

CASH COLLECTON TROLLEY FOR COUNTER CACHE CASSETTES (AND CASH BAGS – TOP BOX MODEL ONLY) OPERATING INSTRUCTIONS

The Volumatic Cash Collection Trolley has been developed to provide a secure method of transport for Counter Cache Cassettes between till point and cash office.

The use of the Cash Collection Trolley will reduce the risk of theft of cash and increase the safety of the cash collecting staff.

This operating instruction manual has been produced to explain the operating system for collecting full cassettes from each Counter Cache unit at each till and delivering the replacement empty cassettes at the same time.

Please contact your Cash Office Manager or Operations Manager if this is not the system in operation in your store.



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FOR FURTHER INFORMATION CONTACT:

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**THESE OPERATING INSTRUCTIONS SHOULD BE RETAINED
IN THE CASH OFFICE FOR FUTURE USE.**

---- **Basic Introduction** ----



This Volumatic Cash Collection Trolley has been designed to enable you to collect the full Counter Cache Cassettes and also carry the replacement empty cassettes to the tills at the same time. There are four “pods”, two per side. Each pod is capable of holding 7 Cassettes.

The standard procedure is to load the Trolley up with empty Cassettes in the Cash Office and then as each till is visited the full Cassette is removed from the Counter Cache unit which is then slotted immediately into the top of the pod and then an empty Cassette is removed from the bottom of the trolley and placed in the Counter Cache unit.

Metal ball-chains prevent the full Cassette being removed from the trolley.
Metal Separator Plates are used to divide the full Cassettes from the empty Cassettes.

---- **Key Guide** ----

The trolley is supplied with three pairs of keys; these keys should be kept securely in the cash office at all times.

Contact your store security manager for procedures regarding key security.



1. Key for pod locks.





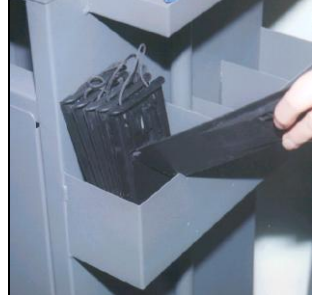


2. Key to open top box.








3. Key to remove top box.

---- Loading The Empty Cassettes – In The Cash Office ----

<p>1</p>	<p>PREPARE EMPTY CASSETTES. If applicable, the empty Counter Cache Cassettes should be fitted with a Security Seals. Each Cassette should be labelled, to match the till point where it will be located or alternatively label the Cassette Key Plates with the till numbers.</p> <p>Once all the empty Counter Cache Cassettes have been prepared unlock and remove the first pod door, using the key provided.</p>	
<p>2</p>	<p>LOADING THE EMPTY CASSETTES. Proceed to load the first six (6) (or seven (7) depending on your system) empty Cassettes into the pod, in the correct sequence to match the collection sequence for the till points.</p> <p>PLEASE NOTE: each pod MUST ALWAYS be loaded with a minimum of six (6) Cassettes.</p>	
<p>3</p>	<p>FIT SEPARATOR PLATE. A Separator Plate MUST be fitted, as illustrated, on top of the last empty Cassette placed in the pod. This Separator Plate is designed to provide a barrier between the empty Cassettes and the full Cassettes, as they are collected. When the final empty Cassette has been removed, the Separator Plate will then prevent the full Cassettes from being removed (either accidentally or by a thief).</p>	
<p>4</p>	<p>FIT DOOR AND REPEAT FOR ALL PODS. Ensure that the Separator Plate is located as illustrated, then re-fit the Pod Door and lock in position. Repeat the Pod loading process for all the Cassettes that you need.</p> <p>PLEASE NOTE: each pod MUST be full so if you only have a few Cassettes to collect you MUST fill the Pod with more empty Cassettes so that when the full Cassettes are posted into the Trolley they do not have a long way to fall.</p>	
<p>5</p>	<p>LOAD KEY PLATES. At the back of the Trolley there is a rack with four sections, Load all of the required Key Plates into this Rack.</p> <p>You will need one Key Plate for each Cassette to be collected.</p> <p>You are now read to Collect the Full Cassettes.</p>	

---- Collecting Full Cassettes and Inserting Empty Cassettes – At Till Point ----

<p>1</p>	<p>TAKE TROLLEY TO FIRST TILL POINT. The trolley has been designed to be compact and easy to manoeuvre.</p> <p>Take the trolley to the first till on your collection route. This should contain a full or part full Cassette.</p> <p>Park the Trolley Close to the till point.</p>	
<p>2</p>	<p>UNLOCK COUNTER CACHE & REMOVE FULL CASSETTE. Before unlocking the Counter Cache unit, make a quick visual check that no one nearby is acting suspiciously.</p> <p>Unlock the Counter Cache Unit and insert a Key Plate to remove the Cassette.</p>	
<p>3</p>	<p>IMMEDIATELY “POST” CASSETTE INTO POD. Without delay, fit the removed Cassette into the slot at the top of the first Pod that contains the correct replacement empty Cassette.</p> <p>Make sure that the Cassette is flat on top of the Separator Plate.</p>	
<p>4</p>	<p>TAKE EMPTY CASSETTE FROM TROLLEY. Remove the empty Cassette for the first till from the bottom of the Trolley.</p>	
<p>5</p>	<p>LOAD EMPTY CASSETTE & LOCK THE UNIT. Insert the new empty Cassette into the Counter Cache unit. Lock the Counter Cache Unit and ensure that it is pushed back under the counter and locked in position.</p> <p>REPEAT THIS “ONE IN - ONE OUT” COLLECTION PROCESS FOR ALL TILL POINTS AND THEN RETURN IMMEDIATELY WITH THE TROLLEY TO THE CASH OFFICE.</p>	

---- Unloading The Collected Cassettes – In The Cash Office ----

1	<p>UNLOCK POD DOOR & REMOVE CASSETTES. When you return to the Cash Office, the Separator plate should be visible at the bottom of each full Pod.</p> <p>Removing the Pod Door you will find that the collected Cassettes will be stacked neatly, in sequence inside the Trolley.</p> <p>They can now be opened & counted or stored for counting later.</p>
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---- Using The Top Box ----

If your trolley is fitted with a Top Box this can be used to collect or deliver bags of coins or other items to the till points.

The Top Box is locked in position, but it can be removed if it not required for your collection system or if the contents need to be transferred directly into the safe.



1. Use Top Box for Bags of Coins or Notes etc.



2. To remove the Top Box; unlock the bottom catch and slide off.



3. Take Top Box to the Safe.

PLEASE NOTE: these instructions have been written to explain the functionality and operation of the Trolley. Before using the trolley we strongly recommend that you check with your Store Manager or Security Manager to ensure that you adhere to any Cash Collection procedures that may be in operation.