Embedded AccuRoute Quick Start Guide

For Ricoh Embedded Software Architecture (ESA) Device Client

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omtool

Omtool, Ltd.

6 Riverside Drive Andover, MA 01810 Phone: +1/1 978 327 5700 Toll-free in the US: +1/1 800 886 7845 Fax: +1/1 978 659 1300

Omtool Europe

25 Southampton Buildings London WC2A IAL United Kingdom Phone: +44/0 20 3043 8580 Toll-free in the UK: +44/0 80 0011 2981 Fax: +44/0 20 3043 8581

Web: http://www.omtool.com

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Using the "Routing Sheet" feature on a Ricoh device

An AccuRoute Routing Sheet is a special page with Embedded Directive data containing the distribution instructions for your document. Using the device feature called **Routing Sheet**, 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 AccuRoute Web Client.
- 2 Assemble your document and add the Routing Sheet to the front or back. Then go to the device.



3 Press **ROUTING SHEET**. 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 Press **Start** on the hard keypad.



The device scans the document.

If the job build mode is on (that is the **ScanSourceMode** is set to **SADF** in the configuration file or in the Settings screen), you will see the following message.

		Distribute do	cument using a r	outing sheet	
					Setup
					Back
					Exit
ess 'Start' when ready: P	ress '#' when fin	shed			

• Depending on your device configuration, the screens you see after scan complete might be different.

6 To scan additional pages, repeat the process.

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Continued: Using the Routing Sheet feature on a Ricoh device **2**

7 When scanning is complete, press **#**.

The device initiates a routing request and shows the following message.

	1
application status	
Scan complete	
I page has been scanned and submitted for routing.	Setup
	Back
OK	Exit
	I page has been scanned and submitted for routing.

8 Press **OK** to go back to the main AccuRoute page.

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Using the Fax feature on a Ricoh device

Using the feature called **Fax**, 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 device.



2 Press FAX. The device prompts you to enter details about the fax.

Accellosta	Fax	
	Fax documents	
Fax Number:	Kexboard Add Gover Pase:	Next Back Ex (t
Enter fax information	n and press Next	2010/09/1

- 3 Enter information about the fax.
 - **a** To enter the fax number, press **Keyboard** and enter the fax number using the keyboard that opens.
 - **b** To add cover page, press **Yes**.

Accelloute		Fax		
		Fax documents		
Fax Number:		Keyboard	Add Cover Page:	
Sender Name:		Keyboard	Ves No	Next
Recipient Name:		Keyboard		Back
Subject:		Keyboard		Exit
Enter fax information	and press Next			
		0	A	2010/09/1

C To enter the Sender Name, press KEYBOARD

beside the **SENDER NAME** text box and enter the name using the keyboard that opens.

- d To enter the **Recipient Name**, press **KEYBOARD** beside the **RECIPIENT NAME** text box and enter the name using the keyboard that opens.
- e To enter the SUBJECT, press KEYBOARD beside the subject text box and then enter an appropriate subject using the keyboard that opens.
- 4 Press **Next**. The device shows a summary of this document distribution option.

	Fax documents	
Fax Number:	555 555 5555	
		Setu
		Bac
		Exi

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 Press **Start** on the hard keypad.



The device scans the document.

If the job build mode is on (that is the **ScanSourceMode** is set to **SADF** in the

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Continued: Using the Fax feature on a Ricoh device 2

configuration file or in the Settings screen), you will see the following message.

Fax document:	5	
Fax Number: 555		
	s	Setup
		Back
		Exit

• Depending on your device configuration, the screens you see after scan complete might be different.

- 7 To scan additional pages, repeat the process.
- 8 When scanning is complete, press **#**.

The device initiates a routing request and shows the following message.

	Scan compl	lete			
1 page has be	en scanned and	submitted for	routing.		Se
					B
				04	ε
				Gir	
	1 page has b		Sonn complete I sage has been scarred and submitted for	Scan complete I page has been scarmed and submitted for resting.	

9 Press **OK** to go back to the main AccuRoute page.

Using the Personal Distributions feature on a Ricoh device

The Embedded Directives that you create using the AccuRoute Desktop are document distribution options called "personal distributions". Using the Ricoh device feature called **Personal Distributions**, you select a personal distribution option and scan your document. The device delivers the document to the AccuRoute server and the AccuRoute server distributed 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 device.

Acadions	Setest Scamine Oction	Interrupt Program	Clear Modes
Root ing Sheet	Fax Personal Distributions Pe	 O O<	Finergy Saw Sawle Core Start Start
Login	RystemStaturs JudicJul 2010/05/27 1444		

2 Press **Personal Distributions**. The device prompts you to log in.

Accellents	Lagin						
Domain:	vincioneinA	Keyboard					
Email		Keyboa.rd					
			Carcel OK				
Please enter user informat	ion						
Please enter user informat		estemStatus Jobi ist	2010/08/1				

- Enter your login credentials.
 Depending on your authentication setup, the login screen and the data you are required to provide will vary.
 - **a** Press **Keyboard** beside the **Email** text box. Enter your email ID using the keyboard.
 - **b** Verify the domain name is correct. If not, press **KEYBOARD** beside the **DOMAIN** text box and modify the domain name.

C Press OK.

The device shows your personal distribution options.

Distribute document using a personal distribu	tion
Personal ED1]
Personal ED2	1
	Next
	Back
+	Exact Inc.

4 Select a personal distribution.

The device shows a summary of this document distribution option.

Accellants*	Personal Distributions: jane0vm.com						
	Distribute docu	ment using a personal distribution					
	Title:	Personal ED1					
			Setup				
			Back				
			Exit				
Press 'Start' to begin scanning	=						
		SystemStatus JobList	2010/09/28 14:21				

- 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 Press **Start** on the hard keypad.

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Continued: Using the Personal Distributions feature on a Ricoh device 2



The device scans the document.

If the job build mode is on (that is the **ScanSourceMode** is set to **SADF** in the configuration file or in the Settings screen), you will see the following message.

AccuRoute		Public Distributions	
	Distribute do	cument using a public distribution	
	Title:	Public ED1	
			Setup
			Back
			Exit
Press 'Start' shen ready; P	Prezz '\$' when finished		,
		O utere Otetus	2010/09/1

• Depending on your device configuration, the screens you see after scan complete might be different.

- 7 To scan additional pages, load the pages and press **START**.
- 8 When scanning is complete, press # on the hard keypad. The device initiates a routing request and shows the following message.

Accellents*	Personal Distributions: JaneBvm.com	
	Application Status	
	Scan complete	
	I page has been scanned and submitted for routing.	Setup
		Back
	0K	Exit
Initiating n	oute request	
	SystemStatus JobList 14:28	

9 Press **OK** to go back to the main AccuRoute page.

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Using the Public Distributions feature on a Ricoh device

Some document distribution options called "public distributions" have been programmed into the Ricoh device. Public distributions are created for use by members of a group. For example, all members who belong to the group marketing will have certain distribution options defined for them to use.

Using the Ricoh device feature called **PUBLIC DISTRIBUTIONS**, you select one of these options and scan your document, and then the device distributes it to the intended recipients.

To use the Public Distributions feature:

1 Assemble your document and go to the device.



2 Press **Public Distributions**. The device shows public distribution options.

Acceleration P	ublic Distributions: administrator@vecc	1700. m	
D	istribute document using a public distr	ibut ion	
Publi	o ED1	+	
Publi	c ED2		
Publi	e ED3		
			Next
			Back
		+	Exit
Please select a distribution			
	SystemStatus	JobList	2010/08/31 15:48

3 Select a distribution option. The device shows a summary of this document 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 Press **Start** on the hard keypad.



The device scans the document.

6 If the job build mode is on (that is the ScanSourceMode is set to SADF in the configuration file or in the Settings screen), you will see the following message.

Accellante	Pub	lis Distributions	
	Distribute docum	ent using a public distribution	
	Title:	Public ED1	
			Setup
			Back
			Exit
Press 'Start' when ready: Press '#' #	hen finished		2010/09/1
		SystemStatus JobList	11:48

• Depending on your device configuration, the screens you see after scan complete might be different.

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Continued: Using the Public Distributions feature on a Ricoh device 2

- 7 To scan additional pages, load the pages and press **Start**.
- 8 When scanning is complete, press # on the hard keypad.

The device initiates a routing request and shows the following message.



9 Press **OK** to go back to the main AccuRoute page.

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Using the Scan to Folder feature on a Ricoh device

Using the Ricoh device feature called **SCAN TO FOLDER**, you scan a document and then the Ricoh device submits the document to the AccuRoute Server. The AccuRoute Server processes the document and sends it to the intended folder.

To use the Scan to Folder feature:

1 Assemble your document. Go to the device.



2 Press SCAN TO FOLDER. The device shows the ready to scan page.

AccuRota	Scan to Folder	
	Scan document to a folder	
		Setup
		Back
		Exit
Press 'Start' to begin scanning		;
	SystemStatus JobList	2010/09/1 18:05

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 Press **Start** on the hard keypad.



The device scans the document.

If the job build mode is on (that is the **ScanSourceMode** is set to **SADF** in the configuration file or in the Settings screen), you will see the following message.

	Scan document to a folder	
		Setup
		Back
		Exit

- Depending on your device configuration, the screens you see after scan complete might be different.
- 5 To scan additional pages, repeat the process.

Continued: Using the Scan to Folder feature on a Ricoh device **2**

6 When scanning is complete, press # on the hard keypad.

The device initiates a routing request and shows the following message.

Scan complete	
1 page has been scanned and submitted for routing.	
	Bao
ОК	
	_
liating route request	

7 Press **OK** to go back to the main AccuRoute page.

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Using the MyAccuRoute feature on a Ricoh device

The MyAccuRoute directive you create using Accuroute desktop can be a specific Embedded Directive or an email address. Using the Ricoh device feature called **MyAccuRoute**, you scan a document. The device delivers the document to the AccuRoute server 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 MyAccuRoute feature:

Assemble your document and go to the device. Assemble your document and go to the device.



2 Press MyAccuRoute. The device prompts you to log in.

AccuRoute		Login	
Dowsin:	vindomainA	Keyboard	
Ensit		Keyboard	
			Cancel
			06
Please enter user inf	ormation		
		O uten Otet u	2010/09/1

3 Enter your login credentials:

Depending on your authentication setup, the login screen and the data you are required to provide will vary.

a Press **Keyboard** beside the **Email** text box. Enter your email ID using the keyboard.

b Verify the domain name is correct. If not, press **KEYBOARD** beside the **DOMAIN** text box and modify the domain name.

c Press OK. The device shows a summary 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.

Press **Start** on the hard keypad.



The device scans the document. If the job build mode is on (that is the **ScanSourceMode** is set to **SADF** in the configuration file or in the Settings screen), you

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Continued: Using the MyAccuRoute feature on a Ricoh device 2

will see the following message.



• Depending on your device configuration, the screens you see after scan complete might be different.

- 5 To scan additional pages, load the pages and press **START**.
- 6 When scanning is complete, press # on the hard keypad. The device initiates a routing request and shows the following message.

Appli	nation Status		
	Scan complete		
	1 page has been scanned and submitted for routing.		Setup
			Baok
		ак	Exit
nitiating route re	uest		
	SystemStatus JobList	2010/09/ 16:27	а

7 Press **OK** to go back to the main AccuRoute page.