
Embedded AccuRoute[®] Xerox[®] EIP v2.0 Quick Start Guide

April 2013



Omtool, Ltd.

6 Riverside Drive
Andover, MA 01810
Phone: +1/1 978 327 5700
Toll-free in the US: +1/1 800 886 7845
Fax: +1/1 978 659 1300

Omtool Europe

25 Southampton Buildings
London
WC2A 1AL
United Kingdom
Phone: +44/0 20 3043 8580
Toll-free in the UK: +44/0 80 0011 2981
Fax: +44/0 20 3043 8581

Web: <http://www.omtool.com>

© 2013 by Omtool, Ltd. All rights reserved. Omtool, AccuRoute and the Company logo are trademarks of the Company. Trade names and trademarks of other companies appearing in this document are the property of their respective owners.

Omtool product documentation is provided as part of the licensed product. As such, the documentation is subject to the terms outlined in the End User License Agreement. (You are presented with the End User License Agreement during the product installation. By installing the product, you consent to the terms therein.)

Permission to use the documentation is granted, provided that this copyright notice appears in all copies, use of the documentation is for informational and non-commercial or personal use only and will not be copied or posted on any network computer or broadcast in any media, and no modifications to the documentation are made. Accredited educational institutions may download and reproduce the documentation for distribution in the classroom. Distribution outside the classroom requires express written permission. Use for any other purpose is expressly prohibited by law.

Omtool and/or its suppliers make no guaranties, express or implied, about the information contained in the documentation. Documents and graphics contained therein could include typographical errors and technical inaccuracies. Omtool may make improvements or changes to the documentation and its associated product at any time.

Omtool support and sales

Online resources

The Omtool web site provides you with 24-hour access to documentation, software updates and other downloads, and detailed technical information that can help you troubleshoot issues. Go to <http://www.omtool.com/support> and log in using your customer number. Then click one of the following:

- **Knowledge Base** to access technical articles.
- **Downloads & Docs** to access online documentation, software updates, and downloads.

Customer service and technical support

Contact Omtool Customer Service or Technical Support using any of the following methods:

- **Phone:** +1/1 978 327 6800 or +1/1 888 303 8098 (toll-free in the US)
- **Fax:** +1/1 978 659 1301
- **E-mail:** customerservice@omtool.com or support@omtool.com

Technical support requires an active support contract. For more information, go to <http://www.omtool.com/support/entitlements.cfm>.

Sales, consulting services, licenses, and training

Contact Omtool Sales using any of the following methods:

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

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.

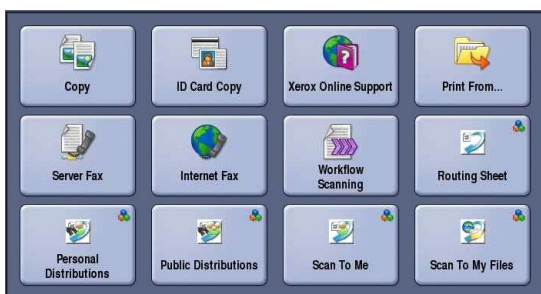
Using the Scan to Me Option

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.

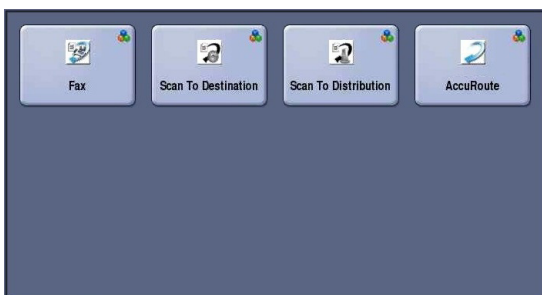
6 Press **OK** to return to the main **Custom Services** screen.

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.

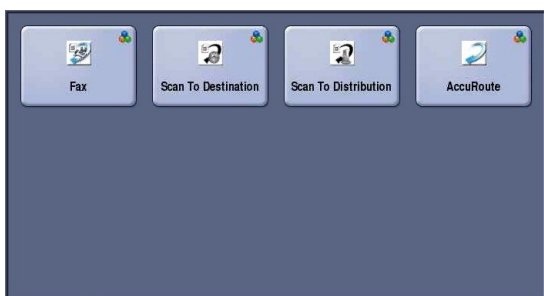
When scanning is complete, a device message indicates the job status.

- 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.