

# CHECK PRINT™ FOR WINDOWS 2004

## Version 1.01.1222

### Quick Steps...

#### Program Launch:

1. Install 'CheckPrint Installation 1.00.exe'
2. Launch CheckPrint™
3. When asked to order checks online you can say no (yes will open the WEB Page)

#### Adding Checks:

1. Launch CheckPrint™
2. Click on Settings (if not already in the settings window)
3. Click on the blue Order online link  
This will open a Web Site where you can order checks online.  
Your software key will already be added to the CheckPrint Order Page.
4. Choose check number to order, enter your billing information, and click on the Place Order button.
5. Your Activation Code will appear. It will also be sent to the E-Mail address that your entered on the Order Page.
6. Paste the Activation code into text box of CheckPrint.  
For security reason, you cannot use the Ctrl+V shortcut key. To paste into the Activation Code textbox, right-click on the textbox and choose Paste from the popup menu.

#### Password Setup:

1. You can enter a password.
2. When entering the program, you will be prompted for the password. After 2 fails, you can see your hint. Third fail and your gone.

#### Printer Setup:

1. Without making any changes to the margin units, print a check.  
Click on Print Click link.  
Choose the top check (Only a single check will print to avoid wasting paper)
2. Take the sheet and see where the MICR symbol is.
3. Use the mouse to move the MICR symbol on the screen to the same position you see on the check.
4. Click on Set Position button.  
MICR will set back to the center and Top/Left margin units will appear.
5. Click on Print Test again (you can use the same sheet and choose the second check on the list).
6. If you need to make another adjustment, follow these steps again.  
Depending on how your printer feeds paper, the MICR can be off by a few points. As long as 80% of the MICR is in the designated MICR box, you are fine.

### **Adding A Payment Group:**

1. Click on Add New Group
2. Enter a group name (i.e., ABC Magazine Corporation)
3. Enter Elmer Fudd for the Pay to Field
4. Tab to next field and enter, "Subscription Renewal!"
5. Click on Update  
This will become your default payment group.  
You can add up to 1,000.

### **First Check:**

1. Click on Data Input (or press F5)
2. Enter Name, address, etc.....  
System is smart enough to format the contact information as needed (i.e., no blank lines if you avoid adding an address, but add a telephone number. The telephone number is also a free field (no specific format). So you can add a different type of security code here (i.e., driver's license – like Wells Fargo did for my checks).  
Also, for now you can only enter the 2-letter state (no state popup).
3. Enter the check number.  
Checks will automatically increment when adding new checks.
4. Enter a 9 digit routing number.  
After entering a routing number, the Bank information will appear automatically in the check layout window. IF the routing number is not correct, 'Incorrect Transit Number' will be displayed where the Bank name goes in the Check Layout window.
5. Enter an account number (dashes are allowed).  
Max. number of digits for an account number is 10 digits.
6. Enter an amount.
7. Press F10 or click on the 'save/new' button.

## Clone Check:

You can enter other checks or you can clone existing checks. To clone as existing checks...

1. Press F4 or click the 'History' button.
2. Select the check you want to clone (for now only one check).
3. Click the Clone Link  
Check information appears for a new check.  
Check number is incremented and amount is empty (no amount as a precaution).
4. Enter amount, press F10
5. Press F4 (go back to History).  
You see two checks.
6. Double-click on the second check.  
If it's not already been printed, it can be edited.
7. In the status bar at the bottom left, click on Default Group: ABC Magazine Corporation
8. Select None.
9. Check information is updated to reflect new group (in this case no Pay to and no Memo).
10. Press F3 or click on Print Checks.  
You are prompted to Save, say Yes.

## Print Checks:

You now have two checks showing. First one is okay, but second one has a red check date. This means that the check is invalid.

1. Select the second check
2. The check is displayed and information about why it's invalid appears next to the Hide Invalid Checks check box. (You can still print invalid checks if you want – i.e., you want to handwrite the amount in later).
3. Click on Print All button.  
You will be prompted that you exceeded the number of checks allowed
4. Click on Print Selected...  
Choose where on the paper you want to start.  
After printing, the check will disappear from the list.

For safety reasons, you cannot print checks more than once. In addition, you cannot edit checks that have already been printed. You must first convert a printed check to pending check. To do this...

1. Press F4 (History screen)  
Printed checks will have a P displayed in the column next to the date.
2. Click on a printed check  
At the lower right of the history list, the date and time the check was printed will appear.
3. Click on the Release link.  
The check is released from the 'printed' queue and because a pending check.  
You can now double click on it to edit, print again, etc.

## Deleting Checks:

PrintCheck supports multiple deletes.