Installation Instructions

How to install flipIT® GENERATION II

- **Into a desktop where no factory cut-out exists**
- **Into a SMART*desks* FI Series Workstation with factory pre-cut desktop and pre-drilled pilot holes***

*Begin instructions with Step 8

GENERATION II

flipIT® patent pending

IMPORTANT:
Minimum clearance area required under desktop is 24" x 24"
flipIT installs into a standard countertop depth of 25" if counter is mounted to a supporting wall. Minimum freestanding table depth is 26"

These installation instructions guide you through the proper way of completing the assembly of the SMARTdesks FI Series product. It is especially important that the installer observe proper care in protecting surfaces from abrasion and making proper adjustments to the flipIT mechanism to ensure satisfactory performance and safety in use. Improper installation may void the SMARTdesks warranty. For any questions or assistance, please contact Technical Service at 800-770-7042 ext 810, or email service1@smartdesks.com. © 2005 SMARTdesks

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. SMARTdesks will not be held liable for misuse of tools and disregard for power tool manufacturer's safety precautions.

Tools needed for pre-assembly:

- Power Drill
- Tape Measure
- Commercial-grade Jigsaw
- Phillips bit driver
- 3/8" Drill Bit
- 1/8" Drill Bit
- Pencil
- Permanent Marker
- Glue stick

Tools needed for assembly only:

- Screw gun or #2 Phillips screw driver

The first steps of installation address how to cut a hole and make pilot holes for the installation of the flipIT mechanism into a desktop.

Before beginning, measure to see if you have a clearance of 24" wide x 24" deep under the desktop to perform the installation. If you don't have the required space, do not proceed further.

If you are installing flipIT into a factory pre-cut SMARTdesks FI Series desktop, you may proceed to step 8.

IMPORTANT:

When installing flipIT into a SMARTdesks product, **install the flipIT mechanism FIRST, before assembling the desk.** It's easier and more efficient to work this way.

If you are installing flipIT into a non-SMARTdesks desktop, see if it is possible to remove the desktop to make the cut-out. If that is not possible, take care to make a work environment that will protect the surface finish of your furniture and will be safe for operating power tools.

Parts and Hardware:

Prepare a place to unpack box contents, using a packing blanket, carpeting or cardboard sheet to protect finished surfaces from damage. Before assembly, take inventory of the parts included.

NOTE: Contents of Hardware Bag: Quantities indicate count for each unit - multiply by number of components

Parts List:

Qty	
1	FlipIT Top with Collar
1	Keyboard Tray Assembly
1	Pneumatic Cylinder
4	Keyboard Assembly Mounting Brackets
8	Wood Screws, 3/4 inch
4	Wood Screws, 3/4 inch
4	Machine Screws, 1/4 inch

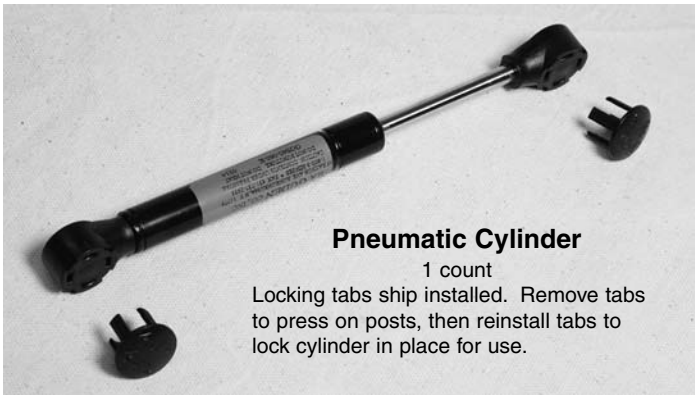
1 ea. - Keyboard Tray Assembly

1 ea. - Flipit Top with Collar

Installation Templates

Two templates are provided: one for the top for making the cut out and one for the underside for drilling pilot holes for installing the keyboard tray.

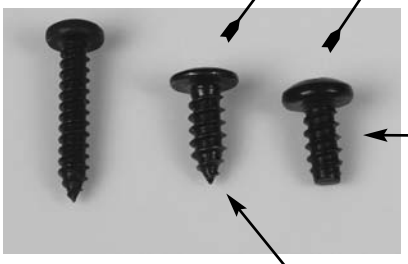
PARTS IDENTIFICATION, CONTINUED



Pneumatic Cylinder
1 count
Locking tabs ship installed. Remove tabs to press on posts, then reinstall tabs to lock cylinder in place for use.

Keyboard Mounting Brackets
4 count
for mounting pullout keyboard assembly to Flipit top

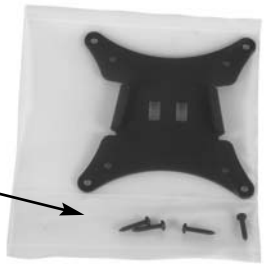
Look for this pack
Keyboard mounting bracket, 1/2" Pan head wood screws and 1/4" Machine Screws are packed together



1/4" Machine Screws
4 Count
Used for affixing Keyboard Brackets to Keyboard Tray Slide Mechanism.

3/4" Black Pan Head Wood Screws
4 Count
Used for affixing FlipIT Top/Collar Assembly to desktop.
Packed with VESA mounting Bracket

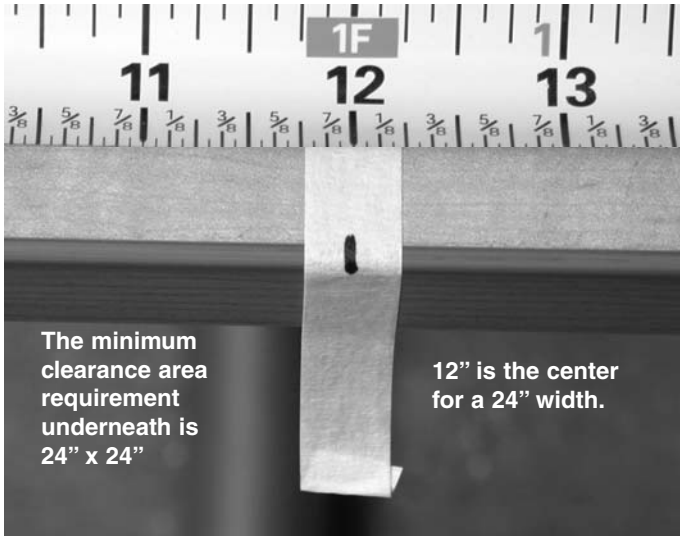
1/2" Pan Head Wood Screws
8 count
Used for affixing keyboard mounting brackets.



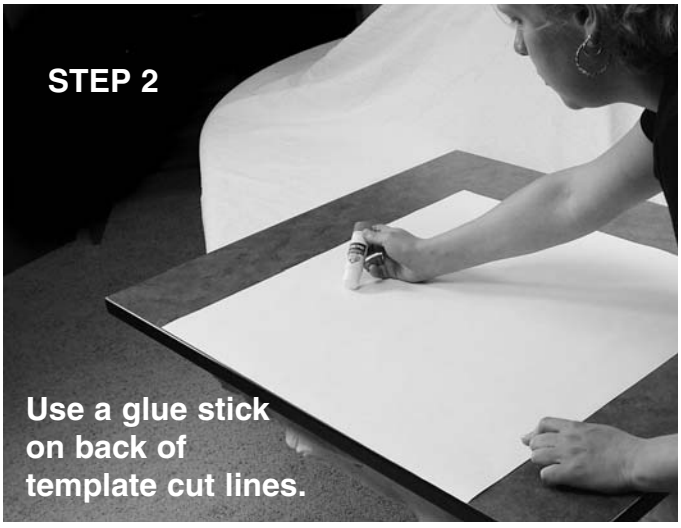
Before you begin…

If it is possible to remove the desktop from the desk for installation, this will help you work more comfortably and efficiently. If it is not possible, take care for safety and to avoid damage to furniture surfaces. The photos show the top installed, but in fact, the top was not permanently installed, which allowed easy removal for drilling pilot holes on the reverse side.

Step 1- Establish Centerline

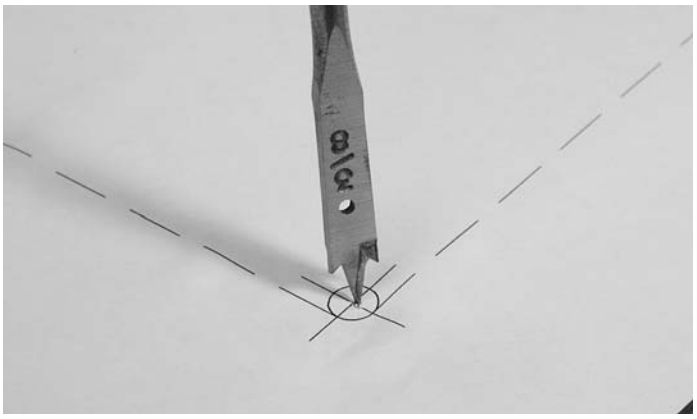


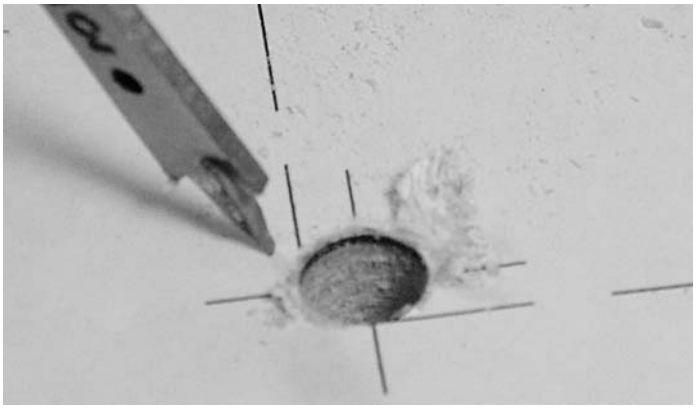
To establish monitor placement, sit at the desk and look straight ahead, visualizing where the monitor would be. Use a tape measure and determine the centerline for the monitor. Transfer the center line to the desktop with masking tape or some other means that will not permanently mar or stain the finish.



STEP 3 - Drill Corner Starting Holes

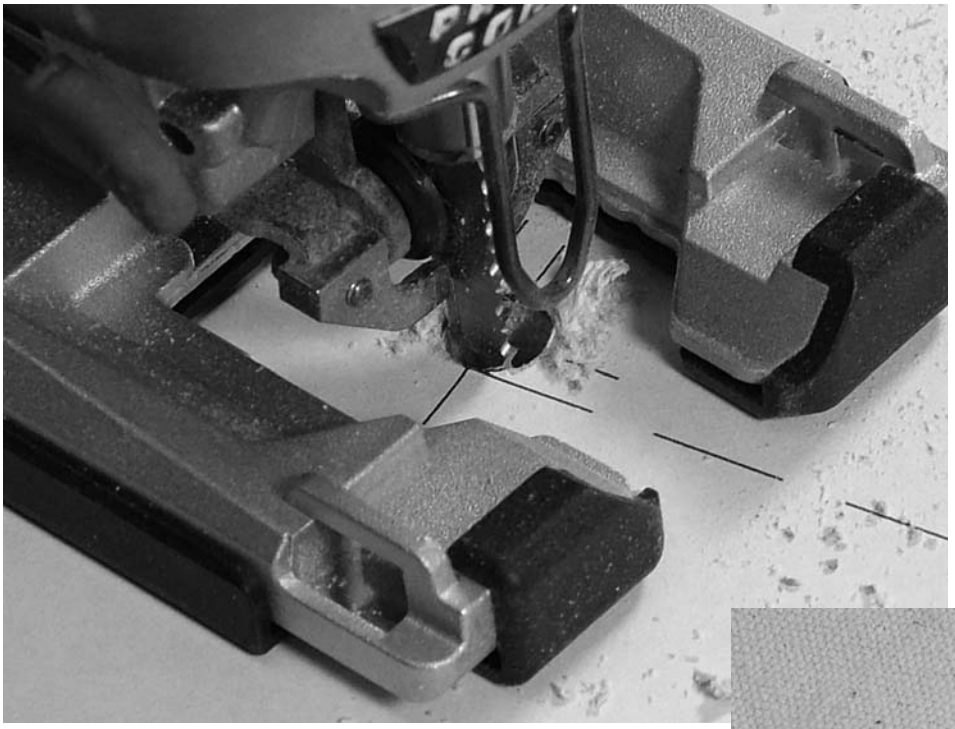
To make holes for starting your jig saw cut, use a 3/8” drill bit, place the point of the bit at the corner mark and drill completely through the surface top. Repeat this step for each corner.

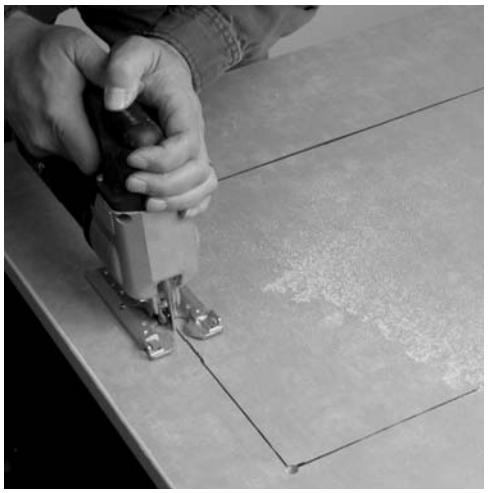




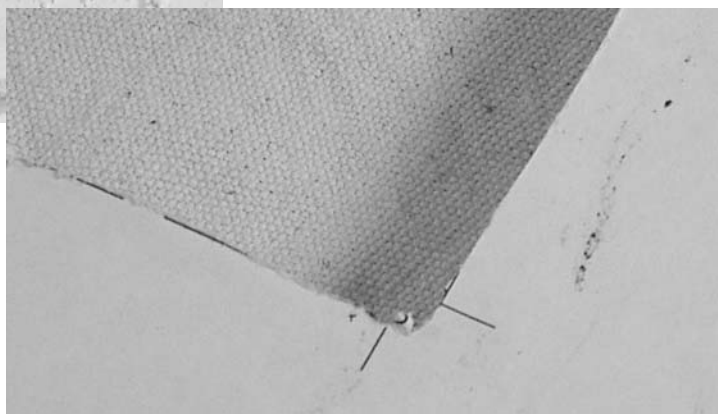
STEP 4 - Placement of Jigsaw Blade for Starting the Cut

Place the jigsaw at the corner marking. Remove the layout line on the template as you saw from corner hole to corner hole.



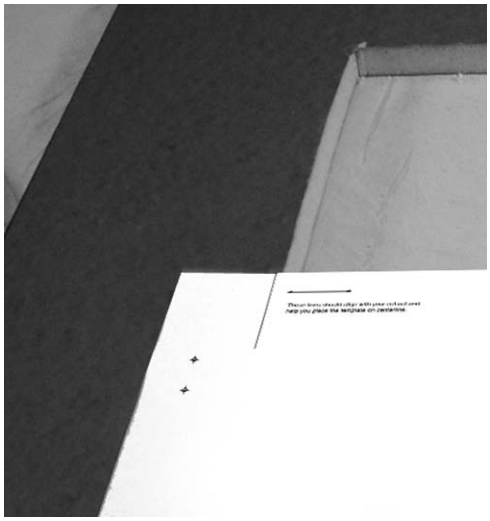


Remove the layout line with the kerf of the saw cut for a factory fit. You must have the skill to saw a straight line within the tolerance of the width of the saw blade.



STEP 5 - Positioning Template for Bracket Pilot Holes

Use a glue stick on the back of the template where holes are indicated to be drilled. Press the template in place, aligning to centerline front edge of desktop.

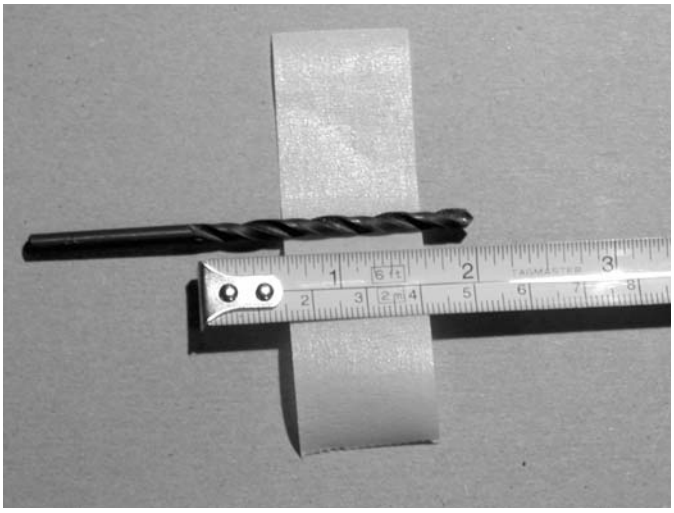


Additional guide lines on template are provided for centered alignment.

NOTE: This photo shows the underside of the desktop. If you can remove the desktop for installation, this is recommended.

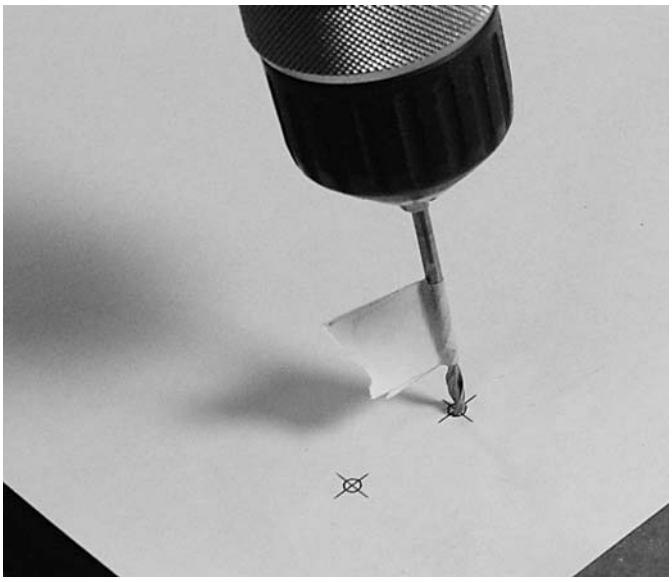
STEP 6 - Making a Depth Gauge for Drilling Bracket Pilot Holes

To help prevent the mistake of drilling though your desktop, use a depth gauge, or make one with masking tape. Measure 3/8" from the tip of the 1/8" drill bit to indicate the drilling depth for mounting bracket pilot holes. Mark the 3/8" depth with a piece of masking tape wrapped around the drill bit.



STEP 7 - Drilling Pilot Holes for Brackets

Use a power drill to make 1/8" holes 3/8" deep using the masking tape depth gauge you just made. Repeat this step for the remaining Pilot Holes.

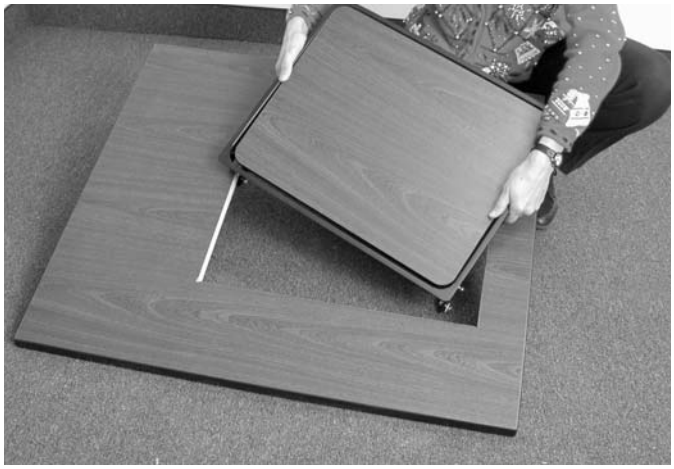


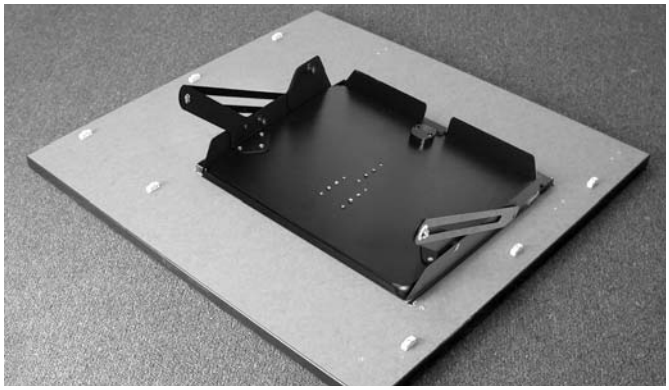
With this completed, the cut-out and pilot holes should meet factory specifications. You are now ready to begin installation of the flipIT mechanism.

Installing the flipIT Mechanism into a SMARTdesks FI Series Desktop with Factory-Made Cut-Out & Pilot Holes.

STEP 8 – Install FlipIT Top & Collar Assembly into desktop

To protect finished surfaces, select a carpeted assembly area, or place a packing blanket or sheet of cardboard on the floor. Place the FlipIT top assembly into the desktop precut opening.





The arms that will connect to the keyboard assembly should point to the back edge of the desktop. Test that the FlipIT Top hinge will open to show the computer display to the user side.

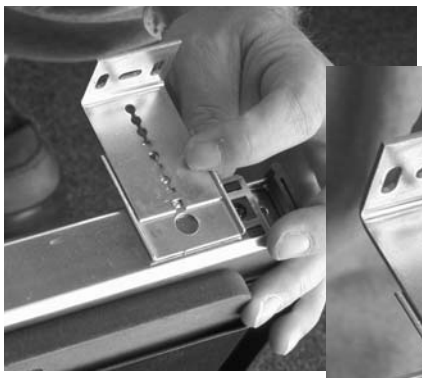
STEP 9 - Installation of Flipit Top w/ Collar into Desktop Panel

Using #2 Phillips screwdriver or screw gun, attach collar as shown using four 3/4 inch wood screws. Make sure the Top and Collar Assembly is seated completely to the desktop before securing with screws. Use predrilled holes in collar to locate the holes for the self-tapping wood screws.

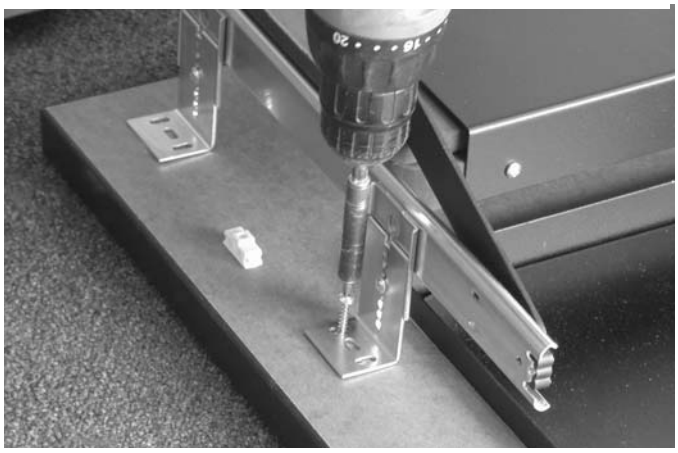
Note: If you are installing into a cut-out you made with a template, you will need to make your own pilot holes. With the collar in position, mark the locations with a pencil. Use an 1/8" bit to make the holes taking every precaution to keep the drill perpendicular to the work.

Step 10 – Attach L Brackets to Keyboard Tray Assembly

Locate the 5th hole from the angle in the Keyboard Mounting Bracket, and secure it to the tapped hole in the Keyboard Tray Assembly using a 1/4 inch machine screw. Repeat this step in four places



STEP 11 - Attaching the Keyboard Tray Assembly

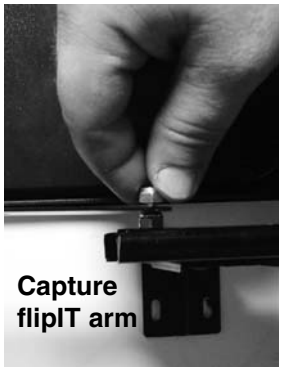


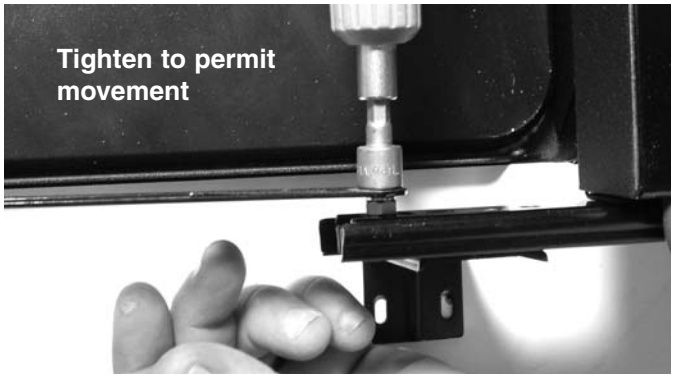
Place the Keyboard Tray Assembly in position, aligning the four Keyboard Brackets you installed in step 10 with the predrilled holes in the desktop. Attach with 3/4" Pan Head wood screws: use two screws for each bracket.

Repeat Step 4 for the remaining 3 Keyboard Brackets.

STEP 12 – Attach Keyboard Connector Arms

Glide nuts ship installed on keyboard assembly slide ends, left and right. Remove the glide nuts, then capture the flipIT connector arms. Tighten only enough to permit free movement.





STEP 13 – Attach the Pneumatic Cylinder

The pneumatic cylinder ships with locking hubs installed. Remove the hubs using your thumbnail prior to installation. The hubs are used to lock the assembly in place, so if you try to install them without removing the hubs, the unit will not install.

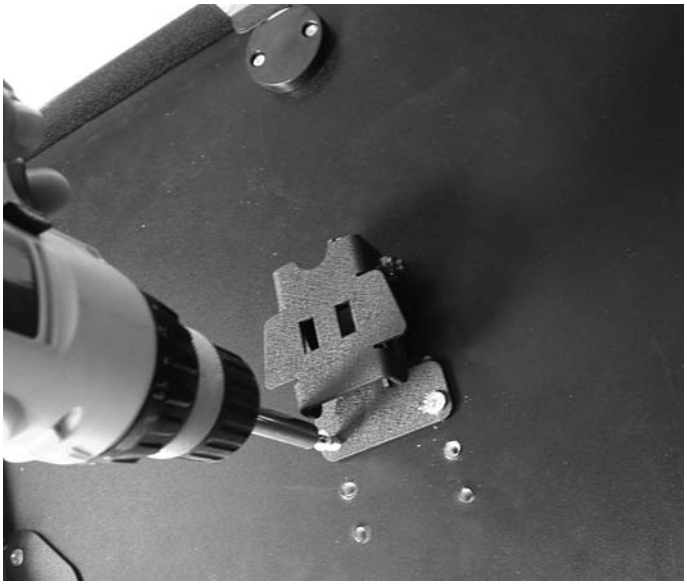
Push the cylinder ends onto mounting pins located on left front collar and left side flipIT top. After the ends are captured, push the locking hubs into place to complete the installation.

Mounting LCD Flatscreen Display to flipIT Rotating Desktop

STEP 14 – Mounting your LCD Display to flipIT

The VESA bracket for mounting your LCD ships assembled.

Separate the VESA mount assembly by sliding the 2 halves apart. You will observe a gravity operated locking device that should move freely. Do not try to obstruct this locking feature.

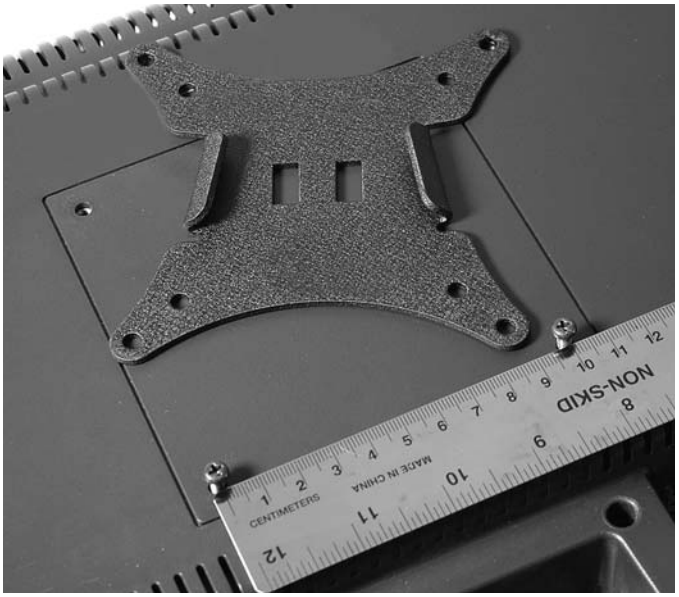


The hinged half of the VESA mounting assembly installs into predrilled holes with 3 screws. Choose the set of holes that permits the LCD to clear the desktop opening. Additional sets of predrilled holes are provided for that purpose.

Choosing correct placement of the VESA Mounting Assembly should result in proper clearance of the LCD display. The LCD housing should have 1/2 inch to 1 inch clearance between the edge of the flipIT top and the LCD housing. After completing the next step, trial fit the LCD and see if you need to choose different mounting holes.

STEP 15 – Attach VESA Bracket to LCD Display

All VESA FDMI LCD displays are shipped from the manufacturer with mounting screws installed. The locations of these screws are either 75mm or 100mm between centers. These holes may be immediately visible, capped, or accessible by removing the monitor stand or a rear cover plate on the back of the monitor. The predrilled holes in the VESA Mounting Bracket can be used with either configuration.



Remove the screws installed in the LCD and use them to install the VESA Bracket with the retaining pin oriented to the top of the display. Secure all four screws into the corresponding holes in the four flanges of the VESA Bracket.

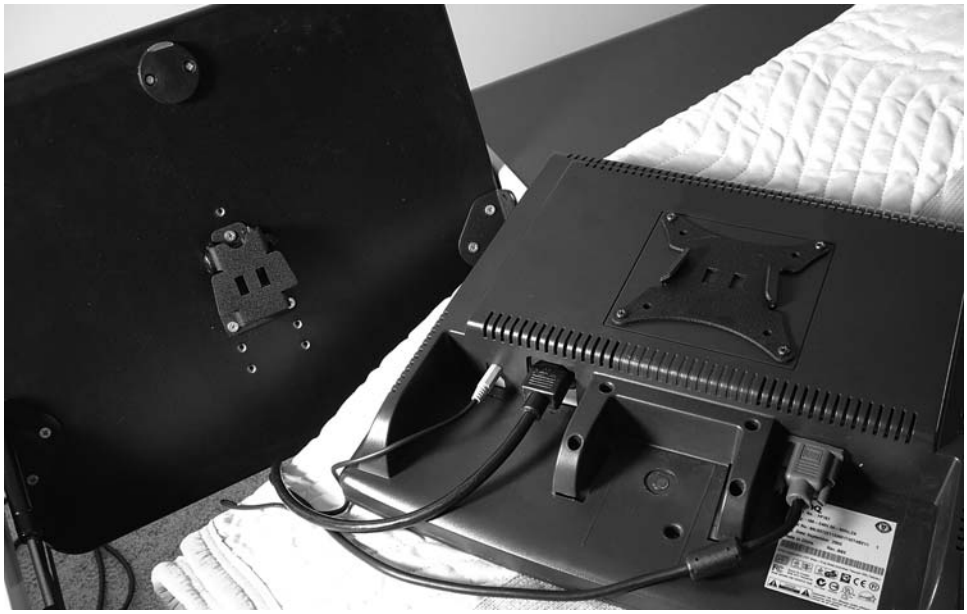
In some cases, a conversion package may be required. Contact your monitor manufacturer for additional information. The VESA mount conversion kit from Apple is used for installing the iMac G5, for example. Purchase this kit from the Apple web site. Go to the Apple Store and search the term VESA adaptor.

STEP 16 — Connect Cables

Place the display on a protected surface to keep it from being damaged as shown. Make cable connections and route them through the flipIT top, ready for complete connection later.

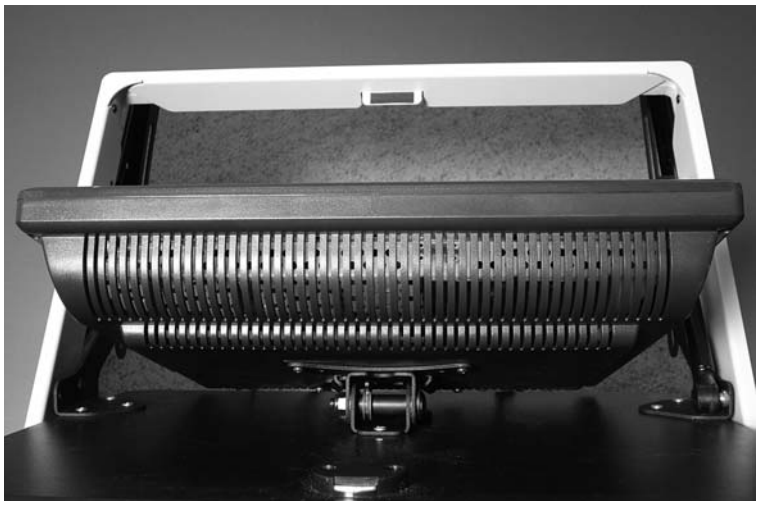
IMPORTANT NOTE:

When handling your LCD display, take care to protect the screen from damage by placing packing blankets on work surfaces.



STEP 17 — Attach LCD Display to flipIT Rotating Top

Grasping the LCD with both hands, position the VESA Bracket over the VESA Mounting Plate, sliding them together as you noted in STEP 17 such that the retaining pin is captured and snaps into the installed position.



STEP 18 - Test the Flipit Top

You can actuate the flipIT rotation either by pulling out the keyboard tray about an inch, or by depressing the back of the flipIT desktop. The pneumatic cylinder will do all of the work.

The keyboard tray works independently in all other respects on Generation II.

The flipIT desktop is closed by manually closing it like a lid.

The hinge of the VESA mount on Generation II allows adjustment of the screen angle.

You may adjust the LCD screen angle by squeezing the top of the display and the flipIT lid for a laid-back angle, or push on on the bottom of the display for a steep angle.

flipIT®
patent pending

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

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