



Laser Printing with the Core

User Guide

INSIDE THIS GUIDE:

This guide describes laser printing various documents with CBX, including checks, forms, notices, and reports.

Last Revision date: April 8, 2026

Find other Reference Materials page on our website: <https://www.cuanswers.com/resources/doc/cubase-reference/>

Start your online help journey here:

<https://help.cubase.org/cubase/Welcome.htm>

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Introduction

As the laser printing marketplace continues to mature, CBX laser products keep expanding and becoming more flexible and powerful.

From checks and money orders to reports, CBX laser printing can meet your credit union’s member communication needs with style and professional, high-quality results.

The CU*Answers Network Services team is here to assist at any time. Find us, contact us, and learn more via [The Store](#) | [The Website](#) | [Email](#)

Introduction

Because of the volatility of the marketplace as to hardware improvements and changes, CU*Answers urges you to work closely with us in selecting the proper equipment and forms for printing. The programming team will work with you one-on-one to make sure that your solution is both cost-effective and what your members expect. A conversation with CU*Answers before you buy can save you significant time and money down the road!

A majority of forms can now be configured and printed through CU*Forms; however, there are still a few documents that are printed via laser printer. ([Learn more about CU*Forms.](#))

What Can Be Printed Using Laser Printers?

Reports

System reports, teller closeouts, and member transaction histories are just a few examples of the types of reports that can be produced using laser printers.

Requirements: Most laser printers can be used for printing system reports. Of course, the speed and capacity of the printer should be considered. CU*Answers can also define your laser printer so that it will print full 132-column reports.

Corporate Checks, Money Orders, and Member Starter Checks

CBX lets your credit union print all your corporate checks and money orders using a laser printer. This process takes blank check stock (with security features included) and prints the entire check, including your credit union logo (optional), remitter, payee, amount, void days, MICR line, and authorizing signature(s) (optional).

The Member Starter/Replacement Checks feature lets you print checks for member checking accounts, either as starter checks for a new account or replacement checks for members waiting for their check order to arrive from the printer. Again, this feature takes special blank check stock (4-up, with stub on left) and prints custom checks with your credit union logo (optional), your member's name and address, and the checking account number in the MICR line.

See page 4 for more information.

Requirements: A laser printer used to print any checks must support PCL5 commands with scalable fonts. (PCL5 stands for Hewlett-Packard Company's Printer Command Language level 5—a font language that is supported by many different printer models.) It also requires that separate signature and logos files are loaded on the iSeries. (Refer to page 4 of the booklet for more details.)

Member Notices

Member notices can be printed via both CU*Forms and laser printing. Laser notices give your credit union a flexible and cost-effective method to communicate important account activity information to your members. See page 6 for more details.

Requirements: A laser printer used for printing notices must support PCL5 commands with scalable fonts.

Laser Checks and Member Starter Checks

Setting up a laser printer for checks opens the door to many possibilities: high-quality, professional-looking corporate checks and money orders, as well as member starter and replacement checks. There are some important considerations for making laser-printed checks work with CBX.

Considerations

- The laser printer used for checks must support PCL5 commands with scalable fonts.
- If the printer has multiple trays, it could be used for printing other types of forms, and care must be taken so that forms don't accidentally print onto the wrong paper stock.

IMPORTANT: For some CBX print processes, multiple tray use is handled at the printer itself—not through the CBX programming. In other words, you may need to physically use the printer controls to set the default tray on the printer when you wish to print from a different tray. Therefore, using a printer set up with different paper stock in each tray could cause problems if the printer were at a physical site away from the user.

- If you are planning to set up a primary check printer but want one of your other lasers to serve as a backup check printer, that other laser must be able to print checks.
- Member starter checks require different paper stock than credit union checks but can incorporate the same logo. Correct alignment and sizing of paper stock used for checks is critical for proper processing of the checks through automated equipment. With your initial order, we will include 250 sheets of generic security paper (1,000 checks) to get you started, and we can help if you need assistance in ordering additional stock that meets processing specifications. The MICR line configuration, including R&T number, account numbers, check digits, etc., will be configured by the credit union as each batch of starter checks is printed, but the credit union will need to decide on the standard format.

Steps for Initiating Laser Checks

If you have decided to proceed with laser check printing, here are the steps required by CU*Answers.

1. Contact CU*Answers.

CU*Answers needs to know how you are planning to use laser printing at your credit union. We can offer advice and specifications on planning the implementation.

2. Order the printer; coordinate installation/configuration.

CU*Answers can help with this step, or you may purchase a compatible printer through another source.

3. Decide how the credit union logo will be printed onto the checks.

There are two options:

- a. The credit union logo can be printed directly onto the paper stock by the paper supplier. This would be coordinated directly with your paper vendor. This option would allow you to print the logo in color or with other special printing options.

OR

- b. The logo can be printed in black ink onto blank stock along with the rest of the check text.
 - i. For this option, you must provide CU*Answers with the logo (in any standard format in a high resolution, in either .JPEG or .GIF (or any standard format), in either color or black and white.)
 - ii. With this, also provide the address of your credit union, your phone and fax number, and your website URL, if you would also like these to appear on the check. (Not all of these may fit, but we will work with you to include as many as possible.)
 - iii. You must also provide CU*Answers with the MICR font.

4. Coordinate how signatures, if any, will print. *(For credit union checks only.)*

If you wish, an authorized signature can be digitized and printed along with the rest of the check on the laser printer.

To ensure the signature is the correct size for the printed check, use the template on page 5 to provide clear samples of the signature to be digitized. Place this under a white sheet of paper and sign your signature within the black boxes (all four) in black ink. (A black gel-type pen will provide the best signature.)

Submit a store order to upload signature

5. Contact a Client Service Representative.

When all required elements are ready, contact any CSR. The CSR will make sure that CU*Answers has all of the necessary information and then pass your request on to the Programming department. The CSR will explain how the MICR account number will be determined and offer/configure our Auto-Reconciliation feature.

6. Order check paper stock.

Refer to the CU*Answers store page to order check paper stock and to learn more about credit union checks and starter checks: <https://store.cuanswers.com/store/check-stock/>.

SPECIAL NOTE: Credit Union Responsibility for Check Processing

*Because of the standard automated processes used by today's check processors, it is essential that proper procedures be followed to ensure that the checks and money orders you print will not cause problems with automated readers and sorters when clearing the check. Therefore, it is the credit union's responsibility to ensure that appropriate paper stock is used. Contact CU*Answers for assistance in choosing a vendor and ordering supplies.*

Laser Check Signature Template

If you wish for your laser printers to produce the signature(s) on your laser checks, an image must be produced on the iSeries. In order to produce this image, we will need a signature template for each signature that could appear.

For each signature, the signer must sign a blank piece of paper in four locations, scan, and upload via [store order](#). DO NOT include a job title or anything other than the signature. A black gel-type pen will provide the best signature.

Member Notices

Laser Member Notices are credit union-defined and controlled. All CBX does is provide the transaction data according to default notice “events” such as loan delinquency activity, NSF and overdraft transactions, certificate renewal and maturity activity, loan payment and rate changes, and all of the other notice activity previously handled through the old-style mailer notices. Your credit union chooses the text for each event, which data fields to print, and even which events you want to communicate to your members.

Best of all, you can combine multiple events into a single form—for example, your standard NSF and overdraft notices can be combined so the member only gets one form in the mail—saving on paper and mailing costs. Notices can be printed on plain laser paper, letterhead, or a special notice paper of your choice, folded to fit into a standard window envelope.

In addition to providing a high-quality, professional-looking output, CBX Laser Notices were designed to give you maximum flexibility to make your member communications as effective as possible.

For complete information, including step-by-step instructions for configuring and printing laser notices, refer to the separate reference guide, [Member Notices: Configuring and Printing CU-Defined Notices](#).

Let our CSRs set up your notices for you! We can even arrange to print and fold your notices on a daily basis, insert them into envelopes, and mail them out for you! Contact any Client Services Representative for options, lead times, and current pricing information.

Summary/Checklist

Following is a summary of the factors your credit union must consider and decide upon in order to successfully implement laser printing:

- Do you want to print credit union checks using laser printers?
- Do you want to print money orders using laser printers?
- Do you wish to offer member starter and replacement checks printed on a laser printer?
- Do you currently have laser hardware in place for other printing purposes? Will this hardware be compatible for new uses?
- Does the printer you have or are purchasing support PCL5 command language and scalable fonts?
- Will multiple paper trays be necessary? What about a manual tray for special infrequently used forms? Do you want the printer to duplex? (NOTE: Duplexing is usually an add-on feature for a printer that is purchased separately; CU*Answers programs cannot produce duplexed pages unless the printer is properly equipped.) What print speed is appropriate?
- What about the physical location and hookup requirements for the printers? If the printer will be used by more than one department, is there a convenient location that allows all personnel easy access? Are the needs of each department compatible for being handled by the same printer?
- Do you want to order your printer yourself or through CU*Answers? If ordering yourself, do you have all of the necessary specifications?

When would you like to start?

Obviously, the process requires some forethought. However, our experience is that with proper planning the implementation goes very smoothly, and the benefits are immediate.

Pricing

Xx

Setup/Programming

All prices are quoted are subject to change without notice. Review the current [Pricing Guide](#) or contact a CU*Answers Representative for current pricing.

Credit Union Checks/Money Orders/Member Starter Checks

Initial credit union setup fee.....

Includes the initial programming, check image (including signatures and/or logos), testing, and 250 sheets of member starter check stock (1,000 checks).

*All prices quoted are subject to change without notice. Review the current [Pricing Guide](#) or contact a CU*Answers Representative for current pricing.*

Changes to Logos/Signatures

If your credit union logo is changed or you wish to begin using a different signature on checks, a fee will be assessed for processing the required artwork. In addition, there will be a per printer fee for updating each physical flash memory card used by the CheckSecure device.

Processing of logo artwork.....

Processing of signature artwork.....

Update of flash memory cards.....

NOTE: The cost for replacing lost or damaged memory cards will be the responsibility of the credit union.

*All prices quoted are subject to change without notice. Review the current [Pricing Guide](#) or contact a CU*Answers Representative for current pricing.*

Logos for Member Statements

If your credit union wishes to have its logo appear on member statements, CU*Answers must receive camera-ready artwork that will then be used by our statement printer. (Modifications to the logo will also be subject to the same fee.)

Please note that the logo cannot have more than one address on it.

Statement logo setup fee (per logo)

*All prices quoted are subject to change without notice. Review the current [Pricing Guide](#) or contact a CU*Answers Representative for current pricing.*

Custom Forms

Custom forms can be configured using CU*Forms. Learn more about CU*Forms in the separate [CU*Forms reference guide](#).

Printers

CU*Answers will be happy to assist in your purchase of laser printers, no matter where you may be purchasing them. Contact Network Services for advice and assistance.

For a list of currently supported printers, refer to the [CBX Network and Hardware Specifications](#) page available on our website.