

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



Application Tips

- 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 RDM EC7000i, EC9100i, EC9600i, EC9700i and Panini MyVision X, VisionX and I:Deal.
- 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:** RDM EC7000i, EC9100i, EC9600i, EC9700i, Panini MyVision, Panini VisionX, and Panini I: Deal scanners require a USB port communication channel. RDM 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. RDM 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 RDM EC7000i, EC9100i, EC9600i, EC9700i, 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

Terminal Configuration 1 2 3

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints
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ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
1111111101	Test 01	1004	Test 01	☐
1111111102	Test 02	1004	Test 02	☐

Add >>

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
☒	0000209902	TTTH L1	1009	TTTH Level 1	☐

Remove

< Previous Cancel **Next >>**



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.