Using the Routing Sheet Option

A **Routing Sheet** is a special page with a barcode containing distribution instructions for your document.
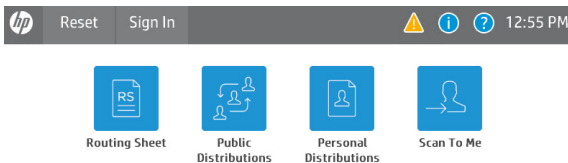
With the **Routing Sheet** option, the device delivers the scanned document and Routing Sheet to the AccuRoute server, which decodes the barcode and distributes the document to intended recipients.

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

2 Assemble your document with the Routing Sheet at the front.

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

4 Press **Routing Sheet**. (If this option is not visible, find it using the scroll bar.)
▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

If **one touch scan** is enabled, document scanning starts. Go to Step 7.

If **one touch scan** is NOT enabled (the default), the device shows the **Ready** message. Continue with the next step.

5 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

6 Press **Start** to begin scanning. A progress indicator will display.

7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

8 To scan another document using the **Routing Sheet** option, press **Back**.

To end the session and return to the main AccuRoute menu, press or the **OK** button.

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 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, find it using the scroll bar.)
▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.
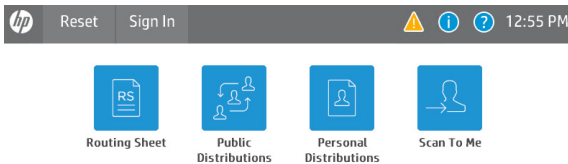
▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

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

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 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

6 Press **Start** to begin scanning. A progress indicator will display.

7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

8 To scan another document using the same distribution, press **Back**.

To end the session and return to the main AccuRoute menu, press 🏠 or **OK**.

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 an AccuRoute Personal Distribution. Ask your system administrator for assistance.)

Using the **Personal Distributions** option, the device delivers the 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, find it using the scroll bar.)
  ▶ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

  ▶ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3   If prompted, enter user login information to access your **Personal Distributions**.

4   Select a distribution from the list of your **Personal Distributions**.

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

6   Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

7   Press **Start** to begin scanning. A progress indicator will display.

8   Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

  When transfer is complete, a message indicates the job status.

9   To scan another document using the same distribution, press **Back**.

  To end the session and return to the main AccuRoute menu, press or **OK**.

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 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, find it using the scroll bar.)
   ▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

   ▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3 If prompted, enter user login information to access the **Scan to Me** option.

4 Press **Next**.

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

6 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

7 Press **Start** to begin scanning. A progress indicator will display.

8 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

   When transfer is complete, a message indicates the job status.

9 To scan another document using the **Scan to Me** option, press **Back**.

   To end the session and return to the main AccuRoute menu, press 🏠 or **OK**.

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 you do not see this option, find it using the scroll bar.)
  ▶ Some devices allow access to the buttons after selecting the Apps icon or a top level button.
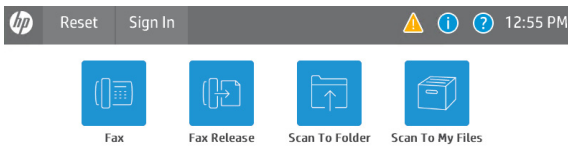
  ▶ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3 Press the **Fax Number** text box and enter the destination fax number using the keypad that opens. Press **OK** to close the keypad.
  ▶ If you do not enter a fax number, you will get an error message.

4 To fax without adding a cover sheet, be sure the **Add Cover Sheet** option is not checked. Then, press **Next**. Continue with Step 5.

  To add a cover sheet, press the **Add Cover Sheet** check box. Enter information in the **Sender Name**, **Recipient Name**, and **Subject** text boxes. Then, press **Next**.

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

6 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

7 Press **Start** to begin scanning. A progress indicator will display.

8 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

 When transfer is complete, a message indicates the job status.

9 To scan another document using the **Fax** option, press **Back**.

  To end the session and return to the main AccuRoute menu, press 🏠 or **OK**.

Using the Fax Release Option

Using the **Fax Release** option, you can hold or release and print faxes as needed.

1 Select the **Fax Release** option. (If you do not see this option, find it using the scroll bar.)
▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.
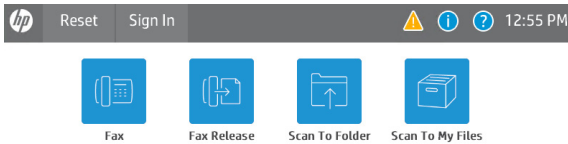
▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

2 Select the **Fax Number** to which your faxes are sent.

3 As prompted, enter your PIN number on the **Enter PIN** page. (PINs are assigned by the system administrator.)

4 Select **Next**. The following options appear:

Enable Manual Hold – If you do not want to print faxes at this time, select this option to override the current print schedule assigned to the selected fax number.
For example, you may want to set **Manual Hold** when going to a meeting.

Release Manual Hold – Once Manual Hold is enabled, the **Release Manual Hold** option appears. Select this option to release and print all faxes held since Manual Hold was set.

Print Pending Jobs – Use this option to print all faxes held in the queue for the selected fax number. This includes any faxes received after normal business hours.

To end the session and return to the main AccuRoute menu, press or **OK**.

Using the Scan to Folder Option

Using the **Scan to Folder** option, the AccuRoute server sends the document to a folder predetermined by your system administrator.

For Cloud Storage Folder Users

If you are a first-time user of the Scan to Folder option at the device, you will need to authenticate who you are by entering your login credentials and then authorize cloud storage access to your folders. You can authenticate and authorize at the device with the Scan to Folder option. If changes are made to your login credentials or access to the folders has expired then you must reauthenticate and reauthorize at the device. The appropriate login and authorizing access screens will appear when authentication and authorization is required.

Note: This process applies to all AccuRoute supported MFP devices and cloud storage services.

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, find it using the scroll bar.)
  ‣ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

Your folder(s) appear on the device panel.

  ‣ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

Icons indicate Folder status:

Right-facing arrow – The folder has sub-folders. Select the folder and a new list of folders appears for selection.

Check mark – The folder has no sub-folders. Select this item to route your scan directly to the folder.

Red x mark – The folder is not properly authorized (or an error occurred) and is unavailable until the issue is resolved.

4 Select the Folder to which you want to send your document or select **Create** to create a new Folder destination.

  – If **one touch scan** is enabled, document scanning starts. Go to Step 6.

  – If **one touch scan** is NOT enabled (the default), the device shows the Ready to Scan message. Continue with the next step.

5 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

6 Press **Start** to begin scanning. A progress indicator will display.

7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)
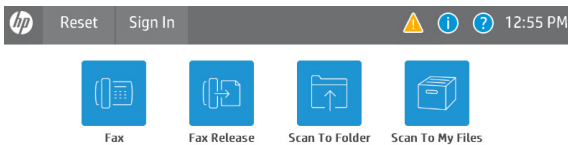
  When transfer is complete, a message indicates the job status.

8 To scan another document to the specified network folder, press **Back**.

  To end the session and return to the main AccuRoute menu, press 🏠 or the **OK** button.

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 AccuRoute Client.

1 Assemble your document and go to the device.

2 Press **Scan to My Files**. (If this option is not visible, find it using the scroll bar.)
▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3 If prompted, enter user login information to access your **My Files** options.

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 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

6 Press **Start** to begin scanning. A progress indicator will display.

7 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

When transfer is complete, a message indicates the job status.

8 To scan another document using the same option, press **Back**.
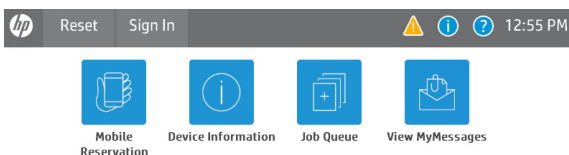
To end the session and return to the main AccuRoute menu, press or the **OK** button.

Using the Mobile Reservation Option

Use the **Mobile Reservation** option to distribute a a scanned document using a previously generated Mobile Scan Reservation Code. Mobile Scan Reservation Codes are created on the Mobile Client.

The device uses the **Mobile Scan Reservation Code** to appropriately route your scanned document to the AccuRoute server, which decodes the reservation and distributes the document to intended recipients.

1 Assemble your document and go to the device.

2 Press **Mobile Reservation**. (If this option is not visible, find it using the scroll bar.)
   ▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.

   ▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

   You are prompted for your **Mobile Scan Reservation Code**. Enter the code generated by your Mobile Client.

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 Optionally, press **More Options** to change scan settings (such as parameters for control over document routing and formatting).

5 Press **Start** to begin scanning. A progress indicator will display.

6 Wait for the job to finish. (Alternatively, press **Cancel Job** to stop the scan job.)

   When transfer is complete, a message indicates the job status.

7 To scan another document using the **Mobile Reservation** option, press **Back**.

   To end the session and return to the main AccuRoute menu, press 🏠 or the **OK** button.

Using the Device Information Option

The **Device Information** option provides a screen of detailed information about the multi-function printer (MFP).

1   Go to the device.

2   Press **Device Information**. (If this option is not visible, find it using the scroll bar.)
▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.
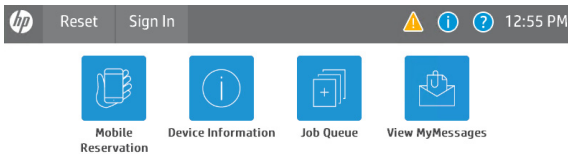
▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3   The following types of information appear on the display:

- Fax number

- Inbound/Outbound Fax supported

- Business Unit

- Device name

- Device Hostname

- Device IP address

- Device serial number

4   Optionally, press **Print** to print the screen information on the device.

5   To end the session and return to the main AccuRoute menu, press or the **OK** button.

Using the Job Queue Option

You can use the **Job Queue** option to obtain a list of jobs recently submitted to the AccuRoute server from a specific multi-function printer (MFP). This is useful, for example, to check the status of jobs for which no notification occurs when complete.

Job Queue functionality depends on whether or not you are logged in as an authenticated user.

For all users, **Job Queue** can provide a list of all items previously scanned on an MFP, based on the serial number and IP address of that device. The system administrator configures the type of items that can be reported.

For authenticated users, **Job Queue** can list any previously scanned items associated with the logged-in user.

1   Go to the device.

2   Press **Job Queue**. (If this option is not visible, find it using the scroll bar.)
   ▸ Some devices allow access to the buttons after selecting the Apps icon or a top level button.
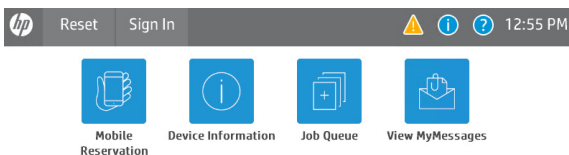
   ▸ Note: The device button icons may vary, but the steps remain consistent. The example image is from an HP FutureSmart device.

3   The following **Job Queue** options appear on the display:

  - **Faxes sent from this device** – Select this option to display a list only of fax jobs sent from this device.

  - **All jobs from this device** – Select this option to display all the jobs sent from this device.

4   Authenticated users will see the following **Job Queue** property on the display:

  - **All my faxes** – Select this option to display all the faxes sent from the logged-in user.

5   Optionally, select a job listed by any of the above options and press **Print**. The details are printed on the device.

6   To end the session and return to the main AccuRoute menu, press or the **OK** button.

Using the View MyMessages Option

Use the **View MyMessages** option to view and/or print **Inbox** and **History** messages. Your system administrator defines which message options are available to specific device users.

Once you are authenticated on the device, it communicates with the AccuRoute Server to display your own message list.

1 Press **View MyMessages**. (If you do not see this option, find it using the scroll bar.)
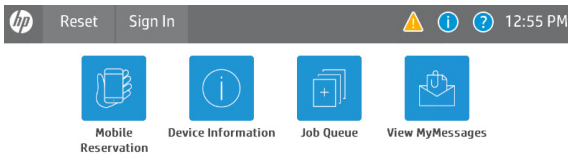
2 As prompted, enter your user credentials on the **Authentication** screen and press **Login**.

3 Select either **Inbox** or **History**.

4 Select the message of interest and press **View** or **Print**.

5 If you pressed **Print**, wait for the job to finish. (Alternatively, press **Cancel Job** to stop the print job.)

6 To view or print another message, press **Back**.

To end the session and return to the main AccuRoute menu, press 🏠 or **OK**.