



Content Hub

for your
Xerox[®] ConnectKey[®] device



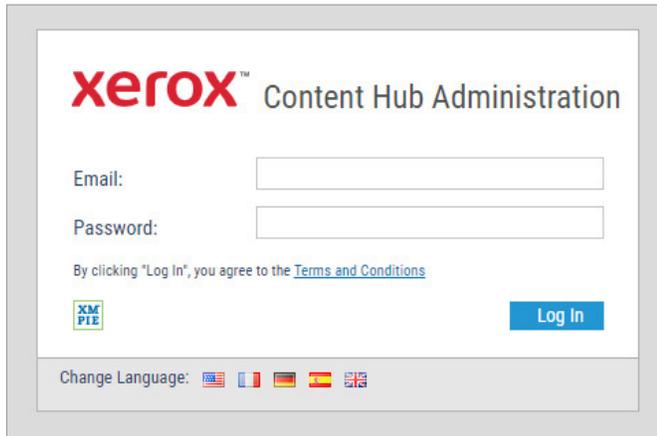
Quick Start:

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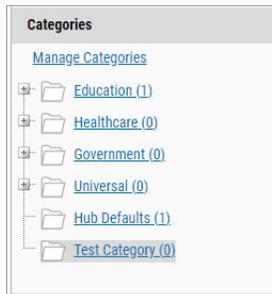
Adding your first static document to the Content Hub Repository

- 1 Use the URL and credentials provided in your Content Hub Welcome Pack to browse to your Content Hub Back Office and login.



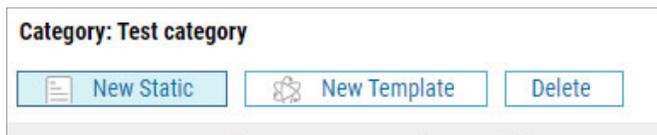
The login page for Xerox Content Hub Administration. It features the Xerox logo and the text "Content Hub Administration". There are two input fields for "Email:" and "Password:". Below the password field is a link for "Terms and Conditions". A "Log In" button is located at the bottom right. At the bottom left, there is a "Change Language:" section with flags for USA, France, Germany, Spain, and UK.

- 2 From the list of Categories, click to select a category for the new document to be added to.



A list of categories for document organization. The categories are: Education (1), Healthcare (0), Government (0), Universal (0), Hub Defaults (1), and Test Category (0). Each category is represented by a folder icon and a count in parentheses.

- 3 Click the *New Static* button.



A panel titled "Category: Test category". It contains three buttons: "New Static" (with a document icon), "New Template" (with a gear icon), and "Delete".

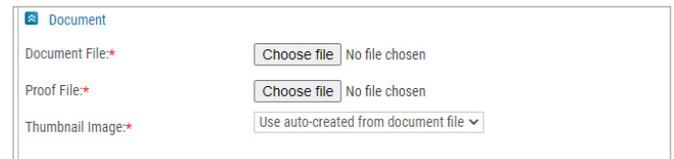
- 4 In the *Document Name* field, enter the name that will be displayed to users in the Repository.



A form section titled "General" with two input fields: "Document Name*" and "Catalog No.".

- 5 In the *Document File* field, click *Choose File* and select the PDF document that you want to add to the repository. (This is the file that will be printed.)

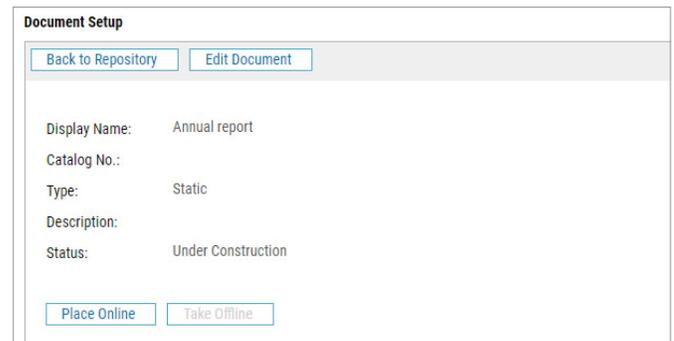
In the *Proof File* field, click *Choose File* and select the document that you want as the proof file. (This can be the same PDF file, or a lower resolution file that is shown in the Content Hub repository.)



Fields for selecting files. "Document File*" has a "Choose file" button and "No file chosen" text. "Proof File*" has a "Choose file" button and "No file chosen" text. "Thumbnail Image*" has a dropdown menu with "Use auto-created from document file" selected.

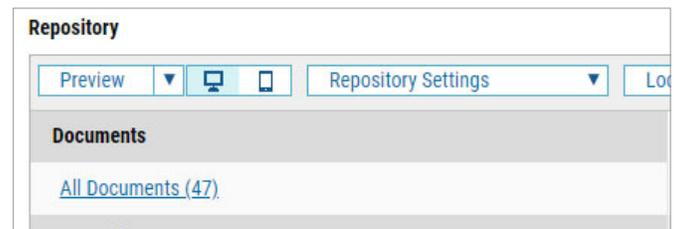
- 6 Click *Save*.

- 7 Click *Place Online*.



The "Document Setup" form. It has buttons for "Back to Repository" and "Edit Document". The form fields are: "Display Name: Annual report", "Catalog No.:", "Type: Static", "Description:", and "Status: Under Construction". At the bottom are buttons for "Place Online" and "Take Offline".

- 8 Your document is now in the repository. You can check the Content Hub app on your Xerox ConnectKey device, login to your Content Hub Repository, or click *Preview* in the Content Hub Back Office.



The "Repository" view. It has a "Preview" button with a dropdown arrow, a "Repository Settings" dropdown menu, and a "Log" button. Below is a "Documents" section with a link for "All Documents (47)".

For more detailed information, please refer to:

Content Hub Administration Guide
Content Hub User Guide
Content Hub e-Learning

<https://help.xmpie.com/ContentHub/AdminGuide/en/index.htm>
<https://help.xmpie.com/ContentHub/UserGuide/en/index.htm>
<http://campus.xmpie.com/s/ContentHub>