
Embedded AccuRoute[®]

HP OXPd v1.6.4

Quick Start Guide

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Using the Routing Sheet Option

A **Routing Sheet** is a special page with a barcode containing distribution instructions for your document.

With the **Routing Sheet** option, the device delivers the scanned document and Routing Sheet to the AccuRoute server, which decodes the barcode and distributes the document to intended recipients.

- 1 Generate and print a Routing Sheet using the Omtool Client.
- 2 Assemble your document with the Routing Sheet at the front.
- 3 At the device, load the document into the feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)
- 4 Press **Routing Sheet**. (If this option is not visible, find it using the scroll bar.)




If **one touch scan** is enabled, document scanning starts. Go to Step 7.

If **one touch scan** is NOT enabled (the default), the device shows the **Ready** message. Continue with the next step.

- 5 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 6 Press **Start** to begin scanning. A progress indicator will display.
- 7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

- 8 To scan another document using the **Routing Sheet** option, press **Back**.

To end the session and return to the main AccuRoute menu, press  or the **OK** button.

Using the Public Distributions Option

A system administrator creates **Public Distributions** for use by a group. For example, all members of the marketing group may have a distribution predefined specifically for their use.

Using the **Public Distributions** option, the device delivers the document to the AccuRoute server, which decodes the distribution and sends the document to intended recipients.


- 1 Assemble your document and go to the device.
- 2 Press **Public Distributions**. (If this option is not visible, find it using the scroll bar.)



- 3 Select a distribution from the list of **Public Distributions**.
- 4 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

- 5 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 6 Press **Start** to begin scanning. A progress indicator will display.
- 7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.
- 8 To scan another document using the same distribution, press **Back**.

To end the session and return to the main AccuRoute menu, press  or **OK**.

Using the Personal Distributions Option

Personal Distributions are created for use by an individual. For example, you may have a distribution defined for sending information to people within your company and another distribution for sending information outside the company. (Before using this option, you must create a Personal Distribution. Ask your system administrator for assistance.)

Using the **Personal Distributions** option, the device delivers the document to the AccuRoute server, which decodes the distribution and sends the document to intended recipients.


- 1 Assemble your document and go to the device.
- 2 Press **Personal Distributions**. (If this option is not visible, find it using the scroll bar.)



- 3 If prompted, enter user login information to access your **Personal Distributions**.
- 4 Select a distribution from the list of your **Personal Distributions**.
- 5 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

- 6 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 7 Press **Start** to begin scanning. A progress indicator will display.
- 8 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.
- 9 To scan another document using the same distribution, press **Back**.

To end the session and return to the main AccuRoute menu, press  or **OK**.

Using the Scan to Me Option

The **Scan to Me** option scans a document and delivers it to your PC for further review and routing. Based on a directive (a rule defined by a system administrator), AccuRoute sends the document to your e-mail address (the default) or to a Windows home folder.

Using the **Scan to Me** option, the device delivers the document to the AccuRoute server, which processes it using your personal directive and sends the document to intended recipients.


- 1 Assemble your document and go to the device.
- 2 Press **Scan to Me**. (If this option is not visible, find it using the scroll bar.)



- 3 If prompted, enter user login information to access the **Scan to Me** option.
- 4 Press **Next**.
- 5 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

- 6 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 7 Press **Start** to begin scanning. A progress indicator will display.
- 8 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

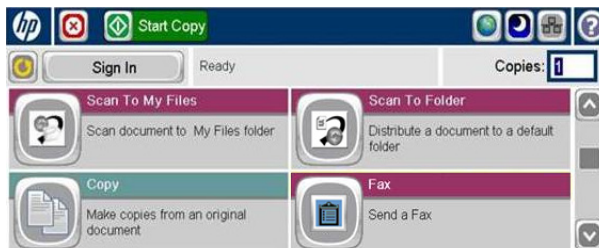
When transfer is complete, a message indicates the job status.
- 9 To scan another document using the **Scan to Me** option, press **Back**.

To end the session and return to the main AccuRoute menu, press  or **OK**.

Using the Fax Option

When you enter a fax number and scan your document using the **Fax** option, the device delivers the document to the AccuRoute server, which sends the fax to intended recipients.

- 1 Assemble your document and go to the device.
- 2 Press **Fax**. (If you do not see this option, find it using the scroll bar.)




- 3 Press the **Fax Number** text box and enter the destination fax number using the keypad that opens. Press **OK** to close the keypad.
 - ▶ If you do not enter a fax number, you will get an error message.
- 4 To fax without adding a cover sheet, be sure the **Add Cover Sheet** option is not checked. Then, press **Next**. Continue with Step 5.

To add a cover sheet, press the **Add Cover Sheet** check box. Enter information in the **Sender Name**, **Recipient Name**, and **Subject** text boxes. Then, press **Next**.

- 5 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)
- 6 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 7 Press **Start** to begin scanning. A progress indicator will display.
- 8 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

- 9 To scan another document using the **Fax** option, press **Back**.

To end the session and return to the main AccuRoute menu, press  or **OK**.

Using the Scan to Folder Option

Using the **Scan to Folder** option, the AccuRoute server sends the document to a folder predetermined by your system administrator.


- 1 Assemble your document and go to the device.
- 2 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)
- 3 Press **Scan to Folder**. (If this option is not visible, find it using the scroll bar.)
- 4 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 5 Press **Start** to begin scanning. A progress indicator will display.
- 6 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)



If **one touch scan** is enabled, document scanning starts. Go to Step 6.

If **one touch scan** is NOT enabled (the default), the device shows the **Ready to Scan** message. Continue with the next step.

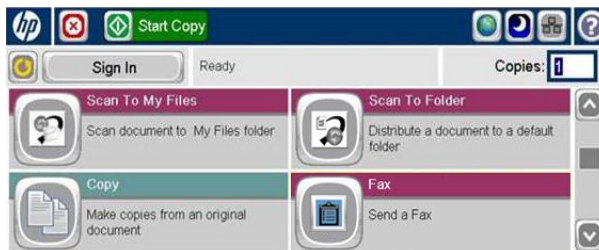
- 7 To scan another document to the specified network folder, press **Back**.

To end the session and return to the main AccuRoute menu, press  or the **OK** button.

Using the Scan to My Files Option

Using the **Scan to My Files** option, the device delivers the scanned document to the AccuRoute server, which sends it as an electronic file to the “My Files” folder on the Omttool Client.

- 1 Assemble your document and go to the device.
- 2 Press **Scan to My Files**. (If this option is not visible, find it using the scroll bar.)




- 3 If prompted, enter user login information to access your **My Files** options.
- 4 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

- 5 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).
- 6 Press **Start** to begin scanning. A progress indicator will display.
- 7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

- 8 To scan another document using the same option, press **Back**.

To end the session and return to the main AccuRoute menu, press  or the **OK** button.