

# Balancing Instructions for - Hyosung 1800 POS

## Daily / Weekly Balancing Procedure & Add Cash.

- ① Press ENTER, CLEAR and CANCEL keys **at the same time**; then enter **1, 2, 3** in order.
- ② Enter password provided at time of training\* Press ENTER.
- ③ Press SETTLEMENT.
- ④ Press DAY TOTAL and wait for printout.
- ⑤ Press CASSETTE TOTAL and wait for printout.
- ⑥ Press ADD CASSETTE
  - a.) Enter the physical number of bills (**NOT THE VALUE**) that are being placed in the ATM and then Press Enter.
  - b.) Visually confirm the number of bills on the ADD CASH receipt is correct.
  - c.) Press OK.
- ⑦ Press Cancel to go back to the Welcome Screen.



**The ATM is now ready for customer transactions.**

Make sure that on your DAY TOTAL, the HOST and TERMINAL settlement totals are the SAME AMOUNT.

*\* If you don't have a password, contact tech support to set one up.*

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### Checking the Balance.

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- ① Press the ENTER, CLEAR, and CANCEL keys **at the same time**; then enter **1, 2, 3** in order.
- ② Enter your password and press ENTER.
- ③ Press SETTLEMENT.
- ④ Press TRIAL CASSETTE TOTAL and wait for a printout.  
Press CANCEL key twice.



The ATM is now ready for a customer.

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### Printing the Journal. *(this should be done weekly)*

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- ① Press ENTER, CLEAR and CANCEL keys **at the same time**; then enter **1, 2, 3** in order.
- ② Enter your password. If you are using a 4-digit password, press ENTER.
- ③ Press JOURNAL.
- ④ Press View Journal
- ⑤ Navigate through the journal screens until you find sought after journal
- ⑥ Press PRINT or ENTER
- ⑦ Wait for journal to print.
- ⑧ Press the CANCEL key three times to exit.



**The ATM is now ready for a customer.**

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### Errors.

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- ① Press ENTER, CLEAR and CANCEL keys **at the same time**; then enter **1, 2, 3** in order.
- ② Enter your password. If you are using a 4-digit password, press ENTER.
- ③ Press the key next to REPORT.
- ④ Press the key next to ERROR CODE. The screen will display error and recovery info.

A large, faded version of the Rapid Cash ATM logo, featuring the word "rapidcash" in a bold, lowercase font with a green maple leaf icon above the "i" and "a", and "ATM" in a smaller font below it. A large, light green arrow curves over the text from left to right.

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## Report Definitions.

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### **DAY TOTAL**

This printout will state the amount dispensed from your ATM since the last DAY TOTAL you printed. Once this report is printed it will zero the totals and start over.

When printed daily the "Amount of Dispense" should match the deposit to your account for that business day.

### **TRIAL DAY TOTAL**

Same as the DAY TOTAL report except that it will not clear the totals.

This report can be done at any time.

### **CASSETTE TOTAL**

This printout gives the "loaded" and "remaining" balance of your cassette.

Once this report is printed it will zero the totals and start over.

This report is only done when you are adding money to the ATM.

### **TRIAL CASSETTE TOTAL**

Same as the CASSETTE TOTAL except that it will not clear the totals.

This report can be done at any time to check the balance in the ATM.

### **JOURNAL REPORT**

Your ATM is equipped with an Electronic Journal which has a detailed record of all transactions that have occurred on your ATM. From time to time you may be asked to provide ATM Network with a copy of a particular transaction.

*You should keep these records for at least 1 year.*

### **LAST X PRINT**

This function allows you retrieve up to 2,000 previously printed records without clearing the journal memory. This function also allows you to print a specific number of recent transactions without printing the weekly journal.

## Contact

Thank you.

If need additional support please contact us:

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We pride ourselves on our exceptional client support -  
If you're still having a problem with one of our Kiosks, please get in touch and we'll help resolve the issue as fast as possible.



Call Toll Free:

**1 855 820 2274**



Email Support:

**support@rapidcashatm.ca**

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For additional resources, please visit: [rapidcashatm.ca](https://rapidcashatm.ca)

**RapidCash ATM Ltd.**

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