Installation of your Check Reader.

The parts included in the Check Reader are the check reader and a “Y” cable.

1. Turn your Computer off before plugging any components up to it.

2. Connect the Check Reader to the “Y” cable with the 13-pin connector.

3. Unplug your keyboard from your computer and plug the keyboard into the short end of the “Y” cable. Plug the long end of the “Y” cable into your computer where your keyboard was plugged in.

Note: The Check Reader will only work with PS2 type connector on the keyboard. It will not work with a USB connector.

4. Restart the computer
Enter Transactions into CLIP

Select the Check Reader icon

Put the check through the check reader face up and the top to the left (There is a picture of this on the check reader)

If this the first time that this account number is being used CLIP will ask you if you want to add this to a customer. Select Yes.
The Quick Find Screen will be brought up.

Find the customer whose check this is.

After you hit Select you are brought back to the Enter Transaction screen and the customer data is filled in. Record the amount as normal.

The next time a check that has the same account number is scanned in CLIP will automatically find it for you.

Frequently Asked Questions

I have a USB keyboard will a PS2 adapter work?  
No. At this time we do know of any check readers that can work with a USB port, even with the adapter.

If I have a customer in File Maintenance twice and have the same account for both of them what will CLIP do?  
CLIP searches the database in customer number order. It will find the customer with the lower number first.

If the check needs to be applied to multiple properties how do I handle that?  
You can use the check reader to find one of the properties but you will need to manually put in the other customer account numbers to record payment.