



**RemoteDirector™**  
World Leader in Digital Proofing

**DESIGNED FOR  
Digital Color Proofing**

# ICScolor - Remote Director Training Guide v3.x

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## ► Training Index

This guide is divided into modules with all the information needed for successful setup and use of a Remote Director system. Each module is preceded with this index of links for ease of navigation.

- [Terminology](#)
- [System Architecture](#)
- [Lighting – Environment](#)
- [Server Installation](#)
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- [Server Administration](#)
- [Manage Account - Create Projects - Project List](#)
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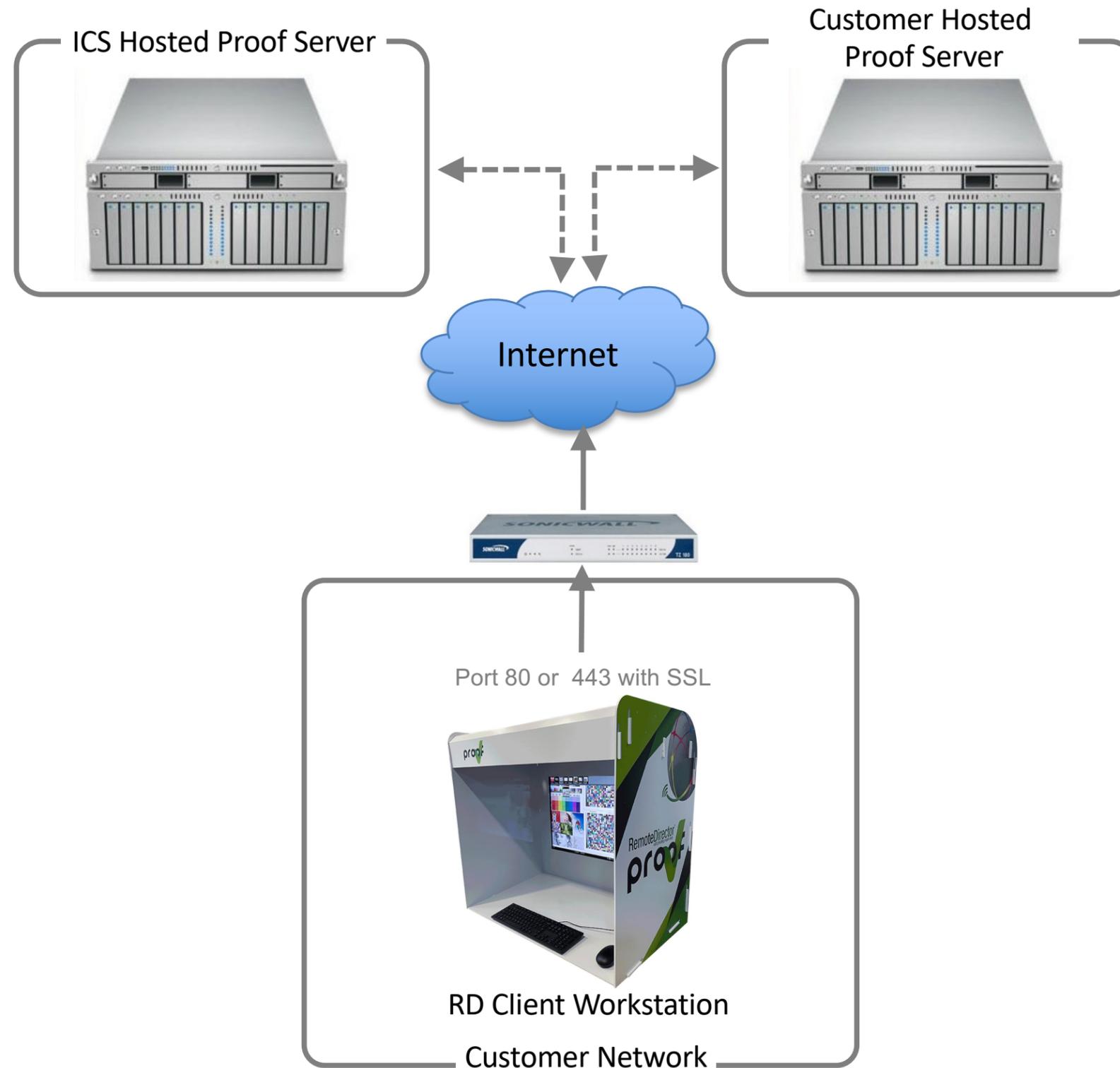
## ► Terms we Use

Server Admin:	User with server administration permissions
Company Admin	User with company administration permissions
Hotfolders Admin	User who can set up hotfolders
Creator:	User with project creation permissions
Color Viewer:	User invited to view a project and forced to calibrate
Content Viewer:	User invited to view a project with no need to calibrate
Role:	Set of permissions that defines your tools for proofing
Workgroup:	Workgroup of users with one role
Proof Server:	Windows machine where the projects are stored and served to clients
Client Application:	Desktop Application used to access the Proof Server
Admin Screen:	Server or Company admins log into to server settings
Splash Screen:	Where the URL of the Proof Server is entered
Home Screen:	Where you Manage Account, Create and View Projects
Viewer:	Where files are rendered for proofing and annotation
Calibration:	Module used to calibrate and profile the display

## ► Training Modules

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## ► Network Architecture Options



## ► Workstation Requirements

Display \*

Calibration Device

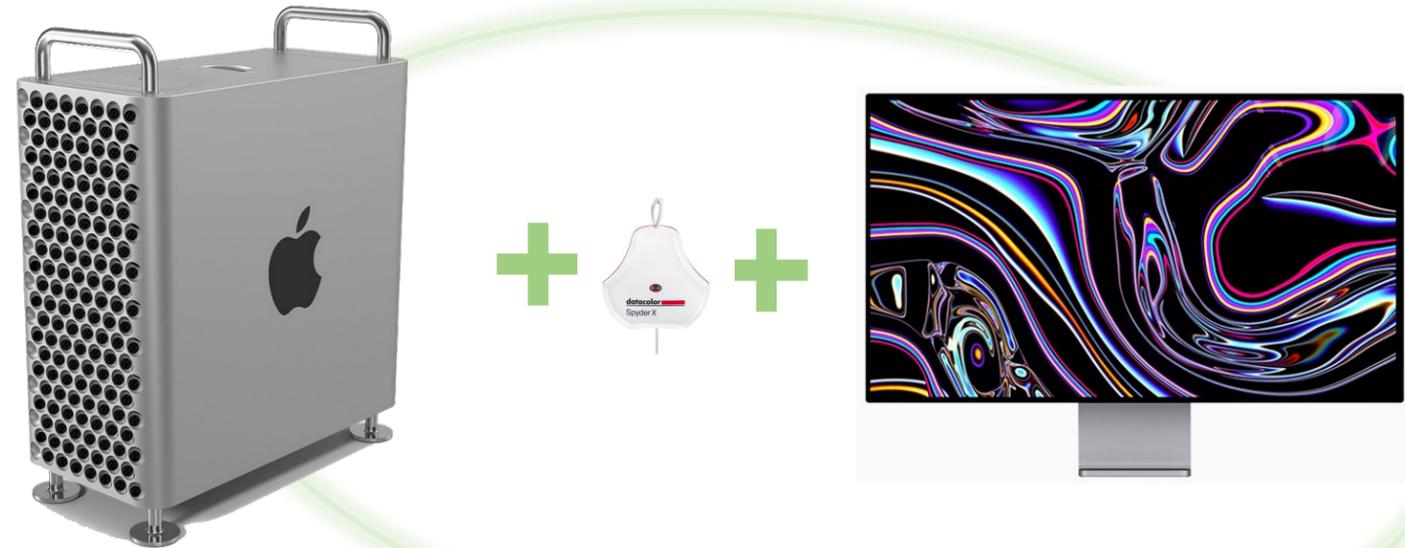
Mac or PC

Internet connection

Remote Director Software

Client Application

Proof Server access



- BenQ, Eizo, NEC are controlled internally through SDK's at full bit depth. Models are listed at:

<https://icscolor.com/technical-specs/>



# Remote Director Training

## ► All in one solution

ProofCheck Turnkey solution.

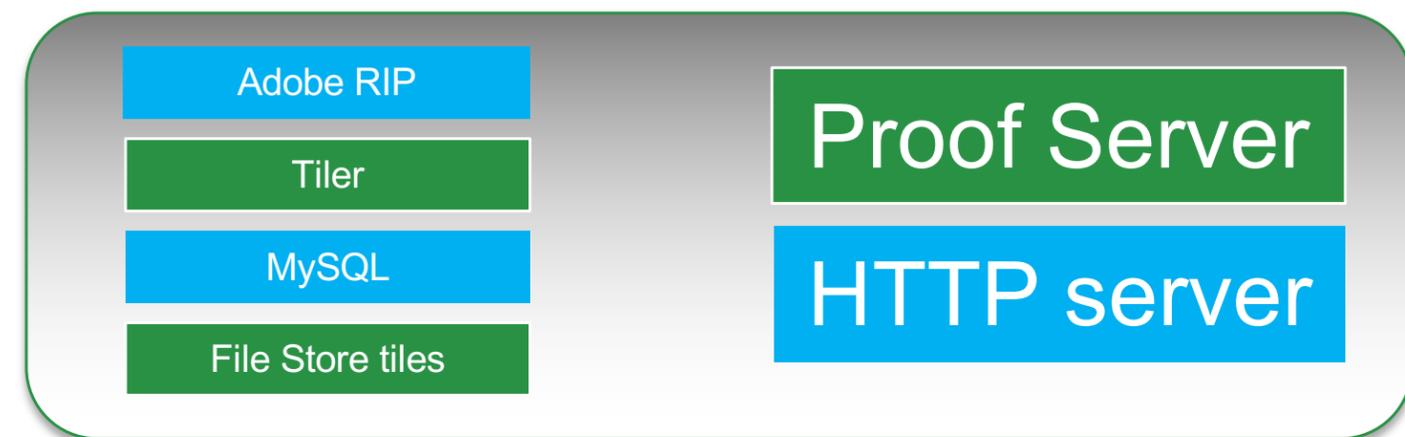
- LED Lighting
- Display
- Calibration Device
- PC
- Remote Director Software



## ► Server Technology Stack

Remote Director Proof Server system:

- An HTTP server to drive the ICScolor Proof Server
- Adobe RIP
- ICScolor tiler
- MySQL data base
- File store of image for instant delivery to the viewer for the region of interest at current zoom level.



Legend:

Open Source

ICScolor

## ► Client Technology Stack

Remote Director Client Bundle:

- Custom Chromium browser
- ICScolor's calibration module drives the displays internal LUT at full bit depth, instruments and lighting via manufacturers SDKs
- ICScolor's viewer module renders the color precisely via a unique color path and Spectral Blending Engine
- A file store cache enhances the rendering speeds



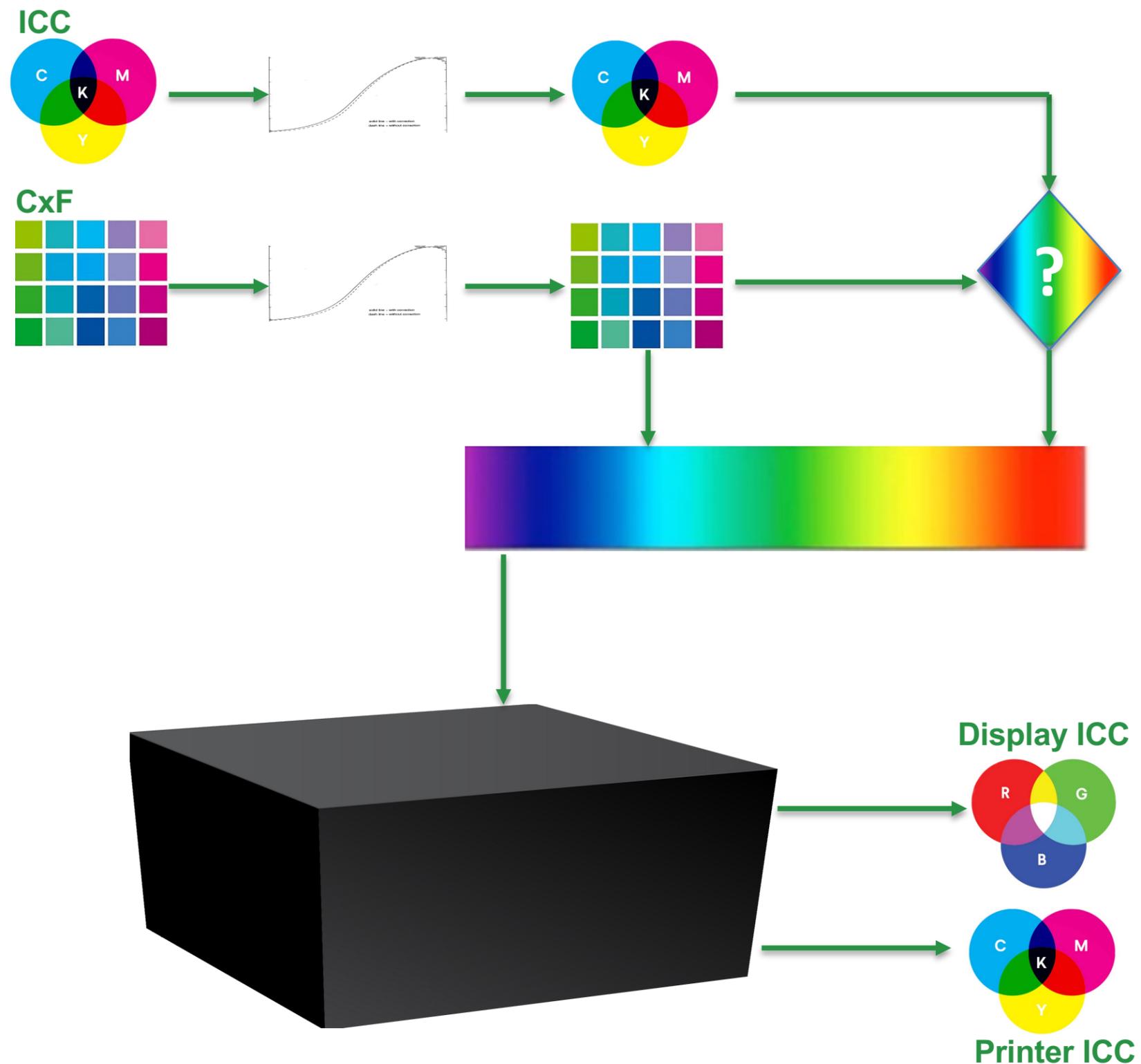
Legend:

Open Source

ICScolor

## ► Color Path

- Colors first are transformed by a print condition curve.
- They are then checked for spectral values or converted to spectral values required for blending and rendering.
- Spectral Blending Engine converts spectral values to output color space selection....
  - Display RGB
  - Print RGB
  - Print CMYK



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## ► Environmental Requirements

The Remote Director system creates the same color emitted on every calibrated display, but final appearance of the color is dependent on the viewer's environment that is made up of their hard copy viewing lighting and ambient room lighting. Just as two certified hard copy proofs look different in different lighting conditions, two calibrated monitors in different environments will have some perceived differences.

A Remote Director color viewing station should be in a room with dark shades or blacked out windows and subdued room light that is dimmer than or shielded from the viewing light. Viewing light should be dimmable to match the luminance of the proof. Both GTI and Just Normlitch provide viewing lighting that is made for digital proofing.

The best solution is a ProofCheck workstation - where identical displays and lighting are all controlled by the Remote Director software for all viewers.



## ► Environmental Requirements

### ***Displays***

All displays used in proofing systems must pass the ISO 12646 certification program tolerance for grey balance and white point. These systems are capable of accurately displaying graphics used in print production within a wide variety of production environments. The green check that removes the uncalibrated mask in Remote Director assures users that the display passes this requirement.

### ***Luminance Levels***

The ISO 12646 guidelines recommend a luminance setting of 160 for systems used in a controlled lighting environment. This is the default in Remote Director. If your ambient lighting is too bright a higher luminance of up to 210 can be used assuming the display is capable.

### ***Room Conditions***

Wall Color: Munsell neutral gray paint (N8/P) or equivalent

Room Lighting: D50 color (5000K) with no direct entry of ambient light on the display

Ambient Light (recommended): Should not exceed 10% of the view booth brightness

Ambient Light (maximum): Must not exceed 30% of the view booth brightness

### ***Viewing booth***

A variable-intensity monitor-side viewing booth with D50 (5000K) reflective lighting is recommended. Viewing booths specifically designed for monitor proofing applications are available from GTI [www.gti-lite.com/soc-proofing.htm](http://www.gti-lite.com/soc-proofing.htm), JUST Normlicht [www.just-normlicht.de/us/shop/](http://www.just-normlicht.de/us/shop/) and ICS's own ProofCheck complete turnkey workstation.

## ► Environmental Requirements

### ***Considerations:***

Ambient light in the viewing environment should be controlled to the extent possible so it will not unduly influence perceived color. Overhead lighting should offer dimming to not exceed the recommendations.

A protective hood is recommended to shield the display from ambient light.

The brightness level of the viewing light must be dimmed to match the luminance of the display, as well as the evenness of light distribution within the viewing area itself.

With the wide range of variables, the dimming process is best governed by RD or the lighting manufacturer's software but can be adjusted by subjective judgment with the eye by comparing a blank sheet of proof paper to the blank white of a calibrated viewer (open a proof and zoom out to show paper white).

All non-soft-proofing viewing booths exhibit some lighting unevenness, usually appearing brighter as it nears the light source. This unevenness is typically worse in smaller booths and can significantly affect the apparent match between a soft proof and a hard-copy. Viewing booths that are made for digital color proofing have lighting baffled or sent from two or more directions to eliminate this problem.

Check the viewing booth for evenness and decide the best position in which to place the reference copy.

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## ▶ Server Machine Requirements

Windows operating systems on any machine or a properly configured virtual server (VM).

Windows – 7,8,10 Windows Server – 2008, 2008 R2, 2012, 2012 R2, 2016, 2019, 2022

64 Bit Intel® compatible processor

Installation of .NET Framework version 4.5 or higher

32GB RAM with 500GB available hard-disk space (more is better)

1.5 Mb/s or better network connection

The server installs Apache, Tomcat and MySQL which are not compatible with Microsoft Internet Information Services (IIS)

Proof Server requires inbound port 80 or port 443.

If HTTPS is used, a security certificate (SSL cert) is required.

## ► Requirements

### ***IT REQUIREMENTS***

Internet access

Team Viewer installed for ICScolor support access including software installation if requested

### ***ADMINISTRATOR REQUIREMENTS***

Contact name, email and phone number.

Machine administrator's email address and password

The machine's IP or Domain Name address (should be addressable from outside the LAN)

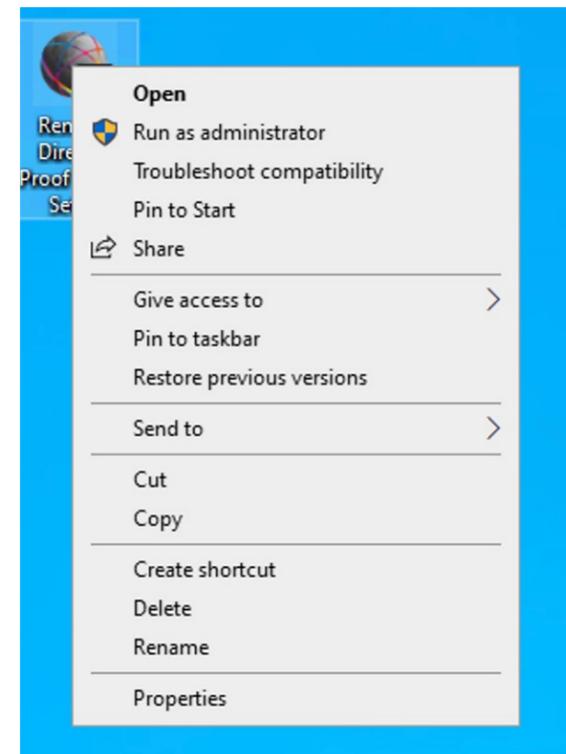
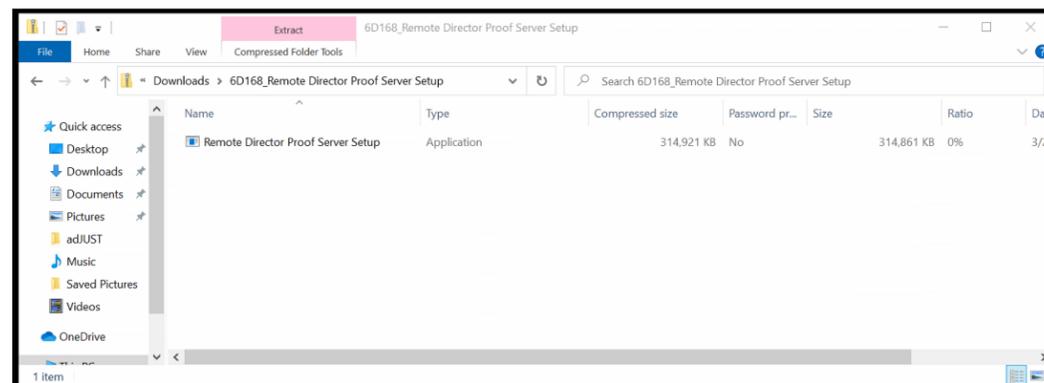
Your SMPT (outgoing) email credentials, username and password

# Remote Director Training

## ► Installation

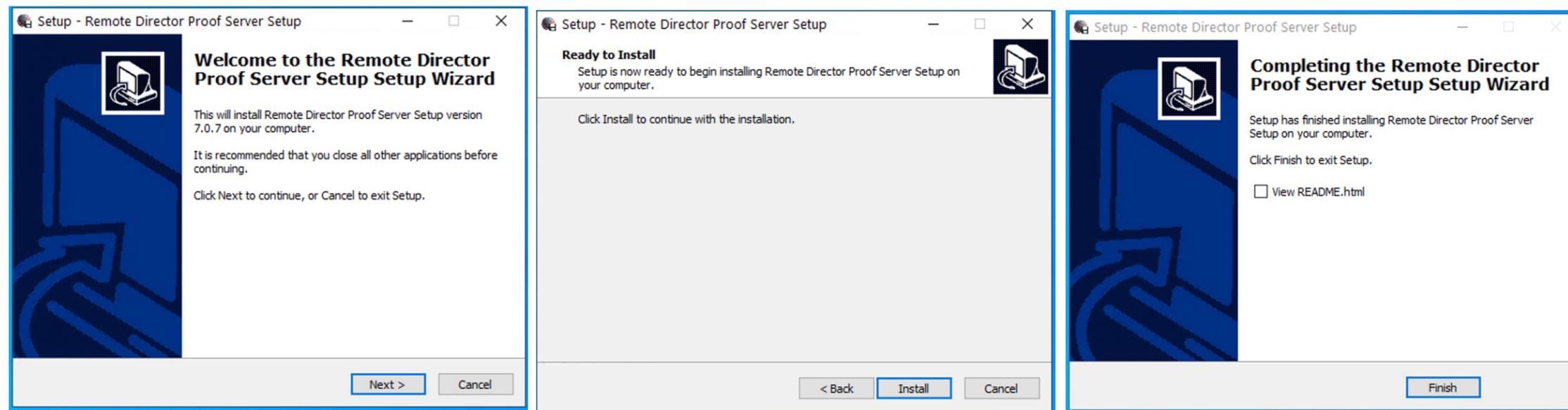
ICScolor will provide you a link to download the installer.

Drag the installer from the “Downloads/ Remote Director....” folder to the desktop and right click to “run as Administrator”



## ► Installation

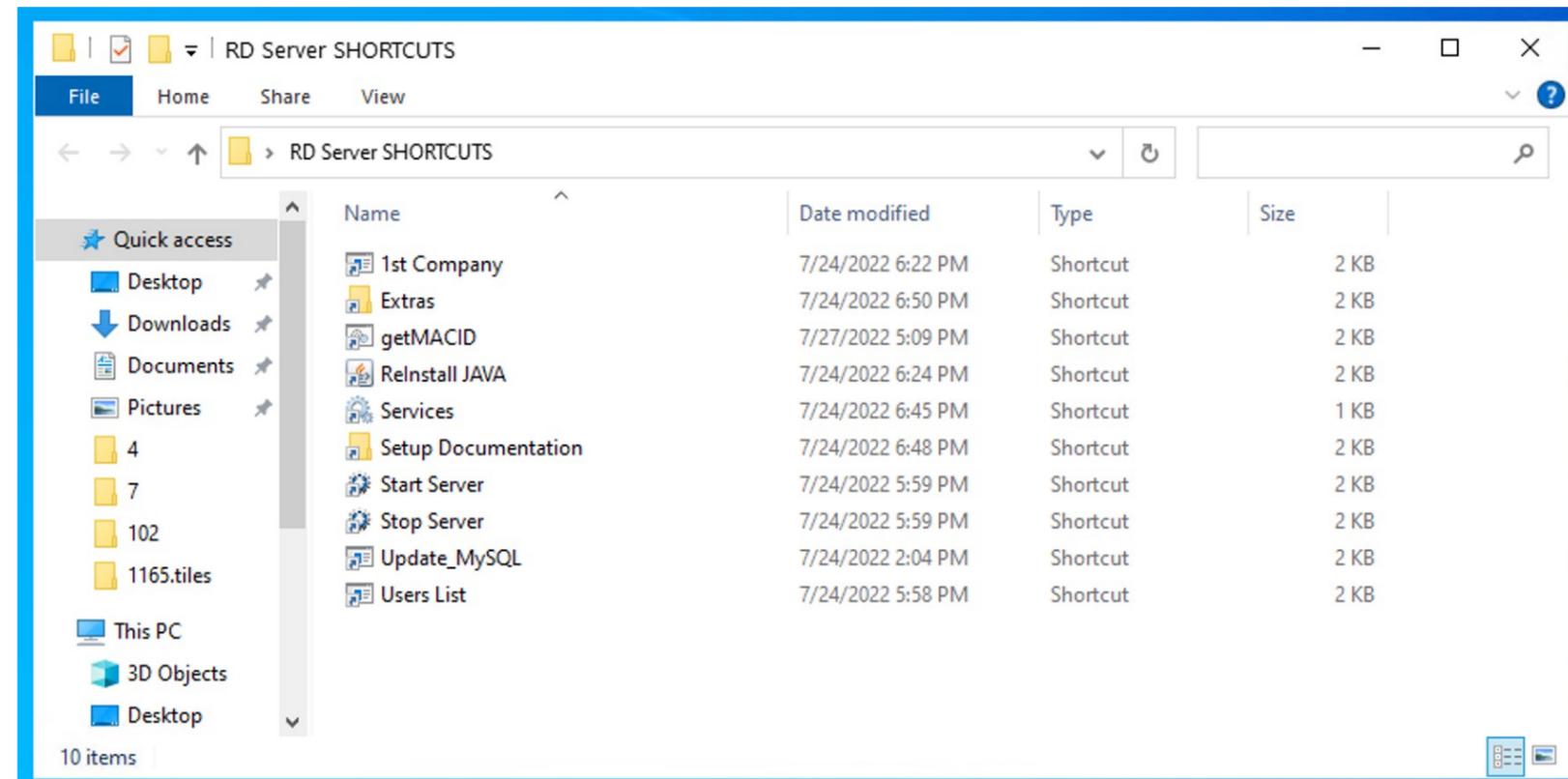
Follow the installer's prompts to install the server software. *Note! Some steps seem to take some time. Please be patient.*



- You will be asked to enter your companies name as the default company.
- If prompted on your machine, there is no need to restart the server.
- When complete you will find the “RD Server SHORTCUTS” folder on the desktop. This is for supporting the server if required.

## ► Installation

RD Server SHORTCUTS provides access to tools and utility applications used to service the server. It should only be used by or in conjunction with ICScolor support. This completes the server installation, licensing and administration of the server is done from a Remote Director client application that can access this server.

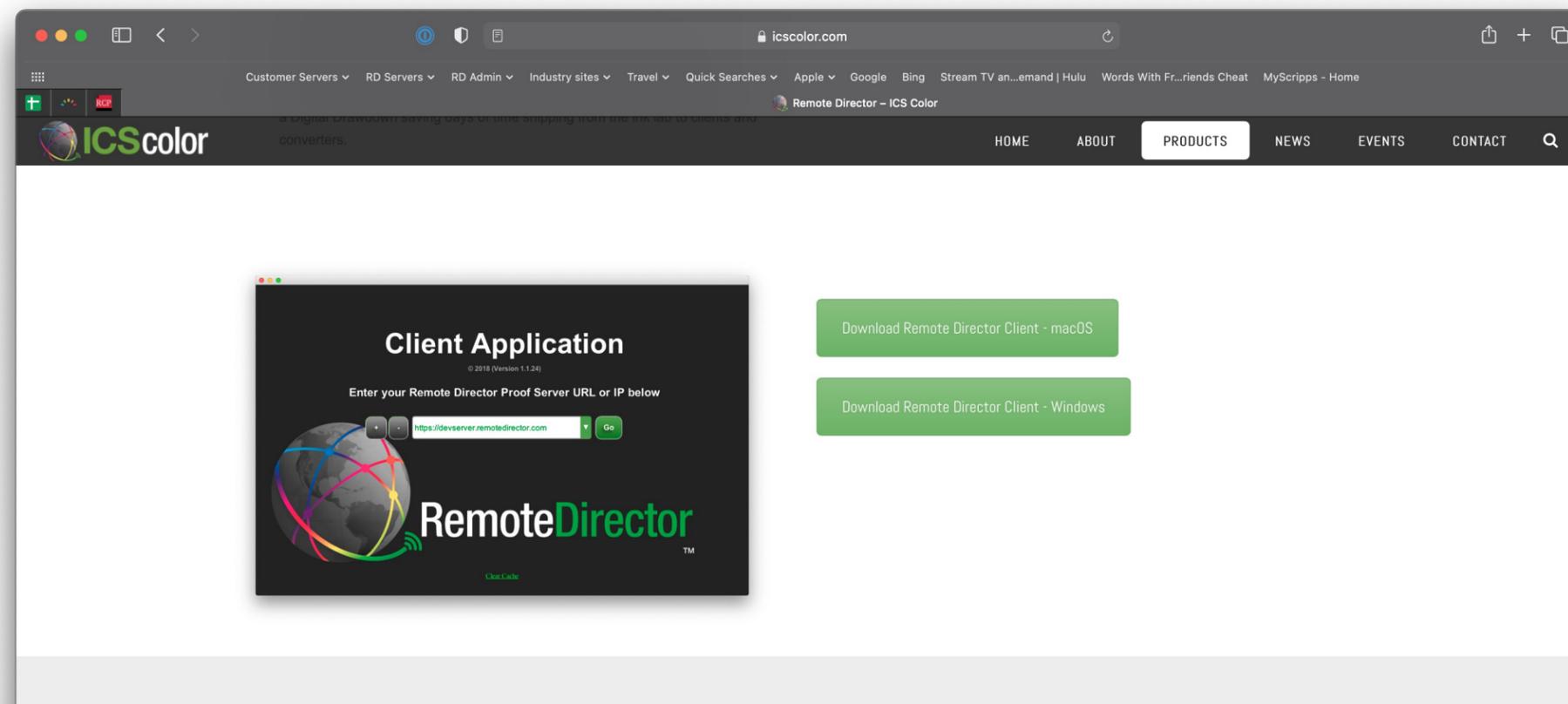


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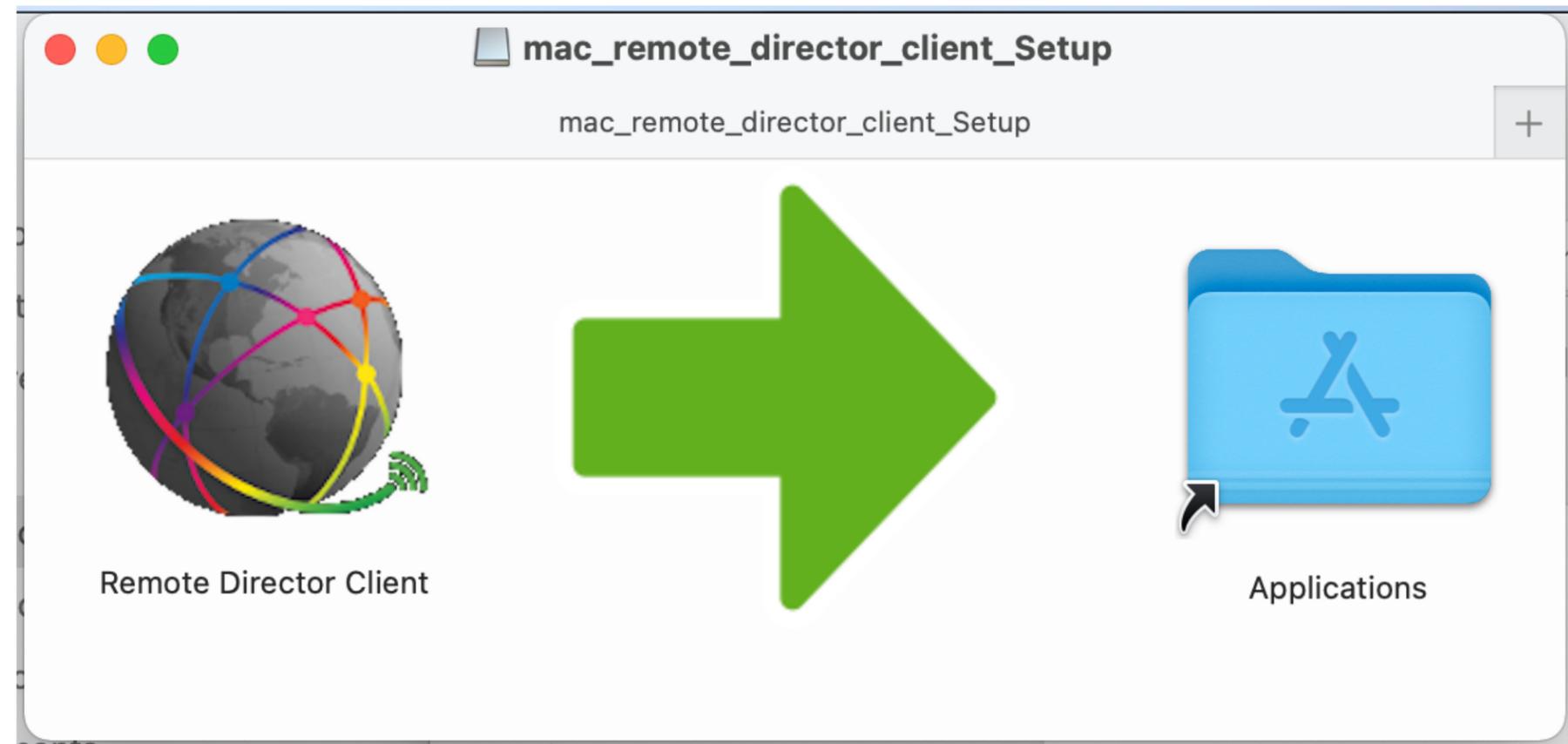
## ► Application Installation

The installers can be found on our web site at: <https://icscolor.com/remote-director/> Scroll down to select the installer for your platform.



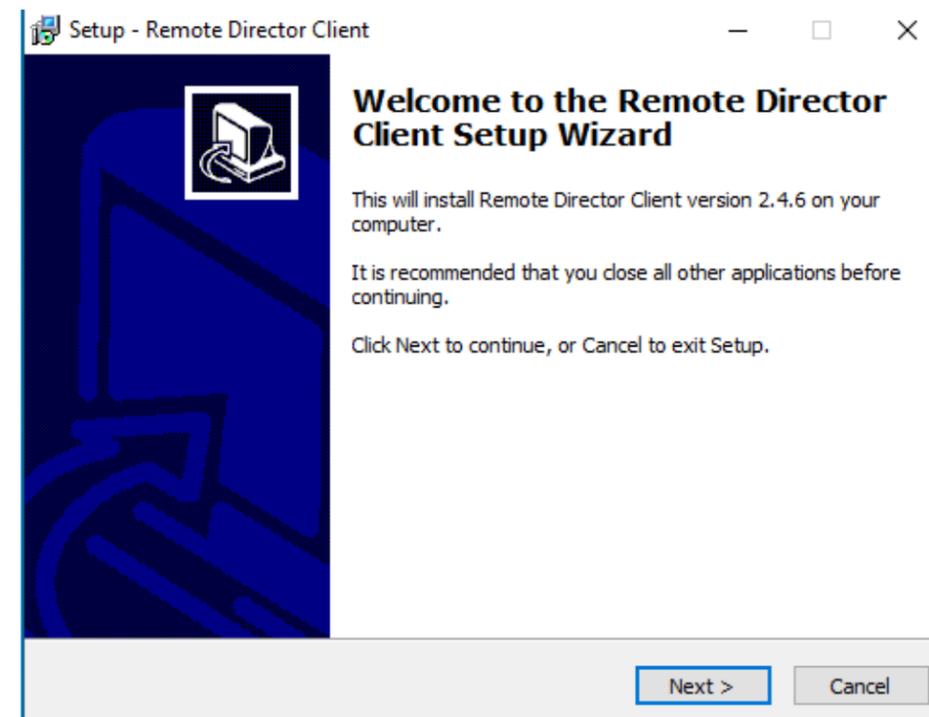
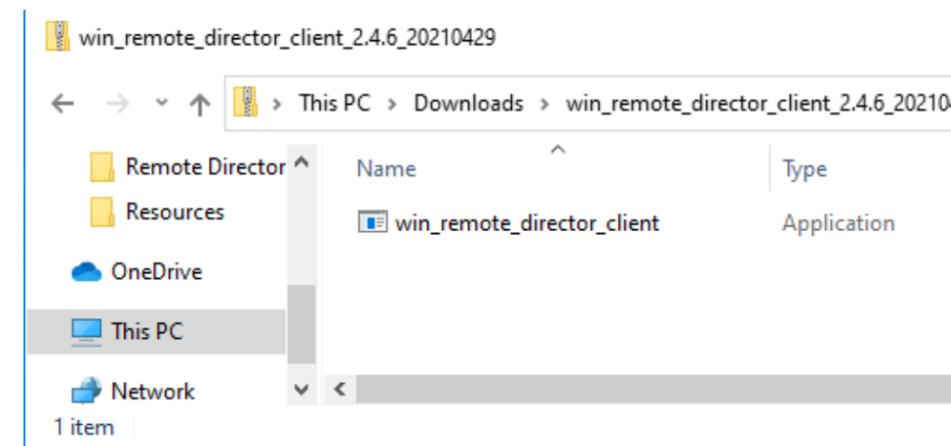
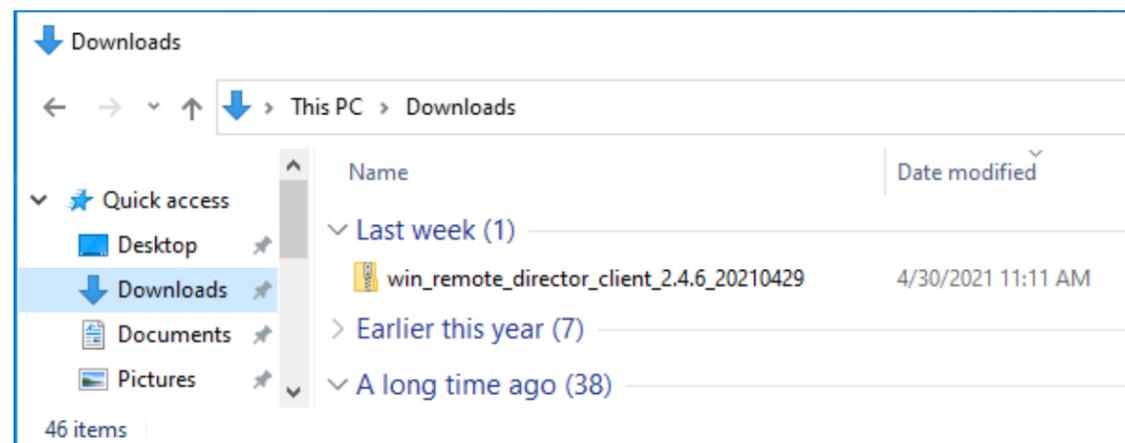
## ► Application Installation Macintosh

The download is a DMG (Disk Image). Double click to launch and drag the Application Icon to your Applications Folder Icon inside the window. Then eject the DMG.



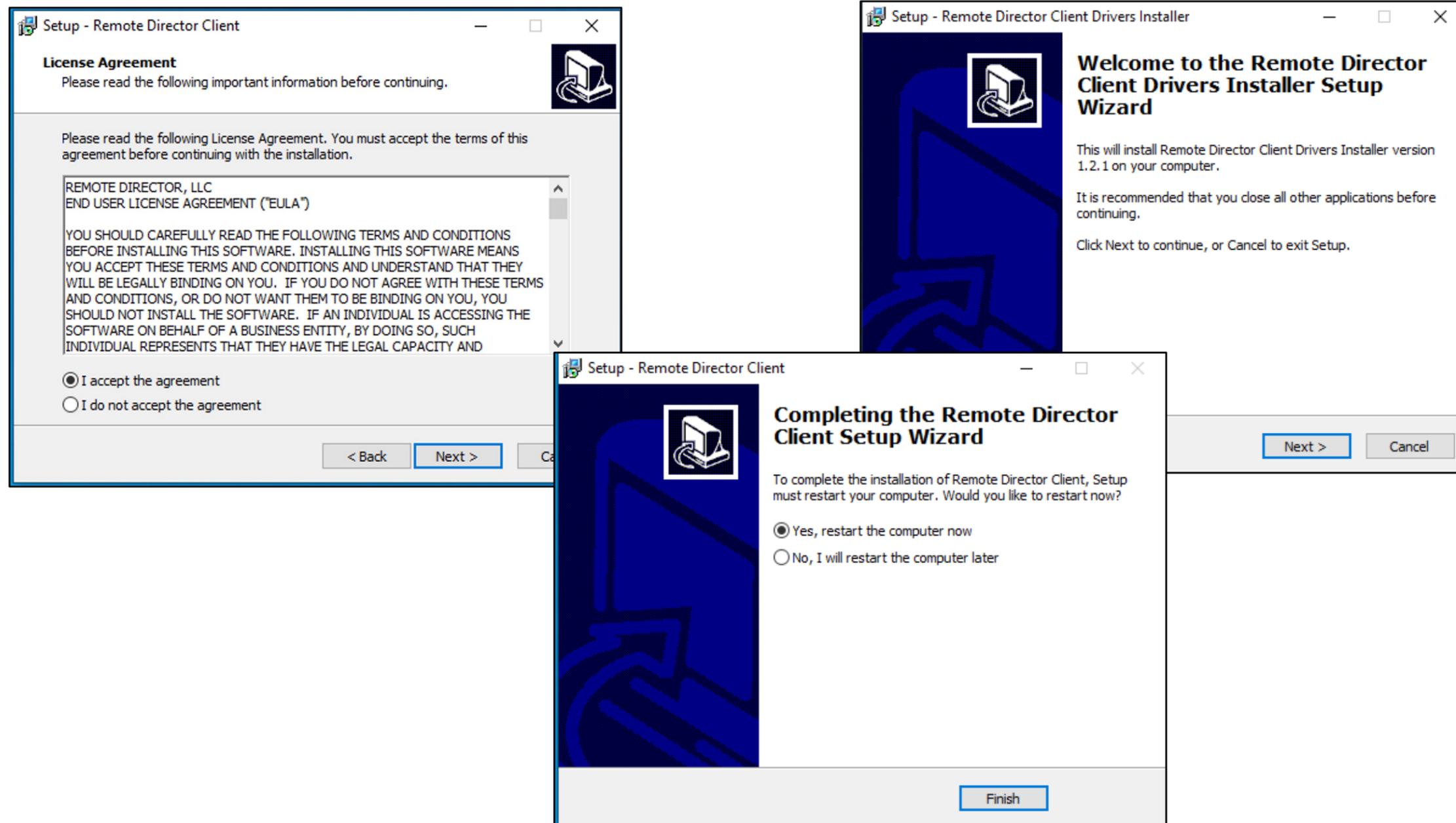
## ► Application Installation Windows

The download is a zipped installer. Open, then double click and allow the installer to run.



## ► Application Installation Windows

Agree to the terms and run the installer. Be sure to agree to the additional questions in order to install the instrument drivers. Then finish and reboot.



## ▶ Launching the Application

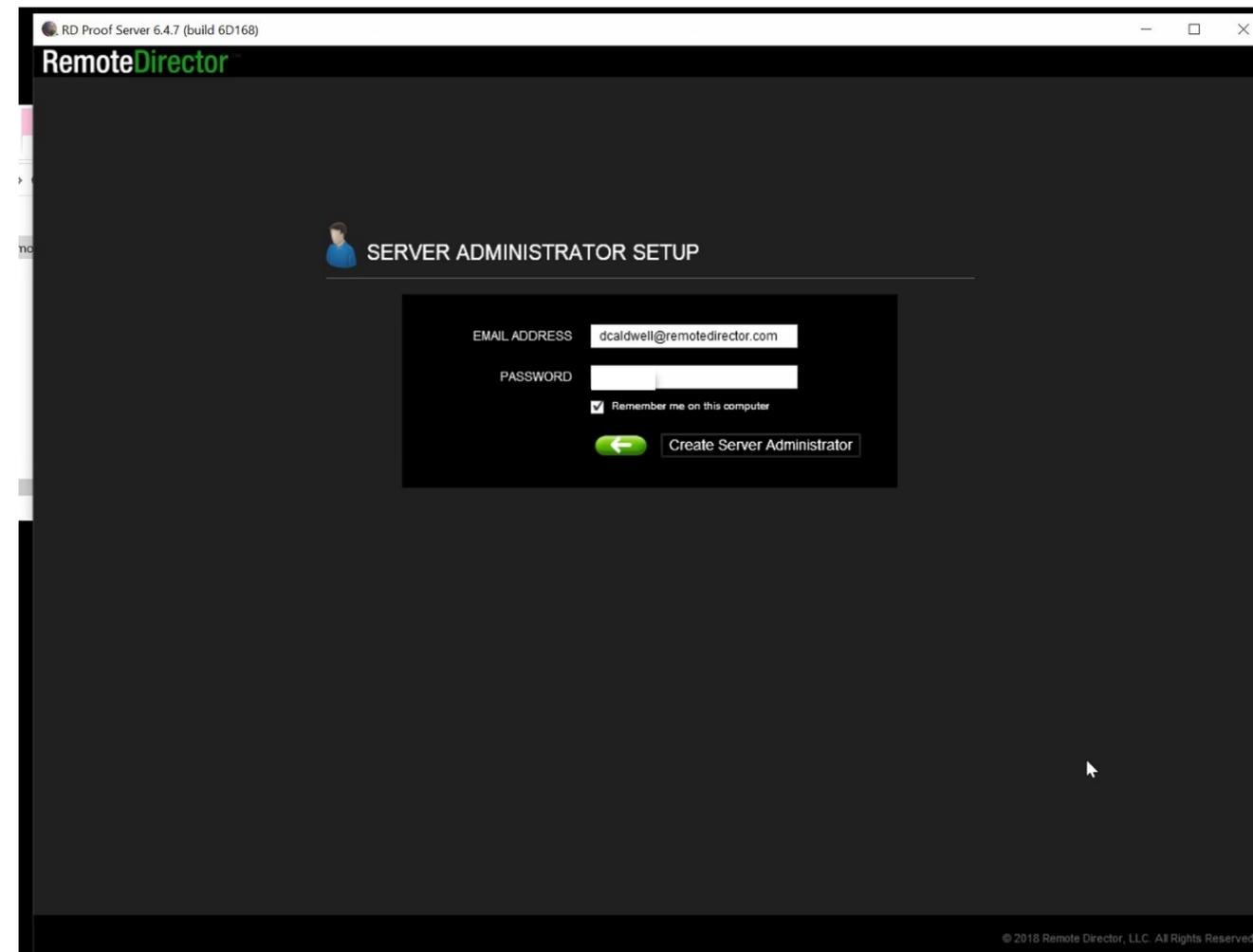
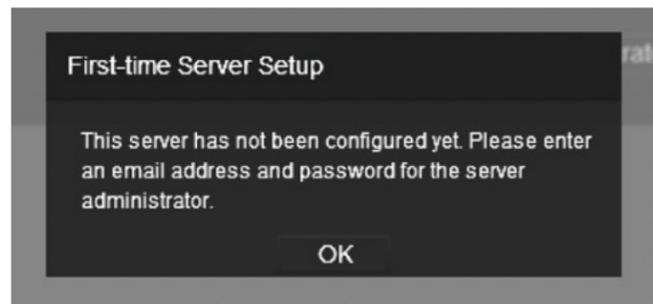


The splash screen will allow you to enter the IP address or the domain name of the server. The green right arrow will open the server.

Note, if you need to access additional proof servers, the + button will allow you to enter other server's URLs that will remain in the drop-down list until deleted. The branding logo on the splash screen may change for each proof server's address. To enter to the home screen of the server, click the arrow to the right of the URL.

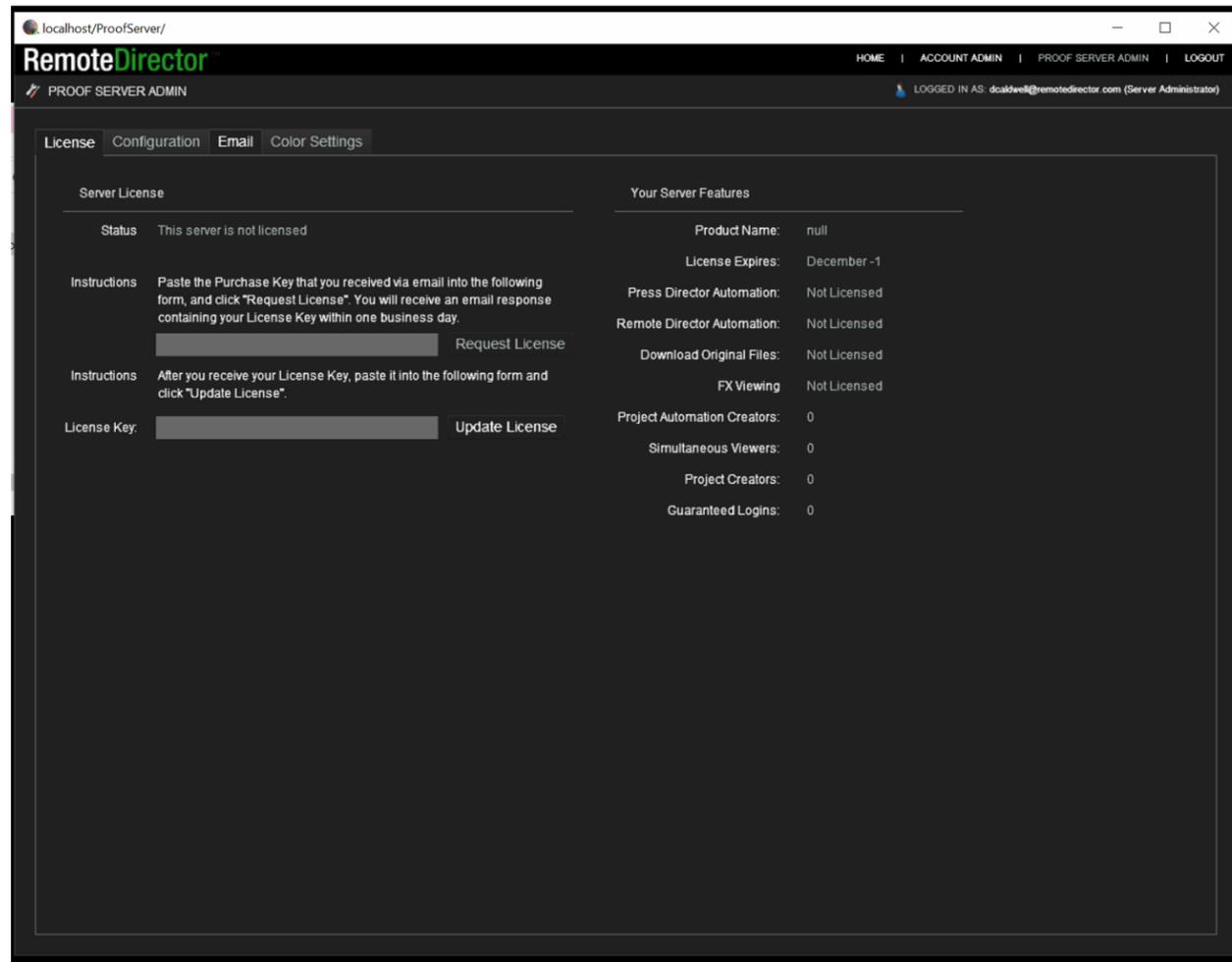
## ► Installation

First-time Server Setup. “OK” will prompt you to enter the server administrator’s email address and set their password (case sensitive). The “Create Server Administrator” will register the administrator and open the server admin page.



## ► Configuration of URL, Email and license

The only two tabs available are license and email configuration. Select the Email tab first.

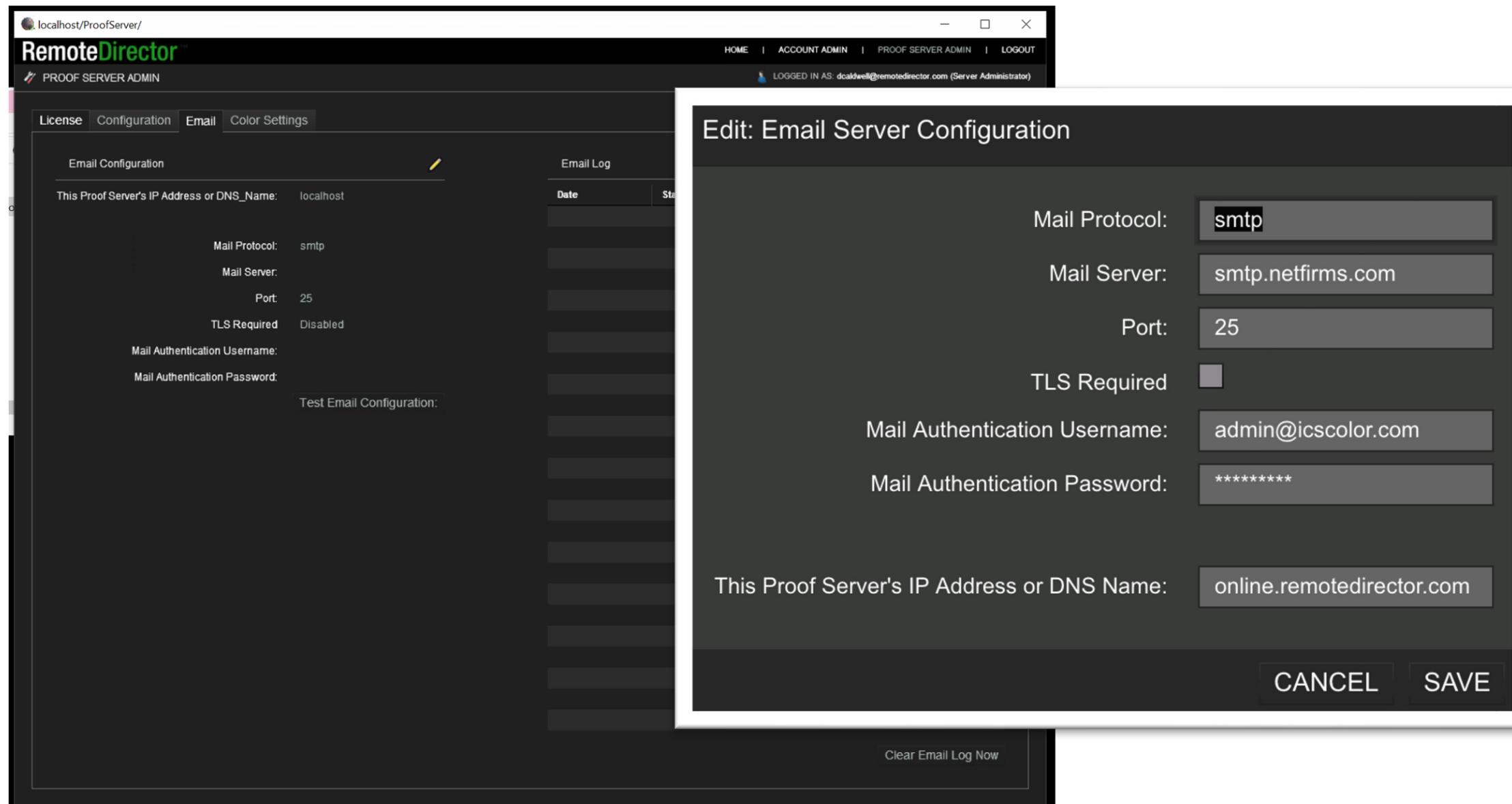


The screenshot shows the RemoteDirector web interface. The browser address bar displays 'localhost/ProofServer/'. The page title is 'RemoteDirector' and the user is logged in as 'dcaikwell@remotedirector.com (Server Administrator)'. The navigation menu includes 'HOME', 'ACCOUNT ADMIN', 'PROOF SERVER ADMIN', and 'LOGOUT'. The main content area has tabs for 'License', 'Configuration', 'Email', and 'Color Settings'. The 'License' tab is active, showing 'Server License' and 'Your Server Features' sections.

Server License		Your Server Features	
Status	This server is not licensed	Product Name:	null
Instructions	Paste the Purchase Key that you received via email into the following form, and click "Request License". You will receive an email response containing your License Key within one business day.	License Expires:	December -1
	<input type="text"/> Request License	Press Director Automation:	Not Licensed
Instructions	After you receive your License Key, paste it into the following form and click "Update License".	Remote Director Automation:	Not Licensed
License Key:	<input type="text"/> Update License	Download Original Files:	Not Licensed
		FX Viewing:	Not Licensed
		Project Automation Creators:	0
		Simultaneous Viewers:	0
		Project Creators:	0
		Guaranteed Logins:	0

## ► Configuration of URL, Email

Select the Pencil icon to add your settings. Your company's email SMTP settings need to be entered here along with the IP address (Machine URL) so the server can send a licensing request to ICScolor. MS Exchange example on following page.



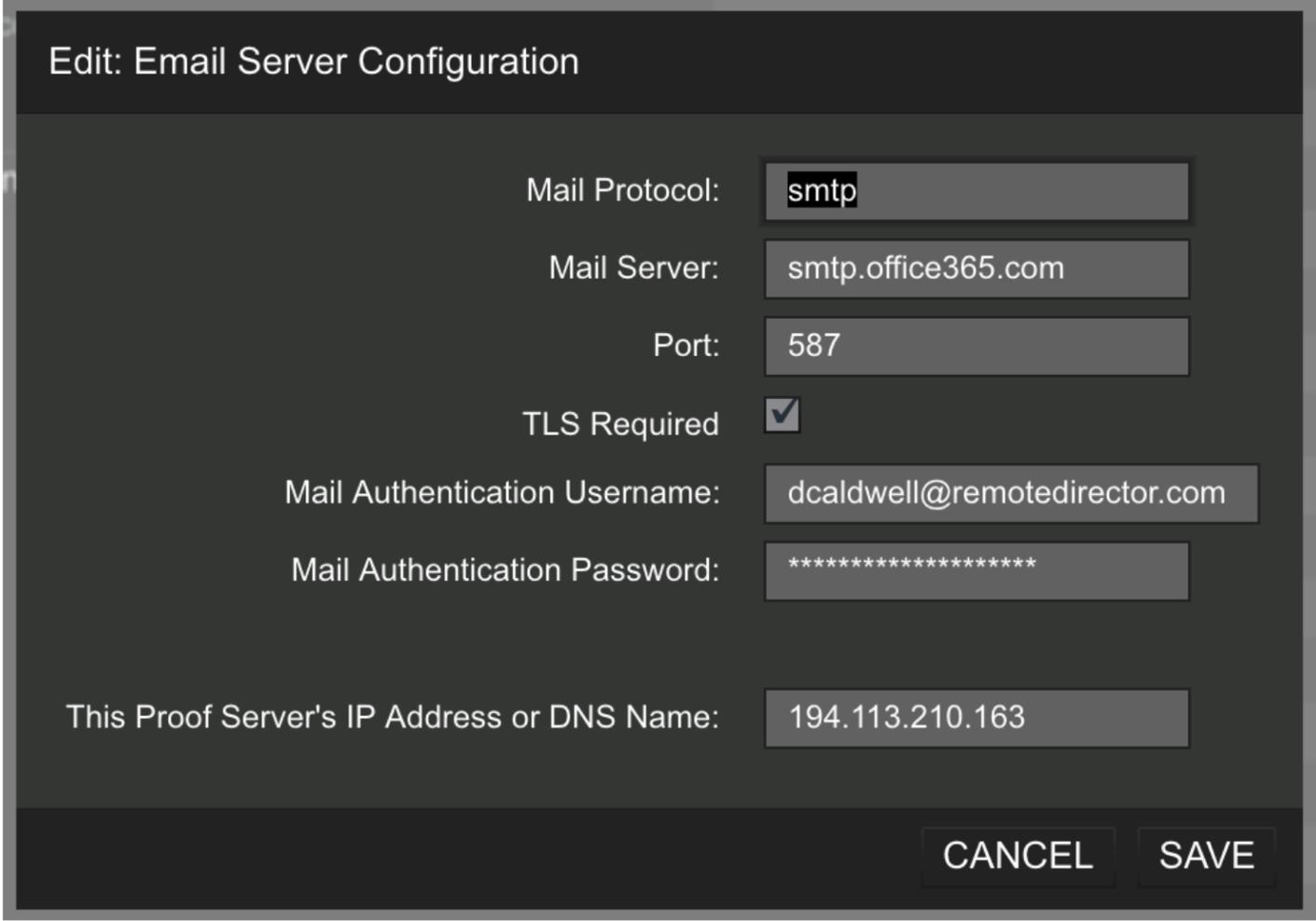
The screenshot displays the Remote Director web interface. The main page shows the 'Email Configuration' section with the following settings:

- This Proof Server's IP Address or DNS\_Name: localhost
- Mail Protocol: smtp
- Mail Server: smtp.netfirms.com
- Port: 25
- TLS Required: Disabled
- Mail Authentication Username: admin@icscolor.com
- Mail Authentication Password: \*\*\*\*\*
- Test Email Configuration: [button]

An 'Edit: Email Server Configuration' modal dialog is overlaid on the right, showing the same settings as the main page. The 'This Proof Server's IP Address or DNS Name' field is set to 'online.remotedirector.com'. The dialog includes 'CANCEL' and 'SAVE' buttons at the bottom right.

## ► Configuration of URL, Email

MS Exchange settings:



Edit: Email Server Configuration

Mail Protocol:	smtp
Mail Server:	smtp.office365.com
Port:	587
TLS Required	<input checked="" type="checkbox"/>
Mail Authentication Username:	dcaldwell@remotedirector.com
Mail Authentication Password:	*****
This Proof Server's IP Address or DNS Name:	194.113.210.163

CANCEL SAVE

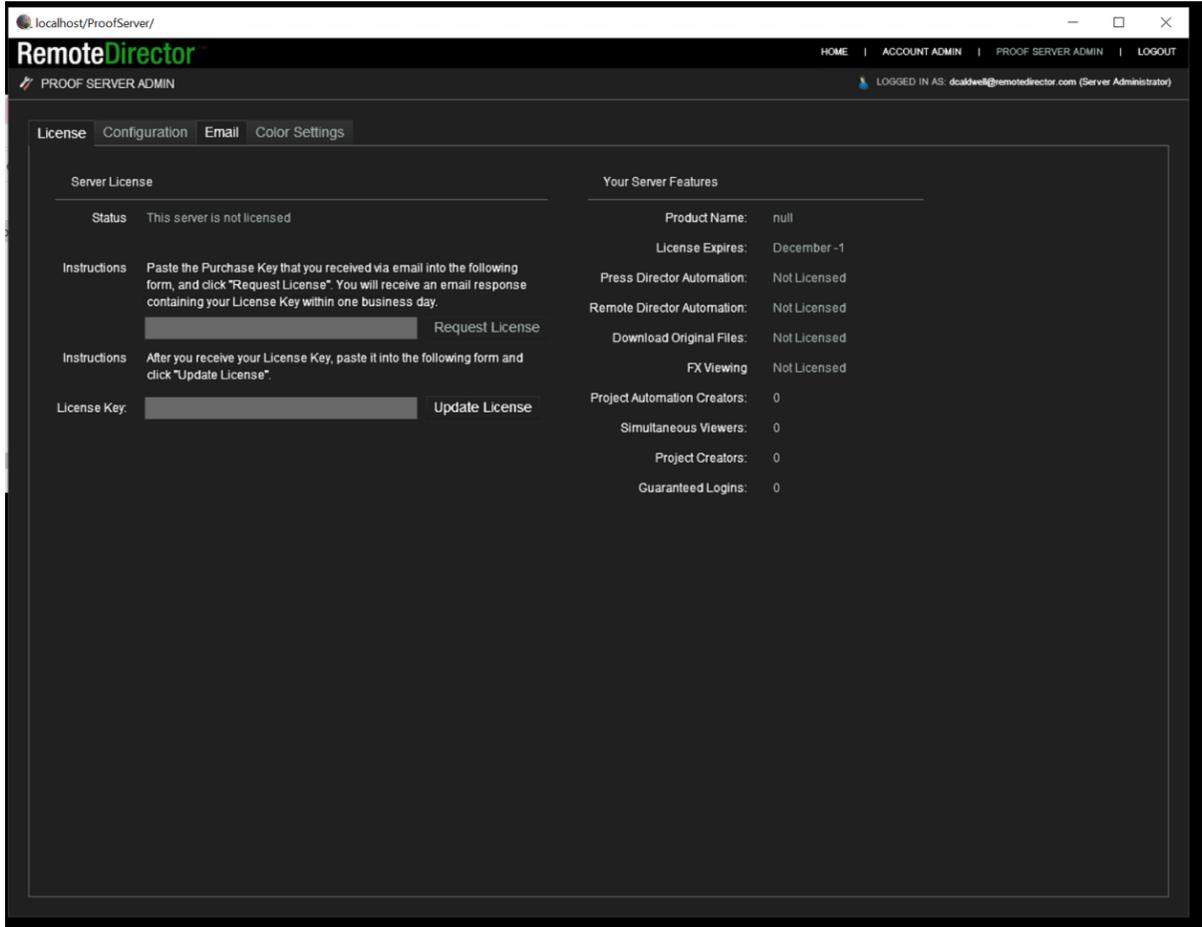
Gmail users may find this link useful for getting the proper SMTP settings:  
<https://clean.email/blog/email-settings/gmail-email-settings>

## ► Licensing the server

Select the license tab. Email **must** be configured before license request so the server can send the licensing request to ICScolor. Enter your company to identify who is sending the request.

*Note: Manual licensing without email can be done by contacting ICS support and providing Team Viewer access to the server.*

A license key to paste in will be sent back by ICScolor.



The screenshot shows the RemoteDirector web interface. The browser address bar is localhost/ProofServer/. The page title is RemoteDirector. The user is logged in as dcaidwell@remotedirector.com (Server Administrator). The navigation menu includes License, Configuration, Email, and Color Settings. The License tab is active, showing the following content:

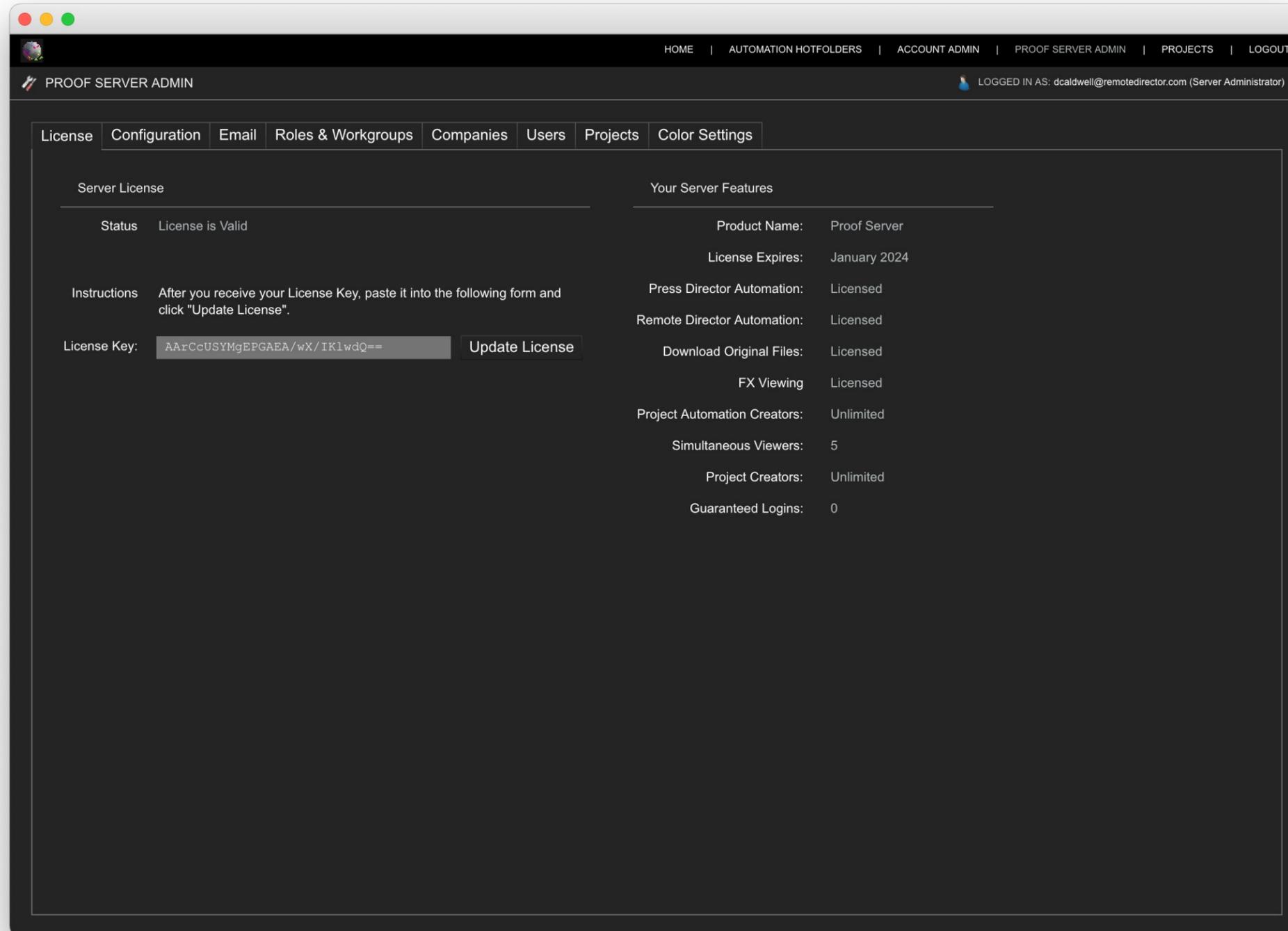
Server License		Your Server Features	
Status	This server is not licensed	Product Name:	null
Instructions	Paste the Purchase Key that you received via email into the following form, and click "Request License". You will receive an email response containing your License Key within one business day.	License Expires:	December -1
	<input type="text"/>	Press Director Automation:	Not Licensed
	<input type="button" value="Request License"/>	Remote Director Automation:	Not Licensed
Instructions	After you receive your License Key, paste it into the following form and click "Update License".	Download Original Files:	Not Licensed
License Key:	<input type="text"/>	FX Viewing:	Not Licensed
	<input type="button" value="Update License"/>	Project Automation Creators:	0
		Simultaneous Viewers:	0
		Project Creators:	0
		Guaranteed Logins:	0

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## ► Server Administration

The license tab is used to check the status of your license and configuration features purchased.

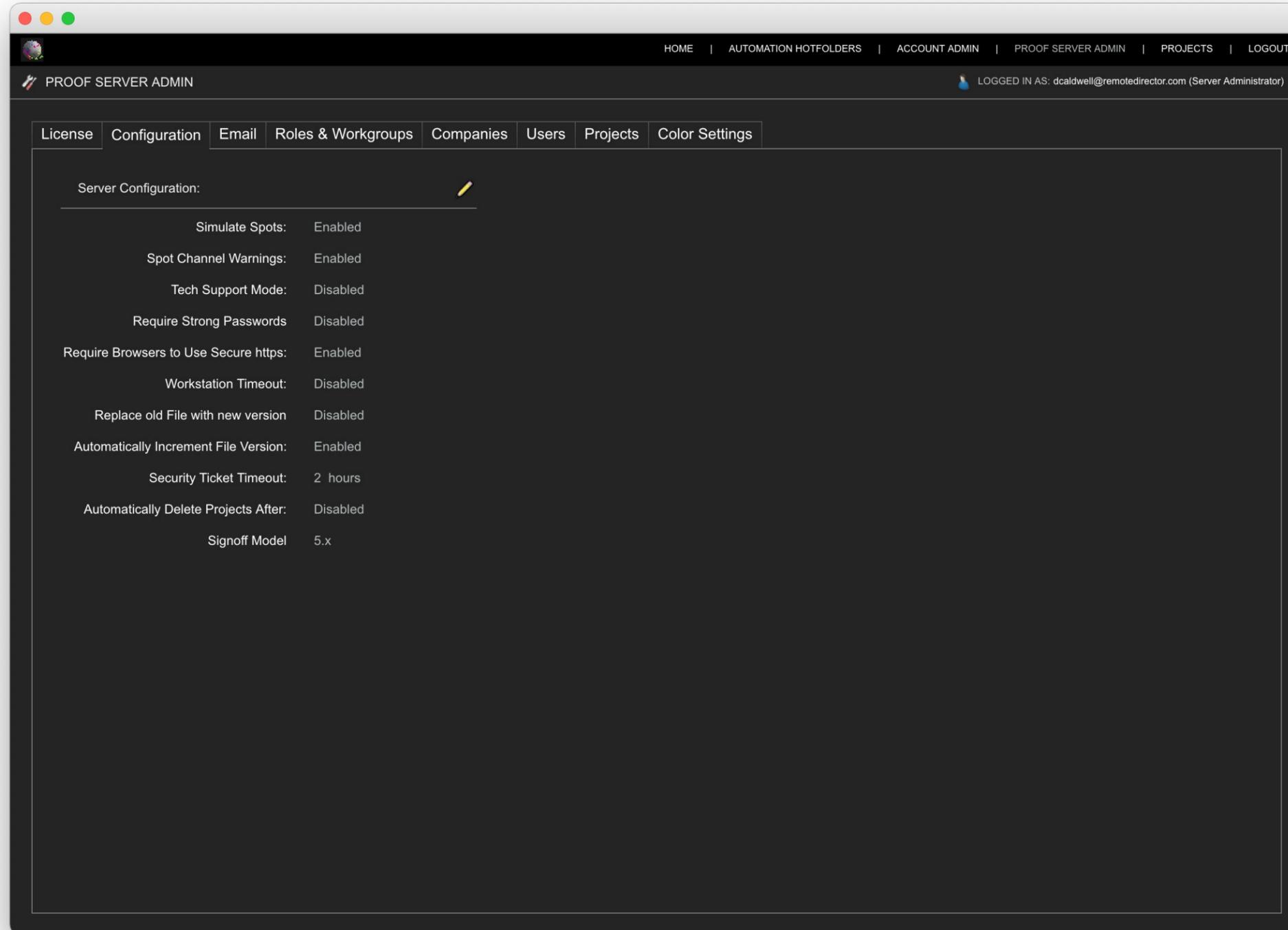


The screenshot displays the 'PROOF SERVER ADMIN' interface. The 'License' tab is selected, showing the following information:

Server License		Your Server Features	
Status	License is Valid	Product Name:	Proof Server
		License Expires:	January 2024
Instructions	After you receive your License Key, paste it into the following form and click "Update License".	Press Director Automation:	Licensed
		Remote Director Automation:	Licensed
License Key:	<input type="text" value="AArCcUSYMgEPGAEA/wX/IK1wdQ=="/>	Download Original Files:	Licensed
	<input type="button" value="Update License"/>	FX Viewing:	Licensed
		Project Automation Creators:	Unlimited
		Simultaneous Viewers:	5
		Project Creators:	Unlimited
		Guaranteed Logins:	0

## ► Server Administration

The configuration tab is used set the general configurations of your Proof Server. The pencil icon opens the edit option list.



HOME | AUTOMATION HOTFOLDERS | ACCOUNT ADMIN | PROOF SERVER ADMIN | PROJECTS | LOGOUT

PROOF SERVER ADMIN

LOGGED IN AS: dcaldwell@remotedirector.com (Server Administrator)

License | Configuration | Email | Roles & Workgroups | Companies | Users | Projects | Color Settings

Server Configuration: 

Simulate Spots:	Enabled
Spot Channel Warnings:	Enabled
Tech Support Mode:	Disabled
Require Strong Passwords	Disabled
Require Browsers to Use Secure https:	Enabled
Workstation Timeout:	Disabled
Replace old File with new version	Disabled
Automatically Increment File Version:	Enabled
Security Ticket Timeout:	2 hours
Automatically Delete Projects After:	Disabled
Signoff Model	5.x

## ► Server Administration

The configuration tab is used to set the general configurations of your Proof Server. The pencil icon opens the edit option list and a checkmark enables the function.

From top to bottom:

**Simulate Spots:** Allows RD to simulate spot colors based on the LAB values from within a PDF. With this deselected, the spot channel will be blank until a spectral value is assigned.

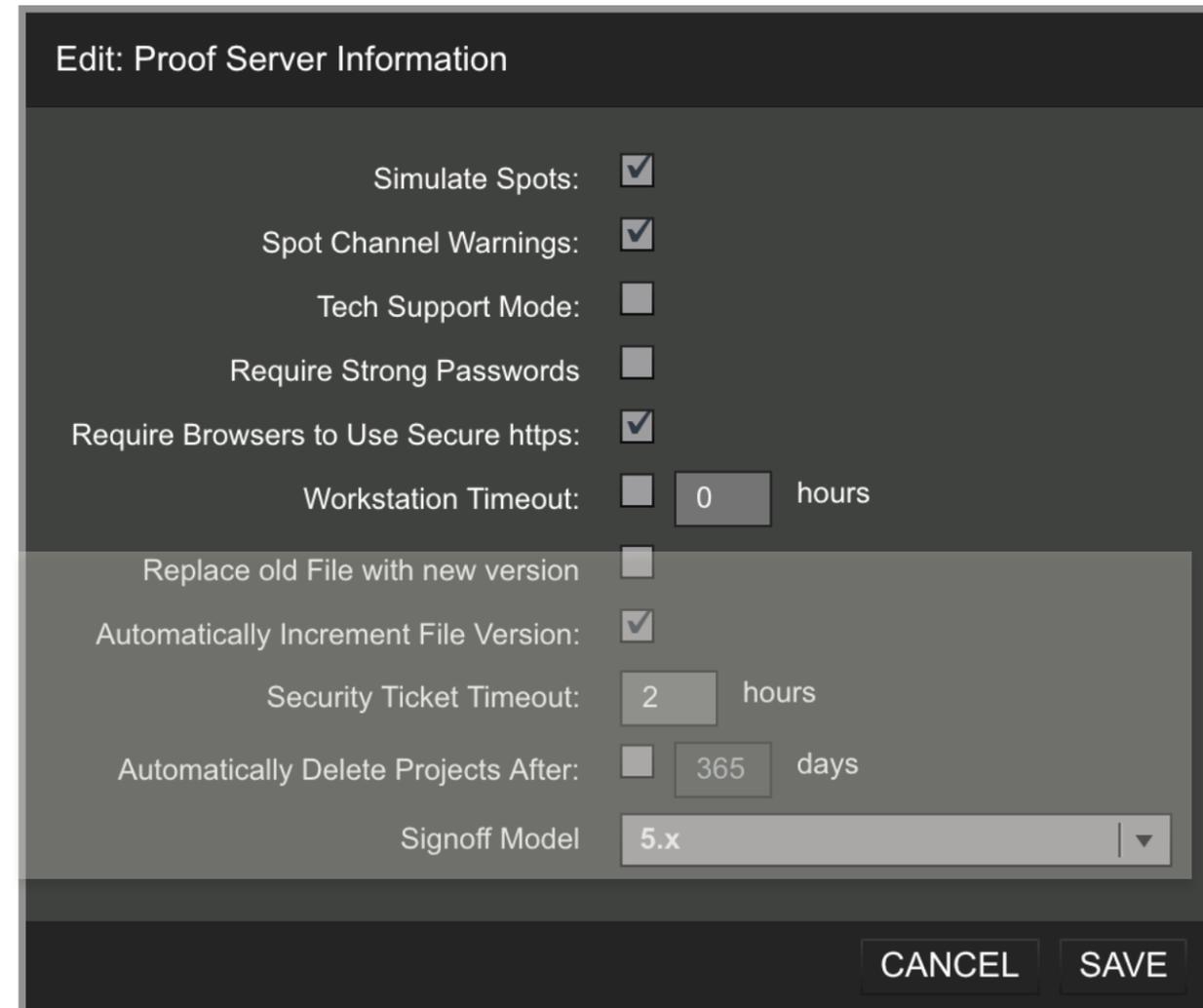
**Spot Channel Warnings:** Flags any channel that is simulated and not rendered with a spectral value.

**Tech Support Mode:** Creates logs on on server activity. RD Support may ask for this to be enabled to collect logs for troubleshooting.

**Require Strong Passwords:** Requires a number and a symbol in the password.

**Require Secure https:** Honors a servers SSL certificate and requires https:// in the URL address of the server.

**Workstation Timeout:** Defines the time a user login will remain connected without mouse or keyboard input.



Edit: Proof Server Information

Simulate Spots:	<input checked="" type="checkbox"/>
Spot Channel Warnings:	<input checked="" type="checkbox"/>
Tech Support Mode:	<input type="checkbox"/>
Require Strong Passwords	<input type="checkbox"/>
Require Browsers to Use Secure https:	<input checked="" type="checkbox"/>
Workstation Timeout:	<input type="checkbox"/> 0 hours
Replace old File with new version	<input type="checkbox"/>
Automatically Increment File Version:	<input checked="" type="checkbox"/>
Security Ticket Timeout:	<input type="text" value="2"/> hours
Automatically Delete Projects After:	<input type="text" value="365"/> days
Signoff Model	<input type="text" value="5.x"/>

CANCEL SAVE

## ► Server Administration

The configuration tab is used to set the general configurations of your Proof Server. The pencil icon opens the edit option list and a checkmark enables the function.

....

**Replace old file with new version:** When adding a file with the same name, this selection will overwrite the existing file.

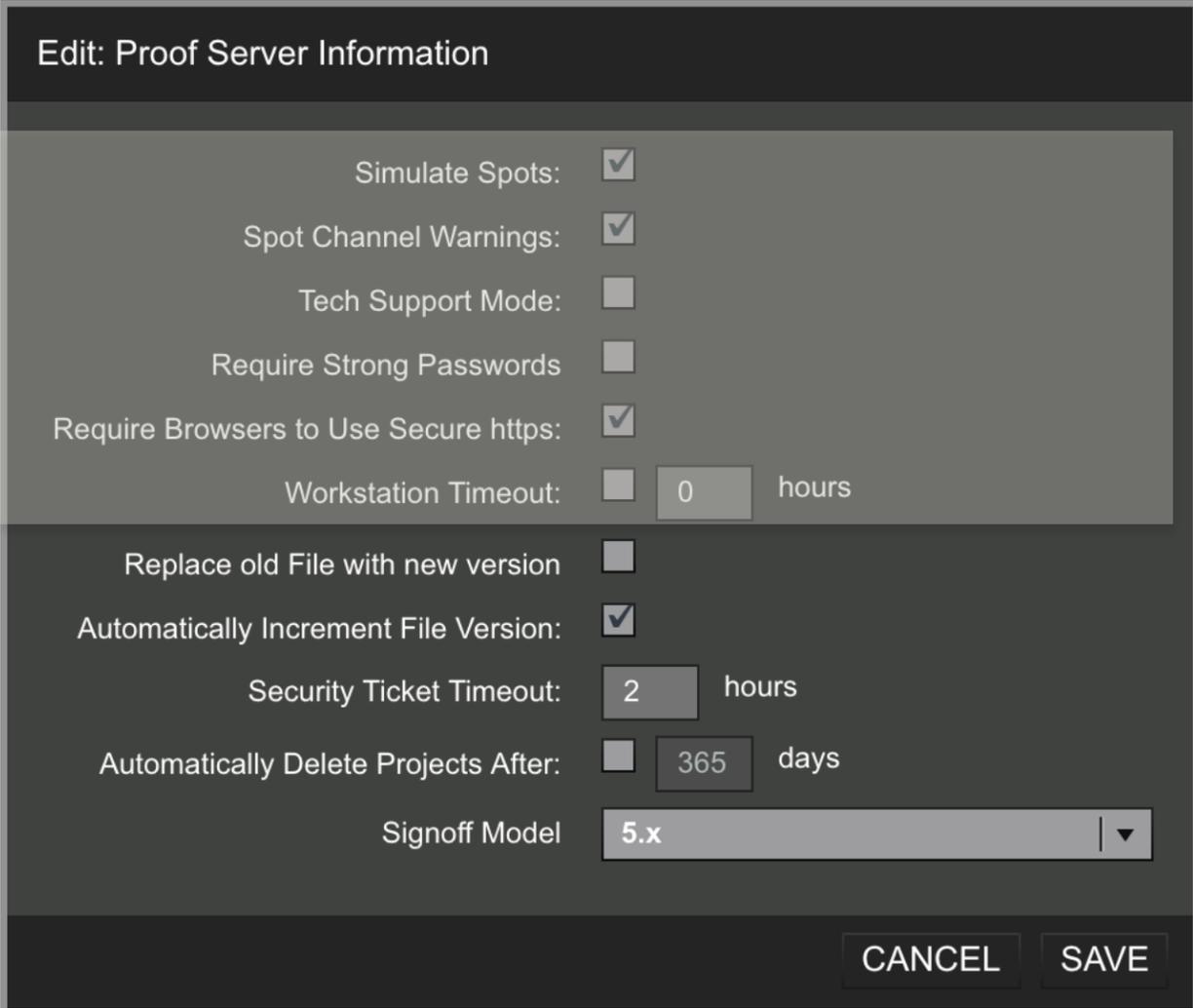
**Automatically Increment file version:** Appends a version number to a file added with the same name.

**Security ticket time out:** Defines the time a user can be connected before needing to logout and reconnect.

**Automatically delete Projects:** Sets number of days before projects (folders) will be deleted automatically.

**Signoff Model:** 6.2 = Approve, Reject and the yellow icon to show file activity is not changed till annotation or signoff is submitted by a user.

5.x = Adds “Ok with changes” to sign off options and shows activity icon change when a file opened by any user.



Edit: Proof Server Information

Simulate Spots:	<input checked="" type="checkbox"/>
Spot Channel Warnings:	<input checked="" type="checkbox"/>
Tech Support Mode:	<input type="checkbox"/>
Require Strong Passwords:	<input type="checkbox"/>
Require Browsers to Use Secure https:	<input checked="" type="checkbox"/>
Workstation Timeout:	<input type="checkbox"/> 0 hours
Replace old File with new version:	<input type="checkbox"/>
Automatically Increment File Version:	<input checked="" type="checkbox"/>
Security Ticket Timeout:	2 hours
Automatically Delete Projects After:	<input type="checkbox"/> 365 days
Signoff Model:	5.x

CANCEL SAVE

# Remote Director Training



## ► Server Administration Email

The email tab (previously set up) also provides a log to alert you if a mail fails.

The screenshot shows the 'PROOF SERVER ADMIN' web interface. The top navigation bar includes links for HOME, AUTOMATION HOTFOLDERS, ACCOUNT ADMIN, PROOF SERVER ADMIN, PROJECTS, and LOGOUT. The user is logged in as 'dcaldwell@remotedirector.com (Server Administrator)'. The main content area has tabs for License, Configuration, Email, Roles & Workgroups, Companies, Users, Projects, and Color Settings. The 'Email' tab is active, showing 'Email Configuration' and 'Email Log'.

**Email Configuration**

This Proof Server's IP Address or DNS\_Name: online.remotedirector.com

Mail Protocol: smtp

Mail Server: smtp.netfirms.com

Port: 25

TLS Required: Disabled

Mail Authentication Username: admin@icscolor.com

Mail Authentication Password: \*\*\*\*\*

Test Email Configuration:

**Email Log**

Date	Status
2021-04-06 16:22:18	success
2021-04-06 16:55:52	success
2021-04-07 19:40:44	success
2021-04-15 09:34:49	success
2021-04-15 09:34:55	success
2021-04-15 09:36:28	success
2021-04-15 09:38:06	success
2021-04-15 09:57:10	success
2021-04-15 09:57:29	success
2021-04-20 13:13:54	success
2021-04-20 13:22:43	success
2021-04-20 13:31:24	success
2021-04-21 17:54:44	success
2021-04-23 16:35:49	success
2021-04-23 16:40:03	success
2021-04-23 16:40:51	success
2021-04-23 16:47:28	success
2021-04-23 17:12:21	success
2021-04-23 17:13:46	success
2021-04-23 17:14:39	success
2021-04-28 15:49:27	success
2021-04-29 15:13:00	success
2021-05-03 18:16:08	success
2021-05-03 18:16:09	success
2021-05-03 18:16:11	success

Clear Email Log Now

# Remote Director Training



## ► Server Administration Roles and Workgroups

The roles and workgroup tab is used to add custom roles, permissions and workgroups as needed.

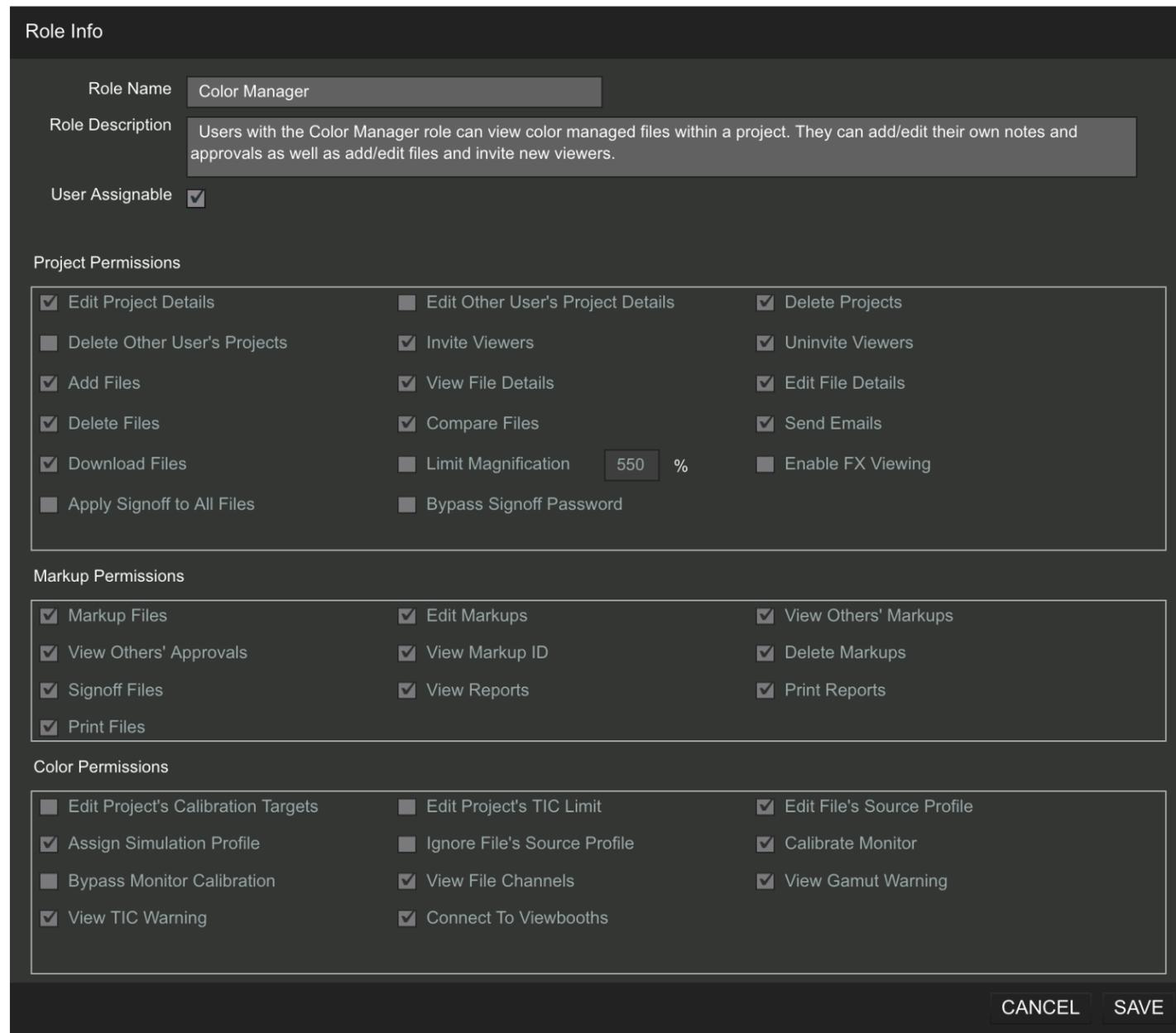
The screenshot shows the Remote Director web interface. At the top, there is a navigation bar with links for HOME, AUTOMATION HOTFOLDERS, ACCOUNT ADMIN, PROOF SERVER ADMIN, PROJECTS, and LOGOUT. Below this, the user is logged in as "dcaldwell@remotedirector.com (Server Administrator)". The main content area has several tabs: License, Configuration, Email, Roles & Workgroups (selected), Companies, Users, Projects, and Color Settings. The Roles & Workgroups tab is divided into two sections: Roles and Workgroups. Each section has a "+ CREATE NEW" button. The Roles section contains a table with columns for Role Name, Color Required, and User As. The Workgroups section contains a table with columns for Workgroup Name, Workgroup Role, and Public.

ROLE NAME	COLOR REQUIRED	USER AS
Calibrate only	YES	NO
Chief Commander	NO	NO
Color Manager	YES	YES
Color Reviewer	YES	YES
Content Manager	NO	YES
Content Reviewer	NO	YES
Guest Role	YES	NO
New Role	YES	NO
Press Director	YES	YES
Production Manager	NO	NO
Production Manager with FX	NO	NO
Touch7 Client	YES	YES
Touch7 Customer	YES	NO
Touch7 Demo	NO	NO

WORKGROUP NAME	WORKGROUP ROLE	PUBLIC
Art Department	Color Reviewer	YES
TOH	Color Reviewer	YES

## ► Server Administration Default Roles

A default role cannot be deleted. Selecting the blue "i" next to a default role exposes the settings/permissions ICScolor used to create that role. This screen shot can be handy when setting up a variation of the role that can be done by clicking the green "+" and entering the values.



**Role Info**

Role Name: Color Manager

Role Description: Users with the Color Manager role can view color managed files within a project. They can add/edit their own notes and approvals as well as add/edit files and invite new viewers.

User Assignable:

**Project Permissions**

<input checked="" type="checkbox"/> Edit Project Details	<input type="checkbox"/> Edit Other User's Project Details	<input checked="" type="checkbox"/> Delete Projects
<input type="checkbox"/> Delete Other User's Projects	<input checked="" type="checkbox"/> Invite Viewers	<input checked="" type="checkbox"/> Uninvite Viewers
<input checked="" type="checkbox"/> Add Files	<input checked="" type="checkbox"/> View File Details	<input checked="" type="checkbox"/> Edit File Details
<input checked="" type="checkbox"/> Delete Files	<input checked="" type="checkbox"/> Compare Files	<input checked="" type="checkbox"/> Send Emails
<input checked="" type="checkbox"/> Download Files	<input type="checkbox"/> Limit Magnification: 550 %	<input type="checkbox"/> Enable FX Viewing
<input type="checkbox"/> Apply Signoff to All Files	<input type="checkbox"/> Bypass Signoff Password	

**Markup Permissions**

<input checked="" type="checkbox"/> Markup Files	<input checked="" type="checkbox"/> Edit Markups	<input checked="" type="checkbox"/> View Others' Markups
<input checked="" type="checkbox"/> View Others' Approvals	<input checked="" type="checkbox"/> View Markup ID	<input checked="" type="checkbox"/> Delete Markups
<input checked="" type="checkbox"/> Signoff Files	<input checked="" type="checkbox"/> View Reports	<input checked="" type="checkbox"/> Print Reports
<input checked="" type="checkbox"/> Print Files		

**Color Permissions**

<input type="checkbox"/> Edit Project's Calibration Targets	<input type="checkbox"/> Edit Project's TIC Limit	<input checked="" type="checkbox"/> Edit File's Source Profile
<input checked="" type="checkbox"/> Assign Simulation Profile	<input type="checkbox"/> Ignore File's Source Profile	<input checked="" type="checkbox"/> Calibrate Monitor
<input type="checkbox"/> Bypass Monitor Calibration	<input checked="" type="checkbox"/> View File Channels	<input checked="" type="checkbox"/> View Gamut Warning
<input checked="" type="checkbox"/> View TIC Warning	<input checked="" type="checkbox"/> Connect To Viewbooths	

CANCEL SAVE

## ► Project Permissions

- Edit Project Details: Reset your project settings after it's created
- Delete other User's Project: Can delete projects created by other users
- Add Files: Can upload files to any project
- Delete Files: Can Delete files from any project
- Download Files: Can download and print
- Apply sign off to all files: Signing any file will sign all files in the project
- Edit Other Users Project Details: Reset others project settings after they are created
- Invite viewers: Can invite others
- View File Details: greys out (hides) the get-info "I" on the file in the proof list
- Compare Files: Allows users access to the comparison tool
- Limit Magnification : Limits (or increases) the default range of the zoom tool
- Bypass Signoff password: Eliminates the need to enter password when signing off status
- Delete Projects: Can delete your projects
- Uninvite viewers: Remove viewers who were invited.
- Edit file details: Reassign profiles.
- Send Emails: Allows user to send emails
- Enable FX Viewing: Adds FX tool to the tool bar

Project Permissions

<input type="checkbox"/> Edit Project Details	<input type="checkbox"/> Edit Other User's Project Details	<input type="checkbox"/> Delete Projects
<input type="checkbox"/> Delete Other User's Projects	<input type="checkbox"/> Invite Viewers	<input type="checkbox"/> Uninvite Viewers
<input type="checkbox"/> Add Files	<input type="checkbox"/> View File Details	<input type="checkbox"/> Edit File Details
<input type="checkbox"/> Delete Files	<input type="checkbox"/> Compare Files	<input type="checkbox"/> Send Emails
<input type="checkbox"/> Download Files	<input type="checkbox"/> Limit Magnification <input type="text" value="550"/> %	<input type="checkbox"/> Enable FX Viewing
<input type="checkbox"/> Apply Signoff to All Files	<input type="checkbox"/> Bypass Signoff Password	

## ► Markup Permissions

- Markup Files: Add annotations
- View Others' Approvals: Can see all signoffs
- Sign Off Files: Can signoff file
- Print Files: Can print
- Edit Markups: Can edit markup
- View Markup ID: Can see unique ID associated with an annotation
- View Reports: Can see annotation report
- View Others' Markup: Can view others' markups
- Delete Markups: Can delete markups
- Print Reports: Can print reports

### Markup Permissions

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Markup Files           | <input type="checkbox"/> Edit Markups   | <input type="checkbox"/> View Others' Markups |
| <input type="checkbox"/> View Others' Approvals | <input type="checkbox"/> View Markup ID | <input type="checkbox"/> Delete Markups       |
| <input type="checkbox"/> Signoff Files          | <input type="checkbox"/> View Reports   | <input type="checkbox"/> Print Reports        |
| <input type="checkbox"/> Print Files            |   |   |

## ► Color Permissions

- Edit Projects Calibration Targets: Resets the calibration settings for a project
- Assign Simulation Profile: Can assign a simulation profile
- Bypass Monitor Calibration: Eliminates the uncalibrated mask over the image when the display is not calibrated
- View TIC Warning: Enables the user to see areas of the image that exceed the projects Total Ink Coverage setting
- Edit Projects TIC Limits: Enables resetting of the projects Total Ink Coverage setting
- Ignore Files Source Profile: Forces default profile to be used
- View File Channels: Allows the user to switch channels on and off
- Connect to Viewbooths: Enables connectivity to lighting so RD can set proper luminance
- Edit Files Source Profile: Allows editing of source profile
- Calibrate Monitor: Allows user to calibrate monitor
- View Gamut Warning: Enables user to see areas of the image that are out of gamut on the monitor

### Color Permissions

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Edit Project's Calibration Targets | <input type="checkbox"/> Edit Project's TIC Limit     | <input type="checkbox"/> Edit File's Source Profile |
| <input type="checkbox"/> Assign Simulation Profile          | <input type="checkbox"/> Ignore File's Source Profile | <input type="checkbox"/> Calibrate Monitor          |
| <input type="checkbox"/> Bypass Monitor Calibration         | <input type="checkbox"/> View File Channels           | <input type="checkbox"/> View Gamut Warning         |
| <input type="checkbox"/> View TIC Warning                   | <input type="checkbox"/> Connect To Viewbooths        |   |

## ► Server Administration Custom Roles

After your selections for Project, Markup, and Color permissions, name your role and save it to add it as a custom role. User assignable, will enable all users to assign this role.

*Note: you have to log out and back in to see a new role to assign it.*

### Role Info

Role Name

Role Description

User Assignable

### Project Permissions

<input checked="" type="checkbox"/> Edit Project Details	<input type="checkbox"/> Edit Other User's Project Details	<input checked="" type="checkbox"/> Delete Projects
<input type="checkbox"/> Delete Other User's Projects	<input checked="" type="checkbox"/> Invite Viewers	<input checked="" type="checkbox"/> Uninvite Viewers
<input checked="" type="checkbox"/> Add Files	<input checked="" type="checkbox"/> View File Details	<input checked="" type="checkbox"/> Edit File Details
<input checked="" type="checkbox"/> Delete Files	<input checked="" type="checkbox"/> Compare Files	<input checked="" type="checkbox"/> Send Emails
<input checked="" type="checkbox"/> Download Files	<input type="checkbox"/> Limit Magnification <input type="text" value="550"/> %	<input type="checkbox"/> Enable FX Viewing
<input type="checkbox"/> Apply Signoff to All Files	<input type="checkbox"/> Bypass Signoff Password	

### Markup Permissions

<input checked="" type="checkbox"/> Markup Files	<input checked="" type="checkbox"/> Edit Markups	<input checked="" type="checkbox"/> View Others' Markups
<input checked="" type="checkbox"/> View Others' Approvals	<input checked="" type="checkbox"/> View Markup ID	<input checked="" type="checkbox"/> Delete Markups
<input checked="" type="checkbox"/> Signoff Files	<input checked="" type="checkbox"/> View Reports	<input checked="" type="checkbox"/> Print Reports
<input checked="" type="checkbox"/> Print Files		

### Color Permissions

<input type="checkbox"/> Edit Project's Calibration Targets	<input type="checkbox"/> Edit Project's TIC Limit	<input checked="" type="checkbox"/> Edit File's Source Profile
<input checked="" type="checkbox"/> Assign Simulation Profile	<input type="checkbox"/> Ignore File's Source Profile	<input checked="" type="checkbox"/> Calibrate Monitor
<input type="checkbox"/> Bypass Monitor Calibration	<input checked="" type="checkbox"/> View File Channels	<input checked="" type="checkbox"/> View Gamut Warning
<input checked="" type="checkbox"/> View TIC Warning	<input checked="" type="checkbox"/> Connect To Viewbooths	

CANCEL SAVE

## ► Server Administration Workgroups

The green "+" will allow you to create a new workgroup that can be assigned to a user. The workgroup role will supersede a user's personal role when they open a project as a member of the workgroup. All users of the group are equal and can sign off for the entire group.

If you make the group private, it will only be used with your company and other companies you add with the "+"

### New Workgroup

Workgroup Name

Workgroup Description

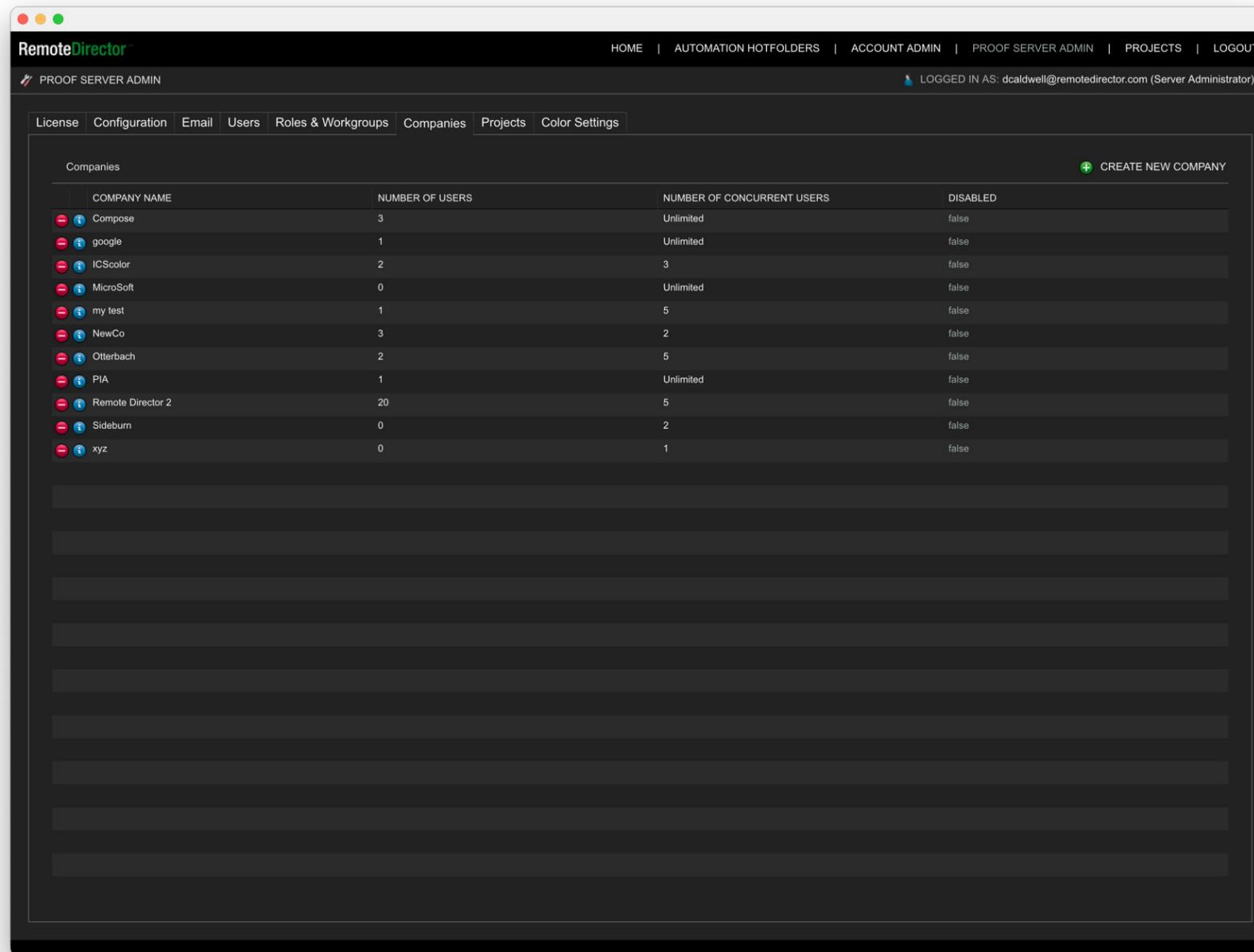
Workgroup Role

Make This Workgroup Private

Only allow users of the following companies to see this workgroup:

## ► Server Administration Companies

Companies are a silo that can be used to isolate projects, users, profiles and Custom colors from others on the server. You must create at least one default company. The green "+" will allow you to create a new company in the server.



The screenshot shows the 'Remote Director' web interface. The top navigation bar includes links for HOME, AUTOMATION HOTFOLDERS, ACCOUNT ADMIN, PROOF SERVER ADMIN, PROJECTS, and LOGOUT. The user is logged in as 'dcaldwell@remotedirector.com (Server Administrator)'. The main menu includes License, Configuration, Email, Users, Roles & Workgroups, Companies, Projects, and Color Settings. The 'Companies' section is active, displaying a table of existing companies and a '+ CREATE NEW COMPANY' button.

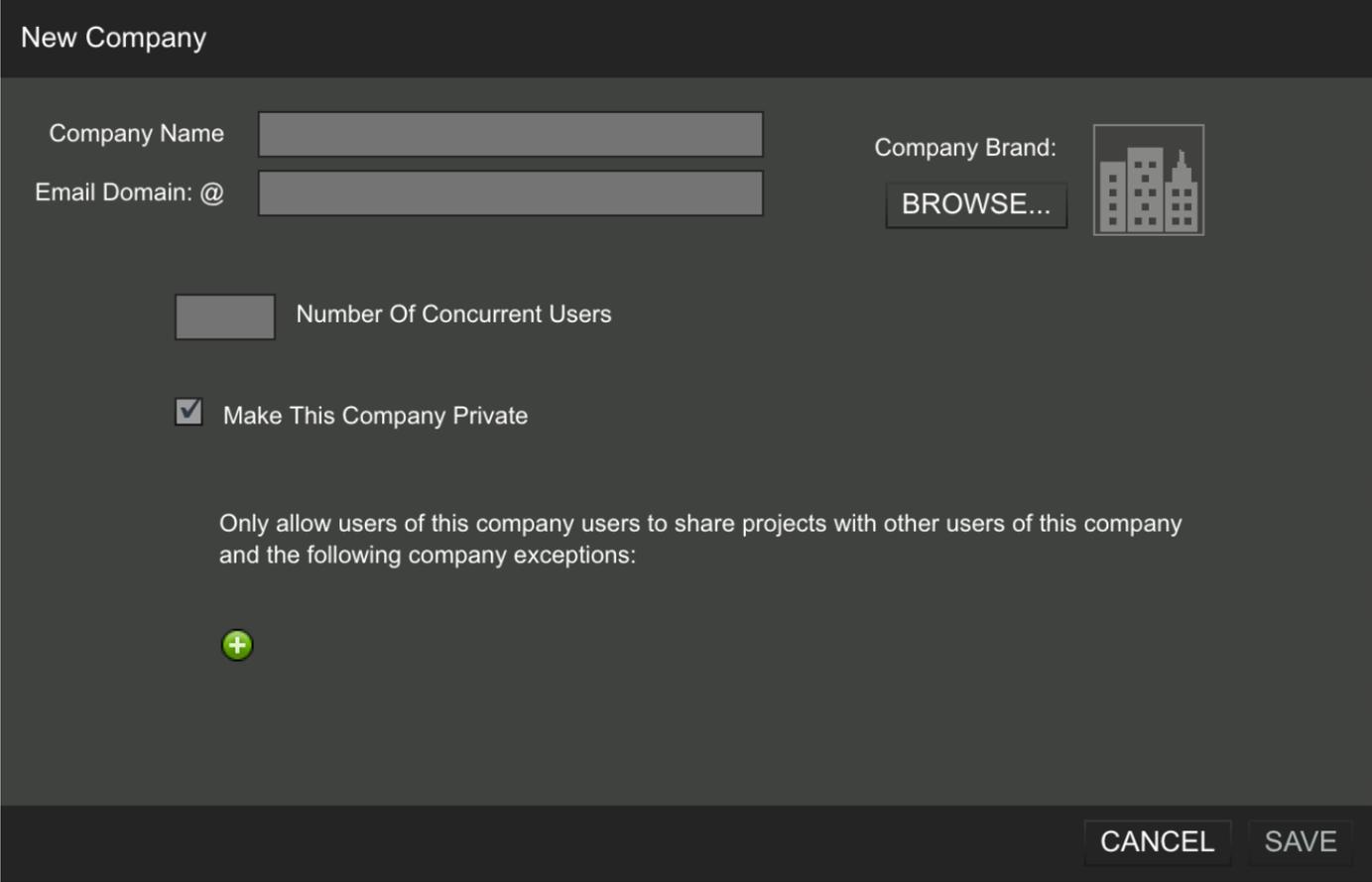
COMPANY NAME	NUMBER OF USERS	NUMBER OF CONCURRENT USERS	DISABLED
Compose	3	Unlimited	false
google	1	Unlimited	false
ICScolor	2	3	false
MicroSoft	0	Unlimited	false
my test	1	5	false
NewCo	3	2	false
Otterbach	2	5	false
PIA	1	Unlimited	false
Remote Director 2	20	5	false
Sideburn	0	2	false
xyz	0	1	false

## ► Server Administration Companies

Add the company name as you want to see it in RD's pop-up selection pane. Enter the domain used after the @ sign in the company's email address. If you want to see the company logo in RD's UI you can add it here.

You can select the number of concurrent users you wish to assign to this company.

If you select "Make This Company Private", no one outside the company can see any projects. You can add exceptions by selecting the "+" to add other companies to be granted access.



New Company

Company Name

Email Domain: @

Company Brand:  

Number Of Concurrent Users

Make This Company Private

Only allow users of this company users to share projects with other users of this company and the following company exceptions:

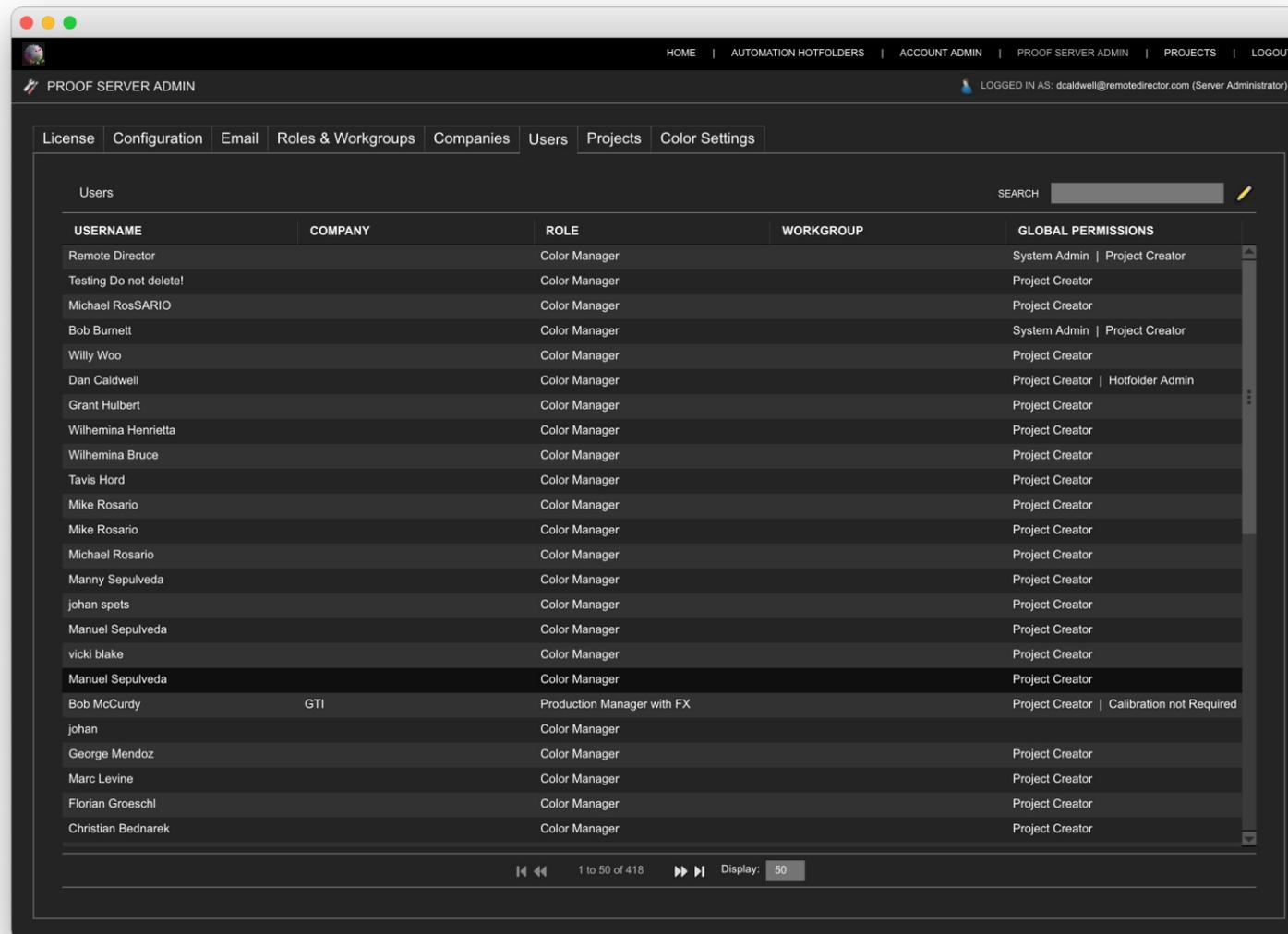


## ► Server and Company Administration Users

Users can be added in two ways.

1. Dynamically when they are invited to a proof for the first time. The invitation will prompt you for a role to be assigned to the new user.
2. Added by the Server Administrator.

In both cases roles and permissions and company assignments can be added or edited here by selecting the pencil icon.



PROOF SERVER ADMIN

HOME | AUTOMATION HOTFOLDERS | ACCOUNT ADMIN | PROOF SERVER ADMIN | PROJECTS | LOGOUT

LOGGED IN AS: dcaldwell@remotedirector.com (Server Administrator)

License | Configuration | Email | Roles & Workgroups | Companies | Users | Projects | Color Settings

Users

SEARCH

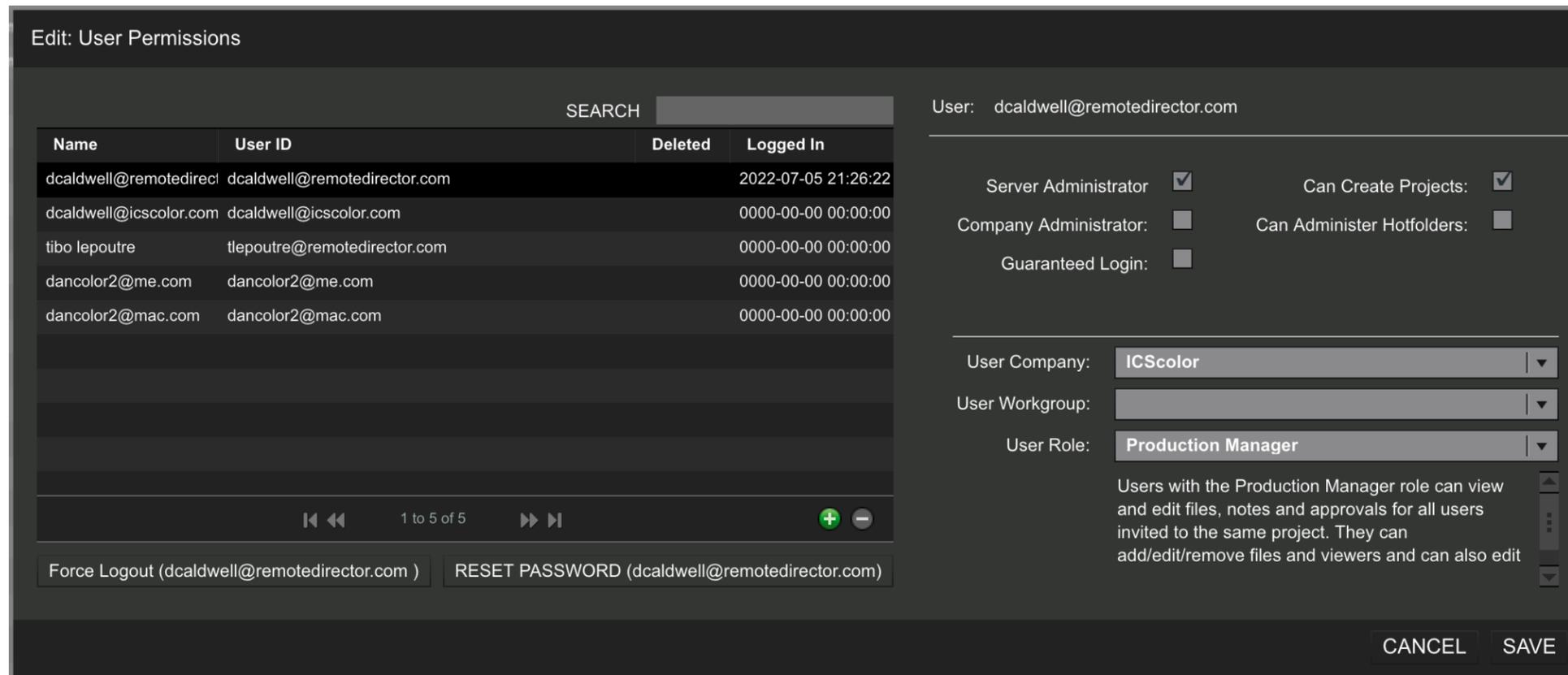
USERNAME	COMPANY	ROLE	WORKGROUP	GLOBAL PERMISSIONS
Remote Director		Color Manager		System Admin   Project Creator
Testing Do not delete!		Color Manager		Project Creator
Michael RosSARIO		Color Manager		Project Creator
Bob Burnett		Color Manager		System Admin   Project Creator
Willy Woo		Color Manager		Project Creator
Dan Caldwell		Color Manager		Project Creator   Hotfolder Admin
Grant Hulbert		Color Manager		Project Creator
Wilhemina Henrietta		Color Manager		Project Creator
Wilhemina Bruce		Color Manager		Project Creator
Tavis Hord		Color Manager		Project Creator
Mike Rosario		Color Manager		Project Creator
Mike Rosario		Color Manager		Project Creator
Michael Rosario		Color Manager		Project Creator
Manny Sepulveda		Color Manager		Project Creator
johan spets		Color Manager		Project Creator
Manuel Sepulveda		Color Manager		Project Creator
vicki blake		Color Manager		Project Creator
Manuel Sepulveda		Color Manager		Project Creator
Bob McCurdy	GTI	Production Manager with FX		Project Creator   Calibration not Required
johan		Color Manager		
George Mendoz		Color Manager		Project Creator
Marc Levine		Color Manager		Project Creator
Florian Groeschl		Color Manager		Project Creator
Christian Bednarek		Color Manager		Project Creator

1 to 50 of 418 Display: 50

## ► Server Administration Users Functionality

The search field can be used to find an existing user to select and to set or edit their user functionality.

- Server Administrator - allows the user access to these server admin pages
- Can Create Projects - allows the user to create new projects
- Company Administrator – allows access to add users, colors, and profiles for their company
- Guaranteed Login – allows user to gain access after the maximum concurrent users has been reached
- Can Administrate Hotfolders - allows the user to create and edit hot-folder automation
- User Company, Workgroup, Role - assigns company, adds to workgroup, sets or edits role
- Reset password - allows you to change a user's password
- Force logout - will kick a user out of the server to open up another user's availability



Edit: User Permissions

SEARCH

Name	User ID	Deleted	Logged In
dcaldwell@remotedirect	dcaldwell@remotedirector.com		2022-07-05 21:26:22
dcaldwell@icscolor.com	dcaldwell@icscolor.com		0000-00-00 00:00:00
tibo lepoutre	tlepoutre@remotedirector.com		0000-00-00 00:00:00
dancolor2@me.com	dancolor2@me.com		0000-00-00 00:00:00
dancolor2@mac.com	dancolor2@mac.com		0000-00-00 00:00:00

User: dcaldwell@remotedirector.com

Server Administrator:  Can Create Projects:

Company Administrator:  Can Administer Hotfolders:

Guaranteed Login:

User Company: ICScolor

User Workgroup:

User Role: Production Manager

Users with the Production Manager role can view and edit files, notes and approvals for all users invited to the same project. They can add/edit/remove files and viewers and can also edit

Force Logout (dcaldwell@remotedirector.com ) RESET PASSWORD (dcaldwell@remotedirector.com)

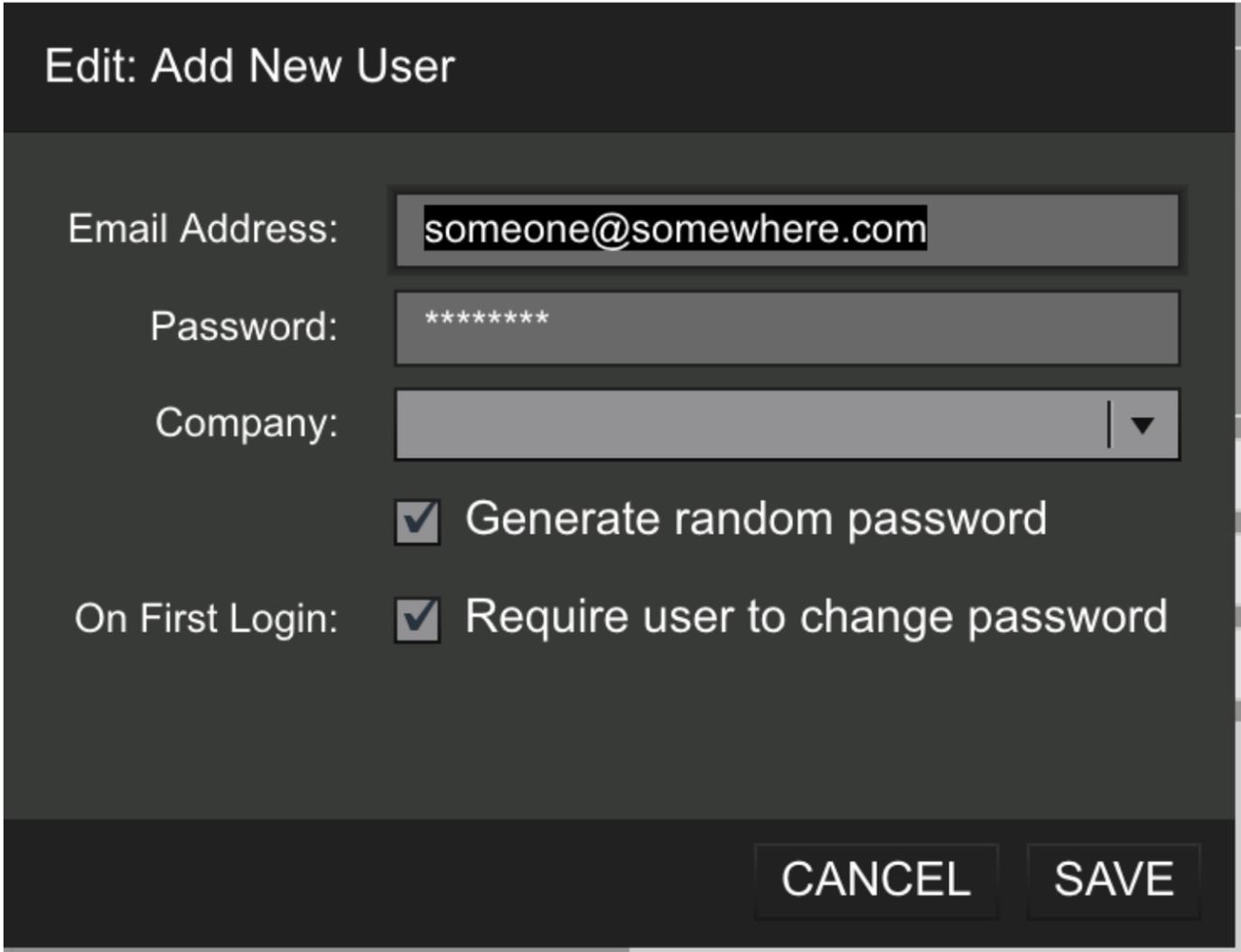
CANCEL SAVE

## ► Server Administration Add New Users

To create a new user, select the “+” button.

Enter their email address and assign them to their company. If you deselect “Generate random password”, you can set their password for them and then require them to change it when they log in.

Save will add the new user to the list so that you can set up their functionality.



Edit: Add New User

Email Address:

Password:

Company:

Generate random password

On First Login:  Require user to change password

# Remote Director Training



## ► Server Administration Add New Users

The new user will receive this email.

The download link will download the Client software for installation. After installation the [Click here](#) link will launch the application and direct them to set their password..



### New Project Share

Hello [support@remotedirector.com](mailto:support@remotedirector.com),

You have been set up as a Remote Director user by [dcaldwell@remotedirector.com](mailto:dcaldwell@remotedirector.com) of (Unspecified Company).

To view your proof, download and install the Remote Director client application for Macintosh or Windows from the link below:

After installation [Click here](#) to register and get started.

Once registered, you will have access to view your projects.

You may also receive a separate email invitation with a direct link to a shared project.

[Download MacOSX Client Installer](#)

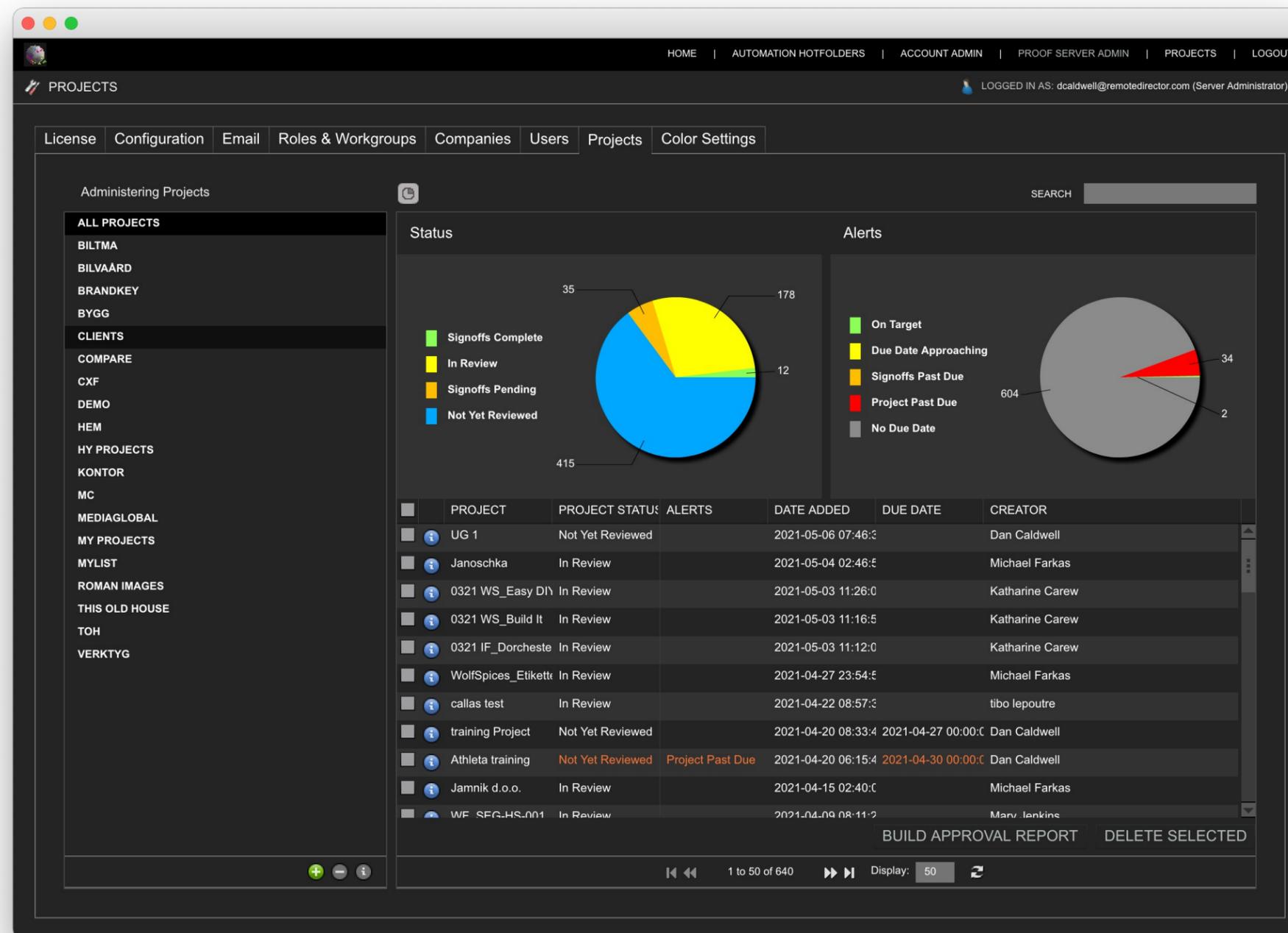
[Download Windows Client Installer](#)

This message was sent via Remote Director's notification service.  
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The screenshot shows the Remote Director web interface. At the top, it says "WELCOME, SUPPORT@REMOTEDIRECTOR.COM" and "LOGOUT". Below this, there are several sections: "CHOOSE AN OPTION TO GET STARTED" with buttons for "MANAGE ACCOUNT", "CREATE A PROJECT", and "VIEW PROJECTS"; "LATEST SERVICE BULLETINS" with news about new client application and server updates; "SUPPORT OPTIONS" with contact information for Remote Director, LLC; and "LATEST NEWS AND NOTES" with release notes for the March 2021 update. A "Password Setup" modal window is open in the center, containing a welcome message and a form to set a login password, including fields for Username, Password, First Name, Last Name, and Company. The modal also has a "SET PASSWORD" button and a link for tips on using two displays.

## ► Server Administration Project Management

This tab is here as a global way to see all projects in the server. This mirrors the view projects function from the home page for sorting and filtering. A server admin can see all projects, not just the ones they are invited to. If you select projects, you can delete them from the server to free up disk space as needed.



The screenshot displays the 'PROJECTS' management interface. The top navigation bar includes links for HOME, AUTOMATION HOTFOLDERS, ACCOUNT ADMIN, PROOF SERVER ADMIN, PROJECTS, and LOGOUT. The user is logged in as 'dcaldwell@remotedirector.com (Server Administrator)'. The main menu includes License, Configuration, Email, Roles & Workgroups, Companies, Users, Projects, and Color Settings. The 'Projects' section is active, showing a list of projects on the left and a summary dashboard on the right.

**Status Pie Chart Data:**

Status	Count
Signoffs Complete	12
In Review	178
Signoffs Pending	35
Not Yet Reviewed	415

**Alerts Pie Chart Data:**

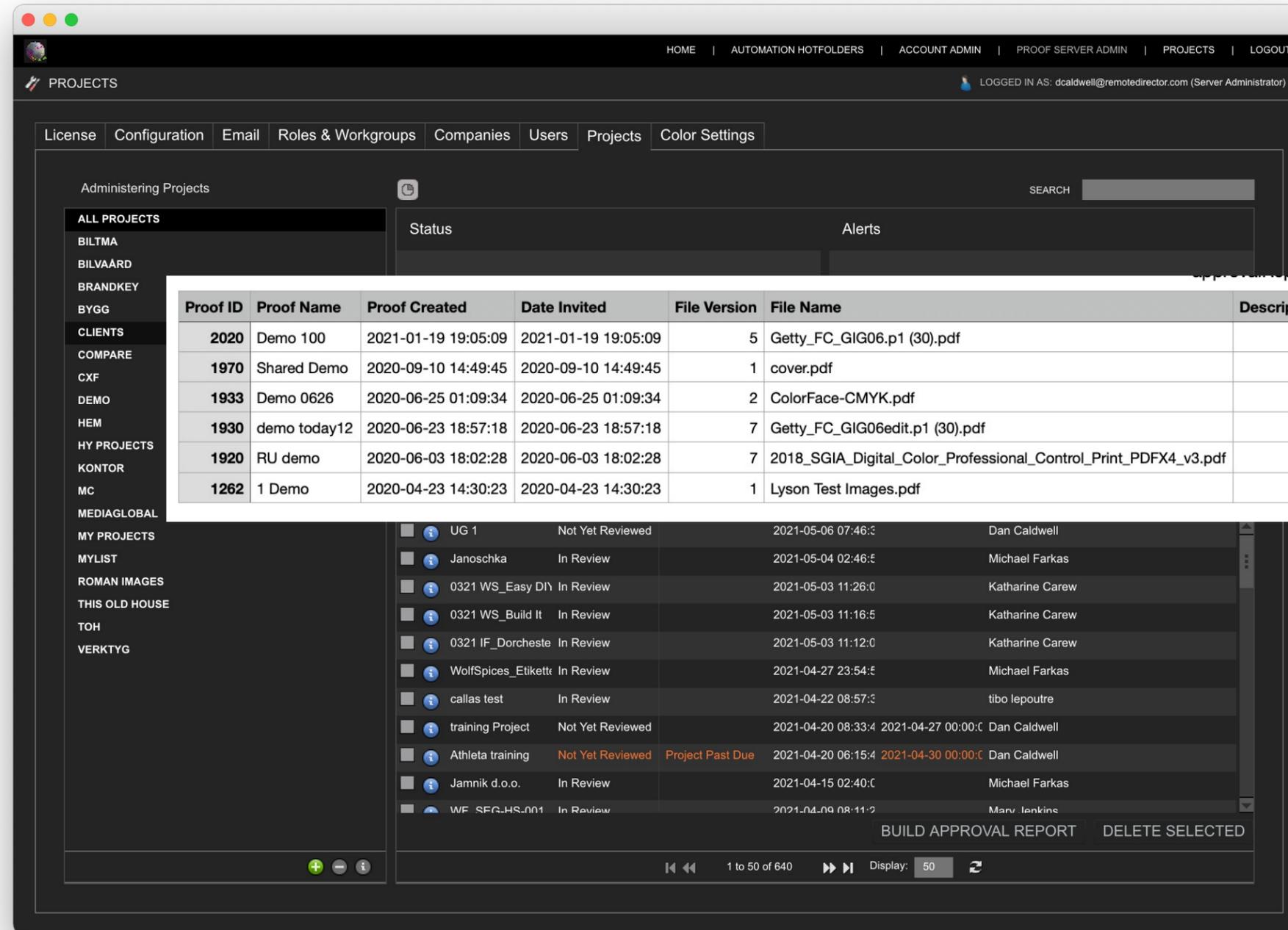
Alert Type	Count
On Target	604
Due Date Approaching	2
Signoffs Past Due	34
Project Past Due	2
No Due Date	0

**Project List Table:**

PROJECT	PROJECT STATUS	ALERTS	DATE ADDED	DUE DATE	CREATOR
UG 1	Not Yet Reviewed		2021-05-06 07:46:3		Dan Caldwell
Janoschka	In Review		2021-05-04 02:46:5		Michael Farkas
0321 WS_Easy DI\	In Review		2021-05-03 11:26:0		Katharine Carew
0321 WS_Build It	In Review		2021-05-03 11:16:5		Katharine Carew
0321 IF_Dorcheste	In Review		2021-05-03 11:12:0		Katharine Carew
WolfSpices_Etikett	In Review		2021-04-27 23:54:5		Michael Farkas
callas test	In Review		2021-04-22 08:57:3		tibo lepoutre
training Project	Not Yet Reviewed		2021-04-20 08:33:4	2021-04-27 00:00:0	Dan Caldwell
Athleta training	Not Yet Reviewed	Project Past Due	2021-04-20 06:15:4	2021-04-30 00:00:0	Dan Caldwell
Jamnik d.o.o.	In Review		2021-04-15 02:40:0		Michael Farkas
WF_SFQ_HS-001	In Review		2021-04-09 08:11:2		Marv Jenkins

## ► Server Administration Project Management

Select Build Approval Report to export a .csv file that shows signoff on selected projects.



The screenshot shows the 'PROJECTS' section of the Remote Director interface. A table of projects is displayed, with columns for Proof ID, Proof Name, Proof Created, Date Invited, File Version, File Name, Description, Page Number, Status, User Name, and Date. The table contains several rows of project data, including 'Demo 100', 'Shared Demo', 'Demo 0626', 'demo today12', 'RU demo', and '1 Demo'. Below the table, there is a 'BUILD APPROVAL REPORT' button and a 'DELETE SELECTED' button. The interface also shows a sidebar with various project categories and a top navigation bar with options like HOME, AUTOMATION HOTFOLDERS, ACCOUNT ADMIN, PROOF SERVER ADMIN, PROJECTS, and LOGOUT.

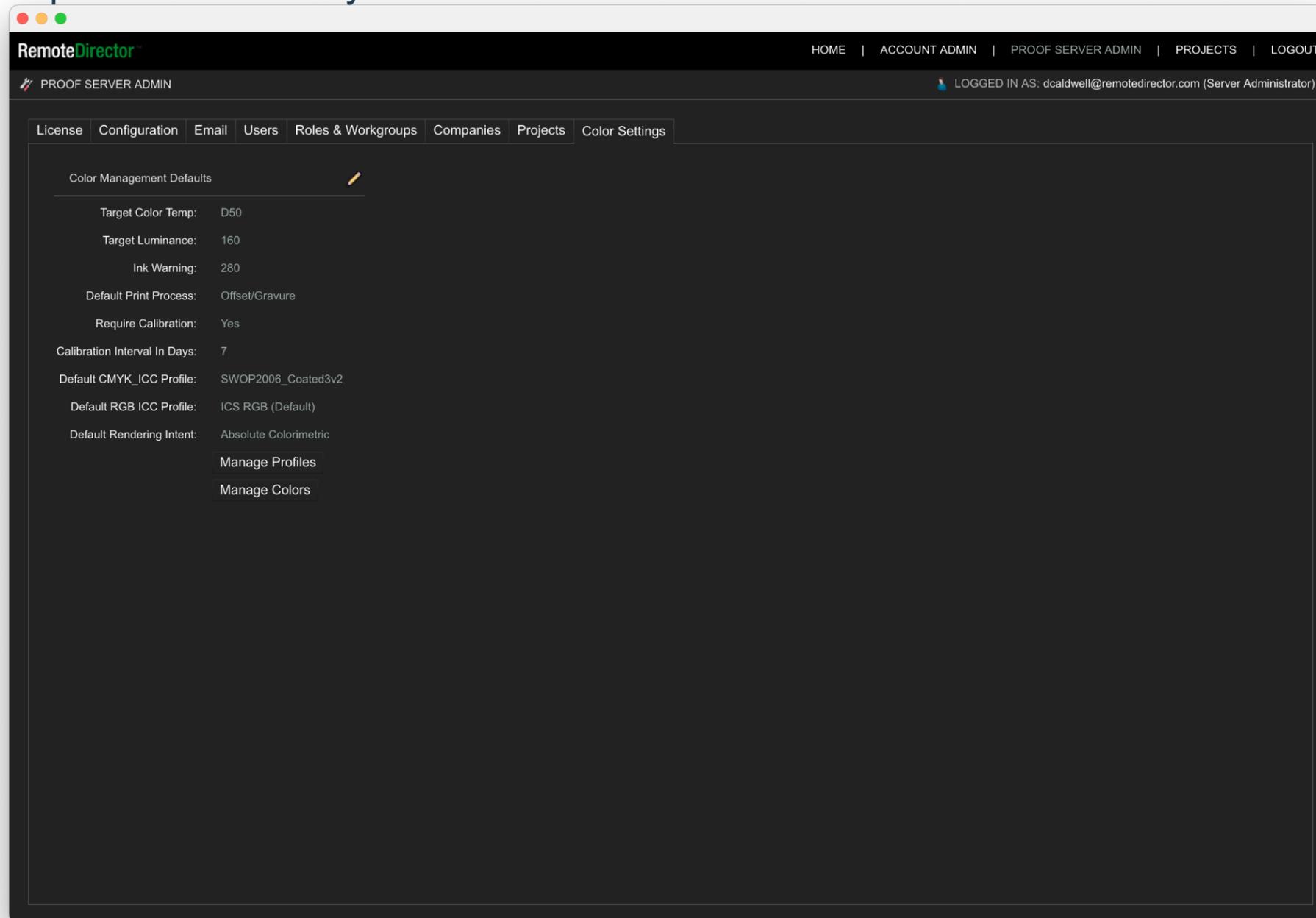
Proof ID	Proof Name	Proof Created	Date Invited	File Version	File Name	Description	Page Number	Status	User Name	Date
2020	Demo 100	2021-01-19 19:05:09	2021-01-19 19:05:09	5	Getty_FC_GIG06.p1 (30).pdf		1	Rejected	Dan Caldwell	2021-
1970	Shared Demo	2020-09-10 14:49:45	2020-09-10 14:49:45	1	cover.pdf		1	Rejected	Dan Caldwell	2020-
1933	Demo 0626	2020-06-25 01:09:34	2020-06-25 01:09:34	2	ColorFace-CMYK.pdf		1	Rejected	eric.wong@compose.com.hk	2020-
1930	demo today12	2020-06-23 18:57:18	2020-06-23 18:57:18	7	Getty_FC_GIG06edit.p1 (30).pdf		1	Rejected	Dan Caldwell	2020-
1920	RU demo	2020-06-03 18:02:28	2020-06-03 18:02:28	7	2018_SGIA_Digital_Color_Professional_Control_Print_PDFX4_v3.pdf		1	Rejected	Dan Caldwell	2020-
1262	1 Demo	2020-04-23 14:30:23	2020-04-23 14:30:23	1	Lyson Test Images.pdf		1	Rejected	Dan Caldwell	2020-

Report File

## ► Server and Company Administration Color settings

This tab is where you set the server and companies color setting defaults and add or edit color and paper libraries.

Click the pencil icon to set your defaults.



The screenshot displays the Remote Director web application interface. At the top, there is a navigation bar with the following links: HOME | ACCOUNT ADMIN | PROOF SERVER ADMIN | PROJECTS | LOGOUT. Below this, the current user is identified as 'PROOF SERVER ADMIN' and the login information is 'LOGGED IN AS: dcaldwell@remotedirector.com (Server Administrator)'. The main content area features a horizontal menu with tabs: License, Configuration, Email, Users, Roles & Workgroups, Companies, Projects, and Color Settings. The 'Color Settings' tab is active, showing a section titled 'Color Management Defaults' with a pencil icon for editing. The settings listed are:

Target Color Temp:	D50
Target Luminance:	160
Ink Warning:	280
Default Print Process:	Offset/Gravure
Require Calibration:	Yes
Calibration Interval In Days:	7
Default CMYK_ICC Profile:	SWOP2006_Coated3v2
Default RGB ICC Profile:	ICS RGB (Default)
Default Rendering Intent:	Absolute Colorimetric

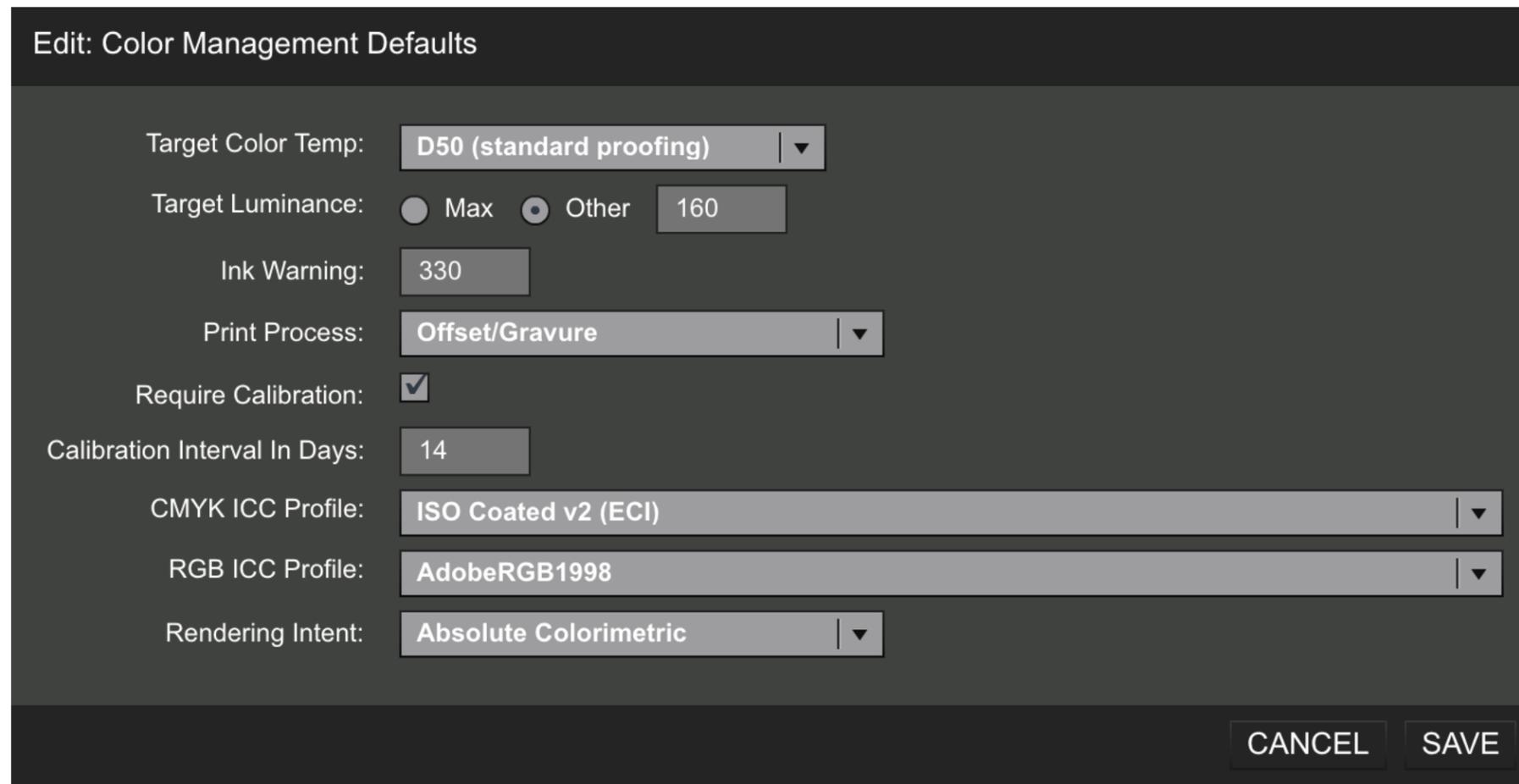
Below the settings, there are two buttons: 'Manage Profiles' and 'Manage Colors'.

## ► Server and Company Administration Color settings

Set the default settings to be used when creating projects.

Calibration interval is how many days a valid calibration for a user's monitor can be used before forcing a new calibration.

Offset/Gravure is a linear print process curve option, but you can select edit from the dropdown to build and name your own curves with numeric values. After version 2.7 of the client application, you can also build, edit and manage curves in the viewer if you are a color manager. This allows you to evaluate the settings with an image.



Edit: Color Management Defaults

Target Color Temp:	D50 (standard proofing)   ▼
Target Luminance:	<input type="radio"/> Max <input checked="" type="radio"/> Other 160
Ink Warning:	330
Print Process:	Offset/Gravure   ▼
Require Calibration:	<input checked="" type="checkbox"/>
Calibration Interval In Days:	14
CMYK ICC Profile:	ISO Coated v2 (ECI)   ▼
RGB ICC Profile:	AdobeRGB1998   ▼
Rendering Intent:	Absolute Colorimetric   ▼

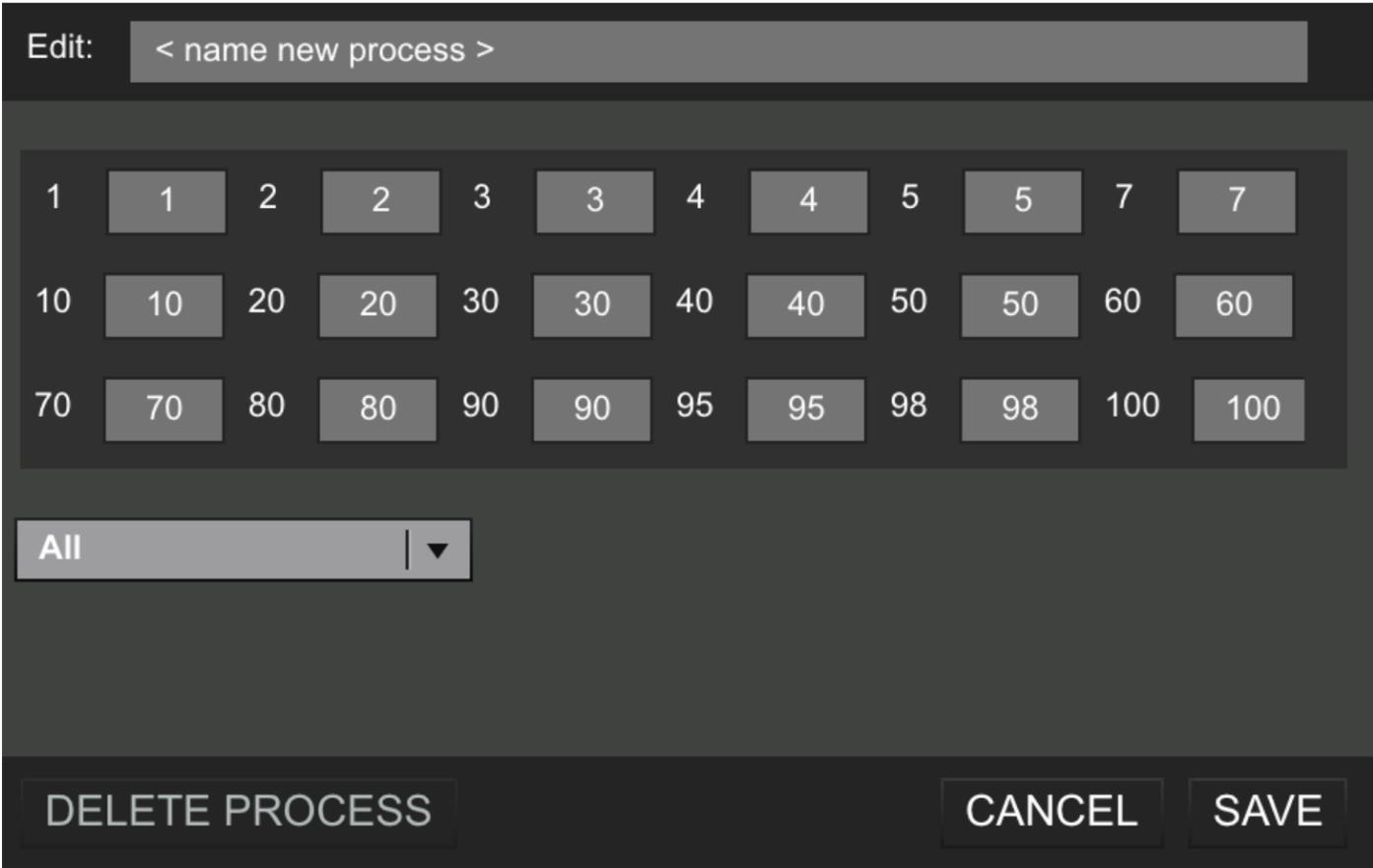
CANCEL SAVE

## ► Server and Company Administration Color settings

This window allows you to build print curves numerically to show non-linear print conditions that are not built into a profile.

Curves can be built for CMYK, Spot, or all channels. Once saved, they can be selected from the dropdown menus in server defaults and or project settings.

After version 2.7 of the client application, you can also build, edit and manage curves in the viewer if you are a color manager.



Edit: < name new process >

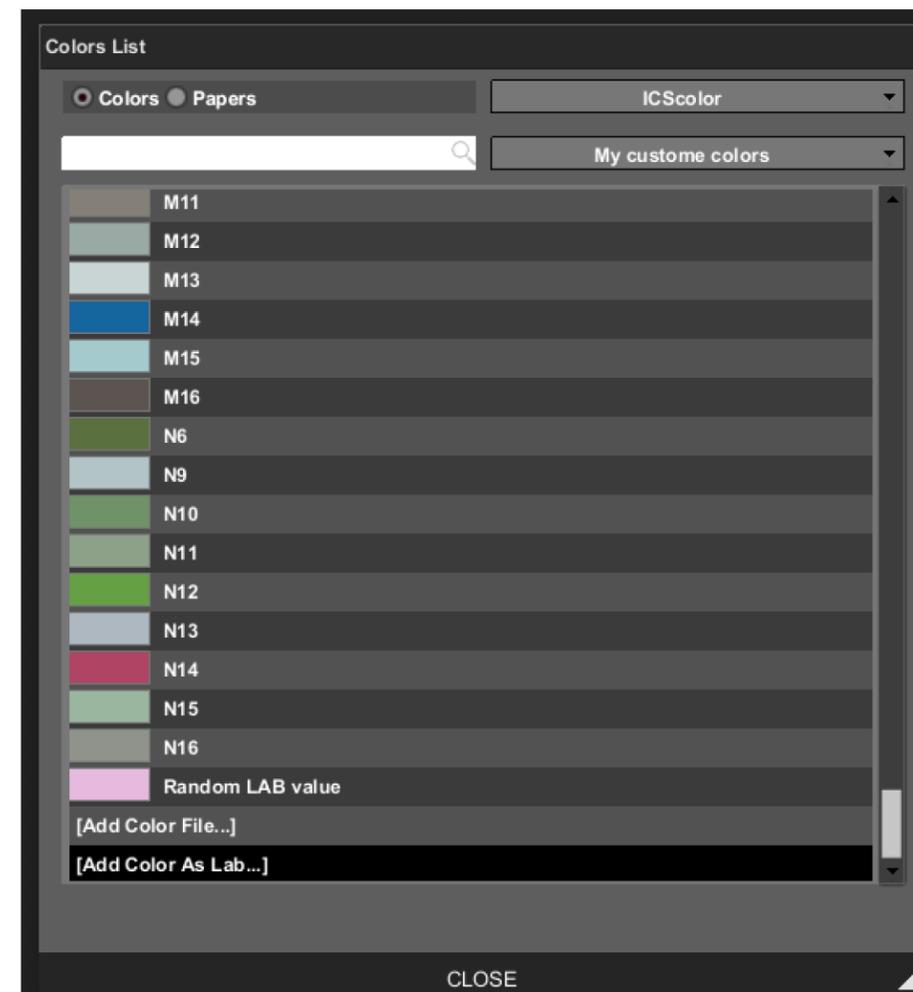
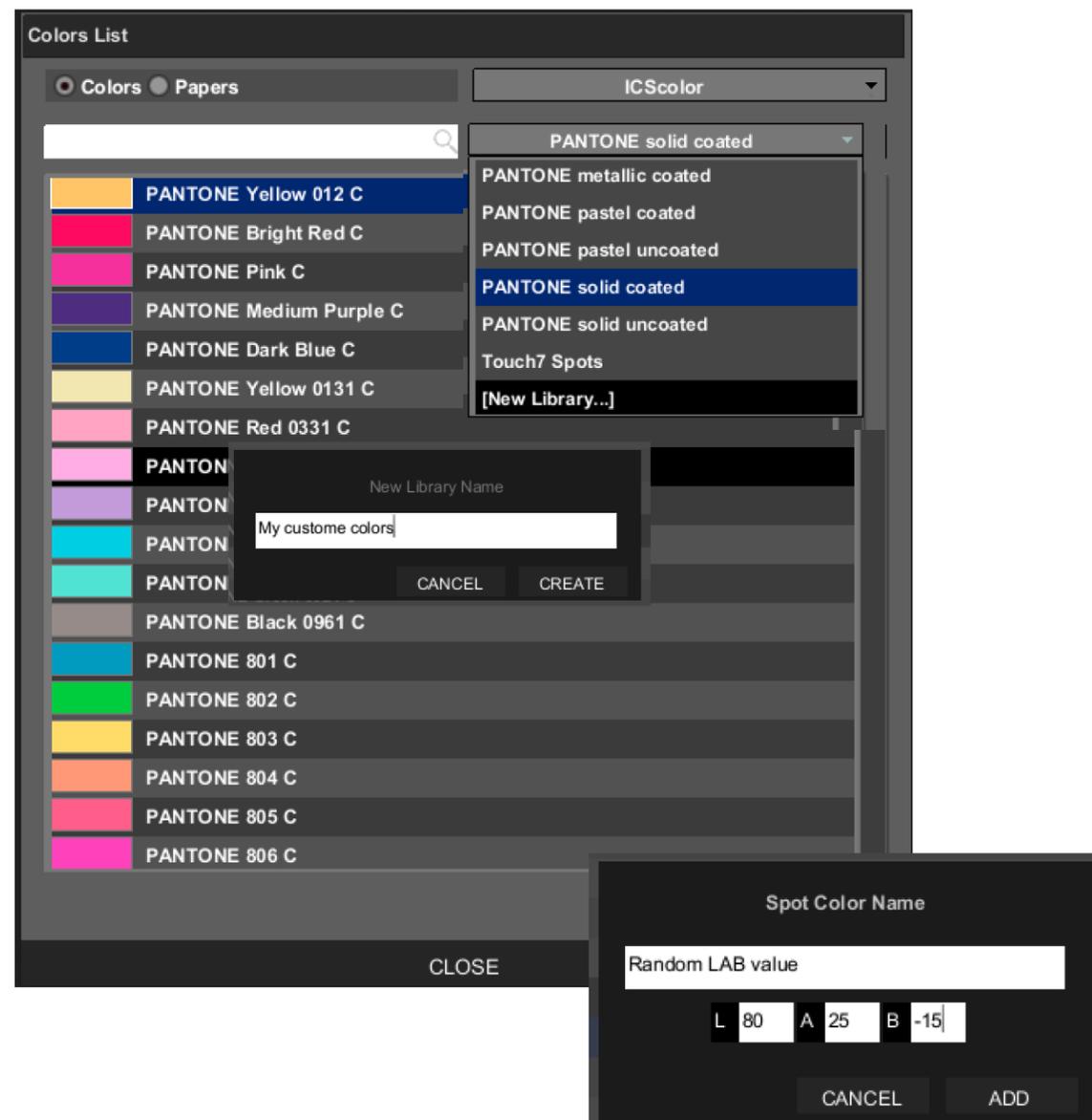
1	1	2	2	3	3	4	4	5	5	7	7
10	10	20	20	30	30	40	40	50	50	60	60
70	70	80	80	90	90	95	95	98	98	100	100

All ▼

DELETE PROCESS      CANCEL      SAVE

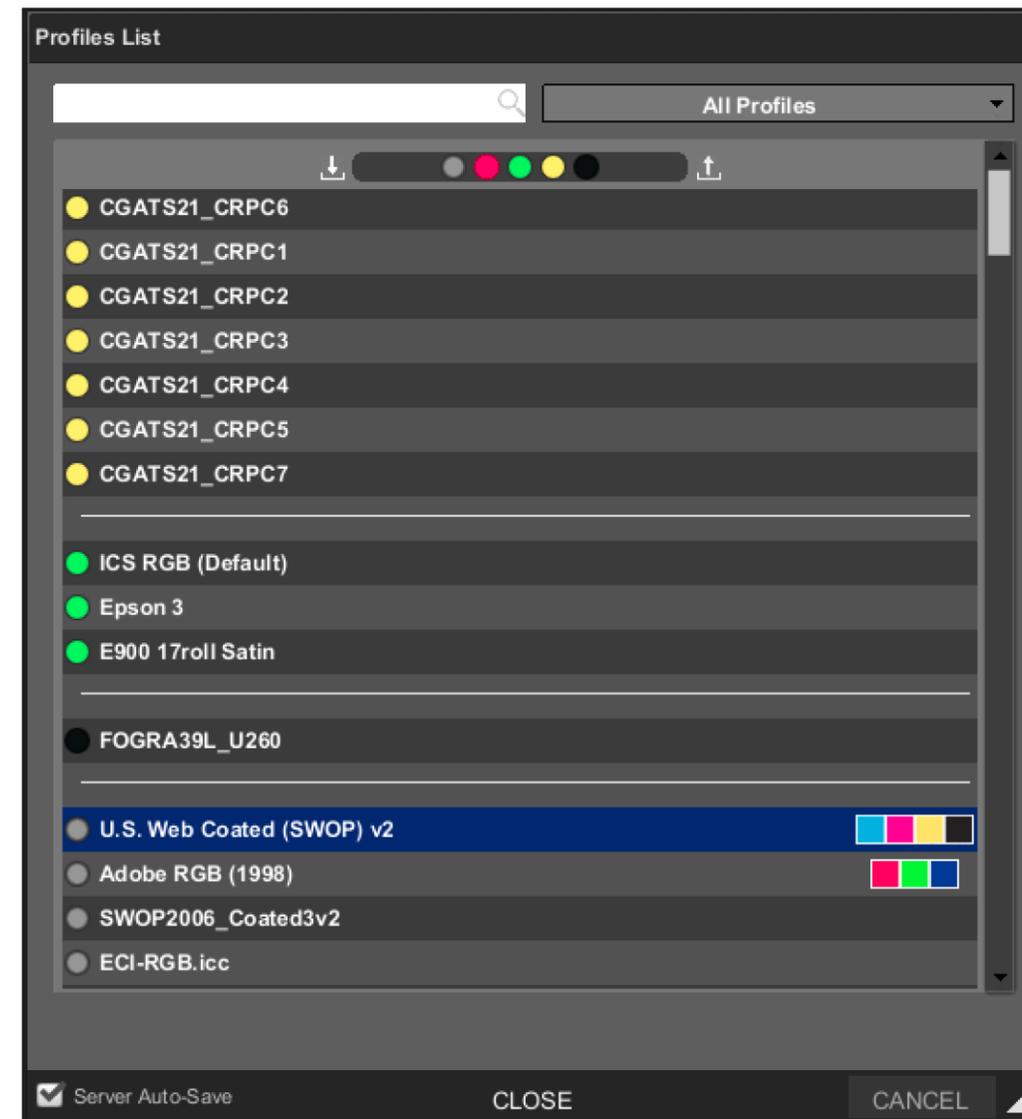
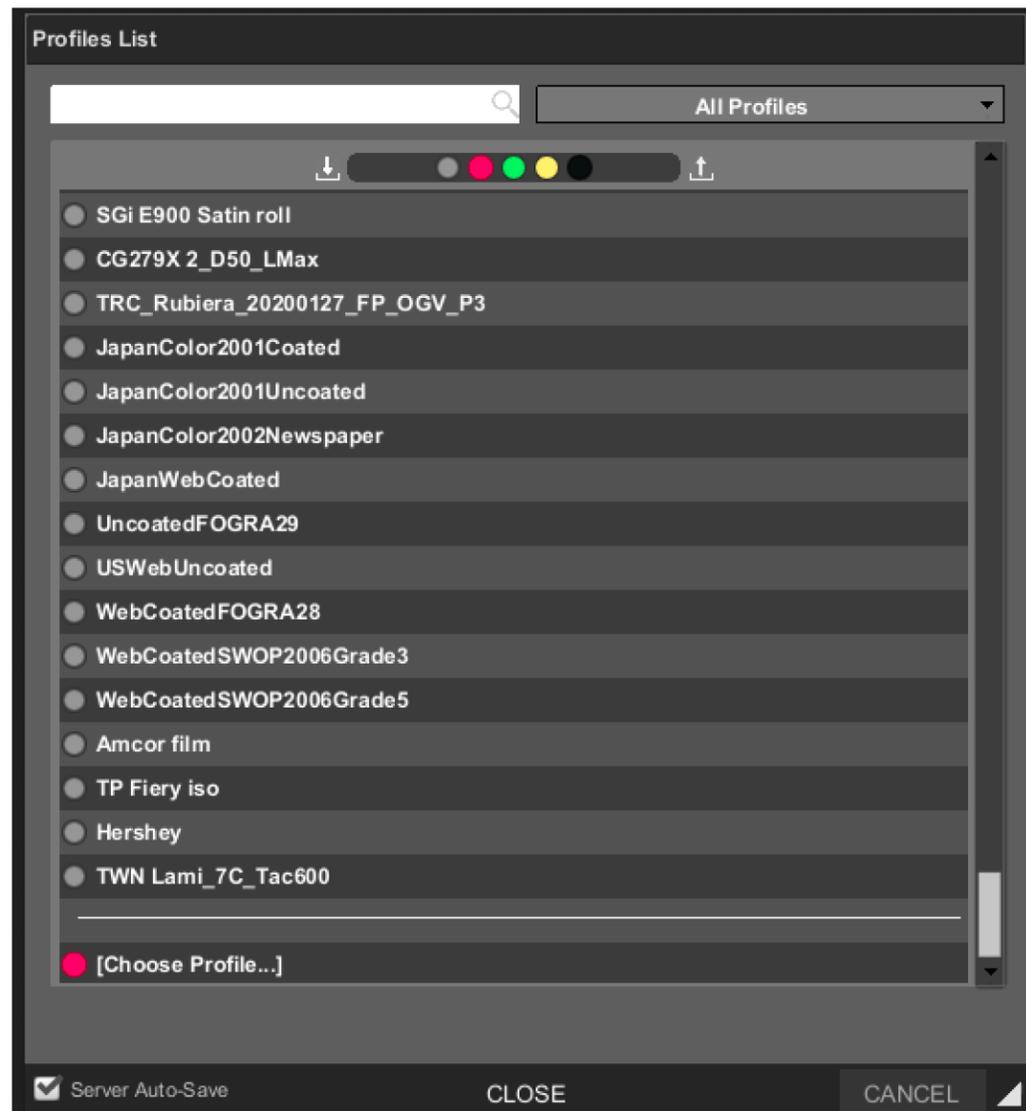
## ► Server and Company Administration Color settings

The pantone color libraries are assigned to every company by default. You can add a custom or paper library for your company by selecting manage colors button and selecting colors or papers. Select “New Library” from the pop-up library selection and name your library. Add files will open finder to select your CxF values and add as LAB opens a UI to name the new color and enter the LAB values for that color.



## ► Server and Company Administration Manage Profiles

Users with many profiles may wish to add them in bulk for their company. At the bottom of the list select “Choose Profile...” This opens a finder that will allow you to select one or more profiles. The dot on the left will be the flag color of all the profiles you select. All profiles can be flagged for faster selections. The down arrow will pull down the company default flags the up arrow will set the current flags as company default. The RGB/CMYK icons indicate the default profiles.



## ► Training Modules

- [Terminology](#)
- [System Architecture](#)
- [Lighting – Environment](#)
- [Server Installation](#)
- [Application Installation](#)
- [Server Administration](#)
- [Manage Account - Create Projects - Project List](#)
- [The Viewer/Calibrator/Tools – Navigation](#)
- [Hotfolders](#)
- [Support](#)

## ► Application Installation

You will receive an email invitation to join a Remote Director Proof Server.

**Make sure the Remote Director Client Application is installed but NOT launched before you select the “[Click here](#)” link in the email to complete your registration.**



ICScolor  
world leader in display color management



**New Project Share**

Hello [dancolor2@icloud.com](mailto:dancolor2@icloud.com),

You have been set up as a Remote Director user by [dcaldwell@remotedirector.com](mailto:dcaldwell@remotedirector.com) of (Unspecified Company).

To view your proof, download and install the Remote Director client application for Macintosh or Windows from the link below:

After installation [Click here](#) to register and get started.

Once registered, you will have access to view your projects.

You may also receive a separate email invitation with a direct link to a shared project.

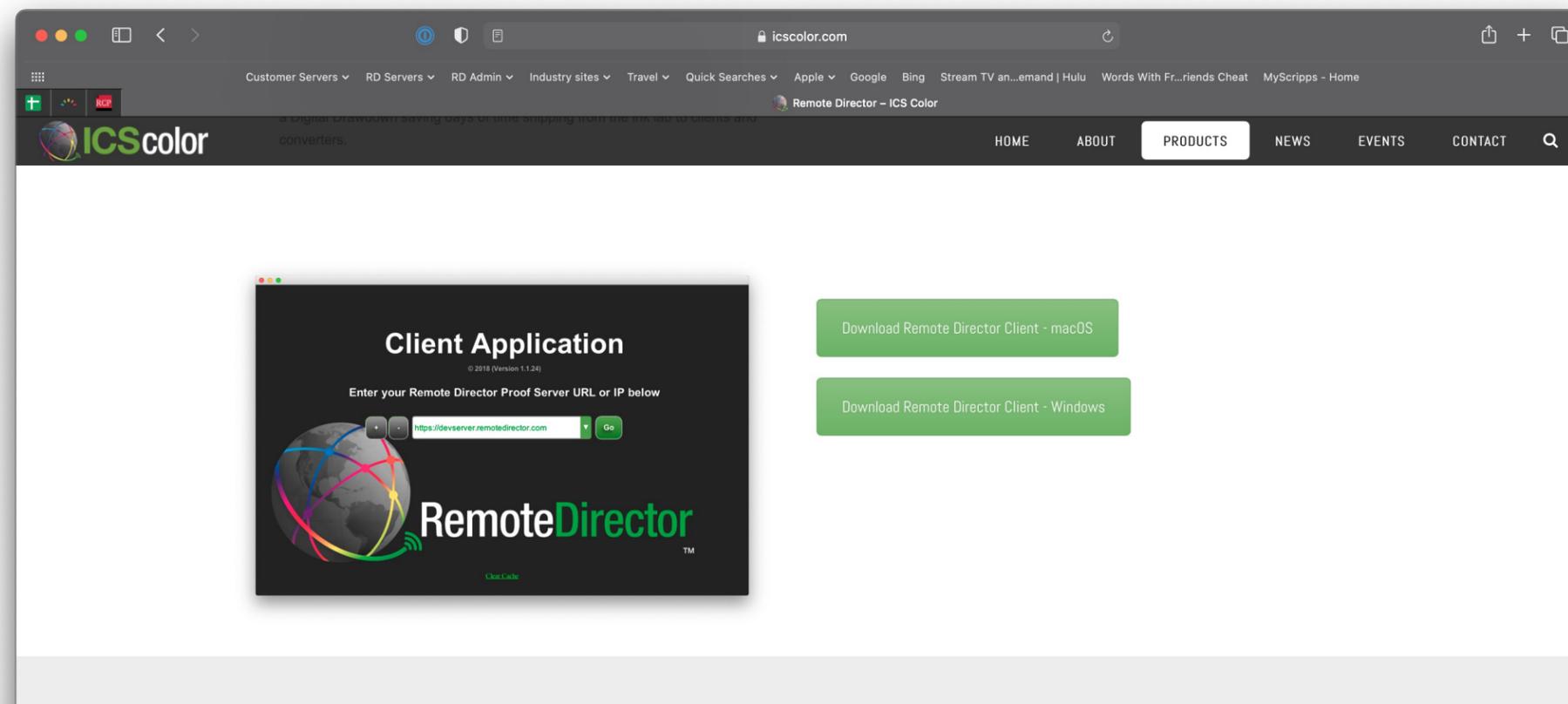
[Download MacOSX Client Installer](#)

[Download Windows Client Installer](#)

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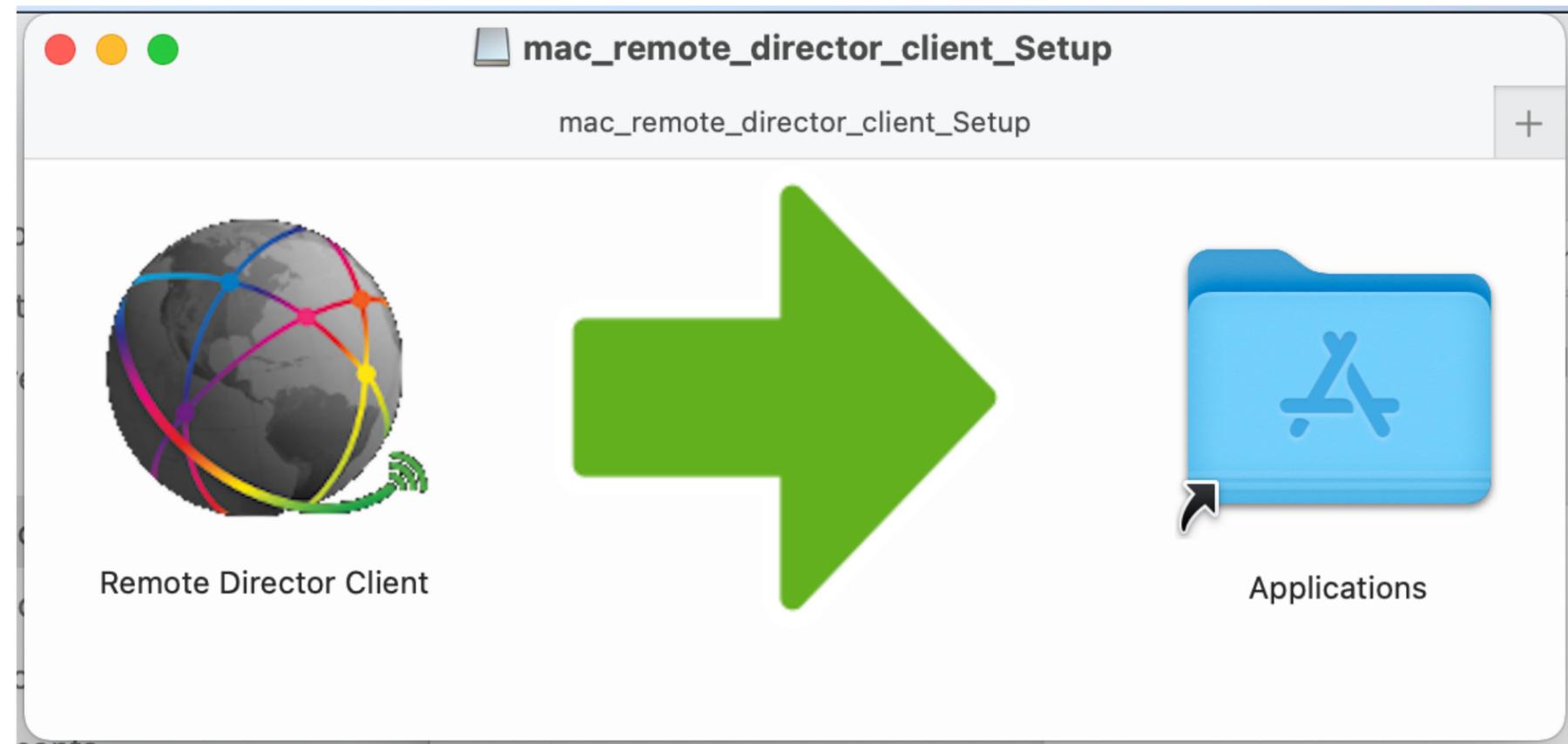
## ► Application Installation

The installers can also be found on our web site at: <https://icscolor.com/remote-director/>  
Scroll down to select the desired installer.



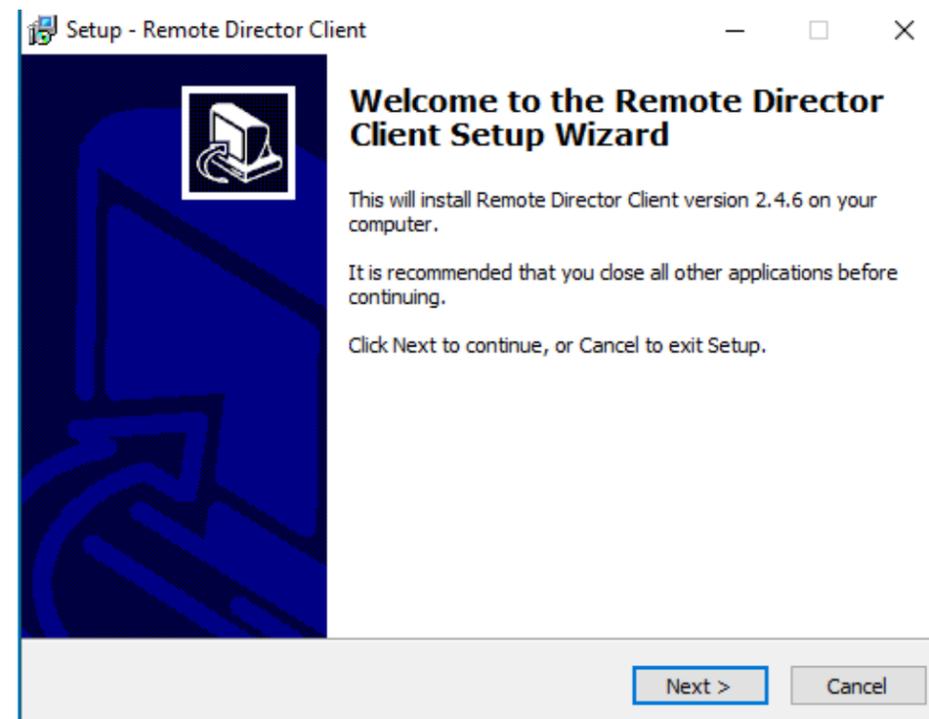
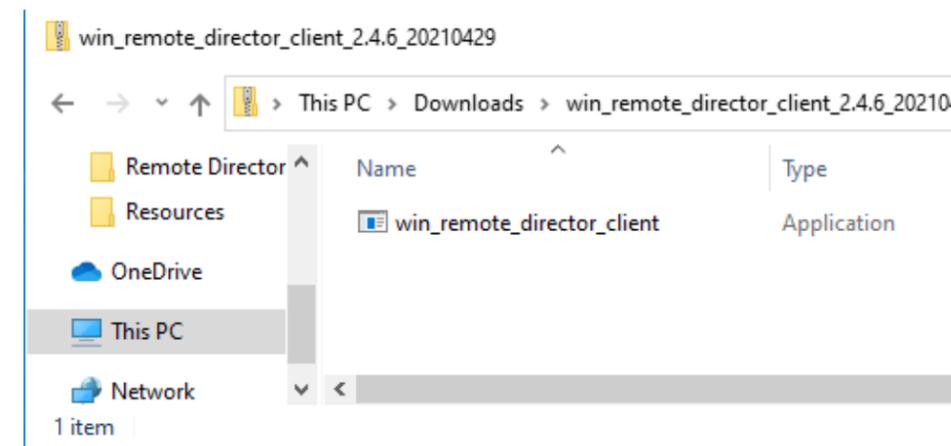
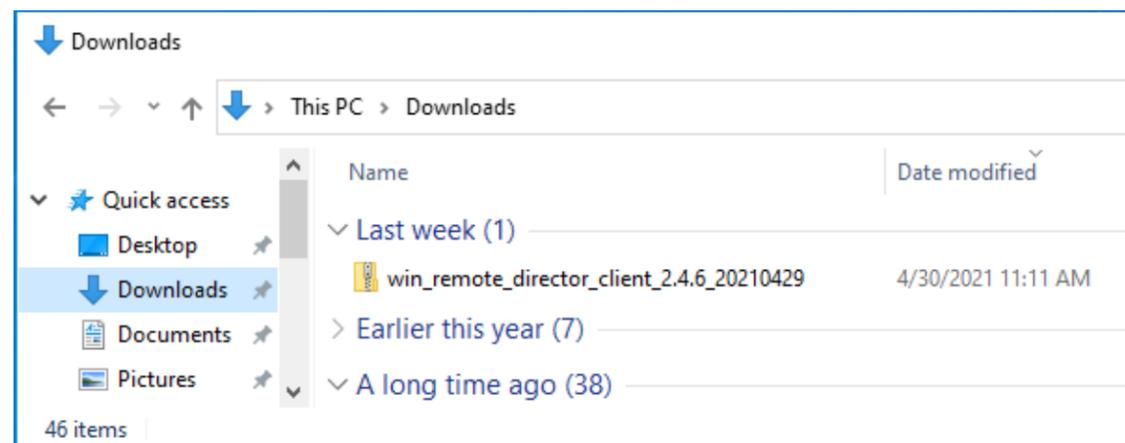
## ► Application Installation Macintosh

The download is a DMG (Disk Image). Double click to launch and drag the Application Icon to your Applications Folder Icon inside the window. Then eject the DMG.



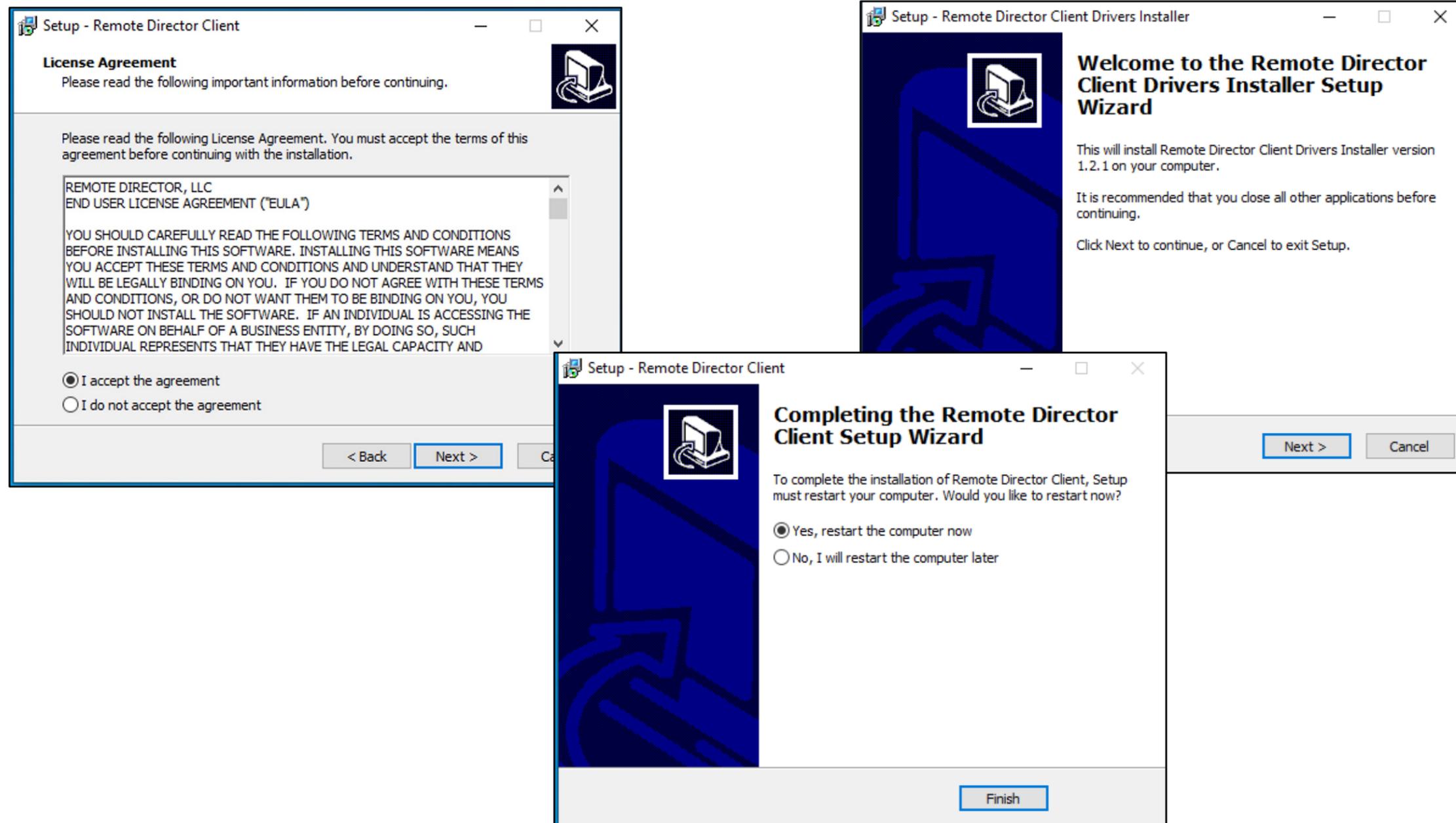
## ► Application Installation Windows

The download is a zipped installer. Open, then double click and allow the installer to run.



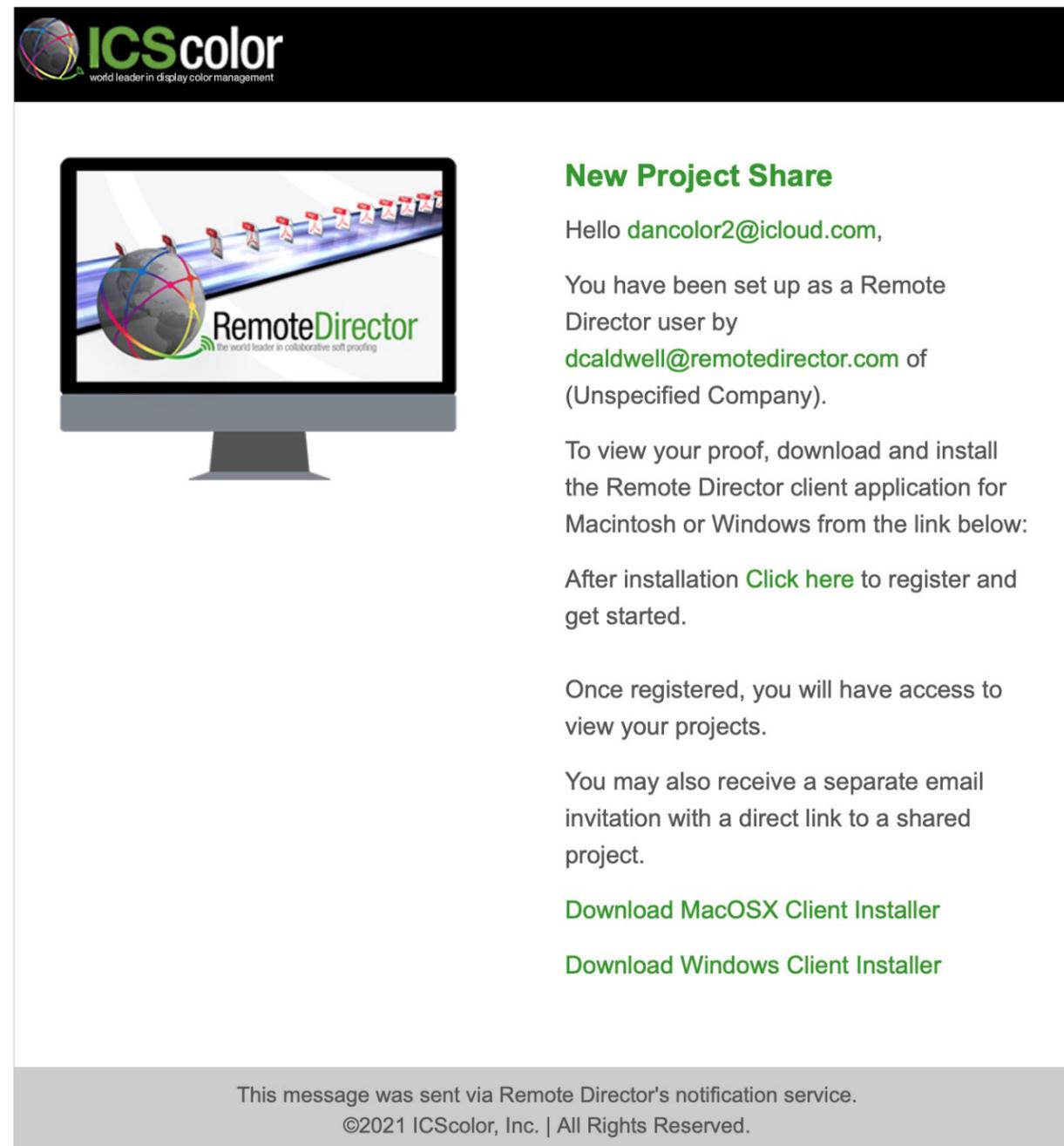
## ► Application Installation Windows

Agree to the terms and run the installer. Be sure to agree to the additional questions in order to install the instrument drivers. Then finish and reboot.



## ► Application Launching

Now go back to the email and select “[Click here](#)” to complete registration. This will open your browser and allow the application to launch.



**ICScolor**  
world leader in display color management



**New Project Share**

Hello [dancolor2@icloud.com](mailto:dancolor2@icloud.com),

You have been set up as a Remote Director user by [dcaldwell@remotedirector.com](mailto:dcaldwell@remotedirector.com) of (Unspecified Company).

To view your proof, download and install the Remote Director client application for Macintosh or Windows from the link below:

After installation [Click here](#) to register and get started.

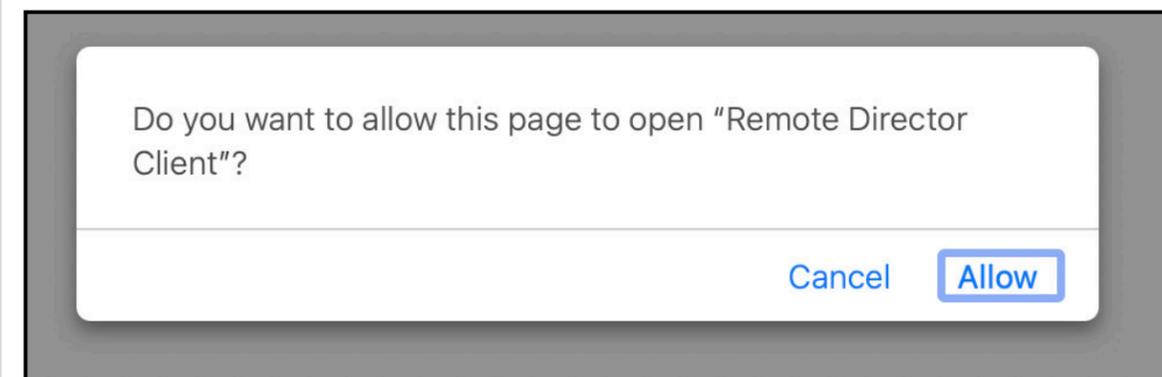
Once registered, you will have access to view your projects.

You may also receive a separate email invitation with a direct link to a shared project.

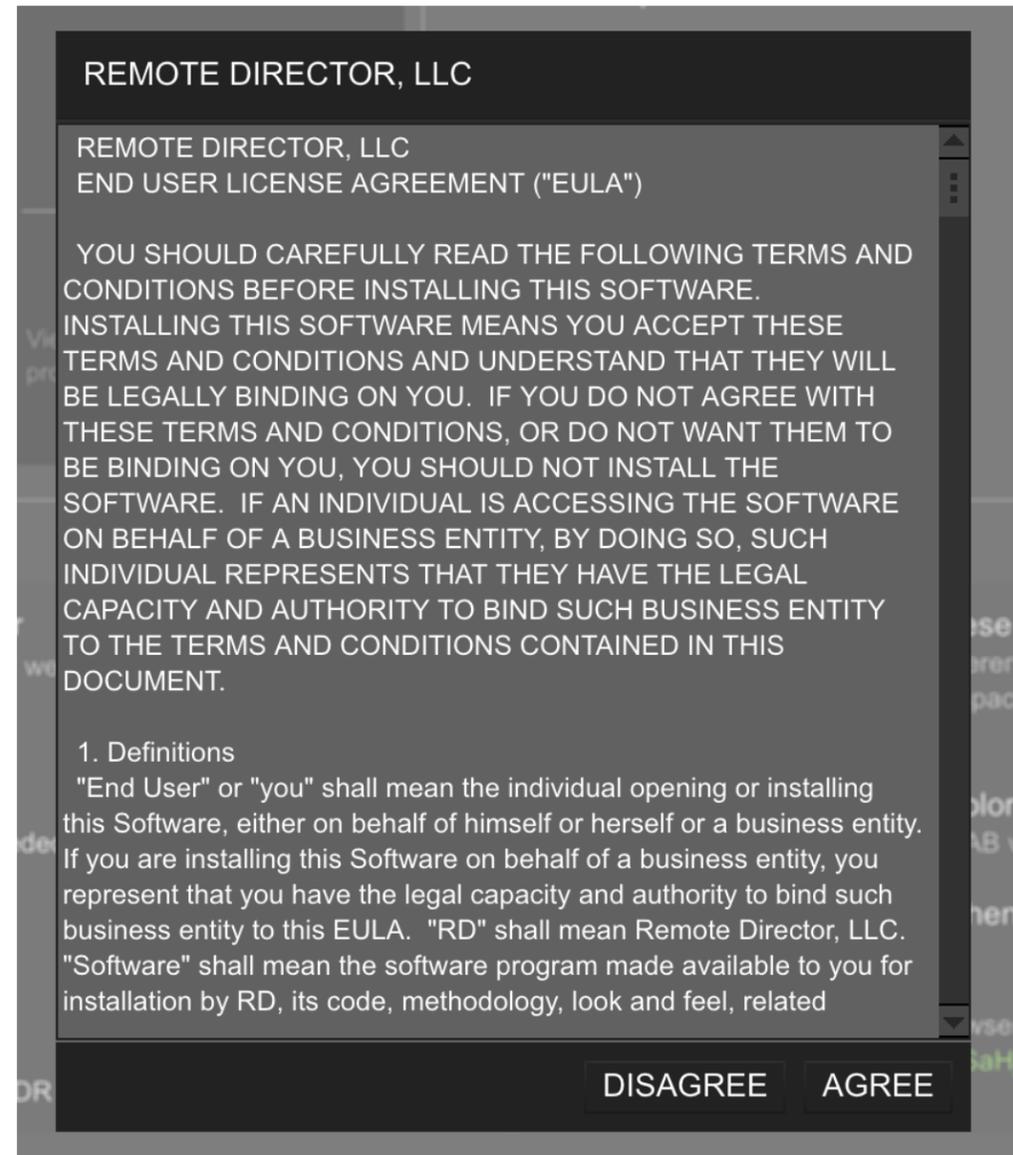
[Download MacOSX Client Installer](#)

[Download Windows Client Installer](#)

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- ▶ The application will launch and bring you to the licensing agreement.



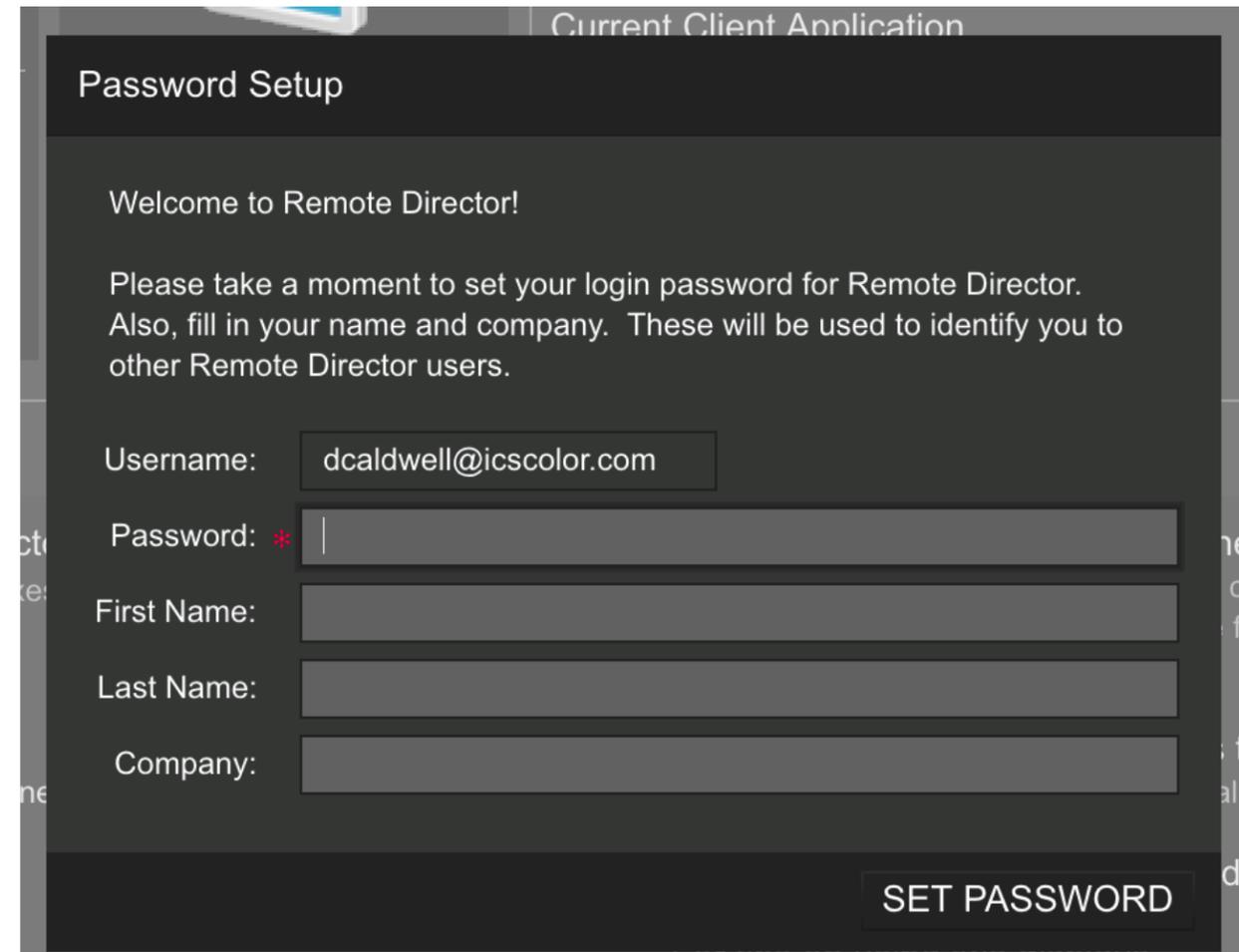
REMOTE DIRECTOR, LLC

REMOTE DIRECTOR, LLC  
END USER LICENSE AGREEMENT ("EULA")

YOU SHOULD CAREFULLY READ THE FOLLOWING TERMS AND CONDITIONS BEFORE INSTALLING THIS SOFTWARE. INSTALLING THIS SOFTWARE MEANS YOU ACCEPT THESE TERMS AND CONDITIONS AND UNDERSTAND THAT THEY WILL BE LEGALLY BINDING ON YOU. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, OR DO NOT WANT THEM TO BE BINDING ON YOU, YOU SHOULD NOT INSTALL THE SOFTWARE. IF AN INDIVIDUAL IS ACCESSING THE SOFTWARE ON BEHALF OF A BUSINESS ENTITY, BY DOING SO, SUCH INDIVIDUAL REPRESENTS THAT THEY HAVE THE LEGAL CAPACITY AND AUTHORITY TO BIND SUCH BUSINESS ENTITY TO THE TERMS AND CONDITIONS CONTAINED IN THIS DOCUMENT.

1. Definitions  
"End User" or "you" shall mean the individual opening or installing this Software, either on behalf of himself or herself or a business entity. If you are installing this Software on behalf of a business entity, you represent that you have the legal capacity and authority to bind such business entity to this EULA. "RD" shall mean Remote Director, LLC. "Software" shall mean the software program made available to you for installation by RD, its code, methodology, look and feel, related

DISAGREE AGREE



Current Client Application

### Password Setup

Welcome to Remote Director!

Please take a moment to set your login password for Remote Director. Also, fill in your name and company. These will be used to identify you to other Remote Director users.

Username:

Password: \*

First Name:

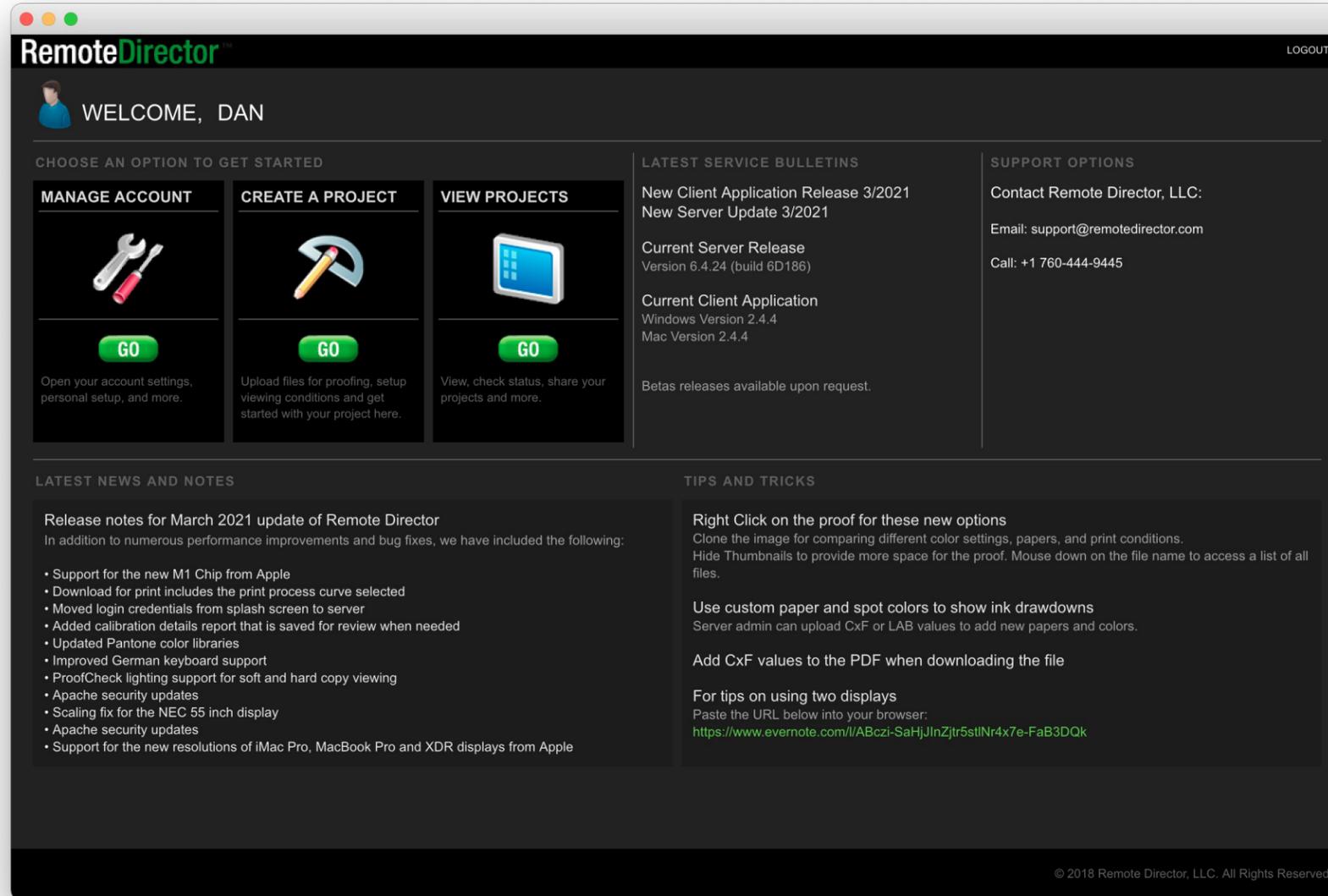
Last Name:

Company:

SET PASSWORD

After carefully studying the agreement and with permission from your attorney, click **AGREE**. Enter the password you wish to create for Remote Director. You also have the option to enter your name so annotations and sign-off are noted with it (as opposed to your email address). Select **SET PASSWORD** to gain access to the home screen.

## ▶ Remote Director Home



The screenshot shows the Remote Director Home dashboard. At the top left, it says "RemoteDirector" and "WELCOME, DAN". In the top right corner, there is a "LOGOUT" button. The main content area is divided into several sections:

- CHOOSE AN OPTION TO GET STARTED:** Three large buttons with icons and "GO" labels:
  - MANAGE ACCOUNT:** Icon of a wrench and screwdriver. Description: "Open your account settings, personal setup, and more."
  - CREATE A PROJECT:** Icon of a pencil and eraser. Description: "Upload files for proofing, setup viewing conditions and get started with your project here."
  - VIEW PROJECTS:** Icon of a tablet. Description: "View, check status, share your projects and more."
- LATEST SERVICE BULLETINS:**
  - New Client Application Release 3/2021
  - New Server Update 3/2021
  - Current Server Release: Version 6.4.24 (build 6D186)
  - Current Client Application: Windows Version 2.4.4, Mac Version 2.4.4
  - Betas releases available upon request.
- SUPPORT OPTIONS:**
  - Contact Remote Director, LLC:
  - Email: support@remotedirector.com
  - Call: +1 760-444-9445
- LATEST NEWS AND NOTES:**
  - Release notes for March 2021 update of Remote Director
  - In addition to numerous performance improvements and bug fixes, we have included the following:
    - Support for the new M1 Chip from Apple
    - Download for print includes the print process curve selected
    - Moved login credentials from splash screen to server
    - Added calibration details report that is saved for review when needed
    - Updated Pantone color libraries
    - Improved German keyboard support
    - ProofCheck lighting support for soft and hard copy viewing
    - Apache security updates
    - Scaling fix for the NEC 55 inch display
    - Apache security updates
    - Support for the new resolutions of iMac Pro, MacBook Pro and XDR displays from Apple
- TIPS AND TRICKS:**
  - Right Click on the proof for these new options:** Clone the image for comparing different color settings, papers, and print conditions. Hide Thumbnails to provide more space for the proof. Mouse down on the file name to access a list of all files.
  - Use custom paper and spot colors to show ink drawdowns:** Server admin can upload CxF or LAB values to add new papers and colors.
  - Add CxF values to the PDF when downloading the file**
  - For tips on using two displays:** Paste the URL below into your browser:  
<https://www.evernote.com/l/ABczi-SaHjJInZjtr5stlNr4x7e-FaB3DQk>

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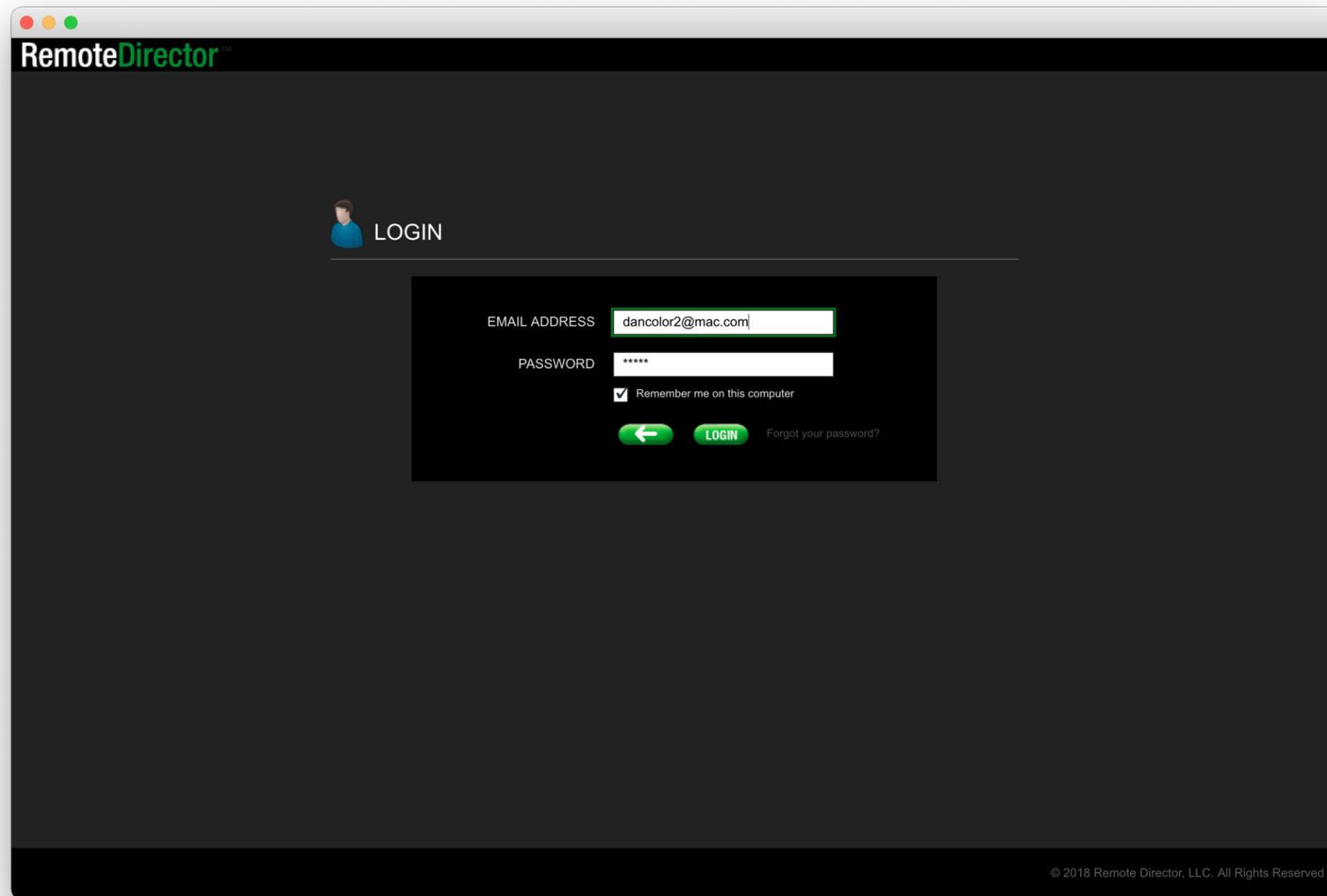
The home screen provides access to the main functions of Remote Director and four information fields that provide Service Bulletins, Support Options, Latest News on the product, and some Tips and Tricks for using the application. In the upper right corner is the logout button that takes you to the application splash screen. To quit Remote Director, you must always logout first.

## ▶ Launching From the Splash Screen



The splash screen will show the URL of the Proof Server that invited you. Note, if you need to access additional proof servers, the + button will allow you to enter other server's URLs that will remain in the drop-down list until deleted. The branding logo on the splash screen may change for each proof server's address. To enter to the home screen of the server, click the arrow to the right of the URL.

## ▶ Logging in to Remote Director



RemoteDirector™

LOGIN

EMAIL ADDRESS

PASSWORD

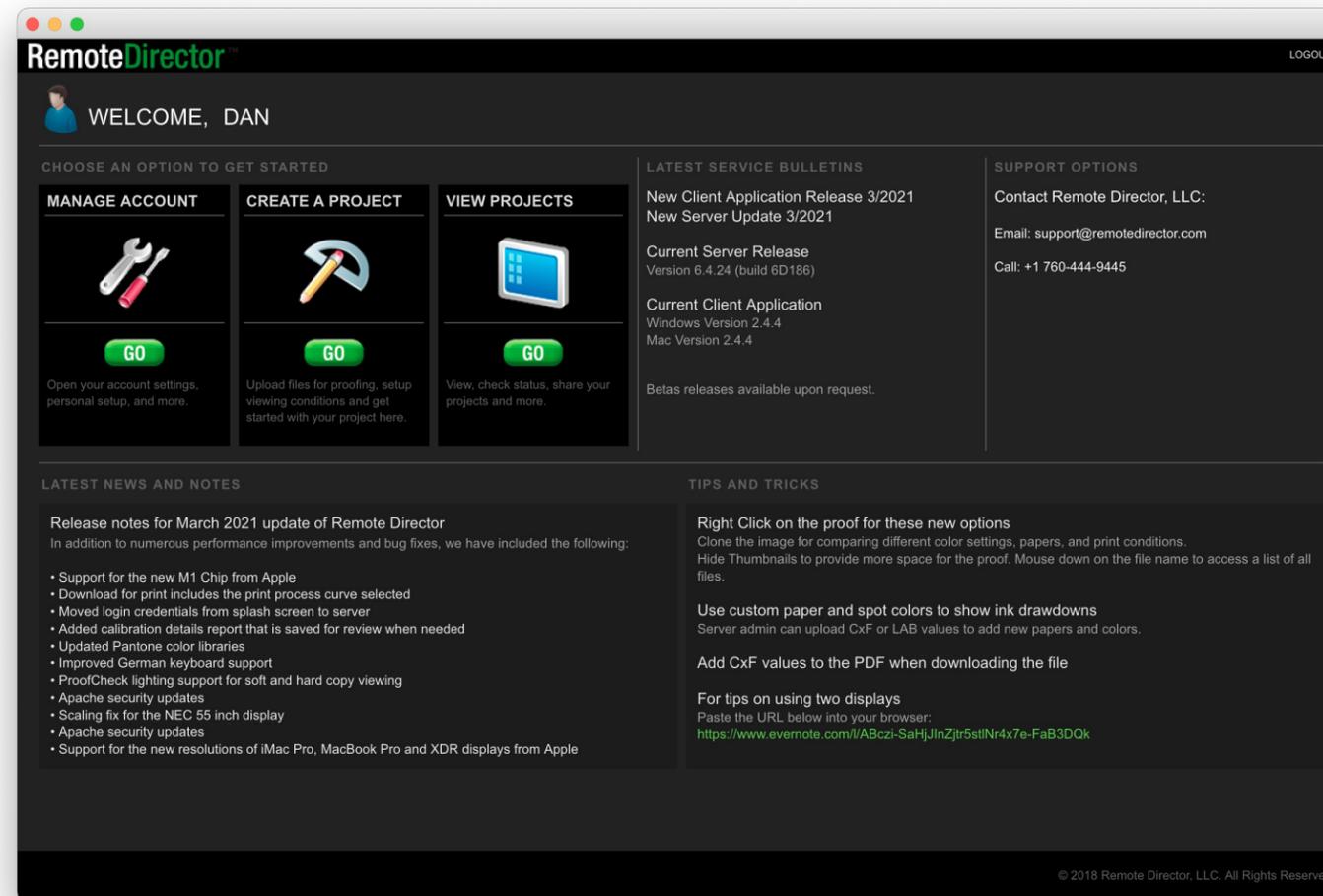
Remember me on this computer

[←](#) [LOGIN](#) [Forgot your password?](#)

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Enter your email address and password. Click the "remember me" selection to prevent the need to enter this each time you login. The back arrow will return you to the URL selection page.

## ▶ Remote Director Home



In addition to the information fields that the home screen provides access to, the three main functions of Remote Director are (left to right):

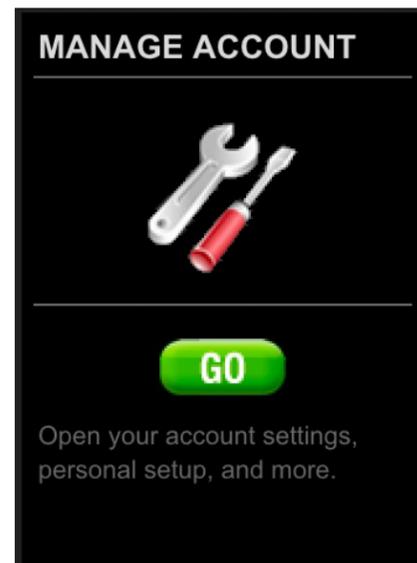
1. Manage Account – Here you can set your preferences and reset your password.
2. Create Project - With permission, you can name project folders and add files.
3. View Projects - Opens your project list.

## ▶ Training Modules

- [Terminology](#)
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- [The Viewer/Calibrator/Tools – Navigation](#)
- [Hotfolders](#)
- [Support](#)

## ► Manage Account

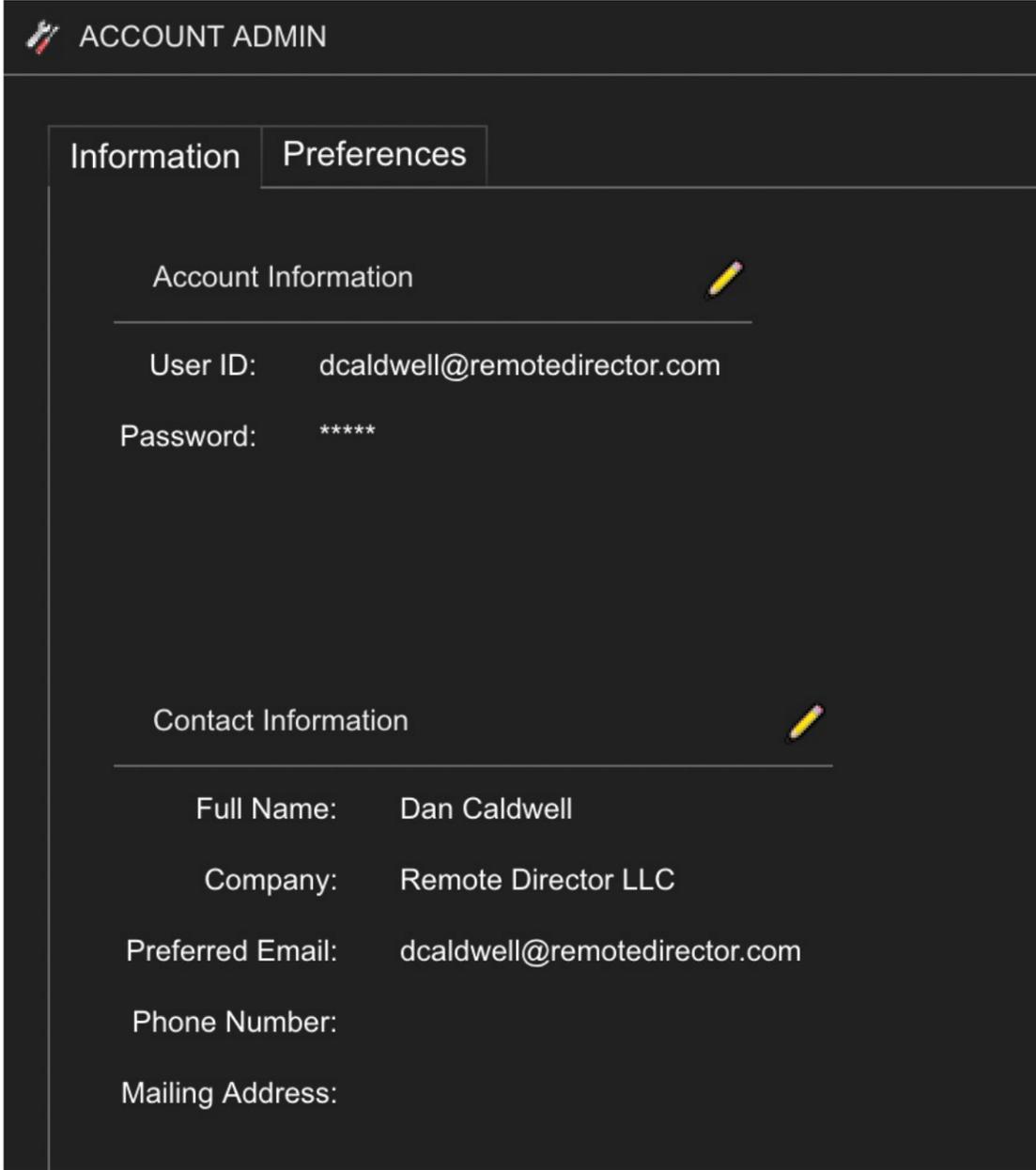
To set user information and workstation preferences, click “go” under Manage Account. User information preferences are stored in the server and will be used with your login from any workstation. Workstation preferences stay with the application for the machine you are working on.



The first pencil icon allows the user to reset their password.

The second pencil icon allows you to add a human name and contact information (not required).

A name identifies your annotations and approvals with your human name instead of email address.



ACCOUNT ADMIN

Information Preferences

Account Information 

User ID: dcaldwell@remotedirector.com

Password: \*\*\*\*\*

Contact Information 

Full Name: Dan Caldwell

Company: Remote Director LLC

Preferred Email: dcaldwell@remotedirector.com

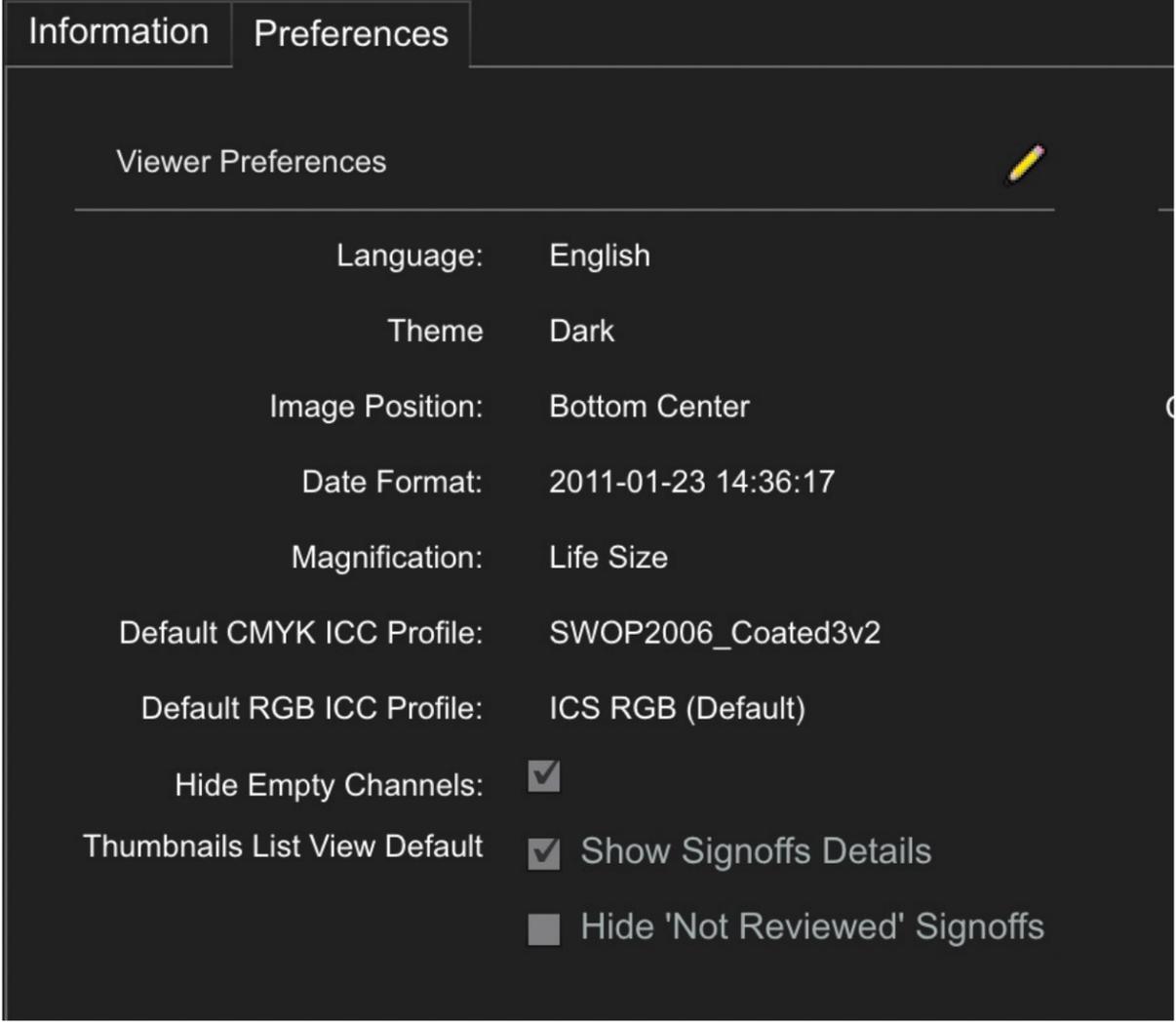
Phone Number:

Mailing Address:

## ► Manage Account

The pencil icon allows you to set your personal preferences - to be used from any workstation you log into.

- Select your language
- Select Dark or light theme for UI
- Select the default position for opening a file larger than the viewing window
- Choose date format
- Choose between actual pixels, life size, or fit to viewer for the default zoom when opening files
- Select your default profiles to be used when creating projects. These will override the server defaults for only your login
- Hide empty channels will hide blank CMYK channels in a PDF with only spot colors
- Control what detail you see in the thumbnail list view of projects



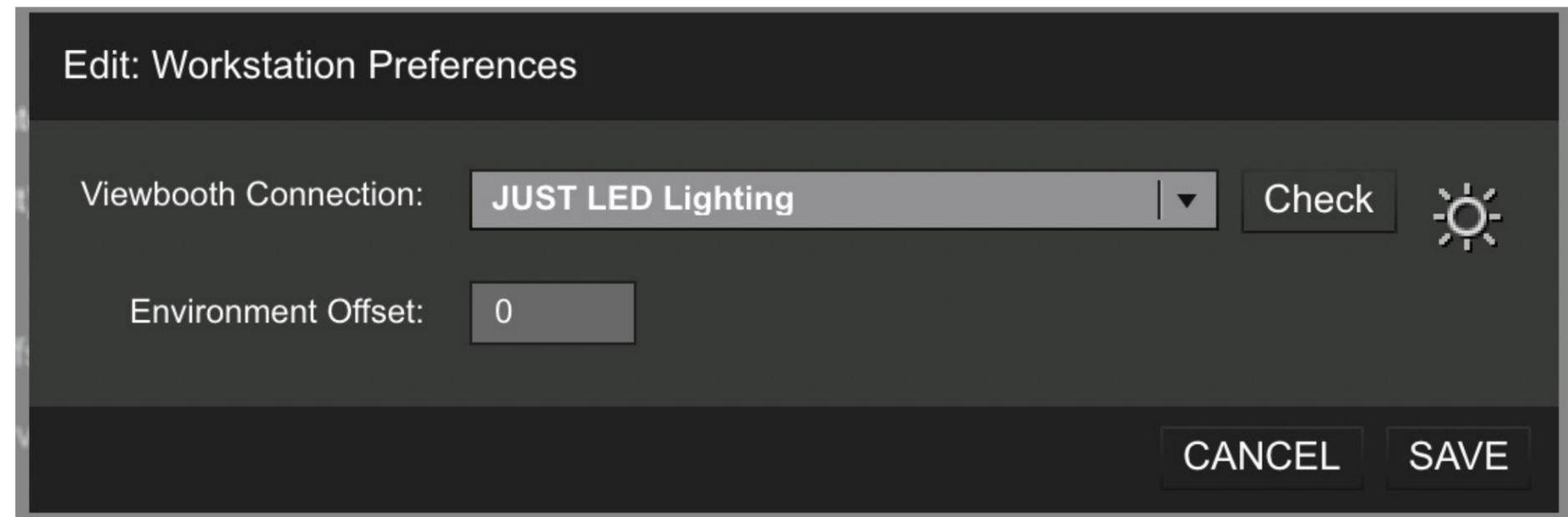
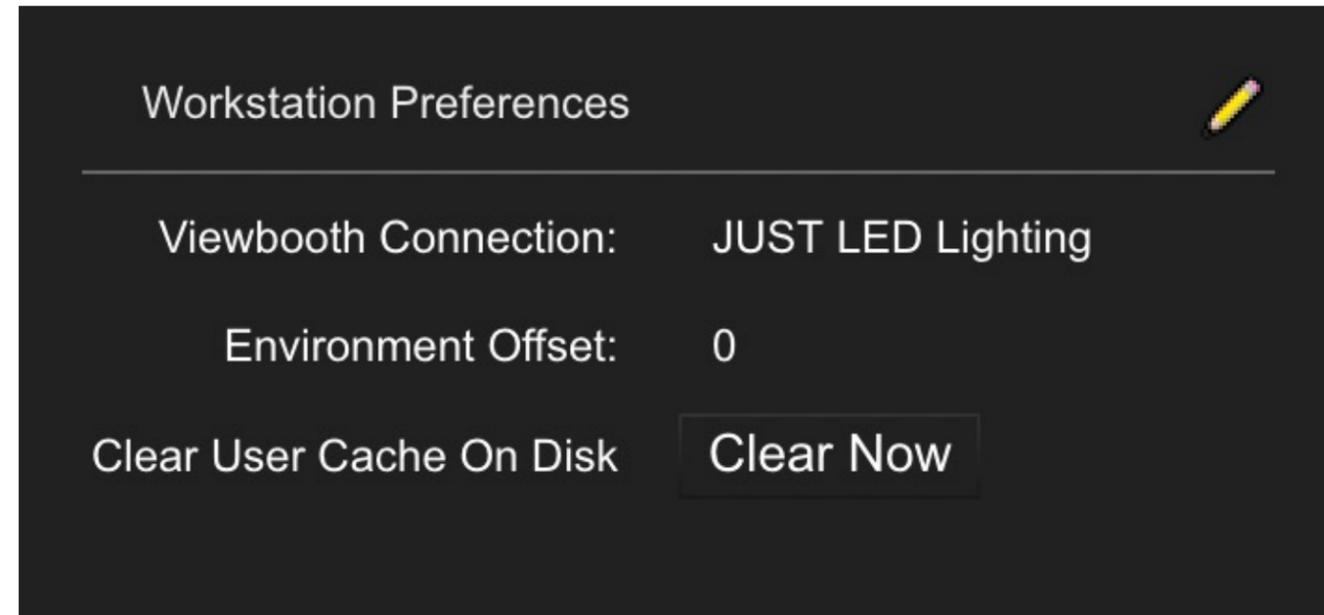
The screenshot shows the 'Preferences' tab in the ICScolor interface. It features a 'Viewer Preferences' section with a pencil icon for editing. The settings are as follows:

Setting	Value
Language:	English
Theme	Dark
Image Position:	Bottom Center
Date Format:	2011-01-23 14:36:17
Magnification:	Life Size
Default CMYK ICC Profile:	SWOP2006_Coated3v2
Default RGB ICC Profile:	ICS RGB (Default)
Hide Empty Channels:	<input checked="" type="checkbox"/>
Thumbnails List View Default	<input checked="" type="checkbox"/> Show Signoffs Details <input type="checkbox"/> Hide 'Not Reviewed' Signoffs

## ► Manage Account

The pencil icon allows you to connect to supported lighting so the application can set the luminance to match the screen. Clear cache clears local cache of data from server. This is the same as the clear history on the splash screen.

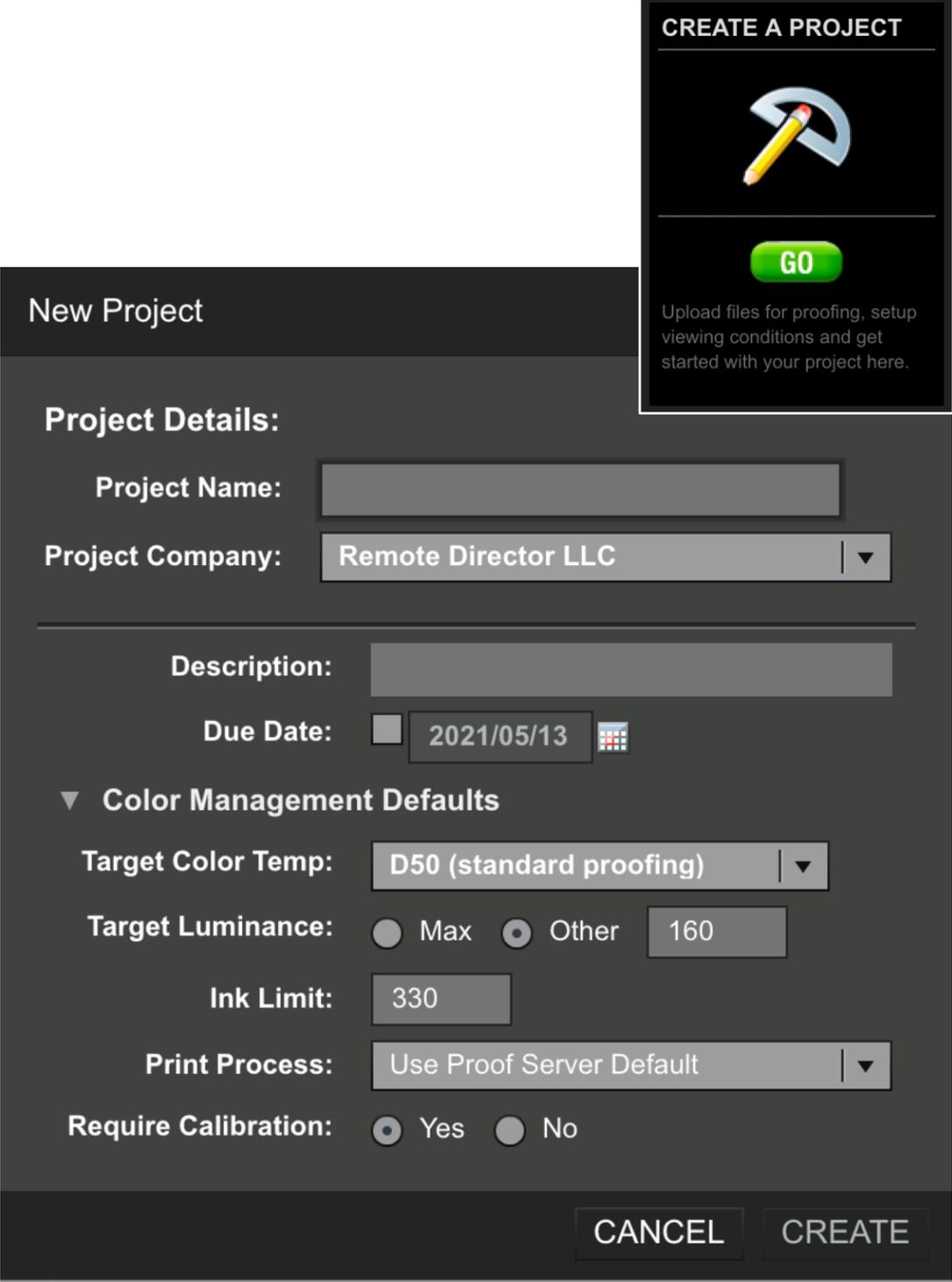
The pencil icon opens a selection to choose the supported lighting. Environment Offset can be entered with a number + or – to adjust the lighting based on the ambient conditions.



## ► Create Project Dialogs

To create a new project in Remote Director:

1. Click on “Create a Project” from the application’s home screen.
2. Enter the Project Name.
3. If you want to route the job between viewers (an option), a due date must be selected.
4. Click on “Create” - all other settings will come from server or user defaults.
5. By opening the disclosure arrow, you can override the defaults and select unique settings for this project by changing them before you click Create.



**CREATE A PROJECT**



**GO**

Upload files for proofing, setup viewing conditions and get started with your project here.

**New Project**

**Project Details:**

Project Name:

Project Company: Remote Director LLC

Description:

Due Date:

▼ **Color Management Defaults**

Target Color Temp: D50 (standard proofing)

Target Luminance:  Max  Other

Ink Limit:

Print Process: Use Proof Server Default

Require Calibration:  Yes  No

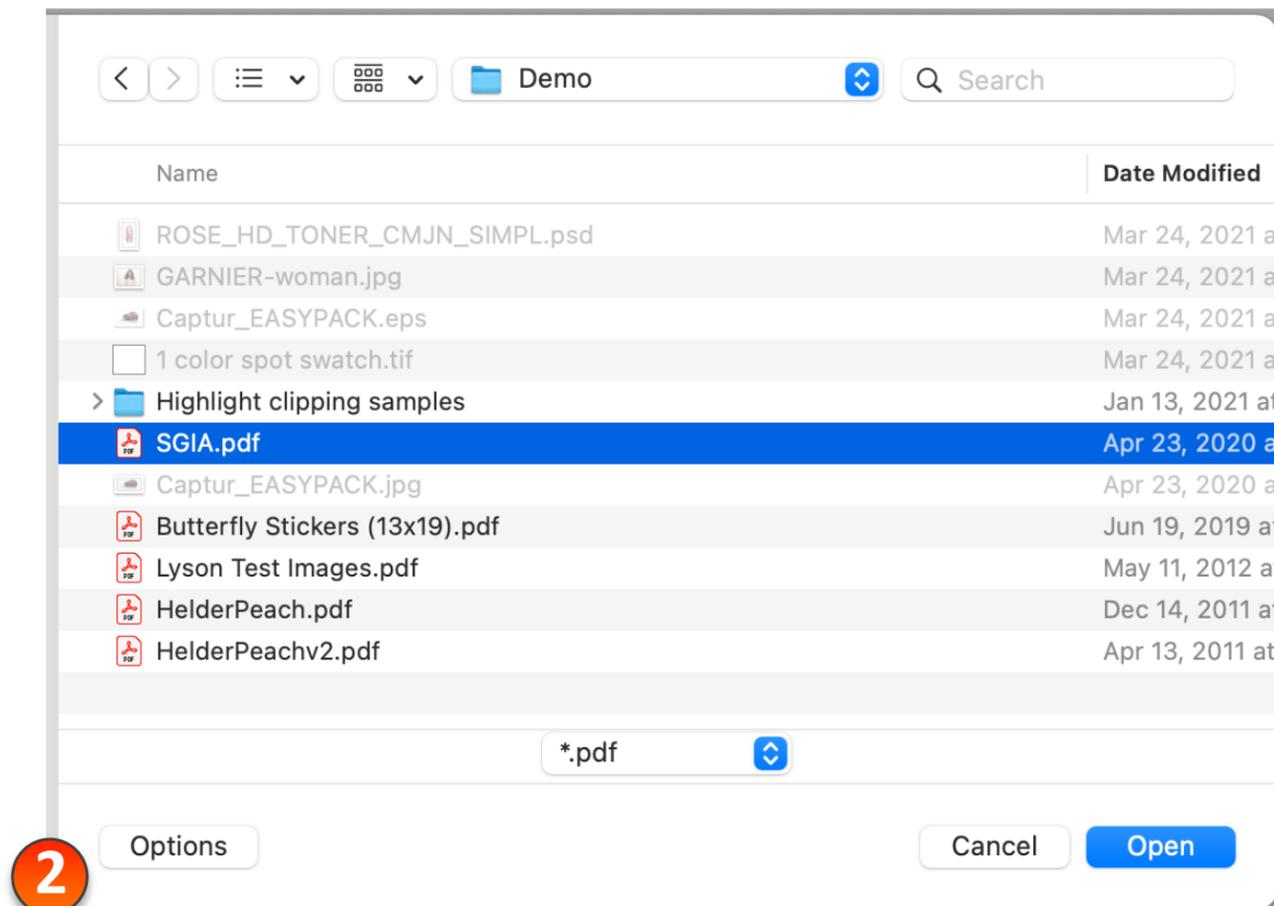
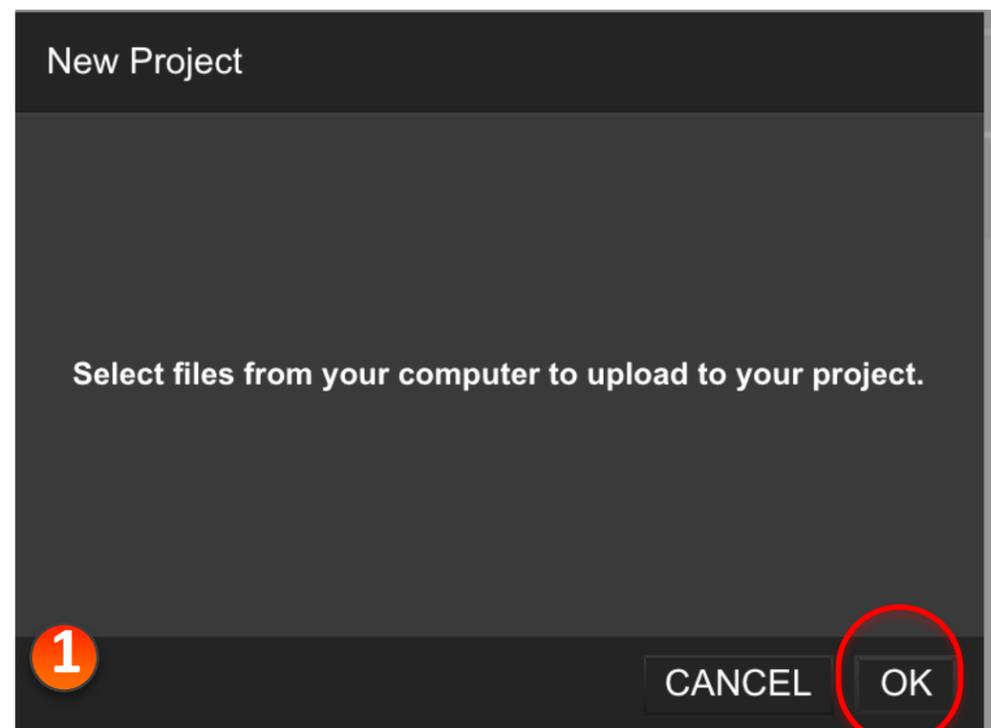
**CANCEL** **CREATE**

# Remote Director Training

## ► Add PDF File

To add files to your project:

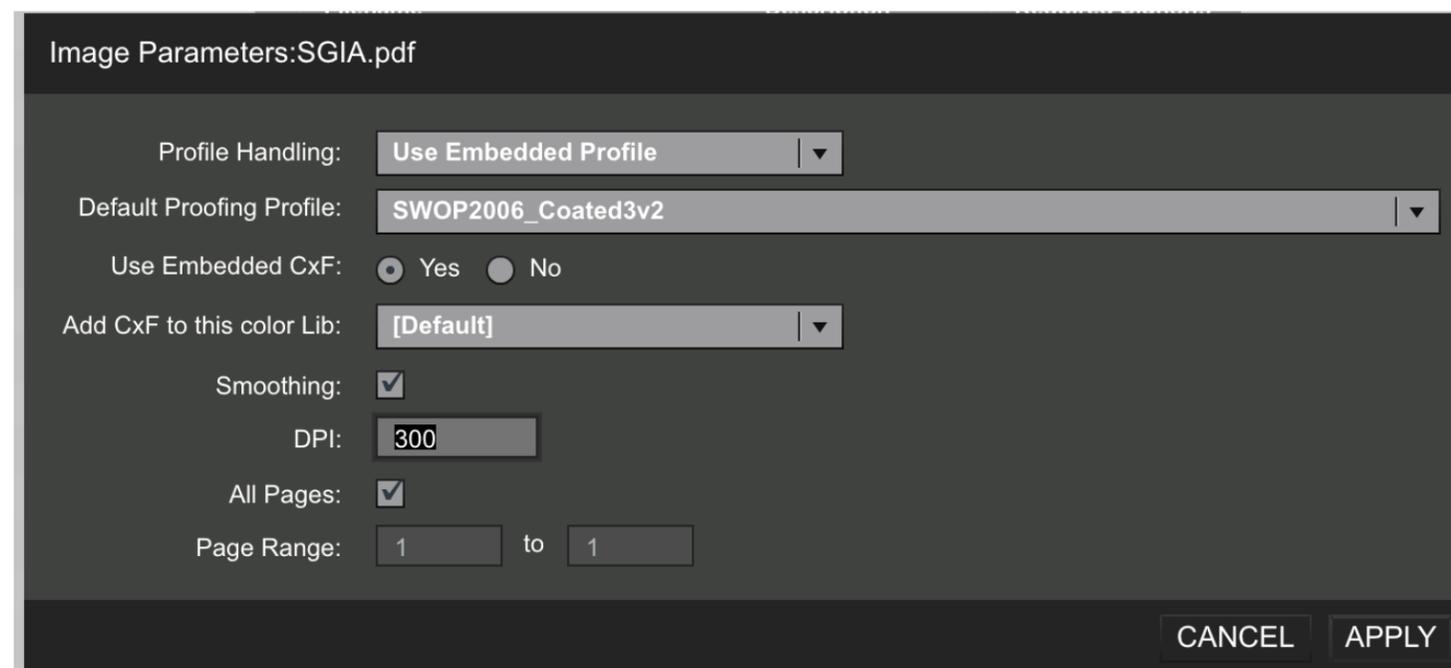
1. Click on “Create a Project” from the applications home screen and select OK in this dialog.
2. From the finder, select the files you wish to add. default file type is PDF.



## ► PDF Files

Select your RIP settings:

1. Profile Handling - Select between using embedded, default, or convert to spot (convert CMYK to spot colors).
2. Default Profile - Profile to be used instead of embedded or server default.
3. CxF handling – To use the PDF's embedded CxF values for spot channels, select the color library where you want to store them.
4. DPI - This defines the pixel size of the proof image. The default is 300 which is good for most work. If you have very small fonts you may want to increase the DPI, so you don't see jaggies when zoomed in. The higher the DPI, the larger the file size of the proofing image.
5. Page Range – Use is the same as a print dialog for a multi-page PDF.

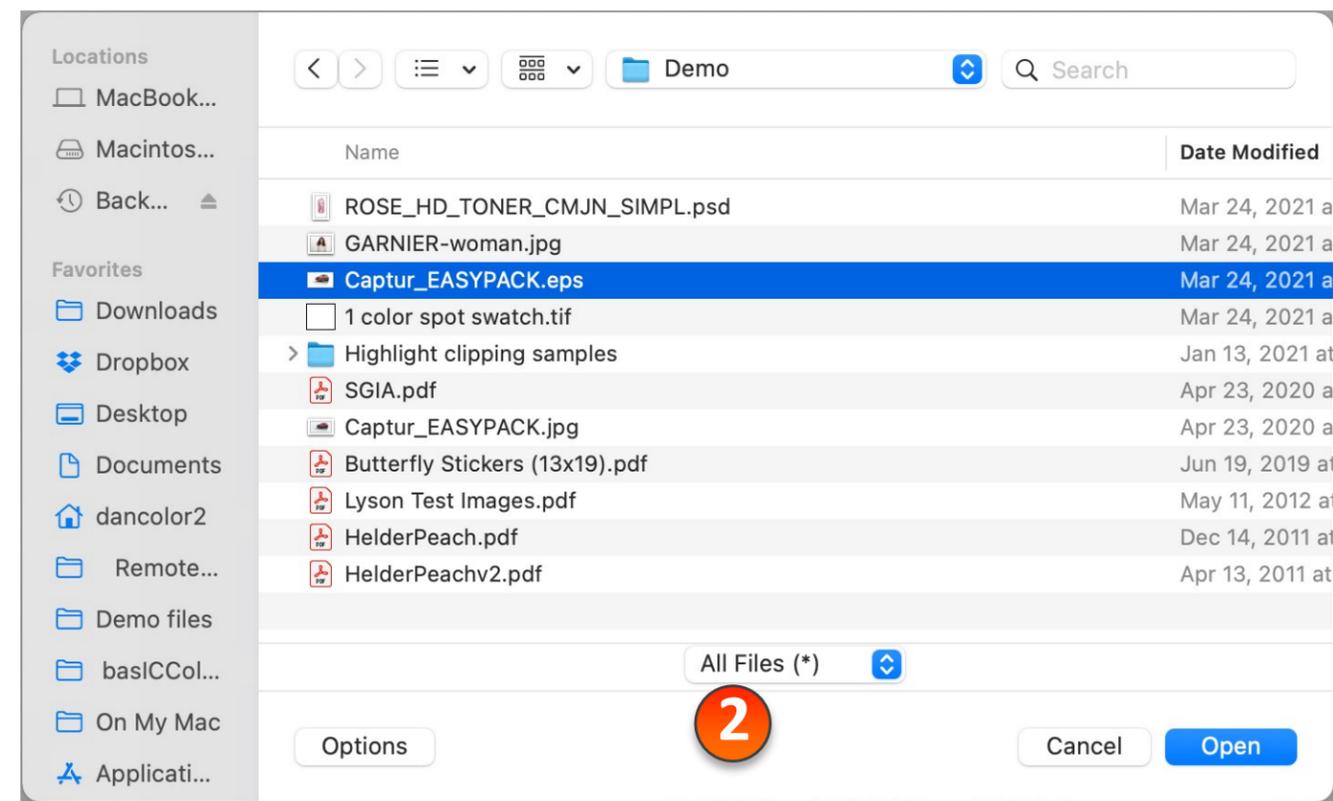
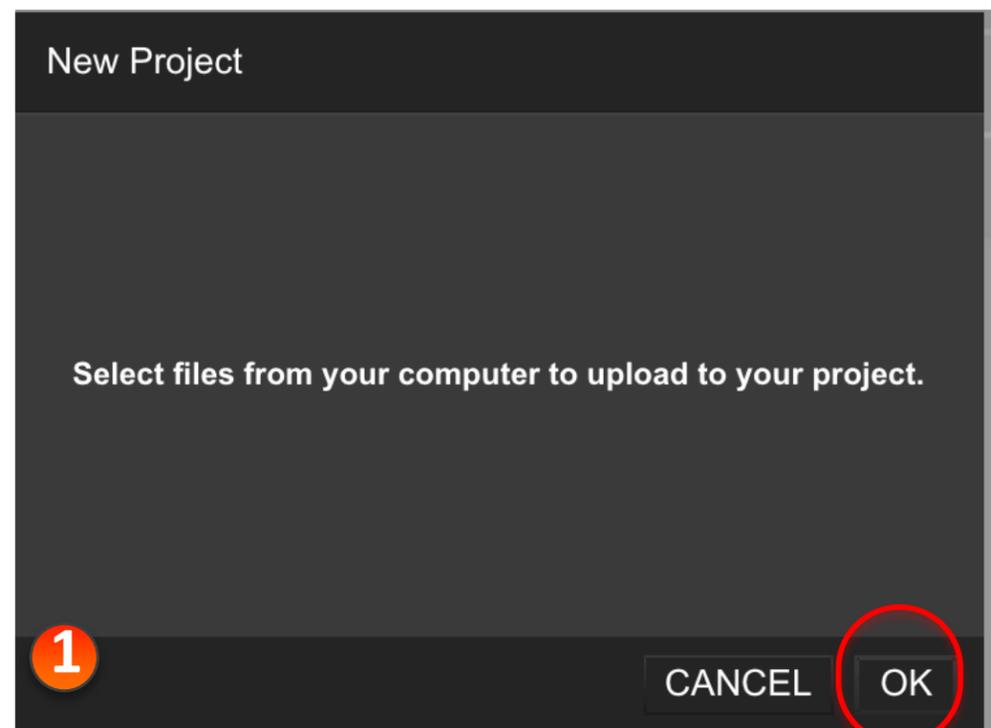


# Remote Director Training

## ► Add Raster Files

To add files to your project:

1. Click on “Create a Project” from the application home screen and select OK in this dialog.
2. From the finder, switch from PDF to all, then select the files you wish to add.



## ► Add Raster Files

Select your profile handling:

1. Profile Handling - select between using embedded or default.
2. Default Profile - Profile to be used instead of embedded or server default.

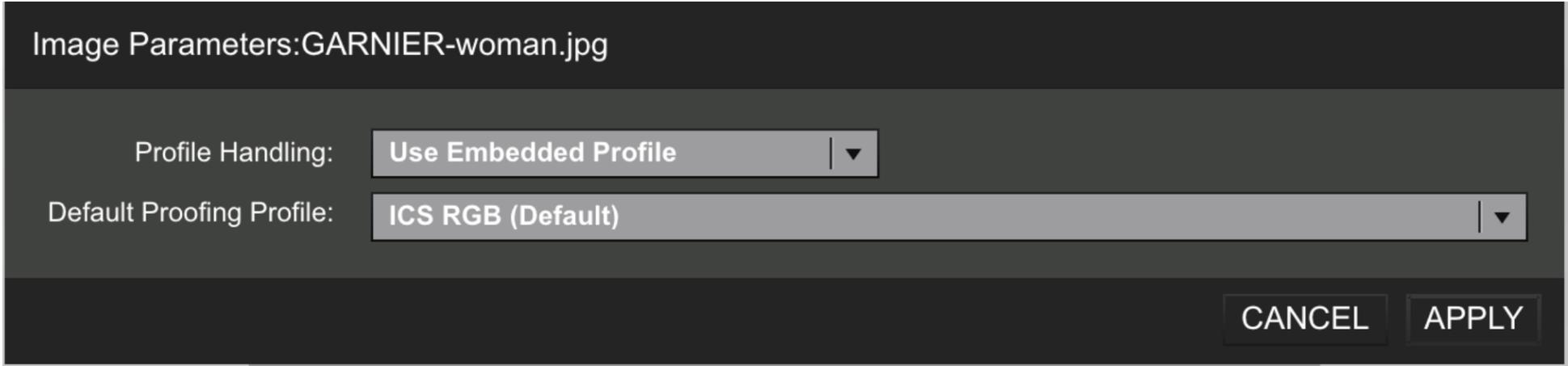


Image Parameters:GARNIER-woman.jpg

Profile Handling: Use Embedded Profile ▼

Default Proofing Profile: ICS RGB (Default) ▼

CANCEL APPLY

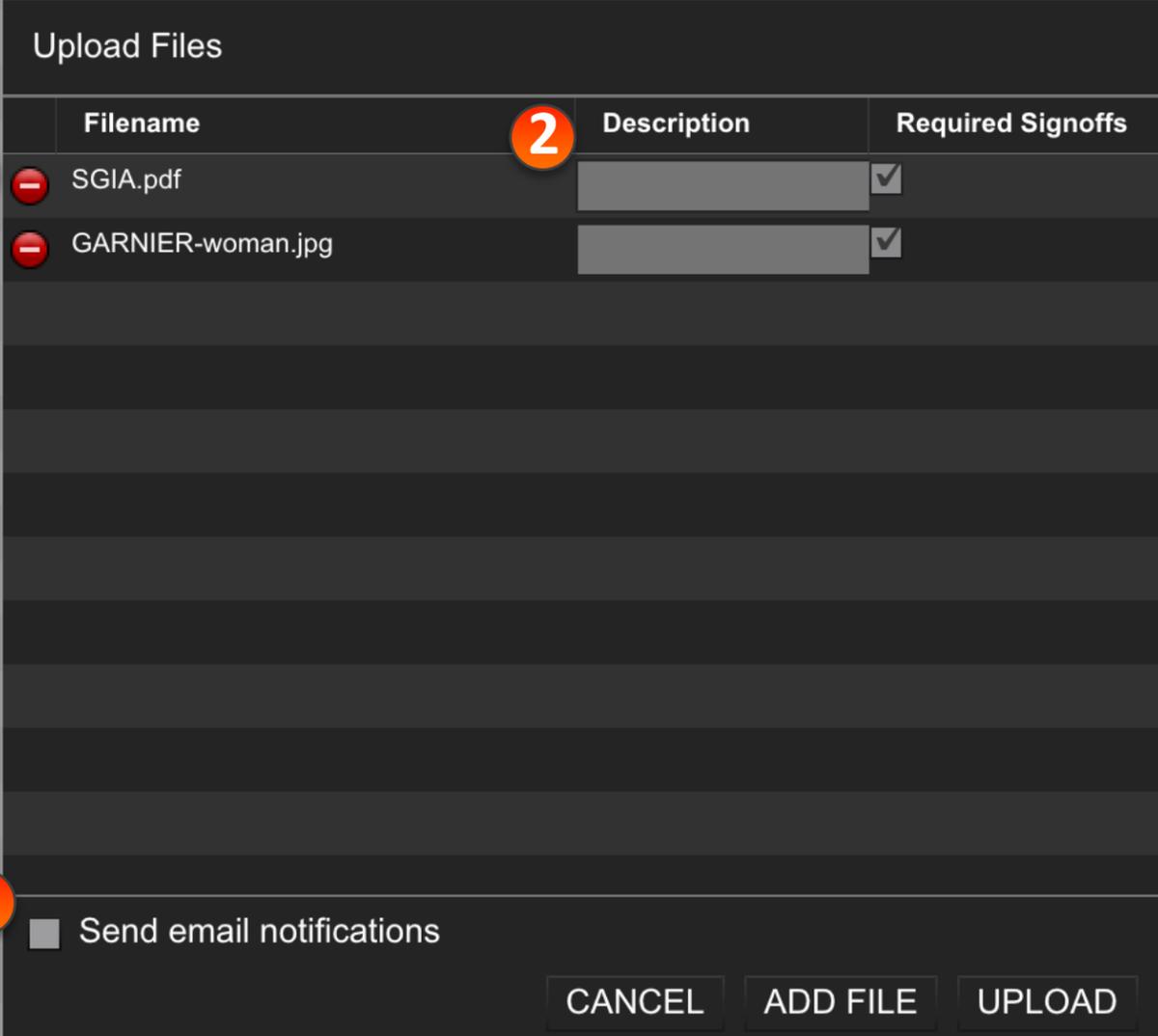
# Remote Director Training

## ► Uploading files

All selected files will list in the upload panel:

1. You can delete from list.
2. Enter a description that can be used for search in the project list.
3. Send emails to all who are invited to the project on creation. These can be triggered by signoff if you are routing the project between viewers.

Once you select upload, the new project is highlighted in the project window.



Filename	Description	Required Signoffs
 SGIA.pdf	<input type="text"/>	<input checked="" type="checkbox"/>
 GARNIER-woman.jpg	<input type="text"/>	<input checked="" type="checkbox"/>

Send email notifications

CANCEL ADD FILE UPLOAD

# Remote Director Training



## ► Status of upload

To check the status of the upload:

1. Open the Session Log disclosure arrow to monitor upload progress.
2. Thumbnails will appear when upload, ripping, and tiling has been completed.

The session log clears when the application quits or by selecting the clear button.

The screenshot shows the Remote Director web interface. On the left is a sidebar with a list of projects. The main area displays two project thumbnails: "GARNIER-woman.jpg v1" and "SGIA.pdf v5". Below the thumbnails is a "SESSION LOG" table with columns for PROJECT, FILE, PROGRESS, and STATUS. The table shows two entries: one for "SGIA.pdf" with a progress bar and status "Tiling...", and one for "GARNIER-woman.jpg" with a progress bar and status "Uploading...". A "CLEAR" button is visible at the bottom right of the session log area.

PROJECT	FILE	PROGRESS	STATUS
UG 1	SGIA.pdf	<div style="width: 100%;"></div>	Tiling...
UG 1	GARNIER-woman.jpg	<div style="width: 100%;"></div>	Uploading...

# Remote Director Training

## ► Project View

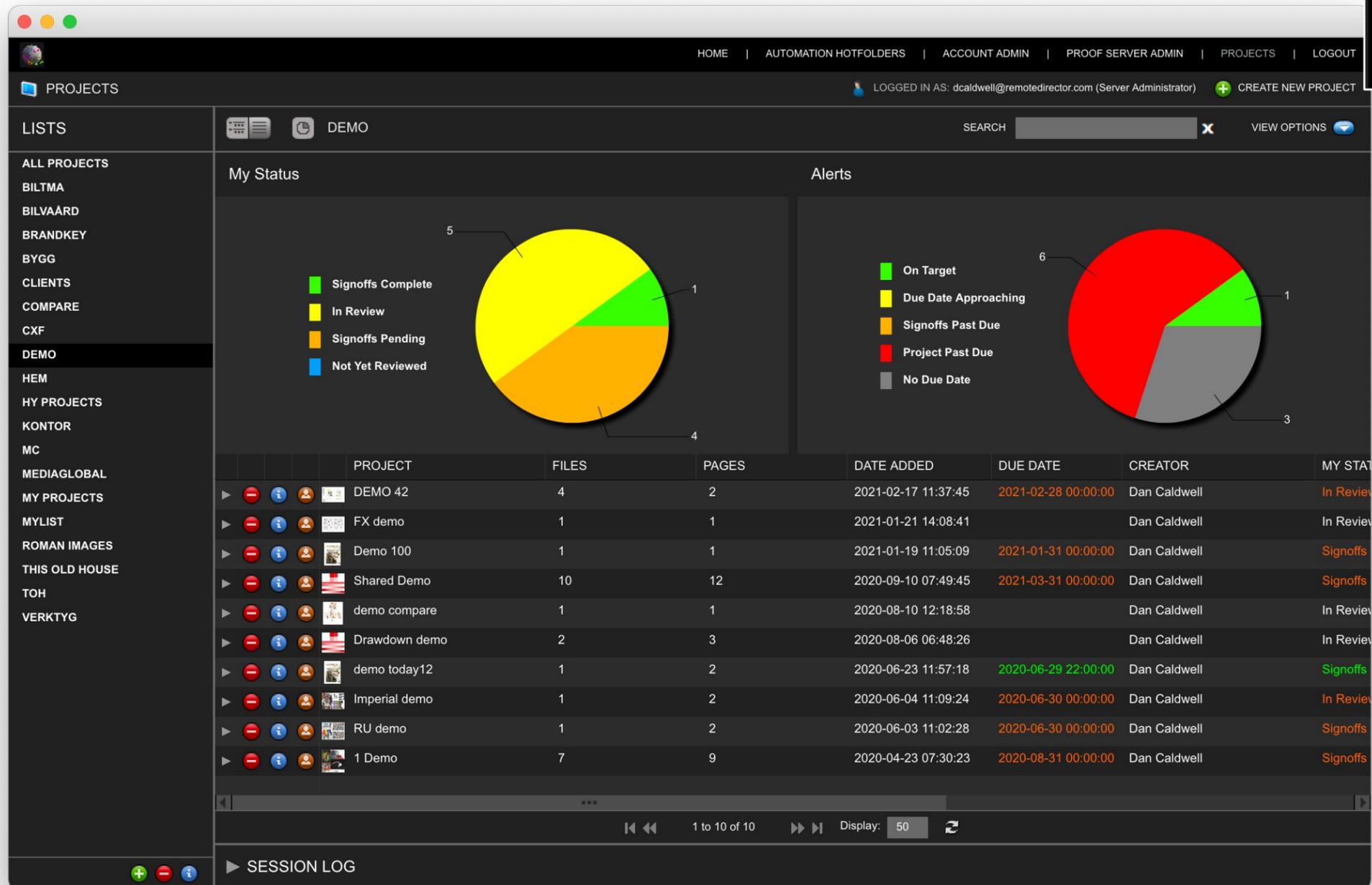
Select View Projects from the home screen to open a list of all projects you've created or have been invited to.

**VIEW PROJECTS**



**GO**

View, check status, share your projects and more.



**PROJECTS**

LOGGED IN AS: dcaldwell@remotedirector.com (Server Administrator) + CREATE NEW PROJECT

SEARCH [ ] VIEW OPTIONS [ ]

**My Status**

- Signoffs Complete
- In Review
- Signoffs Pending
- Not Yet Reviewed

**Alerts**

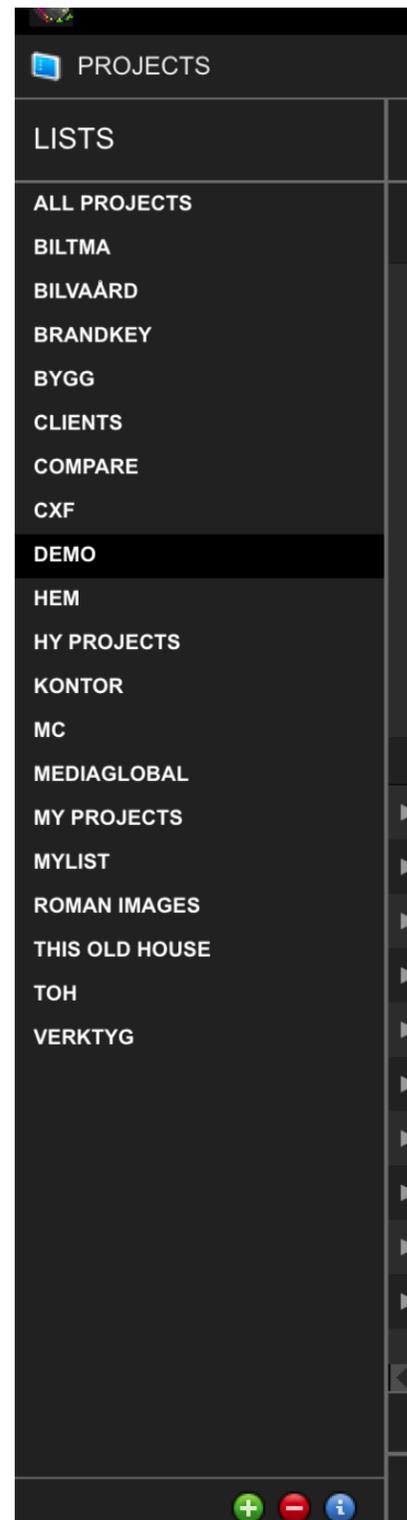
- On Target
- Due Date Approaching
- Signoffs Past Due
- Project Past Due
- No Due Date

	PROJECT	FILES	PAGES	DATE ADDED	DUE DATE	CREATOR	MY STAT
▶	DEMO 42	4	2	2021-02-17 11:37:45	2021-02-28 00:00:00	Dan Caldwell	In Review
▶	FX demo	1	1	2021-01-21 14:08:41		Dan Caldwell	In Review
▶	Demo 100	1	1	2021-01-19 11:05:09	2021-01-31 00:00:00	Dan Caldwell	Signoffs
▶	Shared Demo	10	12	2020-09-10 07:49:45	2021-03-31 00:00:00	Dan Caldwell	Signoffs
▶	demo compare	1	1	2020-08-10 12:18:58		Dan Caldwell	In Review
▶	Drawdown demo	2	3	2020-08-06 06:48:26		Dan Caldwell	In Review
▶	demo today12	1	2	2020-06-23 11:57:18	2020-06-29 22:00:00	Dan Caldwell	Signoffs
▶	Imperial demo	1	2	2020-06-04 11:09:24	2020-06-30 00:00:00	Dan Caldwell	In Review
▶	RU demo	1	2	2020-06-03 11:02:28	2020-06-30 00:00:00	Dan Caldwell	Signoffs
▶	1 Demo	7	9	2020-04-23 07:30:23	2020-08-31 00:00:00	Dan Caldwell	Signoffs

1 to 10 of 10 | Display: 50

▶ SESSION LOG

## ► Lists



Lists are filters to limit the number of projects in your view. Software ships with two defined lists:

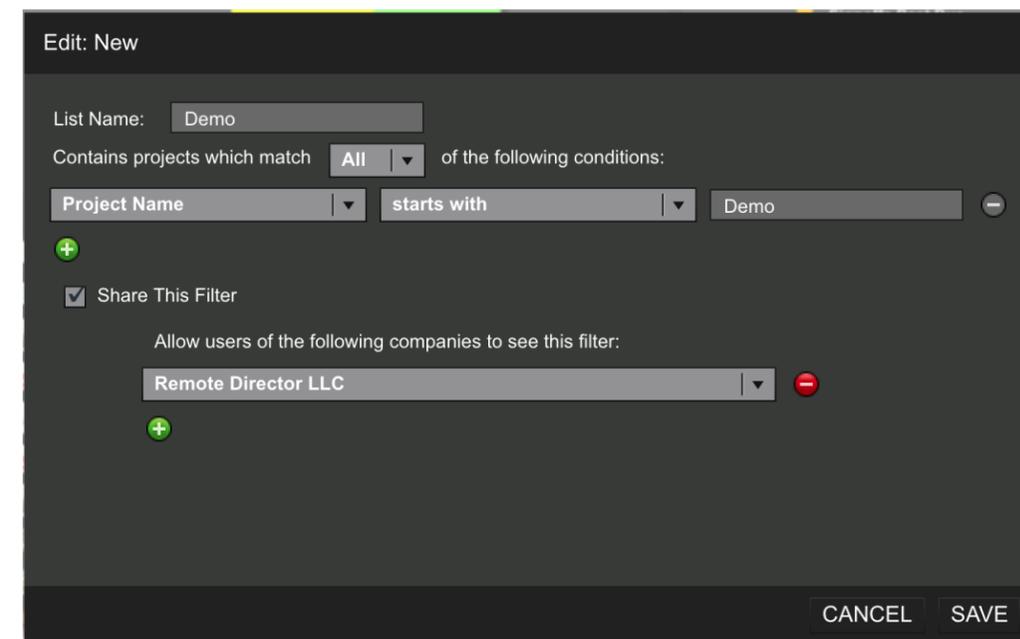
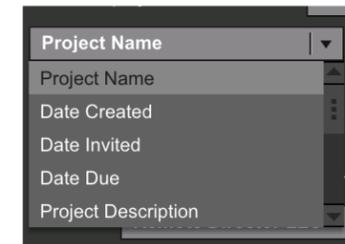
1. All projects - Projects you've created and the ones you have been invited to.
2. My List - Only projects you've created.

The “+” button at the bottom allows you to create a custom filter for your needs. Custom filters can be only yours or shared with others in your company or other companies.

The example on right shows a demo projects filter you can build based on date to show today's work, what's past due, etc.

The “i” shows the criteria for the selected list and the “-” lets you delete all but the two defaults.

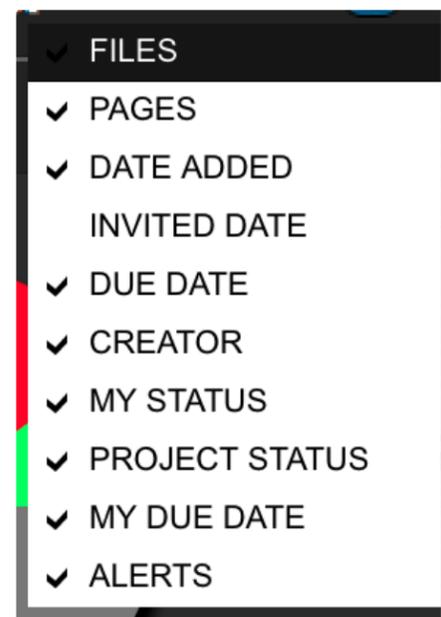
The share filter allows others in the company to see and use.



## ► Sort and search View

Icons from left to right:

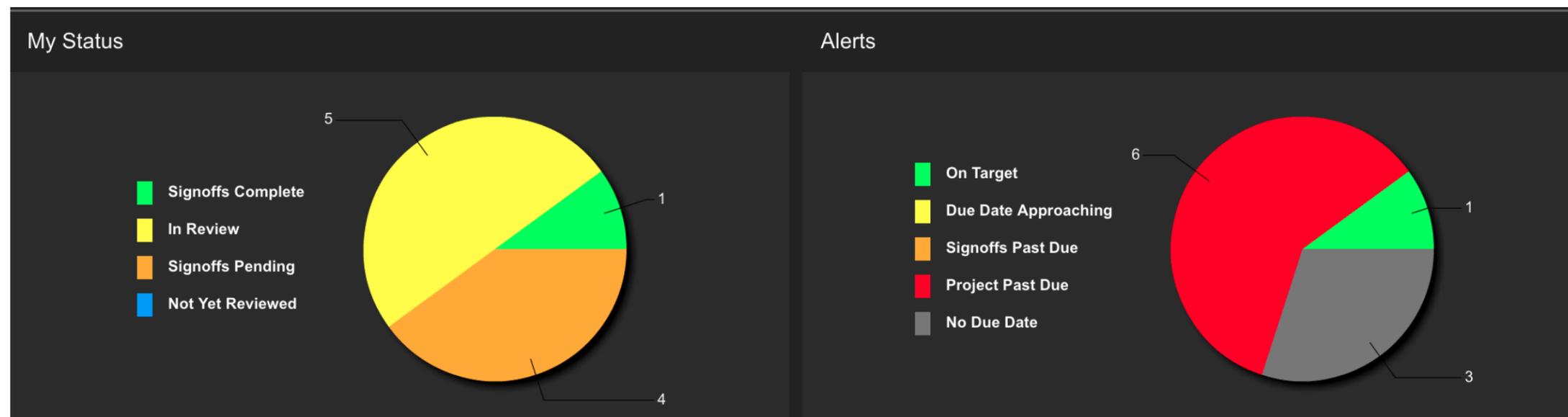
1. When selected (as in example), the list shows the Project folders.
2. If selected, the list shows the files within all the project folders.
3. Toggles list status pie charts on and off to provide more room for your list.
4. Name of currently selected project in the list.
5. Search field to find projects or files.
6. X - Clear search field.
7. View Options - defines columns you will see in your list.



## ► Status Pie Charts View

My status - your status in the current list selected and the Alerts show the number of projects that need attention.

Clicking on any piece of the pie will shorten the list to those projects. For example, if you click in the red past due area, the list would be filtered to just those 6 projects.



# Remote Director Training



## ► Project List View

Columns from left to right

1. The disclosure arrow opens the folder to show thumbnail view.
2. Delete project.
3. Get info on project.
4. Invite viewers.
5. First file (small icon).
6. Project name.

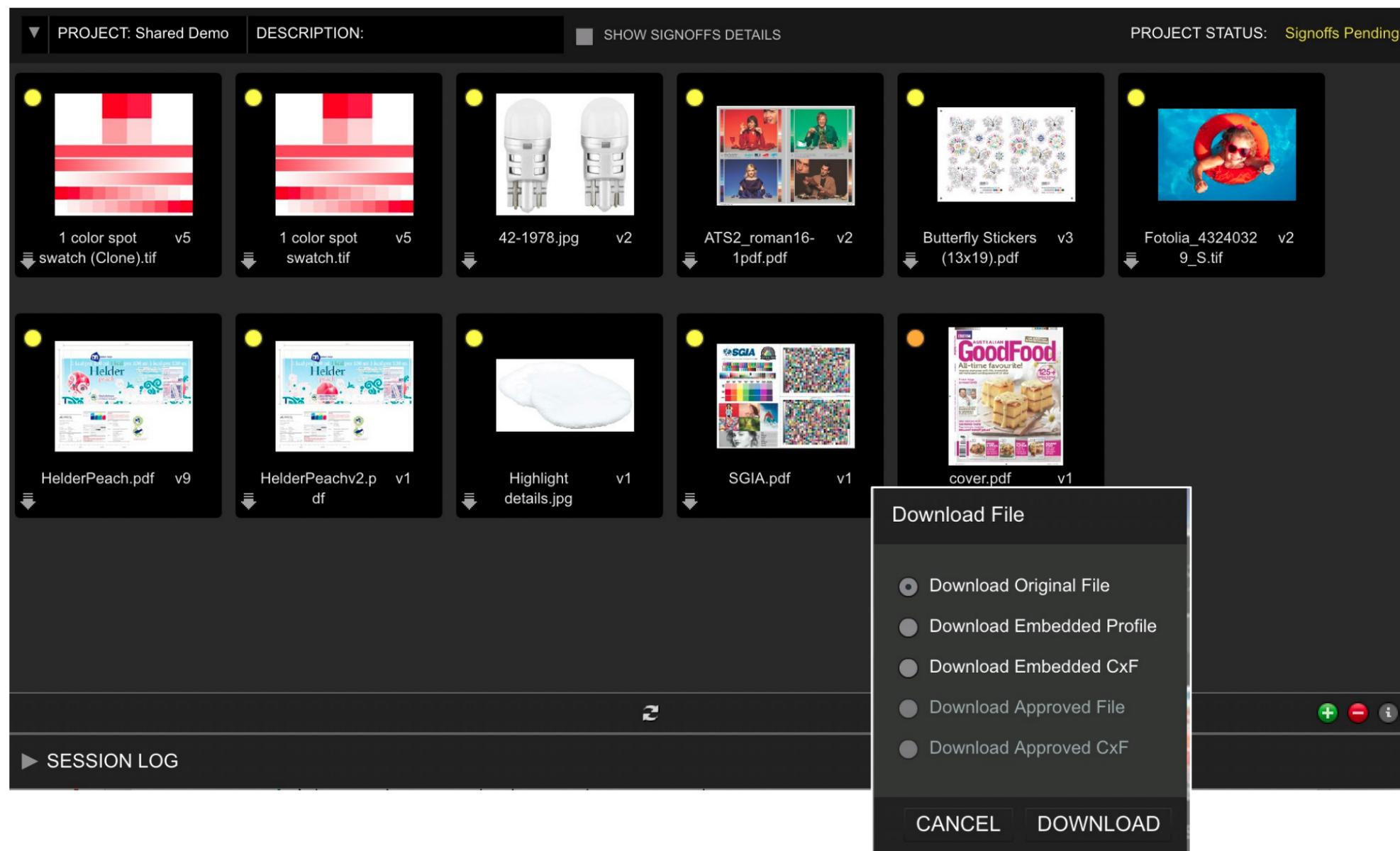
The rest of columns are what you selected in [view options](#). A click on any heading will sort the list based on that column. The arrows at the bottom let you navigate through pages if your list is longer than what can be displayed. The circular arrows will refresh the list to show new additions since you first opened the session.

			PROJECT	FILES	PAGES	DATE ADDED	DUE DATE	CREATOR	MY STATUS	PROJECT STATUS	MY DUE DATE		
▶	⊖	i	👤		Shared Demo	10	12	2020-09-10 07:49:45	2021-03-31 00:00:00	Dan Caldwell	Signoffs Pending	Signoffs Pending	2021-03-31 00:00:00
▶	⊖	i	👤		demo compare	1	1	2020-08-10 12:18:58		Dan Caldwell	In Review		
▶	⊖	i	👤		Drawdown demo	2	3	2020-08-06 06:48:26		Dan Caldwell	In Review		
▶	⊖	i	👤		demo today12	1	2	2020-06-23 11:57:18	2020-06-29 22:00:00	Dan Caldwell	Signoffs Pending	Signoffs Complete	2020-06-29 22:00:00
▶	⊖	i	👤		Imperial demo	1	2	2020-06-04 11:09:24	2020-06-30 00:00:00	Dan Caldwell	In Review	In Review	2020-06-30 00:00:00
▶	⊖	i	👤		RU demo	1	2	2020-06-03 11:02:28	2020-06-30 00:00:00	Dan Caldwell	Signoffs Pending	Signoffs Pending	2020-06-30 00:00:00
▶	⊖	i	👤		1 Demo	7	9	2020-04-23 07:30:23	2020-08-31 00:00:00	Dan Caldwell	Signoffs Pending	Signoffs Pending	2020-08-31 00:00:00

1 to 10 of 10    Display: 50    ↻

## ► Project Thumbnail View

Opening the disclosure arrow next to the project opens the folder in a large thumbnail view. Each Thumbnail shows a color LED that corresponds to the file's status. Blue - never opened, Yellow - in process, Orange - signed off by at least one viewer, Red - rejected by at least one viewer and signed off by all, Green - approved by all viewers. "+" / "-" at bottom allows you to add or delete files.



The download arrow opens a menu of download options. This can be used to deliver the approved file to your vendor. You can embed the CxF values of spot colors into the approved file.

# Remote Director Training



## ► Project Thumbnail View

Clicking the “Show Signoff Details” in the menu bar reformats to smaller thumbnails along with the viewers status. This view is designed for customer service to get a quick view of the project, status of each participant and who needs to sign next.

File Name	Versio	Status	Reviews	Date Signed	Approved/Rejected Comment	Date Posted
	5	In Review	dancolor2@mac.com			2021-04-29 14:49:0
		In Review	dcaldwell@remotedirector.com			
		In Review	duhamelcolour@telus.net			
		Not Yet Reviewed	vblake@remotedirector.com			
	5	In Review	dancolor2@mac.com			2020-09-10 14:53:2
		In Review	dcaldwell@remotedirector.com			
		In Review	duhamelcolour@telus.net			
		Not Yet Reviewed	vblake@remotedirector.com			
	2	In Review	dancolor2@mac.com			2021-03-29 18:55:5
		In Review	dcaldwell@remotedirector.com			
		Not Yet Reviewed	duhamelcolour@telus.net			
		Not Yet Reviewed	vblake@remotedirector.com			
	2	In Review	dancolor2@mac.com			2021-01-27 15:55:3
		In Review	dcaldwell@remotedirector.com			
		Not Yet Reviewed	duhamelcolour@telus.net			

# Remote Director Training



## ► Project Information View

In the Project Info tab, the blue “i” button will provide information and annotations report on the project along with a coverflow and list view of the files. The “-” allows you to delete a file. The “i” provides file level info where the pencil icon opens the dialog box to edit the file level settings. The project settings can also be edited by users with permission. The add file button opens the finder menu to select additional files for the project such as a correction version.

The screenshot displays the 'Project : Shared Demo' interface. The 'Project Info' tab is active, showing a coverflow of project files and a settings panel. The settings panel includes fields for Description, Company (Remote Director LLC), Due Date (2021-03-31), Target Color Temp (D50), Target Luminance (Max/Other 160), Ink Limit (280), Print Process (Use Proof Server Default), and Require Calibration (Yes/No).

File Name	Page	Status
1 color spot swatch (Clone).tif	1	In Review
1 color spot swatch.tif	1	In Review
42-1978.jpg	1	In Review
ATS2_roman16-1pdf.pdf	1	In Review

An 'ADD FILE' button is located at the bottom left of the file list.

An 'Edit: HelderPeach.pdf' dialog box is open, showing file details: File Version: 9, Source Profile: ISO Coated v2 (ECI), Print Process: Use Project Default, Rendering Intent: Absolute Colorimetric, Paper Substitution: None, Dimensions: 12.54 X 10.03, Resolution: 300 dpi, Size: 118.86 MB, and Require Signoffs: Yes/No. The dialog has 'CLOSE', 'CANCEL', and 'SAVE' buttons.

# Remote Director Training



## ► Project Information View

The Project Annotation tab shows all the annotations and signoff status in the project. The drop-down menus allow you to filter the list by date and/or users. The print icon will generate a web page that can be printed and export will save a .csv file for use with MIS systems. Selecting the status radio button reports the duration of a user's activity between invite and signoff.

Project : Shared Demo

Project Info | Project Annotations

Annotations  Status

Generate a report where  is

ID	File Version	File Name	Page	Reviewer	Date	Note
3	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:29:49	whay is this Red
4	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:14	freehand
5	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:29	Cyan=16 Magenta=25 Yellow=67 Black=0
6	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:41	nested
18	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:00:24	molve peach
19	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:00:37	change color
20	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:14:38	zbfbdpu;bhv;ouHGoibndz'foibnDOIBNz/I

Date: 2021-05-07 14:55:07 Filter: Date is All

Annotations Report, Printed by: Dan Caldwell

ID	File Version	File Name	Page	Reviewer	Date	Note
3	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:29:49	whay is this Red
4	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:14	freehand
5	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:29	Cyan=16 Magenta=25 Yellow=67 Black=0
6	1	cover.pdf	1	Dan Caldwell	2020-12-17 12:30:41	nested
18	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:00:24	molve peach
19	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:00:37	change color
20	9	HelderPeach.pdf	1	Dan Caldwell	2021-04-29 08:14:38	zbfbdpu;bhv;ouHGoibndz'foibnDOIBNz/I

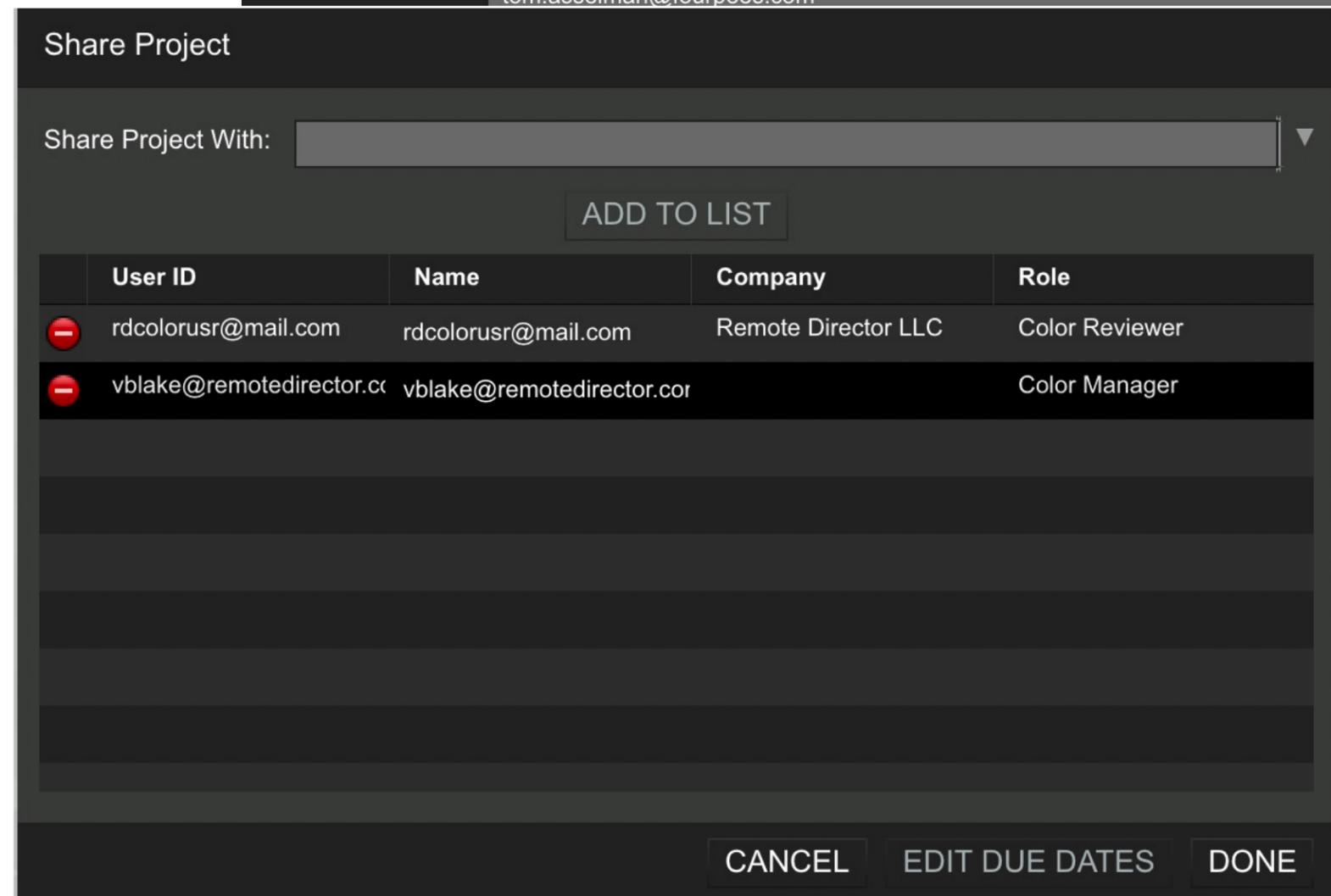
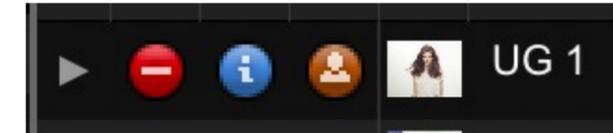
EXPORT APPROVAL CLOSE

# Remote Director Training



## ► Invite Viewers

Select the brown user icon just before the project thumbnail in the list to invite viewers to a project. As you begin typing, previous names will appear for you to select from. If you select Add to List, you can add multiple names including workgroups.



CANCEL EDIT DUE DATES DONE

## ► Routing Project

Each viewer and workgroup can be assigned an independent due date based on the project due date, creation date, or a previous viewer's status.

Any member of a workgroup can sign off for the entire group and the file is locked.

Emails to invite the viewers can be sent all at once or upon previous viewers status change to trigger the email.

Edit Due Dates for Project: UG 1

Name	Due Date Dependencies	By	Time To Complete
Art Department	Project Creation Date		2
Dan Caldwell	Last File Signoff	Art Department	2
rdcolorusr@mail.com	No Signoff Required		
tibo lepoutre	Project Due Date		24
vblake@remotedirector.com	First File Signoff	Dan Caldwell	3

Due Date Dependency for vblake@remotedirector.com

Trigger Event:

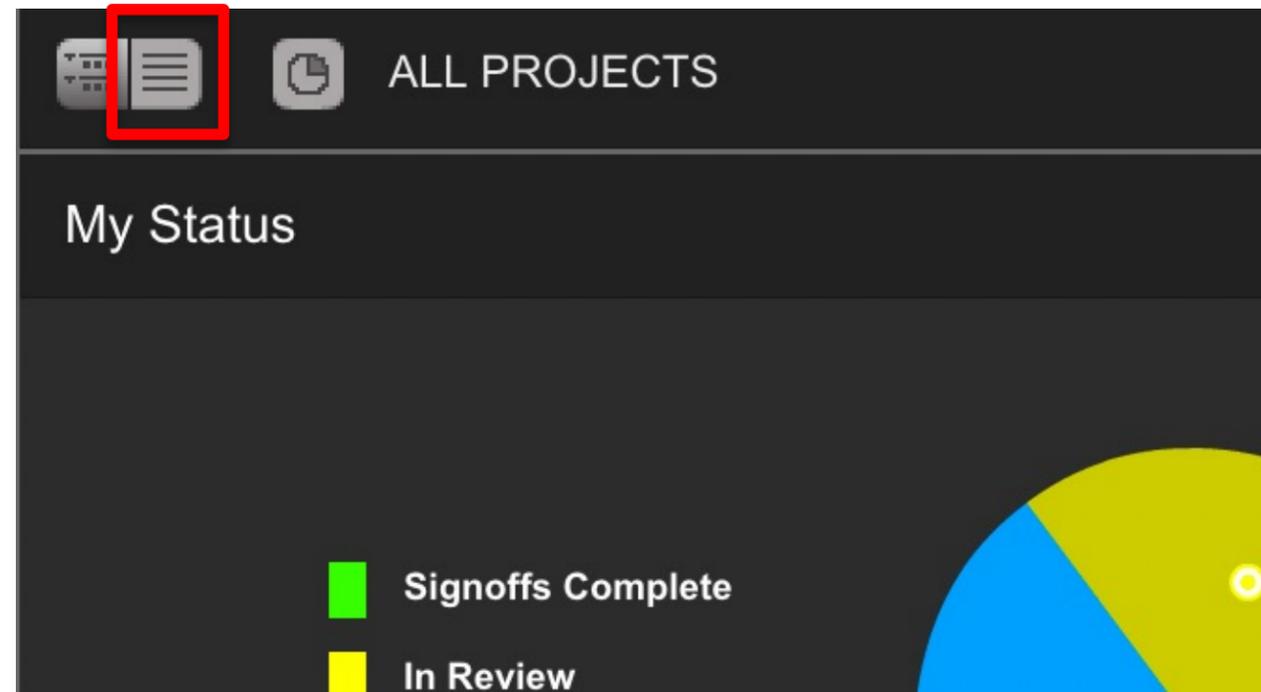
By:

Days to Complete:

Send Notification Email:

## ► File View

Switching to the file list icon above the pie charts will show all the files in your list and add a "Project" as a column in the list view.



		FILE NAME	PROJECT	PAGE:	DATE ADDED	VERSION	PROJECT STATUS	MY DUE DATE	MY ST
[-]	[i]	[img] Highlight details.jpg	Shared Demo	1	2021-03-29 11:56:39	1	Signoffs Pending	2021-03-31 00:00:00	In Revi
[-]	[i]	[img] 42-1978.jpg	Shared Demo	1	2021-03-29 11:55:56	2	Signoffs Pending	2021-03-31 00:00:00	In Revi
[-]	[i]	[img] Getty_FC_GIG06.p1 (30).pdf	DEMO 42	1	2021-03-04 08:53:39	6	In Review	2021-02-28 00:00:00	In Revi
[-]	[i]	[img] conagra-05.pdf	DEMO 42	1	2021-02-17 11:39:57	5	In Review	2021-02-28 00:00:00	In Revi
[-]	[i]	[img] Fotolia_43240329_S.tif	Shared Demo	1	2021-01-27 09:12:32	2	Signoffs Pending	2021-03-31 00:00:00	In Revi
[-]	[i]	[img] ATS2_roman16-1.pdf.pdf	Shared Demo	1	2021-01-27 07:55:36	2	Signoffs Pending	2021-03-31 00:00:00	In Revi
[-]	[i]	[img] Butterfly Stickers (13x19).pdf	FX demo	1	2021-01-21 14:10:52	5			In Revi
[-]	[i]	[img] Getty_FC_GIG06.p1 (30).pdf	Demo 100	1	2021-01-19 11:06:42	5	Signoffs Pending	2021-01-31 00:00:00	Signoff

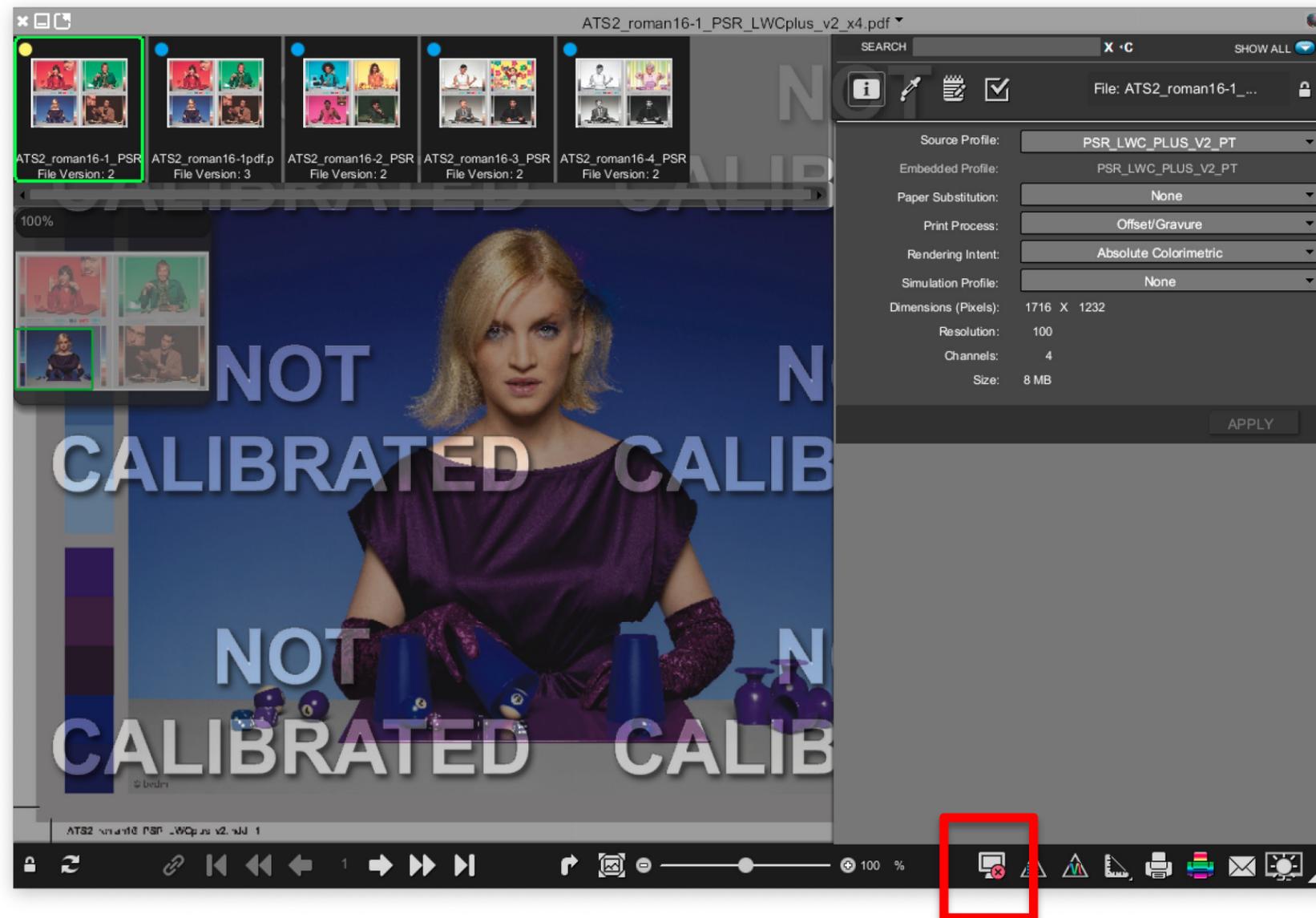
1 to 27 of 27    Display: 50

## ► Training Modules

- [Terminology](#)
- [System Architecture](#)
- [Lighting – Environment](#)
- [Server Installation](#)
- [Application Installation](#)
- [Server Administration](#)
- [Manage Account - Create Projects - Project List](#)
- [The Viewer/Calibrator/Tools – Navigation](#)
- [Hotfolders](#)
- [Support](#)

## ► The Viewer

Clicking the project name or icon in the list will launch the viewer. Size and position of the viewer is remembered from the previous session.



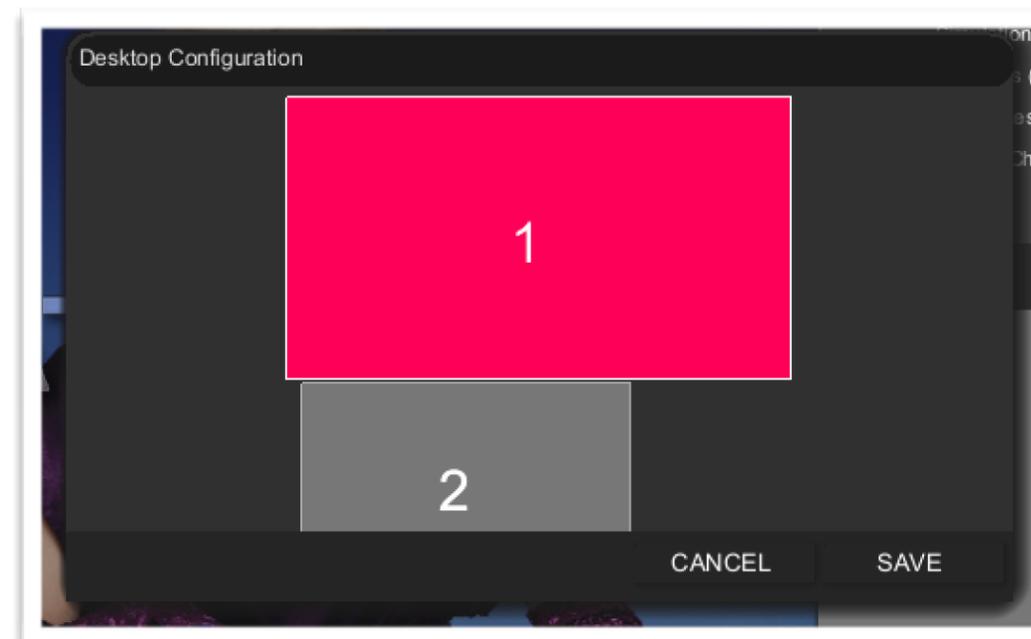
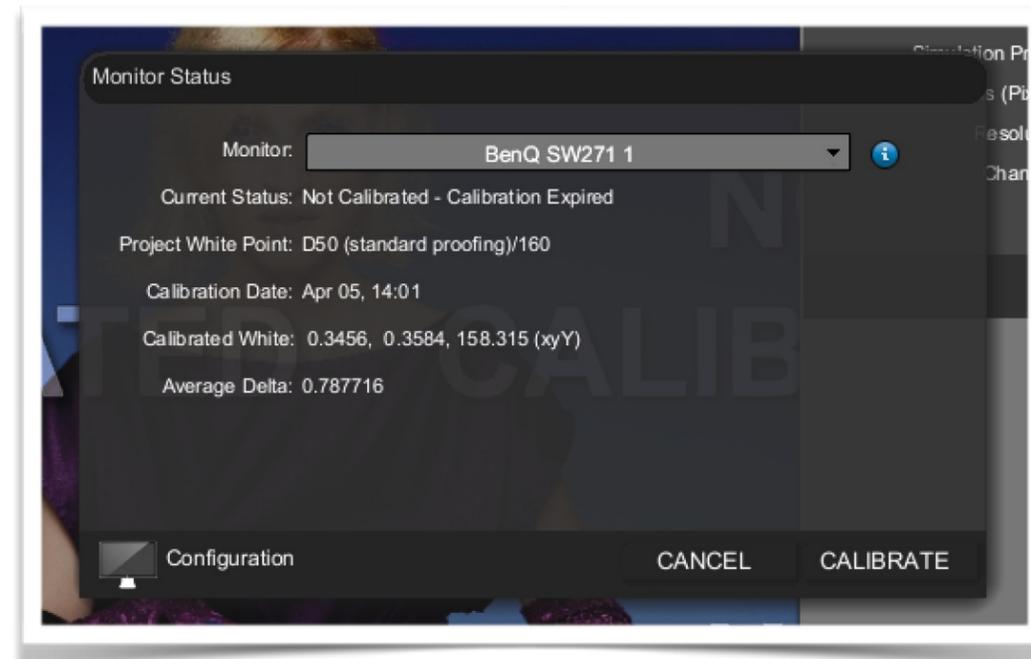
The Not Calibrated mask and the red x on the monitor icon in the toolbar indicate the display's current calibration status is out of date or does not meet the project requirements.

## ► Calibrate the display



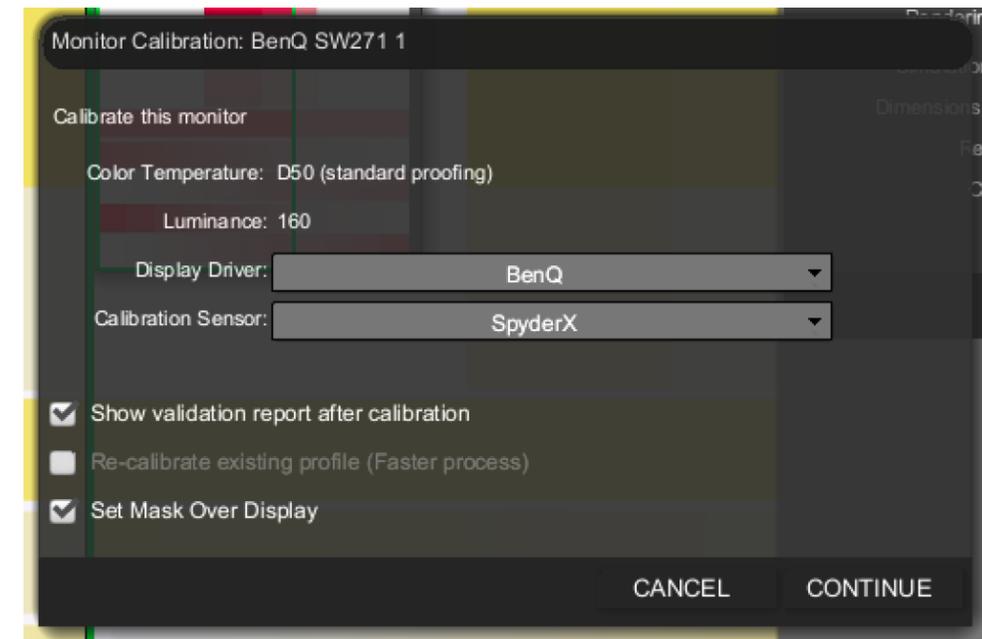
Select the calibrate icon on the tool bar.

1. The software detects and shows the display name and current status. The status and other info will be blank if it is the first time the monitor is calibrated with Remote Director.
2. Select Configuration if you are using multiple displays and choose the display you wish to calibrate. Be sure the OS is set for the two displays at the proper resolutions. Never mirror displays. (more detail on multiple displays follows).
3. Select “Calibrate”.

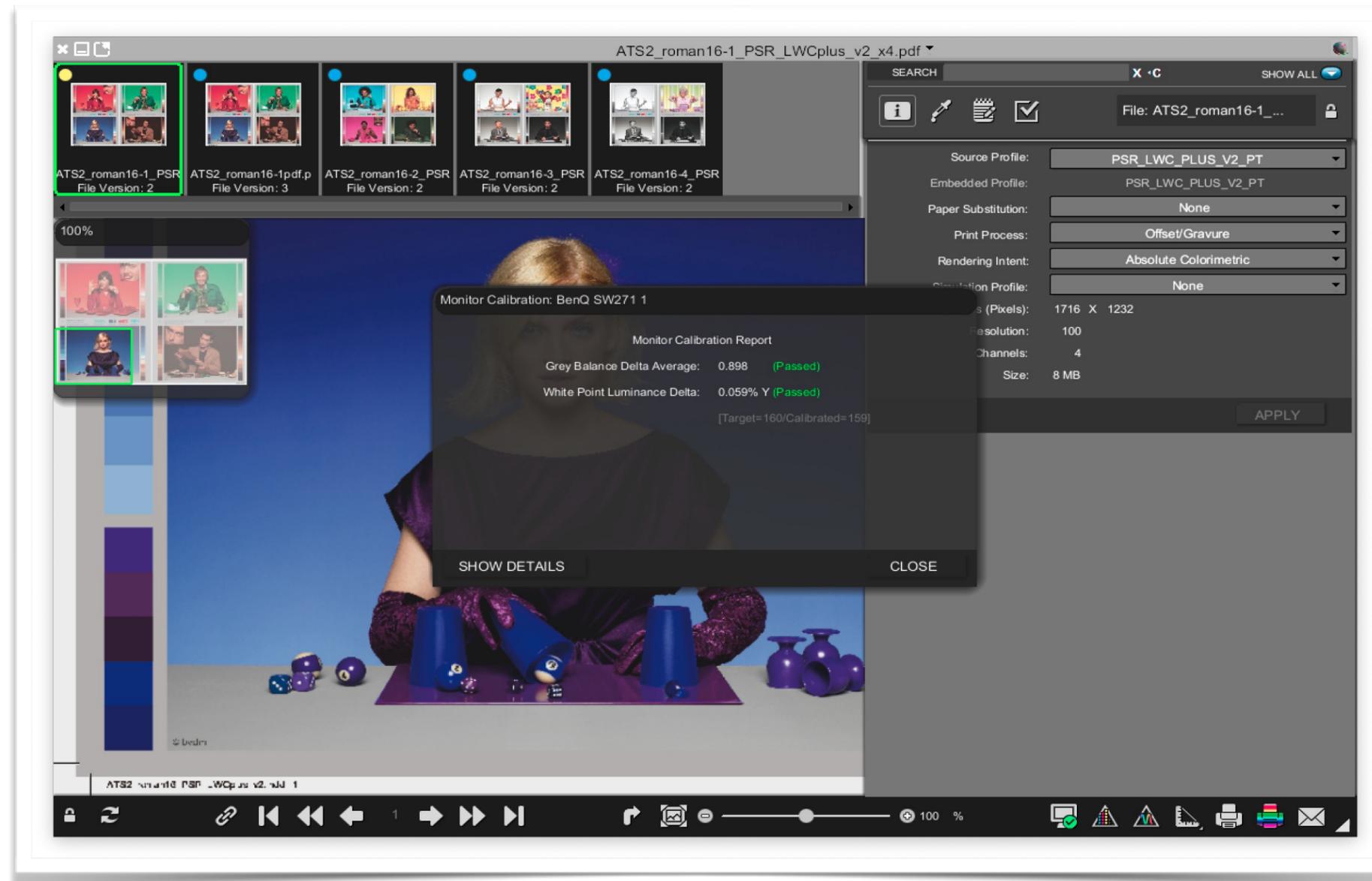


## ► Calibrate the display

1. Select your display driver from the drop-down menu for your display model or select “other”.
2. Select your instrument from the drop-down menu and click continue.
  1. Show Validation Report will display the pass / fail data on white point and grey balance conformity to the ISO specifications for soft-proofing at the end of calibration.
  2. Re-calibrate existing profile will assume the display was calibrated by Remote Director previously and bypasses many of the iterative measurements for grey balance, making the process faster though less accurate.
  3. Set Mask Over Display will hide the desktop while calibrating
3. Hang the instrument over the image on the screen and select continue. The flashing green icon indicates measuring.



## ► Display Verification



When calibration is complete, a report will be presented that shows the results of the grey balance and the white point. A green "passed" is shown if both are within the ISO tolerance. The uncalibrated mask will disappear, the icon on the toolbar will turn to a green checkmark and other functionality will now be enabled.

## ► Display Verification Detail Report

Remote Director Client						Validation Report								
<b>General Results</b>														
Report Summary		<b>Failed</b>				2021-04-29T18:10:30Z								
Target		5001K												
Achieved Temperature		4835K												
Display:		Built-in Retina Display 2												
Measuring device:		SpyderX												
Test		Measured				Status								
Average $\Delta E$		13.38				<b>Failed</b>								
Maximum $\Delta E$		37.89				<b>Failed</b>								
Target		Measured												
Color	Index	RGB			L*a*b*			L*a*b*			xyY	$\Delta E$		
	0	255	255	255	100.00	0.00	0.00	100.00	1.38	2.12	0.3508	0.3608	294.58	2.78
	1	241	241	241	94.90	0.00	0.00	94.28	0.77	-0.73	0.3456	0.3567	253.12	1.38
	2	228	228	228	89.80	0.00	0.00	88.82	0.68	-3.27	0.3412	0.3522	217.38	3.24
	3	216	216	216	84.71	0.00	0.00	84.14	-0.13	-2.43	0.3412	0.3541	189.54	2.34
	4	203	203	203	79.61	0.00	0.00	79.69	-0.17	-0.18	0.3451	0.3583	165.33	0.32
	5	190	190	190	74.51	0.00	0.00	75.71	-1.62	2.70	0.3481	0.3655	145.59	3.47
	6	171	171	171	67.06	0.00	0.00	66.37	0.87	4.29	0.3566	0.3671	105.46	4.11
	7	149	149	149	58.82	0.00	0.00	39.71	18.33	-13.49	0.3509	0.2919	32.62	26.19
	8	128	128	128	50.20	0.00	0.00	16.74	37.15	-53.83	0.2137	0.1099	6.62	37.89
	9	96	96	96	37.65	0.00	0.00	11.34	31.14	-46.82	0.2055	0.1054	3.86	31.55
	10	64	64	64	25.10	0.00	0.00	6.40	7.00	-13.47	0.2833	0.2344	2.09	17.47
	11	42	42	42	16.86	0.00	0.00	33.63	-53.59	43.28	0.2696	0.6642	23.07	29.82
	12	255	0	0	59.30	94.41	61.75	59.60	91.30	96.44	0.6752	0.3209	76.88	12.72
	13	0	255	0	84.75	-117.20	86.46	84.92	-112.80	99.47	0.2769	0.6794	182.86	3.23
	14	0	0	255	32.10	57.38	-110.89	30.58	65.86	-115.89	0.1537	0.0654	17.98	2.79

Show Details presents a report on all measurements and will be displayed in your browser (the viewer will minimize to show the browser). These are stored for each calibration for reference over time.

## ► Multiple Monitors - Proofing Display and Project Display

Using one display to view your project list while proofing on a second display can easily be done.

Launch the RD Client application and open a project in the viewer.  
Select the "Calibration" Icon from the tool bar at the bottom of the viewer.

Select the "Configuration" button in the lower left of the Monitor Status panel and chose the display you wish to use for proofing.

Select "Save" and the viewer will jump to the selected display.  
If the display is calibrated, the calibration icon will have a green check. If it is not calibrated, it will have a red x. Simply follow the on-screen prompts to calibrate the selected display.

The viewer will reopen on the selected display each time.

## ► Proofing across two displays.

Using multiple displays to proof your color is allowed if both displays are the same make and model.

On your OS settings menu be sure both displays are set up to the same resolution and arranged properly side by side or top and bottom.

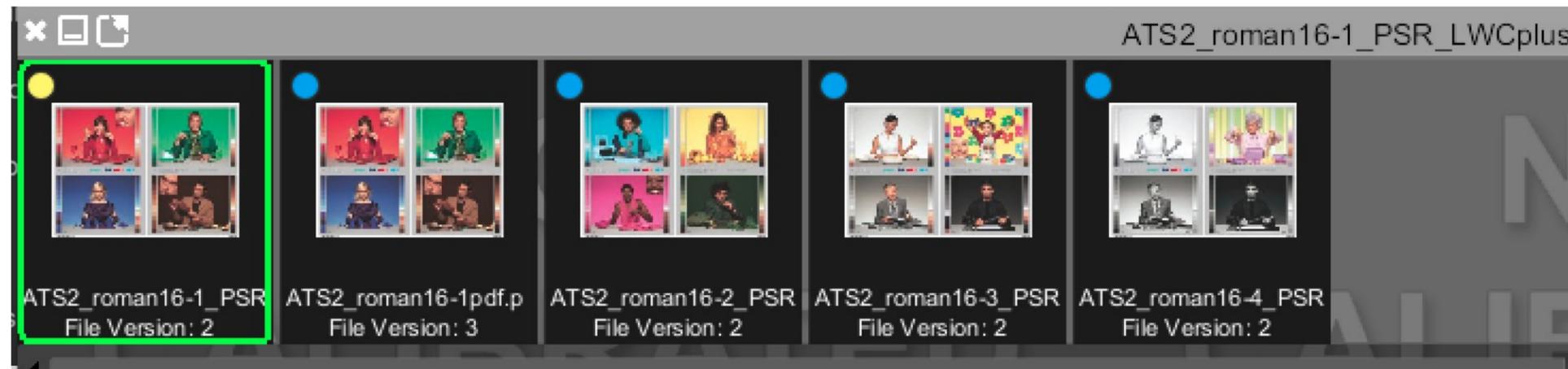
Launch the RD Client application on monitor 1 and open a project.  
Select the "Calibration" Icon from the toolbar at the bottom of the viewer.  
Follow the steps to calibrate the monitor.

Select the "Calibration" Icon from the tool bar at the bottom of the viewer again.  
Select the "Configuration" button in the lower left of the Monitor Status panel and chose monitor 2. When you select "Save", the viewer will jump to monitor 2 for calibration.

Now that both displays are calibrated, you can select the "Calibration" Icon from the toolbar at the bottom of the viewer again. This time when using the "Configuration", choose both displays by holding down the multiple selection key for your OS.

Select "Save" and the viewer will jump across both displays when in the full screen mode and treat them as a single display.

## ► Viewer Thumbnail Bar



The thumbnail bar at the top of the viewer allows you to choose an icon to close the viewer, minimize the viewer to the OS dock, or expand the viewer to full screen (escape will exit full screen). If you click on the file name in the menu bar, it shows a list for selection of all files in the project. The green rule around the thumbnail shows the active file in the viewer and the LED color indicators show the status of the file.

- Blue - not yet reviewed.
- Yellow - in process.
- Orange - partially signed off.
- Green - Approved.

If a thumbnail has an arrow on it, that indicates it is a multi-page file and clicking the arrow will show a thumbnail for each page.

## ► The Tool Bar



Left to Right

Use the:

- Lock to hide both thumbnails and tool bar to window shade mode.
- Refresh to see notes from another viewer in a dynamic session.
- Chainlink icon to tie or break panning and zooming of multiple files.
- Arrow to next or last file in project.
- 90 degree rotation icon to rotate the file.
- Zoom to toggle between fit inside viewer window and life size of the file.
- Zoom slider (you can enter a numerical factor as well) to zoom.
- Monitor calibration icon to calibrate
- TI icon to see total ink warning mask.
- OOG icon to see out of gamut mask.
- Measurement tool to mousedown to change increments.
- Printer icon to print notes and sign-offs.
- Color Printer icon to download to a local printer's profile for color accurate hard copy to match display.
- Email icon to end email with to all invitees with a link to the file.
- Last icon to toggle USB connected lighting between 1) match monitor 2) hard copy evaluations and 3) off.

## ► Tool Panel – File selection

The top of the tool panel contains file search functions to assist in finding a file in a project that contains many files. As you search, the thumbnail bar hides all files that are not in the search criteria.

You can search by file name.

The “x” clears the search.

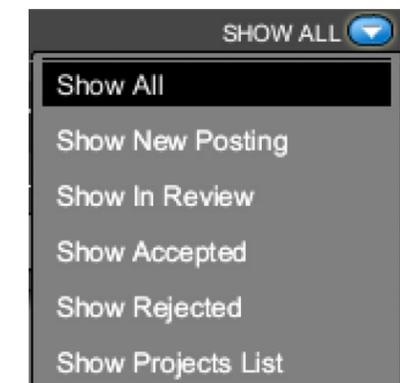
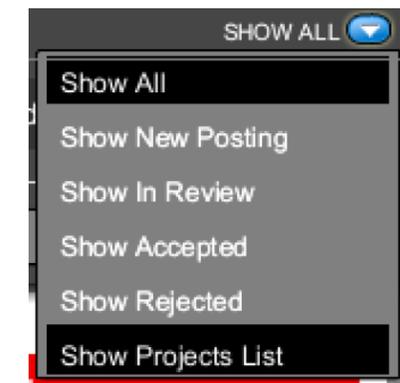
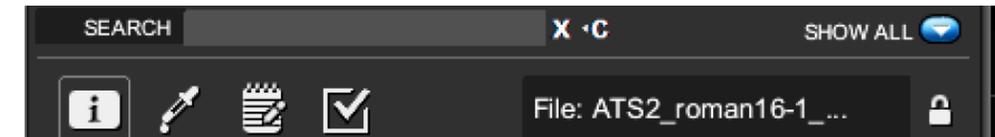
The “c” copy's the active file name to the search field.

“SHOW ALL” is a drop-down list to filter the files based on status.

“File” indicates the active file this panel is working with.

The lock allows you to window shade this menu to gain more viewing area.

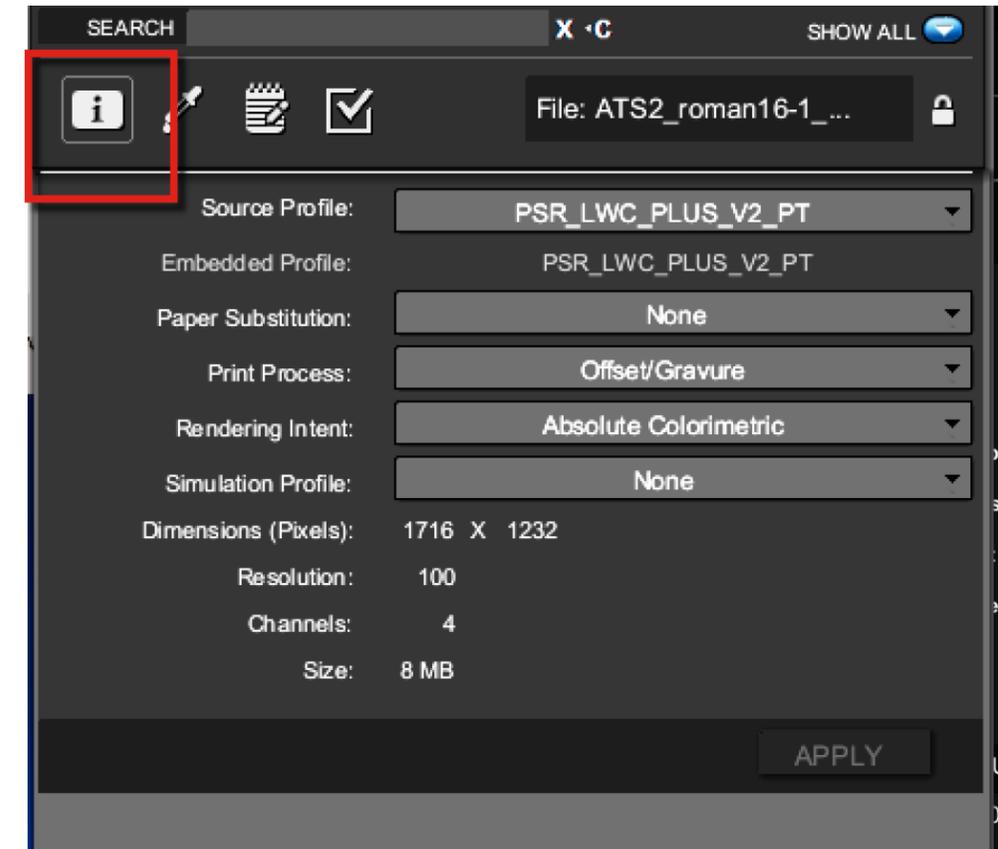
**Note:** *If the viewer was launched from an email link, the drop-down contains “Show Projects List” in case you need to see a file in a different project as the email only launches the viewer.*



## ► Tool Panel - File information and color settings

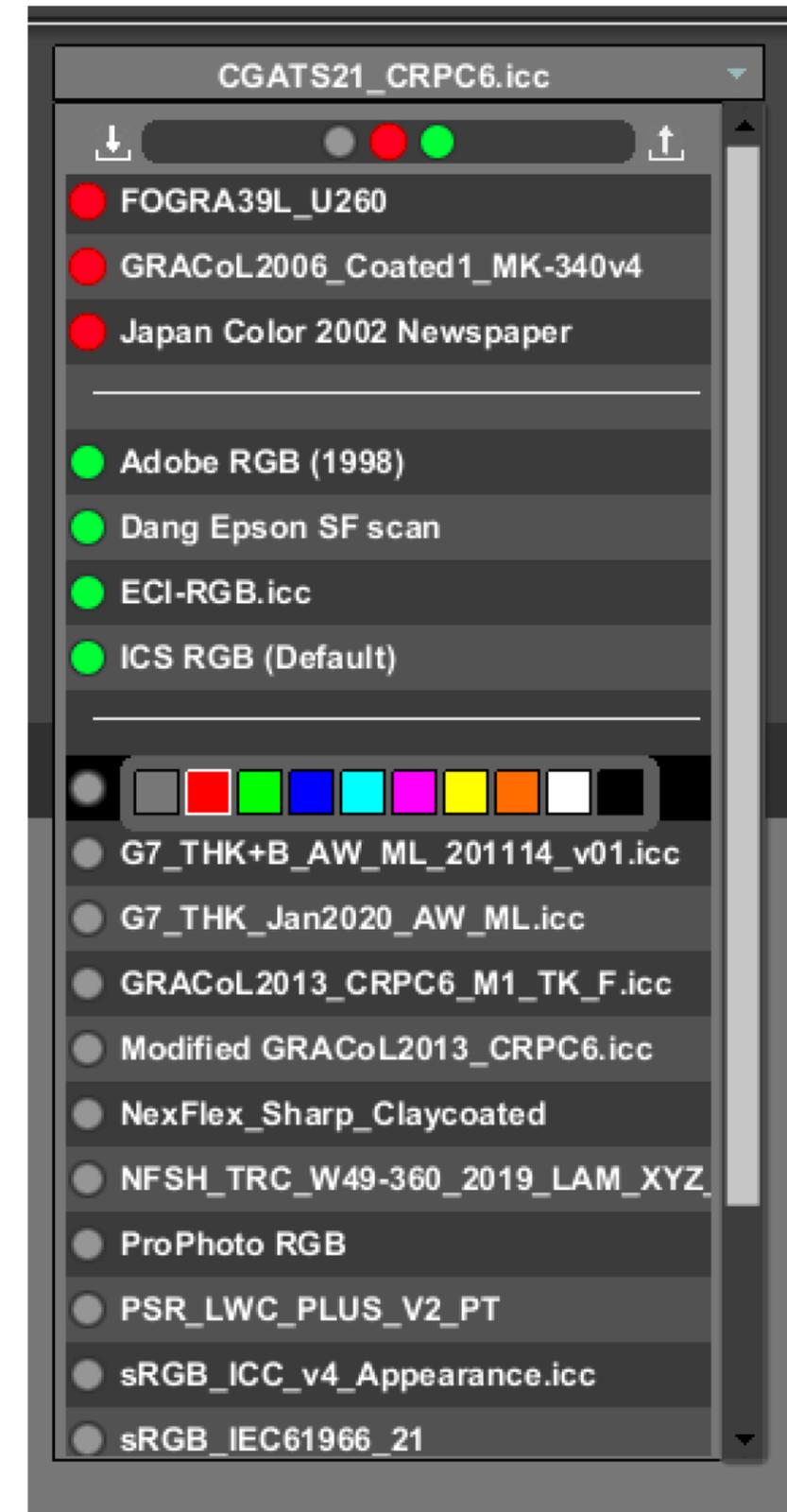
From top down.

- Source profile - This is the current profile assigned to the file that describes the color space of the proof. This can be changed to evaluate different profiles including going to the finder and uploading a new profile.
- Embedded Profile - This is the profile that was embedded in the file when it was uploaded to the Proof Server and will match the source unless changed.
- Paper Simulation - If none, the paper is the paper color from the source profile, a user can select other papers for evaluation and RD will blend the new paper color with the profile.



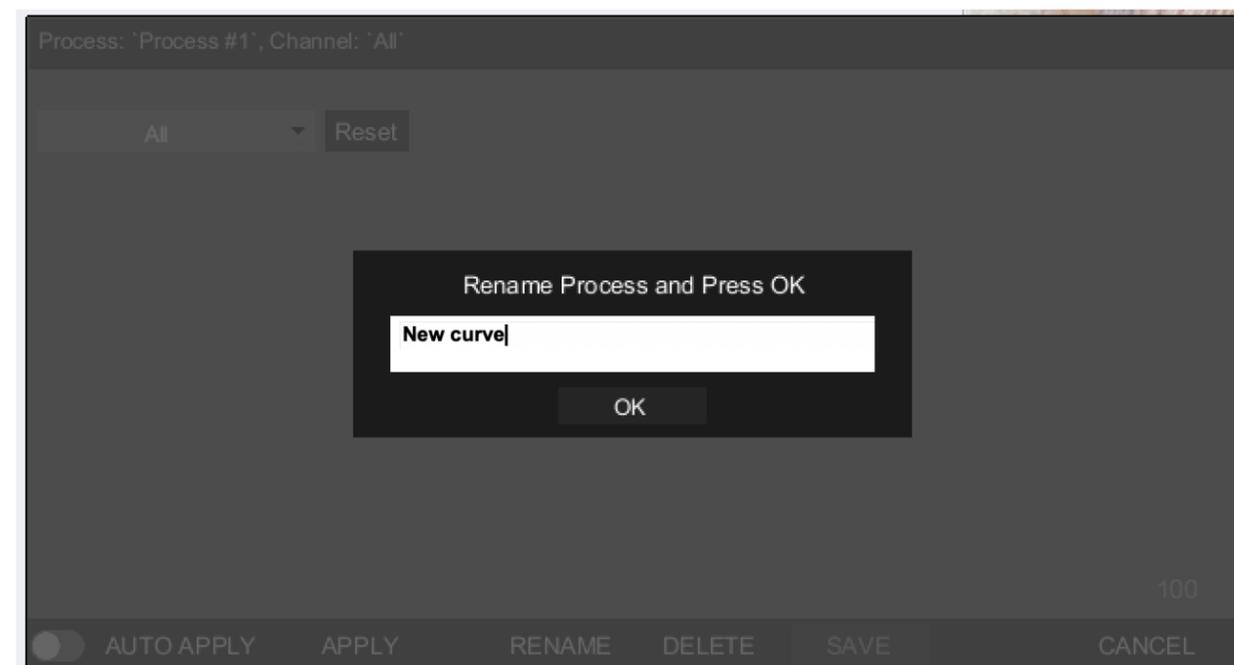
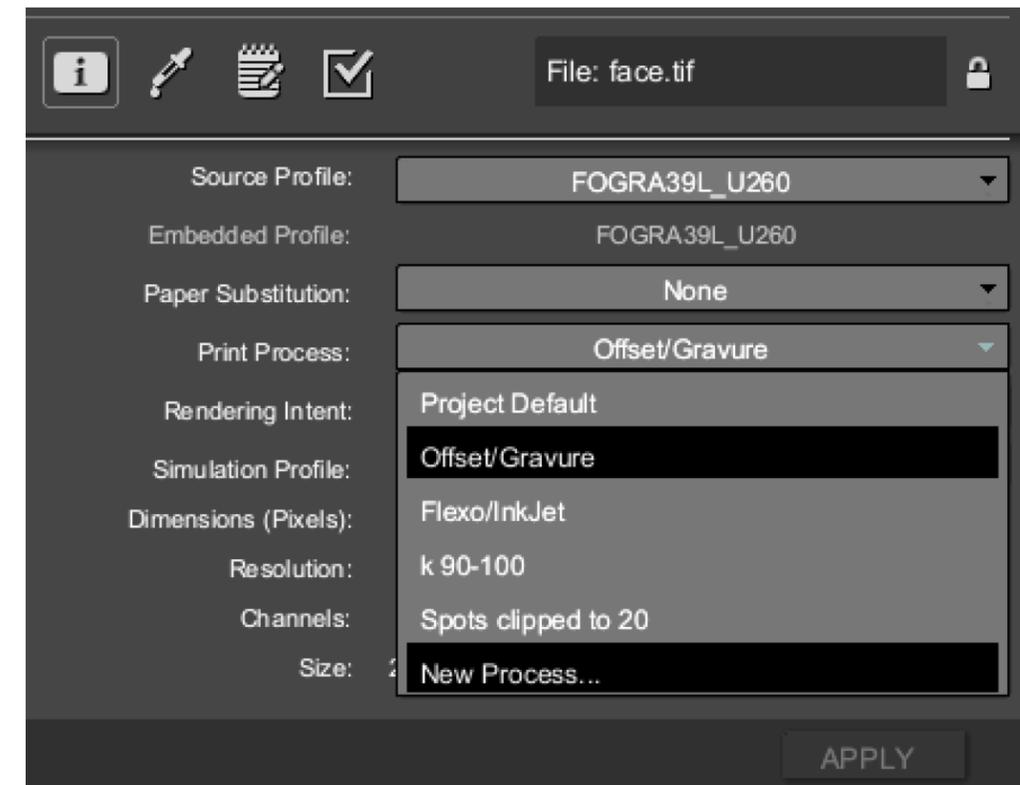
## ► Tool Panel – Profile Selection Options

- Default Tags - To get the default sort from the server click on the down arrow icon located in the upper left corner of the list panel.
- User Defined Tags - Click on the tag icon to the left of the item name in the list and select the tag color you wish.
- Tag Sorting - Each color tagged will appear on the selection bar at the top of the list. Click on the color you wish to appear at the top of your list. The sort you create will be stored on the local machine and remain that way for that user until they restore the default sorting from the server (down arrow icon).
- Managing Default Tags - Administrators can use the up arrow icon to the right of the tag selection bar to save the default tag sorting for all users.



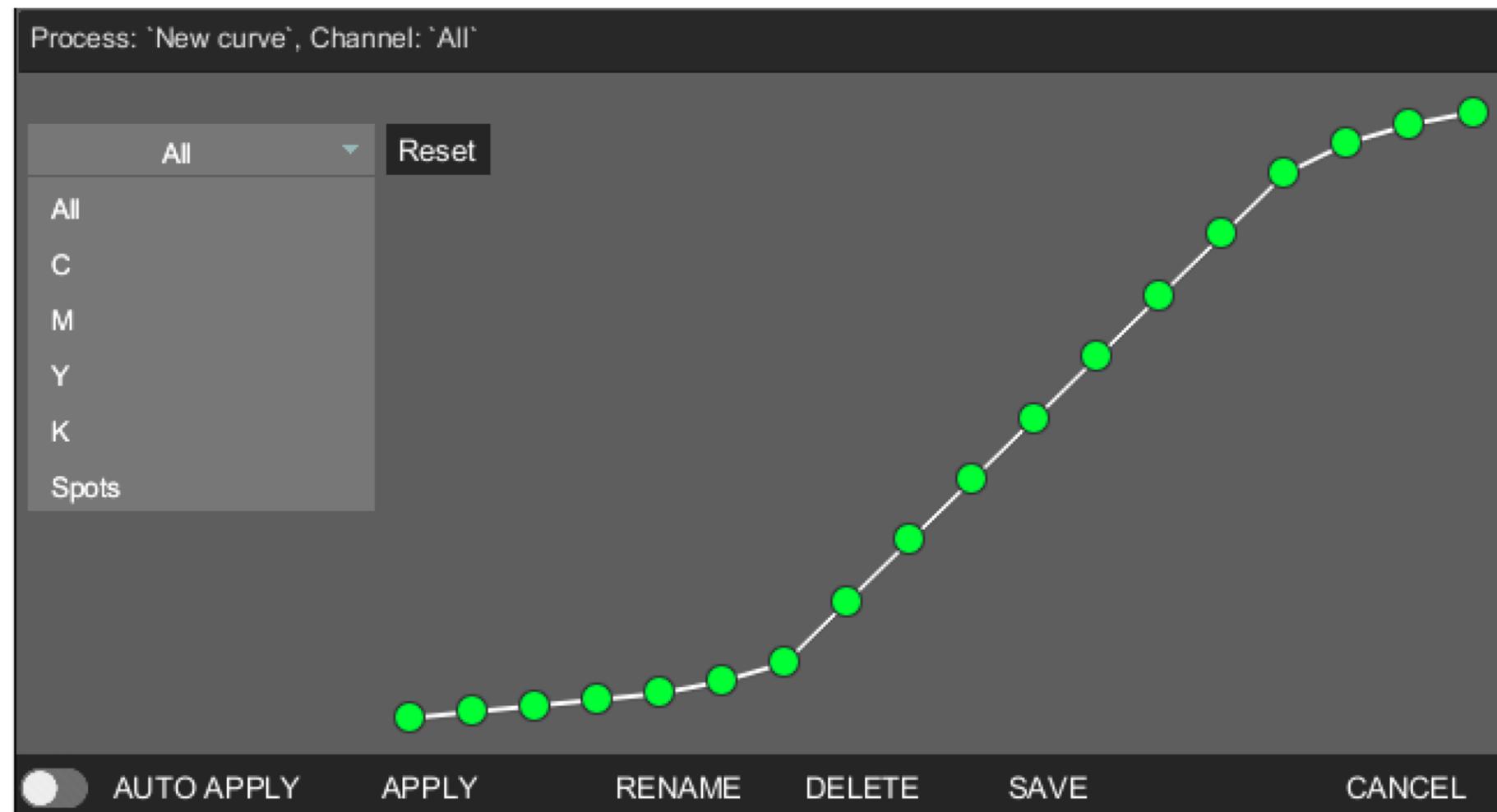
## ► Tool Panel - Curves

- Print Process - This allows you to select, build, or edit a print condition curve interactively with a proof.
- Select Edit to edit, delete or rename the current curve. (note system defaults can not be edited)
- An interactive curve pallet will open over the proof in the viewer.



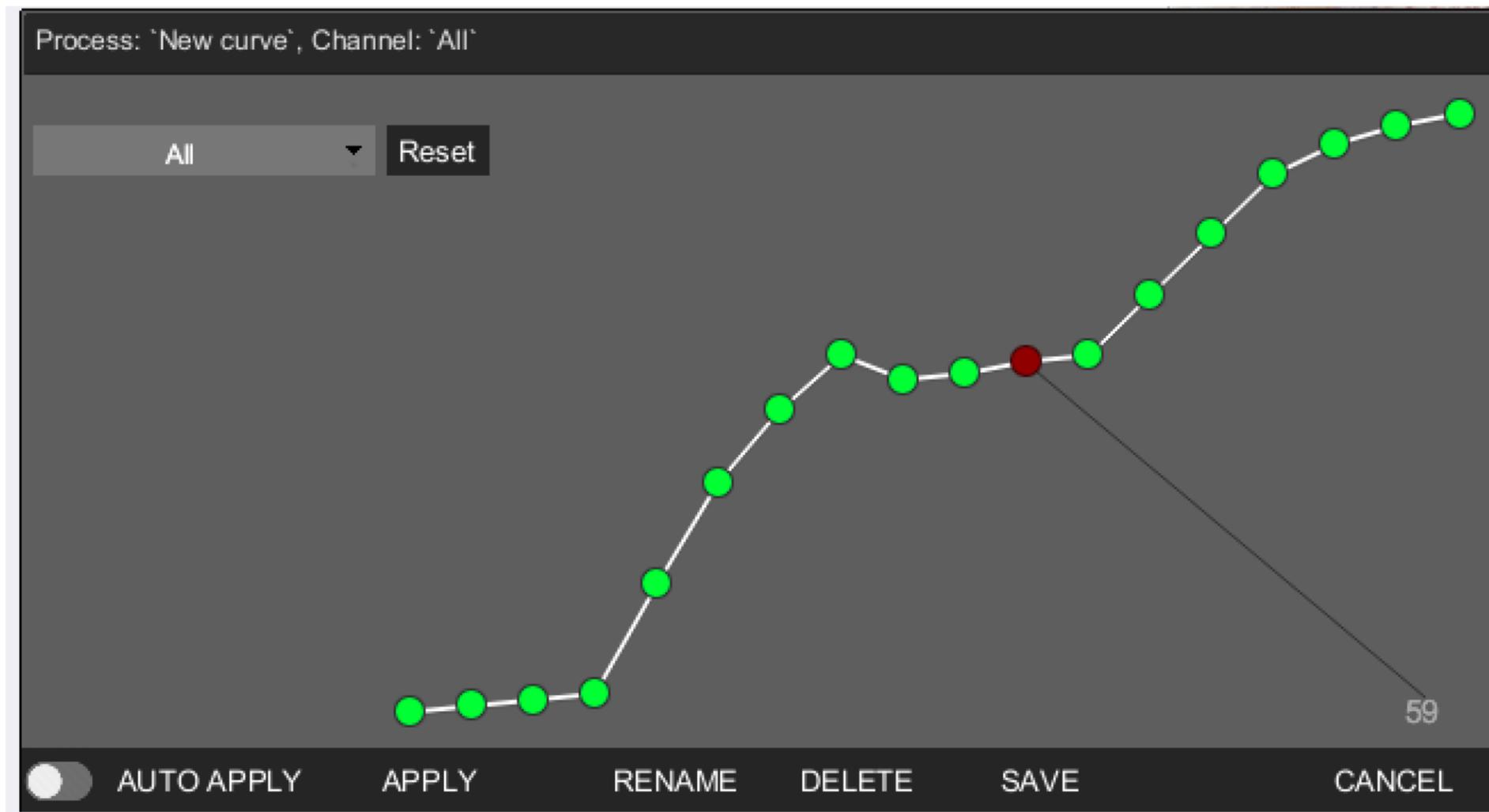
## ► Tool Panel - Curves

- After naming the curve will appear over the active proof image. As with the system admin curves you can select the channel(s) you want the curve applied to.



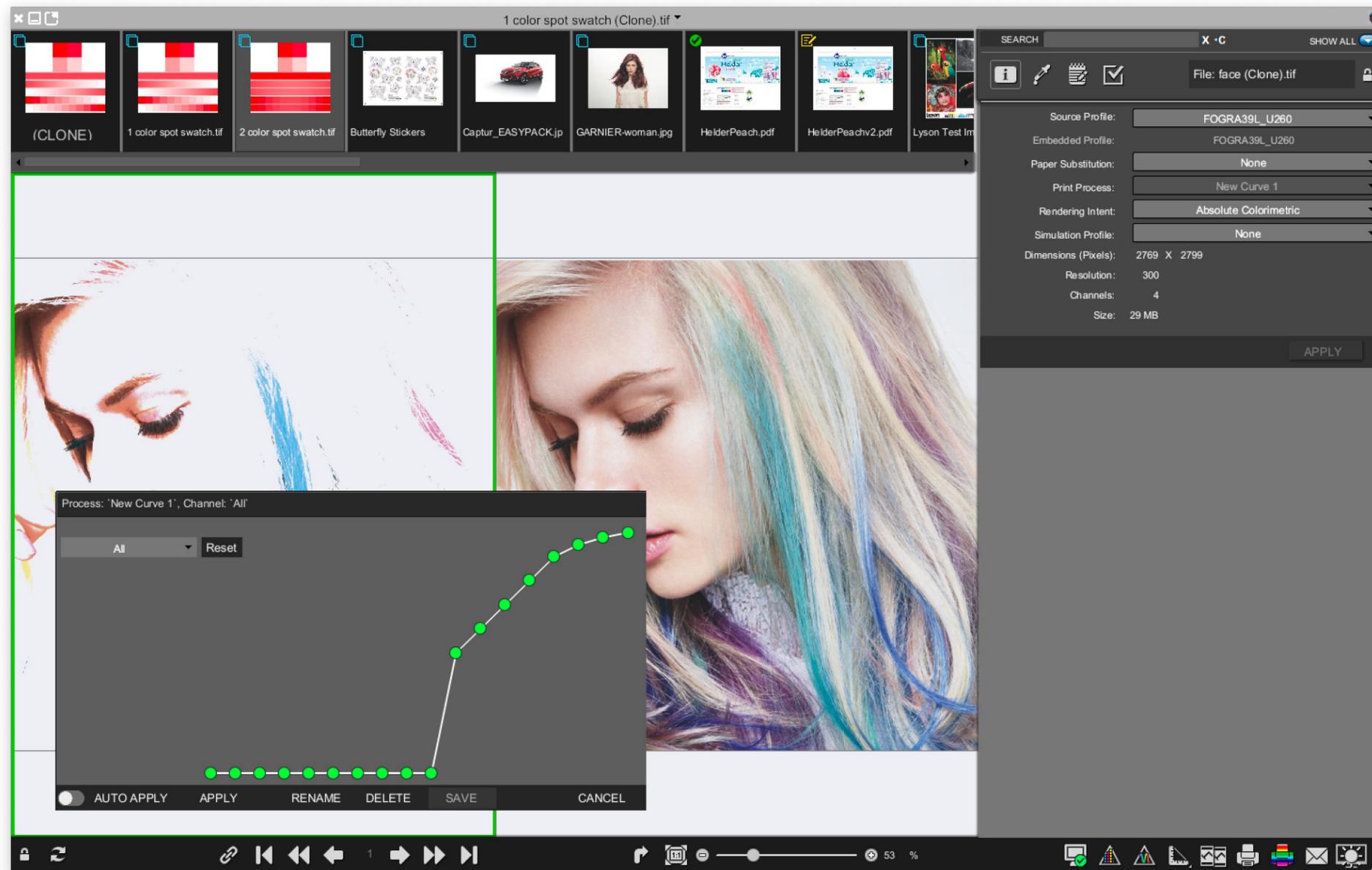
## ► Tool Panel - Curves

- When you select a point on the curve it turns red and a line pointing to the current value of that point is displayed in the lower right. As you move the point the value updates interactively.
- If auto apply is on the image will reflect the move as soon as you release the point.
- If auto apply is off (default) you can move several points, then use the apply button to preview all the points moved.
- Rename, Delete, and Save allow you to keep the servers list of available curves clean and current.



## ► Tool Panel - Curves

- A good tip is to clone the proof and preview your curve edits compared to the starting point.

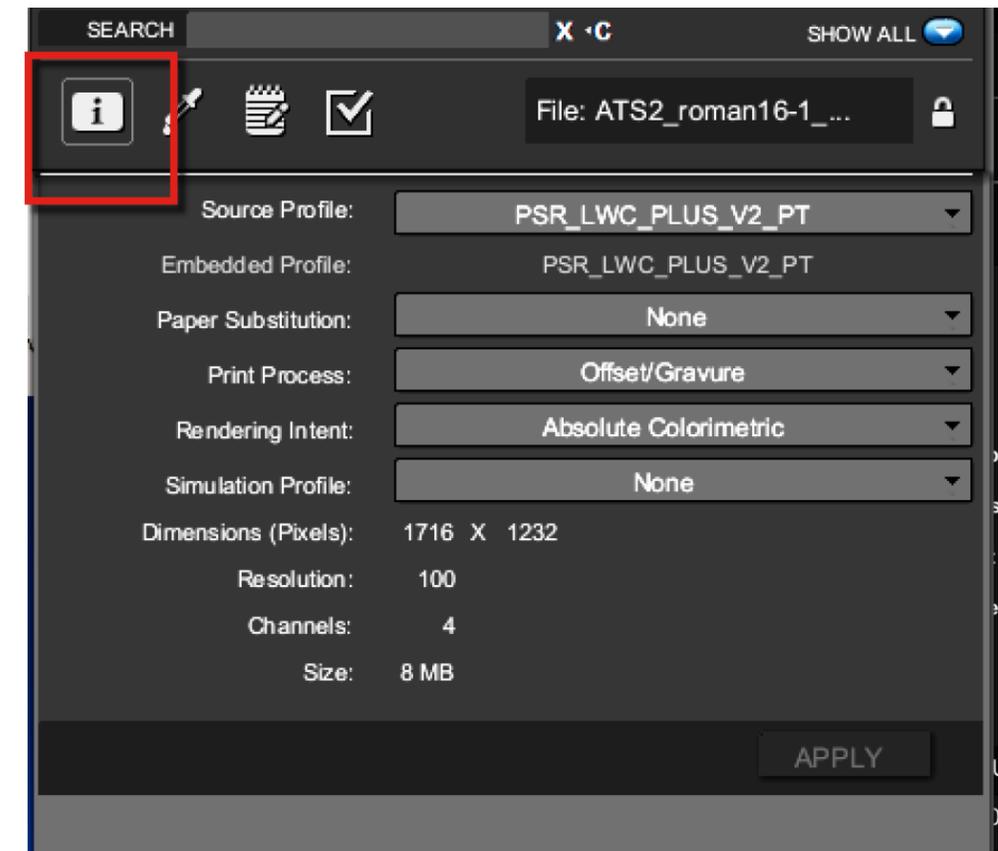


## ► Tool Panel - File information and color settings

From top down.

- Rendering Intent - Should be left at absolute colorimetric to show paper color. Change to relative to show monitor white.
- Simulation Profile - This is used to simulate a print condition when viewing an RGB file with its color space profile as source.

Static text - info on file size and channels.

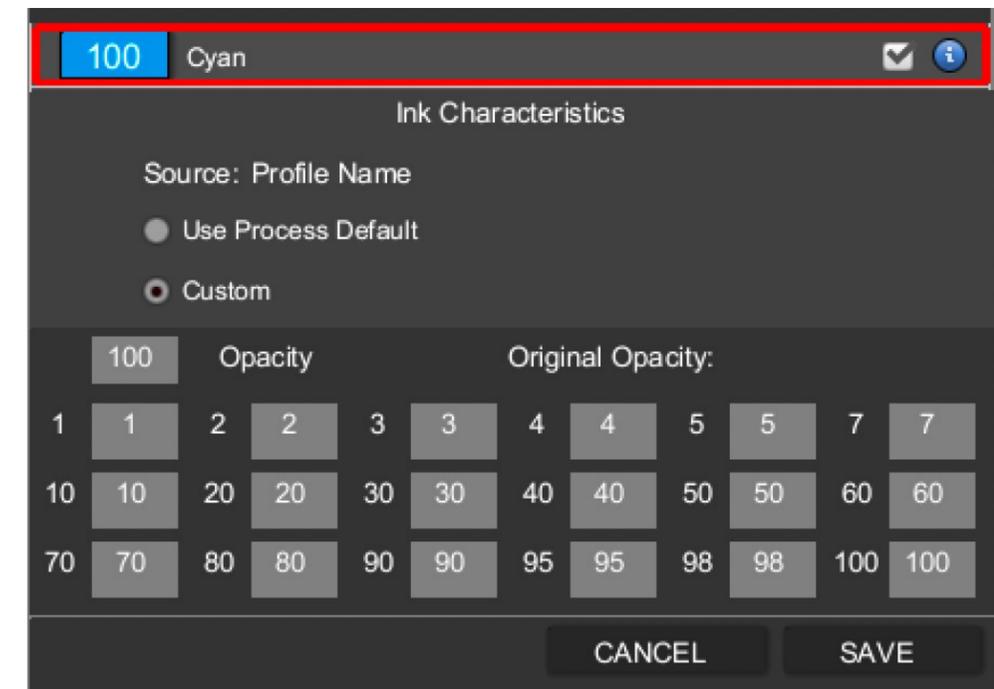
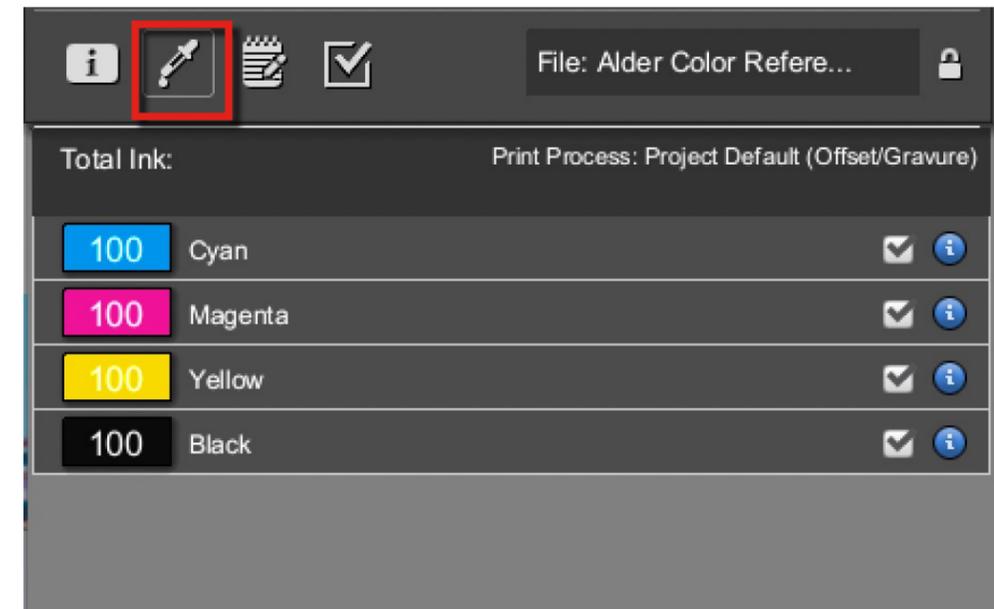


## ► Tool Panel - Channel Information

Color channels show the color assigned to each channel. They can be turned on and off as needed to inspect the file. If you turn off all but one channel it will appear in black so you can see the detail of the channel.

As the cursor moves around the file, the percent values of each color in the color swatch gives you the percentage of that color under the cursor with a total ink value provided at the top.

The “i” icon opens the ability to change opacity or edit a curve for a single channel if required for a hybrid printing process.



## ► Tool Panel - Channel Information

When viewing a file when a spot channel is open, the color libraries become available for selection and searching for color assignment.

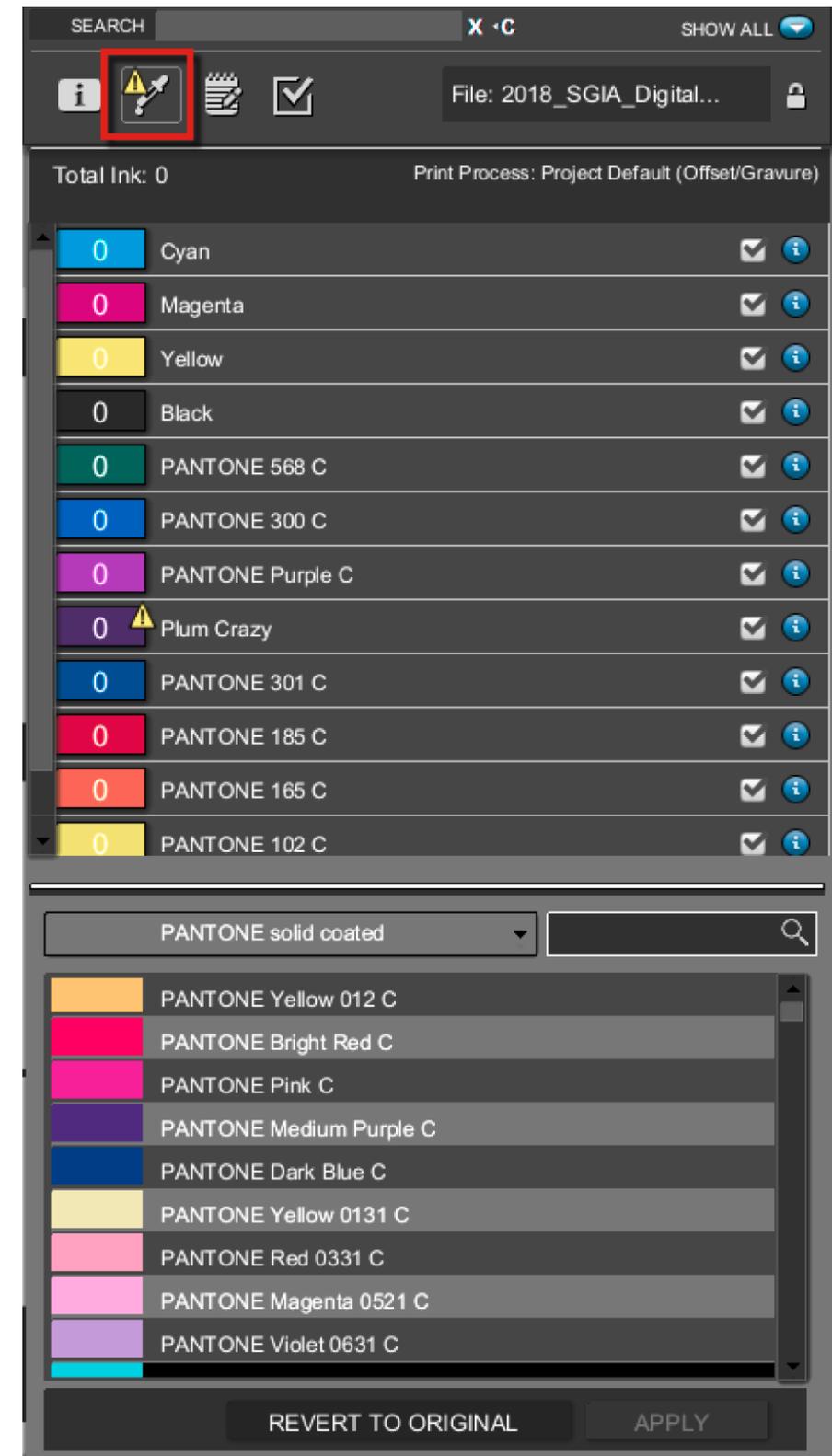
Each color is assigned by the profile or a spectral value from the color libraries based on the channel name and its corresponding color name.

If the warning sign is seen, it indicates one or more channels are simulated from the information in the PDF and not defined from spectral values in the library.

Each channel that is simulated also contains the warning. To replace the simulation with spectral values, simply search for the proper color in the library and drag it up over the channel you wish to replace. If the channel displays a red **X** when dragging it is an ICC defined channel and cannot be replaced with a spot color.

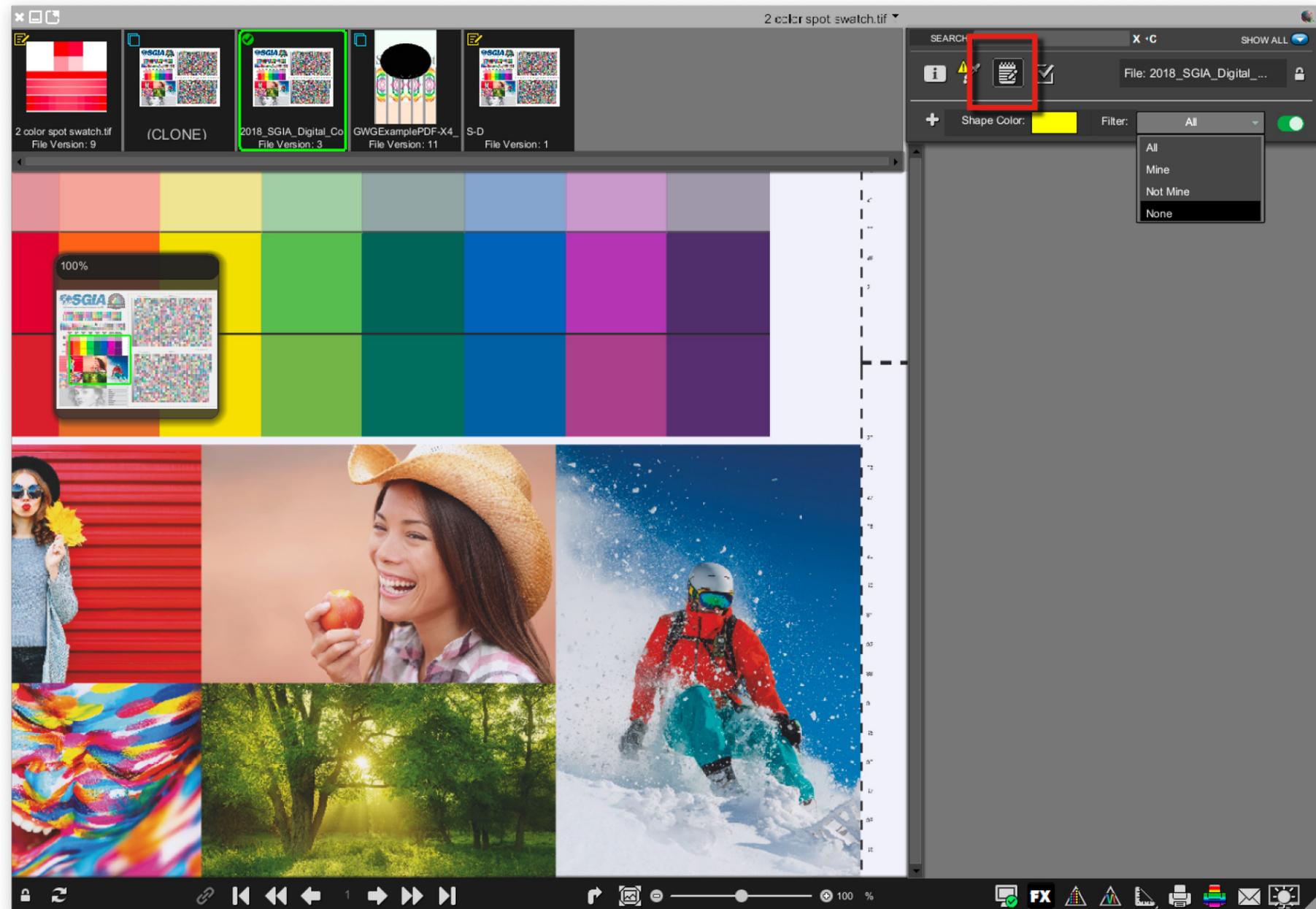
When replacements have been made, the “Apply” button at the bottom of the panel will re-render the file in the viewer with the spectral values and the warning signs will disappear.

“Revert To Original” will restore the assignments and simulations as they were when file was added.



## ► Tool Panel - Annotations Tool

A mouse down will allow you to choose the color for annotations indicators. A drop-down selection allows you to hide and show notes. Each user will be listed by name if they annotate the file. The slider can be turned on (green) to dynamically see notes from others as they are marking up.



The third icon is used to open the annotations list where you can read and add annotations and drop indicators on the file that are associate with the note.

## ► Tool Panel - Annotations Tool

The + sign opens a blank note.

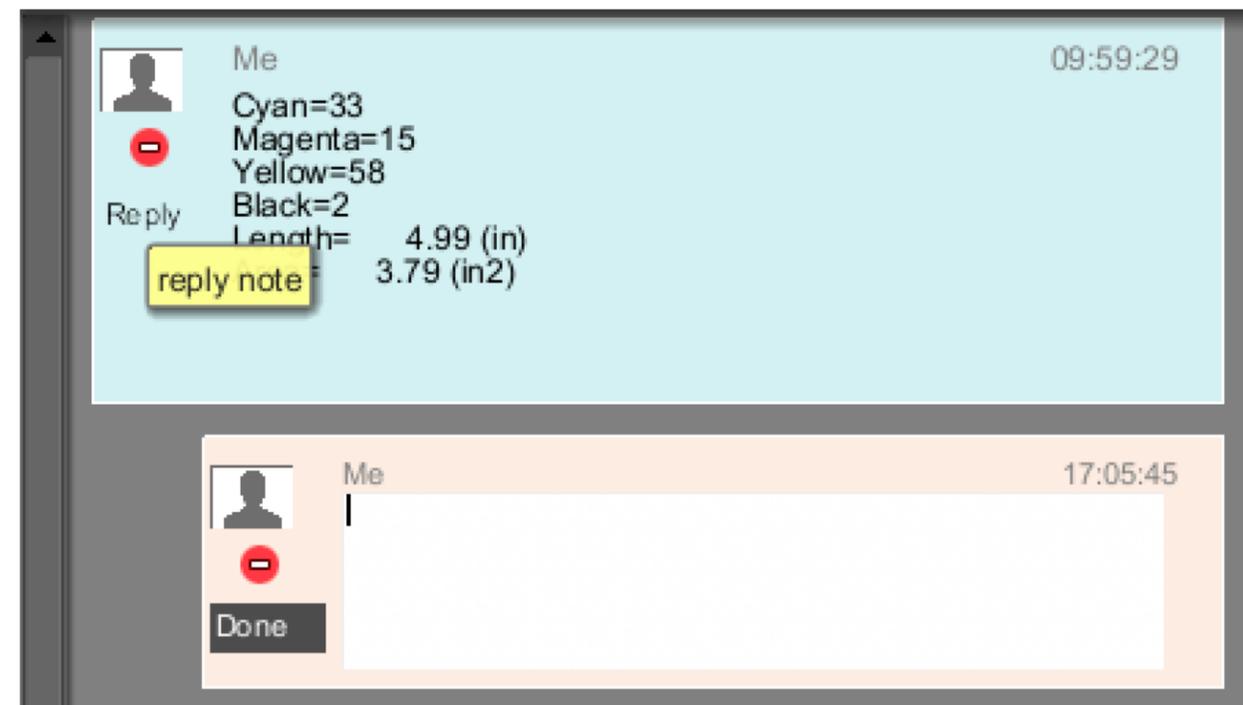
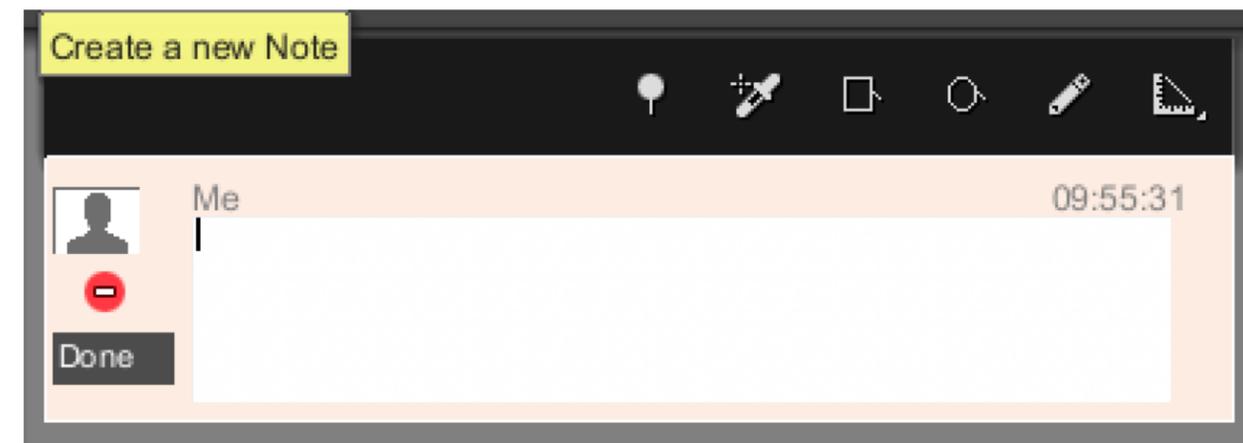
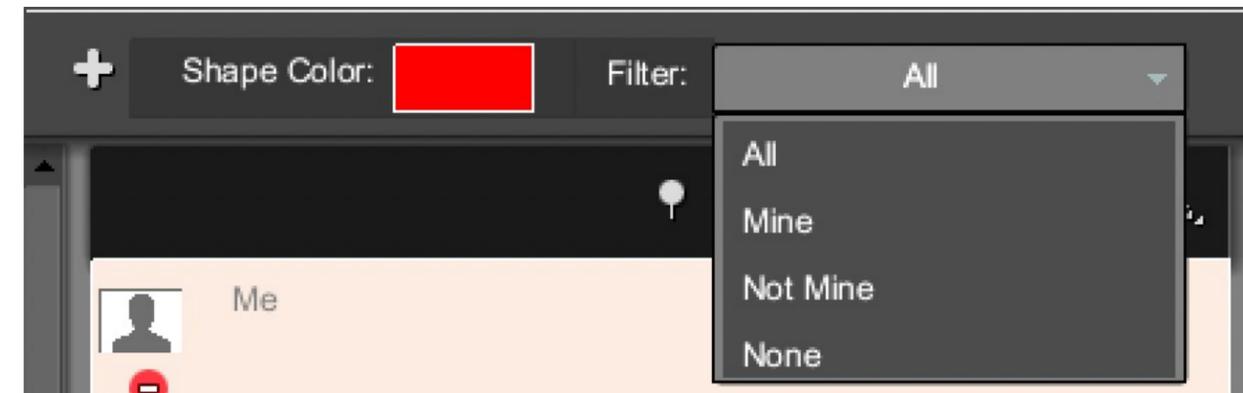
The text field is provided for commenting and a selection of indicators is provided to drop over the image that relates to the comment.

1. Drop pin
2. Densitometer
3. Square marquee tool
4. Circular marquee tool
5. Freehand tool
6. Ruler

Any one or multiple indicators can be associated with a note. A note is not complete or visible to any other user until the “Done” button is clicked.

The densitometer and ruler values are stored on the clipboard so you can paste them in the note for reference.

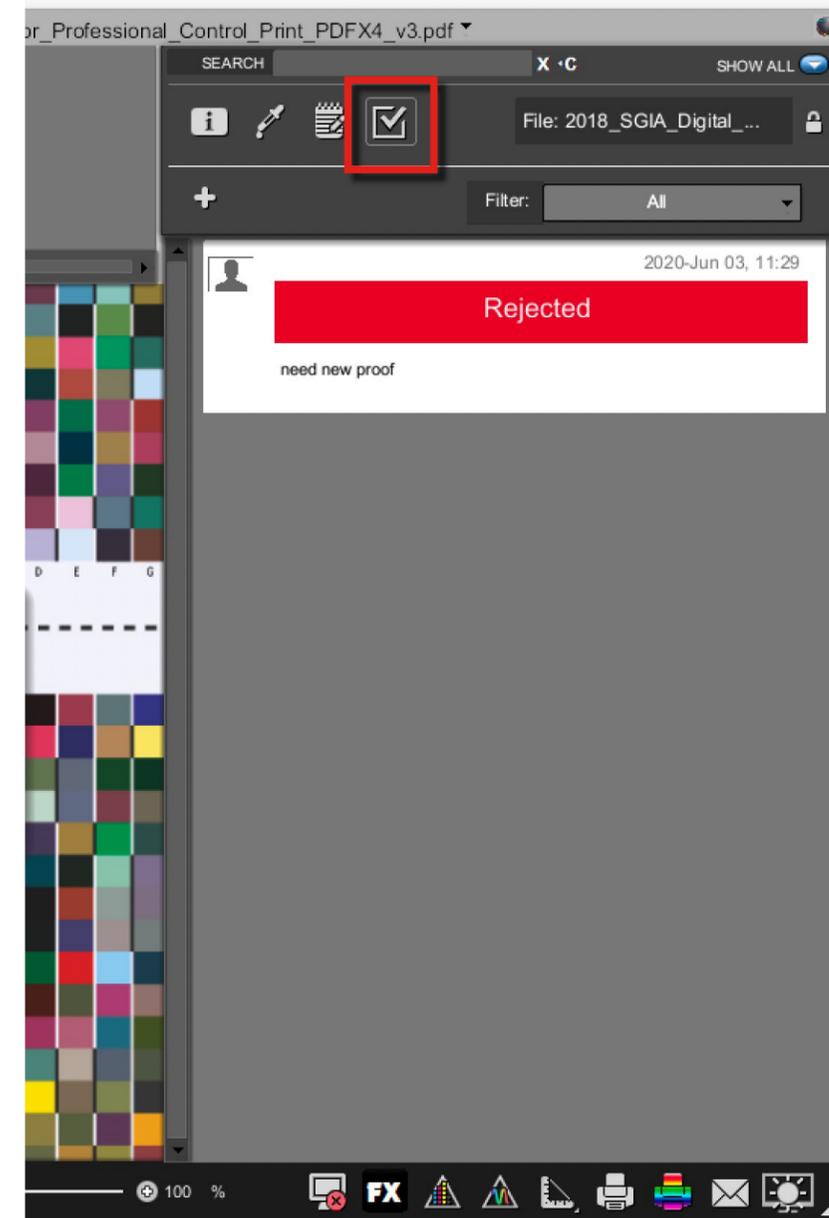
A reply to any note is nested in the list so it is also attached to the indicators of the note.



## ► Tool Panel - Sign offs

Select the last icon in this panel to sign off and update your status for the file to "approved" or "rejected". Once signed off, the file is locked for that user. They can no longer add or edit any notes. *Other users may continue to edit the file until they sign off.*

This allows RD to become the legal contract between users just as a signed hard copy proof does.



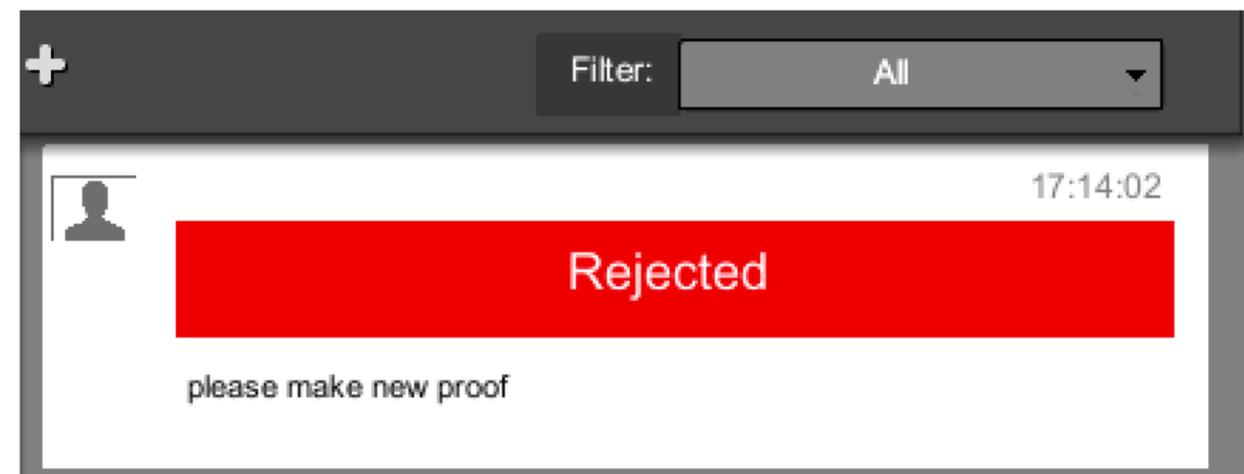
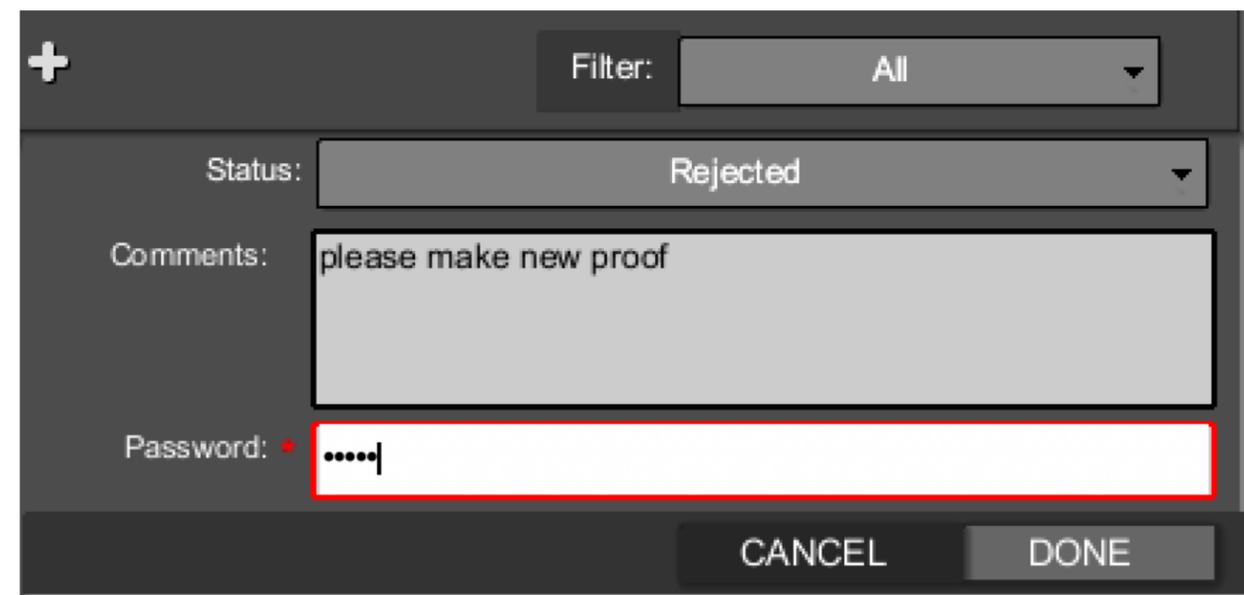
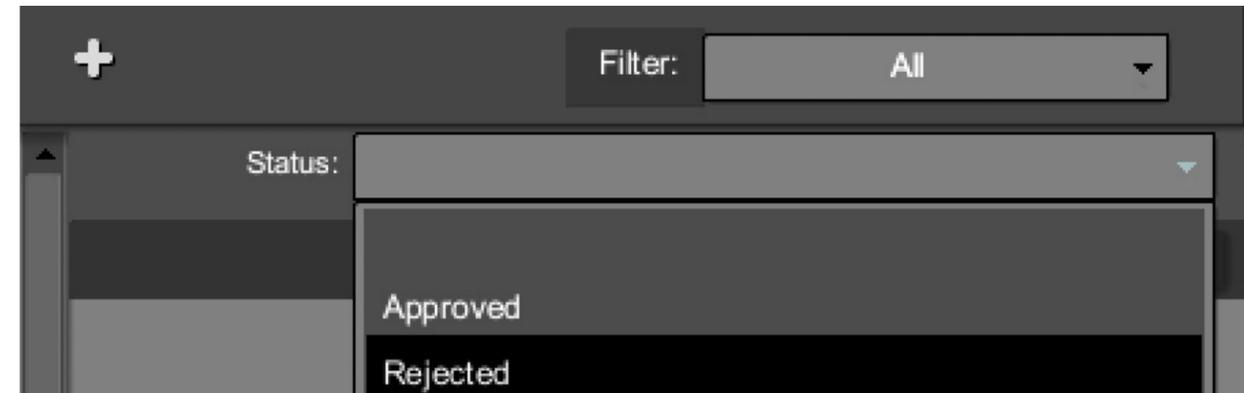
## ► Tool Panel - Sign offs

The drop-down selection allows you to hide and show signoffs. Each user will be listed by name.

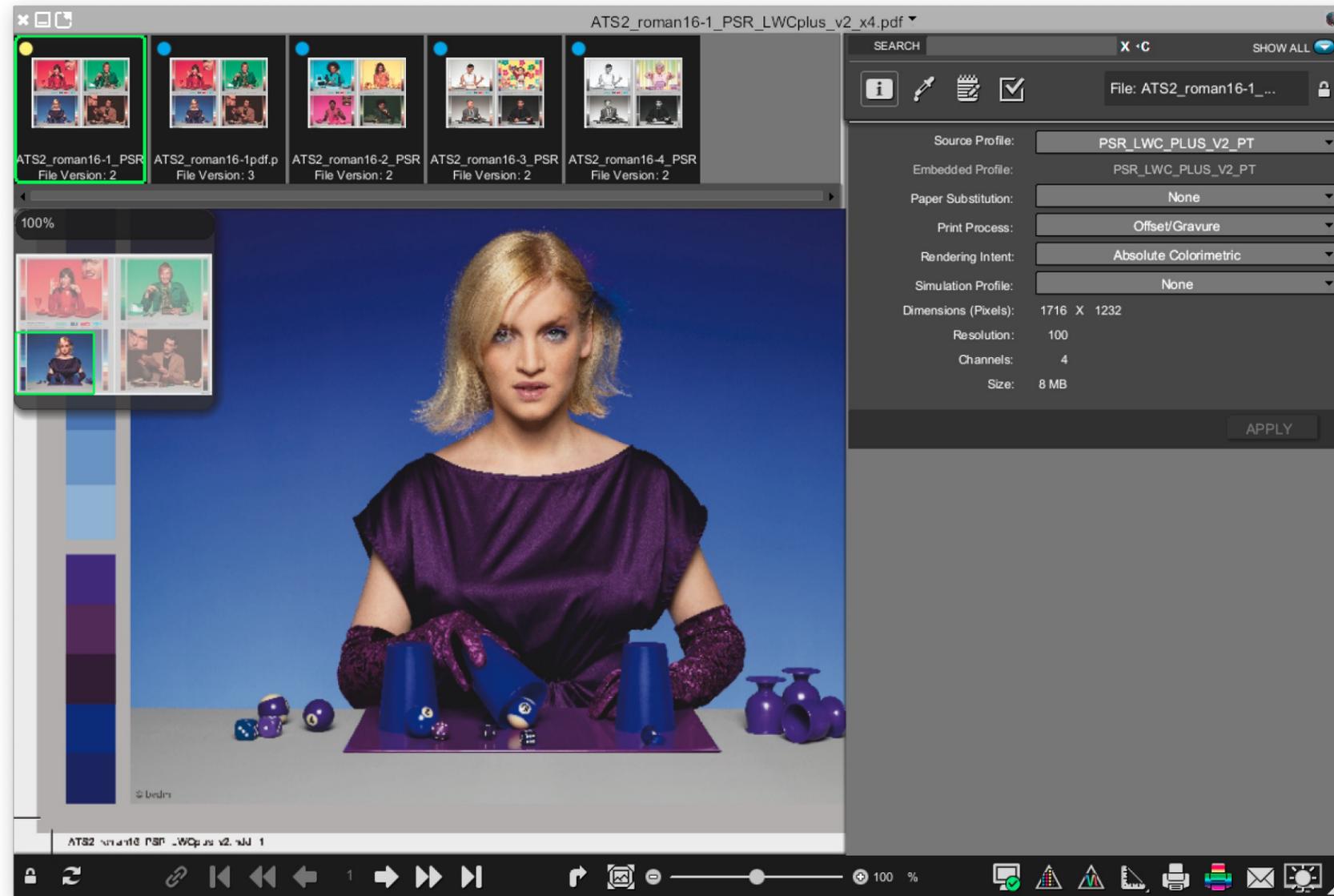
Select the "+" and you are presented with the choice of "approved" or "rejected" along with a password challenge.

Enter your RD password and click "Done".

This constitutes a legal sign off the same as signing a hard copy proof. It also locks the file for the signer so they cannot delete or add any further annotations.



## ► Working with the viewer

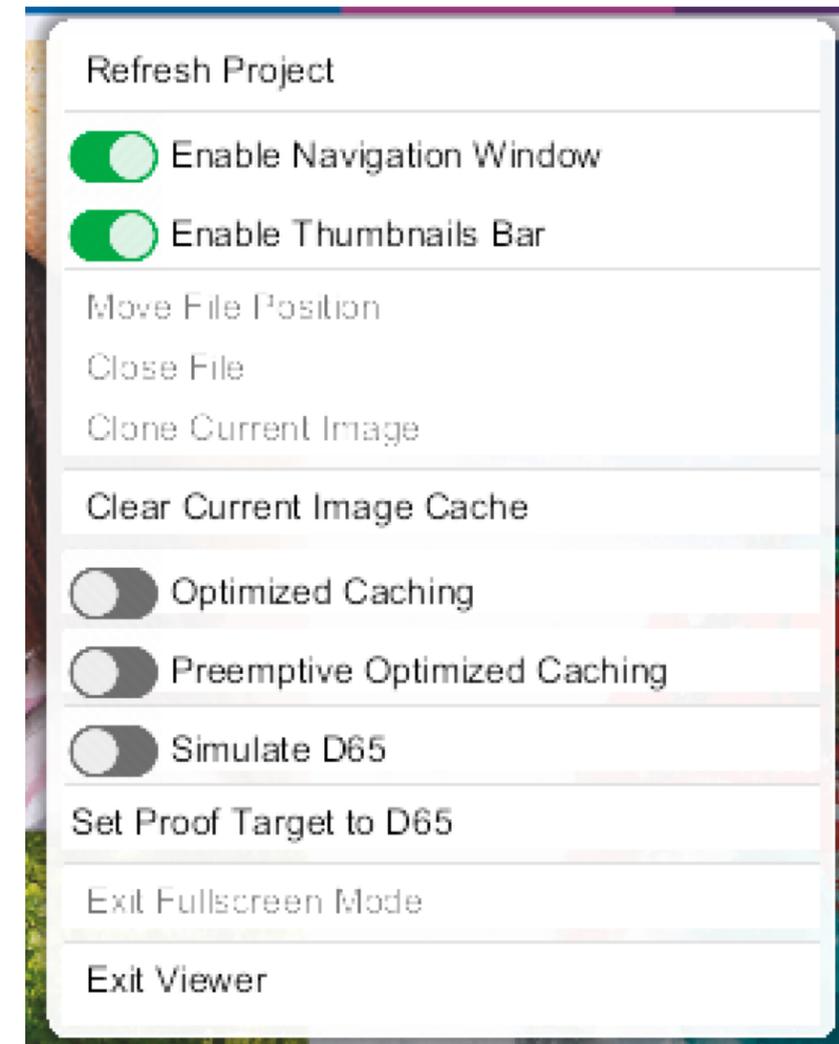


The viewing window always floats over all other windows including the OS system preferences. The navigation appears when the image zoom is larger than the viewer. This allows you to jump to a new region of interest that is outside the viewer window without the need to drag a very large image. If you unlocked both the toolbar and the tool panel, RD provides complete bezel to bezel proofing - hiding all color distractions from tools and the desktop.

## ► Right Click Tools

If you right click on an image an assist tool window appears.

1. Refresh Project will clear the local project cache and rebuild from the Proof Server.
2. Disable/Enable Navigation Slider will hide or show the navigation window. When hidden you can drag the image to pan.
3. Disable/Enabler Thumbnail Slider Will hide and show the thumbnails to make more room for proofing without hiding the tool bar.
4. Move File position allows you move the arrangement of the file with others in the viewer.
5. Close File will close the file you right clicked on.
6. Clone Current Image duplicates the file and adds a clone thumbnail so you can compare color and paper settings.
7. Clear Current Image Cache will delete cache and reload only that image from the server.
8. Optimized Caching will cache each channel render for faster review as you navigate.
9. Preemptive Optimized Caching will cache each channel render for faster review for the entire image. A countdown of tiles cached will show on the image thumbnail
10. Simulate D65 will allow you to view the image with a simulated D56 white point compared to other images at D50 (requires a profile for each)
11. Set Proof target to D65 will flip the simulation to D50
12. Exit Full screen (like the escape key) will resize the viewer from full screen to last size and position.
13. Exit viewer, closes the viewer.



## ▶ Viewing multiple files



To view two or more files in the viewer, simply right click on any thumbnail and choose where you want the new image to be in the viewer. Images can be arranged side by side, stacked, or in a grid. If multiple files are in the viewer, the arrows on the tool bar will jump by the same multiple. This is good for viewing catalog page spreads. If page 2&3 are open, the arrow would jump to 4&5 etc. The image highlighted with the green rule is the active image that is associated with the tool panel info. Click the chain-link “off” to pan and zoom the active image independently.

## ► Comparing files

If two images of the same size and resolution are in the viewer, a new compare tool appears in the tool bar.

When selected, you can choose three ways to compare files.

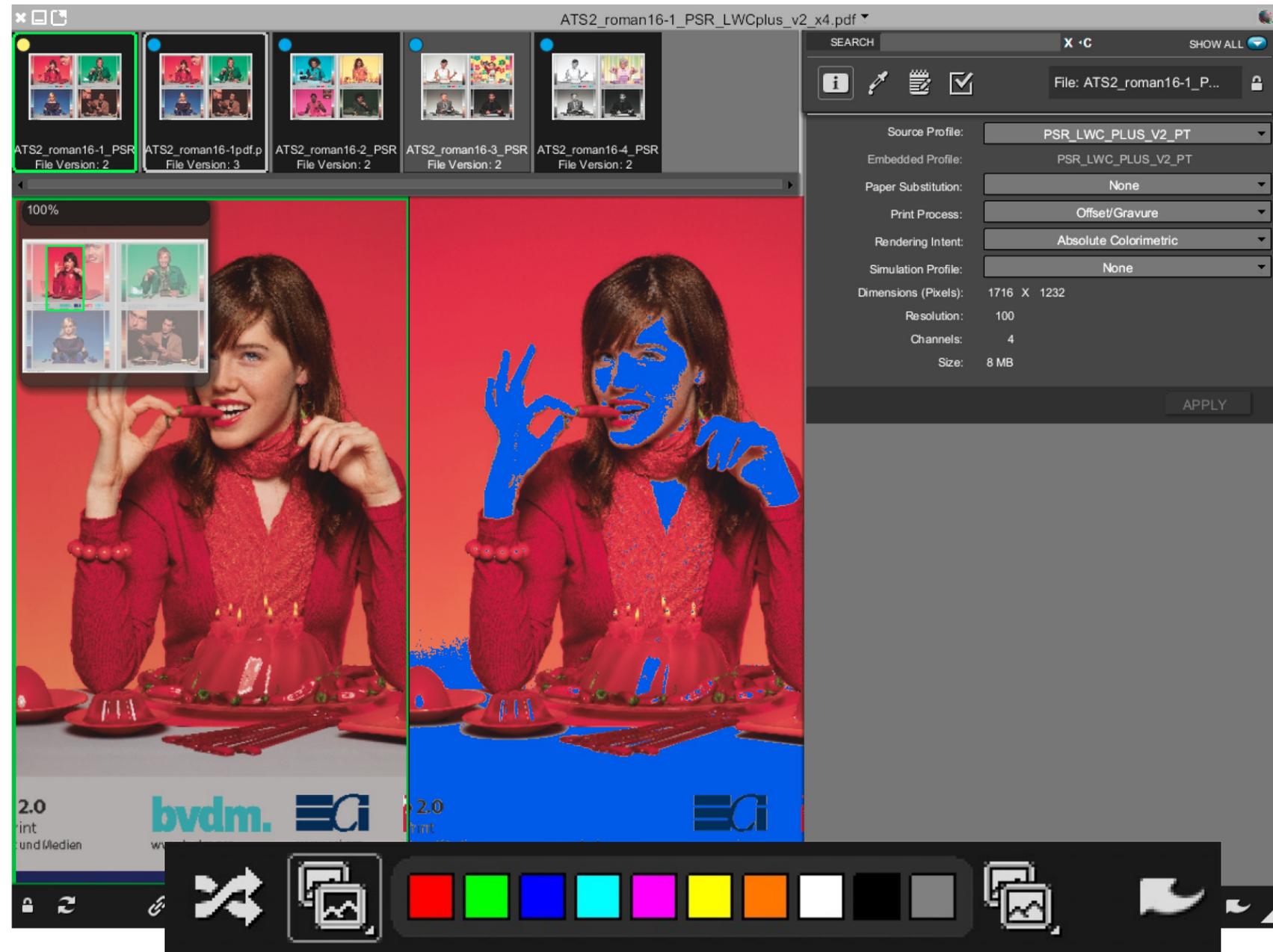
1. Flashing one over the other.
2. Masking all the differences.
3. Masking all the similarities.

The arrow exits the compare mode.



## ► Comparing files

If you hold the mouse down on a masking tool, you can select the color of the mask to contrast with the image.



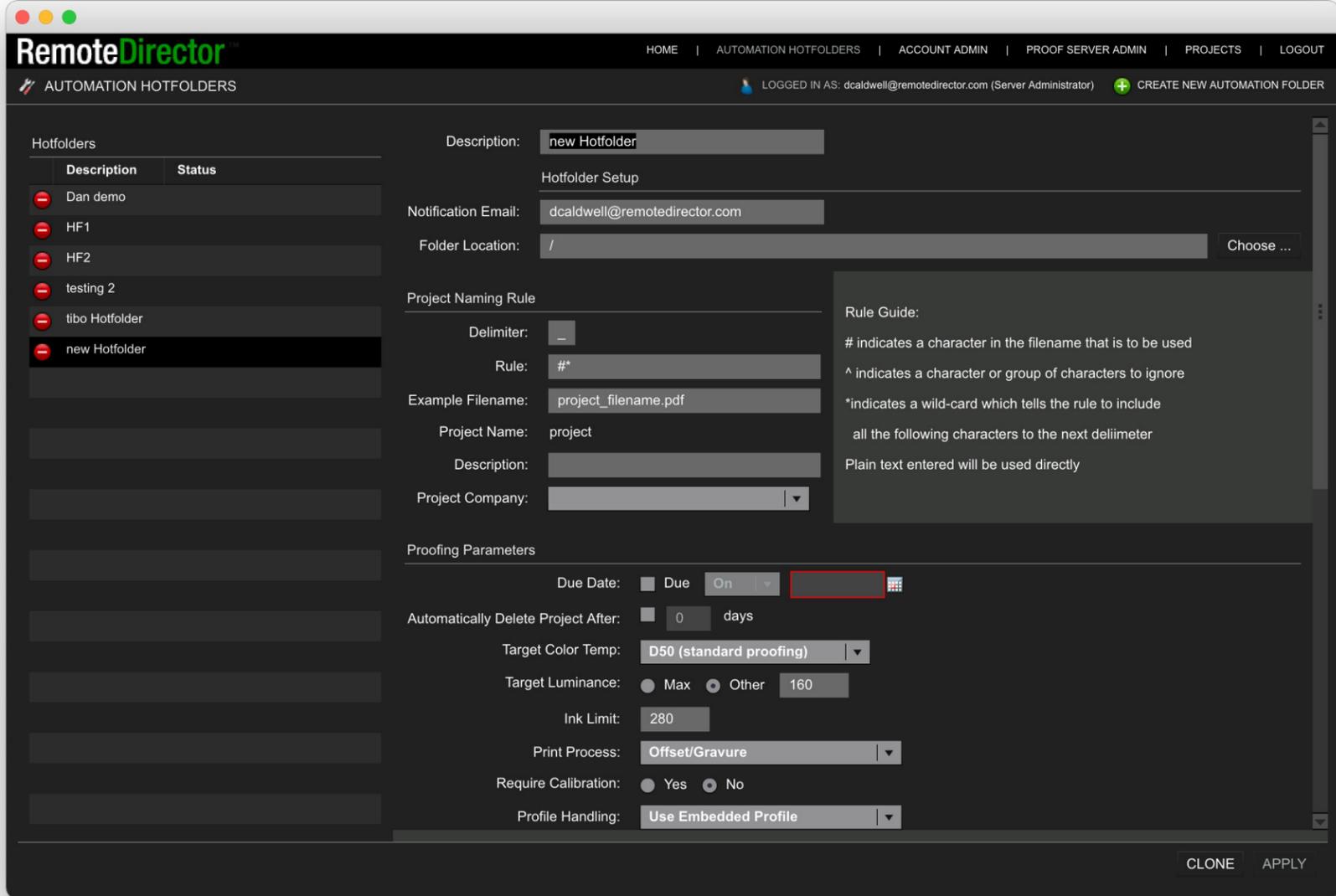
## ► Training Modules

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## ► Configuring Hotfolders

Adding files, settings, and inviting viewers can all be done automatically via hotfolders. Any file dropped in the folder will Add or Create a Project, set appropriate values for color and workflow, Invite Viewers and send email invitations.

If you have been assigned hotfolder administration permissions, Automaton Hotfolders selection is available on your home screen menu. Click the “+” button to create a “New Hotfolder”.



**Remote Director** | HOME | AUTOMATION HOTFOLDERS | ACCOUNT ADMIN | PROOF SERVER ADMIN | PROJECTS | LOGOUT

AUTOMATION HOTFOLDERS | LOGGED IN AS: dcaldwell@remotedirector.com (Server Administrator) | CREATE NEW AUTOMATION FOLDER

Description	Status
Dan demo	
HF1	
HF2	
testing 2	
tibo Hotfolder	
new Hotfolder	

Description: new Hotfolder

Hotfolder Setup

Notification Email: dcaldwell@remotedirector.com

Folder Location: / Choose ...

Project Naming Rule

Delimiter: \_

Rule: #\*

Example Filename: project\_filename.pdf

Project Name: project

Description:

Project Company:

Rule Guide:

- # indicates a character in the filename that is to be used
- ^ indicates a character or group of characters to ignore
- \* indicates a wild-card which tells the rule to include all the following characters to the next delimiter
- Plain text entered will be used directly

Proofing Parameters

Due Date:  Due  On

Automatically Delete Project After:  0 days

Target Color Temp: D50 (standard proofing)

Target Luminance:  Max  Other 160

Ink Limit: 280

Print Process: Offset/Gravure

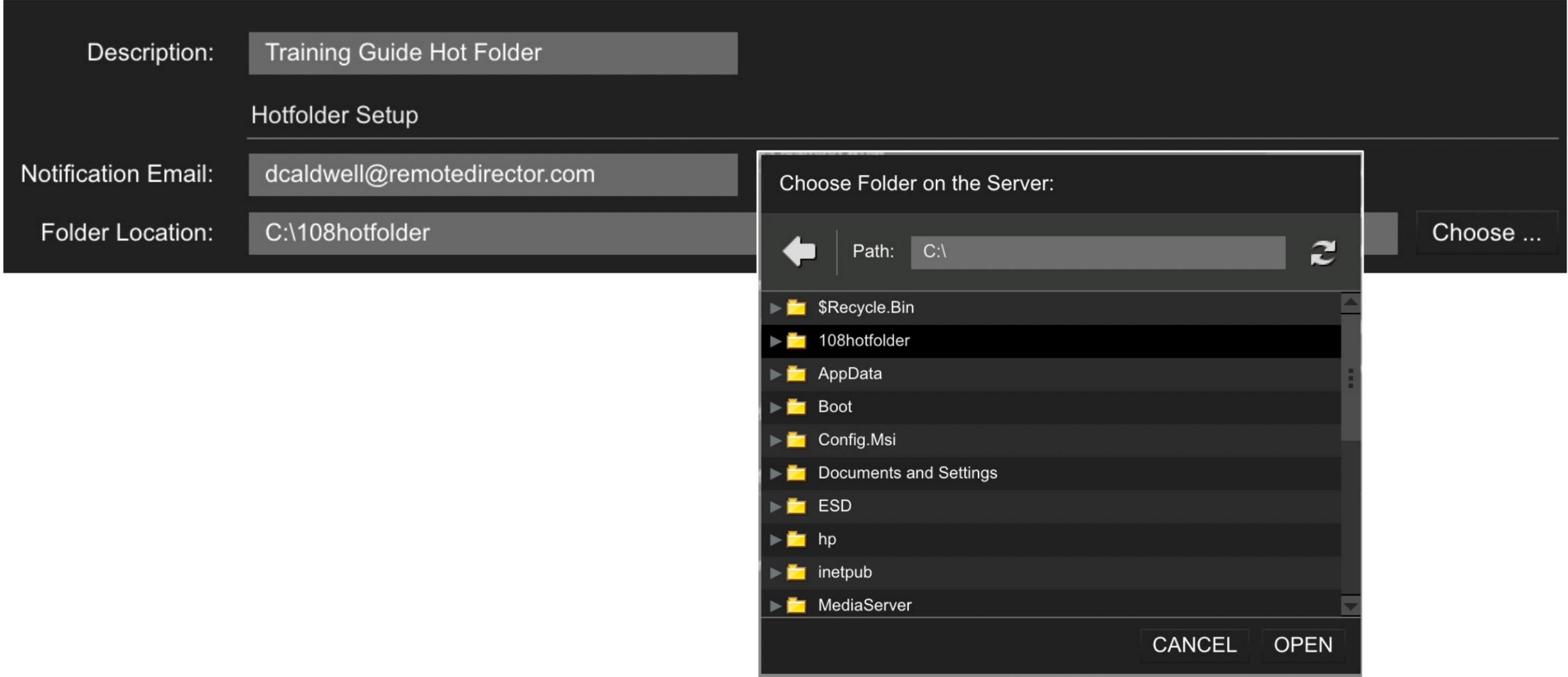
Require Calibration:  Yes  No

Profile Handling: Use Embedded Profile

CLONE APPLY

## ► Configuring Hotfolders

1. Name your folder as you want it to appear in the list of hotfolders.
2. Choose who will get the status change notifications on files processed by the hotfolder
3. Select the path to the input folder



The screenshot shows the 'Hotfolder Setup' dialog box in a dark theme. It contains the following fields:

- Description: Training Guide Hot Folder
- Notification Email: dcaldwell@remotedirector.com
- Folder Location: C:\108hotfolder

A 'Choose Folder on the Server' dialog is open over the Folder Location field. It shows a file explorer view of the C:\ drive with the following folders listed:

- \$Recycle.Bin
- 108hotfolder (selected)
- AppData
- Boot
- Config.Msi
- Documents and Settings
- ESD
- hp
- inetpub
- MediaServer

The 'Choose Folder on the Server' dialog also includes a 'Path:' field showing 'C:\', a 'Choose ...' button, and 'CANCEL' and 'OPEN' buttons at the bottom.

## ► Configuring Hotfolders

A file name parser can be configured to create multiple projects based on file name. In this example the file list named:

Glove\_small\_winter.pdf  
Glove\_medium\_Winter.pdf  
Glove\_large\_spring.pdf

would create two projects, “Glove\_Winter” with two files and “Glove\_Spring” with one file.

The example file name field is provided to test your parsing configurations.

Project Naming Rule	
Delimiter:	<input type="text" value="_"/>
Rule:	<input type="text" value="#*^*_#*"/>
Example Filename:	<input type="text" value="Product_Size_season.pdf"/>
Project Name:	<input type="text" value="Product_season"/>
Description:	<input type="text"/>
Project Company:	<input type="text"/> ▼

Rule Guide:

- # indicates a character in the filename that is to be used
- ^ indicates a character or group of characters to ignore
- \* indicates a wild-card which tells the rule to include all the following characters to the next deliimeter

Plain text entered will be used directly

## ► Configuring Hotfolders

Setting the folders Proofing Parameters.

1. Due date is determined by date or dynamically based on the number of days, weeks, or months after the file is added.
2. All color settings and profile handling mirror the ones described in [adding files](#).

Set the RIP and resolution setting for the PDF processing.

Proofing Parameters

Due Date:  Due

Automatically Delete Project After:   days

Target Color Temp:

Target Luminance:  Max  Other

Ink Limit:

Print Process:

Require Calibration:  Yes  No

Profile Handling:

CxF Handling:  Use embedded CxF when available  
 Always assign default CxF

Add CxF to this color Lib:

Default CMYK Profile:

Rendering Intent:

**Paper Substitution:**

Default RGB Profile:

Simulation Profile:

PDF Processing

PDF Processing

Enable Smoothing:  Yes  No

DPI:

All Pages:

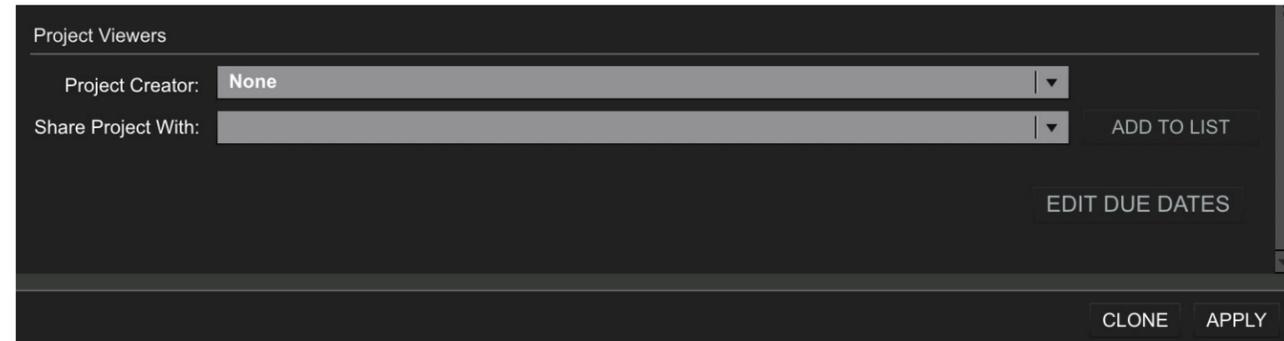
Page Range:  to

## ► Configuring Hotfolders

Setting the project viewer invitation and routing their due dates also mirrors the process described above.

Once all settings are made, select the “APPLY” button to lock them to the folder.

The “CLONE” button is there when a second folder is created with the same settings so you can then change a setting and rename the folder without making all the choices again.



Project Viewers

Project Creator: **None** ▼

Share Project With: ▼

ADD TO LIST

EDIT DUE DATES

CLONE APPLY

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## ► Contacting ICS Technical Support

Please take the following steps before contacting Technical Support:

- Verify that your hardware and software meets the minimum requirements.
- Confirm that all network connections are correct and functional.
- If using BenQ, Eizo, or NEC, be sure the display's USB cable is connected to the CPU in addition to the video cable.
- Document the exact wording of any error messages you received and the circumstances of the problem e.g. the frequency of the problem and any actions taken immediately before the problem occurred.
- Note the version number of Remote Director product being used.

Email: **support@remotedirector.com**

Phone: 760-944-9445 8AM to 8PM (Eastern Standard Time)

## ► Trouble Shooting

USB connections – With several devices like the monitor, measurement device and lighting all connected to the USB establishing connectivity to each can become troublesome. Each want to be connected directly to the CPU but in many cases a hub is required. Monitors that are connected to directly to the CPU often provide a good hub for the lighting and the instrument. Changing ports and combinations will resolve the issue.

Instrument connections - be sure no other software that talks to the instrument is running.

Monitor connections – try to connect the display's USB directly to the CPU if possible

Lighting not responding – if your JustNormlicht LED lighting or ProofCheck light is not connecting, quit the program, turn off the light, disconnect the light's USB, then reconnect, turn on light, then launch the program and reconnect.

## ► Trouble Shooting

CxF –

Inverted Image – Most likely an RGB profile is assigned to a CMYK file or vice versa

Upload file shows success but nothing in project – 1) Windows firewall is blocking Apache exe 2) Disk space is full