



Horicon Bank's ASCEND Business Remote Deposit Capture Guide

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You may need an Administrator or IT department to complete the installation.

This guide will help you install the Remote Deposit Capture device control software and the scanner driver for the first time.

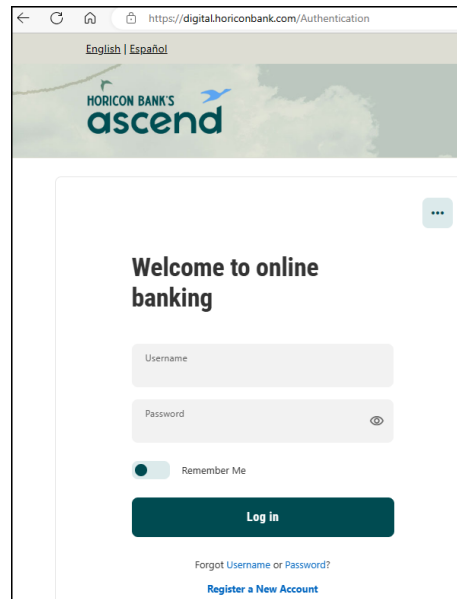
Keep in mind that once you install this the old method of scanning will no longer work. Please make sure to coordinate the installation with other users and offices in your company.

Remote Deposit Capture is now part of ASCEND digital banking

Remote Deposit Capture is now accessible through Horicon Bank's new ASCEND digital banking. (<https://www.horiconbank.com/>)

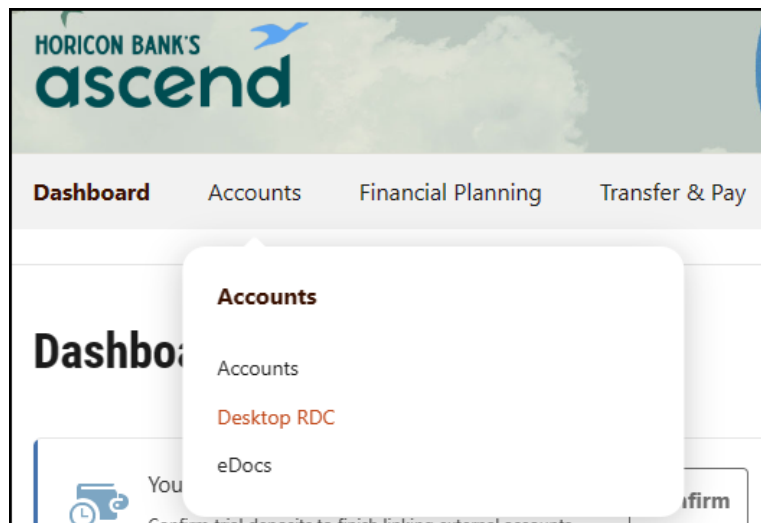
You no longer need to have a separate website, entity ID, username, and password.

If you haven't logged in to the new ASCEND digital banking, please follow the Step-by-Step Guide to Login that can be found at HoriconBank.com under Personal- Do More- Digital Banking. Or give us a call via Customer Support or Treasury Management Support.



Login to Horicon Bank's ASCEND digital banking

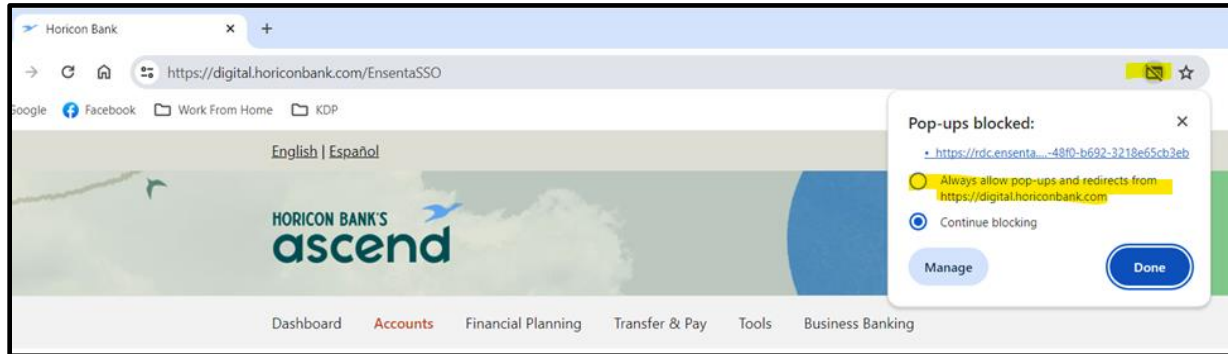
Once you have enrolled, and are all logged in, on the Top tool bar hover over the Accounts menu and select Desktop RDC.



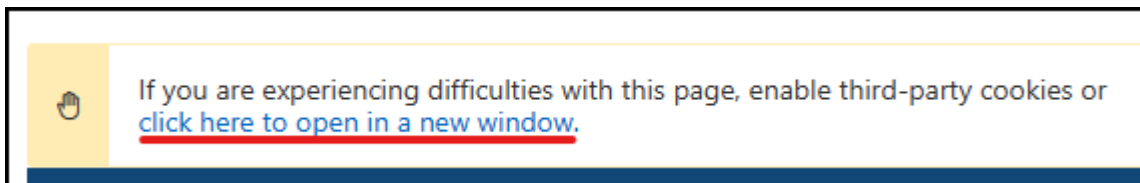
Horicon Bank Remote Deposit Capture Installation

Remote Deposit Capture should open in a new browser tab.

If it does not, your pop-up blocker may have prevented that. Check the top of the browser window and allow our site to open this new tab going forward.

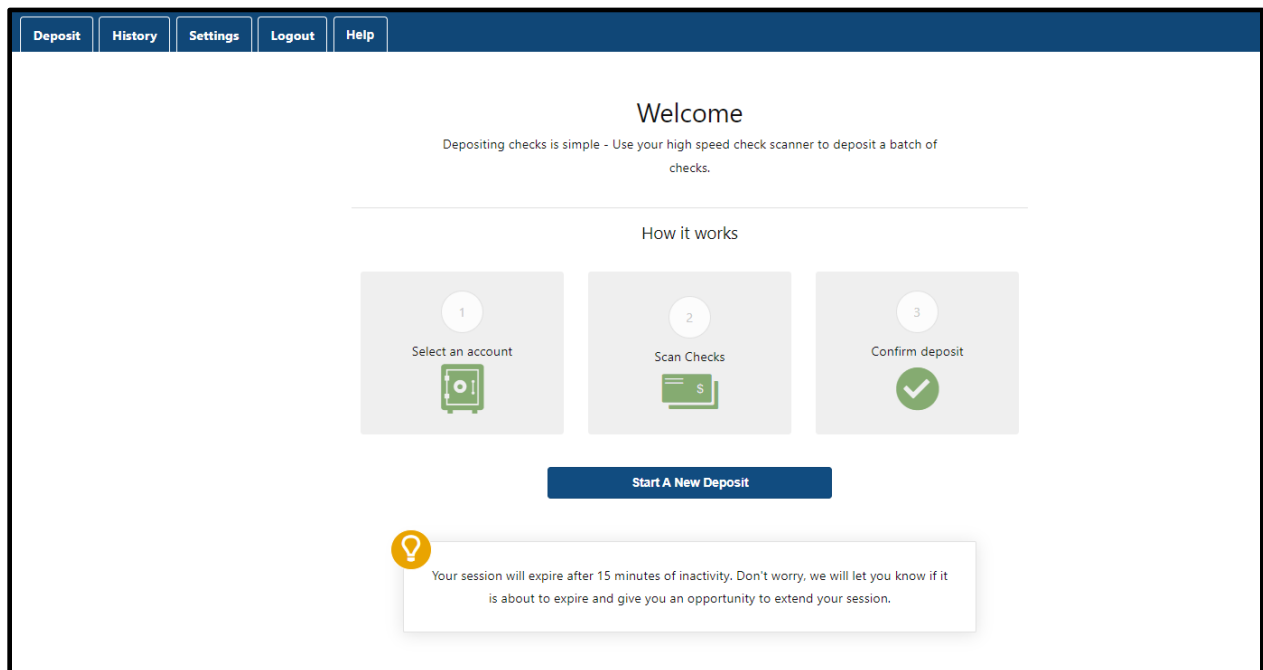


If that doesn't work, there is a link "click here to open in a new window." Select that and continue.



Click "Start A New Deposit" to begin the installation

A welcome message appears. Click on "Start A New Deposit" to begin the installation.

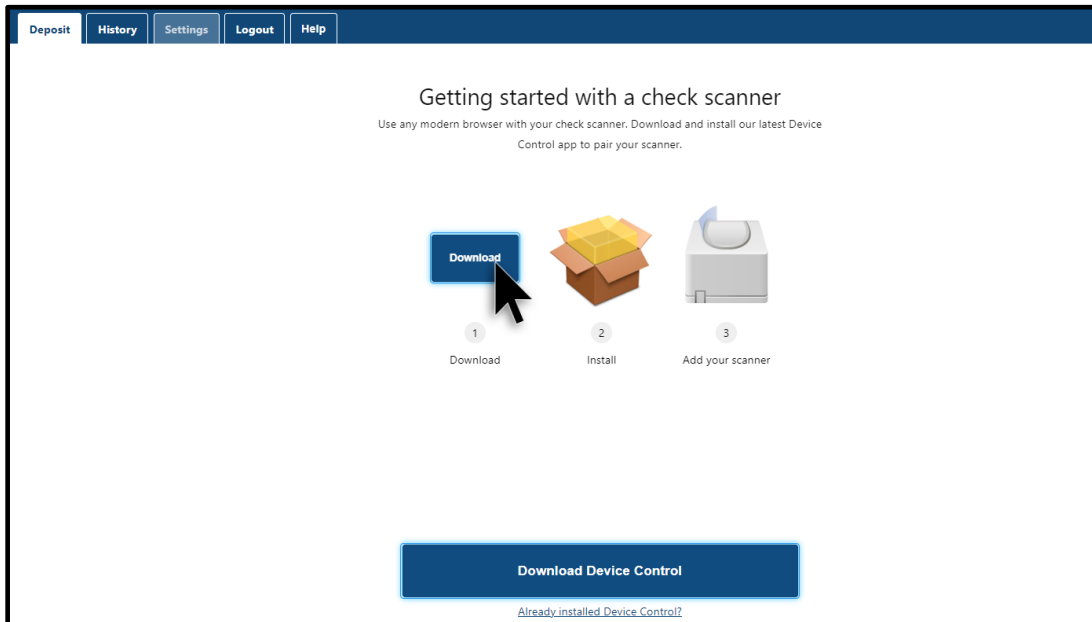


Horicon Bank Remote Deposit Capture Installation

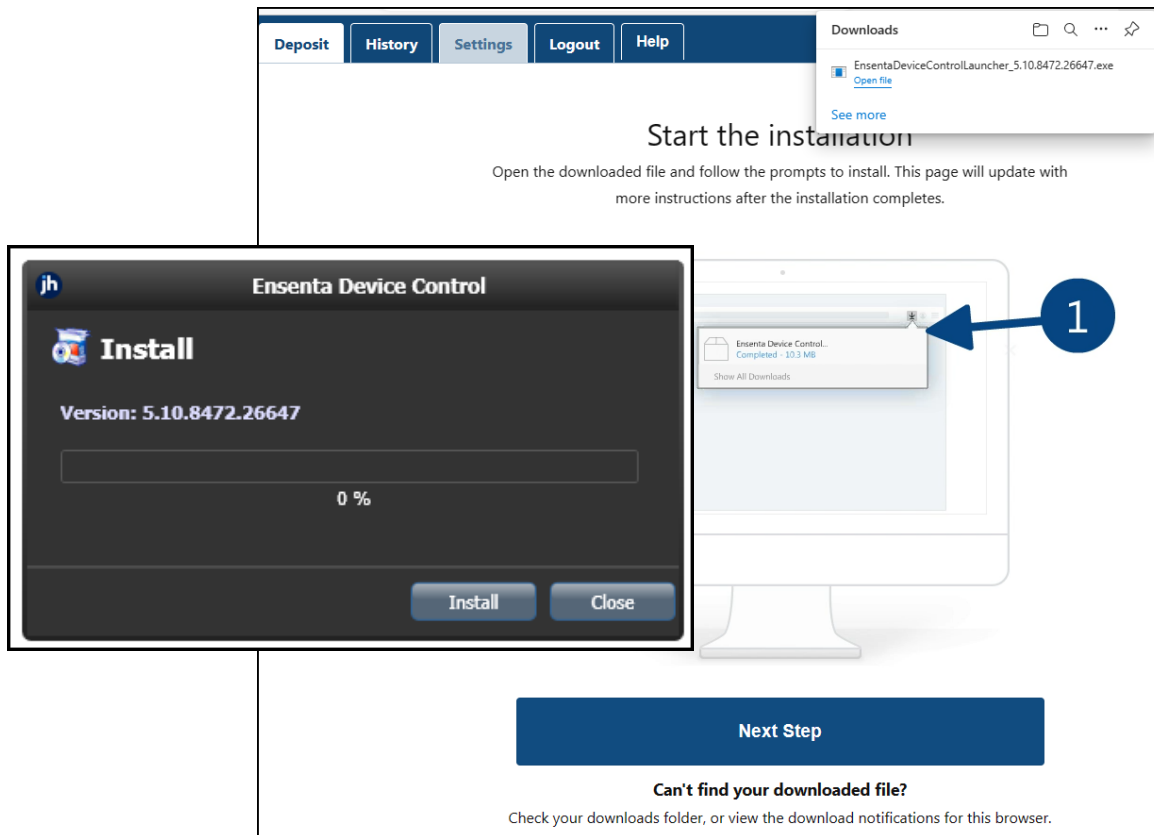
Download and install the device control

Follow the instructions on the screen to download and install device control

The scanner should not be connected to the computer until after the installation is completed.

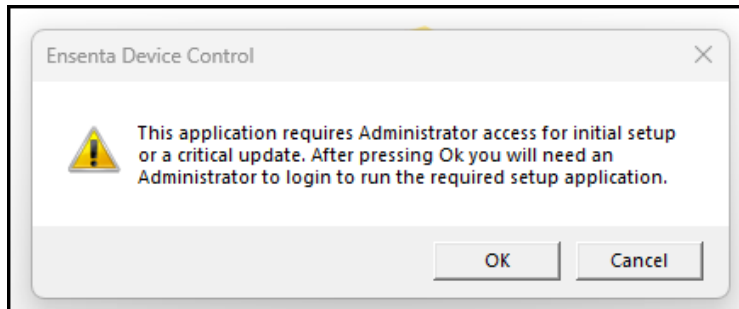


The downloaded file will appear at the top right of the browser's screen pictured below. Open Ensenta Device Control to begin the installation.



Horicon Bank Remote Deposit Capture Installation

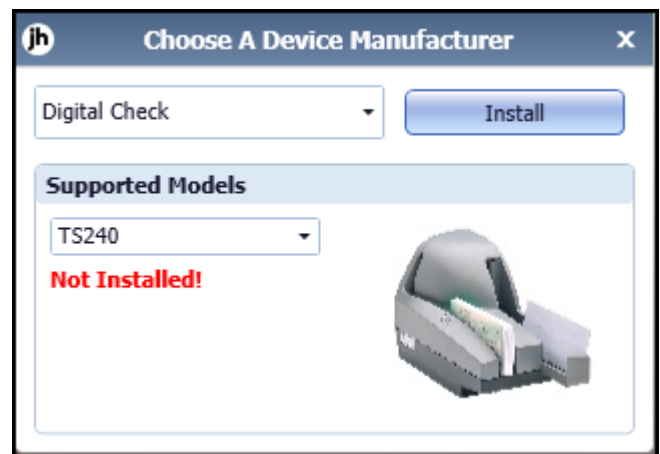
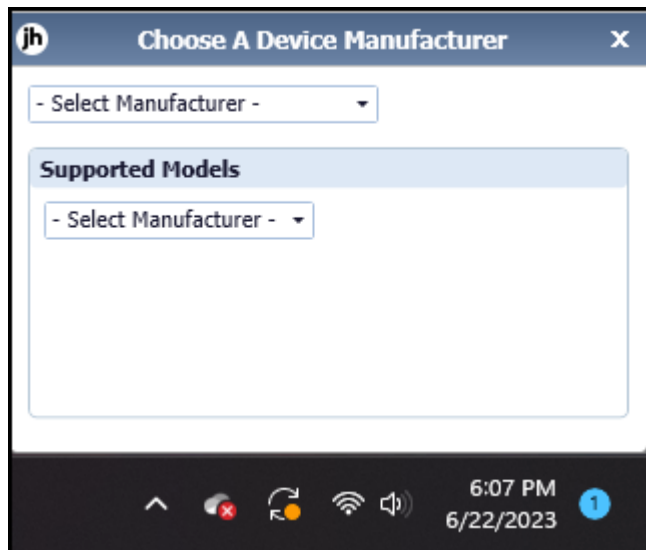
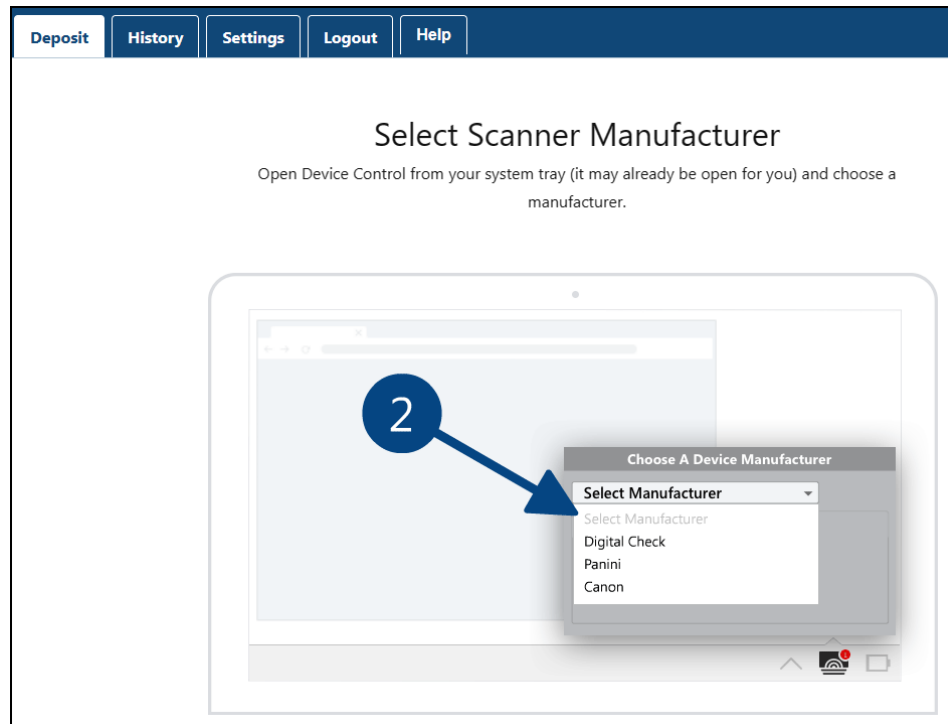
If you do not have the local Admin entitlements on your computer, you will need an Administrator to enter a username and password to continue the installation. You will need them in the scanner driver installation step so let them know.



In some cases, a message will appear to ALLOW CHANGES. CLICK YES TO PROCEED. This doesn't always require an admin password.

Install the scanner driver

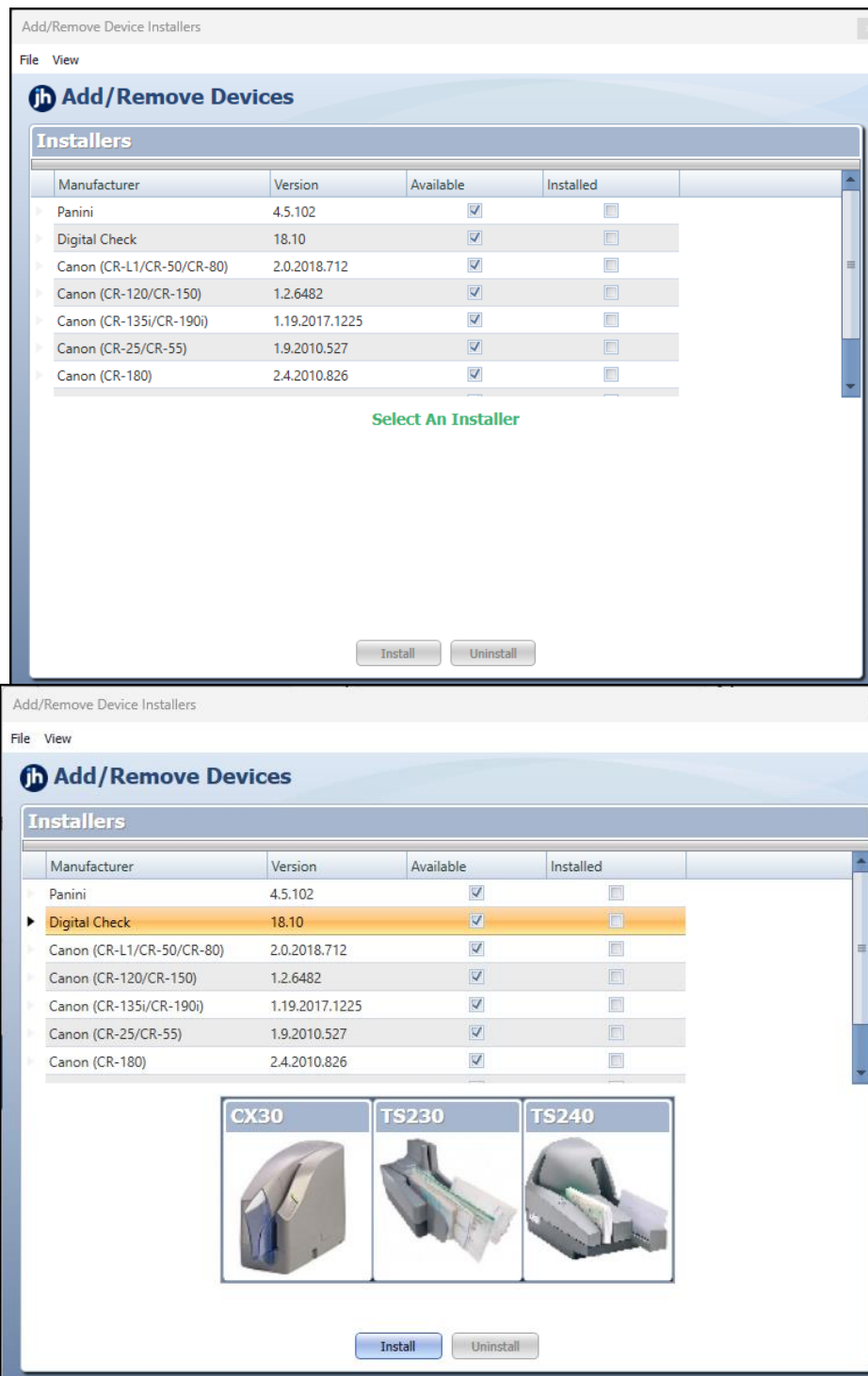
Next you will select your scanner make and model. If your make and model are not listed please contact Horicon Bank Treasury Management Support (our contact information is listed at the end of this document).



*** If there are two screens the little window pictured above may pop up on the opposite screen from where you are working, or it may be hidden****

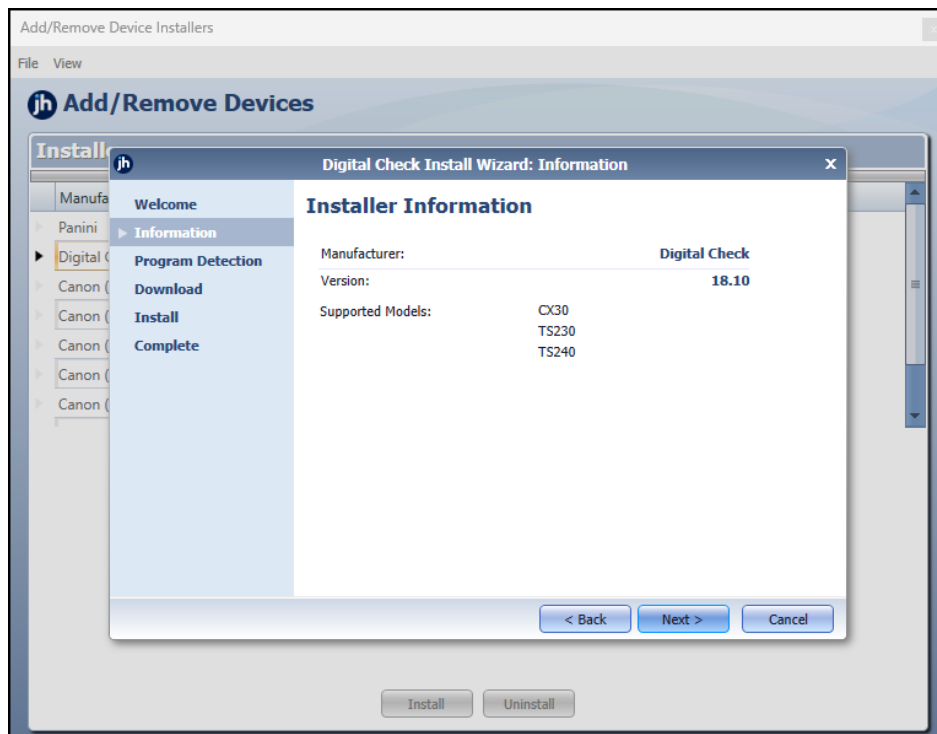
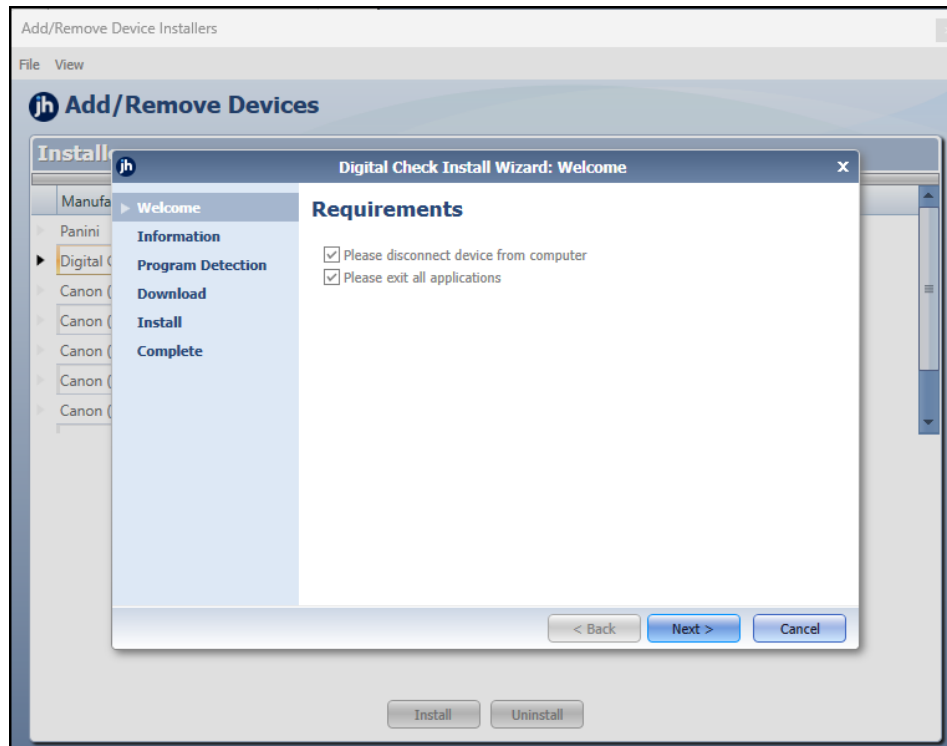
Horicon Bank Remote Deposit Capture Installation

When the list of scanner makes and models appear, highlight your scanner and click install on the bottom of the screen.

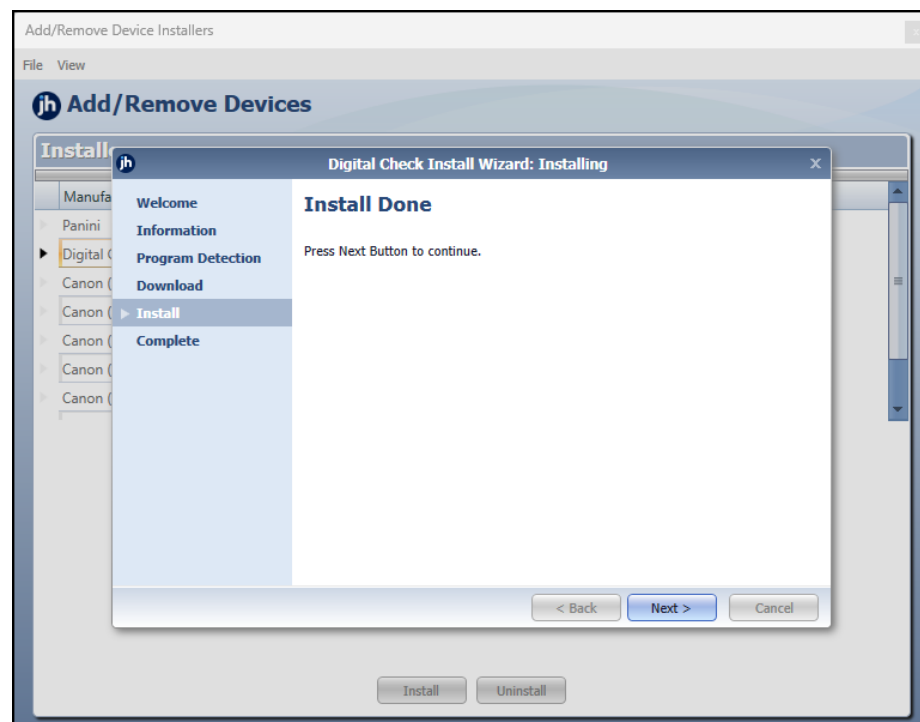
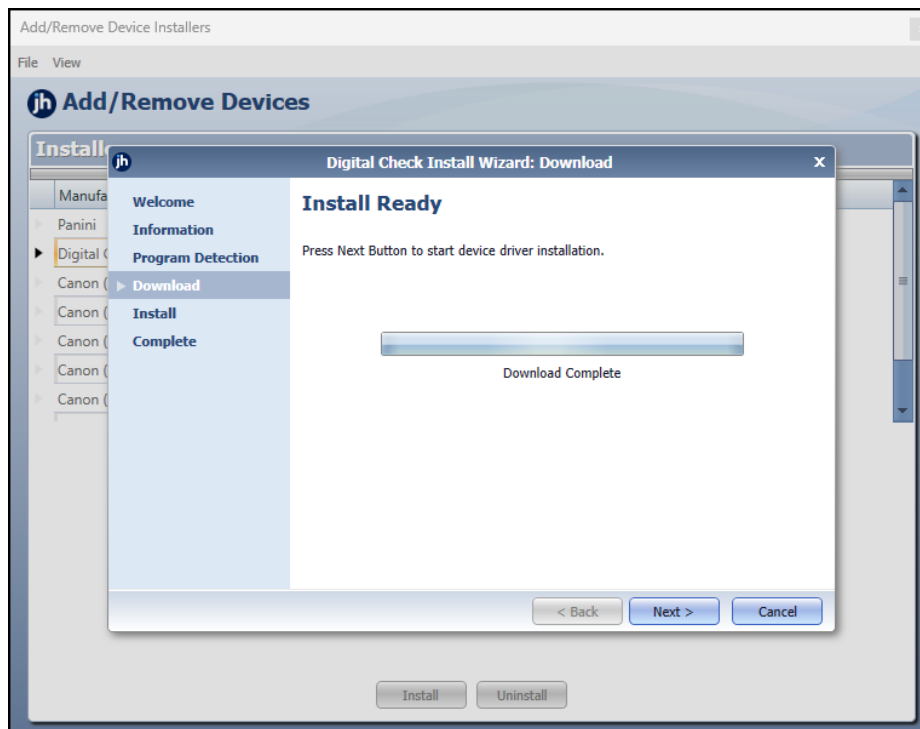


Scanner driver installation

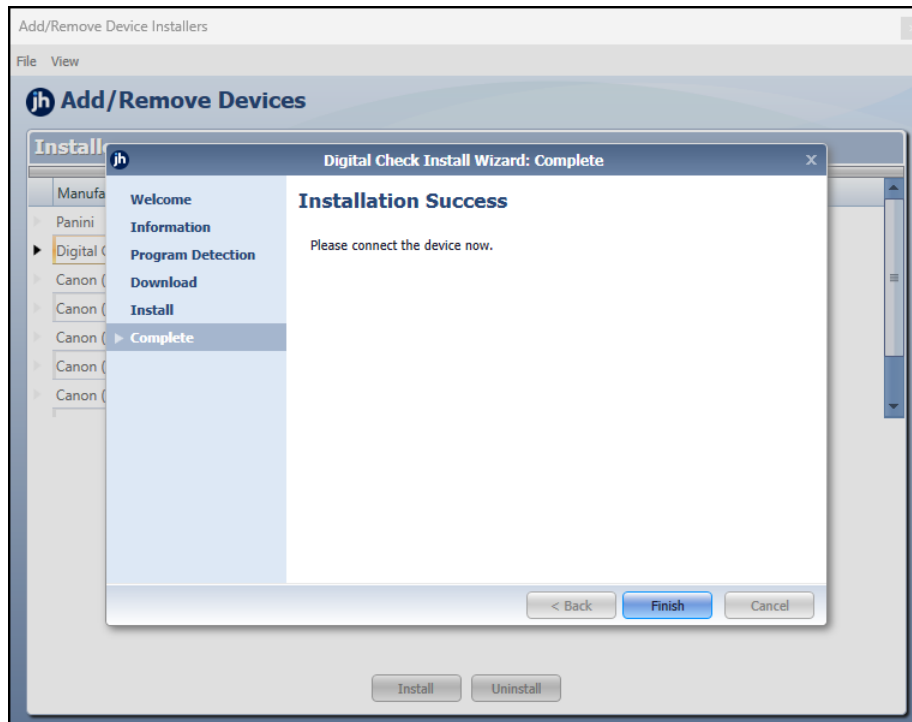
Follow instructions for the scanner installation.



Horicon Bank Remote Deposit Capture Installation



Horicon Bank Remote Deposit Capture Installation



Be sure to plug in the scanner to the computer here

**** Depending on the brand of scanner a restart may be required to finish the installation and will be prompted on this page****

Deposit screen

Once the scanner installation is completed successfully, the deposit section should show the screen to enter your deposit information. If it does not appear exit the browser and reopen so the scanner can connect.

If you are having issues with the scanner connecting, see Device Control Status and Colors section below.

Deposit History Settings Logout Help

Deposit

Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.

Account

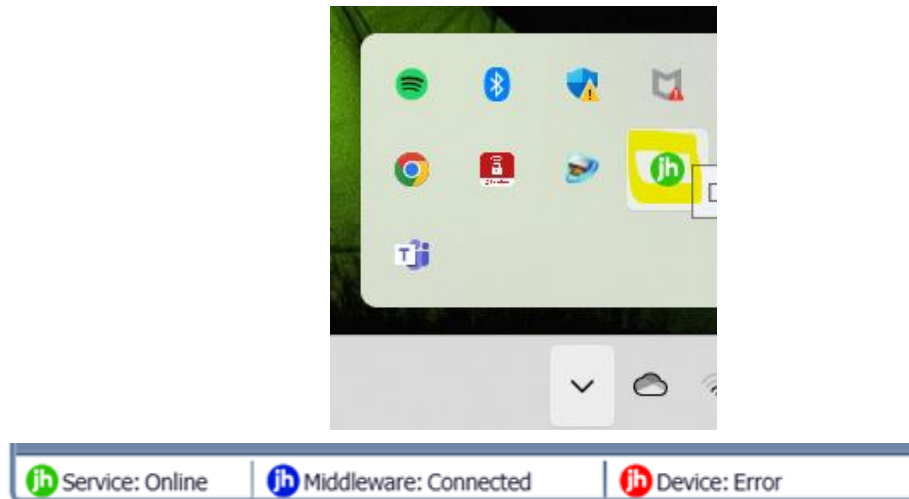
Description

Quantity

Batch Total You have \$10000.00 left of your \$10000.00 deposit limit.

Device Control status and colors

Please also note that the device control showing in the notification section of your taskbar – typically in the bottom right corner. The icon looks like a circle with the letters JH (which stands for Jack Henry, the creator of the software). The icon can be green, yellow, and red depending on the status of your scanner.



- **Blue**- Connect to Remote Deposit Site but not Scanner
- **Green**- Means the scanner is connected and ready
- **Yellow**- Usually occurs with a jam
- **Red**- The device is not connected or error

If you need help with scanning, please refer to the RDC scanning guide that can be found in the same area on our web site as this guide.

Contact Horicon Bank Treasury Management Support

Any questions? Please contact us via email treasury@horiconbank.com or 920-643-7670.