Xerox® ID Checker App

Quick Start Guide for use with Xerox® ID Checker

DESCRIPTION

Xerox® ID Checker is a Xerox Gallery App that allows users to quickly scan and verify a selection of identification documents, including passports, national IDs, and driver's licenses[1], right on a Xerox® device. Xerox® ID Checker utilizes state of the art technology to automatically read and process dozens of fields and characteristics to confirm whether an ID is valid or not. Once the ID has been verified, users can print or email themselves a certificate (PDF), which displays the authenticity score, scanned images, and document data of the processed ID. The user can also email themselves the scanned ID images or generated JSON data file.

Xerox® ID Checker is 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® ID Checker is for use with Xerox® ConnectKey® Technology enabled Multifunction Printer, AltaLink®, and VersaLink® devices.

Device Requirements

Throughout this guide, the Word "device" is used synonymously and is interchangeable 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 3.7 or higher

- 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.

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, the Xerox® Solutions Certificates are preloaded on all 2016 Xerox® ConnectKey® Technology-enabled i-Series, AltaLink®, and VersaLink® devices

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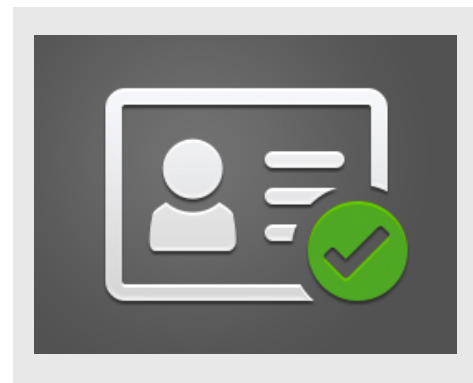
For more information on the settings above, refer to the Xerox App Gallery Online Support at: https://www.support.xerox.com/support/xerox-app-gallery.com

INSTALLING XEROX® ID CHECKER

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.

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[1] The list of available IDs depends on the country. Please see the Customer Support Forum for a full list of supported countries and available ID types.

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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. Select the **Subscribe** button.
7. Accept the App End User License Agreement (EULA).
8. Select **Checkout**.
9. Fill out the Billing information and select **Place Order**.
10. Select **Done**.
11. 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. Select the **Install** button.
7. Clicking on the button launches the Install Trial screen.
8. Select the device(s) that you would like to trial the App on and then select **Install**

INITIAL SETUP: ADD A PASSWORD TO ENABLE THE OPTION TO EMAIL JSON DATA

When you install Xerox® ID Checker, you'll get an App Gallery configuration popup prompting you to enter a password. This is a required field and you cannot install the app until you've chosen a password. The password you choose will be used in the app to unlock the option to email an ID's JSON results file. This JSON file is generated for each ID you process and summarizes the ID's data, security features, and confidence score(s). This is helpful if you would like to use the file to kick off a work process outside of the Xerox® App. More info on this can be found in the **How to Email JSON Data** section below.

If you wish to change the password, you'll have to re-configure the app in App Gallery.

Important: Anyone that has access to your App Gallery account will be able to see this password.

HOW TO VERIFY AN ID

1. From the device home screen, touch **Xerox® ID Checker**.
2. When the app opens, you'll arrive on the Select ID Type page. United States is selected by default, but you can change it by touching the **Country** field, which displays the Select Country popup.
3. The Select Country popup displays a list of every supported country in alphabetical order. Your 3 most recently used countries will always be at the top of the list.
   Note: You can see a full list of supported countries and ID types on the app's customer support website.
4. Select a country from the list and touch **OK**.
5. Now that you've selected a country, the list of ID types below the Country field will populate.
6. Choose an ID type from the list and select **OK**.
7. If the ID you chose is double sided, you'll be asked to scan the front side of the document first, and then the back side. If the ID you chose is single sided, you only need to scan the one side. Either way, place the ID on the device's **glass platen** and select **Scan**.
   Note: On some Xerox® Devices, a device alert will appear after you scan a document. The alert has 3 options: **Done, Add Page**, or **Cancel.** Select **Done**.
8. Once you've scanned the single side, or both sides of the ID, you'll reach the Scan Preview page. If you scanned a double-sided ID, but you scanned the front as the back, or the back as the front, you can use the double-sided arrow icon to swap images. The processing and verification rely on the front and back scans, so if you scan the wrong side, or the whole document isn't captured, the results won't be as accurate.
9. If there are any issues with the scan, you can select the **Rescan** button. Otherwise, touch **Check ID**.
10. The app will validate your ID. Once validation is complete, the ID Checker results page will appear with the results for your ID.
11. You'll see right away if the ID passed or failed verification. If it failed, you can select the **View Failed Attributes** button to see what attributes or fields on the ID were seen as invalid.
12. When you're done and want to complete the workflow, you have a few options: You can toggle **Print** or **Email Certificate** to print or receive a PDF certificate that displays the authenticity score, scanned images, and document data of the valid or invalid ID. You have the option (**Receive as** field) to receive the certificate as a link in the body of the email, or as an attachment. If you'd like to receive images of your scanned ID, you can toggle **Include Scanned Images**.
13. Selecting **Done** on the results page will print or email your results.

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HOW TO EMAIL JSON DATA

When an ID is processed, a JSON file is generated behind the scenes. This JSON file summarizes the ID's attributes, confidence scores, and more. This is helpful if you would like to use the file to kick off a work process outside of the Xerox App. To email yourself a copy of this file:

1. Open **Xerox® ID Checker** on your Xerox® Device.
2. When the app opens, you'll arrive on the Select ID Type page. Select the gear icon in the top left-hand corner.
3. The admin password screen will appear. Enter the password you set in App Gallery configuration when you first installed the app and select **OK**.
4. Toggle **Email Exported Data** ON.
5. An email address field will appear. Select it and enter the email address you wish to send the JSON file to.
6. You have the option to send this file as a secure link in the body of the email, or as an attachment. Selecting **Receive as** will give you the two options.
7. Select the **OK** button in top right-hand corner to save the email address.
8. You'll arrive back on the Select ID Type page. Once you complete the ID verification workflow, the email address you set in step **5** will receive the ID's JSON file *before* you reach the results page.
9. If you'd like to turn this off, you can repeat steps 1-3 and toggle **Email Exported Data** OFF. The gear icon mentioned in step **2** is present on the ID Checker results page as well.

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

https://www.xeroxidchecker.com

Supported Multifunction Printers (MFPs) and Printers

https://www.xerox.com/en-us/connectkey/apps

Talk to your local Xerox provider for more information or visit xerox.com/verify to get started

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