

Crown Imaging Server 4 using Remote Scanning

Imaging 4 Remote Client:

- 1) With Barcode Scan sheets and packets assemblies ready to be scanned go over to the scanner.
- 2) Open up the imaging 4 remote client. (On Terminal Server Desktop)
- 3) Click on the Export menu and select "New Export File" Select your date range for the scan sheets and click on create. It will then list all the shipments ready to be scanned and that you have made Barcode Scan sheets for.
- 4) Click on the Export menu again and click on "Save Export File"
- 5) Make sure the radio button selection is made for FTP server. The info should already be filled out. Click "Save"

Imaging 4 Server:

- 1) On the scan computer open up Imaging 4 Server software. (On Scan Computer Desktop)
- 2) Create a new session if one is not created. If one is created Refresh the current session and select the radio button for disconnected session.
- 3) On a new session select the radio button for disconnected session.
- 4) Make sure the selection is set for FTP server and click save.
- 5) Pick the newest saved session from the list with the current date and time.
- 6) Perform scanning as trained.
- 7) When complete and all the scans on the first tab show processed. Click the Session Menu and select "Commit Session"
- 8) Click commit and select no to the warning because of the remote session. Clicking yes will likely cause in images needing to be rescanned.
- 9) Make sure the radio button is set for the FTP server. The info should already be filled out. Click Save.
- 10) When all the scans are uploaded you are done with the scanning portion.

Imaging 4 Remote Client:

- 1) Open up the imaging 4 remote client. (On Terminal Server Desktop)
- 2) Click on the Import menu and Select "Remote Imaging Session"
- 3) Make sure the radio button is select for FTP server. All info should be filled out already.
- 4) Click Save.

This will complete a remote imaging session