

VersaCheck® Presto

Quick Start Guide

STEP 1 INSTALL VersaCheck®

IF YOU ARE A CURRENT VERSACHECK USER, PLEASE SKIP STEP 1. THERE IS NO NEED TO INSTALL THIS SOFTWARE. SIMPLY ENTER THE VALIDATION CODE(S) INCLUDED WITH THIS PACKAGE (see STEP 2 of this guide to enter your Validation Codes).

INSTALL from a VersaCheck® Presto CD:

1. Insert VersaCheck® Presto CD into your CD/DVD drive
2. If AutoRun does not begin, double click the **Setup.exe** file from the VersaCheck® Presto installation folder. **Windows 7 & Vista** users be sure to right-click **Setup.exe** and select 'Run as administrator'.

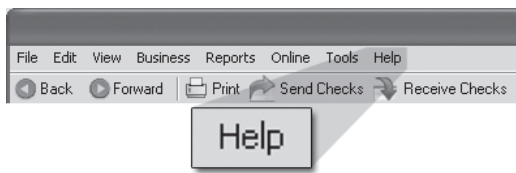
If your product did NOT include a VersaCheck® Presto CD please follow the instructions below to download the software.

INSTALL from a VersaCheck® Presto DOWNLOAD:

1. Go to this website: www.versacheck.com/presto
2. Use the following promo code: **VCPR**
3. Follow the checkout process (this download is free)
4. Download and install the software

User's MANUAL

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



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

STEP 2

VALIDATION

1st TIME VersaCheck® Users

Once the installation has completed, the Getting Started wizard will open automatically. The Getting Started wizard will prompt you to enter a VersaCheck® Paper Validation Code and/or a Versalnk™/VersaToner™ Validation Code.

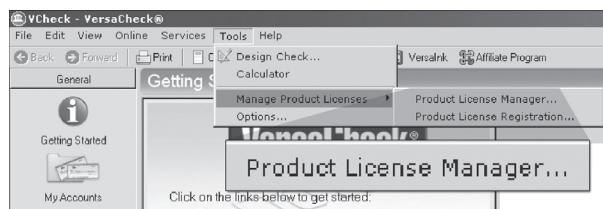


Validation codes are located on the **Validation Certificate(s)** enclosed with this package.

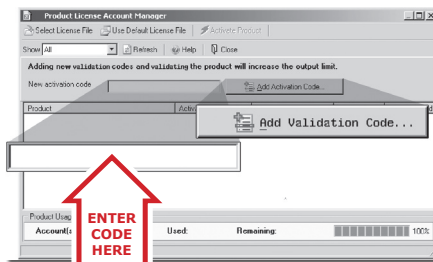
Next you will be prompted to Register the software. Click the Finish button when done. You may be prompted to restart your computer.

CURRENT VersaCheck® Users

1. From the **VersaCheck®** toolbar in the top, left corner of the screen, click **Tools, Manage Product Licenses** then click **Product License Manager**. That will open the **VersaCheck® Account Manager** window.



2. Enter the Validation Code, click **Add Validation Code** and follow the wizard. Follow the same process if you have multiple codes. Click **Close** when done.



Validation codes are located on the **Validation Certificate(s)** enclosed with this package.

STEP 3 Account & Check SETUP

1. Open VersaCheck® using the desktop icon.

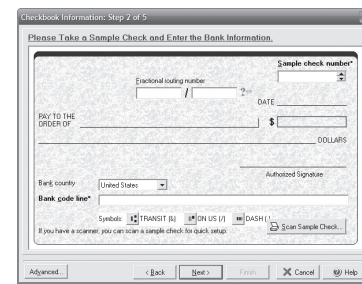
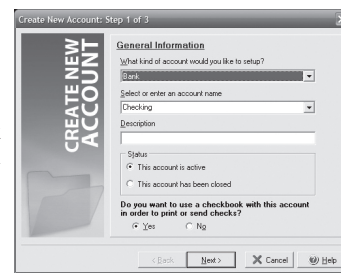
Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.



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:

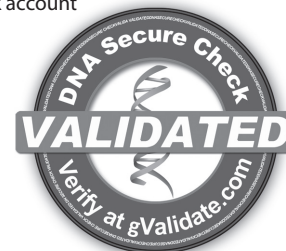
Follow the 6-step Checkbook Information wizard. This will allow you to name the account, enter MICR line and enter bank information. Click on the **Help** button for detailed instructions.

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.



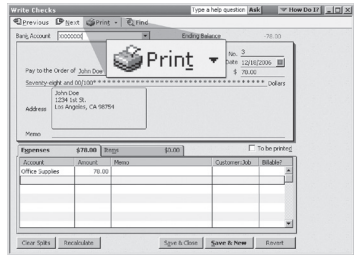
AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION

STEP 4 How to PRINT CHECKS

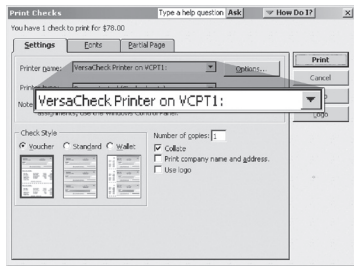
Printing from QuickBooks® and other accounting software

Note: The example below demonstrates printing a check through QuickBooks®, Quicken®, Microsoft® Money and other software packages will follow the same process.

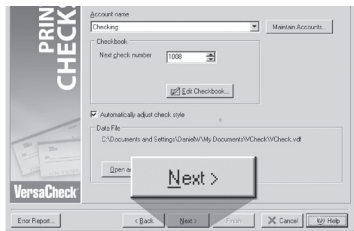
1. Create a check in your financial software. Click **Print** when check is completed.



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**.

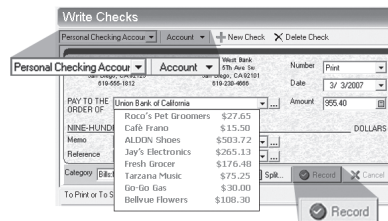


4. Confirm print options, click **Printer Setup** and select the printer that will be used to print the check (different than Step 2). Click **Print**.



Printing from VersaCheck®

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



email Checks

Send, Receive and Process Internet Check Payments

To **RECEIVE** email checks: Click on **Receive Checks**, then click **Request Checks**.

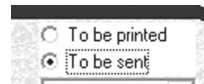
Once payer check has been sent, open VersaCheck® and click the **Receive Checks** button.



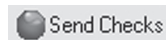
Check will be displayed for you to print.

To **SEND** email checks:

Follow the "Printing from VersaCheck®" instructions above to **Write & Record** a check. Be sure to click on the **To be sent** choice at the upper right of the check form.



Next, click the **Send Checks** button.



Check will be displayed for you to send to recipient email address.

Note: Printing of email checks requires use of VersaCheck® paper & VersaInk™ MICR ink supplies.

How to ORDER SUPPLIES

1 (303) 532-4738 | 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

621 17th Street, Denver CO 80293
P: 303-532-4738 F: 303-532-4406 www.versacheck.com