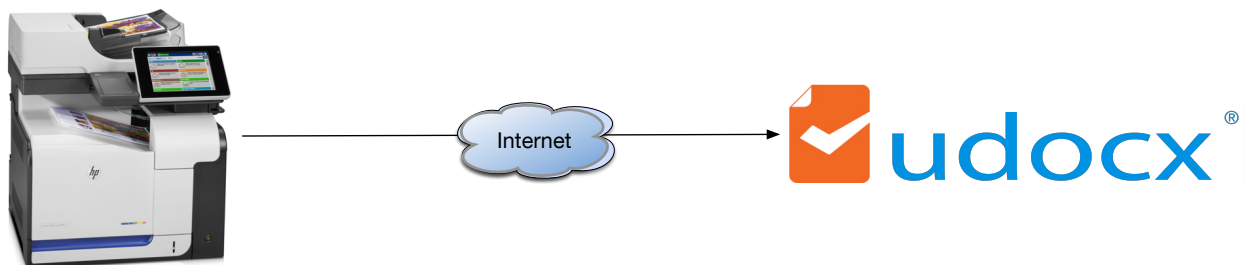


# Udocx for Office 365 HP MFP Deployment Guide

Version 1.3

## Introduction

This document describes the required steps to connect your HP MFP device to Udocx. The result of the configuration is that the Udocx button is visible on the top-level MFP display, and the MFP is registered with HP JetAdvantage On Demand. To be able to follow the steps described in this document, knowledge of your network and internet connectivity is required.



## Requirements

In order to connect your HP MFP to Udocx, the following is required:

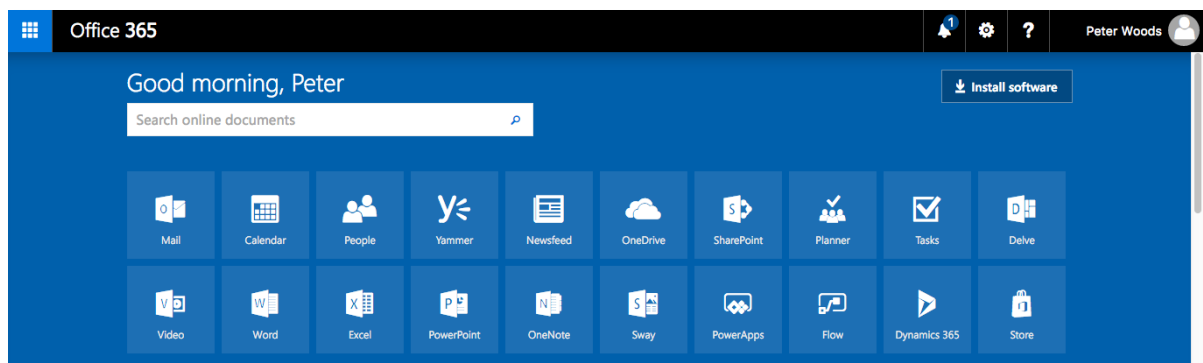
- Microsoft Office 365 account
- Administrator role in HP JetAdvantage On Demand Portal (<https://www.hpondemand.com/login#/>)
- HP JetAdvantage On Demand user must be entitled for Udocx
- HP Enterprise MFP that supports Udocx and HP JetAdvantage On Demand (FutureSmart firmware version 3.8 or higher)
- HP MFP device must be connected to the internet
- Install the Udocx button on MFP display using the Udocx Installer provided on the "MFP Activation" tab of the Udocx portal

## Ensure you have a Microsoft Office 365 account

Udocx for Office 365 supports scanning to Office 365 Email, OneDrive and SharePoint. In order to scan and store documents to these locations a Microsoft Office 365 account is required.

1. Open a web browser and go to: <http://www.office.com>
2. Enter your email address and corresponding password

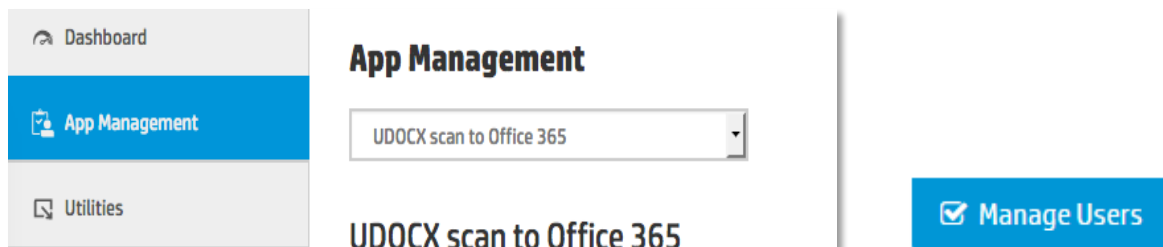
You can check your Email, OneDrive or SharePoint environment by clicking on the corresponding icon;



## Entitle your account from HP JetAdvantage On Demand for Udocx

Your HP JetAdvantage On Demand company user must be entitled for Udocx. To entitle a user to use Udocx:

1. Login to the HP JetAdvantage On Demand website (<https://www.hpondemand.com/login#/>) with your admin account.
2. Go to [Dashboard] > [App Management] and select "Udocx scan to Office 365".
3. Select [Manage Users] blue button at far right (below right) and choose the option "Allow Access" for all the users that will be allowed to use Udocx.
4. Click [Save] to confirm and apply the changes.

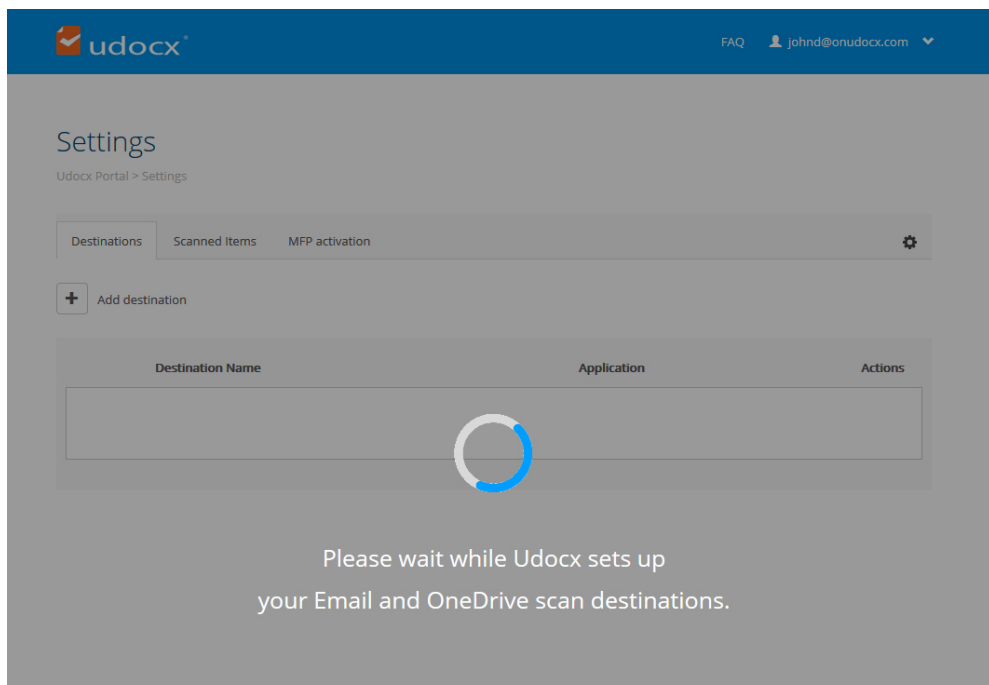


Users will receive an activation email from Udocx that their account is now enabled and to confirm permissions within Office 365.

**NOTE:** Users should be sure to check their “junk” folder for this email.

Once users have received this email, they can complete the following steps:

5. In the email received from HP JetAdvantage On Demand, click the link “Confirm permission”
6. Login with your Office 365 email address and corresponding password.
7. The Udocx wizard will now create two Udocx scan destinations for users:
  - a. OneDrive for Business (in Business/Files folder)
  - b. Email/ Draft folder



8. Once finished (takes a couple of seconds) the user will see the created Udocx destinations.

## Udocx Supported HP MFP's

Udocx supports HP Enterprise MFP's (e.g. devices with scanners) that have touchscreen control panels of size 4.3" and larger. Confirm that your selected HP MFP is running the HP JetAdvantage minimum required FutureSmart firmware version 3.8 or higher. (Click [here](#) to download the latest firmware version for your HP MFP)

**Unable to find your device?** Please contact your HP Authorized Reseller for more information on your MFP's compatibility.

## Ensure that the HP MFP Device is connected to the internet

To be able to access Udocx, the MFP device must be connected to the internet. Check the internet connection before proceeding. Do note that Udocx is compatible with firewalls and Internet proxies.

To check connectivity, simply plug the internet cable used by the device into a laptop and browse to <http://www.hp.com>. If this is successful, the device is internet connected.

If your desktop is on the same network, you can also check your internet browser settings and use them to configure the MFP.

## Configure your MFP for HP JetAdvantage On Demand

To configure your HP MFP to use Udocx for Office 365:

Login to your printer's EWS (Embedded Web Server) by entering your device IP address into any web browser. Login by entering your admin password if it has been setup previously.

### Confirm Configure Web Service Security

1. Click the Security tab, then Web Service Security



2. Check to see if you have any domains listed in the "Trusted Sites" list.
3. By default, you should have **no entries** in this Trusted Sites list. If you have nothing in the list, **take no action** and continue to the next step (Configure your Proxy Server)

4. However, **if you do have any domains listed in the Trusted Sites list**, please **“Add” \*.hpbizapps.com** in this Trusted Sites list. Click Add.
5. Click Apply

## Configure your Proxy Server

1. Click the Networking tab, then Advanced
2. Enter your proxy server name and port
3. Enter your proxy server user name and password if required

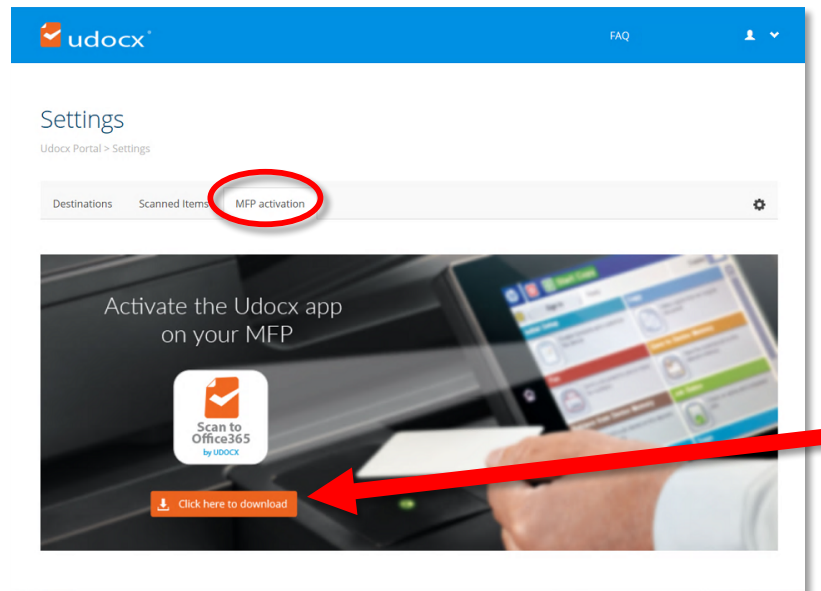
The screenshot shows the udocx configuration interface. The top navigation bar includes tabs for Information, General, Copy/Print, Scan/Digital Send, Fax, Troubleshooting, Security, IP Web Services, and Networking. The left sidebar lists various configuration categories, with TCP/IP Settings selected. The main content area is titled 'TCP/IP Settings' and has sub-tabs for Summary, Network Identification, TCP/IP(v4), TCP/IP(v6), Config Precedence, and Advanced. The Advanced tab is active, showing the Web Proxy section with the following fields:

- Idle Timeout: 270 Seconds
- LPD Banner Page: Enable
- System Contact: [Empty field]
- System Location: [Empty field]
- Web Proxy:
  - Proxy Server: my.proxy.server.name
  - Proxy Server Port: 8080
  - Proxy Server User Name: proxy.username
  - Proxy Server Password: [Masked with asterisks]
  - Proxy Server Exceptions List: [Empty field]

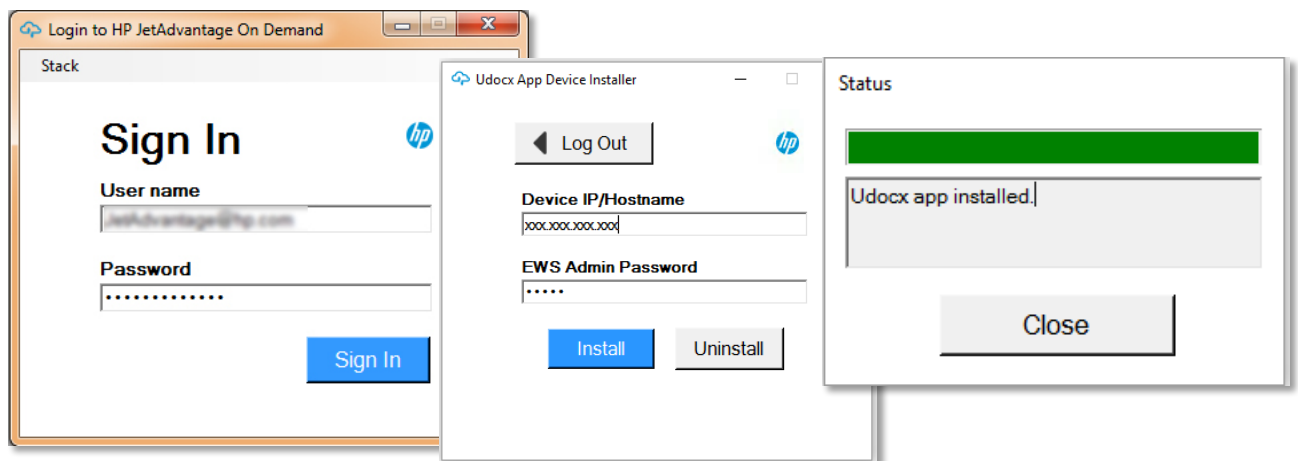
4. Click Apply

## Udocx Installer

Now that your HP MFP proxy and CORS settings are set, it is time to login to HP JetAdvantage On Demand (<https://www.hpondemand.com/login#/>), launch your Udocx app (which opens the Udocx portal in a second browser window), navigate to the “MFP Activation” tab in the Udocx portal and download the Udocx Installer:



Once you download, install and run the “MFP\_UdocX\_installer.exe” file, you will be prompted to enter your HP JetAdvantage On Demand login username and password:

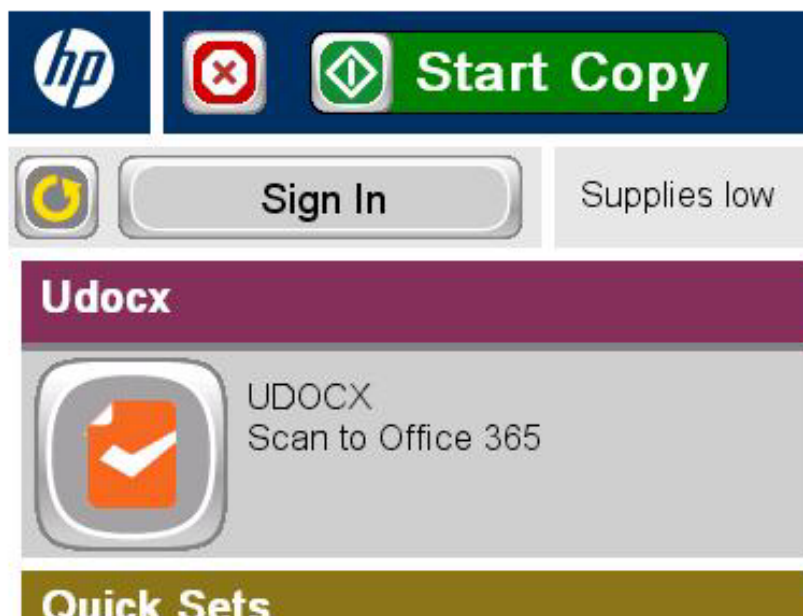


Next, enter the IP address/Hostname and EWS password of the MFP you would like to enable with the Udocx top-level button and press [Install].

**NOTE:** If, in the future, you desire to delete Udocx from this MFP, you can download this tool again, enter the IP address/Hostname and EWS password of the MFP and select “Uninstall”

## The result

The Udocx button now appears on the HP MFP Control Panel Display. When a user presses the button a connection is made with Udocx.



*(HP FutureSmart 3.0 display shown)*

When the "Login to Udocx" window appears on your MFP display you have successfully connected your device to Udocx.

## Support

For additional questions or assistance, contact support, or please reference the FAQ's (<http://hp.udocx.com?#/faq>) or contact your HP Authorized Reseller.