

Frequently Asked Questions

MICRImage Scanner FAQ

Do I need to power off my computer to connect the scanner?

Yes. In order for the OS to recognize the scanner as being connected and to prevent a shortage, you will need to have the computer turned off.

What connection do I use on my computer to connect the scanner?

Connect the cable from the scanner to the serial port or USB port on the PC and then connect the power to the cable.

Can I place my scanner on top of my computer?

No. You must place the scanner at least a foot away from any power source such as your monitor or CPU.

Are there any special settings in ACS that enable me to use the scanner?

To set up ACS to use the scanner:

1. Open ACS.
2. Click the **Contributions** tab.
3. Click **Setup**.
4. Select **Check Plus** under **Entry Order**.
5. Click **Configure** and make sure the **Com Port** is set to 1.

How do I go about scanning checks in ACS?

Please refer to the above question to be sure the **Check Plus** option is selected before you proceed. Then:

1. Click **Enter/Post Contributions**.
2. Select the posting date and click **OK**.
3. Click **Add/Edit Transactions**.
4. Click **Scan Check**.

A message will then display telling you to place the check in the scanner. The check must be placed in the scanner with the front of the check facing in. Once the check is scanned, the **Find Person** screen will display. You can choose the contributor or add a new family from this screen. If you have already set the family up on the **Checking Account Maintenance** tab of **Setup**, the person's record will display, allowing you to enter the **Transaction Type**, **Amount**, **Fund**, etc. If you have not set them up on the **Checking Account Maintenance** tab, the program will automatically add them to the tab.

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Am I finished after I have scanned my checks?

No. After scanning all the checks for that day you will need to post your transactions, post to G/L, and run any reports you need.