

## Remote Deposit Capture Scanner Installation Guide for Windows

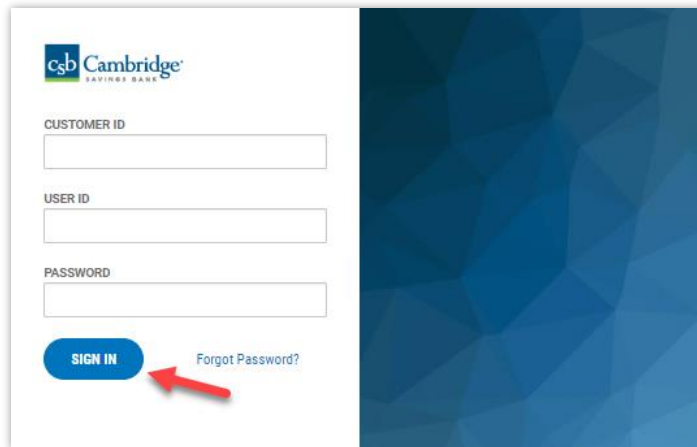
Prior to beginning your scanner installation, you will need the following information.

- Cambridge Savings Bank's RDC platform is accessed through the Business Online Banking platform. You will need to login to the platform to access Remote Deposit Capture.
- Your Merchant ID and scanner model/scanner number
- **NOTE:** To install the software, you may need administrative privileges for installation purposes. Consult with your IT department for access. Follow the steps below to install your scanner:

### Installing Device Control

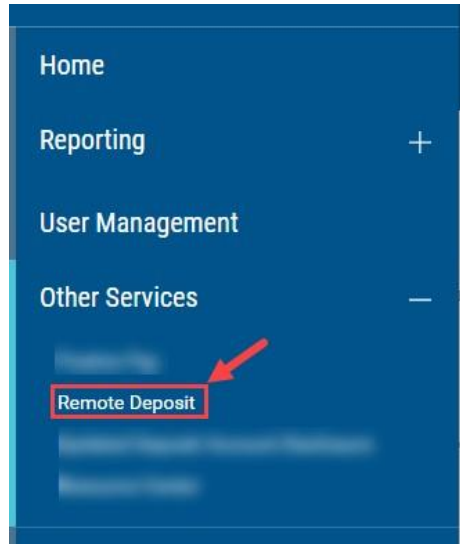
**Step 1:** Navigate to Cambridge Savings Bank's RDC application through Cambridge Savings Bank's online banking.

**Step 2:** On the Business Online Banking login page, enter your Customer ID, User ID and password, and select the "SIGN IN" button.

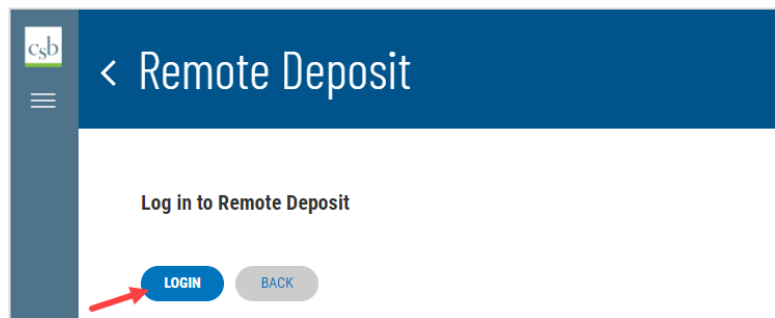


**Step 3:** Select the 3-line icon on the upper left corner, just below the Cambridge Savings Bank logo, to expand the side menu. From the side menu, select "Other Services" and then select "Remote Deposit".



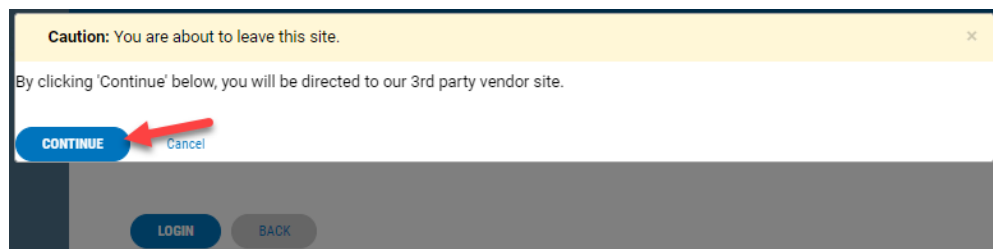


**Step 4:** On the **Remote Deposit** screen, select the **“Login”** button on the screen.

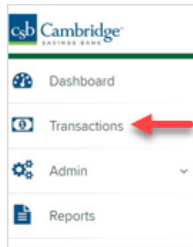


**Important!** After Selecting the **“Login”** button, you will receive a pop-up message stating: **“Caution: You are about to leave this site. By clicking, ‘Continue’ below, you will be directed to our 3<sup>rd</sup> party vendor site.”**

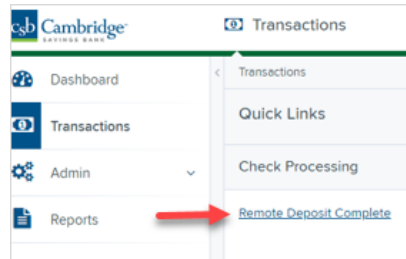
**This is a valid message, and you are still in a secure session and accessing a secure site to access the services.**



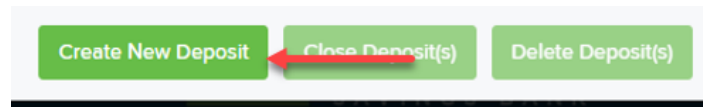
**Step 5:** Select “**Transactions**” from the left main menu.



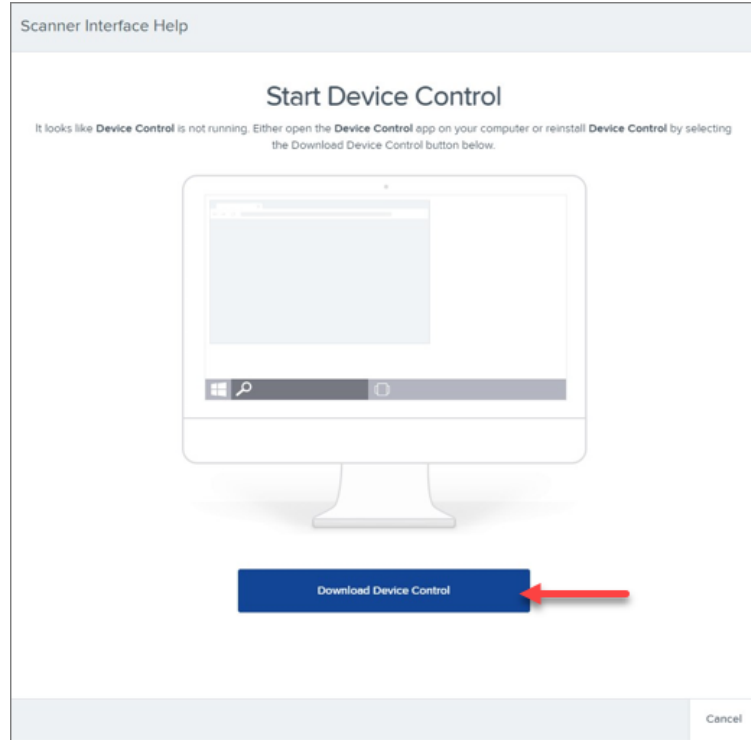
**Step 6:** Under *Check Processing*, choose “**Remote Deposit Complete**”.



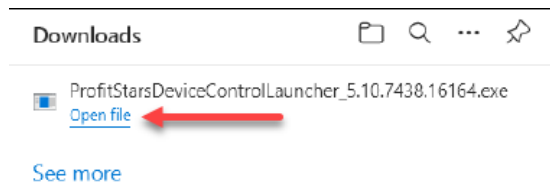
**Step 7:** The *Open Deposits* page appears. Select “**Create New Deposit**”, as shown below.



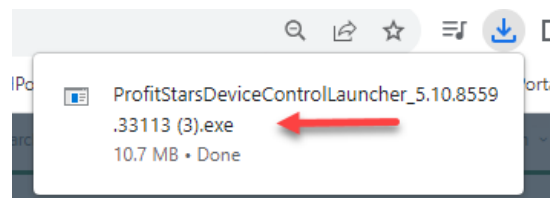
**Step 8:** The *Start Device Control* prompt appears, informing you that Device Control is attempting to launch. Select “**Download Device Control**” to continue.



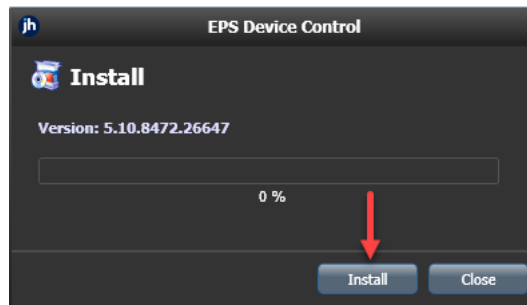
**Step 9:** Depending on your browser, you will see one of the following downloads to select:  
Microsoft Edge (Upper Right) “**Open file**”



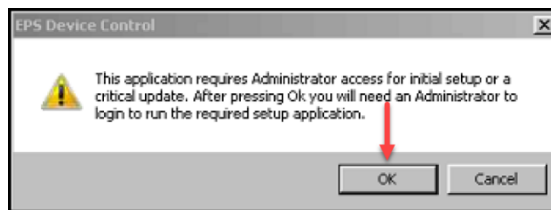
Google Chrome (Upper Right)



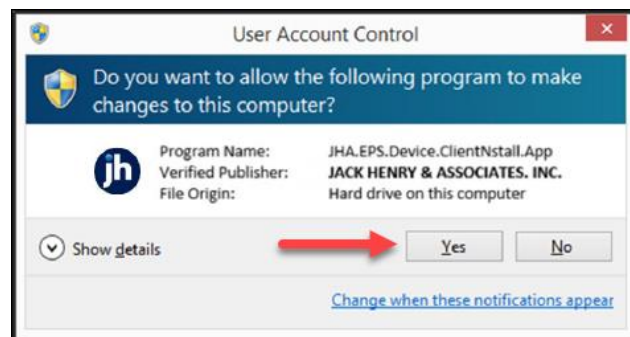
**Step 10:** The system will prompt you to begin installing EPS Device Control. Select **“Install”** to continue. This may take several minutes.



**Step 11:** A prompt appears to ensure that a user with Administrator rights to the computer will proceed with the installation. Select **“OK”** to continue.



**Step 12:** A *User Account Control* prompt may appear, asking permission for the application to make additional changes. If this appears, select **“Yes”** to continue.



## Installing Your Check Scanner

**Step 1:** Choose the scanner and model you wish to install, and then select **“Install”**. Cambridge Savings Bank’s scanner models are:

Panini®

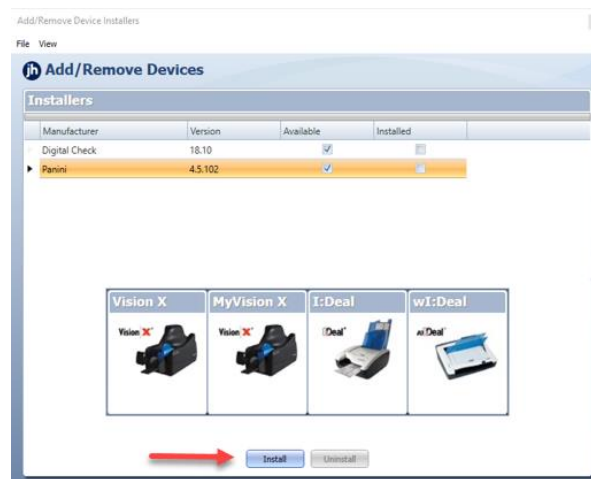
- Vision X

Digital Check®

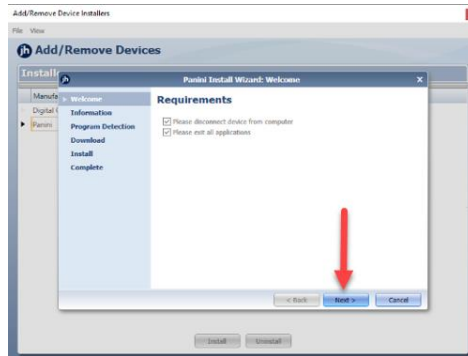
- CX30
- TS240



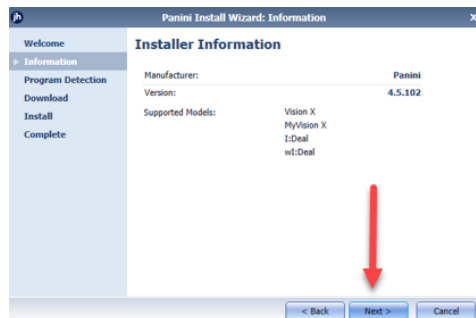
**Step 2:** The *Add/Remove Devices* window appears. Choose the scanner you wish to add, and then Select **“Install”**.



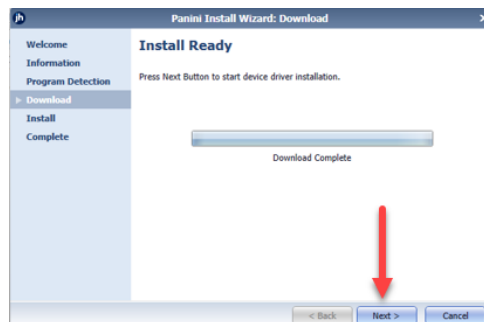
**Step 3:** The *Install Wizard* appears. Disconnect the scanner's USB or power cable from your computer and exit all other applications. Select **"Next"** to continue.



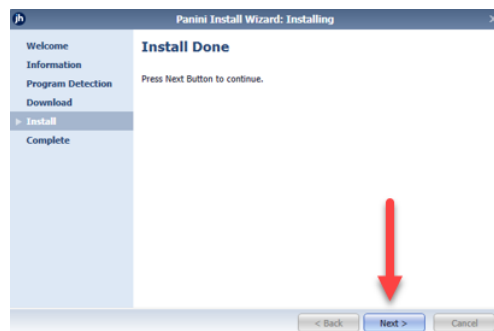
**Step 4:** The *Install Wizard* displays the *Installer Information* prompt. Choose **"Next"** to continue.



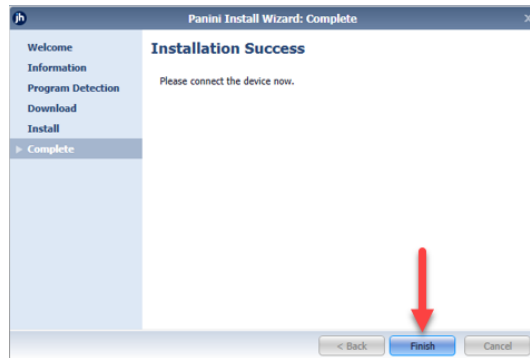
**Step 5:** The *Install Wizard* displays the *Install Ready* prompt. Select **"Next"** to continue.



**Step 6:** The *Install Wizard* displays the *Install Done* prompt. Select **"Next"** to continue.



**Step 7:** After the *Install Wizard* has been completed, connect the scanner to your computer, and then select **“Finish”**. The scanner is now installed.



**NOTE:** When you begin making deposits, ensure that the **Scanner Terminal #** field is populated on the *Create New Deposit* page. When this field is populated, you are ready to begin scanning checks.

### Create New Deposit

**Location \***

**Deposit Name \***  

13:25:29.8437275 6/30/2020 Deposit

**Number Of Checks \***  

1

**Total Amount \***  

\$

1.00

**Scanner Terminal Number**  

114054919