



# Xerox<sup>®</sup> Single Sign-On For Apps

Quick Start Guide

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# Contents

1. Overview.....	2
2. Installing Gallery Apps from the Xerox® App Gallery App .....	3
3. Installing Gallery Apps from the Xerox® App Gallery Web Portal.....	4
4. Configuring Purchased Gallery Apps for Single Sign-On: App is listed in Xerox® Workplace Suite.....	5
5. Configuring Purchased Gallery Apps for Single Sign-On: App is Not Listed in Xerox® Workplace Suite.....	6
6. Printing from a Gallery App .....	7
7. Scanning to a Gallery App.....	8
8. Support.....	9

# 1. Overview

Xerox® Workplace Solutions and the App Gallery Connect for Apps have teamed up to offer users the ease and convenience of Single Sign-On at the device.

The intent of this guide is to help users get started using the apps. The Xerox® Connect for Apps guide is for use with these Xerox® Gallery Apps:

- Connect 2.0 for Dropbox®
- Connect 2.0 for Google Drive®
- Connect 2.0 for Box®
- Connect 2.0 for Office 365®
- Connect 2.0 for OneDrive®
- Connect for Concur®

These Xerox® Gallery Apps will support Single Sign-On at locations running the Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) on Xerox® ConnectKey® Technology-enabled devices, Xerox® AltaLink® devices, and Xerox® VersaLink® devices.

Xerox® Gallery Apps are applications that provide additional functionality to supported Xerox® devices. Xerox® Gallery Apps that support Single Sign-On are readily available on sites running the Xerox® Workplace Solutions and have access to a Xerox® App Gallery account. Users can purchase and install the apps directly from the Xerox® App Gallery Web Portal. If you are attempting to purchase directly from the App Gallery App installed on supported Xerox® devices, you will be directed how to purchase the apps.

## 2. Installing Gallery Apps from the Xerox® App Gallery App

The following procedure assumes that a Xerox® device Administrator created an App Gallery account, and that the account credentials for Email and Password were saved. The saved administrator credentials allow all Xerox® device users' access to the Xerox® App Gallery App without having to log in with individual account credentials.

**Note:** For detailed instructions on how to add a device or install apps from your Xerox® App Gallery account, refer to the documentation links at the end of this guide.

1. From the Xerox® device Home screen, touch the **Xerox® App Gallery** App.

The App Gallery appears.

2. Browse for the required app.
3. Select the app, then from the App Details screen, tap the **How to Get This App** button

A message displays indicating the following:

This app may be installed from the Xerox App Gallery.

Please go to the App Gallery and log into your account.

<https://appgallery.services.xerox.com>

4. To exit the Xerox® App Gallery App and return to the Home screen, touch **Home**.

**Note:** A future release of the App Gallery App will allow users to purchase and installed apps directly at the device. Be looking for this update in the near future.

### 3. Installing Gallery Apps from the Xerox® App Gallery Web Portal

A Xerox® App Gallery account is required. If you do not have access to a Xerox® App Gallery account, refer to the *Xerox® App Gallery Quick Start Guide* for account creation information, or contact your System Administrator.

**Note:** For instructions on how to add a device or install apps from your Xerox® App Gallery account, refer to the documentation links at the end of this guide.

1. To access the Xerox® App Gallery, click the link <https://appgallery.services.xerox.com>.
2. Click Log In.
3. Enter a valid Email Address and Password.
4. On the Devices tab, click **Add**.

Follow the onscreen instructions for adding a new device.

5. To view the app details, browse for the app, then click the app.
6. Click Install.
7. To continue the installation, follow the onscreen instructions.

## 4. Configuring Purchased Gallery Apps for Single Sign-On: App is listed in Xerox® Workplace Suite

**Important:** Xerox® Workplace Suite administrators should perform the following procedures.

If you do not have Xerox® Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps.

1. Launch Xerox® Workplace Suite
2. Click Settings.
3. Select Single Sign-On.
4. If your newly purchased app displays in the list, click it and select Exchange Keys.

This will send an email request to Xerox® SSO Apps Administrator. It may take up to 2 business days before you receive a response.

5. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
6. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log in attempt.

## 5. Configuring Purchased Gallery Apps for Single Sign-On: App is Not Listed in Xerox® Workplace Suite

**Important:** Xerox® Workplace Suite administrators should perform the following procedures.

If you do not have Xerox® Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps.

1. Launch Xerox® Workplace Suite
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click Action -> New.
5. Fill in the Description, Publisher and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the App Details screen in the App Gallery. If this information is not available, contact the App creator.

6. Select Send.

This will send an email request to Xerox® SSO Apps Administrator. It may take up to 2 business days before you receive a response.

7. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
8. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log in attempt.



## 6. Printing from a Gallery App

1. Log into the device with Xerox® Workplace Suite or Xerox® Workplace Cloud (i.e., using card authentication).
2. From the device Home screen, select the purchased **Connect for** app.

The login window appears.

3. Log in to the Connect for app.

You are prompted with a new screen: “Single Sign-On User Agreement”

4. Select “Yes” to save the user credentials. You will be automatically logged in to this app the next time you log in at the device using Card Authentication.
5. After successful log in, touch **Print From**.
6. Select a document to print.
7. Touch **OK**.  
Select your print options.
8. Touch **Start/Print**.

**Note:** If “No” is selected at step three, the Single Sign-On User Agreement will not show again. If users would like to save credentials at a later time, the prompt can be set back to “Not Accepted” in Workplace Suite or Workplace Cloud, then the message will display at the user’s next log in attempt.

If the system cannot verify or access your Xerox® Workplace Suite/Cloud credentials, you will be prompted for your repository credentials when launching apps at the device.

## 7. Scanning to a Gallery App

1. Log into the device with Xerox® Workplace Suite or Xerox® Workplace Cloud (i.e., using card authentication).
2. From the device Home screen, select the purchased Connect for app.

The login window appears.

3. Log in to the Connect for app.

You are prompted with a new screen: “Single Sign-On User Agreement?”

4. Select “Yes” to save the user credentials. You will be automatically logged in to this app the next time you log in at the device using Card Authentication.
5. After successful log in, touch **Scan To**.
6. Browse to the folder where you want to save the scanned image.
7. Touch **OK**.
8. Select your scan options.
9. Touch Start/Scan.

**Note:** If “No” is selected at step three, Single Sign-On User Agreement will not show again. If users would like to save credentials at a later time, the prompt can be set back to “Not Accepted” in Workplace Suite or Workplace Cloud, then the message will display at the user’s next log in attempt.

If the system cannot verify or access your Xerox® Workplace Suite/Cloud credentials, you will be prompted for your repository credentials when launching apps at the device.

## 8. Support

### Online Help and Documentation

To access the Xerox® App Gallery knowledge base, click the link

<http://www.support.xerox.com/support/xerox-app-gallery/support>.

To access the Xerox® App Gallery documentation, click the link

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

For help configuring Xerox® Workplace Suite:

<https://www.office.xerox.com/software-solutions/xerox-workplace-suite/enus.html>

For help configuring Xerox® Workplace Cloud:

<https://www.office.xerox.com/software-solutions/xerox-workplace-cloud/enus.html>

For help with creating accounts for a cloud service, click the required link.

Dropbox: <https://www.dropbox.com/>

Google Drive: <https://www.google.com/drive/>

Office 365: <https://products.office.com/>

OneDrive: <https://onedrive.live.com/about/>

Box: <https://www.box.com/>

### Customer Support Forum

For access to the customer support forum, click the link: <http://forum.support.xerox.com/>.

For Xerox® App Gallery account removal requests, send an email to [xerox.app.gallery.feedback@xerox.com](mailto:xerox.app.gallery.feedback@xerox.com).

### Support Xerox® Devices

For a list of supported Xerox® devices, click the link: <https://www.xerox.com/en-us/connectkey/apps>.