Xerox® @PrintByXerox App
Quick Start Guide

Overview
Using the Xerox® Workplace Cloud v5.0
You can use the Xerox® @PrintByXerox App to print email attachments and documents sent from mobile devices to these Xerox products:
• Xerox® ConnectKey® enabled devices
• Xerox® VersaLink® devices
• Xerox® AltaLink® devices
• Xerox® Workplace Cloud v3.0 and later

When your Xerox device is connected to the Internet, the @PrintByXerox App works with the Xerox® Workplace Cloud for simple email-based printing.

Note
For access to Xerox® Workplace Cloud advanced features, obtain a Xerox® Workplace Cloud license.
For more information on Xerox® Workplace Cloud, refer to the *Xerox® Workplace Cloud Administrator Guide*.
For links to online help and documentation, refer to the *Support* section in this guide.

@PrintByXerox App System Requirements
• Connect the Xerox device to the Internet.
  - ConnectKey® Apps require communication between the Xerox device and the Internet. For installations that require a proxy to connect to the Internet, refer to your device Administration Guide for instructions for proxy configuration.
• If the Xerox device is used with a solution that a local server hosts inside a firewall, and a proxy is enabled, set a proxy exception at the device for each of the solutions. Examples include Xerox® Mobile Print Solution, Xerox® Printsafe Software, Nuance AutoStore®, Xerox® Scan to PC Desktop, Nuance® eCopy® ShareScan®, and Equitrac®.

Note
SSL Certificates provide secure communication of private and sensitive information over network connections. If SSL certificate validation is disabled, the secure communication of private or sensitive information is vulnerable. Typically, it is recommended that Verify server certificates is enabled on your printer, although that setting can cause issues with other applications. For more information, refer to the Xerox® App Gallery Online Support at http://www.support.xerox.com/support/xerox-app-gallery/.

Obtaining the @PrintByXerox App

There are two methods to obtain the @PrintByXerox App:

Note
By default, the @PrintByXerox App is installed and ready to use on 2016 Xerox® ConnectKey® Technology-enabled devices. If the app is installed on your Xerox device, go to Printing With the @PrintByXerox App.

Method 1: Download the @PrintByXerox App from the Xerox® App Gallery App
  - To use the Xerox App Gallery App, log in to your Xerox® App Gallery account.
  - Download the **@PrintByXerox App**.

Note

By default, the Xerox® App Gallery App is installed and available on Xerox® 2016 ConnectKey® Technology enabled i-series devices, Xerox® VersaLink® devices, and Xerox® AltaLink® devices.

Method 2: Download the @PrintByXerox App from the Xerox® App Gallery Web Portal
   - Go to the Xerox App Gallery Web Portal at https://appgallery.services.xerox.com.
   - Log in to the Xerox® App Gallery Web Portal, then download the **@PrintByXerox App**.
     For instructions on installing Apps from the Xerox® App Gallery Web Portal, refer to the *Xerox® AppGallery User Guide*.

Installing the @PrintByXerox App from the Xerox® App Gallery App

An App Gallery account is required. If your System Administrator saved the administrator account credentials, all device users can access the Xerox® App Gallery App. Users can access the app without having to log in with individual account credentials.

1. From the Xerox device home screen, select the **Xerox® App Gallery** App icon.
The App Gallery main page appears.
2. Browse to the @PrintByXerox App.
3. Select the **@PrintByXerox** App, then select the **Install** button.
For more information, refer to the *Xerox® App Gallery User Guide*. For Online Help and Documentation links, refer to the *Support* section in this guide.
The License Agreement dialog appears.
4. To accept the license agreement, select the check box for **I agree**.
The installation process begins.

Note

If the app does not install successfully, an error appears. To reattempt the installation process, select **Reinstall**.

5. To exit and close the Xerox® App Gallery App, on the device, touch the **Services Home** button.

Installing the @PrintByXerox App from the Xerox® App Gallery Web Portal

An App Gallery account is required. For information on account creation, refer to the *Xerox® App Gallery User Guide*. For Online Help and Documentation, refer to the *Support* section in this guide.

1. Go to the Xerox® App Gallery Web Portal at https://appgallery.services.xerox.com.
2. Select **Log In**.
The App Gallery Log In page appears.
3. Enter a valid Email address and Password.
4. Add a device.
   a. Select the **Devices** tab.
   b. To add a device, select **Add**, then follow the onscreen instructions.
5. Browse to the @PrintByXerox App.
6. To display the app details, select the app, then select the **Install** button.
The License Agreement dialog appears.
7. Review the license agreement. To accept the license agreement, select **Agree**.

Note

For more information, refer to the *Xerox® App Gallery User Guide*. For Online Help and Documentation, refer to the *Support* section in this guide.

8. Select at least one device, then select **Install**.

Note

If the app does not install successfully, an error appears. To reattempt the installation process, select **Reinstall**, then follow the onscreen instructions.

Print with the @PrintByXerox App

Note
To configure the Xerox device for the Internet, use a proxy setting.

1. Send an email with an attachment containing a supported file type to Print@printbyxerox.com.

Note
To obtain a list of supported file types, go to http://www.support.xerox.com/support/xerox-workplace-cloud/.
First-time users receive a response email with a User ID and Password.

2. From the Xerox device control panel, touch **@PrintByXerox**.
A Loading Details message appears.
3. Enter your email address, then touch **Save**.
4. On the Enter password screen, use the onscreen keyboard, enter your password, then touch **Save**.
5. Select the documents that you want to print.
6. Touch **Print Options**, then touch **OK**.

Support

Online Help and Documentation:
For more information, select the following links:
• Xerox® Workplace Cloud Documentation:
http://www.support.xerox.com/support/xerox-workplace_cloud/documentation/enus.html.
• Xerox® Print Management and Mobility Service Online Support:
http://www.support.xerox.com/support/xerox-workplace-cloud/support/enus.html.
• Xerox® App Gallery Help and Documentation: http://www.support.xerox.com/support/xerox-app-gallery/

Customer Support Forum:
To access the Xerox Mobile Printing and App Gallery customer support forum, select the following link:
http://forum.support.xerox.com/

Support Xerox® Devices:
For a list of supported Xerox® devices, click the link: https://www.xerox.com/en-us/connectkey/apps.