

Xerox[®] Audio Documents App, Mobile, and Portal

User Guide



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Preface

This guide is for those who want to use the Xerox® Audio Documents App, mobile, or Portal.

The Xerox Audio Documents app is available on the Xerox App Gallery. The app allows a customer to scan in an array of document styles and have them translated into English, French, Spanish, Portuguese, German and Italian. The mp3 audio file is then emailed to the customer. The Xerox Audio Documents App is available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

The Xerox Audio Documents Mobile app is available from Google® Play or Apple® iTunes. The app allows a customer to send a document from their mobile device and have it translated and returns a mp3 audio file. The app is available to the customer free however, the customer needs to have an account with the app from the Xerox App Gallery.

The Xerox Audio Documents Portal allows the customer admin to maintain users.

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1. Xerox Audio Documents App

Device Requirements

Xerox Audio Documents App for MFD

Throughout this guide, the word “device” is used synonymously and interchangeably with MFPs, AltaLink®, and VersaLink® devices.

All devices require the following:

- Xerox Extensible Interface Platform (EIP) must be enabled in order to install the app.
- Devices must support EIP 3.5 or higher.
- Security Installation Policy (Weblet Management) must be enabled to allow installation of the App.

Ensure the device is able to communicate with the Internet.

Note: Some networks require a proxy to communicate with the Internet.

- The device must have a scanner.
- If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

Note: By default, the Xerox Solutions Certificates are preloaded on all 2016 Xerox ConnectKey Technology-enabled AltaLink, VersaLink, and WorkCentre® i-series devices.

For more information on the settings above, refer to [Xerox App Gallery Online Support](#).

Installing the Audio Documents App

In order to install the Audio Documents App, you must have 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 create 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 [Support](#) section of this guide.

Install Gallery App from the Xerox App Gallery Web Portal (Paid)

Note: This is a paid app.

1. Go to [Xerox App Gallery](#).
2. Select **Log In**.
3. Enter a valid Email and Password. Click **Log In**.
4. On the Device tab, add a device, if necessary.
5. On the All Apps tab, select the desired app.
6. Select **Buy**.
7. Accept the App End User License Agreement (EULA).

8. Select the devices for which you would like to buy the app, then select **Checkout**.
9. Fill out the billing information and select **Place Order**. Select **Done**.

Install Apps from the Xerox App Gallery Web Portal (Trail)

Note: This is a trail app.

1. Go to [Xerox App Gallery](#).
2. Select **Log In**.
3. Enter a valid Email and Password. Click **Log In**.
4. On the Device tab, add a device, if necessary.
5. On the All Apps tab, select the desired app.
6. Select **Try It**.
7. Select the devices for which you would like to buy the app, then select **Install**.

Using the Audio Documents App

1. Select the Audio Documents App that is on your device
2. If it is the first time accessing the application, you will be asked to Create an Administrator Account that will link the email to the bundle purchased.
3. Once your account has been established, login to the application.
4. If the email populated is not the one you wish to send to enter a valid email address
5. Select the Language that the original is in.
6. Select the appropriate scan options
7. Put your documents in the feeder or place one at a time on the platen.
8. Select **Scan**.
9. You will receive an email when the file has been converted.

2. Xerox Audio Documents App with Single Sign On

Device Requirements

Xerox Audio Documents App for MFD

Throughout this guide, the word “device” is used synonymously and interchangeably with MFPs, AltaLink®, and VersaLink® devices.

All devices require the following:

- Xerox Extensible Interface Platform (EIP) must be enabled in order to install the app.
- Devices must support EIP 3.5 or higher.
- Security Installation Policy (Weblet Management) must be enabled to allow installation of the App.

Ensure the device is able to communicate with the Internet.

Note: Some networks require a proxy to communicate with the Internet.

- The device must have a scanner.
- If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

Note: By default, the Xerox Solutions Certificates are preloaded on all 2016 Xerox ConnectKey Technology-enabled AltaLink, VersaLink, and WorkCentre® i-series devices.

For more information on the settings above, refer to [Xerox App Gallery Online Support](#).

Installing the Audio Documents App

In order to install the Audio Documents App, you must have 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 create 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 [Support](#) section of this guide.

Install Gallery App from the Xerox App Gallery Web Portal (Paid)

Note: This is a paid app.

1. Go to [Xerox App Gallery](#).
2. Select **Log In**.
3. Enter a valid Email and Password. Click **Log In**.
4. On the Device tab, add a device, if necessary.
5. On the All Apps tab, select the desired app.
6. Select **Buy**.
7. Accept the App End User License Agreement (EULA).

8. Select the devices for which you would like to buy the app, then select **Checkout**.
9. Fill out the billing information and select **Place Order**. Select **Done**.

Install Apps from the Xerox App Gallery Web Portal (Trail)

Note: This is a trail app.

1. Go to [Xerox App Gallery](#).
2. Select **Log In**.
3. Enter a valid Email and Password. Click **Log In**.
4. On the Device tab, add a device, if necessary.
5. On the All Apps tab, select the desired app.
6. Select **Try It**.
7. Select the devices for which you would like to buy the app, then select **Install**.

Using the Audio Documents App with Single Sign-On

1. Swipe or enter login information
2. Select the Audio Documents App that is on your device.
3. Verify that the email is correct or replace the email
4. Select the Language of the original.
5. Select the appropriate scan options.
6. Put your documents in the feeder or place one at a time on the platen.
7. Select **Scan**.
8. You will receive an email when the file has been converted.

Configuring 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.
5. This will send an email requires to Xerox SSO Apps.
6. The administrator of the SSO App will then email the Xerox Workplace Suite Administrator the required key.
7. The Xerox Workplace Suite Administrator will enter the public key for the app.

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

Configuring 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 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 is not available, contact the App creator.

6. Select Save.
7. Click on the app and select Exchange Keys.
8. This will send an email request to Xerox SSO Apps.
9. The administrator of the SSO Apps will then email the Xerox Workplace Suite Administrator the required key.
10. 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.

Using the Audio Documents App with Single Sign-On

9. Swipe or enter login information
10. Select the Audio Documents App that is on your device.
11. Verify that the email is correct or replace the email
12. Select the Language of the original.
13. Select the appropriate scan options.
14. Put your documents in the feeder or place one at a time on the platen.
15. Select **Scan**.
16. You will receive an email when the file has been converted.

3. Xerox Audio Documents Mobile App

Device Requirements

Xerox Audio Documents App for Mobile devices

Throughout this guide, the word “mobile” is used synonymously and interchangeable with iPhones and Android phones

Mobile devices require the following:

- iOS 11+ or higher
- Android software version 6+ or higher

Note: You need to have an account on the Xerox Audio Documents App on the MFD.

Install Mobile App from iTunes

1. Go to App Store on your mobile device.
2. Select **Search** button.
3. Enter Xerox Audio Documents and select **Search**.
4. Select **Get**.

Install Mobile App from Google Play

1. Go to Google Play on your mobile device.
2. Select **Search** button.
3. Enter Xerox Audio Documents and select **Search**.
4. Select **Install**.

Using the Audio Documents Mobile App

1. Select the app icon on the mobile device.
2. Enter Email and Password and select **Log In** button.
3. Select the either the **Plus (+)** button or the **Convert File** button.
4. Select the file that needs to be translated.
5. Select the language the file is in.
6. Select the **Convert File** button.
7. Once the file has been converted, there will be a Download button.
 - a. The converted file will remain for seven (7) days.

- b. Under the file name, there will be a status of how long before the job expires
8. Select **Download** button.
9. Once the file has been downloaded, select the **Play** button to listen.

4. Xerox Audio Documents Portal

Device Requirements

Xerox Audio Documents Portal

The Xerox Audio Documents portal is available on the following:

- Internet Explorer version 11 or higher
- Chrome version 60 or higher
- Firefox version 55 or higher
- Edge version 38 or higher

Note:

- The portal is not supported on Safari.
- You need to have an account on the Xerox Audio Documents App on the MFD.

Using the Xerox Audio Documents Portal as a General User

1. Go to <https://audiodocs-portal.services.xerox.com/index.html>
2. Log in.
3. If you forgot your password
 - a. Select **Forgot Password**.
 - b. Enter the email associated with your Xerox Audio account.
 - c. Select **Send Request**.
 - d. A Reset Password will be emailed to you.
 - e. Select **Password Reset**.
 - f. Enter a **New Password** and **Confirm** the Password.
 - g. You will be brought back to the login screen.
4. Update your email, name, and password.
5. Select **Save**.

Using the Xerox Audio Documents Portal as an Administrator

1. Go to <https://audiodocs-portal.services.xerox.com/index.html>
2. Log in with administrator account
3. On the Manage Sub-Accounts screen you will be able to invite or delete accounts

How to Invite a customer to use the Xerox Audio Documents App

1. Go to <https://audiodocs-portal.services.xerox.com/index.html>
2. Login with administrator account
3. On the Manage Sub Account screen select Invite icon.
4. Enter the email of the customer you wish to invite to use the Xerox Audio Documents App.
5. Select Ok.
6. An email will be sent to the customer to Create Account.
7. The customer will enter Email, First and Last Name, and a Password.

How to Delete a customer from the Xerox Audio Documents App

1. Go to <https://audiodocs-portal.services.xerox.com/index.html>
2. Login with administrator account.
3. On the Manage Sub Account screen select either a single customer or a group of customers.
4. Select the Delete Button.
5. Confirm the Delete.

Support

Follow the links below for additional online help and documentation.

- [Xerox App Gallery Knowledgebase](#)
- [Xerox App Gallery Documentation](#)
- [Customer Support Forum](#)
- [List of Supported MFPs](#)