

## **ATM Advantages & Tips for Safe ATM usage**

An automated teller machine or automatic teller machine (ATM), is a computerized telecommunications device that provides bank clients with access to financial transactions from a public space without the need for a visiting the bank's branch.

There are several advantages of using ATM, few are listed below-

- You can withdraw cash at any time, day or night. The banks don't need to be open.
- ATMs offer the convenience of multiple locations.
- Your ATM card is protected by a PIN, keeping your money safe.
- You don't need to fill out withdrawal and deposit slips as is required at the bank.
- ATMs are faster than going to the bank—no long lines.



Though ATM has various advantages but the convenience of the ATM can become a problem if you aren't aware of the risks associated while conducting your banking business. Below are few tips which can be followed while using ATMs.

### **Tips for Safe ATM usage**

- Be alert and conscious of your surroundings when using the ATM.
- Do not insert your card until asked to do so by the display screen.
- Never use an ATM with a blank screen.
- If the ATM is obscured from view or poorly lit, leave immediately and find another ATM.
- Stand close to the ATM and use your body and hand as a shield to make sure nobody sees you keying in your pin.
- Also, make sure you keep your hand over the card slot to make sure nobody can swap or take your card.
- Never accept help from strangers when using an ATM. You should be wary of strangers asking for help.
- If your card is swallowed by the ATM it is advisable to phone your bank toll free stop card line immediately and stop your card.
- Never allow a bystander to call the toll-free stop card line on your behalf- they could be tricking you into thinking your card has been stopped.
- It is advisable to set a daily ATM withdrawal limit at your branch.
- Make sure you retain your transaction receipt. Do not throw the receipt away at the ATM site and immediately report any stolen or lost ATM card to the available customer service number.