



**SourceTechnologies®**

# 10-Series Kiosk Installation Guide



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## Operational Safety Information

### WARNING AND CAUTION SYMBOLS

The following Warning and Caution symbols are used throughout this manual:



**CAUTION**

Cautions alert you to the potential for equipment damage.



**WARNING**

Warnings alert you to possible safety risks.

## General Safety Information

This kiosk is intended for indoor use only.

All service procedures should be performed by properly trained and qualified service personnel.

Any on-site assembly required during the installation process must be performed by properly trained and qualified service personnel.

The kiosk must be connected to a properly grounded and appropriately rated AC receptacle using the supplied cord set.

The socket-outlet powering this equipment shall be installed near to the equipment and be easily accessible.

The kiosk must be properly shut down and then disconnected from the AC power supply before connecting signal cables to a host computer.

This kiosk is suitable for connection to IT power systems.



## Mise En Garde

Les mises en garde vous alertent des risques de dommages matériels.



## AVERTISSEMENT

Les avertissements vous alertent des risques de sécurité possibles.

### Consignes générales de sécurité.

Ce kiosque est destiné à un usage intérieur seulement.

Toutes les procédures d'entretien doivent être effectuées par du personnel d'entretien dûment formé et qualifié.

Tout montage sur site requis pendant le processus d'installation doit être effectué par un personnel de service qualifié et dûment formé.

Le kiosque doit être connecté à une prise secteur correctement mise à la terre et de calibre approprié à l'aide du cordon fourni.

La prise de courant qui alimente cet équipement doit être installée à proximité de l'équipement et être facilement accessible.

Le kiosque doit être correctement fermé puis déconnecté de l'alimentation secteur avant de connecter les câbles de signal à un ordinateur hôte.

Ce kiosque est approprié pour la connexion à des systèmes d'alimentation informatique.



This kiosk contains sensitive electronic components that could be damaged if exposed to excessive force.



Use only factory-approved consumables and cleaning kits. Use of any non-approved supplies could permanently damage the kiosk and may void your warranty.

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 the 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.

This Class A digital apparatus complies with Canadian ICES-003.



## Mise En Garde

Ce kiosque contient des composants électroniques sensibles qui pourraient être endommagés s'ils étaient exposés à une force excessive.



## Mise En Garde

N'utilisez que des produits consommables et des kits de nettoyage approuvés en usine. L'utilisation de fournitures non approuvées pourrait endommager le kiosque de façon permanente et annuler votre garantie.

Cet équipement a été testé et déclaré conforme aux limites d'un appareil numérique de classe A, conformément à la partie 15 des règles de la FCC. Ces limites sont conçues pour fournir une protection raisonnable contre les interférences nuisibles lorsque l'équipement est utilisé dans un environnement commercial. Cet équipement génère, utilise et peut émettre de l'énergie radiofréquence et, s'il n'est pas installé et utilisé conformément au manuel d'instructions, peut causer des interférences nuisibles aux communications radio. L'utilisation de l'équipement dans une zone résidentielle est susceptible de causer des interférences nuisibles, auquel cas l'utilisateur devra corriger ces interférences à ses propres frais.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

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## Chapter 1 – PRODUCT OVERVIEW

### Kiosk Description

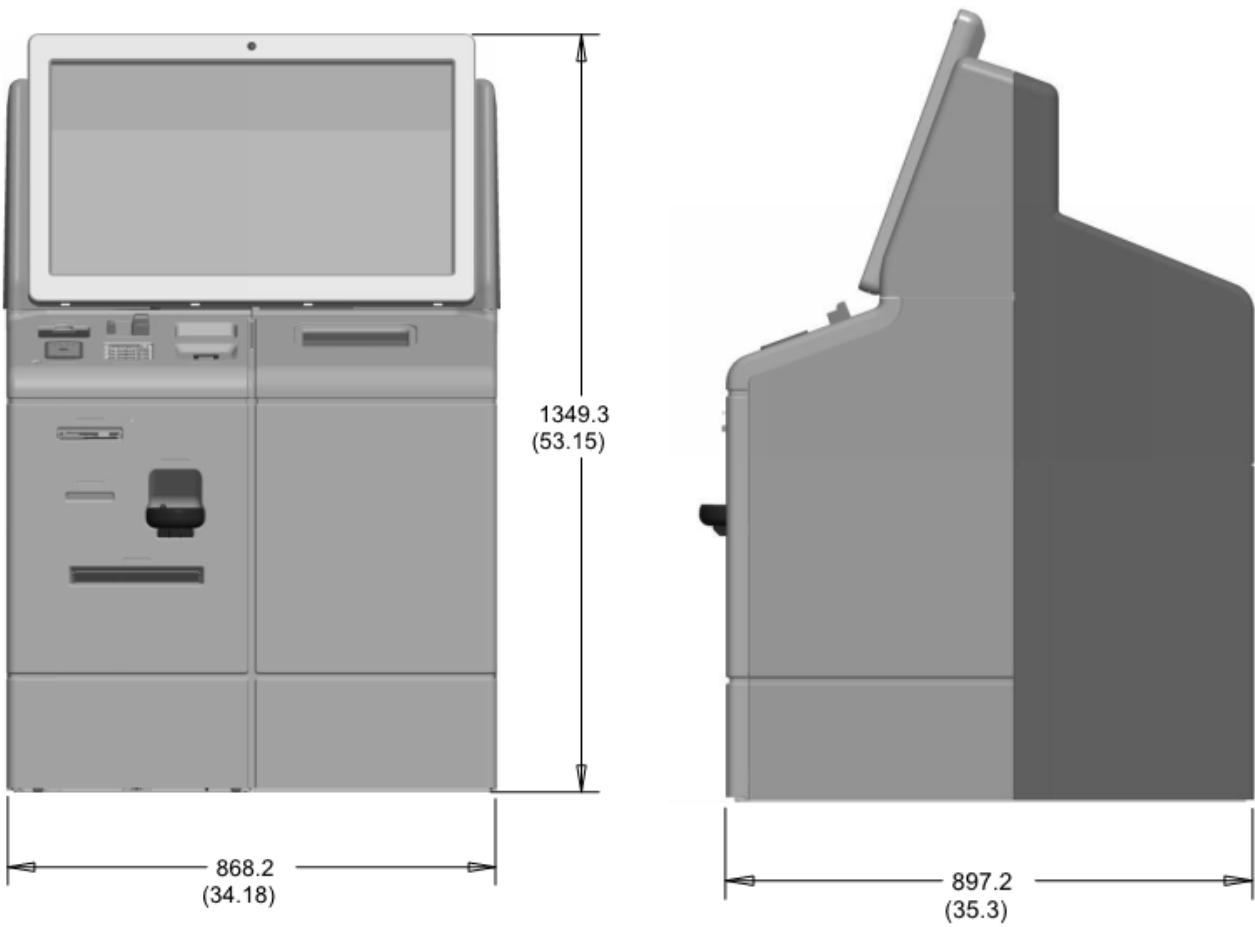
Source Technologies' 10-Series kiosk is a next-generation, self-service platform designed from the ground up to manage secure, distributed financial transactions and consumer banking.





## OVERALL KIOSK DIMENSIONS

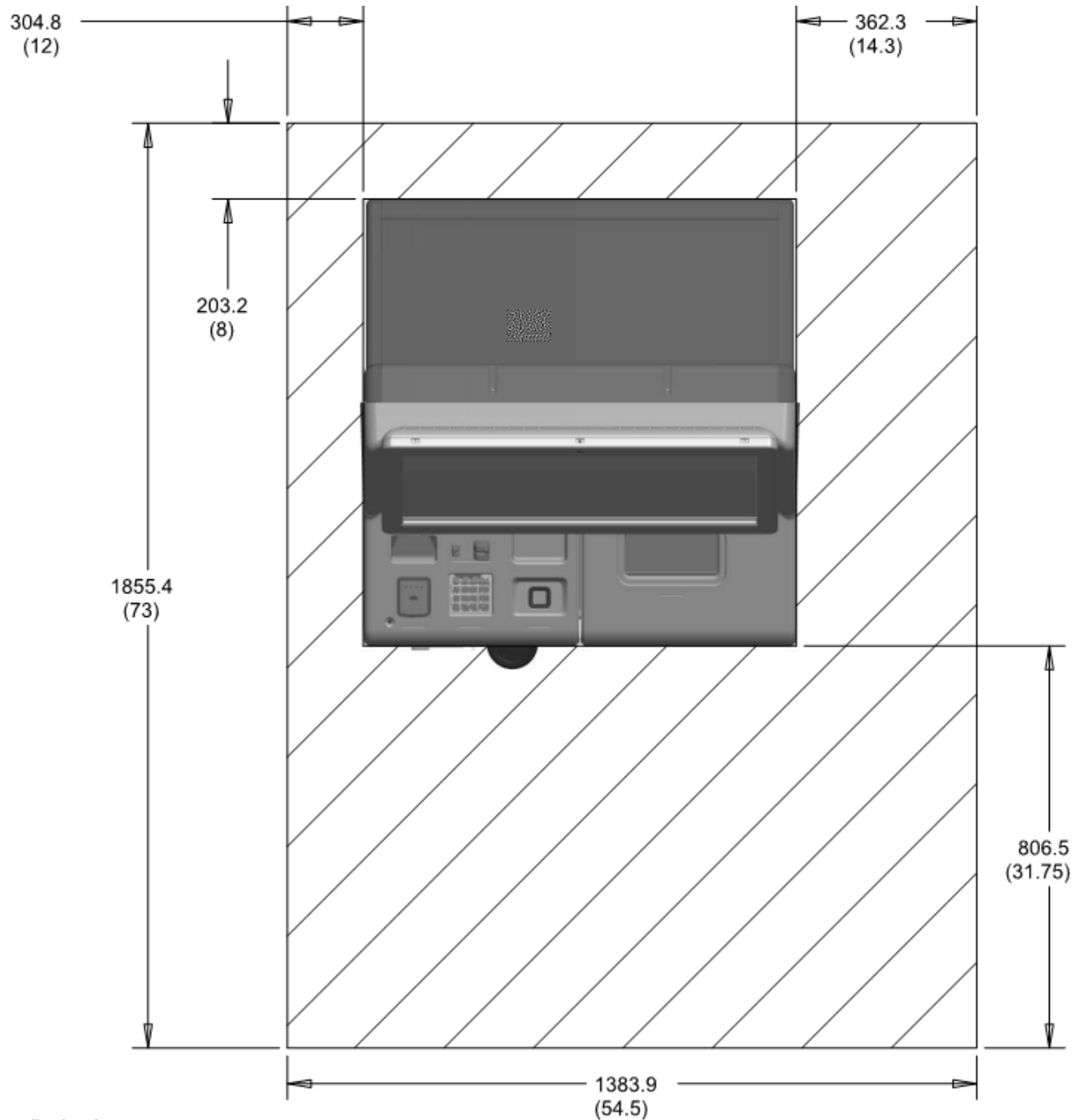
DIMENSION UNITS: mm (inches)



## INSTALLATION CLEARANCE REQUIREMENTS

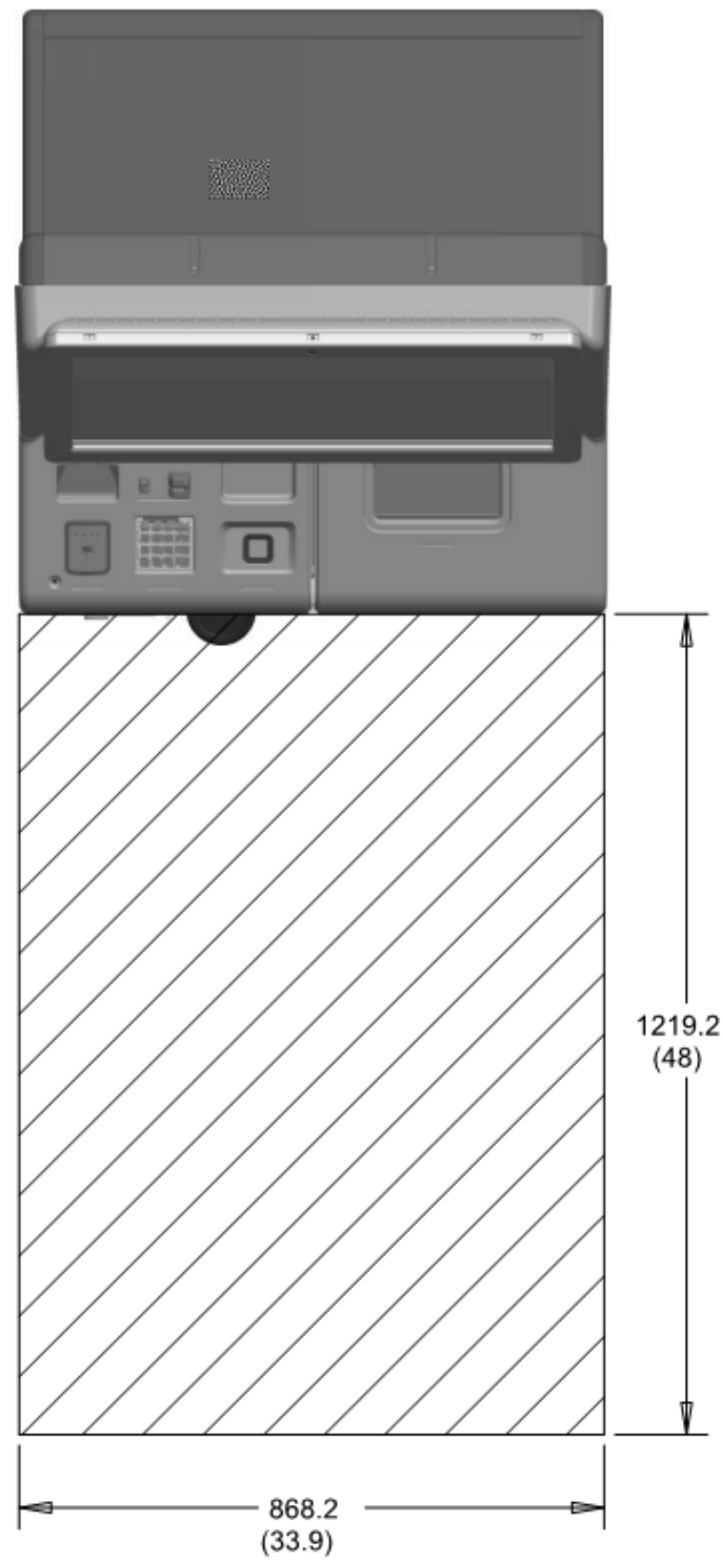
### FLOOR CLEARANCE FOR KIOSK SERVICING

DIMENSION UNITS: mm (inches)



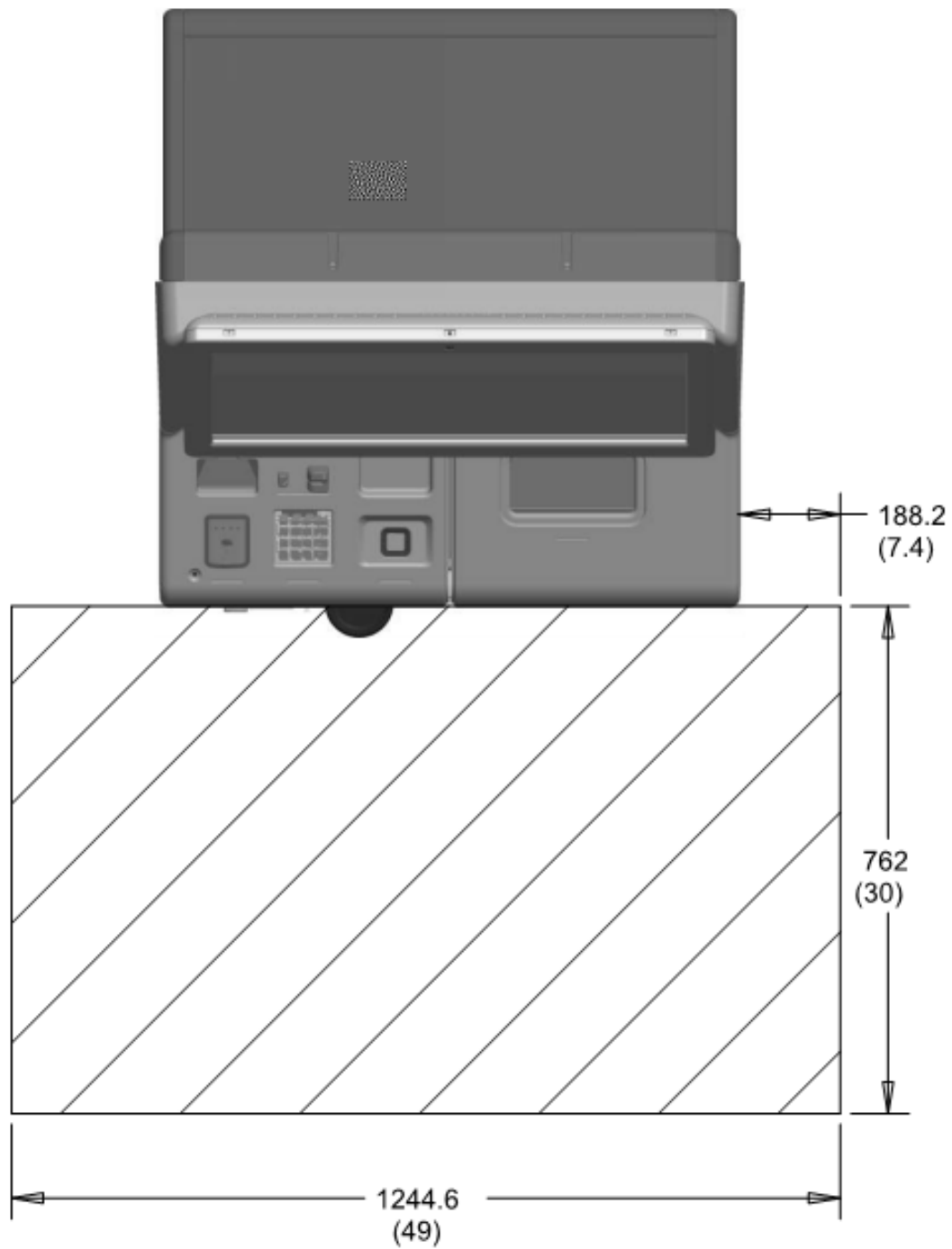
## FLOOR CLEARANCE FOR FRONT WHEELCHAIR ACCESS

DIMENSION UNITS: mm (inches)



## FLOOR CLEARANCE FOR SIDE WHEELCHAIR ACCESS

DIMENSION UNITS: mm (inches)



## Chapter 2 – Installation Location Requirements

Using the Service and Wheelchair Clearance requirements as a guide, install the kiosk in a location with adequate space on each side.

Complete all necessary Site Surveys and review facility drawings to ensure that no gas, water, electrical lines, etc. will be near any of holes that will be drilled in the flooring. Kiosk location must comply with all other applicable codes (fire escape routes, etc.). Floor must be flat and sub-flooring material must be concrete with a minimum thickness of 4.0 in.

Before installing, obtain any necessary permits or property owner authorizations. All work must be done in full accordance with the requirements of all agencies and authorities having jurisdiction; all applicable state and city codes; Barrier Free requirements, OSHA and the local utility companies' requirements.

Make sure that the appropriate electrical and network connections are present before installation (appropriate surge suppression is recommended). The connections should be located such that all cords will be safely routed away from any human traffic and will not cause anyone to trip over them. Do not modify the AC power cord supplied with the kiosk.



The kiosk must be connected to an individual branch circuit that is properly grounded and appropriately rated for the device power requirements. For specific power requirements, see the product label on the back of the kiosk.

### **Do not install the unit:**

In an environment where the ambient temperature exceeds 90° F.

Where it will be exposed to direct sunlight or hot air from an HVAC system.

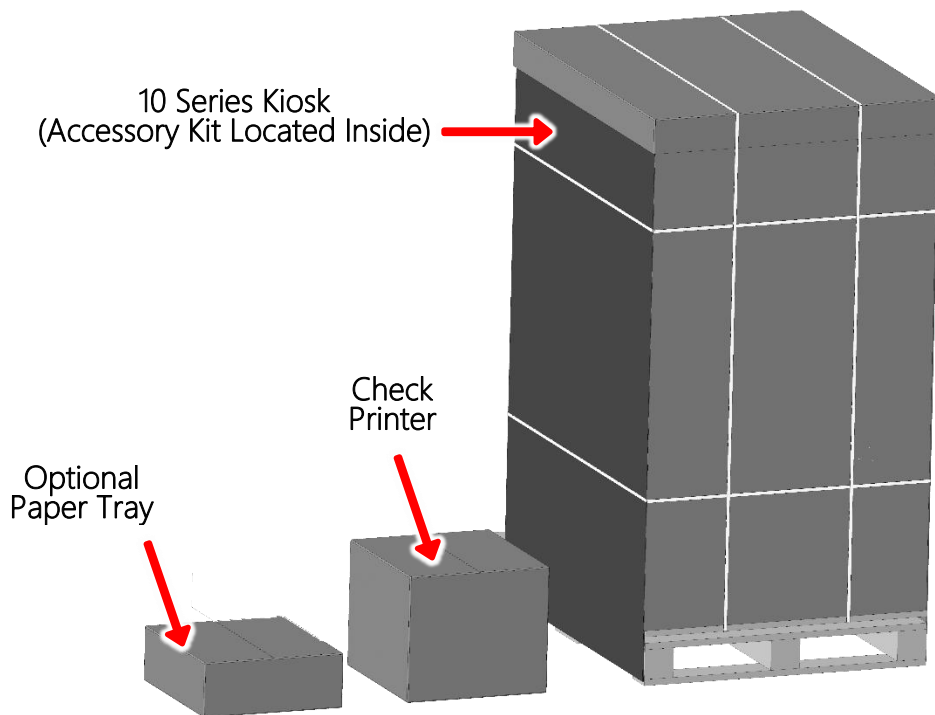
Within 8 feet of Electronic Article Surveillance devices that generate radio frequency energy or magnetic fields.

## Chapter 3 - Unpacking the Kiosk

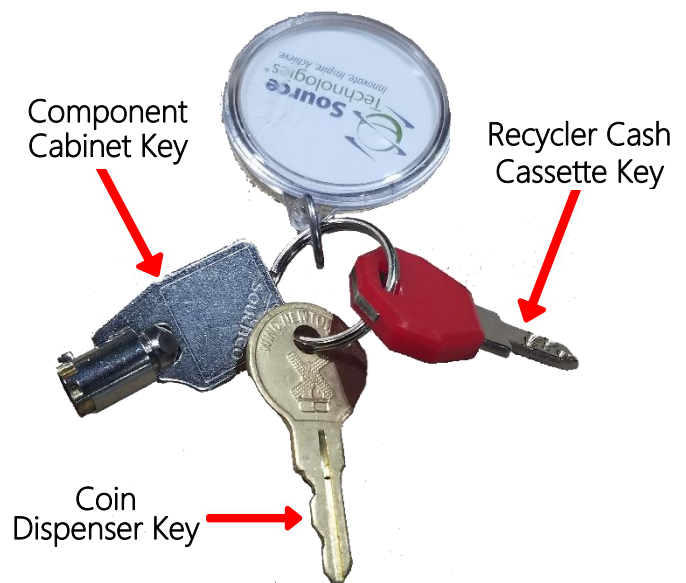
Tools Needed:

- Box Cutter
- #2 Phillips Screwdriver
- Socket Wrench
- 8mm Nut Driver
- Flat Screwdriver
- ¾" Socket
- ½" Socket
- Swivel Socket Extension

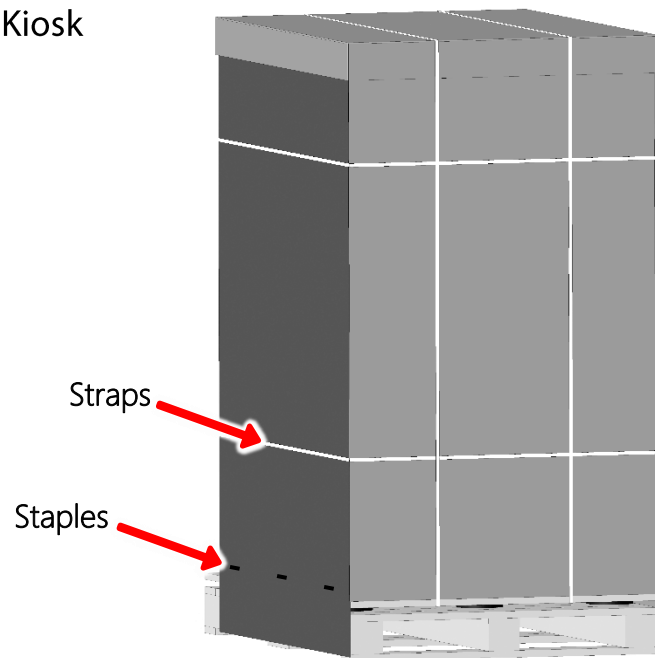
A. Verify that you have all the items needed for installation and move them as close as possible to the installation site.



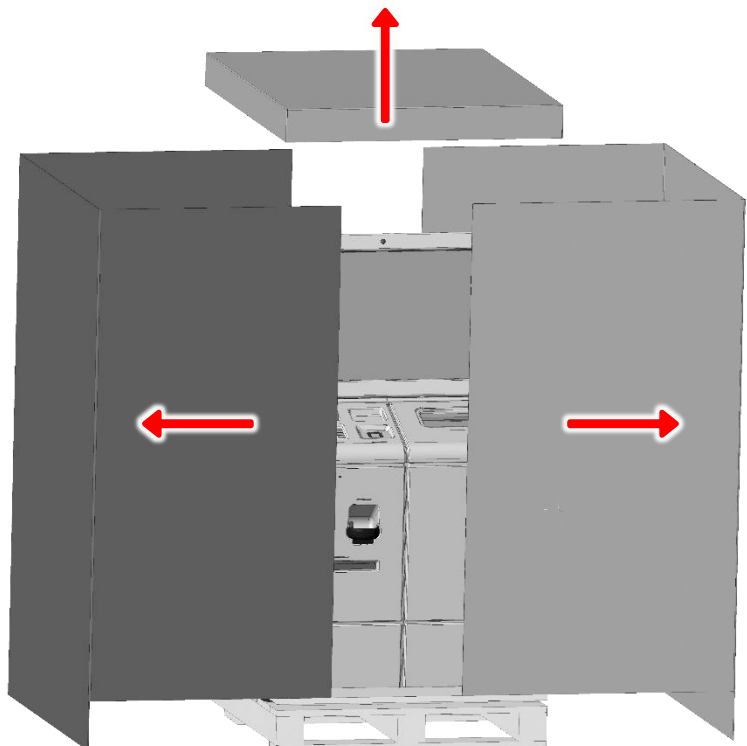
B. Open the accessory box and remove the included kiosk key set.



- C. Remove the shipping straps and staples from the 10 Series Kiosk packaging.



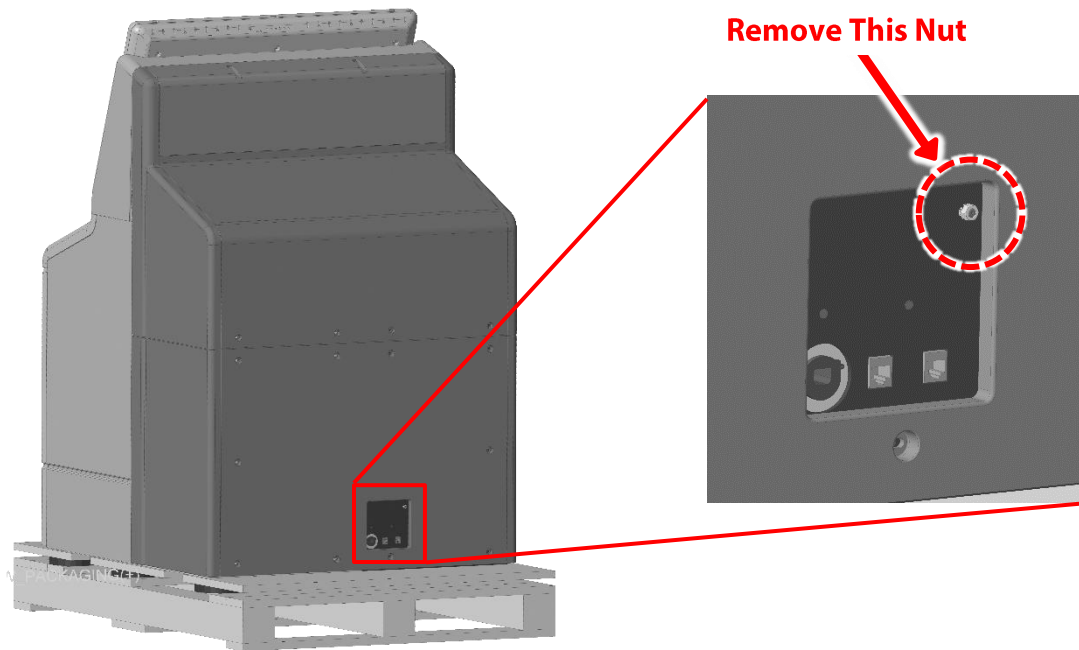
- D. Remove top and side cardboard packaging.



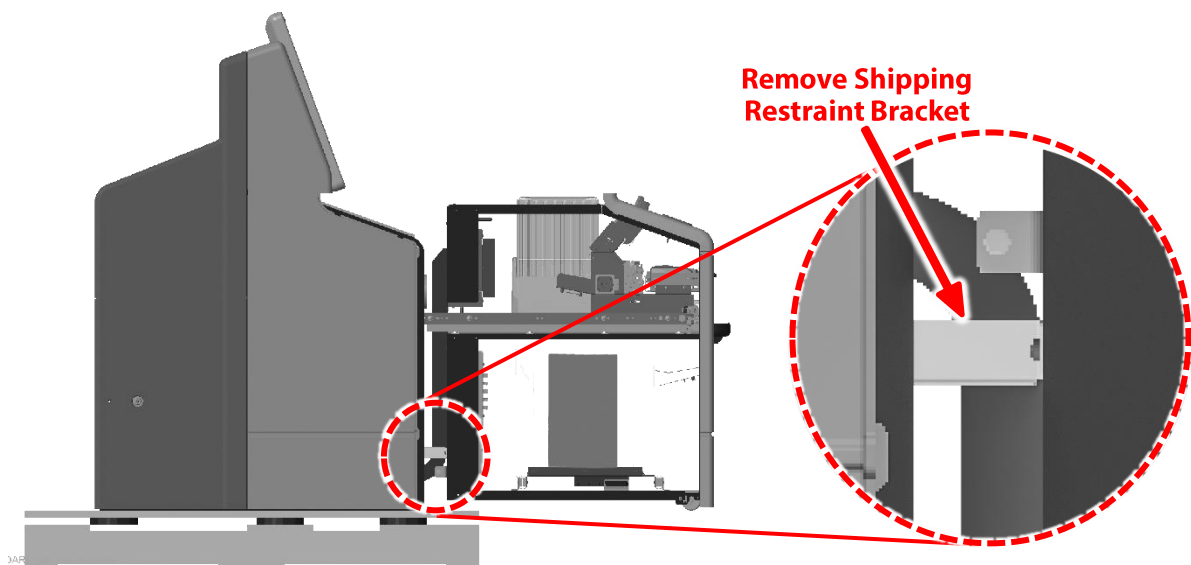
- E. Remove plastic bag from kiosk.

**NOTE: If anchoring the kiosk to the floor, save the bag for use during that operation.**

- F. At the back of the kiosk, use an 8mm nut driver, to remove the nut from the component cabinet shipping restraint.



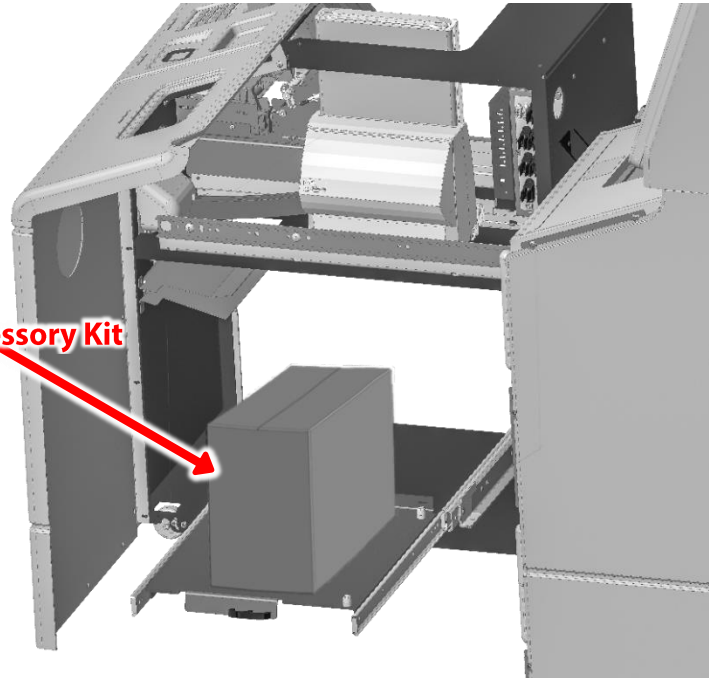
- G. Pull the component cabinet fully open and use a #2 Phillips screwdriver to remove the component cabinet shipping restraint bracket from the rear of the component cabinet shelf.





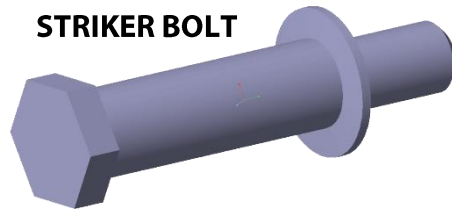
- H. Remove the kiosk accessory kit from the bottom of the component cabinet.

**Remove Accessory Kit**



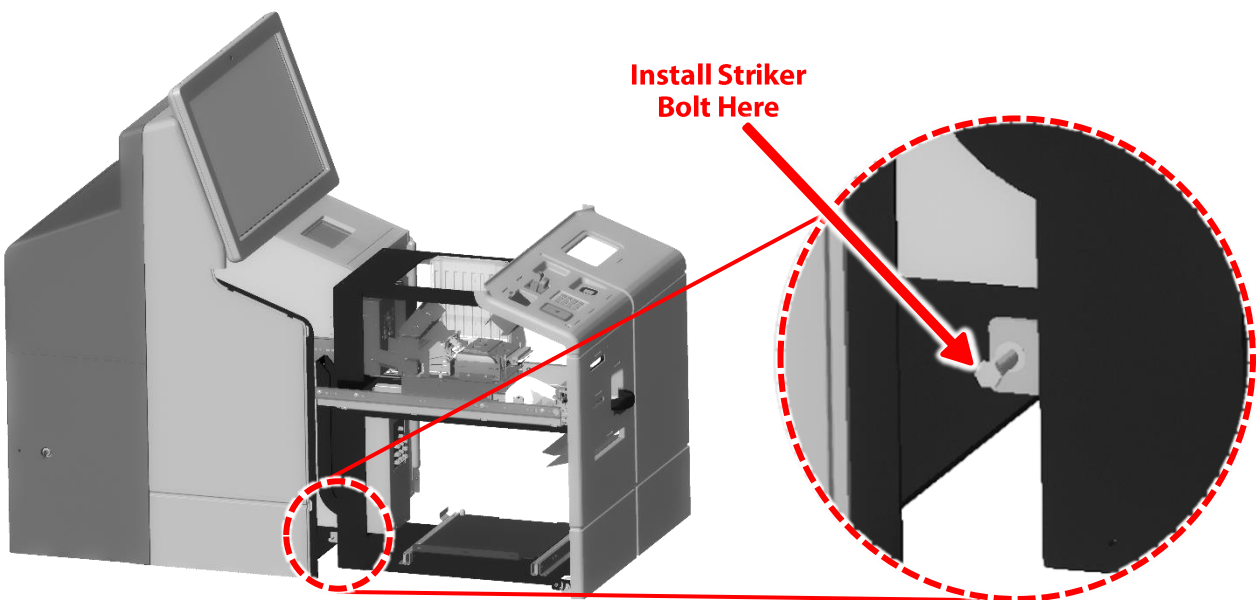
- I. Remove the cabinet lock striker bolt from the accessory kit.

**STRIKER BOLT**



- J. Using a ½" socket, install the striker bolt onto the bolt bracket.

**Install Striker Bolt Here**

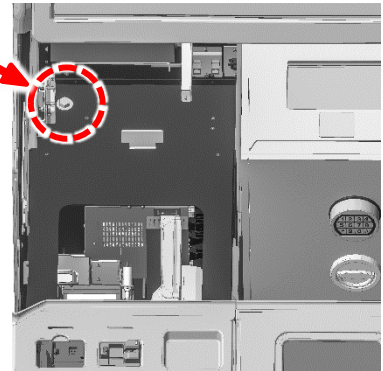


- K. Locate the lag screws inside the component cabinet on the left-hand side and use a swivel socket extension and a  $\frac{3}{4}$ " socket wrench to remove each screw.

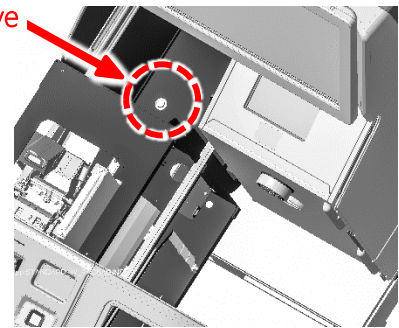
Lag Screws Located in Bottom of Component Cabinet on Left-Hand Side



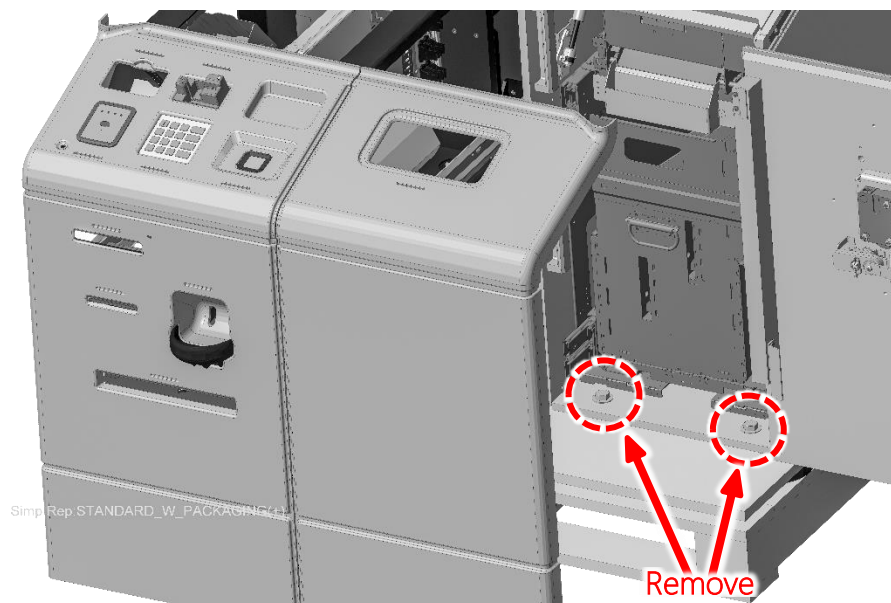
Remove



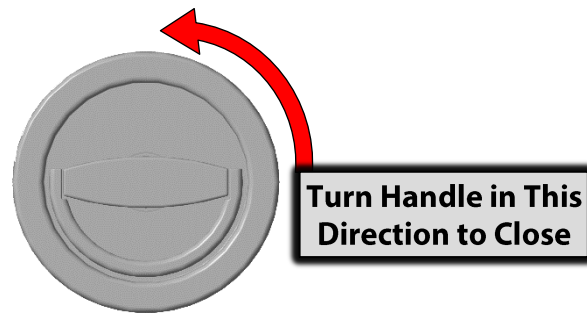
Remove



- L. Using the lock instructions taped to the front of the safe, unlock and open the safe door. Then use a  $\frac{3}{4}$ " socket wrench to remove the two lag screws shown below.



- M. Close safe door and turn the handle counterclockwise. The lock will automatically engage.



- N. Turn the handle clockwise to verify that the lock is engaged.
- O. Push the component cabinet back into position and verify that it is locked in place.

## Chapter 4 – Installation

Tools Needed (If Bolting Kiosk to Floor):

- Hammer Drill
- 18mm Masonry Drill Bit
- 19mm Socket
- Torque Wrench
- Hammer
- Socket Wrench
- Vacuum
- Safety Glasses

A. Remove the kiosk from the pallet and move into its final installation position.



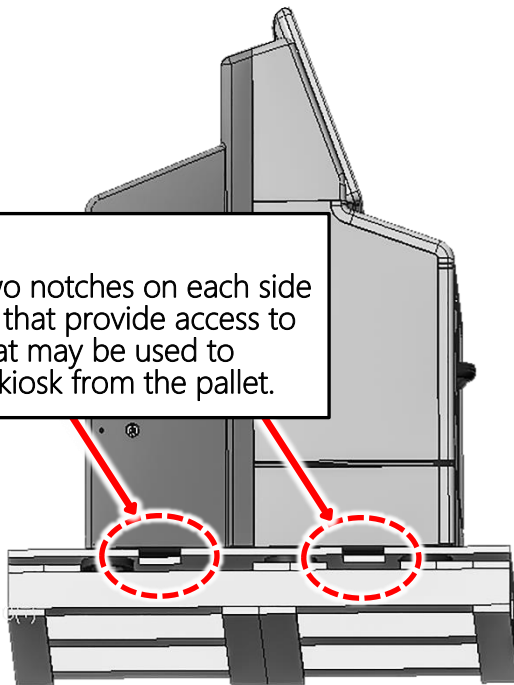
### WARNING

10 Series Kiosk Weight = 1350 lbs.

Ensure that any mechanism used to remove the kiosk from the pallet is appropriately rated to lift the necessary weight.

#### NOTE:

There are two notches on each side of the pallet that provide access to lift points that may be used to remove the kiosk from the pallet.



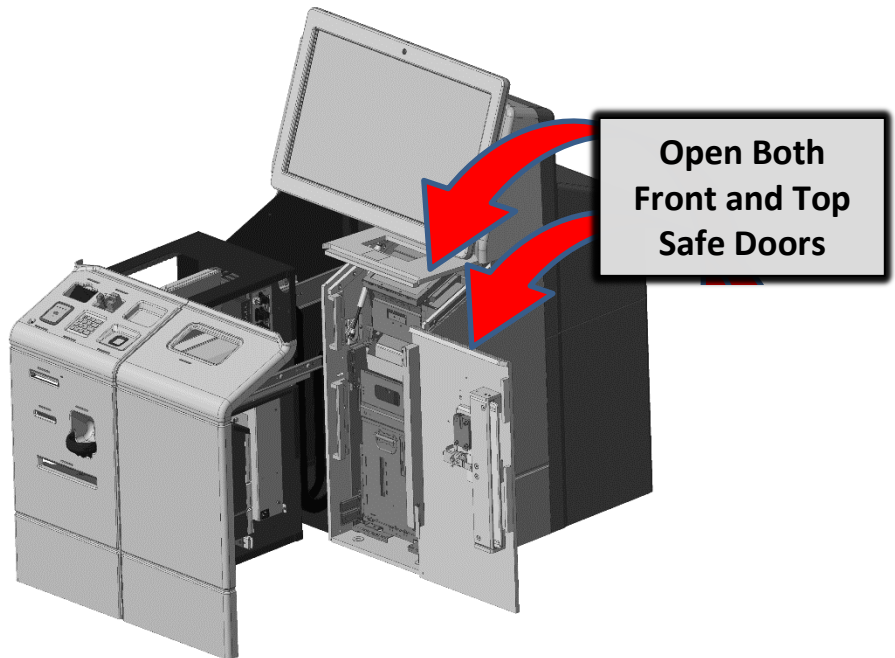
Approximate Weight Distribution



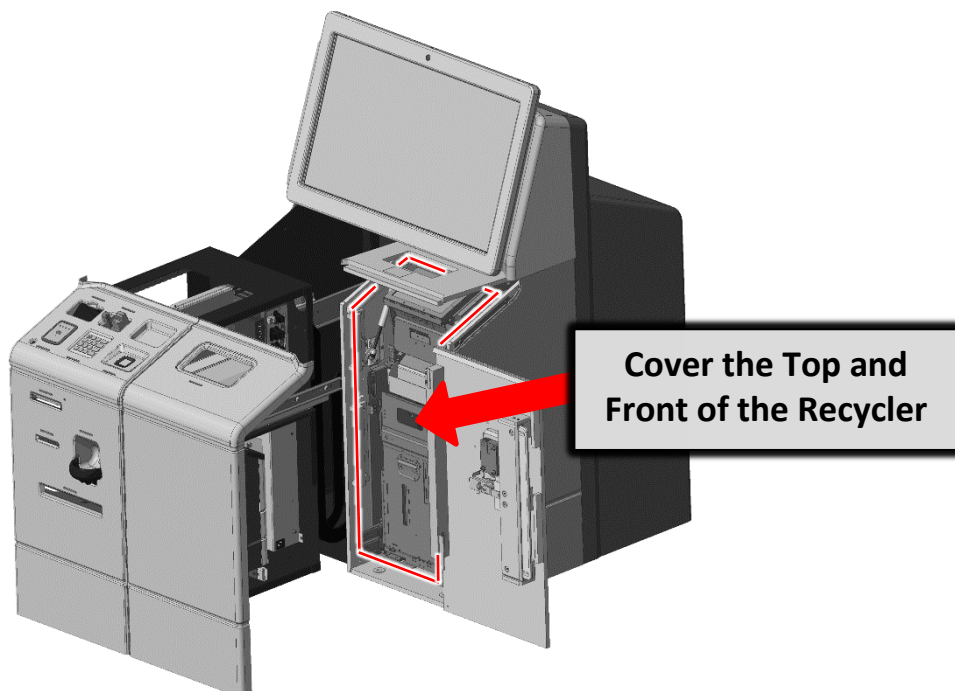
- B. If using floor anchors, see installation details below. If not, go to Chapter 5.

### Anchor Bolt Installation

1. Re-open the component cabinet and both safe doors.

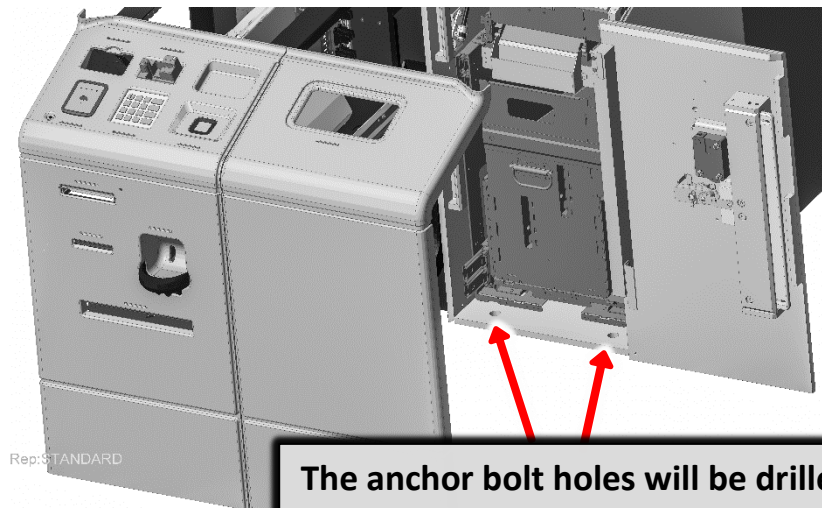


2. Using the bag previously removed from the kiosk, cover the top and front of the cash recycler to protect it from dust created from drilling the anchor bolt holes.



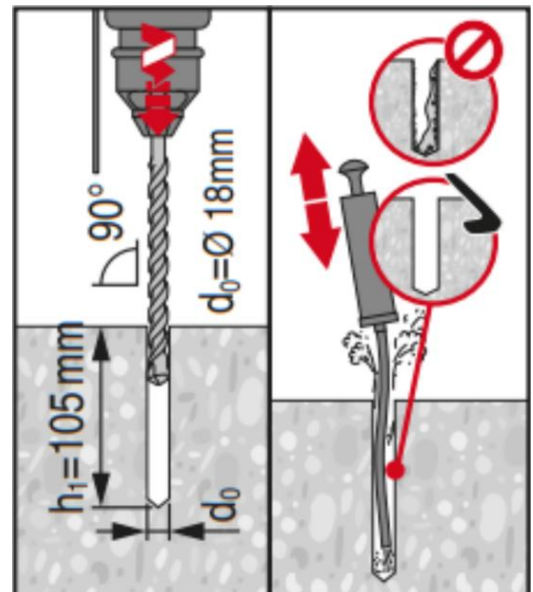


3. Locate the two mounting holes in the bottom front of the safe.



4. Use a hammer drill with an 18mm bit to drill through the anchor bolt mounting holes in the positions shown above. See figure at right for drill hole specifications.

**NOTE: Only use an 18mm bit to drill anchor holes and clean all debris from the holes. Verify that the hole is minimum 105mm deep.**

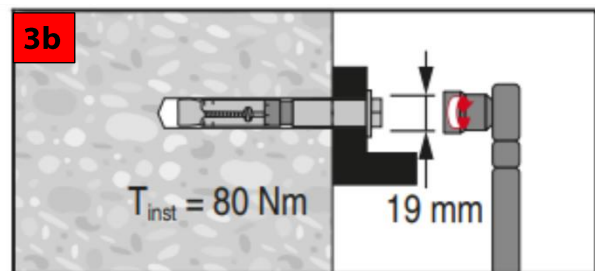
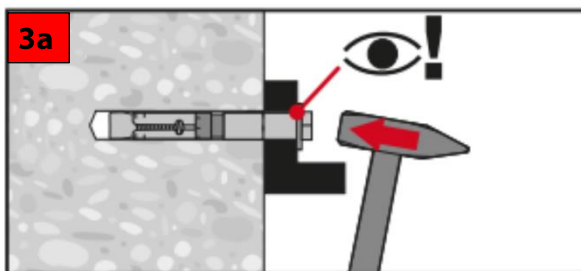


5. Using the anchors provided in the 10 Series accessory kit:

### Floor Anchor



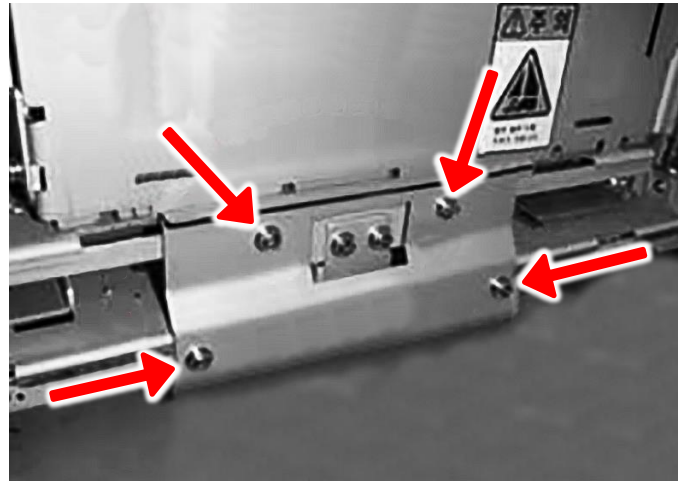
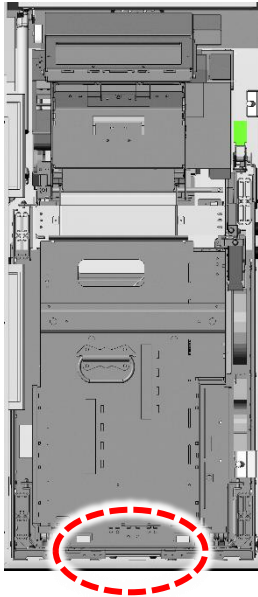
- Insert the anchor bolt through the mounting hole in the safe and hammer into place (See Fig 3a)
- Using a 19mm socket and torque wrench, tighten the bolts to 80 N-m (59 ft-lb). (See Fig 3b)



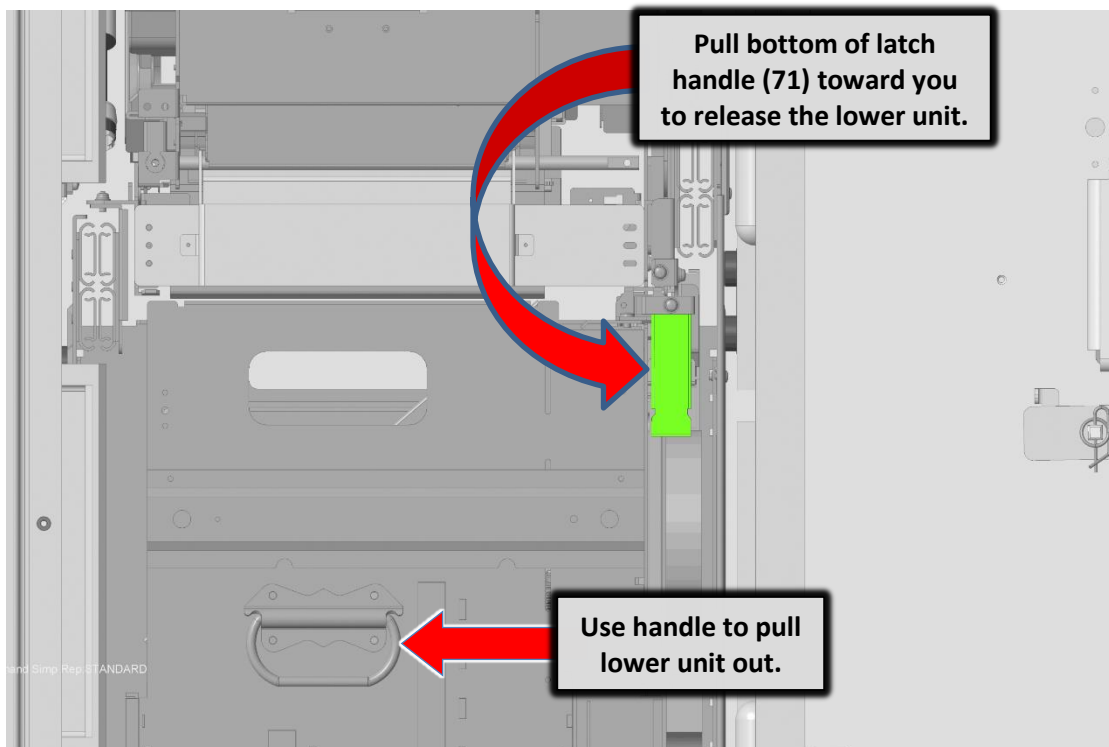
## Chapter 5 – Removing Cash Recycler Shipping Restraints

Tools Needed: #2 Phillips Screwdriver

- A. Remove the (4) screws highlighted below and remove the lower cash recycler shipping restraint.

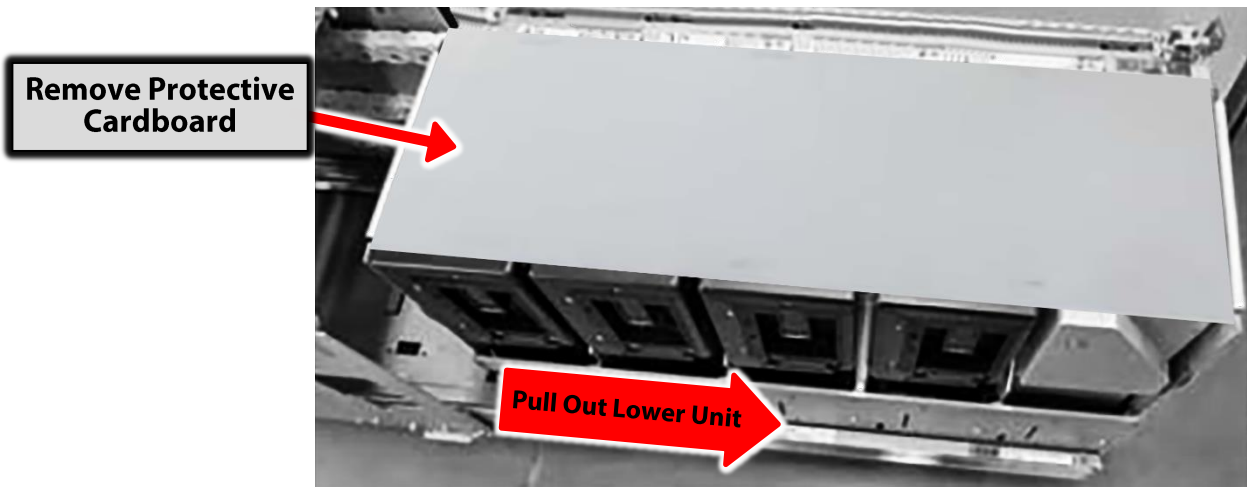


- B. Open the lower unit of the cash recycler by pulling the release latch (71) on the front right of the recycler. Pull the latch lever forward and pull the lower unit out to access the cash cassettes.

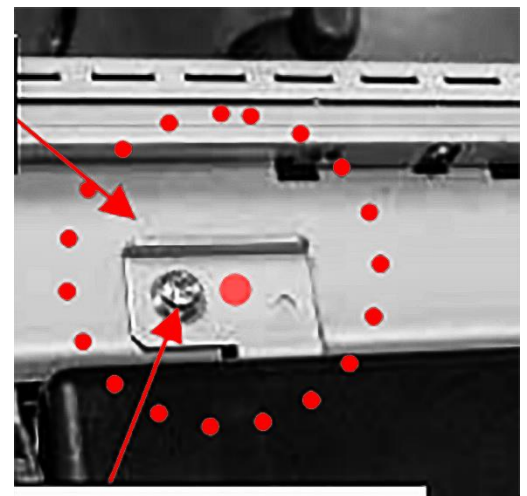
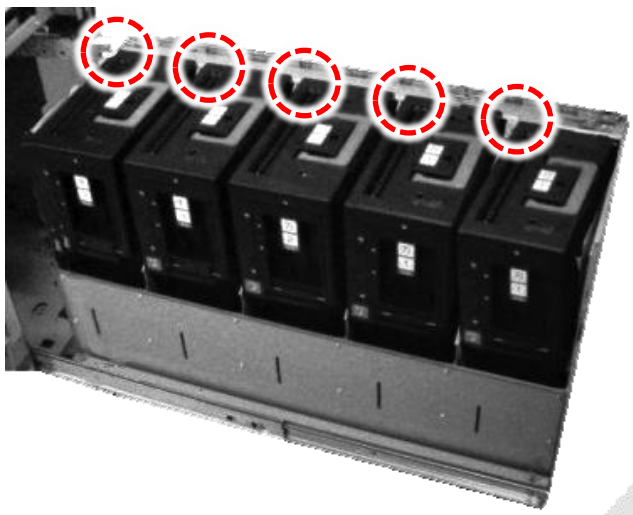




C. Remove the protective cardboard on the top of the cash cassettes.

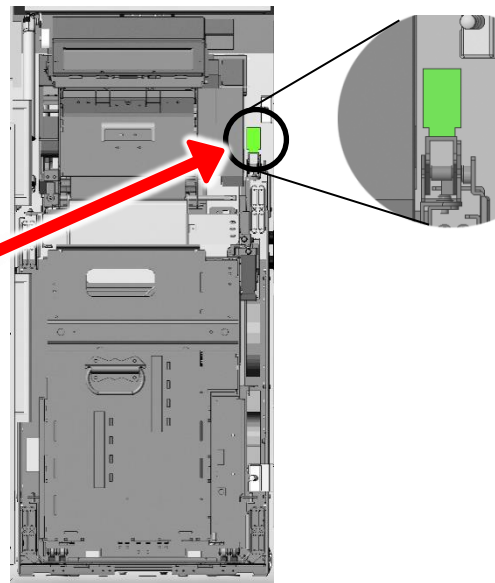


D. Remove (5) restraint brackets from top of cash cassettes.

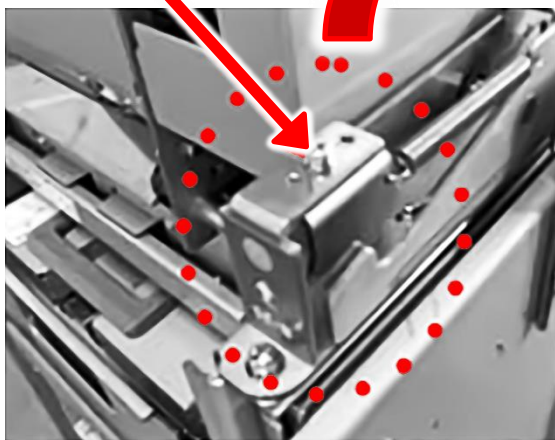


- E. Flip lever (B25) from shipping position to normal operating position.

Lever B25



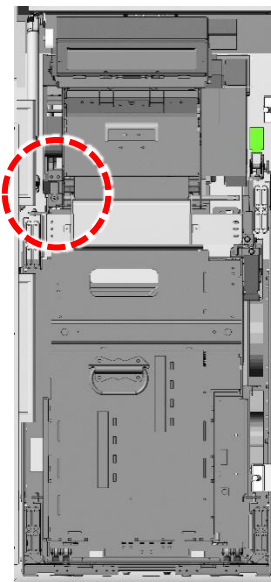
Remove Screw



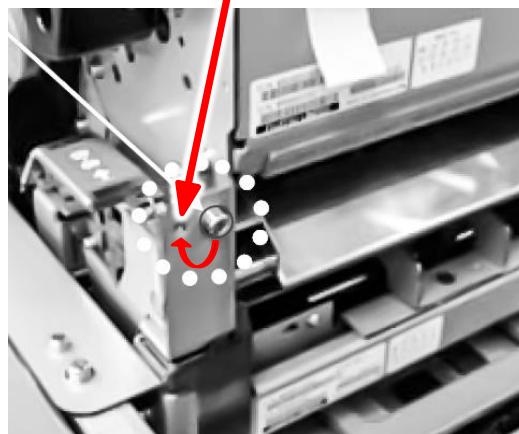
Replace Screw



- F. Move the retaining screw shown at right to the left-hand location.

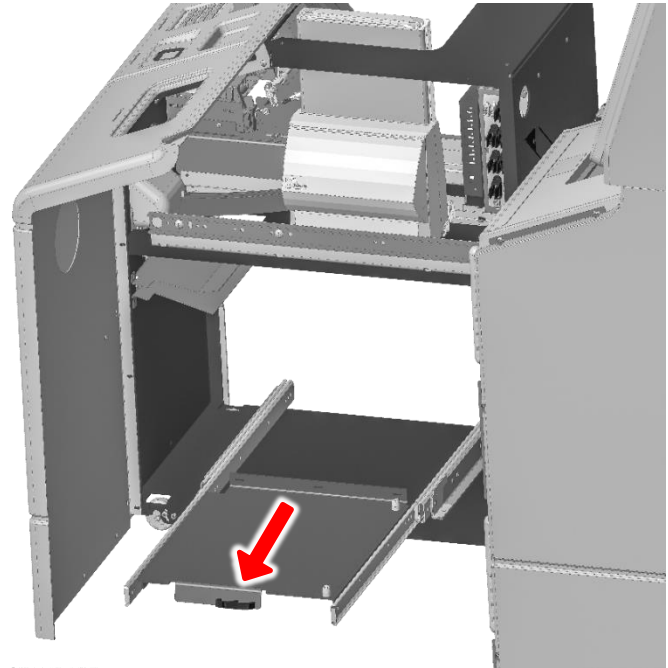


Move retaining screw to this position

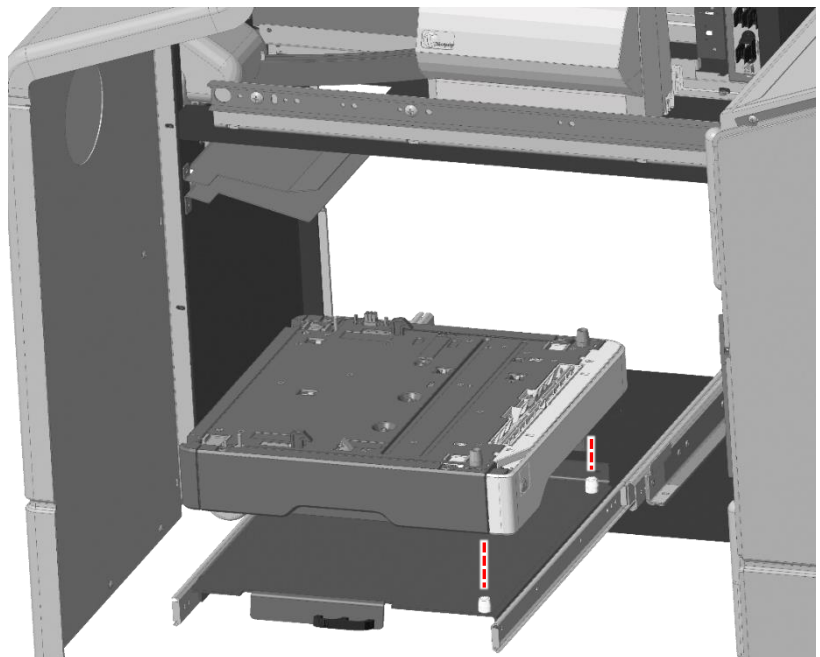


## Chapter 6 – Installing Check Printer and Option Tray

- A. Pull out the component cabinet and locate the check printer mounting tray on the lower right-hand side. Use the handle to pull out the tray.

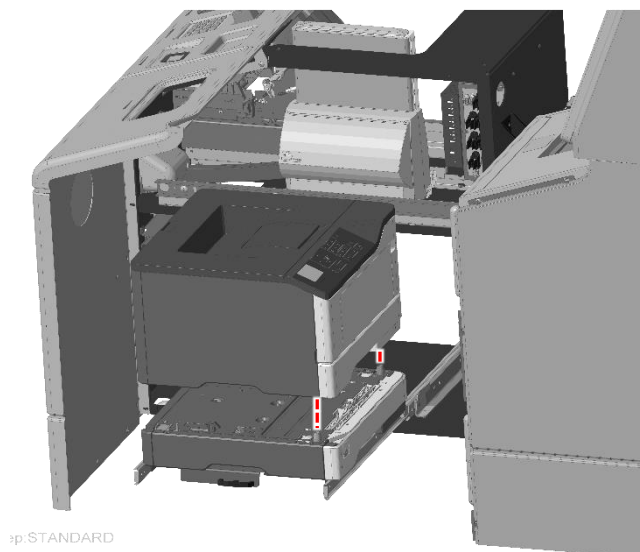


- B. Unbox the paper tray and remove all shipping tape and packaging. Install paper tray on the printer tray mount.

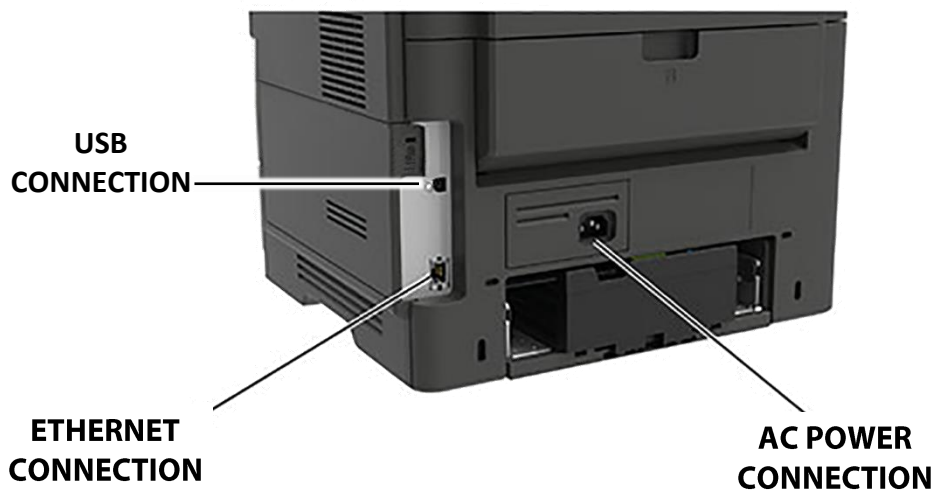


- C. Remove the Check Printer from its box and remove the protective shipping tape and packaging.

- D. Install the printer onto the paper tray.



- E. Plug in the AC power cord, USB Cable and ethernet cable that are located on the printer tray mount.



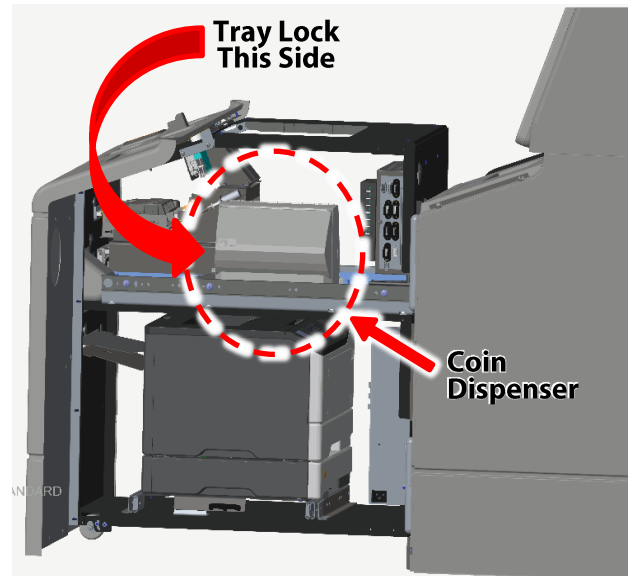
- F. Push in the printer tray mount until it latches.

## Chapter 7 – Installing the Coin Dispenser Coin Tray

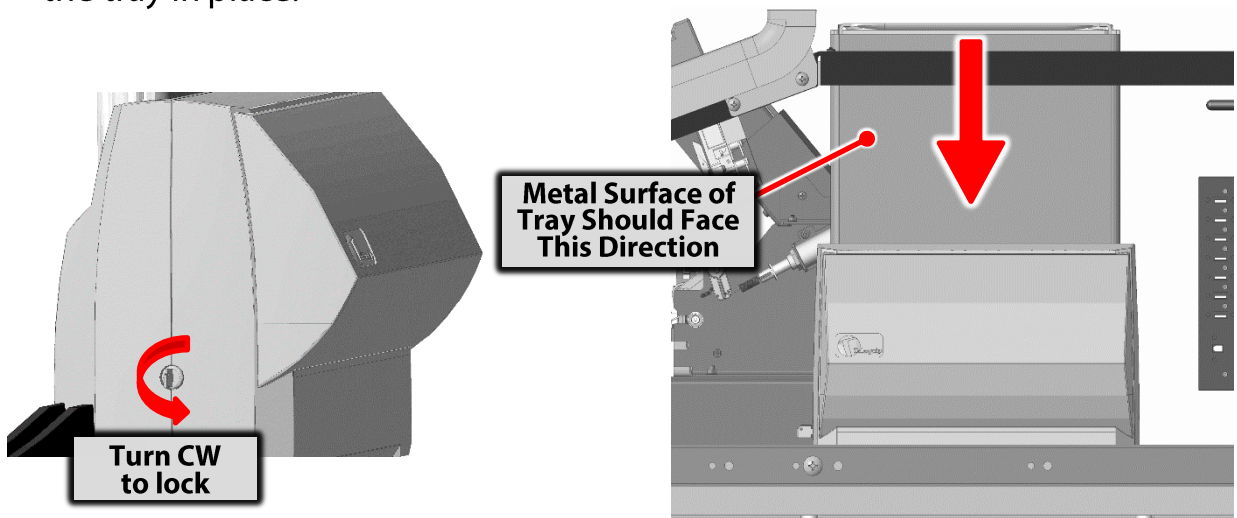
- A. Remove the Coin Tray from the kiosk accessory box.



- B. Locate the coin dispenser in the component cabinet and use the coin tray key to unlock the coin dispenser tray lock.



- C. Lower the coin dispenser tray into the slot on the coin dispenser and lock the tray in place.

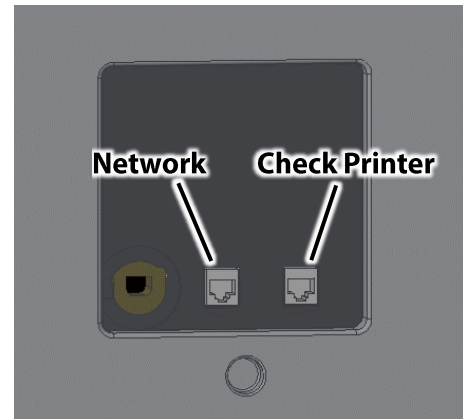


- D. Fully close the component cabinet until latches are in place.



## Chapter 8 – External Cable Connections

- A. At the rear of the kiosk, connect the network and check printer ethernet cables.



## Chapter 9 – Powering on the Kiosk

- A. Connect the power cord to an AC utility outlet.

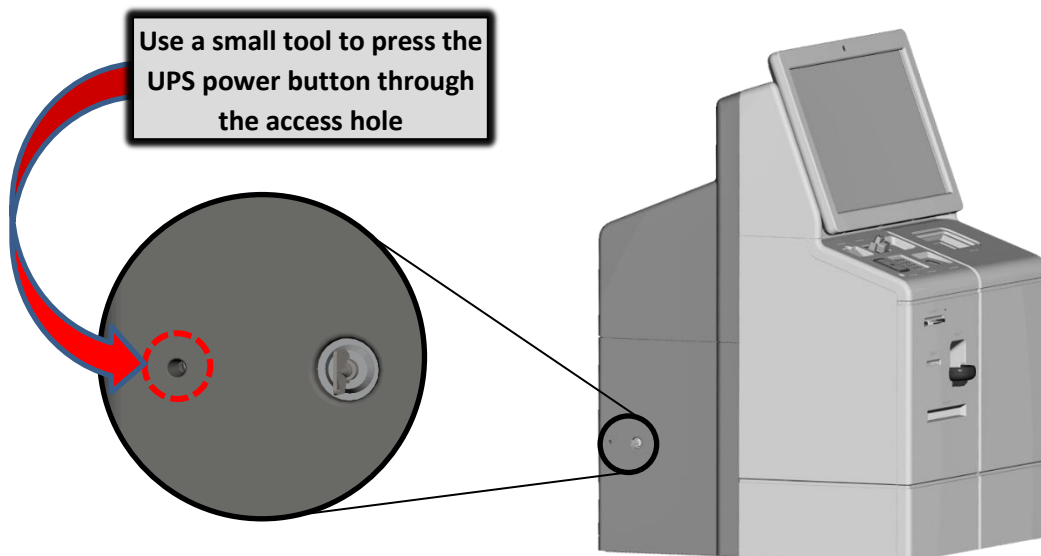
**NOTE:** The outlet powering this equipment shall be installed near to the equipment and be easily accessible.



### WARNING

The kiosk must be connected to a properly grounded, appropriately rated individual circuit. Specific power requirements are located on the product label located on the back of the kiosk.

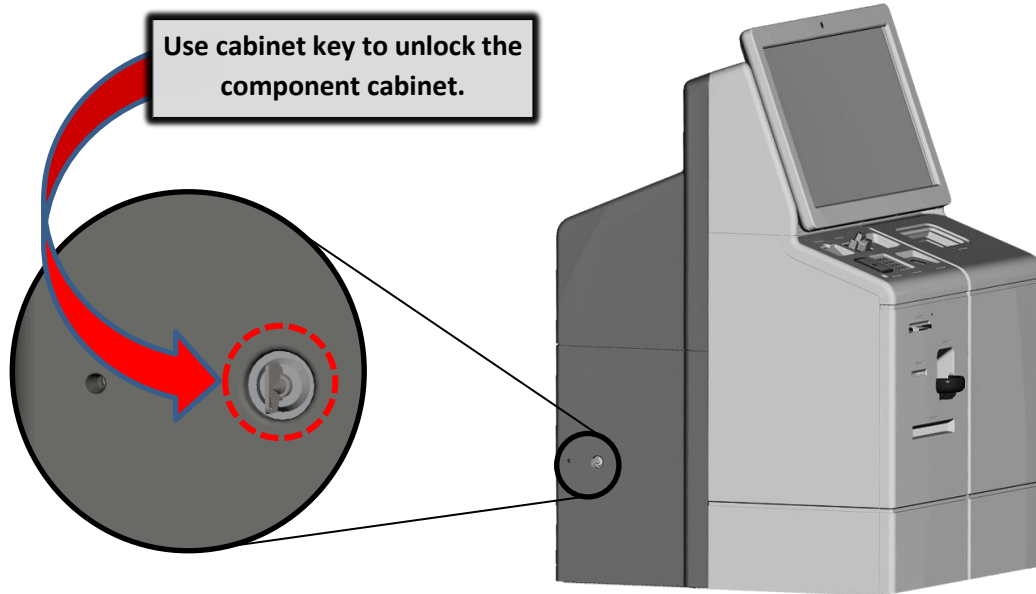
- B. Power on the kiosk by pressing the UPS power switch button. Access the power button through the access hole on the left side of the kiosk.



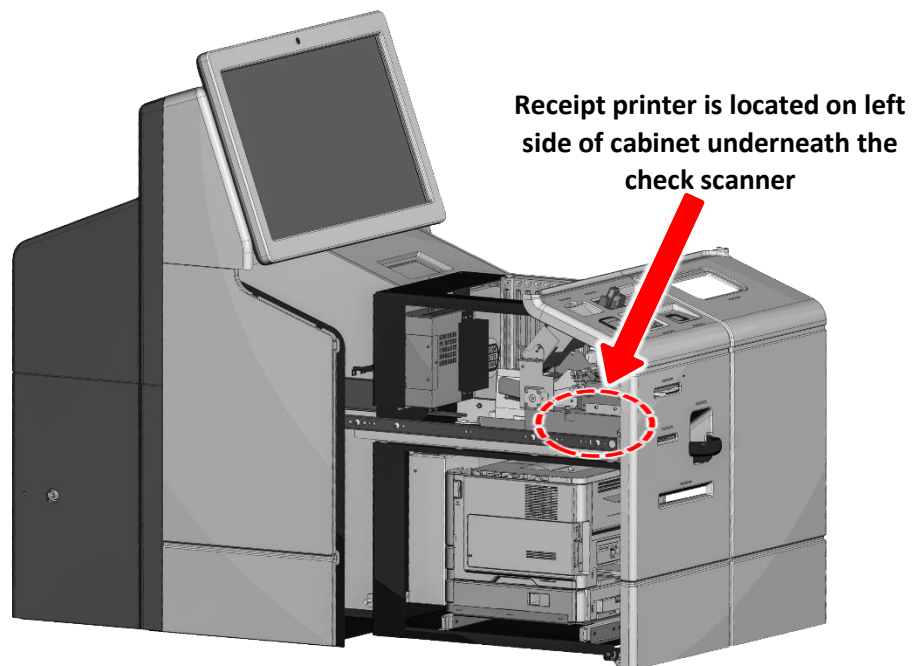
## Chapter 10 – Loading Receipt Paper

The receipt printer will auto-load receipt paper when it recognizes that paper is present in the paper guide. Use the procedure below to auto-load receipt paper.

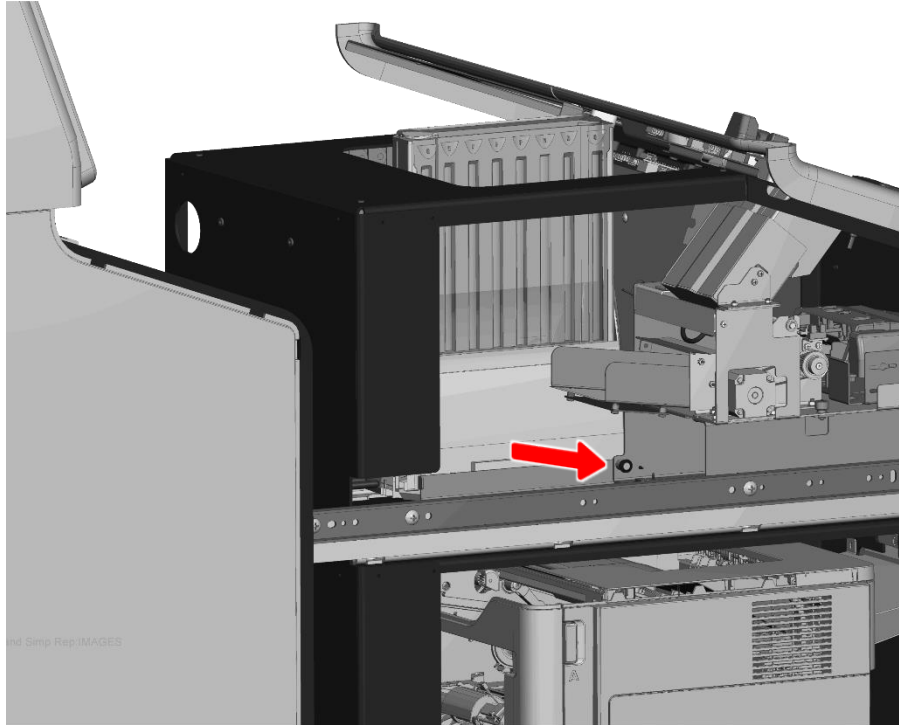
- A. Unlock and open the component cabinet.



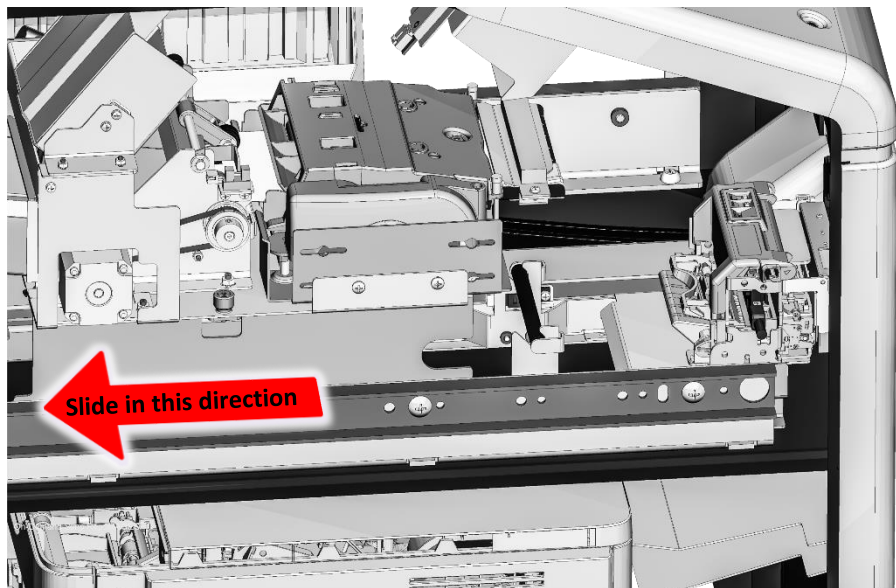
- B. Pull component cabinet fully open and locate receipt printer on left side.



- C. Locate the check scanner lock plunger indicated by the arrow below and pull out to allow the check scanner to be moved.

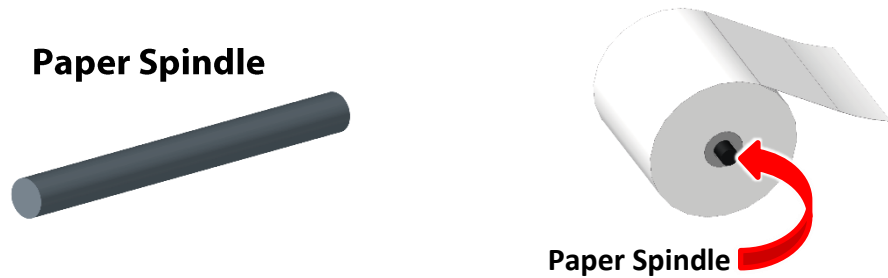


- D. Slide the check scanner back to provide access to the receipt printer.

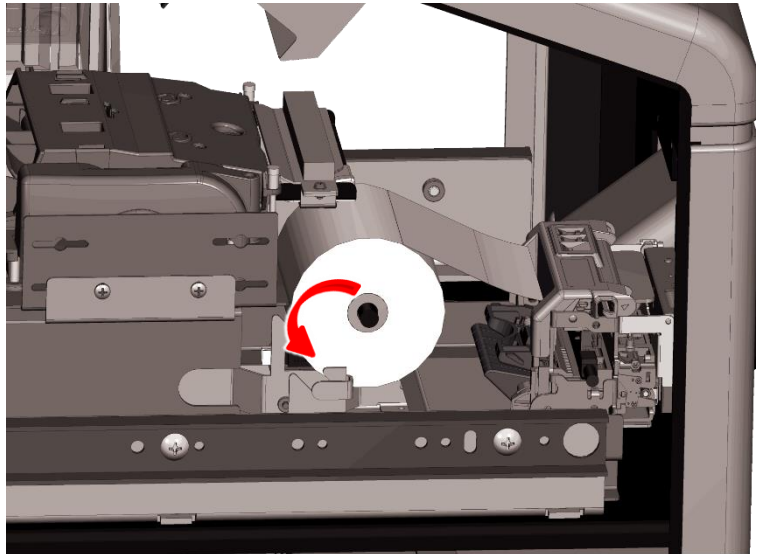




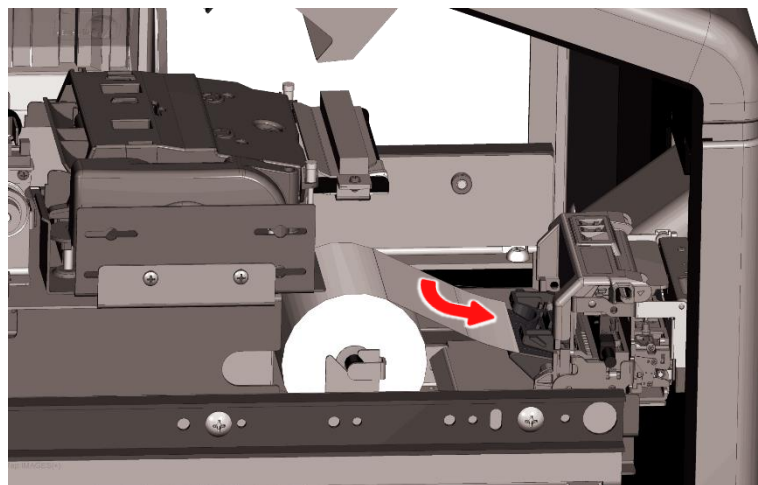
- E. Insert the paper spindle (located in accessory kit) through the paper roll and orient so that paper comes off the top of the roll



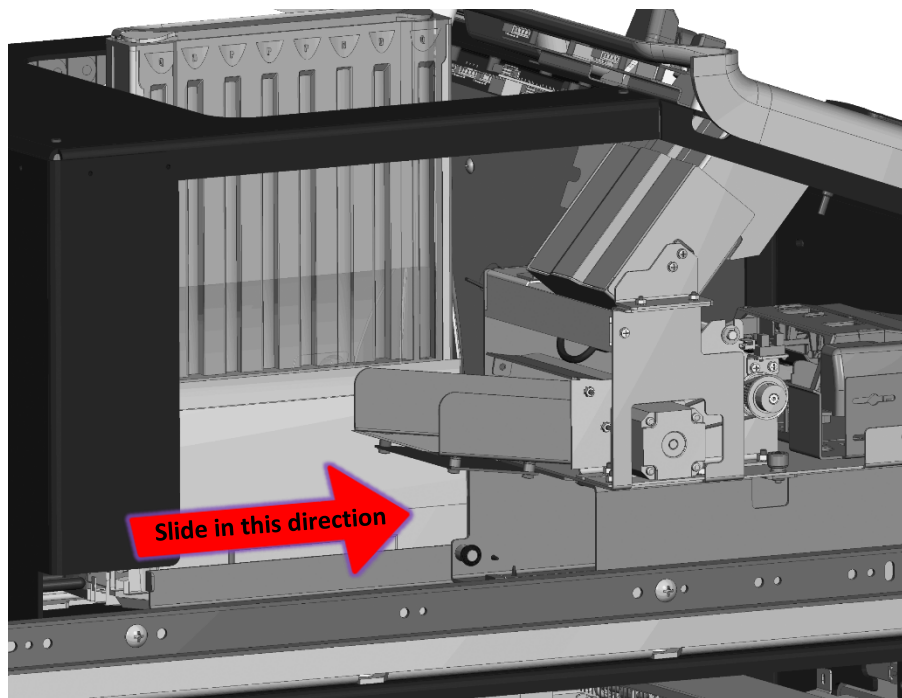
- F. Place the paper roll and spindle into the printer paper holder as shown below.



- G. Route the paper into the printer paper guide and continue to push forward until the printer recognizes the paper and auto-loads.



- H. Slide the check scanner back into position until you hear the lock plunger click into place. Verify that the check scanner is locked in place.



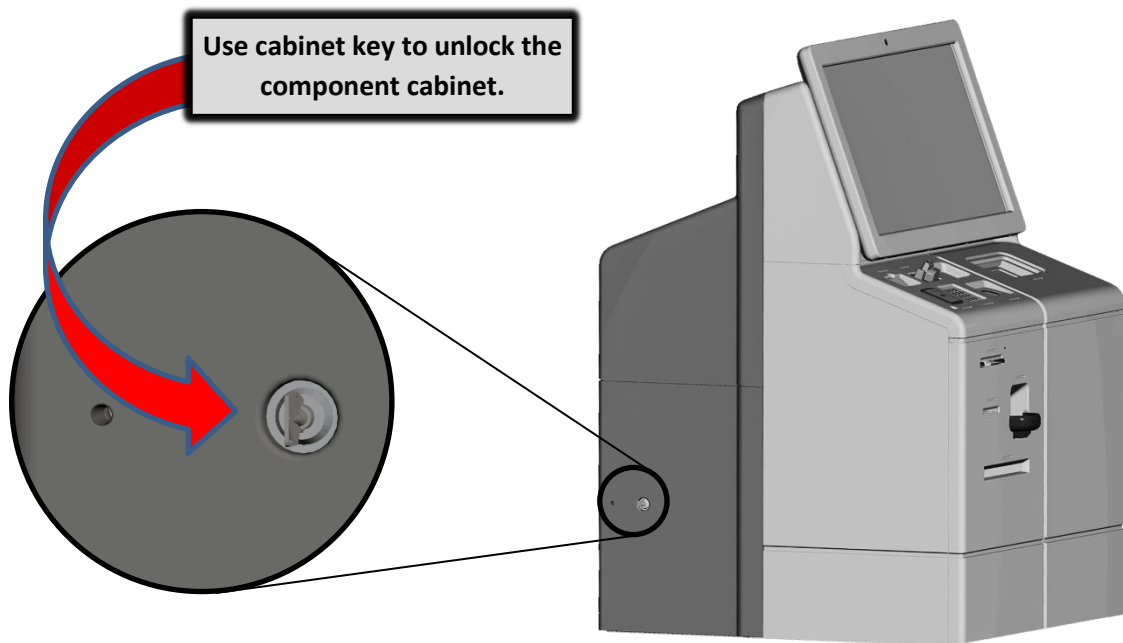
- I. Push the component cabinet back into position until it is latched in place.

- J. Receipt paper loading is complete.

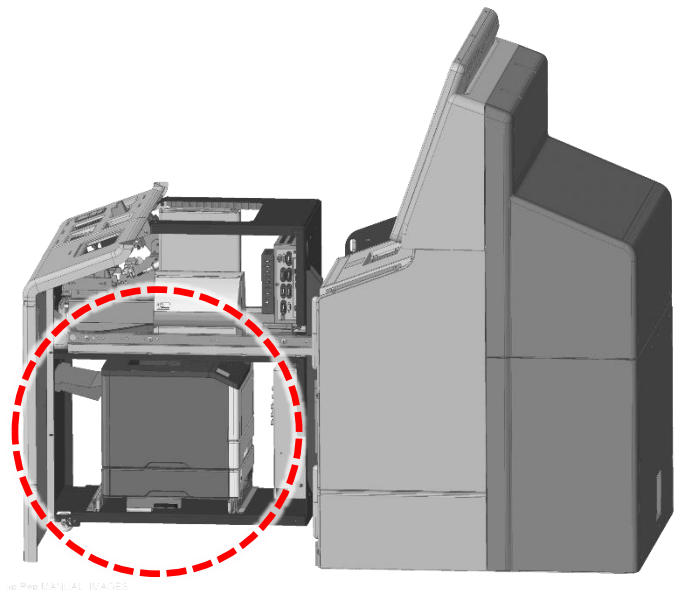
## Chapter 11 – Loading Check Printer Paper

The check printer has one integrated paper tray and one option printer tray. The paper loading procedure is the same for both trays.

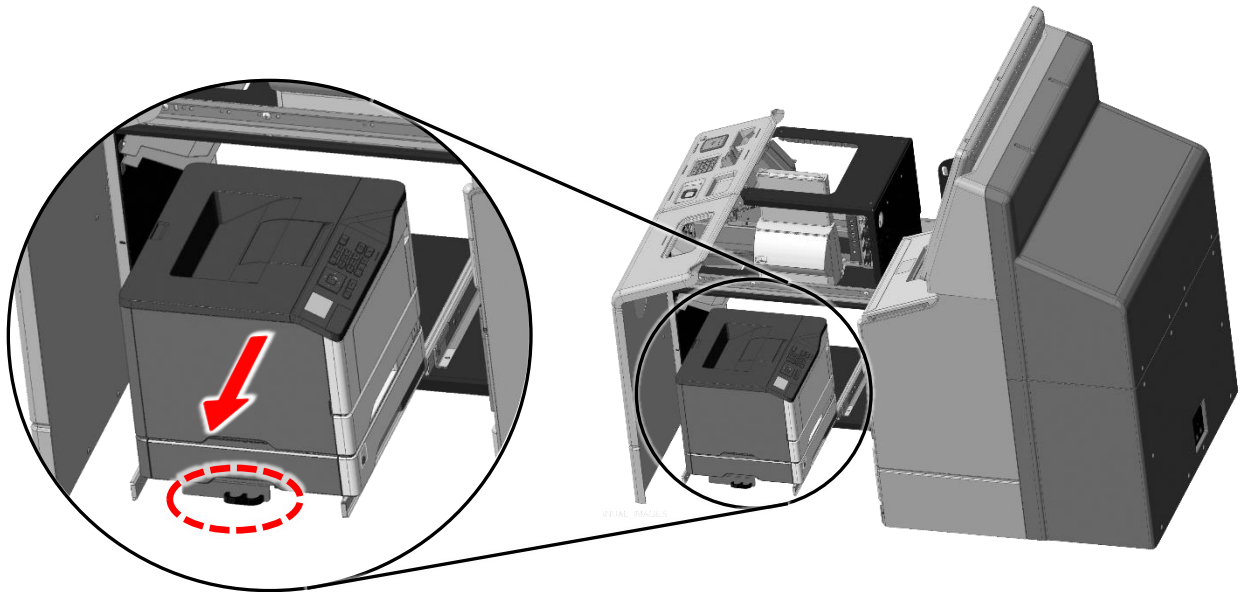
- A. Unlock and open the component cabinet.



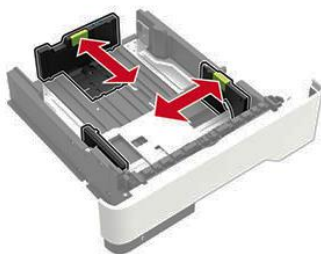
- B. Pull out the component cabinet and locate the check printer on the lower right-hand side.



- C. Use the printer shelf handle to pull the printer into its service position as shown below.



- D. Open printer paper tray.



- E. Adjust the paper guides to match the size of the paper that you are loading.



- F. Flex, fan, and align the paper edges before loading.



G. Load the paper stack with the printable side facedown, and then make sure that the side guides fit snugly against the paper.

**Note:**

- Load letterhead facedown with the top edge of the sheet toward the front of the tray for one-sided printing.
- To avoid paper jams, make sure that the stack height is below the maximum paper fill indicator.

H. Close the printer's paper tray.

I. Push printer shelf back into position until it closes against the magnetic latch.

J. Push the component cabinet back into position until it is latched in place.

K. **Check printer paper loading is complete.**

## Chapter 12 – Hardware Verification Test

Use the 10-Series Functional Test Procedures Document P/N: 108693 to verify that the kiosk hardware is functioning properly.