

Xerox® Proofreader Service App

Quick Start Guide

Xerox® Proofreader Service App is for use with Xerox® ConnectKey® Technology enabled Multifunction Printers (MFPs), VersaLink®, and AltaLink® devices.

Xerox® Proofreader Service App is an application that provides additional functionality to supported Xerox® Multifunction Printers (MFPs). Xerox® Proofreader Service App is readily available to anyone with a Xerox® App Gallery account, and can be installed directly from the Xerox App Gallery app installed on supported MFPs.

Users can use the Xerox® Proofreader Service app to scan in documents using the MFP, get them checked for grammar mistakes and verified for plagiarism and send reports as attachments directly to an email address or printed locally at the printer.

1. Install the Xerox® Proofreader Service App from the Xerox App Gallery App

The following procedure assumes that the device Administrator created a Xerox App Gallery account, and that the User ID and Password for the account were saved. The saved account credentials allow all device users access to the Xerox App Gallery. If you do not have access to a Xerox App Gallery account, refer to the Xerox App Gallery Quick Start Guide for detailed instructions on creating an account.

Note

For detailed instructions on adding a device, and adding or installing apps to your Xerox App Gallery account, refer to the documentation links at the end of this guide.

- a. From the device home screen, select **Xerox App Gallery**. The App Gallery displays.
- b. Browse for the **Xerox® Proofreader Service** app by scrolling up and down.
- c. Touch the **Xerox® Proofreader Service** app and then select **Install**. If a new version of the app is available, select **Update**.

The License Agreement dialog displays.

- d. Select **Agree**. The installation process begins.

Note

If the app does not install successfully, the **Install** button displays. To try the installation process again, select **Install**.

- e. Press the **Services Home** button to exit the Xerox® App Gallery app and return to the device default screen.

2. Install the Xerox® Proofreader Service App from the Xerox App Gallery Web Portal

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. Go to the Xerox App Gallery URL:

https://appgallery.external.xerox.com/xerox_app_gallery

- a. Select **Log In**.

- b. Enter a valid User ID and Password.
- c. On the All Apps tab, browse for the **Xerox® Proofreader Service** app and select **Add to My Apps**.
- d. On the Devices tab, add a multifunction device, if necessary.
- e. On the My Apps tab, locate the **Xerox® Proofreader Service** app.
- f. In the Action column, select **Install**.
- g. Follow the on-screen instructions for installing the app.

3. Scanning a Document and checking for grammar mistakes and plagiarism

When the app starts it checks if the app bundle has a Proofreader administrator account associated with it. If there is no active Proofreader administrator account in use for the bundle, you will be given the option to create one. If an administrator account already exists for the app, you can log in as a sub-account user or the administrator. After logging into the Xerox® Proofreader Service portal (<https://xeroxproofreader.com/>) as the administrator you will be able to create sub accounts for users in your organization.

- a. From the device home screen, select **Proofreader** app
- b. Log in as a Proofreader administrator (This is shown if no administrator is connected to the app yet. If you do not have a Proofreader administrator account, proceed to c. to create one.)
 - a. Select **Enter email** and enter a valid email address
 - b. Select **Enter password** and enter a valid password
 - c. Select **Ok**
- c. Or create a new Proofreader administrator account
 - a. On the Administrator Login screen, Select **Create Administrator Account**
 - b. Fill in the fields with email and password
 - c. Select **Ok**
 - d. Select **Close**
- d. Or sign into an existing account (this is shown when an administrator account already exists for the app)
 - a. Enter **Email**
 - b. Enter **Password**
 - c. Select **Ok**
- e. Select **Grammar, Spelling, Style** and/or **Plagiarism**
- f. Select your **Scan Options**.
- g. Select **Print Report (if desired)**
- h. Select your **Print Options**
- i. Select **Ok**
- j. Select **Email Report (if desired)**
- k. Select **New recipient**
- l. Enter a valid **Email Address**
- m. Select **Ok**
- n. Select **Ok**
- o. Select **Scan**

Support

Online Help and Documentation

To access the Xerox® App Gallery knowledge base, click the link
<http://www.support.xerox.com/support/xerox-app-gallery/support>

To access the Xerox® App Gallery documentation, click the link
<http://www.support.xerox.com/support/xerox-app-gallery/documentation>

Application Support

To access the Xerox® Proofreader Service support, click the link
<https://support.xeroxproofreader.com>

Supported Devices

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