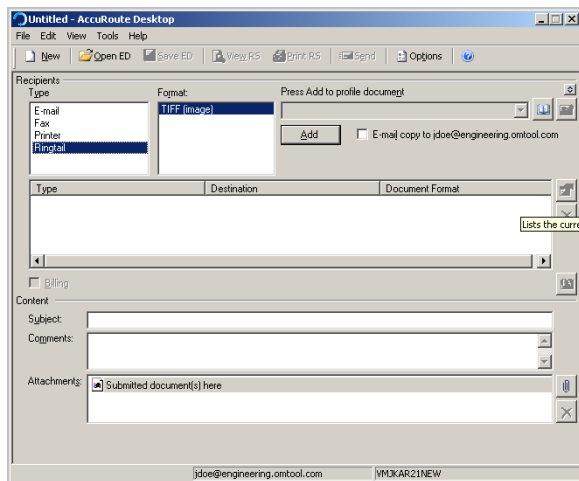


Sending an End of Load file message to Ringtail from Accuroute Desktop

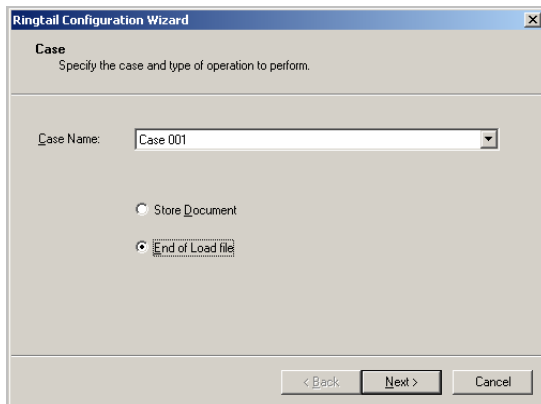
Use the following procedure to send an End of Load file message using AccuRoute Desktop. For detailed information on sending messages using AccuRoute Desktop, consult the [AccuRoute Desktop user guide](#).

To send an End of Load file message to Ringtail using AccuRoute Desktop:

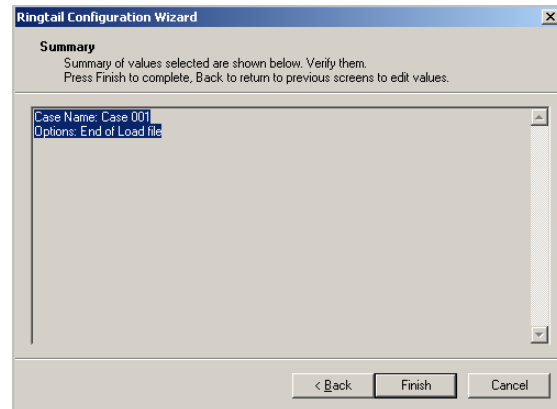
- 1 Start AccuRoute Desktop. Click **START**, go to the Omttool programs group, and select **ACCURROUTE DESKTOP**. Log in if prompted. The application appears on your desktop.



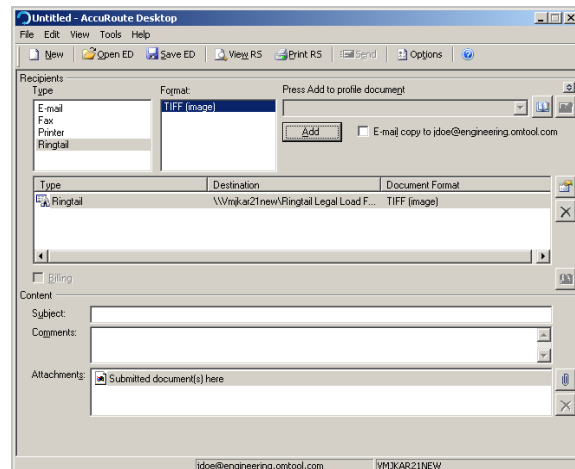
- 2 Select the **Recipient** type as **RINGTAIL** in the **RECIPIENTS TYPE** list. The only available file format is TIFF (image).
- 3 Verify that TIFF (image) is selected as the file format.
- 4 Click **ADD**. The Ringtail configuration wizard opens.



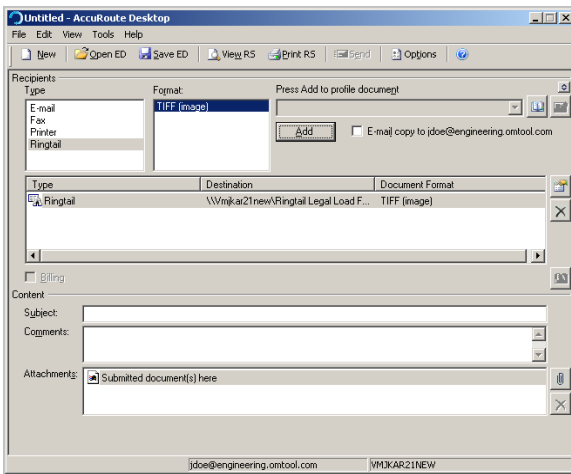
- 5 Click **NEXT**. A summary page opens.



- 6 Click **FINISH** to close the wizard. The Ringtail destination appears in the message.



- 7 Add content to your message.
- a Locate the **CONTENT** section at the bottom and type a subject and comments.
 - b Add any attachments you want to send with your message. Click the paperclip icon and do one of the following:
 - **FILE** - Select this option to attach a file saved from your computer or network share. Go to the file, select it, and click **OPEN**. The file appears in the attachments list.
 - **WEB DOCUMENT** - Select this option to attach a web page from the Internet. Enter the address of the web document, choose a file name for the attachment, select a file format for this attachment (such as PDF or HTML), and click **OK**.



- 8 Send or save the message. You can do one of the following:
- **Save the message as an Embedded Directive** - To save as an Embedded Directive, click **SAVE ED** on the toolbar. In the Save As page, enter a descriptive title in the Title text box. Click **SAVE**.
 - **Print a Routing Sheet that can be scanned with hard copy documents** - To generate a Routing Sheet, save the message as an Embedded Directive. Then click **PRINT RS** on the toolbar. Accuroute Desktop creates a Routing Sheet containing the Embedded Directive and displays it as a PDF file on

your desktop. Print the Routing Sheet and include it as the first or last page of the hard copy document. Take the document to a network scanner and scan it using the instructions provided by your network administrator. (Your message can include both electronic and hard copy documents.)

▶ When you select **END OF LOAD FILE**, you cannot click **SEND** to send the message.

- c Send the end of load file Routing Sheets through the standard network scanning process.

When you send a message and it is delivered to the Accuroute sever for processing. After the messages are processed by the server, the output TIFF and OCR text files are generated in the **Final** folder. The load file (with MDB format) is generates in the **Working** folder.