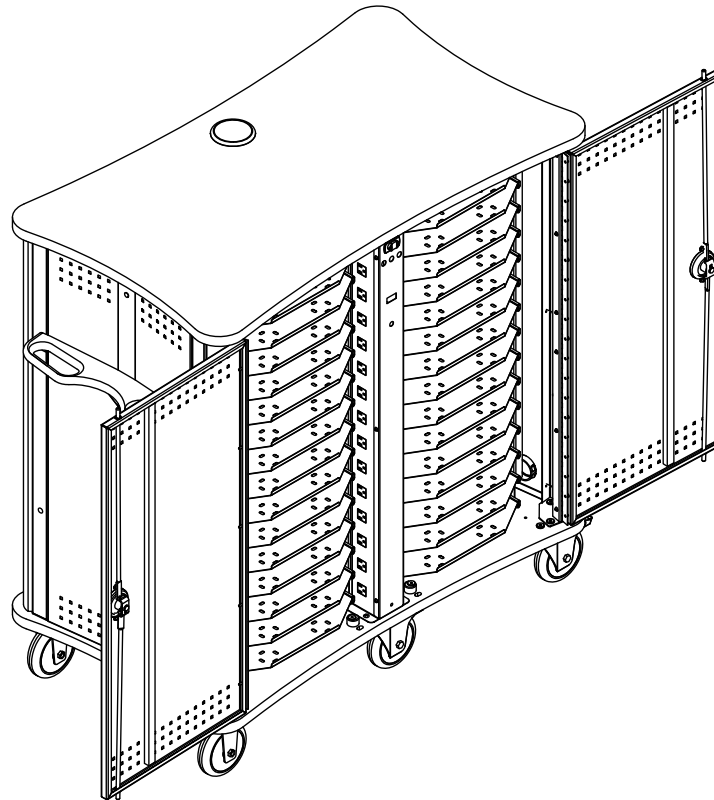# Owner's Manual

**SPECTRUM**
INDUSTRIES INC.

## LT-30™ Laptop Cart

55208

**Touchboards**

205 Westwood Ave, Long Branch, NJ 07740
Phone: 866-94 BOARDS (26273) / (732)-222-1511
Fax: (732)-222-7088 | E-mail: sales@touchboards.com



⚠ **Important** ⚠

Before using this product:
• Read this manual
• Comply with all safety and operating instructions
• Ensure all parts and correct quantities are included

Any parts damaged during shipment must be reported within 15 days of receipt. To report information regarding missing parts or damage, to purchase parts or accessories, or if you have any questions, please contact us.

*Thank you for purchasing Spectrum products!*

Spectrum product page:
http://bit.ly/LT30cart



Spectrum Industries, Inc
925 First Avenue, Chippewa Falls, WI 54729 USA
800 235 1262
715 723 6750
www.spectrumfurniture.com

# ⚠ Important Safety and Care Instructions ⚠

- Read this owner's manual before assembly or operation.
- Do not allow children to move the cart.
- Proceed slowly and carefully when moving the cart.
- For indoor use only. Do not install or store the cart where it will be exposed to moisture.
- Do not block the ventilation openings.
- Avoid uneven loading of the equipment into the cart. Uneven weight distribution could cause the cart to tip when the cart is moving.
- Do not allow anyone to sit, stand, or climb on the cart.
- Use a damp, soft-cloth, or sponge, with mild soap or detergent solution to clean dirty surfaces. <u>Do not use harsh solvents or abrasives.</u>
- This cart is intended for institutional use. It does not have any user-serviceable parts or user-maintenance requirements. If servicing is necessary, please contact Spectrum Industries for assistance.

⚠ **Warning** - Relocating audio and/or video equipment to furniture not specifically designed to support audio and/or video equipment may result in death or serious injury due to the furnishing collapsing or over turning onto a child.

⚠ **Warning** - Death or serious injury may occur when children climb on audio and/or video equipment furniture. A remote control or toys placed on the furnishing may encourage a child to climb on the furnishing and as a result the furnishing may tip over on to the child.

**Electrical Safety:**

- Keep the power switch in the OFF position before plugging or unplugging from the wall outlet.
- Turn OFF the devices before plugging them into the cart.
- Ensure total device / equipment load does not exceed 12-amps.
- Do not plug the power cord into an extension cord.
- Inspect the power cords for damage before each use. Do not use power cords that are damaged.
- Unplug power cord from electrical outlet by gripping the cord. Do not unplug the power cord by pulling only on the cord.
- Do not step on, drive over, drag, or place objects on the power cord.
- For added safety, plug the cart into a grounded outlet controlled by a GFI (Ground Fault Interrupter) circuit breaker.
- Damaged electrical components can create significant hazards to users and is not covered by the warranty. Repairs should always be performed by a qualified electrician.
- Electrical devices are not toys. Children are often unaware of the hazards associated with electrical devices. This cart must always be used by adults or with adult supervision.
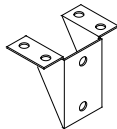
# Hardware

| | | | |
|---|---|---|---|
| (10) 052605<br>1/4-20 x 15mm<br>JC bolts | (2) 041943<br>1/4-20 locknut | (8) 044555<br>3/8" hole plug | (2) 055001<br>handle mount |

| | | |
|---|---|---|
| (1) 052577<br>handle gusset | (90) 052608<br>5" x 3/4" Velcro® wrap | (30) 0110254-5<br>2" x 3" Velcro®<br>hook and loop |

| | | |
|---|---|---|
| (2) 035252<br>3/16" x 1/2"<br>pinetree button | (4) 0105648<br>cord wrap bracket | (1) 025039<br>4mm hex wrench |

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# Assembly / Setup

## 1. Assemble handle

Tools Required
4mm hex wrench (included)
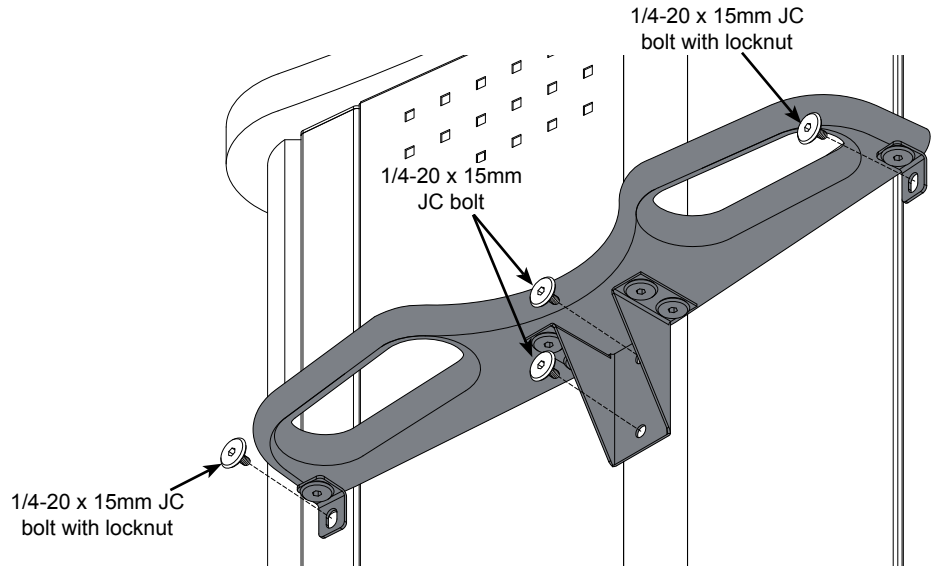
1. Attach the handle gusset and handle mounts to the bottom of the handle using 1/4-20 x 15mm JC bolts as shown in **Figure 1**. Do not tighten completely.
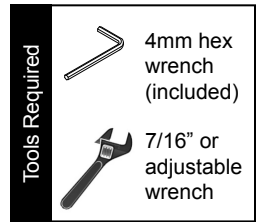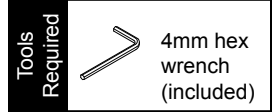
handle

handle mount

1/4-20 x 15mm JC bolts

handle gusset

handle mount

1/4-20 x 15mm JC bolts

**Note:** It is critical that all fasteners be used in the attachment of the handle.

**Figure 1**

1/4-20 x 15mm JC bolt with locknut

1/4-20 x 15mm JC bolt

1/4-20 x 15mm JC bolt with locknut

**Figure 2**

## 2. Install handle

Tools Required
4mm hex wrench (included)
7/16" or adjustable wrench

1. Determine which side of the cart you would like the handle to be mounted, and open both doors.
2. Attach the handle assembly to the side of the cart with (4) 1/4-20 x 15mm JC bolts as shown in **Figure 2** and tighten all bolts securely. Note: The 2 outer bolts will need a locknut on the inside of the cart.
3. Install (2) pinetree buttons (center holes) on the side panel that does not have the handle attached, and 3/8" hole plugs in the remaining open side panel holes.

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0116090R2 Page 3 of 9

# 3. Attach cord wrap brackets

1. Attach the cord wrap brackets to the side panels (left and right-side) with 1/4-20 x 15mm JC bolts as shown in **Figure 3A** and tighten securely.  Be sure the brackets are facing away from each other as shown.
2. Route the power cord through the side panel grommet and wrap excess cord around the brackets as necessary.  **Figure 3B**.

cord wrap
bracket

1/4-20 x 15mm
JC bolt

1/4-20 x 15mm
JC bolt

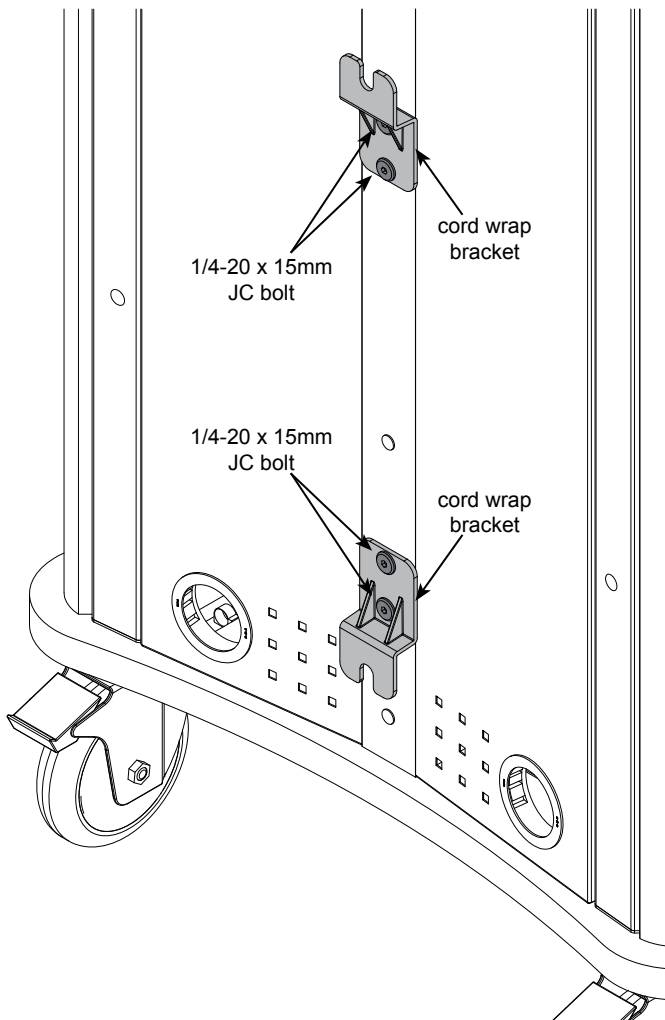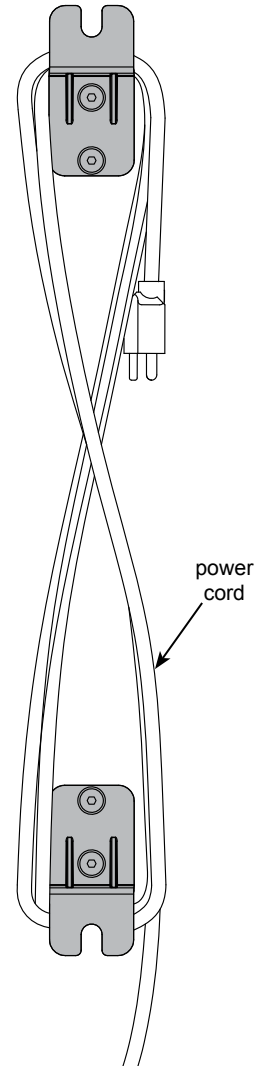cord wrap
bracket

power
cord

**Figure 3A**

**Figure 3B**

# 4. Cord management

1. Using the cord management slots in the trays, and Velcro straps provided, bundle the charge cords.
   **Figure 4** shows a typical wiring example.  Be sure to leave enough slack in the power cord to allow the tray to be pulled out.
2. Route the charging plug to the student side of the tray to allow easy-access and removal.  Anchor with a Velcro strap.
3. Adhesive-backed Velcro hook and loop strips are also provided to attach the charging transformer to the tray if necessary.
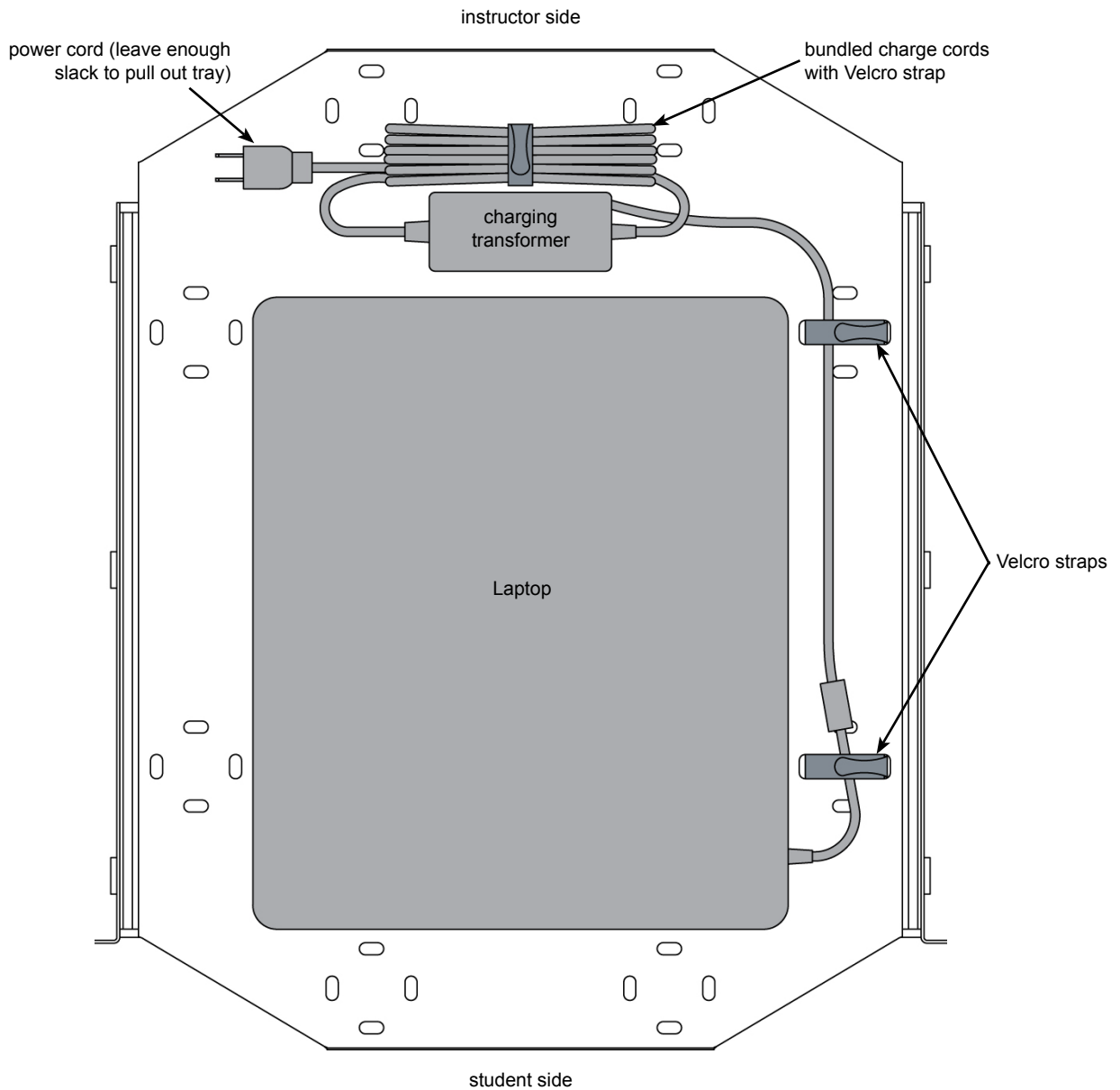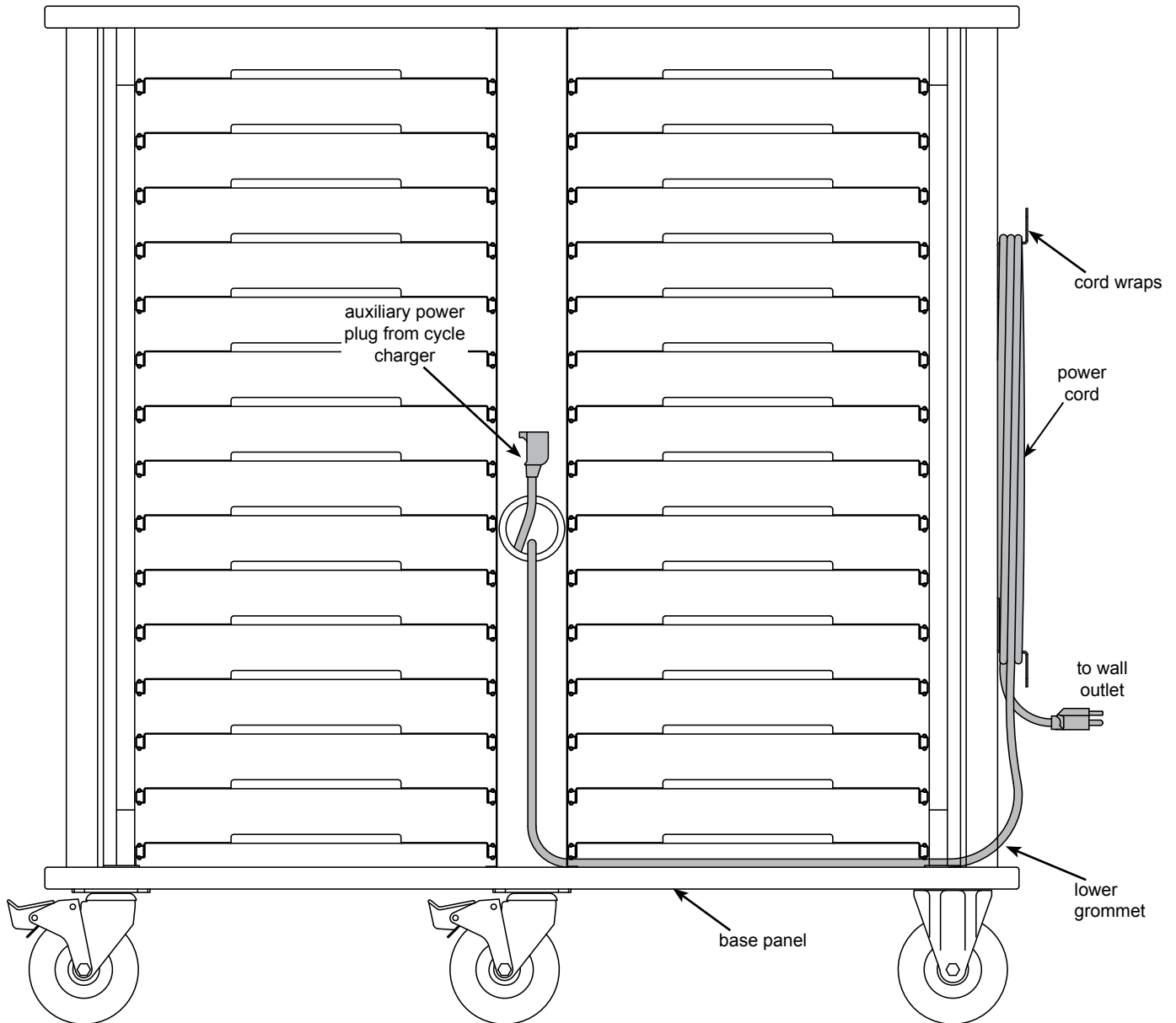
instructor side

power cord (leave enough
slack to pull out tray)

bundled charge cords
with Velcro strap

charging
transformer

Laptop

Velcro straps

student side

**Figure 4**

# 5. Power connections

1. Open all doors.
2. Move the lower trays to provide access to the base panel.
3. Route the power cord through the lower grommet.  **Figure 5**.
4. Secure the power cord to the base panel using cord clips.
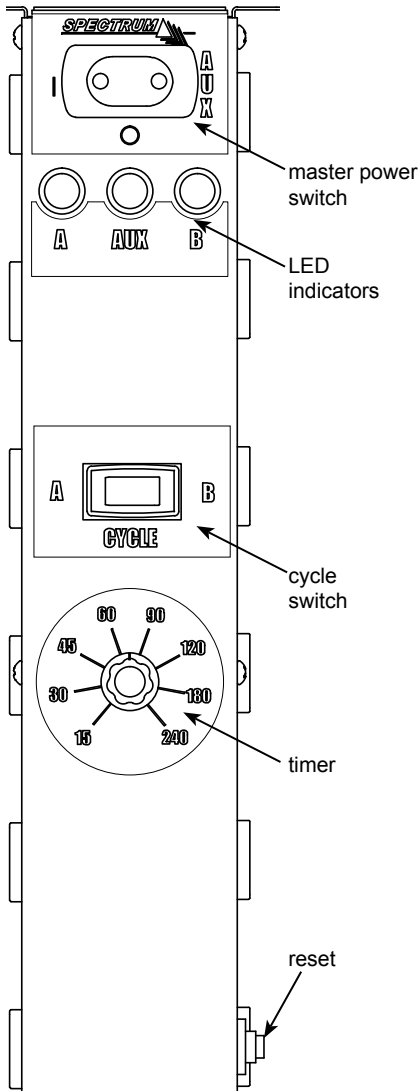5. Additional accessories can be powered from the power plug from the cycle charger.
   *Note: The master switch on the cycle charger needs to be switched to the 'AUX'*
   *position to use this plug.*

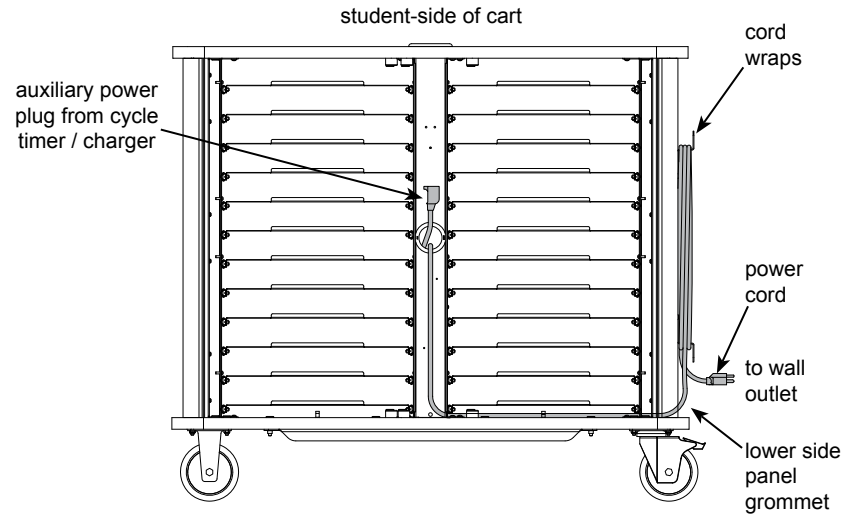auxiliary power
plug from cycle
charger

cord wraps

power
cord

to wall
outlet

lower
grommet

base panel

**Figure 5**

**Note:** Cord clips can be used to secure
the power cord to the base panel.

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## Cycle Timer / Charger

SPECTRUM

A
U
X

master power switch

A   AUX   B

LED indicators

A   B
CYCLE

cycle switch

60  90
45    120
30      180
15    240

timer

reset

### Specifications:

| | |
|---|---|
| Input: | 125V, 12A, 60Hz |
| Output: | 125V |
| Breaker: | 15A |
| Outlets: | 12+12 (LT-24) |
| | 15+15 (LT-30) |
| Timer: | 15-240 minutes |
| Power cord: | 15' nominal, 14AWG, 3-wire |
| Housing material: | 20GA steel |
| Mounting type: | screw |
| Dimensions: | 6"W [152.4mm] x 4.819"D |
| | [122.4mm] x 2.80"H [71.12mm] |
| **Listing** | |
| Regulatory listing: | ETL recognized components |

125V – 12A 60Hz
(E307055)

The purpose of the cycle timer is to prevent power overload while charging laptops in conjunction with peripheral components.  The charge mode is independent of the auxiliary mode to minimize risk of power overage.  The cycle timer / charger intermittently charges two sets of outlets (12+12 for the LT-24, 15+15 for the LT-30) using a timed switch that provides accurately timed alternating charging/ switching between side A and B.  The timer can be set between 15 and 240 minutes.  The outlets are designated for the charging of laptops only.

A 3-position, master power rocker switch with LED indicators switches between 'ON' (charging), auxiliary power, and 'OFF" modes.  A 15-amp circuit breaker on each charging circuit protects the laptops from electrical overload.  UL listed components.

student-side of cart

cord wraps

auxiliary power plug from cycle timer / charger

power cord

to wall outlet

lower side panel grommet

### Power connections

**Note:** Cord clips can be used to secure the power cord to the base panel.

1. Open all doors.
2. Move the lower trays to provide access to the base panel.
3. Route the power cord through the lower side panel grommet.
4. Cord clips can be used to secure the power cord to the base panel.
5. Additional accessories can be powered from the auxiliary power plug from the cycle timer / charger.
   *Note: The master power switch needs to be switched to the 'AUX' position to use this plug.*
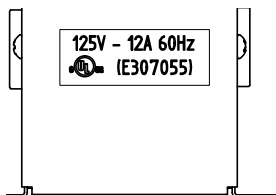
### Timer operation:

1. With the main power cord unplugged and the power switched off, plug each laptop charge cord into the cycle timer outlets at each tray.
2. Plug the main power cord into a standard AC wall outlet.
3. To charge side 'A' ONLY, toggle the cycle switch to the 'A' position.
4. To charge side 'B' ONLY, toggle the cycle switch to the 'B' position.
5. To cycle charge BOTH 'A' and 'B' sides, keep the cycle switch to the centered "CYCLE" position.  Set the timer to the preferred cycling time increment.  One side (A or B) will start charging.  After the set time expires, the timer will switch power to the opposite side (A or B) for the same period of time.  The timer will continue to cycle in this manner until the power switch is set to the 'OFF' position.
6. To provide power to peripheral components, switch the master power switch to "AUX".

---

### ⚠ CAUTION ⚠

- Do not use the auxiliary outlets to charge multiple tablets or devices.
- Switch the main power switch OFF before unplugging or plugging-in tablet chargers.
- Total equipment load not to exceed 12-amps.
- For indoor use only.  Do not install or store the unit where it will be exposed to moisture.  Keep dry.
- For added safety, plug the timer into a grounded three-prong receptacle controlled by a GFI (Ground Fault Interrupter) circuit breaker.

---

### ⚠ WARNING ⚠

Spectrum does not recommend charging, or modifying the cycle charger to charge more than 12 (LT-24) or 15 (LT-30) laptops at a time.  Damage to the electrical wiring, charging system, or laptops could result.

---

**Note:** For PLUGGABLE EQUIPMENT, the socket-outlet shall be installed near the equipment and shall be easily accessible.

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# Door stop adjustment

*If necessary, the offset door stop can be rotated slightly to adjust the closed position of the doors and lock rods.*

1. To rotate, loosen the JC bolt slightly with a 4mm hex wrench. **Figure 6**.
2. Rotate the door stop until the door is positioned correctly.
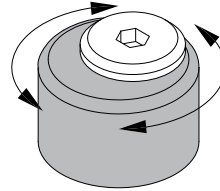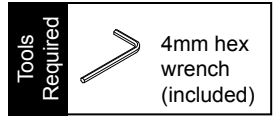3. Re-tighten the JC bolt securely.

**Figure 6**

# Wheel operation

1. To lock the wheel rotation, press the brake lever. **Figure 7**.
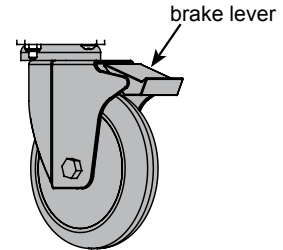2. To resume operation, lift up on brake lever.

brake lever

**Figure 7**

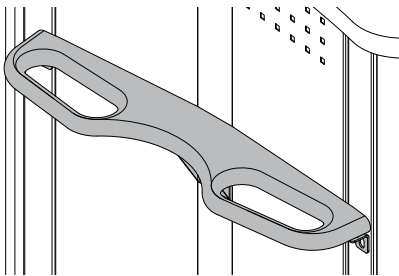# Moving and parking the cart

- Before moving, unplug and secure all power cords.
- Close and lock doors.
- Remove any items from the top of the worksurface.
- Unlock the wheels.
- Push slowly and carefully.  Do not move over uneven or irregular surfaces.
- Do not allow children to move.
- Lock the wheels after moving.
- Do not park unit in areas of heavy traffic.
- Do not run power cords across hallways, classrooms, or other areas where they will be walked on.
- Do not leave unit unattended in areas where children have access.
- Keep doors closed and locked whenever unit is unattended or parked.
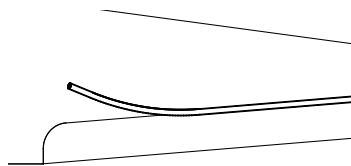- Keep wheels locked whenever the unit is unattended.

## ⚠ WARNING AVERTISSEMENT ADVERTENCIA ⚠

| | ONLY ADULTS SHOULD MOVE THIS UNIT | APPLY MOVING FORCE ON NARROW DIMENSION | NEVER APPLY FORCE AT TOP ALWAYS PUSH NEAR MIDDLE | PUSH, DO NOT PULL |
|---|---|---|---|---|
| CAN TIP OVER RESULTING IN RISK OF INJURY, DO NOT ALLOW CHILDREN UNDER 16 TO MOVE CART. MOVE CART SLOWLY. | | | | |
| LE MEUBLE POURRAIT SE RENVERSER ET CAUSER DES BLESSURES.  NE LAISSER PAS LES ENFANTS DE MOINS DE 16 ANS DÉPLACER CELUI-CI. DÉPLACER LE MEUBLE LENTEMENT. | CE MEUBLE DOIT ÊTRE DÉPLACÉ UNIQUEMENT PAR DES ADULTES. | POUSSER DANS LE SENS DE LA LONGUEUR. | NE JAMAIS EXERCER LA FORCE EN HAUT.  POUSSER PRÈS DU MILIEU. | POUSSER, NE PAS TIRER. |
| PUEDE VOLCARSE Y PROVOCAR LESIONES.  NO PERMITA QUE LOS NIÑOS MENORES DE 16 AÑOS MUEVAN EL CARRO.  MUEVA EL CARRO LENTAMENTE. | SOLO LOS ADULTOS DEBERÁN MOVER ESTA UNIDAD | APLIQUE LA FUERZA MOTRIZ EN DIMENSIONES ESTRECHAS | JAMÁS APLIQUE FUERZA EN LA PARTE SUPERIOR.  SIEMPRE EMPUJE CERCA DE LA PARTE INTERMEDIA | EMPUJE, NO JALE |

0108899

## Options

**Second Handle**
20"W x 4"D
(mounts on either side of cart)
55171

**Tray Edge Trim**
applies to shelf pull edge
30 pieces
55172

**Velcro® strap kit**
(16) .75" x 12", and (32) .75" x 5"
Velcro® straps
95004

**SPECTRUM**
INDUSTRIES INC.

**WE WILL MAKE IT RIGHT FOR YOU!**

Spectrum is committed to provide complete customer satisfaction. Each of our products is manufactured from the best materials available and each product is stringently monitored throughout the production process through our P.A.C.E. program (Product Assurance to meet Customer Expectations).

We expressly warrant that Spectrum products will be of good quality and workmanship and free from defect for the period set out in the warranty table below from the date of delivery. This warranty shall not apply to defects or damage resulting from misuse, abuse, neglect, improper care, modification or repair not authorized by Spectrum, or any other cause outside the control of Spectrum. Spectrum will, at its sole option, either repair or replace the defective product.

This warranty is exclusive; no other warranty, written or oral, is expressed or implied. This warranty is given by Spectrum to Buyer and to no other person or legal entity. No Spectrum dealer, distributor, agent or employee is authorized to make any modification or addition to this warranty.

**NOTWITHSTANDING ANYTHING TO THE CONTRARY, SPECTRUM WILL NOT UNDER ANY CIRCUMSTANCES BE LIABLE FOR INDIRECT OR LIQUIDATED DAMAGES, INCLUDING CONSEQUENTIAL, INCIDENTAL AND SPECIAL DAMAGES. IN NO EVENT SHALL SPECTRUM'S LIABILITY, WHETHER UNDER CONTRACT OR WARRANTY, IN TORT OR OTHERWISE, EXCEED THE PURCHASE PRICE RECEIVED BY SPECTRUM FOR THE PRODUCT AT ISSUE AND "RECALL ACTION" EXPENSES. SPECTRUM SHALL NOT BE SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES, WHETHER ARISING OUT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE AND STRICT LIABILITY) OR OTHER THEORIES OF LAW, WITH RESPECT TO PRODUCTS SOLD OR SERVICES RENDERED BY SPECTRUM, OR ANY UNDERTAKINGS, ACTS OR OMISSIONS RELATING THERETO.**

Our Customer Service Department is ready to provide immediate attention to any questions, comments or concerns. They are available to answer your calls Monday through Friday from 7 am to 5 pm CST. In addition your product comments or concerns are welcome via e-mail at: spectrum@spectrumfurniture.com.

Warranty Table

| Item | Warranty Period |
|---|---|
| • Adjustable Crank/Electric Desk Legs | • 1 Year |
| • Flat Panel Desk Gas Cylinders | |
| • Adjustable Height Chair Parts – including frames, gas cylinders, wood and plastic parts, and control handles Adjustable Height Chair Parts Casters | • 7 Years |
| • Adjustable Height Chair Upholstery | • 2 Years |
| • In-Stock Upholstery | • 2 Years |
| • Graded-In Fabrics and Customer Owned Material | • No Warranty |
| • Height Adjustable Columns and Lifts | • 1 Year |
| • General Use Casters | |
| • Electrical | |
| • Keyboard/Mouse Trays | |
| • Flat Panel Monitor Arm – General Parts | • 5 Years |
| • Flat Panel Monitor Arm – Gas Cylinders | • 2 Years |
| • Computer Desk Chassis | • 10 Years |
| • Cart Chassis | |
| • Lectern Chassis | |



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CERTIFIED INDOOR AIR QUALITY™ SCS GLOBAL SERVICES

ISO 9001:2008 Certified Company

**SPECTRUM INDUSTRIES INC.**
*925 First Avenue, PO Box 400, Chippewa Falls, WI 54729 Ph: 800-235-1262, 715-723-6750 Fax: 800-335-0473, 715-738-2309*
*E-mail: spectrum@spectrumfurniture.com     web: www.spectrumfurniture.com*