



Remote Deposit Capture
WebScan Installation User Guide

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The following are step-by-step instruction on how to complete the Remote Deposit Capture (RDC) installation. Please ensure you have the access and privileges indicated below to complete the installation:

1. **Confirm you have local Administrative Access Rights to your computer to complete the installation of the RDC WebScan software.**
2. Have your Remote Deposit Capture **User Name & Password** available.
3. Unplug your scanner's USB cable from the computer.

Supported Operating Systems

- Windows 8.1
- Windows 10

Supported Browsers

- Google Chrome™
- Microsoft Edge
- Mozilla Firefox
- Safari®

Software Requirements

- Microsoft .NET Framework 4.5.1 or newer

Hardware Requirements

- USB 2.0/3.0

Supported Scanners

- Digital Check TS-240
- CheXpress 30
- Panini Mi:Deal
- Panini Vision X®

For assistance, please contact the F&M Bank Cash Management Services Dept. at (844) 782-7311 between the hours of 8:00am to 6:00pm Monday through Friday and 8:00am to 12:00pm Saturday, PT.

Note: This User Guide was completed using a TellerScan® 240 scanner, Windows 10 (64 bit) operating system, and Microsoft Edge browser. Your screen view may differ if using a different scanner, operation system, and/or browser.

SINGLE-SIGN ON (SSO): ACCESS RDC via BUSINESS ONLINE BANKING LOGIN

To login into DirectLink RDC you must:

1. Click on **Services** to bring up the drop down menu.
2. Select **DirectLink RDC**.

The screenshot displays the Farmers & Merchants Bank online banking dashboard. The left sidebar contains a navigation menu with the following items: Home, Daily Account Summary, Message Center, Transactions, Statements, Commercial, Branches, Reports, Services, Stop Payment, Reorder Checks, Change Address, DirectLink RDC, Non-FDIC Accounts, Help, Contact Us, and Settings. The main content area shows account balances for Business Checking and Personal Checking, an Asset Summary with a donut chart showing \$1,565 in Total Assets, and a Business Checking summary. The right sidebar includes options for Transfer Funds Now, Approvals Required, and Payments, along with an 'Unlock A User' section for Mario Lopez and a 'Deposit Check History' section.

1) Click **Services**

2) Select **DirectLink RDC**

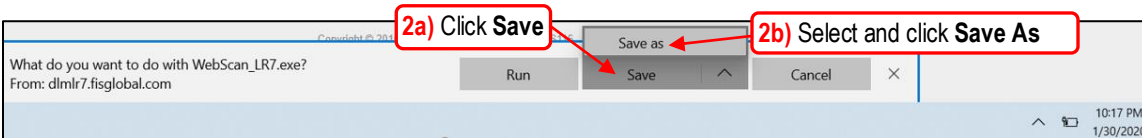
WEBCAN DOWNLOAD via the *HELP* menu option

Once logged in, you can download **Webscan** by following the steps below:

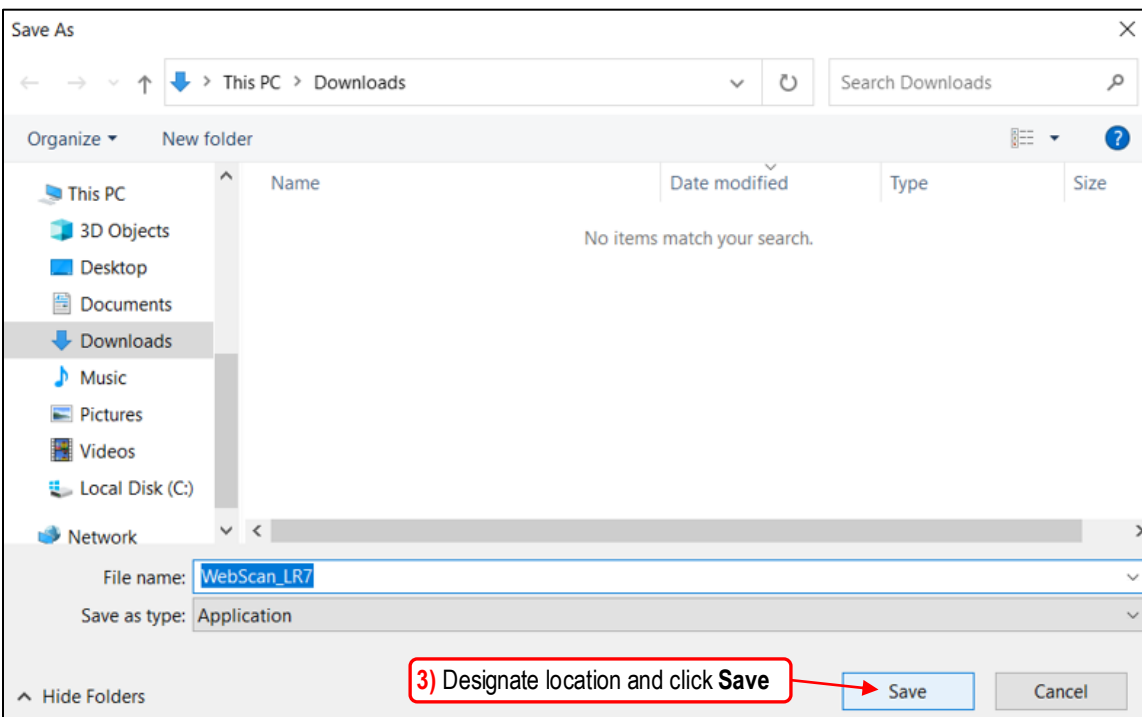
Step 1: Click **Help** and select **Download WebScan**.



Step 2: To begin the download, click **Save** and select **Save As**.

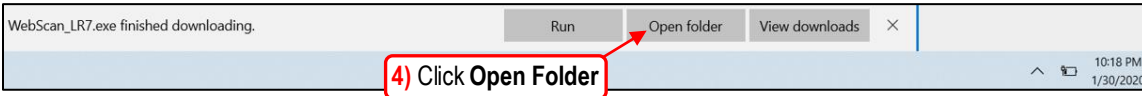


Step 3: Designate a location to save the **WebScan** application, click **Save**.

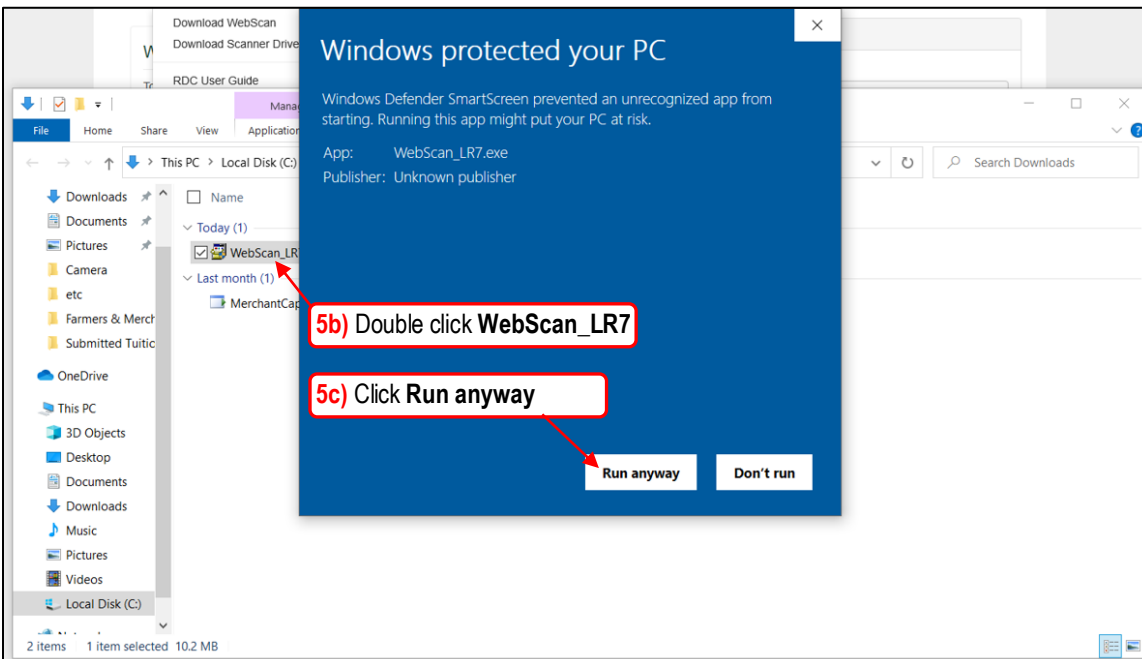
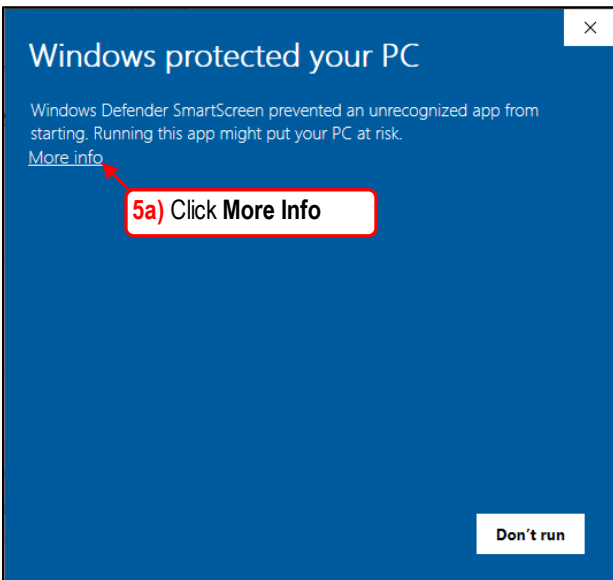


WEBCAN INSTALLATION

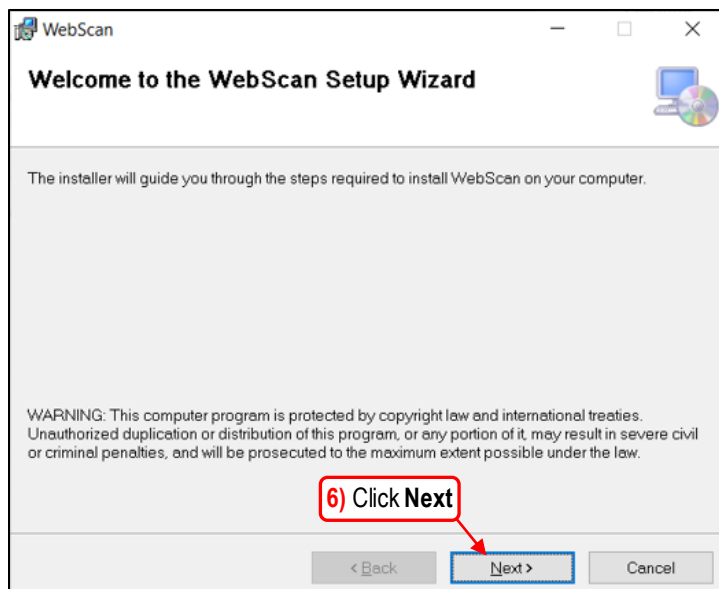
Step 4: To retrieve the downloaded WebScan application, click **Open Folder** to start the installation process (Note: The WebScan_LR&.exe finished downloading message will appear at bottom of your screen).



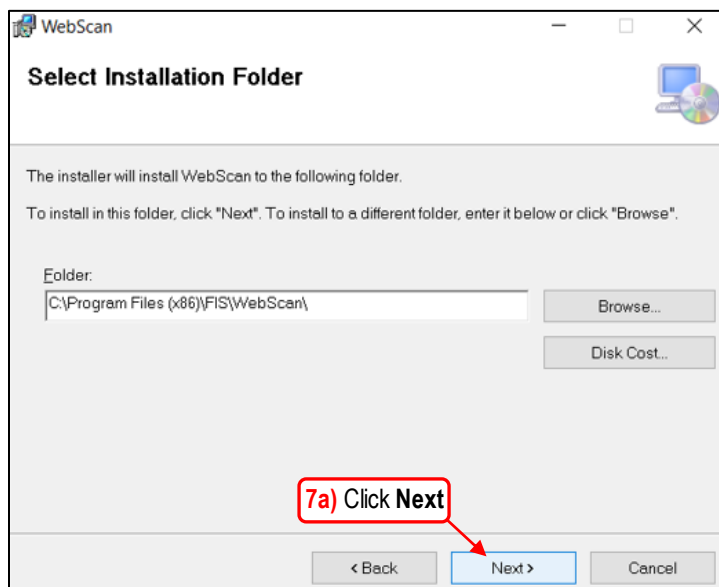
Step 5: Click on **More info**. The folder will display **WebScan_LR7**. Double click on **WebScan_LR7** and click **Run Anyway**.



Step 6: To begin the **WebScan Setup Wizard**, click **Next**

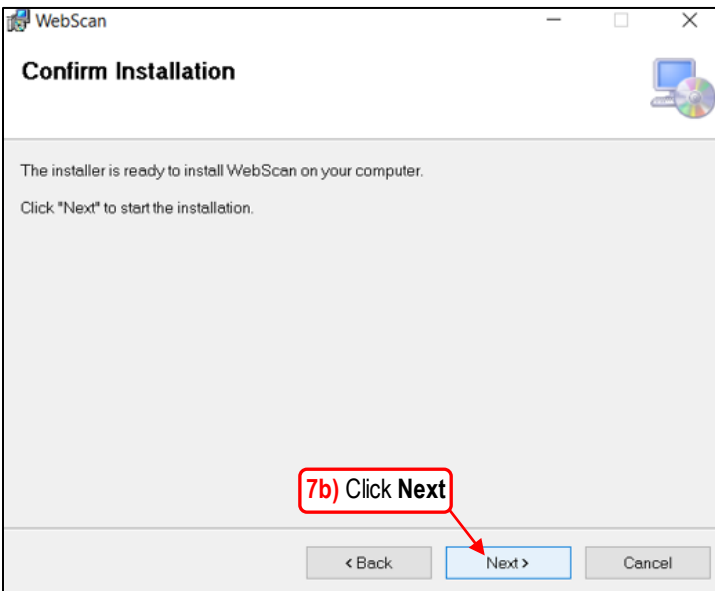


Step 7: Designate location for Installation Folder. Click **Next**

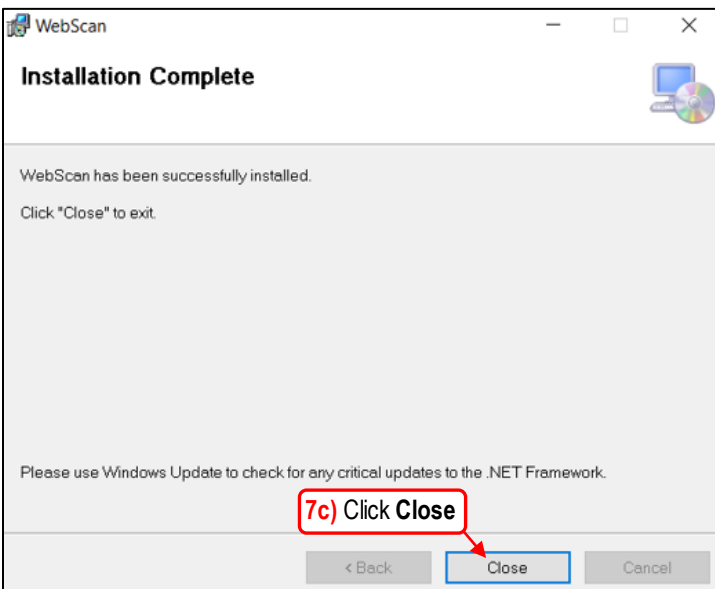


WEBCAN INSTALLATION *cont'd*

Click **Next** to confirm



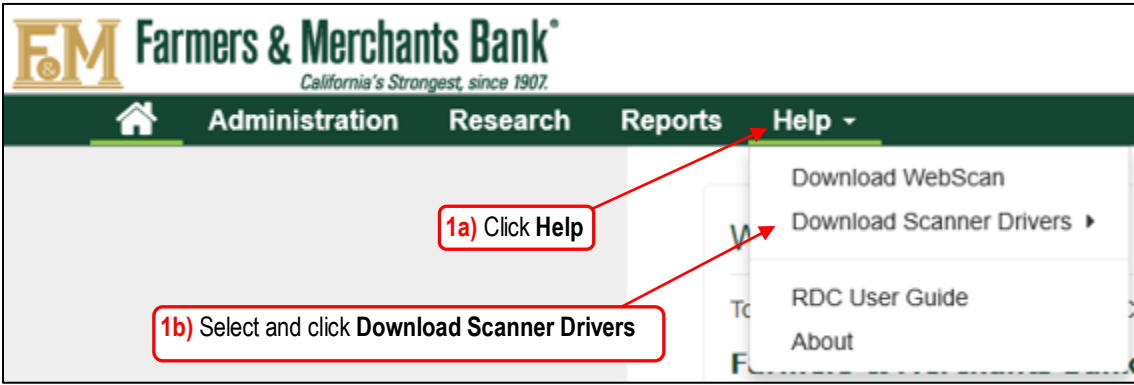
When installation is complete, click **Close**.



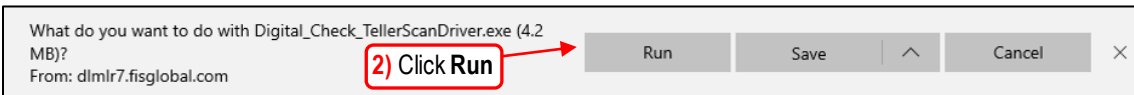
DRIVER INSTALLATION

You must now complete the driver installation process by downloading the **Scanner Drivers**:

Step 1: Click **Help** and select **Download Scanner Drivers**.

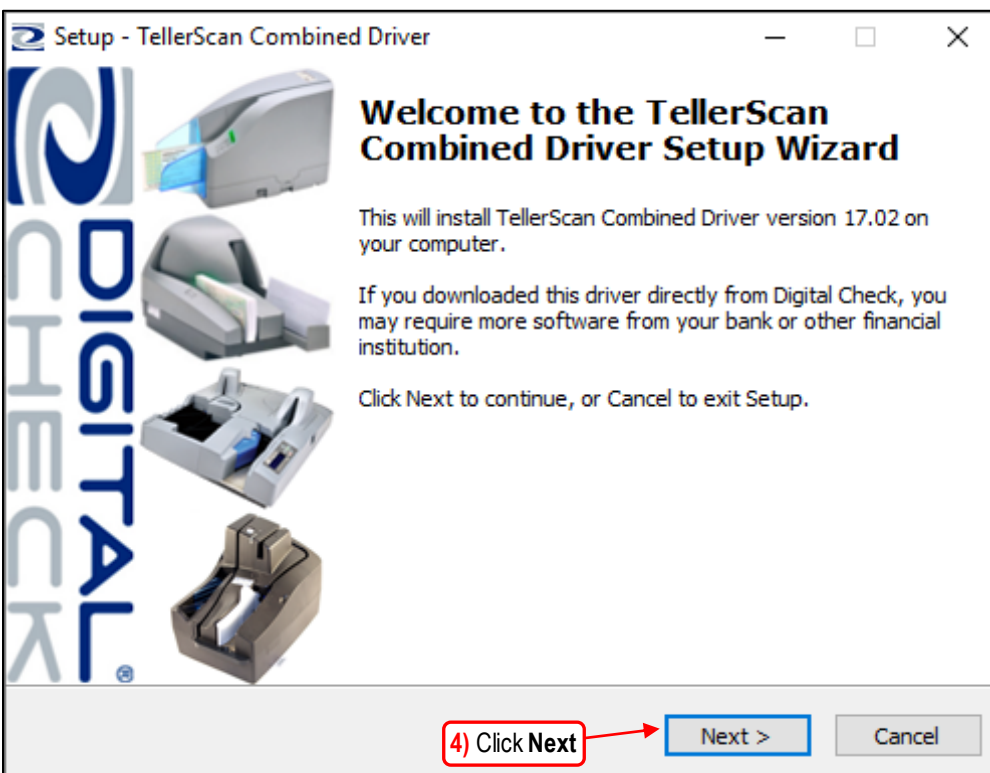


Step 2: To begin the download, click **Run**.

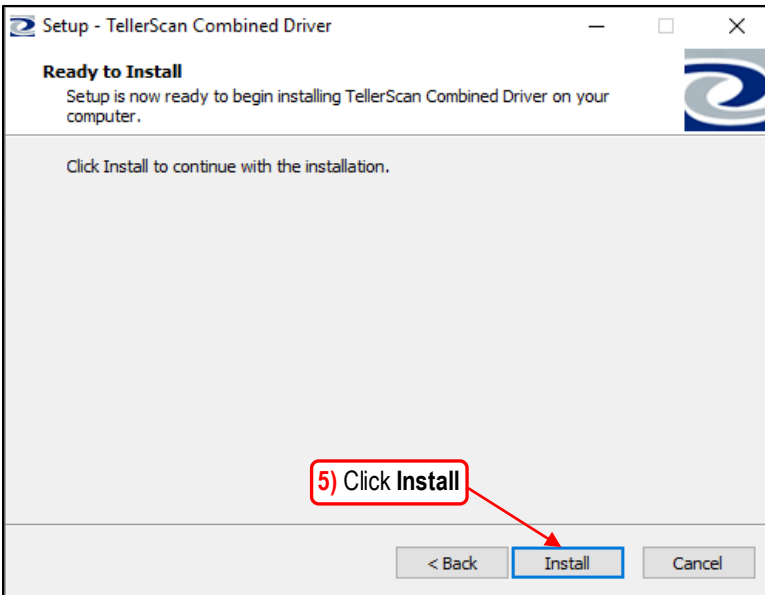


Step 3: To begin, you will be prompted to allow the following program to make changes to the computer. Click on **Yes**.

Step 4: Click **Next** to begin the **TellerScan Combined Driver Setup** installation.



Step 5: Click on **Install** to begin the installation.



Step 6: Select **Yes, restart the computer now** and click on **Finish** to complete the installation.



IMPORTANT: Plug the scanner USB cable back in to the computer and run a deposit to make sure you are able to transmit deposits to Farmers & Merchants Bank of Long Beach.

For assistance or questions, please contact Cash Management Services at (844) 782-7311, 8:00am to 6:00pm PST, Monday through Friday, and 9:00am to 12pm PST, Saturday.