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Remote Capture Scanner Installation Guide: Panini EverneXt Scanner

Welcome to Remote Capture.

This guide will walk you through the necessary steps to prepare your system and install your Panini EverneXtscanner. Please first use this Scanner Installation Guide and then, refer to the Remote Capture User Guide if you have specific questions for processing your work. For others scanners, refer to the Remote Capture Installation Guide.

Before You Begin

This guide provides step-by-step instructions to assist you with connecting your Panini EverneXt scanner to your computer and installing the necessary software. This guide is intended for Windows operating systems only. For additional assistance and troubleshooting, please refer to the user guide included with your Panini EverneXt.

The instructions in this guide were documented using Windows 10 and Windows 11 operating systems. Some steps, wording, and visuals may be slightly different if you have a different Windows operating system.

We recommend that you confirm the following before installing your scanner:

Supported Operating Systems & Browsers:

Please ensure that your browser version meets the minimum supported version:

- Google Chrome: v111
- Mozilla Firefox: v110 (Win 10), v111 (Win 11)
- Microsoft Edge: v110

Visit the <u>Remote Capture Resource Center</u> for more information.

Your Company's Policies

Downloading and installing the scanner's software may require special permissions depending on your company's policies. Please ensure you have administrative rights to install software on your PC before beginning.

All of the software needed to install your Panini EverneXt scanner should be automatically downloaded by your scanner by following the steps provided in this document and on the Receivables Online application.

You can also find the necessary software on the <u>Remote Capture Resource Center.</u>

Preparing Your Work Area

- It is very important that you download the scanner software *before* you plug the scanner into a power source.
- Place the scanner at least 18 inches from any device that may create interference (*e.g.*, fans, heaters, computer monitors, CPUs).
- Uninstall any software currently on your computer that allows you to scan paper checks as it may interfere with your new scanner causing operational difficulties.

Set Up Your Scanner

Connecting your Scanner to the Computer

- 1. Connect your scanner
 - a. Connect the EverneXt USB cable to the back of the scanner, and then to an available USB port on your machine
 - b. Connect the EverneXt power cable to the back of the scanner, and then into an available power outlet
- 2. Press the power button on the scanner
- 3. Wait for the display to turn from green to blue
- 4. Your Panini EverneXt should automatically download the necessary driver
 - a. Open a browser
 - b. Enter https://192.168.101.1 into the URL bar and press enter
 - c. You should be taken to the Panini EverneXt homepage

jsApp v1.57	Welcome to the Panini EverneXt scanner EverneXt System Ver. 00010800 (7E0766F4/4AF567B0/88167ADC) App Ver. 1.6.0 / Engine Ver. 1.8.0 / FW Ver. 02.01.24 (0) : 15:03:11 Jun 30 2020 Engine Status: Available for connection Device State: OFFLINE	Serial: 532051972
Help •	Conn & <u>S</u> can ▶ Eree Track ▲ Clea <u>r</u> List ™	Docs (0)
Clear Log		
Open Log		

If you see the homepage, you have successfully installed the scanner and can now use it with Receivables Online. If you cannot access <u>https://192.168.101.1</u>, continue to step 5.

If any of the following apply to you, skip to step 15:

- You are unable to scan via the Receivables Online application
- You receive a "Connection Not Private" warning (similar to below)



Your connection is not private

Attackers might be trying to steal your information from **192.168.101.1** (for example, passwords, messages, or credit cards). <u>Learn more</u> NET:ERR_CERT_AUTHORITY_INVALID

Q To get Chrome's highest level of security, <u>turn on enhance</u>	ced protection
Advanced	Back to safety

Enabling HTTPS for your scanner

- 5. See your scanner's display to find its IP address and whether it uses HTTP or HTTPS
- 6. Enter the corresponding values into your browser's URL bar
 - a. If your scanner says HTTP and its IP address is 192.168.101.1, then you will navigate to <u>http://192.168.101.1</u>



You should be taken to the scanner homepage (seen below). If you are still unable to access the homepage, skip to step 15. Otherwise, continue to step 7.

jsApp v1.57	Welcome to the Panini EverneXt scanner EverneXt System Ver. 00010800 (7E0766F4/4AF567B0/88167ADC) App Ver. 1.6.0 / Engine Ver. 1.8.0 / FW Ver. 02.01.24 (0) : 15:03:11 Jun 30 2020 Engine Status: Available for connection Device State: OFFLINE	Serial: 532051972
Help + Start Log •	Conn & <u>S</u> can ▶ Eree Track ▲ Clea <u>r</u> List ™	Docs (0)
Clear Log • Open Log •		
Auto Scroll OFF		

7. Click on Configuration

jsApp v1.57	Welcome to the Panini EverneXt scanner EverneXt System Ver. 00010800 (7E0766F4/4AF567B0/88167ADC) App Ver. 1.6.0 / Engine Ver. 1.8.0 / FW Ver. 02.01.24 (0) : 15:03:11 Jun 30 2020 Engine Status: Available for connection Device State: OFFLINE	
Firmware Update 🕟		Serial: 532051972 Docs (0)
Help •	Conn & <u>S</u> can ▶ Eree Track ▲ Clea <u>r</u> List 	Scan <u>C</u> onfig 🕀
Start Log 🔹 🚺		
Clear Log 🔹		
Open Log		
Auto Scroll OFF		

8. Click on Connection Parameters Setup

e O			General Setup	
		And the second s	Password Setup	
	Connection Parameters	<u>Setup</u>	Bulk Setup	
			AVANTOR Setup	
			IES Setup	
			End Access Session	
	Access Level: None	Configuration Type: Open	Working Mode: RNDIS + Ethernet	

- 9. Click Next
- 10. At the bottom of the page, click the HTTPS dropdown
- 11. Select Default Certificate
- 12. Provide a device name (ex. 'EverneXt')
- 13. Click Set Configuration

Home • Configuration •	Addressing Mode OHCP • Fixed IP Address 192.168.103.1 Subnet Mask 255.255.255.0 Default Gateway DNS Server 1 DNS Server 2
	On-board DHCP Server
	Device Name evnxt-%sn% DNS Domain Name NetBios Workgroup Name EVERNEXT mDNS Subdomain Name
	Time Synchronization HTTPS: Default certificate
	Device Name EverneXt Root CA Certificate Download (PEM Format) Root CA Certificate Download (X.509 DER Format) Set Configuration

14. Turn your scanner off and on again

Your scanner is now HTTPS enabled. If you are still unable to scan in Receivables Online, continue to step 15. Otherwise, your installation is complete.

Manually Installing the Panini EverneXt USB Driver

Note: You must have administrative rights in order to download the Panini EverneXt USB Driver. Please contact your system administrator if you do not have permission.

- 15. Sign into the Receivables Online application
- 16. Ensure that your Remote Capture Scanner is PaniniEvernext
 - a. Navigate to Settings page
 - b. Select PaniniEvernext under the Remote Capture Scanner dropdown
 - c. Click Save

J.P.Mo	organ	Receivables Online					?
Receivables	Reports						
		Settings					
		Display and Pr	rint				
		Default Start Page Transaction History	~	Time Zone Central Time	~	Time Format 12 Hr	~
		Date Format MM/DD/YY	~	Currency Format 100,000.00	~	Language English	~
		Remote Captu	ire				
		Remote Capture Scanner PaniniEvernext	~				
		Alerts					
							SAVE

- 17. Navigate to the Capture Transactions page
- 18. Wait a few seconds for "Scanner not detected" message to appear

	J.P.Morgan Receive	ables Online		? Ļ ¹²³		r,
Recei	vables Reports					
	Capture Trar	sactions				
	Oscanner not detected <u>Download Scan Software</u>	5				
	Program (Required)				~	
	Load check(s) and/or docur	ment(s) up to the max	ximum.			
	Select Scan button when re	ady.				
				RESE	T SCAN	
19. Click 20. Doub 21. Pres	on the "Download Scan S a. Note: the downloaded ble click the <i>Panini Everes</i> a. Note: If you already ha repeat step 20 after ur s Next	Software" link file will say Panini <i>t USB Driver Setu</i> ave a version of the installing.	i Everest – tł p (3.25.2).e e Panini driv	nis is corre are file to c er installe	ect open the ir ed, it will a	nstallation wizard sk you to uninstall. Proceed and
Pani	ni Everest USB Driver Setup					×
		Welcome to the Everest USB Dri	InstallShield ver	Wizard fo	r Panini	
		The InstallShield Wi Driver on your comp	izard will install I outer. To contir	Panini Evere ue, click Ne	est USB ext.	

< Back

Next >

Cancel

22. Press Finish

Panini Everest USB Driver Setup	
	InstallShield Wizard Complete Setup has finished installing Panini Everest USB Driver on your computer.
	< Back Finish Cancel

If your installation was successful, you can now return to the Capture transactions page and reload the page. The "Scanner not detected" message should not appear.

Scanning in Receivables Online

- 23. Navigate to Capture Transactions
- 24. Load checks into the Panini EverneXt feeding tray
- 25. Select a program under the "Program" dropdown
- 26. Fill out all required fields
- 27. Press scan

Capture Transactions

Program (Required) 8885 - VPC RDC TEST V	Caoture Tvoe (Required) Check(s) Only
Expected Total Checks	Expected Total Amount (###,###.##)
Batch Number	
(If not entered, will be auto-generated)	
Deposit Account 8701923781	Country UNITED STATES OF AMERICA
Currency USD	12:00 PM CST
Load check(s) and/or document(s) up to the maximum.	
Select Scan button when ready.	
	RESET

After a successful scan, you should be redirected to the Capture Details page.

Additional Troubleshooting Steps if Necessary

- After a successful installation, you should see "Panini EverneXt Adapter" under "Network Adapters" in the Device Manager.
 - o Type "device manager" into the Windows search bar and press enter



o Click on "Network Adapters"



- The Panini USB Driver can be uninstalled via Programs and Features in case you need to reinstall the driver.
 - o Type "control panel" into the Windows search bar and press enter



o Under "Programs", click on "Uninstall a program"



o Find "Panini Everest USB Driver" and double click it to uninstall

Uninstall or change a program

To uninstall a program, select it from the list and then click Uninstall, Change, or Repair.

Organize 👻 Uninstall		
Name	Publisher	Installed On
📧 Panini Everest USB Driver	Panini	6/13/2023
💿 Google Chrome	Google LLC	6/6/2023
ڬ Mozilla Firefox (x64 en-US)	Mozilla	6/6/2023

 For Firefox users, you may encounter a screen that says "Warning: Potential Security Risk Ahead" when trying to access the scanner's homepage (typically <u>https://192.168.101.1</u>).

Warning: Potential Security Risk Ahead
Firefox detected a potential security threat and did not continue to 192.168.101.1 . If you visit this site, attackers could try to steal information like your passwords, emails, or credit card details.
What can you do about it?
The issue is most likely with the website, and there is nothing you can do to resolve it.
If you are on a corporate network or using antivirus software, you can reach out to the support teams for assistance. You can also notify the website's administrator about the problem.
Learn more
Go Back (Recommended) Advanced

- In this case, you can click "Advanced..." and then "Accept the Risk and Continue" to continue to the scanner homepage. You can then continue to follow the steps in this guide.
- For Edge users, you may encounter a screen a screen that says "Your connection isn't private" when trying to
 access the scanner's homepage (typically <u>https://192.168.101.1</u>).

Your connection isn't private	
Attackers might be trying to steal your information from 192.168.101.1 (for e messages, or credit cards).	example, passwords,
NET::ERR_CERT_AUTHORITY_INVALID	
Hide advanced	Go back
This server couldn't prove that it's 192.168.101.1 ; its security certificate i your computer's operating system. This may be caused by a misconfigur attacker intercepting your connection.	is not trusted by ration or an
Continue to 192.168.101.1 (unsafe)	

• In this case, you can click "Advanced..." and then "Continue to 192.168.101.1 (unsafe)" to continue to the scanner homepage. You can then continue to follow the steps in this guide.

- Clearing your browser's cache may fix some browser issues that persist even after following all possible steps
 - Chrome
 - Click the menu button and then click "Settings"



Click the magnifying glass icon and search for "cache"



Click "Clear browsing data"



• Set the time range to "All time" and select all checkboxes, then click "Clear data"



\circ Firefox

- × + 😆 New Tab $\leftarrow \rightarrow$ C aQ Search with Google or enter address Q Search Ξ New tab Ctrl+T New window Ctrl+N Ctrl+Shift+P New private window Bookmarks > History > **Firefox** Downloads Ctrl+J Passwords Ctrl+Shift+A Add-ons and themes G Search the web Ctrl+P Print... Ctrl+S Save page as Ctrl+F Find in page... Zoom 100% + 🖌 Settings More tools > > Help Exit Ctrl+Shift+Q
- Click the menu button and then click "Settings"

- Enter "cache" into the search bar
- Click "Clear data"

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	① Your browser is being managed by your organization.	
ြား General	Search Results	
Home	Cookies and Site Data	
Q Search	Your stored cookies, site data, and cache are currently using 5.7 MB of Clear Data disk space. Learn more Manage Data	
	Delete <u>c</u> ookies and site data when Firefox is closed Manage E <u>x</u> ceptions	

Select all checkboxes and click "Clear"

$\leftarrow \rightarrow$ C $\textcircled{6}$ Fire	fox about:preferences#searchResults 🖧 Q Search	
	Your browser is being managed by your organization. Cache	
😥 General	Search Results	
Home	Contrins and Site Data Clear Data X Clear Data	
Privacy & Security	Clearing all cookies and site data stored by Firefox may sign you out of websites and Manage Data	
	Cookies and Site Data (54.1 KB) You may get signed out of websites if cleared	
	Cached Web Content (5.6 MB) Will require websites to reload images and data	
	Clear Cancel	
රි Extensions & Themes		
⑦ Firefox Support		

o Edge

Click the menu button and then "Settings"

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\leftarrow	С	ର (۹						New tab			Ctrl+T		
									New window			Ctrl+N		+
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									Zoom	—	100%	+	2	
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								¥ø	Read aloud		Ctrl+	Shift+U		
							-		More tools				>	
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									Close Microsoft Edge					ŝ

- Enter "cache" into the search bar
- Click "Choose what to clear"



 Set the time range to "All time" and select the "Browsing history", "Download history", "Cookies and other site data", and "Cached images files" checkboxes



Click "Clear now"