



Do NOT use any alcohol or bleach based cleaners / disinfectants on the robot. It will erode away the rubber & discolor the plastic on the robot. If you need something for disinfecting, please contact us.

If it were us – Read Me First!

(if you use these instructions for the Double 3 Robot, you shouldn't need anything else for basic operation)

Over the last couple of years, we've watched a number of clients rent the Double Robotics telepresence device from us and each time we've been present to see the robot – we notice that, even with all the instructions in the box – there is always something the person forgets to put on the robot. So here's a very quick list of assembly steps that we use when using the robot internally or if we are on-site for a rental. **With the new Double 3 head, it's even easier to get going.**

Open the robot box and pull the base unit out and the charging dock.

Take the robot head and attached the head unit to the pole. Secure the head unit using the bolt and the large allen wrench.

Plug the charger into the wall and dock the base unit to top off the robot. Wait about 90 seconds. The head will power itself on.

If the robot isn't connected to a wifi network, you will see a "connect to wifi" screen. Choose the correct network, tap the CONNECT button and enter the password is requested.

The robot is ready, when you see the serial number at the top of the screen & 4 icons at the bottom of the screen.

To allow a remote driver to access the robot, have them go to <https://drive.doublerobotics.com> and login with the user ID & password supplied.

If you want to send a limited time visitor pass to someone instead, click on the "user" icon on the robot screen, scan the QR code with your mobile device and follow the on-screen instructions.

You are ready to go!

Couple of Notes:

The power button for the robot is on the back of the BASE of the robot, near the bottom – it is slightly recessed.

The head must be down to fit it in the box – if you need retract the pole after you have removed the head – with the base powered on – press & hold the power button – the light will blink orange on the front, release the button, the pole will retract and base will power itself off.



Double 3 Robot Return Instructions

Before doing anything, find and remove from the box the shipping return label and the 2 blue security ties (they are numbered)

#1 – do not use ANY tape on the box at all. The return label is peel & stick

#2 - make sure the robot pole is lowered before powering off the robot. You cannot fit the robot in the case if the unit has not been lowered.

#3 – Power off the robot BASE (there should be no lights on the base unit). Failure to do so may short out the head unit and result in additional charges.

#4 - detach the head unit (using the allen wrench) . Place the allen wrench and bolt into the accessories box – using the 2 holes. To remove the head unit pull straight UP (do not go side to side)

#5 – place the head unit in the insert, with the screen facing up

#6 — unplug the charge base, flip down the charge port and put in the bottom of the box. Put the power cord on top of the charging base.

#7 – place the robot BASE in the lower portion of the box

#8 – place the head insert on top of the robot, all the way to the right.

#9 - Insert the middle spacer

#10 – close the box and snap the 6 latches down. using the 2 security ties – secure each side of the box using the metallic holes. Tighten the security tie in place & cut off the end

#11 – place the return shipping label over the label on the top of the box

#12 – if you have arranged for a return pickup – give the case to the appropriate person or have it ready at the correct location – UPS will attempt a pickup between 9AM and 6PM. If you have not arranged a pickup – just drop it off at your nearest shipping service location. If you are on a DROPOFF plan – you can drop it at any UPS Store or UPS sort location.