EASYPAY
EASY FOR CUSTOMERS. SMART FOR YOU.

Preparing for an EASYPAY SELECT Installation Training Visit

Congratulations on your purchase of the **EASYPAY** Alternative Payment System! As the Authorized Distributor of Standard Change-Makers and EASYPAY, you are the lead Installation Team for this product. We are pleased to partner with you to insure that the installation goes as smoothly as possible. With your first order of EASYPAY, Standard is willing to provide one of our Service Managers to visit the site and **train** your Installation Team on the proper way to install the EASYPAY system. With the successful installation process in mind, we offer this document that covers pre-installation preparation and the logical steps in a successful EASYPAY Installation.

> **PLEASE NOTE:** Failure to follow these procedures could lead to a longer and more costly installation process. The goal should be to have a complete installation up and running within 3 days. The goal of the first few days is install kiosks, run all wires, and connect all machines to Interface Control Boards, troubleshoot connections and check communication between kiosks/terminals and washers/dryers. The last day is geared to final set-up and training on the various screens for administrative and attendant functions. Having the proper number of personnel and an effective plan is the key to controlling costs and time.

If you have any questions, please contact your Standard Change-Makers Sales Representative. We are pleased to provide advice based on our experience installing these products.

## STEP 1: PLAN THE WORK –WORK THE PLAN

With our Site Review – we have established an estimate of the wiring and ICBs needed for an effective system. Based on this information, we assign machines to an ICB in an attempt to limit the distance between the wiring from the ICB to the machine coin drops to no more than 50 feet.

Using this site review, a visit to the store will help insure the accuracy of the machine counts and provide a better opportunity to look for adequate places to locate the Interface Control Boards (ICBs), EASYPAY Kiosk(s), and/or EASYPAY Card Terminal(s). The things you should look for:

❑ **Is there a 120 VAC grounded power outlet located in close proximity (within 5 feet) to the area where the owner wants to place the components?** The kiosk, card terminal and Interface Control Board all required 120 VAC power supply.

❑ If there is no power outlet available at the places where you wish to locate the ICBs or Kiosk/Card Terminal – you should plan on having a licensed electrician run power to that spot, or relocate the placement to an area that has power available.

❑ You want to avoid tight locations when locating ICB boxes in the drop ceiling or on walls – away from water pipes, steam lines, etc. You will be running several wires into these ICB boards and a tight location makes the connection and troubleshooting process more difficult. Remember – Installers will probably be working off ladders.

❑ **Does the store have support columns or bulkhead chases that will conceal the wiring from the washer islands to the drop ceiling?** If not – prepare a plan for how to conceal the wires via plastic pipe, conduit, wood or vinyl covers.

❑ The EASYPAY kiosk location should be somewhere that the customer can see a majority of the machines in the store while standing in front of the kiosk. This will help if they need to take a quick peek to remember their machine number.

STEP 2: LAY-OUT THE STORE AND MACHINE NUMBERING

Once you have established the places you (and the Owner) want to locate the Kiosks and ICBs, and the machine (washers and dryers) locations are verified – YOU SHOULD USE THE SITE REVIEW TO NUMBER THE MACHINES (See Fig. 1). This will allow you to have an organized chart to work with while you are running the wires for the ICB connections.

Fig. 1
Site Review
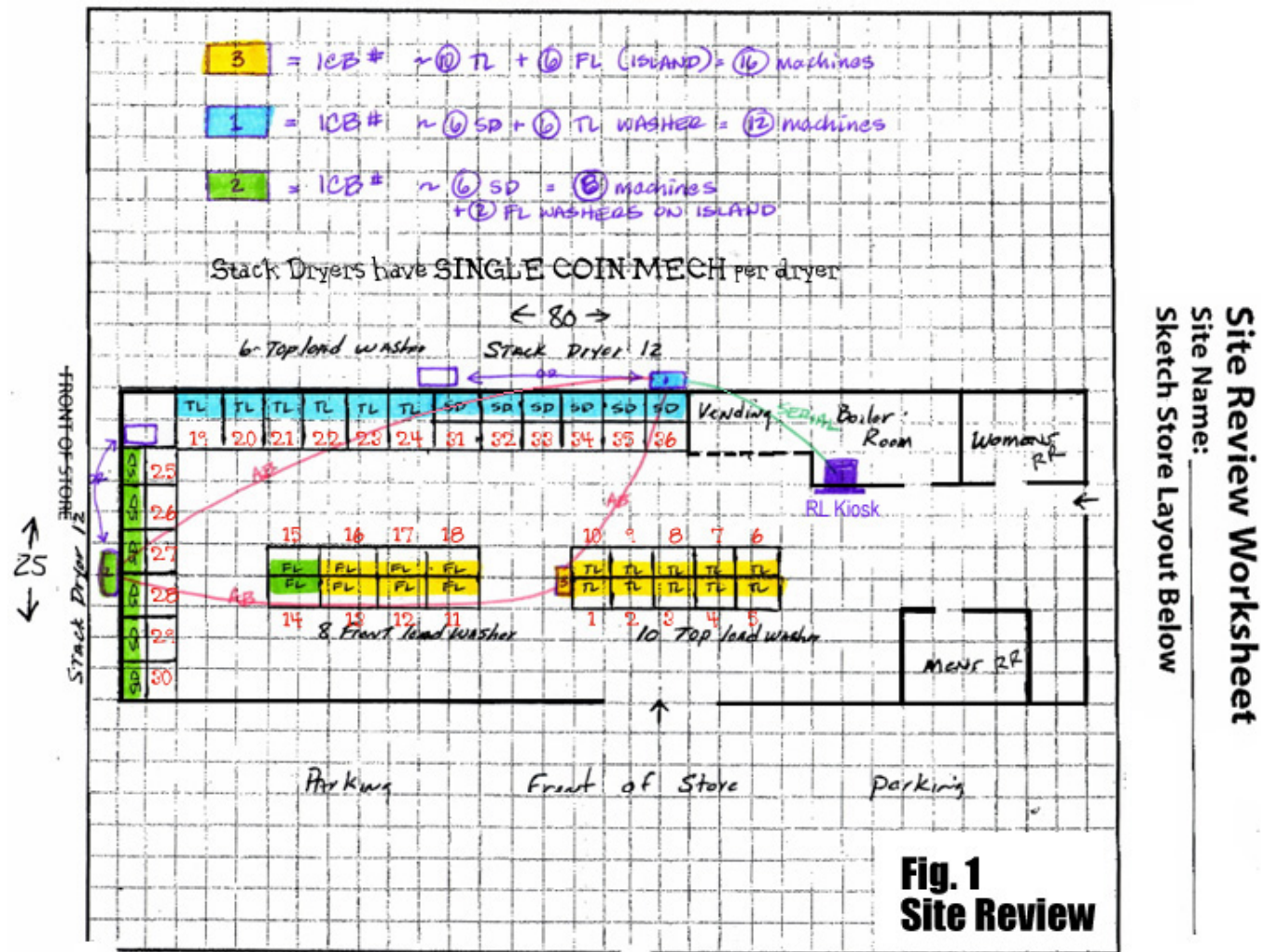
With the Site Review sheet submitted, we have marked what machines we will connect to each Interface Control Board (ICB) and where we would locate those boards. In the example store above – we have two possible locations for the ICB #1 and ICB#2. ICB#3 will be located in the drop ceiling above the first island of front load washers. The Rear Load EASYPAY Kiosk is located on the Boiler Room wall.

> **PLEASE NOTE:** Stack Dryers with single coin mechs only require one number (as shown in Fig 1). Stack Dryers with two coin mechs will require two numbers – one per coin mech.

STEP #3: PUT NUMBER DECALS ON YOUR MACHINES

Based on the Site Review and store layout, you should put the Machine Number Decals on the machines. This will help you avoid confusion and mistakes during the wiring and troubleshooting process. (See Fig. 2)

PLEASE NOTE: On machines with stainless steel faces, many times owners have used cleaning products that leave a film on the stainless steel. You may need to use alcohol swabs to clean this protectant from the surface in order to get the decal adhesive to stick properly

STEP #4: INSTALL KIOSK (AND CARD TERMINAL)

At this point, you have established your plan. You know where you want each component in the EASYPAY system located. Installation of the kiosk(s) and/or card terminal(s) should be your next step. You want the Front Load cabinet anchored securely to the floor; Rear Load cabinet secured in the wall (with angled iron to the wall frame or bolted to a support base); and Card Only Terminal securely mounted to the wall. Each device should have 120 VAC power supply in close proximity (with 5 feet – due to the 6 ft. power cord supplied).

After installation, you should connect power and check to see that the device powers up and all components are connected and operational (hoppers, bill acceptor, coin acceptor, card reader). All these devices have indicator lights that show that they are powered. Once you see all components are powered, turn the unit off and unplug from the power outlet.

Fig. 2

Putting Machine Number Decals on front load washers. (Stainless Steel fronts may require alcohol to clean surface for adhesive.)

STEP #5: INSTALL THE INTERFACE CONTROL BOARDS (ICB)

After you have successfully installed the kiosk – you should install the Interface Control Boards in the desired locations you have identified on the Site Review. You should plug these boards into a grounded 120 VAC outlet to be sure that the indicator lights show it is receiving power as well. Once you see the indicator lights, unplug the ICB from the power outlet.

STEP #6: LABEL THE INTERFACE CONTROL BOARD (ICB) CONNECTIONS

Once the ICB has been installed, you should label the terminal connections on the ICB – so you know where you are going to connect your machine wires to the ICB. Based on the store plan you put together in Fig. 1, you know what machines will be connected to each ICB. Once again, keeping the work organized minimizes the troubleshooting process after all the connections have been made.

IMPORTANT NOTE: EASYPAY is compatible with low voltage (24/DC) COIN DROPS with the Posi-Tap connectors and no additional components.

It is possible to connect to high voltage COIN DROPS (110 or 220 volt/AC) with an additional relay (Ref: Part #1K00118) that goes between the wires from the ICB connection to the high voltage coin drop. The ICB operates on 24/DC voltage, and this relay prevents the high voltage from getting back to the ICB and damaging that board. **You should not connect high voltage coin drops directly to the ICB. (See APPENDIX A for wiring)**

FIGURE 4 – Interface Control Board (ICB)
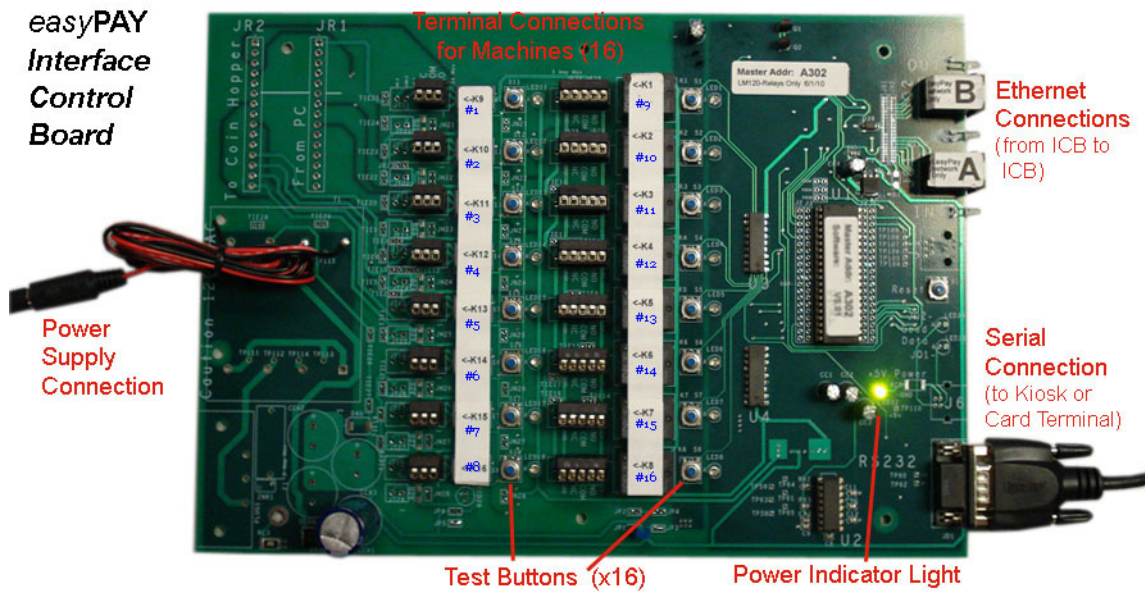
Fig. 3 – EASYPAY Interface Control Board (ICB)

You will run the wires from the machines to the Interface Control Board (ICB) to which you intend to connect the machine. In our **Fig 1** store layout – our ICBs are located at different points around the store. This particular location had one ICB (#3 - Yellow) mounted in the drop ceiling above the bulkhead of one of the washer islands, another ICB (#2 - Blue) mounted in the area of the stack dryers along the West wall and ICB (#1 - Green) located in the Boiler Room close to the stack dryers along the North wall.

The wires for Machines #1 - #13 and #16, #17 and #18 will be run to **ICB #3** (these are the machines highlighted in Yellow). The wires for Machines #19 – 36 will be run to **ICB #2** in the Boiler Room (and are highlighted in Blue), and finally all other machines are wired to **ICB #1** in the back area above the stack dryers on the West wall (and highlighted in Green).


Running wires in the drop ceiling - These wires have been marked with the machine numbers.

STEP #7: RUN THE WIRING

This is the most time-consuming process and requires the most attention to detail. You must properly number each wire you are running -- both at the beginning and the end of the wire run. The identifier is the machine number as shown on the decal you applied in Step #3. One end tells you which machine to run the wiring to, and the other end identifies where you will connect the wire on the Interface Control Board (ICB).

Most installation crews have told us that it is better to have multiple spools of wire at your disposal. If you mark the boxes, and then label the machine numbers based on those box marks, you will know how to mark the corresponding end, after the wire has been run to the ICB location (See Fig 3).

Fig. 3:
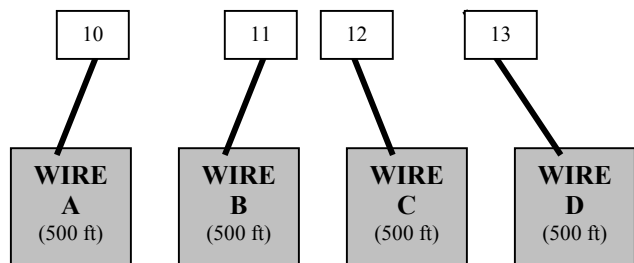
You know that the wire for MACHINE #10 came from the box/spool marked WIRE A, so you will mark the end of that run of wire as MACHINE #10 and then cut it.


We suggest using the ScotchCode™ Wire Marker Tape Dispenser to number the wires you pull. This is very handy tool to have while running wires during the easyPAY installation process.

Plan on having about 36" of slack for the washers & dryers (in case the machine must be pulled out for maintenance) and about 24" of slack at the Interface Control Board so that you have plenty to work with when making the connections.

Many Installers have recommended using the **ScotchCode Wire Marker** tape dispenser (see photo below). You can purchase this from Lowes, Menards or Home Depot for about $30.00 and use it for multiple installs. It has individual rolls of numbers 0 through 9. You pull off an inch of tape and wrap it around the wire.

Having the store laid out and the machines numbered allows you to work more efficiently. You know where you have to take the wires and what number is assigned to what ICB.

## STEP #8: CONNECTING THE ICB BOARDS TO EACH OTHER

Part of what makes the EASYPAY system redundant is that the Interface Control Boards (ICBs) are daisy-chained to each other via the two Ethernet ports on the ICB. In the image below (Fig. 4) you see the ports marked A and B in the upper right hand corner of the image. These are what we refer to as the A/B Communication Connections.

Fig. 4
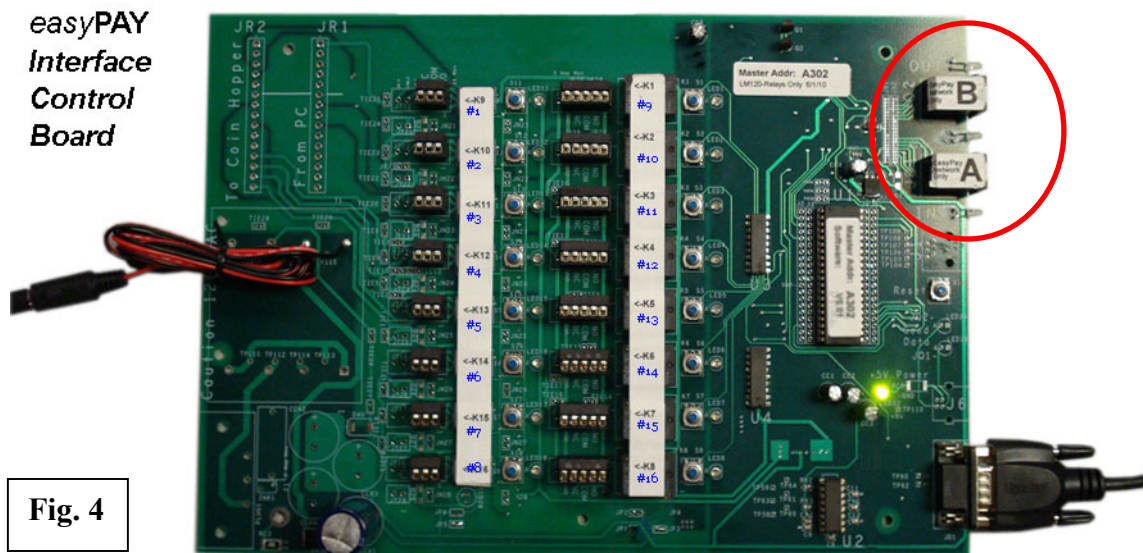
You connect one of the Ethernet Cables in Port B of ICB #1 and connect the other end of that cable to Port A of ICB #2. You continue this process, until you reach the last of your ICB boards. Then you connect from Port B of the last ICB (in the example of our Store Layout – ICB #3) back to Port A of ICB #1. Once that is completed – you have completed the daisy-chain loop. See Fig. 5 for example.

Once the serial connection is made from the Kiosk or Card Terminal into any of the ICB boards (does not matter if it is ICB #1, #2 or #3) the kiosk or card terminal can communicate with all the ICBs and thus with all the machines connected to the ICBs.

Fig. 5
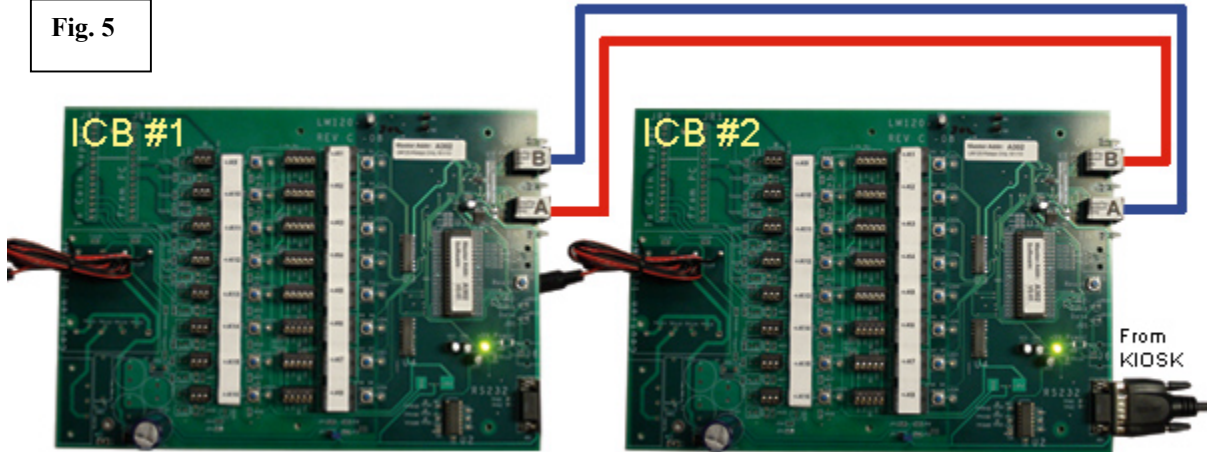
STEP #9: COMPLETING THE INSTALLATION WITH TRAINING

Congratulations! You have prepared the location successfully. The next steps will involve making the connections to the coin drops in the machines, making the connections to the ICBs, testing the connections and finally programming the Kiosk and/or Card Terminals with the machine numbers and prices.

We recommend that you work with one of the qualified Standard Change-Makers' Service Managers on making these connections. They are here to support you and insure that the rest of the installation process goes smoothly by minimizing the inconvenience for the store's customers and making sure that the connections are made properly.

If you have not been contacted by a Service Manager about installation Training for EASYPAY, please contact your Standard Change-Makers Sales Rep or call us at 1-800-968-6955.

Standard Change-Makers, Inc. will assist in training on-site for the first location. After that training, you may still contact Standard if you have questions concerning connections at other facilities, but Standard will not provide a Service Manager on-site at no charge. If you need additional assistance, there will be a charge for that help.
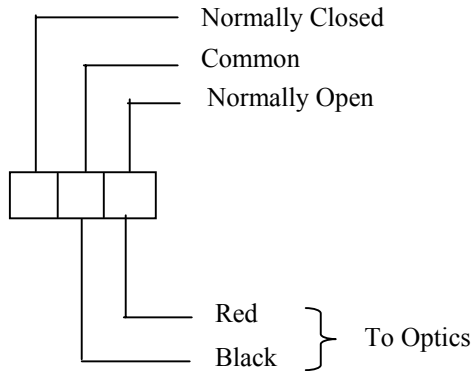

Wire Runs from back of machine to Coin Drop.
(White wire)

Standard Change-Makers, Inc.
3130 N. Mitthoeffer Road
Indianapolis, IN 46235
800.968.6955 - 317.899.6966
www.standardchange.com

BCC Payments, LLC
Radnor Corporate Center
100 Matsonford Road
Bldg. 3 – Suite 101
Radnor, PA 19087
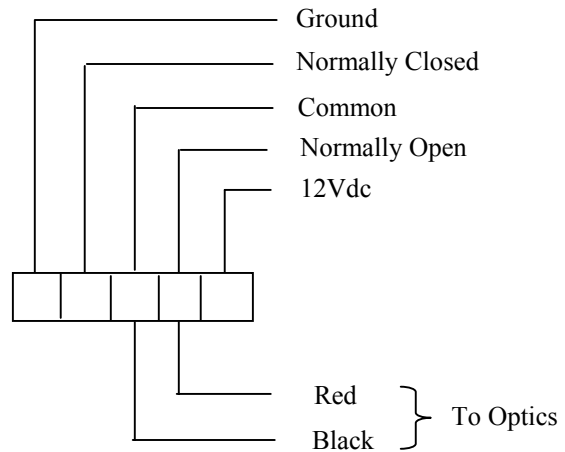Phone: 610.783.7831
www.easypaylaundry.com

Washer/Dryer Connections

These are suggested connections for washer and dryer coin inputs using Standard Change-Makers Part Number **1W00116**. The optical connection would be used for low voltage optical connections. The relay connection is for high voltage (110Vac and 220Vac) coin acceptors. This will also require a relay kit (SCM Part #4K01124-FI) supplied by Standard Change Makers.
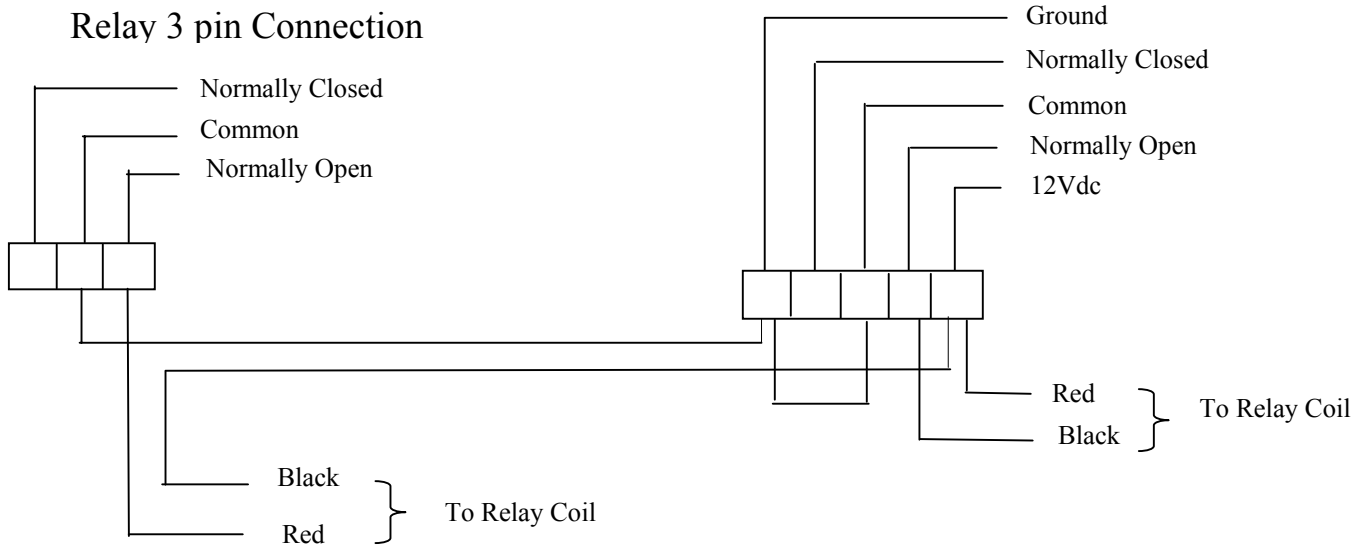
Optical 3 pin Connection

Normally Closed
Common
Normally Open

Red
Black
} To Optics

Optical 5 pin Connection

Ground
Normally Closed
Common
Normally Open
12Vdc

Red
Black
} To Optics

Relay 3 pin Connection

Normally Closed
Common
Normally Open

Black
Red
} To Relay Coil

Relay 5 pin Connection

Ground
Normally Closed
Common
Normally Open
12Vdc

Red
Black
} To Relay Coil

NOTE: If you have questions. Take a digital image of the machine wiring and coin drop and e-mail to Standard Change-Makers Service Dept. at: service@standardchange.com