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ConvertIT™

Cart Instruction Manual

Released August 9, 2016

Document: 990201
Classification: Customer
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Last Saved: August 9, 2016

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Document History

Date	Version	Changes	Responsible
8/08/16	1.0	Construction	Marvin Crisp



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Documentation Overview

Scope of the Document

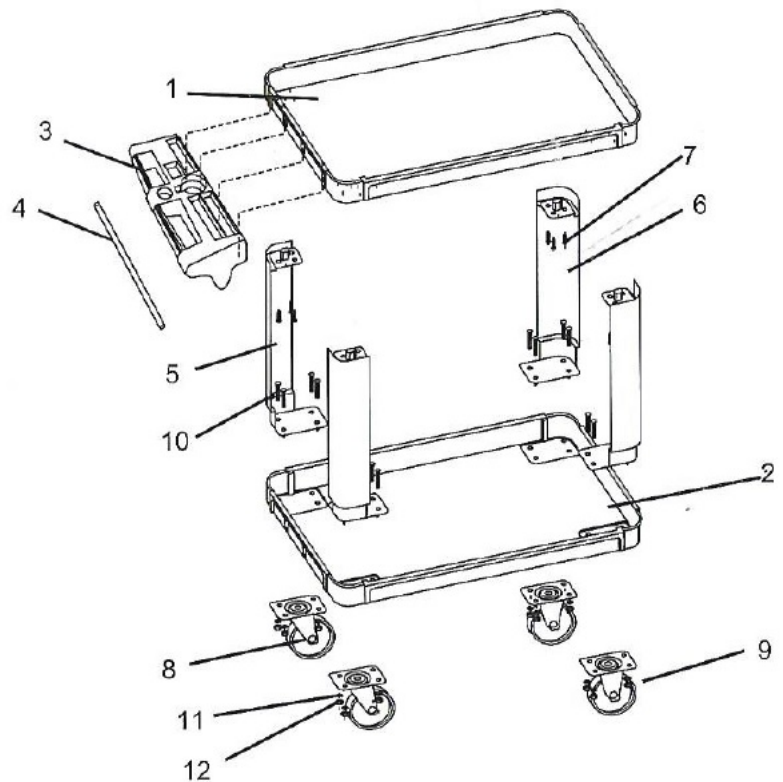
This document covers the hardware build instructions for the D-Tech RFID conversion cart. It also covers the layout of the equipment on the cart.



Step 1 – Building the Cart

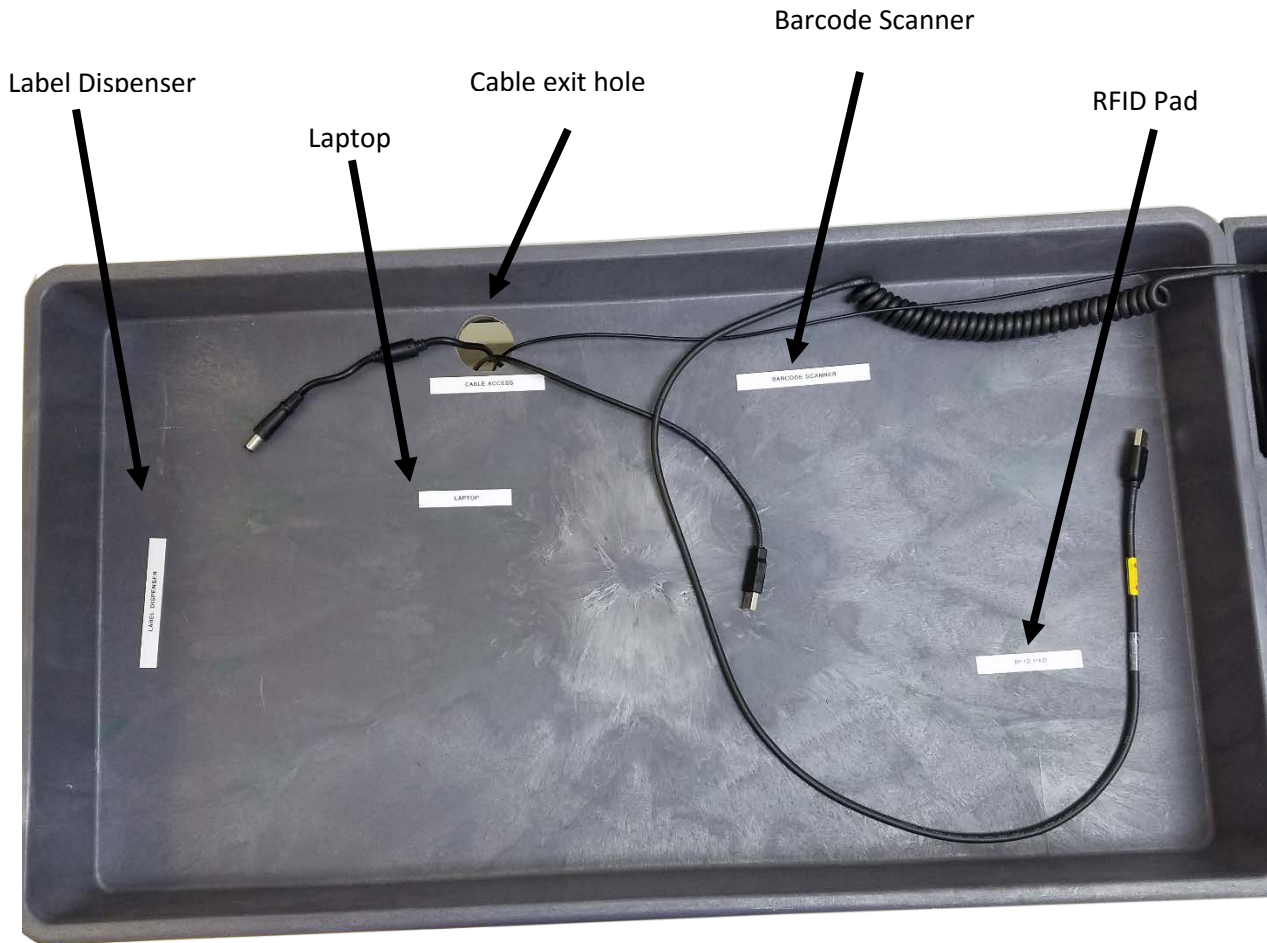
1. Place the bases of the four legs (5,6) into the corners of the lower tray (2). The flange on each post will only fit into certain corners (left and right)
2. Insert carriage bolts (10) down through the holes in the bases of the poste (5,6)
3. Attached casters (8,9) to carriage bolts (10) using split washers (11) and nuts (12). For best operation the two straight casters (9) go on the same end of the cart, and the two swivel casters (8) go on the other end
4. Place the upper tray (1) upside down on the work surface. Turn the handle (3) upside down with the cup holder towards the tray and the holes on the outside
5. Place the tray with the handles firmly on top of the legs (5,6). Position the handle above either the swivel or the fixed casters, depending on operating preference
6. Use three screws (7) through each leg (5,6) from underneath to secure them.

Part	Description	Qty
1	Upper Tray	1
2	Lower Tray	1
3	Handle	1
4	Rod	1
5	Leg L	2
6	Leg R	2
7	Screw	12
8	Swivel Caster	2
9	Fixed Caster	2
10	Bolt	16
11	Washer	16
12	Nut	16



Step 2 – Equipment layout

Looking from the top





Connections

Connect the power lead to the Laptop and then plug this into the Power strip.

Connect the scanner to the Laptop via the USB lead

Connect the RFID pad to the RFID Reader, then connect the power lead to the RFID reader and plug this into the power strip and then connect the USB lead from the RFID reader to the Laptop.

Use the hole provided to run the cables to the lower shelf from the top shelf to prevent them snagging in the stacks.

Once all connected, plug the power strip into a power outlet.

Switch the Laptop on and the software will start up (wait about 2 minutes until windows has started and then the conversion software login window appears – Login as you would normally (default login / admin/admin).

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