

NKL AUTOBANK

Quick Guide



Logging In

Nearly every Autobank procedure requires you to log in. This way your Autobank knows who you are and keeps track of your deposits and withdrawals. To log in:



1. Use your key or enter your USER ID number and press ENTER. (Fig. 1)

Getting Change For Your Cash Register (Vend)

Getting change to stock your cash register is called “vending”. To vend a tube of change:



1. Log in (see page 1).
2. Press the VEND Action Button. (Fig. 1)



2. Enter your PIN number. (Fig. 2)



3. Select the column number from which you want to get change. To vend a till of tubes, select VEND TILL. **Note: you may only vend one till per user in any twelve-hour period.** (Fig. 2)
4. If you need to vend more change, you must wait until the Autobank’s vend delay cycle is complete.

Getting Change For Bills (Buying Change)

To get tubes of change in exchange for bills from a dispensing Autobank (called “buying change”), use the Buy Change procedure.

(Fig. 1)



1. Log in (see page 1).
2. Press the BUY CHANGE Action Button. (Fig. 1)

(Fig. 3)



4. Insert the bills you want to exchange – worth as much or more than the amount of change you need in return. (Fig. 3)
5. If your deposit is larger than the amount of change you receive, the excess amount will show up as a net drop.

(Fig. 2)



3. Select a validator location in which to insert bills. (Fig. 2)

(Fig. 4)



6. Press the VEND Action Button. (Fig. 4)
7. Select the column number from which to vend change. Repeat as needed until you have used up your drop credit. Press ESC **after** vend is complete.

Manual Drop

Use this procedure when you put envelopes of money into your Autobank using its manual drop drawer, slot or hopper.

(Fig. 1)



1. Log in (see page 1).
2. Press the **DROP Action Button**. (Fig. 1)

(Fig. 3)



5. Select the type of money you are dropping (cash, check or credit card receipts). (Fig. 3)
6. Enter the amount of money you are dropping and press **ENTER** to accept.

(Fig. 2)



3. Select **MANUAL DROP**. (Fig. 2)
4. (Optional) Enter your ID number for a deposit or press **ENTER** to skip

(Fig. 4)



7. Repeat steps 5 and 6 as needed if dropping more than one type of money at the same time or to correct an erroneous entry.
8. Press **ENTER** to accept your entries and the Autobank will print a receipt.
9. Collect the receipt, place it in the drop envelope with the money and make the drop. (Fig. 4)

Validator Drop

When you use the Validator Drop procedure, the Autobank counts your deposit for you.

(Fig. 1)



1. Log in (see page 1).
2. Press the DROP Action Button. (Fig. 1)

(Fig. 3)



4. Insert bill(s) until your drop is complete. (Fig. 3)

(Fig. 2)



3. Select a validator location in which to insert your bill(s). (Fig. 2)

(Fig. 4)



5. Press the ESC button **after** all bills are counted. (Fig. 4)
6. The Autobank will automatically print your receipt.

Insta-Drop

(Fig. 1)



Use this procedure to make convenient, one-button validator drops (deposits) during the day.

LOGGING IN

1. Log in (see page 1).
2. Press the DROP SET Action Button. (Fig. 1)
3. Select INSTA-DROP SET when you are prompted.

(Fig. 2)



4. Select the INSTA BUTTON you wish to use (Fig. 2).

(Fig. 3)



5. Select a validator location in which to insert your bill(s) (Fig. 3).

(Fig. 4)



USING INSTA-DROP

1. Press the INSTA-DROP that you are logged into. (Fig. 4)
2. Insert your bill(s) into your validator.
3. Press ESC **after** all bills are counted.
4. The Autobank will automatically print your receipt.

(Fig. 5)



HOW TO LOG OFF INSTA-DROP

1. Log in (see page 1).
2. Press the REPORT Action Button. (Fig. 5)
3. Select OPERATOR when you are prompted.

Extended Drop

When you use the Extended Drop procedure, you can continuously deposit bills all day long, just by inserting bills in the right validator.



(Fig. 1)

LOGGING IN

1. Log in (see page 1).
2. Press the DROP SET Action Button. (Fig. 1)



(Fig. 2)

3. Select EXTENDED DROP SET. (Fig. 2)
4. Select a validator location in which to insert your bill(s).



(Fig. 3)

5. Select your name to log on to this validator (Fig. 3)



(Fig. 4)

USING EXTENDED DROP

1. Insert bill(s) into your validator throughout the day. (Fig. 4)

The Autobank will keep track of your deposits.

NOTE: When enrolled in Extended Drop, DROPS will **not** be shown on the display and a receipt will not print.



(Fig. 5)

HOW TO LOG OFF EXTENDED DROP

When your shift is over, log out of EXTENDED DROP:

1. Log in (see page 1).
2. Press the REPORT Action Button. (Fig. 5)
3. Select OPERATOR.

Operator Report

Notes

Also known as Shift Report, Managers can run the Operator Report to show a complete list of net activity for the individual user since the Grand Z (End Day) Report.



- Running an Operator Report**
1. Log in (see page 1).
 2. Press REPORT. (Fig. 1)



3. SELECT OPERATOR. (Fig. 2)

NOTE: Running an Operator Report will automatically log out the selected user(s) from Insta-Drop or Extended Drop. Running an End Day report will automatically log all users out of Insta-Drop and Extended Drop.



NKL® is a member of the **FireKing** security group.

For assistance or service, call NKL Technical Support at 1-800-452-4655.
To download copies of this Quick Guide or other NKL documents, log on
to www.nklcashhandling.com.

FireKing[®]
SECURITY GROUP

101 Security Parkway
New Albany, IN 47150
www.fireking.com

1-800-528-9900
FAX: 1-888-232-9655