



For Desk Mount with
SumUp Air

Installation Guide

Locate the components



locpad case



Tablet fit kit



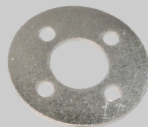
Acrylic faceplate



Mounting pole



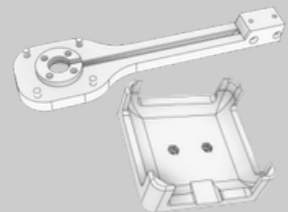
Metal front plate



Metal disk
(Not required)



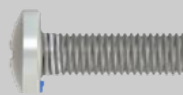
Freestanding
desk base



Arm & card
reader holder



4 x 14mm tapered
head screws



4 x 20mm pan
head screws



2 x 30mm tapered
head screws

These replace the screws supplied with your locpad to connect the enclosure to the pole



USB-A to USB-C
L shaped head



USB-A to Micro usb
L shaped head



Dual output
power supply



→USB-A

→USB-C

Step 1

Press the fit kit into place onto the round pegs on the locpad rear case. Both bottom and top fit kit parts are identical.



There are guiding pegs on the case and holes in the fit kit to match. Press the fit kit firmly onto the pegs.



Step 2

Install the pole onto the desk base using the four tapered 14mm screws supplied. The slot on the base can be used to thread the USB cables out of the back of the base.



Step 3

Thread the two power cables through the pole in order:

a. Take one of the L Shaped cable. Push the USB-A end down from the top of the neck and pull from the bottom.

b. You'll end up with the L Shaped USB-C coming out of the top and the USB-A coming out of the bottom

c. Repeat these steps for the second cable. You'll end up with both cables with the two angled heads at the top end

TOP TIP:

This stage can be tricky as the cable channel is quite narrow.

Note: with the tilt pole; straighten the top so that the channel goes straight down



a.



b.



c.

Step 4

Now take the micro-USB cable. This will plug into your SumUp Air card reader. Feed the wire along the channel of the extension arm as shown. Make sure there is enough cable slack to allow connection to the SumUp Air card reader. You will need approx. 30-35cm of exposed USB cable to reach the SumUp Air USB port.



INCORRECT

cable outside of channel



CORRECT

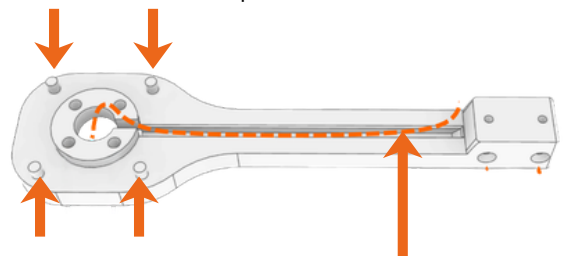
cable inside of channel

Step 5

Next locate your locpad case. Line up the support pegs on the extension arm with the back of the locpad case. You may need to firmly push the arm into place on the back of the locpad.

Ensure that the USB-C cable that will charge your tablet is also fed through both the extension arm hole and the enclosure casing hole

Support pegs line up with 4x holes on the back of the locpad case



Microusb cable inside the extension arm

Cable feeds through extension arm up into enclosure

Support pegs line up with 4x holes on the back of the locpad case



Step 6

Now locate your 4x 20mm screws and use these to screw down through the locpad case, extension arm and into the base pole.

If you have a metal disk you can place this in before screwing as shown. However it is optional, NOT essential.

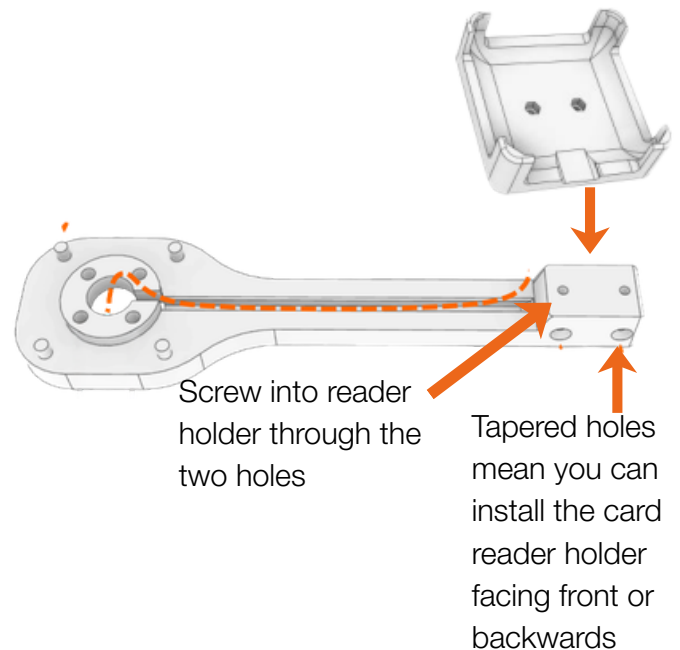
4 holes for screws



Step 7

It's now time to secure the card reader holder to the stand. Use the 2x 30mm screws supplied to attach the card reader holder to the main extension arm.

You can choose to screw the holder in so that the SumUp Air will either face forwards or backwards.



SumUp Air facing forwards



SumUp Air facing backwards

Step 8

To slot the SumUp Air reader in place, place the bottom of the reader into the mount and pivot until it clicks into place.

Note: The SumUp Air must be installed in this specific direction to avoid breakage



Step 9

Finally you will need the acrylic faceplate and the front metal plate.

There may be a brown protective covering on the plastic faceplate, if so peel it off. Lay the faceplate on top of the tablet using the slots as guides.



Step 10

Then on the metal front plate you will see two hooks on the underside. These line up to the appropriate slots on the main enclosure.

Slot these in and pivot the rest of the metal plate down onto the enclosure. Press the barrel lock button to lock and secure the metal plate in place.

To release the tablet, insert the key into the barrel lock and rotate until the button 'pops' out to release the plate lock.

If you have any questions at all, please just contact us for support.



Metal hooks slot into place



Push the button down to lock the metal front plate in place.
Use the keys to unlock