

TELE CHECK

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SETTING UP TELE CHECK

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GETTING STARTED

Password

First you will need to assign a password to access Tele Check. If you choose not to have one you can bypass this step.

On the menu bar click on SETUP and then PASSWORD. Enter a password, you can not use an empty password; you must have at least one character as a password. If you should decide in the future to turn off this feature enter the word NO in capital letters. You can change it at any time.

Once you have entered a password, you will need it to change the password and to enter the program. To enter a password you must enter it exactly as you set it up. If you set it up as "georGe", then you must enter it at the security check points as "georGe" using the small letters and the capital G.

SETTING UP MY CHECK

On the menu bar of TELE CHECK you will find references to My Check, these apply to writing your own checks and searching for information about the check you have written.

SETUP:

To start using this feature you must first setup your check. To do this click on SETUP in the menu bar then on SETUP MY CHECK. Now enter all the information from your check into the boxes on the bottom of the screen. be sure to enter the information exactly as it appear on your check.

When entering your route number, you will see on the bottom of your check a nine digit number starting and ending with A enter those numbers in the route box. The account number can be any number of digits ending with C enter those numbers in the account box. Then your check number (Tele Check will remember this number and start with this number) in the check number box. Then enter the bank branch number in the branch box. The branch number is 1 to 3 digits long and usually next to a series of small numbers in the upper right corner or next to the bank name in the bottom left corner. If you are unsure of what numbers are where you can enter a number in a box and click

display. Last enter the country code in the small box in the bottom right window. This number is usually 1.

When you are done click **SETUP** and then **SAVE SETUP**. To change any entry, at any time, simply Click **SETUP** then change the information and click **SAVE SETUP**. You can change it at any time.

Next click on **SETUP** then on **SETUP BALANCE** then enter your balance in the new window and click **OK**. You can change it at any time.

ASSIGN SIGNATURE

To setup a signature click on **SETUP** and the **ASSIGN SIGNATURE** a window will appear and you can enter any text your like. Or you may wish to use a preprinted signature. To enter a preprinted signature enter the letters **BMP** in capital letters. You will need to have a scanned bitmap made. It should then be placed in the Tele Check directory and renamed to **Sign.bmp**. You can change it at any time. If you need to have a bitmap made of your signature we will supply you with one for a small fee of \$15.00. Contact Easy Desk Software. You must place this file (**Sign.bmp**) in the Tele Check directory, replacing the sample.

ASSIGN PAYEE

To setup the payee click on **SETUP** and then **ASSIGN PAYEE** and in the new window enter the name of your company or your name. You can change it at any time.

PRINTING A CHECK

There are two different checks to print, one with a stub and one without a stub.

Stub checks have a 1 or 2 stubs and 1 check for each sheet. While the checks without stubs have 3 checks per sheet. When printing with a stub select **PRINT WITH STUB**. If you are not using a stub select **PRINT**. Tele Check is setup to print a variety of check sizes; they must be on 8.5 X 11.0 paper and 3 entries per sheet. See Adjusting magnetic numbers.

ADJUSTING MAGNETIC NUMBERS

To move the magnet numbers at the bottom of your printed check click on **SETUP** then **PRINT STUB** or **PRINT NO STUB**. The default setting will be displayed. To lower the strip of numbers (to print lower on the check) raise the number, change the number a small amount at a time. i.e. change 40 to 37 and try printing a check.

ORDERING CHECKS

You can order blank check from most business supply houses or from us visit our check ordering Web Site http://members.aol.com/qikneasy/check_or.htm or E-mail qikneasy@aol.com.

You may also order blank checks from our supplier at a Toll Free number by clicking on **HELP** and **ORDERING CHECKS**.
