



**Jamex System 6500
User's Manual**



Jamex - “The Payment Method People”

Since 1981, Jamex has developed vending technology for a variety of applications. We look forward to assisting people like you with ongoing innovations in revenue generation through vending. Jamex is a manufacturer who believes in service. Should you have any questions concerning your Jamex 6550 Series Vend Station or other Jamex Vending Systems, please call your authorized Jamex dealer, or Jamex customer service at 800-289-6550, or visit our web site at www.jamexvending.com.

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TABLE OF CONTENTS

USER'S MANUAL

Introduction	1
Installation and Setup	
In The Box	3
Physical Mounting	3
Electrical Installation	3
Power Up	3
Setting Display Contrast	4
Loading Change	4
How Some Changers Handle Redundant Tubes	5
Programming	
Copy Price Descriptions	5
Entering the Settings Section of the Service Modes to Set Prices	6
Increasing A Price Setting	6
Decreasing A Price Setting	6
Saving A Price Setting	7
Setting The Max Card Value	7
Setting The Escrow Value	7
Use "Escrow" Setting To Restrict Bill Denominations	7
The Card Reader and Vend Station Max Card Settings	7
Advanced Service Mode Settings	7
Advanced Service Mode Table	8
Programming The 7800 Card Reader's Max Card Value	9
Operating Guide	
Using Cash Funds	10
Using A Stored Value Copy Card (optional)	10
Using Optional NetPad Touch (Credit Card)	10
Bypass Operation	11
Making A Copy	11
Finishing A Cash Transaction	11
Finishing A Stored Value Card Transaction (optional)	12
Finishing A Credit Card Transaction (optional)	12
Stopping A Transaction	12
Adding Value To A Jamex Stored Value Card	12
Totaling the Vend System	13
Reading the Meters	13
Meter Table	14
Resetting the Cash, Box And Bill Meters	15
Dispensing Coins	15

Force the "Tube" meter to Zero	15
Emptying The Cash Drawer And Bill Box	16
Cash Totals	16
Cash on Hand	17
Verifying Cash on Hand Funds	17
Negative Tube Difference	17
Positive Tube Difference	17
System Wide Stored Value Card Reconciliation	18
Maintenance	
Cleaning the CoinCo BP4-BX5 Bill Acceptor	19
Clearing Bill Acceptor Jams	19
Cleaning the Coin Changer	19
Cleaning the Jamex 7800 Stored Value Card Reader	20
Using Cleaning Cards In A Stored Value Card Reader	20
Card Care	20
Troubleshooting	
Change Jams To The Coin Return In A 3 Tube Changer	21
Clear A Coin Jam In The Cashbox Chute	21
Changer Payout Issues	21
Clearing Coin Jams On A Three Tube Changer	22
Clearing Coin Jams On A Five Tube Changer	23
Bill Acceptor Issues	24
Power Problems	25
The Display Is Too Light, Too Dark Or Blank	26
Vending Software Not Seeing Credit	26
Jamex 7800 Card Reader Troubleshooting	27
Card Reader Diagnostic Messages	28
Card Is Not Pulled In	28
Card Is Pulled In Slowly	28
Card Reader Diagnostic Messages	28
Card Is Not Pulled In	28
Card Is Pulled In Slowly	28
Force Out A Stuck Card	29
Reader Looks Clear But Still Not Accepting Cards	29
Jamex 6500 Series Vend Station Full Exterior Layout	30
Jamex 6500 Series Vend Station Full Interior Layout	31

INTRODUCTION

Thank you for choosing a Jamex Vending System for your vending needs. This manual provides instructions for operating your Jamex 6500 Series Vending System as well as technical information necessary to install and maintain the system. Please keep this manual available for you and your technician to refer to. If you need further assistance contact Jamex Customer Support at 800-289-6550 or email: support@jamexvending.com

Features Of The 6500 Series Vend Station

Jamex Vending Systems are sturdy, compact units designed to allow you to create and monitor a revenue stream using your existing office equipment. Your Jamex Vending System incorporates the following features:

- Accepts any combination of nickels, dimes, quarters, and dollar coins
- Cash deposits of up to \$99.00 can be held in escrow
- Cash price is adjustable in \$.05 increments up to \$99.00
- Electronic coin validation for detection of slugs and foreign coins
- Change Checker™ technology to ensure enough change is available to be able to return the full escrow amount in coins when bills are used
- Over \$30 in self replenishing change storage
- Bypass key switch to give staff and service technicians copier access without needing cash
- Scrolling display shows prices for patrons and provides reconciliation data to the administrator
- Programmable features include: price per copy, maximum allowable deposit, and a required “one copy minimum” before returning change

Optional Features

- Extended warranty
- USB JPC interface for connection to a host PC for interfacing with vending software
- Bill validator that accepts 1, 5, 10, and 20 dollar bills
- High capacity changer for even greater coin payout capacity
- International currency capability
- Jamex NetPad Credit Card reader

- Jamex 7800 internal Stored-Value Card Reader that accepts Jamex Copy Cards, maintaining the highest level of security.
 - Cards can be programmed with values up to \$599.99.
 - Cards can be used to track activity for up to four user groups using four distinct site codes
 - Card price is programmable in \$0.01 increments up to \$80.00.

Note: The Jamex 7800 Stored-Value Card Reader and the Jamex NetPad Credit Card reader can not be used on the same vend station.

- CS-1 Support: Mounting system provides security for copiers with front loading trays, a work area for patrons, and a small footprint.

- 57 Base: Free-standing base

Note: Base is attached prior to shipping for easier installation on site.

All Jamex products come with:

- A one year repair or replacement warranty on all parts.

- Overnight shipment of warranty parts.

Note: Return shipping is not included.

The full family of Jamex products includes:

- Jamex 6550 and 9550 multi copy coin or coin and bill vending systems
- Jamex 9500 series network enabled vend station.
 - USB Import of settings for fleet programming
 - USB export of meter readings for easier reconciliation.
 - Reporting Software Suite emails meter and event reports (optional)
- NetPad Touch Credit Card Solution
- Mobile Pay NetPad Touch Credit Card Solution
- True Count remote digital copy counter
- Print vending systems for computers and computer networks
- System 7000 Stored-Value magnetic stripe card readers
- 8200 Series Card Dispenser/Revalue Stations
- Copy Card Admin Software (CCAS) for point of sale revaluing of stored value cards
- Compatible mounting systems and stands

Additional information available at jamexvending.com

INSTALLATION AND SET UP

In The Box

Included in your Jamex Model 6500 Series Vend Station shipment:

- Model Jamex Model 6500 Series Vend Station vending unit
- Quick Start Guide, User Manual and copier connection guide
- Power supply
- 6 keys; 2 keys each for the door, bypass lock, and cash drawer.
- Copier interface solution and or USB cable (if applicable)
- Management card set (if applicable)
- Sample cleaning card (if applicable)

Note: Parts are stored in the cash box as well as the bottom of the base.

Physical Mounting

Your Jamex Vend System may be mounted on one of the available stands manufactured exclusively for Jamex or it can be mounted to a wall, or cabinet. If securing to a wall or cabinet, route all the cabling through the cabinet through the hole in the back of the vend station or through the area at the bottom of the housing next to the hinge. **Ensure that the cables cannot be caught or pinched.**

Electrical Installation

First connect the power supply to the vend station. It has a round four pin DIN connector which connects to its mating plug. If the vend station is mounted on a base, the mating plug is located under the base. If the pre-mounted base was not purchased, the mating plug is located inside the door of the vend station. Connect the other end of the power cable to a 110 VAC grounded outlet. International power supplies ship with outlet connections specific for your region's voltage.

Please refer to the Point-to-Point Wiring Diagram, included with your vend station, for the details on connections to your specific copier.

Power - Up

When powered up or after a hardware reset, the vending system scrolls firmware version, serial number and a copyright notice on the LCD display. During normal operation the LCD display will scroll:

"Copies \$xx.xx, \$xx.xx & \$xx.xx, \$xx.xx Deposit up to \$xx.xx"

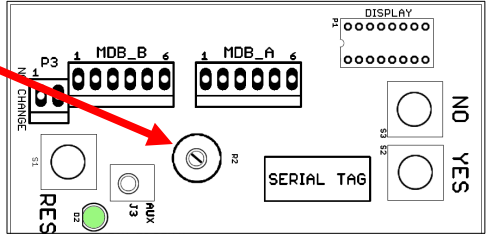
There is a unit serial number on the outside of the vend station located on the upper right hand side. Use this serial number for your records and when contacting Jamex technical support.

Setting Display Contrast

The display contrast can be customized to provide the best readability for the lighting at the vend station's location.

- Open the vend station and locate the main board mounted on the door.

- On the board locate R2
- Adjust the contrast by turning R2 clockwise for a darker contrast or counterclockwise for a lighter contrast.



Note: You may need a small screwdriver to adjust R2 or there may be a dial that you can turn.

Loading Change

The Jambex vend device will self replenish change during normal use. However you should pre-load some change before putting the vend station in service. This allows the vend station to reliably return change and insure the acceptance of bills. The recommended minimum amounts of change for some standard changers are listed below as well as the maximum amounts to completely fill them.

Standard three tube changer min and max coin quantities

Nickels (14 min) = (\$0.70)	(78 max) = (\$03.90)
Dimes (13 min) = (\$1.30)	(113 max) = (\$11.30)
Quarters (12 min) = (\$3.00)	(77 max) = (\$19.25)
Tube Meter = (\$5.00)	Tube Meter = (\$34.45)

Five tube changer with dollar tube min and max coin quantities

Nickels (14 min) = (\$0.70)	(64 max) = (\$3.20)
Dimes (13 min) = (\$1.30)	(97 max) = (\$9.70)
Quarters (12 min) = (\$3.00)	(71 max) = (\$17.75)
Dollars (0 min) = (\$0.00)	(63 max) = (\$63.00)
Tube Meter = (\$5.00)	Tube Meter = (\$97.65)

Note: Not all changers auto store coins in all tubes. **Redundant tubes** that are not auto storing (self replenishing) will always be empty. Do not manually load coins in any tube. See the next page for details.

- The display should be scrolling the prices.

Load coins here

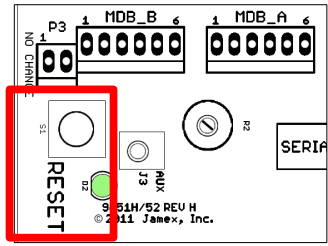


- Deposit coins through the coin slot on top of the vending system. The credit is displayed and coins are routed to the correct tube.

Important: If coins get stuck while loading, press the **RESET** button (shown on the next page) before pressing coin return.

- Once the "Escrow" amount is reached (\$5.00 by default), additional coins will be routed to the coin return cup in the front.

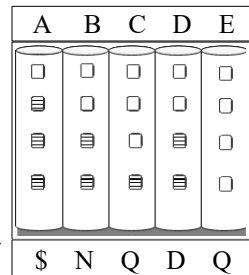
- To continue to load more change, press the RESET button each time the "Escrow" amount is reached. Wait for the board to fully reset before loading more change.



- Once a tube is full, the coin will be credited but routed to the cash box.
- Press the RESET button one last time when finished loading change.
- Make a note of the amount of change loaded for reconciliation purposes.

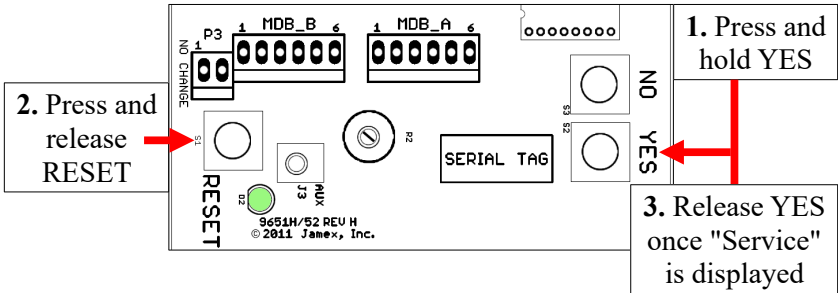
How Some Changers Handle Redundant Tubes

Not all changers auto store coins in redundant tubes. In this example tubes C and E are both quarter tubes. Tube E may remain empty because the changer does not auto replenish change to that tube. If tube A were also a quarter tube, Tubes A, C, and E would be redundant. If tubes A and E are not auto storing, the changer will always leave those tubes empty. **Do not** manually load coins in any tube.



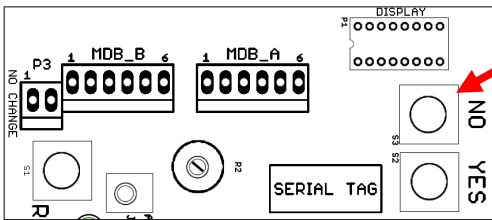
Legal sized paper will not have separate pricing. Copiers will often group legal sized paper as large paper. Some model copiers will have a service mode setting that allows legal sized paper to be grouped with small paper and sometimes a modification can be made to the Jamex copier interface harness. Contact Jamex support if you have questions regarding this.

Entering the Settings Section of the Service Modes to Set Prices



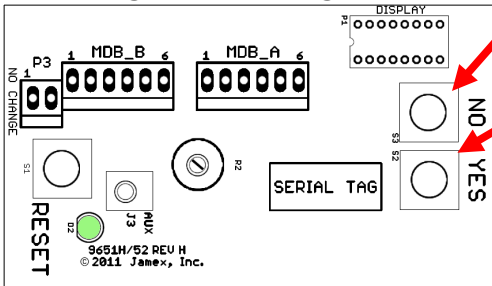
After entering the settings service mode your vend station's configuration will determine which setting will be displayed first ("Price E", "Max Card" or "Escrow"). The setting will alternate with its currently set value. If you want to advance to the next setting, Press the YES button by it self to move through the settings. If you see a "Done?" prompt, press NO to continue to the next settings section.

Increasing A Price Setting



Change the price while viewing it once you are in the service modes. Each press of the NO button will increase the price. If the button is held down it will increase rapidly.

Decreasing A Price Setting

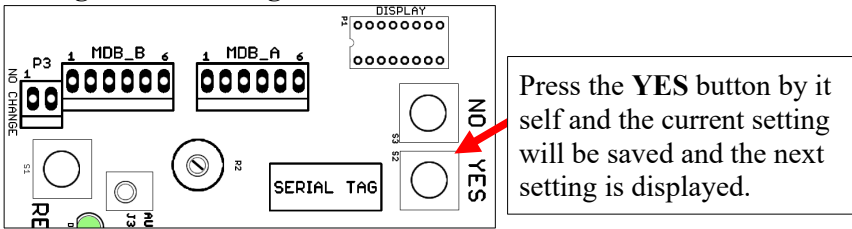


1. Press and **hold** the NO button. (*The price will increase rapidly.*)

2. While still holding the NO button, Quickly tap or hold the YES button to decrease the price.

3. Release both buttons when the desired price is reached

Saving A Price Setting



Setting the "Max Card" Value

This option is displayed after the last price only when the "Card Rdr" option is set to "Yes" (page 8). This sets a maximum value that a Jamex Stored Value copy card can be revalued up to at this vend station. This setting is adjusted in \$0.01 increments. The card reader will also need a "Max Card" value set. See page 9 to review those steps.

Setting the "Escrow" Value

The **Escrow** setting is displayed after the "Max Card" setting or the last price depending on the vend systems settings. This setting controls the maximum cash transaction allowed. Any amount over that is rejected. This setting is adjusted in \$0.50 increments.

Use The "Escrow" Setting To Restrict Bill Denominations

Providing there is enough change, bills are accepted up to the "Escrow" setting. A setting of \$4.50, 9.50 or 19.50 will stop the acceptance of 5s, 10s or 20s respectively. If a patron inserts a bill or coin that will drive the existing escrow amount over the "Escrow" setting, The message "Too Much" will be displayed and the bill or coin will be returned.

The Card Reader and Vend Station Max Card Settings

A 6550 series vend station's max card setting can be set lower than the reader's max card setting if you want to restrict the ability to revalue cards at that vend station. Best practice is to match the max card settings on all your vend stations and card readers globally. Otherwise a card could be revalued at a higher value that would not be accepted by all of your vend stations. See page 9 for the steps to program the reader's max card value. You can not revalue cards when a Jamex NetPad Touch is installed. When using a NetPad the Max Card setting should be equal to the NetPads "Pre Authorization" amount. Refer to the NetPad manual for setting its pre-auth amount.

Advanced Service Mode Settings

To get to the advanced service mode options, enter the service mode as described on pages 7 and 8. Press YES for each price option until you see a "Done?" prompt. Pressing the NO button at a "Done?" prompt will advance you to the next section. These options will vary based on model.

Advanced service mode settings are changed by pressing the NO button while they are displayed. When there is a numeric value, pressing NO will increase that value. Pressing YES at a setting saves the current value and moves to the next unless otherwise specified.

Advanced Service Mode Table

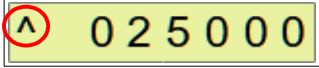
Name	Default	Description
	<i>blank</i>	Adds a copier brand name to the scrolling display.
1CopyMin	No	A patron is always required to make at least 1 copy before change can be returned. <i>Leave at No when using print vending software</i>
1BillMin	Yes	When using a bill, A patron must make at least 1 copy before change can be returned. Setting YES to "1CopyMin" overrides this setting to YES. <i>Leave at No when using print vending software</i>
Card Rdr	No	Turns on the card prices and meters.
Display \$	Yes	Allows you to turn off the "\$" symbol for the displayed prices.
Copier	B/W	Color copiers usually require this setting to be at Color 2. Use Color 1 if color prices are not charged.
Payout T	00	Increasing this number slows down the changer payout speed in ms. It rolls over to zero at 255.
Done?	Pressing YES exits the service mode. Pressing NO continues to the next option.	
Timing	00	Preset timing sequences for specific interface solutions. Rolls over at 15 but can vary. Do not change this setting without consulting Jamex support.
Escrow T	04	Length of time in ms between pressing coin return and when payout actually starts. Slower copiers may need a higher value. It will roll over to zero at 12. Never set this to 00.
Dual\$Dly	10	Delays the length of time in ms funds are automatically returned when the value drops below the set copy price. It will roll over to zero at 255.
Done?	Pressing YES exits the service mode. Pressing NO loops back to the price settings.	

Programming The Optional 7800 Card Reader's MAX CARD Value

There are two Max Card Value settings and both settings should match. You can change the default setting of \$25.00 to tailor the system to your needs. The reader's "Max Card" setting needs to be equal to or greater than the Vend Station's "Max Card" setting (see pages 7 and 8). The vend station's setting controls the maximum value that can be added to a card while the card reader's "Max Card" setting rejects cards over that value. **Note:** The **Jamex 9500-70 series Vend Stations** do not require that the reader's max card to match the vend station's. The reader's Max Card setting should always be higher.

- Insert the blue **Set Prices** card. The card is automatically returned to the exit position. The **reader's display** in front will show "Prices.." for an instant and then alternate with the current Max Card setting.

Tip: If the reader returns to a scrolling display at card eject, try again but use your finger to slow the card down as it exits.

- To **increase the Max Card value**, press and hold the card eject button while the arrow to the left of the card reader's display is pointing up. 
 - To **decrease the Max Card value**, press and hold the card eject button while the arrow to the left of the card reader's display is pointing down.
 - To **change the direction of the arrow**, pull out the Set Prices card part way and immediately reinsert it until it stops.
- Note:** If the card is out for too long the reader may jump to a different setting. If it does, completely remove the "Set Prices" card and wait for the "Insert Card Message" before trying again.
- When you have finished, remove the Set Prices card from the reader. It will exit the settings mode within a few seconds. Be careful not to hit the card reader's eject button while it is exiting the settings mode.

Note: Cards with a value greater than MaxCard are rejected and the "Value Too High" message is shown on the card reader's display in front of the vend station.

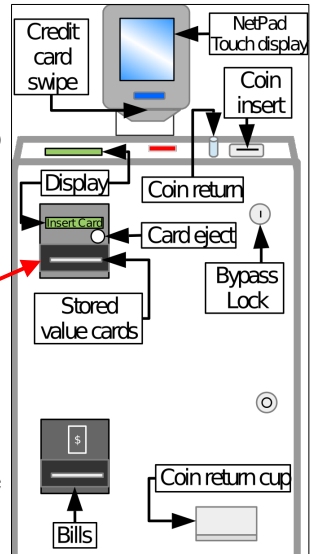
OPERATION GUIDE

Using Cash Funds

- Coins are deposited in the top slot of the vend system. Bills would be inserted face up into the bill acceptor. The total amount of funds inserted (escrow) is shown on the LCD display at the top of the vend station.

Using A Stored Value Copy Card (optional)

- Insert a Jamex Stored Value Copy Card into the Jamex 7800 card reader. Orient the card with the magnetic strip down and to the left.
- The reader's display on the front and the vend station's display on top will show remaining value on the card. If the value is too low, cash may be used to add value to the card. Refer to the section “Adding Value To A Card” for details.



Note: An account server is not used with a stored value card system. The value of the card is stored on its magnetic strip and nowhere else.

Using Optional Netpad Touch (Credit Card)

- Swipe a valid credit card through the slot on the NetPad Touch
 - The pre-authorization amount is displayed on the NetPad's display as well as the 6500 Series Vend Station's display.
Note: The Pre-authorization amount is set in the NetPad. This amount will be held on accounts tied to debit cards until the bank settles the completed transaction for the actual job cost. The length of time the funds are held is up to the bank. Refer to the NetPad's manual to see how to change its pre-authorization amount. Also see page 7 regarding the max card setting in the vend station's service mode.
- Once 1 copy is made, the minimum transaction amount of \$0.25 is charged regardless of the set price. Therefore it is not economical to make one or two \$0.10 copies using a credit card.
- The NetPad shows the charges and remaining credit as copies are made. The Vend Station's display only shows the remaining credit.
- If the job cost will exceed the pre-authorization amount, Do not swipe your card. Instead, ask staff to use the bypass key and pay staff directly. A copier may not allow you to swipe your card again until an incomplete job is finished or canceled.

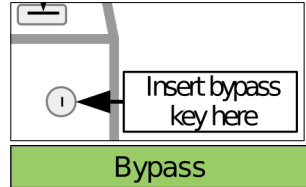
Note: A Netpad cannot be installed with a stored value card reader.

Bypass Operation

The bypass key allows staff and service personnel access to the copier without the need for funds.

Note: All funds will be rejected while in bypass mode. Any cash or card transactions must first be ended before using the bypass key.

- Insert the bypass key into the bypass lock.
- Turn the bypass key “On” (to the right).
- The display will show "Bypass".
- The copier remains ready for use until the key is turned off.



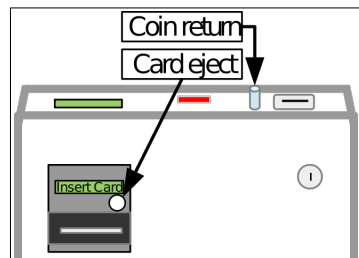
Making A Copy

- The Vend Station's display will scroll through the currently programmed prices for each copy type. This allows you to predetermine if you have enough funds to complete the job prior to starting it.
- Once the amount in escrow is equal to or greater than the minimum copy price, the copier's display will change from it's “Insert Funds” message to show the amount of funds available.
- Choose the paper size, quantity and image type. The copier may disable and reset to default settings if the paper size, or image type selected would drive the job cost higher than the currently deposited amount held in escrow. Add more funds and re select your copy job settings to continue.
- Press “start” on the copier and the cost per page will be deducted from the existing funds in escrow. When the escrow amount no longer equals or exceeds the vend price, the copier will then display it's “Insufficient or Insert Funds” message and stop. You may be able to deposit additional funds to continue but it should be noted that not all copiers will allow a job to continue once funds have been depleted.

Finishing A Cash Transaction

Press the coin return button at the end of your job to return any unused credit in coins. Remaining credit will be ejected automatically once the amount in escrow drops below the current price. The copier will return to the “Insert Funds” screen.

Note: Bills can not be used for returning credit. Any remaining credit is always returned as coins.



Finishing A Stored Value Card Transaction

Press the eject button on the reader or use the coin return button on top of the vend station to eject your stored value card. Cards will never be automatically returned. The card reader display will show a “Take Card” message and the copier will return to its “Insert Funds” screen.

Finishing A Credit Card Transaction

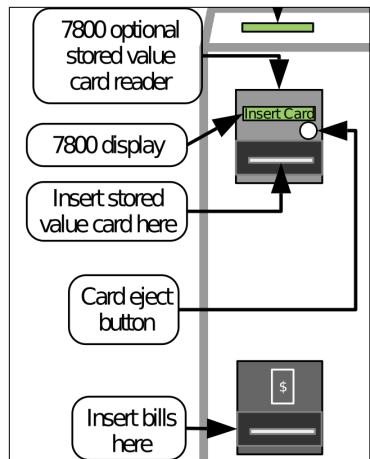
Press “Done” on the NetPad's touch screen display or press the coin return button to finalize your transaction. The NetPad Touch will also time out if there is no activity after a set period of time (See NetPad Manual). The copier will return to its “Insert Funds” screen.

Stopping A Transaction

If the copier is in the middle of a job, press the cancel or stop key on the copier's operation panel. **Do not rely on the coin return or card eject** to stop a job. Using the coin return can cause the vend station to return all of the remaining escrow in coins. This may not be desirable if you have not yet completed your transaction. If a large bill was used, the patron will now need to reinsert a significant amount of coins to finish their transaction. If this was a credit card transaction, the patron may incur another pre-auth (hold) amount to finish their copy job. Some copier models will temporarily disable coin return or card eject during a job.

Adding Value To A Jamex Stored Value Card

- Insert a copy card into the reader.
Orient the card so the magnetic strip is underneath and to the left.
- Insert either coins or bills into the appropriate acceptor.
- The amount of any money inserted will be added to the card, up to the Max Card value setting. The default value for this setting is \$25.00.
- Once a card reaches the MaxCard value, coins and bills are rejected and the message “Too Much” is displayed.
- If a card is inserted after the bills or coins have been inserted, the card is valued up to the max card value. As value is deducted from the card, it is revalued with existing credit. If all the cash inserted was not added to the card when eject is pressed, the remainder is returned as coins.



Caution: Do not interrupt the power or forcibly remove a card. This may result in an unusable card. Press coin return or card eject first.

TOTALING THE SYSTEM

Your 6500 Vending System allows you to track your revenue by:

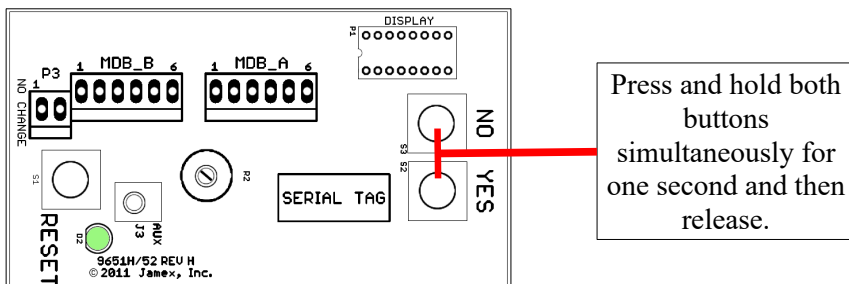
- Providing meters that track:
 - The total number of pages for each vended function.
 - The cash amount taken in for each vended function.
 - The number of bypass copies made.
 - The amount of bills stored in the bill box.
 - The amount of coins routed to the cash box.
 - The amount of coins in the change tubes.

Optional Card and JPC Meters

- The amount deducted from optional stored value/credit cards.
- Amount added to stored value cards.
- The amount deducted from cash by vending software running on a connected Host PC.
- The cash value charged by vending software, running on a connected Host PC, while in bypass mode.
- The amount added to stored value cards from vending software running on a connected Host PC.
- The value deducted from stored value cards or credit cards by vending software running on a connected Host PC.

Reading The Meters

Be sure the bypass key is off and there is no credit on the display. Enter the meters service mode by pressing the **YES** and **NO** buttons on the vend station's main board at the same time. You'll only need to hold them for a second. Once released, the first meter will be displayed.



Each press of the YES button displays the next meter. The Meter Table on the next page shows three meters colored in green. These are the **only** meters that can be reset (page 15). You may want to keep a log of the other meters to help with reconciliation. The "Card" meters are only displayed when the "Card Rdr" option in the service modes is set to Yes (page 8).

Meter Table

Meter	Description
Meter E	Small B/W copies made using cash.
Bypass E	Small B/W copies made using the bypass key.
Card E	Small B/W copies made using a card.
Meter F	Large B/W copies made using cash.
Bypass F	Large B/W copies made using the bypass key.
Card G	Large B/W copies made using a card.
Meter G	Small Color copies made using cash.
Bypass G	Small Color copies made using the bypass key.
Card G	Small Color copies made using a card.
Meter F	Large Color copies made using cash.
Bypass F	Large Color copies made using the bypass key.
Card F	Large Color copies made using a card.
Card Add	The cash amount added to stored value cards.
Host Byp	The Value that vending software charged while in bypass.
HostCash	The total value that vending software charged from cash.
HostCard	The total value that vending software deducted from cards.
Cash	The total value deducted from cash for copies.
Box	The total value of coins that were routed to the cash box.
Bill	The total value of bills that were sent to the bill box.
Tube	The total value of coins currently in the change tubes.
Done?	Pressing YES exits the service mode. Pressing NO continues to the next option.
Dsp .05	Press YES to moves to the next coin. Press NO to pay out nickels.
Dsp .10	Press YES to moves to the next coin. Press NO to pay out dimes.
Dsp .25	Press YES to moves to the next coin. Press NO to pay out quarters.
Dsp 1.00	Press YES to moves to the next coin. Press NO to pay out dollar coins (optional).
Done?	Pressing YES exits the service mode. Pressing NO loops back to the first meter.

Note: Your vend station's configuration may not match what is shown.

Resetting the Cash, Box And Bill Meters

You should reset these meters at each reconciliation period.

- Enter the Meter's service mode as described on page 13.
- Press the YES button repeatedly until the word "Tube" is displayed.
- Press and hold the NO button.
- While holding down the NO button, press the YES button so that you are pressing both buttons simultaneously.
- Wait about 5 seconds and the display will change to show the "Cash" meter. It will now be 0.00 as well as the "Box" and "Bill" meters.

Dispensing Coins

- Enter the Meter's service mode as described on page 13.
- Press the YES button repeatedly until you see a "Done?" prompt.
- Press NO at the "Done?" prompt.
- The display will show the lowest denomination coin first.
- Pressing the NO button pays out a coin from that tube. Press and hold the NO button for continuous payout. You may need to payout even when the tube is empty if you need to get the tube meter to 0.00.
- Press the YES button to move to the next highest coin denomination's tube meter. Once again, press the NO button to payout.

Force The Tube Meter To 0.00 (Only Available In Newer Firmware)

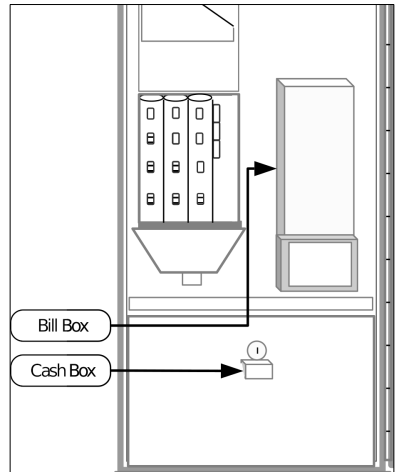
- Payout all the coins to be sure the change tubes are empty.
- Use the dispense steps above to get to the "Dsp 0.25" option.
- Press and hold the NO button to start the dispensing process.
- During payout, do not release the NO button and now include the YES button so that you are holding both buttons down simultaneously and the payout process will stop.
- Wait approximately 5 seconds or until the display shows "Tube"
- Release the buttons and "Tube" is displayed alternating with 0.00. If it did not drop to 0.00, repeat this operation again.

Note: If "Done?" is displayed rather than "Tube" when the YES button is added, this function is not part of your board's firmware. You will need to manually dispense all the coins the board believes is there. If the tube meter does not stay at 0.00 after a reset, the change tubes could be disconnected internally and reporting all tubes to be full.

Emptying The Cash Drawer And Bill Box

Cash Drawer/Cash Box

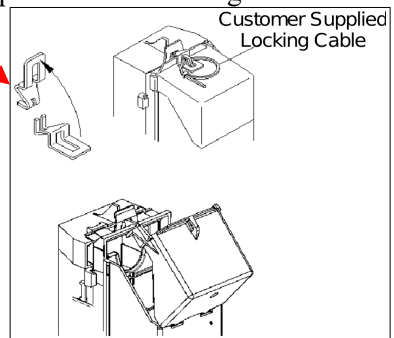
- Unlock the Cash Box.
- Pull the drawer straight outward toward you.
- **Use caution** as a full cash box can be very heavy.
- When replacing the cash box be sure it is in place correctly
- Lock the cash box to prevent it from shifting and causing coin jams.



Removing The Bill Box

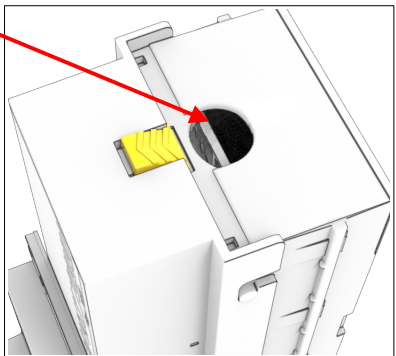
CoinCo

- Unlock and remove any customer supplied lock or locking cable.
- Lift up on the front of the optional bracket so that it rotates up and releases the forked end and remove it.
- Pull the top of the bill box lid toward you to open and remove the bills.
- Close the lid and reinstall any locking bracket.



Apex 7000

There is no need to remove the entire bill box. Just pull the top of door of the bill box toward you to access the bills stacked inside.



Cash Totals

Different features and options of your Jamex Vend Station can give you more than one “Cash” meter to consider. The meters (Cash, Host Cash and Card Add) would be added together. You should also note any added coins between reconciliation periods used to replenish change.

The “**Cash**” meter is incremented by the amount deducted from cash deposited into the vend station for copier vended functions.

The “**Host Cash**” meter reflects deductions from cash made by vending software running on a connected host PC.

Note: The software running on the host PC may be able to provide more detailed reporting as to how those funds were actually used. This meter is simply an aggregate total of all the cash deductions made by software.

The “**Card Add**” meter is cash that was added to stored value cards.

Note: The Host Cash and Card Cash meters are not re-settable so you'll need to keep a log of each week's meters to calculate their total values.

Cash on Hand

When reconciling, most customers only remove the cash on hand. Cash on hand is the money that can easily be removed and is the money in the cash box and bill box. You may expect the cash on hand amount to be equal to the total of your cash meters but this is not always true. This doesn't mean you're missing funds or you've collected more revenue than you should have. It varies because of the way the funds in the change tubes are paid out and replenished. You can account for this by keeping a record of the previous and current tube totals and noting the difference.

Note: Cash on hand can be higher than expected due to coin jams, low change conditions or copiers with a duplex unit. Many manufactures will allow a second side to finish even if there aren't enough funds available. They do this to avoid a paper jam or a security issue caused by a patron walking away and not realizing half of their copy is still in the machine. With a price of \$0.15 per side, \$0.25 could be used to pay for a 2 sided copy. The first side is charged normally. The copier may print the second side even though there aren't enough funds available. The vend station will charge the remaining \$0.10 but it can not be tracked to any meter. This is done to recoup some cost rather than allow a free copy.

Verifying Cash on Hand Funds.

Once all the cash meters are added together, use the formula below to determine if the cash on hand is accurate. The formula is
cash on hand + tube difference = cash meters total.

Negative Tube Difference

If there is a negative difference in the tube meter when compared to the tube meter from the previous reconciliation period, it means larger bills were used to pay for small copy jobs and drained the existing change in the change tubes. That change was returned to the patrons in exchange for bills. Now the bill box holds the value of that change. It has now become “cash on hand” and equals the negative tube difference.

- **Negative tube difference of \$5.00:** Your cash meters totaled \$45.00 but you have removed \$50.00 in bills and coins. The extra \$5.00 of that cash on hand came from the change tubes. The formula would be $50.00 + (-5.00) = 45.00$.

Positive Tube Difference

If there is a positive difference in the tube meter when compared to the tube meter from the previous reconciliation period, it means coins went into the change tubes to replenish depleted change so these coins did not go into the cash box at the bottom of the vend station. This means there will be less coins in the cash on hand by that amount. Therefore the cash on hand will be lower than the total cash meters by that amount.

- **Positive tube difference of \$5.00:** Your cash meters totaled \$45.00 but you only removed \$40.00 from the vend station. It's because \$5.00 of the funds taken in went into replenishing the change in the tubes. The formula would be $40.00 + 5.00 = 45.00$

Note: Sample spreadsheets are available upon request by emailing info@jamexvending.com Use these samples to create your own.

System Wide Stored Value Card Reconciliation (System 7000)

To get an accurate picture of the value on cards vs. the amount already used. A stored value card system needs to be looked at as a whole since a card can be revalued in one place but used in another.

- Start with the total of the “Value Add” and “Host Card Add” meters from all the Jamex Card Revalue Dispensers and Vend Stations.

Note: Some Value Add meters are not re-settable so you'll need to keep a log of each week's meters to calculate their total values.

- Add in the starting value that was programmed on any cards sold.
- Add the amount added to cards with **Copy Card Admin Software**.
- When revaluing cards with a Jamex 7112's batch mode using a "Set Card Value" management card and when using the batch mode in Copy Card Admin Software, Note any existing values as they will be overwritten. Note those funds as unused.

- You should now have the total value stored on all sold cards.
- Combine the value from the “Card Sale” meters on all vend stations and card readers.

Note: You may have some older vend stations on site that do not have a “Card Sale” meter. You’ll need to take the card meter difference from the last reconciliation period until now and multiply them by their respective prices.

- Deduct the total value of sold card copies from the total value stored on sold cards. This will give you the value still stored on patron cards.

A patron may leave before running their cards value down to zero or cards may simply get lost so it's normal for most sites to show a bit more funds taken in from cards than paid out in copies.

Note: Most card meters on Jamex devices are not re-settable so you should keep a log from each cash out.

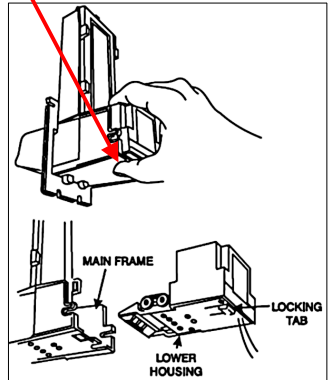
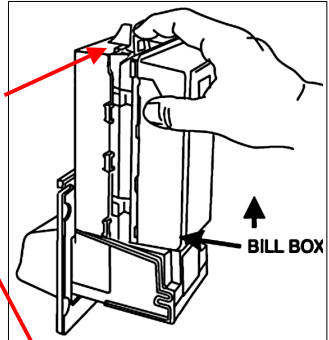
MAINTENANCE

Your Jamex Vending System requires occasional cleaning of the bill acceptor, coin changer, and card reader. The frequency of cleaning depends on the environment and amount of use. Debris can be dropped into the coin slot by patrons and cause coin jams. Instructions for clearing jams are listed here. For your convenience, instructional videos are also available in the “Support” section at jamexvending.com

Always disconnect power before performing any maintenance

Cleaning the CoinCo BP4-BX5 Bill Acceptor

- Remove any locking plates or cables from the top of the bill box (see page 16).
- Push the bill box tab away and slide the bill box upward and off.
- Push up on the locking tab on the bottom and pull the lower housing towards you.
- Clean plastic parts and belts with a mild soap and water solution and a soft cloth. Only use Isopropyl alcohol to clean the metallic magnetic read head located in the in the main frame of the bill acceptor.

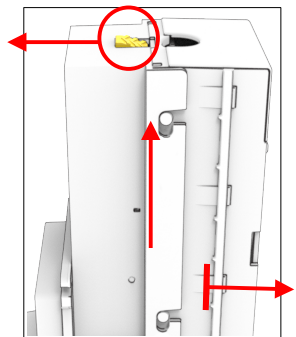


Clearing A CoinCo Bill Acceptor Jam

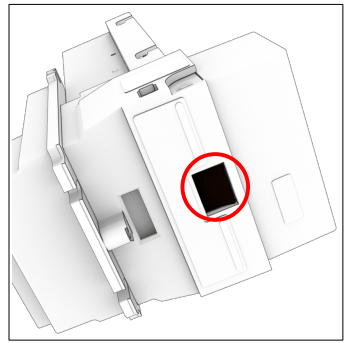
Remove the bill box and the lower housing to free stuck bills. If bill acceptor doesn't actually have a jammed bill, See page 24 regarding the "Anti-cheat" levers.

Cleaning the Apex 7400

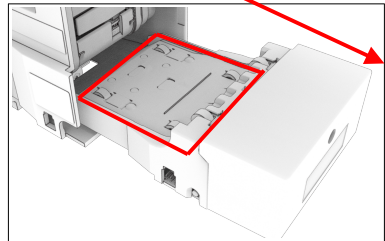
- Push the top yellow lever forward.
- Hold the lever forward and lift the bill box up slightly.
- Pull the bill box towards you.



- Press up on the release tab at the bottom of the bill acceptor.



- While holding the release, Pull the Bill Path Plate towards you.
- Use a lint free cloth lightly moistened with water to remove dust from rollers and optic sensors.
- Use the cloth to clean away any dust from inside the bill acceptor.



Never submerge any part of a bill acceptor in water.

Do not clean with a wire brush, steel wool, scouring pads or solvents.

Do not use lubricant on any part of a bill acceptor.

Always disconnect power before performing any maintenance!

Clearing An Apex 7000 Bill Acceptor Jam

When there is a stuck bill it will be found in one of the same areas shown above. Check those areas to clear the jam.

Cleaning the Coin Changer

Coins share a common coin ramp that will need to be cleaned

- Press the coin return to move the acceptor gate above the change tubes.
- Lift the acceptor gate upward and away diagonally to the right until it stops (do not force the gate to open farther than is natural).
- Wipe the exposed coin ramp and inner surface with a mild soap and water solution and a damp cloth.

Cleaning The Jamex 7800 Stored Value Card Reader

Your card reader uses a read/write head to read and write the data encoded on the magnetic stripe of the card. This read/write head will collect dust and dirt or simply wear out. If the read/write head is not cleaned regularly you will see mis-reads, mis-writes and premature wear. You should be using a cleaning card as regular maintenance to avoid this.

Using Cleaning Cards In A Stored Value Card Reader

It is recommended to use a cleaning card about once a week but a reader that sees a higher volume will need to be cleaned more often.

- The vend station will need to be powered up.
- The cleaning card is pre-soaked with alcohol. Let the card air dry for a few seconds before inserting it into the card reader.

Note: If the cleaning card is too wet, bowed or bent it may get stuck inside the reader. If it does get stuck, wait a minute or so for it to dry and then press the eject button or power cycle the vend station.

- When the card is ejected, flip the card and run it through again. Dispose of the used cleaning card. Reusing a cleaning card that has already collected dust and dirt will do more harm than good.
- The current part number for a box of 50 cleaning cards is 301391.

Card Care

Old worn cards can get stuck and possibly damage the reader.

- Remove old worn cards from circulation.
- Do not use a hole punch on cards.
- Never put tape or labels on cards.
- Do not use bent or heavily bowed cards.
- Only write on cards in the signature strip provided.
- Never clean a card with harsh chemicals.

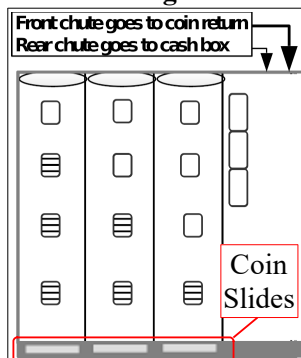
Hint: When receiving a new batch of cards, pull a few from each box to test. Contact your dealer right away if there is an issue. If something needs to be addressed, it will be a lot easier to deal with before the cards are in circulation. New cards can be slightly bowed as a result of the manufacturing process. Let the cards flatten out before putting them in circulation.

TROUBLESHOOTING

This section has troubleshooting steps to resolve many common issues. For **charging or copier ready** issues, double check your price settings. You may need to contact your dealer. A technician will know the required copier settings and have the test tools to troubleshoot. Provide your tech with the installation guide that shipped with your vend station.

Clearing Jams To The Coin Return In A three Tube Changer

- Remove the acceptor (page 22) and locate the two coin chutes to the right of the tubes.
- The jam may be able to be released from the top of the chute. Use something small to try to move the coins to get them to fall.
- More severe jams require the removal of the change tubes to access the payout area.



Clear A Coin Jam In The Cashbox Chute

- Remove the cashbox at the bottom of the vend station. Locate the chute in center back against the housing wall.
- Remove first stuck coins and the others will usually drop.

Instructional videos are located in the support section at jamexvending.com

Changer Payout Issues

When a three tube changer doesn't return coins and **there is a deadened sound during payout**, a coin jam in the payout area is usually the cause. Below each tube is a knock out for the coin slide. The coin slide is a flat plastic piece that has a hole slightly larger than the coin. When it moves forward it aligns with the bottom of the tube and the coin drops into the slide. When the slide returns, the coin is dropped into the coin return cup. Something is stopping the coin from dropping into the coin slide. You may be able to use something like a letter opener to slide in on top of the coin slide to go between the coins pushing the coin into the slide. **DO NOT** twist the letter opener in any way. Push it straight in and pull it back out or you will damage the coin slide and need to replace the changer. Do not reload problem coins back into the changer. Once the jam is cleared, pay out all the coins in that tube and reload it. Keep in mind when reconciling that patrons did not receive all of their change so there will be more cash on hand than expected. More severe jams require the removal of the change tubes to access the payout area.

Instructional videos are located in the support section at jamexvending.com

If there isn't a payout sound but the tube is full it is likely because the meter for the tube storing that denomination of coin is at 0.00. This can be the result of a payout jam that ran the tube meter to zero but did not actually pay out any coins or by improperly loading change. Individual tube meter values are not displayed on most 6500 series vend stations so you'll need to fully empty the changer (page 15) and reload the coins properly (page 4).

Another cause could be a failed Jamex board. Change may have been loaded properly but the Jamex board did not track it to the tube meter. Be sure change has been properly loaded. Drop in a quarter and press coin return. If 2 dimes and a nickel are returned, Try the method described on page 15 to force the tube meter to zero. If this does not fix your issue, Contact Jamex for a quote to get a replacement board.

The "No Change" light is on but there is plenty of change.

The change was loaded improperly. You'll need to fully empty the changer (page 15) and reload the coins properly (page 4)

There is a normal pay out sound but coins are not being returned.

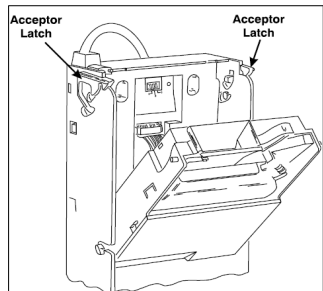
The tube may be empty but the tube meter still shows coins are in the tube. The tube meter and tube inventory need to match. You'll need to fully empty the changer (page 15) and reload the coins properly (page 4)

If the tube meter jumps up after a reset with a three tube changer, the tubes may not be installed properly. Review the video "Removing Tubes From A Coin Changer" in the support section at jamexvending.com

Clearing Coin Jams On A Three Tube Changer

Should a coin jam occur in the coin acceptor upper path area, use the following steps to help dislodge coins.

- Disconnect power.
- Raise the two acceptor latches and tip the top of the acceptor down.
- Unplug the acceptor ribbon cable from the main board.
- Lift the acceptor up and forward and pull the bottom outward until the acceptor clears the housing slots.
- Press the coin return lever at the top of the acceptor.
- Using your fingers, pull the spring loaded acceptor gate open.
Be careful not to pull the gate open too far.



- Turn the acceptor upside down and tap the side to remove stuck coins or debris.
- Reinstall the acceptor and reconnect the ribbon cable. Use caution to avoid bending any pins.

Instructional videos for clearing jams and removing the tubes for a 3 tube changer can be found in the support section at jamexvending.com

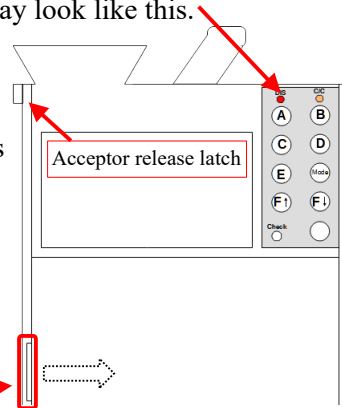
Clearing Coin Jams On A five Tube Changer

The diagnostic panel on a 5 tube changer may look like this.

Do not press the function buttons unless instructed to by Jamex support.

If the **"DIS"** LED is blinking, this indicates a coin jam in the changer.

- Swing the acceptor gate assembly (the piece that moves when coin return is pressed) away to look for coin jams.
- Push the release lever to the right and swing open the changer's coin channel cover to remove any jams.



- If you need to remove the acceptor, Power down the vend station first.
- Push up on the acceptor release latch and swing the acceptor down.
- Unplug the cables on the back of the acceptor and lift it up and out.

If the **"C/C"** LED is blinking it indicates a jam in the coin cassette.

- Push down on the cassette latch in the top center of the tube cassette.
- Swing the top down toward you and lift up to remove.
- Look for coins in the tube that may be stacked incorrectly.

- If the change tubes were emptied, It's best to get the tube meter to zero (page 15) and then reload change as described on pages 4 and 5.

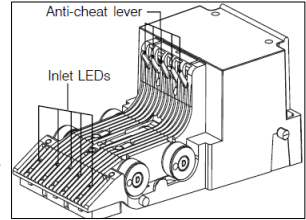
Caution: Do not lose or damage the plastic coin slide piece that slides into the bottom of the coin cassette (tube cassette) assembly.

- If both the **"DIS and C/C"** LEDs are flashing, you may need to clean the coin path. To clean this area power down the vend station and use a mild soapy water solution on a damp cloth.
- If the **"Check"** LED is still blinking after you have removed any jams and re inserted the coin cassette. Press the unmarked button beside it to try and clear the error.

Bill Acceptor Issues

If the CoinCo acceptor motor runs continually, it is likely due to a stuck bill or a jammed anti-cheat lever.

- Disconnect the power to the Jamex Vend Station.
- Remove the lower housing of the bill acceptor (see page 19)
- Remove any pieces of a bill you may find and verify the anti-cheat lever on the lower housing moves freely. The fingers should return to a forward resting position as shown.
- If the lever is out of position causing the fingers to stick, pull straight up on the fingers until a "click" is heard.



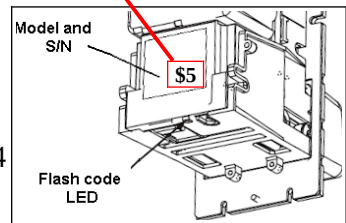
- Once they move freely, insert the housing and re-connect the power.

If there is a slight pause before a bill is rejected, watch the display just before the bill is returned. Look for a "LoChange" or "Too Much" message. If you see "LoChange" but it looks as though there is enough change, empty the changer (page 15) and reload it (page 4). If "Too Much" is displayed, the value of the bill would credit an amount higher than the "Escrow" setting (page 7).

If a bill is rejected quickly or is not pulled in all the way it is possible the bill acceptor's sensors have failed and it needs to be replaced. First review the video "How to clean a bill acceptor in a Jamex 9550 8200 or 6500 series" in the support section at jamexvending.com If this only happens with **5 dollar** bills, older bill acceptors may not be programmed to accept the latest 5 dollar bill pattern. Most vend stations use a CoinCo BP4-BX5. Look at its serial number tag to see if a \$5 symbol is there, if not there, contact Jamex for a replacement.

The Bill Acceptor Appears To Be Dead.

The CoinCo bill acceptors found in almost all Jamex vend stations have a flash code LED that could indicate a problem. The BP4 model can indicate three possible issues.



1. The light seems to **blink on and off steadily** (Check the bill box). Empty the bill box (page 19).
2. The light **blinks twice**, there is a slight pause and then it repeats the sequence (Stuck bill). Bill jam or stuck anti cheat levers.
3. The light **blinks three times**, there is a slight pause and then it repeats the sequence (Return for Service). Contact Jamex for a replacement.

Apex 7000 Error Codes

The codes are displayed by flashing the lights on the front bezel. There is a three second pause before the code is flashed again.

- The front bezel **flashes once**, Remove Lower Transport and remove debris or stuck bill (pages 20 and 21).
- The front bezel **flashes twice**, Remove the lower Transport and bill box to check for a stuck bill (pages 20 and 21).
- The front bezel **flashes three times**, Empty the bill box (page 16).
- The front bezel **flashes four times**, The bill box has been removed. Be sure it is installed and properly seated (pages 20 and 21).
- The front bezel **flashes five times**, Return the bill acceptor for service. Contact Jamex for a replacement.
- If the front bezel is **flashing rapidly** it indicates an attempt to cheat the system with possibly something attached to the bill to pull it back out of the bill acceptor. The sensors that detect a this may also be dirty. Remove the lower transport and clean the sensors. These sensors are located on the sides of the lower transport assembly (pages 20 and 21).

Power Problems

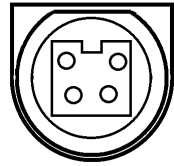
No Power To The Vend Station

Be cautious when troubleshooting power supply problems. If you are uncertain about any steps listed below, contact your dealer or Jamex support. Older Jamex square power supplies did not have an LED but they may have reset buttons on each side to try. That power supply has been discontinued. Contact your dealer or Jamex support for further help troubleshooting that PSU. The newer Jamex power supplies are rectangular and have an LED on one side. The LED should be lit.

If the power supply LED is not lit, verify the wall outlet is OK and the connection from the outlet to the power supply is good. A short may be present in the vend station. To test, unplug the power supply from the wall and then disconnect the power connection to the vend station. Wait a few minutes and reconnect the power from the wall but do not connect the vend station. If the power supply LED now lights, it indicates the power supply's protection circuit previously kicked in. A common cause of shorts are loose coins in the vend station. A vend station may have been tipped and coins from the change tubes ended up on or behind the vend station's or changer's main board. Removing the coins may resolve your issue. A poorly connected display can also cause power issues. Review the display troubleshooting section on the next page.

If the power supply LED is lit then you will need to check the power connection in the base. It can get damaged in such a way that even though it looks connected, the sockets and pins are not making contact.

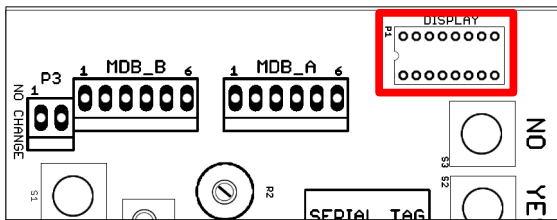
- Disconnect the power from the wall.
- Disconnect the cable under the base and look in the end that goes toward the vend station. The sockets should be very close to the edge.
- If they are not, hold the black end of this connector and push on the gray cable going into the connector. The sockets may move forward.



- Push the sockets as far forward as they can go. The sockets should lock in place. If not, the sockets will move backwards when you reconnect the power supply. If that happens the internal power cable has been damaged. It was likely pulled on or tripped over. It should be replaced.

Hint: You may still be able to restore power while waiting for a replacement internal power cable. Once again push the gray cable to move the sockets forward. Now hold the cable in place while you connect the power supply cable. Then reconnect the power supply to the wall outlet.

If the display is too light, too dark or blank, review the "Setting Display Contrast" section on page 4. You will also want to be certain this is not a power supply problem. The vend station usually works correctly even without a display. If you are still having an issue you'll need to check the display connection on the Jamex main board to see if the multicolored ribbon cable is properly connected. Use caution when connecting the cable as the pins are easily bent.



- Orient the cable so that the yellow stripe on the edge is to the right.
- Be sure the pins are aligned correctly with the socket.
- Be careful not to bend any of the pins. If pins are bent, slowly and carefully straighten them.
- Reconnect the power and adjust R2 to the desired level.

Note: On rare occasions the main processor on the Jamex board will need to be resealed. Contact your dealer for assistance.

Vending Software Not Seeing Correct Credit

A vend station will never report the wrong value to software. If the software is reporting an incorrect value it is usually a software or PC mis-configuration problem.

USB Cable

- Verify all USB connections from the vend station's board to the PC.
- Inspect the USB cable for damage. If the base of the vend station is too low, a USB cable can rub on the base and wear through the insulation. You may just want to try replacing the USB cable to rule the cable out.

PC Configuration for USB Connection

Jamex USB devices require a driver to function. Look in Windows Device Manager under "Ports (COM and LPT) and verify there is a Jamex USB Serial Port with a COM number. The driver can be found at www.jamexvending.com/downloads/drivers

Note: Jamex equipment manufactured with a USB port prior to April of 2014 will use the legacy driver. These drivers are the same versions but look for different hardware. The Legacy driver will simply show as a USB serial port. Newer Jamex boards show as a Jamex USB Serial Port.

Vending Software Configuration

Many types of vending software require you to input the type of vending device and what COM port the device is on. Consult the software vendor about configuring the device type and COM port. Review the PC Configuration section on the previous page to find the COM port number.

Hint: When changing a vend station's board, Windows will assign a new com port number to the new board. It's best to uninstall the Jamex device from device manager before removing the old board. This should ensure that Windows assigns the same COM port number your vending software expects to find the vend station on.

Verify The Firmware Is Compatible With A PC

The Vend Station needs specific firmware to communicate with a PC. Verify this by pressing the RESET button on the vend station's board. Watch the scrolling display at restart. Look for the letters "JPC". If you do not see anything like this, the USB port on the board will not be able to communicate with a PC. Contact Jamex for the proper board.

Random or Erratic Symptoms

On rare occasions the vend station may show intermittent symptoms. It is possible the main processor on the Jamex board will need to be reseeded as components can shift over time. Contact your dealer for assistance.

Jamex 7800 Card Reader Troubleshooting

Once a card has been corrupted it will always show misread when inserted into any card reader. Be sure to test the card in other card readers or use a known good card to test with.

- Keep in mind if your site has more than one reader, you want to be sure which reader needs service. A worn or dirty read/write head can corrupt a card upon exit. The card is unreadable the next time it is used but it may not be the same reader. The reader now misreading the card may not be the reader that corrupted it.
- If you suspect a card reader is corrupting a card, listen carefully after the eject button is pressed. A reader that is having trouble writing to a card will attempt to write to the card more times than usual before ejection so you'll notice the eject time of the card is longer than usual. The card may still work but this is a sign of a dirty or worn read/write head. Run a cleaning card through the reader (page 20) and if problems persist, The card transport may have worn out. Contact your dealer or a Jamex Customer Support Representative regarding having the reader repaired or replaced.

Card Reader Diagnostic Messages

The card reader display is located just above the card insert slot. It will display a message when a rejected card is returned. Note the error and review the relevant section.

- Misread try again
- Incorrect site code or Invalid site code
- Invalid card Type
- Value too high

Misread Try Again

Test the card in another reader. If you see the misread error with other card readers, the card is damaged. If the card reads correctly elsewhere, Run a cleaning card in the reader and test again. If it reads correctly, You should increase frequency of cleaning. If you are still seeing misreads this card reader will need to be repaired.

Incorrect/Invalid Site Code

Test the card in another reader. If the card reads correctly, the card reader needs to be repaired. If you still see a site code error message at another reader, the card has been removed improperly, is physically damaged, incorrectly programmed or belongs to another site.

Invalid Card Type

If this is a "Set Card Value" card, it was only designed for the Jamex 7112 card reader. If this is not a "Set Card Value" card, the card is damaged or miss-programmed.

Value Too High

Test the card in another reader. If it reads correctly, a vend station's Max Card setting may be higher than the reader's max card value. This makes it possible to add too much value to a card. Refer to the "Setting Max Card Value" sections in this manual for details.

Card Is Not Pulled In / Stuck Card

Verify there is not something stuck in the card transport assembly. Look for coins or even a similar sized card that may have been forced into the card slot. First try to power cycle the vend station.

If the card is pulled in slowly or doesn't fully eject, the card transport is failing. The reader will need to be sent to Jamex for repair. Contact a Jamex Customer Service Representative at 800-289-6550 M-F during our normal business hours of 8:00 AM - 5:00 PM Eastern.

Force Out A Stuck Card

- Disconnect the power.
- Open the vend station and carefully remove the two sets of white cables on the back of the reader. Once they are removed you will be able to see the other side of the card transport.
- You may be able to force the stuck card forward and out of the front of the reader by pushing from the back of the card in the transport assembly. Try attaching two folded cards front to back together to increase their length. You need to use folded cards because there is a stopper in back of the transport that blocks a full sized card.
- If you can remove the card, remember to reconnect the white wires before you power the vend station up.

Reader Looks Clear But Still Not Accepting Cards.

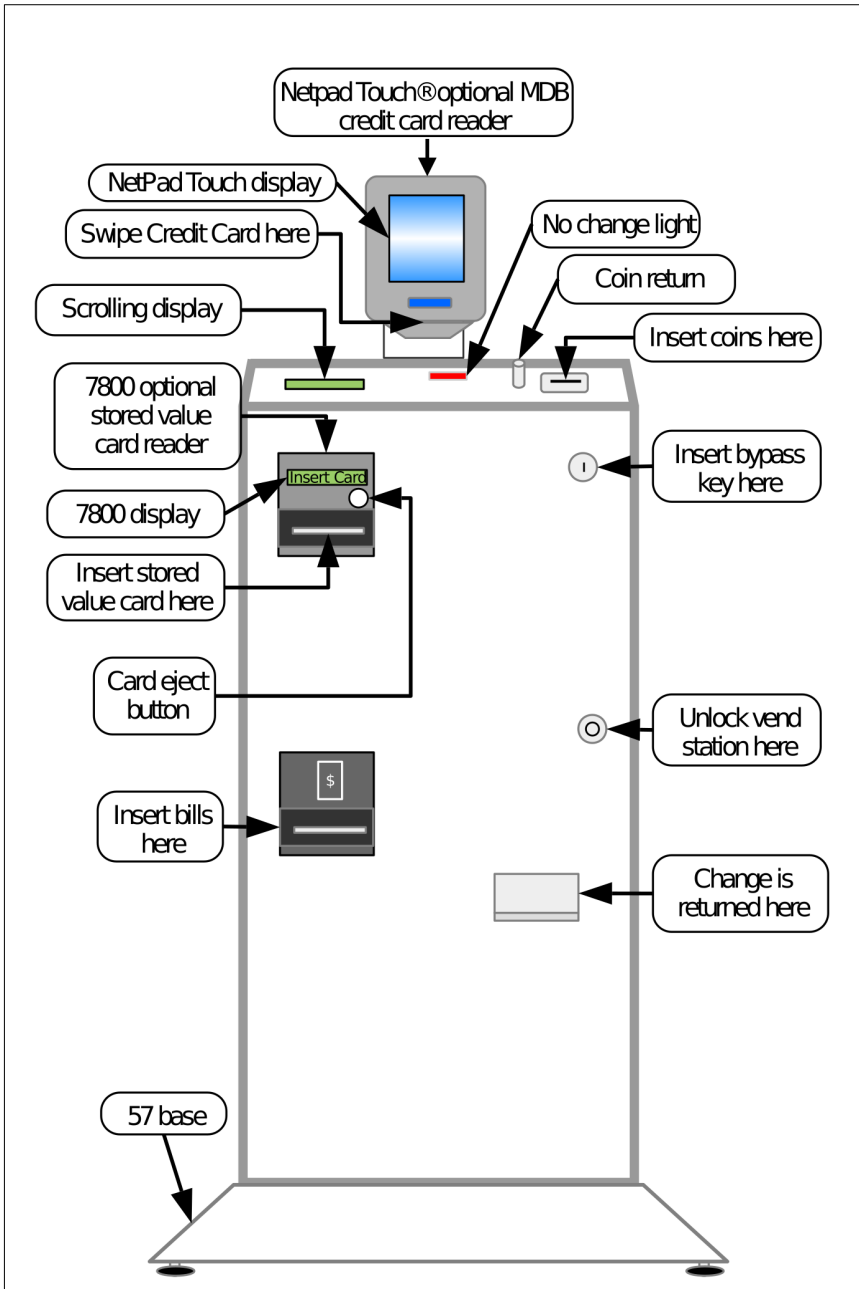
- The service mode setting for the card reader maybe off. Review the advanced service mode section on pages 6 - 8 to see how to check this.
- Try a few short blasts of canned air in the card slot. Concentrate on the left side of the card slot as that is where the sensors are located.
- Verify the eject button is not jammed or stuck.
- On the back of each reader are two bundles of wires. They are white or white and black. Unplug vend station and re-seat those wires.

- On rare occasions, one of the reader's internal settings can get accidentally changed when using the "Set Prices" card. To reset this setting, Have one person unplug the vend station. A second person needs to hold the card eject button down while the vend station is powered back up. Wait approximately 10 seconds before releasing the eject button and test again.

You may need to press the reset button or power cycle the vend station if you had to remove a stuck card or derbies.

If nothing seems to resolve the issues your having, Contact your dealer or a Jamex Customer Support Representative during normal business hours M - F 8:00 AM to 5:00 PM Eastern at 800-289-6550 regarding having the reader repaired or replaced.

Jamex 6500 Series Vend Station Full Exterior Layout



Note: The 7800 Stored-Value card reader and the Jamex NetPad Touch are displayed here only as an example. The 7800 card reader can not be installed on the same vend station as the NetPad Touch.

Jamex 6500 Series Vend Station Full Interior Layout

