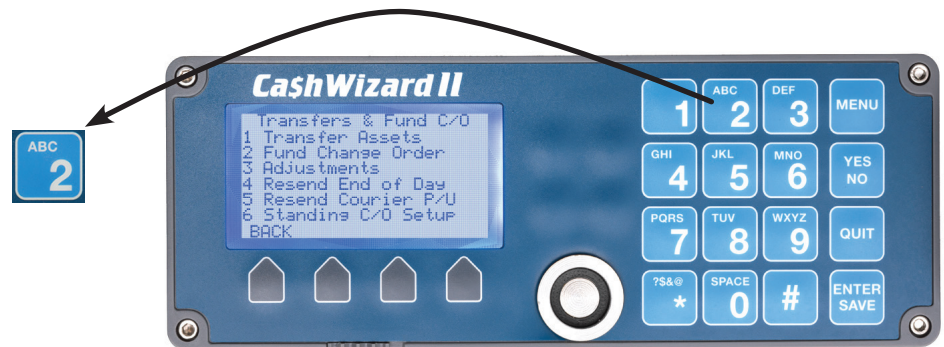


1. Manager logs into safe with his/her User ID



2. From the Main Menu, Select 6 for Transfers and Fund CO

3. Select 2 – Fund Change order



4. Select 2 – Deposit Funds



5. Feed bills into the bill reader



**Continued on next page**

- When the bills are done feeding, press QUIT

A Receipt will print detailing the change order

