

# Depositing Checks from Your Desk



(actual size: similar to Northern Telecom Meridian phone)

## Key Benefits:

- **NO CHARGE** to department for equipment or depositing;
- **EASY TO USE** – “smart” check scanners electronically-endorse each check and make it easy to complete a deposit of 1 or more checks.
- **FAST.** Average time requirement: ~5 minutes.
- **SAFE.** You (and the checks!) never leave your office. Check scanner images front and back of check, and is quickly retrievable for 5+ years. After 15 days, original checks can be shredded.
- **IMMEDIATE BANK DEPOSIT + RECEIPT.** Each check scanning event results in same-day deposit (ledger) credit to the bank account, and prints a receipt for the sum total of all checks deposited.
- **SAVES TIME AND MONEY.** No more bags, deposit tickets, trips to Depository Services, or Armored pickups.
- **LONGER DEPOSIT WINDOW.** Depository Services generally stops accepting deposits at 4:30pm. The remote deposit check scanners will create immediate bank deposits until 7pm CST.
- **FASTER REVENUE RECOGNITION** – if you commit your CRT prior to 6pm CST, you will see revenue on your budget statements 1 day sooner.

## Installation and Support:

- Installation takes 30 -60 minutes, and generally requires the presence of your IT consultant or PC admin.
- The scanner interfaces with a secure web-based deposit site hosted by JP Morgan Chase, requiring that you remember an ID and Password.
- 800# customer support is outstanding.
- Scanner will reject Foreign checks, reminding you to process them differently.

## System requirements for the scanner are as follows:

### PC requirements:

- Windows XP (Service Pack 3), **or**
- Windows Vista (Windows 64-bit Vista support requires the use of Internet Explorer 32-bit version), **or**
- Windows 7, 32-bit or 64-bit, **and**
- Internet Explorer 6.0, 7.0, 8.0 or 9.0
- To install you must have administrative rights to your computer and or IT consultant

**To Order an Epson Check Scanner for Remote Deposit of Check:**

- Call Melissa Lang (1-5790) in Evanston
- Call Cindy Regner (3-1107) in Chicago