

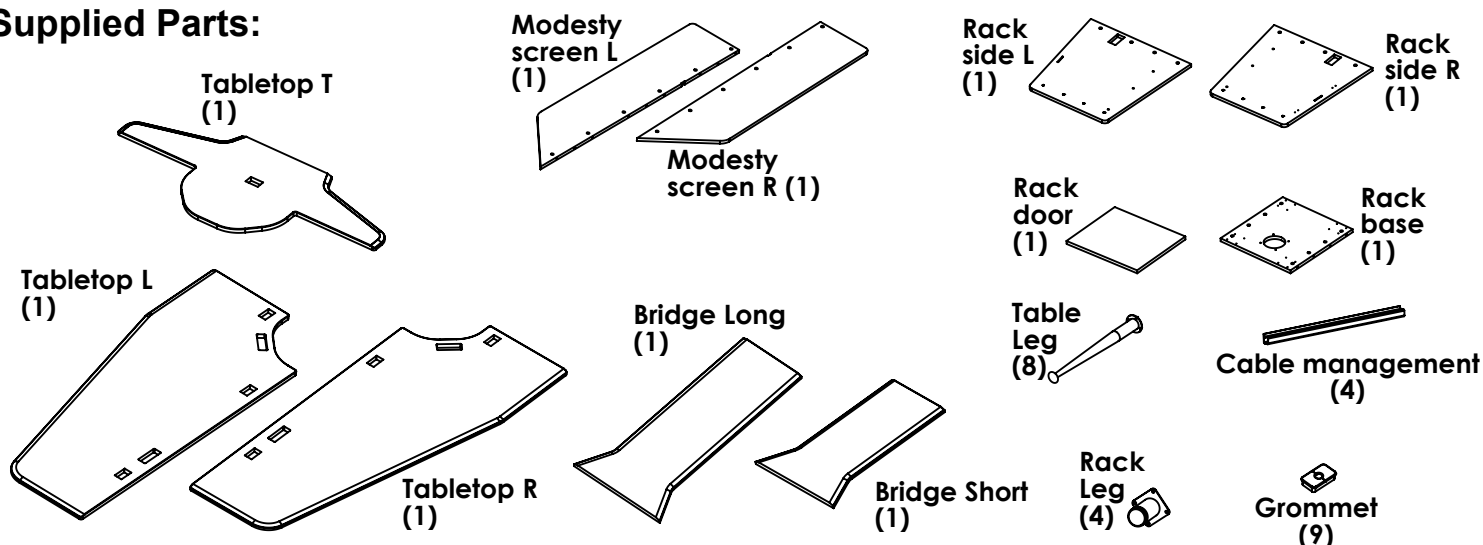
VC-Table Assembly Instructions

Thank you for purchasing VFI's Video Conferencing Table.
This product was designed for multiple configurations.
Connecting furniture will have its own instructions.

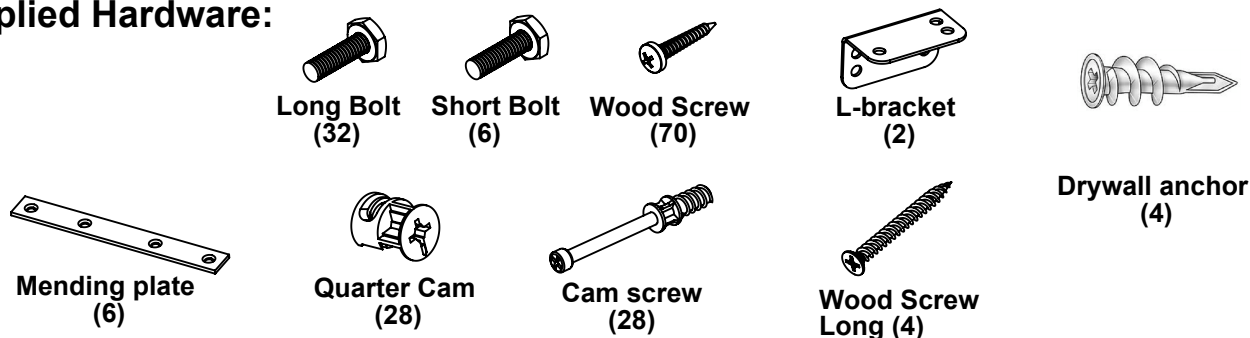
Note: If you cannot understand these instructions or are concerned about the safety of the installation
Contact a qualified contractor or contact VFI at 1-877-834-3876. For indoor use only

Confirm all parts are included before you begin assembly.
2 people are required to assemble this table. Assembly time approx 1 hour.

Supplied Parts:

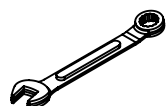


Supplied Hardware:



Tools required:

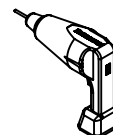
(Not Included)



7/16 Wrench
or Socket set



Philips (+)
Screwdriver



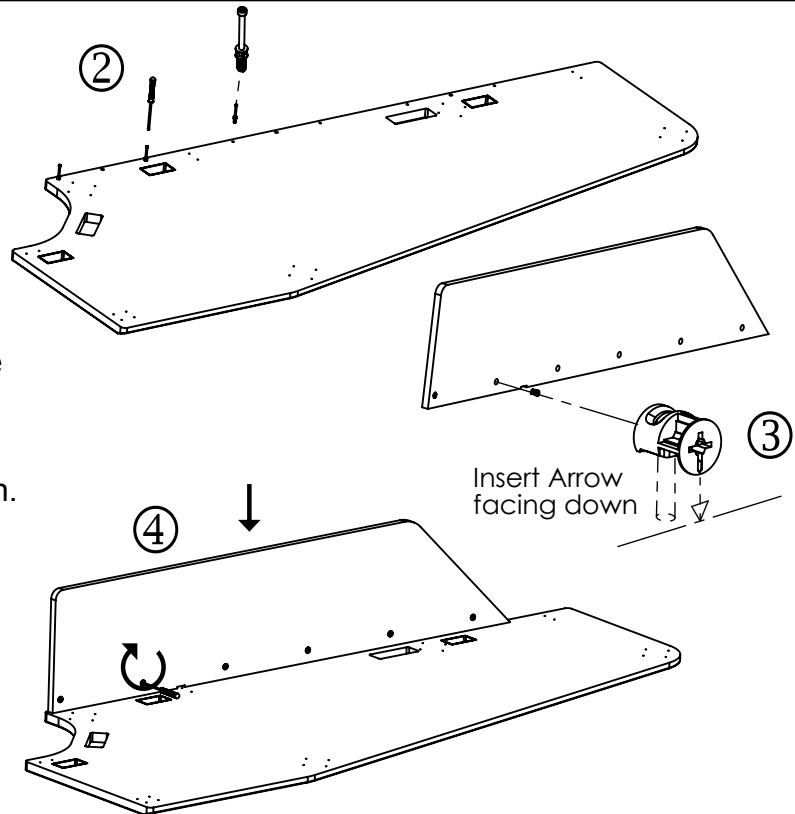
Cordless Drill
and Philips (+)
bit.

Step 1

Inserting fasteners and modesty screen.

- 1) On a non abrasive surface such as carpet. Carefully flip table pieces so black laminate side faces up. (not shown)
- 2) Using a Philips (+) screwdriver insert the cam screws into each table side.
- 3) Insert quarter turn cams into modesty screens with arrow pointing down as shown.
- 4) Connect modesty screen with table Inserting the Cam screws into the quarter turn cams. Tighten using screwdriver.

Repeat for opposite side.

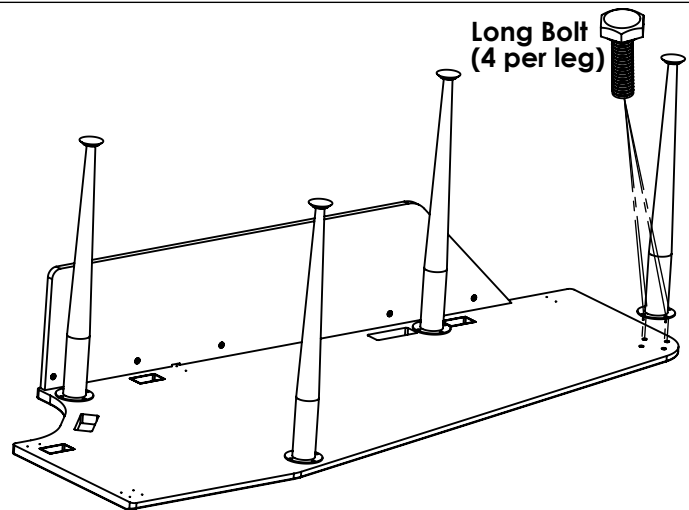


Step 2

Attaching Legs

- 1) Using a ratchet and a 7/16 socket tighten all 4 legs as shown.

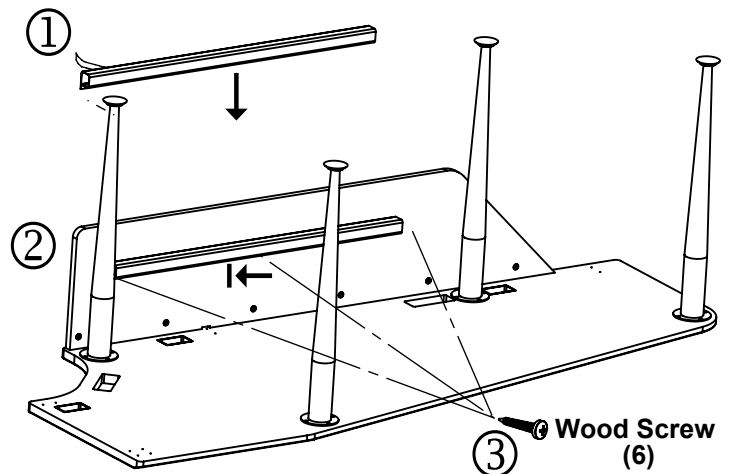
Repeat for opposite side.



Step 3 Applying Cable management

- 1) Remove sticker backing
- 2) Place in approximate location shown with open side facing table. Hold pressing sticker firmly for 15 seconds.
- 3) Using a screwdriver or drill insert 3 short wood screws per cable management strip. One at each end and one approx in center.

Repeat for opposite side.



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Step 4

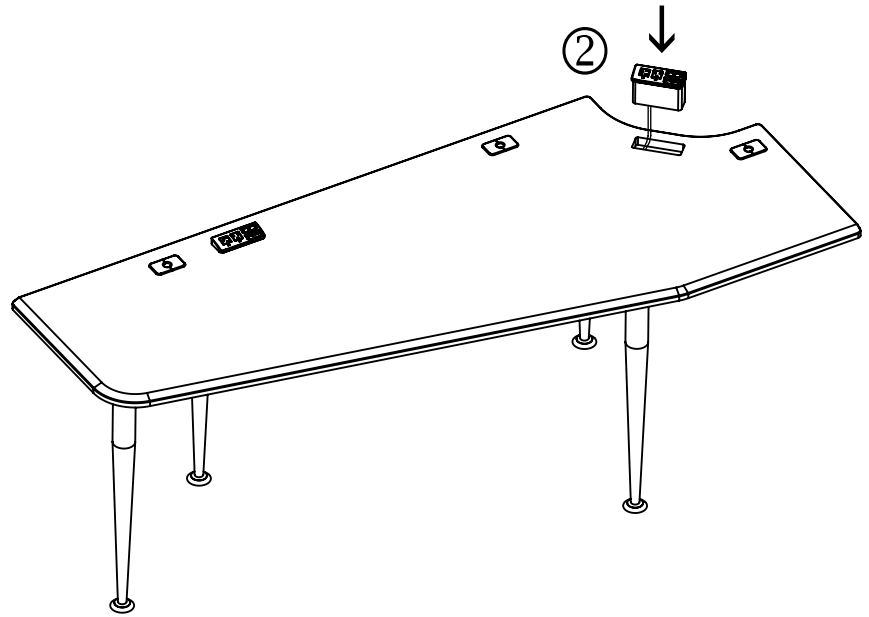
Inserting Grommets and Interface panels.

1) (2 People Req'd) Carefully Flip table onto its legs. (not shown)

2) Insert any grommets or interface panel electronics into cut-outs.
(Optional - Depending on customers specs)

Note: Do not slide table along ground
always lift table sections to move around.

Repeat for opposite side.



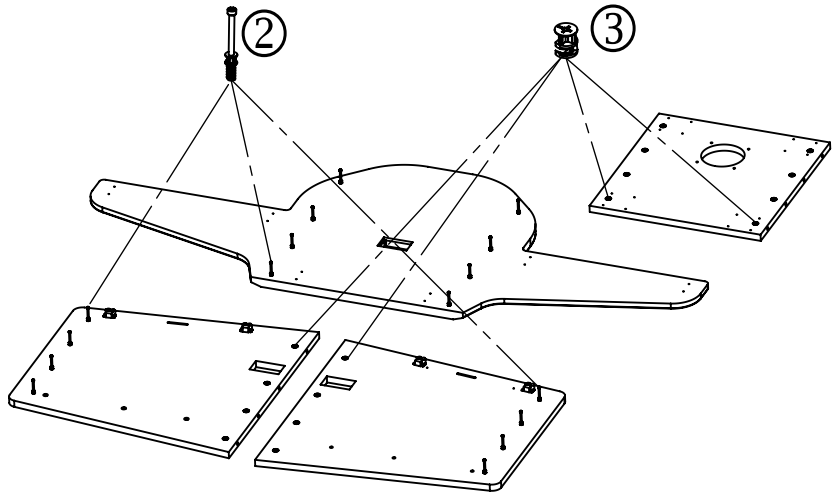
Step 5

Inserting fasteners

1) On a non abrasive surface such as carpet
Carefully Flip table pieces so black laminate
side faces up. (not shown)

2) Using a Philips (+) screwdriver insert the
cam screws into available holes on parts shown.

3) Insert quarter turn cams into parts shown
with arrow pointing to nearest edge.

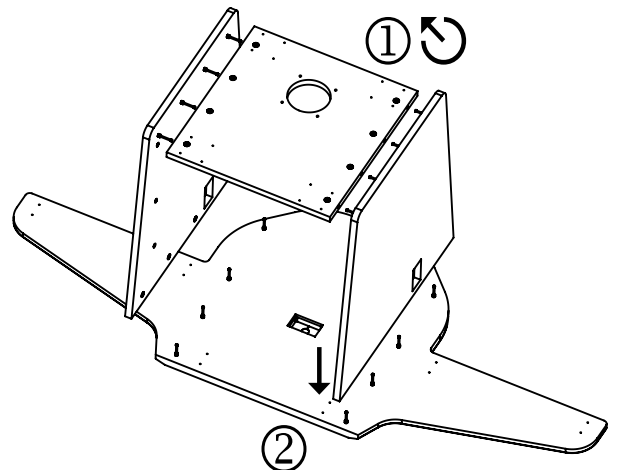


Step 6

Assembling rack

1) Apply the sides to the base piece.
Do not tighten the fasteners yet.

2) Insert the side pieces onto the rack table top.
Tighten all with a philips(+) screwdriver.

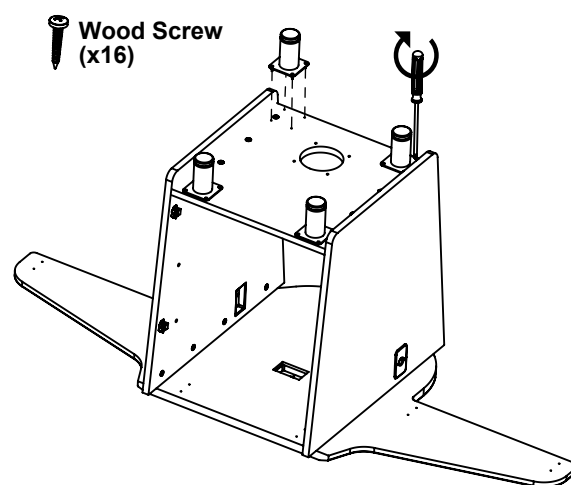


Step 7

Adding legs to the rack.

Using A philips screwdriver or drill, Screw all 4 legs to the bottom of the rack using included wood screws.

Leg height adjustment: Adjust the legs to the lowest position.




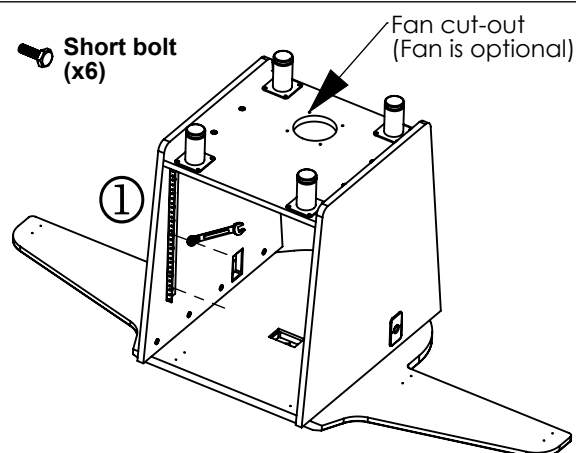
Step 8

Adding rackrails to the rack.

1)Using A wrench or socket and included hex bolts.Screw both rackrails into the metal inserts already in the sides.

2)Carefully roll the rack over onto its legs. (not shown)

 Do not lift by the wings



Step 9

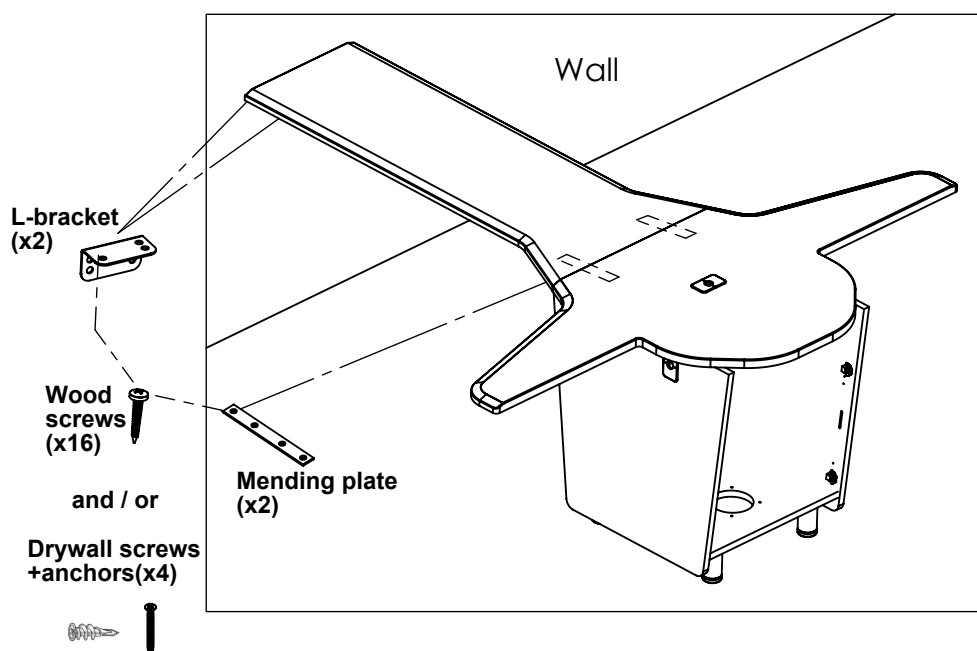
Positioning and attaching bridge.

Position rack space where required holding bridge in place as a spacer.

Bridge may be attached to a wall (shown),furniture or a TP1000 stand.

There are 2 bridge lengths included. Which to use will be determined by camera requirements and space available.

We suggest using the short bridge for the closed (long) configuration.



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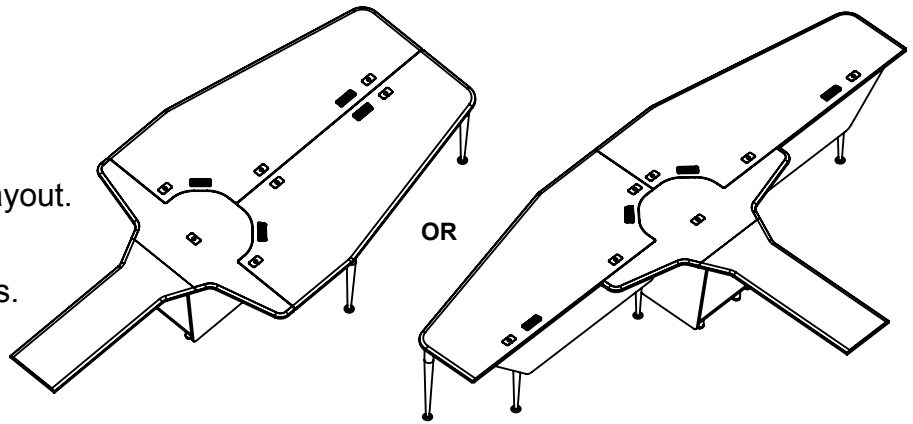
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Step 10

Attaching rack to table

Select the configuration according to your layout and butt table pieces together as shown.

Lift pieces to move them, do not slide pieces.



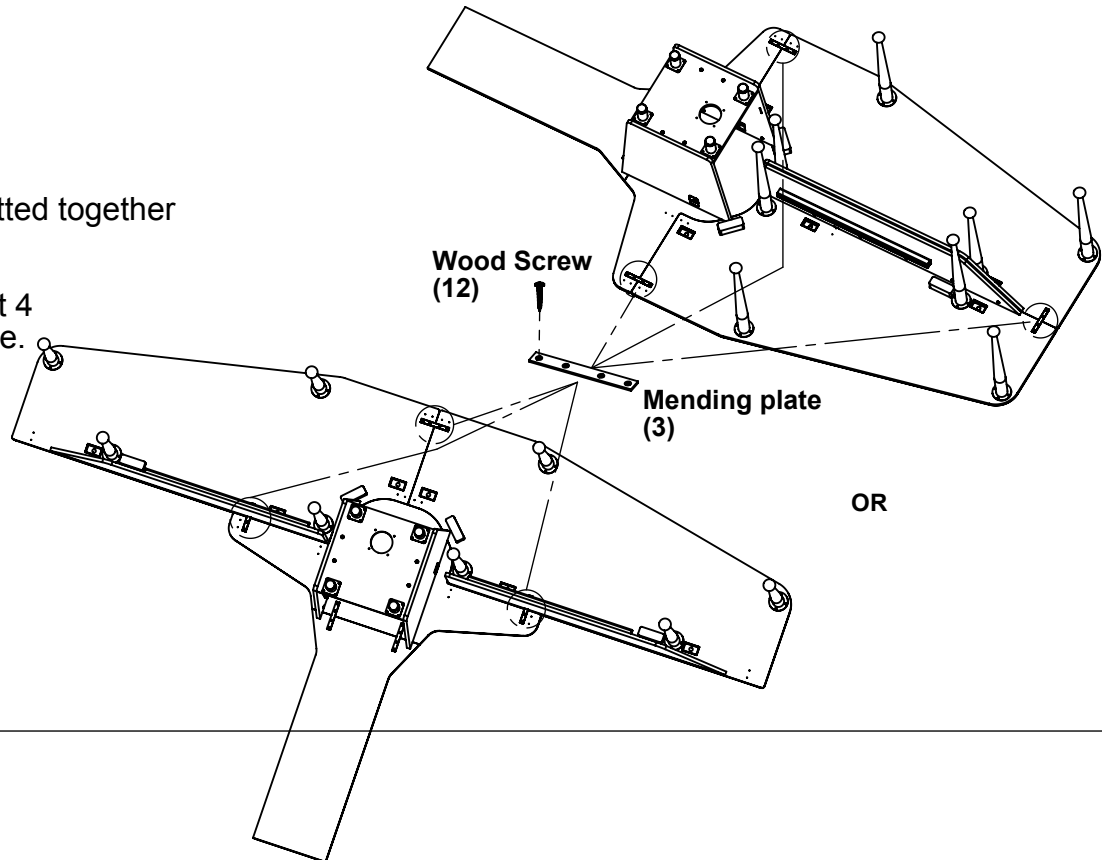
Step 11

Adding Mending Plates

Make sure table pieces are butted together tightly.

From underneath the table.

Use a screwdriver or drill insert 4 wood screws per mending plate.

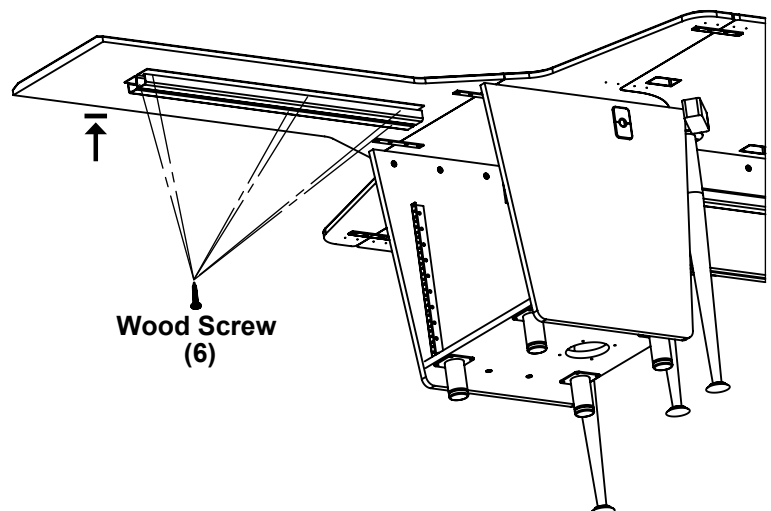


Step 12

Applying Cable management

Remove sticker backing and apply 2 lengths of cable management like in step 3 (not shown)

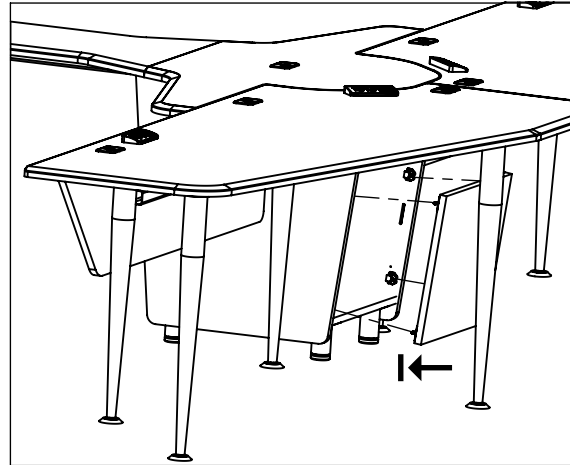
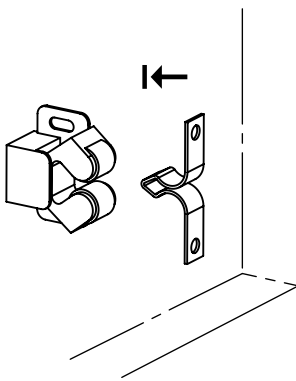
Using a screwdriver or drill insert 3 short wood screws per cable management strip. One at each end and one approx in center.



Step 13

Adding Door/cover

Press door onto grab catches as shown.



Optional accessories

PLM1022 and shield

1) Place PLM1022 over grommet on top of rack.

2) Center PL1022.

3) Use wood screws to secure PLM1022 onto rack top surface. (not pre-drilled)

4) Attach LCD Monitor as per PLM1022 instructions.

5) Rest Monitor shield leaning against back of LCD monitor. Shield rests on rubber feet.

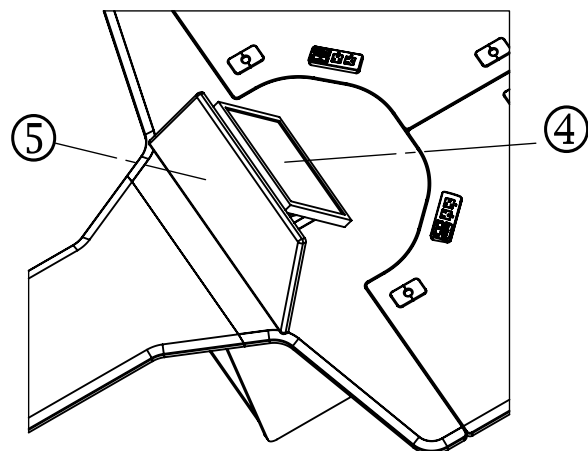
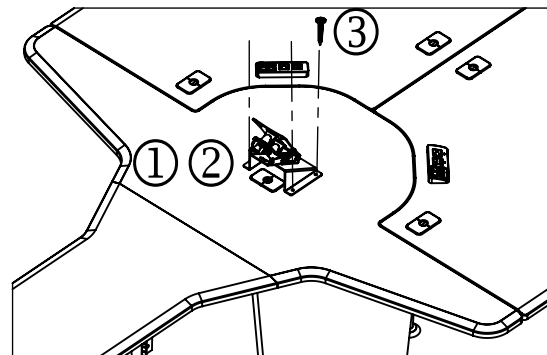


Table is finished!
Just run wiring and cables.

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