

# MULTICOUNT™ OPERATING INSTRUCTIONS



Congratulations on your choice of cash counter. *MultiCount™* is a highly accurate counter of notes and coins, which will considerably speed up your cash counting and reconciliation procedures. Soon you will be wondering how you ever managed without it!

## **IMPORTANT INFORMATION**

*MultiCount™* has been designed to be robust, however as it is a precision weighing machine; it would be advisable to adhere to the following guidelines:

- Do not drop heavy weights onto the unit
- Do not place weights over 1kg onto the weighing hod
- Avoid dropping the unit
- Use the *MultiCount™* away from draughts
- Counting by weight relies on the user correctly placing single denominations of notes and coins on the machine at any one time. **The mixing of coins or notes will produce a miscount!**

Please refer to the “*MultiCount™ Quick Reference Guide*” for a full description of the keys and their function.

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## **ADDITIONAL FEATURES**

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## 1. CHARGING THE BATTERY

*MultiCount™* is portable, and can be used whilst connected to the mains supply, or via the internal rechargeable battery. When the machine is first received, it will be necessary to charge the internal battery by connecting the unit to the mains supply, using the charger provided.


To use the machine immediately from the mains supply, simply connect the power supply lead into the back of the unit, and plug into the mains supply.

To fully charge the internal battery, you are advised to leave the machine connected to the mains for 16 hours. Please note, the battery will charge even when the machine is being used whilst connected to the mains. The life of the internal battery will be extended if it is allowed to fully discharge at least once a week, and then recharged (overnight, for example).


## 2. SWITCHING ON AND OFF

To switch *MultiCount™* on, press the  key once, and release.

**Remember-** when switching the machine *on* always ensure that there are no items on the weighing hod, as the unit establishes a “zero weight” every time it is switched on.

To switch the machine *off*, press and hold the  key for 2 seconds.

## 3. START UP AND CALIBRATION

The *FlexiCup™*  supplied with your *MultiCount™* is pre-calibrated.

When first switched on *MultiCount™* will advise ‘TILL-CUP NOT CALIBRATED’.



Press 1 on the numeric keypad to select CALIBRATE NOW. As prompted ‘PLACE 1x TILL-CUP ON HOD’ – make sure the Till-Cup is empty.

When prompted ‘REMOVE ITEMS FROM HOD’.

N.B. If you have not been supplied with till cups, it is recommended that you calibrate the *FlexiCup™* as a Till-Cup.

## 4. COUNTING EUROS

Your *MultiCount™* can count both Pounds Sterling (the default-currency) and Euros but not simultaneously.

Please refer to the ‘*MultiCount™ Configuration Manual*’ that can be found on the [www.volumatic.com](http://www.volumatic.com) website to find out how to switch over to counting Euro currencies.

## 5. MULTICOUNT™ FUNCTIONALITY

*MultiCount™* has the facility to save and recall counts for up to 50 tills.

You can select a float for each till, add amounts to a till contents for example skimmed cash or change replenishment, and count the till contents at the Point of Sale quickly and accurately whilst retaining the information for when you are ready to complete the reconciliation and/or print out the counts.

*MultiCount™* has a non-volatile memory. The advantage of this is that data is retained when the machine is switched off, or in the event of the battery running flat whilst the machine is in use.

## 6. COUNTING THE CONTENTS OF A TILL DRAWER

### 6.1 USER ID

Whenever *MultiCount™* is switched on and you delete the Grand-Totals you will be prompted to enter a NEW USER ID.

This feature enables a User ID of up to 17 digits (including decimal points) to be entered, providing greater audit accountability and visibility. To take full advantage of this feature, it is recommended that the machine be used in conjunction with a thermal printer.

The USER ID is optional and can be switched off.

Please refer to the '*MultiCount™ Configuration Manual*' on the [www.volumatic.com](http://www.volumatic.com) website.

To enter a NEW USER ID, use the NUMERIC KEYPAD to key in the ID number and then press

the  key to accept.

### 6.2 TILL ID


Whenever you begin a new till count or have ended a previous count you will be prompted to enter a TILL ID.

This feature enables a Till ID of up to 4 digits (including decimal points) to be entered, again providing greater accountability and visibility. As with the New User ID, to take full advantage of this feature, it is recommended that the machine be used in conjunction with a thermal printer.

The TILL ID is optional and can be switched off. If switched off however the Multi Till feature is switched off and you will only be able to count one till at a time.

You can also choose to switch the TILL ID to CASHIER ID if you reconcile to a Cashiers ID.

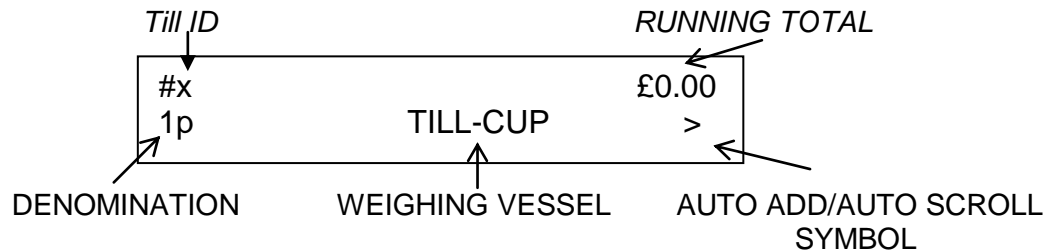
Please refer to the '*MultiCount™ Configuration Manual*' on the [www.volumatic.com](http://www.volumatic.com) website.

To enter a TILL ID, use the NUMERIC KEYPAD to key in the Till ID number and then press the  key to accept.

**For details on 'COUNTING MODES' and 'SELECTING A FLOAT' refer to section 9 of these instructions – ADDITIONAL FEATURES.**

### 6.3 COUNTING LOOSE COIN

The display will prompt you to place the denomination as shown on the display on to the hod in the appropriate weighing vessel, for example:



Loose coins can be counted in either a *FlexiCup™* or Till-Cup.

In the above example the machine is ready to count loose coins in a Till-Cup, beginning with pennies.

In this instance you would remove the Till-Cup containing the pennies and place it on to the hod. Alternatively, if you are using the *FlexiCup™* you would place the pennies in the *FlexiCup™* and then place this on the hod.

The machine will 'beep' to register the count and the Till-Cup / *FlexiCup™* can be removed from the hod.

The value of the items counted will now automatically be added to the running total displayed on the top right of the display and you will be prompted to place the next denomination in the sequence on to the hod.

To go to counting loose coin at any time simply press the



key followed by the



key to select the denomination you wish to count.

#### **SKIPPING DENOMINATIONS**

If you do not have a particular denomination to be counted simply press the



key to scroll

to the denomination that you wish to count next.

#### **POINTS TO REMEMBER WHEN COUNTING LOOSE COIN**

The only limit to the number of coins that can be counted at any one time is the amount that can physically fit in the *FlexiCup™* or Till-Cup, provided the weight does not exceed 1kg. The machine will prompt you should this occur.

**DO NOT MIX THE DENOMINATIONS OF COIN TO BE COUNTED – THIS WILL RESULT IN A MISCOUNT.**


### 6.4 COUNTING PACKED COIN

Both bagged (Sterling and Euro) and rolled (Euro only) coin can be counted.

There are two ways to count bagged / rolled coin either in 'AUTO CHECK' mode or BY SPECIFIC DENOMINATION.


#### 6.4.1 COUNTING / CHECKING COINS IN A BAG / ROLL - 'AUTO CHECK'

When the last loose coin denomination in the sequence has been counted *MultiCount™* will automatically enter 'AUTO CHECK' mode and will prompt you to count coins in a BAG or ROLL.

You can also enter 'AUTO CHECK' mode at anytime by simply pressing the  key.

In 'AUTO CHECK' mode the display may read as follows:

#x		£0.00
COINS	BAG	>


If enabled, simply press the  key, to toggle between counting coins in a bag or roll.

Now simply place the relevant pack of coin directly on to the hod.

**DO NOT** use the *FlexiCup™* or Till-Cup.

In this mode the machine will automatically recognise full packs of coin, so if it is a full pack the machine will display the denomination and value.

However, should the pack contain more or fewer coins than found in a full bag / roll, you will be prompted to 'SELECT DENOMINATION'.

In this instance, the bag / roll of coin should be left on the hod and the appropriate denomination selected using the  key.

The quantity and value of the coin will now be displayed.

When used in 'AUTO ADD' mode the value will be added to the running total when the pack is removed from the hod.

#### 6.4.2 COUNTING / CHECKING MULTIPLE PACKS OF COIN

*MultiCount™* will also allow you to count multiple FULL bags / rolls of coin whilst in 'AUTO CHECK' mode.

Whilst in 'AUTO CHECK' mode place the first bag / roll of coin onto the hod.

If the pack is full the machine will now display the denomination (on the bottom line of the display) and the value of the pack of coin on the hod on the top left of the display and will immediately add this amount to the running total shown on the top right of the display.

Provided the first bag / roll added was full and the count was registered you can now proceed to add the next pack of coin to the hod. *MultiCount™* will now automatically display the total value of coin on the hod in the top left of the display and the value of the last pack added will automatically be added to the running total shown on the top right of the display.

If the display reads:

INVALID PACK - REMOVE XXXXXXXXX BAG >
--

This indicates the last pack of coin to be placed on the hod is not a FULL pack. In this instance remove the last pack of coin to be added to the hod and check individually. You can continue to add further packs of coin to the hod so long as they are full.

If you were to remove a different pack of coin from the hod other than the last one added the display will read:

REMOVE ALL ITEMS XXXXXXXXX BAG >
-------------------------------------

In this instance you will need to remove all of the packs of coin from the hod and check the count data. In this instance where a value was displayed on the left hand side of the display, the amount will have been added to the running total and therefore will not need to be recounted / checked.

However any packs of coin added prior to the above message being displayed will need to be re-presented.

If the display reads:

TOO MANY ON: REMOVE SOME XXXXXXXXX BAG >
---

The weight limit of the hod has been exceeded (1kg maximum) so the last pack of coin that was placed on the hod should be removed. However, as above, if the incorrect pack of coin is removed the machine will advise 'REMOVE ALL ITEMS'.

### 6.4.3 COUNTING / CHECKING COINS IN A BAG / ROLL - BY SPECIFIC DENOMINATION

To check a pack of coin by denomination whilst in AUTO CHECK mode simply press the



key to scroll to the denomination you wish to count. Place the bag / roll of coin directly on to the hod. The display will show you the number and value of coins in the bag.



#### **POINTS TO REMEMBER WHEN COUNTING PACKED COIN**

Always place one bag / roll of coin on to the hod at a time.

### 6.5 COUNTING LOOSE NOTES

#### **IMPORTANT INFORMATION ABOUT COUNTING LOOSE NOTES**

The weight of banknotes of the same denomination can vary according to age, condition and humidity levels. *MultiCount™* allows for this and employs a unique 'learning-process' to ensure total accuracy, by continuously adjusting the average weight of the note being counted.

To count loose notes press the  key, followed by the  key to select the denomination you wish to count.

Notes can be counted in batches of up to 24 notes per 'slice'.

However when first using the machine you may need to reduce the size of the note 'slice' to enable the machine to adjust to the weight of your notes.

Place the first batch of notes (slice of up to 24 notes) on to the hod, *MultiCount™* will ‘beep’ and register the count. Now continue to add notes, of the same denomination, to the hod on top of the first batch again in a slice of up to 24 notes and so on, until all the notes of the particular denomination have been counted and are on the hod.

Once the full count has been registered, all of the notes must be removed from the hod in one go.

Should the following message be displayed:

BATCH SIZE TOO BIG  
PLEASE REMOVE SOME

Simply remove some notes from the hod until the machines ‘beeps’ and registers a count.

The removed notes can then be added back to the hod, in batches of up to 24 notes per ‘slice’, and so on.

The message displayed above is likely to appear more frequently when the *MultiCount™* is used for the first time or when the condition of the notes being counted varies significantly from those that the machine has ‘learned’. In this instance, the number of notes per slice should be reduced until the machine has been able to ‘learn’ the new note weight.

### **POINTS TO REMEMBER WHEN COUNTING LOOSE NOTES**

The only limit to the number of notes that can be counted at any one time is the amount that can physically fit on the hod. The hod does extend to allow for the counting of larger quantities of notes if required but remember add notes in slices of up to 24 notes at a time.

## 6.6 **COUNTING PACKED NOTES**

Please refer to section 8 of these instructions for details on how to check packed notes that have been banded, sleeved or special packed (a combination of a band and a sleeve).

## 6.7 **MANUAL ENTRY OF CASH AMOUNTS BY DENOMINATION**

Amounts can be added manually for all coin and note denominations.

### 6.7.1 **MANUAL ENTRY OF LOOSE COIN AND NOTES**

To add an amount manually by denomination for loose coin or notes press either the

key for coins or



key for notes and scroll to the correct denomination.



Use the numeric keypad to manually key in the number (not the value) of loose coins or notes to be added. *MultiCount™* will automatically work out the value.

Then press the



key to accept.

### 6.7.2 **MANUAL ENTRY OF PACKED COIN**

To add an amount manually by denomination for packed coin press the



key and scroll to the correct denomination.


Use the numeric keypad to manually key in the value (not the quantity) of the packed coin to be added.

Then press the



key to accept.

### 6.7.3 **MANUAL ENTRY OF PACKED NOTES**

To add an amount manually by denomination for packed notes press the  key and scroll to the correct denomination.

Use the numeric keypad to manually key in the value (not the quantity) of the packed notes to be added.

Then press the  key to accept.

**Please Note:** When manually entering the value of packed notes if an incorrect value is entered the error message 'AMOUNT ERROR' will be displayed. In this instance re-enter the correct value.


### 6.8 **ENTERING CHEQUE; CREDIT/DEBIT CARD AND OTHER 'KEYED ENTRY' AMOUNTS**

#### **IMPORTANT INFORMATION ABOUT ENTERING KEYED ENTRY AMOUNTS**


None of these items should actually be placed on to the hod; the amounts are entered via the numeric keypad.

In this mode separate values for items such as Cheques; VISA; Mastercard; Amex and other keyed entry amounts can be entered. This is referred to as 'Keyed Entry' mode.

Press the  key and then use the  key to scroll to the option required.

Amounts are entered manually via the numeric keypad, followed by the  key to accept the amount. The values entered will be added to the TOTALS.

Use the  key to clear an incorrect entry by one digit at a time.

To delete an amount, use the numeric keypad to key in the amount to be deleted and then press the  key.

#### **POINTS TO REMEMBER WHEN ENTERING AMOUNTS MANUALLY**

Individual amounts entered against the options given will only be shown as a total when reviewed. If a print out of each item is required you will need to connect an Omal Mini Thermal Printer to the *MultiCount*<sup>TM</sup> and switch the Itemised Print option in the SetUp menu to ON.

Please refer to the '*MultiCount*<sup>TM</sup> Configuration Manual' on the [www.volumatic.com](http://www.volumatic.com) website for further details.


### 6.8.1 **CHEQUE LISTS**


This is a configurable option and if switched ON will allow you to add up to 1,500 cheque amounts across 50 tills.

Please refer to the '*MultiCount*<sup>TM</sup> Configuration Manual' on the [www.volumatic.com](http://www.volumatic.com) website for further details.

The Cheque List feature, when switched ON, will allow you to view a list of the cheque amounts entered during a till count.

To view a list of the cheque amounts entered during a till count press the  key, select

'Cheques' from the options and then press and release the up option on the  key to scroll through the cheque amounts.

To delete a cheque amount, scroll to the cheque amount that you wish to delete and then press the  key.



*MultiCount*<sup>TM</sup> provides a complete audit trail of cheque amounts, so if an individual cheque amount is deleted the cheque will still be listed in the till cheque list shown as a zero value.

## 6.8.2 PRINTING A CHEQUE LIST

If you wish to print a cheque list for each till count you will need to switch Itemised Print to ON in the SetUp menu and connect the machine to a printer, so that the amounts are printed as they are entered.

Please refer to the '*MultiCount*<sup>TM</sup> Configuration Manual' on the [www.volumatic.com](http://www.volumatic.com) website for further details.

To print a full cheque list of all the cheque amounts entered across all the tills simply press the

 key followed by the  key.

The *MultiCount*<sup>TM</sup> will now print the Grand-Total for all tills and the display will then state 'PRESS PRINT FOR CHEQUE LIST'.

If you require a full cheque list simply press the  key again.

*MultiCount*<sup>TM</sup> will now print a list of all cheque amounts entered and will display a Grand-Total for all cheque's.

## 6.9 COUNTING COUPONS AND / OR TOKENS

### **IMPORTANT INFORMATION ABOUT COUNTING COUPONS AND / OR TOKENS**

*MultiCount*<sup>TM</sup> can count non-cash items such as coupons and tokens, providing that each type is of uniform weight and that the items to be counted have been calibrated in to the machine.

If you would like to be able to count coupons/tokens please refer to the '*MultiCount*<sup>TM</sup> Configuration Manual' which can be found on the [www.volumatic.com](http://www.volumatic.com) website. This manual will provide you with full details on how to calibrate the items you wish to count.

## 6.10 ENDING A TILL COUNT

Once you have completed a till count press the  key to end the count on *MultiCount*<sup>TM</sup>.


*MultiCount*<sup>TM</sup> will now save the full count details for this TILL ID and will then prompt you to enter a new TILL ID. You can now proceed to count your next till.


## 6.11 RECALLING A TILL COUNT


If you wish to return to a previous till count, when prompted for a TILL ID, simply enter the TILL ID of the till you wish to recall the count details of.

*MultiCount™* will retain saved till counts until you choose to delete them.

## 6.12 TOTALS

Press the  key to review the running total of your current count.

Subsequent presses of the  key will enable you to view the sub-totals for each cash item counted - coins, notes, voucher/tokens, keyed entry amounts.


Sub-totals per denomination can also be reviewed: for example, by pressing the  key whilst in notes, sub-totals for £5, £10 etc. can be recalled.


By the same process, the same can be done for coins, voucher/tokens and keyed entry amounts.

## 6.13 GRAND-TOTALS

*MultiCount™* will keep a running grand-total, providing a sum of all counts.


Press the  key to recall the grand-total of all counts.



Subsequent presses of the  key will enable you to view the grand-totals for each cash item counted - coins, notes, voucher/tokens, keyed entry amounts.

Grand-totals per denomination can also be reviewed: for example, by pressing the  key whilst in notes, the grand-totals for £5, £10 etc. can be recalled.

By the same process, the same can be done for coins, voucher/tokens and keyed entry amounts.



## 6.14 DELETING A TILL COUNT

To delete a specific till count, when prompted for a TILL ID, enter the TILL ID of the till you wish to delete the totals for followed by the  key to enter that till count.

Then press the  key once followed by the  key twice.

## 6.15 DELETING ALL TILL COUNTS

You do not need to enter a TILL ID in this instance.


To delete all till counts that have been saved press the  key followed by the  key twice.


This will not only delete the Grand Total but also deletes all of the individual totals for each till counted and resets the machine to Zero.


## 6.16 DELETING A TILL ID

Make sure the Total for the TILL ID you wish to delete is zero (0).

When prompted for a TILL ID use the  key to find the TILL ID you wish to delete.

With the TILL ID displayed on the screen press the  key.



*MultiCount™* will ask you to confirm that you do want to delete the TILL ID. Simply press the  key again to confirm.



If you do not wish to delete the TILL ID displayed press the  key to cancel.

## 7. PRINTING

If a printer is connected you can print out the totals for each till and the grand total of all the tills combined. Ensure the printer is connected correctly using the cable provided and that the printer has been charged for a minimum of 14 hours before use.

### 7.1 PRINTING THE TOTAL OF A SPECIFIC TILL COUNT

At the end of a till count you can print out the total for this TILL ID by pressing the  once followed by the  key.

If you wish to return to a till count and print out the total, when prompted enter the TILL ID of the till you wish to print the totals for. Then press the  key once followed by the  key.

The total for the TILL ID entered will now be printed.


### 7.2 PRINTING THE TOTAL OF ALL TILL COUNTS COMPLETED – ONE BY ONE

You do not need to enter a TILL ID in this instance.

Make sure all till counts have been ended.

When the display is prompting for a TILL ID press and release the  key.

The total of the first till counted will now be printed. Remove the printout from the printer.

Now press and release the  key again. The total for the next till counted will now be printed.

Proceed as above until all till counts have been printed.

Please note: the till counts will be printed in the order they have been counted not by order of TILL ID.

### 7.3 PRINTING THE TOTAL OF ALL TILL COUNTS COMPLETED – IN ONE GO

You do not need to enter a TILL ID in this instance.

Make sure all till counts have been ended.

When the display is prompting for a TILL ID press and hold down the  key.



Once the printing has started, continue to hold the key down for approximately a further 3 seconds, you can then release the key.

An individual total will now be printed for each till counted.


#### 7.4 **PRINTING THE GRAND-TOTAL**

You do not need to enter a TILL ID in this instance.

Make sure all till counts have been ended.

Press the  key once followed by the  key. The grand-total of all the till counts will now be printed.


### 8. **PREPARING MONEY FOR BANKING**

You can recall the grand-total for all till counts by pressing the  key.

This will show you the grand-total, minus the float amount, if the float feature has been used, thus showing you a net value that will be your total takings for that day.

To prepare and double check the money for banking you will need to assign a specific TILL ID number that can be used for banking purposes.

Enter your banking TILL ID number and change the counting mode to AUTO ADD / MANUAL

SCROLL mode by pressing the  key until the ' + ' symbol is displayed on the bottom right of the display. *Please refer to section A of the Additional Information Section of these instructions.*

Proceed to count any coin or notes as detailed in section 6 of these instructions.

Be sure to delete the total for the TILL ID that has been assigned for banking purposes so that this amount does not appear as part of your till counts.

You can print the Total for the Banking Till ID to provide a record of the money banked.

#### 8.1 **COUNTING PACKED NOTES**

If notes are packed into bands, sleeves or a special pack (a combination of a band and sleeve), there are two ways these can be checked either whilst in 'LOOSE COUNT' mode or in 'PACK CHECK' mode.

**Before attempting to count notes in a pack you should always calibrate the machine with the pack types that are in use.** Please refer to the 'MultiCount™ Calibration Manual' included with the machine.

#### **IMPORTANT INFORMATION ABOUT COUNTING PACKED NOTES**

The machine's ability to recognise full packs of notes relies greatly on the 'learnt weight'. Hence a new machine is more likely to display the message, "REMOVE PACK USE LOOSE COUNT" until you have counted a number of loose notes on the machine.

### 8.1.1 **COUNTING PACKED NOTES - IN LOOSE COUNT MODE**

Whilst counting loose notes it is also possible to check full bands of notes.

Make sure the denomination of the banded notes to be counted corresponds to the denomination displayed. Then simply place the full band of notes directly on to the hod.

If the machine registers the band of notes as complete it will 'beep' and a count displayed.


If the machine registers the band of notes as incomplete or cannot confirm a full bundle the following message will be displayed:


REMOVE PACK  
USE LOOSE COUNT

If this message is displayed it is recommended that you remove the band of notes from the hod, remove the packaging and check the notes loosely.

This feature can only be used for packs of notes that have been banded, not notes that have been sleeved or placed in a special pack.

### 8.1.2 **COUNTING PACKED NOTES - IN PACK CHECK MODE**

You can choose to count packed notes specifically in a band, sleeve or special pack (a combination of a band and sleeve) via subsequent presses of the  key.

Once the correct pack type has been selected simply use the  key to select the denomination you wish to count.

Place the full pack of notes directly on to the hod.

If the machine registers the pack of notes as complete it will 'beep' and a count displayed.

If the machine registers the pack of notes as incomplete or cannot confirm a full bundle the following message will be displayed:

REMOVE PACK  
USE LOOSE COUNT

If this message is displayed it is recommended that you remove the pack of notes from the hod, remove the packaging and check the notes loosely.

## 8.3 **PRINTING**

To print the total for the money to be banked please refer to section 7.1 of these instructions.

## 9. **CHECKING OF PACKED COIN**

*MultiCount™* can be used to quickly and accurately check bags or rolls of coin that have been delivered or collected or recycled for change purposes.

Please refer to section 6.4 of these instructions for details on how to do this.

## 10. CORRECTING A COUNTING ERROR

There are three ways in which you can correct a counting error:


- 1) by deleting the till count and starting again.
- 2) by deleting a count.
- 3) by deleting the total for a specific denomination.

### 1) By Deleting the Till Count and Starting Again

Counting on the *MultiCount™* is so quick and easy we would recommend that if you make a counting error or get distracted during a count, simply delete the total for the till, as detailed in section 6.14 of these instructions and then begin the count again.

### 2) By Deleting a Count

Replace the item to be deleted, exactly as it was counted previously by denomination, amount and in the same weighing vessel, back on to the machine.

Once the count has been registered again, simply press the  key.

This will delete the amount from the till count.

### 3) By Deleting the Total for a Specific Denomination

Make sure the display is showing the correct denomination you wish to delete the total for.

Press the  key twice.

The total for this specific denomination will now be deleted from the till count.

## **ADDITIONAL FEATURES**


A.

### **COUNTING MODES**


#### **AUTO ADD / AUTO SCROLL MODE**

*MultiCount™* is programmed to automatically add the value of items placed on the hod to the till total and to automatically scroll to the next denomination in the counting sequence.


Confirmation that AUTO ADD / AUTO SCROLL mode is selected is shown by the symbol ' > ' displayed on the bottom right of the display.

If you require this feature and the ' > ' is not displayed press the  key until the symbol appears.

#### **AUTO ADD / MANUAL SCROLL MODE**

In AUTO ADD / MANUAL SCROLL mode *MultiCount™* will automatically add the value of items placed on the hod to the till total but you have to manually scroll to the next denomination in the counting sequence using the  key.

Confirmation that AUTO ADD / MANUAL SCROLL mode is selected is shown by the symbol ' + ' displayed on the bottom right of the display.

If you require this feature and the ' + ' is not displayed press the  key until the symbol appears.

This counting mode is especially useful when preparing the banking / deposits, when larger amounts of each denomination require counting.

#### **MANUAL MODE**

In this counting mode neither Auto Add nor Auto Scroll will operate.

Confirmation that MANUAL mode is selected is shown by no symbol being displayed on the bottom right of the display.

If you require this feature press the  key until there is no symbol displayed.

This counting mode is useful when you wish to check the value of an item without affecting your current count.


B.


### **SELECTING A FLOAT**

*MultiCount™* can considerably shorten the time taken to prepare a float whilst counting down a till drawer, enabling you to quickly and easily separate the starting float from the takings at the same time as preparing a new float for the next shift/day.

Before you begin to count the contents of a till you can select from four (4) fixed float amounts or you can select the Variable float option.

## Fixed Floats


The Four (4) **Fixed Float** amounts, namely £50, £75, £100 and £150 are already programmed in the machine and can be selected via subsequent presses of the  key. When one has been selected, an 'F' is shown on the bottom right of the display and the till count can begin.

To check which fixed float has been selected simply press the  key once.

Each Fixed Float value can be altered to suit your specific requirements.


Please refer to the *MultiCount™* Configuration Manual on the [www.volumatic.com](http://www.volumatic.com) website.

## Variable Float

The **Variable Float** option is selected by subsequent presses of the  key, and comes after '£150' in the sequence.

If your float amount changes on a daily basis, usually dependant on the amount of coin left over in the till drawer, the Variable float option should be selected.

To use this function, before commencing a till count select 'VARIABLE FLOAT'.

Proceed to count the till contents as normal. When the desired mix of coin or amount for the float has been counted press the  key twice to confirm this value is to be used as your float.

The machine will 'beep' twice and the display will read 'FLOAT CONFIRMED'.

*MultiCount™* will then reset the running total displayed to zero (0) and counting of the till contents can continue.

To take full advantage of this feature, it is recommended that the machine be used in conjunction with a thermal printer.

## C. BESPOKING

*MultiCount™* is supplied with factory default settings that can be set to your specific requirements if required.

Please refer to the '*MultiCount™* Configuration Manual' which can be found on the [www.volumatic.com](http://www.volumatic.com) website or call 024 7668 4217 to request a copy.

**IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY FURTHER ASSISTANCE PLEASE CONTACT  
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