

INSTRUCTIONS: LocknCharge Laptop Carts



Touchboards

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www.lockncharge.com

Extra Tools required:

Hammer, Philips head screwdriver, medium adjustable spanner. (Allen key supplied)

(Panel colours for illustration purposes only)

Unpack the Cart

The boxes in the top of the **Cart** contain the wheels and fittings.

Standard castors



Attach Castors

On a carpeted surface turn the **Cart** upside down.

Insert castor wheels into the leg ends and ensure the threaded hole in the castor wheel post lines up with the hole in the **Cart** leg. Screw in the socket screw with a flat washer and a spring washer using the Allen Key.



Fit the ECO power board side panel (16 bay Cart)

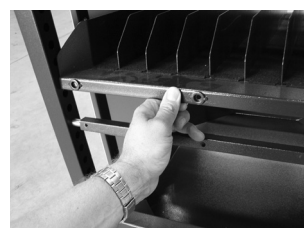
Slide the panel up and under the top rail on the side of the **Cart** that has the large power board opening.

Using the small bolts and washers secure the panel from the inside of the **Cart** using the Allen Key (2 in the top of the panel and 2 in the bottom)



Fit the other side panel to the **Cart** using the same technique. Lift one end of the adjustable shelf up off its support bar and remove the bar. Carefully let that end of the shelf down.

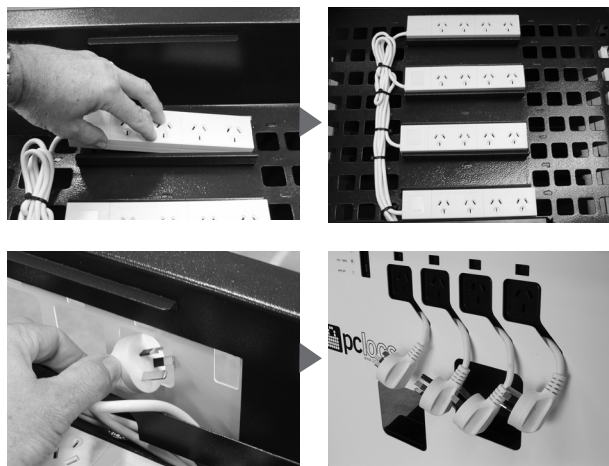
Repeat the process the other end of the shelf, so that the shelf unit is in the bottom of the **Cart** frame. Fix the last 2 Allen screws to the middle of each colour side panel from inside the frame.



Insert the 4-way Power Boards

Press the powerboards into the clips in the tray top. If a powerboard is loose in its clip, remove power board then slightly squeeze the clip sides together and refit the board

Insert the plugs through the hole in the end of ECO board bracket and out through coloured side panel square holes.



Insert the ECO Safe Charge™ power board(s)

Insert the ECO Safe Charge™ power board in the bracket located on the inside of the top tray. The plug exits the frame through the adjacent square hole. The four plugs can then be plugged into the ECO board.

Use the cable ties to tidy up the leads.



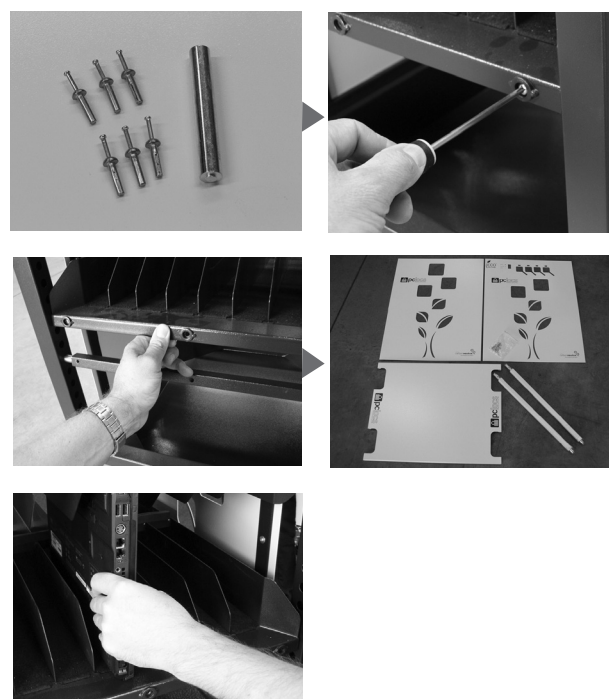
Fix the adjustable laptop shelf

The fixings kit includes the 'hammer-in' security pins and a punch bar.

Turn the **Cart** right side up. Using a Philips head screwdriver remove the shipping screws from both sides of the adjustable shelf unit.

Find the correct height for the shelf by sliding one of the laptops you intend to use into the **Cart**.

Adjust the shelf height as determined by the size of your laptop. Refit the shelf support bar to both sides of the **Cart** frame and ensure the holes in the bar are facing outwards to line up with the holes in the edge of the shelf unit. Refit the laptop into the shelf, with the charging lead plugged in, and check there is sufficient clearance for the laptop to slide in and out easily. A closer fit means better laptop security.



Fix the adjustable laptop shelf (continued)

Check that the shelf is fitted level in the **Cart** frame by counting the same number of locating holes above the fitted shelf on each leg (there is an extra hole on the bottom of one side for the lock pin). Check that the holes in the shelf and the support bars line up by slightly lifting the shelf off the bar.

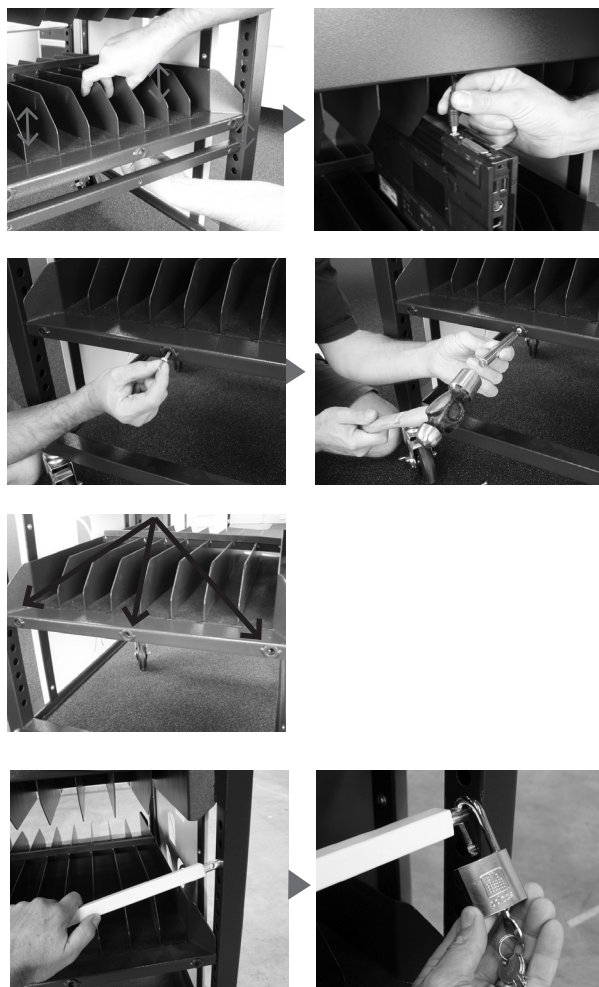
Check again that your test laptop fits in the shelf unit in ALL bays with its charge lead attached.

ONCE THE SHELF IS FIXED IT IS IMPOSSIBLE TO ADJUST THE HEIGHT.

Insert the M5 x 25mm Metal Fixing Pins into each of the fixing holes on the shelf ends. Push them all the way in until the shoulder of the pin is hard up against the frame. Now using the supplied punch and your hammer, punch the pin all the way in. It is designed to spread out inside the **Cart** frame to prevent removal. Repeat the process with all of the fixing holes.

Locking the Cart

The locking bar should be positioned in the shelf about midway to ensure that the laptops cannot be removed. Use a marker pen on the frame to indicate which holes should be used for the locking bar each time. Use the supplied padlocks to secure the locking bar. Keep the keys in a secure place.



Install the bottom tray

Slide tray in from one end
Ensure tray sits flat



Installing the lockable lid

On a clean surface place the lockable lid upside down
Disassemble the cam lock as shown

Insert the Cam Lock from the underside with the lock cam facing in the correct direction.

Now fit the locking nut over the main shaft of the cam Lock and tighten using your spanner. **DO NOT OVER TIGHTEN** as this may distort the lid.

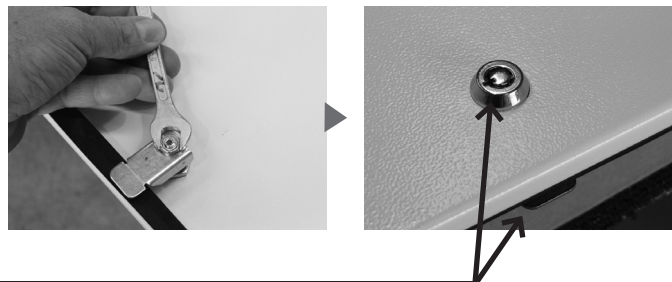


Installing the lockable lid (continued)

Fit the lock tongue as shown

Fit the small washer and M6 nut over the lock tongue and tighten. DO NOT OVER TIGHTEN to avoid stripping the thread.

Turn the Lockable Lid right way up. The keyway should be pointing to the left and the lock tongue pointing out from the lid. This is the 'locked' position.



Test the locking mechanism by inserting the key and turning in a clockwise direction. This is the unlocked position. The lid can now be fitted to the **Cart** by sliding the non-lock end into the bracket at the end of the **Cart** top and lowering the lock end of the lid onto the bracket.

Install the Security Chain Kit

Tools required:

- > Masonry hammer-drill
- > 10mm masonry drill bit
- > Pencil and ruler/tape
- > Hammer
- > 13mm and 17mm spanners
- > The Lock 'n' Charge Security Chain Kit contains the following:
 - 1 x 3 holed Anchor Plate and security chain
 - 3 x 55mm long, 8mm Anchor Bolts
 - 3 x Shear Nuts and washers
 - 1 x BSD Lock and key set

Wheel your **LocknCharge Laptop Cart** to the location in which you intend to store and secure it.

Ensure that the **Cart** (and chain) will reach the intended Floor Plate location.

It is best if the Floor Plate is located as close as possible to a vertical wall to reduce the hazard of personal injury. Insert the pin end of the chain in the **Cart** and position the plate end in the desired position on the floor.

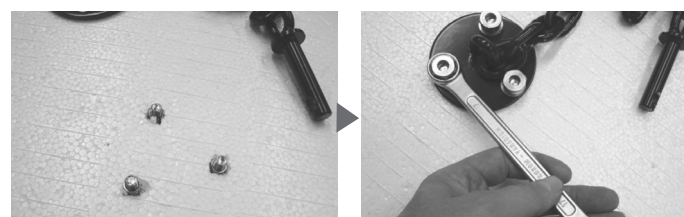
NOTE: If mounting on carpet you will need to cut out the carpet from the area where the floor plate attaches

Mark the centre of each of the 3 holes.

Drill a 10mm hole through each of the 3 marked centres to a depth of 50mm, using the floor plate as a guide.



Insert the anchor bolts with nut attached into the holes through the floor plate. Using the 13 mm spanner, progressively tighten down each of these anchor nuts so that all three bolts are firmly anchored into the concrete.



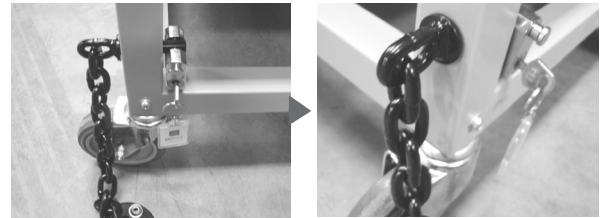
Now undo each of the three nuts, and in their place thread on the three silver shear-nuts. Ensure that the 'cone' is down and the hexagonal nut is up. Using the 17mm spanner tighten down the three shear nuts until the hexagonal 'head' shears off, leaving just the cone 'base'.



Installing the Security Chain Kit (continued)

Slide the security pin through the hole in the Leg of the **LocknCharge Cart** and secure the pin using the Lock 'n' Charge padlock.

The **Cart** is now secured and should be secured in this way at the end of every school day.



Congratulations!

Your **LocknCharge Laptop Cart** is now ready for use.

For charging purposes read the instructions of how to use the ECO Safe Charge Power board.



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