

# ChargeLite™ Trolley

## USER MANUAL



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ChargeLite™ Trolley User Manual 2024 V4.0

## Introduction

Congratulations and thank you for purchasing a storage and charging trolley from the ChargeLite™ range. Your trolley comes with a life time parts and labour warranty which you will need to activate immediately.

This manual has been designed to assist and guide you with the set-up and correct use of your trolley.

# Important Actions

Upon delivery of your new ChargeLite™ trolley you must:

## Serial Numbers:

Take a note of your trolley's serial number which can be found on the back of the trolley (figure 1) Store this in a safe place. You will need to quote this number for all enquiries relating to your trolley.

## Key Numbers:

Take a note of your key number located on the key itself (figure 2) and store this in a safe and secure place. You will need this if you wish to order additional keys.

## PIN and MiFare Locking:

Please refer to the User Guide for PIN and MiFare Locking

## Activate Your Warranty

Your warranty will not be valid unless you do this.  
Visit [support.lapsafe.com/warranty](http://support.lapsafe.com/warranty)

## Health & Safety:

Read the Health & Safety section



Figure 1



Figure 2

# Moving Your Trolley

Your ChargeLite™ trolley should always be moved with care and should only be moved by two competent adults or authorised persons.

## Before Moving The Trolley

The following checks and actions should be carried out, irrespective of the distance travelled:

- Check that the power has been turned off at the wall socket.
- Carefully disconnect the mains power lead from the back of the trolley and from the wall socket placing the power lead in the cable tidy located on the rear door of the trolley.
- Check that any network cable (Cat5) has been disconnected from the back of the trolley.
- Ensure that all of the trolley doors are securely closed and locked, and that all keys have been removed.
- Disengage wheel brakes using the foot operated pedals before moving the trolley.
- Special care should be taken on inclines.

## At the new location

- Ensure that all wheel brakes are applied using foot operated pedals
- Never position the trolley in front of any fire exit or fire escape routes
- Never position the trolley in the view of any windows for security

# Getting started

There are ventilation holes through the base and on the rear of the cabinet, and care must be taken that none of these holes are obstructed. Select a location where there is sufficient airspace for the cabinet to ventilate. Your ChargeLite™ should not be left within a cupboard or small closed space when charging, because the recirculation of its own warm air could lead to unnecessarily high temperatures for periods of time.

With your ChargeLite™ in its working position, the mains lead can be fitted into the mains socket at the rear of the right side of the cabinet and taken to an available wall socket to be plugged in and switched on.

The front doors of your ChargeLite™ are unlocked using the key with the white key cover, and the rear door has a separate key with a black key cover.

The front doors are for everyday working access to the cabinet. The key can be removed once the door is open, this will prevent the door from closing fully whilst it is unlocked.

The rear door should not be considered as day-to-day access to the cabinet, once opened you will see a safety earth lead with a push-on fixing on the rear door which must be disconnected before the door can be fully removed. Once the connector has been pulled apart, the door can be lifted out of the slots along the bottom edge and placed to one side. For your safety, please ensure that you reconnect the earth lead when replacing the rear door



**Figure 3**  
Wheel brake



**Figure 4**  
Rear door

# Charge Only Set Up

Please ensure the cabinet is unplugged when you are loading AC adaptors in the ChargeLite™

1. Remove the rear door as described in the Getting Started section.
2. You will find power strips for your AC adaptors in the back; plug your AC adaptor into a plug socket and load the AC adaptor block onto the relevant shelf.
3. Some AC adaptors can be described as 'in-plug' where they plug directly into a socket and the charging lead goes directly to the device, and others can be described as 'in-line' where they have a mains lead between the power socket and the AC adaptor and then a charging lead going to the device.
4. For 'in-plug' AC adaptors simply pass the charging lead onto a shelf.
5. If you are using 'in-line' AC adaptors you have the choice to pass the mains onto the shelf and place the adaptor on the shelf with your devices or to leave the AC adaptor in the rear compartment and just pass the charging lead onto the shelf.
6. We provide both cable ties and cable clips to help with cable management and we recommend that the charging lead is secured to the shelf in a suitable position in order to prevent it 'working' its way off the shelf.

# ChargeLite™ Options

## Network Connectivity

If your trolley features network connectivity, you can plug the trolley into your network by connecting a standard network cable into the auxiliary point on the back of the trolley.

## Data transfer (DTK)

If your purchase includes DTK your trolley will be supplied with sufficient network cables to connect each device to the installed network switch.

## Docking station

If you have purchased a docking station with your trolley then please refer to the docking station user guide to fit and dock correctly.

## Timer

If your laptop trolley has been fitted to include a timer, you can locate this behind an oval plate on the rear of the trolley.

Download the timer user manual here: [lapsafe.com/support/manuals](https://lapsafe.com/support/manuals)



Oval Timer Plate Above the Power Socket

# Warranty

The ChargeLite™ range comes with Lifetime Parts & Labour Warranty.

For full warranty details visit our website: [lapsafe.com/warranty](https://lapsafe.com/warranty)

To activate your warranty visit our website: [lapsafe.com/activate](https://lapsafe.com/activate)

# Care & Maintenance

## DO:



- Lock your trolley when not in use
- Keep your keys in a safe place and not in the same room as the trolley
- Read the Health and Safety guidelines in the user guide and share this information with all users
- Activate your warranty at [support.lapsafe.com/warranty](https://support.lapsafe.com/warranty)
- Unplug charging leads before taking laptops out of the trolley

## DO NOT:



- Do not move the trolley without disconnecting the mains power
- Do not move the trolley with the mains lead trailing, use the cable tidy
- Do not leave keys in the doors locks when moving the trolley
- Do not remove doors
- Do not leave trolleys in the view of a window for security
- Do not try to modify the trolley in anyway without contacting LapSafe® first to check that it is safe to do so



# Health & Safety

All products manufactured by LapSafe® have been thoroughly tested and certified by an authorised and INDEPENDENT testing house before sale.

Full CE compliance, which includes the requirements of LVD and EMC directives, is a STANDARD FEATURE of any solution manufactured by LapSafe®, as are many more built in safety features. CE Marking can be found on the product serial number plate, usually at the lower rear of the cabinet. CE Declaration of Conformity Certificate is issued with each product in the User Guide Pack.

## **Please be advised of the following safety advice:**

At no time is the rear service door of the trolley to be opened by anyone other than an authorised person.

At no time should anyone attempt to physically lift the trolley, as this could cause injury to the persons concerned and even damage to the trolley, which will invalidate the manufacturer's warranty. Should the movement of the trolley require this type of action, you are advised to seek advice from the authorised person. In such circumstances, the matter should be referred to LapSafe® for consultation and advice.

- Always apply the wheel brakes when the trolley is either parked or not in use.
- Disconnect the mains supply and stow the mains cable into either the cable management provided or on top of the unit before moving
- Always ensure that the main power lead does not present a trip hazard when connected to the mains.
- Always ensure that the main power lead is fully extended when connected to the mains.
- The trolley should only be moved on horizontal surfaces.
- Always ensure that the trolley NEVER impedes full and free pedestrian access to all fire routes, fire exits and normal access routes.
- NEVER allow unauthorised access to the service doors at the rear of the unit.

The above is not an exhaustive list.  
Contact LapSafe® should you have any concerns.

# Explanation of Symbols



## Electrical Hazard

This unit is recommended for use with a switched wall socket



## Caution

Before connecting or removing the mains plug, ensure that the wall socket is in the 'off' position



## No Liquid

Avoid all contact with liquids



## Refer to User Manual

See User Manual for guidance



## Protective Earth Icon



## Disposal

The crossed-out wheelie-bin symbol on your product, battery, literature or packaging reminds you that all electrical and electronic products and batteries must be taken to separate collection at the end of their working life. Do not dispose of these products as unsorted municipal waste: take them for recycling. For info on your nearest recycling point, check with your local waste authority

## Helpful Links



### Support Enquiries:

[lapsafe.com/support/enquiry](https://lapsafe.com/support/enquiry)

[support@lapsafe.com](mailto:support@lapsafe.com)

0800 130 3456



Warranty: [lapsafe.com/support/activate-warranty](https://lapsafe.com/support/activate-warranty)

Warranty Details: [lapsafe.com/warranty](https://lapsafe.com/warranty)



Replacement Keys: [lapsafe.com/support/keys](https://lapsafe.com/support/keys)

# Declaration of Safety



Experts in Self-Service Solutions

## Safety Declaration

Recent guidance from the Health and Safety Executive regarding "Laptop computer charging trolleys safety alert" requires interpretation from each manufacturer as regards to their product compliance. The HSE statement can be found at: [www.hse.gov.uk/services/education/safety121009.htm](http://www.hse.gov.uk/services/education/safety121009.htm)

### CE Testing, Conformity and Declaration of LapSafe®

At LapSafe® we are proud to confirm that ALL of our electrical products, going back over ten years, have been thoroughly tested and certified (by an authorised and INDEPENDENT testing house) and accordingly have been clearly CE marked.

Full CE compliance, which includes the requirements of LVD and EMC directives, is a STANDARD FEATURE of LapSafe®, as are many more "built in" safety features. CE Marking can be found on the product serial number plate, usually at the lower rear of the cabinet. CE Declaration of Conformity Certificate is issued with each product in the User Guide Pack.

You may obtain further copies of the certificate specific to your product and serial number, or any further information and advice, upon request to our Customer support- call direct 01787 226147 or FREEPHONE the switchboard on 0800 130 3456 or email [support@lapsafe.com](mailto:support@lapsafe.com).

Rest assured that your LapSafe® Product has been designed and built with Safety as the highest priority since we first introduced the concept of the "mobile laptop trolley" into the UK market in the last century. This is, indeed, why we are called "Lap SAFE".

### Residual Voltage

The HSE has raised a concern (having identified at least one particular manufacturer's trolleys with this "characteristic") that many manufacturers' trolleys (if indeed not the vast majority), may have a momentary residual voltage on the pins of the mains plug and that this could, if you touched the pins within a second or two of unplugging, result in an electric shock.

LapSafe® have been designed from the outset with safety internal circuitry as standard so as NOT to retain or present any significant residual voltage in this way. In fact, it is virtually impossible to get any such significant electric shock from our cabinets in normal use.

However, regardless of how safe any particular trolley may be, we endorse the recommendations for employing common sense practise as a generic rule for any mobile electrical appliance, such as switching off the mains socket before unplugging the power leads and NOT moving the trolleys without disconnecting and unplugging the power leads at both ends. Two of the wheels are fitted with locks as standard and should be kept locked as a reminder when power is connected and as a general safety rule as per the user instructions supplied with each cabinet.

For further information call LapSafe® on 0800 130 3456 or visit our website at [lapsafe.com](http://lapsafe.com).

\*Mentor™ range from January 2010



0800 130 3456  
[www.lapsafe.com](http://www.lapsafe.com)

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# Declaration of CE Conformity



## EU Declaration of CE Conformity

### EU Declaration of CE Conformity

to Council Directive 89/336/EEC  
Amendment 2004/108/EC  
&  
to Council Directive 73/23/EEC  
Amendment 2006/95/EC

Equipment Description:	Laptop Battery Charging Unit
Device Name:	LapSafe® ClassBuddy™ Range
Manufacture Address:	LapSafe® Unit 3 Wakes Hall Business Centre Wakes Colne Colchester Essex CO6 2DY
European Standards:	IEC 60950-1:2005 EN 60950-1: 2006 + A1: 2010

Declaration: We hereby declare that the stated equipment complies with the required Emission, Immunity and Electrical Safety standards stated above.

Issue Date: 4 December 2012

Authorised by LapSafe®:

A handwritten signature in black ink, appearing to read "John Hutton".

John Hutton

Position: Director

LAPSF199\_04122012V1



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