

Xerox[®] Scanning App for DocuShare Software

Quick Start Guide

Overview

The Xerox[®] Scanning App for DocuShare[®] allows you to scan from a Xerox[®] device to your personal file collection on a designated Xerox[®] DocuShare[®] site.

Installing the App

There are two methods you can use to install the app onto a Xerox[®] device.

Installing the App Using the Xerox[®] App Gallery App

If the Xerox[®] App Gallery App is installed on the Xerox[®] device:

1. Create an App Gallery account. For instructions on creating an account, refer to the *Xerox[®] App Gallery App Quick Start Guide* at <http://www.support.xerox.com/support/xerox-app-gallery/documentation/>.
2. From the device control panel, touch the **Xerox[®] App Gallery App**.
3. To log in to the Gallery App, use the onscreen keyboard to enter your account credentials.
4. From the App Gallery, locate the Scanning App for DocuShare[®], then touch **Install**.

Installing the App Using the Xerox[®] App Gallery Web Portal

1. To access the Xerox[®] App Gallery Web Portal, click the link <https://appgallery.services.xerox.com>.
2. Create an App Gallery account, then log in to the App Gallery Web Portal.
3. From the App Gallery, locate the Scanning App for DocuShare[®] App.
4. Click **Install**.
5. Review the License Agreement, then click **Agree**.
6. Select a Xerox[®] device. Click **Install**.
7. If the target Xerox[®] device is not listed, click **Add Device**, then add the device to the App Gallery.

Setting Up DocuShare[®] Software

System Administrator credentials are required.

1. To enable communication between the Scanning App for DocuShare[®] App and the Xerox[®] DocuShare[®] site, access the ConnectKey[®] Server Setup administration page.
2. Click **Enable Scanning App for DocuShare[®]**.

Setting Up the App

1. After you install the Scanning App for DocuShare[®] App, from the device control panel, enter the target DocuShare[®] URL. For example: <http://myserver.acme.com>.
2. Click **Connect**.

The app is connected to the target DocuShare[®] site. If the connection is successful, a login page appears. If the connection fails, an error message appears.

Note

If the path to the target site changes, uninstall, then reinstall the app. Enter the new URL in the field.

Using the App

1. At the Xerox® device, place your document in the scanner feeder.
2. From the device control panel, touch **Scanning App for DocuShare®**.
3. Use the device onscreen keyboard. Enter your DocuShare® user name and password, then touch **Log in**.
4. Touch **Personal Collection**.

Note

You can enter a title for the scanned document.

5. For other fields, make selections, or enter the appropriate content.
 6. Touch **Scan**.
- The document is scanned to your personal collection on the DocuShare® site.

Supported Xerox® Devices

For a list of supported Xerox® devices, click <http://www.office.xerox.com/software-solutions/xerox-connectkey-docushare/enus.html>, then scroll to Compatible Products.

Support

For Scanning App for DocuShare® support, refer to http://docushare.xerox.com/resource/resource_customer.html.

For Xerox® App Gallery account removal requests, send an email to xerox.app.gallery.feedback@xerox.com.

For more information on downloading and installing apps from the Xerox® App Gallery Web Portal, refer to the *Xerox® App Gallery User Guide*. To access the *Xerox® App Gallery User Guide* from the Web portal, click the **Help** link.