

Balancing Instructions for - Hyosung 1800 SE

Daily / Weekly Balancing Procedure & Add Cash.

- ① Press ENTER, CLEAR, CANCEL; then enter 1, 2, 3 in order.
- ② Enter password provided at time of training, Press Enter.
- ③ Press the #3 on the keypad (*Quick Replenishment*) – see bottom middle of screen.
- ④ Press YES on right side of screen to start the close out procedure.
- ⑤ Follow on screen instructions.
- ⑥ At ADD CASH screen:
 - a.) Press 1ST CASSETTE
 - b.) Enter the physical number of bills (**NOT THE VALUE**) that are being placed in the ATM and then Press Enter.
 - c.) Press APPLY.
 - d.) Visually confirm the number of bills on the ADD CASH receipt is correct.
 - e.) Press OK.
- ⑦ Press the CANCEL key.



The ATM is now ready for a customer.

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

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Checking the Balance.

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



The ATM is now ready for a customer.

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Printing the Journal.

(Not mandatory, as we download remotely)

- 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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Report Definitions.

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:

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

For additional resources, please visit: rapidcashatm.ca

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