These instructions also apply to:

- **Motif Computer Conference Tables**
- **flipIT Lift Desks**
- **iLid DUO Desks**
- **Work from Home Desks**

Universal Assembly Instructions

In practice, all SMARTdesks assemble using the same approach. They differ in whether they are a simple desktop, a flipIT® desktop, or flat panel FP Series desktop with monitor port and shelf. The Newpath latop desks have contoured panels and tops, but the approach to assembly is the same,

using Confirmat Screws for assembling the cabinets and Lamello Cabineo surface connectors for attaching the top to the base cabinets.

These instructions were photo illustrated with the FI Series flipIT® models. It will show the keyboard/mouse trays being installed at an early stage when gravity is your friend. If your specific desk does not

include a keyboard/mouse tray, please disregard. This would be true for desks with the flipIT Laptop Safe®.

You will note that the main difference between the single and the double is the additonal CPU bay. The approach to assembly is the same for both models. These instructions will emphasize the double.

Newpath and LT Series Desks have no keyboard trays or CPU cabinets. flipIT Laptop Safe® instructions apply after desk assembly.

The DT Series desktop may include separate instructions for accessories, such as LCD arms from the LCD arm manufacturer.
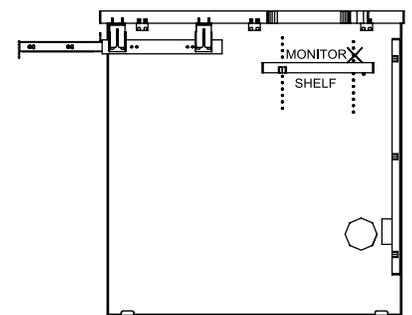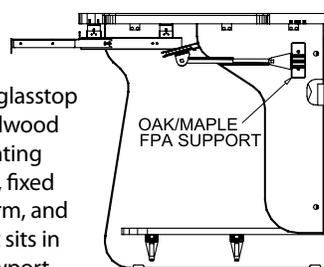
The FP Series Desk has an adjustable depth monitor shelf that installs with pins after desk assembly.

The LT Series laptop desk

The MiraVista glasstop desk has a hardwood brace for mounting the adjustable, fixed position LCD arm, and plate glass that sits in the routed viewport.

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Tools Required

- Screw gun
- 4mm hexagon bit for Confirmats (provided)
- 4mm ball head hexagon bit for Lamello surface connectors (provided)

Pre-Assembly:

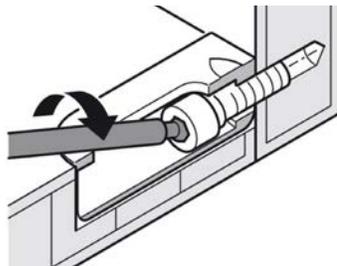Use a furniture blanket to prepare a safe workspace for finished surfaces.

Install Lamello Cabineo Surface Connectors

The milled locations are easy to identify. Simply tap the surface connectors into these locations with a hammer. Avoid full power pounding!!

The tip of the screw ships "proud" which enables easy assembly.

The diagram shows how the surface connector works. The 4mm ball end hexagon bit is used with a screw gun to make the surface connection. The ball end is used because the access to the screw head is at an angle.

Note: The 4mm ball head hexagon bit for Lamello Cabineo surface connectors can be turned around to make a straight 4mm hexagon bit for Confirmats. This is recommended to extend the tool life of the ball end.

Install Levelers | Floor Glides | Locking Casters

Place black metal trim parts in position over the hole and install the threaded insert using the 6mm hex key (provided).

DO NOT USE A SCREW GUN.

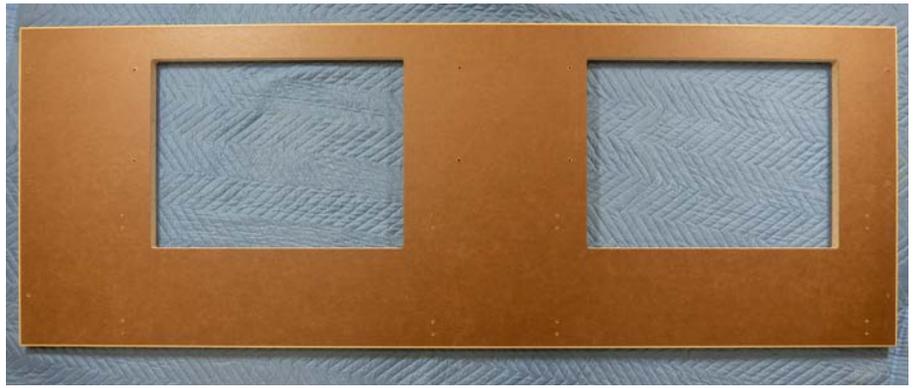Install the threaded floor glides or locking casters into the inserts.

Assembly:

On the floor, use a furniture blanket to prepare a safe workspace for finished surfaces. If using carpet, vacuum to make sure nothing sharp, like a paper clip, thumb tack, or stray wood screw is present to ruin the funiture surface.
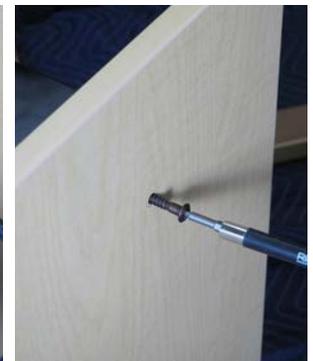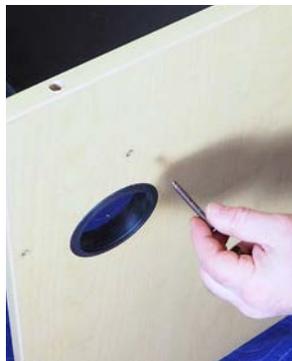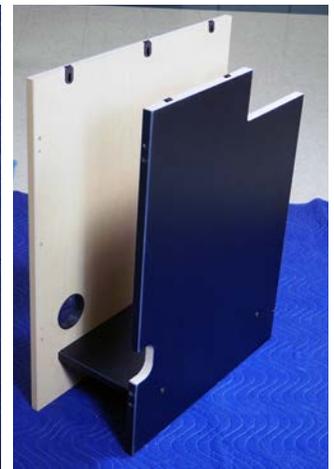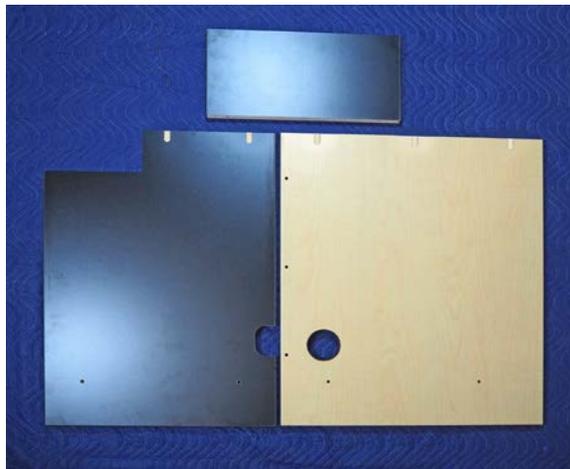
Install keyboard/mouse tray, if the model includes it.

Eight Phillips head wood screws will be found for each keyboard/mouse tray. It is best to install this before installing cabinets, as depicted, because access to the screw locations is limited.

Assemble CPU Cabinets

The end CPU cabinet will be black on the inside and a laminate color chosen by the client on the outside. In this manual, the inside laminate was chosen to be fusion maple for clarity in showing the pilot hole locations. Expect the inside color to be black.

Align the shelf to the end panel, then use the 4mm hex tool in a screw gun to mount the shelf using Bronze Confirmat Screw Connectors.

CPU Cabinet Assembly, continued.

With the shelf now attached to the end panel with Confirmats, match up the shelf to the all black cabinet panel.

Complete the end panel CPU cabinet by securing with two Confirmats using the 4mm hex drive and screw gun.

The double desk has a second CPU cabinet. The photo shows the parts and the completed assembly.
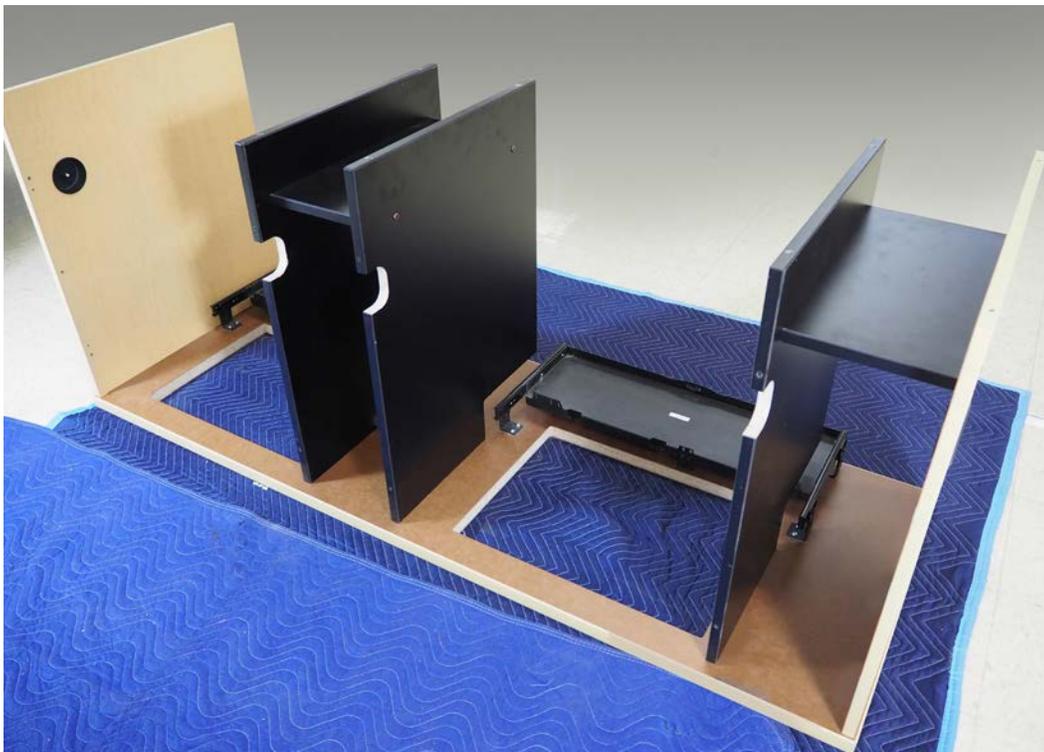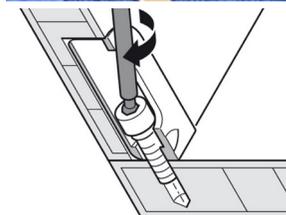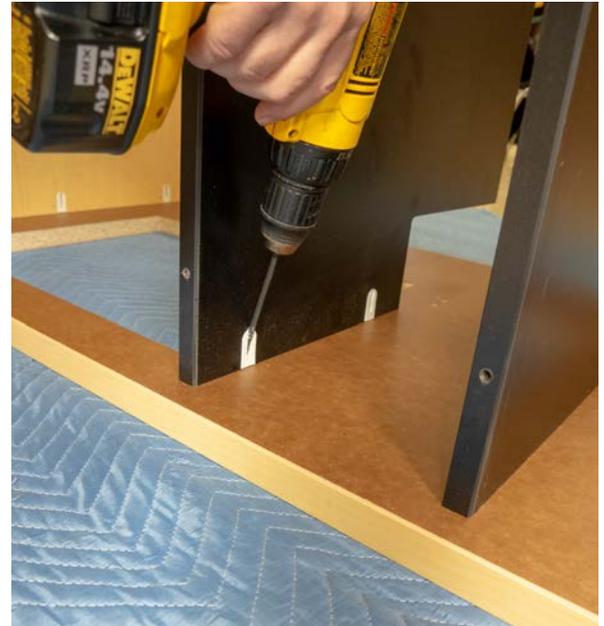
It goes together exactly like the end panel:

- Align the shelf with the side panel

- Install with Confirmat screws

- Align the second side to the installed shelf

- Install with Confirmat screws.

Attach base cabinet assemblies and panels to the top with Lamello Cabineo Surface Connectors

- The screws of the surface connectors are outset to facilitate locating them in the pilot holes.

- Note the locations of the wire pass-throughs and 80mm wire grommet: they should be at the back side of the top, opposite of the user side.

- Start with the end panel with the CPU cabinet assembly.

- If you are assembling a double, set the middle CPU cabinet assembly.

- If you are assembling a single or a double, set the end panel next.

- Use the ball end 4mm hex driver in a screw gun to drive the surface connectors into the top.

- The point of using a ball end hex driver is to let you drive a square fitting at an angle. Use this design feature to your advantage.

Note that the keyboards trays have been mounted prior to mounting the base panels.

If you skipped this step, please help yourself out and install them sooner, rather than later.

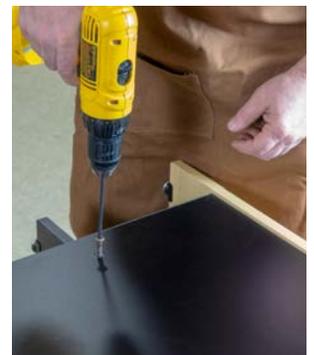If you are assembling a desk for laptops, keyboard trays will not be included.

Turn desk for placement of the modesty panel

- Check to see that the pilot hole patterns of the modesty panel line up with the ones in the base panels.

- Let gravity do the work. Move the modesty panel around so the dowels locate the base cabinet(s) and panel.

- Use the straight end of the 4mm hex drive in a screw gun to install three Confirmats to secure the side panels to the modesty panel.

- Use Confirmats through the modesty panel to secure it to the CPU base cabinets.

And that's it!

Please refer to flipIT® instructions if you are completing a flipIT® FI Series Desk.

Newpath and LT Series Desks have no keyboard trays or CPU cabinets. flipIT Laptop Safe® instructions apply after desk assembly.

The LT Series laptop desk

The DT Series desktop may include separate instructions for accessories, such as LCD arms from the LCD arm manufacturer.

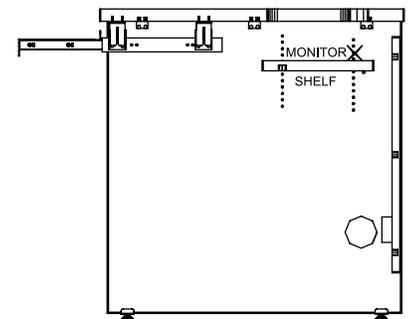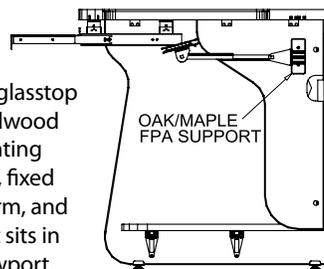**The MiraVista** glasstop desk has a hardwood brace for mounting the adjustable, fixed position LCD arm, and plate glass that sits in the routed viewport.

OAK/MAPLE
FPA SUPPORT

The FP Series Desk has an adjustable depth monitor shelf that installs with pins after desk assembly.

MONITOR
SHELF

UNIVERSAL DESK ASSEMBLY INSTRUCTIONS

SMARTDESKS®

flipIT® Monitor Mount Assembly

SMARTDESKS®
where design meets technology℠

These instructions are for assembling the flipIT® Monitor Mount into a factory made SMARTdesks® product.

For instructional clarity, some panels appear as a light color. Actual color may be black.

Keyboard | Mouse platform, PULL handle, and Lock options have their own packaging, parts lists and installation instructions.

These instructions are for all models:

- FIK-19 with keyboard |mouse platform
- FIH-19 with PULL handle only
- FIK-23 with keyboard | mouse platform
- FIH-23 with PULL handle only

Tools Required

- Phillips #2 Driver
- Screw Gun
- Small Blade Screwdriver & Hammer (if gas spring is to be removed)
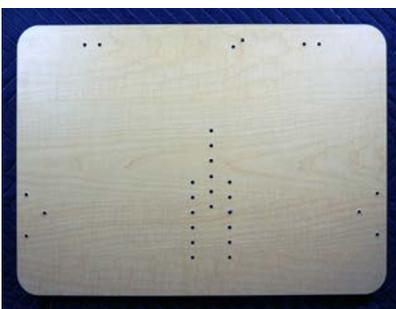
Parts

Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.

Eleven (11) Euro-screws, Phillips #2 drive, for attaching parts to the flipIT Lid Top.

Screen angle adjustment mount for display. VESA mount attaches to monitor and interlocks with this part.

flipIT Lid with metal frame.

One pair (left and right) lid hinge brackets. Note the gas spring post that pairs with the post in the frame for operation. These are shipped partially assembled with bushings in the holes for the hinge pin and cables to attach to the keyboard tray or PULL handle actuator.
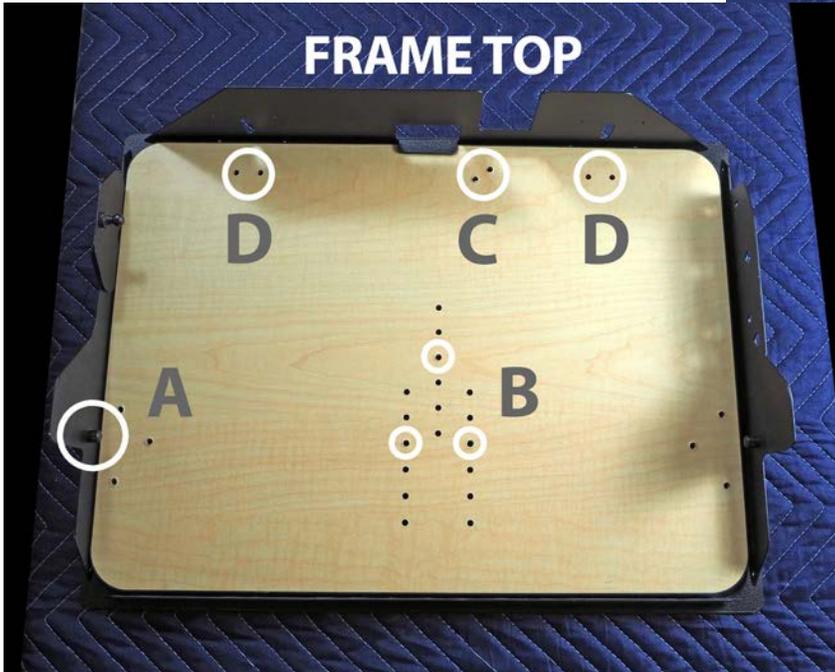
Gas Spring. Install silver shaft part down for extended performance life.

flipIT Lid Latch.

Set Up a Work Space

Use a furniture blanket to prepare a clean area for assembly that will protect the surfaces from damage and scratching. Keep the area policed so screws don't create the problem you are trying to avoid.

FRAME TOP

D   C   D

A   B

Place the flipIT lid on the blanketed work surface, then place the metal frame around the lid so it is oriented as shown.
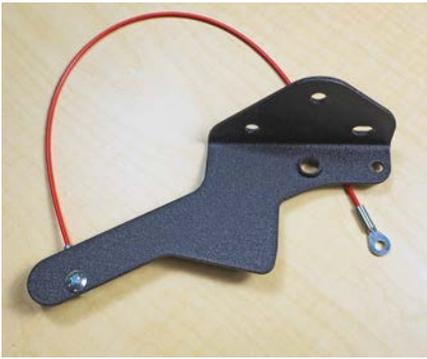
Drilling patterns identified

- **A** is the location for the left side flipIT hinge. The circle indicates the hinge mounting post for the side where the gas spring will mount.
- **B** is the location for the Display Mount
- **C** is the locatioh for the Lid Latch
- **D** are possible locations for the Lid Lock option

Install Left Bracket to Location A

The left bracket assembly will have a red cable pre-installed at the end of its arm, which will attach to the keyboard tray later. Not the mounting post for the gas spring is also installed, along with a nyklon bushing for smooth lid rotation. Capture the hinge mounting post in the bushing, then use 3 Euro-screws to install the bracket with a screw gun and #2 Phillips driver.
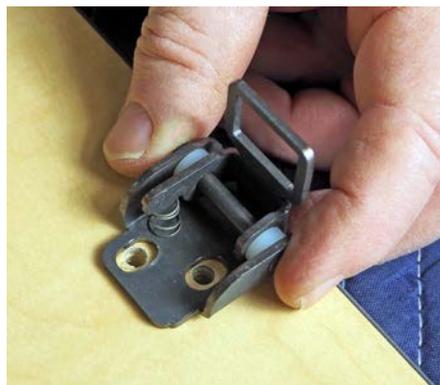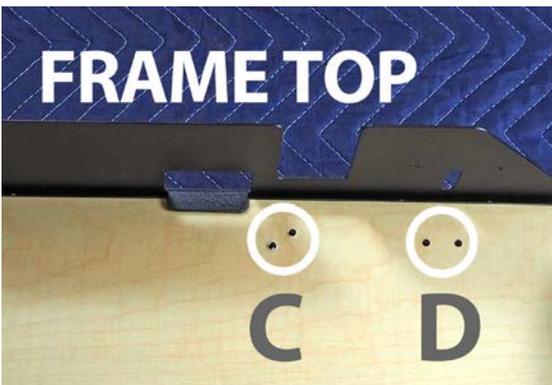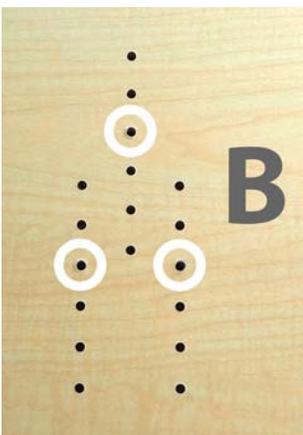
Install Right Bracket to Opposite Side

The right side braket has no gas spring mounting post. Capture the hinge mounting post in the bushing, then use 3 Euro-screws to install the bracket with a screw gun and #2 Phillips driver.

Install Lid Latch at Location C

At the top of the frame, find the diagonal pilot holes at loction C. Use 2 Euro-screws to install the bracket with a screw gun and #2 Phillips driver. If your installation includes an optional Lid Lock, install it at your preference of the location D pilot holes.
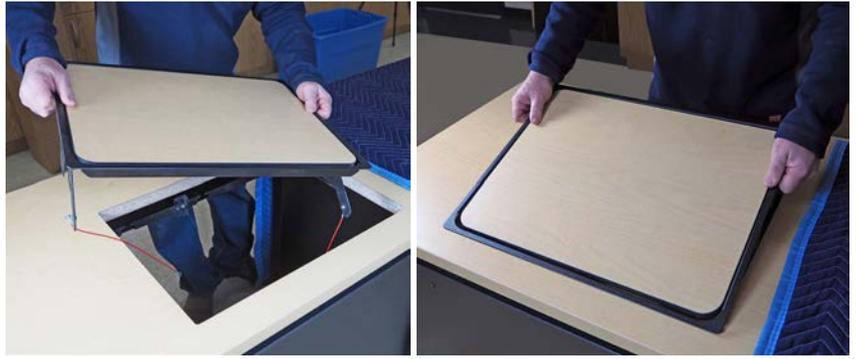
Install Display Mount at Location B

There are 6 sets of mounting holes spaced 1/2" apart to choose from. Mount the bracket in the 3rd one and see if it works with your display. If it needs to be moved, choose the best location.

Install with 3 Euro-screws.

Place flipIT Assembly in Cutout

Get cables and arms to pass through the cutout at a diagonal, then lower the flipIT lid assembly into the cutout. Mind your fingers.

Install the Frame

Tip the lid up to allow installation of frame with one screw at each corner.
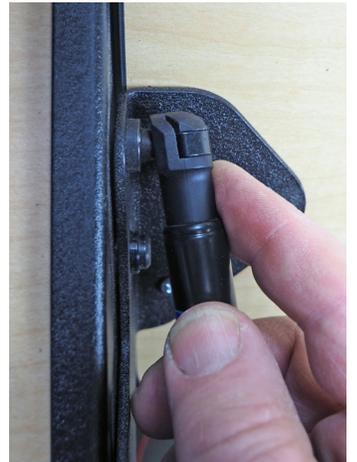
Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.
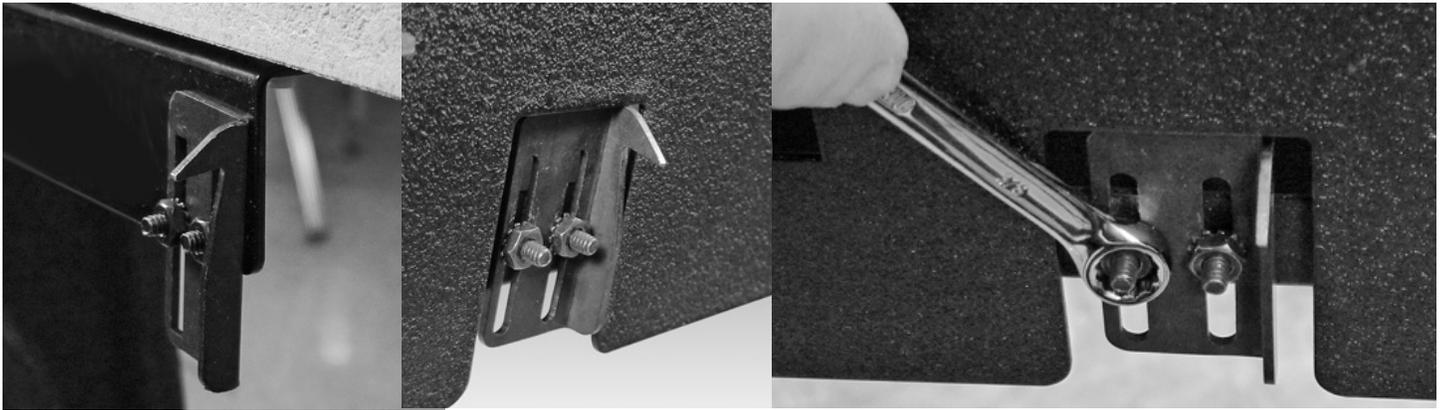
Lift the lid open all the way and complete the installation. One screw installs the right side corner.

3 screws reinforce the gas spring mounting post location on the left side.

Press Gas Spring Onto Posts on Left Side

The silver shaft must be pressed onto the lower post so the strut is continually lubricated for optimal performance life.
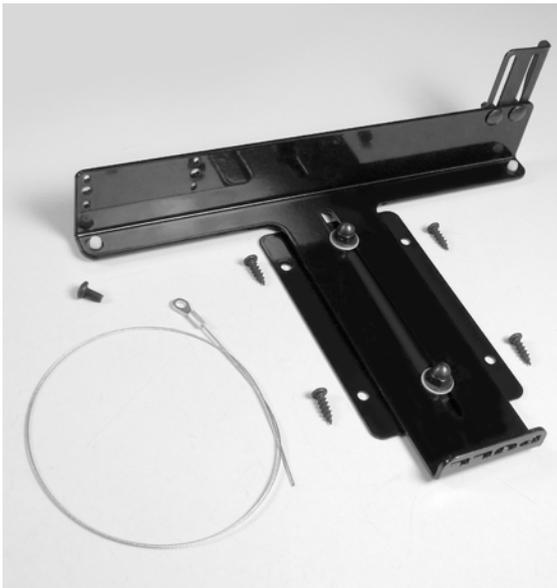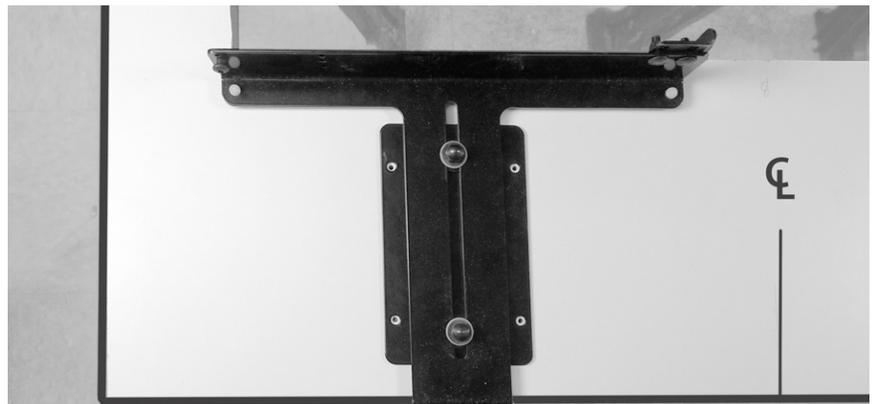
Register the lid latch hook

- The lid latch hook registers to the same position for both the FIK and FIH flipIT models

- Top thicknesses vary, and the latch hook must pass through the keeper, which is mounted to the lid.

Use a 3/8" open end wrench to make the adjustment for smooth opening and closing. The gas spring must be operational.

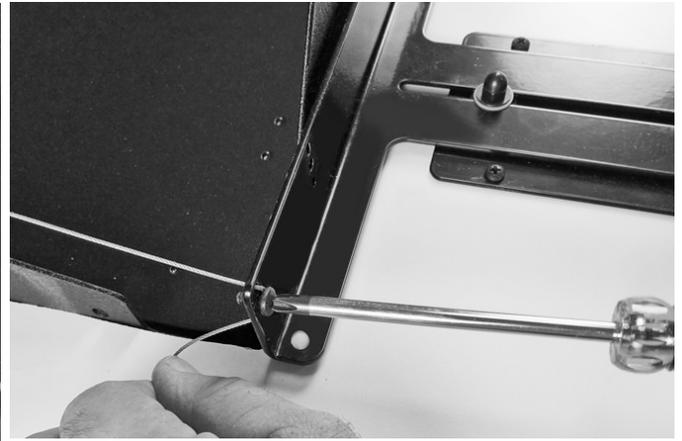# FIH Models Only: Installing the PULL Handle

- The PULL Handle assembly includes four #10, 5/8" round head wood screws, a cable with eyelet end and a self-tapping metal screw— #10-32 x 3/8 PH, PR, Trilobe (TS295)— used to connect the flipIT lid to the assembly.

- Position the assembly over the pilot holes and install it with the wood screws
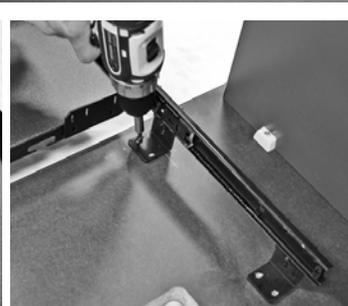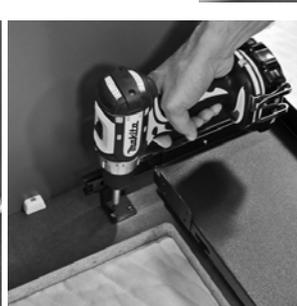
FIH Models Only: Attach cable arm to PULL Handle

- Thread the cable to the set of holes that line up with the FIH-19 or FIH-23 model.

- FIH-19 inside hole set

- FIH-23 outside hole set

- Install the self-tapping metal screw into the middle hole

- Tension the cable so it is a straight line, but not as tight as a guitar string. If the cable is over-stretched the lid will not close flush.

- Too much slack, and the tipping point may not be reached for opening.

- Fully tighten the screw to hold the cable in place: #2 Phillips blade.

Outside Hole Set for FIH-23

Inside Hole Set for FIH-19

FIK Models Only: Attach Keyboard Tray

- Assess the installation advantages of mounting L bracket flanges in (toward the Center Line) or flanges out (away from the Center Line).

- Using the four self-tapping metal screws, select the 4th notch of the L bracket and install the four L brackets.

- Place keyboard tray over the pilot holes and install with screw gun and #2 Phillips blade: eight #10, 5/8" round head wood screws.

FIK Models Only: Attach Keyboard Tray Cables

- The dual arm keyboard tray has slots that align with the FIK-19 and FIK-23

- Choose the slot that gives the cable the most freedom to move without being tangled.
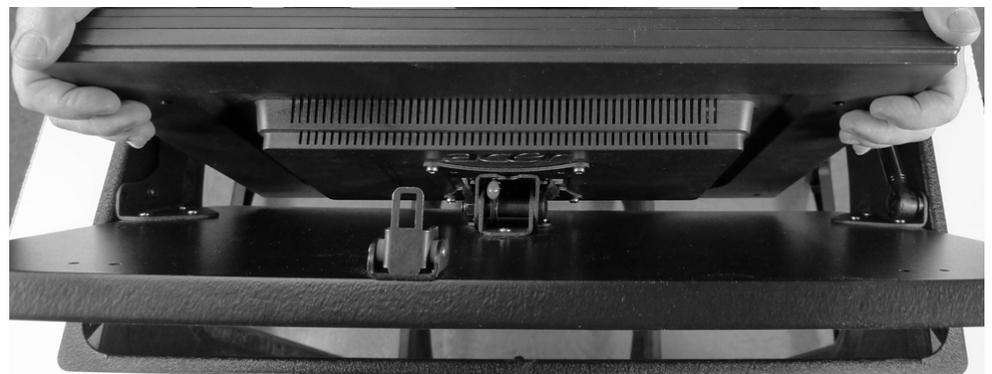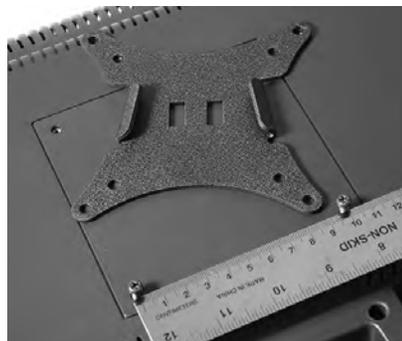

- Slip the cotter pin through the eyelet in the end of the cable to secure it.

- NOTE: If the cable tension is too tight, the lid will not close. If this occurs, it is likely that the keyboard tray is too far forward to the user side. The easiest remedy is to use a small 3/8" S hook you can purchase at a hardware store to lengthen the cable. Cable ties will also work.

ALL Models: Install VESA Mount to Monitor

- Remove the stand from your monitor and use the screws provided with your display to install the female part of the mount.

- Bring the monitor to the male half of the mounting system and let the monitor snug into place. Gravity does the work.

- A spring loaded keeper pin with a red release knob will engage.

- To remove the display, push back the keeper and lift the display up out of the couple.
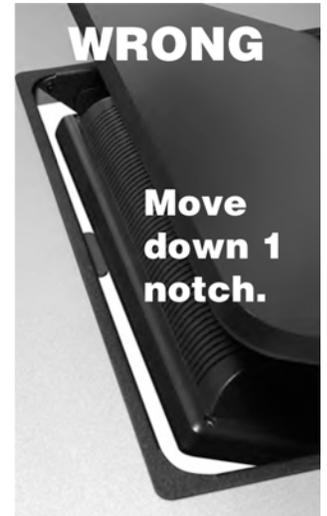
Balancing the monitor for flipIT's fulcrum

The male half of the VESA mount is attached to the flipIT lid with three Euroscrews. Additional mounting locations, at half-inch intervals, are provided to fine-tune the

balance of the opening performance. If the monitor is mounted too high, it will not pass through the cutout.

If it is mounted too low, the opening might be too fast (like jumping off a teeter totter).

Screen angle adjustment may be done by the user

The VESA mount provides screen angle adjustment.

- Adjust the screen angle by grasping the lid and display top and squeeze the top to reduce the angle.

- Increase the angle by holding the lid with one hand and the top of the display with the other, then bring the display toward you.

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