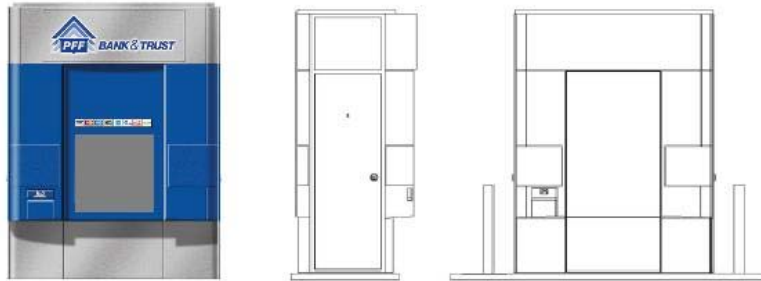


Model # 5550 / 5551

Installation Instructions



STEP 1 – SITE PREPARATION

This unit requires some provisions to be made to route the electrical and communication from the Kiosk. 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.

The main electrical supply to the Kiosk must have a 45 amp main disconnect. This disconnect must be a separate from the main disconnect in the kiosk.

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

STEP 2 – UNPACKING AND HANDLING

- While transporting, uncrating, and handling, do not set anything against the Kiosk 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.
- Transport to the site on the pallet.
- 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. Flatbed or Cargo truck capable of carrying Kiosk, ATM, and misc. tools
2. 5000# class forklift with forks no wider than 6" inches and at least 60" inches long (side-shift very helpful)
3. 2- 10' foot ladders
4. 2- sledgehammers for installing expansion anchors
5. Hammer drill with ½" inch bit 8" inches long
6. Reciprocating saw (Sawzall) for misc. cutting
7. Socket and wrench set with extensions (3/4" is a must for anchor bolts)
8. Spirit level - 4'
9. Standard set of screwdrivers
10. Standard set of Allen wrenches
11. Electric and Cordless drill with various bits
12. 2"X 4" and 4"X 4" wood blocks in various lengths
13. Caulk gun (silicone caulk is provided in the hardware pack)
14. Large pry bar or J-bar
15. Extension cords, vacuum, brooms, cleaners, rags, etc.
16. Metal shims for leveling (1/16", 1/8", 1/4")
17. 2 20' Nylon straps

STEP 3 – INSTALLATION

1. Mark the position of the Kiosk on the pad. This will help in positioning the Kiosk on the pad.
2. Using a forklift and the nylon straps, set the Kiosk in its exact final position. Use extreme care when completing this step.
3. Locate the eight holes in the floor of the Kiosk. The holes are located under the floor mats inside the Kiosk. There is also a set of holes inside the utility wall door.
4. Some leveling of the Kiosk may be needed. Shim the Kiosk as required to level it.
5. At each one of the mounting holes install an anchor bolt per the manufacturers' recommendation.
6. Bolt the Kiosk down using washers under the heads.
7. Extend the ATM tunnel per the operating instructions contained in this document.

8. The fiberglass panel on the front of the ATM tunnel can now be removed. To take off the panel, remove the screws around the perimeter of the panel. There are two tamper proof screw at the base of the panel, remove the screw. Once the panel has been remove replace the two tamper proof screw.
9. Retract the ATM tunnel.
10. Remove the feet from the bottom of the ATM machine.
11. Position the ATM in the ATM tunnel of the Kiosk.
12. Layout and cut the ATM hole in the ATM tunnel panel.
13. Reinstall the panel to the front of the ATM tunnel. Make sure the tamper proof screws have been removed before the panel is installed.
14. Complete the ATM installation per the manufacturers' specification.
15. The electrical panel is accessed through the access door at the departure end of the Kiosk. All electrical connections need to be completed according to state and local codes. Make sure that a separate 45 Amp minimum main disconnect has been used for the electrical supply from the branch building.
16. Seal all around the bottom edge of the Kiosk with clear silicone. This is very critical to avoid moisture penetrating the Kiosk frame and rusting the steel.
17. Clean the Kiosk per the cleaning procedure included in this document. Examine the finish and if necessary, touch up with paint. Touch up paint can be obtained from the manufacturer. Clean up the area and any packing materials.

Canopy Installation (5551 Series Only)

1. If the front and rear and side signs are installed in the canopy they must first be removed before the canopy can be installed. Remove the signs per the instructions in this manual.
2. The canopy can be installed from the front or rear. There are lifting points (forklift tubes) in the front and rear of the canopy.
3. Using a forklift and the nylon straps position the canopy on top of the Kiosk.
4. Secure the canopy to the Kiosk. Make sure all the bolts are tight.
5. Connect the electrical to the Kiosk.
6. Connect the roof drain to the canopy.
7. Apply a silicone caulk around the interface between the Kiosk and the canopy.

Lamp and Sign Replacement

The lamps needed for the main sign and canopy is a 60" T-8 bulb (F40T8/SPX41).

5550 Series

1. The lamp access for the 5550 series Kiosk is from the interior of the Kiosk. Near the top of the Kiosk there are two screws to an access panel. Using a screwdriver, remove the screws (hold on to the access panel to prevent it from falling once the screws are removed).
2. Remove the panel and set it aside.
3. Change the light bulbs per standard procedure.
4. Replace the access panel and secure in place with the two screws.

5551 Series

1. Access to the canopy lights is from the outside of the Kiosk. There can be up to four signs on the canopy.
2. To change the lights, the sign face has to be removed.
3. Remove the pin at the bottom center of the sign (See figure 1).
4. Using a Phillips screwdriver loosen the clamps on the left side of the sign (see figure 1). The clamp is a "vise type" clamp, the screw will need to be turned counter clockwise until the clamp comes loose from the Kiosk (see figure 2). Do not loosen the clamp all the way as it will come apart.
5. Once the clamp is loose, the left side of the sign can be lifted away from the Kiosk.
6. With the left side of the sign pulled slightly away from the Kiosk, remove the side piece by pulling it out of the sign frame.
7. With the sidepiece removed, slide the sign out of the sign frame. Use care not to scratch the sign.
8. The lamps can now be replaced.
9. Reinstall the sign in the reverse order. Do not over tighten the clamps.

Sign Removal

1. Remove the pin at the bottom center of the sign (see figure 1).
2. Using a Phillips screwdriver, loosen the clamps on the left side of the sign (see figure 1). The clamps are a vise type clamp, the screw will need to be turned counter clockwise until the clamp comes loose from the Kiosk (see figure 2). Do not loosen the clamp all the way, it will come apart.
3. Once the clamp is loose, the left side of the sign can be lifted away from the Kiosk.
4. With the left side of the sign pulled slightly away from the Kiosk, remove the side piece by pulling it out of the sign frame.
5. With the side piece removed, slide the sign out of the sign frame.
6. Once the sign has been removed, undo the attachment brackets located on the top, bottom and right side of the inside of the sign. Make sure the sign is secured before removing the brackets.
7. Replace the sign in the reverse order.

STEP 4 – MAINTENANCE

Monthly

1. Clean the interior of the Kiosk. Remove all dirt and paper from the path of the SLS drive system. If it appears that debris has fallen below the cover plate of the SLS drive system, remove the plate and clean around the drive mechanism and surrounding area.
2. To protect the finish of the Kiosk, wash with soap and water to remove dust, dirt and other debris. Wash and dry the exterior of the Kiosk in a straight motion along the length of the Kiosk. Use a natural chamois or terry cloth towel for drying.
3. Inspect the roof of the Kiosk. Remove any debris accumulation.
4. Inspect the drain and clean as necessary. The drain system is designed to remove 9.84 inches of rain per hour; any obstruction will reduce this significantly.

Biannually

1. Remove the cover plate from the SLS drive system. Thoroughly inspect and clean all mechanical parts. Clean all trash and other debris from beneath the cover plate in the surrounding area. Lubricate lead screw with silicone spray. Grease the two vertical slides at the top of the SLS with general-purpose grease.
2. Inspect all the connections on the right angle drives. Replace any worn parts as necessary.
3. Inspect the lead screw nut assembly for damage. Replace any worn or damaged parts.
4. Clean the filter on the HVAC unit. Inspect the condenser coils and clean as necessary.
5. Clean and inspect the roof.
6. Inspect the roof drain and roof drain outlet for any obstruction. Clean as necessary.
7. Wash and wax the exterior of the Kiosk. 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 Kiosk. 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 Kiosk is completely waxed and polished.

Annually

1. Replace all lamps.
2. Inspect the conduit that runs between the Kiosk and the ATM for signs of wear. If a problem is found, have the conduit replaced.
3. Inspect the electrical connections inside the mechanical closet.
4. Inspect all locks for wear and damage.
5. Inspect the silicone caulk around the base of the unit. Replace it if it has been damaged or is loose.

If there are any questions: please call **(801) 298-8082** and ask for Customer Service.

OPERATING INSTRUCTIONS

Please read all directions thoroughly before operating.

To Extend the SLS system (ATM Tunnel):

1. Ensure that the ATM is not being used, and the area in front of the ATM is clear. A warning cone should be placed in front of the drive through area to prevent cars from entering the service area.
2. Once inside the Kiosk, secure the entry door.
3. At the back of the ATM tunnel there is an ATM release pedal. The pedal is red and is located at floor level near the rear of the ATM tunnel. Step on the red foot pedal to unlock the carriage. Once the ATM tunnel has moved approximately three to six inches the pedal can be released.

LIMITED NEW PRODUCT WARRANTY

Drive-up Kiosk products produced by Companion Systems Inc. (CSI) are covered by warranty as follows:

Seven year warranty on external and internal composite and/or metal structural materials and the exterior finish. The composite structure is guaranteed not to rust, corrode, peel or blister.

- A. Two-year warranty on the Straight-Line Suspension mechanical assembly.
- B. One-year warranty of the climate control unit AC/Heater.
- C. Two-year manufacturer's warranty for air circulation fan.
- D. All other mechanical parts are covered by the normal manufacturer's warranties.

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.