

Update the email address on HP Printer

From your computer, use your Web Browser to browse out to copier using its IP address.

Note: To find your IP address go to the printer swipe left at main screen and hit the reports option>configuration page>print configuration page. It will be listed on the report under IPv4 address typically in either a 192.168.x.x format or sometimes 10.1.x.x.

⚠ Not secure | <https://10.1.16.55/hp/device/SignIn/Index>

Select sign in in the top right

 **HP LaserJet MFP E42540**
HP LaserJet MFP E42540 10.1.16.55

 Welcome  [Sign In](#)

Default username: Administrator

Default Password: [*leave blank*]

Select sign in

Sign In

Sign-In Method

Local Device Account

Password

Select Scan/Digital Send



Information	General	Copy/Print	Scan/Digital Send
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Continue

Select smtp.gmail.com ; select Edit

Copy/Print **Scan/Digital Send** **Fax** **Supplies**

Email Setup > Default Job Options



This feature allows users to scan documents and send them as email attachments

Enable Scan to Email

Outgoing Email Servers (SMTP)

<input checked="" type="checkbox"/> Server Name	Port Number
<input checked="" type="checkbox"/> smtp.gmail.com	25

Add... **Edit...** **Remove...** **Move Up** **Move Down**



Select next

Previous **Next** **Finish** **Cancel**

Change password

Outgoing Email Servers (SMTP)

Server Authentication Requirements

Server does not require authentication

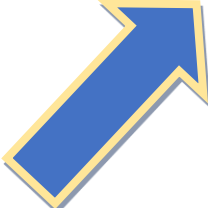
Server requires authentication

Always use these credentials ▼


User Name: *

Password: * Hide

Verify Access



Select Finish



Continue

Select Apply

Apply

Cancel

Test