

**SUBJECT:**  
**LOADING NOTES INTO CASSETTES**

**TECHNICAL TIP: 20-01**  
**DATE: JANUARY 24, 2020**

## TRITON TECHNICAL TIP – RECOMMENDED METHOD TO LOAD NOTES INTO THE TRITON ATM

This tip will enable the user to prepare notes and load them into a note cassette. The three basic types of notes are Worn, ATM fit, or Brick (new bank notes).

The overall thickness of Brick Notes from a bank changes over time. The image below shows three stacks of one dollar notes. The left stack contains 100 new Brick notes. The center stack contains 100 ATM Fit notes. The right stack contains 100 Worn notes.

**\*\*Note\*\***

Triton recommends using the prepared Brick notes and the ATM FIT notes. A Worn note increases the chance it will be rejected or create dispenser problems and a malfunctioning ATM with a loss of revenue.



## NOTE CONDITION

The technique used to load the cassette and the quality of the currency influences the number of rejected notes. A unit expected to perform at a high level contains a mechanism cassette loaded with fit notes.

Fit notes do not possess any of the defects listed below:

1. Adhesive or sticky substances on surface of note
2. Tears extending more than 1/2" from the edge of the currency
3. Tape on the surface of note
4. Staples, pins, or any other foreign object attached to note
5. Corner folds greater than 1/2" on either axis
6. Two or more notes joined by any means
7. Excessively crumpled or crinkled notes
8. Holes or missing sections in the currency

Examples of defects on a worn dollar bill. The numbers around the note refers to the defect list above.



## PREPARING NOTES

Perform the following steps to prepare the currency before inserting into the note cassette.

1. Remove the paper or rubber band from around each bundle of notes.



2. Remove any foreign objects, such as paper clips, pins, band-aids, crumbs, etc.



3. Remove torn or extremely worn notes



4. Straighten any folded notes
5. Do not add the notes from the rejected bin back into the cash cassette. Why add a reject note that could be rejected again when the space will hold a good note.

**\*\*Note\*\***

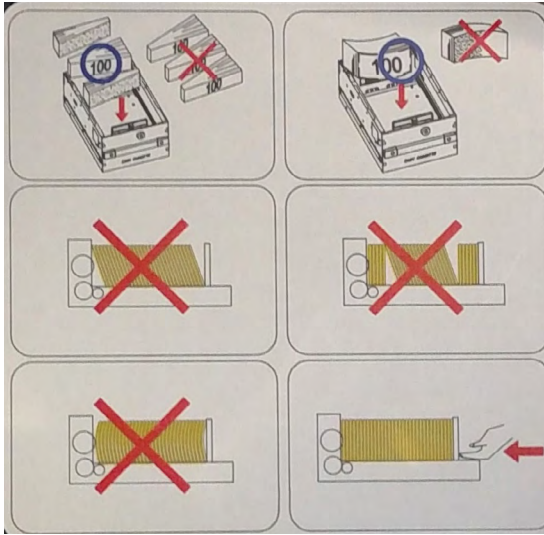
For new or uncirculated currency, separate the notes before inserting into the cassette. Use a note counter if available. As an alternative, flip through each bundle of notes in both directions at each end, or strike each bundle against a hard surface which may sufficiently separate the currency.





## LOADING NOTES INTO CASSETTES

Depending on the specific dispenser and note cassette, a label on the cassette lid will show the proper way to load the cassette, left image. The notes in the cassette should look similar to the right image.



Triton does not recommend either of these cash or new Brick Loads.



If you have questions regarding this Technical Tip, please contact Technical Support at 1-228-575-3100, option 4 or toll free in the U.S. / Canada 1-877-787-4866, option 4. Visit [www.tritonatm.com](http://www.tritonatm.com) for additional information. For all ATM parts, repair, and training needs, visit [www.atmgurus.com](http://www.atmgurus.com).