



Xerox® Print and Scan App Quick Start Guide

The Xerox® Print and Scan App guide is for use with these Xerox® Gallery Apps:

- Xerox® Print and Scan for Dropbox
- Xerox® Print and Scan for Google Drive
- Xerox® Print and Scan for Box
- Xerox® Print and Scan for Office 365
- Xerox® Print and Scan for OneDrive

Xerox® Gallery Apps are for use with Xerox® ConnectKey® Technology-enabled devices, Xerox® AltaLink® devices, and Xerox® VersaLink® devices.

Xerox® Gallery Apps are applications that provide more functionality to supported Xerox® devices. Xerox® Gallery Apps are readily available to anyone with a Xerox® App Gallery account. You can install the apps directly from the Xerox® App Gallery App on supported Xerox® devices.

Installing Gallery Apps 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 administrator 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 Xerox control panel device Home screen, touch the **Xerox® App Gallery App**.
The App Gallery appears.

2. Browse for the required app.

3. Select the app, then click **Install**.

If a new version of an installed app is available, touch the **Update** link. The new version installs on your device.

The License Agreement appears.

4. Review the License Agreement, then 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 Home screen, touch **Home**.

Installing Gallery Apps 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 information, or contact your System Administrator.

Note

For 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. To access the Xerox® App Gallery, click the link <https://appgallery.services.xerox.com>.
2. Click **Log In**.
3. Enter a valid Email Address and Password.
4. On the Devices tab, click **Add**.
Follow the onscreen instructions for adding a new device.
5. To view the app details, browse for the app, then click the app.
6. Click **Install**.
7. To continue the installation, follow the onscreen instructions.

Printing From a Gallery App

1. From the device Home screen, touch **Gallery App**.
The Gallery App login window appears.
2. Log in to the Gallery App. Use your credentials for the cloud service.
3. Touch **Print From**.
4. Select a document to print.
5. Touch **OK**.
6. Select your print options.
7. Touch **Start/Print**.

Scanning to a Gallery App

1. From the device Home screen, touch **Gallery App**.
The Gallery App login window appears.
2. Log in to the Gallery App. Use your credentials for the cloud service.
3. Touch **Scan To**.
4. Browse to the folder where you want to save the scanned image.
5. Touch **OK**.
6. Select your scan options.
7. Touch **Start/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/>.

For help with creating accounts for a cloud service, click the required link.

Dropbox: <https://www.dropbox.com/>

Google Drive: <https://www.google.com/drive/>

Office 365: <https://products.office.com/>

OneDrive: <https://onedrive.live.com/about/>

Box: <https://www.box.com/>

Customer Support Forum

For access to 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.

Supported Devices

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

