

# SendSecure App 1.0

for Xerox ConnectKey enabled MFPs

Installation Guide



## **SendSecure App for Xerox ConnectKey-enabled MFPs**

Version Number 1.0.0.87 – October 2017.

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# Chapter 1

# Introduction

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## ***The SendSecure App***

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The SendSecure App is a solution allowing Xerox<sup>®</sup> ConnectKey<sup>®</sup> enabled Multi-Function Printers (MFPs) to securely send documents using the SendSecure Cloud service.

## ***Purpose of This Document***

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This document describes all steps to install and configure the SendSecure App on Xerox<sup>®</sup> ConnectKey<sup>®</sup> enabled MFPs.

## ***Additional Information and Documentation***

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### **SendSecure App User Instructions**

A *User Instruction Sheet* is available for download from:

<https://support.xmedius.com/hc/en-us/articles/115012562048>.

It is intended for the end-users of the SendSecure App on the MFP and consists of a single printable page that describes all basic actions that a user can perform with the application.

The *User Instruction Sheet* is available in all languages supported by the SendSecure App.

### **XMedius Web Site**

For more information about XMedius products and services including the SendSecure App, visit the site:

[www.xmedius.com](http://www.xmedius.com).

### **Xerox<sup>®</sup> App Gallery Online Help and Documentation**

Xerox App Gallery knowledge base: <http://www.support.xerox.com/support/xerox-app-gallery>

Xerox App Gallery documentation: <http://www.support.xerox.com/support/xerox-app-gallery/documentation>





## Chapter 2

## Pre-Requisites

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### ***Before Installing and Using the SendSecure App***

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The following requirements must be met in order to install and use the SendSecure App.

#### **Multi-Function Printers (MFPs)**

Any MFPs on which you will install the SendSecure App:

- Must be Xerox<sup>®</sup> ConnectKey<sup>®</sup> enabled.
- Must have Internet access to the SendSecure Cloud service.

#### **SendSecure Service**

The use of the SendSecure App requires to have an XMedius Cloud enterprise account.

If you do not have such an account yet, please visit the XMedius Website ([www.xmedius.com](http://www.xmedius.com)) or directly contact the XMedius Cloud sales team: [sales@xmedius.com](mailto:sales@xmedius.com).



## Chapter 3

## Installation

### *Installing the SendSecure App on Xerox® Devices*

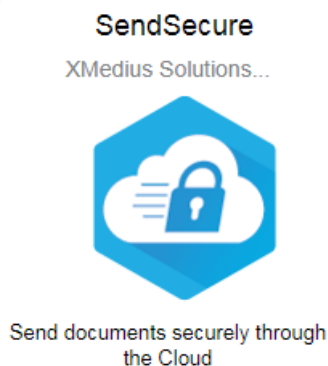
#### Installation using the Xerox® App Gallery App

This procedure assumes that:

- the Xerox App Gallery App is already installed on the device (if the latter is compatible);
- the device Administrator created a Xerox App Gallery account; and
- the User ID and Password for the account were saved on the device.

For more information on the Xerox App Gallery App, see <http://www.support.xerox.com/support/xerox-app-gallery/documentation>.

1. From the device home screen, select the **Xerox App Gallery** App.
2. Search the **SendSecure** App and select it.



3. Select **Install**.  
The License Agreement dialog displays.
4. Select **Agree** and follow the installation process on the screen.
5. Exit the Xerox App Gallery App once the installation is complete.

The SendSecure App now needs to be configured on the device. See [Configuring the SendSecure App on Xerox® Devices](#) on page 9.

## Installation from Xerox® App Gallery (Web Portal)

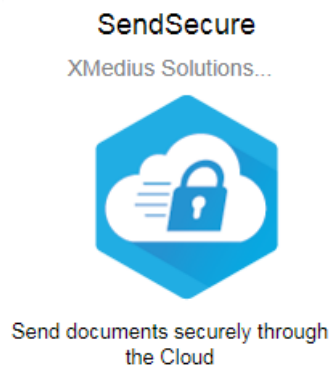
This procedure assumes that:


- the device Administrator created a Xerox App Gallery account; and
- the device was already added to this account in the **Devices** tab.

For more information on Xerox App Gallery, see

<http://www.support.xerox.com/support/xerox-app-gallery/documentation>.

1. Login to your **Xerox App Gallery** account via the Web portal:  
[https://appgallery.external.xerox.com/xerox\\_app\\_gallery/login](https://appgallery.external.xerox.com/xerox_app_gallery/login)
2. Search the **SendSecure** App in the **All Apps** tab and select **Add to My Apps** to add it to your personal app catalog.



 **Note:** At this point, the App is not yet installed.

3. Select the **My Apps** tab and locate the **SendSecure** App in the list.
4. In the **Action** column, select **Install** from the drop-down menu.
5. Follow the on-screen instructions for installing the app on the desired MFP(s).


Once the installation is complete, the SendSecure App needs to be individually configured on each device. See [Configuring the SendSecure App on Xerox® Devices](#) on page 9.

## Updating/Uninstalling the SendSecure App

### Version Update

To update the SendSecure App to a newer version on a Xerox device, simply follow the same procedure as for a first installation (see [Installing the SendSecure App on Xerox® Devices](#) on page 5).

You will be provided with the appropriate option to update it in **My Apps** catalog and reinstall it on the device.

 **Note:** You may need to reconfigure the App after such an update (see [Configuring the SendSecure App on Xerox® Devices](#) on page 9).

**Configuration Change**

If you need to bring subsequent changes to the initial configuration of the SendSecure App, it is necessary to uninstall the App, reinstall it and then reconfigure it.

**Uninstallation**

The SendSecure App can be uninstalled through your **Xerox App Gallery** account interface.

For more information about managing your Apps, see


<http://www.support.xerox.com/support/xerox-app-gallery/documentation>.



## Chapter 4

## Configuration

### Configuring the SendSecure App on Xerox® Devices

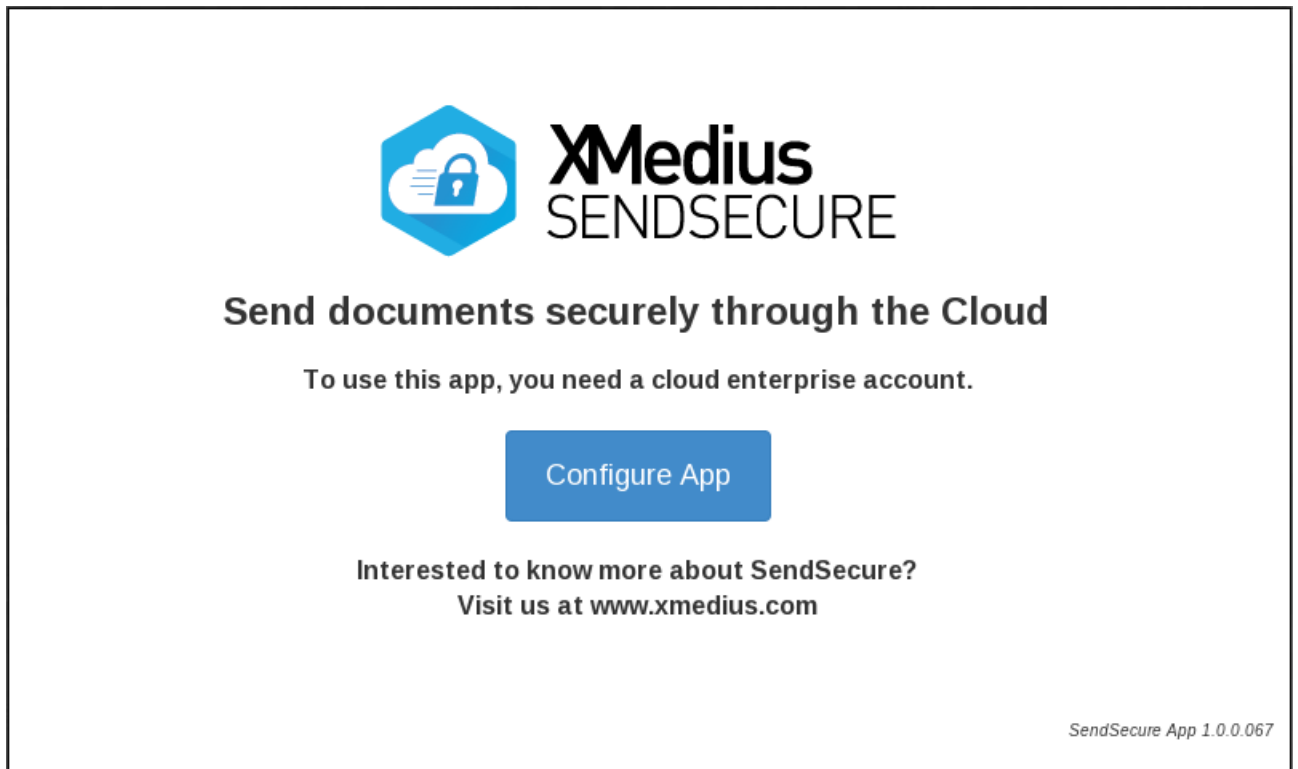
 **Important:** To complete the configuration process, you will need the following:


- The XMedius Cloud enterprise account unique identifier (i.e. the name that uniquely represents the account in the system and in URLs).
- The username and password of an administrator of the XMedius Cloud enterprise account.

Once downloaded, the SendSecure App should appear on the device Home screen:

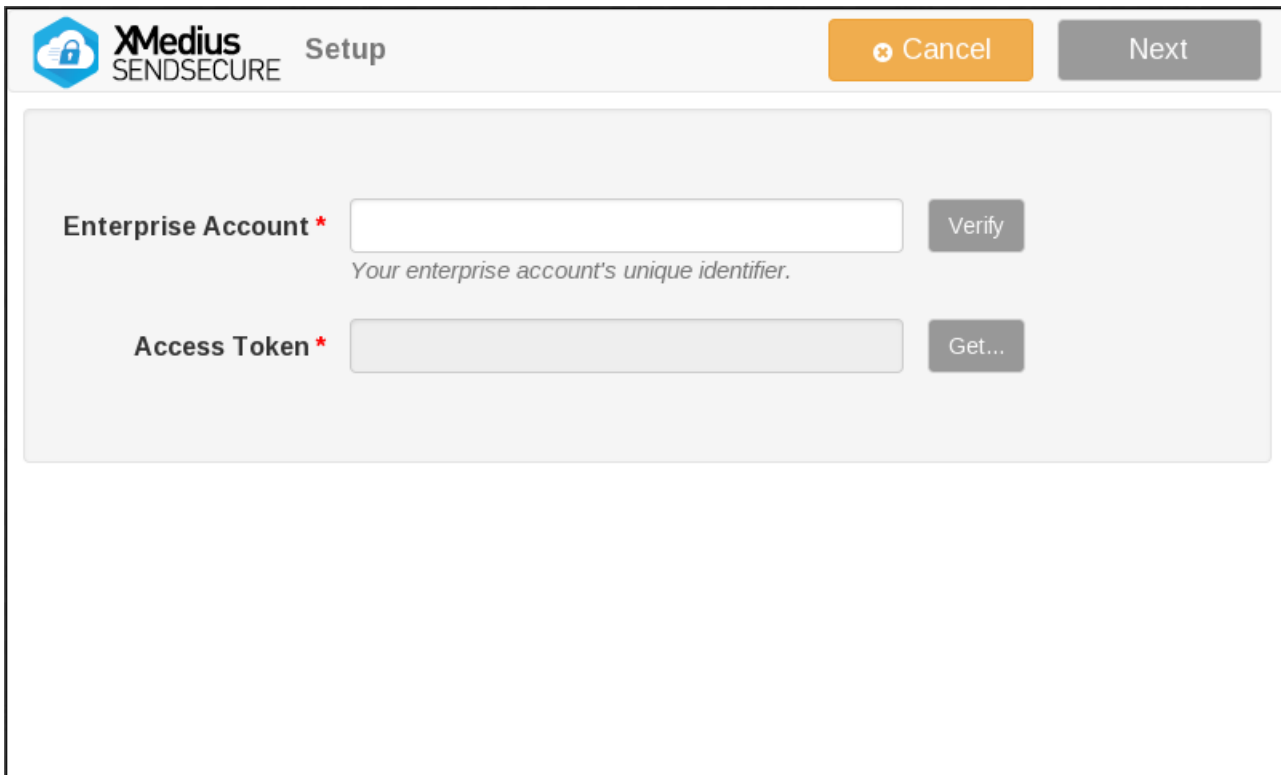


1. Press the **SendSecure** button to access the welcome screen:



 **Remember:** To use the SendSecure App, you must have an XMedius Cloud enterprise account. If it is not the case, please contact the XMedius Cloud sales team: [sales@xmedius.com](mailto:sales@xmedius.com)

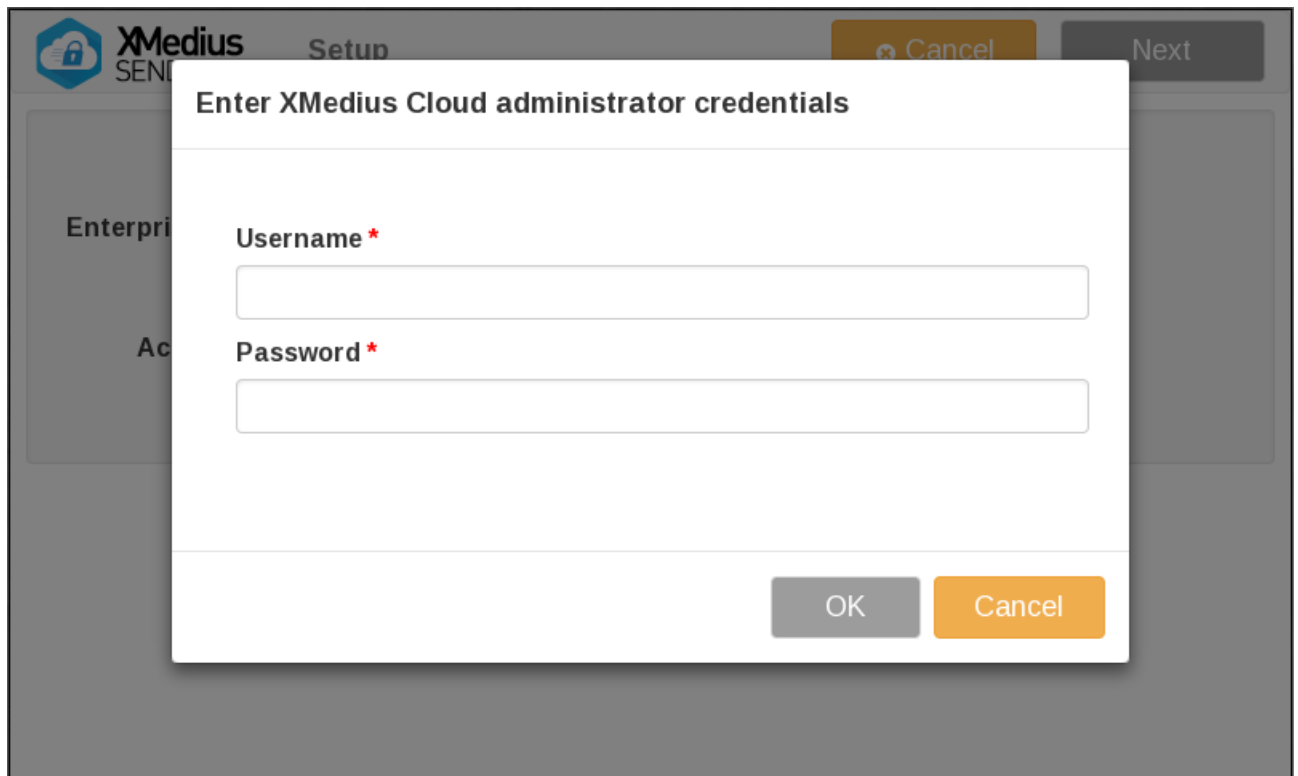
2. Press **Configure App**.
3. Configure the SendSecure service access:




The screenshot shows the 'Setup' screen for the XMedius SENDSECURE app. At the top left is the XMedius logo and the text 'SENDSECURE Setup'. At the top right are two buttons: 'Cancel' (orange) and 'Next' (grey). The main content area is a light grey box containing two input fields. The first field is labeled 'Enterprise Account \*' and has a 'Verify' button to its right. Below the input field is the text 'Your enterprise account's unique identifier.'. The second field is labeled 'Access Token \*' and has a 'Get...' button to its right.

- a) Enter your **Enterprise Account** (unique identifier of your enterprise in the system) and press **Verify** to confirm its validity.
- b) An **Access Token** is required to provide the App with proper service access permissions: press **Get...**





c) Enter the **Username** and **Password** of an administrator of the specified enterprise account and press **OK**.

 **Note:** If the enterprise has several eligible Access Tokens already configured, you may have to select a specific one before continuing.

d) Press **Next**.

4. Configure the User Authentication Mode:

**XMedius** SENDSECURE Setup Next

### User Authentication Mode

- No Login (Shared Account)**  
*All users will share the same account and will not be presented with a login screen. Create this account now or specify an existing one.*  
 **or**
- Prompt Users**  
*Users will always be prompted to enter their email address and password.*
- Use Device Login (Single Sign-On)**  
*Users will login using device authentication services.*

a) Select an authentication mode for SendSecure App users, according to your needs (follow the on-screen instructions).

👉 **Note: No Login (Shared Account)** provides a quick operability of the SendSecure App, as the shared account can be directly created from the device.

**Prompt Users** and **Use Device Login (Single Sign-On)** require some user creation/management by the enterprise account administrator (via the XMedius Cloud portal) prior to using the SendSecure App.

b) Press **Next**.

5. Press **Done** to complete the SendSecure App configuration.

The SendSecure App can now be used.

👉 **Remember:** A *User Instruction Sheet* is available for download from <https://support.xmedius.com/hc/en-us/articles/115012562048>.



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