

# **i21L Lobby ATM Maintenance Instructions**

## **1. Requirements to maintain your machine**

### **1.1. Daily maintenance**

Check if there are sufficient supplies in your machine.

You have to replenish the print paper, ribbon cassette and notes on an as-required basis, and the frequency of these operations depends on machine use.

### **1.2. Weekly maintenance**

- Clean the fascia and exterior panels
- Clean the head of the card reader

### **1.3. Monthly maintenance**

- Clear the interior of the machine

## **2. Cleaning kit**

The cleaning kit contains recommended materials for servicing and cleaning your machine, the materials are shown as follows: (You can use equivalent cleaning kit as well)

- General surface cleaner
- Lint-free cloth
- Cleaning Card for Card Reader
- Mild glass cleaner

## **3. Weekly maintenance**

### **3.1. Weekly maintenance procedures**

- Clean the fascia and exterior panels
- Clean the head of the card reader

### **3.2. How to clear the fascia and exterior panel**

In the course of use, the fascia and exterior panels of the machine would unavoidably become smudgy, so it is recommended that the fascia and exterior panels should be cleaned every week.

Cleaning articles include: lint-free cloth, general surface cleaner or a dilute detergent solution.

Procedures for cleaning:

- Use a damp lint-free cloth to clean the surface of the fascia and exterior panels.

- Use a dry lint-free cloth to wipe up the surface of the fascia and exterior panels.
- Paint, grease or dirt can be removed by a light application of cotton wadding dampened with ethyl alcohol.

Note: To preserve the appearance of your machine, a non-abrasive car wax may be applied to the grey areas of the fascia.

When cleaning the exterior surface:

- Do not use an abrasive, acid, alkaline or chlorinated cleaner.
- Do not scrape the surface with the scouring pads, razor blades or similar implements.
- Do not use any of the following cleaning articles:
  - Benzene
  - Petrol
  - Acetone
  - Carbon tetrachloride
  - Paint stripper of any kind
- Keypads vandalized by paint should not be cleaned, the keypad should be replaced.

### **3.3. How to clear the head of the card reader**

To clean the head of the card reader you will require a cleaning card.

- 6) Firstly, apply a little cleaner on the cleaning card, in normal mode, when the monitor displays: Please insert your card, proceed as follows:
- 7) Insert the cleaning card.
- 8) Wait for the card to eject.
- 9) Repeat the procedures 10 times.

**Note:** If you see the prompt: Sorry, invalid card, neglect it.

## **4. Monthly maintenance**

### **4.1. Monthly maintenance procedures**

- Clean the interior of the machine

### **4.2. How to clean the interior of the machine**

In the course of use, the interior of the ATM would unavoidably become smudgy, so it is recommended that the interior be cleaned monthly.

Cleaning articles include: lint-free cloth, general surface cleaner or a dilute detergent solution.

Procedures for cleaning:

- Use a dry lint-free cloth to wipe up the surface of the interior.
- Use a lint-free cloth dampened with cleaner to clean the paint or grease on the spray-powder areas of the interior.
- Use a lint-free cloth dampened with alcohol to clean the paint or grease on the plating parts of the interior.

Note:

1. Do not use abrasive, acid, alkaline or chlorinated cleaner.
2. Be careful not to drop the water on the circuit board of the modules.

## 5. Printer media storage

To get the best results from your printer, store spare paper supplies and ribbon cassettes in a cool, dry, dust-free place. Leave the articles in their original packing material until you need to use them.

## 6. Replacement of the main control board battery

When the battery of the main control board is used up, please replace it with the battery supplied by the original factory or the same type of battery.

