

## Start Up Procedure

Turn on the power switch mounted on a bracket under the cash presenter located inside the safe. Both green teller indicator lights should blink in an alternating pattern for a few moments during initialization and then turn off again.

If the unit does not turn on, you should make sure that the safe door is fully closed, the power cord is properly plugged into the unit and the power outlet, and that the circuit breaker is on. If you still do not have power, turn the power switch off and then on again. If the dispenser does not power up on this second try you should contact your service representative.

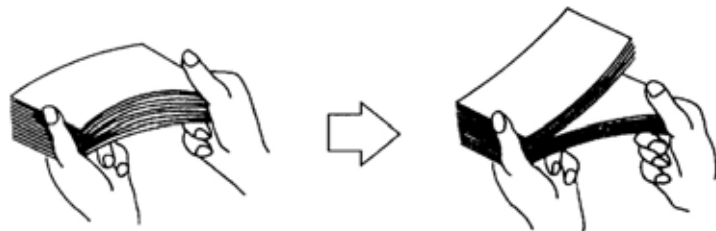
## Loading the Cassettes

Loading cassettes with notes is not complicated, but should be done carefully to ensure proper operation of the unit. An authorized person must open the safe door in order to access the currency cassettes.

Used currency should be prepared by holding a bundle of approximately 100 notes in one hand and fanning through the notes with the other, checking for obvious defects such as:

- Adhesive tape on the surface of the notes
- Staples, pins or any foreign matter attached to the notes
- Torn or limp notes with pin holes
- Two or more notes stuck together
- Corner folds (straighten as required)
- Folded notes

Any notes considered unacceptable should be removed. New or uncirculated currency should be fanned out several times (as illustrated in **Figure 3-1**) before loading into the cassette.

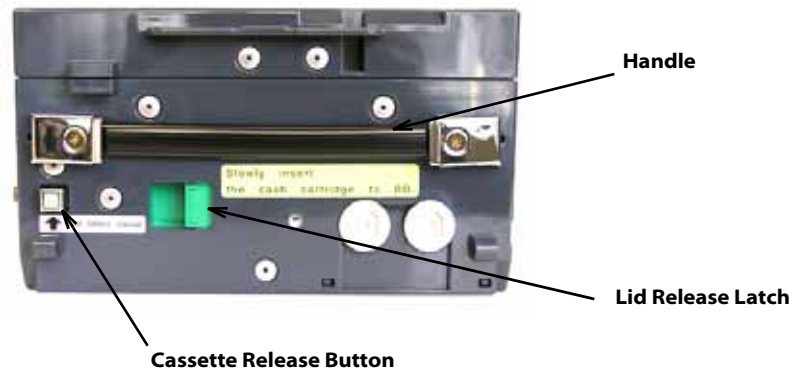


**Figure 3-1: Fan currency before loading into cassette.**

## Replenishing Notes in a Cassette

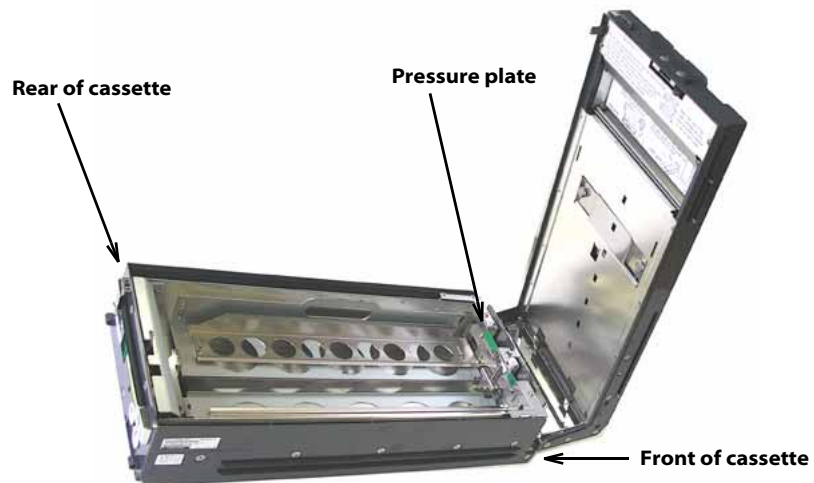
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1. With the safe door open, locate and press the green cassette release button on the front, left side of the desired cassette. The cassette should move forward slightly. Pull the cassette the rest of the way out of the dispenser by the handle located on the front of the cassette.



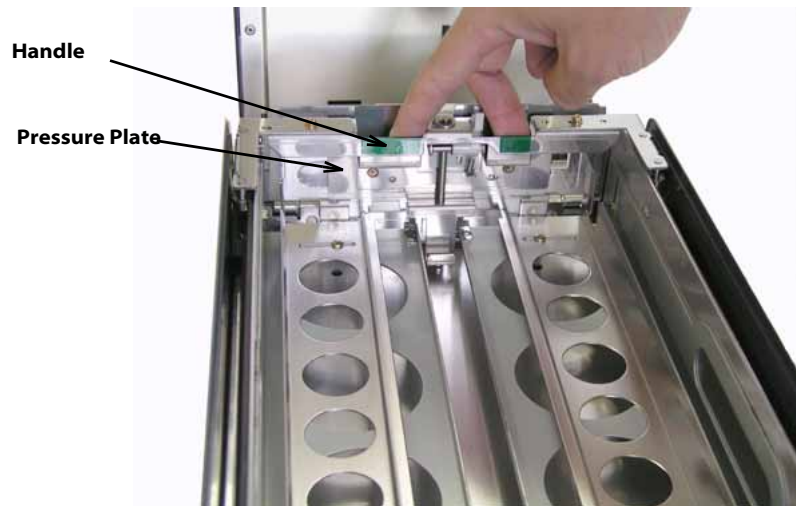
**Figure 3-2: Rear of Cassette**

2. To open the cassette lid, push the green lid release latch to the right and lift the lid of the cassette while holding the latch to the right.
3. Raise the lid completely so that it rests in the open position.



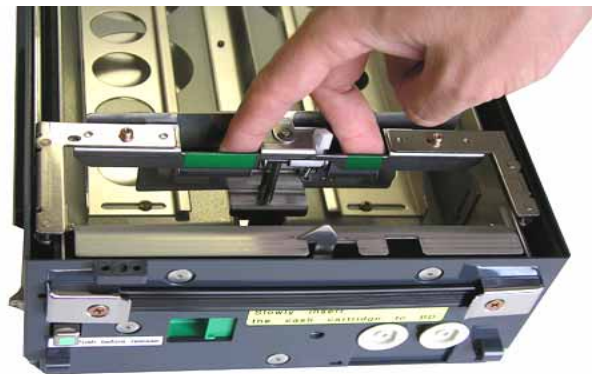
**Figure 3-3: Open Cassette**

4. Pull the pressure plate from its home position (as shown in **Figure 3-4**) with the green marked handle behind the plate until it reaches the rear of the cassette.



**Figure 3-4: Pressure Plate**

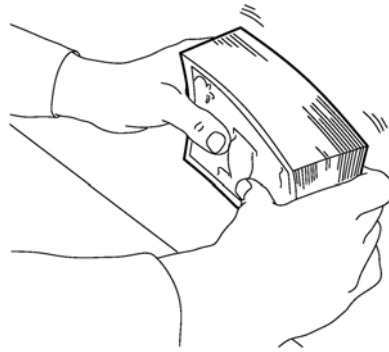
5. When the pressure plate reaches the rear of the cassette, a latching mechanism will engage. Release the handle and it should remain at the rear of the cassette.



**Figure 3-5: Pressure plate latches at rear of cassette to prepare for loading.**

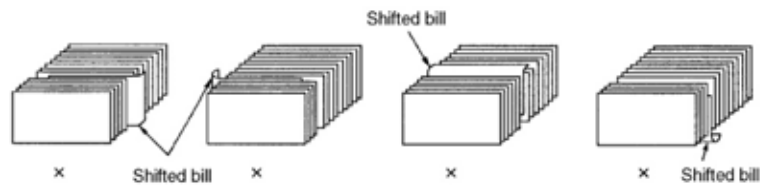
6. Align the edges of the notes to be loaded by holding a bundle loosely between the fingers and thumbs of both hands and tapping lightly on

a flat surface, then tapping the note ends.



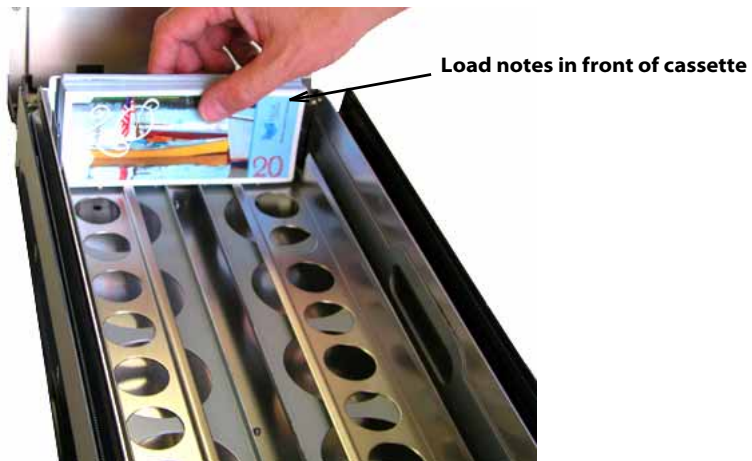
**Figure 3-6: Align currency before loading.**

7. Load the notes into the cassette. Please note that when you are loading the cassette you should alternate packs/bundles of 100 notes, making sure that notes are not shifted.



**Figure 3-7: Check for bills out of alignment**

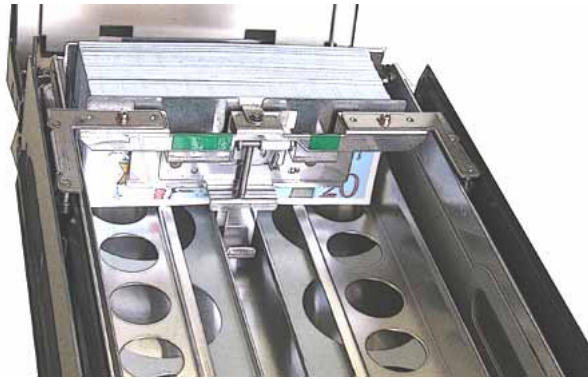
8. Continue loading until the required amount is loaded. Do not overfill or force notes into the cassette.



**Figure 3-8: Loading notes into the cassette**

9. To release the pressure plate, simply pull the green marked handle toward the rear of the cassette to release the latching mechanism. The spring loaded pressure plate will move forward until the note stack touches the front support.

10. Release the handle and the notes should remain between the front support and the pressure plate in an upright position, neatly stacked between the cassette guides.



**Figure 3-9: Cassette with notes loaded.**

11. Close the lid of the cassette and ensure that the cover latch has engaged with the base.
12. If required, the latch may be sealed or the cassette locked.
13. Push the loaded cassette firmly into the dispenser until it clicks into place. Some teller software packages require that the cassettes be placed in the same position from which they originally came. If the cassette is inserted into a different position an error could result during operation.
14. Close and lock the safe door and the appearance door.
15. Make necessary adjustments to the inventory control system and proceed with normal transactions.

