

Model # 3820

Installation Instructions



STEP 1 – SITE PREPARATION

This unit requires some provision underground to route the electrical from the foot of the unit into the branch building. If this installation is replacing a pneumatic system, then there is: (A) A metal underground culvert through which the pneumatic tubes ran, and which will accommodate the electrical, or (B) the pneumatic tubes are buried and can themselves serve as electrical conduits. If neither of these exist, then the electrical must be routed in the same manner as is chosen for the ATM power.

The contract administrator is responsible for all site preparation drawings. If the drawings are not available at the time of installation, contact the contract administrator.

CRITICAL FACTORS

- Pad must be flat and level
- Conduit stub up locations per print
- Area on rear side of unit to be clear and flat for ATM delivery
- The ATM must be on site in order to complete the installation

STEP 2 – UNPACKING AND HANDLING

- While transporting, uncrating, and handling, do not set anything against the unit without the appropriate padding.
- The packaging should be examined when received for any shipping damage.
- Remove the packing material at the site unless damage has occurred.
- Remove from the truck and set in front of the island facing out.
- When removing the packing material make sure not to damage the product while cutting off the plastic wrap.

INSTALLER FURNISHED TOOLS, SUPPLIES AND EQUIPMENT:

1. Electric hammer drill and 1" & ½" bits
2. (4) ½" O.D. lead anchors
3. (4) 1/4" X 1-1/4" lag screws
4. Electrical hand tools
5. Fluorescent lamps: see decal on light fixture for size
6. Socket wrench set for lag screws
7. Rags and spray cleaner

STEP 3 – INSTALLATION

1. Remove the side signs by using the suction cup inside the hardware package taped to the unit. Apply the suction cup to the upper right hand corner of the lens and pull outward slowly until you can get your fingers behind the lens, then pull it out by hand. Then reach through the side signs and remove the retaining nuts from the front and/or rear sign. Set all lenses out of harms way for later replacement.
2. Remove the access panels on the lower side of each leg, and set out of harms way. Save the screws.
Remove the shipping brace prior to installation
3. Find any wires or flex conduits stored in the left leg, and tuck them up out of the way for a test fit onto the ATM. Nothing should extend below the foot for the test fit.
4. Slide the unit onto the ATM from the rear until it contacts the rear of the unit and fits the front properly.
5. Using the feet as a template, mark the holes for the anchor bolts inside the access panels on each side.
6. Slide the unit back out of the way, drill ½" holes in the concrete for lead anchors to fasten the feet. Also drill a 1" hole under the left foot for the electrical conduits, or route electrical as required.
7. Anchor the endcaps with 1/4" lag bolts into the lead anchors, and connect the electrical to the source.
8. Install the fluorescent tubes and replace front and/or back sign lenses by reinstalling the retaining nuts to the back of the signs. Set the side signs in place, then press all around the perimeter with your thumb to assure the Velcro is securely engaged. Reinstall graphics and networks (if ordered) the same way. Reinstall the access panels at the bottom of the unit.
9. Clean up with soap and water or any household spray cleaner. Clean up any packing materials.
10. Give suction cup and hook provided to the branch manager. Explain how to: use suction cups, remove backlit graphics frame (if ordered) and replace all light bulbs.

If there are any questions: please call (801) 936-8082. Ask for Customer Service.

STEP 4 – MAINTENANCE

Monthly

To protect the finish, wash with soap and water to remove dust, dirt and other debris. Wash and dry the exterior in a straight motion along the length of the unit. Use a natural chamois or terry cloth towel for drying.

Biannually

Wash and wax the exterior of the unit. Use any name brand liquid or paste automotive wax. They are easy to use and provide excellent protection. Apply the wax in circular motion and finish by wiping in a straight motion along the length of the unit. This results in a uniform drying pattern. After it is applied to one section, move to the next section and let the first area dry (per the wax manufacturer recommendations). Then go back and polish the first area. Continue this process until the unit is completely waxed and polished.

Annually

1. Replace all lamps.
2. Inspect all electrical connections.
3. Inspect all locks for wear and damage.

If there are any questions: please call **(801) 298-8082** and ask for Customer Service.

LIMITED NEW PRODUCT WARRANTY

Companion Systems Inc. (CSI) will repair or replace free of charge, any product part manufactured by CSI that is proven to be defective in material or workmanship, for a period of one year from the date of shipment

Accessories supplied in conjunction with CSI products will be covered by the guarantee of the manufacturer of that accessory.

This warranty does not include any service or materials provided for the installation of the product either by CSI or by any other independent contractors hired by the customer or by CSI.

Repair and service adjustments caused by misuse, negligence, vandalism, modification, alteration, tampering, disconnection of factory installed parts, improper adjustments or repairs, accident, parts not supplied by CSI, add-on parts, improper maintenance, or repairs or adjustments by individuals or companies not authorized by CSI, are not covered by this warranty.

Failure or damage caused by not following the required maintenance procedures will not be covered by this warranty.

Incidental or consequential damages such as telephone calls, loss of time, inconvenience, or commercial loss are not covered.

CSI will determine, after presentation of photos and/or other pertinent information, whether or not the warranty applies.

If CSI decides that the product must be returned to the factory for repairs or replacement, the freight costs are not covered by warranty. CSI reserves the right to determine whether the part will be repaired or replaced, and whether it will be a repair in the field or at the factory.

Any implied warranties including those of merchantability of fitness are limited to 90 days. Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitation of exclusion may not apply to you.

This is the only express warranty authorized by CSI. This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state.

Warranty is not transferable. This warranty applies only to the original purchasing institution. It does not apply to subsequent owners.

Warranty related claims or questions may be made by calling CSI Customer Service at 801-936-8082.

DAMAGE CLAIMS

In addition to the comprehensive in-line quality checks during manufacture, every Companion Systems unit is thoroughly inspected prior to shipping to assure that it meets the highest quality standards. This procedure assures that cosmetic damage from the factory is virtually impossible. Careful attention is given to each unit in order to minimize the chance of damage during transit. However, even with all of our safeguards, shipping damage occasionally happens. Therefore, it is important that you or your Receiving Agent follow the inspection procedures below:

1. Inspect packaging for damage with the delivering driver and note any damage on the bill of lading. Truck driver must initial the damage note.
2. Open container and visually inspect for concealed shipping damage within 72 hours of receipt.
3. If damage is found and the freight was billed to Companion Systems, notify Companion Systems Customer Service immediately in order to meet the 72-hour requirement for claims. Otherwise, the carrier may refuse the claim, and you will incur any additional expenses for necessary repairs. If the freight was billed to you, you must make the claim with the carrier. The carrier accepts the claim from the company billed for the original freight charges.
4. If damage is found, all packaging materials must be kept with the damaged unit. Once CSI has been notified, an inspection will be requested from the carrier. It may take up to a

week to get an inspector to your location. If the unit is installed or packaging is destroyed, you are waiving all rights to a damage claim and CSI will not be held liable.

5. Forward copies of all documentation to Companion Systems' Customer Service Representative, preferably by fax (801-936-5407) to insure adequate time to make the claim within the 72-hour deadline.

NOTE: All rights to claims for shipping damage are forfeited if the product is not inspected and Companion Systems' Customer Service Representative notified so that the claim can be filed within 72 hours of your receipt. Companion Systems is not responsible for damage from shipping on to a second location or mishandling during installation. Please make sure your warehouse or installer understands the above procedures and that the unit is handled with care in transit and during installation.

Following the simple procedures above will insure that damage responsibility is resolved properly and in a timely manner with no additional cost or delay to you.