

Configuring the Check Scanner for Accounts Receivable

When you purchase a new check scanner from ACS Technologies, you must first set it up in ACS. ACS works with any of the following check scanners (purchased separately):

- Mini MICR (keyboard wedge and USB)
- MICRImage (RS-232 and USB)
- Image Safe (USB)

To purchase a check scanner from ACS, click **Need Check Reader?** .

Before you set up the scanner in ACS, use the instructions included with the check scanner to connect the scanner to your PC. If you purchased the Mini MICR (keyboard wedge) check scanner, once you select it from the check scanner drop-down list, you do not need to do anything else in Setup.

If you purchased the MICRImage (RS-232 & USB) check scanner, when you select it from the drop-down list, the **Configure** button displays. You must select the correct COM port that your scanner is plugged into on your PC (for an explanation of COM port, see the instructions included with your check scanner).

Once you select a COM port connection, you can test the connection to verify it is the correct one. If it is, either a verification message or a check image displays, depending on the scanner that you purchased. If the COM port connection is not correct, you can select a different one and test it again until you select the correct one.

1. Open the **Windows Device Manager**.
 - a.) **Windows 7:** On your Windows desktop, right-click the Start button  in the lower-left corner of the screen. A Windows context menu displays. In the right-side pane of the context menu, click **Control Panel**. The Control Panel displays. Click **Hardware and Sound > Device Manager**.
 - b.) **Windows 8.1 and Windows 10:** On the Windows desktop, right-click the Start button  in the lower-left corner of the screen. A Windows context menu displays. Click **Control Panel**. The Control Panel displays. Click **Device Manager**.
 2. Expand **(Ports COM & LPT)**.
 3. Note the COM port for the MICR device. (Ex: COM3)
 4. Close the **Device Manager** and the **Control Panel**.
-
1. Under **Advanced Tools**, click the **Settings** tab.
 2. In the drop-down list, select **Accounts Receivable** and click **Go** .
 3. On the **AR Setup** tab, select the appropriate scanner from the list.
 4. If you selected MICRImage (RS-232 & USB), click **Configure**. The MiniMICR (keyboard wedge & USB) should "plug and play" without configuration.
 5. Click in the **Select COM Port** list, and select the COM port you want to test.
 6. Click **TestPort Connection**.
 7. Feed a check through the scanner. If you did not select the correct COM port, an error message displays. Change the port number and try again.
 8. If you selected the correct COM port, a check image displays for the MICRImage (RS-232 & USB) scanner. Click **O**

Useful Information

If you do not scan the check in a reasonable amount of time, an error displays. Click **OK**, then **Test Port Connection** and try again.