

# Cash N Go

## TRITON ATM INSTRUCTION SHEET

To view the “*Management Functions*” screen:

- Press and hold the Blank key or the “Control Key” and while holding press the “1” key.
- Select **MANAGEMENT FUNCTIONS**.

**Checking Cash Quantity (Trial Cassette Close)**

- Go to the *Management Functions* screen.
- Select **CLOSE**.
- Select **CASSETTE CLOSE**
- Select cassette **(A)**
- Select **TRIAL CASSETTE CLOSE**.
- A receipt will print showing the number of bills dispensed and the number of bills remaining.
- Exit out of Management Functions

**Reloading the Cash Cassette (Cassette Close)**

- Go to the *Management Functions* screen.
- Select **CLOSE**.
- Select **CASSETTE CLOSE**.
- Select cassette **(A)**.
- Select **CASSETTE CLOSE**. A receipt will print showing the number of bills dispensed and the number of bills remaining. **THE EXISTING TOTALS WILL BE CLEARED.**
- Open the Vault.
- Pull the cash cassette out of the machine. Amount in cassette (including reject box) should balance to your Cassette Close slip.
- Reload the Cassette and install it in the ATM.
- Go to the *Management Functions* screen.
- Select **CLOSE**.
- Select **ENTER QTY IN CASSETTE**.
- Enter in the *actual* number of bills in the Cassette (not the amount you added to the cassette).
- Press the **TRIAL CASSETTE CLOSE** key to ensure you entered the correct amount.
- Exit out of *Management Functions*.

**CASH N GO ADVISES THAT YOU PERFORM THE NEXT FUNCTIONS ONCE A DAY FOR YOUR RECORDS** (Keep this information for at least 12 months)

**Perform a DAY CLOSE**

- Go to the *Management Functions* screen.
- Select **CLOSE**.
- Select **DAY CLOSE**. (This transaction takes about 15 seconds).
- A receipt will print showing the total number of transactions and the cash that will be deposited since the last DAY CLOSE (You can only do one DAY CLOSE per calendar day).

**Printing the Journal**

- Go to the *Management Functions* screen.
- Select **JOURNAL**.
- Select **PRINT JOURNAL**. You will get a receipt of every transaction since the last time you printed a journal.
- Staple the *Journal* slip with the *Day Close* slip and keep the records for at least ONE YEAR.