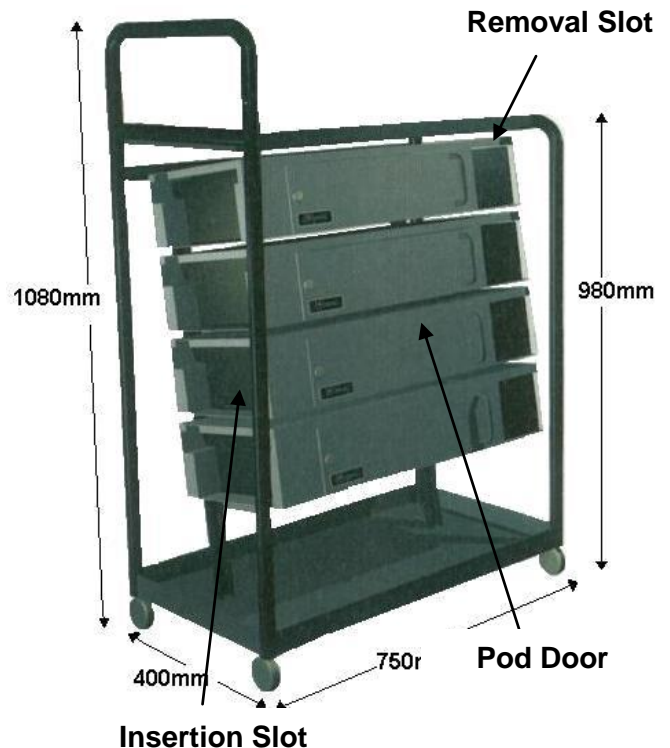


COUNTER CACHE CASH COLLECTION TROLLEY OPERATING INSTRUCTIONS

This Cash Collection Trolley has been developed to provide a secure method of transport for Counter Cache cassettes between till point and cash office. The product is an integral part of the Counter Cache solution.

This specifically designed trolley ensures a safe and quick recycling environment, affording you peace of mind if cash lifts have to be undertaken during opening hours, particularly at busy and vulnerable times. The use of the cash collection trolley will reduce the risk of theft of cash and increase the safety of staff responsible for collecting the cash.

These operating instructions have 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.



INDEX OF SECTIONS

1. BASIC INTRODUCTION. A guide to individual parts of the trolley.
2. LOADING THE EMPTY CASSETTES – IN THE CASH OFFICE.
3. COLLECTING FULL CASSETTES AND INSERTING EMPTY CASSETTES – AT TILL POINT.
4. UNLOADING THE COLLECTED CASSETTES – IN THE CASH OFFICE.

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

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.

---- **BASIC INTRODUCTION** ----

- The trolley consists of a tubular steel framework and can be fitted with 1, 2, 3 or 4 steel cassette pods.
- Each pod is capable of holding up to 6 cassettes, hence the 1 pod unit is suitable for up to 6 collection points; the 2 pod unit is suitable for up to 12 collection points; the 3 pod unit 18 collection points and the 4 pod unit 24 collection points.
- Each trolley is supplied with two keys – the same key will fit all pods. These keys should always be kept secure in the cash office at all times.
- Each trolley is also supplied with one ‘blocking plate’ per pod. The ‘blocking plate’ acts as a separator between the empty and full cassettes and prevents the removal of full cassettes once all the empty cassettes have been removed from the trolley.
- The Counter Cache trolley has an integral anti tamper mechanism that secures the full Counter Cache cassettes once in the trolley; preventing the removal of them from the same slot they have been posted in to.
- A full Counter Cache cassette with a keyplate intact can only be inserted into the slot one way round ensuring its safe housing.
- Full cassettes can only be removed by the designated key holder; who will be able to remove the trolley pod door with the key provided.

---- **LOADING THE EMPTY CASSETTES – IN THE CASH OFFICE** ----

<p>STEP 1</p>	<p>PREPARE EMPTY CASSETTES <i>Please note spare cassettes are supplied with the Counter Cache units not as part of the trolley. If you require a spare set for swap out purposes these need to be purchased as a separate item.</i></p> <p>Each cassette should be labelled, to match the till point where it will be located or alternatively label the cassette keyplates with the till numbers.</p> <p>If applicable, the empty Counter Cache cassettes should be fitted with an orange security seal. If you are using numbered security seals be sure to note the number of the seal on the appropriate paperwork.</p>
<p>STEP 2</p>	<p>REMOVING THE POD DOOR Once all the empty Counter Cache cassettes have been prepared unlock and remove the first pod door, using the key provided.</p> <p>To remove the pod door you will need to turn the key all the way to the right and then using the handle pull the door forwards and to the left, as the door is latched into place on the right hand side.</p>
<p>STEP 3</p>	<p>LOADING THE EMPTY CASSETTES Load the first six (6) empty cassettes side by side into the pod in the correct sequence to match the collection sequence of the till points. The cassettes should be loaded into the trolley with the orange security seal facing front or if seals are not in use with the tab opening facing front.</p> <p>PLEASE NOTE: if you have less than six (6) cassettes, load from right to left making sure the first one is easily accessible for removal at the first till point.</p>

<p>STEP 4</p>	<p>FIT BLOCKING PLATE</p> <p>If you have <u>less than</u> six (6) empty cassettes loaded into a pod then the blocking plate can be fitted into place before the pod door is replaced and locked.</p> <p>If using the trolley with Compact Counter Cache the blocking plate looks as pictured below and should be placed in the pod next to the last empty cassette on the left with the flat edge i.e. no lip on the left and the highest side facing front.</p> <p>It is very important the blocking plate is fitted correctly.</p> <div data-bbox="379 443 954 660" data-label="Image"> </div> <p>If using the trolley with Classic Counter Cache the blocking plates will look as pictured below and should be placed in the pod with the large flat edge next to the last empty cassette, with the two shorter edges placed top and bottom and facing left, as shown.</p> <p>It is very important the blocking plate is fitted correctly.</p> <div data-bbox="395 840 1109 1057" data-label="Image"> </div> <p>If you have six (6) empty cassettes loaded into the pod please refer to STEP 3 in the Section on 'Collecting Full Cassettes and Inserting Empty Cassettes – At Till Point'. You will need to take the blocking plate to the till point in this instance.</p> <p>The blocking 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 blocking plate will then prevent the full cassettes from being removed from the removal slot either accidentally or by a thief.</p>
<p>STEP 5</p>	<p>FIT DOOR AND REPEAT FOR ALL PODS</p> <p>Latch the pod door onto the trolley on the right hand side, push closed and lock in position.</p> <p>Repeat the pod loading process for all the cassettes that you need.</p> <p>The keys to the trolley should be left in the Cash Office in a secure location.</p>
<p>STEP 6</p>	<p>LOAD KEYPLATES</p> <p><i>Please note keyplates are supplied with the Counter Cache units not as part of the trolley.</i></p> <p>Place all of the required keyplates onto the top tray of the trolley. You will need one keyplate for each cassette to be collected.</p> <p>You are now ready to collect the full cassettes.</p>

**---- COLLECTING FULL CASSETTES and INSERTING EMPTY CASSETTES –
AT TILL POINT ----**

<p>STEP 1</p>	<p>TAKE TROLLEY TO FIRST TILL POINT Take the trolley to the first till point 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>STEP 2</p>	<p>TAKE EMPTY CASSETTE FROM TROLLEY Remove the empty cassette for the first till from the right hand removal slot located on the front of the trolley pod.</p>
<p>STEP 3 <i>continued</i></p>	<p>INSERTING THE BLANKING PLATE If you have six (6) empty cassettes loaded into the pod the blocking plate must now be inserted into the pod. This should be after the first empty cassette has been removed and before the first full cassette is posted into the trolley.</p> <p>Place the blocking plate into the opening at the end of the pod as detailed in STEP 4 of the section on 'LOADING THE EMPTY CASSETTES – IN THE CASH OFFICE'.</p>
<p>STEP 4</p>	<p>REMOVE FULL INNER CASSETTE FROM COUNTER CACHE Open the front of the Counter Cache at the first till and remove the full or part full inner cassette. <i>Please refer to the Counter Cache instructions for details on how to do this.</i></p>
<p>STEP 5</p>	<p>“POST” THE FULL CASSETTE INTO THE POD Without delay, place the full cassette, complete with keyplate, into the insertion slot situated at the end of the pod on the left hand side.</p> <p>The cassette insertion slot has been designed so that the cassette can only be inserted one-way, please do not force a cassette into the trolley.</p> <p>The integral anti tamper mechanism will secure the full Counter Cache cassettes once in the trolley; preventing the removal of them from the same slot they have been posted into.</p>
<p>STEP 6</p>	<p>LOAD EMPTY CASSETTE & LOCK THE UNIT Insert the prepared empty cassette into the Counter Cache unit.</p> <p>Lock the Counter Cache Unit.</p>
<p>STEP 7</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> <p>If inserted correctly, once all 6 empty cassettes have been removed and 6 full cassettes inserted, the blocking place will seal the removal slot, preventing the removal of any full cassettes.</p> <p>The full cassettes can now only be removed by opening the pod door with the key provided.</p>

---- UNLOADING THE COLLECTED CASSETTES – IN THE CASH OFFICE ----

STEP 1	<p>UNLOCK AND REMOVE POD DOOR & REMOVE CASSETTES</p> <p>When you return to the Cash Office the blocking plate should be visible in the removal slot on the front of the pod.</p> <p>Unlock and remove the pod door as detailed in STEP 2 in the section on 'Loading The Empty Cassettes – In The Cash Office'. Once the pod door has been removed, simply remove the inner cassettes straight from the pod.</p> <p>They can now be opened & counted or stored for counting later.</p>
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FOR FURTHER INFORMATION CONTACT:

Volumatic Ltd, Taurus House, Endemere Rd, COVENTRY. CV6 5PY
Telephone: 024 7668 4217 Fax: 024 7663 8155