

9.2.2.1 WYCOM UNIT Manual Check User Interface

Generating a manual check with the WYCOM UNIT is quite simple for a user. At the factory, Wycom will pre-program all field locations, so unit is custom configured to the needs of the end user.

To activate manual programming for a programmed position:

1. Ensure that a keyboard is connected, and that the WYCOM UNIT is turned on
2. Switch the EXECUTIVE key to the KEYBOARD position
3. Select option "K Keyboard Checks"
4. Select option "M Manual Check". A screen similar to the following will appear:

```
MANUAL CHECKS
[1-8] : Create Manual Check
R      : Manual Check Report
Enter Option [ESC to exit]:
```

5. Select option 1 through 8 to begin to create a manual check. Alternatively, select option "R" to generate a manual check report.

9.2.2.1.1 WYCOM UNIT Manual Check User Interface

The WYCOM UNIT uses the following keys to navigate through the screens:

PGUP	Go to the previous screen. PGUP will not go before screen #1.
PGDN	Go to the next screen. PGDN will stop at the last screen and prompt "PRINT Y/N"
UP ARROW	To move to the previous field on the screen.
DOWN ARROW	To move to the next field on the screen.
<ENTER>	To complete entry of data and move to the next field.

9.2.2.1.2 WYCOM UNIT Manual Data Entry

Screen #1 is the first of two screens specifying the payee name and address. Any field may be left blank. However, the Payee name should always be specified.

Screen #1

```
Date : 10-21-1998  Check No: 1
Payee: John Doe
Add 1: 1234 Anyplace Way
Add 2:
```

Screen #2

```
Add 3:
City : Santa Clara
State: CA
Zip  : 95051
```

After the payee name and address information has been entered, you will be prompted with a series of Item Screens. The Item number and the Total are automatically generated. You can enter an amount and a discount amount. The date, reference and description may also be entered on this page. The reference number and description may be entered or left blank. The reference number, for example, could be used to refer to a purchase order number.

Item Screen

```
Item: 1          Date: 01-20-65
Amnt: 11.00     Ref : 12345678901234567
```

Disc: 1.00	Desc: 12345678901234567
Total 10.00	

Item Screen

Item: 2	Date: 01-21-65
Amnt: 12.00	Ref : 12345678901234567
Disc: 2.00	Desc: 12345678901234567
Total 10.00	

When all items have been entered, you should leave the next Item Screen blank. This will prompt the WYCOM UNIT to display the totals screen. The maximum number of items is determined by the printable area of the stub. If the stub is small, few line items can be entered. If the stub is long, many items can be entered. When the maximum number of items is reached, the WYCOM UNIT will automatically go to the Totals Screen.

Item Screen

Item: 3	Date:
Amnt:	Ref :
Disc:	Desc:
Total	

The Totals Screen will appear after the last item has been entered or an item screen has been left blank. The Total will be automatically generated. You may enter a memo on this screen, and may also enter the number of copies to generate.

Totals Screen

Total: 20.00
memo: No Memo
#copy: 1

The Print Screen is the last screen prior to generating a manual check. You MUST answer 'Y' in order for the WYCOM UNIT to generate a manual check. At any time, prior to printing the check, you may page up to previous screens, and modify the information entered.

Print Screen (no network printers). This screen will appear when you have only one printer connected to a parallel port, and you have not purchased any network licensed.

Print Y/N:

Print Screen (network printers). This screen will appear when you have network printer licenses. The "queue" specifies the name of the destination printer. For example, if you have created "raw1" using the Wycom web-based administration interface, then you could enter "raw1". The default "lp" will send the print job to the output parallel port.

Queue : lp
Print Y/N:

After you enter 'Y' to the "Print Y/N" prompt, a manual check will be sent to the laser printer. The WYCOM UNIT will then display screen #1. Note that the date and the check number are automatically generated.

```
Date : 10-21-1998  Check No: 2
Payee:
Add 1:
Add 2:
```

9.2.2.2 WYCOM UNIT Manual Report User Interface

The WYCOM UNIT can print a report of manual check writing to a connected printer.

1. Ensure that a keyboard is connected, and that the WYCOM UNIT is turned on
2. Switch the EXECUTIVE key to the KEYBOARD position
3. Select option "K Keyboard Checks"
4. Select option "M Manual Check". A screen similar to the following will appear:

```
MANUAL CHECKS
[1-8] : Create Manual Check
R      : Manual Check Report
Enter Option [ESC to exit]:
```

5. Select option "R" to generate a manual check report. A screen similar to the following will appear:

```
Manual Report:  Avail  Used  Remain
P - Print      448    2    446
C - Clear
Enter Option:
```

P – Print	When you press the letter "P", the manual report will be printed.
C – Clear	When you press the letter "C", the manual report will be cleared.
Avail	This indicates the total number of manual report entries available.
Used	This indicates the number of used manual report entries.
Remain	This indicates the number of remaining manual report entries.

9.2.2.2.1 Generating a Manual Report

This section explains how to generate a manual report.

1. At the main manual report screen, press the letter “P”.
2. If the following screen appears when you have network printer licenses. ***Otherwise, this screen will not appear***, and the manual report will be issued to the parallel port. The “queue” specifies the name of the destination printer. For example, if you have created “raw1” using the Wycom web-based administration interface, then you could enter “raw1”. The default “lp” will send the print job to the output parallel port. Enter the queue name, and press <ENTER>.

```
Queue      : lp
```

3. A message similar to the following will appear:

```
The printer must be on!  
Continue? (Y/N):
```

4. Confirm the printer is on and is connected, then press the letter “Y”. The manual report will be sent to the printer and a message similar to the following will appear:

```
Print Job Sent  
Press any key to continue
```

5. Press any key on the keyboard to continue.

9.2.2.2.2 Clearing a Manual Report

After each manually generated check is sent to the printer, a description of the check is stored in non-volatile memory in the WYCOM UNIT. Once a manual report is generated, you should clear the memory to create space for new descriptions to be stored. If the manual report memory is never cleared, the WYCOM UNIT memory will become completely full, and the WYCOM UNIT will not maintain a record of newly created checks. The old check descriptions will always be maintained until the manual report is cleared.

To clear the manual report:

1. At the main manual report screen, press the letter “C”. A message similar to the following will appear:

```
THIS WILL CLEAR THE MANUAL REPORT!  
Continue? (Y/N):
```

2. Press the letter ‘Y’ to clear the manual report.

9.2.2.3 Manual Check Page Composition

A manual check consists of:

1. Form, signatures, prefix, MICR numbers and etc. These are the existing on-line features.
2. A WYCOM UNIT data stream emulating the data from a host computer. The data stream consists of:
 - 2.1. The check
 - 2.2. The WYCOM UNIT stub

The WYCOM UNIT will generate a generic stub format. The WYCOM UNIT stub format will NOT be the same as the on-line check stub format. Moreover, the WYCOM UNIT internally generates fonts for the manual check, and the resulting output check will likely differ from an on-line customer check.

When printing, the stub will print where the check does not print. If there are several open areas on a check, the stub will be duplicated in each of the open areas.

9.2.2.4 Manual Mode OFFLINE Signer (KEYBOARD:K,M,<position>,<count>)

Access OFFLINE Signatures using KEYBOARD,K,M, enter the position number assigned to the manual checks. Enter the number of signatures to print. Enter the queue name, then press <ENTER>.

1. Set the executive switch to KEYBOARD.
2. Select option "K Keyboard Checks".
3. Select option "M Manual Checks".
4. The following screen will appear:

```
MANUAL CHECKS
[1-8] : Create Manual Check
R      : Manual Check Report
Enter Option [ESC to exit]:
```

5. Select position number of offline signer, option 1 through 8.
6. Press any key to begin.
7. The following screen will appear:

```
OFFLINE SIGNER
Page Count:
Queue: lp
```

8. Enter number of pages you want signed.
9. The "queue" specifies the name of the destination printer. For example, if you have created "raw1" using the Wycom web-based administration interface, then you would enter "raw1". The default "lp" will send the print job to the output parallel port. Enter the queue name, and press <ENTER>.
10. The specified number of pages will be signed, then the unit will stop printing.

9.2.2.5 Manual Report

The WYCOM UNIT will maintain a record of each check printed for each position. On demand, the WYCOM UNIT will print a report to a laser printer with a list of each check printed, payee, amount, date, and other pertinent information.