Configure a Check Capture Terminal Online

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

1. From the Administration tab, select Manage Check Processing->Terminal Configuration->Modify. The Step 1 of 4: Gathering Terminal Information page may appear briefly. The Step 2 of 4: Update the Terminal Configuration page appears.

2. Enter the system configuration and click Next. The Step 3 of 4: Update the Configured OTC Endpoints page appears.

   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**

If you are configuring a check capture terminal and have not started the OTCnet Local Bridge (OLB) application, you receive the following message: Terminal detection failed. Please ensure that the OLB application is running.

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 Tips

- 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). When the Customer Present and/or Customer Not Present fields are clicked, the default setting is Manual.
  - Click Manual to require the operator to take additional steps to print the receipt.
  - Click Automatic to print a receipt each time a transaction is entered.
  - Click with preview to allow the operator to see the receipt on the screen prior to the generation of the printout.
- When printing receipts, the system prints to the Windows default printer. All receipts print to the Windows default printer.

Under Application Configuration,

- Enter the Terminal ID
- Select Single or Batch for Processing mode
- Select Settle Best Method or Truncate All Items for Cashflow
- Check Back Office Processing Only
- Select Optional or Mandatory for Batch Control
- Click Prompt on Batch Create and/or Prompt on Batch Close for Batch Control Prompts
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.

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

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.

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 must be used by agencies that receive payments in person, 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.

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.

Under Devices Configuration,

- Select the Scanner model, required
- Select USB Port or Serial Port, required
- Select the Serial Port type
- Check Franking Enabled, optional
Application Tips

- **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.
- 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.
- 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.

3. Add or remove the OTCnet endpoint(s) that perform check scan, designate a default OTC Endpoint, and click Next as shown in Figure 1. The Step 4 of 4: Review the Terminal Configuration 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**

   Under **Configure OTC Endpoint**,
   - Select a **Default OTC Endpoint**, **required**
   - Select the OTC Endpoint(s) you want to **Delete** by checking the box(es) under the **Remove** column, and click **Remove**, if **applicable**
Figure 1. Step 3 of 4: Update the Configured OTC Endpoints

Application Tips

- The OTC Endpoints are permission based and are only visible to users with the appropriate permissions. At least one **Default OTC Endpoint** is required per terminal. While a default is chosen, it does not prevent you from scanning against another configured OTC Endpoint.
- Selecting a **Default OTC Endpoint** determines which OTC Endpoint to use when performing Check Scan actions.
- Multiple OTC Endpoints can be selected, but only one can be set as a **Default OTC Endpoint**.

4. Verify the Terminal Configuration is correct and click **Submit**. Click **Edit** to modify the information entered. A **Confirmation** page appears stating that the Terminal Configuration record has been updated.

Additional Buttons

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