



Xerox[®] Mobile Link 2.0 Overview - iOS

Getting Started

Xerox[®] Mobile Link is an app for mobile phones or tablets which allows you to easily create and access document scanning workflows from a Xerox[®] Multifunction Printer (MFP). In addition to scanned documents, other document workflow sources include your Mobile Link local folders, your device's photo library, or images captured by your device's camera. Xerox[®] Mobile Link connects your mobile phone or tablet to a Xerox[®] MFP so you can use documents and images from local folders and your device's photo libraries. You can also use your device's camera to capture your documents. These scanned and captured documents can then be routed to your Xerox[®] Mobile Link inbox, to your mobile device's photo library, to storage destinations in the cloud, such as Dropbox and Office 365, to email to one or multiple recipients, and to print and fax.

In summary, Xerox[®] Mobile Link can:

- Open, manipulate, share, and delete scanned or captured documents.
- Send and share documents via email and/or third party cloud services such as Dropbox, Box, OneDrive, Evernote, and Office 365.
- Password protect PDFs and merge PDF scanned documents.
- Print and fax scanned documents.

Xerox[®] Mobile Link allows you to create One Touch Workflows that automatically scan documents from Xerox[®] MFPs to customized storage destinations. You can also create workflows using previously scanned documents from local files, photos selected from your photo library, or documents captured using your device's camera. Each One Touch Workflow is a powerful set of document capture and routing instructions that can run the workflow each time you need to scan a document, sending it to a local, cloud, email, fax, or print destination.

Mobile Link version 2.0 supports all basic functionality on the iPhone and iPad.

Setup

If your mobile device is already configured to send email, and access the cloud repositories and the CentreWare Internet Services (CWIS) page of the MFP in the device's browser, then you are ready to go. If not, configure your iPad or iPhone Wi-Fi to access your internal network and configure your mobile device account to access email.

Your iOS iPhone or iPad device must be connected to the same network as your Xerox[®] MFP devices. You must be able to log in to the same network in order to access the Internet and email for the Xerox[®] MFP device. You must also have email configured on your iOS device if you want to use the Scan to Email function.

Your Xerox[®] MFP must also be set up with the Remote Scan enabled.

Install

From the App store, download and install the Xerox[®] Mobile Link app to your iOS device.

Configure

Select and launch the Xerox® Mobile Link app.

Add Accounts

1. Select the **My Accounts** icon. Select **Add Account**.
2. Select the account you would like to add, populate the fields, and select **Save**.

Adding Accounts will allow you to have predefined accounts available when you execute your workflow.

Add Devices

1. Select the devices icon and select **Add Device**.

If you are logging into the same subnet as your Xerox® MFP device, you will see a list of supported devices.

2. Select the device you want to use.

If a device is not on the same subnet, enter either the DNS name or the IP address.

3. Select **Go**.

If the device is supported, the device will be successfully added.

4. Select **OK**.

If the QR code app is loaded on your MFP, or there is a QR code for the MFP displayed nearby, tap the QR Code icon in the Xerox® Mobile Link Add Device setup to add the device.

Adding devices allows you to select and add devices when creating and executing your workflow.

Add Folders

You can use the Inbox or create a new customized folder.

Along with adding folders and filtering your Inbox for better organization of your documents, you also have the ability to merge PDF files.

Create a Workflow

Adding a workflow provides a simple and quick way to scan, capture, and route documents to various destinations using a one-touch workflow. You can also password protect PDF documents,

You can easily edit, copy, and delete workflows.

Execute a Workflow

Once a workflow is defined, it is easy to scan, configure, and save a document.

With One Touch Workflow, you can simultaneously save a document or photo to your device, send it via e-mail or fax, and send it to the cloud.

Xerox[®] Mobile Link Support

App Help

Information on how to use the Xerox[®] Mobile Link app is available in the FAQs and Getting Started documents. Select **More** in the Sidebar.

Online Help and Documentation

Additional help can be found at <http://www.xerox.com/mobilelinksupport>. Select the **Documentation** tab to view the FAQs and the Getting Started documents.