
Embedded AccuRoute[®] Xerox[®] EIP v2.0 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 AccuRoute Desktop or the Omttool Web Client.
- 2 Assemble your document with the Routing Sheet at the front. Go to the device.
- 3 Press **Routing Sheet**.



► If this option is not visible, load the AccuRoute menu by selecting one of the **Customer Services** buttons or select **Custom Services** to display Omttool buttons.

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

- 4 Load the document into the automatic feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)
- 5 If you want to make any changes to any of the scan attributes, press **Settings**.

Make the necessary changes and press **OK** to return to the **Ready to Scan** message.

- 6 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.

- 7 Press **OK** to return to the main **Custom Services** screen.

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 scanned 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, load the AccuRoute menu by selecting one of the **Customer Services** buttons or select **Custom Services** to display Omtool buttons.

The device shows the **Public Distribution** options.

3 Select a distribution from the list of **Public Distributions**.

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

4 Load the document into the automatic document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

5 If you want to make any changes to any of the scan attributes, press **Settings**.

Make the necessary changes and press **OK** to return to the **Ready to Scan** message.

6 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.

7 Press **OK** to return to the main **Custom Services** screen.

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 using the AccuRoute Desktop or the Omttool Web Client. Ask your system administrator for assistance.

Using the **Personal Distributions** option, the device delivers the scanned 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, load the AccuRoute menu by pressing **Custom Services** and enter user login information.

The device shows your **Personal Distribution** options.

3 Select a distribution from the list of **Personal Distributions**.

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

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 If you want to make any changes to any of the scan attributes, press **Settings**.

Make the necessary changes and press **OK** to return to the **Ready to Scan** message.

6 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.

7 Press **OK** to return to the main **Custom Services** screen.

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 scanned 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, load the AccuRoute menu by pressing **Custom Services** and enter user login information.

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

3 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)

4 If you want to make any changes to any of the scan attributes, press **Settings**.

Make the necessary changes and press **OK** to return to the **Ready to Scan** message.

5 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.

6 Press **OK** to return to the main **Custom Services** screen.

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 this option is not visible, load the AccuRoute menu by selecting one of the **Customer Services** buttons or select **Custom Services** to display Omttool buttons.

The device prompts you to enter details about the fax.

- 3 Press the **Fax Number** text box to open the keypad.
- 4 Use the keypad to enter the fax number and press **Enter**.
- 5 To include a cover page, press **Include Cover Page**.
- 6 To enter information about the sender, press the **Sender Info** text box.

- 7 Enter appropriate information in the **Sender Information** dialog and press **OK**.
- 8 To enter information about the recipient, press the **Recipient Info** text box.
- 9 Enter the appropriate information in the **Recipient Information** dialog and press **OK**.
- 10 If Confirmations are configured on the Omttool Server, then select the type of **Fax Confirmation** you want.
- 11 Load the document into the document feeder or place it on the exposure glass. (Use the exposure glass only if scanning a single page.)
- 12 If you want to make any changes to any of the scan attributes, press **Settings**.

Make the necessary changes and press **OK** to return to the **Ready to Scan** message.
- 13 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.
- 14 Press **OK** to return to the main **Custom Services** screen.

Using the Scan to Folder Option

Using the **Scan to Folder** option, the AccuRoute server sends the scanned 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, load the AccuRoute menu by selecting one of the **Customer Services**

buttons or select **Custom Services** to display Omtool buttons.

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

- 4 If you want to make any changes to any of the scan attributes, press **Settings**.
Make the necessary changes and press **OK** to return to the **Ready to Scan** message.
- 5 Press **Scan** to scan the document.
If Job Build is enabled, repeat the process to scan additional pages.
When scanning is complete, a device message indicates the job status.
- 6 Press **OK** to return to the main **Custom Services** screen.

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 Client.

- 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 My Files**.



- ▶ If this option is not visible, load the AccuRoute menu by pressing **Custom Services** and enter user login information.

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

- 4 If you want to make any changes to any of the scan attributes, press **Settings**.
Make the necessary changes and press **OK** to return to the **Ready to Scan** message.
- 5 Press **Scan** to scan the document.

If Job Build is enabled, repeat the process to scan additional pages.

When scanning is complete, a device message indicates the job status.

- 6 Press **OK** to return to the main **Custom Services** screen.

Using the Scan to Distribution Option

Using the **Scan to Distribution** option, the AccuRoute server sends the scanned document to recipients 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 Distribution**.



▶ If this option is not visible, load the AccuRoute menu by selecting one of the **Customer Services**

buttons or select **Custom Services** to display Omtool buttons.

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

- 4 If you want to make any changes to any of the scan attributes, press **Settings**.
Make the necessary changes and press **OK** to return to the **Ready to Scan** message.
- 5 Press **Scan** to scan the document.
If Job Build is enabled, repeat the process to scan additional pages.
When scanning is complete, a device message indicates the job status.
- 6 Press **OK** to return to the main **Custom Services** screen.