Xerox® Connect App for RMail®

Quick Start Guide for use with Xerox® Connect App for RMail®

DESCRIPTION

Xerox® Connect App for RMail is a Xerox® App Gallery App that enables users to scan documents and then send them as encrypted e-mail from any Xerox® Device to any e-mail address. In order to use Connect for Rmail, users must have an RMail service account (see "Obtaining an RMail service account below). The app provides a user the ability to scan documents, convert them into PDF format and then transmit them as encrypted e-mail to any e-mail address. Several additional security features such as password protection, read and open tracking as well as the ability to change digital document properties are also available.

Xerox® Connect App for RMail is compatible with Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud Single Sign-On), making sign-in fast and easy enabling users to sign in by tapping their proximity IDs.

Connect App for RMail is readily available to anyone with a Xerox App Gallery account.

DEVICE REQUIREMENTS

Throughout this guide, the Word "device" is used synonymously and interchangeably with Multifunction Printer. (This App will not work with print-only devices.)

Compatibility: Connect App for RMail is for use with Xerox® AltaLink®, and Xerox® VersaLink® Multi-Function Printers **only**. Compatible devices must be running EIP 3.7 or higher.

All devices require the following configuration settings:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.

- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.

- Internet Access.

> **Note:** Some networks require a proxy to communicate with the Internet. If this is the case for your organization, ensure that **Proxy Server** is enabled in the **Connectivity** settings section.
>
> If **Verify Server Certificates** is enabled on the device, ensure the security certificates are loaded on the device.
>
> By default, the Xerox® Solutions Certificates are preloaded on all current AltaLink®, and VersaLink® Devices.

For more information on the settings above, please refer to the documentation links at the end of this guide.

INSTALLING XEROX® CONNECT APP FOR RMAIL

The following procedure assumes you have created a Xerox® App Gallery App account. If you do not have access to a Xerox App Gallery App account, refer to the Xerox® App Gallery App 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 App account, see the documentation links at the end of this guide.

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INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL (PAID APP – SEE INSTRUCTIONS BELOW FOR FREE 30-DAY TRIAL)

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 an AltaLink or VersaLink Multifunction Printer(s), if necessary.
5. On the All Apps tab, select the RMail App.
6. Select the **Buy** button.
7. Accept the End User License Agreement (EULA).
8. Select the device(s) that you would like to install the App on and then select **Checkout.**

   Note! Connect App for RMail is only compatible with Xerox® AltaLink®, and Xerox® VersaLink® Multi-Function Printers.

9. Fill out the Billing information and select **Place Order**. Select **Done**.

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

A 30-day free trial is available for the Xerox® Connect App for RMail.

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 an AltLink or VersaLink Multifunction Printer(s), if necessary.
5. On the All Apps tab, select RMail App.
6. Select the **Try It** button.
7. Select the device(s) that you would like to trial the App on and then select **Install.**

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS LISTED IN XEROX® WORKPLACE SUITE

Important: Xerox Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate admin to perform the following Configuration steps:

1. Launch the **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app displays in the list, click it and select **Exchange Keys**.
5. This will send an email request to Xerox.
6. A Xerox team member will then email the Xerox Workplace Suite administrator the required key.
7. Enter the public key for the app.

SSO is now enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS NOT LISTED IN XEROX® WORKPLACE SUITE

Important: Xerox Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click **Action -> New**.
5. Fill in the Description, Publisher, and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the RMail App Details screen in the Xerox App Gallery.

6. Select **Send**. (This will send an email request to Xerox.)
7. Wait to receive the response email with key attached. Enter this public key for the App.

SSO is now enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

OBTAINING AN RMAIL SERVICE ACCOUNT

Important: Before you can sign in and use Connect for RMail, you must obtain an RMail service account using the link below. (A limited, free trial is available from the RMail service.) Obtain your RMail service account here: https://www.rmail.com/Xerox

HOW TO SEND AN ENCRYPTED E-MAIL

1. Place the document to be scanned and sent in the auto-feed tray.
2. From the device home screen, tap **Connect for RMail**.
3. Log into Connect for RMail.

   a) If this is the first time logging into Connect for RMail, tap **New User**. Enter your e-mail address, then tap **Enter.** Enter your password and then either tap **Enter** or **OK**.

   Note: For your convenience, you may choose to leave the **Save my email** option checked so that the next time you log into the App on this machine, your email address will be there for you to select (without having to re-type it).

   b) Or scroll through the user list and then tap to select your e-mail address. Enter your password and then either tap **Enter** or **OK** .

   c) If SSO has been configured, simply tap your proximity ID on the card reader, and then open the RMail app.

4. Beside **No Recipient**, tap **Add**.

5. Tap to enter the recipients e-mail address and then tap **Enter**. If you wish to add additional e-mail addresses, tap **+Add Recipient.** When finished, Tap **OK**. Note: When adding recipients, after adding the email address and before you tap **Enter**, you may tap "**To:**" and change it to either **Cc:** or **Bcc:**

6. **Optional**: Tap **Subject: Xerox Scan** and then tap to enter a subject line, then tap **Enter**. In the recipients e-mail message, the subject line will be proceeded with the word **Registered** in the resulting email message.

7. **Optional**: Tap **Enter a message** to enter message text to the email (along with the attached document you will scan), then tap **Enter**.

8. **Optional**: Adjust the RMail service encryption settings. By default, encryption is on, and passwords (if required) are auto-generated. If you wish to change any of the RMail service settings, tap **Registered Email Settings**.

9. **Optional**: To change the file name of the scanned document, tap **Xerox Scan [Date & Time]** and then tap to enter a new file name. Tap **Enter**. (The date and time of the scan will be appended to the name you enter.)

10. **Optional**: Tap to change any of the scan options.

11. **Optional**: To save these Registered Email and/or Scan settings tap **Save Settings** at the bottom of the screen before you tap **Send**. Doing this will cause these selections to be saved as your default settings for the device that you are working on (it will not affect the settings on any other device).

12. Tap **Send**.

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

Customer Support Forum

https://forum.support.xerox.com/t5/Xerox-App-Gallery/bd-p/XeroxAppGallery

General Product Support

https://www.support.xerox.com/.

A guide for the secure installation and operation of most Xerox® office equipment is available at www.xerox.com/security. Once there, find your device on the list, and select the **Secure Installation and Operation Guides for Xerox® Products** link.

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