



ATM installations, replacements, and upgrades can be a confusing task with multiple parties involved.

Use the checklist below as your guide to a smooth installation.

Contact your ATM Network to inform them of your plans.

- Provide the site information.
- Provide the Manufacturer, Model, and Software Version of the new (upgraded) ATM.
- Complete the Network paperwork outlining your requirements –
 - Types of bills to dispense; Sur-charge fee; Deposits; etc.
- Discuss connectivity and schedule communication circuits as needed.
 - Internal branch circuit or an external network provided circuit.
- Discuss where the communication equipment will be located.
 - In the ATM, Kiosk, or Branch
- Discuss Encryption Keys and Balancing Instructions



Contact your NuSource Representative to help coordinate the project.

- Targeted Installation Date.
- Site Preparation Requirements (Obtain site prep documents)
 - Construction (Pads, Building, Wall Openings, etc.)
 - Electrical Requirements
 - Data Requirements (Routers, Modems, etc.)
 - Security (Alarms & Cameras)
- Complete the NuSource ATM Installation Form.
- Schedule the appropriate parties for installation and bring live.
 - Rigger, Electrician, Contractor, NuSource CE, Security/Alarms, Cash
- Order Supplies: Receipt Paper, Deposit Ink Cartridges, etc.



Removal of the existing ATM and/or Kiosk.

- Discuss Removal, Storage, and/or Disposal.
- Balance the existing ATM and remove the cash and deposits.
- Disconnect the Alarms and Remove the Camera.
- Arrange to have the power disconnected
 - Some ATMs and Kiosks require an electrician.
- Discuss the existing communications equipment
 - Does it stay or need to be removed.



Installation of the new ATM and/or Kiosk

- Complete any site modifications required.
 - Construction – (Framing, Pad Work, Etc.)
 - Electrical – An Electrician may be required.
- Communication Equipment
 - Is the new equipment available and in-place?
 - Is the Network Ready for the Bring-Live?
- Encryption Keys – Make sure you have new Encryption (DES) Keys.
- Security – Schedule to have the alarms and camera installed.
- Cash – Arrange to have the cash reloaded
- Balancing Instructions – Do you have the instructions from the network?

