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Chapter 1. Getting Started

About these Services

Image Archive provides check images for items paid during your designated CD-ROM cycle. You may optionally also receive images of deposit tickets. When a CD-ROM is created, a volume (index) file containing reference information for each check is created. Each time you receive a new CD-ROM, you import a volume file into a cumulative index (database) that is maintained on your PC. When you submit a query, the Inquiry Viewer searches the cumulative index and locates the index record(s) for that item(s). The software then prompts you as to which CD-ROM contains the check image(s). You then load that CD-ROM and view the image.

CD-ROM Encryption and Private Key Installation

We recognize the sensitive nature of your payment information and we are committed to protecting this data by providing an encryption solution for Image Archive CD-ROM that will further protect your confidential data. You will need to install, on your computer or network drive, the private key that was provided to you by U.S. Bank prior to using your first encrypted Image Archive CD-ROM.

Here are some key points regarding the private key:

- You will not need any special software or System Administrator Rights on your computer to install your private key.
- You will be able to load the private key on multiple workstations and view your Image Archive CD-ROMs from multiple workstations.
- Your private key will not expire.
- When you insert your first encrypted Image Archive CD-ROM in your CD drive, you will be prompted to provide the location of the key on your computer. Simply browse to the folder in which your private key was installed and select it. Your Image Archive CD-ROM will then be unlocked.
- Once the Private Key has been installed and your first encrypted Image Archive CD-ROM has been registered, your subsequent Image Archive CD-ROMs will automatically unlock for your use.
- Your encrypted Image Archive CD-ROMs will include a REQUEST ID on the label. Please refer to this REQUEST ID any time you contact us with a question concerning your service. This will help expedite our response to your question(s).
- Each unique Request ID will have a specific private key to unlock it.
- Any historic, unencrypted Image Archive CD-ROMs will not require an interface with the private key. You can continue using them as you do today.

For further information about the private key installation process, please refer to the Appendix.
Start the Application

To start the application, double-click on its desktop icon. If you have just one registered product, the application opens to that product. Otherwise, the application displays the Product Manager for you to select the appropriate service.

Log In and Change Password

With Image Archive, you will be required to log in using your Login ID and password. You can also change your password using the **Options** area of the Login dialog that is presented to you when you start the application.

Import a Volume

With Image Archive, only users with Administer Volumes permission are allowed to import volumes.

Each CD-ROM or set of CD-ROM’s contains volume information that you must import into CD Viewer to view the items in that volume.

To import a volume into a product that is already open:

1. From the main window, select the Volume Manager icon or select **File > Volume Manager**. The application displays Volume Manager.

2. Select **Import**. The application displays the Import Volume dialog.

3. Specify whether the volume is contained in a directory or a file (typically a directory).

4. Select **Browse** to navigate the appropriate file or directory (volume) and select it.

5. Select **OK**. The Import Volume dialog re-appears with the ID of the selected volume displayed in the **Volume ID** field.

6. Optionally, enter a **Volume Label**. This will be displayed in Image Archive wherever the volume is referred to.

7. Select **Import** to import the volume.
8. The following window will display with your first encrypted Image Archive CD-ROM.

![Encryption Key File](image)

9. Navigate to the Encryption Key file that was installed earlier. The default location is C:\Program Files\US Bank\Private Keys

10. If multiple keys are displayed, select the appropriate version of the private key associated with the imported volume and click Open. The file name for the appropriate private key begins with the Request ID that is printed on your CD-ROM label.

![Select Encryption File](image)
11. The application displays a confirmation when the volume has been successfully imported. Select **OK** to return to Volume Manager.

![Import Volume](image)

**Note:** You will not be prompted to select the private key location for the next volume registration process. The Media Viewer will automatically detect the private key and unlock the CD-ROM for future use.

**Set Volume(s)**

To set (or ‘select’) the volumes with which you want to work:

1. From the main window, select the Volume Manager icon or select **File > Volume Manager**. The application displays Volume Manager.

2. If the product contains multiple item types, select the item type for which you want to display volumes from the Item Type list at the bottom left corner of Volume Manager.

3. In the Volume Setting area, select either **Set to all imported volumes**, or **Set to selected volumes**.

4. To add volumes to the Volume Setting area, select them in the Imported Volumes area and select **Add to Selection**.

5. To remove volumes from the Volume Setting area, select them and select **Remove**.

6. When you are done, select **Close** to close Volume Manager.
This Quick Reference Guide helps you perform several basic functions of the Image Archive service. For more detailed product information, consult the U.S. Bank Image Archive User Guide. A .pdf file of the User Guide is located on your CD-ROM in the folder labeled “User Guides.” The folder also contains .pdf copies of the Installation Instructions and this Quick Reference Guide.

Contents of this guide
This Quick Reference Guide provides the steps for you to accomplish the following actions.

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Getting Started

Image Archive provides check images for items paid during the statement period. When a CD-ROM is created, a volume (index) file containing reference information for each check is created. Each time you receive a new CD-ROM, you import a volume file into a cumulative index (database) that is maintained on your PC. When you submit a query, the Inquiry Viewer searches the cumulative index and locates the index record(s) for that item(s). The software then prompts you as to which CD-ROM contains the check image(s). You then load that CD-ROM and view the image.

Import a Volume

Image Archive allows only users with Administer Volumes permission to import volumes.

Each CD-ROM or set of CD-ROM's contains volume information that you must import into CD Viewer to view the items in that volume.

To import a volume into a product that is already open:

1. From the main window, select the Volume Manager icon or select File> Volume Manager. The application displays Volume Manager.

2. Select Import. The application displays the Import Volume dialog.

3. Specify whether the volume is contained in a directory or a file (typically a directory).

4. If the Import Volume dialog is not already pointing to your CD-ROM drive, Browse to it and select it, and then choose OK. The Import Volume dialog re-appears with the ID of the selected volume displayed in the Volume ID field.

5. Select OK. The Import Volume dialog re-appears with the ID of the selected volume displayed in the Volume ID field.

6. Optionally, enter a Volume Label. This will be displayed in Image Archive wherever the volume is referenced, if the Show Label option is selected in Volume Manager.

7. Select Import to import the volume. The application displays a confirmation when the volume has been successfully imported. Select OK to return to Volume Manager.

Note: If you are importing your first encrypted CD-ROM, you will be prompted to select the location of your private key. Please refer to the U.S. Bank Image Archive User Guide for further information.

Search for Items

To search for items:

1. In the Search Criteria area of the main window, select a field you want to search on (e.g., Account Number) from the Select a Field drop-down menu. Specify both a to and a from value for a range search, or either a to or a from value for an exact match search on the field.
You can re-use previous search criteria that you have saved. For more information on this feature, see the section on Saved Searches found in Chapter 1 – Window Tasks of the U.S. Bank Image Archive User Guide.

2. Select **Search**. The application will inform you of the number of items that match the criteria. The results appear in the Result List area.

See page 5 for more detail on performing searches.

**View an Item**

There are two different ways to view an item:

- In the Result List or Batch Builder (see the Image Archive User Guide for instruction on building a batch), double-click on an item. A content Viewer will open with the item displayed inside.

- From the main window, select the Content Viewer tool (**File > Open Content Viewer**). An empty Content Viewer window will open. Single-click on an item in the Result List or Batch Builder. Content Viewer will refresh to show the item.

If there is already a Content Viewer window open (without Lock Item selected), single-click on an item in the Result List or Batch Builder. The newly selected item will replace the current one on display.

You can also print the item from the Content Viewer.

**Receiving Next Cycle’s CD-ROM**

Each image cycle you will receive a new volume of data on CD-ROM. You will need to import that volume of data into your existing Image Archive database:

1. Place the CD-ROM in the CD-ROM drive. The viewer should start automatically. If it does not, start it using your desktop icon.

2. In the Product Manager Box, be sure Image Archive New is the selected product.

3. From the main window in Image Archive, select the Volume Manager icon (**or File > Volume Manager**).

4. In the Volume Manager, select **Import** to display the Import Volume dialog.

5. If the Import Volume dialog is not already pointing to your CD-ROM drive, **Browse** to it and select it, and then choose **OK**. The Import Volume dialog re-appears with the ID of the selected volume displayed in the **Volume ID** field.

6. Select **Import** to import the volume you specified.

You will receive a confirmation message when the Image Archive has finished importing the data.

**Note:** For each multi-volume CD-ROM set you receive, import only the volume from the last CD-ROM in the set.
Main Window

The main window of the application comprises a menu bar, a toolbar and four main work areas: Search Criteria, Result List, Item Information, and Batch Builder.

Main Window

Main Window Toolbar

Following is a list of the tools available from the main window. More in-depth descriptions of the tasks associated with these tools can be found in the task sections that follow.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![icon]</td>
<td>Open Volume Manager</td>
</tr>
<tr>
<td>![icon]</td>
<td>Show/Hide Search Criteria</td>
</tr>
<tr>
<td>![icon]</td>
<td>Show/Hide Item Information</td>
</tr>
<tr>
<td>![icon]</td>
<td>Show/Hide Batch Builder</td>
</tr>
<tr>
<td>![icon]</td>
<td>Open an instance of Content Viewer</td>
</tr>
<tr>
<td>![icon]</td>
<td>Add selected item(s) in the Result List to Batch Builder</td>
</tr>
<tr>
<td>![icon]</td>
<td>Close the current product and open Product Manager</td>
</tr>
</tbody>
</table>
### Tool Description
- ![Remove selected item(s)](image) Remove selected item(s) from Batch Builder
- ![Remove all items](image) Remove all items from Batch Builder
- ![Export](image) Export data from the Result List to a .csv file
- ![Export](image) Export Batch Builder to a .csv file
- ![Print](image) Print the displayed content

### Search for Items
Tasks performed in the main window include entering search criteria in the Search Criteria area, viewing search results in the Result List area, staging items in Batch Builder (optional), toggling between Item Types, and performing tasks on selected items (e.g., view, print, export). Use the Item Information area to supplement research activities by configuring it to display those fields not already present in either Result List or Batch Builder.

The following table provides descriptions for the **Search Criteria** fields:

Note: the criteria applies to the Image Archive New Product

<table>
<thead>
<tr>
<th>Search Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account No</td>
<td>Account number to which the item has posted.</td>
</tr>
<tr>
<td>Amount</td>
<td>Amount of the item. You may use decimal points. If no decimal point is entered, Image Archive assumes the search amount is a whole number.</td>
</tr>
<tr>
<td>Check No</td>
<td>Check number.</td>
</tr>
<tr>
<td>Debit Credit Ind</td>
<td>Indicates whether the item is a debit (i.e. check) or credit (i.e. deposit ticket). Debits have an indicator of 0, credits have an indicator of 1.</td>
</tr>
<tr>
<td>Deposit Sequence No</td>
<td>Bank sequence number assigned to the item when it was processed.</td>
</tr>
<tr>
<td>Sequence No</td>
<td>Bank sequence number assigned to the item when it was processed.</td>
</tr>
<tr>
<td>Image Status</td>
<td>A 0 in this field indicates the image is of the original check, a 1 indicates it is an image of an Image Replacement Document (IRD).</td>
</tr>
<tr>
<td>MICR Account No</td>
<td>The account number from the MICR field of the check. This will typically be the same as the account number.</td>
</tr>
<tr>
<td>Posting Date</td>
<td>Date the item was posted to the account. Enter using</td>
</tr>
</tbody>
</table>
the format MM/DD/YYYY or use the calendar feature.

**Routing Transit No**
The bank Routing/Transit number for the account.

In Result List, Batch Builder and Item Information, configure which fields are displayed, their display names, and their default sort order. In the Result List and Batch Builder, you can also change the order in which the fields appear by clicking and dragging the column headers.

Sort data by clicking on the appropriate column header. Repeat to toggle between ascending or descending order.

To configure whether the Search Criteria, Item Information, and Batch Builder areas are visible, click on the area's icon on the main toolbar, or select it from the main menus. You can also close a work area by selecting the ‘X’ on the area’s upper right corner.

**Content Viewer**

The Content Viewer is available from the main window by selecting **File > Open Content Viewer**, or by selecting the Content Viewer icon on the toolbar in the main window, or by double-clicking on an item in either the Result List or Batch Builder.

A Content Viewer comprises a set of menus and a toolbar containing *common tools* (e.g., Save) which are available when viewing any file type, a toolbar containing *item type-specific tools* (e.g., Signature), at least one viewing pane, and a status bar showing information such as status messages, tool tips, and part number.

**Content Viewer Toolbar**

Item Type specific tools are for use with specific file types. For example, when you open an image of a check in Content Viewer, the toolbar will contain tools related to viewing a check, such as a button for locating the Signature area. Following is a list of all of the icons you will see.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="File" /></td>
<td>Open a freestanding file</td>
</tr>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save the current file to disk</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy to clipboard</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy contents of selection rectangle to clipboard</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print preview</td>
</tr>
<tr>
<td><img src="image" alt="Settings" /></td>
<td>Maintain aspect settings while viewing images</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Lock image in the particular Content Viewer window</td>
</tr>
<tr>
<td>Tool</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td>🥁</td>
<td>Keep this instance of Content Viewer on top</td>
</tr>
<tr>
<td>🔄</td>
<td>Refresh/return view of item to original aspect</td>
</tr>
<tr>
<td>← →</td>
<td>Previous or next part (multi-part files, only)</td>
</tr>
<tr>
<td>🔄</td>
<td>Rotate image of currently selected part</td>
</tr>
<tr>
<td>📝</td>
<td>Zoom to signature (images of checks, only)</td>
</tr>
<tr>
<td>✂</td>
<td>Zoom to bank stamp (images of checks, only)</td>
</tr>
<tr>
<td>➡</td>
<td>Zoom to endorsement area (images of checks, only)</td>
</tr>
<tr>
<td>🔌</td>
<td>Invert image colors (images only)</td>
</tr>
<tr>
<td>🔍</td>
<td>Zoom to selection (images only)</td>
</tr>
<tr>
<td>📤</td>
<td>Slide image around inside the viewing pane (images only)</td>
</tr>
<tr>
<td>🌅</td>
<td>Adjust brightness (images only)</td>
</tr>
<tr>
<td>🌋</td>
<td>Adjust contrast (images only)</td>
</tr>
</tbody>
</table>
Following is an example of Content Viewer displaying a two-part image of a check:

![Content Viewer](image)

**Product Manager**

Product Manager allows you to select which product you’d like to work in, delete previously registered products and their data, and register new products.

The products available with Image Archive are:

- Image Archive New – This is the current Image CD-ROM service that all customers now receive.
- Image Archive Old – This is a previous version of Image Archive.
- Image Check – This is a previous Image CD-ROM service for customers with CD-ROM’s produced at U.S. Bank’s St. Paul, MN and Portland, OR sites.

Image Archive can be used to view a CD-ROM for any of these products, provided the product is registered and volume(s) imported.

Product Manager is available from the main window by selecting **File > Product Manager**, or by selecting the Product Manager icon.
Product Manager

Notes:

- The **Use a registered product** drop down contains a list of all the products currently registered. The selection shown in this field is the product that you will be working in when starting the application.

- Actions performed on one product’s data do not affect data for other products.

- Removing a registered product also removes all imported data associated with that product.

Registering new products and deleting existing ones are not common tasks. U.S. Bank will contact you to let you know when to perform them.
Register Product

Registering a new product is done using the Register Product dialog. This dialog is displayed when you choose **Register a new product** from the Product Manager dialog, and then select **Continue**.

The Register Product dialog allows you to:
- Select the location where the product information is contained
- Optionally, enter a more intuitive Volume Label, which will then be displayed on Image Archive in place of the standard volume name
- Verify the correct product appears in the available product window before registering it.

![Register Product Dialog](image)

Volume Manager

A **volume** is a container holding sets of data for one or more products. Volumes can be stored on any standard storage media such as CD-ROM or magnetic tape.

Volume Manager allows you to:
- View the volumes of a particular item type that are currently in the product’s database
• Import new volumes to the product’s database
• Delete volumes from the product’s database
• Specify a subset of volume(s) within which to work
• Show or hide the Label and Creation Date fields on the Imported volumes list
• Print a Volume Report containing information about the imported volumes for the selected Item Type

Volume Manager is available from the main window by selecting **File > Volume Manager**, or by selecting the Volume Manager tool.

![Volume Manager](image)

**Notes:**

• With the exception of Volume ID, the columns of data in this dialog contain the ranges of values for the Item Type selected in the Item Type drop-down on the main window.

• Selecting **Delete** will permanently delete the selected volume(s) from the current product’s database, and for all Item Types. If you need data in the future, you will need to re-import the volume(s).

• When Volume Manager is closed, all volume selection changes made will affect all Item Types in the product.
Settings

The Settings dialog (File > Settings) allows you to specify default import and export directories.

![Settings dialog]

**Note:** The export directory setting corresponds to the default location for the comma-separated files that the application creates when exporting the contents of the Result List or Batch Builder.

Resources

Please find a complete copy of the U.S. Bank Image Archive User Guide located on your CD-ROM in the folder labeled "User Guides." The folder also contains copies of the Installation Instructions and this Quick Reference Guide. They are in pdf format for use with your Adobe Acrobat Reader.

If you have any questions regarding your U.S. Bank Image Archive Service, please contact Commercial Customer Service.