

# ClassBuddy™ Desk

User Manual



LapSafe® 

2019 v2.0

# Contents

	Page No
Introduction	3
Important Actions	4
Getting Started	4
Charge Only Set Up	5
Warranty	6
Care & Maintainance	7
Health & Safety	8
Helpful links	9
Safety declaration	10
CE conformity	11

# Introduction

Congratulations and thank you for purchasing a ClassBuddy™ Desk from the LapSafe® ClassBuddy™ range. Your product comes with a lifetime parts and labour warranty which you will need to activate immediately.

This manual guides you through the set-up and correct use of your product, for instructions on how to install your ClassBuddy™ Desk please refer to your installation guide supplied with your unit for further information.

## Box Contents:

- 1 x ClassBuddy™ Desk 10
- 1 x User guide
- 1 x Installation guide
- 1 x Cable management pack

## Important actions

Upon delivery of your new ClassBuddy™ Desk you must:

- Take a note and store in a safe place your product serial number which can be found located on the back of the unit. The silver plate will hold your serial number that begins with CB. You will need to quote this number for all enquiries relating to your unit.
- Take a note of your key number located on the key itself and store this in a safe and secure place. You will need this if you wish to order additional keys.
- Visit [lapsafe.com/support/activate-warranty](https://lapsafe.com/support/activate-warranty) to activate your Lifetime Warranty. Your warranty will not be valid unless you do this.
- Read the section on 'Health & Safety'.

## Getting started

There are ventilation holes through the sides of the ClassBuddy™ Desk, and care must be taken that none of these holes are obstructed.

The front doors of your ClassBuddy™ Desk are unlocked using the key with the white key cover, and the rear panel can be removed by removing the 10 screws around the edge of the panel (See Installation Guide for more details).

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 panel should not be considered as day-to-day access to the cabinet but used for initial setup by a responsible/authorised person.

## Charge Only Set Up

1. Open both front doors and remove rear panel (See install guide)
2. You will find power strips for your AC adaptors in the rear compartment
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.



In-plug AC Adaptor



In-Line AC Adaptor

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.

Repeat these steps until your desk unit is fully loaded.

NOTE: Maximum loading 100Watt (rated capacity) per socket. (400Watts (rated capacity) per power strip).

## Warranty

The ClassBuddy™ range comes with Lifetime Parts & Labour Warranty. Full Details of our warranty are on our website [lapsafe.com/warranty](https://lapsafe.com/warranty)

To activate your FREE Lifetime\* Parts and Labour Warranty, please go on-line and register at [lapsafe.com/activate](https://lapsafe.com/activate)



### Lifetime Warranty

Complete peace of mind with LapSafe® lifetime warranty, see [lapsafe.com/warranty](https://lapsafe.com/warranty) for full details

## Care & Maintenance



### Do's

- Lock your ClassBuddy™ Desk when not in use keep your keys in a safe place and not in the same room as the desk unit
- 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 removing devices out of the desk



### Don'ts

- Do not leave keys in the doors
- Do not remove doors
- Do not try to modify the ClassBuddy Desk in anyway without contacting LapSafe® first to check that it is safe to do so  
0800 130 3456

## 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 are the service areas of the ClassBuddy Wall to be opened by anyone other than an authorised person.



**WARNING:** Hand and power tools can be dangerous when used incorrectly and the user should be trained to use work equipment and have an understanding of the HSE leaflet, 'using work equipment safely' (INDG229)

Please also refer to the manufacturers documentation for specific information about the equipment you are using.



**WARNING:** Because surfaces vary widely and the fitting location and method of fixing is out of LapSafe®'s control, it is imperative that you consult with appropriate engineering, architectural, or construction professional to ensure that your ClassBuddy™ Wall is mounted properly and that the substrate is suitable to handle applied loads.

**WARNING:** Before removing or accessing any service area unplug or turn the power to the unit off.

**IMPORTANT:** Installation must be carried out by two responsible persons and care should be taken when lifting the ClassBuddy Wall unit into position.

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

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

### **Replacement Keys**

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

### **Warranty Details**

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



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)

LAPSF076\_23052011V2



## 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®:

John Hutton

Position: Director

LAPSF199\_04122012V1



**0800 130 3456**



**sales@lapsafe.com**



**lapsafe.com**



LapSafe® Self-Service Solutions Ltd

3 Wakes Hall Business Centre

Wakes Colne

Colchester

Essex

CO6 2DY

**LapSafe®** 