



NCR SelfServ™ 34 ATM

Operator Overview

B006-6594-E000
0509

FEDERAL COMMUNICATIONS COMMISSION (FCC) RADIO FREQUENCY INTERFERENCE STATEMENT

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian Class A Device Declaration

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Information to User

This equipment must be installed and used in strict accordance with the manufacturer's instructions. However, there is no guarantee that interference to radio communications will not occur in a particular commercial installation. If this equipment does cause interference, which can be determined by turning the equipment off and on, the user is encouraged to consult an NCR service representative immediately.

CAUTION

NCR Corporation is not responsible for any radio or television interference caused by unauthorised modifications of this equipment or the substitution or attachment of connecting cables and equipment other than those specified by NCR. Such unauthorized modifications, substitutions, or attachments may void the user's authority to operate the equipment. The correction of interference caused by such unauthorized modifications, substitutions, or attachments will be the responsibility of the user.

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It is the policy of NCR Corporation (NCR) to improve products as new technology, components, software, and firmware become available. NCR, therefore, reserves the right to change specifications without prior notice.

All features, functions, and operations described herein may not be marketed by NCR in all parts of the world. In some instances, photographs are of equipment prototypes. Therefore, before using this document, consult with your NCR representative or NCR office for information that is applicable and current.

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NCR SelfServ 34 ATM Operator Overview

INTRODUCTION

The operator overview is part of a bookset, the NCR SelfServ 34 ATM Operator Bookset (B006-6615), which contains all the information necessary for operators to maintain the ATM. The overview introduces the ATM and its component modules, and provides links to the module operator guides, listed below, which form the rest of the bookset.

<i>Error Reporting and Management Operator Guide</i>	(B006-6430)
<i>Security Enclosure Locks Operator Guide</i>	(B006-6431)
<i>Rear Access Media Dispenser Operator Guide</i>	(B006-6604)
<i>Integrated Motorized Card Reader/Writer Operator Guide</i>	(B006-6601)
<i>Smart Dip Card Reader Operator Guide</i>	(B006-6602)
<i>Journal Printer Operator Guide</i>	(B006-6508)
<i>Receipt Printer Operator Guide</i>	(B006-6509)
<i>Statement Printer (Paper Stack) Operator Guide</i>	(B006-6443)
<i>Statement Printer (Paper Roll) Operator Guide</i>	(B006-6760)
<i>Statement/Passbook Operator Guide</i>	(B006-6789)
<i>Page Turn Passbook Printer Operator Guide</i>	(B006-6445)
<i>Envelope Depository and Dispenser Operator Guide</i>	(B006-6605)
<i>Cash Acceptor Operator Guide (UD-686)</i>	(B006-6468)
<i>Cash Acceptor Operator Guide (UD-700)</i>	(B006-6473)
<i>Cash Acceptor and Recycler Operator Guide</i>	(B006-6439)
<i>iTRAN 1000 Check Processor Operator Guide</i>	(B006-6440)
<i>iTRAN Scalable Check Processor Operator Guide</i>	(B006-6627)
<i>Barcode Reader Operator Guide</i>	(B006-6442)
<i>Hopper-style Coin Dispenser Operator Guide</i>	(B006-6620)

Also included in the bookset are the following NCR publications:

- *Consumable Items for Self Service* ([B006-4992](#)), which provides details and ordering information for consumables such as paper, to be used in NCR ATM modules.

- *Fluiditi ATM Security User Guide* ([B006-6493](#)), *Fluiditi Replenishment Security User Guide* ([B006-6494](#)) and *NCR Fluiditi Security Products Quick Reference Guide* ([B006-6495](#)) which provide instructions on how to replenish and maintain an NCR ATM fitted with Fluiditi security products.
- *Currency Cassette Owner's Manual* ([B006-1297](#)) and *Cash Acceptor and Recycler Cassette Owner's Guide* ([B006-6470](#)) which provide information on all aspects of cassettes, including how to load and configure them correctly.

Purpose and Audience

This publication is intended for NCR customer personnel who are responsible for first line maintenance of NCR SelfServ 34 Automated Teller Machines (ATMs). First line maintenance is classed as day-to-day operations and maintenance of the ATM, that is, replenishment, jam clearance, removing captured media and cleaning.

Support Information

If you have a problem using the ATM contact your local Helpdesk or Customer Engineer. For any other information, contact your local NCR Account Team.

Safety Information

Coloured areas such as handles and latches must **always** be used when accessing the modules in the ATM, as stated in NCR publications. Different colours are used to denote different purposes as follows:

- **Orange** = module access.
Always use the orange handles, latches or levers to release and pull out the modules from the ATM.
- **Green** = user interaction.
Use the green areas such as latches and wheels when working within the modules, for replenishment, jam clearance, emptying or cleaning tasks.
- **Yellow** = safe lifting points. For second line maintenance only.
- **Red** = hazard indicator.

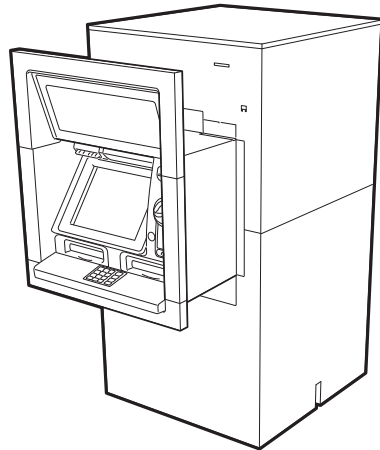
The risk of equipment damage or personal injury can be reduced by observing the following safety precautions when performing first line maintenance on the ATM.

CAUTION

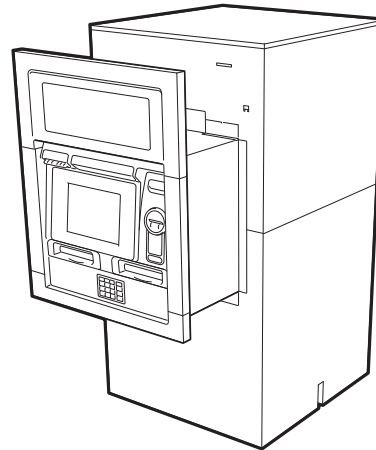
Never insert tools, pens or other instruments into the ATM or its modules, except where otherwise stated in the operator guides. Take steps to prevent hair, clothing and jewellery from becoming caught in the machinery.

ABOUT THE ATM

The NCR SelfServ 34 ATM is available as a drive-up or as a walk-up ATM, both of which are accessed from the rear.



Walk-up



Drive-up

A PC running self-service application software manages and controls the ATM's modules, such as printers, card readers, screens and keyboards.

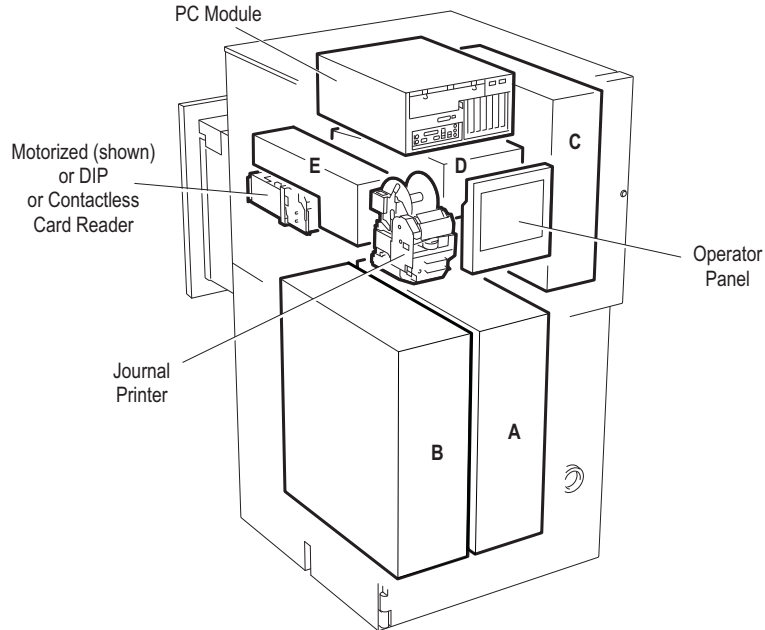
The main functions of the ATM are:

- Dispensing notes and other media
- Dispensing coins
- Depositing notes and checks
- Cash security
- Printing:
 - Receipts
 - Journal
 - Statements
 - Mini-statements
 - Passbook updates
 - Coupons
- Account transactions:
 - Transfers
 - Order check book
 - Bill payment
- Account enquiries:
 - Account balance
 - Next loan payment
 - Credit card limit
 - Interest rates
- Screen advertising and marketing.

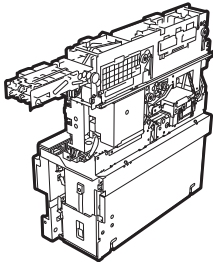
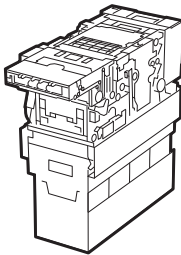
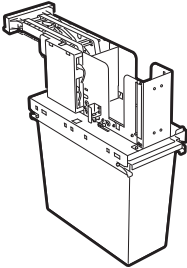
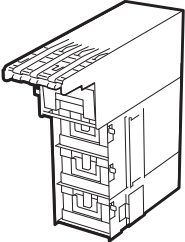
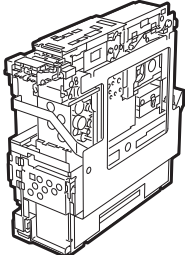
Your ATM may not have all the functions in the list, as some are optional features and some are dependent on the application that the ATM runs.

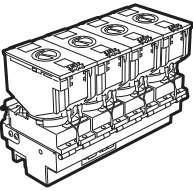
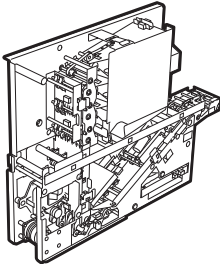
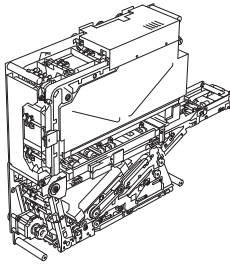
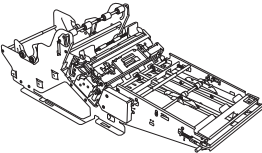
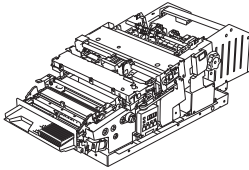
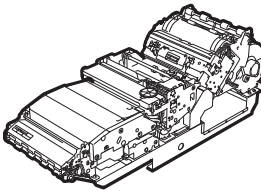
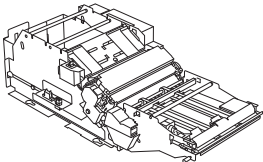
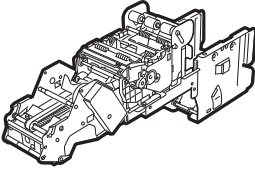
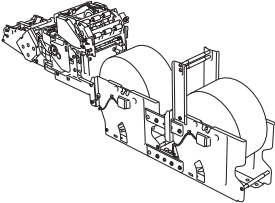
MODULE LOCATION

The illustrations below show the locations of the various modules which the ATM can contain.



Note: Coin dispenser and passbook printers are not available on the drive-up variant.

Location A or B		
		
Cash acceptor (UD700)	Cash acceptor and recycler	Envelope depository and dispenser
Location A and/or B		
		
Media dispenser	Cash acceptor (UD686)	

Location C			
			
Coin dispenser	iTRAN 1000 check processor	iTRAN scalable check processor	
Location D			
			
Statement printer (paper roll)	Page turn passbook printer	Statement/passbook printer	Statement printer (paper stack)
Location E			
			
Receipt printer - single roll	Receipt printer - dual roll		

Module Descriptions

Barcode reader: situated above the customer screen, it enables bill payment by reading barcodes on documents such as utility bills. The documents are held up to the ATM screen by the user, as directed by on-screen instructions.

Biometric Fingerprint Reader: situated beside the keypad on the facia of interior ATMs, the fingerprint reader scans customers' fingerprint to form an accurate, undistorted image for identification purposes.

Cash acceptor (UD-700 or UD686): accepts, verifies and deposits bunches of qualified bills. Rejected notes can be returned to the customer or diverted to the reject bin, dependent on configuration.

Cash acceptor and recycler: accepts, verifies and deposits bunches of notes. Counterfeit, captured or rejected notes are diverted to the reject bin according to the module's configuration. The optional recycler can dispense notes and can be used instead of a conventional media dispenser.

Coin dispenser: an internally mounted dispenser, fitted in the top box of the ATM. Each hopper dispenses a single denomination, to provide the required dispense value in a reasonable number of coins. The coins are dispensed from the hoppers down a chute to a coin bowl on the ATM facia.

Contactless card reader: detects and reads a contactless card, key fob or other Radio Frequency Identification Device (RFID), waved or tapped on the 'landing zone' indicated on the ATM facia.

Dip card reader: is located on the facia. The cardholder keeps hold of the card while the information stored in the magnetic strip or smart chip is being read.

Envelope depository and dispenser: receives envelope deposits containing valuable media, notes or coins. A thermal printhead is used to print transaction details on the envelope. The optional dispenser dispenses envelopes via the same exit slot.

iTRAN 1000 check processor or iTRAN scalable check processor: accepts checks, takes an image of them and either transports them to storage bins or returns them to the customer. The check processor can read the Magnetic Ink Character Recognition (MICR) code-line of a check and endorse the back of the check. The scalable check processor is available in bunch check or single check variants.

Journal printer: provides a printed record of the ATM's transaction history and error messages. The printhead prints directly onto thermal paper, so no printer ribbon is required. The thermal printing technology allows graphics and advanced character sets to be printed.

Media dispenser: picks and transports media using vacuum pick technology. Following a cardholder transaction request, the media is withdrawn from cassettes and transported through the dispenser to the ATM facia exit slot. Misfed or poor quality media or media not taken by the customer is diverted to the purge bin. Valuable media inside the cassettes can be protected by a security system which sprays indelible ink into the cassette if an attack on the ATM is detected, foiling the attempted

theft and acting as a deterrent to future attacks. For full details of the security system, refer to *Fluiditi ATM Security User Guide (B006-6493)* and *Fluiditi Replenishment Security User Guide (B006-6494)*.

Motorised card reader: takes the card into the device to read the customer account details stored in the magnetic strip or smart chip on the card. If, when the card is returned, it is not taken by the customer, it can be captured and placed in the card capture bin.

Operator panel: displays error messages such as jams or replenishment warnings for the devices in the ATM. Use the panel to enter **supervisor mode** when carrying out jam clearance or replenishment tasks, and to gain access to the error reporting system. The operator panel also provides step-by-step text and video instructions on how to carry out all the tasks displayed by the error reporting system.

Page turn passbook printer: can read the magnetic strip in the passbook and prints transaction details. The printer can turn passbook pages in horizontally stitched passbooks.

PC module: runs the self-service application software which manages and controls the ATM's modules. It contains CD or DVD disk drives and has an LED which indicates by a colour change any errors in the PC module.

Receipt printer: prints and dispenses a record of each transaction as requested by the cardholder. The printhead prints directly onto thermal paper, so no printer ribbon is required. The two-sided thermal printing technology provides the capability to print on both sides of the receipt, including graphics and advanced character sets. The printer is available in a combination of single or dual roll and one-sided or two-sided printing variants.

Statement printer (paper stack): provides a printed record of transactions when requested by the cardholder. If the statement is not taken by the customer, the printer can retract and capture it. A printhead is used to print on thermal paper. The thermal printing technology allows graphics and advanced character sets to be printed.

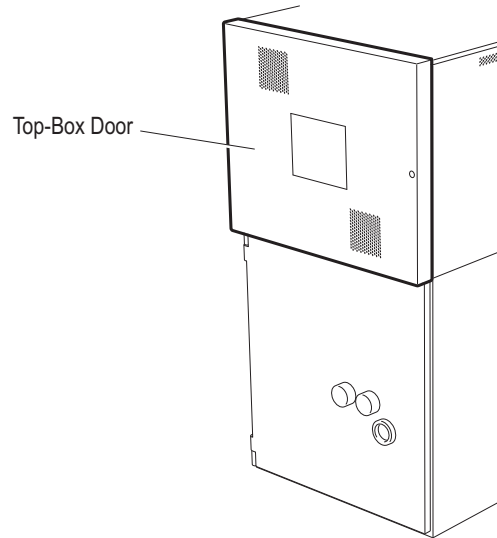
Statement printer (paper roll) : provides a printed record of transactions when requested by the cardholder. If the statement is not taken by the customer, the printer can retract and capture it. A printhead is used to print on thermal paper. The thermal printing technology allows graphics and advanced character sets to be printed. The printer is available in one sided or two-sided variants.

Statement/Passbook printer: provides a record of transactions using a thermal printhead to print either on one or both sides of thermal statement paper and a dot-matrix printer to update either horizontally or vertically stitched passbooks.

HOW TO OPEN AND CLOSE THE ATM

Top-box

The ATM top-box is opened and closed with a key.



Security Enclosure

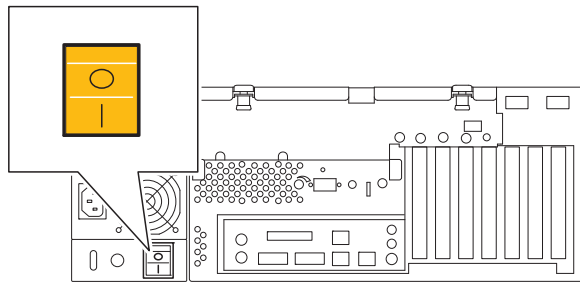
The type of locks on the security enclosure will depend on the configuration of your particular ATM. Refer to *Security Enclosure Locks Operator Guide* ([B006-6431](#)) for details of how to unlock and lock the security enclosure.

HOW TO SWITCH ATM POWER ON AND OFF

The ATM should be switched on and off using the power switch located next to the PC module in the top-box. However if required, the mains plug can be used to disconnect the power to the ATM. Also refer to the following section on UPS, if applicable.

To switch power to the ATM on or off:

1. Open the top-box door.
2. If the ATM is on, close the ATM application as described in your in-house procedures.
3. Press the switch to the required position:
 - **Off** (pressed in at the '0' side)
 - **On** (pressed in at the '1' side).



Note: After you have switched your ATM power on, it will take several minutes for the ATM to load all its software and start displaying your application.

Do not attempt to load paper into the printers until the ATM has completed its power up procedures and started displaying either your application or the supervisor menu.

Un-interruptible Power Supply (UPS)

Your ATM may have an Un-interruptible Power Supply (UPS), located below the module tray in the top-box.



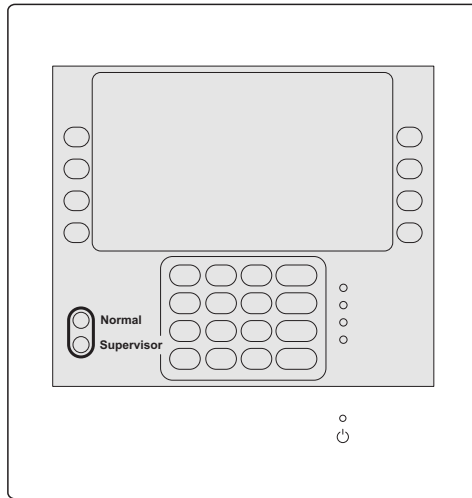
The UPS is designed to protect the ATM from the adverse effects of an unstable power supply or total power loss. If the mains power supply to the ATM fails or is removed, the UPS will supply the ATM from its integral battery-backed power supply, for long enough for the orderly termination of any active transactions, before the ATM shuts down.

When switching ATM power on or off, you do **not** need to switch the UPS on or off. If for any reason, the UPS is switched off, you will need to switch it back on before switching on the ATM power button.

NORMAL MODE AND SUPERVISOR MODE

The ATM has two operational modes: normal mode and supervisor mode. The ATM is in normal mode when it is available for or carrying out transactions. The ATM must be put into supervisor mode when any operator task, such as replenishment or jam clearance, is being carried out on a module. When the ATM is in supervisor mode, it is usually taken out of service to customers.

Normal and supervisor modes are entered via a switch on the operator panel, or via auto-supervisor. If the auto-supervisor function is fitted, the ATM enters supervisor mode automatically when the top-box is opened and returns to normal mode when it is closed.



When in supervisor mode, error reporting and other supervisor functions are displayed on the operator panel. For more information, refer to *ATM Error Reporting and Management Operator Guide* ([B006-6430](#)).

HOW TO ACCESS THE MODULES

Modules in the ATM Top-box

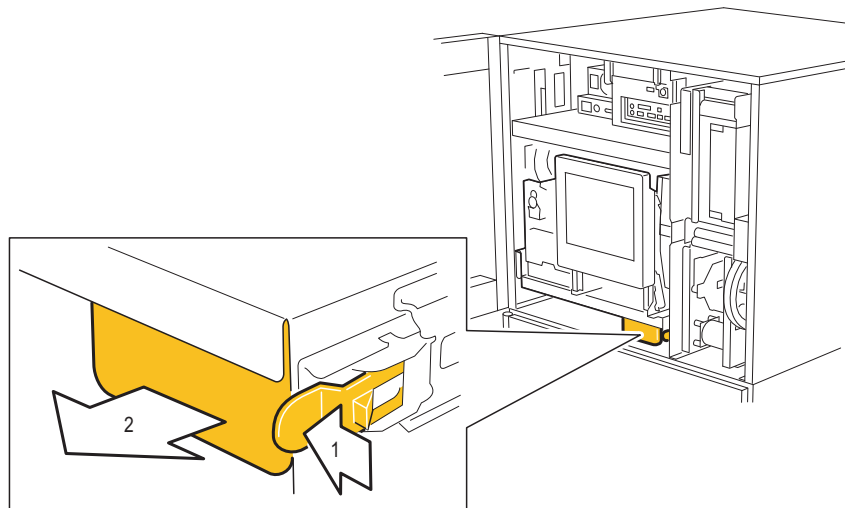
On the Module Tray

The following modules, when configured, are located on the module tray in the ATM top-box:

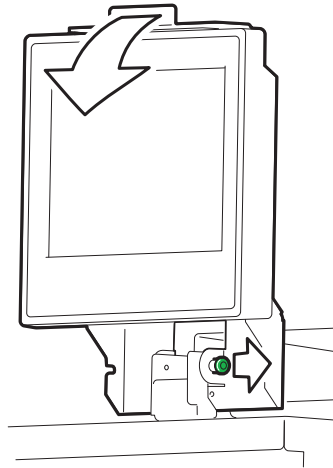
- Motorized card reader
- Journal printer
- Receipt printer
- Statement printer
- Statement/passbook printer
- Page turn passbook printer.

To access any of these modules, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Press the orange latch on the module tray and using the orange handle, pull the module tray out of the ATM, until its slides are fully extended.



4. If you have a statement or passbook printer, the operator panel can be moved to gain access to the rear of the printer by pulling out the plunger and lowering the panel.

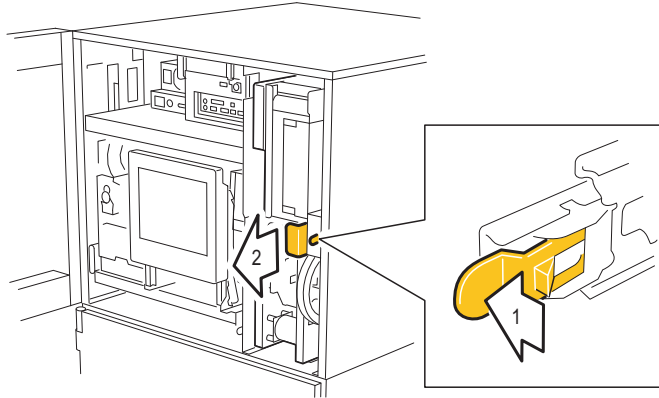


5. Refer to the appropriate module operator guide for detailed instructions on the required tasks:
 - [Motorized card reader](#)
 - [Journal printer](#)
 - [Receipt printer](#)
 - Statement printer: [Paper stack](#) or [Paper roll](#) type
 - [Statement/passbook printer](#)
 - [Page turn passbook printer](#).
6. When you have completed your tasks on the module, use the orange handle to push the module tray back into the ATM until it clicks into place. Tug on the handle to check that the tray is firmly latched.
7. Clear any [error messages](#) displayed on the operator panel.
8. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
9. Close the ATM top-box.

Check Processor

To access the check processor, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Press the orange latch and using the orange handle, pull the module out of the ATM until its slides are fully extended.



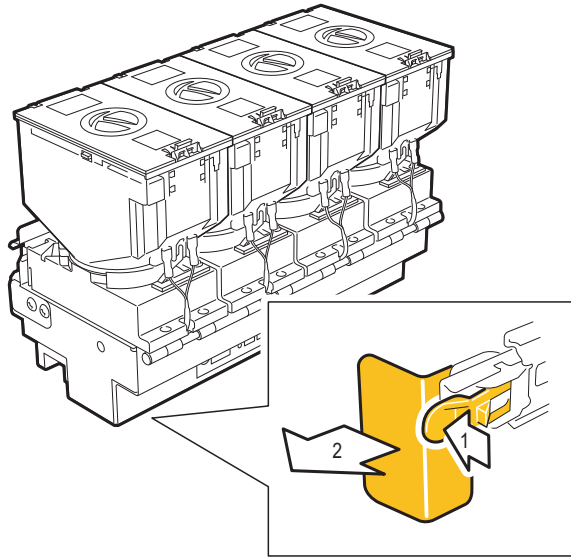
Note: the latch and handle are at the base of the scalable check processor.

4. Refer to the *iTRAN 1000 Check Processor Operator Guide* ([B006-6440](#)) or the *iTRAN Scalable Check Processor Operator Guide* ([B006-6627](#)) as appropriate, for detailed instructions on the required tasks.
5. When you have completed your tasks on the check processor, use the orange handle to push it back into the ATM until it clicks into place. Tug on the handle to check that the module is firmly latched.
6. Clear any [error messages](#) displayed on the operator panel.
7. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
8. Close the ATM top-box.

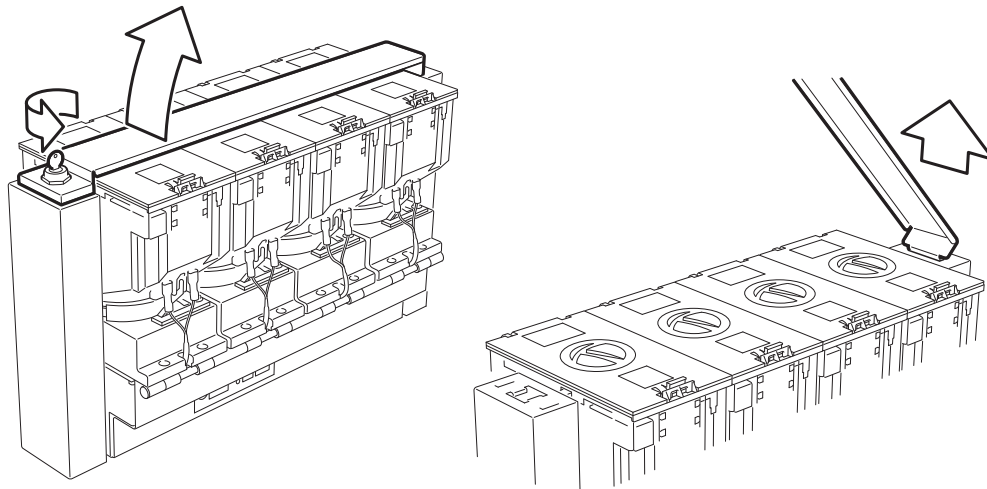
Coin Dispenser

To access the coin dispenser, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Press the orange latch and using the orange handle, pull the module out of the ATM until its slides are fully extended.



4. To remove the optional locking bar, unlock it then lift it up and out of the slot.



5. Refer to the *Hopper-style Coin Dispenser Operator Guide* ([B006-6620](#)) for detailed instructions on the required tasks.

6. When you have completed your tasks on the module, replace the locking bar if one is fitted, then use the orange handle to push the module back into the ATM until it clicks into place.
7. Clear any [error messages](#) displayed on the operator panel.
8. Return the ATM to [normal](#) mode, if your ATM is not configured with the auto-supervisor facility.
9. Close the ATM top-box.

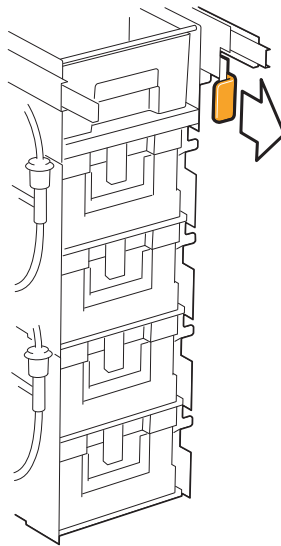
Modules in the Security Enclosure

Media Dispenser

To access the media dispenser, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Open the [security enclosure](#).
4. Using the orange handle, unlatch and pull the module out of the ATM until its slides are fully extended.

Note: There is no need to pull the dispenser out of the ATM to remove the cassette for replenishment, or to empty the purge bin.



5. Refer to the *Rear Access Media Dispenser Operator Guide* ([B006-6604](#)) for detailed instructions on the required tasks.

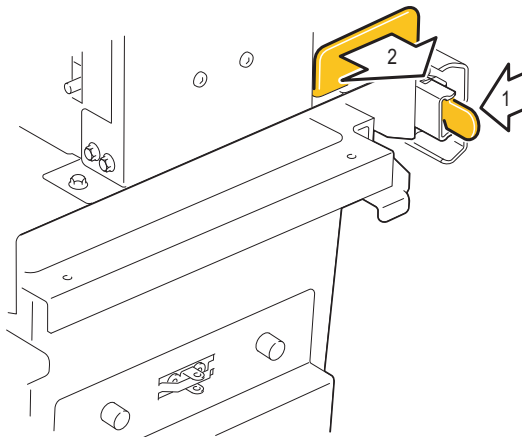
6. When you have completed your tasks on the media dispenser, use the orange handle to push it back into the ATM until it clicks into place.
7. Close and lock the security enclosure.
8. Clear any [error messages](#) displayed on the operator panel.
9. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
10. Close the ATM top-box.

Envelope Depository and Dispenser

To access the envelope depository, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Open the [security enclosure](#).
4. Press the orange latch and using the orange handle, pull the depository out of the ATM until its slides are fully extended.

Note: There is no need to pull the depository out of the ATM to empty the envelope bin.



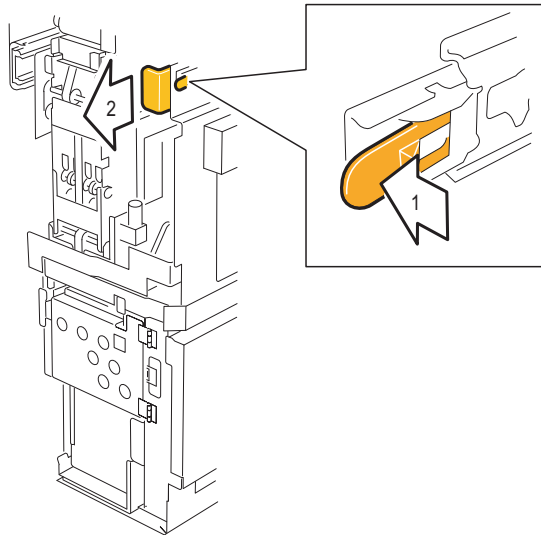
5. Refer to the *Envelope Depository and Dispenser Operator Guide* ([B006-6605](#)) for detailed instructions on the required tasks.
6. When you have completed your tasks on the envelope depository, use the orange handle to push it back into the ATM until it clicks into place. Tug on the handle to check that the module is firmly latched.
7. Close and lock the security enclosure.
8. Clear any [error messages](#) displayed on the operator panel.

9. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
10. Close the ATM top-box.

Cash Acceptor

To access the cash acceptor, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Open the [security enclosure](#).
4. Press the orange latch and using the orange handle, pull the cash acceptor out of the ATM until its slides are fully extended.

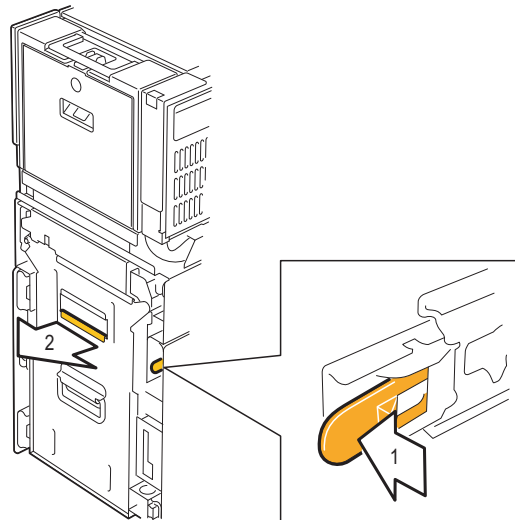


5. Refer to the *Cash Acceptor Operator Guide (UD-686)* ([B006-6468](#)) or the *Cash Acceptor Operator Guide (UD-700)* ([B006-6473](#)) for detailed instructions on the required tasks.
6. When you have completed your tasks on the cash acceptor, use the orange handle to push the module back into the ATM until it clicks into place. Tug on the handle to check that the module is firmly latched.
7. Close and lock the security enclosure.
8. Clear any [error messages](#) displayed on the operator panel.
9. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
10. Close the ATM top-box.

Cash Acceptor and Recycler

To access the cash acceptor/recycler, proceed as follows:

1. Open the ATM top-box.
2. Enter [supervisor mode](#), if your ATM is not configured with the auto-supervisor facility.
3. Open the [security enclosure](#).
4. Press the orange latch and using the orange handle, pull the module out of the ATM until its slides are fully extended



5. Refer to the *Cash Acceptor and Recycler Operator Guide* ([B006-6439](#)) for detailed instructions on the required tasks.
6. When you have completed your tasks on the cash acceptor/recycler, use the orange handle to push the module back into the ATM until it clicks into place. Tug on the handle to check that the module is firmly latched.
7. Close and lock the security enclosure.
8. Clear any [error messages](#) displayed on the operator panel.
9. Return the ATM to [normal mode](#), if your ATM is not configured with the auto-supervisor facility.
10. Close the ATM top-box.

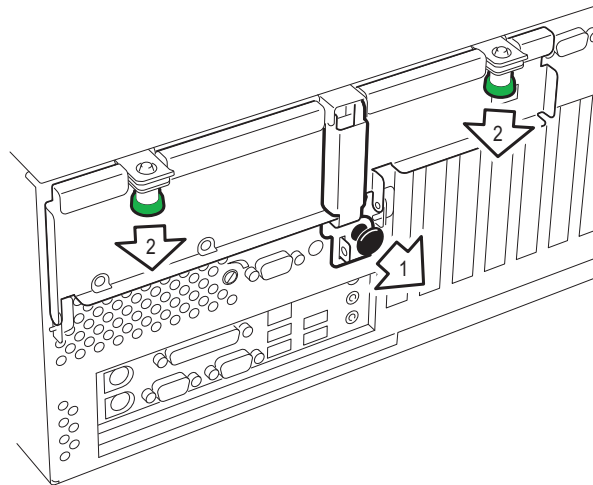
HOW TO INSERT AND REMOVE DISKS

The PC module in your ATM contains CD or DVD drives. To insert or remove disks from the drives, proceed as follows:

1. Open the ATM top-box.
2. If a security cover is fitted to the disk drives, unlock or remove the seal provided by your organization.

Note: If your ATM is fitted with an enhanced alarm system, the disk drive security cover may be alarmed. If so, follow your in-house procedures for accessing an alarmed area.

3. Pull out the popper and open the security cover (if fitted), then pull the two spring loaded pins on the drive bay cover out of their latches and pull open the drive bay cover.



4. Press the button on the appropriate disk drive to eject the current disk. Remove the disk, then insert the new one into the drive.
5. Close the drive bay cover by pushing it firmly so that the spring loaded pins fully locate in their latches.

CAUTION

This is an ESD (electrostatic discharge) sensitive device, therefore, after any maintenance or service actions, the drive bay cover **must** be closed and fully latched home.

6. If a disk drive security cover is fitted, close it then lock or seal it as required by your in-house procedures.
7. Close the ATM top-box.

AUDIO

The ATM can be configured with public or public/private audio to provide the visually impaired with audio lead-through and feedback during a transaction.

If the ATM is fitted with public/private audio, broadcasting switches from public audio to private speakers when the user inserts a headset jack into the socket located on the front of the ATM fascia.

The volume can be adjusted using the audio button, located near the headset socket. Pressing the button increases the volume in three steps up to its maximum and a fourth press returns it to its lowest level. The volume level is reset to the lowest level each time a headset jack is inserted into the socket. Volume can also be controlled via the ATM software application.

MAINTENANCE

NCR ATMs need very little maintenance after installation on your site, other than regular cleaning and replenishment.

Cleaning

NCR recommends that the areas or modules listed below are cleaned on a weekly basis:

- Dip card reader - magnetic heads.
Refer to *Smart Dip Card Reader Operator Guide* ([B006-6602](#)) for details.
- Motorized card reader - magnetic heads.
Refer to *Integrated Motorised Card Reader Operator Guide* ([B006-6601](#)) for details.
- iTRAN 1000 check processor- sensors and transport.
Refer to *iTRAN 1000 Check Processor Operator Guide* ([B006-6440](#)) for details.
- Page turn passbook printer - magnetic printheads.
Refer to *Page Turn Passbook Printer Operator Guide* ([B006-6445](#)) for details.
- Cash acceptor (UD686) - sensors.
Refer to *Cash Acceptor Operator Guide* ([B006-6468](#)) for details.
- Cash acceptor and recycler- sensors.
Refer to *Cash Acceptor and Recycler Operator Guide* ([B006-6439](#)) for details.
- Facia and exterior panels including barcode reader, biometric fingerprint reader and camera covers. See below for details.

Facia and Exterior Panels

Clean the surfaces of the facia and exterior panels, using a lint-free cloth, dampened with either a general surface cleaner or a dilute detergent solution (washing up liquid and warm water). Then wipe the surfaces over again with a dry, lint-free cloth. The covers of the barcode reader, biometric fingerprint reader and camera can be cleaned in the same way.

Paint, grease or dirt can be removed from all surfaces except the keyboard by a light application of cotton wadding dampened with either isopropyl alcohol or ethyl alcohol. The surfaces should then be cleaned as normal. Do not clean keyboards vandalized by paint: keyboards should be replaced.

If a coin dispenser is fitted, check the coin bowl and the section of chute immediately above the coin bowl for foreign matter. Use a probe such as the end of a pencil to dislodge any debris in the chute.

CAUTION

Do not scrape the surface with scouring pads, razor blades or similar implements.

Do not clean the ATM with a water hose, powered or otherwise.

Do not use an abrasive, acid, alkaline or chlorinated cleaner nor any

of the following cleaning agents: benzene, petrol, acetone, carbon tetrachloride, paint stripper of any kind.

Cleaning Materials

Cleaning materials are available from NCR Systemedia. Refer to the NCR publication *Consumable Items for Self Service* ([B006-4992](#)) for contact and ordering details. You will need the following items:

- General surface cleaner
- Lint free cloth
- Cleaning card for card reader
- Cleaning sheet for page turn passbook printer.

Replenishment

On a daily basis, you should check that there are sufficient supplies in the ATM and replenish them if necessary.

The frequency of replenishment for consumable items, such as paper rolls, depends on the ATM's use and typically, the error messaging system will provide guidance on when these activities are required.

The modules which must be replenished are listed below. Refer to the relevant module operator guide in the operator bookset for detailed instructions on how to replenish your ATM. Refer to the NCR publication *Consumable Items for Self Service* ([B006-4992](#)) for details of consumables, specifications and ordering information.

Modules and Their Consumables

- [Rear access media dispenser](#)
 - Cash
 - Paper media (e.g. coupons)
- [Thermal journal printer](#)
 - Paper roll
 - Printhead *
- [Thermal receipt printer:](#)
 - Paper roll
 - Printhead *
 - Paper knife *
- Statement printer: [paper stack](#) or [paper roll](#)
 - Statement paper
 - Paper knife *
 - Printhead *

- [Statement/passbook printer](#)
 - Ribbon cassette
- [Page turn passbook printer](#)
 - Ribbon cassette
 - Cleaning sheet
 - Printhead *
- [Envelope depository](#)
 - Ink jet print head cartridge
 - Envelopes
- [iTRAN 1000 check processor](#) and [iTRAN scalable check processor](#)
 - Printhead cartridge
- [Cash acceptor and recycler](#)
 - Cash
- [Coin dispenser](#)
 - Coins

* **Note:** These consumable items should not need to be replaced in the life of the module. If an error message is displayed for these items, contact your local NCR representative.

Printer Media Storage

To get the best results from your printer, store spare paper supplies and ribbon cassettes in a cool, dry, dust-free place away from air vents or fans. Leave the articles in their original packing material until required for use.

To help NCR maintain the quality of their publications, send comments on the accuracy, clarity, usability, navigation, organization, and value of this book.

Address correspondence to:

Surface mail address:

NCR Financial Solutions Group Ltd
Information Solutions
Kingsway West
Dundee
Scotland
DD2 3XX

Email address:

userfeedback@exchange.scotland.ncr.com