



COMPANION SYSTEMS
DESIGN • MANUFACTURING
Building Brands that Build Business

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Installation Instructions 3865, 3867

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:

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

INSTALLATION INSTRUCTIONS

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.

CRITICAL FACTORS

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

PERSONNEL NEEDED

Minimum of two workmen required.

INSTALLER FURNISHED TOOLS, SUPPLIES AND EQUIPMENT

Electric hammer drill and bits

Anchor bolts as required by the drawing or local Building codes

Electrical hand tools

Socket wrench set and assorted hand tools.

Rags and spray cleaner

UNPACKING AND HANDLING

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

INSTALLATION

- A. Carefully remove the packing materials.
- B. Remove the main sign using the suction cup inside the hardware package taped to the unit. Apply the suction cup to the upper right hand corner of the sign. Pull outward slowly until you can get your fingers behind the lens, then pull it out by hand. Set all sign out of the way for later replacement.
- C. Remove the access panels on the side of each leg, and set out of the way for later replacement. Save the screws.
- D. Find any wires or flex conduits stored in the left leg, and tuck them up out of the way. Nothing should extend below the foot.
- E. Check the pad to insure that it is level. If the pad is not level the unit will need to be leveled (Refer to the "Leveling" section of this document for instructions).
- F. Check to see if the ATM has the corrosion resistant plate installed at the bottom of the ATM. If the plate has been installed the unit will need to be raised to clear the ATM (Refer to the "Leveling" section of this document).
- G. Test fit the island identifier to the ATM by sliding it onto the ATM from the rear until it contacts the rear of the identifier. Ensure that it fits properly. Place a level on the top of the unit to insure that is plumb. Shim as necessary. Refer to the "Leveling" section of this document.
- H. Layout the hole pattern for two anchor bolts at the base of each leg.
- I. Access the base of the leg through the access panels. Drill holes through the wood bottom of the leg. Mark the location of the holes on the concrete below.
- J. Slide the identifier off the ATM and out of the way. Install the anchor bolts per the bolt manufactures specifications.
- K. Reinstall the identifier over the ATM. Use care not to damage the identifier on the anchor bolts when placing it over the ATM.

- L. Secure the identifier to the anchor bolts per the bolt manufacture's specifications.
- M. Connect the power cable. Electrical connection may need to be done prior to installing the unit over the ATM.
- N. Install the roof and bolt it in place.
 - Caution: It is important that the 3/8" 1 1/2" fender washers be used for the installation. The fender washers are to be placed on the canopy side of the bolt.**
- O. Connect the power cable from the roof to the main body.
- P. Grout or caulk around the base of the unit.

Leveling

- A. Using a level and straight edge (eight foot long) check to see if the pad is level. Check the length and the width of the pad. Using a marker, indicate on the pad the low and high areas. Document the height deviations on the pad.
- B. The ATM should be level on the pad. If it is not, contact the site administrator to have it corrected.
- C. Place the unit next to the ATM machine. Measure and note the height difference between the top of the machine and the bottom of the header. Use the height deviation noted on the pad to assist in the calculation. Note: There must be a clearance of one quarter of an inch minimum.
- D. A selection of shims has been provided for leveling purposes. Select the combination of shims needed to raise or level the unit to the appropriate height.
- E. Place the shim pack over the anchor bolt.
- F. Secure the unit to the pad per the installation instructions.
- G. Re-check the level of the unit and make any adjustments necessary.

Voiding of Warranties: These installation instructions are an integral part of the product warranties given by Companion Systems to the customer. Proper operation and maximum performance of the product depend upon proper installation. In the event that the product is installed by the customer, or by anyone performing the installation at the customer request, in any manner other than in strict compliance with these instructions and specifications, all warranties express or implied, are void. All repairs and other modifications to the product necessary to bring the installation in compliance with these instructions will be at the customers' sole expense.

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