

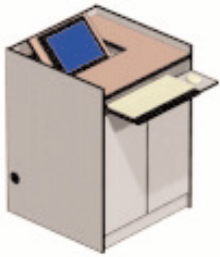
## Assembly Instructions

**Use with flipIT FIK/FIH Installation Manual.**

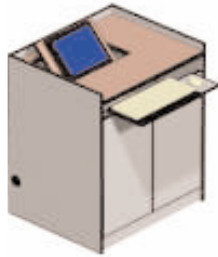
**Currently shipping flipIT Generation II**

**Download from [www.smartdesks.com/instructions.asp](http://www.smartdesks.com/instructions.asp)**

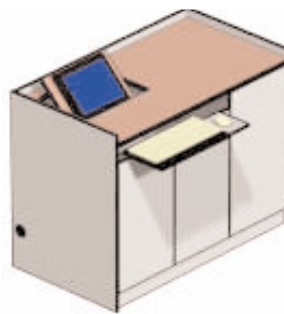
MFI-303042-LKF



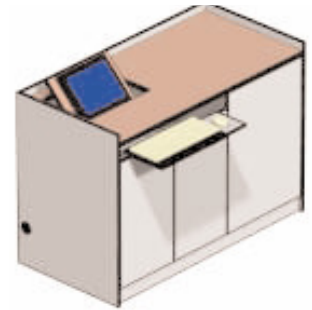
MFI-363042-LKF



MFI-543042-LKF



MFI-363042-LKF



Parts and panels will vary according to Smartdesks model. See Parts & Hardware and Parts List.  
Please verify all parts and quantities prior to assembly. Contact the factory if your quantities are incomplete.

NOTE: All panels are predrilled and ready for assembly.

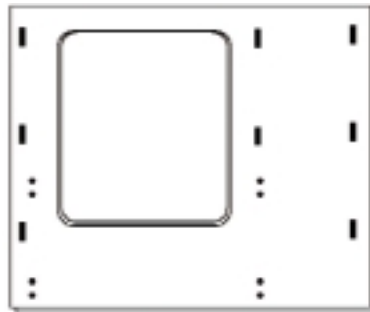


## Panel List

**Note: Separate and stack panels by like types before beginning assembly process.**

- 1 Desktop Panel • 1 Back Panel • 1 Left End Panel • 1 Right End Panel • 1 Bottom CPU Panel  
 1 Sub Top • 1 Keyboard Hinge Mechanism • 2 Storage Shelves • 2 Storage Doors

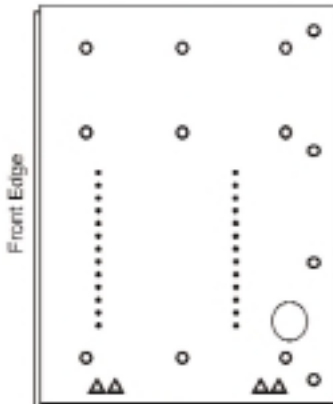
- = Cam Fitting
- = Cam Hole
- = Screw Hole/Spoon Pin
- = RV Fitting
- = Hinge
- △ = Screw Hole/Casters



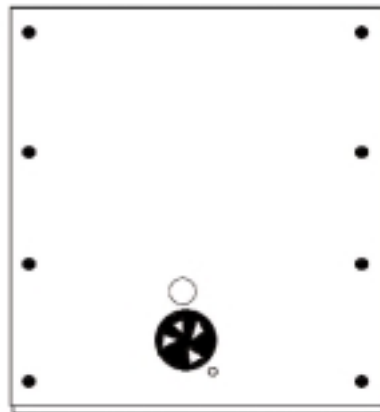
Desktop Panel (1 ea.)



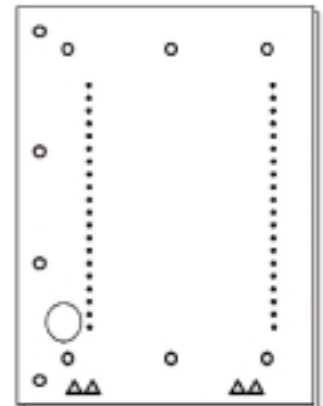
Sub Top (1 ea.)



Left End Panel (1 ea.)



Back Panel (1 ea.)



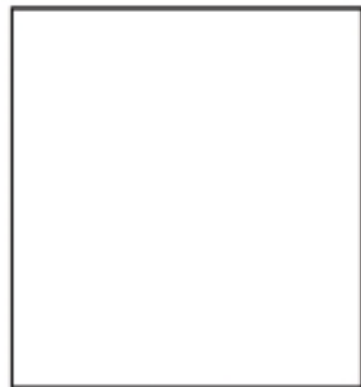
Right End Panel (1 ea.)



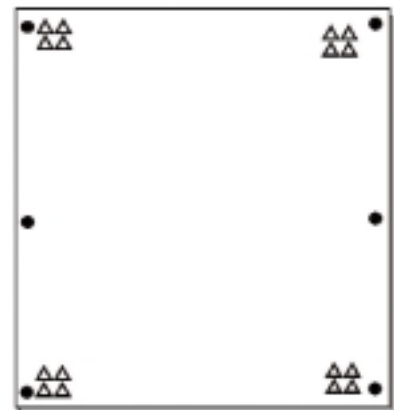
Left Storage Door (1 ea.)



Right Storage Door (1 ea.)



Storage Shelf (2 ea.)

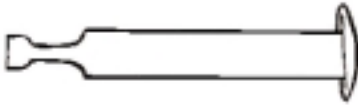


Bottom CPU Panel (1 ea.)

## Hardware List

The following diagram shows the contents of the hardware bag.

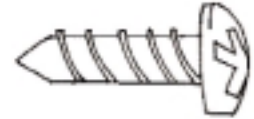
**Contents of Hardware Bag:** (quantities for each unit - multiply by number of components)



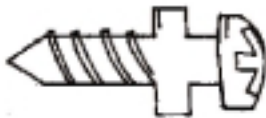
**29 ea. - Cam Pins**  
push through holes in panels,  
(Side Panels, Back Panels,  
Sub Top, CPU Bottom)



**4 ea. - Shelf Spoon Pins**  
for Storage Shelf



**8 ea. - Mounting  
Bracket Screws**  
for Storage Shelf



**8 ea. - 5mm Locking Screws**  
for Storage Shelf



**12 ea. - 5mm Hinge Plate Screws**  
for Caster Plate

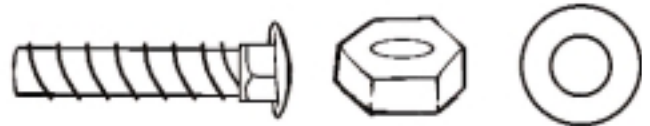


**6 ea. - Hinge Plate Locking  
Screws**  
for Caster Plate

### OPTIONAL EQUIPMENT:

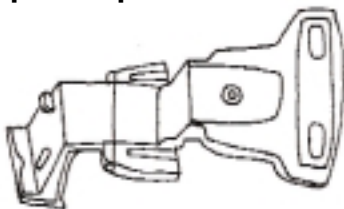


**16 ea. - 1 1/2" Caster Bolts, Nuts & Washers**  
for Caster Plate Top



**8 ea. - 1 1/4" Caster Bolts,  
Nuts & Washers**  
for Caster Plate Side

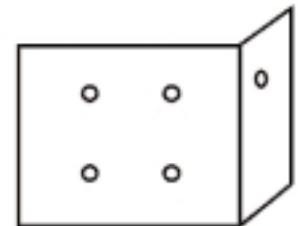
**\*ATTENTION: Casters are optional. Caster bolts, nuts, washers, mounting plates and casters are only included if ordered. Installation directions are provided for installing this popular option.**



**6 ea. - Hinge Plates**  
for door assembly



**4 ea. - Casters**  
Wheels for Lectern  
Mounts to Caster Plate



**4 ea. - Caster Plates**  
Mount to Lectern bottom  
and Side

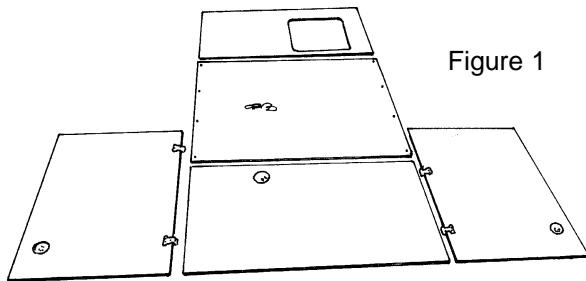


Figure 1

### Step 1 - Wheel Bracket /Wheel Unit Assembly

NOTE: 2 person assembly required for proper fit.

In a clean work area lay panels facing up on the floor on cardboard or carpet/packing quilt. (Top, Left Side, Right Side, Back CPU Bottom) (Fig. 1) Insert Cam Pins through Side Panels and lay Side Panels flat with Cam Pins showing through. (Fig. 2)

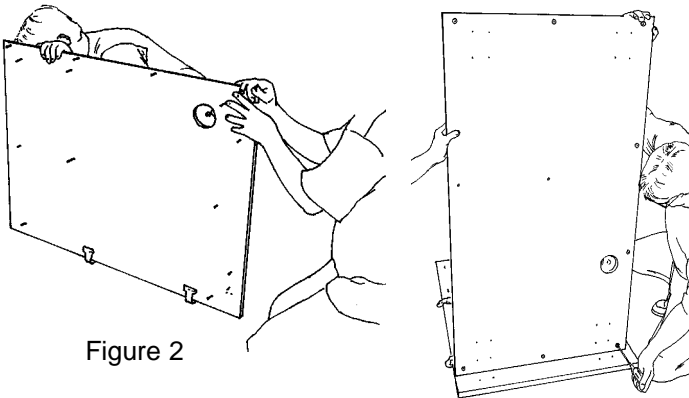


Figure 2

Lift CPU Bottom Panel into 90° vertical position. Place CPU Bottom Panel onto Left Side Panel. Cam Pins will match cam fittings of CPU Bottom Panel. (Fig. 3) It is necessary for 2 people to accomplish this assembly. Vertical panels cannot be left standing unsupported. Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. (Fig. 4) Repeat this step for remaining 2 Cam Pins. The Cam Pin is a steel to steel assembly which ensures heavy duty strength when assembled.

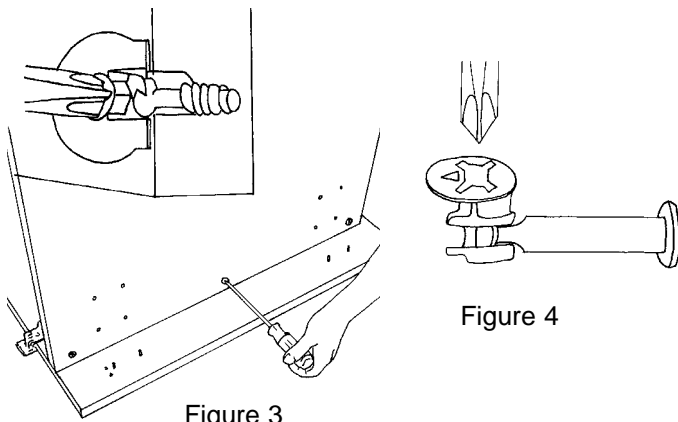


Figure 3

Figure 4

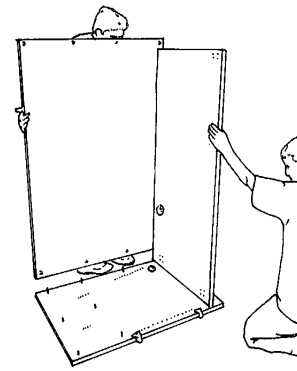


Figure 5

### Step 2 - Back Panel to Side and CPU Bottom Panel Assembly

NOTE: 2 person assembly required for proper fit.

With the Left Side Panel laying flat and CPU Bottom Panel in vertical position, slide Back Panel into vertical position matching the cam fittings to the Cam Pins on each panel. (Fig. 5) The lectern will now be standing on its side with the Side Panel and CPU Bottom Panel forming a corner. This provides a sturdy base from which to build the remaining pieces of the lectern. If it is necessary for 2 people to accomplish this assembly. Vertical panels cannot be left standing unsupported. make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. Repeat this step for remaining Cam Pins.

The CPU Bottom is not adjustable. make sure arrows on Cams are facing out. Slide the CPU Bottom into position. Aligning the CPU Bottom with the predrilled holes, insert Cam Pin through the CPU Side Panel into cam fitting. Tighten with screwdriver until it locks into place. Repeat this step for remaining Cam Pins. (refer to Fig. 4)

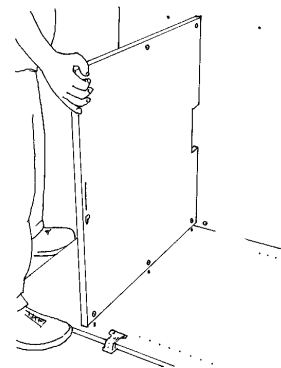


Figure 6

### Step 3 - Sub Top Assembly

NOTE: 1 person assembly required for proper fit.

Lift Sub Top to 90° vertical position. Place Sub Top onto Side Panel. Notched side of Sub Top will face the Back Panel. Cam fittings of Sub Top will match Cam Pins of Left Side Panel. (Fig. 6) Make sure arrows on Cam Pins are facing out. Tighten 1/4 turn with screwdriver until it locks into place. (refer to Fig. 4) Repeat this step for remaining Cam Pins.

#### Step 4- Installation of Top

Place the flipIT Top into position and tighten the cams. (Fig. 7) Once the cams are tightened the Top becomes a fixed structural member. Failure to tighten the locking cams will void the warranty.

NOTE: Make sure flipIT top mechanism is in the closed position and secure before turning the desk to upright position.

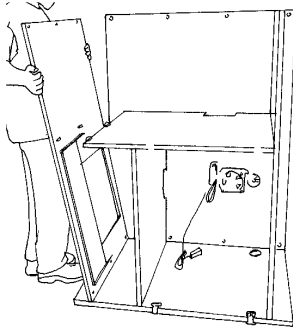


Figure 7

#### Step 5 - Right Side Panel to Top, Back, and Bottom Assembly

Lift and place Right Side Panel into position. The Right Side Panel has Cam Pin holes on three sides that will lock the Right Side Panel into place with the Top Panel, Back Panel and Bottom Panel once Cam Pins have been inserted and tightened. Aligning Right Side Panel with the predrilled hole, insert Cam Pin through the Right Side Panel into cam fitting. Make sure arrows on Cam Pins are facing out. Tighten about 1/4 turn with screwdriver until it locks into place. Repeat this step for remaining Cam Pins.

Casters are optional equipment.

#### Step 6 - Wheel Bracket /Wheel Unit Assembly

Locate predrilled holes under wire grommet near the bottom of the Side Panel. Insert bolt through each of the 2 holes in Side Panel. (Fig. 8)

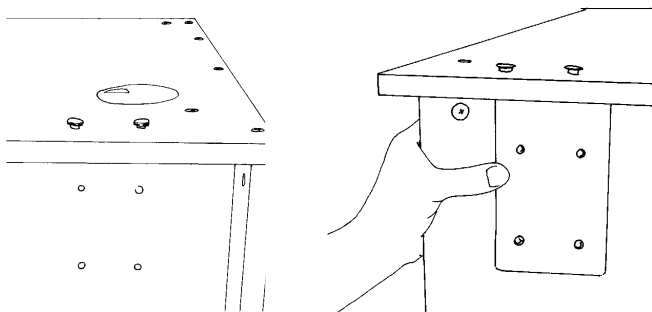


Figure 8

Align holes in short end of Wheel Bracket to the bolts. Add washer to bolt and tighten nut with wrench. Repeat step for remaining bolt. Insert 4 screws through Bottom Panel and Wheel Bracket.

Align and place Wheel Unit onto Wheel Bracket. Tighten and secure into place with 4 bolts. (Fig 9)

Repeat STEP 6 for installation of the 3 remaining Wheel Bracket/Wheel Units

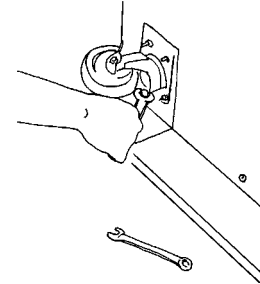


Figure 9

#### STEP 7- Rotate Desk 180° to Upright Position

Note: 2 persons required for this step.

Roll desk on to its back then to upright position.

NOTE: make sure flipIT top mechanism is in the closed position and secure before turning the desk to upright position.

#### STEP 8 - Installation of Adjustable Shelf

Note: This Step applies ONLY to models with adjustable shelf. Please check model number.

Insert 4 Shelf Spoon Pins in predrilled holes at desired level. Make sure Shelf Spoon Pins are level. Slide Adjustable Shelf into position on top of Shelf Spoon Pins.

#### STEP 9 - Installation of Storage Doors

Place Left Storage Door to match hinge fittings of Left Side Panel. Snap hinge fittings together. (Fig. 9) Close Storage Door. Repeat this step for Right Storage Door. (Fig. 10)

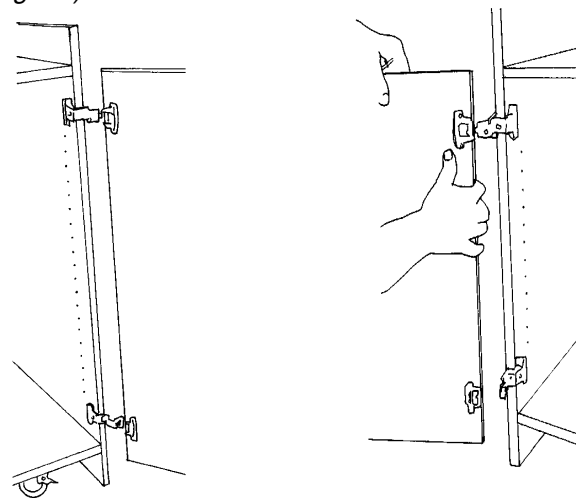


Figure 10

SMARTdesks' flipIT™ Integrated LCD Workstation has been designed and tested to perform as an ergonomically correct and space saving unit. For more information on this and other SMARTdesks products, call 1-800-770-7042 or visit our website at <http://www.smartdesks.com>