

QUICK REFERENCE

LOG IN

Nearly every procedure used in your system requires you to log in. This is how the system knows who you are and gives you credit for your drops and debits when you withdraw change. To log in:

1. PRESENT YOUR KEY (OR ENTER YOUR USER ID NUMBER).
2. ENTER YOUR PIN.



VENDING CHANGE

Vend change when you need to stock your till with coins or small bills. To vend a tube of change:

1. LOG IN (SEE ABOVE).
2. PRESS VEND.
3. SELECT THE COLUMN NUMBER YOU WANT TO GET CHANGE FROM.
4. COLLECT YOUR TUBE OF CHANGE.
5. YOU MUST WAIT UNTIL THE VEND DELAY COMPLETES BEFORE YOU MAY VEND AGAIN.



TUBE INVENTORY CHECK

If you need to know how many tubes are in a column, you can check with your Dip Stick. Although it is not necessary to open the tube lock, opening the tube lock will leave more room for the Dip Stick.

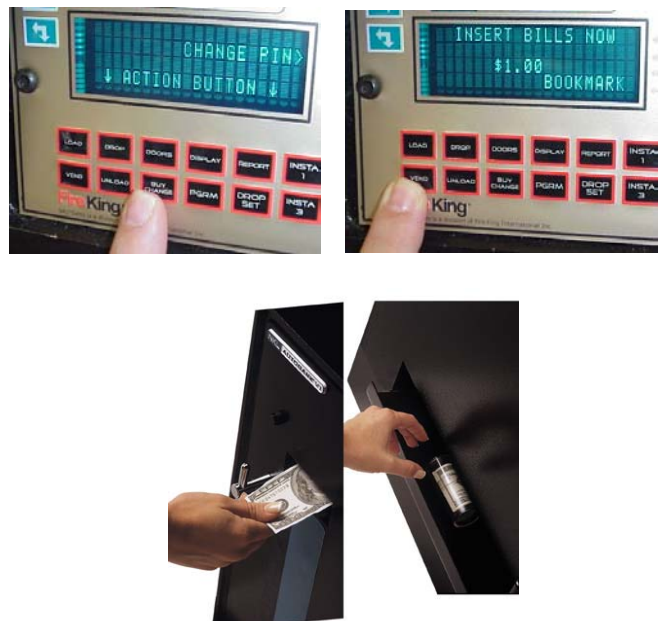
1. MOVE THE TUBE LOCK TO THE OPEN POSITION (OPTIONAL).
2. SLIP THE DIP STICK INTO THE COLUMN TO CHECK.
3. THE NUMBER ON THE STICK AT THE MOUTH OF THE COLUMN INDICATES THE NUMBER OF TUBES IN THE COLUMN.
4. RETURN THE TUBE LOCK TO THE LOCKED POSITION (IF NECESSARY).



BUYING CHANGE

Use the Buy Change procedure to receive tubes of change from your dispensing safe in exchange for bills inserted into your validating safe.

1. LOG IN (SEE ABOVE).
2. PRESS BUY CHANGE.
3. CHOOSE A VALIDATOR LOCATION TO INSERT BILLS.
4. INSERT BILL(S) WORTH AS MUCH OR MORE THAN THE AMOUNT OF CHANGE YOU NEED IN RETURN.
5. PRESS VEND.
6. SELECT THE COLUMN TO VEND CHANGE FROM. REPEAT AS NEEDED UNTIL YOU USE UP YOUR CREDIT OR PRESS ESC.
7. COLLECT YOUR TUBE(S) OF CHANGE.
8. YOU MUST WAIT UNTIL THE VEND DELAY COMPLETES BEFORE YOU MAY VEND AGAIN.



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MANUAL DROP

Use this procedure when placing envelopes of money into your safe via its manual drop drawer, slot, or hopper:

1. LOG IN (SEE ABOVE).
2. PRESS DROP.
3. SELECT THE CASH LOCATION ASSOCIATED WITH THE MANUAL DROP.
4. ENTER THE AMOUNT OF MONEY BEING DROPPED AND PRESS ENTER.
5. CONFIRM THE AMOUNT OF MONEY BEING DROPPED AND PRESS ENTER.
6. COLLECT THE RECEIPT, PLACE IT IN THE DROP ENVELOPE, MAKE YOUR DROP.



VALIDATOR DROP

Use the standard Drop procedure to make validated drops:

1. LOG IN (SEE ABOVE).
2. PRESS DROP.
3. CHOOSE A VALIDATOR LOCATION TO INSERT BILLS.
4. INSERT BILL(S) UNTIL YOUR DROP IS COMPLETE.
5. PRESS ESC.
6. A RECEIPT WILL PRINT AUTOMATICALLY SHOWING YOUR CREDIT.



INSTA-DROP

Use the Insta-Drop for one-button validator drops.

1. LOG IN (SEE ABOVE).
2. PRESS DROP SET.
3. SELECT INSTA-DROP.
4. SELECT THE INSTA BUTTON YOU WISH TO USE.
5. CHOOSE A VALIDATOR LOCATION TO INSERT BILLS.
6. TO MAKE A DROP, SIMPLY PRESS THE INSTA DROP BUTTON YOU ARE LOGGED INTO AND MAKE YOUR DROP. YOU AUTOMATICALLY GET CREDIT. PRESS ESC WHEN YOUR DROP IS COMPLETE.
7. TO LOG OUT OF INSTA DROP, SIMPLY RUN A SHIFT REPORT OR REPEAT STEPS 1-4 ABOVE AND SELECT CANCEL TO REMOVE YOURSELF.



EXTENDED DROP

Use the Extended Drop button to set a validator to continuously accept bills.

1. LOG IN (SEE ABOVE).
2. PRESS DROP SET.
3. SELECT EXTENDED DROP.
4. SELECT THE VALIDATOR LOCATION TO INSERT BILLS.
5. SELECT YOUR NAME TO LOG ONTO THIS VALIDATOR.
6. DROP BILLS TO THE CHOSEN VALIDATOR AS NEEDED THROUGHOUT YOUR SHIFT.
7. TO LOG OUT OF EXTENDED DROP, SIMPLY RUN A SHIFT REPORT OR REPEAT STEPS 1-4 ABOVE AND SELECT CANCEL TO REMOVE YOURSELF.

