QuickStart Guide

Xerox® App Studio Overview

Xerox® ConnectKey® Apps are small programs that add functionality to Xerox Multifunction Printers (MFPs) and Printers. Xerox® App Studio is a website for Resellers to create, install, license, and manage ConnectKey Apps for customers.

Resellers can use App Studio to extend the functionality of an MFP or Printer to customize and personalize Apps for their customers. From Xerox App Studio, Reseller Account users can customize common, routine tasks into ConnectKey Apps. Resellers can also select Xerox Apps, designed by Xerox and by Xerox Partners, from Channel Partner Gallery and make them available to their customers.

Customers can use ConnectKey Apps to obtain information, to scan to several types of destinations, and to print from document repositories.

- Xerox ConnectKey Info App provides a customizable billboard and social media hub for customer accounts.
- Xerox ConnectKey Scanning Apps include Scan to Email, Scan to USB, Scan to FTP, Scan to Shared Folder, Scan to Multi-Destination, Scan to Dropbox, Scan to Office 365, Scan to Box, Scan to Google Drive, and Scan to OneDrive.
- Xerox ConnectKey Print Apps include Print from Dropbox, Print from Office 365, Print from URL, Print from Box, Print from Google Drive, and Print from OneDrive.

Reseller Account users can customize Xerox ConnectKey Apps to meet their customers' needs. From Xerox App Studio, Resellers can:

- Incorporate custom images and text into the ConnectKey Apps

- Make controlled changes to the layout of the ConnectKey Apps, and

- Define preset option values, including scan destination details and default settings.

With Xerox App Studio:

- Resellers can manage customer Apps and usage or they can enable the customer to manage their Apps and usage through the Customer Subaccount.
- Reseller Account users and Customer Subaccount users can deploy Xerox ConnectKey Apps to groups of devices at a time in a single step or individually using a network connection.
- Reseller Account users and Customer Subaccount users can download a non cloud-based Licensable Xerox ConnectKey App and save it to a USB flash drive for later installation on a Xerox device.
- Xerox App Studio is functional on devices with the Xerox Extensible Interface Platform® (EIP) 2.5 or higher for ConnectKey devices, 4.0 or higher for AltaLink, and 3.7 or higher for VersaLink, depending on the App.
- Networked MFPs and Printers can be automatically detected.

Channel Partner Gallery

From Xerox® App Studio, Customers and Resellers can access the Channel Partner Gallery, which includes Apps designed for Xerox® MFPs and Printers by Xerox and by Xerox partners.

- Resellers can select Xerox Apps from the Gallery to be included in their App Studio accounts, and then share those Xerox Apps with Customer Subaccounts.
- Customers can access the Gallery to identify Apps they would like to use on their MFPs and Printers; they can then submit a request to their reseller to provide the particular App to their subaccount.
- The Xerox App Administrator can add a Xerox App (developed by either Xerox or a Xerox Partner) directly to a Reseller account. The Reseller receives notification from Xerox or the Xerox Partner that the App has been added to the Customer App Studio Account. The Xerox App will appear in the Reseller Catalog.

Related Topics:

How To Use the Channel Partner Gallery

How To Get Apps from the Channel Partner Gallery

How To Share an App with a Customer Subaccount

Two Types of Xerox® ConnectKey® Apps

The two types of Xerox® ConnectKey Apps are Licensable and Non-Licensable. Apps that are Licensable require a License or a Trial. Non-Licensable Apps can be installed and used without a License or a Trial.

Non-Licensable ConnectKey Apps

Xerox ConnectKey Apps are supported on MFPs and Printers running Xerox Extensible Interface Platform® (EIP) version 2.5 or later.

- ConnectKey Info App
- ConnectKey Scan to Email
- ConnectKey Scan to FTP
- ConnectKey Scan to Shared Folder
- ConnectKey Scan to USB
- ConnectKey Scan to Multi-Destination

The following Xerox® ConnectKey Apps are supported on MFPs and Printers running Xerox Extensible Interface Platform® version 3.0.

- ConnectKey Scan to Dropbox
- ConnectKey Scan to Office 365
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL

The following Xerox® ConnectKey Apps are supported on MFPs and Printers running Xerox® Extensible Interface Platform® version 3.0, with SPAR Release R15-05 or higher.

- ConnectKey Scan to Box
- ConnectKey Scan to Google Drive
- ConnectKey Scan to OneDrive
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

The following Xerox ConnectKey Apps are supported on VersaLink MFPs running Xerox Extensible Interface Platform® version 3.7 and higher:

- ConnectKey Info App
- ConnectKey Scan to Email
- ConnectKey Scan to FTP
- ConnectKey Scan to Shared Folder
- ConnectKey Scan to USB
- ConnectKey Scan to Multi-Destination
- ConnectKey Scan to Dropbox
- ConnectKey Scan to Office 365
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL
- ConnectKey Scan to Box
- ConnectKey Scan to Google Drive
- ConnectKey Scan to OneDrive
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

The following Xerox ConnectKey Apps are supported on VersaLink Printers running Xerox Extensible Interface Platform® version 3.7 and higher:

- ConnectKey Info App
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

The following Xerox ConnectKey Apps are supported on AltaLink MFPs running Xerox Extensible Interface Platform® version 4.0 and higher:

- ConnectKey Info App
- ConnectKey Scan to Email
- ConnectKey Scan to FTP
- ConnectKey Scan to Shared Folder
- ConnectKey Scan to USB
- ConnectKey Scan to Multi-Destination
- ConnectKey Scan to Dropbox
- ConnectKey Scan to Office 365
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL
- ConnectKey Scan to Box
- ConnectKey Scan to Google Drive
- ConnectKey Scan to OneDrive
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

Licensable ConnectKey Apps

None

Note

Currently all template apps in Xerox App Studio are Non-Licenseable. Apps from Channel Partner Gallery can be either Licensable or Non-Licensable. Channel Partner Gallery Apps are supported on devices running Xerox® EIP version 2.5 or higher.

Note

For a complete list of supported MFPs and Printers and EIP software versions, go to http://www.xerox.com/connectkeyapps and refer to the ConnectKey Apps Compatible Products page.

How To Create a Xerox® App Studio Reseller Account

Reseller Accounts can design new ConnectKey® Apps, create Customer Subaccounts, obtain Apps from the Channel Partner Gallery, distribute Apps, license Apps, distribute Licenses to Customer Subaccounts, and install Apps. The Reseller account can manage Customer Subaccounts.

To obtain a Reseller account, contact your OpCo Representative to request a Reseller Account Invitation. The OpCo representative will email you a Xerox App Studio Reseller Account Invitation.

If the invitation email is not received, check you Junk/Spam email folder for the invitation message.
1. Open your Xerox App Studio Reseller Account Invitation email.
2. Click on the link provided in the invitation email to create and activate your account.

3. Review and accept the Terms of Use in two places by checking the box under each segment of the document.
4. Confirm that you agree to the App Studio terms and conditions by selecting **Agree**.
5. Enter all of the required fields in the Register for An Account screen.

   The following fields are automatically filled in with the information you provided the OpCo representative: Email Address, First Name, Last Name, and Company.

   - A valid email address is required for creating an account on the Xerox® App Studio.

   - First Name supports a maximum 50 characters.

   - Last Name supports a maximum 50 characters.

   - Company Name supports a maximum 400 characters.

   - Account user names (User IDs) should contain alpha numeric characters only.

     - User ID must be a minimum of 6 characters.

     - User ID supports a maximum of 30 characters.

   - Account passwords must comply with the following rules:

     - Password must be at least 8 characters, and must contain three out of the following categories:

       - Upper alphabetic characters, for example, A, B, C, D, etc.

       - Lower alphabetic characters, for example, a, b, c, d, etc.

       - Numeric characters, for example, 1, 2, 3, etc.

       - Non-alphanumeric punctuation marks: !, @, #, $, %, ^,•&, *, (,), +, l, {, }, ", :, ?, <, >

   - Street Address supports a maximum 255 characters.

   - City supports a maximum 50 characters.

   - State/Province supports a maximum 50 characters.

   - Postal Code supports a maximum 50 characters.

   - Country Name

6. Select **OK** after all required fields have been entered.

Two Types of Customer Subaccounts

The two types of customer subaccounts are:

- Invited Customer Subaccounts

- Managed Customer Subaccounts

How To Create a Xerox® App Studio Customer Subaccount - Invited

Reseller Accounts have the ability to create Customer Subaccounts. Customer Subaccounts can only be created using a Reseller Account. These accounts have the ability to perform the following:

- Device Management - Use to install and delete devices.

- ConnectKey App Management - Use to install, delete, and set ConnectKey Apps as default.

Invite Customer - Creates a Customer Subaccount that the Customer manages. The Reseller Account begins the account creation process by entering limited customer information, including the email address, first name, last name, and company name. The Customer Subaccount user receives an invitation to Xerox® App Studio. Upon login, the Customer Subaccount user is expected to finalize the account creation process, including defining a user ID and an address. This Customer Subaccount is designed for Customers who are interested in managing their devices, including installation of ConnectKey® Apps.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Accounts** tab.
3. Select **Invite Customer**.
4. Enter all of the required fields in the **Account Invitation** screen.

   - A valid email address is required for creating an account on the Xerox® App Studio.

     Note

     The email address is used to notify the Customer Subaccount user that an account has been created.

   - First Name supports a maximum of 50 characters.

   - Last Name supports a maximum 50 characters.

   - Company Name supports a maximum 400 characters.

5. Select **Send** to send an activation email to the Customer Subaccount.

   You will receive confirmation that the Activation email has been sent.

   Note

   The Customer Subaccount user is expected to finalize the account creation process by entering the remaining account information including:

   - User ID

   - Password

   - Street Address supports a maximum of 255 characters.

   - City supports a maximum of 50 characters.

   - State/Province supports a maximum of 50 characters.

   - Postal Code supports a maximum of 50 characters.

   - Country Name

Related Topics:

Two Types of Customer Subaccounts

How To Create a Xerox® App Studio Customer Subaccount - Managed

Reseller Accounts have the ability to create Customer Subaccounts. Customer Subaccounts are accounts that can only be created using a Reseller Account. These accounts have the ability to perform the following:

- Device Management - Use to install and delete devices.

- ConnectKey App Management - Use to install, delete, and set ConnectKey Apps as default.

Create Account - Creates a Customer Subaccount that the Reseller manages. The Reseller defines the user ID, enters the customer information, performs device management, and is responsible for the overall deployment of ConnectKey Apps in the customer environment.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Accounts** tab.
3. Select **Create Account**.
4. Enter all of the required fields in the **Create Subaccount** screen.

    - Account user names, or User IDs, should contain alphanumeric characters only.

        - User ID must be a minimum of 6 characters.

        - User ID supports a maximum of 30 characters.

    - Account passwords must comply with the following rules:

        - Password must be at least 8 characters, and must contain three of the following categories:

        - Upper alphabetic characters, for example, A, B, C, D, etc.

        - Lower alphabetic characters, for example, a, b, c, d, etc.

        - Numeric characters, for example, 1, 2, 3, etc.

        - Non-alphanumeric punctuation marks, for example, !, @, #, $, % , ^,•&, *, (,), +, l, {, }, ", :, ?, <, >.

    - A valid email address is required for creating an account on the Xerox® App Studio.

        Note

        If the Reseller intends to manage the Customer Subaccount, it is recommended that the Reseller enter a personal email address so the Reseller can receive system notifications on behalf of the Customer Subaccount.

    - First Name supports a maximum of 50 characters.

    - Last Name supports a maximum of 50 characters.

    - Company Name supports a maximum of 400 characters.

    - Street Address supports a maximum of 255 characters.

    - City supports a maximum of 50 characters.

    - State/Province supports a maximum of 50 characters.

    - Postal Code supports a maximum of 50 characters.

- Country Name

5. Select **OK** after all required fields have been entered.

   The account is automatically activated.

Device Requirements for Xerox ConnectKey Apps

The following are device requirements for ConnectKey Apps:

- For ConnectKey App installation, Xerox® MFPs and Printers must support the Xerox Extensible Interface Platform® (EIP) version 2.5 or higher, depending on the App.

  The following Apps are compatible with Xerox EIP® version 2.5 or higher: ConnectKey Info App, ConnectKey Scan to Email App, ConnectKey Scan to FTP App, ConnectKey Scan to USB App, ConnectKey Scan to Shared Folders, ConnectKey Scan to Multi-Destination App, and Apps obtained from Channel Partner Gallery.

  The following Xerox® ConnectKey Apps require Xerox® EIP version 3.0 or higher: ConnectKey Scan to Office 365, ConnectKey Print from Office 365, ConnectKey Scan to Dropbox, ConnectKey Print from Dropbox, and ConnectKey Print from URL.

  The following Xerox® ConnectKey Apps require Xerox EIP® version 3.0 with SPAR Release R15-05 or higher. ConnectKey Scan to Box, ConnectKey Print from Box, ConnectKey Scan to Google Drive, ConnectKey Print from Google Drive, ConnectKey Scan to OneDrive, ConnectKey Print from OneDrive.

  The following Xerox ConnectKey Apps are supported for VersaLink MFPs running Xerox Extensible Interface Platform® version 3.7 and higher:

  - ConnectKey Info App
  - ConnectKey Scan to Email
  - ConnectKey Scan to FTP
  - ConnectKey Scan to Shared Folder
  - ConnectKey Scan to USB
  - ConnectKey Scan to Multi-Destination
  - ConnectKey Scan to Dropbox
  - ConnectKey Scan to Office 365
  - ConnectKey Print from Dropbox
  - ConnectKey Print from Office 365
  - ConnectKey Print from URL
  - ConnectKey Scan to Box
  - ConnectKey Scan to Google Drive
  - ConnectKey Scan to OneDrive
  - ConnectKey Print from Box
  - ConnectKey Print from Google Drive
  - ConnectKey Print from OneDrive

The following Xerox ConnectKey Apps are supported for VersaLink Printers running Xerox Extensible Interface Platform® version 3.7 and higher:

- ConnectKey Info App
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

The following Xerox ConnectKey Apps are supported for AltaLink MFPs running Xerox Extensible Interface Platform® version 4.0 and higher:

- ConnectKey Info App
- ConnectKey Scan to Email
- ConnectKey Scan to FTP
- ConnectKey Scan to Shared Folder
- ConnectKey Scan to USB
- ConnectKey Scan to Multi-Destination
- ConnectKey Scan to Dropbox
- ConnectKey Scan to Office 365
- ConnectKey Print from Dropbox
- ConnectKey Print from Office 365
- ConnectKey Print from URL
- ConnectKey Scan to Box
- ConnectKey Scan to Google Drive
- ConnectKey Scan to OneDrive
- ConnectKey Print from Box
- ConnectKey Print from Google Drive
- ConnectKey Print from OneDrive

Note

For a complete list of supported MFPs and Printers and Xerox EIP® software versions, go to http://www.xerox.com/connectkeyapps and refer to the **ConnectKey Compatible Products** page.

- The Xerox Extensible Interface Platform® must also be enabled to allow for ConnectKey Apps installation on an MFP or Printer.
- Security Certificates should be loaded on the MFP or Printer and Verification of SSL Certificates enabled prior to using any Cloud-based Scan to or Print from App.

  When Verify Server Certificates is enabled, it applies to all EIP Applications on the device.

Note

It is highly recommended that you **enable verification of SSL Certificates** on your MFPs and Printers to maintain the security of your information. By not enabling verification of SSL certificates, the secure communications of private or sensitive information is vulnerable.

Supported Browsers for Accessing Xerox® App Studio Web Page

Xerox® App Studio is supported by the following browsers:

- Internet Explorer® version 10 and 11 on Windows® 7; Internet Explorer version 11 on Windows 8.1
- Google® Chrome™ 43 on Windows 7 and Windows 8

How To Create Sample Apps

The following procedures explain how to create a represenative App for each of the three types: Informational, Scan, and Print.

How To Create a Xerox® ConnectKey Info App

1. Go to https://appstudio.external.xerox.com.
2. Click the **Apps** tab.
3. Click the **Create New Application** button.
4. Under the **ConnectKey Info App** tab, select **Create**.

   The Create ConnectKey App screen appears.
5. Fill in the required fields:

   - **Name** - Enter the name of ConnectKey App to be displayed on the device Services Home screen. Name supports a maximum of 37 characters.

     Note

     Check the Local UI panel to verify that the label displays correctly, as the string length may vary per device.

     Note

     The following characters are not supported in the Name: <, >, &, ', and "

   - **Icon** - Select an icon to represent your App, or upload a custom icon in .jpg, .gif, .png, or .tif formats including animated .gif (maximum of 128 x 128 pixels).

   - **Title** - Enter the name to appear on the title bar of the App. Title supports a maximum of 44 characters.

   - **Catalog Description** - Enter your description of the App using a maximum of 84 characters.

   - **Created By** - Enter the creator of the ConnectKey App to appear in the **About** box of the App. Enter a maximum of 31 characters.

- **Contact Name** - Enter the name of the person to contact regarding the App. The Contact Name should be the Reseller Account name displayed in the **About** box. Enter a maximum of 31 characters.

- **Contact Information** - Enter the phone number or email address of the Reseller Account user listed as the Contact to appear in the **About** box of the App. Enter a maximum of 31 characters.

- **Color Scheme** - Applied to the ConnectKey App created.

- **Layout Options**- Allows for the selection of Text, Image, or a combination.

6. Customize the appearance of the App by clicking on the following items:

   - **Text** - Enter and format your own text.

   - **Image** - Add your own image by clicking the **Browse** button.

7. Select **Done** to save the App for future editing or downloading.

   Note

   If you supply a larger image than the device supports, the image is scaled.

   Note

   If an App has been downloaded to a device from the Xerox® App Studio, the App can no longer be saved from Xerox® App Studio to a folder or USB. However, a copy of the App can be created, which can then be saved from the Xerox® App Studio.

How To Create a Xerox® ConnectKey Scan to Dropbox App

This App enables MFP users to scan to folders in their own Dropbox account or to a Dropbox account set up for the MFP.

For additional information regarding Scan settings, refer to the System Administrator Guide for the MFP.

To access any cloud repository, you must enable the proxy on your device.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Apps** tab.
3. Click the **Create New Application** button.
4. Locate the **ConnectKey Scan to Dropbox** App and click its **Create** button.

   The Create Scan to Dropbox screen appears, giving you details on the App and showing the number of steps required to create the App.
5. You can set up the Dropbox destination to allow users to enter their own Dropbox account information at the MFP.
6. Click **Next**.

   The Features menu appears as Step 2 of the process.

   The features for this App are:

   - 2-sided Scanning: 1-Sided, 2-Sided, 2-Sided (Rotate Side 2)

Note

The VersaLink devices do not scan as expected when 2 Sided, Rotate Side 2 option is selected when Searchable/OCR is selected. Versalink does not support 2 Sided, Rotate Side 2 plex option when Searchable/OCR is selected.

- Edge Erase (inches): All Edges, Per-edge Erase, Scan to Edge

  Note

  On VersaLink devices, an Edge Erase setting greater than 1.98mm will be ignored.

- File Format: PDF, PDF/A, XPS, TIFF, or JPG. Image and Text searchable formats are supported for PDF, PDF-A, and XPS. Text searchable languages include: English, English (British), French, Italian, German, Spanish, Portuguese, Portuguese (Brazilian), Danish, Norwegian, Finnish, Swedish, Dutch, Turkish, Greek, Russian, Czech, Polish, Hungarian, Romanian, and Catalan.

- File Name: Xerox Scan, [enter file name]

- Output Color: Auto Detect, Black & White, Grayscale, Color

  Note

  On the VersaLink devices, the Auto Detect setting should not be used with JPEG or TIFF output options. JPEG should use Color or Grayscale settings. TIFF should use Black & White, Color or Grayscale settings.

- Original Size: Select from the list of sizes

- Original Orientation: Upright images, Sideways images (Top to left), Portrait Originals, Landscape Originals

- Original Type: Text & Photo, Photo, Text, Map, Newspaper/Magazine

- Resolution (dpi) 72, 100, 150, 200, 300, 400, 600

  Note

  The VersaLink devices do not support Resolution settings below 200 dpi. In cases where 72, 100 or 150 dpi are selected, the default of 200 dpi will be used.

7. Choose from the following actions for each feature:

   - Check the **box** in the left margin if you want the feature to be shown to the user at the MFP. Features with unchecked boxes are applied to the job, but not shown to the user.

   - Establish the value or setting for the feature.

     - To use the default setting, which is shown under the feature name, do nothing.

     - To change the setting, click the **Pencil** icon. A window appears with a drop-down menu of setting options for the feature. Choose the setting you want for this App, then click **OK**. If you do not change a setting, the default setting for that feature is applied in the App.

     - Select the **Lock** icon to lock or unlock the feature for users. If a feature is locked, the user cannot change the settings within the feature.

8. Enter any Document Management fields as needed.

Document Management Fields enable you to send additional information with the scanned documents, enabling downstream workflow processes to be performed.

a) Select **Add**.

b) Enter the **Field Name** to be used. Ensure that the Field Name matches the name used by the server that will process this field. This name does not display to the user at the device.

c) Indicate whether the Document Management field will be selectable or editable by the user at the MFP by selecting one of several options.

d) When done, click **OK**.

9. Click **Next** to go to Step 3, the final step of the process.

10. Fill in the required fields:

- **Name** - Enter the name of the ConnectKey App to be displayed on the device Services Home screen (maximum of 37 characters).

  Note

  Check the Local UI panel to verify that the label appears correctly, as the string length may vary per device. The following characters are not supported in the Name: <, >, &, ', and ".

- **Icon** - Click the **Edit** button to choose an icon to represent your App, or upload a custom icon in .jpg, .gif, or.png format (max 128 x 128 pixels).

- **Title** - Enter the App name to be displayed on the title bar of the App (maximum of 44 characters).

  Note

  The following characters are not supported in the Title: <, >, &, ', and "

- **Catalog Description** - Enter your description of the App (maximum of 84 characters).

- **Created By** - Enter the creator of the ConnectKey App. This information appears in the About box of the App (maximum of 31 characters).

- **Contact Name** - Enter the name of the person to contact regarding the ConnectKey App. The Contact Name should be the Reseller Account Name. This information appears in the About box of the App (maximum of 31 characters) and is used by the Customer Subaccount user for support.

- **Contact Information** - Enter the phone number or email address of the Reseller Account user listed as the Contact. This displays in the About box of the App (maximum of 31 characters).

- **Color Scheme** – Select from the drop-down menu the color scheme to apply to this ConnectKey App.

- **Add Custom Text** - Select the **Add** button to add custom text to the App screen. Formatting tools appear at the top of the window. This text adds no functionality to the App; it is for visual value only.

- **Add Custom Image** - Select the **Add** button, then use the **Browse** button to add a custom .png, .jpg, or .gif image to the App screen. This image adds no functionality to the App; it is for visual value only.

11. Move the **Settings** tab images at the bottom of the screen to determine how your App will appear at the MFP.

- The **Settings** tab contains a set of tiles for the selected scan or print features, custom images, and custom text.

- Reposition the tiles by dragging them across the App.
- Delete Custom Text or Custom Images by clicking the red X in the top, right corner of the tile.

12. Select **Done** to save the design of your ConnectKey App.

- Select the **Back** button to return to the Features page to make changes or check your feature selections. The information you have entered on the Finalize page will not be lost.

If the original file size is not supported, the VersaLink devices will generate a file with a default paper size of 8.5 x 11.

How To Create a Xerox® ConnectKey Print from Google Drive App

This App allows MFP and Printer users to navigate and print documents from a Google Drive account. This App supports print-ready documents as well as common file types such as page-layout files, text files, images, presentations, spreadsheets, and compressed files via document conversion to printable format.

Print-ready documents are of the following file types: JPEG, PCL 5e, PCL 6 (PCL XL), PDF, PostScript Level 2 or 3, text, TIFF, XPS.

The supported common file types are: docm, xlsm, docx, odg, png, xlsx, odt, xls, ppt, odf, gif, doc, odp, zip, ods, rtf, pptm, pptx, and eml.

To access any cloud repository, you must enable the proxy on your device.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Apps** tab.
3. Click the **Create New Application** button.
4. Locate the **ConnectKey Print from Google Drive** App and click its **Create** button.

   The Create Print from Google Drive screen appears, giving you details on the App and showing the number of steps required to create the App.
5. You can set up the document location details in two ways:

   a) Allow users to enter their Google Drive login information at the MFP and Printer to access and account, or

   b) Set up the ConnectKey App to use a default login name by selecting the check box for **Provide the user with a default login name**.
6. If you select the preset destination option, you are prompted to enter the following Destination details:

   - **Login Name** – the email address associated with the Google Drive account

   If you set up the preset destination account, users will be able to choose to print from a different Google Drive account by signing in as a different user at the user interface of the MFP and Printer.
7. Click **Next**.

   The Features menu appears as Step 2 of the process.

   The features for this App are:

   - Sides Imaged: 1-Sided, 2-Sided

- Print Quantity

- Print Color: Auto Detect, Monochrome, Color

8. Choose from the following actions for each feature:

- Check the **box** in the left margin if you want the feature to be shown to the user at the MFP and Printer. Features with unchecked boxes are applied to the job, but not shown to the user.

- Establish the value or setting for the feature.

    - To use the default setting, which is shown under the feature name, do nothing.

    - To change the setting, click the **Pencil** icon. A window appears with a drop-down menu of setting options for the feature. Choose the setting you want for this App, then click **OK**. If you do not change a setting, the default setting for that feature is applied in the App.

    - Select the **Lock** icon to lock or unlock the feature for users. If a feature is locked, the user cannot change the settings within the feature.

9. Click **Next** to go to Step 3, the final step of the process.
10. Fill in the required fields:

- **Name** - Enter the name of the ConnectKey App to be displayed on the device Services Home screen (maximum of 37 characters).

  Note

  Check the Local UI panel to verify that the label appears correctly, as the string length may vary per device. The following characters are not supported in the Name: <, >, &, ', and ".

- **Icon** - Click the **Edit** button to choose an icon to represent your App, or upload a custom icon in .jpg, .gif, or.png format (max 128 x 128 pixels).

- **Title** - Enter the App name to be displayed on the title bar of the App (maximum of 44 characters).

  Note

  The following characters are not supported in the Title: <, >, &, ', and "

- **Catalog Description** - Enter your description of the App (maximum of 84 characters).

- **Created By** - Enter the creator of the ConnectKey App. This information appears in the About box of the App (maximum of 31 characters).

- **Contact Name** - Enter the name of the person to contact regarding the ConnectKey App. The Contact Name should be the Reseller Account Name. This information appears in the About box of the App (maximum of 31 characters) and is used by the Customer Subaccount user for support.

- **Contact Information** - Enter the phone number or email address of the Reseller Account user listed as the Contact. This displays in the About box of the App (maximum of 31 characters).

- **Color Scheme** – Select from the drop-down menu the color scheme to apply to this ConnectKey App.

- **Add Custom Text** - Select the **Add** button to add custom text to the App screen. Formatting tools appear at the top of the window. This text adds no functionality to the App; it is for visual value only.

- **Add Custom Image** - Select the **Add** button, then use the **Browse** button to add a custom .png, .jpg, or .gif image to the App screen. This image adds no functionality to the App; it is for visual value only.

11. Move the **Settings** tab images at the bottom of the screen to determine how your App will appear at the MFP and Printer.

    - The **Settings** tab contains a set of tiles for the selected scan or print features, custom images, and custom text.

    - Reposition the tiles by dragging them across the App.

    - Delete Custom Text or Custom Images by clicking the red X in the top, right corner of the tile.

12. Select **Done** to save the design of your ConnectKey App.

    - Select the **Back** button to return to the Features page to make changes or check your feature selections. The information you have entered on the Finalize page will not be lost.

    If the original file size is not supported, the VersaLink devices will generate a file with a default paper size of 8.5 x 11.

How To Add a Device to Xerox® App Studio

1. Go to https://appstudio.external.xerox.com.
2. Click the **Devices** tab.

    You must install ActiveX control on the Internet browser to enable device communication with the Xerox® App Studio.

3. If you already have the ActiveX control installed, go to the next step. Otherwise, enable ActiveX control using one of the following browsers:

    - Internet Explorer
    - Google Chrome

4. Select the **Add** button to display the Add Device pop-up.
5. Choose one of the following methods:

    - **Manually Add Device**- Enter information into the following fields:

        - **Device IP or Host name** - The host name, if used, must be the fully qualified host name.

        - **Login Group** is used for shared username and password.

        - The **Device Username** and **Device Password** are not verified when the device is added to App Studio, but are utilized for installing and uninstalling ConnectKey Apps from Xerox® App Studio.

        - **Location**

        - **Contact Name**

        - **Contact Email Address**

- The **SNMP Community String** is necessary to enable the Xerox Extensible Interface Platform® service on the device. The default setting is Private.
- The **Enable EIP Services** field enables the Xerox Extensible Interface Platform® on the target device.

Note

EIP Services are enabled by default on all devices. If EIP Services are manually disabled, this setting enables EIP services. The setting is only supported on Internet Explorer.

- **Import a List of Devices Using a CSV File** - Xerox® App Studio allows you to upload a .csv file containing the network address or host name of one or more devices. A sample CSV format network address is: 13.121.176.45. A sample CSV host name is: gothics.sdsp.mc.xerox.com.

  When importing a CSV printer list, the username and password must be set to the same values for all devices listed within the CSV printer list.

  The **SNMP Community String** is necessary for enabling the Xerox Extensible Interface Platform® service on the device. The default setting is Private, and is the default for devices which support Xerox® ConnectKey Apps.

- **Discover Device Automatically** is only available using Internet Explorer. You can search for one or more devices which support ConnectKey Apps, and are located in remote subnets by searching a designated range of IP addresses.

  Remote subnets are defined by entering the Subnet Address and the Subnet Mask. Enter information into the following fields: Start Address, End Address, SNMP Community String.

  The Start Address is the address to begin the search for devices. Only IPV4 address formats are supported, for example, 13.176.108.0.

  The End Address is the address to end the search for devices, for example, 13.176.108.255.

6. Select **Discover**. A list of devices is displayed when the search has completed.
7. Click **Add**.

   ### Note

   For a complete list of supported MFPs and Printers and EIP software versions, go to https://www.xerox.com/connectkeyapps and refer to the ConnectKey Compatible Products page.

Related Topics:

How To Enable ActiveX Controls in Internet Explorer

How To Install the Chrome Extension for App Studio

How To Install a XeroxConnectKey App from Xerox App Studio

How To Enable ActiveX Controls in Internet Explorer

1. In the Internet browser, go to **Tools > Manage Add-Ons**.
2. In the Manage Add-ons menu, select **Toolbars and Extensions**.
3. Under the Name tab, select **Xerox Device Connector**.

4. Right-click that selection and select **Enable** from the drop-down menu.

Related Topics:

How To Add a Device to Xerox App Studio

How To Install the Chrome Extension for App Studio

When you attempt to access devices from the Xerox® App Studio, the following warning appears: "You will need to install an extension for Chrome in order to enable Xerox® App Studio to communicate with devices on your network."

An extension or plugin is add-on software that provides additional capabilities for your web browser. Well-known examples include the Adobe® Flash® Player, QuickTime®, and Java™ Applets.

1. Select **Install** in the warning dialog box.

   An **Add to Chrome** dialog box is displayed listing Xerox® App Studio Device Connector.

2. Select **Add**.

   A confirmation appears indicating "Xerox® App Studio Device Connector has been added to Chrome."

How To Share an App with a Customer Subaccount

In order for a Reseller Account to share an App with a Customer Subaccount, the Customer Subaccount must first be created.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Apps** tab.
3. Locate the App to share and click the **Share** icon.

   A Share [App Name] dialog appears.

4. Select the account to share the App with.
5. Click **OK**.

How To Add Licenses to Xerox® App Studio

Note

In the current version of App Studio, all Xerox ConnectKey Apps are now free and do not require a license. However, Apps obtained from the Channel Partner Gallery may require a License.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Licenses** tab.

   The list of Licenses appears, including information about the License Status, Associated ConnectKey App, and Associated Device.

3. Select **Add**.
4. Copy the license key or keys into the **License** area of the Xerox® App Studio page.
5. Select **Add**.

The license is added to the Xerox® App Studio account and is displayed on the **Licenses** screen, including the Bundle Count and the Remainder Count. The Bundle Count represents the total number of licenses available for a specific App type. The Remainder Count represents the number of unallocated licenses.

How To Allocate Customer Subaccount Licenses within Xerox® App Studio

Note

In the current version of App Studio, all Xerox ConnectKey Apps are now free and thus do not require a license. However, Apps obtained from the Channel Partner Gallery may require a License.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Licenses** tab.

   The list of Licenses appears, including information about the License Status, Associated ConnectKey App, and Associated Device.

3. Select the appropriate License to be distributed between customer subaccounts.
4. Click the **Pencil** icon to allocate the licenses.

   The License Detail screen opens displaying the License Key, Bundle Count, Remainder Count, the number Used, and the Total for each Customer Subaccount user.

5. Enter the Total number of licenses to allocate to each of the Customer Subaccounts.
6. Click **OK**.

   Resellers are no longer able to reclaim unused Subaccount licenses.

How To Use the Channel Partner Gallery

Use the Channel Partner Gallery to find Apps that provide new features or capabilities for your MFPs and Printers. The Gallery offers Xerox® Apps designed by Xerox and Xerox partners.

Some Gallery Apps are Non-Licensable and some are Licensable; the Licensable Apps require a License.

Customers can access the Channel Partner Gallery and see the Xerox Apps, but cannot add Xerox Apps to their accounts. If a customer sees an App in the Channel Partner Gallery that he or she wants to add to an MFP or Printer, the customer can contact the Reseller to obtain the App.

How To Get Apps from the Channel Partner Gallery

Resellers can follow these steps to add or update Xerox Apps for your customers from the Channel Partner Gallery.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Channel Partner Gallery** button or the **Channel Partner Gallery** link at the top of the page.
3. Review the Apps available in the Gallery.
   a) Search by App name or description, such as Scan, using the Search field.

a) Scroll through pages using the controls at bottom left.

4. To find out more about a particular App, select **Learn More** above the **Add to Apps** button.

a) The Learn More screen provides the name of the App, the version, the company that created it, the publication date, and a description of the App.

5. Browse the apps and identify the App you want to add or update in your App Studio account.

- To add an App to your catalog, select the **Add to Apps**, or select **Learn More** to read information about the app before adding it.

  Note

  The button label changes from "Add to Apps" to "In Apps," which confirms the App is added to your App Studio Catalog.

- To Update a new version of an existing app, select the **Update Apps** button, or select **Learn More** to read information about the updated version of the app.

  Note

  A popup window confirms that the App is updated in your App Studio Catalog.

6. Select the **Xerox App Studio** button or the **Xerox App Studio** link to return to your App Studio Account.

A Reseller can add and update a Channel Partner Gallery App to his or her App Studio Account and from there make the Gallery Apps available to customers. A customer cannot add, update, or move an App from the Gallery to the customer's Xerox® App Studio Account. A customer must contact the Reseller and request use of the Xerox® App for a particular SubAccount.

Related Topics:

How To Share an App with a Customer Subaccount

How To Log in to a Customer Subaccount Using the Link

Resellers can manage a Customer Subaccount, including adding and deleting devices, installing and uninstalling ConnectKey Apps, saving Apps, and setting Apps as default.

For a Reseller account to manage a Customer's Subaccount, the Reseller must log in to the Customer's Subaccount using the **Login As** option.

Note

The following steps describe the **Login As** feature, using the link.

1. Log in to Xerox® App Studio using the Reseller Account.

The Xerox® App Studio Page appears.

2. Click the **Login As** link.

An **Accounts** window appears.

3. Select the Account that you want to log in to, click **OK**.

The Customer Subaccount appears.

Note

Once you have logged into the Customer Subaccount, you can proceed to install and uninstall ConnectKey Apps, and add and delete devices.

4. To return to the Reseller Account, click the **Return to Main Account** link.

Related Topics:

How To Share an App with a Customer Subaccount

How To Log in to a Customer Subaccount Using the Additional Options Menu

Resellers can manage a Customer Subaccount, including adding and deleting devices, installing and uninstalling ConnectKey Apps, saving Apps, and setting Apps as default.

For a Reseller account to manage a Customer's Subaccount, the Reseller must log in to the Customer's Subaccount using the **Login As** option.

Note

The following steps describe the Login As feature, using the **Additional Options** menu.

1. Log in to Xerox® App Studio using the Reseller Account.
2. Click the **Accounts** tab.
   A list of existing accounts appears.
3. Locate the Customer Subaccount and click the **Gear** icon.

   The **Additional Options** menu appears.

4. Click **Login As**.

   The Customer Subaccount is displayed.

   Note

   Once you have logged into the Customer Subaccount, you can proceed to install and uninstall ConnectKey Apps, and add and delete devices.

5. To return to the Reseller Account, click the **Return to Main Account** link.

Related Topics:

How To Share an App with a Customer Subaccount

How To Install a Xerox®ConnectKey® App from Xerox® App Studio

Note

When a ConnectKey App is installed from the Xerox® App Studio, it is no longer available to be saved to a folder and installed from the device control panel or CentreWare IS. If a copy of the App is made in App Studio using **Save As**, the copy can then be saved out of App Studio.

Note

The following Apps cannot be saved from Xerox® App Studio, and thus can only be installed from Xerox® App Studio: ConnectKey Scan to Dropbox, ConnectKey Print from Dropbox, ConnectKey Scan to Google Drive, ConnectKey Print from Google Drive, ConnectKey Scan to Office 365, ConnectKey Print from Office 365, ConnectKey Scan to OneDrive, ConnectKey Print from OneDrive, ConnectKey Scan to Box, ConnectKey Print from Box, and any Apps obtained from the Channel Partner Gallery.

1. Go to https://appstudio.external.xerox.com.
2. Click the **Apps** tab.
3. Locate the App to be installed, and click its **Arrow** icon.

   The End User License Agreement appears. To confirm that you accept the End User License Agreement, select **Agree**.
4. Select the appropriate Install Type for the App:

   - Free
   - If the App is Licensable and you have a License available:

     - **Full** to apply the license (if you have a License available)
     - **Trial**, to use one of the ten Trials offered before licensing of the App becomes mandatory

   If no devices are visible in the list of available devices, add a device.
5. Click **Install** to begin the App installation process.

   Note

   The installation may indicate success, but the App may not be installed. The status is based upon the transmission of the App to the device. If your App does not install, refer to the Troubleshooting section.

   Note

   If a software compatibility error appears, the MFP or Printer needs a software upgrade to be compatible with the App.

Related Topics:

How To Use the Channel Partner Gallery

How To Add a Device to Xerox App Studio

How To Run a Xerox® ConnectKey App

To ensure proper activation of Apps, if the device is behind a firewall, the proxy server information at the device should be configured prior to running the App. For more information refer to How To Set Up the Proxy Server for the Device from CentreWare® IS.

1. From the control panel of a Multifunction Printer (MFP) or Printer, the Xerox® ConnectKey App icons appear under the **Services Home** screen.
2. Select the ConnectKey App by selecting the **App** icon.
3. When the App launches, follow the on-screen directions to use the App effectively.

    You can run a Custom Xerox Licensable ConnectKey App ten times on a trial basis without licensing. The remaining number of trial runs available is displayed to the user. After the limit has been reached, in order to be run again, the App must be licensed by selecting **Apply License Key**.

    A ConnectKey App can also be installed as the default walk-up screen for the device.

    To obtain a License for a Xerox® ConnectKey App, contact your Reseller.

Online Help

The Help link displays at the bottom of the Login page. Once logged in, the Help link displays at the top and bottom of all pages. Several help options are available by clicking the Help link.

- Select **Online Support** to search for information by keyword or to view the documentation including the following PDF guides:

    - *Xerox® App Studio User QuickStart Guide*

    - *Xerox® App Studio Reseller How To and Troubleshooting Guide*

    - *Xerox® App Studio Customer Subaccount How To and Troubleshooting Guide*

- Select **Customer Support Forum** to view customers' questions and responses.

- Select **Feedback** to send an email note containing a question, problem, or comment.

All users are encouraged to first visit the online support resources. Information about online help is also available in the help link included in Xerox® App Studio.

For additional support, Customer Subaccount users may contact their Reseller Account Representative. To obtain Reseller contact information, the customer can open a Xerox® ConnectKey App from the device and select **About**. The Reseller Account user information, including name and contact information, is available there.

Resellers are responsible for supporting their Customers' Subaccounts and the Apps they have created. Resellers may contact Xerox support. Visit Xerox® App Studio online support listed above for additional information.

For additional information regarding Xerox® App Studio, go to www.xerox.com/connectkeyapps.

Supported Languages

Xerox® App Studio supports the following languages:

- English
- Brazilian Portuguese
- Italian
- German
- French
- Spanish