



LOFFLER Personnel Management Kiosk Assembly

Configuring or making changes to the to the Loffler Personnel Management Kiosk, it is recommended that you have the following equipment:

- 1- USB Keyboard with embedded USB Port
- 1- USB Mouse with center scroll wheel
- 1- Phillips #2 Screwdriver
- 1- Masking tape

The USB Keyboard with embedded USB Ports will allow you to use the keyboard, mouse and USB drives off the single port in the Kiosk stand. If you do not have this type of keyboard, you can drive through the functions with the on-screen keyboard and you will need to use the second USB port on the Kiosk Head Unit to complete any application installation.

Description of Parts for Kiosk Assembly:

- 1 small box that will contain the Head Unit, Power Supply, USB Extension Cable and Power Extension cable
- 1 large box that contains the Floor Stand

Assembly Instructions:

1. Begin by removing the floor stand from the large box.
2. Remove the 4 center screws from the bottom floor plate to detach the stand base from the square post.
3. Remove the 2 side screws from the top square post cap to expose the inside of the post.
4. Take the USB and Power extension cables and feed the female ends down the inside of the square post and feed out the female ends through the bottom side hole, leaving approx. 12" hanging out.

5. Using the masking tape, tape the remaining male ends of the extension cables to the outside of the top center post to prevent the cables from sliding back down the post.
6. Take the bottom square floor base and feed the 12" of the female extension cables through the cable path and out of the side or the floor base. It's best to have the top end of the center post on the floor when doing this.
7. Place the floor base back on the bottom end of the center post and reattach using the original 4 screws.
8. Tip the base back up so it is flat on the floor standing up.
9. Take the Head Unit out of the small box and unscrew and remove the retainer ring from the bottom of the Head Unit mounting post, pulling each connector through to fully separate the retaining ring from the Head Unit.
10. Take the top cap that was removed from the top of the center post and feed each connector through the center hole, with the screw mounting tabs of the top cap away from you.
11. Take the retaining ring and now feed the connectors through the ring and tighten the retaining ring to the center post of the Head Unit, ensuring that the mounting tabs are to the left and right side of the Head Unit. Tighten using the screwdriver into the side slots of the retaining ring.
12. Remove the masking tape from the extension cables taped to the side of the center post and connect the male end of the USB extension cable to the YELLOW female USB connector and the male end of the Power extension cable to female power connection on the ends from the Head Unit.
13. Take and mount the Head Unit to the top of the center post and reattach using the 2 original screws for the top cap.
14. Using the Power Supply from the small box, plug in the wall power supply and connect the male end of the power supply to the female end of the power extension cable.
15. This will power the unit up for operation.