



IP scanner

Installation Guide

› Cash Management Solutions

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Guide for Installing the Digital Deposits Service for IP Scanners

Introduction

This document is for businesses that want to deposit cheques using a Mac computer or an IP scanner with a PC. After reading this guide, please refer to the Digital Deposits – User Guide.

The only scanner model available for scanning cheques using a Mac in the digital deposit app is the Panini EverneXt IP scanner.

You can order it from the supplier of your choice. We recommend using Paystation: (<https://portal.paystation.ca/nbcdigitaldeposit/>).

Features of the Panini EverneXt scanner

Debits	<ul style="list-style-type: none">• 100 documents per minute• 160 documents per minute
Panini EverneXt versions available	<ul style="list-style-type: none">• The version that uses a USB cable: your scanner must be permanently connected to your network (via an Ethernet cable, not provided).• The version that uses a Wi-Fi adaptor: you can connect wirelessly to your network. <p>Regardless of your scanner's default version, you can configure your scanner for USB or Wi-Fi afterwards. If you have a USB model and want to reconfigure it to Wi-Fi, you'll need a separate Wi-Fi adapter.</p>

IMPORTANT

- The Digital Deposits application allows only an IP scanner or a USB scanner to be used with the same profile, not both. You must select one for your entire company.
- **The IP scanner is not VPN compatible.** An IP scanner will only work if it is connected directly to your company's network.
- Item must be scanned within Canada or The United States

Before you start



Make sure you have access to Internet Banking Solutions for businesses and the Digital Deposits service



You must have the depositor role (see the *Managing roles* section) to complete the installation.



Validate that your computer meets the minimum requirements presented in the *Technical specifications* section

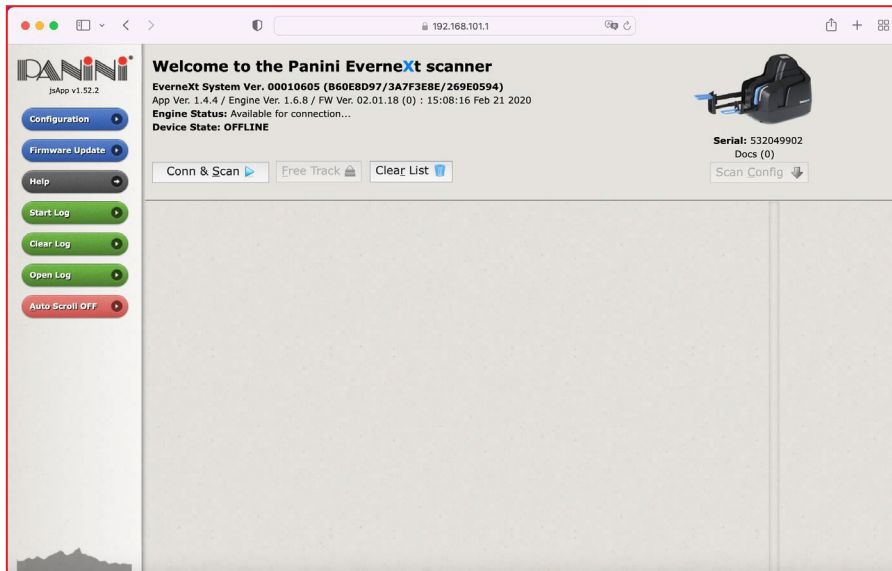


A user with administrator rights must authorize the first step of the installation on the workstation, namely: Installing my scanner.


Step 1: Configure your network

1. Test access to the IP address for cheque scanning

Go to the *Add your IP scanner to your Mac or PC* section and perform steps 1 through 6. If you see the scanner page below, it means you have access: Test access to the IP address for cheque scanning

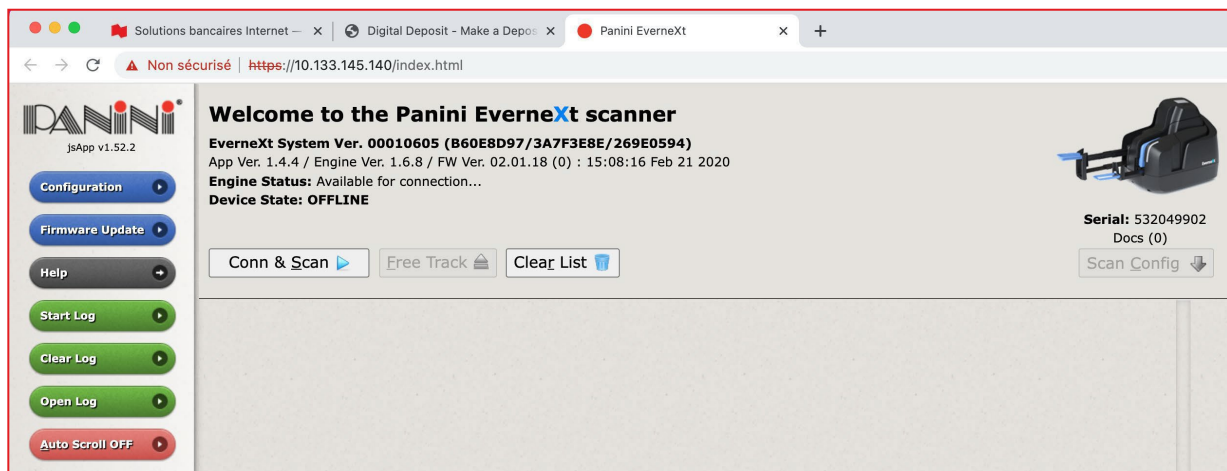


USB model

1. Follow all the steps under *Add your IP scanner to your Mac or PC*.
2. Open your browser and type in the network's IP address () shown on the scanner panel (https://[IP address displayed]), e.g.:

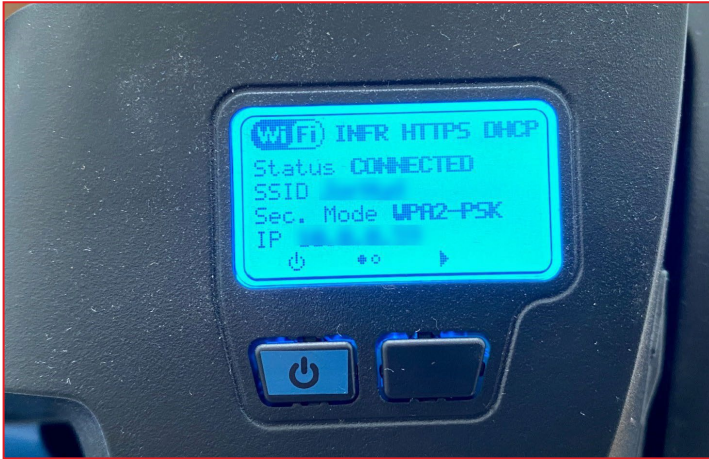


3. If your connection is not private, refer to Appendix C.
4. If you see the scanner page below, it means you have access:



Wi-Fi model

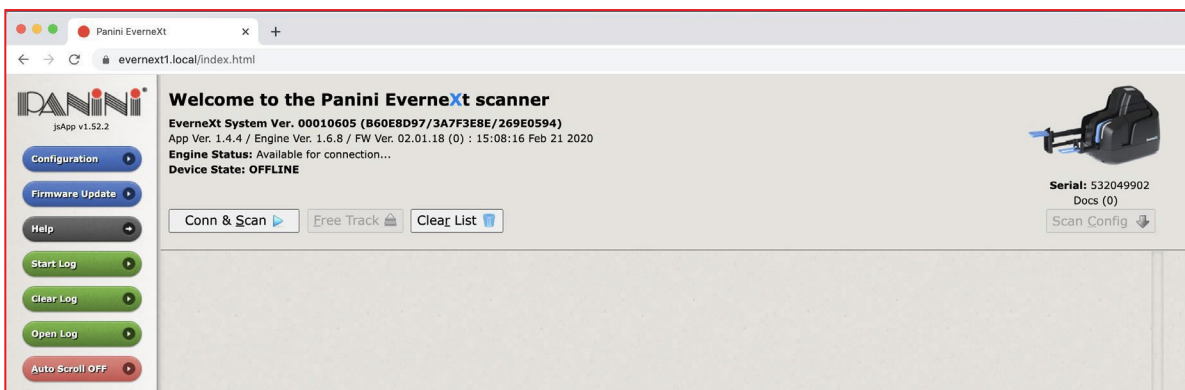
1. Follow all the steps under *Add your IP scanner to your Mac or PC*.
2. Open your browser and type in the network's IP address (**WiFi**) shown on the scanner panel (https://[IP address displayed]), e.g.:



3. If your connection is not private, refer to Appendix C.
4. If you see the scanner page below, it means you have access:

2. Test access to the DNS for cheque scanning


1. Follow all the steps under *Add your IP scanner to your Mac or PC*.
2. Open your browser and enter the DNS as shown in step 11b.
3. If your connection is not private, refer to Appendix C.
4. If you see the scanner page below, it means you have access:

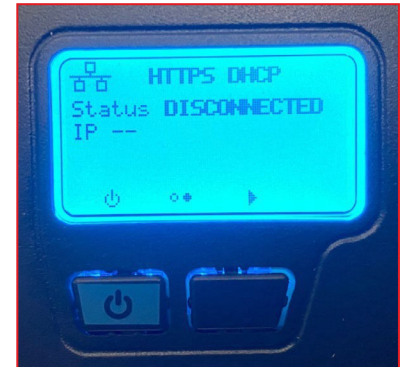
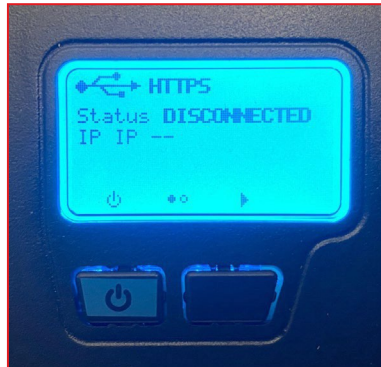


Step 2: Add your IP scanner to your Mac or PC

IMPORTANT

- If you are using a PC, please refer to Appendix D before following the steps below.

1. Connect the scanner to a wall outlet and turn it on by pressing the blue button ()
2. You'll see "PANINI" displayed against a green background. In a few seconds the background will turn blue:

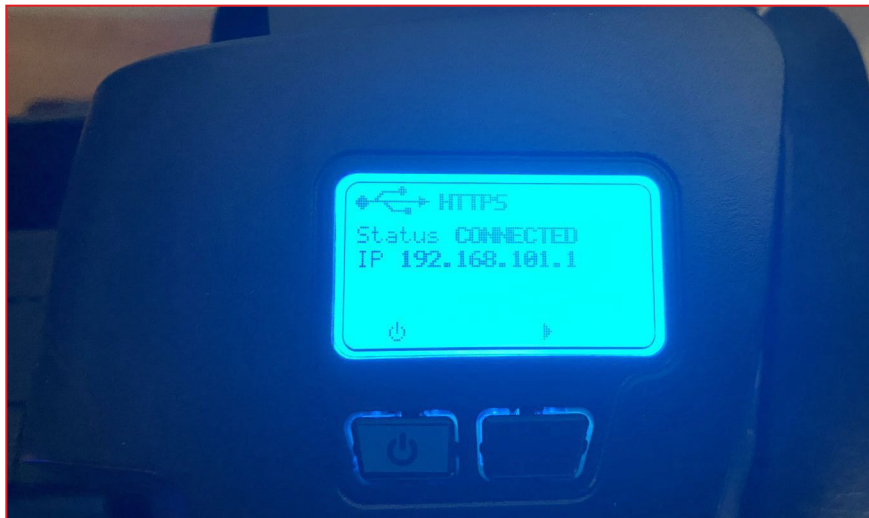


from

to

or

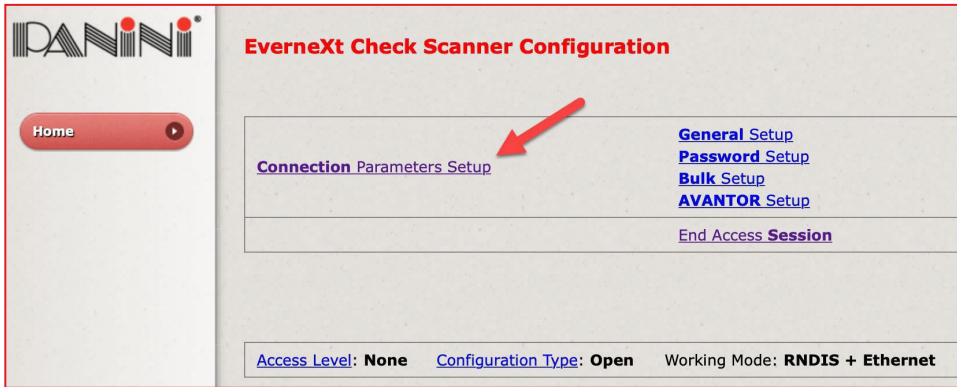
3. Connect the scanner to your Mac or PC with the USB cable.
4. After 1 or 2 minutes, you should see the following on the scanner panel:



5. Open your Internet browser (we recommend using Google Chrome).
6. Type in the address displayed on the panel: [http or https depending on what is displayed]://[IP address displayed]. The address normally displayed will be <https://192.168.101.1>.

Please note that the following screens are only available in English.

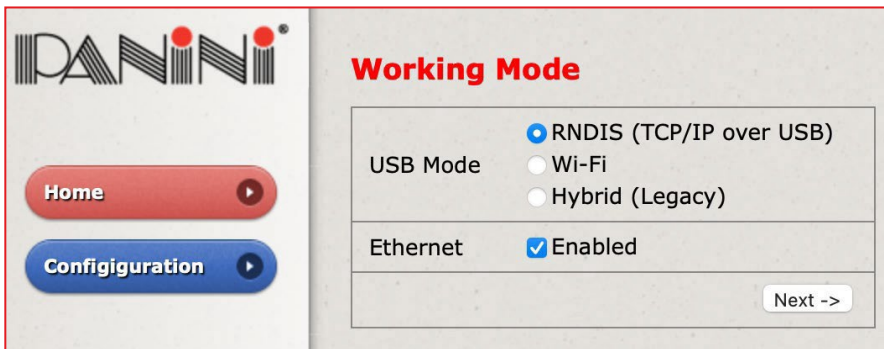
7. In the left-hand menu, click on *Configuration*.
8. Click on the *Connection Parameters Setup* link.



9. Depending on the IP scanner model you are using,

USB model

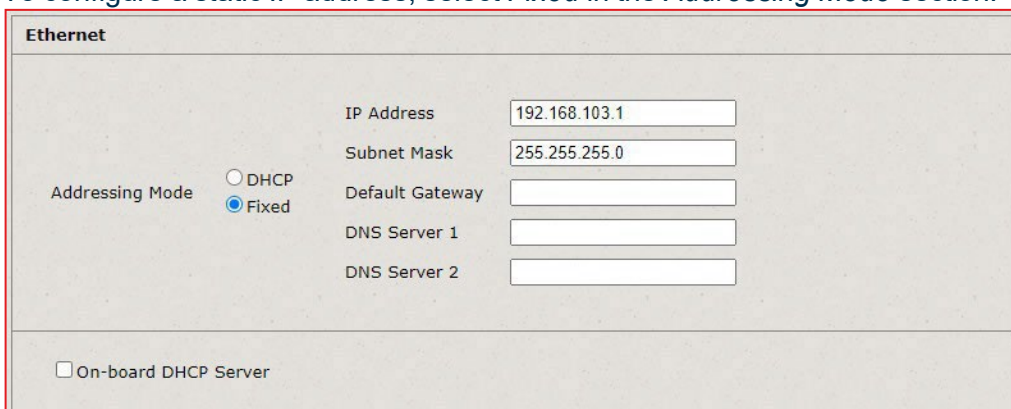
a. From the options, select *RNDIS (TCP/IP over USB)*, tick *Enabled* and click on *Next*.



b. You can configure a dynamic or static IP address so that the Digital Deposit application can access the scanner.

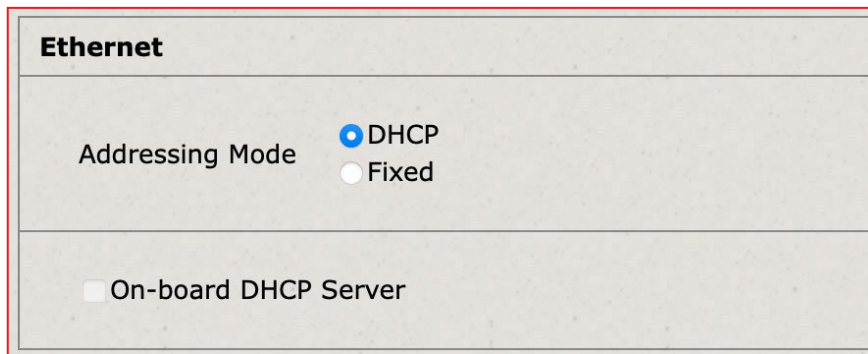
We recommend using a dynamic address, but you should check with your network administrator to determine the best option for your company.

i. To configure a static IP address, select *Fixed* in the *Addressing Mode* section:



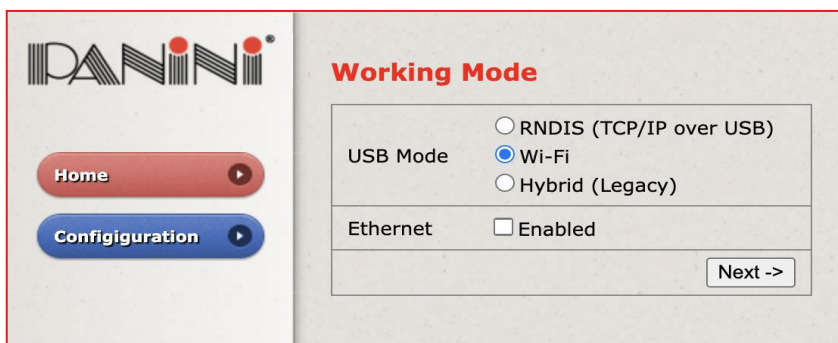
The default static IP address is 192.168.103.1. You can change it if you like.

- ii. To configure a dynamic IP address, select *DHCP* in the *Addressing Mode* section.

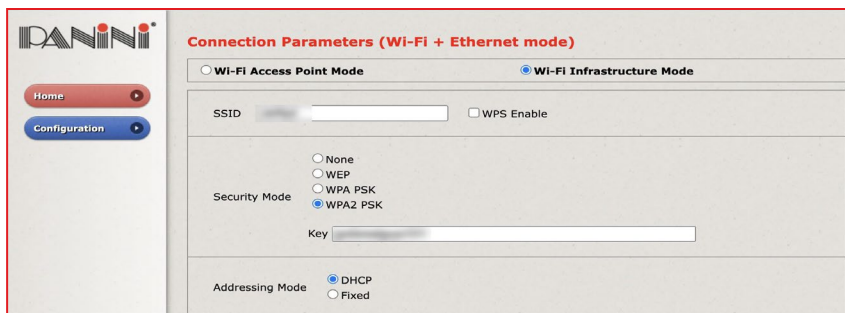


Wi-Fi model

- a. Select the *Wi-Fi* option and click on *Next*.



- b. Select the *Wi-Fi Infrastructure Mode* option and enter the name of your network (*SSID*) and the password for the network (*Security Mode*: the 'option that corresponds to the type of password and the password in the *Key* field).



- c. You can configure a dynamic or static IP address so that the Digital Deposit application can access the scanner.

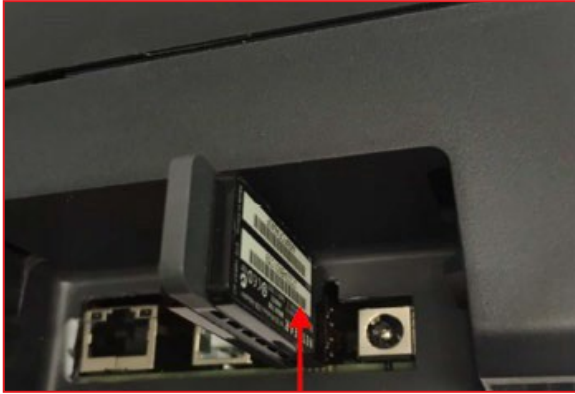
We recommend using a dynamic address, but you should check with your network administrator to determine the best option for your company.

- i. To configure a dynamic IP address, select *DHCP* in the *Addressing Mode* section.



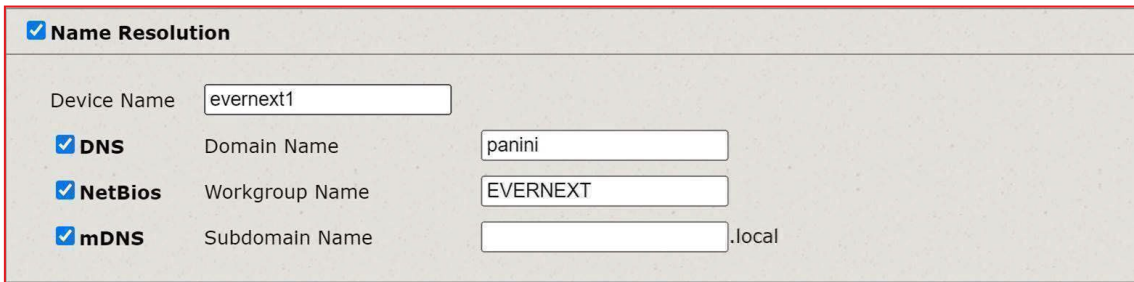
- ii. To configure a static IP address, select *Fixed* in the *Addressing Mode* section.

- d. Connect the Wi-Fi adapter to the scanner as shown here:



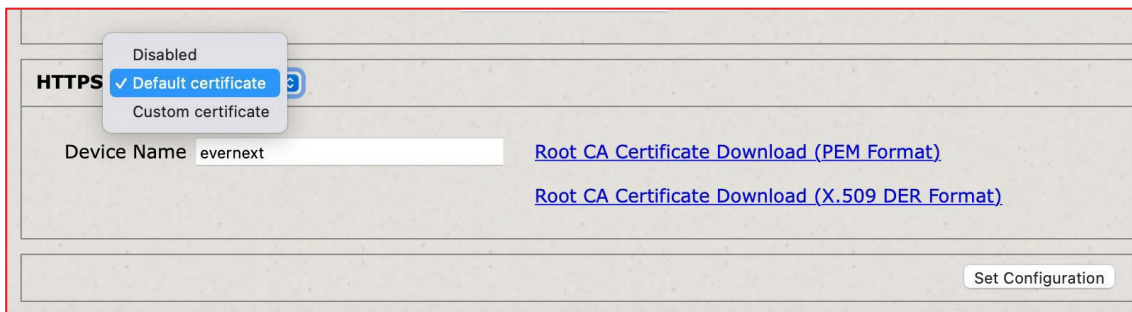
10. Then configure the DNS.

- a. Tick *Name Resolution*. We also suggest entering the following values, but check the best option for your company with your network administrator (e.g. if you use a specific domain, you will have to enter the name in the *Subdomain Name* field).

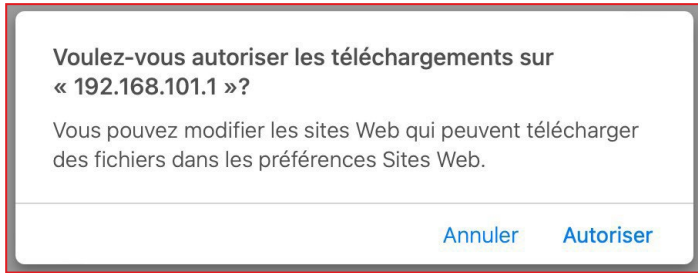


- b. Depending on the values entered, take note of the DNS you are accessing as follows: `https://[Device Name].[Subdomain Name (including “.local”)]`. For example, the DNS for the screenshot in step a. will be “`https://evernext1.local`”.

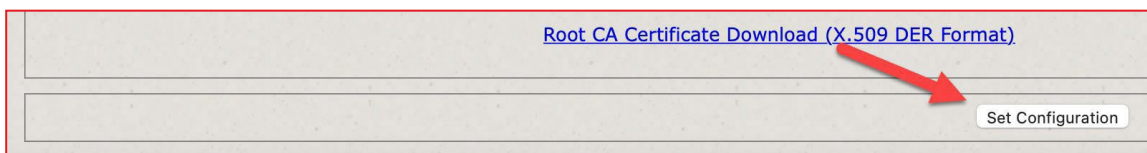
- 11. At the bottom of the page, opposite *HTTPS*, select *Default certificate* from the dropdown list.



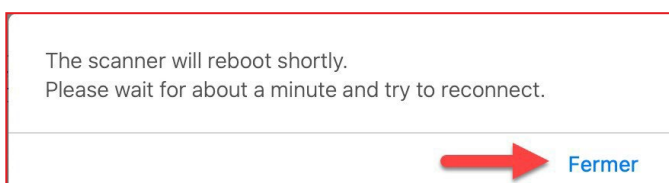
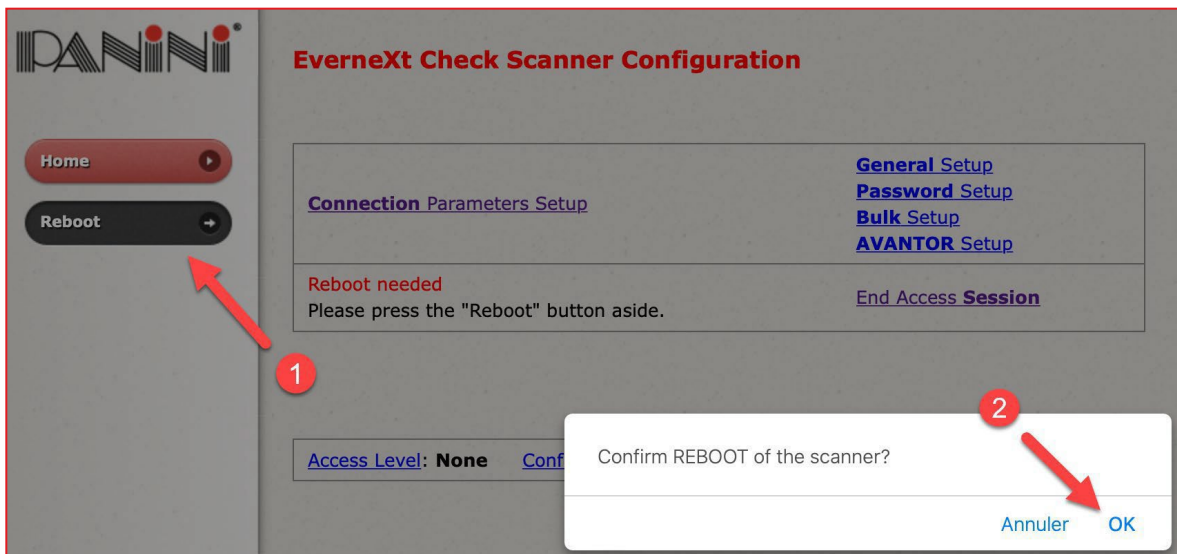
12. Click on the *Root CA Certificate Download (PEM Format)* link and then *Authorize* to authorize downloading the certificate.



13. Return to the scanner configuration page and click on *Set Configuration* in the bottom right-hand corner.



14. In the left-hand menu, click on the black *Reboot* button and confirm the scanner reboot by clicking *OK* and then *Close*.



15. When you reboot, the scanner panel will change from orange to green and then blue. If you have the Wi-Fi model, the scanner panel will be red while the scanner is connecting to the network.

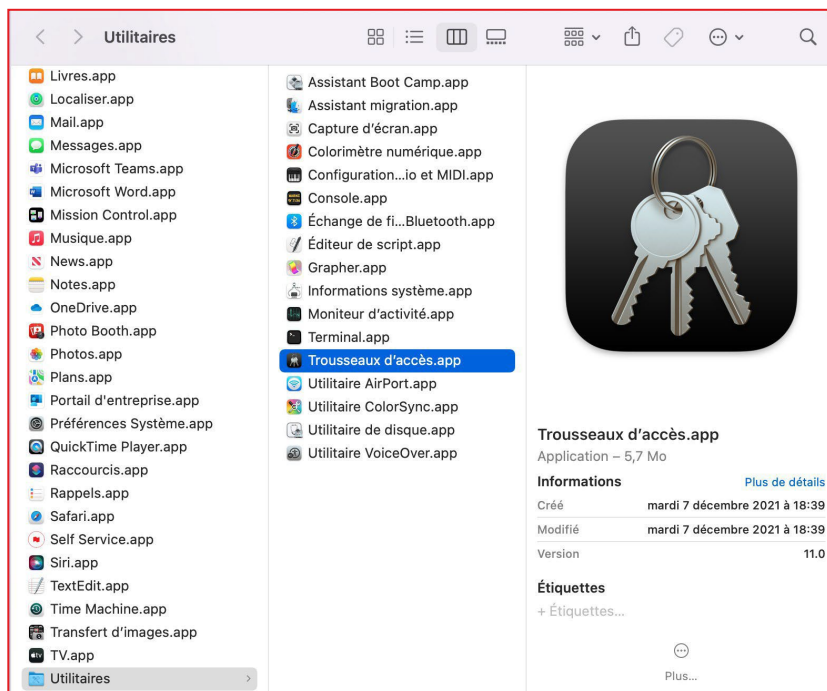
16. Once the reboot is complete, you can close your browser and disconnect the USB cable connecting the scanner to your Mac or PC.

Installing the Panini certificate on your Mac

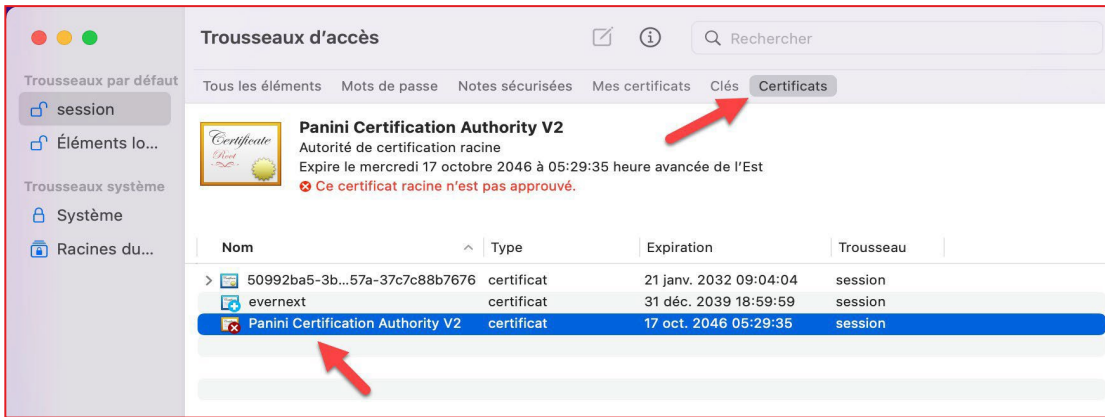
1. From the *Finder* menu, select *Go* and then *Utilities*.



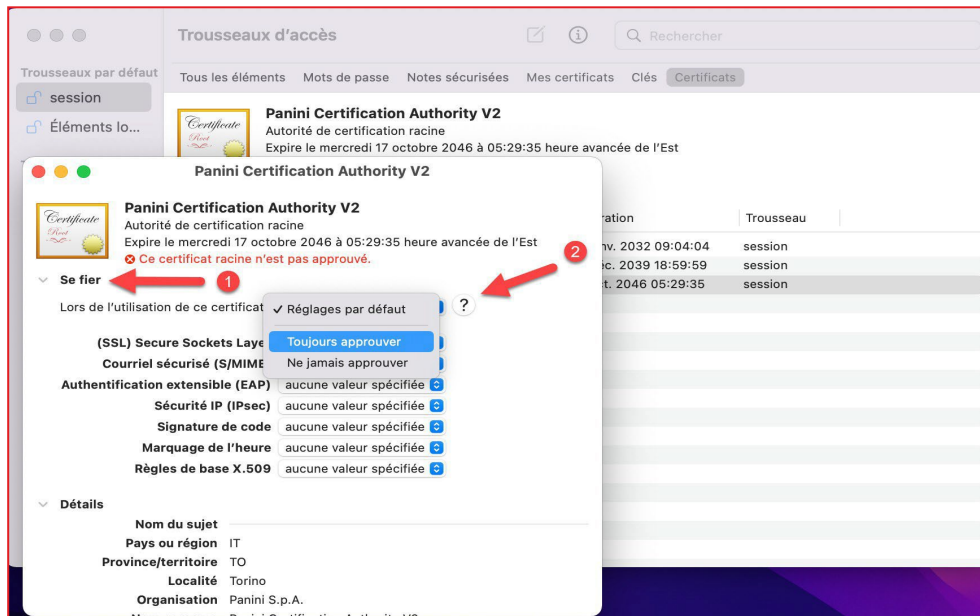
2. Select *Keychain Access*.



3. At the top right corner of the window, click on the *Certificates* menu and double-click on *Panini Certification Authority V2*.



4. Click on *Trust* to display the section and for the option *When using this certificate*, select *Always Trust*.



5. Approve the change (use Touch ID or enter your password).

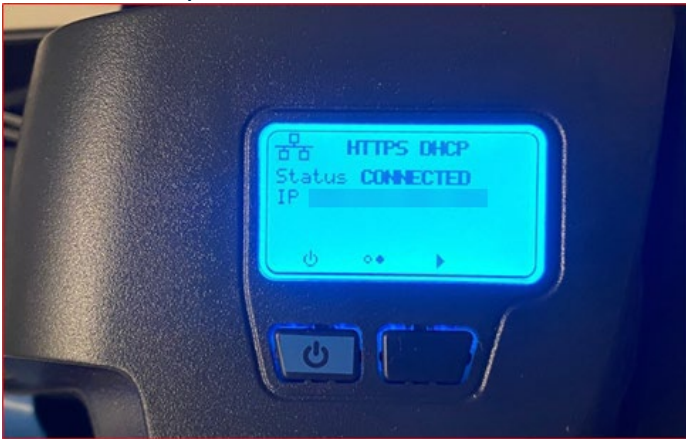


If you have configured a dynamic IP address, you must take note of the IP address that will be assigned to the scanner by following these steps. Depending on your scanner model:

USB model

6. Using an Ethernet cable, connect your scanner directly to your router or to a Wi-Fi/range extender.
 - a. While the scanner is connecting to your network, the panel screen will be red. This is normal.
 - b. Once the connection is established (*Status is Connected*), the panel will display the IP address that lets the Digital Deposits application interface with the scanner through your network (📶). Take note of it.

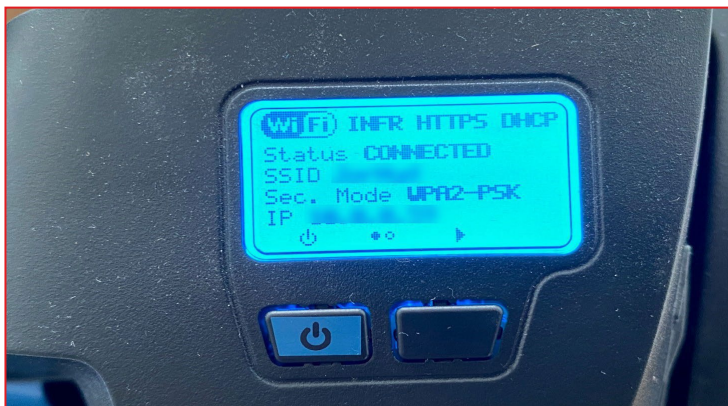
Here's an example:



Wi-Fi model

6. After your scanner has restarted, the scanner panel will be red while the scanner is connecting to the network.
 - a. Once the connection is established (*Status is Connected*), the panel will display the IP address that lets the Digital Deposits application interface with the scanner through your network (📶). Take note of it.

This is what it will look like:

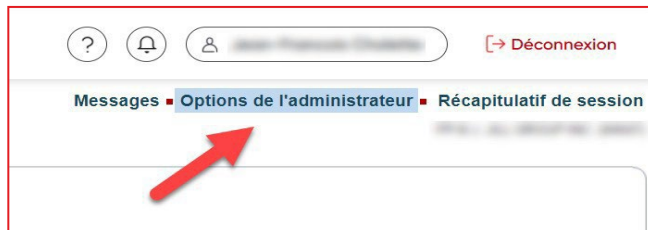


Step 3: Add an IP scanner to your IBS-B profile

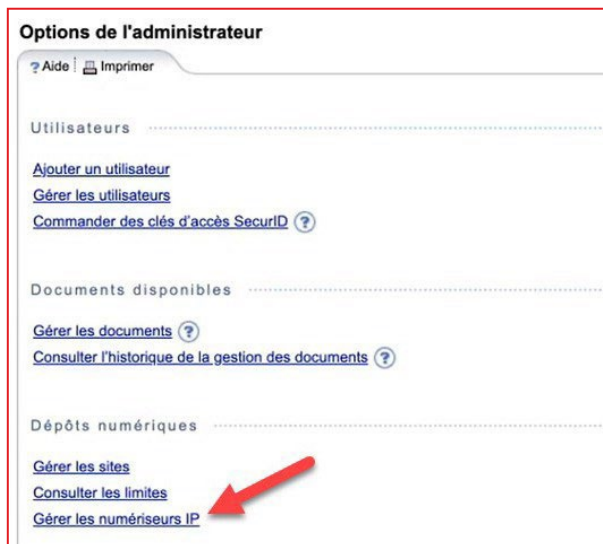
DID YOU KNOW?

To add or remove an IP scanner, you have to be an *Administrator* or a *User Administrator* on *Internet Banking Solutions*.

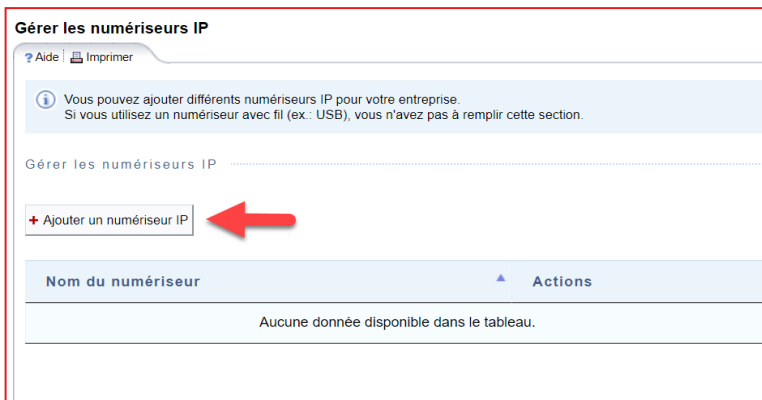
1. Go to Internet Banking Solutions for Businesses and click on *Administrator options*.



2. Under Digital deposits, click on *Manage IP scanners*.



3. Click on + *Add an IP scanner*.



4. Enter a name for your IP scanner (it will be displayed in the Digital Deposits application) and the IP address and DNS you took note of earlier and click *Confirm*.

Ajouter un numériseur IP

[? Aide](#) | [Imprimer](#)

i Entrez l'adresse IP ou les informations du serveur DNS.

Paramètres du numériseur

Nom du numériseur :

Adresse IP :

Serveur DNS :

Type de numériseur :

Example:

Consulter le numériseur IP

[? Aide](#) | [Imprimer](#)

Paramètres du numériseur

Nom du numériseur : Panini Evernext 1

Adresse IP : 10.0.0.63

Serveur DNS : evernext1.local

Type de numériseur : Panini_EverneXt

5. Once your scanner is configured, it will be displayed like this:

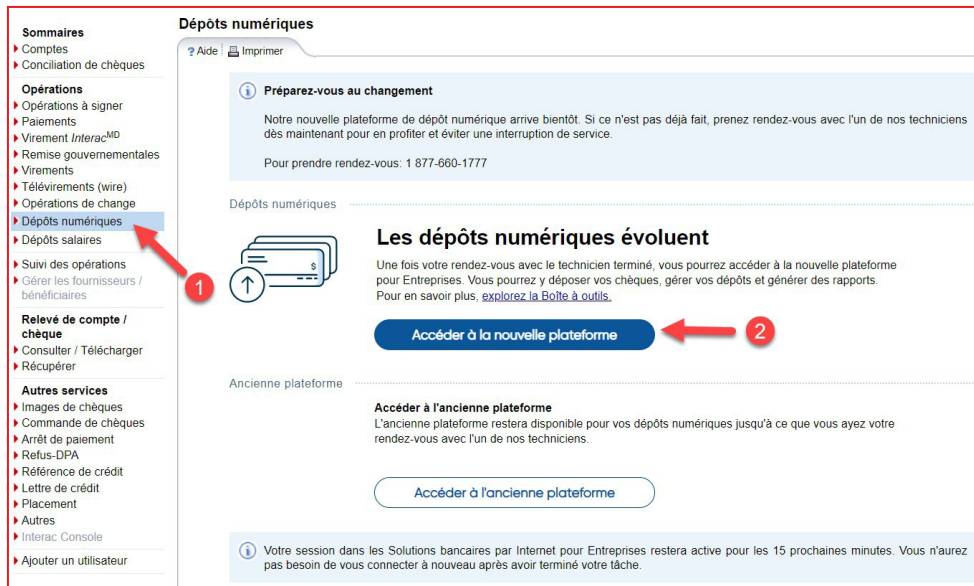
[+ Ajouter un numériseur IP](#)

Nom du numériseur	Actions
Panini EverneXt 1	✎ Modifier ✗ Supprimer

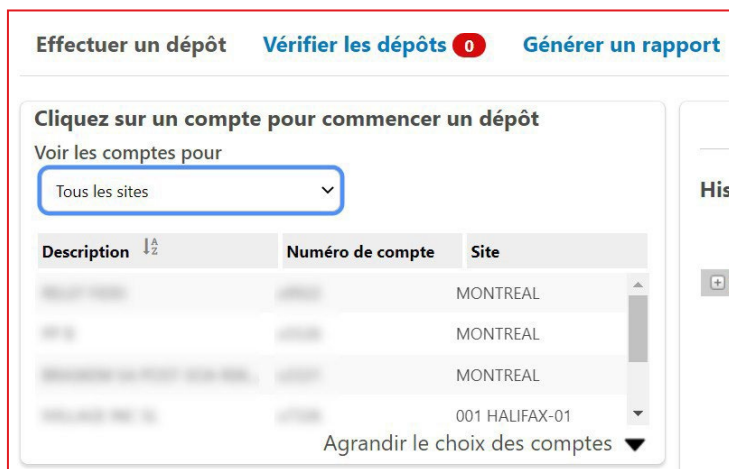
Affichage de l'élément 1 à 1 sur 1 éléments

Step 4: Configure your browser

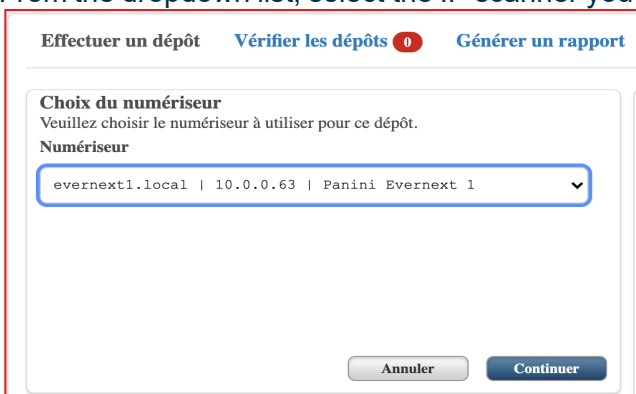
1. Connect to Internet Banking Solutions for Businesses.
2. Access the *Digital deposits* option in the left-hand menu and click on *Access the new platform*



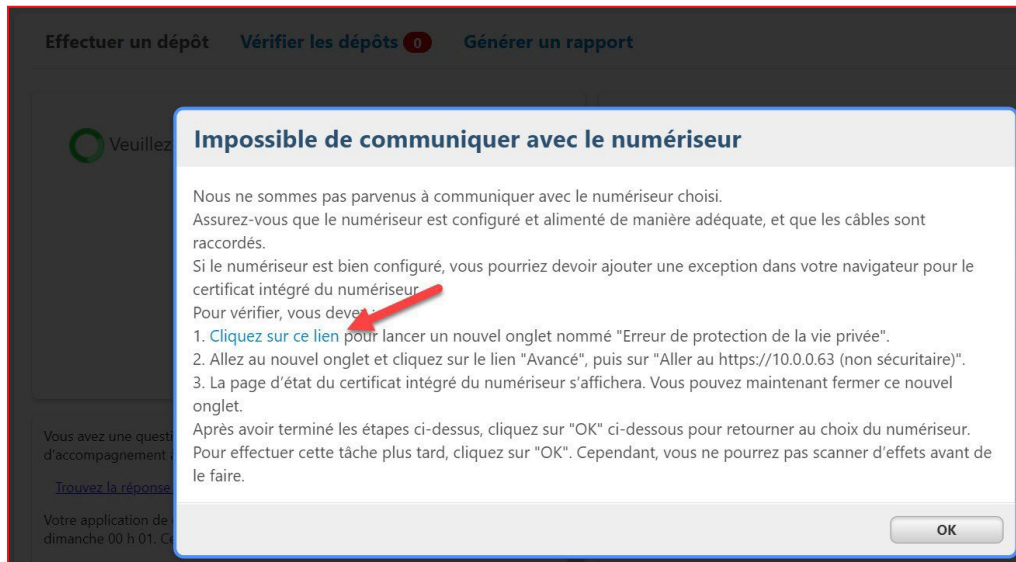
3. Select one of your deposit accounts.



4. From the dropdown list, select the IP scanner you just configured and click *Continue*.



5. The first time you use your IP scanner, you will probably see this message:



6. If you do, click on *Click on this link*. Otherwise, **go to Step 12**.
7. If your connection is not private, refer to Appendix C.
8. Close the configuration tab and return to the Digital Deposits application page.
9. Click on OK.
10. Select (once again) one of the deposit accounts and the IP scanner.
11. The screen capture of the total amount of your deposit will be displayed.



12. Do a deposit test (without submitting it)
 - a. Take one of your cheques and place it in the scanner. Enter the amount of the cheque in the application and click on *Start Deposit*.
 - b. If your item is successfully scanned, you will receive confirmation that you are ready to begin making your deposits.
 - c. Click on the *Cancel deposit* button and then *Continue* to confirm cancellation.










Technical specifications

Specifications	Minimum requirements	
	Mac	PC
Processor	One or more 2.8 GHz processors or higher	
RAM	2 GB	
Hard disk space	30 MG (to install the scanner)	
Operating system	Mac OS 10.15.7 Catalina	Microsoft Windows 10 Pro or Enterprise Important: Family and 10s versions are not supported
Browser	<ul style="list-style-type: none">> Apple Safari (13.1.2 or higher)> Google Chrome (33.0 or higher)> Mozilla Firefox (31.0 or higher)	<ul style="list-style-type: none">> Microsoft Internet Explorer 11 (supported until August 2021) or more recent, i.e. Microsoft Edge> Google Chrome (33.0 or higher)> Mozilla Firefox (31.0 or higher)
Display	Display adapter and monitor capable of at least 1024 X 768 resolution	
Connectivity (for the scanner)	<ul style="list-style-type: none">> One USB 2.0/USB-C port available> One IP address available	<ul style="list-style-type: none">> One USB port available> One IP address available

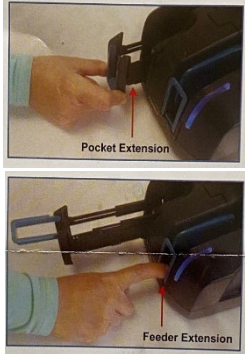


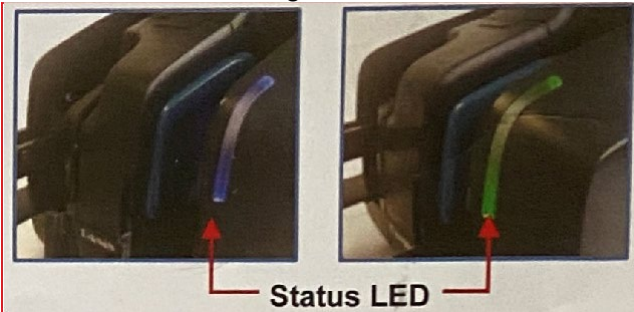
Appendix A – Questions and Answers

Question	Answer
Scanner	
How do I turn off my Panini EverneXt IP scanner?	<ol style="list-style-type: none"> 1. Click on the blue button () 2. Click on the black button to confirm Go
How do I identify my Panini EverneXt model: USB or Wi-Fi?	It's indicated on the box of your scanner.
What is my scanner's Ethernet Mac address?	
<p>Why does the scanner panel display an error message?</p> 	<p>The scanner will display a red/error screen for 1-2 minutes when connecting to the network (Wi-Fi and USB). Once you sign in, the screen will be blue and will display the sign-in details, e.g.:</p>  <p>If the error message persists, it means that the scanner is unable to establish connection.</p> <ul style="list-style-type: none"> • Review the scanner configuration (Step 2: Add your IP scanner to your Mac or PC). • Refer to Appendix B to see if any other actions on your company server are required. (e.g. authorizing the scanner to connect to the network).
Why do two groups of information alternate on the panel of my scanner?	<p>The scanner alternately displays information for USB/Wi-Fi connection and information for Ethernet connection.</p> <ul style="list-style-type: none"> • The  icon corresponds to USB/Wi-Fi connection, i.e. between the scanner and the Mac or PC. • The  icon corresponds to Ethernet connection, i.e. between the scanner and the network (router).

<p>When is my scanner sleeping is it still on (ready to scan cheques)?</p>	<p>Yes. You don't need to press any button; the scanner will automatically wake when you begin scanning.</p>
<p>Why does the DNS address (e.g.https://evernext1.local) used to access the scanner display the message "Not secure"?</p>	<p>Mac:</p> <ul style="list-style-type: none"> • Check that the certificate has been installed on the computer. • Be sure to close the browser after configuring the scanner (after rebooting the scanner).
<p>There's an error in the scanner configuration and I can't access the configuration page to adjust. (Resetting the scanner to its initial configuration)</p>	<p>You must reset the scanner to its initial configuration:</p> <p>USB model:</p> <ol style="list-style-type: none"> 1. Connect the scanner to your computer with the USB cable 2. Turn off the scanner if it is on 3. Turn on the scanner and hold down the  button until the scanner is completely on (i.e. the screen is blue) <p>Wi-Fi model:</p> <ol style="list-style-type: none"> 1. Connect the Wi-Fi adapter to the scanner 2. Turn off the scanner if it is on 3. Turn on the scanner and hold down the  button until the scanner is completely on (i.e. the screen is blue)

Scanning

<p>How do I get the Panini EverneXt scanner ready to scan cheques?</p>	<ol style="list-style-type: none"> 1. Pull out the two compartments as shown below: <div style="text-align: center;">  </div> 2. Place the cheques in the front compartment
------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>What do the colored lights on the scanner mean?</p> <div style="text-align: center;">  <p>Status LED</p> </div>	<ul style="list-style-type: none"> • Static blue the scanner is on • Flashing blue the cheques are in the front compartment, ready to be scanned • Static green the scanner is trying to scan, but there are no cheques in the compartment • Flashing green cheques are being scanned • Flashing red a cheque is stuck in the scanner or another problem is preventing the scanner from functioning properly (please refer to the Panini Quick Guide provided by the supplier and follow the steps for checking and clearing out the scanner)
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Appendix B – Network and Security

Depending on your company's network and security structure, you may have to:

- > unblock an Ethernet port
- > authorize the scanner to connect to your network
- > authorize access to the IP addresses



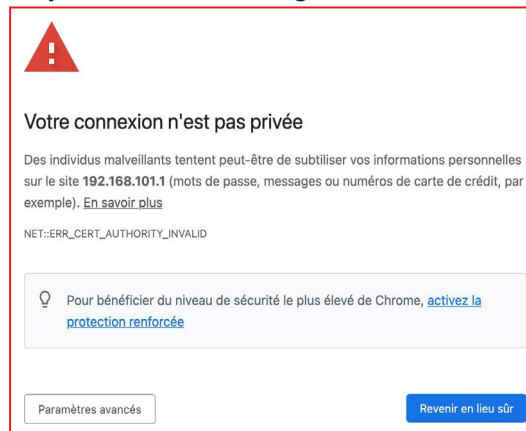
Appendix C – Web Browser

When using **Safari**, do you see this message?



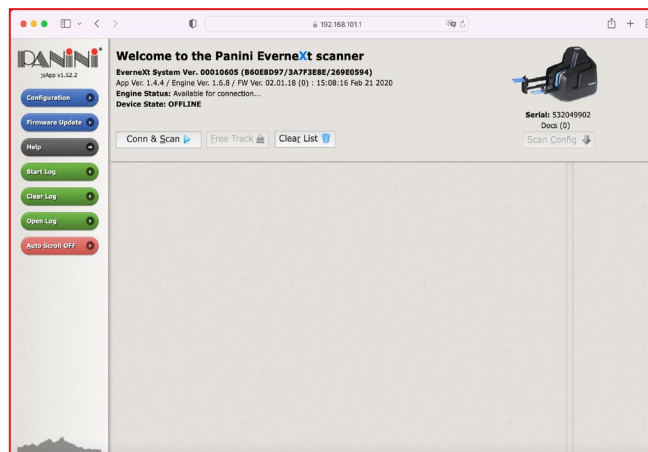
- click on *Show Details*.
- click on the *visit this website* link.

When using **Google Chrome**, do you see this message?



- click on *Advanced*.
- click on *proceed to [IP address] (unsafe)*.

The following page displays: it means you have access to your scanner.





Appendix D – Configure on a PC

GOOD TO KNOW

You need administrator rights for your workstation.

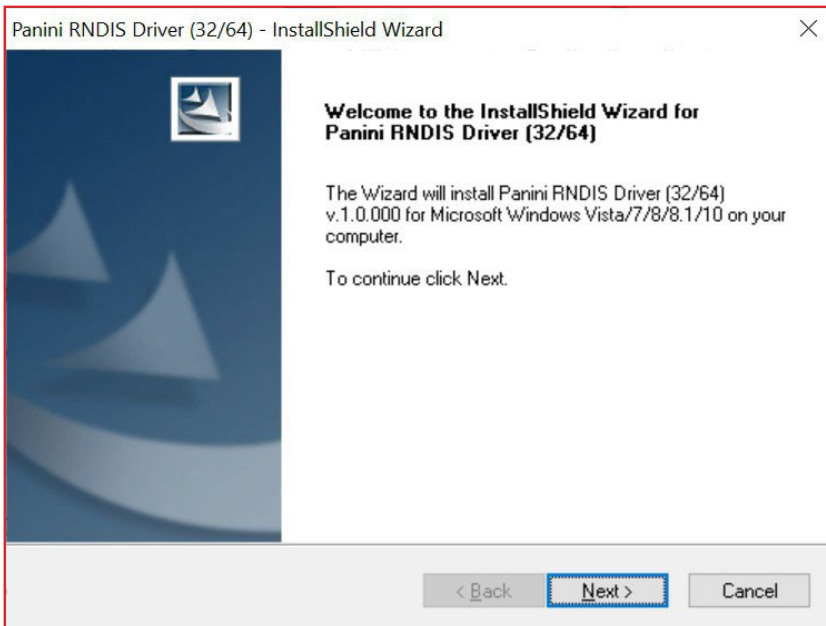
Make sure your PC meets the minimum specifications indicated in the User Guide.

1. Download the scanner driver from this address:

<http://www.panini.com/sites/default/files/Panini-RNDIS-Driver-Setup-32-64.zip>

Please note that the following screens are only available in English.

2. Run the downloaded executable and the following window will appear:



3. Click *Next*.
4. Click *Install*.
5. Click *Finish*.
6. Refer to the Step 2 section and follow all the steps **except for step 12 and steps 1 to 5 in the subsection “Installing the Panini certificate on your Mac”**.

Appendix E – .Net Feature

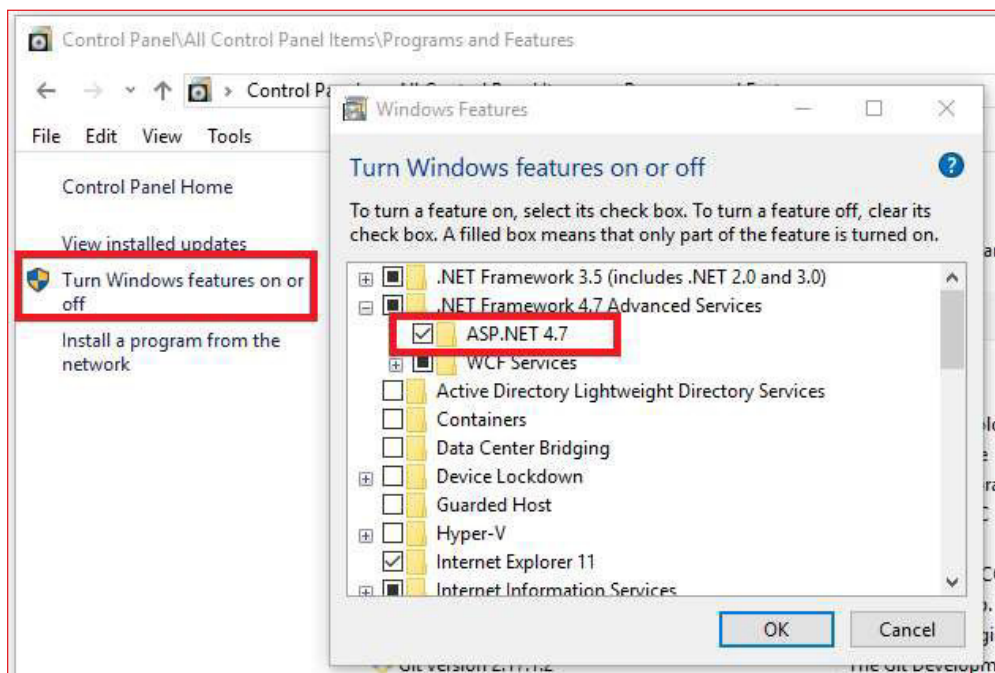
Check the version of the .Net feature and activate it

IMPORTANT:

A user with system administrator rights must be present to authorize the following actions.

If you have Windows 10 or later

Open the Control Panel (e.g., by clicking the **Windows** button and typing “Control Panel”), click *Programs and Features*, click *Turn Windows features on or off*, check the version number of the ASP.NET feature and make sure it is ticked:



If you have Windows 7 or 8.1

You will need to download and install the latest version of the .Net feature from the Microsoft website:

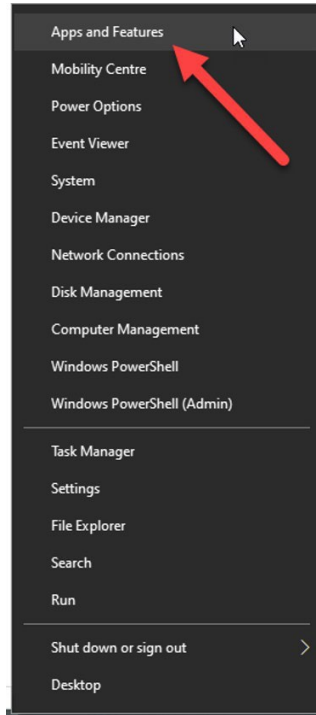
<https://dotnet.microsoft.com/download/dotnet-framework/thank-you/net48-web-installer>



Appendix F – Uninstalling the software

If the updates are not completed by the deadline, you will need to completely uninstall and reinstall the solution to regain access to the digital cheque deposit.

1. Right-click on the Windows logo at the bottom left of your screen on Windows 10. Or near the middle of the screen on Windows 11. And go in the “Apps and Features” option.



2. Then search for the Application “Remote Deposit Scanner Service”. Click on it once and then select “Uninstall” and follow the instruction on screen.

