

GRG ATM Replenish Wizard Cash Loading Instructions

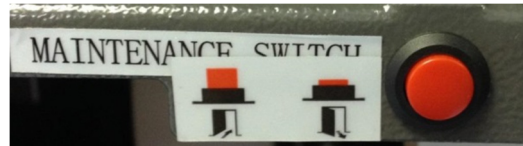
This procedure should be done when you are removing all cash from ATM and loading a new cash cycle

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

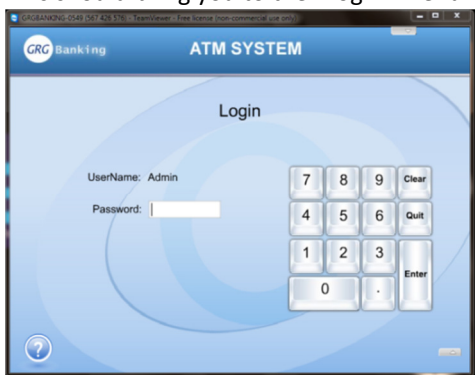
1. To prevent transactions from being processed before the replenishment, login to EZcash Monitor and select you ATM, right click on your ATM and then click on the "Send Down" command. This will take your ATM out of service until you are done with the replenishment.
2. From your desktop double click on the Replenish Wizard icon and login as a Replenisher.
3. If you have multiple ATM's then select the ATM you are going to perform the cash replenishment on.
4. The first screen is a welcome screen that you must wait for the Next button to become active on, once this button becomes active click it and the Replenish Wizard displays the current cash counts for that ATM, select the **Next** button again and it will prompt you to print these counts.
5. The next screen in the Replenish Wizard will ask you to **Add Cash** or **Replace Cash and Start a new Balance Cycle**.
6. Select **Replace Cash and Start a new Balance Cycle** and then the **Next** button.
7. The next screen allows you to input the bill count or dollar value for each denomination for the cash you are loading. Input your bill counts or dollar values for each denomination then select the **Next** button.
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

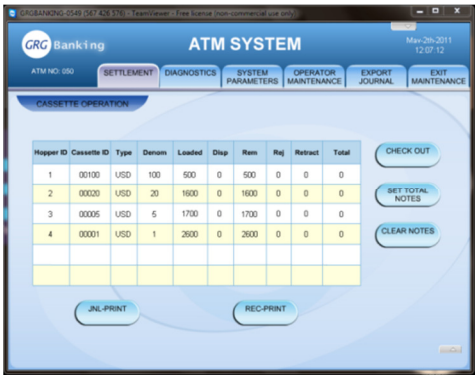
1. Set the Maintenance switch to **Maintenance** (out position). Located behind the rear display and is usually red or blue.



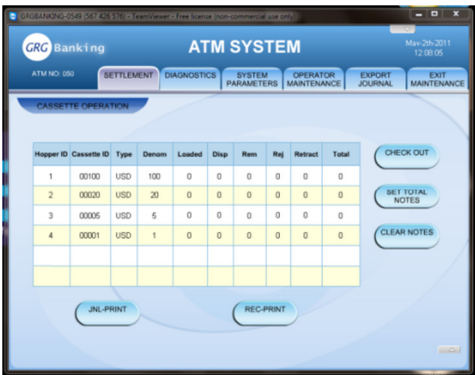
2. This should bring you to the "Login" menu. NOTE: The display shows the default User Name: Admin and the default password is 111 this will log you into the Settlement menu.



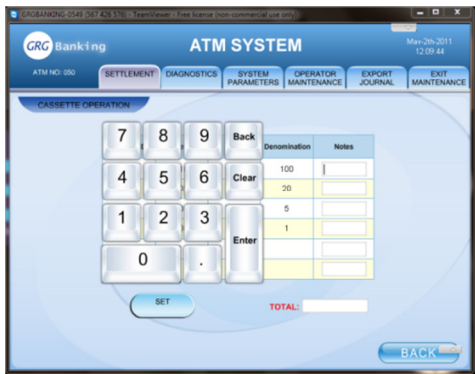
- Select "REC-PRINT" by selecting this button on the rear display. This will print the totals of the ATM on the Receipt (front) printer.



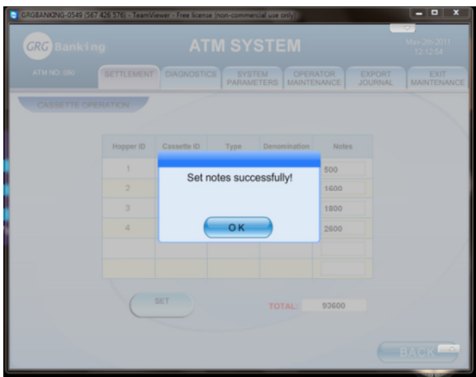
- Select "Clear Notes" by pressing the button the display will show "processing" then "clear note successful" and zero counts in all 4 cassettes.



- Press "Set Total Notes" button on the display, the display will change. Then select the box for the first denomination (i.e. 100's, 20's, 5's and 1's) this will bring up the number pad. Then enter the number of notes for that cassette and press enter. Repeat for each denomination.



6. Press **(SET)** once you have all the cassette notes entered.



7. Select the **Exit Maintenance** tab to exit the maintenance mode and the ATM will check for errors before going in service.



8. Push Maintenance switch to back to **NORMAL** (in position), close the top door and wait for the ATM to come online.

