



**eTreasury**  
**Commercial**  
***Remote Deposit Capture (RDC)***  
***Quick Reference Guide***

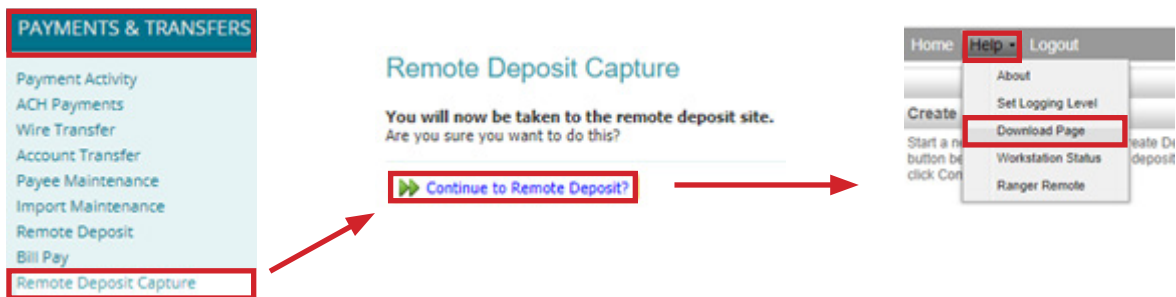
Remote Deposit Capture, or RDC, is a service that allows you to scan checks remotely. In this guide, you will learn how to install the necessary driver(s) to use the scanning equipment we provided. **The installation requires local administrator rights to the PC/scanning workstation. The install may require coordination with your IT staff/service.** You must be connected to the internet via hardwired connection and be running Windows 7, 8 or 10 in order to scan with Lakeland Bank. When installing the driver(s) make sure you are putting the drivers on the PC itself (local desktop) and not inside a virtual environment like a virtual private network (VPN) or cloud-based software. It is recommended that you use a dedicated PC/workstation for the Lakeland Bank scanner. If there are multiple bank scanners connected to the PC, the other bank scanners should be powered off during scanning for Lakeland.

## To Install

Make sure your scanner is either powered off or disconnected from the power supply if your scanner does not have a power switch.

Next, sign into eTreasury Commercial using Chrome, Firefox, Safari or Edge.

Go to **Payments & Transfers>Remote Deposit Capture** and click **Continue to Remote Deposit**. Once in the RDC platform, click **Help>Download Page**.



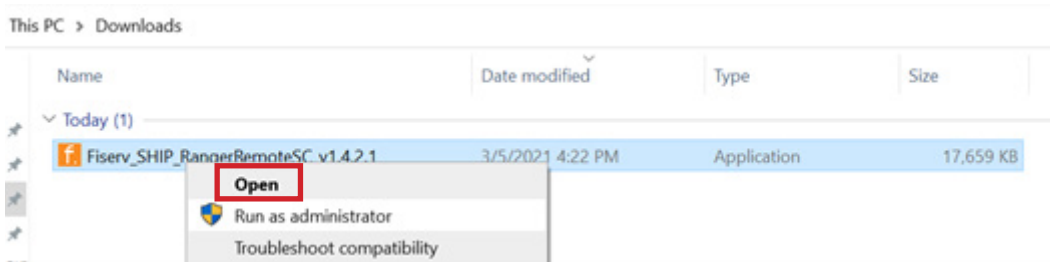
You will be brought to a download page where the drivers specific for your scanner are located. You will need to determine the model of your scanner; we support a few scanner types.

Please follow the chart below to find which driver(s) you need for the scanner you have and then click **Install Now**.

Scanner Model	Drivers to Download		
SmartSource	SmartSource PVA and Elite	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	<b>Install Now</b>
Panini	Panini	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	<b>Install Now</b>
DigitalCheck	DigitalCheck TS Series and CX30	Installs Image Viewer, Logging, and Specified Scanner Driver. Also makes necessary setting changes for Internet Explorer.	<b>Install Now</b>

*In the next steps, you may need to follow prompts your computer is asking you, like security changes or even Administrator rights/credentials depending on your computer's permissions.*

Once the driver(s) are downloaded, go to the **Downloads** folder in the **File Explorer**, right click the driver and click **'Open'**.



Next, click **Install**. Once completed, click **Exit**.




## Scanning

### To create a Remote Deposit:

1. Click 'Create Deposit'.
2. Enter total deposit amount.
3. Select 'Account Number' from drop down menu.
4. Click 'Continue'.
5. Place checks in scanner with the front of the check facing away from the center of the scanner (if the scanner is on your right, the endorsement side will be facing you).
6. Click 'Scan'.
7. If errors are present, select 'Fix Errors' and enter corrected information. Hit the Enter key on your keyboard to update the information.
8. If a duplicate check error appears, it's possible that the item(s) were already submitted in a previous deposit. Please review carefully and ensure you are **not** accepting a check that was previously scanned and **submitted** in the system. The status of the deposit is present under the check image. If the status says suspended or deleted then you may accept the duplicate(s).
9. Select 'Submit Deposit' and confirm by clicking 'Submit Deposit' again.

\*Please note once a check is scanned and the deposit has been Submitted, nothing can be changed or deleted. It is imperative that these deposits are accurate since they cannot be changed or deleted.

### To Print Report/Receipt:

1. Click 'View Deposits' on the home screen and select 'All Deposits'.
2. Click 'View Deposit'  for the submitted deposit under the 'Actions' column.
3. Select Export As>PDF or PDF with Images.
4. Click on the Printer icon within the PDF or go to File>Print.

### **Scanning (continued)**

We recommend you keep these checks in a secure location for 45 days. Also, you can view deposits for up to 90 days in the Remote Deposit Capture system. After 90 days, anything submitted can be viewed in eTreasury Commercial.

**For assistance with RDC/scanning processing, please call us at 866-224-1379 Option #9  
or email us at [eBanking@lakelandbank.com](mailto:eBanking@lakelandbank.com).**