

SCO INSTALLATION REPORT

Version 3.0



PLEASE FULLY COMPLETE AND SEND REPORT BEFORE LEAVING INSTALL SITE

Store Name:	Division #	Store #	Date
Address:			Cluster #

PRE-INSTALL										
Check in with the store front desk and introduce yourself to Store Management or POC										
Verify data and power drops installed correctly. Check and record voltage reading on following page										
Unpack and inventory the Toshiba lanes, ship group and CFE equipment.										
Collect and maintain control of all keys until turned over to POC										
Place <i>Asset Tags</i> and <i>System 6 Config Labels</i> on required equipment - if applicable (Kroger)										
Collect required data using ScanPet and send to Install team. Record data on following page										
Power on Mobile Attendant and verify it connects to network - if applicable										
ATTENTION: Complete all installation steps for one lane, PS and Mobile Attendant first, then install remaining lanes.										
SCO LANE INSTALL CHECKLIST										
	Lane #	1	2	3	4	5	6	7	8	PS
Lane Placement										
Leveling Lanes										
Kick Plate Installation										
Load Cell Shipping Brace Removal										
Printer Installation - Add receipt paper if applicable										
Toshiba 4900 Installation										
Toshiba 4820 Display Installation w/ stand - if applicable										
CFE INSTALLATION (Customer Furnished Equipment)										
NOTE: Depending on customer/contract, Toshiba may or may not install CFE										
	Lane #	1	2	3	4	5	6	7	8	PS
Lane Switch w/ Factory Reset - if applicable										
Lane Hand Held Scanner Base - if applicable (Kroger)										
Pin Pad / EFT - if applicable										
Scanner Scale - if applicable										
Lane Light - if applicable										
Catalina CMC-6 - if applicable										
Hand Scanner & Bracket - if applicable (BJ's, etc.)										
UPS Installation - if applicable										
TESTING & PROGRAMMING										
	Lane #	1	2	3	4	5	6	7	8	PS
Lane Diagnostics										
Address / Program lane per Installation Guide										
Verify Correct Lane Volume										
Calibrate and Verify Proximity & Coupon Sensor - if applicable										
EFT Programming and verification - if applicable										
Scanner Scale Programming, Calibration, and Certification - if applicable										
Hand Scanner Programming and verification - if applicable										
PAY STATION INSTALLATION - KROGER										PS
De-Install existing Pay Station - if applicable										
CFE Installation (Hand scanner, pin pad, display, UPS, etc) - if applicable										
Cash Drawer Installation - if applicable										
Set up Mobile Attendant - if applicable										
POST INSTALL										
	Lane #	1	2	3	4	5	6	7	8	PS
Clear cash tracking on all lanes										
Clean up work area										
Notify Install manager of completion										
Install Report fully completed and sent BEFORE leaving install site										

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Lane Terminal ID #	4888 SCO Lane Serial Number	4888 Model #	Left or Right	Voltage Reading
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
PS)	4900 S/N			

DELAYS: Describe the issue and include how long it extended your on-site time. Include any customer ticket #s

Delay 1)	Hours:	Ticket #
Delay 2)	Hours:	Ticket #
Delay 3)	Hours:	Ticket #

Additional Comments:

Technician Info: Please provide On-Site Start and Stop times for all TGCS technicians.

Technician 1 Name:	Total Work Hours:
On-Site Time:	Stop Time:
Total Travel Hours:	
Technician 2 or Vendor Assist Name:	Total Work Hours:
On-Site Time:	Stop Time:
Total Travel Hours:	
Technician 3 or Vendor Assist Name:	Total Work Hours:
On-Site Time:	Stop Time:
Total Travel Hours:	

ATTENTION: By signing this form you are certifying the above information is accurate as of the time the services were delivered to you by Toshiba and that the lane functionality has been demonstrated to you for operational verification.

Store Name:	Division #	Store #	Date
Print Store POC Name:	Title:		
Store POC Signature:	Key Count		

BEFORE LEAVING THE SITE: Please FULLY complete all fields on this Install Report and send to: PMO_Team_Projects@toshibagcs.com, Ron.Fritz@toshibagcs.com & Paul.Beringer@toshibagcs.com