

VersaCheck® X1 ^{gT}

Platinum, Professional & Enterprise

Quick Start Guide

STEP 1 How to INSTALL

- 1 Disable any virus protection software and firewalls on your computer; restart your computer if prompted.
- 2 We recommend that you update your operating system files before installing VersaCheck®. Click **Start**, click **'Control Panel'**, and then click **'Security'**. Click **'Check for updates'**. Download all files recommended by Microsoft® and restart your computer.
- 3 **Windows 8, 7 & Vista Users:** Insert the CD into your DVD/CD-Rom drive. Click 'Open folder to view files', right-click 'autorun', select 'Run as administrator'.
Windows XP Users: If installation does not begin automatically, double click on the file autorun.exe on the DVD/CD-ROM.
- 4 After installation, click the "VersaCheck" icon on your desktop to launch your program.
- 5 After installing VersaCheck®, please repeat installation procedure to install your copy of Infinity Business Cards & ProLabels from the VersaCheck® Productivity Solutions CD.

FOR NETWORK CONNECTIVITY

Install VersaCheck AND Active Check SERVER on your server.
Install VersaCheck AND Active Check CLIENT on each client.

Active Check Server Setup

Please make sure you are entering your standard network logon (including the domain name) in the following format:
Username: Domain name\User name (e.g. WORKGROUP\Admin)

Peer-to-peer network environment

Please make sure you are entering your windows logon including the machine name in the following format:

Username: Machine name\User name (e.g. MyComputer\Owner)
Password: Your password.

To print **Secure Bank Compliant Checks** you will need:

- A Validated Bank Account(s)
- Validated Security Check Paper & magnetic (MICR) black ink

VersaCheck® includes what you need to fulfill banking regulations while keeping your bank account safe.

Please follow the instructions in **STEP 2 & STEP 3** to begin.

STEP 2 Account & Check SETUP

Open VersaCheck® using the desktop icon.

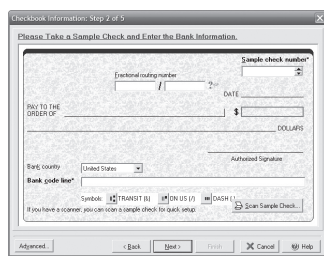
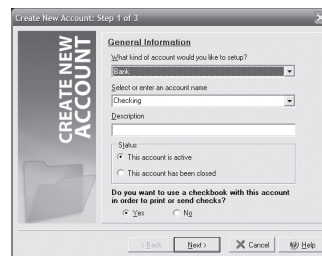
- 1 Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.



- 2 **Set up a financial account and checkbook.** You must first set up an account in VersaCheck® before you can write and print checks.

Financial Account Setup:

For first time users, follow the 3-step new account wizard. Complete all entries and click on **'Finish'**. The Checkbook Information wizard will automatically open.



Checkbook Setup:

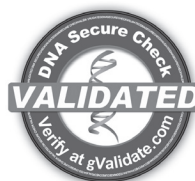
Follow the 6-step Checkbook Information wizard. This will allow you to name the account, enter MICR line and enter bank information. Click on the **'Help'** button for detailed instructions.

Note: Each account only needs to be set up once.

- 3 **Financial Account Validation:**

Before you print your first check your bank account access authority will be validated. This process is interactive and results in two micro-deposits to your bank account which you can track online.

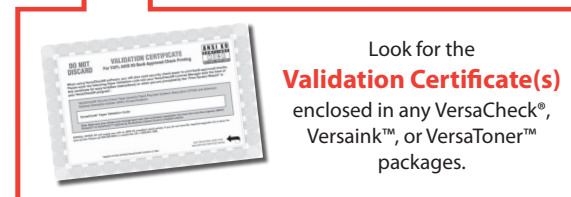
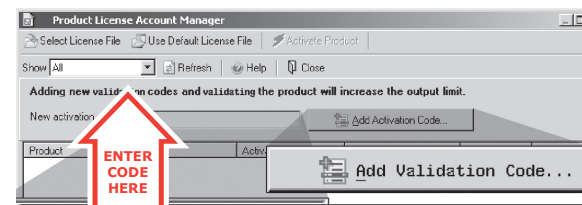
Once you have reported back the associated micro-deposit amounts you will have demonstrated account authority and validation will be complete.



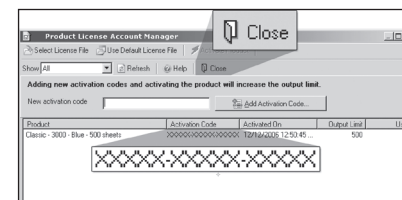
AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION

STEP 3 Bank COMPLIANCE

- 1 From the VersaCheck® menu on the top, left corner of the screen, click **Tools\Manage Product Licenses** and then click **Product License Manager**. That will open the **VersaCheck® License Account Manager** window.
- 2 Enter a Validation Code, click **'Add Validation Code'** and follow the wizard. Repeat this step to add additional Validation Codes. Click **'Close'** when finished.

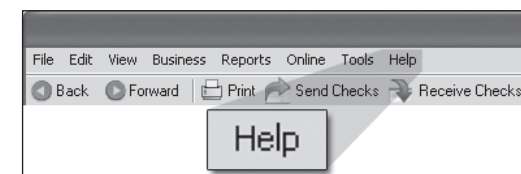


- 3 Your VersaCheck® blank check paper, VersaInk™ or VersaToner™ is now validated with VersaCheck®. Click **'Close'**.



User's MANUAL

The complete VersaCheck® User's Manual is in electronic format and can be found by clicking **'Help\Contents'** on the main menu bar.

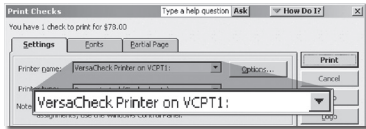


You can also obtain instructions for a specific feature by pressing the F1 key.

How to **PAY** from QuickBooks® & other financial software.

Note: The example below demonstrates printing a check from QuickBooks®, Quicken® and Peachtree software packages will follow the same process.

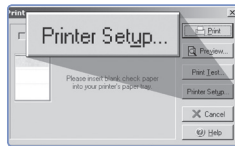
- 1 Create a check in your financial software. Click **'Print'** when check is completed.
- 2 In the **Printer Name** window, select **VersaCheck Printer** and ensure that the applicable check style is selected. Click **'Print'**. This will open a **VersaCheck®** window.



- 3 After logging in with your gValidate.com email & password, confirm Account Name and Check Number. If you would like to import your check(s) into VersaCheck to batch print later or convert them to eChecks or direct deposit (ACH) payments then select the **'Drop-In transactions to VersaCheck'** checkbox.

Drop-In transactions to VersaCheck

- 4 Confirm print options, click **Printer Setup** and select the physical printer that will be used to print the check (different than Step 2).



Click **'Print'**.

How to **PAY** from VersaCheck®

Open the **Pay** screen by clicking the **'Pay'** icon:



- 1 Fill out the form and select one of the three methods of payment:
 - Select **Print** to create and Record a check for you to print
 - Select **ACH** to create and Record a direct deposit into your payee's account
 - Select **eCheck** to create and Record an eCheck for your payee to print

- 2 Click the **'Record'** button Record

Next click the **'Print / Send / Receive'** button:

From the **Outgoing** tab

- Select **Print** to print checks now
- Select **ACH** to send direct deposits
- Select **eCheck** to send eChecks to your payee to print

Note: You can select all 3 at once if you like

- 3 Click **'Go'** to process your payments

How to **GET PAID** from VersaCheck®

(VersaCheck® Gold and VersaCheck® for QuickBooks® versions only)

- 1 Click the **'Get Paid'** icon to open the **gPay Terminal™**. When prompted enter your **gCard Number** and **Cardholder Name**.



Note: This gCard should be associated with a **gPay Premium Account** (Available at gValidate.com).



- 2 Enter your customers' **gCard number, Card User Name, Amount** and any other desired information. *Have your customers go to gValidate.com and sign up for their gCard today - it's FREE!*

Click **'Authorize'**

When the transaction status indicates **Print Approved** please do the following:

- 3 Click the **'Print/Send/Receive'** button

Login using your gValidate email address and password.

Follow the prompts to print eChecks for deposit or choose ACH for instant deposit to your account.

IMPORT PAYMENTS using Zap In™

When others send you payments from VersaCheck®, gPay Mobile™ or gPayX1.com you can 'Zap' them in to accept and process them.

Click the **'Zap In'** icon to open the **Zap In Console**



- [1] Click **'Refresh'**
- [2] Click **'Process'**
- [3] Click **'Print / Send / Receive'** and then select **'ACH'** and/or **'eChecks'** while on the incoming tab.
- [4] Click **'Go'** to print the eCheck(s) for deposit and/or accept the ACH direct deposit(s) directly to your account.

How to **ORDER SUPPLIES**

1 (877) 872-1191 | versacheck.com

CHECK PAPER:

VersaCheck® Security Check Refills meet Check Payment Systems Association (CPSA) and American National Standards Institute (ANSI) X9 check processing specifications.



MAGNETIC INK & TONER: Magnetic Ink Character Recognition (MICR) VersaInk™ and VersaToner™ meet ANSI X9 Check Processing specifications.

CHECK PRINTERS:

Loaded with bank compliant VersaInk™/VersaToner™



VersaCheck.com

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