



User's Guide

Summit Series Validating Safes

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Contents

Preface	v
Summary of Sections	v
Related Documents	v
Product and Support Information	vi
We Welcome Your Comments	vi
 Chapter 1	 1
Getting Started	
Introduction	2
Summit Controller Units	2
Summit Peripheral Units	2
Summit Control.....	3
Logging On	4
Changing Your Password	5
Troubleshooting Password Problems	6
Changing the Sound Level	7
Logging Off	8
Troubleshooting	8
 Chapter 2	 9
Making Deposits	
Verifying a Note	10
Starting an Extended Session	12
Depositing Cash	13
Making a Manual Deposit.....	15
Making a Manual Deposit (One Item Type).....	15
Making a Manual Deposit (Multiple Item Types)	17
Removing an Item from a Deposit	20
Closing a Shift	21
Clearing a Jammed Bill Validator	23
Resetting the Cassettes	23
Unlocking the Validator Gate (If Applicable).....	24
Removing the Bill Validator Head	25
Closing the Validator Gate (If Applicable)	26
Clearing a Jammed Bulk Note Feeder	27
Removing the Tray and Cartridge	27
Clearing the Jam.....	28
Replacing the Tray and Cartridge	29
Opening a Storage Vault	31

Chapter 3	Generating Reports	35
	Reprinting Receipts.....	36
	Printing a User Totals Report	39
	Printing a Day Totals Report	42
	Printing a Shift Totals Report	44
	Printing a Cash Station Totals Report	47
	Generating a Users Report	48
	Generating a User Transaction Report.....	49
Chapter 4	Performing Management Tasks	53
	Performing an End-of-Day Transaction	54
	Closing All Shifts	55
	Managing Users	57
	Adding a User	57
	Editing a User	60
	Removing Content	62
	Managing Change Orders	65
	Creating or Editing a Change Order	65
	Adding Funds to a Change Order	67
	Viewing Past Change Orders	69
	Making a Change Delivery.....	70
	Using the Reserve Change Fund.....	72
	Adding Funds to the RCF	72
	Removing Funds from the RCF.....	75
	Performing Safe Maintenance	79
	Cleaning the Touchscreen	79
	Cleaning the Bill Validator	80
	Restarting the Safe Software	82
	Viewing Network Settings	84
Appendix A	Optional Functions	85
	Using Fingerprints to Log On	86
	Enrolling User Fingerprints.....	86
	Logging On Via Fingerprint	88
	Using Departmental Accounting.....	90
Glossary		91
Index		97

Preface

The FireKing® Security Group line of Summit Series™ validating safes provides the latest technology in day-to-day cash processing. Together with the Summit Control and Summit View web portals, daily cash handling information is readily available to your entire organization.

Summary of Sections

- **Chapter 1, Getting Started**— Describes the features of Summit Series safe controllers and peripherals, and how to log on to your safe.
- **Chapter 2, Making Deposits**— Describes how to make deposits of cash and other items, close shifts, clear jams, and more.
- **Chapter 3, Generating Reports**— Describes how to reprint receipts, and generate user, day, and shift total reports.
- **Chapter 4, Performing Management Tasks**— Describes how to perform an end-of-day transaction, manage users, pay for a change order, and perform safe maintenance functions.
- **Appendix A, Optional Functions**— Provides information about optional safe functionality, including using departmental accounting, and using fingerprints to log on.
- **Glossary**— Provides definitions for commonly used terms.

Related Documents

- *Summit Control User's Guide*
- *Summit Control Administrator's Guide*
- *Summit Universal Tube Dispenser (UTD) User's Guide*
- *Summit Universal Coin Dispenser (UCD) User's Guide*
- *Summit Universal Note Dispenser (UND) User's Guide*

Product and Support Information

To obtain information about FireKing Security Group products and in-house and on-site training, see our website or contact your retailer.

Website

<http://www.FireKing.com>

Technical Support

To obtain technical support for your Summit Series safe, contact us at **800-457-2424**.

We Welcome Your Comments

To help us improve future versions of FireKing Security Group documentation, we want to know about any corrections, clarifications, or further information you would find useful. When you contact us, please include the following information:

- The title and version of the guide you are referring to
- A brief description of the content you are referring to (for example, step-by-step instructions that are incorrect, information that requires clarification or more details, missing information that you would find helpful)
- Your suggestions for correcting or improving the documentation
- The model number or version of the FireKing hardware or software you are using
- Your name, company name, job title, phone number, and email address

Send email to us at:

cmsfeedback@fireking.com

Please keep in mind that this email address is only for documentation feedback. If you have a technical problem or question, please contact FireKing support. See [Product and Support Information](#) on page vi for contact information.

Thank you for your feedback.

Getting Started

Introduction	2
Logging On	4
Changing Your Password	5
Changing the Sound Level	7
Logging Off	8
Troubleshooting	8

Introduction

The Summit Series of bill validating safes take your cash management process to the next level. This network solution not only brings the latest technology to day-to-day cash processing at your retail locations, but also leverages our Summit Control and Summit View web-based portals to make daily cash handling information available to your entire organization. With immediate view of cash activities across single or multiple locations, the ability to maximize cash flow and reduce cash shrinkage is greatly enhanced.

All Summit Series safes synchronize their data with a server in near real-time, providing instant access to online reporting, safe user and configuration management, and actionable email alerts. Data is available anytime, from anywhere in the world, with just a web browser and internet access.

Summit Controller Units

Summit Series controller units are the core of the Summit Series solution. They can run stand-alone, or you can add one or more peripheral units for coin and note dispensing (see [Summit Peripheral Units](#) on page 2).

Plug-and-play installation, an intuitive user interface, and state-of-the-art encryption make Summit Series controller units easy to install and operate with confidence. Controller units are available in a variety of models so that you can create the solution that's right for your organization.

Each controller unit in the Summit Series of safes uses the same simple and intuitive user interface. Access to all safe features is provided via the touchscreen on the front of each safe, so that once you are logged in, you can make deposits or perform administrative functions with just a few taps of a finger.

Available menus and buttons are configured via the web-based Summit Control portal.

Note The screens shown throughout this manual are examples only. What you see on your screen may vary, depending on how your safe has been configured. If a button shown on an example screen does not appear on your screen, it means your system administrator has not enabled that functionality for your safe.

Summit Peripheral Units

Summit Series peripheral units offer flexible options for coin and note dispensing. Each must be connected to a Summit Series Controller to operate. Coin and note dispensing units can be combined to offer a wide range of cash dispensing options.

Universal Tube Dispenser (UTD)

With the Summit Universal Tube Dispenser (UTD) connected to your Summit controller unit, you can vend both coin and notes from the same unit. Each UTD holds up to 80 tubes, 10 tubes per column. Each of the eight columns can be configured to hold any denomination, and tubes are

automatically counted when they are loaded and dispensed. For more information, see the *Summit UTD User's Guide*.

Universal Note Dispenser (UND)

The Summit Universal Note Dispenser (UND) provides high-speed note dispensing when connected to a Summit controller unit. Each of the four cassettes can hold up to 500 notes, and each cassette currency is customizable to fit your unique requirements. For more information, see the *Summit UND User's Guide*.

Universal Coin Dispenser (UCD)

With a Summit Universal Coin Dispenser (UCD) connected to your Summit controller unit, the high-speed, high-capacity rolled coin vending means no tubes are needed. Paper or plastic wrapped coin rolls can be used directly as they come from the bank. For more information, see the *Summit UCD User's Guide*.

Summit Control

Summit Control, an intuitive web-based service portal, provides full remote management access for Summit Series safes. Through a highly secure connection, you can maintain constant contact with your deployed devices and perform a comprehensive set of activities, including system administration, device monitoring, user management, and reporting.

For more information about Summit Control, see the *Summit Control User's Guide*.

Logging On

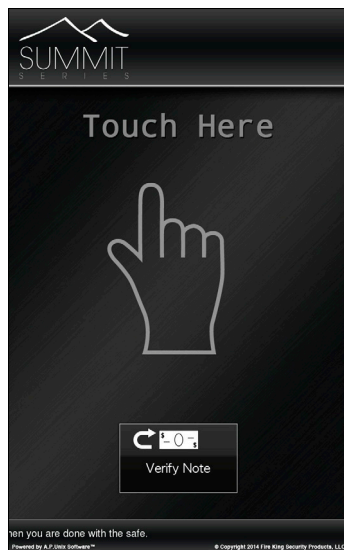
Before you can perform any safe functions, you must log on to start a session.

Do not allow anyone to observe your credentials while you are logging on.

Note If your safe is configured to use fingerprints for log on, see [Using Fingerprints to Log On](#) on page 86.

Procedure

- 1 Tap the hand icon on the Touch Here screen.



The Authentication screen appears.

- 2 Enter your user ID and password.

To switch between numbers and letters on the keypad, tap **ABC** or **123**.

Note If your safe is configured for password-only access, a user ID is not required.

- 3 Tap **Enter**. The Main Menu appears.

Changing Your Password

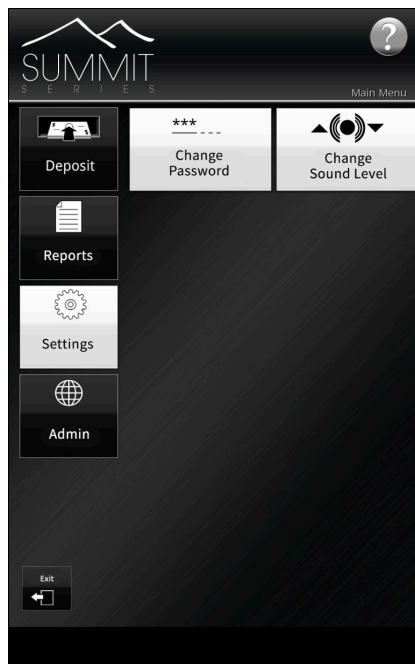
You can change your password at any time. You must know your current password in order to change it.

If strong passwords have been enabled by your administrator, your password must contain a minimum of 8 characters, with at least one number and one letter.

Note If you have forgotten your password, contact FireKing Support for assistance (see Product and Support Information on page vi for contact information).

Procedure

- 1 Tap **Settings** on the Main Menu.



- 2 Tap **Change Password**.
- 3 Enter your current password.
To switch between numbers and letters on the keypad, tap **ABC** or **123**.
- 4 Enter your new password, and then enter it again for confirmation. The passwords entered in the New and Confirm fields must match.
- 5 Tap **Enter**.
A message appears, confirming that your password has been changed successfully.
If there is a problem with the password you have selected, an error message appears. See [Troubleshooting Password Problems](#) on page 6.
- 6 Tap **Main Menu** to return to the Main Menu.

Troubleshooting Password Problems

These are solutions to common password issues.

Table 1 Password Problems and Solutions

Problem	Description	Solution
The selected password is already in use.	Your safe is configured to allow access via password-only (user ID is not required). Another user is already using the password you have selected.	Select another password.
The current password you entered is incorrect.	The password you entered in the Current field does not match the password currently on file for your user account.	Enter the password in the Current field again. If the passwords still do not match, contact your system administrator for assistance.
The passwords in the New and Confirm fields do not match.	There is a mismatch between the characters you have entered in the New field and the Confirm field.	Enter the password in the Confirm field again. If the passwords still do not match, enter the password in both the New and Confirm fields again.
The selected password does not meet the minimum password requirements.	If your safe is configured to use strong passwords, your password must meet the minimum criteria displayed on the screen (minimum of 8 characters, with at least one number and one letter).	Select a new password that meets the minimum password criteria.

Changing the Sound Level

On some safes, you can control the volume of the sounds made by the safe during normal operation.

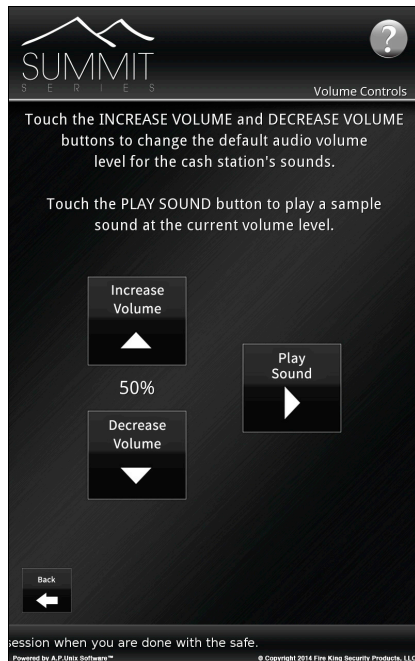


The Change Sound Level button is available on the Settings Menu only if your safe supports this feature, has been configured to allow changes to the sound volume, *and* you have the appropriate user permissions to do so.

Procedure

- 1 Tap **Settings** on the Main Menu.
- 2 Tap **Change Sound Level**.

The Volume Controls screen appears.



- 3 Tap **Increase Volume** or **Decrease Volume** until the desired sound percentage is shown. The maximum is 100%, and the minimum is 0%. Selecting 0% mutes all sounds.
- 4 To test the sound level you have selected, tap **Play Sound** to play a sample sound.
- 5 Repeat steps 3 and 4 until the desired volume is selected.
- 6 Tap **Back** to return to the Main Menu.

Logging Off

When you have completed performing the required safe operations, you must exit your session and log off to maintain the security of your safe, and prevent unauthorized users from accessing the safe.

- Tap **Exit**  to close the session, and return to the Touch Here screen.
If the Exit button is not visible on the current screen, tap **Main Menu** first.

Troubleshooting

If your Summit Series safe detects a problem, an alert message will appear on the screen in a red box. If you cannot resolve the problem yourself, contact FireKing support at **800-457-2424**.

Making Deposits

Verifying a Note	10
Starting an Extended Session	12
Depositing Cash	13
Making a Manual Deposit	15
Closing a Shift	21
Clearing a Jammed Bill Validator	23
Clearing a Jammed Bulk Note Feeder	27
Opening a Storage Vault	31

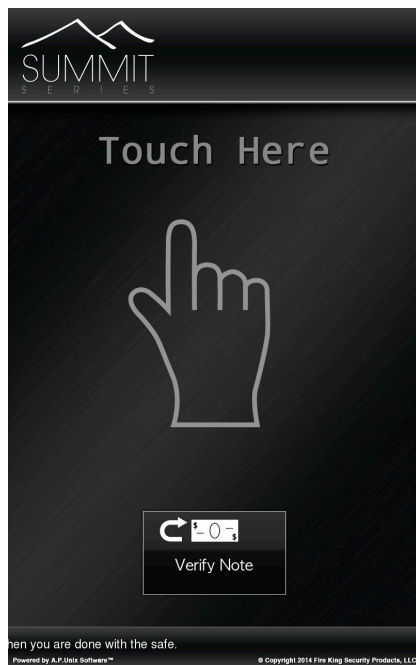
Verifying a Note

The Summit Series safe can quickly verify if a note is genuine and can be accepted by the safe before you include it in a deposit.

Note verification does not require you to log on to the safe. The note will be returned after verification is complete.

Procedure

- 1 On the Touch Here screen, tap **Verify Note**.

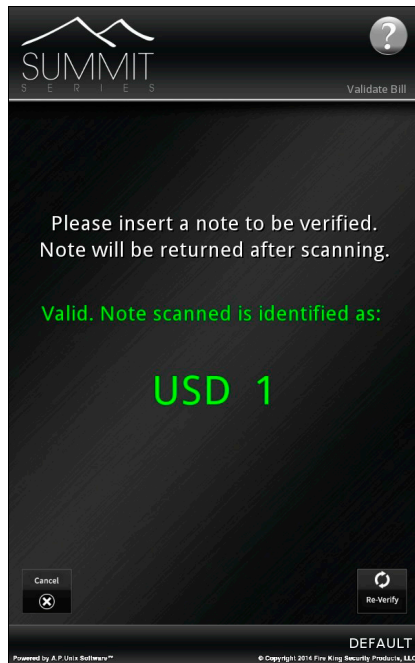


- 2 Ensure there are no folds or excessive creases in the note.
- 3 Insert the note you want to verify into the bill validator.

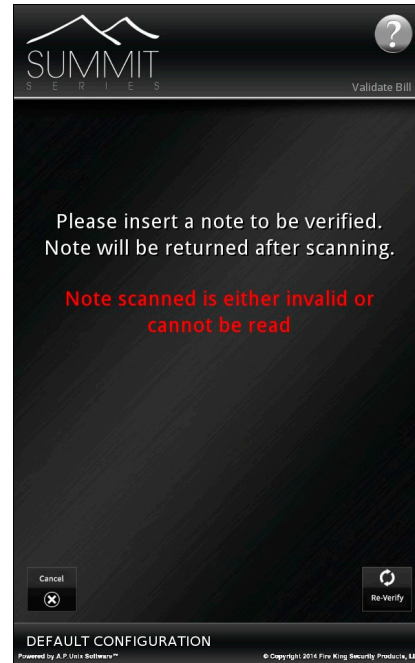
The note is scanned to determine if it is genuine and can be accepted by the safe.

 - If it is genuine, the note's currency and value appears in green on the screen.
 - If the note is unacceptable or cannot be read, an "invalid note" message appears.

Note If you cannot insert a note into the bill validator, it may be jammed. For instructions on how to resolve this issue, see [Clearing a Jammed Bill Validator](#) on page 23.



Verified Note



Invalid Note

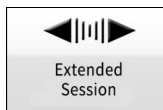
The note is returned to you through the bill validator slot.

- 4 If you want to try to verify the note again, or want to verify another note, tap **Re-Verify** and then insert the note.
- 5 When you are done verifying notes, tap **Cancel** to return to the Touch Here screen.

Starting an Extended Session

An *extended session* allows you to remain logged in to the safe for a longer period than normal. This period is defined by your system administrator. During a normal user session you are logged off the safe after 2 minutes of inactivity (by default; this value can be changed by your administrator).

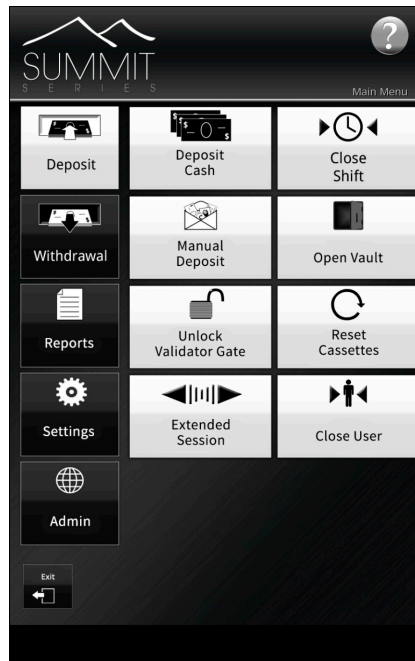
An extended session is useful if you will be performing multiple transactions during a single session, and need additional time to complete the transactions. You can also use an extended session if you are the only user operating the safe, and you don't want to have to log on every time you make a deposit.



The Extended Session button is available on the Deposit menu only if your system administrator has configured your safe to allow extended sessions.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Extended Session**.

The message “Extended Session – Active” appears at the top of the screen in yellow text. This message remains until you log off.

- 3 When you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Depositing Cash

When you have only cash to deposit into the safe, you can quickly make a single *validated deposit*.

Note If you have items other than cash to deposit, or the notes you are trying to deposit cannot be validated, you need to make a *manual deposit*. For more information, see [Making a Manual Deposit](#) on page 15.

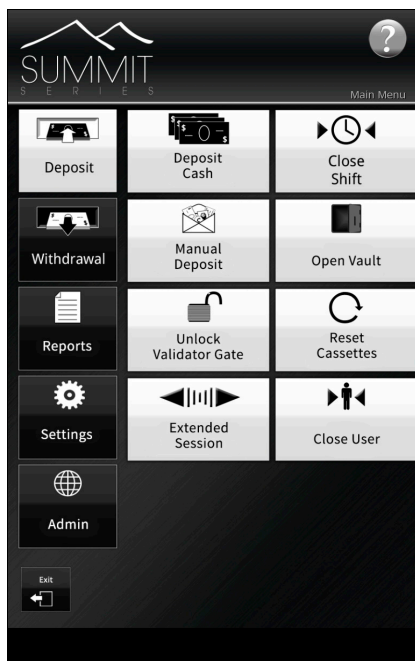
Most Summit Series safes require cash to be inserted one note at a time. If your safe allows for bulk note insertion, a message will appear alerting you to the maximum number of notes that can be inserted at a time. Make sure there are not any clips or other items attached to the notes, and that the notes are not folded or excessively creased.

CAUTION

To reduce the risk of theft, ensure that you are aware of your environment while making a deposit. Do not allow unauthorized people to observe you as you enter your user credentials or insert the cash into the safe.

Procedure

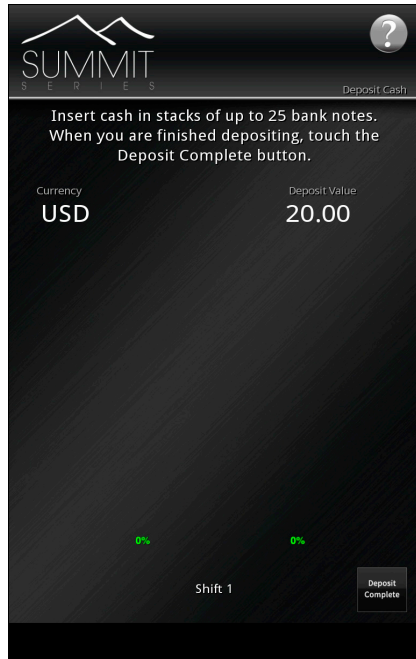
- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Deposit Cash**.
- 3 If prompted, tap the department name this deposit should be assigned to. When asked to confirm your selection, tap **Confirm**.

You will be prompted to select a department only if your safe has been configured to use the Department feature *and* you have been assigned to more than one department. For more information about departments, see [Using Departmental Accounting](#) on page 90.

The Deposit Cash screen appears.



- 4 Insert your cash into the bill validator as directed on the screen.

The currency and value of the note appears in the deposit list.

Notes If a note is rejected by the validator for any reason, try inserting it using a different orientation (turn it over, or insert it starting from the opposite end). If the note is still rejected, you can deposit it into the safe by making a manual deposit (if allowed by your safe's configuration). For more information, see [Making a Manual Deposit on page 15](#).

If you cannot insert a note into the bill validator at all, it may be jammed. For instructions on how to resolve this issue, see [Clearing a Jammed Bill Validator on page 23](#).

- 5 Repeat step 4 until all notes have been inserted.
- 6 Tap **Deposit Complete** to continue.
- 7 When prompted, take your receipt, and then tap **Continue**.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts on page 36](#)). Even if a receipt does not print, the safe has recorded the deposit transaction.

You are returned to the Main Menu.

- 8 If you are finished using the safe, be sure to log off (see [Logging Off on page 8](#)).

Making a Manual Deposit

If you are depositing anything other than cash, or the notes you need to deposit could not be validated, you need to make a *manual deposit*.

Depending on your safe's configuration, manual deposits can include either a single item type (such as all checks), or multiple item types (such as cash AND checks).

Once you have started entering the item information for a deposit transaction, you must complete the transaction by tapping Submit. If you log off of the safe prior to completing the transaction, the deposit transaction will not be saved, and you will have to re-enter the item information.

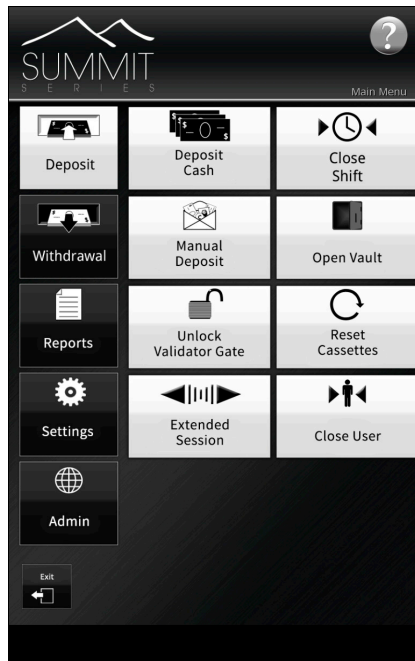
Making a Manual Deposit (One Item Type)

Make a manual deposit when you have multiple checks, cash, or other items of a single type that you want to deposit using an envelope.

Note If you are depositing only cash, you should make a validated deposit, as described in [Depositing Cash](#) on page 13. Make a manual cash deposit **ONLY** if the notes have been rejected by the bill validator.

Procedure

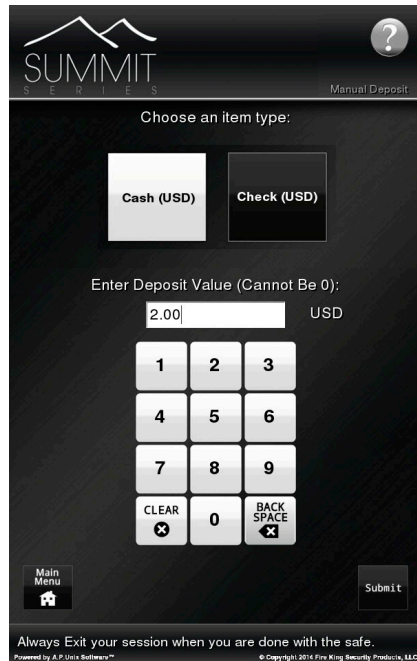
- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Manual Deposit**.
- 3 If prompted, tap the department name this deposit should be assigned to. When asked to confirm your selection, tap **Confirm**.

You will be prompted to select a department only if your safe has been configured to use the Department feature *and* you have been assigned to more than one department. For more information about departments, see [Using Departmental Accounting on page 90](#).

The Manual Deposit screen appears.



- 4 Tap the type of item you are depositing.

Note Available item types may differ depending upon your safe configuration.

- 5 Use the keypad to enter the total value of the items included in the deposit.

For example, if you are depositing three checks with values of \$3.50, \$12.25, and \$4.10, enter **19.85** in the Deposit Value field.

- 6 Tap **Submit**.

- 7 When prompted, take your receipt, and then tap **Continue**.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts on page 36](#)). Even if a receipt does not print, the safe has recorded the deposit transaction.

- 8 Attach the receipt to the deposit envelope containing the checks or other items being deposited, and then insert the envelope into the manual drop slot.

- 9 Tap **Main Menu** to complete the deposit transaction.

- 10 If you are finished using the safe, be sure to log off (see [Logging Off on page 8](#)).

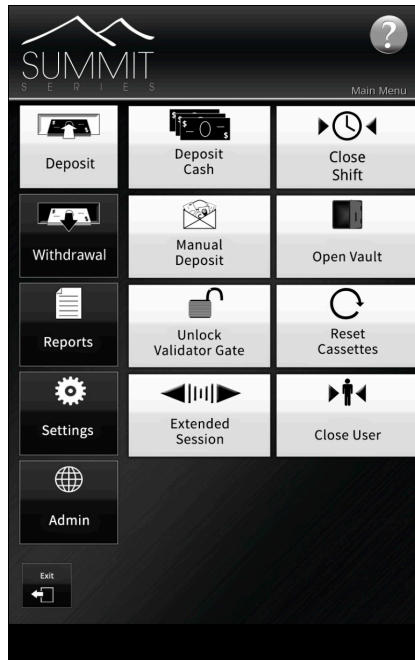
Making a Manual Deposit (Multiple Item Types)

Manual deposits allow you to include multiple item types, such as cash, checks, and gift certificates, in a single deposit.

Procedure

- 1 Tap **Deposit** on the Main Menu.

The Deposit Menu appears.



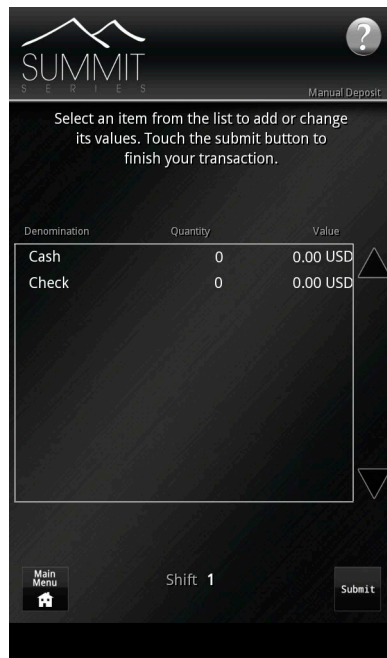
- 2 Tap **Manual Deposit**.

The Manual Deposit screen appears.

- 3 If prompted, tap the department name this deposit should be assigned to. When asked to confirm your selection, tap **Confirm**.

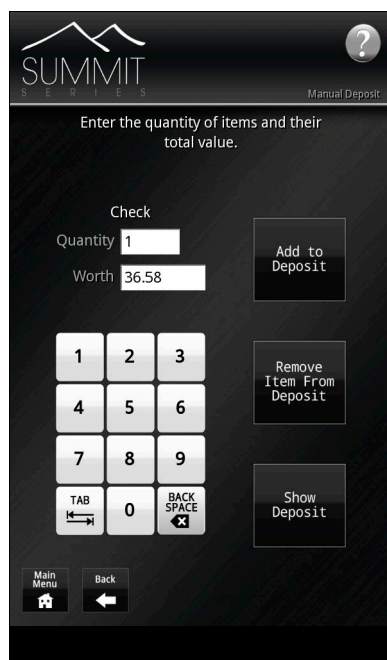
You will be prompted to select a department only if your safe has been configured to use the Department feature *and* you have been assigned to more than one department. For more information about departments, see [Using Departmental Accounting](#) on page 90.

The Item Type screen appears.



- 4 Select the type of item you are depositing by tapping one of the types in the list.

Note Available item types may differ depending upon your safe configuration. The Quantity & Value screen appears.

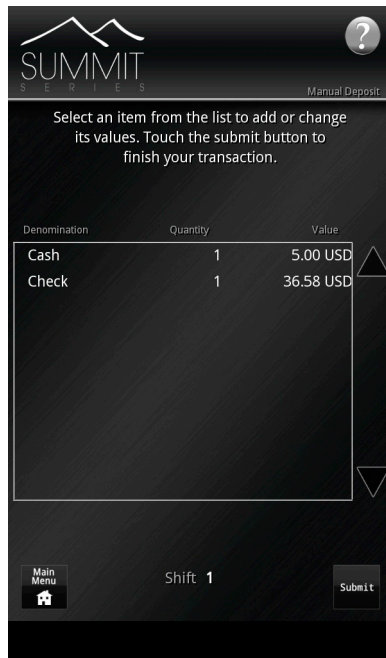


- 5 Use the keypad to enter the number of items (of the selected type) in the **Quantity** field.
- 6 Tap **Tab** to move to the **Worth** field, and then use the keypad to enter the total amount of the items included in the deposit.

For example, if you are depositing three checks with values of \$3.50, \$12.25, and \$4.10, enter **3** in the Quantity field, and **19.85** in the Worth field.

7 Tap Add to Deposit.

The Item Type screen appears, showing the current number of items in the deposit and their value.



8 Repeat steps 4–7 for each type of item in the deposit.

9 When you have entered all items, and are ready to complete the deposit, tap **Show Deposit on the Quantity & Value screen.**

10 Confirm that the quantity and value for each item type on the Item Type screen matches the physical items in the deposit envelope.

Note If you need to edit an item's quantity or value, tap the item you need to edit on the Item Type screen and make the necessary changes *before* tapping **Submit**. To remove an item from a deposit, see *Removing an Item from a Deposit* on page 20.

11 Tap **Submit.**

12 When prompted, take your receipt, and then tap **Continue.**

If the receipt does not print, you can reprint it at a later date if necessary (see *Reprinting Receipts* on page 36). Even if a receipt does not print, the safe has recorded the deposit transaction.

13 Attach the receipt to the deposit envelope containing the cash, checks, and/or other items being deposited, and then insert the envelope into the manual drop slot.

14 Tap **Main Menu to complete the deposit transaction.**

15 If you are finished using the safe, be sure to log off (see *Logging Off* on page 8).

Removing an Item from a Deposit

You can remove an item from a deposit at any time before you tap Submit to complete the deposit.

Procedure

- 1 On the Item Type screen, tap the item you want to remove from the deposit.
The Quantity & Value screen appears.

The screenshot shows the 'Manual Deposit' screen in the Summit Series application. At the top, there is a logo with a mountain peak and the text 'SUMMIT SERIES'. Below the logo, it says 'Manual Deposit'. The main instruction is 'Enter the quantity of items and their total value.' There are two input fields: 'Quantity' with the value '1' and 'Worth' with the value '36.58'. To the right of these fields are three buttons: 'Add to Deposit', 'Remove Item From Deposit', and 'Show Deposit'. Below the input fields is a numeric keypad with buttons for digits 1-9, 0, and function keys 'TAB' and 'BACK SPACE'. At the bottom left, there are two buttons: 'Main Menu' and 'Back'.

- 2 Tap **Remove Item From Deposit**. You are not asked to confirm the removal.
The Quantity and Value fields are reset to zero (0).
- 3 Tap **Back** to return to the Item Type screen.

Closing a Shift

The information in this section applies only if your safe is configured to use shifts.

Shifts are used to track what you deposit into the safe during a defined period of time. There are two types of shifts: time-based, and user-based.

- *Time-based shifts* are pre-defined periods of time that typically correspond with the shifts worked by cashiers. For example, shifts can be defined as 6am–3pm, 3pm–11pm, and 11pm–6am. When using time-based shifts, you cannot close shifts. Shifts are automatically started and ended at the pre-defined times.
- *User-based shifts* are based upon when you make your first deposit. The shift starts when you make your first deposit, and ends when you either close your shift (see [Closing a Shift on page 21](#)) or when an End-of-Day transaction is performed (see [Performing an End-of-Day Transaction on page 54](#)).

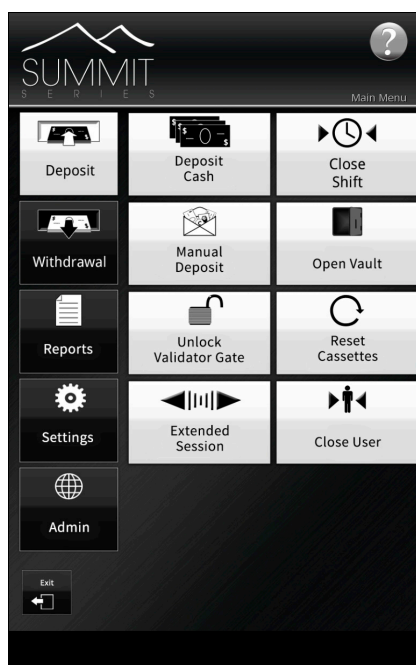
Shift lengths and types are configured by your system administrator.

At the end of each shift, you should close your shift to maintain accurate reporting and make it easier to reconcile your transactions. After a shift is closed, if you make additional deposits during the same business day, a new shift will be opened.

Note All shifts are closed automatically when an End-of-Day transaction is performed. For more information, see [Performing an End-of-Day Transaction on page 54](#). If you are a manager, you can also manually close all open shifts at once, if needed. For instructions, see [Closing All Shifts on page 55](#).

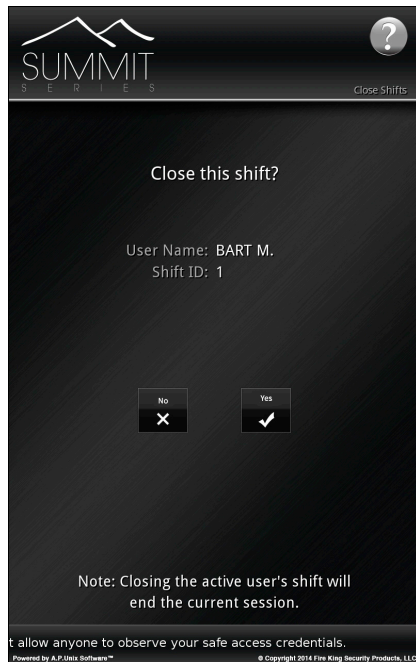
Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



2 Tap Close Shift.

The Close Shift Confirmation screen appears.

**3 Tap Yes to confirm that you want to perform a close shift transaction and log off.**

Note When you close a shift, you are also automatically logged off the safe. If you do not want to log off yet, tap **No** to return to the Main Menu without closing your shift.

4 Take your receipt, and then tap Done to return to the Main Menu.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts](#) on page 36). Even if a receipt does not print, the safe has recorded the transaction.

Clearing a Jammed Bill Validator

If there are notes jammed in the bill validator or cassette, you will be unable to insert a note in the validator, or a validator error code may appear on the screen. In this case, resetting the cassettes or removing the validator to clear the jam can return the notes to the correct location and clear the error code.

Note If you are unable to clear a jam, or the error code still appears after performing these procedures, call FireKing support for assistance (see [Technical Support](#) on page vi).

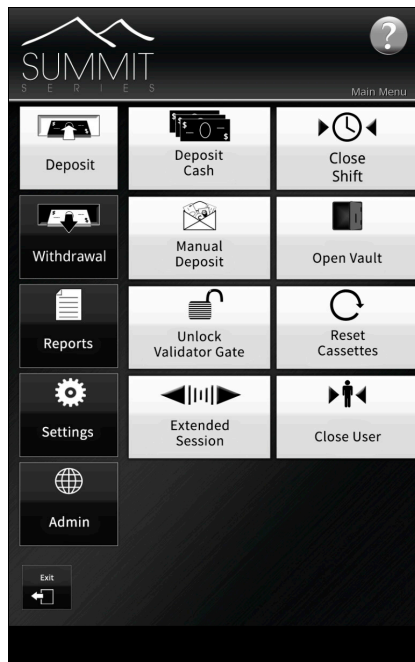
If jams are occurring on a regular basis, the bill validator may need cleaning. For more information, see [Cleaning the Bill Validator](#) on page 80.

Resetting the Cassettes

In some cases, resetting the cassettes can clear a jam without the need to remove the bill validator. If a jam occurs, always try resetting the cassettes first.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Reset Cassettes**.

A wait screen appears while the bill validator is power cycled. Once the cassettes have reset, the Main Menu appears.

Note If the bill validator is still jammed, or the error code still appears, go to [Unlocking the Validator Gate \(If Applicable\)](#) on page 24 to start the process to clear the jam.

- 3 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

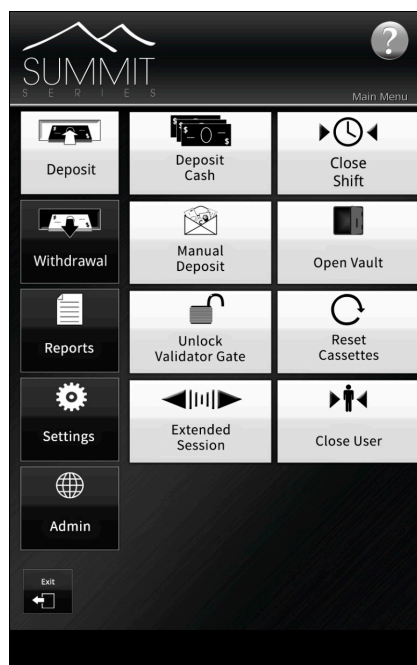
Unlocking the Validator Gate (If Applicable)

The *validator gate* is a metal bar that must be lowered before you can access the bill validator head to clear a jam or perform maintenance. Only the Summit Series Model SV2 safe has a validator gate.

Note If the **Unlock Validator Gate** button does not appear on the Deposit Menu, either your safe does not have a validator gate, or you do not have permission to unlock the validator gate. Go to [Removing the Bill Validator Head on page 25](#) to continue.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Unlock Validator Gate**.

A message appears, confirming the validator gate has been unlocked.

- 3 Open the validator gate, and then go to [Removing the Bill Validator Head on page 25](#) to continue.

Removing the Bill Validator Head

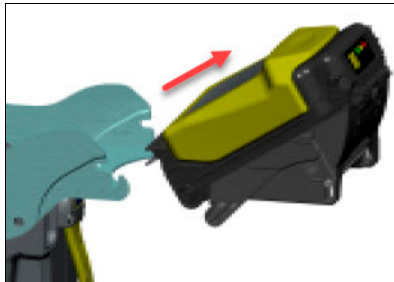
To access the jammed notes in the bill validator, you need to remove the bill validator head. Do NOT power down the safe before performing this procedure.

CAUTION

You must remove the bill validator head from the safe in order to open the front sensor area. Forcing the note path open without first removing the bill validator head will damage the unit.

Procedure

- 1 Remove the bill validator head from the safe.



- 2 Open the acceptor module by placing the palm of your hand on the front of the module and your fingers around the top of the yellow cover, as shown below.



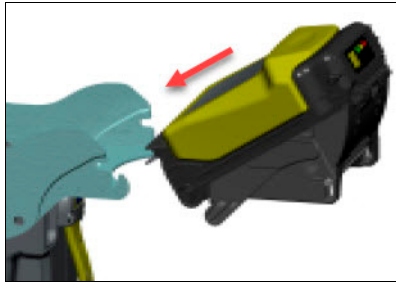
- 3 Pull the cover toward your hand and then lift up, opening the bill validator head fully.



- 4 Remove the jammed notes from the note path.

Notes that get stuck in the bill validator are not counted towards a deposit. It is likely that these notes have been torn or otherwise damaged. To deposit these notes, perform a manual deposit (see [Making a Manual Deposit](#) on page 15).

- 5 Carefully close the bill validator head, and then slide it back into the safe.



The cassettes automatically reset to ensure the bill validator head has been reinstalled correctly and that the cassettes are ready to accept notes. A wait screen appears while the bill validator is power cycled. Once the cassettes have reset, the Main Menu appears.

- 6 Do one of the following:
 - If your safe has a validator gate, go to [Closing the Validator Gate \(If Applicable\)](#) on page 26.
 - If your safe does not have a validator gate, and you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Closing the Validator Gate (If Applicable)

If your safe has a validator gate, it must be closed and locked to secure the safe.

Procedure

- 1 After you have replaced the bill validator head, close the validator gate, and then tap **Done**.
- 2 Verify that the validator gate is closed and locked. A warning message will appear if the validator gate is not closed correctly.
Note If you are unable to close the validator gate, tap **Force Exit** to continue, and then call FireKing support for assistance (see [Technical Support](#) on page vi). There may be a problem with one of the safe's sensors.
- 3 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Clearing a Jammed Bulk Note Feeder

If there are notes jammed in the bulk note feeder or cassette, you will be unable to insert a note, or an error code may appear on the screen. In this case, opening the bulk note feeder to clear the jam or resetting the cassettes can return the notes to the correct location and clear the error code.

Note If you are unable to clear a jam, or the error code still appears after performing these procedures, call FireKing support for assistance (see [Technical Support](#) on page vi).

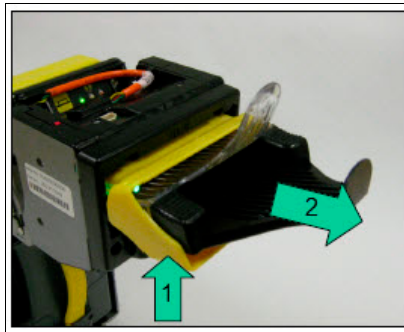
In some cases, resetting the cassettes can clear a jam without the need to remove the bulk note feeder. If a jam occurs, always try resetting the cassettes first, as described in [Resetting the Cassettes](#) on page 23.

Removing the Tray and Cartridge

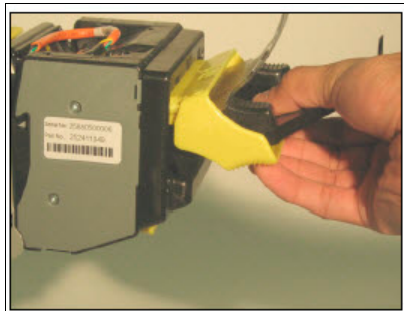
To access the jammed notes in the bulk note feeder, you first need to remove the tray and cartridge assemblies. Do NOT power down the safe before performing this procedure.

Procedure

- 1 On the front of the note feeder tray, squeeze the bottom of the yellow latch upwards.

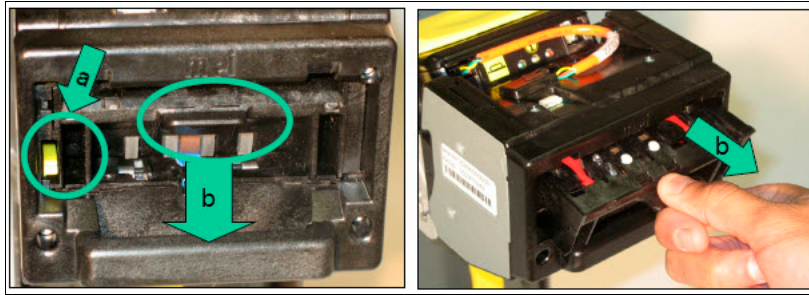


- 2 Lift the tray up slightly to clear the lower edge, and then pull it forward to remove it.



- 3 Set the tray aside.
You can now see the cartridge head.

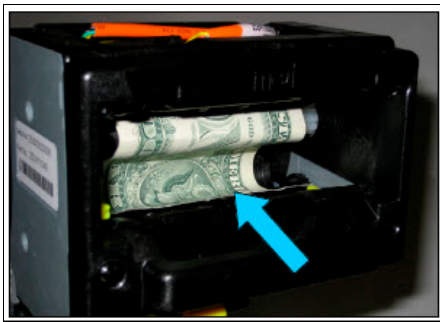
- 4 Press and hold the yellow lever (a) on the left front of the cartridge, while at the same time gently pulling the extraction tab (b) towards you to remove the cartridge.



- 5 Set the cartridge aside.
- 6 Go to [Clearing the Jam](#) on page 28 to continue.

Clearing the Jam

Once you have removed the cartridge, look for notes that are stuck in the bulk note feeder, and remove them.



Notes that get stuck in the bulk note feeder are not counted towards a deposit. It is likely that these notes have been torn or otherwise damaged. To deposit these notes, perform a manual deposit (see [Making a Manual Deposit](#) on page 15).

CAUTION

Be careful to not pull on the blue belt located behind the cartridge, as this can damage the bulk note feeder.

Go to [Replacing the Tray and Cartridge](#) on page 29 to continue.

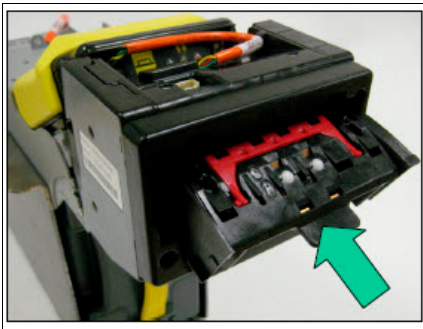
Replacing the Tray and Cartridge

After you have cleared the jammed notes from the bulk note feeder, you need to replace the cartridge and tray.

Procedure

- 1 Carefully reinsert the cartridge, making sure the gate is on top.

The yellow release lever must return down to the locked position. The bill validator may run briefly after installation; this is normal.

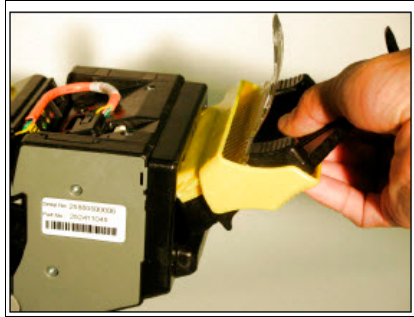


CAUTION

Verify that the gate (located on the top of the cartridge) is in the down position, and not sticking up. Attempting to reinsert the cartridge with the gate in the up position will damage the cartridge.



- 2 On the front of the tray, squeeze the bottom of the yellow latch upwards.
- 3 Set the lower edge of the tray in place, and then gently, but firmly, push it forward into position.



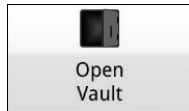
- 4** Release the bottom of the yellow latch, making sure the tray locks into place.

The cassettes automatically reset to ensure the cartridge has been reinstalled correctly and that the cassettes are ready to accept notes. A wait screen appears while the bulk note feeder is power cycled. Once the cassettes have reset, the Main Menu appears.

- 5** If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Opening a Storage Vault

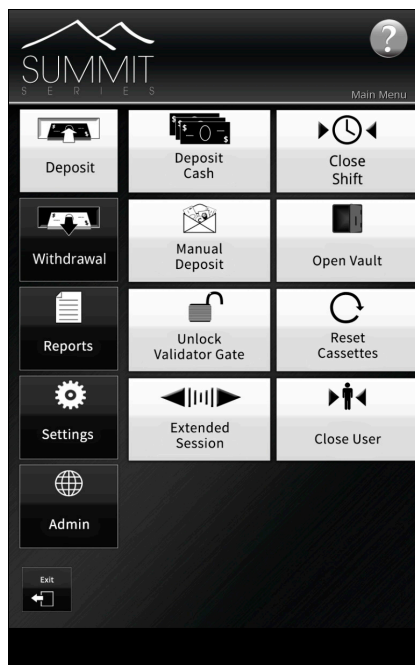
Storage vaults are additional compartments in your safe that can be used to store items such as change, lottery tickets, or other items of value. If you have permission, you can open these vaults to add or retrieve stored items as needed.



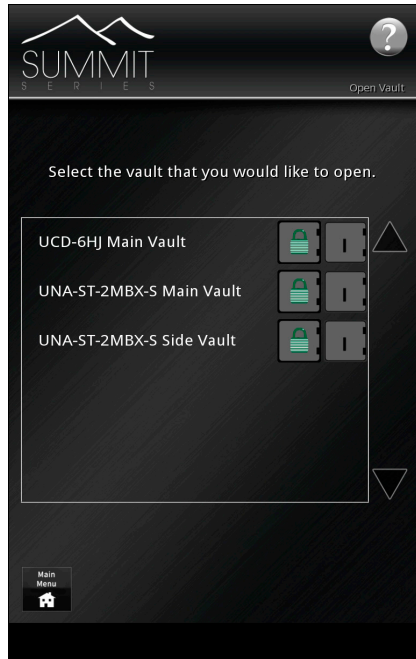
The Open Vault button is available on the Deposit Menu only if your safe has a storage vault, *and* you have the appropriate user permissions to open the storage vault.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Open Vault**. The Open Vault screen appears.



- 3 Select the vault you want to unlock by tapping its name in the list.

Note If your safe is configured to use a time lock, and it is currently outside the allowed hours for storage vault access, a message appears, and you cannot open the vault. For example, it is currently 1am, but storage vault access is configured to be locked between 12am and 5am. In this case, cancel the open vault operation by tapping **Main Menu**, and/or log off the safe (see *Logging Off* on page 8).

- 4 Do one of the following:
 - If the safe is configured to use a time delay, the Open Vault Time Delay screen appears. Go to step 5.
 - If the safe does not use a time delay, but the safe configuration requires you to enter your password again, the Vault Access Validation screen appears. Go to step 6.
 - If the safe does not use a time delay, the Vault Access - Storage Door screen appears. Go to step 7.
- 5 Wait for the time delay timer to complete, and then go to step 7 once the Vault Access - Storage Door screen appears.

The timer appears at the bottom of the screen. Once the timer is complete, an alarm sounds alerting you that the vault is ready to be opened.

Note Once the timer starts, you cannot perform any other safe operations until the timer completes. You must wait for the timer to complete before you can cancel the open vault operation by tapping **Main Menu**.

- 6 Enter your password, and then tap **Enter**. To switch between numbers and letters on the keypad, tap **ABC** or **123**.

The Vault Access - Storage Door screen appears.

- 7 Open the vault storage door, and then remove or place the desired content into the vault.

Note If your safe is configured to use a time delay, you have a limited amount of time to open the vault after the time delay timer completes. If you do not open the vault storage door within the configured access time, the time delay timer will reset, and you will have to wait for it to complete again before you can open the vault.

Additionally, if you do not turn the handle and open the door during the short period of time that the lock is deactivated, it will automatically lock again. In this case, tap **Unlock** to deactivate the lock again.

- 8 When you have finished, close the vault and then tap **Back**.

The Release Vault Lock screen appears.

Note If you accidentally shut the vault storage door before you are done, or you forget to put something in, tap **Unlock** to deactivate the lock so you can open the door again.

- 9 Verify that the vault is closed and locked. A warning message appears if the vault is not closed correctly.
- 10 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Generating Reports

Reprinting Receipts	36
Printing a User Totals Report	39
Printing a Day Totals Report	42
Printing a Shift Totals Report	44
Printing a Cash Station Totals Report	47
Generating a Users Report	48
Generating a User Transaction Report	49

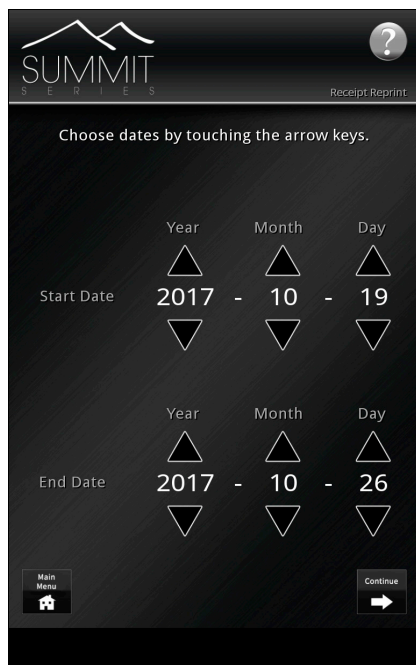
Reprinting Receipts

You can reprint a transaction receipt for a past deposit, withdrawal, or other safe transaction at any time. You can reprint all receipts for all users within a given date range, or you can select a specific user and transaction.

You may need to reprint a receipt if the printer was out of paper when you originally performed the transaction, or if you want a copy of the End-of-Day report from a previous day.

Procedure

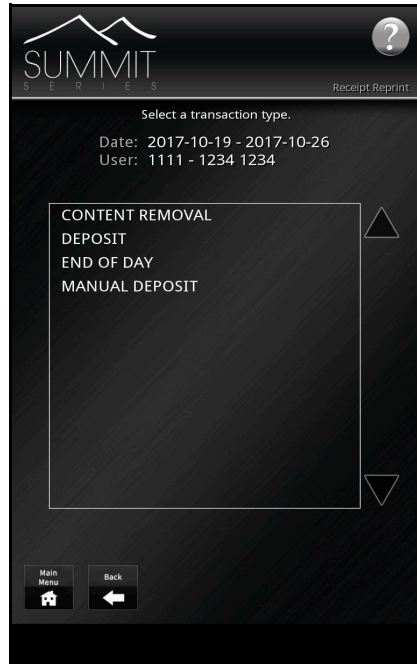
- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.
- 2 Tap **Reprint Receipts**. The Receipt Reprint screen appears.



- 3 Select the date range for the receipt(s) you want to reprint, and then tap **Continue**.
To change the year, month, and/or day for the start and end dates, tap the up and down arrow buttons until the desired values appear.
- 4 Do one of the following:
 - If you are a manager, and need to select the user whose receipt(s) you want to reprint, go to step 5.
 - If you are a cashier, and need to reprint your own receipt(s), go to step 6.
- 5 Select the user whose receipt(s) you want to reprint, using one of these methods:
 - Use the up and down arrow buttons to scroll through the user list, and then tap the name of the user you want to select.

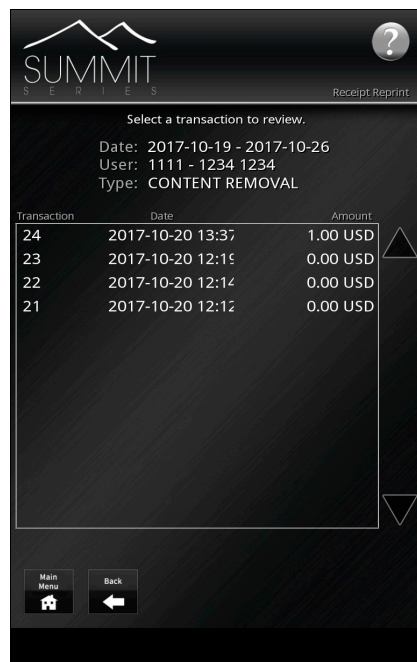
- Use the keypad to enter the user's name or ID in the **Name** search field, and then tap **Filter by Name** or **Filter by User ID** to filter the list of users. Tap the name of the user you want to select.
- Tap **All Users** to reprint receipts for all users.

A list of the types of transactions performed by the selected user appears.



- 6 In the list, tap the type of transaction you want to reprint a receipt for.

The list of transactions completed within the selected date range appears.



- 7 In the list, tap the transaction you want to reprint a receipt for.
- 8 Review the transaction details to confirm you have selected the correct transaction, and then tap **Print Receipt**.

The selected receipt is printed.

Note If the receipt does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try reprinting the receipt again.

- 9 Tap **Continue** to return to the Main Menu.
- 10 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Printing a User Totals Report

A User Totals report can be generated at any point during the day, to track each user's transactions for comparison against actual totals. Use this report to audit the number and value of deposits, withdrawals, and change orders each user has performed.

Each User Totals report includes the following information for the selected user during the time period you select:

Item	Description
Number of Envelopes	The number of envelopes the user has deposited into the safe.
Unverified Cash Ratio	The ratio of cash deposited via a manual deposit to cash deposited via the bill validator, expressed as a percentage. For example, if all cash was deposited as a manual deposit, this value is 100%. If \$200 (of a total of \$1,000) was deposited manually, this value is 20%.
Envelope Cash	The total amount of cash the user deposited into the safe as part of a manual deposit.
Envelope Checks	The total value of checks the user deposited into the safe as part of a manual deposit.
Cassette Cash	The total amount of cash deposited into the safe via the bill validator.
Total	The total amount the user has deposited into the safe. This amount is the sum total of the Envelope Cash, Envelope Checks, and Cassette Cash amounts.
Withdraw	The total amount the user has withdrawn from the safe. Applicable only if a peripheral unit is connected (see Summit Peripheral Units on page 2).

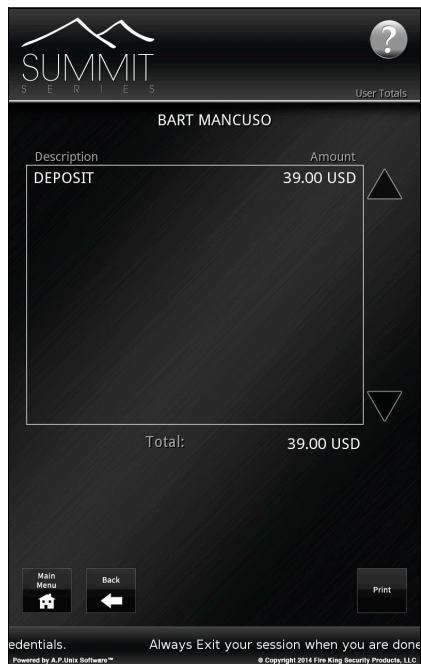
Procedure

- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.
- 2 Tap **User Totals**. The User Totals screen appears.



- 3 Select the user whose totals you want to view, using one of these methods:
- Use the up and down arrow buttons to scroll through the user list, and then tap the name of the user you want to select.
 - Use the keypad to enter the user's name in the **Name** search field, and then tap the name of the user you want to select.

A list of deposits made by the selected user appears.



- 4 Tap **Print** to print a User Totals report for the selected user.

The report is printed.

Note If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.

- 5 Tap **Continue** to return to the Main Menu.
- 6 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Printing a Day Totals Report

A Day Totals report can be generated at any point during the day, to track the day's transactions for comparison against actual totals. Use this report to audit the number and value of deposits, withdrawals, and change orders made each day.

Printing a Day Totals report does not end the business day or reset any totals.

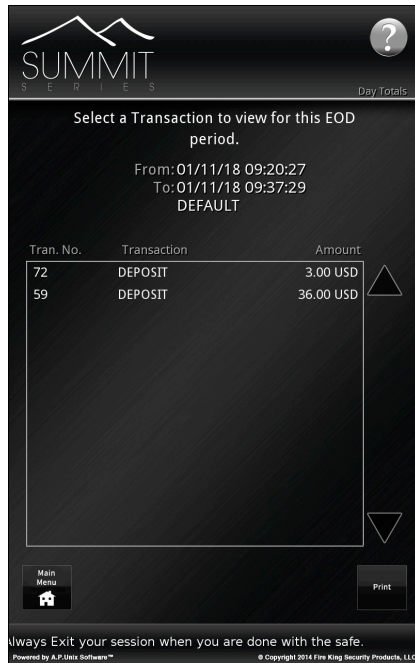
Each Day Totals report includes the following information, on a per department, shift, and user basis, as well as total day values:

Item	Description
Number of Envelopes	The number of envelopes deposited into the safe.
Unverified Cash Ratio	The ratio of cash deposited via a manual deposit to cash deposited via the bill validator, expressed as a percentage. For example, if all cash was deposited as a manual deposit, this value is 100%. If \$200 (of a total of \$1,000) was deposited manually, this value is 20%.
Envelope Cash	The total amount of cash deposited into the safe as part of a manual deposit.
Envelope Checks	The total value of checks deposited into the safe as part of a manual deposit.
Cassette Cash	The total amount of cash deposited into the safe via the bill validator.
Coin	The total amount of coin deposited into the safe via a coin deposit unit.
Total	The total amount deposited into the safe. This amount is the sum total of the Envelope Cash, Envelope Checks, Envelope Gift Cert., Cassette Cash, and Coin amounts.
Change Order Amount	The total amount of cash from the safe used to pay for change orders delivered from your bank or armored car service. See Managing Change Orders on page 65 for more information.
Sales	The total amount deposited into the safe as part of regular deposits. Does not include any deposits made as part of a Buy Change transaction.
Envelope Detail	For each envelope deposited as part of a manual deposit: • The item types included in the envelope (for example: Cash, Check). • The total number of each item type. • The total value of each item type.
Change Fund Information	The following information about the change fund in the safe: • Order amount: The total amount of change that was ordered from the bank or armored car service. • Change fund payment: The total amount of cash deposited into the safe to pay for the change order. Includes amounts from deposits made that day that were allocated to the change order.

Procedure

- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.
- 2 Tap **Day Totals**.

The Day Totals screen appears, with a list of all transaction types completed today, on a per-department basis.



- 3 (Optional) If you want to view more detailed information about a selected transaction before printing the report, tap the line item you want to view.
Use the up and down arrow buttons to scroll through the list.
- 4 Tap **Print** to print a Day Totals report for today's transactions.
The report is printed.
- Note** If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.
- 5 Tap **Continue** to return to the Main Menu.
- 6 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Printing a Shift Totals Report

There are two types of *shifts*: time-based, and user-based.

- *Time-based shifts* are pre-defined periods of time that typically correspond with the shifts worked by cashiers. For example, shifts can be defined as 6am–3pm, 3pm–11pm, and 11pm–6am.
- *User-based shifts* are based upon when a user makes their first deposit. The shift starts when a user makes their first deposit, and ends when the user either closes their shift (see [Closing a Shift on page 21](#)) or when an End-of-Day transaction is performed (see [Performing an End-of-Day Transaction on page 54](#)).

Shift lengths and types are configured by your system administrator.

A Shift Totals report can be generated at any point during a shift, to track the shift's transactions for comparison against actual totals. Use this report to audit the number and value of deposits, withdrawals, and change order payments made during each shift.

Each Shift Totals report includes the following information:

Item	Description
Number of Envelopes	The number of envelopes deposited into the safe.
Unverified Cash Ratio	The ratio of cash deposited via a manual deposit to cash deposited via the bill validator, expressed as a percentage. For example, if all cash was deposited as a manual deposit, this value is 100%. If \$200 (of a total of \$1,000) was deposited manually, this value is 20%.
Envelope Cash	The total value of cash deposited into the safe as part of a manual deposit.
Envelope Checks	The total value of checks deposited into the safe as part of a manual deposit.
Cassette Cash	The total amount of cash deposited into the safe via the bill validator.
Coin	The total amount of coin deposited into the safe via a coin deposit unit.
Total	The total amount deposited into the safe. This amount is the sum total of the Envelope Cash, Envelope Checks, Envelope Gift Cert., Cassette Cash, and Coin amounts.
Envelope Detail	For each envelope deposited as part of a manual deposit: • The item types included in the envelope (for example: Cash, Check). • The total number of each item type. • The total value of each item type.

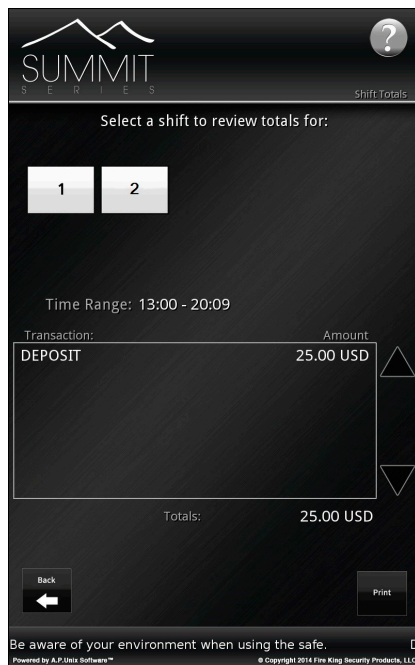
Procedure

- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.
- 2 Tap **Shift Totals**. The Shift Totals - User Mode screen appears.



- 3 Use the up and down arrow buttons to scroll through the user list, and then tap the name of the user whose shift totals you want to view.

A list of all transactions completed by the selected user during the shift appears.



Note To change the shift you are viewing totals for, tap the number of the desired shift at the top of the screen.

- 4 Tap **Print** to print a Shift Totals report for the selected shift.

The report is printed.

Note If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.

- 5 Tap **Continue** to return to the Main Menu.
- 6 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Printing a Cash Station Totals Report

A Cash Station Totals report provides a snapshot of the current amount of cash and coin located in the safe and any connected peripheral units.

It is typically generated at the end of the day on days when an armored car service picks up cash from the safe, so that you know what amount of the day totals (see [Printing a Day Totals Report on page 42](#)) was picked up, and what amount is still in the safe.

Each Cash Station Totals report includes the following information:

Item	Description
Cassette	A detailed listing of the number of notes or rolls of coin, on a per-denomination basis, currently available in each cassette. Includes the total amount of each denomination available. For example, if Cas1 has 25 \$5 notes, the total available \$5 notes appears as 5.00 x 25 = \$125.00 .
Total	The total amount of cash currently in the cassettes located in the main vault and any connected peripheral units. This amount is the sum total of the denomination amounts from each cassette.
Manual Drops	The total amount of cash and checks deposited into the safe as part of a manual deposit.
Reserve Change Fund	The total current value of the Reserve Change Fund (see Using the Reserve Change Fund on page 72).

Procedure

1 Tap **Reports** on the Main Menu. The Reports Menu appears.

2 Tap **Cash Station Totals**.

The report is printed.

Note If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.

3 Tap **Continue** to return to the Main Menu.

4 If you are finished using the safe, be sure to log off (see [Logging Off on page 8](#)).

Generating a Users Report

The Users report provides information about each user account configured to access the safe. It includes each user's name, ID, level, and account status (active/inactive).

This report can be used by managers to identify users who have left the company and/or no longer need access to the safe, and should be inactivated. It can also be used to help determine who has a user account on this safe and who does not.

For more information about managing users, see [Managing Users](#) on page 57.

Procedure

- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.

- 2 Tap **Users Report**.

The report is printed.

Note If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.

- 3 Tap **Continue** to return to the Main Menu.

- 4 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Generating a User Transaction Report

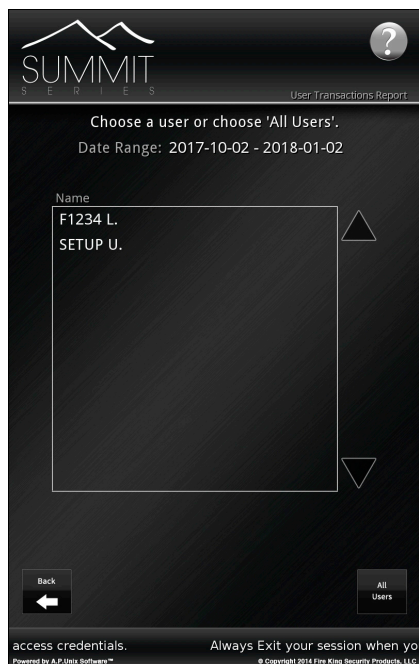
The User Transaction report lists all transactions a selected user has performed during a defined time period. It includes the transaction type, date, time, and total amount for each transaction.

This report can be used by managers as an audit tool, such as when a shortage is being investigated, or when a specific user's transactions are being analyzed.

Procedure

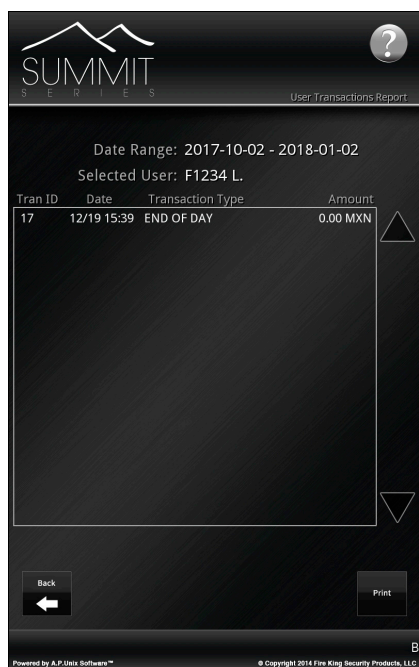
- 1 Tap **Reports** on the Main Menu. The Reports Menu appears.
- 2 Tap **User Transaction Report**. The User Transaction Report screen appears.

- 3 Select the date range for the transactions you want to view, and then tap **Continue**.
To change the year, month, and/or day for the start and end dates, tap the up and down arrow buttons until the desired values appear.



- 4 Select the user you want to generate a transaction report for, using one of these methods:
 - Use the up and down arrow buttons to scroll through the user list, and then tap the name of the user you want to select. Go to the next step.
 - Tap **All Users** to generate a transaction report for all users. A transaction report is printed automatically. Go to step 6.

A list of the types of transactions performed by the selected user appears.



5 Tap **Print**.

A transaction report is printed for the selected user.

Note If the report does not print, verify that there is paper in the printer. If the Paper Out indicator is lit, replace the paper roll, and then try printing the report again.

6 Tap **Continue** to return to the Main Menu.

7 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Performing Management Tasks

Performing an End-of-Day Transaction	54
Closing All Shifts	55
Managing Users	57
Removing Content	62
Managing Change Orders	65
Making a Change Delivery	70
Using the Reserve Change Fund	72
Performing Safe Maintenance	79
Restarting the Safe Software	82
Viewing Network Settings	84

Performing an End-of-Day Transaction

An *End-of-Day (EOD) transaction* clears all the totals on the safe, allowing you to balance your Point-of-Sale (POS) system, and begin the next business day with a zero balance (even though there is still cash in the safe). The total amount of cash left in the POS drawer, plus the cash deposited in the safe, should equal the total sales for the day.

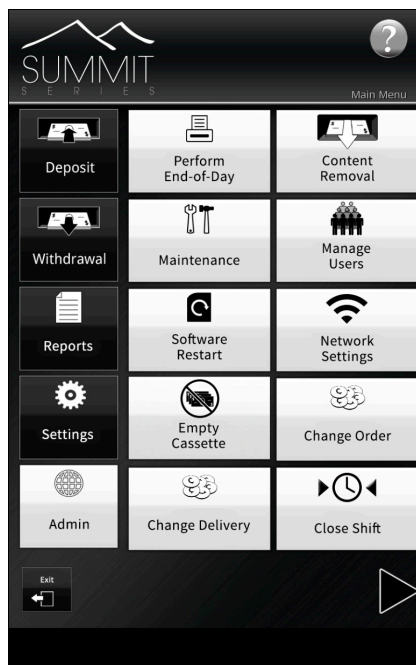
Performing an EOD transaction automatically closes all open shifts.

Notes If your safe is configured to automatically run an EOD transaction at a specific time each day, the Perform End-of-Day button may be unavailable, and you do not need to manually perform this procedure.

Additionally, if you are logged in and using an extended session (see [Starting an Extended Session](#) on page 12), you **must** log off before leaving for the day in order for an automatic EOD transaction to run. An automatic EOD will not run if a user is currently logged in to the safe.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.



- 2 Tap **Perform End-of-Day**. The End of Day screen appears.
- 3 Confirm that you want to perform an EOD transaction, and then tap **Continue**.
- 4 Take your receipt, and then tap **Done**.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts](#) on page 36). Even if a receipt does not print, the safe has recorded the end-of-day transaction.

Closing All Shifts

The information in this section applies only if your safe is configured to use user-based shifts. If you are using time-based shifts, shifts cannot be closed manually.

Shifts are used to track what each user deposits into the safe during a defined period of time, in order to maintain accurate reporting and make it easier to reconcile user transactions. For more detailed information about shifts, see [Closing a Shift on page 21](#).

All shifts are closed automatically when an EOD transaction is performed. (See [Performing an End-of-Day Transaction on page 54](#).) However, as a manager, you can manually close all shifts to get the shift totals for each user (needed to balance your POS system), without performing an EOD transaction.

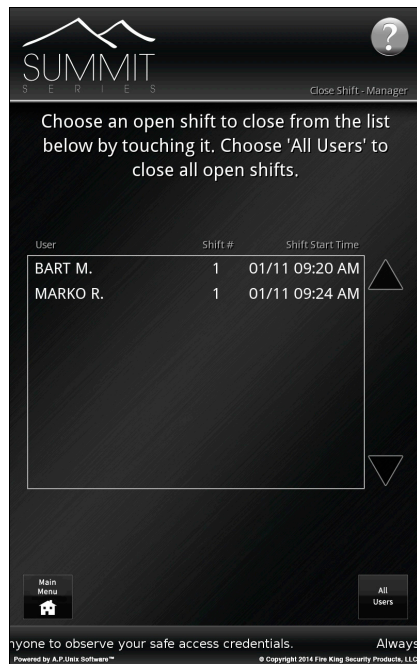
Note Individual users can also close their own shifts, if needed. For instructions, see [Closing a Shift on page 21](#).

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.



- 2 Tap **Close Shift**. The Close Shift – Manager screen appears.



- 3 From the list of users who currently have an open shift, do one of the following:
 - Select the user whose shift you want to close.
 - Tap the **All Users** button to close shifts for all users in the list.
- 4 Confirm that you want to close the selected user's shift, and then tap **Continue**.
- 5 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Managing Users

As a manager, you can create and manage user accounts for everyone who will be using the safe. Each user of the safe should have their own account. Do not allow users to share an account.

Only a user assigned the Manager level can access the Manage Users screen and view user account information.

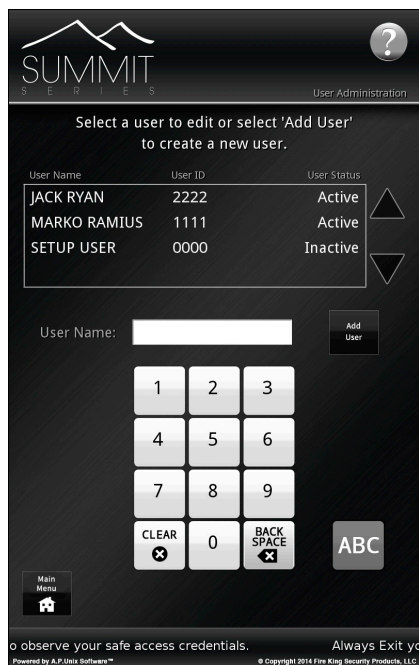
Users cannot be deleted. If a user should no longer have access to the safe, lock his or her account so that it is moved to inactive status (see [Editing a User](#) on page 60).

Adding a User

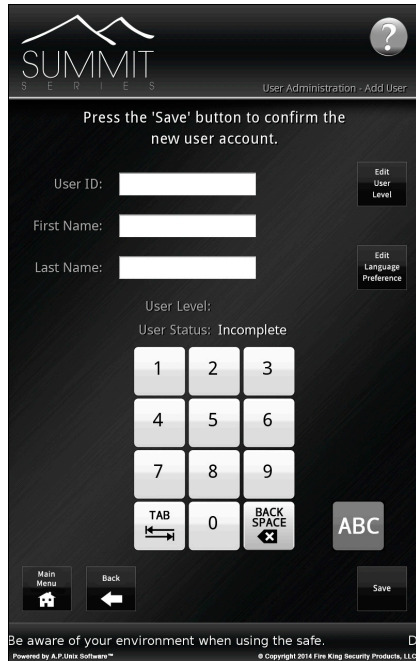
When adding a new user to the safe, you also need to configure their *access level*. The access level determines which safe functions the user is allowed to perform. Access levels are defined by your system administrator.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Manage Users**. The User Administration screen appears.



- 3 Tap **Add User**. The User Administration – Add User screen appears.



SUMMIT SERIES User Administration - Add User

Press the 'Save' button to confirm the new user account.

User ID:

First Name:

Last Name:

User Level:

User Status: Incomplete

1 2 3

4 5 6

7 8 9

TAB 0 BACK SPACE ABC

Main Menu Back Save

Be aware of your environment when using the safe.
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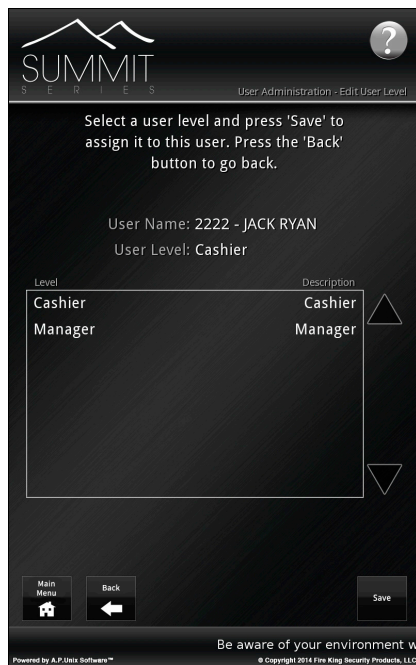
- 4 Use the keypad to enter the new user's **User ID**, **First Name**, and **Last Name**.

To switch between numbers and letters on the keypad, tap **ABC** or **123**.

Note You do not need to create a default password for the user. The first time they log on, the user will enter their User ID as the password. They are then required to create a new password.

- 5 Tap **Edit User Level** to assign the user's access level.

The User Administration – Edit User Level screen appears.



SUMMIT SERIES User Administration - Edit User Level

Select a user level and press 'Save' to assign it to this user. Press the 'Back' button to go back.

User Name: 2222 - JACK RYAN

User Level: Cashier

Level	Description
Cashier	Cashier
Manager	Manager

Main Menu Back Save

Be aware of your environment w
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- 6 In the list, tap the level you want to assign to this user, and then tap **Save**.
 - 7 (Optional) If the user prefers a language other than English, tap **Edit Language Preference** to select a different default language, and then tap **Save** to continue.
 - 8 Do one of the following:
 - If you need to assign this user to one or more departments, tap **Edit User Dept**, and then go to the next step.

 This step is available only if your safe has been configured to use the Department feature. However, if the Department feature has been enabled, you *must* assign the user to at least one department, or they will be unable to make deposits.

 For more information about departments, see [Using Departmental Accounting on page 90](#).
 - If you do not need to assign this user to a department, go to step 11.
 - 9 Select the department you want to assign to this user from the list of available departments on the left.

 To remove the user from a department, tap the department name in the Linked list to move it back to the available list.
 - 10 Repeat step 9 until all departments you want to assign to this user appear in the Linked list on the right, and then tap **Save** to continue.

 There is no limit to the number of departments a user can be a member of.
- Note** To quickly add the user to all available departments, tap **Add All**. To remove the user from all linked departments, tap **Remove All**.
- 11 Verify that the information you have configured for this user is correct, and then tap **Save**.

 You are returned to the Main Menu.
 - 12 If you are finished using the safe, be sure to log off (see [Logging Off on page 8](#)).

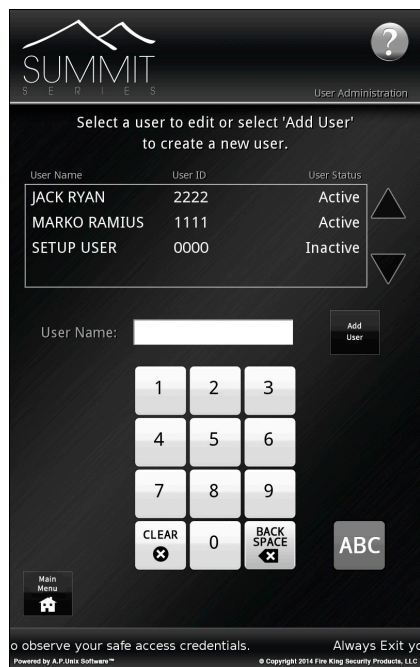
Editing a User

Once a user has been created, you can edit the user's account information at any time.

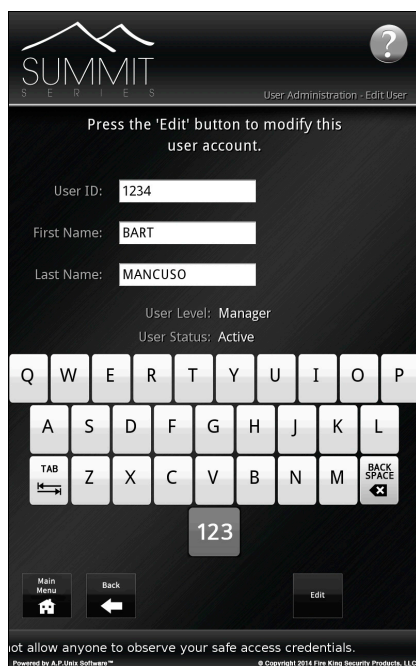
Note You cannot delete a user, but you can set the user's account to Locked, which will prevent the user from logging on to the safe.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Manage Users**. The User Administration screen appears.



- 3 In the list, tap the user whose account you want to edit. The User Information - Edit User screen appears.



- 4 Tap **Edit**, and then do one or more of the following, as needed.

To change the user's...	Do this...
First Name or Last Name	Use the keypad to make the required changes. To switch between numbers and letters on the keypad, tap ABC or 123 .
Access Level	Tap Edit User Level , and in the list, tap the level you want to assign to the user. Tap Save .
Department(s)	Tap Edit User Dept , and in the list, tap the department(s) you want to assign to the user. Tap Save .
Password	Tap Reset Password , and then tap Save . The user's password is reset to their user ID. When they log on using this temporary password, the user will be required to change their password, as described in Changing Your Password on page 5.
Account Status	- Tap Lock Account to set the status to Inactive. - Tap Unlock Account to set the status to Active. Accounts that are locked (Inactive status) cannot log on to the safe.
Language Preference	Tap Edit Language Preference to select a different default language.

- 5 Verify that the information you changed for this user is correct, and then tap **Confirm**. You are returned to the Main Menu.
- 6 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Removing Content

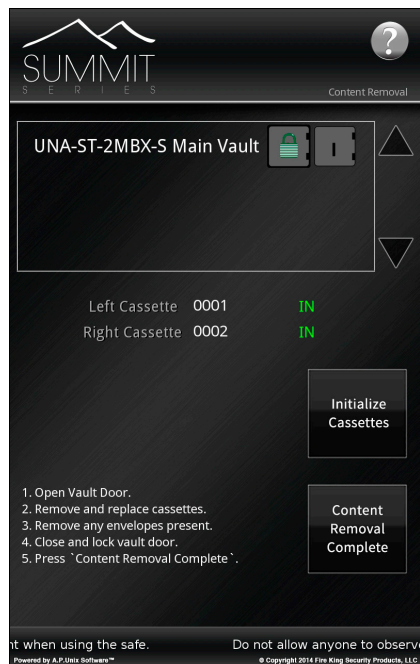
Content is cash, checks, or other items that have been deposited into the safe. When you are ready to transfer the items in the safe to your bank for deposit (either yourself, or via an armored car service), perform a content removal operation.

Once content has been removed from the safe for the current business day, no additional change orders can be placed. For more information about change orders, see [Managing Change Orders](#) on page 65.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Content Removal**, and then do one of the following:
 - If you are removing the content yourself, press your content removal key to the reader on the front of the safe's control panel.
 - If you are using an armored car service to remove the content, have the armored messenger press his/her content removal key to the reader on the front of the safe's control panel.

The Content Removal screen appears.



- 3 If asked if you have change to deliver, do one of the following:
 - Tap **YES**, and then go to the next step.
 - Tap **NO** to continue, and then go to step 8.
- 4 If required, using the keypad, enter the tag number for the cassette bag being used to remove content, and then tap **Enter**.



- 5 When prompted, verify that the tag number is correct, and then tap **Confirm** to continue.
If you need to change the tag number, tap **Change** to return to the previous screen.
- 6 If required, using the keypad, enter the tag numbers for the new cassettes (Left and Right) that you are installing, and then tap **Enter**.



- 7 When prompted, verify that the tag numbers are correct, and then tap **Confirm** to continue.

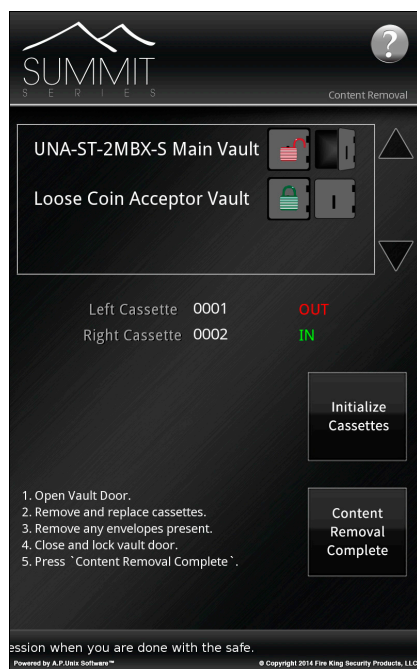
If you need to change a tag number, tap **Change** to return to the previous screen.

- 8 Do one of the following:

- If you are removing content from the Main Vault, it should have unlocked automatically. Open the vault and then go to step 9.

Note If you wait too long to open the vault door, it will relock. If this occurs, tap **Main Vault** in the list to unlock it again.

- If you are removing content from a vault other than the Main Vault, select the vault you want to unlock by tapping its name in the list, open the vault door, and then go to step 9.



- 9 Remove the existing cassettes from the safe.
- 10 Install the new cassettes in the safe.
- 11 Remove any envelopes that may be present in the vault.
- 12 Close and lock the vault door.
- 13 Tap **Content Removal Complete**.
- The Content Removal report prints, and you are then returned to the Main Menu.
- 14 If you are finished using the safe, be sure to log off (see Logging Off on page 8).

Managing Change Orders

If cashiers need change for their cash drawers, as a manager you place a *change order* with the armored car service or bank. The armored car service will then make a *change delivery*. You can pay for your change orders via your safe.

Note A change delivery can also be included as part of a content removal operation (see [Removing Content on page 62](#)).

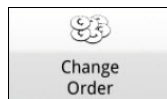
To pay for the change order, you either deposit cash to cover the value of the change being requested, or allocate a portion of a deposit already made earlier that day towards the change order.

For example, if you are placing an order for \$500 worth of change, you can insert cash worth \$500 into the bill validator to cover the change order. Or, you can allocate all or part of a previous deposit of \$500 or greater to cover the change order.

Note Only funds from deposits made during the current business day can be allocated to a change order.

Change orders can be placed only if a change delivery or content removal has not yet been performed during this business day. For more information, see [Making a Change Delivery on page 70](#) and [Removing Content on page 62](#).

There can be only one active change order at a time.



The Change Order button is available on the Admin Menu only if your system administrator has configured the safe to allow change order payments. Additionally, you can place a change order only if you have been given the appropriate user access level.

Creating or Editing a Change Order

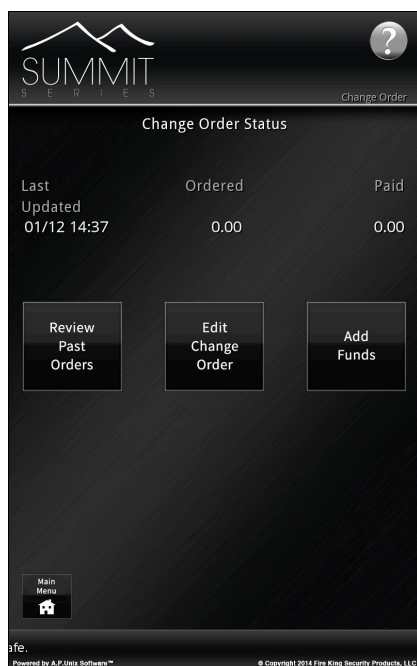
Once you have placed a change order with your bank or armored car service, enter the amount for the change order in the safe, so you know how much cash must be deposited to pay for the change order.

Additionally, you can make changes to a pending change order at any time before the order is delivered. A pending change order appears in the list on the Change Order Status screen with a \$0.00 value in the Paid column.

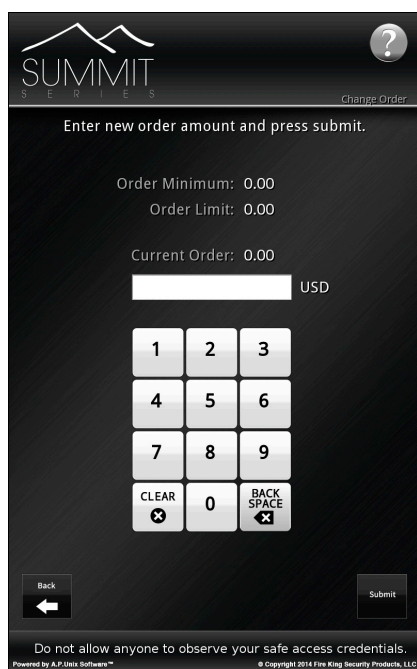
Note The Edit Change Order button is available only if your system administrator has configured the safe to allow changes to change order payments.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Change Order**. The Change Order screen appears.



- 3 Tap **Edit Change Order**. The Edit Change Order screen appears.



- 4 Use the keypad to enter the value of the change order.
The minimum and maximum (limit) values for this change order appear at the top of the screen. The value you enter must be within this range.
- 5 Tap **Submit** to continue.
You are returned to the Change Order Status screen. The change order appears in the list of pending orders. Possible change order statuses include Unpaid, Partially Paid, or Fully Paid.

The active change order remains in the list until a content removal or change delivery transaction occurs, at which time it is moved to the Change Order History screen.

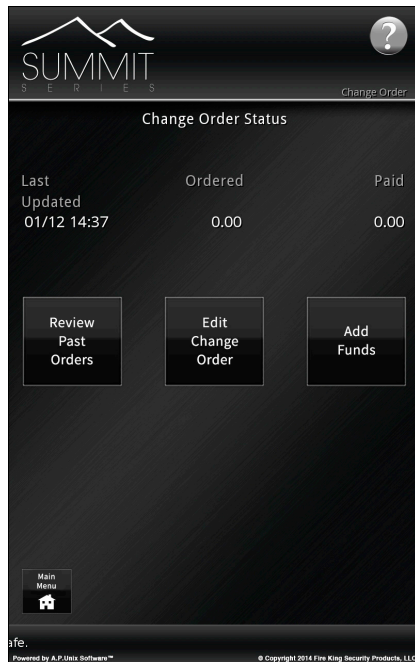
- 6 Tap **Main Menu** to return to the Main Menu.
- 7 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Adding Funds to a Change Order

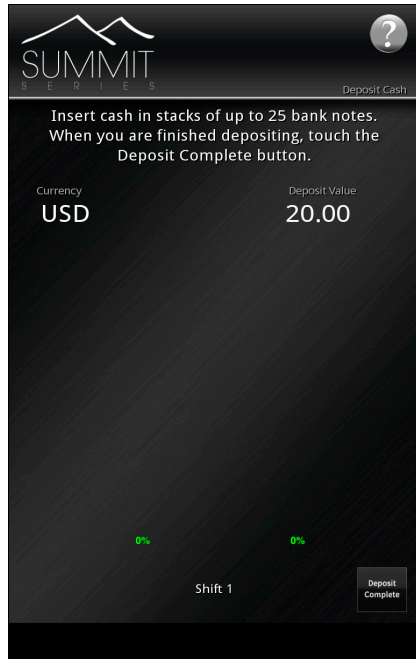
To pay for a change order, you either deposit cash to cover the value of the change being requested, or allocate a portion of a deposit already made earlier that day towards the change order.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Change Order**. The Change Order screen appears.



- 3 Tap **Add Funds**.
- 4 If prompted, tap the department name this change order should be assigned to. When asked to confirm your selection, tap **Confirm**.
The Deposit Cash screen appears.



- 5 Insert cash one note at a time into the bill validator.

The currency and value of each note appears in the deposit list.

Note If a note is rejected by the validator for any reason, you cannot use it for a change order, but can still deposit it into the safe by making a manual deposit. For more information, see [Removing Content](#) on page 62.

- 6 Repeat step 5 until all notes have been inserted.
- 7 Tap **Deposit Complete** to continue.

You are returned to the Change Order Status screen. The change order appears in the list of pending orders.

The active change order remains in the list until a content removal or change delivery transaction occurs, at which time it is moved to the Change Order History screen.

- 8 Tap **Main Menu** to return to the Main Menu.
- 9 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

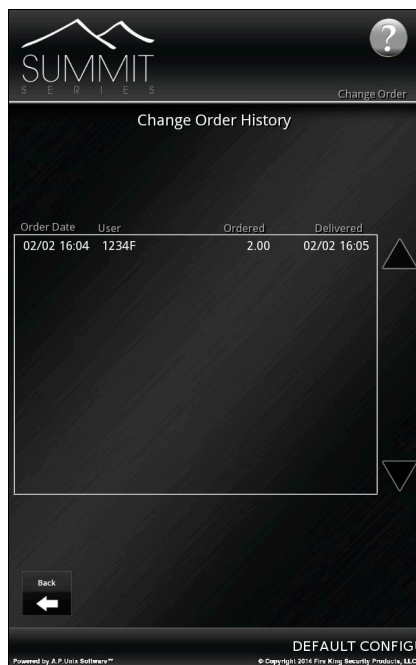
Viewing Past Change Orders

Change orders are moved to the Change Order History screen after a content removal or change delivery transaction is completed. You can review these past change orders at any time. The Change Order History screen provides:

- The date/time the change order was placed
- The user ID of the user who placed the change order
- How much the order was for
- The date/time the change order was delivered

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Change Order**. The Change Order screen appears.
- 3 Tap **Review Past Orders**. The Change Order History screen appears.



- 4 Use the up/down arrow buttons to scroll through the list of past change orders.
- 5 Tap **Back** to return to the Change Order Status screen.
- 6 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Making a Change Delivery

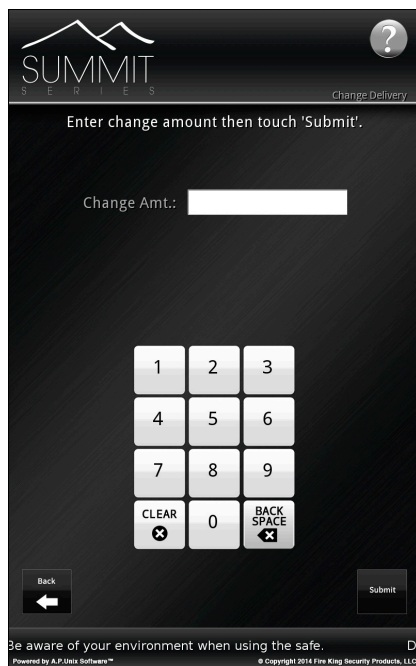
Change deliveries are typically made as part of the content removal process (see [Removing Content](#) on page 62). However, if change is delivered from your bank or armored car service without also removing content from the safe, you may need to perform a separate change delivery transaction.

Once a change delivery has been made for the current business day, no additional change orders can be placed. For more information about change orders, see [Managing Change Orders](#) on page 65.

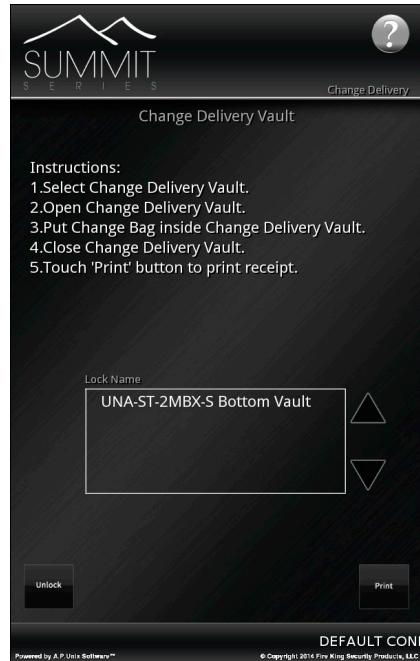
Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Change Delivery**, and then press your authentication key to the key reader on the front of the safe's control panel.

The Change Delivery screen appears.



- 3 Enter the total value of the change being delivered and then tap **Submit**.
For example, if you are delivering \$300.00 worth of change, enter 300. You must enter a whole number. Do not enter a value such as \$300.50.
- 4 Follow the on-screen instructions to place the change delivery bag inside the change delivery vault.



- 5 Tap **Print** to print a receipt for this transaction.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts on page 36](#)). Even if a receipt does not print, the safe has recorded the transaction.

- 6 If you are finished using the safe, be sure to log off (see [Logging Off on page 8](#)).

Using the Reserve Change Fund

The *Reserve Change Fund (RCF)* is an optional feature that allows you to keep track of the amount of change (notes and/or coin) that is being kept in the storage vault(s) in your safe. Funds are added to the RCF when change is placed in the storage vault, and removed from the RCF when change is taken out of the storage vault.

Note For more information about using the storage vault, see [Opening a Storage Vault](#) on page 31.

The total value of the RCF is not reset when an End-of-Day transaction is performed (see [Performing an End-of-Day Transaction](#) on page 54). Instead, the total value is carried over to the next business day.

The Reserve Change Fund feature is available only if your administrator has configured your safe to use an RCF, *and* you have the appropriate user permissions to open the storage vault.

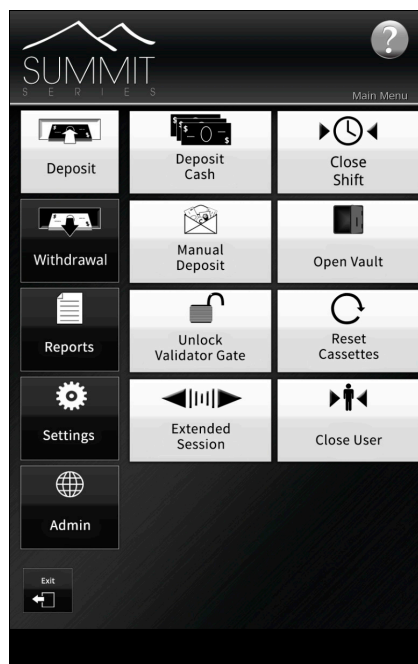
Adding Funds to the RCF

Adding funds to the RCF allows you to track how much change is currently in the storage vault at any given time.

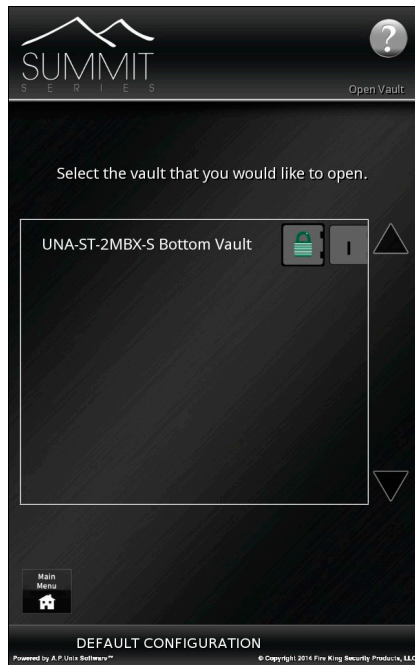
For example, when you receive a change delivery from an armored car service or your bank, but you are not ready to load vend into your peripheral units, you can store the change in a storage vault.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Open Vault**. The Open Vault screen appears.



- 3 Select the vault you want to unlock by tapping its name in the list.

Note If your safe is configured to use a *time lock*, and it is currently outside the allowed hours for storage vault access, a message appears, and you cannot open the vault. For example, it is currently 1am, but storage vault access is configured to be locked between 12am and 5am. In this case, cancel the open vault operation by tapping **Main Menu**, and/or log off the safe (see [Logging Off](#) on page 8).

- 4 Do one of the following:

- If the safe is configured to use a *time delay*, the Open Vault Time Delay screen appears. Go to step 5.
- If the safe does not use a time delay, but the safe configuration requires you to enter your password again, the Vault Access Validation screen appears. Go to step 6.
- If the safe does not use a time delay, the Vault Access - Storage Door screen appears. Go to step 7.

- 5 Wait for the time delay timer to complete, and then go to step 7 once the Vault Access - Storage Door screen appears.

The timer appears at the bottom of the screen. Once the timer is complete, an alarm sounds alerting you that the vault is ready to be opened.

Note Once the timer starts, you cannot perform any other safe operations until the timer completes. You must wait for the timer to complete before you can cancel the open vault operation by tapping **Main Menu**.

- 6 Enter your password, and then tap **Enter**. To switch between numbers and letters on the keypad, tap **ABC** or **123**.

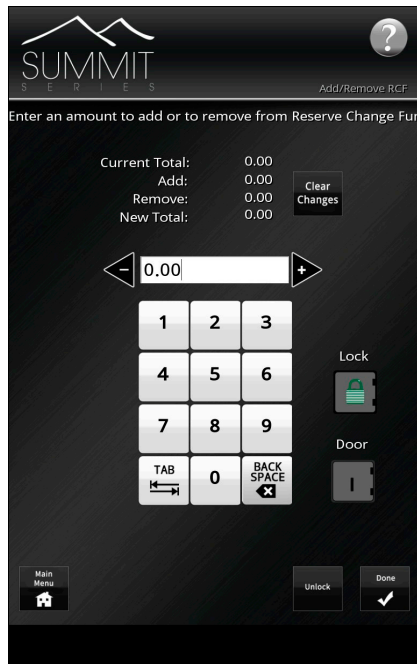
The Vault Access - Storage Door screen appears, and the vault storage door unlocks.

- 7 Open the vault storage door.

Notes If your safe is configured to use a time delay, you have a limited amount of time to open the vault after the time delay timer completes. If you do not open the vault storage door within the configured access time, the time delay timer will reset, and you will have to wait for it to complete again before you can open the vault.

Additionally, if you do not turn the handle and open the door during the short period of time that the lock is deactivated, it will automatically lock again. In this case, tap **Unlock** to deactivate the lock again.

The Reserve Change Fund screen appears.



- 8 Enter the total value of the funds you are placing in the storage vault, and then tap .

The amount you entered appears in the Add field at the top of the screen, and the New Total field is updated. If you make a mistake, tap **Clear Changes** to start over.

For example, if you are placing one bundle of 50 \$1 notes, and five rolls of quarters in the vault, the total value would be \$100.

- 9 Place the content into the vault.

Note If you accidentally shut the vault storage door before you are done, or you forget to put something in, tap **Unlock** to deactivate the lock so you can open the door again.

- 10 Close the vault storage door and then tap **Done**.

- 11 Take your receipt, and then tap **Done** to return to the Main Menu.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts](#) on page 36). Even if a receipt does not print, the safe has recorded the transaction.

- 12 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

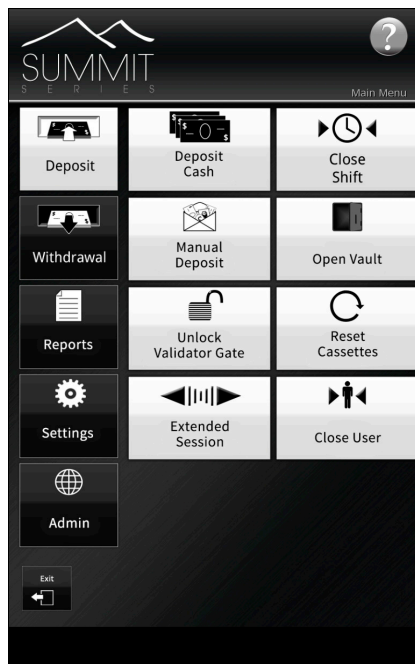
Removing Funds from the RCF

When you remove change from a storage vault in order to load vend into your peripheral units, you must also remove funds from the RCF to ensure that you maintain an accurate accounting of how much change is currently in the storage vault at any given time.

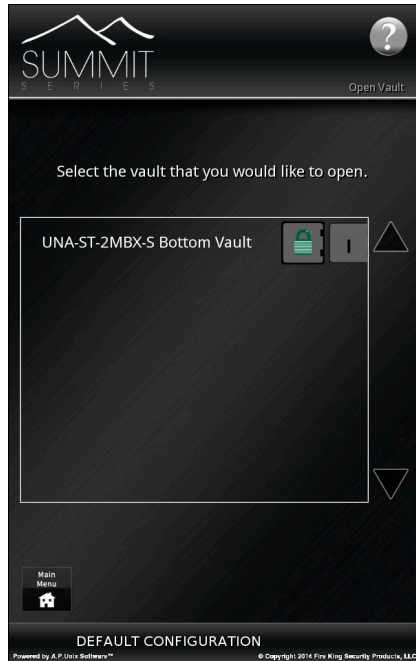
Note For more detailed information about loading vend, see the *User's Guide* for your peripheral unit. For more information about Summit Series peripheral units, see *Summit Peripheral Units* on page 2.

Procedure

- 1 Tap **Deposit** on the Main Menu. The Deposit Menu appears.



- 2 Tap **Open Vault**. The Open Vault screen appears.



- 3 Select the vault you want to unlock by tapping its name in the list.

Note If your safe is configured to use a time lock, and it is currently outside the allowed hours for storage vault access, a message appears, and you cannot open the vault. For example, it is currently 1am, but storage vault access is configured to be locked between 12am and 5am. In this case, cancel the open vault operation by tapping **Main Menu**, and/or log off the safe (see *Logging Off* on page 8).

- 4 Do one of the following:
 - If the safe is configured to use a time delay, the Open Vault Time Delay screen appears. Go to step 5.
 - If the safe does not use a time delay, but the safe configuration requires you to enter your password again, the Vault Access Validation screen appears. Go to step 6.
 - If the safe does not use a time delay, the Vault Access - Storage Door screen appears. Go to step 7.

- 5 Wait for the time delay timer to complete, and then go to step 7 once the Vault Access - Storage Door screen appears.

The timer appears at the bottom of the screen. Once the timer is complete, an alarm sounds alerting you that the vault is ready to be opened.

Note Once the timer starts, you cannot perform any other safe operations until the timer completes. You must wait for the timer to complete before you can cancel the open vault operation by tapping **Main Menu**.

- 6 Enter your password, and then tap **Enter**. To switch between numbers and letters on the keypad, tap **ABC** or **123**.

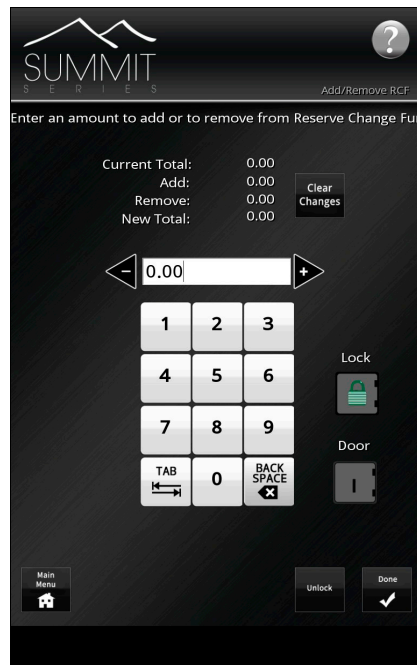
The Vault Access - Storage Door screen appears, and the vault storage door unlocks.

- 7 Open the vault storage door.

Notes If your safe is configured to use a time delay, you have a limited amount of time to open the vault after the time delay timer completes. If you do not open the vault storage door within the configured access time, the time delay timer will reset, and you will have to wait for it to complete again before you can open the vault.

Additionally, if you do not turn the handle and open the door during the short period of time that the lock is deactivated, it will automatically lock again. In this case, tap **Unlock** to deactivate the lock again.

The Reserve Change Fund screen appears.



- 8 Enter the total value of the funds you are removing from the storage vault, and then tap



The amount you entered appears in the Remove field at the top of the screen, and the New Total field is updated. If you make a mistake, tap **Clear Changes** to start over.

For example, if you are removing one bundle of 50 \$1 notes, and five rolls of quarters from the vault, the total value would be \$100.

- 9 Remove the content from the vault.

Note If you accidentally shut the vault storage door before you are done, or you forget to remove something, tap **Unlock** to deactivate the lock so you can open the door again.

- 10 Tap **Done** to continue.

- 11 Do one of the following:

- If you have a peripheral unit (UTD, UND, or UCD) connected to your safe, go to step 12.
- If you do not have a peripheral unit connected to your safe, go to step 13.

12 When asked if you are using these funds to load vend in the peripheral unit, do one of the following:

- Tap **Yes** to start the vend load process, then go to the “Vend Load” section in the UTD, UND, or UCD *User’s Guide* to continue.
- Tap **No** if you are not using these funds to load a peripheral unit, and then go to the next step.

Note If you begin the load process by tapping Yes, but you load less than what you removed from the RCF in step 8, the safe will warn you of the discrepancy and ask if you want to continue the load process. For more information, see the *User’s Guide* for your UTD, UND, or UCD.

13 Close the vault storage door and then tap **Done**.

14 Take your receipt, and then tap **Done** to return to the Main Menu.

If the receipt does not print, you can reprint it at a later date if necessary (see [Reprinting Receipts](#) on page 36). Even if a receipt does not print, the safe has recorded the transaction.

15 If you are finished using the safe, be sure to log off (see [Logging Off](#) on page 8).

Performing Safe Maintenance

You should perform recommended safe maintenance on a regular basis to keep your Summit Series safe working without problems. FireKing support may also ask you to perform one or maintenance tasks while assisting in troubleshooting any issues you may encounter.

Cleaning the Touchscreen

A dirty touchscreen can make it hard to see the screen, and can interfere with the touch sensitivity. Cleaning the touchscreen on a regular basis will keep the screen visible and in good working order.

You can use a mixture of mild soap and water, or a glass cleaner. Do not use an abrasive cleaner, as this can scratch the touchscreen.

Procedure

- 1 Spray a soft cloth (such as a microfiber cloth) with the soap/water mix or glass cleaner. Do **not** spray the touchscreen directly.
- 2 Gently wipe the screen while applying slight pressure.
- 3 Using a dry portion of the cloth, gently wipe again until the screen is dry.

Cleaning the Bill Validator

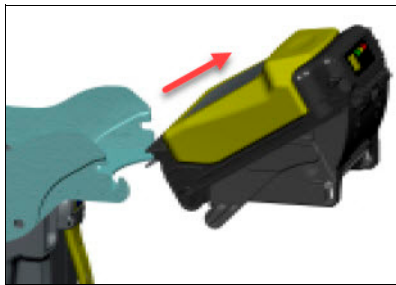
If jams are occurring on a regular basis, or acceptance rates fall below normal, cleaning the bill validator can improve performance. Cleaning the bill validator on a regular basis can also extend its working life.

CAUTION

You must remove the bill validator head from the safe in order to open the front sensor area. Forcing the note path open without first removing the bill validator head will damage the unit.

Procedure

- 1 Remove the bill validator head from the safe.



- 2 Open the acceptor module by placing the palm of your hand on the front of the module and your fingers around the top of the yellow cover, as shown below.



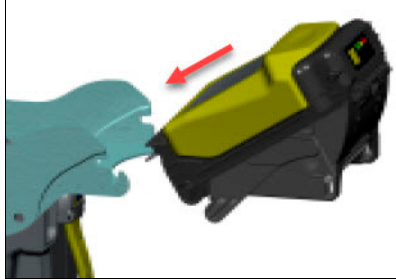
- 3 Pull the cover toward your hand and then lift up, opening the bill validator head fully.



- 4 Clear the note path area of any foreign objects.
- 5 Carefully wipe the note path, sensor areas, and side walls of the optics housing with a soft damp cloth. Make sure no streaks or residual soap remain on the note path.

Note For stubborn dirt, a small amount of mild non-abrasive soap may be added to the water before dampening the cloth. **Never use a petroleum-based product (such as alcohol) to clean the bill validator, as this will damage the note path.**

- 6 Carefully close the bill validator head, and then slide it back into the safe.

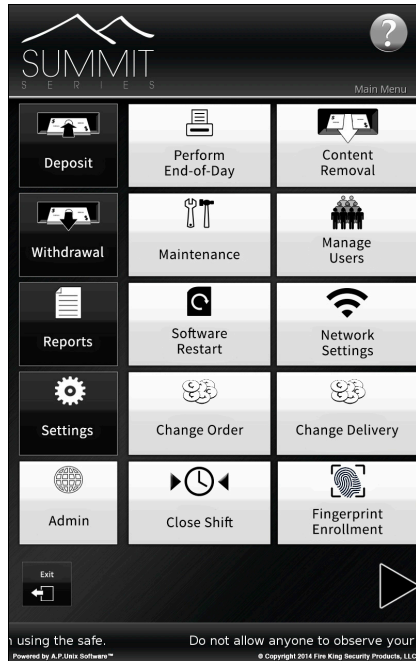


Restarting the Safe Software

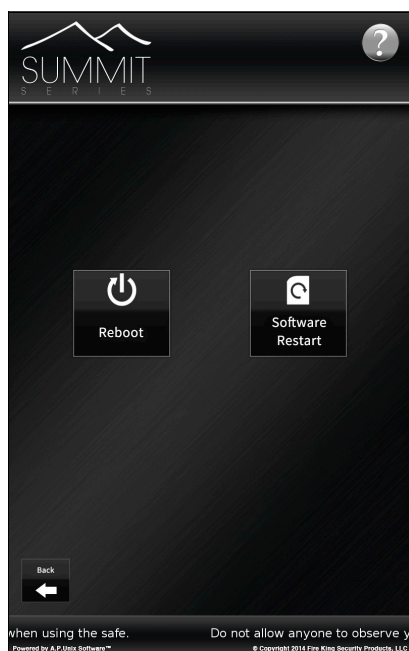
If you have encountered a problem with your safe, restarting the software may solve the problem. FireKing support may also ask you to restart the software while assisting in troubleshooting any issues you may encounter.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.



- 2 Tap **Software Restart**. The Software Restart screen appears.



- 3 Do one of the following:
 - Tap **Software Restart** to perform a soft reboot and restart the safe's operating system.
 - Tap **Reboot** to perform a hard reboot, which power cycles the safe before restarting the safe's operating system.
- 4 When prompted, tap **Confirm** to verify that you want to restart the software and/or the safe. Tap **Back** to cancel the restart operation.

Once you have confirmed the restart operation, a countdown screen appears, displaying a 20-second countdown timer. When the timer reaches zero, the software and/or safe restarts.

Note If the safe software does not restart, contact FireKing support for further instructions (see [Technical Support](#) on page vi).

When the restart process is complete, the Touch Here screen appears.

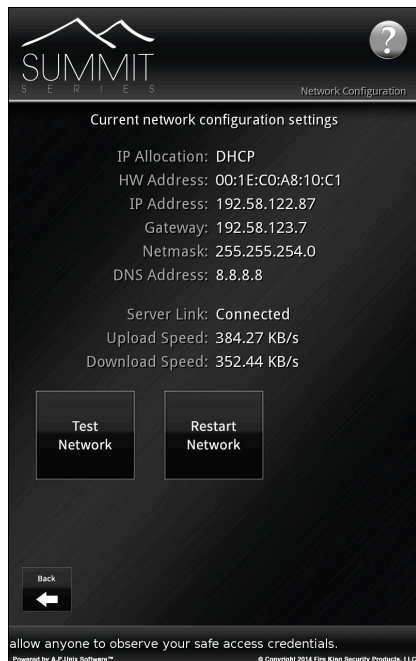
Viewing Network Settings

In order to work properly, your safe must be connected to the server via an active network connection. FireKing support may ask you to confirm the safe is communicating with the server by viewing the safe's network settings.

FireKing support may also ask you to restart the network while assisting in troubleshooting a problem with your safe. Restarting the safe's network connection can re-establish the connection to the server, and may solve the problem.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.
- 2 Tap **Network Settings**. The Network Configuration screen appears.



- 3 View the safe's connection status in the Server Link field:
 - **Connected:** Your safe's network connection is working correctly.
Tap **Back** to return to the Main Menu.
 - **Not Connected:** There is a problem with your safe's network connection.
If directed by FireKing support, tap **Test Network** or **Restart Network**. DO NOT perform these functions unless you have been specifically asked to do so by FireKing support.
- 4 If you are finished using the safe, be sure to log off (see Logging Off on page 8).



Optional Functions

Using Fingerprints to Log On 86

Using Departmental Accounting 90

Using Fingerprints to Log On

Some models of the Summit Series safe allow you to use your fingerprint to log on, instead of a user ID and/or password. Not only is logging on via fingerprint easier for users, as they do not need to remember a user ID and password, it also provides these benefits:

- **Prevents user account sharing:** Users can't "lend" their user ID and password to someone.
- **Increases security:** Fingerprints can't be hacked or copied, so it ensures only authorized users can access the safe. The user's identity is verified at the time of log on.
- **Reduces administrative tasks:** Since users can't "forget" their fingerprint, managers don't need to spend time resetting passwords.

When enabled, fingerprint log on applies to all users of the safe. Fingerprint log on cannot be enabled on a per-user basis.

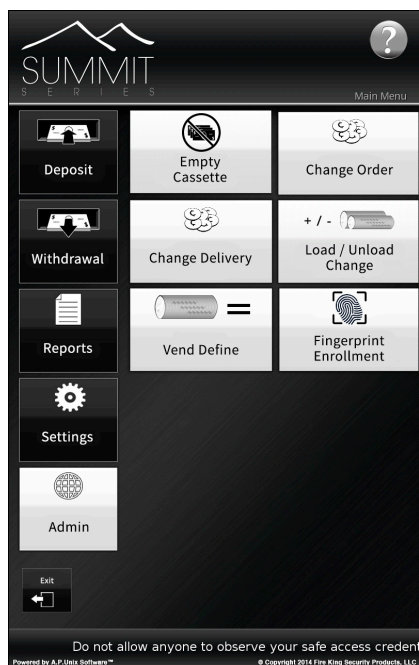
Enrolling User Fingerprints

To use this optional feature, a manager must first add (*enroll*) each user's fingerprint to their user account.

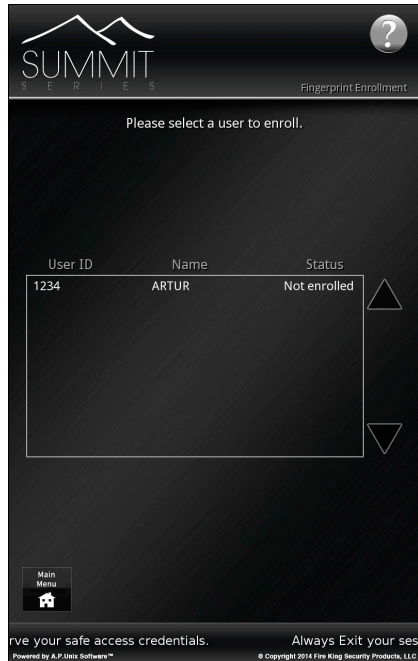
Before beginning this procedure, verify that the user's account has been configured as described in [Adding a User](#) on page 57.

Procedure

- 1 Tap **Admin** on the Main Menu. The Admin Menu appears.



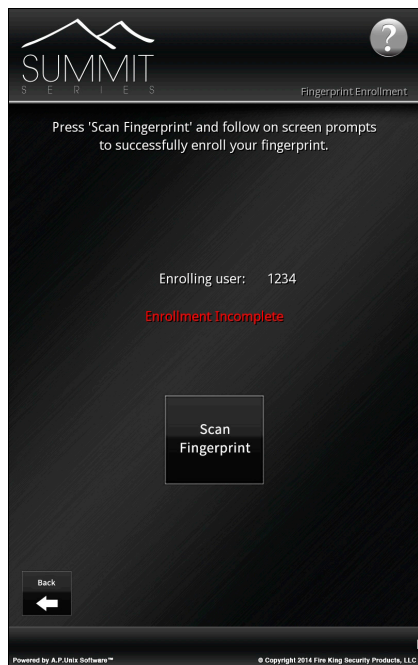
- 2 Tap **Fingerprint Enrollment**. The Fingerprint Enrollment screen appears.



- 3 From the list, select the user whose fingerprint you want to enroll.

Note If the selected user's fingerprint has already been enrolled, an error message appears, stating that the user's previously enrolled fingerprint will be removed.

The Fingerprint Enrollment screen appears. The user's status initially appears as Enrollment Incomplete.



- 4 Tap **Scan Fingerprint** to begin the enrollment process.
- 5 Following the on-screen prompts, have the user place their finger on the fingerprint reader when instructed and then remove it when instructed.

The user is asked to place their finger on the reader at least three times (for a few seconds each time) before enrollment is complete. Once three successful, matching scans are obtained, the user's status changes to Enrollment Complete.

Note If the fingerprint reader did not obtain three successful scans that match, the status changes to Enrollment Failed. Tap **Scan Fingerprint** to start over.

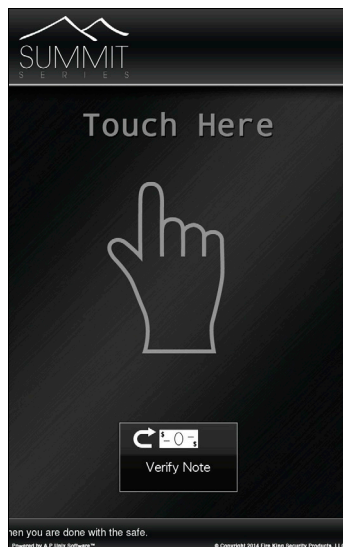
- 6 Tap **Finish** to return to the Main Menu.

Logging On Via Fingerprint

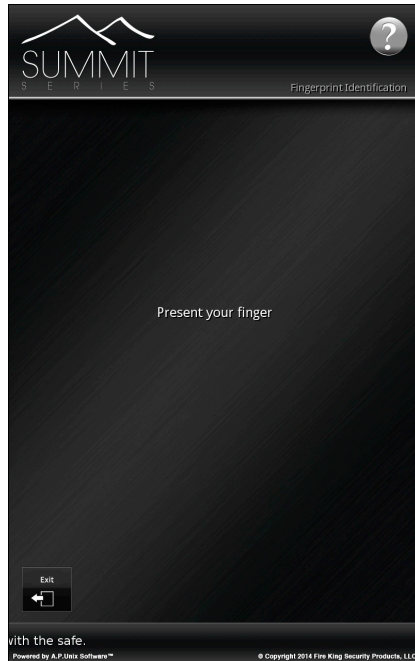
Before you can perform any safe functions, you must log on to start a session.

Procedure

- 1 Tap the hand icon on the Touch Here screen.



The Fingerprint Identification screen appears.



- 2 Place your finger on the fingerprint reader for a few seconds.

Once your fingerprint is validated, the Main Menu appears.

Note If your fingerprint cannot be validated after three attempts, an **Alternate Login** button will appear. Tap this button to log on using your user ID and password. If you continue to have problems logging on via fingerprint, contact your manager for assistance.

Using Departmental Accounting

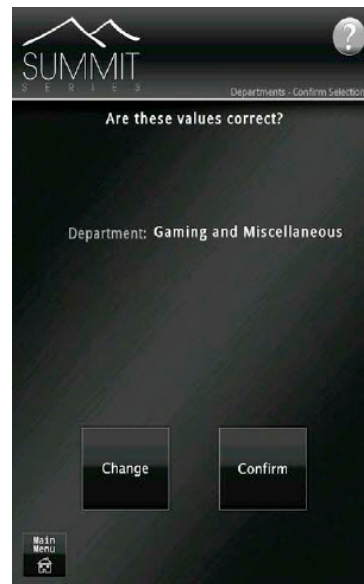
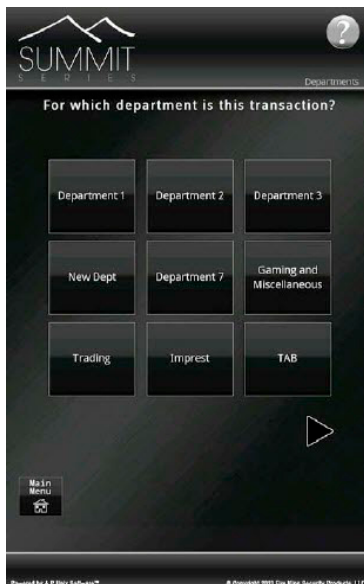
Departmental accounting allows you to assign deposits, withdrawals, and other selected safe transactions to a specific department. This allows users from different departments to use the same safe, while management can still track deposits and withdrawals on a departmental basis.

For example, assume you have three departments in your store: Grocery, Housewares, and Electronics. You want to be able to keep the deposits made by users in the Grocery department separate from deposits made by users in the Housewares and Electronics departments.

To do this, you can define these departments using Summit Control, and then assign users to these departments when you create them (see [Adding a User on page 57](#)). This allows users to only perform safe transactions for the departments they have been assigned. In this example, a user assigned to only the Grocery and Housewares departments would be unable to make deposits for the Electronics department.

Additionally, when a user makes a manual deposit or requests a change order, they can select a department to assign the transaction to (see [Making a Manual Deposit on page 15](#)). If only one department is assigned to a user, they are not prompted to select a department, and all their transactions are automatically categorized under the department assigned to them. If a user has multiple departments assigned to them, they are prompted to select a department every time they make a deposit.

Continuing the above example, a user assigned to both the Grocery and Housewares departments will be prompted to select a department when they make a deposit. If the deposit is for the Grocery department, they should tap Grocery when prompted to assign a department to the transaction.



Reports also provide transaction information at a departmental level (see [Chapter 3, Generating Reports](#)).

For information about how to define departments and enable the ability to select a department during applicable safe transactions, see the *Summit Control User's Guide*.

Glossary

access level

The grouping of permissions a user has to perform safe operations. Access levels are defined by the system administrator. For example, a cashier is typically assigned a different access level than a manager, who usually has more and/or different permissions.

armored car service

A company that uses armored cars to transport money and other valuables between retail locations and financial institutions. Armored cars pickup cash from the safe (via a content removal operation) and deliver it to the bank. Armored cars also deliver change in response to change orders, removing content to pay for the delivered change. See also [content removal](#), [change order](#), and [change delivery](#).

bill validator

A device that determines whether a note is genuine and can be accepted by the safe. If the note is accepted, it is automatically counted as part of a [validated deposit](#). If the note is rejected, it is returned to the user. Can also be used to determine if a note can be accepted by the safe without depositing it (see [verified note](#)).

cassette

An internal, locked storage location for notes. As notes are fed into the bill validator, if accepted, they are stored in the cassette. When installed in a peripheral unit, cassettes hold the notes that are ready to be dispensed. See also [Universal Note Dispenser \(UND\)](#).

change delivery

The cash and coin delivered by an armored car service in response to a change order. See also [change order](#).

change order

A request for smaller denomination notes and coins in exchange for larger notes. See also [change delivery](#).

column

The channels in a peripheral unit that hold the tubes containing notes or coin. Each column can hold multiple tubes, and can be defined for a specific currency type and value. See also [Universal Tube Dispenser \(UTD\)](#).

content

Any valuable item placed into the safe for storage, or deposited via a validated or manual deposit. Valuable items can include currency, coin, gift certificates, lottery tickets, etc.

content removal

An operation performed when you are ready to transfer the items in the safe to your bank for deposit (either yourself, or via an armored car service).

controller unit

The core of the Summit Series solution. Allows for validated or manual deposits, bill verification, and more. Also referred to as a *safe* or *cash station*. A controller unit can run stand-alone, or one or more peripheral units can be added for coin and note dispensing. See also *peripheral unit*.

department

A specialized functional area within an organization. See also *departmental accounting*.

departmental accounting

An accounting method that requires users to assign deposits, withdrawals, and other selected safe transactions to a specific department. This allows users from different departments to use the same safe, while management can still track deposits and withdrawals on a departmental basis.

deposit

The notes and coin that have been placed in the safe. Typically, this is monies that have been removed from a cash drawer and placed in the safe until it is ready for transfer to the bank. There are two types of deposits: *manual deposit* and *validated deposit*.

end-of-day (EOD) transaction

A transaction that clears all the totals on the safe, allowing you to balance your *point-of-sale system* (POS), and begin the next business day with a zero balance (even though there is still cash in the safe). The total amount of cash left in the POS drawer, plus the cash deposited in the safe, should equal the total sales for the day.

extended session

A session that allows a user to remain logged in to the safe for a longer period than normal. This period is defined by the system administrator. During a normal session, a user is logged off the safe after 2 minutes of inactivity (by default; this value can be changed by your administrator). Useful when a user is performing multiple transactions during a single session, and needs additional time to complete the transactions. See also *session*.

main vault

The main storage compartment in the safe. Located in the Summit *controller unit*.

manual deposit

A deposit that includes anything other than cash, or a deposit that includes notes that were not accepted by the *bill validator*. Depending on the safe's configuration, manual deposits can include either a single item type (such as all checks), or multiple item types (such as cash AND checks). An envelope is required to make a manual deposit.

note

A single piece of paper currency. Also referred to as a *bill* or *cash*.

peripheral unit

Optional Summit Series units for coin and note dispensing. Each must be connected to a Summit controller unit to operate. See also *content removal*, *Universal Coin Dispenser (UCD)*, *Universal Note Dispenser (UND)*, and *Universal Tube Dispenser (UTD)*.

point-of-sale system (POS)

A Point-of-Sale (POS) system is the hardware and software used to record the financial transactions of a retail store. Typically, this system comprises an electronic cash register or computer which records the data resulting from the sale of goods or services.

reserve change fund (RCF)

A way to track the value of the change kept in the safe's *storage vault* and/or any connected peripheral units. Funds can be added to the RCF when change is placed in the storage vault, and removed from the RCF when change is taken out of the storage vault.

session

The period of time a user is logged into the safe to make a deposit or perform other transactions. Begins when a user logs in to the safe, and ends when the user logs off the safe. After 2 minutes of inactivity, a user is logged off (by default; this value can be changed by your administrator). See also *extended session*.

shift

A period of time used to track what each user deposits into the safe. See also *time-based shift* and *user-based shift*.

storage vault

Additional compartments in the safe that can be used to store items such as change, lottery tickets, or other items of value. See also *reserve change fund (RCF)*.

time-based shift

Pre-defined period of time that typically corresponds with the shifts worked by cashiers. For example, time-based shifts can be defined as 6am–3pm, 3pm–11pm, and 11pm–6am. See also *shift* and *user-based shift*.

time delay

A timer that delays the unlocking of the vault by a specific length of time, as defined by your system administrator. Time delays are a deterrent to armed robbery.

time lock

A timer that prevents the opening of the safe or vault until it reaches the preset time, even if you are otherwise authorized to open the safe or vault. For example, if the time lock is configured to prevent access between 12am and 5am, you cannot open the safe if it is currently 1am.

tube

A plastic container used to store coin and notes in a peripheral unit. See also [Universal Tube Dispenser \(UTD\)](#).

Universal Coin Dispenser (UCD)

A Summit Series peripheral that allows you to vend rolled coin at high-speed without the use of tubes. Paper or plastic wrapped coin rolls can be used directly as they come from the bank.

Universal Note Dispenser (UND)

A Summit Series peripheral that provides high-speed note dispensing when connected to a Summit controller unit. Each of the four cassettes can hold up to 500 notes, and each cassette currency is customizable to fit your unique requirements.

Universal Tube Dispenser (UTD)

A Summit Series peripheral that allows you to vend both coin and notes from the same unit. Each UTD holds up to 80 tubes, 10 tubes per column. Each of the eight columns can be configured to hold any denomination, and tubes are automatically counted when they are loaded and dispensed. See also [tube](#).

user-based shift

A period of time based upon when a user makes their first deposit. The shift starts when a user makes their first deposit, and ends when the user either closes their shift or when an [end-of-day \(EOD\)](#) transaction is performed. See also [shift](#) and [time-based shift](#).

validated deposit

A deposit that is counted and logged via use of the bill validators. When notes are inserted into the bill validator, the safe verifies (or *validates*) the amount and number of deposited notes. See also [manual deposit](#) and [verified note](#).

validator gate

A metal bar that must be lowered before you can remove the bill validator head to clear a jam or perform maintenance. Only the Summit Series Model SV2 safe has a validator gate.

vend

The actual process of dispensing cash (tubes, rolls of coin, or notes) from a peripheral unit. See also *withdrawal*.

verified note

A note that is inserted into a bill validator, and is determined to be genuine. A verified note can be accepted by the safe in a *validated deposit*.

withdrawal

A removal of cash from the safe to fill a cash drawer. Typically done via one of these methods:

- *Dispense on credit*: Remove change without first depositing notes to “pay” for the change.
- *Buy change*: Exchange notes for coin or smaller note denominations. Requires a deposit of funds in the controlling safe in order to dispense change.

See also *validator gate*.

Index

A

- access level
 - assigning to user 57
 - changing 61
 - defined 91
- account status, user 61
- account, *see* user account
- accounting, departmental 90
- active user status 61
- Add to Deposit button 18
- adding
 - funds to change order 67
 - funds to reserve change fund 72
 - user account 57
- Admin menu options 54–84
- alert messages 8
- Alternate Login button 88
- armored car service, defined 91
- assigning, department to user 59
- automatic end-of-day transaction 54

B

- bill validator
 - cleaning 80
 - defined 91
 - head
 - removing* 25
 - replacing* 25
 - jammed 23
 - rejected note 14
- bill, *see* note
- bulk note feeder
 - cartridge gate 29
 - jammed 27
 - tray, removing 27

- bulk note feeder (*continued*)
 - tray, replacing 29
- bulk note insertion 13
- buy change, defined 95

C

- cartridge gate, bulk note feeder 29
- cash
 - current amount of, printing 47
 - depositing 13, 15, 17
- Cash Station Totals report 47
- cash, *see also* note, *see also*
- cassette cash 39
- cassettes
 - defined 91
 - jam, clearing 23
 - resetting 23
 - tag number 62
- change delivery 70, 91
- Change Delivery button 70
- change order
 - adding funds to 67
 - creating 65
 - defined 91
 - example of 65
 - paying for 65, 67
 - status of 66
 - viewing history of 69
- Change Order button 65
- Change Order History screen 66
- Change Password button 5
- Change Sound Level button 7
- changing
 - change order 65
 - language preference 59
 - password 5, 61

- changing (*continued*)
 - user account 60
 - volume of sounds 7
- checks, depositing 15, 17
- cleaning
 - bill validator 80
 - touchscreen 79
- clearing
 - jammed bill validator 23
 - jammed bulk note feeder 27
- Close Shift button 21, 55
- closing
 - session 8
 - shift, user-based 21
 - shifts, all 55
 - validator gate 26
- coin dispensing 2, 3
- column, defined 91
- configuring
 - fingerprint log on 86
 - network 84
- content 62, 92
- content removal 62, 92
- controller unit 2, 92
- creating, change order 65
- creating user account 57

D

- Day Totals report 42
- decreasing sound volume 7
- default password 58
- defined 91
- deleting users 57, 60
- department
 - assigning to user 59
 - defined 92

department (*continued*)
selecting during deposit 13, 15, 17
using 90

departmental accounting 90, 92

deposit
allocating for change order 65, 67
defined 92
department, selecting 13, 15, 17
removing item from 20
see also depositing

Deposit Cash button 13

Deposit menu options 12–33

depositing
cash 13, 15, 17
checks 15, 17
jammed notes 25, 28

dispense on credit, defined 95

dispensing coin and notes 2, 3

E

Edit Order button 65

Edit User Level button 58

editing, change order 65

editing user account 60

end-of-day, *see* EOD transaction

enrolling user fingerprint 86

envelope cash 39

envelope checks 39

envelope detail 42

EOD transaction 54, 92

affect on reserve change fund value 72

Exit button 8

extended session

defined 92

end-of-day, logging off before 54

starting 12

Extended Session button 12

F

fingerprint

enrollment 86

logging on with 86, 88

Fingerprint Enrollment button 86

FireKing contact information vi

Force Exit button 26

funds

adding to reserve change fund 72

removing from reserve change fund 75

H

head, bill validator 25

history, change order 69

I

inactive status, user 57, 60, 61

inactivity, logged off due to 12

increasing sound volume 7

invalid note 10

item types, described 15

J

jammed

bill validator, clearing 23

bulk note feeder, clearing 27

K

key, content removal 62

L

language preference, changing 59

loading vend 77

lock user account 61

logging off

how to 8

inactivity, due to 12

when closing shift 22

logging on

via fingerprint 86, 88

via user ID and password 4

M

main vault 64, 92

maintenance, performing 79

making a deposit 13, 15, 17

Manage Users button 57

managing

change orders 65

user accounts 57

manual deposit

defined 93

making a 15, 17

Manual Deposit button 15, 17

manual drops 47

multiple item type deposit 17

N

network settings, viewing 84

note

defined 93

depositing after jam 25, 28

jammed, clearing 23, 27

rejected 14

verifying 10

note dispensing 2, 3

O

open shift, closing at end-of-day 54

Open Vault button 31

opening

storage vault 31

validator gate 24

P

Paper Out indicator 36

password

changing 5

default 58

entering 4

forgotten 5

resetting 61

strong, requirements for 5, 6

troubleshooting 6

password-only access 4, 6

paying for change order 65, 67

pending change order 65

Perform End-of-Day button 54

peripheral units 2, 93

point-of-sale system, defined 93

Print Receipt button 36

printing

Cash Station Totals report 47

Day Totals report 42

receipts 36

Shift Totals report 44

User Totals report 39

User Transaction report 49

Users report 48

R

RCF, *see* reserve change fund
 rebooting the safe 82
 receipts, reprinting 36
 rejected note 14
 related documents v
 Remove Item From Deposit button 20
 removing
 bill validator head 25
 bulk note feeder tray 27
 content 62
 funds, from reserve change fund 75
 item from deposit 20
 replacing bulk note feeder tray 29
 reports
 Cash Station Totals 47
 Day Totals 42
 Shift Totals 44
 User Totals 39
 User Transaction 49
 Users 48
 Reports menu options 36–51
 Reprint Receipts button 36
 reprinting, receipts 36
 reserve change fund 72, 75, 93
 resetting
 cassettes 23
 password 61
 restarting safe software 82
 Re-Verify button 10

S

safe
 current cash amounting, printing 47
 logging off of 8
 logging on to 4, 88
 maintenance, performing 79
 network settings 84
 rebooting 82
 restarting software 82
 Scan Fingerprint button 86
 session
 closing 8
 defined 93
 extended 12, 54, 92
 logged off due to inactivity 12
 starting 4, 88

settings, network 84
 Settings menu options 5–7
 shift
 closing 21, 55
 closing automatically 54
 defined 93
 starting 21
 totals, printing 44
 Shift Totals button 44
 Shift Totals report 44
 Show Deposit button 19
 single item type deposit 15
 software, restarting 82
 sound level, changing 7
 starting shift 21
 status, change order 66
 storage vault 31, 93
 strong password 5, 6
 Summit Control 2, 3
 Summit Series, overview 2
 Summit View 2

T

tag number, cassette 62
 technical support vi, 8
 time delay 32, 94
 time lock 32, 94
 time-based shift 21, 44, 93
 timer, time delay 32
 Touch Here screen 4, 88
 touchscreen, cleaning 79
 transaction
 day, printing 42
 end-of-day, performing 54
 receipts, reprinting 36
 report, printing 49
 tray, bulk note feeder 27, 29
 troubleshooting
 alert messages 8
 network settings 84
 password 6
 restart software 82
 tube 2, 94

U

UCD, *see* Universal Coin Dispenser

UND, *see* Universal Note Dispenser
 Universal Coin Dispenser 3, 94
 Universal Note Dispenser 3, 94
 Universal Tube Dispenser 2, 91, 94
 Unlock button 33
 Unlock Validator Gate button 24
 unlocking
 storage vault 31
 user account 61
 validator gate 24
 unverified cash ratio 39
 user
 access level 57
 account information, printing 48
 account status 61
 adding 57
 deleting 57, 60
 department, assigning 59
 editing 60
 enroll fingerprint 86
 inactive status 57, 60
 language, changing 59
 lock account 61
 password, default 58
 transactions, printing 39, 49
 unlock account 61
 user ID, entering 4
 User Totals report 39
 User Transaction report 49
 user-based shift
 closing 21, 55
 defined 94
 described 44
 Users report 48
 UTD, *see* Universal Tube Dispenser

V

valid note 10
 validated deposit 13, 94
 validator gate 24, 26, 94
 vault access validation 32
 vend 77, 95
 verified note, defined 95
 verifying note 10
 viewing
 change order history 69
 network settings 84

volume control 7

W

website, FireKing vi

withdrawal, defined 95

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