TCD "Quick Reference"

This section is designed to be a quick reference for common teller TCD activity. Refer to the "Teller Cash Dispensers (TCDs) with CU*BASE – for Legacy or Lutzwolf Integration" booklet.

Starting the TCD:
The "Open/Reset" Command

1. Choose **TCD Inquiry and Control** on the Vault Control (MNHTEL) menu.
2. Select the desired TCD in the list.
3. Click *Open/Reset.*
4. Select the TCD again and choose *Current Inventory* to check canisters for low notes or errors; restock if necessary.

Halting the TCD:
The "Close" Command

1. Choose **TCD Inquiry and Control** on the Vault Control (MNHTEL) menu.
2. Select the desired TCD in the list.
3. Click *Close.*

Activating / Disabling the TCD for a Workstation

1. Choose **Teller Line Posting** on the Member Service (MNSERV) menu.
2. Enter the Teller ID and vault.
3. Select *Drawer Control/Audit* (F14)
4. Use **Device Config** (F13) to display the pop-up window.
5. Check or uncheck the *Use TCD/TCR* box.
6. Use Enter to save, and then the back arrow twice to exit.

NOTE: If this workstation is disabled, it will be disabled for any teller using the computer.

Replenishing a Teller Drawer

1. Choose **Teller Vault Cash Transfer/Inq** on the Vault Control (MNHTEL) menu.
2. Choose *Supplemental Vault* and *Teller* and press Enter.
3. Choose *TCD* and select the vault by using the lookup. Enter the Teller ID and vault ID.
4. Enter the transfer amount. Use Enter to refresh the screen.
5. Use Post (F5) to continue.
6. Enter the desired denominations and use Enter to verify the total amount.
7. Use Post (F5) to complete the dispense.

OR

1. Choose **Teller Line Posting** on the Member Service (MNSERV) menu.
2. Enter the Teller ID and vault.
3. Select *Drawer Control/Audit* (F14)
4. Select *Buy from TCD/TCR* (F14).
5. Choose *TCD* and select the vault by using the lookup. Enter the Teller ID and vault ID. Enter the transfer amount. Use Enter to refresh the screen.
6. Enter the transfer amount. Use Enter to refresh the screen.
7. Use Post (F5) to continue.
8. Enter the desired denominations and use Enter to verify the total amount.
9. Use Post (F5) to complete the dispense.

Restocking Canisters

1. Choose **TCD Inquiry and Control** on the Vault Control (MNHTEL) menu.
2. Select the desired TCD in the list and click *Close.*
3. Open the TCD safe and restock the canisters (one at a time so it is put back in the correct slot; confirm the correct bills are being used).
4. Close the TCD safe.
5. Choose **TCD Inquiry and Control** on the Vault Control (MNHTEL) menu.
6. Select the desired TCD in the list and click *Open/Reset.*