
Embedded AccuRoute Quick Start Guide

For Xerox EIP devices

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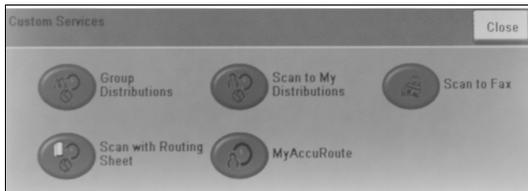
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Using the “Routing Sheet” feature on a multifunction device

An AccuRoute Routing Sheet is a special page that provides the device with distribution instructions for your document. Using the device feature called **ROUTING SHEET**, you scan a document with an AccuRoute Routing Sheet and then the device distributes it.

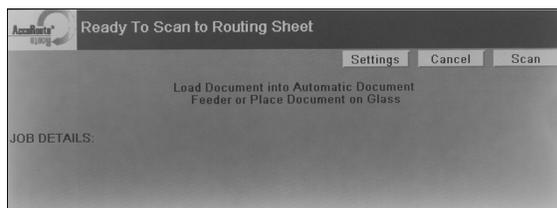
To use the Routing Sheet feature:

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



- 3 Press **SCAN WITH ROUTING SHEET**.
 ▶ If this scanning feature is not visible, load the AccuRoute menu.
- 4 To load the AccuRoute menu, press **CUSTOM SERVICES** and login to the device using your LDAP credential.

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



- 5 Load your document.

To use the automatic document feeder: Load your document into the automatic document feeder

To use the exposure glass: Lift the cover, place an original on the exposure glass, close the cover.

- 6 If you want to make changes to any of the scan attributes, press **SETTINGS**.

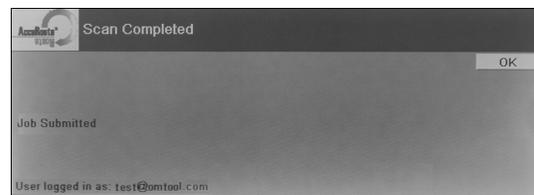


- 7 Make the necessary changes. Press **OK** to return to the **Ready to Scan** message.

- 8 Press **SCAN** to scan the document.

Repeat the process to scan additional pages.

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



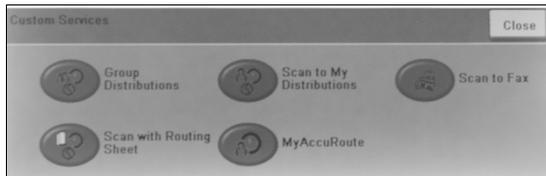
- 9 Press **OK** to return to the main menu.

Using the “Group Distributions” feature on a multifunction device

Group Distributions are available to members of a group. For example, all members who belong to the group billing will have certain distribution options defined for them to use. Using the device feature called **GROUP DISTRIBUTIONS**, you select a group distribution and scan your document. The device then distributes it.

To use the **Group Distributions** feature:

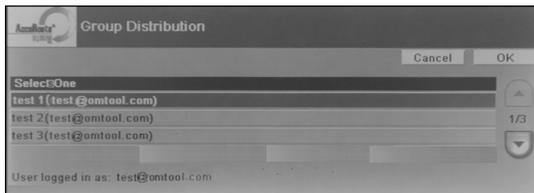
- 1 Assemble your document and go to the device.



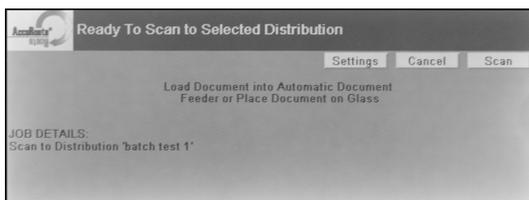
- 2 Press **GROUP DISTRIBUTIONS**.
▶ If this scanning feature is not visible, load the AccuRoute menu.

- 3 To load the AccuRoute menu, press **CUSTOM SERVICES** and login to the device using your LDAP credential.

The device shows the public distribution options.



- 4 Select a distribution. The device shows the **Ready to Scan** message and prompts you to load the document.



- 5 Load your document.

To use the automatic document feeder: Load your document into the automatic document feeder

To use the exposure glass: Lift the cover, place an original on the exposure glass, close the cover.

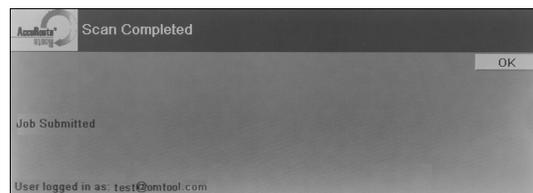
- 6 If you want to make changes to any of the scan attributes, press **SETTINGS**.



- 7 Make the necessary changes. Press **OK** to return to the **Ready to Scan** message.

- 8 Press **SCAN** to scan your document.

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



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

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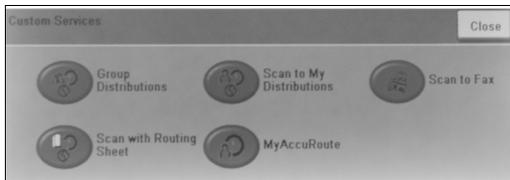
Using the “Personal Distributions” feature on a multifunction device

The Embedded Directives that you create are document distribution options called “personal distributions”. Using the device feature called **SCAN TO MY DISTRIBUTIONS**, you select a personal distribution option and scan your document, and then the device distributes it.

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

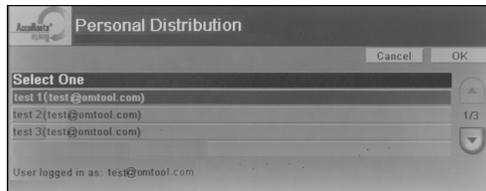
To use the Scan to My Distributions feature:

- 1 Assemble your document and go to the device.



- 2 Press **PERSONAL DISTRIBUTIONS**.
 ▶ If this scanning feature is not visible, load the AccuRoute menu.
- 3 To load the AccuRoute menu, press **CUSTOM SERVICES** and login to the device using your LDAP credential.

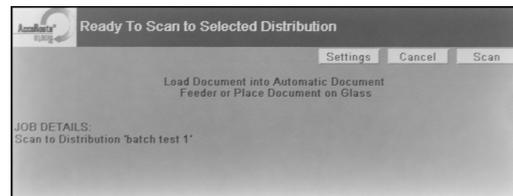
The device shows your personal distribution options.



- 4 Select a distribution.

The device shows the **Ready to Scan** message

and prompts you to load the document.



- 5 Load your document.

To use the automatic document feeder: Load your document into the automatic document feeder

To use the exposure glass: Lift the cover, place an original on the exposure glass, close the cover.

- 6 If you want to make changes to any of the scan attributes, press **SETTINGS**.



- 7 Make the necessary changes. Press **OK** to return to the **Ready to Scan** message.

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

- 8 Press **SCAN** to scan your document.

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



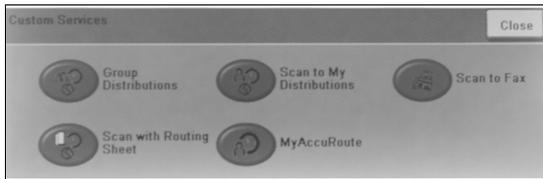
- 9 Press **OK** to return to the main AccuRoute menu on the device.

Using the “My AccuRoute” feature on a multifunction device

Using the device feature called **MY ACCURROUTE**, you scan a document and then the device distributes it using your personal My AccuRoute settings. This feature must be set up by a network or systems administrator.

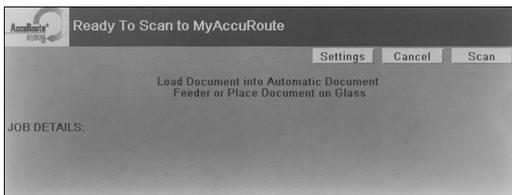
To use the My AccuRoute feature:

- 1 Assemble your document and go to the device.



- 2 Press **MY ACCURROUTE**.
 - ▶ If this scanning feature is not visible, load the AccuRoute menu.
- 3 To load the AccuRoute menu, press **CUSTOM SERVICES** and login to the device using your LDAP credential.

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

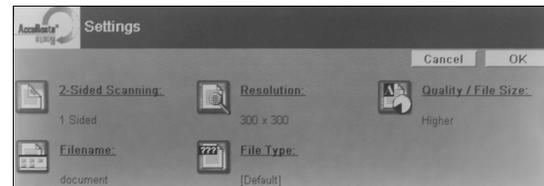


- 4 Load your document.

To use the automatic document feeder: Load your document into the automatic document feeder

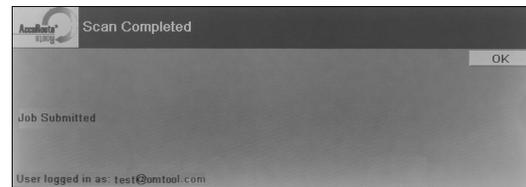
To use the exposure glass: Lift the cover, place an original on the exposure glass, close the cover.

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



- 6 Make the necessary changes. Press **OK** to return to the **Ready to Scan** message.
- 7 Press **SCAN** to scan the document.

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



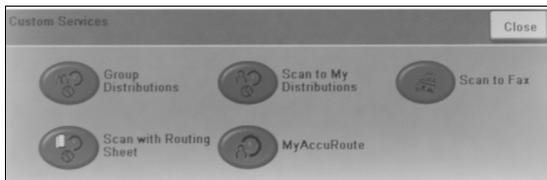
- 8 Press **OK** to return to the main AccuRoute menu on the device.

Using the “Fax” feature on a multifunction device

Using the feature called **FAX**, you enter a fax number and scan your document. Then the device sends it to the fax number you entered.

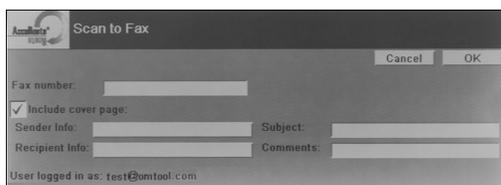
To use the Fax feature:

- 1 Assemble your document and go to the device.



- 2 Press **SCAN TO FAX**.
 - ▶ If this scanning feature is not visible, load the AccuRoute menu.
- 3 To load the AccuRoute menu, press **CUSTOM SERVICES** and login to the device using your LDAP credential.

The device prompts you to enter details about the fax.



- 4 Enter the fax number.
 - a Press the **FAX NUMBER** text box to open the keypad.



- b Use the keypad to enter the fax number.

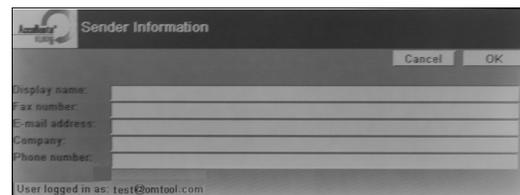
- c Press **ENTER**.

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

- 6 Enter information about the sender.
 - a Press the **SENDER INFO** text box.

- b Enter appropriate information in the **Sender Information** dialog.

- c Press **OK**.



- 7 Enter information about the recipient.
 - a Press the **RECIPIENT INFO** text box to open the **Recipient Information** dialog.

- b Enter appropriate information.

- b Enter appropriate information.

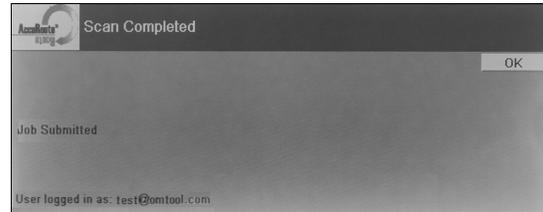
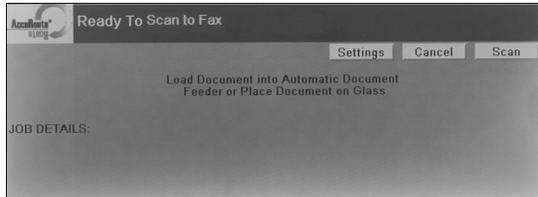
- c Press **OK**.



Continued: Using the "Fax" feature on a multifunction device 2

- 8 Enter a subject and a descriptive comment about the fax in the **Subject** and **Comments** fields.
- 9 Press **OK**.

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



- 14 Press **OK** to return to the main AccuRoute menu on the device.

- 10 Load your document.

To use the automatic document feeder: Load your document into the automatic document feeder

To use the exposure glass: Lift the cover, place an original on the exposure glass, close the cover.

- 11 If you want to make changes to any of the scan attributes, press **SETTINGS**.



- 12 Make the necessary changes. Press **OK** to return to the **Ready to Scan** message.
- 13 Press **SCAN** to scan your document.

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