

XMediusFAX (Cloud) App 1.5 for Xerox ConnectKey enabled MFPs Installation Guide

XMediusFAX (Cloud) App for Xerox ConnectKey-enabled MFPs

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Patents

- Protected by US Patents 4,994,926; 5,291,302; 5,459,584; 6,643,034; 6,785,021; 7,283,270.
- Protected by Canadian Patents 1,329,852; 2,101,327; 2,417,202.
- Additional US, Europe and Japan patents pending.

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Chapter 1

Introduction

The XMediusFAX App

The XMediusFAX App is a solution allowing Xerox[®] ConnectKey[®] enabled Multi-Function Printers (MFPs) to fax documents using the XMediusFAX Cloud service.

Purpose of This Document

This document describes all steps to install and configure the XMediusFAX App on Xerox[®] ConnectKey[®] enabled MFPs.

Additional Information and Documentation

XMediusFAX App User Instructions

A *User Instruction Sheet* is available for download from: <https://support.xmedius.com/hc/articles/204207056>.

It is intended for the end-users of the XMediusFAX 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 XMediusFAX App.

XMedius Web Site

For more information about XMedius's fax products and services including the XMediusFAX App, visit the site: www.xmedius.com.

Xerox[®] 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

Before Installing and Using the XMediusFAX App

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

Multi-Function Printers (MFPs)

Any MFPs on which you will install the XMediusFAX App:

- Must be Xerox[®] ConnectKey[®] enabled.
- Must have Internet access to the XMediusFAX Cloud service.

Fax Service (XMediusFAX Cloud)

The use of the XMediusFAX 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) or directly contact the XMedius Cloud sales team: sales@xmedius.com.

Chapter 3

Installation

Installing the XMediusFAX 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 **XMediusFAX (Cloud)** App and select it.

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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 XMediusFAX App now needs to be configured on the device. See [Configuring the XMediusFAX 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
2. Search the **XMediusFAX (Cloud)** App in the **All Apps** tab and select **Add to My Apps** to add it to your personal app catalog.

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

3. Select the **My Apps** tab and locate the **XMediusFAX (Cloud)** 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 XMediusFAX App needs to be individually configured on each device. See [Configuring the XMediusFAX App on Xerox® Devices](#) on page 9.

Updating/Uninstalling the XMediusFAX App

Version Update

To update the XMediusFAX App to a newer version on a Xerox device, simply follow the same procedure as for a first installation (see [Installing the XMediusFAX 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 XMediusFAX App on Xerox® Devices](#) on page 9).

Configuration Change

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

Uninstallation

The XMediusFAX 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

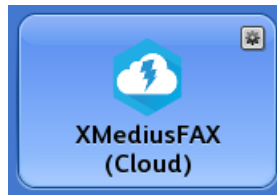
Configuration

Configuring the XMediusFAX 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 XMediusFAX App should appear on the device Home screen:



1. Press the **XMediusFAX (Cloud)** button to access the welcome screen:




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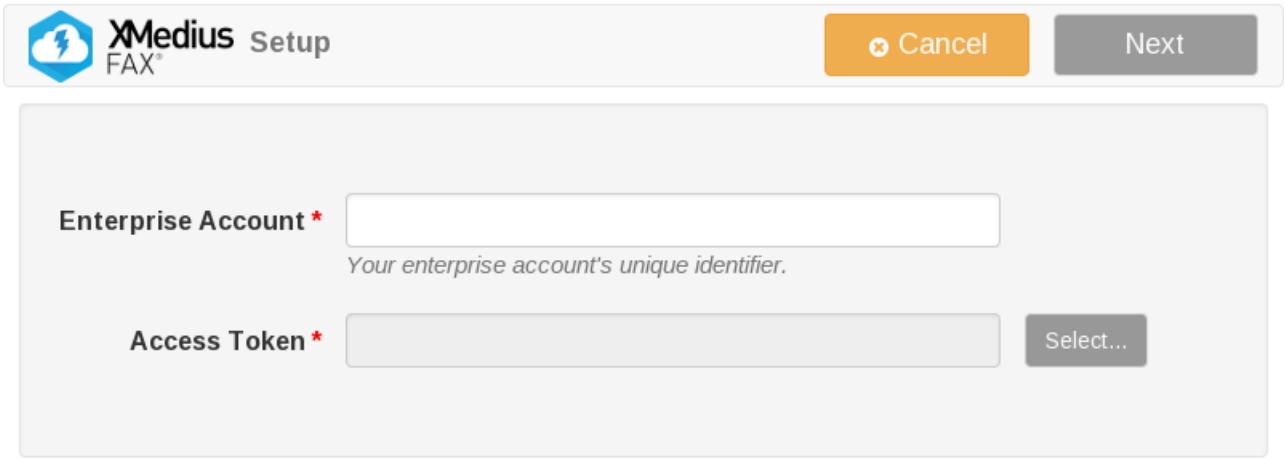
To use this app, you need a cloud enterprise account.

[I Have an Account](#)

Interested to know more about XMediusFAX Cloud?
Visit us at www.xmedius.com

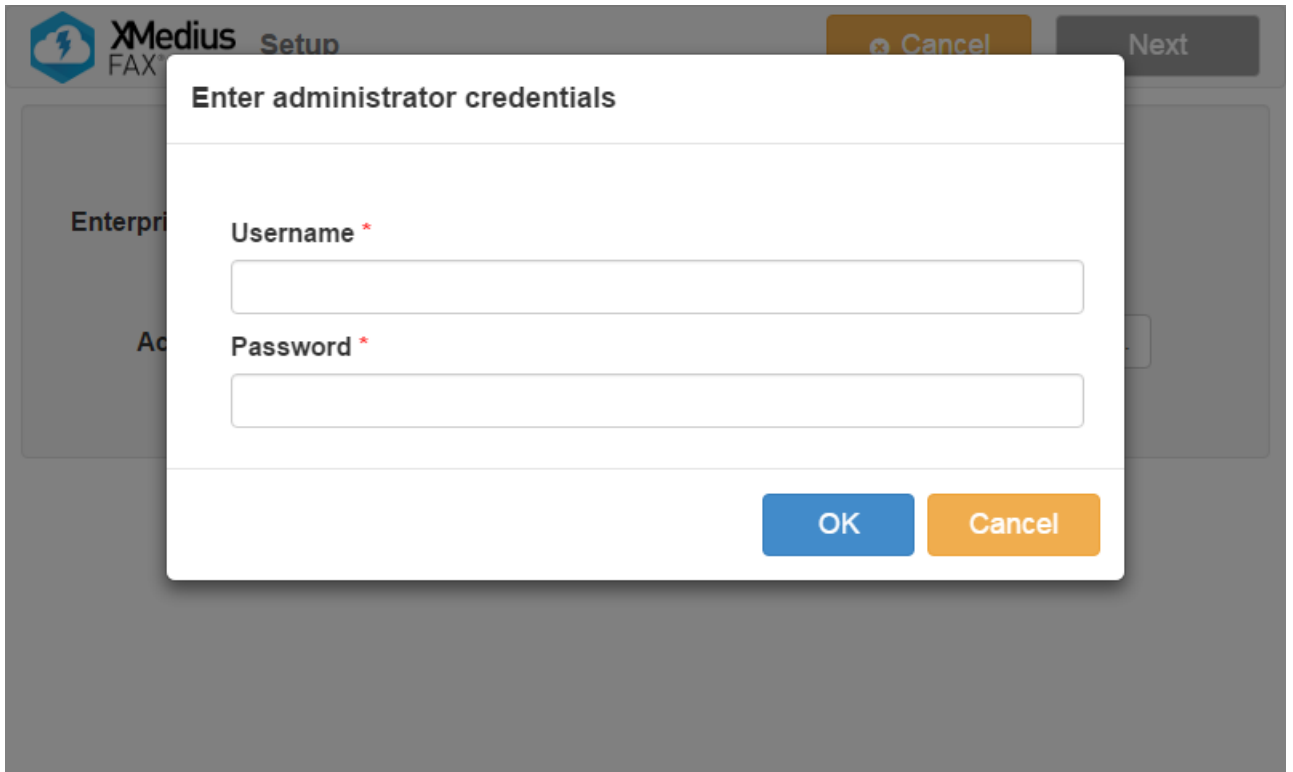
 **Remember:** To use the XMediusFAX App, you must have an XMedius Cloud enterprise account. If it is not the case, please contact the XMedius Cloud sales team: sales@xmedius.com

2. Press **I Have an Account**.
3. Configure the fax service access:

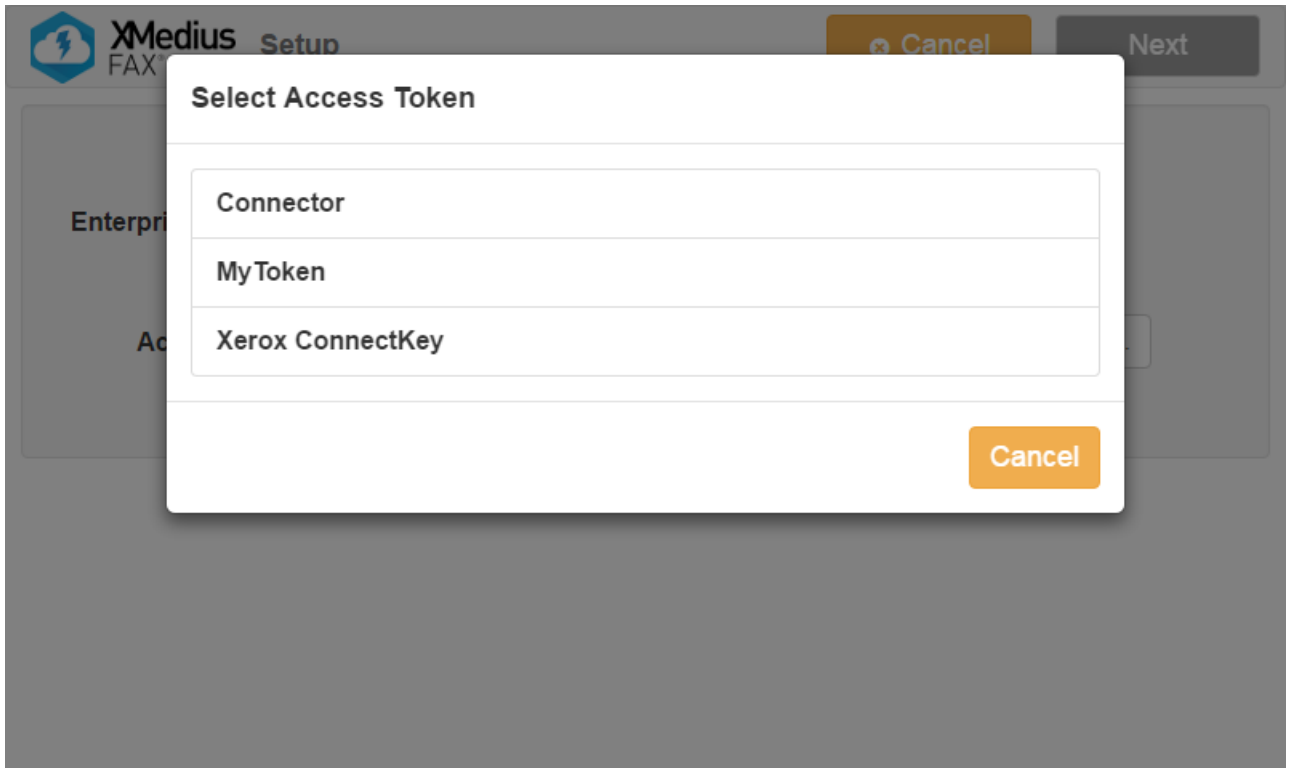


The screenshot shows the 'XMedius Setup' interface. At the top left is the XMedius FAX logo. To the right are two buttons: 'Cancel' (orange) and 'Next' (grey). Below this is a large grey box containing two input fields. The first is labeled 'Enterprise Account *' and has a text input field with the placeholder text 'Your enterprise account's unique identifier.' below it. The second is labeled 'Access Token *' and has a text input field followed by a 'Select...' button.

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



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



- d) Select an **Access Token** in the list.

- 👉 **Note:** If the list is empty, you need to use the XMedius Cloud portal to create an Access Token for the enterprise account, with permissions **Manage users**, **Query user directory** and **Send and manage faxes**.


e) Press **Next**.

4. Configure the User Authentication Mode:

The screenshot shows the 'XMEdius Setup' interface. At the top left is the XMEdius FAX logo, and at the top right is a blue 'Next' button. The main content area is titled 'User Authentication Mode' and contains three radio button options:

- 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. Below this option is a text input field labeled 'Account Username' followed by the word 'or' and a 'Create...' button.
- Prompt Users**: Users will always be prompted to enter their username and password.
- Use Device Login (Single Sign-On)**: Users will login using device authentication services.

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

 **Note: No Login (Shared Account)** provides a quick operability of the XMEdiusFAX 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 XMEdiusFAX App.

b) Press **Next**.

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

The XMEdiusFAX App can now be used.

 **Remember:** A *User Instruction Sheet* is available for download from <https://support.xmedius.com/hc/articles/204207056>.

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