




# SERVICE BULLETIN # 00246

426 INDUSTRIAL BOULEVARD • KEARNEYSVILLE WV 25430-2776 • USA  
Phone: (304) 728-7056 • Fax: (304) 725-6579 • Toll Free: (800) 931-9214

PAGE: 1 of 2
DATE: 3-10-04
REVISION: 00

<b>SUBJECT:</b> Port Shield Installation	# of People Required 
<b>MODELS:</b> All CCR models	

Part Number	Part Description
290157	Port Shield CCR

**TOOLS REQUIRED:** 7/16" socket, Phillips screwdriver

**ESTIMATED INSTALLATION TIME:** 15 minutes

**REASON FOR BULLETIN:** The CCR port shield is designed to prevent vandalism by adding reinforcement to the vender's port panel. This bulletin describes the proper installation procedure for this part.

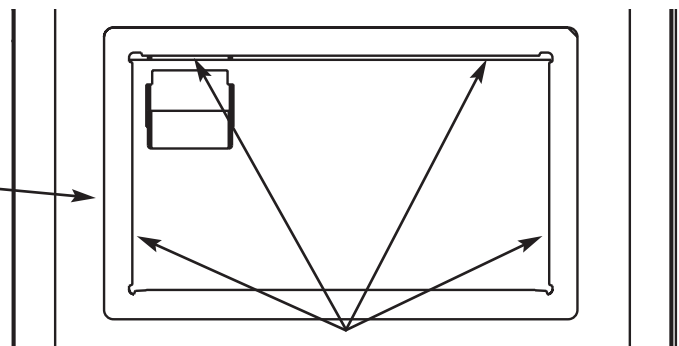
## INSTALLATION INSTRUCTIONS:

1. Remove power from the vender by unplugging the vender's main power cord from the AC voltage source.
2. Using a 7/16" socket, remove the four nuts on the carriage bolts which secure the port trim. Remove the bolts and the trim. (See Figure 1 for bolt locations.)
3. Remove the cash box from the door. Then, remove the six screws which secure the cash box housing. (See Figure 2.) Remove the cash box housing.
4. Remove the six screws which secure the delivery port and port brace. Remove the delivery port and port brace as one assembly. (See Figure 3.)
5. Mount the port shield in place over the port, but do not secure it. Align the port shield with the holes in the port. Reinstall the delivery port assembly with the port shield sitting on top of it. (See Figure 4.) Resecure the port assembly with the screws that were removed in Step 4.
6. Remount the port trim. Secure the port shield and the port trim at the same time, using the carriage bolts and nuts that were removed in Step 2.
7. Reinstall the cash box housing, and secure it with the six screws that were removed in Step 4. Place the cash box back into the housing.
8. OPTIONAL: For added security, screws can be inserted around the perimeter of the port shield from the rear to secure it the door trim / door frame.

**Figure 1**

Locations of bolts that secure port trim

Port trim



Bolts

Remove these bolts  
to remove port trim

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**ANY QUESTIONS???** CONTACT ROYAL VENDORS' CUSTOMER SERVICE DEPARTMENT  
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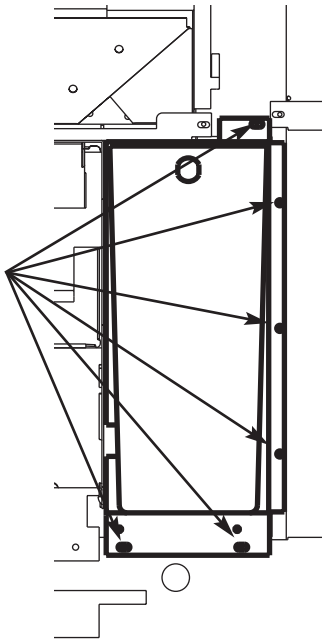
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**Figure 2**

Cash box housing screws

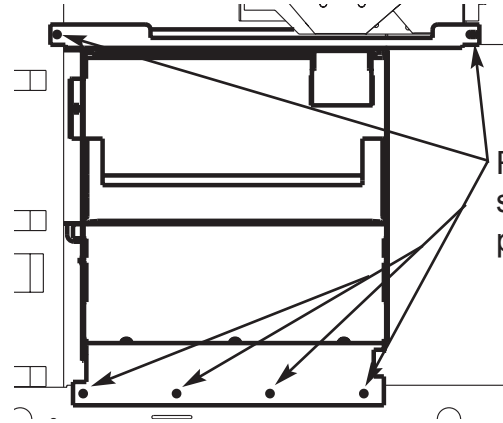
Remove these screws to remove cash box housing



**Figure 3**

Port assembly screws

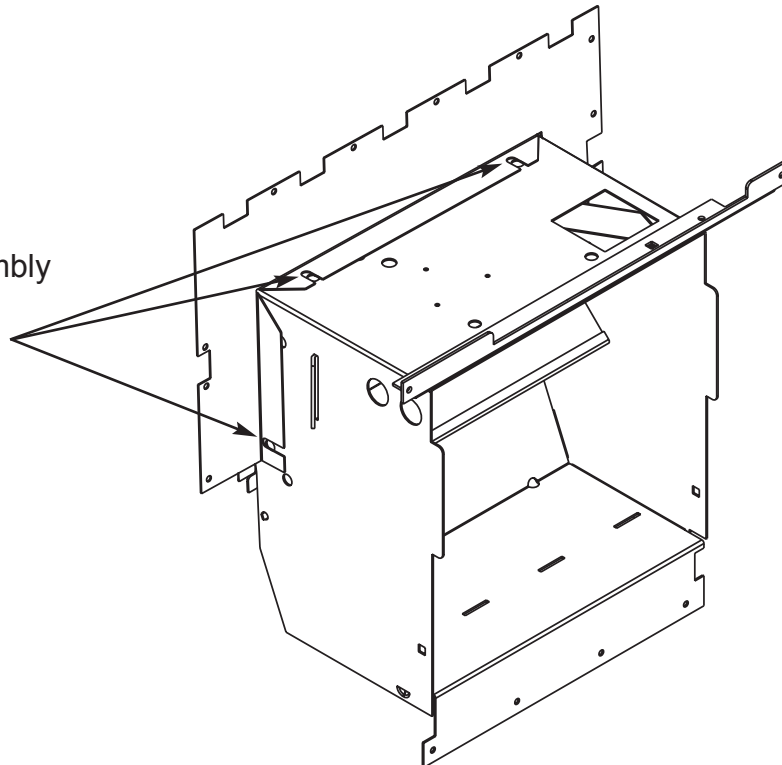
Remove these screws to remove port assembly



**Figure 4**

Position of port shield on port assembly

Mount port shield on port assembly without securing it. Align port shield with the holes in the port.



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