VersaCheck®

Platinum 2007

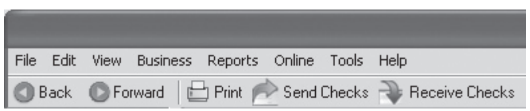
Software Quick Start

Installing VersaCheck Software:

1. Disable any virus protection software on your computer; restart your computer if necessary.
2. Windows 98 and Windows ME users: G7 recommends that you update your operating system files before installing VersaCheck. Go to: http://v4.windowsupdate.microsoft.com/en/default.asp and click on 'Scan for Updates.' Download all files recommended by Microsoft® and restart your computer.
3. Insert the CD into your CD-Rom drive and follow the steps of the installation wizard. If the install wizard does not open automatically, select Run from the Windows Start menu and type: D:\autorun.exe, if D is your CD-ROM drive.
4. After installation, click the "VersaCheck" icon to launch your program.

User's Manual

VersaCheck contains "Quick Training Courses". The VersaCheck User's Manual is in electronic format and is found in the **Help** files on the main tool bar.

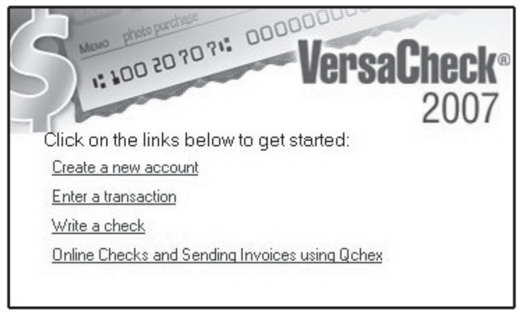


Click on **Help**, **Contents**, then select a topic of interest. Additionally, obtain instructions for a specific feature by clicking on **Help** then **Current Window**; by clicking on the Help button located throughout the program; or by pressing the F1 key.

Getting Started:

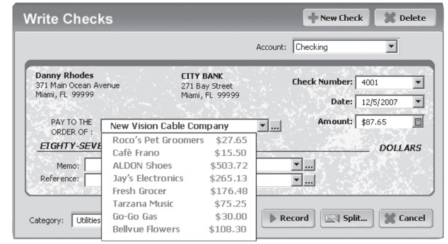
STEP 1: Have an existing pre-printed blank check from your bank with your bank information and (at the bottom of the check) MICR line.

STEP 2: Set up an account and checkbook.
You must first set up an account to write and print checks. From the Getting Started screen, click on **Create a new account**. This will launch a 3-step new account wizard. Complete all entries and click on "**Finish**." Answer "**Yes**" when prompted with "Would you like to edit the checkbook of this account?" This will launch a 5-step Checkbook Information wizard. Click on the **Help** button for detailed instructions.



STEP 3: Write, print or send checks by email.
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. Before recording a transaction, select "**Send**" or "**Print**" from the check number field to designate whether you would like to print locally or deliver checks online. Click on **Record** and your check will be placed in the register. To print checks, checkbook covers and deposit slips, click on **Print** from the **File** menu. Click **Send Checks** to have checks sent for you by U.S. mail or electronically using **iVersaCheck.com.**

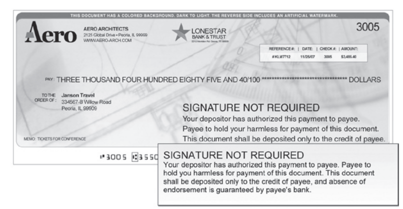
Step 3 continued...



Highlights of Other Features:

Working with your accounting software: Print compatible pre-printed checks from VersaCheck's built-in templates which replace costly pre-printed check styles available through mail order suppliers. Import records from your financial software or print filled-out checks directly through Active Check Server™, VersaCheck's powerful virtual print engine for Quicken®, QuickBooks® and Money. Use the print feature within your accounting program to print checks.

Create check drafts and schedule payments: Your customers can conveniently pay you by check! Click on the **Address Book** button and click on **New**. This will launch the Payee/Payor Setup window. Complete all entries on the General and Financial tabs and click **OK**. To create and print the check draft, click on **Business** from the main tool bar and select **Collect Checks/Drafts**. Select the payor from the drop-down Payor list, enter the check amount and click on **Record**. Print from the **File, Print Checks** menu. Click on the **Transactions** button, select **New** and choose **Check Draft** to schedule and automate future or recurring check drafts.



Platinum 2007 Continued...

Set up your own payee list: VersaCheck allows you to track all of your payees in a simple-to-use list. Click on the **Address Book** button, click on **New** and enter the payee's contact information. Classify your payees as business, family, friends, or create your own categories.

VersaCheck EZ SCAN™ - Set up your accounts in a snap! Select an account to edit. Click on Edit Checkbook in My Accounts. Click Next. Click Scan Sample Check.
STEP 1: Select scanner in the drop-down menu. Click on Next.
STEP 2: Click check box to view scanned check image. Click Next.
STEP 3: View sample image. Click Next.
STEP 4: Compare bank code lines to ensure characters and numbers match exactly.

Best Scanning Results: Use your scanner software to crop the scanned image to include only the check face.

ACS™ ACTIVE CHECK SERVER

VersaCheck Active Check Server™:
Supports unlimited simultaneous users! Active Check Server™ uses a client/server model to centralize account information and activity so that multiple users can simultaneously access and utilize the same data.
STEP 1: The Administrator installs Active Check Server™ onto the server machine.
STEP 2: The Administrator installs VersaCheck and Active Check Client™ programs on each users machine.

Refer to the help files in these programs for complete installation and user instructions.

Check Designer Pro™: Unlimited check design capabilities! Fully customize existing templates or create check templates from scratch! Add and edit logos, shapes, lines, text (font styles and sizes) and tables. This feature can be accessed from step 5 of 5 in the Edit Checkbook feature. Additional instructions can be located in the Help files.

Generate Invoices and Estimates: Add company logos and contact data to invoices by selecting **Company Information** from the **Business** menu on the main tool bar. To create an invoice, first set up your invoice account from the My Accounts screen, click on the **New** button and select Invoicing as the account type. Double click on the Invoice account and click on the **New** button in the transaction register. Create an estimate by selecting **New Estimate** from the **Business** menu. From the Estimate List selection in the **Business** menu, estimates can be quickly converted to invoices by clicking on the **Convert to Invoice** button. Customer payments can be easily tracked by selecting the **Customer Payment** option in the **Business** menu.

Create Reports and Graphs: Click on **Reports** from the Menu Bar at the top of the screen, then select **Reports and Graphs** from the drop-down menu. Choose the type of report to generate. VersaCheck creates bar and pie charts corresponding with your data.

Business Cards, badges and labels:
Easily design your own business cards, labels, and security/ID badges from scratch! Choose from over 5,000 graphics, fonts and templates. This software supports all G7 labels/business card stock and most Avery formats. Includes many popular barcodes.

Accept Credit Cards in Real Time!: Click on the Credit Card Terminal icon on the left-hand side of the screen and enter your customer's credit card information. A message will pop-up and let you know whether or not the transaction was approved. This feature requires accounts with a gateway and credit card merchant provider.

VersaCheck®

Send, Receive, and Process Payments on the Internet: Click on the **VersaCheck Online** icon, and follow the steps to take advantage of VersaCheck features and more – all online!

FREE CUSTOMER SUPPORT

By phone: 1-800-303-2620

Online: http://support.g7ps.com

REGISTER ONLINE INSTANTLY & CONVENIENTLY!

During software installation, you will be prompted to enter your registration information. Fill out the registration screens and register by selecting the "**Internet**" registration check box at the end of the session.

You may also register online by visiting:
www.g7ps.com/register

To register by mail select the "**mail**" registration check box and print out a completed registration form at your desktop, or send in a 3x5 card with your name, address, email address, phone/fax number, your product serial number and software version.

Mail to: Product Registration
P.O. Box 270459, San Diego, CA 92198

G7 Productivity Systems
P.O. Box 270459
San Diego, CA 92198
Tel: (858) 675-1095
Fax: (858) 675-0579
Email: sales@g7ps.com
www.versacheck.com
www.Recycle 4 Dollars.com

SmartInvoice™
& Estimates 8.0

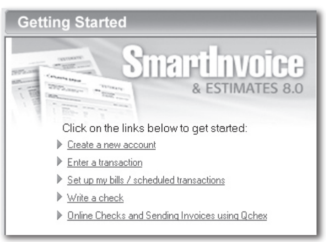
Software Quick Start

> See the tutorial in the help file for step-by-step instructions on setting up accounts, contacts and inventory lists and how to get started creating invoices

Install VersaCheck SmartInvoice
Disable any virus protection software on your computer and restart your system if necessary. Insert the VersaCheck Smart-Invoice CD into the CD-ROM drive. (If the install wizard does not open automatically, select Run from the Start menu and type D:\setup.exe, or applicable drive letter) Follow the steps of the install wizard.

Start Your Program
Click on the "SmartInvoice 8.0" icon to open your program.

Set Up an Account
First set up one or more accounts from which you can create invoices and to make payments, deposits, or transfers. Select "Create a New Account" from the Getting Started screen and select Bank, Cash, Credit Card, Invoicing, Money Market, Other Asset, Other Liability, or Sales Tax as the type and complete the simple two-step account wizard.



Getting Started Screen
The *Getting Started* screen gives you a quick overview of some of the main features of VersaCheck SmartInvoice, including:
- **My Favorite Accounts:** Allows you to view current balances on your most used accounts.
- **Quick Links:** A short list of links to some of the most commonly used features in SmartInvoice.
- **Scheduled Transactions:** An overview of your transaction schedule for payments, deposits, etc.

The main Navigation Panel that appears on the left-hand side of the screen has two menus, General and Business, that allow you to quickly navigate throughout SmartInvoice's many features.

Generate Invoices, Estimates, Purchases Orders & Statements
VersaCheck SmartInvoice lets you quickly create and manage invoices, estimates and purchase orders, and allows you to send them online with quick payment options for your customers. Track customer payment histories and manage inventory against vendor's bills.

Create a new account from the My Accounts screen and select Invoicing as the account type. Double click on the Invoice account to open the transaction register for the new account. You can create a new invoice by clicking the New button or by selecting New Invoice from the Business menu. Once you have created an estimate, you can quickly convert it to an invoice by clicking on the Convert to Invoice button. Customer payments can be tracked easily by selecting the Customer Payment option in the Business menu.

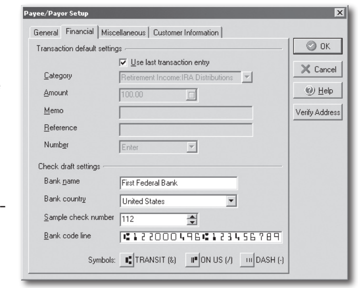
Create a purchase order by selecting New Purchase Order from the Business menu. Selecting Vendor's Bills from the Business Menu will allow you to track payment on bills and purchase orders, as well as tracking inventory on hand when shipments are received.

You can quickly and easily print out a statement to send to customers based on any of the invoices you create. From the File menu select Print > Customer Statements... to open the Print Customer Statements wizard. Select whether to print a particular customer's statement, all unpaid statements, or overdue statements. Choose the template to use for printing the statement or edit your own and then preview and print.

Receive Payments by Online Check


VersaCheck SmartInvoice lets you choose between printing, emailing or uploading invoices that you create. For invoices you upload or email you can choose to direct customers to pay you by integrated online check delivery service, Qchex.com. From the Invoice dialog box click Upload or Send and then choose the Payment Methods tab. Include links to your online check service account, or link to PayPal for customer payment. The invoice will arrive with links that take the customer directly to your account for making the payment.

Seamlessly Integrates with Quicken®, QuickBooks®, Money and Others!
Export or import files following the instructions from your accounting program's user guide. From the File menu in SmartInvoice select Import and click on Invoices, then select the file type to import. Enter the name or location of the file in the dialog box. Choose the source you would like the file associated with and what dates to filter. Select which account to import the invoice to and which sales tax account to use. Choose a form template from the drop-down menu and click Finish.

Create Check Drafts & Schedule Payments


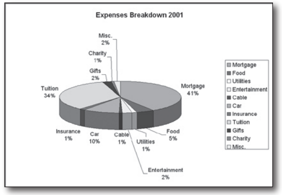
Receive and print check payments in seconds! Click on Address Book, click New and select the Financial tab. Enter the payor's check account information at the bottom of the dialog box. To create and print the check draft click on the Check Collection icon on the left-hand menu bar under Business. Select the payor from the drop-down Payor list, then complete the date and amount check fields and click on Print. The check is ready for deposit! You can easily schedule and automate future or recurring check drafts by opening the Scheduled Transactions dialog and selecting Check Draft.

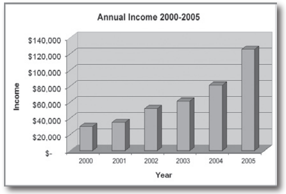
Set Up Your Address Book
VersaCheck SmartInvoice allows you to track all of your customers and vendors in a simple-to-use list. From the Address Book screen click the New icon and enter the contact information. Classify your contacts as bills, business, family, friends, or create your own categories.

Schedule Future Bills & Transactions
Click the New icon to set up the type of future transaction, which account it relates to, amounts, splits, and whether the transaction is a one-time action or will be recurring on a schedule.

Create Reports & Graphs
Click on Reports from the Menu Bar at the top of the screen, then select Reports and Graphs from the drop-down menu. Choose the type of report to generate. SmartInvoice creates bar and pie charts corresponding with your data.

Create Reports & Graphs continued...





Register Instantly & Conveniently

During installation of the program you will be prompted to enter your registration information. Fill out the registration screens and register instantly by selecting the “Internet” registration check box at the end of the session. Alternatively, you may select the “Mail” check box and print out a completed registration form at your desktop. Fold the form and mail it to G7 using the enclosed return envelope.

You may also register online by visiting www.g7ps.com/register, or send in a 3x5 card with your name, address, e-mail address, phone/fax number and your product serial number and version.

Mail to:

Product Registration, PO Box 270459, San Diego, CA 92198

Technical Support: http://support.g7ps.com

G7 Productivity Systems

P.O. Box 270459
San Diego, CA 92198
Tel: (858) 675-1095
Fax: (858) 675-0579
Email: sales@g7ps.com

www.versacheck.com

Software License Agreement:

By opening the accompanying package containing the G7 Productivity Systems, Inc. and/or TPDP (defined below) (“G7”) software product in object code form (the “Software” or “Program”), you will acquire a license to use the Software and materials in accordance with the terms and any updates or maintenance releases thereto, and subject to the restrictions, contained in this license.

BEFORE OPENING THE PACKAGE CONTAINING THE SOFTWARE, PLEASE CAREFULLY READ THIS LICENSE AGREEMENT, WHICH CONTAINS THE TERMS AND CONDITIONS UNDER WHICH YOU ARE ACQUIRING A LICENSE TO USE THE SOFTWARE. IF YOU DO NOT ACCEPT THE TERMS AND CONDITIONS OF THE LICENSE AGREEMENT, PLEASE RETURN THE SOFTWARE AND PACKAGING AND ALL OTHER MATERIALS PROMPTLY TO THE PLACE OF PURCHASE FOR A FULL REFUND OF THE LICENSE FEE PAID FOR IT. IF YOU OPEN THIS PACKAGE, YOU WILL BE ACQUIRING A LICENSE TO USE THE SOFTWARE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THIS LICENSE, AND YOU WILL HAVE ACCEPTED AND AGREED TO THESE TERMS AND CONDITIONS.

1. License

In consideration of the payment of the license fee, which is part of the price you paid for this program, G7 is authorized to grant to you a non-exclusive license to use and display this copy of the Program and the enclosed materials, subject to the following terms and conditions: The copyright and all other right, title and interest in the Program and materials shall at all times remain with G7 or its authorized third party technology development partners (collectively, “TPDP”). Physical copies of the Program remain the property of G7 and such copies are deemed to be on loan during the term of this Agreement. You must fully reproduce any copyright or other notice marked on any part of the Program on all copies and must not alter or remove any such copyright or other notice on the original copy of the Program. G7 and its TPDPs reserve all rights not expressly granted to you.

2. Permitted Uses

You may:
(a) use the Program on any single computer at a single location.
(b) make one copy of the Program in machine-readable form, for backup purposes only.
(c) Transfer your right to use the Program to a third party, provided you assign all your rights under this Agreement, cease all use of the Program and notify us of the name and address of the other party, and the other party agrees to accept the terms and conditions of this agreement.

You may not:
(i) sublease, lease, sell, distribute, rent or grant other rights to the Program;
(ii) provide use of the Program in a computer service business, network, time-sharing, interactive cable television, multiple-CPU or multiple-user arrangement to users who are not individually licensed by G7;
(iii) make copies of any materials provided, except as provided in Section 2 above;
(iv) sell forms or other materials generated in conjunction with the Program to third parties(please contact G7 directly if you wish to be licensed to create a forms based business solution for your customers using G7 software);
(v) translate, reverse-engineer, decompile or disassemble any part of the Program; or(vi) modify or adapt, or create derivative works based on, any part of the Program.

3. Registered User

Upon receipt by G7 Registration by U.S. mail, signed by you, or after completion and submission of the online registration form at http://www.G7ps.com/register, you will be registered as a user of the Program. Registered users are entitled to the applicable G7 online support plan from the date they registered the software.

4. Limited Warranty

For a period of 30 days from the date you acquired your copy of the Program, G7 warrants that: the Compact Disks (“CD’s”) are not defective, and the Program is properly recorded on them.

YOUR SOLE REMEDY UNDER THIS LIMITED WARRANTY IS TO RETURN, WITHIN THE WARRANTY PERIOD, THE DEFECTIVE CD FOR REPLACEMENT. THIS LIMITED WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESS OR IMPLIED, WRITTEN OR ORAL, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABLE QUALITY, MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE AND THOSE ARISING BY STATUTE OR FROM A COURSE OF DEALING OR USAGE OF TRADE. G7 PRODUCTIVITY SYSTEMS DOES NOT WARRANT THAT THE PROGRAM WILL BE ERROR-FREE OR THAT ITS OPERATION WILL BE UNINTERRUPTED. EXCEPT AS PROVIDED ABOVE, THIS SOFTWARE AND ANY RELATED SERVICES ARE PROVIDED “AS-IS”, AND TO THE MAXIMUM EXTENT PERMITTED BY APPLICABLE LAW, G7 DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, REGARDING THIS SOFTWARE, DISK(S), RELATED MATERIALS AND ANY SERVICES, INCLUDING THEIR FITNESS FOR A PARTICULAR PURPOSE, THEIR QUALITY, THEIR MERCHANTABILITY, OR THEIR NON-INFRINGEMENT. G7 DOES NOT WARRANT THAT THE SOFTWARE IS FREE FROM BUGS, VIRUSES, ERRORS, OR OTHER PROGRAM LIMITATIONS, NOR DOES G7 WARRANT ACCESS TO THE INTERNET OR ANY OTHER SERVICE THROUGH THE SOFTWARE. THE WARRANTIES IN THIS AGREEMENT GIVE YOU SPECIFIC LEGAL RIGHTS. YOU MAY HAVE OTHER RIGHTS, WHICH VARY FROM JURISDICTION TO JURISDICTION.

THE ENTIRE RISK AS TO THE RESULTS AND PERFORMANCE OF THE PROGRAM AND USE OF THE MATERIALS IS ASSUMED BY YOU. G7 SHALL NOT HAVE ANY LIABILITY TO YOU OR ANY OTHER PERSON OR ENTITY FROM ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER, INCLUDING BUT NOT LIMITED TO LOSS OF REVENUE OR PROFIT, LOST OR DAMAGED DATA, OR OTHER COMMERCIAL OR ECONOMIC LOSS, EVEN IF G7 HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; NOR SHALL G7’s AGENTS, REPRESENTATIVES OR THIRD PARTY TECHNOLOGY DEVELOPMENT PARTNERS HAVE SUCH LIABILITY. G7’s MAXIMUM AGGREGATE LIABILITY TO YOU SHALL NOT EXCEED THE LICENSE FEE PAID BY YOU FOR THIS COPY OF THE PROGRAM.

5. Term

The license granted under this agreement shall remain in effect until terminated. You may terminate the license at any time. G7 may terminate the license due to your failure to comply with any of the provisions of this Agreement. Upon termination, you agree to return to G7 all copies of the Program and materials.

6. Government End Users

G7 Software is a “commercial item,” as that term is defined at 48 C.F.R. 2.101 (OCT 1995), consisting of “commercial computer software” and “commercial computer software documentation,” as such terms are used in 48 C.F.R. 12.212 (SEPT 1995). Consistent with 48 C.F.R. 12.212 and 48 C.F.R. 227-7202-1 through 227-7202-4 (JUNE 1995), all U.S. Government End Users acquire the G7 Software (or Licensed Product) with only those rights set forth herein. You acknowledge and agree that the G7 Software is subject to restrictions and controls imposed by the Export Administration Act and the Export Administration Regulations (“the Acts”). You agree and certify that neither the G7 Software nor any direct product thereof is being or will be used for any purpose prohibited by the Acts. You agree and certify that you are not a citizen or permanent resident of the following countries: Cuba, Iran, Iraq, North Korea, Libya, Sudan, Afghanistan or Syria.

7. Online Services

Qchex.com, USAplaza.com, G7PS.com and any other online services available through the Internet and accessible via selected G7 products (“Online Services”) are provided by G7. Financial services are provided by your financial institution or other third party, and not G7. In some versions of the G7 Software, access to Online Services can be through the optional use of a user name/password key pair (the “KEY”). Keys are kept under high security, but factors such as well-chosen password, physical security for your computer and proper safeguards when you use a network or the Internet are all important. Because most of these factors are beyond G7’s control, you agree that G7 is not liable for safeguarding your KEY data. You agree not to hold G7 liable for any loss or damage of any sort incurred as a result of any such dealings with any services provided by your financial institution or other third party. All Online Services are subject to change. The limitations of damages set forth above are fundamental elements of the basis of the bargain between G7 and you. G7 would not be able to have provided this product or services without such limitations.

8. Governing Law

This agreement shall be governed by and construed in accordance with the laws of the state of California, San Diego County.

9. Severability

If any provision of this Agreement is found to be invalid or unenforceable, such provision shall be severed from this Agreement and the remaining provisions shall remain in full force and effect.

10. Product Information

You agree that the preferred method of communication between you and G7 is via email, and G7 has the right to communicate up-to-date information, update notices and offerings, that are relevant for you as a G7 customer. You may elect to change your method of communication with G7 at any time, by contacting G7 .