

# iPad flipIT®

How to install iPad flipIT® in any desktop or into SMARTdesks® furniture with a factory cutout with predrilled pilot holes.



## Tools required for making cutout

If you are installing the iPad flipIT® into a factory-made cutout with pre-drilled pilot holes, you will need fewer tools. Begin kit installation on page 8.

For making the cutout, you need some basic carpentry skills and these tools:

- Screw gun
- #2 Phillips drive
- 1/8" drill with depth gauge
- 3/8" drill bit
- Square
- Measuring tape
- dry erase marker
- Painter's tape/drafting tape
- Jig saw



### IMPORTANT WARNING

Wear safety goggles and follow manufacturer's safety guidelines for safe operation. CBT Supply, Inc. will not be held liable for injuries resulting from improper use of tools.

## Parts

iPad flipIT Kit® contents include:

- 2 paper templates for making cutout and pilot holes
- These instructions
- Trim ring
- Left and right mounting brackets
- Lid with flipIT enclosure mounted
- Hardware bags containing wood screws, Euro screws, Lock, no-home button blockout tab and security hex wrench.





Four black, #6 3/4" #2 Phillips drive pan head wood screws for trim mounting



Twenty black, #8 3/4" #2 Phillips drive wood screws for mounting lock



Ten 5mm #2 Phillips drive Euro screws for mounting lid brackets



Four One Way wood screws for permanent mounting of lock assembly (optional procedure)



Two One Way machine screws for permanent mounting of lock assembly (optional procedure)



Security hex wrench and two enclosure screws



One L-bracket, mounted to lid

One lock assembly with two keys  
One adjustable lid bumper

One No-Home Button lockout tab



One lid assembly with iPad enclosure



One each left and right lid brackets with friction adjustment screws pre-assembled

## Making the cutout for iPad FlipIT

The desktop should have nothing structural interfering with the flipIT in the area of 24" width and depth. If less material is present, care should be taken that the cutout may make the furniture structurally unsound. The flipIT needs enough room above the desktop to allow for comfortable use of the iPad and 9 inches of free clearance beneath.

Open up the box and inspect the contents, read over these instructions and get familiar with what you are going to accomplish.



### Mark the Centerline

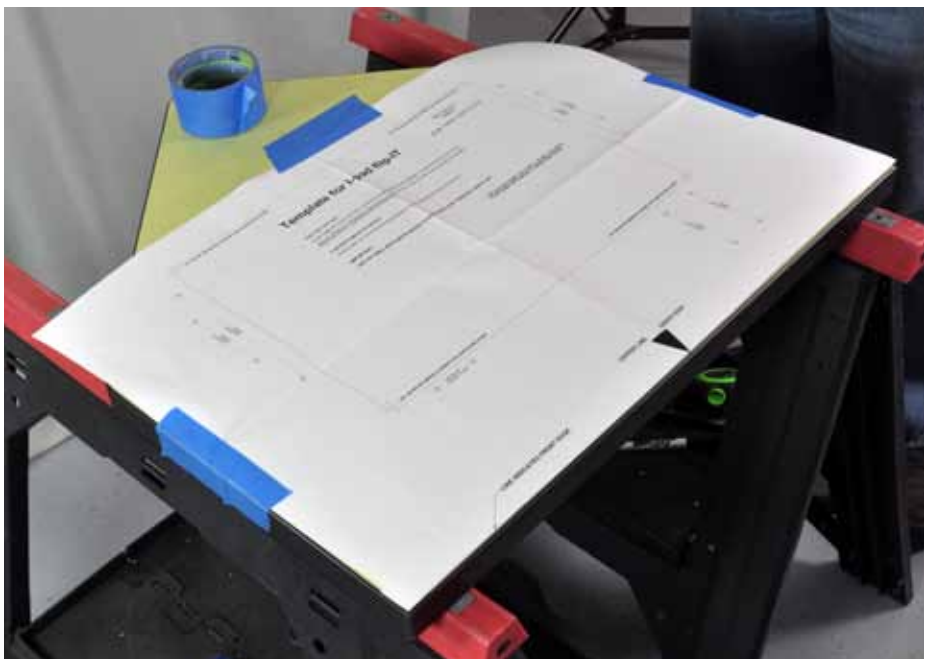
The centerline is your reference for aligning the paper template in the work space. Use a dry erase marker so your layout lines can be easily removed, or put removeable painter's tape in the area so protect the surface from a permanent marker.

If you can remove the top from the furniture, that would allow you more freedom. If this is not possible, take care that you don't mar the surfaces or hurt yourself lifting the furniture for working the underside.



### Tape the Template

You have been provided two paper templates in case one gets damaged in the process. You will be using the template twice: once for making the cut out from the top; once for making the pilot holes from beneath the desktop. It is important that your centerline is accurately transferred from the top to the underside for accurate placement. fold the template at the edge line and position it as shown, middle arrow at the centerline, square with the edge. Tape it down so it gives an accurate position for the cut.



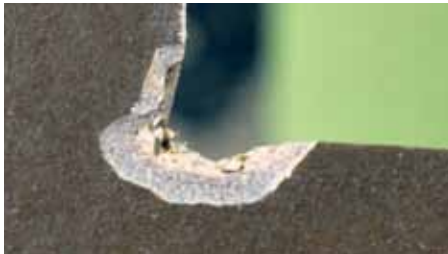
## Drill 4 Start Holes for Saw

Using a 3/8" spade bit, drill a start hole at the four corners to start the jigsaw cuts.

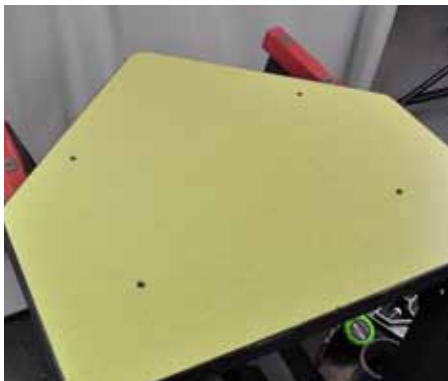
Place the drill on the crosshairs for each hole. This process should remove the printed line on the paper template.

Factory cuts are made with CNC precision. Try to achieve a squarely positioned hole with sides perpendicular to the top.

You are working from the top to avoid blowing out the laminate as you bore through. This will likely occur on the bottom side where it won't be seen.



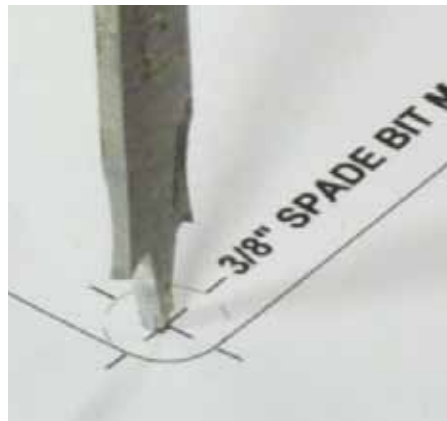
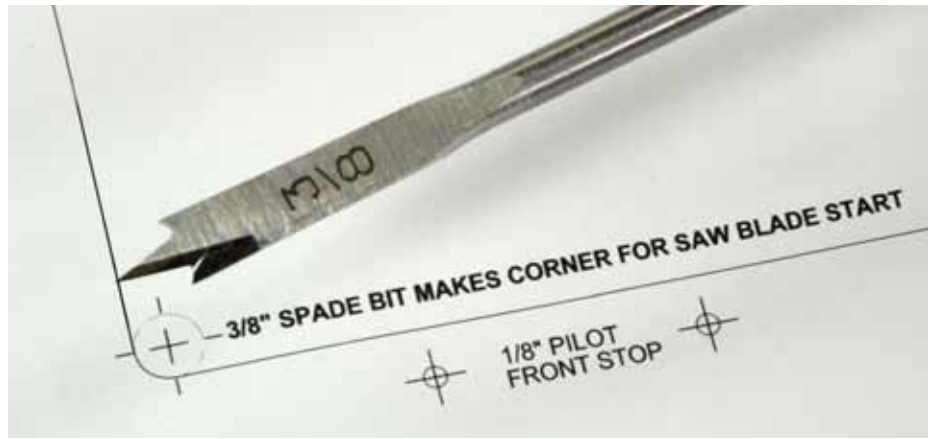
This kind of blow-out is to be expected. This is why we drill from the top.



## Make Layout Lines

Use a straight edge and your dry erase marker to make layout lines for making the jigsaw cuts.

The lines should be tangent to the widest part of the hole. When you saw, the kerf will remove the line entirely. The metal trim ring should not bind when placed in this cutout. If there is a little wavering to the saw path, this is tolerable, as long as it is within the scope of the trim ring.



## Saw the Cutout

Observe that the layout lines are tangent to the widest part of the corner start holes.

Position the jigsaw blade to remove this entire line. The paper template is exactly the right size. The margin for error is about 1/16", but don't try to remove more than the line by any amount. If the kerf of your saw varies by going the width of your blade outside the line, the trim ring will cover this imperfection.

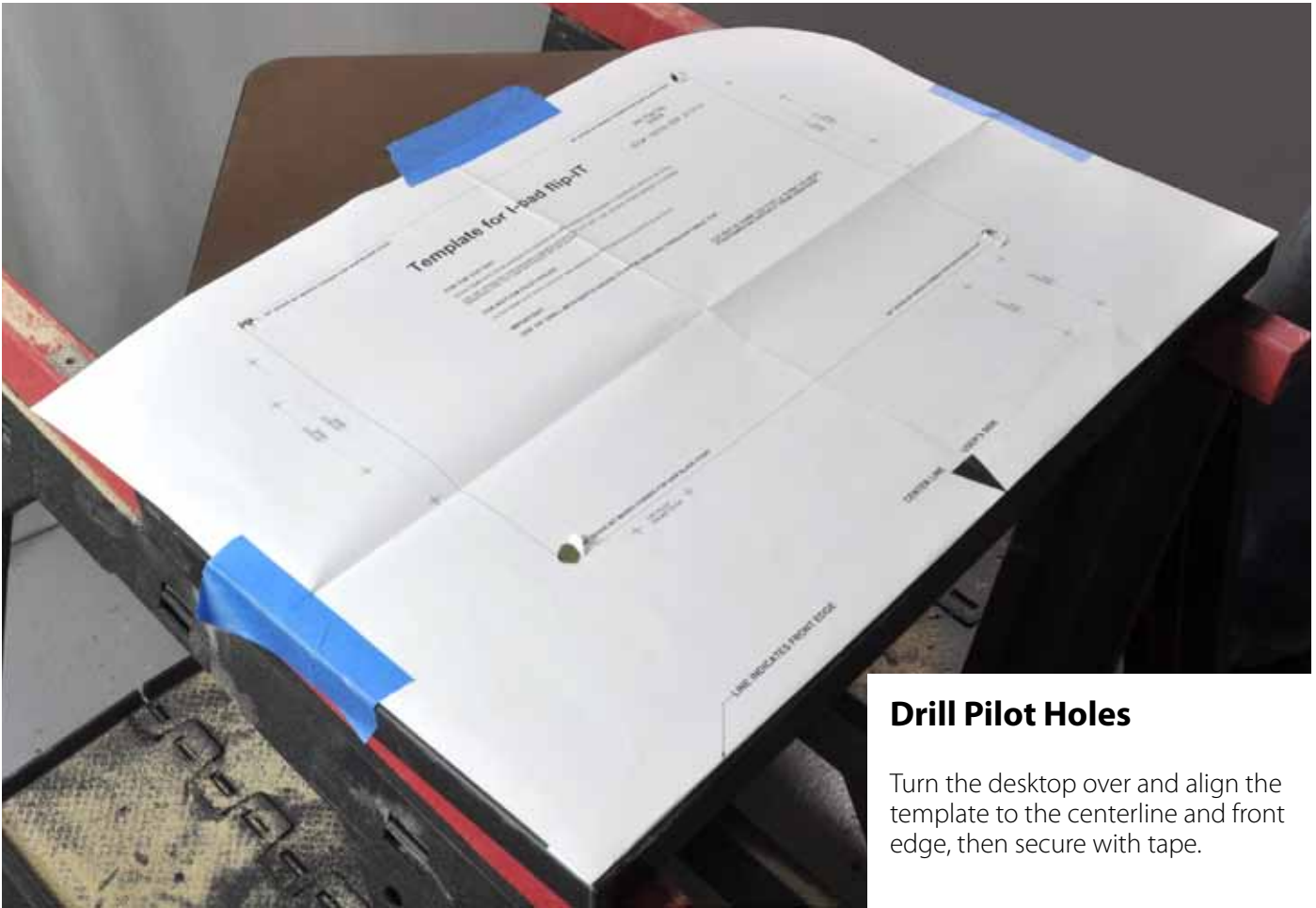
Try to emulate the precision of a CNC machine. Let the saw do the work.

Be safe and use eye protection. Don't let loose fitting garments interfere with this potentially dangerous power tool.



Your finished cutout will have no ridges in the corners, nothing left of the layout lines, and nothing that will bind the trim ring. Before you turn the work over to make pilot holes, dry fit the trim ring and confirm that you have a perfect fit.





## Drill Pilot Holes

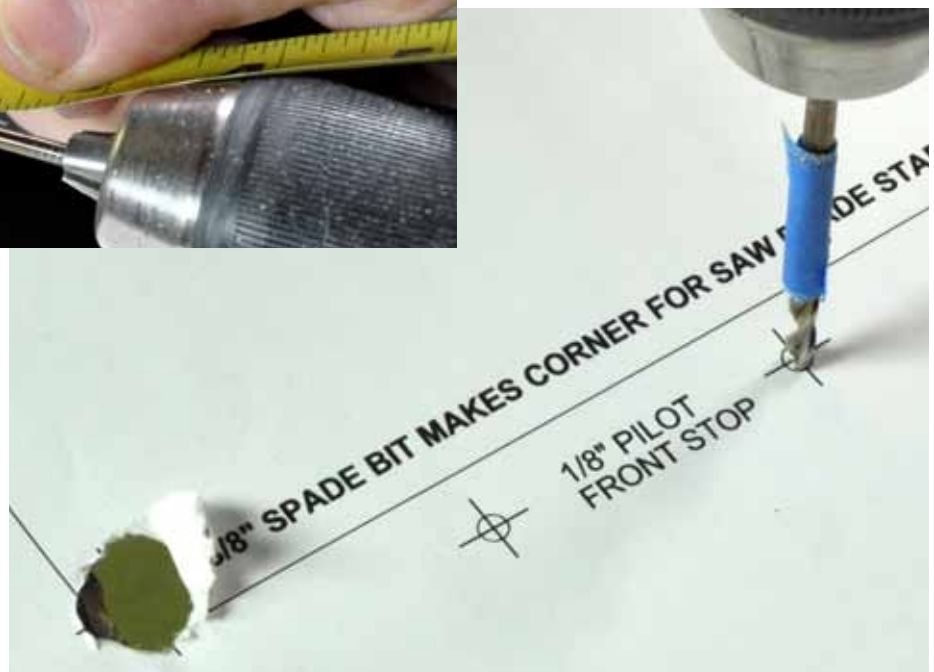
Turn the desktop over and align the template to the centerline and front edge, then secure with tape.

Make a depth gauge using tape so you avoid drilling through the top and ruining the furniture.



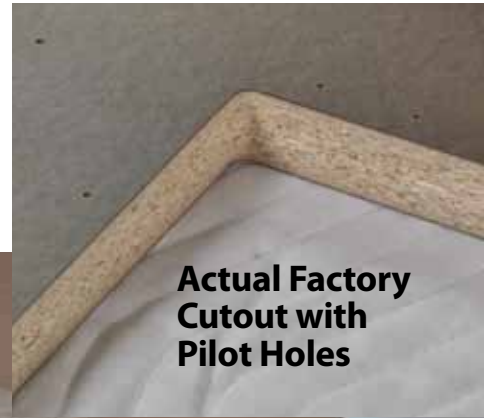
Use a 1/8" drill, set to 1/2" depth.

Drill pilots for all crosshairs on the template. Take your time to do precision work.



## You just made a Factory Cut

Congratulations! If you are installing iPad flipIT® into a factory cut, begin here. The factory cut will not have the drill blowout in the corners because SMARTdesks furniture is CNC machined. This flaw is typical of a manually made cutout and will not matter to the look or operation of the equipment.



## Tools Required

You will need a screw gun and #2 Phillips driver, a regular screwdriver with slot and #2 Phillips blades, an adjustable crescent wrench and the special security hex key included in the flipIT Kit.



Security hex wrench and two enclosure screws

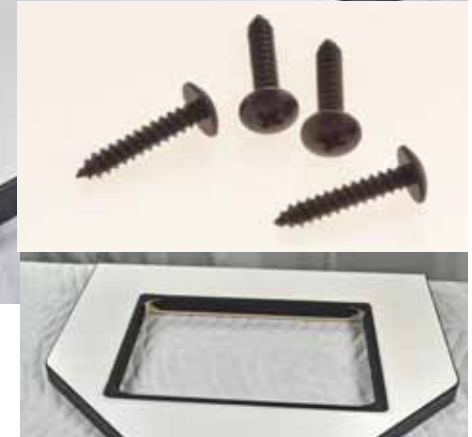




## Install the trim ring

Before you begin, prepare a padded surface to protect the furniture and flit from scratches and abrasion.

Place the trim ring in the cutout and secure it with four panhead 3/4" wood screws using a #2 Phillips driver. Use the holes provided in the trim ring at the four corners.



## Install the left and right lid brackets to the lid assembly.

The brackets are different, and the hole patterns are placed to help you get it right.

To determine which is correct, place the bracket over the pilot holes in the lid. If they line up, you have correct placement.



Left and right lid brackets. The hex nuts should point away from center.



These pilots align: correct.

These pilots do not align: incorrect.

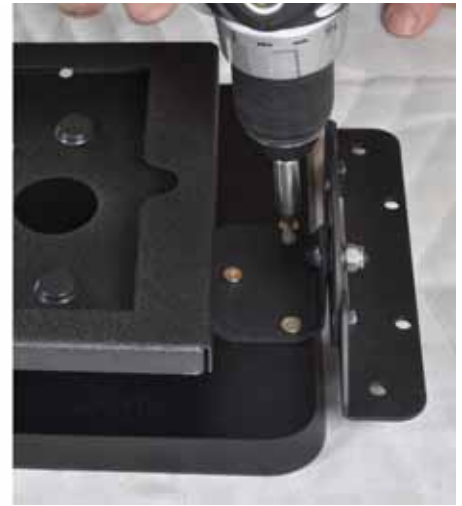
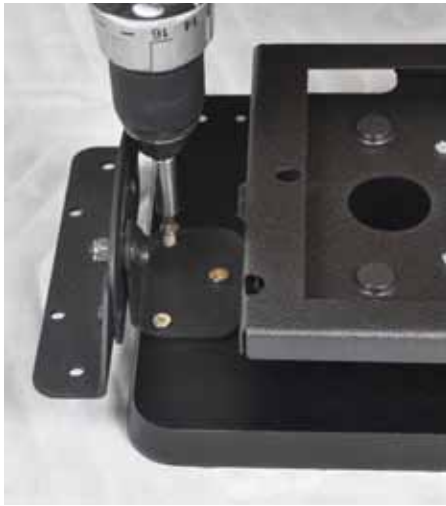


Lid assembly with iPad flipIT enclosure.

**Install the left and right lid brackets to the lid assembly, continued**



5mm #2 Phillips drive Euro screws.



Use a screw gun to install 3 Euro screws per bracket. Be sure to not over-tighten. Adjust your torque setting to a medium setting.

**Install the Lock L-Bracket**

Install the lock L-Bracket to the lid in the provided pilot holes using two 5mm Euro screws.



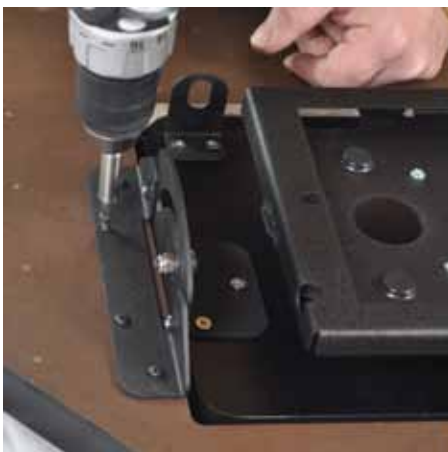
Lock L-Bracket. Note that the installation holes are elongated to allow for adjustment.



**Install flipIT Lid Assembly**

Invert the top and place the lid assembly in place with the L-Bracket facing the user edge of the desktop.

Install using eight wood screws.



Wood screws:  
#8 thread 3/4"  
#2 Phillips



## Install Bumper Assembly

This bumper is used to keep the lid flush with the top in the closed position. The bumper, itself, may compress and need to be re-adjusted in time. Keep the adjustment loose when you install the assembly using the provided pilot holes and two wood screws.

Wood screws:

#8 thread  
3/4"  
#2 Phillips



Compress the bumper slightly and tighten the adjustment bolt with an adjustable crescent wrench.



## Install Lock Assembly

Place the lock assembly into position. Note that the bracket holes are elongated to allow for adjustment.

Install using wood screws and test the operation of the lock. When unlocked, the pin will clear the L-Bracket; when locked, the pin will extend through the L-Bracket.

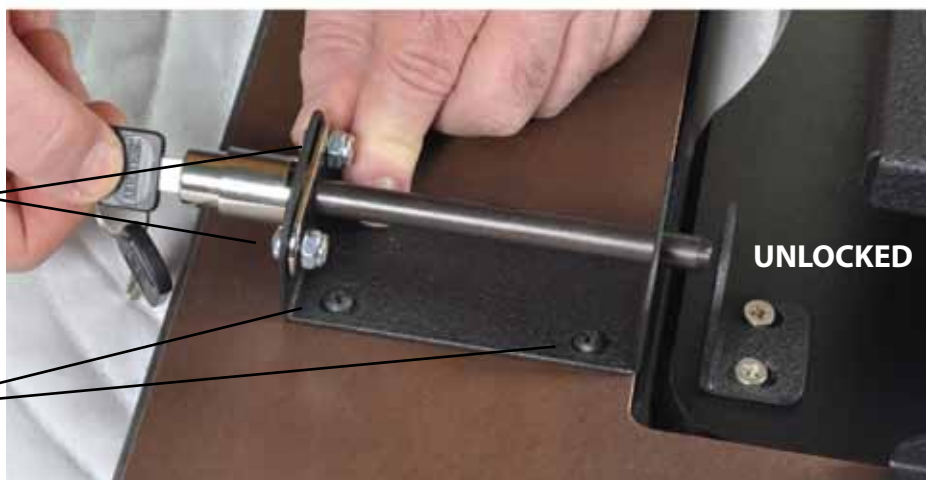
When operation is confirmed, you have the option for replacing the wood screws and machine screws in this assembly with ONE WAY screws for added security.

Two ONE WAY machine screws for permanent mounting

of lock assembly (optional procedure)



Four ONE WAY wood screws for permanent mounting of lock assembly (optional procedure)



ONE WAY screws are considered permanent. Replace one screw at a time to assure that the placement does not shift.

## Install the iPad®

The flipIT® ships with the enclosure closed. Use the security hex wrench to remove the security screws and open the enclosure.

Place the iPad into the frame.

Install the power cable.  
Close the frame.  
Replace the security screws.



Security hex wrench  
and two enclosure screws



The NO HOME BUTTON  
lock out tab is optional. If  
desired, capture the tabs  
and hold in place as shown  
before closing the flipIT  
enclosure.



The iPad may be used in portrait or landscape positions. Return the screen to landscape before attempting to close the flipIT.



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