



## Using RemoteScan Templates

Tired of users accidentally sending 24MB scanned images over the network? RemoteScan document scanning templates can help you avoid this. This document will show you how.

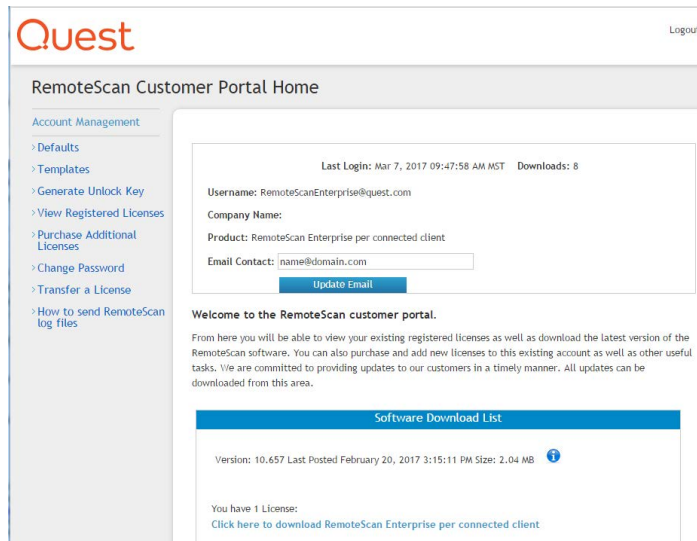
A document scanning template is a stored configuration of parameters specific to paper dimensions, resolution, and color depth criteria such as color/black&white/grayscale as well as other scan features.

The advantage of templates is ease of use for the end user. Without templates, the user must guess each time she scans what the settings for color depth, resolution, and image dimensions should be. With templates, a user who scans many different kinds of documents can easily select the appropriate scan settings each time. For example, if the user is scanning an insurance card, she can select a template named “Insurance Card” that automatically sets the paper size, color and resolution to settings appropriate for scanning such a document. The user can then quickly change to another template appropriately configured for an 8.5” x 11” piece of paper. Setting up templates results in fewer scanning related IT help desk tickets due to the reduced risk that users will erroneously scan and transmit unnecessarily large files through the network. Additionally, it speeds up the scanning process by removing the guesswork for the user.

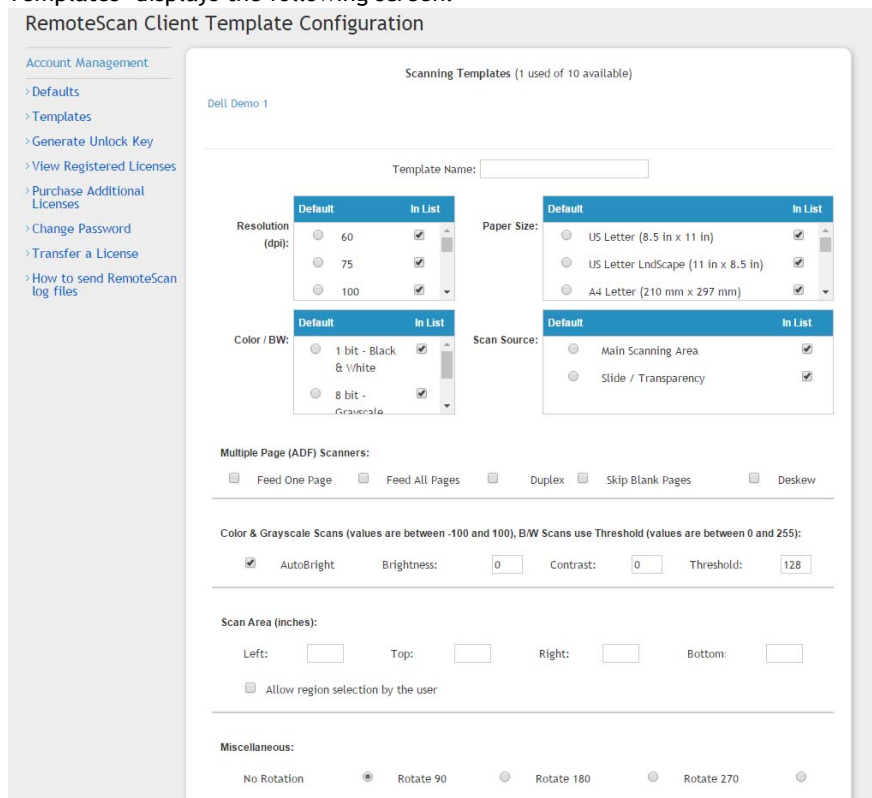
Templates are as easy to set up as they are to use. They are accessed at the RemoteScan customer portal: <https://www.remote-scan.com/customer/index.php>. Templates can be modified and downloaded at any time while maintenance is current on the account.

A screenshot of the RemoteScan Customer Login page. The page features the Quest logo in the top left corner and a "RemoteScan Sign In" link in the top right corner. The main heading is "Customer Login". Below this, there is a text prompt: "Please supply the username and password that you received via email to login for the latest release of RemoteScan® or to administer your licenses." This is followed by two input fields: "Username:" and "Password:". A blue "Login" button is positioned below the password field. At the bottom of the form area, there is a link: "Forgot your password? Fill in your username above and click here to have your password emailed to you."

Once logged in, the link to RemoteScan templates can be found in the upper left corner of the screen under "Account Management."



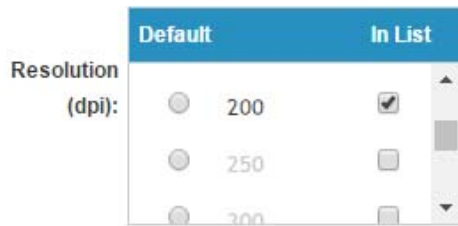
Clicking on "Templates" displays the following screen:



A number of settings can be configured on this screen:

- Selecting a particular resolution to control image quality;
- Selecting from a wide variety of paper sizes;
- Selecting color depth such as black and white, grayscale or color;
- Selecting the scan source;
- Set features such as "feeder" for multiple page scanning, "duplex" for two sided scanning or "deskew" to digitally correct images.

There is also the ability to exclude certain functionality from end users. For example, it may help reduce image file sizes and their impact on network performance by removing all Resolution sizes greater than 200 DPI. You can do this by unchecking the boxes for higher DPI from the "in list" portion of Resolution:



	Default	In List
Resolution (dpi):	<input type="radio"/>	<input checked="" type="checkbox"/>
	<input type="radio"/>	<input type="checkbox"/>
	<input type="radio"/>	<input type="checkbox"/>

Once the template is complete, it is named in the "Template Name" field, then saved with the "Save as New Template" button at the bottom of the screen. The templates section can be exited:

Save as New Template

Up to ten different templates can be configured and saved. Once all desired templates are configured and saved, the next download from that RemoteScan account will have the new templates included. The RemoteScan .exe for the client component on the server will need to be run for the new templates to be available. The user can then enjoy a more seamless, optimized scanning experience.