The following procedure demonstrates the use of the AccuRoute Extensions for Microsoft SharePoint options to:

▸ **Create New Routing Sheet** - Create a Routing Sheet from within your Microsoft SharePoint document library. You can use the Routing Sheet to scan hardcopy documents from any scan enabled device. The documents are submitted to the AccuRoute server for processing and routing to the Microsoft SharePoint repository according to the Routing Sheet instructions.

▸ **Create Scan Reservation** - Create a Microsoft SharePoint placeholder. When a Personal Distribution is selected from the device, the document scans to that placeholder.

▸ **Open in Web Client** - Create a message from within your Microsoft SharePoint document library. The Web Client opens the New Message page showing the message you created. Attach electronic documents to the message and route the message to the AccuRoute server for processing. The AccuRoute server uses the instructions in the message to route the documents to the Microsoft SharePoint repository where they are stored at the appropriate location.

1 Open Microsoft SharePoint and go to the document library into which you will route your inbound documents.

2 For SharePoint 2007:
Click **Upload**. Select the **Upload Scan** option.

For SharePoint 2010:
Click **Documents** under the Library Tools. Click **Upload Document** and **Upload Scan**.

3 On the **Upload Scan** page, enter the **Name**, **Title** (for SharePoint 2007 only), and document **Format** for your scan. This is the destination information for the inbound document within the SharePoint document library.

4 Click **Save**. You may be prompted for SharePoint credentials. Then, the **AccuRoute Web Client** opens.

5 Continue with:
Step 5a for **Create New Routing Sheet**.
Step 5b for **Create Scan Reservation**.
Step 5c for **Open in Web Client**.

a Select the **Create New Routing Sheet** option. A Routing Sheet is generated with the destination information from Step 3, and opens in your default PDF viewer. Print the Routing Sheet and use it for scanning hardcopy documents. Optionally, save it for later use.

b Select the **Create Scan Reservation** option.

AccuRoute creates instructions with destination information from Step 3, and displays a message when the Scan Reservation is created.

Use the Personal Distributions option on the device display panel to scan your hardcopy documents. Or, use the AccuRoute Web Client to scan electronic documents and send them to Microsoft SharePoint for storage.

c Select the **Open in Web Client** option.

The Web Client opens with the **New Distribution** screen. The **Destination** section is filled with recipient information from Step 3.

Create the message by attaching an electronic document(s). Select other recipients, as necessary. Then, send the message to the AccuRoute server for processing.