

T-i^x User Guide





T-i^x user guide for all T-i^x models

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Introduction

The Tellermate T-i^x range is the leading cash management solution for your business, enabling you to quickly and efficiently count and manage your cash.

Stand-alone or connected directly to business reporting systems, T-i^x helps to increase the efficiency, security and accuracy of a wide range of cash management tasks:

- T-i^x counts all money formats contained in a typical cash drawer:
- Notes (loose, banded, clipped and sleeved notes)
- Coins (loose, bagged, rolled)
- Non-cash items (cheques, credit card values, etc.)

T-i^x comes with optional connections to printer and PC systems. This document includes instructions on how to get started with your T-i^x and on how to configure your model to suit your preferences. Please be aware that there is a range of T-i^x models; not all features illustrated in this document may be available in your model.

Caring for T-i^x:

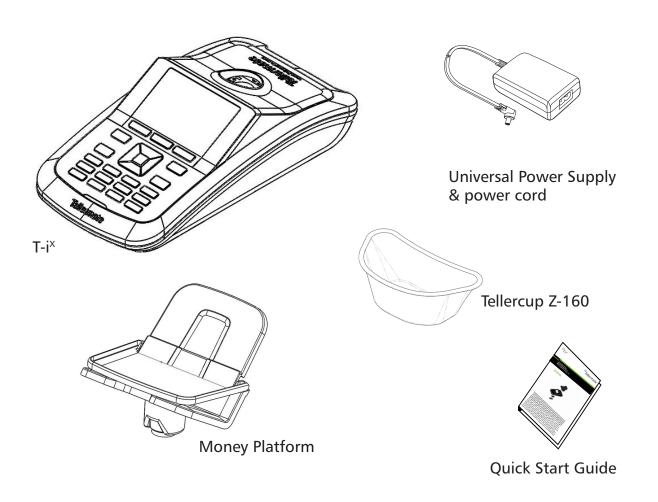
Using your T-i^x effectively

- 1. Use T-i^x on a stable, flat surface, free from vibrations and drafts* (air conditioning, fans, etc).
- 2. When counting notes, raise the coin tray when counting coins, lower the coin tray.
- 3. When counting loose coins, use the Tellercups supplied by Tellermate
- 4. Place items on the unit carefully; do not throw or drop them.
- 5. Check the count mode carefully, e.g. do not count coin bags in the Tellercup mode.
- 6. Sort money before counting; mixed denominations cannot be counted.
- 7. Turn the unit OFF and carefully unplug all cables before carrying it in an upright position use the finger grips on the underside.
- 8. Do not leave objects on the money platform when T-i^x is not in use. Not even a Tellercup.
- 9. This unit cannot identify counterfeit money.
- 10. Charge your battery (if supplied) for 4 hours before first use; replace it when advised.

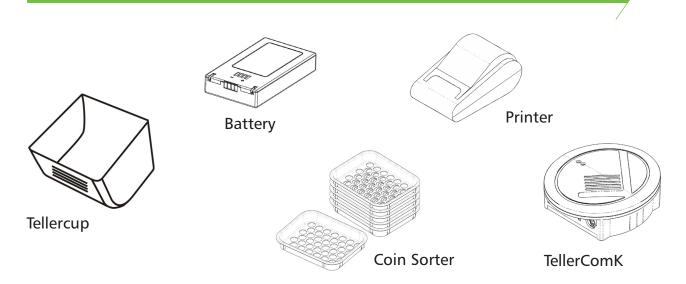
How to use your T-i^x in a safe manner

- Caution Lithium battery. Risk of explosion if battery is replaced by an incorrect type.
- Keep T-i^x clean with a dry cloth only. Do not use sprays, wet / damp products or immerse in liquid.
- If liquid is spilled on T-i^x, as soon as it is safe, turn off the power. Contact your supplier for assistance.
- Do not subject T-i^x to impacts or shocks by hitting or dropping it.
- If the casing of the power adaptor is cracked or broken. disconnect power and contact your supplier for assistance.
- Do not place items weighing over 2kg on T-i^x.
- Always use and store T-i^x on a flat and stable surface injury may be caused to the user if it falls.
- The power socket must be near T-i^x and easily accessible. Do not misuse or apply force to the cables.
- Do not disassemble T-i^x.
- Do not use pens or tools to operate the keys.
- Dispose of T-i^x and batteries in accordance with local regulations.

Failure to follow these instructions may cause permanent damage to your T-i^x unit and invalidate your warranty.

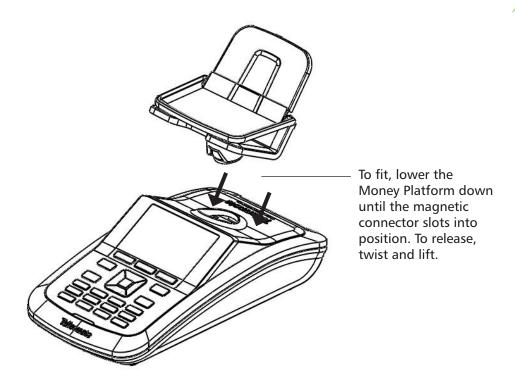


Optional Extras

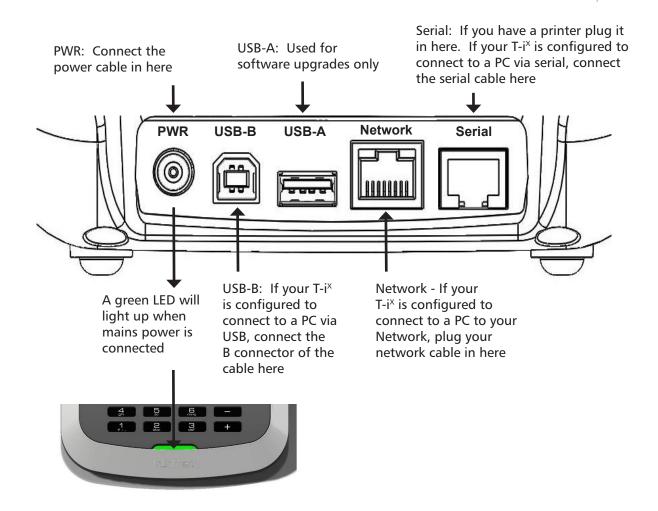


If you require any further information about the optional items please contact your Tellermate dealer.

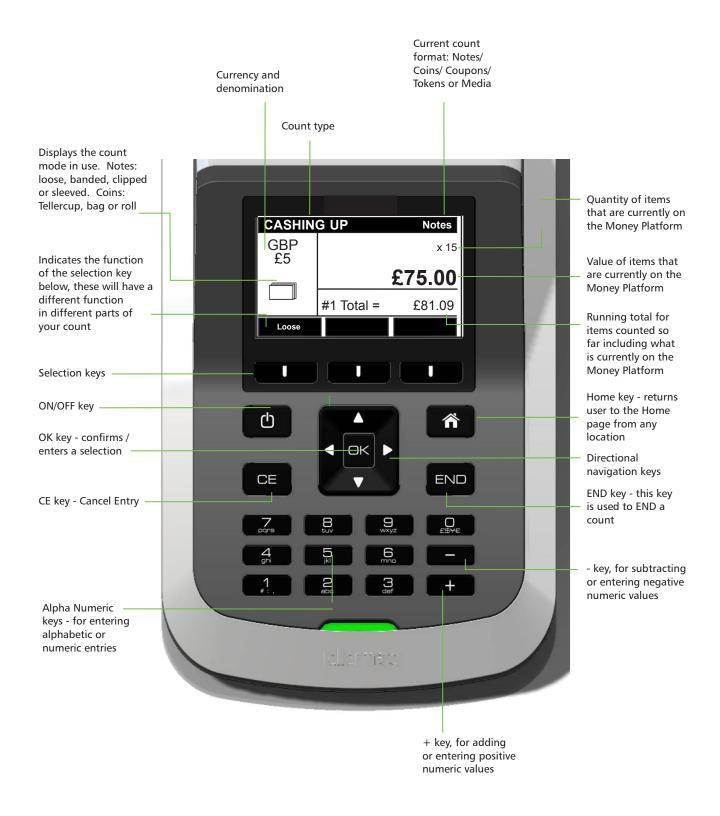
Installation



Rear Ports



Display and Buttons



What you can count with your T-i^x

Money Counting Modes

T-i^x has many different modes for counting money. A mode is a term used by Tellermate to describe the different ways in which money is packaged. Modes will differ according to T-i^x model.

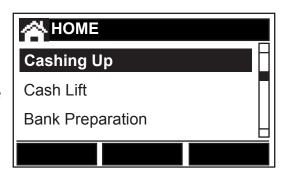
It is extremely important when counting money that your T-i^x is set to the correct mode; if it isn't, it is likely that the wrong values will be displayed. Please see pages 10-13 for counting instructions.

Mode	Description
Loose notes	For counting loose notes of the selected denomination. Loose notes are counted by placing 15-20 notes on the money platform at any one time.
Banded notes	For counting bundles of banded notes of the selected denomination. Notes must be bundled together in a fixed quantity. A typical bundle quantity is 50 or 100 Notes.
Clipped notes	For counting notes of the selected denomination that are clipped together in a fixed quantity. A typical clip quantity is 10 or 20 notes.
Sleeved notes	For counting notes of the selected denomination that are packaged in a sleeve in a fixed quantity. A typical sleeve quantity is 50 or 100 notes.
Bagged/ Rolled coin	For counting bagged/rolled coins of a selected denomination. Bags/Rolls can be counted even if only part full.
Tellercup	For counting loose coin of a selected denomination in a Tellercup.
Full Bag/roll	For counting full bags/rolls of any denomination.

Counting - Tasks

From the Home screen press to select a task then press to confirm.

*Counting tasks differ by T-i^x model, your T-i^x may have some but not all of the tasks described below.



Task Type	Description
Cashing Up	At the end of a shift or the working day, user counts the contents of a cash drawer, or other organised collection of money. This identifies the overall cash total and allows preparation of a pre-determined amount of cash as a change float.
	Alternatively, the user completes the same function but leaves no float.
Banking Preparation	User prepares money for deposit at a bank or collection by a "cash-in-transit" organisation. Includes the preparation of full bags of coin or bundles of notes and is likely to concentrate on the counting of prepared bundles and bags.
Safe Check	User counts the contents of a centralised safe that might also have a nominated amount of money (float) that is retained to provide change to tills.
Till Check	For added security, user may conduct spot checks on a given till. This gives greater visibility of till contents against an expected figure to prevent unauthorised removal of cash. In the event of a customer complaint r.e. receipt of incorrect change, the till can be quickly checked. Till Check counts do not get added into the grand total.
Cash Lift	User counts the high-value notes and vouchers that are removed from the cash drawer to prevent excessive values of cash being held "on the shop floor" throughout the working day.
CoinMate Count	User counts coins in the order presented to him through use of the CoinMate product.
Float Check	User checks the contents of cash drawers that have pre-prepared change floats prior to issuing the drawer to a till operator.
Bulk Notes	User validates the contents of "bricks" or bundles of notes by comparing a weight displayed on the unit with a table of permissible weights for the selected denomination.
Payment Check	User checks the value of a number of notes (loose, banded, clipped or sleeved) and bags of coins before accepting them from, or issuing them to, a customer.

Counting - Getting Started

Starting

To switch on-

Press the key.



Home Page

Your T-i^x software will come with pre-programmed counting tasks to help you process your money.

Use the buttons to select a count task and confirm by pressing .



Using the keypad* * selected models only

The keypad allows you to enter reference numbers and the value of "other media" items such as cheques and credit cards. It can also be used to directly enter the amount of any denomination, rather than counting it on T-i^x.

Keying in a value

In count mode select the denomination using the keys, enter the value of the denomination using the keypad then press the key to confirm the amount.

If you make a mistake whilst entering a denomination, select the denomination and press the key to clear the entry and start again.

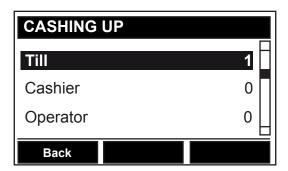


Counting - Getting Started

Reference Numbers

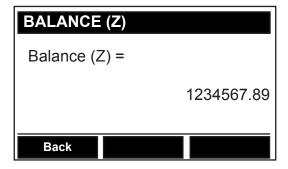
T-i^x gives you the capability to input reference numbers for Tills, Cashiers, Operator and Store*. To enter a reference number simply use to highlight the reference, (Till is highlighted in this illustration) then press to nudge the reference number between 0-99.

For T-i^x models with a numeric keypad the user can key in the number via the keypad and confirm by pressing $\bigcirc K$.



Z Balance**

In certain models the user may be required to enter a Z Balance (Also known as Expected Take, Zread, *read). This is the expected take for the day and the till contents will be counted and balanced against this figure. To enter a Z balance simply key in the value using the keypad and press of to confirm.



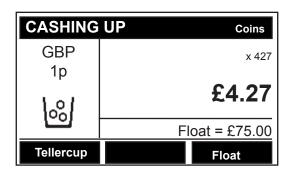
Selecting a Float Value*

Your T-i^x model may be programmed with 4 preset float values.

You can choose a float value at the beginning of your count before anything has been added by pressing the right hand key, named "Float" in the illustration. Repeatedly press this button to scroll through the 4 preset values and "no float" (0.00). Once a float value has been selected, money can be counted and the float value will be deducted from the total at the end of the count.



^{**} Only available on models with a keypad



Counting - Notes

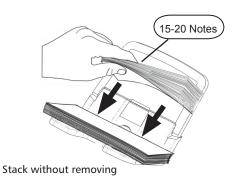
Counting Loose Notes

Count one denomination at a time.

Use the key to select the denomination. Stack the notes against the short side of the Money Platform with the platform up as per diagram.

Stack in batches of 15-20 notes at a time without removing them. T-i^x will beep to confirm the money has been placed on the Money Platform.

Leave the first batch on the Money Platform and add the next batch of the same denomination. After all the notes of that denomination have been added, remove them all together. T-i^x will beep to confirm the money has been counted and added to the total.



CASHING	UP	Notes
GBP		x 15
£5		
		£75.00
	#1 Total =	£16.09
Loose		

Counting Bundled Notes



Banded notes bundles (e.g. 50 or 100 notes) of the same denomination can be counted without removing the band.

Use the key to select the denomination.

Press the left hand key to select 'Bundle' mode. Place the first bundle on the money platform. After the value has been displayed, more bundled notes of the same denomination may be added.

If REMOVE BAND appears, remove all the notes from the money platform, press the left hand key to select 'loose' count mode and count the last bundle in batches of 15-20.

CASHING	UP	Notes
GBP		x 100
£5		
	;	£500.00
	#1 Total =	£92.09
Bundle		

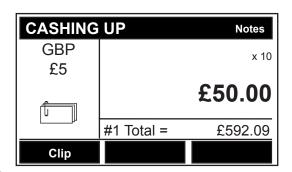
Counting clipped notes



Use the key to select the denomination.

Press the left hand key to select clip mode. Put the first clipped bundle on the Money Platform. After the value has been displayed, more clipped notes may be added.

If REMOVE CLIP appears, remove all the notes from the Money Platform, press the key to select 'loose' count mode and count in batches of 15-20.



Counting - Notes

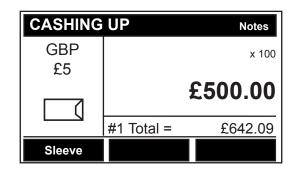
Counting Sleeved Notes (

Use the key to select the denomination.

Press the left hand key to select sleeve mode.

Place the first sleeved bundle on the Money Platform. After the value has been displayed, more sleeved notes may be added.

If REMOVE SLEEVE appears, remove all the notes from the Money Platform, press the left hand key to select loose count mode and count in batches of 15-20.



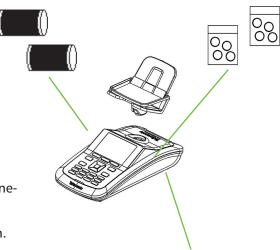
Counting - Coins

Counting Full Bags / Rolls

Your T-i^x is set up to count either rolls or bags of money.

The next three sections show how to count bags, but are also applicable to roll counting.

- Use the key to select 'Full Bag'.
- Place the full bag on the Money Platform. (T-i^x will automatically recognise the denomination).
- If you have more full bags place them on the Platform oneby-one.
- T-i^x will hold approximately 5-6 full bags on the platform.
- If "SUSPECT BAG" is displayed, remove the bag and check by denomination (see page 13).

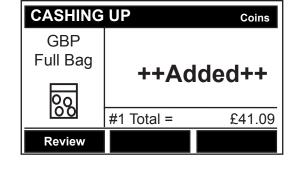


When counting coins in bags, rolls or a Tellercup it is advised that you have the tray down as shown in picture

Review Full Bag/Roll Table

This mode allows you to view, clear or manually enter the Full Bags / Rolls that you have counted.

- Use the key to select Full Bag.
- Press the left hand key to access the review table.
- Select the denomination by using the key.
- To clear a denomination press the key.



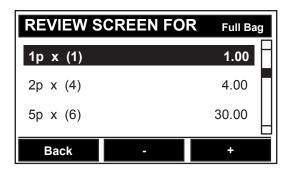
To manually enter a denomination press the right hand labelled + or centre key labelled -

to increase / decrease full bag quantities by increments of \boldsymbol{x} 1 full bag.

Alternatively, to input or remove larger quantities of bagged coin, key in the number of bags using the keypad then press the ** or ** key.**

** only available on models with a keypad.

Press the left hand to return to the Full Bag count screen.



Counting - Coins

Counting Bags (or part full bags)



Bag mode allows you to count the contents of a bag (full / part full) of a pre-selected denomination.

- Use the key to select the denomination.
- Press the left hand key to select Bag mode (see pg. 6 for counting modes).
- Put the bag on the Money Platform and T-i^x will display the value of its contents.

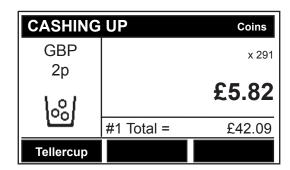
CASHING UP Coins		
GBP 1p	++Added++	
00	#1 Total =	£42.09
Bag		

Counting with a Tellercup



Cup mode allows you to count loose coins. Each denomination must be counted separately.

- Use the i key to select the denomination.
- Press the left hand key to select Tellercup mode (see pg 6 for counting modes).
- Place the Tellercup on the Money Platform; T-i^x will display the value of its contents.





To make up full bags of coin, place the empty Tellercup on the Money Platform and add coins until the required value is displayed.

When "AutoScroll" is activated T-i^x will scroll automatically to the next denomination, in sequence from the lowest to the highest value.



Coin denominations must always be separated before counting.

Do not count bags of coin in the TellerCups; place them directly onto the Money Platform.

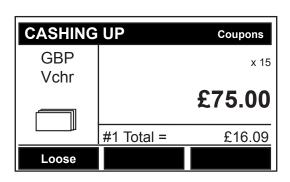
Counting - Other Media

Counting Coupons/Vouchers

Use the keys to select coupons (see top right of display).

Use the keys to scroll through your enabled coupons. Coupons and vouchers can be counted by stacking on the money platform in the same way as notes. Alternatively, the values can be keyed in using the numeric keypad.**

For coupon set up see page 21



Counting Tokens



Use the keys to select tokens (see top right of display).

Use the keys to scroll through your enabled tokens. Tokens can be counted in the same way as coins. Alternatively, the values can be keyed in using the numeric keypad.**

For token set up see page 21

CASHING UP Tokens		
GBP Token	++Added++	
[00]	#1 Total =	£42.09
Bag		

Other Media*

*Only available in models with a keypad

This function caters for positive or negative monetary values that can not be weighed i.e. cheques, electronic (card) payments, refunds and petty cash.

Use the keys to select Other Media (see top right of display).

Use the left hand key to scroll through your enabled other media items. Key in the value for each individual item and add it to your total by pressing the or to enter positive or negative values.

CASHING	Other Media	
Cheque= 1234.00	#1	1.00
	#2	4.00
	#3	3.00
	#1 Total =	£47.09
Cheque		

For other media set up see page 21

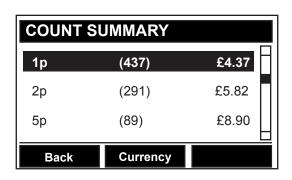
^{**} only available with certain models

^{**} only available with certain models

Counting - Ending a Count

Ending a Count

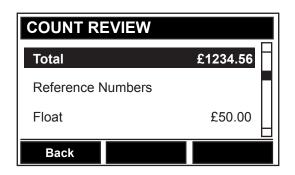
When all of your items have been counted press the key. This ends the current count and takes you to the Count Summary screen. To view a count summary of another currency that has been counted, press the middle key below 'Currency'.



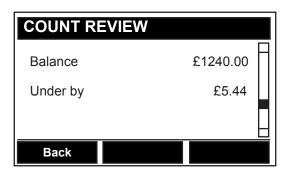
Reviewing & Amending your Count

Scroll up and down using the key to review your count. If you are happy with your summary press to move on to COUNT REVIEW.

If an error has been made or you wish to make an amendment, scroll to the item that you wish to amend and press to confirm. You will now be taken to an editing screen where you can edit the selected item.

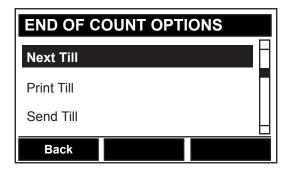




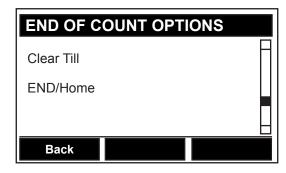


End of Count Options

Pressing From the Count Review screen above will take you to the End of Count Options.







Summary of End of Count options:*

Next Till - Starts a new till of the current counting task. If you are using a multi till unit, current till data will be saved to memory.

Print Till - Prints count results from current till.

Send Till Data - Sends current till data to PC.

Clear Till Data - Clears the current till data from your multi till unit and returns you to the Home Page.

END/Home - Ends current count and returns you to the Home Page.

*Options are model specific, not all options may be available in your model.

Counting - Multi Till

Tasks and Multiple Transactions

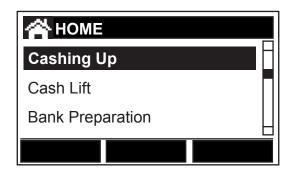
For models T-i^x 3550 & T-i^x 4550

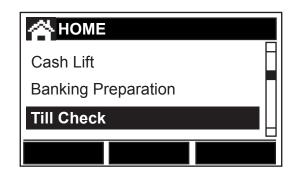
Your T-i^x multi-till software comes with pre-programmed tasks to help you process your money. Multiple transactions from many cashiers and tills can be stored. When a till number is entered Tellermate searches its internal records to see if there is an existing record for this till. Any new transactions will be added into the GRAND TOTAL with those that have already been processed.

T-i^x multi-till allows the user to count, store and consolidate up to 150 tills.

Tasks

To select a task press the key. To confirm and start the task press the key.





T-i^x multi-till has four different counting tasks which cover the requirements of a multi-till environment.

Cashing Up: Count an entire till drawer and deduct standard float. Adds to GRAND TOTAL memory.

Cash Lift: Count skimmed Notes / Cheques / Coupons and other non-cash items. Adds into till total in addition to GRAND TOTAL.

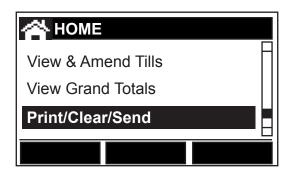
Bank Preparation: Count cash ready for Banking. Banking totals are not added into the GRAND TOTAL.

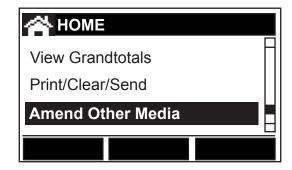
Till Check: Perform a full till audit and deduct a standard float, carry out a safe check or check a coin delivery. Till Check totals are not added into GRAND TOTAL but simply treated as a single count which is cleared from the unit when ended.

Counting - Multi Till

Tasks and Multiple Transactions

Your T-i^x multi-till has four additional tasks which assist the management of count information in a multi-till environment. These tasks can be accessed from the Home Page.

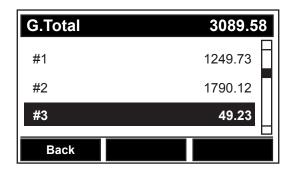


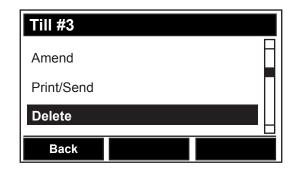


View & Amend Tills

VIEW & AMEND TILLS allows you to view a list of all of your till totals in addition to the current Grand Total for all the tills counted. VIEW & AMEND TILLS also allows you to Amend, Print, Delete or Send data to a PC for individual tills.

Start at the Home Page. Using the key, scroll to VIEW & AMEND TILLS. Press key, scroll through the list of tills to highlight the required till and press key. You now have four options: Amend, Print, Delete & Send (data to a PC). Use the key to select the required option and press key.





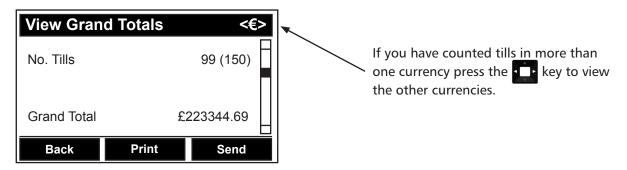
Amend Tills

Amend allows you to amend any reference numbers, float values, cash, coupons, tokens or other media items by using the keypad to manually enter the change. Amend could be helpful if you have entered an incorrect till number. If you have made a mistake that requires you to re-count a particular denomination, you must return to the counting task where the mistake was made (cashing up or cash lift) and re-enter the relevant till number. Using the key, scroll to the relevant denomination. Press the key to clear the value counted for that denomination and then re-count your money for that denomination only. All totals & grand totals affected by this amendment will be updated, and a print out will automatically be generated.

Counting - Multi Till

View Grand Totals

Allows you to view the total number of tills counted and the combined grand total of all tills. Starting at the page, use the key to scroll to View Grandtotals and press. You can also print or send data with a full breakdown by denomination of the money counted across all tills by pressing the relevant key.

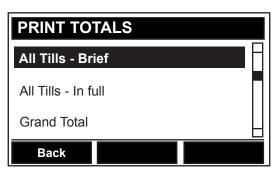


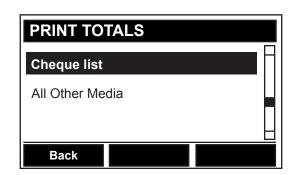
Print/Clear/Send

Print

Start at the page. Using the key, scroll to Print/Clear/Send and press . This will take you to the PRINT TOTALS screen:

Here are descriptions of the print options available:*





All Tills in Brief

- Prints a summary of all till numbers and their individual totals.

All Tills In full

- Prints a full breakdown by denomination for each till counted.

Grand Total

- Prints a Grand Total summary by denomination.- Prints a full listing of cheques entered for all tills.

Cheque List
All Other Media

- Prints a full listing of all media including cheques entered for all tills.

*Printer is an optional extra

Send Totals (PC)

To send your totals to a PC use the key to scroll to Send Totals (PC) and press Lata for all tills will be sent to your PC.

Clear all totals

To clear your totals use the key to scroll to CLEAR ALL TOTALS and press . You will be asked if you are sure that you want to clear all totals, press to confirm.



IMPORTANT:

Totals must be cleared every day before beginning any counts for a new business day.

Settings

Settings

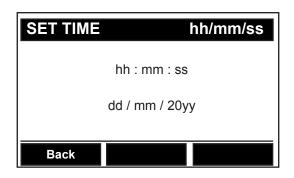
Unit settings can be accessed from the page. Using the key, scroll to SETTINGS and press

Use the key to select an option from the SETTINGS list and press to enter that section. Each option is described individually in the following section of this user manual.

Date and Time

To set the date and time use the key to highlight the area that you wish to change and use the key to scroll through permitted numbers. Hold down for quick scroll.

Use the key to move to highlight minutes and to amend. Follow the same process to amend the date, then press to save changes.

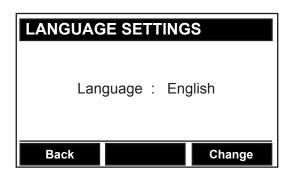


For units with a keypad follow above instructions but key in the numbers using the numeric keypad instead of using the navigation keys.

Language

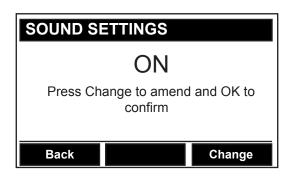
To change the language, toggle between the two preset languages by using the right hand key, labelled 'Change' then press .

NB. Only one language is permitted at a time.



Sound

To Switch sound ON or OFF, follow on screen prompts.



Settings

Display Settings Backlight

To switch the Backlight ON or OFF highlight "Backlight" in the "DISPLAY SETTINGS" screen by using the key, then press .

Then follow on screen instructions as seen in the illustration.

Contrast

To change the display contrast highlight contrast in the "DISPLAY SETTINGS" screen by using the key, then press .

Then follow on screen instructions as seen in the illustration.

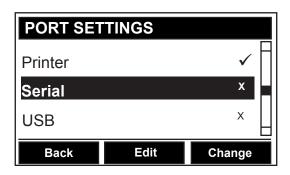




Port Settings

To enable/disable one of the available* ports select the port that you wish to enable / disable using the \bigcirc key then press the right hand \bigcirc key to toggle between X and \checkmark . Press \bigcirc K to save your changes.

*Available ports will differ by model. Please see the table below



Model	USB A Port	Printer/Serial Port	USB B Port	Ethernet
1000	•			
2000	•	•		
3000	•	•	•	
3500	•	•	•	
3550	•	•	•	
4500	•	•	•	•
4550	•	•	•	•

Set up Wizards

T-i^x set up wizards enable you to easily configure your unit to meet your needs.

From the Page press the key and highlight Setup Wizard. Now press

T-i^x will now display the Set up Wizard screen (shown opposite*). Use the key to highlight the item that you wish to set up and press to enter.



Please see table below to show what can be configured for each item using the relevant wizard:

Note Wizard	Allows you to enable / disable and set weights for Note denominations.
Coin Wizard	Allows you to enable / disable and set weights for Coin denominations.
Coupon Wizard	Allows you to enable / disable, edit name, set a value, set by number or value and set weights for each coupon.
Token Wizard	Allows you to enable / disable, edit name, set a value, set by number or value and set weights for each token.
Other Media Wizard	Allows you to enable / disable, & edit the name of each Key Entered Media item.
Reference Number Wizard	Allows you to enable / disable, & edit the name of each Reference Number.
Packaged Note Wizard	Allows you to set package quantity and set weights and limits for packaged notes.
Packaged Coin Wizard	Allows you to set package quantity and set weights and limits for packaged coins.
Currency Wizard	Allows you to enable / disable available currencies.
Count Task Wizard	Allows you to enable / disable and edit names of tasks.
Float Wizard	Allows you to enable / disable and edit float values.
Container Wizard	Allows you to enable / disable containers.

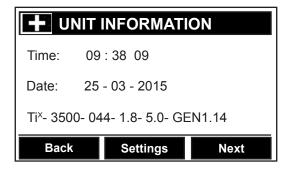
^{*}Setup Wizard options will differ by model.

Diagnostics

From the Page use the key to highlight Diagnostics. Now press key to enter a selection. Alternatively, enter a selection using the key then use the right hand key to move through all diagnostics screens consecutively. To return a step, press the left hand key.

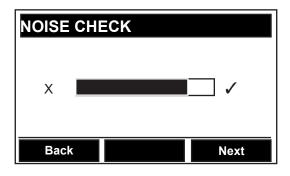
Unit Information

Unit Information displays the time, date and software version of your unit. Press the middle key to enter the 'set time and date' function, which is also accessible from the settings menu.



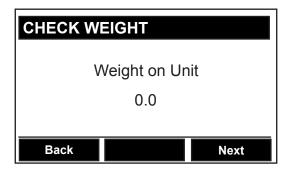
Noise check

This screen monitors the level of disturbance caused by draughts of air, vibrations and electronic interference, which could affect the performance of your unit. If the bar is full, cash counting conditions are optimal. If the bar is empty, conditions are poor and the unit should be placed in a more suitable location, away from any possible interference. If this does not solve the problem, the unit may need to be evaluated. Contact your supplier for assistance.



Check Weight

A known weight can be checked here.



Note/Band/Sleeve/Clip/Coin/Bag/Container weights

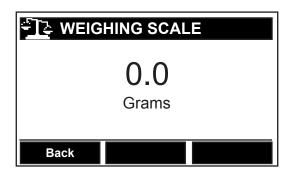
These sections are provided for the use of your helpline provider.

Weighing Scale

Weighing Scale

From the Page use the key to highlight Weighing Scale. Now press

The following screen will be displayed:



The maximum working capacity of T-i^x is 2kg.

Note: The weighing scale function is not an 'Approved legal for trade' function.

Technical Specification

EC Declaration of Conformity

This is to certify that:

All Tellermate T-i^x models manufactured by Tellermate Limited, Leeway, Newport, UK, conform to the Low Voltage Directive 2006/95/EC, and the Electromagnetic Compatibility Directive 2004/108/EC by application of the following standards:

BS EN 60950-1: 2006

BS EN 55022: 2007

BS EN 55024 (Class B): 2003

BS EN 61000-4-2: 2009

BS EN 61000-4-3: 2006

BS EN 61000-4-4: 2004

BS EN 61000-4-5: 2006

BS EN 61000-4-6: 2009

BS EN 61000-4-11: 2004

BS EN 50419: 2006





Complies with EU Directive 2002/95/EC on the restriction of use of certain hazardous substances in electrical & electronic equipment.



Complies with the Waste Electrical and Electronic Equipment Directive 2002/96/EC.

Consult your supplier before disposal.

Signed for Tellermate Limited

D.Mansell

Group Engineering Manager

Technical Specification

Load capability:

Maximum load - 2kg (4lbs 6oz) Counting resolution - 1 banknote/coin

Dimensions:

T-i^x including Money Platform Length 291 mm (11.4") Width 152 mm (6.0") Height 166 mm (6.5")

Weight:

T-i^x - 0.98 kg (2lbs 2oz) Battery - 0.049 kg (1.7oz)

Power supply:

Power adapter

Input to suit country of use. Output 5V AC 1.2A

Power connection

6.5 mm reverse jack on the rear panel.

Power indication

Green LED on the lower front face illuminates on power from the mains supply or PC USB connection.

Battery:

Removable, rechargeable Li-ion Duration: Over 12 hours constant use. Charging time: 4 hours using the power supply provided.

External interfaces:

USB - A

For upgrading product firmware

Serial (optional)

For connection to a Tellermate supplied printer

USB - B (optional)

For connection to PC for data transfer

Ethernet (optional)

Ethernet Adaptor FCC68 cat 5, 8-way connector to network

Display:

Full Graphic LCD 77 mm x 41 mm (3.0" x 1.6") 240 x 128 pixel resolution Adjustable backlight and contrast

Soft touch keys:

3 'soft key' fast access keys Navigation D pad and confirmation On/Off, Home, Clear Entry, End Count

Environmental requirements:

Temperatures

Storage: -20° C to 60° C (-4° F to 140° F) Operating: 5° C to 40° C (40° F to 104° F)

Humidity

All times: 0-95% RH non-condensing



Leeway, Newport NP19 4SL, UK www.tellermate.com

Registered Company since 1981 Company No. 1522341

Alternative Contact Details:

If you have purchased this unit from a Tellermate Partner, they may have put alternative contact details here:

904589K GB V28/15