

# FLEX

## User Manual & Self Installation





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# 1. Introduction

Each FLEX™ Locker is supplied fully assembled and is ready to be installed either by our installers or yourself.

For self-installation please see the Installation Guide on page 5 if you chose our installation service please skip to page 13.

There is a manufacturing option to have a power socket and two USB charging sockets inside some, or all, of the lockers.

The power to the locker sockets, if fitted, is managed through a Power Management Unit that is fixed on the top of your FLEX™ Tower.

# 2. FLEX™ – Installation Guide

## Overview:

Your FLEX™ Locker Tower/s are supplied fully assembled to your specification and ready to be installed.

Each locker has its own individual lock and there are separate instructions for the use of the locks fitted on your particular FLEX™ Tower.

There is a manufacturing option to have a power socket and two USB charging sockets inside some, or all, of the lockers.

The power to the locker sockets, if fitted, is managed through a Power Management Unit that is fixed on the top of the tower and each tower has a separate mains lead.

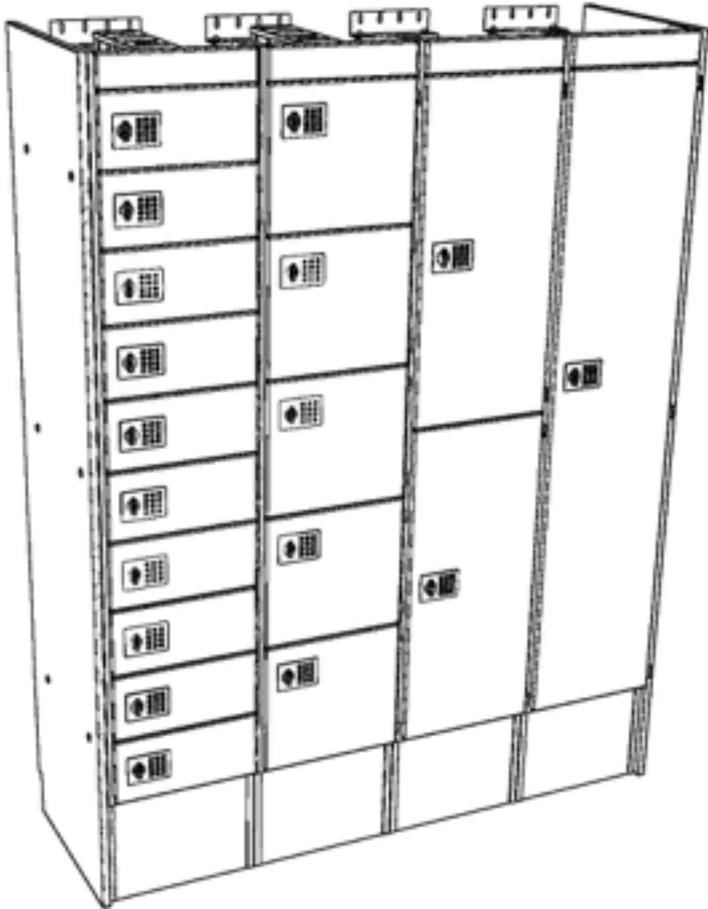
Each FLEX™ Locker Tower has a wall fixing bracket fitted on the top panel and it also has two levelling feet at the front corners – accessed through the bottom locker door.

FLEX™ Locker Towers can be bolted to one another through either side panel and there are End Panels to fit onto open sides.

## Considerations ahead of Installation:

The FLEX™ range is designed to be floor standing and must be attached to a suitable wall.

The FLEX™ Locker Towers should not be installed free-standing.



The chosen installation location should have a level floor and a back wall that is sufficiently substantial that it will prevent any risk of the locker/s toppling once they are fixed to it.

#### **Anti-topple**

A single FLEX™ Locker Tower installation must have a wall fixing.

Two or three FLEX™ Locker Towers that are bolted together must have at least one wall fixing – and there is no reason not to fix every tower to the wall.

Four or more FLEX™ Locker Towers that are bolted together must have a wall fixing on every second tower it is not required to fix every tower to the wall.

#### **Power for charging (option)**

Each powered FLEX™ Locker Tower requires a separate wall socket to plug the mains lead into or alternatively, the plug can be removed from the mains lead and wired into a fused spur outlet. This should be carried out by a competent person.

We recommend that a competent person is consulted with regard to the provision of the buildings electrical supply and every installation will have its own considerations.

The mains lead supplied with the FLEX™ Locker Tower is two metres long and we suggest that the power outlet is positioned directly above its particular locker for ease of identification in the event of the need to isolate a particular locker but other wiring configurations within the extent of the mains leads are possible.

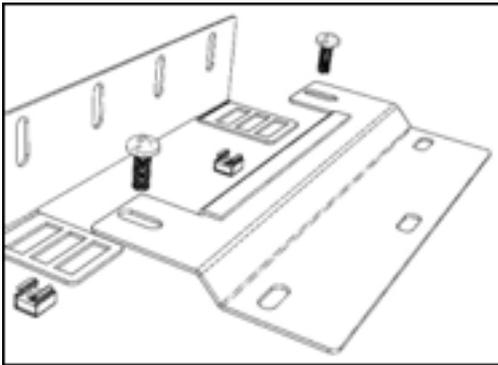
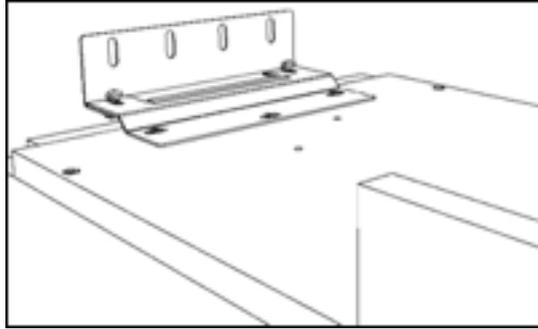
#### **The gap to the wall**

If there is a gap to the wall behind the locker greater than 34mm the installation will require a wall batten to fix the Wall Fixing Bracket/s to.

We recommend a minimum of a 50mm wide batten and the top edge of the batten should be at 1856mm from floor level.

### Wall Fixing Bracket

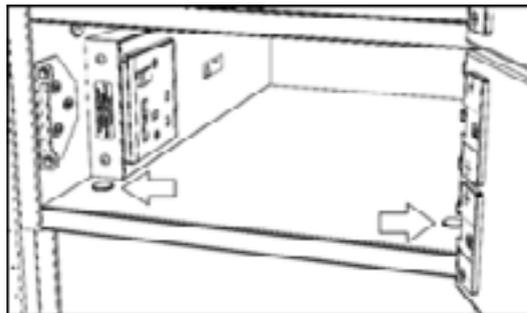
The wall fixing bracket is adjustable and has slotted screw fixing holes to help with utilising the best fixing positions across a wall.



The cage-nuts can be moved to alternative slots to increase the reach of the bracket to a maximum of 34mm.

### Levelling Feet

The adjustment in the levelling feet is accessed through the lowest locker door and by removing the plastic hole plugs.



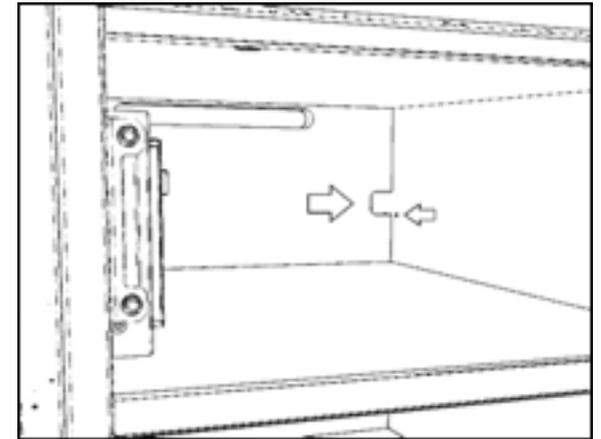
Use an 8mm, short reach, ball-ended, hex key through the hole and in to the head of the bolt below. Turn clockwise to raise the front of the locker and always adjust both feet to fully support the locker tower in each corner. Replace the plastic caps.

The levelling feet are capable of raising the front of the locker up to 20mm if required and this adjustment tilts the locker backwards on its rear feet (which are fixed, glider feet) and this action will close any gap to the wall at the top of the locker.

Ideally the locker/s should stand vertically so that the doors do not swing open (tilted forwards) or swing closed (tilted back) on their own.

### Network Leads (option)

Should the installation require network leads into the lockers there is a cut-out in the rear panel of each locker on the opposite side to the power socket.

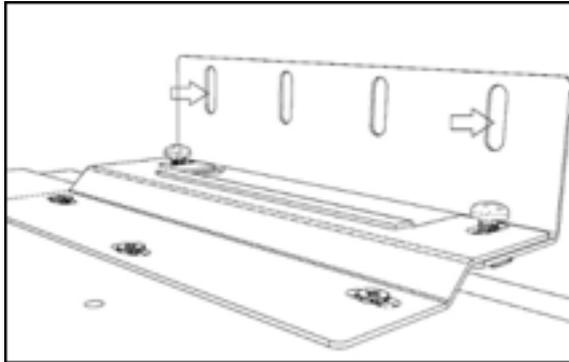


Alongside the cut-out there is a small hole in the side panel for the fixing screw of a 'P'clip or a cable-tie base to secure the network lead.

## At Installation:

### Make wall fixings

Place the locker/s in position and mark through the slotted holes in the Wall Fixing Bracket for the fixing locations. We recommend at least two fixings on each wall fixing bracket, and then move the lockers out of the way.



Choose the correct fixing method/s for the construction of the particular wall and drill and plug etc where you have marked the positions. (or pilot-drill a batten)

Separate the wall plate part/s from the locker mounted part/s of the Wall Fixing Bracket/s by removing the two M6 screws and then fit the wall plate/s in position but do not fully tighten yet.

### Joining Locker to Locker

Every FLEX™ Locker Tower has fixing holes in both sides that allow it to be fixed to another locker or to have an End Panel fixed to it.

We supply joining nuts and bolts with all lockers and the fixing holes are accessed through the lockers.

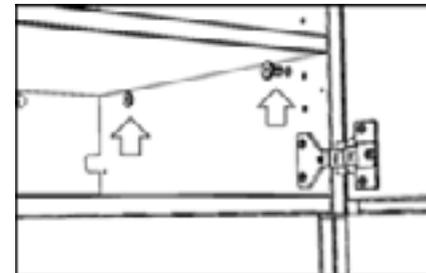


M6 x 30mm Connector Bolt

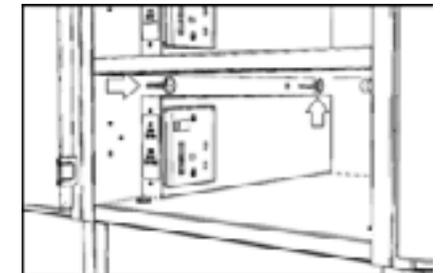


M6 Connector Nut

When two lockers are standing alongside and level with one another a joining bolt can be passed through the holes in both of them and secured with a joining nut. Fit all six bolts and nuts and re-check the alignment of the two lockers before tightening them. The joining bolt requires a 4mm hex key and the joining nut requires a 5mm hex key.



Connector Nuts



Connector Bolts

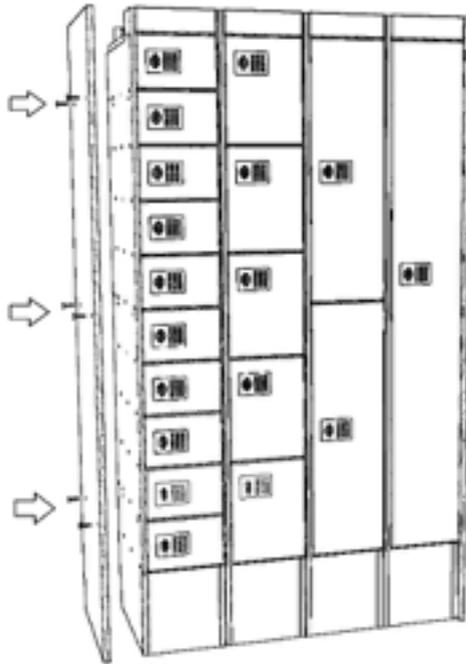
### Installation Assembly Sequence

Either attach lockers to the wall before connecting them to one another and levelling as you go, or connect the lockers together before attaching them to the wall and then levelling them. Or a combination of both methods until all lockers are stable, level and all screws and bolts are tightened.

### End Panels

Once all of the FLEX™ Locker Towers are joined together and fixed to the wall the End Panels should be fitted to the open ends.

Using the same joining bolts and nuts secure one panel at each end of the installation.



### Power up

Immediately upon power being applied to the Power Management Unit the sockets in the lockers will become live and any connected devices will be able to take power.

There may be a momentary delay (maximum half a second) between some sockets and others becoming live inside the lockers but this is a normal part of the start-up management of the Power Management Unit to prevent a power surge on the mains supply.

## 3. Locker Door Operation

Once the door lock is released the hinges allow the locker door to swing freely until it meets an obstacle. There is no 'bump-stop' built into the hinge so care must be taken when opening a locker that there is sufficient clear space for the door to move into.

**Do not** let go of the door while it is moving and do not force the door in either direction. Both of these actions could damage the door or the locker carcass or an adjacent locker unit.

Should a door become misaligned in use there is adjustment in the hinges. In the centre of the hinge-cup in the rear of the door there is a screw that can be loosened to allow re-adjustment.

Re-tighten the screw after any adjustment.

## 4. Charging (when fitted)

The locker power sockets are designed to provide power for small loads up to a maximum of 3amps, which is more than sufficient for powering an AC adapter to charge a device.

UNDER NO CIRCUMSTANCES SHOULD A HEAVY LOAD BE PLUGGED INTO A LOCKER SOCKET.

The USB charging provides 5 volts DC and up to 2.1 amps of charging current which will be shared between the two sockets. Therefore, a single device can draw up to the maximum and two devices will share the maximum available charging current.

Please note that shared charging can be slower than single device charging.

## 5. Power Management Unit (when fitted)

The power Management Unit on the top of your FLEX™ Locker may get warm when it is managing a higher electrical load for a period of time and because of this possibility the ventilation holes in the Power Management Unit should not be obstructed.

In the United Kingdom the detachable mains lead to the Power Management Unit will carry a fuse in the wall plug for the protection of users. In the event that your FLEX™ Locker has been installed with no wall plug the Power Management Unit has a resettable trip which is alongside the mains input socket. This trip acts in much the same way as a fuse to protect users and it can be re-set.

Should the trip operate, the centre of the button will extend by 12mm.

In the event of a trip:

1. In the event of a trip, first switch off the power supply and then check if the reason for the tripping is apparent and if possible correct the issue.
2. Allow at least 60 seconds after it has tripped and do not reset the trip with the mains power switched on.
3. Press the centre of the button back into the trip. The button should stay pressed in when you release your finger.
4. Restore power to the Power Management Unit and check that the trip remains set.
5. If the trip operates again you should first switch off the mains and then switch off or unplug everything in the locker sockets.

6. Rest the trip (items 2 and 3 above)
7. Restore power to the power management unit and check that the trip remains set.
8. Then, one by one, re-plug everything into the locker sockets, switch on and check that the trip remains set.

If the trip will not re-set or it continues to trip, there may still be a fault somewhere or the trip may have developed a fault so please telephone us and ask for our customer support desk on 01787 226166 or 0800 130 3456.

## 6. Locks

For operation of your chosen locks please refer to the lock user manual supplied with your FLEX™ unit.

## 7. Cleaning

Your FLEX™ Locker is manufactured from Melamine Faced Board and most marks or dirt will be removed using a mildly soapy damp cloth.

**Do not** soak the boards and do not get the power management unit or the locker sockets wet at all.

To remove more stubborn marks or perhaps an adhesive residue you can use a gentle solvent such as white spirit or a mild solvent-based cleaner. Again, **do not** soak the boards with solvent and do not get the Power Management Unit or the locker sockets wet at all.

**Do not** use solvent cleaners on the locks.

The locker door hinges are maintenance free and should not be lubricated.

## 8. Support

Should a problem arise with any component of your FLEX™ Locker please contact us on 01787 226166 or 0800 130 3456 and ask for our Customer Support Desk or alternatively you can email our support team on [support@lapsafe.com](mailto:support@lapsafe.com)

01787 226 166

0800 130 3456

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