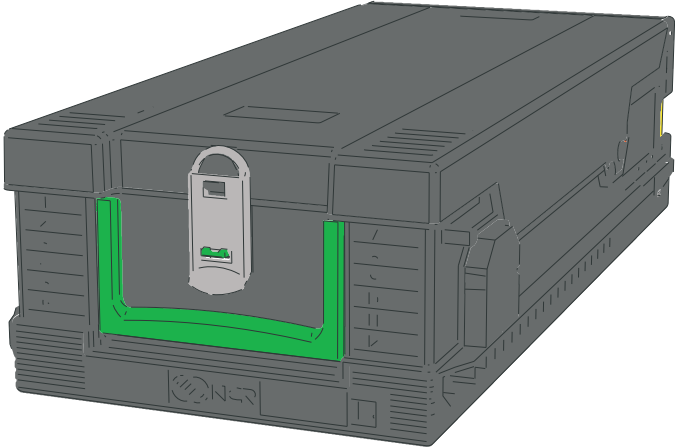




# NCR S2 Dispenser Cassettes Operator Guide



B006-6966-B000

## EMC COMPLIANCE

### Federal Communications Commission (FCC) Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

### Canadian Class A Device Declaration

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

### EU EMC Directive 2004/108/EC

This equipment has been found to comply with the essential requirements of EMC Directive 2004/108EC, by testing to harmonized standard, EN55022 and EN55024. The equipment complies with the limits for a Class A digital device, pursuant to EN55022.

This is a Class A product, in a domestic/residential environment this product may cause radio interference in which case the user may be required to take adequate measures.

### Information to User

This equipment must be installed and used in strict accordance with the manufacturer's instructions. However, there is no guarantee that interference to radio communications will not occur in a particular commercial installation. If this equipment does cause interference, which can be determined by turning the equipment off and on, the user is encouraged to consult an NCR service representative immediately.

### CAUTION

NCR Corporation is not responsible for any radio or television interference caused by unauthorized modifications of this equipment or the substitution or attachment of connecting cables and equipment other than those specified by NCR. Such unauthorized modifications, substitutions, or attachments may void the user's authority to operate the equipment. The correction of interference caused by such unauthorized modifications, substitutions, or attachments will be the responsibility of the user.

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# CONTENTS

INTRODUCTION .....	1
Tamper Indicator .....	2
Cassette Identification Code .....	2
Cassette Body and Lid Marking .....	3
Cleaning .....	3
CONFIGURING THE CASSETTE .....	4
Cassette Height .....	4
Cassette Width .....	7
REPLENISHING THE CASSETTE .....	10
Preparing Currency .....	10
Loading the Cassette .....	11
REVISION RECORD .....	15



## INTRODUCTION

NCR cassettes are portable containers, moulded in high impact polycarbonate, that are designed to store currency and other media such as postage stamps in the dispenser. The cassette's external dimensions are:

Height: **121 mm** (4.75 in.)

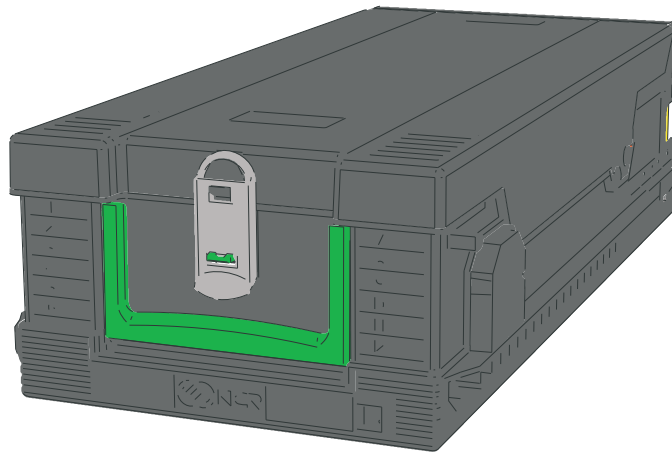
Width: **218 mm** (8.6 in.)

Depth: **444 mm** (17.5 in.).

The cassette can be configured to hold currency of different lengths and widths, and to indicate a code for the denomination it contains.

Currency length range: **120 to 177 mm** (4.7 to 7.0 in.)

Currency width range: **62 to 85 mm** (2.4 to 3.4 in.).



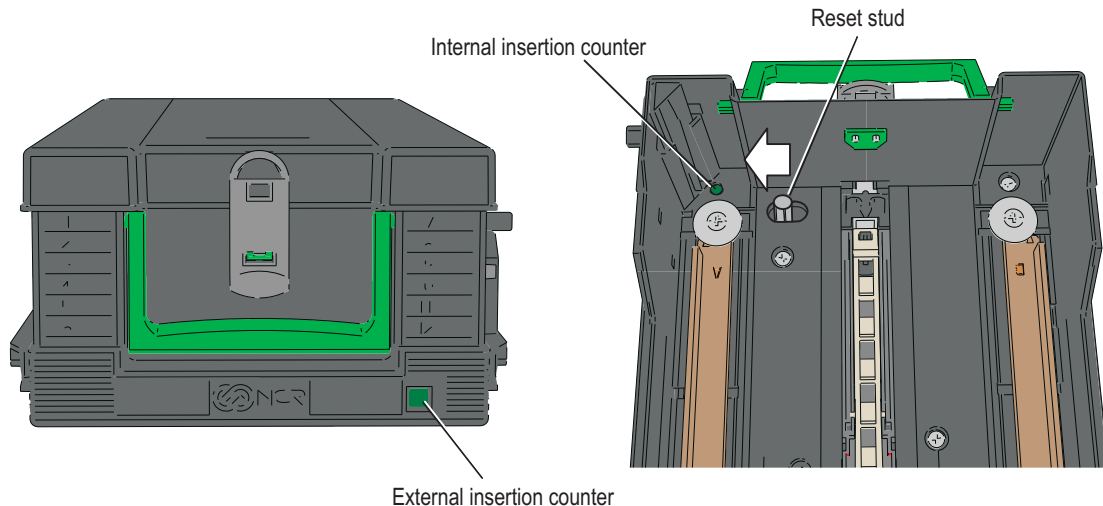
The following variants of cassette are available:

- Standard security cassettes: the lid is secured with a latch and an optional seal, such as a cable tie.
- Lockable cassettes: the lid is secured with a keylock in addition to the latch.
- Tamper indicating cassettes: tracks the number of times that a cassette has been inserted and removed from the dispenser, to detect unauthorised activity. After six insertions, the cassette is 'locked out' and needs to be reset. Both standard and lockable cassettes can have the tamper indicator.

## Tamper Indicator

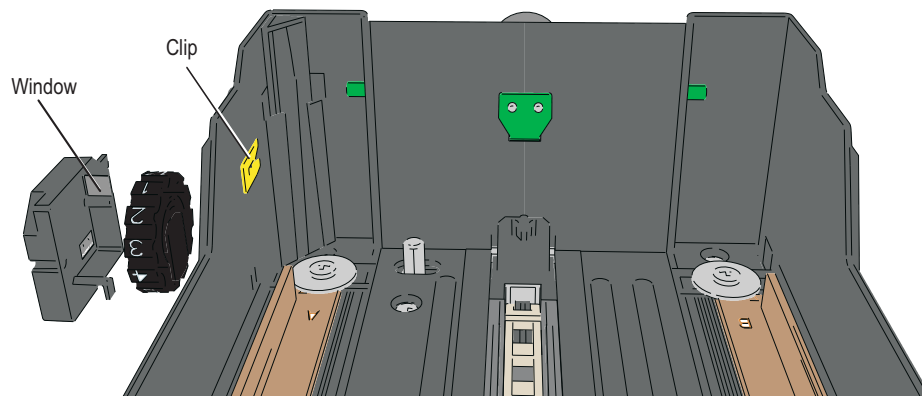
The counter on tamper indicating cassettes is initially green, and moves to white on the first insertion of the cassette into the ATM, then moves to show numbers 2, 3, 4, 5 and 6 for subsequent insertions. After six insertions the cassette will no longer be accepted into the dispenser until the counter has been reset.

Each time the cassette is removed for routine replenishment, the counter should be reset by repeatedly sliding the stud then releasing it until the indicator shows green.



## Cassette Identification Code

Each cassette has a identification code which is read by the ATM software so that regardless of its position in the dispenser, the cassette can be identified and selected to dispense notes of a specific denomination. The code can be changed for different currencies and denominations.



To change the cassette identification code, first remove the yellow clip inside the cassette, then take off the cassette identification casing from the side of the cassette. Remove the indicator wheel from the casing and reposition it so that the required number is aligned with the window. Refit the casing and secure with the clip.

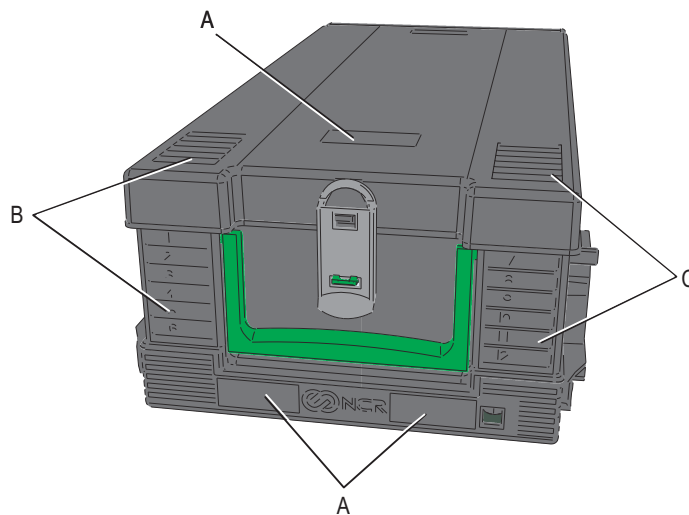
## Cassette Body and Lid Marking

Once the cassette has been configured to a particular currency, it is advisable that the body and lid are visually identified to avoid a mismatch of bodies and lids configured for different currencies.

There are two recommended methods:

- Indelible ink marking: mark the currency denomination on the inside or outside of both the body and lid, using an indelible ink pen
- Colour coded labels: assign a different colour for each currency denomination and use matching labels on the body and lid.

Other identification methods may be employed, and can make use of the panels of numbers and letters moulded into the cassette body and lid.



**A:** Recessed areas for either marking with indelible ink pens or for adhesive labels

On lid: **44 x 15.5 mm** (1.7 x 0.6 in.)

On body: **38 x 13.5 mm** (1.5 x 0.5 in.).

**B and C:** Numbered panels

On lid: **30 x 8 mm** (1.2 x 0.3 in.)

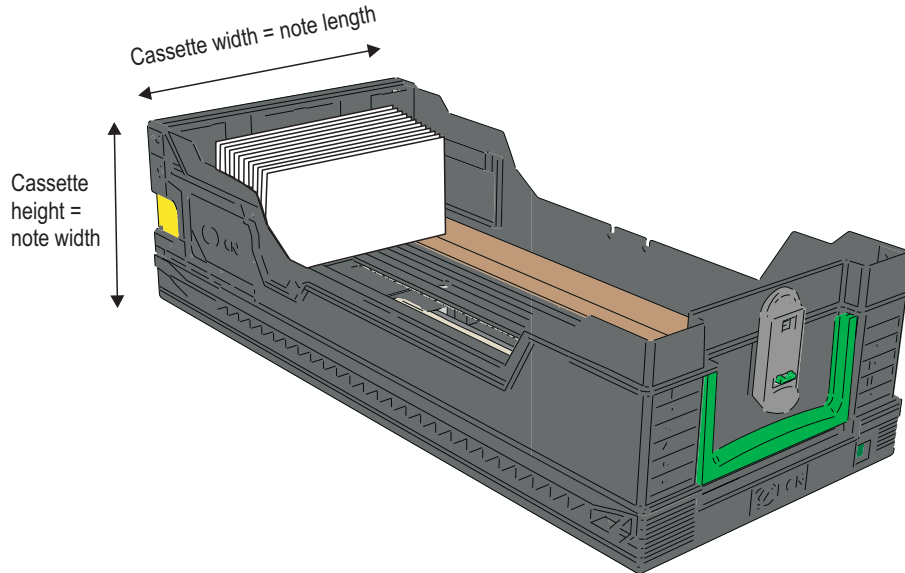
On body: **29.5 x 6 mm** (1.2 x 0.2 in.)

## Cleaning

Clean the cassettes with a cloth dampened with water. For stubborn marks and grease try a clean cloth dampened with isopropyl alcohol. Do not use any other cleaning agents or abrasives.

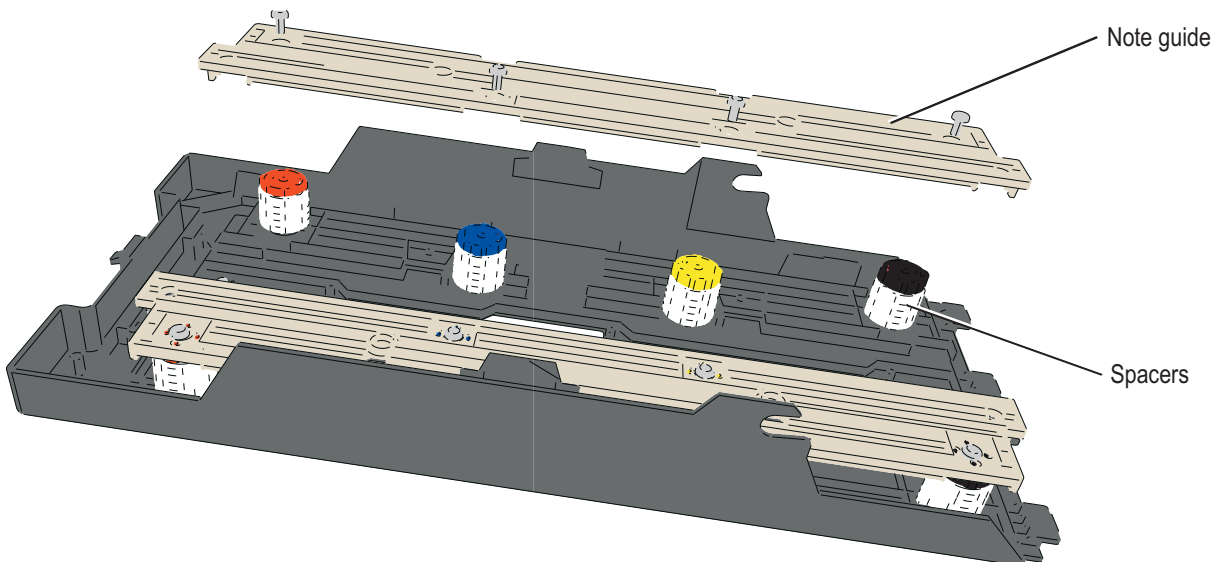
## CONFIGURING THE CASSETTE

The internal height and width of the cassette can be configured to fit the dimensions of the currency being used.



### Cassette Height

The internal height of the cassette is adjusted for the width of the notes using combinations of spacers fitted between the lid and the note guides.

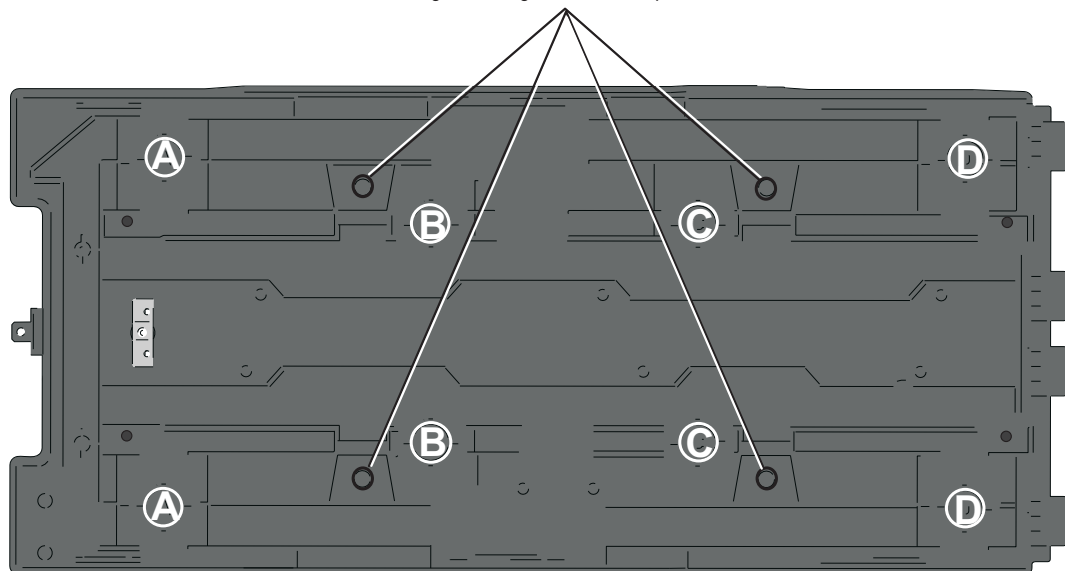




Refer to the table below for the combination of lid spacers required for your currency.

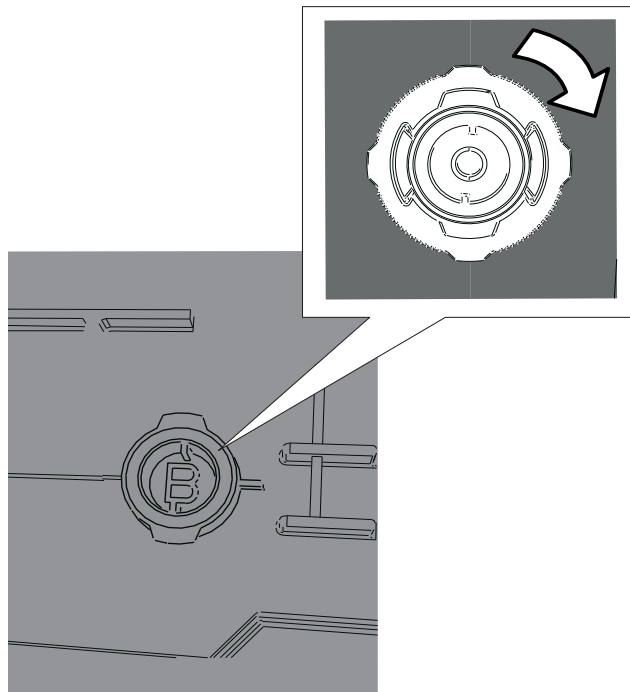
Currency width (mm)	Lid position A		Lid position B		Lid position C		Lid position D	
	No. of white spacers	+ Spacer colour	No. of white spacers	+ Spacer colour	No. of white spacers	+ Spacer colour	No. of white spacers	+ Spacer colour
62	4	Orange	4	Blue	4	Yellow	4	Black
63	3	Black	4	Orange	4	Blue	4	Yellow
64	3	Yellow	3	Black	4	Orange	4	Blue
65	3	Blue	3	Yellow	3	Black	4	Orange
66	3	Orange	3	Blue	3	Yellow	3	Black
67	2	Black	3	Orange	3	Blue	3	Yellow
68	2	Yellow	2	Black	3	Orange	3	Blue
69	2	Blue	2	Yellow	2	Black	3	Orange
70	2	Orange	2	Blue	2	Yellow	2	Black
71	1	Black	2	Orange	2	Blue	2	Yellow
72	1	Yellow	1	Black	2	Orange	2	Blue
73	1	Blue7	1	Yellow	1	Black	2	Orange
74	1	Orange	1	Blue	1	Yellow	1	Black
75	0	Black	1	Orange	1	Blue	1	Yellow
76	0	Yellow	0	Black	1	Orange	1	Blue
77	0	Blue	0	Yellow	0	Black	1	Orange
78	0	Orange	0	Blue	0	Yellow	0	Black
79	<b>No spacers, secure note guides in lid with two screws each.</b>							
80-85	<b>No spacers, remove note guides from lid.</b>							

Note guide fixing screws if no spacers used



To fit the lid spacers:

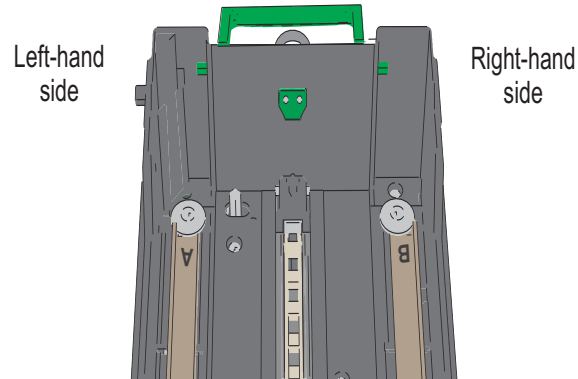
1. Consult the table for the combination of spacers needed for the width of the currency to be loaded in this cassette.
2. Fit the required spacers together starting with the white ones, by stacking one on top of the another then turning it a quarter turn (90°) clockwise. Repeat until the required stack is built.
3. Place the stack of spacers at each location A, B, C and D on each side of the cassette. Align the stack as shown, then turn it a quarter turn (90°) clockwise to secure it. Do not turn beyond the stop position at 90°.



4. Place the note guides on top of the stack of spacers and secure with a screw at each location A, B, C and D.

## Cassette Width

The internal width of the cassette is adjusted for the length of the notes using the movable 'L' shaped guides which can be fixed to either side of the cassette. Side spacers are used to brace the guides.



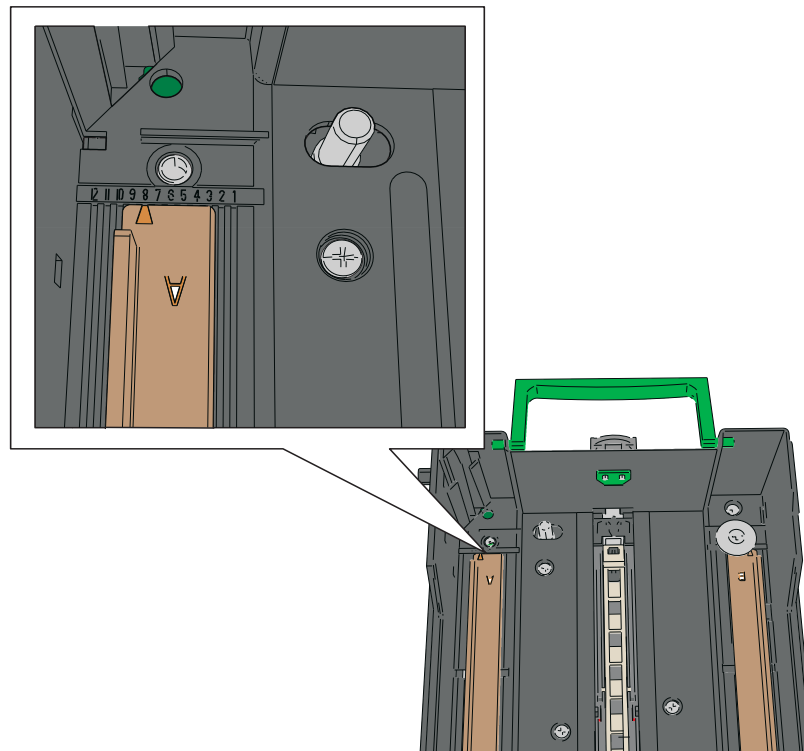
The note guides are marked A or B and each end has a triangular indicator to line up with a numbered scale on the cassette floor. Refer to the table below for the correct position of the note guides and the required size of the side spacers.

Note Size (mm)	Left hand side		Right hand side			
	Guide	Setting	Spacer	Guide	Setting	Spacer
120 - 121	B	3	E9	A	2	E10
122 - 124	B	3	E9	A	3	E9
125 - 126	B	4	E8	A	3	E9
127 - 129	B	4	E8	A	4	E8
130 - 131	B	5	E7	A	4	E8
132 - 134	B	5	E7	A	5	E7
135 - 136	B	6	E6	A	5	E7
137 - 139	B	6	E6	A	6	E6
140 - 141	B	7	-	A	6	E6
142 - 143	B	7	E5	A	7	E5
144 - 145	A	5	E5	B	5	E5
146 - 147	A	6	E4	B	5	E5
148 - 150	A	6	E4	B	6	E4
151 - 152	A	7	E3	B	6	E4
153 - 155	A	7	E3	B	7	E3
156 - 157	A	8	E2	B	7	E3
158 - 160	A	8	E2	B	8	E2
161 - 162	A	9	E1	B	8	E2
163 - 165	A	9	E1	B	9	E1
166 - 167	A	10	E	B	9	E1
168 - 170	A	10	E	B	10	E
171 - 172	A	11	-	B	10	E
173 - 177	A	11	-	B	11	E

To fit the guides:

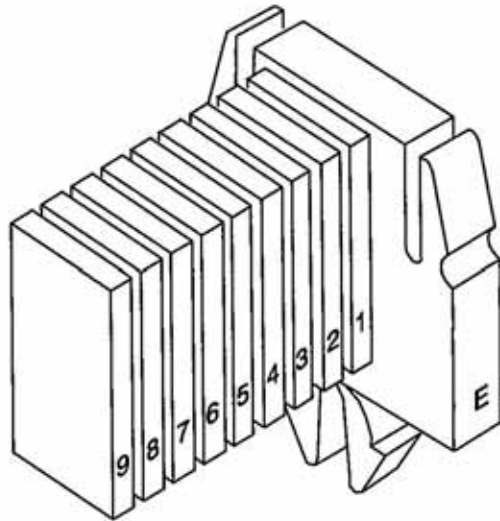
1. Remove and retain the screws and washers securing the note guides at the handle end of the cassette.
2. Lift the end of the guide nearest to the cassette handle and slide a guide towards the handle to disengage it, then lift it out of the cassette. Repeat with the other guide.
3. Reposition the guides so that the triangular indicators are pointing to the correct numbers according to the table above. Then press the slides in and slide them away from the handle end of the cassette to engage them.

**Note:** The metal clips on the guides must always be be at the end of the cassette without the handle.

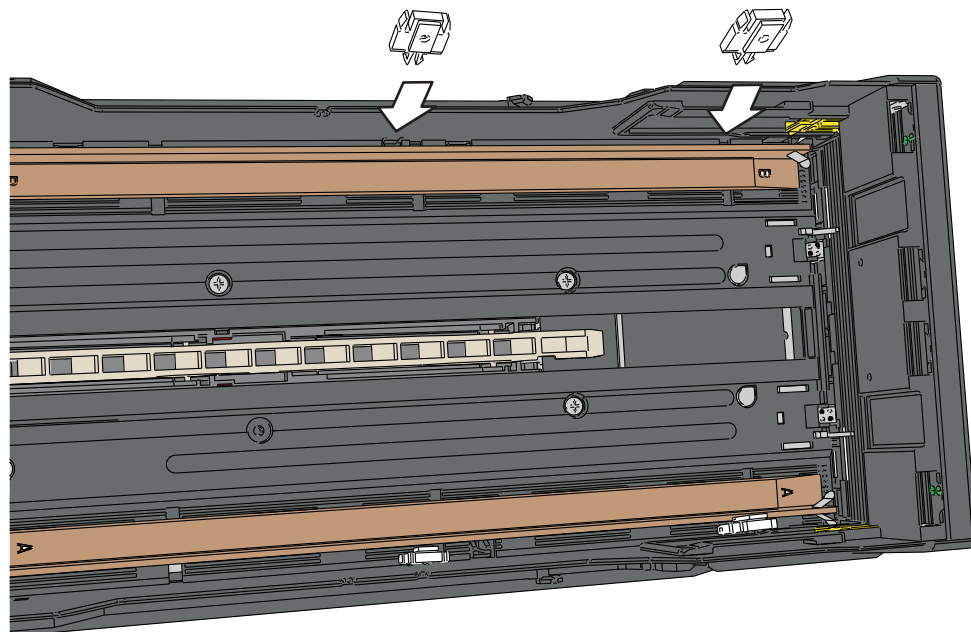


4. Replace the screws and washers to secure the guides in position.

5. Cut the side spacers to size, according to the table. Use a strong, sharp knife to cut the spacer so that the required number of segments are left on the spacer. Make sure that the cut edge is flat by removing any jagged cut edges.



6. Fit the side spacers to brace the note guide on each side of the cassette: one in the slot in the centre of the note guide and one in the slot near the rear of the cassette (opposite end to the handle). The side of the spacer with the numbered segments should be against the guide.



## REPLENISHING THE CASSETTE

### Preparing Currency

**Good currency preparation will enhance the performance of your currency dispenser.**

Before loading the currency into a cassette it must be prepared correctly as follows:

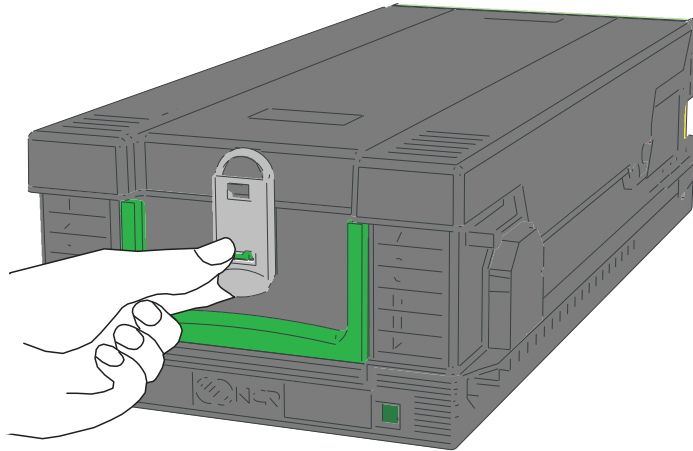
- Remove the bands or other packaging from the bunches of notes.
- Used currency should be prepared by holding a bundle of approximately 100 notes and fanning them to separate them out. New currency repeat this several times.



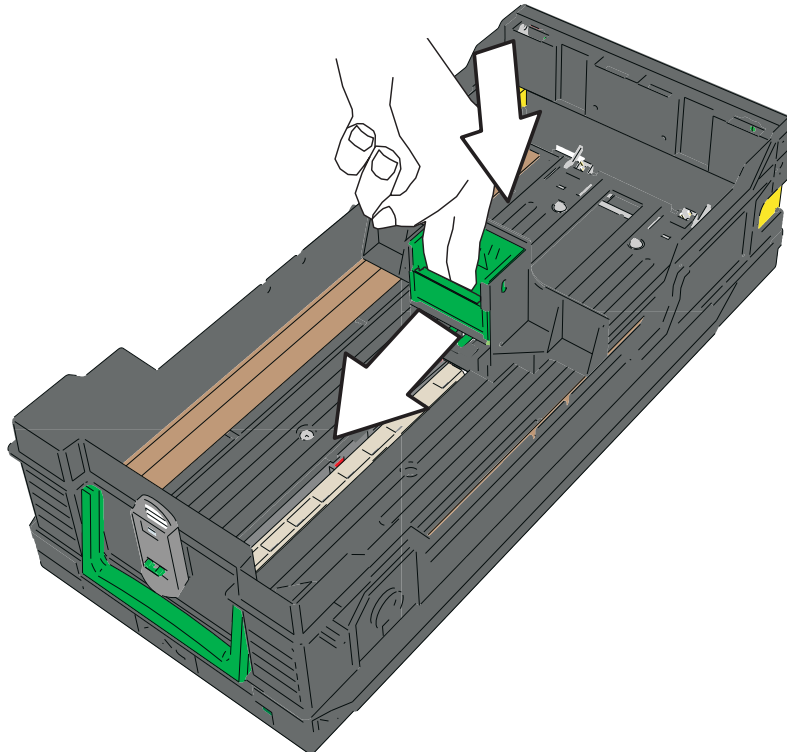
- While separating out, the currency should be checked for obvious defects such as:
  - Adhesive tape on the surface of the currency
  - Staples, pins or any foreign matter attached to the currency
  - Torn or limp notes with pin holes
  - Two or more notes stuck to each other
  - Corner folds (straighten as required)
  - Folded notes.

## Loading the Cassette

1. Remove the seal (if fitted) from the cassette latch. Or unlock the cassette (lockable variant only).
2. Press down on the lower latch tab and pull the bottom of the latch off the tab. Then lift the latch up and off the top tab.

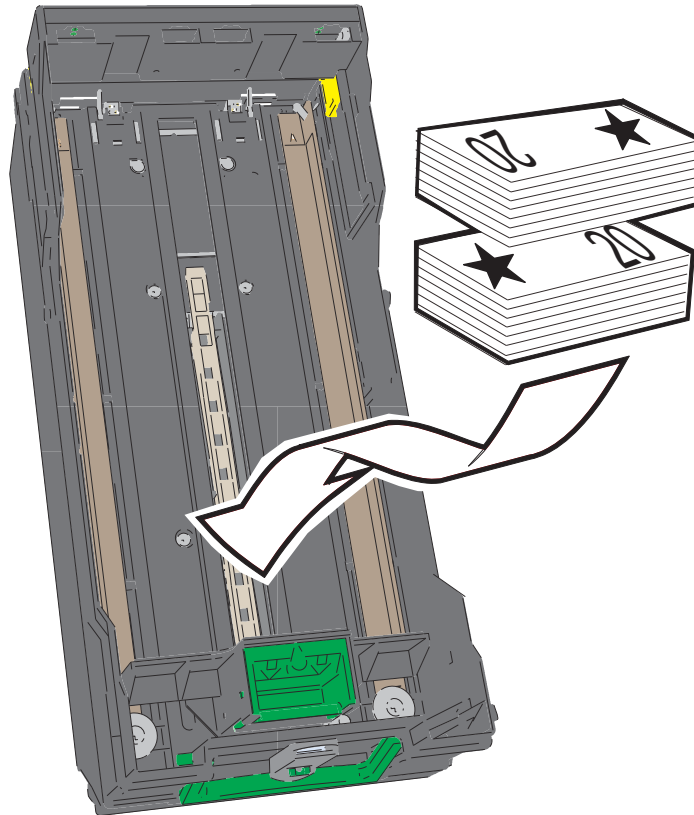


3. Remove the lid from the cassette.
4. Press down in the green cup while sliding the pusher to the handle end of the cassette.



5. Remove any remaining currency and balance the transaction in accordance with your in-house procedures.

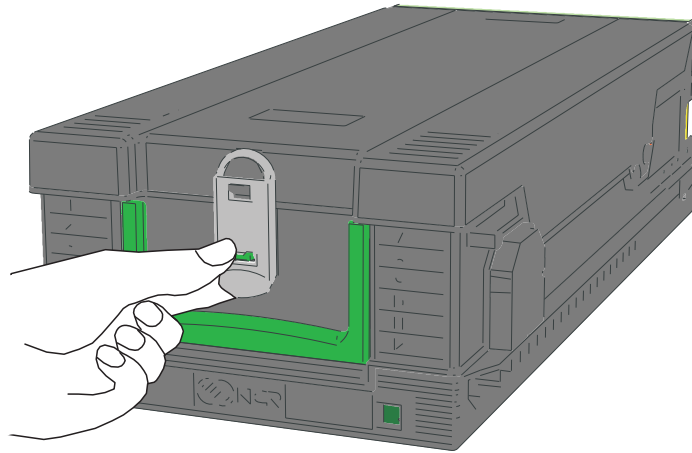
6. To help re-load notes neatly, rest the cassette on the handle end and support it at an angle, leaning against a wall for example. This stops the note stack falling over while it is being built in the cassette.
7. Separate the currency, which has been prepared as described at the start of this section, into bundles of approximately 100 notes.
8. Align the first bundle of notes by tapping it on both the long and short edges. Then place it at the bottom of the cassette, between the plastic side guides. Continue to align and stack the bundles in the cassette, **alternating** the orientation of the bundles.



9. Push down in the green cup to release it. The pusher may move the note stack a short distance until it is pushed against the end of the cassette.
10. Insert the tabs on the lid into the slots in the cassette then close the lid.



11. Hook the top of the latch over the top tab then press the bottom of the latch onto the lower tab.



12. Seal the latch if required or, on lockable variants, lock the cassette. The cassette is now ready for use in the dispenser.



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## REVISION RECORD

Date	Revision	Page	Description of Change
December 2014	A	All	New publication.
April 2016	B	1	Added external dimensions of the cassette and dimensions for label recesses.

