

## Instructions for updating a CountEasy for UK current currency, Polymer Notes & the New £1 Coin

All CountEasys can be updated to count Polymer banknotes and the new £1 coin. Following these instructions will ensure that your CountEasy is set up correctly for Bank of England £5 Polymer note due for release 13th September 2016, £10 Polymer note due for release in 2017 and the £20 Polymer note due for release in 2020 and for the new £1 coin due to be released in 2017. Furthermore we believe this is a good opportunity to ensure your machine is set up to count the very latest UK currency for **ALL** denominations.

### Setting UK Notes

#### Entering Setup mode Level 2 (this allows you to start updating your CountEasy)

Press and hold down the  (down) button and the  button at the same time for about 4-5 seconds. The screen will momentarily display 'SETUP' followed by 'GRAMS'

Now press and hold down the  (down) button and the  button at the same time again for about 4-5seconds. The screen will momentarily display 'SETUP 2' followed by 'GRAMS'

#### Checking the Note Settings (It is important each note has the correct status)

Press up or down  until 'NOTE ENABLE?' appears, press  to select the option. Press  to display each note in turn. Check that the settings are as the table below:

If you do need to adjust the status please see section below on **changing the note settings**.

Denomination	Status
£1	OFF
£1*	OFF
£5MIX	OFF
£5	ON
£5*	ON (to be used for Polymer £5)
£10	ON
£10*	NO SCROLL (to be used for Polymer £10)
£20	ON
£20*	NO SCROLL (to be used for Polymer £20)
£50	ON
£50*	OFF
£100	OFF
£100*	OFF

**Note:** If there is any other note denomination on your machine that is **not** in the table please set as OFF.

**Note:** CountEasy versions 2.4 or older will only have the option for ON or OFF. If this is applicable, notes shown as NO SCROLL, you will need to select ON.

**Note:** The £10\* and £20\* note are all set to NO SCROLL which means that they can be selected in sequence by pressing the  button during counting but are not in the automatically scrolling sequence generally used for counting down a till. If this setting is not acceptable for your counting process you may want to turn the £10\* and £20\* OFF using the same process described below until each one enters circulation.

They can then be turned ON again at any time in the future, following the above process.

**Changing the Note Settings (To correspond with NOTE SETTING table)**

Select the required note and then press  followed by  to change the setting of a note between OFF, ON and NO SCROLL and then press  to confirm. Repeat for other notes as required and then press  once to return to 'NOTE ENABLE?'

**Checking and Setting the Note Weights**

Use option button  until 'NOTE WEIGHT?' appears press  to select the option, press  to select the required note and display its weight. If you do need to adjust the weights please see section below on adjusting a note weight. Check that the following weights are configured:

If you do need to adjust the status please see section below on **changing the note weight**.

Denomination	Weight
£5?	0.890g
£5*?	0.746g
£10?	0.92g
£10*?	0.836g
£20	1.060g
£20*	1.000g
£50?	1.2730g
All Others	Do not change

**Changing a Note Weight**

Select the required note and then press , the weight can now be adjusted with the up/down  button until the correct weight appears, confirm the weight by pressing .

Now select the next note as required and repeat. Now press  once to return to 'NOTE WEIGHT?'

**Note:** A note weight can only be adjusted if the note is enabled. To enable a note, **see section on changing the note settings**.

## Setting UK coins

Use the same process as notes to enter into 'SET UP 2'

### Checking the Coin Settings (It is important each note has the correct status)

Press up or down  until 'COIN ENABLE' appears. Press  to select the option. Press  to display each coin in turn. Check that the settings are as the table below, following the instructions below to change any that are wrong:

If you do need to adjust the status please see section below on **changing coin settings**.

Denomination	Status
1p	ON
1p*	OFF
2p	ON
2p*	OFF
5p	ON
5p*	OFF
10p	ON
10p*	OFF
20p	ON
20p*	OFF
50p	ON
50p*	OFF
£1	ON
£1*	NO SCROLL (to be used for new £1 Coin)
£2	ON
£2*	OFF
£5	OFF
£5*	OFF

**Note:** If there are any other note denomination on your machine that is **not** in the table please set as OFF

**Note:** CountEasy versions 2.4 or older will only have the option for ON or OFF. If this is applicable, notes shown as NO SCROLL, you will need to select ON.

**Note:** The £1\* is set to NO SCROLL which means that they can be selected in sequence by pressing the  button during counting but are not in the automatically scrolling sequence generally used for counting down a till. If this setting is not acceptable for your counting process you may want to turn the £1\* OFF using the same process described below until each one enters circulation.

They can then be turned ON again at any time in the future, following the above process.

## Changing the Coin Settings (to correctly count UK Coins)

Select the required coin and then press  followed by  to change the setting of a coin between OFF, ON and NO SCROLL and then press  to confirm. Press  once to return to 'COIN ENABLE?'

## Checking and Setting the Coin Weights

Use option button  until 'COIN WEIGHT?' appears press  to select the option, press  to select the required COINS and display its weight. Check that the following weights are configured:  
If you do need to adjust the status please see section below on **changing a coin weight**.

Denomination	Weight
1p	3.55g
2p	7.11g
5p	3.25g
10p	6.50g
20p	5.00g
50p	8.00g
£1	9.50g
£1*	8.61g
£2	12.00g

**Note:** A coin weight can only be adjusted if the coin is enabled. To enable a coin, **see section on changing the coin settings**.

## Changing a Coin Weight

Select the required coin and then press , the weight can now be adjusted with the up/down  button until the correct weight appears, confirm the weight by pressing   
Now select the next coin as required and repeat. Now press  once to return to 'COIN WEIGHT?'