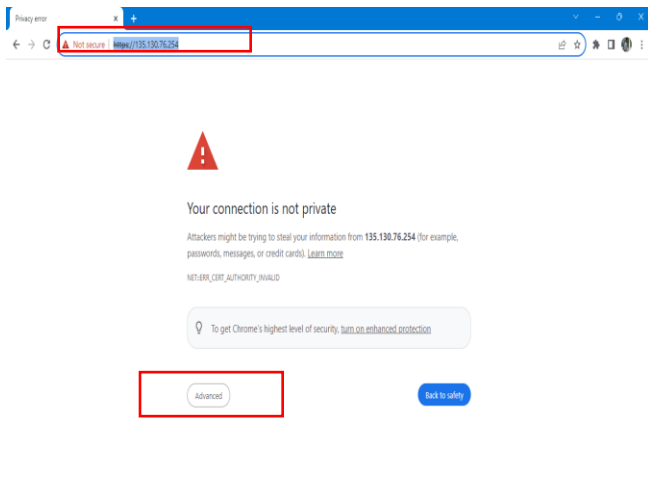


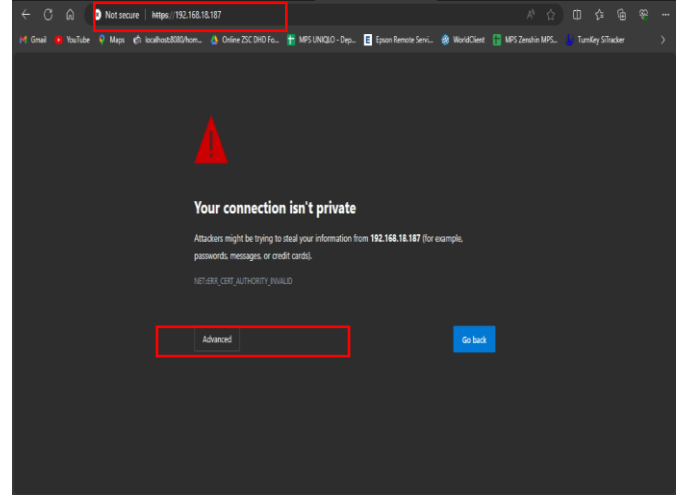
Configuring Email Notification Alert in HP LaserJet MFP E42540

1. Open web browser and type the IP address of the printer and click Enter
2. Click Advance.

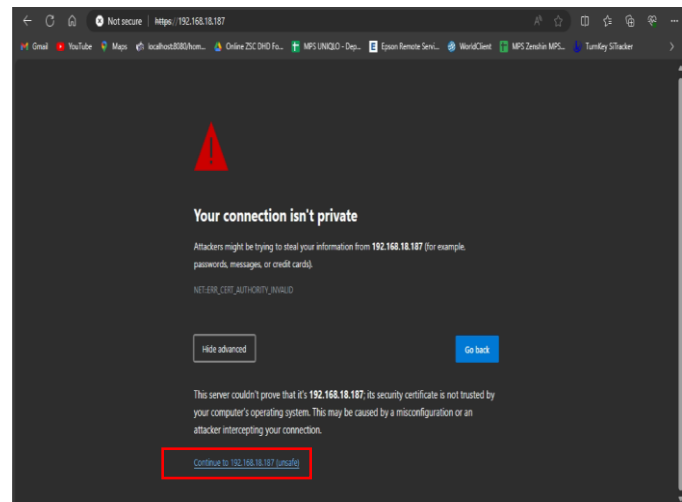
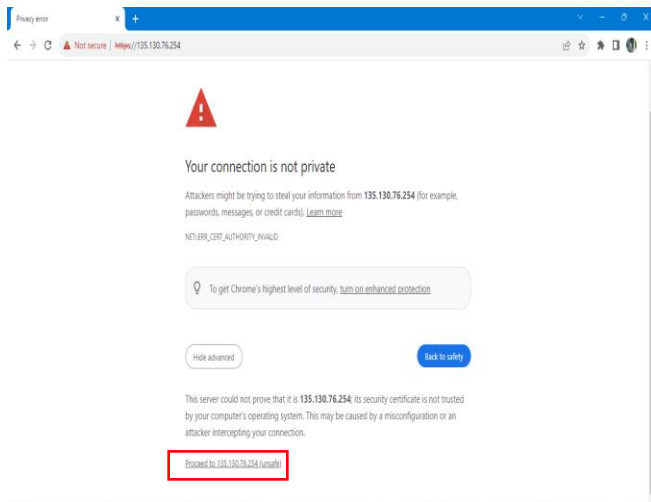
Chrome




Microsoft Edge



3. Click the Proceed to IP address.



4. Click Sign In.

**HP LaserJet MFP E42540**
HP_E42540 - ALBAY 192.168.20.113

Search by Keyword

Welcome
Sign In


Information

Device Status
Configuration Page
Supplies Status Page
Event Log Page
Usage Page
Device Information
Control Panel Snapshot
Printable Reports and Pages
Open Source Licenses

Device Status

⚠ Tray 2 empty: Plain, A4

Supplies

Black Cartridge
Order W9024MC 100%*

* Estimated levels. Actual levels may vary.
[Supplies Details](#)

Media

Input/Output	Status	Capacity	Size	Type
Tray 1	Empty	100 sheets	Any Size	Any Type

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5. Sign as Administrator and put the password

Information

Sign In

Sign-In Method
Local Device

Local Device Account
Administrator

Password
••••••••

Sign In Cancel

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- Before you proceed to configure alert, check if the printer has Primary & Secondary DNS. Put the DNS if not available to the printer. (Primary 8.8.8.8 & Secondary 8.8.4.4)

Information **General** **Copy/Print** **Scan/Digital Send** **Fax** **Supplies** **Troubleshooting** **Security** **HP Web Services** **Networking**

Configuration
TCP/IP Settings
Network Settings
Other Settings
AirPrint
Microsoft Universal Print
Select Language
Web Proxy
Security
Settings
Secure Communication
Mgmt. Protocols
802.1X Authentication
IPsec/Firewall
Announcement Agent
Diagnostics
Network Statistics
Protocol Info
Configuration Page

TCP/IP Settings [Help](#)

Summary **Network Identification** **TCP/IP(v4)** **TCP/IP(v6)** **Config Precedence** **Advanced**

Host Name
NPIDF76E4

Domain Name (IPv4/IPv6)

Domain Name (IPv6 only)

Enabled Features

DNS (IPv4)
Primary
8.8.8.8
Secondary
8.8.4.4

DNS (IPv6)
Primary

Secondary

Apply **Cancel**

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- Then click the General tab, click the Device Information, under Nick Name put the branch code and the branch name (ex. 0281 – Tanay Branch) then click Apply.

Information **General** **Copy/Print** **Scan/Digital Send** **Fax** **Supplies** **Troubleshooting** **Security** **HP Web Services** **Networking**

Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language

Device Information

Nickname:
0281 - Tanay Branch

Device Location:

Asset Number:

Company Name:
Personal Collection

Contact Person:

Product Name:
HP LaserJet MFP E42540

Device Model:
3PZ75A

Product Serial Number:
CNBRSDW63V

Apply **Cancel**

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8. Then click the Supplies tab, under Manage Supplies set 30% for Low Warning Threshold and click Apply.

Information General Copy/Print Scan/Digital Send **Supplies** Troubleshooting Security HP Web Services Networking

Manage Supplies Help

Low Warning Thresholds

A supply is considered low when its remaining life drops below the following levels.

Black Cartridge
30 %

Very Low Behavior

Black Cartridge
Continue

Delay Very Low Message

Apply Cancel

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9. In General tab, click Alert, under Out going Email Server click Add.

Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

☐ Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language
Flow your Message

Alerts Help

Subscribe to email alerts to be notified of events that could interrupt device usage. Email alerts can also be sent as text messages to a mobile phone.

Outgoing Email Servers (SMTP)

Click Add to configure a server

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

Alert Subscriptions

There are no alert subscriptions in place. Click **New Subscription** to subscribe to alerts.

New Subscription Edit Test Delete...

Apply Cancel

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10. Select I know my SMTP Server, and put the SMTP server (smtp.gmail.com) then click Next.

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language

Outgoing Email Servers (SMTP)

☐ Use a server already in use by another function: (1 servers available)

☒ I know my SMTP server address or host name: *

☐ Search the network for outgoing email servers.
Use this option if you have an outgoing email server inside your firewall. This will not find servers outside your local area network.

Previous **Next** Finish Cancel

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11. Change the Port Number to 587, then Enable SMTP SSL/ TLS Protocol (check the box to enable), then click Next.

Information General Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language

Outgoing Email Servers (SMTP)

Set the basic information necessary to connect to the server.

Server Name * Port Number *
Host name or IP address Server port

Split emails if larger than (MB) * (0-100.00)
The email will be split into multiple emails if larger than the specified size. If the value is 0 the email will not be split.

☒ Enable SMTP SSL/TLS Protocol

☐ Validate certificates for outgoing server connections

Previous **Next** Finish Cancel

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192.168.20.113/hp/device/OpenFromUsb/Index

12. Under Server Authentication Requirements, select Server Requires Authentication then select Always use these credentials, put the **Hp_printermonitoring@pcdsi.ph** in the user name, and put **slwgmrthhrsxpjz** for the password and click Next.

Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

☐ Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language
Privacy and Security

Outgoing Email Servers (SMTP)

Server Authentication Requirements

☐ Server does not require authentication
☒ Server requires authentication
Always use these credentials

User Name: Hp_printermonitoring@pcdsi.ph Password: [Masked] Show

☐ Verify Access

Previous **Next** Finish Cancel

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13. Click Next.

Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

☐ Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language
Privacy and Security

Outgoing Email Servers (SMTP)

Server Usage

Choose which functions will send email through this server. Configuring an SMTP server is one of multiple steps to enable these functions.

Use this server for

☒ Email: Send scanned documents and job status notifications.
☒ Fax: send faxes when the fax send method is set to Internet Fax
☒ Automated Emails: Device alerts, scheduled reports, and archived faxes are examples of automated emails sent by this device.
☒ AutoSend: send device information to HP or other recipients

Previous **Next** Finish Cancel

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14. Put any email address in Send test email and click Test. After testing click Finish.

Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

☐ Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language

Outgoing Email Servers (SMTP)

Summary and Test

- ✓ SMTP address is smtp.gmail.com
- ✓ SMTP SSL protocol is enabled
- ✓ Validating certificates for outgoing server connections is False
- ✓ Server uses port 587
- ✓ Server requires authentication
- ✓ Server usage: Send Email, Internet Fax, Automated Emails, AutoSend

Send Test Email:

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15. After SMTP configuration same with the image below under Alert Subscription, click New Subscription

Information **General** Copy/Print Scan/Digital Send Fax Supplies Troubleshooting Security HP Web Services Networking

☐ Control Panel Customization
Display Settings
Home Screen Customization
Control Panel Language and Keyboard Layouts
Quick Sets
Alerts
Control Panel Settings App
General Settings
AutoSend
Edit Other Links
Ordering Information
Device Information
Language

Alerts

Outgoing Email Servers (SMTP)

Server Name	Port Number	Server Usage
<input type="checkbox"/> smtp.gmail.com	587	Send Email, Internet Fax, Automated Emails, AutoSend

Alert Subscriptions

There are no alert subscriptions in place. Click **New Subscription** to subscribe to alerts.

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16. In the step 1 put the Supplies Report for Alert Subscription Name, step 2 put the email address of Alert Receptient (itenduserservices@pcdsi.ph, mps@zenshin.com.ph, and the email address from the branch)

Alerts

Step 1: Type the subscription name

Enter a name for this subscription.

Alert Subscription Name:
Supplies Alert

Step 2: Recipients for this alert subscription

Type a maximum of 20 alert recipients in any of the following forms:
An email address (e.g., your-name@your-company.com)
A mobile device (e.g., 208-555-5555@mobile-company.net)
A posting to a website (e.g., http://www.your-server.com)

Alert Recipients:
itenduserservices@pcdsi.ph
mps@zenshin.com.ph

Separate alert recipients using a semi-colon (;) or a comma (,).

OK Cancel

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17. In the step 3 select alert. Select Cartridge Low and Cartridge Very Low/Replace.

Step 3: Select Alerts

Subscribe to the alerts that you would like these recipients to receive. The most common alerts are listed here.

Alert Name	Threshold
<input checked="" type="checkbox"/> Cartridge Low	
<input checked="" type="checkbox"/> Cartridge Very Low/Replace	
<input type="checkbox"/> Non-HP Supply Installed	
<input type="checkbox"/> Remove Paper Jam	2 minutes elapsed
<input type="checkbox"/> Close Drawers, Doors And Covers	2 minutes elapsed
<input type="checkbox"/> Tray Empty (Load)	2 minutes elapsed
<input type="checkbox"/> Tray Open	2 minutes elapsed
<input type="checkbox"/> ADF Paper Jam	2 minutes elapsed

Additional Alerts

To view all of the alerts for this product, click the **Show All Alerts** button.

Show All Alerts

18. Under step 4 check the Cartridge Low. Then in the step 5 select Supplies Status Page, Usage Page, Configuration Page for email attachments then click OK.

Step 4: Select Control Panel Messages to Suppress

Select the messages below that you do not want to show on the device control panel. The option is available only if the corresponding email alert has been selected in the previous step.

☒ Cartridge Low

Step 5: Select email attachments (optional)

Select the attachments that you want to include with each email alert message for this subscription. Go to the **Information** tab to see examples of these pages.

☒ Supplies Status Page
☒ Usage Page
☒ Configuration Page
☐ Event Log Page
☐ Current Settings Page
☐ Paper Path Page

Select this option if one of the alert recipients above is an automated computer system.

☐ XML Data

OK Cancel

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19. After configuring Alert, the image below will show. Under product email address select Specify address and put this email **Hp_printermonitoring@pcdsi.ph**

The screenshot shows the HP printer control panel interface. The top navigation bar includes tabs for Information, General, Copy/Print, Scan/Digital Send, Fax, Supplies, Troubleshooting, Security, HP Web Services, and Networking. The left sidebar lists various settings categories like Control Panel Customization, Display Settings, Home Screen Customization, Control Panel Language and Keyboard Layouts, Quick Sets, Alerts, Control Panel Settings App, General Settings, AutoSend, Edit Other Links, Ordering Information, Device Information, Language, Firmware Upgrade, Date/Time Settings, Energy Settings, Back up and Restore, Import/Export, and Reset Factory Settings. The main content area is titled 'Alerts' and includes a 'Help' button. Below the title, there's a section for 'Alert Subscriptions' with a table showing a subscription for 'Supplies Alert' to 'itenduserservices@pcdsi.ph, mps@zenshin.com.ph' for 'Cartridge Low, Cartridge Very Low/Replace' alerts, with attachments for 'Supplies Status Page, Usage Page, Configuration Page'. The 'Product Email Address' section is highlighted, showing the instruction to 'Set the email address ("From") for the Email Alerts sent from this product.' Two options are available: 'Use default address' and 'Specify address'. The 'Specify address' option is selected and circled in red, with the email 'Hp_printermonitoring@pcdsi.ph' entered in the text field below it. At the bottom right, the 'Apply' button is circled in red, next to a 'Cancel' button. The footer includes links for 'HP Instant Support', 'Shop for Supplies', and 'Product Support', along with a copyright notice: '© Copyright 2010-2024 HP Development Company, L.P.'

- End -

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