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REMOTE DEPOSIT INSTALL GUIDE

To install the Remote Deposit scanner on a workstation, follow the steps below.

Step 1: Make sure the User is an Administrator on the computer:

- **Windows Computers:**

- Click on the **Start** button or right click on the **Start** button or right click on the **This PC** icon on the desktop.
- Right click on **Computer** or **This PC**.
- Click on **Manage**.
- Click on **Device Manager**.
 - If the user is an Administrator, the program will show.
 - If the user is not an Administrator:
 - The programs will show a warning telling them that they are a standard user.
 - This allows them to view settings within Device Manager but will not allow them to make changes.
 - The Remote Deposit program download will not complete.
 - A different user will need to be signed into the computer.

- **Apple Computers:**

- Click on the **Apple** icon in the upper left corner.
- Select **System Preferences**.
 - If the window opens in **iCloud**, click the back arrow.
- In the **System Preferences** window, click on **Users & Groups**.
- Under the **Current User** section, it will list the logged in user.
 - Look for **Admin** under the user's name.
 - It will also show a check mark next to **Allow user to administer this computer** if the user has administration capabilities.

Step 2: Make sure the User uses a compatible internet browser. (Reference the List of Supported Browsers found at unitedprairiebank.com)

- **Windows Computers:**

- Open a browser window using Internet Explorer.
 - Click on the **Help** menu or gear icon located next to the **Home and Favorites** icons.
 - Select About **Internet Explorer**.
- Open a browser window using Microsoft Edge.
 - Click on the **...** icon on top right corner.
 - Click **Settings**.
 - Under the **About this app** header, look for the version number.
- Open a browser window using Chrome.
 - Click on the **⋮** icon on top right corner.
 - Hover the mouse over **Help**, click on **About Google Chrome**.

- **Apple Computers:**

- From the desktop, click on **Go > Applications**.
- In the **Applications** window, find the **Safari** icon and double click it.
- With Safari open, click on **Safari** on the menu bar and choose **About Safari**.
- A window will open showing the version number.

If installing a scanner, make sure to complete the following steps at each computer where the scanner will be used to make deposits. Start with the scanner unplugged from the computer.

Step 1: Save Business Online as a Favorite on the computer. (optional)

- Open a browser.
- Access www.unitedprairiebank.com.
- Click the **Favorites** menu.
- Select **Add to Favorites**.
- Change the **Name** field to **United Prairie Business Online**.
- Click Add.

Step 2: Determine the type of browser the User will be using for Remote Deposit.

- In Business Online, click the **Checks & Deposits** menu option.
- Click on **Deposit Checks**.
- A new browser window will open.
- Click **Help**.
- Click **Workstation Status**.
- View the **Browser Version**:
 - If the browser is Internet Explorer, the set up will only require one download. (Skip step 4)
 - If the browser is any other type of browser besides Internet Explorer, then the set up will require two downloads

Step 3: Install the Remote Deposit Panini Driver. (Required on all Remote Deposit computers)

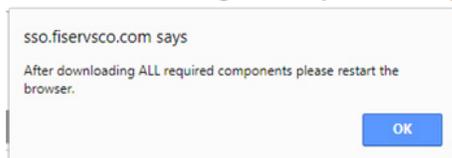
- Within the **Workstation Status** screen, if any of the items listed have a  to the left of the name, the computer is not set up for Remote Deposit
- Not Ready to Scan: Return to the download page and install the scanner drivers for your browser: Click **Download Page**.



Not Ready to Scan [Download Page](#)

Return to the download page and install the scanner drivers for your browser.

- **After downloading ALL required components please restart the browser.** Click OK.



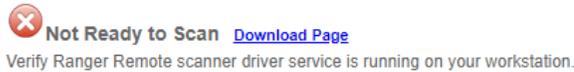
- **Select Category:** Show all
- Find the **Panini** scanner driver. Click **Install Now**.



- A task bar at the bottom of the screen will appear, click **Run**.
 - No pop-up shows the download being completed.
 - The screen may go back to the menu option when the download it complete.
- One way to determine if the download worked is to view the desktop and look for Fiserv icons.

Step 4: Install the RangerRemote driver for users using Chrome, Firefox or Microsoft Edge browsers.

- View the **Workstation Status** screen.
- Not Ready to Scan: Verify Ranger Remote scanner driver service is running on your workstation: Click **Download Page**.



- **After downloading ALL required components please restart the browser.** Click OK.



- **Select Category:** Show All
- Find the **RangerRemote** scanner driver. Click **Install Now**.



- A task bar at the bottom of the screen will appear, click **Run**.
 - No pop-up shows the download being completed.
 - The screen may go back to the menu option when the download it complete.
- After the download is done, log out of Business Online and close all open browsers.

Step 5: Restart the computer.

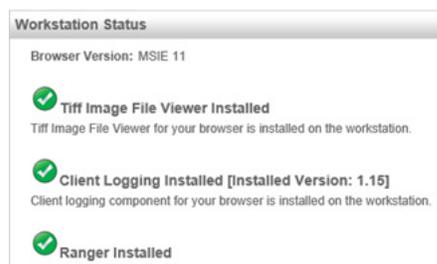
Step 6: After the computer restarts:

- Be patient and allow for all programs to start back up. Give it a second.
- Plug the scanner cord into the electrical outlet.
- Plug the scanner into the USB port on the computer.

Step 7: Verify all downloads have been installed on the computer.

- Log into Business Online.
- Hover over the **Checks and Deposits** menu option and click on **Deposit Checks**.
- Click **Help**.
- Click **Workstation Status**.
- If any of the items listed has a  to the left of the name, the computer is not set up for Remote Deposit.
 - Additional review and/or downloads are required.
- If all items has a  to the left of the name, the computer is ready to go for Remote Deposit.

Internet Explorer Screen



Chrome Screen

