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## 3838 Topper Installation Instructions

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### 1.0 General

- 1.1 These instructions document the installation of the 3838 topper.

### 2.0 Customer Service

- 2.1 Installation questions concerning this unit can be handled by calling the manufacturer directly. Contact a customer service representative at 801-936-8082.
- 2.2 Limited New Product Warranty
  - 2.2.1 Products produced by Companion Systems Inc. (CSI) are covered by warranty.
  - 2.2.2 Warranty related claims or questions can be made by calling CSI Customer Service at 801-936-8082 or 800-258-8082.

### 3.0 Maintenance

- 3.1 Monthly
  - 3.1.1 To protect the finish of the unit, wash with soap and water to remove dust, dirt and other debris. Wash and dry the exterior of the unit in a straight motion along the length of the unit. Use a natural chamois or terry cloth towel for drying.
  - 3.1.2 Remove all accumulated trash and debris from around the unit.
- 3.2 Biannually
  - 3.2.1 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 Product. 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.

### 3.3 Annually:

3.3.1 Inspect all electrical cords, connections and lighting. If a problem is found, or there are worn or defective part have them replaced.

3.3.2 Replace all lamps

## 4.0 Critical Factors

4.1 The ATM must be in place in order to complete this installation.

## 5.0 Transportation and Handling

5.1 While transporting, uncrating, and handling, do not set the topper against any obstruction without the appropriate padding

5.2 The boxes should be examined when received for any shipping damage. If there is a failure to note damage at the time of delivery the installer will be held responsible for replacement or repair cost.

5.3 Remove the packing material on site unless damage has occurred.

5.4 When removing the topper from the packing material make sure not to damage the product while cutting off the plastic wrap

## 6.0 Instructions

6.1 Hardware Included

- One suction cup

6.2 Tools and Supplies

- Alcohol or similar solvent, household or glass cleaner and rags for preparing ATM for topper installation and cleaning after installation.
- Pencil or masking tape to mark ATM for topper positioning.
- Electrical drill and bits (optional).
- Electric hand tools (optional).
- Rags and spray cleaner

## 7.0 Installation

### 7.1 General Information

- 7.1.1 This topper may require some provision to route the electrical and communication wiring from the unit into the branch building. Always check with the local building codes for requirements on communication and power. Modify the installation according to local requirements. Always use professional technicians for installing the power and communication equipment.
- 7.1.2 The contract administrator is responsible for all site preparation drawings. Please refer site configuration questions to the contract administrator of the bank.

### 7.2 Topper Installation **(Read entire Topper Installation section before proceeding with installation)**

- 7.2.1 Test fit the topper to the ATM. Using a pencil or masking tape mark the location on the top of the ATM.
- 7.2.2 **It may be difficult to run the conduit from the topper to its power source after the topper is permanently fixed to the ATM. It is best if the conduit is run to the power source before continuing with the installation.**
- 7.2.3 Remove the protective paper on the VHB double stick tape on the bottom of the topper.
- 7.2.4 Place the topper on the top of the ATM on the location which you previously marked. Press down firmly to the top of the ATM to ensure that the topper adheres well to the ATM.
- 7.2.5 Re-install the sign by placing the top in first, centering the sign in the opening and gently pressing the sign into the sign seat. Press firmly around the perimeter of the sign to properly engage the Velcro. Check to make sure that the sign is secure.
- 7.2.6 **Optional – (At the bank’s discretion as this will put permanent holes in the ATM cabinet.)** Locate the self drilling screws in the hardware packet. Open the ATM and inspect the locations where the screws will enter the ATM cabinet. Make sure that there are no wires or other critical items which might be damaged when the screws come through the cabinet. Drive the screws through the bottom of the topper and into the ATM cabinet.

### 7.3 Sign Installation

#### 7.3.1 Removal

7.3.1.1 The sign is removed by pressing the suction cup to the top right hand corner of the sign and pulling outward slowly until it you are able to get your fingers behind the sign. You can now remove the sign by hand.

#### 7.3.2 Installation

7.3.2.1 Re-install the sign by placing the top in first, centering the sign in the opening and gently pressing the sign into the sign seat. Press firmly around the perimeter of the sign to properly engage the Velcro. Check to make sure that the sign is secure.

### 7.4 Lamp Replacement

7.4.1 Turn off the electrical power to the lights.

7.4.2 Remove the front and the side signs as explained in section 7.3.1.

7.4.3 Remove and replace the light bulbs. Replace the light bulb with the type noted on the bulb size decal of the light fixture.

7.4.4 Replace the signs as explained in section 7.3.2.

### 7.5 Finalization

7.5.1 Remove and dispose of all packing and construction material.

7.5.2 Clean the surround as explained in section 3.1.

## 8.0 Revision History

Revision	Date	Description
A	03/14/2009	Initial Release