

# Xerox® Connect for Apps

Quick Start Guide for use with Xerox® Connect for Apps: Box, Google Drive, Office 365, OneDrive, and Dropbox

## DESCRIPTION

Xerox® Connect for Apps: Box, Google Drive, Office 365, OneDrive, and Dropbox are Xerox App Gallery apps that allows users to connect to the different destinations right on their device. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism, making sign in fast and easy. Connect for Apps are available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

Xerox® Connect for Apps are for use with Xerox® ConnectKey® Technology enabled Multifunction Printer, Xerox® AltaLink®, and Xerox® VersaLink® devices.

## Device Requirements

Throughout this guide, the Word “Device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.
  - Devices must support EIP 3.5 or higher
- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to communicate with the Internet.

## INSTALLING XEROX® CONNECT FOR APPS

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

### Note:

Some networks require a proxy to communicate with the Internet.

If Verification of SSL is enabled on the device, ensure the security certificates are loaded on the device.

By default, all certificate authorities needed by Xerox developed apps are preloaded on all current devices. Our certificates can be found by contacting the app gallery team at [xerox.app.gallery.feedback@xerox.com](mailto:xerox.app.gallery.feedback@xerox.com)

For more information on the settings above, refer to the Xerox App Gallery Online Support at: <https://www.support.xerox.com/en-us/product/xerox-app-gallery/?platform=win10x64>

### INSTALL GALLERY APPS FROM THE XEROX APP GALLERY WEB PORTAL (PAID APP)

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 a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. If required, select the **Configurable** link and save custom options
7. Select the **Subscribe** button.
8. Accept the App End User License Agreement (EULA).
9. Select **Checkout**.
10. Fill out the Billing information and select **Place Order**.
11. Select **Done**.
12. Check your email inbox for purchase confirmation.

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

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 a Multifunction Printer or Printer, if necessary.
5. On the All Apps tab, select the desired app.
6. If required, select the **Configurable** link and save custom options.
7. Select the **Try It** button.
8. Clicking on the button launches the Install Trial screen.
9. 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 administrator to perform the following Admin Configuration steps:

1. Launch **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 SSO Apps.
6. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
7. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is 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 Admin 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 App Details screen in the App Gallery. If this information is not available, contact the app creator.

6. Select **Send**.

7. Click on the app and select **Exchange Keys**.
8. This will send an email request to Xerox SSO Apps.
9. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
10. The Xerox® Workplace Suite Administrator will enter the public key for the app.

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

### CONFIGURING APP SETTINGS

**Xerox® Connect for Apps** provide the following set of configurable settings to customize before installation. If unmodified, the app will use the default settings provided by the developer. Each **Xerox® Connect for App** supports a subset of the following settings

**Tenant ID:** Define the local organization's ID assigned to their Microsoft 365 instance.

**Searchable PDF:** Defines the default PDF settings to be searchable, converting the scanned document into selectable text.

**Enable Email a Copy:** Defines the default setting for emailing a copy of each document after scan.

**Use Microsoft 365 SSO:** Enables Microsoft SSO Authentication

**SNMP V1/V2 Community Name:** The string used to identify which group of users can access SNMP data on a device

**Enable Mobile Login:** If enabled, the app will provide the user with the option to login through their mobile

### INITIAL SETUP: CONNECT FOR APPS

When you open one of the Connect for Apps, a Privacy Statement Window will open with options to Login at This Device or Mobile Login.

If Login at this Device is selected:

1. Enter a valid User ID and Password for that cloud.

2. If it is the first login, you will see a “Click the Grant Access Permission” Button. By selecting the button, it will take the user to a success screen. For the Microsoft OneDrive and Office 365 apps, you may be required to login to an Azure Active Directory Administrator account. This is needed when an Azure AD administrator has configured a policy that requires Administrator approval of all Apps within the organization. Have an Azure AD administrator use the following link to login and approve the App for use within the organization:

<https://cloudmiddleware.services.xerox.com/AzureAD/AdminConsent.aspx>

If Mobile Login is selected

1. Scan the QR Code with your Mobile Device and enter your email and password and then select Sign In.
2. A Grant access will appear. Select the button to grant access.

### RESTRICT LOGINS TO AN ORGANIZATION'S AZURE ACTIVE DIRECTORY DOMAIN

For the Microsoft OneDrive and Office 365 apps, you can configure the App so that it restricts logins to an organization's Azure AD domain. To configure the App perform the following steps in Xerox App Gallery:

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 All Apps tab, select either the Microsoft OneDrive or Office 365 app.
5. Click the “Configurable” link, located under the App's “Published” date.
6. Enter your organizations Azure AD “Tenant ID”.

7. Click “Save” to complete the configuration of the App.
8. Follow the installation instructions install the configured app on Xerox devices.

### HOW TO FIND A DIRECTORY OR FILE

To find a directory or a file when browsing, perform the following steps:

1. Click in the Search icon (Magnifying Glass).
2. Enter the search criteria that matches some or all of the name of a directory or file you are trying to find.
3. Click the “Search” button
4. The App will display a list of directory or folders that match your search criteria.
5. Select the directory or folder from the search list.

### 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>

Creating accounts for the different Connect For Apps

Dropbox: <https://www.dropbox.com/>

Google Drive: <https://www.google.com/drive/>

Office 365: <https://products.office.com/en-US/>

OneDrive: <https://onedrive.live.com/about/en-us/>

Box: <https://www.box.com/>

Talk to your local Xerox provider for more information  
or visit [xerox.com/verify](https://xerox.com/verify) to get started