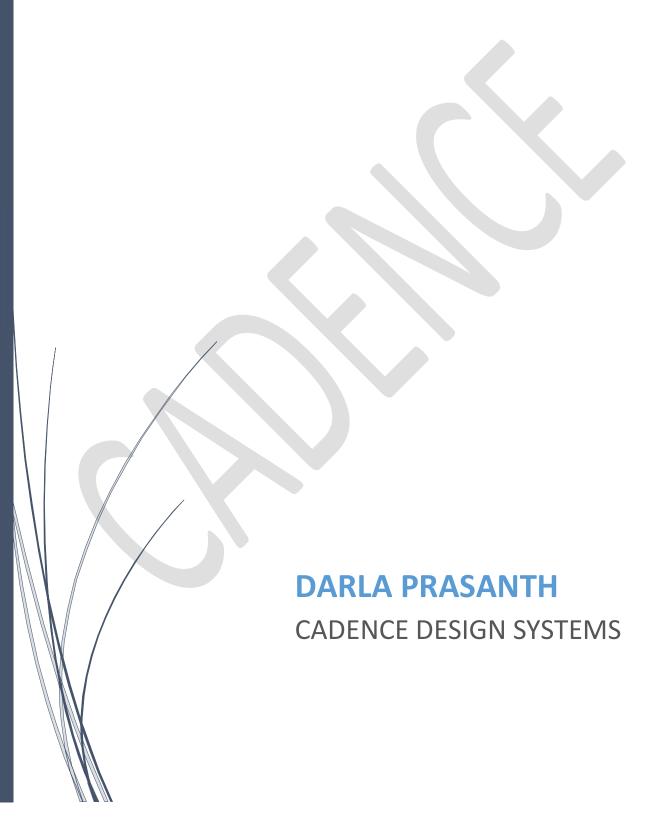
07/07/2019

ATM

(Automated Teller Machine)
[HDFC]



INTRODUCTION

An **Automated teller machine** (**ATM**) is an electronic banking outlet, which allows customers to complete basic transactions without the aid of a branch representative or teller.

ATM & self-service tills at a glance

- Withdraw cash, you can withdraw cash at thousands of ATMs.
- Balance enquiry.
- Pay bills or transfer money.
- Deposit cash using CDM.



Figure 1: ATM

ATM (AUTOMATED TELLER MACHINE)

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• Withdraw Cash from ATM (HDFC)

- 1. Insert card in the slot refer Figure 1: ATM.
- 2. Choose your language.
- 3. Enter the PIN.
- 4. Select withdraw option.
- 5. Select the account i.e., (savings or current).
- 6. Enter amount.
- 7. Collect cash from cash dispenser.
- 8. For receipt press 'YES' if not press 'NO'.

Balance Enquiry

- 1. Follow the same from step (1-3).
- 2. Select balance enquiry option.
- 3. Select the account i.e., (savings or current).
- 4. Account balance will appear on screen.

Deposit Cash in CDM

- 1. Follow the same from step (1-3)
- 2. Place the money in the cash deposit slot and press continue.
- 3. Machine will count the cash and will show the denomination-wise amount to be deposited.
- 4. If it is correct press "DEPOSIT".

Do's and Dont's

- 1. Do be aware of your surroundings while at an ATM.
- 2. Do try and memorize the PIN instead of noting it down somewhere.
- 3. Don't carry your along with PIN in your wallet or purse.
- 4. Don't use your mobile phone while using the ATM.

