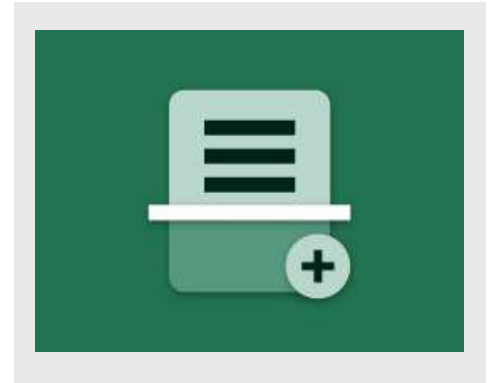


Xerox® Scan with Print App

Quick Start Guide for use with the Xerox® Scan with Print App

DESCRIPTION

Xerox® Scan with Print is a Xerox Gallery App that allows users to scan a document and output it to several destinations, all at once. Destinations include email, SFTP, or SMB. You can even print copies of your scan without having to re-scan. The app includes useful features like Job Split, which can split a multi-page document by any number of pages and then output the resulting files to email or an external SFTP server. The option to save frequently used settings with the Save Preset feature can help save time and reduce frustration when scanning or printing a document multiple times a day.



Device Requirements

Xerox® Scan with Print App works with the Xerox® AltaLink® and VersaLink® family. Throughout this guide, the word “device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All AltaLink® and VersaLink® devices require the following:

- Xerox® Extensible Interface Platform® (EIP) must be enabled. Devices must support EIP 3.7 or higher.
- Devices must support scan.
- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled.
- Ensure the device can 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 AltaLink® and VersaLink® devices.

INSTALLING SCAN WITH PRINT

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.

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>

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.
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.
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**.

HOW TO CONFIGURE THE APP FOR SCAN TO SFTP AND/OR SMB

Before you can scan a document to SFTP or SMB, you must configure the app using App Gallery configuration. When you install the app for the first time, you'll be prompted to enter SFTP and SMB details, such as hostname, port number, username, password, and a root folder. Providing this information is

optional. If you leave the SFTP fields blank, SFTP will be disabled and hidden in the app. The same logic applies to SMB.

SMB and SFTP can be configured after you install the app, too. Simply sign into App Gallery, locate and click Scan with Print, and click the **Configure** button next to the app's icon.

If you have any questions about the App Gallery configuration fields, please see the app's Customer Support Site for more details. A link can be found at the end of this guide.

APP STARTUP

When you open Scan with Print on your Xerox device, you will be taken to one of two screens: the Switchboard, or the Destinations screen.

If you do not have any saved presets, you will be taken straight to the app's Destinations screen. If you do have saved presets, you will be presented with the Switchboard.

For more information on presets, please see the **How to Save a Preset** section on the next page.

HOW TO PRINT A DOCUMENT

1. From the Xerox device home screen, open **Scan with Print**.
2. If you're presented with the Destinations screen when the app opens, skip to step 3. Otherwise, select **Scan** on the app's switchboard.
3. On the Destinations screen, Print will be toggled on by default.
4. Adjust any of the available print settings. If your device has a stapler, Stapling will appear as an option.
5. Select **Next**.
6. On the Scan settings screen, adjust any of the available scan settings.
7. With a document in the device's feeder or on the platen, select the **Scan** button to begin scanning.

8. The job will begin.

HOW TO SCAN AND EMAIL A DOCUMENT

1. From the Xerox device home screen, open **Scan with Print**.
2. If you're presented with the Destinations screen when the app opens, skip to step **3**. Otherwise, select **Scan** on the app's switchboard.
3. On the Destinations screen, toggle Email **on**.
4. Below the Email toggle, select **Add email recipient**.
5. On the Email Recipients popup, select **Add New**.
6. Enter a valid email address and select **OK**.
7. You can add up to 10 email recipients. Repeat steps **5** and **6** until you've reached the maximum (optional).
8. Select **OK** to close the popup.
9. If you'd like to split a multi-page document and email the result, please see the **How to split a multi-page document** section on the next page.
10. On the Destinations screen, select **Next**.
11. Adjust any of the available scan settings.
12. With a document in the device's feeder or on the platen, select the **Scan** button to begin scanning.
13. The job will begin. When it's complete, the email addresses you specified will receive an email with a link to download the scanned document.

HOW TO SCAN A DOCUMENT TO SFTP

Before you can scan to SFTP, you must configure SFTP in App Gallery configuration. For more information, please see the **How to configure the app for scan to SFTP and/or SMB** section.

1. From the Xerox device home screen, open **Scan with Print**.
2. If you're presented with the Destinations screen when the app opens, skip to step **3**. Otherwise, select **Scan** on the app's switchboard.
3. On the Destinations screen, toggle SFTP **on**.

4. Below the SFTP toggle, select the row, and enter a folder name. This is linked to the root value you provide in App Gallery configuration. For example, if you entered **/documents** in App Gallery configuration, and **/scans** on the Destinations screen, the scan will be sent to **/documents/scans**.
5. If your SFTP server is **external**, and you'd like to split a multi-page document, please see the **How to split a multi-page document** section.
6. On the Destinations screen, select **Next**.
7. Adjust any of the available scan settings.
8. With a document in the device's feeder, select the **Scan** button to begin scanning.
9. The job will begin. When it's complete, the document will be uploaded to the SFTP folder you specified.

HOW TO SCAN A DOCUMENT TO SMB

Before you can scan to SMB, you must configure SMB in App Gallery configuration. For more information, please see the **How to configure the app for scan to SFTP and/or SMB** section on page 1.

1. From the Xerox device home screen, open **Scan with Print**.
2. If you're presented with the Destinations screen when the app opens, skip to step **3**. Otherwise, select **Scan** on the app's switchboard.
3. On the Destinations screen, toggle SMB **on**.
4. Below the SMB toggle, select the row, and enter a folder name. This is linked to the root value you provide in App Gallery configuration. For example, if you entered **/SMB** in App Gallery configuration, and **/documents** on the Destinations screen, the scan will be sent to **/SMB/documents**.
5. On the Destinations screen, select **Next**.
6. Adjust any of the available scan settings.
7. With a document in the device's feeder, select the **Scan** button to begin scanning.

The job will begin. When it's complete, the document will be uploaded to the SMB folder you specified.

COMBINING DESTINATIONS

One of Scan with Print's greatest features is the ability to combine print, scan to email, scan to SFTP, and scan to SMB into a single job. This saves time while you're at the Xerox device. To do so, simply toggle any of the 4 destinations on or off and follow the instructions in this guide for configuring each.

HOW TO SPLIT A MULTI-PAGE DOCUMENT

With the app's Job Split feature, you can split a multi-page document by any number of pages and output the resulting PDF files to email or an external SFTP server.

Important: Job split is **only** available for scan to email and scan to external SFTP servers. Job split is **not** supported for scan to SMB or scan to internal SFTP servers.

1. On the Destinations screen, the Job Split row will appear if you've configured an external SFTP server and toggled SFTP and/or email **on**.
2. Select the **Job Split** row. The Job Split screen will appear.
3. Select **On**.
4. Enter a number. This is the number of pages to be scanned before there's a split. For example, if you scan a 10-page document and enter **2** on the Job Split screen, the document will split into 5 separate, 2-page PDFs.
5. Select **OK**.
6. On the Destinations screen, select **Next**.
7. Adjust any of the available scan settings.
8. With a document in the device's feeder, select the **Scan** button to begin scanning.
9. The job will begin. When it's complete, the split documents will be uploaded to the SFTP folder and/or will be sent to the email recipients you specified.

HOW TO SAVE A PRESET

Presets can help save time and reduce frustration when scanning or printing a document multiple times a day.

You can save frequently used print settings, scan settings, email addresses, and more.

Presets can be saved to a single device, or multiple devices under one App Gallery account.

1. To save a preset, select your desired settings on the Destinations screen.
2. At the bottom of the screen, select **Save Preset**.
3. Enter an alphanumeric preset name.
4. Below the preset name text field are two options, **All Devices** or **This Device Only**. If you choose This Device Only, the preset will be saved to the device you're using and will not be shared. If you'd like your preset to appear on all devices under your App Gallery account, you can select All Devices.
5. Select **OK**.
6. If a preset exists with the same name, an overwrite preset alert will appear.

Next time you open the app or arrive on the app's Switchboard, you can select the **Presets** button to view your local and shared presets. You can also delete them by selecting the trashcan icon next to the preset name. Select the preset you'd like to use, touch **OK**, and continue through the rest of the workflow.

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 Site

<https://scanwithprint.support.xerox.com>