**“HOW TO” DEPOSIT CASH USING THE CASH360 MACHINE**

* To enter the cash office, use the code provided on your induction paperwork on the panel on the door
* CCTV is operated in this room and in the corridor as you enter
* Login to the machine with your User ID and PIN number. The first time you login you will need to change the PIN, this option should display automatically
* Each club/society has their own User ID and PIN number that is confidential and should not be shared



* Press deposit till if you are depositing cash.



* It is essential that the notes and coins are properly prepared in order to both maximise processing speeds and minimise the potential for the occurrence of note/coin jams. For note preparation ensure all foreign objects are removed from the notes e.g. plastic, staples, paperclips, elastic bands etc. Unwrap any folded notes and straighten out any obvious folds in the notes. Tap the note bundle on a hard surface to level and straighten the notes.

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* Never place more than 100 notes in the note feeder at one time or feed notes with sellotape or staples on them. Never pull notes back which are already stacked in the note feeder and only re-present notes once the note feeder is empty of all other notes.

***Please take great care to not let any coins, staples or paperclips go into the note acceptor with the notes to be counted as these may cause mechanical damage***

* Place the prepared notes in the machine (RZ100) on the left of the room and press the “Occupation” button. Rejected notes will appear in the dispensing mouth of the machine and will need to be inspected for folds, damage etc. Redeposit any rejected notes for a further two attempts. If after three attempts the note/s will still not enter the machine, place in an envelope and write the club/society name on the front, amount enclosed and post in the letterbox on the wall beside the machine. The coins should be placed in the tray on the top of the big machine (BCR) and slide the tray to the right and lift upwards to deposit the coins slowly. Rejected coins will appear in the pocket below the tray and again redeposit for a total of three attempts and if this still fails place the coins in an envelope and write the club/society name on the front, amount enclosed and post in the letterbox on the wall beside the machine. Notes and coins can be deposited at the same time.

***N.B. the coin device will timeout if inactive for 30 seconds***

* When all the cash has been put in the machine, press “No more cash”, the system will then display the value deposited by denomination and an automated receipt will be printed. If an additional receipt is required press “Print”
* Please write a description at the top of the receipt so Finance staff know why you have deposited the money and where to code it
* Finance staff will deposit the rejected cash, crediting the club/society named on the front of the envelope

