



SafePak DK-1 Depository Kiosk

Administrative Functions Instructions

The SafePak DK-1 Depository accepts and records all deposit transactions. A receipt is printed for a single bag deposit or a multiple bag deposit. The receipt for a multiple bag deposit lists all bag information individually. **To begin any administrative function, the ID code (“####”) must first be entered, then an appropriate function code.** The LCD will prompt each step along the way. Note that at any time during the keypad entry process, press “B” to backspace to correct any entry.

How To Print A Deposit History

The depository saves deposit information for the last 1000 deposits. This deposit history can be printed anytime. Enter the ID code on the keypad, then the Deposit History function code (“####”) and press “A”. Enter the desired number of past deposits to print (1-1000) and press “A”. Printing will begin automatically.

How To Print A System Information Report

When the depository needs servicing, a “system information report” will be helpful to determine the current software, hardware and other configurations unique to the depository....and to confirm any changes that are made to the depository during servicing. Enter the ID code on the keypad, then the System Information function code (“#####”) and press “A”. Printing will begin automatically.

How To Assign or Change A Depository ID Number

Each depository should be assigned a unique number to identify it on all receipts. Enter the ID code on the keypad, then the Depository Number function code (“####”) and press “A”. Enter a unique 4 digit number and press “A”. The new depository number is now set. The depository ID number is pre-set to “0000” on each new depository and should be changed to your desired number during setup.

How To Set The Current Time/Date

The accuracy of any receipt or report depends upon the accuracy of the time/date setup when the kiosk is first put into service. This task is only done once, unless it needs to be changed for periodic daylight savings time changes.

Enter the ID code on the keypad, then the Time/Date function code (“####”) and press “A”. Enter the hour...(1 through 24, with 1-12 being AM and 13-24 being PM), and press “A”. Enter the minute (1-59) and press “A”. Enter the month (1-12) and press “A”. Enter the day and press “A”. Enter the year (all 4 digits) and press “A”. The LCD will show “Storing Time/Date”. The current time/date is now set.

Questions? Problems? Call _____