ATM OF AMERICA, INC.

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WRG Genesis Manual

TABLE OF CONTENTS

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<u>MANUFACTURER</u>

WRG Services Inc.
38585 Apollo Parkway
Willoughby, Ohio 44094
USA
(800) 531-1230
(440) 954-3670 fax

For technical support call your local distributor, or call the WRG Technical Support department at (800) 531-1230 option 5.

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WARNING: Disconnect power to the machine by either turning off the power switch if your equipment is equipped with one or by unplugging the machine prior to servicing. Failure to do so may cause personal injury and/or property damage.

WRG SERVICES INC.   MANUFACTURER'S WARRANTY

a. Hardware: Seller warrants that new hardware Products furnished hereunder will be free from defects in material and workmanship for a period of thirteen (13) months (twenty-four months for the PHX-1000 CPU) from the date of shipment from Seller's factory in Willoughby, Ohio. Repaired, replaced or field exchanged Products (and components of Products) provided as a result of this warranty subparagraph are similarly warranted for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original warranty term for that particular Product, whichever is longer.

b. Software and Firmware: Unless otherwise provided in a Seller or third party license, Seller warrants that standard software or firmware Products furnished hereunder, when used with Seller-specified hardware, will perform in accordance with published specifications prepared, approved, and issued by Seller for a period of thirteen (13) months from the date of shipment from Seller's factory in Willoughby, Ohio. Seller makes no representation or warranty, express or implied, that the operation of the software or firmware Products will be uninterrupted or error free, or that the functions contained therein will meet or satisfy Buyer's intended use or requirements.

c. Non-Warranty Factory Remanufacture: Seller warrants that non-warranty factory remanufactured hardware Products will be free from defects in material and workmanship for a period of thirteen (13) months from the date of shipment from Seller's factory in Willoughby, Ohio. Repaired, replaced or field exchanged Products (and components of Products) provided as a result of this warranty subparagraph are warranted for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original warranty term for that particular factory remanufactured Product, whichever is longer.

d. Services: Seller warrants that Products comprised solely of services (e.g., training, and on-site repair) will be performed by appropriately skilled personnel employed or retained by Seller.

e. "Open Box" Products: Seller warrants that hardware Products sold as "Open Box" (specifically, customer and distributor returns, and factory refurbished or reconditioned Products) will be free from defects in material and workmanship for a period of three (3) months from the date of shipment from Seller's factory in Willoughby, Ohio. "Open Box" Products, while serviceable, may not reflect the latest series or revision. Repaired or replacement Products provided as a result of this warranty subparagraph are similarly warranted for a period of one (1) month from the date of shipment from Seller's factory in Willoughby, Ohio, or the remainder of the original three (3) month warranty term for that particular "Open Box" Product, whichever is longer.

f. Buyer Specifications/Compatibility: Seller does not warrant and will not be liable for any design, materials, construction criteria or goods furnished or specified by Buyer (including that sourced from other manufacturers or vendors specified by Buyer). Any warranty applicable to such Buyer-specified items will be limited solely to the warranty, if any, extended by the original manufacturer or vendor directly or indirectly to Buyer. Seller does not warrant the compatibility of its Products with the goods of other manufacturers or Buyer's application except to the extent expressly represented in Seller's published specifications or written quotation.

g. Recyclable Materials: In keeping with environmental policies and practices, Seller reserves the right to utilize in its product manufacturing, repair and remanufacturing processes certain recyclable materials (e.g., fasteners, plastics and the like) or remanufactured parts equivalent to new in performance or parts which may have been subject to incidental use. However, such utilization will not affect any provided Product warranty.

h. Remedies: Remedies under the above warranties will be limited, at Seller's option, to the replacement, repair (consisting of parts and Seller's factory labor), or modification of, or issuance of a credit for the purchase price, of the Products involved, and where applicable, only after the return of such Products pursuant to Seller's instructions. Replacement Products may be new, remanufactured, refurbished or reconditioned at Seller's discretion. Buyer requested on-site warranty service (consisting of time, travel and expenses related to such services) would be at Buyer's expense. The foregoing will be the exclusive remedies for any breach of   warranty or breach of contract arising therefrom.

REF. GEN-INS-0208

i. General: Warranty satisfaction is availableonly if (a) Seller is provided prompt written notice of the warranty claim and (b) Seller's examination discloses that any alleged defect has not been caused by misuse; neglect; improper installation, operation, maintenance, repair, alteration or modification by other than Seller; accident; or unusual deterioration or degradation of the Products or parts thereof due to physical environment or electrical or electromagnetic noise environment. All Products are shipped F.O.B. Seller's factory in Willoughby, Ohio.

j. THE ABOVE WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, WHETHER EXPRESSED, IMPLIED OR STATUTORY, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW. Rights under the above warranties (subject to noted limitations) extend to Buyer's customers if Buyer is a Seller-appointed distributor for the Products.

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USER INFORMATION

This equipment complies with Part 68 of the Federal Communications Commission (FCC) rules and the requirements adopted by the ACTA. On the back of the equipment is a label that contains a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

This equipment complies with Part 68 of the FCC rules. On the back of the equipment is a label that contains the FCC registration number and the ringer equivalence number (REN) for this device. If requested, this information must be provided to the telephone company.

The ringer equivalence number (REN): [01.B]

A plug and jack used to connect this equipment to the premise's wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. This device has been designed to connect to a compatible compliant modular jack.

The USOC jack required [RJ11C]

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US: AAAEQ##TXXXX. The digits represented by the ## are the REN without a decimal point (i.e., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment (CPU) causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is not necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this does apply, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, for repair or warranty information, contact your distributor or WRG.

In the event of equipment malfunction, our company must perform all repairs. It is the responsibility of users requiring service to report the need for service to our company, or to one of our authorized agents. All equipment being returned for service must have a return material authorization (RMA) number issued and a copy of the RMA paperwork must be packaged with the part being returned. Any equipment returned to WRG without the correct paperwork may be returned un-repaired at the owner's expense. Service can be facilitated through our office at:

WRG Services Inc.
38585 Apollo Parkway
Willoughby, OH 44094
USA
(800) 531-1230

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your business has any special wired alarm equipment connected to the telephone line, ensure that installation of this CPU does not disable your alarm equipment. If you have any questions on what will disable   alarm equipment, consult your telephone company or a qualified installer.

NOTICE: This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that the registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

NOTICE: The Ringer Equivalence Number (REN) for this terminal equipment is 0.1. The REN assigned to the terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination of a telephone interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

<u>OPERATING ENVIRONMENT</u>

WRG's Genesis ATM is designed for indoor use at the indoor temperature and humidity ranges noted below.

Operating Temperature Range: 45° F to 95° F (7.2° C to 35° C)
Humidity: 85% max. Non-condensing.
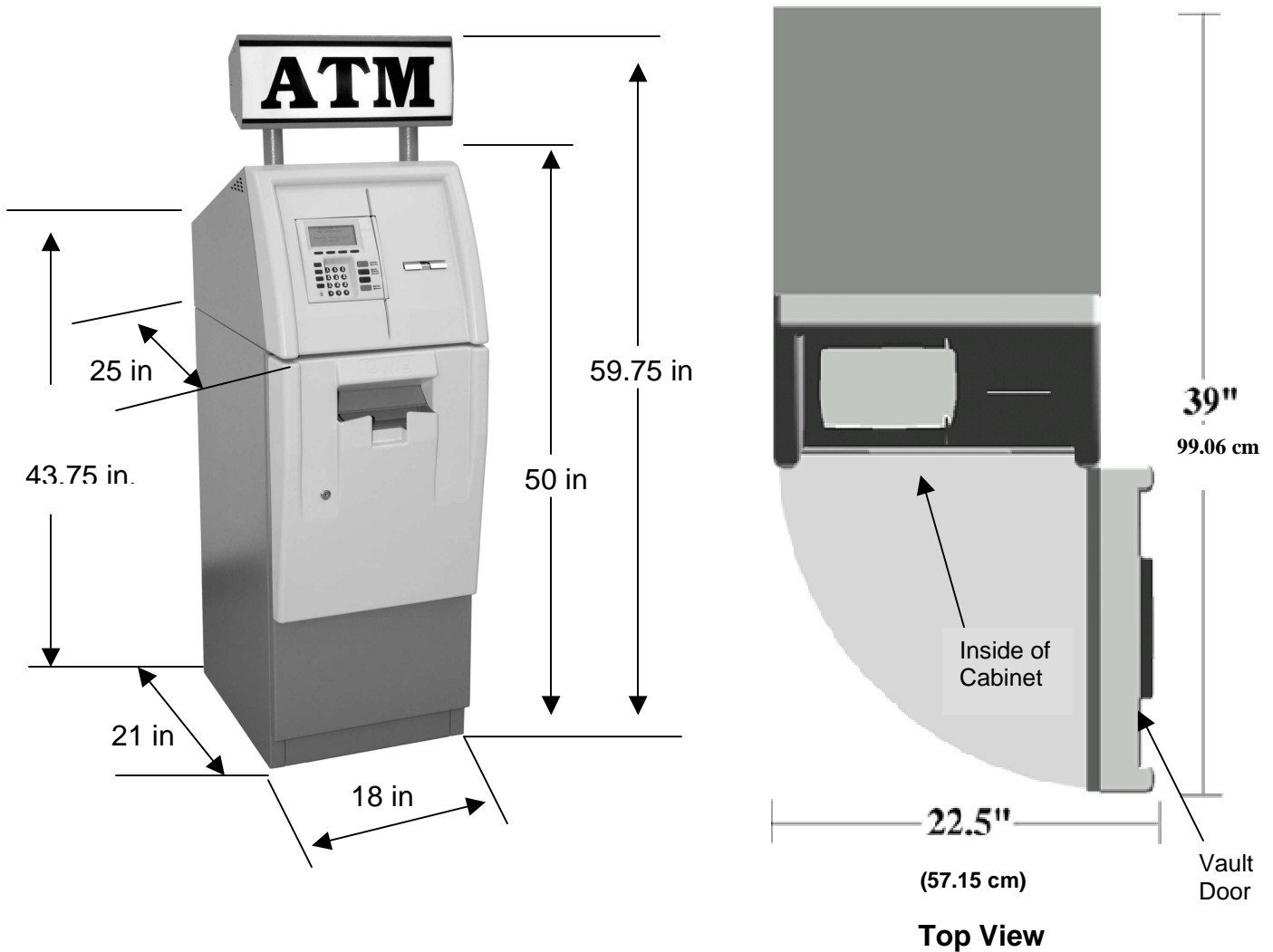
<u>Power Requirements</u>

WRG recommends that the ATM be on a dedicated AC circuit.

120 VACS, 60 Hz, 3 Amps for North American Installations.

<u>Phone Line Requirements</u>

The Genesis ATM must be connected to a dedicated phone line that has been run through metal conduit. The phone line must be a direct line equipped with a standard RJ11 telephone wall jack. This phone line must **NOT** be shared with any other equipment at the location.

ATM WEIGHT AND CLEARANCE

25 in

43.75 in.

21 in

18 in

59.75 in

50 in

39"

99.06 cm

Inside of
Cabinet

22.5"

(57.15 cm)

Top View

Vault
Door

Unit Weight: 250 Lbs. (113 KG)
Ship Weight: 292 Lbs. (132 KG)

UNPACKING AND INSTALLATION

- Remove the outer box from the ATM

- Remove the cabinet access keys from the envelope taped to the top of the machine

- Open the outer door on the vault

- Open the vault door, spin dial lock instructions are here (For opening the vault door with an electronic lock installed see the electronic lock information in the back of this manual.)

> Default Factory Setting – Turn dial LEFT 4 turns, stopping on 50. Turn dial RIGHT until the bolt retracts (dial stops turning). Turn vault handle to the RIGHT and pull open.

- Remove the ATM top sign and installation kit from the vault.

- Remove the four (4) shipping lag bolts using a ½" wrench or socket and ratchet.

- Carefully move the ATM from the shipping pallet and place the ATM in its final position (Make sure to follow the guidelines located on the **ATM Height, Weight and Dimensions** section, refer to page 8.)

- Make sure that you can plug in both the phone and power cables before securing the ATM (If you do not have clearance after the ATM is bolted down, then plug them in before anchoring the machine to the floor.)

- Follow the steps in the **Mounting the ATM to the Floor** section

MOUNTING THE ATM TO THE FLOOR

Tools Required:
Hammer drill
1/2" masonry drill bit
3/8" setting tool
Hammer
9/16" wrench or ratchet with a 9/16" socket
Vacuum cleaner
Anchor kit for ATM vault
Note: These instructions are for cement floors. Contact WRG Technical Support if you have any questions.

- Place the ATM in the desired location

- Open the front cover and vault door

- After ensuring that the ATM is in the correct position, drill the four (4) holes for securing the ATM to the floor (The holes should be drilled to a depth of approximately 2". These holes should be drilled using the mounting holes as your template.)

  Warning: Once the drop-in anchors are properly set they cannot be removed. Make sure that the ATM is in the desired location and that a minimum distance of 4 ½" is allowed to the right side of the ATM and a minimum distance of 18" is allowed in front of the ATM.

- Use a vacuum cleaner and clear all of the debris from inside the cabinet and from inside of the holes

- Drop the anchors into the cleaned out holes

- Use the setting tool and hammer to set the anchors into place

- Install and tighten the four (4) bolts and washers through the bottom of the ATM
  Note: Do not over tighten the bolts.

- Close and lock the vault door

- Close and lock the front plastic door

- Open the top of the cabinet

- Remove protective packaging from the top sign, remove and retain the six (6) kep nuts from the mounting studs

- Run the power cord down through the left access hole on top of the cabinet as you line up the mounting stud holes

- Using an 11/32" nut driver, secure the top sign to the cabinet with the six (6) kep nuts that were removed in the previous step

- Plug the power cord into the power strip located at the back of the upper tray

- Get the receipt paper from the installation packets and remove the tape securing the paper spindle to the printer assembly

- Put the spindle through the roll of receipt paper and set the paper into the paper holder
  Note: The coated side of the paper must be up.

- Make sure that the phone line and power plugs have been plugged into the wall outlets and that the lower doors are closed and secure

- Turn on the power switch located at the end of the power strip

- Feed the receipt paper into the back of the printer (The printer will feed out approximately six (6) inches of paper and cut. Remove this blank receipt from the receipt chute.)

- Loosen the printer slide lock thumbscrew, slide the printer forward to the receipt chute and tighten the slide lock screw to keep the printer in place
  Note: Do not over tighten thumb screw.

- Please follow the instructions for Bringing the ATM Online in the Software Manual

CABINET ACCESS

The Genesis ATM has been specifically designed to give personnel easy access to all components. When facing the machine the left side is referred to as the service side. Whether you are replacing a roll of paper or replacing an assembly the service side should give you the best access to the retaining hardware and controls.

OPENING THE UPPER CABINET DOOR

- Insert the key and turn it clockwise, this will allow the top drawer to pull out
  Note: The Genesis ATM must be secured to the floor prior to fully extending the pull out trays.

OPENING THE VAULT

- Insert your key into the front cover lock, turn the key and pull the front cover open
- Spin the dial counter-clockwise four (4) full turns stopping at 50 (Factory Default) (Refer to spin dial lock instructions section if you are using a three (3) number combination or to the electronic lock instructions section.)
- Turn the dial clockwise until the dial stops turning
- Turn the vault door handle counter-clockwise and pull the vault door open

CLOSING THE VAULT DOOR

- Swing the vault door closed
- Turn the vault door handle fully clockwise until it stops, spin the dial four (4) full turns counter clockwise
- Swing the front cover closed, turn and remove the key

COMPONENT LOCATION UPPER TRAY

Receipt Cutter

Dispenser Communication

Printer Communication

CPU Power Input

TCP/IP (LAN)

ATP-60 Printer

Phone Line

Print Head Release Latch

Paper Inlet

Receipt Paper Spindle

24 VDC Power Supply

Printer Power

Printer Communication Cable

Power Strip

Power Switch
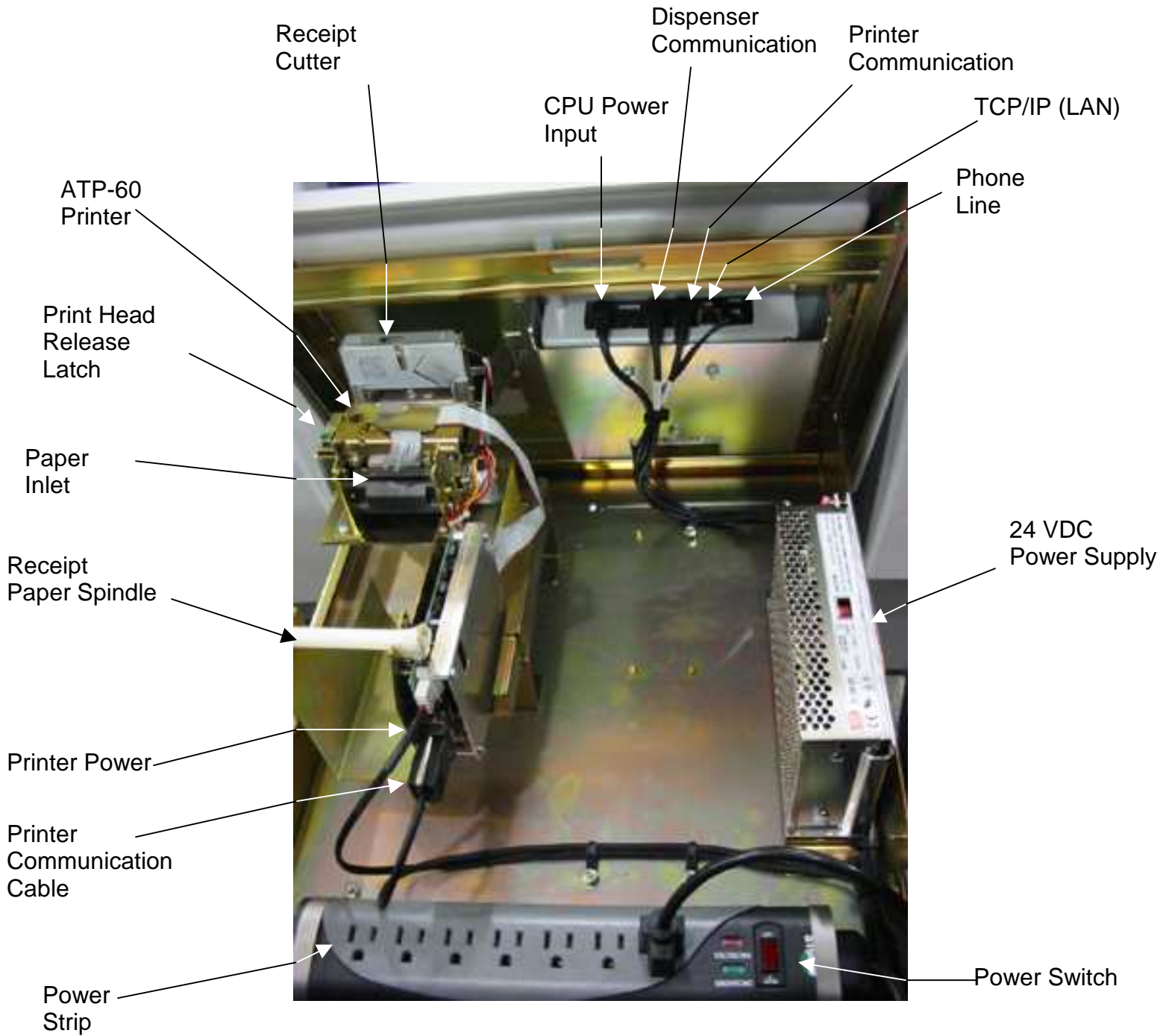
View from rear of top tray assembly

CLEARING NOTE (BILL) JAMS

Refer to pictures at the end of this section for clarification of locations.

- Gain access to the ATM vault
- Slide the tray lock into the unlocked position
- Pull the slide tray out to give access to the dispenser
- Remove the note cassette by gently, but firmly, pulling on the handle
- Push the notes back into the cassette through the checkpoint
- Remove any loose notes in the note feed area directly behind the cassette
- Open the upper note path by gently pulling the locking bar to the front of the dispenser and lifting up on the front end of the upper guide
- Rotate the belt advancement knob on the right hand side of the dispenser counter clockwise five (5) full turns to expose any notes remaining in the lower note path
- Gently close and secure the upper note path guide, make sure that the locking bar is fully engaged
- Pull open the reject tray and remove any notes that may be there, inspect the notes prior to returning them to the cassette
  Note: Rejected notes are still included in the machine's balance.
- If notes were removed from the reject tray and are going to be put back into the cassette, then follow the cassette loading instructions
  Note: Any notes not being returned to the cassette must either be left on the reject tray or subtracted from the machine balance.
- Return the reject tray to it's fully closed position
- Push the dispenser tray back into the vault and engage the tray lock
- Insert the cassette into the dispenser ensuring that it's fully seated
- Close and secure the vault door
  Note: The vault door must be closed (vault door switch must be activated) for proper operation of the dispenser
- Enter into ADMINISTRATION mode through the keypad (* # and your code)
- Press the function key under the $$$$ (Cash Menu) selection on the display (If you entered into ADMINISTRATION mode with the cash loader password, then skip this step.)
- Press the function key under the TEST selection
- The dispenser should cycle and pull one (1) note from the cassette and put it into the reject compartment (Test Dispense)
- If the test dispense was successful you may press the CANCEL (red button) twice to return the ATM to fully operational
- If the Test Dispense fails twice, then you must check the notes in the cassette

Vault Switch

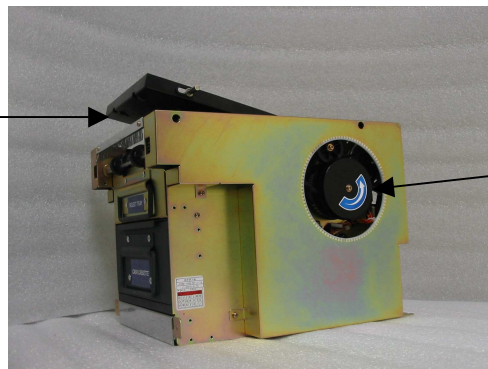Note (Cash) Cassette

Dispenser Slide Tray
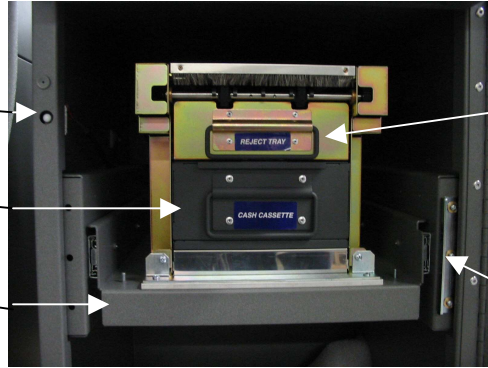
Reject Tray (Compartment)

Dispenser Tray Lock. Shown in the Unlocked Position. Lock style may vary.
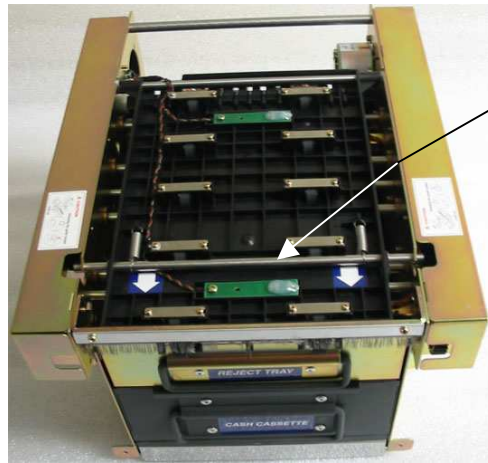
Upper Note Guide Locking Bar

Upper Note Guide Shown Propped Open

Belt Advancement Knob

<u>CLEARING RECEIPT PAPER JAMS</u>

Refer to the pictures on the next page for clarification of locations.

- Unlock the top tray assembly and extend out the top tray

- Loosen the printer slide lock thumbscrew

- Slide the printer assembly back away from the receipt chute

- Press the print head latch button

- Remove the paper that has caused the jam

- Remove any receipt paper from the start of the roll that has been damaged (crumpled)

- Slide the receipt paper across the printer assembly and feed a small amount through the cutter opening

- Close and latch the printer head (The printer will auto-feed approximately six (6) inches of receipt paper then cut.)

- Check the receipt chute for any remnants of paper or foreign objects and remove them

- Slide the printer assembly back into place
  Note: The printer assembly should just touch the receipt chute and secure the printer slide with the thumbscrew.

- Enter the ADMINISTRATION Menu (* # then your code)

- Press the function key under the $$$$ (Cash Menu) selection on the display (If you entered into ADMINISTRATION mode with the cash loader password then skip this step.)

- Press the function under BAL (This will cause the ATM to print out the machine's cash balance.)

- If the receipt is printed correctly then press the CANCEL (red button) twice to put the ATM back into operation
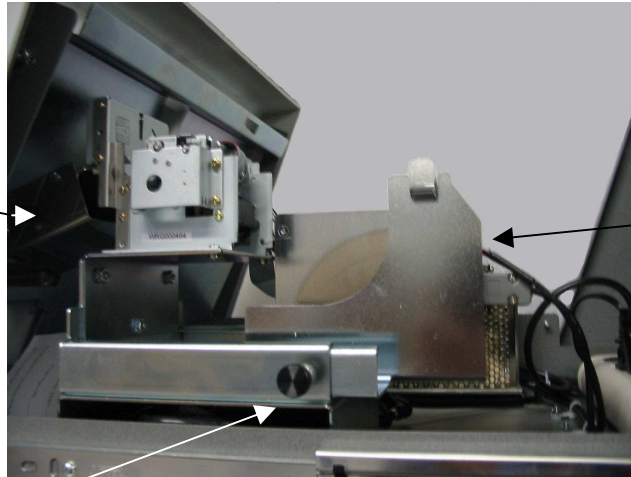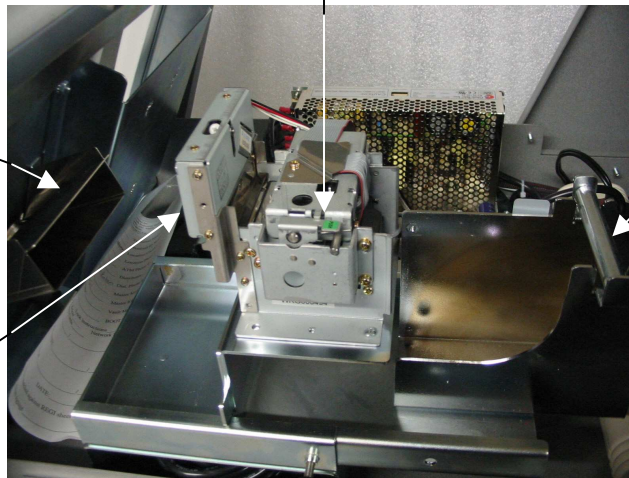
Receipt Chute

Receipt Paper Holder
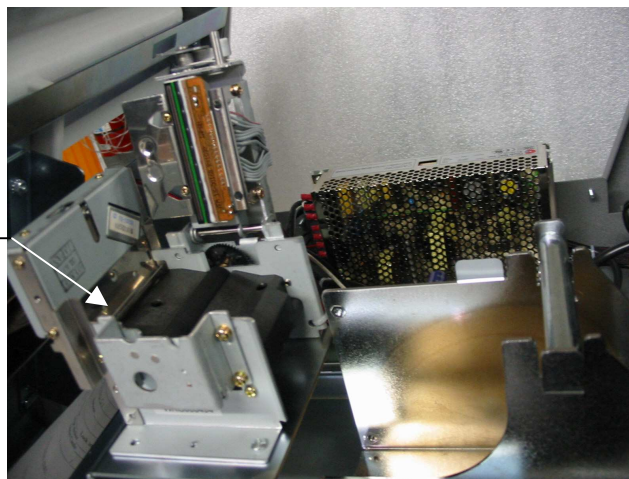
Printer Slide Lock (Thumbscrew)

Print Head Latch Release

Receipt Chute

Receipt Paper Spindle

Receipt Paper Cutter

Cutter Throat Opening

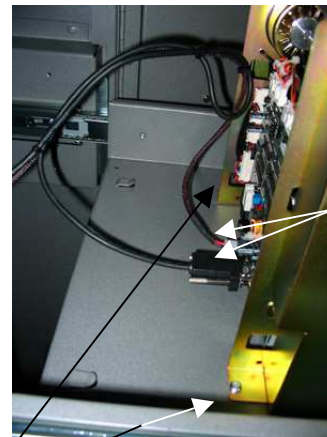# PULOON DISPENSER REMOVAL AND REPLACEMENT

Tools required
#2 Phillips screwdriver

- Turn the power off to the ATM by either unplugging the ATM from the electrical plug or by turning off the power switch located on the end of the power strip
- Remove the two (2) screws securing the front mounting bracket to the tray
- Loosen the two (2) screws securing the back of the dispenser to the tray
- Slide the cash dispenser toward you and reach behind the dispenser and remove the communication and power connectors
- The communication connector is secured with two (2) thumbscrews, turn both counter clockwise until the connector can be pulled loose
- The power connector has a locking tab on the bottom (It can be removed by pressing the locking lever at the wire end.)
- Remove the two (2) screws securing the mounting bracket to the front of the cash dispenser.
- Install the new dispenser in the reverse order
- Failure to close the vault door prior to powering the ATM up will cause a 4001 (No Dispenser) error (You can clear this error by performing a test dispense from the Cash Menu - $$$$.)

Front Bracket Mounting Screws

Power and Communication

Securing Screws

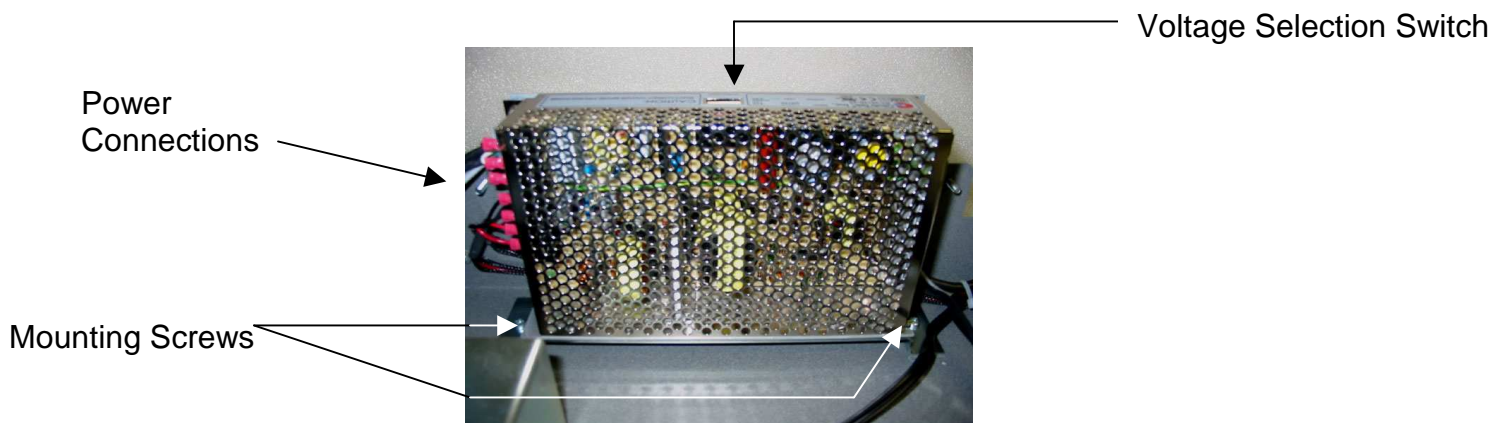# POWER SUPPLY REMOVAL AND REPLACEMENT

Tools required
#1 and #2 Phillips screwdriver

- Turn the power off to the ATM by unplugging the ATM from the electrical outlet or turning off the power switch on the power strip
- Remove the two (2) screws securing the power supply to the upper tray
- Loosen the screws securing the wiring to the terminal strip on the power supply
- Remove the wiring from the terminal strip and remove the power supply from the tray
- Remove the three (3) screws securing the mounting bracket to the power supply (not shown)
- Replace the power supply by reversing the above instructions (Follow the wiring list below to connect the wiring to the power supply.)

Wiring for North American Installations (110 Volt)

The Voltage Selection switch must be set to 115

L (AC Line) – Black of AC cord
N (AC Neutral) – White of AC cord
G (Earth Ground) – Green of AC cord
V- (DC Ground) – Black wire from device harness
V- (DC Ground) – Black wire from device harness
V+ (+24 Volt DC) – Red wire from device harness
V+ (+24 Volt DC) – Red wire from device harness

Voltage Selection Switch

Power
Connections

Mounting Screws

PRINTER REMOVAL AND REPLACEMENT

If you need to replace the printer, WRG suggests that it be replaced as a complete assembly.

To remove the printer assembly:
No tools required

- Turn the power off to the ATM by unplugging the ATM from the electrical outlet or turning off the power switch on the power strip
- Unplug the printer power connector
- Loosen the two (2) thumbscrews retaining the DB-9 communications connector
- Loosen the printer slide lock thumbscrew and slide the printer assembly out of its stand
- Press the head release latch and remove the receipt paper and spindle from the printer assembly
- Slide the new printer assembly fully into the printer stand
- Tighten the printer slide lock thumbscrew
- Connect the power and communications cables
- Reestablish the power to the ATM
- Put the receipt paper and spindle back into the printer assembly
- Feed the paper into the feed slot of the printer (The printer should advance approximately six (6) inches of paper through the receipt chute and cut.)
- Enter in the Administration Menu
- Press the function key under CNFG (Configuration)
- Press the function key under PRNT (print)
- If the printout looks good press CANCEL (red button) until you are at the Welcome Screen
- Close and secure the top tray

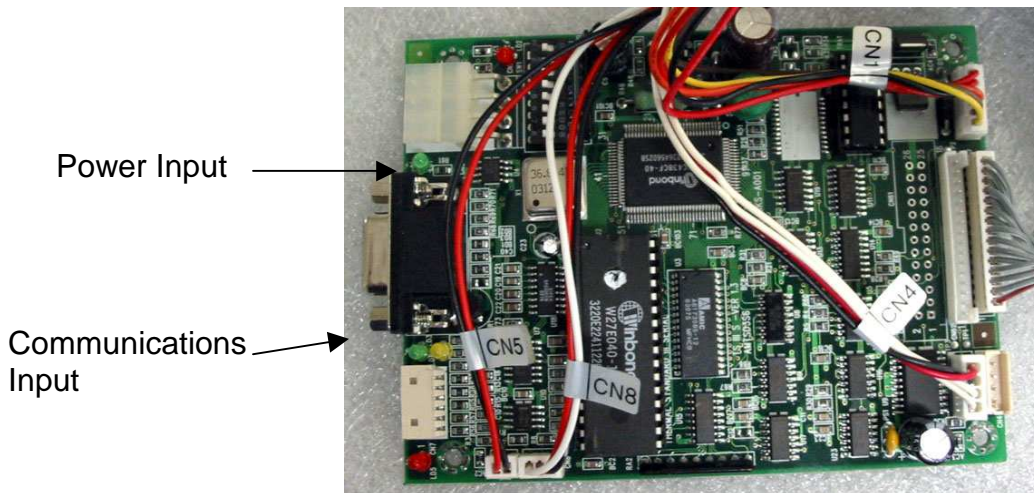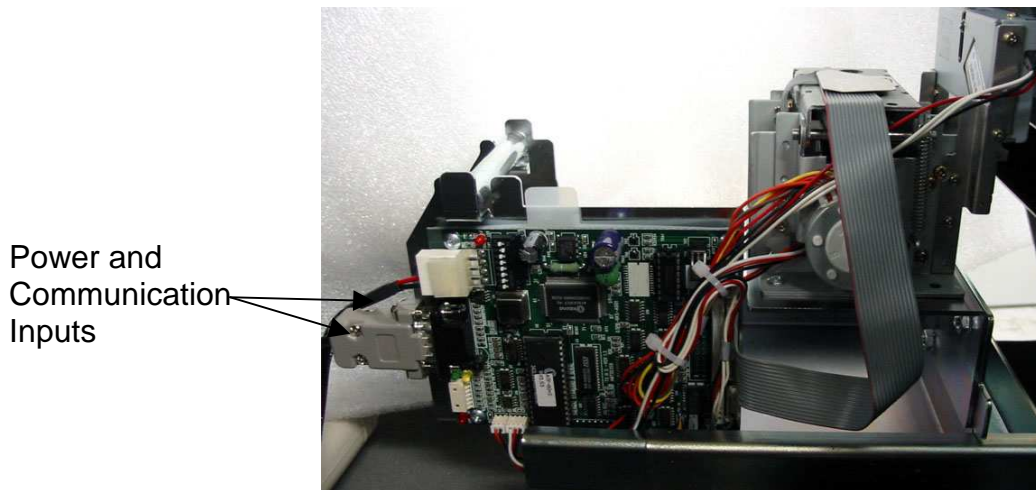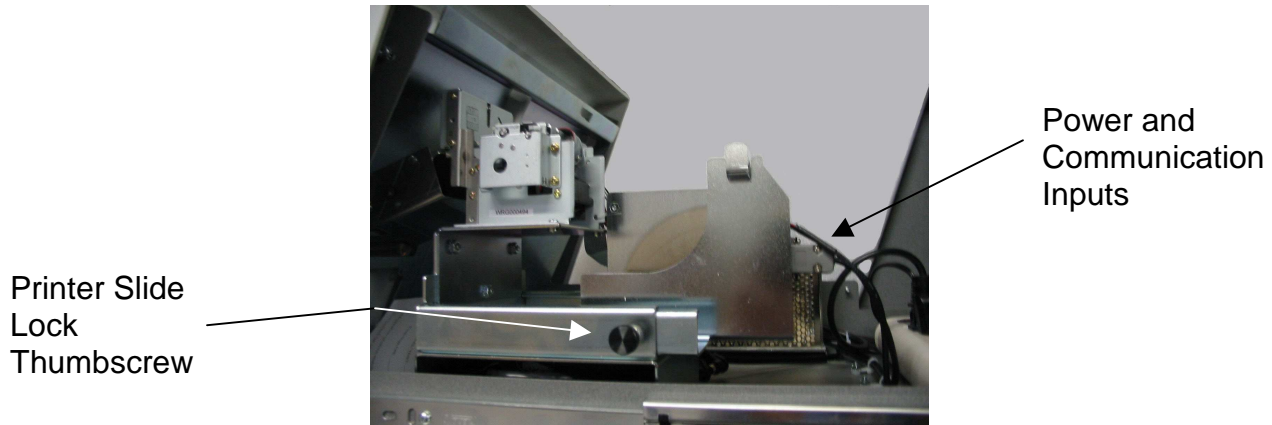# If You Must Replace A Printer Subassembly

Tools Required
¼ inch nut driver
2 Phillips screwdriver

- Follow the steps in the assembly removal in the previous section
- Remove the four (4) cover screws from the printer control board (PCB) using a #2 Phillips screwdriver
- Remove the four (4) ¼" hex standoffs securing the PCB to the receipt roll chassis
- Carefully lift the PCB off of the chassis and unplug the wiring. (Be careful when removing the wiring. The wiring is marked with the PCB connector number that it attaches to. See the picture on the next page connector locations.)
- If the printer needs to be replaced then remove the four (4) screws securing it to the printer stand with a #2 Phillips head screwdriver
- Reassemble the printer assembly in   reverse order of the above steps

PRINTER REMOVAL AND REPLACEMENT CONT.

Power and
Communication
Inputs

Printer Slide
Lock
Thumbscrew

Power and
Communication
Inputs

Power Input

Communications
Input

Printer control shown off of holder for wiring clarification

TOP SIGN REMOVAL AND REPLACEMENT

Tools Required
11/32" Nut driver

To Remove the Top Sign Assembly

- Unplug the power cord for the lamp assembly from the power strip
- Loosen and remove the six (6) 8-32 kep nuts holding the sign assembly to the upper cabinet hood
- Lift the sign assembly up and off of the upper hood pulling the power cord out from the access hole

To Install the Top Sign Assembly

- Remove the six (6) 8-32 kep nuts from the studs (If your sign has them installed.)
- While holding the sign, feed the power cord down through the access hole into the upper cabinet assembly, line up the six (6) mounting studs with the holes in the upper hood assembly
- Install and tighten the six (6) kep nuts to the sign mounting studs using an 11/32" nut driver
- Route the sign power cord through the upper cabinet and plug it into any available outlet on the power strip
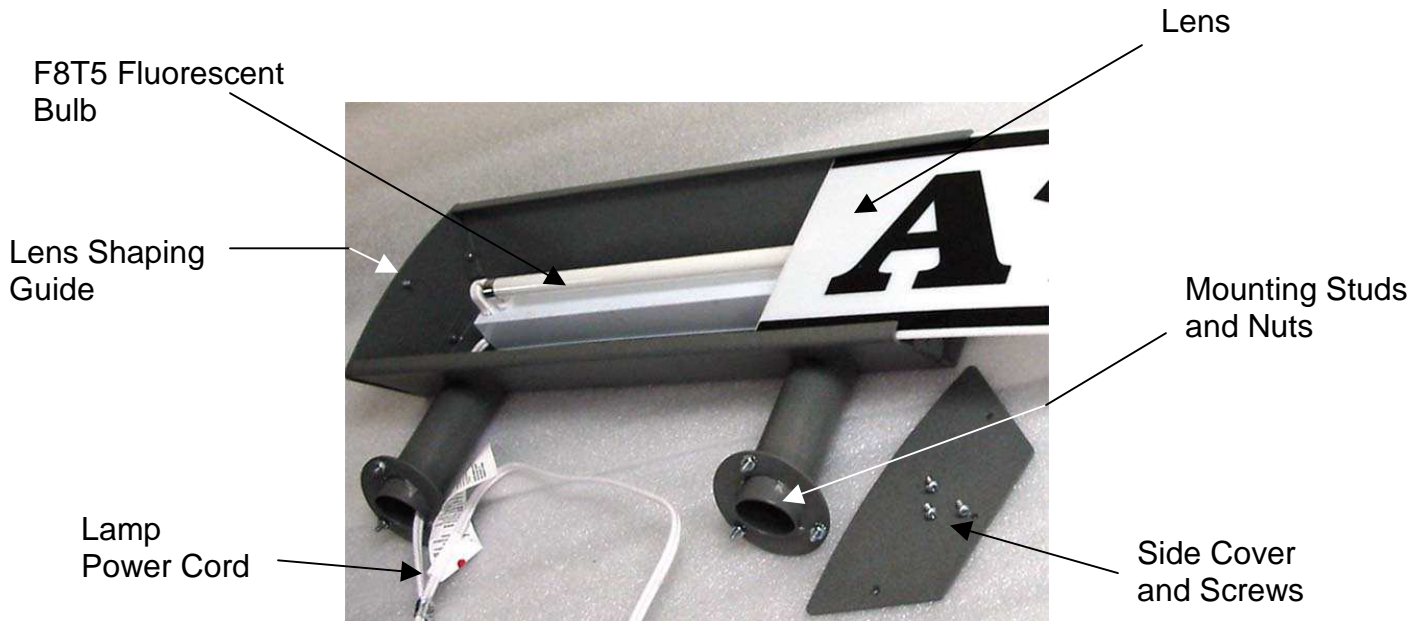
TOP SIGN BULB REPLACEMENT

Tools Required
2 Phillips screwdriver

- Unplug the lamp from the power strip or turn off power to the ATM
- Remove the three (3) cover retaining screws from the side of the top sign
- Slide the sign lens out of the sign frame
- The top sign bulb is a standard F8T5 fluorescent bulb (Carefully grasp and turn the lamp to release it from the holders.)
- Install the new bulb
- Slide the lens back into the housing (Make sure that the lens is above the shaping guide.)
- Remount the side cover that was removed and secure it with the screws that were removed in step 1
- Plug the lamp power cord back in or restore power back to the ATM

Side Cover Retaining Screws

Lens Shaping Guide

Sign Lens

Mounting Studs and Nuts
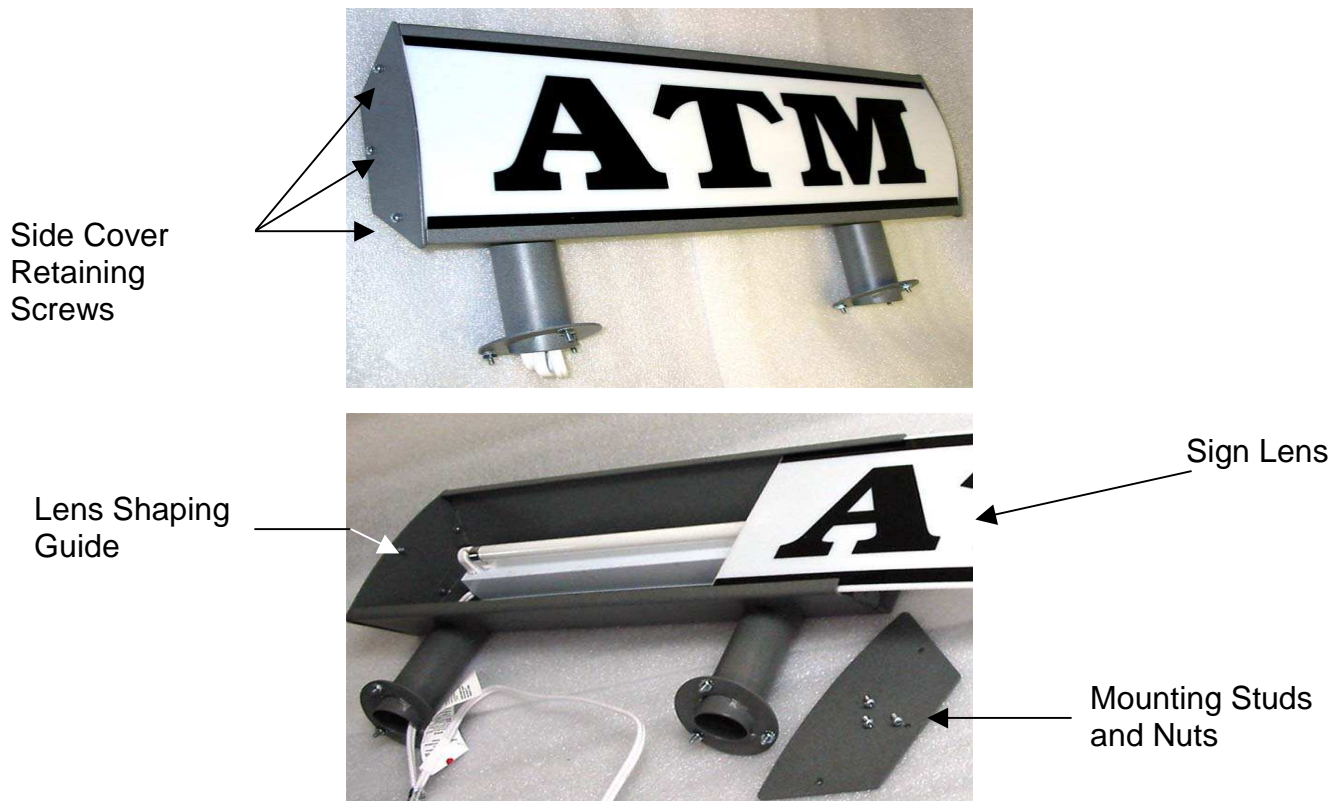
CPU REMOVAL AND REPLACEMENT

Tools required
11/32" nut driver

- Power down the ATM by either unplugging the electrical plug or by turning off the power switch located on the end of the power strip
- Unplug the wiring from the top of the CPU
- Remove the two (2) #8 kep nuts that secure the bracket to the front fascia with the 11/32" nut driver
- Tilt the CPU back so that the bracket clears the mounting studs' then lift the CPU out of the ATM
- Using the 11/32" nut driver remove the three (3) #8 kep nuts that secure the CPU to its mounting bracket and slide the CPU out of its mount
- Remove the three (3) #8 screws from the keyhole slots in the back of the CPU.
- To replace the CPU reverse the above steps
- If the CPU was preprogrammed then power up the ATM and put the machine in service
- If the CPU needs to be programmed follow the instructions in the Software Manual

Note: You should always do a cash withdrawal transaction to ensure the ATM is functioning properly after replacing the CPU.

Power   Dispenser   Printer   Phone Line

CPU to
Mounting
Bracket
Screws
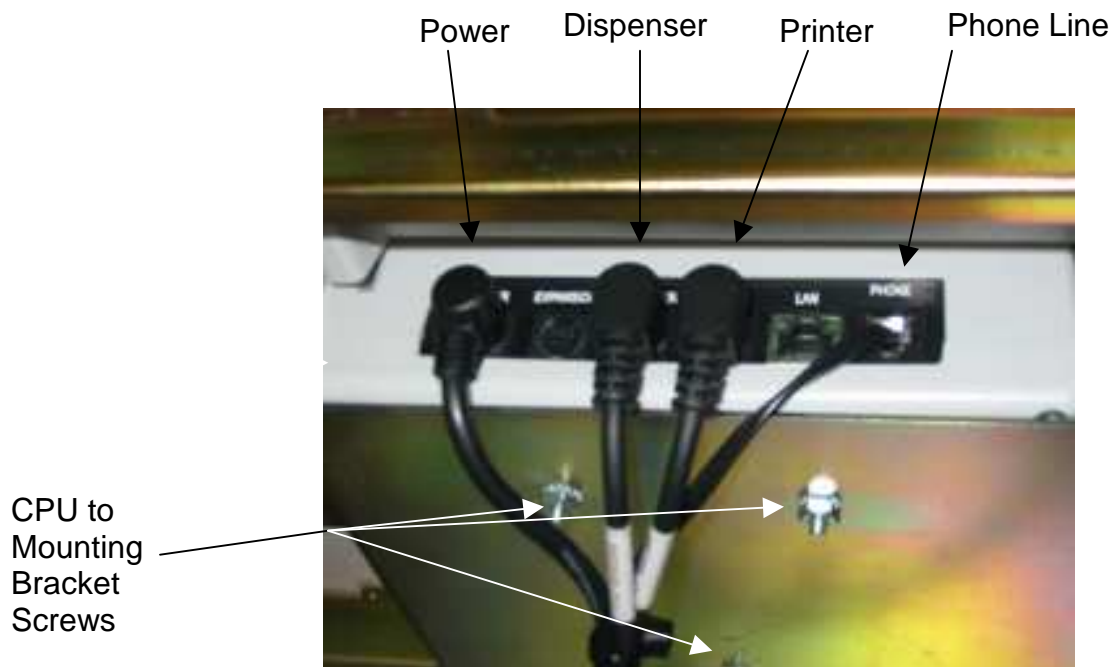
OPERATING & CHANGING INSTRUCTIONS-SPIN DIAL LOCK

**Before operating the lock or changing the combination,
READ THESE INSTRUCTIONS THOROUGHLY.**

At the top of the dial ring an index is provided for normal dialing and opening. At the side of the opening index, a changing index is provided for use only when setting a new combination.

This is a precision lock; therefore, extreme care must be used to align the combination numbers with the index.

Turn the dial slowly and steadily. If, after turning the correct number of revolutions, any number is turned beyond the index, the entire series of combination numbers must be re-dialed. DO NOT TURN BACK TO REGAIN A PROPER ALIGNMENT WITH THE NUMBERS. Each time a selected number is aligned with the opening index, a revolution is counted.
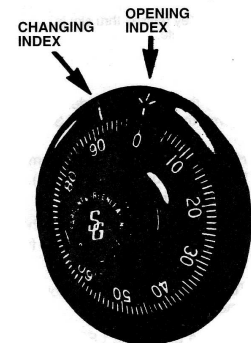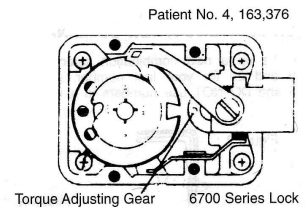

Patient No. 4, 163,376

Torque Adjusting Gear   6700 Series Lock

CHANGING INDEX   OPENING INDEX

Figure 1.

TO UNLOCK ON A FACTORY SETTING

TO UNLOCK ON FACTORY SETTING – TURN DIAL LEFT FOUR (4) TURNS, STOPPING ON 50. TURN DIAL RIGHT UNTIL THE BOLT RETRACTS.

TO UNLOCK ON A 3 NUMBER COMBINATION-For Example 50-50-50

- Turn dial to the LEFT four (4) turns, stopping when 50 is aligned with the opening index, on the fourth revolution

- Turn dial to the RIGHT three (3) turns, stopping when 50 is aligned with the opening index, on the third revolution

- Turn dial to the LEFT twice (2), stopping when 50 is aligned with the opening index, on the second revolution

- Turn dial slowly to the RIGHT until the bolt retracts

- Turn the vault door handle and pull open the door

TO LOCK

- Close the vault door and turn handle

- Turn dial to the LEFT at least four (4) full revolutions

CHANGING TO A NEW COMBINATION

Make up a new combination selecting three (3) sets of numbers of your own choosing. Do not use numbers between 0 and 20 for your last number. (e.g. 46-82-13). For maximum security, Do not use numbers ending in 0 or 5 and do not use numbers in a rising or falling sequence. (Example: 35-50-75 is not as good of a combination as 54-38-72)

Figure 2.
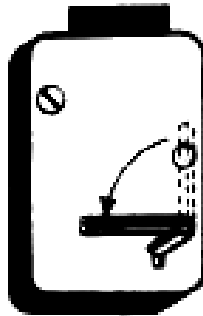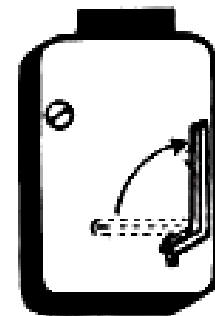
Wing on Key passes thru slot in lock plate.

Figure 3.

Figure 4.

> **CAUTION:** After changing lock combination, try the new combination several times before closing the vault door.

- Using the changing index, dial the existing combination as explained in the first three steps in the TO UNLOCK ON A 3 NUMBER COMBINATION (refer to previous page).* The lock leaves the factory with all three (3) numbers of the combination set on 50.

- Hold the dial with the last number at the changing index, and insert the changing key into the hole in the back of the lock (see figure 2). Insert the key until the wing is entirely inside of the lock and comes to a positive stop.

- Turn the key ¼ turn to the LEFT (see figure 3). With the changing key in this position, turn the dial to the LEFT four (4) turns, stopping when the first number of the newly selected combination aligns with the changing index on the fourth revolution.

- Turn the dial to the RIGHT three (3) turns, stopping when the second number is aligned with the changing index on the third revolution.

- Turn the dial to the LEFT twice, stopping when the third number is aligned with the changing index on the second revolution. While holding the dial in this position, turn the changing key back to the right and remove it (see figure 4). The new combination you have chosen is now set in the lock.*

*REMEMBER TO TEST YOUR NEW COMBINATION BEFORE YOU CLOSE THE VAULT DOOR.

<div style="background:black;color:white;">

Model 6120
Motorized Electronic
Combination Lock

</div>

<u>INTRODUCTION</u>

- The Sargent & Greenleaf Model 6120 Motorized Electronic Combination Lock is shipped from the factory with a factory master code only. It is 1 2 3 4 5 6 #. This code is used to open the lock and set or change all of its codes. You should set the lock to your own unique master code immediately.

- The Model 6120 will always open on the master code. At your discretion, it can also be set to accept up to eight (8) different user codes in addition to one (1) master code.   The master code holder is responsible for maintaining the number of active users programmed into each lock. The master code is designated as code #1, and the user codes (if set) are designated by user I.D. number 2, 3, 4, 5, 6, 7, 8, and 9. The user codes do not exist until they are programmed into the lock.

- Each time a button is pressed and the lock accepts the input, it emits a chirp, and the LED on the keypad momentarily lights up.

- All codes must contain six (6) digits or six (6) letters. Any digit or letter can be used as many times as you wish. For instance, the following codes (while not recommended) will operate the lock:

<p style="text-align:center;">5 5 5 5 5 5 #   or   J J J J J J #</p>

- All codes end with #. This signals the lock that you have finished entering all digits of the code.

- If you pause for more than ten (10) seconds between pressing buttons when entering a code, the lock will assume you do not want to continue, and it will reset itself to the original code. To open the lock, begin the code entry sequence from the first entry.

- If you realize you have pressed an incorrect button when entering a code, press * or simply pause ten (10) seconds or more, then begin entering your code again.

- If four (4) incorrect codes are entered in a row, the lock will shut down for a period of up to fifteen (15) minutes. This is a security feature. Pressing any button during the lockout period will cause the timer to go back to fifteen (15) minutes. Do not touch any of the keypad buttons during the timeout period.
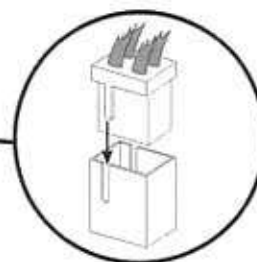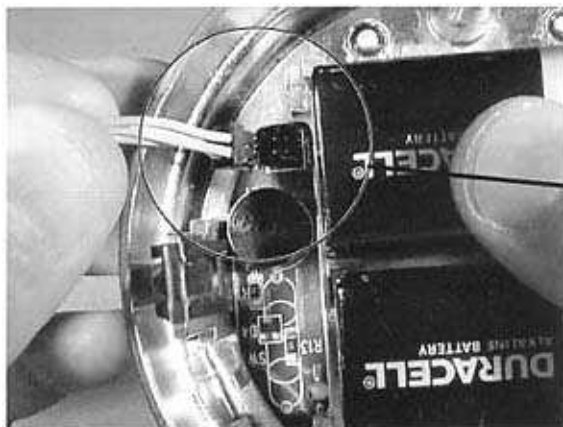
TO OPEN THE LOCK

Press the code digits or letters in order followed by the #. The lock bolt will retract for six (6) seconds, allowing you the time to operate the vault handle and open the door. **Note: Do not try turning the vault handle until after the code has been entered.** The Model 6120 will lock automatically when the vault handle is turned back to the locked position.

IN CASE OF TROUBLE

If your lock should fail to open when a valid code is entered, check for the following:

- The bolt work of a safe can, under certain conditions, place pressure on the side of the lock's bolt. This is often caused by something inside the safe pressing against the door or by something caught between the safe door and its frame. When this occurs, the lock will not operate properly. To relieve side pressure on the lock bolt, move the safe's handle to the fully locked position, then re-enter a code. The lock should open.

- If the lock chirps when keys are pressed, but will not open, the batteries may be drained to the point that they will not operate the lock's motor. Follow the battery replacement procedure in this section of the manual.

- If the lock makes no sound when any of the keys are pressed, dead batteries are likely to be the case. Follow the battery procedure in this section of the manual.

- If the lock makes no sound when the keys are pressed, but the batteries have been checked and found to be good, a loose keypad connector may be the cause. Pull the keypad away from the base as described in the battery changing procedure. Check to make sure the wire connector is firmly seated into its receptacle when aligned correctly.

Wire connector being inserted into the receptacle on the keypad circuit board.

If all of the preceding remedies have been exhausted and the lock still does not open, contact a qualified safe technician (locksmith) in your area for professional service.

ABOUT CHANGING CODES

All code changing procedures begin by pressing 7 4 *, followed by the existing six-digit master code and #. The lock immediately chirps five times (` ` ` ` `). If the lock emits a series of closely spaced chirps (almost a continuous tone) you have made a mistake and must start again. Always keep the safe door open when making lock code changes.

To Change the Master Code (code #1)

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` 1 * (_ _ _ _ _ _) # ` ` ` (_ _ _ _ _ _) # ` ` `
(7 4) **existing master code**   **new master code**   **new master code**

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the new code will not be accepted—the old master code is retained.

To Enter or change a User Code (Codes #2 - #9)

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` (user I. D.) * (_ _ _ _ _ _) # ` ` ` (_ _ _ _ _ _) # ` ` `
(7 4) **existing master code**   **new user code**   **new used code**

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the new code will not be accepted. Any existing user code is retained.

For instance, if you want to enable the #2 user code (the first user code) to open the lock with a code of 4 4 6 6 3 3, you will use the following procedure,

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` 2 * 4 4 6 6 3 3 # ` ` ` 4 4 6 6 3 3 # ` ` `
(7 4) **existing master code**

This same procedure would change any existing #2 user code to 4-4-6-6-3-3.

To Delete a User Code

You may find a particular user code that you have enabled is no longer needed. It is a good security policy to remove any unneeded codes. To do so, follow this procedure:

Press S G * (_ _ _ _ _ _) # ` ` ` ` ` (user I. D. 2 through 9) * #  ` ` ` # ` ` `
(7 4) **existing master code**

Whenever # is pressed, the lock chirps to acknowledge the entry. Wait for the chirps before proceeding. If a long series of closely spaced chirps (almost a continuous tone) sounds when # is pressed, the user code will not be deleted.
The 6120 lock will not allow you to inadvertently remove the master code.

LOW BATTERY CONDITION

The Model 6120 uses two (2) 9-volt alkaline batteries. S&G recommends Duracell. If the batteries in your lock need to be replaced, twenty (20) consecutive beeps will be heard after the last number of the code and the # sign have been pressed. The batteries will have to be replaced before the lock will open.

Battery Replacement Procedure

The lock will not forget any code during the battery change. The circuitry is designed to hold this information for extended periods even if there are no batteries installed.

- Remove the keypad from its mounting base by pulling the bottom of the keypad housing away from the base. Grip the keypad housing as shown in the photograph for best results. Support the keypad so that the wires, which are attached, are not pulled or stretched. Do not let the keypad hang from its wires.

- Turn the keypad over and remove both batteries. This is best done by grasping the bottom of a battery and pulling it gently away from the keypad circuit board. Do not use any type of tool to pry a battery from its holder.

- Install new batteries by pushing them directly into the battery connectors attached to the keypad circuit board. It's important to support the connectors so that they do not get bent during battery insertion. The connectors are designed to make it difficult to install a battery incorrectly. Pay close attention to battery polarity so as not to damage a connector by forcing a battery into it.
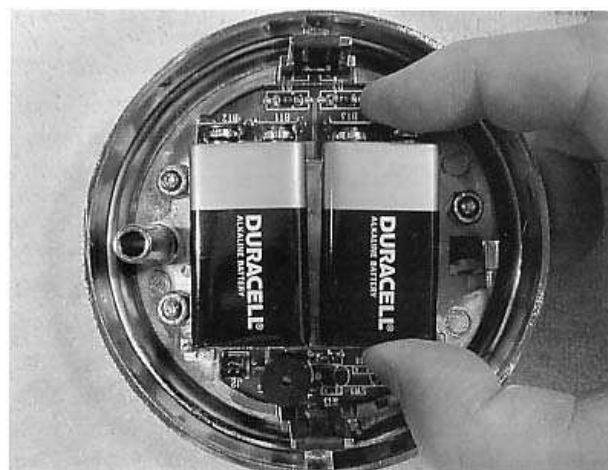
- Hold the keypad housing close to the   mounting base while you put the excess

wire into the housing. Position the wire away from the spring clips that hold the keypad housing to the mounting base.

* Align the spring clips with the receptacles in the base. Using steady pressure, push the keypad housing back into its mounting base. Don't allow any of the wires to be damaged by contact with the spring clips. The keypad housing will snap into place on the base.

* Check the master code and all user codes at least three times with the vault door open. Close the vault door only after the lock has been thoroughly checked for proper operation.
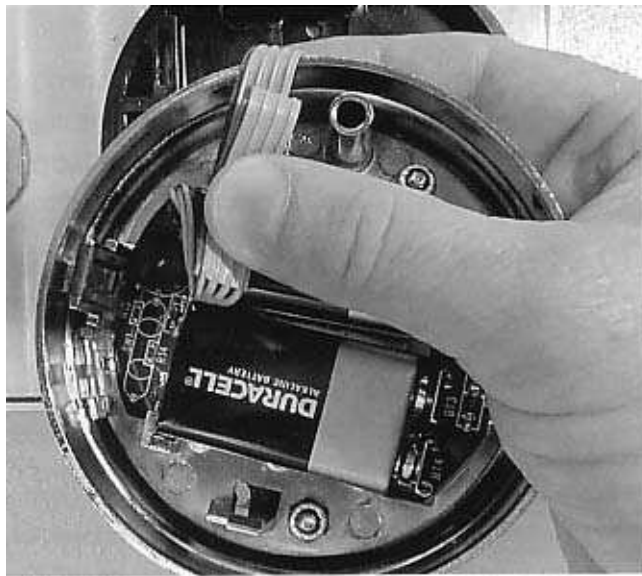
Note: The 6120 lock will operate with just one (1) 9-volt battery attached to either connector. Using a single battery will not harm the lock in any way.

A full-service ATM partner

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