

SUPERVISORS PROCEDURES:

To Add to Float during Shift

Press **OP** button
Scroll down to **(4) Enter/Add Float** press **Enter** to view current float e.g. 3000
Press **Enter** again to add to float e.g. 2000

Unsuccessful Link Downloads

Link payouts that require hand pays need to be added to the CCU system to balance at the end of shift and day.

NB: DO NOT ENTER HAND PAYOUTS eg. CANCELLED CREDITS INTO CCU SYSTEM

To do this

Press **Menu** button then press **Enter**
Enter password 0000 press **Enter**
Scroll down to **(3) Enter Ext. In** press **Enter**
Scroll up or down to find machine
Press **Enter** for **Ext Value (external money in – re link)**
Enter value of link payout press **Enter**

ALL OF THE ABOVE i.e. 'LINK DOWNLOADS' MUST BE COMPLETE PRIOR TO RESETTING THE 'SHIFT AND DAILY REPORTS'

Daily Report

Press **Menu** then press **Enter**
Enter your password e.g. 0000 and press **Enter**
Scroll down to **(2) Report Menu** and press **Enter**
Scroll down to **(2) Daily Report** and press **Enter** for individual machines
Press **Enter** again for total machines summary
Press **R** to print and reset daily meters
Scroll down to **(2) Print Summary & Reset** press **Enter**.
Report should show all “zeros” on right hand side of screen after printing.

Must be done by Supervisor/Manager every day/night

Daily Procedures:

Add Float

Press **OP** button
Scroll down to **(4) Open/Add Float** press **Enter**
Press **Enter** again to add float e.g. Enter the figures 3000 (float total)

Opening Cash Draw

Press **OP** button
Scroll down to **(3) Open Cash Drawer** press **Enter**
Press **Enter** again
Press **ESC** to remove counting calculator

Payouts

Enter machine number or scroll down to machine
Press **Redeem All**
Press **Enter**
Payout slip will be printed
Cash drawer will open or safe will dispense cash

Shift Report

Press **OP** button
Scroll down to **(9) Shift Report** press **Enter** for individual machines
Press **Enter** again for shift summary
Press **P** to print

Balance cash drawer to **Cash in Drawer** figure

**Please ensure all CCU payout slips and hand pay docket
are all placed in the till
e.g. Cancelled Credit docket, Link docket & Cheque docket**