# Xerox® Scanning App for DocuShare® Software Quick Start Guide

The Xerox® Scanning App for DocuShare® Software allows MFP (Multifunction Printer) users to easily scan documents from an MFP to their personal collection on a designated DocuShare site.

## Installing the app

There are two methods you can use to install the app onto an MFP.

### Install the app using the Xerox App Gallery App

If the Xerox App Gallery App is already installed on the MFP.

1. Create an App Gallery account. For instructions on creating an account, refer to the Xerox App Gallery App Quick Start Guide at http://www.support.xerox.com/support/xerox-app-gallery/documentation/.

2. Press the Xerox App Gallery App button on the MFP and log into the Gallery App using your account credentials.

3. Once in the App Gallery, locate **Scanning App for DocuShare®**, and click **Install**.

### Install the app from the Xerox App Gallery Web Portal

1. Go to the Xerox App Gallery Web Portal at https://appgallery.external.xerox.com/xerox_app_gallery/login

2. Create an App Gallery account and log into the App Gallery Web Portal.

3. Once in the App Gallery, locate **Scanning App for DocuShare®** and click **Add to My Apps**.

4. From the **My Apps** page, select the app, and from the **Action** column, click **Install**.

5. Select an MFP on which you want to install the app, and click **Install**. If the target MFP is not listed, click the **Devices** tab to add the MFP to the gallery list.
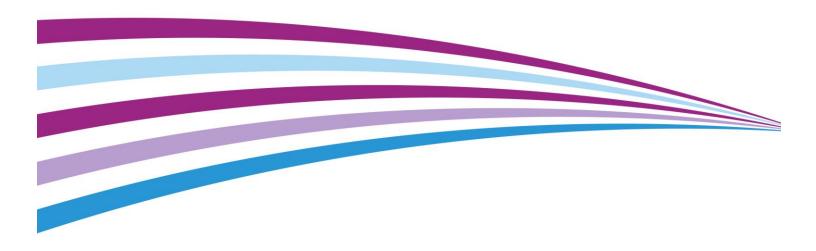
## Setting up DocuShare

### System requirements

• DocuShare 7.0 or DocuShare 6.6.1 Update 3 or higher

• Xerox® ConnectKey for DocuShare 1.5.2

For the Scanning App for DocuShare® to communicate with a DocuShare site, the site administrator must enable the use of the app by selecting **Enable Scanning App for DocuShare** on the **ConnectKey Server Setup** administration page.

## Setting up the app

1. After the Scanning App for DocuShare® is installed, the first time someone presses the app button on the MFP display, the user must enter the URL of the target DocuShare site; such as http://myserver.acme.com.

2. Press **Connect**. The app is now connected to the target DocuShare site. If the connection was successful, a log in page displays. If the connection failed, an error message displays.

   Note: If the path to the target site changes, you must uninstall and reinstall the app, then enter the new URL in the displayed field.

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## Using the app

1. Place your document in the scanner feeder.

2. Press the Scanning App for DocuShare® button displayed on the MFP.

3. Enter your DocuShare **Username** and **Password**, and click **Log in**.

4. Press **Personal Collection**.

5. (Optional) Enter a **Title** for the scanned document.

6. If any other fields are displayed, make a selection or enter appropriate content.

7. Press **Scan**. The document is scanned to your personal collection.

## Supported MFPs

For a list of MFPs that are supported for use with the Scanning App for DocuShare®, refer to http://docushare.xerox.com/products/connectkey_for_docushare.html.

## Support

For Scanning App for DocuShare® support, refer to http://docushare.xerox.com/resource/resource_customer.html.

For more information on downloading and installing apps from the Xerox App Gallery Web Portal, refer to the **Xerox App Gallery User Guide** that is available through the web portal **Help** link.