

Xerox[®] Scan to Cloud Email App

Quick Start Guide

702P04662

Xerox[®] Scan to Cloud Email App is for use with Xerox[®] ConnectKey[®] Technology enabled Multifunction Printers (MFPs), VersaLink[®], and AltaLink[®] devices.

Xerox[®] Scan to Cloud Email App is a small application that provides additional functionality to supported Xerox[®] Multifunction Printers (MFPs). Xerox[®] Scan to Cloud Email App is readily available to anyone with a Xerox[®] App Gallery account, and can be installed directly from the Xerox App Gallery app installed on supported MFPs.

Users can use the Xerox[®] Scan to Cloud Email app to scan in documents using the MFP and send them as attachments directly to an email address.

1. Install the Scan to Cloud Email App from the Xerox App Gallery App

The following procedure assumes that the device Administrator created a Xerox App Gallery account, and that the User ID and Password for the account were saved. The saved account credentials allow all device users access to the Xerox App Gallery. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for detailed instructions on creating an account.

Note

For detailed instructions on adding a device, and adding or installing apps to your Xerox App Gallery account, refer to the documentation links at the end of this guide.

- a. From the device home screen, select **Xerox App Gallery**. The App Gallery displays.
- b. Browse for the **Scan to Cloud Email** app by scrolling up and down.
- c. Touch the **Scan to Cloud Email** app and then select **Install**. If a new version of the app is available, select **Update**.

The License Agreement dialog displays.

- d. Select **Agree**. The installation process begins.

Note

If the app does not install successfully, the **Install** button displays. To try the installation process again, select **Install**.

- e. Press the **Services Home** button to exit the Xerox[®] App Gallery app and return to the device default screen.

2. Install the Scan to Cloud Email App from the Xerox App Gallery Web Portal

The following procedure assumes you have created a Xerox App Gallery account. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery quick start guide for instructions on creating an account.

Note

For detailed instructions on adding a device, and adding or installing Apps to your Xerox App Gallery account, see the documentation links at the end of this guide.

- a. Go to the Xerox App Gallery URL: https://appgallery.external.xerox.com/xerox_app_gallery
- b. Select **Log In**.
- c. Enter a valid User ID and Password.
- d. On the All Apps tab, browse for the **Scan to Cloud Email** app and select **Add to My Apps**.
- e. On the Devices tab, add a multifunction device, if necessary.
- f. On the My Apps tab, locate the **Scan to Cloud Email** app.
- g. In the Action column, select **Install**.
- h. Follow the on-screen instructions for installing the app.

3. Scanning a Document To a New Email Address

- a. From the device home screen, select **Scan to Cloud Email** app.
- b. Enter a valid **Email Address**.

Note

If at least one email address has already been saved in the app for this device, you will be prompted to select an option. Select **Enter Recipient** to open the enter recipient window and enter a new email, or select **Saved Recipients** if the desired email has already been saved in the app on this device.

- c. Select **OK**.
- d. Select your **Scan Options**.
- e. Select **Start/Send**.

4. Saving your email address

- a. From the device home screen, select **Scan to Cloud Email** app.
- b. Enter a valid **Email Address**.

Note

If at least one email address has already been saved in the app for this device, you will need to select **Enter Recipient** to open the enter recipient window.

- c. Select the **Save Recipient** option below the textbox.
- d. Select **OK**.

5. Scanning a Document To a Saved Email Address

- a. From the device home screen, select the **Scan to Cloud Email** app.
- b. Select **Saved Recipients**.
- c. Select the desired **Email Address**.
- d. Select **OK**.
- e. Select your **Scan Options**.
- f. Select **Start/Send**.

Support

Online Help and Documentation

Xerox App Gallery knowledge base <http://www.support.xerox.com/support/xerox-app-gallery/support>

Xerox App Gallery documentation <http://www.support.xerox.com/support/xerox-app-gallery/documentation>

Customer Support Forum

The customer support forum can be found at <http://forum.support.xerox.com/>.

Supported Multifunction Printers (MFPs) and Printers

The following is a list of MFPs and Printers that support the use of the Xerox App Gallery App:

- Xerox® WorkCentre® 3655 Multifunction Printer loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 3655i
- WorkCentre 5845/5855 loaded with the software for 2016 ConnectKey Technology enabled MFPs
- WorkCentre 5865/5875/5890 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 5865i/5875i/5890i
- WorkCentre 5945/5955 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 5945i/5955i
- WorkCentre 6655 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 6655i
- WorkCentre 7220/7225 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 7220i/7225i
- WorkCentre 7830/7835/7845/7855 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 7830i/7835i/7845i/7855i
- WorkCentre 7970 loaded with the software for 2016 ConnectKey Technology enabled MFPs / WorkCentre 7970i
- Xerox® AltaLink® C8070 MFP
- Xerox® AltaLink® B8065 MFP
- Xerox® VersaLink® C405N MFP
- Xerox® VersaLink® B405N MFP
- Xerox® VersaLink® B7035 MFP

