

Assembly Instructions

Installing the flipIT Top into a SMARTdesks FI Series Desktop



Parts and panels will vary according to Smartdesks model. See Parts & Hardware and Parts List. Please verify all parts and quantities prior to assembly. Contact the factory if your quantities are incomplete.

NOTE: All panels are predrilled and ready for assembly.

Unpacking



Figure 1

Use caution when unpacking panels and parts to avoid damage or loss. To avoid damaging desk panel finishes, do not cut into shipping carton. Cut shipping straps and unfold box tabs.

Tools Needed for Assembly



Screw gun with #2 Phillips bit
or Phillips #2 screwdriver
7/16" open face wrench

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 (410) 922-6005 or (866) 620-7408, or email service1@smartdesks.com. © 2003 SMARTdesks

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:

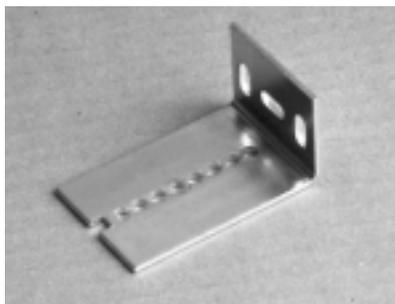
Qty	
1	FlipIT Top with Collar
1	Keyboard Tray Assembly
1	Damper Assembly
4	Keyboard Assembly Mounting Brackets
10	Wood Screws, 1 inch
4	Wood Screws, 3/4 inch
4	Machine Screws, 1/4 inch



Damper Assembly

1 count

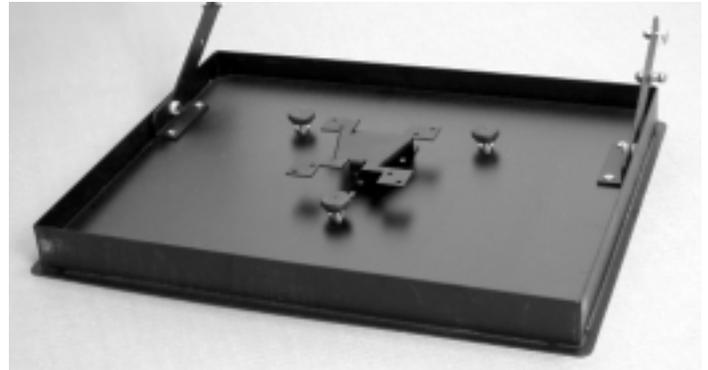
Includes L bracket and pneumatic damper with female connector.



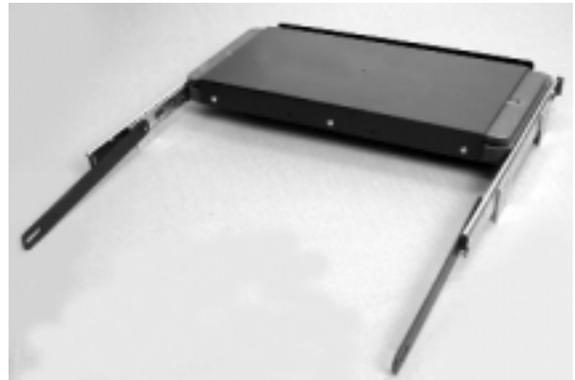
Keyboard Mounting Brackets

4 count

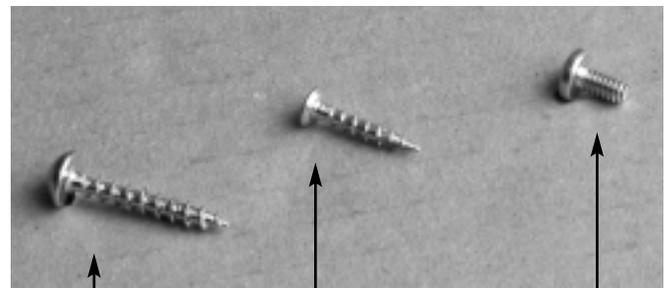
for mounting pullout keyboard assembly to Flipit top



1 ea. - Flipit Top with Collar



1 ea. - Keyboard Tray Assembly



1/4" Machine Screws

4 Count

Used for affixing Keyboard Brackets to Keyboard Tray Slide Mechanism.

3/4" Wood Screws

4 Count

Used for affixing FlipIT Top/Collar Assembly to desktop.

1" Wood Screws

10 count

2 used for damper installation

8 used for affixing keyboard mounting brackets.

Flipit Top Removal & Installation Instructions



Figure 2



Figure 3

STEP 1 – 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 of the desktop (Fig. 2). Test that the FlipIT Top hinge will open to show the computer display to the user side.

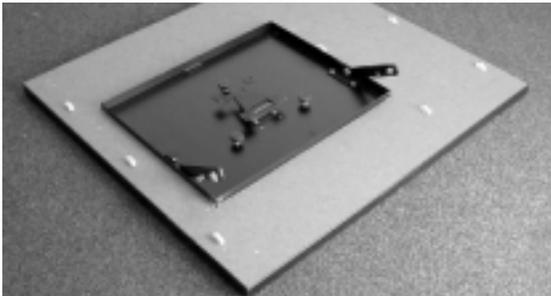


Figure 4

Flipit Top installed into Desktop Panel (Fig. 4)

STEP 2 - Installation of Damper Anchor Bracket

Using #2 Phillips screwdriver or screw gun, attach collar as shown (Fig. 5) 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.



Figure 5

Step 3 – 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 (Fig. 6).



Figure 6



Figure 7

STEP 4 - Attaching the Keyboard Tray Assembly

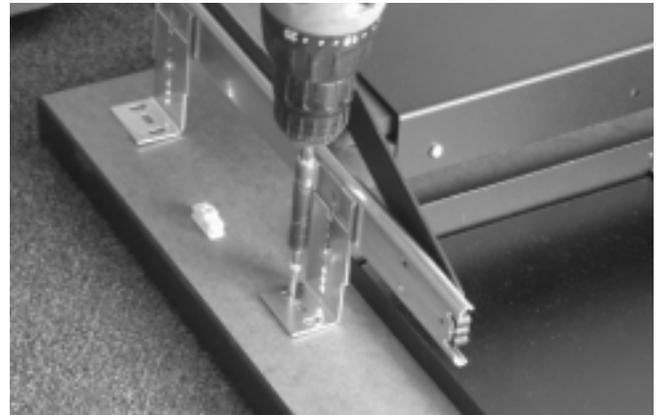


Figure 8

Place the Keyboard Tray Assembly in position, aligning the four Keyboard Brackets you installed in step 3 with the predrilled holes in the desktop. Attach with 1 inch wood screws: use two screws for each bracket.

Repeat Step 4 for the remaining 3 Keyboard Brackets.

STEP 5 – Attach Keyboard Connector Arms

Loosen and remove existing tension adjustment screw, hex nut and nylon washer. Placing the nylon washer between the connector arm and the FlipIT Top arm, install the tension adjustment screw in hole as shown and rotate hex nut into place (Fig. 9). Use 7/16" open end wrench to tighten the hex nut (Fig. 10). DO NOT TIGHTEN THE TENSION COMPLETELY FOR THE ADJUSTMENT AT THIS TIME. The hex nut simply holds the assembly together at this stage and will be tightened/adjusted after monitor has been mounted and tested for smooth operation.

Repeat this procedure for the other side of the assembly.



Figure 9



Figure 10



Figure 11

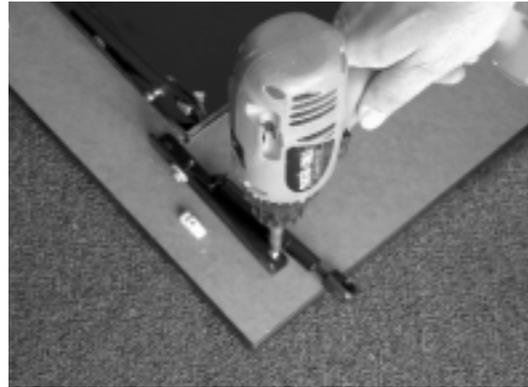
STEP 6 – Attach Damper Assembly Anchor Bracket

Figure 12



Figure 13

Align the Damper Assembly Anchor Bracket to the 2 predrilled holes. The vertical of the L should be oriented to the outside edge of the desktop so it does not interfere with the free operation of the FlipIT Top. Mount assembly with two 1 inch wood screws into predrilled holes (Fig. 12). Capture the rounded post with the female connector on the end of the damper piston—apply pressure until it snaps into place (Fig. 13).



Photo shows Damper Anchor Assembly mounted to desktop.

Mounting LCD Flat Display to FlipIT Rotating Desktop

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



Figure 14

STEP 1 – Detach VESA Bracket from flipIT Rotating Desktop

The VESA Bracket is manufactured to specifications universal to the industry, in compliance with the Video Electronics Standards Association (VESA) and Flat Display Mounting Interface (FDMI). The VESA Bracket is shipped fully assembled and mounted to the VESA Mounting Plate installed to the flipIT Rotating Desktop. (Fig. 14) Detach the VESA Mounting Plate by grasping the bracket on both sides as shown, pulling up until it disengages. (Fig. 15) Note the operation of the spring loaded retaining pin and how it is captured in the top hole of the mounting plate when installed (Fig. 16).

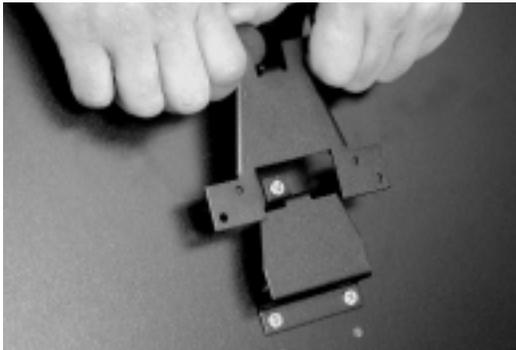


Figure 15

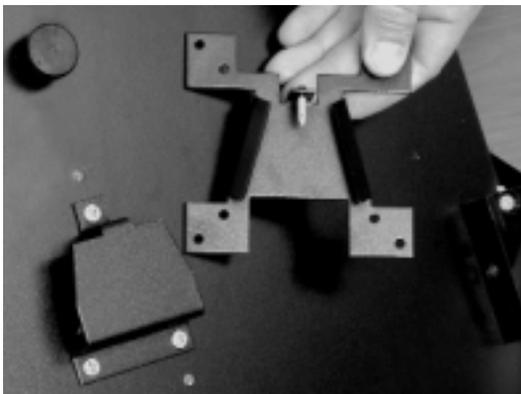


Figure 16

STEP 2 – Attach VESA Bracket to LCD Display

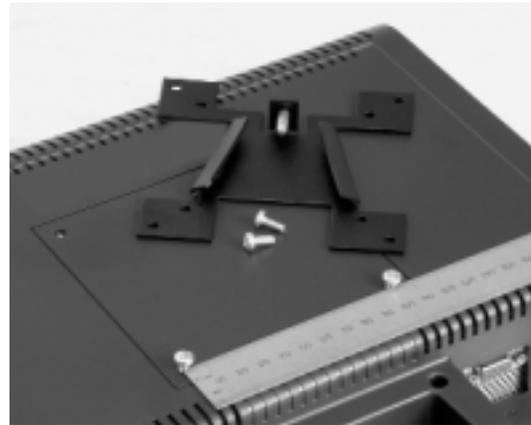


Figure 17



Figure 18

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 (Fig. 17). 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. In some cases, a conversion package may be required (*contact your monitor manufacturer for additional information*). 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 (Fig. 18). Secure all four screws into the corresponding holes in the four flanges of the VESA Bracket.

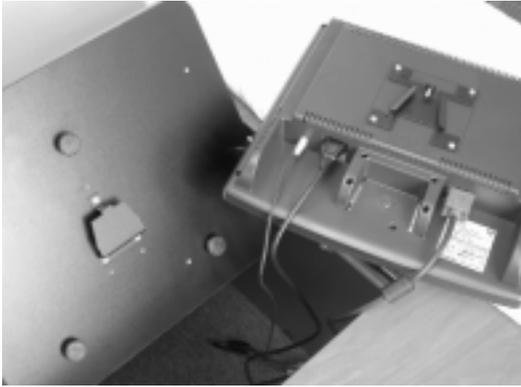
STEP 3 — Connect Cables

Figure 19

Place the display on a protected surface to keep it from being damaged as shown (Fig. 19). Make cable connections and route them through the flipIT top, ready for complete connection later.

STEP 4 — Attach LCD Display to flipIT Rotating Top

Figure 20

Grasping the LCD with both hands, position the VESA Bracket over the VESA Mounting Plate, sliding them together as you noted in STEP 1 such that the retaining pin is captured and snaps into the installed position (Fig. 20).

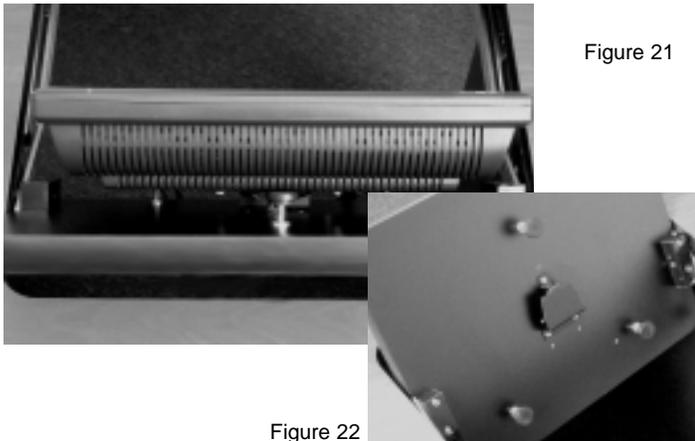
STEP 5 — Adjust Display Supports

Figure 21

Figure 22

Three rubber-tipped Display Supports are adjusted by unscrewing them until they contact the LCD housing.

Step 6 — Verify LCD Display Clearance

Figure 23

Factory 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 (Fig. 23).

STEP 7 - Test the Flipit Top

NOTE: Use caution when testing the clearance and closure of the Flipit Top before putting it into use.



Figure 24

After the monitor has been mounted, push keyboard tray inward to carefully test proper clearance and closure before putting the unit into use. Test for smooth operation of the mechanism of the Flipit Top. Make sure the LCD flat display is properly positioned and the Display Supports are adjusted correctly (Fig. 24) Continue to STEP 9 if FlipIT Top closes correctly.

****Follow instructions in STEP 8 Adjusting the VESA Mounting Plate ONLY if the flat display is above the top edge of the Rotating Desktop Panel or is too low.*

STEP 8 - Adjusting the VESA Mounting Plate**

**Follow instructions in this step only if the flat display is above the top edge of the Rotating Desktop Panel or is too low.

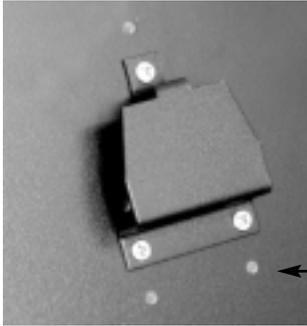


Figure 25

Photo shows an additional set of pre-drilled adjustment holes that can be used for relocation of the VESA Mounting plate.



Figure 27

Slide the LCD Monitor upward from the VESA Mounting Plate. Lay the monitor aside on protected surface. There are five (5) sets of pre-drilled holes on the Rotating Desktop Panel providing 60 mm of adjustment up or down for the VESA Mounting Plate. Remove the (3) screws from the VESA Mounting Plate and relocate the plate to a position enabling the LCD monitor to be 1/2" to 3/4" below the top edge of the Rotating Desktop Panel (refer to figure 23). Repeat Step 7 to ensure proper clearance and closure.

Photo shows Damper completing the closure of the flipIT Top.

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>

STEP 9 — Adjust the Closing Tension

Figure 26

There are 2 tension adjustments, located at the ends of the keyboard tray connector arms. You will use a 7/16 inch open end wrench to make the final adjustments. (Fig. 26) The tension adjustments should be about equal in tightness. Test the operation of the rotation top by pushing in the keyboard tray with display securely mounted (Fig. 27). The weight of the display and the action of pushing in the keyboard tray should work together for smooth closure to the point where the damper takes over the closing operation. Do not force the damper closed with your hand. The tension adjustment should be loose enough to allow the damper to take over and close the desktop completely. If the adjustment screw is too loose, the weight of the display will free-fall, bouncing into the damper with too much momentum. Make adjustments in 1/4 turns of the hex nut until operation smoothly transitions weight to the damper and the damper fully closes the top without assistance.