

# INSTRUCTIONS FOR BATTERY REPLACEMENT Office UPS

PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY  
TO AVOID INJURY OR DAMAGE TO THE UNIT

**IMPORTANT:** Before replacing the battery, turn off the  
UPS and unplug the UPS cord from the wall outlet.

What's in the box:

- Battery
- Instructions

- 1 Turn the UPS upside down
- 2 Unscrew the screw located at the base of the UPS to open the battery cover.



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- 3 Slide the cover out carefully.



- 5 After removing the battery cover, tilt the UPS as shown below and gently slide the battery slightly until you have room to disconnect the wires.



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- 6 Disconnect the red wire first by pulling it from the red terminal, then the black one.



**WARNING:** Do not make any contact with the battery terminals with the screwdriver or any other metal materials like watches, rings, etc. Electric shock could occur and it could cause harm to you and the battery.

- 9 Place in the new battery and connect the black wire first to the black terminal, then, the red wire to the red terminal.



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- 8** Slide the battery back in its place. Slide the cover back in and screw it tightly.



- 17** Test the UPS by pressing the button and making sure the amber LED comes on. This means that the UPS is in "battery backup" mode. Turn UPS off by pressing the button again.

NOTE: When the UPS is plugged in to the wall outlet, the amber LED will turn green.



**18** Finally, plug all your equipment back to the UPS and turn UPS on by pressing the button.

**19** Recycle the used battery:

- Never dispose the batteries in a fire. It may explode.
- Do not open or mutilate the batteries. Released electrolyte is harmful to the skins and eyes. It may be toxic. A battery can present a risk of electrical shock and high short circuit current.

To recycle properly the used battery, please do not discard the battery into the trash bin. Please follow your local laws and regulations; you may contact your local recycling waste center for further information to dispose of it properly.



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