
Embedded AccuRoute Quick Start Guide

For Ricoh Embedded Software Architecture (ESA) Device Client

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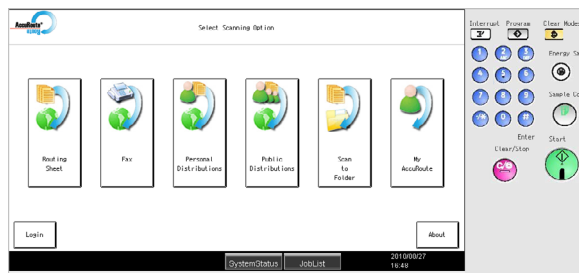
- **Phone:** 1 978 327 5700 or 800 886 7845 (toll-free in the US)
- **Fax:** 1 978 659 1300
- **E-mail:** sales@omtool.com

Using the “Routing Sheet” feature on a Ricoh device

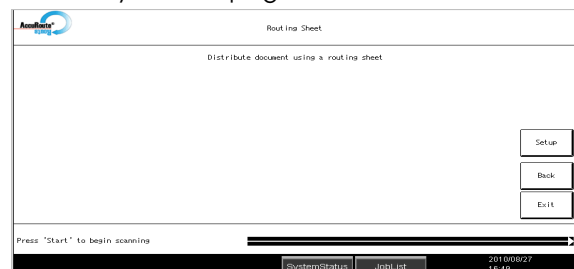
An AccuRoute Routing Sheet is a special page with Embedded Directive data containing the distribution instructions for your document. Using the device feature called **ROUTING SHEET**, you scan a document with a Routing Sheet. The device delivers the document to the AccuRoute server. The AccuRoute server 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.



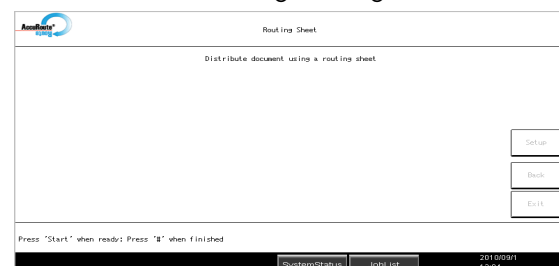
- 4 Load the document into the document feeder or place the document on the exposure glass.
 - ▶ Use the exposure glass only if your document consists of a single page.

- 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.



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

- 6 To scan additional pages, repeat the process.

- 7 When scanning is complete, press #.

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



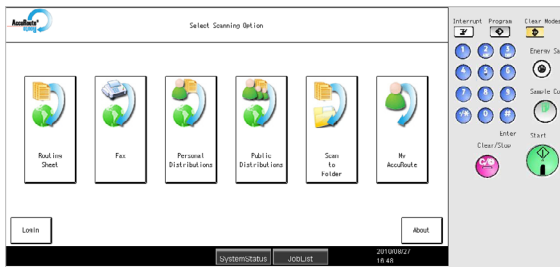
- 8 Press **OK** to go back to the main AccuRoute page.

Using the Fax feature on a Ricoh device

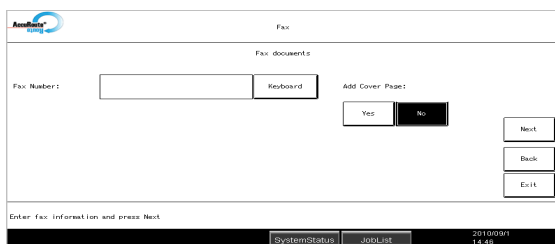
Using the feature called **FAX**, you enter a fax number and scan your document. The device delivers the document to the AccuRoute server and the AccuRoute server sends the fax to the intended recipients.

To use the Fax feature:

- 1 Assemble your document and go to the device.

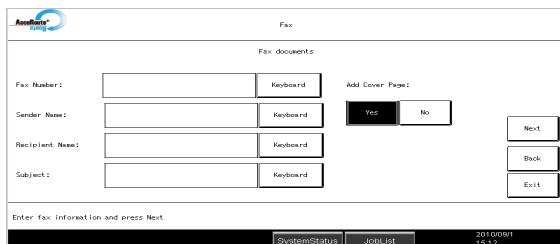


- 2 Press **FAX**. The device prompts you to enter details about the fax.



- 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**.



- 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.



- 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

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



▶ 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.



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

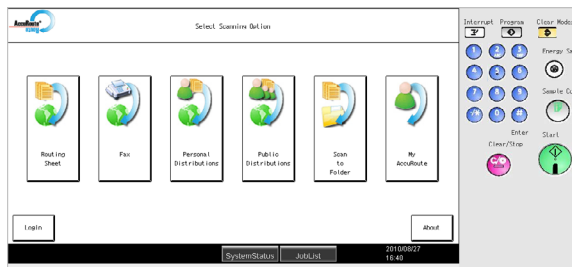
Using the Personal Distributions feature on a Ricoh device

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.

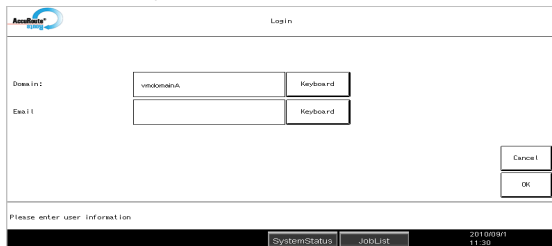
Before you can use this feature, you must create an Embedded Directive using AccuRoute Desktop or the AccuRoute Web Client. Ask your network or systems administrator for assistance.

To use the Personal Distributions feature:

- 1 Assemble your document and go to the device.



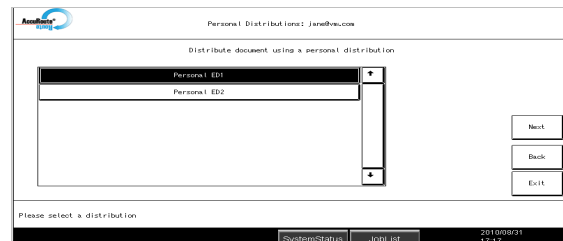
- 2 Press **PERSONAL DISTRIBUTIONS**. The device prompts you to log in.



- 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.

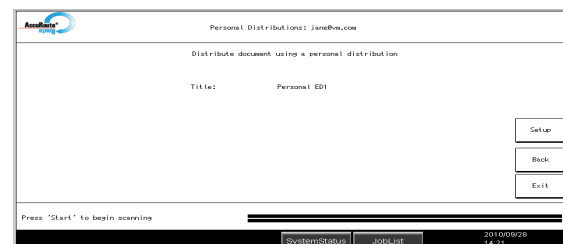
- c Press **OK**.

The device shows your personal distribution options.



- 4 Select a personal distribution.

The device shows a summary of this document distribution option.



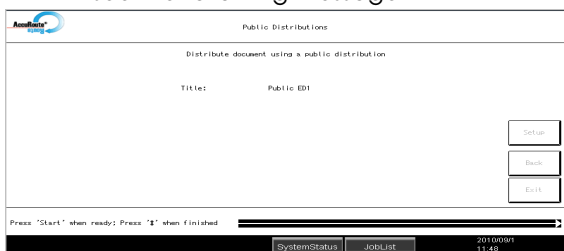
- 5 Load the document into the document feeder or place the document on the exposure glass.
 - ▶ Use the exposure glass only if your document consists of a single page.
- 6 Press **START** on the hard keypad.

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



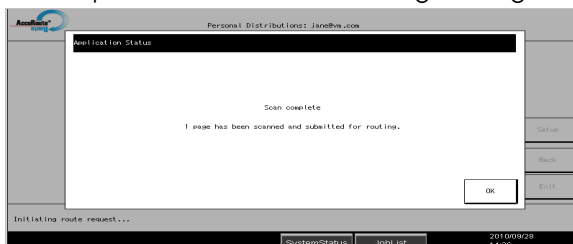
The device scans the document.

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.



► 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.



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

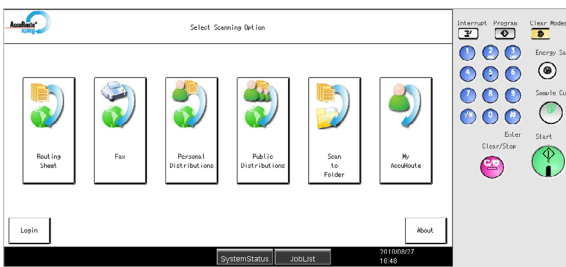
Using the Public Distributions feature on a Ricoh device

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.

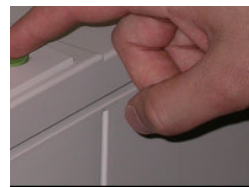
To use the Public Distributions feature:

- 1 Assemble your document and go to the device.

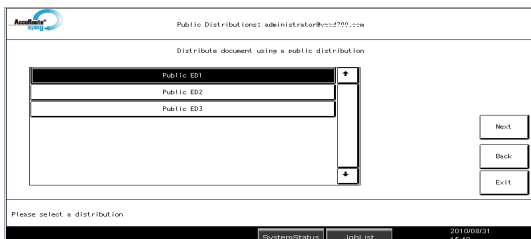


- ▶ Use the exposure glass only if your document consists of a single page.

- 5 Press **START** on the hard keypad.

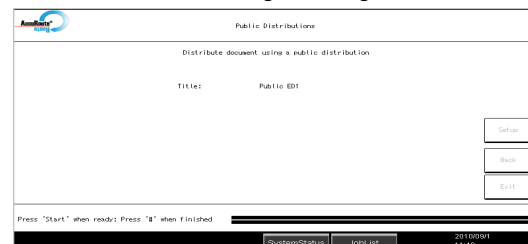


- 2 Press **PUBLIC DISTRIBUTIONS**. The device shows public distribution options.



The device scans the document.

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



- 3 Select a distribution option. The device shows a summary of this document distribution.



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

- 4 Load the document into the document feeder or place the document on the exposure glass.

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.



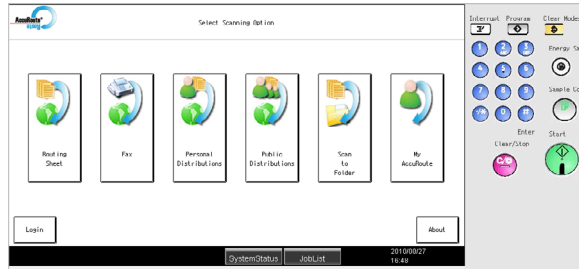
- 9 Press **OK** to go back to the main AccuRoute page.

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.

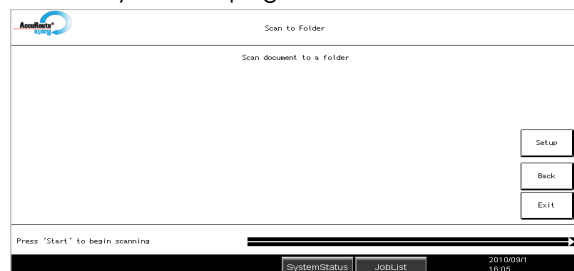


- 4 Press **START** on the hard keypad.



The device scans the document.

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



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.



- 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.

▶ 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.



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

Using the MyAccuRoute feature on a Ricoh device

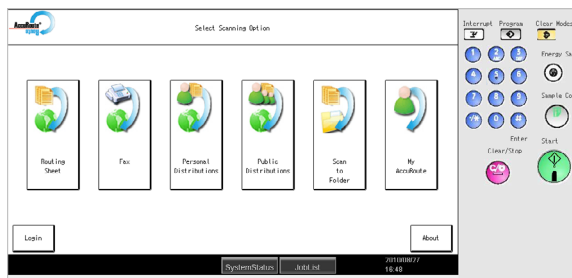
The MyAccuRoute directive you create using Accuroute desktop can be a specific Embedded Directive or an email address. Using the Ricoh device feature called **MYACCURROUTE**, you scan a document. The device delivers the document to the AccuRoute server where it is processed using your personal MyAccuRoute directive and distributed to the intended recipients.

Before you can use the **MYACCURROUTE** 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.

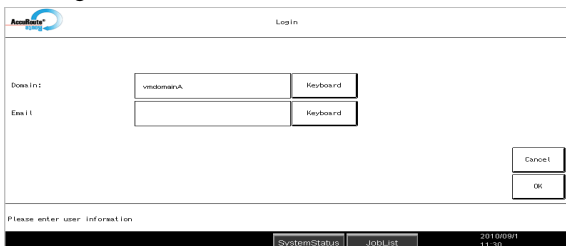
Note: If you do not have any MyAccuRoute directive setup, the scanned document is sent to your email address by default.

To use the MyAccuRoute feature:

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



- 2 Press **MYACCURROUTE**. The device prompts you to log in.



- 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

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.



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