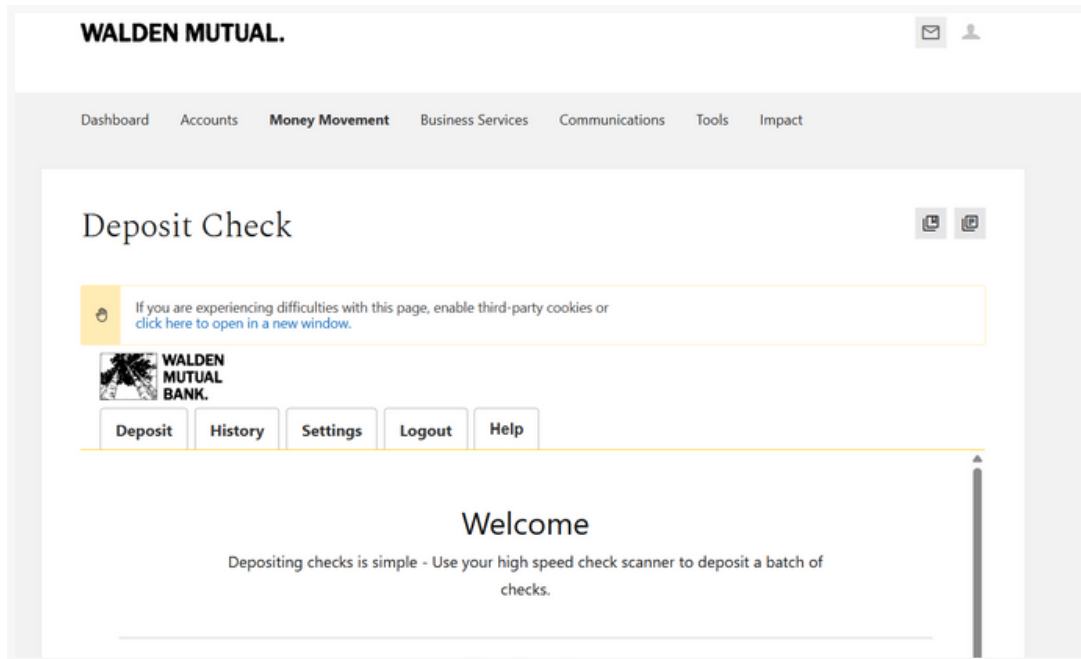


# Desktop Check Scanning

As part of our Enterprise Package, we offer Desktop Check Scanning. Desktop Check Scanning allows you to use a desktop scanner to deposit checks electronically by scanning and transmitting the images of the checks directly to us.



## SUPPORTED SCANNERS

Canon CR L1  
Canon CR-120  
Canon CR 150  
Panini I:Deal  
Panini My Vision X  
Digital Check CX30  
Digital Check TS230  
Digital Check TS240  
Epson CaptureOne TMS  
Epson 1000



**NOTE:** Don't have a scanner? Reach out today to order!

## IMPORTANT DESKTOP CHECK SCANNING INFORMATION

The desktop check scanning deposit **cut off time is 3PM ET**. You can still submit desktop check scanning deposits after our cut off time, but they will process on the next business day.

**The first \$225 of your deposit is made available the next business day**, and the remaining funds will typically be available on the second business day. Please note that **longer holds may apply** to mobile check deposits based on other factors like account history, check amount, or issues with the deposit (ex. missing, or improper endorsements). If a longer hold is placed on your deposit, you will be notified through our Message Center. For specific questions, please feel free to reach out.

The organization must endorse the check by signing or stamping the back and writing **“for deposit only at Walden Mutual Bank, Account #XXXXXXXXX”**.

After checks are deposited and accepted by us (we will send an email confirmation the check has been deposited), it's best to mark the original check as VOID and then keep it for 60 days. After the 60-day period, it can be destroyed.

## PROHIBITED CHECKS

- Checks payable to any person or entity other than the business registered to the account (i.e. third-party checks).
- Checks payable jointly to a person (or persons) or payable jointly to any business(es) not listed on the account (i.e. made out to ABC Company \*and\* John Smith).
- Checks containing alterations, illegible items, fraudulent checks or checks partners should have know or have reason to believe were fraudulent.
- Checks that have been previously deposited at another institution via physical item, image or electronic funds transfers.
- Checks from financial institutions located outside of the United States.
- Checks not payable in U.S. dollars.
- Checks that are more than 6 months old (banks call that “stale-dated”).
- Substitute Checks (a paper copy of a paper check returned that is created from an electronic image and has the same legal standing as the original).
- Remotely created checks (a check created by a merchant with a buyer's checking account number on it, but without the buyer's original signature).
- Travelers checks and savings bonds.
- Non-negotiable instruments such as promissory notes or starter checks/counter checks (checks from a teller window).

## SYSTEM REQUIREMENTS

**Operating System:** Windows10+, macOS

**Browser:** Chrome, Edge IE11

**High speed internet connection**

## DEFAULT LIMITS

**\$10K Daily**

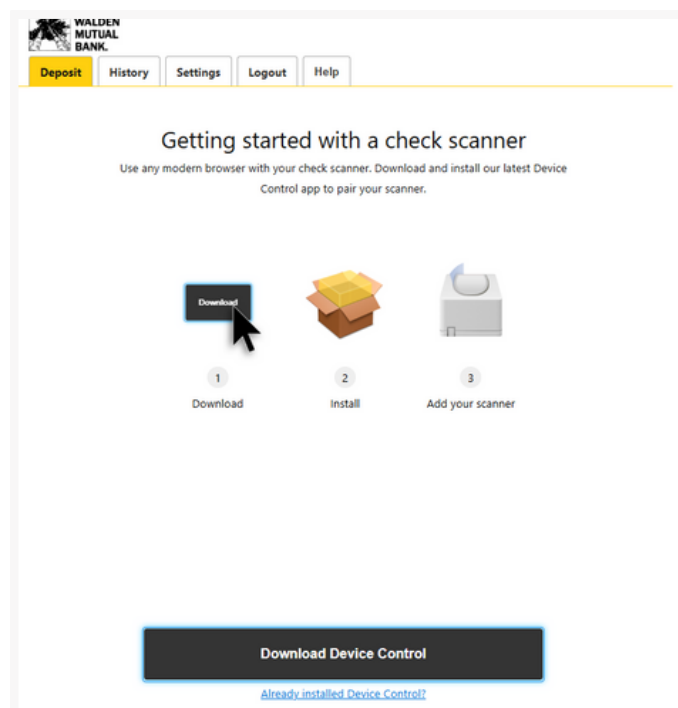
**\$25K Weekly**

**\$35K Monthly**

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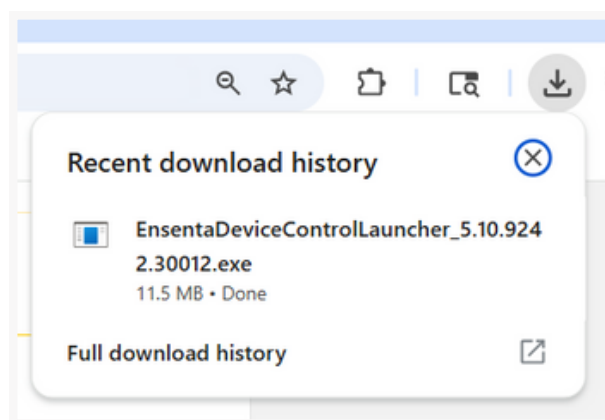
## DOWNLOADING DEVICE CONTROL

Go to **Money Movement** → **Check Deposit**. If this is your first time, the **Download Device Control** screen will open. If this screen does not appear, you're ready to start a deposit.



**BEST PRACTICE:** If you have an IT department, it is important to coordinate with them, as your organization's policies and procedures may impact how Desktop Check Scanning gets set up.

Click **Download Device Control** to start the download. Once it finishes downloading, find the file titled **EnsentaDeviceControlLauncher** in your downloads and open it.



Click **Install**.



## ADDING SCANNER

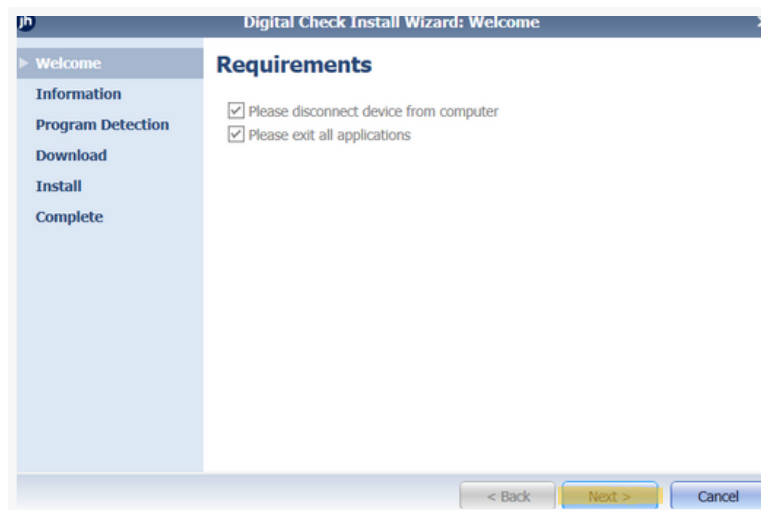
Once the Device Control has been installed, you will need to add your scanner. In the lower right corner of your screen, choose a **device manufacturer** from the dropdown options. Click **Install**.



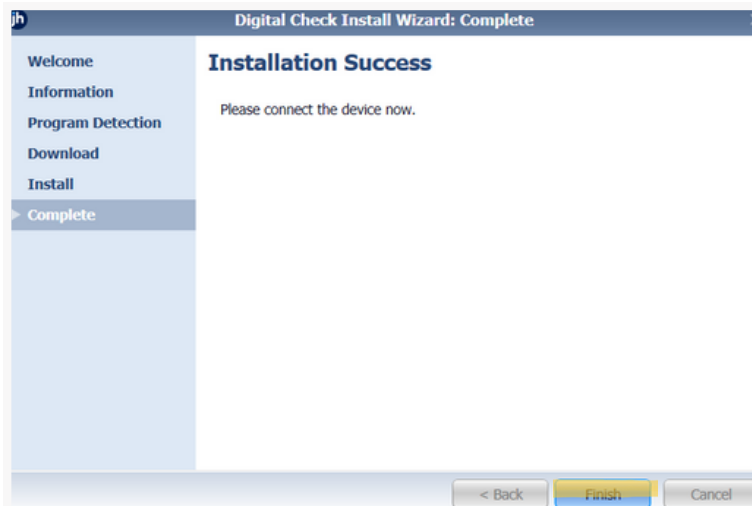
Plug your scanner into a power source and into your desktop or laptop. Select the manufacturer of your scanner then click **Install**.



Click **Next** until the installation process is complete.



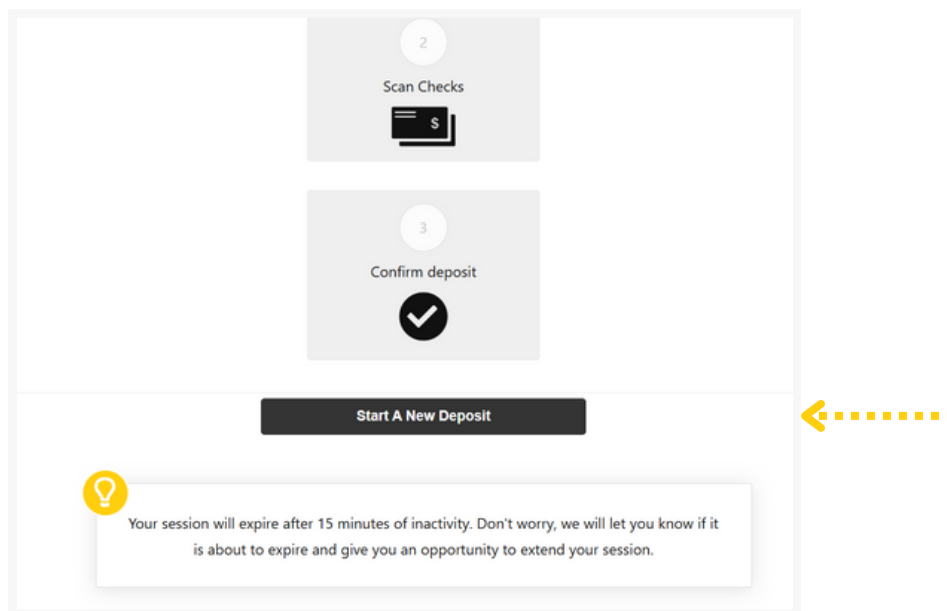
Click **Finish**.



Close out of the **Add/Remove Device Installers** and **refresh your web browser**.

## SCANNING A DEPOSIT

Go to **Money Movement** → **Check Deposit** and click **Start A New Deposit**.



Enter the **Quantity** (number of checks being scanned) and the **Total** (amount of checks) in the **Batch Total**. You can also enter an optional description of the checks being scanned under the **Description**.

**Deposit**

Not sure what to do next? Visit the help section on the top right for instructions on how to make a deposit and more.

Account  
Spend Local Business

Description  
Testing

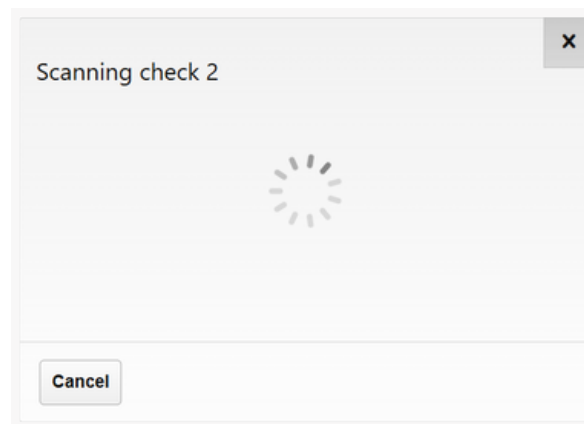
Quantity  
- 1 +

Batch Total  
\$1.00

You have \$10000.00 left of your \$10000.00 deposit limit.

**Start Scan**

Place checks in the scanner then click **Start Scan**. A pop-up will appear noting that the checks are being scanned.



**NOTE:** If a check scanned has errors, a **Flagged Only** notification will appear. Click on **Flagged Only** to resolve the error manually or to click on the **Trash Can icon** to delete the check and rescan it.

You have \$10000.00 left of your \$10000.00 deposit limit.

☐ ☒ ☐

All Checks 3    **Flagged only 1**

3    \$  Dollars    \$0    
 

- Endorsed on the back
- Front signature could not be found
- Zero Amount

Batch Total  
 + 1  
 2    \$1.00    
 **Cancel**    **Scan More Checks**    **Submit**



Click **Submit** to review your deposit, then **Complete** to submit the checks for processing.

Complete your transaction?

You are depositing **\$1.00.**

**Edit** **Complete Deposit**

A deposit receipt screen will populate once the batch has been submitted. Print the deposit receipt and hold onto it - along with the original checks. After 60 days, you can shred/destroy them and delete any images from your device. You can also receive the receipt via email by entering your email address.

**Your deposit was submitted.**

Funds Availability: Availability of your deposited funds is based on your financial institution's hold policies. Please retain your deposited check for 60 days and then securely destroy it.

|                  |                   |
|------------------|-------------------|
| Receipt          | <b>53005585</b>   |
| Account          | <b>x0264</b>      |
| Amount           | <b>\$1.00</b>     |
| Deposit Date     | <b>10/27/2025</b> |
| Transaction Type | <b>Deposit</b>    |
| Number of checks | <b>1</b>          |
| Description      | <b>Testing</b>    |

**Next steps**

1. [Print](#) and file this receipt with the original check.
2. Keep the check for 60 days, then shred/destroy it.
3. Delete any images from your device immediately.

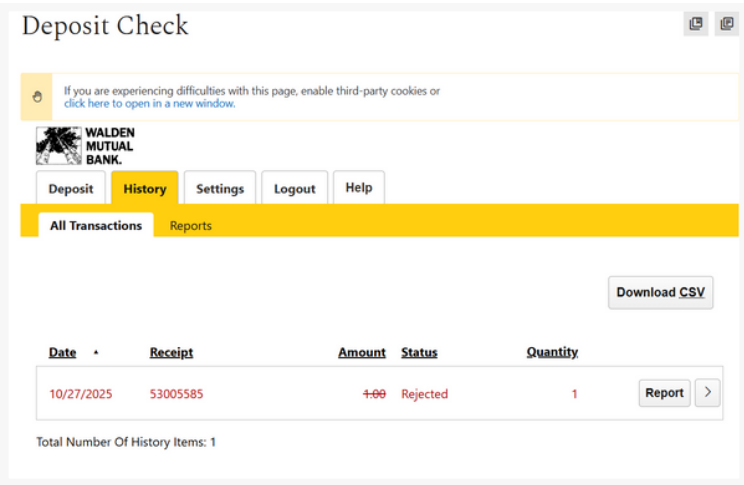
Please enter an email address to send a receipt to:

**Send**

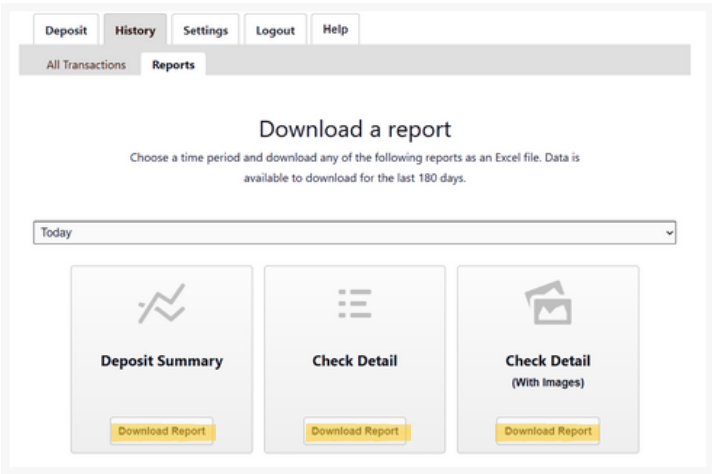
**NOTE:** Checks scanned using Desktop Check Scanning are not immediately made available and are subject to longer holds if applicable. Once we process and deposit the checks to your account, your organization's online banking profile admin will receive email notification. If we place a longer hold on a check, we will send a message to the admin through the Message Center.

VIEWING TRANSACTIONS AND REPORTS

You can view past transactions and history under the **History** tab. Go to **Money Movement → Check Deposit → History**.



You can toggle from **All Transactions** to **Reports** and download **Deposit Summary**, **Check Detail** and **Check Detail (With Images)** reports.



Choose a time period and download any of the available reports as an Excel file. Data is available to download for the last 180 days.

**BEST PRACTICE:**

Review the number of checks and total shown.

Re-scan any missing checks if the totals do not match. If any checks were removed during scanning, you may need to adjust your expected quantity.

You can adjust any check's amounts if what is shown on the screen does not match the check in hand.

Ensure all flagged checks are appropriate for depositing.

The submit button will be disabled if your checksum does not match or if any errors are detected. Remove or adjust any checks with errors.

If the scanner is not connecting, try unplugging the scanner and plugging it back in to a new USB port. Computer docking stations will prevent the Device Control software from finding the scanner, so connect your scanner directly to one of your machine's ports.