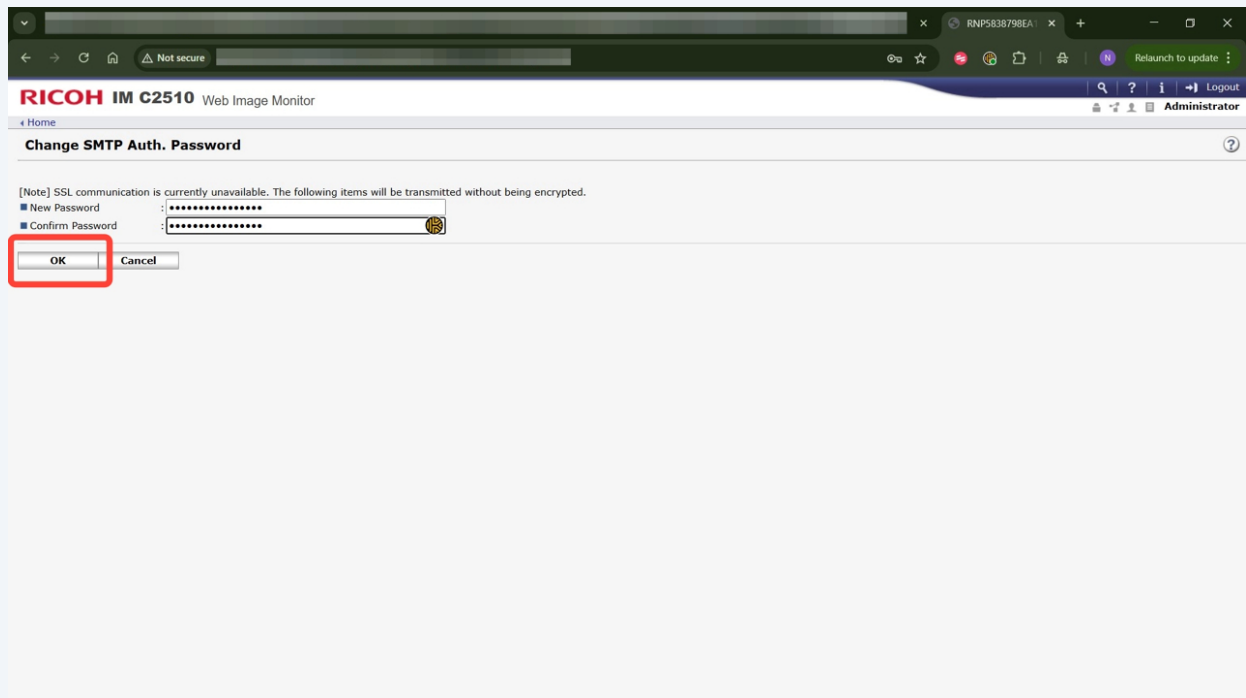
Change SMTP Auth. Password

[Note] SSL communication is currently unavailable. The following items will be transmitted without being encrypted.

- Confirm Password :

OK Cancel

30 Click "OK"



31 Go to scanner and confirm scan to email is functioning properly again.

