

BUILT WITH THE BEAUTY OF METAL

# ULTRALITE 100 Series

Super-slim, super-light carts for tablets



25-0183 Rev 01

# Table of Contents

100 SERIES, MODEL & PART NUMBERS .....	2
SYMBOL INFORMATION .....	3
PRODUCT LABELING .....	3
GENERAL SPECIFICATION .....	4
SAFETY RECOMMENDATIONS AND WARNINGS .....	5
PROPER OPERATION, CARE & MAINTENANCE .....	5
BASIC MOBILE CART INTEGRATION & OPERATION .....	6
UNPACKING & ASSEMBLY: .....	6
CHANGING THE HEIGHT POSITION: .....	6
INSTALLING YOUR LAPTOP ON THE 100 CART: .....	6
INSTALLING OPTIONAL SCANNER MOUNT .....	8
INSTALLING TABLET HOLDER ONTO 105 CART .....	8
INSTALLING AND LOCKING YOUR TABLET: .....	9

HAVE A QUESTION? WE'RE HERE TO HELP.

CALL US AT 1-800-649-2278 OR VISIT [JACOINC.COM/SUPPORT](https://www.jacoinc.com/support)

JACO INC. 140 CONSTITUTION BLVD, FRANKLIN MA, USA

**100 Series, Model & Part Numbers**



**Model: 100, Podium Laptop Cart**



**Model: 105, Tablet Cart**

## Symbol Information

The following symbols are used within this Users Guide and / or on the JACO product.

Symbol	Meaning
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This symbol indicates that Caution should be taken.

## Product Labeling

### All 100 Series Mobile Carts

The 100 Series Mobile Cart is shipped with a P/N & Serial Number label for tracking and service assistance. This label is located on the rear Post Assembly. The information on this label is needed when contacting JACO Technical Service.



## General Specification

### **Mobile Cart**

**Work Surface Height:** 28.5" to 44.5"  
**Keyboard Height:** 25.5" to 41.5" (Keyboard tray is optional)

**Work Surface:** **100 Podium Carts** - 17" wide x 12.75"  
**105 Tablet Cart** - 13" wide x 12.75"

**Casters:** 3" Single Wheel, Front Locking

**Wheel Base:** 13.5" x 16"

**Cart Weight:** **100 Podium Cart** - 30 lbs  
(without options) **105 Tablet Cart** - 35 lbs

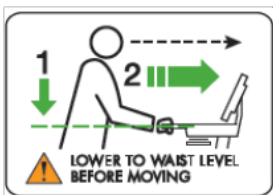
Additional weight may be added based on Cart configuration & options

**Battery Power:** The 100 and 105 Carts do not offer power.

## Safety Recommendations and Warnings



**WARNING:** As with any mobile cart, caution must be taken when pushing the cart through elevator doorways and over thresholds. It is recommended that you lower the work surface to waist high and position the cart so that only one wheel contacts the threshold at a time. This will help keep the momentum of the cart moving forward and provide a safe transition.



**WARNING:** The JACO Mobile Cart was designed to account for the added weight of the devices sold as part of the configuration, do not add additional weight to the Cart. When moving the Cart, do not transport at more than a 5 degree slope.

## Proper Operation, Care & Maintenance

Most of the surfaces of your JACO product are finished using a durable, antimicrobial powder coat finish. It is recommended that the surface areas that are in contact with day to day use be cleaned regularly. Always review the cleaning products that are being used and verify that it is safe to use on the powder coat finish. In general, a solution or wipe that is no more than 10% bleach, such as most germicidal wipes used in hospitals, will be acceptable but it is recommended that you consult with JACO Customer Service if you are not sure it is safe to use.



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## Basic Mobile Cart Integration & Operation

### Unpacking & Assembly:

Your JACO Mobile Cart may be delivered stacked with one container on top of another. Please use caution when removing the top Cart for unpacking. This is a two person lift and the top Cart must be placed on the ground before unpacking. Once unpacked, there will be minimal assembly required depending on the Mobile Cart model and options you have ordered. Due to the shipping container, the 105 Cart Tablet Mount and Arm will not be mounted and will require some assembly. Several options will also need to be installed, see details below.

### Changing the Height Position:

Your JACO Mobile Cart is height adjustable for proper ergonomics when used in a standing or sitting position. To change the height, place the palms of your hands on the left and right sides of the work surface and on the right side, squeeze the release lever by pulling it upward. This will free the internal locking piston and will allow you to pull the Cart top up or push it down and offers a total of 16" of travel. Release the lever when the cart is in the desired position.



### Installing your laptop on the 100 Cart:

Before placing your laptop on the top surface, we recommend that you install the power converter and excess power cable in the cable management area below the top surface. To access this area, you will need a 11/32 Nut Driver or ratchet and socket. Loosen the 4 nuts as shown below, you do not need to remove these nuts, just loosen so that the top can slide forward and be lifted off the Cart.

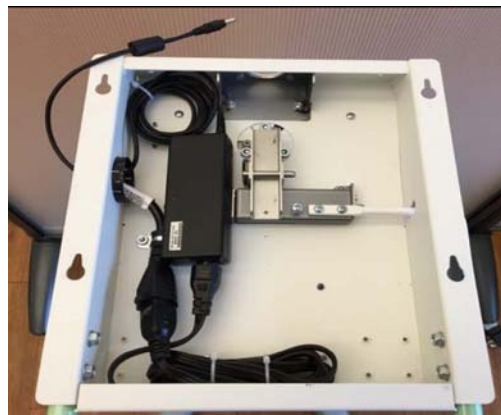


Once the top surface is removed, the open bay area is available for cable management. If you did not order the optional retractile extension power cord with your order, route both the laptop wall power cord and the laptop DC power cord through the side opening as shown. Leave enough length on the laptop DC cable so that it will reach the laptop power port when the laptop is placed on top of the Cart for use. If the optional Retractable Power Cord was ordered, plug the laptop power cord into the retractile power cord.

We recommend that you use the cable strain relieve included to fasten the wall power cord to the Cart as shown below. It is also recommended that you take the time to gather the excess cable length and use the supplied ty-wraps for proper cable management as shown below.



Without Optional Power Cord



With 24-0154, Retractable Power Cord

Depending on your laptop, you may want to route the laptop DC power cable out the rear of the Cart and not the side position. If so, remove the rear cover plate and discard. The cable can simply pass through the opening at the rear of the Top Assembly and then plug into the laptop. See routing option below.





## Installing Optional Scanner Mount

If you have ordered a Scanner Holder option, you may need to install this onto the Cart. Remove the work surface as shown above and place the Scanner Holder so that the (2) threaded studs will insert into the hole at on the rear surface. Left or Right side mount Scanner Holders are available. A right side mount is shown below for reference.



## Installing Tablet Holder onto 105 Cart

The Tablet Holder and Arm are shipped with the Cart but not attached due to the shipping container. Before attaching the arm, first remove the rear storage cup. Remove the (2) Phillips Head screws and slide the cup upward to remove.

With the Cart Top removed (see instruction on page 6) use the (4) Phillips Head Screws included to attach the stand to the rear surface of the Cart. Make sure to tighten all (4) screws.

Attach the rear cup to the Tablet Arm, slide the cup down into position and attach using the (2) Phillips Head screws removed above. This storage cup can be use to hold a mouse if one is needed on the Mobile Cart.



## Installing and locking your Tablet:

To install your Tablet into the JACO Tablet Holder, place the bottom of the Tablet into the bottom catch flanges and push the Tablet back into the holder. For the style of Locking Tablet Holder shown below, rotate the combination lock clockwise while holding the Tablet in the holder. A locking tab will lock the Tablet into position. The default combination for the type of locking holder is 0,0,0.



You can easily change the default combination. With the lock in the 0, 0, 0 position, use a paperclip end to press and hold the reset pin that is located on the edge of the combination lock as shown below. With this pin depressed, change the combination and then release the pin.



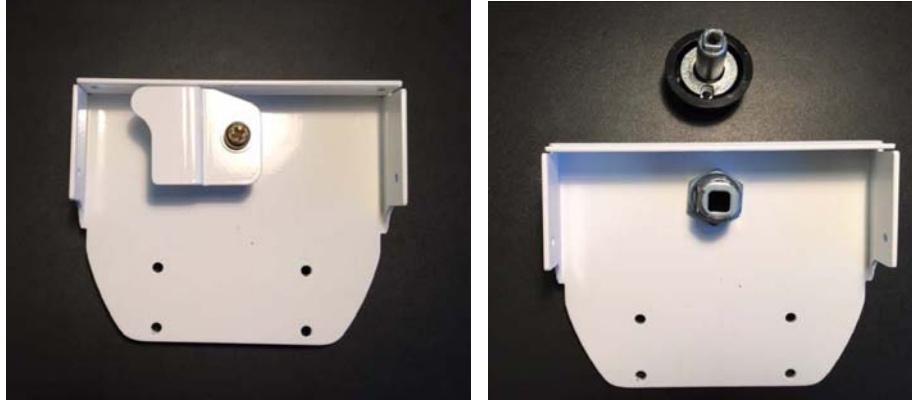
Remember that all combinations need to be recorded. If the combination is changed and you forget the new number, the only way to remove your Tablet will be to remove the (4) Torx Head screws that hold the locking assembly to the holder. It is your responsibility to record all combinations. JACO does not supply Tools for removing Tablets.



You may decide that you want to block the reset pin to prevent combination code changes. This can be done by disassembling the lock housing and rotating the lock 180 degrees.

To remove this housing, a Trox Head drive is needed. First remove the (4) black Torx head screws that hold the lock housing to the rest of the holder and then, working on a flat surface, remove the other (4) Torx head screws. You will see the internal locking tab as shown on the left below. Using a Phillips Head driver, remove the screw that holds the locking tab. Pull the combination lock out completely and rotate 180 degrees before re-inserting, keep the locking spacer in the same position as it was before removing the lock as shown in the photo on the right.

Place the locking tab back in the same position as it was and fasten using the Phillips Head screw removed earlier.



#### *Alternative Tablet Holder*

The 1<sup>st</sup> generation of JACO locking tablet holders included a 4 digit electronic push button lock as shown. This combination lock is battery operated (batteries included) and the combination can be changed as needed.

Follow the steps below to set-up and use this 1<sup>st</sup> generation JACO locking tablet holder.

- 1) Install the 2 AAA batteries in the Battery Box located on the back surface of the holder.
- 2) Press 1,2,3,4 then the OK button to open the lock.
- 3) Turn the locking pawl to the open position.
- 4) Once the lock is operating correctly, with the locking pawl in the open position, place your tablet into the bottom hook supports 1<sup>st</sup> then push the top of the tablet under the top support, you will feel the tablet click into position.
- 5) Turn the locking pawl counterclockwise, the locking pawl will be positioned in front of the tablet.
- 6) To remove the tablet, press 1,2,3,4 then the OK button, turn the locking pawl clockwise and pull the top of the tablet out from under the top support.



*To change the combination:*

- 1) Enter the active combination (1,2,3,4 if still the default combination)
- 2) Press the OK button twice
- 3) Enter your new code (can be up to 8 digits)
- 4) Press the OK button, you will hear a long beep

*Alarm*

If the wrong combination is entered four times continuously, an alarm tone will sound and last for 1 minute. To silence the alarm, enter correct code + OK.

*Low Battery*

The lock will indicate three short beeps with light flash when battery power is low. The lock will operate for approximately 300 times with low battery. Batteries should be changed as soon as possible.

*Emergency Power Supply*

If the battery fails completely, you can unlock by using the by-pass cable provided with your locking tablet holder and a 9V battery (battery not included). Connect the 9V battery to the cable and connect the cable to the port on the front of the lock.

*Forgot your combination?*



It is recommended that you record the combinations of your JACO locking tablet holders. If you do forget the combination, we do offer a rescue code that will allow you to open the lock and reset the combination. You will need to contact JACO and provide the serial number of the lock which is etched along the side of the front edge as shown below. Once JACO has this information, we will forward a by-pass code that will open that particular lock. Each lock will require a different by-pass code.

