



Configure a Check Capture Terminal Online

To configure a check terminal online, complete the following steps:

1. Click the **Administration** tab.
2. Select **Manage Check Processing>Terminal Configuration** and click **Modify**. The *Step 1 of 4: Gathering Terminal Information* page appears with *Automated terminal detection in progress...* message.



Application Tip

When the *Automated terminal detection in progress...* message appears the system reads the desktop settings and displays the appropriate information on the next page.

3. The *Step 2 of 4: Update the Terminal Configuration* page appears. Enter the system configuration.

Under **System Configuration**,

Set **LVD Usage** by, *optional*

- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Present
- Checking or unchecking **Personal Check** and/or **Non Personal** for Customer Not Present



Application Tip

By default all four checkboxes (Personal and/or Non Personal checks and Customer Present and/or Customer Not Present) for (Local Verification Database) LVD Usage are checked and they are optional. If all of them not checked, then LVD verification feature is disabled.

Set **Receipt Printing** by, *optional*

- Checking **Person Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Checking **Person Not Present**, *optional*
 - Click the **Manual** or **Automatic** radio button
 - Check **with preview**
- Selecting the **Printer Name**



Application Tip

Leaving both the **Person Present** and **Person Not Present** fields unchecked results in the disabling of this option. Click the appropriate box(es) if receipts are desired. Choosing **Manual** requires that the operator take additional steps to print the receipt. Choosing **Automatic** results in a receipt printout each time a transaction has been entered. Choosing **With Preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Person Present** and/or **Person Not Present** fields are clicked, the default setting is **Manual**.

Under **Application Configuration**,

- Enter the **Terminal ID**



Application Tip

The **Terminal ID** field is available for data entry during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.



Application Tip

The **Host Name** field is automatically generated based on your computer's registry and cannot be changed.

- Select **Single** or **Batch** for Processing mode



Application Tip

The **Single** processing mode allows the user to scan only one check at a time. **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. **Batch** processing mode is only available for EC7000i and all Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for Cashflow
 - Check **Back office Processing Only**



Application Tip

The **Settle Best Method** is the default selection and when selected exclusively on the configuration screen, all processing methods (Customer Present, Customer Not Present, and Back Office) are allowed for either personal or non personal items on the Entry Screen. The **Back Office** Processing method should be used by agencies that receive payments in person, and then scan the checks at a later time in a controlled, back office environment. **Truncate All Items** represents only non-personal items are allowed (for all processing methods) on the Entry Screen.

- Select **Optional** or **Mandatory** for Batch Control



Application Tip

If the **Batch Control** is set to **Optional**, OTCnet prompts the user to use the batch control. If the **Batch Control** is set to **Mandatory**, OTCnet prompts for batch control totals.

- Click **Prompt on Batch Create** and/or **Prompt on Batch Close** for Batch Control Prompts

Under **Devices Configuration**,

- Select the **Scanner** model, *required*
- Select **USB Port** or **Serial Port**, *required*
 - Select the Serial Port type



Application Tip

USB Port: RDM EC7000i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require USB port communication channel. RDM EC7000i scanners support USB and Serial communication channels.

Serial Port: USB-to-serial adapters are not supported. EC7000i scanners support USB and Serial communication channels.

COM dropdown: The user selects the serial port (aka COM port) where they have connected a serial scanner.



Application Tip

A “No Serial Ports are available for configuration” message displays if a Serial Port is not available for the terminal. A “No Serial Ports are available for configuration” message does not display if the terminal has a COM port enabled or if there a COM port enabled and there is no physical Serial Port.

- Check **Franking Enabled**, *optional*



Application Tip

The **Franking Enabled** option allows the scanner to automatically stamp the front of checks. Franking is only available for EC7000i and Panini I: Deal scanners.

4. Click **Next**. The *Step 3 of 4: Update the Configured OTC Endpoints* page appears.

Under **Available OTC Endpoints**,

- Select the **OTC Endpoint(s)** you want to **Add** by checking the box(es) under the **Add** column, and click **Add**.



Application Tip

The OTC Endpoints are permission based and are only visible to users with the appropriate permissions.

Under **Configure OTC Endpoint**,

- Select a **Default OTC Endpoint**, *required*.



Application Tip

Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Scan Checks actions.



Application Tip

Multiple OTC Endpoints can be selected but only one can be set as a **Default OTC Endpoint**.

- Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.



Application Tip

At least one **Default OTC Endpoint** is required per terminal.

5. Click **Next**. The *Step 4 of 4: Review the Terminal Configuration* page appears. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** if you need to modify the information entered.
6. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



Application Tip

Additional buttons on the page that help you perform other tasks:

- Click **Cancel** to return to the OTCnet Home Page. No data will be saved.
- Click **Previous** to return to the previous page.
- Click **Return Home** to the OTCnet Home Page.