

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

A S S E M B L Y I N S T R U C T I O N S



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



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 pins 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.



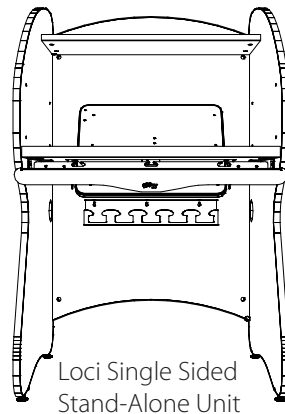
Back-to-back side panels: two per stand-alone, plus one per add-on unit.

Note: two wire grommet holes per panel.

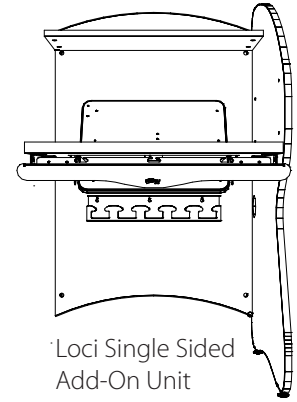
Loci™ Single-Sided Carrels

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.



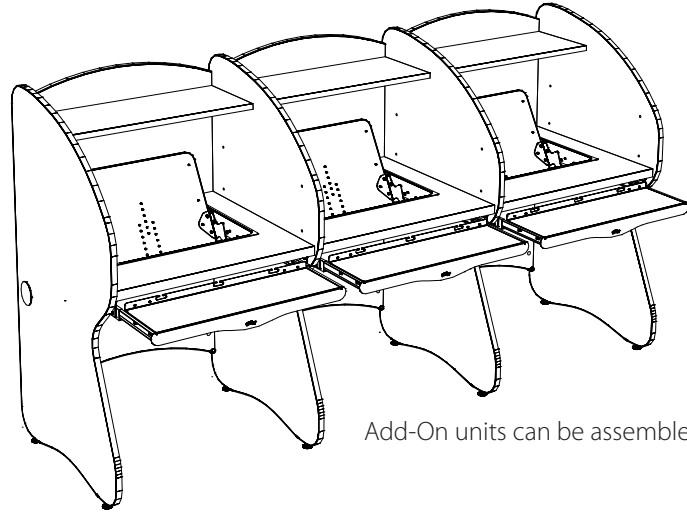
Loci Single Sided Stand-Alone Unit



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 be alternated, single ended pins are to be used.

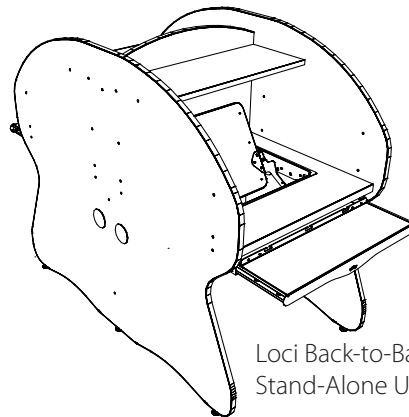


Add-On units can be assembled endlessly.

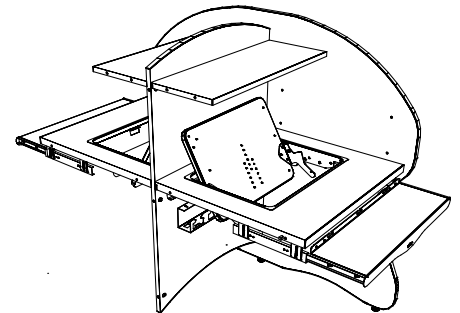
Loci™ Back-to-Back Carrels

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.



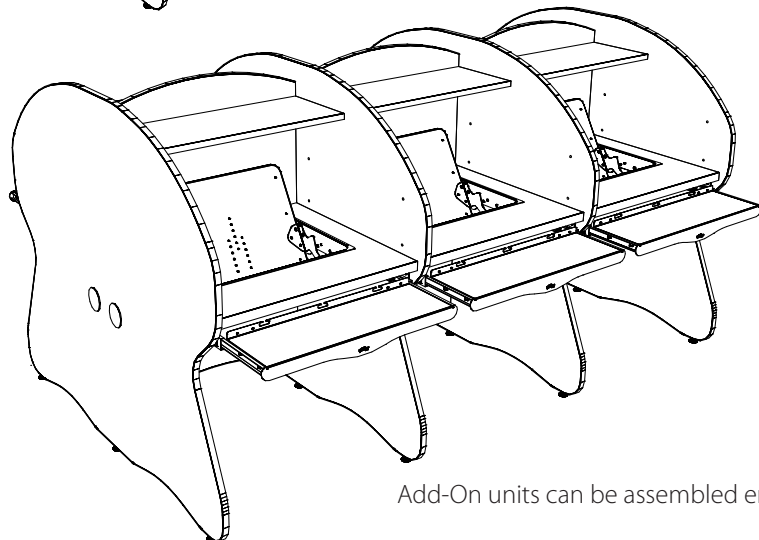
Loci Back-to-Back Stand-Alone Unit



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 be 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 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.



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Double ended pins are used for all because shelves and desks 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 through 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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flipIT® Monitor Mount Assembly



where design meets technologysm

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



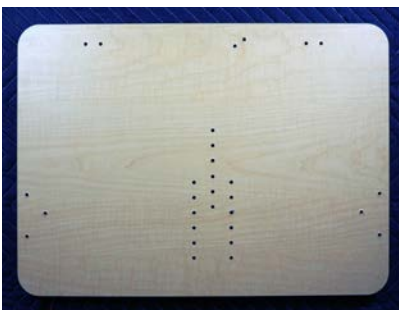
Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.



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.



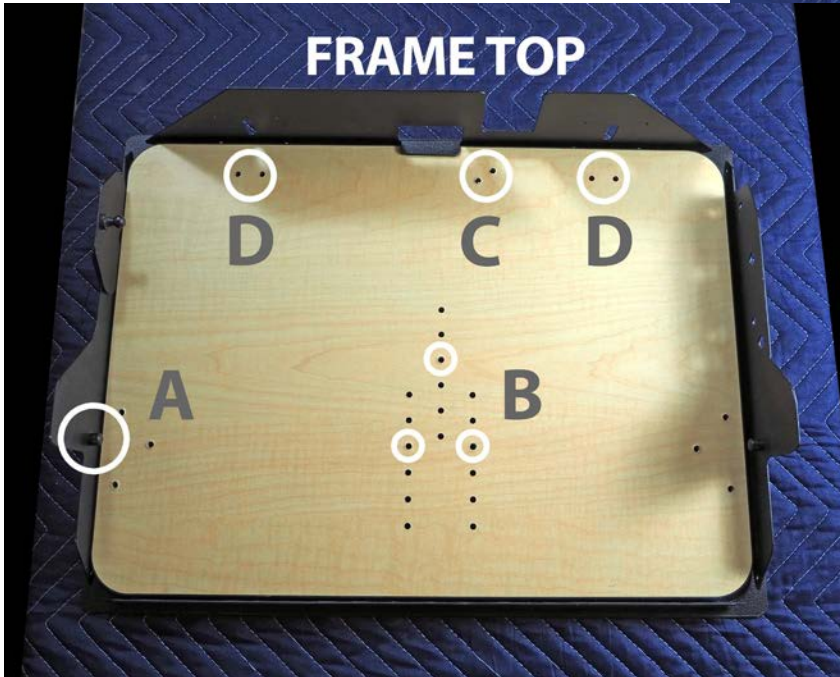
Gas Spring. Install silver shaft part down for extended performance life.



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.



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

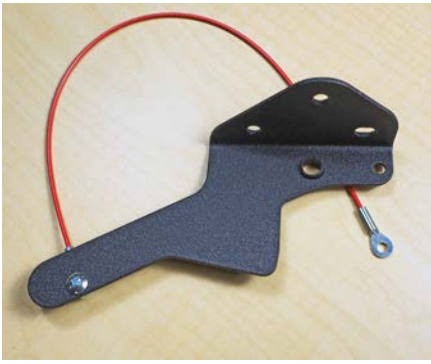
- **A** is the location for the left side flipIT hinge. The circle indicates the hinge mounting post for the side where the gas spring will mount.
- **B** is the location for the Display Mount
- **C** is the location for the Lid Latch
- **D** are possible locations for the Lid Lock option



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. Note the mounting post for the gas spring is also installed, along with a nylon 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.



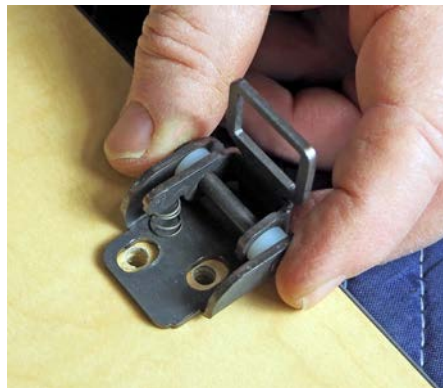
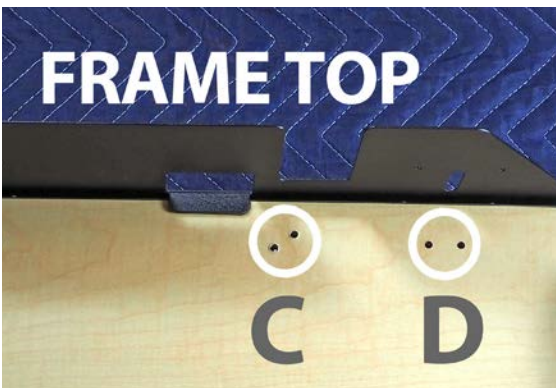


Install Right Bracket to Opposite Side

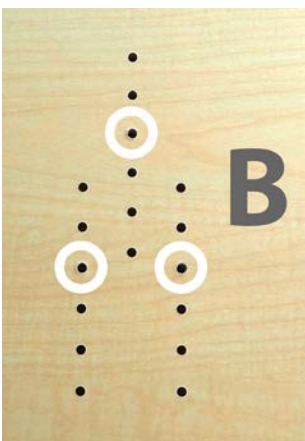
The right side bracket has no gas spring mounting post. Capture the hinge mounting post in the bushing, then use 3 Euro-screws to install the bracket with a screw gun and #2 Phillips driver.



Install Lid Latch at Location C



At the top of the frame, find the diagonal pilot holes at location 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.



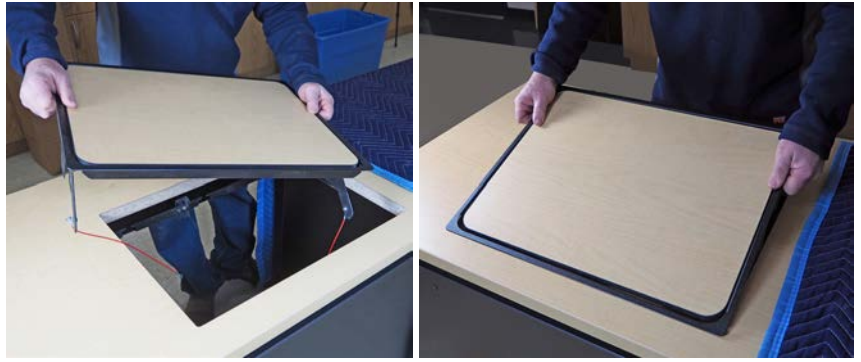
Install Display Mount at Location B



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.



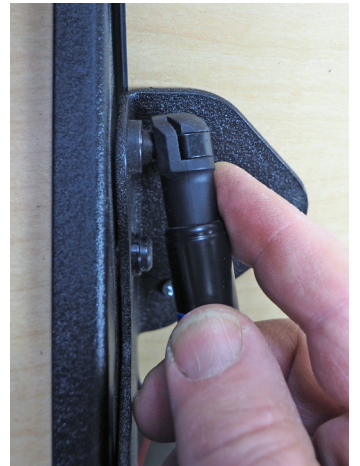
Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.



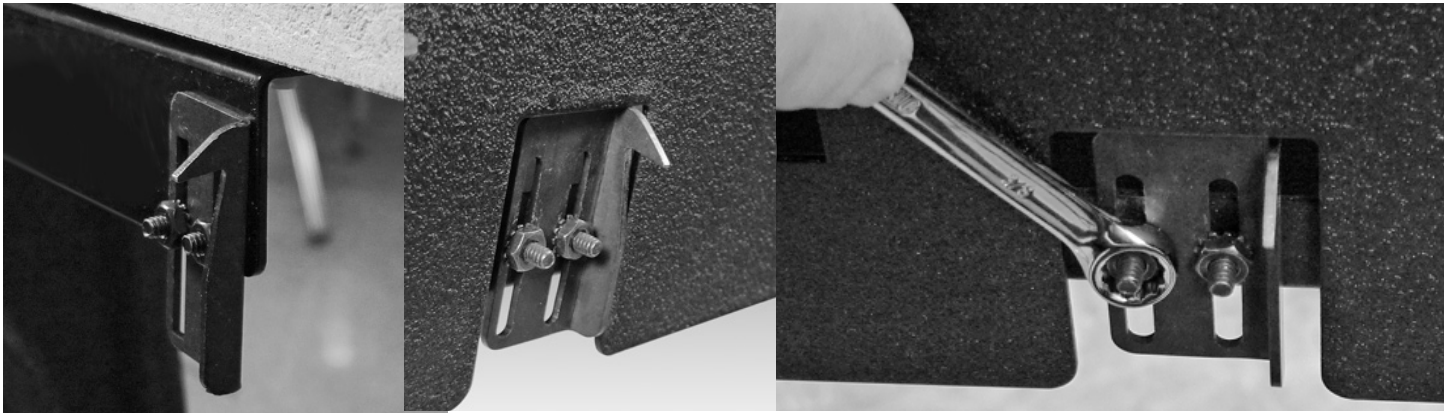
Lift the lid open all the way and complete the installation. One screw installs the right side corner. 3 screws reinforce the gas spring mounting post location on the left side.

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.

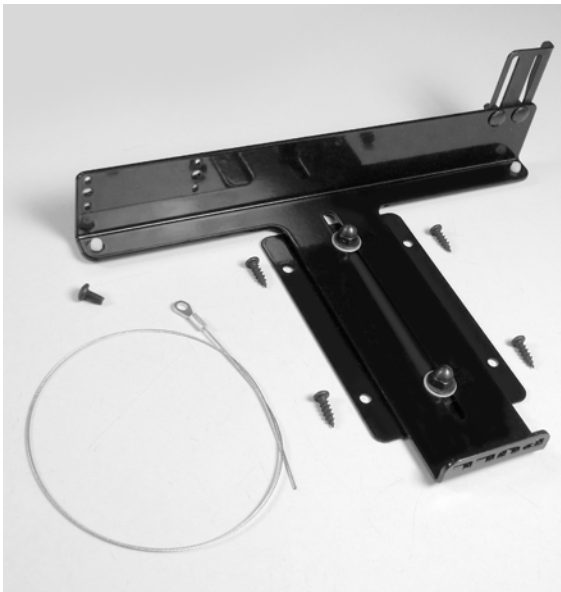


Register the lid latch hook

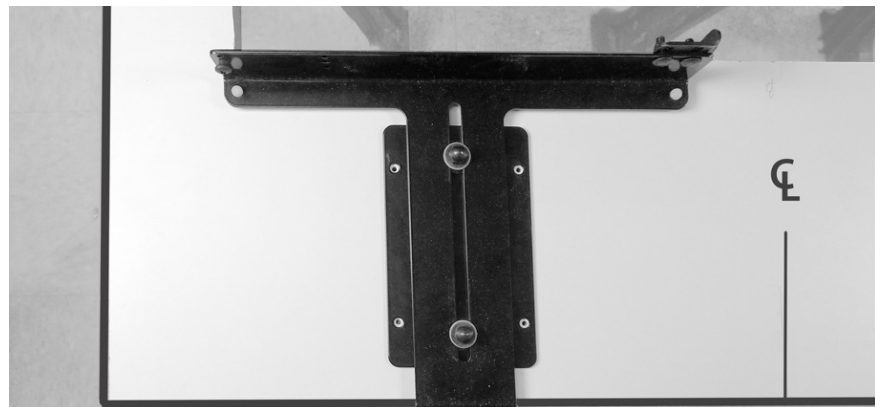


- The lid latch hook registers to the same position for both the FIK and FIH flipIT models
- Top thicknesses vary, and the latch hook must pass through the keeper, which is mounted to the lid.
- Use a 3/8" open end wrench to make the adjustment for smooth opening and closing. The gas spring must be operational.

FIH Models Only: Installing the PULL Handle

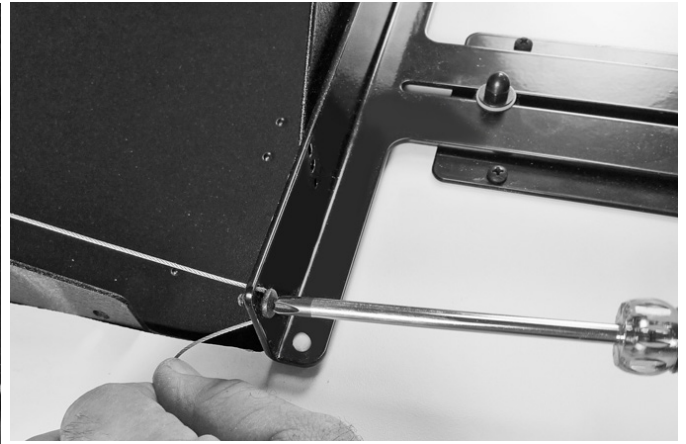


- The PULL Handle assembly includes four #10, 5/8" round head wood screws, a cable with eyelet end and a self-tapping metal screw— #10-32 x 3/8 PH, PR, Trilobe (TS295)— used to connect the flipIT lid to the assembly.
- Position the assembly over the pilot holes and install it with the wood screws



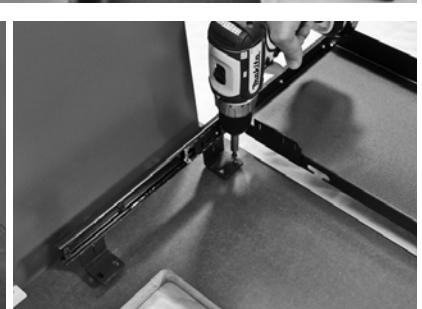
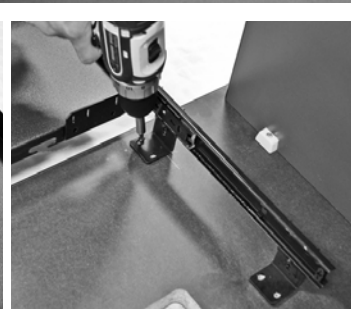
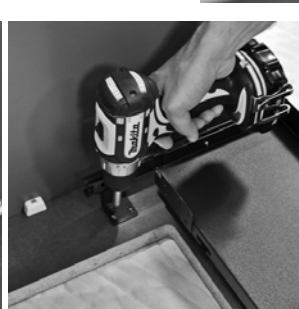
FIH Models Only: Attach cable arm to PULL Handle

- 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.



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.

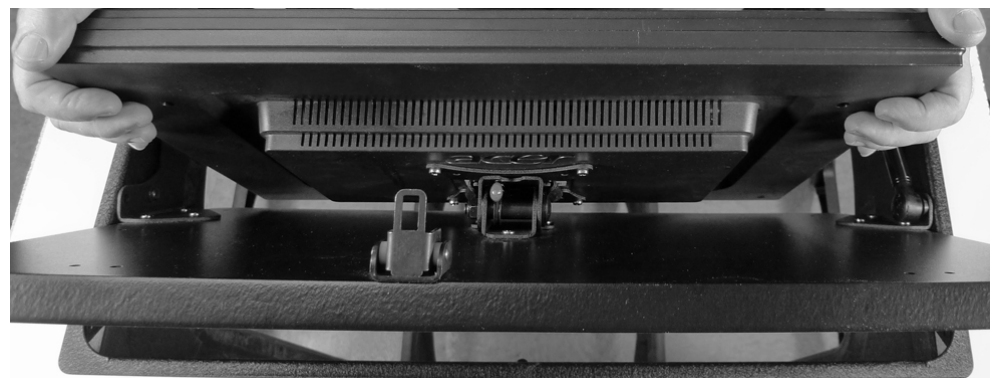
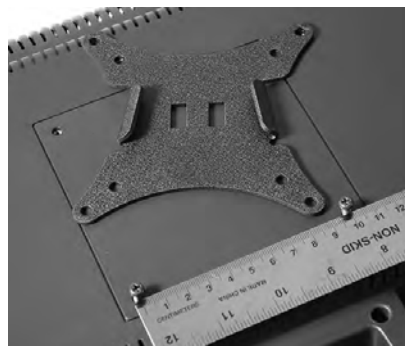


- Slip the cotter pin through the eyelet in the end of the cable to secure it.
- NOTE: If the cable tension is too tight, the lid will not close. If this occurs, it is likely that the keyboard tray is too far forward to the user side. The easiest remedy is to use a small 3/8" S hook you can purchase 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.



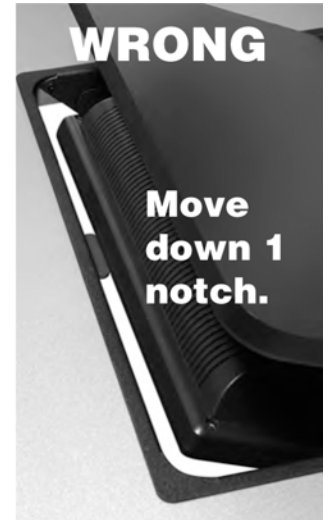
Balancing the monitor for flipIT's fulcrum



The male half of the VESA mount is attached to the flipIT lid with three Euro screws. 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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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.

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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



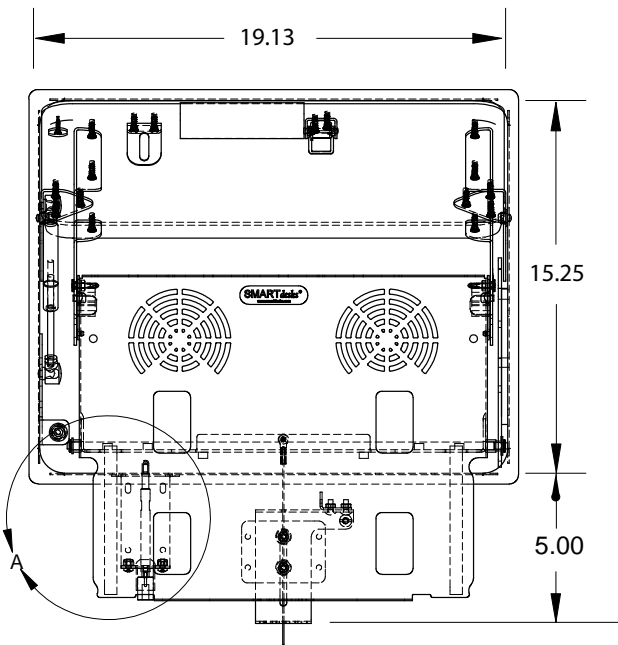
STOP!

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.

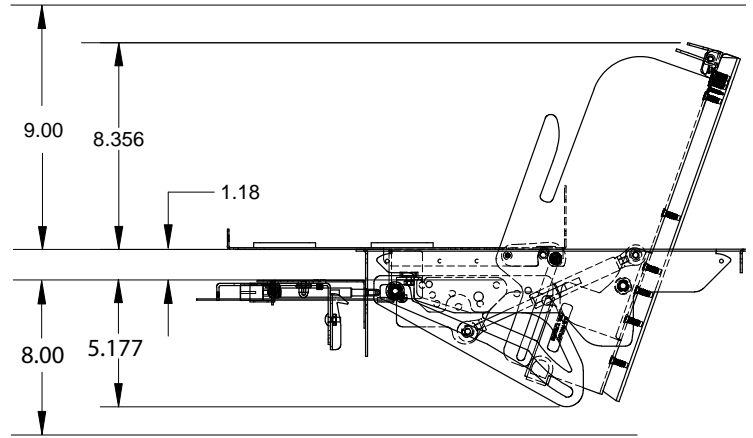
Space considerations for installation

FIL-18 Cut-Out & placement



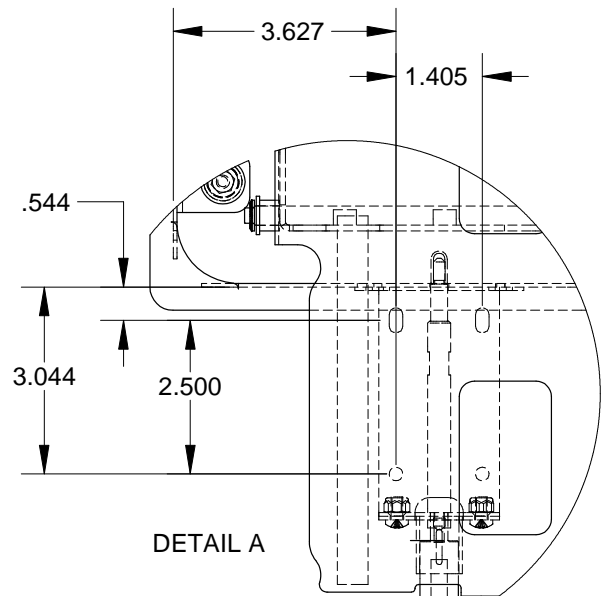
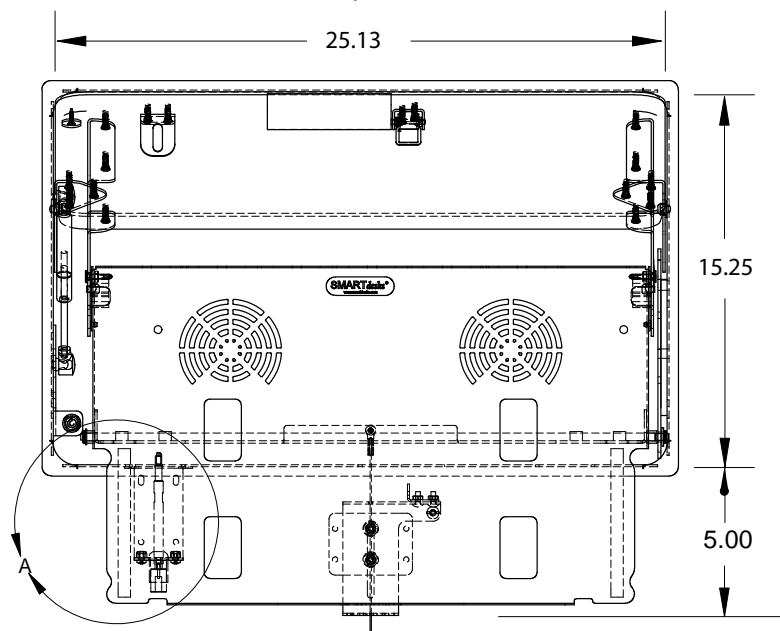
Common to both

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)

Parts and Hardware

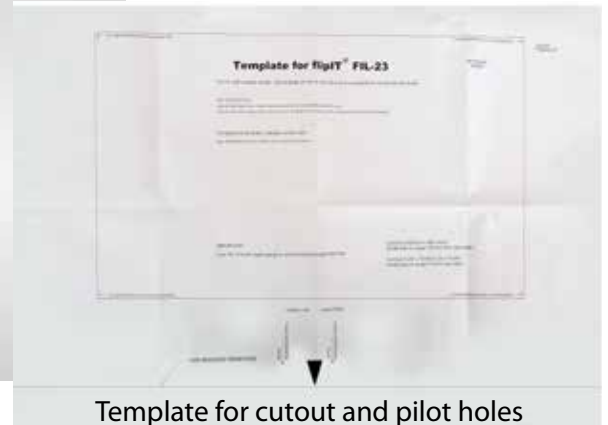
The flipIT Laptop Safe® is packaged with a parts box that includes a packet of parts, the lock assembly and the latch/PULL handle assembly, this assembly manual and a template for making the cutout and pilot holes.



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



PULL Handle Latch Release



Template for cutout and pilot holes



In the lock bracket bag:

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

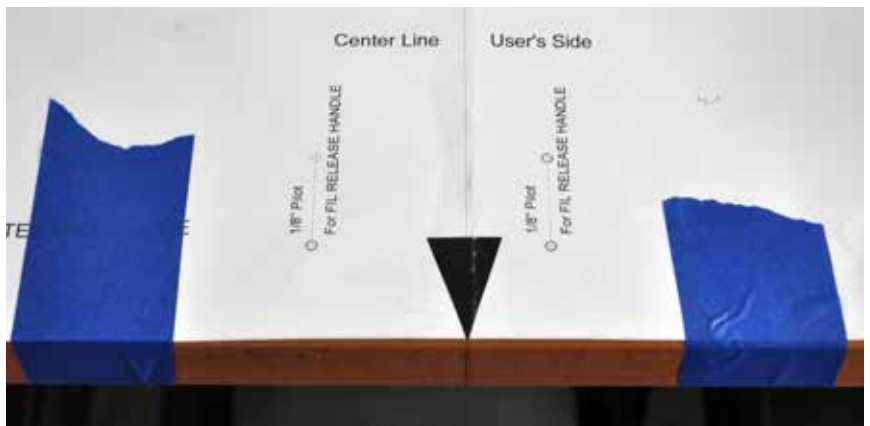
- **A** One Interlock bracket
- **B** One lock assembly
- **C** Two keys
- **D** Two one-way metal screws

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.



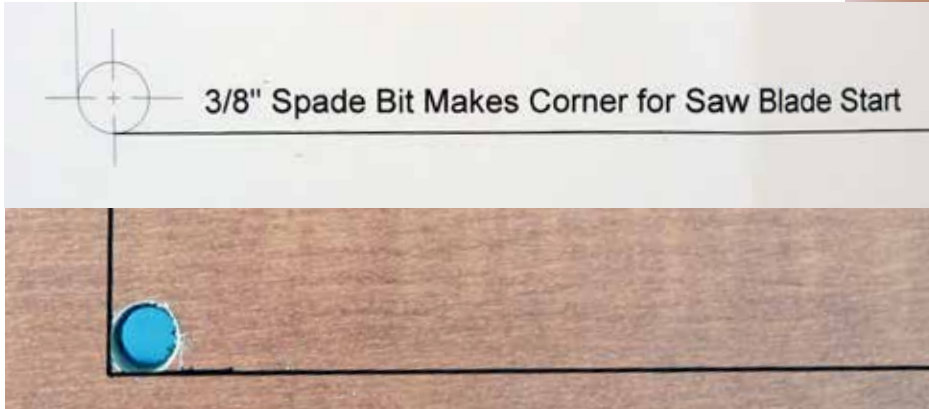
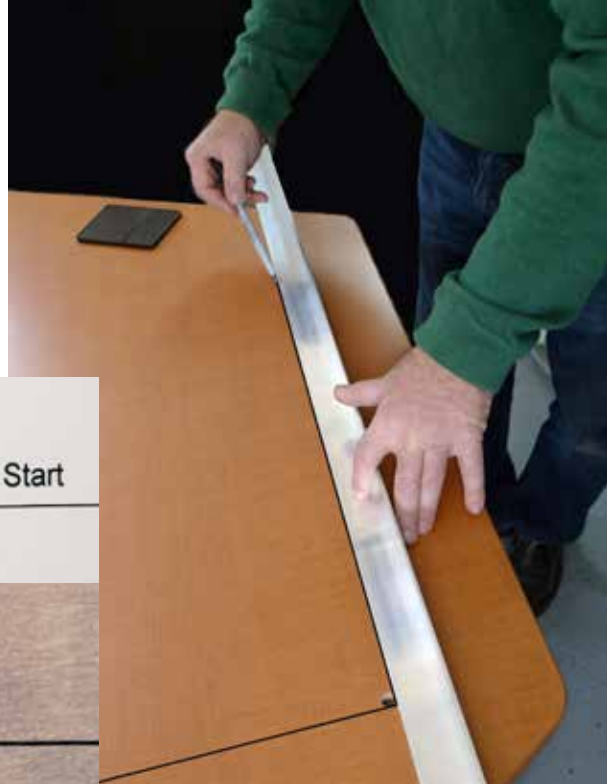
On each corner of the cutout, use an 1/8" drill to make pilot holes for centering the 3/8" holes you will make with a spade bit. Drill the 1/8" pilots through the paper template, then remove the paper template before drilling the four corner holes with the 3/8" spade bit.



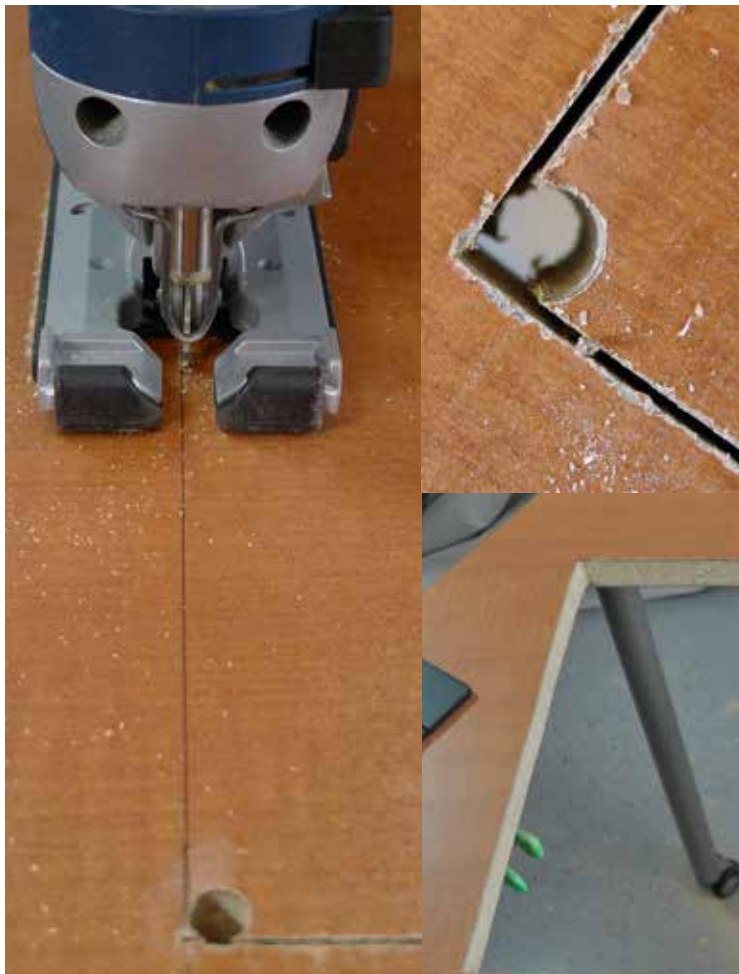
Step 2: Make layout lines and cut the top

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

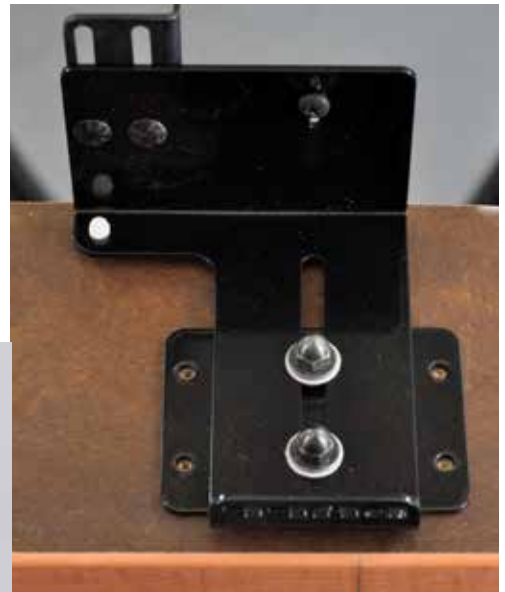


Use a straight saw blade and make sure the cut is 90 degrees to the surface. If the saw blade is bent and makes an angled cut (other than 90 degrees) it will bind the frame. The trim piece of the flipIT Laptop Safe will cover up any imperfections the saw makes to the laminate.



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

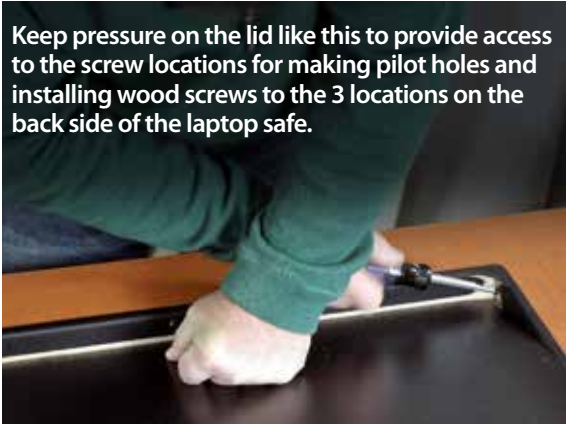
- Turn the desktop over to work from the top side
- Orient the laptop safe with the PULL drawer access facing the user side.
- The gas spring ships hanging loose. Do not attempt to attach the gas spring before the unit is installed into the cutout.
- Lower the unit into the cutout, but be careful to 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.

Keep pressure on the lid like this to provide access to the screw locations for making pilot holes and installing wood screws to the 3 locations on the back side of the laptop safe.



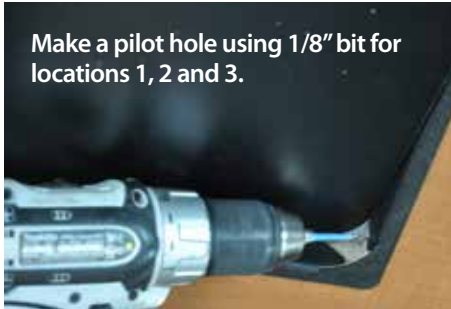
Use five #6 x 3/4 Black Oxide pan head wood screws, install at these locations. Make pilot holes first with 1/8" drill bit.



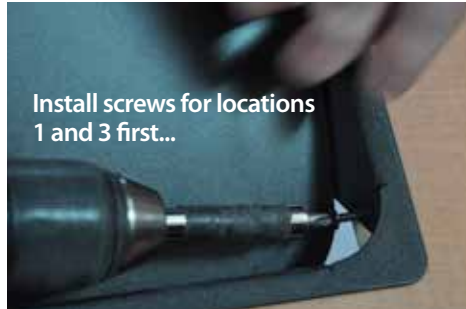
Install locations 1 and 3 first

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

Make a pilot hole using 1/8" bit for locations 1, 2 and 3.

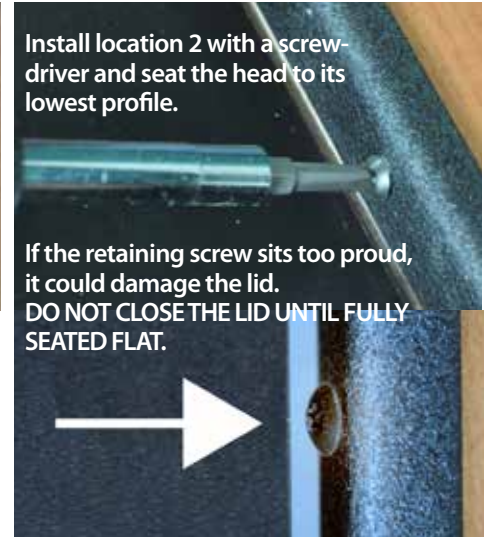


Install screws for locations 1 and 3 first...



Install location 2 with a screwdriver and seat the head to its lowest profile.

If the retaining screw sits too proud, it could damage the lid. DO NOT CLOSE THE LID UNTIL FULLY SEATED FLAT.



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.

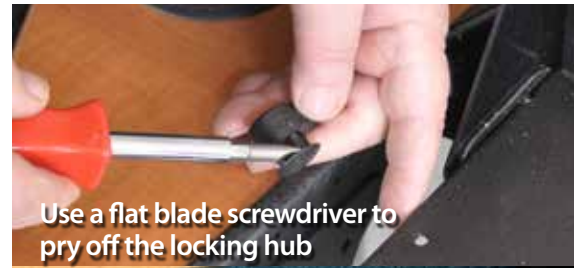


Use an 1/8" bit to drill pilot holes, then install wood screws in locations 4 and 5.



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.



Use a flat blade screwdriver to pry off the locking hub



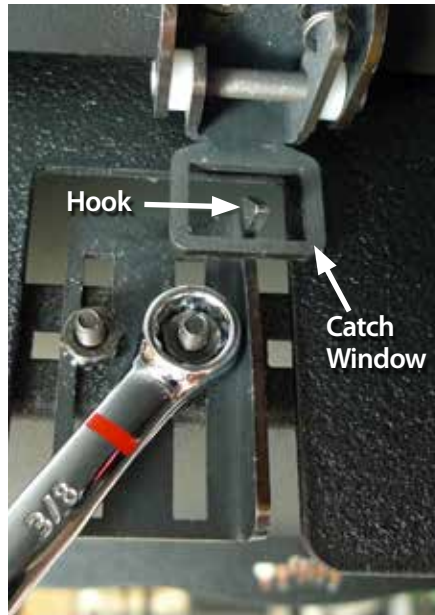
Press the gas spring onto the ball-shaped post



Press the locking hub back in place to keep the gas spring installed

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.



Note the location of the holes and set screw



Thread the cable under the set screw



The cable should have no slack, but should not be under tension



Use side cutter to trim the excess cable



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.
Technical Support: 800-770-7042

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 deadbolt 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.

flipIT® Monitor Mount Assembly



where design meets technologysm

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



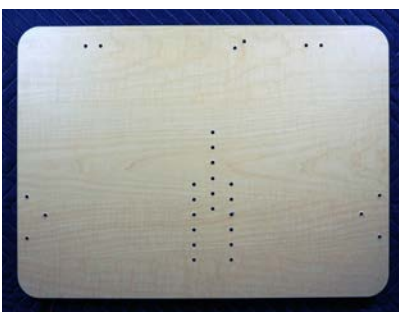
Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.



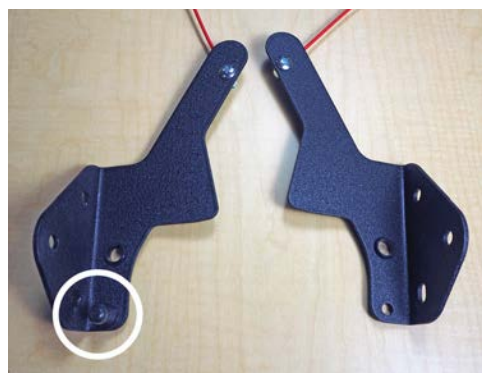
Eleven (11) Euro-screws, Phillips #2 drive, for attaching parts to the flipIT Lid Top.



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.



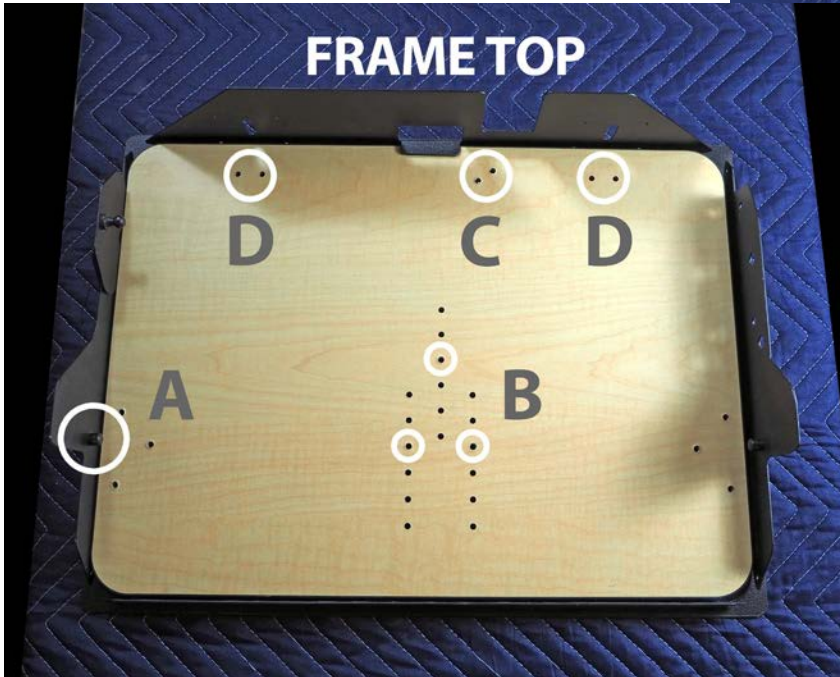
Gas Spring. Install silver shaft part down for extended performance life.



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.



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

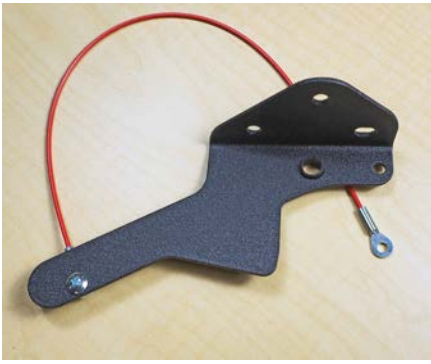
- **A** is the location for the left side flipIT hinge. The circle indicates the hinge mounting post for the side where the gas spring will mount.
- **B** is the location for the Display Mount
- **C** is the location for the Lid Latch
- **D** are possible locations for the Lid Lock option



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.



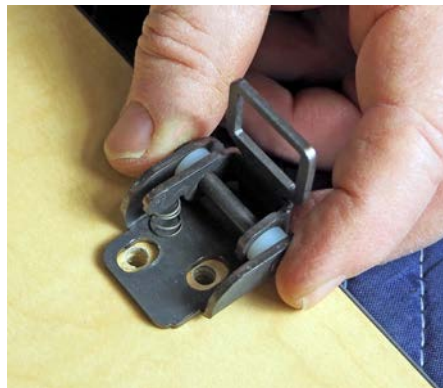
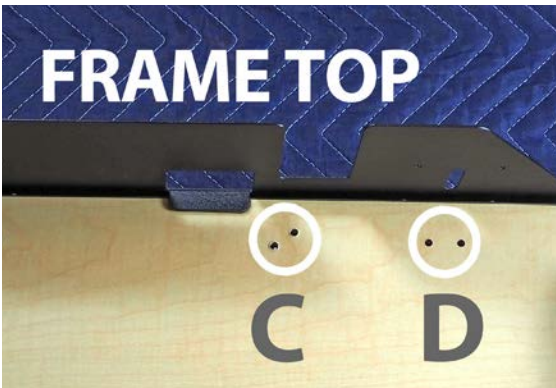


Install Right Bracket to Opposite Side

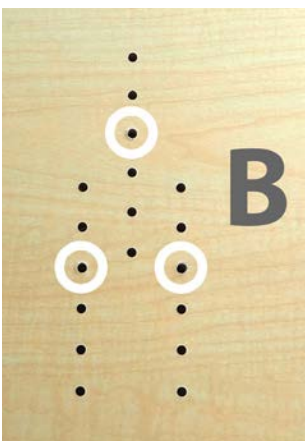
The right side bracket has no gas spring mounting post. Capture the hinge mounting post in the bushing, then use 3 Euro-screws to install the bracket with a screw gun and #2 Phillips driver.



Install Lid Latch at Location C



At the top of the frame, find the diagonal pilot holes at location 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.



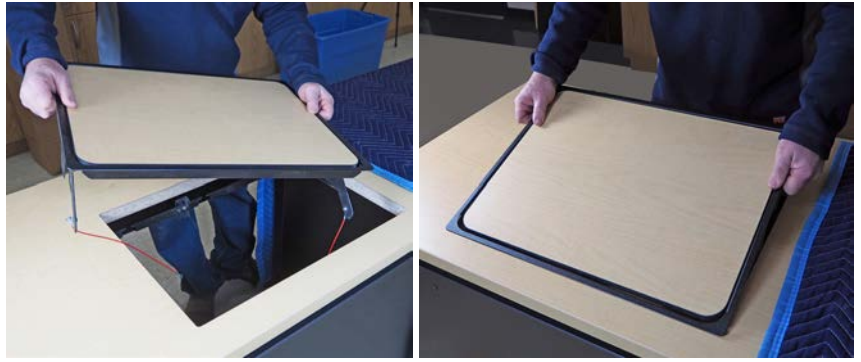
Install Display Mount at Location B



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.



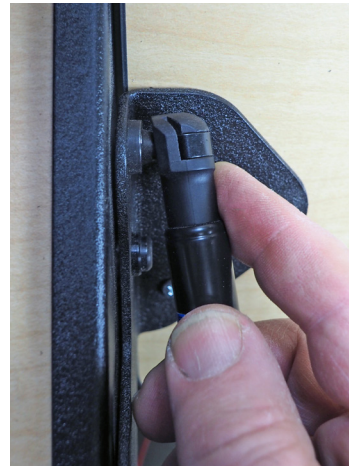
Six (6) pan head Phillips #2 drive wood screws for attaching the frame to the cutout.



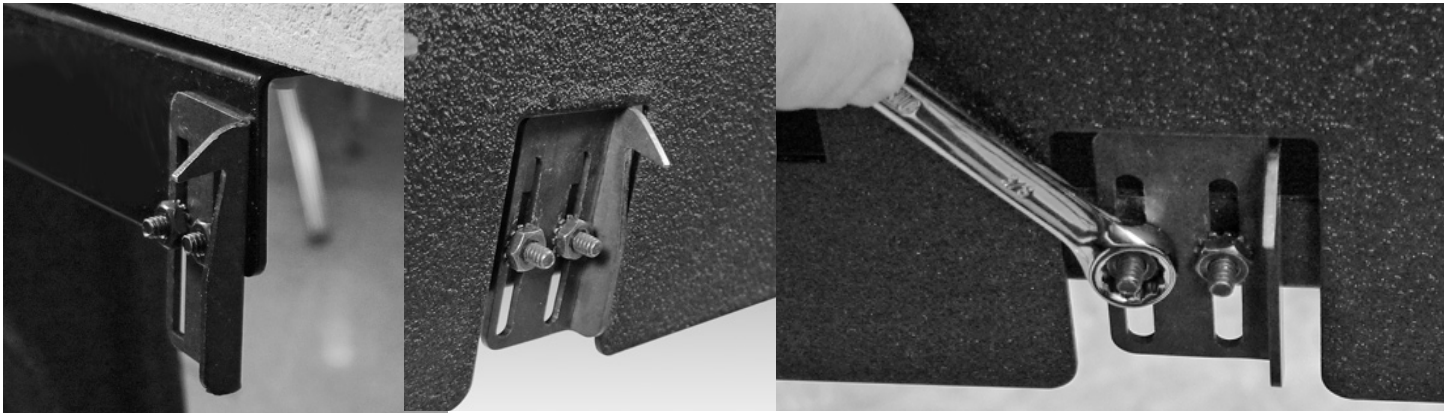
Lift the lid open all the way and complete the installation. One screw installs the right side corner. 3 screws reinforce the gas spring mounting post location on the left side.

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.

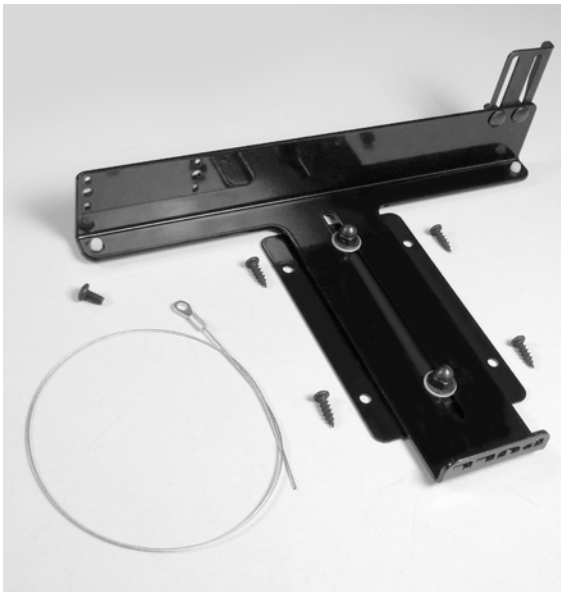


Register the lid latch hook

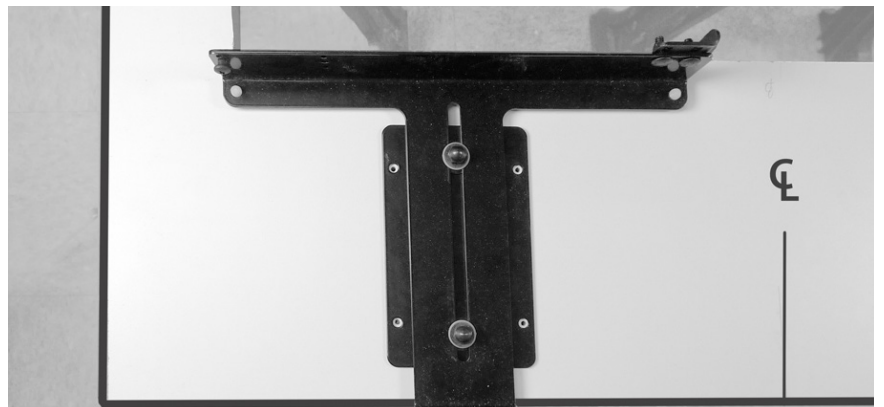


- The lid latch hook registers to the same position for both the FIK and FIH flipIT models
- Top thicknesses vary, and the latch hook must pass through the keeper, which is mounted to the lid.
- Use a 3/8" open end wrench to make the adjustment for smooth opening and closing. The gas spring must be operational.

FIH Models Only: Installing the PULL Handle

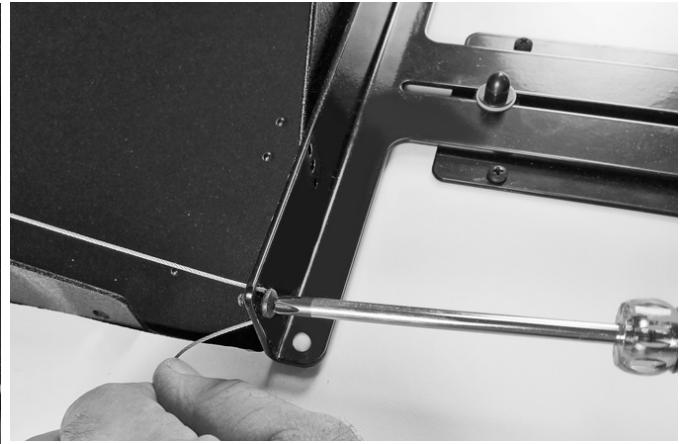


- The PULL Handle assembly includes four #10, 5/8" round head wood screws, a cable with eyelet end and a self-tapping metal screw— #10-32 x 3/8 PH, PR, Trilobe (TS295)— used to connect the flipIT lid to the assembly.
- Position the assembly over the pilot holes and install it with the wood screws



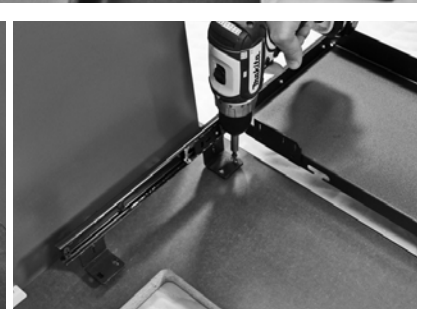
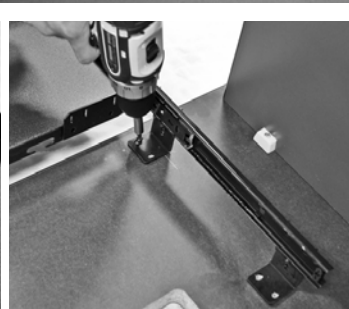
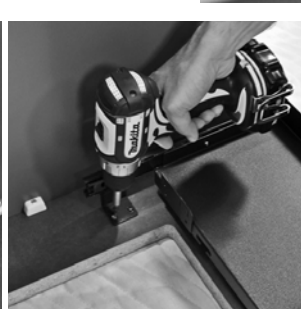
FIH Models Only: Attach cable arm to PULL Handle

- 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.



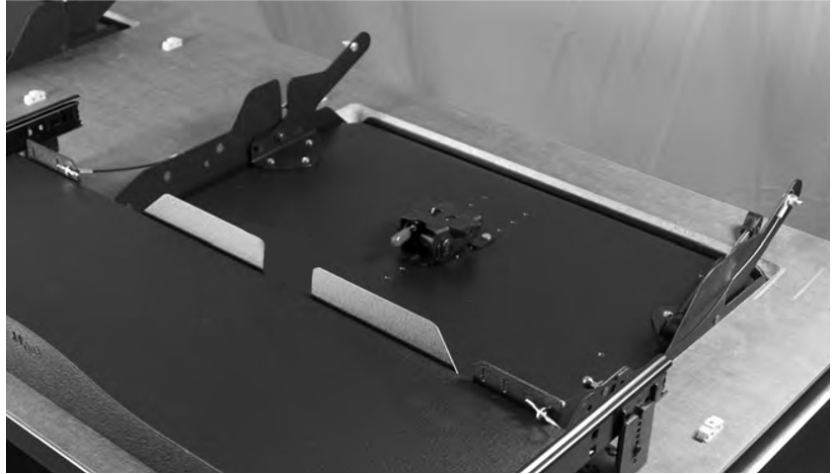
FIK Models Only: Attach Keyboard Tray

- 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.

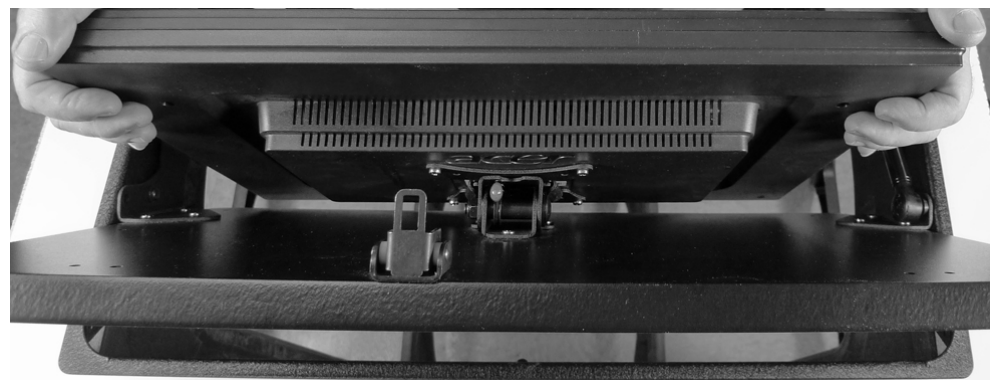
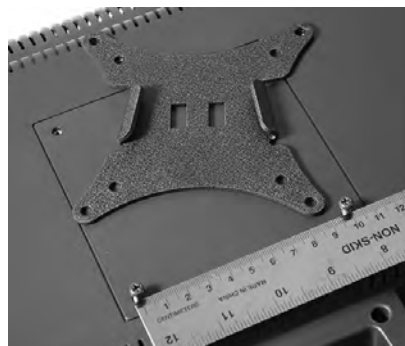


- Slip the cotter pin through the eyelet in the end of the cable to secure it.
- NOTE: If the cable tension is too tight, the lid will not close. If this occurs, it is likely that the keyboard tray is too far forward to the user side. The easiest remedy is to use a small 3/8" S hook you can purchase 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



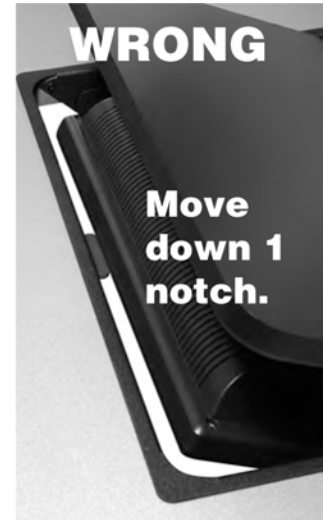
The male half of the VESA mount is attached to the flipIT lid with three Euro screws. Additional mounting locations, at half-inch intervals, are provided to fine-tune the



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.

800 770 7042 | www.smartdesks.com



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[®]

www.smartdesks.com
800 770 7042

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



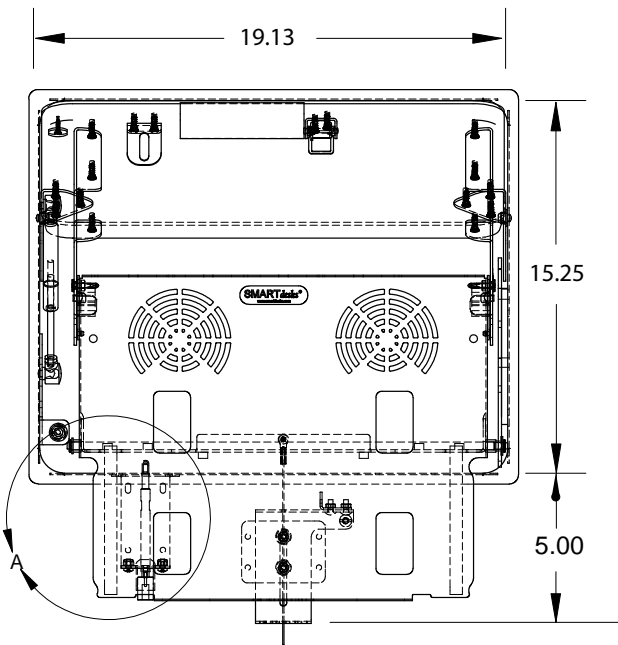
STOP!

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.

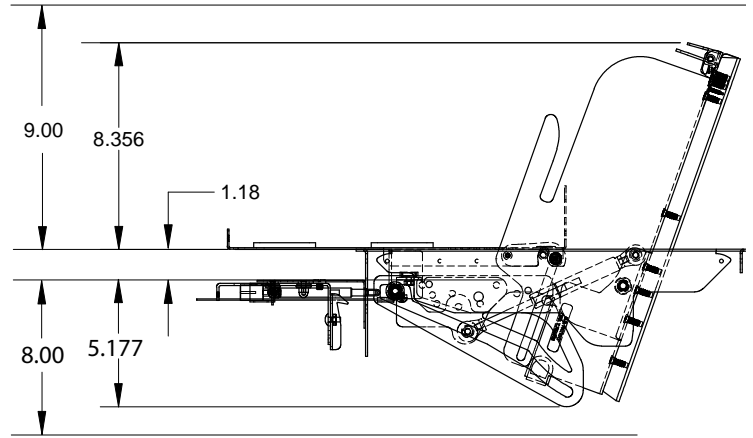
Space considerations for installation

FIL-18 Cut-Out & placement



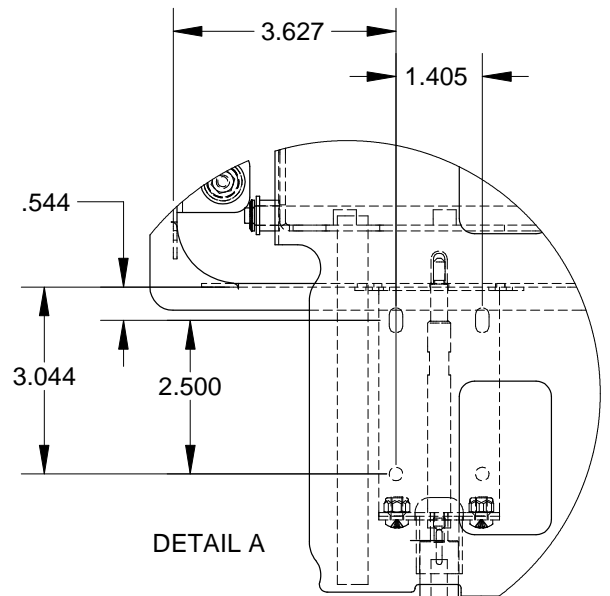
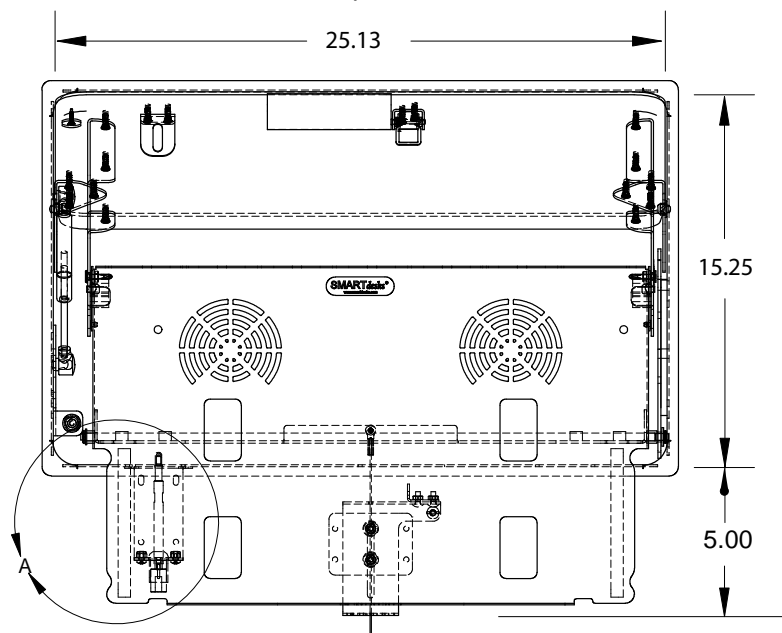
Common to both

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)

Parts and Hardware

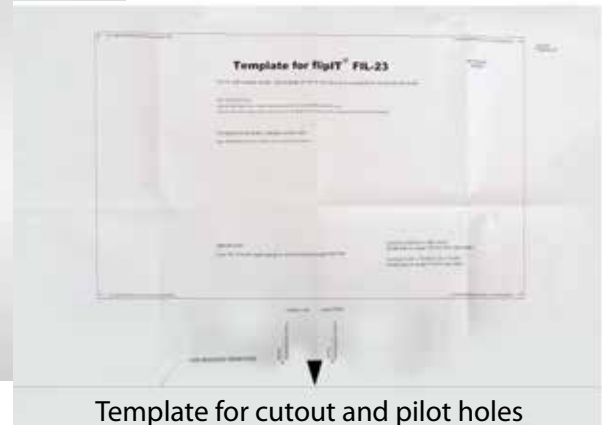
The flipIT Laptop Safe® is packaged with a parts box that includes a packet of parts, the lock assembly and the latch/PULL handle assembly, this assembly manual and a template for making the cutout and pilot holes.



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



PULL Handle Latch Release



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:

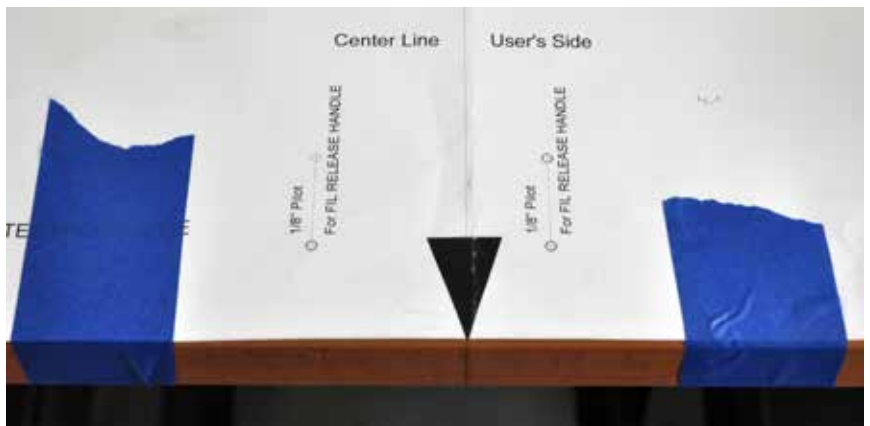
- **A** One Interlock bracket
- **B** One lock assembly
- **C** Two keys
- **D** Two one-way metal screws

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

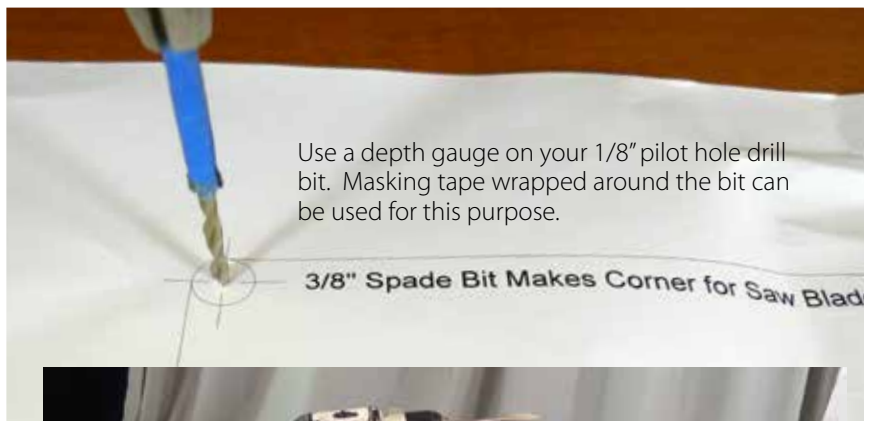
Establish a centerline for your work area using a measuring tape and mark the edge with a carpenter's square and erasable pencil.

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.



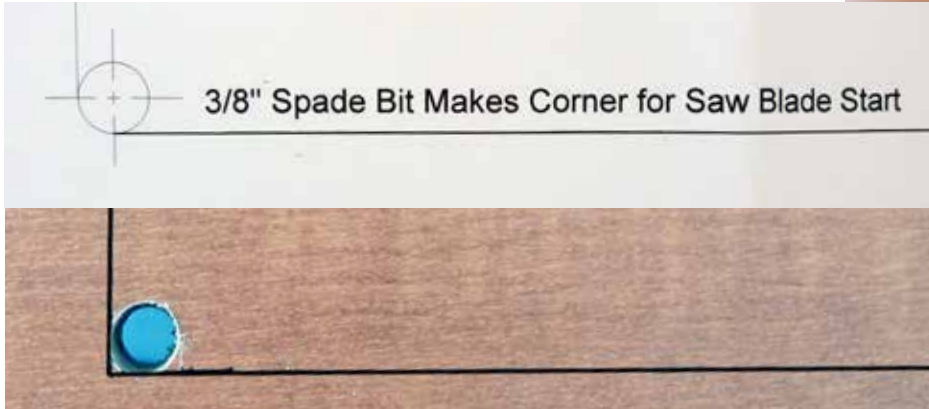
On each corner of the cutout, use an 1/8" drill to make pilot holes for centering the 3/8" holes you will make with a spade bit. Drill the 1/8" pilots through the paper template, then remove the paper template before drilling the four corner holes with the 3/8" spade bit.



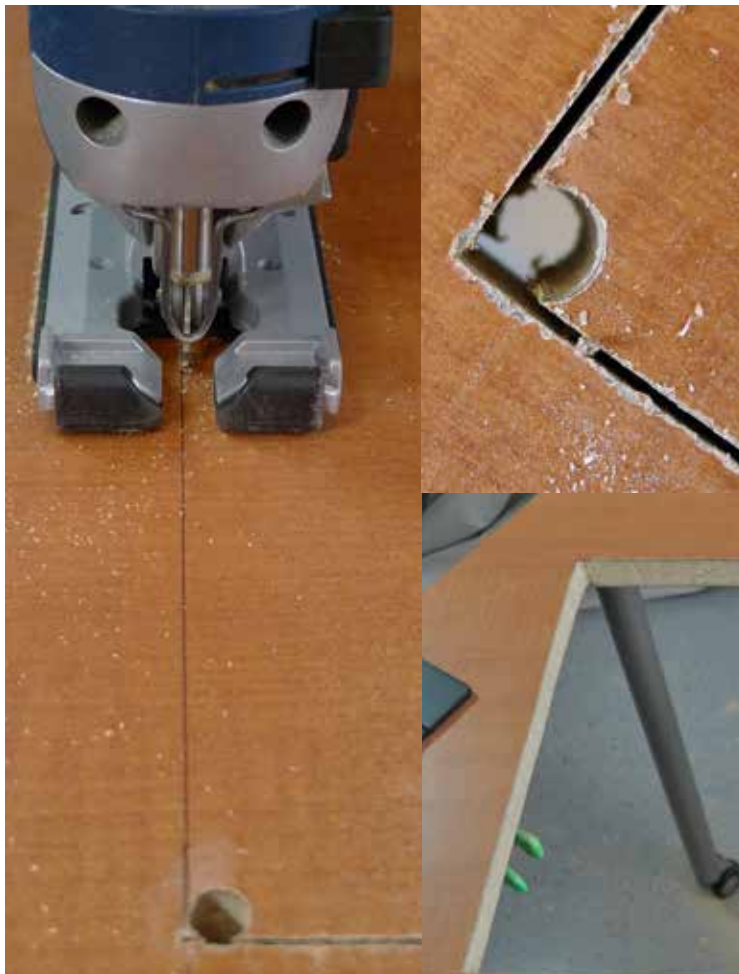
Step 2: Make layout lines and cut the top

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

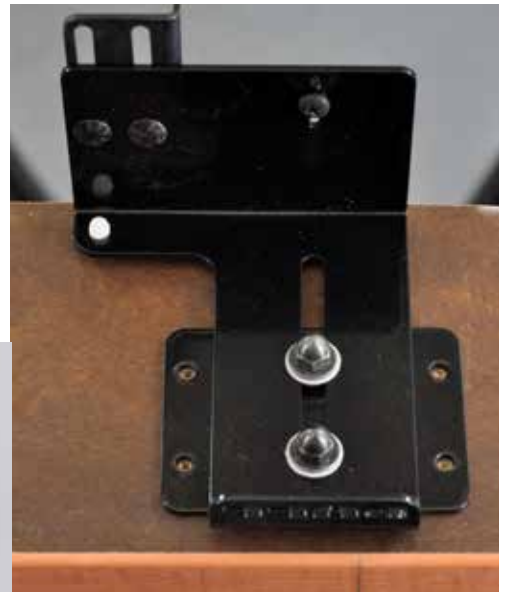


Use a straight saw blade and make sure the cut is 90 degrees to the surface. If the saw blade is bent and makes an angled cut (other than 90 degrees) it will bind the frame. The trim piece of the flipIT Laptop Safe will cover up any imperfections the saw makes to the laminate.



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

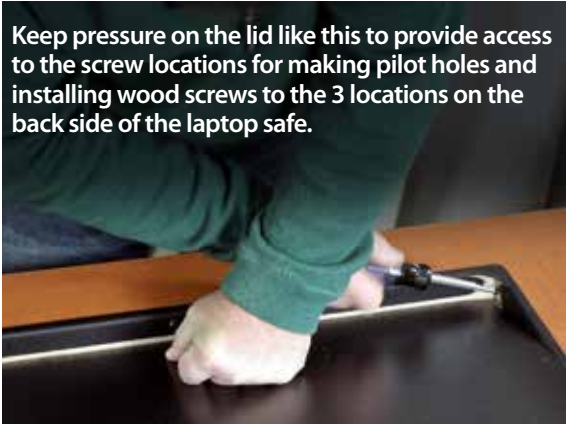
- Turn the desktop over to work from the top side
- Orient the laptop safe with the PULL drawer access facing the user side.
- The gas spring ships hanging loose. Do not attempt to attach the gas spring before the unit is installed into the cutout.
- Lower the unit into the cutout, but be careful to 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.

Keep pressure on the lid like this to provide access to the screw locations for making pilot holes and installing wood screws to the 3 locations on the back side of the laptop safe.



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.

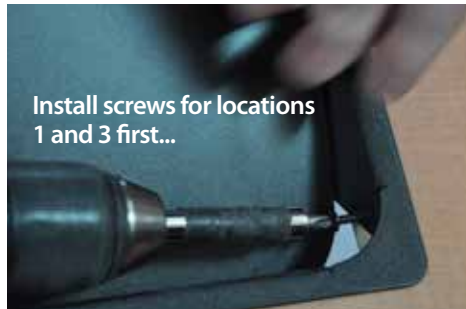


Install locations 1 and 3 first

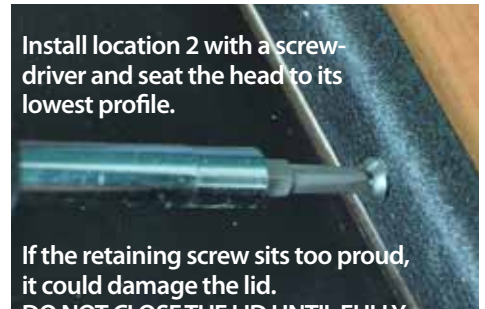
- Holding the lid as pictured above, perform these operations:



Make a pilot hole using 1/8" bit for locations 1, 2 and 3.



Install screws for locations 1 and 3 first...



Install location 2 with a screwdriver and seat the head to its lowest profile.

If the retaining screw sits too proud, it could damage the lid. DO NOT CLOSE THE LID UNTIL FULLY SEATED FLAT.

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.

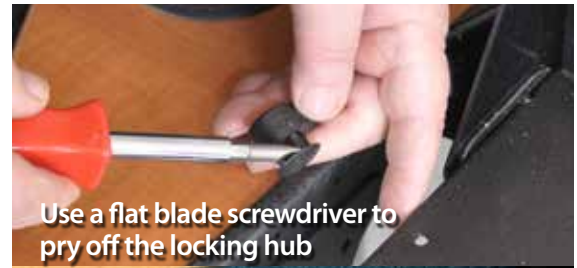


Use an 1/8" bit to drill pilot holes, then install wood screws in locations 4 and 5.



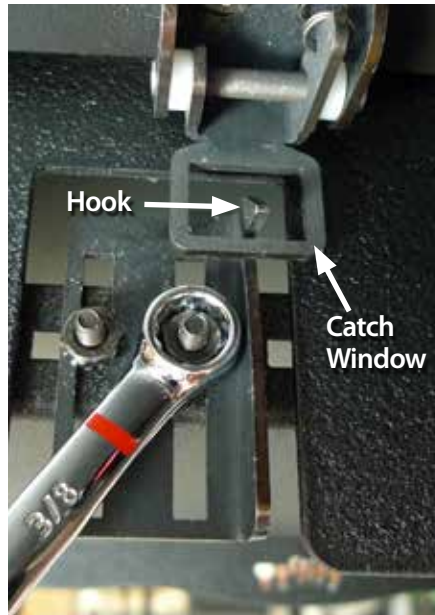
Step 6: Install gas spring

- 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.
Technical Support: 800-770-7042

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 deadbolt 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.



To Close: ↓

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.



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.