

MAGNER MODEL 305 COIN SORTER

(WITH COIN DRAWER CONFIGURATION)

BASIC OPERATION FOR PROCESSING MIXED COINS

MIXED COIN SORTING:

- TURN THE MACHINE ON. WAIT FOR THE COUNTDOWN TO FINISH AND THE MAIN SCREEN TO APPEAR.
- THE SCREEN WILL SHOW THE **TIME** IN THE TOP LEFT, **“US\$”** ALONG THE BOTTOM CENTER, AND **“0.00”** ON THE BOTTOM RIGHT.
- DUMP YOUR MIXED COINS INTO THE MOUNTED INSPECTION TRAY AND USE THE TRAY TO MIX THE COINS AROUND TO REMOVE DEBRIS.
- RAKE THE COINS DOWN INTO THE HOPPER UNTIL IT IS BETWEEN **1/2 AND 2/3 FULL**.
- PRESS THE **“START/STOP”** BUTTON AND THE MACHINE WILL PROCESS YOUR COINS.
- AS THE HOPPER STARTS TO EMPTY OUT, RAKE MORE COINS FROM THE INSPECTION TRAY INTO THE HOPPER, AND CONTINUE UNTIL ALL YOUR COINS ARE PROCESSED.
- ONCE THE HOPPER IS EMPTY, THE MACHINE WILL SPIN THE DISC BACK AND FORTH A COUPLE TIMES TO VERIFY THERE ARE NO MORE COINS. WAIT UNTIL IT COMPLETES THIS PROCESS.
- THE SCREEN WILL SHOW THE **TOTAL DOLLAR AMOUNT** OF ALL COINS PROCESSED.
- IF YOU SEE **“S-OUT”** IN THE BOTTOM LEFT OF THE DISPLAY, THAT MEANS THERE ARE COINS IN THE REJECT DRAWER. THESE CAN BE DIRTY OR DAMAGED COINS, TOKENS, OR SLUGS. YOU CAN TRY TO RE-RUN THE COINS, OR SIMPLY ADD THEM IN MANUALLY TO YOUR TOTALS.
- IF YOU HAVE THE PRINTER (MODEL 305P), YOU CAN PRESS **“PRINT”** TO GET A RECEIPT WITH THE TOTALS OF EACH DENOMINATION AND THE GRAND TOTAL.
- IF YOU DO NOT HAVE A PRINTER (MODEL 305) YOU CAN USE THE ARROW KEYS TO SCROLL THROUGH THE QUANTITY AND DOLLAR AMOUNT OF EACH DRAWER AND MAKE NOTE OF EACH IF YOU WISH.
- REMOVE THE DRAWERS AND EMPTY AND REPLACE THEM. PRESS **“CLR”** TO RESET BACK TO ZERO.

PROCESSING MULTIPLE LOCATIONS (MEMORY FUNCTION)

YOU MAY HAVE COINS FROM MULTIPLE LOCATIONS THAT YOU WANT TO COUNT INDIVIDUALLY, BUT ALSO ADD TO A GRAND TOTAL. YOU CAN DO SO USING THE MEMORY FUNCTIONS.

- PROCESS THE COINS FROM YOUR FIRST LOCATION AS OUTLINED ABOVE, BUT **DO NOT PRESS “CLR” WHEN DONE**.
- YOU CAN PRINT OR NOTE THE TOTALS FROM THE FIRST LOCATION IF YOU WISH TO HAVE AN INDIVIDUAL RECORD OF THAT LOCATION.
- PRESS **“M+”** TO ENTER THE TOTALS FROM YOUR FIRST LOCATION INTO THE MEMORY
- THE DISPLAY WILL RETURN TO THE MAIN SCREEN AND IS READY FOR THE NEXT BUNCH OF COINS TO BE PROCESSED.
- PROCESS THE NEXT LOCATION THE SAME WAY, AND REPEAT FOR EACH LOCATION UNTIL YOU ARE DONE.
- ONCE FINISHED WITH ALL THE INDIVIDUAL LOCATIONS, PRESS THE **“MR”** BUTTON, AND THE DISPLAY WILL SHOW THE GRAND TOTAL OF ALL THE COINS FROM ALL THE LOCATIONS. YOU CAN SCROLL THROUGH THE TOTALS FOR EACH INDIVIDUAL COIN USING THE ARROW KEYS.

IF YOU HAVE A PRINTER (MODEL 305P):

- PRESS **“CLR”**. IT WILL ASK YOU TO CLEAR THE TOTAL. PRESS **“1”** AND THEN PRESS **“ENTER”**. THE PRINTER WILL PRINT A RECEIPT WITH THE GRAND TOTALS.
- THE MACHINE WILL THEN ASK YOU TO CLEAR TRANSACTIONS. PRESS **“1”** THEN PRESS **“ENTER”**.
- PRESS **“ENTER”** AGAIN TO RETURN TO THE MAIN SCREEN. THE MEMORY IS NOW CLEARED AND READY TO PROCESS THE NEXT ROUND OF COINS.

IF YOU DO NOT HAVE A PRINTER (MODEL 305):

- USE THE ARROW KEYS TO SCROLL THROUGH THE QUANTITY AND DOLLAR AMOUNT OF EACH DRAWER AND MAKE NOTE OF EACH IF YOU WISH.
- PRESS **“CLR”**. IT WILL ASK YOU TO CLEAR THE TOTAL. PRESS **“1”** AND THEN PRESS **“ENTER”**. THE PRINTER WILL PRINT A RECEIPT WITH THE GRAND TOTALS.
- THE MACHINE WILL THEN ASK YOU TO CLEAR TRANSACTIONS. PRESS **“1”** THEN PRESS **“ENTER”**.
- PRESS **“ENTER”** AGAIN TO RETURN TO THE MAIN SCREEN. THE MEMORY IS NOW CLEARED AND READY TO PROCESS THE NEXT ROUND OF COINS

SETTING BATCH QUANTITIES:

SOMETIMES, YOU MAY WISH TO PROCESS A SET AMOUNT OF COINS

PLEASE NOTE: THE MAGNER 305 USES THE WORD “**BAG**” ON THE SCREEN, BUT IT IS THE SAME PROCEDURE FOR THE DRAWERS AS WELL.

- ON THE MAIN SCREEN, PRESS “**PROG**”
- PRESS THE RIGHT ARROW KEY ONE TIME, THE SCREEN SHOWS “**Set bagstop**”
- PRESS “**ENTER**”
- PRESS RIGHT AROW KEY ONE TIME, SCREEN SHOWS “**Bag 1**” AND “**0.10**”. THIS IS FOR SETTING DIME BATCHES. TYPE IN THE NUMBER OF DIMES YOU WANT IT TO STOP AT, THEN PRESS ENTER.
- PRESS RIGHT AROW KEY ONE TIME, SCREEN SHOWS “**Bag 2**” AND “**0.01**”. THIS IS FOR SETTING PENNY BATCHES. TYPE IN THE NUMBER OF PENNIES YOU WANT IT TO STOP AT, THEN PRESS ENTER.
- PRESS RIGHT AROW KEY ONE TIME, SCREEN SHOWS “**Bag 3**” AND “**0.05**”. THIS IS FOR SETTING NICKEL BATCHES. TYPE IN THE NUMBER OF NICKELS YOU WANT IT TO STOP AT, THEN PRESS ENTER.
- PRESS RIGHT AROW KEY ONE TIME, SCREEN SHOWS “**Bag 4**” AND “**0.25**”. THIS IS FOR SETTING QUARTER BATCHES. TYPE IN THE NUMBER OF QUARTERS YOU WANT IT TO STOP AT, THEN PRESS ENTER.
- PRESS RIGHT AROW KEY ONE TIME, SCREEN SHOWS “**Bag 5**” AND “**Mixed**”. THIS IS FOR SETTING BATCHES FOR COINS LARGER THAN QUARTERS, TYPICALLY DOLLARS. HALF-DOLLARS WILL ALSO FALL INTO THIS DRAWER. TYPE IN THE NUMBER YOU WANT IT TO STOP AT, THEN PRESS ENTER.
- IF YOU MAKE A MISTAKE TYPING THE QUANTITY, PRESS “**CLR**”, AND THEN RETYPE YOUR NUMBER.
- WHEN YOU HAVE SET ALL THE BATCH QUANTITIES YOU NEED, PRESS THE “**PROG**” KEY AND IT WILL RETURN TO THE MAIN MENU, AND YOU CAN PROCEED TO PROCESS YOUR COINS BY BATCH.
- WHEN A BATCH QUANTITY HAS BEEN FILLED, THE MACHINE WILL STOP AND THE SCREEN WILL TELL YOU WHICH ONE NEEDS TO BE EMPTIED.
- ONCE YOU EMPTY OUT THE BATCH OF COINS, AND ARE READY TO CONTINUE, PRESS THE “**ENTER**” BUTTON.
- SOMETIMES MORE THAN ONE BAG/DRAWER NEEDS TO BE EMPTIED AT THE SAME TIME. IF ANOTHER BAG/DRAWER NEEDS TO BE EMPTIED, THE MACHINE WILL TELL YOU THE NEXT NUMBER WHEN YOU PRESS “**ENTER**”. OTHERWISE, IT WILL GO BACK TO THE MAIN SCREEN.
- ONCE BACK TO THE MAIN SCREEN, PRESS THE “**START/STOP**” BUTTON TO CONTINUE.

MAXIMUM QUANTITIES FOR COIN DRAWERS:

- DRAWER 1: 1500 DIMES
- DRAWER 2: 1500 PENNIES
- DRAWER 3: 600 NICKELS
- DRAWER 4: 600 QUARTERS
- DRAWER 5: 200 DOLLARS/HALF-DOLLARS