V·I·V·O

Black Laptop Charging Cart with Keypad Lock

Contact Us First!

DO NOT RETURN ITEM

Our friendly product support team is here to help!

PERSONABLE CUSTOMER SUPPORT

7AM - 7PM

Monday-Friday

Give us a Call:
309-278-5303

Chat Us:
www.vivo-us.com

Email Us:
help@vivo-us.com

We're Here for You!

Our customer-minded support team is here for YOU,
Monday-Friday 7am-7pm CST.
We offer immediate assistance with rapid response times
from customer service agents and product techncians to
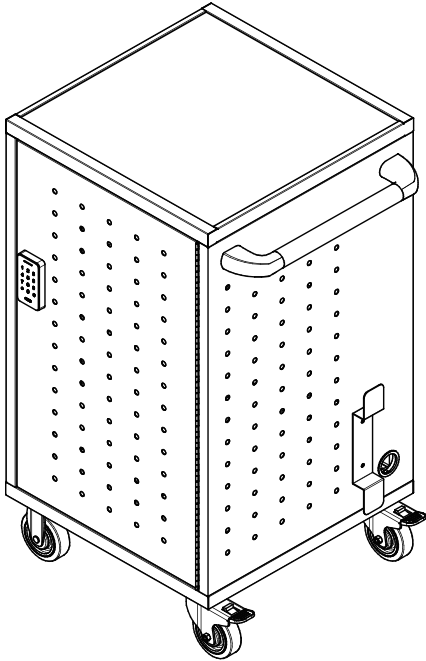help you every step of the way!

Missing a Part?

If any parts are received damaged / defective OR you are
missing a part, please reach out to us *within 30 days of
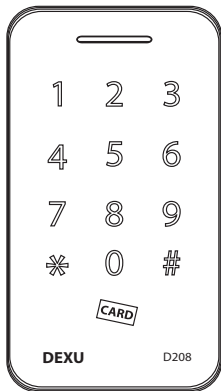product delivery to have it replaced at no cost.*
We are happy to replace parts to ensure you have a fully
functioning product

User Guide

Cart Assembly

pg.7-17

Keypad & RFID Set Up

pg.19-25

If you do not understand these directions, or if you have any doubts about the safety of the installation, please contact our product support team at 309-278-5303 or help@vivo-us.com for further assistance. Check carefully to make sure there are no missing or defective parts. Improper installation may cause damage or serious injury. Do not use this product for any purpose that is not explicitly specified in this manual. Do not exceed weight capacity. We cannot be liable for damage or injury caused by improper mounting, incorrect assembly or inappropriate use.

WARNING: CHOKING HAZARD
SMALL PARTS - NOT FOR CHILDREN UNDER 3 YEARS. ADULT SUPERVISION IS REQUIRED.

DO NOT EXCEED WEIGHT CAPACITY
FAILURE TO DO SO MAY RESULT IN SERIOUS INJURY.

TIPOVER WARNING
SERIOUS OR FATAL CRUSHING INJURIES CAN OCCUR FROM TIPOVER.
TO HELP PREVENT TIPOVER:
  • NEVER ALLOW CHILDREN TO CLIMB, STAND, HANG, OR PLAY ON ANY PART OF CART.

THIS PRODUCT IS POWERED BY ELECTRICITY. IN ORDER TO AVOID BURNS, FIRE AND ELECTRIC SHOCK, PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.
 • DO NOT CLEAN PRODUCT WHILE POWER IS CONNECTED.
  • DO NOT DISASSEMBLE OR REPLACE COMPONENTS WHILE POWER IS CONNECTED.
  • NEVER OPERATE THE SYSTEM WITH A DAMAGED CORD OR PLUG.
      PLEASE CONTACT YOUR SELLER TO REPLACE DAMAGED PARTS.
  • NEVER OPERATE SYSTEM IN DAMP ENVIRONMENTS OR IF ANY ELECTRICAL COMPONENTS HAVE MADE
      CONTACT WITH LIQUIDS.
  • ALTERATIONS OF THE GIVEN POWER UNIT ARE NOT ALLOWED.
  • OUTDOOR USE IS PROHIBITED.

Product Warranty
For the most up to date details on your product's warranty, please visit the product's listing on our website or reach out to customer support.
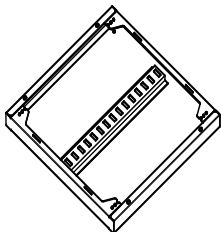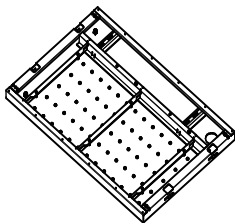**vivo-us.com/products/cart-lapc1**
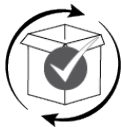
Returns | Product Didn't Work Out?
We offer a hassle-free 30 day return on all products. Contact customer support at 309-278-5303 or help@vivo-us.com. Please note: For items ordered in error or no longer needed, the return shipping charges will be at the buyer's expense.
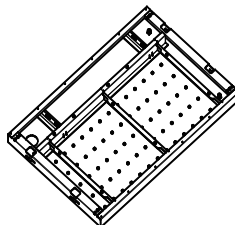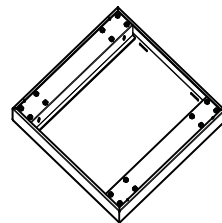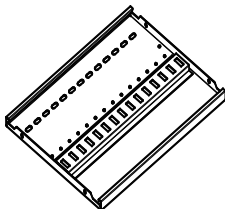
Package Contents

A (x1)
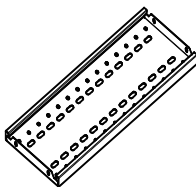Top Panel

B (x1)
Left Side Panel
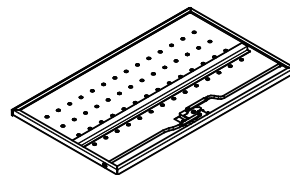

C (x1)
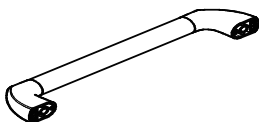Right Side Panel

D (x1)
Bottom Panel

E (x3)
Shelf

F (x2)
Baffle
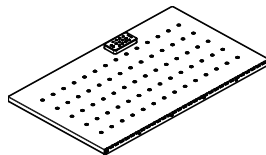
G (x1)
Front Door

H (x1)
Back Door

I (x1)
Handle
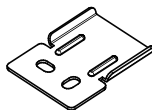

J (x4)
Power Strip
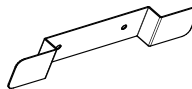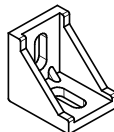

K (x2)
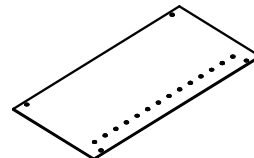Cable Storage
Hook

L (x2)
Caster

M (x2)
Locking Casters
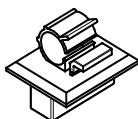

N (x8)
Power Strip
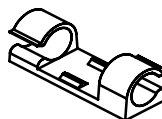Bracket

O (x8)
Corner Bracket

P (x2)
Rubber Mat

Q (x28)
Laptop Divider

R (x30)
Cable Management
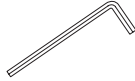Clip

S (x80)
Adhesive Cable Clips

Tools Needed:

Phillips Screwdriver

8mm Socket Wrench

6mm Allen Wrench
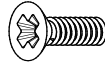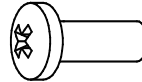
Included Hardware & Tools

S-A (x12)
ST4x10mm
Screw

S-B (x40)
M6x12mm
Screw

S-C (x16)
M4x10mm
Screw

S-D (x16)
M8x16mm
Screw
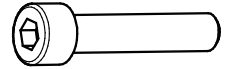
S-E (x2)
M8x40mm
Screw

S-F (x16)
M8
Washer

S-G (x16)
M8 Lock
Washer

S-H (x2)
Black M8
Washer

S-I (x56)
M5
Nut

S-J (x8)
Rubber Mat
Clip

NOTE: Extras of some hardware included.

Weight Capacity:

250lbs (113kg)

ASSEMBLY STEPS

STEP 1

Flip Top Panel **(A)** so that the underside is facing up. Install Side Panels **(B,C)** by inserting **Tabs** into corresponding slots on Top Panel. Slide them back to secure them in place.

Note orientation of underside of Top Panel **(A)**

Cable routing holes indicate the rear of the Side Panels **(B,C)**.
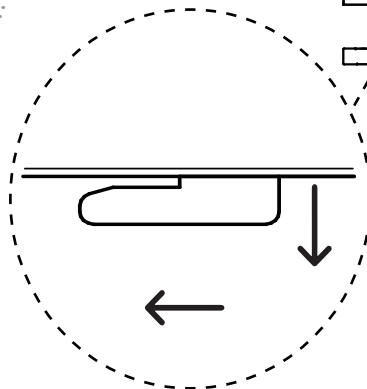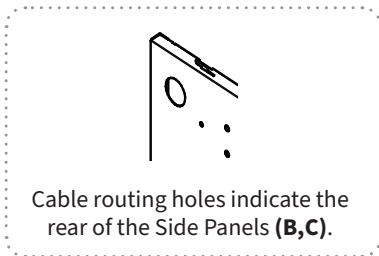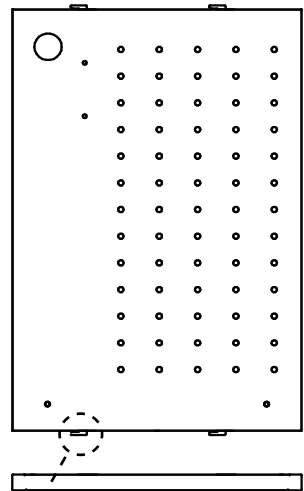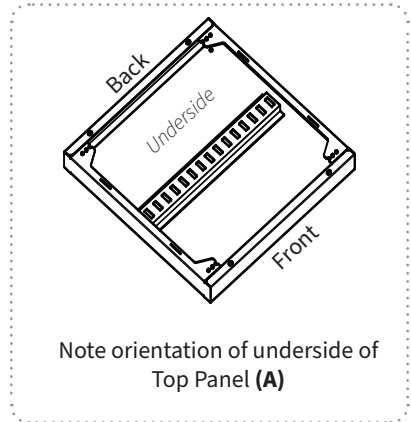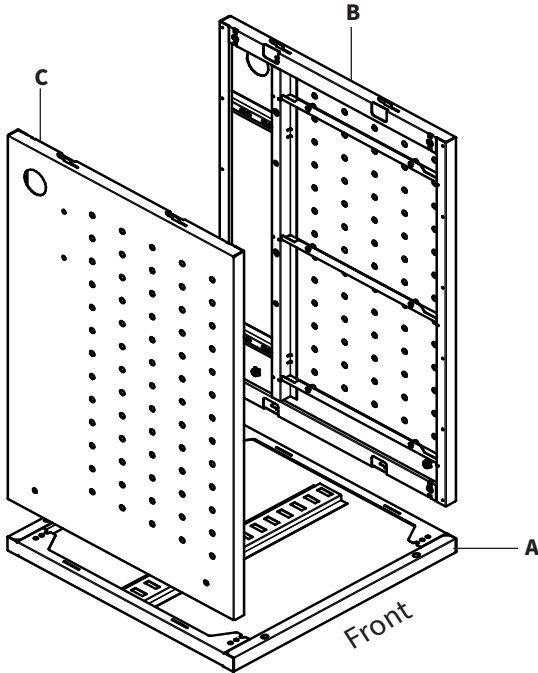
STEP 2

Install Corner Brackets **(O)** to Side Panels **(B,C)** and Top Panel **(A)** using M6x12mm Screws **(S-B)** and a Phillips screwdriver.

C

B

Front

A

O

S-B
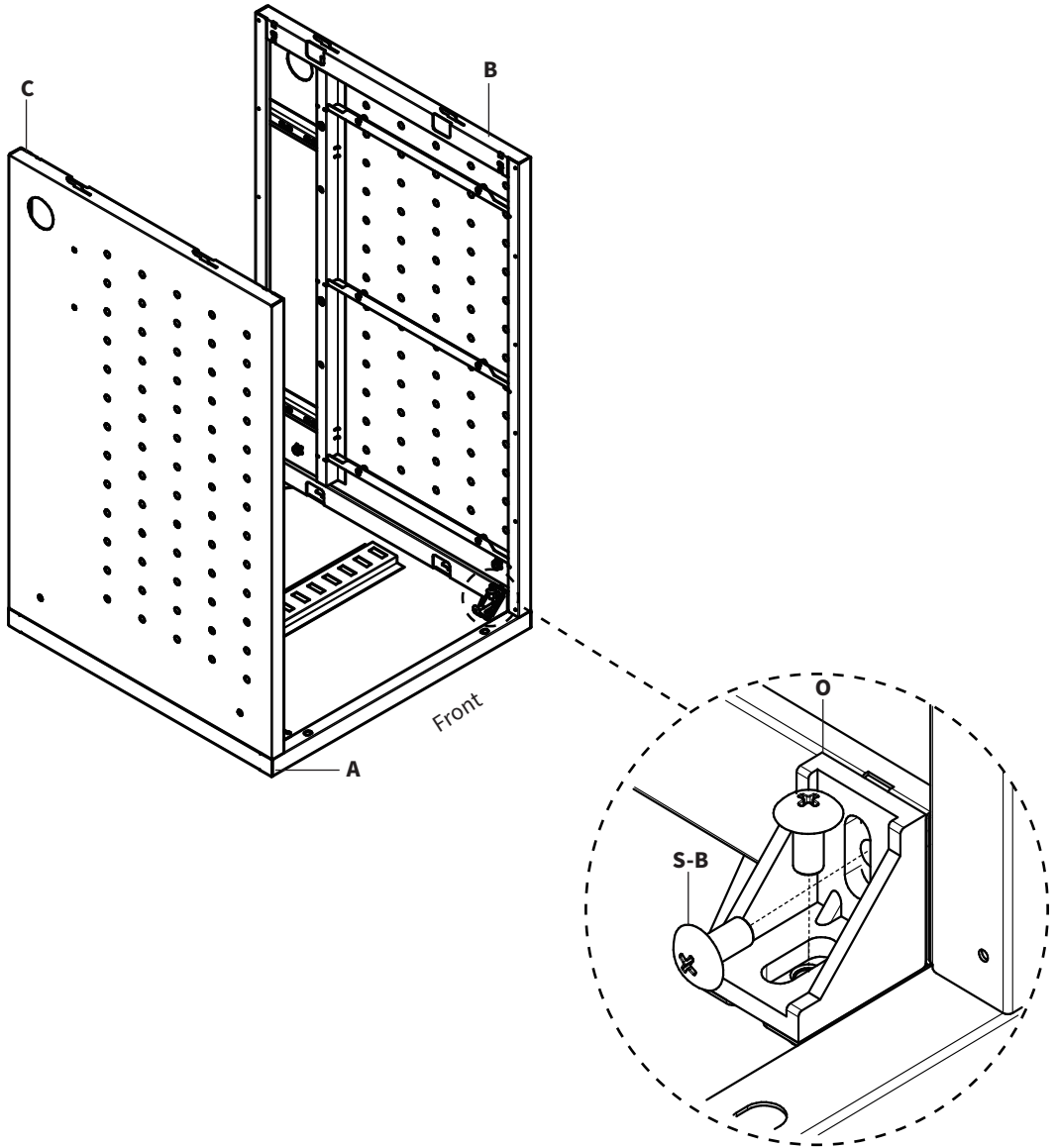
Turn the assembly around and mount Shelves **(E)** and Baffles **(F)** to Side Panels **(B,C)** using M6x12mm Screws **(S-B)** and Phillips screwdriver.

Note orientation of Shelf **(E).**

Note orientation of Baffle **(F).**

Back

Front

Back

S-B

Slide Power Strip Brackets **(N)** into the top and bottom of Power Strips **(J).**

Mount Power Strip Brackets **(N)** to Side Panels **(B,C)** using M4x10mm Screws **(S-C)** and a Phillips screwdriver.
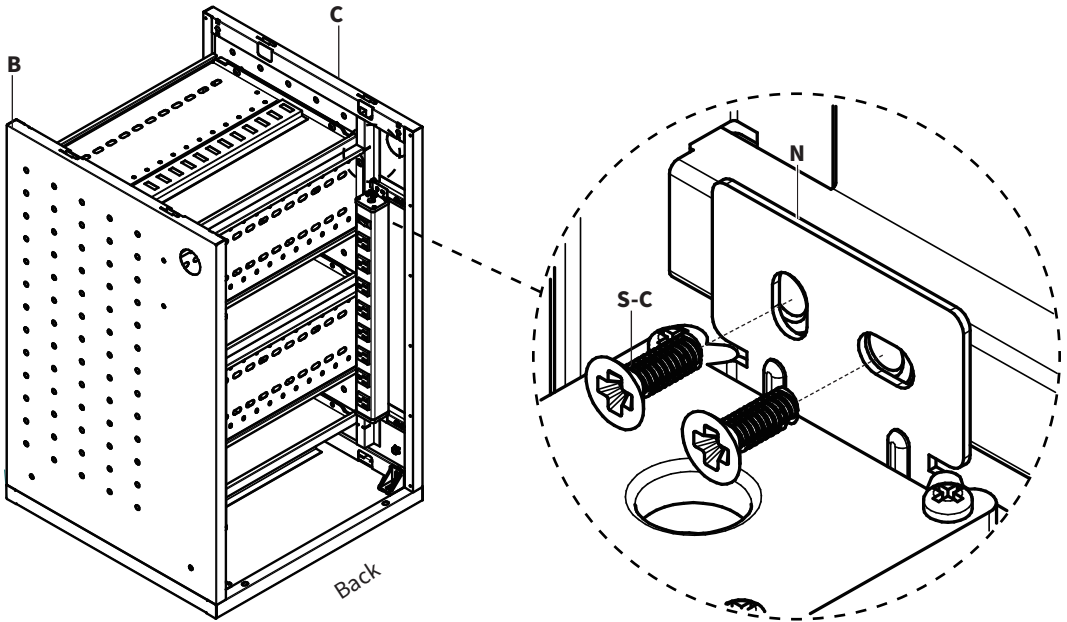
STEP 5

Connect Bottom Panel **(D)** to Side Panels **(B,C)** by inseting tabs on Side Panels to corresponding slots on Bottom Panel, then slide it forward to secure in place.

Back
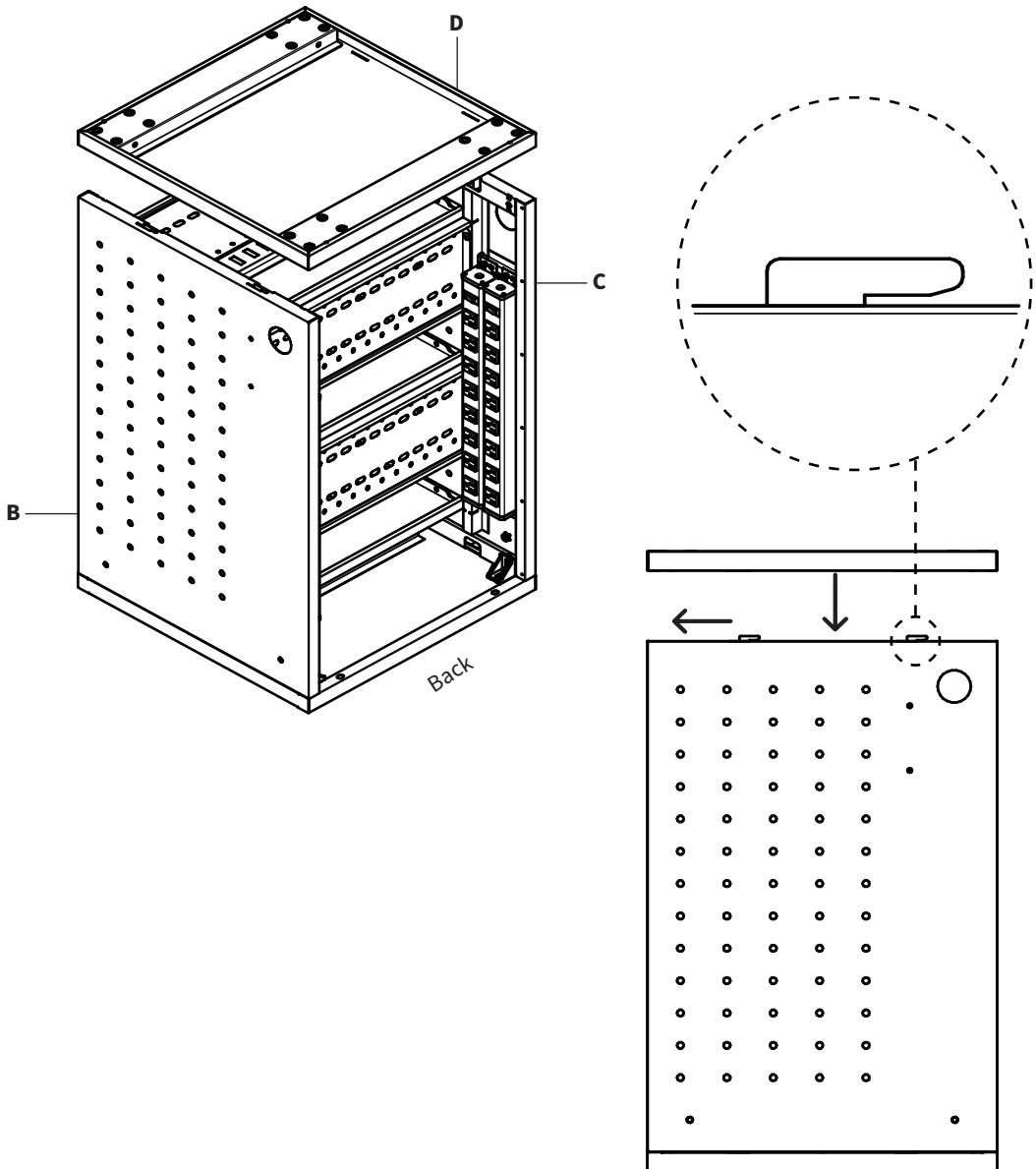
STEP 6

Secure Casters **(L)** and Locking Casters **(M)** to Bottom Panel **(D)** using M8x16mm Screws **(S-D)** with M8 Lock Washers **(S-G)** and M8 Washers **(S-F)**. Tighten with Phillips screwdriver.
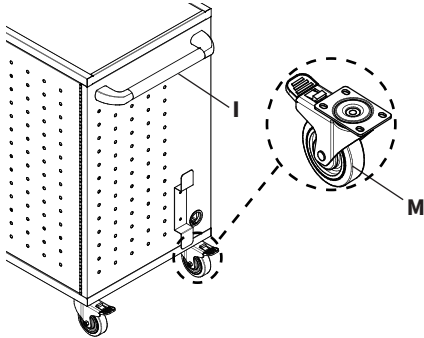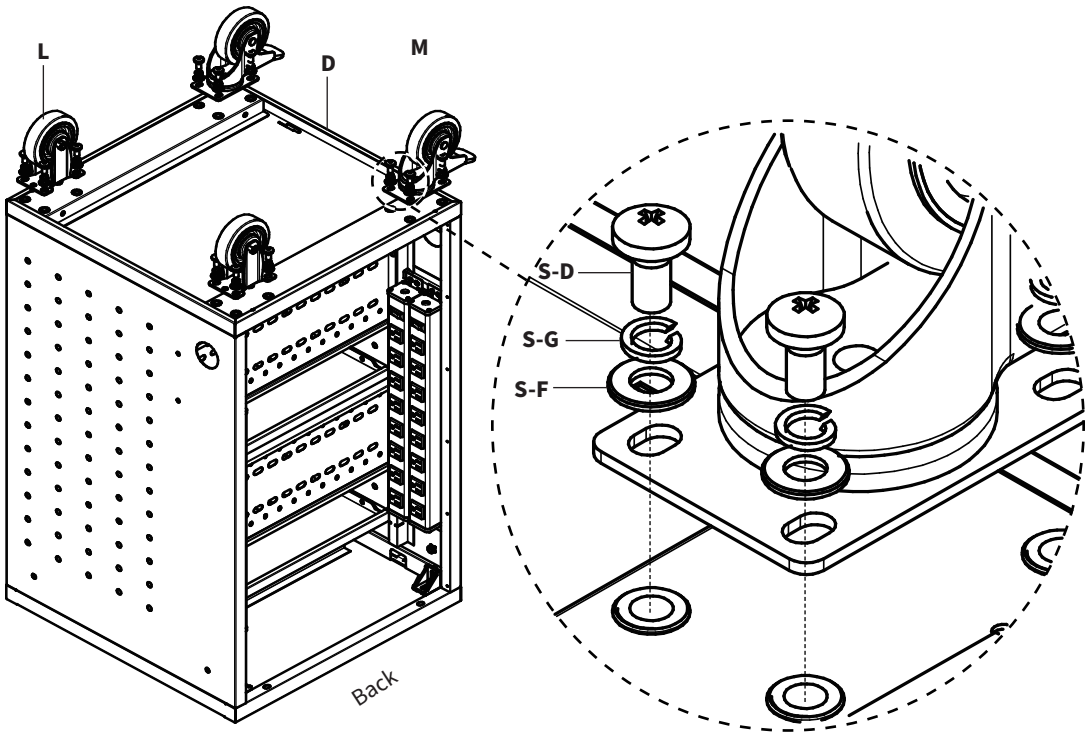
Install Locking Casters **(M)** on the same side that you intend to install the Handle **(I)**.
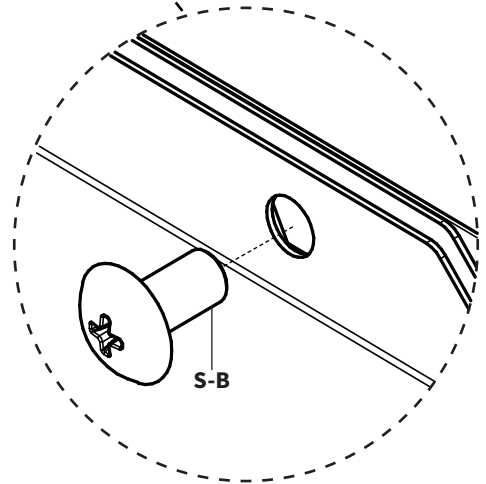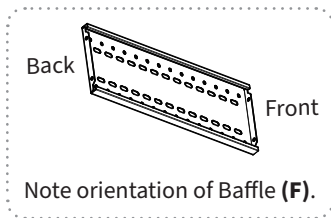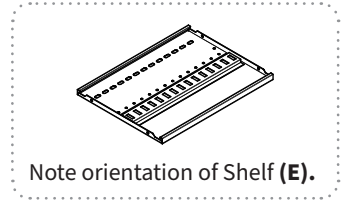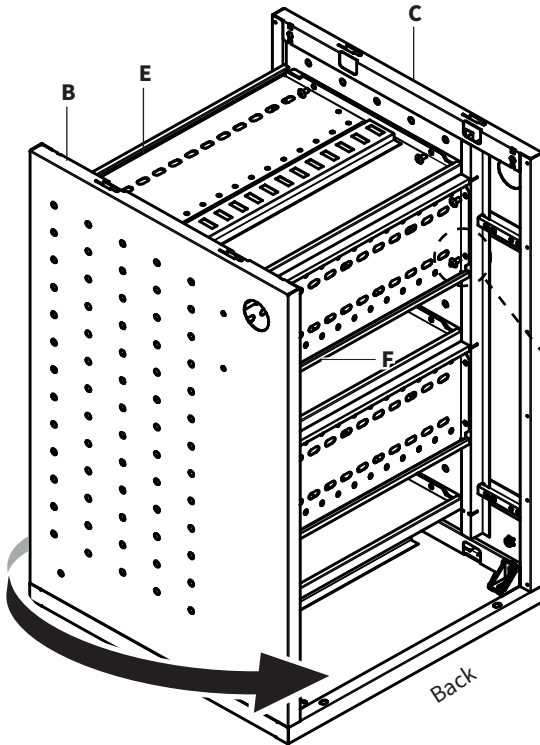
Flip assembly top-side up. Install Corner Brackets **(O)** to Side Panels **(B,C)** and Bottom Panel **(D)** using M6x12mm Screws **(S-B)** and a Phillips screwdriver.
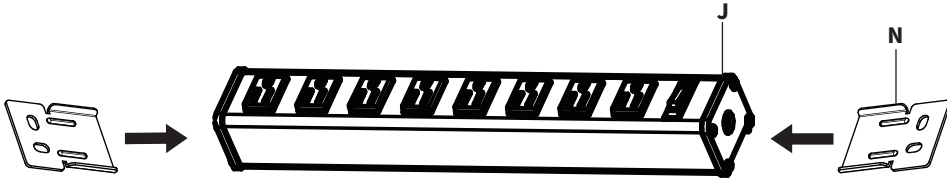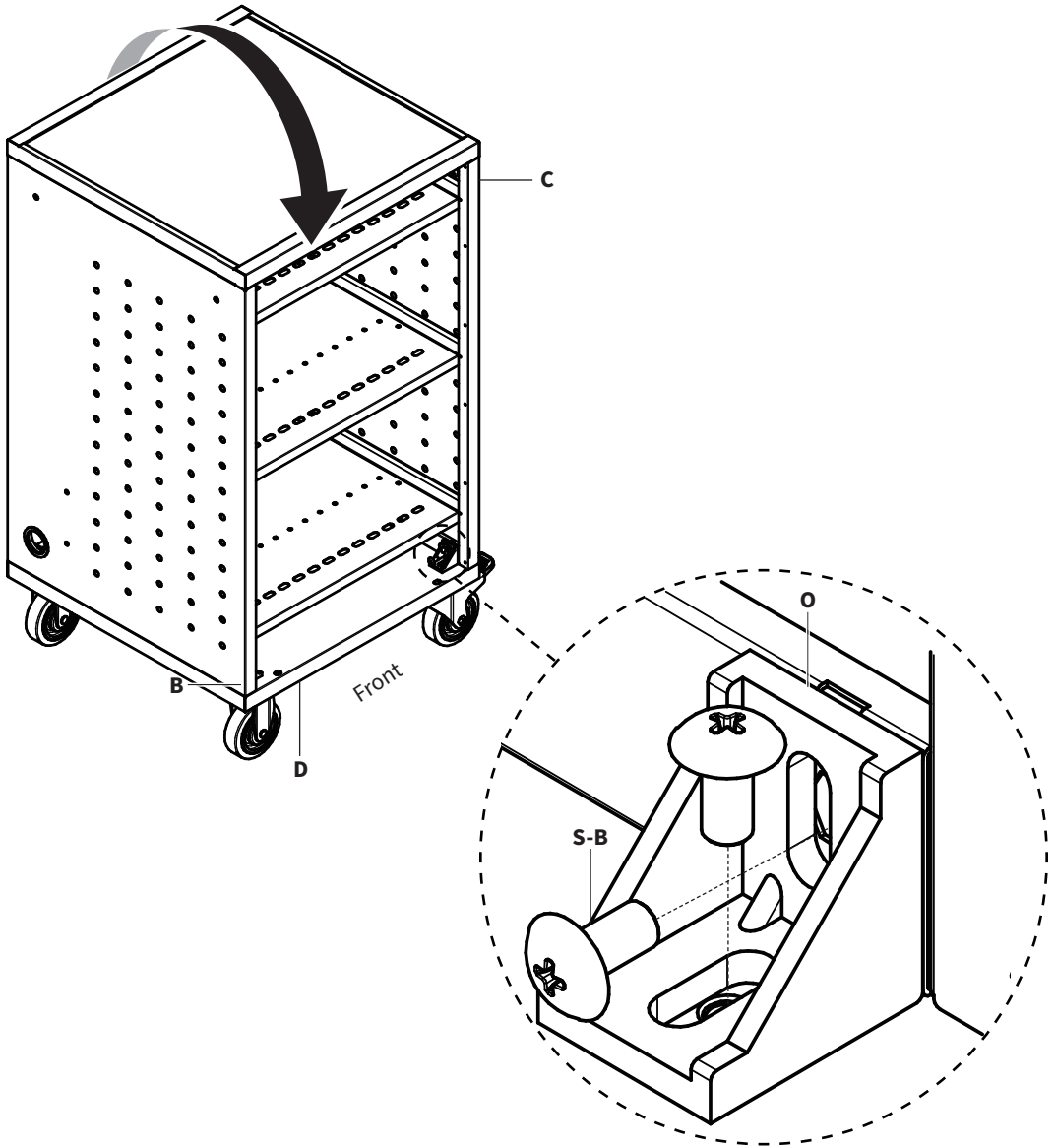
STEP 8

Secure Rubber Mats **(P)** to middle and bottom Shelves **(E)** using Rubber Mat Clips **(S-J)**. Thread M5 Nuts **(S-I)** onto Laptop Dividers **(Q)**. Secure Laptop Dividers into bottom Shelves and Baffles **(F)** using an 8mm socket wrench.

Front
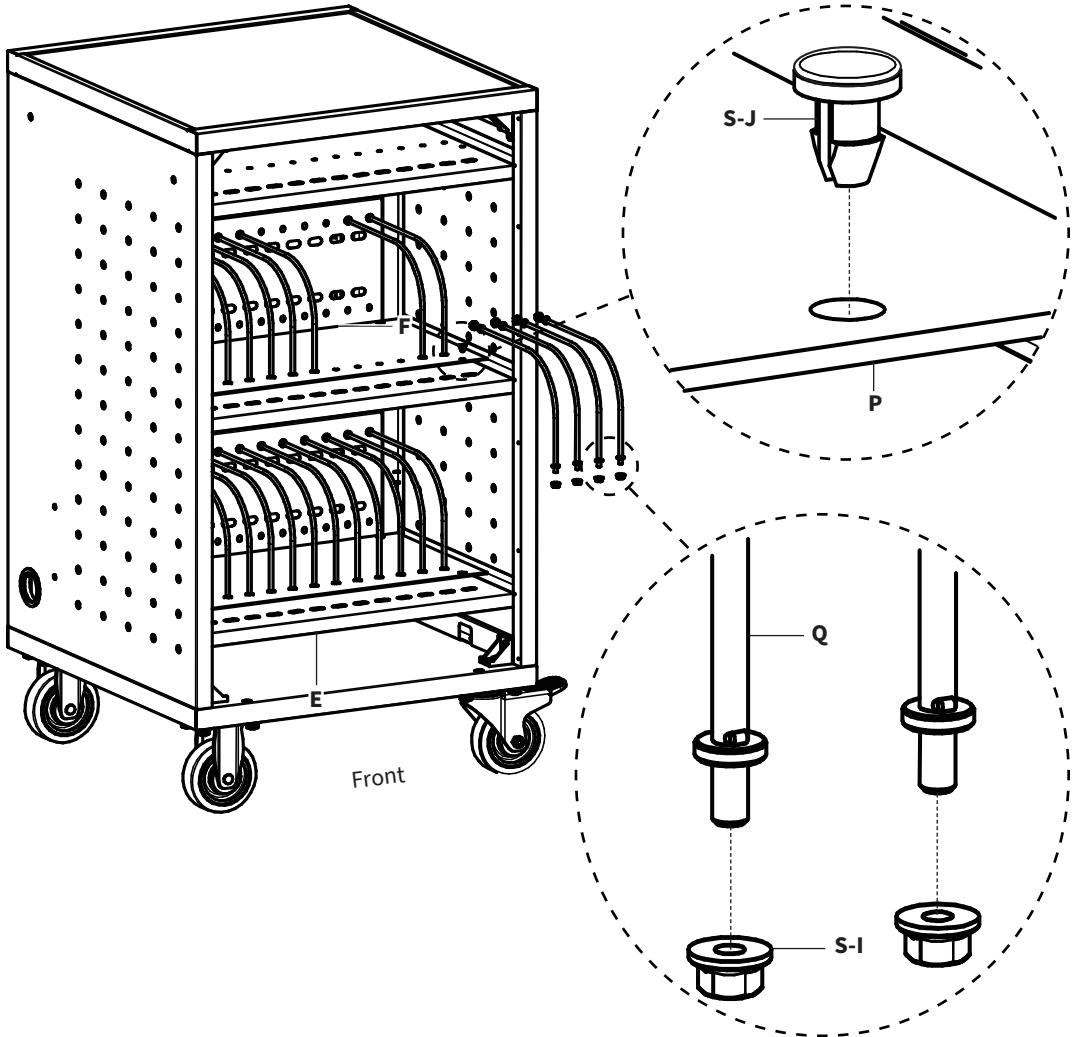
STEP 9

Insert Cable Management Clips **(R)** into the underside of top and middle Shelves **(E)**. Remove protective backing from Adhesive Cable Clips **(S)** and apply where desired.
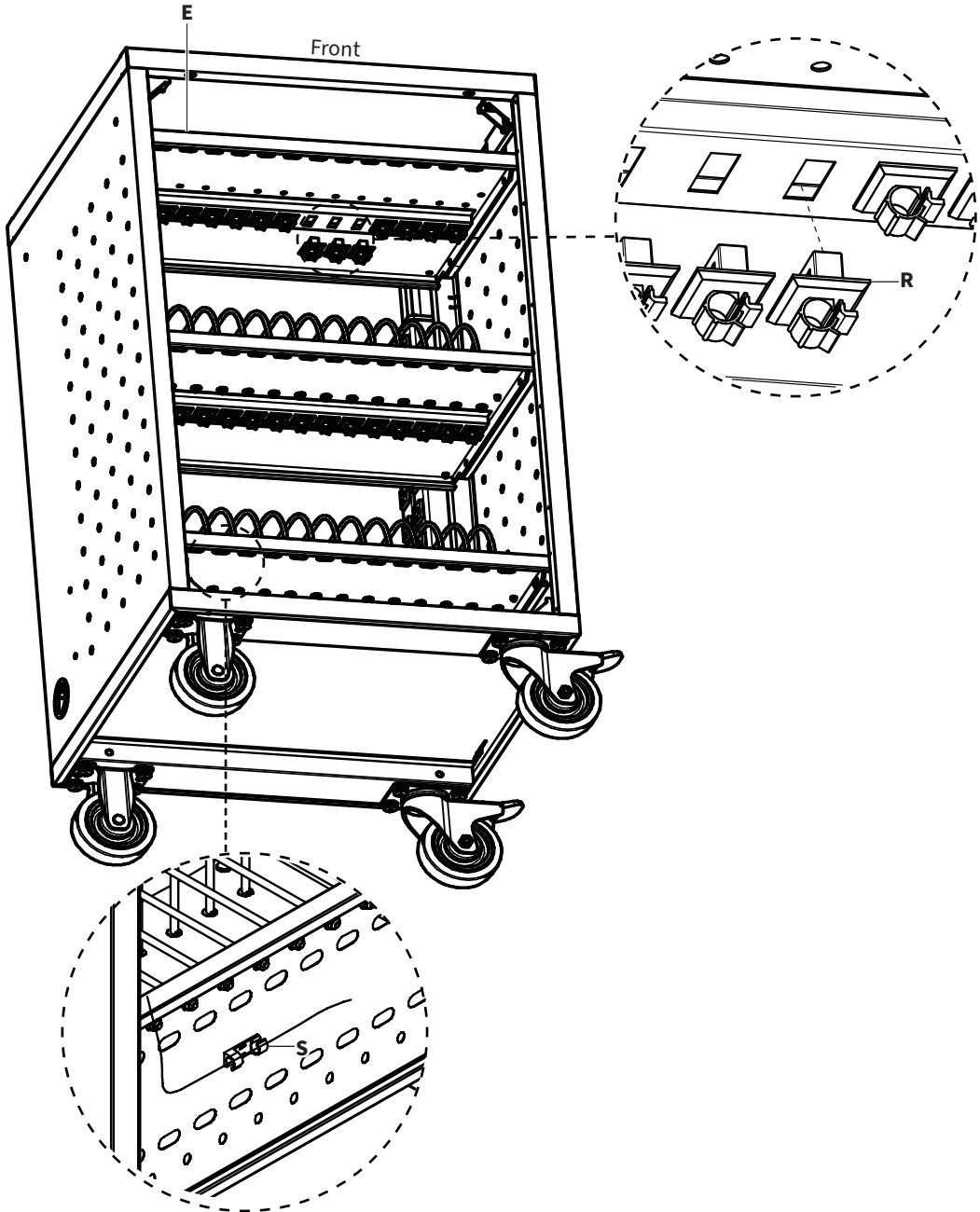
E

Front

R

S
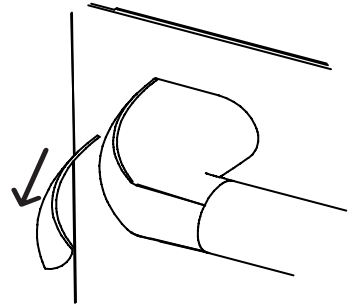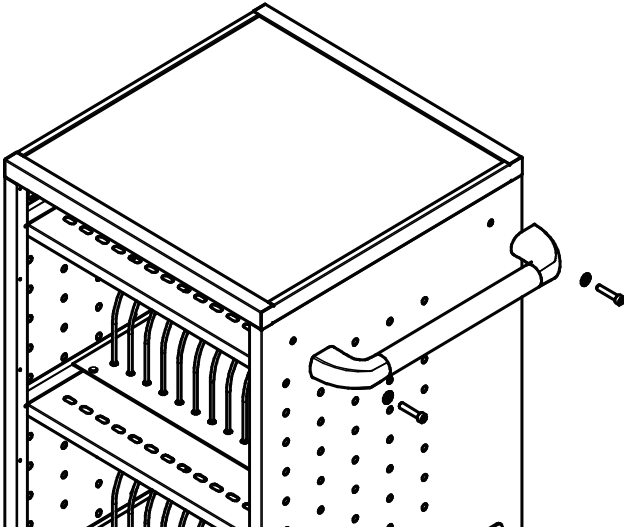
STEP 10

Slide plastic covers off of Handle **(I)**.

S-H

S-E

I
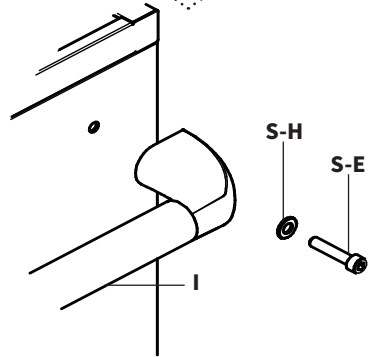
Install using M8x40mm Screws **(S-E)**, black M8 Washers **(S-H)**, and 6mm Allen Wrench. Reapply covers.

Assemble Cable Storage Hooks **(K)** to Side Panels **(B,C)** using M6x12mm Screws **(S-B)** and a Phillips screwdriver.

B

K

C

S-B

Front

M
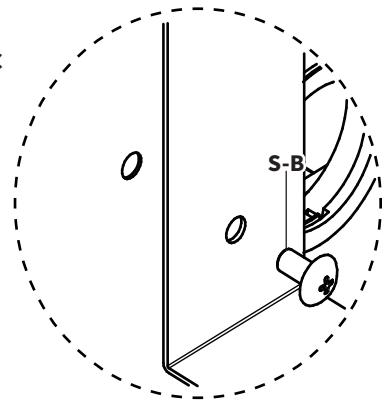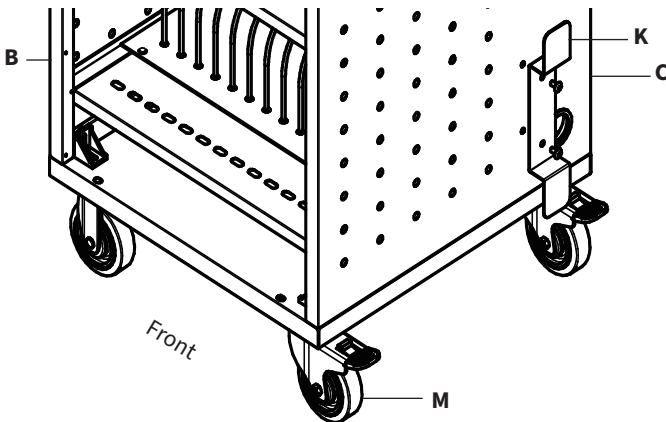
STEP 11

Install Doors **(G,H)** to the assembly using ST4x10mm Screws **(S-A)** and a Phillips screwdriver.
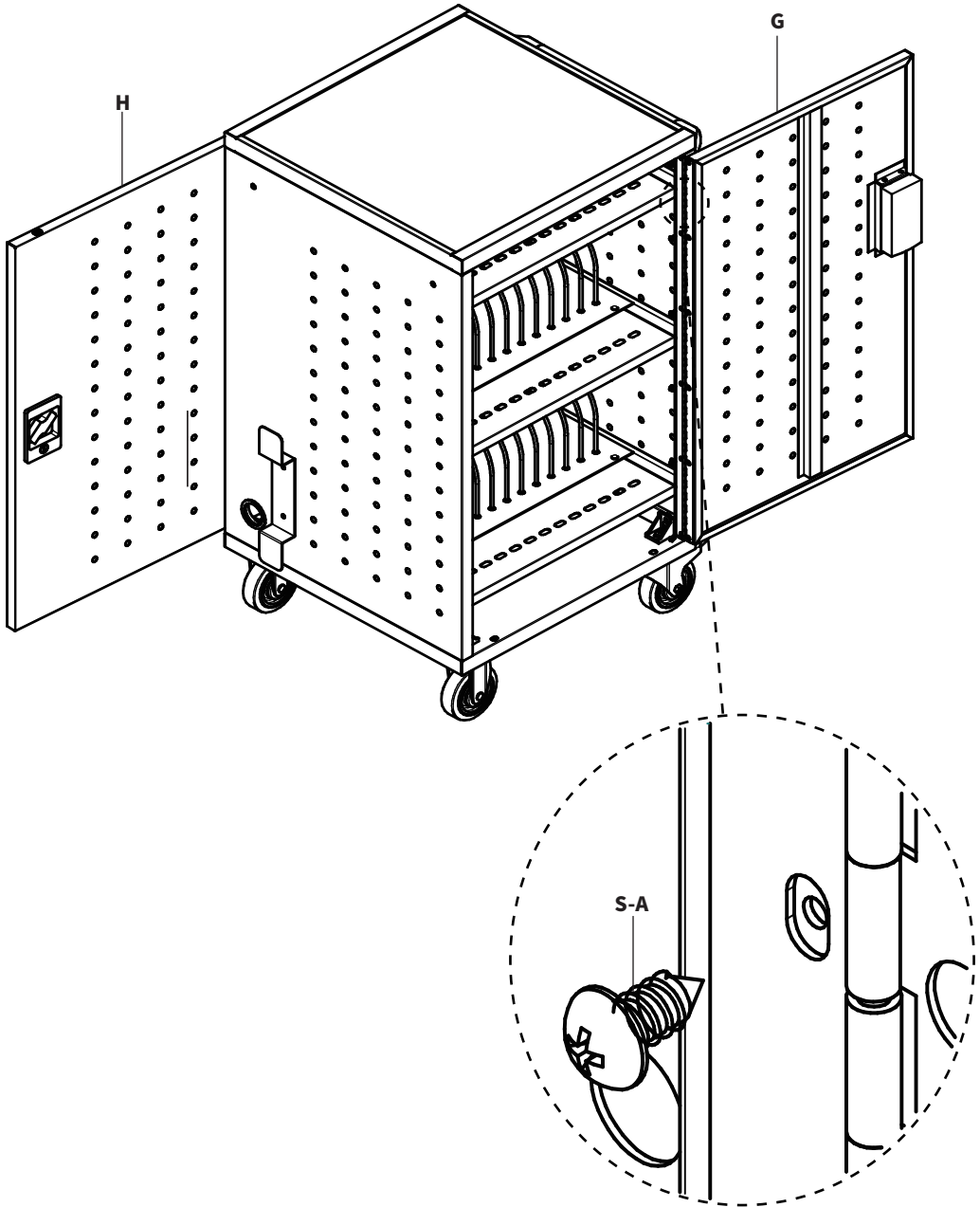
[THIS PAGE INTENTIONALLY LEFT BLANK]

KEYPAD & RFID
Setup & Troubleshooting
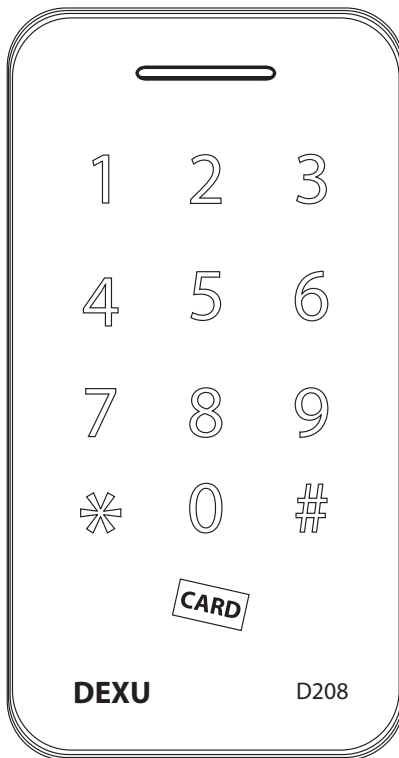
Components
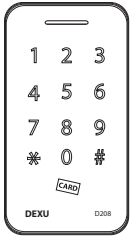
Keypad (x1)   **RFID Tags (x3)**   **Back Access Key (x2)**   **Micro USB Cable (x1)**

4 AA Batteries (Not Included)
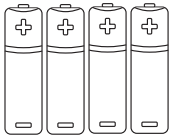
Getting Started

Install 4x AA Bateries
Remove back cover of Keypad and install 4 AA batteries (not included). Reinstall cover after.

PLEASE NOTE:
The keypad unlocks the cabinet through two methods: codes and RFID tags. Before each use, the keypad will be in power-saving mode. To wake, simply press the * or any key.
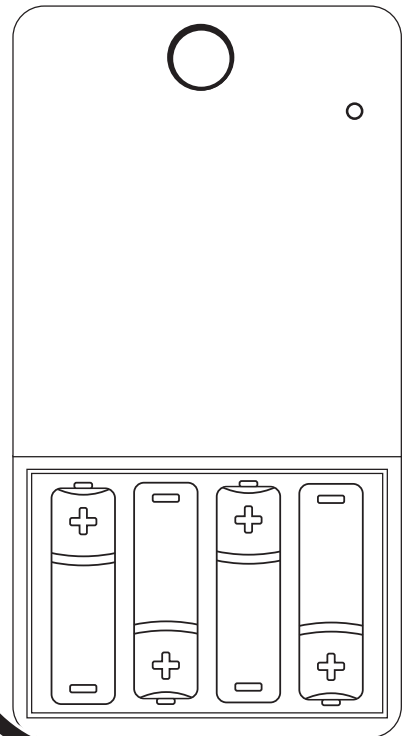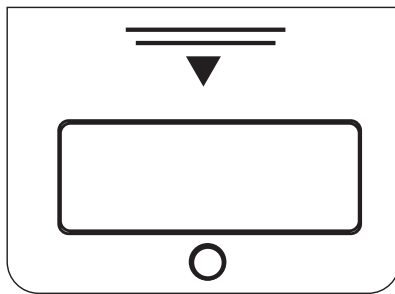
Operating Instructions

DELETE — ✳

CONFIRM — #

LED INDICATOR

RFID TAG READER

DEXU D208
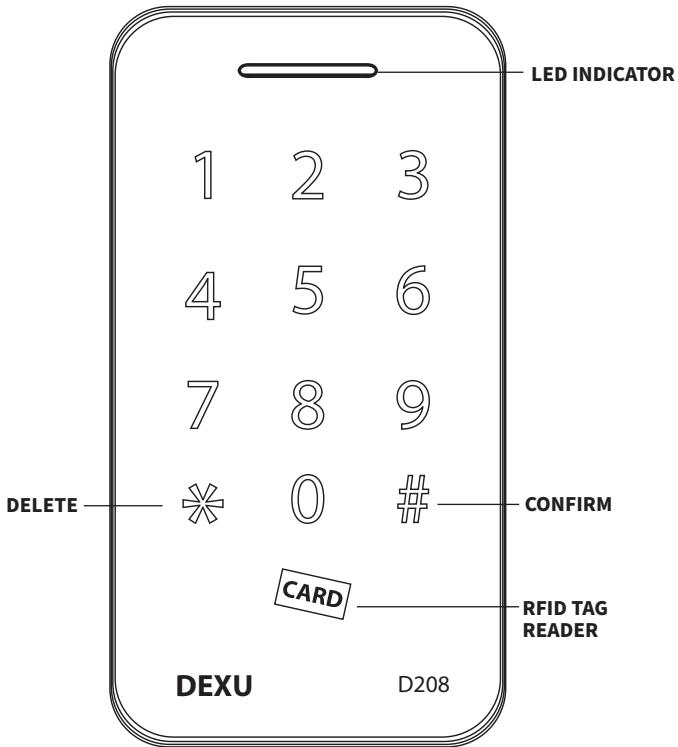
USING KEYPAD FIRST TIME

When unlocking the Keypad for the first time, the default setting will be in **Private Mode** and the **User Code** will be "1111", with the **Master Code** "00000000". The three included RFID Tags will need to be synced. The Default Code is for temporary use only. *See Modes for more information.*

CHANGING THE MASTER CODE

Codes must be between 6-10 digits. To change the Master Code, press **# 2 #.** The LED will begin to flicker. Input the existing Master Code and press **#** to confirm. Now input your new code and press **#**. Enter your new code a second time and press **#** to confirm. The blue LED light will display and 2 beeps will sound to confirm the code has been changed.

Operating Modes

There are two modes that this keypad can be used in: Public and Private.

1. Public Mode

Public Mode allows the keypad to stay unlocked until the user code is reentered. After unlocking, keypad remains unlocked until the user code is entered again, allowing others to freely access without needing a code.

SETTING THE USER CODE
Begin by switching to Public from Private. Press **# 4 #**, enter the Master Code, and press **#** to confirm. The lock will automatically disengage. You can now enter your new User Code between 4-10 digits in length. This is a one-time process and the code can now be used to lock and unlock the keypad.

CONNECTING RFID TAGS
Begin by pressing **# 1 #**. Input your Master Code and press **#** to confirm. Wave the tag over the designated CARD icon. One long beep will sound to confirm the tag has been programmed. Additional tags can be programmed while the blue LED continues to flash. You can configure up to 20 pieces at one time.

Note: The cart comes with three tags. Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in.

CLEAR RFID TAG DATA
Press **# 3 #**. Input your master code and press **#** to confirm. A Blue LED will flash once, confirming that all cards have been deleted.

(!) ONE MODE PROGRAMMING

Included RFID Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in. For this reason, it is recommended to only use the keypad in one mode.

2. Private Mode

Private Mode requires the User Code to be entered each time the user wants to open the cabinet. After the code is entered, the lock will stay open for 4 seconds and then automatically lock.

CHANGING THE USER CODE
Codes must be between 4-10 digits. To change the User Code, press **# 2 #.** The LED will begin to flicker. Input the existing User Code and press **#** to confirm. Now input your new code and press **#**. The LED will continue to flicker and 2 beeps will be heard. Enter your new code a second time and press **#** to confirm. 2 beeps will sound to confirm the code has been changed and the LED will turn off.
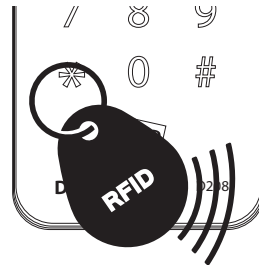
CONNECTING RFID TAGS
Begin by pressing **# 1 #**. Input your Master Code and press **#** to confirm. Wave the tag over the designated ⬚CARD⬚ icon. One long beep will sound to confirm the tag has been programmed. Additional tags can be programmed while the blue LED continues to flash. You can configure up to 20 pieces at one time.

Note: The cart comes with three tags. Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in.

CLEAR RFID TAG DATA
Press **# 3 #**. Input your master code and press **#** to confirm. A Blue LED will flash once, confirming that all cards have been deleted.

⚠ ONE MODE PROGRAMMING

Included RFID Tags can only be programmed in one mode; switching from one mode to another will erase the RFID Tag from the mode it was programmed in. For this reason, it is recommended to only use the keypad in one mode.

How to Switch Between Modes

Switch from Private to Public Mode:
Press **# 4 #**, enter the Master Code, and press **#** to confirm. The lock will automatically disengage.

Switch to Private Mode: Press **# 5 #**, enter the Master Code, and press **#** to confirm. The lock will automatically engage (if previously unlocked).
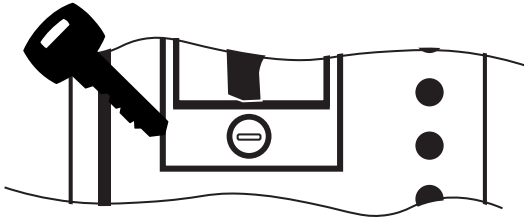
Optional Back Access Key

Two access keys are provided to manually unlock the cabinet from the back side. This can be used for quick access or for when a code has been misplaced.

Troubleshooting

| Problem	Solution
Low Power Alarm	When the batteries are running low, a Red LED will flicker with 4 beeps. At this point, the lock has about 100 uses remaining until completely drained. Once the alarm sounds, we recommend changing the batteries as soon as possible.
Lock Has No Power	If the lock lacks sufficient power to run, plug the provided Micro USB Cable into the bottom of the front lock to temporarily power the unit. Unlock the unit and replace with new batteries immediately.
Code Protection	After three failed attempts to enter a user or master code, the system will lock for 1 minute. At this time no operation is available. Please allow 1-2 minutes before trying the code again.
Forgot Access Code	If you have misplaced or forgotten the master or user access code, the cabinet can be unlocked manually from the back side using the two provided access keys.
Resetting to Factory Settings	In the event that a code is lost or there is an error with the keypad, the system can be reset. To do so, locate the physical button on the back side of the lock housing. Using a paper clip, hold the button down for 5s. The alarm will sound, signaling the lock has been reset. The keypad will now revert to the original factory settings. Please refer to *Using Keypad First Time* for default access codes.

Reset Button
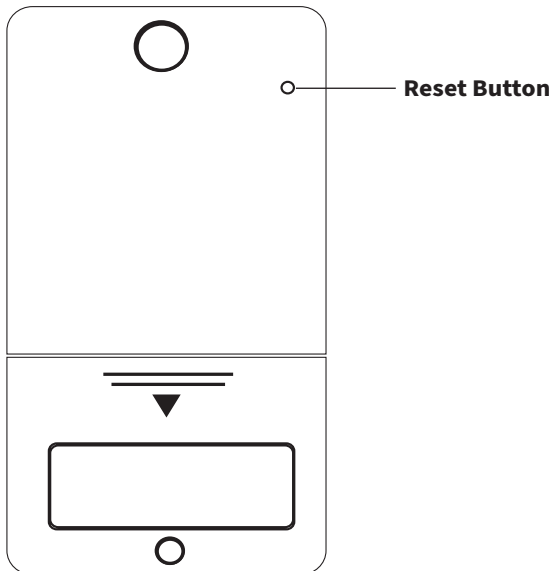
CHECK OUT OTHER GREAT PRODUCTS FROM

EXPLORE MORE AT VIVO-US.COM

We offer a wide array of home & office products to fit your needs. From height adjustable desks to monitor mounts to keyboard trays and more!
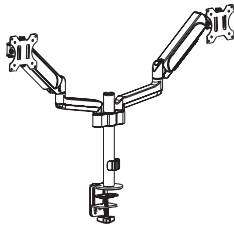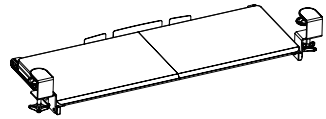

MONITOR MOUNTS
From single monitor mounts to hex mount, gromment or clamp-ons, we've got a mounting solution for your setup.
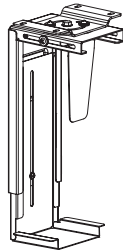
PC MOUNTS & CARTS
Our space saving carts and under desk mounts hold PC's of all shapes and sizes, and provide e easy access while helping to protect it.

KEYBOARD TRAYS
Free up valuable desk space with an under desk keyboard tray. Smooth gliding tracks help to conceal tray when in in use for a clean setup.

WHO WE ARE

VIVO is more than a brand of ergonomic office furniture. We are a team of creative and innovative indivuduals working together to offer high quality, affordable ergonomic solutions. We think and work outside of the box to serve you, our customer, to the best of our abilitiy.

Need Assistance?

We Would Love to Help!

Personable Customer Support | Mon-Fri 7am-7pm
We offer immediate assistance with rapid response times from customer service agents and product techncians to help you every step of the way!

Call Us: **309-278-5303**
Average Resolution Time: **5m 4s**

Chat Us: **www.vivo-us.com**
Average Resolution Time: **< 15m**

Email Us: **help@vivo-us.com**
Average Resolution Time: **1HR 8M**

23% within < 15m
38% within < 30m
61% within < 1hr
83% within <2hr
92% within < 3hr

Need Help? Get In Touch

Monday-Friday from 7:00am-7:00pm CST

help@vivo-us.com

www.vivo-us.com
Chat live with an agent!

309-278-5303

VIVO-us   **@vivo_us**