



Turn Kiosk Service Manual



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Kiosk Maintenance Program

Couvrette Building Systems offers a complete menu of maintenance programs for all products. These are available in annual, semi-annual or custom programs. Our maintenance plan includes:

- 1) Verify that kiosk remains level for proper operation of all doors and drains.
- 2) Inspect dry pack at base of kiosk, repair and replace as required.
- 3) Check lockout bolts on top of building and re-silicone if necessary.
- 4) Check caulking around ATM bezel.
- 5) Adjust and examine thermostats and humidistat for proper settings.
- 6) Adjust alignment on turntable when required (turn kiosk only).
- 7) Check seals and caulking, repair or replace as required.
- 8) Examine all locks, deadbolts, and latches for proper operation and lubricate as required.
- 9) Remove circulation fan and lubricate. Clean area of any trash or papers blocking fan guard.
- 10) Vacuum kiosk and electrical access floor.
- 11) Remove, inspect, and clean A/C, condenser coils, grills and cabinet.
- 12) Clean A/C condensation drain tube and check for blockages, cracks and replace if necessary.
- 13) Clean interior walls or repaint when walls are plaster finish.
- 14) Examine electrical connections for loose or disconnected wires.
- 15) Perform continuity and hi-potential electrical test.
- 16) Wash and wax entire building.
- 17) Touch up paint as necessary.

For kiosks with canopies, the following operations will be performed:

- 1) Check caulking between canopy and building.
- 2) Check operation of photo-cell.
- 3) Check operation of all lights and replace bulbs as necessary.
- 4) Clean sign faces.
- 5) Check drain operation - clean/clear as required.
- 6) Roof repair as necessary.
- 7) Wash and wax canopy.

Couvrette will photograph kiosks after each service visit and keep the photo on file for an up-to-date status record. Each kiosk will be tagged at the time of service indicating the date and name of the person performing the service.

Contact Couvrette to sign up for our kiosk maintenance program.

Inside view of the kiosk.

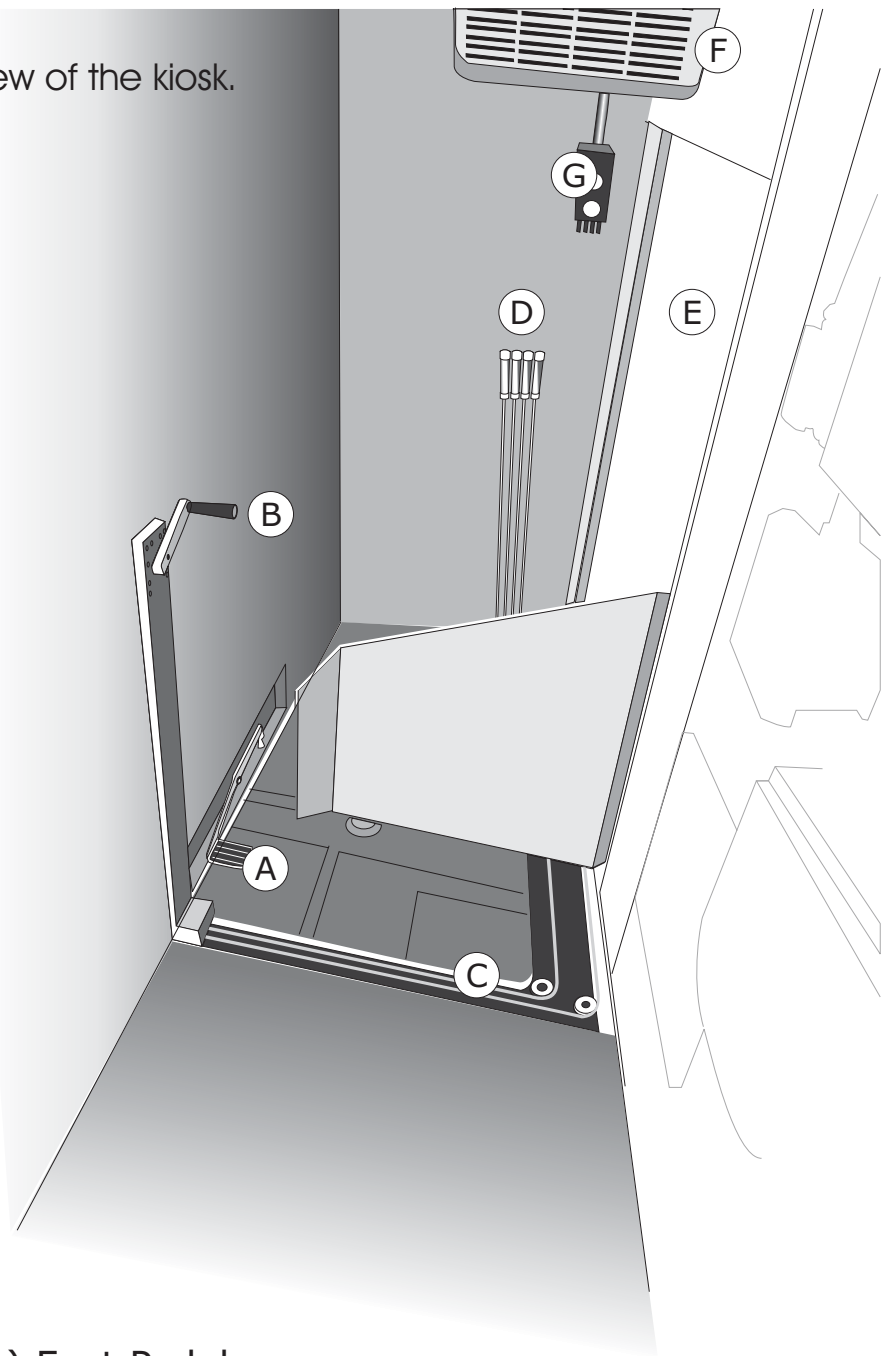
1 Press the foot pedal (A) firmly to disengage the lock.

2 Turn the hand crank (B) handle clockwise until the ATM has rotated into the service position. Perform service operations. Turn the handle counter clockwise to return the ATM to its operating position. Turn until you hear the turntable lock in place.

3 Make sure there is no trash, paper clips, loose envelopes etc., on the floor of the kiosk. These things can get trapped in the turn mechanism (C) and will prevent it from turning as designed. Verify the operation of the magic door (E).

4 Check the lubrication level in the self lube system (D). The lubrication level should not be less than half the height of the reservoir tube. Refill with ATF transmission fluid (red) as necessary.

5 Replace the AC unit (F) filter, or wash it with soap and water. Check that the AC drain line is free of kinks and is connected properly. Verify that the thermostat (G) for the AC unit, located below the unit, is set to 75-78°F.



- A) Foot Pedal
- B) Handle
- C) Turn Mechanism
- D) Lubrication System
- E) Magic Door
- F) A/C Unit
- G) Thermostat



ATM in Out of Service Position

Every 6 Months

- 1) Check settings on thermostat (should be at 75-78°F). To access the thermostat, rotate the ATM until it is at the half way point of the Out of Service position. Go to the front of the kiosk and access the thermostat from the opening to the right of the ATM.
- 2) Clear any trash and or debris around cables and under turntable.
- 3) Check and replace all weather stripping.
- 4) Determine if magic door works properly.
 - A) Rotate turntable half way open.
 - B) Pull magic door to operating position.
 - C) Verify the door opens freely.
 - D) When released verify magic door retracts properly.
- 5) Check fluids in lubrication system reservoir for the bearings under turntable (fluids should be at least half way in reservoir). Replace with ATF transmission fluid (preferably red). To access the lubrication system, rotate the ATM until it is at the half way point of the Out of Service position. Go to the front of the kiosk and access the reservoir from the opening to the right of the ATM.
- 6) Check for leaks under turntable to make sure lines are intact and operating properly.
- 7) Take the filter out of the A/C and clean with mild soap and warm water.
- 8) Verify the A/C drain line is intact and is free of debris.
- 9) Clean the kiosk exterior with mild soap and warm water.
- 10) Clean the ATM exterior with mild soap and warm water.
- 11) Check and replace kiosk weather-stripping.
- 12) Check cold weather kit (if installed).

The steps below will allow basic troubleshooting of the Couvrette Turn Kiosk. If it is necessary to contact Couvrette Building Systems, please have the unit number of the kiosk ready. This number is located on the circuit breaker subpanel, the UL sticker affixed to the door, and the tie-down floor plate.

1) What if turntable does not lock in the in-service position?

- A) Check to verify no debris or trash is under turntable or around the cables.
- B) If no cause for this problem can be found, contact the Service Manager at Couvrette Building Systems.

2) What if turntable will not lock in the out-of-service position?

- A) Check to verify no debris or trash is under turntable or around the cables.
- B) Determine if magic door works properly.
 - 1) Rotate turntable half way open.
 - 2) Pull magic door to operating position.
 - 3) Verify the door opens freely.
 - 4) When released verify magic door retracts properly.
- C) Confirm that the ATM is bolted to the turntable. The ATM bolts are located inside the safe. If the ATM has broken loose and shifted on the turntable, the ATM fascia will jam on the magic door, preventing rotation.
- D) If no cause for this problem can be found, contact the Service Manager at Couvrette Building Systems.

3) What if hand crank turns, but turntable does not rotate?

- A) Take bolts out of the tower (screws underneath hand crank).
- B) Turn hand crank to verify that the sprockets and chains turn.
- C) If no cause for this problem can be found, contact the Service Manager at Couvrette Building Systems.

4) What if turntable is hard to rotate?

- A) Check fluid levels to make sure fluid is lubricating the bearings.
- B) Check to verify there is no debris or trash under turntable or cables.
- C) If no cause for this problem can be found, call the Service Manager at Couvrette Building Systems.

5) What if the turntable locks up?

- A) Do not place force or try to pry on the turntable as this could cause further damage to the turntable mechanisms and cables. Call the Service Manager at Couvrette Building Systems immediately.

6) What if the A/C is not working?

- A) Make sure the circuit breaker on the kiosk subpanel is in the (ON) position.
- B) If no cause for this problem can be found, call the Service Manager at Couvrette Building Systems for further assistance.

NOTE: The A/C-Heat unit is specially wired into the automatic changeover thermostat and cannot be replaced by an off-the-shelf unit provided by a local vendor. Any modifications to the original A/C-Heat unit may affect the operation of the unit. If a service call is required after the A/C-Heat unit has been modified, a service fee may be charged.

7) What if the A/C ices up?

- A) Turn off A/C circuit breaker on the kiosk sub-panel. Allow A/C unit to sit for two hours. Then restore power. Verify the thermostat is set at 75-78°F.
- B) If no cause can be found for this condition, contact the Service Manager at Couvrette Building Systems.

8) What if the cable breaks?

- A) Call the Service Manager immediately at Couvrette Building Systems. Service will explain how to rotate to the in-service or out-of service position.

9) What if the lights or receptacles stop working?

- A) Make sure the circuit breaker on the kiosk subpanel is in the (ON) position.
- B) Replace any light bulbs that may have blown.
- C) If no cause for this problem can be found, call the Service Manager at Couvrette Building Systems for further assistance.



Kiosk Subpanel

A/C Parts

A/C Breaker
A/C Sleeve
A/C Sweeper Seal
A/C Thermostat
A/C Unit

Bearings

Bearings w/o Fitting
Inch Ball Bearings
Older Style Bearings
Roller Bearings

Canopy

Backlit Can
Camera Port
22" X 28" Plexiglass

Chains/Cable

Cable (ft.) (17 ft.)
Cable Crimps (3/16" Oval)
Stainless Steel Chain — Floor

Crank Handle Parts

Crank Handle
Crank Handle Assembly
Face Plate (Lower Tower)
Face Plate (Upper Tower)
Gear
Shaft (ft.)
Shaft & Drive Coupling
Shoulder Bolt (3/8" X 2-3/4")
Split Bushings
Woodruff Keys

Turntable

Turntable Repair Kits
Needle Bearings
Brass Bushing
Roller Bushing

Magic Door Parts

Adjustment Rod
Bushings (2 per Door)
Door Flapper (Triangle Piece)
Linear Bearings (2 per Door)
Magic Door Block (UHMW)
Magic Door Seal (ft.)

Pivot Arm

Plastic - Bottom of Door
Sprocket Arm (2 B8I Bearings)
Swing Arm

Misc. Parts

48" Bumper Guards w/ Mount Kit
71-30 Money Safe
AHD (After Hours Depository)
Door Panel
Double Wide Deluxe BR Window
High Capacity Counterette
Lock, LSDA
Motor Relay
SU-3-C Pedal Stools
Cassette Carrier Send Button
Cassette Carrier Return Button
Cold Weather Kit

Seals

ATM Gaskets (All)
D Seal (ft.) w/ Adhesive
Perimeter Seal (ft.) -Top of Fascia

Shoulder Bolts

Shoulder Bolt
1/2" X 1-1/4"
3/8" X 5/8"
3/8" X 1/2"
1/2" X 1-1/2"
3/8" X 16" Hex Head Bolt

Service
Numbers

VA 1-800-800-2608
CA 1-800-736-1114