



MANUAL

ENGLISH

SAFESCAN MCS

**MONEY COUNTING SOFTWARE**



# INTRODUCTION

Thank you for purchasing the Safescan Money Counting Software. Combined with the Safescan 6185, 2465-S, 2665 (-S), 2685 (-S) and 2985-SX it provides a complete solution for efficiently storing and processing your cash counting results. Before starting to install and use the software, we recommend that you carefully read this user manual and keep it at hand for future reference.

## 1. MINIMUM SYSTEM REQUIREMENTS

In order to use the software, your computer needs to meet the following requirements:

- Free disk space: 50 MB
- Memory: 1024 MB
- OS: Win7, Win8, Win10
- Resolution 1024 x 768
- Network connection to check for available updates.
- USB port

## 2. INSTALLING THE SOFTWARE

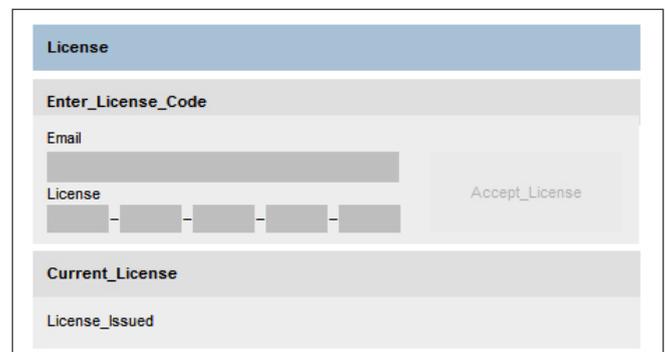
Download the software from the provided link, extract the .zip file and double click on **mcSetup.exe** to run the installer. Follow the instructions displayed on the screen, select the software language and the destination folder where you want to install the software.

## 3. ACTIVATING YOUR SOFTWARE

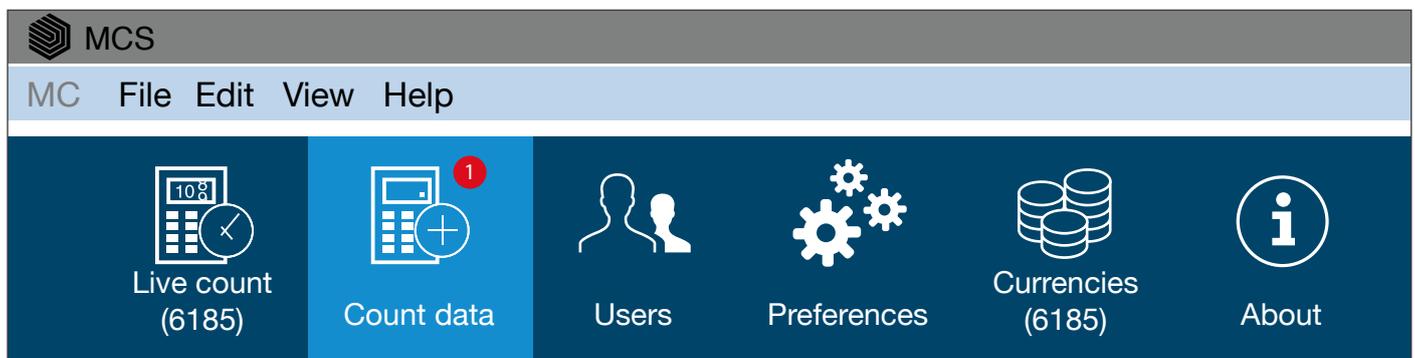
After installing, the software will run as MCS version for 30 days. You can enter your license key at any time. While in trial mode, the software will show the license management screen upon start-up. If you have not entered a license key after 30 days, the software will prompt you to do so in order to continue using it.

To open the License management screen, in the top menu, select **File** -> **License** (alt + F + L). Fill in the email address used to order the software.

Fill-in the license code you have received. Click on **“Accept License”**



## 4. SCREEN LAYOUT



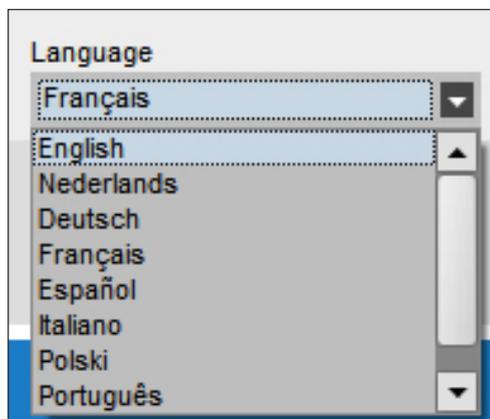
The main screen contains a menu bar and a shortcut bar, which enable you to access all main functions and count data.

## 5. LANGUAGE SELECTION

During the installation you were able to select the desired language. If the selection was correct, you can proceed directly to the next point. If you wish to change your language please follow the instructions below.



In the top menu, select **File** -> **Preferences**, or click on the **“Preferences” icon** in the shortcut menu bar (alt + F + P).



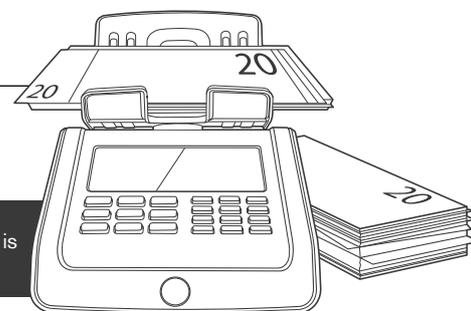
Select your language in the Language drop-down list



Click on the **“Save” icon**.

## 6. CONNECTING THE SOFTWARE AND THE SAFESCAN 6185

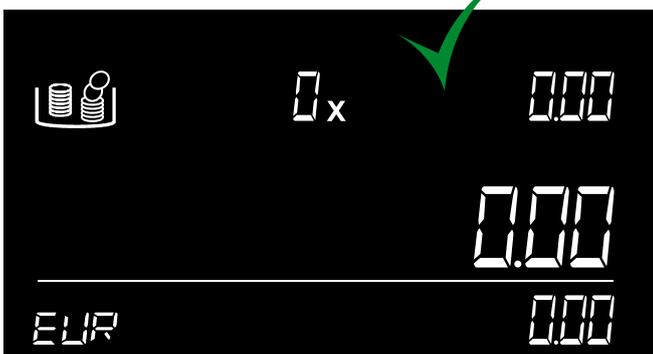
Your Safescan 6185 does not require any specific driver to be recognised by your computer. As soon as the machine is connected, it will be “seen” by the Money Counter software.



Please note: before starting any operation between the software and the scale, make sure that the scale is not on the starting screen. See pictures below.

The software will now check again for differences. If no difference is found, it will display the message 'No changes found'. Your user(s) is now synchronised with the software and the device.

**Correct**



**Not correct**



## 6.1 GETTING COUNT DATA FROM THE DEVICE

Power on the machine and connect it to the PC.



In the top menu, select **Report -> Count Data**, or click on the **“Count Data” icon** in the shortcut menu bar (alt + R + C).

The software will download all counts stored into the memory of the machine. Those counts will be displayed in the **“To be approved”** section. Once the counts have been downloaded to the software, they are erased from the machine.



You can review the details of those counting results before approval or removal

It is also possible to add a comment and link the count to a user directly in the table.

Please note: before starting any operation between the software and the scale, make sure that the scale is not on the starting screen.

Comment	User
Late opening	John
	Claire
	John
	Paul
	Mick
	Paul
	Mary

## 6.2 LIVE COUNT

Coins			176		110,20	
Denomination	Quantity	Value				
0.01	6	0.06				
0.02	22	0.44				
0.05	20	1.00				
0.10	16	1.60				
0.20	38	7.60				
0.50	9	4.50				
1.00	35	35.00				
2.00	30	60.00				
Banknotes			36		1155,00	
Denomination	Quantity	Value				
5,00	7	35,00				
10,00	7	70,00				
20,00	10	200,00				
50,00	9	450,00				
100,00	2	200,00				

Current Item	
Notes	
ID	500,00
Quantity	0
Value	0,00
Total	1265,20

The **“Live Count”** mode allows you to mirror all counting operation performed on the machine on the screen of your computer, making the counting experience even easier. The **“Live Count screen”** is divided into two sections:

On the left hand of the screen, you will see all previously counted items.

Coins			176		110,20	
Denomination	Quantity	Value				
0.01	6	0.06				
0.02	22	0.44				
0.05	20	1.00				
0.10	16	1.60				
0.20	38	7.60				
0.50	9	4.50				
1.00	35	35.00				
2.00	30	60.00				
Banknotes			36		1155,00	
Denomination	Quantity	Value				
5,00	7	35,00				
10,00	7	70,00				
20,00	10	200,00				
50,00	9	450,00				
100,00	2	200,00				
200,00	1	200,00				

Ref. -	Bank	Cash	Non Cash	Total	
Totals	0,00	1265,20	0,00	1265,20	EUR

The right hand side of the screen mirrors the screen of the device. Power on the machine and connect it to the PC.

Current Item	
Notes	
ID	500,00
Quantity	0
Value	0,00
Total	1265,20



In the top menu, select **Report -> Live Count**, or click on the **“Live Count” icon** in the shortcut menu bar (alt + R + L).

The screen of the computer will reflect all counting operations performed on the machine.



When finished with a count press the **“Accept” icon** at the bottom of the screen.

The count will be transferred to the **“To be approved”** section of the **“Count Data”** screen, and will be cleared from the Live Count screen and the device.

## 6.3 CURRENCY MANAGEMENT

The screenshot shows the Safescan MCS Currency Management interface. The interface is divided into four sections:

- 1: The currency list**: A sidebar on the left showing a list of currencies with checkboxes. EUR is selected.
- 2: The denomination list**: A table showing the denominations for the selected currency (EUR). The table has columns for Active, Type, Value, Version, Weight, and several Note columns.
- 3: The denomination details**: A section at the bottom right showing details for the selected denomination, including a checkbox for "Credit cards and cheques".
- 4: The action pad**: A section at the bottom left with buttons for Backup, Restore, Save to device, and Load from device.

Active	Type	Value	Version	Weight	Coin...	Coin...	Coin...	Note...	Note...	Note...
<input checked="" type="checkbox"/>	Coin	0,01		Official						
<input checked="" type="checkbox"/>	Coin	0,02		Official						
<input checked="" type="checkbox"/>	Coin	0,05		Official						
<input checked="" type="checkbox"/>	Coin	0,10		Official						
<input checked="" type="checkbox"/>	Coin	0,20		Official						
<input checked="" type="checkbox"/>	Coin	0,50		Official						
<input checked="" type="checkbox"/>	Coin	1,00		Official						
<input checked="" type="checkbox"/>	Coin	2,00		Official						
<input checked="" type="checkbox"/>	Note	5,00	1	Official						
<input checked="" type="checkbox"/>	Note	5,00	2	Official						
<input checked="" type="checkbox"/>	Note	10,00	1	Official						
<input checked="" type="checkbox"/>	Note	10,00	2	Official						
<input checked="" type="checkbox"/>	Note	20,00	1	Official						
<input checked="" type="checkbox"/>	Note	20,00	2	Official						
<input checked="" type="checkbox"/>	Note	50,00		Official						
<input checked="" type="checkbox"/>	Note	100,00		Official						
<input checked="" type="checkbox"/>	Note	200,00		Official						
<input checked="" type="checkbox"/>	Note	500,00		Official						

The Money Counter software allows you to manage the currencies on your Safescan 6185. You can activate or deactivate currencies and denominations, it is also possible to toggle the noncash items on the device (cheques and credit cards). The screen is divided into four sections:

- 1: The currency list
- 2: The denomination list
- 3: The denomination details
- 4: The action pad.

In the top menu, select **Report -> Live Count**, or click on the **“Live Count” icon** in the shortcut menu bar (alt + R + L). The screen of the computer will reflect all counting operations performed on the machine. When finished with a count press the **“Accept” icon** at the bottom of the screen. The count will be transferred to the **“To be approved”** section of the **“Count Data”** screen, and will be cleared from the Live Count screen and the device. Power on the machine and connect it to the PC.



In the top menu, select **Edit** -> **Currencies**, or click on the **“Currencies”** icon in the shortcut menu bar (alt + E + C).



At this moment, the screen contains no data. You can either load data from a previous backup made on your computer by clicking on the **“Restore”** icon located in the action pad...



or load the data from the device by clicking on the **“Load from Device”** icon located in the action pad.

While communicating with the software, the machine screen will display the message **“Locked”**:



When **“Locked”** is displayed, it is not possible to perform any operation on the machine, it is also not recommended to disconnect the device from the PC. After the transfer, the software will display the list of available currencies. You can choose to activate a currency by checking the checkbox corresponding to the currency in the currency list (1). It is possible to activate or deactivate denominations for each currency in the denomination list (2).

Currency	
Active	Currency
<input type="checkbox"/>	BGN
<input type="checkbox"/>	CHF
<input type="checkbox"/>	CZK
<input type="checkbox"/>	DKK
<input checked="" type="checkbox"/>	EUR
<input checked="" type="checkbox"/>	GBP
<input type="checkbox"/>	HUF
<input type="checkbox"/>	NOK
<input type="checkbox"/>	PLN
<input checked="" type="checkbox"/>	RON
<input type="checkbox"/>	SEK
<input checked="" type="checkbox"/>	USD

You can see from the Currency pane on the left hand of the screen which Currency is active or not.

- The currency is not active.
- The currency is active.
- The currency is active, but one or more denominations have been deactivated.

Settings
<input checked="" type="checkbox"/> Credit cards and cheques

You can activate or deactivate the manual entry of credit cards and cheques on the device.

You can also set the values of all coin rolls/bags and note Bundles/clips or sleeves. After having selected the relevant currency, on the currency list (1), select the denomination for which you want to register a bundled value in the denomination list (2).

<input type="checkbox"/>	DKK	<input checked="" type="checkbox"/>	Coin	0.10	Official	50				
<input checked="" type="checkbox"/>	EUR	<input checked="" type="checkbox"/>	Coin	0.20	Official	20				
<input checked="" type="checkbox"/>	GBP	<input checked="" type="checkbox"/>	Coin	0.50	Official					
<input type="checkbox"/>	HUF	<input checked="" type="checkbox"/>	Coin	1.00	Official					
<input type="checkbox"/>	NOK	<input checked="" type="checkbox"/>	Coin	2.00	Official					

Description	Content
EUR Coin 0.5	
Roll	25
Bag	

In the denomination details section (3), fill in the number of coins/notes to be present in this bundle.



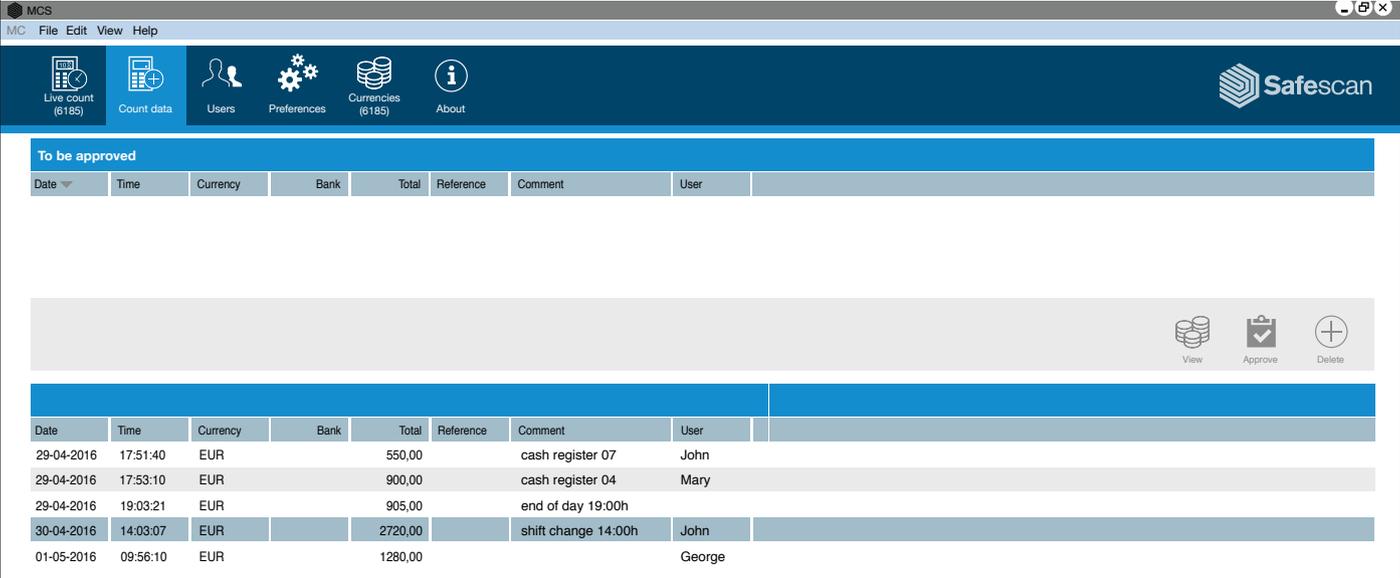
When finished with all your modifications, you can send the amended weight table to the device by clicking on **“Save to Device”**



and/or create a backup on your computer by clicking on the **“Backup”** icon.

## 6.4 USER MANAGEMENT

It is possible to link a count to a specific user, for future reference (see chapter 6.1). You can manage the users from the User page.



To be approved							
Date	Time	Currency	Bank	Total	Reference	Comment	User
29-04-2016	17:51:40	EUR		550,00		cash register 07	John
29-04-2016	17:53:10	EUR		900,00		cash register 04	Mary
29-04-2016	19:03:21	EUR		905,00		end of day 19:00h	
30-04-2016	14:03:07	EUR		2720,00		shift change 14:00h	John
01-05-2016	09:56:10	EUR		1280,00			George



In the top menu, select **Edit** -> **Currencies**, or click on the **“Currencies”** icon in the shortcut menu bar (alt + E + C).



Click on the **“+”** icon to add a new user, and fill-in the details.



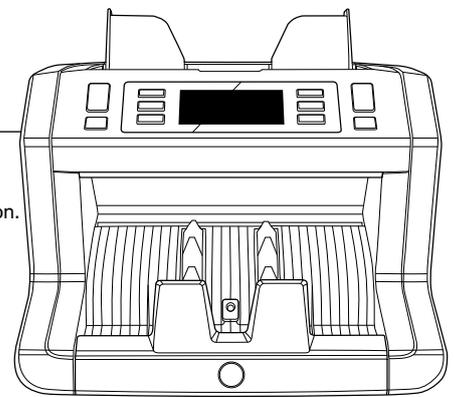
To delete a user: select the user you want to delete and click on the **“X”** icon.

## 6.5 CURRENCY UPDATES

Your software will check automatically for updates on Safescan’s website. Every new currency weight table update will be downloaded. You will be offered to integrate these update when downloading currencies from your device. You can always see the latest currency table available in the Preferences screen.

## 7. USING THE SOFTWARE WITH A BANKNOTE COUNTER

As soon as your Safescan 2465, 2665, 2685 or 2985-SX banknote counter has finished counting, you can export the details to the software and instantly view or print your results, broken down by denomination. You can also export the data for further use in your automated accounting process.

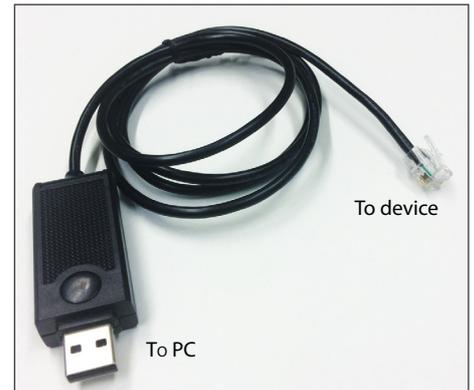


**PLEASE NOTE:** only counts that have been done in MIX (value count) mode can be transferred to the software

### 7.1 GETTING COUNT DATA FROM THE DEVICE

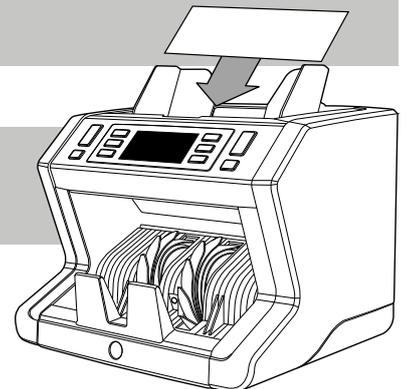
Connect the banknote counter to your PC (Windows operating system required) using the dedicated Safescan software cable, [part. no. 112-0362](#). If you do not have this cable you can order it via [www.safescan.com](http://www.safescan.com). Connect the RJ10 connector of the cable to the banknote counter and the USB connector to the PC.

The USB connector of the cable contains a communication chip - when successfully connected, it will show up as "Prolific USB-to-Serial Comm Port" in the Windows Device Manager. In the software you will see "connected" on the bottom left of your screen.

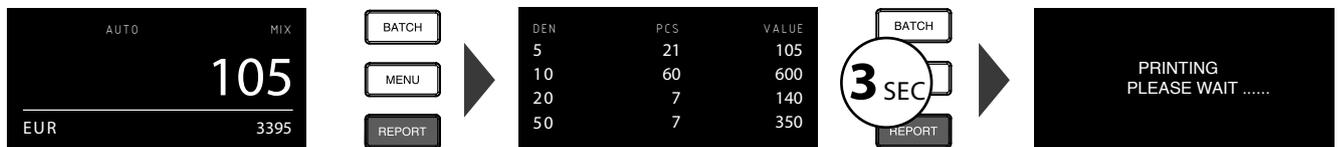


**A.**  Click on the **Count Data** icon to open the count overview screen.

**B.** Count the money with the Safescan 2465, 2665, 2685 or 2985-SX banknote counter.



#### C. Safescan 2465-S / 2665-S / 2685-S:

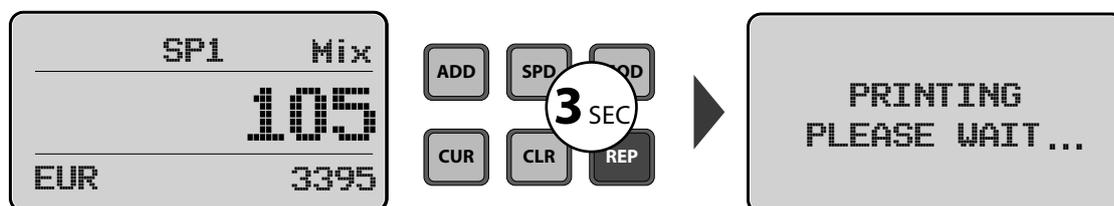


Press **[Report]** once to display the results on the screen

Then press **[Report]** for **3 seconds** to transfer the count result to the software.

The display will show **PRINTING, PLEASE WAIT...**

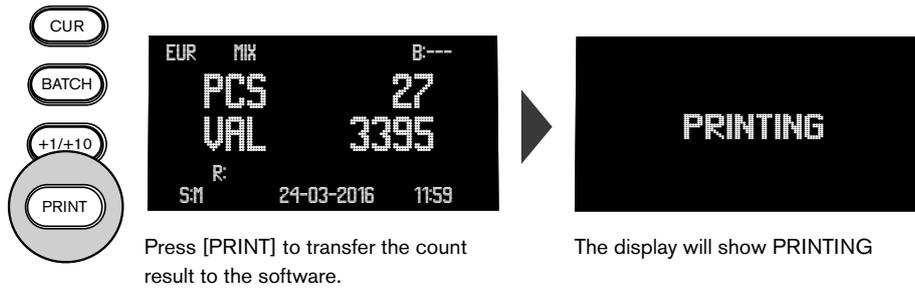
#### Safescan 2665 / 2685:



Press **[REP]** for **3 seconds** to transfer the count result to the software.

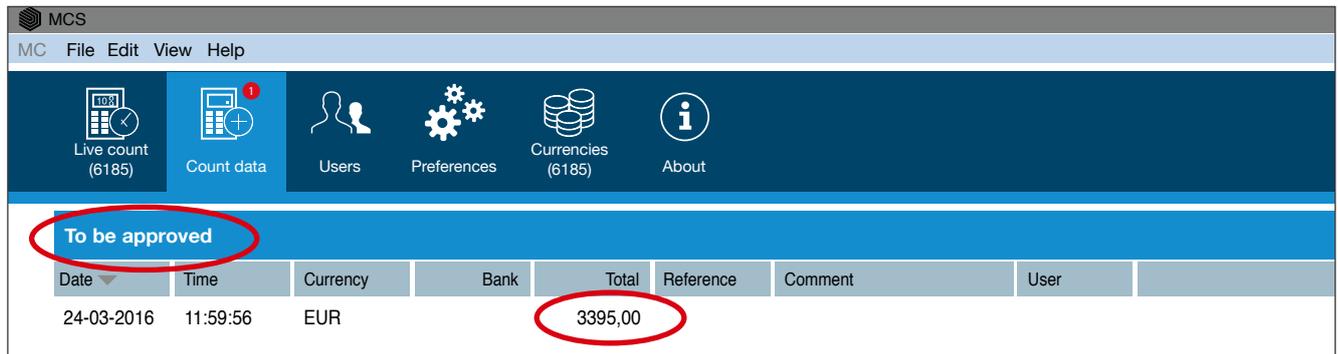
The display will show **PRINTING, PLEASE WAIT...**

## Safescan 2985-SX



### D.

The count will be visible in the **“To be approved”** section of the **“Count Data”** screen. Previous counts that have not yet been approved are also visible in this section.



## 7.2 VIEW AND APPROVE THE COUNT RESULT

Select the count you want to view or approve by clicking on one of the fields (date/time/currency/total) of that particular count. You have the following options:



Press **‘View’** to view a detailed breakdown of the count results per denomination.



Press **‘Approve’** to save the count result and move it to the “Counts” overview.



Press **“Delete”** to delete the selected count result.

**NOTE: Safescan 2985-SX only:** if you have enabled **Serial Number Scanning** on the device, the serial numbers are also transferred to the software and can be viewed and exported for further use or analysis. During data transfer of a count including serial numbers, the software status will change to “Busy” - the count will only show up in the “To be approved” list when all count data has been transferred.

## 8. EXPORT OR PRINT THE COUNT RESULT

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In both VIEW and APPROVE mode you have the following export options:

 Export	Click on the <a href="#">Export icon</a> and select whether you want to save the count report as .csv file (can be opened in Excel) or .pdf file. Choose a file name and save to any location on your computer or network.
 Print	Click on the <a href="#">Print icon</a> to print the count result on any printer connected to your PC or network.

## 9. SEARCH FUNCTION

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Enter any value or text in the search box - only the corresponding counts with a match on the search query will be shown in the Counts screen. You can use this function for example to trace a particular serial number or view all counts made by a particular cashier.

## 10. SUPPORT

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If you experience problems with the software, and need help from Safescan's technical support, click on **Help** and select **Support** (keyboard shortcut: ALT + H + S), this will launch the Safescan remote support software (TeamViewerQS). Call the phone number displayed on your screen and provide your ID and password to our technicians.



## UPDATES

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Safescan is constantly working to offer you a better user experience. We regularly release updates for your software, improving current features or adding new ones. Every time an update is released, your software will give you a notification. We advise you to install these updates as soon as they are released.