

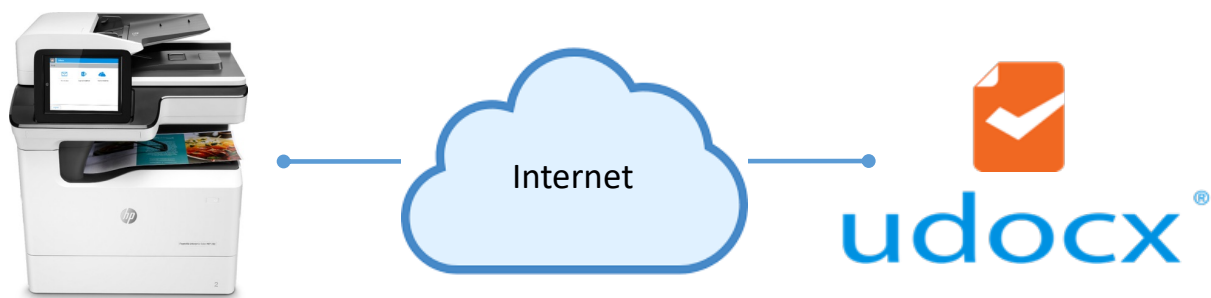
Udocx for Office 365 HP MFP Deployment Guide

Version 1.6

Introduction

This document describes the steps required to connect an HP MFP device to Udocx for Office 365 *Basic*, *Business* and *Smart Filing* Edition. Following these configuration steps will result in the Udocx app button being visible on the top-level MFP display, and the MFP being 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:

- An HP Enterprise MFP that supports Udocx and HP JetAdvantage On Demand
- The HP MFP device must be connected to the internet and configured for JetAdvantage On Demand
- An account with company admin permissions in HP JetAdvantage On Demand Portal

Udocx supported HP MFP's

Udocx supports HP Enterprise MFP's (e.g. devices with scanners) that have touchscreen control panels 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.

Are you not sure if your device supports Udocx for Office 365? 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 connected to the internet.

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:

1. Login to your printer's configuration page by entering your device IP address into any web browser, and enter your admin password if it has been setup previously.
2. Go to [HP Web Services] > [HP JetAdvantage] and make sure the "Enable HP JetAdvantage" is selected and on.
3. If not enabled select the option and click [Apply].

The screenshot shows a web browser window with the URL 172.16.0.77/webserviceApps.htm. The page title is "HP LaserJet 500 color MFP M575" and the user is logged in as "Administrator". The navigation menu includes "Information", "General", "Copy/Print", "Scan/Digital Send", "Fax", "Supplies", "Troubleshooting", "Security", "HP Web Services", and "Networking". The "HP Web Services" section is active, showing the "HP JetAdvantage Setup" page. The page contains the following text and options:

HP JetAdvantage Setup [Help](#)

HP JetAdvantage Allows users to access applications that extend the capabilities of this product. Enabling the HP JetAdvantage feature adds *.hpbizapps.com to the [HP-hosted Trusted Sites](#) list and enables Cross-Origin Resource Sharing (CORS) for this site.

Enable HP JetAdvantage

Allow users to create an account

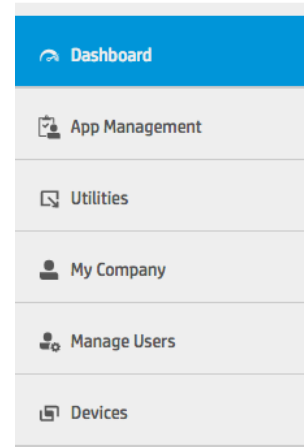
[Apply](#) [Cancel](#)

Technical Support | Product Support
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Administrator role in HP JetAdvantage On Demand Portal

First check if you are a HP JetAdvantage On Demand “company admin”. To do this:

1. Login to the HP JetAdvantage On Demand website (<https://www.hpondemand.com/login#/>) with your account.
2. HP JetAdvantage On Demand company admins see the following menu:



NOTE: If you are not HP JetAdvantage On Demand company admin you cannot deploy the Udocx button on the HP MFP.

Udocx Installer

Having checked and acquired the necessary administrator rights you are now ready to instal Udocx.

Download the MFP Udocx Installer (MFP_Udocx_Installer.exe) via HP JetAdvantage On Demand website.

1. Login on <http://hpondemand.com> and choose “Utilities”
2. Choose [Download] to download the MFP Udocx Installer.

Deploy Udocx button on Top-level MFP display

Prerequisites running the Udocx installer are HP JetAdvantage On Demand admin credentials, Windows desktop computer and Microsoft.NET Framework 3.5 or greater. See the *HP_JetAdvantage_UdocxInstaller.pdf* for more information.

1. Once you download and run the “MFP_Udocx_Installer.exe” file, you will be prompted to enter your HP JetAdvantage On Demand login **admin** username and password.
2. Next, enter the IP address/Hostname and EWS admin password of the MFP you would like to enable with the Udocx top-level button and click [Install].

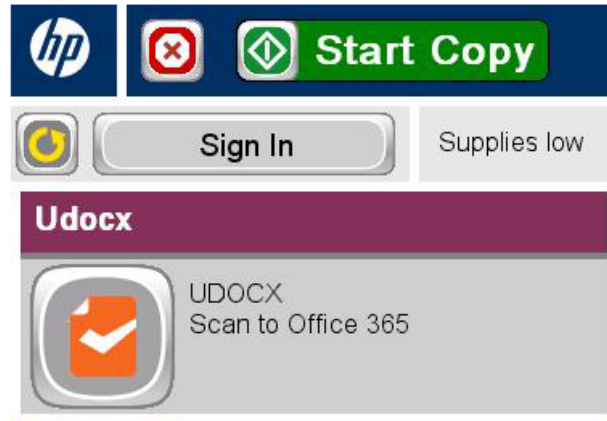
If you want to install Udocx on multiple devices with a single click choose [Import from CSV].

If, in the future, you desire to delete Udocx from this MFP, you can run 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.

When the HP JetAdvantage Login screen appears on your MFP display you have successfully connected your device to Udocx. Login with a Udocx for Office 365 entitled account to start scanning.



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.