

1. Login to ATM

- a. To Access ATM Menu – press the following keys in order <ENTER>, then <CLEAR>, then <CANCEL>, then <1>, <2>, <3>

- b. Enter Combination

____ - ____ - ____

2. Go to SETTLEMENT MENU

- a. Check “Current # of Bills =
- b. Hit ADD CASSETTE
 - i. *Cassette is the drawer where your cash will be added*
- c. Type in the number of bills (not the amount)
 - i. i.e. Enter 20 (bills) not “400” for the amount

If you make a mistake hit Cassette Total. This will reset the number of bills to “0”. Then go back to step “b”.

3. Load Cash

- a. Open front Bezel
- b. For Electric Lock:
 - i. Take your time. Enter your Combination above. Hit each key firmly and listen for a confirmation beep. You will hear 2 short beeps if combination was entered correctly.
 - ii. If you enter the combo wrong, you will hear 3 beeps. Wait about 30 secs and try again

If you enter the combo in twice it will lock you out for 5 minutes!

- c. For Dial Lock:
 - i. Turn the dial to the LEFT, stopping when the first number is aligned with the opening index, the fourth time. *In other words turn it to the left a bunch of times. Stop at the top hash mark with your first number.*
 - ii. Turn the dial to the RIGHT, stopping when your second number hits the top mark on the third turn. *In other words go past your second number twice.*
 - iii. Turn the dial to the LEFT, stopping at your final number is aligned with the opening index, the SECOND time
 - iv. Turn the dial slowly to the RIGHT until the dial stops and the bolt retracts.

If the dial continues to spin to the RIGHT something went wrong and you will have to reenter your combo.

Balance the ATM monthly – *This will help you locate a problem easier when this is done regularly!*

- Once a month, login to ATM and count the bills and clear the Totals
 - a. Login as above, Go to SETTLEMENT
 - b. Count the cash in the Cassette and Reject Bin. It should agree with the Cassette Total number of Bills.
 - i. *If there are bills in the reject bin, the count of bills may differ*
 - c. Hit CASSETTE TOTAL. This will zero out the Number of Bills.
 - d. Then hit ADD CASSETTE with the current number of bills
 - e. Hit DAY TOTAL
 - ii. Check the Host and Terminal Totals on the receipt. They should agree. If they don’t contact us.