



Remote Deposit-Scanner Installation

Quick Start Guide



First National Bank
and Trust Company[®]

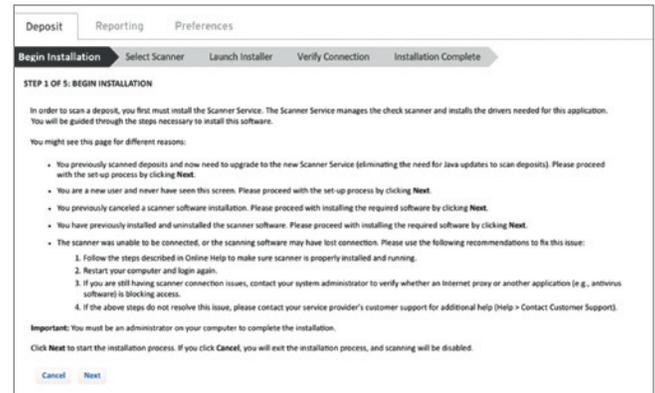
Quick Start Guide

New Scanner Setup & First Time Login

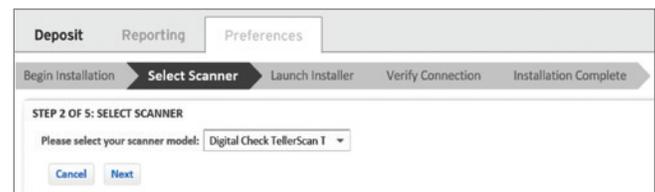
IMPORTANT! First-time setup requires new software installation. You will need to log in to your workstation as an administrator or have someone with administrative rights log in for you. After you have completed the initial setup, you can log into your workstation with your normal credentials.

1. You will need to take these steps to use the Remote Deposit Capture system and Digital Check TS240 Scanner.
2. Turn your computer on and visit www.bankatfirstnational.com and log in to Business Online Banking.
3. Once logged in, select **Remote Deposit Capture** from the left menu.
4. Log in with your online banking username and temporary password (same temporary password you used to login to Business Online the first time).
5. You will be prompted to perform a few setup tasks (security questions and answers and the option to register your computer). After the first log in, you will typically not be asked to setup any additional software or settings.
6. Establish Your Password
 - a. In the Old Password field, enter the temporary password.
 - b. Enter a new password of your choosing and re-enter to confirm the new password.

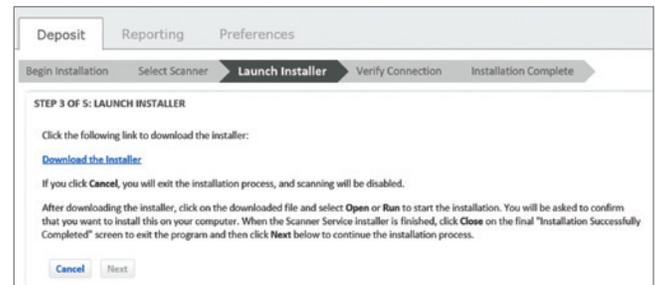
7. The Begin Installation screen appears. Click Next to continue with scanner installation.



8. The Select Scanner screen appears. Select Digital Check TellerScan TS240 from the list and click Next.
Note: If you are using Firefox web browser, you will see the Install Certificate screen instead of the Select Scanner screen. Follow the prompts on the screen to install the certificate. Once the certificate is installed, the Select Scanner screen appears and you may proceed with scanner selection steps at the beginning of step 2.



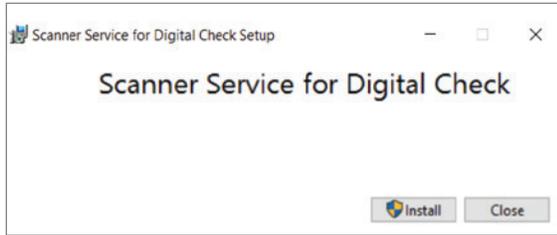
9. The Launch Installer screen appears. Click the Download the Installer link.



10. Once you run or open the download file, follow the steps below to install the scanner driver.

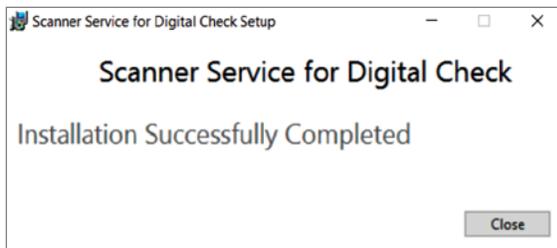
For Windows Users:

a. A Scanner Service Drivers Setup dialog box appears. Click Install to continue with the scanner driver installation.



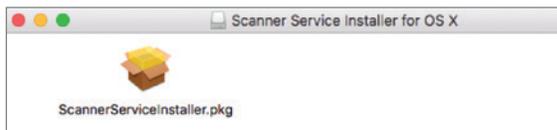
b. A User Account Control dialog box may appear asking if you would like to allow changes to your device. Click Yes to continue.

c. An Installation Completed message appears. Click Close.

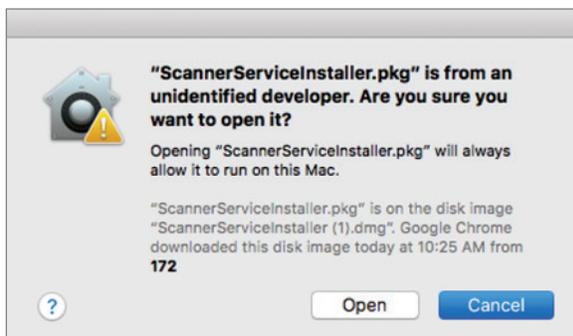


For Mac Users:

a. A Scanner Service Installer window appears with a Scanner Service Installer file. Right-click on the file and select Open.



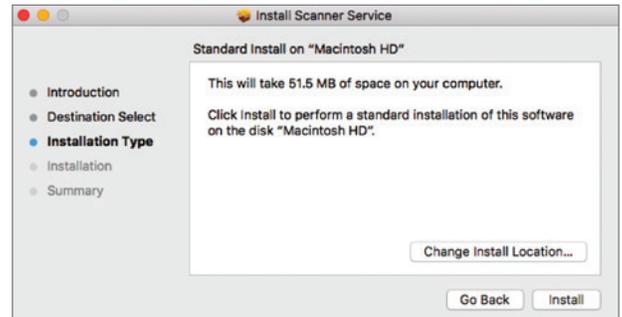
b. A warning message appears. Click Open to open the Scanner Service driver installer.



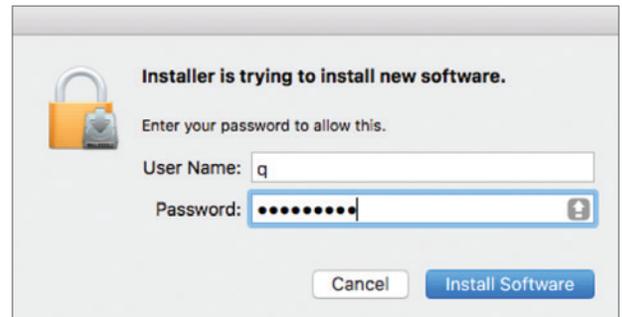
c. The Scanner Service installer appears. Click Continue.



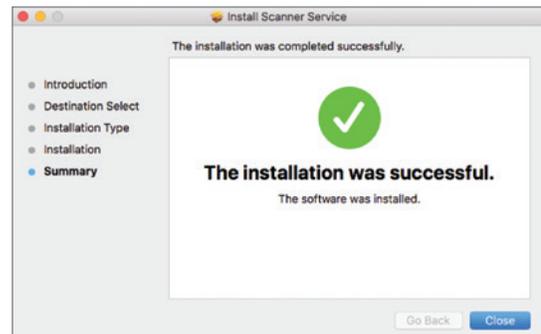
d. Click Install to Install the Scanner Service driver.



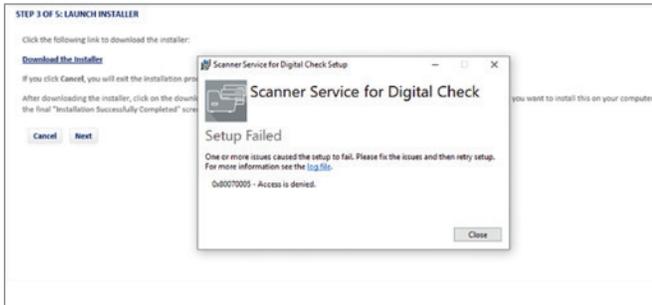
e. Before the Scanner Service driver can be installed, you must enter your Mac user name and password. Enter your username and password, then click Install Software.



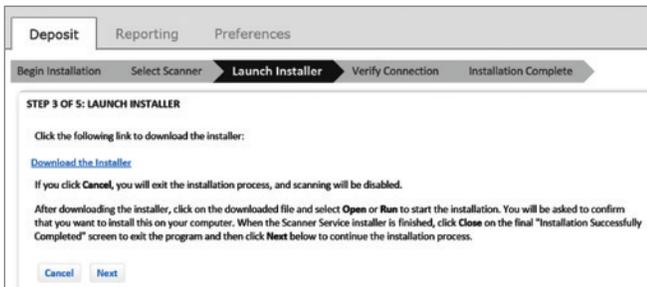
f. A successful installation message appears. Click Close.



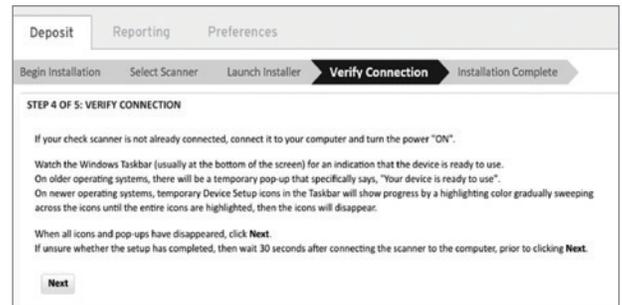
Please note: If you were unable to complete Step 10 above and received an error similar to the one shown below, you need Administrator Login to your computer. Please reach out to your IT team and then re-do Step 10.



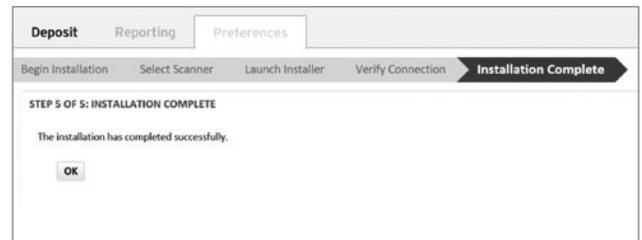
11. After the scanner drivers are installed, the Launch Installer screen appears. Click Next to proceed to the next step.



12. The Verify Connection screen appears. Plug the power cord into the scanner and then into your outlet. Plug the USB cable into the scanner and then into an open USB port on your computer; then click Next. Wait while the scanner initializes.



13. The Installation Complete screen appears. Click OK to exit from the installer. The first-time setup process is complete. You can now begin creating a new deposit.



Troubleshooting Tips:

Error Message uninstall/reinstall scanner - check the following:

1. If your computer has previous scanner drivers installed, be sure old scanner software is removed. Contact 888-255-2114 for assistance if needed.
2. Place check in scanner bay area after entering data into computer.
3. Place check towards the front/left side of scanner bay area for the scanner to properly detect the checks. The light will turn orange once the checks are detected and ready to be scanned.
4. If you have anti-virus software on your computer, ensure the new scanner software is coded as an acceptable program.
5. Internet Explorer web browser is not compatible with this system. For the best experience, use a current version of a modern web browser, such as Google Chrome or Microsoft Edge.
6. For additional resources, you may also refer to our complete Remote Deposit User Guide.



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www.bankatfirstnational.com
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