
AccuRoute® Embedded Device Client v1.0

For Sharp OSA-enabled MFPs

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Using the “Public Distributions” feature

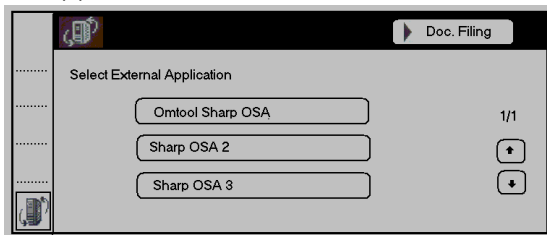
Public distributions are Embedded Directives created by an administrator for use by members of a group. For example, all members who belong to the marketing group will have certain public distribution options defined for them to use.

Using the **PUBLIC DISTRIBUTIONS** feature, you select a public distribution and scan your document. The scanned document is sent to the AccuRoute server and the server distributes it to the intended recipients.

To use the Public Distributions feature:

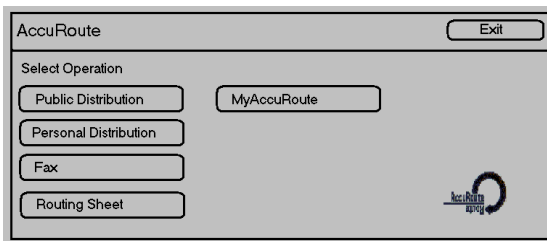
- 1 Assemble your document and go to the Sharp OSA device.

The device displays the Sharp OSA external applications.



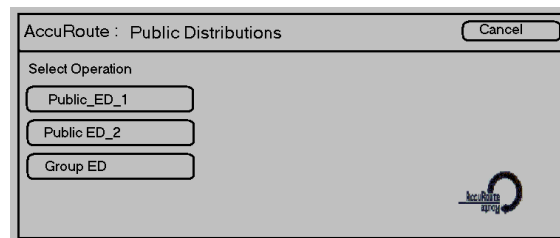
- 2 Press the **OMTOOL** application in the **Select External Application** list.

The device shows the main AccuRoute menu.



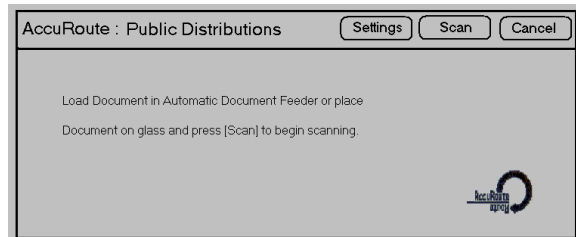
- 3 Press **PUBLIC DISTRIBUTIONS**.

The device shows public distribution options.



- 4 Press the distribution you want to select.

The device shows the **Ready to Scan** message and prompts you to load the document.



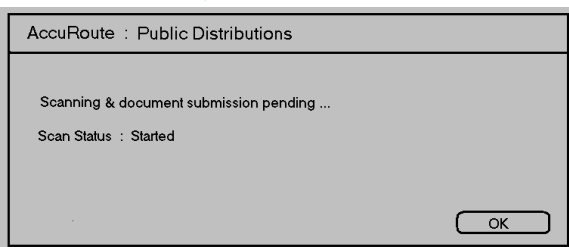
- 5 Load the document into the document feeder or place the document on the exposure glass.

- 6 Press **SCAN**.

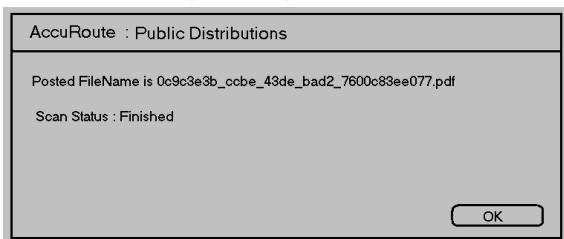
The device scans the document and shows the following message.

- ▶ When the document is being scanned, the

OK button is greyed out.



When scanning is complete, the device shows the following message.



- 7 Press **OK** to return to the main AccuRoute menu.

Using the “Personal Distributions” feature

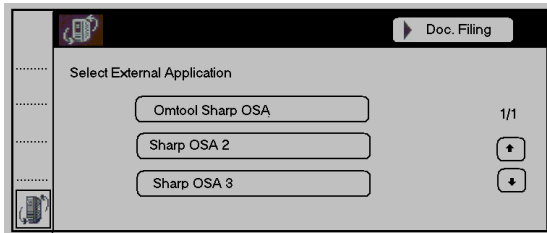
Personal Distributions are Embedded Directives that you create in AccuRoute Desktop or the Omtool Web Client. Using the **PERSONAL DISTRIBUTIONS** feature, you select a personal distribution option and scan your document. The device delivers the document to the AccuRoute server and the server decodes 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 Omtool Web Client. Ask your network or systems administrator for assistance.

To use the Personal Distributions feature:

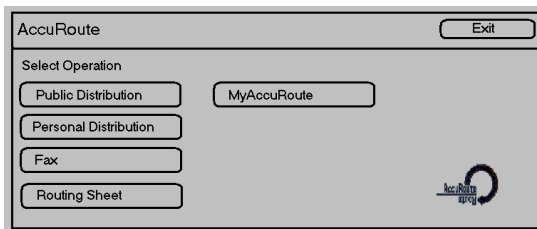
- 1 Assemble your document and go to the Sharp OSA device.

The device displays the Sharp OSA external applications.



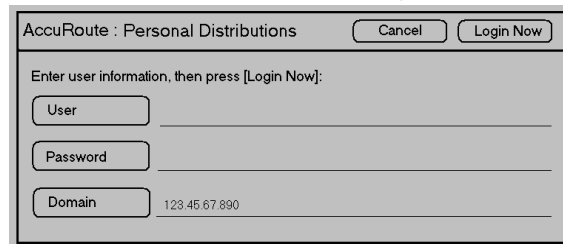
- 2 Press the **OMTOOL** application in the **External Application** list.

The device shows the main AccuRoute menu.



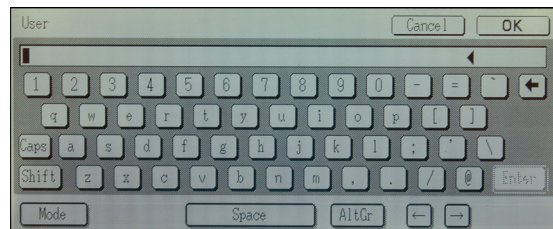
- 3 Press **PERSONAL DISTRIBUTIONS**.

The device prompts you to login.



- 4 Login to the device.

- a Press **USER**.
- b Enter your username using the keypad that opens.



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

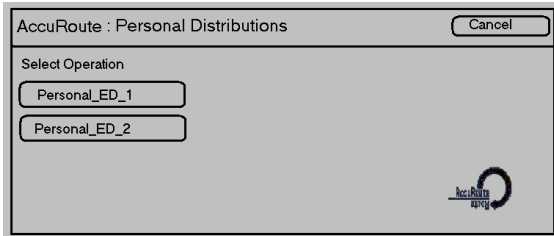
- c Press **OK** to close the keypad and return to the login page.
- d Press **PASSWORD**.
- e Enter the password using the keyboard that opens.

Continued: Using the “Personal Distributions” feature on a Sharp OSA device 2

f Press **OK** to close the keyboard and return to the login page.

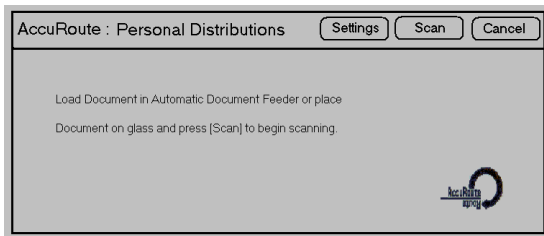
g Press **LOGIN NOW**.

The device shows personal distribution options.



5 Press the distribution you want to select.

The device shows the **Ready to Scan** message and prompts you to load the document.

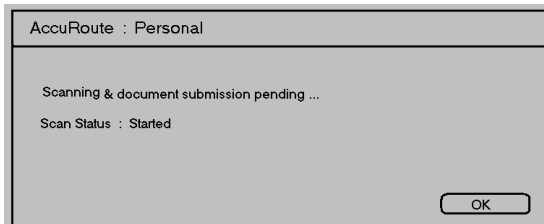


6 Load the document into the document feeder or place the document on the exposure glass.

7 Press **SCAN**.

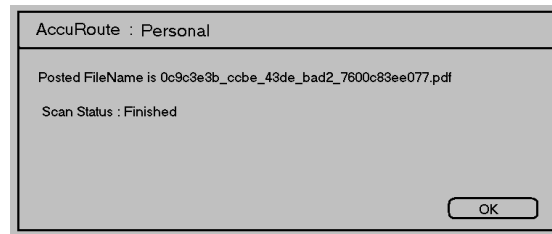
The device scans the document and shows the following message.

▶ When the document is being scanned, the **OK** button is greyed out.



When scanning is complete, the device shows

the following message.



8 Press **OK** to return to the main AccuRoute menu.

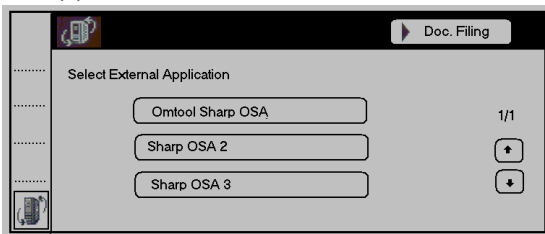
Using the “Fax” feature

Using the **FAX** feature, you enter a fax number and scan your document. The device delivers the document to the AccuRoute server and the AccuRoute server sends the fax to the intended recipients.

To use the Fax feature:

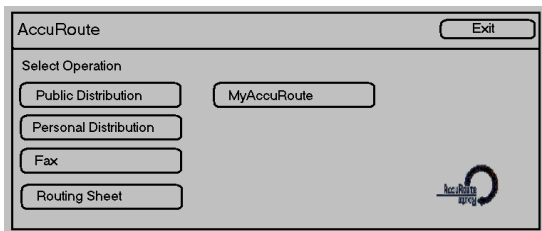
- 1 Assemble your document and go to the Sharp OSA device.

The device displays the Sharp OSA external applications.



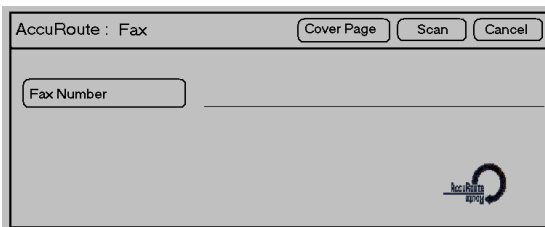
- 2 Press the **OMTOOL** application in the **Select External Application** list.

The device shows the main AccuRoute menu.



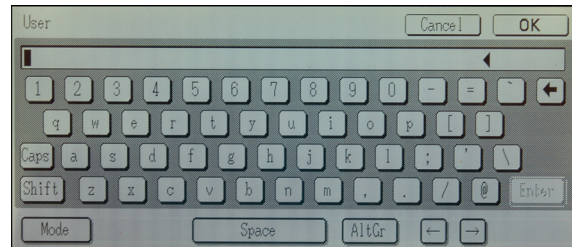
- 3 Press **FAX**.

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



- 4 Enter the Fax number.

- a Press the **Fax Number**.



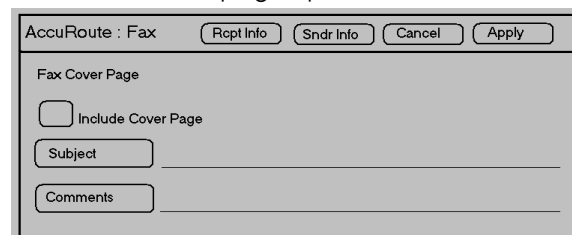
- b Enter the fax number using the keyboard that opens.

- c Press **OK** to close the keypad and return to the **FAX** page.

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

- 5 To include a **cover page**, press **COVER PAGE**.

The fax cover page opens.



- a Click the text box beside **INCLUDE COVER PAGE**.

- b To enter a subject, press **SUBJECT**. Use the keypad that opens to enter the subject. Press **OK** to go back to the cover page.

- c To enter comments, press **COMMENTS**. Use the keypad that opens to enter the comment. Press **OK** to go back to the cover page.

- d To enter information about the fax recipient, press **RCPT INFO**.

The recipient information page opens.

- e Enter relevant information in the **RECIPIENT INFORMATION** page.

DISPLAY NAME - To enter the display name press **DISPLAY NAME**. Use the keyboard that opens to enter the name. Press **OK** to go back to the **RECIPIENT INFORMATION** page.

COMPANY - To enter the company name press **COMPANY**. Use the keyboard that opens to enter the name. Press **OK** to go back to the **RECIPIENT INFORMATION** page.

PHONE NUMBER - To enter the phone number, press **PHONE NUMBER**. Use the keyboard that opens to enter the number. Press **OK** to go back to the **RECIPIENT INFORMATION** page.

E-MAIL ADDRESS - To enter the email, press **E-MAIL ADDRESS**. Use the keyboard that opens to enter the address. Press **OK** to go back to the **RECIPIENT INFORMATION** page.

- f Click **APPLY** to go to the **FAX COVER PAGE**.

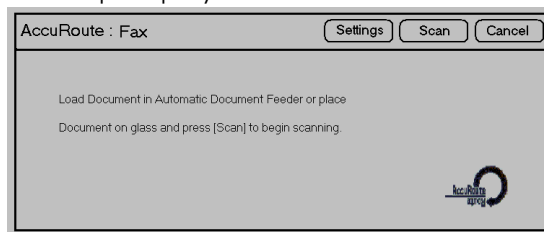
- g To enter information about the fax sender, press **SNDR INFO**.

- h Enter relevant information in the **SENDER INFORMATION** page following instructions in step e.

- i Click **APPLY** to go to the **FAX COVER PAGE**.

- 6 When you have entered all the relevant information about the Fax Cover sheet, press **APPLY**.

The device shows the **Ready to Scan** message and prompts you to load the document.

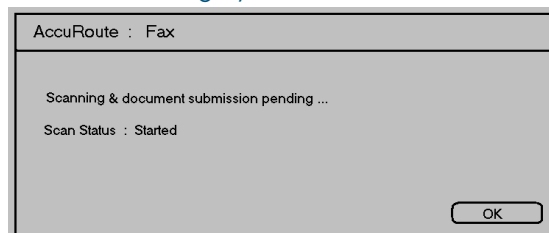


- 7 Load the document into the document feeder or place the document on the exposure glass.

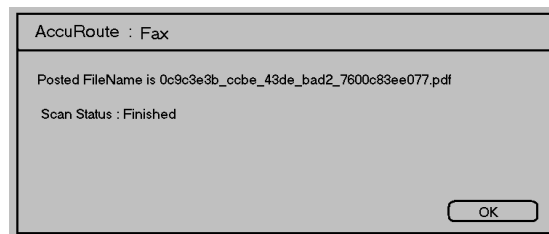
- 8 Press **SCAN**.

The device scans the document and shows the following message.

▶ When the document is being scanned, the **OK** button is greyed out.



When scanning is complete, the device shows the following message.



- 9 Press **OK** to return to the main AccuRoute menu.

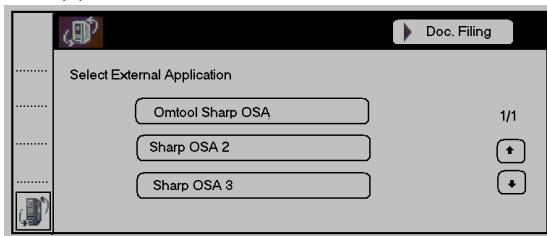
Using the “Routing Sheet” feature

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

To use the Routing Sheet feature:

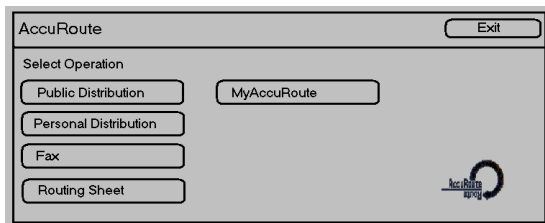
- 1 Generate and print a Routing Sheet using AccuRoute Desktop or the Omtool Web Client.
- 2 Assemble your document. Add the Routing Sheet to the front or back. Then go to the device.

The device displays the Sharp OSA external applications.



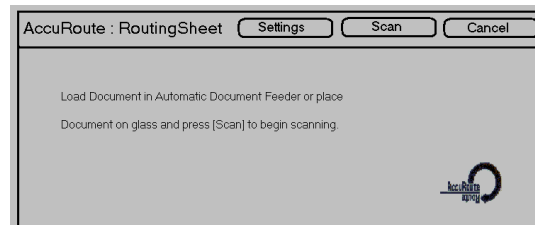
- 3 Press the **OMTOOL** application in the **Select External Application** list.

The device shows the main AccuRoute menu.



- 4 Press **ROUTING SHEET**.

The **Ready to Scan** page and prompts you to load the document.

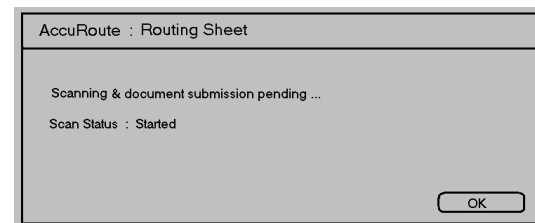


- 5 Load the document into the document feeder or place the document on the exposure glass.

- 6 Press **SCAN**.

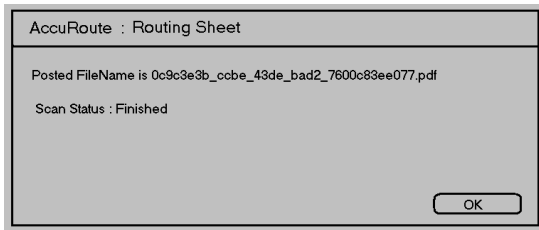
The device scans the document and shows the following message.

▶ When the document is being scanned, the **OK** button is greyed out.



Continued: Using the “Routing Sheet” feature on a Sharp OSA device 2

When scanning is complete, the device shows the following message.



- 7 Press **OK** to return to the main AccuRoute menu.

Using the “MyAccuRoute” feature

The MyAccuRoute directive you create using Accuroute desktop can be a specific Embedded Directive or an email address. Using the **MYACCURROUTE** feature, you scan a document. The device delivers the document to the AccuRoute server. The document is processed in the server using your personal MyAccuRoute directive and distributed to the intended recipients.

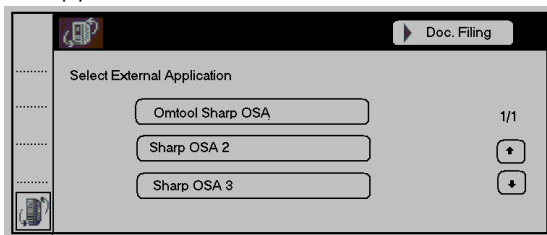
Before you can use the **MYACCURROUTE** feature, you must create your MyAccuRoute directive using the AccuRoute Desktop client. Consult your network or system administrator for directions on how to set up your MyAccuRoute directive.

Use **MYACCURROUTE** 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 My AccuRoute feature:

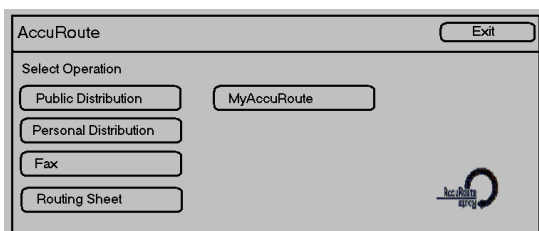
- 1 Assemble your document and go to the Sharp OSA device.

The device displays the Sharp OSA external applications.



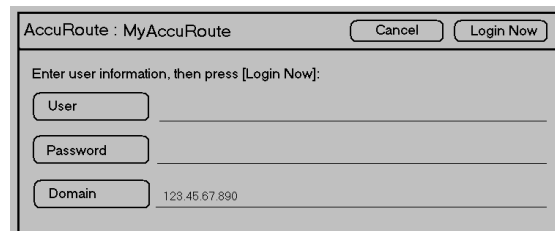
- 2 Press the **OMTOOL** application in the **Select External Application** list.

The device shows the main AccuRoute menu.



- 3 Press **MYACCURROUTE**.

The device prompts you to login.



- 4 Login to the device.
 - a Press **USER**.
 - b Enter your username using the keypad that opens.



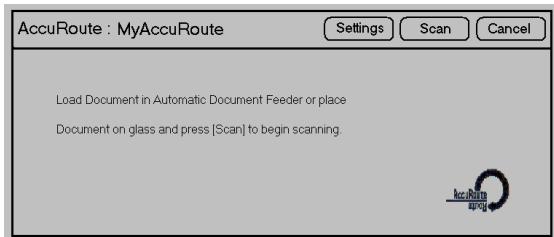
▶ During login, the username you enter here is validated against the list of users defined in the Active Directory.

- c Press **OK** to close the keypad.
- d Press **PASSWORD**.

Continued: Using the "MyAccuRoute" feature on a Sharp OSA device 2

- e Enter the password using the keyboard that opens.
 - f Press **OK** to close the keypad.
 - g Press **LOGIN NOW**.
- 7 Press **OK** to return to the main AccuRoute menu.

The device shows the **Ready to Scan** message and prompts you to load the document.

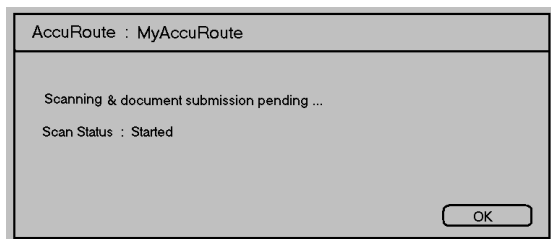


- 5 Load the document into the document feeder or place the document on the exposure glass.

- 6 Press **SCAN**.

The device scans the document and shows the following message.

- ▶ When the document is being scanned, the **OK** button is greyed out.



When scanning is complete, the device shows the following message.

