



## Horicon Bank's Remote Deposit Capture Scanner Cleaning Guide

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## Recommendations for Cleaning Scanner

- **We recommend cleaning your scanner regularly by blowing out the remote deposit scanner of dust with can or air and at a minimum quarterly with the cleaning card.**
  - **Regularly cleaning your remote deposit scanner will maintain your scanner and possibly prevent issues with the remote deposit process and check image issues.**
- **If you are having issues with your remote deposit scanner scanning properly or the check images have lines within the check image, we recommend that you clean the remote deposit scanner.**
- **If you need help with cleaning or testing your Remote Deposit Scanner, Contact Treasury Management Support.**

## Cleaning Remote Deposit Scanner

You can run the scanner cleaning card through the remote deposit scanner like you are going to make a remote deposit. Treat the scanning card as a check, however you will want to flip it occasionally so that it is thoroughly cleaning the remote deposit scanner.

## References for Cleaning Remote Deposit Scanner

If you need assistance with cleaning your remote deposit scanner you can contact Treasury Management Support or the references below depending on your brand of remote deposit scanner.

Digital Check (CheXpress CX30, Teller Scan TS230, or Teller Scan TS240)

Digital Check SmartSource (Micro Elite, Professional, Professional Elite, Merchant Elite)

The website for reference for cleaning Remote Deposit Scanner:

<https://www.digitalcheck.com/cleaninginfo/>

Panini Remote Deposit Scanner Cleaning Guide

The website for reference videos for cleaning Remote Deposit Scanner:

<https://paninionlinestore.com/pages/scanner-cleaning>

## Ordering Supplies for Remote Deposit Scanner

Digital Check (CheXpress CX30, Teller Scan TS230, or Teller Scan TS240)

Digital Check SmartSource (Micro Elite, Professional, Professional Elite, Merchant Elite)

ordering supplies to clean your scanner can be found here: <https://www.digitalcheck.com/check-scanner-cleaning-cards/>

## Horicon Bank's Remote Deposit Scanner Cleaning Guide

### Panini Remote Deposit Scanner Cleaning Guide

ordering supplies to clean your scanner can be found here:

<https://paninionlinestore.com/collections/supplies>

### Contact Treasury Management Support

If you have any questions or concerns, please contact the Treasury Management Support team at 920-643-7670 or [Treasury@HoriconBank.com](mailto:Treasury@HoriconBank.com).