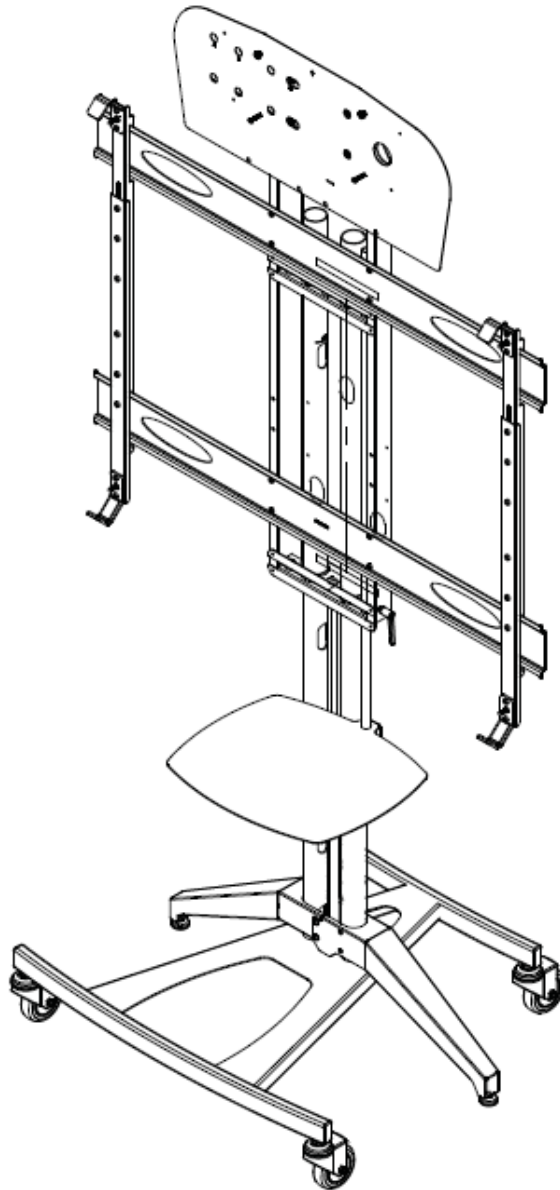


3M™ SCP700 Series Mobile Stand Assembly/Installation Guide



Model 78-6969-9999-0

3M Mobile Interactive Solutions Division

9532-999-013-03

3M Austin Center
Austin, TX 78726-9000
Phone: (800) 328-1371
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78-6971-1445-8 Rev. C



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Important Notice

All statements, technical information, and recommendations related to 3M's products are based on information believed to be reliable, but the accuracy or completeness is not guaranteed. Before using this product, you must evaluate it and determine if it is suitable for your intended application. You assume all risks and liability associated with such use. Any statements related to the product which are not contained in 3M's current publications, or any contrary statements contained on your purchase order shall have no force or effect unless expressly agreed upon, in writing, by an authorized officer of 3M.

Warranty; Limited Remedy; Limited Liability

The 3M SCP700 Series Mobile Stand (the "3M Product") is warranted to be free from defects in material or manufacture for a period of one (1) year from the date of purchase.

THE WARRANTIES STATED ABOVE ARE EXCLUSIVE AND ARE MADE IN PLACE OF ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED WARRANTIES OR CONDITIONS, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, OR ANY INDUSTRY PRACTICE OR CUSTOM OR TRADE USAGE.

In the event the 3M Product fails to conform to the above stated warranties within the applicable warranty period, your exclusive remedy shall be, at 3M's option, to replace or repair the 3M Product or to refund the purchase price of the 3M Product. All replaced parts or products become property of 3M. If the product is repaired, 3M will repair the defective part(s) with a new or used part(s). If the 3M Product is replaced, 3M will replace the 3M Product with the same or equivalent model and with a new or refurbished 3M Product. In the case of an approved warranty claim, the replacement 3M Product will carry only the remaining term of the original 3M Product's warranty period as stated above. For warranty service, you must provide proof of the date of the original purchase else the manufacturing code date will be used to establish the start date of the warranty. The following are exclusions to the above listed warranty:

- a. This warranty does not cover 3M Product that is modified or damaged through improper storage, misuse, abuse, accident, vandalism, improper installation, neglect, improper shipping, damage caused by acts of war, disasters such as fire, flood, and lightning, improper electrical current, software problems, interaction with non-3M products, or service other than by a 3M Authorized Service Provider, neglect or mishandling by any person. Normal wear and tear is not covered under warranty.
- b. 3M Product is designed to operate in the typical indoor environment. This warranty does not cover 3M Product used outside of the following circumstances:
 - 16°C - 29°C (60°F - 85°F)
- c. This warranty does not cover any additional costs including, but not limited to, those associated with removal, cleaning or installation of the 3M Product and adjustments made to the 3M Product.
- d. This warranty is not transferable.
- e. 3M is not responsible for warranty service should the 3M label or logo or the rating label or serial number be removed unless otherwise stated in writing for the purpose of private labeling for partnership requirements.
- f. This warranty does not cover postage, insurance, or shipping costs incurred in presenting your 3M Product for warranty service. Said costs are the customer's responsibility. If a claimed defect cannot be identified or reproduced in service, the customer may be held responsible for cost incurred. Should your warranty upgrade include a "change out" service and the claimed defect cannot be identified or reproduced by the technician, the customer will be responsible for call out costs.

FAILURE TO FOLLOW THE INSTRUCTIONS CONTAINED IN THE APPROPRIATE 3M PRODUCT MANUAL OR FAILURE TO USE THE 3M PRODUCT IN ACCORDANCE WITH 3M'S INTENDED USE STATEMENT, WILL VOID ALL WARRANTIES AND LIMITED REMEDIES.

EXCEPT AS SPECIFICALLY STATED IN THE APPLICABLE 3M PRODUCT MANUAL, 3M SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUE OR BUSINESS) RESULTING FROM, OR IN ANY WAY RELATED TO PERFORMANCE, USE OR INABILITY TO USE ANY OF THE 3M PRODUCT. This limitation applies regardless of the legal theory upon which damages are sought.

For warranty support, please call or write your local 3M office or a 3M Authorized Service Provider to obtain RMA # (Return Material Authorization Number) before returning the product. If you are inside the Continental United States of America, please contact 3M Customer Service at 800-328-1371 or email meetings@mmm.com.

Safety Information

3M SCP700 Series Mobile Stand, Model 78-6969-9999-0

Please read, understand, and follow all safety information contained in this Assembly/Installation Guide. Retain these instructions for future reference.

Intended Use:

This 3M™ SCP700 Series Mobile Stand is intended for mounting the following products only:

- This cart must be used with a “UL Listed” folding extension arm accessory 3M™ SCP Folding Wall Mount
- This cart must be used with a “UL Listed” projector from the 3M™ SCPxxx series projectors

Screen maximum size is 96 inches diagonal and maximum total weight on cart is 145 lbs. including board, wall mount, projector, and shelf contents.

Use in any other application has not been evaluated by 3M and may lead to an unsafe condition. It is expected that all users be fully trained in the safe operation of this stand. Use of replacement parts, or installation instructions other than described in this manual has not been evaluated by 3M and may lead to an unsafe condition.

Explanation of Signal Word Consequences



WARNING

Indicates a hazardous situation, which, if not avoided, could result in death or serious injury.



CAUTION

Indicates a hazardous situation, which, if not avoided, could result in minor or moderate injury.



NOTE

Indicates a hazardous situation, which, if not avoided, may result in property damage

Explanation of Safety-Related Symbols



WARNING: No Step



WARNING

WARNING: Before moving the stand.

- Collapse, fold and secure arm
- Lower and lock the stand into the lowest position.
- Use 2 people to move the stand

WARNING:

- Maximum weight capacity is 145 lbs. (including shelf)
- Maximum screen size is 96 inches diagonal



CAUTION: Read Accompanying Documentation.



CAUTION: Lifting Hazard.

**WARNING****• To reduce the risks associated with impact:**

- Mount only 3M approved products (listed in the assembly instructions) on the mobile stand.
- Do not pull down on the upper hanger, lower hanger or back plate support (compressing the gas strut) before attaching the whiteboard to the stand.
- Always provide proper adult supervision when using the mobile stand around children.
- Do not climb on, hang on, or place any added weight on the mobile stand other than the 3M approved projector mounts and applicable 3M approved projectors and white boards.
- Before moving the stand:
 - Collapse, fold, and secure arm
 - Lower and lock the stand into the lowest position.
 - Use 2 people to move the stand
- Inspect the mobile stand and mounts periodically to ensure all fasteners remain tight and that no damage has occurred. Replace all damaged parts found prior to further use.
- If gas shock fails, do not operate, call your servicing dealer.
- Do not use the mobile stand with a damaged caster or damaged caster lock
- Do not modify the mobile stand or mounts in any way and use only 3M approved replacement parts.
- Do not use an extension arm exceeding a maximum of 51 inches as measured from the mobile stand mounting plate to the center of the ball on the wall mount.
- Do not exceed a maximum screen size of 96 inches.
- Do not exceed a maximum total weight on cart of 145 lbs. including board, wall mount, projector, and shelf contents.

**CAUTION****• Read, understand and follow all safety information contained in the Assembly/Installation Guide prior to use.****• To reduce the risks associated with pinch points:**

- Use care when assembling the stand.

• To reduce the risks associated with lifting:

- Do not stand on the mobile stand to assemble components
- Always lock the rear casters.
- Use two experienced installers for installation of all mounts to the mobile stand per the Installation Guide due to weight and to handling concerns.

NOTICE:**• To reduce the risks associated with tripping:**

- Position and secure the cords to prevent tripping.
- All power and signal cables must be disconnected from the wall prior to moving the cart.

• This cart is designed for indoor use only.

Parts List



NOTE

This cart is shipped with all proper installation hardware and components. Make sure that none of these parts are missing and/or damaged before beginning installation. If there are parts missing and/or damaged, please stop the installation and contact 3M (800-328-1371).

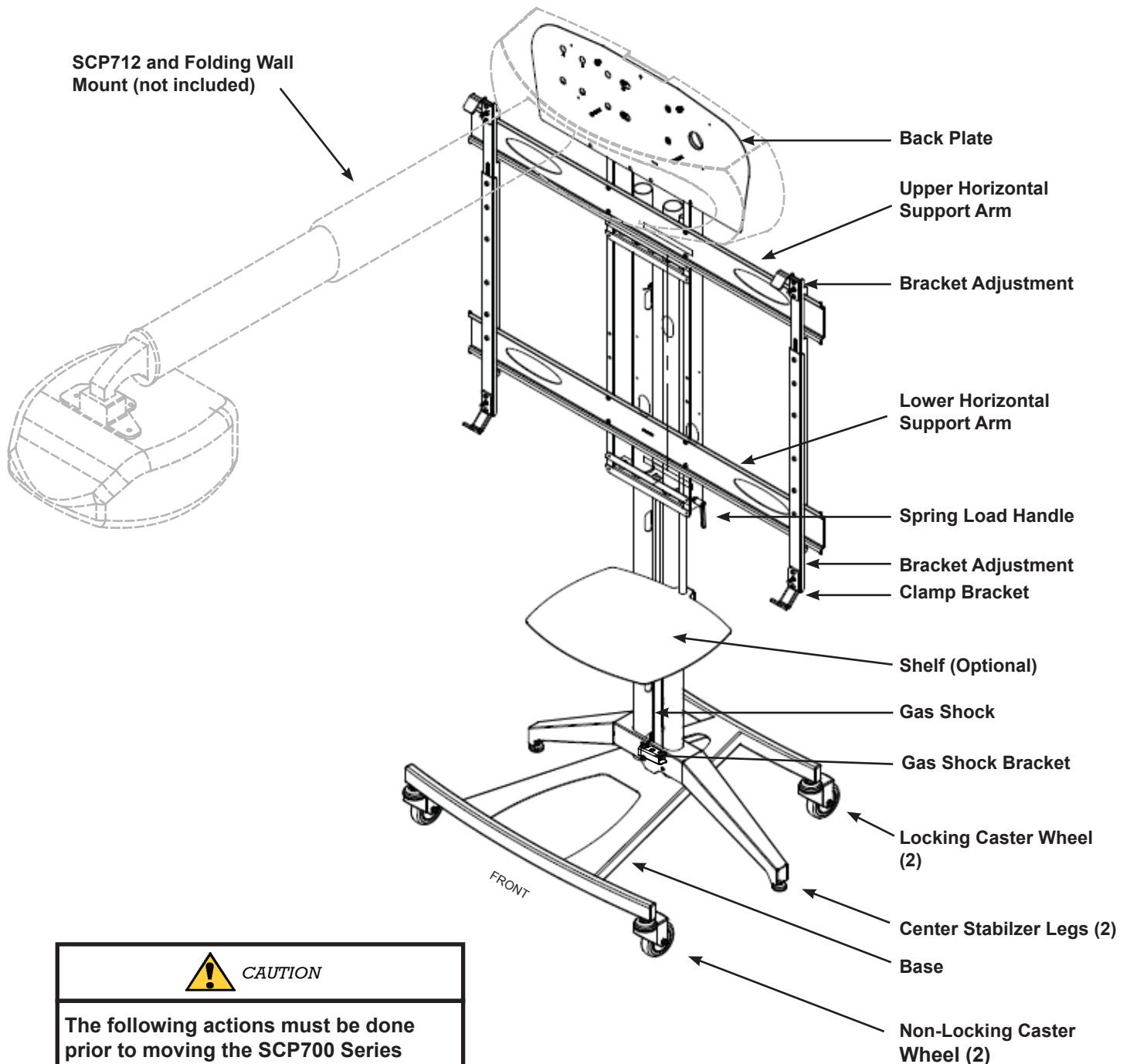
Back Support (Qty 1)	Back Plate (Qty 1)	Horizontal Support Arms (Qty 2)	Base (Qty 1)	72" Support Poles (Qty 2)
Adjustable Brackets (Qty 2)	Caster Wheels (Qty 4)	Gas Shock Bracket (Qty 1)	Lanyard/Safety Pin (Qty 1)	
M5 x 12mm Phillips Screw + Washer (Qty 1)	M3 x 16mm Phillips Screws (Qty 4)	M8 x 20mm Phillips Screws (Qty 2)	M6 x 20mm Phillips Screws (Qty 2)	M8 x 12mm Phillips Screws (Qty 4)
	Optional - Shelf Assembly (3M P/N-78-6969-9981-8)			
M6 x 10mm Phillips Head Screws (Qty 8)	Shelf Pole (Qty 1) [Optional]			
3/8 in. Leveling Feet (Qty 2)	M8 x 12mm Set Screw (Qty 2)	Center Stabilizer Legs (Qty 2)	Set Screw (Qty 1) - Optional	Shelf (Qty 1) - Optional
M8 x 16mm Hex Head Screw (Qty 4)	M8 x 20mm Set Screw (Qty 2)	5/32" Allen Wrench	Brass Washer (Qty 1) - Optional	Set Screws (Qty 2) - Optional

Installation Tools

M5 Allen Wrench (Qty 1)	5/32 in. Allen Wrench (Qty 1) (Supplied)	Rubber Mallet (Not Supplied)	#2 Phillips Head Screwdriver (Not Supplied)	Caster Wrench (Supplied)

Preface

We are delighted that you have chosen a product from 3M, the 3M SCP700 Series Mobile Stand. These installation instructions will direct you in how to assemble and utilize your 3M SCP700 Series Mobile Stand.



CAUTION

The following actions must be done prior to moving the SCP700 Series Mobile Stand:

The projector must be in the stowed position and locked into place.

The back support assembly must be lowered completely and locked into place.

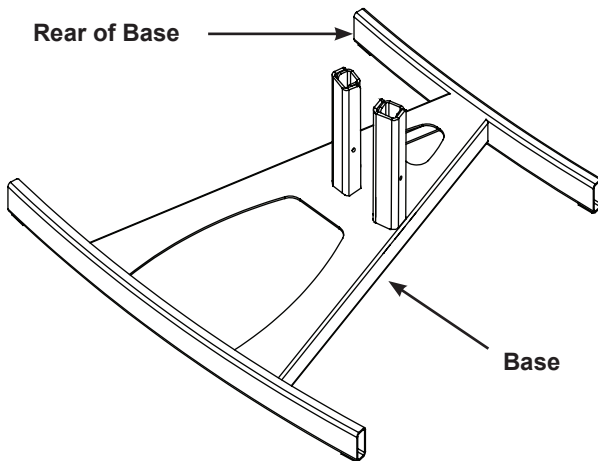
Unlock the rear locking castor wheels.

Caster Wheel Installation



NOTE

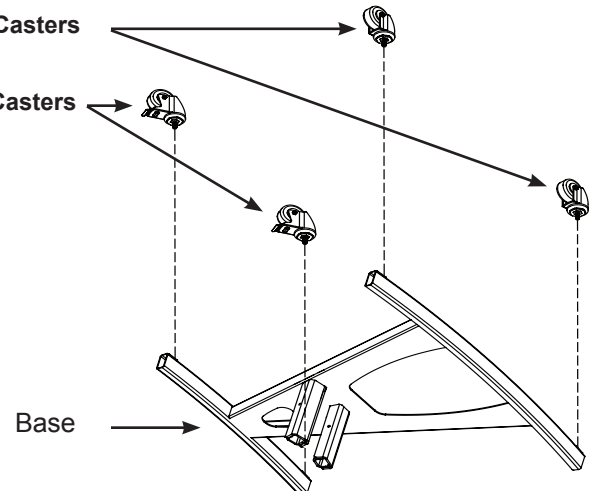
The locking casters must always be installed on the rear of the base.



Step 1. Unpack the base of the cart. Place the base on a flat surface.

Non-Locking Casters

Locking Casters



Step 2. Turn the base over and lie it on the ground.

Step 3. At the corner of each leg is a threaded mounting point for the caster wheels.

Step 4. Thread the caster into the threaded mounting point and tighten with the supplied wrench.

Step 5. Once the caster wheels have been tightened, turn the base back over.

Step 6. Lock the two rear caster wheels for the remainder of the installation.



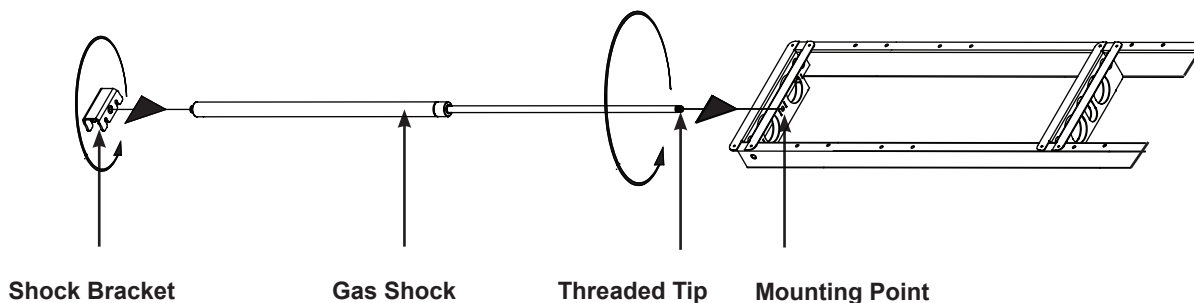
CAUTION

Gas Shock Installation



CAUTION

Prior to placing the components on a flat surface, it is strongly recommended that a blanket, or packing cloth, be placed on the surface to prevent the components from being scratched and/or marred during the assembly.



Step 1. Remove the back plate support from the packaging and place it on a flat surface.

Step 2. Remove the gas shock from the packaging.

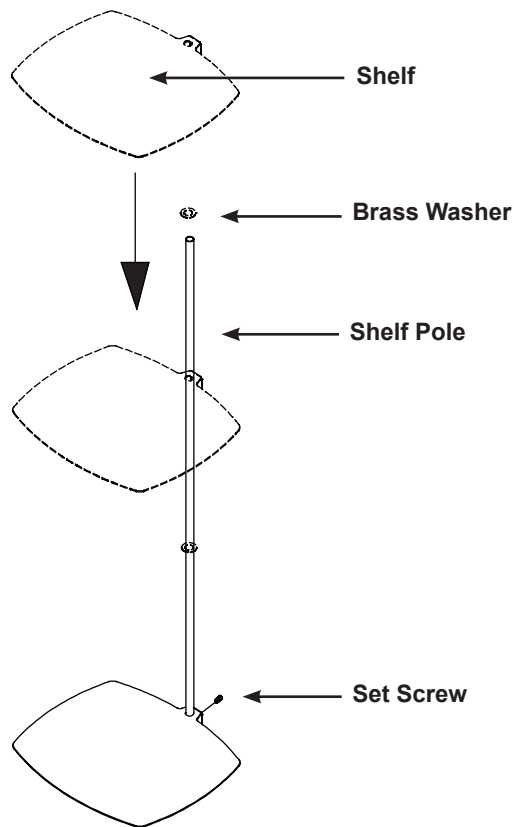
Step 3. Thread the shock bracket onto the bottom of the gas shock.

Step 4. Rotate it clockwise until it is securely fastened to the gas shock.

Step 5. Place the threaded tip of the gas shock into the mounting point on the back plate support.

Step 6. Turn the gas shock clockwise to thread the tip into the mounting point. Rotate the gas shock until it is seated firmly in the back plate support.

Shelf Assembly (Optional)



- Step 1.** Unpack the shelf items from the packaging.
- Step 2.** Slide one (1) brass washer down the length of the shelf pole.
- Step 3.** Slide one (1) shelf down the length of the pole.
- Step 4.** Once the shelf is resting at the end of the shelf pole, insert one (1) set screw into the shelf and tighten using the 5/32 in. Allen wrench.
- Step 5.** Lay the stand flat on the ground.
- Step 6.** Slide the assembled unit into the back support assembly (the mounting hole is located on the underside of the support assembly).

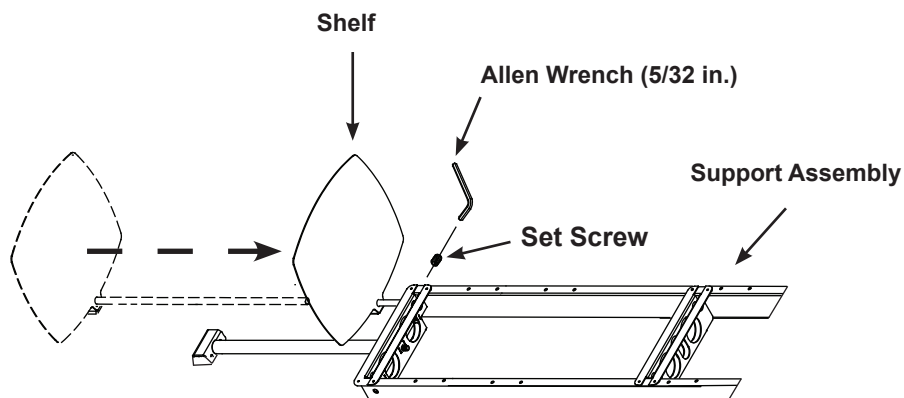
Step 7. Once the shelf assembly has been inserted all the way into the support assembly, secure shelf assembly using two (2) set screws and then tighten with the 5/32 in. Allen wrench (supplied).

Step 8. To adjust the height of the shelf, loosen the set screws, raise or lower the shelf to the desired height, and then re-tighten the set screws.



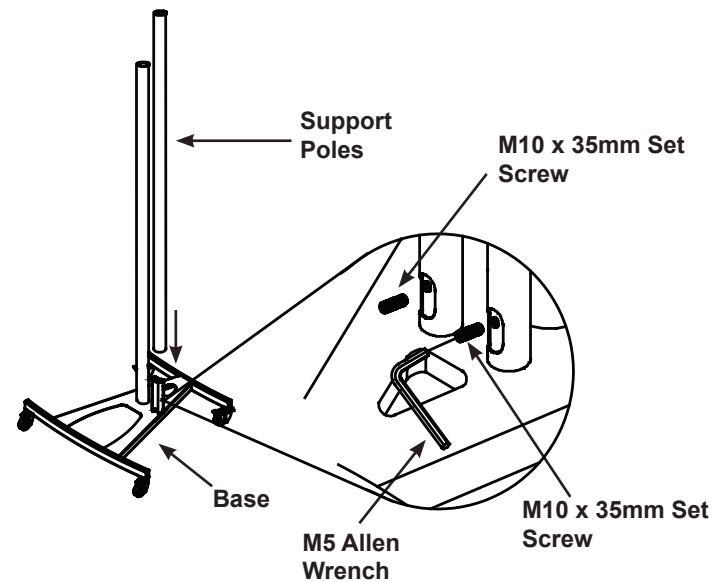
NOTE

The mounting holes for the set screws are located on the left hand side of the support assembly.



Support Pole Installation

- Step 1.** Remove the two (2) M10 x 35mm set screws in the base columns.
- Step 2.** Place the two (2) support poles onto the base columns.
- Step 3.** The cable ports of the support poles must face the back of the base, exposing the base columns and set screw mounting points.
- Step 4.** Once the support poles are seated firmly, install and tighten the two (2) M10 x 35mm set screws found on the bottom rear of the base columns to secure the support poles to the base.



Attaching the Back Support Assembly and Back Plate



NOTE The following steps should be performed by two people.

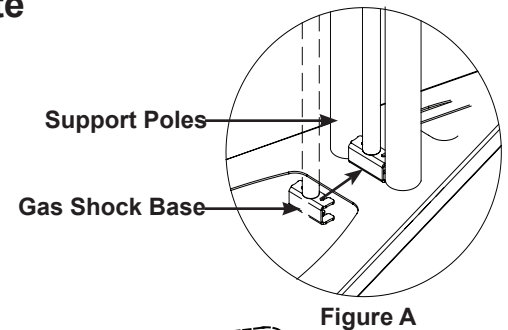
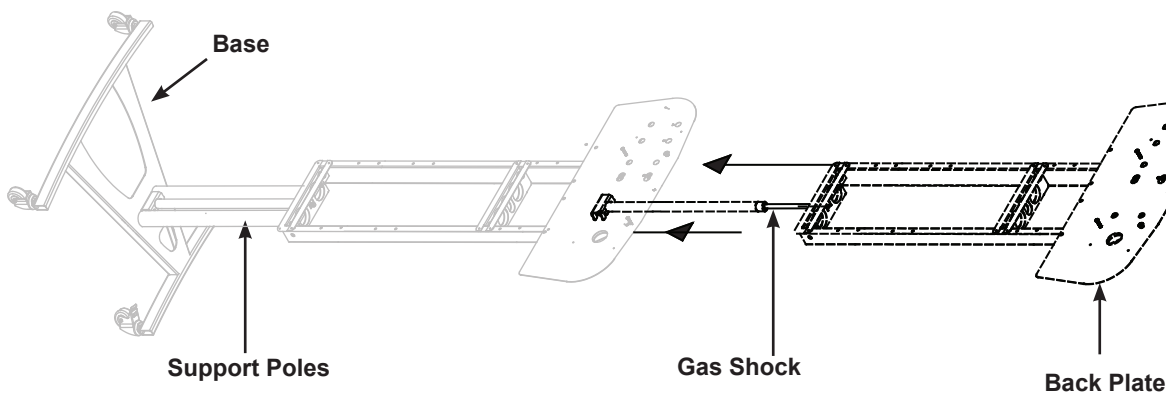
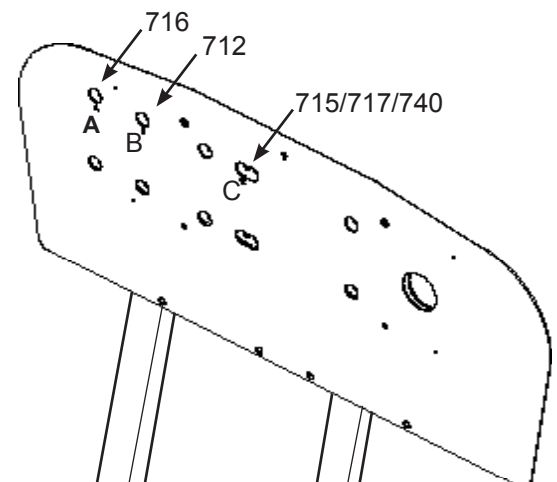


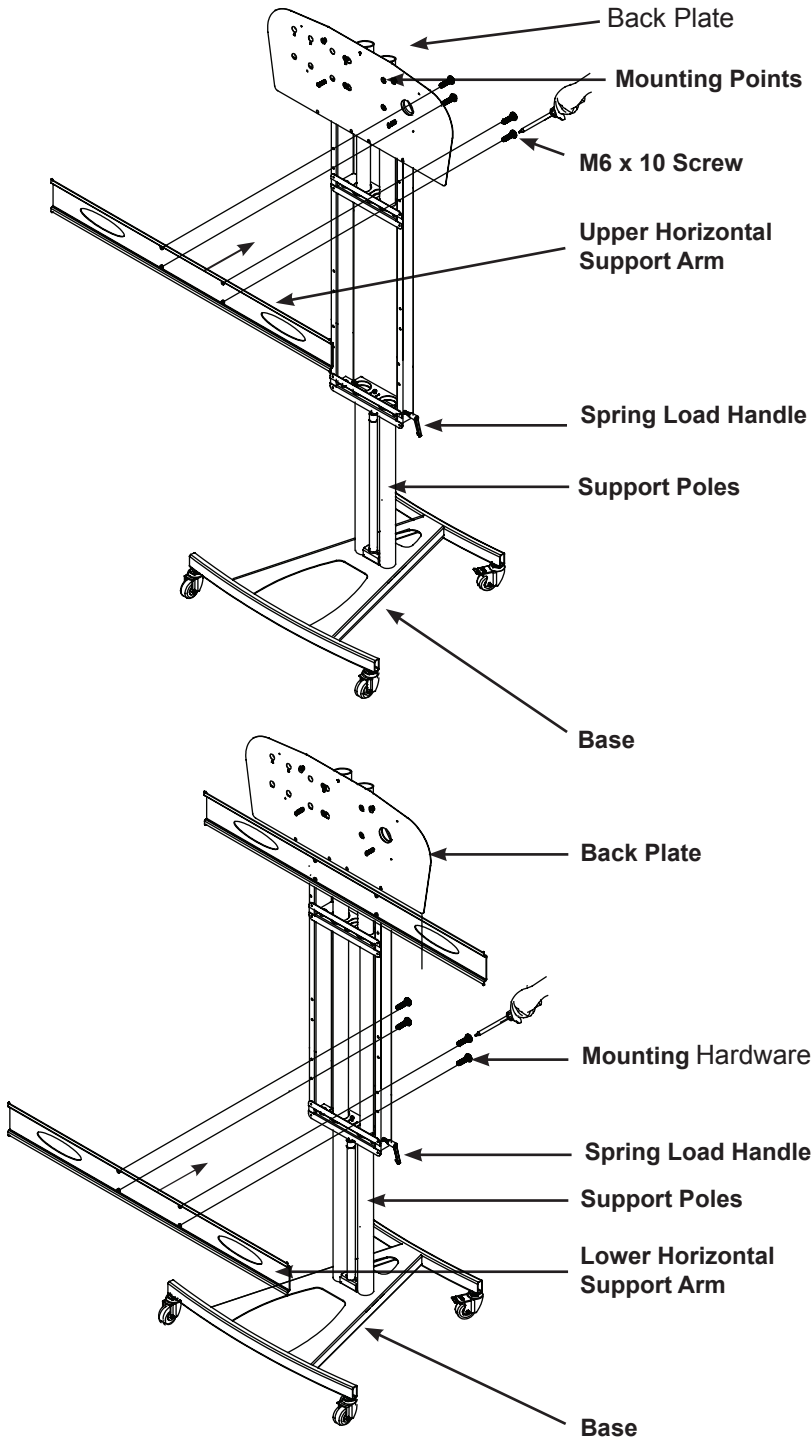
Figure A



- Step 1.** Lay the base on the ground with the support poles attached.
- Step 2.** Line up the support poles with the matching holes that are located at the bottom of the back support assembly.
- Step 3.** Slide the back support assembly onto the support poles.
- Step 4.** Slide the unit forward until the gas shock bracket is resting on the base between support poles.
- Step 5.** Use a rubber mallet to gently hammer the gas shock base into place between the support poles (Figure A).
- Step 6.** Gently tilt the unit upright until it is resting on the base with all four caster wheels touching the ground.
- Step 7.** Install the Back Plate. Use screws M6 x 20mm to secure plate. The plate has 3 letter markings A, B, and C. Align holes and install four screws. Key: A=Model SCP716, B=Model SCP712, C=Model SCP715/717/740.

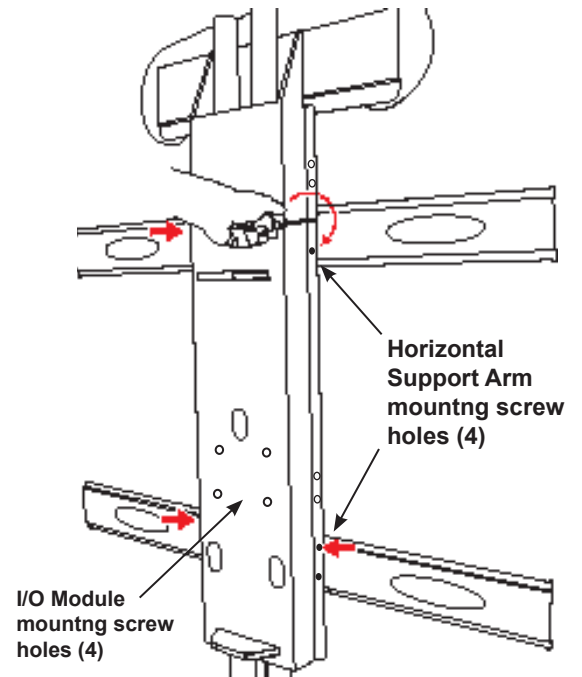


Upper and Lower Horizontal Support Arm Installation



Step 1. Position Upper Hanger Arm against back support assembly.

Step 2. Using 4 screws M6 x 10mm, align mounting holes, insert screws, and tighten screws using a Phillips head screwdriver.



View from back side

Step 3. Position Lower Hanger Arm against back support assembly.

Step 4. Using 4 screws M6 x 10mm, align mounting holes, insert screws and tighten screws using a Phillips head screwdriver.



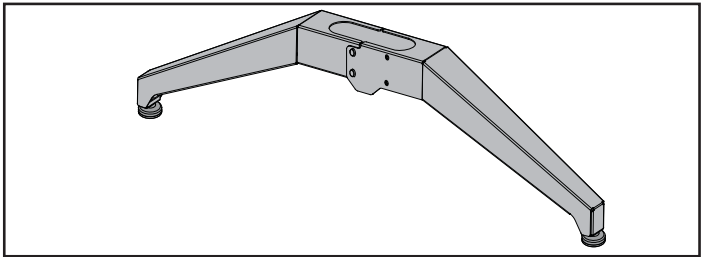
CAUTION

During the assembly process, do not overtighten screws which could weaken or damage the components.

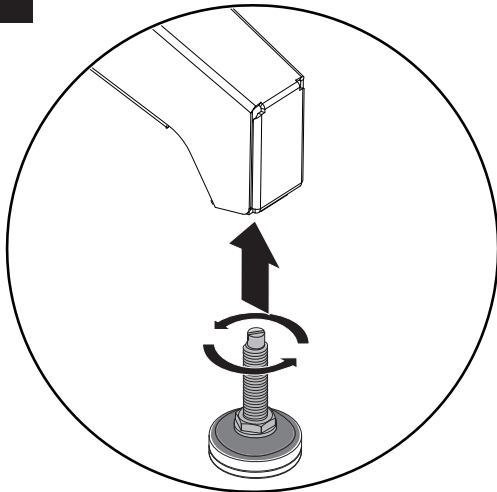
Install Center Stabilizer Legs

Installation Instructions: 9533-021-E03-00

Visit 3M web site at <http://www.mmm.com.com/meetings>



Step 1

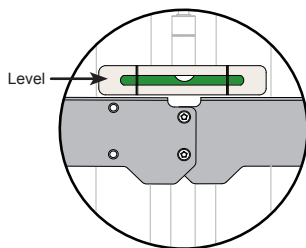
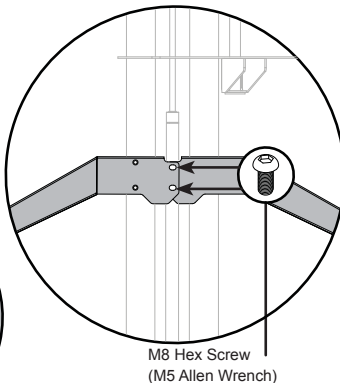
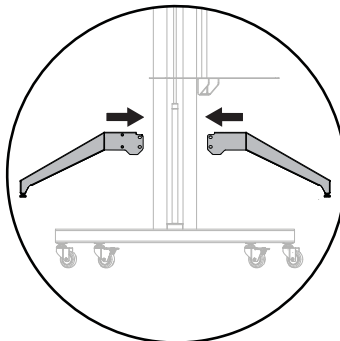


- 1 Thread each leveling foot completely into the underside of the leg.

Step 2

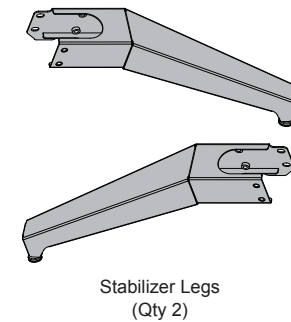
The mobile cart must be assembled prior to attaching the stabilizer legs.

- 1 Slide the two (2) stabilizer legs together and align the elongated holes.
- 2 Insert and fingertighten four (4; two per side) M8 hex head screws. Use an M5 Allen wrench to thread in the M8 hex head screw.
- 3 Tighten the M8 hex head screws using the M5 Allen wrench.

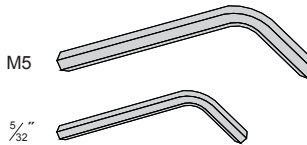


Do not overtighten the M8 hex head screws.

Parts List



Stabilizer Legs
(Qty 2)



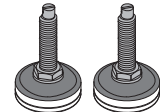
Allen Wrench
(Qty 2)



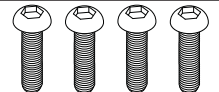
M8 x 12mm Set Screws
(Qty 2)



M8 x 20mm Set Screws
(Qty 2)



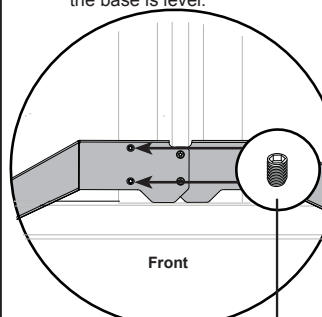
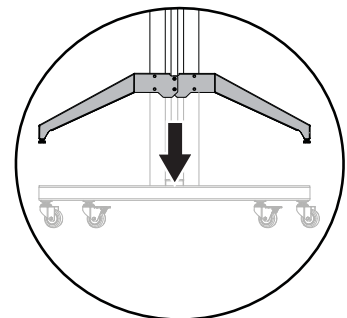
3/8" Leveling Feet
(Qty 2)



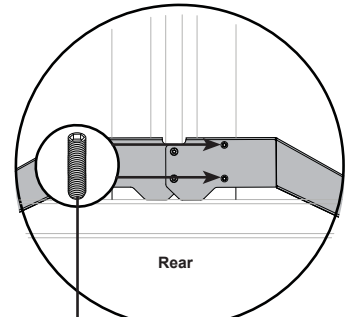
M8 x 16mm Hex Head Screw
(Qty 4)

Step 3

- 1 Slide the stabilizer legs down until they are resting on the base.
- 2 Insert two (2) M8 x 12 set screws into the front mounting points of the stabilizer legs.
- 3 Insert two (2) M8 x 20 set screws into the rear mounting points of the stabilizer legs.
- 4 Tighten the M8 set screws using the 5/32 Allen wrench.
- 5 Adjust the feet levelers to ensure the base is level.



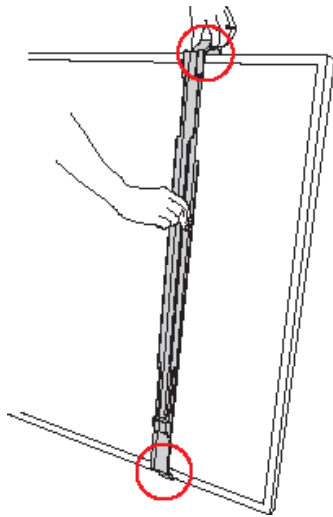
Front



Rear

Attach Hanger to Projection Board

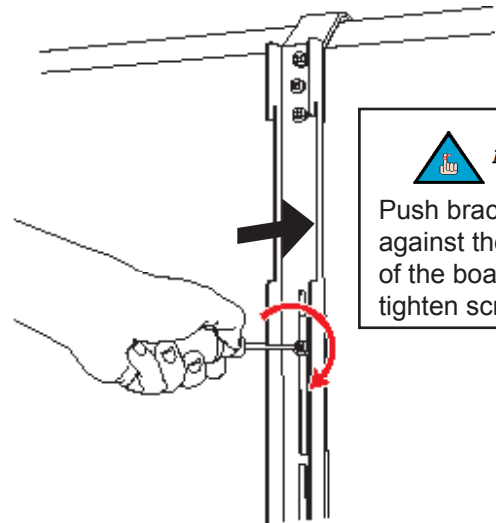
Step 1. Adjust hanger bracket to fit projection board.



NOTE

To fit larger boards, you may need to separate the bracket.

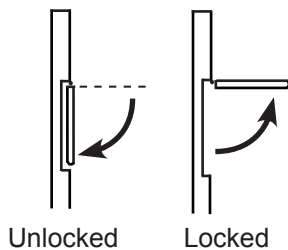
Step 2. Tighten bracket lock screw.



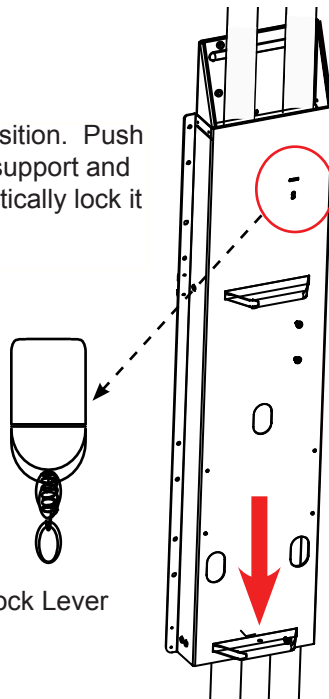
NOTE

Push bracket flat against the back of the board, then tighten screw.

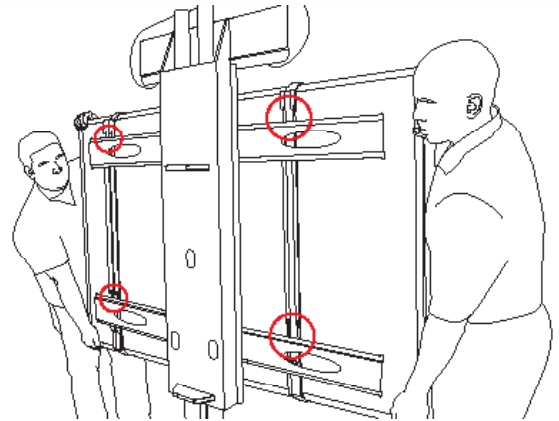
Step 3. Adjust stand to lowest position. Push down on the lower back support and the lock lever will automatically lock it into place.



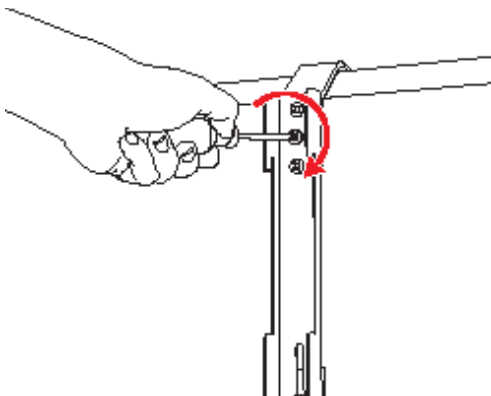
Lock Lever



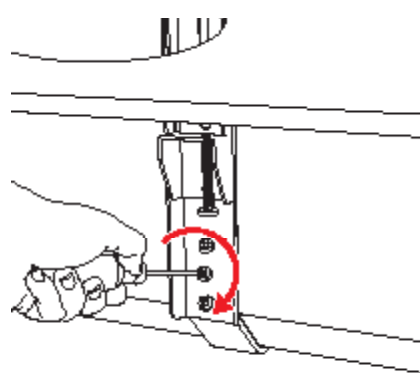
Step 4. Using two people, hang projection board on horizontal support arms.



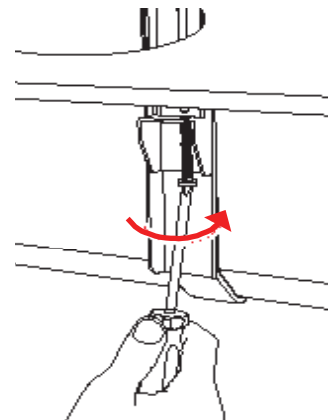
Step 5. Tighten top left/right bracket screws.



Step 6. Tighten bottom left/right bracket rub foot screws.



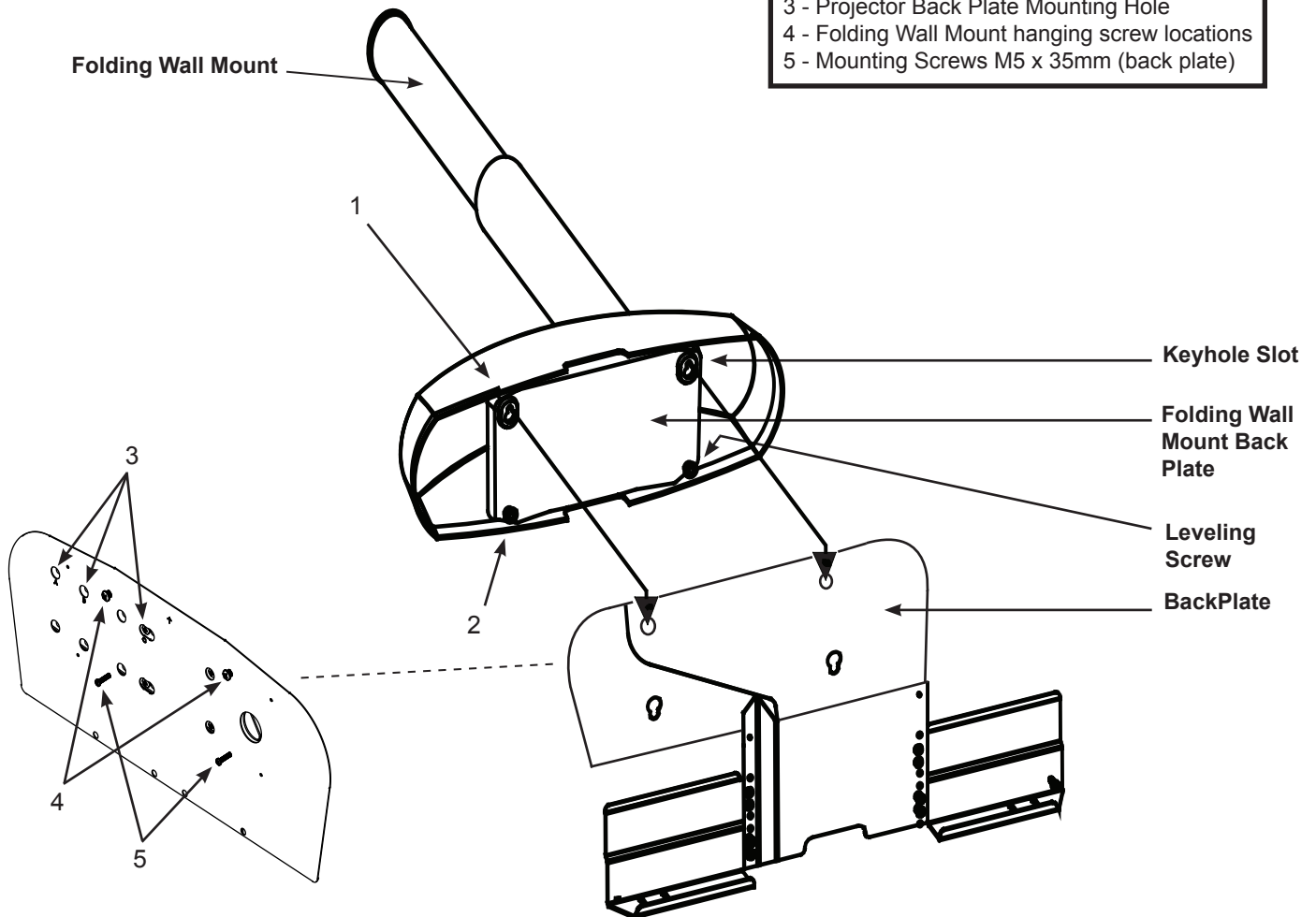
Step 7. Tighten bottom left/right bracket lock screws.



Projector Installation

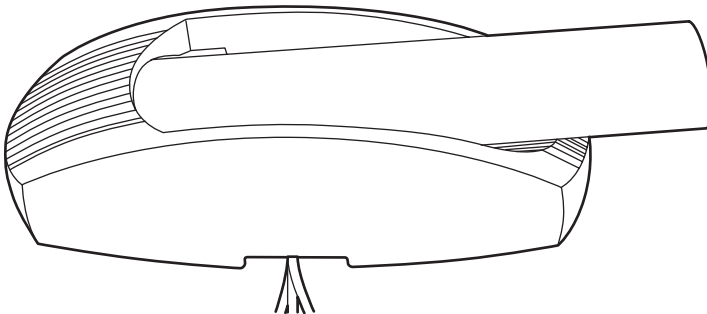
Legend

- 1 - Wall Mount Plate Keyhole Slot
- 2 - Projector Mounting Plate Leveling Screw
- 3 - Projector Back Plate Mounting Hole
- 4 - Folding Wall Mount hanging screw locations
- 5 - Mounting Screws M5 x 35mm (back plate)



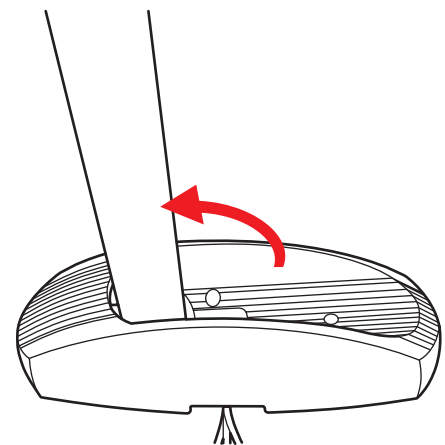
WARNING

The rear caster wheels must be in the locked position before attaching the arm mount or projector to the projector cart.

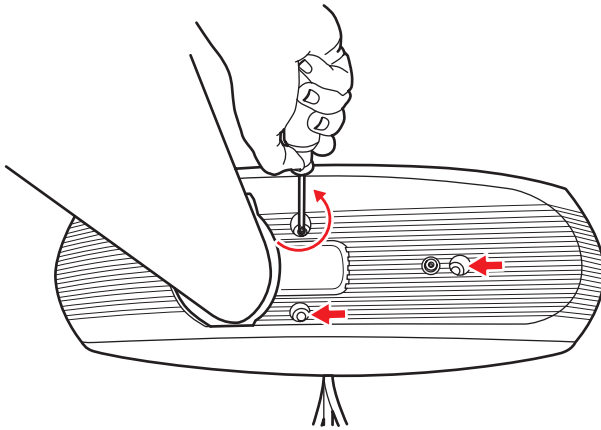


Step 1. Remove the Folding Wall Mount from the packaging.

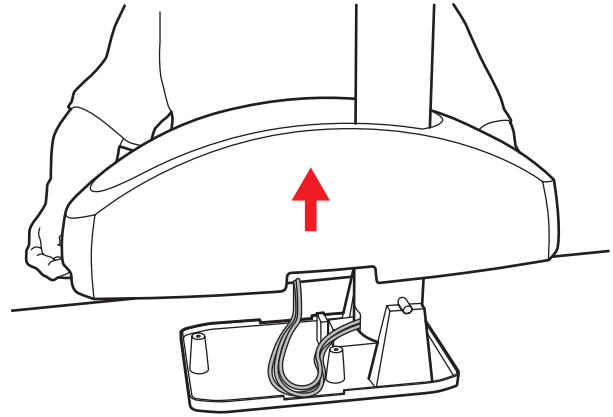
Step 2. Install screws M8 x 20mm into back plate (Legend 5). Leave screws protruding about 3/8" from back plate.



Step 3. Swing the arm up until it locks in place.



Step 4. Using a Phillips (+) screwdriver, remove the three screws holding the cover to the base.



Step 5. Lift the cover off the base and set aside.

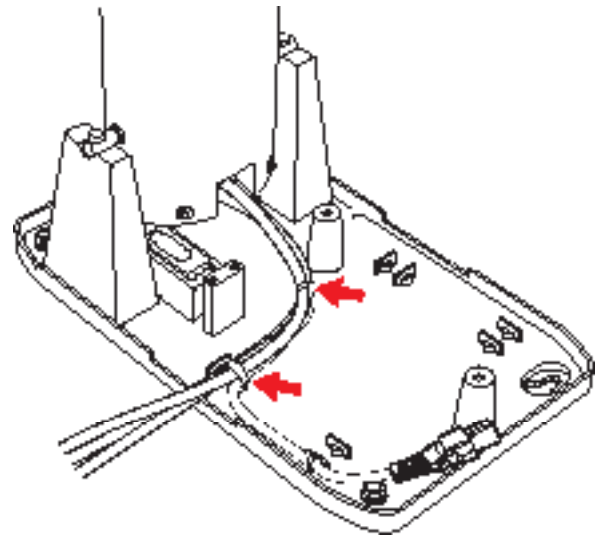
Route Control Cable



NOTE Required with optional 3M I/O Module.

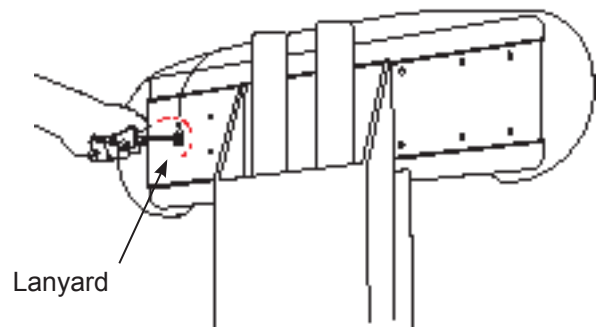


- Step 1.** Feed the control cable through the arm. Secure about 6 inches (150 mm) from the end of the existing cable bundle using a cable tie.
- Step 2.** Route control cable alongside the bundled cables and attach using cable ties.
- Step 3.** Hang the folding wall mount base on the mounting screws.



Attaching to the Stand

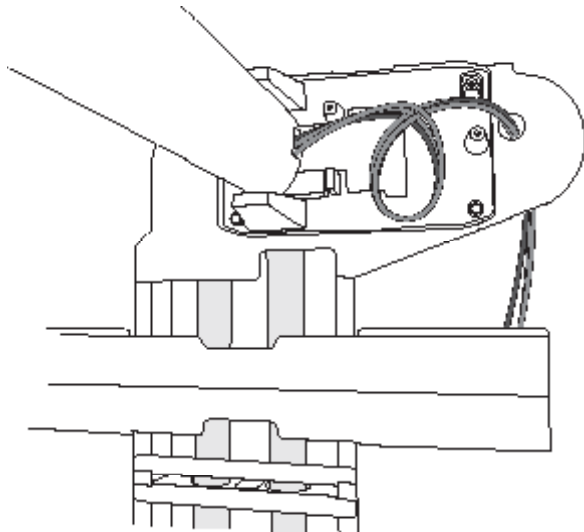
- Step 1.** Lower the whiteboard stand to the lowest position and lock in place.
- Step 2.** Adjust the two upper mounting screws so that they protrude approximately 3/8 in.
- Step 3.** Adjust the two lower leveling screws on the folding arm mount base so that they protrude approximately 3/8 in.
- Step 4.** Hang the folding wall mount base on the mounting screws.
- Step 5.** Install lanyard using one screw M5 x 12mm and one washer.



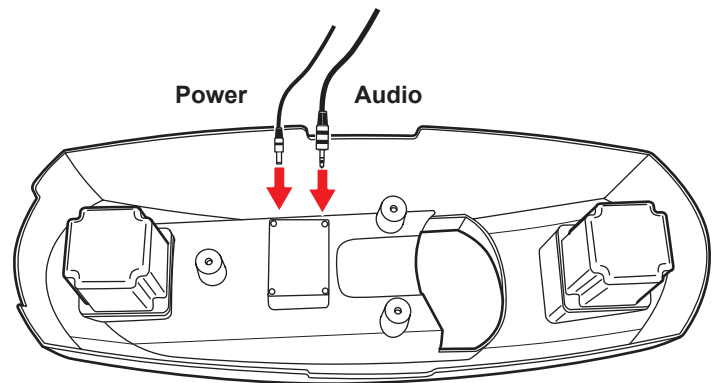
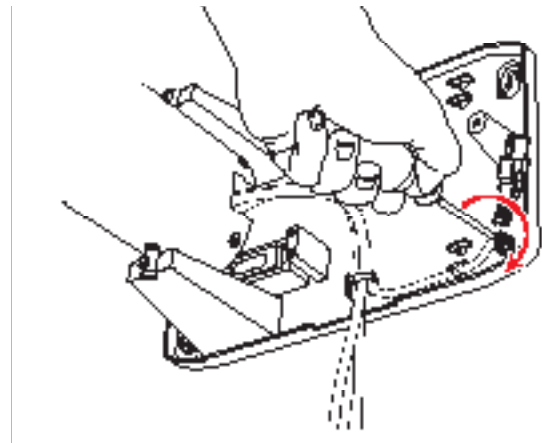
Attaching to the Stand, continued

Step 6. Install the long mounting screws M5 x 35mm through the leveling screws and tighten securely.

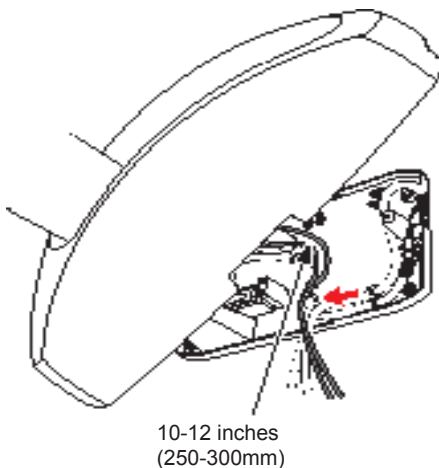
Route Cables in Stand



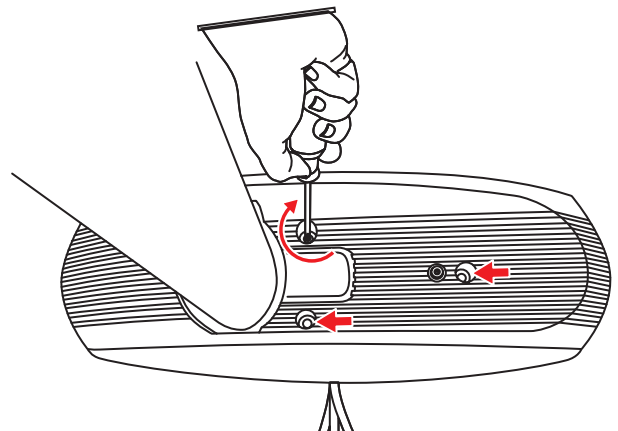
Step 1. Route cables through stand as shown.



Step 2. Connect the power and audio cables to the connections inside the cover.



Step 3. Slide the cover over the arm. Attach the power and audio cables to the existing cable bundle using a cable tie. Leave 10–12 inches (250–300mm) slack cable.



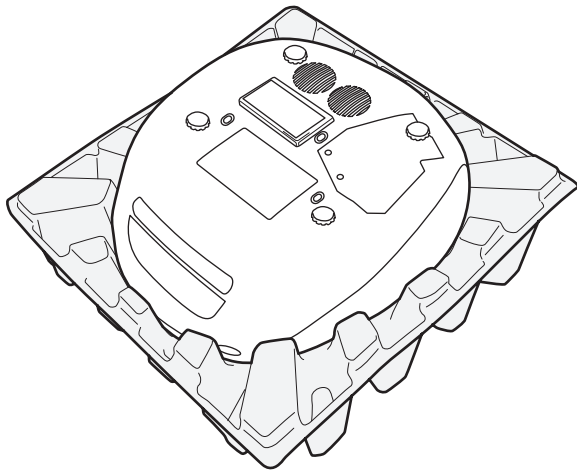
Step 4. Attach the cover to the base.



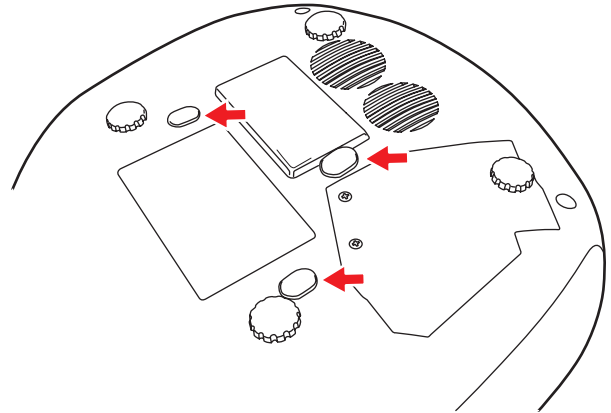
NOTE

To reduce the risk of hazardous voltage: Do not stuff excess cables under the wall mount cover.

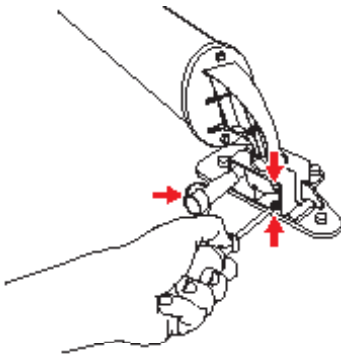
Attach the Projector



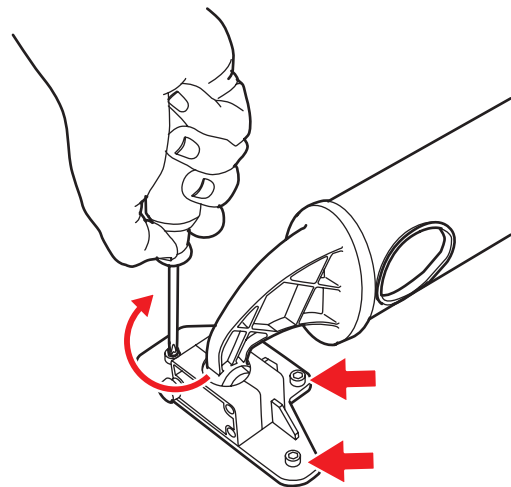
Step 1. Place the projector top-down in the packaging insert.



Step 2. Remove the three covers from the mounting screw holes.

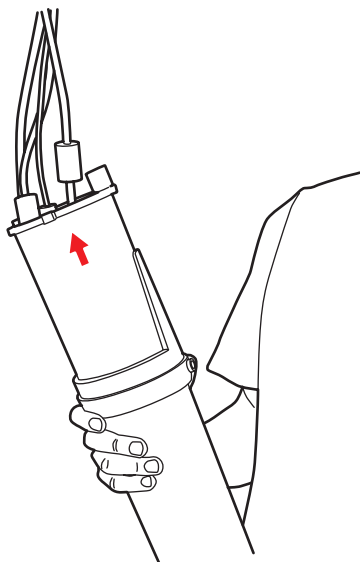


Step 3. Using two screws and the thumbscrew, attach the mounting bracket to the end of the arm extension as shown.

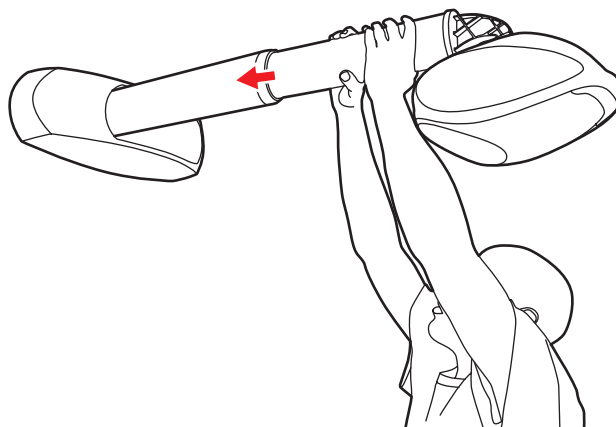


Step 4. Attach the projector to the mounting bracket with three screws.

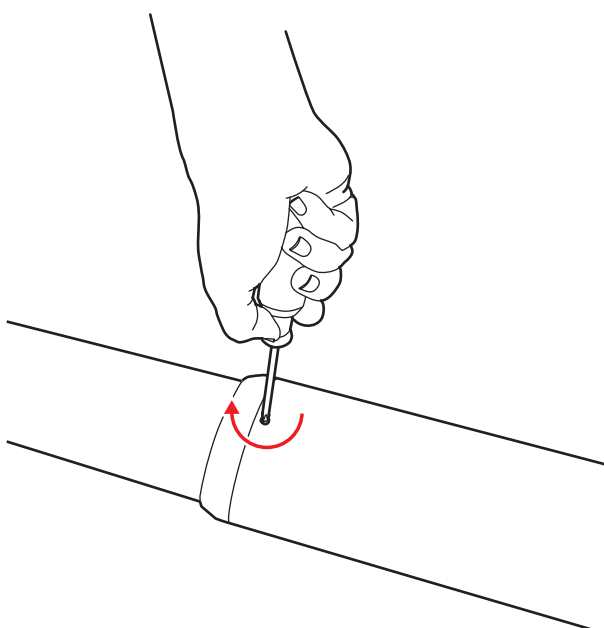
Assemble the Arm Extension



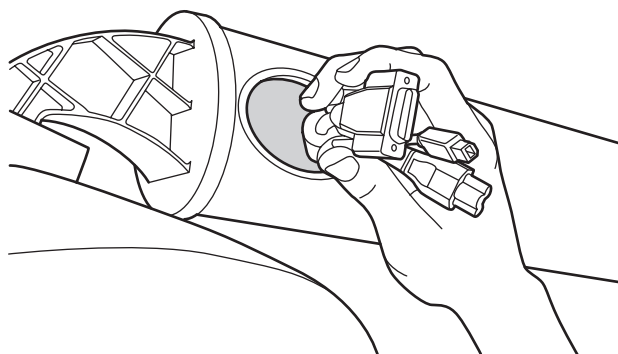
Step 1. Lift the assembly and feed the bundled cables through the open end of the arm extension.



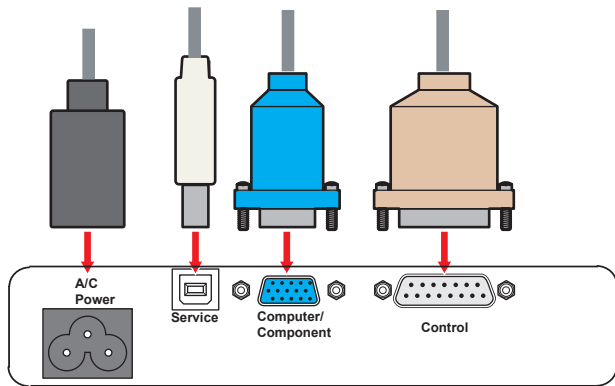
Step 2. Insert the arm extension into the arm as shown.



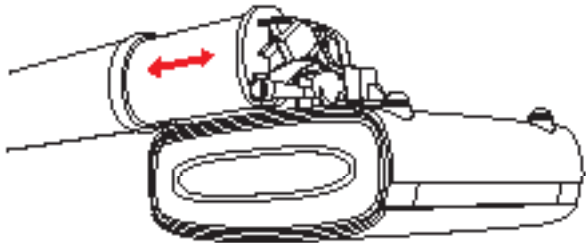
Step 3. Install the 2 screws into the arm retainer.



Step 4. Pull the cable bundle through the hole at the end of the arm extension.



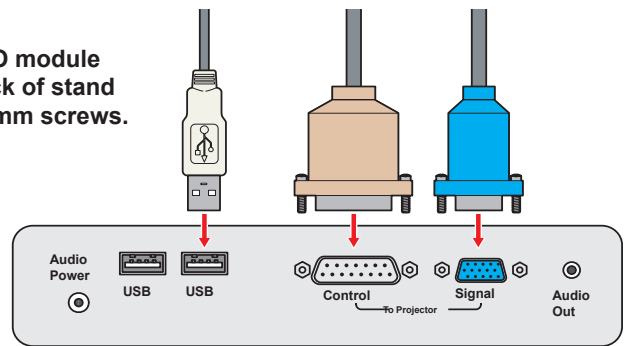
Step 5. Connect the cables to the projector according to the Quick Start Guide.



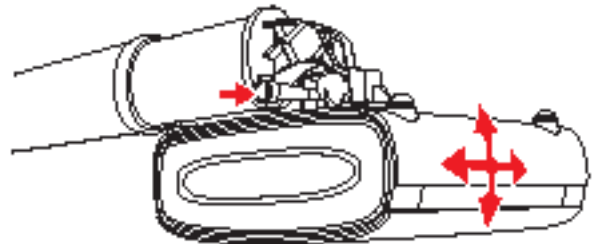
Step 7. Power on unit and change image size by adjusting the arm extension in or out.



The optional I/O module attaches to back of stand using M3 x 16 mm screws. See page 11.



Step 6. If using the optional accessory I/O module, attach the cables as shown in the Quick Start Guide.



Step 8. Adjust projector aim by loosening thumb screw.



NOTE

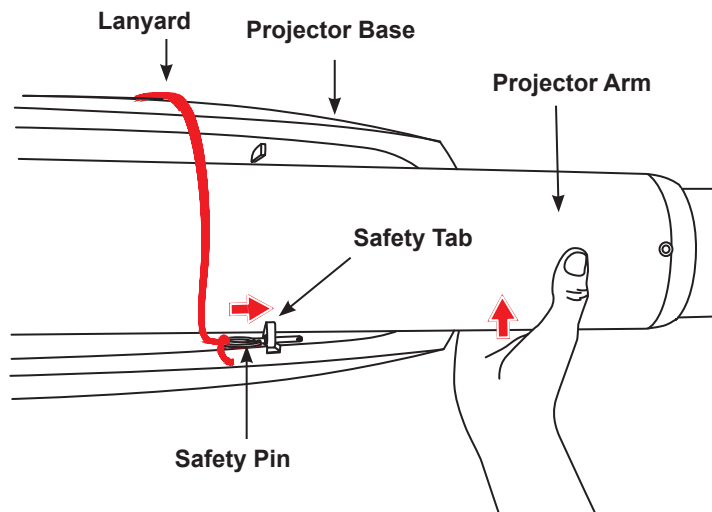
To make this adjustment, the display board must be installed, and the projector must be running with the folding wall mount cover removed.

Safety Pin Installation



WARNING

Prior to moving the SCP700 Series Mobile Stand, the projector arm must be in the stowed position (fully retracted). If the arm is not in the stowed position, the projector arm will become unstable and possibly hit the wall or the individual(s) relocating the SCP700 Series Mobile Stand.

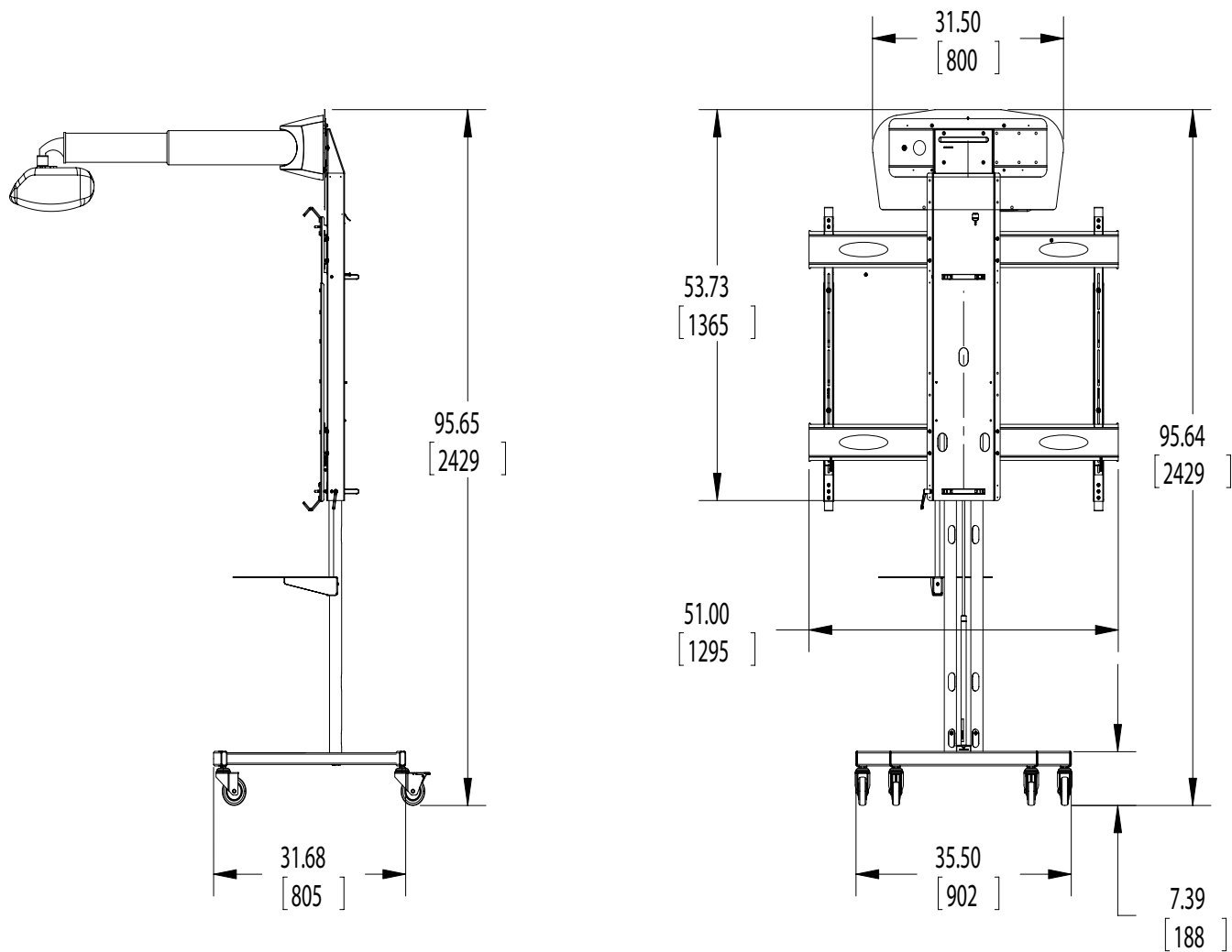


- Step 1.** Support the projector arm and push the assembly into the stowed position.
- Step 2.** When the projector arm is in the full stowed position, the safety tab will be in the "up" position.
- Step 3.** Loop the lanyard and safety pin around the mounting knob and drape over the projector arm.
- Step 4.** Slide the safety pin all the way in through the hole that is on the safety tab.
- Step 5.** When the safety pin is secured in the safety tab, gently release the projector arm.

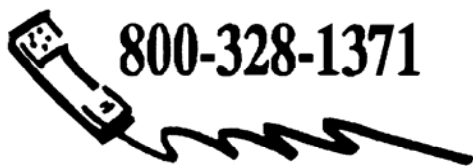
Repeat these steps, in reverse order, to release the projector arm for use.

Technical Specification

All measurements are in inches [mm].



Intentionally blank



800-328-1371



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