



NCR SelfServ™ 34

Installation Guide

B006-6590-C000
0808

EMC COMPLIANCE

Federal Communications Commission (FCC) Radio Frequency Interference Statement

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Canadian Class A Device Declaration

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A prescrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

EU EMC Directive 2004/108EC

This equipment has been found to comply with the essential requirements of EMC Directive 2004/108EC, by testing to harmonized standard, EN55022 and EN55024. The equipment complies with the limits for a Class A digital device, pursuant to EN55022.

This is a Class A product, in a domestic/residential environment this product may cause radio interference in which case the user may be required to take adequate measures.

Information to User

This equipment must be installed and used in strict accordance with the manufacturer's instructions. However, there is no guarantee that interference to radio communications will not occur in a particular commercial installation. If this equipment does cause interference, which can be determined by turning the equipment off and on, the user is encouraged to consult an NCR service representative immediately.

CAUTION

NCR Corporation is not responsible for any radio or television interference caused by unauthorised modifications of this equipment or the substitution or attachment of connecting cables and equipment other than those specified by NCR. Such unauthorized modifications, substitutions, or attachments may void the user's authority to operate the equipment. The correction of interference caused by such unauthorized modifications, substitutions, or attachments will be the responsibility of the user.

The product described in this book is a licensed product of NCR Corporation.

NCR, Personas, APTRA and NCR SelfServ are trademarks of NCR Corporation. Other product names mentioned in this publication may be trademarks or registered trademarks of their respective companies and are hereby acknowledged.

It is the policy of NCR Corporation (NCR) to improve products as new technology, components, software, and firmware become available. NCR, therefore, reserves the right to change specifications without prior notice.

All features, functions, and operations described herein may not be marketed by NCR in all parts of the world. In some instances, photographs are of equipment prototypes. Therefore, before using this document, consult with your NCR representative or NCR office for information that is applicable and current.

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NCR SelfServ 34 ATM Installation Guide

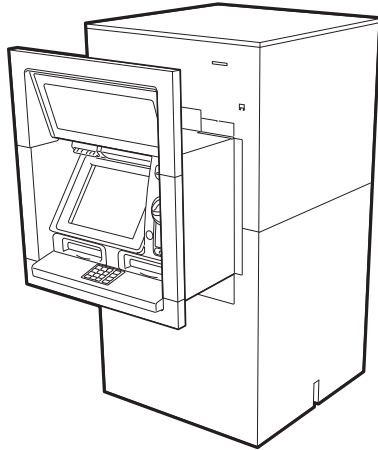
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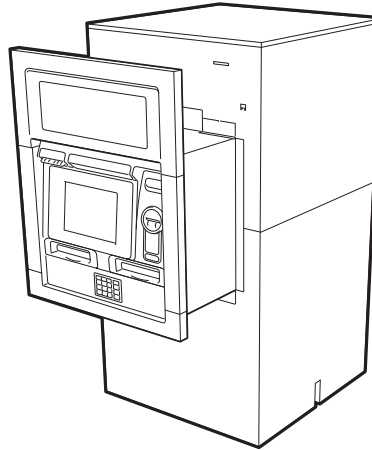
NCR SelfServ 34 ATM Installation Guide

INTRODUCTION

The NCR SelfServ 34 Automated Teller Machine (ATM) may be installed through any suitable exterior wall or vestibule location. It is available as a walk-up or as a drive-up ATM.



Walk-Up



Drive-Up

In all illustrations within this manual, the walk-up will be used; except where the text relates to the drive-up specifically.

How to Use the Installation Bookset

This installation guide is part of the NCR SelfServ 34 Installation Bookset (B006-6617). A bookset is a collection of smaller books which together, provide information on a particular aspect of the ATM.

The other publications in the bookset are:

<i>Security Enclosure Locks for ATMs Operator Guide</i>	(B006-6431)
<i>Receipt Printer Configuration Guide</i>	(B006-6510)
<i>Journal Printer Configuration Guide</i>	(B006-6511)
<i>Enhanced Page Turn Passbook Printer Configuration Guide</i>	(B006-6464)

NCR SelfServ 34 ATM Installation Guide

<i>Statement Printer with Paper Stack Configuration Guide</i>	(B006-6465)
<i>Statement Printer with Paper Roll Configuration Guide</i>	(B006-6781)
<i>Statement/Passbook Configuration Guide</i>	(B006-6790)
<i>Cash Acceptor/Recycler for ATMs Cassette Owners Guide</i>	(B006-6470)
<i>Envelope Deposit and Dispenser Configuration Guide</i>	(B006-6607)
<i>Currency Cassette Owner's Guide</i>	(B006-1297)

In addition to the bookset, the following publications may be required to complete the installation:

<i>NCR SelfServ 34 Site Preparation</i>	(B006-6586)
<i>NCR SelfServ 32, 34, 38 Site Preparation Requirements</i>	(B006-6670)
<i>Self-Service Support System Application User Guide</i>	(B006-6167)
<i>APTRA Communications Feature User's Guide</i>	(B006-0012)

Purpose and Audience

The Installation Bookset is intended for NCR personnel or NCR customer personnel who are required to install the ATM.

Site Preparation

Prior to the final siting of the ATM, and before installing, ensure that the installation site conforms to the specifications given in the publication, *NCR SelfServ 34 Site Preparation* (B006-6586). In particular, ensure that the floor/plinth has been prepared and the securing bolt holes drilled as detailed in the above publication.

Device Configuration

Device configuration is carried out using the System Application. Refer to the NCR publication, *Self-Service Support System Application User Guide* (B006-6167).

Communications Configuration

If you intend to use communications, then you must configure the software and hardware. The procedure for configuring your ATM is described in the NCR publication, *APTRA Communications Feature User's Guide* (B006-0012).

Note: Before you can start to configure the communications, you must have Self-Service Support installed on your ATM.

For information on NCR certified communications boards, please contact your local support representative, or refer to the following NCR Intranet site:

<http://www.dundee.ncr.com/INFOPROD/Software&Services.htm>

System Initialization

After completing the installation and configuration of the ATM, refer to publication, *Self-Service Support, System Application User Guide* (B006-6167), for details of system initialization.

The user guide is updated frequently, therefore it is recommended that you check on the following NCR Intranet site to ensure you have the latest version. If you are unable to get access to the NCR Intranet, contact your local support representative for help.

<http://www.dundee.ncr.com/INFOPROD/Software&Services.htm>

Tools Required for Installation

When installing your ATM it is recommended that you have the following items available:

- Pincers/claw hammer to remove staples/nails from around the pallet
- Scissors
- Small flat blade screwdriver
- Security screwdriver - required to fit tamper-proof screws
- Flat blade screwdriver with **175 mm** (7 in.) long blade
- Small cross head screwdriver
- Pozi drive screwdriver
- To fit security enclosure fixing bolts:
 - UL - **24 mm** (15/16 in.) ring/open-ended combination spanner and socket for M16 bolts
 - CEN - **24 mm** (15/16 in.) socket wrench for M16 bolts
- M4 monodrive security screwdriver bit (type 7), available from your NCR local representative (part number 009-0022888) - required to fit advert window decal.
- Extraction tool (supplied with the ATM) - required to fit the card window decal
- **17 mm** (11/16 in.) ring/open-ended combination spanner or socket
- Lifting/moving device. Lifting trolleys must have a maximum toe plate length of **380 mm** (15.0 in.) and a minimum toe plate width of **120 mm** (4.72 in.)
- Packing to protect the exterior of the ATM while on trolleys
- Hex nut driver set (including M3 and M4 sizes).

Moving the ATM

Move the ATM to its approximate installation site using either a forklift or lifting trolleys. To avoid damage to the ATM and the premises, the ATM should be moved with its packaging intact.

Details of the ATM dimensions, weights, packaging dimensions and clearances required for moving the ATM in a confined space can be found in the publication, *NCR SelfServ 34 Site Preparation* (B006-6586).

PREPARING THE ATM FOR INSTALLATION

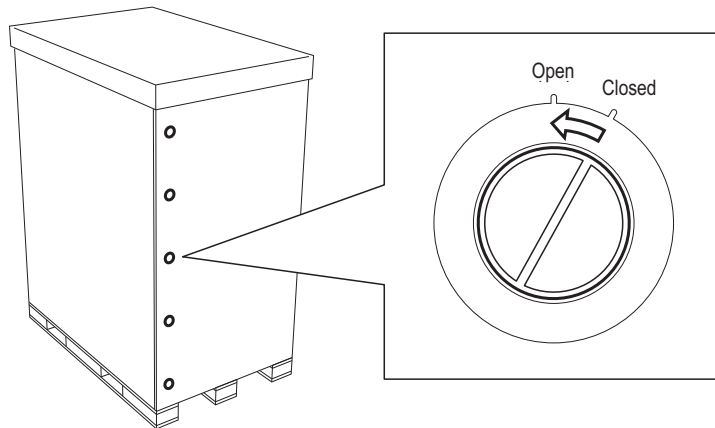
Removing the External Packaging

Before removing the external packaging, examine it for signs of damage which may have occurred during transit. Examine the tape covering the clips to ensure it has not been tampered with. Make a note of any external damage for inclusion in a damage report. See [Installation Report Form](#) for more details.

When the ATM is approximately in its final position for installation, remove the external packaging as follows:

Note: Take care not to damage the ATM when removing the packaging.

1. Remove the staples holding the lid to the carton.
2. Remove the lid.
3. Remove the tape covering all the clips.
4. Remove the clips from both sides of the carton by turning the inner part of each of the clips from the 'closed' position to the 'open' position, then pull out the clips.



5. Lever out the staples from the base of the carton and remove them.
6. Lift the carton walls away from the pallet.
7. If a SEET bag is fitted, remove any accessory cartons from the outside of the bag, carefully cutting the strapping or tape as necessary. Cut the sealed SEET bag around the bottom, then remove from the ATM.
8. Remove any other accessory cartons, including the box containing the collar parts, by carefully cutting any strapping or tape, then removing the edge guard.
9. If fitted, carefully remove the plastic bag covering the ATM.

10. Carefully remove the tape securing the plastic accessories bag to ATM. Remove the following items from the plastic bag:
 - ATM keys
 - Airmail envelope
 - Plastic bag containing screws and tools.
11. Remove all pieces of tape from around the exterior of the ATM.

Inspecting the ATM for Damage

After unpacking the ATM, inspect it for any signs of damage.

If the ATM is damaged, a report should be made in accordance with the following procedures:

- Customers in the USA should refer to the Branch Practices manual and report the damage on:
 - Marketing communications document No. 73-130, file location 2-20-57
 - Marketing communications document No. 71-273, file location 2-70-40
- Other customers should use one of the following procedures:
 - Customers who are required to arrange their insurance locally should have the claim processed locally. A separate report of damage should be made to Inventory Return Control, Dayton
 - Customers who have insurance arranged by NCR Insurance Department, Dayton, must report the damage on Form F-2100 (Notice of Damage) to NCR Insurance Department and send a copy to Inventory Return Control.

The addresses for NCR Insurance and Inventory Return Control are:

- Risk Management and Insurance, NCR Corporation, Dayton, Ohio 45479, USA.
- Inventory Return Control, International Field Engineering Support, NCR Corporation, Dayton, Ohio 45479, USA.

Installation Report Form

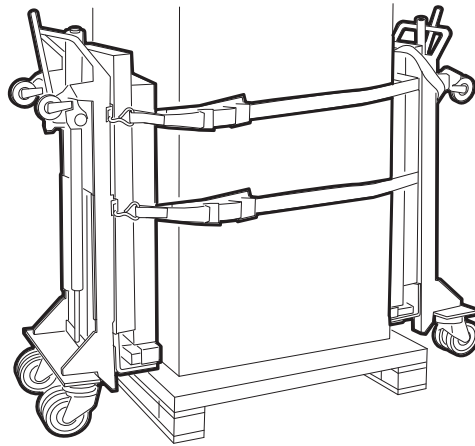
The Installation Report Form delivered with the ATM should always be completed and returned. Make sure that you report any problems in the following areas:

- Malfunction of the ATM or any of its devices
- Internal or external defects arising as a result of handling or transit damage
- Missing or damaged accessories. All the accessories should be fitted to the appropriate feature inside the ATM.

Removing the ATM from its Pallet

To remove the ATM from its pallet, you will require a pair of lifting trolleys. Proceed as follows:

1. From the underside of the pallet, use a **17 mm** (11/16 in.) spanner and socket to loosen the four bolts extending through to the bottom of the ATM.
2. Remove the four 'C' washers, then remove the four bolts and sleeves.
3. Position the lifting trolleys on either side of the pallet and insert the toes of the trolleys under the ATM.
4. Strap the trolleys to the terminal, inserting packing where necessary to protect the ATM's paintwork and to stop the ATM from moving.



5. Pump up both trolleys to lift the ATM clear of the pallet then slide the pallet out from under the ATM.

WARNING

Support blocks must always be used when the ATM is supported by a lifting device and work is to be done under the ATM.

6. Move the ATM to the installation site.
7. Carefully remove the ATM from the trolleys.

CAUTION

When moving the ATM, do not tilt or apply force to the top-box as this may damage the ATM. Any force should be applied to the lower cabinet.

INSTALLING THE ATM

The ATM can be installed through a new hole, or an existing NCR 5886 hole in the wall with minimal rework required, provided the specifications supplied in the *NCR Personas M Series 5886 Site Preparation* (B006-6191) were adhered to during the 5886 initial installation.

Customised collars or surrounds made by the owning organisation may need rework or replacement due to the following installation requirements.

Installation Categories

For information on the installation categories, refer to the publication, *NCR SelfServ 34 Site Preparation* (B006-6586).

Positioning the ATM

Using the lifting trolleys, move the ATM onto the floor or plinth, and through the prepared hole in the wall so that the sleeve protrudes through the other side. There should be enough of the sleeve showing to allow the collar to be fitted.

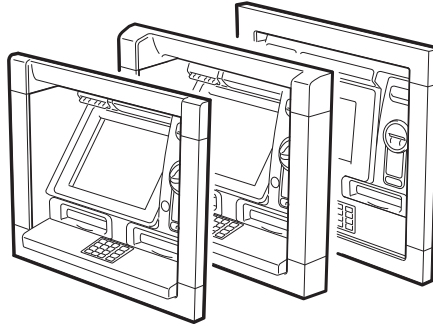
Fitting the Collar

The collar may pre-assembled when it leaves the factory and may require to be partly dismantled before fitting to the ATM. Make sure that you retain all parts, including screws, in preparation for fitting to the ATM.

Note: Both the open advert collar and the advert collar require a decal. Fix the advert decal before fitting the collar. For more information on decals, refer to the section “[Fitting Decals](#)”. For information on decal dimensions, refer to the publication, *NCR SelfServ 32, 34, 38 Site Preparation Requirements* (B006-6670).

Fitting the Standard Collar or the ADA Collar

This section describes how to fit the standard collar with task light (walk-up or drive-up) or the ADA collar (walk-up only).



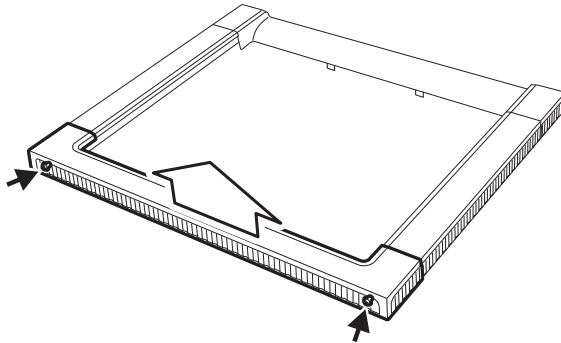
Note: The following illustrations show a standard collar. The procedure for fitting the ADA collar is the same.

Proceed as follows:

1. Remove the collar parts from their packaging.

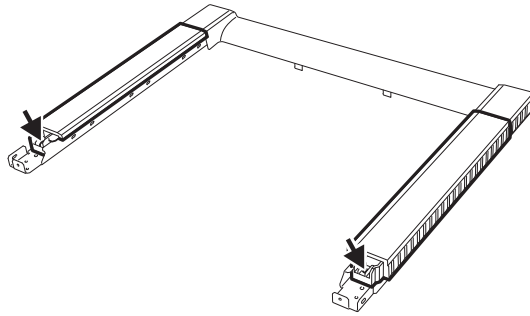
Note: If a consumer mirror kit is present, replace the vertical collar moulding with the pre-assembled mirror vertical collar moulding provided in the kit box.

2. Remove and retain the two M4 x 10 machine screws securing the lower collar moulding to the collar assembly. Remove the lower collar moulding.

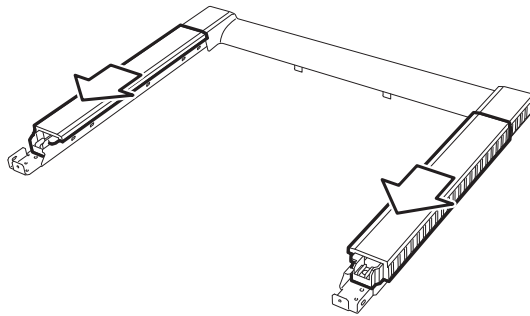


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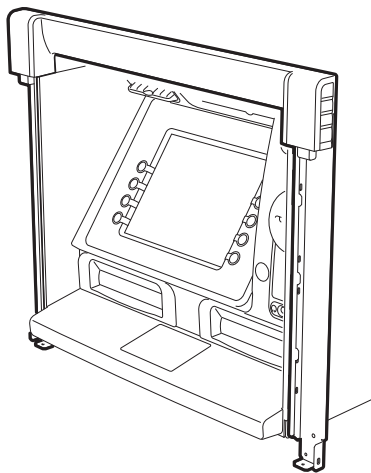
3. Remove and retain the two M4 x 6 machine screws holding the vertical collar mouldings in place.



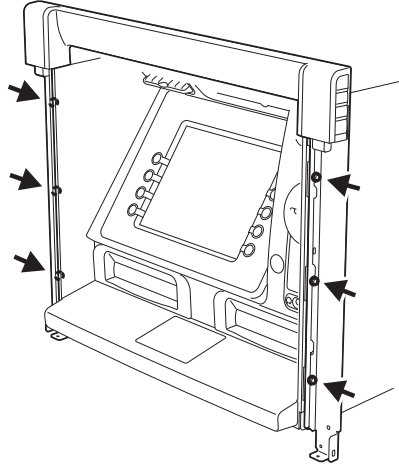
4. Slide each side of the vertical collar moulding down, then remove it from the collar assembly.



5. Locate the remaining collar assembly with the interface of the ATM as shown.

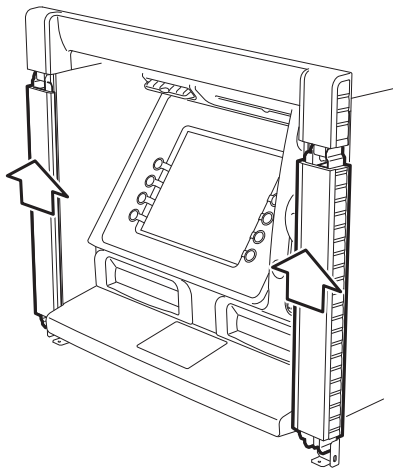


6. Position the two vertical side brackets until the slots line up with the holes in the ATM sleeve chassis, then loosely fit at each side using three M4 x 6 taptite screws. Make sure the top collar is aligned with the ATM fascia, adjusting where necessary to ensure there are no visible gaps, before tightening all six screws.

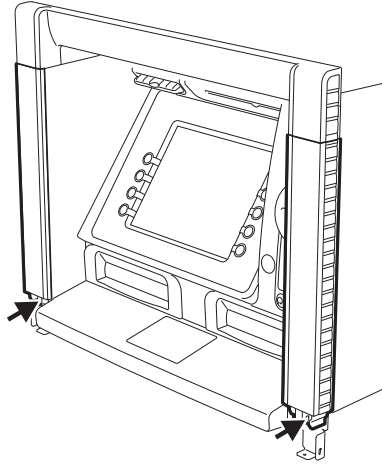


7. Refit the two vertical collar mouldings removed earlier. Locate the interlocking tabs on the mounting assembly with the slots on each of the vertical collar mouldings as shown below, then slide upwards into position.

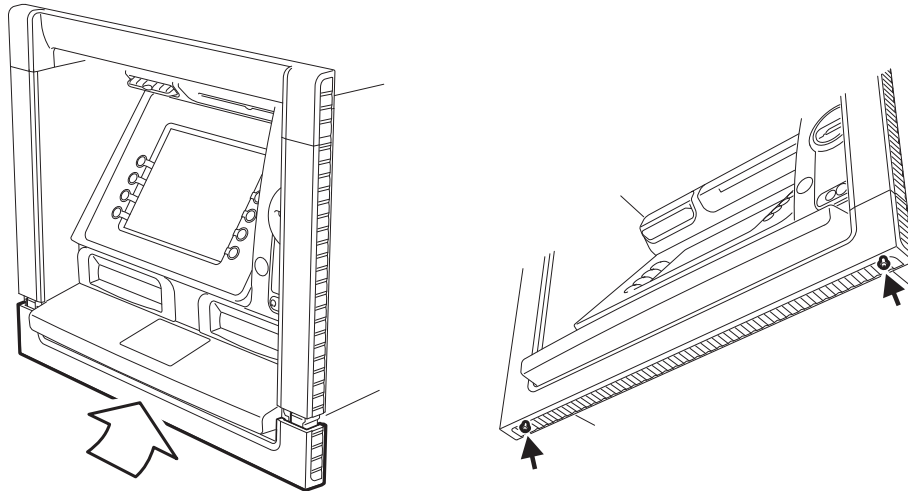
Note: If a consumer mirror kit is present, at this stage, replace the vertical collar moulding with the mirror vertical collar mouldings according to the kit instructions.



8. Make sure that all of the collar parts are as tight as possible and that there are no visible gaps between the collar and the facia. Secure with the two M4 x 6 machine screws removed earlier.



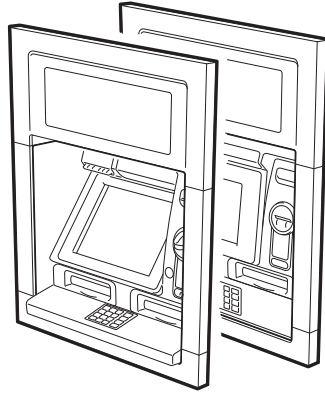
9. Refit the lower collar moulding removed earlier. Locate the interlocking tabs on the lower collar moulding with the vertical sides of the collar. Secure underneath at each corner using two M4 x 10 machine screws.



10. Pull the ATM back against the building wall to ensure a tight fit.
11. Remove the ATM from its moving device.
12. Select an appropriate silicone sealant for the wall type and colour. Prior to applying the sealant, ensure the joining surfaces are clean, dry and free of grime. Apply the sealant around all the collar edges, wall and joins, ensuring there is a waterproof seal between the ATM and wall.
13. Proceed to the section "[Bolting the ATM to the Floor or Plinth](#)".

Fitting the Advert Collar

This section describes how to fit the advert collar (walk-up or drive-up).

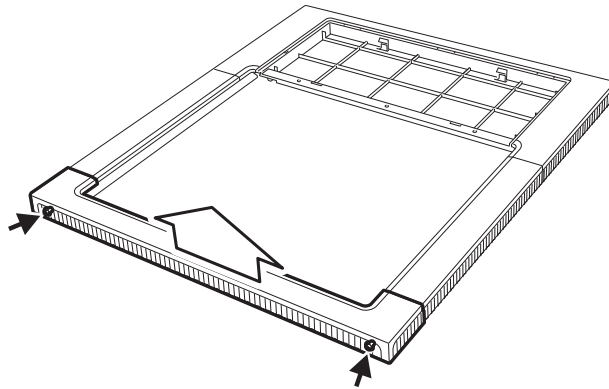


To fit the advert collar, proceed as follows:

1. Remove the collar parts from their packaging.

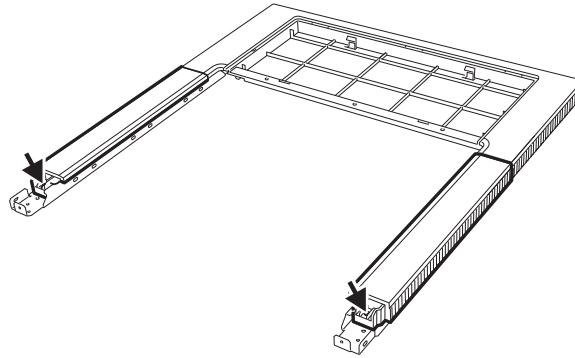
Note: If a consumer mirror kit is present, replace the vertical collar moulding with the pre-assembled mirror vertical collar moulding provided in the kit box.

2. Remove and retain the two M4 x 10 machine screws securing the lower collar moulding to the collar assembly. Remove the lower collar moulding.

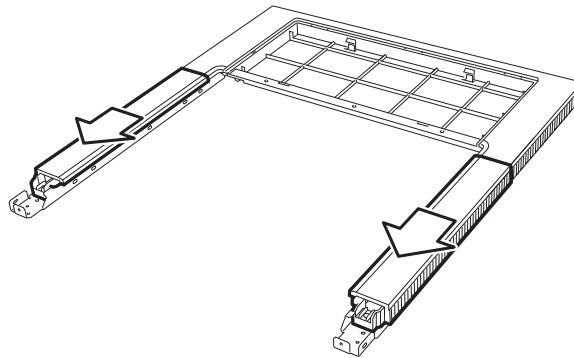


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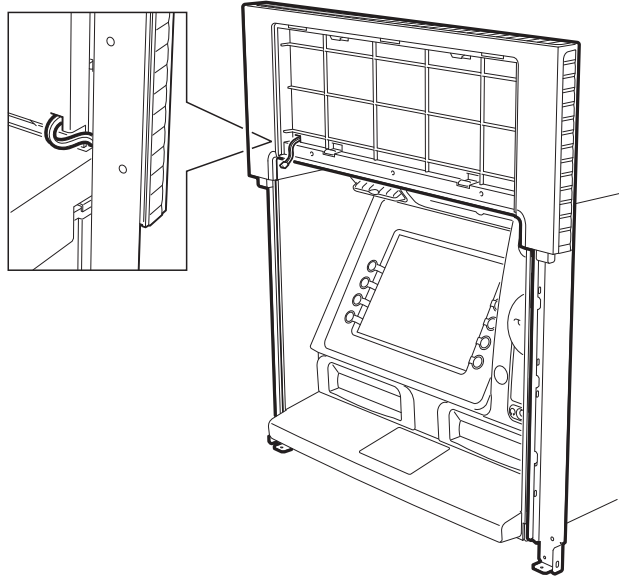
3. Remove and retain the two M4 x 6 machine screws holding the vertical collar mouldings in place.



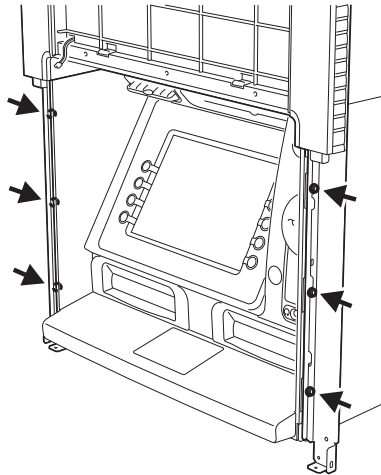
4. Slide each vertical side of the collar moulding down, then remove from the assembly.



5. Position the remaining collar assembly with the interface of the ATM, as shown. At the same time, feed the facia light harness connector (labelled “Advert Light”) through the hole in the collar assembly.

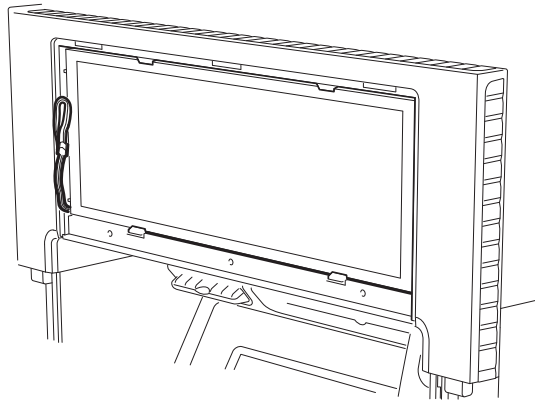


6. Position the vertical side brackets until the slots line up with the holes in the ATM sleeve chassis, then loosely fit at each side using three M4 x 6 taptite screws. Make sure the top collar is aligned with the ATM facia, adjusting where necessary to ensure there are no visible gaps, before tightening all six screws.



7. Perform the following steps to fit the ambient light panel:
 - a. Connect the facia light harness connector to the light panel harness connector.

- b Locate the light panel within the clips at the top of the collar assembly, then push the panel back to secure within the bottom clips.

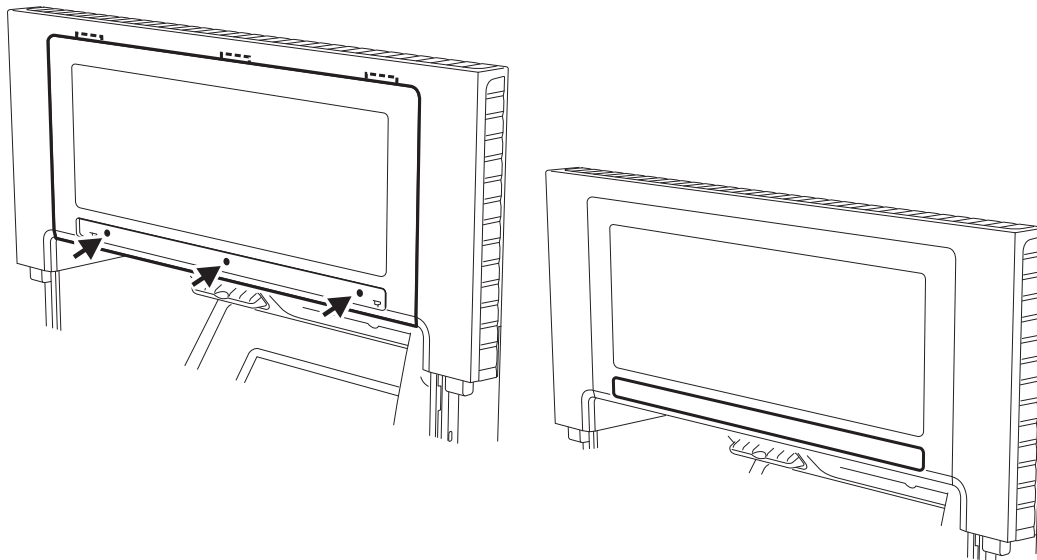


- c Fold the harness and connectors and place vertically adjacent to the light panel.

8. Perform the following steps to fit the advert window bezel:

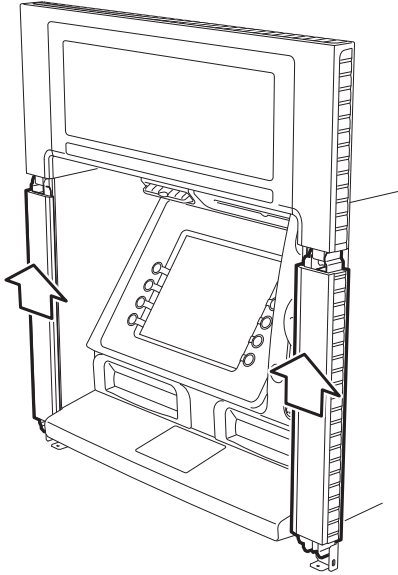
- a Locate the tabs on the window bezel into the three slots in the top of the collar assembly. Push the bezel back into position, securing in place using three M4 x 12 tamper-proof screws.
- b Locate the three tabs on the plastic blanking cover into the holes in the advert window bezel then clip in place, covering the tamper-proof screws.

Note: A security screwdriver bit (supplied in the collar box) is required to install the tamper-proof screws.

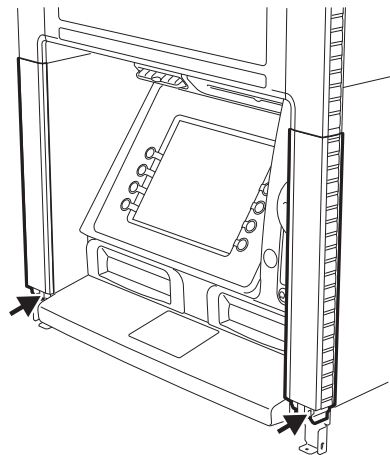


9. Refit the two vertical collar mouldings removed earlier. Locate the interlocking tabs on the mounting assembly with the slots on each of the vertical collar mouldings as shown below, then slide upwards into position.

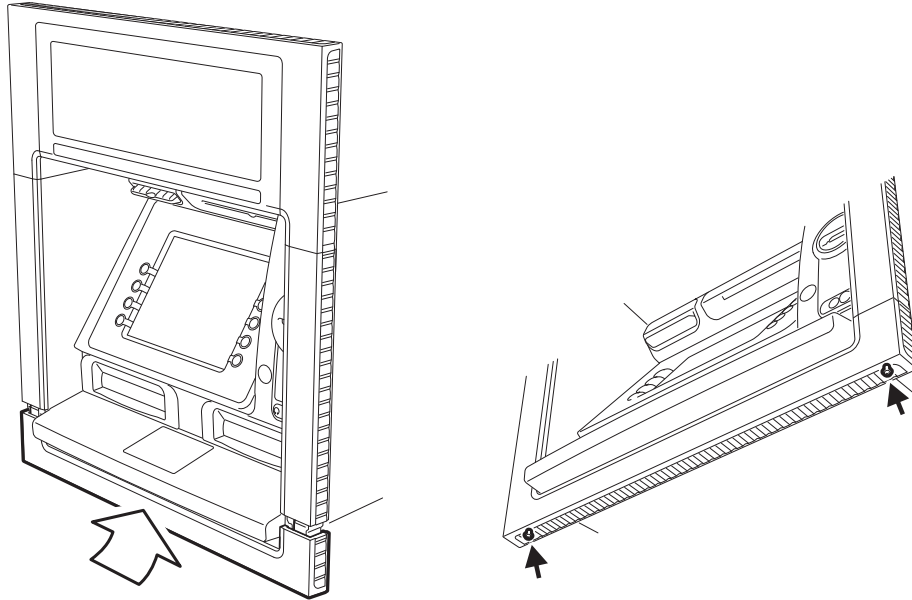
Note: If a consumer mirror kit is present, at this stage, replace the vertical collar moulding with the mirror vertical collar mouldings according to the kit instructions.



10. Make sure that all of the collar parts are as tight as possible and that there are no visible gaps between the collar and the facia. Secure with two M4 x 6 machine screws removed earlier.



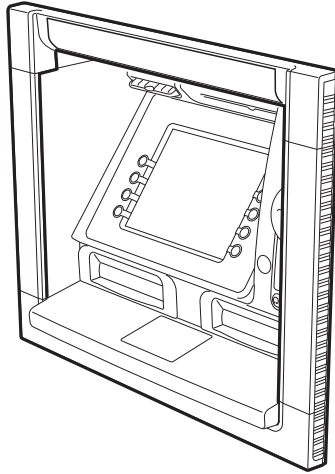
11. Refit the lower collar moulding removed earlier. Locate the interlocking tabs on the lower collar moulding with the vertical sides of the collar. Secure underneath at each corner using two M4 x 10 screws.



12. Pull the ATM back against the building wall to ensure a tight fit.
13. Remove the ATM from its moving device.
14. Select an appropriate silicone sealant for the wall type and colour. Prior to applying the sealant, ensure the joining surfaces are clean, dry and free of grime. Apply the sealant around all the collar edges, wall and joins, ensuring there is a waterproof seal between the ATM and wall.
15. Proceed to the section "Bolting the ATM to the Floor or Plinth".

Fitting the Logo Collar

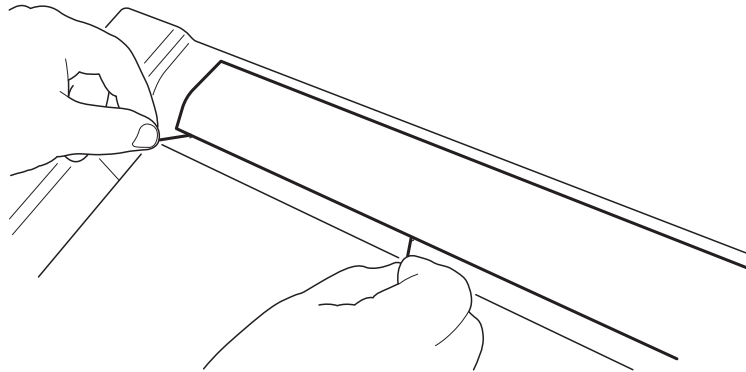
This section describes how to fit the logo collar (walk-up only).



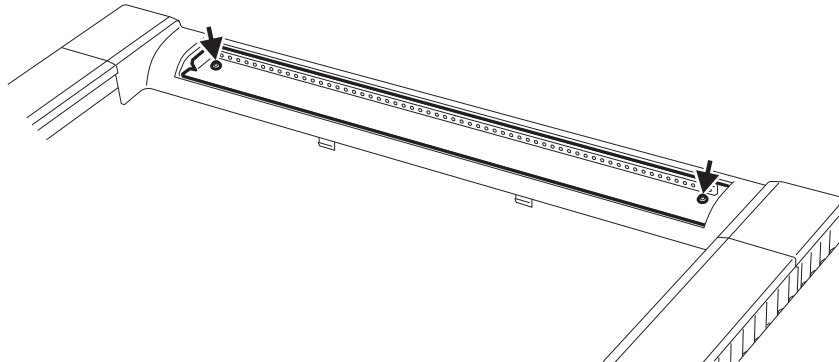
1. Remove the collar parts from their packaging.

Note: If a consumer mirror kit is present, replace the vertical collar moulding with the pre-assembled mirror vertical collar moulding provided in the kit box.

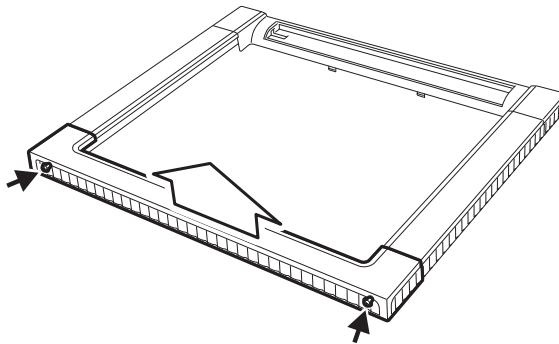
2. Remove and retain the logo window using the extraction tools provided. Insert the tools into two holes at one side of the window to gently release the tabs. Apply the same procedure on the other two holes on the other side.



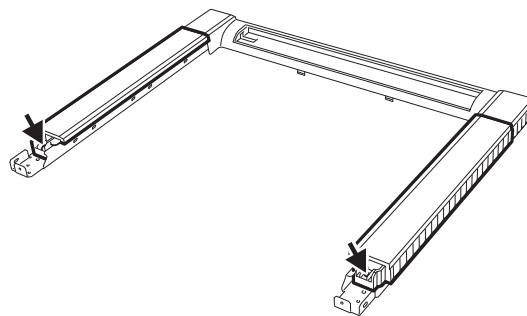
3. Remove and retain the two M3 x 6 plastite screws, then remove the logo light assembly.



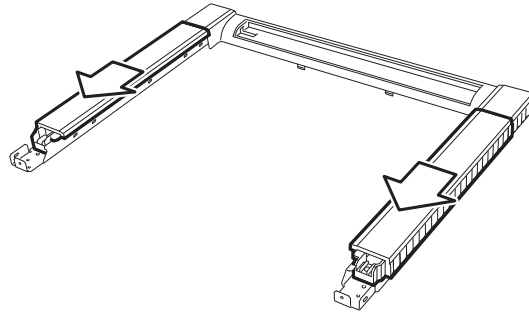
4. Remove and retain the two M4 x 10 machine screws securing the lower collar moulding to the collar assembly. Remove the lower collar moulding.



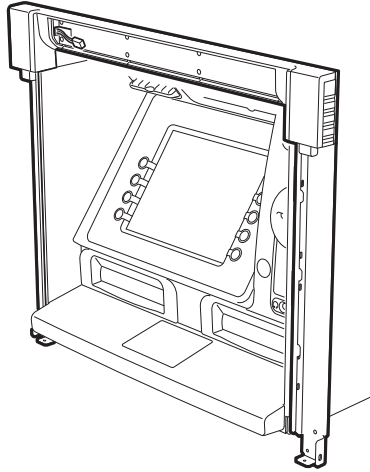
5. Remove and retain the two M4 x 6 machine screws holding the vertical collar mouldings in place.



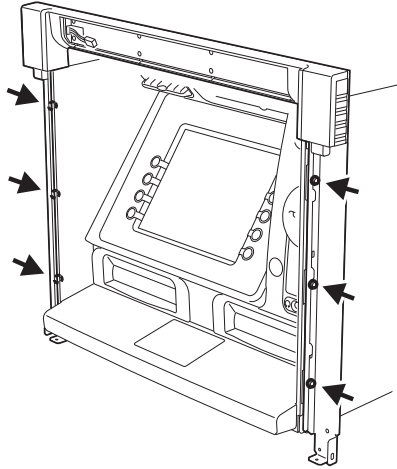
6. Slide each side of the vertical collar moulding down, then remove it from the collar assembly.



7. Locate the remaining collar assembly with the interface of the ATM as shown. At the same time, feed the power harness through the hole in the collar assembly.

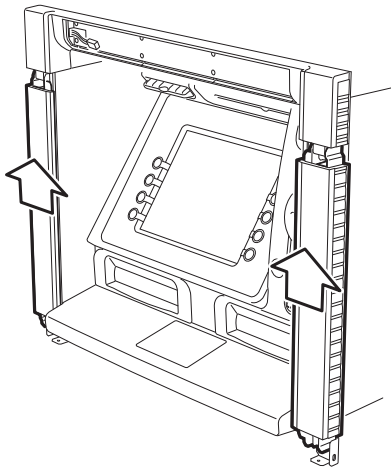


8. Position the two vertical side brackets until the slots line up with the holes in the ATM sleeve chassis, then loosely fit at each side using three M4 x 6 taptite screws. Make sure the top collar is aligned with the ATM fascia, adjusting where necessary to ensure there are no visible gaps, before tightening all six screws.

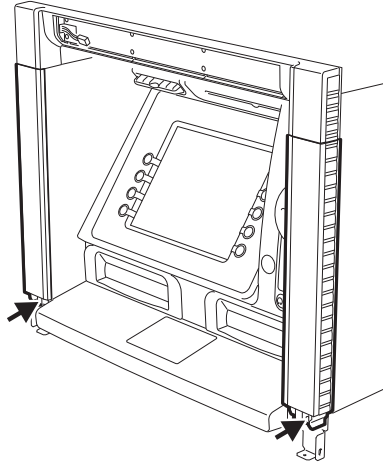


9. Refit the two vertical collar mouldings removed earlier. Locate the interlocking tabs on the mounting assembly with the slots on each of the vertical collar mouldings, as shown below, then slide upwards into position.

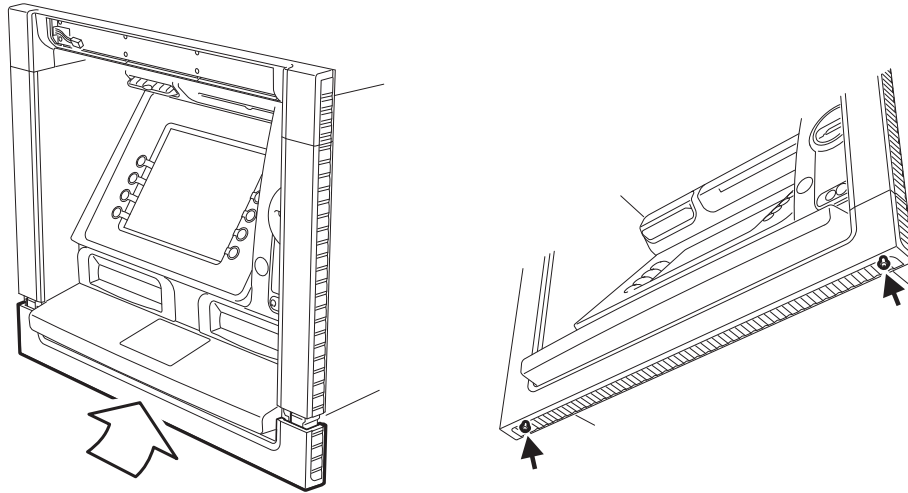
Note: If a consumer mirror kit is present, at this stage, replace the vertical collar moulding with the mirror vertical collar mouldings according to the kit instructions.



10. Make sure that all of the collar parts are as tight as possible and that there are no visible gaps between the collar and the facia. Secure with two M4 x 6 machine screws removed earlier.

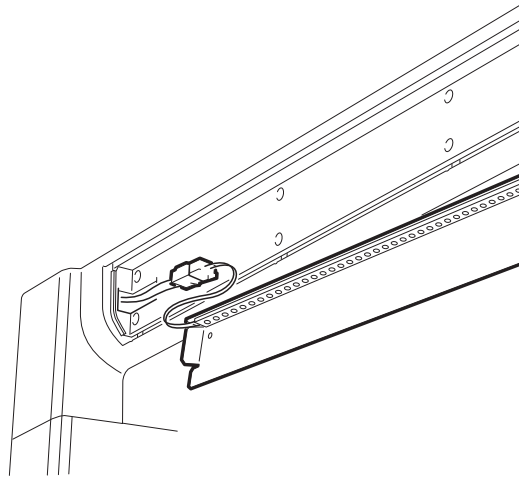


11. Refit the lower collar moulding removed earlier. Locate the interlocking tabs on the lower collar moulding with the vertical sides on the collar. Secure underneath at each corner using two M4 x 10 screws.

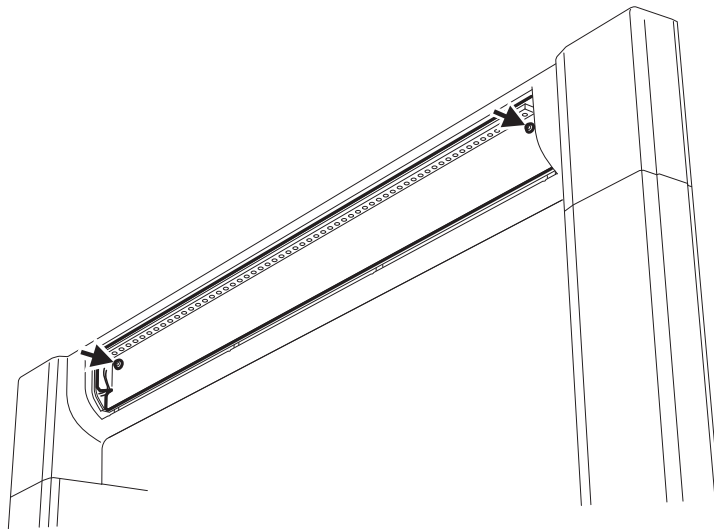


12. Pull the ATM back against the building wall to ensure a tight fit.
13. Remove the ATM from its moving device.
14. Select an appropriate silicone sealant for the wall type and colour. Prior to applying the sealant, ensure the joining surfaces are clean, dry and free of grime. Apply the sealant around all the edges, wall and joins, ensuring there is a waterproof seal between the ATM and the wall.

15. Connect the power harness **A** to the logo light connector **B**. Feed the joined connectors and any excess harnessing into the recess at the back of the collar moulding.

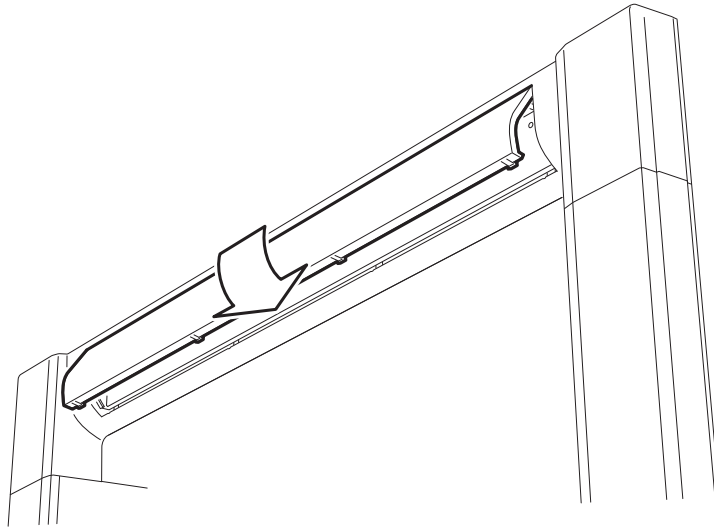


16. Replace the logo light assembly and secure with the two M3 x 6 screws removed earlier.



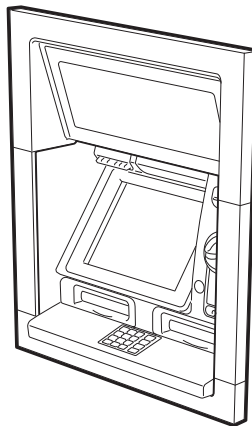
17. Fit the logo decal inside the window.

18. Refit the logo window back into the frame. Locate the top of the window into the groove at the top of the frame, then click the window back into place.



Fitting the Open Advert Collar

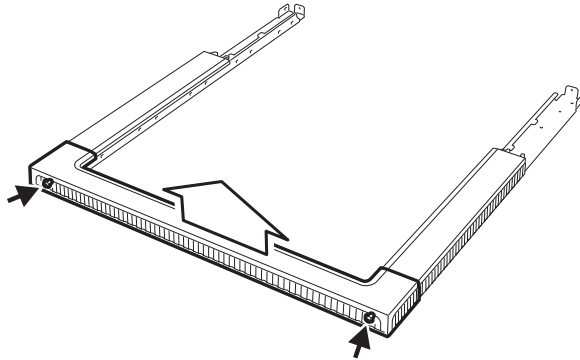
This section describes how to fit the open advert collar (walk-up only).



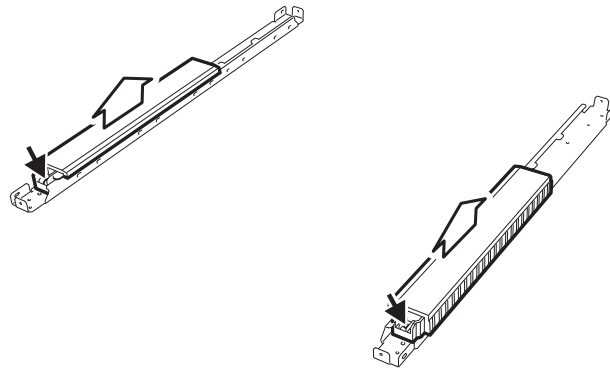
1. Remove the collar, collar hood and parts from the packaging.

Note: If a consumer mirror kit is present, replace the vertical collar moulding with the pre-assembled mirror vertical collar moulding provided in the kit box.

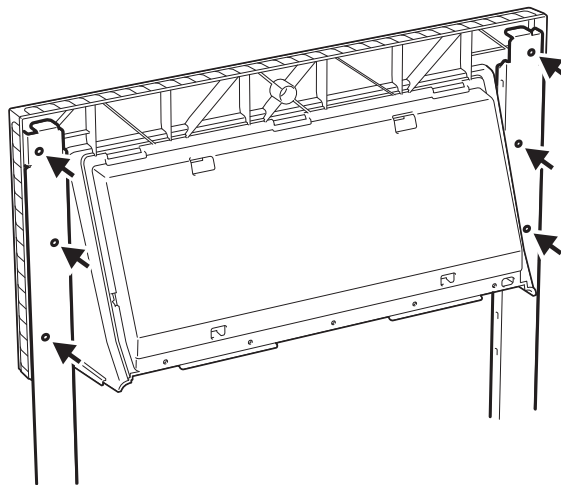
2. Remove and retain two M4 x 10 machine screws securing the lower collar moulding to the collar assembly.



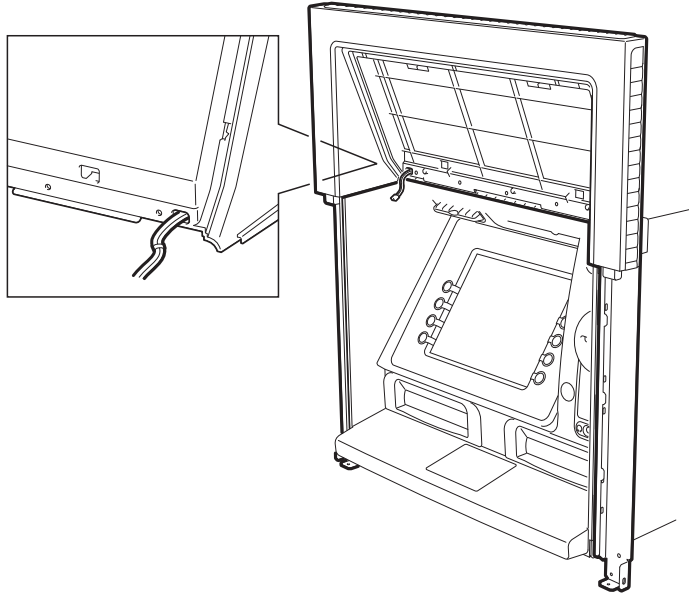
3. Remove the lower collar and vertical mouldings leaving the two vertical side brackets.



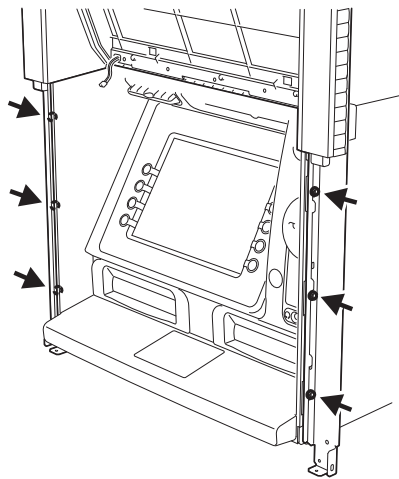
4. Fix the collar hood to the vertical side brackets using three M4 x 6 plastite countersunk screws on each side.



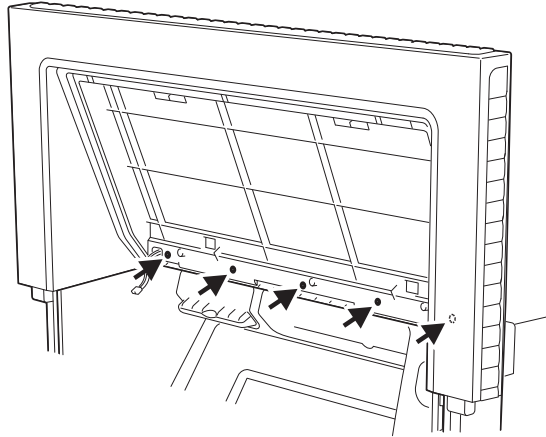
5. Position the collar assembly with the interface of the ATM as shown. At the same time, push the facia light harness connector (labelled “Advert Light”) through the hole in the collar assembly.



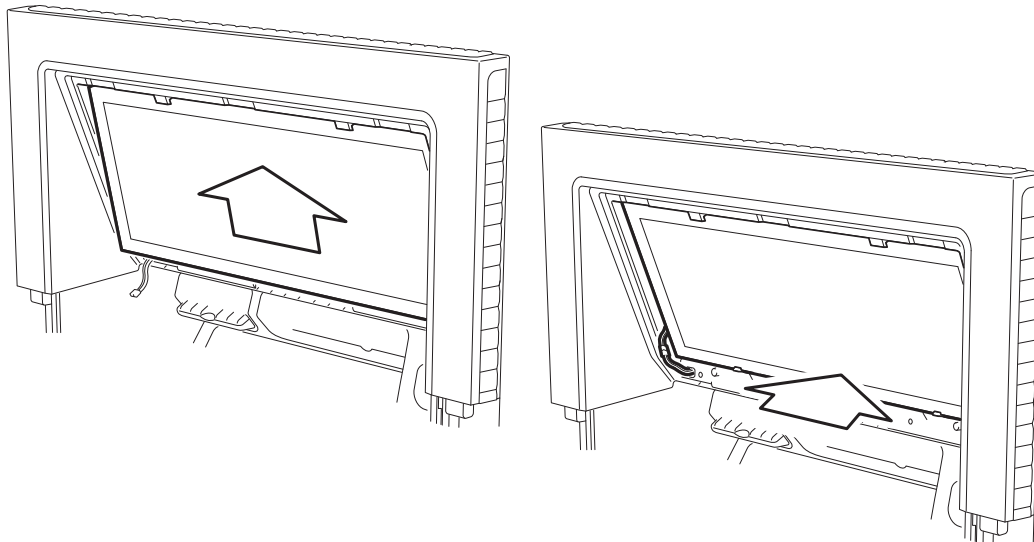
6. Position the vertical side brackets until the slots line up with the holes in the ATM sleeve chassis, then loosely fit at each side using three M4 x 6 taptite screws. Make sure that the top collar is aligned with the ATM facia, adjusting where necessary to ensure that there are no visible gaps, before tightening all six screws.



7. Secure the collar hood to the ATM fascia using five M4 x 8 plastite panhead screws.



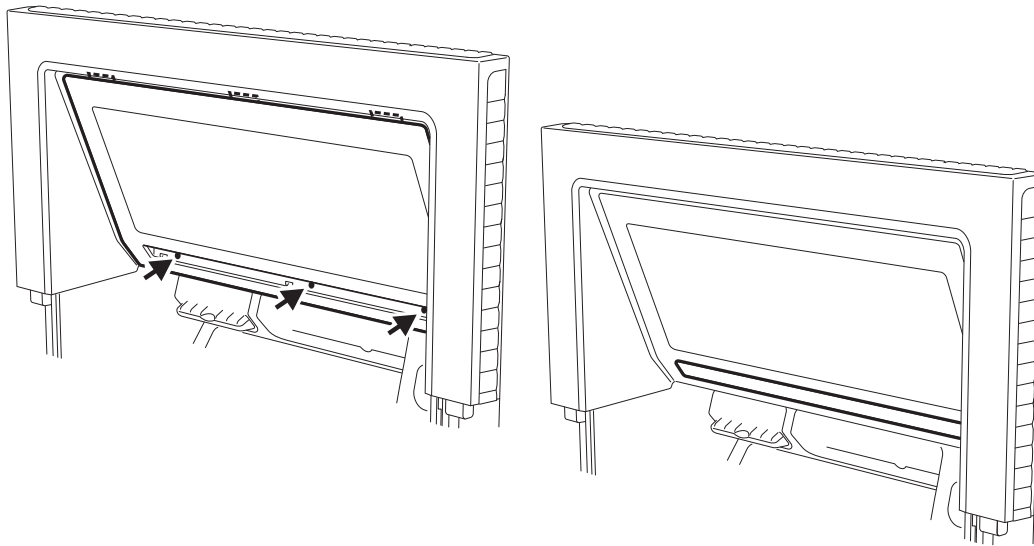
8. Perform the following steps to fit the ambient light panel:
 - a Connect the fascia light harness connector to the light panel harness connector.
 - b Locate the panel within the clips at the top of the collar assembly, then push the panel back to secure within the bottom clips.



- c Place the harness and connectors below the light panel. Push any excess harness back through the fascia hole. Use a cable tie to secure any other harness connectors which are not required.

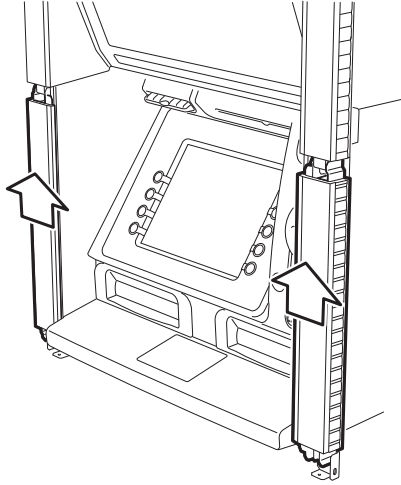
9. Perform the following steps to fit the advert window bezel:
 - a Locate the tabs on the window bezel into the slots in the top of the collar assembly. Push the bezel back into position, securing in place using three M4 x 12 tamper-proof screws.
 - b Locate the three tabs on the plastic blanking cover into the holes in the advert window bezel then clip in place, covering the tamper-proof screws.

Note: A security screwdriver bit (supplied in the collar box) is required to install the tamper-proof screws.

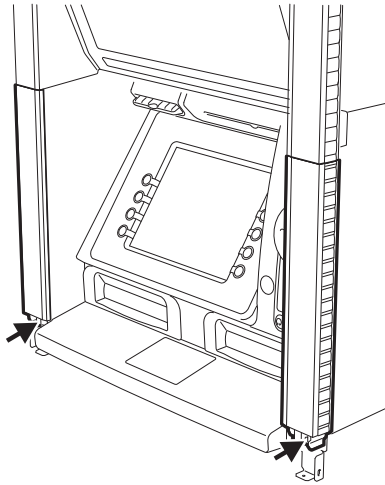


10. Refit the two vertical collar mouldings removed earlier. Locate the interlocking tabs on the mounting assembly with the slots on each of the vertical collar mouldings as shown below, then slide upwards into position.

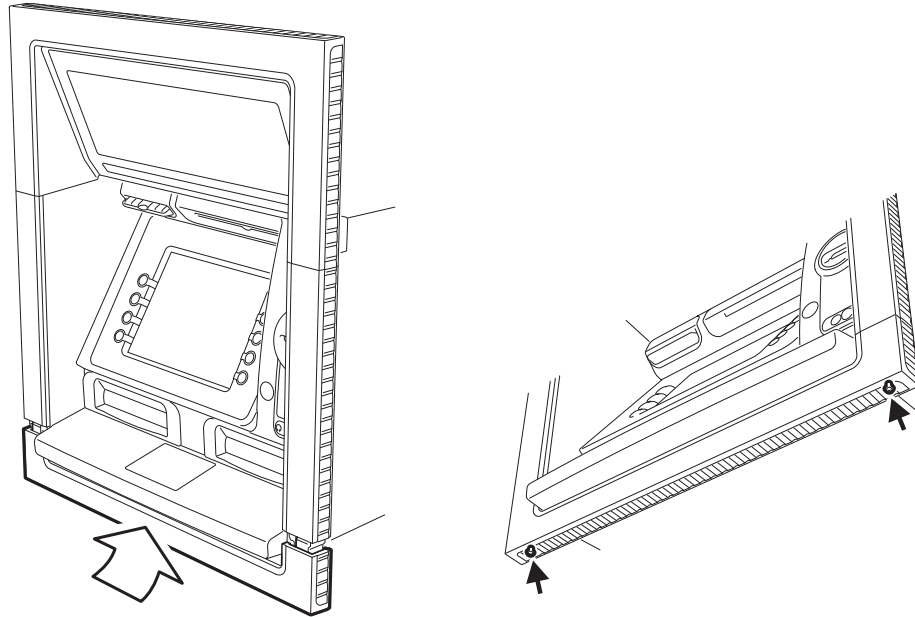
Note: If a consumer mirror kit is present, at this stage, replace the vertical collar moulding with the mirror vertical collar mouldings according to the kit instructions.



11. Make sure that all of the collar parts are as tight as possible and that there are no visible gaps between the collar and the facia. Secure with two M4 x 6 machine screws removed earlier.



12. Refit the lower collar moulding removed earlier. Locate the interlocking tabs on the lower collar moulding with the vertical sides of the collar. Secure underneath at each corner using two M4 x 10 screws.



13. Pull the ATM back against the building wall to ensure a tight fit.
14. Remove the ATM from its moving device.
15. Select an appropriate silicone sealant for the wall type and colour. Prior to applying the sealant, ensure the joining surfaces are clean, dry and free of grime. Apply the sealant around all the collar edges, wall and joins, ensuring there is a waterproof seal between the ATM and wall.
16. Proceed to the section "Bolting the ATM to the Floor or Plinth".

Bolting the ATM to the Floor or Plinth

The final stage of installation is to seal the ATM to the wall and bolt it down.

Note: Bolts are not provided with the ATM, they must be supplied by the owning organization. You will require:

- 4 bolts **16 mm** (0.63 in.) diameter x **120 mm** (4.72 in.) long
 - 4 anchor washers to fit the bolts. These must be at least **3 mm** (0.12 in.) thick and have a maximum outside diameter of **40 mm** (1.57 in.) and an inner diameter of **18 mm** (0.71 in.).
1. Open the exterior of the ATM.

2. Open the security enclosure.
3. Locate the four holes in the base of the security enclosure. Position washers, insert the four bolts through the holes and secure the ATM to the floor.
4. Close and lock the security enclosure.
5. Close and lock the exterior of the ATM.

Connecting the Cables

The cables used to make connections to the ATM must conform to the cable specifications and details of preparation provided in the publication, *NCR SelfServ 32, 34, 38 Site Preparation Requirements* (B006-6670).

Note: Because there is a limited side clearance when the ATM is being installed within a minimum footprint clearance area, cable connections **must** be carried out before the unit is moved into its final location.

Cables to be connected to the ATM fall into two categories:

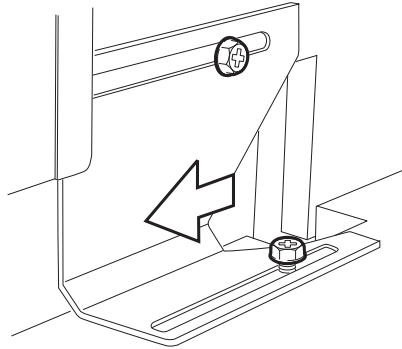
- Power cable - does not require additional grounding
- All other cables require additional grounding by means of a “P” clamp which can be found in the accessories bag. Refer to the publication, *NCR SelfServ 32, 34, 38 Site Preparation Requirements* (B006-6670) for the list of cables which require grounding.

CAUTION

Cables must be grounded to make sure that the ATM meets EMC requirements.

Accessing the Cable Entry Hole

Loosen the two M6 screws securing the cable entry bracket to the security enclosure. Slide the bracket sideways to access the cable entry hole.



Power Cable

WARNING

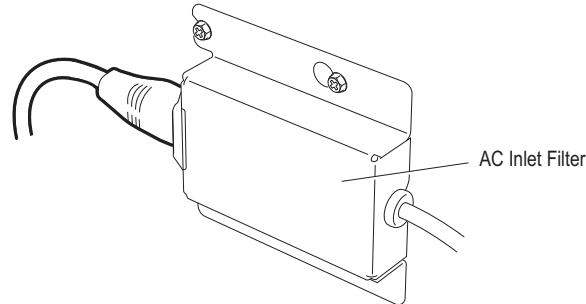
Make sure that the power supply cable is not connected to the AC outlet while you are connecting it to the ATM.

To connect the power cable to your ATM, proceed as follows:

1. Open both the exterior and the security enclosure of the ATM.
2. Check that the mains ON/OFF switch is in the OFF position (pressed in at the 0 side).
3. Insert the end of the power cable through the cable entry hole in the side of the security enclosure.

4. Connect the power cable to the socket on the AC Inlet Filter.

Note: The accessories bag can be found taped to the front of the PC module with the power cable.



5. If you are connecting cables after installing the ATM, connect the power cable to the AC outlet. Otherwise, leave the power cable disconnected from the AC outlet until after the ATM is installed and bolted down.

If you have no other cables to connect, proceed to the section “Closing the Cable Entry Hole.” Otherwise, proceed to the next section.

Connecting all Other Cables

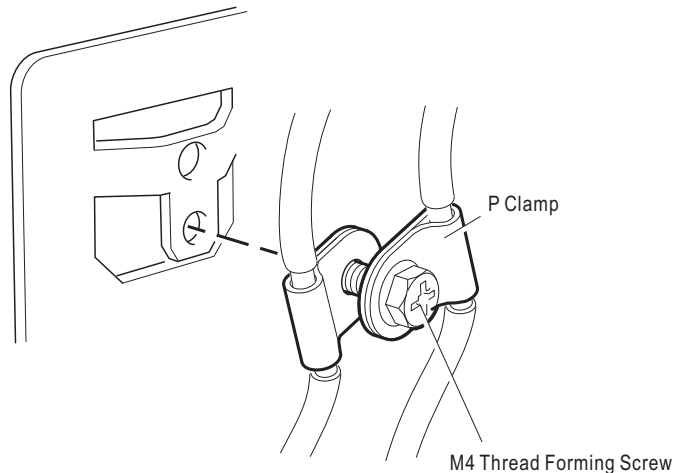
To connect all other cables, proceed as follows:

1. Check that the mains ON/OFF switch is at the OFF position (pressed in at the 0 side).
2. Pull out the module in the security enclosure until its slides are fully extended.
3. Insert the ends of the cables through the hole in the side of the security enclosure.
4. Pull sufficient length of RS-232 (9 pin), High Order Communication and Ethernet cables to allow them to be fed up through the security enclosure and into the top-box.

5. Fit an appropriate P-clamp (dependant on the diameter of the cable), around the stripped section of each cable which requires grounding, and attach them to one of the raised forms on the I/O panel using an M4 x 10 thread forming screw.

Note 1: The screws and P-clamps are packed in a plastic bag attached to the PC module chassis.

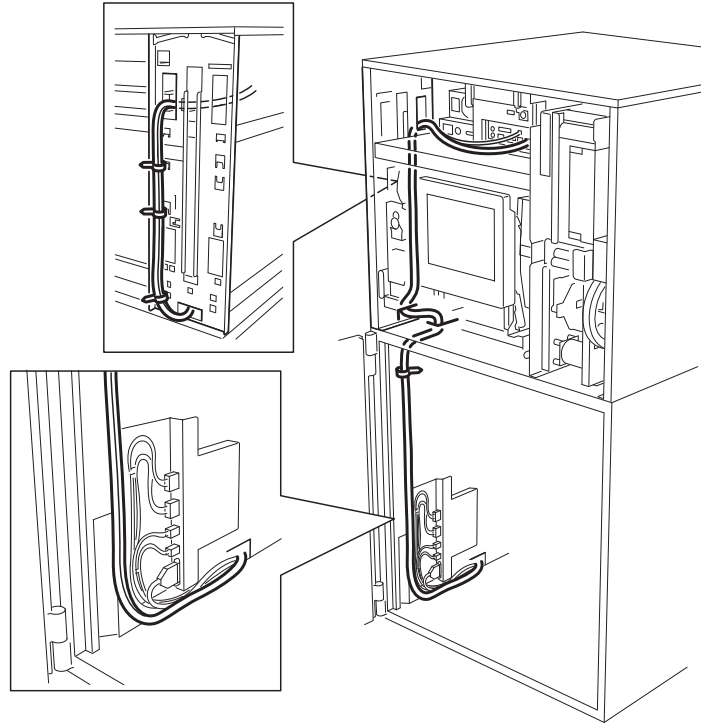
Note 2: If the cable has not been stripped, refer to the instructions in the publication, *NCR SelfServ 32, 34, 38 Site Preparation Requirements (B006-6670)*.



6. Attach all the clamps to the raised forms on the I/O panel, even if some are not used - they may be required at a later date.
7. Connect the appropriate cables to the matching connectors on the I/O panel.
8. To connect RS-232 (9 pin), High Order Communication and Ethernet cables, you will need to access the harness channel frame. To do this, proceed as follows:
 - a. Open the ATM top-box door. Remove and retain the screws securing the door to the ATM and then remove the door.
 - b. Remove and retain the screws securing the left-hand side panel to the ATM, then remove the panel to access the harness channel.

9. Route the cables (RS-232 (9 pin), High Order Communication and Ethernet) through the hole in the top of the security enclosure and out through the slot in the harness channel frame. Then route the cables up the channel and into the PC module area, as shown.

Note: It may be necessary to pull the module tray out of the ATM top-box to gain easier access to the harness channel frame.



10. Ensure that there are no loose cables, and that all modules are free to rack in and out, by, either cutting the cable to the required length, or securing inside the ATM.
11. Secure the cables to the harness channel frame, and to the top of the security enclosure wall using the cable ties provided in the accessories bag.
12. Connect the appropriate cables to the relevant ports on the PC module.
13. Refit the side panel and top-box door.

Closing the Cable Entry Hole

1. Slide the bracket sideways to close the cable entry hole.
2. Tighten the two M6 screws to secure the cable entry bracket to the security enclosure.

Note: Make sure there is enough clearance to ensure the cables are not damaged.

3. Switch on the power at the AC outlet and then at the ATM.
4. Close the security enclosure and exterior of the ATM.

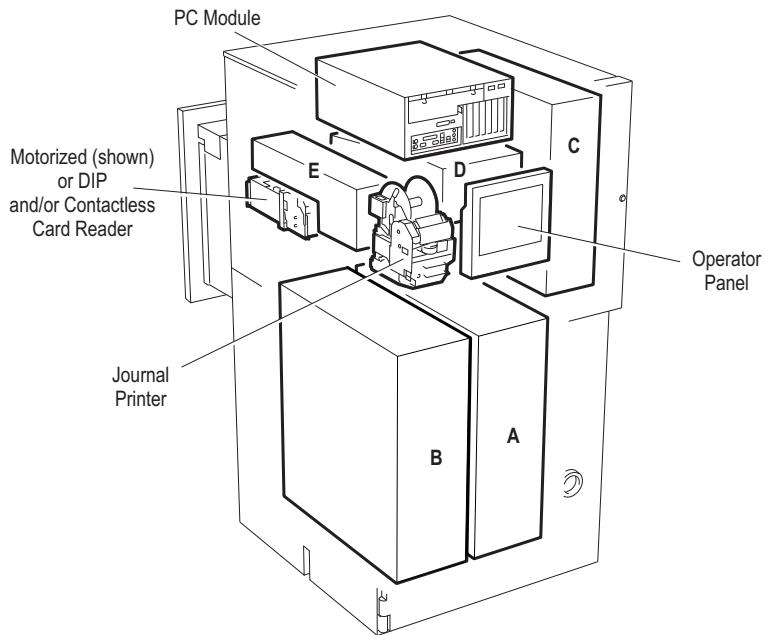
REMOVING THE INTERNAL PACKAGING

This section describes how to remove the internal packaging from all modules. Ignore those steps which apply to modules not configured in the ATM.

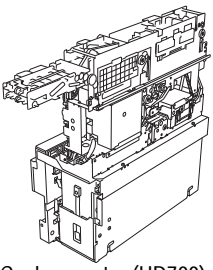
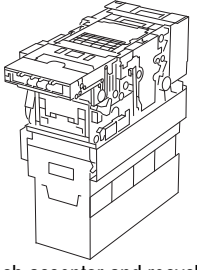
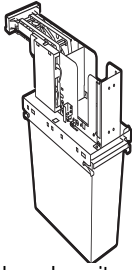
Note: The amounts and types of packing may be subject to change without notice.

Module Location

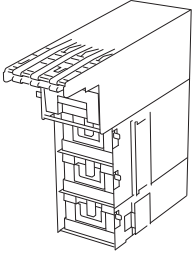
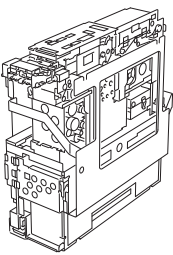
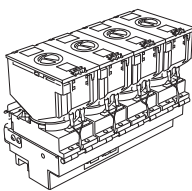
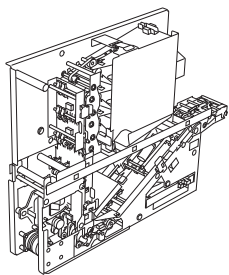
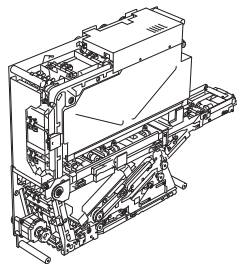
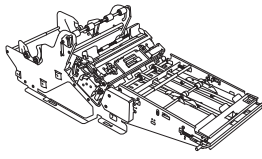
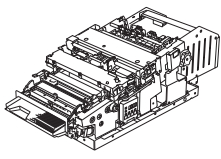
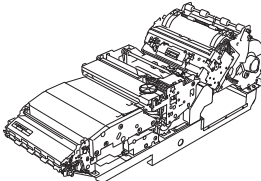
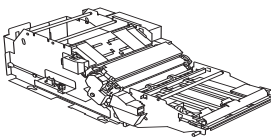
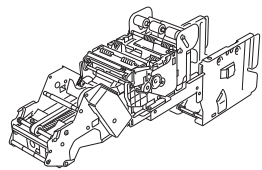
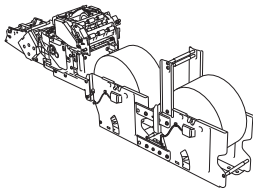
The following illustrations show the locations of the modules which the ATM can contain.



Note: The coin dispenser and passbook printers are not available on the drive-up variant.

Location A or B		
		
Cash acceptor (UD700)	Cash acceptor and recycler	Envelope depository and dispenser

NCR SelfServ 34 ATM Installation Guide

Location A and/or B			
			
Media dispenser	Cash acceptor (UD686)		
Location C			
			
Coin dispenser	iTRAN 1000 check processor	iTRAN scalable check processor	
Location D			
			
Statement printer (paper roll)	Page turn passbook printer	Statement/passbook printer	Statement printer (paper stack)
Location E			
			
Single roll receipt printer	Dual roll receipt printer		

Top-Box

Open the ATM top-box and remove the piece of foam from the inside of the door.

PC Module

Remove the packaging from the following areas:

- Cable tie from the disk security latch (if fitted)
- Foam block from above the PC module and the Power supply/supplies
- All pieces of filament tape
- Remove and retain the power cable and small plastic bag taped to the module.

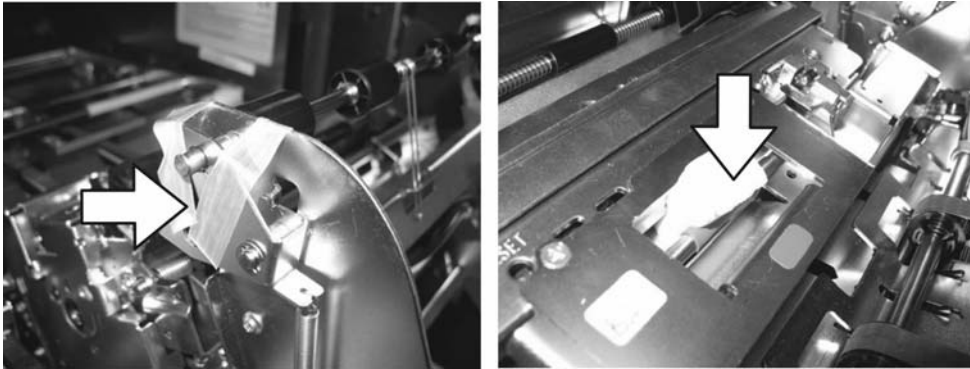
Module Tray

1. Remove the shipping bracket and screw from the front of the module tray.
2. Remove the tape, foam and packaging from the following modules and areas on the module tray:
 - Receipt printer - tape from the print head and paper roll. If dual roll, remove the tape from both paper rolls.
 - Journal printer - tape from the print head and paper roll
 - Statement printer with paper stack:
 - Tape covering the thumb screws on the paper knife
 - Tape from around the hopper latch

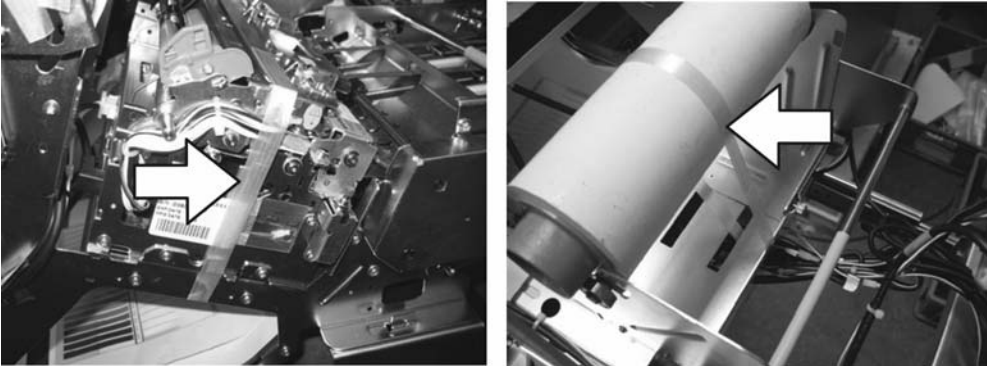


- Statement printer with paper roll:
 - Tape from around the paper tension bar above the hopper

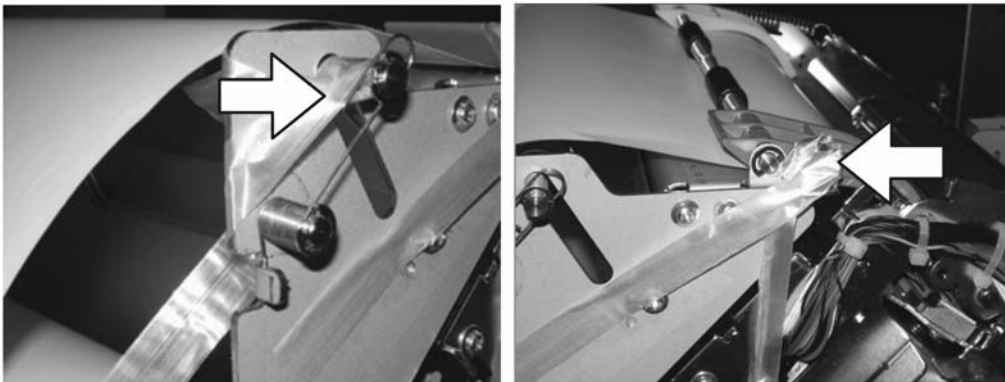
- Small foam piece from the print engine



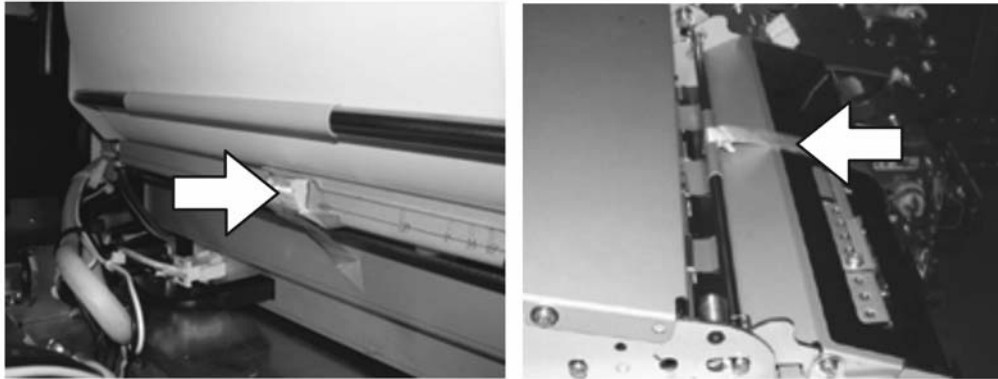
- Tape from the side of the print engine
- Tape from around the paper start-up roll



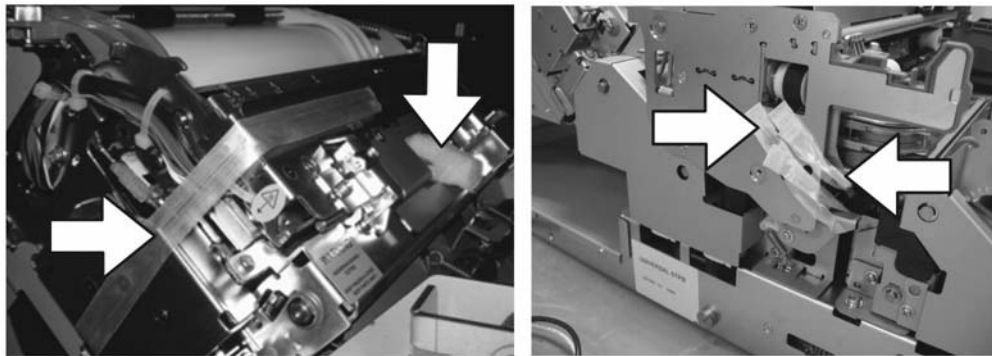
- Statement/passbook printer:
 - Tape from around both sides of the paper tension bar above the hopper
 - Tape covering the thumb screw on the paper guide



- Tape from around the thumb screw in the hopper behind the operator panel
- Tape from the front of the transport

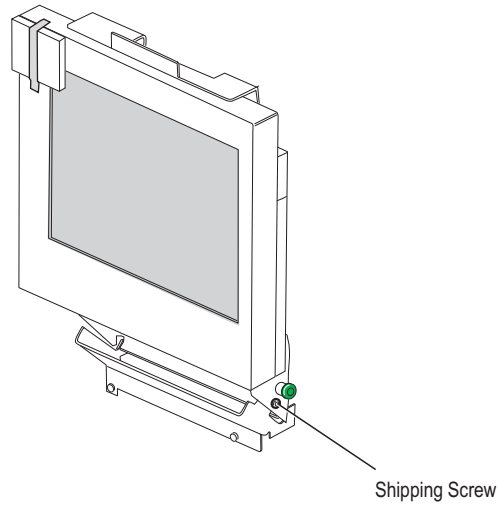


- Tape and small piece of foam from the statement print engine
- Tape from around the latch and from around the dot-matrix head

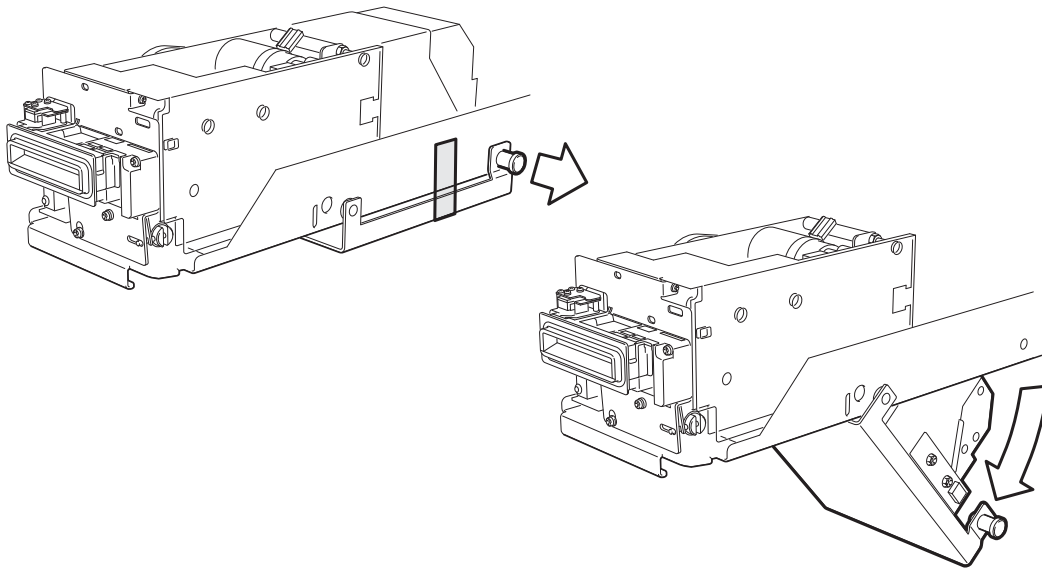


- Tape from around the paper start-up roll.
- Page turn passbook printer:
 - Tape securing the accessories bag to the capture bin
 - Tape from around the latch
 - Foam and tape from the mouth of the transport.
- Graphical Operator Panel
 - Tape and polythene sheet from the front of the panel
 - Shipping screw at the side of the panel

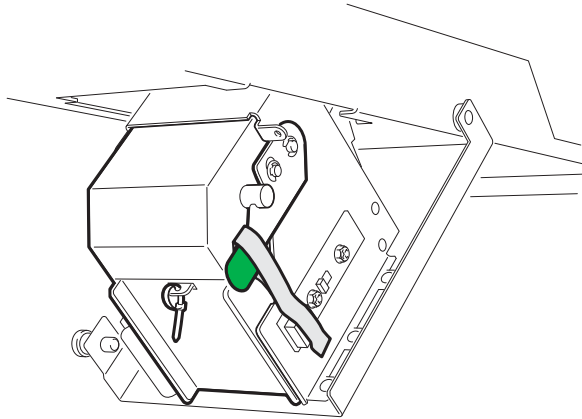
- Tape and foam block from the top left-hand corner of the panel.



- Magnetic card reader/writer - latchfast card capture bin only
 - Tape from around the capture bin tray, then pull out the stopper at the side of the card reader to release the capture bin tray



- Tape and cable tie from the card capture bin.

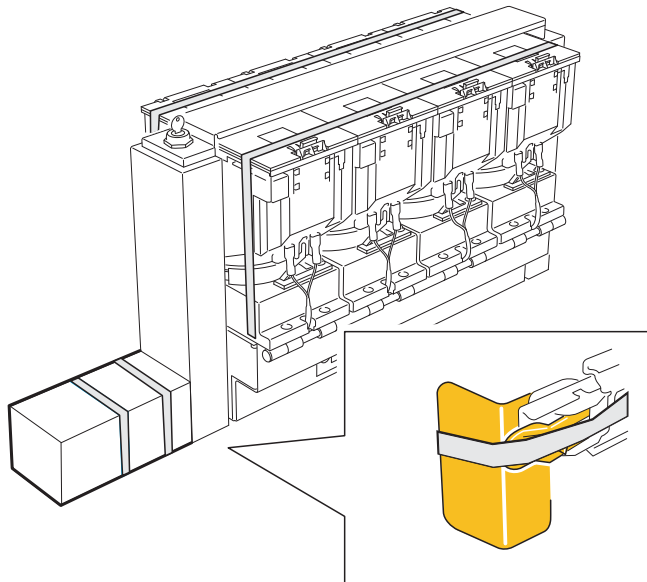


Coin Dispenser

Remove the packaging from the following areas:

- Foam block from the front of the module
- Tape from around the latch
- Tape from the top of the module.

Note: The illustration below shows the coin dispenser with an optional locking bar fitted.

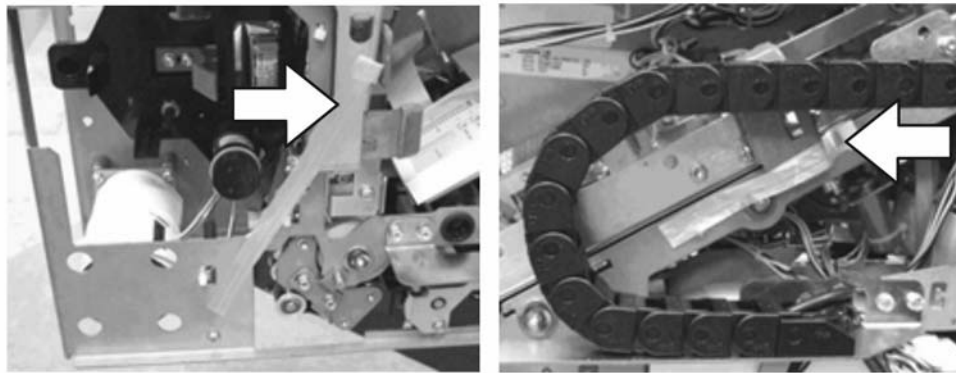


iTRAN 1000 Check Processor

1. Remove the packaging from the following areas:
 - Shipping bracket and screw from the front of the module.
 - Foam blocks from around the module.
2. Remove the plastic latch de-activator, then pull the module out from the ATM until its slides are fully extended. Remove the following:
 - Tape from the check bin
 - Tape from the capture bin



- Tape from the jam clearance latches.



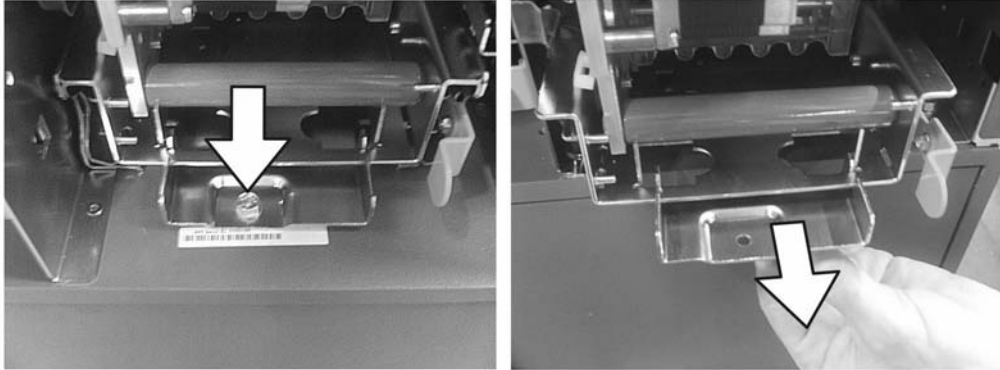
3. Remove and install the endorser ribbon cassette. Instructions on how to fit the endorser ribbon cassette can be found in the publication, *iTRAN 1000 Check Processor Operator Guide* (B006-6440).

iTRAN Scalable Check Processor

1. Remove the plastic latch de-activator or tape from around the module latch.
2. Remove the shipping brackets as follows:

Short infeed only

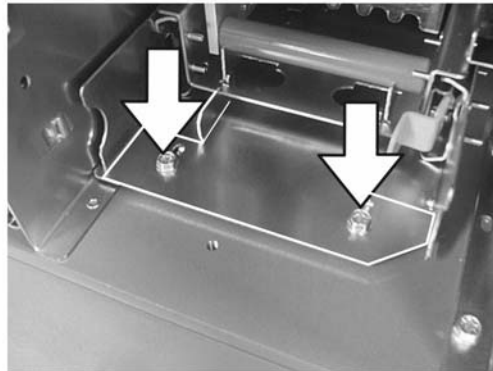
- a Remove the screw securing the shipping bracket to the ATM top-box.



- b Discard the bracket and screw.

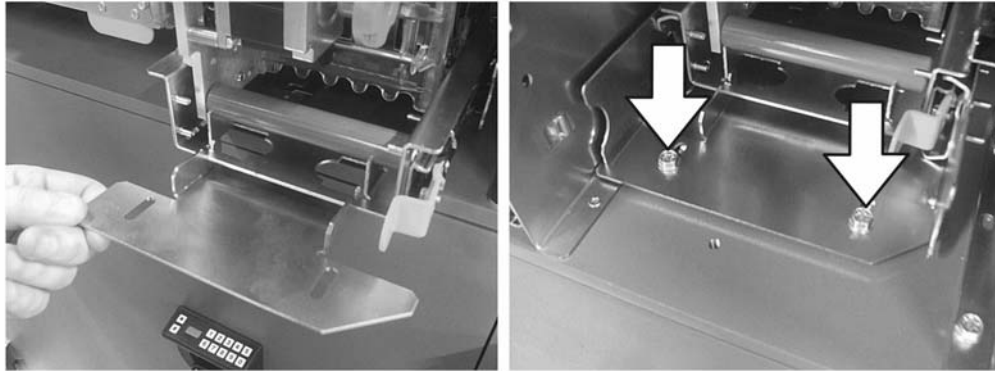
Mid and Long infeeds

- a Remove the two screws securing the shipping bracket to the module tray and the ATM top-box.

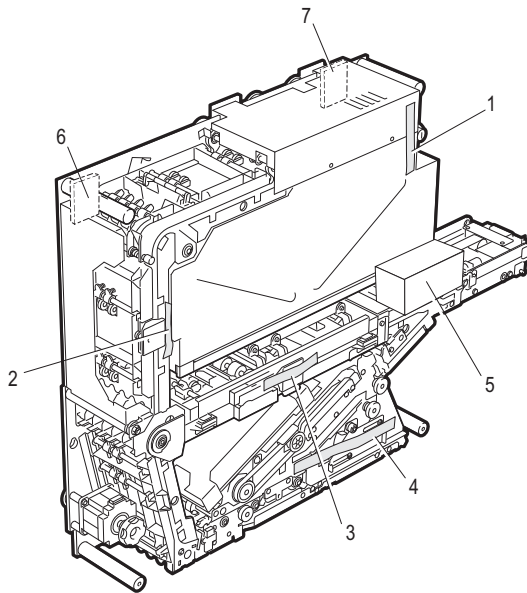


- b Discard the bracket and replace the screws making sure they are fully tightened.

Note: When replacing the screws they must be torqued to **6.5 Nm** (4.8 pound foot).

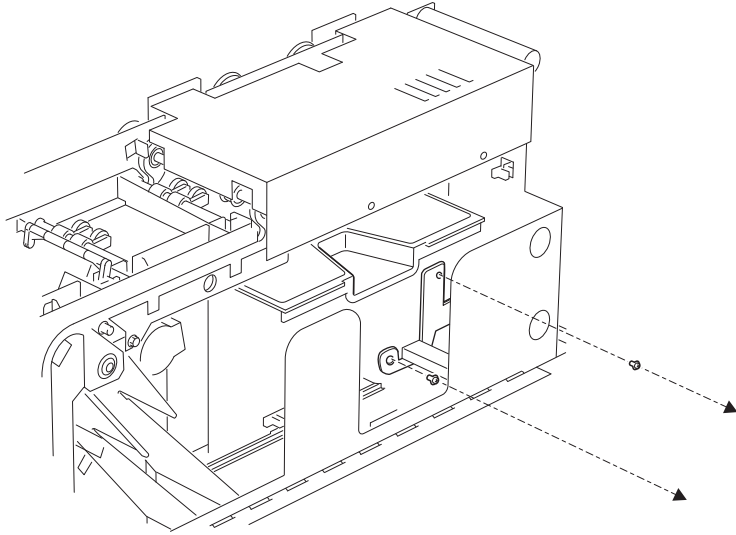


3. Pull the module out from the ATM until its slides are fully extended and remove the packaging from the following areas:
- Tape from the check bin access door (1)
 - Tape from the around the latches (2 and 3)
 - Foam blocks and tape from each side of the module (5, 6 and 7)



- Remove and install the endorser ribbon cassette which can be found taped to the side of the module. Instructions on how to fit the endorser ribbon cassette can be found in the publication, *iTRAN Scalable Check Processor Operator Guide* (B006-6627).

4. Remove the shipping bracket from inside the check bin as follows:
 - Open the check bin access door using the key provided.
 - Remove and retain the two screws securing the shipping bracket to the bin and module.



- Discard the bracket and replace the two screws making sure they are fully tightened.

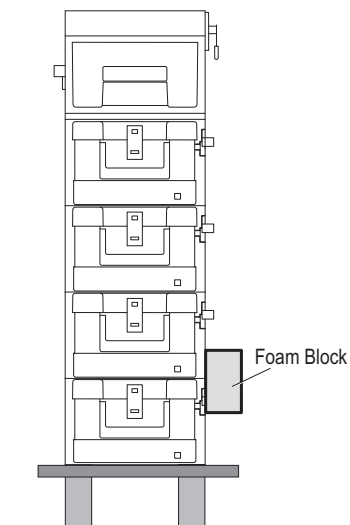
Security Enclosure

Remove the tape and bubble wrap from the security door handle and dials.

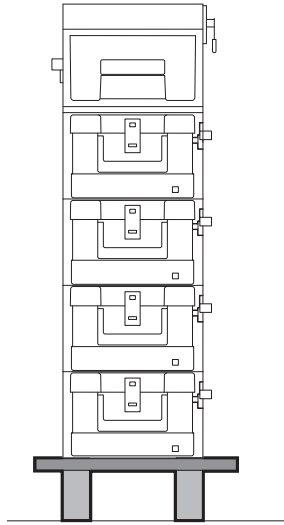
Media Dispenser

1. Remove the packaging from the following areas:
 - Foam piece and tape from the front of the module.
 - Foam block from between the side of the dispenser and the security enclosure wall.

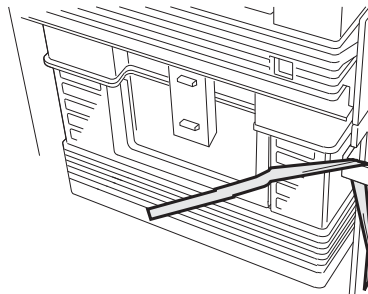
Note: If dual dispensers are fitted, remove the foam block from between the two dispensers.



- Wooden and foam blocks from beneath the module.



- Tape from the cassette latches and across the cassette and purge bin handles.



- Remove the configuration kit from inside each cassette if supplied.

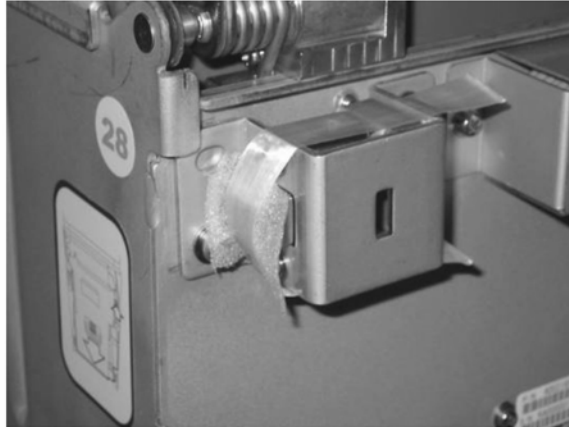
Cash Acceptor and Recycler

1. Remove the packaging from the following areas:
 - Plastic latch de-activator from the module latch.
 - Foam packaging from the front of the module.
 - Foam block from between the cash acceptor and recycler and the security enclosure wall.

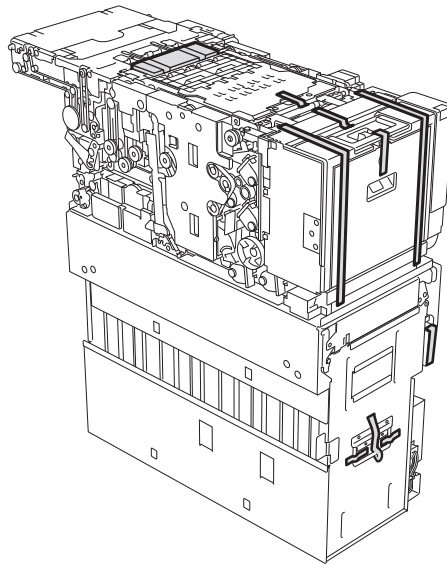
Note: If a media dispenser is fitted, remove the foam block from between the cash acceptor and recycler and the dispenser.

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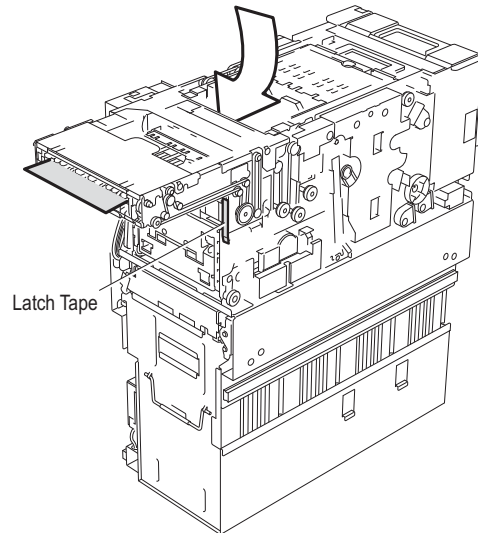
- Tape and foam from the switch.



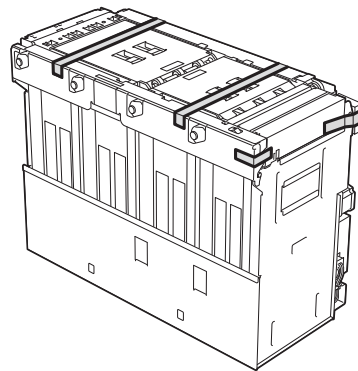
2. Pull the cash acceptor and recycler out of the ATM, and remove the tape and foam from the locations shown below.



3. Remove the tape from the transport latch, allowing the transport to lift up. Using your fingers, gently push the foam sheet from under the transport until it can be removed from the other end.

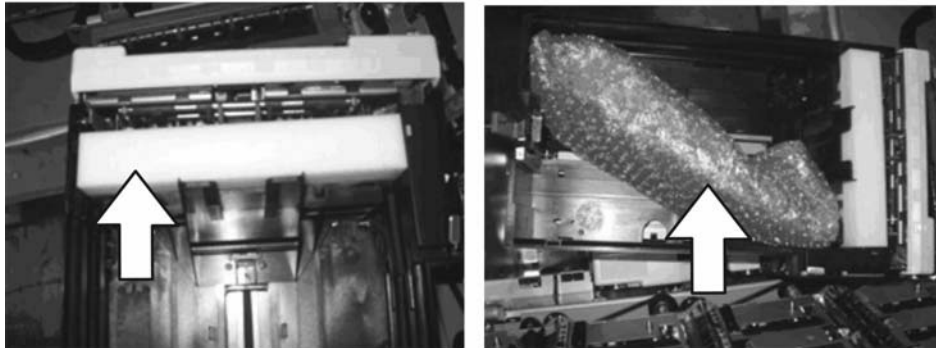


4. Push the upper module back into the ATM, then remove the tape from the lower module as shown below.



5. Lift the cassette transport lid to reveal the cassettes.

6. Pull each cassette out of the lower module, then remove the foam block and accessories package from inside each cassette.



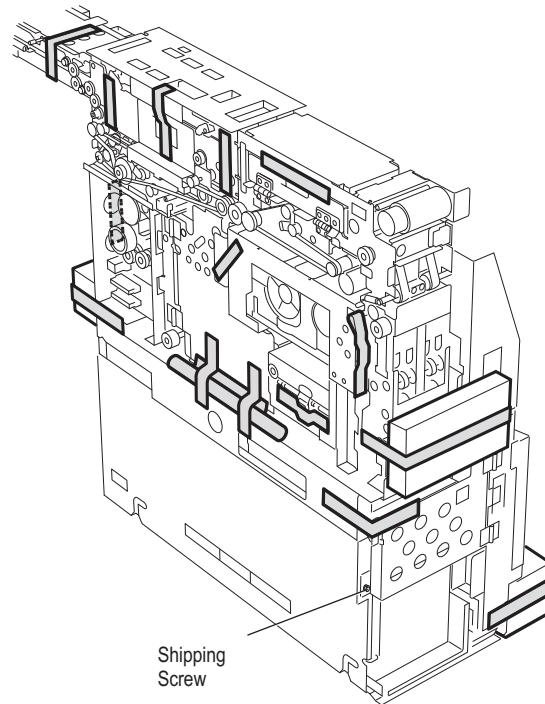
Cash Acceptor (UD686)

1. Remove the packaging from the following areas:
 - Plastic latch de-activator from the module latch.
 - Foam packaging from the front of the module.
 - Foam block from between the cash acceptor and the security enclosure wall.

Note: If a media dispenser is fitted, remove the foam block from between the cash acceptor and the dispenser.

- Wooden and foam blocks from beneath the module.

2. Remove the shipping screw, tape and foam blocks from the locations shown below.

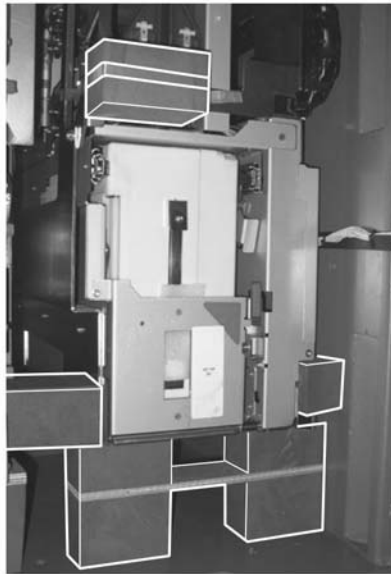


Note: Remove and retain the package of cleaning tools, taped to the side of the cash acceptor.

Cash Acceptor (UD700)

1. Remove the packaging from the following areas:
 - Plastic latch de-activator from the module latch
 - Foam piece from the front of the module

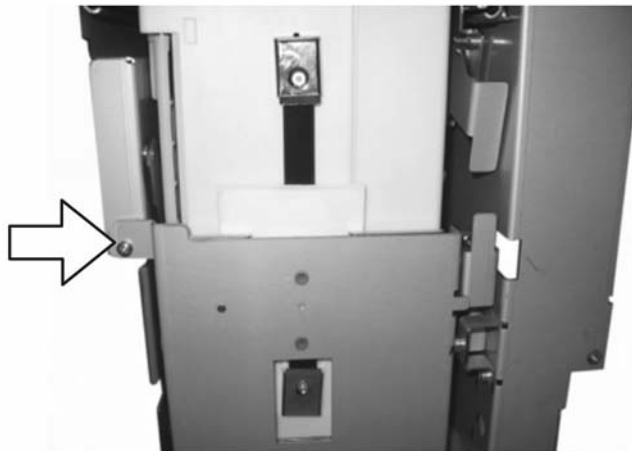
- Two sets of ply-wood and foam blocks from beneath the module.



- Foam block from between the module and the security enclosure wall.

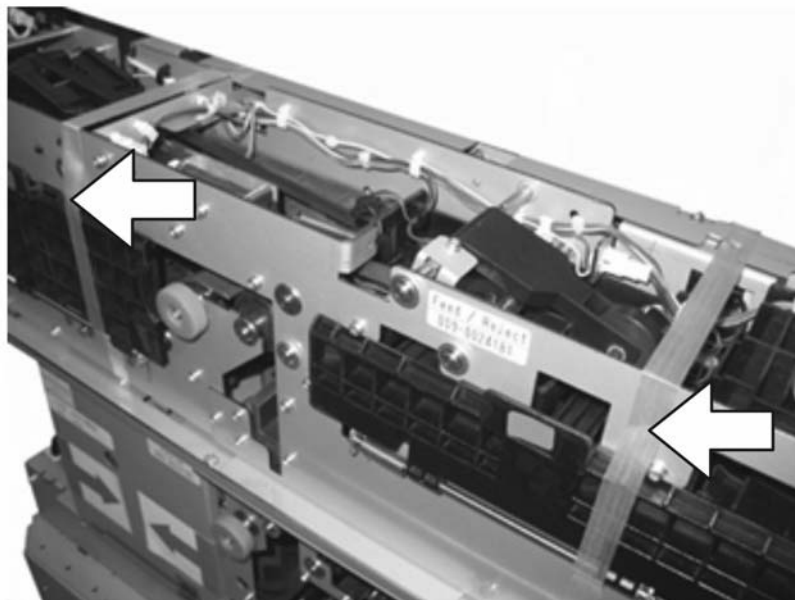
Note: If a media dispenser is fitted, remove the foam block from between the cash acceptor and the dispenser.

2. Remove the shipping screw from the front of the garage unit door.

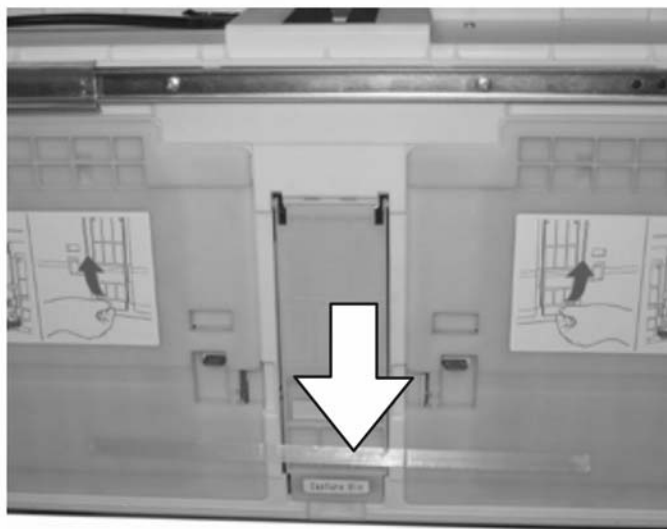


3. Open the garage unit door and remove the foam piece from the front of the cassette.

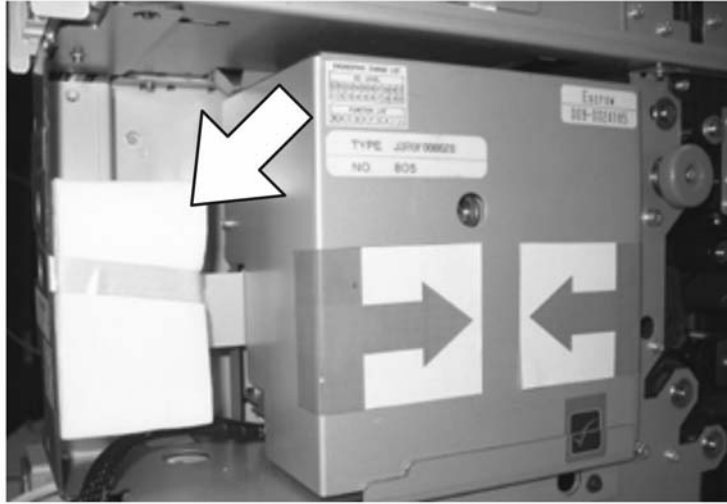
4. Remove the tape from across the reject and feed unit doors.



5. Remove the tape from across the cassette doors.



6. Remove the tape and foam piece from behind the escrow unit.



7. Remove the tape from around the escrow latch.

Envelope Depository and Dispenser

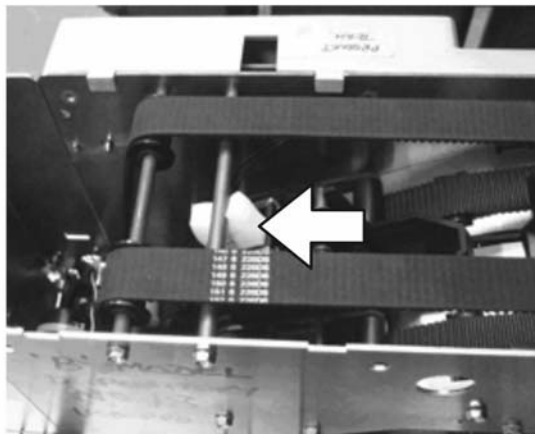
Remove the packaging from the following areas:

- Plastic latch de-activator from the depository latch.
- Foam packaging from the front of the module.
- Foam block from between the module and the security enclosure wall.

Note: If a media dispenser is fitted, remove the foam block from between the media dispenser and the envelope depository and dispenser.

- Cable tie from the access door on the envelope dispenser bin.

- Foam from between the printhead and tie bar.



- Tape from the envelope dispenser weight (if fitted).



All Other Modules and Areas

Remove the tape from the connectors on the mains filter and isolating transformer, where applicable.

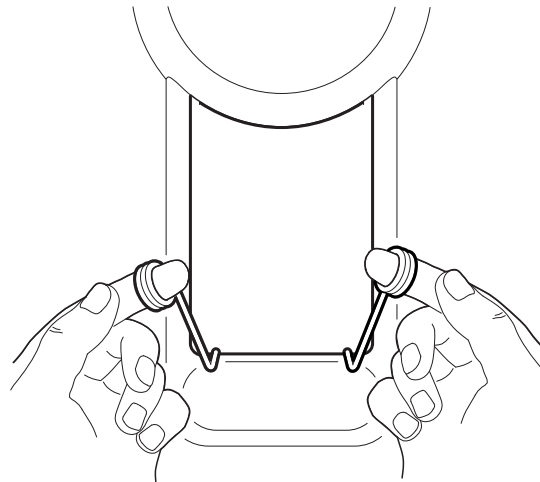
FITTING DECALS

This section describes how to fit decals to the front of the ATM. Specifications for the decals can be found in the publication *NCR SelfServ 34 Site Preparation* (B006-6586).

Card Orientation Window

To apply a decal behind the card reader orientation and card accept window, proceed as follows:

1. Insert the two window extraction tools (supplied with the ATM) into the holes at the bottom of the plastic window.



2. Pull the extraction tools forward and down to release the window.
3. Pull the plastic window out from the fascia.
4. Fit the decal in the recess provided.
5. Replace the plastic window, ensuring it clicks back into place.

Advert Window

Both the lowered height collar and the standard collar with advert light require a decal. Fix the advert decal to the surface of the light panel before fitting the collar. Make sure that the panel is clean, dry and free of dust prior to applying the decal. The decal may be fitted to the inside or outside of the light panel, depending on the light panel or decal design.

Entry/Exit Slot Decals

There are no decal recesses. For information on recommended decal positions, refer to the publication *NCR SelfServ 34 Site Preparation* (B006-6586).

To help NCR maintain the quality of their publications, send comments on the accuracy, clarity, usability, navigation, organization, and value of this book.

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