

# VersaCheck® X1

Silver, Gold, For QuickBooks®

## 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 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/2000 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.



### Secure Check PROCESSING

Three components enable you to print secure bank compliant checks:

1. **Validated Bank Account**
2. **Validated Security Check Paper**
3. **Validated 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

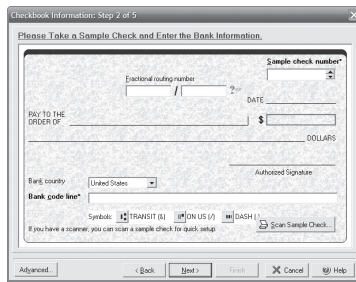
1. **Open VersaCheck® using the desktop icon.**
- Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.



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.



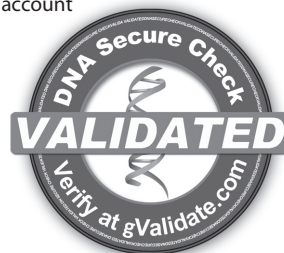
**Checkbook Setup:** Follow the 6-step Checkbook Information wizard. This will allow you to name the account, enter MICR line and enter bank information. Click on the **Help** button for detailed instructions.

**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 a \$0.01 micro-transaction on your bank account which you can track online.

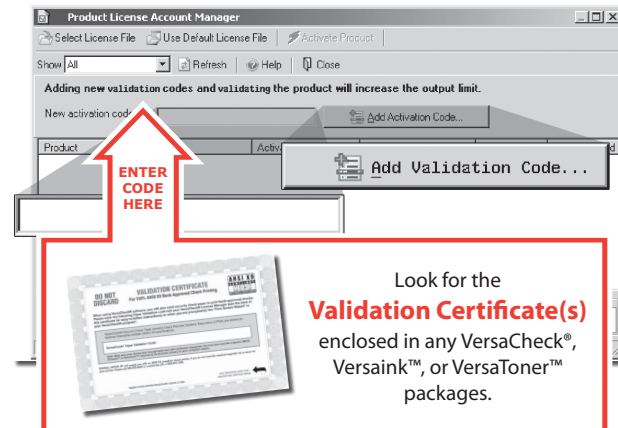
Once you have reported back the associated transaction number you have demonstrated account authority and validation is completed.



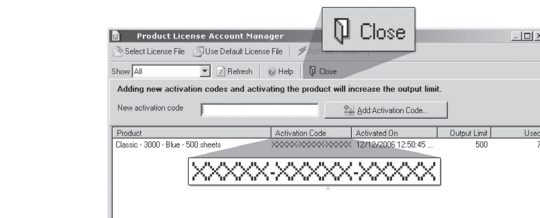
**AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION**

### 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.



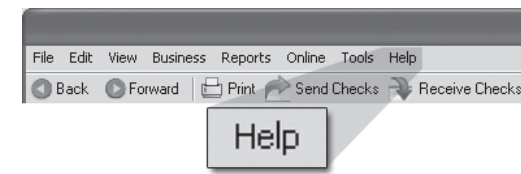
3. Your **VersaCheck®** blank check paper, **VersaLink™** or **VersaToner™** is now validated with VersaCheck®. Click **Close**.



Look for the **Validation Certificate(s)** enclosed in any VersaCheck®, VersaLink™, or VersaToner™ packages.

### User's MANUAL

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

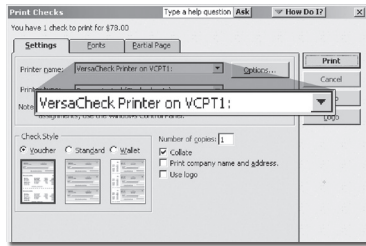


You can also obtain instructions for a specific feature by pressing the F1 key.

# How to **PRINT** from QuickBooks® & other accounting software.

**Note:** The example below demonstrates printing a check through 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 user name & password, confirm Account Name and Check Number and click **Next**.
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**.

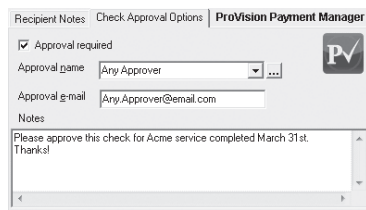


# How to **APPROVE** Checks

Use **ProVision** to get checks approved via **EMAIL**.

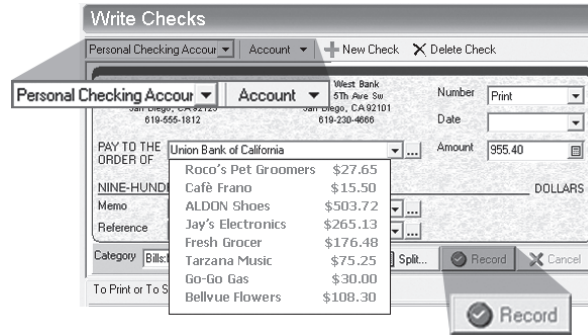
Click the **Write Checks** icon.  
Fill out your check and click **To be e-mailed**.  
In **Check Approval Options** click **Approval Required**.  
Enter the **name** and **e-mail** address of the approver.  
Enter the **e-mail** address of the person who will print the check.  
Click the **Record** button.  
Click the **Send Checks** button to send your check for approval.

(Note: The check recipient will need 'Versa' brand check paper & ink/toner to print the check)



# How to **PRINT** from VersaCheck®

Click on the **Write Checks** button. Select your checking account from the drop-down menu in the upper left-hand corner. Simply fill out the fields of the check, then click **Record**. Click **+New Check** for each additional check. Your check will be placed in the register. To print checks, click on **Print** from the **File** menu.



# How to create **CHECK DRAFTS**

Accept checks instantly by phone, fax or email using the 'Draft' feature. Click on the **Address Book** button and click on **New**. This will launch the Payee/Payor Setup window. Complete all entries on the General and Financial tabs and click **OK**. To create and print the check draft, click on **Business** from the main tool bar and select **Collect Checks/Drafts**. Select the payor from the drop-down Payor list, enter the check amount and click on **Record**. To print drafts, simply print from the **File, Print Checks** menu and use the **Check Drafts** tab.



To set up the 'Draft' feature you will need:

- An Approved Merchant Partner (AMP) plan from gValidate.com
- Payor accounts validated by gValidate.com

(Feature available in Gold, Platinum, Enterprise and Pro versions only)

# How to **EMAIL CHECKS**

Send, Receive, and Process checks via **EMAIL**.



Click on the **Receive E-mail Checks** icon

To **RECEIVE** email checks - click the **Request Checks** button to request a check from a payor. Once the payor has sent the check, click the **Get Checks** button to display & print their check.

To **SEND** email checks - click on the **Write Checks** button. Fill out the check and choose the **To be e-mailed** button, then click **Record**. Click on the **Send Checks** button to send your check.

# How to **ORDER SUPPLIES**

1 (303) 532-4738 | [versacheck.com](http://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™



# How to **REGISTER**

Register online instantly & conveniently:

1. Open VersaCheck®
2. Click **Help|VersaCheck (Version) Registration**
3. Follow on-screen instructions

# How to **CONTACT**

**VersaCheck.com**

SALES: 303-532-4738 sales@versacheck.com

SUPPORT: 303-532-4738 versacheck.com/web/support

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