



NEED HELP? Call 1-855-820-2274 and ask for **techn support**

Balancing Guide

Hyosung 1500/1800/2100T

DAILY BALANCING PROCEDURE

1. Press CANCEL, CLEAR and ENTER 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 SETTLEMENT.
4. Press the key next to DAY TOTAL and wait for printout. After printout, press ENTER key. (Print only once a day).
5. Press the key next to TRIAL CASSETTE TOTAL and wait for a printout. After printout, press ENTER key.
6. Press the CANCEL key twice to exit.

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.

ADDING MONEY TO THE ATM

1. Open the safe and remove the cassette/drawer from the ATM.
2. Count all remaining bills in the cassette. This should equal the "Remaining: ___" bills on your TRIAL CASSETTE TOTAL.
3. Add money to the cassette/drawer.
4. Re-insert the cassette/drawer into the ATM and lock the safe.
5. Press CANCEL, CLEAR and ENTER keys at the same time; then enter 1, 2, 3 in order.
6. Enter your password. If you are using a 4-digit password, press ENTER.
7. Press the key next to SETTLEMENT.
8. Press the key next to CASSETTE TOTAL and wait for a printout. These are the final totals. After printout, press ENTER key.
9. Press the key next to ADD CASSETTE.
10. Enter the total **number** of bills (not the value) in the cassette. Include any bills remaining in the cassette/drawer as well as bills added in Step 3. **Example:** If there are 10 bills in the cassette and you add 100 more bills, Enter "110" as the starting quantity in the cassette.
11. Press ENTER.
12. Next take a TRIAL CASSETTE TOTAL to verify the correct starting balance; after printout, press ENTER key.
13. Press the CANCEL key twice to exit.

The ATM is now ready for customer transactions.



www.rapidcashatm.ca or 1-855-820-2274



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CHECKING THE BALANCE

1. Press CANCEL, CLEAR and ENTER 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 SETTLEMENT.
4. Press the key next to TRIAL CASSETTE TOTAL, wait for a printout; once printout is complete, press ENTER.
5. Press CANCEL key twice.

The ATM is now ready for a customer.

PRINTING THE JOURNAL (this should be done weekly)

1. Press CANCEL, CLEAR and ENTER 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 JOURNAL.
4. Press the key next to PRINT JOURNAL.
5. Press PRINT.
6. Wait for journal to print. **Save these records for at least 6 months.**
7. Press ENTER.
8. Press the CANCEL key three times to exit.

The ATM is now ready for a customer.

NOTE: Once the journal is printed the memory will be automatically erased. The LAST X PRINT function allows you to print up to the last 2,000 transactions beginning with the most recent transaction record.

ERRORS

1. Press CANCEL, CLEAR and ENTER 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.





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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.

