

# P86 Cash Loading Instructions

## Cash Reset (New Balance Cycle)

The cash loading instructions will require you to perform steps at both the front and rear of the ATM. This procedure should be done when you are removing all cash from ATM and loading a new cash cycle.

### Printing Cash Position (Front of ATM)

1. Insert your balancing card into the ATM
2. Press “**Send Firmware Totals**”. The ATM will go out of service, back in service and return your balancing card.
3. Re-Insert the balancing card.
4. Press “**Print Totals**”. Receipts will print showing the ATM’s current cash position.
5. Press “**Cancel**”. The balancing card will be returned.

### Cash Reset (Rear of ATM)

1. Set the NORMAL/SUPERVISOR switch to **SUPERVISOR**.
2. This should bring you to the “**Replenish**” menu. **NOTE:** If the display shows a *State of Health* or *Fault Status* message, press the **CNL** or **CLR** key to access the “**Select**” menu. Then choose option 4 for the “**Replenish**” menu.
3. Select “**Clear Cash**” by pressing (5) then (**Enter**). This will clear the totals in the ATM and display zero counts for each cassette. (you can skip to step 6 if you don’t load terminal counts)
4. Select “**Add Cash**” by pressing (8) then (**Enter**) the display will show the zero counts in all 4 cassettes and a prompt at the bottom of the screen will display **ENTER CASSETTE TYPE \_\_\_** select 1 then enter the display will change to **ENTER NO. OF NOTES \_\_\_**. Enter the number of bills for that cassette then press enter the display will change back to the first prompt for cassette type. Repeat this for each cassette 2,3,4 you are loading.  
*NOTE: Some customers leave the terminal totals at 0 and let them count backwards.*
5. Press (**Cancel**) to return to the Replenish menu.
6. Load cash into the cassettes. **NOTE:** If you are loading a machine with dual cash dispensers each bill denomination has two cassettes. Make sure you split the bills for each denomination and load equal amounts of each bill type into their cassettes.
7. Toggle the NORMAL/SUPERVISOR switch back to **NORMAL**, close the lid and wait for the ATM to come online.

### Cash Reset (Front of ATM)

1. Insert your balancing card into the ATM.
2. Press “**Cash Replenishment**” button.
3. Select a cassette.
4. Press “**RESET CASH**” (Transact does not recommend using the add cash function)
5. Enter the number of bills in the cassette and press “**TOTALS CORRECT**”. A receipt should print showing the bill count you just entered. **NOTE:** If the machine has dual dispensers you will need to combine the number of bills for each cassette type and enter that number. Example: Cassette 1 in Dispenser 1 has 1200 bills and Cassette 1 in Dispenser 2 also has 1200 bills. You will enter 2400 bills for Cassette 1 in the ATM.
6. **Repeat steps 3 thru 5 for each cassette.**
7. Press “**Start New Balance Cycle**”. \*\*\*\*\* **REQUIRED TO START BALANCE CYCLE**\*\*\*\*\*
8. Press “**Send Firmware Totals**”. The ATM will go out of service, back in service and return your balancing card.
9. Re-Insert the balancing card.
10. Press “**Print Totals**”. Receipts will print showing the ATM’s current cash position.
11. Press “**Cancel**”. The balancing card will be returned.
12. Press “**Print Cash Position**”. The receipts should show the correct balance for the ATM and Host.

Leave Journal and both cash positions with Yard.

## Add Cash Procedure (within a Balance Cycle)

The cash loading instructions will require you to perform steps at both the front and rear of the ATM. This procedure should be done when you are ADDING CASH to cash cycle not reloading with new cash cycle. These totals are counters only and are subject to error. Cash add is not a recommended procedure because of the increased data entry. Balancing can be done through transaction reports and journals if this data entry is corrupted.

### Printing Cash Position (Front of ATM)

1. Insert your balancing card into the ATM
2. Press “Send Firmware Totals”. The ATM will go out of service, back in service and return your balancing card.
3. Re-Insert the balancing card.
4. Press “Print Totals”. Receipts will print showing the ATM’s current cash position.
5. Press “Cancel”. The balancing card will be returned.

### Cash Add (Rear of ATM)

1. Set the NORMAL/SUPERVISOR switch to **SUPERVISOR**.
2. This should bring you to the “Replenish” menu. **NOTE:** If the display shows a *State of Health* or *Fault Status* message, press the **CNL** or **CLR** key to access the “Select” menu. Then choose option 4 for the “Replenish” menu.
3. Select “Add Cash” by pressing (**8**) then (**Enter**) the display will show the zero counts in all 4 cassettes and a prompt at the bottom of the screen will display ENTER CASSETTE TYPE \_\_\_ select 1 then enter the display will change to ENTER NO. OF NOTES \_\_\_. Enter the number of bills for that cassette then press enter the display will change back to the first prompt for cassette type. Repeat this for each cassette 2,3,4 you are loading.
4. Press (**Cancel**) to return to the Replenish menu.
5. Load cash into the cassettes. **NOTE:** If you are loading a machine with dual cash dispensers each bill denomination has two cassettes. Make sure you split the bills for each denomination and load equal amounts of each bill type into their cassettes.
6. Toggle the NORMAL/SUPERVISOR switch back to **NORMAL**, close the lid and wait for the ATM to come online.

### Cash Add (Front of ATM)

1. Insert your balancing card into the ATM.
2. Press “Cash Replenishment” button.
3. Select a cassette.
4. Press “ADD CASH” Enter the number of bills in the cassette and press “TOTALS CORRECT”. A receipt should print showing the bill count you just entered. **NOTE:** If the machine has dual dispensers you will need to combine the number of bills for each cassette type and enter that number. Example: Cassette 1 in Dispenser 1 has 1200 bills and Cassette 1 in Dispenser 2 also has 1200 bills. You will enter 2400 bills for Cassette 1 in the ATM.
5. **Repeat steps 3 thru 5 for each cassette.**
6. Press “Send Firmware Totals”. The ATM will go out of service, back in service and return your balancing card.
7. Re-Insert the balancing card.
8. Press “Print Totals”. Receipts will print showing the ATM’s current cash position.
9. Press “Cancel”. The balancing card will be returned.
10. Press “Print Cash Position”. The receipts should show the correct balance for the ATM and Host.

Leave Journal and both cash positions with Yard