

Remote Deposit Capture

WebScan Installation User Guide

## Table of Contents

Important Requirements:	2
Supported Operating Systems	3
Supported Browsers	3
Software Requirements	3
Hardware Requirements	3
Supported Scanners	3
WebScan Download	5
WebScan Installation	6
Drive Installation	9

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. <u>Confirm you have local Administrative Access Rights to your computer to complete the installation of the RDC WebScan software.</u>
- 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<sup>™</sup>
- Microsoft Edge
- Mozilla Firefox
- Safari<sup>®</sup>

## **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<sup>®</sup>

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<sup>®</sup> 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.

<u>F</u> N	Farmers & Merchants E Celifornia's Strongest, s	Bank ance 1907				Welcome back, John Smith Last login 05/01/2020 at 5:29 PM
Tip: Di	d you know that you can chang	e the order of your accounts by dragging and	d dropping?			×
ŵ	Home	Accounts Ø				Transfer Funds Now >
	Daily Account Summary	Available: \$1,565,849.34 ⑦ Current: \$1,565,849.34 ⑦			ē ~	0 Approvals Required >
$\square$	Message Center	_		_		Initiate Payments >
	Transactions v	Business Checking **8885	:	Personal Checking **8855	\$10,022,10	
	Statements	Current Balance	4,917.24	Current Balance	\$10,932.10	
Ħ	Commercial ~	Accet Cummon			_	appropriate box, and then submit the UNLOCK request.
0	Branches	Asset Summary			^	Select All User Name:
	Reports	1) Click Services		Business Checking		Mario Lopez
	Services			*****8885	99.30%	UNLOCK
	Stop Payment	\$1,565 Total Assets		Available Balance Current Balance View Transactions	4,917.24 4,917.24	Deposit Check History
	Reorder Checks					Q Search transactions
	Change Address	2) Select DirectLink RDC		< Previous	Next >	
	DirectLink RDC					All Submitted Accepted
$\equiv$	Non-FDIC Accounts					No History Available
?	Help					
$\equiv$	Contact Us					
ţţ	Settings ~					

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

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

<b>FM</b> Far	mers & Merchal California's Stro	nts Bank <sup>®</sup> ngest, since 1907.			
	Administration	Research	Reports	Help -	
		1a) Click Help	V	Download WebScan Download Scanner Drivers	
	(1b) Select and clicl	< Download	Tro F	RDC User Guide About	); (

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

Convrict © 20	(2a) Click Save	Save as		2b) Select	and c	lick Save As	)	
What do you want to do with WebScan_LR7.exe? From: dlmlr7.fisglobal.com	Run	Save	^	Cancel	×			
						~ 9	→ 10:17 → 1/30/3	PM 2020

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

Save As									×
$\leftarrow \rightarrow \land \uparrow$	> This PC > Dow	nloads		~	Ö	Sear	ch Downloads		Q
Organize • Nev	w folder								?
	^ Name			Date modif	fied		Туре		Size
3D Objects			No items	match your	search.				
Desktop									
Documents									
🖶 Downloads									
Music									
Pictures									
🚼 Videos									
💺 Local Disk (C:)	)								
🥩 Network	~ <								>
File name:	WebScan_LR7								~
Save as type:	Application								~
		(			_				
<ul> <li>Hide Folders</li> </ul>		3) Designate	ocation and	click Sav			Save	Can	cel

#### WEBSCAN 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).

WebScan_LR7.exe finished downloading.		Run	Open folder	View downloads	×			
	4) Click Op	en Folder				/	< 10	10:18 PM 1/30/2020

Step 5: Click on **More info**. The folder will display **WebScan\_LR7**. Double click on **WebScan\_LR7** and click **Run Anyway**.



Download WebScan	×	
V Download Scanner Drive	Windows protected your PC	
Tr RDC User Guide	1 3	
🖊   🗹 📜 🖛   Mana	Windows Defender SmartScreen prevented an unrecognized app from	- 🗆 ×
File Home Share View Application	starting. Running this app might put your PC at risk.	~ 🛛
$\leftarrow \rightarrow \lor \uparrow \clubsuit$ This PC $\rightarrow$ Local Disk (C:)	App: WebScan_LR7.exe Publisher: Unknown publisher	✓ Ŭ
🖶 Downloads 🖈 ^ 🗌 Name		
Documents 🖈 🗸 Today (1)		-
📄 Pictures 🛷 🔤 🖓 WebScan_LR		
Camera V Last month (1)		
etc  MerchantCap		
Farmers & Merch	5b) Double click WebScan LR7	
Submitted Tuitic		
<ul> <li>OneDrive</li> </ul>		
🧢 This PC	<b>5C)</b> Click Run anyway	
3D Objects		
Desktop		
Documents	Run anyway Don't fun	
Downloads		
Music		
Pictures		
Videos		
Local Disk (C:)		
2 items 1 item selected 10.2 MB		<b>1</b>

### **WEBSCAN INSTALLATION** cont'd

Step 6: To begin the Webscan Setup Wizard, click Next

🕼 WebScan	-		×
Welcome to the WebScan Setup Wizard			
The installer will guide you through the steps required to install WebScan o	on your c	computer.	
WARNING: This computer program is protected by copyright law and inter Unauthorized duplication or distribution of this program, or any portion of it, or criminal penalties, and will be prosecuted to the maximum extent possib	mational may res ile under	treaties. ult in seve the law.	ere civil
6) Click Next			
< Back Next	>	Ca	ncel

Step 7: Designate location for Installation Folder. Click Next

🛃 WebScan	-		×
Select Installation Folder			5
The installer will install WebScan to the following folder.			
To install in this folder, click "Next". To install to a different folder, enter it bel	ow or (	lick "Brov	wse".
Folder			
C:\Program Files (x86)\FIS\WebScan\		Browse	ə
		Disk Co	st
7a) Click Next			
<back next=""></back>		Ce	ancel

## **WEBSCAN INSTALLATION** cont'd

## Click Next to confirm

👹 WebScan	_		×
Confirm Installation			5
The installer is ready to install WebScan on your computer. Click "Next" to start the installation.			
7b) Click Next			
< Back N	ext >	Ca	ncel

When installation is complete, click Close.

🛃 WebScan	-		×
Installation Complete			5
WebScan has been successfully installed.			
Click "Close" to exit.			
Please use Windows Update to check for any critical updates to the .NET	Framew	ork.	
7c) Click Close			
< Back Close		Ca	incel

#### **DRIVER INSTALLATION**

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

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

<b>FM</b> Far	mers & Mercha California's Stro	nts Bank <sup>®</sup> ngest, since 1907.			
Â	Administration	Research	Reports	Help -	
		1a) Click Help	k	Download WebScan Download Scanner Drivers 🕨	
[16	) Select and click <b>Down</b>	load Scanner Driv	vers F	RDC User Guide About	2H

Step 2: To begin the download, click Run.

What do you want to do with Digital Che	eck TellerScanDriver.exe (4.2					
MB)?	2) Click Run	Run	Save	~	Cancel	×
From: dlmlr7.fisglobal.com						

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.

Setup - TellerScan Combined Driver –	
Ready to Install Setup is now ready to begin installing TellerScan Combined Driver on your computer.	2
Click Install to continue with the installation.	
5) Click Install	
< Back Install	Cancel

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

🔁 Setup - TellerScan Combine	d Driver $ \Box$ $ imes$
N	Completing the TellerScan Combined Driver Setup Wizard
	To complete the installation of TellerScan Combined Driver, Setup must restart your computer. Would you like to restart now?
	• Yes, restart the computer now
	○ No, I will restart the computer later
	6) Click Install
	Finish

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.