

Xerox® Connect App for SignNow

QUICK START

Quick Start Guide for use with Xerox® Connect App for SignNow

DESCRIPTION

Xerox® Connect App for SignNow is a Xerox® App Gallery app that allows users to connect to the SignNow (by AirSlate) cloud service for eSignature workflows right on the device. Xerox® Workplace Solutions (Xerox® Workplace Suite and Xerox® Workplace Cloud) works as the Single Sign-On mechanism, making sign in fast and easy. The user can sign documents with a signature or initials, add text, select radio buttons and apply the date all from the device. Connect for SignNow is available to the customer who purchases the app and downloads it using a Xerox App Gallery account. You can also try the app for a defined trial period.

Xerox® Connect App for SignNow is for use with Xerox® AltaLink®, and Xerox® VersaLink® Devices.

Device Requirements

Throughout this guide, the Word “Device” is used synonymously and interchangeably with Multifunction Printer and Printer.

All devices require the following:

- Xerox Extensible Interface Platform® (EIP) must be enabled to allow the app to be installed.
 - Devices must support EIP 3.7 or higher
- Xerox® ConnectKey® App Installation (Weblet Install Policy) must be enabled to allow installation of the App.
- Ensure the device is able to 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 AltaLink® and VersaLink® Devices



INSTALLING XEROX® CONNECT APP FOR SIGNNOW

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 or Printer, if necessary.
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 or Printer, if necessary.
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**

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS LISTED IN XEROX® WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app displays in the list, click it and select **Exchange Keys**.
5. This will send an email request to Xerox SSO Apps.
6. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
7. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

CONFIGURING PURCHASED GALLERY APPS FOR SINGLE SIGN-ON: APP IS NOT LISTED IN XEROX WORKPLACE SUITE

Important: Xerox® Workplace Suite administrators should perform the following procedures. If you do not have Xerox® Workplace Suite administrator permissions, contact the appropriate administrator to perform the following Admin Configuration steps:

1. Launch **Xerox® Workplace Suite**.
2. Click **Settings**.
3. Select **Single Sign-On**.
4. If your newly purchased app does not display in the list, click **Action -> New**.
5. Fill in the Description, Publisher, and Publisher Email address, App ID and Redirect URL.

This information should be part of the description on the App Details screen in the App Gallery. If this information is not available, contact the app creator.

6. Select **Send**.
7. Click on the app and select **Exchange Keys**.
8. This will send an email request to Xerox SSO Apps.

9. The administrator of the SSO Apps will then email the Xerox® Workplace Suite Administrator the required key.
10. The Xerox® Workplace Suite Administrator will enter the public key for the app.

SSO is enabled for the app. Users may now opt to use Single Sign-On at their first log-in attempt.

INITIAL SETUP: SIGN IN AND AUTHORIZE

Before you can use Connect for SignNow, you need to have an account with AirSlate SignNow.

When you open Connect for SignNow, a login screen appears. Enter your email and password, select the **LOGIN** button.

A Grant access to SignNow will appear. Select the button to grant access.

HOW TO DIGITALLY SIGN

1. From the Device home screen, touch Connect for SignNow.
2. Enter your email and password and then select Login.
3. A Grant access to SignNow will appear. Select the button to grant access.
4. You will be taken to the Switchboard screen of the app.
5. Select the Digitally Sign icon.
6. A list of all documents waiting to be signed by you will be displayed.
7. Select a document you wish to sign.
8. A message opens explaining what is needed to be signed.
9. Select Continue
10. The document will open to a preview window. You will then have the option to print the document to read, scroll through all pages, or select a specific page.
11. Once a page opens, you can select the blue boxes that need to be signed. When you select a box, a pop up will appear that will give you options to add initials, signature, text, or date.

12. Once all items that need to be signed on a page are complete, select the OK button to go to the next page.
13. After everything has been signed, the Sign icon will become selectable.
14. You will see a message of "Signing Document".
15. Once signing has been completed a message to "Check your SignNow account for confirmation" appears.
16. Select **Print** to print the signed document otherwise select **Close** to return to the Switchboard screen.

HOW TO USE SCAN WITH TEMPLATE

1. From the Device home screen, touch **Connect for SignNow**.
2. **Login**
3. A Grant access to SignNow will appear. Select the button to grant access.
4. Once at the Switchboard screen, select **Scan with Template**.
5. You will be taken to browse the SignNow folders. Select the template you wish to use for your scanned document.
6. A message indicating the document in the template will be replaced with the scanned document will appear.
7. Optionally change the name of the scanned document and modify the PDF properties.
8. Select the desired scan properties. Select **Scan**.
9. When scanning completes, a preview of the scanned document will appear. Select **Upload** to save the document to SignNow.
10. Once the document has been uploaded, a message to "Check your SignNow account for confirmation" appears.

HOW TO USE SCAN

1. From the Device home screen, touch **Connect for SignNow**.
2. **Login**
3. Once at the Switchboard screen, select **Scan**.
4. Optionally change the name of the scanned document and modify the PDF properties.
5. Select the desired scan properties. Select **Scan**.
6. When scanning completes, a preview of the scanned document will appear. Select **Upload** to save the document to SignNow.
7. Once the document has been uploaded, a message to "Check your SignNow account for confirmation" appears.

HOW TO USE PRINT

1. From the Device home screen, touch **Connect for SignNow**.
2. **Login**
3. A Grant access to SignNow will appear. Select the button to grant access.
4. Once at the Switchboard screen, select **Print**.
5. You will be taken to browse the SignNow folders. Select the file(s) you wish to print.
6. Update the properties for the print job and select **Print**.
7. Select **Change Workflow** to go to the Switchboard screen.

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>

SignNow

<https://www.signnow.com/>

Customer Support Forum

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

Supported Multifunction Printers (MFPs) and Printers

<https://www.xerox.com/en-us/connectkey/apps>

Talk to your local Xerox provider for more information
or visit xerox.com/verify to get started