

# Mini-Bank ATM

## Quick Reference Guide

### COMBINATION LOCK

At the top of the dial ring, an index is provided for normal dialing and opening. Turn the dial slowly and steadily.

#### To Unlock On Factory Setting

1. Turn the dial COUNTER CLOCKWISE, stopping when "50" is aligned with the opening index, the FOURTH(4<sup>th</sup>) time.
2. Turn the dial to CLOCKWISE, stopping when "25" is aligned with the opening index, the THIRD(3<sup>rd</sup>) time.
3. Turn the dial to COUNTER CLOCKWISE, stopping when "50" is aligned with the opening index, the SECOND(2<sup>nd</sup>) time.
4. Turn the dial slowly to CLOCKWISE until the dial stops and the bolt retracts.

#### To Lock

Turn the dial to the COUNTER CLOCKWISE at least four full revolutions.

### OPERATOR FUNCTION

Operator can enter Operator Function menu to check daily settlement, to run diagnostics, and to generate reports. The Operator Function menu can be entered when system is IN SERVICE, when an error occurs, or when system is OUT OF SERVICE.

When ATM is either IN SERVICE or OUT OF SERVICE:

1. Press <CANCEL>, <CLEAR>, and <ENTER> keys simultaneously and release them. Then enter "1", "2", and "3" in that order.
2. ATM will ask operator to enter password. Enter either Master Password or Operator Password. (See Password section for more detail)
3. Then Operator Function Menu will be displayed.

#### When ATM is in ERROR CONDITION

1. Press OPERATOR FUNCTION key. ATM will ask to enter password.
2. Enter either Master Password or Operator Password. (See Password section for more detail)
3. Then Operator Function Menu will be displayed.

### DAILY SETTLEMENT

The day total will provide number of withdrawals, number of balance inquiries, surcharge amount, and dispensed amount recorded on the host processor and the terminal. The host data can be different from the terminal data due to the host cut-off time.

1. Enter OPERATOR FUNCTION menu with either Master or Operator password.
2. Select SETTLEMENT function key.
3. Select DAY TOTAL function key.
4. Wait while ATM connects to host processor to receive Day Total information and print Day Total. Then host and terminal will reset their Day Total values of ATM and host processor to zero.
5. Press <ENTER> key to return to SETTLEMENT menu when screen displays Daily Total GOOD screen.

### TRIAL DAY TOTAL

Trial Day Total function performs the same function and prints the same receipt. However, it does not reset the values to zero.

### CASSETTE TOTAL

The CASSETTE TOTAL function displays the information regarding the notes dispensed from the cassette. It prints the number of bills loaded, dispensed, rejected, and test dispensed from the last time the CASSETTE TOTAL function was performed. Once the CASSETTE TOTAL function is performed, the counter is reset to zero.

1. Enter OPERATOR FUNCTION MENU.
2. Select SETTLEMENT function key.
3. From SETTLEMENT Menu, select CASSETTE TOTAL. Receipt printer will print CASSETTE TOTAL information. If total number of bills does not match, it may be necessary to open the vault, take out the cassette, and count number of notes in the cash cassette. Also compare CASSETTE TOTAL information with the information coming from DAILY TOTAL receipt.
4. Press <ENTER> key to return to SETTLEMENT menu when screen displays Cassette Total GOOD screen.

### TRIAL CASSETTE TOTAL

The TRIAL CASSETTE TOTAL performs same function and prints the same information onto the receipt printer. However, it does not reset the number of bills in the system.

### CASH REPLENISHMENT

This section describes how to add cash into cassette and reset the system parameters to reflect the new

addition of cash into cassette.

1. Leave Power ON.
2. Open the Security Door.
3. Lift up the cassette handle slightly and pull it out gently from the Cash Dispense Unit.
4. Lift the Cash Cassette cover and pull the cash plate back until it is locked against the cash plate latch.
5. Add cash and release the cash plate latch allowing the cash plate to gradually take up its position behind the notes.
6. Close the Cash Cassette cover and turn the cassette key counter-clockwise until it is locked. Remove the key when it is locked. (If the cash plate is not released, the cassette cover will not close.)
7. Place the Cash Cassette into Cash Dispense Unit and push it in gently until you hear a clicking sound and locked in place.
8. Enter to *OPERATOR FUNTION* menu
9. Enter OPERATOR or MASTER PASSWORD.
10. Select *SETTLEMENT* function.

If you just add bills to the cassette (in addition to existing bills in the cassette), then GO TO 11. If you take out all the remaining bills from the cassette and then add bills into the cassette, then GO TO 13.

11. Select *ADD CASSETTE* function.
12. Enter number of bills added into the cassette and press <ENTER> key. (The number enter will be added into the remaining number of bills in the cassette). GO TO 16.
13. Select *CASSETTE TOTAL*. This will reset the remaining number of bills in the cassette to zero.
14. Select *ADD CASSETTE* function.
15. Enter the total number of bills put into the cassette and press <ENTER> key.
16. Press <CANCEL>.

17. Close Security Door and Security Door Cover.
18. Press <CANCEL> key again to initialize system. After initialization, screen displays IN SERVICE message and ready for transactions.

## JOURNAL

Mini-Bank ATM stores certain events in its electronic journal.

1. Enter *OPERATOR FUNCTION* menu.
2. Select *JOURNAL* from the *OPERATOR FUNCTION* menu.

### Print Journal

This function prints the journal record on the receipt printer. It prints all the journal data recorded since the last Print Journal function is performed. When printing is done, press <ENTER> to go back to the JOURNAL menu.

### LAST X PRINT

If the operator needs to look at the last few journal records, the operator may use function. Enter the number of records to be printed. Wait while the Journal data is being printed. If the GOOD message appears, then press <ENTER> to go back to JOURNAL menu.

### VIEW JOURNAL

Select VIEW JOURNAL in the JOURNAL menu. The last journal record is displayed on the screen. You can press <CLEAR> to see the bottom half of the journal record. You may also use the left and right arrows to move back and forth. Press <ENTER> key to print the single journal entry being displayed.

### CLEAR JOURNAL

The CLEAR JOURNAL function is used to mark all records not printed in the Journal. Journal records are not erased. They are marked as if they had been

printed.

### CLEAR TRAN. SEQUENCE NO.

The CLEAR TRAN. SEQUENCE NO. function is used to reset the transaction serial number to 1.

## RECEIPT PAPER LOADING

The printer loads the receipt paper automatically once the paper triggers relay sensor at the bottom of the guide tray.

1. Open the Front Panel. If you are loading the receipt paper for the first time, please remove the red tie holding the receipt printer plate. This tie is for transportation purpose only. When there is some receipt roll paper left, lift the head up lever and pull out the end of the paper.
2. Prepare the new paper roll so that it has a clean cut at the end.
3. Insert the Receipt Paper Rod in the middle of the Receipt Roll and set the roll on the roll deck. Then place the end of the paper into the setting guide.
4. When the paper is properly in place the Receipt Printer will automatically load the paper and will cut out one blank receipt.

**NOTE :** If there is any jammed paper left over, the Receipt Printer will not load the paper.

5. Remove the blank receipt and close the front panel.