

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 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 though 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.

Page Scanners

The two types of page scanners are dedicated and mixed-document:

- Dedicated work best with similar sized Reply Devices, such as all 8½” wide documents or ½ page
- Mixed-document work best with almost any Reply Devices including envelopes and checks/cheques.

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 dedicated page image scanner, such as a Kodak i1220, Kodak i1320 or Kodak i1420 in the Kodak Imaging Scanner System, it helps tremendously if you can receive unfolded Reply Devices. 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 in the Kodak scanner. While you can remedy this by giving your donor a 9x12 inch envelope, this is not a practical solution as the costs to print and mail this size envelope to your donor are very high. Instead, use 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 Kodak Image Scanning System.

Cheque 21® System Compliant Reply Devices

Checks and Reply Devices moving through the Kodak page scanners are imaged front and back. The Cheque 21® System Reply Devices does not require fixed position OCR scan lines when imaged on the Kodak scanners. However, having OCR data fields in static zones or regions can make it easier to VisuallyVerify™ prior to processing captured data with AKuClick™, or, into other fundraising software through the 2500M® methodology. These static zones permit printer variance without significant degradation in character recognition. Within these zones, the OCR characters may be the exact same OCR-A font used on Reply Devices that you are using with the CTS, Digital Check or Seac check image scanners, or, proportional fonts when using AKuClick™.

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