



Sentinel Control Module (SCM) Quick Reference Manual



Tidel would like to thank you for purchasing this Sentinel product. To maintain proper working order, we recommend you read this manual completely and perform the preventive maintenance routines at the suggested intervals.

The Manufacturer's Warranty is limited to defects in workmanship and equipment hardware. Repairs due to lack of Preventive Maintenance (and Preventive Maintenance itself), are not covered by the Manufacturer's Warranty.

ITEMS THAT REQUIRE PREVENTIVE MAINTENANCE

Bill Acceptors - Pages 23 - 25

Clean with Cleaning Cards on a routine basis (dependent on location's volume of traffic) or manually at suggest intervals.

Combination Lock Battery Replacement - Page 38

Repeated beeping during opening or a continuous flashing LED indicates a low battery condition.

Screen Protectors - Page 39

Should be replaced when the Touchscreen response becomes erratic.

Additional items not covered by warranty, but not limited to:

1st trip costs to diagnose reported problems
Additional time on site due to customer delays
Abuse
After Hours, Weekend or Holiday service
Bill Jams
Cassettes damaged due to mis-handling
Consumables - Paper, keys, dipsticks, bags, screen protectors, etc
Costs outside those associated with the repair of the equipment
Damage due to spillage
Equipment or software upgrades
Equipment resets
External equipment such as routers, network hubs, etc
Failures due to insect/animal/rodent habitation
Network or phone line related problems
No problem found when the Service Provider arrives on site
Part replacement when the reported problem cannot be duplicated
Phone fixable problems
Printer jams or paper loading errors
Problems due to incorrect Bag or Cassette installation
Report balancing inquiries and disputes
Screen protector damage or replacement
Telephone, network or utility failures
Touchscreen damage
User programming problems

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Initial Startup

The following options may be displayed at start-up:

"Would you like to Perform End User Setup"

- ▶ YES - Will prompt the selection of "Customer Specific" settings.

Select the appropriate Customer

WARNING: Once selected, Customer settings are loaded and cannot be re-loaded.

If the incorrect Customer is selected, settings can only be changed manually in the appropriate menus.

- ▶ NO - Will allow the user to navigate the menus without loading Customer settings

WARNING: If "NO" is selected, the display will prompt for the END USER SETUP each time the unit is reset - until a Customer is selected.

"Enter the Executive PIN"

- ▶ This prompt indicates no setup information has been entered.

All Setup (Policy) parameters, Currency and Dispense selections and User information must be manually programmed.

See Mandatory Programming on the following pages.

"Log In (Main Screen)"

- ▶ The unit has been pre-programmed at the factory for customer settings, the customer must provide the Log In codes.

"Store Name/Number"

Tap the Touchscreen icon until the desired characters appear (4 to 16 characters) and press "DONE".

NOTE: To bypass the Store Number entry, select "GO BACK".

Mandatory Programming

Date and Time

Log In > More > Date/Time

- a) Enter the Date and time (note date format).
- b) Select AM or PM (if applicable), then select "ENTER".
- c) Select "GO BACK" until the Main Screen appears.

Clerk and Manager Codes

Log In > Accounts > (select account type) > Add

- a) Enter the desired PIN Code (4 to 9 numbers) and select "ENTER".
- b) Verify the PIN Code - Re-Enter the PIN Code and select "ENTER".
- c) Enter the Name - Tap the Touchscreen icon until the desired characters appear and press "DONE" (2 to 8 characters).
- d) Set the User's privileges from the available menus and select "SAVE" to exit.

Select "ADD" to enter another account.

Select "GO BACK" to select a different account type.

Tube Vending Operations:

Step 1: Configure column amount (the amount in a single tube, in each column).

Log In > Cash Control > Configure Columns

- a) Select the desired column.
- b) Select the Denomination type.
- c) Select the number of bills per tube and select "ENTER" (Bills only).
- d) Select another column or select "DONE" to exit and save your settings.

Mandatory Programming

Bill Dispenser Operations:

Step 1: Configure the Cassette denominations:

Log In > Cash Control > Configure Dispense Choices > Configure Dispenser > Cassette Configuration

- a) Select the desired Cassette
- b) Select the denomination type (by country).
- c) Select the bill value by selecting the amount icon until the correct value appears.
- d) Select "DONE" to exit the cassette configuration.
- e) Repeat steps "a - d" for all cassettes being used.
- f) Select "DONE" to exit and save your settings.

Step 2: Configure the dispense selections:

Log In > Cash Control > Configure Dispense Choices > Configure Dispenser > Configure Dispense Choices

- a) Select an available dispense selection icon.
- b) Select the number of cassettes the bills will be dispensed from.
- c) Select bill denomination type and the number of bills to dispense.
- d) Repeat steps "a - c" for all the desired dispense selections.
- e) Select "GO BACK" to exit and save your settings.

Report Types:

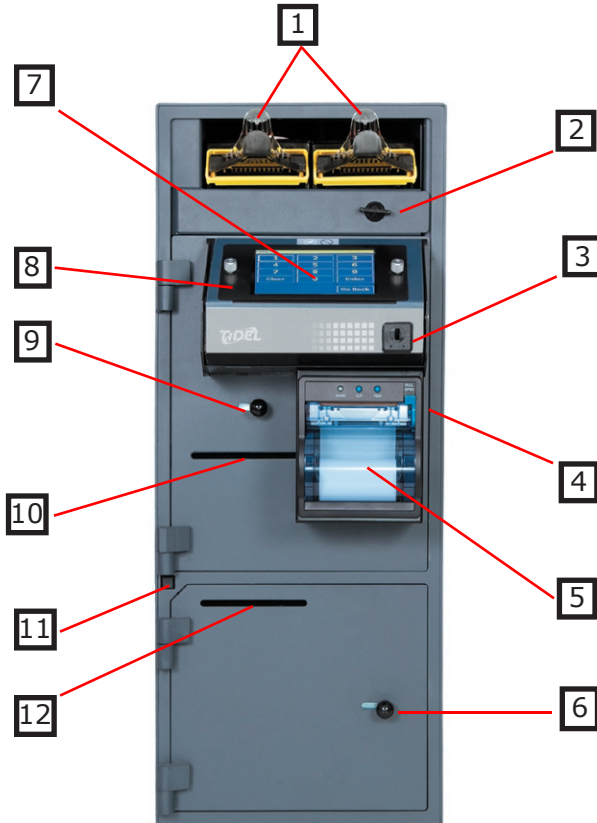
Step 1: Report Type:

Log In > More > Policy > Reports

- a) Select "Unknown Report Type" icon.
- b) Select a report style from the displayed options.

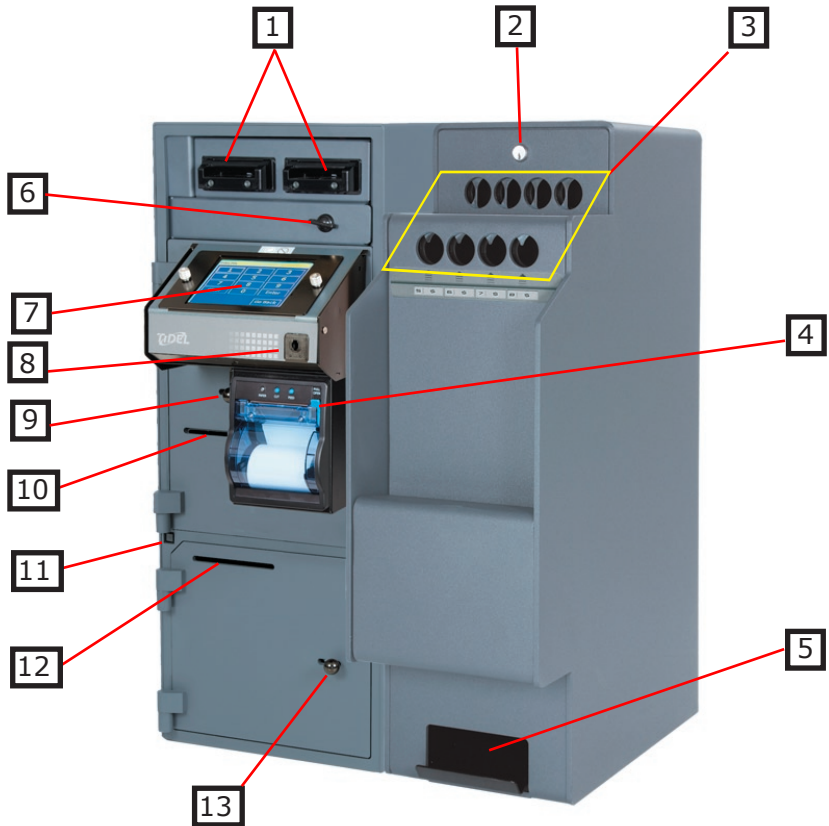
NOTE: "Original" report styles may fit the needs of most non-specific customers, however, the customer may wish to experiment with different report styles to find the type that best fits their operation.

Sentinel Control Module Equipped with 2 Bill Acceptors



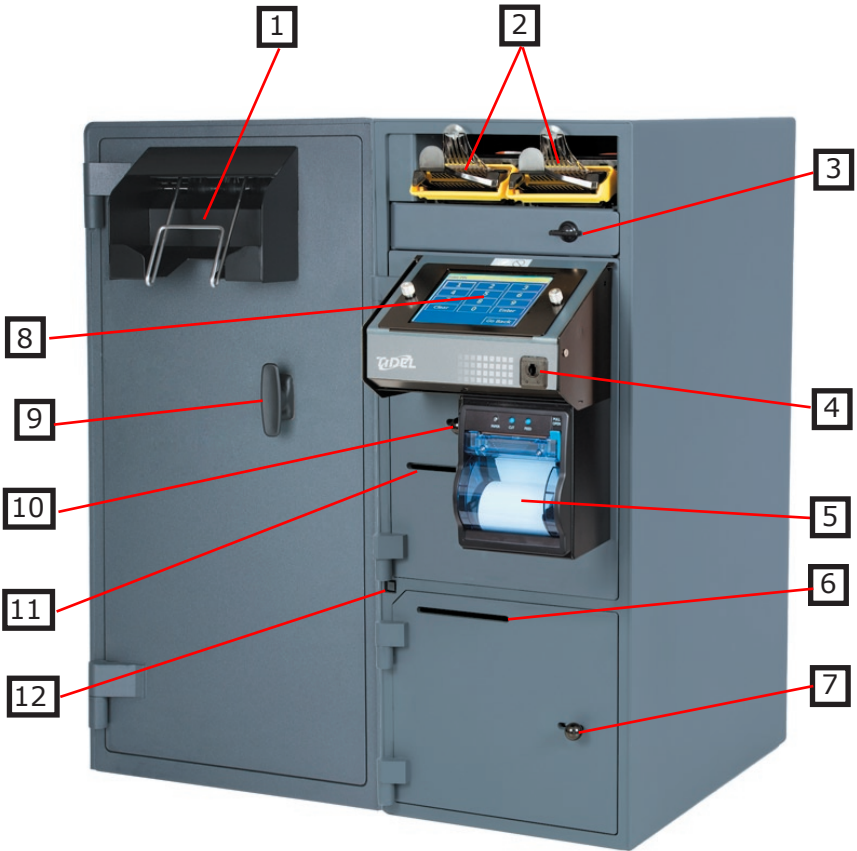
- 1) Bill Acceptors (MEI Bulk Note pictured)
- 2) Bill Acceptor Maintenance Door Latch
- 3) DataKey Reader
- 4) Printer Paper Loading Door Release Button
- 5) Printer
- 6) Drop Vault Door Handle
- 7) Touchscreen
- 8) Removable Bezel (for Screen Protector replacement)
- 9) Bill Acceptor Vault Door Handle
- 10) Courier Tray Insertion Slot
- 11) On/Off Switch (Thermal Breaker)
- 12) Drop Insertion Slot

SCM With Tube Vend Module



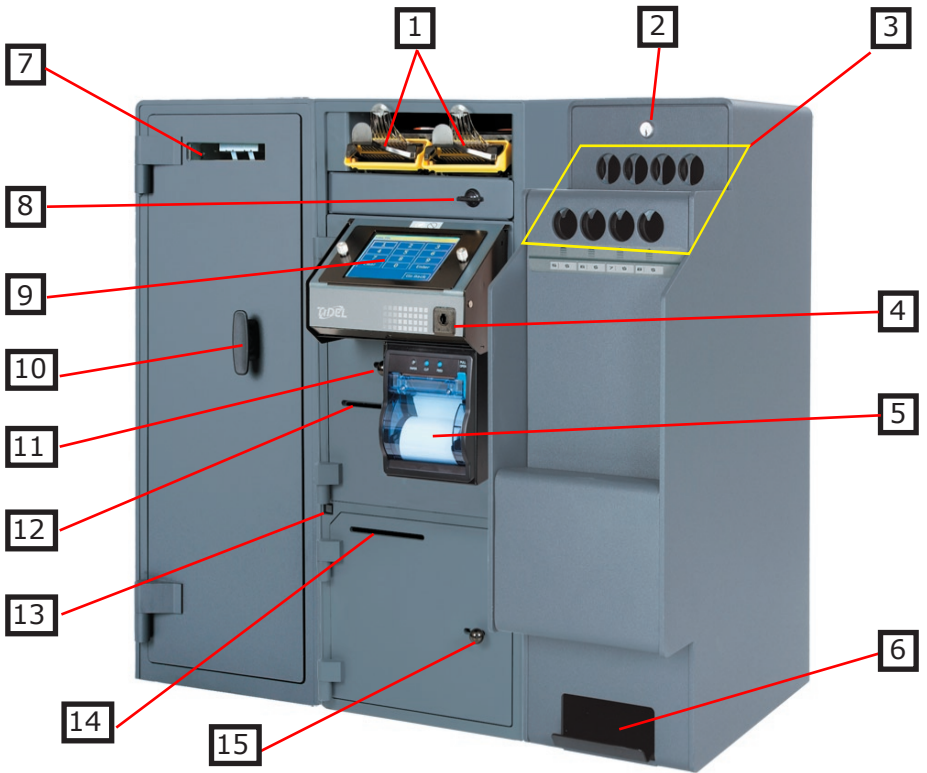
- 1) Bill Acceptors (CashCode pictured)
- 2) Tube Vending Vault Lock (Maintenance Door)
- 3) Tube Insertion Holes
- 4) Printer
- 5) Tube Retrieval Pan
- 6) Bill Acceptor Maintenance Door Handle
- 7) Display - Touchscreen
- 8) DataKey Reader
- 9) Bill Acceptor Vault Door Handle
- 10) Courier Tray Insertion Slot
- 11) On/Off Switch
- 12) Drop Insertion Slot
- 13) Drop Vault Door Handle

SCM With Bill Dispenser



- 1) Bill Dispenser Retrieval Pan
- 2) Bill Acceptors (MEI Bulk Note pictured)
- 3) Bill Acceptor Maintenance Door
- 4) DataKey Reader
- 5) Printer
- 6) Drop Insertion Slot
- 7) Drop Vault Door Handle
- 8) Display - Touchscreen
- 9) Bill Dispenser Vault Door Handle
- 10) Bill Acceptor Vault Door Handle
- 11) Courier Tray Insertion Slot
- 12) On/Off switch

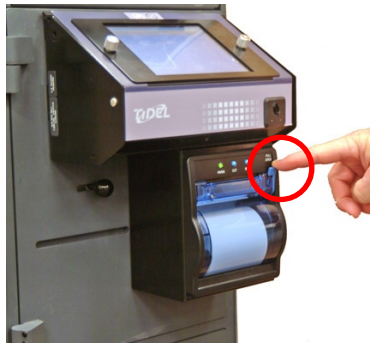
SCM With Bill Dispenser and Tube Vend Module



- 1) Bill Acceptors (MEI Bulk Note pictured)
- 2) Tube Vending Vault Lock (Maintenance Door)
- 3) Tube Insertion Holes
- 4) DataKey Reader
- 5) Printer
- 6) Tube Retrieval Pan
- 7) Bill Dispense Exit
- 8) Bill Acceptor Maintenance Door Handle
- 9) Display - Touchscreen
- 10) Bill Dispenser Vault Door Handle
- 11) Bill Acceptor Vault Door Handle
- 12) Courier Tray Insertion Slot
- 13) On/Off Switch
- 14) Drop Insertion Slot
- 15) Drop Vault Door Handle

Integrated Printers

Step 1: Press down on the Paper Door Release Button to expose the paper tray.



Step 2: Pull enough paper off the roll to extend out of the paper tray and place the paper into the tray so the paper comes off the top of the roll.



Step 3: Close the Paper Tray Door and press the "CUT" button to remove the excess paper extending out of the tray.



Thermal Paper Specifications:

Paper width - 3 1/8"

Thickness - 3.25 ml

Thermal coating on inside of roll

Touchscreen Layout/Entry



NOTE: The top line of the Display indicates the current screen and entries made on the Touchscreen.

- ▶ Use your fingertips to “tap” in selections. Do not use sharp, pointed objects to select entries.

To enter a character:

Tap the corresponding icon repeatedly until the desired selection is displayed.

To advance to the next character:

Pause entry selection for 1-2 seconds, then continue with the next character.

To backspace 1 character or clear an entry:

Select “Clear”.

To exit an Entry screen:

Select “Done”.

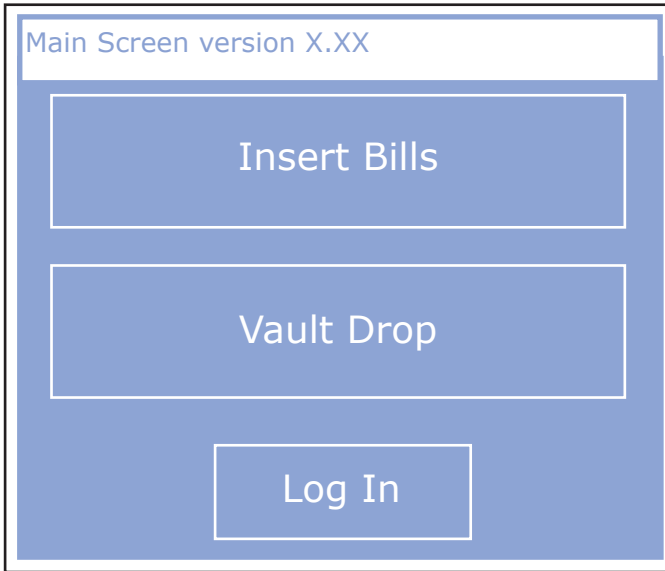
To exit a Menu screen:

Select “Go Back”.

To enter a space:

Select the “789_” icon until an underscore “_” is displayed.

Main Screen Operations



- ▶ Selecting an icon on the Main Screen will prompt the User for code entry.
- ▶ Selections that appear on the Main Screen will vary depending on the configuration and type of add-on modules equipped with the unit.

Buy Change

This feature will require the user to insert bills into the Bill Acceptor before funds can be dispensed.

(Time delay does not apply to the dispensing process when this feature is selected)

- As bills are inserted into the Acceptors, dispense selections equal to the "Deposit Credit" will appear on the display.
- As funds are dispersed, selections larger than the "Deposit Credit" will be removed from the display.
- Press Done to exit the Buy Change menu

Note: Any unused "Deposit Credit" cannot be carried over to the next vending transaction.

Main Screen Operations

Cash Check

- 1) After code entry, enter the amount to be dispensed.
- 2) At the prompt, select the bill dispense order:
 - ▶ Assorted notes - the unit will dispense even amounts of each type of denomination.
 - ▶ Least number of notes - the unit will dispense bills from the highest denomination cassette, without going over the requested amount.

The unit will then progress to the lower denominations until the correct amount is dispensed.
 - ▶ No Big Notes - the largest denomination (cassette) will not be dispensed during check cashing transactions.
- 3) After the notes have been dispensed, enter the amount of the check (drop).
- 4) You may be prompted to enter an envelope number.
- 5) Insert the check into the drop insertion Slot.

Dispense Cash

- 1) After code entry, a menu of available bill dispensing selections will appear.

"Let Me Choose" Dispense Options

- 1) After selecting a dispense function, a "Let Me Choose" option can be selected.
 - a) Select the desired bill denomination.
 - b) Tap the (+) to increment the number to be dispensed by the number represented in the selection.
 - c) Tap the (-) to decrease the number to be dispensed by the number represented in the selection.
 - d) Repeat the above steps until the desired dispense request is achieved.
 - e) Select "Dispense".

Note: Amounts dispensed can be restricted by setting the "Vend Limit" and "Daily Vend Limit" in the User's Accounts Menu.

Main Screen Operations

Insert Bills

- 1) After code entry, the Bill Acceptor will become active. Bills can be inserted into the Bill Acceptor.

Note: Approximately 25 bills can be inserted into a Bulk Note Bill Acceptor in a single transaction.

- 2) The Bill Acceptor will become inactive 30 seconds after the last bill was inserted or when "Done" is selected.

Bills that have been marked inside the "Keep Out" area (with security marking pens, ink pens, pencils, etc...), are likely to



Keep Out Area

be rejected by the bill acceptors.

Load Tubes (by Clerk)

- 1) The Sales Associate may be prompted to select the assigned register (If applicable).
- 2) The Sales Associate will be prompted to select the column and the number of tubes to be loaded.

Load Tubes (by Manager)

- 1) The Manager may be prompted to select the register containing funds used to fill the columns (If applicable).
 - ▶ The "Are you going to fill the columns?" will appear.
 - YES** - The tube count in all columns will be set to 11.
 - NO** - Column selection will appear, allowing the Manager to select columns and the number of tubes inserted.
- 2) The prompt "Is the money for the tubes coming from the Main Vault?" may appear.

Selecting "YES" will deduct the total amount of the tubes loaded from the Reserve Fund/Vault.

Main Screen Operations

Log In

- 1) The user will be prompted to enter a Clerk, Manager or Executive code to access the appropriate menus.

Vault Drop

- 1) The user may be prompted to select or enter required tracking information prior to making a drop (If applicable):
 - a) Register Number/Name
 - b) Check Number
 - c) Reference number
 - d) Drop Type (Denomination, check, etc...)
- 2) The user will be prompted to enter the amount of the drop and verify the amount of the drop.

NOTE: If more than 128 vault drops are performed without moving the drops out, the oldest drops will be deleted as the new drops are added. (see Moving Vault Contents in this manual)

Vend Tube

- 1) The user may be prompted to select the assigned register (If applicable).
- 2) The user will be prompted to select the column a tube will dispense from (If applicable).
- 3) After a tube is vended, the VEND TUBE icon will display "Report Problem". Selecting this item will allow the User to report one of the following conditions:
 - ▶ Got the wrong stuff - The user will be prompted to enter the amount that was actually in the tube.
 - ▶ Nothing came out - No tube was dispensed.
 - ▶ The tube was empty - Nothing was in the tube.
 - ▶ The vend was OK - No problem will be reported.

The above reported problems will be noted on the Summary, Shift and Transaction Reports.

Inserting Manual Drops



Drops inserted into the **Drop Insertion Slot** on an SCM may be retrieved by opening the **"Drop Vault"**

Placing Items In The Courier Tray

The **"Courier Tray"** allows users to place items into the Bill Acceptor Vault without accessing the vault

The Courier Tray Insertion Slot is located to the left of the Printer on **SCM** units

Step 1: Place the items in the slot at the top of the Bill Acceptor Vault Door.



Retrieving Manual Drops

Step 1: Navigate to the "Open Vault" Menu and select the **Drop Vault**.

Log In > (enter code) > Open Vault > Drop Vault

Step 2: After the door opening delay time has expired, the top line of the Display will indicate "Vault Wait Complete".

Step 3: Navigate to the "Open Vault" Menu and select the **Drop Vault**.

Log In > (enter code) > Open Vault > Drop Vault

Step 4: Slide the handle to open the Drop Vault.

NOTE: A "Move Vault Contents" must be performed after Drops have been removed or accounting records will be inaccurate.



**Drop
Compartment**

Moving the Drop Vault Contents

If Drops are being transferred to the Courier Tray:

Step 1: Navigate to the "Cash Control Menu" and select **DROPS TO COURIER TRAY**.

Log In > (enter code) > Cash Control > Drops to Courier Tray

Step 2: The unit will display the drop contents.

Step 3: Select "Done" (The reports will reflect that all contents in the Drop Vault were moved to the Courier Tray).

Step 4: Drops can be inserted into the Courier Tray Slot in the front of the Bill Acceptor Vault Door.

If Drops are being transferred to the Reserve Change Fund or being removed from the unit

Step 1: Navigate to the "Cash Control Menu" and select **MOVE VAULT CONTENTS**.

Log In > (enter code) > Cash Control > Move Vault Contents

Step 2: The user should select **DROP** from the "Move From" menu.

Step 3: The user will be prompted to select where drops are being "Moved To".

- ▶ **Outside** - Reports will show drops were removed from the unit
- ▶ **Reserve Change Fund** - Reports will show the drops were added to the store operating funds

Step 4: Select "Done" to complete the Drop move.

Courier Key Operations

When a Courier DataKey is inserted and turned, the following Menu selections may appear (dependent on Policy settings):

▶ **Print Reports**

Reports can be printed from this menu.

▶ **Notation**

A 1-16 character notation can be entered each time "YES" is selected (up to sixteen times).

Notations entered will appear on the report that is printed after the Courier closes the door.

Examples:

If the Courier wants the notes to appear on the report for the CURRENT pick-up (such as courier tray amounts included in the pickup), the notations should be entered BEFORE the door is shut and locked.

If the Courier wants the notes to appear on the report for the NEXT pick-up (such as seal numbers, cassettes serial numbers), the notations should be entered AFTER the door is shut and locked.

▶ **Open Vaults**

If the Courier has access to only one vault, the door can be opened after this menu item is selected.

If the Courier has access to multiple vaults, additional selections available to the Courier may be displayed.

▶ **Change Pin**

Allows the Courier to change the existing PIN number.

▶ **Clean Acceptors**

Allows the Courier to access the Bill Acceptor Cleaning Menu.

Retrieving Items from the Courier Tray

Step 1: Open the Bill Acceptor Vault Door to access the Courier Tray.

If the Bill Acceptor Vault was opened by a Courier:

- a) The Courier will perform the necessary steps to clear the contents of the Courier Tray.
- b) The Courier Report will reflect the amounts removed.

If the Bill Acceptor Vault was opened by an Employee:

- a) A "Move Vault Contents" must be performed to clear the Courier Tray amounts from the accounting reports.



**Courier Tray
Compartment**

Opening A Vault

Step 1: Navigate to the "Open Vault" Menu and select the desired vault.

Log In > (enter code) > Open Vault

Note: If the desired vault does not appear as a selection, the user does not have the ability to open that vault.

Bill Acceptor Vault

The vault which contains the Bill Acceptor Cassettes.

The "Courier Tray" is located inside the Bill Acceptor Vault.

Bill Acceptor Maintenance Door

The small door below the Bill Acceptors which allows the Acceptor heads to be removed for cleaning and jam removal.

Drop Vault

The lower door of the unit.

Note Vault

The vault which contains the Bill Dispenser

Step 2: After the door opening delay time has expired, the top line of the Display will indicate "Vault Wait Complete".

- ▶ When the door opening delay time is achieved, there is a 10 minute access window to open the door.
- ▶ If the Door is not opened during the 10 minute access period, restarting the opening procedure will be required.

Step 3: Navigate to the "Open Vault" Menu and select the desired vault again.

Step 4: Turn/slide the handle to open the Vault.

Bill Acceptor General Information

Routine Cleaning of Bill Acceptors

Routine cleaning should be performed using Tidel approved cleaning cards to insure optimum performance (frequency is dependent on volume of use, however, weekly is recommended).

It is recommended that the Bill Acceptors are manually cleaned every thirty days **OR** every 20,000 bills.

NOTE: To remove the cleaning reminder, perform the "CLEAR ALL ODOMETERS" function.

Log In > More > Maintenance > Bill Acceptors > Clean Acceptors > Clear All Odometers

Routine Cleaning:

Step 1: Navigate to "Enable Bill Acceptors to allow insertion of cleaning cards".

Log In > More > Maintenance > Bill Acceptors > Clean Acceptors > Enable Bill Acceptors to allow insertion of cleaning cards

Step 2: Insert the cleaning card into the Bill Acceptor throat.

Step 3: The cleaning card will be pulled in by the Bill Acceptor, then ejected. Remove and reinsert the cleaning card as many times as necessary.

Step 4: Insert and hold the cleaning card to clean the Bill Acceptor rollers.

Cassette Bill Capacities (approximate):

MEI - 900 ~ 1200 notes

Cashcode - 1200 ~ 1500 notes

To Clear The Bill Acceptors Amounts From Reports

NOTE: This function is typically not available on equipment serviced by Courier Companies.

Step 1: Navigate to the "Cash Control" Menu.

Log In > Cash Control > Clear Acceptor

Step 2: The prompt "Are you sure the bill acceptor was emptied?"

YES - Amounts shown in the bill acceptor will be cleared.

MEI Bill Acceptors

Removing Cash from the Cassettes

Step 1: Open the Bill Acceptor Vault.

Step 2: Pull the Cassette out of the Bill Acceptor by the yellow handle.

Extended Capacity Cassettes

- ▶ Press the release button toward the bottom of the cassette and slide the door toward the rear to access the contents.



Standard Capacity Cassettes

- ▶ Press the release button toward the center of the Cassette to open the access door.



Step 3: To re-install the cassette, insert the cassette with the indicator arrow pointing up, until it seats into the Bill Acceptor.

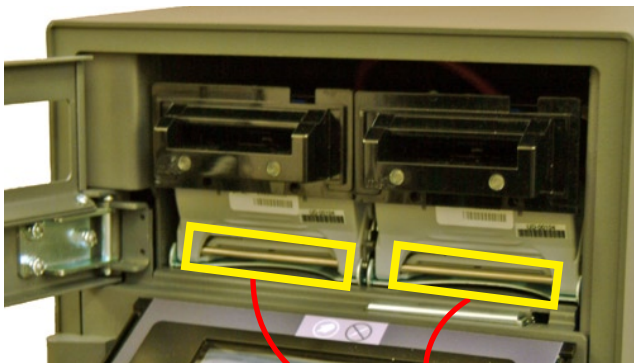
MEI Bill Acceptor Head Removal for Manual Cleaning and Jam Clearing

Step 1: If equipped with "Bulk Note Feed" Bill Acceptors, squeeze the release tabs to remove the Bill Tray from the door.



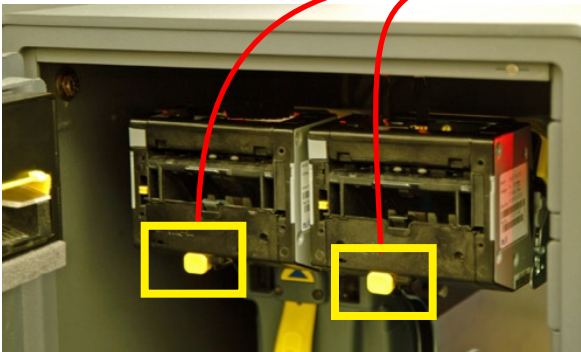
Step 2: Open the Bill Acceptor Maintenance Door.

Step 3: Press the release mechanism to remove the Bill Acceptor Head.



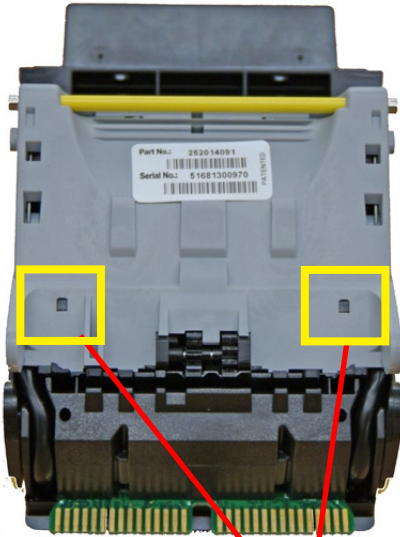
Single Note Feeders

Release Bars/Buttons

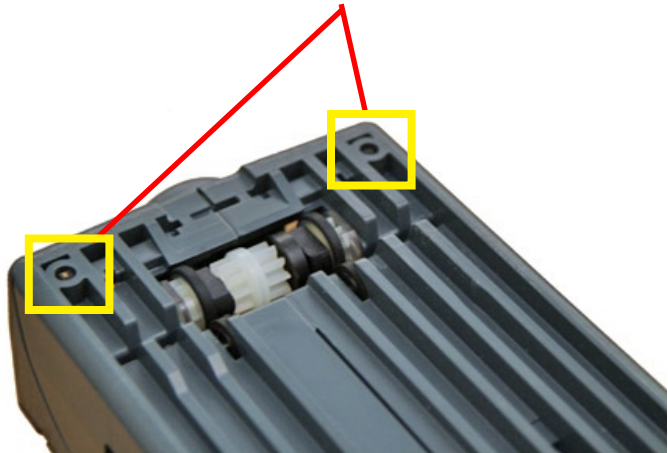


Bulk Note Feeders

MEI CashFlow Manual Cleaning



Clean the "Cassette Present" sensors with compressed air or a damp cotton swab



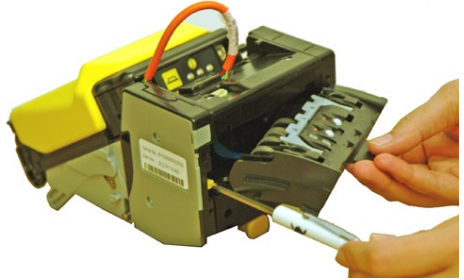
MEI Bill Acceptors

Manual Cleaning and Jam Removal

Bill Acceptor Heads must be removed from the unit to clear jams and perform Manual Cleaning procedures

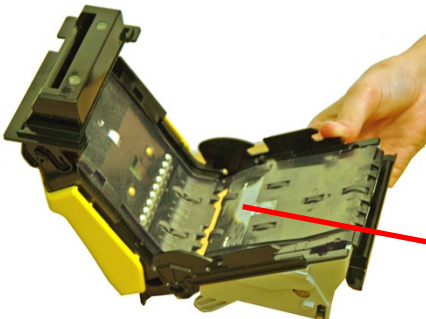
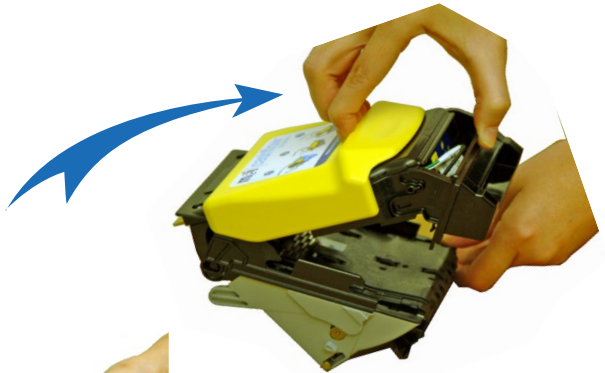


Roller Assembly removal allows cleaning and jam removal



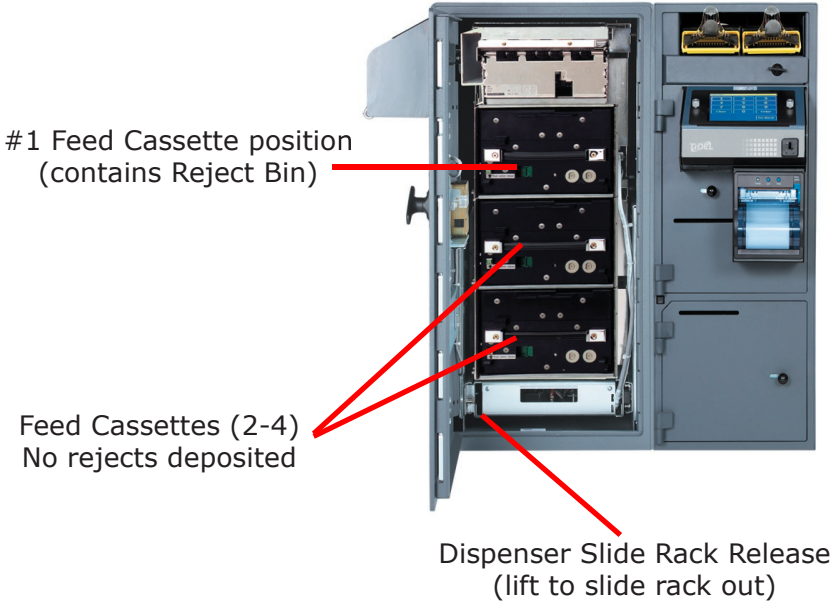
Press the Roller Assembly release button while pulling the Roller Assembly tab outward

Slide the yellow cover forward to open the "Clamshell"

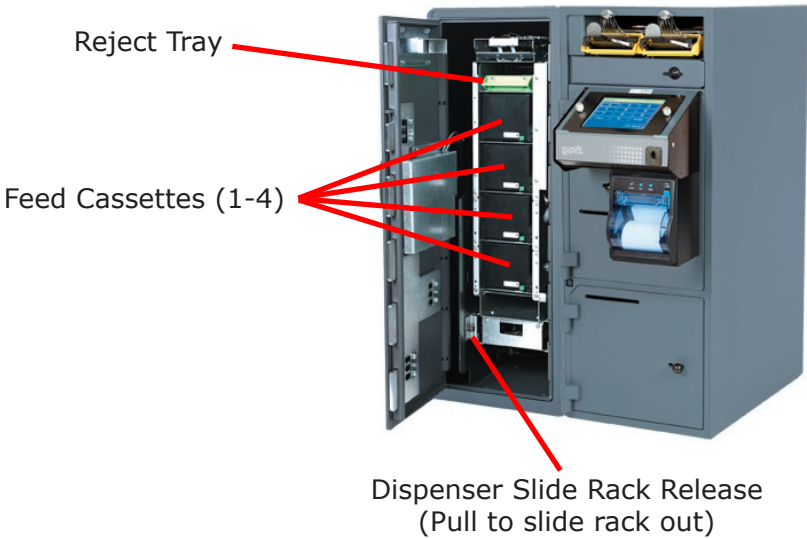


Manually clean Sensors, Lenses and Rollers with a damp cloth (Do not use chemicals or solvents)

High Capacity Bill Dispenser



Low Capacity Bill Dispenser



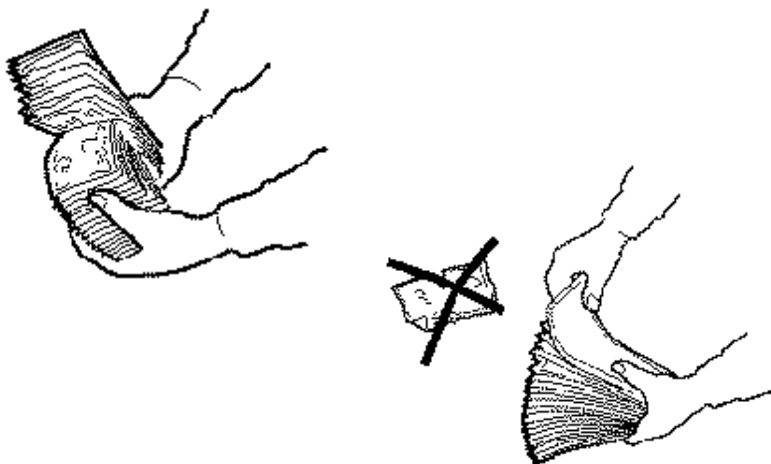
Bill Dispenser Loading

Loading Bills In The Feed Cassettes

(Low Capacity Dispenser)

Step 1: Prepare the notes by flipping through each bundle of notes in both directions, or by using a note counter. Remove foreign objects, (staples, paper clips, tape, etc...). Remove torn or very worn notes. Straighten any folded notes.

Step 2: Stack the bills evenly in the cassette (maximum capacity is approximately 400 notes).



Step 3: Place the front and rear pressure plates in the down position, against the bills.

Step 4: Navigate to the Dispenser Control Menu.

Log In > (enter code) > Cash Control > Load Cash Device > Dispenser Counts

- ▶ Add Notes - The current number of bills will be increased by the amount entered in this screen
- ▶ New Note Count - The current number of bills will be erased and the amount entered will become the new count.

Step 5: Select the desired cassette and enter the number bills loaded.

Low Capacity Bill Dispenser Loading

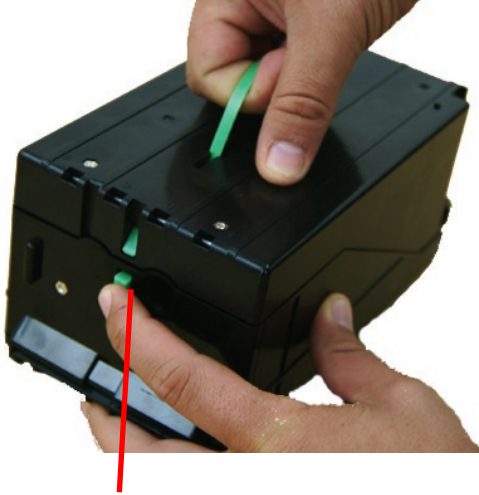
Loading Bills In The Feed Cassettes

(Low Capacity Dispenser)

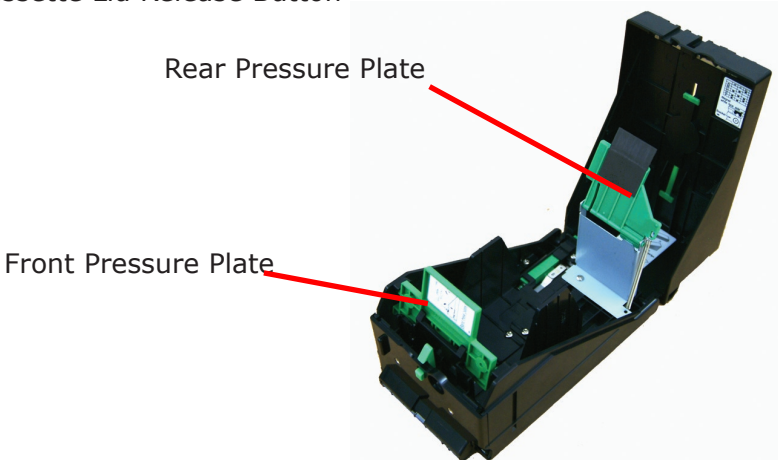
Step 1: Open the Coin/Note Vault Door.

Step 2: Press the GREEN Cassette Release Button to eject the cassette and remove it.

Step 3: Press the GREEN Cassette Lid Release Button while lifting the Cassette lid.



Cassette Lid Release Button



Step 4: Lift the GREEN, rear pressure plate fully to the vertical, locked position.

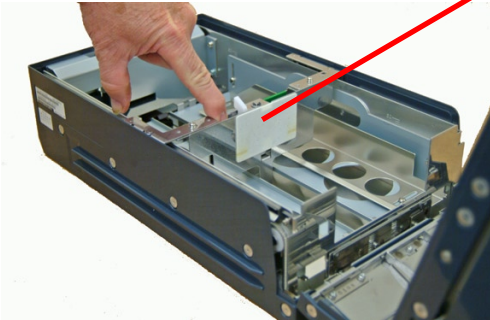
Step 5: Raise the GREEN, front pressure plate to the top of the cassette frame and turn it to the vertical, locked position.

High Capacity Bill Dispenser Loading

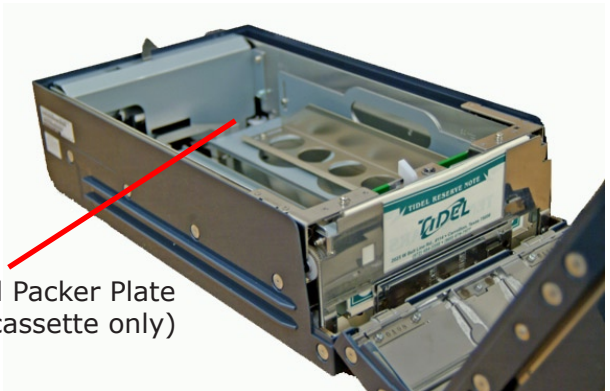


Cassette Lid Release
(slide toward center
to open)

Cassette Release Button
(press to remove from Dispenser)



Packer Plate
Pull back to load bills



Reject Area Behind Packer Plate
(#1 feed position cassette only)

Tube Vending Module



The Tube Loading Gate

Tube Vending Module Loading The Operating Cash

Each one of the 8 columns will hold 11 tubes each.

Step 1: All coins should be wrapped.

Do not place tape over the end of the tube.

Glue from the tape will eventually cause jams in the magazine.

NOTE: If loose coins are to be loaded into the tubes, end caps for the tubes can be purchased.

Step 2: Bills loaded into the tubes should be folded lengthwise and inserted into the tubes.

NOTE: Approximately 30 bills can be placed in a tube, however, bills that are "packed" into a tube will be difficult to remove and will not lay flat in the cash register.

Step 3: Select LOAD TUBES from the Main Screen and enter a valid PIN when the prompt appears.

Step 4: The Tube Loading Gate will retract, allowing tubes to be loaded.

Step 5: Load the tubes, closed end 1st, to prevent coins from falling out of the tube and into the magazine, causing jams.

- ▶ The lock above the tube loading holes provides access to the tube vending mechanism for service



Checking The Number Of Tubes

Step 1: Insert the dipstick into the tube loading hole with the highest number first.

Step 2: The number at the bottom of tube loading hole is the number of tubes in the magazine.

NOTE: Leaving the dipstick in the magazine may result in a jammed vend mechanism.



Adjusting The Tube Count

NOTE: This function is typically used when the number of tubes shown on the report don't match the dipstick reading.

Step 1: Navigate to the "Adjust Tube Counts" Menu.

Log In > (enter code) > Cash Control > Adjust Tube Counts

Step 2: The prompt to Add or Subtract will appear:

Add - Will increase the current tube count by the number entered.

Subtract - Will decrease the current tube count by the number entered.

Step 3: Select the column you wish to adjust.

Step 4: Enter the number of the adjustment and select "Enter".

Step 5: Select "Go Back" to exit the "Adjust Tube Counts" menu.

End Of Day/Shift

- ▶ **When an End of Day is performed, all transaction information from the previous End of Day to the End of Day being performed will be stored in a file, which can be re-printed.**
- ▶ **Each time an End of Shift is performed, time (shift) periods will be divided on the reports and activity performed on those shifts will be listed.**
- ▶ **A current content report should be printed and actual amounts in the machine verified against the report before performing and End Of Day.**

Step 1: To prevent incorrect amounts being carried forward to the next reporting period, perform the following before performing the End Of Day (see the following pages):

- ▶ **Adjust Vault Contents** (for discrepancies)
- ▶ **Move Vault Contents** (For drops, change fund, etc...)
- ▶ **Clear Acceptors/Reject Tray**

Step 2: Navigate to "End Of Day/Shift".

Log In > (enter code) > End Of Day/Shift

Step 3: From the End Of Day/Shift screen, select "End Of Day" or "End Of Shift".

Step 4: Select "YES" when the display prompt, "Do you really want to end the business day or shift" appears.

Clearing the Bill Acceptor amounts

Note: This function is typically not available when an Armored Car Service performs cash pick-up for the customer.

Step 1: Navigate to the Cash Control Menu

If the number of Tubes shown on the report does not match the dipstick measurement, see page 32 in this manual

Adjusting Vault Contents

- ▶ When actual amounts of vault contents don't match the reports, this function can be used to make corrections.

Step 1: Navigate to the "Adjust Vault Contents" Menu.

Log In > Cash Control > Adjust Vault Contents

Step 2: The user will be prompted to select the category requiring modification:

Drop - will modify the reported Vault Drop amounts.

- Select Item - designates which drop will be adjusted.
- Select category.

Type - changes the description of the selected drop (cash, check, other).

Value - Enter the actual, correct value of the item selected (*not the difference between the reported amount and actual amount*).

Reserve Change Fund - will modify the reported amount designated for operating funds.

- Select the currency category.

Cash
Check
Other

- Select the type of modification.

Negative - the amount entered will be deducted from the existing reported amount.

Positive - the amount entered will be added to the existing reported amount.

Courier Tray - will add/subtract from the Courier Tray amounts.

- Select Item - designates which item in the Courier Tray will be adjusted.
- Select Category:

Type - Changes the description of the selected drop (cash, check, other).

Value - Enter the actual, correct value of the item selected (*not the difference between the reported amount and actual amount*).

Moving Vault Contents

- ▶ This function is performed when funds are moved INTO or OUT OF the unit.

Step 1: Navigate to the "Move Vault Contents" Menu.

Log In > Cash Control > Move Vault Contents

Step 2: Select a category to move the amounts ***FROM***:

- ▶ **Outside** - Funds from an outside source are being put into the unit.
- ▶ **Drop** - Amounts shown as Vault Drops on a report are being removed or relocated.
- ▶ **Reserve Change Fund** - The amounts designated as operating funds are being removed or relocated.
- ▶ **Courier Tray** - Amounts shown in the Courier Tray are being removed or relocated to another area.
Only appears when a Manager is logged on and the Bill Acceptor Vault is open

NOTE: If any of the above selections do not appear, the category amount is currently zero.

Step 3: Select where the amount will be moved ***TO***:

- ▶ **Outside** - Reports will reflect the amount was removed from the unit.
- ▶ **Drop** - The amount will be added to the existing Vault Drop amount on the reports.
- ▶ **Reserve Change Fund** - Amounts that are the available for store operations.
- ▶ **Courier Tray** - Will add to the existing Courier Tray amounts on the reports (will not appear if "drops was selected as the "Move From" location).

Step 4: Select one of the following options:

- ▶ **Itemized** - Choose from displayed selections (Manual Vault Drops and Courier Tray).
- ▶ **Everything** - Will transfer the total amount reported in the "move from" location to the "move to" location.
- ▶ **Something Specific** - Will prompt the user to select the currency type and enter the amount to be transferred to the "move to" location.

Printing Reports

Step 1: Navigate to the "Reports" Menu.

Log In > Reports

Step 2: From the Reports Menu, select the desired report from the available choices.

Note: Report selections may vary based on the report family set in the Reports Policy Menu.

Reports Commonly Associated with Daily Auditing

Current Content - Lists the existing amounts in the following categories:

- Bill Acceptors
- Courier Tray
- Manual Vault Drops
- Reserve Change Fund

Reprint End Of Day - Prints a copy of the End Of Day report for the report period selected (previously performed).

When a "Reprint End Of Day" is performed, the reporting period is NOT ENDED or AFFECTED!

Shift Report - Lists transaction activities, by User, for time periods selected.

- Report for logged in User
- Report for Selected User (choose from list of users)
- Report for all Users (with activity in selected time period)

Summary Report - Lists totals, grouped by category and User operations.

- Beginning Balances
- Bill Acceptor activities
- Current Balances
- Deposits
- Nets (deposits VS. withdrawals)
- User activities
- Vault amount adjustment activity
- Withdrawals

Adding A Clerk

Step 1: Navigate to the "Clerk Accounts" menu.

Log In > Accounts/Clerk Accounts > Add

Step 2: Enter the Clerk's PIN (4-9 numbers).

Step 3: Verify the Clerk's PIN by re-entering the number.

Step 4: Enter the Clerk's Name (2-8 characters) and press "Done".

Step 5: Edit the Clerk's privileges:

Can Open Acceptor Door	(Y/N)
Can Open Drop Vault Door	(Y/N)
Change own PIN	(Y/N)
Courier Door Opening Assist	(Y/N)
Name	(2 to 8 characters)
PIN	(4 to 9 numbers)
Identification Key	
End Business Day	(Y/N)
End Shift	(Y/N)
Print Reports	(Y/N)
Receive Device Nags	(Y/N)
Purchase Change	(Y/N)
Language	
Single User Mode	(Y/N)

NOTE: Some privilege selections may not appear in the Clerk's Account Menu - Dependent on Policy Settings and the privileges of the Manager entering the Clerk.

Step 6: Select "Save".

Step 7: Select "Go Back" until the Main Screen is displayed.

Combination Lock Battery Replacement

Repeated beeping during opening or a continuous flashing LED indicates a low battery condition.

The battery should be replaced immediately with a 9vdc alkaline battery.

Combination Lock Keypad

LED



Battery Cover Handle

Step 1: Gently pull down on the Battery Cover Handle to remove the Battery Cover.

Step 2: Remove and replace the battery.

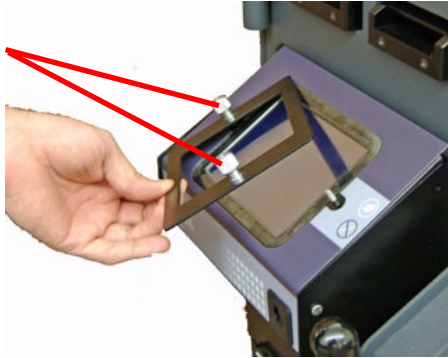
Step 3: Place the battery cover so that one end of the cover is inserted into the Combination Lock body first, then snap the opposite end into place.

Screen Protector Replacement

Step 1: Disconnect AC power from the unit.

Step 2: Unscrew the (2) securing knobs that secure the Bezel to the front of the Control Panel and remove the Bezel.

Securing Knobs



Step 3: Peel the existing Screen Protector away from the Faceplate.

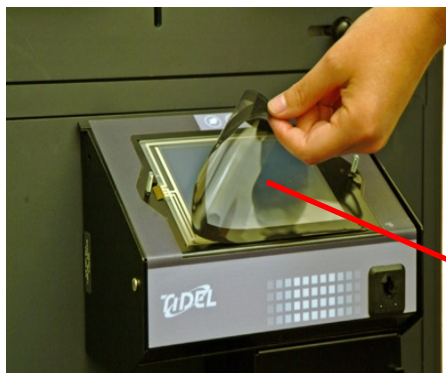
Step 4: Remove any residue by "dry rubbing", prior to installing the replacement Screen Protector.

Step 5: Peel the adhesive backing and film from BOTH sides of the Screen Protector.

Step 6: Align the Screen Protector in the Faceplate and apply it evenly across the surface of the Faceplate.

NOTE: Place the Screen Protector so the "L" (left) and "R" (right) sides are oriented properly.

Step 7: Place the removable Bezel onto the Faceplate and secure it with the (2) securing knobs.



Screen
Protector

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