

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. Screen will display "Feed Bills for Change Exchange"

- Solid green light will show on Bill Reader indicating its ready to accept notes



6. Feed notes to Bill reader
 - Once completed, Press Enter



7. The safe will send your Change Order request out. Screen will show "Connecting to Cloud...Please wait."



NOTE: The Delivery Date shown on the screen is the first available scheduled courier pickup based on the required timelines and cutoffs to process your request. You select a future scheduled pickup date, but any modification that does not conform with the courier's schedule will be rejected.



8. Screen Will display Coin Denominations
 - If there are coins, enter the total number of each denomination in coin amount
Ex." For 10 dimes, enter 100 in the "Dimes" column
 - Press "Enter"
 - If there are no coins, select "Next"



9. Top of screen will now display “Change Exchange” with Note denominations
- Enter the total number of each denomination in dollar amount
 - Ex.” For 3 five-dollar bills, enter 15 in the “\$5” column
 - Press “Enter”



10. A summary of order for cents will appear.
- If there is change, confirm the total and select “Next”.
 - If there is no change, select “Next”



11. A summary of order for dollars will appear.
- Confirm the total and select “Next”.



10. Screen will show “Printing Transaction Report, Please wait.”



11. A summary receipt will be printed for your reference.

