TECHNICAL COLLEGES

BANNER PROCEDURES MANUAL

*This procedure applies to Technical Colleges.*

**PERFORMING PRESSURE SEAL FUNCTIONS**

This procedure is written for the colleges that have purchased and are using a pressure seal check machine such as the LM5 model from Moore-Wallace. Special heat generated check stock is required for the financial aid checks to be printed on in order for the pressure seal machine to process properly.

After financial aid checks have been printed using ZFRCHEK, they are ready to process through the pressure seal machine. The Capella check software includes all bank information and check signatures that will be printed on the check stock paper. The pressure seal function eliminates the manual process of having someone fold and stuff envelopes for mailing student refund checks.

The first step in using the pressure seal machine is to clear the automatic counter from the previous time the machine was used.

Then, using one sheet of the check stock paper, calibrate the machine by pressing the run button to send the sheet through one time. Calibrating the machine will allow for the correct thickness of the checks that are going to be pressure sealed.

After the machine is calibrated, a stack of about 200 hundred checks at a time, depending on the make and model of the machine, can be sent through for sealing by pressing the run button again. The automatic counter will keep track of the number of checks processed.