

# assembly instructions

exchange™



How to assemble exchange™ collaboration tables with rimless flipIT® workstations.

How to adjust flipIT® rimless workstations for factory fit and finish.

See the training video online:

<http://www.smartdesks.com/video-index.asp#excinst>

Running time: 13 minutes

shaping conferencing & education<sup>sm</sup>

**SMARTdesks®**

**800 770 7042**



## Tools Required

- Cordless power driver
- #2 driver blade screwdriver
- straight edge
- 3/8" hex nut driver
- 5/32" hex key
- adjustable crescent wrench
- 3/8" open end wrench
- 7/16" open end wrench

### WARNING:

Always use power tools in accordance with manufacturer's safety instructions.

## Parts Identification

Top: available curve to the right or left flipIT Lid, rimless model\*  
 Legs with locking casters: 3  
 SnapChase™ leg wire manager  
 LeGrip™ CPU holder kit & install instructions.



\*This manual describes how to assemble the rimless flipIT®. Exchange is available with flipIT® kit K19 (with metal collar rim), flipIT Laptop Safe® L18 and without flipIT products. Refer to flipIT Kit® instructions for installation of these products into a factory cut-out, using flipIT Kit® instructions supplied with the flipIT® products.



Leg bolts: 1/2" #2 Phillips drive/hex head 1/4-20. 8 per leg, 24 total.

Plako joining plates with 1-1/8" #2 Phillips drive wood screws. 4 screws per Plako hub.



Pivot posts, 2, installs into flipIT brackets.



Euroscrews 8mm, for installing flipIT lid brackets and VESA mount: 9 total

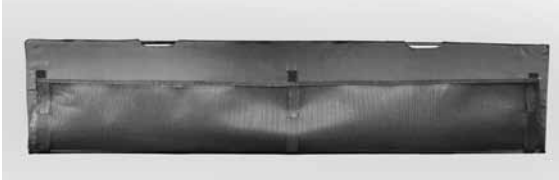


Post for gas spring, 1. Installs to arm.

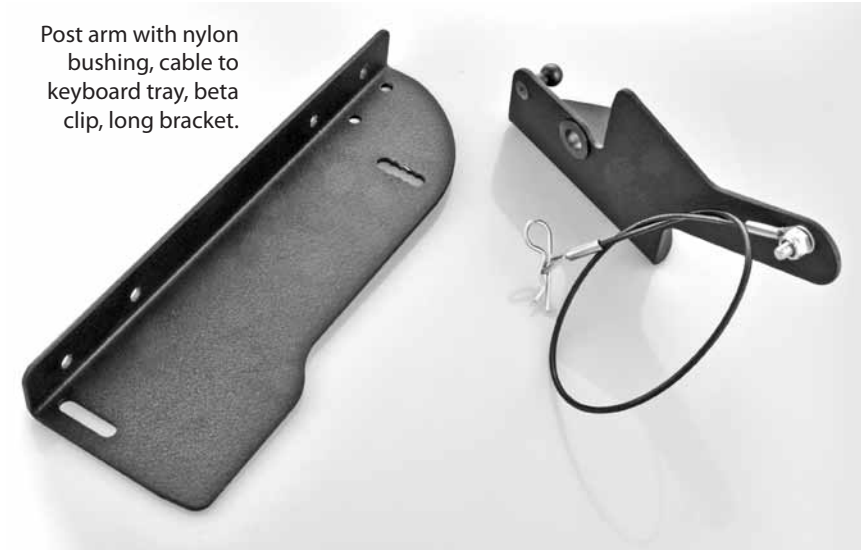


Simple arm with nylon bushing, cable to keyboard tray, beta clip, short bracket.

Keyboard screws: 8.  
flipIT bracket screws: 8.  
1/2" #2 Phillips drive wood screws.



Modesty panel: steel frame with mesh fabric and hook-loop closures for wire management.



Post arm with nylon bushing, cable to keyboard tray, beta clip, long bracket.



VESA mounting bracket. Use your LCD monitor's VESA mounting screws.

Rest assembly: padded rest, adjustment nut & bolt, mounting bracket.

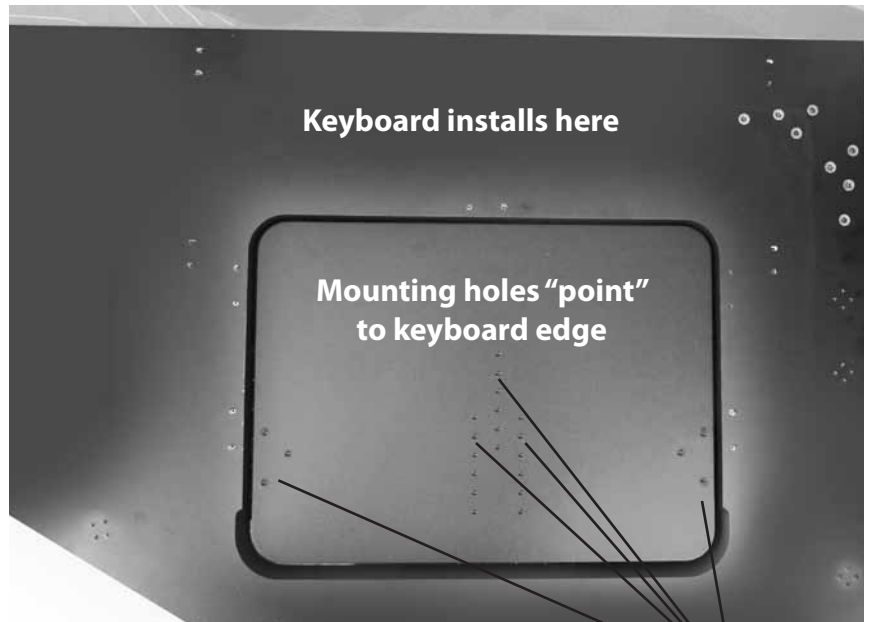


Modesty panel hooks with hex locking nut. Installs into inserts. Adjustable depth. Total: 2.

Gas spring, pneumatic cylinder with locking hubs.

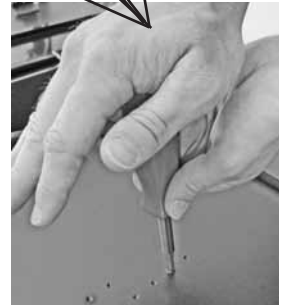


## 1. Place flipIT lid into cut-out.



It is easiest to assemble on a table prepared with a furniture blanket to protect the thermofoil surface. Place the flipIT lid into the cut-out with the VESA bracket mounting holes "pointing" to the side with curved edge, where the keyboard tray installs.

On flipIT lid, use a #2 Phillips to break the thermofoil pilot holes for easier installation.



## 2. Install simple arm

Using two 1/2" Phillips drive wood screws, install the short bracket loosely so the micro-gap can later be adjusted. The bracket slots are oblong for this purpose.



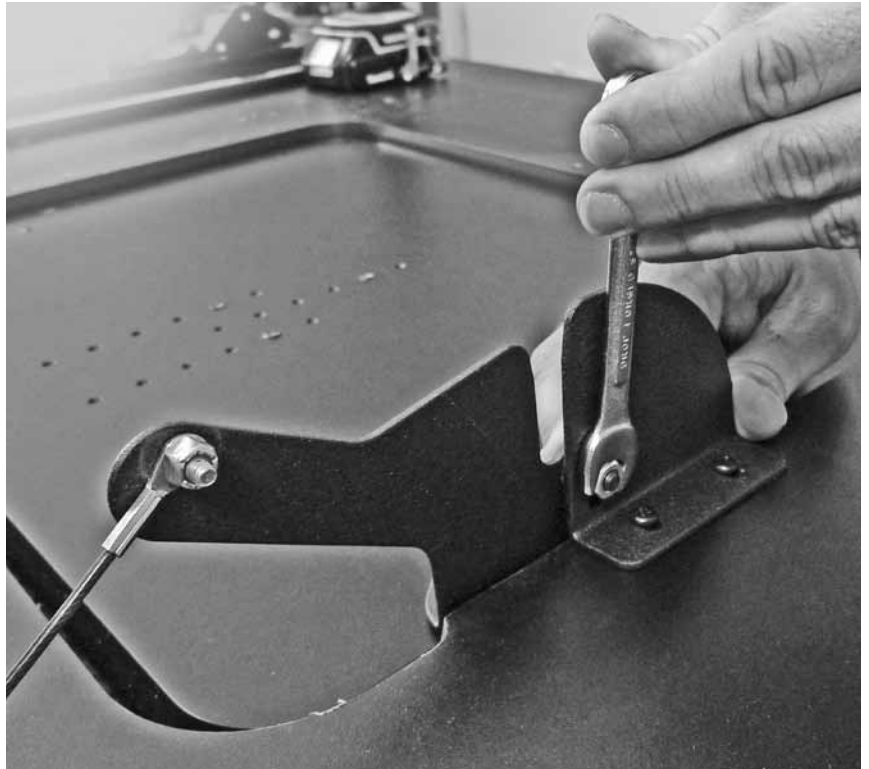
Install the pivot into the short bracket, finger tight, so it can be adjusted for depth.

Press a nylon bushing into the simple arm so the spacer washer is between the moving parts.



Capture the pivot in the simple arm nylon bushing. Use the 7/16" open end wrench and 5/32" hex key to tighten the pivot. This operation is setting the depth of the flipIT lid flush with the top surface. It is using the work surface as a reference.

This adjustment may have to be refined after the monitor is installed. Note that this is the pivot that will be loosened and re-tightened to complete that adjustment using a straight edge as a reference on the top surface.



### 3. Install post arm

Orient the long bracket with the curve to the keyboard and the L going away from the cutout. Install fully tightened with four 1/2" wood screws.



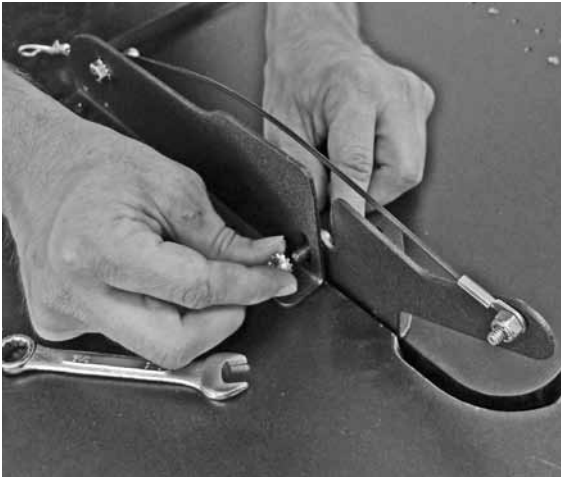
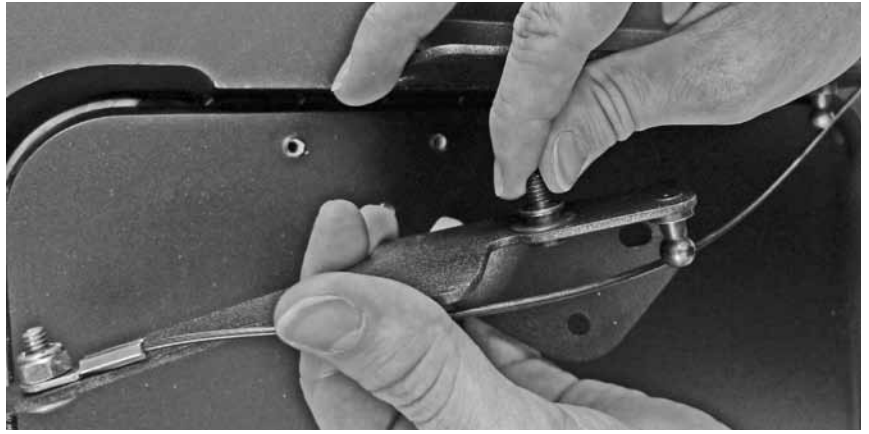
Insert the post for the gas spring into the middle position of the front slot of the long bracket.

Fully tighten using 7/16" open end wrench and adjustable crescent wrench.

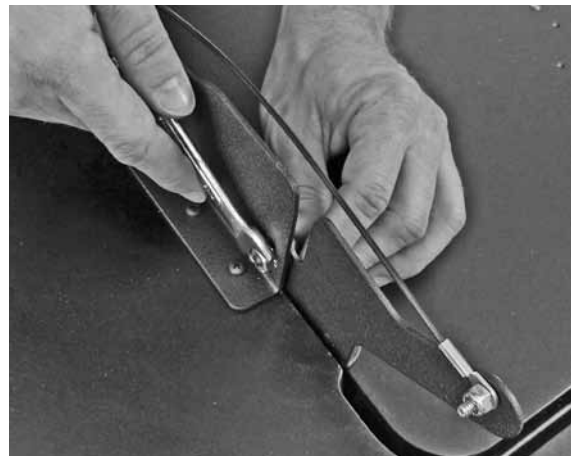


Press the nylon bushing into the post arm so the bushing spacer works between the moving parts.

Insert the pivot into the nylon bushing and insert the threaded part into the back slot of the long bracket.



Spin on hex nut and lock washer, then fully tighten the pivot using 7/16" open end wrench and 5/32" hex key. This uses the work surface as a reference to set the lid flush with the top.



Note that this adjustment may need to be refined after the monitor is installed.

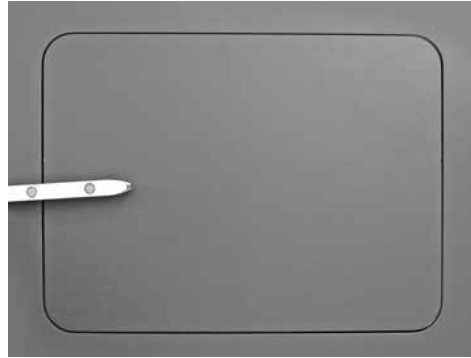


Using 3 Euroscrews each, install the arm assemblies to the flipIT lid.



## Check and set the microgap

Inspect the microgap to make sure it is even on all sides. Set this in position now by tightening the short bracket all the way. Refer to step 2, simple arm.



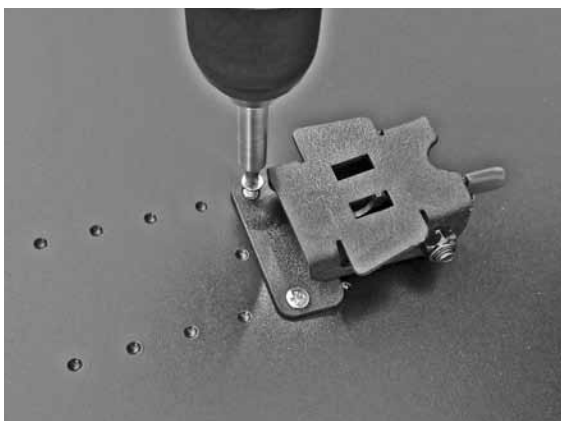
## 4. Install gas spring cylinder

Use a flat blade screwdriver to remove the locking hubs, then press the black barrel end of the cylinder onto the arm mounting post. Leave the silver shaft end uninstalled.

Press the locking hub into place to finish the installation.



## 5. Install VESA mount



Use three Euroscrews to install the VESA bracket.

Most monitors use the second from the top position for balanced operation.

Your monitor should clear the rest by 1/2" or less. Choose the set of pilot holes that fits your monitor.



## 6. Install rest



Assemble the rest bracket and padded rest together using the hex nut, lock washer and hex key head bolt.

Leave the hex nut finger tight so it can be adjusted.

Use two 1/2" wood screws to install bracket.



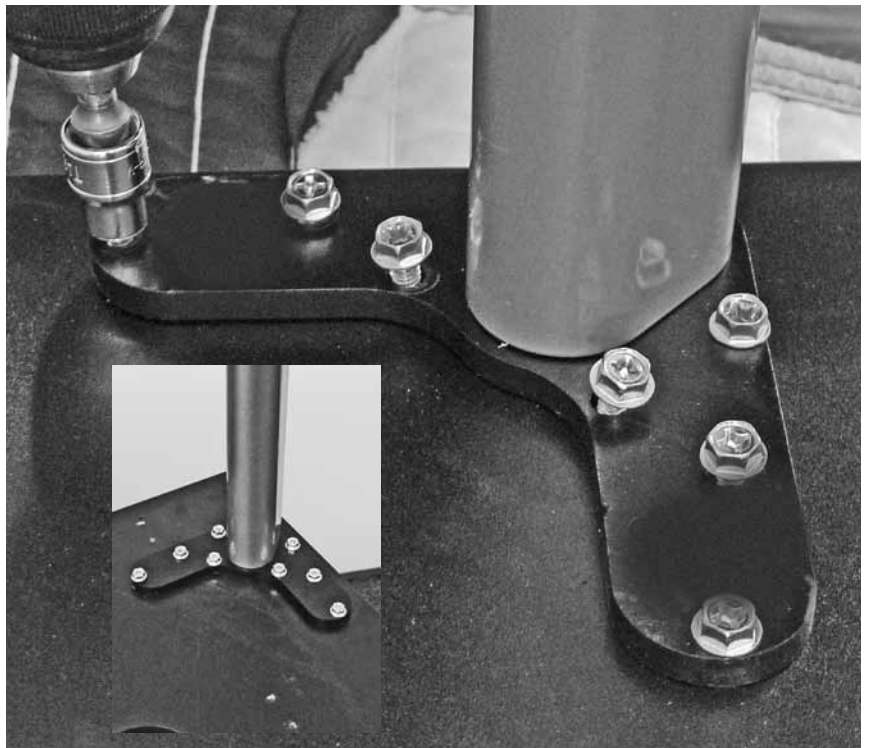
Use the 5/32" hex key and 3/8" open end wrench to tighten the rest. This is using the table top as a reference and the pressure you place on the rest to simulate the weight of the monitor.

The weight of the monitor compresses the rest, so it will be necessary to adjust the top again after the monitor has been installed. Be familiar with this adjustment.



## 7. Install three legs

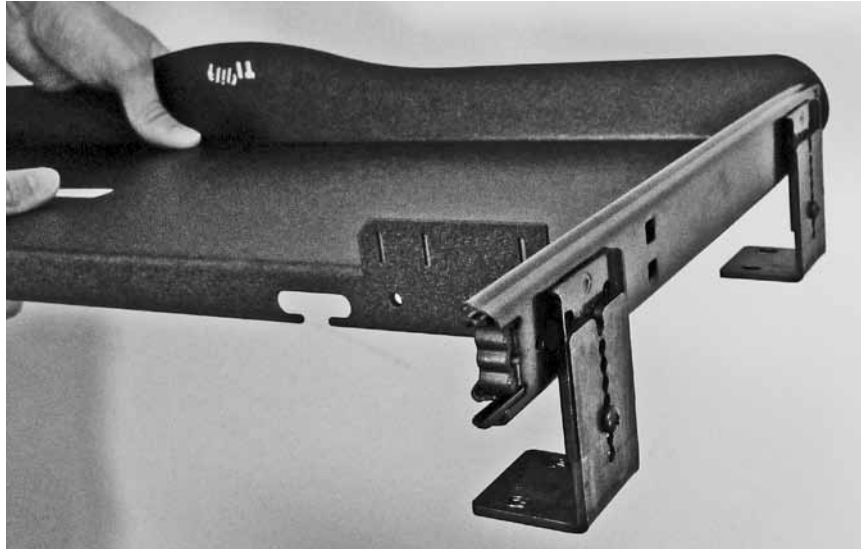
Use a Phillips #2 drive or 3/8" hex drive to install eight 1/2" bolts for each leg.





## 8. Install keyboard tray

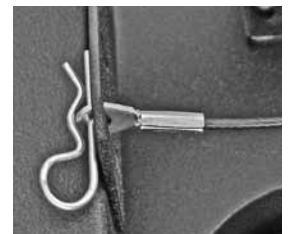
Install L bracket mounts, tabs in, using the 3rd hole from the L. Self-tapping machine screws are packaged with the brackets. Use a #2 screwdriver—NOT a power driver.



Place the keyboard tray over its pilot holes, then install using two 1/2" wood screws per bracket: 8 total.



Insert tray cable through slot in tray that allows the cable to clear the mechanism. Secure it with a beta clip.



## 9. Install modesty panel hooks.

Install two hooks for suspending the modesty panels. Hooks screw into inserts installed in the top. Use the hex nut to lock the position, once established.

These hooks are used to suspend the modesty panel below the Plako joining plates. This can be adjusted during that step.



## 10. Install Plako joining plates

Plako clips are used to hold the exchange table elements together as configured. The pilot hole pattern is a group of four. Use four 1-1/8" wood screws per hub to install using #2 Phillips driver. The clips interlock to form the joining plate.



## 11. Install LeGrip™ CPU holder



The LeGrip™ CPU holder is a complete kit with instructions. The track will be mounted in the position by the keyboard tray.

The CPU will be mounted with CPU by the IT. This install is for placement only.



Slide LeGrip™ onto its track, place the track stop in position and secure with knurled screws. Now it's ready for the IT integrator.



## Almost done.

Everything is complete, except for installing the LCD monitor, CPU, modesty panel and doing the wire management.

Once the LCD monitor is installed, the lid will need to be adjusted flush with the top.

Turn the table on its feet to complete the installation.



## Install the monitor



Use the 4 screws provided with your monitor to install the VESA mount. The VESA mount captures the bracket and gravity does the rest. A spring-loaded pin holds the monitor in place at every angle.

Close the lid CAREFULLY, because the gas spring is not connected. Now its time to fine tune the flipIT Lid.

## Make lid flush

Use a straight edge as a reference. Use the weight of the monitor to make the front rest adjustment first.



Monitor weight may compress the pad, causing the lid to sink in.



Use 3/8" open end wrench and 5/32" hex key to loosen, adjust and re-tighten the rest.



## Making the lid flush with the top

The sides will probably be very close, because you used the work surface as a reference for the pivots, but the weight of the monitor compresses the pad in its own way that can't be simulated on the initial installation.



Use 3/8" open end wrench and 5/32" hex key on the rest with the monitor installed.



Then remove the monitor to get access to the side adjustments. If necessary, adjust the left and right pivots using the 5/32" hex key and 7/16" open end wrench.



Install the gas spring, silver shaft to the long bracket. Remove locking hub, press end onto post, press in locking hub. Install monitor.



Hang the wire management modesty panel on two hooks. Adjust the depth of the hooks so the panel clears the Plako clips.



Fits any leg as needed.

Press SnapChase™ wire management channel onto the preferred leg for wire management. SnapChase™ fits any leg and is easily repositioned.

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