



ATM Safety Tips

Everyday, thousands of people use ATM machines. MCC hosts an ATM on campus which is located in the Commons across from the cafeteria. They are also at banks, in shopping malls, convenience stores, drug stores, grocery stores, and many other locations.

Users of ATM machines should be aware of safety concerns whether they use the campus ATM or one in the community. Would-be robbers and thieves will obviously know an individual using an ATM will usually be leaving the machine with money.

The following are some ATM safety and security tips. Take a few minutes to read them over and try to remember them the next time you pay a visit to an ATM, particularly one that is someplace unfamiliar to you.

- Never approach an ATM if the lights at the site are not working.
- Never tell your PIN to anyone. Likewise, never lend your card to anyone. Treat it like cash or a credit card.
- Before you approach the ATM, have your card ready, know your code and have any slips or forms already completed.
- When approaching the ATM, be alert for anything or anyone suspicious in the area. If something just doesn't look or feel right, leave.
- When using the ATM, stand directly in front of it, blocking the view of others. Don't enter your PIN if someone else can see the keyboard. As unusual as it may sound, criminals have been known to use high powered equipment to see PINs. If your card is stolen or a false card is manufactured, your money then becomes vulnerable.
- Memorize your Personal Identification Number (PIN). Do not write it down on your card or carry it in your wallet or purse.
- Never let strangers assist you with your ATM transaction.
- When your transaction is complete, immediately take your property - card, receipt, money, etc., put them in your pocket, wallet or purse and leave immediately.
- Do not stand and count your money. Count it later. Besides, if it is wrong, you cannot discuss it with the machine.
- As you leave the machine, keep your head up and be aware of your surroundings.
- At a drive-up ATM, keep all windows closed except the one you are using. Keep all doors locked as well. Keep the vehicle running. Watch in front, behind and on the sides. If someone walks up to your vehicle, cancel the transaction and leave.
- If you exit your vehicle to use an ATM, lock your doors. When walking back, have your keys handy so that you can re-enter your car quickly.