## Quest

## 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.

Quest	RemoteScan Sign In	
Customer Login		
Username: Password:	assword that you received via email to login for the latest release of RemoteScan® or to administer your licenses.  Login 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."

Quest					
RemoteScan Custo	omer Portal Home				
Account Management					
Defaults     Templates     Generate Unlock Key     View Registered Licenses     Purchase Additional     Licenses     Change Password     Transfer a License     How to send RemoteScan     log files	Last Login: Mar 7, 2017 09:47:58 AM MST       Downloads: 8         Username: RemoteScanEnterprise@quest.com       Company Name:         Product: RemoteScan Enterprise@quest.com       Enterprise@quest.com         Username: Iname@domain.com       Uptate Email         Welcome to the RemoteScan customer portal.       From here you will be able to view your existing registered licenses as well as download the latest version of the RemoteScan software. You can also purchase and add new licenses to this existing account as well as other useful tasks, We are committed to provide usdates you or customers in a time two maner. All flucates can be				
	downloaded from this area.				
	Software Download List				
	Version: 10.657 Last Posted February 20, 2017 3:15:11 PM Size: 2.04 MB				
	You have 1 License:				
	Click here to download RemoteScan Enterprise per connected client				

## Clicking on "Templates" displays the following screen:

RemoteScan Client Template Configuration

Account Management		Scannin	g Templates (1 us	ed of 10 available)		
Defaults	Dell Demo 1					
Templates	Dett Demo 1					
Generate Unlock Key						
View Registered Licenses		Template M	lame:			
Purchase Additional Licenses		Default In List		Default	In List	
Change Password	Resolution	60	Paper Size:	US Letter (8.5 in x 11 in)	<b>e</b> 1	
ransfer a License	(dpi):			<ul> <li>US Letter LndScape (11 in x 8.5 in</li> </ul>		
>How to send RemoteScan log files		◎ 100 .		<ul> <li>A4 Letter (210 mm x 297 mm)</li> </ul>	٠ -	
		Default In List		Default	In List	
	Color / BW:	🔍 1 bit - Black 🕑 🧉	Scan Source:	Main Scanning Area		
		& White		Slide / Transparency	•	
		8 bit - Image State S		the second second second second second		
	Color & Graysc	ne Page E Feed All Pag		uplex Skip Blank Pages Scans use Threshold (values are between 0 a Contrast: 0 Threshold:	Deskew and 255):	
	Scan Area (incl	hes):				
		Top:		Right: Bottom		
				Boccom.		
	Left:	region selection by the user				

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:



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:



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.