QUICK REFERENCE

Universal Payment & Scanning Module - Shopper Assistant

On-line Cash Diagnostic Assistance

The ACM lane is equipped with an on-line cash diagnostic feature that alerts store associates when the lane's cash components need maintenance.

1. Scan Shopper Assistance card when the CASH MACHINE ERROR SCREEN appears.
2. Select the device with the problem.
3. Select the device problem condition to be resolved.
4. Follow all onscreen instructions.
5. Select the "OK" button after all steps listed on the screen have been performed.
6. If the cash machine error remains, the system prompts the Shopper Assistant to close the lane or change the lane's operating condition.
7. Keep the lane open by touching one of the following buttons.
   - Debit / Credit w/ Cash Back Only (without cash back) recommended
   - Pay Cashier (will suspend all transactions to the Paystation)

Processing items at the Self Checkout Lane

1. Lane "Welcomes" shopper.
2. Select the preferred language for processing order.
3. Processing Screen displays instructional messages to the shopper.
4. Shopper follows onscreen prompts.
5. Scan item's barcode and follow lane prompts.
6. For unreadable barcodes and items too large to be processed by system's security system, utilize the onscreen keypad.

Processing non-barcoded items

1. Select the "PRODUCE QUICK LOOKUP" button.
2. Find and select the item's picture from the onscreen selections.
3. Follow the system's verbal prompts.
   OR
3. Utilize the onscreen keypad.

Tendering Orders at the Self Checkout Lane

1. Select the "FINISH & PAY" button.
2. The payment options screen displays.
3. Select payment

Choose a Method of Payment

1. EBT - select the EBT button and follow prompts.
2. Debit - select the DEBIT button and follow prompts.
3. Credit - select the CREDIT button and follow prompts.
4. Cash - select the CASH button and follow prompts.
5. Check - select the CHECK button, shopper will be directed to the Paystation.
6. Pay Cashier -- From the Payment Method screen, touch the PAY CASHIER button to pay with any form of tender at the paystation.

Universal Payment & Scanning Module - Bookkeeper

Opening of Day Procedures

1. Unlock bottom cash cabinet
2. Check for unserviceable bills in the rejected bill bin
3. Remove bill cassettes
4. Replenish / load bill cassettes
5. Lock Bottom cash cabinet
6. Unlock upper cash cabinet
7. Remove coin dispenser cassette
8. Replenish / fill coin dispenser cassette
9. Replace coin dispenser cassette
10. Ensure all coins and bills have been removed from the currency acceptors
11. Lock Upper cash cabinet
12. Open lane
13. Run cash diagnostics

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Processing items at the Self Checkout Lane

1. Lane "Welcomes" shopper.
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End of Day Procedures

1. From the Shopper Assistant Menu select the "COUPON PICKUP" button.
2. Unlock coupon box and remove coupons.
3. Replace and lock the coupon box.
4. From the Shopper Assistant Menu "PURGE REG-Z" button.
5. Close lane if necessary.
6. Unlock lower cash cabinet door.
7. Remove bills from the rejected bill bin.
8. Replace rejected bill bin.
9. Remove & replenish bill cassettes
10. Replace bill cassettes.
11. Remove and replenish coin dispenser cassette.
12. Replace coin dispenser cassette.
13. Lock lower cash cabinet door.
14. Unlock upper cash cabinet door.
15. Remove, empty and replace coin acceptor bin.
16. Remove, empty and replace bill acceptor cassette.
17. Lock upper cash cabinet door.