

Express 250 Mobile Unit

DC Fast Charging Station

Installation Guide



IMPORTANT SAFETY INSTRUCTIONS

SAVE THESE INSTRUCTIONS

This manual contains important instructions for ChargePoint® products that shall be followed during installation, operation and maintenance of each product.

WARNING:



1. **Read and follow all warnings and instructions before servicing, installing, or operating the ChargePoint® product.** 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. **ChargePoint recommends that installation, commissioning, and break-fix services be performed by a licensed electrician who is also a ChargePoint-certified technician.** These systems operate at high voltage, and without strict adherence to safety protocols, proper protective equipment, and ChargePoint technical guides, there is significant risk to people, equipment, and the environment. Please ensure full compliance with all applicable local and national buildings, electrical, and safety codes.
3. **Always ground the ChargePoint product.** A touch current of >3.5 mA AC RMS is possible in case of a fault condition of loss of electrical continuity of the earthing conductor. Failure to ground the product can lead to risk of electric shock. The product 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 product using a ChargePoint-approved method.** Failure to install on a surface that can support the full weight of the product can result in death, personal injury, or property damage. Inspect the product for proper installation before use.
5. **The product is not suitable for use in Class 1 hazardous locations, such as near flammable, explosive, or combustible vapors or gases.**
6. **Supervise children near this device.**
7. **Do not put fingers into the electric vehicle connector or connector adapter. Do not touch fingers to charging rails.**
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, the flexible output cable, the vehicle inlet, the electric vehicle connector, or the electric vehicle connector adapter is broken, cracked, open, or shows any other signs of damage. Do not use this product if internal parts are accessible, including wiring.**
10. **Wire and wire terminal information are provided in the ChargePoint product Site Design Guide and Installation Guide.**



11. **Torques for installation of wire terminals are provided in the ChargePoint product Installation Guide.**
12. **The ChargePoint product maximum operating temperature is 50 °C (122 °F).**
13. **Do not use an electric vehicle connector adapter with any charger or EV that is capable of exceeding the adapter's rated voltage or current capacity. Some EVs and EVSE combinations are capable of multiple voltages or limited durations of current overloading designed for normal EVSE-to-EV connections. Use of an electric vehicle connector adapter in these situations could result in unsafe conditions such as fire, burns, or exposure of high voltage.**



IMPORTANT: Under no circumstances will compliance with the information in a ChargePoint guide such as this one relieve the user of the responsibility to comply with all applicable codes and safety standards. This document describes approved procedures. If it is not possible to perform the procedures as indicated, contact ChargePoint. ChargePoint is not responsible for any damages that may result from custom installations or procedures not described in this document or that fail to adhere to ChargePoint recommendations.

Warranty Implication



IMPORTANT: Please be advised that all installation, commissioning, and break-fix services must be performed by a ChargePoint-certified technician. Engaging non-certified personnel for these services will result in warranty implications, as doing so constitutes a breach of policy.

Support Services

<https://www.chargepoint.com/legal/support-services>

For more information about ChargePoint's training and certification program, visit

<https://www.chargepoint.com/partners/training-certification>

Product Disposal

Applicable to NA - Do not dispose of as part of unsorted domestic waste. Inquire with local authorities regarding proper disposal. Product materials are recyclable as marked.



Applicable to EU - 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 Product Reference Documentation](#).

Copyright and Trademarks

©2013-2026 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 and the ChargePoint logo are trademarks of ChargePoint, Inc., registered in the United States and other countries, and cannot be used without the prior written consent of ChargePoint.

Symbols

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: Critical detail that must be followed to achieve intended results



NOTE: Important contextual details or procedural clarifications



REINSTALL NOTE: Essential instructions to follow when reinstalling a part or component



Read the manual for instructions



Ground/protective earth

Illustrations Used in This Document

The illustrations used in this document are for demonstration purposes only and may not be an exact representation of the product. However, unless otherwise specified, the underlying instructions are accurate for the product.

Contents

IMPORTANT SAFETY INSTRUCTIONS	i
Revision History	v
1 Prepare for Installation	1
Check Express 250 Mobile Unit Shipping Crate	1
Required Tools and Materials	3
Unpack the Station	5
2 Set Up the Station	8
Remove the Area Light Bar and LED Display	8
Remove the Cover Panels	11
Open the Power Module Holders	15
Install the Power Modules	17
Fill the Coolant Reservoir	23
Install the Cover Panels	25
Install the LED Display and Area Light Bar	31
Connect Power to the Station	33
3 Complete the Installation	35
Complete the Installation Wizard	35
Pinpoint the Station	37
Run a Test Charging Session	38
4 Operate, Transport, and Repack the Charging Station	39
Operate the Station	39
Transport the Station	39
Repack the Station for Shipment	40

Revision History

This page provides a summary of revisions made, listing the month and year of each update along with a brief description of the changes made.

Month & Year	Description
May, 2026	- Updated IMPORTANT SAFETY INSTRUCTIONS section to revise the warning regarding installation and servicing by a certified technician and to add warranty implication. - Added a warranty limitation Caution in the Prepare for Installation chapter.
Sep, 2025	Added a note on the Meltric plugs to be purchased in Prepare for Installation

Prepare for Installation 1

This document describes how to install a ChargePoint® Express 250 Mobile Unit DC fast charging station.

CAUTION: Warranty Limitation



- If the charging station is not installed, commissioned, or serviced by a ChargePoint certified technician using a ChargePoint-approved method, it is *excluded* from all ChargePoint and other warranties and ChargePoint is not responsible.
- You must be a licensed electrician and complete training at <https://www.chargepoint.com/partners/training-certification> to become ChargePoint certified and to access ChargePoint's web-based installer tools or ChargePoint Installer app.

Check Express 250 Mobile Unit Shipping Crate

Each charging station ship in one crate. Ensure you have the station crate and Power Modules at the installation site.

Contents	Max. Shipped Dimensions	Max. Shipped Weight
Express 250 Mobile Unit charging station crate	1270 x 1346.2 x 2616.2 mm (50 x 53 x 103 in)	~589.7 kg* ~(1300 lb)
Power Module crate: holds one Power Module each	901.7 x 571.5 x 368.3 mm (35.5 x 22.5 x 14.5 in)	49.9 kb (110 lbs)
Power Module rolling crate: ships separate from Power Modules	950 x 950 x 750 mm (37.4 x 37.4 x 29.5 in)	228.1 kg (503 lbs)
<i>*Includes the weight of the crate - for the weight of the component, see the Express 250 Datasheet.</i>		



NOTE: For all charging station specifications other than dimensions and weights, refer to the *Express 250 Datasheet* found online at [ChargePoint Product Reference Documentation](#).



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.

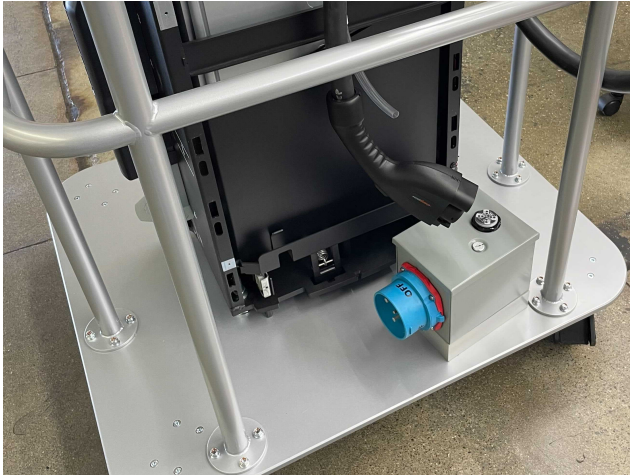


IMPORTANT: Leave components in the shipping crate until needed. When removing, protect them from damage (such as scratches) by placing them flat on a blanket or tarp, face up. Do not stand up cover panels, as they may be knocked or blown over. Cover charging connectors to prevent damage or ingress.

1. Express 250 charging station and dolly with AC adapter.



2. MELTRIC DSN150 station connector (pre-installed on AC adapter)



3. MELTRIC DSN150 mating connector and manufacturer installation guide:
 - a. Inlet connector
 - b. Connector backshell
 - c. Strain relief



ChargePoint also provides a tool kit:

- T20 Torx driver
- T25 Torx security driver
- Coolant
- Coolant funnel
- Printed Installation Guide

Required Tools and Materials

In addition to the tools and materials provided by ChargePoint in the product crate, an certified installer needs:

- Service cord appropriate for site specifications and optional mains connector (example below).



- Torque wrench set to 10.2 Nm (90 in-lb)
- 4 mm (5/32 in) hex driver bit
- Step ladder
- If not already installed for this site, AC and ground conductors with these specifications:

Voltage Rating	Temperature Rating	Maximum Conductor Size for Terminals
EU non-armored: 600/1000 V	90°C	35 mm ²
EU armored: 600/1000 V	90°C	35 mm ² multi-core
NA: 600 V	90°C	2 AWG



NOTE: For full civil, mechanical, and electrical guidelines for site construction, see the *Express 250 Site Design Guide* and *Express 250 Datasheet*, listed in [ChargePoint Product Reference Documentation](#).



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.



CAUTION: Do not use power tools during installation or servicing. Over-torquing can damage the equipment.

For assistance, go to chargepoint.com/support and contact technical support using the appropriate region-specific number.

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 ten feet of front clearance.
2. Starting with the bottom latches and working up, open the 6 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.



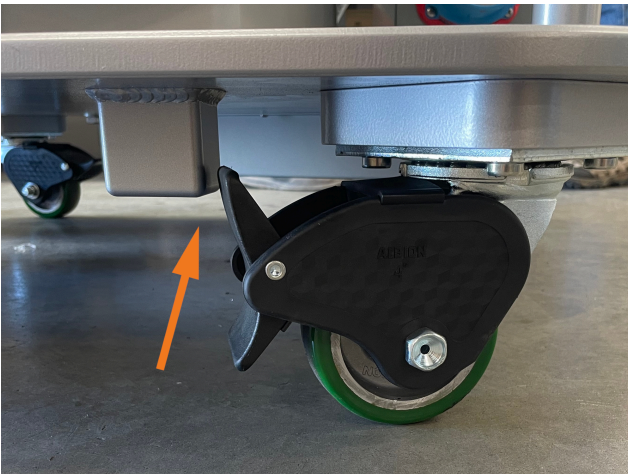
6. Push the clamp arms aside.



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 the dolly casters: both front wheels and rear left wheel. Casters might have to be rotated to access the brake lever.
11. Remove the protective covers on the station's main body and charging cables. Plug the charge cable connectors into the holsters on the right extrusion.
12. Stow all beams, station covers, etc. back in the crate for later reuse.

Set Up the Station 2

This section describes how to correctly install the Power Modules, add coolant, and assemble the power cord. This is required to prevent any electrical shock hazard before powering on the charging station.



DANGER: Power off at the breaker panel and lock out/tag out before continuing work.

Power off at the breaker panel and lock out/tag out before continuing work.



DANGER: RISK OF SHOCK. Before performing this procedure, disconnect the power to the station at the service panel. Keep power off for this circuit until all cover panels are correctly reinstalled and the work scope is completed. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY OR LOSS OF LIFE.

Remove the Area Light Bar and LED Display



IMPORTANT: All Express 250 panels have guide tabs that align with corresponding slots on the Express 250's frame. When removing a panel, lift the panel upward to release these tabs from their slots. When installing a panel, align these tabs above their corresponding slots and press the panel downward.

Panels overlap from the bottom to the top. To remove any panel, first remove all panels above it on that side.

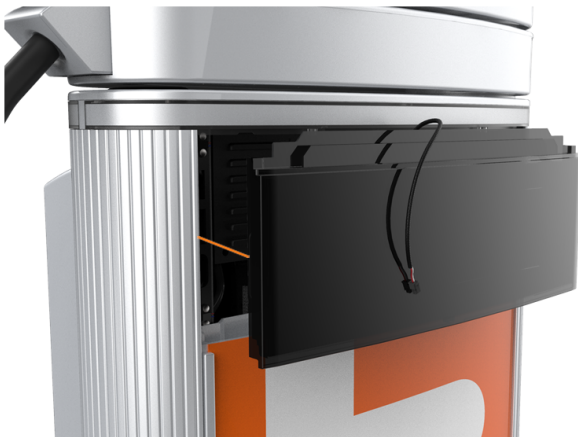
1. Using a T25 Torx driver, loosen the two captive screws on the area light bar.



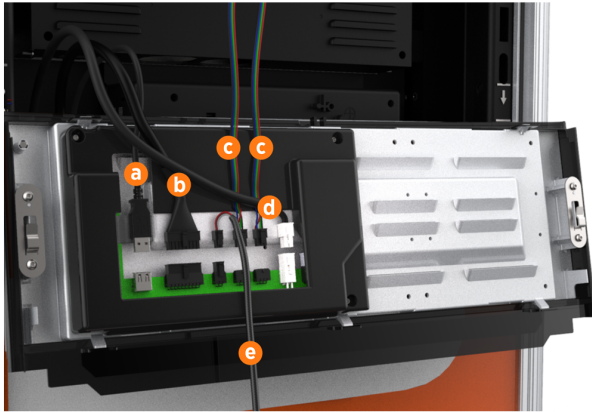
2. Disconnect the power cable that connects the area light bar to the LED display assembly. Remove the area light bar.



3. Push the LED display upward to release its guide tabs from their corresponding slots on the Express 250's frame.



-
4. When the LED display assembly is released, disconnect the five cables from the back.



- a. Communications cable (USB-A)
- b. Holster light cable
- c. Area light cable x 2 (interchangeable)
- d. Power cable (24 V)

Leave the area light bar cable (e) loose.



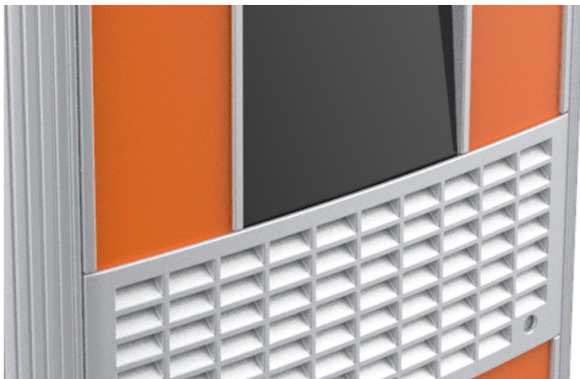
IMPORTANT: Do not allow the LED display to hang from its cables.

Remove the Cover Panels

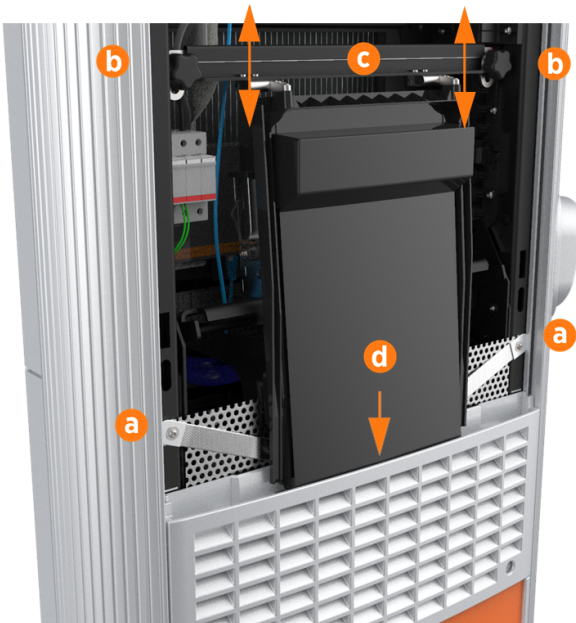
1. Using two hands, pull the top panel upward to release its guide tabs from their corresponding slots on the Express 250's frame.



2. Place a protective cover, such as a lint-free cloth, over the touchscreen to prevent damage during service.



3. Use a T25 Torx driver to remove the M5 screw and washer (a) attaching each touchscreen ground strap to the frame. Keep the screws and washers for reuse.



4. Loosen both retention knobs (b), allowing the touchscreen beam (c) to slide up vertically and the touchscreen's bottom edge to clear the middle vent panel's slot (d).
5. With hand pressure, swing the bottom of the touchscreen out to a 45 degree angle.



6. Allow the touchscreen to return to its lowest position vertically. Rotate the retention knobs clockwise to retighten.

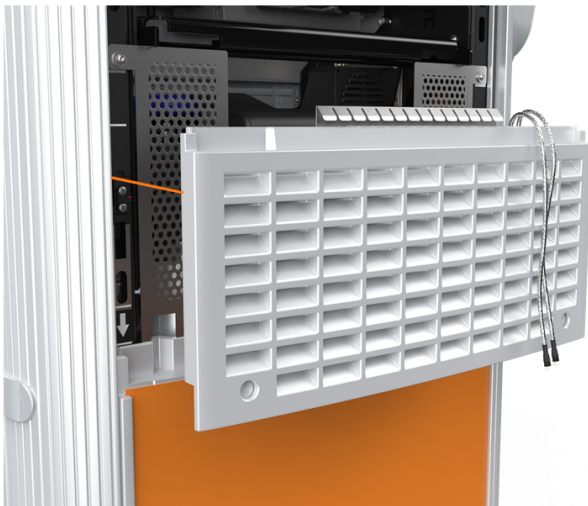


CAUTION: The bottom edge and corners of the touchscreen are sharp. Take care when moving underneath the raised screen.

7. Disconnect the two proximity sensor wires from the connectors on the bottom of the touchscreen and the wire management ring. Move the proximity wires to hang in front of the middle vent panel.



8. Using two hands, remove the panel by firmly pulling it upward to release the guide tabs from the corresponding slots on the Express 250's frame.



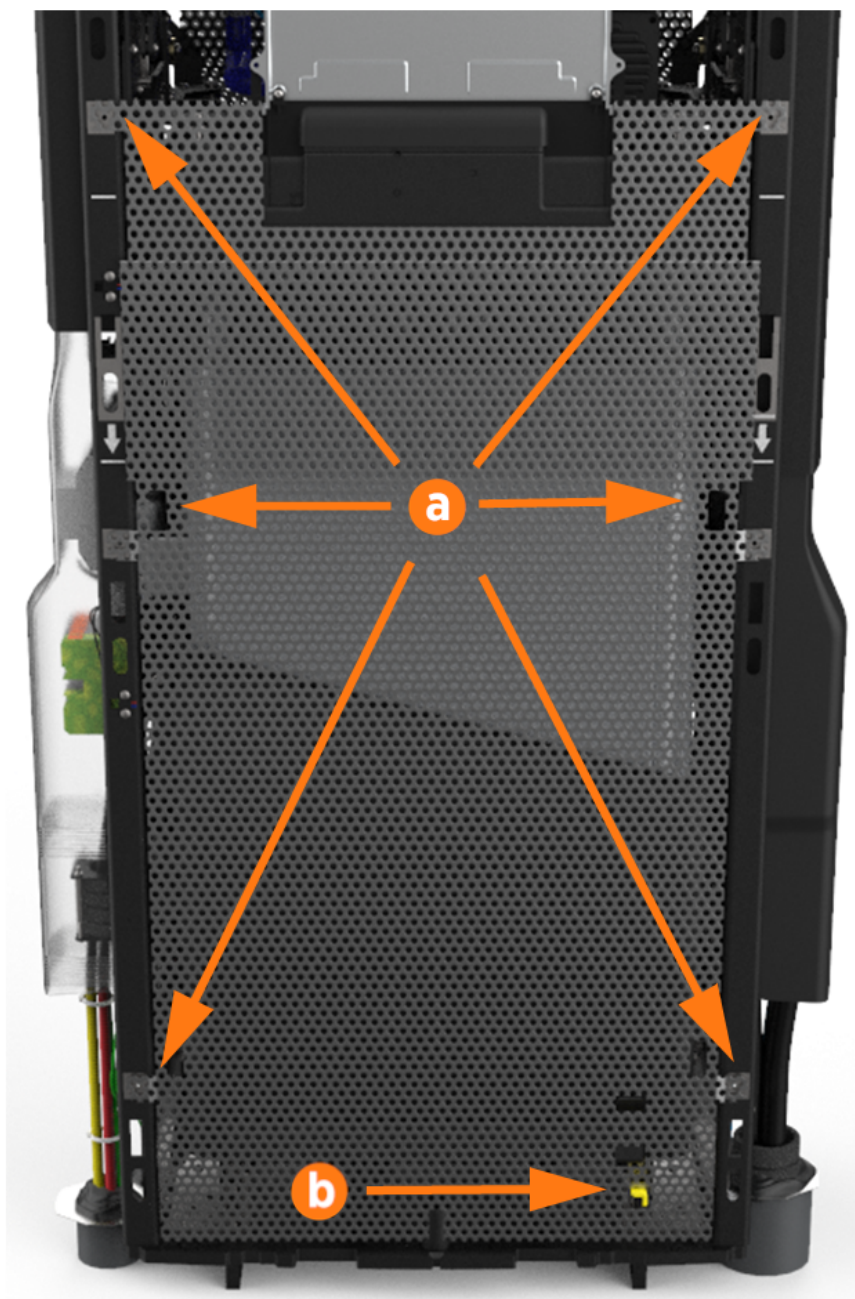
CAUTION: The fins on the back surface of the middle vent panel are sharp. Take care when handling the panel.

9. Remove the bottom front panel by lifting upward from the bottom of the panel to release the guide tabs from their corresponding slots on the Express 250's frame.



Open the Power Module Holders

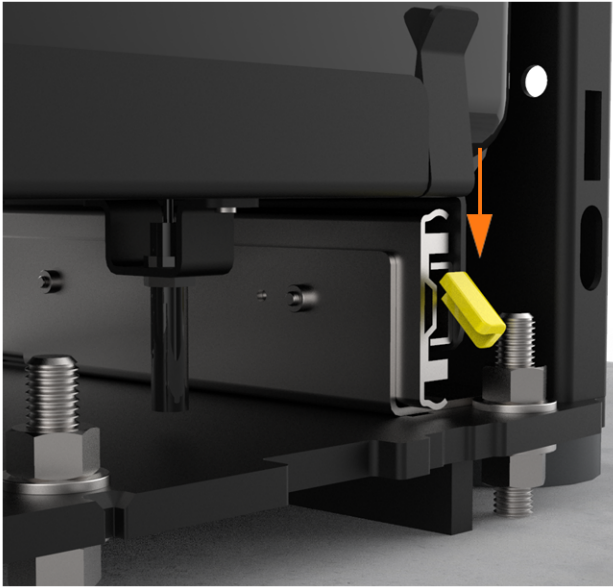
1. Use a T25 Torx to remove the six T25 screws and washers from the front EMI shield (a).



2. Using two hands, squeeze the Power Module mechanism's release bar against the flange. Raise the bar to fully rotate the Power Module mechanism upward to the lock position. This ensures enough clearance for the Power Modules to slide under the mechanism.



3. At the bottom right of the station, press and hold the yellow release latch while pulling the Power Module tray out of the station completely.



Install the Power Modules

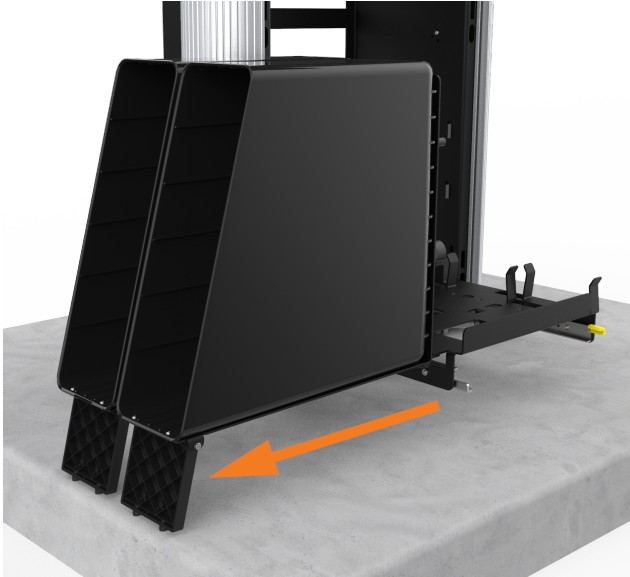


IMPORTANT: Power Modules are 45 kg (98.5 lbs) each. Two people are needed to install or replace a Power Module.



IMPORTANT: Always rest a Power Module flat on the ground until it is being installed. Power Modules are not stable in any other position. Images of Power Modules standing up with the handles on top are only to illustrate the proper installation position.

1. Tilt both Power Module holders down to the ground and rest them on their kickstands (highlighted).

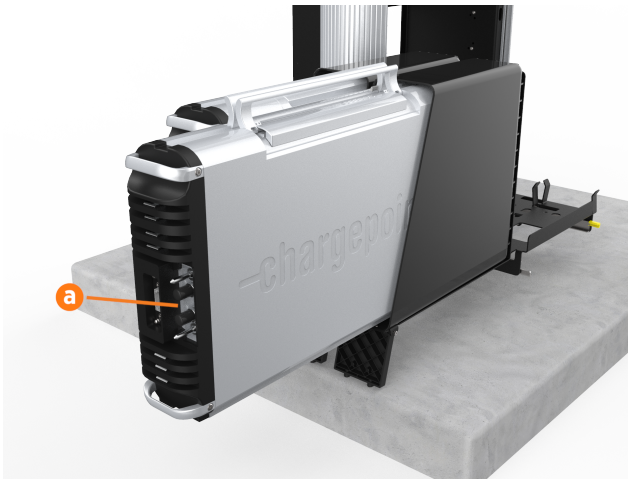


NOTE: The kickstands must rest on a surface that is level with the bottom of the station.

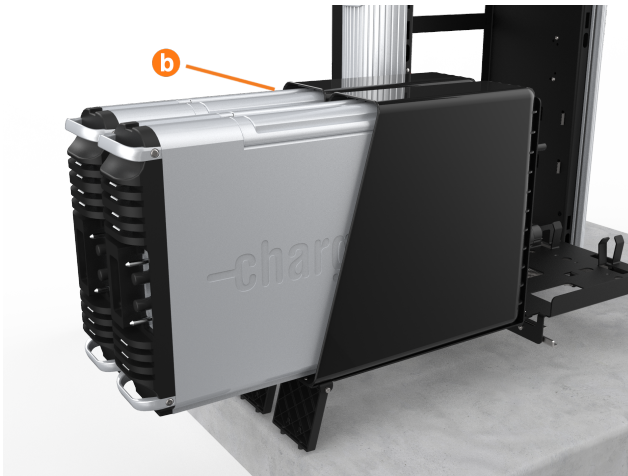


WARNING: Pulling out the Power Module holders is a tip hazard for any charging station on a dolly. Ensure the station is on a level surface, the casters are locked, and that the Power Module holders can rest on a stable surface at the level of the charging station base plate without dropping, before proceeding. If the charging station tips over it can result in death, personal injury, or property damage.

2. Install the rear Power Module first. Using two people, lift the Power Module by its top handles and gently slide it into its holder with its connections facing outward (a). Once the Power Module is positioned partially inside its holder, fold the handles down to slide it in completely.

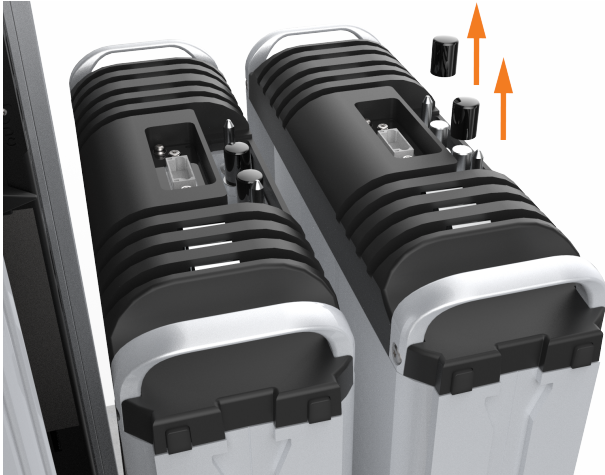


NOTE: If only one Power Module is being installed, it must be installed in the rear holder (b).

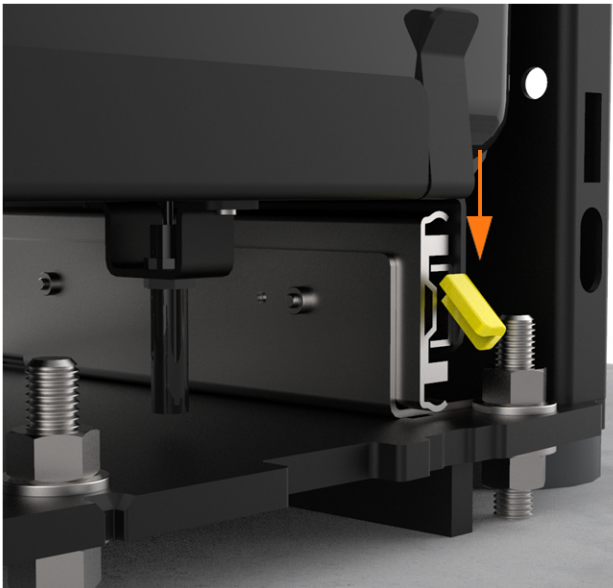


3. Repeat the step for the second Power Module if applicable.
4. Lift each Power Module to the upright position one at a time.

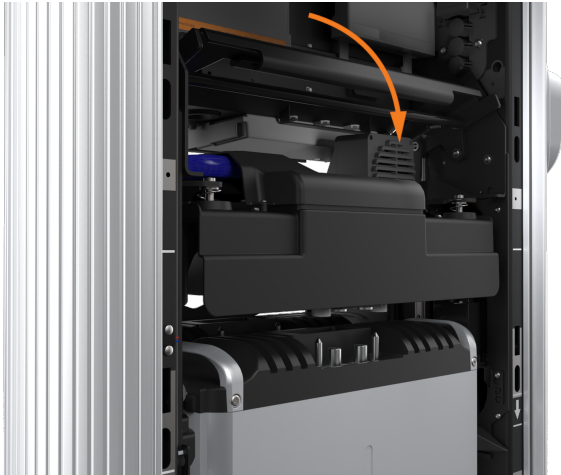
5. If not already done, remove the safety caps from the coolant ports.



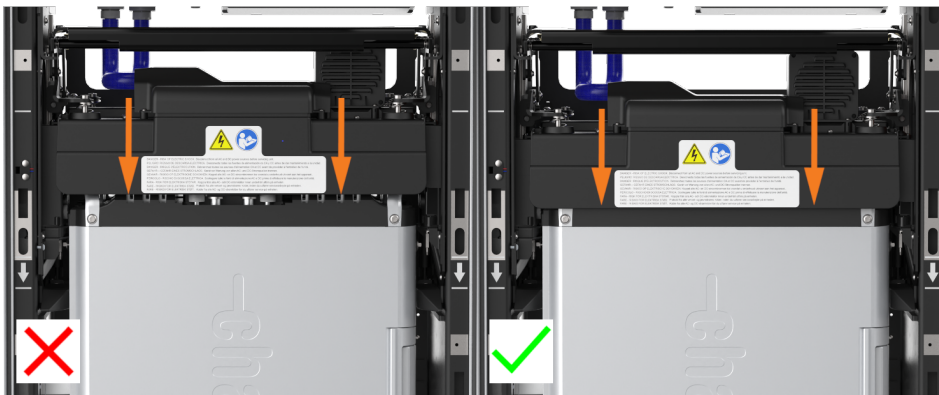
6. At the bottom right of the Express 250, press and hold the yellow release latch while pushing the Power Module tray into the station until it locks into place.



7. Using two hands, squeeze the Power Module mechanism's release bar and lower it halfway to check alignment with the ports and guideposts.

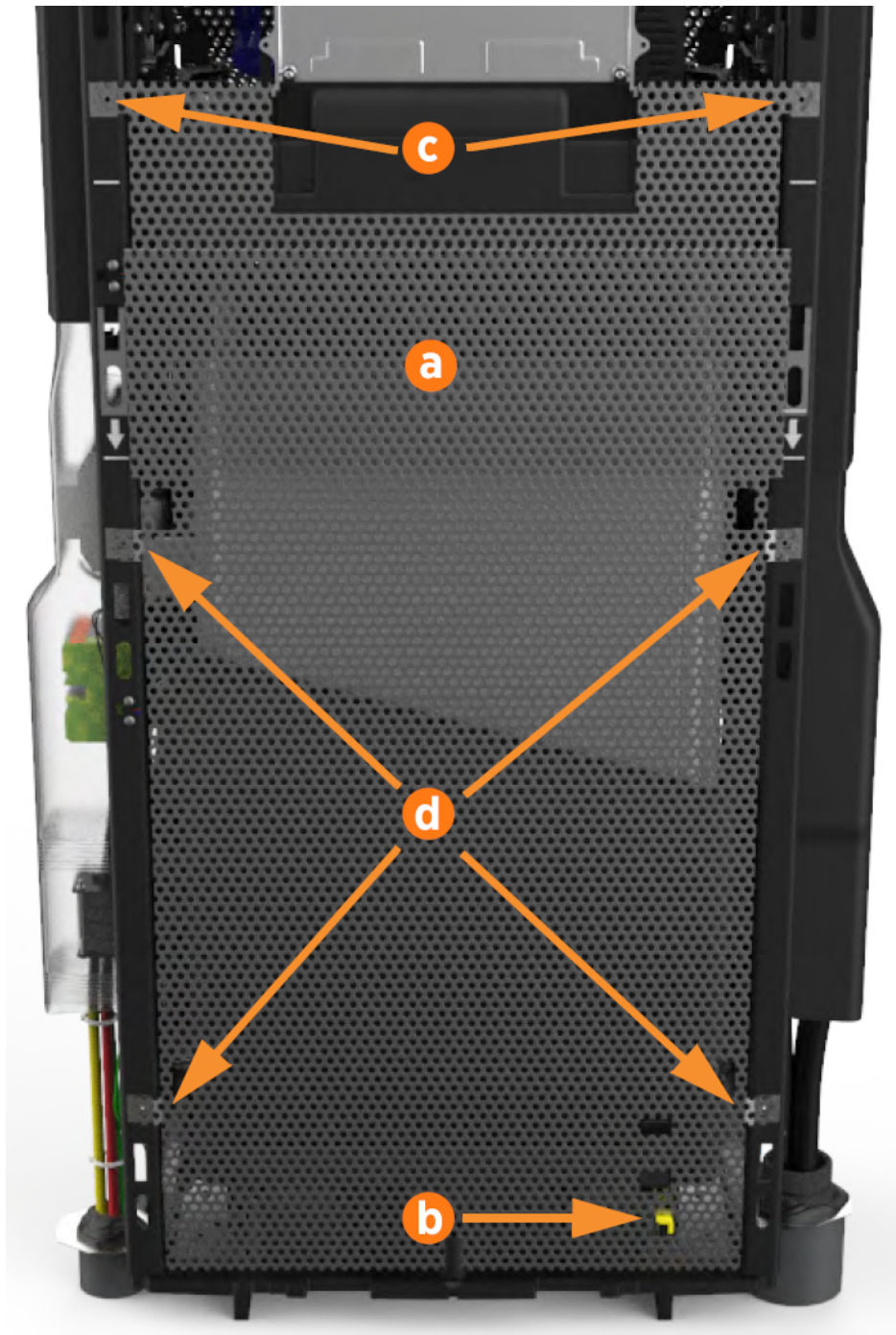


8. Lower the Power Module mechanism until you hear a click as the mechanism locks into place. Ensure the mechanism is fully engaged with all Power Module connectors. The Power Module mechanism should fully cover the ridges on the Power Module's top edge.



IMPORTANT: If the mechanism does not engage, raise it again and push the Power Modules to the back of the station to realign, then try again. Do not apply excessive force.

9. Position the front EMI shield (a) over the closed Power Module holder, ensuring the bottom cut-out is positioned over the yellow release latch (b).



10. Reinstall the T25 screws and washer to secure the top tabs of the shield (c) on each side.
11. Use a T25 Torx, an M5 screw, and an M5 washer to attach the front EMI shield to each middle and bottom grounding location on the front of the frame (d). Torque to 4 Nm (35 in-lb).

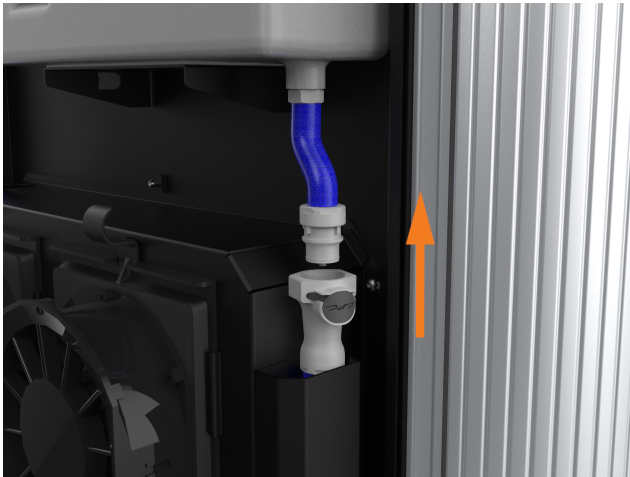
Fill the Coolant Reservoir

The Express 250 is shipped with an empty coolant reservoir. Coolant and a funnel are included with the product. Most coolant lines are already connected to the reservoir with quick connect fittings, except the ones shown below.

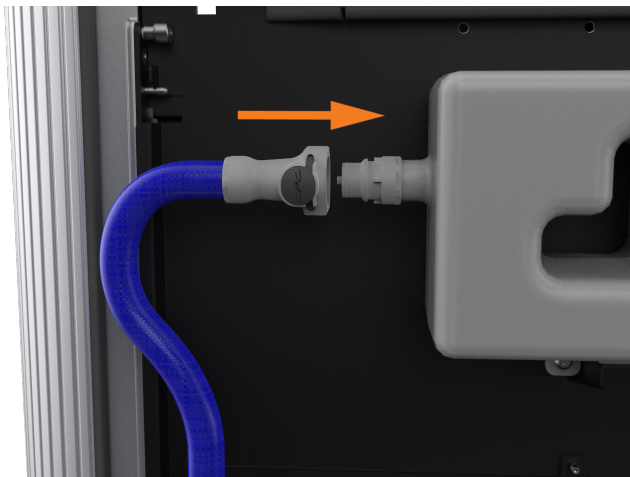


NOTE: Always fill the coolant reservoir after installing the Power Modules, which are part of the coolant path. Filling the reservoir first does not allow full station coolant levels.

1. Attach the quick connect line on the right side of the coolant reservoir. The line audibly clicks when connected.



2. Attach the quick connect line on the left side of the coolant reservoir.



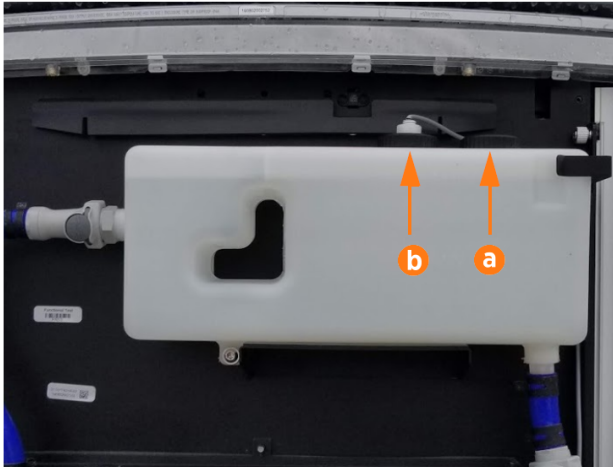
- Using a step ladder if needed, unscrew the reservoir fill cap (a).



NOTE: Do not unscrew the level sensor wiring (b) cap during coolant replacement.



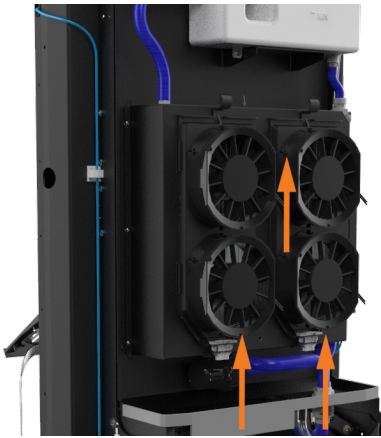
NOTE: Observe the blue tubed connections and make sure there are no leaks before refilling the coolant reservoir.



- Use a funnel to fill the reservoir to the marked MAX line with coolant.



- Replace the reservoir cap.
- Use the cloth to wipe up any coolant spills.
- Cut and remove the three zip ties that secure the fan trays during shipment.



Install the Cover Panels

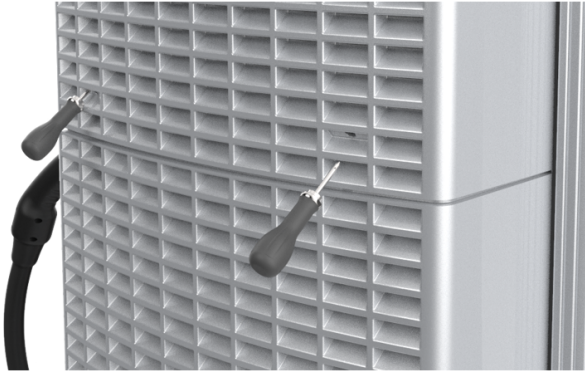


IMPORTANT: All Express 250 panels have guide tabs that align with corresponding slots on the station's frame. When installing a panel, align these tabs above their corresponding slots and press the panel downward. Failure to correctly position each panel during installation can prevent station operation.

1. Using two hands, hold the top rear panel at an angle and slide into place beginning with the top edge. Squeeze the sides of the panel inward to fit the tabs into place in the C-channel, inside the watertight gasket.
2. Using a T25 Torx driver, loosely secure the two captive screws located at the top of the top rear panel.



- Using a T25 Torx driver, tighten the two hidden captive screws located in the top rear panel's vents, inset from each bottom corner.

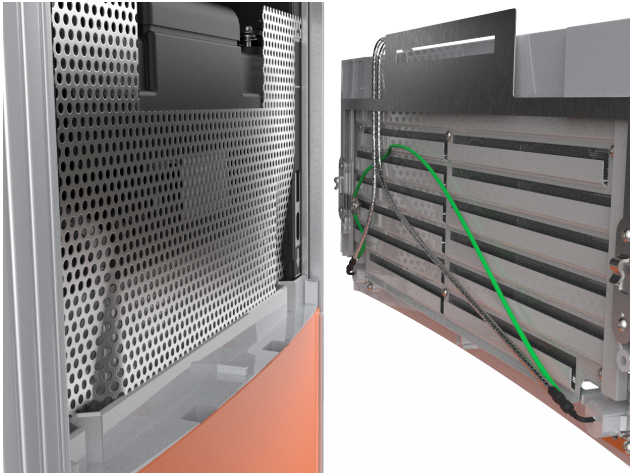


- Use the T25 Torx driver to tighten the top two screws.
- Align the guide tabs on the front bottom panel to the matching slots on the Express 250's frame, and slide the panel down carefully.

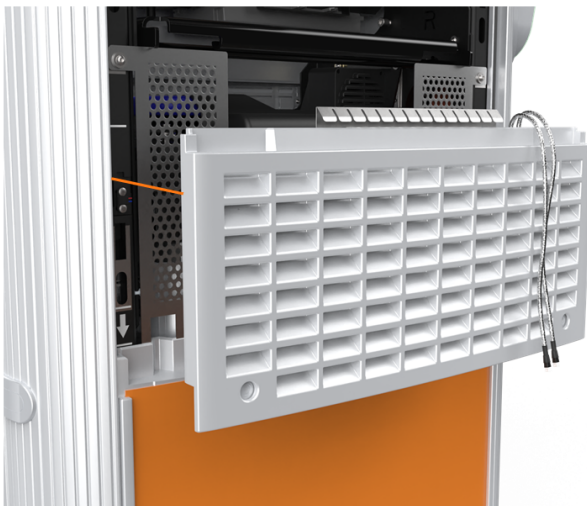


NOTE: Ensure the panel installation does not tear or break the gaskets on the inner edges of the side extrusions.

6. On the middle vent panel, route both proximity wires under the sheet metal edge, to hang in front of the panel on the right side (as you face the front of the charging station).



7. Align the guide tabs on the middle vent panel to the corresponding slots on the Express 250's frame. Ensure the lower sign is correctly captured as you carefully push the middle panel down until it is fully seated.



IMPORTANT: The fins on the back surface of the middle vent panel are sharp. Take care when handling the panel.

8. Remove the packaging tape and material from the touchscreen.
9. Connect the proximity sensor wires on the middle vent panel to the corresponding connectors on the bottom of the touchscreen: left wire to left port and right wire to right port.

10. Route any excess wiring through the wire management rings under the touchscreen, to prevent it being pinched in the panels.



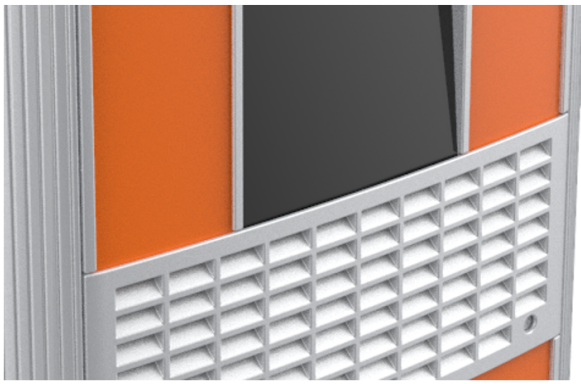
11. With hand pressure, swing the touchscreen down. Loosen both retention knobs (a), allowing the touchscreen beam (b) to slide up vertically. Re-tighten the knobs at the highest position.



12. Tilt the bottom of the touchscreen inside the slot in the middle vent panel, aligning the notch in the center of the bottom edge (c) to the guide ridge inside the panel slot.
13. Keeping pressure on the edge of the touchscreen to properly seat it inside the panel, loosen the knobs to lower the screen again. Re-tighten the knobs to secure it.
14. Use a T25 Torx driver, an M5 screw, and an M5 washer to attach each end of the touchscreen ground strap to the frame (d). Torque to 4 Nm (35 in-lb).

15. Using two hands, align the guide tabs on the front upper panel with the corresponding slots. While pushing the panel into place, push the bottom edge and its sign inward to position them inside the groove in the middle vent panel and engage the edge of the sign. Carefully push the panel down until it is firmly seated.





IMPORTANT: Ensure all five communication cables at the top of the charging station are not captured by this front upper panel, and are easily accessible.



NOTE: This panel is easier to install with two people.

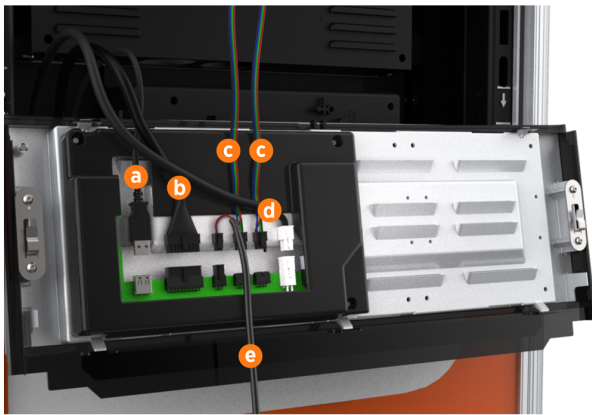
Install the LED Display and Area Light Bar

1. While holding the LED display near the opening at the top of the station, connect its five cables to their corresponding connectors on the back of the display (each connector is keyed to fit only into its matching port):
 - a. Communications cable (USB-A)
 - b. Holster light cable
 - c. Area light cable (x2)
 - d. Power cable (24 V)



IMPORTANT: Before continuing, ensure all five cables are properly connected. Do not allow the LED display to hang from the cables once they are connected.

Leave the area light bar cable (e) loose.



2. Angle the top edge of the LED display under the light bar on the station. Starting at the top, align and slide the LED display guide tabs into the corresponding slots. Ensure the lower sign is correctly captured by the bottom edge of the LED display. Push the bottom into place until firmly seated.



NOTE: Keep the area light cable routed out the top of the display.

3. Ensure the gasket on each end of the area light bar is properly seated around the plastic tab.
4. Connect the power cable from the LED display to the area light bar.



5. Position the area light bar above the LED display with the lights facing downward. Align the area light bar and hold it in place with enough force to compress the gaskets.

6. Use a T25 Torx driver to tighten the two captive screws on the bottom edge of the area light bar.

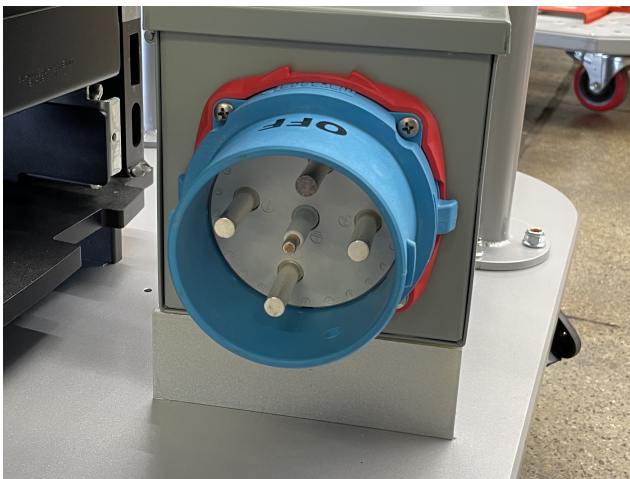


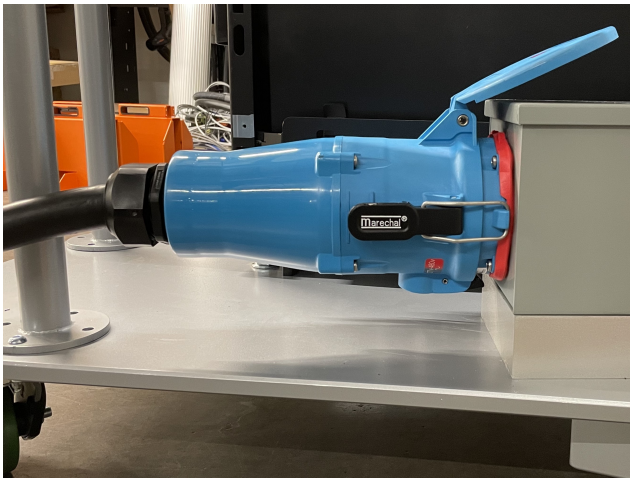
7. Unwrap the charging cable connectors and insert each connector into its corresponding holster.
8. Remove the protective tape from the swing arms, signs, and touchscreen.

Connect Power to the Station

Connect power to the station to complete the physical installation of the mobile charging station:

1. Follow the manufacturer's instructions to install the power cord and mains connector.
2. Install and connect the provided mating connector to the AC adapter connector. Refer to the printed *MELTRIC DSN150 Operating Instructions* included with the connector parts for installation requirements, assembly instructions, and operation guidelines. This guide can also be found online at: meltric.com/resources/instructions.





NOTE: Check the indicator at the top of the AC junction box. A blinking red light indicates power is being successfully delivered to the station.



IMPORTANT: You have now completed the physical installation of the Express 250 Mobile Unit. Follow the steps in the next section to complete the installation. Do not leave the installation site until you complete all steps in the next section and verify the station is operating correctly.

Complete the Installation 3

After the station has been successfully installed, follow the instructions in this section to complete the installation.

You will need:

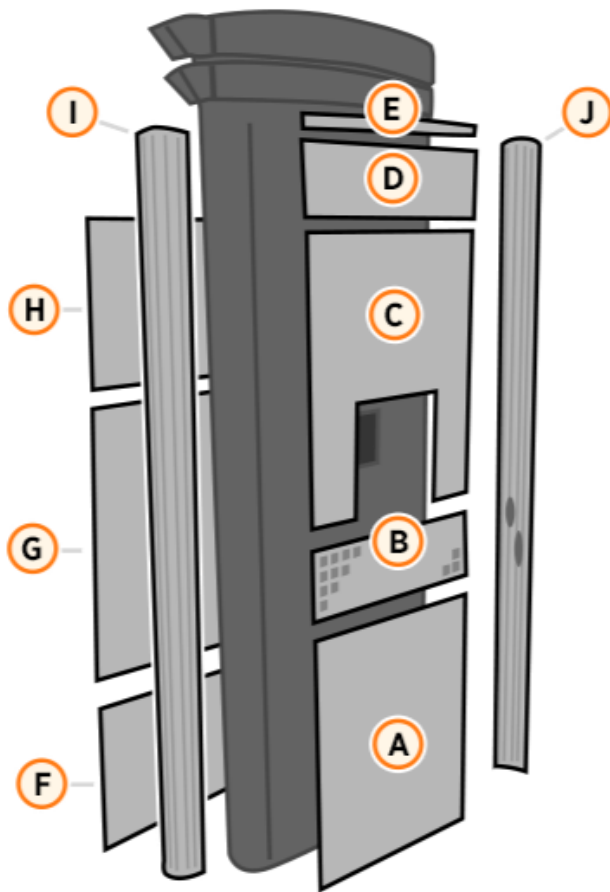
- A smartphone or laptop with a QR-code scanner, camera, and Internet connection. These are required to access the pinpointing dashboard at m.chargepoint.com.
- Your ChargePoint certified installer user name and password.
- The exact address where the Express 250 is installed.

Complete the Installation Wizard

Once the station is powered on, the on-screen Installation Wizard steps you through a series of tasks to set up the station and verify that it can operate properly.

1. Power on the charging station at the breaker panel.
2. On the front touchscreen, select a language for the Installation Wizard (this does not permanently affect the station's display language).

3. The next Installation Wizard test determines whether all cover panels are correctly installed and fully seated. Check the lower right corner of the screen for any error messages. If panel errors appear, match the panel letters to this illustration.



- a. Front bottom panel
- b. Middle vent panel
- c. Front top panel
- d. LED display
- e. Area light bar
- f. Rear bottom panel
- g. Rear middle panel
- h. Rear top panel
- i. Left extrusion
- j. Right extrusion



DANGER: RISK OF SHOCK. If a fault exists, turn the power off during work and keep it off until all panels are reinstalled. FAILURE TO FOLLOW THESE INSTRUCTIONS CAN RESULT IN SERIOUS INJURY OR LOSS OF LIFE.



IMPORTANT: If any panel needs re-installation, review the procedures above to double-check that all panels are fully seated and that the edges of all signs are captured fully by the panels around them.

4. Select the option **New installation**.
5. Confirm you have all required materials to continue activation, and select **Yes**.

Pinpoint the Station



IMPORTANT: Pinpointing allows drivers to quickly locate the charging station on a map. Ensure you accurately pinpoint the charging station when prompted by the Installation Wizard.

1. Enter the MAC address and activation password printed on the activation label.

If your smartphone has a scanning app:

- a. Open a QR Code scanning app.
- b. Point the camera at the QR code on the activation sticker. Your device is automatically redirected to the installer pinpointing page. Confirm that the URL of the page is m.chargepoint.com.
- c. Log into the ChargePoint installer site using your ChargePoint installer login. Tap **Log In**.
Confirm the MAC address and activation password are automatically entered and correct. Tap **Next**.

If your smartphone does not have a scanning app:

- a. Using your smartphone, navigate to m.chargepoint.com.
- b. Log into the ChargePoint installer site using your installer login.
- c. Enter the MAC address and activation password printed on the activation label and tap **Next**.



IMPORTANT: Verify the station serial number before proceeding. It cannot be changed after completing the configuration.

2. Tap the **Location Permission** button. Your GPS coordinates are required to complete the pinpointing process.
3. Confirm that you are installing a new charging station and tap **Next**.
4. For **Make**, select the manufacturer.
5. For **Model**, choose the model shown on the manufacturer type plate. Ensure the image of the equipment shown on the app matches the station onsite.
6. For **Station S/N**, enter the serial number shown on the manufacturer type plate and tap **Next**.
7. Begin entering the address of the charging station. Select the address from the list of valid addresses and tap **Next**.
8. Drag the map to place the pin in the exact parking space for this charging station and tap **Next**.

9. Enter additional station location details such as Parking lot name, Building name, Floor label, and Parking restrictions, if applicable, then tap Next.
10. Add **Helpful Information for Drivers**, if applicable.
11. Tap **Take Photo** to take an image of the newly labeled charging station and the parking space. Follow onscreen guidance from your camera app to take and use a photo.
12. Touch **Next** to complete the process.

Run a Test Charging Session

Before leaving the installation site, follow these steps to ensure the charging station is fully operational:

1. Connect the charging cable to a vehicle.
2. Use your ChargePoint card to start a charging session. The station displays instructions on how to plug in a vehicle.
3. Stop the charging session and return the connector to the holster.

If the charging station operates correctly and no errors are displayed, the installation is complete. If the station does not power up, or fails to begin a charging session, confirm the wiring is properly connected. If the station is properly wired but is not operating correctly, contact ChargePoint at chargepoint.com/support for assistance.



IMPORTANT: Do not leave the installation site until the charging station is operating correctly. Contact ChargePoint Support at chargepoint.com/support if you have questions about station status.



IMPORTANT: Remove the crates and all packaging from the installation area. Make sure no materials in the area could potentially damage vehicle tires, such as nails or screws.

Operate, Transport, and Repack 4 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 Product Reference Documentation](#).

For assistance in operating, maintaining, and servicing the charging station, go to chargepoint.com/support and contact technical support using the appropriate region-specific number.

Operate the Station

Follow these guidelines during station operation:

- The mobile 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 powering on the station.
- Do not plug the power cord into the charging station without Power Modules installed.
- 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.
- Ensure the power cord is unplugged before unlocking the casters and moving the station.
- Do not move the station outdoors during inclement weather.

- When moving the charging station, push or pull the dolly handles 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.
- Power Modules must be removed from the station before transport.
- Use the Power Module rolling transport crate to move the Power Modules when they are not in the dispenser.
- 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. Unplug the station from the power source.
3. Unplug the power cord from the station.
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 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 caster 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 charging station crate can be shipped and stored in either vertical or horizontal orientation.