

Model # 3822

Installation Instructions



STEP 1 – SITE PREPARATION

This unit requires arrangements for the electrical to be routed from the base of the unit into the branch building. If this installation is replacing a pneumatic system there is A metal underground culvert through which the pneumatic tubes ran, and which will accommodate the electrical, or the pneumatic tubes are buried and can serve as electrical conduits. If neither of these exist, 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.

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. (1) ¾" x 2 ¾" Pipe nipple
3. (2) ¾" compression nuts
4. (2) ¾"-16 X I-bolt and washer
5. Electrical hand tools
6. Fluorescent lamps cool white (see decal on light fixtures for bulb info.)

7. Socket wrench set
8. Rags and spray cleaner

STEP 3 – INSTALLATION

1. Locate the three holes used to secure the unit to the ATM.
2. Using a hammer and a chisel, carefully remove the epoxy coating covering the holes. Remove the protective plugs.
3. Using the suction cup, located inside hardware pack, remove the sign face by gripping the sign face at the top center and pulling outward until you can insert your fingers behind the sign face. Then while holding the top of the sign out pull the bottom center of the sign away from the unit. Set the sign face out of the way where it will not be damaged.
4. Position the unit on top of ATM so that the three holes in the base of the unit align with the holes in the ATM.
5. Install the pipe nipple and the two compression nuts. Put bead of silicone around the power inlet. The silicon will be placed between unit and the top of the ATM.
6. Install the two bolts (3/8-16 x 1") and washers.
7. Connect the electrical to the source.
8. Install the fluorescent tubes and replace front sign lenses by reinstalling, and then
9. Clean up with soap and water or spray household cleaner. Clean up any packing materials.
10. Give suction cup and hook to the branch manager. Explain to them how to use suction cup, 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.

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.