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#25 G. Roxas Street, cor. Tangali Street
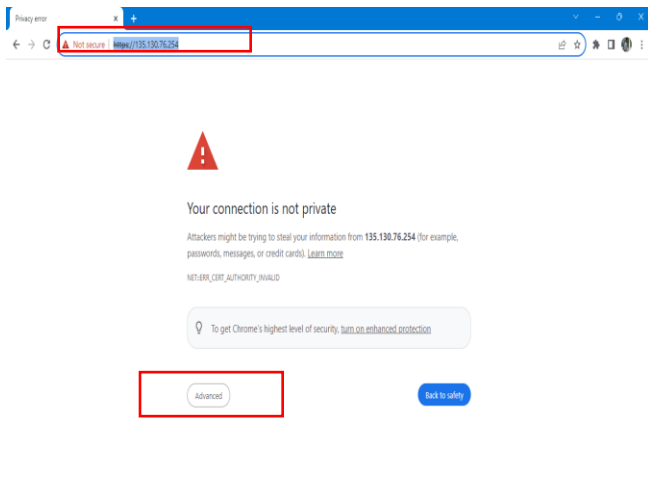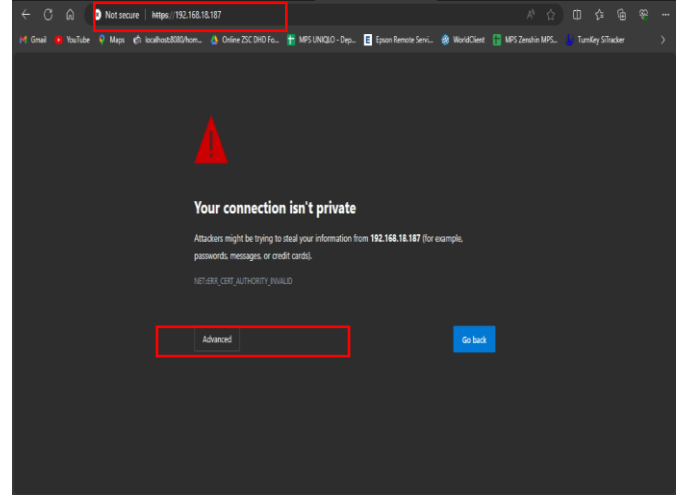Barangay San Jose, Quezon City 1115
TEL.# (63-2) 365-05-36(trunkline)

Configuring Email Notification Alert in HP LaserJet MFP E42540

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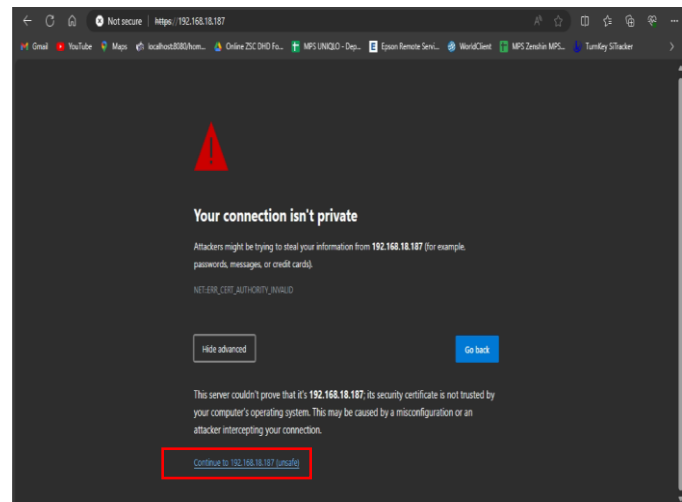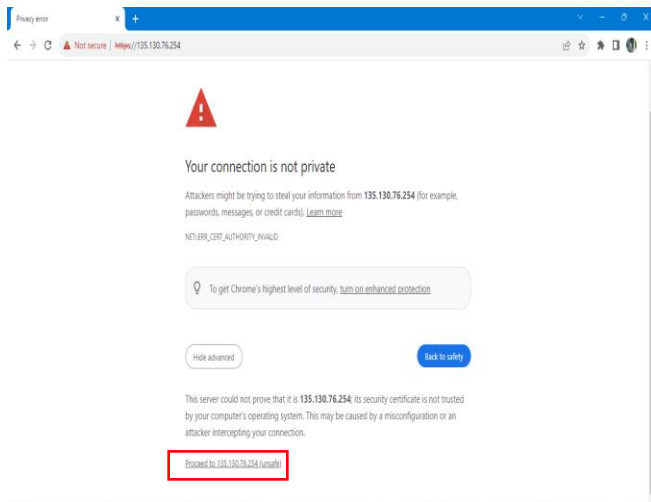2. Click Advance.

Chrome

Microsoft Edge

3. Click the Proceed to IP address.

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4. Click Sign In.

5. Sign as Administrator and put the password

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6. 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)

7. 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.

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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	Fax	**Supplies**	Troubleshooting	Security	HP Web Services	Networking

Manage Supplies

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

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.

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

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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 **slwgmrthhrsxpgjz** for the password and click Next.

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

Outgoing Email Servers (SMTP)

- Control Panel Customization
  - Display Settings
  - Home Screen Customization
  - Control Panel Language and Keyboard Layouts
- Quick Sets
- **Alerts**
- Control Panel Settings App
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- Edit Other Links
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- Language

Server Authentication Requirements

○ Server does not require authentication

◉ Server requires authentication

Always use these credentials

User Name: *   Password: *

Hp_printermonitoring@pcdsi.ph   ●●●●●●●●●●●●●●●●   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 |

Outgoing Email Servers (SMTP)

- Control Panel Customization
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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.

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

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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 Recepient (itenduserservices@pcdsi.ph, mps@zenshin.com.ph, and the email address from the branch)

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

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.

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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

- *End* -

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