

# RE-LOAD™

## Operational Manual

12V DC Power Source

*Mobile Table with Charging Station for "Re-Loading" Mobile Devices*



### **WARNING**

READ THIS ENTIRE MANUAL BEFORE OPERATING THIS TABLE.  
FAILURE TO DO SO COULD RESULT IN SERIOUS INJURY,  
DAMAGE TO THE CHARGING DEVICES AND THE TABLE.

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### **WARNING**

CONTAINS SEALED NON-SPILLABLE LEAD-ACID BATTERY.  
MUST BE HANDLED AND DISPOSED OF PROPERLY.

## Important: Read and save this safety and instruction manual

SAVE THESE INSTRUCTIONS— Charge the internal battery in Re-Load immediately after receiving the table. You should charge the Re-Load battery monthly when not in use. This manual will show you how to use the Re-Load safely and properly. Please read and follow these instructions and precautions carefully, as this manual contains important safety and operating instructions. For any questions, contact Palmer Hamilton (See page 13)

The following “signal” words indicate the level of hazard in certain situations.



**DANGER** — Indicates an immediate hazardous situation. This will result in serious injury or death of operator or bystanders.



**WARNING** — Indicates a potentially hazardous situation. This could result in serious injury or death of operator or bystanders.



**CAUTION** — Indicates a potentially hazardous situation. This could result in moderate or minor injury of operator or bystanders.



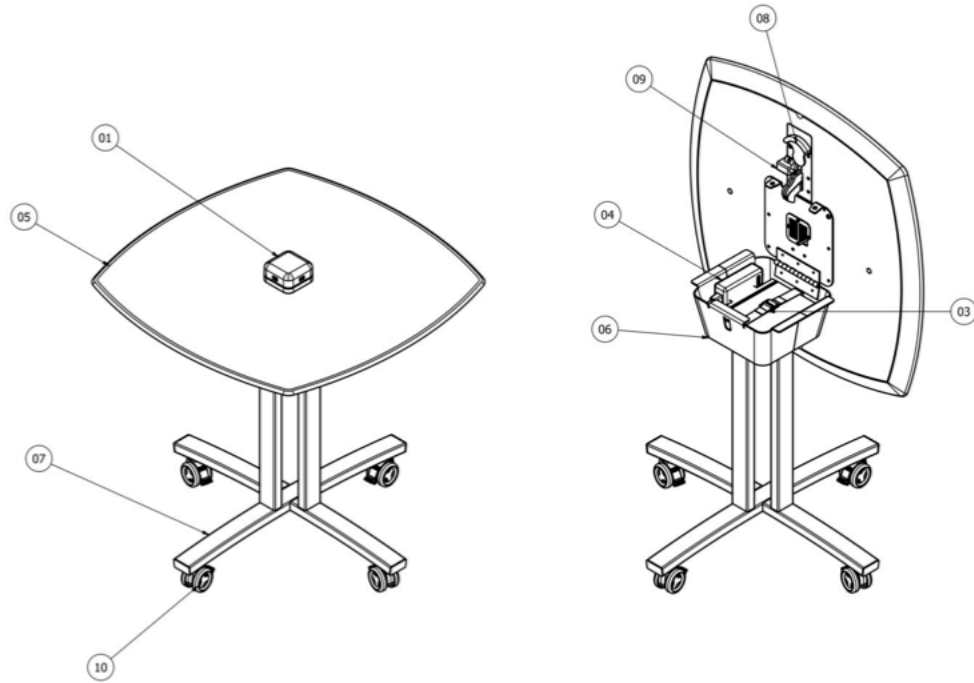
**IMPORTANT** — Indicates a critical operational characteristic situation. This could result in damage to the Re-Load, operators or property damage.



### **WARNING**

PURSUANT TO CALIFORNIA PROPOSITION 65, THIS PRODUCT CONTAINS CHEMICALS KNOWN TO THE STATE OF CALIFORNIA TO CAUSE CANCER AND BIRTH DEFECTS OR OTHER REPRODUCTIVE HARM.

# 1. Parts schematic



ITEM #	PART#	PART DESCRIPTION
01	391729	Charging hub
02	Not shown	Wire harness "A"
03	PU-BATTERY-1	12v RE-LOAD battery pack
04	PU-CHARGER-1	12V RE-LOAD charger
05	Varies per table size	30" Squircle, worksurface
06	Varies per table size	Upper welded assembly/ battery compartment
07	Varies per table size	Table X-base
08	391743	Table release mechanism
09	41139	Key push lock
10	41144	2.5" twin wheel locking caster

## 2. Important safety instructions

- 2.1 Only use connections from Palmer Hamilton. Use of any other brand of connections other than by Palmer Hamilton may result in a risk of fire, electric shock, injury to person or property, and void of warranty.
- 2.2 DO NOT allow the internal battery of the Re-Load table to freeze. DO NOT charge or jump start a frozen battery.
- 2.3 DO NOT insert foreign objects into charger connector, battery connector or charging hub. This will damage the connectors and cause personal injury.
- 2.4 DO NOT OPERATE Re-Load table if it has received a sharp blow, has been dropped or otherwise damaged (Contact Palmer Hamilton's Warranty/Service Dept)
- 2.5 DO NOT fix any part of the Re-Load table without consulting the Warranty/Service Dept at Palmer Hamilton. Any attempt could result in electric shock, personal injury, and risk of fire or void of warranty.
- 2.6 Keep the Re-Load table dry and free from excessive moisture.
- 2.7 Prevent exposure to the Re-Load table from extreme cold/hot temperature areas. Extreme Temps would be 10° F and lower or in excess of 100° F.



**FIRE RISK OR ELECTRIC SHOCK RISK**

### 3. Personal precautions

- 3.1 Never smoke or allow a spark or flame within five feet of the Re-Load battery.
- 3.2 To reduce the risk of shock, first unplug the charger from the wall outlet then disconnect all connections on the interior of the battery compartment.
- 3.3 Remove personal items such as rings, bracelets, necklaces and watches when working with a lead-acid battery. A lead-acid battery can produce a short-circuit high enough to weld a ring, bracelet, etc. to the metal, causing severe burns.
- 3.4 DO NOT OPERATE the Re-Load table with damaged wires. Unplug the table and contact Palmer Hamilton's Warranty/Service Dept for repair and further instructions.
- 3.5 If the sealed battery is punctured, wear complete eye and body protection. Wear safety goggles and protective clothing when handling the battery.
- 3.6 If battery acid contacts your skin or clothing, immediately wash the area with soap and water. If acid enters your eye, immediately flood eye with cold running water for at least 10 minutes and seek medical attention promptly.



**WEAR SAFETY GOGGLES AND GLOVES**

## 4. Charging the Re-Load table battery pack



IMPORTANT: CHARGE THE INTERNAL BATTERY IMMEDIATELY AFTER RECEIVING YOUR RE-LOAD TABLE. IF NOT IN USE, CHARGE MONTHLY TO MAINTAIN THE FULL BATTERY LIFE. \*SELF-CHARGING RE-LOAD TABLES (SC) WILL INCLUDE A CHARGER IN THE BATTERY COMPARTMENT. \*STANDARD RE-LOAD TABLE (DC) DOES NOT INCLUDE A CHARGER. PH RECOMMENDS A BATTERY CHARGING CART TO BE PURCHASED WITH DC RELOADS TABLES. A SEPARATE CHARGER IS AVAILABLE FOR PURCHASE FROM PH. THE INSTRUCTIONS BELOW ARE FOR THE SELF-CHARGING (SC) OR A SEPARATE CHARGER.

- 4.1 When it is time to charge the battery the Hub LED should be RED or no color at all. RED LED indicates battery has little power remaining. No LED's lit means that battery has reached shut off point and will no longer charge devices.
- 4.2 Gain access to the battery compartment by unlocking the handle with the key provided. (Figure A, page 4, #08)
- 4.3 Pull back on the handle to release worksurface and tilt vertical.
- 4.4 Gently pull wire connections "A" & "C" apart, if applicable.
- 4.5 Locate and connect the "B" wire connector (Charger) to the "C" wire connector (Battery)- see below Figure B.
- 4.6 Align the connectors and gently push together.
- 4.7 Locate and plug the 2-pronged plug into a standard 120V wall outlet to begin the charging.
- 4.8 The charger will scan the battery to check capacity level and then commence charging. The GREEN LED light on the charger indicates the charging status.
- 4.9 Once all the GREEN LED lights are lit solid, the battery is fully charged. It is safe to leave charger connected to the battery as it will go into a trickle mode or only when needed to maintain the battery at 100%.
- 4.10 Leave worksurface open vertical while charging. If not possible, carefully route the charger cord so that it is not pinched when closing top. Weave the cord thru the corner area of the battery compartment, and gently lower the worksurface down until latched.
- 4.11 When charging is complete, unplug cord from the wall outlet, unplug the charger/battery connection by gently pulling the "B" wire connector and "C" wire connector apart. DO NOT damage the wire connection by pulling directly on the wires, pull only on the connectors' plastic housing.

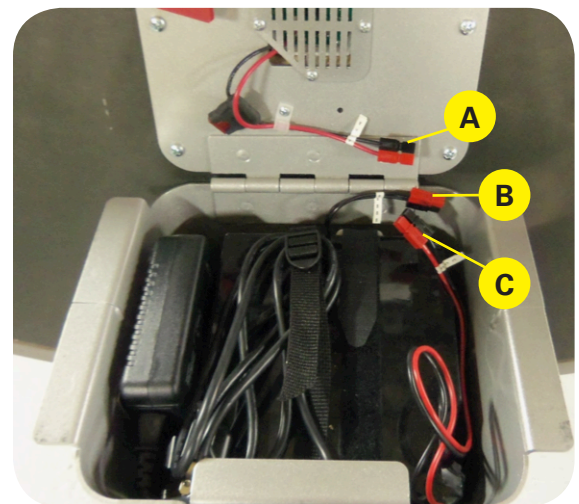


Figure B

A=Wire A B= Wire B C=Wire C

## 5. Using your Re-Load

*“RELOAD” YOUR MOBILE DEVICES — ASSUMING NO OTHER CONNECTIONS ARE MADE*

- 5.1 Align “A” wire connector with “C” wire connector
- 5.2 Gently push connection together.
- 5.3 Charging Hub should be lit BLUE (If the LED is RED more charging may be needed).
- 5.4 Slowly close the worksurface down making sure all wires are kept inside battery compartment and not in the way of getting pinched. (Figure A, page 4 #06)
- 5.5 Push in lock to lock handle. Remove key. Your Re-Load is now ready for use.

**NOTE:** The Re-Load table will charge many devices including cell phones, tablets, cameras, audio speakers and more. Charging times will vary depending on the mobile device and how many other devices are being charged at that time. Do not charge mobile devices with the Re-Load table that cannot accept a charge or are damaged. A 7.5A blade fuse is used to assist circuitry protection. The Re-Load table Charging Station is only for charging mobile devices. It will not transfer data.



## 6. Discharging of battery

- 6.1 As mobile devices get “Reloaded” from the charging hub, the battery will begin to slowly discharge.
- 6.2 When the BLUE LED is lit, this means the internal battery power status is in the range from 100% to 10%.
- 6.3 When the RED LED is lit the battery power status is below 10% and needs to be charged. (The Re-Load hub will continue to “Reload” while LED is RED).
- 6.4 When there is NO colored LED lit, this means the circuit has shut-off and the internal battery needs immediate charging of the battery. The Re-Load hub will not charge devices in this status.
- 6.5 Please refer to above instructions for charging battery during use, instruction 4.9.

**NOTE:** While NO colored LED’s are lit, the battery retains a minimal power level. This protects the battery from a deep discharge. Batteries that go into a deep discharge state have a shortened life cycle. A safe battery shut-off is integrated into the circuitry of Re-Load. This allows the Re-Load battery a longer and safer life cycle. Under normal working conditions and proper maintenance, the battery should last 3+ years.

## 7. Removing internal battery

Over duration of using the ReLoad table it might be necessary to remove the internal battery. Please follow below instructions for easy removal.

- 7.1 Gain access to the battery compartment by unlocking the handle with the key provided. (Figure A, page 4, #08)
- 7.2 Pull back on the handle to release worksurface and tilt vertical.
- 7.3 Locate internal battery in the compartment.
- 7.4 Make sure all wire connections have been released from each other.
- 7.5 Locate Velcro strap and loosen the strap.
- 7.6 Locate vinyl strap on battery, slide hand between strap and battery pull upward. Use your other hand to lift battery and get firm hold on it. Battery weighs 13 lbs. so please DO NOT DROP.
- 7.7 To place battery back into compartment, make sure Velcro strap is flipped back on each side so the battery fits between.
- 7.8 Make sure all wires and wire connections are not under battery.
- 7.9 Tighten Velcro strap to hold battery back in place.

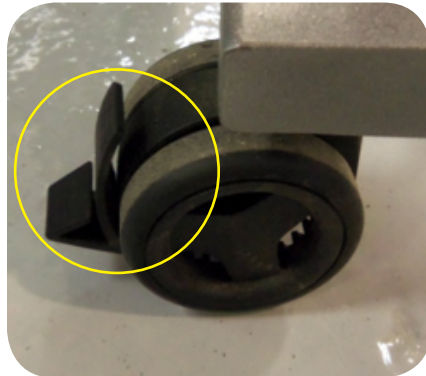
PLEASE RECYCLE OLD BATTERIES BY CONTACTING 1-800-BATTERY FOR LOCAL DROP-OFF LOCATIONS OR PICKUP SERVICES.

## 8. Table base

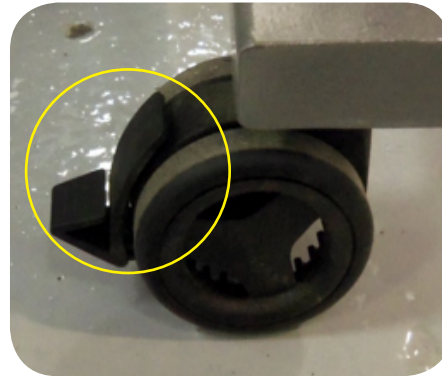
8.1 The Re-Load table base consists of two parts, Upper Welded Assembly and Lower Welded Assembly (X-base).

8.2 The Lower Welded Assembly portion is held in place with machine screws and star washer. Regularly inspect this connection. To do so; slowly tip table onto its side, exposing the access hole on the bottom of the Lower Welded Assembly. Use a 1/2" socket with extension to ensure the bolts are tight. DO NOT over-tighten or you could damage internal parts, snap the bolt head off, and void warranty.

8.3 The Re-Load table comes standard with (4) 2.5" locking casters. To engage the lock on the caster, push down gently on the caster lever with your foot. To disengage, push gently on the upper caster lever. There is a slight movement in the caster lever while locking or unlocking.



Lock engaged



Lock disengaged

## 9. Work surface and charging hub

9.1 The Re-Load worksurface is made of 1-1/8" thick particleboard, with .030 HPL and balanced backer.

9.2 The Edge on the worksurface is a durable casted polyurethane.

9.3 Cleaning of the worksurface requires a solution similar to Fantastic or diluted Simple Green. Spray onto a rag and then wipe down the top. DO NOT spray directly onto worksurface. Moisture could get into the USB ports and cause a short circuit of the Charging Hub.

9.4 DO NOT use concentrated bleach on the polyurethane edge, as this may cause discoloration.

9.5 The Charging Hub is made from highly durable ABS plastic.

9.6 To clean Charging Hub, spray onto a lint free cloth. Lightly dampen the cloth with cleaning solution and wipe hub. DO NOT spray directly onto the Charging Hub.

## 10. Storage

10.1 If the Re-Load table will be stored for a considerable amount of time, please charge the internal battery fully.

10.2 All batteries are affected by temperature. The ideal storage temperature is 70°F. The internal battery will gradually self-discharge (lose power) over time, especially in warm/cold environments. To ensure satisfactory performance and avoid permanent damage, charge the internal battery every month. Leaving the battery in a discharged state may result in permanent battery damage.

10.3 Store in a dry environment.

## 11. Troubleshooting

Problem	Possible Causes	Reason/Solution
My device won't "Reload"	Battery and Charging Hub may not be connected correctly	Access battery compartment and connect "B" and "C" wires together
	Battery might be discharged and will need to be charged	Access battery compartment and attach battery to charger (4-5 hours before ready)
	Device charging cord could be damaged	Try another cord
	Faulty USB port	Check other USB ports, contact PH
BLUE LED won't light up	Battery and charging hub may not be connected correctly	Access battery compartment and connect "A" and "C" wires together
	Battery might be discharged and needs to be charged	Access battery compartment and attach battery to charger (4-5 hours before ready)
	7.5A Fuse has been blown	Circuit pulled too much power/ Replace fuse, contact PH
	Battery is defective	Need new battery, contact PH
	PCB defective	Replace Charging hub, contact PH
Casters won't lock	Mechanical lock broken	Replace caster, contact PH
	Obstruction inside of caster	Clean debris from the inside of the caster
Worksurface release handle won't pull back	Lock is engaged	Use key to unlock
	Handle mechanism is bent	Contact PH
Release handle lock won't engage	Handle did not fully engage into battery compartment slot	Push back into place
		Loosen screws and make adjustment
Charger is not charging	Not plugged into wall outlet	Plug 2-prong plug into 120V outlet
	Power cord connections are loose/ not fully engaged	Check connections/ push to ensure connection is engaged. (120V power cord)
	Not connected to battery	Access battery compartment and connect "A" and "C" wires together
	Charger is defective	Contact PH

For replacement parts or warranty concerns, please contact Palmer Hamilton Customer Service at 1-800-788-1028

## 12. Limited Warranty

### Limited Warranty

Palmer Hamilton, LLC, warrants this product will be free from defects in material and workmanship under normal use for a period of one (1) year from the date of original purchase on the Charging Hub and Battery; and a period of five (5) years on the table base and worksurface.

If this product should prove to be defective in materials or workmanship within the warranty period, Palmer Hamilton will at its sole discretion repair or replace any defective part or parts.

Any replacement part provided will carry the initial warranty for the balance of the remaining warranty. It is only applicable to the part it replaces. The following parts are considered normal wearing parts and are not under warranty: casters, lock and table release mechanism.

For an evaluation of whether a defect is covered by this warranty exists, and to obtain warranty service, you must take the product to the retailer or dealer where it was purchased. You can also deliver the complete product, transportation prepaid, to a Palmer Hamilton authorized service center. Proof of purchase must be provided.

### Warranty Exclusions

This warranty does not cover defects or damages caused by or resulting from accident, misuse, abuse, neglect (for instance, neglecting the maintenance covered in this operational manual), improper maintenance, or normal wear and tear. This warranty is valid only if all instructions contained in the operational manual are followed. This warranty is VOIDED if repairs have been made or attempted by anyone other than Palmer Hamilton and its authorized personnel. If alterations have been made to the product using parts that are not specified by or provided by Palmer Hamilton, the warranty will be voided.

THE WARRANTY PROVIDED HEREIN IS IN LIEU OF ANY OTHER WARRANTY, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. PALMER HAMILTON OR ITS AFFILIATES SHALL NOT BE LIABLE FOR ANY SPECIAL INCIDENTAL OR CONSEQUENTIAL DAMAGES FOR BREACH OF ANY EXPRESSED OR IMPLIED WARRANTY ON THIS PRODUCT.

Some states do not allow limitation on how long an implied warranty lasts, or allow the exclusion or limitation of incidental or consequential damages. The above limitations or exclusions may not apply to you. This warranty gives you specific legal rights, and you may also have other rights which vary from state to state.

### Product Repair

For any parts that may be experiencing malfunction or defect, please call Palmer Hamilton Customer Service at 800-788-1028. Palmer Hamilton will determine at its sole discretion if repair or replacement is applicable. You will need a return merchandise authorization (RMA) number is required for returning the product to the factory. Please include all your contact information (company name, address, contact name, phone number, email and original invoice) with the return of the product. Once the product has been evaluated, you will be notified of the repair or replacement cost and time frame. Returns should be sent to the following address:

Palmer Hamilton LLC  
Freight Receiving  
130 Getzen Street  
Elkhorn, WI 53121  
(800) 788-1028

RE-LOAD™



143 S. Jackson Street  
Elkhorn, WI 53121-1911

Toll Free: 800-788-1028  
Local: 262-723-8200  
Fax: 262-723-5180

[www.NomadFlexibleFurniture.com](http://www.NomadFlexibleFurniture.com)

To see the complete family of Palmer Hamilton products please see [www.palmerhamilton.com](http://www.palmerhamilton.com)