

Hantle Checking ATM Balance + Loading ATM

-Checking the Atm Balance-

Step 1:

- Log into ATM

If on main welcome screen, simply press: **ENTER, CLEAR, CANCEL, 1, 2, 3**, in that Sequence on the Keypad.

OR

Press the button next to "**OP**" on the screen.

-Once this is done "**Enter Password**" will be displayed on the Screen.

STEP 2:

- Enter in the Password (6 digits) and then Press **ENTER**. (This will bring you to the Management function menu)

STEP 3:

- Press the button for '**Settlement**'.

Step 4:

- Press the button for '**Trial CST Total**'. (This function will print out a report- showing the Atm Balance)

Step 5:

- Press '**Cancel**' till you are out of the management function menu and the Atm goes back To the main welcome screen.

-Loading the ATM-

Step 1:

- Log into ATM

Step 2:

- Enter in the Password, Press **Enter**.

Step 3:

- Press the button for '**Settlement**'.

Step 4:

- Press the button for '**Cassette Total**'. (This function will print out a report- showing the Atm Balance- and clear out the bill count)

Step 5:

-Load Atm (make sure to check the Reject bin)

Step 6:

-Press 'Add Cassette'

Step 7:

-Press 'Add Cassette 1'

Step 8:

Enter in the number of **BILLS** (this is the number of bills you loaded in the cassette), **Press Enter**. Then press **Cancel** to the settlement menu.

Step 9:

- Press the button for '**Trial CST Total**'. (This function will print out a report- showing the New Atm Balance)

Step 10:

- Press '**Cancel**' till you are out of the management function menu and the Atm goes back To the main welcome screen.