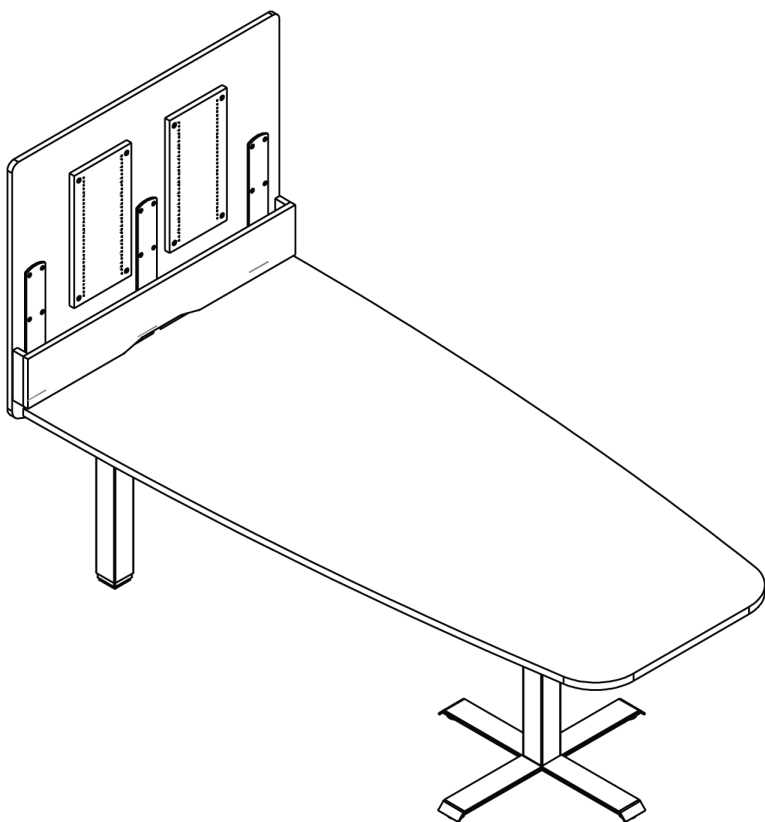


Video Conference and Mixed Media Tables

Installation Guide



ergoCentric®

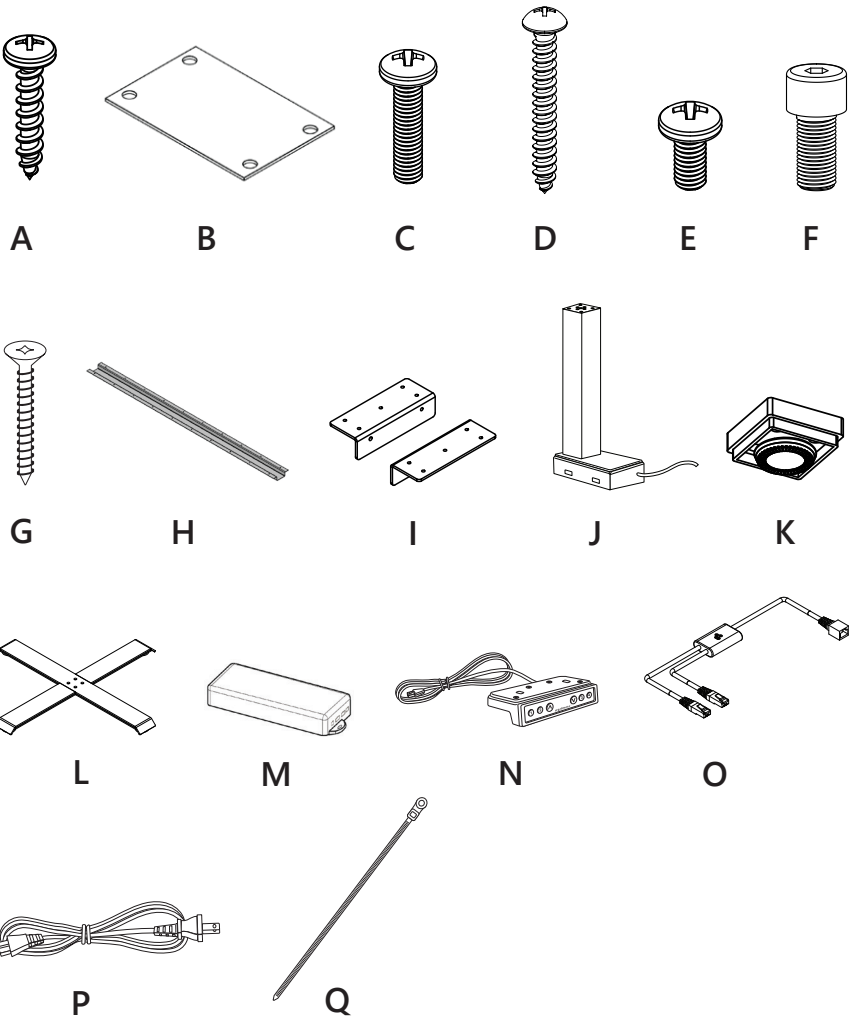
The science of sitting®

Video Conference and Mixed Media Tables



Parts List for table

Before beginning the installation, please ensure all hardware items on this list are accounted for and have been received. If there are any discrepancies or missing items please contact ergoCentric at (905) 696-6800 or 1-(866) 328-8819.



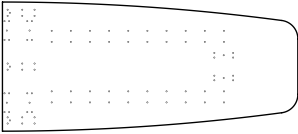
Assembly Instructions

Step 1: Lay out HPL Surface

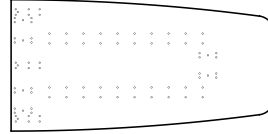
For tables using 1 HPL panel

- a) Lay the High Pressure Laminate (HPL) tabletop panel face down on the floor, with the brown backer facing up.

42" Wide 1 Piece Surface



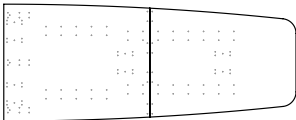
48" Wide 1 Piece Surface



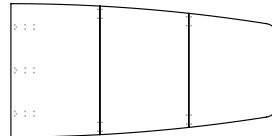
For tables using 2 or more HPL panels

- b) Align the HPL panels together and secure them using the #10x $\frac{7}{8}$ " wood screws **(A)** and tabletop plates **(B)**.

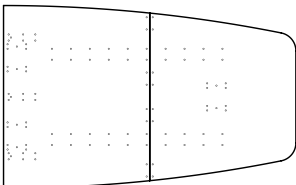
48" Wide 2 Piece Surface



60" Wide 3 Piece Surface



60" Wide 2 Piece Surface



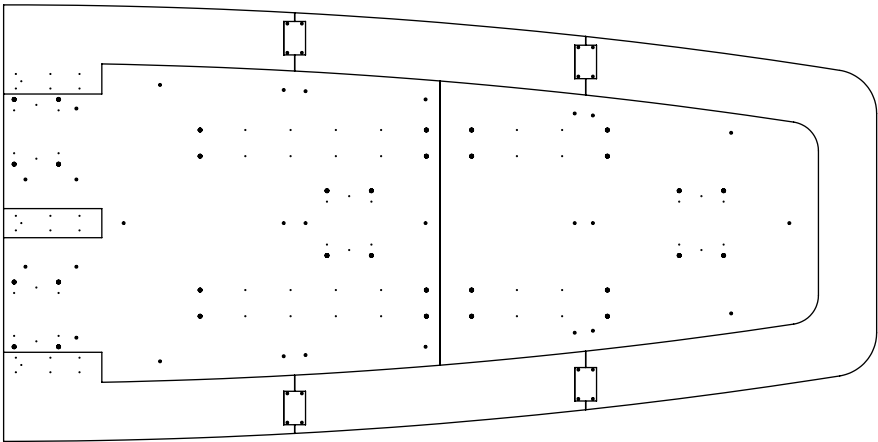
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Step 2: Lay out Plywood Panels

For tables using 3 HPL panels

- a) Lay the plywood panels on top of the HPL panels, with the brown backer facing up.

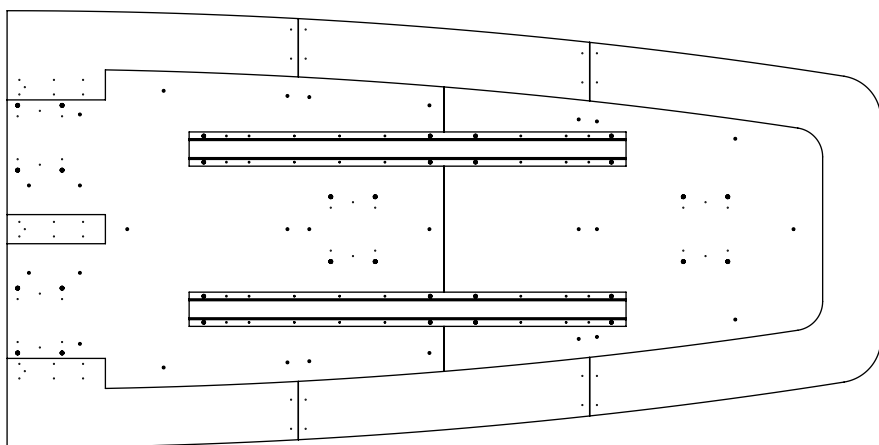


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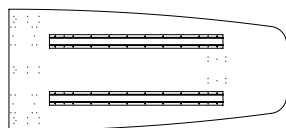


Step 3: Attach Under Table Supports

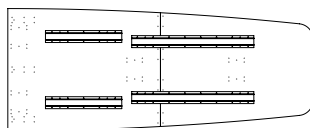
- Use #10x7/8" wood screws **(A)** to attach the under-table supports **(H)** to the brown backer surface.
- When the support spans two plywood panels, use M6x20 screws **(C)** for the two holes at each end, and for the four holes on either side of each seam.



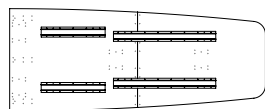
42" Wide
1-Piece Surface, 3-Leg



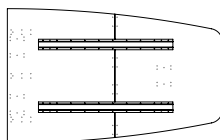
48" Wide
1-Piece Surface, 3-Leg



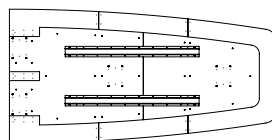
48" Wide
2-Piece Surface, 4-Leg



60" Wide
2-Piece Surface, 4-Leg



60" Wide
3-Piece Surface, 4-Leg



*Only type that uses
plywood support

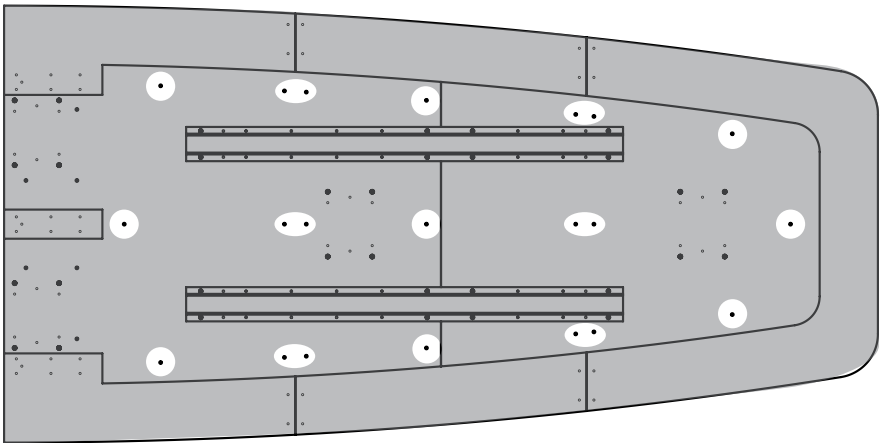
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Step 4: Attach Plywood to HPL

For tables using 3 HPL panels

- a) Secure the plywood to the HPL panels using #8x1.5" wood screws **(D)** through the holes highlighted below

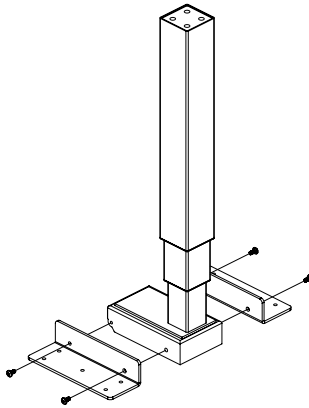


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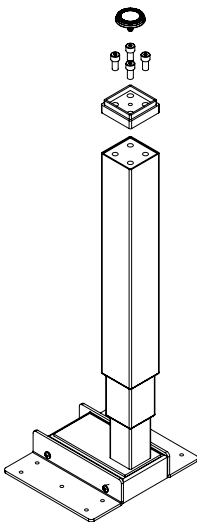


Step 5: Assemble Legs

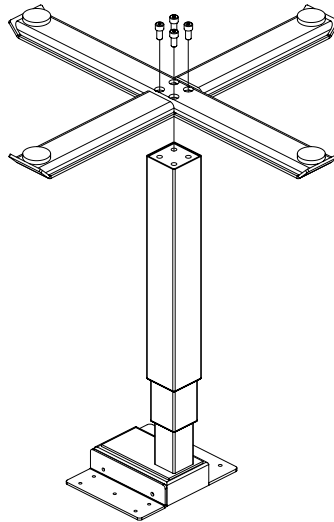
- a) Install Leg Attachment Brackets (**I**) on the motor housings of the legs (**J**) with 4x M6x16 Panhead Screws (**E**).



- b) Attach the post feet (**K**) and X feet (**L**) to the ends of the legs (**J**) with M10 bolts (**F**).



Post Foot



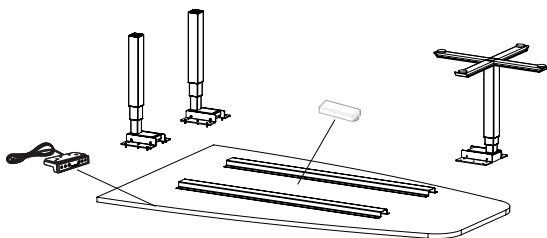
X Foot

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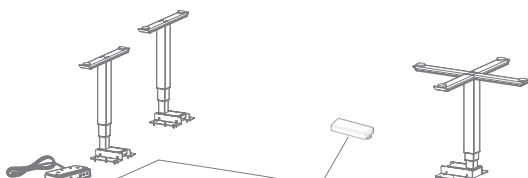
upCentric

Step 6: Attach leg assemblies, control boxes and handset

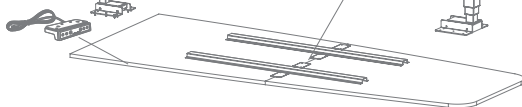
- a) **1 Piece surface:** attach legs, control box and handset using pilot holes and wood screws



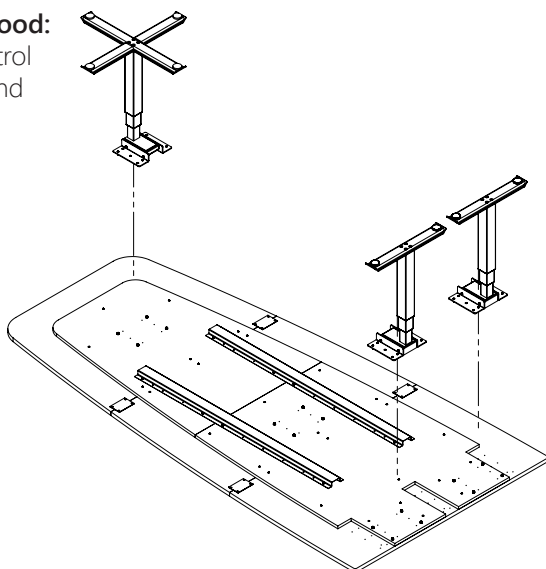
- b) **2 Piece surface, 3 legs:**
Install legs, control box and handset with pilot holes and wood screws



- c) **2 Piece surface, 4 legs:**
Install legs, two control boxes and handset with pilot holes and wood screws



- d) **3 Piece surface / Plywood:**
Install legs and two control boxes with pilot holes and wood screws



Video Conference and Mixed Media Tables



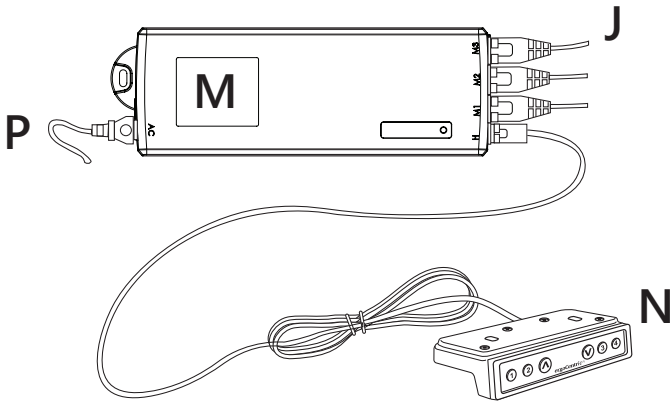
Step 7: Connect all wires to Control Box

- a) Plug all leg wires into M ports (M1, M2, M3)
- b) Plug AC cables into AC ports
- c) Plug handset into H port

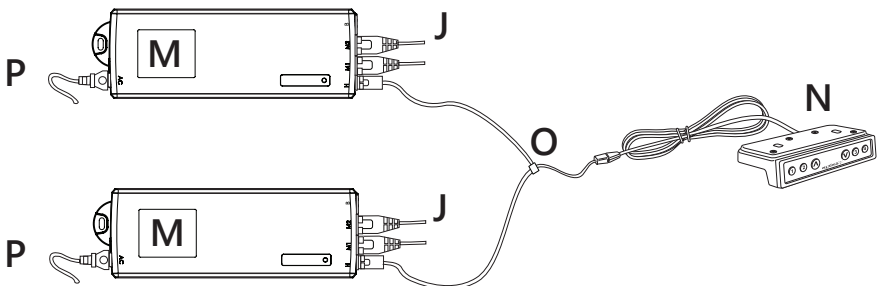
NOTE: For 4 leg tables, plug handset into Y splitter cable, and plug both ends of Y splitter cable into H ports on both control boxes

- d) Fasten all loose wires to table top using zip-ties and wood screws

3 Leg Tables



4 Leg Tables



Video Conference and Mixed Media Tables



Step 8: Add Accessories

Install any mountable power bars, cable management baskets, and other under-table accessories.

Step 9: Position Table

Carefully turn the table over to its up right position, and move table into the desired location.

Step 10: Level Table

Adjust the alignment of the tabletop panels by loosening or tightening the screws along the tabletop seams.

- a) Plug table into power and perform a re-set - Press and hold up and down button until table reaches lowest position. Continue holding for 10 seconds after reaching lowest position, or until you hear an additional beep.
- b) *For tables using 2 control boxes:* Make sure Parallel Connectivity is engaged - press up button for 3 seconds to adjust table upwards. If all 4 legs do not rise together, repeat step 10 a) to engage Parallel Connectivity.
- c) Once all legs are rising together, use leveling glides on feet to level table.

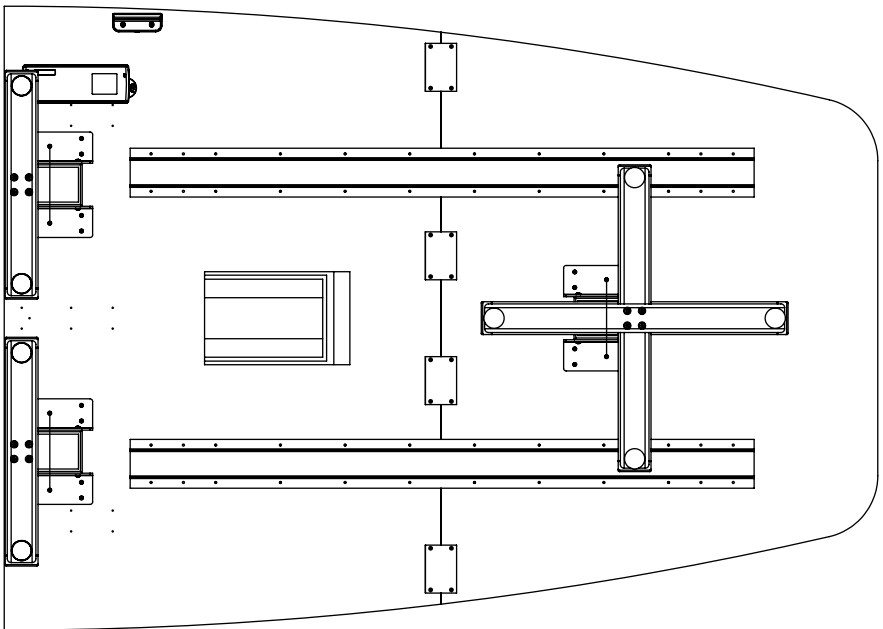
Video Conference and Mixed Media Tables



Step 11: Adjust HPL panels to be flush

For tables using 2 or more HPL panels

Adjust the alignment of the tabletop panels by loosening or tightening the screws along the tabletop seams.



Step 12: Surface Mounted Accessories

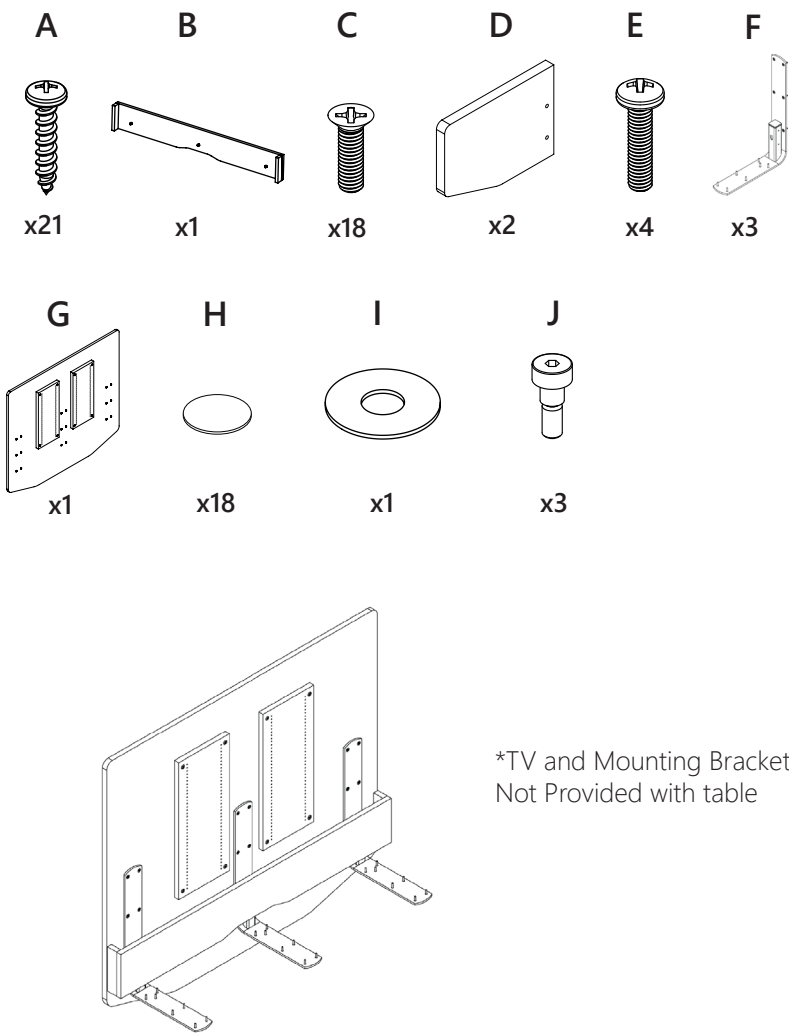
Finally, install any top-mounted power/data port docks and secure the wires under the table.

Video Conference and Mixed Media Tables



Step 13: Assemble Video Display Mount

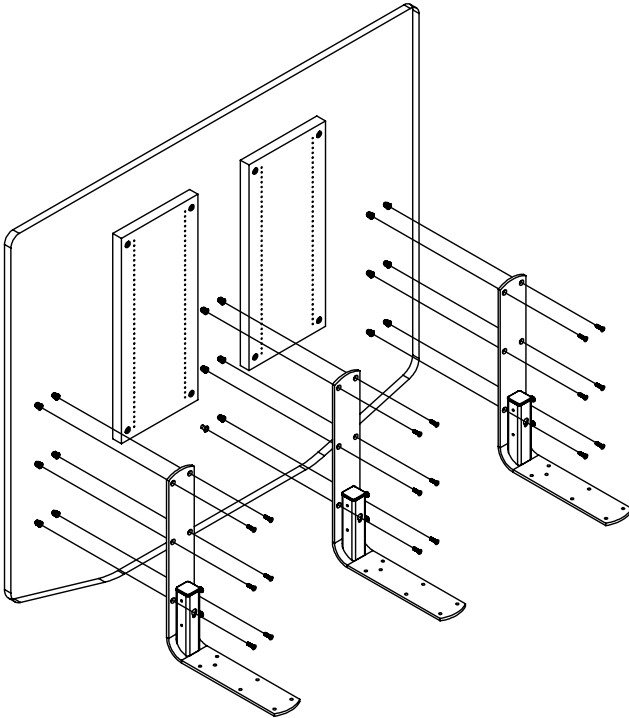
Parts List for video conference table



Video Conference and Mixed Media Tables



- a) Attach Bracket **(F)** to Panel **(G)** using Flathead Screws **(C)**
- b) Cover screw heads with adhesive backed hold caps **(H)**
- c) Attach Installation Panels **(D)** to outsides of the two outer Brackets **(F)** using Pan head Screws **(E)**



Step 13a: Install Video Display Mount

- a) Mount Display mount onto the back of the table, with the installation panels on top of the HPL surface, and brackets below. Align to center of edge.
- b) Use Wood Screws **(C)** to install brackets to underside of HPL surfaces

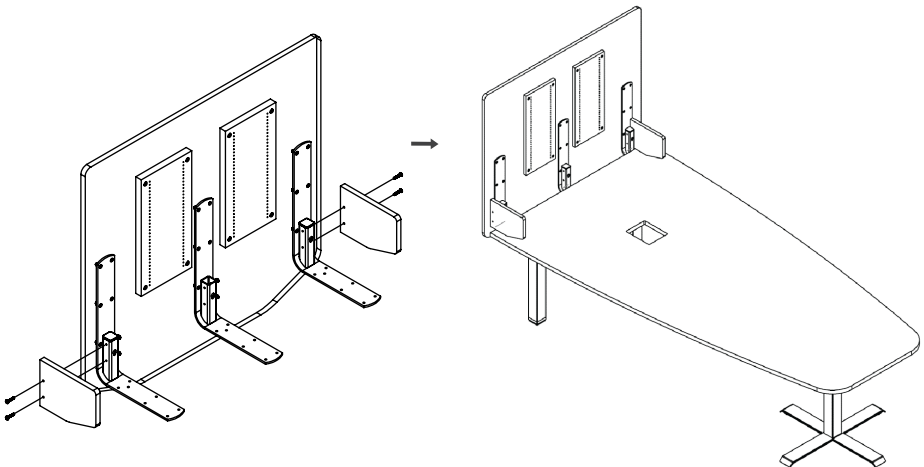
Video Conference and Mixed Media Tables



Step 13b: Install Screen to Mounting Panels on Video Display Mount

NOTE: *Use Installation Panels as a guide for mounting screen. Screen should be mounted as low as possible without touching Installation Panels*

- a) Install Screen Mounting Bracket to 1" Thick Panels on Video Display mount using Wood screws **(C)** and Washers **(I)**
- b) Plug in any cables that will be difficult to access later, and mount Screen just above Installation Panels
- c) Remove installation panels. Retain panels and hardware for future disassembly or service requirements

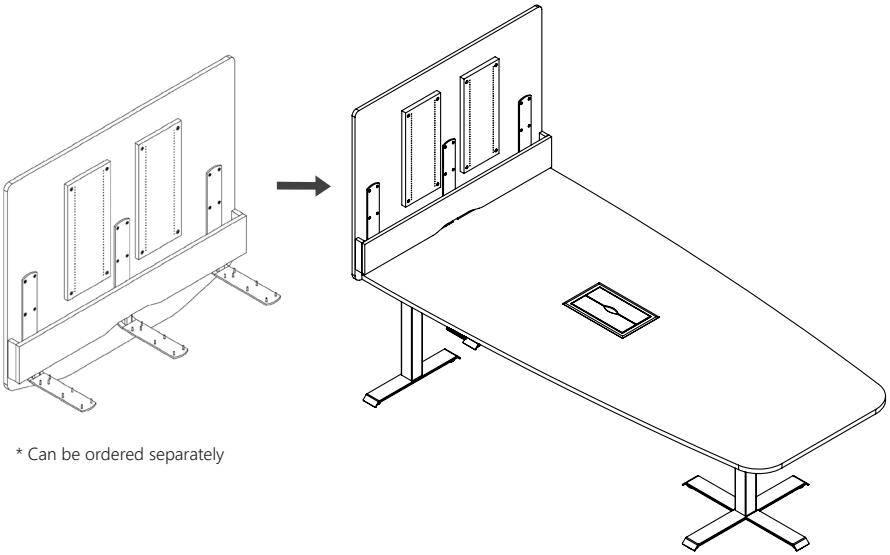


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Step 13c: Install Front shroud

- a) Attach front shroud assembly by hooking the shoulder bolts of the front shroud onto the key hooks of the square tubes of the metal support brackets.



* Can be ordered separately

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