Assembly Instructions

flipIT Laptop Safe®

Made in USA. US Patent No. 7,509,912

Models FIL-18-5-KIT-BL | FIL-23-5-KIT-BL | How to use template and install to factory standards

How to install into any desktop using paper template for cutting table top.

(Paper template is supplied in flipIT® Kit for either FIL-18 or FIL-23).

How to install into factory-cut top: start at Step 5, page 7.

Installation is illustrated using the FIL-23. The standard version, FIL-18, installs exactly the same way. The only difference is the width.

SMARTdesks®

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REV 01.2016

Getting Started

These installation instructions guide you through the proper way of completing the assembly of the flipIT Laptop Safe® Kit FIL-18 and FIL-23 with positive latch release and independent plunge lock.

It is especially important that the installer observe proper care in protecting surfaces from abrasion.

For any questions or assistance, please contact Technical Services at 800-770-7042.

WARNING

POWER TOOLS ARE DANGEROUS

Review the safety procedures supplied by your power tools' manufacturers. **Heed all warnings for your safety's sake. Always use safety glasses and wear proper apparel** that won't get caught in moving parts. CBT Supply, Inc. will not be held liable for misuse of tools and disregard for power tool manufacturer's safety precautions.

Tools needed for full installation

Tools needed for pre-assembly:

- Power Drill
- Tape Measure
- Commercial Grade Jigsaw
- Phillips#2 Bit Screwdriver
- 3/8" Drill Bit

. 1/8" Drill Bit

- 3/8" Open-end Wrench
- Slot Screwdriver
- Pencil
- Square and straight edge
- Masking Tape

Tools needed for installation into a factory-cut desktop only:

- Power Drill/Screw Gun
- Phillips#2 Bit Screwdriver
- 1/8" Drill Bit
- 3/8" Open-end Wrench
- Slot Screwdriver

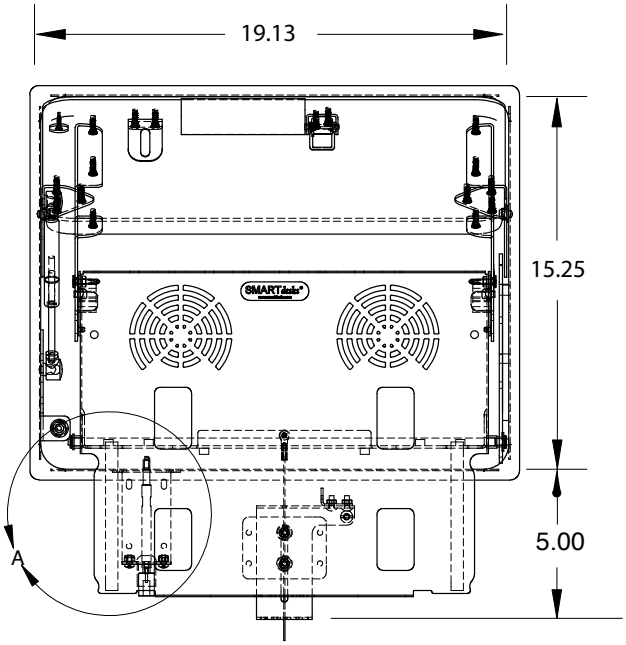
STOP!

The installer must possess the skill to cut within the tolerance of the template layout line if no factory-made cutout is made in the table top. Do not attempt this installation without this level of craftsmanship skill.

If a factory made cut is provided, only skills of using a screwdriver and drill are required.

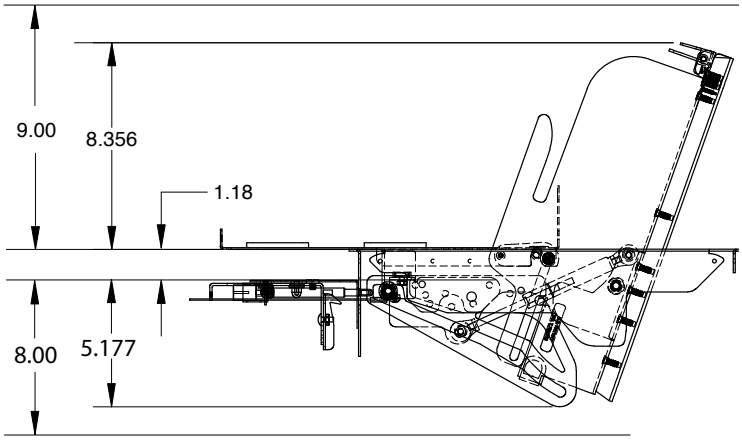
Space considerations for installation

FIL-18 Cut-Out & placement



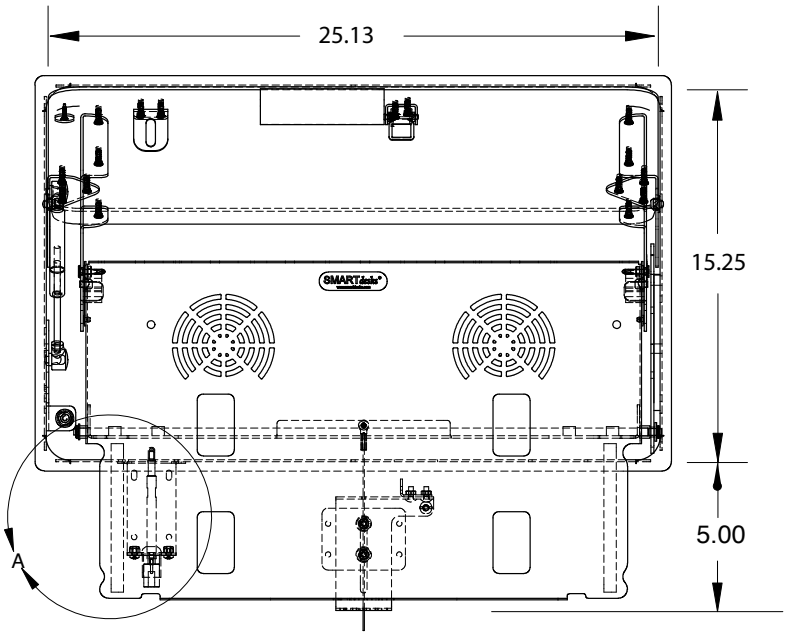
Common to both

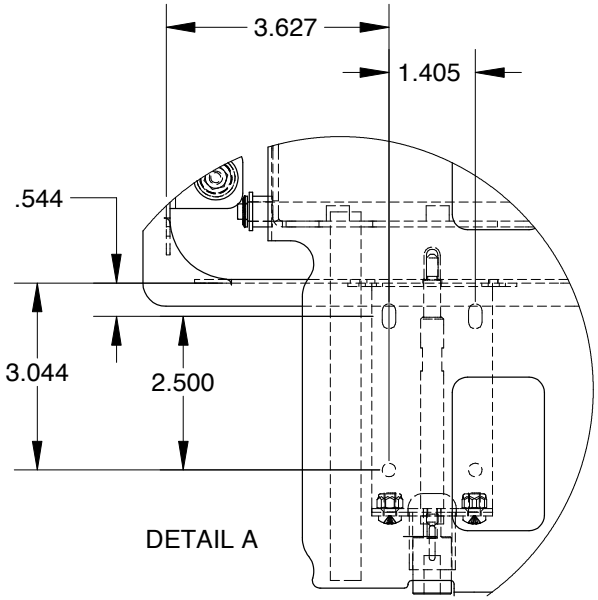
Clearances above and below surface



Lock pilot holes

FIL-23 Cut-Out & placement





Nominal thickness of the desktop:
30mm (1.181") within a range of 1" to 1.25" for lock system to install. (25.4mm to 31.75mm)

Space between the user edge and the cutout:
5" (127mm)

Minimum top depth:
24" (660.4mm)

FIL-18 minimum width: 24" (609.6mm)

FIL-23 minimum width: 26" (660.4mm)

Minimum clearances:

Allow about 9" (288.6mm) above and 8" (203.2mm) below for clearance of the lid opening.

Cutout dimensions:

FIL-18
19.13" wide x 15.25" deep (485.9mm x 387.35mm)

FIL-23
25.13" wide x 15.25" deep (638.3mm x 387.35mm)

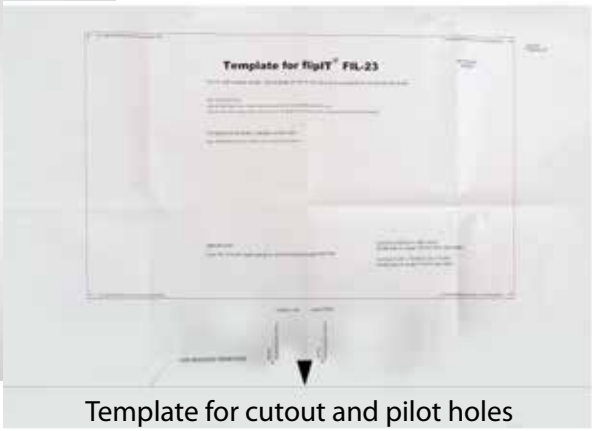
 US Patent No. 7,509,912

Parts and Hardware

The flipIT Laptop Safe® is packaged with a parts box that includes a packet of parts, the lock assembly and the latch/PULL handle assembly, this assembly manual and a template for making the cutout and pilot holes.

PULL Handle Latch Release

FIL-18 (X30238)
FIL-23 (X30206)



Template for cutout and pilot holes

In the parts bag:

- **A** Four Neoprene pads, adhesive-backed
- **B** Two #8-32 x 5/16 Self tapping screws
- **C** Six #6 Black Oxide screws
- **D** Five #8 5/8" with #10 Thread
- **E** Four one-way wood screws

In the lock bracket bag:

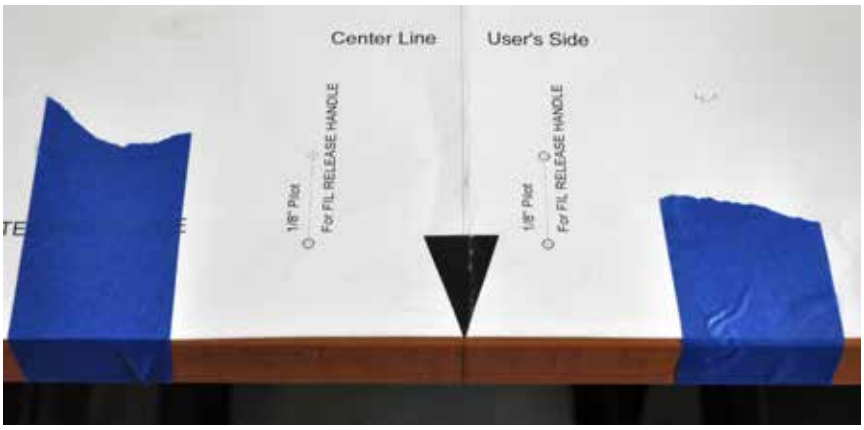
- **A** One Interlock bracket
- **B** One lock assembly
- **C** Two keys
- **D** Two one-way metal screws

Step 1:
Use the template to make a cutout in the desktop

Establish a centerline for your work area using a measuring tape and mark the edge with a carpenter's square and erasable pencil.

The template indicates the dimensions of the cutout and its 5" spacing from the user edge.

Fold the paper template at the edge and locate the center arrow to the centerline you scribed on the user edge. Secure the template to the desktop with masking tape.

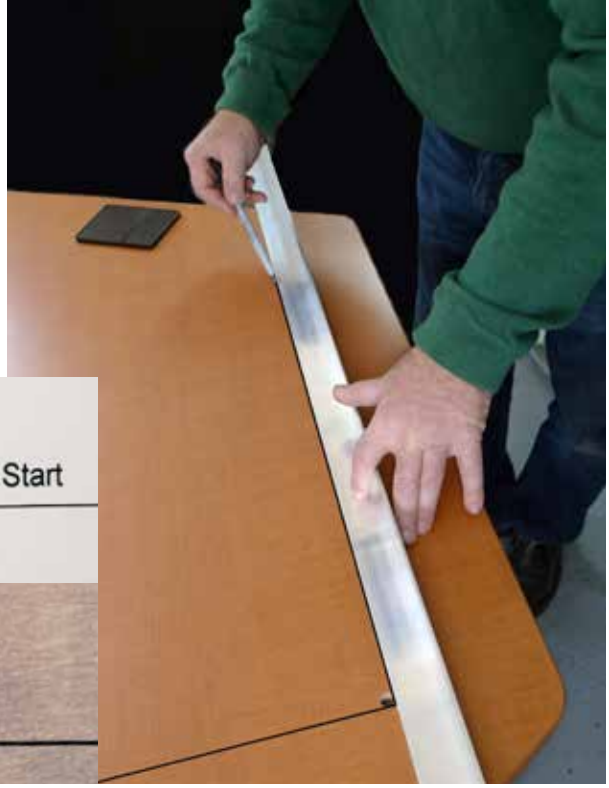


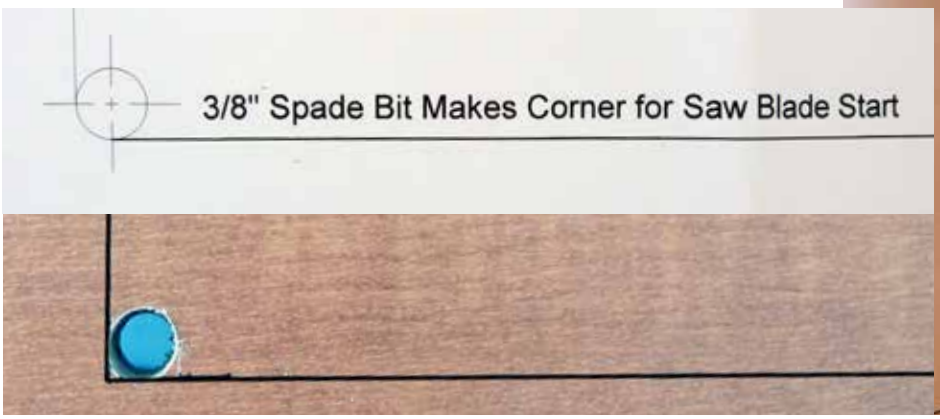
On each corner of the cutout, use an 1/8" drill to make pilot holes for centering the 3/8" holes you will make with a spade bit. Drill the 1/8" pilots through the paper template, then remove the paper template before drilling the four corner holes with the 3/8" spade bit.

Step 2:
Make layout lines and cut the top

Use a straight edge and a marker to make lines for sawing the cutout.

The straight edge will be placed tangent to the 3/8" holes and the line of the marker will be tangent to the holes.



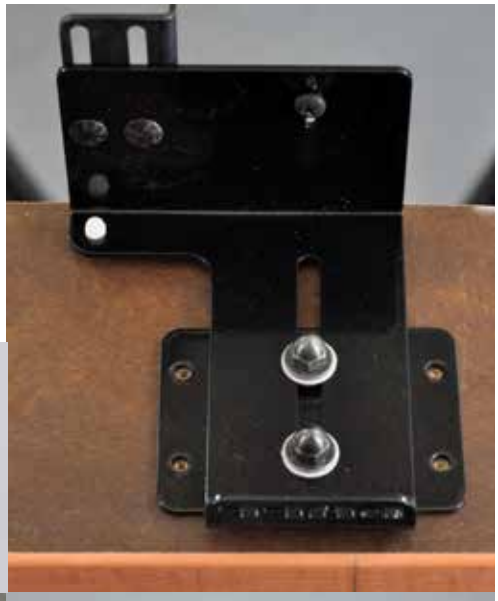


Step 3:
Use saber saw to remove the line with the kerf of the blade

Use a straight saw blade and make sure the cut is 90 degrees to the surface. If the saw blade is bent and makes an angled cut (other than 90 degrees) it will bind the frame. The trim piece of the flipIT Laptop Safe will cover up any imperfections the saw makes to the laminate.

Step 4:
Mount the PULL Handle Latch Release

- Turn the desktop over to work from the underside.
- Align the template to the Center Line and secure with masking tape.
- Use 1/8" drill bit with depth gauge (masking tape used in photo) to make pilot holes for PULL Handle
- Remove template from surface
- Place PULL Handle over pilot holes
- Secure with the smaller 5/8 # 8 black oxide with Deep Thread (#10) pan head screws

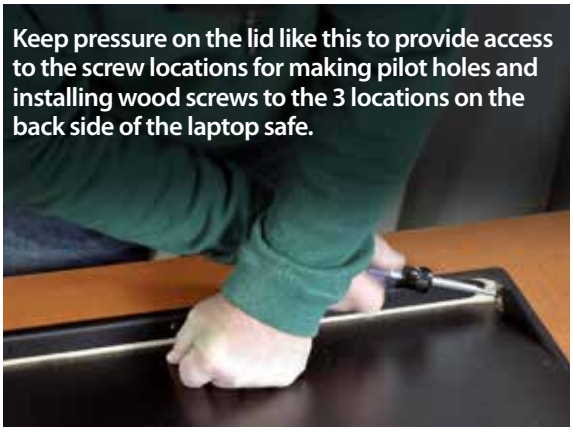


Step 5:
Install laptop safe into cutout

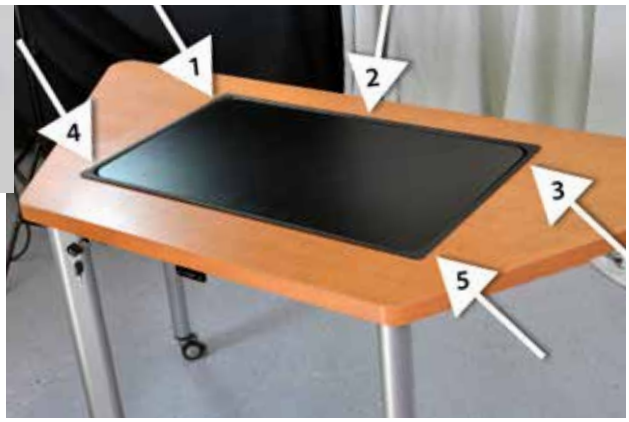
- Turn the desktop over to work from the top side
- Orient the laptop safe with the PULL drawer access facing the user side.
- The gas spring ships hanging loose. Do not attempt to attach the gas spring before the unit is installed into the cutout.
- Lower the unit into the cutout, but be careful to not let your fingers get in the way.
- The next step will be to open the laptop safe without the gas spring assist. This will allow access to the installation screw locations.
- ***DO NOT INSTALL THE GAS SPRING YET!***

... Install laptop safe into cutout

- Press down on the back of the lid to open the laptop safe without the gas spring assist. Use your other hand to provide counter pressure so opening is controlled.

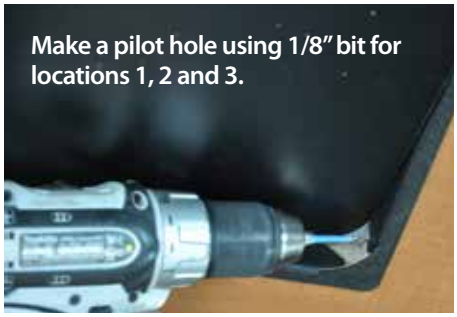


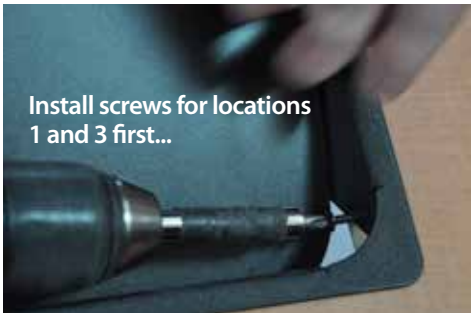
Use five #6 x 3/4 Black Oxide pan head wood screws, install at these locations. Make pilot holes first with 1/8" drill bit.

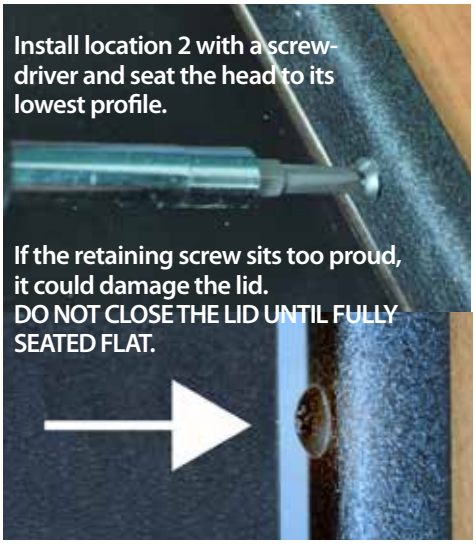


Install locations 1and 3 first

- Holding the lid as pictured above, perform these operations:



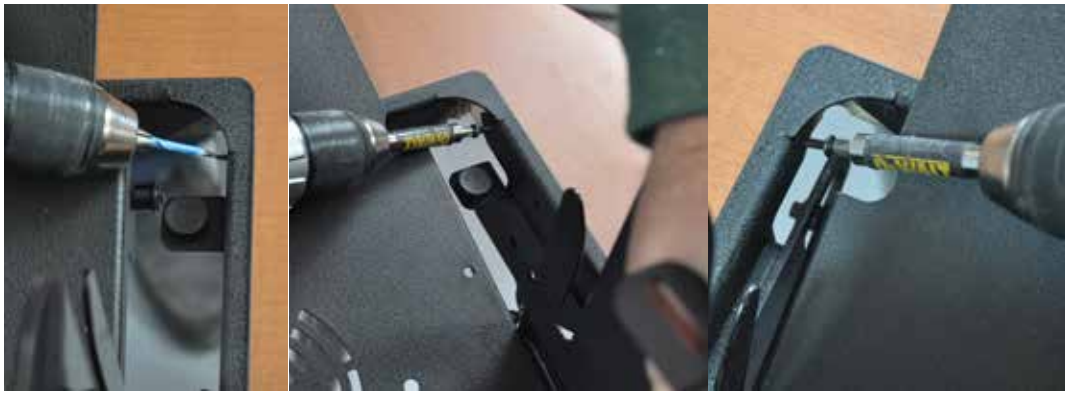




Install locations 4 & 5

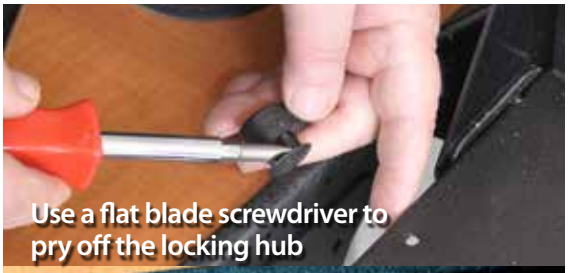
- To access installation locations, PULL the drawer to open the safe. Because the gas spring is not attached, assist with your other hand by gently lifting the lid.

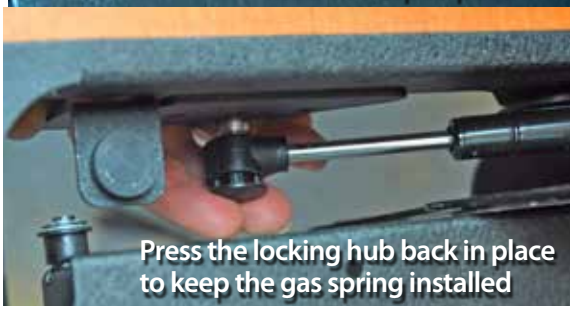
Use an 1/8" bit to drill pilot holes, then install wood screws in locations 4 and 5.



Step 6:
Install gas spring

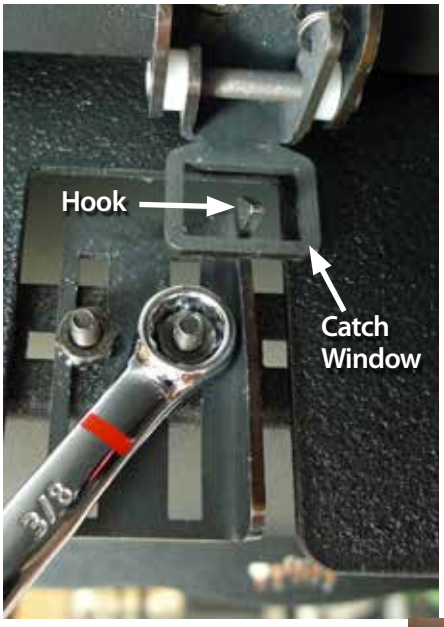
- With the metal collar of the laptop safe firmly affixed, it is now safe to install the gas spring. To do so before this step would bend the metal framework.
- If you need to disassemble the installation at any point, disconnect the gas spring before removing the rim screws to avoid damaging the unit.





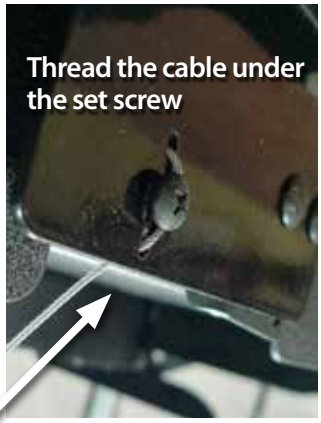
Step 7:
Adjust the hook and latch

- Work under the table top with the laptop safe closed.
- Use 3/8" open wrench to loosen the hook.
- Move the latch hook so that it fits through the pivot catch window and is about 1/16-1/8" above the bottom latch window edge.
- Tighten the nuts
- Test the operation and adjust until it works smoothly.



Attach the cable to release handle

Use a Phillips screwdriver to tighten the set screw and hold the cable securely.



Locate this hole pattern on the left end of the user side. The elongated slot permits adjustment for different top thicknesses.

Install both self-tapping metal screws to cut the threads, then back one off and remove the other for easy mounting of the plunge lock.

Step 8:
Install the plunge lock

8 x 5/16" Black oxide self tapping metal screws

Wood screws
8 3/4" black oxide pan head phillips drive

One-Way wood screws (optional)

Place the lock assembly and snug up the screw you left backed off.

Install the second screw with the lock in position.

This is how the lock assembly should be positioned prior to attaching it to the desktop.

Make pilot holes with 1/8" drill and depth gauge (note masking tape)

Install wood screws. Check operation before replacing wood screws with One-Way screws.

Plunge Lock Keeper Plate

- The plunge lock works like a deadbolt lock and locking plate
- Install the lock plate with two Euro screws
- The holes of this part are elongated to allow fine adjustment and adaptation to desktop thicknesses
- Test the operation that it clears the dead-bolt when retracted and locks effectively when extended.
- Option: One-way screws are provided for the lock assembly. Use a 3/8" open end wrench and appropriate screw drivers and replace these one at a time, if extra measure of security is desired.

The deadbolt is shown extended.

Step 9:

Install laptop pads

- flipIT Laptop Safe® is dimensioned to support a variety of laptop designs. Neoprene pads have been supplied to provide padded protection and ventilation, but they need to be installed to the needs of the laptops to be used.
- First, place the laptop where it will be most often used, which is right next to the front lip. Place the pads on top of the laptop to visualize where they will need to go. Keep in mind if it might be likely to also use laptops of larger or smaller sizes. If this will be the case, choose a position that will provide this range of support.
- Remove the laptop and the backing paper from the pads and rest them in place.
- Test fit the laptop, and move the pads as needed, then press them in place.

Keep in mind how the laptop will be connected to power and data, even when stored. Wires pass through the "mushroom tops" that also provide the back wall of the chamber.

A telecom plate with customized connectors may be custom ordered.

Here is how the flipIT Laptop Safe® operates:

- Make sure you PULL where the handles tell you. The laptop safe opens in two steps: PULL HANDLE and PULL DRAWER.

Push to Lock.
Unlock with key.

The lock unlocks with a key and locks by pushing the plunge lock button. It is not necessary to lock the unit to keep the lid closed.

To open flipIT Laptop Safe, PULL the handle.

PULL the handle.
PULL the drawer.

The flipIT Laptop Safe will open this far, revealing the PULL instruction on the drawer tray.

PULL the drawer tray toward you. **DO NOT LIFT BY THE LID.** Doing so will destroy the unit and void the warranty.

Laptop is ready for use.

PULL the tray drawer to this position. The lid will open easily, assisted by the gas spring.

The laptop may now be opened and is ready for use. This process takes seconds.

To Close:

Close the laptop and move it to the rear of the drawer.

Grasp the top lid and pull it toward you. When you get to the end of the travel, gently push the tray in.

Close the lid. The latch will automatically engage to keep the lid closed.

To lock, push the lock button. No key is required to lock.