



## Admin Guide

Document v. 06-27-21.1



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

## Table of Contents

---

Section	Page
Overview	3
Required Content	3
Pre-Requisites	3
Admin Checklist	4
Login/Register	5
1.1 - Gabi Worx Mobile App	5
Admin Panel Setup	10
2.1 - Login	10
2.2 - Add Device(s)	11
2.3 - Add User(s)	12
Help	15



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

## Overview

Gabi Solutions has changed the way you interact with your Xerox® AltaLink® and VersaLink® Multifunction Printers (MFP) with the introduction of Gabi Worx. Gabi Worx will enhance your workforce's mobile connectivity to your multifunction printer (MFP) by securely and flawlessly executing MFP functionalities using Voice AND Touch.

Gabi Worx customers are provided with an Admin Panel to add and update organization information, devices, users or customize a logo. This document will walk the Admin through the set up process prior to distributing to the user.

## Required Content

Users will only need a smartphone device and a Xerox® AltaLink® or VersaLink® MFP. The smartphone should have access to wifi on the same network as the MFP.

## Pre-Requisites

**Please read this document in its entirety. It contains important information that will help ensure a smooth operating experience with Gabi Worx.** This document assumes your Multifunction Printer (MFP) is properly configured and available to be reached on the network via WiFi.

Your Multifunction Printer(s) Firmware must match a minimum level as follows:

- Xerox® AltaLink® 8000 Series with **100.XXX.028.05200**
- Xerox® AltaLink® 8100 Series with **105.XXX.009.3442**
- VersaLink® Series with **XX.XX.XX**

**For more information** on how to upgrade your software version level before adding additional patches, please visit the Xerox® support page at [www.Xerox.com/support](http://www.Xerox.com/support).



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

Note: if you have any further questions about the prerequisites please read our [FAQs](#).

## Admin Checklist

To help ensure a successful setup within your workplace for Gabi Worx, please use the checklist below as your cheat sheet from start to finish:

- Submit your Order for 'x' number of Worx Licenses
  - Gabi Support will contact you through email to obtain your Name, Domain, Admin Email, Notification Email, Support Email, Sales Email, Xerox MFP, and your choice of Company Code.
  - Gabi Support will notify you by email when your account has been created
  - Download and Register the Gabi Worx app from either App Store or Play Store, depending on your mobile device (**Navigate to Section 1.1**)
  - Log into your Admin Panel to complete the Gabi Worx set-up (**Navigate to Section 2.1**)
  - Add your Devices (**Navigate to Section 2.2**)
  - Add your Users (**Navigate to Section 2.3**)
-



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

- ❑ Communicate to your Users to download/install Worx with the Company Code

## Questions?

Are you running into any difficulties? Please contact [support@gabisolutions.com](mailto:support@gabisolutions.com) or call (855) 442-2446 to speak with a live representative. Our hours of operation are Monday - Friday 9:00 AM to 5:00 PM Eastern Time (United States).

## Login/Register

---

Congratulations on becoming a Gabi Worx Customer! Before you download the Gabi Worx mobile application, you'll need to confirm Gabi Support has provided you with a Company Code.

Once your order is received, a Gabi Specialist will contact you by email to obtain your Name, Domain, Admin Email, Notification Email, Support Email, Sales Email, Xerox MFP, and your choice of Company Code. Be prepared to provide us with your **Email Domain** (i.e. - @gabisolutions.com) and preferred **Company Code** (i.e. - Gabi123)

### 1.1 Gabi Worx Mobile App

Once you receive your Company Code, please follow the instructions below to download and register through the Gabi Worx mobile app.

**Note:** The Admin should be the first to follow these steps to confirm all is setup complete.

#### Step 1

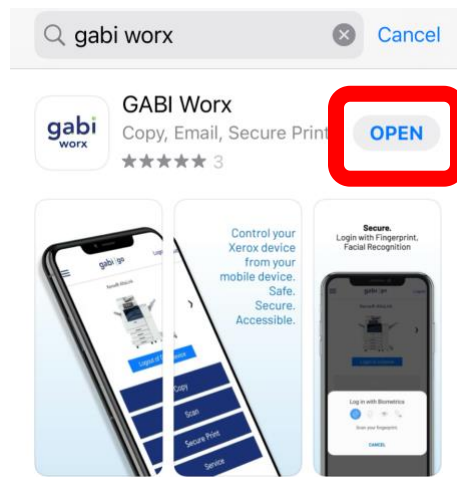
First, launch the device's App Store. If your smartphone is an Apple iPhone or iPad, you will need to access the *App Store*. If your smartphone is an Android smartphone, you will need to access the *Play Store*. This document focuses on the Apple version of Gabi Worx.

---

(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

## Step 2

Once you've launched your App Store, search for **Gabi Worx**.



## Step 3

Next, download the application onto your smartphone.

## Step 4

When ready, launch the Worx app and tap **Register**.



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

11:23

LTE

English



Email

Enter your email

Password

Enter your Password

Login

Biometric Login

Forgot Password?

Register

Safe, Secure and  
Accessible.™

© 2021 Gabi Solutions Inc.

Step 5



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

Complete the Registration Form with your First Name, Last Name, Email Address, Password, and Company Code (only if you were provided one)

11:24 7 LTE

← Registration

**gabi | worx™**

First name

Last name

Email

New Password (8+ characters, 1 number, 1 special character)

Verify Password

Company Code (if provided)

**Register Account**



© 2021 Gabi Solutions Inc.





(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

**Note:** The email address and password that the user created will be used to log in to the Gabi Worx app.

**Step 6**

After a successful registration the user will receive an email with a link to electronically verify the user.





(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

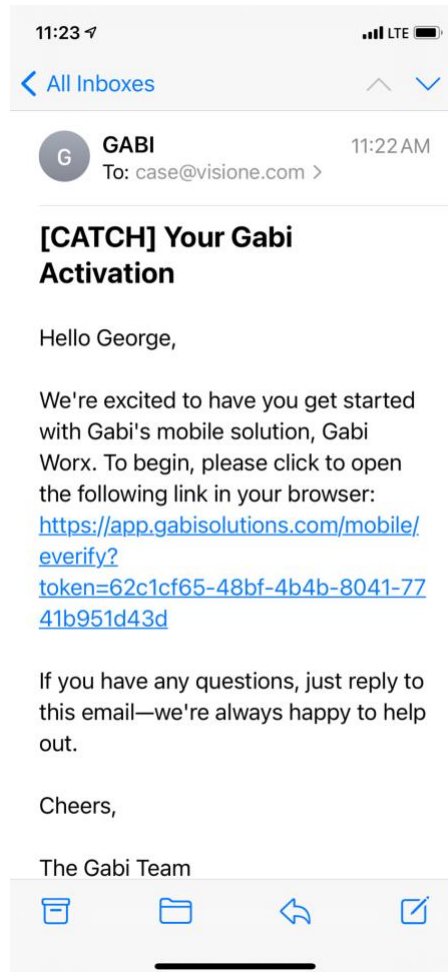
**Note:** If an email is not received within the next five minutes, please check your Spam/Junk folder. If you still haven't received the email containing the user's verification link, please contact [support@gabisolutions.com](mailto:support@gabisolutions.com) or call (855) 442-2446 to speak with a live representative for further assistance. Our hours of operation are Monday - Friday 9:00 AM to 5:00 PM Eastern Time (United States).

#### **Step 7**

Once the email has been received, click on the link to be verified.



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004



### Step 8

Tap the **Complete Registration** button to finalize the Registration process and log into your Worx mobile app!



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

**Note:** For security reasons, you may be required to enter your login credentials once again. These credentials will consist of your entered email address and the password you created.

## Admin Panel Setup

---

### 2.1 Login

The Admin Panel allows adding devices, users and customizing your logo for your company environment. To confirm you have access to your Admin Panel, please follow the steps below on your web browser:

#### Step 1

Navigate to <https://app.gabisolutions.com/admin>

#### Step 2

Next, type in your Username and Password

The screenshot shows the login interface for the Gabi Admin Panel. At the top center is the Gabi logo. Below it is a white rectangular form with a thin border. Inside the form, there are two input fields: the first is labeled 'Username' and the second is labeled 'Password'. Below these fields is a prominent green button with the text 'Log In' in white.

**Note:** Your Username and Password were created when following Section 1.1 to Register through the Worx mobile app

### Step 3

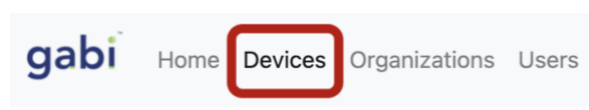
Click **Log In**.

## 2.2 Add Device(s)

Follow the steps below in order to add each Xerox AltaLink® and/or VersaLink® MFP device to your Admin Panel. Each device added will be available to any of your licensed Gabi Worx Users from their mobile app.

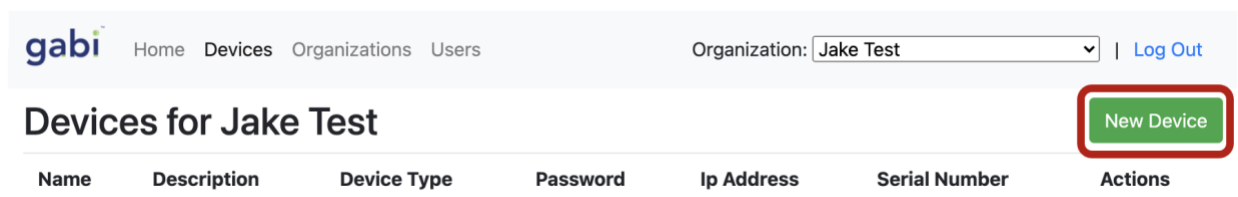
### Step 1

Once you've logged into your Admin Panel, click the **Devices** tab.



### Step 2

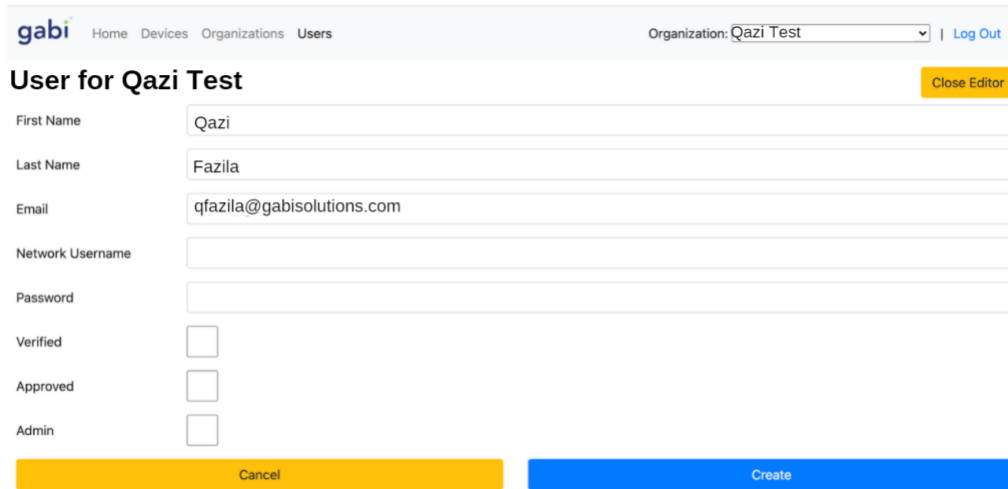
Next, click the **New Device** button.



### Step 3

Complete the provided Device fields as shown below.

(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004



The screenshot shows a web interface for creating a user. At the top, there's a navigation bar with 'gabi' logo and links for 'Home', 'Devices', 'Organizations', and 'Users'. The current organization is 'Qazi Test' and there's a 'Log Out' link. The main heading is 'User for Qazi Test' with a 'Close Editor' button. The form fields are: First Name (Qazi), Last Name (Fazila), Email (qfazila@gabisolutions.com), Network Username (empty), Password (empty), Verified (checkbox), Approved (checkbox), and Admin (checkbox). At the bottom, there are 'Cancel' and 'Create' buttons.

**Important Notice:** Please ensure the entered IP Address and Serial Number is correctly obtained for the dedicated MFP to ensure a successful connection.

#### Step 4

When done, click **Create**.

#### Step 5

Repeat Steps 1-4 for each Device you wish to add. Please note, your number of added devices will be capped based on the number of Gabi Worx Licenses purchased online.

For Example: If an order was submitted for 2 Gabi Worx Licenses, you will only be able to add 2 Devices and up to 30 users per Gabi Worx License.

## 2.3 Add User(s)

Now that you've added your Devices, it's time to add your Users. The Users will be able to access any of the devices that have been added to the Device list.

#### Step 1

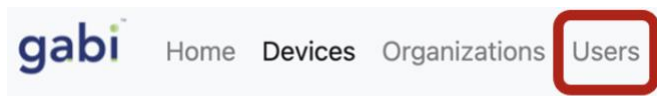
Log into your Admin Panel if you haven't already done so.



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

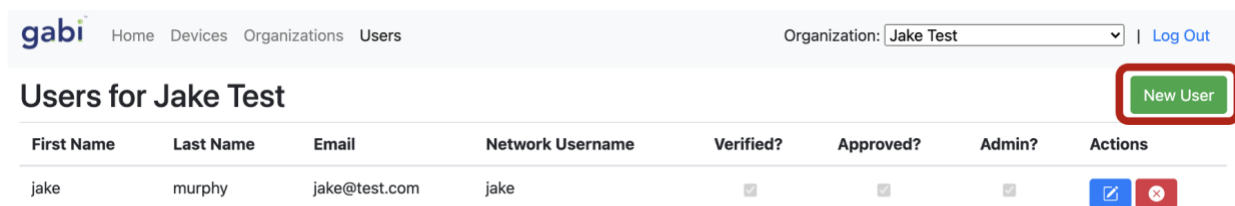
### Step 2

Next, click the **Users** tab.



### Step 3

When ready, click the **New User** button.



### Step 4

Complete the required User fields as listed below:

(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

gabi Home Devices Organizations Users Organization: Qazi Test | Log Out

### User for Qazi Test Close Editor

First Name

Last Name

Email

Network Username

Password

Verified

Approved

Admin

Cancel Create

- **First Name:** Enter User's first name
- **Last Name:** Enter User's last name
- **Email:** Enter user's email address with the whitelisted domain
- **Network Username:** Applicable to Admins only with Admin access to an MFP
- **Password:** Password for logging in
- **Verified:** Allow the end user to bypass the verification step by checking the field
- **Approved:** Allow the user to bypass the approval step by checking this field
- **Admin:** Provide the user with Admin access to the Admin Panel

## Step 5

Click **Create** when done. Repeat Steps 1 to 3 for each User you wish to add.

**You're done!** You've successfully added each Device and User to your Gabi Environment. In order for the users to access the Gabi Worx App, provide users with the Install guide and inform the users how to register within the app. If a password was assigned during the setup process, provide the unique password to the users.





(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

We recommend sharing your users with the Gabi Worx Install Guide.

## FAQs

### 1. **Wireless connectivity within the environment?**

Gabi Worx connects with the MFP through the user's Wifi.

### 2. **Ethernet connection within the customer environment?**

Gabi Worx set up will not require any ethernet connection with the MFP.

### 3. **Wireless option installed on the MFP?**

No wireless needed on MFP, Gabi can work with Ethernet driven MFP or WiFi.

### 4. **Mobile iOS minimum support?**

- iPhone: requires iOS 10.0 or later.
- iPad: requires iPadOS 10.0 or later.
- iPod touch: requires iOS 10.0 or later.

### 5. **Mobile Android minimum support?**

- Android 4.1, 4.1.116 JELLY\_BEAN Platform Highlights

### 6. **Mobile/Device on the same network?**

Required to be accessible via local IP address on a shared network.

### 7. **What email domain address can be added?**

Each company can add domains that are whitelisted and users with email addresses under them can sign up on organization.

### 8. **Password can either be assigned or chosen by the User?**

If an Admin added a user through the control panel, the Admin will assign a password. If the user wants to change the password, they can do so through the "Forgot Password" option in the mobile app, or they can have an admin set it.



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

## Additional Support

For issues with your Gabi Worx setup or installation, please contact [support@gabisolutions.com](mailto:support@gabisolutions.com) or call (855) 442-2446 to speak with a live representative. Our hours of operation are Monday - Friday 9:00 AM to 5:00 PM Eastern Time (United States).



(855) 442-2446  
GabiSolutions.com  
19 Gloria Lane, Fairfield NJ - 07004

©2021 Gabi Solutions, Inc.. All rights reserved. Vision-e® and gabi® are trademarks of InField SalesPro in the United States and/or other countries. Other company trademarks are also acknowledged.

