

Xerox[®] Scan to Cloud Email App

Quick Start Guide

Overview

The Xerox[®] Scan to Cloud Email App is for use with Xerox[®] ConnectKey[®] Technology-enabled devices, Xerox[®] VersaLink[®] devices, and Xerox[®] AltaLink[®] devices.

- The Xerox[®] Scan to Cloud Email App provides more functionality to supported Xerox[®] devices.
- The Xerox[®] Scan to Cloud Email App is readily available to anyone with a Xerox[®] App Gallery account.
- You can install the app from the Xerox[®] App Gallery App on supported devices.
- You can use the Xerox[®] Scan to Cloud Email App to scan and send documents using a Xerox[®] device.

Installing the Scan to Cloud Email App From the Xerox[®] App Gallery App

The following procedure assumes that a Xerox[®] device Administrator created an App Gallery account, and that the account credentials for Email and Password were saved. The saved Admin credentials allow all Xerox[®] device users access to the Xerox[®] App Gallery App without having to log in with individual account credentials.

Note

For detailed instructions on how to add a device or install apps from your Xerox[®] App Gallery account, refer to the documentation links at the end of this guide.

1. From the device Home screen, touch **Xerox[®] App Gallery**.

The App Gallery appears.

2. Browse the Gallery for the Scan to Cloud Email App.

3. Touch the **Scan to Cloud Email** App, then touch **Install**. If a new version of an installed app is available, an **Update** notification link appears. To install the new version on your device, touch the **Update** link.

The License Agreement appears.

4. Touch **Agree**.

The installation process begins.

Note

If the app does not install successfully, an error message appears with the reason for the failure. To resubmit the app for installation, touch **Install**.

5. To exit the Xerox[®] App Gallery App and return to the device default screen, touch **Home**.

Installing the Scan to Cloud Email App From the Xerox[®] App Gallery Web Portal

A Xerox[®] App Gallery account is required. If you do not have access to a Xerox[®] App Gallery account, refer to the *Xerox[®] App Gallery Quick Start Guide* for account creation instructions, or contact your System Administrator.

Note

For detailed instructions on how to add a device or install apps from your Xerox[®] App Gallery account, refer to the documentation links at the end of this guide.

1. Go to the Xerox[®] App Gallery <https://appgallery.services.xerox.com>.
2. Click **Log In**.
3. Enter a valid email address and password.
4. On the Devices tab, if necessary, add a Xerox[®] device.

5. Browse for the Scan to Cloud Email App. To view the app details, click the app.
6. Click **Install**.
7. To continue with the app installation, follow the onscreen instructions.

Scanning a Document to a New Email Address

1. From the Xerox® device control panel Home screen, touch the **Scan to Cloud Email App**.
2. Enter a valid email address.

Note

If at least one email address is saved in the app for the device, you receive a prompt to select an option. To open the Enter Recipient window, touch **Enter Recipient**, then enter a new email address. If the required email is saved in the app on the device, touch **Saved Recipients**.

3. Touch **OK**.
4. Select your scan options.
5. Touch **Start/Send**.

Saving Your Email Address

1. From the device Home screen, touch the **Scan to Cloud Email App**.
2. Enter a valid email address.

Note

If at least one email address is saved in the app for the device, to open the Enter Recipient window, touch **Enter Recipient**.

3. To save a recipient email address, touch **Save Recipient**.
4. Touch **OK**.

Scanning a Document to a Saved Email Address

1. From the Xerox® device control panel Home screen, touch the **Scan to Cloud Email App**.
2. Touch **Saved Recipients**.
3. Touch the required email address.
4. Touch **OK**.
5. Select your scan options.
6. Touch **Start/Send**.

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>.

Customer Support Forum:

To access the customer support forum, click the link <http://forum.support.xerox.com/>
For Xerox® App Gallery account removal requests, send an email to xerox.app.gallery.feedback@xerox.com.

Support Xerox® Devices:

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