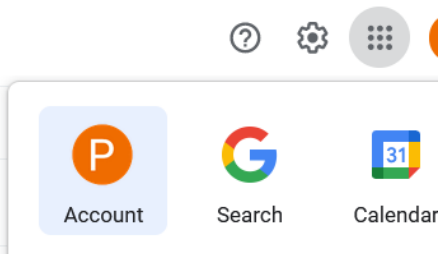


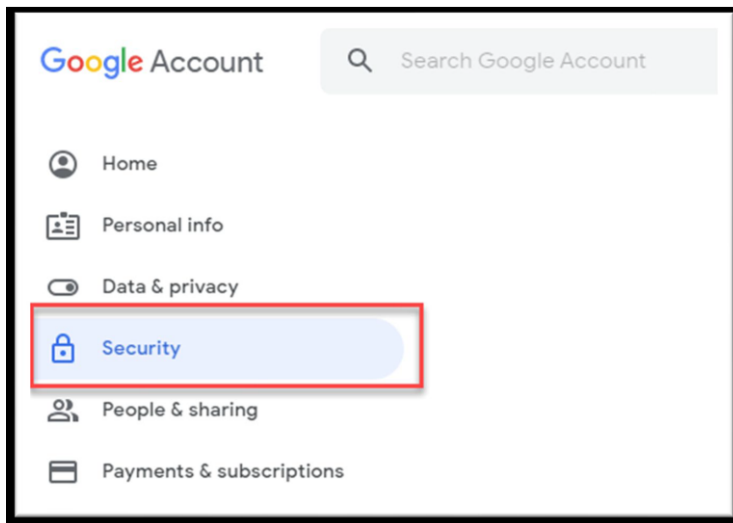


## Using Gmail App Passwords with Ricoh Scan to Email

- 1) Open Gmail and select Account under the application menu on the top right

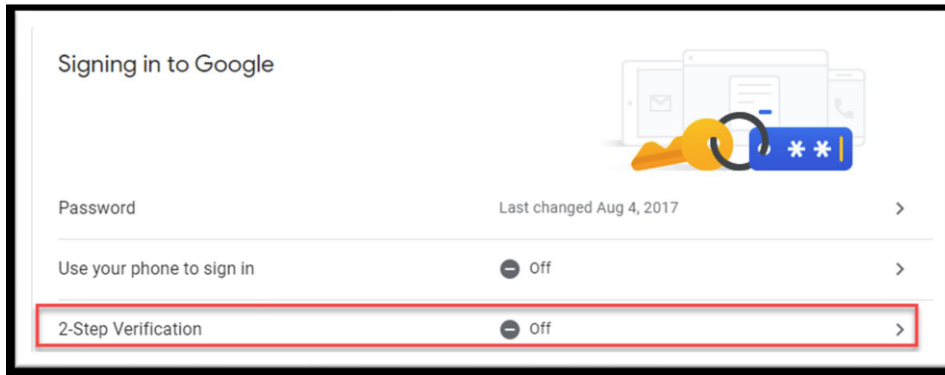


- 2) In the Gmail Account, open Security

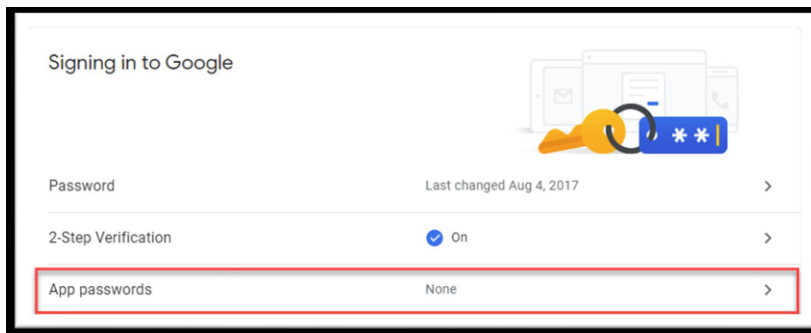


### 3) Enable 2-Step Verification

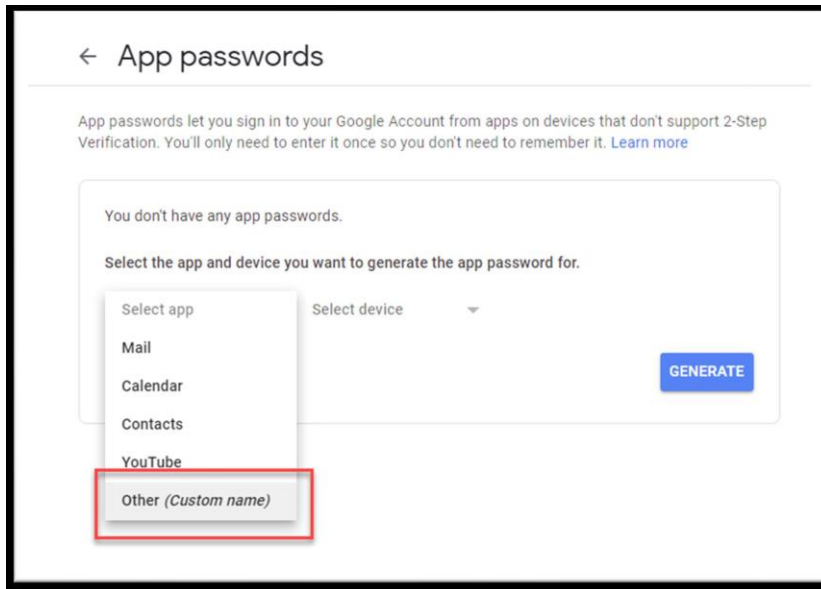
Follow all the 2-step verification steps. You will not have to use 2-step verification with Ricoh Scan to Email but it does need to be enabled on the account.



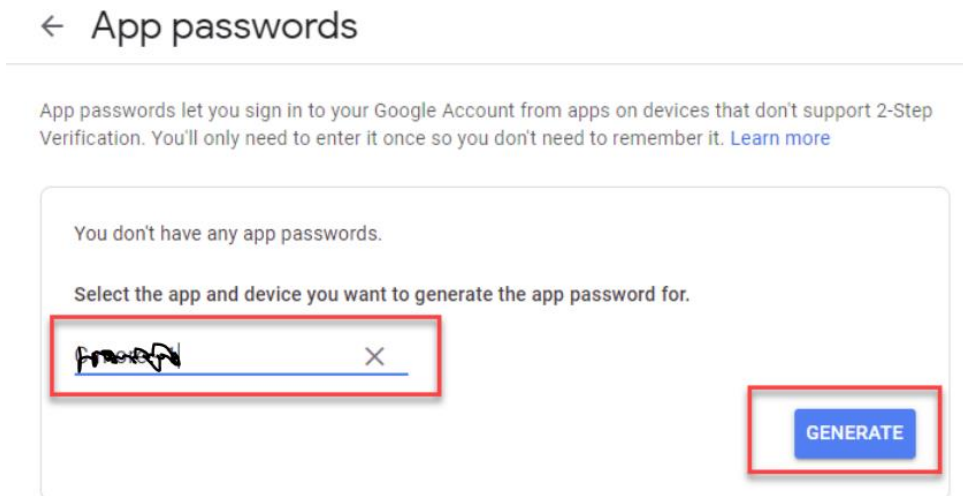
### 4) After 2-Step Verification has been enabled, there will be a selection for App Passwords available. Select App passwords.



5) Select App and select Other (Custom Name)



6) Enter a Name for the App Password and select Generate




- 7) Use the Password generated for the Authentication Password in the Ricoh scan to email authentication configuration as shown below.

**Leave out the spaces**

### Generated app password

Your app password for your device



How to use it

Go to the settings for your Google Account in the application or device you are trying to set up. Replace your password with the 16-character password shown above. Just like your normal password, this app password grants complete access to your Google Account. You won't need to remember it, so don't write it down or share it with anyone.

[DONE](#)

Email

Password