

**Winnipeg Office**

1412 Notre Dame Ave.  
Winnipeg, Manitoba Canada.  
R3E 3G5  
P: 204 – 989 – 5151  
F: 204 – 989 – 5157  
C: 204 – 619 - 0932  
E: joe@atmprairie.ca



Toll Free 1 866 – 687 – 1797  
service@atmprairie.ca  
www.atmprairie.ca

**Head Office**

1620 Main St. Box 1090  
Swan River, Manitoba Canada.  
R0L 1Z0  
P: 204 – 734 – 5828  
F: 204 – 734 – 9546  
C: 204 – 941 – 3100  
E: bill@atmprairie.ca

**QUICK GUIDE TO HOW TO ENTER MONEY IN YOUR ATM RL1600 & 2000 VER 2.4.2c**



**Quick Reference Guide for your new ATM Machine**

THIS REFERENCE COVERS 3 PARTS OF CASH LOADING

DAY CLOSE | TRIAL CASSETTE CLOSE | CASSETTE CLOSE

PART 1

## DAY CLOSE

**DAY CLOSE** sends the totals to the switch and shows you how much money your ATM has gone threw since the last time you did a day close

PART 2

## TRIAL CASSETTE CLOSE

**TRIAL CASSETTE CLOSE** allows you to see how much money is left in your ATM and does not Erase any amounts

PART 3

## CASSETTE CLOSE

**CASSETTE CLOSE** Clears out how much money is in your ATM and asks you to enter the new total amount that is in your ATM.

You have to know how much is left in your ATM so that when you add more money you enter the total amount, this includes what your adding to the cassette plus what was left in the cassette

**EXAMPLE:** If you had 18 bills left in the cassette And you're adding 50 more; your new amount that you will be entering is 68 bills.

STEP 1

### To Access Management Functions

Press and Hold Down the **(BLANK)** Key, then Press the **(1)** key



STEP 2

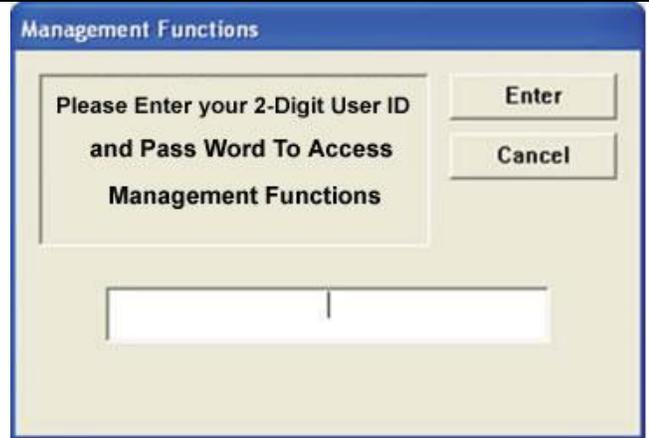
**LOGIN MENU**

You will see a log in screen similar to this.

Enter your login pass word provided to you by

**ATM PRAIRIE INSTANT CASH INC.**

Typically the number starts with **01**



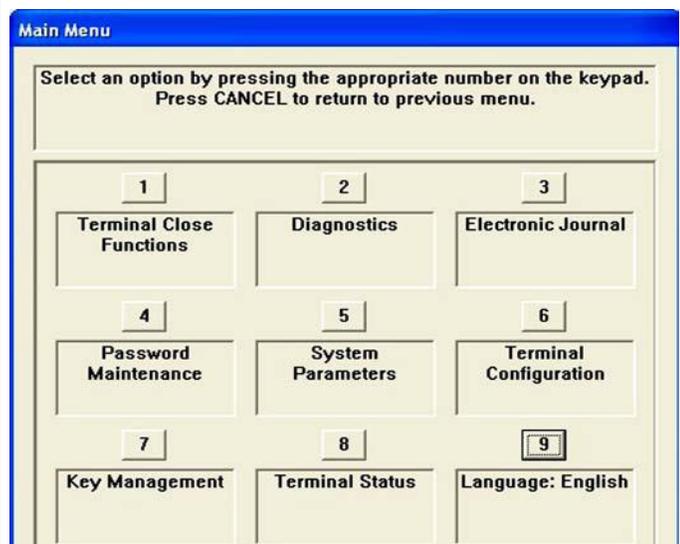
STEP 3

**TERMINAL CLOSE FUNCTIONS**

PRESS THE **(1)** KEY ON THE KEY PAD

This will Access the Terminal Close

Functions



PART 1

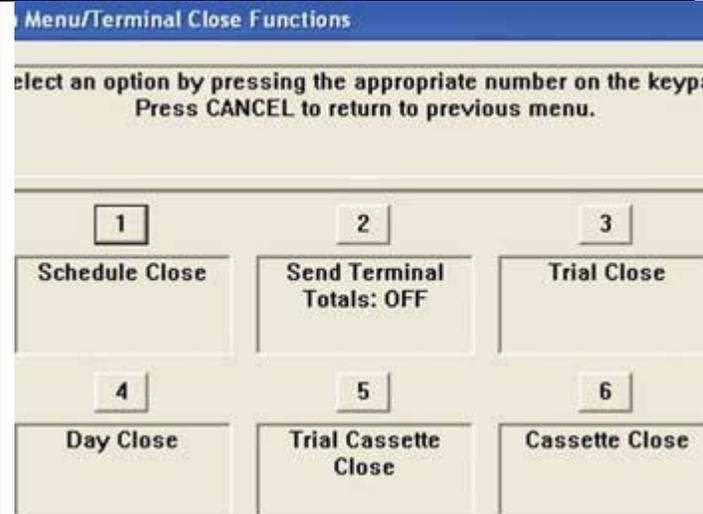
**STEP 1**

**DAY CLOSE**

PRESS THE **(4)** KEY ON THE KEY PAD  
DAY CLOSE

This will do a day close and send Totals to Switch.

This also shows you how much money your ATM has gone threv since your last DAY CLOSE.



**PART 1**  
**STEP 2****DAY CLOSE**  
(Continued)

You will see this on the Screen

PRESS THE **(ENTER KEY)** ON YOUR KEY PAD

You will see a message contacting host please wait.  
This will take about 20 seconds to complete

**Day Close**

This function will contact the host to receive transaction totals.  
Press ENTER to continue or CANCEL to cancel this operation.

Enter

Cancel

**PART 1**  
**STEP 3****DAY CLOSE**  
(Continued)

Press **(5)** on your Key pad to go to the bottom of the screen

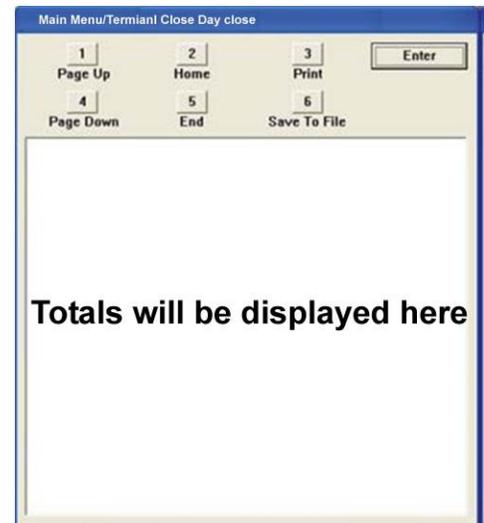
The Totals will be displayed on the screen.

You should print this information as it will clear this total you see on the screen

If you Choose **(3)** and press **(Enter)**, the information will be Printed

After you have saved or printed this information

Press **(ENTER)** on your key pad  
to take you back to Menu/Terminal Close Functions



Totals will be displayed here

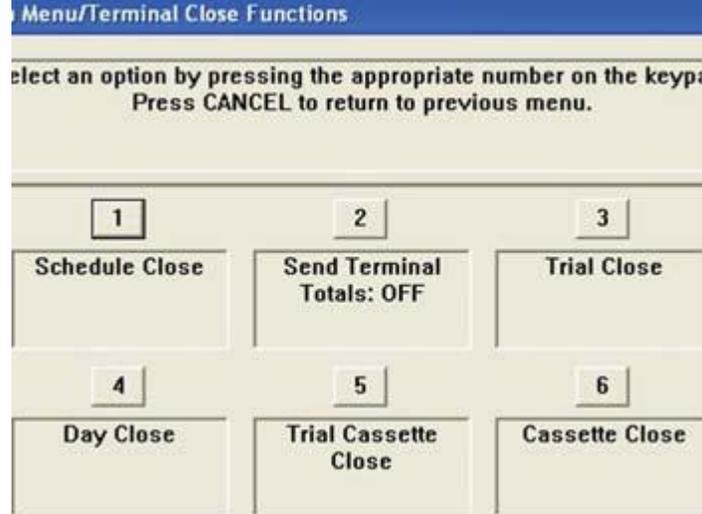
**PART 2**  
**STEP 1**

**TRIAL CASSETTE CLOSE**

PRESS THE ( 5 ) ON YOUR KEY PAD  
TRIAL CASSETTE CLOSE

This will do a Trial Cassette close and allow  
you to see how much money  
you have left in machine, this does not erase any amounts

THIS IS RECOMMENED OTHER WISE YOU MAY HAVE TO COUNT THE  
NUMBER OF BILLS LEFT IN MACHINE

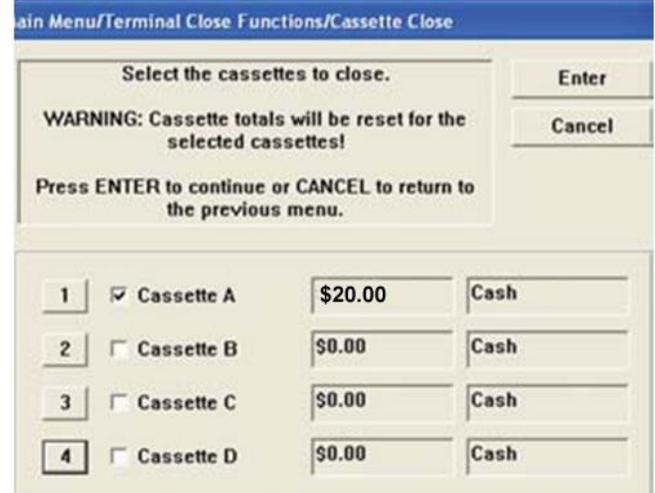


**PART 2**  
**STEP 2**

**TRIAL CASSETTE CLOSE**  
(Continued)

You will see a menu like this with the number one cassette selected

PRESS (ENTER) ON THE KEY PAD



**PART 2****STEP 3****TRIAL CASSETTE CLOSE**

(Continued)

Press **(5)** on your Key pad to go to the bottom of the screen

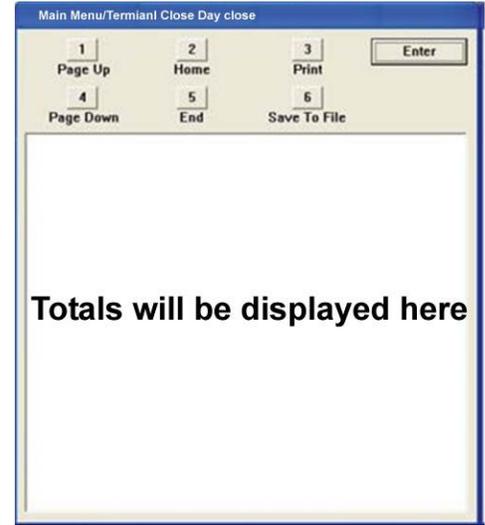
The Total amount of money left in the machine will be displayed on the screen.

You can choose to print or save the information you see on the screen

If you Choose **(3)** and Then **(Enter)**, the information will be Printed

After you have saved or printed this information

Press **(ENTER)** on your key pad  
to take you back to Menu/Terminal Close Functions

**PART 3****STEP 1****CASSETTE CLOSE**

**PRESS THE ( 6 ) ON YOUR KEY PAD  
CASSETTE CLOSE**

This will do a Cassette close, Clear out what was left in the ATM and allow you to enter the total amount of money in the cassette

Remember this Erases the amount left in machine so take note of what is currently left.

**Menu/Terminal Close Functions**

Select an option by pressing the appropriate number on the keypad.  
Press CANCEL to return to previous menu.



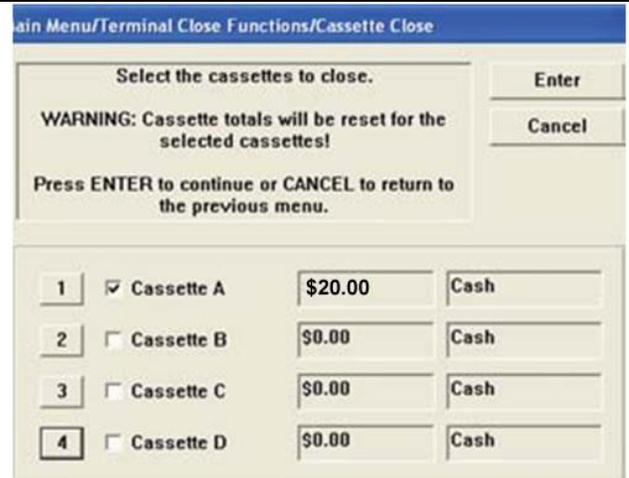
**PART 3**  
**STEP 2**

**CASSETTE CLOSE**

(Continued)

You will see a menu like this with the number one cassette selected

PRESS (ENTER) ON THE KEY PAD



**PART 3**  
**STEP 3**

**CASSETTE CLOSE**

(Continued)

Press (5) on your Key pad to go to the bottom of the screen

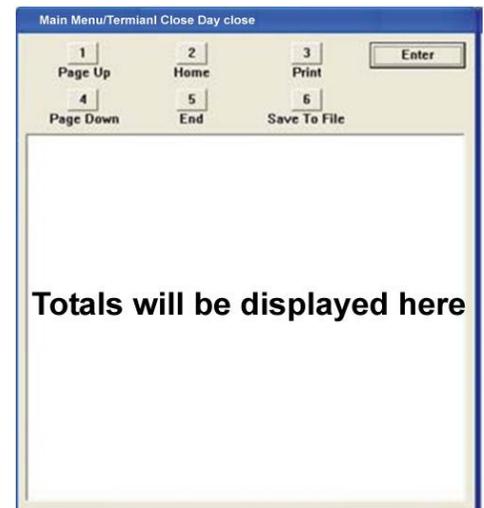
The Total amount of money left in the machine will be displayed on the screen.

We strongly recommend Printing this information, other wise you may have to recount the amount of money left in machine.

Press (3) on key pad and Then (Enter), the information will be Printed

After you have saved or printed this information

Press (ENTER) on your key pad



**PART 3**  
**STEP 4**

**CASSETTE CLOSE**

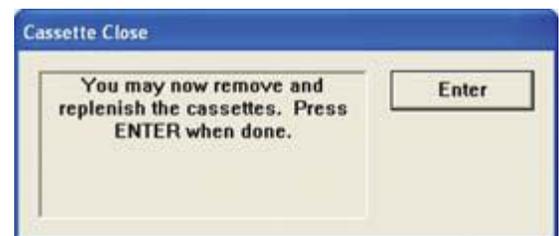
(Continued)

You will see this message on screen>

You may now remove and replenish the cassettes.

Press ENTER when done.

Press (ENTER) on your key pad



**PART 3**  
**STEP 5****CASSETTE CLOSE**

(Continued)

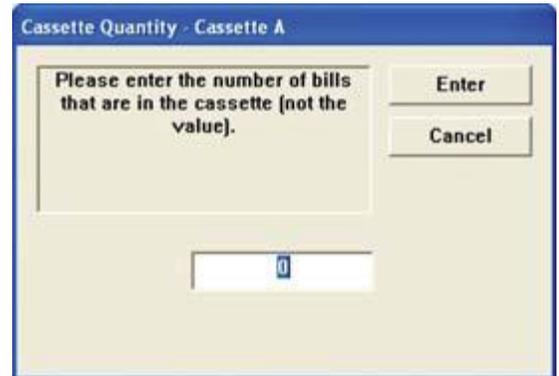
You will see this message on screen>**From the key pad****Enter the total number of bills in the cassette**Press **(CLEAR)** if you make a mistake

EXAMPLE:

100 BILLS WOULD EQUAL \$ 2000.00 DOLLARS

**When Done Press (ENTER) on your key pad**

Remember the amount you enter here, is that total that was left in ATM plus what you are adding.

**PART 3**  
**STEP 6****CASSETTE CLOSE**

(Continued)

Press **(5)** on your Key pad to go to the bottom of the screen

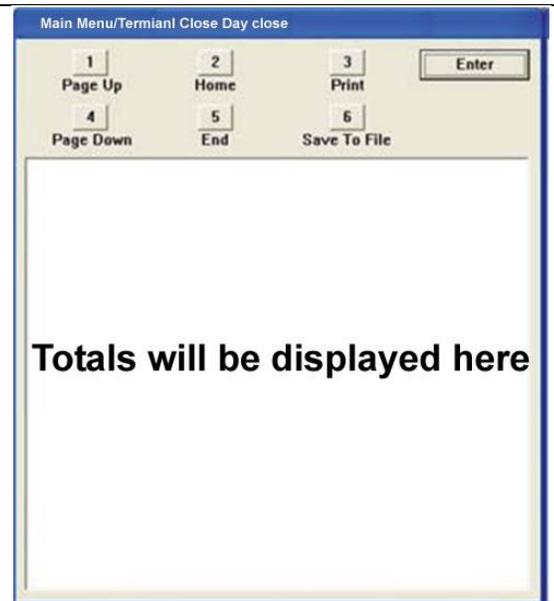
The Total amount of money entered will be displayed on the screen.

Press **(3)** on key pad and Then **(Enter)**, the information will be Printed

After you have saved or printed this information

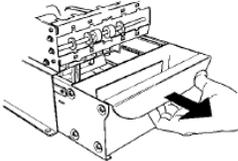
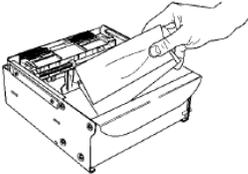
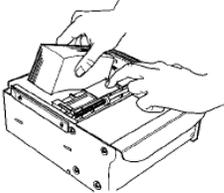
Press **(ENTER)** on your key pad  
pressing enter a few times or more until you exit management  
functions

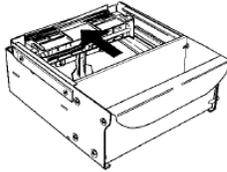
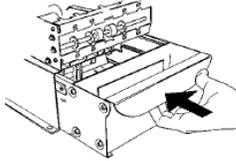
Your machine will return to the welcome screen.



**REPLENISH MINIMECH CASSETTE**



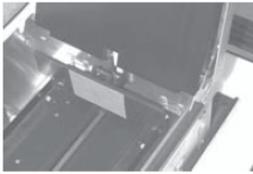
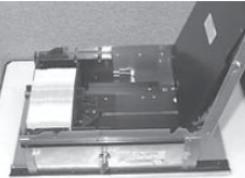
STEP	ACTION
1	<p>UNLOCK/OPEN DISPENSER SECURITY DOOR. GRASP TRAY HANDLE AND REMOVE NOTE CASSETTE</p> 
2	<p>REMOVE ANY REJECTED NOTES FROM THE REJECT COMPARTMENT. <b>DO NOT</b> RECYCLE REJECTED NOTES!</p> 
3	<p>MOVE THE PUSHER PLATE TO THE REAR OF THE TRAY (TOWARDS THE HANDLE).</p> 
4	<p>COUNT THE NUMBER OF BILLS THAT REMAIN IN THE CASSETTE, IF ANY.</p> <p>COUNT THE NUMBER OF BILLS THAT ARE BEING ADDED TO THE REMAINING NOTES.</p> <p>THE <b>TOTAL</b> OF THESE AMOUNTS WILL BE ENTERED IN THE "ENTER CASSETTE QUANTITY" PROMPT FOR CASSETTE CLOSE PROCEDURE.</p>

STEP	ACTION
5	<p>PLACE CURRENCY IN THE CASSETTE. SLOWLY PUSH PACKER FORWARDS AGAINST THE NOTES.</p> 
6	<p>GRASP THE HANDLE AND SLIDE THE NOTE CASSETTE FULLY INTO THE DISPENSER.</p> 

**REPLENISH SDD CASSETTE**



STEP	ACTION
1	<p>UNLOCK/OPEN DISPENSER SECURITY DOOR. GRASP THE CASSETTE HANDLE AND REMOVE THE CASSETTE.</p> 
2	<p>CASSETTE MUST BE PRIMED WITH THE CASSETTE KEY BEFORE INSERTING ON THE LOADING TRAY. INSERT KEY AND TURN CLOCKWISE TO SHOW GREEN INDICATOR IN WINDOW.</p>   <p style="text-align: center;"><b>***WARNING***</b></p> <p><b>If RED is INDICATED IN THE WINDOW ON THE SIDE OF THE CURRENCY CASSETTE, NEVER ATTEMPT TO INSERT THE CASSETTE INTO THE DISPENSER OR THE LOADING TRAY!</b></p>
3	<p>SLIDE CASSETTE ON TO THE LOADING TRAY. LIFT LID TO EXPOSE THE REJECT TRAY. REMOVE ANY REJECT NOTES. DO NOT RECYCLE REJECTED NOTES!</p>  

STEP	ACTION
4	<p>LIFT THE REJECT TRAY. PUSH THE PACKER PLATE TO REAR OF CASSETTE AND LATCH IN PLACE.</p> 
5	<p>COUNT THE NUMBER OF BILLS THAT REMAIN IN THE CASSETTE, IF ANY. COUNT THE NUMBER OF BILLS THAT ARE BEING ADDED TO THE REMAINING NOTES. THE <b>TOTAL</b> OF THESE AMOUNTS WILL BE ENTERED IN THE "ENTER CASSETTE QUANTITY" PROMPT FOR CASSETTE CLOSE PROCEDURE.</p>
6	<p>PLACE CURRENCY IN THE CASSETTE AND SLOWLY RELEASE THE HOLD-BACK LATCH ALLOWING THE PACKER PLATE TO MOVE FORWARD AGAINST THE NOTES. CLOSE THE CASSETTE LID.</p> 
7	<p>REMOVE CASSETTE FROM LOADING TRAY. INSERT THE CASSETTE KEY AND "PRIME" THE CASSETTE ("GREEN" INDICATOR). INSTALL THE CASSETTE INTO THE DISPENSER.</p> 

