

NCR ATM Replenish Wizard Cash Loading Instructions

These cash loading instructions are for using the EZCash Replenish Wizard instead of a balancing card at the ATM.

Cash Reset of ATM

- This procedure should be done when you are removing all cash from ATM and loading a new cash cycle

Printing Cash Position from the EZcash Replenish Wizard (always start with this)

1. From your desktop double click on the Replenish Wizard icon and login as Replenisher.
2. Select the ATM you are going to perform the cash replenishment on.
3. The first screen the Replenish Wizard displays is the current cash counts for that ATM, select the **Next** button and it will prompt you to print these counts.
4. The next screen in the Replenish Wizard will ask you to **Add Cash, Replace Cash and Start a new Balance Cycle** or **Continue to Coin**.
5. Select **Replace Cash and Start a new Balance Cycle** then the **Next** button.
6. The next screen allows you to input the bill count or dollar value for each denomination for the cash you are loading. Input bill counts or dollar value then select the **Next** button.
7. If the next screen you come to displays coin information then select **Skip coin**.
8. The last screen you come to displays the current cash you have loaded into the ATM select **Finish** to print these totals.

Cash Reset Rear of ATM

- This procedure must be done to maintain correct terminal counts in EZCash
1. Set the NORMAL/SUPERVISOR switch to **SUPERVISOR**.
 2. This should bring you to the "**Replenish**" menu. **NOTE:** If the display shows a *State of Health* or *Fault Status* message, press the **CNL** or **CLR** key to access the "**Select**" menu. Then choose option **(4)** for the "**Replenish**" menu.
 3. Select "**Clear Cash**" by pressing **(5)** then **(ENT)**. This will clear the totals in the ATM and display zero counts for each cassette.
 4. Press **(CNL)** to return to the **Replenish** menu.
 5. Toggle the NORMAL/SUPERVISOR switch back to **NORMAL**, close the lid and wait for the ATM to come online.

Cash Add of ATM

- This procedure should be done when **ADDING CASH** to a cash cycle **NOT** reloading with a new cash cycle

Adding Cash during a current cycle from the EZcash Replenish Wizard (always start with this)

1. From your desktop double click on the Replenish Wizard icon and login as Replenisher.
2. Select the ATM you are going to perform the cash replenishment on.
3. The first screen the Replenish Wizard displays is the current cash counts for that ATM, select the **Next** button and it will prompt you to print these counts.
4. The next screen in the Replenish Wizard will ask you to **Add Cash, Replace Cash and Start a new Balance Cycle** or **Continue to Coin** (if coin dispenser is part of ATM).
5. Select **Add Cash** then the **Next** button.
6. The next screen allows you to input the bill count or dollar value for each denomination for the cash you are adding. Input bill counts or dollar value the select the **Next** button
7. If the next screen you come to displays coin information then select **Skip coin**.
8. The last screen you come to displays the current cash you have added into the ATM select **Finish** to print these totals.