



V2 Refurbish Manual

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Drawer Removal

Tools Needed: None

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.
4. Locate the release tabs on the slides
5. Push the right tab down and the left tab up.
6. Hold the tabs in the pushed (down/up) position and pull the drawer from the cart.



Drawer Installation

Tools Needed: None

1. Extend slides out of the cart. **IMPORTANT:** Move the ball bearings to the very front of the slide.



THE ABOVE PHOTO IS INCORRECT!



2. Insert the drawer left and right male section of the slide 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 reinsert the drawer, confirming the ball bearings are at the very front of the slide.**

Slide Removal and Installation

Tools Needed: Phillips Screwdriver

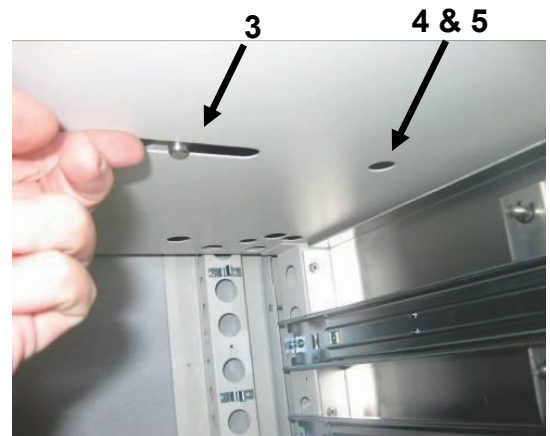
1. Remove the Drawer.
2. Move the slide out until the front screw is exposed.
3. Remove the screw by turning counterclockwise.
4. Let the front of the slide rest in the down position when the screw is removed
5. Remove the back screw by turning it counterclockwise.
6. Reverse the above process to install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



Side Shelf Removal and Installation

Tools Needed: None

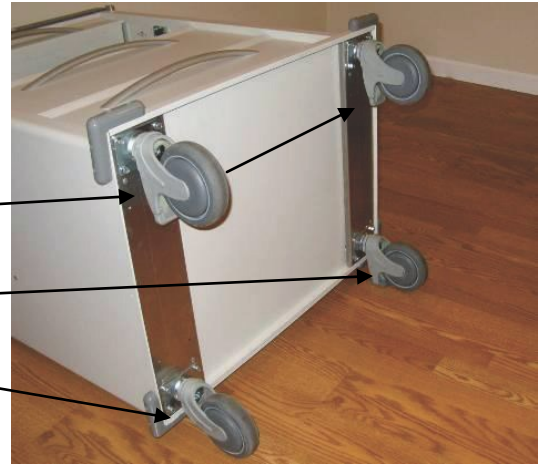
1. Remove the top drawer. (see page 2)
2. Pull out the side shelf until it stops.
3. Reach inside the cart on the right-hand side and find the button (see photo).
4. Depress and hold the button in as you pull the side shelf out. You will feel it slip into the safety position.
5. Again, depress and hold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



Caster Removal and Installation

Tools Needed: 3/8" or Adjustable Wrench

1. Remove all the Drawers.
2. With two or more people, carefully lay the cart on its back.
3. Replace the proper caster in the proper position.
 - a. Two front casters are braking. Identified by light gray levers.
 - b. Back-right caster is tracking. Identified by the dark gray lever.
 - c. Back-left caster is a swivel. It does not have a lever.
4. Using a 3/8" or adjustable wrench, turn the four bolts holding the caster plate counterclockwise until the plate can be removed.
5. To install a new caster, reverse the above process.



Best Lock Core Removal and Installation

Tools Needed: WHC2 CT Key

1. Insert the WHC2 CT Key into the lock.
2. Turn clockwise approximately 1/8 of a turn and pull.
3. To install a new core, reverse the above process.



Remove Lock Housing Spacer (core will not insert completely)

Tools Needed:

WHC2 Control Key and Ordinary Paperclip

Core will not insert completely to the lock body?

Remove the core and inspect the inside of the lock body for a small-circular plastic-spacer. The core will fit once the spacer is removed.



To remove the spacer:

1. Reshape a paperclip so it will reach behind the small-circular plastic-spacer.

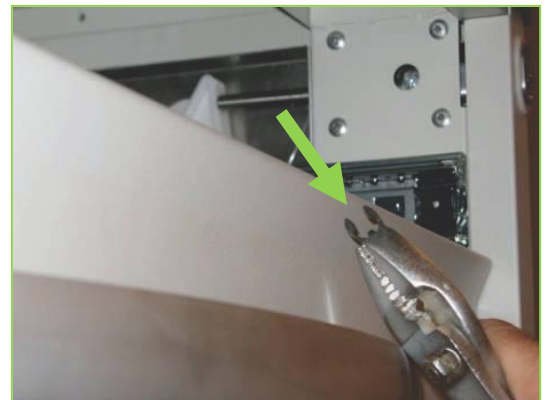
Gently pull the spacer out. Then reinsert the core.



Cabinet Lock Removal

Tools Needed: Pliers & Flat Screwdriver

1. Remove the top 4" Drawer (see page 2).
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 of the push bar.
6. Pull the lock assembly from the cart.



Cabinet Lock Removal Continued

Tools Needed: Pliers & Flat Screwdriver

7. Gently insert the flat blade of the screw driver in-between the cart and the plastic ring.
8. Twist the screwdriver, so it gently pops the ring loose and then remove it by hand.



9. Place finger in lock chamber and remove the spring.



Internal Narc Lid Removal

Tools Needed: Pliers & Phillips Screwdriver

1. Remove the top 4" Drawer (see page 2).
2. Remove the Narc Drawer (see page 2).
3. Remove 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 the drawers (see page 2).
 2. Remove the cabinet lock (see pages 6-7),
 3. Remove the slides on the right-hand side, facing the cart front (page 4)
 4. Remove the lock bar spring.
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5. Lift bar up and jiggle while pulling away from the side.
 6. To install, reverse the process..



Lock Pin Installation

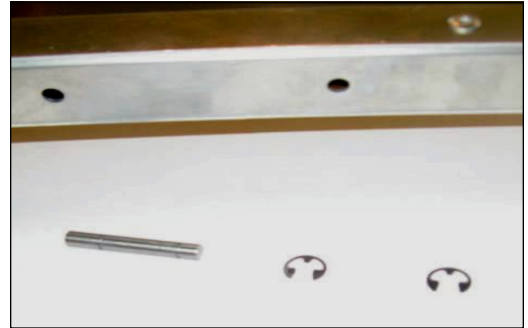
Tools Needed: Screwdriver

1. Parts Needed:
 - a. Locking Pin, one
 - b. E-clips, two

2. Push one E-Clip into the engraved slot on the short side of the locking pin.

3. Slide the longer portion of the Locking Pin into the back of the locking bar.

4. Carefully turn the locking bar over while holding the locking pin in.
5. While holding the Locking Pin in, slide the E-Clip into the engraved slot on the long side of the Locking Pin until it gives resistance.
6. Now you can let go of the back of the Locking Pin..



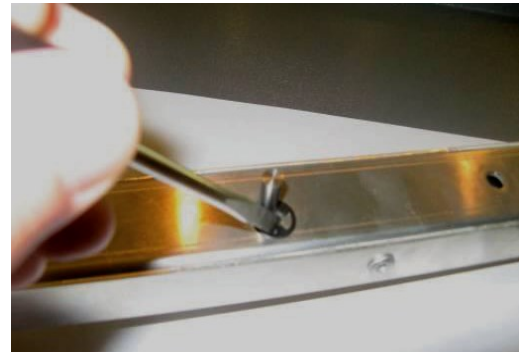
Lock Pin Installation Continued

Tools Needed: Flat Screwdriver

7. Use a flat screwdriver to leverage force on the side of the E-Clip to push it into place.



8. To remove a Locking Pin, place the corner of a flat screwdriver blade in the E-Clip and pull it out of place..

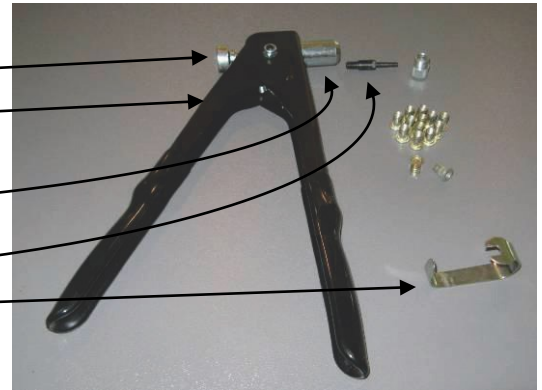


AVK Installation (threaded insert for screws)

Tools Needed: AVK Tool

AVK Tool Part Names:

- Thumb Screw
- AVK Tool
- Mandrel (left-handed thread— screws in counter clockwise)
- Nose Piece (left-handed thread— screws in counter clockwise)
- Wrench



Assemble AVK Tool

1. Screw the Mandrel, large end first, counterclockwise into the AVK tool.



2. Gently secure with the wrench.



3. Screw the Nose Piece over the Mandrel into the AVK tool counter clockwise and tighten.
4. Load an AVK, large end first screwing it on the mandrel clockwise.



AVK Installation continued

Tools Needed: AVK Tool

Installing the AVK

On the left is an AVK that has been compressed by the AVK tool. Notice the rim it creates to compress tightly on to the frame of the cart. It works similar to a rivet.



1. Install the AVK onto the Mandrel by screwing the rim side onto the tool first. (no photo)
2. Place loaded AVK into the opening so that the AVK is loaded all the way to the rim.
3. Squeeze the AVK tool until the AVK is securely attached to the frame (as hard as you can).
4. Release the AVK Tool.
5. Release the AVK from the tool, by turning the Thumbscrew clockwise.



AVK Installation continued

Tools Needed: AVK Tool

6. If the AVK is loose, attach the AVK tool and squeeze harder, until it is securely attached.
7. Photo is of a properly installed AVK.



Cabinet Lock Installation

Tools Needed: None

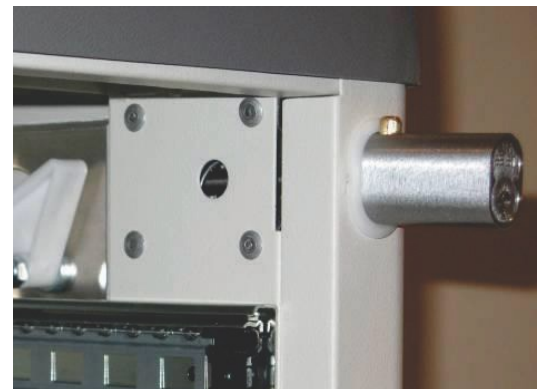
1. Place the spring into the lock chamber.



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



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



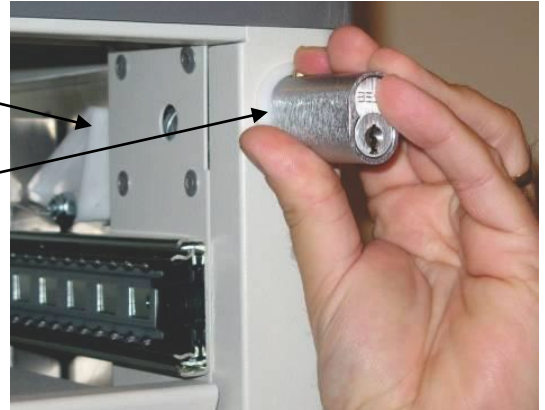
4. Place the washer onto the push bar.



Cabinet Lock Installation continued

Tools Needed: None

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

Tools Needed: Phillips Screwdriver

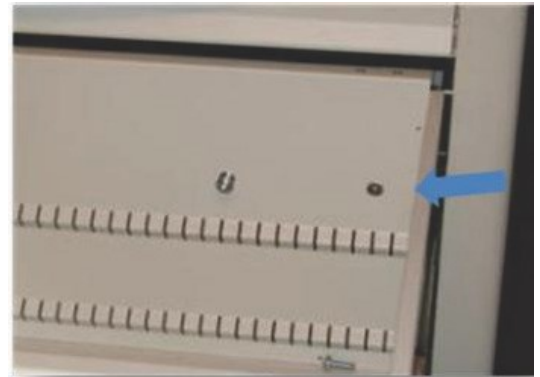
1. Open the narc box.
2. Remove the two screws in the back of the box.
3. Lift the box out of the drawer.



Narc Box Installation

Tools Needed: Phillips Screwdriver

1. Place narc box in the drawer on the right-hand side.
2. Line it up with the threaded openings.
3. Using the 1/4-20 screws provided, screw the narc box into the back of the drawer to secure it to the cart.



Narc Box Hinge Removal and Installation

Tools Needed: Small adjustable wrench

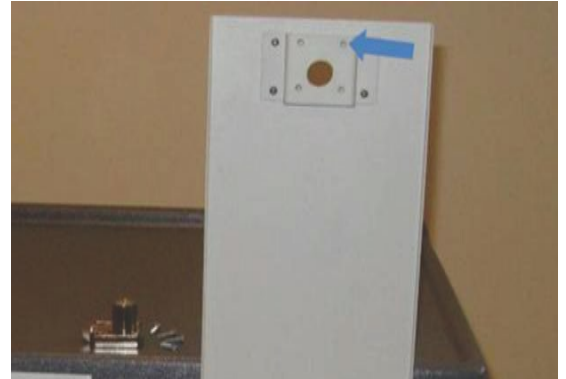
1. Remove the eight nuts on the hinge.
2. Remove the hinge.
3. Reverse the process to install the hinge.



Narc Box / Drawer lock Removal and Installation

Tools Needed: Phillips Screwdriver

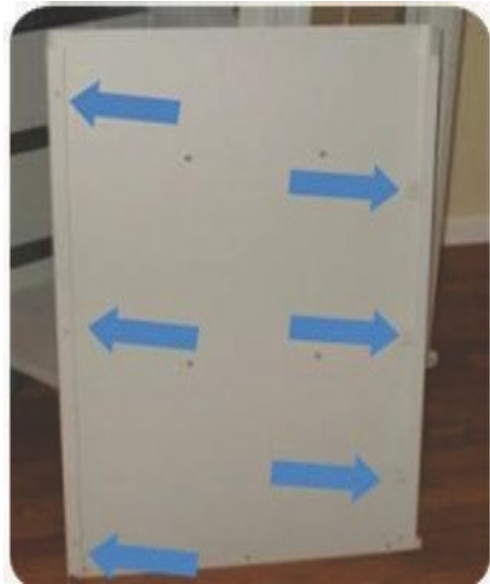
1. Remove four screws
2. Remove the lock.
3. Reverse the process to install the lock.



Panel Removal and Installation

Tools Needed: Phillips Screwdriver

1. Remove all drawers (see page 2).
2. Remove corner bumpers (four screws each).
3. Completely remove cabinet lock (pages 6-7).
4. Remove screws from panels. Go through the holes in the frame to remove screws located in the back of the panels.
5. Remove the top.
WARNING: *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 top can be unscrewed from the inside of cart.
2. Remove the Velcro from the corner of the plastic top and the top of the cart, in the corner that you are installing the emar arm to. Wood Style cart top has no Velcro to be removed.

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 page 2).
4. Remove:
 - a) MED & LG Shell: Remove side shelf (page 4).
 - b) XL shell: Remove internal narc lid (page 7).
5. Place the top back on the cart and using a black marker, mark the holes you wish to 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 to the top opening.

6. 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.
7. Remove the Velcro from the corner of the plastic top and the top of the cart, in the corner that you are installing the emar arm to. Wood Style cart top has no Velcro to be removed.

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

- **Thin Plastic Gray Top:**
 - 41-PHMS-250-20/PAN HD PHIL MS 1/4-20 x 3/4"
 - 43-FLT-250-10/FLAT WASHER 1/4 SAE
- **Thicker Wood Cart Top:**
 - 41-PHMS-250-40/PAN HD PHIL MS 1/4-20 x 2"
 - 43-FLT-250-10/FLAT WASHER 1/4 SAE

8. Screw the arm into place with all three screws.

NOTE: Be sure to secure it tightly and using a Loctite (or similar product) is recommended.



Replacement Parts

Part #	Description	U of M
CP-3	Replacement Caster Package (5" Casters)	Set
CP-4	Replacement Caster Package (6" Steel 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-NARCBX	Narcotics Box for Phoenix LTC Carts (Single Wide)	Each
T19706A3	Exchange Tray for X-Large Cart	Each
T19706A4	Exchange Tray for Large 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 Divider (SM Shell Drawer)	Each
PCDIVLG-1	Phoenix LG Width Channel Divider (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	U of M
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)	Each
40-2213-1	Narc Box Key, #240 (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 Add'l Keys to Cart	Each

Best Locks, Cores & Keys (mix and match keys to achieve minimum)

Part #	Description	U of M
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 Central Lock Key, # 10 (Min Purchase 2)	Each
KEY 2-11	Best Central Lock Key, # 11 (Min Purchase 2)	Each
KEY 2-12	Best Central Lock Key, # 12 (Min Purchase 2)	Each
KEY 2-13	Best Central Lock Key, # 13 (Min Purchase 2)	Each
KEY 2-14	Best Central Lock Key, # 14 (Min Purchase 2)	Each
KEY 2-15	Best Central Lock Key, # 15 (Min Purchase 2)	Each
KEY 2-16	Best Central Lock Key, # 16 (Min Purchase 2)	Each
KEY 2-17	Best Central Lock Key, # 17 (Min Purchase 2)	Each
KEY 2-18	Best Central Lock Key, # 18 (Min Purchase 2)	Each
KEY 2-19	Best Central Lock Key, # 19 (Min Purchase 2)	Each
KEY 2-20	Best Central Lock Key, # 20 (Min Purchase 2)	Each
KEY 2-21	Best Central Lock Key, # 21 (Min Purchase 2)	Each
KEY 2-22	Best Central Lock Key, # 22 (Min Purchase 2)	Each
KEY 2-23	Best Central Lock Key, # 23 (Min Purchase 2)	Each
KEY 2-24	Best Central Lock Key, # 24 (Min Purchase 2)	Each
CENTRAL LOCK KEY	Central Lock Key General # To Add Add'l Keys to Cart	Each

Refurbish Kit - MED Cabinet

Qty	Part #	Description	U of M
1	M14051	600PC Replacement Top	Each
1	CP-3	Replacement Caster Package (5" Casters)	Set
1	T19660A2-CRM	Right Hand Panel	Each
1	T19659-CRM	Left Hand Panel	Each
1	T19658A1-CRM	Back Panel Med Cabinet	Each

Refurbish Kit - LG Cabinet

Qty	Part #	Description	U of M
1	M14052A1	750PC Replacement Top	Each
1	CP-3	Replacement Caster Package (5" Casters)	Set
1	T19660A2-CRM	Right Hand Panel	Each
1	T19659-CRM	Left Hand Panel	Each
1	T19658A2-CRM	Back Panel LG Cabinet	Each

Refurbish Kit - XL Cabinet

Qty	Part #	Description	U of M
1	M14053	900PC Replacement Top	Each
1	CP-3	Replacement Caster Package (5" Casters)	Set
1	T19660A3-CRM	Right Hand Panel	Each
1	T19659-CRM	Left Hand Panel	Each
1	T19658A3-CRM	Back Panel XL Cabinet	Each
1	T19534A5-CRM	Column Cover	Each

Other Refurbish Item Suggestions

Part #	Description	U of M
40-2230	Best Core, 3 Keys, & Housing	Set
M133363	Slide, Left Side	Each
M133364	Slide, Right Side	Each
40-2215-1	Narcotic Lock with Three Keys	Each

Refurbish Kit - MED Cabinet

Drawer Height

Drawer	Height
3" Drawer	
4" Drawer	
9" Drawer	
9" with Narc Lock	

Wood Finish - Add

All Drawers include:

- Dividers
- Backers
- Slides
- Handles
- Lock Ramp
- Detents