Xerox® Scan to Cloud Email App
Quick Start Guide

Overview
The Xerox® Scan to Cloud Email App is for use with Xerox® ConnectKey® Technology-enabled devices, Xerox® VersaLink® devices, and Xerox® AltaLink® devices.
- The Xerox® Scan to Cloud Email App provides more functionality to supported Xerox® devices.
- The Xerox® Scan to Cloud Email App is readily available to anyone with a Xerox® App Gallery account.
- You can install the app from the Xerox® App Gallery App on supported devices.
- You can use the Xerox® Scan to Cloud Email App to scan and send documents using a Xerox® device.

Installing the Scan to Cloud Email App 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 Admin 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 device Home screen, touch Xerox® App Gallery.
The App Gallery appears.
2. Browse the Gallery for the Scan to Cloud Email App.
3. Touch the Scan to Cloud Email App, then touch Install. If a new version of an installed app is available, an Update notification link appears. To install the new version on your device, touch the Update link.
The License Agreement appears.
4. Touch Agree.
The installation process begins.

Note
If the app does not install successfully, an error message appears with the reason for the failure. To resubmit the app for installation, touch Install.

5. To exit the Xerox® App Gallery App and return to the device default screen, touch Home.

Installing the Scan to Cloud Email App 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 instructions, or contact your System Administrator.

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.

2. Click Log In.
3. Enter a valid email address and password.
4. On the Devices tab, if necessary, add a Xerox® device.
5. Browse for the Scan to Cloud Email App. To view the app details, click the app.
6. Click Install.
7. To continue with the app installation, follow the onscreen instructions.

**Scanning a Document to a New Email Address**

1. From the Xerox® device control panel Home screen, touch the Scan to Cloud Email App.
2. Enter a valid email address.

**Note**
If at least one email address is saved in the app for the device, you receive a prompt to select an option. To open the Enter Recipient window, touch Enter Recipient, then enter a new email address. If the required email is saved in the app on the device, touch Saved Recipients.

3. Touch OK.
4. Select your scan options.
5. Touch Start/Send.

**Saving Your Email Address**

1. From the device Home screen, touch the Scan to Cloud Email App.
2. Enter a valid email address.

**Note**
If at least one email address is saved in the app for the device, to open the Enter Recipient window, touch Enter Recipient.
3. To save a recipient email address, touch Save Recipient.
4. Touch OK.

**Scanning a Document to a Saved Email Address**

1. From the Xerox® device control panel Home screen, touch the Scan to Cloud Email App.
2. Touch Saved Recipients.
3. Touch the required email address.
4. Touch OK.
5. Select your scan options.
6. Touch Start/Send.

**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.

**Customer Support Forum:**
To access 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.

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