



# Xerox<sup>®</sup> Mobile Link Overview

## Getting Started

Mobile Link is an iOS App that allows customers to easily create & access document scanning workflows from a Xerox<sup>®</sup> Multifunction printer (MFP) on tablets & phones. Mobile Link connects your mobile phone or tablet to a Xerox<sup>®</sup> MFP so that you can scan your documents to your mobile device Inbox and Photo library, send documents to storage destinations in the cloud, such as Dropbox and Office365, email scanned documents to one or multiple recipients, and print and fax scanned documents.

In Summary Mobile Link can:

- Open, manipulate, share and delete scanned documents.
- Send/share documents via e-mail and/or third party cloud services such as Dropbox, Box, OneDrive and Office365.
- Print and fax scanned documents.

Mobile Link also allows you to create One Touch Workflows that automatically scan documents from Xerox<sup>®</sup> MFP's to customized storage destinations. Each One Touch Workflow is a powerful set of document capture and routing instructions that can run the workflow each time you need to scan a document, sending it to a local, cloud, email, fax or print destination.

Mobile Link version 1.0 supports all basic functionality on the iPhone and iPad.

## Setup

If your mobile device is already configured to send email, to access the cloud repositories AND to access the CWIS page of the MFP in Safari, then you are ready to go. If not, configure your iPad or iPhone Wi-Fi to access your internal network and configure your mobile device Account to access email.

Your iOS iPhone or iPad device must be connected to the same network as your Xerox<sup>®</sup> MFP devices. You must be able to log in to the same network in order to access Internet and email of the Xerox<sup>®</sup> MFP device. You must also have email configured on your iOS device if you want to use the Scan to Email function.

Your Xerox<sup>®</sup> MFP must also be set up with the Remote Scan enabled.

## Install

1. From the App store, download and install the Mobile Link App to your iOS device.

## Configure

1. Select and launch the Mobile Link app.

## Add Accounts

1. Select the **My Accounts** icon. Select **Add Account**.
2. Select which account you would like to add, populate the fields and select **Save**.

Adding Accounts will allow you to have predefined accounts defined for when you execute your workflow.

## Add Devices

1. Select the devices icon and select **Add Device**.  
If you are logging into the same subnet as your Xerox® MFP device you will see a list of supported devices.
2. Select the device you want to use.  
If a device is not on the same subnet, enter either the DNS name or the IP address.
3. Select **Go**. If the device is supported, the device will be successfully added.
4. Select **OK**. If there is a QR code for the MFP displayed nearby, tap the QR Code icon in the Mobile Link Add Device setup to add the device.

Adding devices allows you to select and add devices when creating and executing your workflow.

## Add Folders

Here you can use the Inbox or create a new customized folder.

Adding folders and filtering your inbox can help with better organization of your documents.

# Create a Workflow

Adding a workflow provides a simple and quick way to scan, capture and route documents to various destinations with the touch of one workflow. You can also easily Edit, Copy and Delete workflows.

# Execute a Workflow

Once a workflow is defined, it is easy to scan, configure and save a document.

With One Touch Workflow you can simultaneously save a document or photo to your device, send it via e-mail or fax, and send it to the cloud.

# Mobile Link Support

## App Help

Information on how to use the App is available in the FAQs and Getting Started documents. Select **More** in the Sidebar.

## Online Help and Documentation

Additional help can be found at <http://www.xerox.com/mobilelinksupport> Select the **Documentation** tab to view the FAQs and the Getting Started documents.