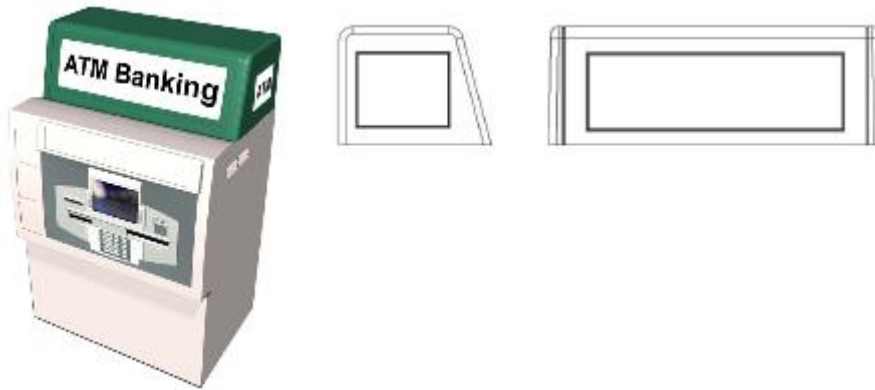


# Model # 3840

## Installation Instructions



### STEP 1 – SITE PREPARATION

This unit requires some provisions to be made to route the electrical and communication from the unit to the main building. Always check the local building codes for requirements on power and communications hookups. Modify these installation instructions according to local requirements. Always use professional technicians for installing the power and communications.

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.
- When removing the packing material make sure not to damage the product while cutting off the plastic wrap.

#### INSTALLER FURNISHED TOOLS, SUPPLIES AND EQUIPMENT:

- Electric drill and bits
- Electrical hand tools
- Rags and spray cleaner

## STEP 3 – INSTALLATION

1. Position the unit on the ATM. Mark the location with a pencil for future reference.
2. Remove the unit from the ATM.
3. Clean the area where the topper will sit with a household cleaner and let the area dry. Do not remove the reference marks.
4. Remove the paper protector from the double stick tape located on the bottom of the unit.
5. Place the unit on the top of the ATM in the desired position. Press down all along the taped areas to seat the tape.
6. Optional - Find the self-drilling screws in a packet taped to the unit. Open the ATM and inspect the location where the screws will go through. Make sure that there are no wires or other items that can be damaged by the screws. Drive the screws through the bottom of the unit and into the ATM metal cabinet.
7. Clean up with a household spray cleaner. Clean up any packing materials.

### Lamp Replacement

1. Position a suction cup in the upper right corner of the sign in the front of the topper. Gently pull the sign away until the corner of the sign can be grasped and pulled from the topper.
2. Replace the bulbs
3. Reinstall the sign. Place the sign in the opening. Press firmly around the perimeter of the sign to engage the Velcro. Make sure the sign is seated correctly and that the Velcro is fully engaged.

## 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.