



Balancing Instructions

RL2000/RL5000

Your ATM uses two kinds of dispensers. Check to see which kind your machine has. The only effect on balancing procedures is what you do in Step 4 of "Adding Money to the ATM".

SDD



TDM



NMD

DAILY BALANCING PROCEDURE

1. Press and hold the BLANK key and the "1" key.
2. Enter your password _____ and press ENTER.
3. Select TERMINAL CLOSE FUNCTIONS by pressing the "1" key.
4. Select DAY CLOSE by pressing the "4" key.
5. Press ENTER.
6. Press "3" to print and press ENTER.
7. Press ENTER to continue.
8. Select TRIAL CASSETTE CLOSE by pressing "5" and then ENTER.
9. You can view this report, or press "3" and then ENTER to print it.
10. Press ENTER to continue.
11. To exit, press the key next to EXIT MANAGEMENT FUNCTIONS on the right side of the screen.
12. Press ENTER.

The ATM is now ready for a customer.





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ADDING MONEY TO THE ATM

1. Open the safe and remove the cassette from the ATM.
2. Count any remaining bills and replace or remove any rejected bills.
3. Add money to the cassette (Keep in mind the total number of bills in the cassette).
4. Put the cassette back into the ATM. **If you have a TDM dispenser, turn the dispenser around.**
5. Lock the safe.
6. Press the BLANK key and the "1" key at the same time.
7. Enter your password and press ENTER.
8. Select TERMINAL CLOSE FUNCTIONS by pressing the "1" key.
9. Select CASSETTE CLOSE by pressing the "6" key. Press ENTER.
10. Press ENTER if cassettes are filled.
11. Enter the **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.)
12. Press ENTER. A TRIAL CASSETTE CLOSE report should appear on your screen.
13. You can view this report, or press "3" and then ENTER to print it.
14. Press ENTER to continue.
15. Press the key next to EXIT MANAGEMENT FUNCTIONS on the right side of the screen.
16. Press ENTER.

ADDING MONEY TO THE ATM- IF NMD

1. Press the BLANK key and the "1" key at the same time.
2. Enter your password and press ENTER.
3. Select TERMINAL CLOSE FUNCTIONS by pressing the "1" key.
4. Select CASSETTE CLOSE by pressing the "6" key. Press ENTER. The cassette will unlock itself and you will now be able to remove the cassette and load the bills.
5. Insert cassette back into its slot and press ENTER
6. Follow the prompts on the screen by pressing enter until it asks you to enter the number of Bills. Enter the TOTAL number of bills (see #11 above) and press ENTER. Cassette will lock into place.
12. Press ENTER. A TRIAL CASSETTE CLOSE report should appear on your screen.
13. You can view this report, or press "3" and then ENTER to print it.
14. Press ENTER to continue.
15. Press the key next to EXIT MANAGEMENT FUNCTIONS on the right side of the screen.
16. Press ENTER.





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PRINTING THE JOURNAL

1. Press the BLANK key and the "1" key at the same time.
2. Enter your password and press ENTER.
3. Select ELECTRONIC JOURNAL by pressing the "3" key.
4. Select DISPLAY UNAUDITED RECORDS by pressing the "1" key.
5. Press "3", then ENTER to print. **Save these records for at least 6 months.**
6. Press ENTER to continue.
7. Press ENTER to audit all records.
8. Press ENTER to continue.
9. Press the key next to EXIT MANAGEMENT FUNCTIONS on the right side of the screen.
10. Press ENTER. Your ATM is now ready for a customer.

NOTE: Once the journal is printed, the memory will be automatically erased - you don't need to use the CLEAR JOURNAL function unless you have a journal error. The PRINT LAST X ENTRIES function allows you to print up to the last 2,045 transactions beginning with the most recent transaction record.

SAVING THE JOURNAL TO A USB DEVICE

Before you start this procedure make sure the memory stick is plugged in to the USB port at the top of the docking board. The board is located on the back of the front fascia, to the right of the paper roll and main board.

1. Press the BLANK key and the "1" key at the same time.
2. Enter your password and press ENTER.
3. Select ELECTRONIC JOURNAL by pressing the "3" key on the keypad.
4. Select DISPLAY UNAUDITED RECORDS by pressing the "1" key on the keypad.
5. Select SAVE TO FILE By pressing the "6" key on the keypad.
6. The screen will say "All records will be sent to the hard disk." Press ENTER to continue.
7. The screen will say "All records have been successfully written." Press ENTER to continue.
8. The screen will say "Do you want to mark all records as audited?" Press ENTER to audit all records.
9. Press ENTER to continue.
10. Press the key next to EXIT MANAGEMENT FUNCTIONS on the right side of the screen.
11. Press ENTER.

Your ATM is now ready for customer use.





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TURNING YOUR ATM OFF

1. Press the BLANK key and the "1" key at the same time.
2. Enter your password and press ENTER.
3. Select SYSTEM PARAMETERS by pressing the "5" key on the keypad.
4. Select SHUT DOWN THE TERMINAL by pressing the "4" key on the keypad.
5. Press ENTER.
6. You may power the ATM down when the message tells you it is safe.





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REPORT DEFINITIONS

DAY CLOSE: This printout will state the amount dispensed (Settlement) from your ATM since the last DAY CLOSE you printed. Once this report is printed it will zero the totals and start over. When printed daily the settlement total should match the deposit to your account for that business day. The automatic 9:00 MST bank close applies to the day close. **ATTENTION: If host and terminal total do not match, contact ATM Network immediately.**

CASSETTE CLOSE: This printout gives the starting 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 CLOSE: Same as CASSETTE CLOSE except that it will not clear the totals. This report can be done at any time to check the balance in the ATM.
Note: On some machines this is called TRIAL CASSETTE BALANCE.

JOURNAL REPORT: Your ATM is equipped with an electronic journal that has a detailed record of all transactions that have occurred on your ATM. From time to time you may be asked to provide us with a copy of a particular transaction, so we highly recommend that you print this report on a weekly basis. **You should keep these records for at least 1 year.**

