



## Configure a Check Capture Terminal Online



### Application Tip

The **Check Capture Administrators (CCA)** and **Check Capture Supervisors (CCS)** are authorized to configure a check capture terminal. The **Card Administrator (CA)** is authorized to configure a card terminal.



### Application Tip

If you are configuring a check capture terminal, you must first start the OTCnet Local Bridge (OLB) application.

For more details, refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid.

Before starting the OLB application, ensure the following steps have been completed in this order:

- The **CCA** or **CA** can download the OLB application
- The OLB certificate is installed on the terminal (for OLB versions 1.2.0 and below)
- The OLB application is installed on the terminal
- Each user has created their OLB profile, ensuring that the OLB credential file was **not** renamed (the file name remained the same as it was generated)
- Each user has imported their OLB credentials to the terminal

For step-by-step instructions, refer to the *Download the OTCnet Local Bridge (OLB) Application*, *Install the OTCnet Local Bridge (OLB) Certificate*, *Install the OTCnet Local Bridge (OLB) Application*, *Create the OTCnet Local Bridge (OLB) Profile*, and *Import OTCnet Local Bridge (OLB) Credentials* printable job aids.

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

1. Click the **Administration** tab.

2. Select **Manage Check Processing>Terminal Configuration>Modify**. The *Step 1 of 4: Gathering Terminal Information* page may appear briefly.



#### **Application Tip**

If you are configuring a check capture terminal and you have not started the OTCnet Local Bridge (OLB) application, you will receive the following message: *Terminal detection failed. Please ensure that the OLB application is running.* Refer to the *Start and Stop the OTCnet Local Bridge (OLB) Application* printable job aid for step-by-step instructions on starting the OLB application.

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 Check and Non- Personal for Customer Present and Customer Not Present) are checked for (Local Verification Database) LVD Usage. These are optional. If all of them are not checked, then the LVD verification feature is disabled.

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

- Checking **Customer Present**, *optional*
  - Click the **Manual** or **Automatic** radio button
    - Check **with preview**
- Checking **Customer Not Present**, *optional*
  - Click the **Manual** or **Automatic** radio button
    - Check **with preview**



### Application Tip

Leaving both the **Customer Present** and **Customer Not Present** fields unchecked results in the disabling of this option. If receipts are desired, click the appropriate box(es). 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 the **with preview** option allows the operator to see the receipt on the screen prior to the generation of the printout. When the **Customer Present** and/or **Customer Not Present** fields are clicked, the default setting is **Manual**.



### Application Tip

When printing receipts, the system will go to the Windows default printer. All receipts will print to the Windows default printer.

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. The **Batch** processing mode allows groups of checks to be scanned all at once, prior to the data entry for the items. The **Batch** processing mode is available for EC7000i, EC9100i, 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. If **Truncate All Items** is selected, 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:** EC7000i, EC9100i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require a USB port communication channel. EC7000i scanners support USB and Serial communication channels.

**Serial Port and COM dropdown:** The user selects the serial port (i.e., COM port) where they have connected a serial scanner.

**USB-to-Serial adapters:** USB-to-serial adapters are not supported. 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 is 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 available for EC7000i, EC9100i, 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 Check Scan 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 return to the OTCnet Home Page.
- Select the OTC Endpoint (s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, *if applicable*.



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7. 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.
8. A *Confirmation* page appears stating that the Terminal Configuration record has been updated.



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