



Exigo Check Printer Module Setup

v3.0

How to Print Commission Checks Using the Exigo Printer Module

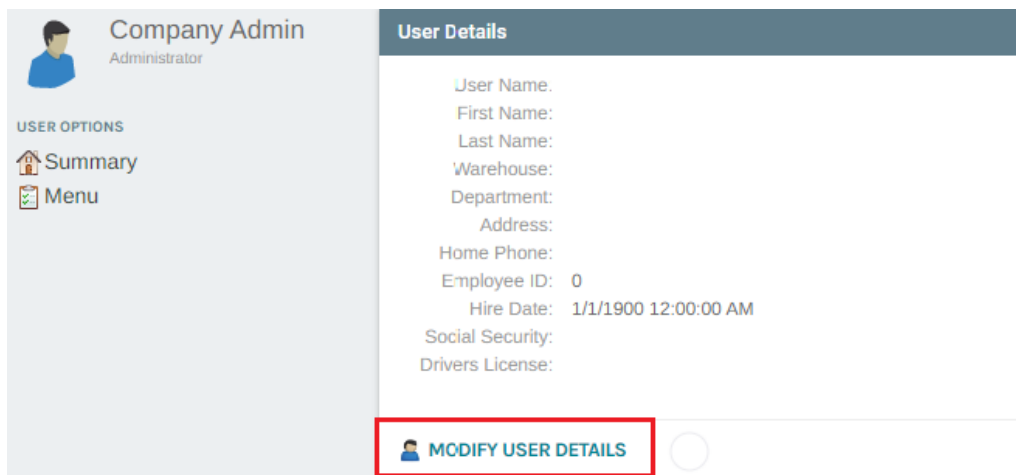
To use this module, you will need to:

- Setup your user account
- Configure the check settings
- Install the module on the local workstation to be used to print checks

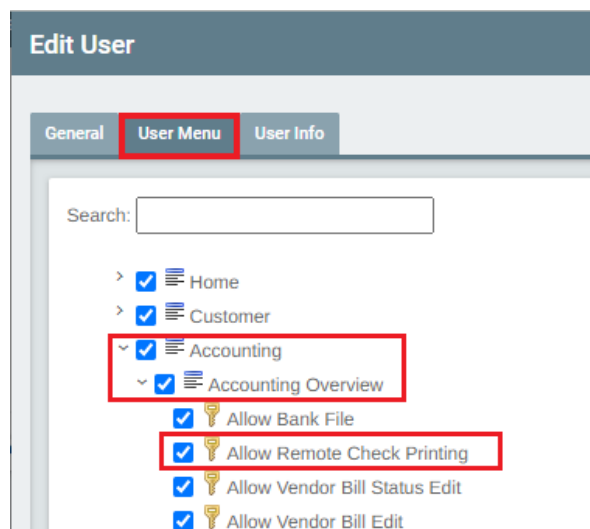
SETTING UP USER PERMISSIONS

Go to **Administration>>Users** and edit your account or the account of the User that will be printing checks.

- Search for the user that will be printing checks and open the user.
- Click MODIFY USER DETAILS



- From the **User Menu** tab, expand **Accounting>>Accounting Overview** and then **enable** the permission for “Allow Remote Check Printing”.



CONFIGURING CHECK SETTINGS

Go to **Administration>>Settings** and from the upper right tool bar, click on **Accounting Settings**.

To change the format style to be used:

- Go to **Check Templates** in the bottom left column and **click on the bank account** to be used.
- When the **Edit Info popup** appears, select the **Check Template style** from the drop down. You may use the margin fields to modify the offset of the information for alignment purposes.

Depending upon the format you are using, there may be additional settings for bank information and signature that gets printed on the check.

If you are using a format that is using blank check stock, then you will want to select a style format that prints the bank information, the routing number and the account number. These will require the use of the **MICR font** which can be downloaded from <http://www.exigo.com/Downloads>. We strongly suggest you **use a MICR Toner for your printer**, as this will make reading of the checks easier for your bank.

To configure bank information:

- Go to the **Bank Account section** in the left column of **Accounting Settings** and **click on the Bank Account that you will use**.
- When the **Edit Bank Details popup** appears, you can enter Bank information on the **Contact tab**. You can use the **Account tab** to enter the routing, account, and bank code information. This is where you can upload the signature file in .jpg, .gif or .bmp format.

HOW TO INSTALL THE CHECK PRINTING MODULE

- Go to www.exigo.com/downloads and then click on the **Download button for Exigo Payout**.
- The **Exigo Smart Client Setup** install screen will appear.
- Click on the **Install** button. You will see a file download popup appear, **click on Run**. The install shield wizard will then download and install the application and you can click on Next through the series of questions from the wizard.

Please make sure you have administrator rights on your machine, or you have set admin permission on the Exigo folder in your Program Files should the install not complete successfully.

Once the program is installed on your machine, you can now access the program by going to your **Start menu** and search for **'ExigoPayout'**.

You will need to access the program by entering the same login information you use to access your Exigo administration account.