

NCR ATM Replenish Wizard Cash Loading Instructions

These cash loading instructions are for using the EZCash Replenish Wizard instead of a Supervisor transaction card.

➤ 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 for each cassette.
7. **Now load the ATM cassettes with the new cash cycle** then select the **Next** button.
8. If the next screen you come to displays coin information then select **Skip** coin if your ATM does not have one.
9. The last screen you come to displays the current cash you have loaded into the ATM select **Finish** to print these totals. The ATM will go back online.

Clearing the ATM Cash Counts

• **This procedure must be done to maintain correct terminal counts in EZCash**

1. Set the NORMAL/SUPERVISOR switch to **SUPERVISOR** or open the front of the ATM.
2. This should bring you to the "**Replenish**" menu if not at the Replenish menu press **CNL** (Cancel Key) then 4 **ENT** (Enter Key).
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** or close the lid press 9 **ENT** and wait for the ATM to come online.

Cash Add of ATM

➤ This procedure should be done when you are ADDING CASH to cash cycle not reloading with new CASH

Printing Cash Position and Adding Cash

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.
7. **Now load the ATM cassettes with the Added cash** then select the **Next** button.
8. If the next screen you come to displays coin information then select **Skip coin**.
9. The last screen you come to displays the current cash you have added into the ATM select **Finish** to print these totals.