

# Appendix Q: Replacing the CD Drive and Card Reader

## Prerequisites/Tips

Directions follow for the following hardware models: APM 1000, 1100, 1200, and 2000. Two Phillips screwdrivers are needed (one for the larger screws and one for the smaller ones that connect the parts internally). Keep a cup or small container handy to collect all the small screws.

245. Necessary Tools










## APM 1000 and 1100 (CD Drive & Card Reader Replacement)

The APM 1000 and the APM 1100 are different models, but when it comes to opening their respective cases for card reader and CD drive replacement, the methods are very similar.






246. APM 1000 Rear (APM 1100 similar)












Step 1 - Open the Case:	
1. Unplug and detach the power, mouse, network and keyboard and printer cables (if any) from the system.	
2. Using the larger Phillips screwdriver, unscrew the two screws at the top corners of the back of the base of the system.	
3. Once they are unscrewed, remove the speaker covers on each side.	
4. Unscrew the two screws above the hard drive that are on the side of the system where the hard drive sits.	

<p>5. Flip the unit on its side and then use the screwdriver to release the plastic catches to remove the front bezel surrounding the card reader and CD drive.</p>	
<p>6. Once the front bezel is removed, carefully and slowly slide the card reader and CD drive out.</p>	
<p><b>Step 2 - Replacing the Card Reader and/or CD Drive:</b></p>	
<p>Card Reader Replacement:</p> <ol style="list-style-type: none"> <li>7. Detach the USB cable from the back of the reader.</li> <li>8. Unscrew the two smaller screws using the smaller screw driver to release it from the frame.</li> <li>9. Take out the old card reader and replace it with the new one.</li> <li>10. Screw the new card reader back in using the screws that were there before.</li> <li>11. Slide the frame back in.</li> </ol>	
<p>CD/DVD Drive Replacement:</p> <ol style="list-style-type: none"> <li>12. Unscrew the two small screws holding the CD drive together that are on the right side if you are facing the front of the drive.</li> <li>13. Carefully detach the drive</li> <li>14. Replace it with the new drive</li> <li>15. Screw the small screws back in and then slide the frame back in.</li> <li>16. Unscrew screws to replace CD drive</li> </ol>	
<p><b>Step 3 - Close the Case:</b></p>	
<ol style="list-style-type: none"> <li>17. Once the frame is back in place, align it so the holes are visible to put the screws back in to secure it to the frame.</li> <li>18. Replace the Front Bezel again and secure it from the top and then to the bottom where the plastic locks into the bottom of the system.</li> <li>19. Slide the Speaker covers back in place as they were before and screw them in to secure them.</li> <li>20. If the original part that was replaced was for an RMA, return the faulty parts back in the packaging that it came in within 5 business days as instructed on the form.</li> </ol>	

## APM 1200 (CD Drive & Card Reader Replacement)



<b>Step 1 - Open the Case:</b>	
<p>1. Start by taking out the screws from the rear casing. There are four on top and one on each side.</p>	
<p>2. There is a fifth screw located behind the monitor and underneath the receipt panel, make sure to unscrew that.</p>	
<p>3. Once the casing is unscrewed take it off.</p>	
<p>4. Remove the cover plate.</p>	
<p>5. Unscrew the side mounted screws from the front panel.</p>	


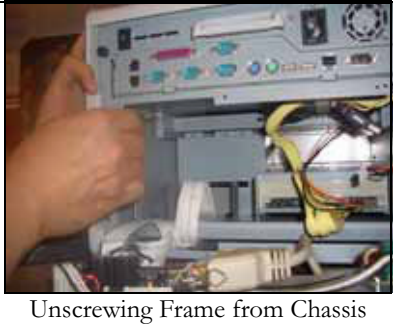



<p>6. Pull to remove the front panel.</p>	
<p><b>Step 2 – Remove/Replace the Card Reader and/or CD Drive:</b></p>	
<p>7. Take the screws out of the card reader bracket.</p>	
<p>8. Unplug the IDE cable and power supplies connected to the CD.</p>	
<p>9. Unplug the PCMCIA SCSI cable from the SCSI card.</p>	
<p>10. Unplug the USB connected to the inside of the card reader. The card reader should slide out of the front of the unit.</p>	
<p>11. To replace the CD-ROM get a small screw driver and unscrew it from the bracket.</p>	

<p>12. Slide the CD-ROM forward.</p>	
<p>13. To replace the card reader undo the large screws from the bracket.</p>	
<p>14. The card reader should slide forward.</p>	

## APM 2000 (CD Drive & Card Reader Replacement)

A Magnetic Phillips screw driver is recommended.

<p><b>Step 1 - Open the Case:</b></p>	
<p>1. Disconnect all cables on the rear of the kiosk.</p>	
<p>2. Remove the back plate. There are four screws, one in each corner.</p>	

<p>3. Pull the back panel away from the machine. On the right side is a power cord with red yellow and black wire, unplug it. On the left side are two ribbon cables. You may want to unplug them to lay the back panel flat. Keep an eye on how they are plugged in, the one on top has the blue tape facing towards the inside of the machine while the one underneath has the blue tape facing outside.</p>	
<p>4. Reaching in from the back of the kiosk, remove the screw that is holding the left card reader bracket in place.</p>	 <p style="text-align: center;">Unscrewing Frame from Chassis</p>
<p>5. Now remove the screw from the right bracket.</p>	
<p>6. Remove all connections from the back of the card reader. There will be two power cords and a USB cable.</p>	
<p>7. Unlock the front of the kiosk and pull the drawer all the way out.</p>	

**Step 2 – Remove/Replace the Card Reader and/or CD Drive:**

8. Slide the card reader out of the front of the machine.
9. Remove the brackets from the old card reader and put them on the replacement.



10. Slide the new card reader back into place and reconnect all screws and cables



Removing Card Reader from Frame