

REMOTE DEPOSIT CAPTURE TREASURY SCANNER SET UP

This guide provides instructions on how to install scanners to use as the capture device on the Remote Deposit Capture Treasury application. These instructions do not apply to the RDM Network Scanner Models EC9600i and EC9700i, there is a QRG specific to these network scanners.

You can use the following non-network scanners to scan checks in RDC Treasury:

Supported Scanners on Windows:

- o Burroughs SmartSource Edge
- o Burroughs SmartSource Adaptive
- o Canon CR 25, 55, 180, 190, 190i-II
- o Digital Check CheXpress CX30
- o Digital Check TS 215, 220E, 230-65, 230-100, 240-50, 240-75, 240-100
- o Epson CaptureOne Single-Feed
- o Epson CaptureOne 30, 60, 90
- o Panini I-Deal
- o Panini MyVision X30, X60, X90, X, X SD
- o Panini Vision X 1F, 50, 75, 100
- o TWAIN flatbed scanners
- o TWAIN autoseed scanners

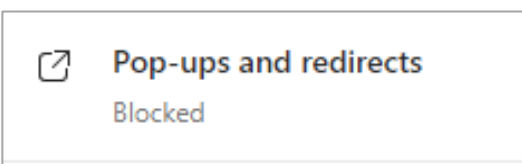
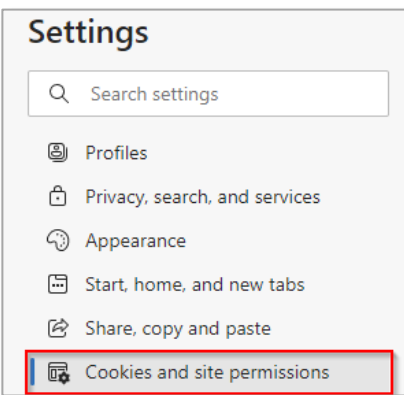
Supported Scanners on Mac OS X:

- o Digital Check CheXpress CX30
- o Digital Check TS 240-50, 240-75, 240-100
- o Panini I-Deal
- o Panini MyVision X30, X60, X90, X, X SD
- o TWAIN flatbed scanners

BEFORE YOU BEGIN

STEP 1: MAKE SURE YOU HAVE THE FOLLOWING

- Supported scanner with scanner cables.
- Administrative access rights on your computer.
- A 32-bit version internet browser supported by the Remote Deposit Capture application.
 - o Microsoft Edge
 - o Google Chrome
 - o Firefox
- Adobe Acrobat Reader version 8 or later to read PDF reports
- A test check.



GETTING STARTED

STEP 2: CONFIGURE NETWORK BROWSER

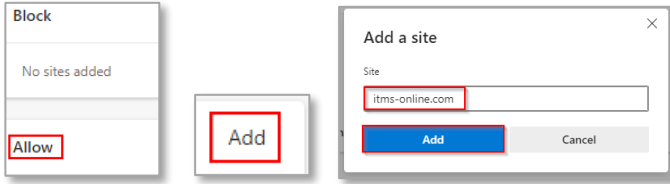
Popup blockers must be disabled to allow popups in the Remote Deposit Capture Treasury application.

FOR MICROSOFT EDGE

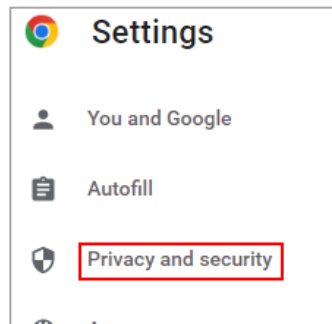
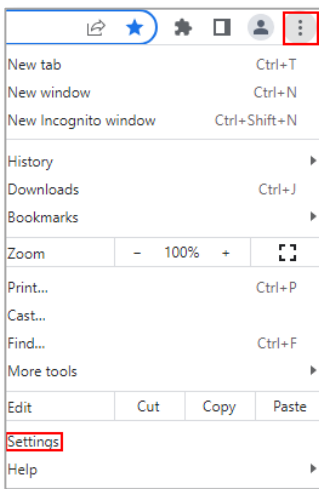
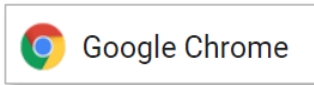
- Open Edge and click the menu button in top right corner to access Settings.
- Select *Cookies and Site Permissions*.
- Select Pop-ups and redirects.

REMOTE DEPOSIT CAPTURE

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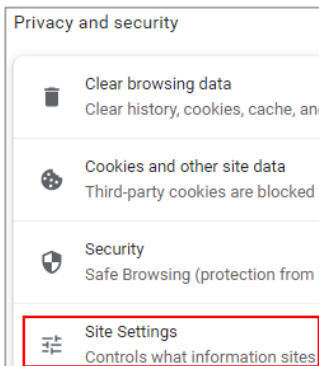


- Select *Allow – Add*
- Type: **itms-online.com** and click *Add*.
- If you use other sites to access Remote Deposit Capture Treasury, enter these Web addresses as well.

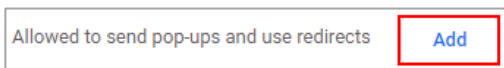


FOR GOOGLE CHROME

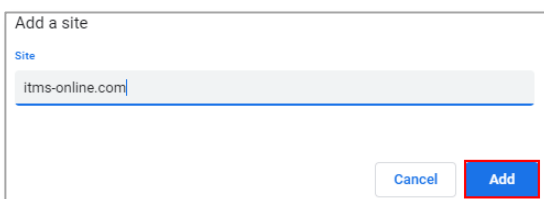
- Open Chrome, Click the Menu button.
- Click *Settings*.



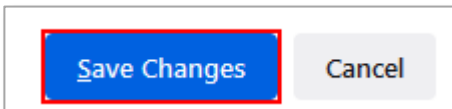
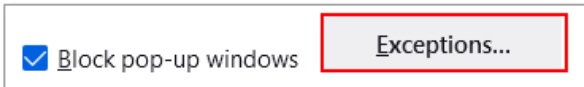
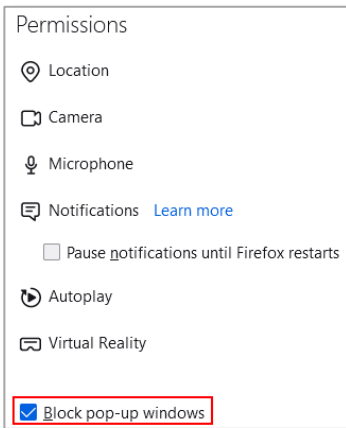
- Click *Show Advanced Settings or Privacy and Security*.



- Click *Content Settings or Site Settings*.



- Click *Pop-ups* then *Manage Exceptions* or click *Pop-ups and use redirects*
- Under **Allowed to use pop-ups and redirects** click *Add*.
- For **Hostname** or **Add a Site**
Type: **itms-online.com**
- Click *Add*.
- If you use other sites to access Remote Deposit Capture Treasury, enter these web addresses as well.



FOR FIREFOX

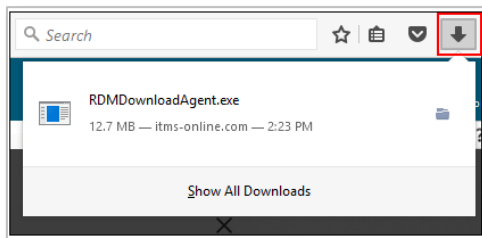
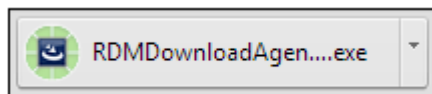
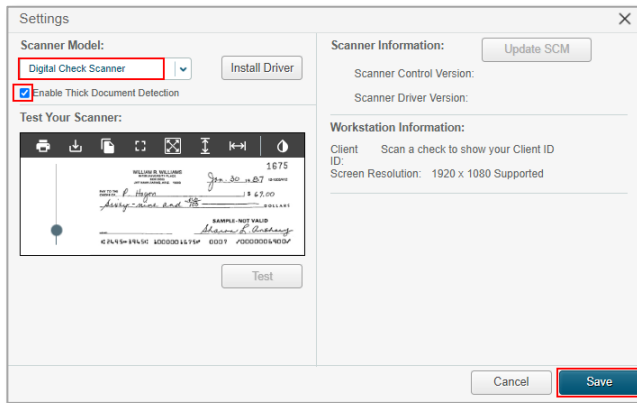
- Open Firefox, click the *Menu* button.
- Click *Privacy and Security* on the left side of the page.
- Scroll down to *Permissions/Block Pop-up Windows*.
- Click on *Exceptions*.
- In the **Address field of the Allowed Websites – Pop up**, enter: <https://www.itms-online.com>
- Click *Allow*
- Click *Save Changes*.
- Close the **Settings** window.
- If you use other sites to access Remote Deposit Capture Treasury, enter these web addresses as well.

INSTALLING SCANNER DRIVER SOFTWARE

STEP 1: THERE ARE TWO WAYS TO INSTALL THE SCANNER CONTROL MANAGER (SCM).

NOTE: You must have Administrator rights on your computer. If you do not have Administrator rights, contact your company's technical support team.

- From the ITMS site, initiate the install from the Settings dialog or when you try to scan a check in the Deposit screen, you will be prompted to install the SCM.
- Download install file provided by your financial institution. (Offline Installer)
- Un-install any earlier version of the SCM if installed on your computer.



STEP 3A: INSTALL THE SCM FROM THE REMOTE DEPOSIT CAPTURE TREASURY APPLICATION

- Open your browser.
- Log into the Remote Deposit Capture Treasury application.
- If the Settings dialog does not open by default, Click *Settings* in the top right-corner of the screen.
- Select your scanner model name from the dropdown list.
- Click *Save*.
- When prompted to install required software, click *Install*.

Note: For Microsoft Edge

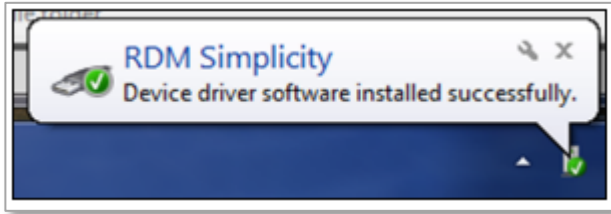
- If prompted to install RDM add-on, do so.
- If prompted, click *Yes* to allow the SCM to install on your computer.

Notes for Chrome:

- After the installation file downloads, open it. The file appears at the bottom-left of the browser screen.
- If you do not see the installation file, open the Chrome menu and click *Downloads*.
- If prompted, click *Yes* to allow the SCM to install on your computer.

Notes for Firefox:

- When prompted to download the installation file, click *Save File*.
- After the installation file downloads, open the file from the Download panel by clicking the *Downloads* button.
- If prompted, click *Yes* to allow the SCM to install on your computer.



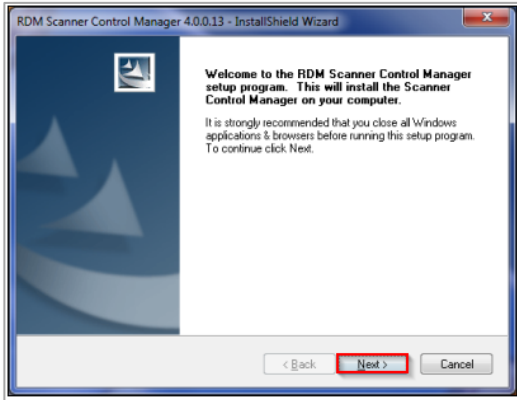
- When the install finishes, log out of the Deposit application and restart your browser.
- Log into the Deposit application and open the Settings dialog.
- When you are prompted to download an update, click *Install*. The update begins to install on your computer.
- If prompted, disconnect your scanner and click *OK*.
- After a few moments, a message appears that says it is safe to connect your scanner. Connect and turn on your scanner.

Warning: If you do not connect and turn on your scanner at this point in the installation process, the SCM will not be installed.

- Click *OK*. The SCM update completes. If you use Windows, it is recommended to wait a few moments for your operating system to install your device driver software. When it is installed, a notification appears.
- Click *OK*. Some scanners require a computer restart. If you are prompted to restart your computer, do so. Even if you are not required to restart your computer, it is recommended that you restart it.

REMOTE DEPOSIT CAPTURE

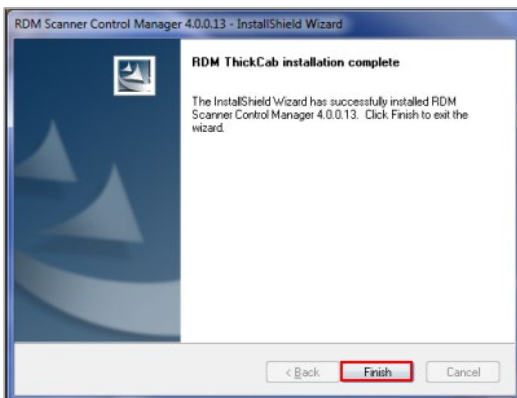
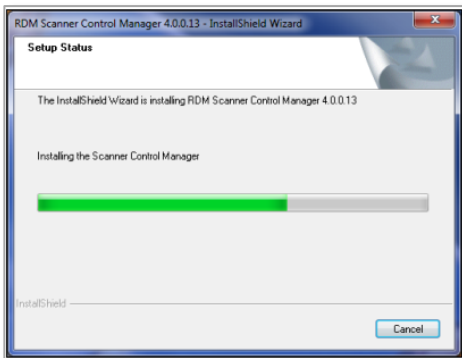
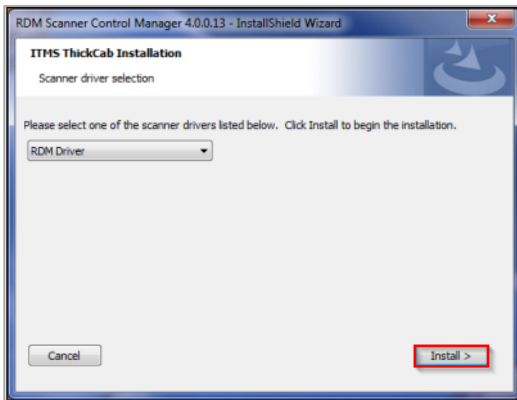
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STEP 3B INSTALL THE SCM FROM THE OFFLINE INSTALLER FILE PROVIDED BY THE BANK – ALTERNATE METHOD.

Contact Treasury Customer Support to obtain the offline installer file.

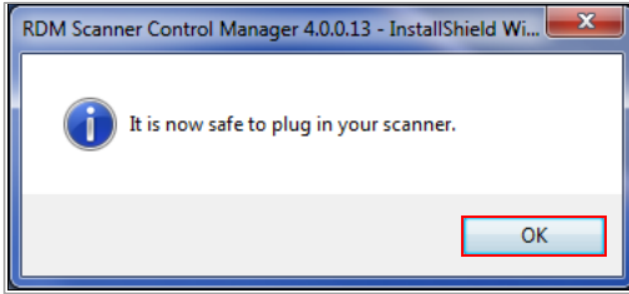
- If an earlier version of the SCM is installed on your computer, you need to uninstall it before you install the new version.
- Close all open web browsers and applications.
- Unplug your scanner
- Download the offline SCM installer file.
- Run the offline SCM installer executable.
- If prompted to allow the program to make changes to your computer, click Yes. The Welcome screen appears. Click Next.
- Select your scanner driver from the dropdown list, then click *Install*.



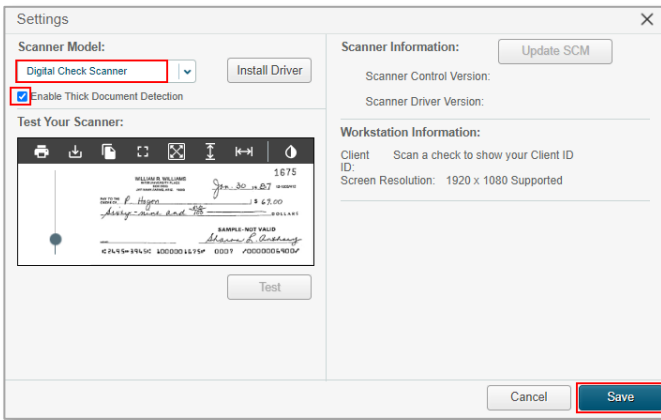
- The SCM Installs on your computer. When it completes, click *Finish*.
- Restart your computer if prompted to do so.

REMOTE DEPOSIT CAPTURE

QUICK REFERENCE GUIDE



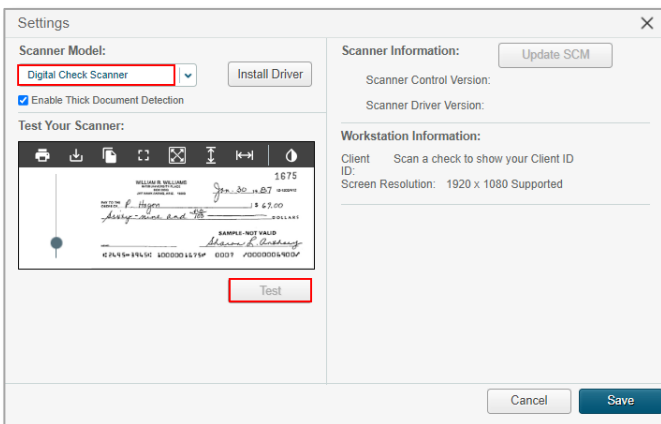
- Follow prompt to plug in your scanner and click OK.



READY TO SCAN

STEP 4: TURN ON THICK DOCUMENT DETECTION.

- Log into the Remote Deposit Capture Treasury application. If the Settings dialog does not open by default, click the settings link in the bottom left corner of the page.
- Select your scanner model from the scanner model dropdown list.
- Click the box for **Enable Thick Document Detection** to allow detection if multiple checks are fed into the scanner at the same time.
- Click *Save*.

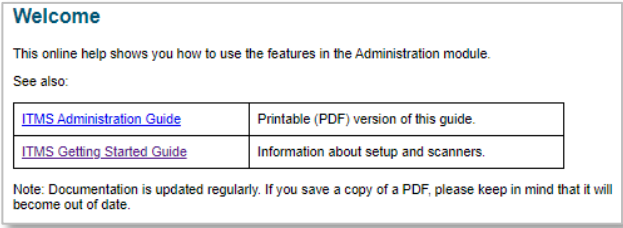
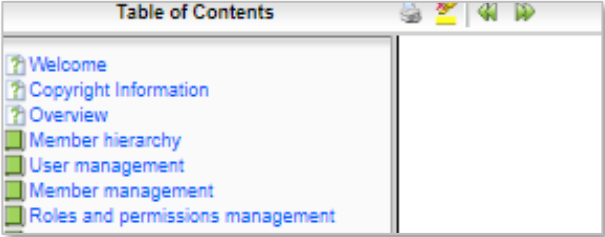
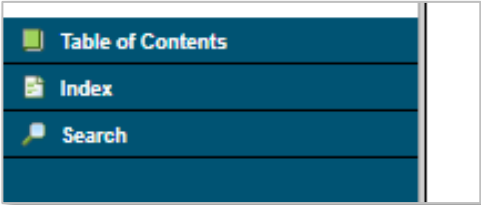
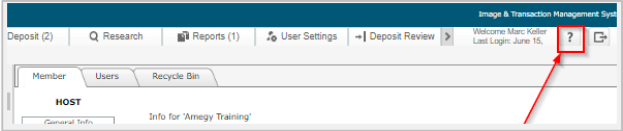


STEP 5: SCAN A TEST CHECK TO MAKE SURE THE SCANNER IS WORKING PROPERLY.

- Place a test check in the scanner feed tray.
- Go to Settings and click the *Test* button.
- The test capture may take up to a minute to complete.
- An image of the check will appear in the image viewer.

REMOTE DEPOSIT CAPTURE

QUICK REFERENCE GUIDE



Note: You can also review these steps and more detailed troubleshooting information in the online help feature.

- Click the “?” icon in upper right corner
- Click on the “Table of Contents” option in the bottom left margin.
- Click on the “Welcome” page.

Select the “ITMS Getting Started Guide” option.

For Apple support:

Please contact client services to receive the most updated .DMG file for your apple computer.

Note: If your Mac computer has either an M1 or M2 chipset, the Digital Check scanners will not work at this time.

Installing the SCM and Connect the Scanner to ITMS on Mac OSX:

1. Close all open web browsers and applications.
2. If the scanner is currently plugged in to the computer, disconnect it.
3. Unzip the ITMS offline SCM installer.
4. Double-click the ITMS offline SCM installer disk image file (RDMThick-CabInstall.dmg or RDM_SCM_ANY_INSTALL.dmg) to open the folder for the installer.
5. Double-click the .pkg file.

Note: If the file fails to open, command-click the .pkg file.

6. Click Open.
7. If prompted to allow the file to open, click Open.
8. In the install assistant window, click Continue.
9. If prompted to select a drive for the installation, select the partition where the operating system and applications are installed. If unsure, use the default selection.
10. Click Continue.
11. Do one of the following:
 - a) If you are using a Panini (non-network) scanner, click Install.
 - b) If you are using another scanner type, click Customize.
 - c) Deselect the RDMPaniniWrap Installation Package and select either RDMDCCWrap Installation Package (For Digital Check scanners) or RDMTWAINWrap Installation Package (For TWAIN scanners).
12. Click Install.

Note: Do not select more than one scanner installation package.

13. If prompted, enter an administrator password, and click Install Software.
14. When the installation finishes, click Close.
15. Reconnect the scanner to the computer.
16. Open the internet browser.
17. Log in to ITMS.
18. If not automatically taken to the Settings dialog, click Settings.
19. In the Scanner Model list, select the scanner's model name. See Scanner Selection Instructions for more information.
20. Click Save.

Please reference important risk mitigation best practices you should follow when using the Remote Deposit Capture Treasury remote deposit capture service.

REMOTE DEPOSIT CAPTURE KEY RISK MITIGATION BEST PRACTICES

PROCEDURAL BEST PRACTICES:

- Segregation of duties for personnel processing receipt of check payments, those preparing and submitting deposits via Remote Deposit Capture, and those reconciling accounts and statements is strongly recommended.
- Physical checks should be scanned, stored, and shredded in a secured area. Electronically captured check images, data, and any reports generated should be stored in a secured area.
- Securely store original checks between 14 days and 45 days. Immediately reconcile deposits to bank reporting and statements as they are available.
- Never share system credentials among users. Each user must be issued their own credentials for using the system.
- When processing a deposit, enter a control amount first to balance to when scanning of checks is completed.
- Confirm deposit is in balance and information is accurate before submitting each deposit.
- Routinely clean your scanner removing dust and any debris to help ensure proper performance.

DEPOSIT OF THE FOLLOWING ITEMS IS NOT PERMITTED AND COULD BE REJECTED:

- Checks drawn on foreign banks in foreign currency. Includes Canadian Checks in Canadian dollars or U.S. dollars.
- Checks payable to "Cash".
- Remotely Created Checks and Demand Drafts that do not have a maker signature.
- Checks that are irregular in any way (i.e., courtesy amount and written amount are different).
- Substitute checks (i.e., checks created from an electronic image).
- Checks you suspect are fraudulent or not properly authorized.
- Registered Government Warrants.
- Any checks that exceed transaction limitations that the bank may establish from time-to-time.
- Redeposit of Returned Checks (Must be taken to a branch).
- Check that are postdated or more than 6 months old.
- Third-party-issued-items outside the ordinary course of business" as noted in the Master Services Agreement.