

Xerox® Auto-Redaction App

QUICK START GUIDE

Quick Start Guide for use with Xerox® Auto-Redaction App

DESCRIPTION

Xerox® Auto-Redaction App is a Xerox® Gallery App that allows users to choose from a variety of standard, custom, and country-specific items that will redact information from a document. Phone numbers, Social Security Numbers, emails, names, and more can all be redacted with the touch of a few buttons. When the redaction is complete, users can preview, email, and print the results. Xerox® Auto-Redaction App can be installed on all supported Xerox® devices and is readily available to anyone with a Xerox® App Gallery account.

Xerox® Auto-Redaction App is for use with Xerox® ConnectKey® Technology enabled Multifunction Printers, AltaLink®, and VersaLink® devices.

Device Requirements

Throughout this guide, the word “device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox® Extensible Interface Platform (EIP) must be enabled to allow the App to be installed.
 - o Devices must support EIP 3.5 or higher.
- ConnectKey® App Installation (Weblet Install Policy) 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.
- If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.
- By default, the Xerox® Solutions Certificates are preloaded on all 2016 Xerox® ConnectKey® Technology-enabled i-Series, AltaLink®, and VersaLink® devices.

For more information on the settings above, refer to the Xerox® App Gallery Online Support at <https://www.support.xerox.com/support/xerox-app-gallery>.

INSTALLING XEROX® AUTO-REDACTION APP

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.



INSTALL GALLERY APPS FROM THE XEROX® APP GALLERY WEB PORTAL (PAID APP)

1. Go to the Xerox® App Gallery URL: <https://appgallery.services.xerox.com>
2. Select Log in.
3. Enter a valid Email and Password.
4. On the devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Buy** button.
7. Accept the App End User License Agreement (EULA).
8. Select the devices that you would like to buy the App for and then select **Checkout**.
9. Fill out the Billing information and select **Place Order**. Select **Done**.

INSTALL GALLERY APPS FROM THE XEROX® APP GALLERY WEB PORTAL (TRIAL APP)

1. Go to the Xerox® App Gallery URL: <https://appgallery.services.xerox.com>
2. Select Log in.
3. Enter a valid Email and Password.
4. On the devices tab, add a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. Select the **Try It** button.
7. Select the devices that you would like to trial the App on and then select **Install**.

HOW TO REDACT A DOCUMENT

Start Here: If you are running Xerox[®] Auto-Redaction App for the first time, start by following the steps below.

1. From the device home screen, touch **Xerox[®] Auto-Redaction**.
2. Once you are on the switchboard of the app, select **Custom**.
3. If you want country-specific information redacted, scroll down and select **Location**.
4. A location popup appears. Scroll through the list, find a country, and select it. Once it is highlighted, touch **Ok**.
5. Once you're back on the main options page, at the top, you will notice that there is a list of items. The first 5 are standard items that can be redacted, no matter the country. Any items after the first 5 are country-specific. Toggle any items you would like redacted from your document.
6. If there are other items you would like redacted that you don't see in the initial list, touch **Standard Redaction Items**.
7. A popup appears where you can search for new items. Add them to your list by touching the checkbox to the left of the item's name and then touching **Ok**. Any newly added items will now be toggled in the list of redaction items on the main options page.
8. To add a custom word or phrase, select **Add custom word or phrase**. This produces a popup where you can enter a word or phrase that you want redacted.
Note: There are two types of Match Criteria: Words Containing and Words Matching. Words Containing will redact any word that includes the characters you enter, whereas Words Matching will redact any word that matches the exact, whole word you enter. To change the type, simply touch **Match Criteria** below the custom text field and select one of the two options.
9. Touch **Ok**.
10. Optionally, you can save your preset to be used at a later date. To do so, touch **Save Preset**. A popup will appear. Enter a name for your preset and touch **Ok**.
11. At the top of the screen, touch **Next**.

12. Adjust your scan and print settings. To see previews of the redacted document, as well as print and email it afterwards, toggle **Preview, Print, and Email**.
13. If an email address has not been previously entered during the current session, toggling email in step **12** will produce a popup asking for an email address. Enter an email and touch **Ok**. You can change the default email subject text by touching **Subject** below the email toggle.
14. If you toggled Preview in step **12**, touch the **Preview** button at the top of the screen. Otherwise, touch the **Scan** button.
15. The app will now scan and redact your document. If you aren't redacting a lot of information, the scan should only take a few moments. If the redaction is going to take a longer amount of time, the app will let you know.
16. If you toggled Preview in step **12**, you will be taken to the Preview screen. Once you are done viewing the previews, touch **Accept**. Otherwise, continue to step **17**.
17. Your document will now print and an email with the redacted document attached will be sent to the address you specified in step **13**.

THE SWITCHBOARD

When you are on the switchboard of the app, there will be two options: **Presets** and **Custom**. **Presets** allows you to choose a saved preset, edit it, and then use it to redact a document. **Custom** lets you redact a document using custom settings, as well as save a preset for later use.

If you wish to learn about the **Presets** workflow, follow **How to Redact a Document Using a Preset**. If you'd rather learn about the **Custom** workflow, follow **How to Redact a Document**.

HOW TO REDACT A DOCUMENT USING A PRESET

Note: By default, **US Personally Identifiable Information (PII)** is the only preset the app comes installed with. If you would like to save and use a preset of your own, please follow the steps in **How to Redact a Document**.

1. From the device home screen, touch **Xerox[®] Auto-Redaction**.
2. Once you are on the switchboard of the app, select **Presets**.
3. Select a preset from the list. When a preset is selected, details will be displayed on the right.
4. Touch **Ok**.
5. If there are changes you want to make to the preset, you can make them now. Otherwise, touch **Next**.
Note: If you chose the US Personally Identifiable Information (PII) preset, all redaction items will be toggled **off** by default. You will need to toggle **on** any of the ones you want redacted. Furthermore, there are no custom words or phrases associated with the US Personally Identifiable Information (PII) preset by default.
6. Adjust your scan and print settings. To see previews of the redacted document, as well as print and email it afterwards, toggle **Preview, Print, and Email**.
7. If an email address has not been previously entered during the current session, toggling email in step **6** will produce a popup asking for an email address. Enter an email and touch **Ok**. You can change the default email subject text by touching **Subject** below the email toggle.
8. If you toggled Preview in step **6**, touch the **Preview** button at the top of the screen. Otherwise, touch the **Scan** button.
9. The app will now scan and redact your document. If you aren't redacting a lot of information, the scan should only take a few moments. If the redaction is going to take a longer amount of time, the app will let you know.
10. If you toggled Preview in step **6**, you will be taken to the Preview screen. Once you are done viewing the previews, touch **Accept**. Otherwise, continue to step **11**.
11. Your document will now print and an email with the redacted document attached will be sent to the address you specified in step **7**.

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Support

Xerox® App Gallery Knowledge Base

<https://www.support.xerox.com/support/xerox-app-gallery/support/enus.html>

Xerox® App Gallery Documentation

<https://www.support.xerox.com/support/xerox-app-gallery/documentation/enus.html>

Xerox® Auto-Redaction App Support

<https://www.xeroxautoreduction.com>

Customer Support Forum

<https://forum.support.xerox.com>

Supported Multifunction Printers (MFPs) and Printers

<https://www.xerox.com/en-us/connectkey/apps>