



# Express 250 Trade Show Display Unit

## DC Fast Charging Station

### Installation Guide



# Important Safety Instructions

## Save These Instructions



### WARNING:

1. **Read and follow all warnings and instructions before installing and operating the ChargePoint® charging station.** Install and operate only as instructed. Failure to do so may lead to death, injury, or property damage, and will void the Limited Warranty.
2. **Only use licensed professionals to install your ChargePoint charging station and adhere to all national and local building codes and standards.** Before installing the ChargePoint charging station, consult with a licensed contractor, such as a licensed electrician, and use a trained installation expert to ensure compliance with local building and electrical codes and standards, climate conditions, safety standards, and all applicable codes and ordinances. Inspect the charging station for proper installation before use.
3. **Always ground the ChargePoint charging station.** Failure to ground the charging station can lead to risk of electrocution or fire. The charging station must be connected to a grounded, metal, permanent wiring system, or an equipment grounding conductor shall be run with circuit conductors and connected to the equipment grounding terminal or lead on the Electric Vehicle Supply Equipment (EVSE). Connections to the EVSE shall comply with all applicable codes and ordinances.
4. **Install the ChargePoint charging station on a concrete pad using a ChargePoint approved method.** Failure to install on a surface that can support the full weight of the charging station can result in death, personal injury, or property damage. Inspect the charging station for proper installation before use.
5. **This charging station is not suitable for use in Class 1 hazardous locations, such as near flammable, explosive, or combustible vapors or gases.**
6. **This device should be supervised when used around children.**
7. **Do not put fingers into the electric vehicle connector.**
8. **Do not use this product if any cable is frayed, has broken insulation, or shows any other signs of damage.**
9. **Do not use this product if the enclosure or the EV connector is broken, cracked, open, or shows any other signs of damage.**
10. **Use 75°C or 90°C wire copper conductors only.**



**Important:** Under no circumstances will compliance with the information in this manual relieve the user of the responsibility to comply with all applicable codes or safety standards. This document describes the approved installation and mounting scenarios. If it is not possible to perform an installation following the procedures in this document, contact ChargePoint. **ChargePoint is not responsible for any damages that may result from custom installations that are not described in this document or fail to adhere to installation recommendations.**

## Product Disposal

To comply with Directive 2012/19/EU of the European Parliament and of the Council of 4 July 2012 on waste electrical and electronic equipment (WEEE), devices marked with this symbol may not be disposed of as part of unsorted domestic waste inside the European Union. Enquire with local authorities regarding proper disposal. Product materials are recyclable as marked.



## Document Accuracy

The specifications and other information in this document were verified to be accurate and complete at the time of its publication. However, due to ongoing product improvement, this information is subject to change at any time without prior notice. For the latest information, see our documentation online at: [chargepoint.com/guides](https://chargepoint.com/guides) or [chargepoint.com/eu/guides](https://chargepoint.com/eu/guides).

## Copyright and TradeMarks

©2013-2021 ChargePoint, Inc. All rights reserved. This material is protected by the copyright laws of the United States and other countries. It may not be modified, reproduced or distributed without the prior, express written consent of ChargePoint, Inc. CHARGEPOINT is a U.S. and European Union registered trademark and service mark of ChargePoint, Inc. and cannot be used without the prior written consent of ChargePoint.

## Symbols Used in This Document

This guide and product use the following symbols:



**DANGER:** Risk of electric shock.



**WARNING:** Risk of personal harm or death.



**CAUTION:** Risk of equipment or property damage.



**Important:** Crucial step for installation success.



Read the manual for instructions.



Ground/protective earth.



# Contents

Important Safety Instructions .....	ii
<b>1 Prepare for Installation .....</b>	<b>1</b>
Check the Shipping Crate .....	1
<b>2 Set Up the Station .....</b>	<b>3</b>
Unpack the Station .....	3
<b>3 Operate, Transport, and Repack the Charging Station .....</b>	<b>11</b>
Operate the Station .....	11
Transport the Station .....	11
Repack the Station for Shipment .....	12



# Prepare for Installation 1

This document describes how to set up a ChargePoint® Express 250 Trade Show Display Unit. The station is meant for trade shows and other venues where low voltage power is needed to turn on the station's displays and light indicators, but the station is not expected to charge a vehicle.

## Check the Shipping Crate

Each station ships in one crate. Ensure you have the crate at the installation site before unpacking.

Contents	Max. Shipped Dimensions	Max. Shipped Weight
Express 250 Trade Show Display Unit crate	1270 x 1270 x 2641.6 mm (50 x 50 x 104 in)	550.6 kg* (1214 lb)
<i>*Includes the weight of the crate and other included materials.</i>		

**Note:** For charging station specifications other than dimensions and weights, refer to the *Express 250 Datasheet* found online at [chargepoint.com/guides](http://chargepoint.com/guides) or [chargepoint.com/eu/guides](http://chargepoint.com/eu/guides).



**Important:** Always transport and store the station in its original packaging. Use appropriate lifting equipment (forklift, crane and lifting straps, etc). Ensure the load rating of all lifting equipment is adequate for the weight of the crated station as shown above.



**WARNING:** The station has a high center of gravity. Use care when unpacking, repacking, and transporting. If the charging station tips over it can result in death, personal injury, or property damage.

The Trade Show Display Unit crate contains the following materials:

1. Express 250 Trade Show Display Unit
2. Dolly covers, front and rear
3. Power cord

**Note:** The station has a power consumption range of 85 to 264 V.

4. Printed Installation Guide





# Set Up the Station 2

This section describes how to correctly unpack the Trade Show Display Unit station crate and power on the station. This procedure takes two people and about fifteen minutes to complete unpacking.



**CAUTION:** Do not install the charging station in inclement weather. If you must complete the installation in rain or wind, you must use a weather-proof shelter that covers all boxes and components.

## Unpack the Station



**WARNING:** THE CRATE IS HEAVY AND CAN CAUSE INJURY OR DEATH IF DROPPED. DO NOT STAND OR MOVE BENEATH THE CRATE AS IT IS BEING TILTED. TAKE PRECAUTIONS AGAINST THE CRATE TIPPING OR SLIDING.

1. Position the crate upright on a level surface with at least 3.6 m (12 ft) of front clearance.
2. Starting with the bottom latches and working up, open the six latches that secure the front door. Carefully lower the door to become a ramp.



- 
3. Remove the middle front retaining beam from the crate and set it aside.



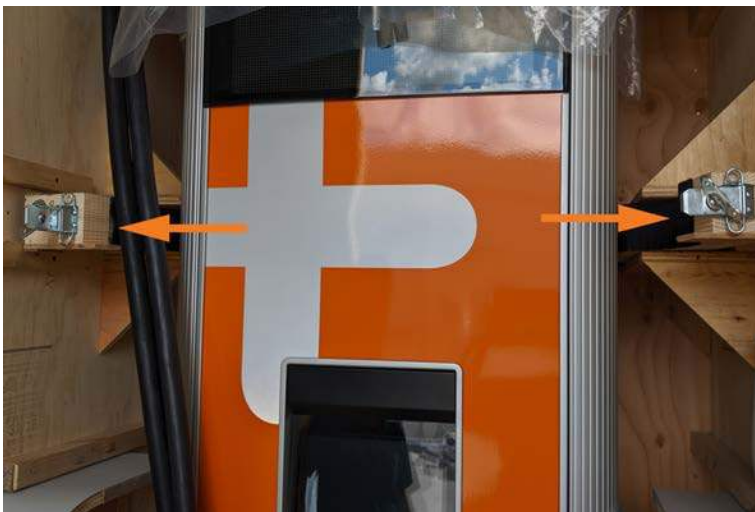
4. Remove the two side foam pieces.



5. Unclamp and open the middle rear retaining beam. Remove the beam and set it aside.



6. Push the clamp arms aside.



- 
7. Remove the upper swing arm retainer from the crate and set it aside.



8. Unlock the front casters. The lever is locked in the down position, unlocked in the up position.



9. Roll the station out of the crate and into position.



**WARNING:** The station has a high center of gravity. Take care to prevent tipping when moving the station.

---



10. Lock all four casters. The caster may have to be rotated to access the brake lever.



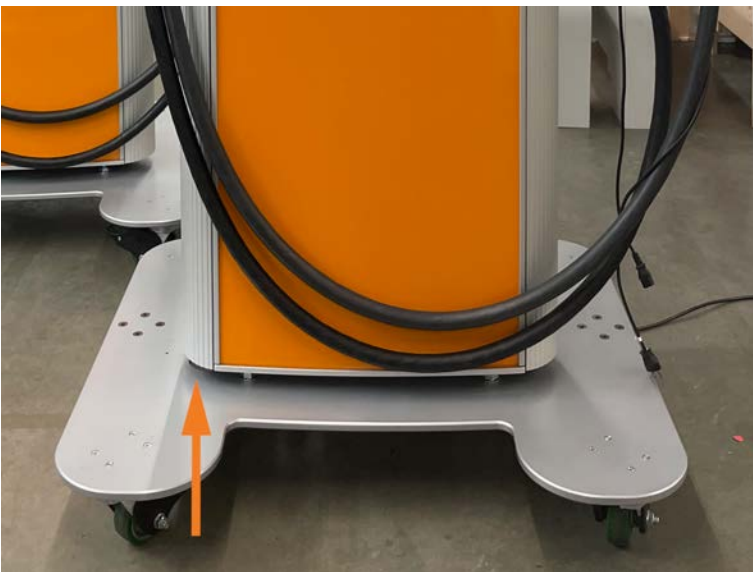
11. Remove all protective covers from the station (charge cable connectors, cables, and swing arms) and set them aside for reuse. The charge cables are wrapped around the station.
12. Plug the charge cable connectors into the holsters.



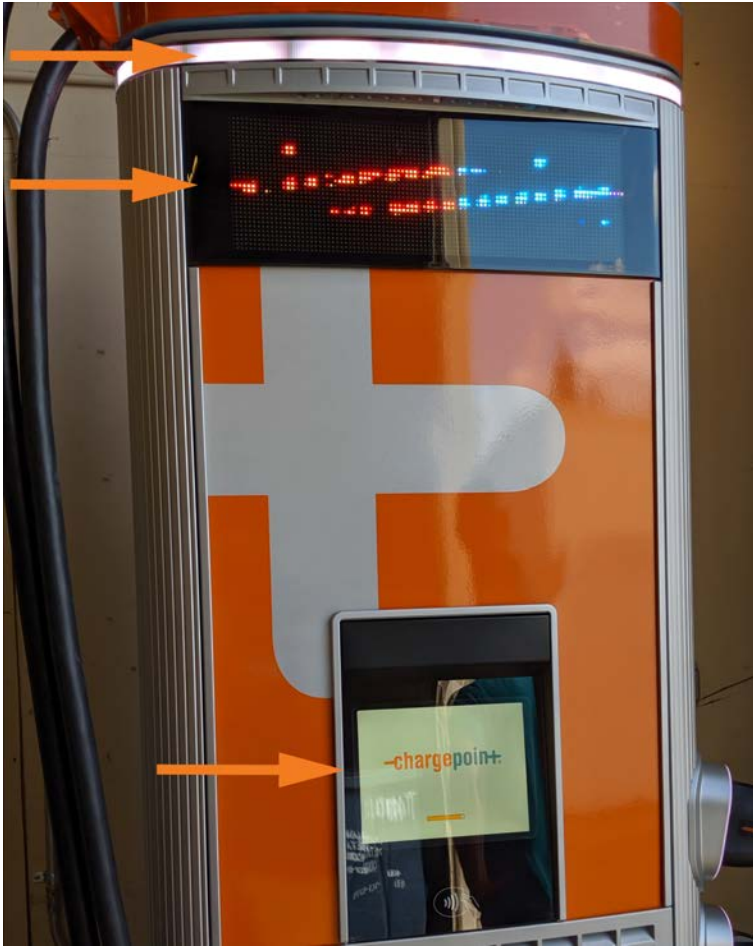
- 
13. Remove the power cord from the pouch inside the crate.



14. Plug the power cord into the bottom of the Express 250 under the left side extrusion.



15. Plug the other end of the power cord into the wall. The front LED display, diffuser light bar, and touchscreen should power on immediately.



16. Remove the dolly covers from the crate.

- 
17. Install the dolly covers over the dolly by sliding them under the station cover panels. The two halves are held together with magnets.



**Note:** When installed correctly, the sides of the dolly cover are aligned with no visible gaps.



18. Stow all beams, station covers, etc. back in the crate for later reuse. Small parts can be stored in the power cord pouch.



# Operate, Transport, and Repack 3 the Charging Station



**DANGER:** RISK OF SHOCK. Always ensure the power has been disconnected before servicing or transporting the station. Keep power off until work scope is completed. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY OR LOSS OF LIFE.

This section outlines recommended guidelines for operating, transporting, and repacking the station. For full charging station specifications and ratings, refer to the *Express 250 Datasheet* found online at [chargepoint.com/guides](https://chargepoint.com/guides) or [chargepoint.com/eu/guides](https://chargepoint.com/eu/guides).

## Operate the Station

Follow these guidelines during station operation:

- The Trade Show Display Unit is approved for indoor use only. Do not operate, service, or connect power when the station is outside.
- Ensure that all dolly casters are in the locked position before installing the dolly covers and powering on the station.
- Unplug the power cord from the power source when the station is being serviced or is not in use.

## Transport the Station



**WARNING:** The station has a high center of gravity. Take care to prevent tipping when moving the station.

Follow these guidelines when preparing to transport the station:

- At least two people are required any time the charging station is moved.
- Before unlocking the casters, ensure the power cord is unplugged and dolly covers are removed.
- Do not move the station outdoors during inclement weather.

- 
- When moving the charging station, push or pull from the station's left or right side (facing the extrusions) to prevent tipping. If the charging station tips over it can result in death, personal injury, or property damage.
  - Do not move the station on a surface with a slope angle greater than 4 degrees.
  - For long distance transportation, such as moving the charging station from one building to another, repack the station in the crate for shipment instead of using the station dolly.

## Repack the Station for Shipment

Repacking the station is the reverse of unpacking. Use this procedure as a checklist, according to the images above:

1. Remove all packing materials from the crate.
2. Remove the dolly covers. Store them in the slots on the sides of the crate.
3. Unplug the power cord from the station and the wall. Store the power cord in the crate's pouch.
4. Unholster the charge cable connectors. Replace the protective covers on the connectors, cables, and swing arms.
5. Wrap the charge cables around the front of the station and place them on the dolly in back.
6. Unlock all four dolly casters. Roll the station back into place in the crate with the front of the station facing outwards.
7. Lock the front casters. Leave the rear casters unlocked to ensure the station can be moved out of the crate when unpacking.
8. Swing the clamp arms in around the station. Hook on both sides of the middle beam, then clamp into place.
9. Replace both pieces of side foam.
10. Replace the middle front beam.
11. Replace the top swing arm retainer. Check that all beams are fully inside the crate opening.
12. Close the crate door and latch all six clamps into place.

**Note:** The Trade Show Display Unit crate can be shipped and stored in either vertical or horizontal orientation.

## **Limited Warranty Information and Disclaimer**

The Limited Warranty you received with your charging station is subject to certain exceptions and exclusions. For example, your use of, installation of, or modification to, the ChargePoint® charging station in a manner in which the ChargePoint® charging station is not intended to be used or modified will void the limited warranty. You should review your limited warranty and become familiar with the terms thereof. Other than any such limited warranty, the ChargePoint products are provided "AS IS," and ChargePoint, Inc. and its distributors expressly disclaim all implied warranties, including any warranty of design, merchantability, fitness for a particular purposes and non-infringement, to the maximum extent permitted by law.

## Limitation of Liability

CHARGEPOINT IS NOT LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, PUNITIVE OR CONSEQUENTIAL DAMAGES, INCLUDING WITHOUT LIMITATION LOST PROFITS, LOST BUSINESS, LOST DATA, LOSS OF USE, OR COST OF COVER INCURRED BY YOU ARISING OUT OF OR RELATED TO YOUR PURCHASE OR USE OF, OR INABILITY TO USE, THE CHARGING STATION, UNDER ANY THEORY OF LIABILITY, WHETHER IN AN ACTION IN CONTRACT, STRICT LIABILITY, TORT (INCLUDING NEGLIGENCE) OR OTHER LEGAL OR EQUITABLE THEORY, EVEN IF CHARGEPOINT KNEW OR SHOULD HAVE KNOWN OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, THE CUMULATIVE LIABILITY OF CHARGEPOINT FOR ALL CLAIMS WHATSOEVER RELATED TO THE CHARGING STATION WILL NOT EXCEED THE PRICE YOU PAID FOR THE CHARGING STATION. THE LIMITATIONS SET FORTH HEREIN ARE INTENDED TO LIMIT THE LIABILITY OF CHARGEPOINT AND SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY.



[chargepoint.com/support](https://chargepoint.com/support)

75-001394-01 r3