

**NOTE:** If the keypad is installed and you need help disassembling or reassembling the MCP-108 or the MCP-106 please refer to the end of this document.

### Step 1: Swapping the microSD card

Your MCP keypad should look very similar to the below picture. There may be tape over the microSD card. If there is tape, carefully remove the tape and set it aside, you will put it back over the new microSD card when you're done. Slide the old card straight out and slide the new card straight in, making sure it is seated all the way in. Put the tape back on if you removed it earlier.



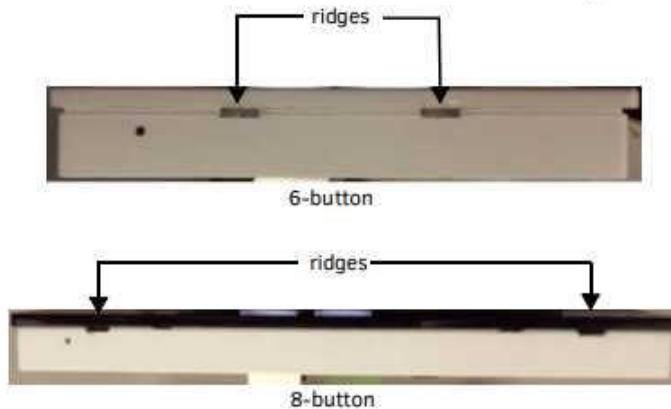
## Disassembling the Massio Device

If you are replacing button labels after you have already installed and mounted the Massio device, follow these steps to disassemble the device.

**NOTE:** Remove power from the Massio device, and discharge any static electricity from your body by touching a grounded metal object before performing the following steps.

This procedure requires a flat-head screwdriver.

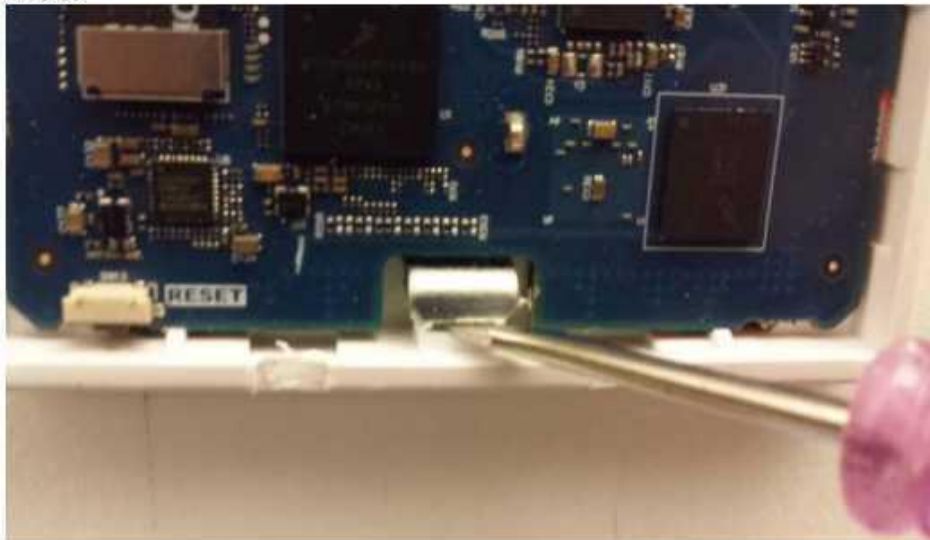
1. Use the flat-head screwdriver to locate the two small ridges at the bottom of the faceplate and gently pry the faceplate away from the device frame. The two ridges are located toward the center of the faceplate on the 6-button Massio devices. They are located toward the sides of the device on the 8-button Massio devices (see FIG. 24).



**FIG. 24** Location of the ridges on the bottom of each Massio device

2. Lift the faceplate away from the rear panel to expose the device frame.
3. Remove device frame from the mounting bracket by inserting the flat-head screwdriver below the metal clip located at the bottom center of the device frame and lifting the clip upward to unlock the device frame from the mounting bracket (see FIG. 25).

FIG. 25 illustrates using a flat-head screwdriver to unlock the device frame of an MCP-106 from the metal clip on the mounting bracket.



**FIG. 25** Unlocking the device frame from the mounting bracket

4. When the device frame is unlocked from the mounting bracket, lift the device frame upward and away from the top lip of the mounting bracket.

## Re-Assembling the Massio Device

Follow these steps to re-assemble the Massio device.

1. Make all necessary connections to the ports on the rear panel of the device. Be sure to connect category cable to the LAN port to supply power to the device. See the *Applying Power* section on page 15 for more information.
2. Attach the device frame to the mounting bracket by hooking the top of the device frame under the extended lip(s) at the top of the mounting bracket.
3. Press the sides of the device frame to snap them into place.
4. Press the bottom corners of the device frame to snap them into place. The metal clips on the mounting bracket should align with the open spaces located at the bottom of the device frame. The clips should fit inside these spaces and lock the device frame into position on the mounting bracket. There are two metal clips on the 8-button Massio devices. There is only one on the 6-button Massio devices.

FIG. 26 displays the locations of the metal clips on the 8-button Massio devices.



Metal clips from mounting bracket

FIG. 26 Metal clips from mounting bracket locking device frame onto bracket

FIG. 27 displays the location of the metal clip on the 6-button Massio devices.



Metal clip from mounting bracket

FIG. 27 Metal clip from mounting bracket locking device frame onto bracket

5. Connect the faceplate to the device frame by pressing the top corners of the faceplate until they snap into place on the device frame. If connected properly, the faceplate should hold itself in place against the device frame.
6. Press the bottom corners of the faceplate until each corner snaps into place with the device frame.

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