

GRG ATM Settlement Card Cash Loading Instructions

The cash loading instructions will require you to perform steps at both the front and rear of the ATM and have a supervisor transaction balancing card.

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

Printing Cash Position Front of ATM (always start with this)

1. Insert your balancing card into the ATM
2. Press "**Send Firmware Totals**". The ATM will go out of service, then back in service and return your balancing card if using a motorized reader.
3. Re-Insert the balancing card.
4. Press "**Print Cash Position**". Receipts will print showing the ATM's current cash position.
5. Press "**Cancel**". Then go to the rear of the ATM.

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.
3. Select "**REC-PRINT**" by selecting this button on the rear display. This will print the totals of the ATM on the Receipt (front) printer.
4. Select "**Clear Notes**" by pressing the button the display will show "processing" then "clear note successful" and zero counts in all 4 cassettes.
5. 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 door and wait for the ATM to come online.

Cash Reset Front of ATM

1. Insert your balancing card into the ATM.
2. Press "**Cash Replenishment**" button.
3. Select the first cassette.
4. Press "**RESET CASH**" to reset the bill counts for this cassette.
5. Enter the number of bills in the cassette and press "**TOTALS CORRECT**". A receipt should print showing the bill count you just entered.
6. **Repeat steps 3 thru 5 for each cassette.**
7. Press "**Start New Balance Cycle**".
8. Press "**Send Firmware Totals**". The ATM will go out of service, back in service and return your balancing card.
9. Re-Insert the balancing card.
10. Press "**Print Cash Position**". Receipts will print showing the ATM's current cash position.
11. Press "**Cancel**". This will end the transaction.