



## Configure a Check Capture Terminal Offline

To configure a check capture terminal offline:

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 **Task Execution** by,

- Checking or unchecking **Start Up** and/or **Close Batch** for
  - Download OTC Endpoint
  - LVD Download
  - Acknowledge Batch
  - Upload Batch



### Application Tip

By default, all tasks execute on **Start Up** and **Close Batch**. Unless you want the tasks to execute on **Start Up** and **Batch Close** every time, customize your options appropriately. Note, if none of the tasks are checked, then none of the tasks will be executed.



### Application Tip

**Download OTC Endpoint:** If enabled, the offline application automatically downloads updated forms, organization information, DDS flags, and the endpoint status from the OTCnet Online servers.

**LVD Download:** If enabled and there is no previous LVD located on the terminal, the full LVD downloads. Subsequent LVD Downloads:

- Update existing records (if necessary)
- Download new records

**Acknowledge Batch:** If enabled, the offline application automatically acknowledges any uploaded batches that have successfully been processed by the OTCnet Online application.

**Upload Batch:** If enabled, OTCnet Offline automatically uploads any approved batches. If the supervisor approval flag is unchecked in terminal configuration, the Upload Batch task uploads Closed batches. The local activity log is also uploads during the Upload Batch task. Additionally, the terminal configuration information uploads for use by Customer Service in Terminal Query.

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
- Entering the number of **days** an **LVD Download override is required after**



### 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 are not checked, then the LVD verification feature is disabled.



### Application Tip

If any of the **LVD Usage** check boxes are checked, the number of days an **LVD Download override is required after** is required. The **LVD Download override is required after** field specifies the number of days that can pass before the LVD is considered stale and requires a **Check Capture Supervisor** to approve scanning checks against the stale LVD; otherwise, the operator is required to download the latest LVD.

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**

**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 and enter the batch control totals. 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
- **COM dropdown:** The user selects the serial port (aka COM port) where they have connected a serial scanner.



**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. RDM EC7000i scanners support USB and Serial communication channels.



**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.

Under **Standalone Configuration**,

- Set **Secondary Storage** by, *required*
  - Browsing for and selecting a **Secondary Storage** location



**Application Tip**

Do not set the **Secondary Storage** to the terminal’s local workstation (e.g. C:\ drive) instead browse to a folder on the network drive or Flash drive that is accessible by all that use OTCnet. While it is possible to set the location of the secondary storage to a local folder, it is not recommended, and a warning will be displayed.



#### Application Tip

The **Secondary Storage** location cannot contain any spaces. For example, use E:\SecondaryFolder vs. E:\Secondary Folder.

- Set **Supervisor Approval** by, *optional*
  - Checking or unchecking **Supervisor Approval Required for Upload Batch**



#### Application Tip

By default, the **Supervisor Approval Required for Upload Batch** is unchecked. Checking **Supervisor Approval Required for Upload Batch** indicates that a **Check Capture Supervisor's (CCS)**, or a check capture user with the **Batch Approver** permission, approval is required to upload a batch to the OTCnet server when there is internet connectivity. Additionally, the **CCS** needs to approve the batch from the terminal where the checks were captured. If unchecked, batches that are Closed but not Approved may be uploaded, but must be approved once the batch is available in Online OTCnet.

- Set **Retention Periods** by,
  - Entering the number of **days** for Batch Retention Period
  - Entering the number of **days** for Audit Log Retention Period



#### Application Tip

The **Batch Retention Period** refers to the period of time that a batch is available in both primary storage and secondary storage. After the **Batch Retention Period** passes for a batch, the batch is removed from Primary and Secondary Storage. This only applies to Acknowledged and Deactivated batches. All other batches remain in Primary and Secondary storage indefinitely.



#### Application Tip

By default, the **Batch Retention Period** is set to **14** days. By default, the **Audit Log Retention Period** is set to **365** days.

Under **Secure Batch Transmission**,

- Set the **WSDL URL** by,
  - Selecting the **Number of Re-Tries**
  - Entering the **number of milliseconds** for Re-Try Interval



**Application Tip**

By default, the **WSDL URL Number of Retries** is set to **3**. The **Number of Re-Tries** is the number of attempts the OTCnet Offline application will make to connect with the OTCnet Online server. The **Re-Try Interval** allows for specifying the number of milliseconds before the OTCnet Offline attempts another connection to the OTCnet Online server (to maximum of 100,000 ms) in order to transmit the batch.

Under **Proxy Server Configuration**, *if applicable*

- Check **Use Firewall Agent**
  - Enter the **Firewall Agent**
- Check **User Proxy**
  - Enter the **Proxy Timeout**
  - Enter the **Proxy User**
  - Enter the **Proxy Password**
  - Enter the **Proxy Server**
  - Enter the **Proxy Port**



**Application Tip**

If **Proxy Server Configuration** settings are entered when the **Check Capture Administrator's** profile was retrieved, then the Proxy Server Configuration settings are saved in the system, are displayed here, and can be modified.



**Application Tip**

If the **Use Firewall Agent** option is enabled, then the **Fire Agency** is available for configuration and the agent name can be entered.



**Application Tip**

If the **Use Proxy** option is enabled, then **Proxy Timeout**, **Proxy User**, **Proxy Password**, **Proxy Server**, and **Proxy Port** are available for configuration.

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*.

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 button on the page that help you perform other tasks:

- Click **Return Home** to the OTCnet Home Page.