**“HOW TO” DISPENSING 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 dispense till if you are taking cash out



* Select the club/society till and press “Freefloat”, the system will display the denominations that are available. Select the required quantities by denominations and press “Dispense”. Once the notes and coins have been dispensed the screen will show a detailed breakdown by denomination. Collect the notes and coins (the green light indicates the cups are ready to empty) before proceeding. An automated receipt will be printed and if an additional one is required press “Print”



* Staple the receipt with the invoice/claim and place in the club/society basket. If no paperwork is available, write an explanation on the back of the receipt