REMOTE DEPOSIT CAPTURE

Quick Start Guide

FIRST HORIZON

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INTRODUCTION

Welcome! To begin using your new RDC solution, you will need to un-install the programs associated with your previous RDC Program. If you have not used RDC previously, please skip step 1 in this guide.

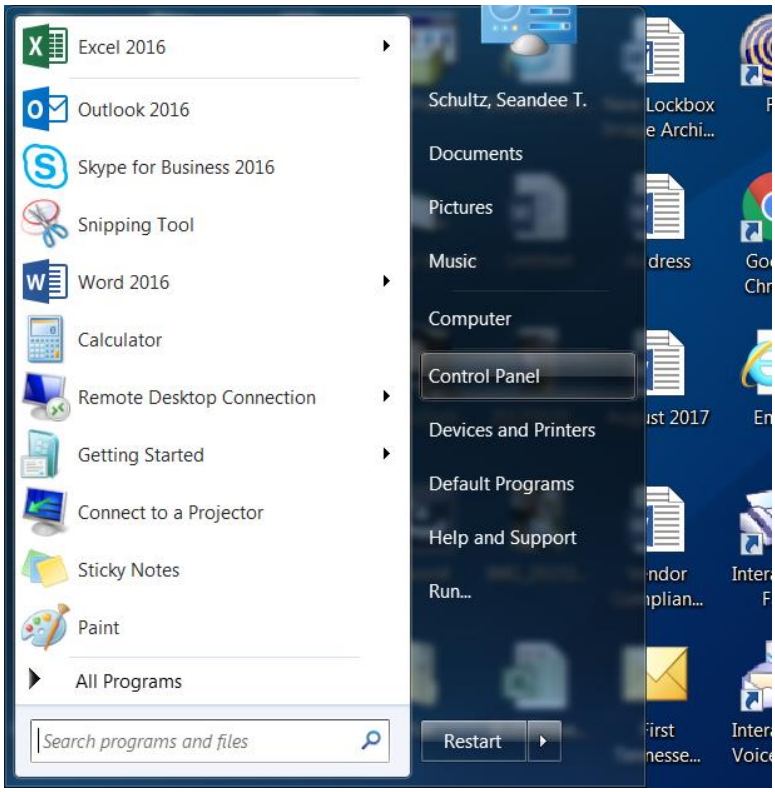
If RDC will be used with multiple banks please contact us at 888-382-4968 or businessservicecenter@firsthorizon.com before proceeding. Additional steps may be needed to ensure that the application works properly in this case. **If RDC will be used with multiple banks, DO NOT follow step 1 in this guide.**

Before you start, please know:

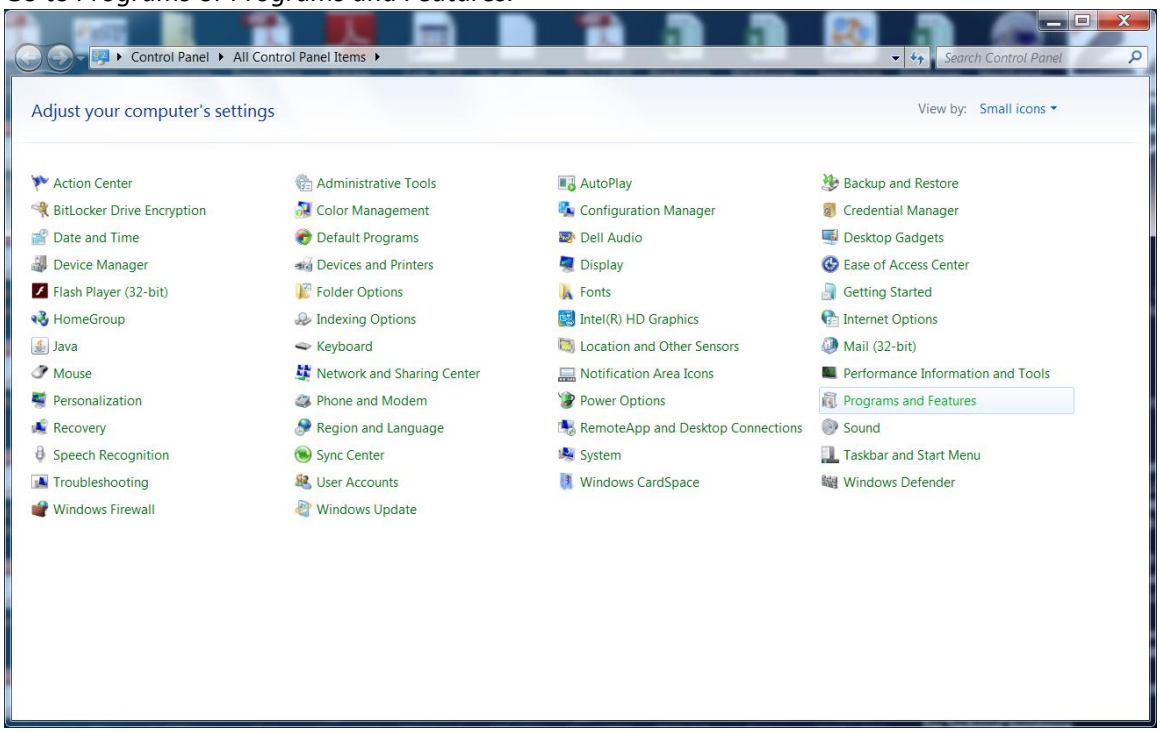
- The check scanner needs to be unplugged during the following steps.
- To complete the next steps, administrative rights to your computer or network are required.

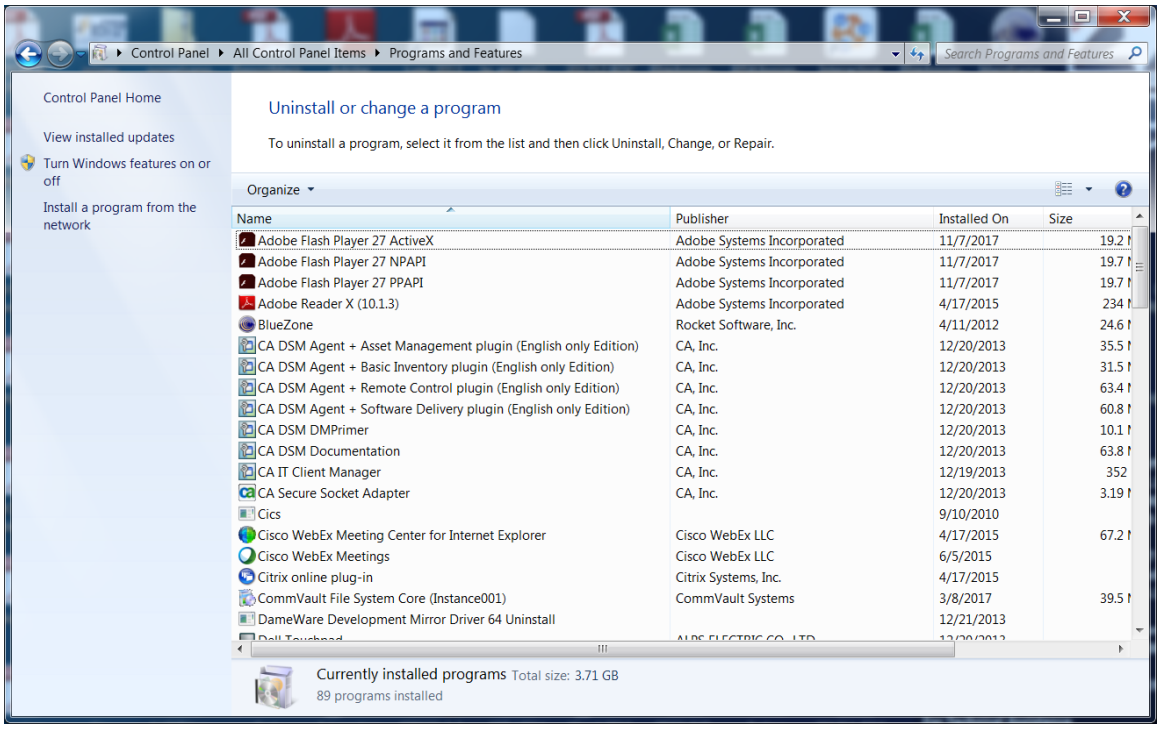
UNINSTALLING PRIOR RDC APPLICATIONS

1. Go to the *Start* menu and *Control Panel.*



2. Go to *Programs* or *Programs and Features.*

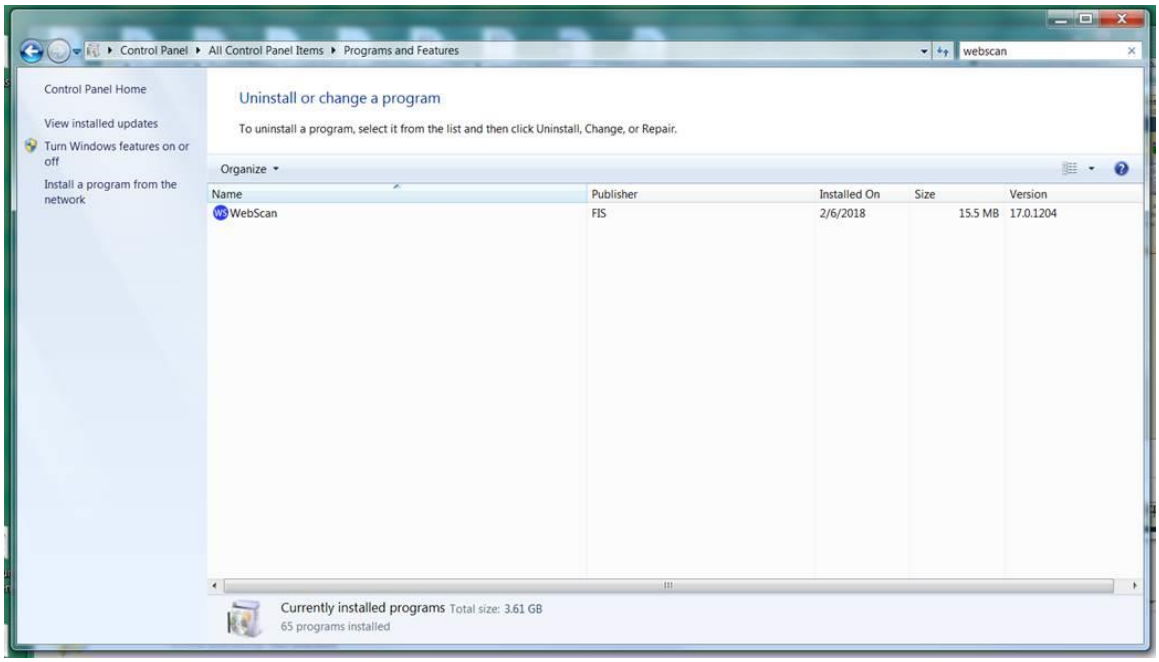


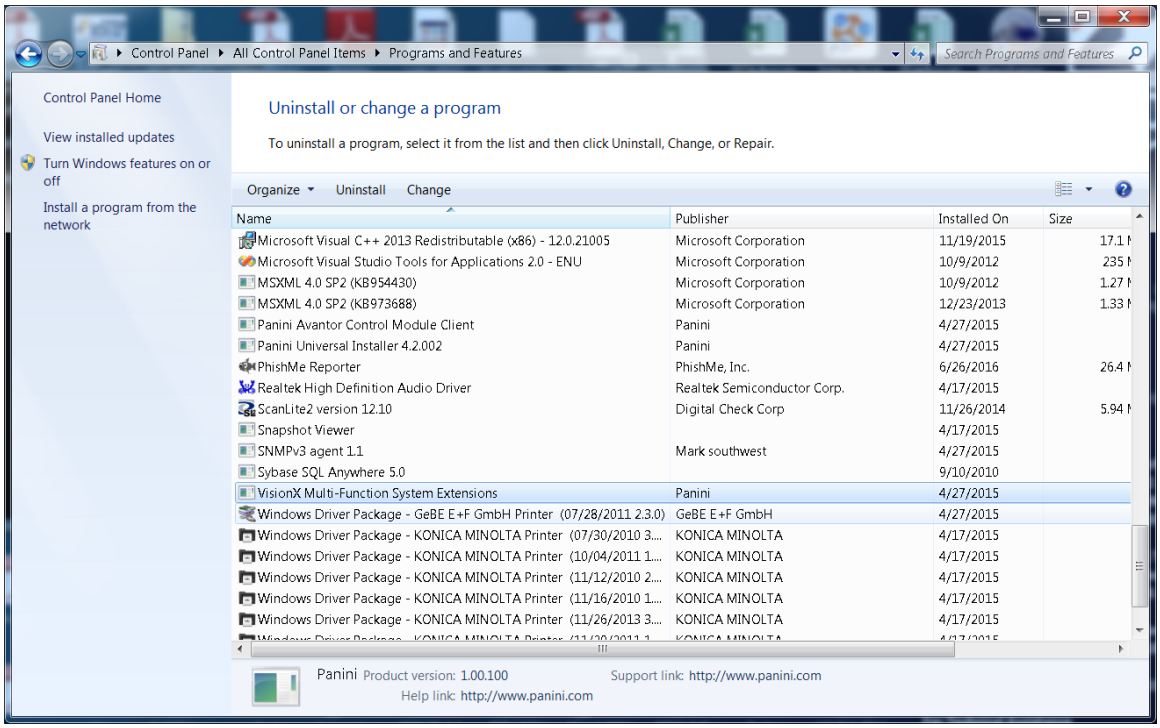


You will need to uninstall* all programs or drivers related to the scanner that has been used with your previous RDC application. Programs that you will need to uninstall may include:

- Web Scan Program
- Any driver or program related to your scanner

** You must have administrative rights in order to complete these steps.*





3. Right Click on the driver or program that is to be uninstalled and Select “Uninstall”.

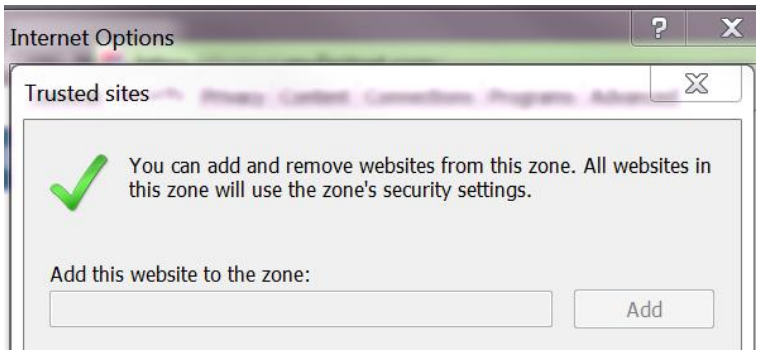
4. Follow the prompts given by your computer as you move through the uninstall process.

5. Once the uninstall process is complete, please restart your computer.

NEW PROGRAMS/DRIVERS INSTALLATION

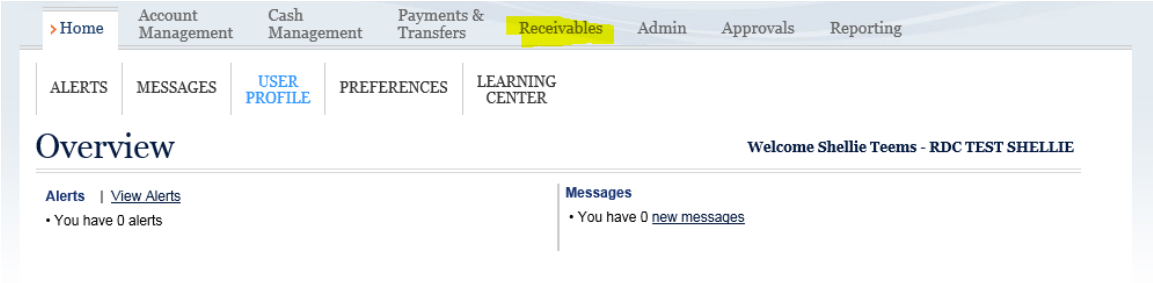
Now you are ready to install the Programs/Drivers that will be needed to use your new Remote Deposit Capture (RDC) solution.

1. Add https://*.firsthorizon.com as a trusted site on your computer or network. Reminder: Administrative rights to the computer or network are required for these steps.
    a. Go to *Internet Options / Security / Trusted sites.* Enter https://*.firsthorizon.com and click "Add".

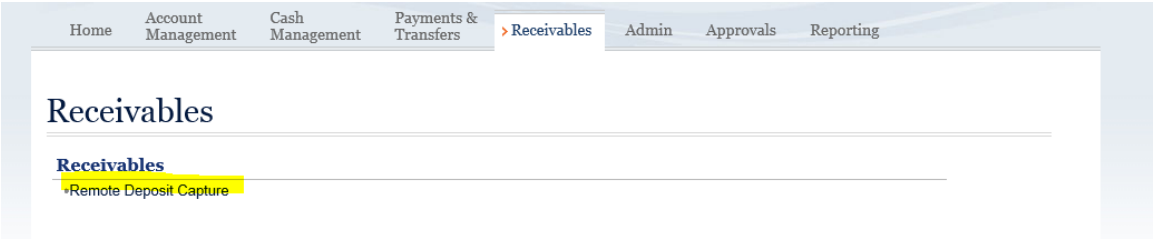


    b. Note: If the Per Site Privacy Actions" are gray or not able to be modified, the network administrator needs to add the trusted sites at a global level.

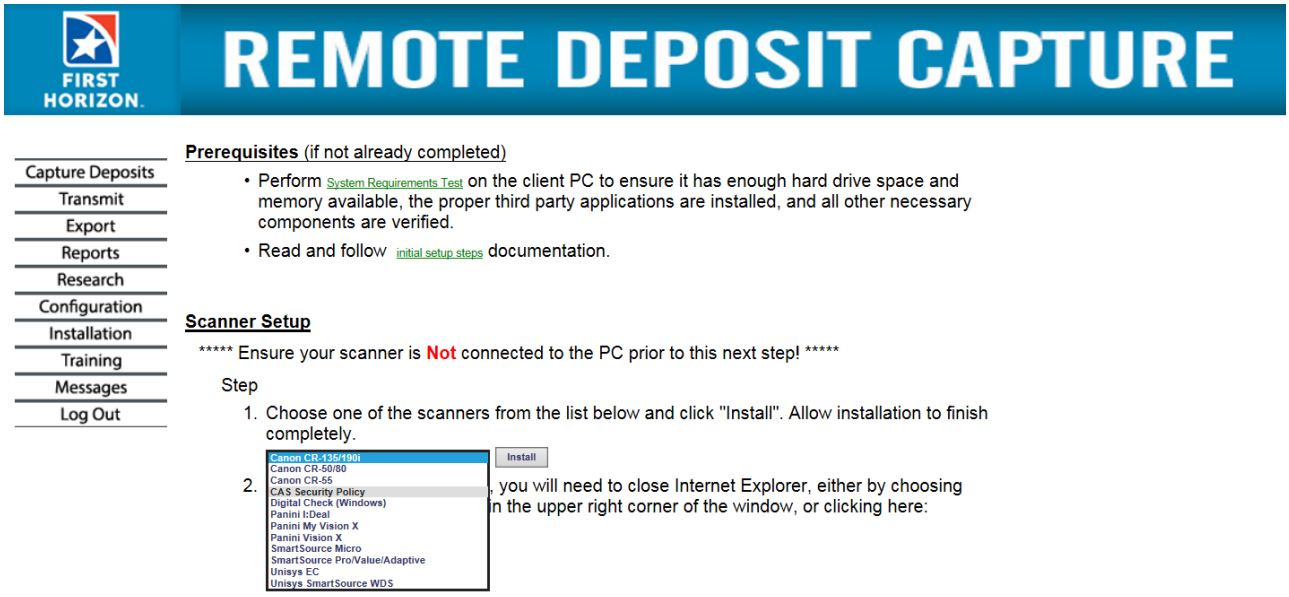
2. Log into RDC using your Business Banking Online username.



3. Click on *Receivables.*

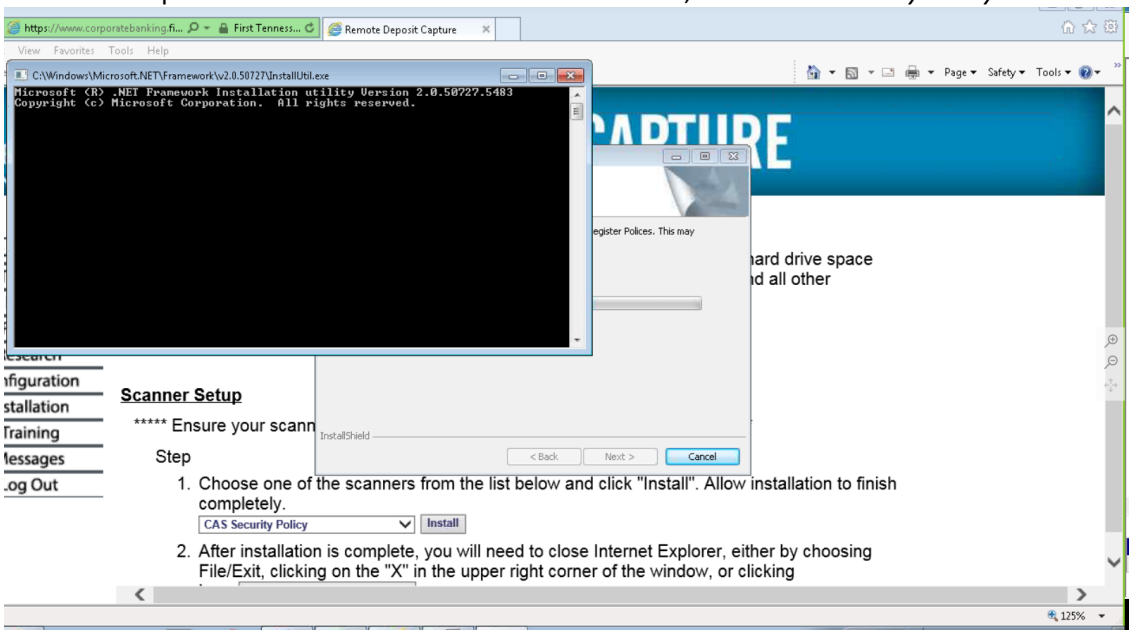


4. Click on *Remote Deposit Capture.* From the menu to the left of the RDC screen click on *Installation.*

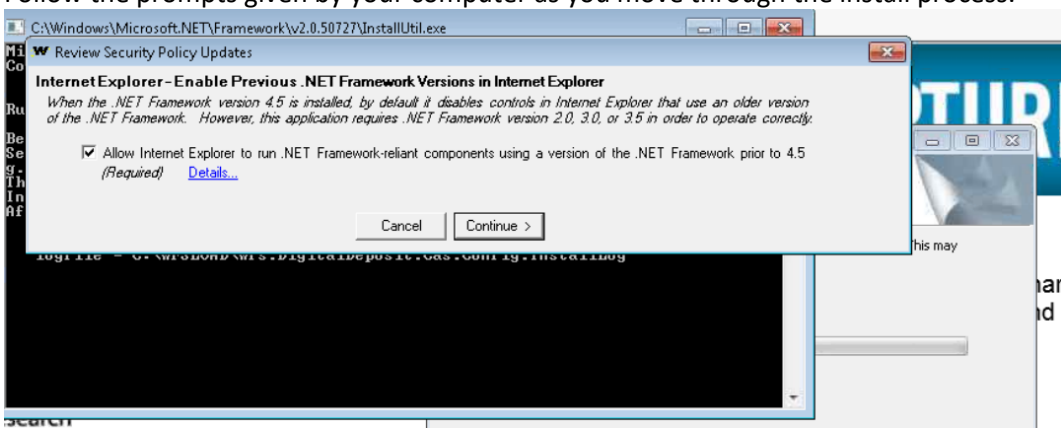


5. Install the CAS Security Policy.

a. From the drop down menu in the RDC Installation Screen, select *CAS Security Policy* and click *Install.*



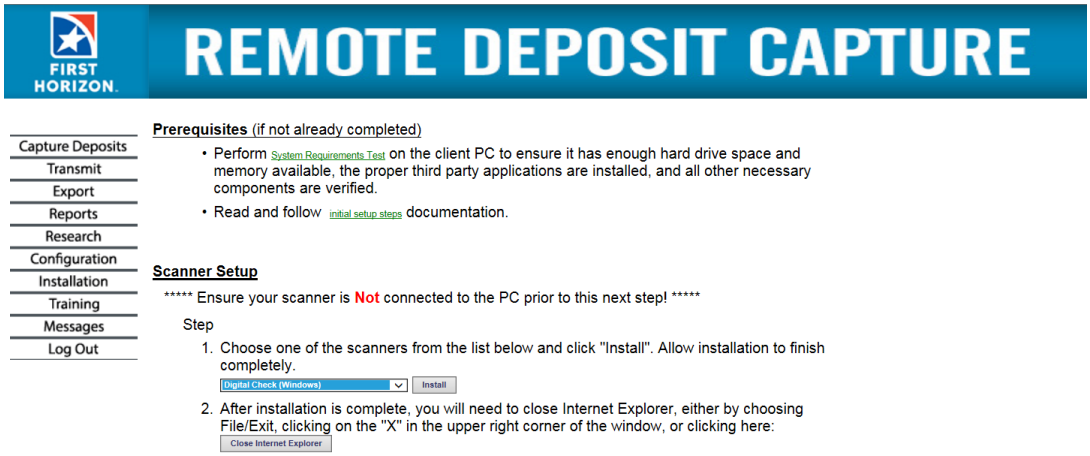
b. Follow the prompts given by your computer as you move through the install process.

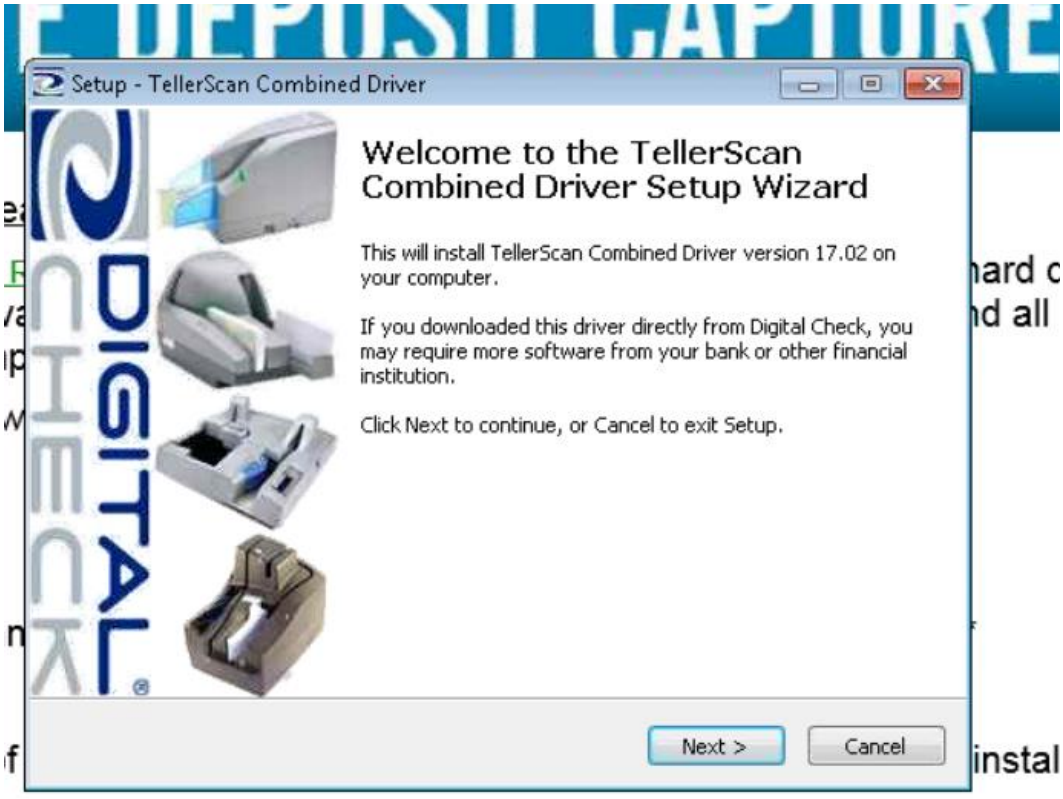


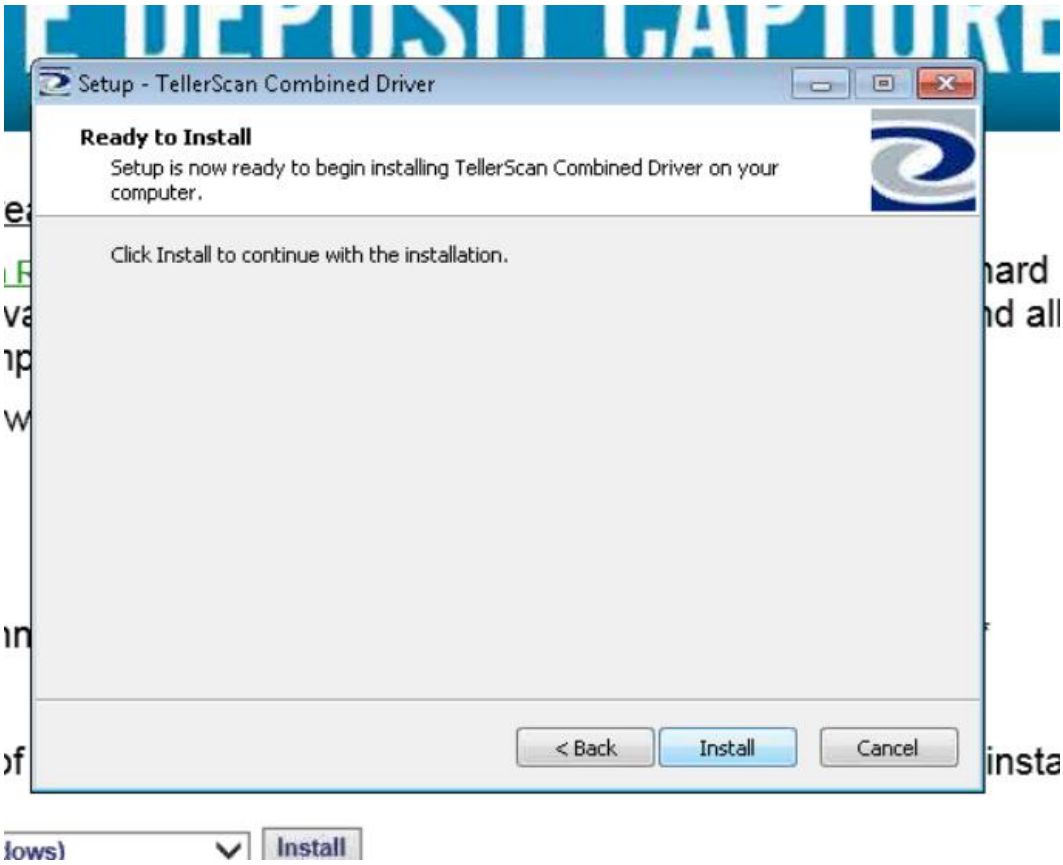
6. Install the new programs/drivers for RDC.
   a. From the drop down menu in the RDC Installation Screen Select the driver that matches your check scanner and click *Install.*

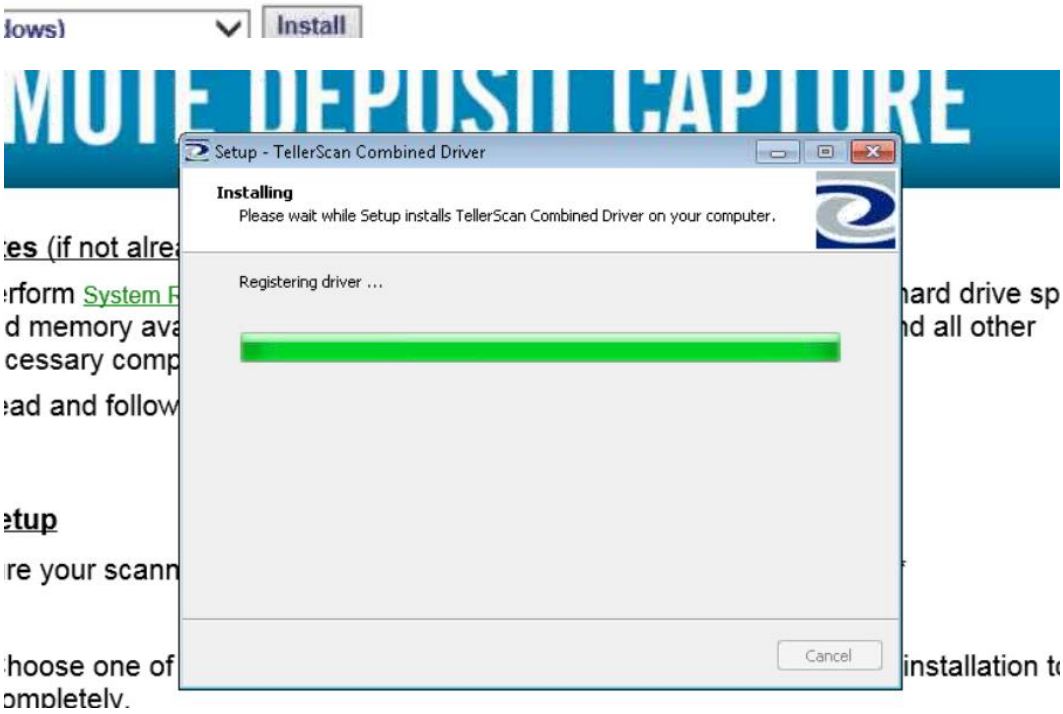
DIGITAL CHECK DRIVER INSTALLATION

1. Select *Digital Check (Windows),* Click *Install.* Follow the prompts during the installation process, click *Next* when prompted.





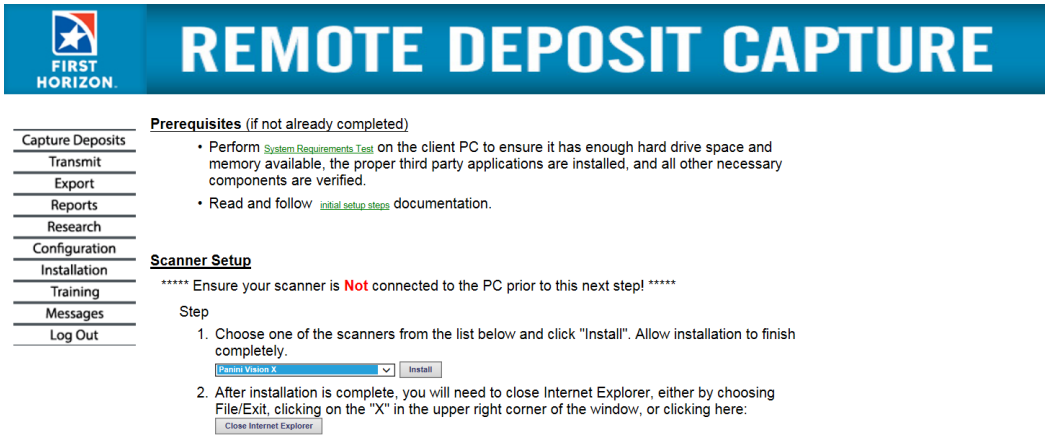




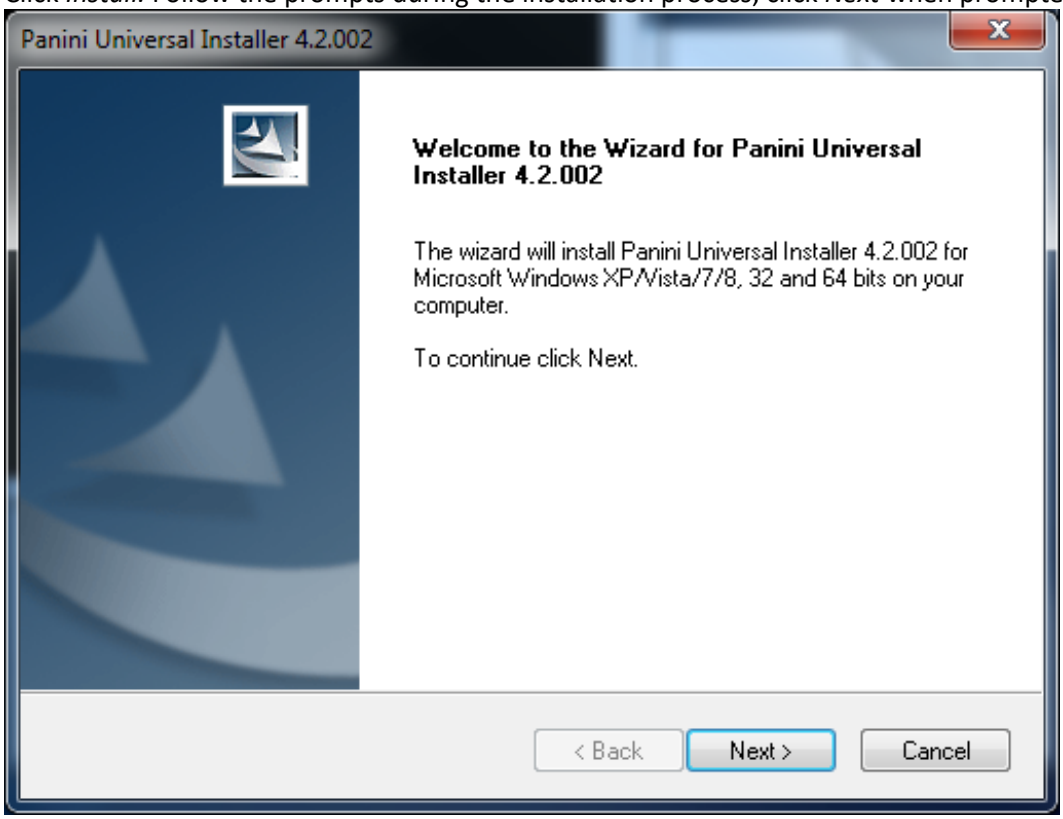
2. Click *Finish.*

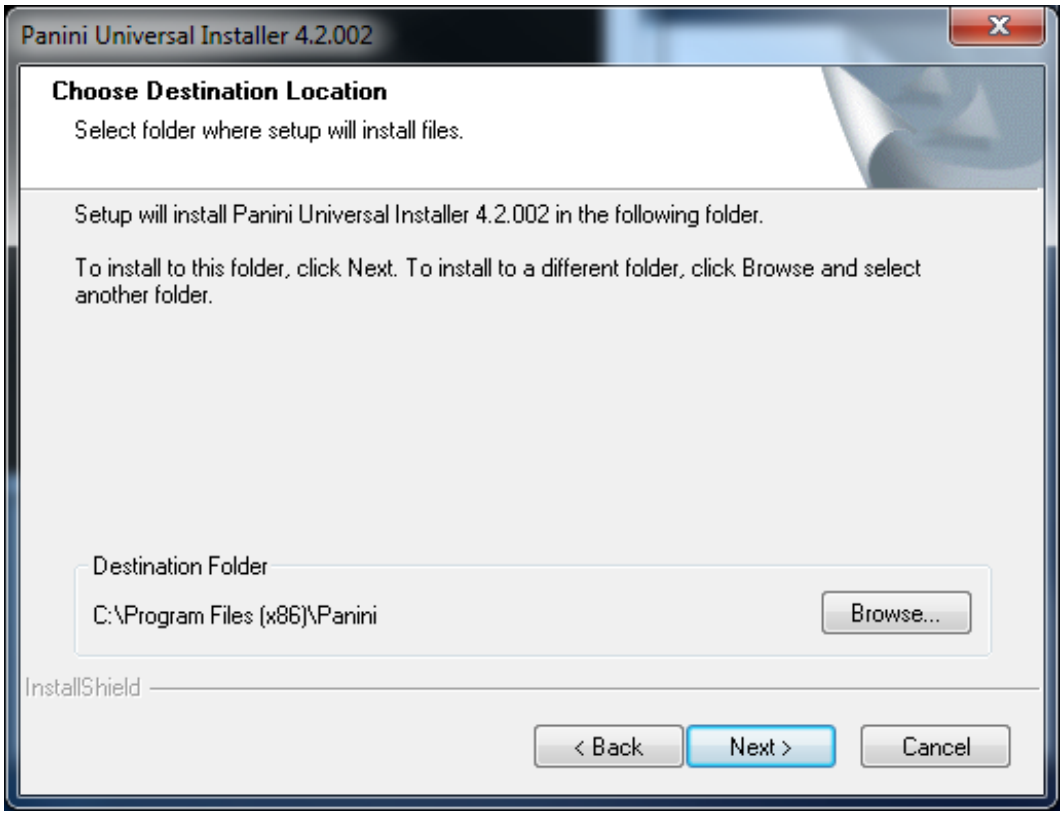
PANINI DRIVER INSTALLATION

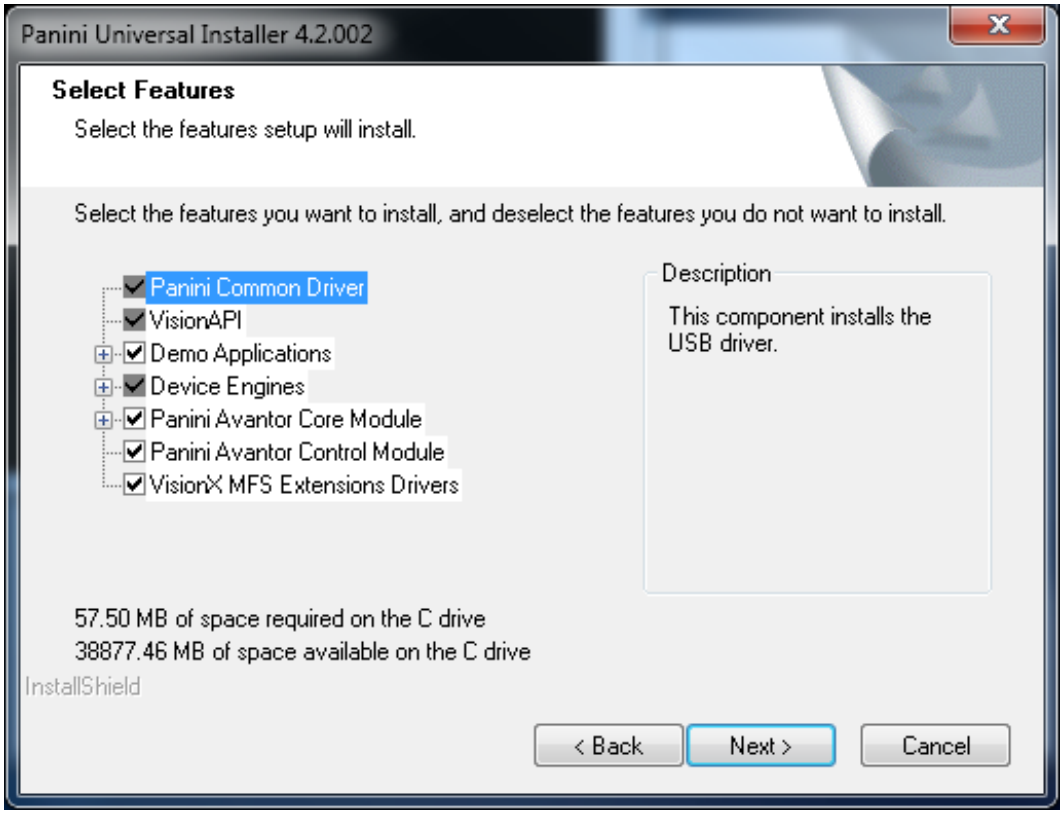
1. Select *Panini Vision X* (Select the Vision X option even if you are using a Panini i:deal scanner. When you scan a deposit, you may select the scanner type that you are actually using. However, the driver for the Vision X scanner should always be used for Panini scanners.)



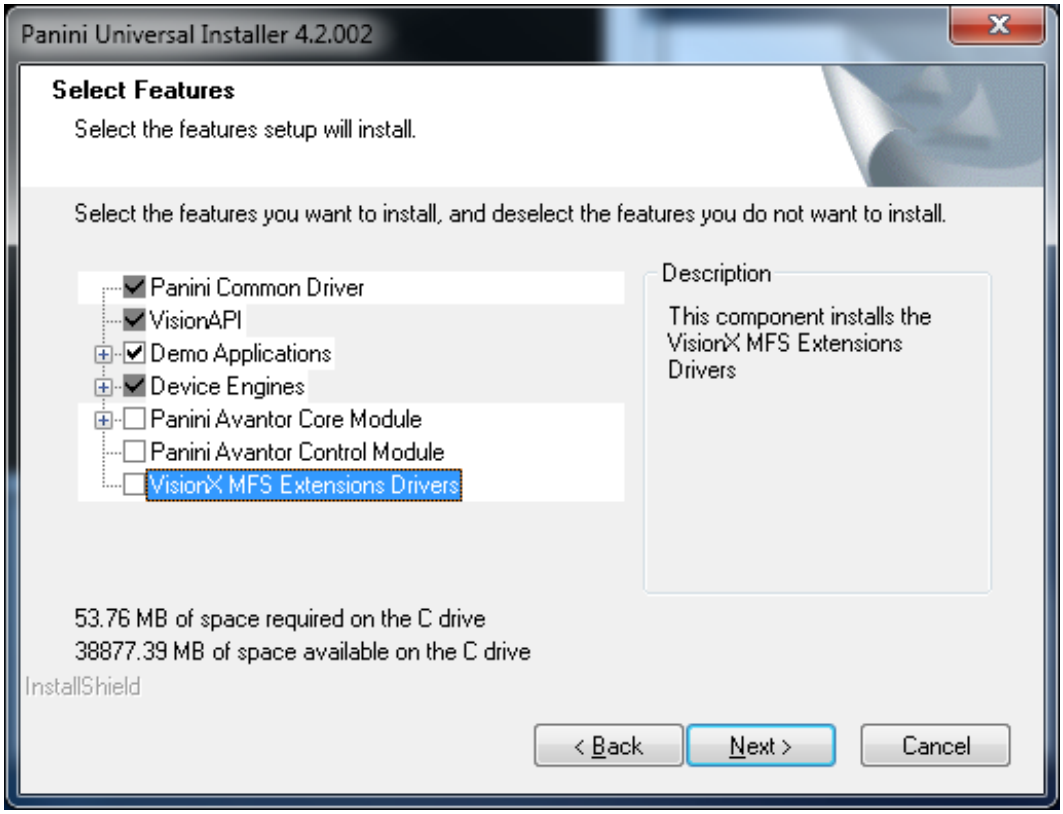
2. Click *Install.* Follow the prompts during the installation process, click *Next* when prompted.

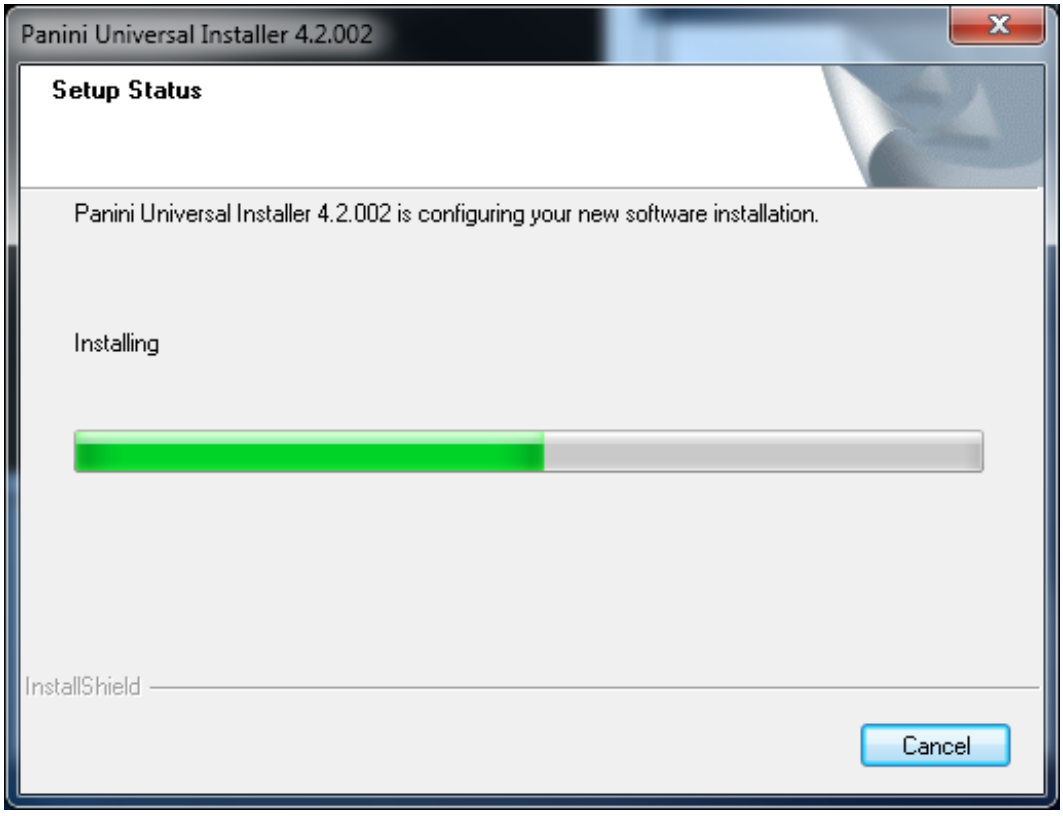


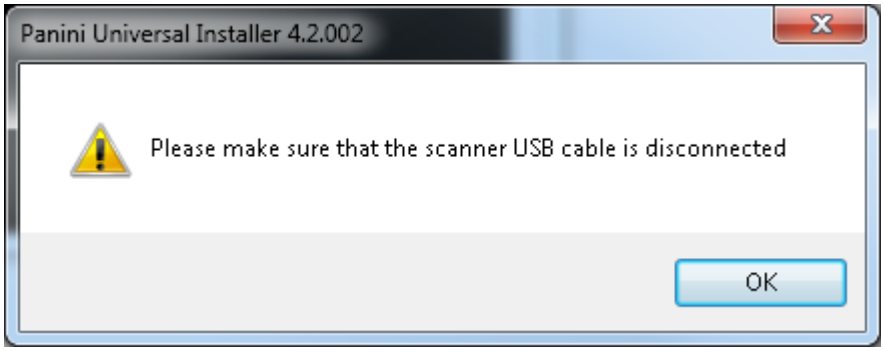

Panini Universal Installer 4.2.002
Choose Destination Location
Select folder where setup will install files.
Setup will install Panini Universal Installer 4.2.002 in the following folder.
To install to this folder, click Next. To install to a different folder, click Browse and select another folder.
Destination Folder
C:\Program Files (x86)\Panini
Browse...
InstallShield
< Back
Next >
Cancel


Panini Universal Installer 4.2.002
Select Features
Select the features setup will install.
Select the features you want to install, and deselect the features you do not want to install.
Panini Common Driver
VisionAPI
Demo Applications
Device Engines
Panini Avantor Core Module
Panini Avantor Control Module
VisionX MFS Extensions Drivers
Description
This component installs the USB driver.
57.50 MB of space required on the C drive
38877.46 MB of space available on the C drive
InstallShield
< Back
Next >
Cancel

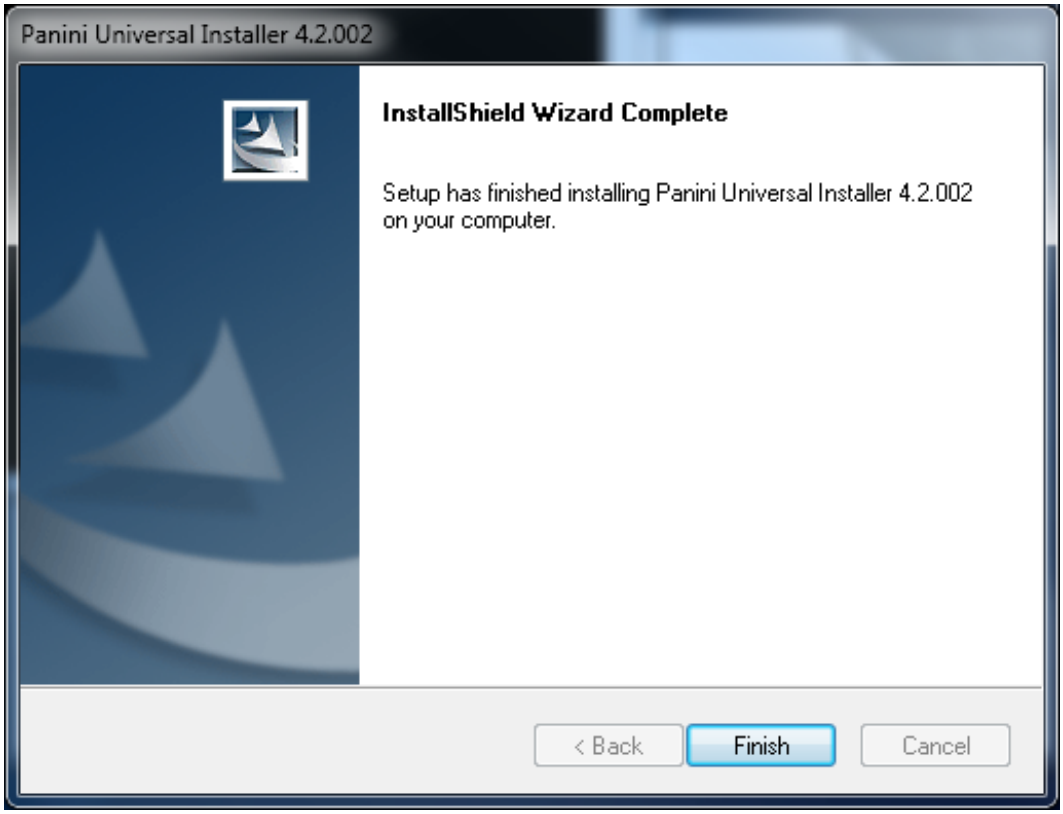
3. De-select “Panini Avantor Core Module” and the “Panini Avantor Control Module”, “VisionX MFS Entensions Drivers.







4. Click *Finish*.



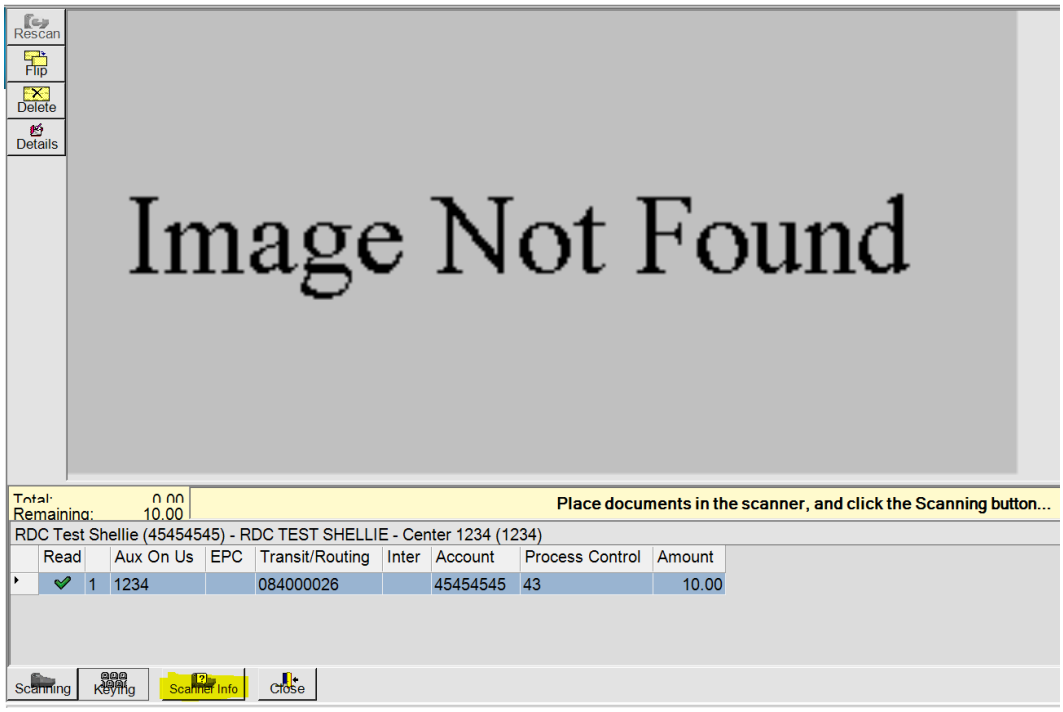
7. Plug the check scanner into the computer. If your scanner contains a power button, turn it on. Many scanners will turn on automatically when you are creating a deposit.

   You are now ready to make a deposit using RDC. The RDC installation process will not be complete until you access the Capture Deposit tab within the RDC application. Please follow the next steps before exiting the application.

a. Select *Capture Deposit* in the menu to the left side of the RDC Screen.

b. Select An Account and enter any dollar amount. Then click *Create Deposit.*

c. Select the Scanner Info button at the bottom of the screen.



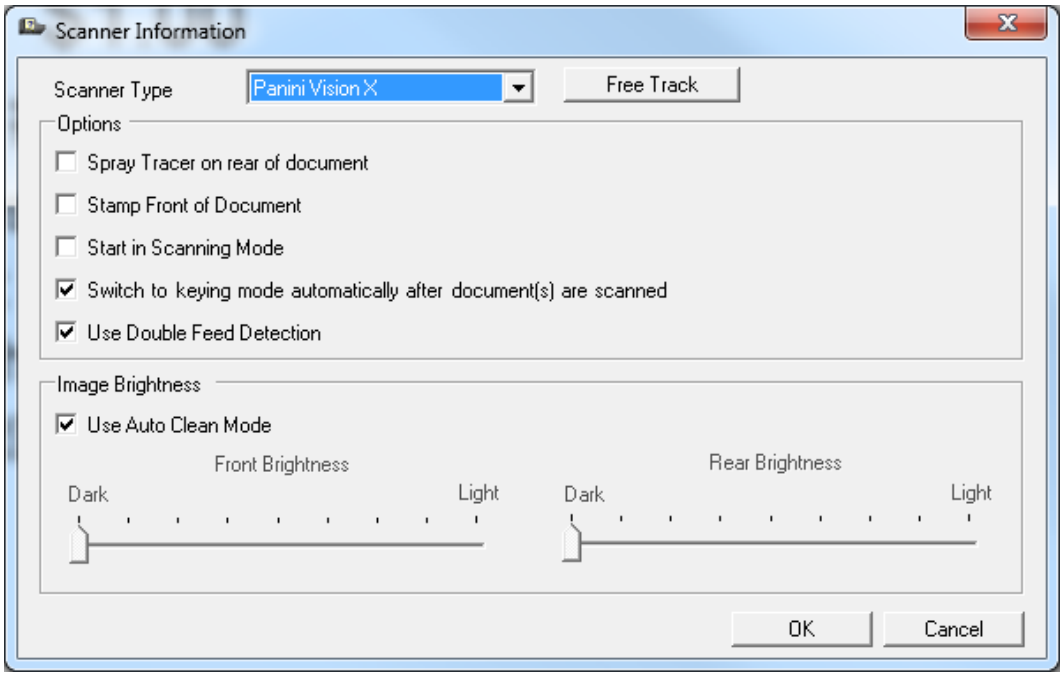
d. Select the Scanner Type that matches the check scanner that is being used.

Un-check the following fields for all scanner types:

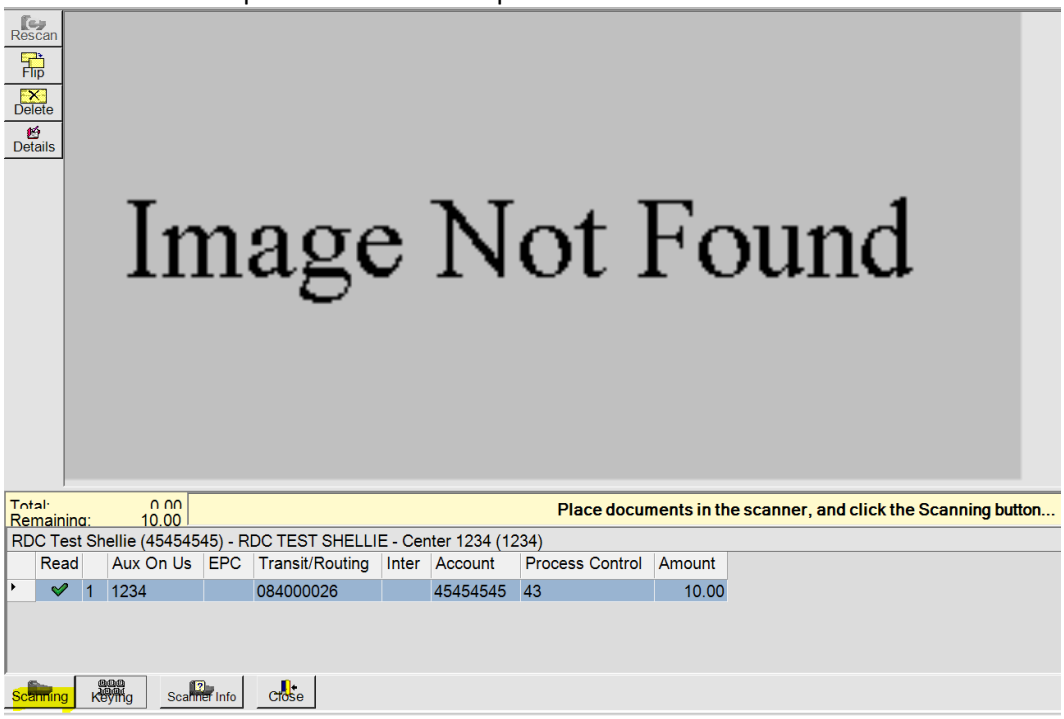
i. Spray Tracer on rear of document.
ii. Stamp Front of Document

For Panini i:Deal or Digital Check CX30 scanners, un-check these additional fields:

iii. Switch to keying mode automatically after document(s) are scanned
iv. Use Double Feed Detection



e. Select the Scanning button at the bottom of the screen. This will prompt the drivers that have been downloaded to complete the installation process.



You are now ready to start using RDC!

Select *Training* from the left side of the RDC screen. This will take you to the Training section of the RDC application. This section provides instructions and demonstrations or the RDC features.