
INSTALLING AND USING TS SCAN TERMINAL SERVER

TS Scan Terminal Server enables you to use a locally installed, TWAIN-compliant scanner to scan documents into your hosted CS Professional Suite® applications. The information in this document will walk you through installing and using TS Scan.

Installing TS Scan on the server

To install TS Scan on the server, you must download and install the server version of TS Scan for Terminal Servers.

Important! TS Scan is not supported on workstations that run Windows Server® 2012 or higher.

Although the installation wizard automatically finds the user profiles to which TS Scan should be installed, you can add or remove user profiles as needed during the installation process. To learn more about terminal server user profiles, contact your system administrator.


Installing TS Scan on workstations

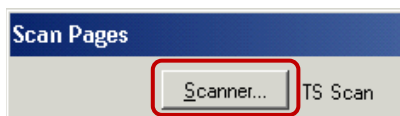
Download and install the appropriate TS Scan client version (32 or 64 bit) on each workstation from which staff will scan documents.

Important! TS Scan is not supported on workstations that run Windows® 10 or higher.

Scanning documents into FileCabinet CS

Once you have installed TS Scan Terminal Server on your server and the appropriate workstations, you are ready to begin scanning documents into FileCabinet CS.® Follow the steps below to scan documents using TS Scan.

1. Connect to your terminal server and open FileCabinet CS.
2. When FileCabinet CS opens, right-click the TS Scan  icon in the system tray and select your TWAIN driver.
3. In FileCabinet CS, choose Image / Scan.
4. In the Scan Pages dialog, click Scanner button.



5. In the Select Source dialog, highlight TS Scan and click the Select button.



6. Select the appropriate drawer ID and enter a name for the image group.
7. Click the Scan button.
8. When you click the Scan button, your scanner driver appears. Select the appropriate settings and begin scanning.

Note: We recommend that you scan documents in black and white using a resolution of 400 DPI (dots per inch).

9. If you need to scan additional pages, click the Another button in the Scan Pages dialog. If you are done scanning, click the Done button.

Scanning documents into Engagement CS

Once you have installed TS Scan Terminal Server on your server and the appropriate workstations, you are ready to begin scanning documents into Engagement CS.® Follow these steps to scan documents using TS Scan.

1. Connect to your terminal server and open Engagement CS.
2. When Engagement CS opens, right-click the TS Scan  icon in the system tray and select your TWAIN driver.
3. In Engagement CS, click the Scan Pages  button on the toolbar and then click the Scanner button.
4. In the Select Source dialog, highlight TS Scan and click the Select button.
5. Select the appropriate options in the Scan options and File Types group boxes and click Next.
6. Once your scanner driver appears, select the appropriate settings and begin scanning.

Note: We recommend that you scan documents in black and white using a resolution of 400 DPI (dots per inch).

7. Complete the New Engagement Document – Properties dialog and click Finish.