NEW OPERATOR CHECKLIST

Please ensure that all of the following has been completed prior to installation.

Customer Name:_____ Date:_____

☐ Merchant Services and Gateway Account is open

☐ Reading of Operations Manual - Completed

☐ Account with VPD (or other DVD supplier) is open

☐ DVDNow Connections Account is paid for. We must have credit card information on file before training can been completed. Call us to setup a time.

PRE-INSTALLATION CHECKLIST

☐ Initial inventory of DVDs has been ordered

☐ Order RFID tags

☐ Location for Kiosk confirmed (Location information including address and signed contract)

☐ Internet connection is active at the location

☐ Any inside wiring (network or electrical cabling to the kiosk location) is complete