

## **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.

CUSTOMER ID			
USER ID			
PASSWORD			
SIGN IN FO	rgot Password?		

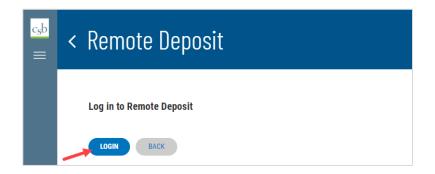
Step 3: Select the 3-line icon on the upper left corner, just below the Cambridge Savings Bank logo, to expand the side menu. From the side menu, select "Other Services" and then select "Remote Deposit".





Home	
Reporting	+
User Management	
Other Services	n r
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.

Ca	ution: You are about to leave this site.	
By click	ring 'Continue' below, you will be directed to our 3rd party vendor site.	
CON	TINUE Cancel	
	LOGIN BACK	



## Step 5: Select "Transactions" from the left main menu.

Cambridge	
Dashboard	
Transactions 🗲	_
Admin	~
Reports	
	Cambridge Dashboard Transactions Admin Reports

Step 6: Under Check Processing, choose "Remote Deposit Complete".

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¢°	Admin	Ŷ		Check Processing
Ľ	Reports	_		Remote Deposit Complete

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

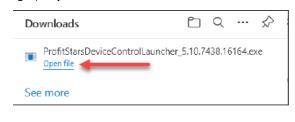
Create New Deposit	se Deposit(s) Delete Deposit(s)

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

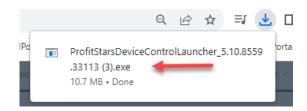


	Start Davias Cantral	
	Start Device Control	
looks like Device Co	ntrol is not running. Either open the Device Control app on your computer or reinstall Device Control by selec the Download Device Control button below.	tin
	• م	
	Download Device Control	

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)

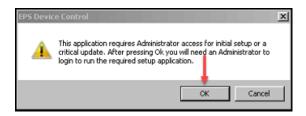




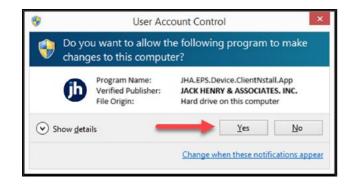
*Step 10:* The system will prompt you to begin installing EPS Device Control. Select "Install" to continue. This may take several minutes.



**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.

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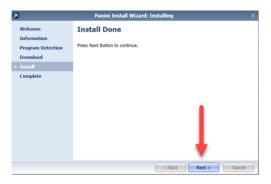
*Step 4:* The *Install Wizard* displays the *Installer Information* prompt. Choose "Next" to continue.

nstaller Informa	ation		
Manuracturer: Version: Supported Models:	Vision X MyVision X I:Deal wI:Deal	Panini 4.5.102	
	< Back	Next > C	ancel
		wit/Deal	witheal

*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.

ø	Panini Install Wizard: Complete	x
Welcome	Installation Success	
Information Program Detection	Please connect the device now.	
Download		
Install		
► Complete		
	1	
		_
	< Back Finish Cancel	

**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				