

TCD “Quick Reference”

*This section is designed to be a quick reference for common teller TCD activity. Refer to the “Using Teller Cash Dispensers (TCDs) with CU*BASE” booklet for complete details.*

- Starting the TCD:
The “Open/Reset” Command**
1. From the MNHTEL menu, choose #5 “TCD Inquiry and Control.”
 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. From the MNHTEL menu, choose #5 “TCD Inquiry and Control.”
 2. Select the desired TCD in the list.
 3. Click “Close”
- Activating / Disabling the TCD
for a Workstation**
1. From the MNSERV menu, choose #16 “Teller Drawer Control/Inq.”
 2. Enter the Teller ID and use Enter.
 3. Use **F13-Device Config** to display the pop-up window.
 4. Change the *Use Teller Cash Disp Machine* flag (checked or unchecked).
 5. Use Enter to save, then F8-Bypass to exit.
- NOTE: If this workstation is disabled, it will be disabled for any teller using the computer.
- Replenishing a Teller Drawer**
1. From the MNHTEL menu, choose #3 “Teller Vault Cash Transfer/Inq”
 2. Choose “C” for TCD, enter the TCD vault number and “1” Teller Drawer and press Enter to move to the next screen.
 3. Choose C=TCD and select the vault by using the lookup.
 4. Enter the transfer amount. Use Enter to refresh the screen.
 5. Use F5-Post to continue.
 6. Enter the desired denominations and use Enter to verify the total amount. Use F5-Post to complete the dispense.
- OR
1. From the Teller Drawer Control (MNSERV #16), select F14-Buy from TCD.
 2. Choose “C” for TCD, enter the TCD vault number and “1” Teller Drawer and press Enter to move to the next screen.
 3. Choose C=TCD and select the vault by using the lookup.
 4. Enter the transfer amount. Use Enter to refresh the screen.
 5. Use F5-Post to continue.
 6. Enter the desired denominations and use Enter to verify the total amount. Use F5-Post to complete the dispense.
- Restocking Canisters**
1. From the MNHTEL menu, choose #5 “TCD Inquiry and Control.”
 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. From the MNHTEL menu, choose #5 “TCD Inquiry and Control.”
 6. Select the desired TCD in the list and click “Open/Reset.”