



EDGE SYSTEMS

USAGE OF THE EDGE MICR GAUGE

The EDGE technical staff has set up your software to position the MICR code line as closely as possible. After your software is installed it is suggested that you print several checks and use the enclosed gauge to make any adjustments that are necessary. Under the Utilities Menu, the item, Modify Page Alignment will explain how to adjust the MICR code line in your system.

To check alignment of the MICR line, place the template so that the bottom and right edges of the document are aligned with the dotted horizontal and vertical, "EDGE OF CHECK", lines on the template. First check that the characters in the MICR Clear Band are correctly positioned (see the bulleted items below). The Transit symbols on your document should appear in positions 33 and 43.

The template contains, in a shortened format, some of the requirements for successful MCR formatting. These requirements, with expanded explanations, are given below:

- ❖ **MICR Clear Band Only** MICR characters may appear in the MICR Clear Band. No extraneous MICR toner (smear toner, toner spots, etc.) or other magnetic material may appear on the front or back of the check in the MICR Clear Band.
- ❖ **MICR Character Skew:** Individual MICR characters may not be more than 1.5 degrees off vertical alignment when the lower edge of document is aligned with the "EDGE OF CHECK" lines on the template.
- ❖ **MICR Line Skew:** Use the division marks in blocks 23 and 21 to determine if the MICR line is skewed horizontally. For example, the bottom of a character in block 42 should not be more than 1/16 higher or lower than a character in block 22 when the lower edge of the document is aligned with the "EDGE OF CHECK" lines.
- ❖ **Horizontal Character Position.** To check the horizontal position of the MICR characters in the blocks, the edge of the document should be within the *Horizontal Format Tolerance Zone* block at the right edge of the Clear Band when the transit characters in blocks 43 and 33 are positioned under those on the template.
- ❖ **Vertical Character Position:** All MICR characters should be between the top and bottom of the character position blocks.
- ❖ **Character Print Quality:** Character print quality should be good, with no voids or breaks and no visual fading across the page (see the "Print Quality" section in your printer user's manual).
- ❖ **Correct Data:** The MICR numbers and symbols on the document must be correct and in the correct positions in the MICR Clear Band. See the "Field" areas on the template.

You can also use the template to see what other printing is close to the MICR Clear Band. Also check for printing, such as a logo, or signature that is at the 5/8-inch boundary of the MICR Clear Band (as measured from the bottom edge of the document). Although such printing is acceptable, it is possible that a misalignment or mis-cutting of a document could result in this printing moving into the MICR Clear Band which could result in misreading.

EDSLC recommends that you periodically use the template to inspect MICR-encoded documents, even if you are not experiencing reader/sorter machine rejects at your bank. *Be sure to inspect a sampling of MICR-encoded documents whenever you buy new MICR paper stock or change MICR-bond paper types.*