

UBT

Union Bank & Trust.

****If your scanner is already installed and you wish to use browsers other than Internet Explorer, skip down to the "Using Different Browsers" section on (pg 12)****

INSTALL NEW DRIVER

****Before you Start****

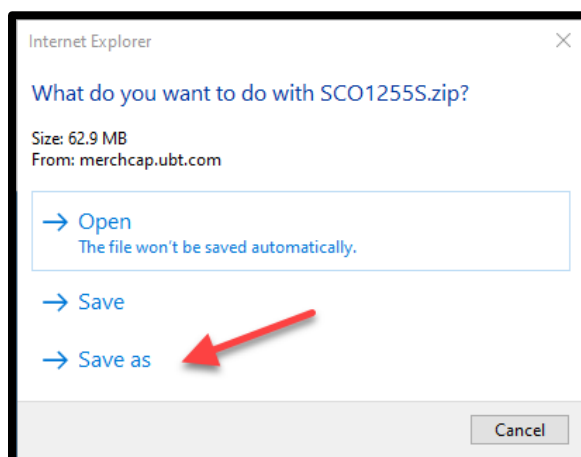
- Turn off your scanner machine, and unplug the USB cable from your computer
- Ensure you have full administrator rights to your computer

Go to : <https://www.ubt.com/business/treasury-management/desktop-teller>

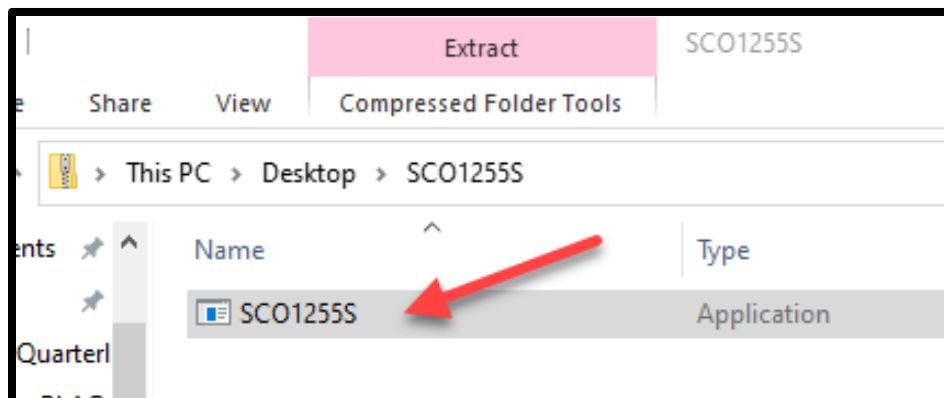
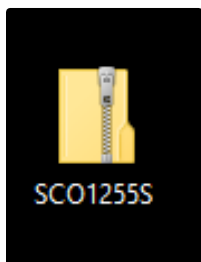
Scroll down the page to the Drivers and user guides section and select the "Download Driver" button



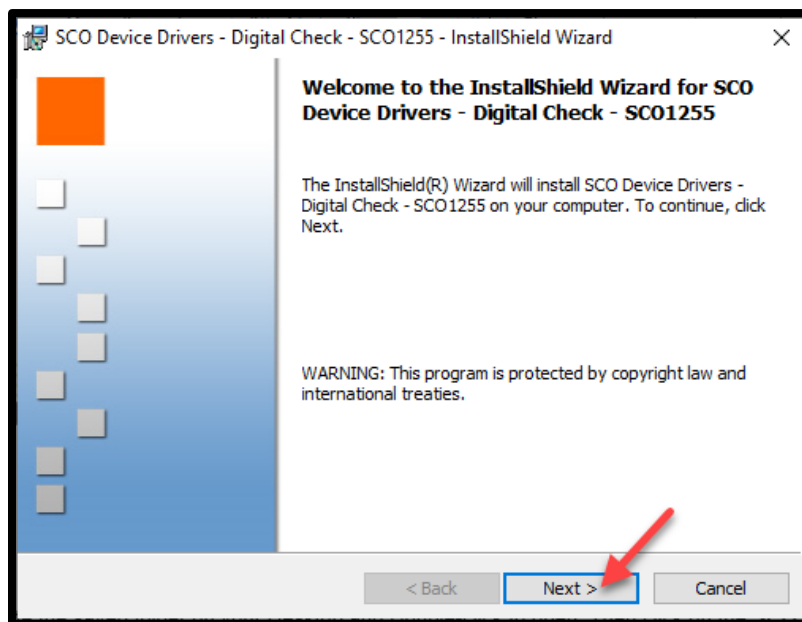
From the pop-up below, click on **Save As** and save it to your desktop



Locate the saved folder on your Desktop and Double-click to open. Then click on the **SCO1255S** file to open the SCO Device Drivers Install Wizard.



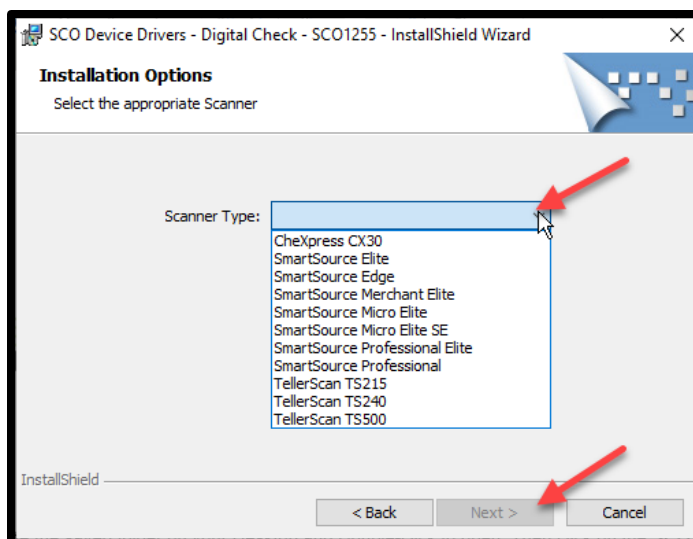
The SCO Device Drivers Install Wizard will come up – click on **Next**



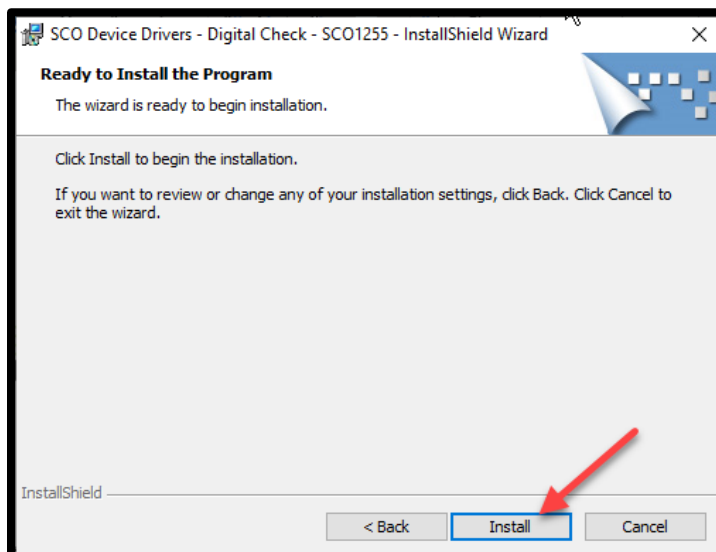
Types of scanners currently offered:



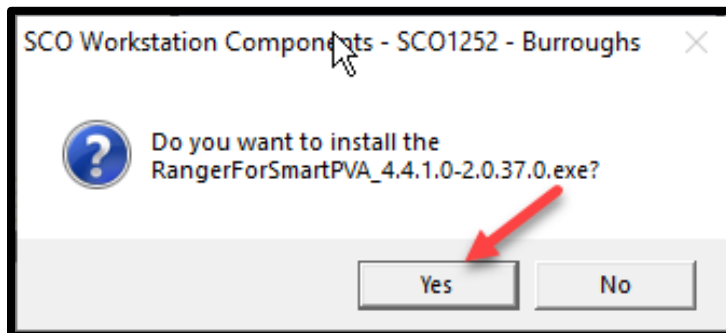
Select the scanner type from the dropdown and click **Next**



Click on "Install"

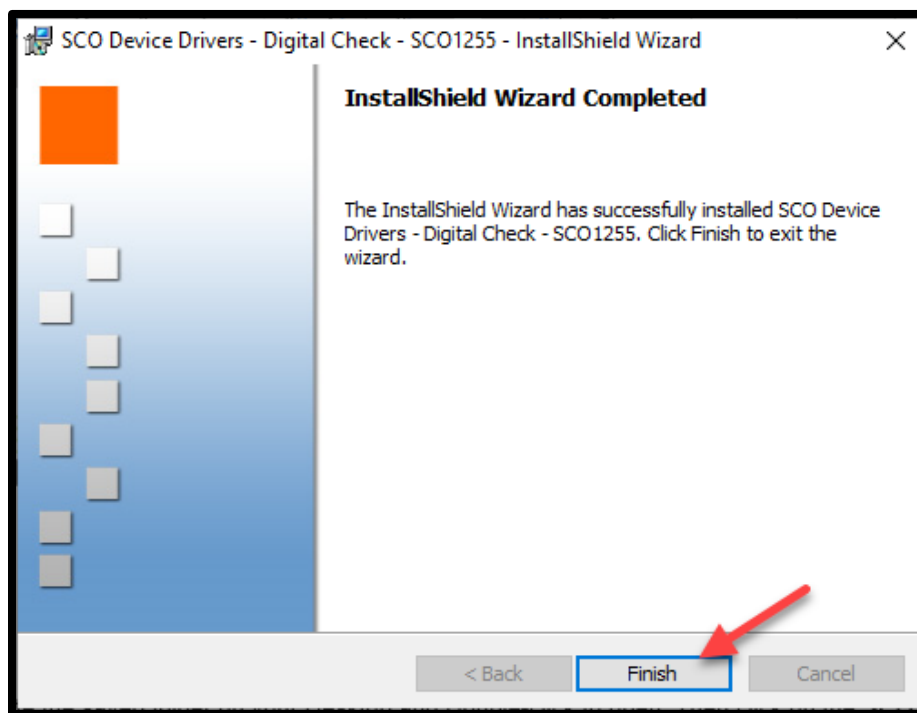


When the SCO Workstation Component warning appears. Press "Yes"



When the Install Completed Pop-up shows click **Finish**

Install may take up to 15 minutes to complete



****You Must wait until you receive the Install Completed Pop-up before moving forward****

Workstation Configuration Installation

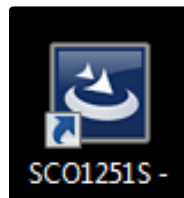
Go to : <https://www.ubt.com/business/treasury-management/desktop-teller>

Click on the “Workstation Configuration” button

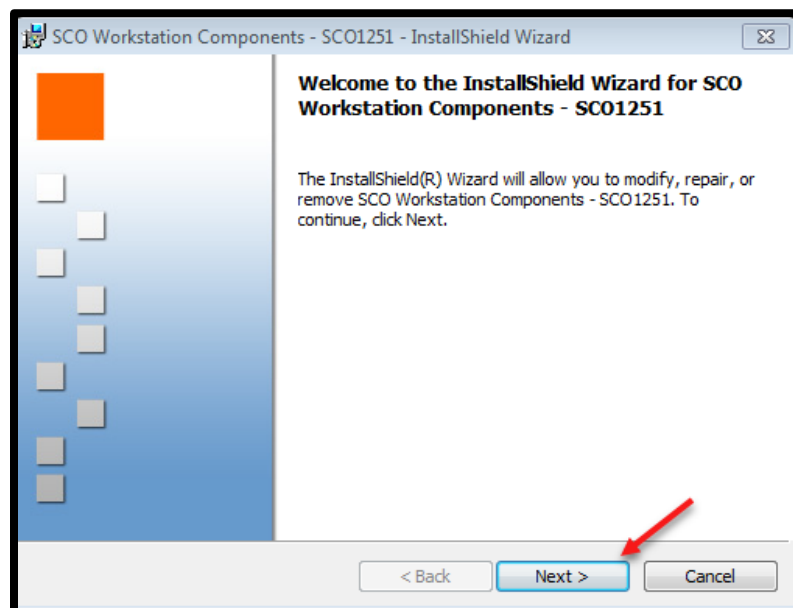
Click on “Save as” and save it to your desktop



Locate the saved file on your Desktop and Double-click to open the SCO Workstation Components wizard (SCO1251S)



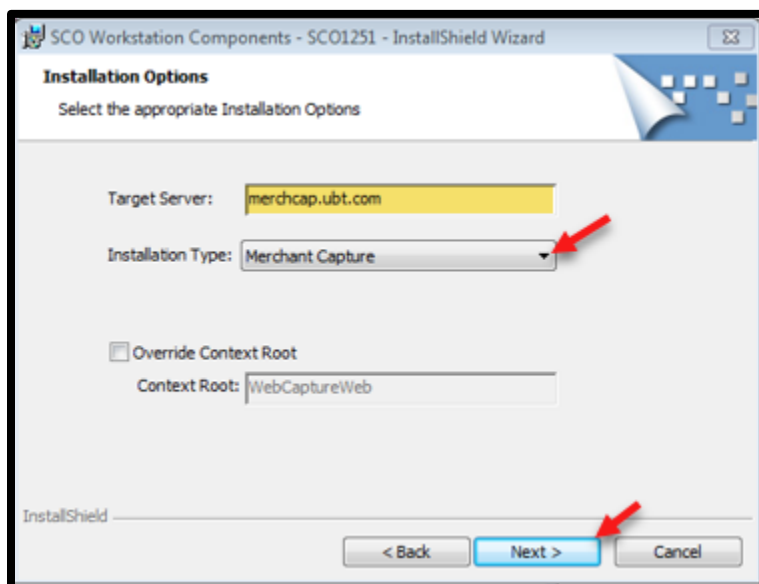
Click the “Next” button.



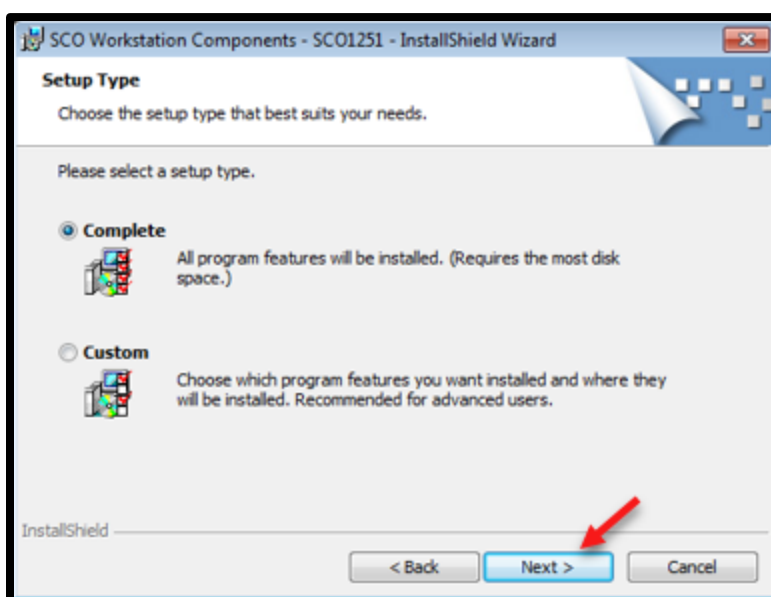
In the Target Server section enter the following: **merchcap.ubt.com**

In the Installation Type section select Merchant Capture from the dropdown menu

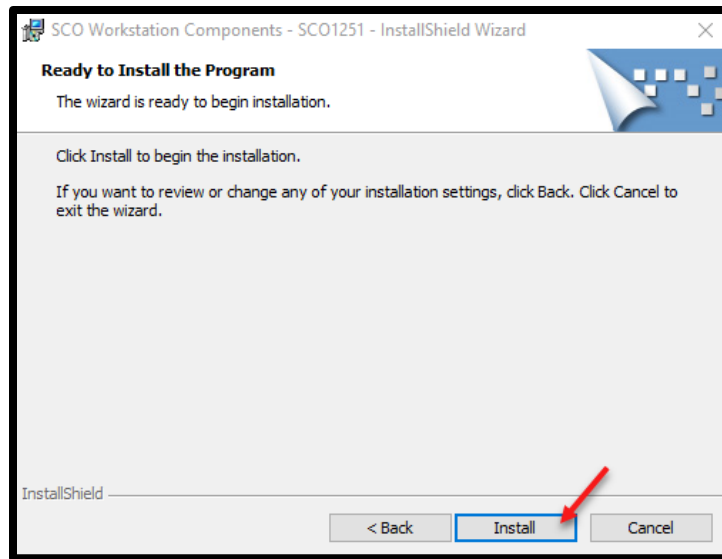
Then click "Next"



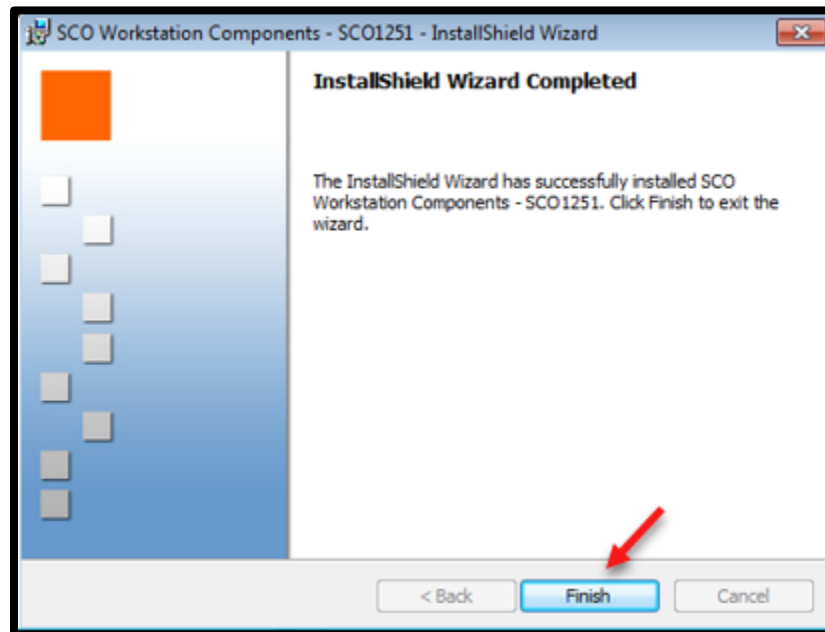
For the setup type, ensure **Complete** is marked and click **Next**



Then click "Install"

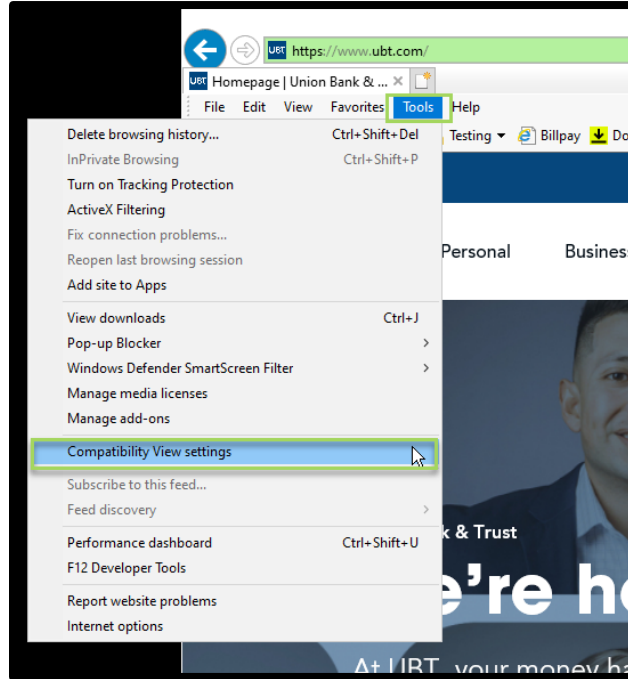


Once the install is complete, click "Finish"

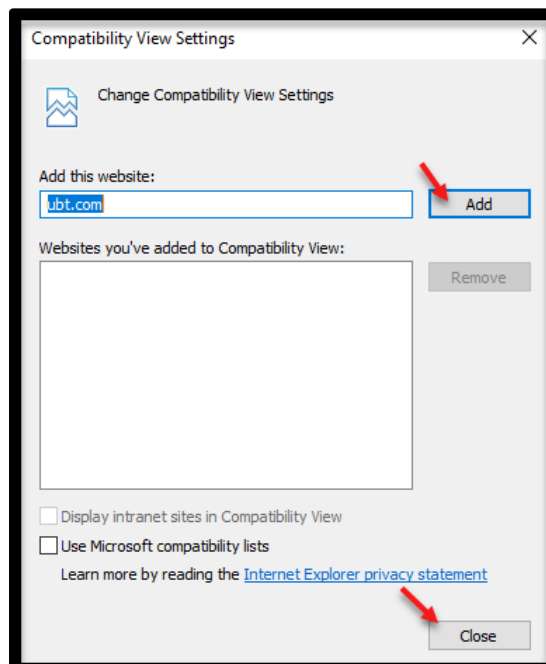


Add ubt.com to compatibility view

- Open an Internet Explorer browser window
- Click on the **Tools** tab
- Click on **Compatibility View Settings**



- Enter **ubt.com** in the “Add this website:” section
- Click **Add**
(ubt.com should then move down to the “Websites you’ve added to Compatibility View” section?)
- Click **Close**
- Close all Internet Explorer browsers



Verify Driver Installment

- Visit Union Bank and Trust's website at www.ubt.com
- Select the Business tab on the login portal box
- Select Login



- Enter your Username and the temporary Password assigned by the bank
- Select **Log in**


Log in

Enter your credentials to access online banking.

Username HIDE

Password

Remember my username

 [Log in](#) [Forgot password or PIN?](#) [Token lost or damaged?](#)

- To launch Desktop Teller, Select the **Checks & Deposits** button on the Business Banking Online home page, then select **Deposit Checks**

UBT
Union Bank & Trust.

Home Accounts Payments & transfers **Checks & deposits**

Checks & deposits

Stop payments Deposit checks

Create a stop payment

Placing a stop payment on a check prevents it from being cashed if, for example, it was lost or stolen.

Complete the following to prevent checks from being cashed. (Note that entering more search parameters will narrow your results.)

Account* John Customer Checking XX3456

Create a stop payment* For one check For a range of checks

Check number*

Amount

Date SELECT

Payee

Reason

* Indicates required field

Preview stop payment

Watch for the “Silver Bullet” screen to flash. This is loading the driver you have installed for your scanner

- Hover over the **Help** menu and select **Workstation Status**

Desktop Teller

Welcome, Jane Customer

User Audit Help Logout

View Deposits View Items Reports

Pending Deposits All Deposits Rows per page: 10

Search

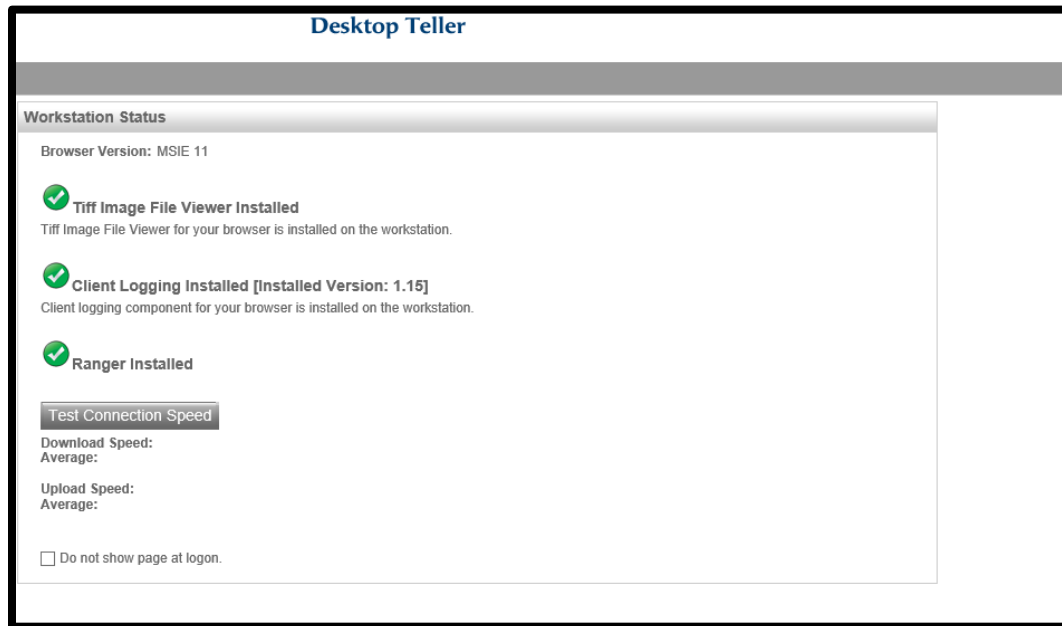
Deposit ID	Account #	Account Name	Work Type	Processing Date	Status	Deposit Total (\$)	Actions
No deposits to display							

Page 1 of 1

Submit Remove

- This page will verify that the scanner has properly been installed.
 - If all items have a green checkmark next to them, the scanner has been properly installed and you are ready to scan your first deposit

- If one of the items has a red X next to it, that means that portion of the installation was not installed correctly, the driver will need to be uninstalled and reinstalled again



The screenshot shows the 'Desktop Teller' interface. At the top, the title 'Desktop Teller' is displayed in blue. Below this is a grey header bar. The main content area is titled 'Workstation Status' and contains the following information:

- Browser Version: MSIE 11
- Tiff Image File Viewer Installed**
Tiff Image File Viewer for your browser is installed on the workstation.
- Client Logging Installed [Installed Version: 1.15]**
Client logging component for your browser is installed on the workstation.
- Ranger Installed**

Below the installation status, there is a button labeled 'Test Connection Speed'. Underneath the button, the following connection speed information is displayed:

- Download Speed:
Average:
- Upload Speed:
Average:

At the bottom of the status area, there is a checkbox labeled 'Do not show page at logon.' which is currently unchecked.

Using Different Browsers

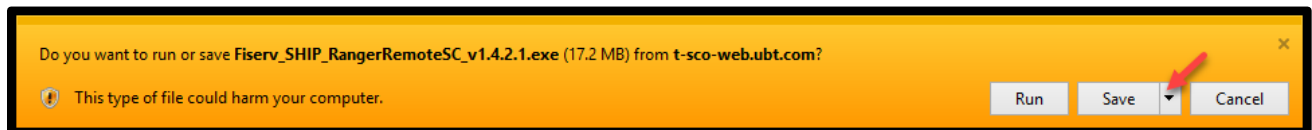
Not Required

This download will allow you to use Desktop Teller in Chrome, Edge, or Firefox

Go to: <https://www.ubt.com/desktop-teller-drivers>

Click on “Ranger Remote Driver”

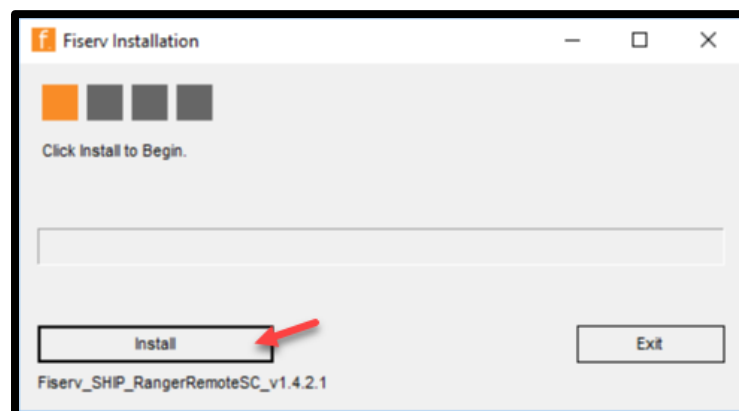
- A download box will appear at the bottom of your browser window
- Select the dropdown arrow next to Save, and select Save As
- Save the download to your desktop



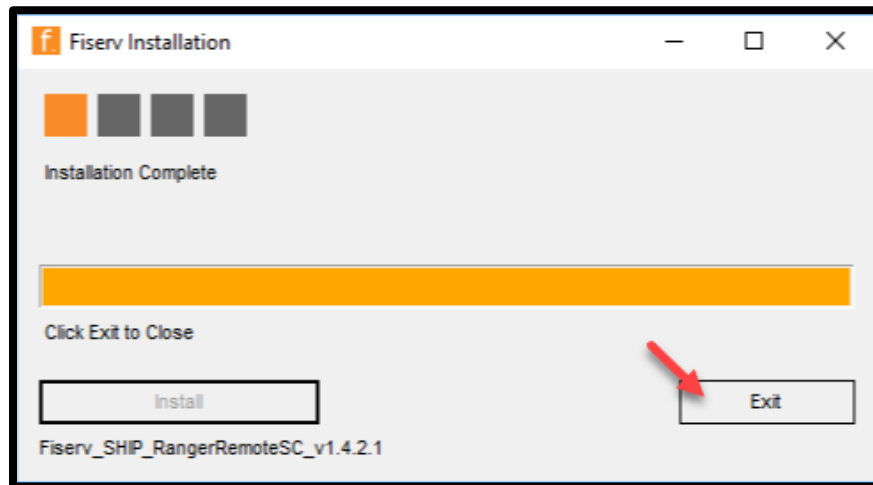
- Open the Fiserv_SHIP_Rangerremote download on your desktop



- Select Install when the installation box appears



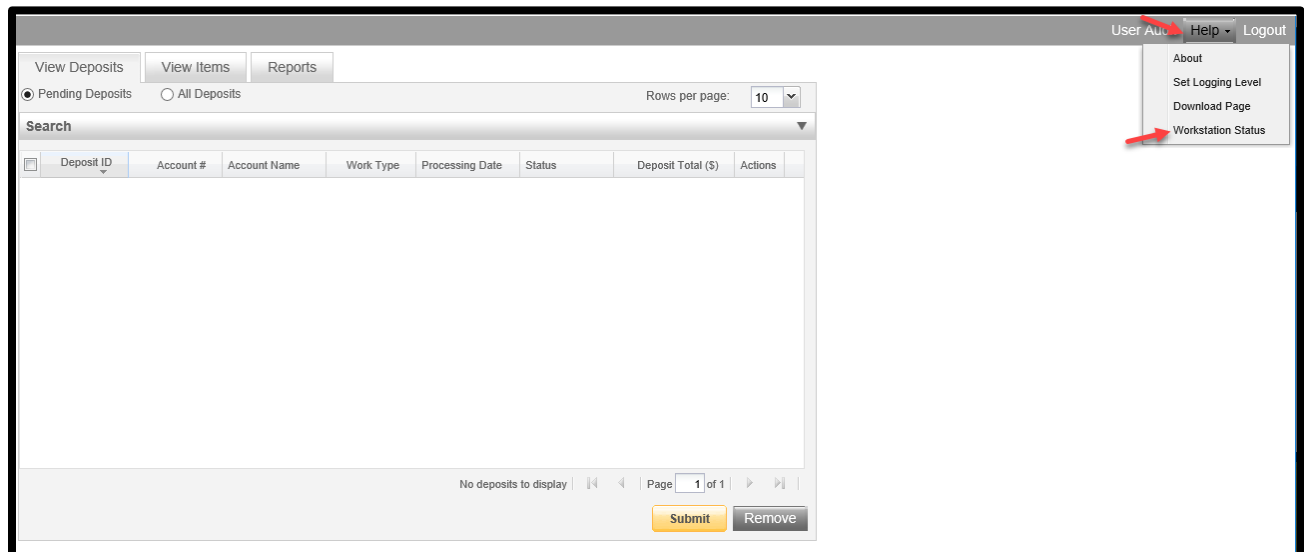
- Select Exit once the download has completed



- Close any internet browser window that may be open

To verify the download was completed successfully

- Open the desired internet browser, and log in to desktop teller
- On the home page of desktop teller hover over the Help tab and select Workstation Status



- The workstation status page will show a green checkmark next to Ranger Installed if it has been successfully installed to your computer