Xerox® Scanning App for DocuShare® Software Quick Start Guide

The Xerox® Scanning App for DocuShare® Software allows MFP (Multifunction Printer) users to easily scan documents from an MFP to their personal collection on a designated DocuShare site.

Installing the app
There are two methods you can use to install the app onto an MFP.

Install the app using the Xerox App Gallery App
If the Xerox App Gallery App is already installed on the MFP.
2. Press the Xerox App Gallery App button on the MFP and log into the Gallery App using your account credentials.

Install the app from the Xerox App Gallery Web Portal
2. Create an App Gallery account and log into the App Gallery Web Portal.
4. From the My Apps page, select the app, and from the Action column, click Install.
5. Select an MFP on which you want to install the app, and click Install. If the target MFP is not listed, click the Devices tab to add the MFP to the gallery list.

Setting up DocuShare

System requirements
- DocuShare 7.0 or DocuShare 6.6.1 Update 3 or higher
- Xerox® ConnectKey for DocuShare 1.5.2

For the Scanning App for DocuShare® to communicate with a DocuShare site, the site administrator must enable the use of the app by selecting Enable Scanning App for DocuShare on the ConnectKey Server Setup administration page.

Setting up the app
1. After the Scanning App for DocuShare® is installed, the first time someone presses the app button on the MFP display, the user must enter the URL of the target DocuShare site; such as http://myserver.acme.com.
2. Press Connect. The app is now connected to the target DocuShare site. If the connection was successful, a log in page displays. If the connection failed, an error message displays.

Note: If the path to the target site changes, you must uninstall and reinstall the app, then enter the new URL in the displayed field.
Using the app

1. Place your document in the scanner feeder.
2. Press the Scanning App for DocuShare® button displayed on the MFP.
3. Enter your DocuShare Username and Password, and click Log in.
4. Press Personal Collection.
5. (Optional) Enter a Title for the scanned document.
6. If any other fields are displayed, make a selection or enter appropriate content.
7. Press Scan. The document is scanned to your personal collection.

Supported MFPs

For a list of MFPs that are supported for use with the Scanning App for DocuShare®, refer to http://docushare.xerox.com/products/connectkey_for_docushare.html.

Support


For more information on downloading and installing apps from the Xerox App Gallery Web Portal, refer to the Xerox App Gallery User Guide that is available through the web portal Help link.