BRETFORD®

TechGuard Connect®
Installation Guide

About Your Product
Product Overview

TechGuard Connect is a smart connected charging locker, designed to store and charge your laptops, mobile devices, and other technology assets.

- **Individual Locker Bays** provide secure storage and RFID or PIN authenticated access control.

- **Integrated Power** provides AC or USB charging options for devices stored in locker bays.

- **Bretford Connect** is the software companion to TechGuard Connect, providing cloud-based, real-time locker management.

About Your Product
Product Specifications

	TechGuard Connect
Outer Dimensions (W x D x H)	20.5″ x 17.0″ x 65.5″ / 52.1cm x 43.2cm x 166.4cm
Bay Dimensions (W x D x H)	12.0″ x 15.0″ x 3.5″ / 30.5cm x 38.1cm x 8.9cm
Capacity	10 locker bays
Weight (empty)	125lb / 56.7kg
Rating	120V, 12A max. 50-60Hz AC
Cord	Certified Power Supply Input Cord with IEC plug C13
Assembly	Ships fully assembled
Warranty	For specific warranty information, please visit bretford.com/warranty
Certifications	c(UL)us

About Your Product
What's in the Box?

- TechGuard Connect Locker

- Power Cord

- Hardware Pack

  ‣ Access Panel Keys (2)

  ‣ Wall Anchoring Bracket

  ‣ Ganging Bracket (2)

  ‣ T-25 Torx Self-Tapping Screws (10)

Getting Started
Unboxing Your Locker

The TechGuard Connect locker ships horizontally and securely strapped to a pallet. Once the locker is in the final installation location:

1. Cut and remove pallet strapping and cardboard packaging.

2. Locate and secure the red plastic hardware bag and set aside.

3. With the help of a 2nd person, grasp the back of the locker and tilt it upright onto the floor and away from the pallet.

If the locker was previously unboxed, but not delivered directly to its installation location, please take precautions to avoid applying excessive pressure on the front and sides of the locker stack to minimize the chance of damage during transport.

Getting Started
Important Safety Notice

To ensure user safety, the equipment should be secured to the building structure before operation. Each TechGuard Connect locker can be anchored to the wall and/or floor.

Make sure all devices do not exceed the maximum load rating of 12 amps.

Power strips inside cart are intended only for charging compatible devices. Any other use may cause overload.

Do not move locker without a qualified technician.

Contact Bretford or a qualified electrician before attempting to make any type of electrical repair or parts replacement.

Liquids should not be stored in, set on or placed inside the locker.

Only clean the surfaces of locker with soft dry cloth.

Do not use liquid or spray or abrasive cleansers.

Use only disinfecting wipes containing no bleach.

Product is for indoor use only.

Do not plug the power cord into another extension cord or re-locatable power tap.

The equipment is to be secured to the building structure before operation.

Consult with a structural engineer or suitable professional prior to installation.

Unit must be secured to floor and/or anchored to the wall in compliance with local building code.

Two people required for lifting during assembly.

Nothing may be placed on top of assembled unit.

The socket-outlet shall be installed near the equipment and shall be easily accessible.

Installation Instruction states the product is to be secured to building before operation.

Elevated Operating Ambient - Consideration should be given to installing the lockers in an environment compatible with the maximum ambient temperature of 40°C.

Reduced Air Flow — Instructions indicated to not block the ventilation openings so proper air flow required for safe operation of the equipment is not compromised.

Mechanical Loading — Mounting of the equipment in the locker should be such that a hazardous condition is not achieved due to uneven mechanical loading.

The socket-outlet shall be installed near the equipment and shall be easily accessible.

The appliance inlet or power strip is used as the disconnect device, the disconnect device must remain readily operable.

Elevated Operating Ambient - Consideration should be given to installing the equipment in an environment compatible with the maximum ambient temperature (Tma) of 40°C.

Reduced Air Flow - Do not block the ventilation openings so proper air flow required for safe operation of the equipment is not compromised.

Mechanical Loading - Mounting of the equipment in the locker should be such that a hazardous condition is not achieved due to uneven mechanical loading.

Installing Your Locker
Leveling

1. Begin by determining the final position of the locker stack. If the locker will be installed against a wall, the back panel is removable to minimize depth.

2. Once the locker is positioned in the preferred location, open the lower cabinet using the keys included in the hardware pack.

3. Remove the two screws at the front of the bottom shelf inside the lower cabinet and carefully remove the Riser Panel. Set aside in a safe location.

4. This reveals the four leveler feet that are accessible from inside the locker. Using a 7/32″ socket and ratchet adjust the levelers from the top down. Set a level on top of the locker stack and adjust accordingly.

Now that your stack is level, you are now ready to begin floor/wall anchoring the locker.

Installing Your Locker
Floor Anchoring

1. Connect the power cord and CAT5/6 cable to the locker gateway and route them out of the bottom , or the back of the locker.

2. Now that the locker is leveled and aligned in its final position, locate the four holes in the locker frame for attaching the stack to the floor. Use a hammer drill with right-angle attachment to mount the locker to the floor, using hardware appropriate for mounting to your floor material.

3. Replace the Riser Panel and secure using the two screws previously removed in the leveling steps.

4. If installing multiple lockers side-by-side and it is preferred that the lockers be attached to each other, proceed to the **Ganging Lockers** section before mounting the rest of the locker to the floor.

Installing Your Locker
Leveling

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Now that your stack is level, you are now ready to begin floor/wall anchoring the locker.

Installing Your Locker
Removing the Top Cover

Before a locker stack can be wall anchored and/or ganged together with another stack, the top cover must first be removed via the following steps:

1. Using the keys included in the hardware pack, open the access panel on the upper left side of the locker stack, being careful not to sever the grounding strap connecting the panel to the locker frame.

2. Locate the latch modules for each locker bay door, on the right side of the cavity behind the access panel. Pull back the mechanical release trigger above the topmost latch module to open the first locker bay. The side access panel can now be closed and locked.

3. With the top locker bay now open, use a 6″ T-25 Torx bit to remove the screw that holds the top cover of the locker in place, via the opening in the underside of the top-left side of the bay door frame.

4. Slide the top cover of the locker forward to release the locking tabs and pull up to remove it from the locker frame. This will reveal four upward-facing screw holes on the rear of the locker frame.

⚓ **Installing Your Locker**
Wall Anchoring

Before proceeding to wall anchor, the top cover should now already be removed, following steps outlined in the **Removing the Top Cover** section.

1. Begin by removing the back panel, which is not used in a wall anchored installation scenario. The panel is secured with four (4) T-25 Torx screws.

2. Locate the included Wall Anchor Bracket and two T-25 screws from the red hardware pack. Use the screws to affix the bracket to the back of the locker frame, either on the rear left, or rear right mounting holes, depending on the desired attachment location.

> ⚠️ If the unit is being attached to drywall, it is recommended to line up the wall mount bracket to the mounting wall studs or utilize drywall anchors.

3. Connect the power cord and CAT5/6 cable to the locker gateway in the lower cabinet and route them underneath the locker frame in the desired direction.

Installing Your Locker
Wall Anchoring (cont'd)

4. Carefully slide the locker against the wall to determine and mark the desired final location. If installing multiple lockers side-by-side and it is preferred that the lockers be attached to each other, proceed to the **Ganging Lockers** section to determine spacing by pre-installing the ganging bracket(s) before determining the final position.

5. One the lockers are in the preferred orientation, secure the anchor bracket to the wall using fasteners appropriate for the surface you are anchoring to.

6. Before replacing the top assembly on the locker, identify which of the four knockouts in the top cover align with the screw location(s) Push the appropriate knockout(s) to detach them from the top assembly and discard.

7. Replace the top cover of the locker, sliding it over the screw heads of the Wall Anchor bracket.

8. Secure the top cover in okay using the screw previously removed in step 4.

Installing Your Locker
Ganging Lockers

The top of both locker stacks must be removed before attaching lockers together. For instructions on removing the top assembly, please refer to the previous **Removing the Top Cover** section.

1. Now that the top of the lockers have been removed, locate the four upward-facing screw holes that are now exposed on the top sides of the locker frame.

2. Locate the included Ganging Brackets and T-25 screws included in the locker hardware pack. Use them to affix the brackets to the sides of the locker frames, connecting the lockers together, side-by-side.

With the units now ganged together, you are now free to complete your wall/floor anchoring. Once your lockers are secured to the wall and/or floor, replace the top cover and secure it with the screw from Step 3 of the **Removing the Top Cover** section.

Setting Up Bretford Connect
Activate Your Account

When you purchase your Bretford Connect license, a welcome email is sent to the address you provide during enrollment with instructions to activate the license using the Activate License tool located on the Bretford website.

https://www.bretford.com/connect/cloud#activate

Once you submit your account details, Bretford Connect finishes setting up your account, and a final email is sent to the email address with a link to login the first time and set your Root Tenant Admin password.

Setting Up Bretford Connect
Connect and Configure Your Network

Each TechGuard Connect® locker includes a gateway that provides connectivity to the Bretford Connect service. To get started, simply connect to your network via the Ethernet cord, and check the connection status via the 3 indicator lights on the gateway

Note that the TechGuard Connect lockers require a connection to a DHCP network and a global DNS configuration. If applicable, be sure to clear the ports and whitelist the IP addresses listed in the link above. To review a full list of network requirements, go to:

https://www.bretford.com/connect/docs/network

Setting Up Bretford Connect
Set Up Your Organizational Structure

When you log into Bretford Connect the first time, you will arrive at the Dashboard, which provides you with a bird's-eye view of your lockers, users and overall usage of your system. The first step in setting up your Bretford Connect system is to click on "My Organization" and set up your organizational structure. Your structure may be based upon where your TechGuard Connect lockers are physically located, or who may use them.

We recommend using a uniform naming convention that will be familiar to your team, such as a building name, zone or location. For more detail, go to:

https://www.bretford.com/connect/docs/organization

Setting Up Bretford Connect
Set Up Your Admin Users and Locker Users

Admin users are responsible for management of the Bretford Connect system. They oversee the lockers, manage all locker users and are able to login to the Bretford Connect portal. To set up your admin users, go to:

https://www.bretford.com/connect/docs/admins

Locker users have access to individual bays on any given locker within the system. They do not have access to the Bretford Connect portal. To set up your locker users, go to:

https://www.bretford.com/connect/docs/users

Setting Up Bretford Connect
Activate and Configure Your Lockers

When you click on "Lockers," you will be able to activate new lockers ("Add Locker"), assign locker users to individual locker bays, open bays remotely, check on the status of any locker stack and, when necessary, completely disable all access to a locker bay. Each locker within your organization will appear in "My Lockers," giving you a high-level overview of each locker stack. You can see if individual lockers are online and in-sync, as well as their current operating mode. To learn more about adding lockers to your organization, configuring operating modes and configuring authentication modes, go to:

https://www.bretford.com/connect/docs/manage-lockers

Setting Up Bretford Connect
Add Your Assets (for Check-In/Check-Out Mode)

If your lockers are configured in Check-in / Check-out (CICO) mode, the last step is to set up your assets. Assets can range from mobile devices that are charged in the locker bays, to other, non-charging items that are used by the organization. Click on "Assets" to add new assets to your organization ("Add" button), view the status and location of each asset and edit assets. Click on "Lockers," and then "My Lockers," to assign assets to specific locker bays in CICO mode.