

NCR ATM Settlement Card Cash Loading Instructions

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

Printing Ending Cash Position 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, back in service and return your balancing card.
3. Re-Insert the balancing card.
4. Press **"Print Cash Position"**.

The ATM's current cash dispensed position.
This is what has been dispensed out of the cassettes.

The ATM's current cash remaining position.
This is what is left in the cassettes.

```

ATM CASH POSITION ON 10/24/13 11:20:20
SETTLEMENT CARD # 1111011035350001

          CASSETTE POSITION          DIVERT
          #1 #2 #3 #4          CASSET
-----
CASH START BALANCE
CURRENCY TYPE          1      2      3      4
CASH ADDED IN CYCLE
START          1000  1500  1500  2000
ADDED          0      0      0      0
TOTAL          1000  1500  1500  2000

CASH DISPENSED
HOST          191    106    78    89
ATM          191    106    78    89

REMAINING
HOST          809    1394  1422  1911
ATM          809    1394  1422  1911
DIFF          0      0      0      0
    
```

Loading the ATM with Cash

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 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 **(ENT)** to return to the Replenish menu.
5. **Load cash into the cassettes.**
6. Select **"TEST CASH"** by pressing **(10)** then **(ENT)** this will test both dispensers for functionality and will display all good cassettes. If any cassettes are missing from the test results list there was a problem with that missing cassette. If successful press **CNL** to return to the **Select Menu**.
7. Toggle the NORMAL/SUPERVISOR switch back to **NORMAL**, or close the lid press **9 ENT** and wait for the ATM to come online.

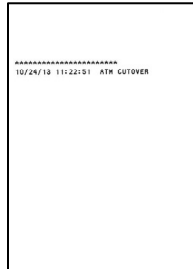
After Loading the ATM with Cash

1. Insert your balancing card into the ATM.
2. Press **"Cash Replenishment"** button.
3. Select a cassette and then press **"RESET CASH"**
4. Enter the number of bills in the cassette and press **"TOTALS CORRECT"**. A receipt will print showing the bill count.
5. Repeat steps 3 thru 5 for each cassette.

When done with all 4 cassettes you should have four receipts that look like these.

7. Press **"Start New Balance Cycle"**.

You should get a receipt that looks like this.



```

** REPLENISHMENT TRANSACTION **
** CASH RESET **
DATE AND TIME      : 10/24/13 11:21:4
@
TRAN SERIAL NUMBER : 10241121
SETTLEMENT CARD NO : 1111011035350001
BILLS NUMBER RESET TO : CASSETTE 1 COUNT
SET TO 900
CASSETTE POSITION   :

** REPLENISHMENT TRANSACTION **
** CASH RESET **
DATE AND TIME      : 10/24/13 11:22:0
@
TRAN SERIAL NUMBER : 10241122
SETTLEMENT CARD NO : 1111011035350001
BILLS NUMBER RESET TO : CASSETTE 2 COUNT
SET TO 1400
CASSETTE POSITION   :

** REPLENISHMENT TRANSACTION **
** CASH RESET **
DATE AND TIME      : 10/24/13 11:22:1
@
TRAN SERIAL NUMBER : 10241123
SETTLEMENT CARD NO : 1111011035350001
BILLS NUMBER RESET TO : CASSETTE 3 COUNT
SET TO 1800
CASSETTE POSITION   :

** REPLENISHMENT TRANSACTION **
** CASH RESET **
DATE AND TIME      : 10/24/13 11:22:3
@
TRAN SERIAL NUMBER : 10241124
SETTLEMENT CARD NO : 1111011035350001
BILLS NUMBER RESET TO : CASSETTE 4 COUNT
SET TO 1800
CASSETTE POSITION   :
    
```

8. Press **"Send Firmware Totals"**.
(The ATM will go out of service, back in service.)

9. Re-Insert the balancing card and press **"Print Cash Position"**. The receipts should show the correct balance for the ATM and Host. Press **"Cancel"**.

The ATM's New starting cash position. This is what is was loaded in the cassettes.

```

ATM CASH POSITION ON 10/24/13 11:23:21
SETTLEMENT CARD # 1111011035350001

          CASSETTE POSITION          DIVERT
          #1 #2 #3 #4          CASSET
-----
CASH START BALANCE
CURRENCY TYPE          1      2      3      4
CASH ADDED IN CYCLE
START          900   1400  1600  1800
ADDED          0      0      0      0
TOTAL          900   1400  1600  1800

CASH DISPENSED
HOST          0      0      0      0
ATM          0      0      0      0

REMAINING
HOST          900   1400  1600  1800
ATM          900   1400  1600  1800
DIFF          0      0      0      0
    
```