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*The Key To Automated Check Security*

## Capturing a PRN File from Windows 2000 or XP

**NOTE:** The PRN file is to be captured at the computer from which your checks will be printed. If any of the printer driver properties are "grayed out", the properties must be changed at the System Administrator Level.

1. At the desk top, click the **START** button, then left click on **SETTINGS**, then left click on **PRINTERS**.
2. Next right click on the **ICON** for the **PRINTER DRIVER** the check printing application uses and a **FILE MENU** will appear. Next left click on **PROPERTIES**.
3. Next click on the **ADVANCED** tab. *Check that your printer driver is compatible with Wycom . (Any HP series PCL printer driver is compatible ie. 4000 series PCL or 8000 series PCL). PCL 6 and PS (Postscript) printer drivers are NOT compatible. If your driver is not compatible, select New Driver. The Printer Driver Wizard will prompt you on installing a new driver.*
4. Next click the **PORTS** tab.
5. Write down the Port and Description that are currently selected. When you have completed capturing the .prn file, you will need to put the port selection back to the original setting.
6. Scroll down the port list and click on the box next to "**FILE:** print to file."
7. Next check that bidirectional support is disabled. If the box next to Enable Bidirectional Support is unchecked, proceed to the next step. If the box next to **Enable Bidirectional Support** is checked, uncheck the box to disable it. Left click on Apply and then OK to close.
8. Next go to your accounting software application from which you print checks. Send a THREE check print job with varying amounts. If you print STUB OVERRUN checks, make sure one of the three checks is a sample of a stub overrun.
  - A. If you are ordering a **standard license** (using pre-printed check stock)—capture three checks with all the digits 0-9, the comma and period in the amount field
  - B. If you are ordering a **MICR license** (using blank check stock) – capture three checks with all the digits 0-9, the comma and period in the amount field **AND** capture three checks with all the digits 0-9 in the check number. If you cannot change the check numbers, run 10 checks to capture all the digits.

9. After the print job is sent, an Output File Name window opens. Type in a recognizable filename like payroll.prn or ap.prn. The file can be saved to a diskette or on your computer. In the "Save as type:" box, select Printer Files.
10. Repeat steps 8 and 9 for each application you want programmed (ie Accounts Payable, Payroll, etc.)
11. Once you have completed capturing your PRN files for each application, go back to step 5 and change your printer port back to the original setting..
12. Finally, submit your .prn files to Wycom for evaluation. Either mail a diskette with your captured files saved on it or e-mail the file as an attachment to [orders@wycomsystems.com](mailto:orders@wycomsystems.com).

**Send the .prn file as an attachment and do not open the file inside the body of the e-mail.**

**Include with the .prn file Your Company Name, Contact Person, Phone Number, Computer Operating System, Software Name, Printer Make and Model, and Printer Driver Name**

**If you have any questions or need assistance, please call 800-869-0236.**

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