

Reply Device Guidelines for Cheque 21® Page Scanners

Supplement to FAQ-DFG-R20_Reply_Devices_for_Cheque_21_Image_Scanners.PDF

Reply Devices compatible with the Canon, CTS, Digital Check and Seac check image scanners may not offer enough useable “real estate” for fundraisers and their non-profits. When this happens and larger Reply Devices known as Exceptionals are needed many of the same design principles will still apply. This FAQ covers design differences for Exceptionals when compared to FAQ-DFG-R20_Reply_Devices_for_Cheque_21_Image_Scanners.

ChequePage™ Scanners

Historically two types of page scanners are available:

- J-Track (also known as a U-Track) work best with similar sized documents, such as all 8½” wide documents or ½ page and are more suited for commercial organizations.
- Straight-Through Track work best with mixed documents, such as full-page with checks/cheques. The Straight-Through Track is better suited as a ChequePage™ scanner.

Exceptionals Sizes for Reply Devices

The recommended Reply Device dimensions for Cheque 21® System page scanners are:

Dimension	Allowed Ranges	Examples	Comments about Exceptionals
Small	2.0 by 3.5 inches	Business Card	Think smaller <u>or</u> larger than personal to business check, from 18# to 100# with ideal paper weight 20# to 24#. Documents originated by your donors, such as letters.
Large	8.5 by 14.0 inches	Legal Documents White Mail	

The physical size of the Reply Device directly affects the data size of the resulting image. Therefore it is recommended that you use as small a size as possible while still providing adequate space for all information. One side should be longer than the height as the Reply Device may need to be imaged in landscape.

Reply Device Size for Return Envelopes

When processing Reply Devices on a J-Track scanner, it helps tremendously if you can receive unfolded Reply Devices as creases are more likely to jam on a J-Track scanner. For example, if the Reply Device is 8½x11 inches and the envelope is 6 inches long, you have a 100% chance of receiving a folded Reply Device and/or folded check. This will bog you down twice! First to unfold the Reply Device and check from each other, and, then to make sure the Reply Device and check don’t jam inside the J-Track. Using a No. 9 envelope which will limit the number of folds of the 8½x11 inch Reply Device to 4 while any size check can be included and not folded by the donor.

Reply Device Location

When creating a Reply Device that is larger than 4x9 inches, the best location for the Reply Device is the bottom of the page not the top. This ensures that the bottom edge of the Reply Device is straight and consistent when it moves through the ChequePage™ scanner.

Cheque 21® System Compliant Reply Devices

Checks and Reply Devices moving through the ChequePage™ scanner are imaged front and back. While the Reply Devices does not require fixed position OCR scan lines when imaged on the ChequePage™ scanners, by having OCR data fields in static zones or regions can make it easier to VisuallyVerify™ prior to processing captured data within Contact Innovations. These static zones permit printer variance without significant degradation in character recognition. Within these zones, the OCR characters should be the exact same OCR font used on Reply Devices that you are using with the Canon, CTS, Digital Check or Seac check image scanners.

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