

# The Brandt Company

## Remote Access Quick Reference Guide

12.07.11

Following is a quick reference list of steps to take for using the Remote Access system.  
All menus listed below are Remote Access menus, not your browser menus!

NOTE: If you experience trouble using the system, check browser/Java settings from the Login page, or contact us!

1. Click the link from email or type [remote.brandtco.com](http://remote.brandtco.com) in browser. Turn on (check) "Secure Connection"
2. Enter your User name & Password, then click Login.

3. Click Jobs menu, select New Job, then Blank Document.

4. Fill in Job info, job name and number can be the same!
5. With Open Job Automatically checked, click Create Job.

6. Go to the Upload tab, then click Upload Files.

7. Drag files and drop files (or click Add), then click Upload.

8. Check the preflight report, click the icon under Preflight column to open, or use link in email from Brandtco.

Comment	Sender	Mode	Status	Preflight	Size
	richf	Immediate Processing	Finished		4.33 MB
	richf	Immediate Processing	Finished		21.5 kB

9. To approve your final PDF, click the Page Approvals tab, click on a page to open the proof PDF in Acrobat

10. Review PDF proof, indicate approve/disapprove on the attached form, add comments, then click Send.

11. Click Logout to end your session when finished.

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