Loci™ Carrels

Computer Carrels for Testing & Study Privacy

Loci™ Carrels are available with flipIT® FIK19 Convertible Workstations and flipIT® FIL18 Laptop Safes as options. Installation instructions are included with the flipIT® products for their installation into the factory cutout, as ordered.

This manual shows the approach for assembling all Loci™ products, but uses the single sided Loci™ for demonstration. The double sided Loci™ should be assembled on its feet and requires 2 people working together for best results.

The single sided Loci™ is shown assembled on it's back. It is recommended that 2 people work together to lift the unit upright, especially if add-on Loci™ are assembled together. If the add-on modules assembled are more than four, it is recommended that these also be assembled on their feet using 2 people working together.

Loci™ Single Side Stand Alone
LCS-302848 -XXX solid work surface
LCS-302848-K19 flipIT®
LCS-302848-L18 flipIT® Laptop Safe

Loci™ Back-to-Back End & Divider Panels
LCS-305648   LCA-305648

Loci™ Single Side Add-On Carrels
LCA-302848 -XXX solid work surface
LCA-302848-K19 flipIT®
LCA-302848-L18 flipIT® Laptop Safe

Tools required:

Phillips #2 driver, manual & power

Parts

1/2" diameter pin hole covers

Phillips drive, 5/8" #8 thread wood screws are used for attaching Wire Management. 3 are supplied for each WM-WWC18.

Stand-alone Pins. 1 11/16" bronze tone pines attach side panels for stand-alone units, and end panels to Add-On units. For finished end panels only.

Add-On Pins. 2 1/2" silver tone pins have spring-fit stop on shaft. These are used to attach add-on modules together for internal joinery.

Wire Grommet. One per single-side panel; two per back-to-back panel.

Floor Glides, 2 per panel. 1" diameter x 1" adjustment, 1/4" x 20 thread.

WM-WWC18 Wire Wonder wire management channel. One per user.

Common panel for back-to-back Loci, stand-alone or add-on.

Note: Wire grommets get installed in cable pass-through ports.

Back panel for Loci single sided units, stand-alone and add-on.

Note: No wire grommet holes.

Single-side side panels: two per stand-alone, plus one per add-on unit.
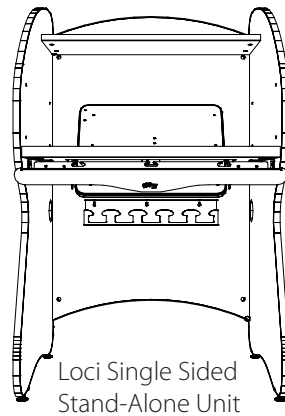
Note: One wire grommet hole.

Back-to-back side panels: two per stand-alone, plus one per add-on unit.

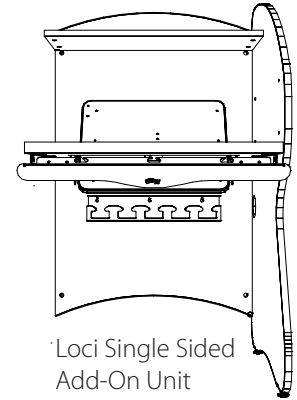Note: two wire grommet holes per panel.

Loci™ Single-Sided Carrels

The stand-Alone consists of two side panels, one back panel, one work surface and one shelf. It is assembled using only the single ended pins, 7 per side.

An add-on unit starts with a stand-alone unit, but the second side is assembled with double-ended pins, 7 per side, so it can accept the add-on unit.
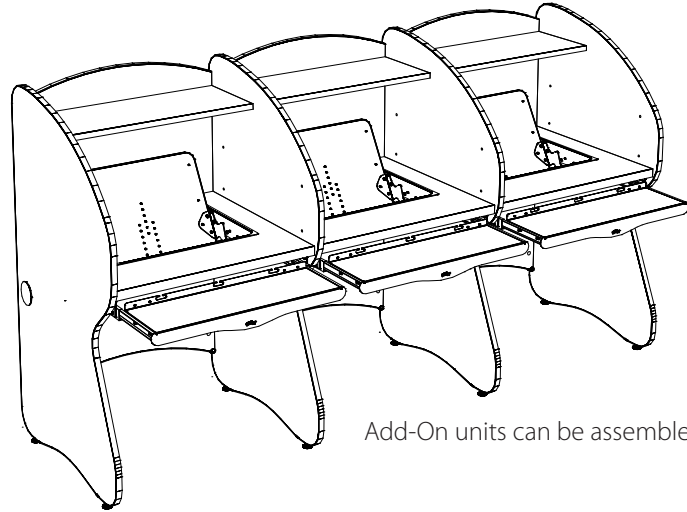
Loci Single Sided
Stand-Alone Unit

Loci Single Sided
Add-On Unit

The add-on units are assembled in line. They can be assembled at any work surface height desired: 28, 30 or 36. If they are to be the same height, double-ended pins must be used for add-ons.

If the heights are to alternated, single ended pins are to be used.

Add-On units can be assembled endlessly.

Loci™ Back-to-Back Carrels

The Back-to-Back unit consists of two side panels, one back panel, two work surfaces and two shelves. It is assembled using only the single ended pins, 14 per side.

An add-on unit starts with a stand-alone unit, but the second side is assembled with double-ended pins, 14 per side, so it can accept the add-on unit.

Loci Back-to-Back
Stand-Alone Unit

Loci Back-to-Back
Add-On Unit

The add-on units are assembled in line. They can be assembled at any work surface height desired: 28, 30 or 36. If they are to be the same height, double-ended pins must be used for add-ons.

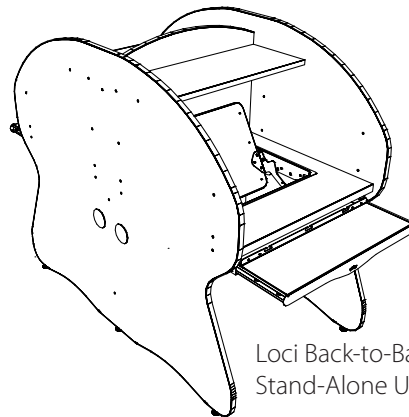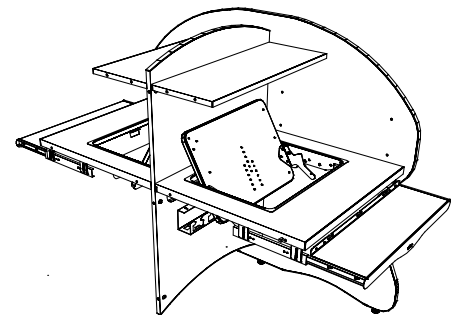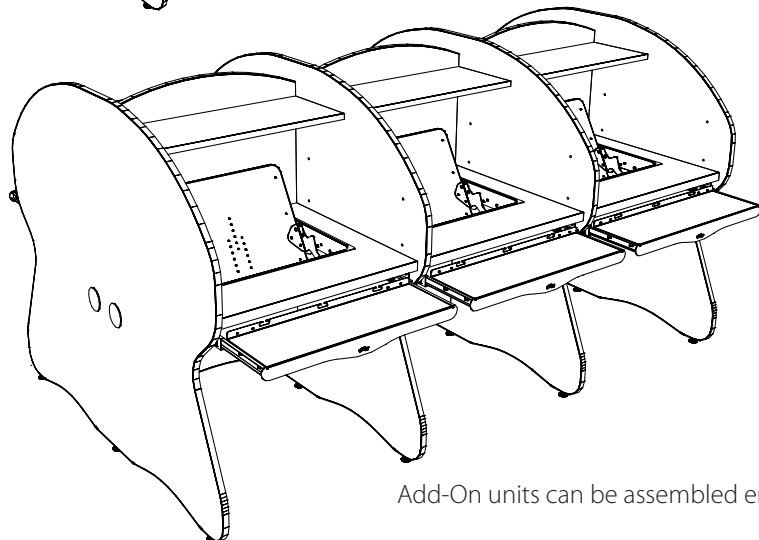If the heights are to alternated, single ended pins are to be used.

Add-On units can be assembled endlessly.

Assembly Approach

To assemble the stand-alone single-sided unit, start with the back on the floor, cams face up. The floor surface should be carpeted or furniture blankets should be used to protect the furniture surfaces from getting scratched.

If you are assembling many add-ons, assemble the first two on their backs, then place them upright and proceed with the rest of the add-ons in their finished location.

IMPORTANT:
Avoid moving the full add-on assembly as a unit. To do so requires many hands to lift together. Plan ahead to assemble units of 4 or more in their finished, installed location.

Place side panel in line with pin holes and insert single end pins in the finish side (stand-alone unit), or double end pins if add-on units are to be assembled in-line.

This example shows the stand-alone version, so single end pins are used on both sides.

Use a Phillips driver, #2 bit, and turn the cam to secure the pin. The arrow of the cam should point in the direction of the hole for insertion and clockwise away from the hole to tighten.

Install second end panel

Install 3 single end pins into back panel and tighten cams.

Install desktop

Three sets of holes are provided for desktop heights. This is the lowest height: 28 inches from floor. Use this when a computer keyboard or laptop is used on the desktop or with a flipIT Laptop Safe®.

Use this set of holes to install the desktop 30" from the floor. Use this when a keyboard tray will support a keyboard at about 28" above the floor. The flipIT™ K19 is installed at this height, or a solid desktop with KB26 keyboard tray when monitor will sit on desktop.

Use this set of holes for 36" standing height. Standing height is compatible with flipIT® K19, L18 Laptop Safe, or solid top.

Note: After assembly of unit, use 1/2" pin hole covers for a neat installation.

1/2" diameter pin hole covers

Install shelf with 4 single-end pins for the stand alone unit. Tighten cams.

Install top shelf*

The top shelf installs with 4 pins. The stand alone unit uses single-end pins; add-on units require double-end pins.

* The only case where the top shelf gets in the way is when the desktop is used at standing height, or when an LCD monitor is used at sitting heights. If the top shelf is not to be used, fill the pin holes with 1/2" covers.

1/2" diameter pin hole covers

Add-On Units Require double ended pins

When add-on units use the same pin hole locations side-to-side, double ended pins are used. The exception is only when desktop heights are mixed, allowing single ended pins to be used instead, because hole location offset.

The long end of the pin is inserted first, the cam tightens against the spring lock ring. The second end is ready to accept the next back, desktop and shelf.

The shelf and desktop of the next add-on unit use the same positions. These double ended pins are ready to accept the next set of back, desktop and shelf. 7 pins are used in the single side, 14 used in the back-to-back add-on.

Install the back, then desktop and shelf

Insert pins into back, desktop and shelf, then tighten the cams.

For adding on, this unit is now ready for another side panel, installed with double ended pins, just like the previous step. To finish the group, add the side panel with single ended pins, just as you would on a stand-alone unit.

Single end pins are used for installing the shelf and desktops because they do not share the same pin hole locations. Note that the top shelf is not used at standing height.

Single end pins are used for installing the shelf and desktops because they do not share the same pin hole locations. Note that the top shelf is not used at standing height.

Double ended pins are used for all because shelves and desktops share the same locations.

Single end pins are used for installing the desktops because they do not share the same pin hole locations. Note that the top shelf shares the same pin hole locations, so double ended pins are used.

Installing accessories

Install WM-WWC18 Wire Wonder with 3 screws using pilot holes provided. If no pilot holes are provided, use a spacer and center the WireWonder in the work area, in line with the grommets for wire management on the side panels. Use 1/8" drill bit and depth gauge to avoid drilling though panel.

Position power strip above WireWonder and install with long screws. Test fit your screws to ensure they won't pop out the other side. Panels are 1/2" thick.

Phillips drive, 5/8" #8 thread wood screws are used for attaching Wire Management. 3 are supplied for each WM-WWC18.

Install floor glides and wire grommets.

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