

The Mentor™ Range

User Manual



LapSafe® 

2019 v3.2

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Introduction

Congratulations and thank you for purchasing a storage and charging trolley from the LapSafe® Mentor™ range. Your trolley comes with a life time parts and labour warranty which you will need to activate immediately (see Warranty section).

This manual has been designed to assist and guide you with the set-up and correct use of your trolley. However, as there are many configurations available within the Mentor™ range this manual is not exhaustive of all the variations possible.

Important Actions

Upon delivery of your new Mentor™ trolley you must:

- Take a note and store in a safe place your trolley's serial number which can be found located on the back of the trolley. The silver plate will hold your serial number that begins with LE (Figure 1). You will need to quote this number for all enquiries relating to your trolley.
- 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 (Figure 2).
- Visit support.lapsafe.com/warranty to activate your Lifetime Warranty. Your warranty will not be valid unless you do this.
- Read the section on 'Health & Safety'.

Figure 1
Serial plate



Getting Started

Before moving your trolley you must fit the trolley handles and cable tidies which can be found inside the front of the trolley:

- Fit one handle to each side of the trolley using the screws and allen key provided (Figure 3).
- The cable tidies should be hung beneath the handles and be used to stow the power cable whenever the trolley is moved.
- If your trolley is fitted with an alarm you will need to connect and charge the alarm battery, see the alarm section under 'Mentor Options'.



Figure 2



Figure 3

Moving Your Trolley

Your Mentor™ 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/actions should be carried out, irrespective of the distance travelled:

- Check that the power has been turned off on the trolley and at the wall socket.
- Carefully disconnect the mains power lead from the back of the trolley and from the wall socket, loop the power lead in the cable ties located beneath the trolley handles.
- 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. Do not move the trolley with a key left in the lock.
- Ensure that there are no items left on the top of the trolley.
- Disengage wheel brakes using the foot operated pedals before moving the trolley. (Figure 4)
- 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



Figure 4

Charging Your Devices

- Connect the mains power lead supplied with your trolley to the power port near the bottom at the back of your trolley (Figure 5).
- Plug the lead into a wall power socket and turn on at the wall.
- Turn on the power at the trolley by flipping the power switch next to the power port (Figure 6).

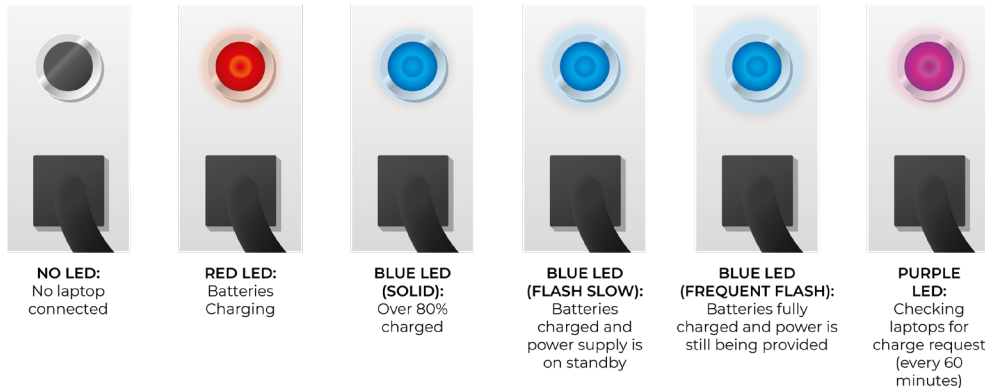


Figure 5
Connecting power lead



Figure 6
Power switch

Module Charging Lights Explained



Charging Devices - SmartLine™

If you have chosen SmartLine™ with PowaSave™ then your trolley has been fitted with LapSafe®'s ultra-safe preconfigured charging leads, specific to the make and model of your chosen device. You do not require the AC adaptors that come with your devices to be fitted into this trolley (Figure 7).

- Place each laptop into a charging bay – only one device per shelf unless configured for tablets where sometimes two per shelf can be accommodated (in this case two charging leads will be visible).
- Plug the black SmartLine™ charging cables provided in each bay into the corresponding laptop's power port to allow charging (Figure 8).



Figure 7
SmartLine Module



Figure 8
Connecting SmartLine cable

What is PowaSave™

PowaSave™ technology is designed to provide power savings over 'duration charging' of laptops and netbooks.

This highly intelligent system is only available on the Mentor™ SmartLine™. It automatically senses when a module (of five devices) is fully charged and it then stops charging the module to avoid wasting power; thus making vast energy savings. All devices are still charged simultaneously in the fastest possible time.

Charging Devices - ChargeLine™

If you have chosen ChargeLine™ then your trolley will be configured to allow you to use the AC adaptors that are supplied with your device. Your trolley will have either a three pin 13 amp socket fitted to each shelf or a European socket. (Figure 9)

- Neatly place one AC adaptor into each charging bay and plug into the white charging socket provided.
- Place one device onto each shelf and connect the corresponding AC

adaptor to each laptop.

Note:

No power will be supplied to the devices until the front doors have been securely closed – this is a safety feature to ensure no user comes into contact with mains voltage.



Figure 9
ChargeLine™ Module

Mentor Options

Printer

If you have a printer module built into your trolley please refer to your printer manual for guidance on how to use the printer and to load and change the printer cartridges.

Chassis charging lights explained

GREEN



The trolley is in 'standby mode' – there is power to the trolley but not to the charging modules inside it. The trolley will only begin charging once the doors are closed and locked. Once closed the RED will come on.

GREEN + RED



Doors are shut and locked and there is power to the charging modules inside the trolley; if laptops are plugged in they will be charging.



Figure 10
Connecting a network cable



Figure 11
Network connectivity

The printer module has been connected into the trolley and once you have connected the trolley to the mains power it will be ready to use.

If you wish to use your own printer housed on the top of the trolley a mains outlet has been provided at the rear of the trolley and also a network socket (A network socket is an option or standard with Data Transfer (DTM)).

Care should be taken when moving the trolley and under no circumstances should the trolley be moved without disconnection of the power sockets and/or network connection. The trolley should not be moved with the printer on the top of the unit.

Alarm

If your Mentor™ trolley is fitted with an alarm please refer to the Alarm Manual for set up guidance.

Network Connectivity

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

Data Transfer (DTM)

If your purchase includes DTM your trolley will be network ready (these are the red network cables within your charging bays), you can update all of your laptops simultaneously inside the trolley using Wake on LAN software.

- Make sure the trolley is connected to the network and switched on
- Plug each individual red DTM cable inside the trolley into the network ports of each laptop and ensure that the trolley is switched on. If you have a ChargeLine™ trolley (uses AC adaptors) close the trolley's doors before beginning the update.
- The laptops are now ready to receive updates

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, please refer to the timer user manual provided at the time of purchase.

Trolley upgrades

The modular design of your Mentor™ means that as your needs change, you may be able to upgrade or change the modules.

- Upgrade to accept new laptops/netbooks/other mobile ICT devices
- Add functionality (e.g. DTM, Wireless Access Point, docking station)

For all upgrades you will need your trolley's serial number (found at the rear of the trolley on a silver plate), then call the LapSafe® Support Team.

Securing your trolley

In addition to the strong and robust build of the Mentor™ trolley there are two levels of extra mechanical security that are provided as standard with the Mentor™.

Security

At the centre rear on the underside of the chassis are appetures which enable the trolley to be chained and/or padlocked to a fixed location. Padlocks and chains are not provided.

Locks/Keys

The front access doors and the rear service doors have been reinforced to resist attack and they have been fitted with high security locks. The keys to the front and back doors are different, and two sets of keys are supplied for each door set when the trolley is delivered.

Extra keys can be ordered at a small cost at www.lapsafe.com/keys you will need the serial and key numbers at the time of your order.

Docking station

If you didn't purchase an optional docking station with your trolley, we can still provide one fully fitted to your Mentor™ to enable you to dock the trolley to a wall for extra security. Please contact us on 0800 130 3456 for more information.

Warranty

All Mentor™ trolleys come with a Lifetime Parts & Labour Warranty, for full details visit our website.

To activate your FREE Lifetime* Parts and Labour Warranty, please refer to the warranty documentation inside your welcome pack or go on-line and register at support.lapsafe.com/warranty

Care & Maintenance

Do's

- Lock your trolley when not in use
- Keep your keys in a safe place and not in the same room as the trolley
- Remember to set the alarm (if fitted)
- Read the Health and Safety guidelines in the user guide and share this information with all users
- Activate your warranty at lapsafe.com/activate
- Unplug charging leads before taking laptops out of the trolley

Don'ts

- 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
- 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® Products, 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 rear red service doors 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.
- Only place the approved laptops in the trolley for recharging.
- 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.

Helpful Links



Support Enquiries

lapsafe.com/support/enquiry
support@lapsafe.com
0800 130 3456

Replacement Keys

lapsafe.com/support/keys

Warranty

lapsafe.com/support/activate-warranty

Warranty Details

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

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.

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.

*Mentor™ range from January 2010



0800 130 3456
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.

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Authorised by LapSafe®:

John Hutton

Position: Director

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