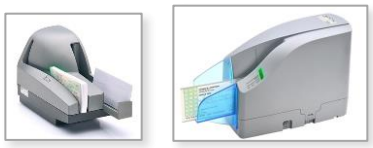
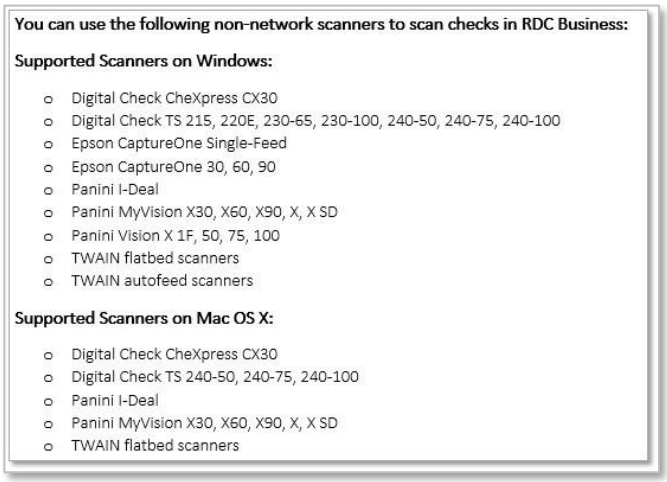
SCANNER SET UP – BUSINESS NON-RDM SCANNER

This guide provides instructions on how to install scanners to use as the capture device on the Remote Deposit Capture Business application. These instructions do not apply to the RDM Network Scanner Models EC9600i and EC9700i, there is a Quick Reference Guide specific to these network scanners.





You can use the following non-network scanners to scan checks in RDC Business:

Supported Scanners on Windows:

- Digital Check CheXpress CX30
- Digital Check TS 215, 220E, 230-65, 230-100, 240-50, 240-75, 240-100
- Epson CaptureOne Single-Feed
- Epson CaptureOne 30, 60, 90
- Panini I-Deal
- Panini MyVision X30, X60, X90, X, X SD
- Panini Vision X 1F, 50, 75, 100
- TWAIN flatbed scanners
- TWAIN autofeed scanners

Supported Scanners on Mac OS X:

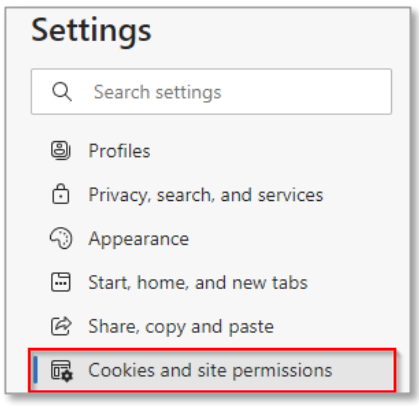
- Digital Check CheXpress CX30
- Digital Check TS 240-50, 240-75, 240-100
- Panini I-Deal
- Panini MyVision X30, X60, X90, X, X SD
- TWAIN flatbed scanners

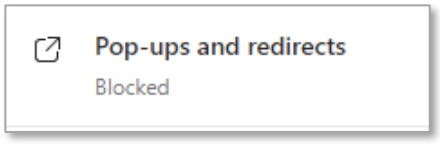
BEFORE YOU BEGIN

STEP 1: MAKE SURE YOU HAVE THE FOLLOWING

- Supported scanner with scanner cables.
- Administrative access rights on your computer.
- A 32-bit version internet browser supported by the Remote Deposit Capture application.
  - Microsoft Edge
  - Google Chrome
  - Firefox
- Adobe Acrobat Reader version 8 or later to read PDF reports
- A test check.







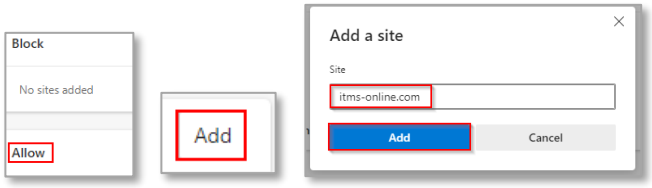
STEP 2: CONFIGURE NETWORK BROWSER

NOTE: IT IS RECOMMENDED THAT POPUP BLOCKERS BE DISABLED TO ALLOW POPUPS IN THE REMOTE DEPOSIT CAPTURE APPLICATION.

FOR MICROSOFT EDGE

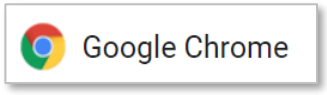
- Open **Edge** and click the *Menu* button in top right corner to access Settings.
- Select *Cookies* and *Site Permissions*.
- Select **Pop-ups and *redirects***.
- Select *Allow* and *Add*
- Type**: itms-online.com** and click *Add*.

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC

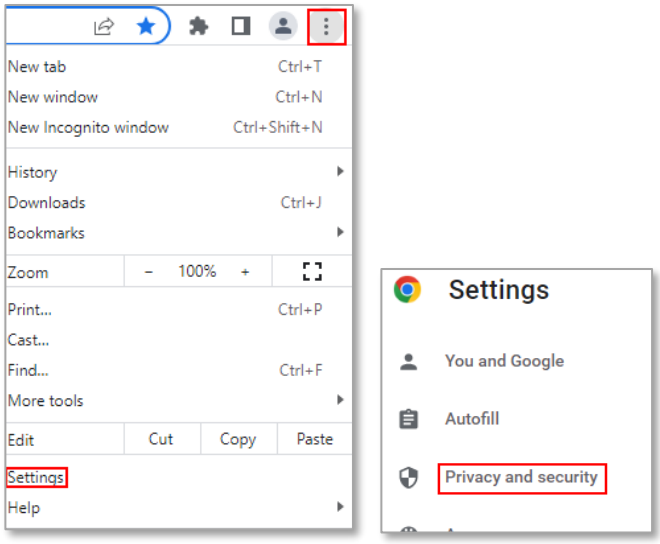


- Add the URL you use to access Treasury Gateway for the Remote Deposit Capture service.

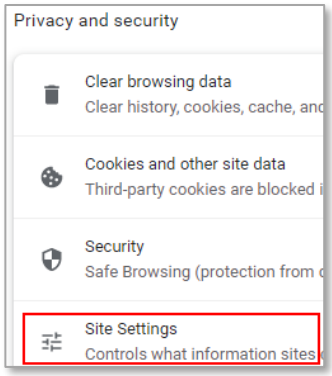
FOR GOOGLE CHROME



- Open **Chrome** , click the *Menu* button
- Click *Settings*.



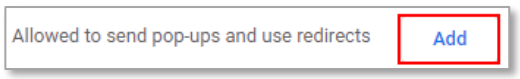
- Click Show *Advanced Settings* or *Privacy and Security.*

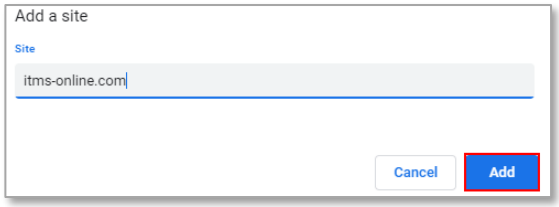


- Click *Content Settings* or *Site Settings.*
- Click *Pop-ups then Manage Exceptions*

  OR

  Click *Pop-ups and use redirects.*
- Under Allowed to use pop-ups and redirects, click *Add.*

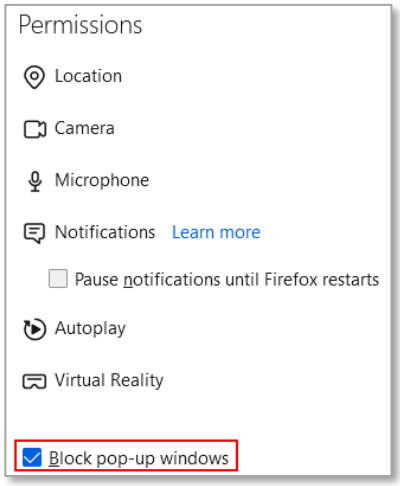




- For *Hostname* or *Add a Site, enter:* **itms-online.com**.
- Click *Add.*
- Add the URL you use to access Treasury Gateway for the Remote Deposit Capture service.

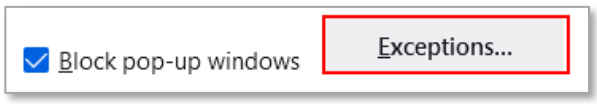
©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC



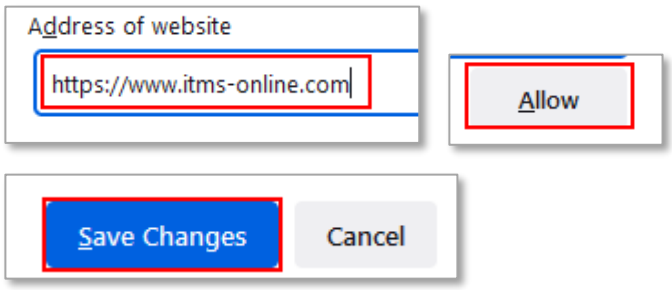


FOR FIREFOX

- Open **Firefox**, click the *Menu* button
- Click *Privacy and Security* on the left side of the page.
- Scroll down *to Permissions/Block Pop-up Windows.*



- Click *Exceptions*



- In the **Address of website** field, enter: https://www.itms-online.com
- Click *Allow* and *Save Changes*.
- Close the **Settings** window.
- Add the URL you use to access Treasury Gateway for the Remote Deposit Capture service.

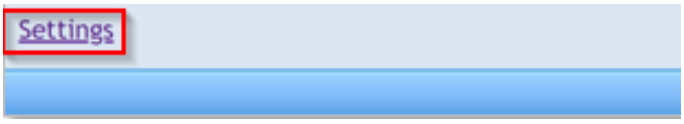
INSTALLING SCANNER DRIVER SOFTWARE

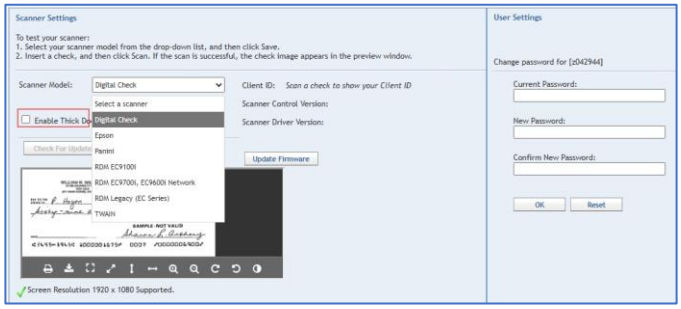
STEP 3: THERE ARE TWO WAYS TO INSTALL THE SCANNER CONTROL MANAGER (SCM).

NOTE: You must have Administrator rights on your computer. If you do not have Administrator rights, contact your company's technical support team. Un-install earlier versions of the SCM if installed on your computer.

- From the ITMS site, initiate the install from the Settings dialog or when you try to scan a check in the Deposit screen, you will be prompted to install the SCM. (See Step 3A below)
- Download install file provided by your financial institution. (Offline Installer) (See Step 3B below)

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC



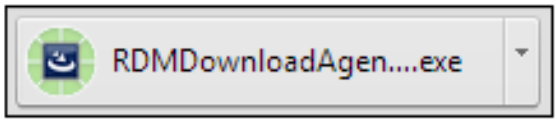


STEP 3A: INSTALL THE SCM FROM THE REMOTE DEPOSIT CAPTURE BUSINESS APPLICATION

- Open your browser.
- Log into the Treasury Gateway and access the Remote Deposit Capture Business service.
- If the Settings dialog does not open by default, Click *Settings* in the bottom left corner of the screen.
- Select your scanner model name from the dropdown list.
- Click *Save*.
- When prompted to install required software, Click *Install*.

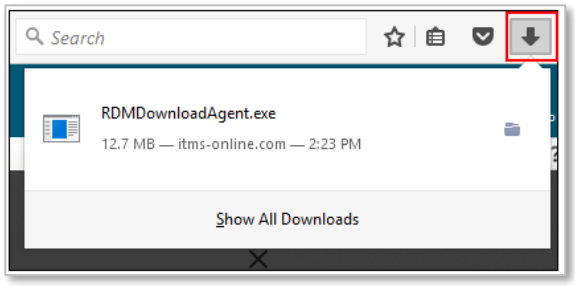
Note: For Microsoft Edge

- If prompted to install RDM add-on, do so.
- Click *Yes* to allow the SCM to install on your computer.



Note: For Google Chrome

- After the installation file downloads, open it. The file appears at the bottom-left of the browser screen.
- If you do not see the installation file, open the Chrome menu and click *Downloads*.
- If prompted, click *Yes* to allow the SCM to install on your computer.



Note: For Firefox

- When prompted to download the installation file, click *Save File*.
- After the installation file downloads, open the file from the Download panel by clicking the *Downloads* button.
- If prompted, click *Yes* to allow the SCM to install on your computer.



©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC

- When the install finishes, log out of the Remote Deposit Capture application, and restart your browser.
- Log back into Treasury Gateway and access the Remote Deposit Capture service and open the Settings dialog.
- When you are prompted to download an update, click *Install*. The update begins to install on your computer.
- If prompted, disconnect your scanner and click *OK*.
- After a few moments, a message appears that says it is safe to connect your scanner.
- Connect and turn on your scanner.

Warning: If you do not connect and turn on your scanner at this point of the installation process, the SCM will not be installed.

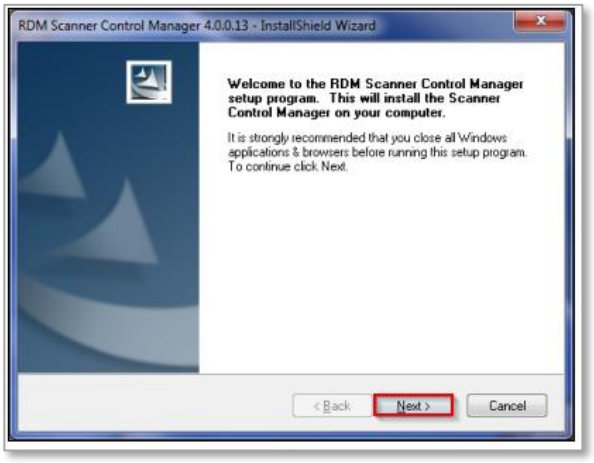
- Click *OK*.
- The SCM update completes. If you use Windows, it is recommended to wait a few moments for your operating system to install your device driver software. When it is installed, a notification appears.
- Click *OK*. Some scanners require a computer restart. If you are prompted to restart your computer, do so. Even if you are not required to restart your computer, it is recommended that you restart it.

STEP 3B: INSTALL THE SCM FROM THE OFFLINE INSTALLER FILE PROVIDED BY THE BANK – ALTERNATE METHOD

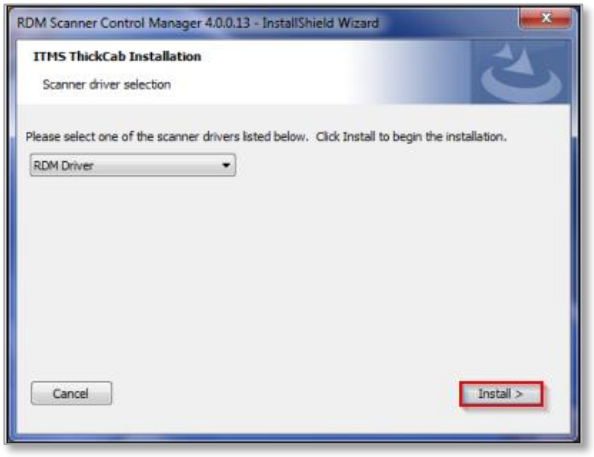
Contact Treasury Customer Support to obtain the Offline Installer File.

- If an earlier version of the SCM is installed on your computer, you need to uninstall it before you install the new version.
- Close all open web browsers and applications.
- Unplug your scanner.
- Download the offline SCM installer file.
- Run the offline SCM installer executable.

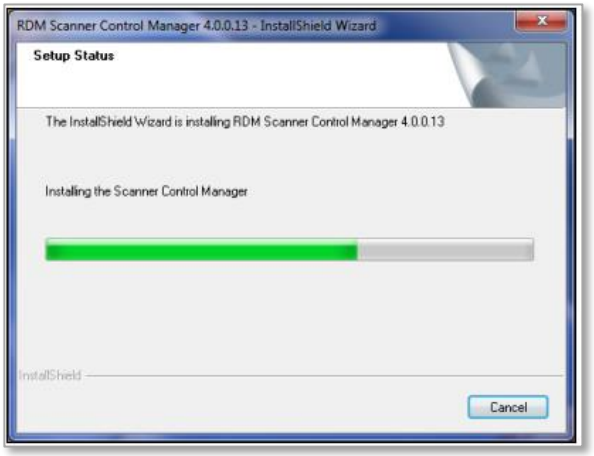
©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC



- If prompted to allow the program to make changes to your computer, click *Yes*. The Welcome screen appears. Click *Next*.
- Select your scanner driver from the dropdown list, then click *Install*. (Only if the Any Installer .exe is used)

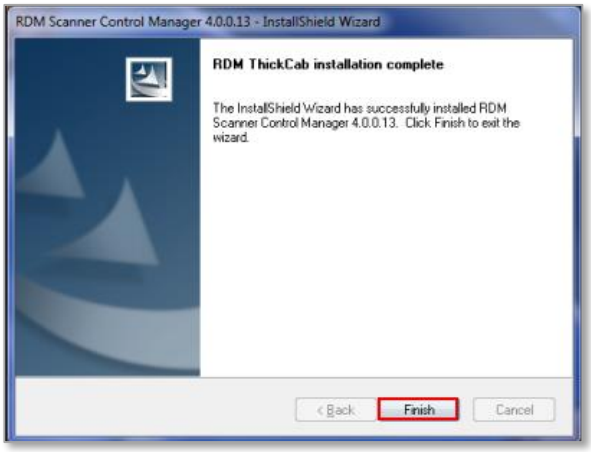


- The SCM Installs on your computer.



- When it completes, click *Finish*.
- Restart your computer if prompted to do so.
- Follow the prompt to plug in your scanner and click *OK*.

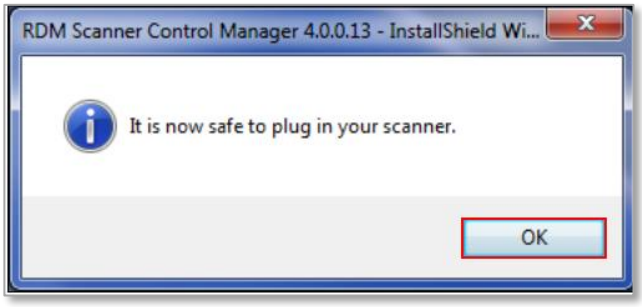
©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC



Ready to Scan

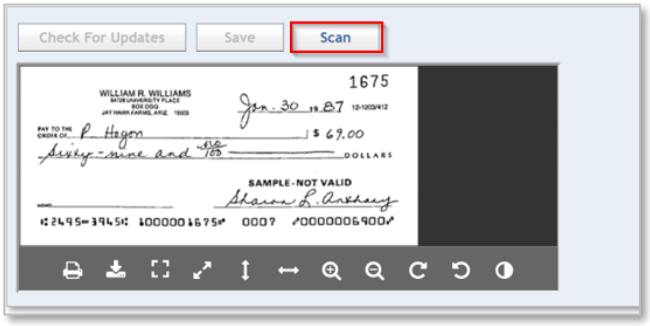
STEP 4: SCAN A TEST CHECK TO MAKE SURE THE SCANNER IS WORKING PROPERLY

- Place a test check in the scanner feed tray.
- Go to Settings and click the test button.
- The test capture may take up to a minute to complete.
- An image of the check will appear in the image viewer.



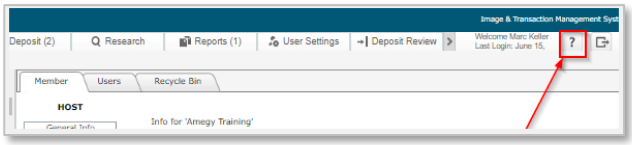
Note: You can also review these steps and more detail troubleshooting information in the online help feature.

- Click the "?" icon in upper right corner



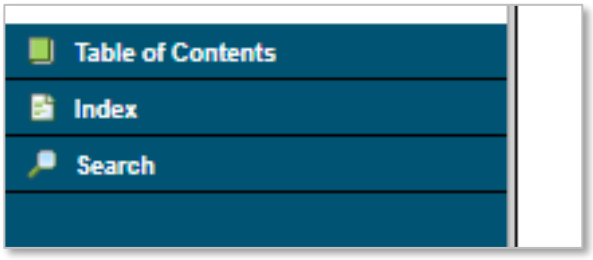
- Click on the "Table of Contents" option in the bottom left margin.

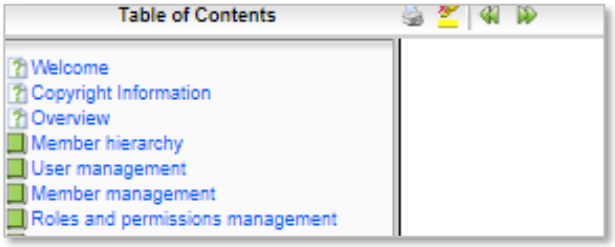
- Click *Welcome*.

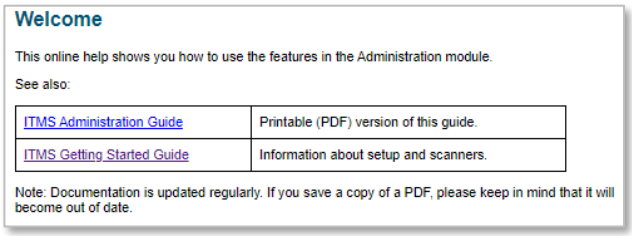


- Select **ITMS Getting Started Guide**

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC







***-For Apple support:**

Please contact client services to receive the most updated .DMG file for your apple computer.

Note: If your Mac computer has either an M1 or M2 chipset, the Digital Check scanners will not work at this time.

Installing the SCM and Connect the Scanner to ITMS on Mac OSX:

1. Close all open web browsers and applications.
2. If the scanner is currently plugged in to the computer, disconnect it.
3. Unzip the ITMS offline SCM installer.
4. Double-click the ITMS offline SCM installer disk image file (RDMThick-CabInstall.dmg or RDM_SCM_ANY_INSTALL.dmg) to open the folder for the installer.
5. Double-click the .pkg file.

Note: If the file fails to open, command-click the .pkg file.

6. Click Open.
7. If prompted to allow the file to open, click Open.
8. In the install assistant window, click Continue.
9. If prompted to select a drive for the installation, select the partition where the operating system and applications are installed. If unsure, use the default selection.
10. Click Continue.
11. Do one of the following:
    a) If you are using a Panini (non-network) scanner, click Install.

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC

b) If you are using another scanner type, click Customize.

c) Deselect the RDMPaniniWrap Installation Package and select either RDMDCCWrap Installation Package (For Digital Check scanners) or RDMTWAINWrap Installation Package (For TWAIN scanners).

12. Click Install.

Note: Do not select more than one scanner installation package.

13. If prompted, enter an administrator password, and click Install Software.
14. When the installation finishes, click Close.
15. Reconnect the scanner to the computer.
16. Open the internet browser.
17. Log in to ITMS.
18. If not automatically taken to the Settings dialog, click Settings.
19. In the Scanner Model list, select the scanner's model name. See Scanner Selection Instructions in the online Getting Started Guide for more information.
20. Click Save.

Safari:

Follow Apple's instructions for customizing pop-ups for specific websites and ensure that pop-ups are enabled for your ITMS access URL.

Please reference important risk mitigation best practices you should follow when using the Remote Deposit Capture service.

REMOTE DEPOSIT CAPTURE

KEY RISK MITIGATION BEST PRACTICES

PROCEDURAL BEST PRACTICES:

- Segregation of duties for personnel processing receipt of check payments, those preparing and submitting deposits via Remote Deposit Capture, and those reconciling accounts and statements is strongly recommended.
- Physical checks should be scanned, stored, and shredded in a secured area. Electronically captured check images, data, and any reports generated should be stored in a secured area.
- Securely store original checks between 14 days and 45 days. Immediately reconcile deposits to bank reporting and statements as they are available.
- Never share system credentials among users. Each user must be issued their own credentials for using the system.
- When processing a deposit, enter a control amount first to balance to when scanning of checks is completed.
- Confirm deposit is in balance and information is accurate before submitting each deposit.
- Routinely clean your scanner removing dust and any debris to help ensure proper

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC

performance.

DEPOSIT OF THE FOLLOWING ITEMS IS NOT PERMITTED AND COULD BE REJECTED:

- Checks drawn on foreign banks in foreign currency. Includes Canadian Checks in Canadian dollars or U.S. dollars.
- Checks payable to “Cash”.
- Remotely Created Checks and Demand Drafts that do not have a maker signature.
- Checks that are irregular in any way (i.e., courtesy amount and written amount are different).
- Substitute checks (i.e., checks created from an electronic image).
- Checks you suspect are fraudulent or not properly authorized.
- Registered Government Warrants.
- Any checks that exceed transaction limitations that the bank may establish from time-to-time.
- Redeposit of Returned Checks (Must be taken to a branch).
- Check that are postdated or more than 6 months old.
- Third-party-issued-items outside the ordinary course of business” as noted in the Master Services Agreement.

©2025 Zions Bancorporation, N.A.
Zions Bancorporation, N.A. Member FDIC