ACS Scanners and Printers

SpeedCheck

⚡ Speed Check™

With SpeedCheck, you can scan and electronically deposit your contributors' checks into ACS.

First, install SpeedCheck.

Here's an overview of the SpeedCheck process:

1. Scan your checks as batches and calculate each batch's expected total
2. Balance your check batch amounts
3. Review and approve your check batches
4. Deposit your check batches
5. View and print SpeedCheck reports
6. Import the transactions into ACS

Install SpeedCheck

Do not connect the SpeedCheck scanner to your computer until you install SpeedCheck.

Before you install SpeedCheck:

- Install Microsoft .NET framework version 3.5 or higher.
- Log in as a Windows administrator on the workstation.

Install SpeedCheck on each computer that you're connecting to a SpeedCheck scanner.

To install SpeedCheck

1. Before installing SpeedCheck, exit your program.
2. Download the SpeedCheck Epson Install or the SpeedCheck SmartSource Install depending on which brand of scanner you purchased.

   > ⚠ **Note**
   >
   > **Windows 10 Users:**
   >
   > - Before downloading the Speedcheck Epson Install, you must have full rights to the CPI folder.
   > - Before downloading the Speedcheck SmartSource Install, you need full security rights to the CPI folder and the Silver Bullet Technology folder.

3. Click **Save File**.
4. Go to where you saved the file, and right-click it. Run it as an administrator.
5. Follow the on-screen instructions, and plug in the scanner when prompted.
6. Make sure your PC recognizes the scanner. You should see one of the following messages: "Driver successfully installed" or "Hardware successfully installed". If your PC doesn't recognize the scanner, please contact us.

The SpeedCheck install adds an icon to your desktop.

⚠ If you need help uninstalling SpeedCheck, please contact Support at 1-800-669-2509.

Scan Check Batches

Before you scan your checks, you should separate them into groups (batches) by fund. You'll also want to group together any checks with amounts that you **need to split among separate funds**.

Each batch is considered a separate deposit, so you can set your own number of checks that will be in each of your batches. For example, if you have 300 checks and you scan 100 checks in each batch, you'll have 3 deposits for that day.

It's a good idea to add up the check amounts for each batch in order to get an expected batch total that you can later compare to the scanned total.

To scan checks

1. Double-click the SpeedCheck icon. The Scanner window displays.
2. Click **Create New Batch**.
3. Load a batch of checks in the scanner tray.
4. Click **Start/Capture**.

> ⊘ If you're using the SmartSource scanner, you should see the SilverBullet loading screen.
>
> If you don't:
>
> - Turn off the scanner
> - Unplug the USB cable from your computer
> - Turning the scanner back on
> - Plug the USB cable back into your computer

5. After the checks scan, click **End Batch/Process**.
6. To scan another batch, repeat steps 3 - 5.
7. When you're finished scanning your check batches, click **Exit**.

Print an Endorsement Line

The SmartSource 55 DPM and 120 DPM check scanners let you print endorsement lines on your checks.

To print an endorsement line, you must have rights to edit the location of the file.

To print an endorsement line

1. Navigate to **C:\Program Files\CPI\Scanner files** or **C:\Program Files (x86)\CPI\Scanner files**.
2. Open the **scanner.exe.config** file with Notepad.
3. On the**<add key="Endorse" value="N"/>** line, change **N** to **Y**.
4. **If scanning with the SmartSource 120 DPM Scanner**, in the **LocalEndorseText** line, enter 10-15 spaces to prevent the endorsement line from printing on the left edge.
5. On the **<add key="LocalEndorseText" value="METABANK "/>** line, replace **METABANK** with the endorsement line you want to print on your checks.

Balance Check Batches

Balancing each check batch ensures the total amount of the scanned checks matches your expected batch total.

When balancing checks, you can distribute your contributions to the appropriate funds and even split your contributions into separate funds. All funds set up in ACS Contributions are available in SpeedCheck.

To balance a batch of checks

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** ➡.
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The Select Action dialog box displays.
5. Click **Balance/Deposit Checks**. The ACS SpeedCheck window displays.
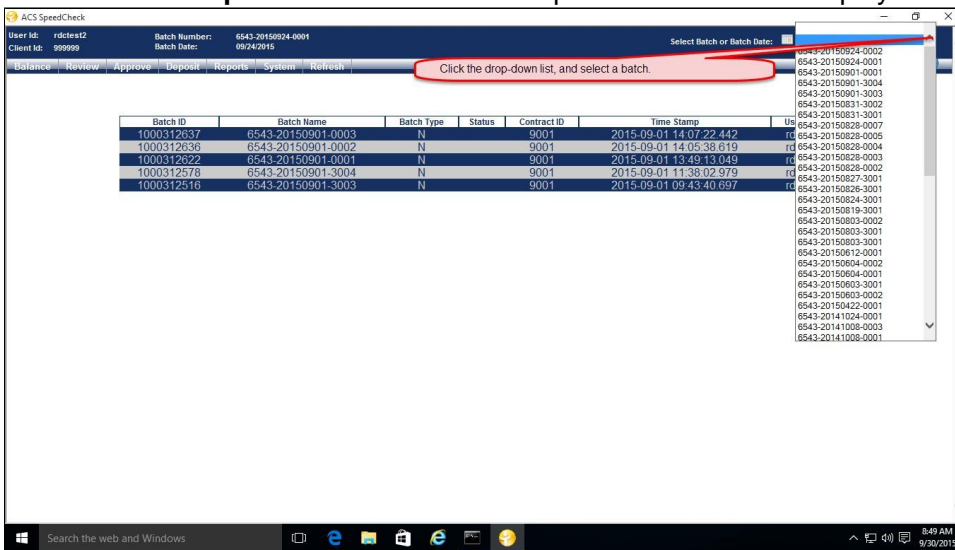
6. After selecting a batch from the drop-down list, the Balance window displays.
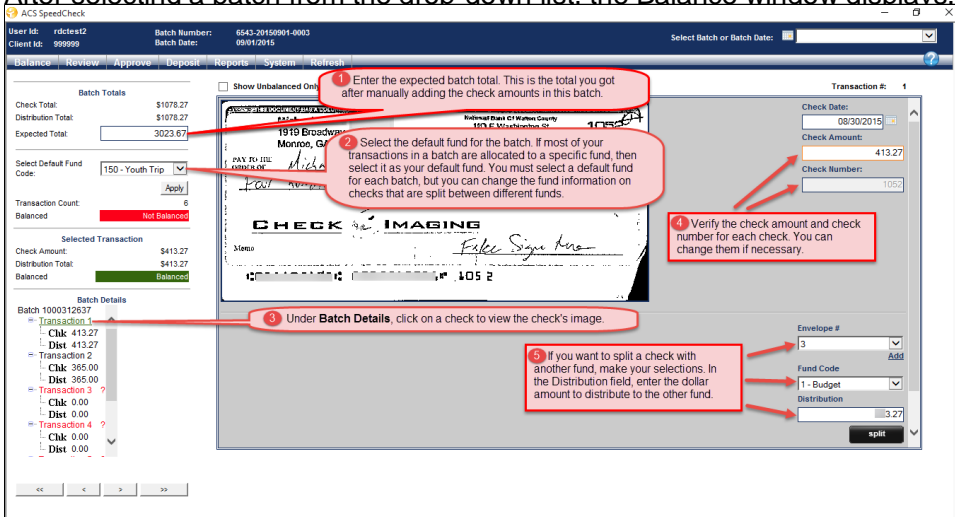
7. Select the **Show Unbalanced Only** check box at the top of the window to view only checks where their amount or their MICR line needs to be corrected.

8. After you balance your check batches, you can review them.

MICR Line Errors or Invalid Check Amounts

If a red question mark displays beside a transaction, the check amount is not balanced or the MICR line is unclear.

To see what's wrong with the check, place your cursor over the transaction, then follow the steps below to fix a bad MICR line. **To fix a MICR line**

1. In the Balance window, double-click on a transaction with a red question mark beside it.
2. When the image of the check displays, click on the image to verify the information in the **Routing #**, **Account**, and **Check Number** fields. If applicable, enter the correct information from the check.
3. Click **Save**.
4. Click **Close** to close the check preview and return to the Balance window.

5. After you balance your check batches, you can review them.

Review and Approve Check Batches

You must review and approve the check batches before importing them into ACS Contributions.

Reviewing and approving a batch ensures that you've distributed each check to the proper funds for the correct amounts and that the batch is ready for deposit.

1. Balance each transaction in the batch. After you've balanced each transaction batch, the word **Balanced** displays under **Batch Totals**.
2. Click **Review**.
3. Compare this grid's information with your expected total. The grid displays the batch number, company name, and account number, along with each transaction's check number, envelope number (if applicable), contributor fund, check amount, and distribution amount.
4. **Optional:** To print the grid, click **Printer Friendly Version** and then **Print**.
5. If you find an error when reviewing the transactions, click **Balance** to correct a transaction's funds and amounts or to split a transaction between funds.

After approving the batch's totals, you cannot correct any check amount errors within the batch- you must delete the batch and rescan your checks. However, you can split checks between funds or allocate money to other funds once you import the batch into ACS Contributions.

1. Click on the **Approve** tab.
2. Compare this grid's information with your expected total. If you want to print the grid, click **Printer Friendly Version** and then **Print**.
3. If you find an error when reviewing the transactions, click **Balance** to correct a transaction's funds and amounts or to split a transaction between funds.
4. When all transactions match the expected totals, click the **Approve** button to approve the transactions.

Deposit Check Batches

> ⚠️ **For SpeedCheck Clients**
>
> To use the remote deposit feature, you must purchase the option for SpeedCheck. To learn about pricing or to purchase this option, contact your sales representative or call 1.800.736.7425.

If you use the Remote Deposit feature, you can electronically deposit your batches of checks after reviewing and approving them.

If you're not using the Remote Deposit feature, you still must select Deposit so that the correct files are created to import the checks into ACS Contributions.

Your bank account information is on file, so you won't need to enter it each time you deposit. After depositing checks, 100% of your funds will be available in two business days.

To Deposit Checks

1. Click on the **Deposit** tab.
2. Compare the information in the grid to the expected total. You can also click **Printer Friendly Version** to display and print the grid for your records.
3. Click the **Deposit** button. When you click **Deposit**, the batch is submitted for deposit at the end of the day.
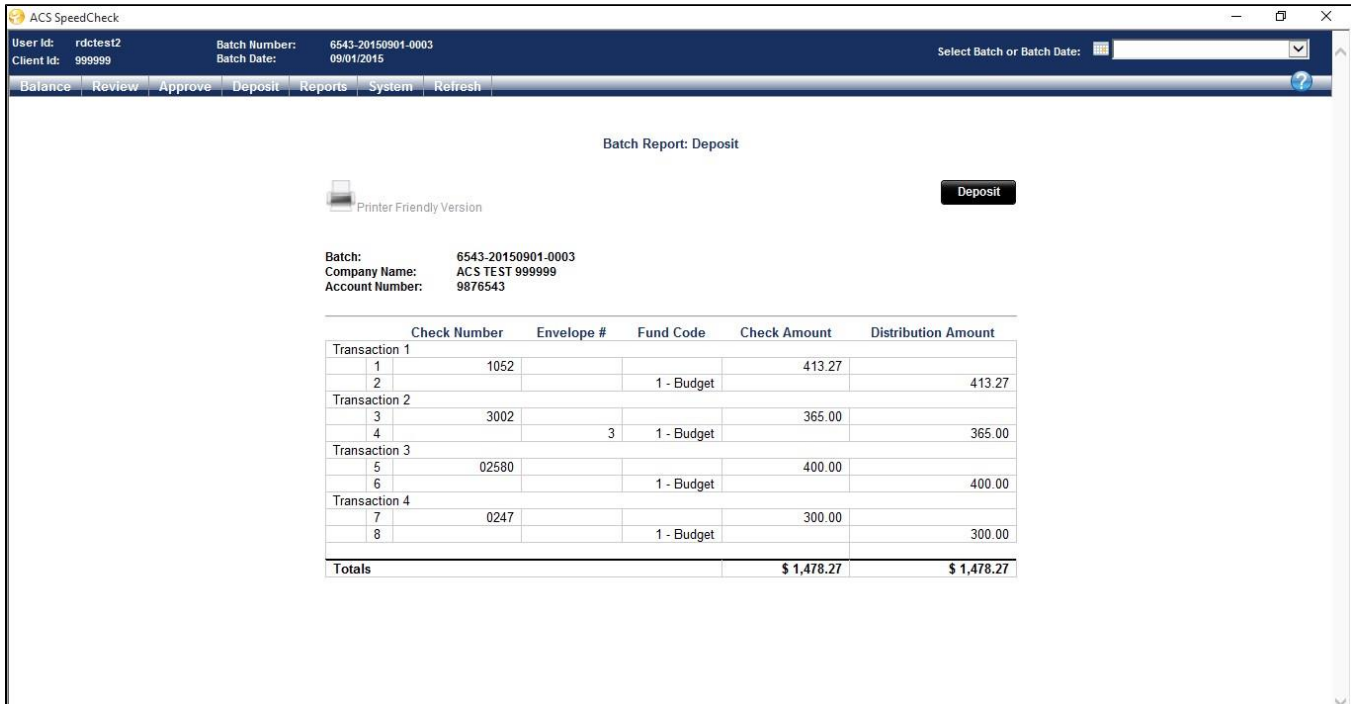
After you deposit the checks, you're ready to match the checks to transaction records in ACS.

SpeedCheck Reports

SpeedCheck has five reports that you can view, print, or save for your internal records.

- **Check Only Reports** — Displays the Check Number and Check Amount for each check in a batch. Before processing the report, you must select a batch in the Select Batch or Batch Date drop-down list. You can use this to compare your expected total list to SpeedCheck and find discrepancies. **Daily**
- **Reports** — Displays the Batch Name and Deposit Amount for each batch deposited on the current day. You can only access this report the day the batch was deposited.
- **Batch/Check Report** — Displays all check batches within a selected date range. You can also view the batch's date, name, ID, and check count. Click on a batch to view each transaction's ID, bank number, account number, check number, and check amount.
-
- **Deposits Query** — View deposits made today, yesterday, this week, or this month.
   Check Search — Search for a check based on the bank number, account number, check number, amount, or scan date.

To view and print reports

1. Click on the **Reports** tab.
2. Click the report that you want to view or print.
3. When the report displays, click **Printer Friendly Version**, then click **Print** to print the report.
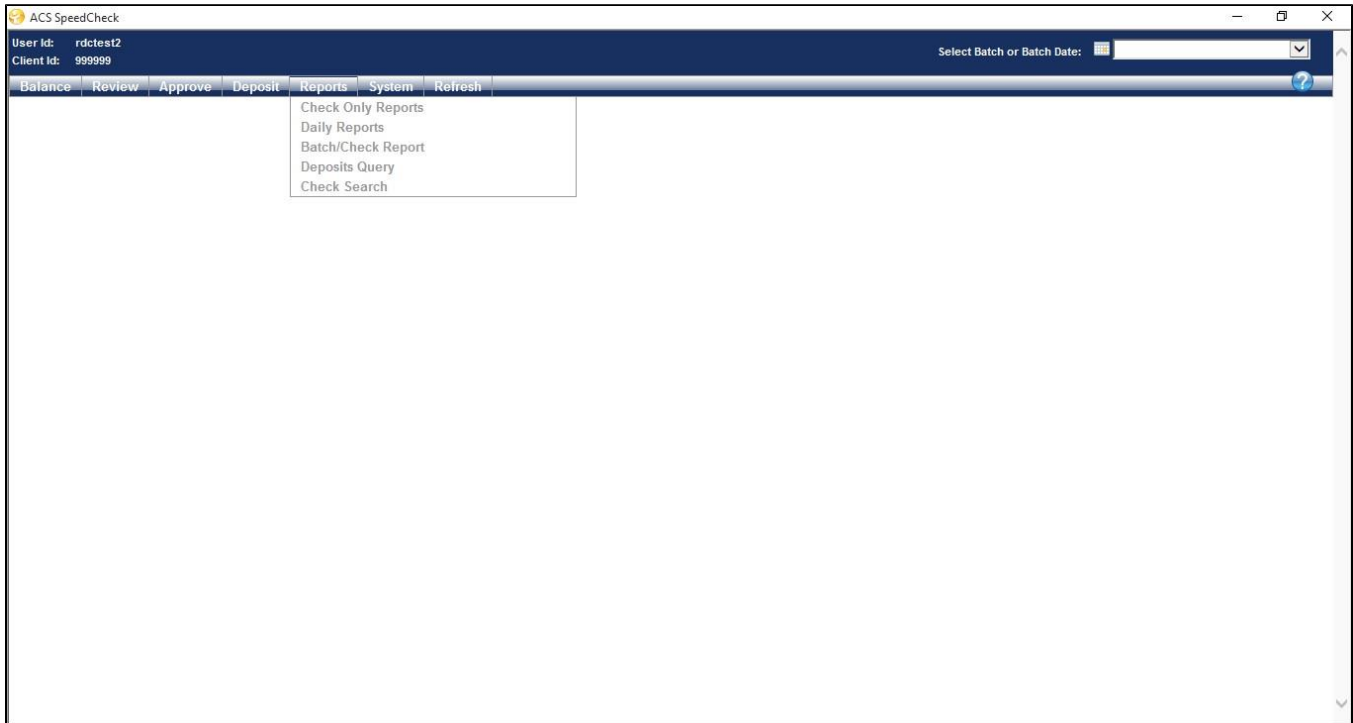
View Batch Details and Delete Batches

You can view the details of a batch of checks. When you view a batch's details, you can click **Delete** to remove it, unless it has been deposited.

> ⚠️ **Be Careful**
>
> Deleting a batch requires you to recapture the checks and review and approve them again.

The Batch Details display:

- Who scanned the batch.
- When they scanned it.
- The batch ID number.
- Miscellaneous information about the batch.

To view batch details or delete a batch

1. In the Enter/Post Transactions window, click **Import Transactions**, then **Speed Check**.
2. In the Select Action window, click **Balance/Deposit Checks**.
3. In the **Select Batch or Batch Date** drop-down list, select the batch that you want to view.
4. Once you've selected the batch, click **System** and select **Batch Details**.
5. The batch details display. If you want to delete the batch, click **Delete**. Otherwise, click any of the other tabs in the Speed Check window or click **Close** to exit.
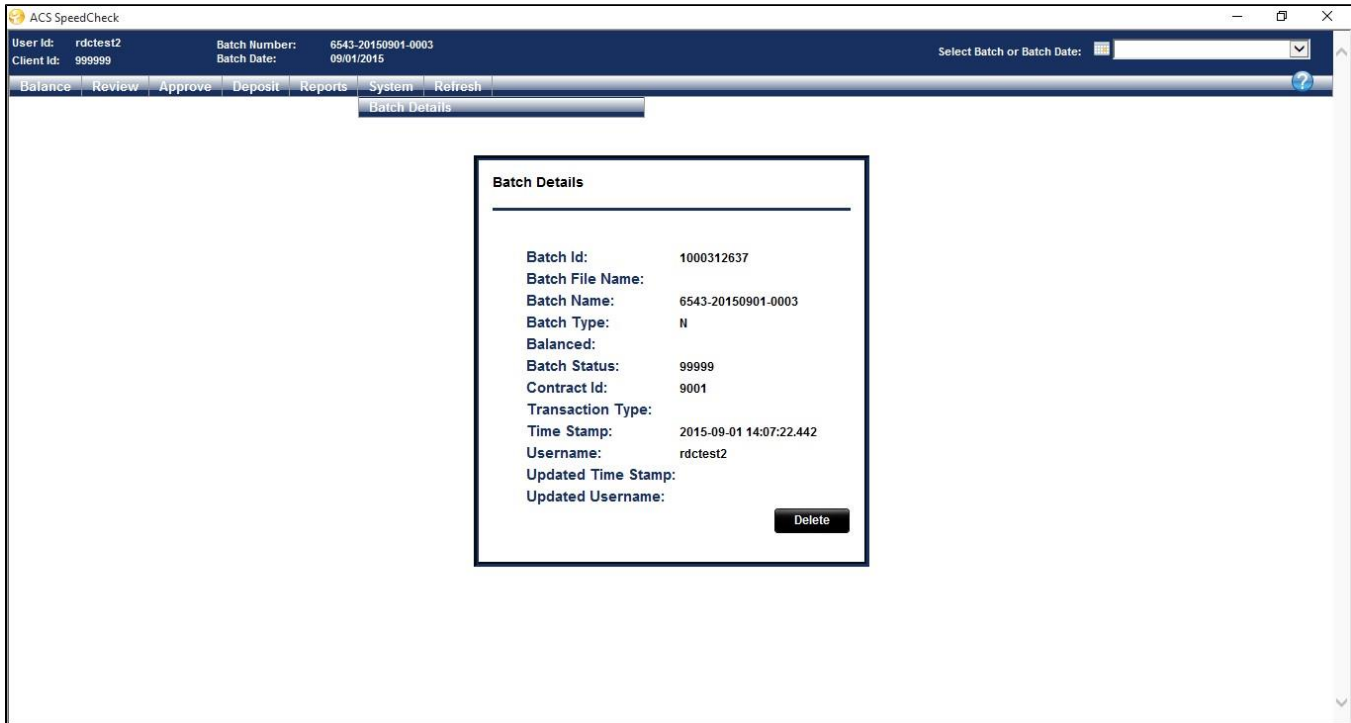
After you close this window, the Import window will display.

Import SpeedCheck Transactions into ACS Contributions

When you're ready to import transactions, click **Import** (*the Import button will not be available until all transactions have been matched*).

- Once you import transactions into Contributions, you will work with them just as you work with your other transactions by posting them to Contributions and General Ledger (if interfaced) and printing the weekly register and General Ledger distributions.
- In addition, it's a good idea to include the Batch ID from the Import window in the G/L posting description, in case you need to refer back to the checks.

Match and Reassign Transaction Records

When you finish working in Balance/Deposit Checks and close the window, ACS automatically checks for new batches of deposited checks.
Your next step is to import the batches of checks you deposited into ACS so that you can match them to your contributors' records and post the contributions.

1. Under Manage Records, click the **Contributions** tab.

2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The ACS SpeedCheck window displays.
5. In the **Select Batch** drop-down list, choose a batch to match transactions to. In this window, you'll see two grids:
   a. Unmatched Records
   b. Matched Records

6. In the **Select Open Batch** drop-down list, make a selection.
7. Scan for unmatched transactions, and manually match them. As they are matched, they move to the Matched Records grid.
8. Once you've matched all transactions to individual or organization records, click **Import**. Your transactions are now in Contributions.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The ACS SpeedCheck window displays.
5. In the **Select Open Batch** drop-down list, make a selection.
6. Under **Unmatched Records**, click a record to view the check image.
7. Click **Match Record to Individual** if the check is from an individual.
8. Locate the individual you want to match transactions to and click **OK**. If the contributor does not have a record in ACS, click **Add New Family** or **Add Family Member** to add a record for the contributor in ACS.
9. Enter the contributor's information in Add New Family and click **Save**, then **OK**.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go** .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The ACS SpeedCheck window displays.
5. In the **Select Batch** drop-down list, select the batch of transactions you want to match to individuals and organizations.
6. In the **Select Open Batch** drop-down list, make a selection.
7. Under **Unmatched Records**, click on a record to view the check image.
8. Click **Match Record to Organization** if the check is from an organization.
9. Locate the organization you want to match the record to and click **OK**. If the organization does not have a record in ACS, click **Add New Organization** to add a record for the organization in ACS.
10. Enter the organization's information in Add New Organization and click **Save**, then **OK**.

> ⊘ **How Records Are Matched**
>
> ACS automatically matches records based on an individual or organization's bank account and routing numbers. If an individual or organization in ACS does not have a bank account and routing number associated with his or her record, you can easily match the record in the Import window, and all future check contributions scanned are matched to that record.

Correcting Mismatched Records

You can reassign and unmatch records if you need to.

Why reassign a record?

If you reassign a record, you can save the transaction to another ACS record. Suppose you accidentally match a check to the incorrect individual or organization record. You can quickly correct this by

reassigning the record. Now, when a transaction is reassigned to a new individual or organization, all future transactions will be assigned to that individual or organization as well. If a check is automatically matched to a contributor, you can reassign these contributions in CB Setup - Checking Account Maintenance.

Records that are linked to bank accounts cannot be reassigned.

Why unmatch a record?

Unmatching the record means that you have completely disassociated the transaction with the current matched record or any other record. For example, you manually matched a record to Robert Howell. The following week, you overhear a conversation and realize that you matched this to a member record (Robert L. Howell), but the contributor is actually Robert S. Howell, a visitor with no record in ACS.

When records are unmatched, the transaction displays under **Unmatched Records**, and you can either match the record to an individual or organization or add a new record for the new contributor. Once the record is matched to a new individual or organization, all future transactions from that contributor will also be matched to him or her.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go**   .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The ACS SpeedCheck window displays.
5. In the **Select Batch** drop-down list, select the appropriate batch of transactions.
6. In the **Select Open Batch** drop-down list, make a selection.
7. Under **Matched Records**, find and select the transaction record you want to reassign.
8. Click **Reassign Record to Individual** or **Reassign Record to Organization**.
9. In the **Find Person** or **Find Organization** window, find and select the individual or organization record you want to reassign the transaction record to.
10. If the contributor does not have a record in ACS, click **Add New Family** or **Add New Organization** t o add a record.
11. Click **OK**.

1. Under Manage Records, click the **Contributions** tab.
2. Select **Enter/Post Contributions** from the drop-down list and click **Go**   .
3. Click **Import Transactions**. The Import Contributions window displays.
4. Click **ACS SpeedCheck**. The ACS SpeedCheck window displays.
5. In the **Select Batch** drop-down list, select the appropriate batch of transactions.
6. In the **Select Open Batch** drop-down list, make a selection.
7. Under **Matched Records**, select the transaction record you want to unmatch.
8. Click **Unmatch Record**. The transaction record will display under **Unmatched Records**.
9. To match the record to another individual or organization, click **Match Record to Individual** or **Matc h Record to Organization**.
10. In the **Find Person** or **Find Organization** window, find and select the individual or organization record you want to reassign the transaction record to.
11. If the contributor does not have a record in ACS, click **Add New Family** or **Add New Organization** t o add a record.
12. Enter the contributor's information and click **Save**.

13. Click **OK** to return to Remote Deposit Capture.

> ⓘ **Useful Information**
>
> Bill Pay Account checks are checks that come from banks on behalf of the contributor. You can have multiple Bill Pay account checks with the same routing # and checking account #. You don't want these checks to be associated with an individual, as this will cause you to post these checks to incorrect individual contribution records.
>
> You can convert a check to a new Bill Pay account in the Speedcheck window for importing batches:
>
> - For unmatched records, click **Make Bill Pay Account**.
> - For matched records, click **Unmatch Record And Make Bill Pay Account**.

View Check Images

After the contributions batch has been posted, you can view the check image for each transaction using the Inquiry by Individual option in Contributions.

The check's image becomes a legal document, and if the physical check was destroyed after depositing, you can access and refer to the scanned images as needed.

Check images are available for 24 months after the deposit date, and you can view scanned checks in ACS Contributions or in SpeedCheck.

1. Open ACS SpeedCheck.
2. Select **Balance/Deposit**.
3. In the **Select Batch** drop-down list, select the batch of checks you want to access. Then, you can click the magnifying glass to view the check image.

You can view check images in the Batch/Check Report inside SpeedCheck.

1. Open ACS SpeedCheck.
2. Select **Balance/Deposit**.
3. Select **Reports** > **Batch/Check Report**.
4. Enter a date range, and select **Search**.
5. Deposits for the selected date range will display.
6. Click on a deposit, and click the magnifying glass to view the check image.

SpeedCheck - Frequently Asked Questions

Banking

Will SpeedCheck's remote deposit option work with my bank?

Because all banks can receive electronic funds, SpeedCheck works with any U.S. bank. Many banks encourage electronic checks because it saves them the cost of handling paper checks, results in faster access to funds, and allows easy transaction processing. However, you will need to contact your bank to ensure that they will accept your electronic deposits, which are submitted as ACH credits.

When are my transactions deposited?

Transactions are **not** automatically deposited when you click **Deposit**. Scanned transactions deposited by 4:30 PM CST are processed the same day. The transaction fee you are charged depends on the total number of checks deposited, not the number of batches scanned.

How long will it take for me to see the money in my account?

Usually, the deposit will be credited in your account and 100% of funds will be available within 2 business days. How this compares with your current situation may vary. Often with paper deposits, funds are credited in your account but are not yet available for use. With SpeedCheck, funds are available for use once the deposit shows up in your account.

What happens if a check is returned due to Non-Sufficient Funds?

If a check is returned due to Non-Sufficient Funds (NSF), a member of the ACS Support Team will contact you with the check information. You will need to manually update this information in ACS Contributions as part of your internal processes, since the returned check was processed as a part of the batch. Returned checks are submitted to your bank as ACH debits.

Checks less than $100 are automatically resubmitted one time. Checks of $100 or more are returned without being resubmitted, but can be resubmitted per your request. The resubmit option is set between our processing bank and the Federal Reserve and cannot be disabled.

If you find that funds are available for the check and need to resubmit it, contact the ACS Support Team with the check information. **Do not scan and redeposit the check.**

Returned checks are submitted to your bank as ACH Debits. A $7.00 fee is charged for each check returned due to non-sufficient funds, and returned item fees are listed separately on your ACS monthly billing statement. Your bank should not charge separate return check fees.

Scanning

What is the check scanner and what does it do?

The SpeedCheck Scanners are used to scan batches of checks, which you can also remotely deposit, with ACS SpeedCheck. This scanner reads the check's amount and number, bank account number, and the bank's routing number. When you scan a check, an electronic image of both the front and back of the

check is created. Under the Check Clearing for the 21st Century Act (Check 21 Act), this digital image maintains the status of a legal check and can be deposited electronically.

ACS offers three scanners, all of which are remote deposit ready. The Speed Check Scanner single feed scans one check at a time. The SpeedCheck Scanner 30 DPM and SpeedCheck Scanner 55 DPM scan 30 or 50 documents per minute, respectively.

Where can I purchase the scanner?

You must purchase the scanner directly from ACS Technologies, and your one-time setup fee is included in the scanner's cost. You can purchase the scanner by contacting your Sales representative or calling 1800-736-7425.

How many checks can I scan at a time?

The SpeedCheck Scanner single fee scans one check at a time. The Speed Check Scanner 30 DPM and Speed Check Scanner 55 DPM scan 30 or 55 documents per minute, respectively. Checks scan one at a time, but we suggest dividing checks into batches. While you can scan larger batches, SpeedCheck is most efficient when 55 or fewer checks are scanned in a batch. The scanner automatically pulls the checks through, so you'll simply place your batch of checks in the scanner, click **Capture Checks**, and the scanner will do the rest.

What kind of checks can I scan?

You can scan and deposit personal checks, money orders, and bill pay account checks. You can even scan and deposit over the counter checks, provided the MICR information for that check is entered correctly. You can also scan checks of different heights and widths without any problems, but to get the best image quality, be sure to align all checks evenly at the bottom.

What if a contributor is a first-time visitor and does not have a record in ACS?

If a contributor does not have a record in ACS, you can easily add a record after scanning checks. Contributors and checks are matched by bank account number and bank routing number, so once a contributor is matched, you will not have to match them the next time you scan checks if their check has the same bank routing and account numbers.

How long should I keep the checks after scanning them?

You should keep hard copies of all scanned and deposited checks for at least 14 days. Within 3 days of scanning a batch, you will be notified of any returned checks. All check images are stored on a secure server for 24 months from the date of the deposit.

Integration with ACS

Does SpeedCheck work with OnDemand?

Yes.

Does SpeedCheck work with Macs?

If you use a Mac, you can deposit, split checks, and allocate checks to funds in ACS Contributions through OnDemand, our hosted software solution. However, the check scanner must be connected to a PC workstation to scan the checks.

I'm an organization client. Can I use SpeedCheck?

Yes. You can match checks to organizations' records just as you can match them to individual records.

What are the system requirements for SpeedCheck?

SpeedCheck's system requirements are the same as ACS system requirements; however, you must have ACS 10.3 or higher and a high-speed Internet connection. To download the latest version of ACS, visit the d ownload site . If you are an ACS OnDemand client, a representative will contact you to install the latest version of ACS.

You must also own ACS Contributions, have an active support contract with auto-draft enrollment, and install 3.5 and older .NET framework.

Does SpeedCheck work with split transactions?

Yes. For example, suppose an individual gives a check for $100, with $75 designated for the general operating fund and $25 designated for missions. If you scan a batch of checks where each check has money allocated to the general operating fund, you could select that as the default fund and then manually split the rest of the amount between funds.

Does SpeedCheck work with bill pay accounts?

Yes, you can scan and deposit checks from bill pay accounts like any other check; however, you will need to set up a record for the bill pay account before scanning checks. You can do this on the Checking Account Maintenance tab in Contributions Setup.

Can I use SpeedCheck at any time?

Yes- you can even scan and deposit checks when the bank is closed, such as on Sunday afternoons. However, deposits are only processed on normal banking days.

In addition, SpeedCheck is a Web application, so a reliable Internet connection is needed. In addition, our Web applications occasionally undergo scheduled system upgrades to increase capacity, improve features, and provide you with the best experience possible.

In the event of scheduled maintenance, you will be notified at least one week in advance. However, if a critical update is needed, we reserve the right to load updates at any time to best serve you and your ministry's needs.

Billing

How do I pay?

ACS requires upfront payment for the scanner and setup fees, and all deposit, transaction, and monthly support fees must be paid by ACH bank draft. For example, February's invoice includes fees from January' s transactions and March's monthly account maintenance and support fee.

What does it cost?

To learn about pricing, contact our Sales department at 1-800-736-7425.

SpeedCheck Scanners

ACS offers three SpeedCheck scanners to fit your needs. All scanners are remote deposit ready.

SpeedCheck Scanner Single-Scan

The SpeedCheck Scanner- Single-Scan scans and loads checks one at a time.

SpeedCheck Scanner 30 DPM

The SpeedCheck Scanner - 30 DPM scans multiple checks with speeds up to 30 documents per minute.

SpeedCheck Scanner 55 DPM

The SpeedCheck Scanner - 55 DPM scans multiple checks with speeds up to 55 documents per minute.

SpeedCheck Scanner 120 DPM

The SpeedCheck Scanner - 120 DPM scans multiple checks with speeds up to 120 documents per minute.

Using the Bluetooth Scanner with Remote Desktop Connection

The BlueTooth scanner works with Remote Desktop Connection 6.0 on Windows 7 and higher. Make sure that that the scanner works locally first, then complete the following steps to make it work in Terminal Server:

1. On the Windows taskbar, click **Start** > **All Programs** > **Accessories** > **Remote Desktop Connection**.
2. Click **Options**.
3. Click on the **Local Resources** tab.
4. In the **Keyboard** drop-down list, select **On this computer**.
5. Under **Local devices and resources**, click **More**.
6. Select **Serial Ports** and **Other supported Plug and Play (PnP) devices**, then click **OK**.
7. Click **Connect,** log into Terminal Server, then click **Yes** to connect your computer.
8. Follow the instructions for setting up the scanner for Contributions and Accounts Receivable.

1. On the Windows desktop, click the Start button ⊞ in the lower-left corner of the screen. The Start screen displays.
2. Click the arrow button ⊕. The Apps view displays.
3. Click **Remote Desktop Connection**.
4. Click **Show Options**.
5. Click on the **Local Resources** tab.
6. In the **Keyboard** drop-down list, select **On this computer**.
7. Under **Local devices and resources**, click **More**.
8. Select **Ports** and **Other supported Plug and Play (PnP) devices**, then click **OK**.
9. Click **Connect,** log into Terminal Server, then click **Yes** to connect your computer.
10. Follow the instructions for setting up the scanner for Contributions and Accounts Receivable.

Using the Fusion Omnidirectional Scanner

The Fusion® is a lightweight and ergonomic hand-held scanner capable of omnidirectional and single-line barcode scanning. It's ideal for churches with busy check-in stations and schools or child care facilities that mark attendance. Plus, there are no software drivers to load – just plug and play! You can use it to scan barcodes in any orientation. For information about purchasing the Fusion Omnidirection Scanner, visit our o nline store.

- Push button targeted single-line scanning option
- Hands-free operation, reducing operator fatigue
- Multiple sleep modes with IR (infra-red) wake up
- Mountable stand with three locking positions
- User configurable depth of field
- Easy barcode configuration

1. Plug the cord into the USB port of your computer.
2. Once your computer finds the scanner, it is ready for use.

ⓘ **Useful Information**

- If your scanner isn't scanning, distance from the scanner to the barcodes may be an issue. Move the scanner closer and farther away until you find the correct range.
- ACS Technologies recommends, when you're scanning multiple barcodes at once, you hold the trigger and scan all, rather than pressing the trigger and scanning repeatedly for each barcode.

Scanning and Posting Checks in Contributions

1. When you add or edit a transaction, **Scan Check** is available. To scan a check, click **Scan Check**.
2. Insert the leading edge of the check into the scanner. Make sure the MICR line is down and the printed side faces the center of the MICRImage.
3. Slide the check forward until the MICRImage motor turns on. Release the check when the scanner grabs it, and the check will be transported around the check path.
4. Remove the check.

After the MICRImage reads the check, the information will be transmitted by specific parameters.

After the information from the check is transmitted, the Find Person window displays. Select the contributor from the list or click **Add New Family**. If the family has a record on the Checking Account Maintenance tab in Contributions Setup, the record displays and you can enter the transaction type,

amount, and fund. If the family is not already entered on the **Checking Account Maintenance** tab, ACS automatically adds one.

After you scan the checks, you must post your transactions to Contributions and General Ledger (if interfaced) and print any reports you need.

To view an image of the scanned check, click **Inquiry by Individual**. On the **Gifts** tab, scroll to the right until the **Image** column is visible. Double-click **Dbl Click for Image** to display an image of the scanned check.
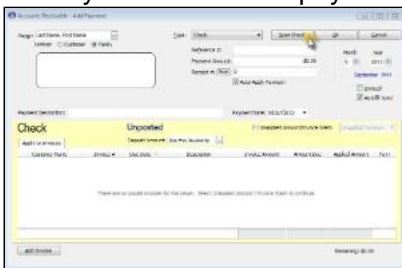

Contributions - Inquiry by Individual

> ⊘ **Tip**
>
> If the image column does not display, right-click within the **Gifts** tab window, click **Customize**, then select **Image (Prompt)** and **Image (Icon)**.

Scanning and Posting Checks in Accounts Receivable

1. When you add or edit a payment, **Scan Check** is available. To scan a check, click **Scan Check**.

   The Add Payment window
2. Insert the leading edge of the check into the scanner. Make sure the MICR line is down and the printed side faces the center of the MICRImage.
3. Slide the check forward until the MICRImage motor turns on. Release the check when the scanner grabs it, and the check will be transported around the check path.
4. Remove the check.

   After the MICRImage reads the check, the information will be transmitted by specific parameters.

   After the information from the check is transmitted, the Add/Edit Customers window displays. Select the customer from the list or click **Add** to add a new customer. If the customer has a record on the

Bank Account Maintenance tab in Accounts Receivable Setup, the record displays and you can enter the remaining fields in the Add Payment window. If the customer is not already entered on the **Bank Account Maintenance** tab, ACS automatically adds one.

After you scan the checks, you must post your payments in Accounts Receivable.

ID Card Printers

The Zenius and Primacy ID card printers work with ACS Attendance and Checkpoint in both ACS Desktop and OnDemand.

Three models are available for purchase. To learn more, select a topic below:

-
- Using the Zenius and Primacy ID Card Printers
  Installing the eMedia - Cards CS Software for Zenius and Primacy ID Card Printers

The Tattoo 2, Pebble 4, and Dualys 3 ID card printers work with ACS Attendance and Checkpoint in both ACS Desktop and OnDemand. They are still supported, but are no longer available for purchase.

Using the Zenius and Primacy ID Card Printers

Operating System Requirements

To use the below ID card printers, you must run one of the following operating systems: Windows 7, Windows 8.1, or Windows 10.

Models available for purchase:

- **Zenius Single Sided**
- **Primacy Single Sided**
- **Primacy Dual Sided**

The printers work with ACS Attendance and Checkpoint in both ACS Desktop and OnDemand. You can also use these card printers with HeadMaster, and can print directly from one of the HeadMaster Reports.

Some organizations have integrated ID cards to use with their check-in system. You can design these cards with barcodes to scan and check people in using the eMedia - Cards CS software that comes with the printer.

1. Insert the CD that came with your printer. When the language prompt displays, select **English**.
2. Select the printer you are installing (**Zenius** or **Primacy**).
3. Select to **Install the driver**, and click **OK** for English.
4. Click **Next** to install the Evolis Premium Suite.
5. Accept the warranty terms of agreement, then click **Next** for the following four prompts.
6. In the Setup window, select all checkboxes to install the desktop icons. Click **Next**, then click **Install**.
7. When the software installation warning displays, click **Continue Anyway**.
8. Click **Next** on the following two prompts, then click **Finish**.

Installing the eMedia - Cards CS Software for Zenius and Primacy ID Card Printers

When you purchase the Zenius or one of the Primacy ID card printers, you also receive the eMedia - Cards CS software.

You can insert images, backgrounds, and barcodes on your cards, and you can import the names of your members from ACS People.

To create the file with the members' names, you can use the Advanced Export option. You can create an advanced export using many different criteria, including member status, family position, age, and attendance class. For example, you can create an advanced export for all children enrolled in Sunday School classes.

1. Insert the CD that came with your printer.
2. Select **Install eMedia CS trial**.
3. Click **OK** for English, then click **Next**.
4. Accept the terms of agreement, then click **Next** for the following two prompts.
5. To place icons on the desktop, select all check boxes and click **Next**.
6. Click **Install**, then click **Finish**.

Creating ID Cards with the eMedia - Cards CS software

There are two methods you can use to create ID cards with the eMedia - Cards CS software. Before using the following procedures, make sure that you have installed the eMedia - Cards CS software.

1. On your Windows desktop, double-click the eMedia icon. The eMedia window displays.
2. On the toolbar, click **View** > **Design Mode**.
3. On the toolbar, click **Card** to select the type of card you want to print. A context menu drops down from which you can make selections about the card. After you make your selections, the Front side window displays for you to add information to the front side of the card.
4. To add text for the card, in the Toolbox, click A. Enter your text in the **Data in this object** field on the right pane. You can change the font by using the toolbar at the top of the right pane.

5. To add a barcode for the card, in the Toolbox, click . Enter the numbers for the barcode in the **D ata in this object** field on the right pane.
6. To view the card before saving and printing, on the toolbar, click **View** > **Operating Mode**.
7. To save the card, on the toolbar, click **File** > **Save**.

1. On your Windows desktop, double-click the eMedia icon. The eMedia window displays.
2. On the toolbar, click **Tools** > **Connect to database**. The Database connection window displays.
3. Select your version of Excel, and click **Next**.
4. Browse to the Excel file, and click **Next**.
5. No information is required in this window. Click **Next**.
6. Select the records set that you want to use, and click **Next**.
7. Select **Add records**, and click **Next**.
8. You can sort by last name by clicking in the Sort column of the grid. Click **Next**.
9. To save your information, click **Finish**. The Front side window displays for you to add information to the front side of the card.
10. To add a first name to the card, click in the text field located within the Front side window.
11. In the right pane, select **Database Field** from the Source drop-down menu.
12. In the right pane, select **FirstName** from the Field drop-down menu.
13. Repeat steps 10 through 12 to add a last name.
14. To add a barcode for the card, in the Toolbox, click .
15. In the right pane, select **Database Field** from the Source drop-down menu.
16. In the right pane, leave the Field entry blank.
17. In the right pane, enter "3 of 9" in the Type field. This is Code 39, for ACS software.
18. To print, click **View** > **Operating Mode**. The software prints one card at a time. Use the right arrow

     to select the next name each time.

Printing ID Cards using HeadMaster Reports

You can print ID cards for HeadMaster using the Zenius and Primacy ID Card printers. Instead of using the eMedia software, you can print directly from the Student ID Cards report. You will need to contact Support at 1-800-669-2509 to get a file to use with this report.

1. On the Home screen, or on the Main Shortcuts menu, click **Reports**.
2. Under Report List, expand **List**.
3. Select **Student ID Cards (Avery 5371)**.
4. Right-click on the report, and click **Copy**.
5. Right-click on the copy of the report, and click **Edit**.
6. Click **File**, **Open**. Open the file given to you by Support.
7. Click **Label** , then click anywhere on the badge to insert the label.
8. Delete the label. (This is to make a change in the report so that it can be saved.)
9. Click **Close** . When the confirmation message displays to save changes, click **Yes**.

10. **Optional:** To use a previously saved search, click the Use Search list. Searches will be limited to the appropriate type.
11. **Optional:** To sort data on the report, click the Sort by list. Sort by arranges data in ascending or descending order for the field selected. Next, select either the Ascending or Descending option.
12. **Optional:** To group data on the report, click the Group by list.
13. **Optional:** Set filters as desired.
14. To preview the report, click **Print Preview**. To print, click **Print**.

Using the Tattoo 2, Pebble 4, and Dualys 3 ID Card Printers

The below ID card printers work with ACS Attendance and Checkpoint in both ACS Desktop and OnDemand. These models are still supported but are no longer available for purchase.

- **Tattoo 2**
- **Pebble 4**
- **Dualys 3**

Some organizations have integrated ID cards to use with their check-in system. You can design these cards to have barcodes that you can scan to check people in using the eMedia Card Designer software that comes with the printer.

Using the Code Reader 2300 Bluetooth Scanner

The Code Reader™ 2300 Bluetooth scanner works with ACS Checkpoint in ACS Desktop and ACS OnDemand.

The Code Reader is a lightweight and ergonomic hand-held scanner capable of omnidirectional and singleline barcode scanning. It's ideal for churches and child-care facilities with busy check-in stations for attendance. You can use it to scan barcodes in any orientation. There are no software drivers to load – just plug and play!

- High speed, omnidirectional reading of 1D, 2D, and postal barcodes
- Unequaled performance on rounded, curved, and shiny surfaces
- Multiple programmable buttons for customized workflow processes
- Reads bar codes on cell phone screens
- Durable, quick-release rechargeable battery cartridges

For more information about purchasing the Code Reader 2300 Bluetooth scanner, visit our online store.

Using the Zebra GX420d Wireless Thermal Label Printer

The Zebra GX420d works with ACS Checkpoint in both ACS Desktop and OnDemand.

This printer offers a small footprint, and it's designed for low- to mid-volume label printing needs. The GX420d is ideal for uses such as person ID & access control, security, and photo processing labels.

- Direct thermal printing
- 200-dpi print quality
- Adjustable sensor option
- One-touch button for immediate media registration
- Compatible with multiple media sizes

For more information about purchasing the Zebra GX420d thermal desktop label printer, visit our online store.

eMedia Card Designer

When you purchase one of the ID card printers, you will also receive the eMedia Card Designer software. You can insert images and barcodes on your cards, and you can import the names of your members from ACS People. To create the file with the members' names, you can use the Advanced Export option. You can create an advanced export using many different criteria, including member status, family position, age, and attendance class. For example, you can create an advanced export for all children enrolled in Sunday School classes.

Sample ID Card