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The Key To Automated Check Security

Capturing a PRN File from Windows 95 or 98

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 click on **PROPERTIES**.
3. Next click on the **DETAILS** tab.
4. **"PRINT USING THE FOLLOWING DRIVER"** box. *Check that your printer driver is compatible with Wycom . (Any HP 5 or lower printer driver is compatible ie. HP LJ4+ or HP LJ5). 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.*
5. **"PRINT TO THE FOLLOWING PORT"** box. Write down the port that is 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 the port list and select **FILE: Creates a file on disk**. Click OK.
7. Next click on the **SPOOL SETTINGS** button. Check that bidirectional support is disabled. If **Disable bidirectional support for this printer** is selected, proceed to the next step. If **Enable Bidirectional Support** for this printer is selected, select disable bidirectional support and then OK to close. Select 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 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.

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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