

## Flip-and-Fold

### Multipurpose Table

Includes Add-Ons: **A1** | **A2**

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General Installation Guide



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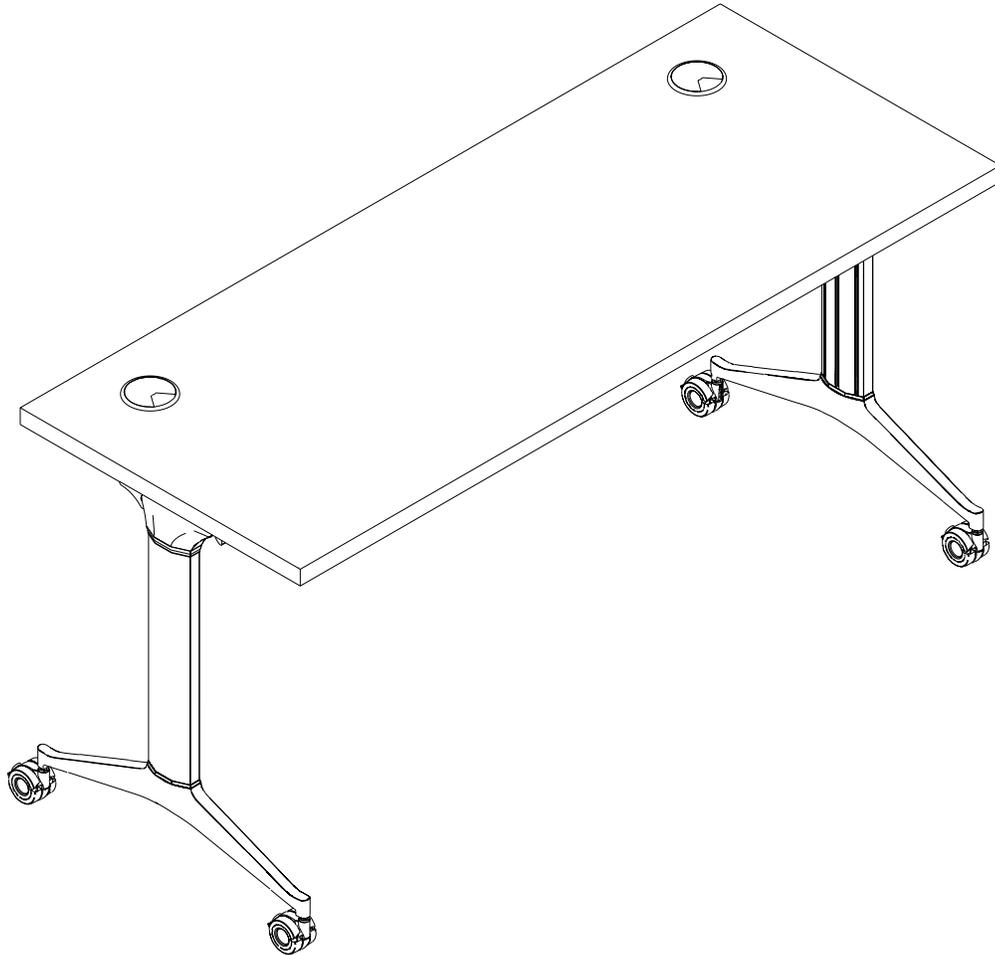


**Edition Code**

OP :: Flip-and-Fold ..... 1

**Add-ons**

A1 :: Modesty Panel..... 11  
A2 :: Power and Wire Management..... 15



## Flip-and-Fold

### Overview

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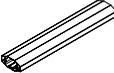
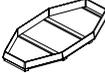
#### Multipurpose Table

 All parts listed are for a single multipurpose table, additional parts will be needed for additional multipurpose tables.



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Parts List

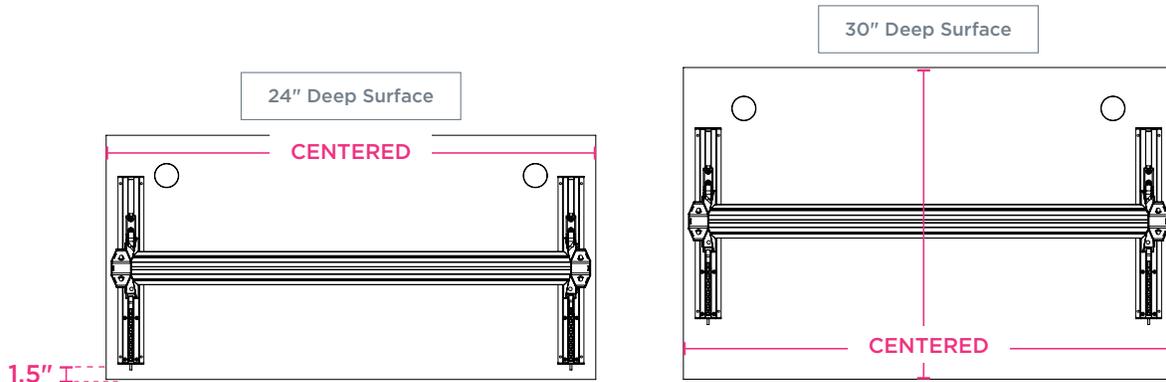
Code	Qty.	Description	
OTF##V2	1	Main Frame	
	1	Main Surface	
	2	Leg Post	
	4	Leg Post Cap	
	2	Foot	
	2	Leg Top Cap	
	4	Wire Clips	

## 1 | Position Frame on Surface

Turn surface upside down and place frame on surface.  
Measure and set frame location.



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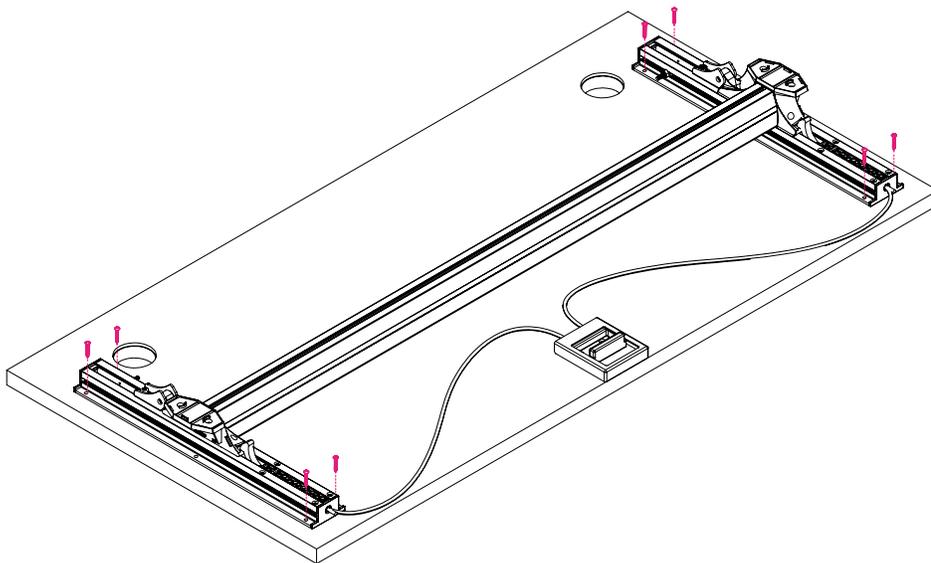
## 2 | Secure Frame to Surface

Use (x8) wood screws to secure frame to underside of surface.

Note: Assure frame stays squared.



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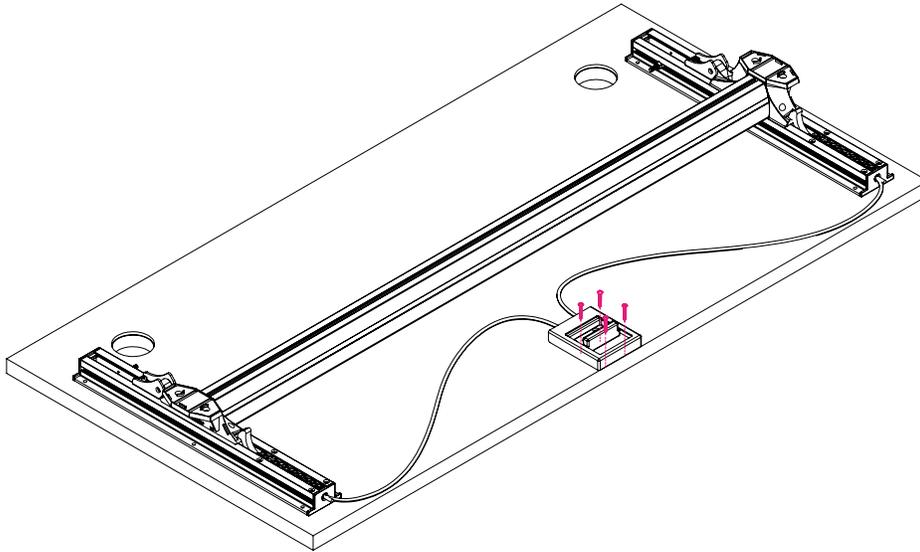


### 3 | Measure to Position Release Handle

Center handle on the surface and align flush with surface edge. Insert (x4) wood screws to secure handle.



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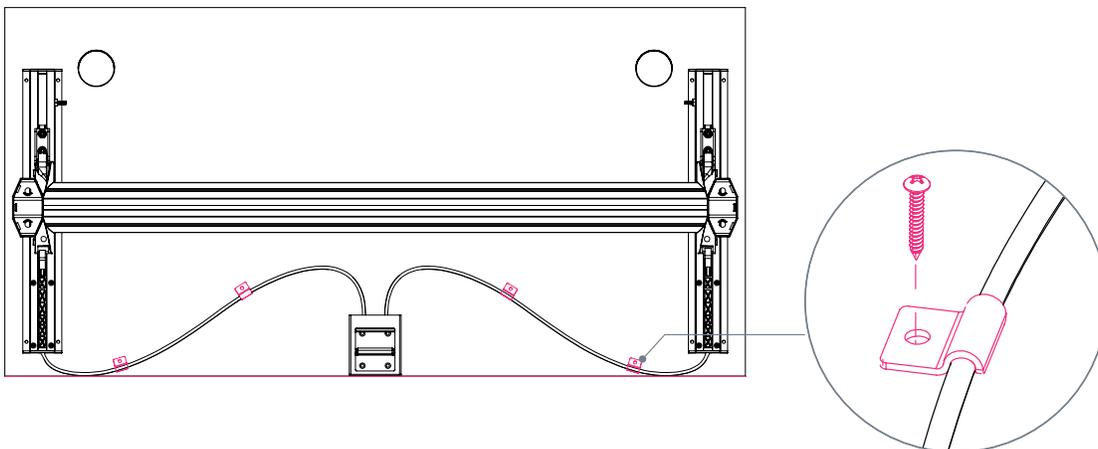
### 4 | Secure Wire Clips

Assure wire is not sitting past the surface edge. Secure wire clips with wood screws.

Note: Evenly space out clips for best result.



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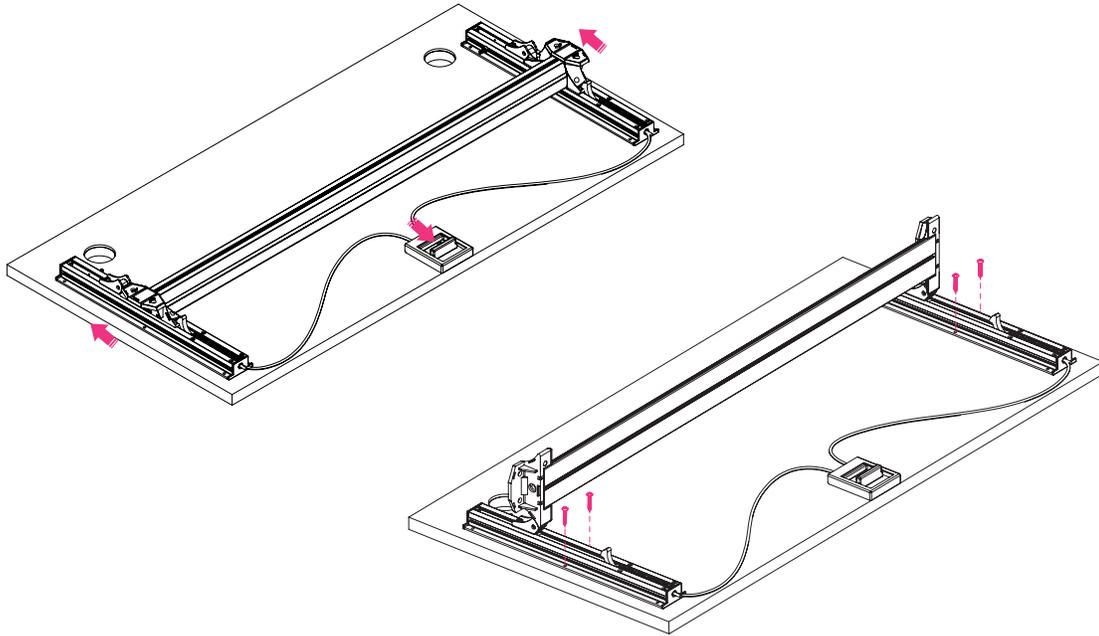


## 5 | Finish Securing Frame

Pull handle to flip up frame base to access additional screw holes. Insert wood screws to secure frame.



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## OPTIONAL | Prep Legs for Modesty Panel

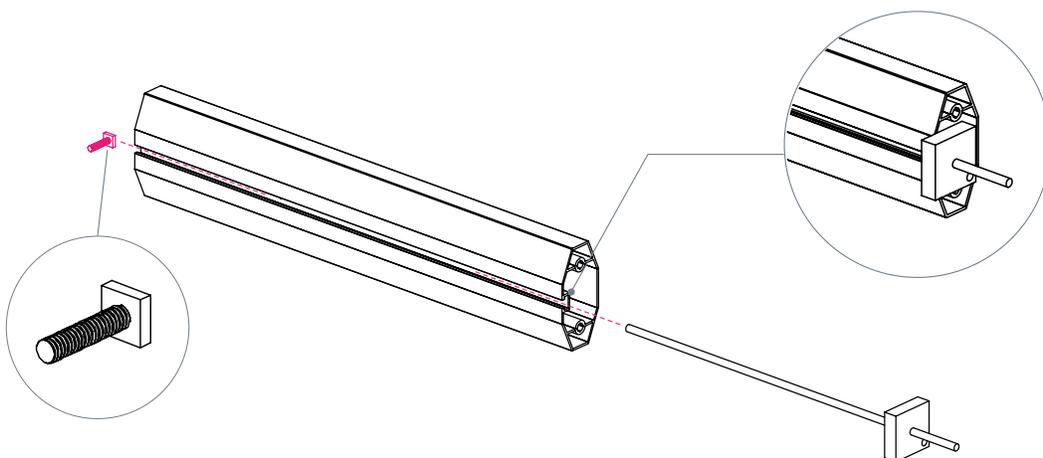
Note: If not installing a modesty panel, skip step and proceed to step 7.



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### 6.1 Measure and Position Bolt in Legs

Open modesty panel box and remove measuring stick and hardware. Slide measuring stick down post leg until measuring stick reaches end. Slide bolt head from opposite end of post leg until head reaches end of measuring stick.

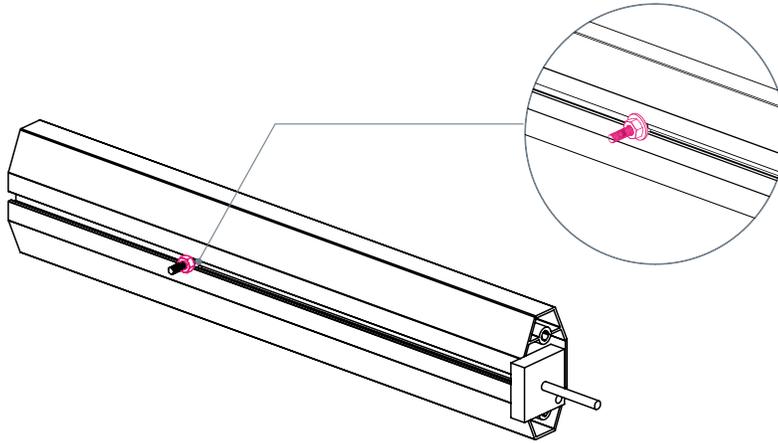


### 6.2 Secure Bolt to Legs

Hold bolt in position. Slide washer on bolt and hand tighten nut. Lock bolt position by firmly tightening the nut with wrench.



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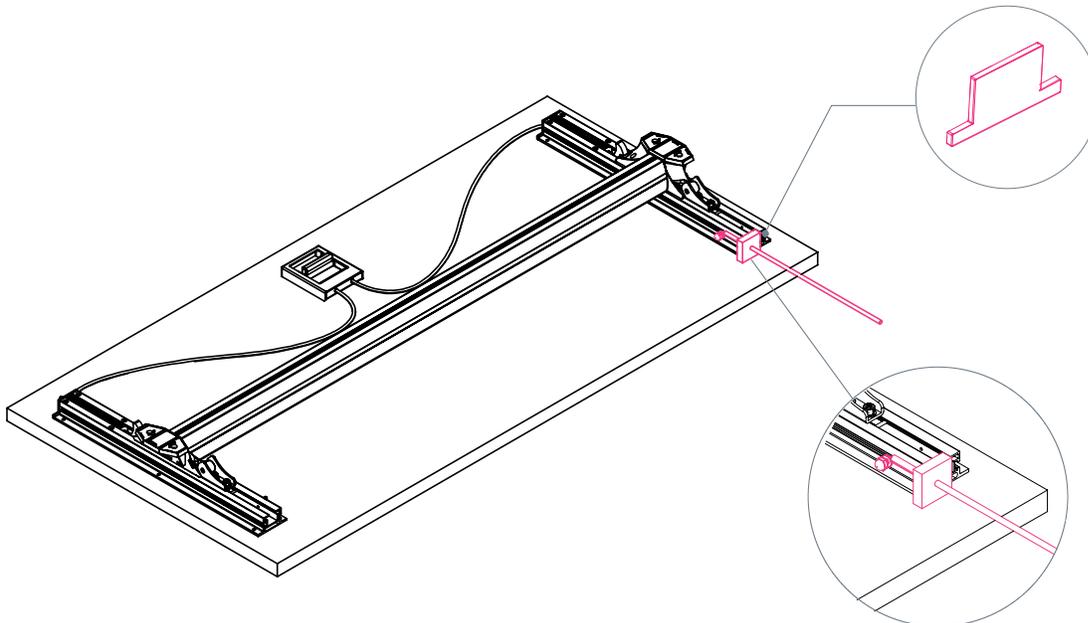


### 6.3 Secure Bolts to Frame

On main frame, remove the plastic caps from both ends. Slide bolts down frame and use smaller side of measuring stick for bolt's proper placement. Hold the bolt in position. Slide washer on bolt and hand tighten nut. Lock bolt position by firmly tightening nut with wrench. Repeat on other end.



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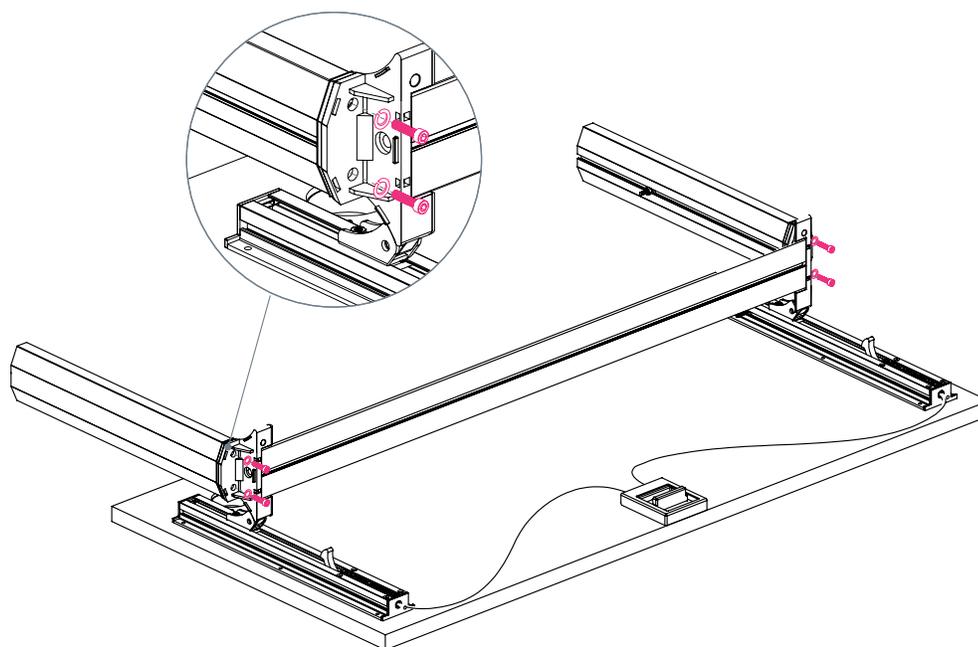
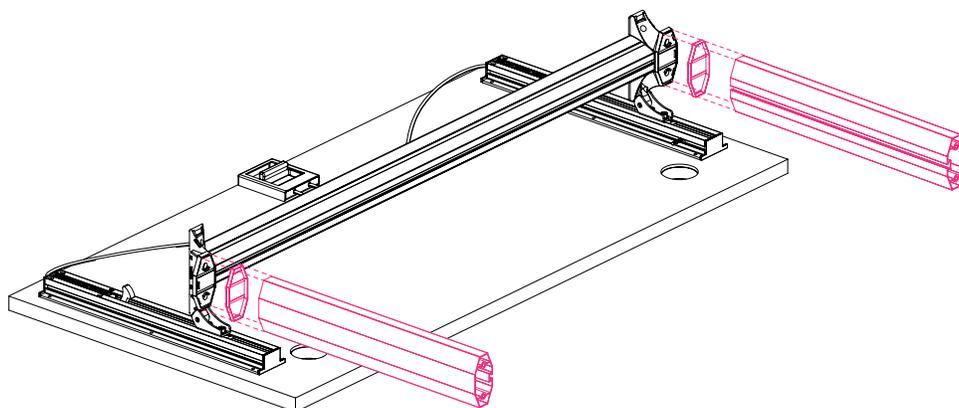
## 7 | Attach Post Legs to Frame

Place cap onto end of post and into base. Insert socket cap screws and lock washers to secure legs to frame.

Note: Repeat process for both legs.



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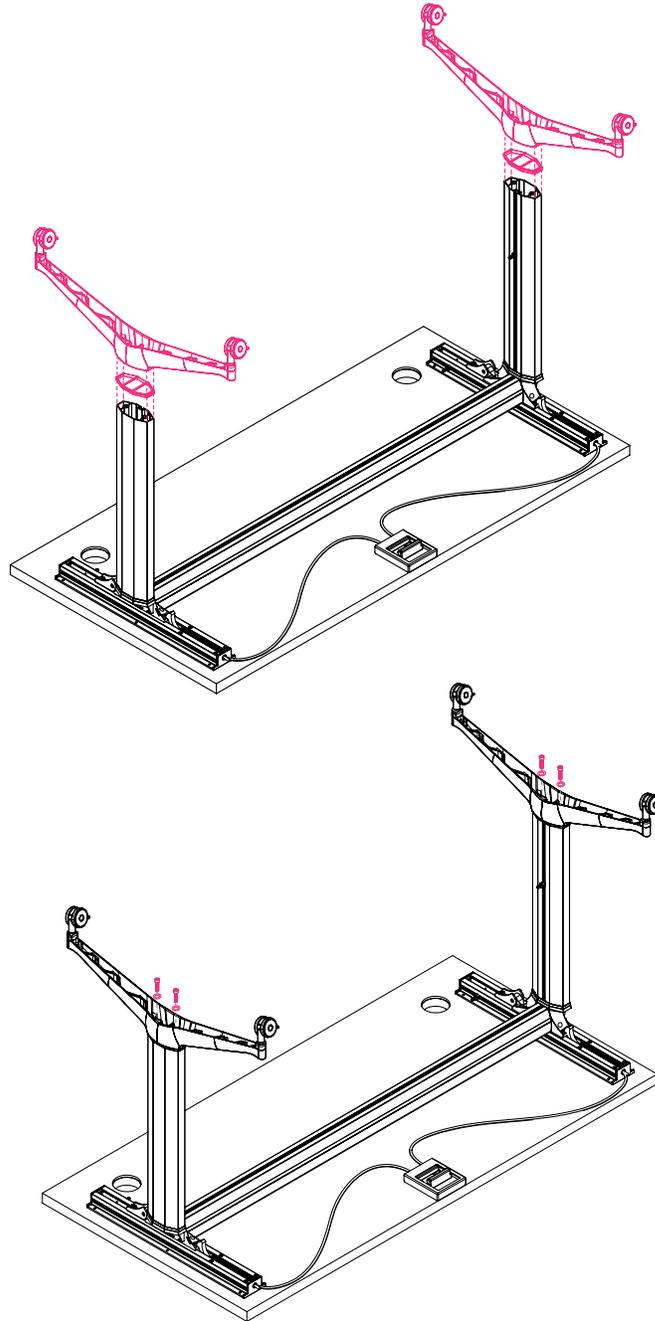


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## 8 | Attach Feet to Post Legs

Place cap onto end of post, and then set feet on top. Insert socket cap screws and anti-shake washers to secure feet to legs.

Note: Repeat process for both legs.



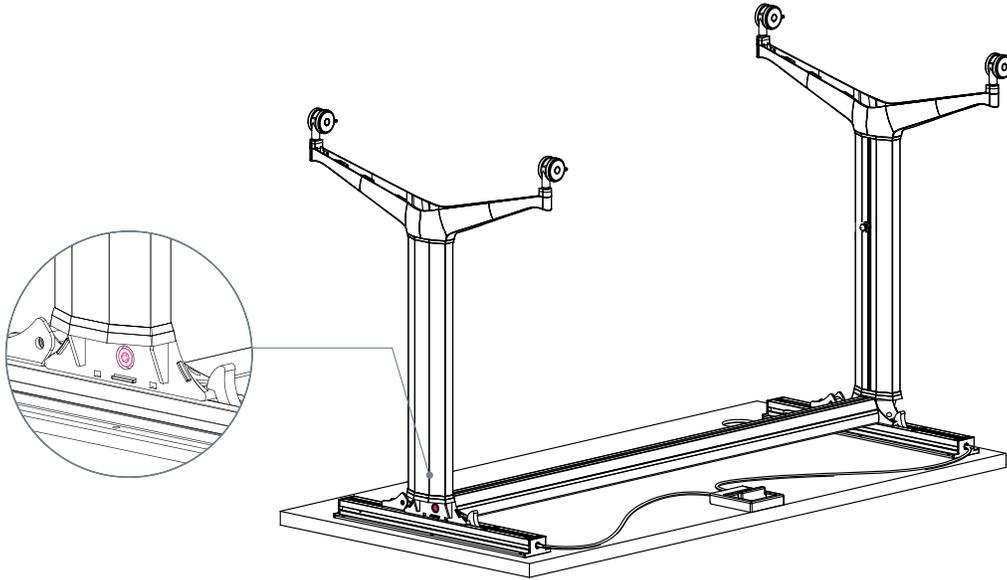
## 9 | Tighten Leg Bolts

Confirm pre-installed leg bolts are tightened and flip table to upright position.

Note: When flipping table, be careful not to damage caster locks.



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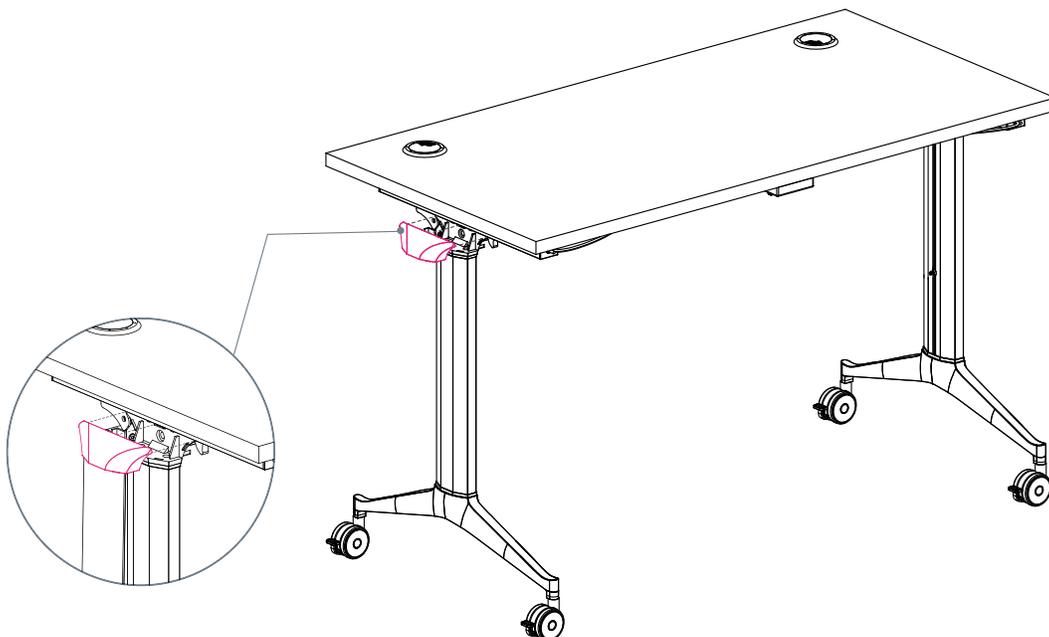
## 10 | Snap on Leg Top Caps

When snapping on top caps, press the top part into place followed by bottom.

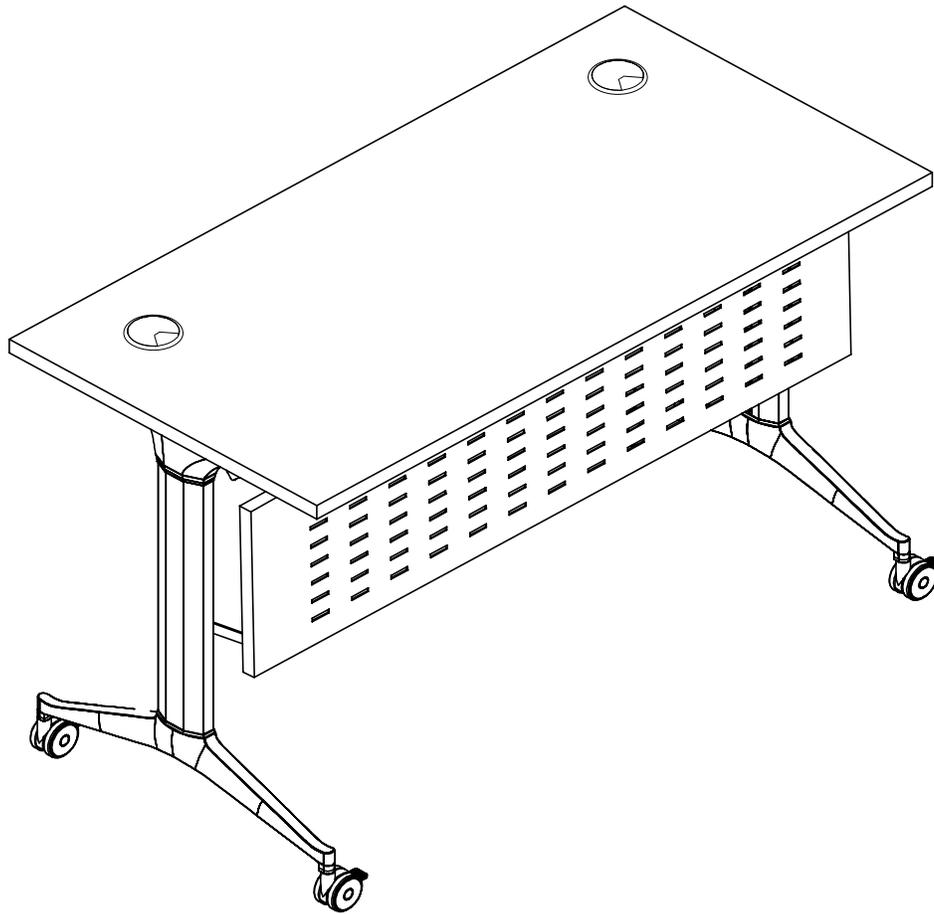
Note: Repeat process for both legs.



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## A1: Modesty Panel

### Overview

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#### Multipurpose Table

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Parts List

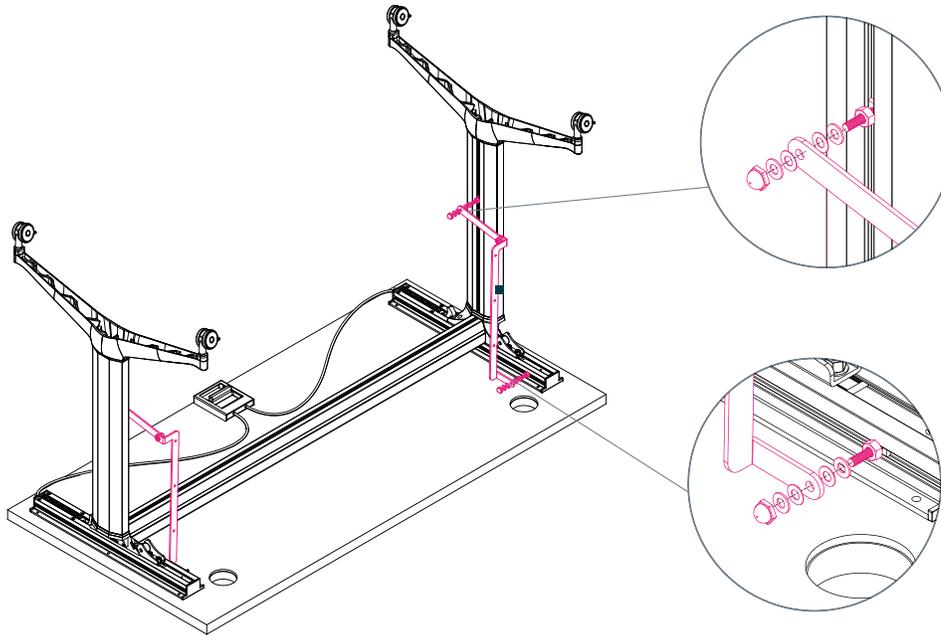
Code	Qty.	Description	
OMP##	1	Steel Modesty Panel	
	1	Modesty Panel Brackets (set of 2)	

# 1 | Connect Brackets for Modesty Panel

Fasten brackets to post legs and to main frame following hardware sequence below.



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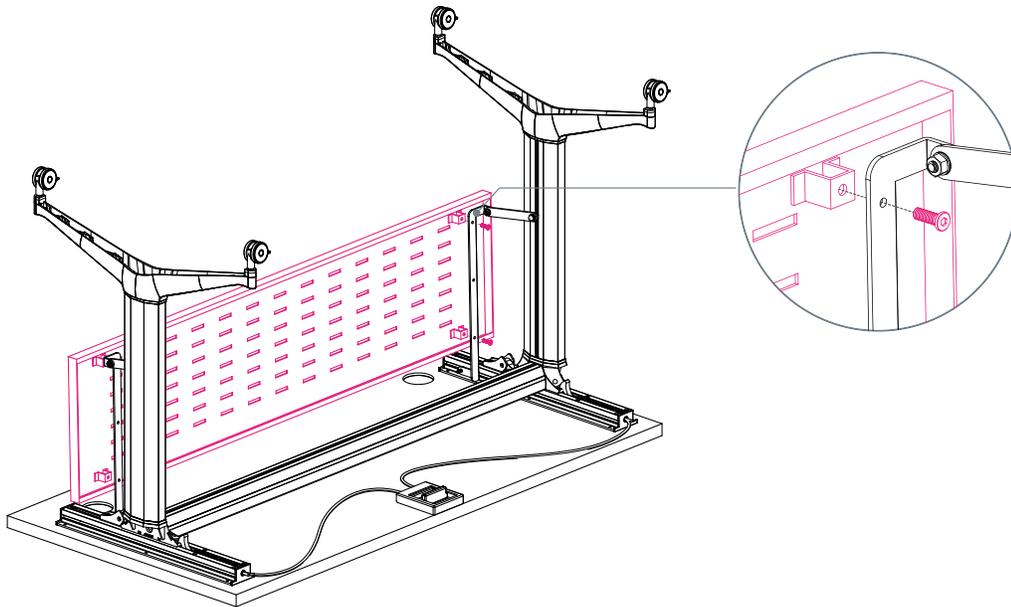


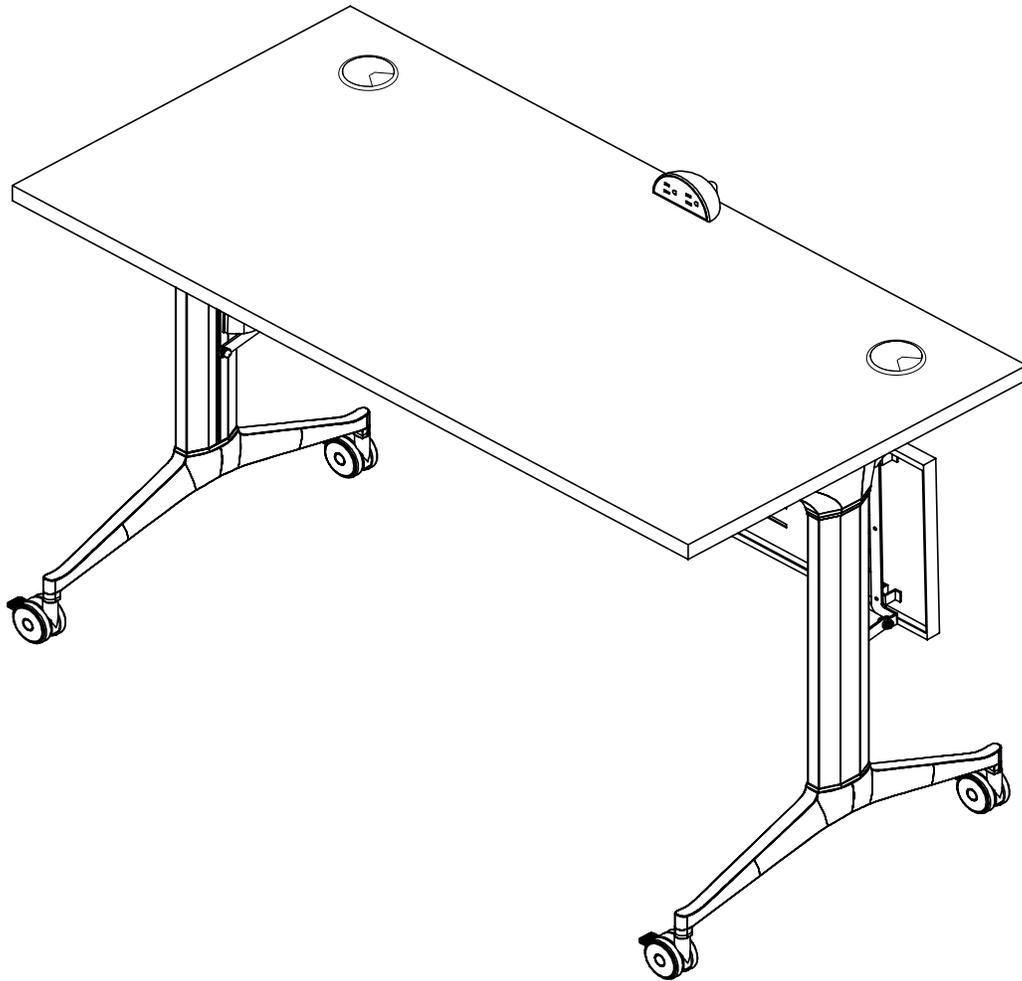
## 2 | Fasten Modesty Panel to Brackets

Align inside of modesty panel screw holes with bracket's screw holes.  
Insert (x4) screws and tighten.



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## A2: Optional Power

### Overview

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#### Multipurpose Table

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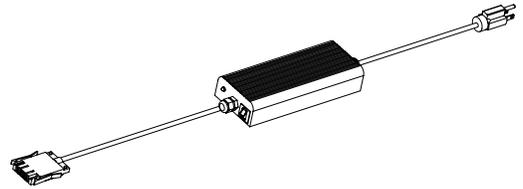
## Parts List

Code	Qty.	Description	
PSMA	1	Desktop Power Unit	
PSJ##	1	Jumper	
PSPIF144	1	Infeed 114' Long	
OPCM	1	Cable Clip System–Set of 18	

## i | Perimeter Power System

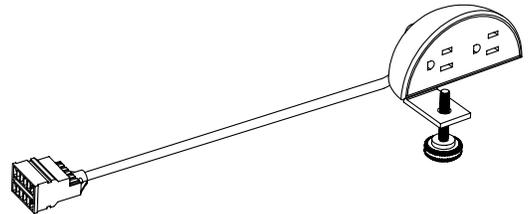
### 1. SMART BOX POWER INFEED

Has a standard NEMA 5-15P 15 amp plug on one end and a special connector on the opposite end. This device powers the system.



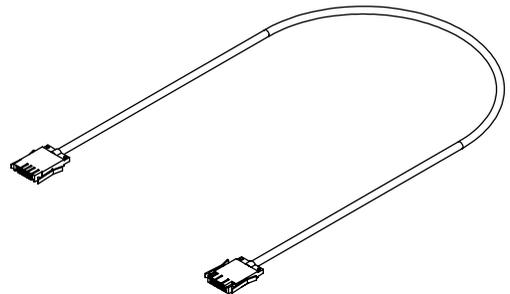
### 2. DESKTOP POWER UNIT

Commonly known as a duplex outlet. Desktop power units come with a 3-port connector at the end of the cord that connects to the special connectors of the power infeed and jumpers.



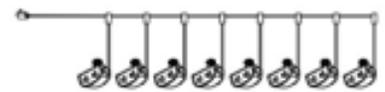
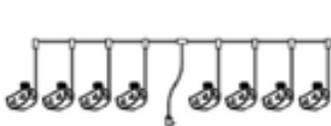
### 3. JUMPER

A cord with a special connector on each end that plugs into a desktop power unit's 3-port connector. Jumpers connect desktop power units to other desktop power units.



## RECONFIGURATION

Tables may be easily reconfigured. Unplug the power infeed from the wall outlet and disconnect jumpers. Rearrange the tables as required, reconnect jumpers, and reconnect power infeed. Power infeed can be connected anywhere in the front of desktop units, as shown below.

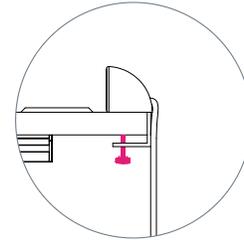
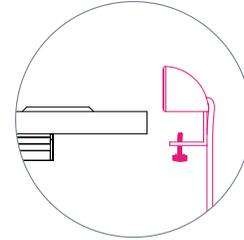
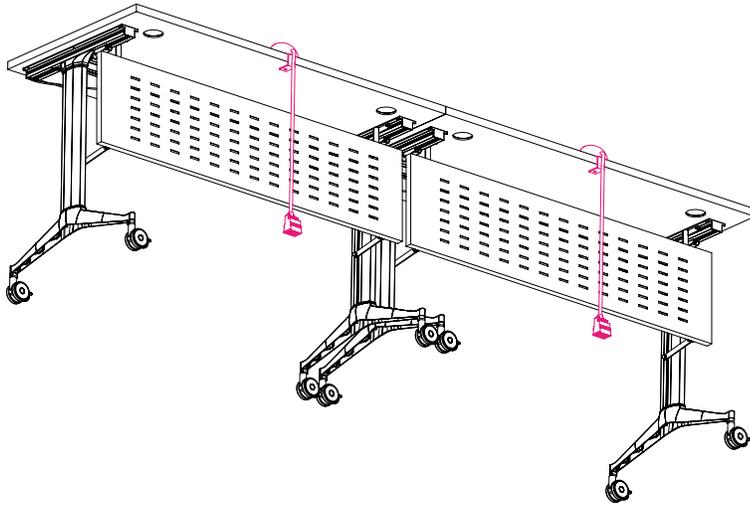


## 1 | Mount Desktop Power Unit

Open clamp so it is wider than the surface, place in desired location and hand tighten until snug.



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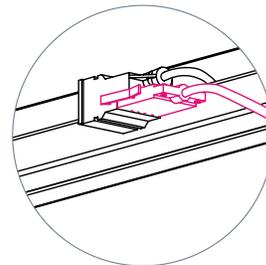
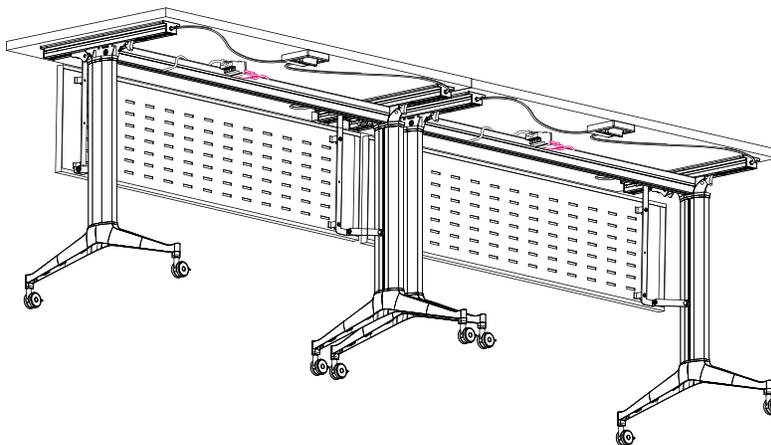


## 2 | Connect Jumpers to Link Power Units

Pull handle and flip up surface. Insert the jumper connector into any 1 of power unit connector's 3 ports.



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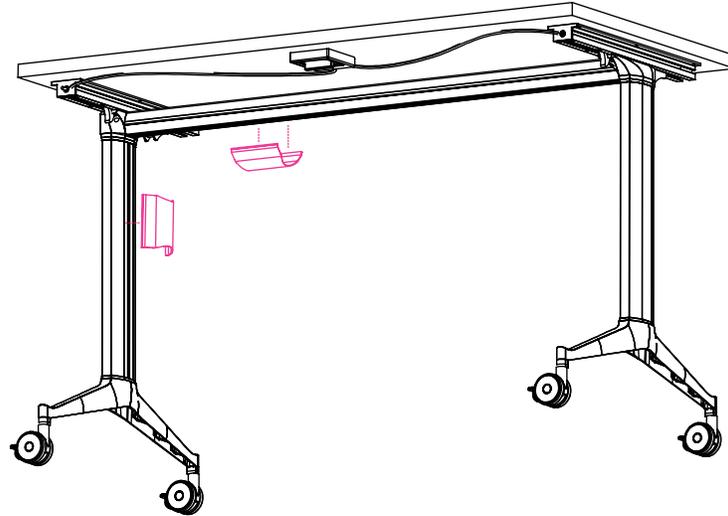


### 3 | Attach Cable Clips

Attach cable clips to frame and along side of legs to help with wire management.



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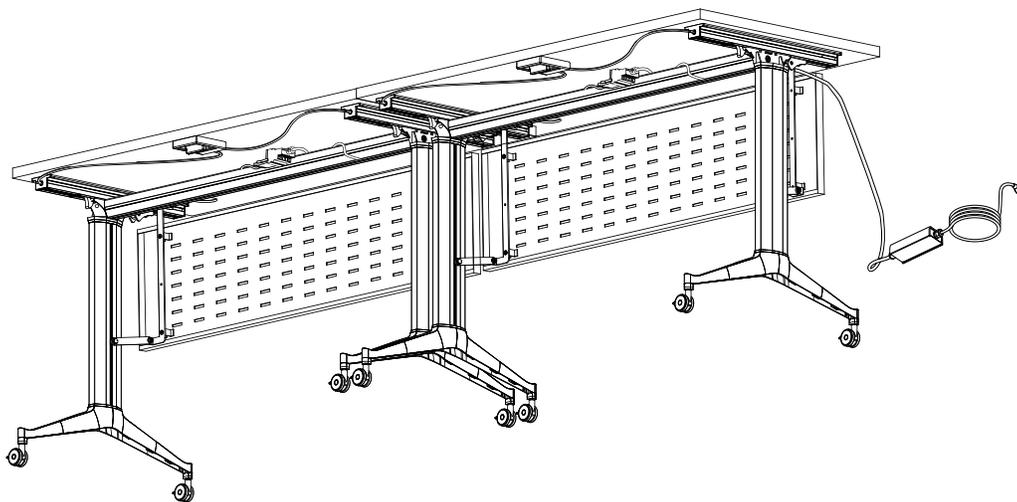


### 4 | Connect Power Infeed to Power Unit and Plug into Wall Outlet

Insert power infeed's special connector into any 1 of the power unit's 3 ports. Power infeed may be secured to underside of a surface, if desired. Plug into wall outlet.



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## NOTES on Installing Perimeter Power System

- 1) Arrange tables as desired and place desktop power unit(s) on tables.
- 2) Connect jumpers between the user desktop units. Up to 8 2–power desktop units are allowed in the perimeter system. Desktop units with additional receptacles or USB chargers may reduce the number of allowed desktop units. Smart box power infeed will identify if too many desktop units are attached to the system.
- 3) Plug special connector end of smart box power infeed into the 3–port connector of a desktop unit in the run. Never use more than 1 smart box power infeed on the same run. Always check to make sure that system is not already powered from another source by another smart box power infeed. Immediately disconnect all smart box power infeeds if more than one is present.
- 4) Plug smart box power infeed NEMA 5–15P plug into a standard wall outlet.
- 5) Verify that a green LED is lit on smart box power infeed enclosure indicating that power is being supplied to the user desktop units.
- 6) If there is a flashing red LED on smart box power infeed, verify there are no more than 1 smart box power infeeds connected to the system.
- 7) If there is a solid red LED on the smart box power infeed, verify that there are no more than 8 user desktop units connected to the system.
- 8) If LED is green but power is not present at user desktop units, verify that circuit breaker has not opened or current load does not exceed 12 amps. This is done at circuit breaker box for building.
- 9) Table reconfiguration is easily done by unplugging smart box power infeed from wall outlet and disconnecting jumpers. Rearrange tables as required, reconnect jumpers, and lastly connect smart box power infeed.

GREEN	RED	Possible Cause
● Off	☀ Flashing	More than one power infeed connected to system.
● Off	● On	Exceeds maximum number power modules
● On	● Off	If no power check that circuit breaker has not opened. (Max current load is 12 AMPS)

