IER 918F

KIOSK

INSTALLATION GUIDE

N0F352A1

IER SIEGE - HEADQUARTERS

IER S.A.
3, rue Salomon de Rothschild
92156 SURESNES CEDEX
France
Tel. +33 (0)1 41 38 60 00
Fax +33 (0)1 41 38 62 75

IER DANS LE MONDE - IER WORLDWIDE

CHINA

IER Shanghai
Kuen Yang Plaza #1101
798 Zhao Jia Bang Road
SHANGHAI 200030
P.R.C.
Phone: +86 (21) 6473 6792
Fax: +86 (21) 6473 6806

SINGAPORE

IER PTE Ltd
120 Lower Delta Road
#14-13/16 Cendex Centre
SINGAPORE 169208
Phone: +65 6276 6966
Fax: +65 6271 5563

SPAIN

IER Impresoras Especializadas, S.L.
C/ Torre de Don Miguel, 23
E-28031 – MADRID
Phone: +34 91 535 89 75
Fax: +34 91 535 89 76

GERMANY

IER GmbH
Wilhelm-Heinichen-Ring 4
29227 CELLE
Phone: +49 (0) 5141/980 89 14
Fax: +49 (0) 5141/980 89 20

UNITED STATES

IER Inc. Addison
16415 Addison Road
Suite 160
ADDISON, TEXAS, TX 75001
Phone: +1 (972) 991 2292
Fax: +1 (972) 991 1044
Toll free: 1-800 624 8538

IER Inc. Belton
1000 Industrial Park Road
BELTON, TX 76513
Phone: +1 (254) 933 5000
Fax: +1 (254) 933 5050

NOTICE

⚠ **WARNING**	**THIS IER PRODUCT COMES WITH SEALED LEAD ACID BATTERIES (UPS) AND A LITHIUM BATTERY (MAIN PCB). ANY KIND OF OPERATIONS ON THESE ELEMENTS MUST EXCLUSIVELY BE CARRIED OUT BY MAINTENANCE PERSONNEL QUALIFIED BY IER. MOREOVER, THESE BATTERIES MAY ONLY BE REPLACED BY IER APPROVED MODELS.**
⚠ **WARNING**	**DANGER OF EXPLOSION IF BATTERY IS INCORRECTLY REPLACED.** **REPLACE ONLY WITH THE SAME OR EQUIVALENT TYPE RECOMMENDED BY THE MANUFACTURER.** **DISPOSE OF USED BATTERIES ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.**

The United States Federal Communications Commission (in 47 CFR 15.105) has specified that the following notice be brought to the attention of users of this product.

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation.

If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

– Reorient or relocate the receiving antenna

– Increase the separation between the equipment and receiver

– Connect the equipment into an outlet on a circuit different from that to which the receiver is connected

– Consult the dealer or an experienced radio/TV technician for help.

In accordance with FCC requirements, changes or modifications not expressly approved by IER could void the user's authority to operate this product.

Use of a shielded cable is required to comply within Class B limits of Part 15 of FCC Rules.

The AC line power connector must at all times be accessible, as it serves as the disconnecting device.

⚠ **WARNING**	**THIS APPLIANCE MUST BE GROUNDED.** **THIS PRODUCT MUST EXCLUSIVELY BE CONNECTED TO AN ELECTRICAL CIRCUIT THAT IS:** – **PROVIDED WITH A GROUND FAULT CIRCUIT INTERRUPTER (GFCI) COMPLYING WITH IEC 364 AND NFC15-100 REGULATIONS, AND** – **CONFORMING WITH THE VOLTAGE CHARACTERISTICS SPECIFIED BY THE NF EN 50160 STANDARD.**

The cover(s), door(s) and/or drawer(s) of this product is (are) intended for occasional use and must be normally closed.

> **The warranty shall be null and void in case of use of any spare part, special tool or consumable not expressly approved in writing by IER and in the event of attempted repair or servicing of the machines by persons lacking the requisite technical qualifications.**

> **This document contains proprietary information of IER. It may not be reproduced or communicated without prior written authorization of IER. It is intended solely for the use of the product described herein, to the exclusion of any other usage.**
>
> **It is provided as is, for information purposes only, without any warranty of any kind, including any warranty of fitness or a particular purpose, and may be modified by IER at any time.**

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 3
N0F352A1 – Rev. 1
May 20, 2011

NORWAY – SWEDEN – FINLAND: **Apparaten skall anslutas till jordat uttag när den ansluts till ett nätverk.**

C€ Marking and European Economic Area

The equipment complies with R&TTE directive 1999/5/EC of the European Parliament and of the council of 9 March 1999.

The equipment may be fitted with RFID contactless readers working in the frequency band 13.553-13.567MHz for inductive application.
The equipment may be fitted with RFID UHF reader working in the frequency band 869.4-869.65MHz for non specific short range device.
The comprehensive EC declaration of conformity is available on request from IER Quality Department.

In compliance with the European Directive 2002/96/CE relative to the management of Waste Electrical and Electronic Equipment (WEEE) implemented as of August 13, 2005, this product may not be disposed of with regular household waste. All products concerned by this directive are marked with the above symbol.

The end owner of this product is responsible for either:
- Transferring the product to an authorized treatment facility where the product components, recognized to present a hazard to the environment and/or public health, will be recycled and recovered properly, or
- Consulting with the manufacturer for appropriate product waste management according to the terms of the manufacturer.

The information and specifications contained in this document are subject to change without prior notice.
Translated from French - IER Documentation Department

TABLE OF CONTENTS

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 5
N0F352A1 – Rev. 1
May 20, 2011

1   UNPACKING THE IER 918F KIOSK

Tools Required / Maintenance Products:

- Utility knife
- Needle nose pliers
- Phillips screwdriver

1.1 CONTENTS OF THE SHIPPING CONTAINER

The IER 918F Kiosk is shipped in one single container. The box contains the following:

- IER 918F Kiosk
- Two sets of identical keys:
  - One set of two keys to open the upper part of the kiosk
  - One set of two keys to open the lower part of the kiosk
- Two split grommets to protect the power cable and the Ethernet cable
- One forklift transport plate (optional)
- The box also contains one or several pieces of kiosk documentation:
  - Operation Guide
  - Installation Guide

Note   These documents are available for download from our website: **www.ier.fr**.

1.2 UNPACKING

Note   Have handy the tools necessary to unpack the IER 918F Kiosk (see above Tools Required list).

Procedure:

- Check the state of the box and that of the shipping and handling monitors (1) and (2) (SHOCKWATCH and TILTWATCH indicators).

Figure 1.1

State of the Shipping Container and the Shipping Monitors

IMPORTANT   **If one or both of the indicators (1) and/or (2) has (have) turned red (NOK), follow the instructions indicated on the label (3).**

− Use the utility knife to cut the two plastic straps (4) and remove them.

− Remove the shipping container (5) and set it aside.

Figure 1.2
Unpacking the Kiosk - Step 1

− Remove the two pieces of polyester padding (6).

− Remove the plastic bag (7) containing the documentation, the keys, the split grommets and the roll media hanger.
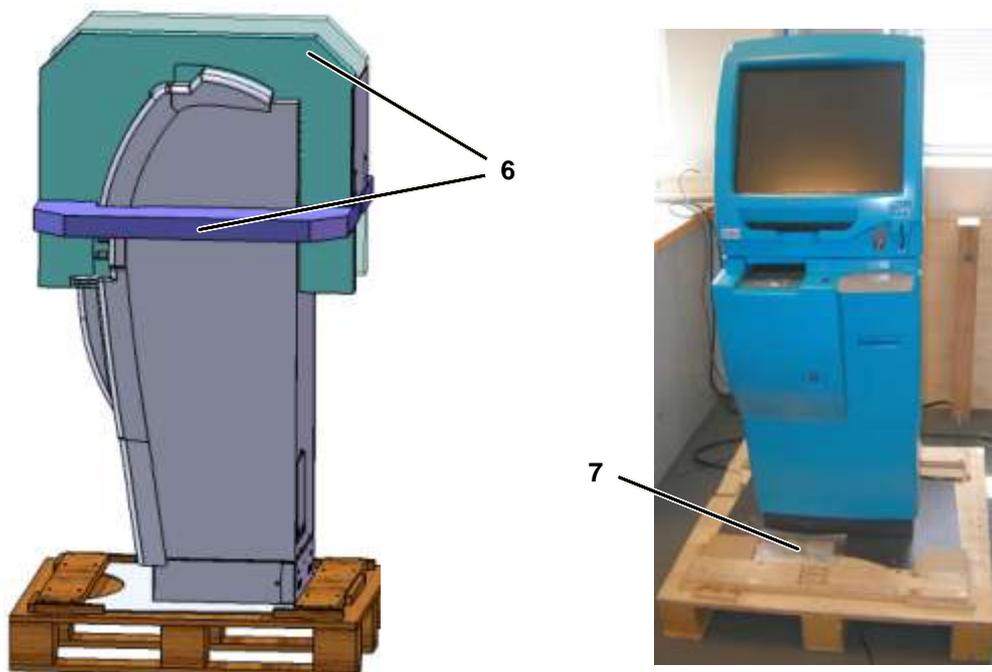
Figure 1.3
Unpacking the Kiosk - Step 2

− Using the Phillips screwdriver, unscrew and remove the six screws (8) to be able to remove board (9) securing the front of the kiosk.

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 7
N0F352A1 – Rev. 1
May 20, 2011

– Using the Phillips screwdriver, unscrew and remove the four screws (10) to be able to remove board (11) securing the rear of the kiosk.

– Remove the cardboard protections (12) at the front and at the rear of the floor mounting plate (13).
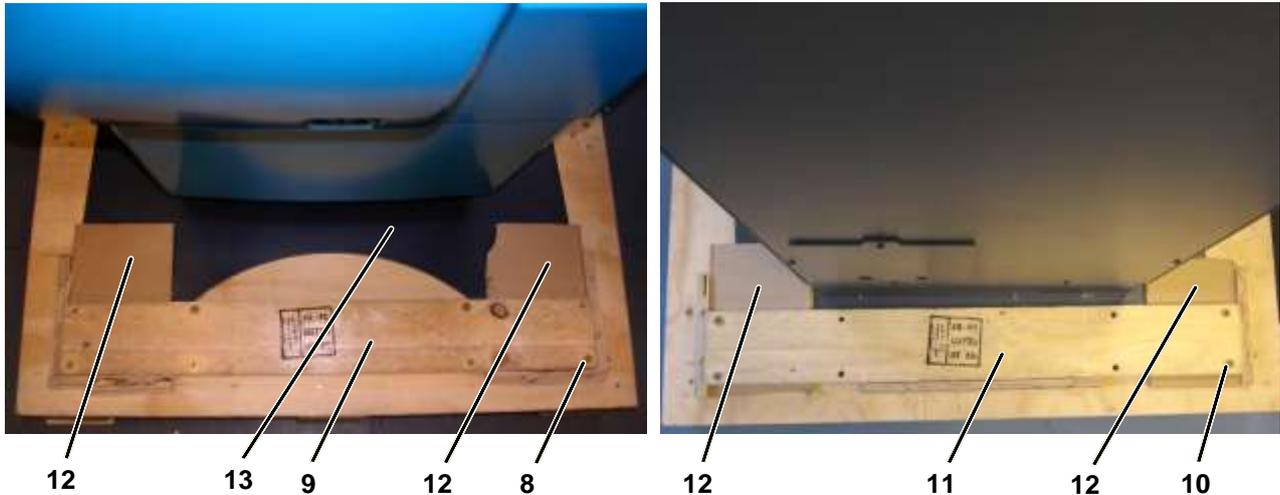

12   13   9   12   8   12   11   12   10

Figure 1.4
Unpacking the Kiosk - Step 3

– Use the needle nose pliers to remove the transport blockers holding the kiosk in place.

Note   Having removed the transport blockers, drive the staples remaining on the pallet all the way in or remove them completely. This makes it possible to slide the kiosk off the pallet without snagging.

– Cautiously push the kiosk in successive steps sidewise off the pallet (see figure below).

Note   Having removed the kiosk from the pallet, we **strongly recommend** you move the kiosk with the help of a **second technician**.

Note   **Never tilt the kiosk towards the front as the front of the mounting plate could get damaged**.

Figure 1.5
Unpacking the Kiosk - Final Step

– The unpacking procedure being completed, IER 918F Kiosk is now ready to be installed.

1.3 DIMENSIONS AND WEIGHT

1.3.1 IER 918F Kiosk without OCR Passport Swipe Reader

Height ....1239 mm (48.78 in)
Depth ....695 mm (27.36 in)
Width ....680 mm (26.77 in)
Weight ....132 Kg (291 lbs)
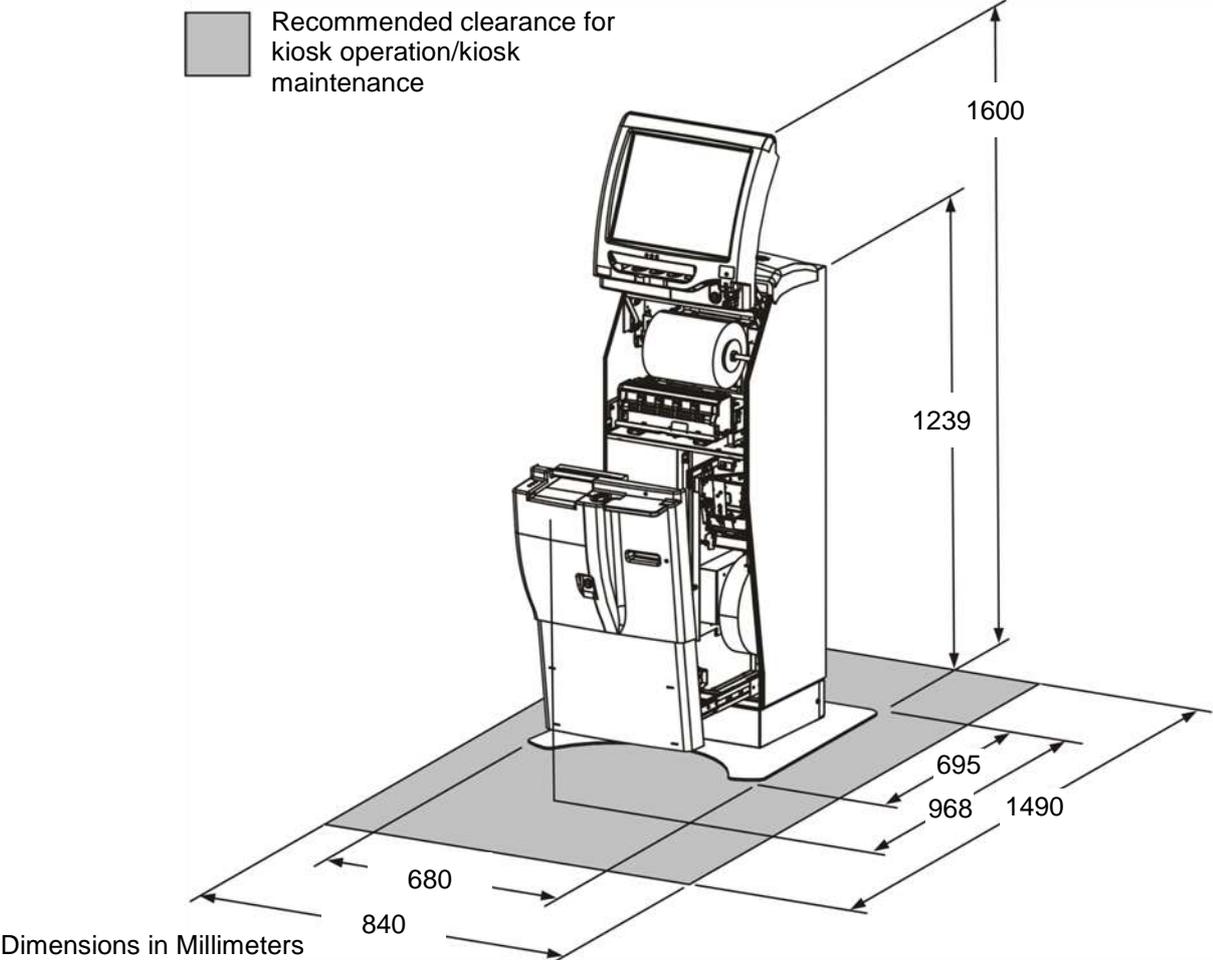

Figure 1.6
Dimensions of the IER 918F Kiosk without OCR Passport Swipe Reader

1.3.2 IER 918F Kiosk with OCR Passport Swipe Reader

Height ....1261 mm (49.65 in)
Depth ....695 mm (27.36 in)
Width ....680 mm (26.77 in)
Weight .... 132.5 Kg (292.1 lbs)

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 9
N0F352A1 – Rev. 1
May 20, 2011

2   IER 918F KIOSK DESCRIPTION

The IER 918F Kiosk is essentially made up of a display assembly (1) in its upper part and a drawer (4) in its lower part.

The housing (2) is at the same time the frame of the IER 918F Kiosk.

The drawer (4) in the lower part of the housing (2) slides on three telescopic rails (3).

The kiosk drawer (4) face plate can accommodate the following elements:

− Full page passport reader (5) (option)

− Bag Tag printer output bezel (6) (option)

− Drawer (4) lock (9)

The lower part of the housing (2) can also accommodate the following elements:

− Bag Tag printer (7) (option)

− Power supply unit with the main power switch.
  In addition, this unit can be provided with an Uninterruptible Power Supply (UPS) (8) (option).

At the rear, the kiosk features the following elements:

− Cable duct cover plate (10) giving access to the following:

  ▪ Power connector to connect the kiosk to the power source with a power cable (**not supplied**)

  ▪ Interconnection box to connect a 3-conductor power cable without connector (**3-conductor power cable not supplied**)

  ▪ Ethernet port for network connection

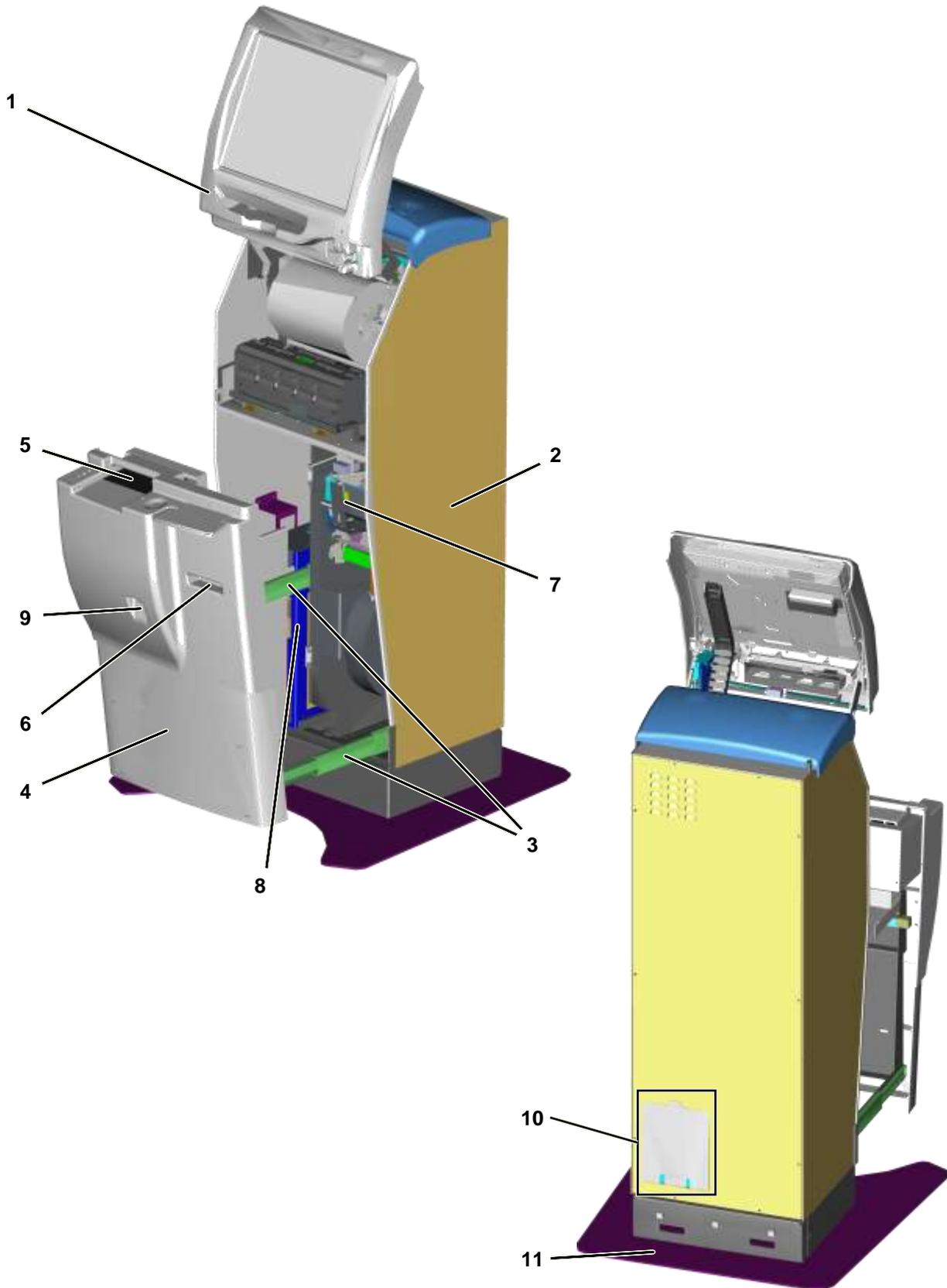Moreover, the kiosk is provided with a standard floor mounting plate (11) ensuring kiosk stability.

Figure 2.1
IER 918F Kiosk – Front View, Rear View

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 11
N0F352A1 – Rev. 1
May 20, 2011

2.1 OPENING/CLOSING THE IER 918F KIOSK

2.1.1 Opening the Upper Part of the IER 918F Kiosk

– Step **1**: Turn key (**2**) one quarter turn to the left to unlock the display assembly (**1**).

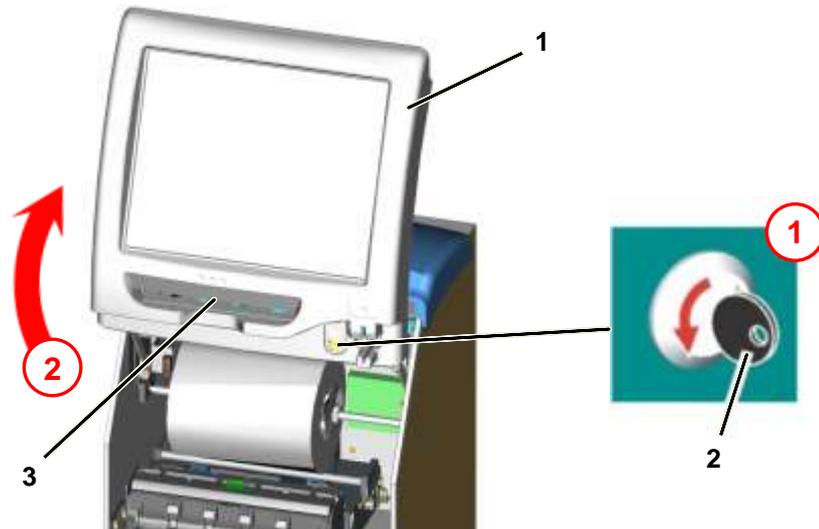– Step **2**: Reach into the output slot (**3**) of the display assembly (**1**) and swing it up.

Figure 2.2
Opening the Upper Part of the Kiosk

2.1.2 Closing the Upper Part of the IER 918F Kiosk

– Step **1**: Reach into the output slot (**3**) of the display assembly (**1**) and swing it down.

– Step **2**: Turn key (**2**) one quarter turn to the right to lock the display assembly (**1**).
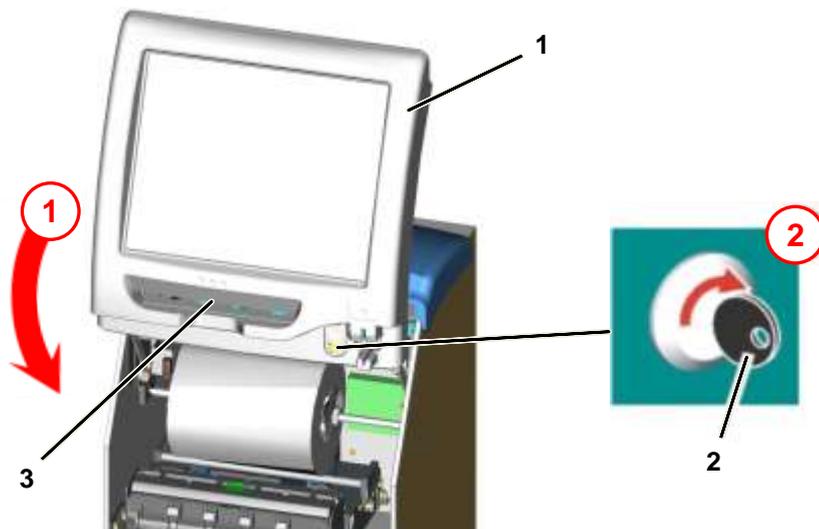
Figure 2.3
Closing the Upper Part of the Kiosk

2.1.3 Opening the Lower Part of the IER 918F Kiosk

– Turn key (**2**) one quarter turn to the left to unlock the kiosk drawer (**1**) and grasp the drawer face plate (1) on one side.

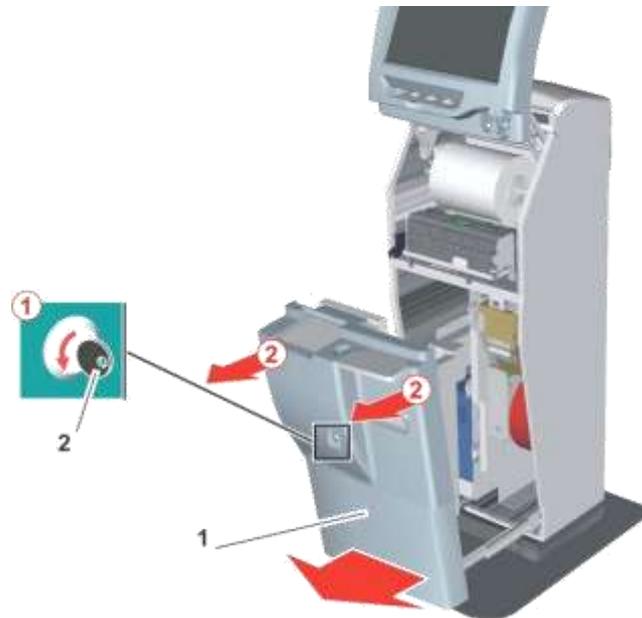– Pull it to the stop (i.e. to the drawer open position).

Figure 2.4
Opening the Lower Part of the Kiosk

2.1.4 Closing the Lower Part of the IER 918F Kiosk

Refer to figure 2.4.

Grasp the drawer face plate (1) on each side and push it fully home.

Note: When closing the drawer (1), make sure you hear a click, confirming that it is properly closed and locked.

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization
Page 13
N0F352A1 – Rev. 1
May 20, 2011

3 KIOSK INSTALLATION

3.1 ENVIRONMENTAL CONDITIONS AND POWER SUPPLY REQUIREMENTS

IMPORTANT **The site for kiosk installation must be chosen according to the operational and dimensional requirements listed in the present document (see page 9).**

IMPORTANT **Two technicians are required for moving and installing the kiosk.**

3.1.1 Environmental Conditions

Operating temperature ....+5°C to 35°C (41°F to 95°F)
Relative humidity........ ....20% to 80%, without condensation
Operating environment .... fully enclosed area (such
....as airport lobby, railway station, travel agency, etc.)

3.1.2 Electrical Characteristics

Power supply voltage (accepted voltage ranges)

- EUROPE   230 VAC / 50 Hz / 1.8 A
- USA   120 VAC / 60 Hz / 3.5 A

Power

- when idle   115 W
- when printing 140 W

Consumption (BTU - British Thermal Unit)

- when idle   392
- when printing 477

IMPORTANT   The company ID plate (1) specifies the electrical characteristics of the kiosk depending on its configuration. It also indicates the serial number and the standards the kiosk complies with.

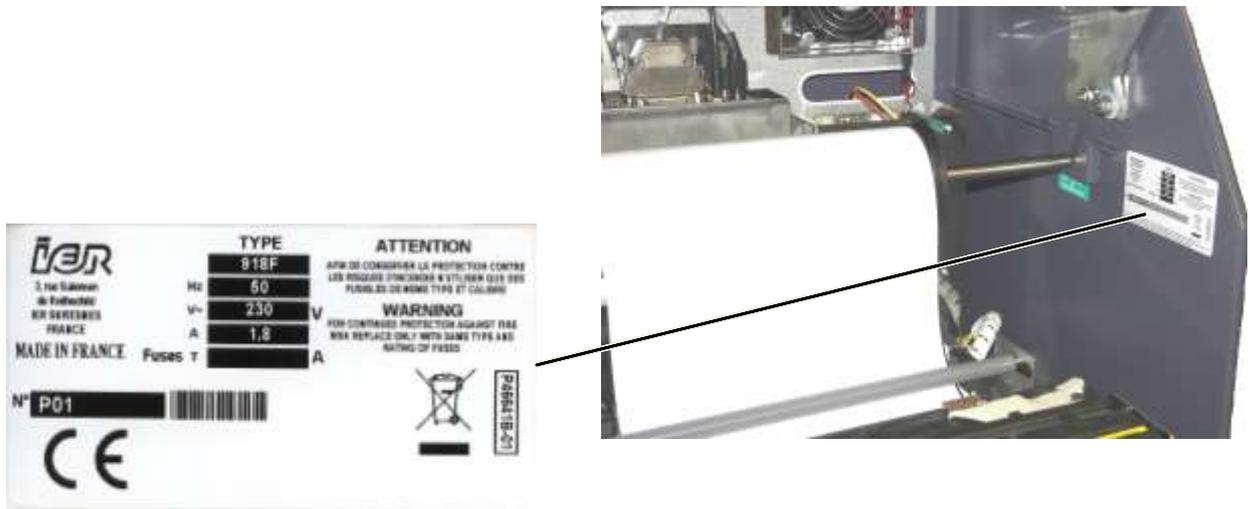**IMPORTANT**   The company ID plate (1) is located inside the kiosk, in its upper part.

Figure 3.1
Locating the IER 918F Kiosk Company ID Plate

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 15
N0F352A1 – Rev. 1
May 20, 2011

3.2 INSTALLING THE IER 918F KIOSK

3.2.1 Preliminary Information

IER 918F Kiosk installation does not imply any particular difficulties. The procedure mainly consists of the following steps:

– Placing the kiosk in the assigned location.

– Connecting the kiosk to the power source and the communications network.

Kiosk stability is achieved through one of the following methods:

– Bolting the kiosk to the floor and simultaneous use of the floor mounting plate.

– Bolting the kiosk to the floor without the floor mounting plate, but with internal threaded sleeves, chemically anchored to the floor.

– Use of the floor mounting plate alone without anchoring the kiosk to the floor.

IMPORTANT **If the IER 918F Kiosk is not to be bolted to the floor, it is MANDATORY to install it with the IER floor mounting plate.**

IMPORTANT **When choosing the site of installation, make sure there will be enough space around the kiosk to use and operate it, to service it (opening of the drawer and of the display assembly) and for ventilation.**

Note   The method used to secure the IER 918F Kiosk to the ground must be adapted to the environmental conditions and to the type and quality of floor the kiosk is to be secured to (see kiosk installation prerequisites). Solely certified civil engineers are qualified to carry out the floor anchoring operations for the IER 918F Kiosk.

IMPORTANT **IER STRONGLY RECOMMENDS THAT THE IER 918F KIOSK BE SECURED TO THE GROUND BEFORE IT IS BEING OPERATED.**
IER shall not be liable for any damage(s), any incident(s) and/or accident(s) due to the fact that the kiosk has not been secured in strict compliance with the instructions of the civil engineer.

3.2.2 Kiosk Installation with Floor Anchoring Procedure

3.2.2.1 Kiosk Dimensions

The final location of the kiosk must be carefully chosen with regard to kiosk dimensions and the functional requirements listed in the present guide (see page 9).

3.2.2.2 Recommendations

IMPORTANT **When choosing the site, make sure there is enough space around the kiosk to operate it, to perform maintenance and to ensure proper ventilation.**

IMPORTANT **Should the floor be heated, ensure that kiosk anchoring does not interfere with the tubing, the ducts, the electric network or any other underfloor equipment.**

3.2.2.3 Required Material (list given for informative purposes, has to be adapted to the nature of the floor)

– 1 power drill and diam. 14 mm drill bit

– 4 internal threaded sleeves, P/N HIT-IC M8

– Injectable urethane methacrylate mortar, P/N HILTI HIT-MM PLUS/330 ml (pack of 10 cartridges)

– 1 manual dispenser, P/N HILTI MD 2000

– 4 CHc M8x65 bolts, min.

– 4 large L8 type washers

3.2.2.4 Drilling the Holes

IMPORTANT **Depending on the type of floor mounting method chosen (with/without mounting plate) the distance and dimensions must strictly comply with the measures given on the IER templates shown below.**
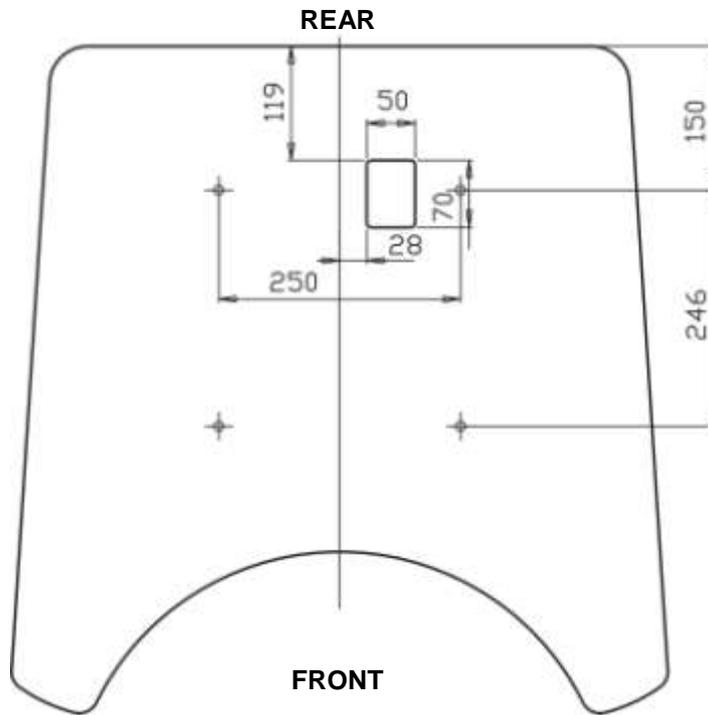
REAR

FRONT

Figure 3.2
IER 918F Kiosk Drilling Template (in Millimeters) – Kiosk with Floor Mounting Plate

REAR

FRONT
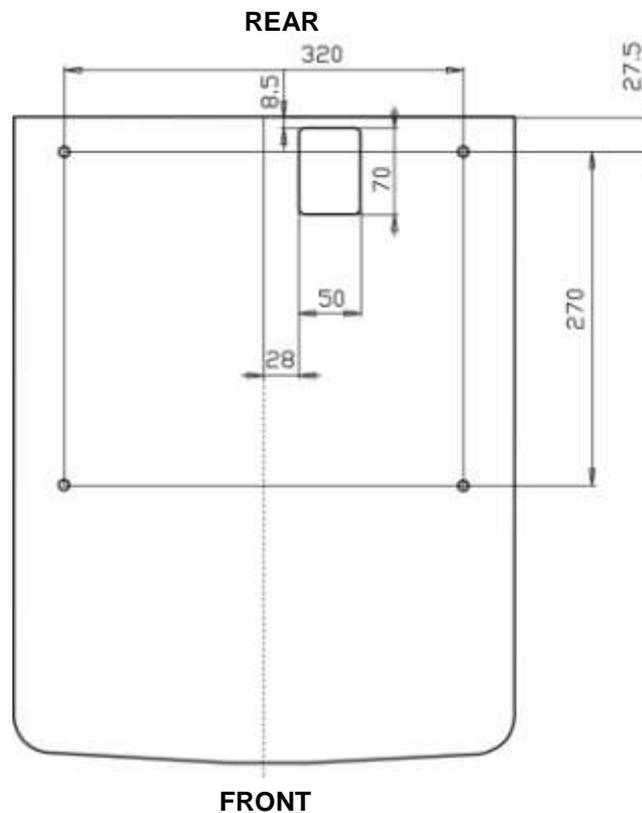
Figure 3.3
IER 918F Kiosk Drilling Template (in Millimeters) – Kiosk without Floor Mounting Plate

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 17
N0F352A1 – Rev. 1
May 20, 2011

- Using the drilling template (1), transfer the position of the four holes to the floor (2).

- Drill four 85 mm deep and 14 mm diam. holes.
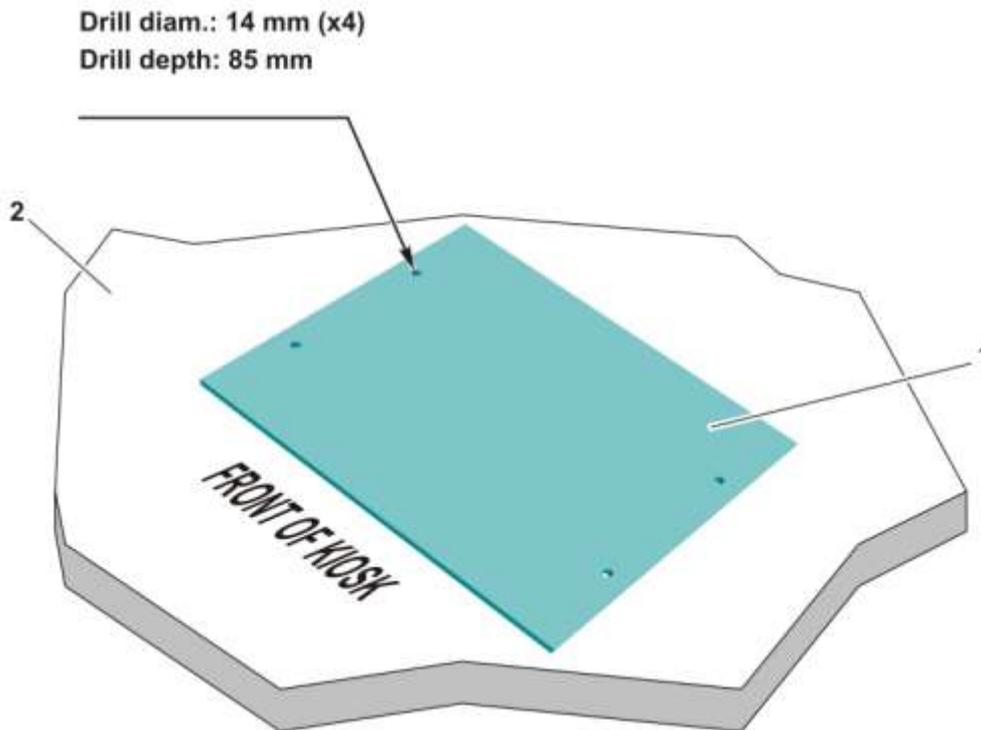
- Remove the template (1).

Drill diam.: 14 mm (x4)
Drill depth: 85 mm

Figure 3.4
Placing the Drilling Template on the Ground

3.2.2.5 Anchoring the Internal Threaded Sleeves Chemically

- Vacuum (or use air blow) to remove any debris from the four drill holes.

- Fill the four holes to approximately one third with anchoring mortar.

- Insert an internal threaded sleeve in each hole. Make sure they are flush with the floor surface and that the mortar slightly overflows from the holes.

- Remove the excess mortar, or, if there isn't much, remove the threaded sleeve and add more mortar into the hole to make sure the sleeve is fully bedded in the mortar.

- Remove and discard the protective caps of the threaded sleeves.

IMPORTANT   **It takes about four minutes for the mortar to set if the temperature of the floor material is 20° C.**

IMPORTANT   **Mortar cure time is 60 min., approximately.**

3.2.2.6 Securing the Kiosk to the Floor

Tools Required / Maintenance Products:

− Forklift

− Security Allen wrench for tamper proof M5 type screws

− Allen wrench for M8 type screws

− TORX wrench for slotted M4 type TORX screws

− TORX wrench for slotted M6 type TORX screws

− Combination wrench, size 13 mm.

Procedure:

− Ensure the floor surface is clean.

− Secure the forklift transport plate (**1**) to the rear of the kiosk using the Allen wrench for M8 type screws.

− Slightly loosen the two baseboard mounting screws (**2**).

− Remove the baseboard (**2**).
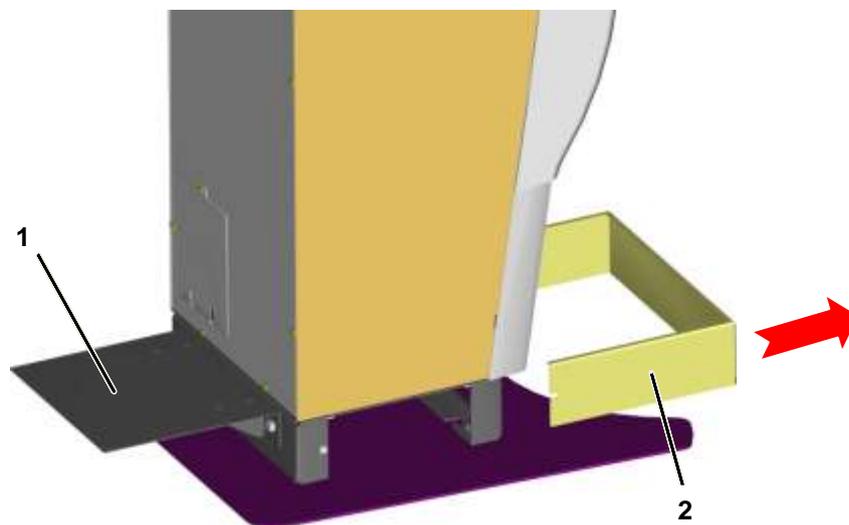
Figure 3.5
Moving the Kiosk

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization
Page 19
N0F352A1 – Rev. 1
May 20, 2011

– Place the forklift under the kiosk.

IMPORTANT **To avoid any accident or damage to the kiosk, it is mandatory that you hold on to it with the help of a second technician, before lifting it.**

– Using the forklift, move the kiosk to the site of installation.

Figure 3.6
Moving the Kiosk (cont'd)

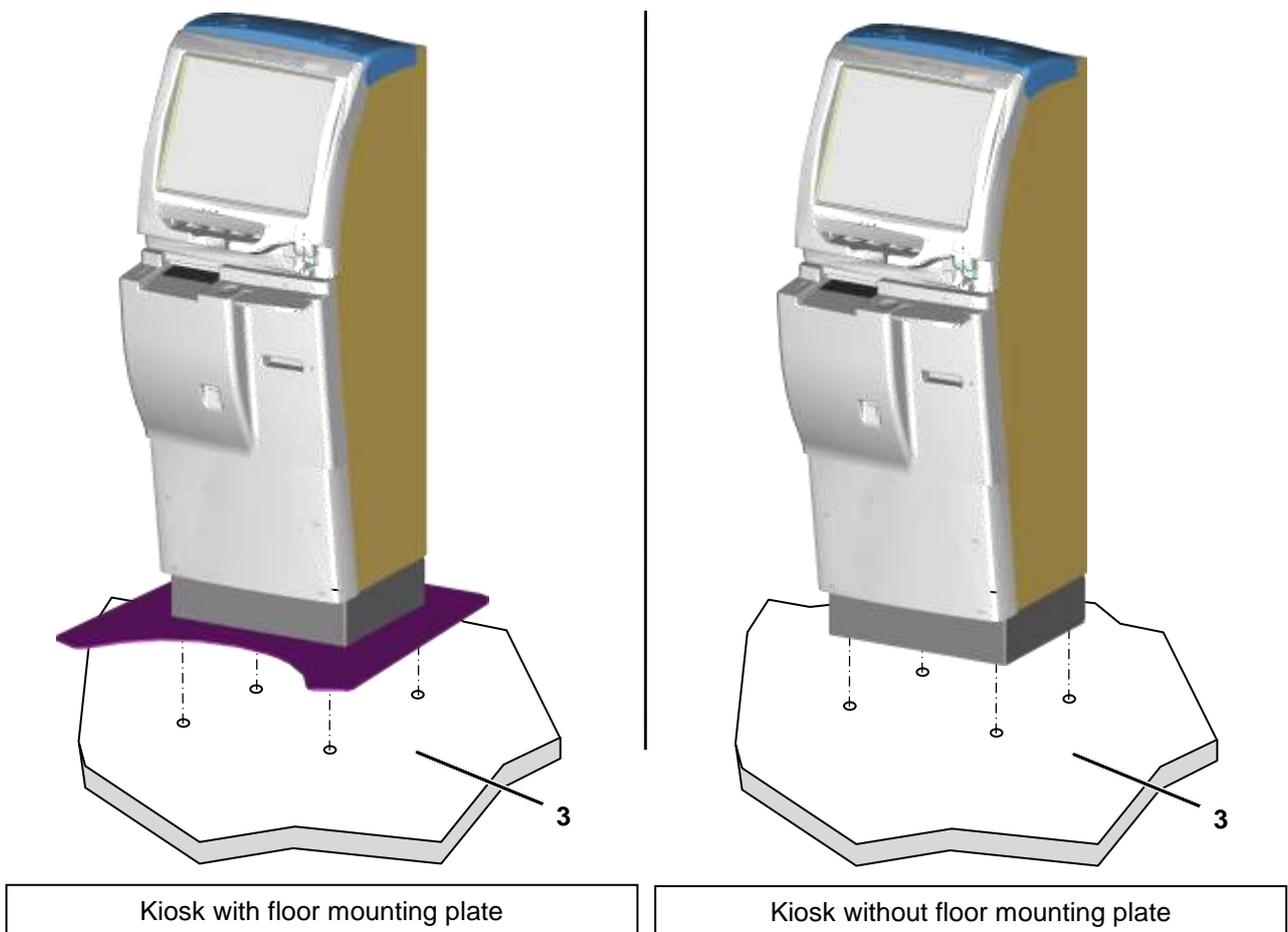– Place the kiosk on its site of installation (**3**).

Kiosk with floor mounting plate	Kiosk without floor mounting plate

Figure 3.7
Securing the Kiosk to the Ground

- If the kiosk is to be installed with the floor mounting plate:

  - With the forklift, center the kiosk in relation to the four holes in the floor.

  - Place the kiosk on the floor and remove the forklift.

  - Screw in and tighten the four bolts (**4**) with their respective washers (**5**) using the 13-mm combination wrench.
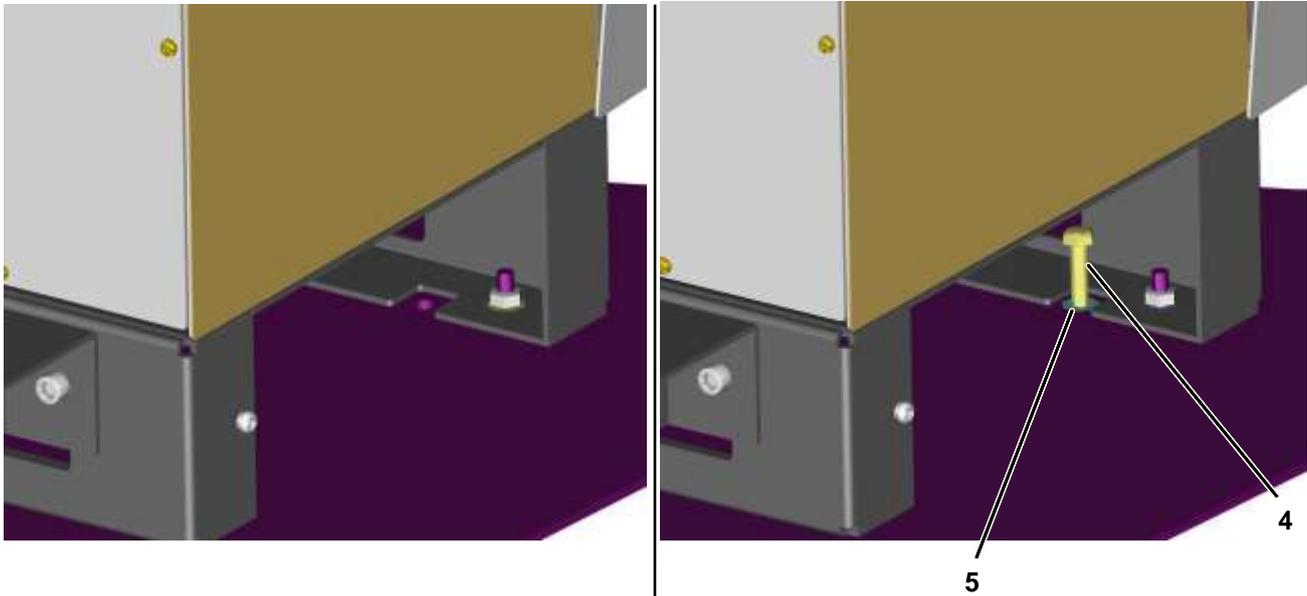

Figure 3.8
Installing a Kiosk with Floor Mounting Plate

  - At the rear of the kiosk, remove the forklift transport plate (**1**) using the ALLEN wrench for M8 type screws.

  - Install the baseboard (**2**).

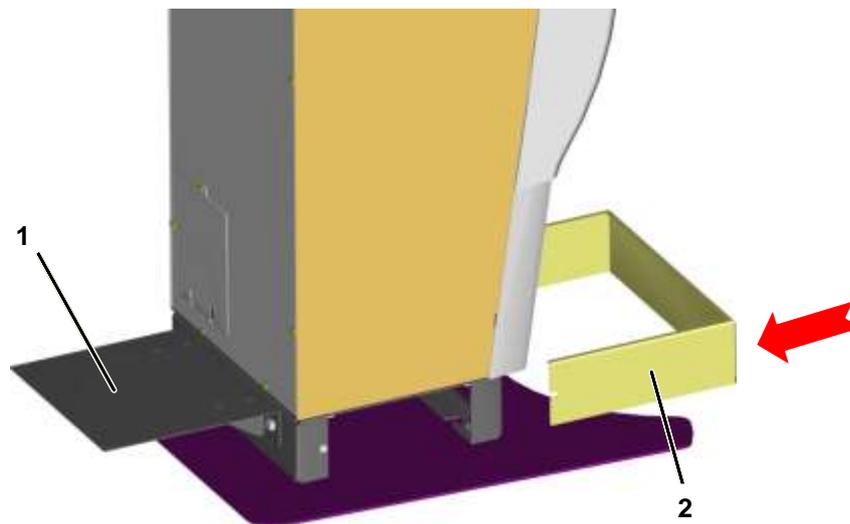 - Tighten the two baseboard (**2**) fastening screws.

Figure 3.9
Installing the Baseboard

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 21
N0F352A1 – Rev. 1
May 20, 2011

  - If the kiosk is to be installed without the floor mounting plate:

    - With the forklift, center the kiosk in relation to the four holes in the floor.

    - Place the kiosk on the floor and remove the forklift.

    - Remove the four nuts (6) and respective washers (7) using the 13-mm combination wrench.

IMPORTANT   **To avoid any accident or damage to the kiosk, it is mandatory that you hold on to it with the help of a second technician, before lifting it.**

    - Place the forklift again under the kiosk and lift it about three centimeters (one inch).

    - Remove the floor mounting plate (**8**).

    - Place the kiosk on the floor and remove the forklift.
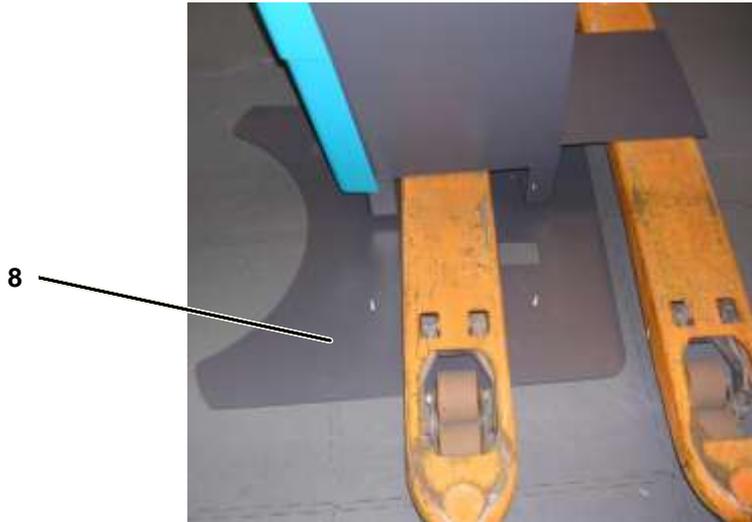
Figure 3.10
Removing the Floor Mounting Plate

    - Screw in and tighten the four bolts (**9**) with their respective washers (**10**) using the 13-mm combination wrench.
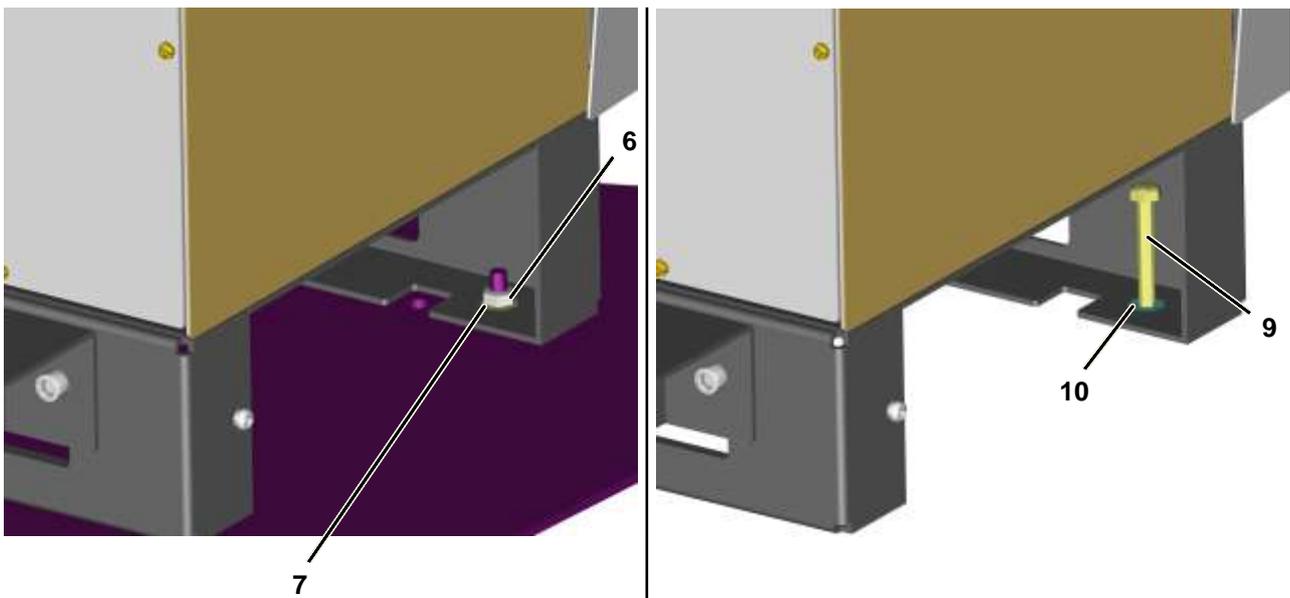

Figure 3.11
Installing a Kiosk without Floor Mounting Plate

- At the rear of the kiosk, remove the forklift transport plate (**1**) using the ALLEN wrench for M8 type screws.

- Install the baseboard (**2**).
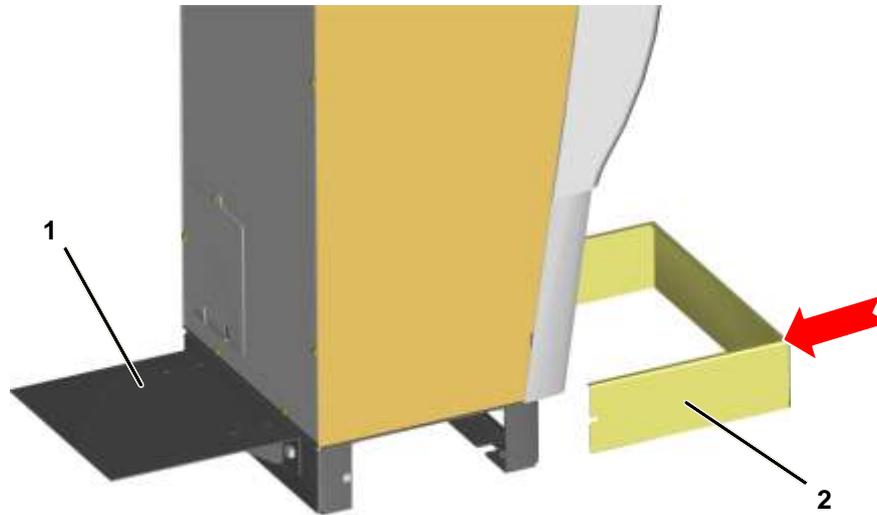
- Tighten the two baseboard (**2**) fastening screws.

Figure 3.12
Installing the Baseboard

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 23
N0F352A1 – Rev. 1
May 20, 2011

3.2.3 Installation Procedure for Kiosks not Anchored to the Floor

− Place the kiosk in the designated location.

− Fully open the IER 918F Kiosk (see page 12).

3.2.4 Connecting the Kiosk

Tools Required / Maintenance Products:

− Torx wrench for M4 type slotted Torx screws

− Flat-head screwdriver for 3.5 mm slotted head screws.

⚠ **CAUTION**	**MAKE SURE THERE IS NO VOLTAGE PRESENT BEFORE STARTING TO CONNECT THEKIOSK ELECTRICALLY.**

At the rear of the IER 918F Kiosk:

− Use the Torx wrench for M4 type Torx screws to remove the cable duct cover plate (**2**) fastening screw (**1**).

− Remove the cable duct cover plate (**2**) to get access to the power connector (**3**) and the network port (**6**).

Note   If a **3-conductor power cable** without connector is used to connect the kiosk to the power source, remove the cable duct cover plate (2) to gain access the interconnection box (4) and to the network port (6).

The IER 918F kiosk can be connected via the following two methods:

▪ Through the rear of the kiosk (see figure page 25) or
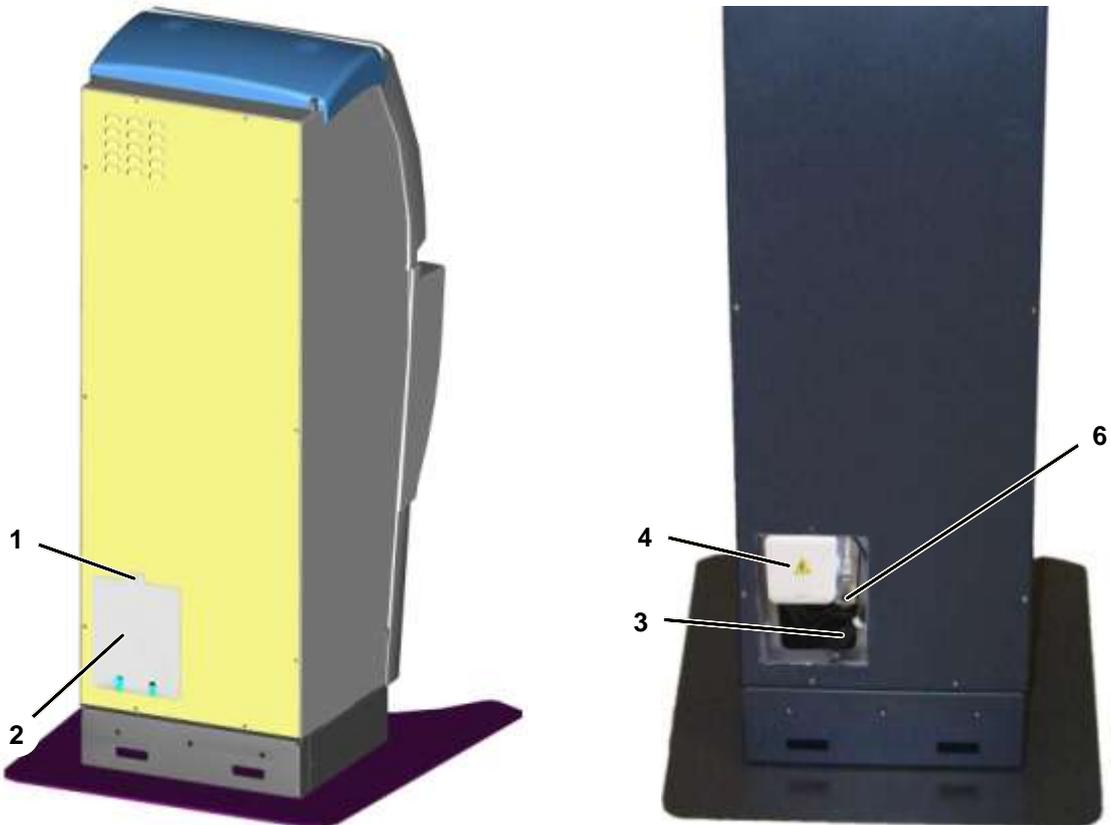
▪ From underneath (see figure page 25).

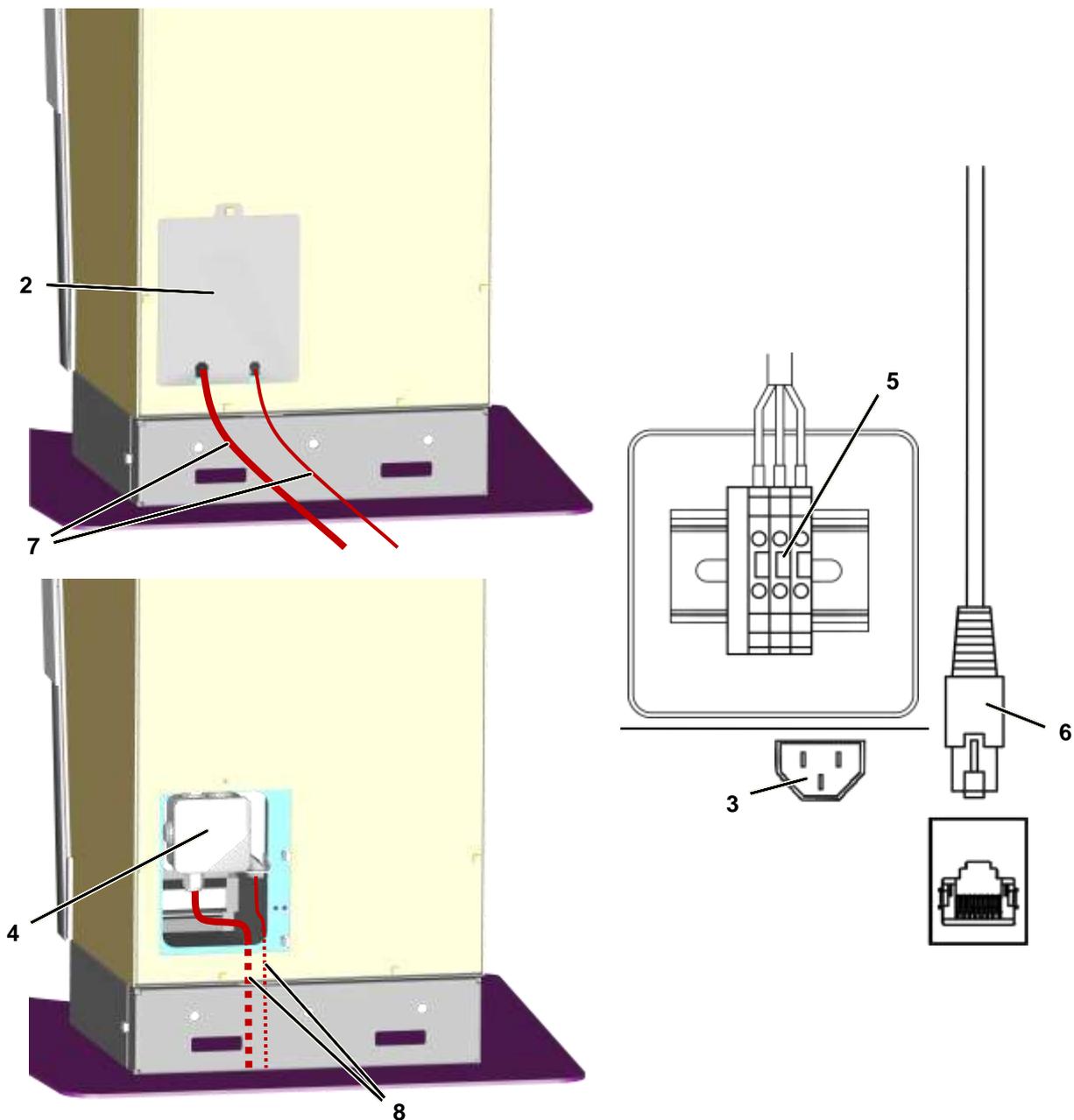**Figure 3.13**
Connecting the Kiosk

Figure 3.14
Connecting the Kiosk through the Rear or from Underneath

2 : Cable duct cover plate

3 : Power connector (if a power cable with an IEC type power connector is used)

4 : Interconnection box

5 : Terminal block (for connection with a 3-conductor power cable without connector)

6 : Network port (Ethernet connection / RJ45 connector)

7 : Cable passage through rear of the kiosk

8 : Cable passage from underneath the kiosk

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 25
N0F352A1 – Rev. 1
May 20, 2011

- Connect the power cable (**not supplied**) to the power connector (**3**)

Note If a **3-conductor power cable** without connector (**not supplied**) is used to connect the kiosk to the power source, remove the interconnection box cover (**4**) to gain access to the terminal block (**5**). Remove the power cable with connector (3) and connect the 3-conductor power cable to the terminal block (**5**) in the following way:

- Ground conductor to the green and yellow PE terminal ⏚
- Neutral conductor to the blue terminal
- Phase conductor to the grey terminal

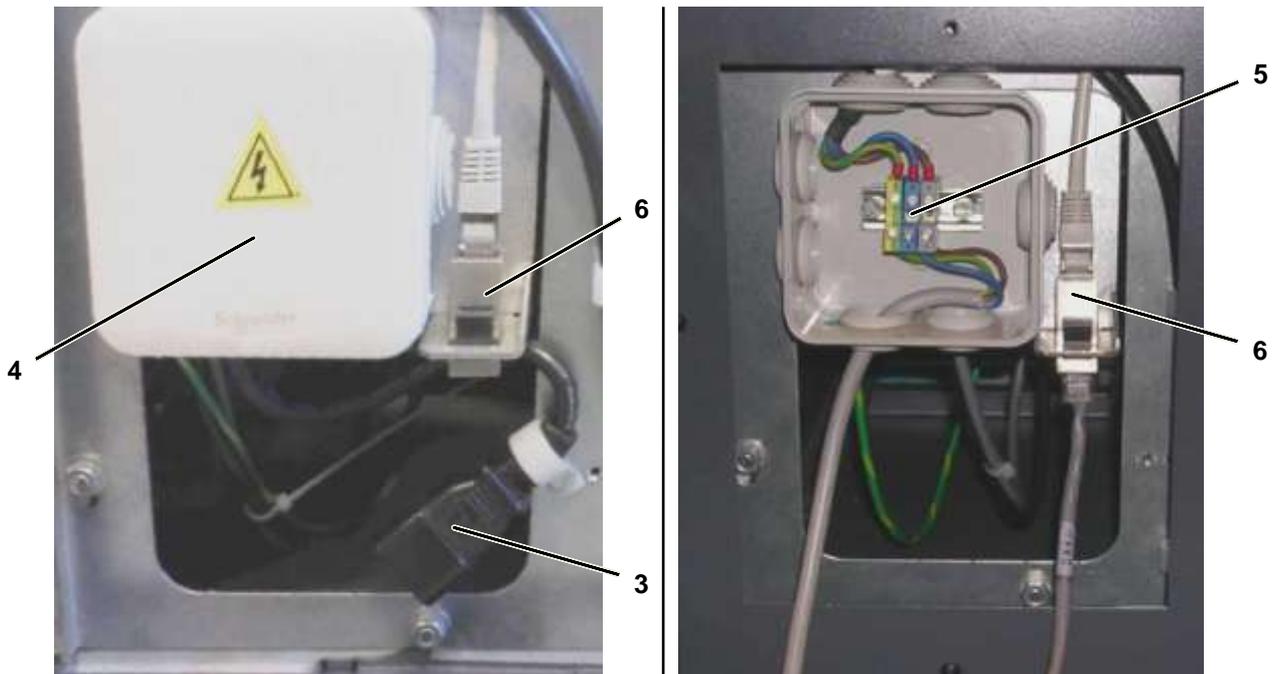- Connect the network cable (**not supplied**) to the network port (**6**).

Figure 3.15
Connecting the Kiosk to the Power Source and the Network

Note When connecting the kiosk through the rear, place a split grommet (**9**) on the power cable and the network cable before inserting them into the slots in the cable duct cover plate (**2**) to protect them.

- Install the cable duct cover plate (**2**)
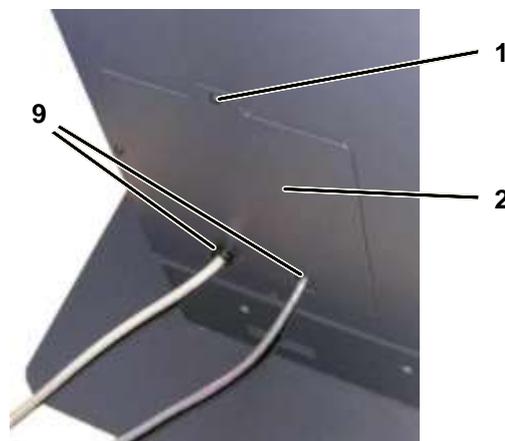- Use the Torx wrench for M4 type screws to fasten screw (**1**).

Figure 3.16
Connecting the Kiosk to the Power Source and the Network (Final Step)
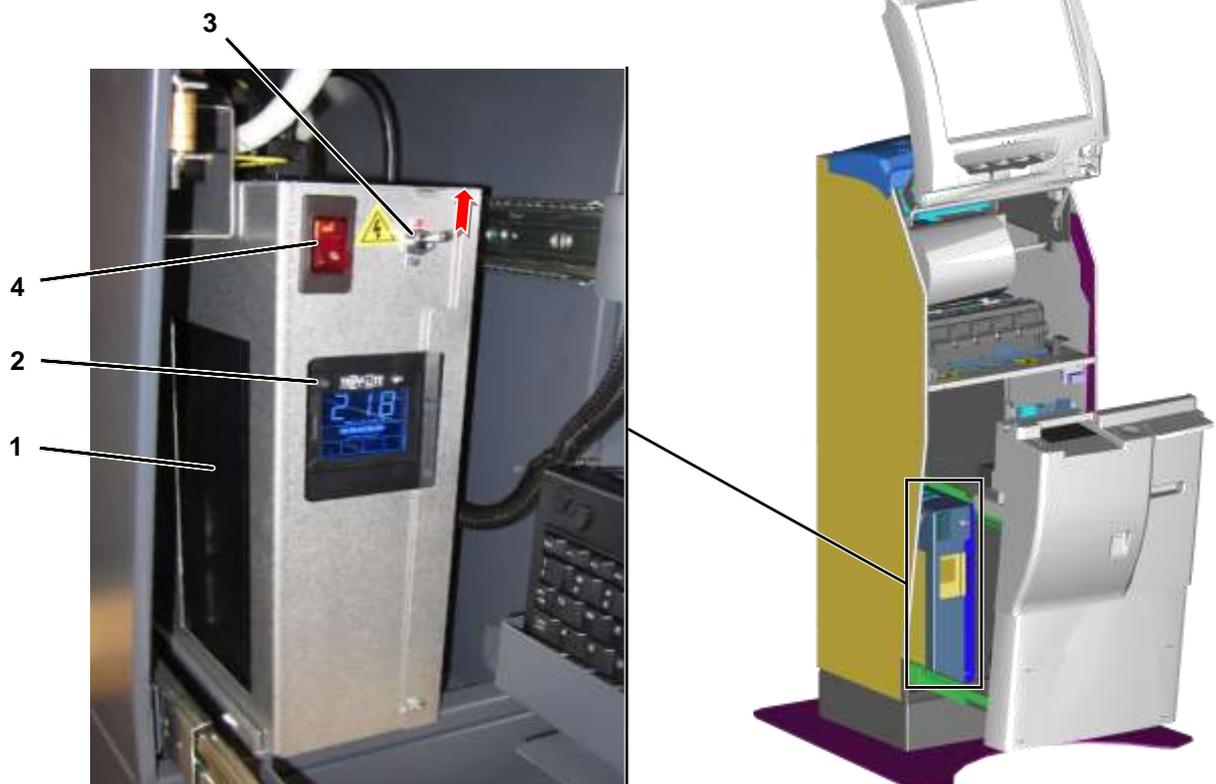
4 POWERING UP/POWERING DOWN THE KIOSK

4.1 POWERING UP THE IER 918F KIOSK

- Fully open up the IER 918F Kiosk (see page 12).

- Press button (**2**) until you hear a beep (**1**) confirming that the UPS (optional) has started up.

- Set switch (**3**) to the **I**-position to supply the UPS (**1**) with power.

- To complete kiosk power up, set switch (**4**) to the **I**-position. This causes switch (**4**) to light up.

Note   Check that the UPS (**1**) is supplied with power.

- Close the IER 918F Kiosk (see page 12).

Note   Having carried out these steps, wait for the operating system to be loaded and for the operational modules of the kiosk to be initialized.

Note

Figure 4.1
Powering Up the IER 918F Kiosk

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization
Page 27
N0F352A1 – Rev. 1
May 20, 2011

4.2 POWERING DOWN THE IER 918F KIOSK

4.2.1 Shutting Down Windows

Use the maintenance keyboard to shut down Windows:

a) First Method

– <u>Simultaneously</u> press the **Ctrl + Alt + S** keys to close all open applications.

– Press the **Windows** key on the keyboard.

Figure 4.2
Windows Key on the Keyboard

– Select the **Start** and then the **Turn off computer** button displayed in the lower left corner of the screen.

– Select **Turn off** from the drop down menu in the **Shut down Windows** dialog box.

b) Second Method

– <u>Simultaneously</u> press the **Ctrl + Alt + S** keys to close all open applications.

– <u>Simultaneously</u> press the **Ctrl + Alt + Del** keys to close Windows.

– In the Windows Task Manager window displayed, select the **Shut Down** menu and select **Turn off** from the drop down menu.

– Wait for the operating system to fully shut down.

4.3 POWERING DOWN THE KIOSK

Refer to the illustration, see figure page 27.

– Set the power switch (4) to the **0**-position.

– To power down the UPS (**1**), press button (**2**) for a few seconds (i.e. until you hear a beep).

– Set switch (3) to the **0**-position to cut the power to the UPS (1).

– Close the IER 918F Kiosk (see page 12).

5 LOADING THE CONSUMABLES

5.1 GENERAL PURPOSE THERMAL PRINTER (GPP)

5.1.1 Media Loading Procedure

– Power up the kiosk (see page 27).

⚠️ **CAUTION**	**THE PRINTHEAD IS A SENSITIVE ELECTRONIC COMPONENT. PROCEED WITH CARE.** – **AVOID PHYSICAL SHOCKS TO THE PRINTHEAD** – **DO NOT USE ANY TOOLS THAT COULD DAMAGE THE PRINTHEAD** – **DO NOT TOUCH THE PRINTHEAD HEATING ELEMENTS**

– Open the display assembly in the upper part of the kiosk (see page 12).

– Make sure the printer power switch (**1**) is lit.

– Step **1**: lift pin (**2**) and pull the printer (if necessary by guiding it) fully (**5**) out of the kiosk, until you hear a clicking sound confirming the printer is locked in its pulled position.

– Press the green printer cover release latch (**5**) to open the printhead.

– Grasp tab (**4**) (green dot) and lift the printhead.

– Remove the roll media (**6**) from the printer (**3**).
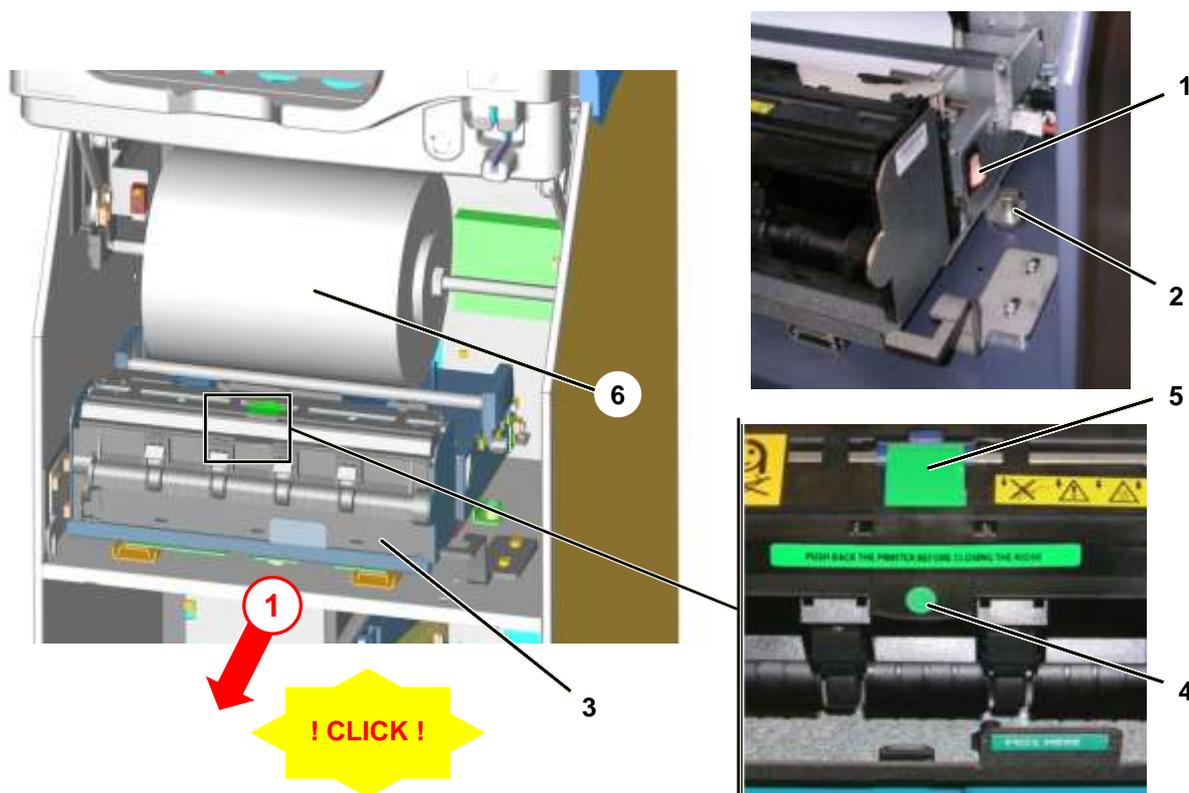
– Press on tab (4) to close the printhead.

Figure 5.1
Loading the GPP with Roll Media: Sliding the Printer out of the Housing

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 29
N0F352A1 – Rev. 1
May 20, 2011

− Step **2**: Lift the roll media (**6**) out of the two notches (7) and remove it from the kiosk.
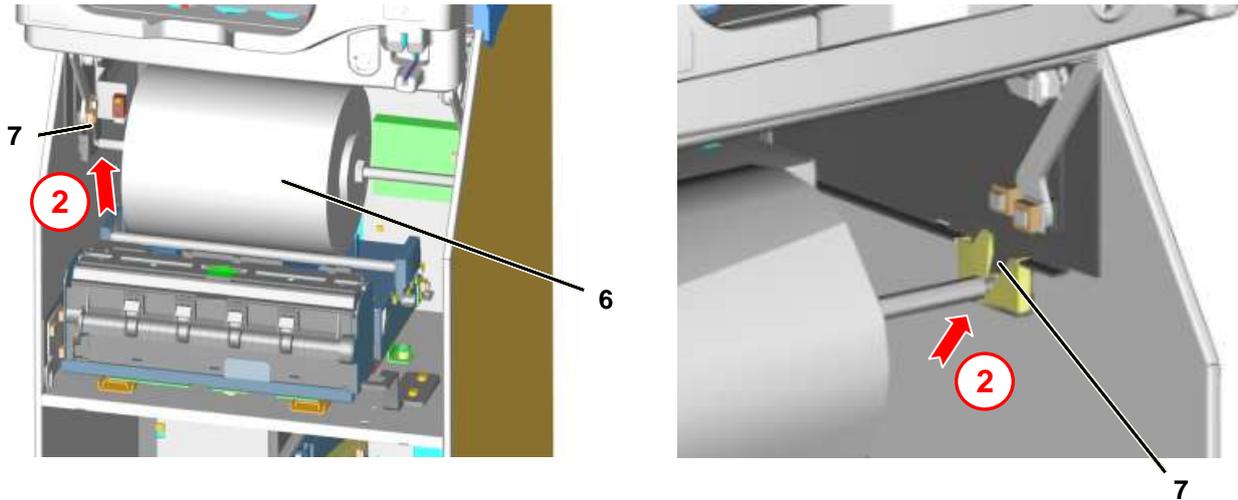

Figure 5.2
Loading the GPP with Roll Media: Removing the Media Roll

− Step **3**: Grasp the two levers (**8**) and press them to unlock the removable flange (**9**).

− Step **4**: Slide the removable flange (**9**) off shaft (**10**).

− Place a new media roll (**6**) on the shaft and set it against fixed flange (**11**), used as stop piece.

Note   Make sure the new media roll (6) is tightly set against the fixed flange.

− Slide the removable flange (**9**) on shaft (**10**) while pressing the two levers (**8**) until the media roll (**6**) is firmly held in place by the two flanges (**9**) and (**11**).

− Release the two levers (**8**) to lock the removable flange (**9**).
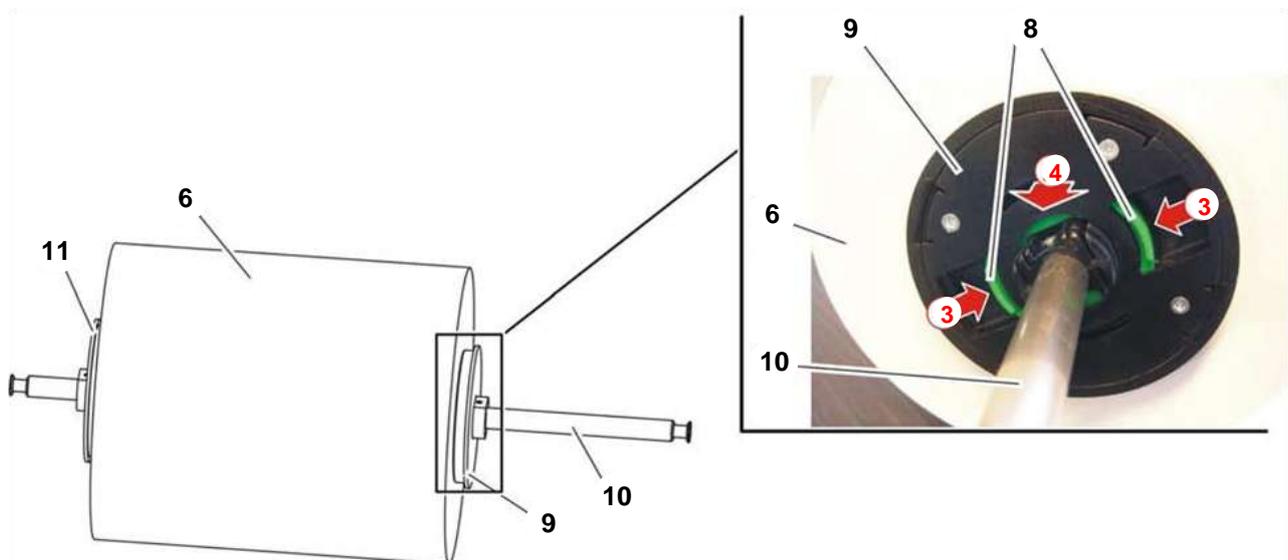

Figure 5.3
Loading the GPP with Roll Media: Changing the Media Roll

− Step **5**: Install the media roll (**6**) /shaft (**10**) assembly in the two notches (**7**).

IMPORTANT **To make sure the media roll (6) has been replaced correctly, check that both ends of shaft (10) are correctly seated at the bottom of the notches (7).**
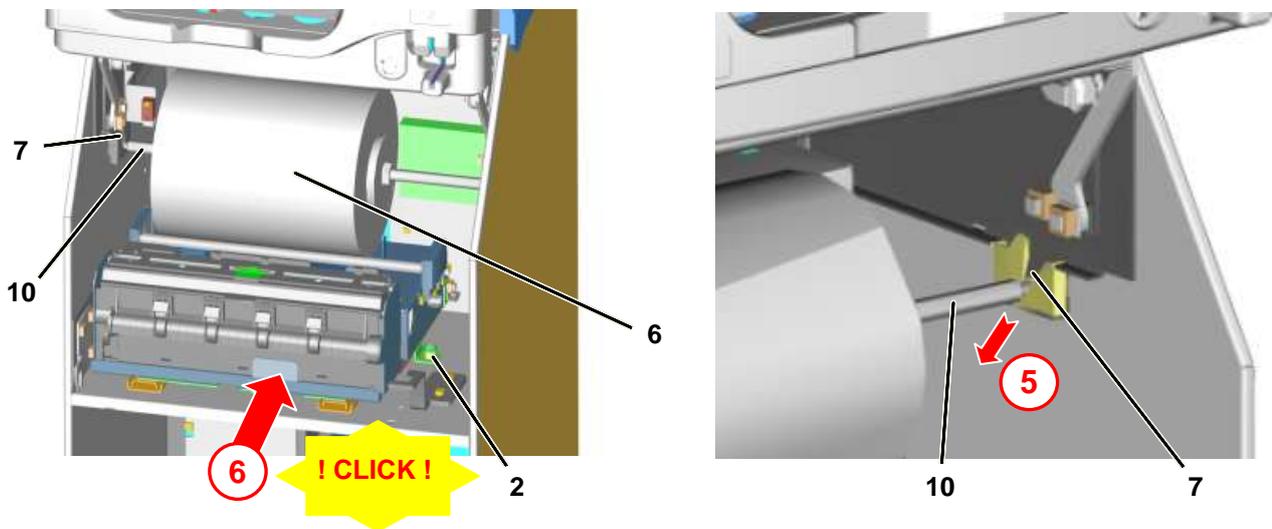

Figure 5.4
Loading the GPP with Roll Media: Installing a New Media Roll

IMPORTANT **When installing the roll media (6), check that the heat-sensitive side of the media is facing up (see figure below).**

− Feed the roll media (6) under shaft (12) and into the two paper guides (13).

− Push the media into the printer (**3**) until it is taken up by the latter.

Note   Once the media has been drawn into the printer, the following happens:

▪ the printer is initialized and the media is correctly positioned

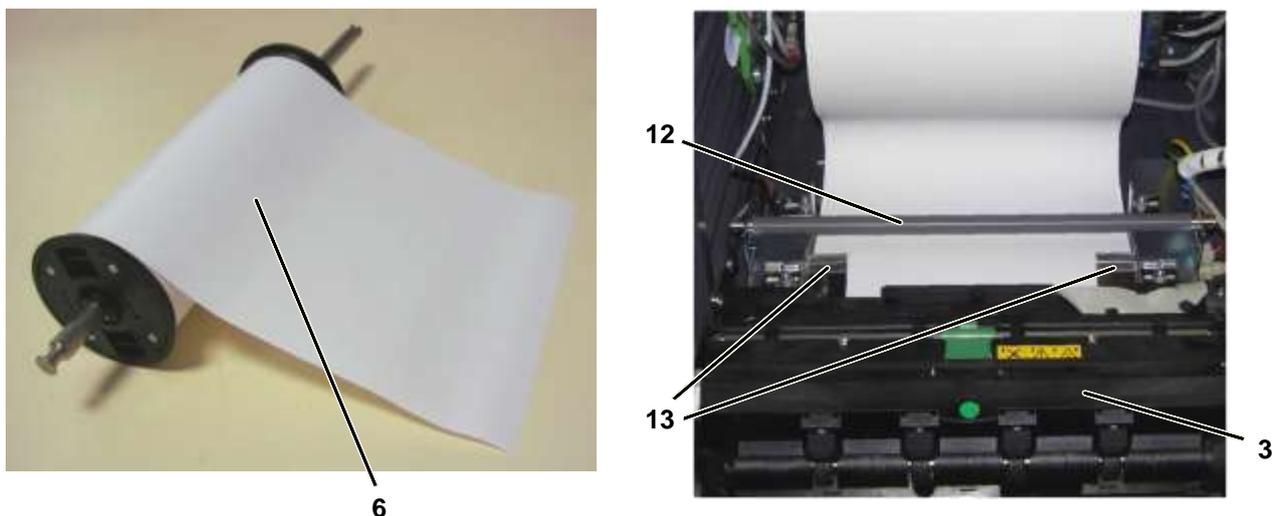▪ a blank document is cut and delivered through the output slot.

Figure 5.5
Loading the GPP with Roll Media

− Step **6**: Lift pin (**2**) and push the printer (3) back into the housing to the home position (a clicking sound confirms that printer has been locked into the home position).

− Close the IER 918F Kiosk display assembly (see page 12).

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 31
N0F352A1 – Rev. 1
May 20, 2011

5.2 Bag Tag Printer (OPTION)

5.2.1 Media Loading Procedure

- Power up the kiosk (see page 27).

⚠️ **CAUTION**	**THE PRINTHEAD IS A SENSITIVE ELECTRONIC COMPONENT. PROCEED WITH CARE.** - **AVOID PHYSICAL SHOCKS TO THE PRINTHEAD** - **DO NOT USE ANY TOOLS THAT COULD DAMAGE THE PRINTHEAD** - **DO NOT TOUCH THE PRINTHEAD HEATING ELEMENTS**

- Open the lower part of the IER 918F Kiosk (see page 13).

- Pull the Bag Tag printer (1) fully out of the kiosk housing, **to the stop** (to avoid any possible paper jams).
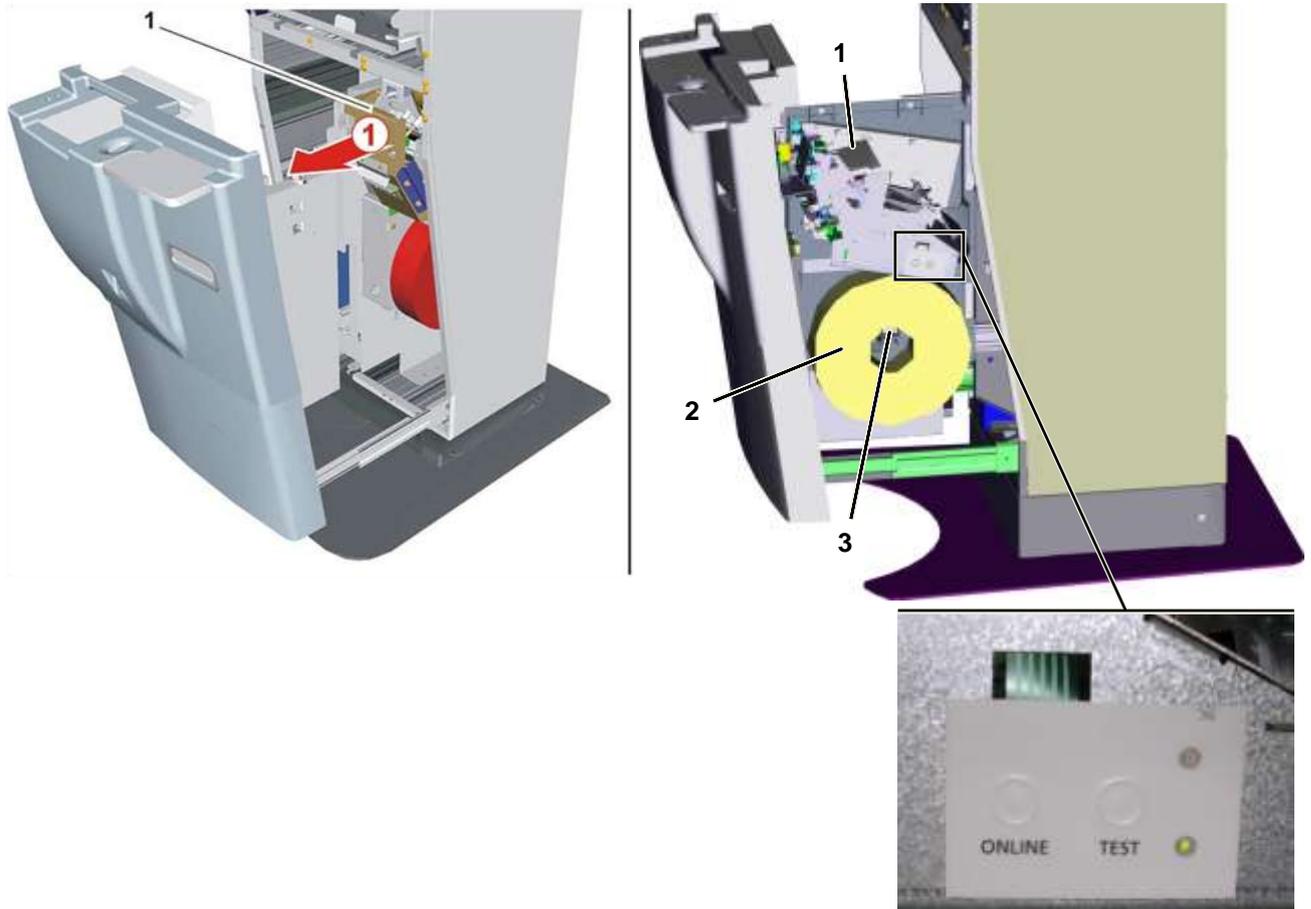

Figure 5.6
Loading the Bag Tag Printer with Media: Pulling the Bag Tag Printer Out of the Kiosk Housing

- If there is any media (**2**) left in the paper path, press the **TEST** key for at least 2 seconds to unload it from the printer (**1**).

IMPORTANT **When installing the new media roll, make sure the heat-sensitive side faces up.**

- Remove the old media roll (**2**) from the media hanger (**3**).

- Place the new media roll (2) on the media hanger (3) and set it tightly against fixed flange (4).

- Make sure the printhead is locked.
  If not, firmly press on tab (**5**) to lock the printhead.

- Insert the leading tag of the new media roll into the two paper guides (**6**).
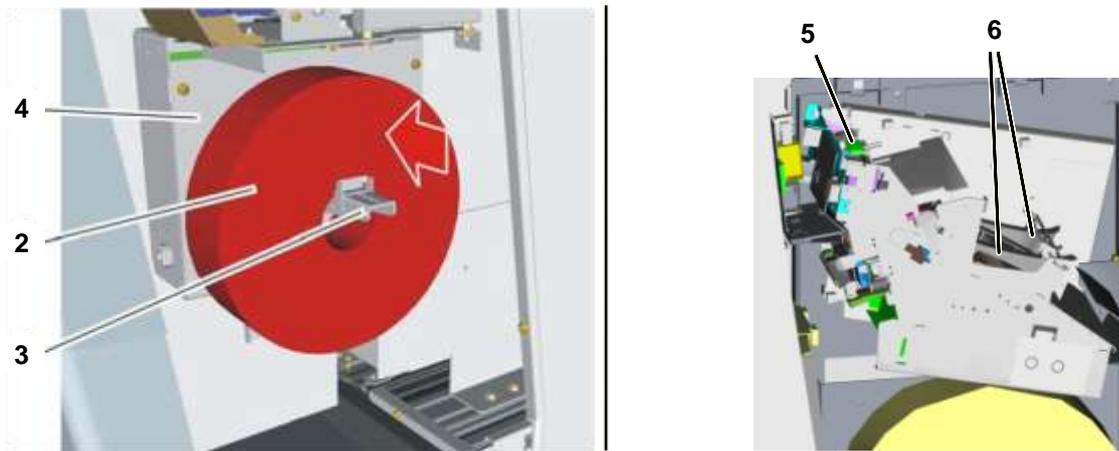

Figure 5.7
Loading the Bag Tag Printer with Media: Installing the Media Roll

- Push the media into the printer until it is sensed by the printer and drawn in.

Note Once the media has been drawn into the printer, the following happens:

- the printer is initialized and the media is correctly positioned according to the program parameters and depending on the type of positioning marks present on the media

- a blank document is placed in the output slot.

- Push the Bag Tag printer (1) back into the kiosk housing to the home position.

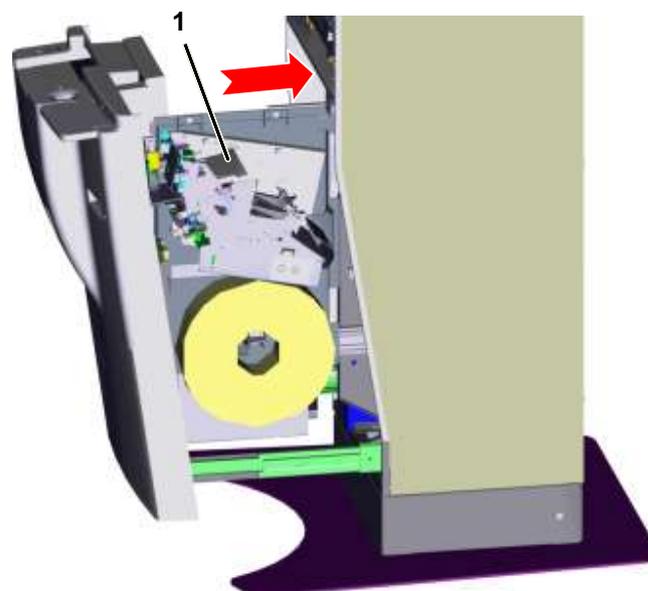- Close the IER 918F kiosk lower part (see page 13).

Figure 5.8
Loading the Bag Tag Printer with Media

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 33
N0F352A1 – Rev. 1
May 20, 2011

5.2.2 Adjusting the Width of the Paper Path

Note   The two paper guides (**6**) need to be adjusted such that:

- media feed is <u>accurate</u> (paper guides allowing only little play) but
- <u>smooth</u> (no excessive friction)

Procedure:

- Step **1:** Release the paper guide locking lever (**7**) by rotating it towards the rear of the printer.
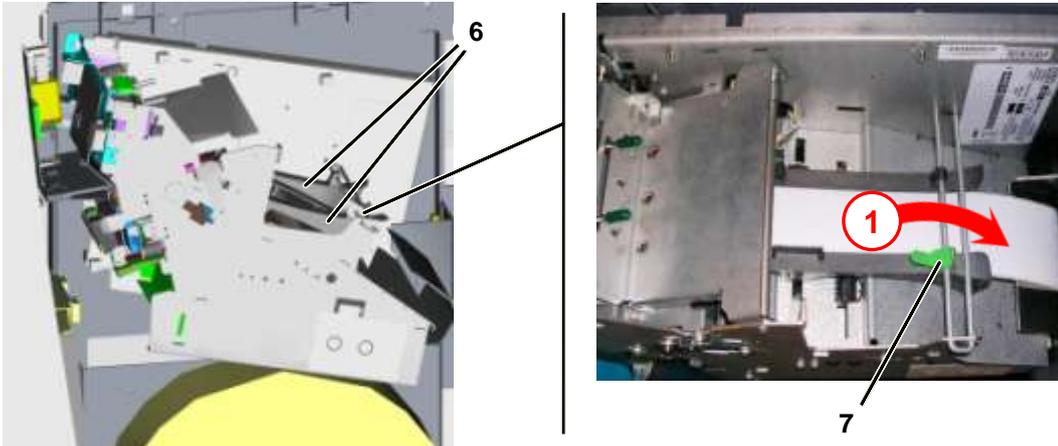

Figure 5.9
Adjusting the Width of the Paper Path

- Step **2**: Grasp the paper guide adjustment tab (**8**) and increase the distance between the two paper guides (**6**).
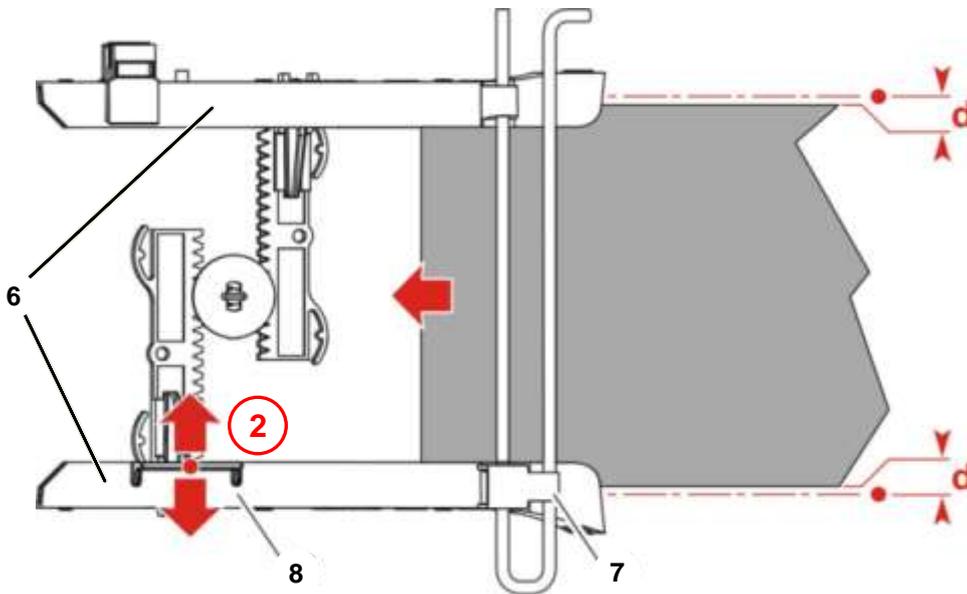

Figure 5.10
Adjusting the Width of the Paper Path (cont'd)

- Insert the media into the two paper guides and push it in a short distance.

- Fine adjust the paper path width to make sure <u>that media feed is smooth and</u> <u>accurate</u> <u>at the same time</u> (allow for some play, i.e. distance **d** in above illustration).

– Step **3:** Lock the position of the guides by rotating the locking lever (**7**) towards the front of the printer.
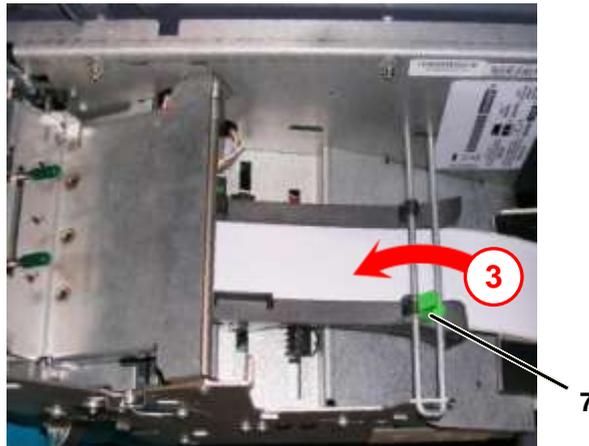

Figure 5.11
Adjusting the Width of the Paper Path (Final Step)

Ce document est la propriété d'IER et ne doit pas être reproduit ou communiqué sans autorisation écrite
This document is the property of IER and may not be reproduced or communicated without prior written authorization

Page 35
N0F352A1 – Rev. 1
May 20, 2011

6 TEST

6.1 TESTING THE KIOSK FUNCTIONS - IER TEST UTILITY

The embedded **IER TEST** utility checks the operational states of the sensors and actuators, ensuring device safety, indicator operation and operability of the kiosk functions.

The IER Test Utility comes with an interactive graphical user interface displayed on the touch screen of the kiosk. In addition to displaying the various screens allowing you to check device operation, the utility also makes it possible to enter inventory data and incident handling data, and allows tracking the quantity of media used for kiosk maintenance.

Note   The **IER TEST** utility is factory installed on the hard drive of the kiosk, except if otherwise specified by the customer.

After powering up the kiosk and loading the consumables, check the various kiosk modules using the **IER TEST** utility.
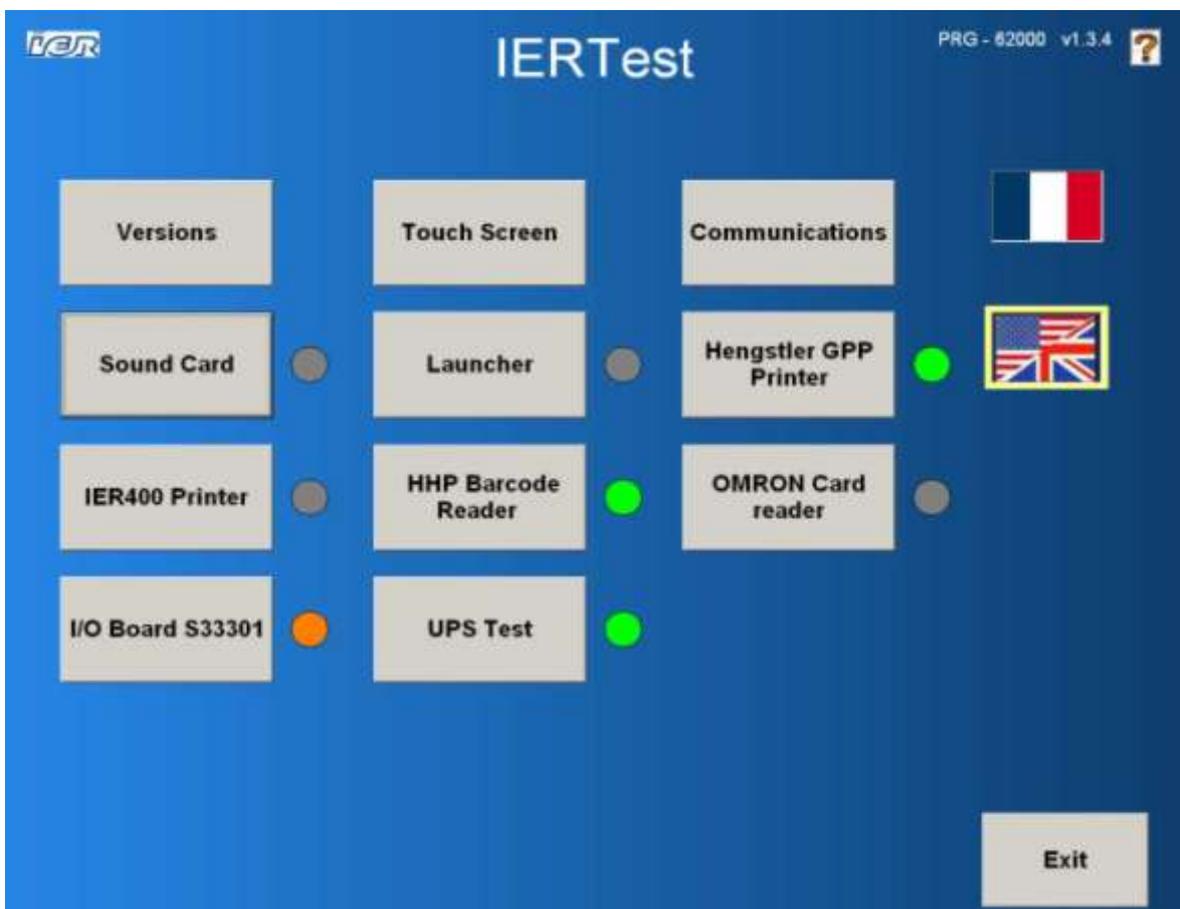

Figure 6.1
IER TEST Utility Home Page

Should the tests reveal a problem on one of the modules, contact the help desk.