

UCBI Merchant Capture

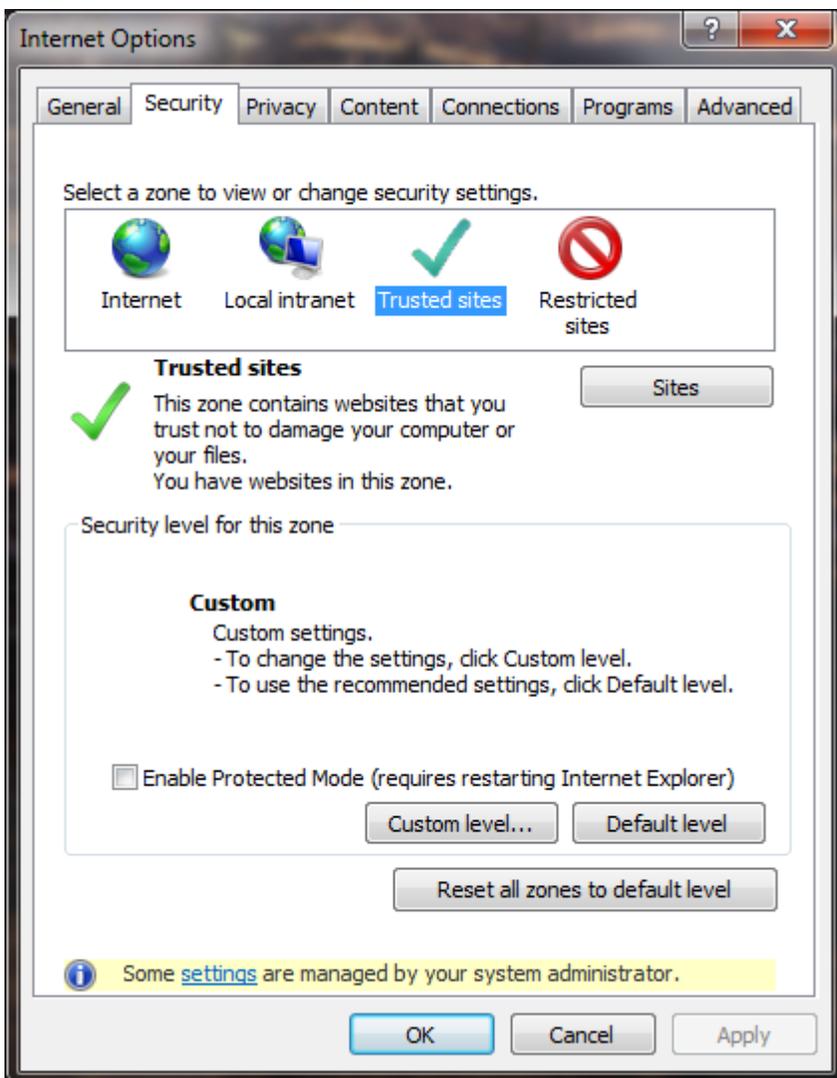
Initial Setup Instructions

Phone Support: 866.270.6100 (Weekdays 8:30am to 5:00pm EST)

Internet Explorer Settings

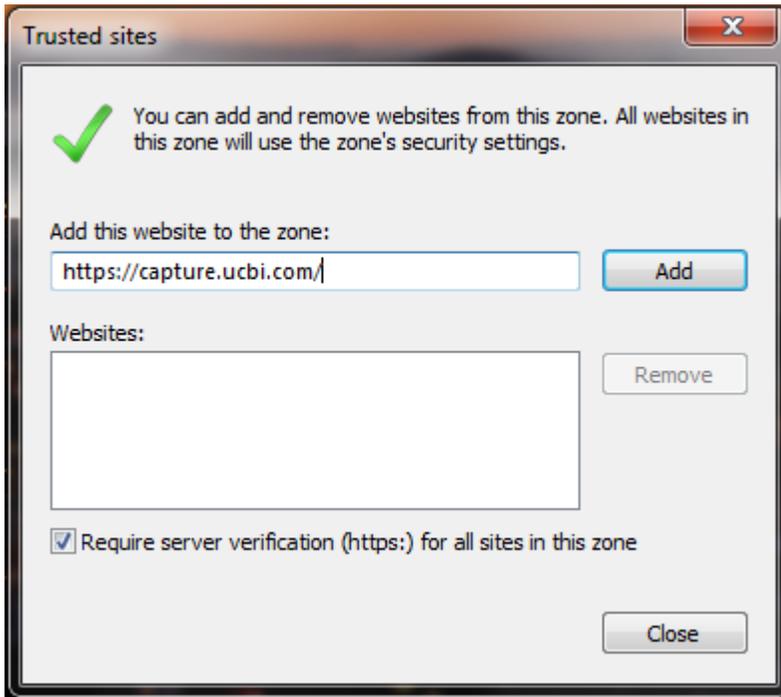
UCBI Merchant Capture requires the use of Microsoft Internet Explorer 7 or greater. The latest version can be obtained from Microsoft's website: <http://www.microsoft.com/ie>

Open Internet Explorer. Click the **Tools** menu and choose **Internet Options**. Click the **Security** tab. Highlight **Trusted Sites** and click the **Sites** button.

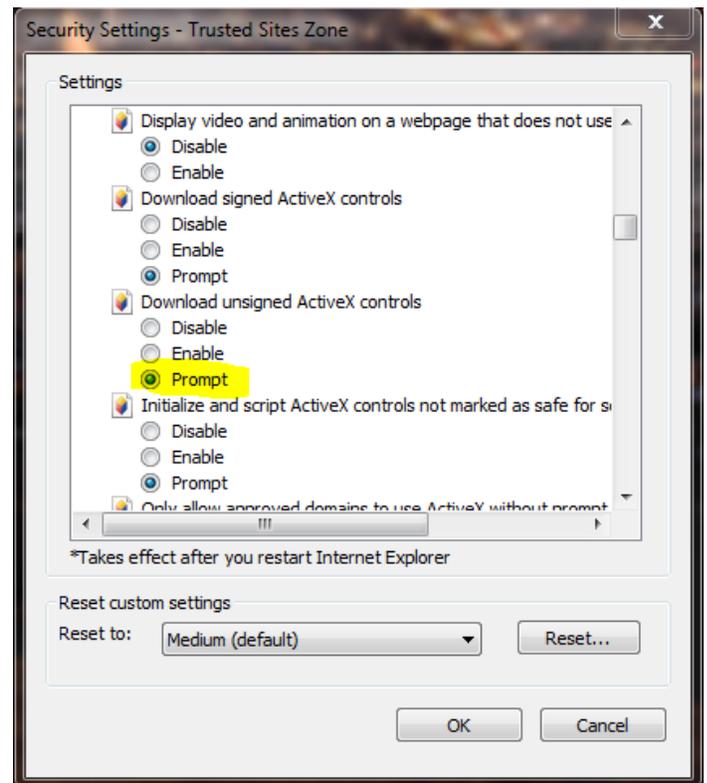
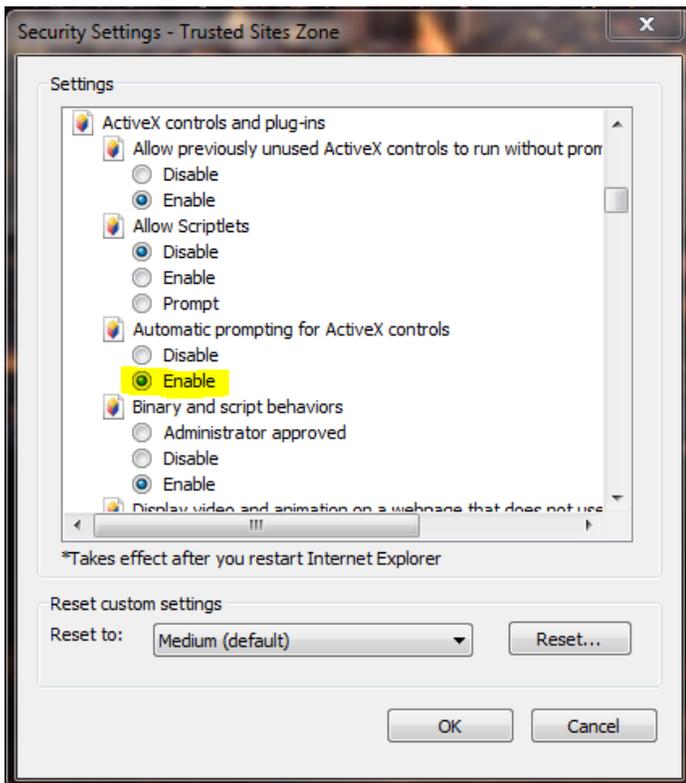


The trusted sites box is displayed. Enter the UCBI merchant capture web address in the box and choose **Add** (ensure the **checkbox** is selected to require https: for all sites in this zone. The URL to enter is:

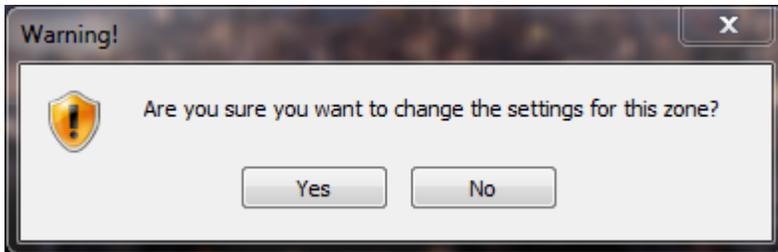
<https://capture.ucbi.com>



Click **Close**. You will be returned to the Internet Options window. Ensure **Trusted Sites** is still selected and choose **Custom Level**. Scroll to find **Automatic Prompting for ActiveX Controls**. Choose **Enable**. Continue scrolling to locate **Download Signed ActiveX Controls** and bubble-in **Prompt**. Click **OK**.



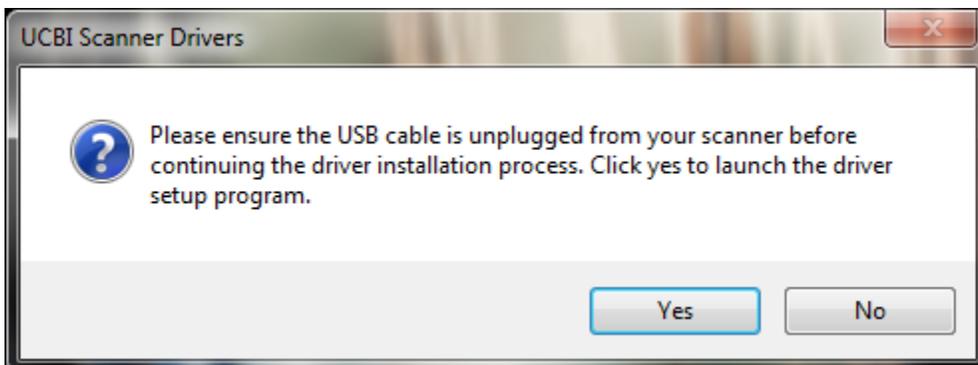
A warning box is displayed to accept changes. Choose **Yes** and then **OK** to close Internet Options. Close all Internet Explorer windows before advancing to the next step.



Install Scanner Drivers

Remove any existing scanner drivers and software before attempting to install the updated driver software from the UCBI Merchant Capture website. Begin by **unplugging the USB cable** from your scanner. Click **Start** and choose **Control Panel**. Open **Programs and Features** (or Add and Remove Programs), locate any old scanner software, and choose **Remove**.

Browse to <https://capture.ucbi.com> and locate your scanner model in the driver listing. Click the appropriate link and choose to **Save** the file to your computer. Choose a save location where you can easily locate the downloaded file. For Vista/Windows 7 users, right-click the downloaded file and choose **Run as Administrator**. Windows XP users can simply double-click the file. Follow the prompts through the install. Unless required by the installer to plug-in your scanner, wait until the installation is complete before plugging the USB cable back into the scanner. Best practice is to **restart** the computer after any driver/hardware changes. This is optional unless the installer explicitly requests it.



Launching/Operating Merchant Capture

Browse to <https://capture.ucbi.com>. Three unique login links are available for merchant capture. Locate the correct one for your state and click the **Bookmark** link. This will add the correct site to your Favorites.

Please see our **Operator Guide** for instruction on the normal operation of this service. The latest version will always be made available on our Merchant Capture website.