The **Diplomat**™ Range

User Manual

PIN & CAM Models

Contents

1. Introduction

Congratulations and thank you for purchasing your locker system from the LapSafe® Diplomat™ range. Your unit(s) come with a lifetime parts and labour warranty, which you will need to activate immediately **(Section 7)**.

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

2. Important actions

Upon delivery of your new Diplomat™ unit(s) you must:

- Take a note and store in a safe place your unit(s) serial number(s), which can be found located on the front of the locker tower or on the roof panel above the fan. The silver plate will hold your serial number that begins with **DIP (Figure 1)**. You will need to quote this number for all enquiries relating to your Diplomat™.

- Take a note of your key numbers for each locker bay (if you have the CAM version) located on the key itself and store these in a safe and secure place. You will need this if you wish to order additional keys **(Figure 2)**.

- Visit **lapsafe.com/activate** to activate your Lifetime warranty. Your warranty will not be valid unless you do this.

- Read the section on 'Health & Safety' **(Section 9)**

Figure 1
Serial plate

Figure 2
Diplomat™ CAM key

3. Installation

Installation of your Diplomat™ system would have been carried out by our own engineers and the unit would have been plugged into the mains and/or connected to your network (if required). If your unit(s) are connected to fixed spurs, then the final connection is your responsibility by a qualified electrical engineer.

4. Charging devices

Ensure that the power to the unit is on and the front panel indicator lights are illuminated (both red and green).

Front panel lights explained

When illuminated; power is being supplied to the unit from the mains supply. If the indicator is off, please check the power supply to the unit.

When illuminated our power management systems are activated and power is being supplied to the charging ports (ChargeLine™, ChargeLine™ ULTRA and SmartLine™). If the red light is off or flashing, please contact LapSafe® Support as this could indicate a possible problem with one or more of the output channels that supply charging to your devices.

4.1 SmartLine™

If you have chosen SmartLine™ with PowaSave™ then each locker bay has been fitted with LapSafe®'s ultra-safe pre-configured charging leads, specific to the make and model of your chosen device. You do not require the AC adaptors that come with your devices.

Place each laptop into a locker charging bay – only one device per shelf.

Plug the black SmartLine™ charging cables provided in each bay into the corresponding laptop's power port to allow charging **(Figure 3)**

Locker bay charging lights explained

Red
Batteries charging

Blue
Batteries 80% charged

Blue flashing frequently
Batteries fully charged and power is still being provided

Blue flashing slowly
Batteries charged and power supply is on standby

Purple
Checking laptops for charge request (every 60 minutes)

No light
No laptop connected

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 with SmartLine™. It automatically senses when a group of three devices are fully charged, it then stops charging the group to avoid wasting power; thus making vast energy savings.

All devices are still charged simultaneously in the fastest possible time.

Figure 3
Plugging in SmartLine™ cable

4.2 ChargeLine™

If you have chosen ChargeLine™ then your Diplomat™ will be configured to allow you to use the AC adaptors that are supplied with your device. Each of your locker bays will have either a three pin 13-amp socket fitted or a European socket (if requested). **(Figure 4)**

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 AC adaptor to the laptop.

4.3 ChargeLine™ Ultra

If you have chosen ChargeLine™ ULTRA then your Diplomat™ will be configured to allow you to use the AC adaptors that are supplied with your device as well as two USB (1.0amp) sockets fitted inside to enable you to charge up to three devices in each bay (such as a laptop, tablet and mobile telephone). **(Figure 5)**

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 AC adaptor to the laptop.

To charge the USB devices, place your devices (max 2 devices) in the locker bay and connect your own USB charging lead to the provided sockets (both sockets provide 1.0 amps)

Figure 4
ChargeLine™ charging

Figure 5
ChargeLine™ Ultra

5. Options

Network connectivity

If your Diplomat™ features network connectivity, you can plug each tower (or tower that has the switch fitted) into your network by connecting a standard network cable into the switch.

Data transfer

If your purchase includes Data Transfer each locker bay will be network ready (these are normally black network cables within your charging bays), you can update all of your supported devices simultaneously inside the unit using Wake on LAN (WoL) software (provided by others).

Make sure that each tower is connected to the network, plug each individual black network cable inside the charging bay into the network port of each device and ensure that the Diplomat™ is switched on.

The devices are now ready to receive updates.

6. Locking systems

There are a number of locking systems available with the Diplomat™ those being:

1. **LoXs** - Nedap® LoXs™ access control locking system
2. **LMS**   - Electronic locking linked to a Library Management System (LMS)
3. **CAM**   - Camlock™ style keyed locks
4. **PIN**   - BeCode® MiniPad™ locks (with or without TAN mode)

6.1 Nedap LoXs & LMS

Diplomat ™ LoXs and LMS please refer to their own more comprehensive user guides for set up and operation details.

6.2 Diplomat™ CAM

If your Diplomat™ is fitted with 'camlock style' keyed locks **(Figure 6)**, each locker will be fitted with an individually keyed lock operated by a flat key.

To unlock
Insert the key into the lock and turn the key 90 degrees – the key is retained in the lock.

To lock
Close the door and insert the key into the lock and turn the key 90 degrees.

Optionality
All the locks are Master Keyed to provide an administrator override facility. Locker bays can be locked/unlocked in the same way using the Master Key.

PLEASE KEEP THIS MASTER KEY SAFE and it SHOULD ONLY BE USED BY ADMINISTRATORS.

6.3 Diplomat™ PIN

The Diplomat™ PIN can be used in two modes, single user mode or multi user mode, depending upon how you ordered. Each mode offers a slightly different function in how the lock is used **(Figure 7)**.

Figure 6
CAM lock

Figure 7
PIN code lock

Single user mode

The lock is pre-set with a PIN, which you assign to a user for a period of time (a term, month, year etc.) You can change the PIN number to 'lock-out' a user and assign the locker to a new user.

- To set your personalised user code (4 digits long, your preference) please insert the following code √ 1 √ followed by your chosen code then 'tick', please repeat your code and 'tick' again.

- To operate simply enter your 4 digit code followed by 'tick'

Multi user mode

The lock is always open (no PIN code set) and the user enters their own PIN code as required. When the user returns to the locker and enters their PIN code again, the locker bay is opened and the PIN code is erased from the lock, leaving it free for the next user.

- To operate the lock you need to set your one time personalised user code (4 digits long, your preference). Please close the locker door, and insert the preferred code, followed by 'tick'. This will lock the door.

- To open simply enter your 4 digit code followed by 'tick'. The lock will remain open for the operation to start again.

Administrator

If a user forgets their PIN code, there is a master PIN code override that can be used by an administrator to gain access to the lockers.

Your lockers have a factory set master PIN code of '4444'.

We suggest that you change the default master PIN code on the locks upon receipt of your unit(s). This PIN code should not be disclosed to users, and if you think, there is a possibility that the code has been compromised, you should change the master PIN code on all the locks as soon as possible.

- Your locks have a factory set master code. Should a user forget their code enter 4444 followed by 'tick' to open the lock. To change the factory master code: press 'tick' then 0 then 'tick' again, then enter a new four digit code (your preference) followed by 'tick', then enter the new code again and press 'tick' once more. The new master code will now be active.

7. Warranty

All Diplomat™ models come with a Lifetime Parts & Labour Warranty. 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 **lapsafe.com/activate**

8. Care and maintainance

Dos
- Lock your lockers when not in use (if applicable)
- Keep your keys in a safe place and not in the same room as the Diplomat™
- Keep a record of any key numbers
- Keep a record of the unit(s) serial number(s)
- 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 locker bays

Dont's
- Do not leave keys in the door locks
- Do not remove doors
- Do not move the Diplomat™ in anyway without contacting LapSafe® Support to arrange for a qualified LapSafe® Engineer to move your unit for you
- Do not try to modify the Diplomat™ in anyway without contacting LapSafe® first to check that it is safe to do so

9. Health and safety

The Diplomat™ manufactured by LapSafe® Products has 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. 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 top service panel or side panels of the Diplomat™ to be opened by anyone other than an authorised person.

At no time should anyone attempt to physically lift or move the unit(s), as this could cause injury to the persons concerned and even damage to your Diplomat™, which will invalidate the manufacturer's warranty. Should you need to move/re-locate the unit(s) you are advised to seek advice from LapSafe® Products.

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make the **educated** choice

Safety Declaration

Recent guidance from the Health and Safety Executive regarding "Laptop computer charging products 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® Products

At LapSafe® Products we are proud to confirm that our electrical products, have been thoroughly tested and certified (by an authorised and/or 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® 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.

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® Products 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® products on 0800 130 3456 or visit our website at lapsafe.com

*Mentor™ range from January 2010

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life of your Cabinet

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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® Diplomat™ Range
Manufacture Address:	LapSafe® Products Limited Unit 3 Wakes Hall Business Centre Wakes Colne Colchester Essex CO6 2DY
European Standards:	IEC 60950-1:2005 + A1: 2009 EN 60950-1: 2006 + A12: 2011

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

Issue Date: 10 September 2012

Authorised by LapSafe® Products:

John Hutton

Position: Director

LPL15_V1_07

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