



USB scanner Installation Guide

› Cash Management Solutions

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Guide for Installing the Digital Deposits Service for USB Scanners

Introduction

This document is for businesses that want to deposit cheques using a USB scanner with a PC.

After reading this guide, please refer to the Digital Deposits – User Guide.

Items must be scanned within Canada or The United States.

Important: Are you using a MAC computer to make your deposits?

- > Do not connect the scanner to the workstation until it is explicitly requested.
- > Please consult the guide for MAC computers for all technical specifics .

Before you start



Make sure you have access to *Online banking for business* platform and the *Digital Deposits* service



You must have the depositor role (see the *Managing roles* section) in order to complete the installation.



Validate that your computer meets the minimum requirements presented in the *Technical specifications* section



A user with administrator rights must authorize the first step of the installation on the workstation, namely: *Installing my scanner*.

Step 1: Installing my scanner

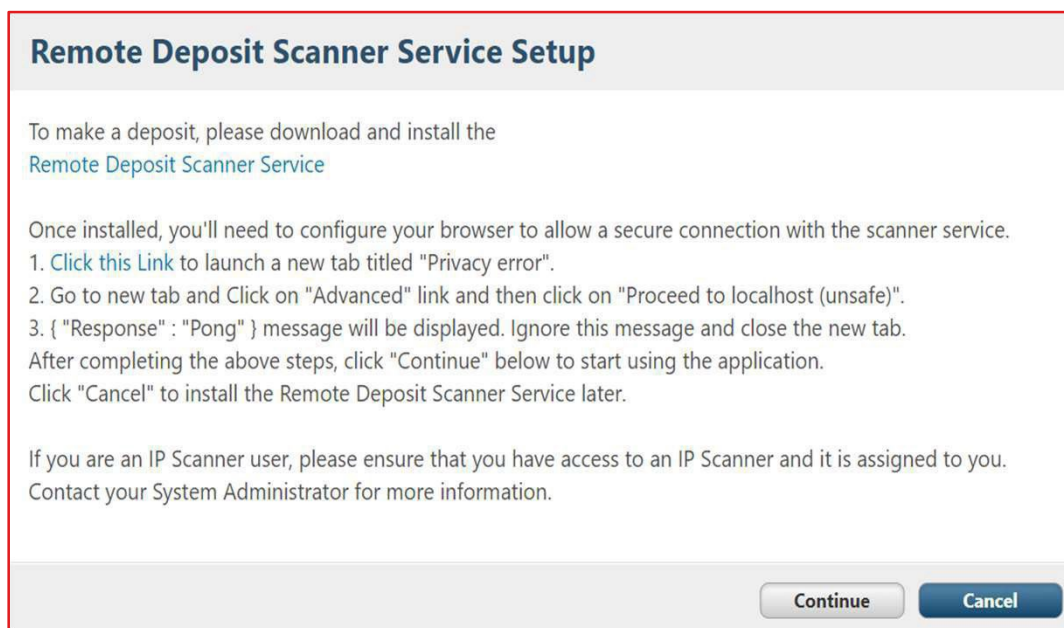
Here are the steps to follow in order to install your scanner.

Access the platform:

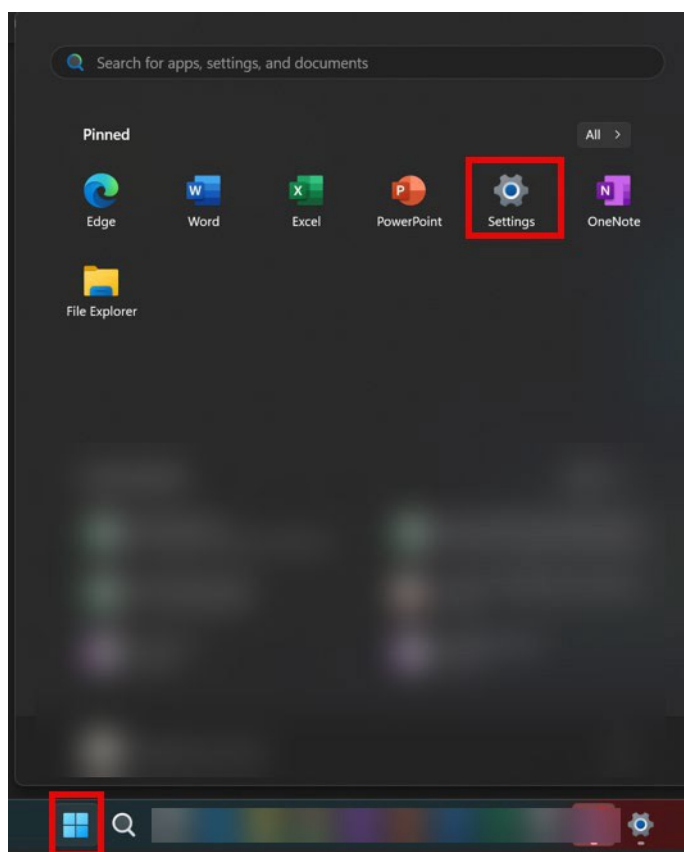
- > Connect to Online banking for business portal.
- > Access the *Digital Deposits* option located in the left menu.

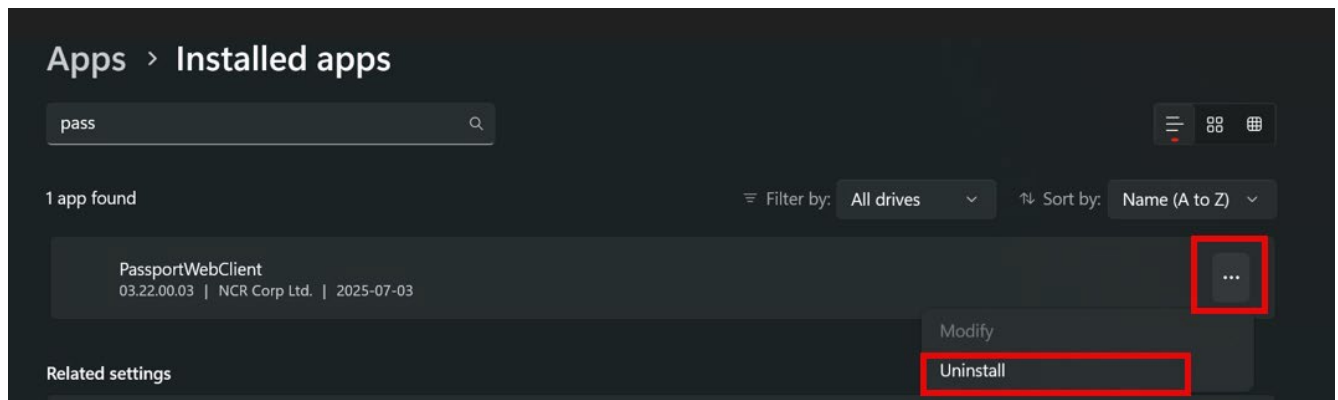
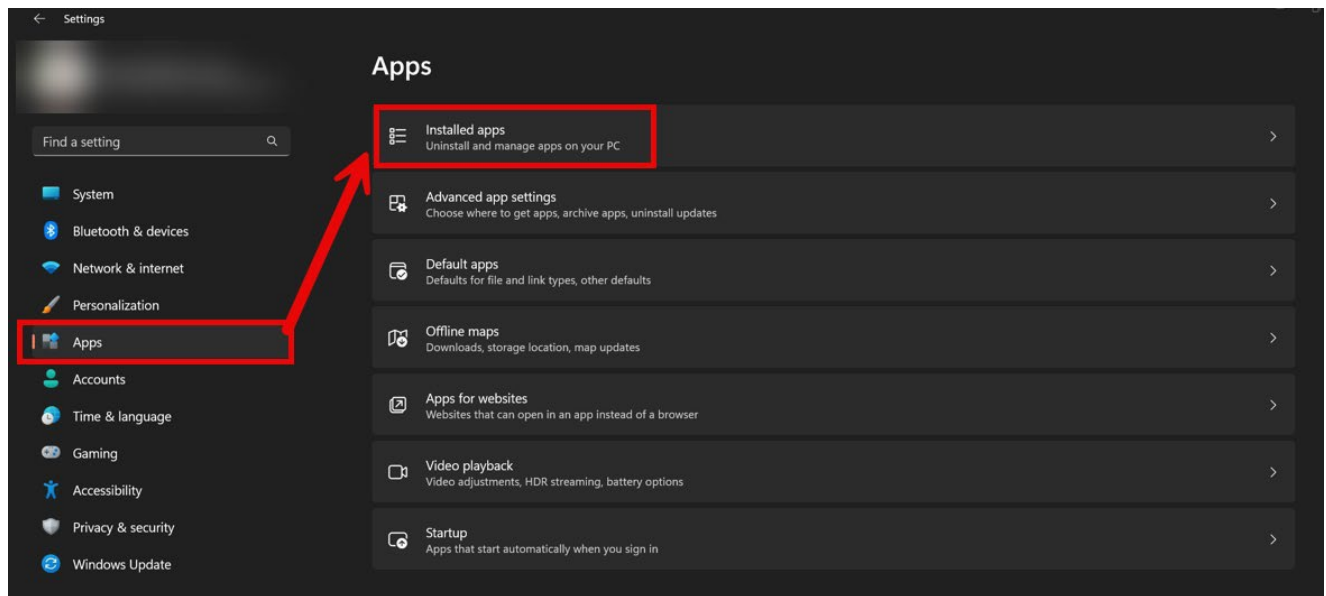


> The following window will appear, click on **Remote Deposit Scanner Service** link.

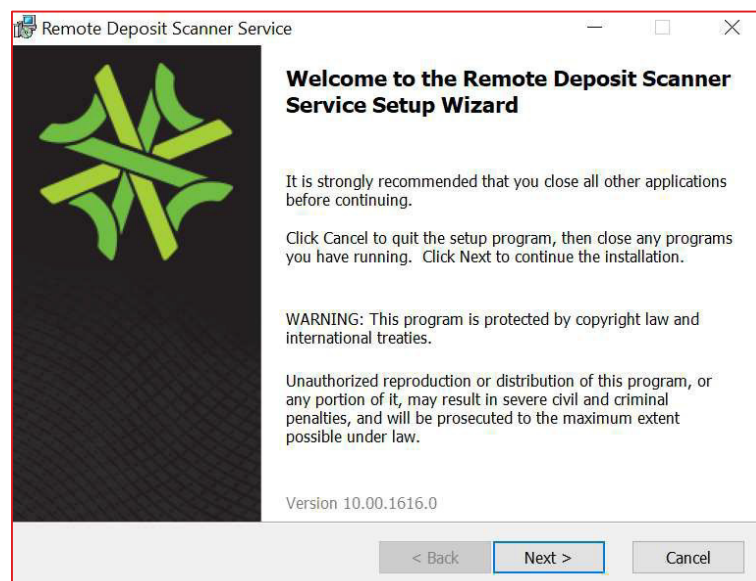


If you are not using the digital deposit with other banks, it is best to uninstall the old service from National Bank, Passport WebClient.

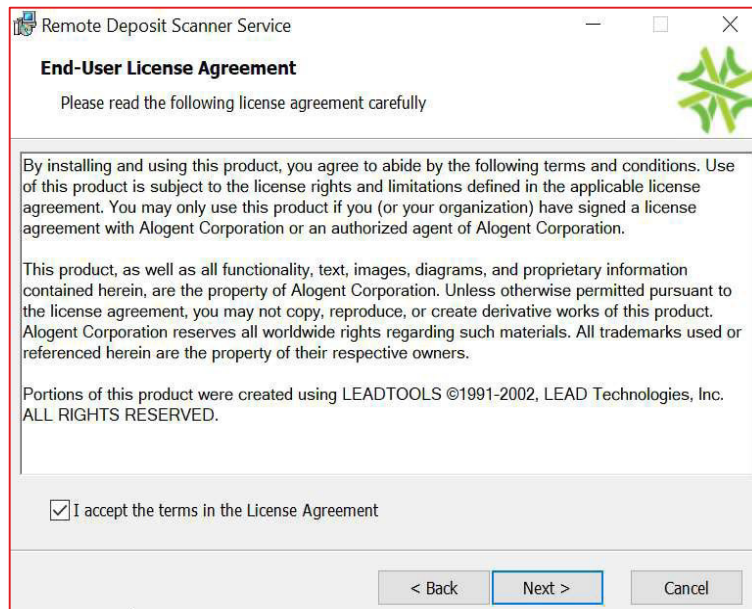




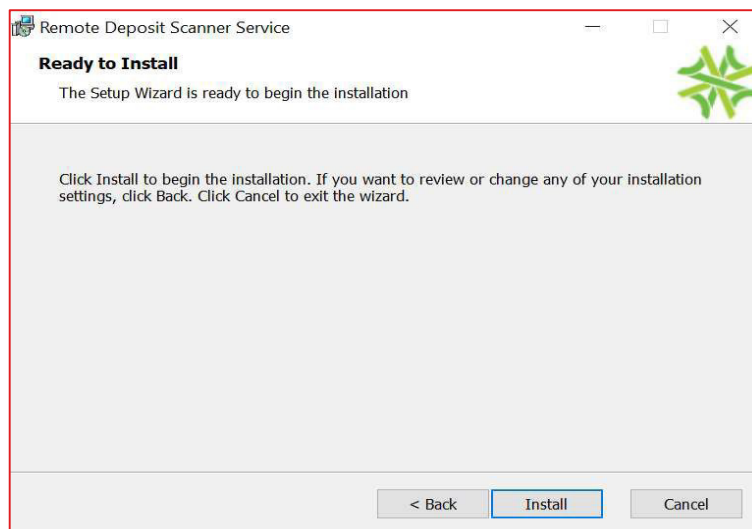
Please note that the service installation instructions are only displayed in English. Click on the Next button



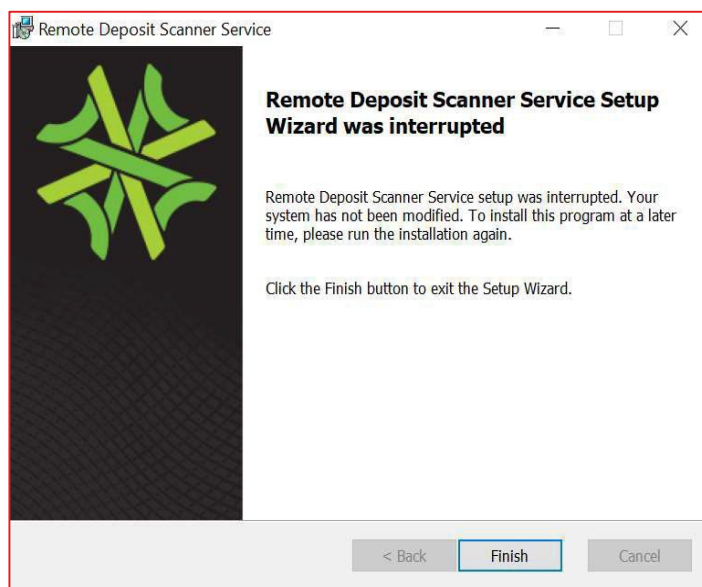
- > Check on the **I accept the terms in the License Agreement** box and click the **Next** button.



- > Click on the **Install** button to start the installation.

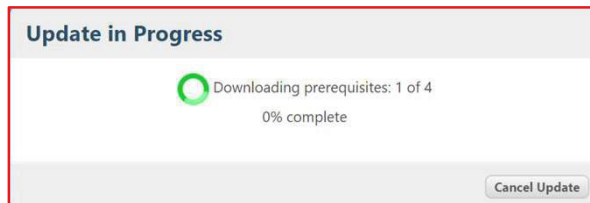
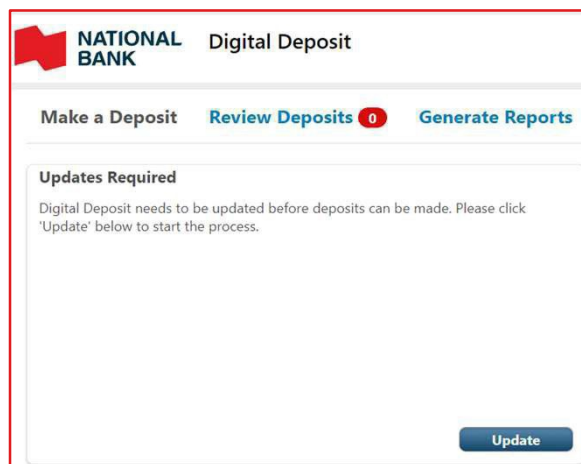


- > Once the installation is complete, click on the **Finish** button



Step 2: Updating the system

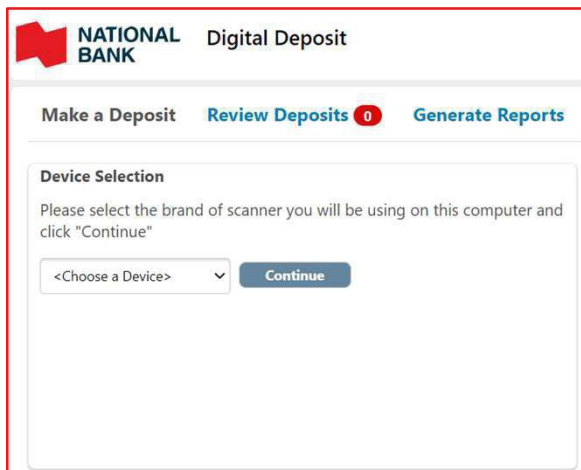
- > In the *Updates Required* box, click the **Update** button.



If the above screen appears for more than 5 minutes, refresh the page and click the "Update" button again.

Step 3: Installing the driver

- > Select the required update for your scanner from the drop-down list. Refer to the table below to help you.



NATIONAL BANK Digital Deposit

Make a Deposit Review Deposits 0 Generate Reports

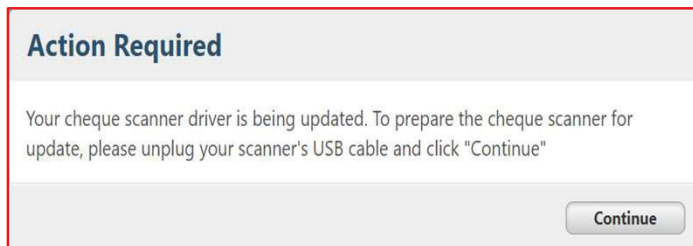
Device Selection

Please select the brand of scanner you will be using on this computer and click "Continue"

<Choose a Device>

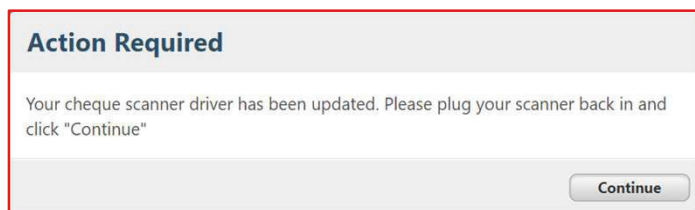
Brand	Scanner	Select
Digital Check	CheXpress CX30, TellerScan 240	Digital Check TS2xx Series
	Professional, Adaptive	Digital Check SmartSource
Panini	Vision X (1F, 50/75 - AGP), Vision neXt, Vision I:Deal	Panini VisionX or neXt
	EverneXt	Panini EverneXt or mIDeal

- > Click on the **Continue** button.
- > When the window below appears, plug your scanner into the workstation's USB port and click **Continue**.



Action Required

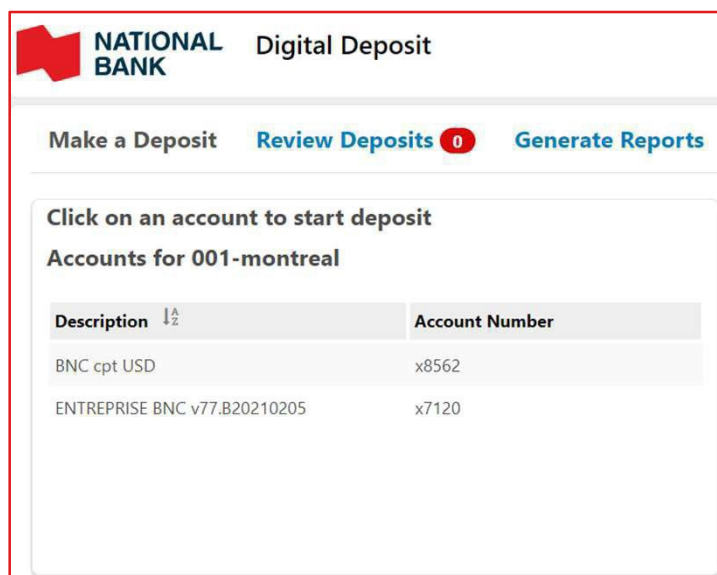
Your cheque scanner driver is being updated. To prepare the cheque scanner for update, please unplug your scanner's USB cable and click "Continue"



Action Required

Your cheque scanner driver has been updated. Please plug your scanner back in and click "Continue"

- > Once the installation is complete, the *Make a deposit* tab will appear which means that you can now make deposits.



NATIONAL BANK Digital Deposit

Make a Deposit Review Deposits 0 Generate Reports

Click on an account to start deposit

Accounts for 001-montreal

Description 	Account Number
BNC cpt USD	x8562
ENTREPRISE BNC v77.B20210205	x7120

Step 4: Language configuration

The Digital deposits platform can be displayed in the following languages: French (Canada) and English.

The display language of the Digital deposits is based on the language of your browser.

If you wish to change the language, you will have to make the change directly in your browser.

Need help? Refer to the links below.

Browser	How to change the language	Do you need to restart?
Microsoft Internet Explorer*	Tutorial	Yes
Google Chrome	Tutorial	No (close and reopen your browser)
Mozilla Firefox	Tutorial	No (close and reopen your browser)
Apple Safari*	Tutorial	Yes

* You do not need to have administrator rights on the computer to change the language of your browser.

** To prevent the change of language from impacting your desktop language, we recommend that you use Google Chrome or Mozilla Firefox as your browser.

Step 5: Deposit test (without submitting)

- > To ensure that the installation was successful, we recommend that you run a test deposit by following the steps in the *Making a deposit* section until you see the screen below:

Deposit For 001-MONTREA...	
Account Number:	x5526
Item Count:	3
Total Amount:	\$1,354.99
Expected Total:	☑ \$1,354.99

Scan Complete
All items were scanned. Please review your items before submitting your deposit.
[Cancel Deposit](#)

Submit Deposit **Scan More Items**

ISN	Amount
0000000060	\$805.00

- > If the scanning of your item is successful; this will confirm that you are ready to make your deposits.
- > Click on the Cancel deposit link and then the **Continue** button to confirm the cancellation.



Technical specifications

Requirements

To use the Digital deposit service, your workstation must meet the minimum requirements below:

Specifications	Minimum requirements	
	PC	MAC
Processor	One or many processors @ 2,8 GHz or more	
RAM	2 Go	
Disk space	30 Mo (to install your scanner)	
Operating system	Microsoft Windows 10 Pro or Business. Important : Home family versions and 10s are not supported.	Mac OS 10.15.7 Catalina
Browser	> Microsoft Internet Explorer 11 (supported until august 2021) or most recent Microsoft Edge > Google Chrome (33.0 or more) > Mozilla Firefox (31.0 or more)	> Apple Safari (13.1.2 or more) > Google Chrome (33.0 or more) > Mozilla Firefox (31.0 or more)
Display	A display adapter and monitor with a capacity of at least 1024 x 768 resolution	
.NET functionality.	To allow the installation of the Digital deposits, verify that the version of the .Net feature is 4.5.2 or newer and is enabled (Appendix - D)	N/A
Scanner connectivity	Available USB 2.0 port	Available IP address
Firewall	Port 443 must be available to local applications. To verify if the port has been added, you can run a <i>Telnet</i> on L'URL https://ssoconnectrdc.ca/443	N/A



Appendix A - .Net Feature

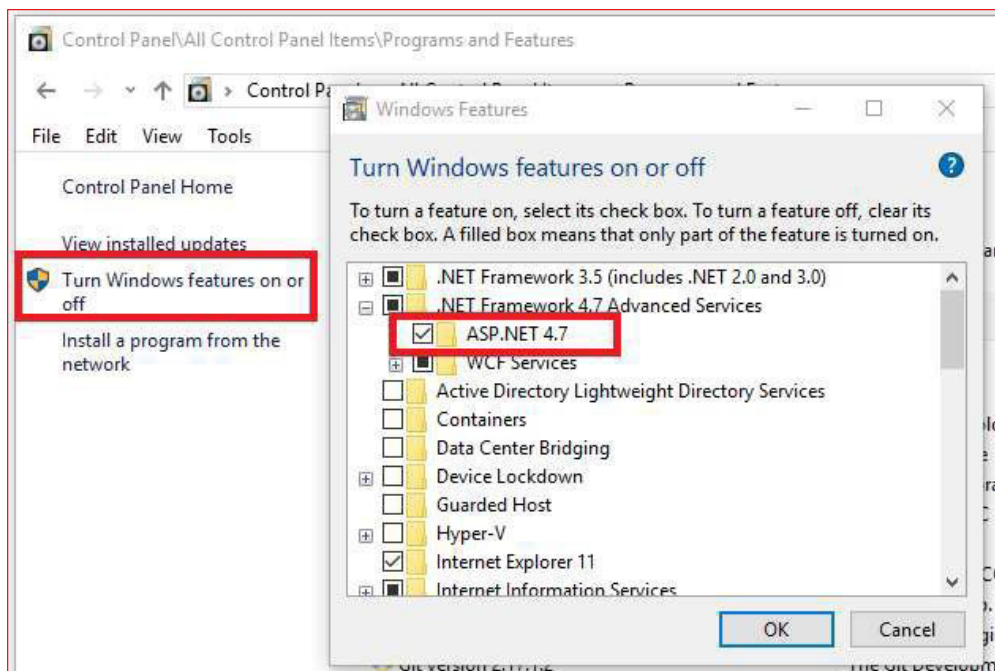
Check the version of the .Net feature and activate it

IMPORTANT:

A user with system administrator rights must be present to authorize the following actions.

If you have Windows 10 or later

Open the Control Panel (e.g., by clicking the **Windows** button and typing “Control Panel”), click *Programs and Features*, click *Turn Windows features on or off*, check the version number of the ASP.NET feature and make sure it is ticked:



If you have Windows 7 or 8.1

You will need to download and install the latest version of the .Net feature from the Microsoft website: <https://dotnet.microsoft.com/download/dotnet-framework/thank-you/net48-web-installer>

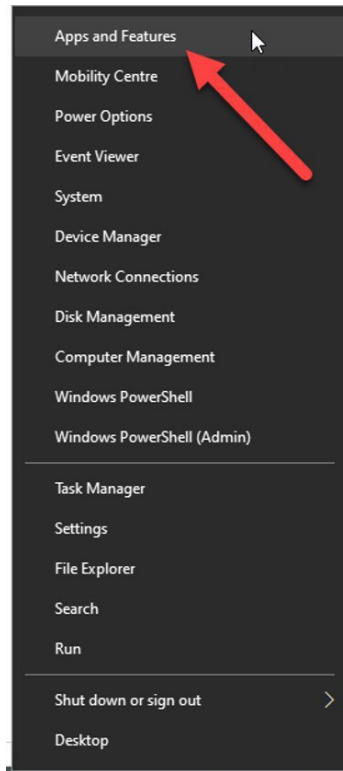


Appendix B - Uninstalling the Software

Uninstalling the digital deposit software

If the updates are not completed by the deadline, you will need to completely uninstall and reinstall the solution to regain access to the digital cheque deposit.

1. Right-click on the Windows logo at the bottom left of your screen on Windows 10. Or near the middle of the screen on Windows 11. And go in the “Apps and Features” option.



2. Then search for the Application “Remote Deposit Scanner Service”. Click on it once and then select “Uninstall” and follow the instruction on screen.

