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# Model RL331X
QUICK REFERENCE GUIDE

THIS AREA FOR SERVICE PROVIDER
CONTACT INFORMATION:

MANAGEMENT FUNCTIONS

- ACCESS INSTRUCTIONS -

1. AT ATM WELCOME SCREEN, PRESS AND HOLD DOWN THE <CTRL> KEY (LOWER-RIGHT CORNER OF KEYPAD), PRESS <1> KEY, THEN RELEASE BOTH KEYS. THE TOP MENU WILL BE DISPLAYED.

2. AT THE TOP MENU, SELECT MANAGEMENT FUNCTIONS OPTION. ENTER THE UNIQUE USER ID AND PASSWORD AND SELECT <ENTER>. THE MANAGEMENT FUNCTIONS MAIN MENU IS DISPLAYED.
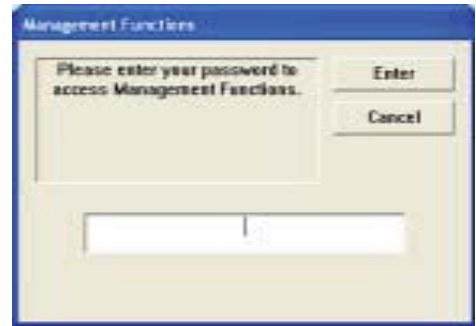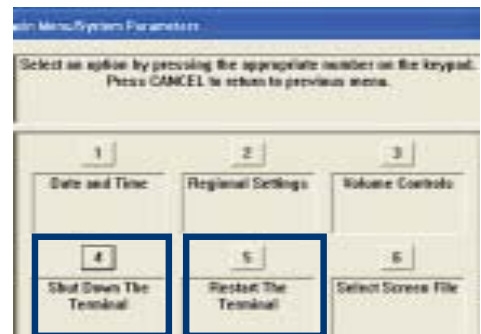

RESTART / SHUTDOWN TERMINAL

FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT SYSTEM PARAMETERS.

RESTART TERMINAL: THIS FUNCTION REBOOTS THE TERMINAL.

SHUTDOWN TERMINAL: THIS FUNCTION POWERS-DOWN THE TERMINALS OPERATING SYSTEM. WHEN PROMPTED THAT SHUTDOWN IS COMPLETE, TURN ON/OFF SWITCH ON POWER SUPPLY TO <OFF> POSITION.
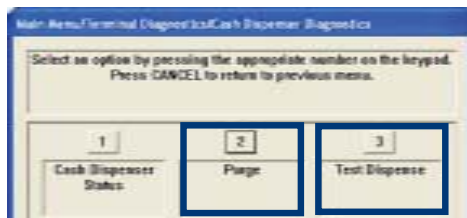

DIAGNOSTICS

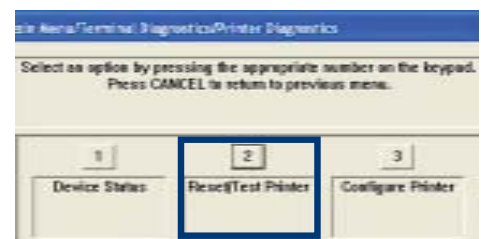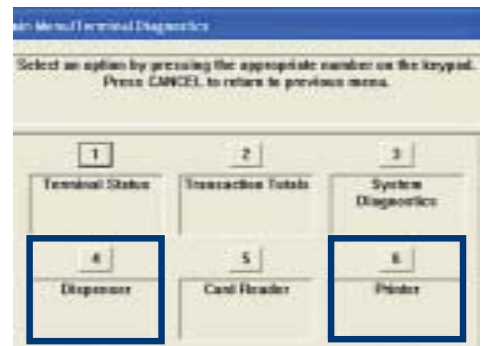FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT DIAGNOSTICS > DISPENSER.

PURGE: THIS INSTRUCTS THE DISPENSER TO REMOVE ANY NOTES (JAMS) IN FEED PATH.

TEST DISPENSE: THIS INSTRUCTS THE DISPENSER TO DISPENSE *MINIMUM* ONE NOTE FROM EACH INSTALLED CASSETTE INTO THE REJECT CASSETTE/AREA.

SELECT DIAGNOSTICS > PRINTER.

RESET / TEST RECEIPT PRINTER: THIS INSTRUCTS THE PRINTER TO RE-INITIALIZE AND PERFORM A TEST PRINTOUT .

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CLOSE FUNCTIONS

FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT **TERMINAL CLOSE FUNCTIONS**.

DAY CLOSE: THIS OPTION IS USED TO COMPLETE DAILY BALANCING OF THE ATM WITH THE PROCESSOR. TOTALS ARE CLEARED AND SWITCHED TO THE NEXT BUSINESS DAY.

TRIAL CLOSE: THIS OPTION FUNCTIONS LIKE A DAY CLOSE EXCEPT THE TOTALS ARE NOT CLEARED.
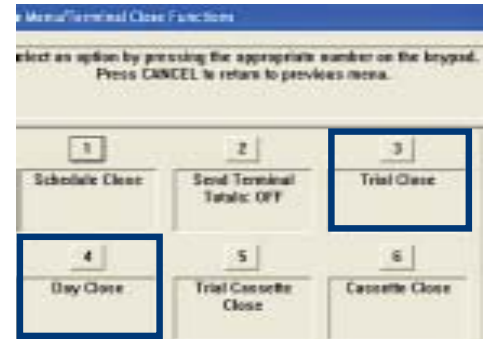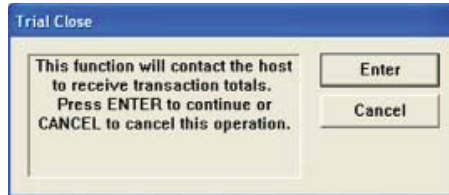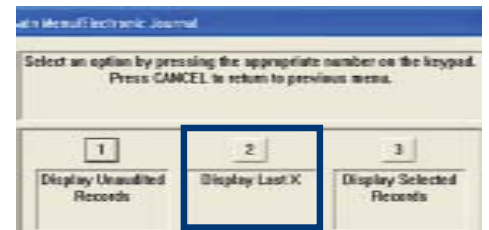

JOURNAL FUNCTIONS

FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT **ELECTRONIC JOURNAL.**

DISPLAY LAST X: TO VIEW/PRINT PREVIOUSLY AUDITED OR UNAUDITED RECORDS, USE THE DISPLAY LAST X OPTION.

EXAMPLE: ENTERING THE NUMBER '50' WILL LET YOU VIEW THE LAST 50 TRANSACTIONS/EVENTS THAT HAVE OCCURRED. YOU MAY PRINT TO THE RECEIPT PRINTER.

TERMINAL CONFIGURATION REPORT

FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT **DIAGNOSTICS > TERMINAL STATUS**.

CONFIGURATION SUMMARY: THIS SUMMARY IS A COMPREHENSIVE REPORT OF CURRENT TERMINAL CONFIGURATION AND HARDWARE STATUS INFORMATION.

NOTE: IT IS HIGHLY RECOMMENDED THAT THIS REPORT BE PRINTED AND SAVED AFTER INITIAL SETUP AND WHENEVER CHANGES ARE MADE TO THE TERMINALS CONFIGURATION.
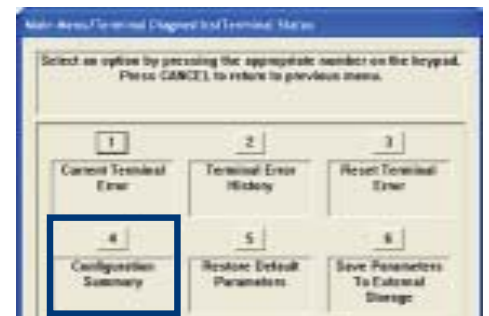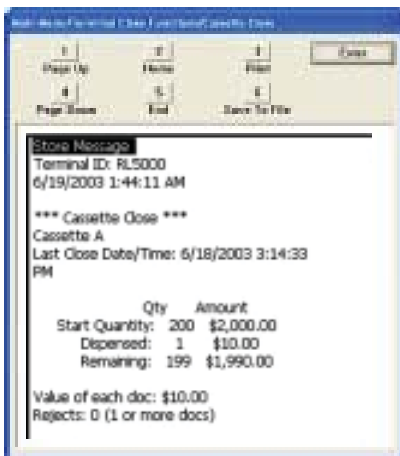
FOLLOW ACCESS INSTRUCTIONS TO ENTER MANAGEMENT FUNCTIONS. SELECT <u>TERMINAL CLOSE FUNCTIONS</u>. SELECT <u>CASSETTE CLOSE.</u>

❶ SELECT CASSETTE TO CLOSE. A CHECK MARK (√) IDENTIFIES WHICH CASSETTE IS SELECTED. "A" IS SELECTED BY DEFAULT. PRESS <ENTER>.
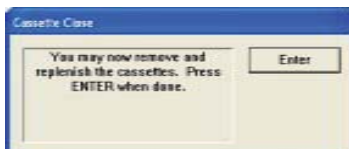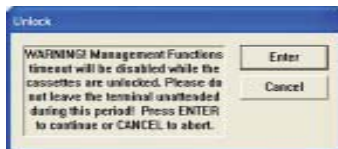

❷ A CLOSE REPORT IS DISPLAYED TO BE PRINTED OR SAVED. THIS OPERATION WILL RESET THE NUMBER OF BILLS IN THE CASSETTE TO ZERO (0). PRESS <ENTER>.
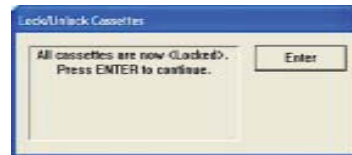

❸ REMOVE AND REPLENISH THE SELECTED CASSETTE(S).

PROCEDURES FOR SPECIFIC DISPENSING MECHANISMS CASSETTE REPLENISHMENT ARE ON THE FOLLOWING PAGES.
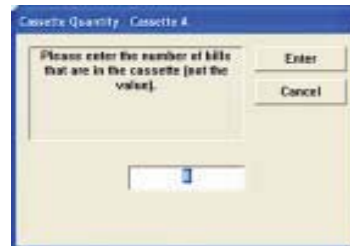

❹ AFTER CASSETTE HAS BEEN REINSERTED IN THE DISPENSER, PRESS <ENTER>.

❺ PLACE SELECTED CASSETTE <u>IN SERVICE.</u> "A" WILL BE IN SERVICE. PRESS <ENTER>.
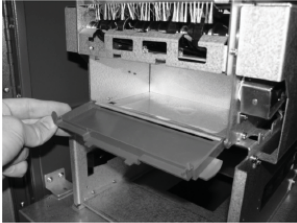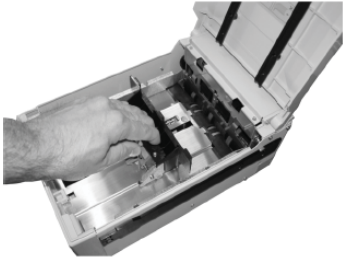

❻ ENTER CASSETTE QUANTITY (NUMBER OF NOTES, <u>NOT</u> VALUE) FOR THE SELECTED CASSETTE. PRESS <ENTER> TO ACCEPT ENTRY.
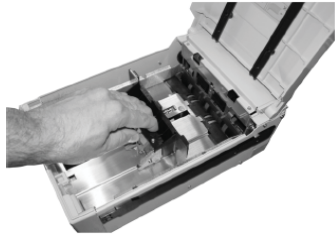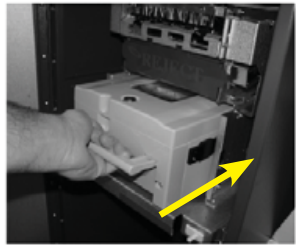

❼ A <u>TRIAL CASSETTE CLOSE</u> REPORT AUTOMATICALLY IS DISPLAYED TO BE PRINTED OR SAVED. PRINT AND RETAIN A COPY FOR STARTING POINT REFERENCE. PRESS <ENTER> TO RETURN TO CLOSE FUNCTIONS.

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REPLENISH SCDU CASSETTE
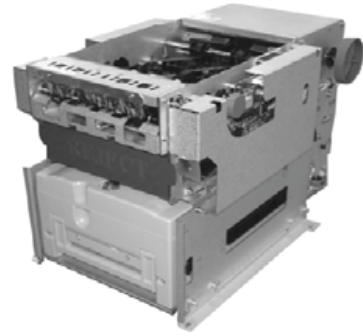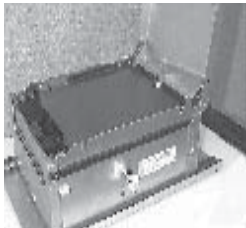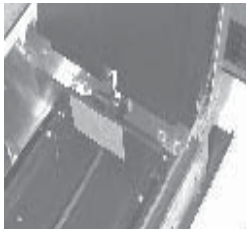
STEP	ACTION
1	**U**NLOCK/**O**PEN **C**ABINET SECURITY DOOR. **O**PEN THE **R**EJECT **B**IN DOOR AND REMOVE ANY REJECTED NOTES. **DO NOT** RECYCLE REJECTED NOTES**!**
2	**R**EMOVE THE CASH CASSETTE BY LIFTING SLIGHTLY AND PULLING FORWARD. **U**NLOCK THE CASSETTE AND OPEN THE LID.
3	**P**ULL THE PACKER PLATE TO THE FRONT OF THE CASSETTE (TOWARDS THE HANDLE) UNTIL IT LOCKS.
4	**C**OUNT THE NUMBER OF BILLS THAT REMAIN IN THE CASSETTE, IF ANY. **C**OUNT THE NUMBER OF BILLS THAT ARE BEING ADDED TO THE REMAINING NOTES. **T**HE **TOTAL** OF THESE AMOUNTS WILL BE ENTERED IN THE "**E**NTER **C**ASSETTE **Q**UANTITY" PROMPT FOR **C**ASSETTE **C**LOSE PROCEDURE.

STEP	ACTION
5	**P**LACE CURRENCY IN THE CASSETTE. **P**USH THE **GREEN** RELEASE LEVER AND SLOWLY PUSH PACKER FORWARD AGAINST THE NOTES.
6	**G**RASP THE HANDLE AND SLIDE THE NOTE CASSETTE FULLY INTO THE DISPENSER.

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REPLENISH SDD CASSETTE
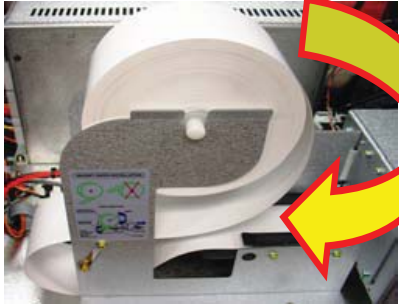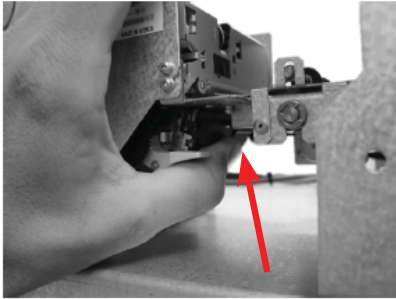
STEP	ACTION
1	UNLOCK/OPEN CABINET SECURITY DOOR. GRASP THE HANDLE AND REMOVE THE CASSETTE.
2	CASSETTE **MUST BE PRIMED** WITH THE CASSETTE KEY BEFORE INSERTING ON THE LOADING TRAY. INSERT KEY AND TURN CLOCKWISE TO SHOW GREEN INDICATOR IN WINDOW. GREEN
3	SLIDE CASSETTE ONTO THE LOADING TRAY. LIFT LID TO EXPOSE THE REJECT TRAY. REMOVE ANY REJECTED NOTES. DO NOT RECYCLE REJECTED NOTES!
4	LIFT THE REJECT TRAY. PUSH THE PACKER PLATE TO THE REAR OF THE CASSETTE UNTIL IT LOCKS.

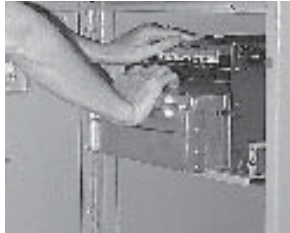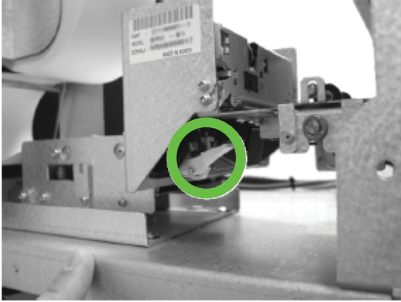| STEP	ACTION
5	COUNT THE NUMBER OF BILLS THAT REMAIN IN THE CASSETTE, IF ANY. COUNT THE NUMBER OF BILLS THAT ARE BEING ADDED TO THE REMAINING NOTES. THE **TOTAL** OF THESE AMOUNTS WILL BE ENTERED IN THE "ENTER CASSETTE QUANTITY" PROMPT FOR CASSETTE CLOSE PROCEDURE.
6	PLACE CURRENCY IN THE CASSETTE AND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

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REPLENISH RECEIPT PAPER

NOTE: THIS PROCEDURE REQUIRES TERMINAL TO BE POWERED UP.

STEP	ACTION	STEP	ACTION
1	OPEN CONTROL PANEL. IF PAPER REMAINS ON ROLL, PRESS DOWN ON THE GREEN LEVER BELOW THE PRINTER AND REMOVE THE ROLL.	4	INSERT PAPER/SPINDLE INTO PAPER BRACKET. PAPER FEEDS FROM TOP OF ROLL, OUT THE BACK!
2	RETURN THE PRINTER TO THE OPERATING POSITION BY PRESSING UP ON THE ROLLERS.	5	LOOP THE PAPER OVER THE BAR AND BACK UNDER THE TENSION ROD TO THE PRINTER
3	REMOVE SPENT PAPER ROLL AND SPINDLE FROM PAPER BRACKET, AND INSTALL ON THE NEW PAPER ROLL	6	FEED END OF PAPER INTO PRINTER TAKE-UP SLOT. PAPER WILL FEED AUTOMATICALLY.

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COMBINATION LOCKS

INTRODUCTION

THE SECURITY CABINET CAN BE SECURED USING EITHER A MECHANICAL OR ELECTRONIC COMBINATION LOCK. THIS PAGE COVERS HOW TO OPERATE THE COMBINATION OF EITHER LOCK. TO CHANGE COMBINATIONS, SEE ATTACHMENT TO THE USER MANUAL.

OPERATING THE MECHANICAL LOCK

UNLOCKING THE LOCK

THERE ARE TWO MARKS ON THE DIAL RING. THE INDEX AT THE TOP IS USED FOR OPENING THE LOCK, THE INDEX 30 DEGREES TO THE LEFT IS USED ONLY WHEN CHANGING THE COMBINATION.

THE DIAL SHOULD ALWAYS BE TURNED SLOWLY AND EVENLY. A REVOLUTION IS COUNTED EACH TIME THE SELECTED NUMBER IS ALIGNED WITH THE OPENING INDEX. *DO NOT TURN THE DIAL BACK TO COMPENSATE FOR OVER-DIALING A NUMBER.* IF, WHEN DIALING THE COMBINATION, ANY NUMBER IS TURNED BEYOND THE INDEX, THE ENTIRE SEQUENCE MUST BE REPEATED.

UNLOCKING 3-NUMBER COMBINATIONS (FOR EXAMPLE, "25-10-25") SEE USER MANUAL FOR DEFAULT COMBINATION.

1. TURN THE DIAL TO THE *LEFT* AT LEAST FOUR (4) COMPLETE TURNS TO CLEAR THE COMBINATION LOCK TO ACCEPT THE COMBINATION.

2. USING THE 'OPENING INDEX', TURN THE DIAL TO THE *LEFT*, STOPPING WHEN '25' IS ALIGNED WITH THE OPENING INDEX, THE *FOURTH* TIME.

3. TURN THE DIAL TO THE *RIGHT*, STOPPING WHEN '10' IS ALIGNED WITH THE OPENING INDEX, THE *THIRD* TIME.

4. TURN THE DIAL TO THE *LEFT,* STOPPING WHEN '25' IS ALIGNED WITH THE OPENING INDEX, THE *SECOND* TIME.

5. TURN THE DIAL SLOWLY TO THE *RIGHT* UNTIL THE BOLT RETRACTS.

OPERATING THE ELECTRONIC LOCK

THE ELECTRONIC LOCK COMBINATION CONSISTS OF SIX DIGITS. UPON ARRIVAL, THE COMBINATION OF THE LOCK SHOULD ALREADY BE PRESET TO *1-2-3-4-5-6*. NOTE: CHANGE THIS COMBINATION! SEE USER MANUAL FOR COMBINATION CHANGE PROCEDURES.

ENTERING THE COMBINATION

1. ENTER THE CURRENT COMBINATION AND CHECK FOR PROPER OPERATION. AFTER EACH KEYPRESS, THE LOCK WILL BEEP. AFTER THE FINAL DIGIT HAS BEEN ENTERED, THE LOCK WILL BEEP *TWICE*, AND THE OPEN PERIOD WILL BEGIN.

2. WHEN A VALID COMBINATION HAS BEEN ENTERED, THE OPERATOR WILL HAVE APPROXIMATELY *4 SECONDS* TO OPEN THE LOCK.

3. TO OPEN THE LOCK, TURN THE *OUTER DIAL* CLOCKWISE.

4. AFTER THE LOCK IS OPENED, THE CABINET DOOR MAY BE OPENED.

LOCKOUT FEATURE

THE LOCK INCLUDES A *'WRONG TRY PENALTY'* LOCKOUT FEATURE THAT PREVENTS ENTRY FROM UNAUTHORIZED PERSONNEL. THIS FEATURE PERFORMS AS FOLLOWS:

• ENTRY OF FOUR (4) CONSECUTIVE INVALID COMBINATIONS STARTS A 5-MINUTE DELAY PERIOD.
  - LED FLASHES RED AT TEN (10) SECOND INTERVALS.

• AT THE END OF THE DELAY PERIOD, TWO (2) MORE CONSECUTIVE INVALID COMBINATIONS WILL RESTART AN ADDITIONAL 5-MINUTE DELAY.

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