



PHOENIX LTC
MED CARTS

V2

REFURBISH MANUAL

WWW.PHOENIXLTC.COM

PARTS & SUPPLIES ARE AVAILABLE ONLINE AT:
<http://www.phoenixltc.com/parts/>

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DRAWER REMOVAL

1. Lock front casters by pushing caster levers down with the front of your foot.



2. Fully extend the drawer to be removed.



3. Stand in front of the drawer. Locate the release tabs on the slides. Push the right tab down and the left tab up. Hold the tabs in the pushed (down/up) position and pull the drawer from the cart.



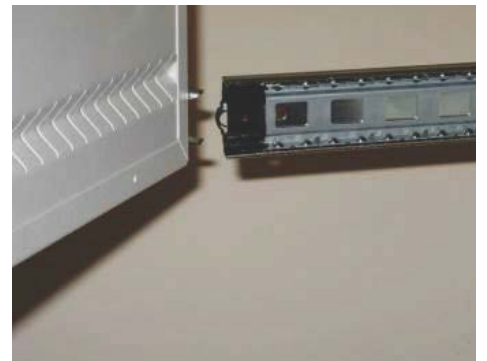
DRAWER INSTALLATION

1. Extend slides out of the cart.

IMPORTANT: Move the ball bearings to the very front of the slide.



2. Insert the male section of the slide (located on the left and right side of the drawer) into the female section of the slide. Make sure that the male section feeds into the ball bearings. If this is NOT completed before attempting to push the drawer closed the slide may be damaged.



3. Push the drawer evenly into the cart until it is in the closed position.

IMPORTANT: Do not force the drawer closed. It is normal to feel resistance from the point when the drawer is half closed until the closed position.

If you feel the drawer stopping (not resistance), remove and re-insert the drawer confirming the ball bearings are at the very front of the slide.

SLIDE REMOVAL & INSTALLATION

Tools needed: Phillips screwdriver

1. Remove drawer (see page 3).
2. Move the slide out until the front screw is exposed.
3. Remove the front screw by turning counterclockwise. Let the front of the slide rest in the down position when the screw is removed.
4. Remove the back screw by turning it counterclockwise.
5. Reverse the above process to install slide.



SIDE SHELF REMOVAL & INSTALLATION

1. Remove the top drawer (see page 3).
2. Pull out the side shelf until it stops.
3. Reach inside the cart on the right-hand side and find the button.
4. Depress and hold the button in as you pull the side shelf. You will feel it slip into the safety position.
5. Again, depress and hold the button in as you pull out the side shelf. NOTE: Be careful as you pull the shelf out as it will fall free from the cart.
6. Reverse the process to install.



CASTER REMOVAL & INSTALLATION

Tools needed: 3/8" or Adjustable Wrench

1. Remove all drawers from cart (see page 3).
With two or more people, carefully lay the cart on its back.

Replace the proper caster in the proper position:

Two front casters are braking - identified by light gray levers
Back right caster is tracking - identified by dark gray lever
Back left caster is a swivel - does not have a lever

2. Using a 3/8" or adjustable wrench, turn the four bolts holding the caster plate counterclockwise until the plate can be removed.
3. To install the caster reverse the process.



BEST LOCK CORE REMOVAL & INSTALLATION

Tools needed: WHC2 CT Key

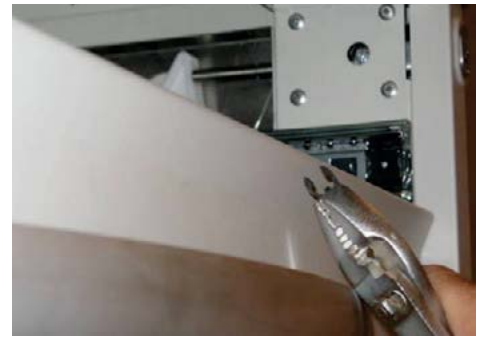
1. Insert the WHC2 CT Key into the lock, turn clockwise approximately 1/8 of a turn and pull.
2. Reverse the above process to install core.



CABINET LOCK REMOVAL

Tools needed: Pliers & Screwdriver

1. Remove top 4" drawer (see Page 3).
2. Lock the cabinet by pushing the lock in until you feel it latch.
3. Using pliers, remove the small black "C" clip from the push bar on the lock.
4. Unlock the cart.
5. Pull the washer off the push bar.
6. Pull the lock assembly from cart.



CABINET LOCK REMOVAL cont.

7. Gently insert the flat blade of the screwdriver in between the cart and the plastic ring. Twist the screwdriver so it gently pops the ring loose and then remove it by hand.
8. Place finger in the lock chamber and remove spring.



INTERNAL NARC LID REMOVAL/INSTALLATION

Tools needed: Pliers & Screwdriver

1. Remove top 4" drawer and Narc drawer. Fully extend the drawers and locate the release tabs on the slides. Push the right tab down and the left tab up. Hold the tabs in the pushed (down/up) position and pull the drawer from the cart.
2. Remove the 4 (four) Phillips Screws on the bottom of the internal narc lid and remove the lid.

NOTE: The lid may need a gentle nudge or bump to get it to move. It is a very tight installation.



LOCK BAR REMOVAL

Tools needed: Phillips Screwdriver

1. Remove all drawers (see p. 3)
2. Remove cabinet lock (see p. 7)
3. Remove slides on the right hand side, facing the cart front (see p. 5)
4. Lift bar up and jiggle while pulling away from the side of the cart. The bar will release from the bushings.



LOCK BAR INSTALLATION

1. To install a lock bar reverse the above process.

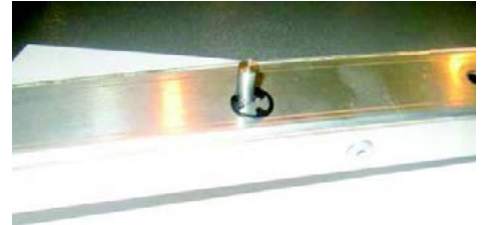
LOCKING PIN INSTALLATION

Tools needed: Phillips Screwdriver
Parts needed: Locking pin & E-Clips



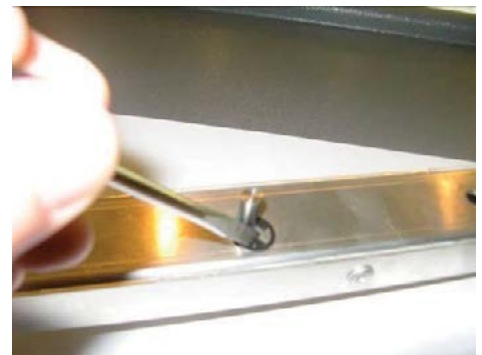
1. Push one E-Clip into the engraved slot on the short side of the locking pin.
2. Slide the longer portion of the locking pin into the back of the locking bar.
3. Carefully turn the locking bar over while holding the locking pin in place. Slide the E-Clip into the engraved slot on the locking pin until it gives resistance.
4. Use a screwdriver to leverage force on the side of the E-Clip to push it into place.

The locking pin should now be secured.



LOCKING PIN REMOVAL

1. Place the corner of a screwdriver blade in the E-Clip and pull it out of place.



AVK INSTALLATION (threaded insert for screws)

Tools needed: AVK Tool



Thumb Screw

Mandrel (*left-handed thread, screws in counter clockwise*)

Nose Piece (*left-handed thread, screws in counter clockwise*)

AVK

Wrench

1. Screw the mandrel into the AVK tool.



2. Gently secure with wrench.



3. Screw the nose piece over the mandrel into AVK tool.



AVK INSTALLATION cont.

NOTE: AVK on the left has been compressed with the AVK tool. It works similar to a rivet.



4. Load an AVK onto the tool. Place loaded AVK into the opening so that the AVK is loaded all the way to the rim. Squeeze the AVK tool as hard as you can until it is securely attached to the frame.



5. Release the AVK tool by turning the thumbscrew clockwise.



6. If the AVK is loose attach the AVK tool again and squeeze harder until it is securely attached.

Photo shows properly installed AVK.



CABINET LOCK INSTALLATION

1. Place spring into lock chamber.



2. Snap plastic ring onto the front of the lock chamber.



3. Push the lock assembly into the lock chamber up to the brass pin.



4. Place the washer onto the push bar.



CABINET LOCK INSTALLATION

5. Place the lock bar triangle in the up position.

6. Push the brass pin down and push the lock assembly into the locking position



7. Push the "C" clip into the engraved ring on the push bar.



NARC BOX REMOVAL & INSTALLATION

Tools needed: Phillips Screwdriver

1. Open Narc Box. Remove the two screws in the back of the box and remove the box from the drawer.

To install a Narc Box, place it in the drawer on the right hand side so that it lines up with the two threaded openings. Screw it to the back of the drawer to secure it.



NARC BOX HINGE REMOVAL & INSTALLATION

Tools needed: Small Adjustable Wrench

1. Remove the eight nuts on the hinge. Remove the hinge.

To install the hinge, reverse the above process.



NARC BOX/DRAWER LOCK REMOVAL

Tools needed: Phillips Screwdriver

1. Remove four screws. Remove the lock.

To install the lock, reverse the above process.



PANEL REMOVAL & INSTALLATION

Tools needed: Phillips Screwdriver

1. Remove all drawers (see p. 3)
2. Remove corner bumpers (four screws each)
3. Completely remove cabinet lock (see p. 6)

4. Remove screws from panels. Go through the holes in the frame to remove the screws located in the back of the panels.

5. Remove top.
NOTE: Be careful not to let the back fall off when the top is removed.



EMAR ARM INSTALLATION

Tools needed: Power Drill, Black Marker, Phillips Screwdriver

NOTE: *Be sure to coordinate these instructions with your emar installation instructions.*

1. Pull the top off the cart. It will have some resistance because it is attached by velcro. Wood style cart tops need to be unscrewed from the inside.



EMAR ARM INSTALLATION cont.

2. Remove the velcro from the corner of the top and cart that you are installing the emar arm on. This will give a solid base for the arm to be attached to. Wood style tops will have no velcro to remove.

NOTE: No additional bracing is needed since the cart frame is manufactured with the strength to accommodate the emar arm.

3. Remove all drawers (see p. 3)
4. Remove side shelf for MED & LG Shell (see p. 4)
5. Remove internal narc lid for XL Shell (see p. 7)

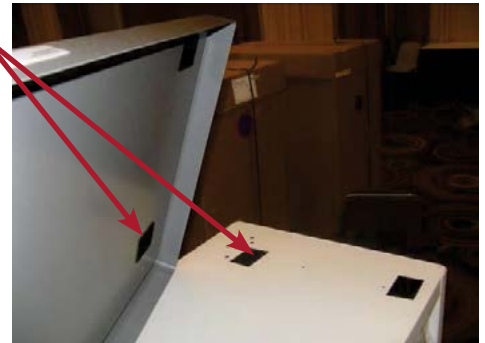
6. Place the top back on the cart and using a black marker mark the holes you wish you use to install the arm.

NOTE: If the predrilled holes do not accommodate your emar arm, carefully drill new ones. In addition, you will need to drill larger holes in the bottom of the side shelf envelope to get the screw through the top opening.

7. Drill the markings on the back of the top and place the top back on the cart. The holes in the top should line up with the holes in the cart.

8. Carefully balance the screw on the Phillips Screwdriver and lift it through the large hole in the base of the shelf holder and then through the top of the cart.

9. Screw the arm into place with all three screws. Be sure to secure it tightly (*Loctite or a similar product is recommended*).



NOTE: Longer screws & washers for the Ergotron arm are taped to the inside/back of the cart. You can also request them from Phoenix LTC. Refer to the part numbers below:

PLASTIC GRAY TOP:

- 41-PHMS-250-20 PAN HD PHIL MS 1/4-20x3/4"
- 43-FLT-250-10 FLAT WASHER 1/4 SAE

WOOD STYLE TOP:

- 41-PHMS-250-40 PAN HD PHIL MS 1/4-20x2"
- 43-FLT-250-10 FLAT WASHER 1/4 SAE

REPLACEMENT PARTS

PART #	DESCRIPTION	QTY.
CP-3	Replacement Caster Package (5" Casters)	Set
CP-4	Replacement Caster Package (6" Casters)	Set
M12982A7	5" Caster with Brake	Each
Y700069A7	5" Tracking Caster	Each
M12983A7	5" Swivel Caster	Each
63-1200	Double-sided Foam Tape	Foot
T19557	Waste Bin Bracket (no hardware)	Each
PDRDTNT-1	Drawer Detents with Rivets (one pair)	Each
PSMTOP-1	450PC Replacement Top	Each
PMEDTOP-1	600PC Replacement Top	Each
PLGTOP-1	750PC Replacement Top	Each
PXLTOP-1	900PC Replacement Top	Each
PSLIDELS-1	Slide (left side)	Each
PSLIDERS-1	Slide (right side)	Each
P-NARCBOX	Narcotics Box for Phoenix LTC Carts (single wide)	Each
T19706A3	Exchange Tray for XL Cart	Each
T19706A4	Exchange Tray for L Cart	Each
P-WASTEBIN	Waste Bin with Lid/Bracket	Each
M14045	White Plastic Lock Bushing, LTC Cart	Each
41-THB-8-10	Thumb Screws	Each
46-1070	E-Clip 5/16 5133-31	Each
49-1475	Lock Bar Spring	Each
YM12991	Phoenix Bubble Label	Each
EMAR KIT	Screws & Washers for Ergotron Arm	Each
PCDIVSM-1	Phoenix SM Width Channel Div (SM Shell Drawer)	Each
PCDIVLG-1	Phoenix LG Width Channel Div (LG Shell Drawer)	Each
40-1690	Slide Rubber Retention Insert	Each

KEYS & LOCKS

NARC LOCKS & KEYS (Mix and match keys to achieve minimum)

PART #	DESCRIPTION	QTY.
PNARCLOCK	Narcotic Lock with Three Keys and Four Screws	Each
40-2202-1	Narc Box Key, #130 (min purchase 2)	Each
40-2208-1	Narc Box Key, #190 (min purchase 2)	Each
40-2210-1	Narc Box Key, #210 (min purchase 2)	Foot
40-2213-1	Narc Box Key, #140 (min purchase 2)	Each
40-2200-2	Narc Box Key, #801 (min purchase 2)	Each
40-2201-2	Narc Box Key, #802 (min purchase 2)	Each
40-2204-2	Narc Box Key, #826 (min purchase 2)	Each
40-2205-2	Narc Box Key, #837 (min purchase 2)	Each
40-2206-2	Narc Box Key, #850 (min purchase 2)	Each
40-2207-2	Narc Box Key, #851 (min purchase 2)	Each
40-2209-2	Narc Box Key, #860 (min purchase 2)	Each
40-2210-2	Narc Box Key, #863 (min purchase 2)	Each
NARC LOCK KEY	Narc Box Key General # (to add additional keys to cart)	Each

BEST LOCKS, CORES & KEYS (Mix and match keys to achieve minimum)

PART #	DESCRIPTION	QTY.
40-2230	Best Core, 3 Keys & Housing	Set
CORE 2-2	Replacement Best Core with 3 Keys	Set
KEY 2 CONTROL	Best Control Key for All Phoenix LTC Locks	Each
KEY 2 MASTER	Best Master Key for All Phoenix LTC Locks	Each
KEY 2-10	Best Control Lock Key, #10 (min purchase 2)	Each
KEY 2-11	Best Control Lock Key, #11 (min purchase 2)	Each
KEY 2-12	Best Control Lock Key, #12 (min purchase 2)	Each
KEY 2-13	Best Control Lock Key, #13 (min purchase 2)	Each
KEY 2-14	Best Control Lock Key, #14 (min purchase 2)	Each
KEY 2-15	Best Control Lock Key, #15 (min purchase 2)	Each
KEY 2-16	Best Control Lock Key, #16 (min purchase 2)	Each
KEY 2-17	Best Control Lock Key, #17 (min purchase 2)	Each
KEY 2-18	Best Control Lock Key, #18 (min purchase 2)	Each
KEY 2-19	Best Control Lock Key, #19 (min purchase 2)	Each
KEY 2-20	Best Control Lock Key, #20 (min purchase 2)	Each
KEY 2-21	Best Control Lock Key, #21 (min purchase 2)	Each
KEY 2-22	Best Control Lock Key, #22 (min purchase 2)	Each
KEY 2-23	Best Control Lock Key, #23 (min purchase 2)	Each
KEY 2-24	Best Control Lock Key, #24 (min purchase 2)	Each
CENTRAL LOCK KEY	Central Lock Key General # (to add additional keys to cart)	Each

REFURBISH KITS

REFURBISH KIT - Medium Cabinet

ITEM #	DESCRIPTION	QTY.
PMEDTOP-1	600PC Replacement Top	Each
CP-1	Replacement Caster Package (5" Casters)	Set
T19660A2-CRM	RH Panel	Each
T19659-CRM	LH Panel	Each
T19658A1-CRM	Back Panel MED Cabinet	Each

REFURBISH KIT - Large Cabinet

ITEM #	DESCRIPTION	QTY.
PLGTOP-1	750PC Replacement Top	Each
CP-1	Replacement Caster Package (5" Casters)	Set
T19660A2-CRM	RH Panel	Each
T19659-CRM	LH Panel	Each
T19658A2-CRM	Back Panel LG Cabinet	Each

REFURBISH KIT - XL Cabinet

ITEM #	DESCRIPTION	QTY.
PXLTOP-1	900PC Replacement Top	Each
CP-1	Replacement Caster Package (5" Casters)	Set
T19660A3-CRM	RH Panel	Each
T19659-CRM	LH Panel	Each
T19658A3-CRM	Back Panel XL Cabinet	Each
T19534A5-CRM	Column Cover	Each

OTHER REFURBISH ITEMS

ITEM #	DESCRIPTION	QTY.
40-2230	Best Core, 3 Keys & Housing	Set
PSLIDELS-1	Slide, Left Side	Each
PSLIDERS-1	Slide, Right Side	Each
40-2215-1	Narcotic Lock with Three Keys	Each