



# Quick Guide

## Configuring an Online Check Capture Terminal

# Configuring an Online Check Capture Terminal

To configure a check capture terminal:

1. From the **Administration** tab, select **Manage Check Processing > Terminal Configuration** and click **Modify**.



The *Step 1 of 4: Gathering Terminal Information* page appears and displays the message “*Automated terminal detection in progress...*”. At that time, the system reads the desktop settings and displays the appropriate information on the next page.

2. From *Step 2 of 4: Update the Terminal Configuration*, enter the system configuration.

Under **System Configuration**, set **Task Execution** by:

- Clicking **Start up** and/or **Close Batch** for Firmware Upgrade

(Optional) Set **MVD/LVD Usage**:

- Check or uncheck **Personal Check** and/or **Non Personal** For Customer Present
- Check or uncheck **Personal Check** and/or **Non Personal** for Customer Not Present

By default, all options for LVD usage are checked. If all are unchecked the LVD verification feature is disabled.

(Optional) Set **Receipt Printing**:

- Check **Person Present**
  - Select **Manual** or **Automatic** (check **with preview**)
- Check **Person Not Present**
  - Select **Manual** or **Automatic** (check **with preview**)
- Select **Printer Name** from the drop-down menu

### Terminal Configuration

Step 2 of 4: Update the Terminal Configuration

▼ System Configuration

**LVD Usage**

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Receipt Printing**

Person Present

Manual

Automatic  with preview

Person Not Present

Manual

Automatic  with preview

Printer Name

Application Configuration	
Terminal ID *	JC Terminal <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span> <i>continued</i>
Host Name	BAHCNU407CMZV
Processing	<input checked="" type="radio"/> Single <input type="radio"/> Batch
Cashflow	<input checked="" type="radio"/> Settle Best Method <input type="radio"/> Truncate All Items <input type="checkbox"/> Back Office Processing Only
Batch Control	<input type="radio"/> Optional <input checked="" type="radio"/> Mandatory
Batch Control Prompts	<input type="checkbox"/> Prompt on Batch Create <input checked="" type="checkbox"/> Prompt on Batch Close

Under **Application Configuration**:

- Enter the **Terminal ID**

The **Terminal ID** field can be edited during initial setup. After the **Terminal ID** is assigned it is protected and cannot be changed.

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

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

**Single** mode allows the user to scan one check at a time. **Batch** mode allows groups of checks to be scanned all at once prior to the data entry for the items. **Batch** mode is available for EC7000i, EC9100i, and all Panini scanners.

- Select **Settle Best Method** or **Truncate All Items** for **Cashflow**, and 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**:

- (Required) Select the **Scanner** model

**Scanner Types**

<b>EC7000i</b>	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
<b>EC9000i</b>	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
<b>Panini MyVision X</b>	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks in a batch)
<b>Panini Vision X</b>	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)
<b>Panini I: Deal</b>	This scanner will automatically scan both sides of a check and can scan in single or batch mode (one or more checks at a time)

- (Optional) Check **Franking Enabled**
- (Required) Select **USB Port** or **Serial Port** and serial port type

**Application Tip**

The **Franking Enabled** option is only available for EC6000i and EC7000i scanners. This option allows the scanner to automatically stamp checks with the words *Electronically Presented* upon completion of the each check scan.

- (Optional) Check **Keypad Enabled**

**Application Tip**

The **Keypad Enabled** option is available when electing to use the optional Yes/No keypad. Enabling the keypad allows the check writer to confirm the transaction dollar amount via the keypad.

- (Required) **Pass Through Channel** or **Serial Port** for **Keypad Communication Channel**, if applicable

**Application Tip**

If **Keypad Enabled** option is enabled, then **Pass Through Channel** or **Serial Port** is available for selection.

- When you complete **Devices Configuration**, click **Next**.

3. 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 corresponding checkbox(es) in the **Add** column
- Click **Add**

Under **Configure OTC Endpoint**:

- (Required) Select a **Default OTC Endpoint**. This is the OTC Endpoint that will be used when performing check scanning tasks. At least one default OTC Endpoint is required for each terminal.
- (Optional) If you need to remove an endpoint, select its corresponding checkbox in the **Remove** column and click the **Remove** button.
- When you complete **Configure OTC Endpoint**, click **Next**.

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [ Check All / Uncheck All ]
<input checked="" type="checkbox"/>	2223334401	TTHLL2	1009	Training Team Test Hierarchy Lower Level 2	<input type="checkbox"/>

Remove

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4. The *Step 4 of 4: Review the Terminal Configuration* page appears.

- Verify the terminal configuration is correct. Click **Edit** if you need to modify the information entered.
- Click **Submit**.

**Application Tip**

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

**Terminal Configuration**

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration [Edit]

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
<input checked="" type="checkbox"/>	2223334401	TTHLL2	1009	Training Team Test Hierarchy Lower Level 2

Added OTC Endpoints  
There are no new OTC Endpoints added

Removed OTC Endpoints  
There are no OTC Endpoints Removed

System Configuration [Edit]

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Receipt Printing

Person Present	Manual
Person Not Present	None

Printer Name

Application Configuration [Edit]

Terminal ID	JC Terminal
Host Name	BAHCNU407CMZV
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration [Edit]

Scanner	Panini I:Deal
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

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