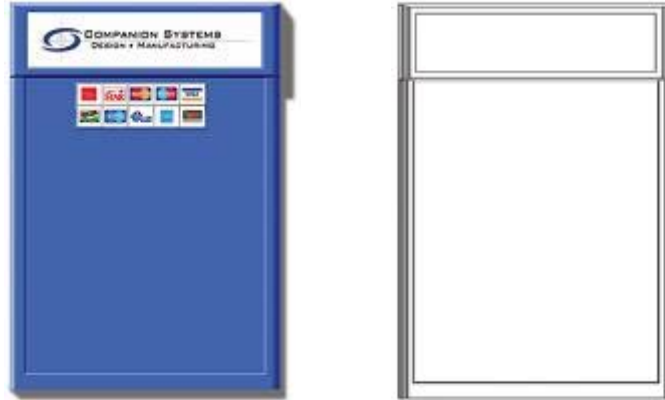


# Model # 5011

## Installation Instructions



### STEP 1 – SITE PREPARATION

**RETROFIT INSTALLATION:** (ATM is already in place)

**Tuck fit:** (surround rear panel tucks behind the ATM trim)

1. The ATM must be moved 1/4" (or as required) forward at the base, which creates a 1/4" gap behind the trim to allow surround to tuck behind ATM trim bezel.
2. Remove the ATM fascia or outer trim bezel, being aware of alarm systems which may be triggered if alarm is not shut off. If unfamiliar, have a qualified mechanic remove and replace the trim bezel.
3. Proceed to step 2.

**Slip fit:** (surround slips over outside of ATM trim bezel)

1. Machine does not move.
2. Trim bezel remains in place.
3. Proceed to step 2.

**NEW INSTALLATION:** (ATM is installed with surround.)

**Tuck Fit:** (surround rear panel tucks behind the ATM trim)

1. If the ATM wall opening is already provided, proceed to #2. Otherwise refer to the ATM manufactures specification.
2. Surround should be installed before the ATM so that the ATM trim bezel can be placed over the surround when the ATM is set. If the ATM is installed first, it must be set 1/4" out from the outside wall surface to allow for the surround back panel to tuck behind the trim.
3. Proceed to step 2.

**Slip fit:** (surround slips over outside of ATM trim bezel):

1. Same as tuck fit installation instructions above.

## STEP 2 – UNPACKING AND HANDLING

While transporting, uncrating, and handling, do not set the unit face against any obstruction without the appropriate padding.

The boxes should be examined when received for any shipping damage. Remove the packing material on site unless damage has occurred.

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

### **HARDWARE INCLUDED:**

1. Two bottom mounting chair clips
2. One suction cup

### **TOOLS AND SUPPLIES LIST:**

1. Tape measure and pencil for marking wall
2. Level
3. Wall anchors: Supplied by the installer.
  - a. The type of anchor is determined by the construction of the wall
4. Small socket set if using lag screws
5. Drilling Equipment for 1/2" anchor holes in wall
6. Fluorescent tubes (see decal on light fixture inside sign cabinet)
7. Rags and spray cleaner

## STEP 3 – INSTALLATION

### **GENERAL INFORMATION**

This unit requires some provision to route the electrical from the unit into the branch building. Always check with the local building codes for requirements. Modify these instructions according to local requirements. Always use professional technicians for installing the power.

Note: Please refer site configuration question to the contract administrator of the bank.

### **CUTTING ATM OPENING**

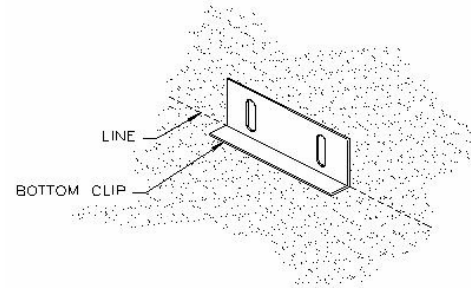
Many of the surrounds manufactured by Companion Systems come with the ATM hole pre-cut. However, if the ATM hole opening is not cut follow the instructions below.

1. Remove the fiberglass portion of the surround from the packaging. Keep the packaging for future use.
2. Using the packing material as a protective surface to lay the surround down with the front of the surround facing up.
3. Lay out the ATM opening on the surround. This should be done with a pencil or another marking device that has a marking medium that can be removed from the surround without leaving a permanent mark.

4. Before cutting the ATM opening in the surround, inspect the area where the surround will be installed. Make sure that there are no obstructions and that once the hole is cut that it will fit properly over the ATM opening. It may be necessary to place the uncut surround against the ATM to ensure that the hole is properly located. In most cases if the wall preparations was completed per the drawings, the ATM hole opening will be correct.
5. Once the precut inspection is complete, cut the ATM hole in the surround using a jigsaw or a sawsall. Use a coarse diamond blade or blade with a tooth count of 24 teeth per inch. Support the panel that is being cut out to prevent damage to the surround from damage at the end of the cut.

### **SURROUND INSTALLATION**

1. Using two workmen, set the surround in place.  
 Note: Do not let the surround sit on the ATM, doing this might create stress cracks in the fiberglass.
2. Center the surround over the wall opening.
3. Place a level on the side to assure that it is plumb.
4. Using a pencil, mark the wall along the top of the surround and sides of the surround.
5. Check alignment of surround opening over ATM wall opening and check for level. Make any necessary adjustment by sliding the unit side to side or by loosening top clips and adjusting them until the unit is plumb and will fit properly around the ATM.
6. Drive two flathead screws through the mounting metal and into the wall to secure the surround in place.
7. Mark the wall along the bottom of the surround.  
 Mark the location of the bottom clips.
8. Remove the surround from the wall.
9. Remove bottom chair clips from the surround. Place the clip against the wall on the pencil lines previously drawn. Mark the wall around the slotted holes in the clip. Remove the clip.
10. Locate the center of the slotted hole. Drill in the center of the slot marks and install the chair clips in the same manner as the top clips.
11. Re-hang the surround and check the fit of the bottom chair clips. Make a note of the adjustments necessary and remove the surround and make any necessary adjustments.
12. Once the clips have been adjusted properly, push in on the bottom of the surround and drill and drive the sheet metal screws through the chair into the surround.



### **SIGN BOX INSTALLATION**

1. Using two workmen, set the sign box in place on the top of the surround.
2. Place a level on the side to assure that it is plumb.
3. Open the sign box by loosening the two thumbscrews at the bottom corner of the back of the box.
4. Using a pencil mark the wall through the mounting holes in the back of the box. If there are no holes in the light pan, drill a ¼" hole in each corner of the light pan. Make sure that the two bottom holes go through the surround mounting metal.
5. Remove the sign box from the wall and set it aside. Use care not to damage the sign box when moving it out of the way.

6. Install the appropriate fastening devices per the manufacture specification. (Use 1-1/4" x 1/4" lag screws into " O.D. lead plugs for masonry; 1/4" butterfly bolts for stucco, etc.) Install the fasteners per the manufacture specification.
7. Re-position the sign box over the anchor bolts and secure the unit to the wall.
8. Determine the location for the electrical connection. Using a 1 1/2 " hole saw cut a hole through the back of the pan and through the wall. Thread the cord through the wall

## STEP 4 – MAINTENANCE

### Monthly

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

### Biannually

1. Wash and wax the exterior of the surround. 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 surround. 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 surround is completely waxed and polished.

### Annually

1. Replace all light bulbs
2. Inspect all electrical connections and replace as necessary.

Installation questions concerning this unit can be handled by calling the manufacturer directly. Contact a customer service representative at **(801) 936-8082**.

### 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.

Warranty-related claims or questions may be made by calling Companion Systems Customer Service at **(801) 936-8082**.