Embedded AccuRoute® Quick Start Guide

For HP OXP v 1.4

December 30, 2009

Omtool, Ltd.
6 Riverside Drive
Andover, MA 01810
Phone: 978-327-5700
Toll-free in the US: 800-886-7845
Fax: 978-659-1300

Omtool Europe
25 Southampton Buildings
London
WC2A 1AL
United Kingdom
Phone: +44(0) 203 043 8580
Toll-free in the UK: +44(0) 800 011 2981
Fax: +44(0) 203 043 8581

Web: http://www.omtool.com

Omtool support and sales

Online resources

The Omtool web site provides you with 24-hour access to documentation, software updates and other downloads, and detailed technical information that can help you troubleshoot issues. Go to http://www.omtool.com/support and log in using your customer number. Then click one of the following:

- **KNOWLEDGE BASE** to access technical articles.
- **DOWNLOADS & DOCS** to access online documentation, software updates, and downloads.

Customer service and technical support

Contact Omtool Customer Service or Technical Support using any of the following methods:

- **Phone**: 888-303-8098 (toll-free in the US)
- **Fax**: 978-659-1301
- **E-mail**: customerservice@omtool.com or support@omtool.com

Technical support requires an active support contract. For more information, go to http://www.omtool.com/support/entitlements.cfm.

Sales, consulting services, licenses, and training

Contact Omtool Sales using any of the following methods:

- **Phone**: 978-327-5700 or 800-886-7845 (toll-free in the US)
- **Fax**: 978-659-1300
- **E-mail**: sales@omtool.com

Using the "Routing Sheet" feature on an HP device running OXP

An AccuRoute Routing Sheet is a special page with Embedded Directive data containing the distribution instructions for your document. Using the HP device feature called **ROUTING SHEET**, you scan a document with a Routing Sheet. The device delivers the scanned document to the AccuRoute server via HTTP / HTTPs. The AccuRoute server then decodes the Embedded Directive and distributes the document to the intended recipients.

Use **ROUTING SHEET** if the entire document fits in the document feeder, or if the document is a single page and it is being scanned from the exposure glass.
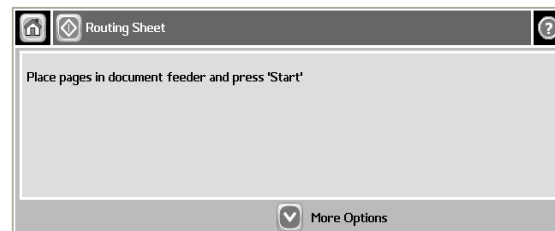
To use the Routing Sheet feature:

1 Generate and print a Routing Sheet using AccuRoute Desktop or the AccuRoute Web Client.

2 Assemble your document. Add the Routing Sheet to the front or back. Then go to the device. The main screen looks like this.
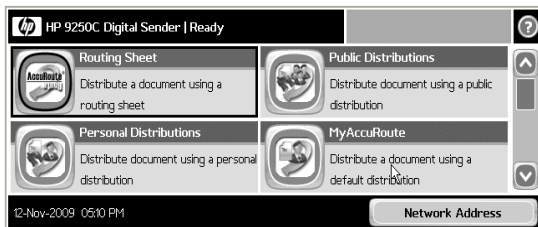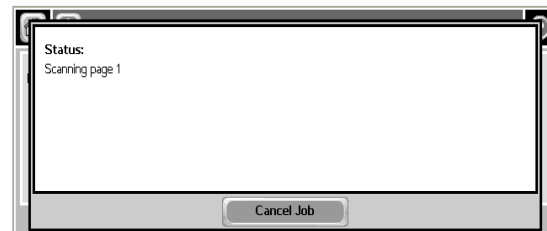

3 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass for single page documents only.)

4 Press **ROUTING SHEET**. (If this feature is not visible, use the scroll bar to find it.)
‣ If **one touch scan** is enabled, load your document before you press **ROUTING SHEET**. Go to step 7.

If **one touch scan** is disabled (the default), the device shows the **Ready to Scan** page.

5 You can do the following:
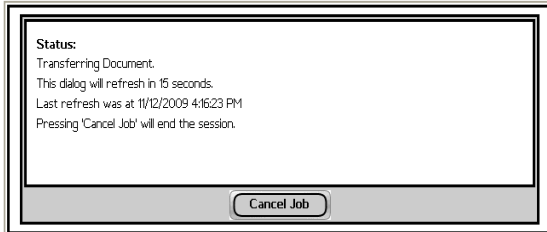
- To start the scan job, press or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

6 To begin scanning, press or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.
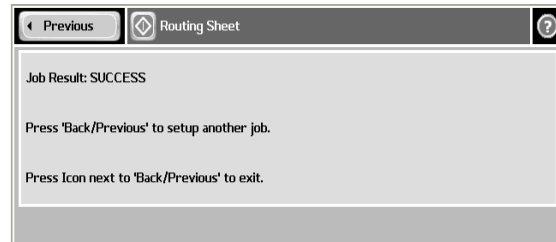

7 To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.

8   The device shows the message that it is transferring the job to the server.

> **Status:**
> Transferring Document.
> This dialog will refresh in 15 seconds.
> Last refresh was at 11/12/2009 4:16:23 PM
> Pressing 'Cancel Job' will end the session.
>
> [Cancel Job]

message indicating if the job was successful or if it failed.

> ◄ Previous   ◇ Routing Sheet   ?
>
> Job Result: SUCCESS
>
> Press 'Back/Previous' to setup another job.
>
> Press Icon next to 'Back/Previous' to exit.

9   The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following

10   To scan another document using the Routing Sheet option, click Previous. To end the session and go back to the main Accuroute menu, click ◇ .

Using the "Public Distributions" feature on an HP device running OXP

Public distributions are created for use by members of a group. For example, all members who belong to the marketing group will have certain distribution options defined for them to use.

Using the HP device feature called **PUBLIC DISTRIBUTIONS**, you select one of these options and scan your document. The device delivers the document to the AccuRoute server via HTTP/HTTPs. The server then decodes the Embedded Directive and distributes the document to the intended recipients.

To use the Public Distributions feature:

1 Assemble your document and go to the HP device.
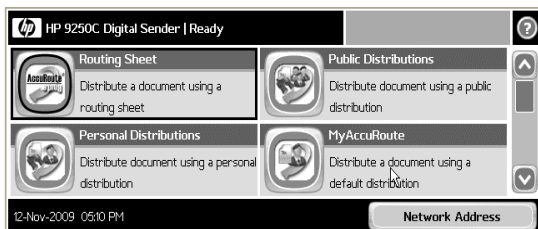
2 Press **PUBLIC DISTRIBUTIONS**. (If this feature is not visible, use the scroll bar to find it.)

The device shows public distribution options.
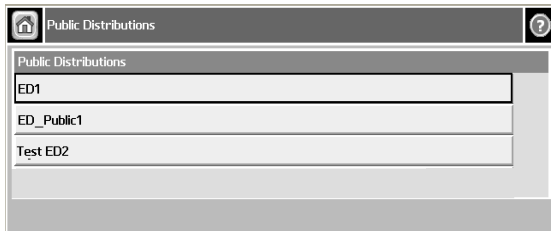
3 Press the distribution you want to select.

The device shows the selected distribution.

4 Load the document into the document feeder or place the document on the exposure glass.
▸ Use the exposure glass only if your document consists of a single page.

5 You can do the following:

- To start the scan job, press ⬚ or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

6 To begin scanning, press ⬚ or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.
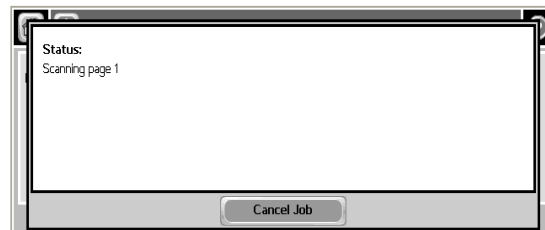
7 To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.
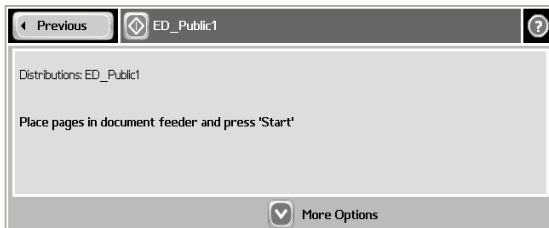
When scanning is complete, the device shows the message that it is transferring the job to the server.

> **Status:**
> Transferring Document.
> This dialog will refresh in 15 seconds.
> Last refresh was at 11/12/2009 4:16:23 PM
> Pressing 'Cancel Job' will end the session.
>
> [Cancel Job]

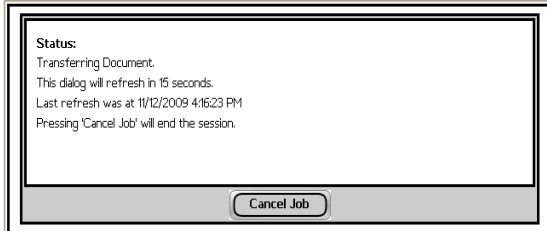The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following

message indicating if the job was successful or if it failed.

> ◀ Previous   ◉ Routing Sheet   ❓
>
> **Job Result: SUCCESS**
>
> Press 'Back/Previous' to setup another job.
>
> Press Icon next to 'Back/Previous' to exit.
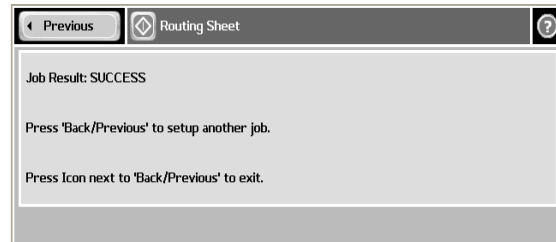
8 To scan another document using the Public Distribution option, click **PREVIOUS**.

9 To end the session and go back to the main Accuroute menu, click ◉ .

Using the "Personal Distributions" feature on an HP device running OXP

The Embedded Directives that you create using the AccuRoute Desktop are document distribution options called "personal distributions". Using the H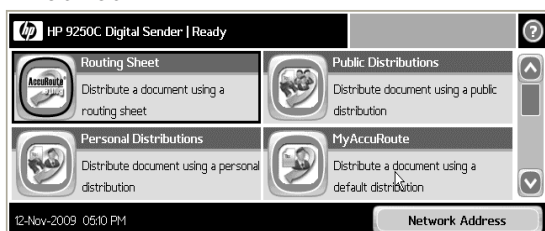P device feature called **PERSONAL DISTRIBUTIONS**, you select a personal distribution option and scan your document. The device delivers the document to the AccuRoute server via HTTP/HTTPs. The server decodes the Embedded Directive and distributes the document to the intended recipients.

Before you can use this feature, you must create an Embedded Directive using AccuRoute Desktop or the AccuRoute Web Client. Ask your network or systems administrator for assistance.
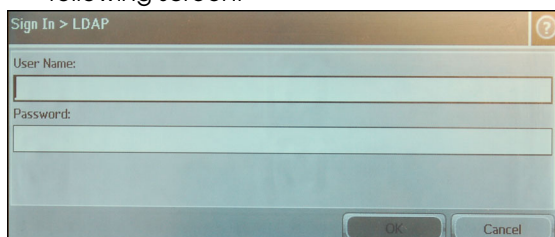
To use the Personal Distributions feature:

1   Assemble your document and go to the HP device.

2   Press **PERSONAL DISTRIBUTIONS**. (If this feature is not visible, use the scroll bar to find it.)

The device prompts you to login.

- If you are configured to use LDAP, you see the following screen.

3   Login to the device.
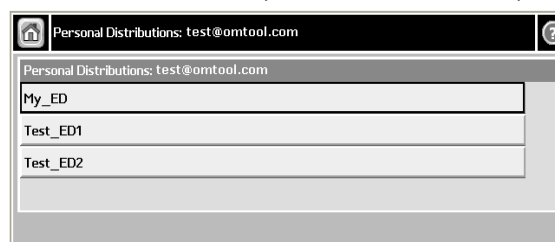
a   Press **USERNAME**.
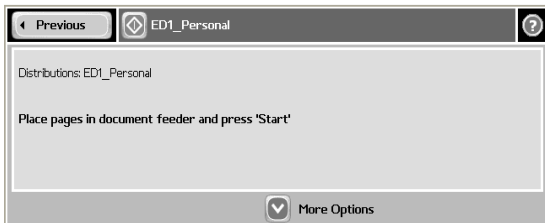
b   Enter your username using the keypad that opens.
   ‣ The Username you enter is validated against the Active Directory.

c   Press **OK** to close the keypad.

d   Press **PASSWORD**.

e   Enter the password using the keypad that opens.

f   Press **OK** to close the keypad.

g   Press **OK** to login to the device.

The device shows personal distribution options.

4 Press the distribution you want to use.

The device shows the **Ready to Scan** page.

◄ Previous	◉ ED1_Personal	?

Distributions: ED1_Personal

**Place pages in document feeder and press 'Start'**

ⓥ More Options

5 Load the document into the document feeder or place the document on the exposure glass.
   ▸ Use the exposure glass only if your document consists of a single page.
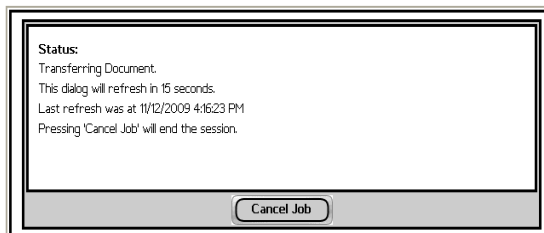
6 You can do the following:

- To start the scan job, press ◉ or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

7 To begin scanning, press ◉ or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.
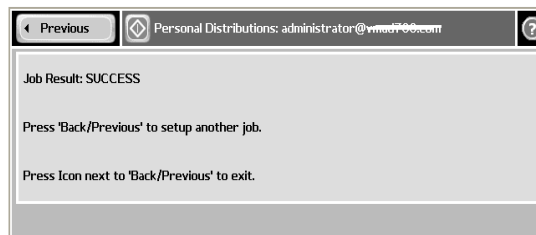
Status:
Scanning page 1
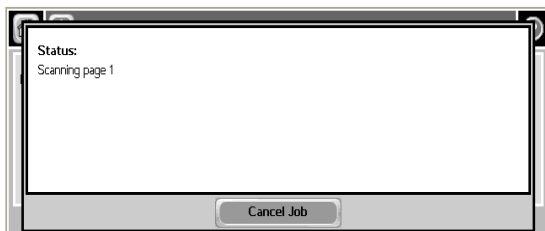
Cancel Job

8 To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.

The device shows the message that it is transferring the job to the server.

Status:
Transferring Document.
This dialog will refresh in 15 seconds.
Last refresh was at 11/12/2009 4:16:23 PM
Pressing 'Cancel Job' will end the session.

Cancel Job

The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following message indicating if the job was successful or if it failed.

◄ Previous	◉ Personal Distributions: administrator@omtool.com	?

Job Result: SUCCESS

Press 'Back/Previous' to setup another job.

Press Icon next to 'Back/Previous' to exit.

9 To scan another document using the Personal Distributions option, click **PREVIOUS**.

10 To end the session and go back to the main Accuroute menu, click ◉ .

Using the "MyAccuRoute" feature on an HP device running OXP

The MyAccuRoute directive you create using the AccuRoute desktop client can be a specific Embedded Directive or an email address. Using the HP device feature called **MYACCUROUTE**, you scan a document. The device delivers the document to the AccuRoute server (via HTTP/HTTPs) where it is processed using your personal MyAccuRoute directive and distributed to the intended recipients.

Before you can use the **MYACCUROUTE** feature, you must create your MyAccuRoute directive using the AccuRoute Desktop client. Consult your network or system administrator for directions on how to set up your MyAccuRoute directive.

Note: If you do not have any MyAccuRoute directive setup, the scanned document is sent to your email address by default.

To use the My AccuRoute feature:

1 Assemble your document and go to the HP device.
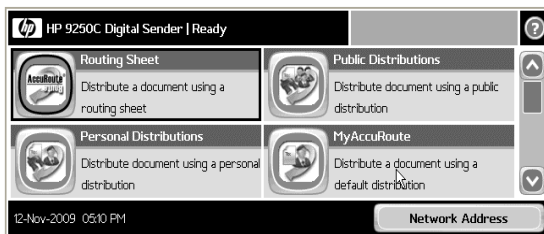
2 Press **MYACCUROUTE**. (If this feature is not visible, use the scroll bar to find it.)

The device prompts you to login.

If you are configured to use LDAP you see the following screen.
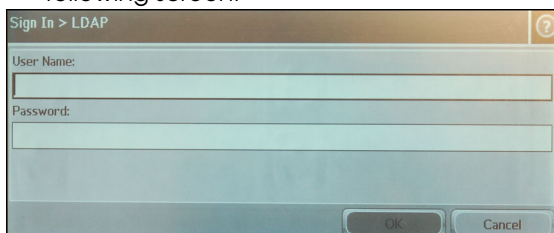
3 Login to the device.

   a Press **USER NAME**.

   b Enter your username using the keypad that opens.

▶ The user name you enter is validated against the list of users defined in the Active Directory.

   c Press **OK** to close the keypad.

   d Press **PASSWORD**.

   e Enter your password using the keypad that opens.

   f Press **OK** to close the keypad.

   g Press **OK** to login to the device.

The device shows the **Ready to Scan** page.

4 Load the document into the document feeder or place the document on the exposure glass.
   ▶ Use the exposure glass only if your document consists of a single page.

5 You can do the following:

- To start the scan job, press 🔲 or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

6 To begin scanning, press 🔲 or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.

> **Status:**
> Scanning page 1
>
> Cancel Job

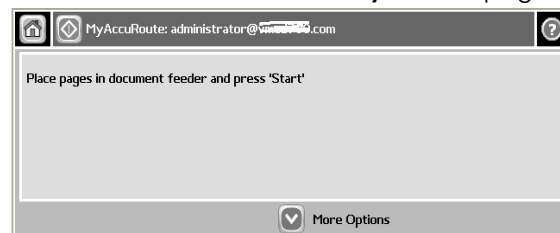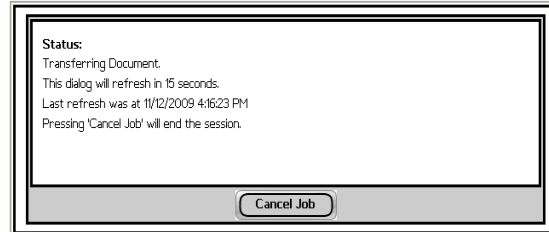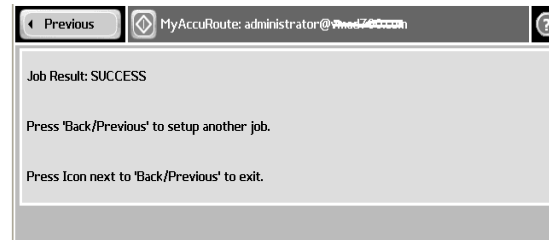**7** To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.

8 The device shows the message that it is transferring the job to the server.

> **Status:**
> Transferring Document.
> This dialog will refresh in 15 seconds.
> Last refresh was at 11/12/2009 4:16:23 PM
> Pressing 'Cancel Job' will end the session.
>
> Cancel Job

9 The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following message indicating if the job was successful or if it failed.

> ◀ Previous   MyAccuRoute: administrator@~~~~~~~~~   ?
>
> Job Result: SUCCESS
>
> Press 'Back/Previous' to setup another job.
>
> Press Icon next to 'Back/Previous' to exit.

10 To scan another document using the Routing Sheet option, click Previous. To end the session and go back to the main Accuroute menu, click 🔲 .

Using the "Fax" feature on an HP device running OXP

Using the feature called **FAX**, you enter a fax number and scan your document. The device delivers the document to the AccuRoute server via FTP or network Share. The AccuRoute server sends the fax to the intended recipients.
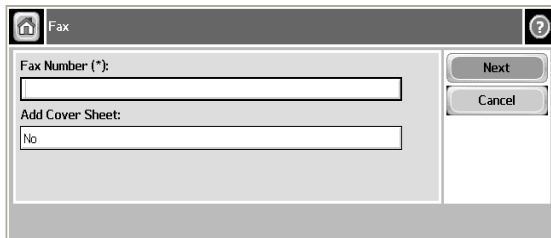
To use the Fax feature:
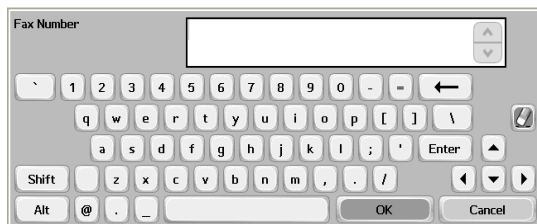
1 Assemble your document and go to the HP device.
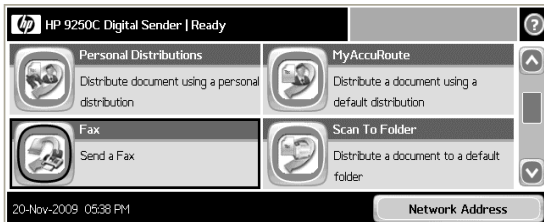
2 Press **FAX**. (If you do not see this feature, use the scroll bar to find it.)

The device prompts you to enter the details about the fax.

3 Enter the Fax number.

a Press the **Fax Number** text box to open the keypad.

b Use the keypad to enter the fax number. Press **OK** to close the keypad.

> If you do not enter a fax number, you will get an error message.

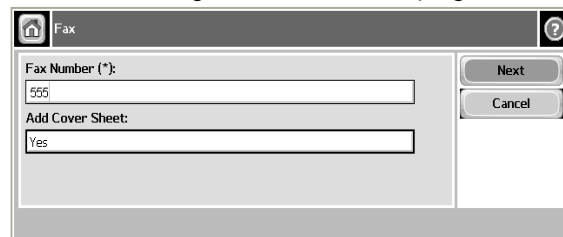4 If you do not want to add the cover page, click **NEXT**. The device shows the **Ready to Scan** message.

If you want to add a **cover page**, press the **ADD COVER SHEET** text box.

5 The **Add Cover Sheet** page opens. Select **YES** option.

6 Press **OK** to go back to the **Fax** page.

7   Press **NEXT**. The **COVER SHEET** page opens.

◀ Previous	Cover Sheet	⑦
Subject:		Next
Sender Name:		Cancel
Recipient Name:		

8   Enter the relevant information.

a   To enter a subject, press the **SUBJECT** text box. Use the keypad that opens to enter the name. Press **OK** to close the keypad.

b   To enter your name, press the **SENDER NAME** text box. Use the keypad that opens to enter the name. Press **OK** to close the keypad.

c   To enter the name of the person who will receive the fax, press the **RECIPIENT NAME** text box. Use the keypad that opens to enter the name. Press **OK** to close the keypad.

9   When you have entered all the relevant information, press **NEXT**.

The device shows the **Ready to Scan** page.

◀ Previous	◉ Fax	⑦
Fax Number 555		
Place pages in document feeder and press 'Start'		
		▼ More Options

10   Load the document into the document feeder or place the document on the exposure glass.
   ▸ Use the exposure glass only if your document consists of a single page.

11   You can do the following:

- To start the scan job, press [◉] or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

12   To begin scanning, press [◉] or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.

Status:
Scanning page 1
Cancel Job

13   To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.

14   The device shows the message that it is transferring the job to the server.

Status:
Transferring Document.
This dialog will refresh in 15 seconds.
Last refresh was at 11/12/2009 4:16:23 PM
Pressing 'Cancel Job' will end the session.
Cancel Job

15   The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following message indicating if the job was successful or if it failed.

◀ Previous	◉ Fax	⑦
Job Result: SUCCESS		
Press 'Back/Previous' to setup another job.		
Press Icon next to 'Back/Previous' to exit.		

16   To scan another document using the Routing Sheet option, click Previous. To end the session and go back to the main Accuroute menu, click [◉].

Using the "Scan to Folder" feature on an HP device running OXP

Using the HP device feature called **SCAN TO FOLDER**, you scan a document and then the HP device saves it in a folder on the network. (You cannot select the folder where the document is saved; it is programmed into the device by a network or systems administrator.) The AccuRoute server picks up the scanned document from the network folder, processes it and delivers it to the intended recipients.
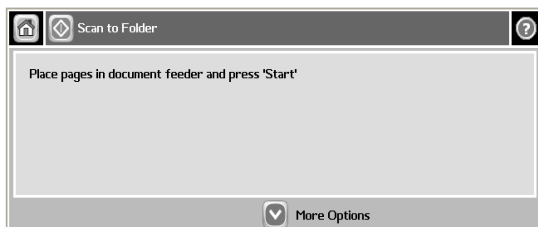
To use the Scan to Folder feature:

1 Assemble your document and go to the HP device.
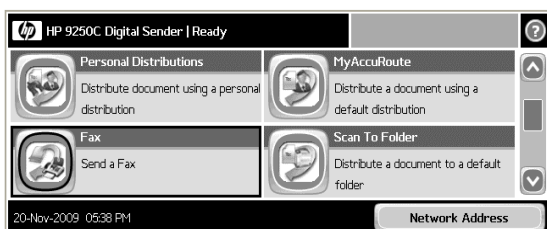
2 Press **SCAN TO FOLDER**. (If this feature is not visible, use the scroll bar to find it.)
▸ If one touch scan is enabled, the scan job starts. Make sure you load your document.
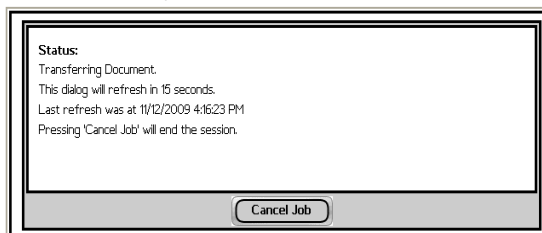
The device shows the **Ready to Scan** page.

3 Load the document into the document feeder or place the document on the exposure glass.
▸ Use the exposure glass only if your document consists of a single page.

4 You can do the following:

- To start the scan job, press ▣ or press **START** in the hard keypad to begin scanning.

- To change scan attributes, click **MORE OPTIONS**.

5 To begin scanning, press ▣ or press **START** in the hard keypad. The device scans the document. An indicator shows the progress of the scan job.
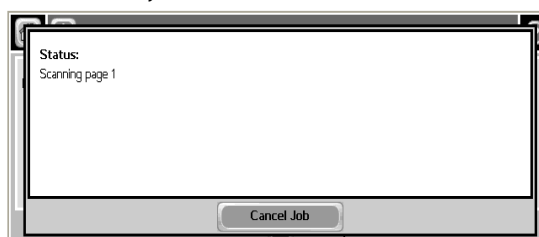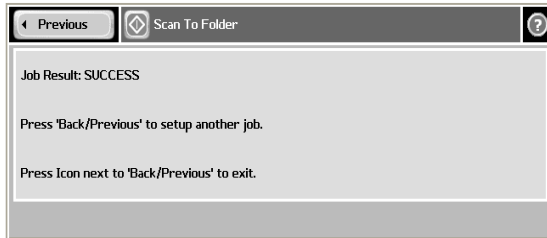
6 To stop the scan job, press **CANCEL JOB**. Otherwise wait for the job to finish.

7 The device shows the message that it is transferring the job to the server.

8 The document is transferred to the AccuRoute server via HTTP / HTTPs where it is processed and routed to the intended recipient. When transfer is complete, you will see the following

message indicating if the job was successful or if it failed.

Previous | Scan To Folder

Job Result: SUCCESS

Press 'Back/Previous' to setup another job.

Press Icon next to 'Back/Previous' to exit.

9 To scan another document using the Routing Sheet option, click Previous. To end the session and go back to the main Accuroute menu, click .