

Effective April 2024  
USA

# freelife

INSTALLATION  
MANUAL

global

# FREEFIT TABLE INSTALLATION MANUAL

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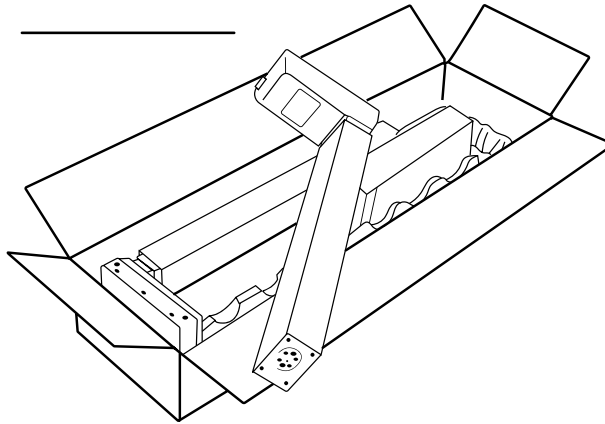
Dear User,

We are delighted that you have chosen a product from Global. We are sure that your FreeFit height-adjustable table will give you many years of problem-free operation. Before our products leave the factory, they undergo full function and quality testing. Should you nevertheless experience problems with your FreeFit table, you are always welcome to get in-touch with your local territory manager. Changes in installation and use of Global products/systems can affect the operation and durability of the products/systems. The products are not to be opened by unauthorized personnel. The Installation Manual has been written based on our present technical knowledge. We are constantly working on updating the information and we therefore reserve the right to carry out technical modifications.

## WHAT IS INCLUDED IN THE BOX

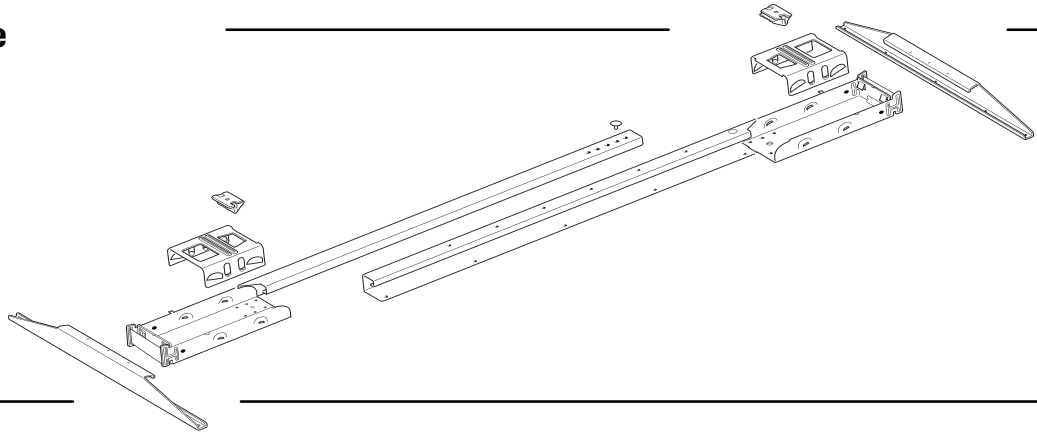
### A. FreeFit SetPack

FreeFit Desk Legs



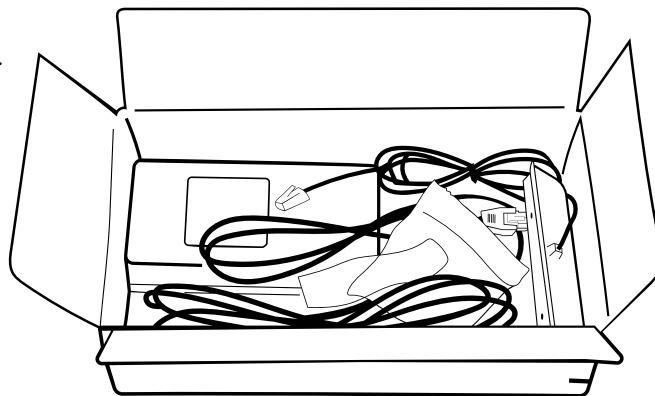
### B. FreeFit Frame

1. Clamp
2. Kick Lock
3. (2) Cantilevers
4. Inner Rail
5. Outer Rail
6. (2) Clips



### C. Electronics Kit

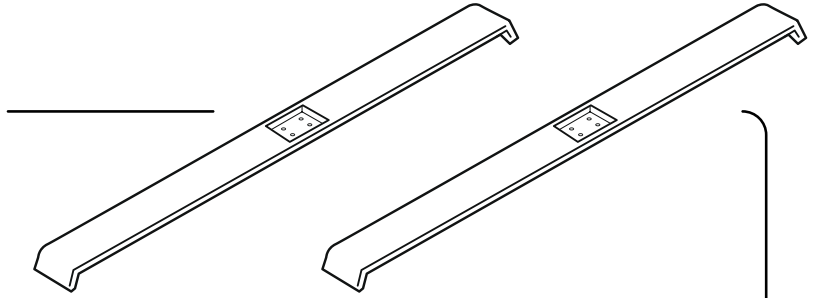
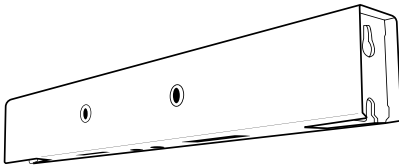
- Control Box
- Desk Control
- Cables
- Hardware pack
- Desk Sensor



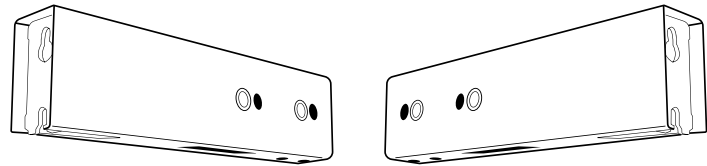
## D. Feet (and/or) Bench Beams

T-Feet or C-Feet

Bench Beam  
(Back to Back)

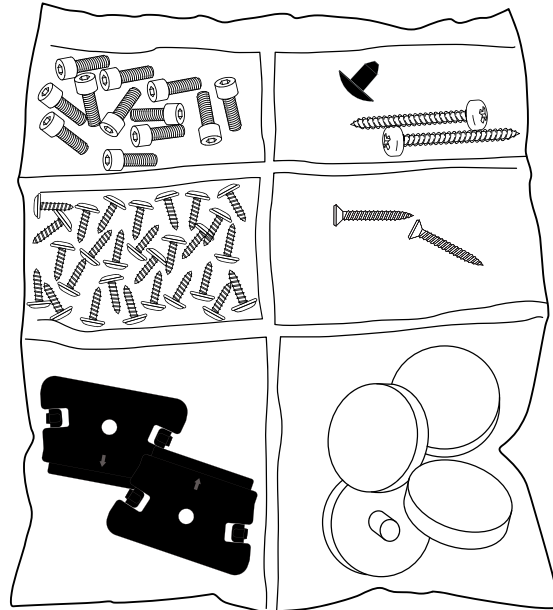


Bench Beams  
(Freestanding)



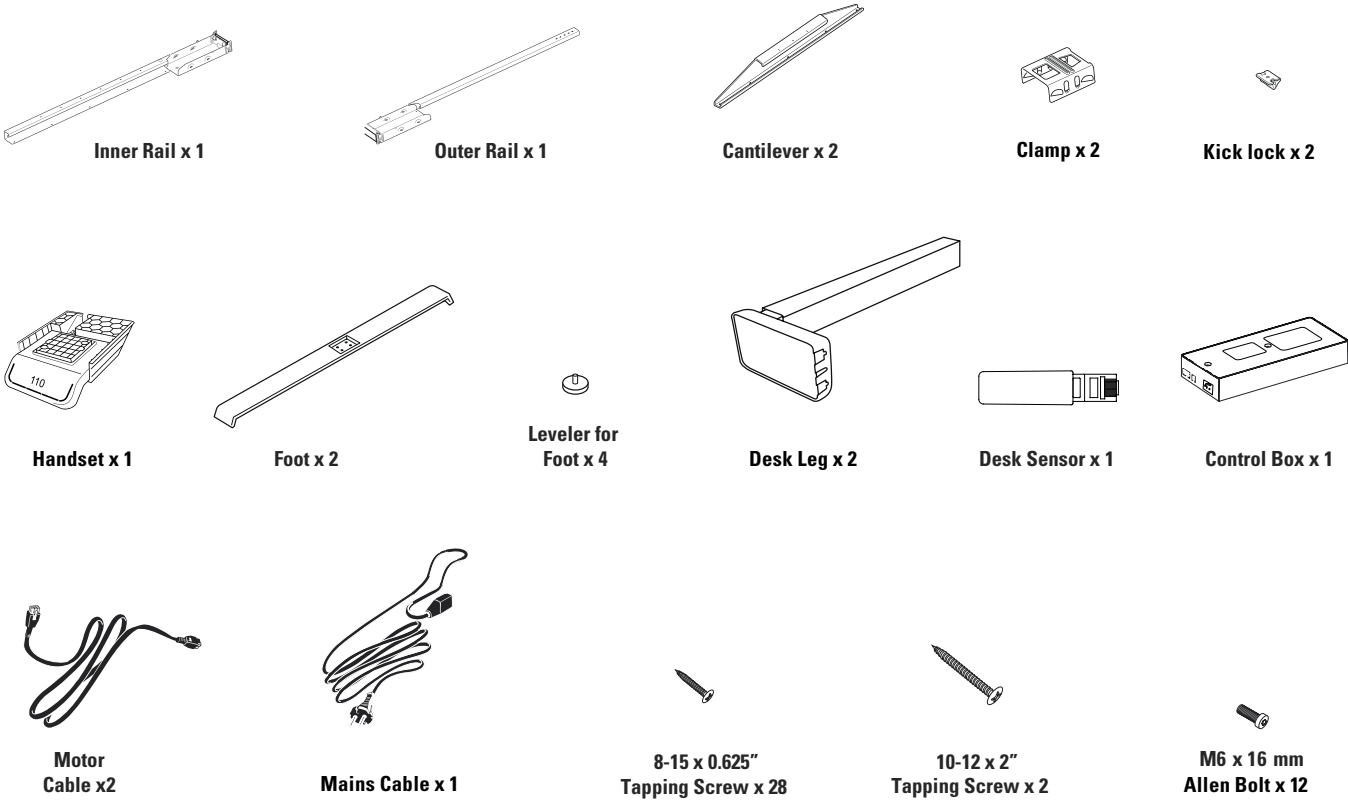
## E. Hardware Pack

(12) Mounting screws for the column (M6 x16)	(2) 10-12 x 2 Pan head screws S9: <u>AND</u> (1) KNC- CLIP
(28) Screws - Tapping, Pan head 8-15 x 0.625	(2) Handset Steel Flat Head Screws
(2) Kick Lock	(4) Levelers for foot (M8 x18)





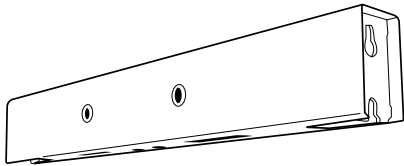
PACKING LIST



(OPTIONAL) BENCH SYSTEMS INCLUDE

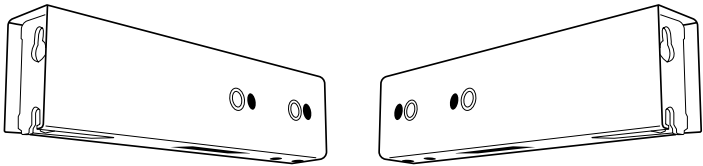
Bench Beam  
(Back to Back)

  
M8 x 12 mm  
Allen Bolt x 4



Bench Beams  
(Freestanding)

  
M8 x 12 mm  
Allen Bolt x 4



Right

Left

# FREEFIT TABLE INSTALLATION MANUAL

## Product Ratings

Weight limit for two-leg FT5/6 desk: 360 lbs.

FreeFit Large Adjustable: Fits desks from 61" to 84"  
(frame width 52.75" to 76.3")

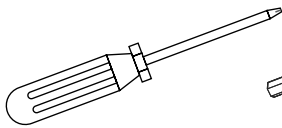
FreeFit Short Adjustable: Fits desks from 41" to 60"  
(frame width 38.25" to 50")

### Application of the FreeFit FT5/6 system:

Irrespective of the load, the **duty cycle 10% ~ 2 minutes of continuous use at full load, followed by 18 minutes of pause** stated in the data sheets, must **NOT** be exceeded as this will result in super heating of the motor, the brake and the spindle nut. Exceeding the duty cycle will result in a dramatic reduction of the life of the system.

**This product is intended for indoor use only.**

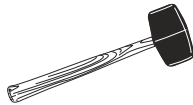
## Tools Needed (not included)



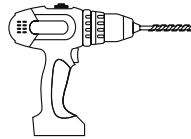
Phillips Head  
Screwdriver



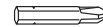
M8 Allen Wrench  
M6 Allen Wrench



Rubber Mallet  
(Optional)



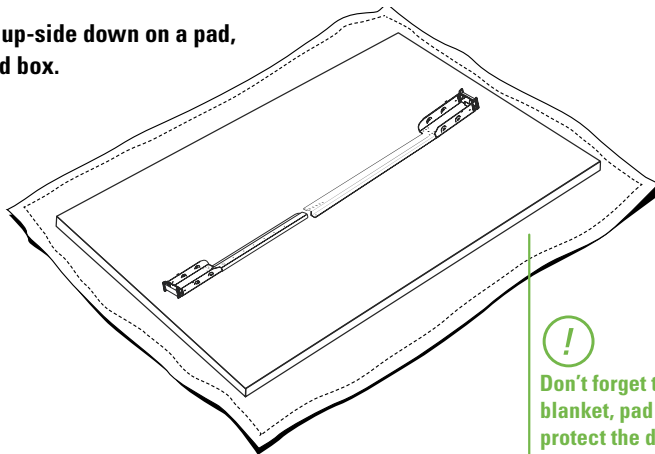
Cordless Drill  
(Optional)



Phillips Head  
Drill Bit (Optional)

## Assembly Process

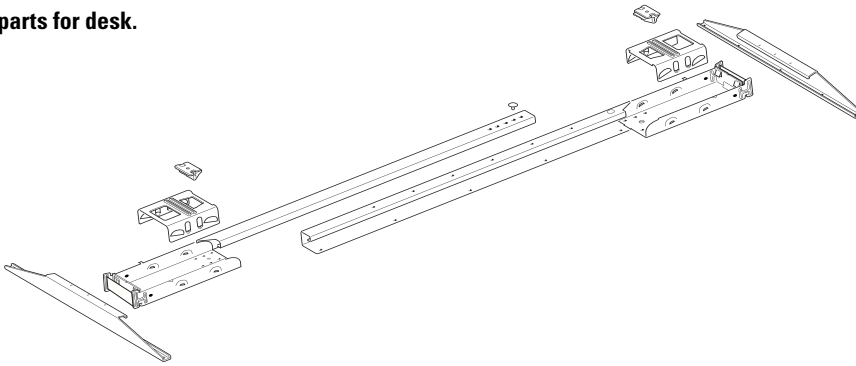
1. Place work-surface up-side down on a pad, blanket, or cardboard box.



Don't forget to place a protective blanket, pad or cardboard box, to protect the desk top during floor assembly.

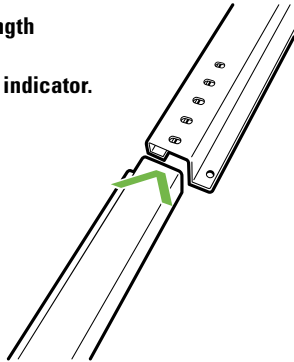
## Assembly Process Cont'd

### 2. Gather all parts for desk.

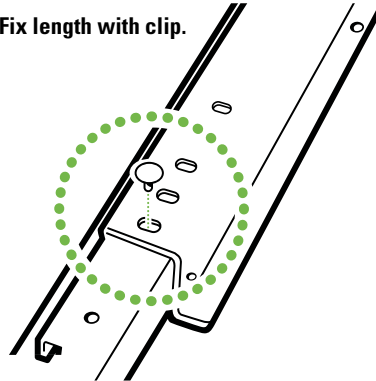


### 3. Fix inner rail with outer rail (only Kick & Click Adjustable).

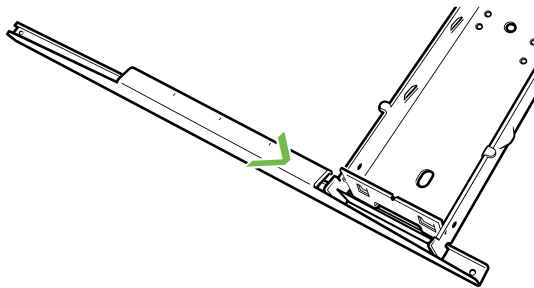
**3.1** Extend rails to required length (frame width from 45" to 76.3") using holes on rails as a length indicator.



**3.2** Fix length with clip.

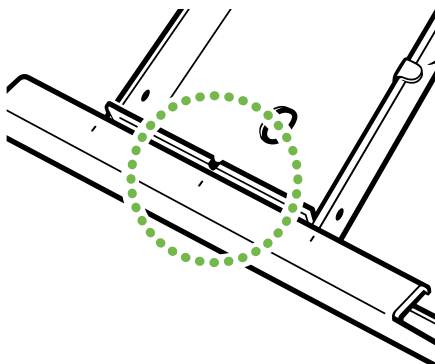


### 4. Slide cantilevers onto base of inner and outer rails.

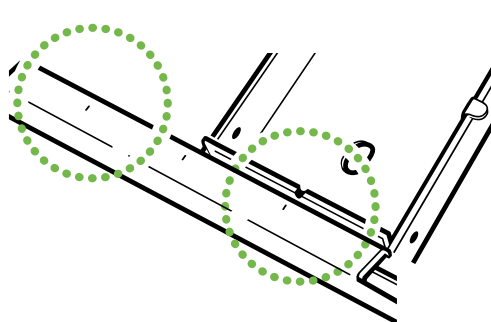


### 5. Align cantilevers.

**T-Desk and back-to-back tables**



**C-Desk**



Align middle marker on cantilever with center on inner/outer rail.

Outer markers on cantilever indicates 2" maximum displacement from center on inner/outer rail.

# FREEFIT TABLE INSTALLATION MANUAL

## Assembly Process Cont'd

### 6. Attach Kick and Click frame to table top.

#### 6.1 Screw cantilevers into top using tapping screw.

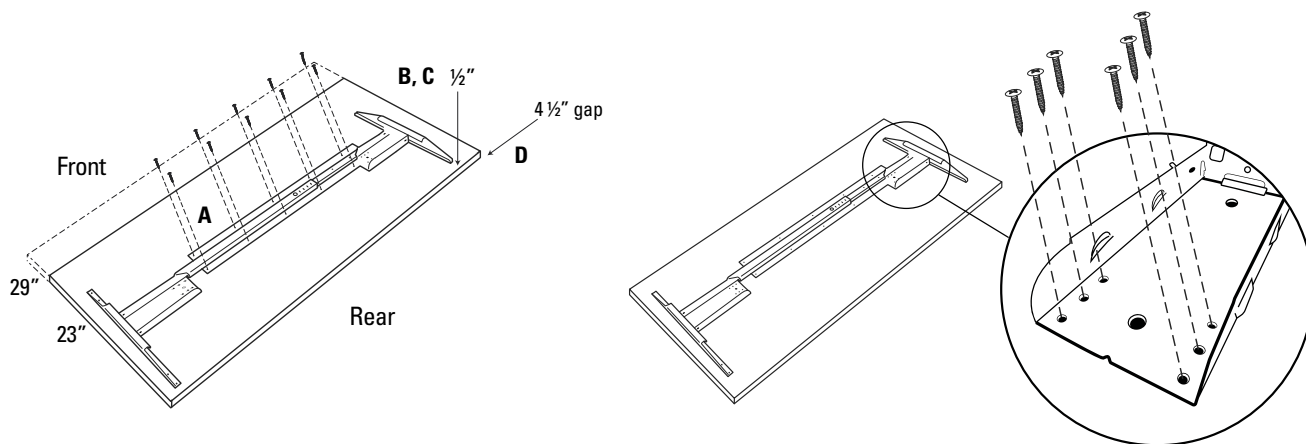
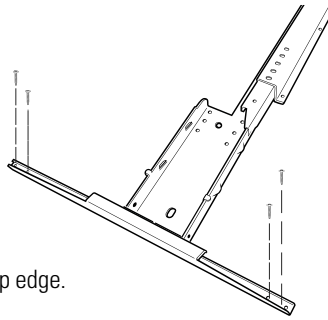
**NOTE:**

**A.** Orient the table structure so that rails are away from the rear top edge.

**B.** 23" deep top: cantilevers are centrally positioned on the top ( $\frac{1}{2}$ " from the rear top edge).

**C.** 29" deep top: cantilevers positioned  $\frac{1}{2}$ " from the rear top edge.

**D.** Back-to-back tables: **IMPORTANT:** Cantilevers are provided with oblong holes. Fine tune the final position of both tops to ensure that they are parallel to each other, maintaining a precise 4.5" gap between the rear edges.

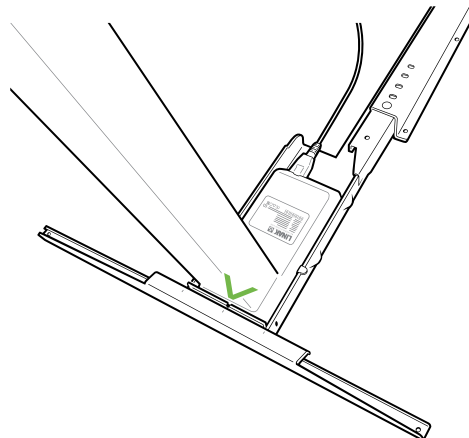
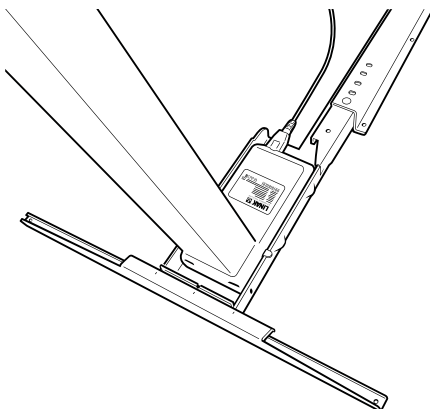


#### 6.2 Screw rails into top using tapping screws.

#### 6.3 Screw bases into top using tapping screws.

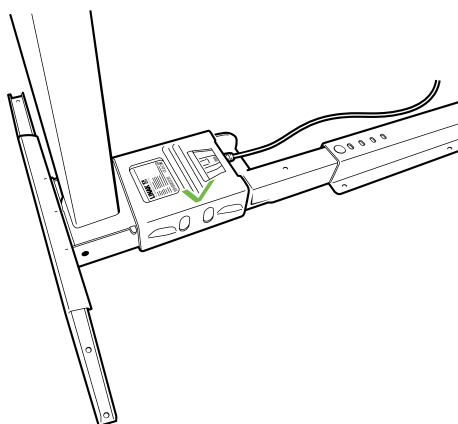
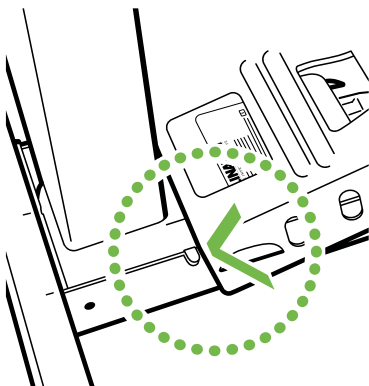
### 7. Attach desk legs to frame bases.

#### 7.1 Mount column by placing it in base.

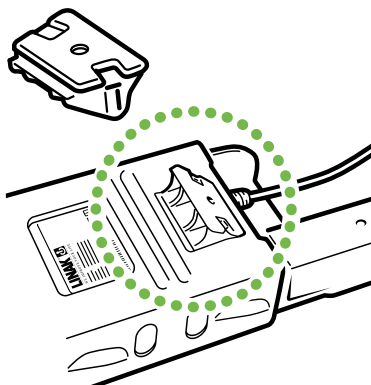


## Assembly Process Cont'd

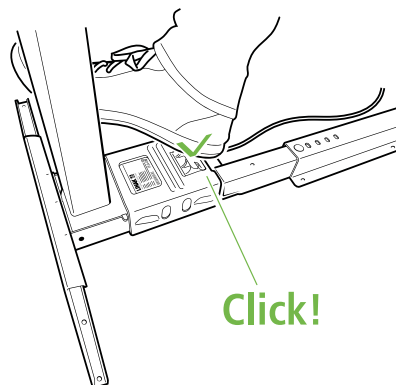
**7.2** Place clamp on column housing, press it down gently. It will still be possible to move clamp a little after placement.



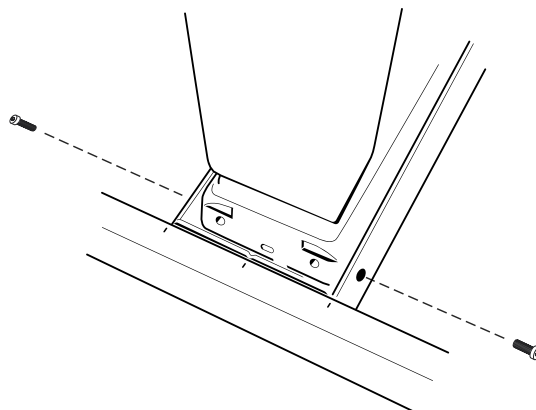
**7.3** Place kick lock in clamp. Arrow on kick lock must face arrow on clamp.



**7.4** Fix kick lock in clamp with your foot. When you hear a "click," columns are correctly fixed in place.



**7.5** Screw two M6 bolts through the base and into the desk leg using an Allen wrench





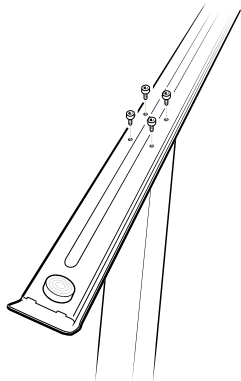
# FREEFIT TABLE INSTALLATION MANUAL

## Assembly Process Cont'd

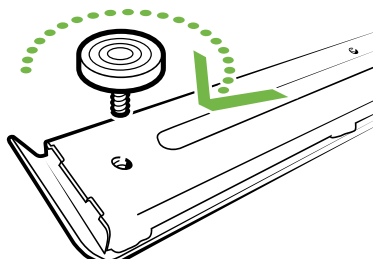
For single table assembly, follow steps 8.1 and 8.2.

For back-to-back benching applications, follow steps 8.3 and 8.4

**8.1** Attach desk feet to legs using (4) M6 bolts.



**8.2** Attach glides by screwing into desk feet.



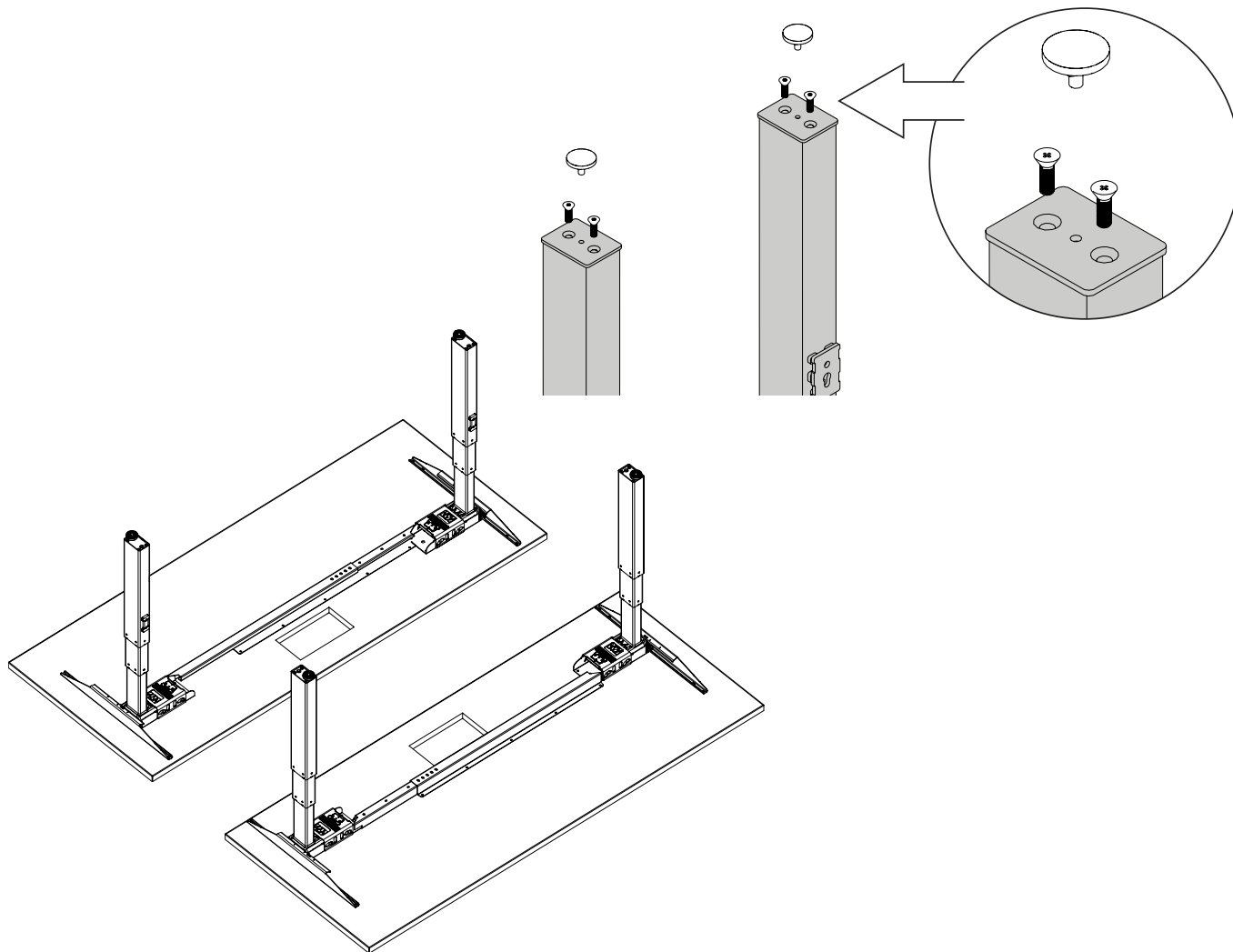
## 8.3 Height Adjustable Back-To-Back Table - Feet

### FT54Bxx, FT64Bxx

Assemble the feet on the columns. Tighten the screws firmly.

**Important:** Make sure the correct screws are used. Using too long screws may destroy the internal parts in the column.

Screw socket round UNC5/16 - 18x5/8" Zn



## Assembly Process Cont'd

### 8.4 Column Crossbeam

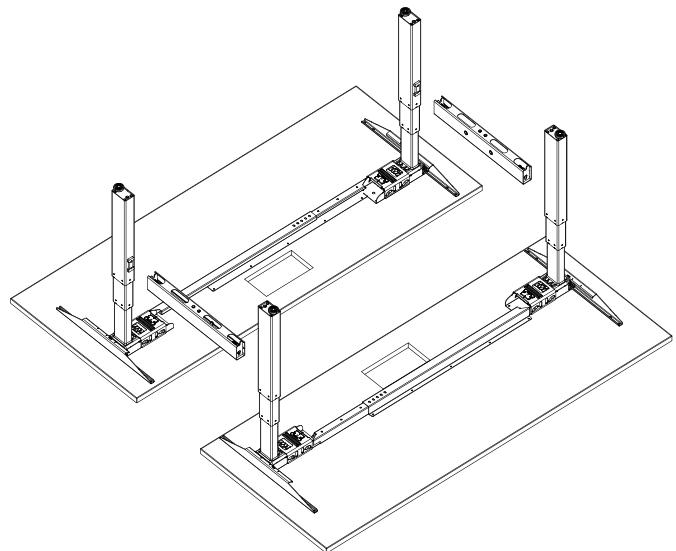
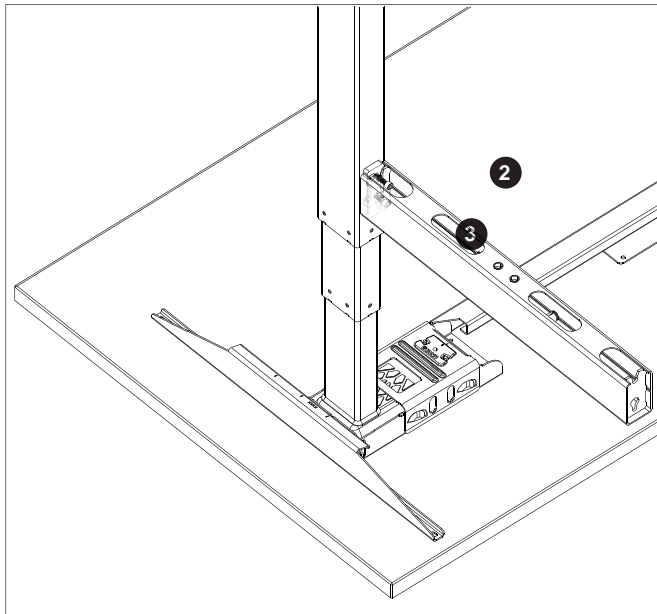
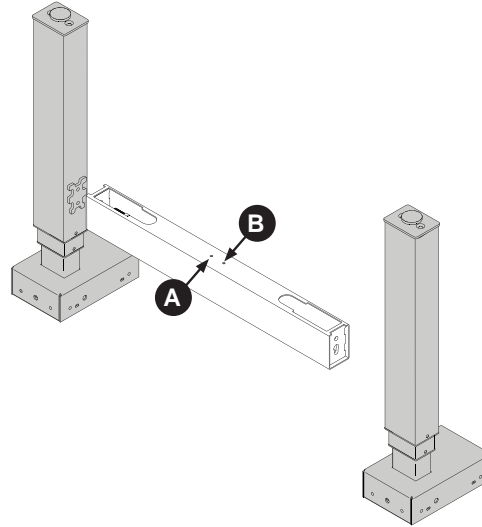
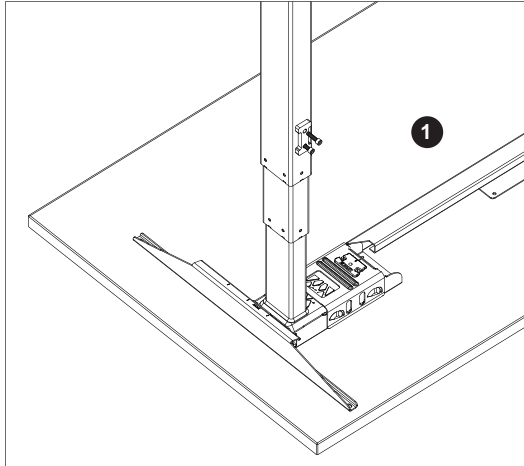
#### Secure the column crossbeam to the columns.

STEP 1: Drive one socket head screw 5/16-18 x 1" into column as illustrated. Do not tighten.

STEP 2: Position the column crossbeam's key-hole over the pre-installed socket head screw and drive in the second socket head screw.

Note: When the column crossbeam orientation is completed, one pair of the holes will end up at the beam's bottom (**A**) and the second pair of holes (**B**) will point toward the center of the table.

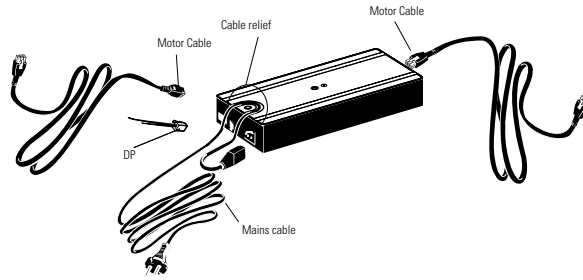
STEP 3: Tighten all socket head screws to ensure firm and safe column-to-column crossbar connection.



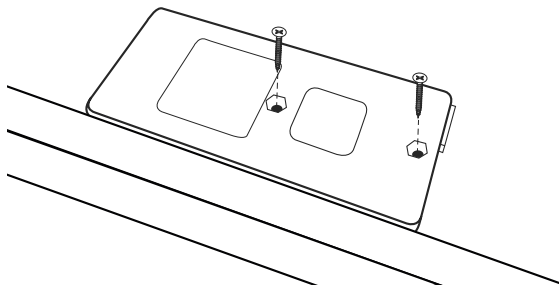
# FREEFIT TABLE INSTALLATION MANUAL

## 9. Electronics Assembly

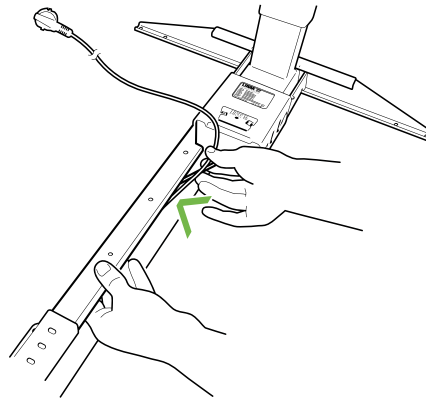
**9.1** Connect mains, cable, motor cables, and handset switch cable to control box. Built-in cable reliefs allow secure and flexible mounting options.



**9.2** Attach control box to table top using 2" screws.



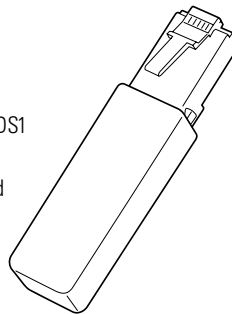
**9.3** Hide cables. Rails are designed so cables from columns and control box can be hidden inside rail.



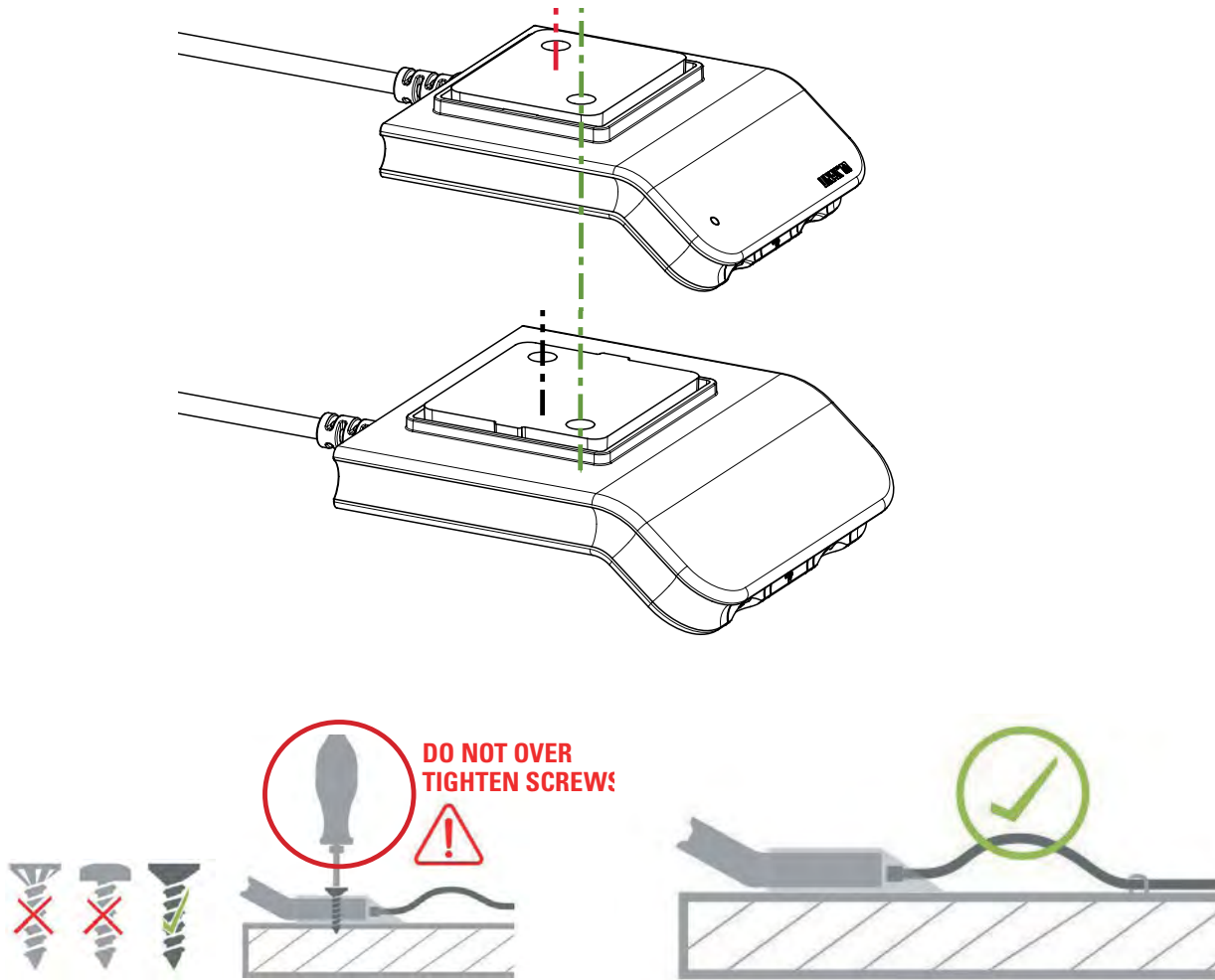
## 9.4 Install Desk Sensor

### DESK SENSOR™:

The Desk Sensor™ 1 (DS1) is an Anti-Collision™ solution which can limit material damage to a desk or an object if a collision occurs during driving of the desk. The DS1 is a small, compact plug-in adapter based on gyroscope-technology, and it detects even a little tilting of the desk when the desk is driving up or down. Upon detected tilting, the system stops and drives in the opposite direction to avoid collision and damage to the desk or the object. The DS1 can detect both hard and soft obstacles.



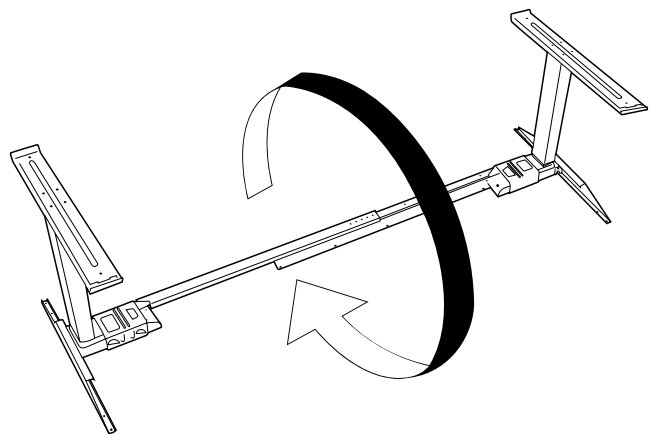
## 10. Installing handset.



## 11. Flipping Your Desk Over

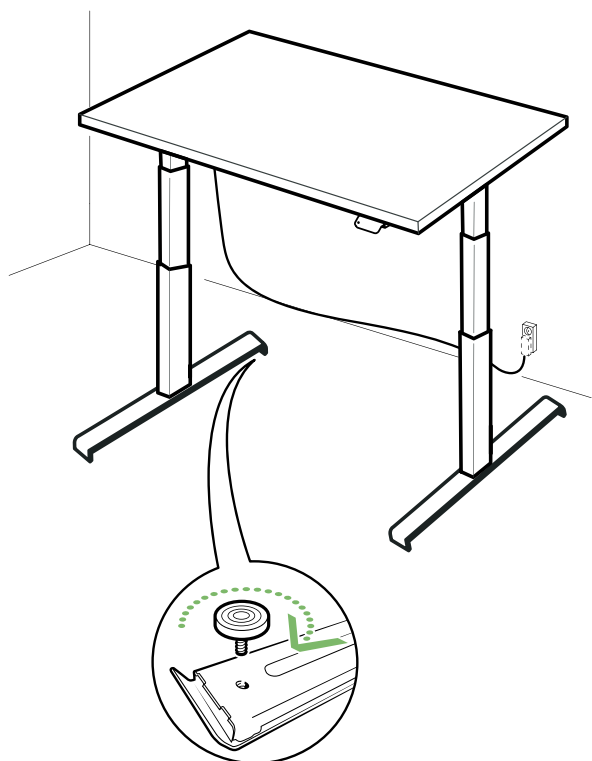
### **WARNING! 2 PERSON LIFT TO AVOID INJURY AND DAMAGE TO THE PRODUCT**

The handset switch sticks out the front edge of the desk, and can be damaged while flipping the desk over. Do NOT flip the desk in a way that could damage the handset. (or remove handset before flipping the desk).

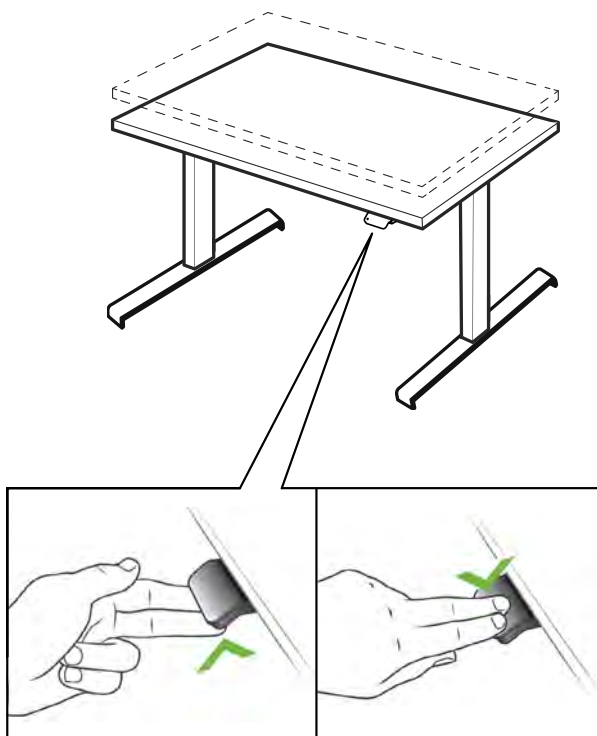


## Assembly Process Cont'd

### 12. Leveling Your Desk



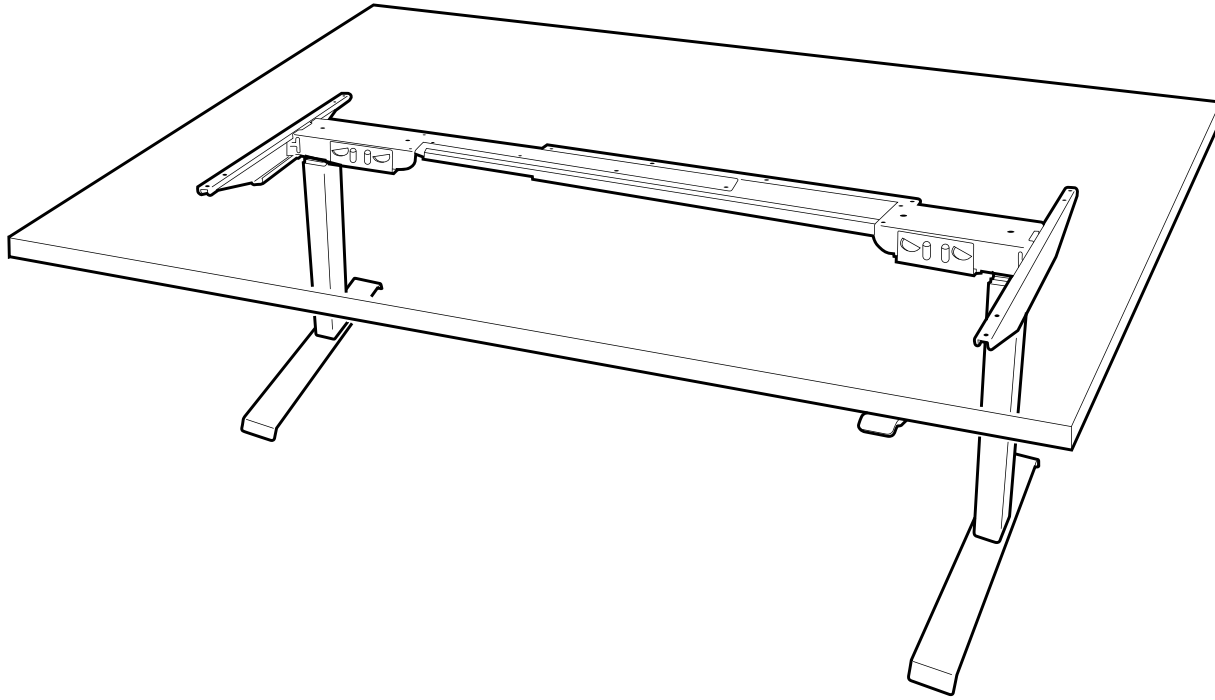
### 13. Initializing Your Desk



- 13.1** Hold **DOWN** on the handset switch until the desk reaches its lowest point. (If system does not lower, continue to next step)
- 13.2** Release handset switch and press **DOWN** again. Hold for 5 seconds while the system initializes. If no movement, release and try again.
- 13.3** Desk should run down into an end stop, then automatically runs approximately 5mm out again. Release handset switch.
- 13.4** Hold **UP** on the handset switch and raise the desk to its full height. Be sure the mains cable can move freely.
- 13.5** Hold **DOWN** to complete a cycle of the desk. Your initialization is now complete and your desk is ready to use.



## Assembly Process Cont'd



# FREEFIT TABLE INSTALLATION MANUAL

## 3-Leg Desk Assembly Process

### WHAT IS INCLUDED IN THE BOX

#### A. FreeFit Legs

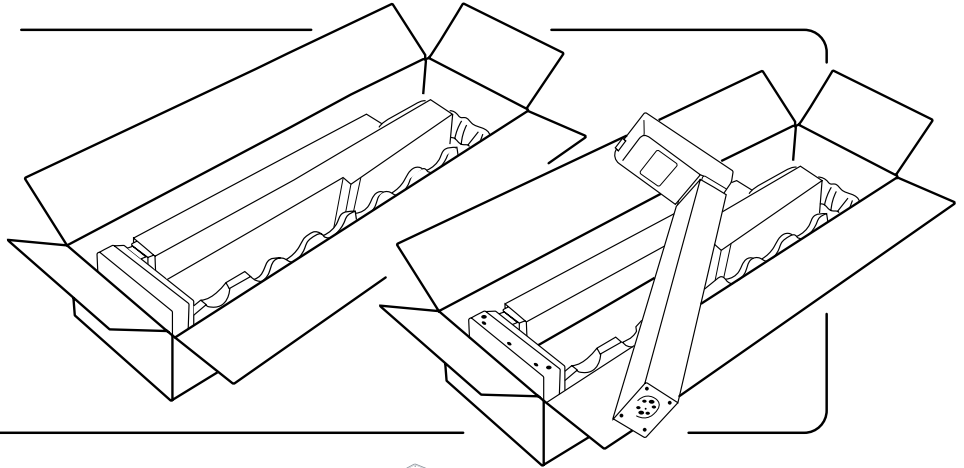
FreeFit Desk Legs

**Box 1:**

- 1-leg

**Box 2:**

- 2-legs



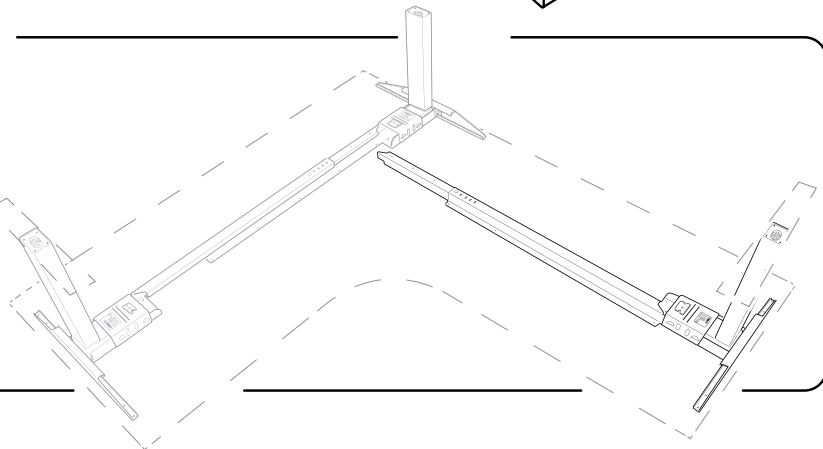
#### B. FreeFit Frame

**Box 1:**

- Clamp
- Kick lock
- Cantilever
- Inner rail w/o base
- Outer rail
- Clip

**Box 2:**

- Clamp (x2)
- Kick Lock (x2)
- Cantilevers (x2)
- Inner Rail
- Outer Rail
- Clip



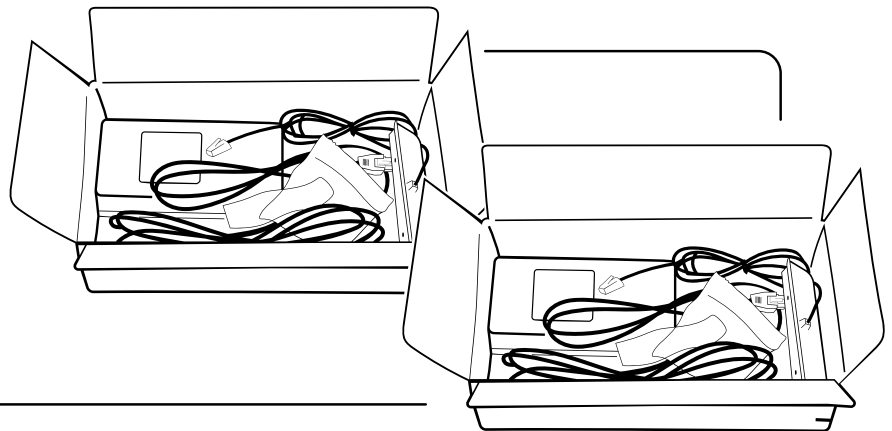
#### C. Electronics Kit

**Box 1:**

- Cable
- Hardware pack
- Control box

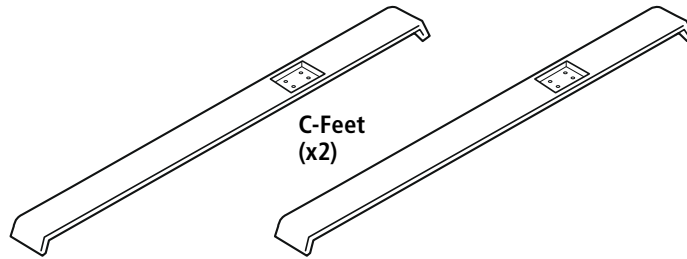
**Box 2:**

- Desk control
- Cables
- Desk Sensor
- Hardware pack



## 3-Leg Desk Assembly Process Cont'd

### D. Feet



### E. Hardware Pack

Two Boxes are required to build each frame, the following hardware is included in each box:

#### Box 1

- M6 x 16 mm Allen Bolt x 6
- #10 x 3/4 wood screws x 20
- KNC Clips x 1
- Kick lock x1
- Leveler for Foot x 2

#### Box 2

- M6 x 16 mm Allen Bolt x 6
- 10-12 x 2" Tapping Screw x2
- KNC Clip x 1
- DPG Steel Flat Head Screw x 2
- 8-15 x 0.625" Tapping Screw x 29
- Kick Lock x 2
- Leveler for Foot x 3

# FREEFIT TABLE INSTALLATION MANUAL

## Product Ratings

Weight limit for three-leg FT5/6 desk: 2400N (539 lbs including weight of the desk top).

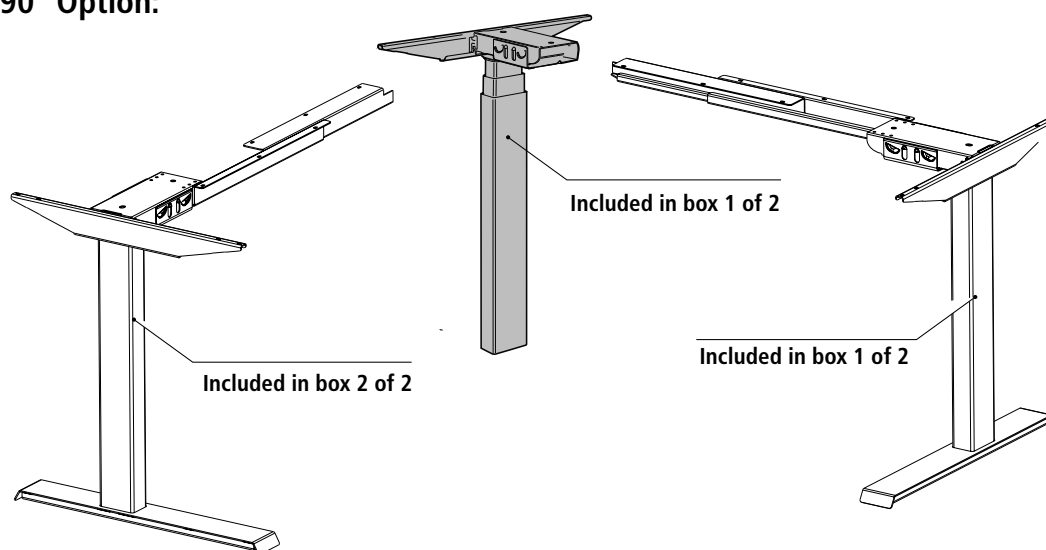
### Application of the FreeFit FT5/6 system:

Irrespective of the load, the **duty cycle 10% ~ 2 minutes of continuous use at full load, followed by 18 minutes of pause** stated in the data sheets, must **NOT** be exceeded as this will result in super heating of the motor, the brake and the spindle nut. Exceeding the duty cycle will result in a dramatic reduction of the life of the system.

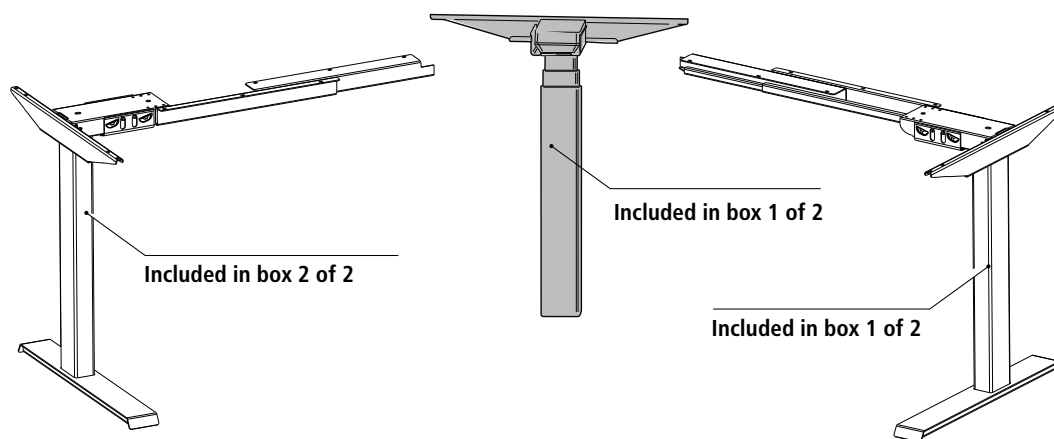
**This product is intended for indoor use only.**

## 3 Column Frame

### 90° Option:

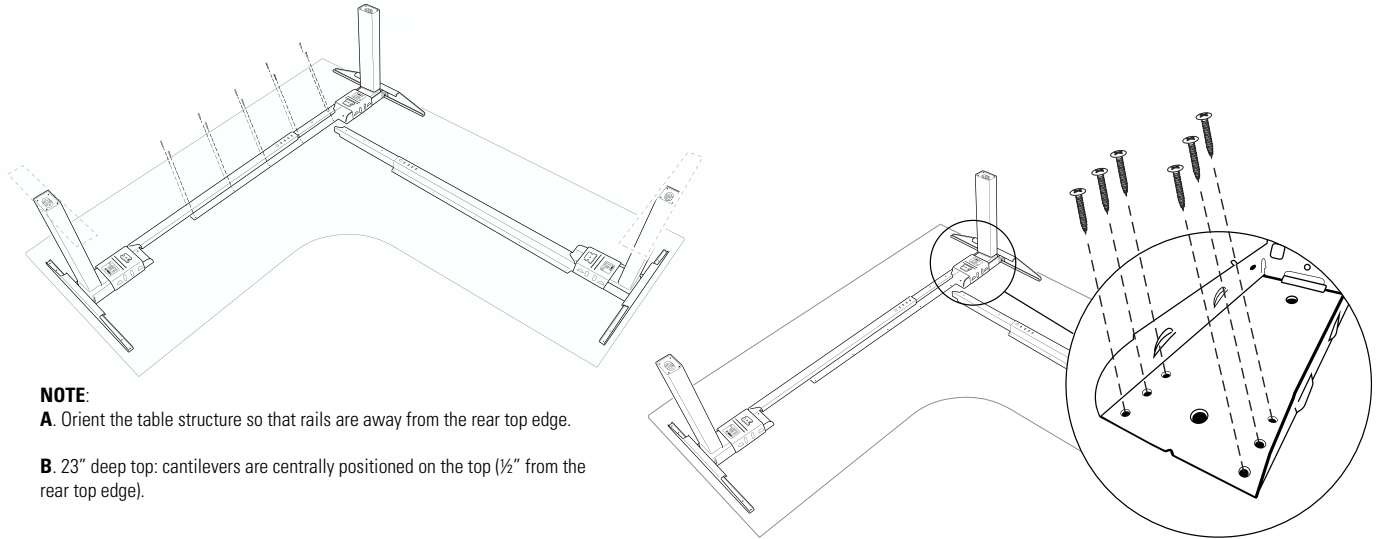


### 120° Option:



## 3-Leg Desk Assembly Process Cont'd

### 6.1 Screw cantilevers into top using tapping screw.

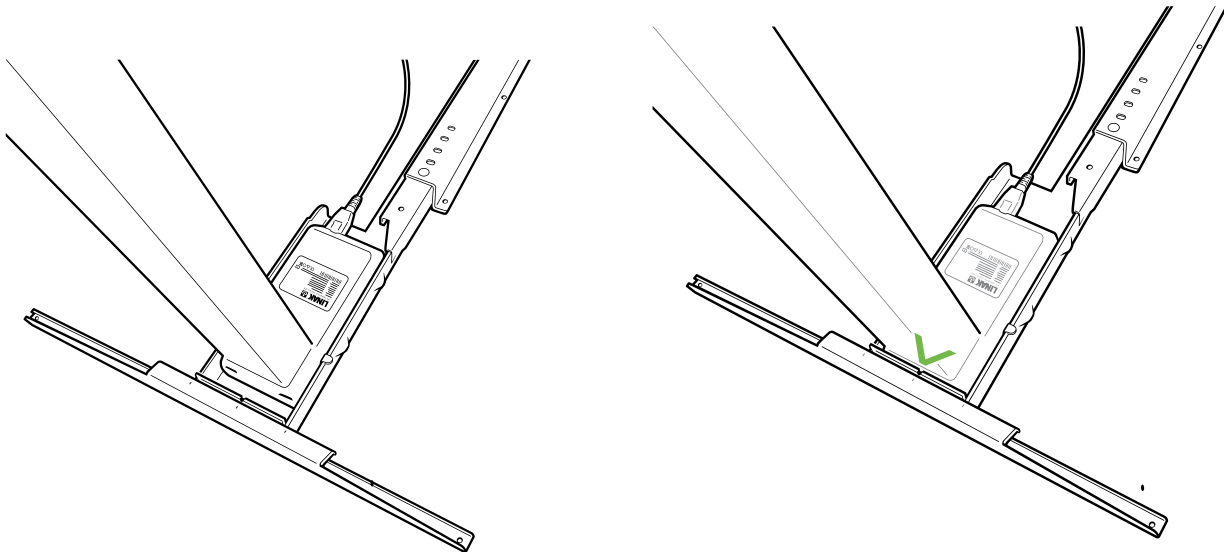


### 6.2 Screw rails into top using tapping screws.

### 6.3 Screw bases into top using tapping screws.

## 7. Attach desk legs to frame bases.

### 7.1 Mount column by placing it in base.

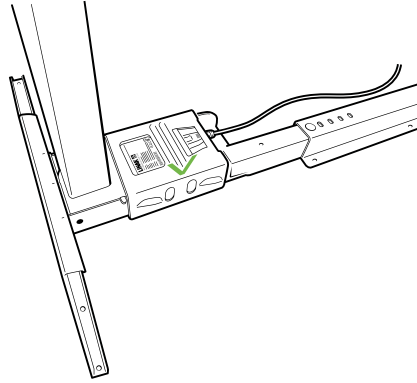




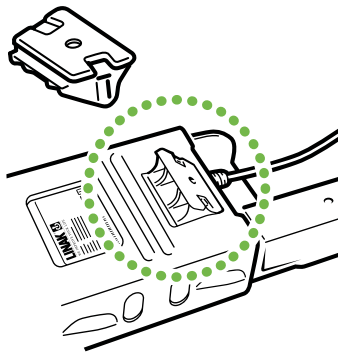
# FREEFIT TABLE INSTALLATION MANUAL

## 3-Leg Desk Assembly Process Cont'd

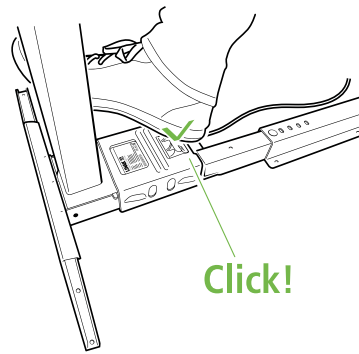
**7.2** Place clamp on column housing, press it down gently. It will still be possible to move clamp a little after placement.



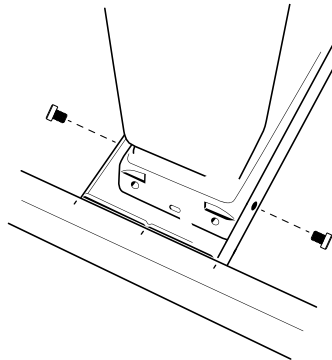
**7.3** Place kick lock in clamp. Arrow on kick lock must face arrow on clamp.



**7.4** Fix kick lock in clamp with your foot. When you hear a "click," columns are correctly fixed in place.

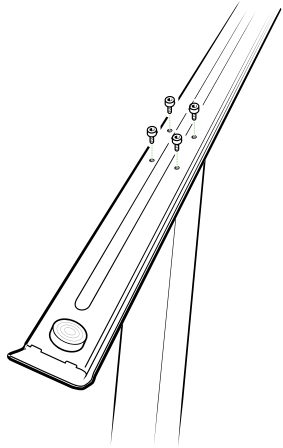


**7.5** Screw two M6 bolts through the base and into the desk leg using an Allen wrench

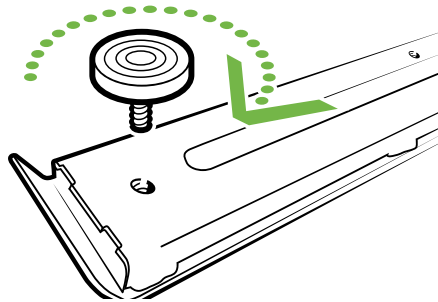


## 3-Leg Desk Assembly Process Cont'd

**8. Attach desk feet to legs using (4) M6 bolts.**

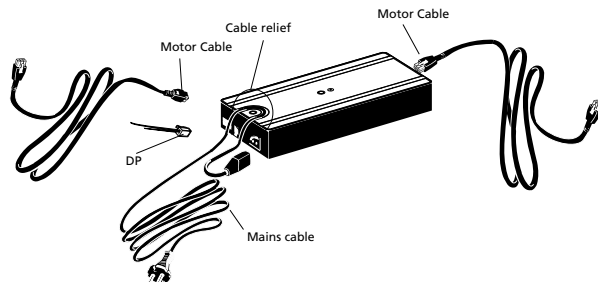


**8.1 Attach glides by screwing into desk feet.**

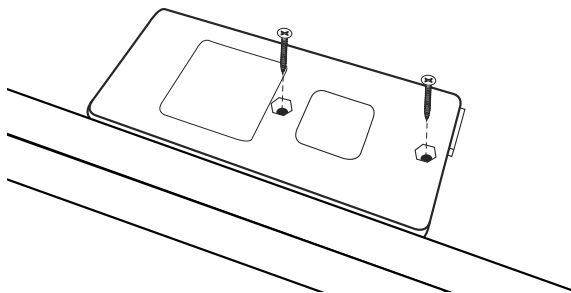


## 9. Electronics Assembly

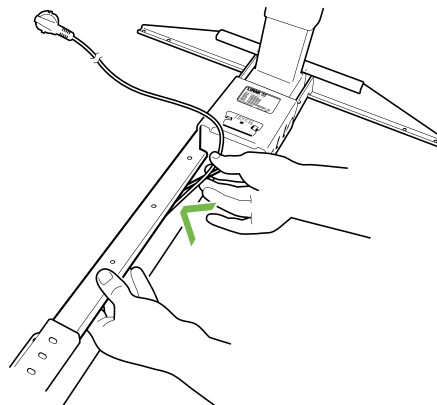
**9.1 Connect mains, cable, motor cables, and FTDPG1M switch cable to control box. Built in cable reliefs allow secure and flexible mounting options.**



**9.2 Attach control box to table top using 2" screws.**

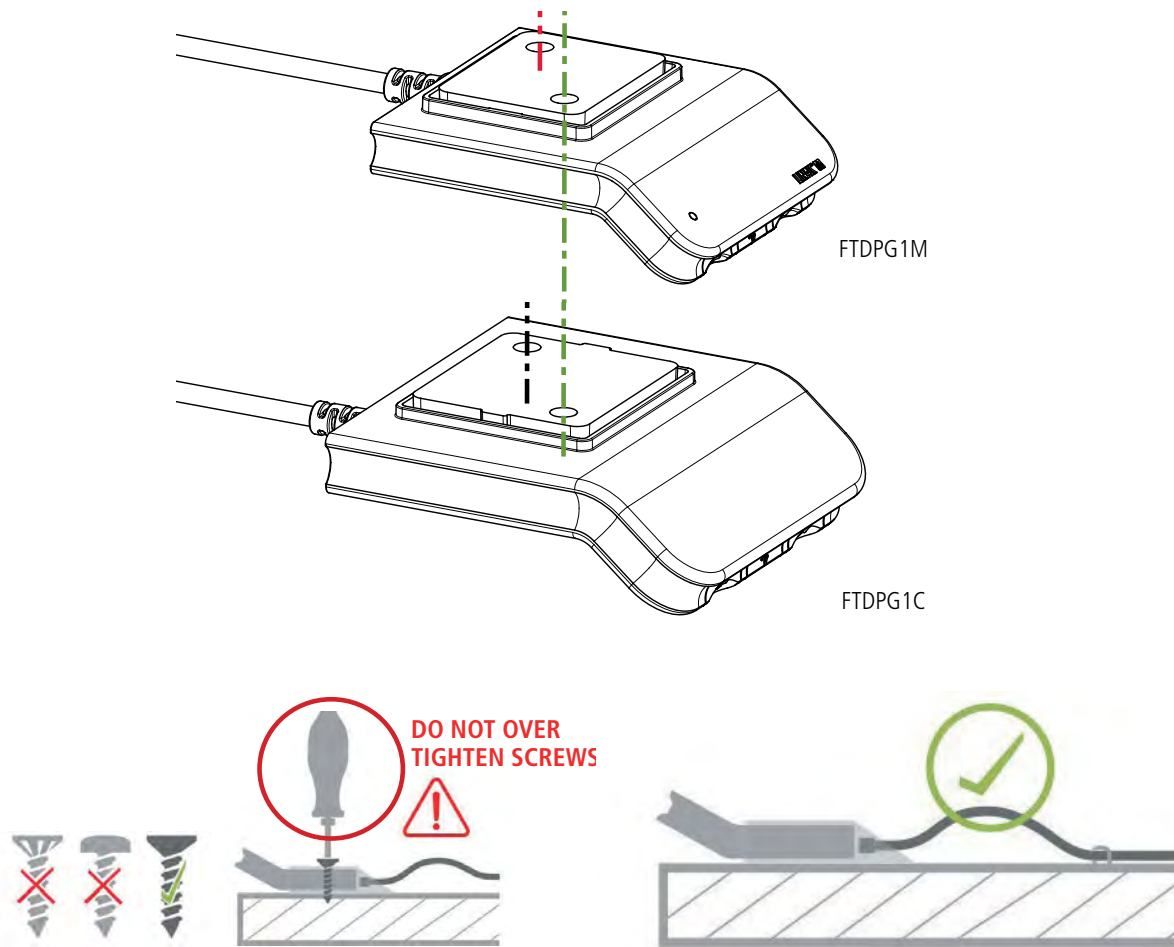


**9.3 Hide cables. Rails are designed so cables from columns and control box can be hidden inside rail.**



## 3-Leg Desk Assembly Process Cont'd

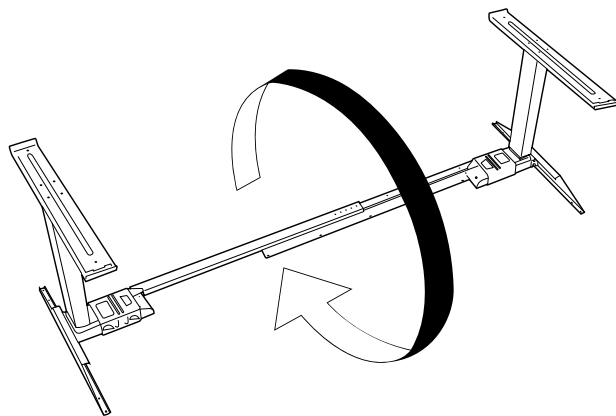
### 10. Installing desk panel switch.



### 11. Flipping Your Desk Over

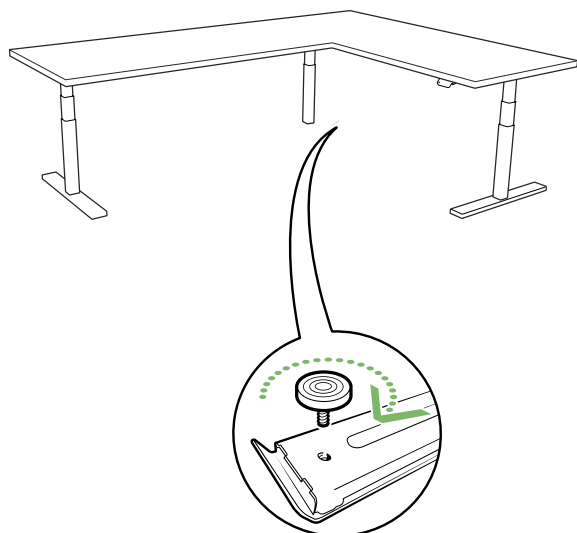
#### **WARNING! 2 PERSON LIFT TO AVOID INJURY AND DAMAGE TO THE PRODUCT**

The FTDPG1 switch sticks out the front edge of the desk, and can be damaged while flipping the desk over. Do NOT flip the desk in a way that could damage the FTDPG1. (or remove FTDPG1 before flipping the desk).

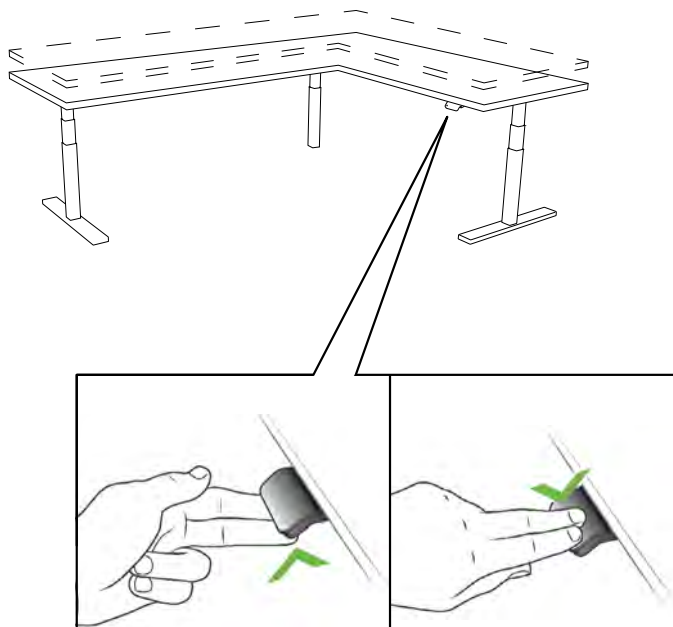


## 3-Leg Desk Assembly Process Cont'd

### 12. Leveling Your Desk



### 13. Initializing Your Desk



- 13.1** Hold **DOWN** on the handset switch until the desk reaches its lowest point. (If system does not lower, continue to next step)
- 13.2** Release handset switch and press **DOWN** again. Hold for 5 seconds while the system initializes. If no movement, release and try again.
- 13.3** Desk should run down into an end stop, then automatically runs approximately 5mm out again. Release handset switch.
- 13.4** Hold **UP** on the handset switch and raise the desk to its full height. Be sure the mains cable can move freely.
- 13.5** Hold **DOWN** to complete a cycle of the desk. Your initialization is now complete and your desk is ready to use.

# FREEFIT TABLE INSTALLATION MANUAL

## Laminate Base for FreeFit Tables

STEP 1: Remove the short side panel on each laminate base

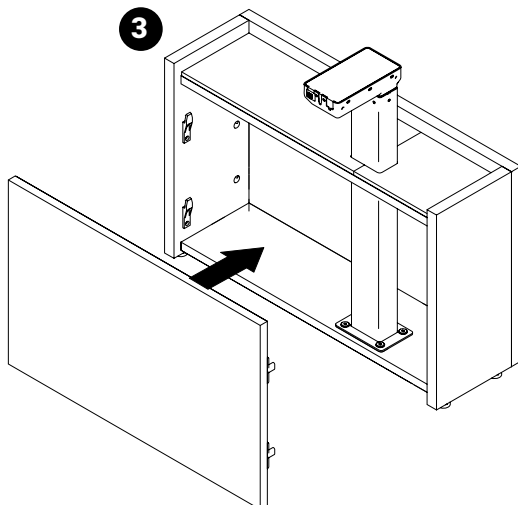
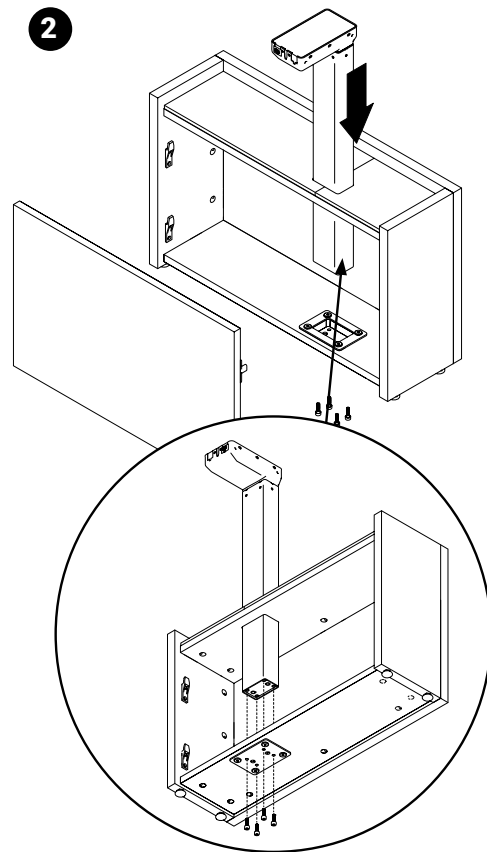
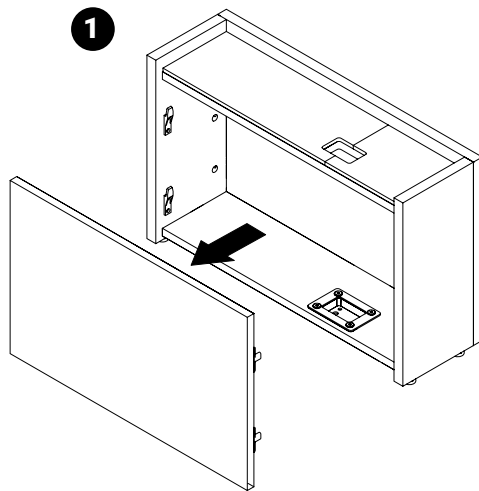
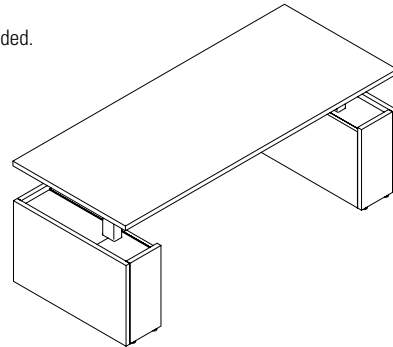
STEP 2: Insert the Free Fit legs through the top cut-outs of the laminate bases, into the bottom metal plates. Fasten with M6 x 16 mm Bolts provided with the FreeFit height adjustable mechanism (4 on each laminate base).

STEP 3: Reattach removable panels on each laminate base

STEP 4: Attach the other components of the FreeFit height adjustable mechanism. Use the instructions provided.

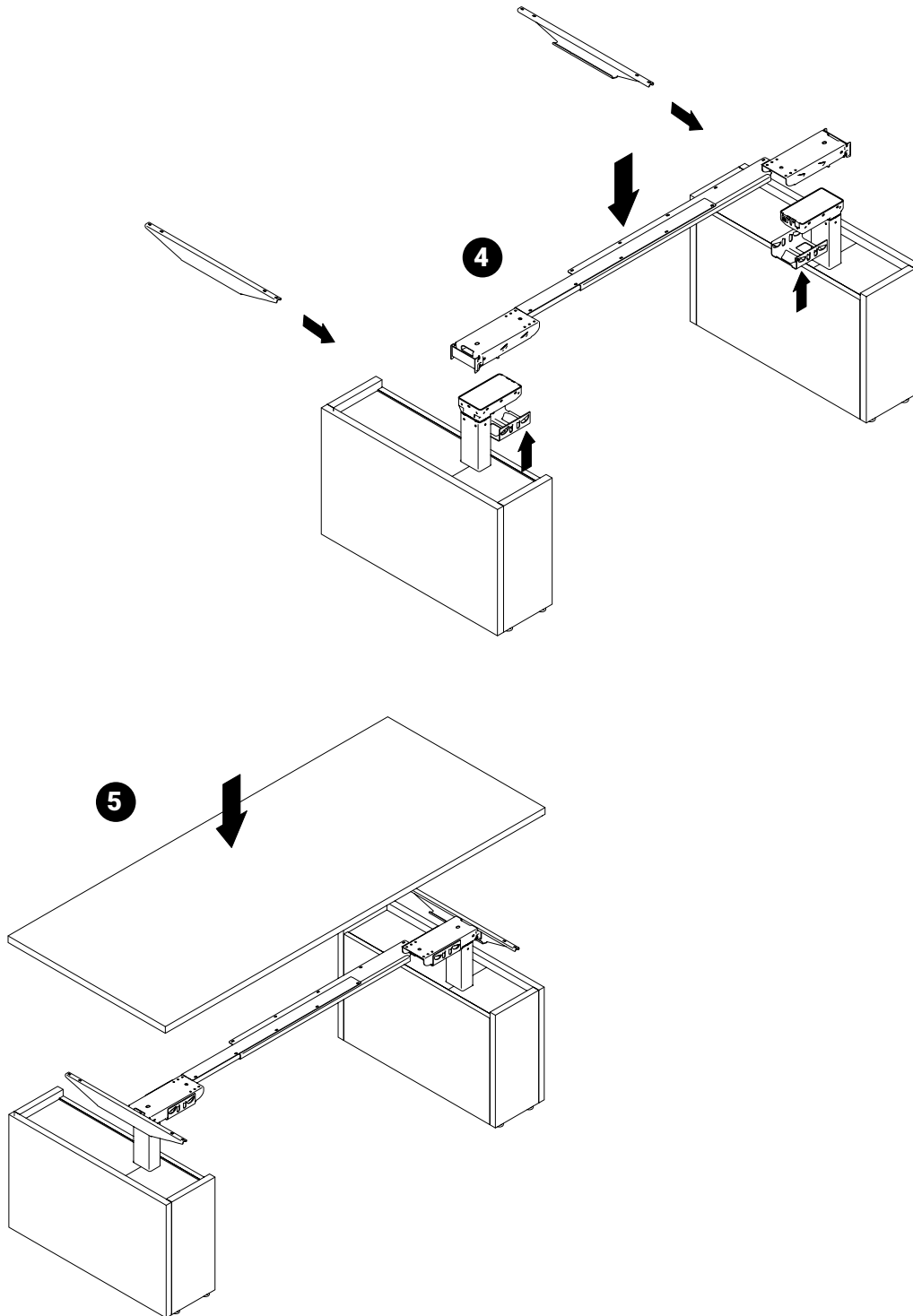
STEP 5: Drive two head screws 5/16-18 x 1" into the column crossbeam as illustrated. Do not tighten.

STEP 6: Attach worksurface (use pre-drilled holes on the bottom of the worksurface).





## Laminate Base for FreeFit Tables



# FREEFIT TABLE INSTALLATION MANUAL

## Laminate Base for FreeFit Tables

STEP 1: Detach removable door PANEL (lift up from sides).

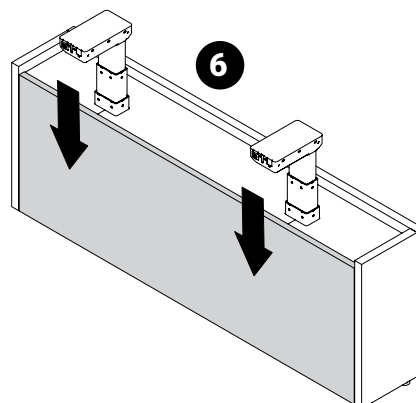
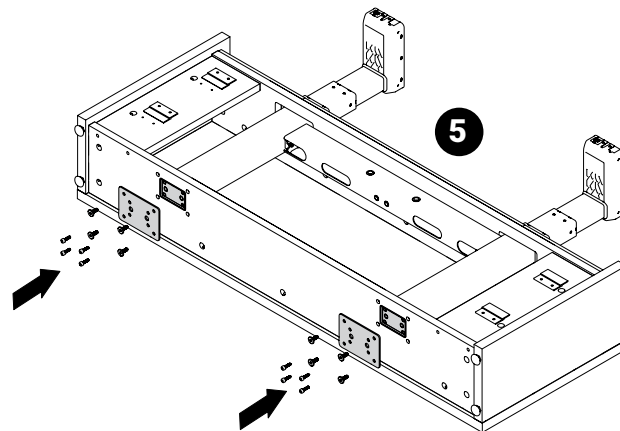
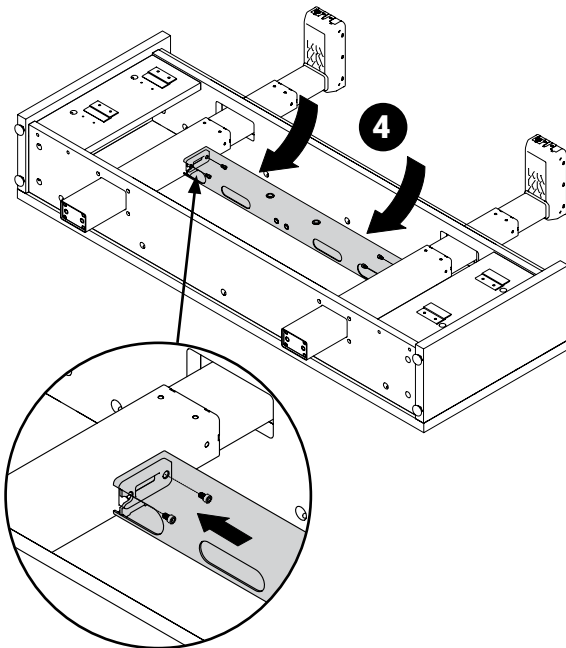
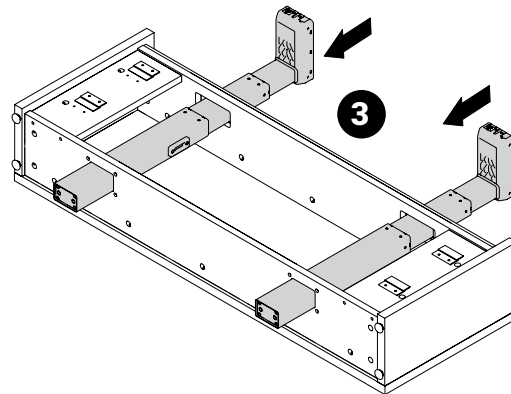
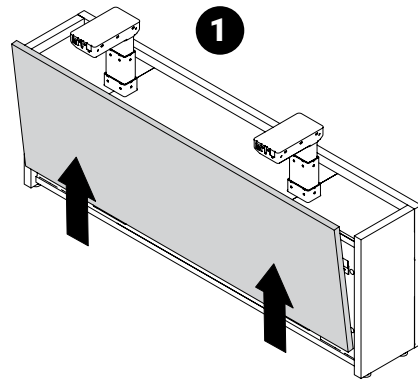
STEP 2: Disassemble bottom metal plates.

STEP 3: Insert the 2 height adjustable columns. (they need to stick out through bottom cut-outs).

STEP 4: Attach column cross beam and tighten the socket head screws.

STEP 5: Re-attach bottom metal plates to both the laminate base and height adjustable columns.

STEP 6: Return assembly to vertical position and re-attach door panel.



# FREEFIT TABLE INSTALLATION MANUAL

## Back-to-Back Trough

Secure the column crossbeam to the columns.

STEP 1: Insert assembled electrical components into the trough from the bottom. Ensure that all four duplex receptacles are located in their designated openings.

STEP 2: Insert duplex retainer into the gap between trough and the bottom of the duplex receptacle.

STEP 3: Center the duplex retainer, locate duplex retainer tabs between cutout edges.

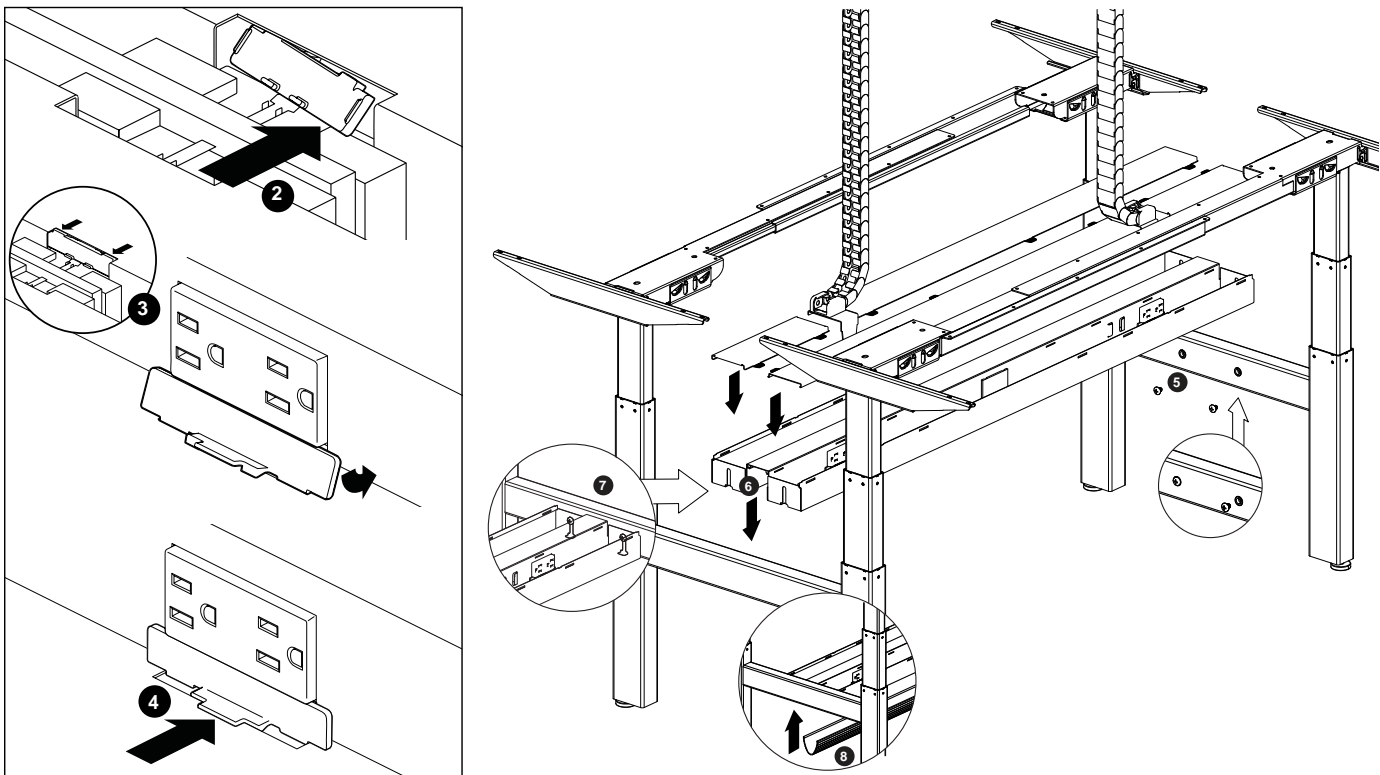
STEP 4: Reach around power trough and push down on tab to lock. You will hear it click into place. Teeth on the retainer grab the edge of metal to hold in place.

STEP 5: Drive two head screws 5/16-18 x 1" into the column crossbeam as illustrated. Do not tighten.

STEP 6: Drop in the trough and guide slots over the pre-installed socket head screws. Note: Check if the installation calls for central, shared divider. If so, install the divider's bottom brackets now, before tightening the socket screws. If not, proceed to step 7.

STEP 7: Tighten all socket head screws.

STEP 8: Install the power distribution components and data cables before snapping into the bottom trough channel.



**NOTE:** There must be only one power feed entry into each cluster of harnesses.

**WARNING!** It is recommended that installation of the wiring system be made under the supervision of a licensed electrician in accordance with applicable codes and regulations. Connection to the building power supply must be done by a licensed electrician. Do not connect or disconnect components while the system is under load. Disconnect the main power before servicing or reconfiguration.

## BWAETTCxx Table-to-Table Connector

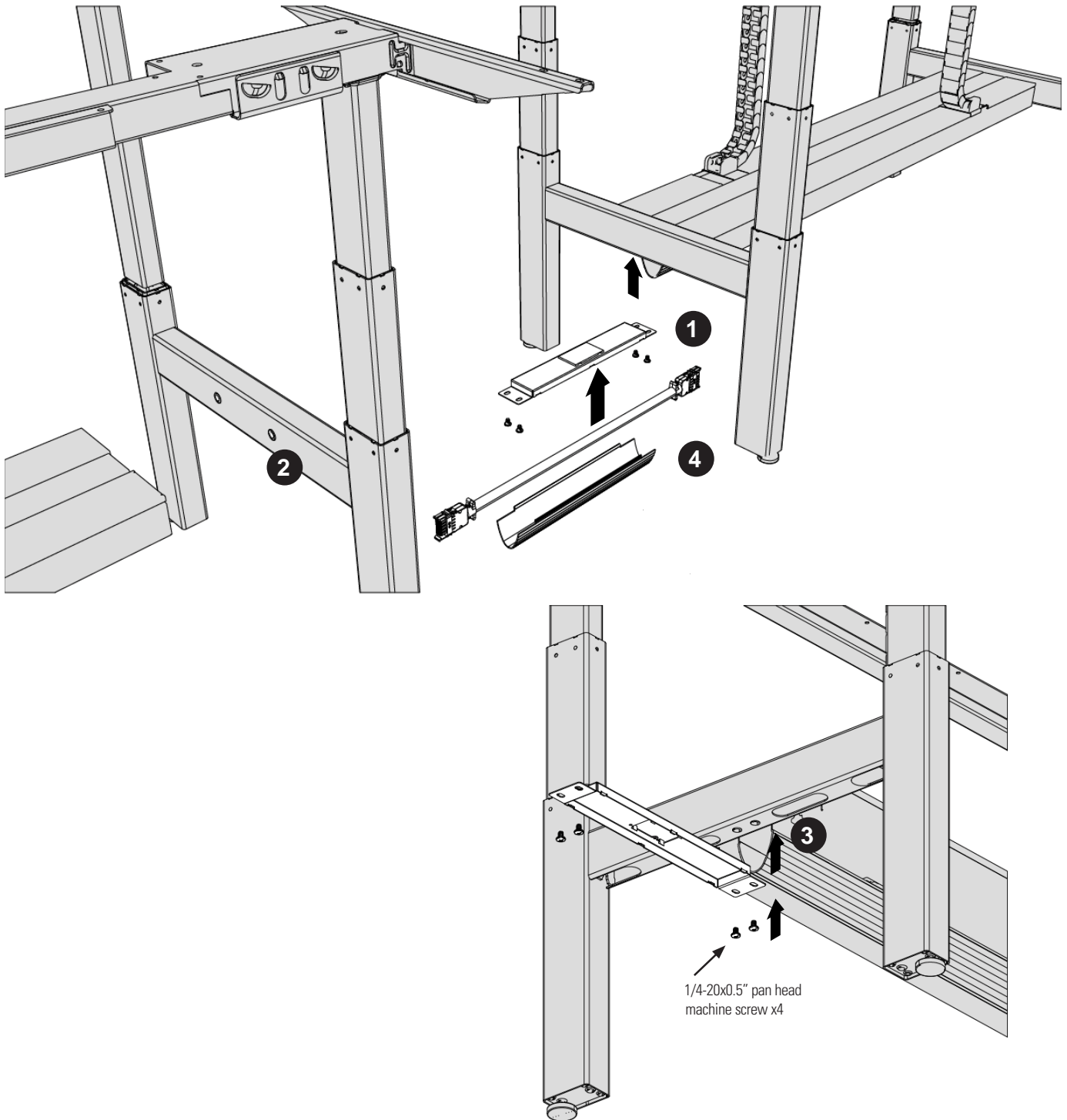
Continue with assembling all the remaining table structures, including power troughs and place them in their desired location. Proceed from the first table assembly at the beginning of a run and install the table-to-table connector to organize cables and establish an accurate distance.

STEP 1: Position the table-to-table connector under the column crossbeam and align its holes with threaded holes in the bottom of the column crossbeam. Secure with two supplied machine screws.

STEP 2: Finalize adjacent table assembly, align the adjacent column crossbeam holes with the holes on the opposite side of the table-to-table connector.

STEP 3: Secure the table-to-table connector with two supplied machine screws.

STEP 4: Install the power distribution components and data cables before snapping them into the bottom trough channel.



# FREEFIT TABLE INSTALLATION MANUAL

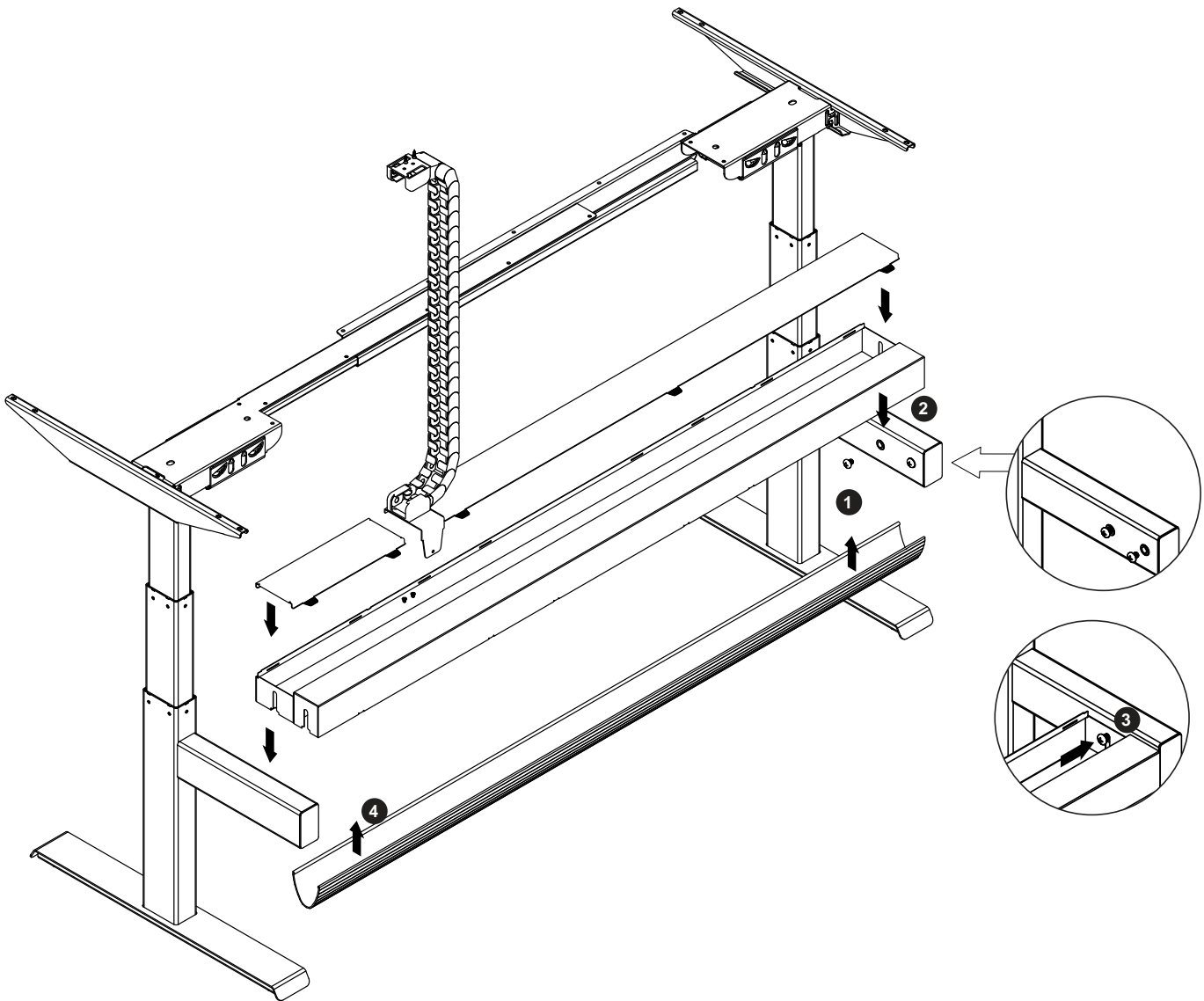
## Single Table Trough

STEP 1: Drive two socket head screws 5/16-18 x 1" into the single table column crossbeam as illustrated. Do not tighten.

STEP 2: Drop in the single-sided trough and guide slots over the pre-installed socket head screws.

STEP 3: Tighten all socket head screws.

STEP 4: Install the power distribution components and data cables before snapping in the bottom trough channel.



## BWAECF Ceiling Feed Post

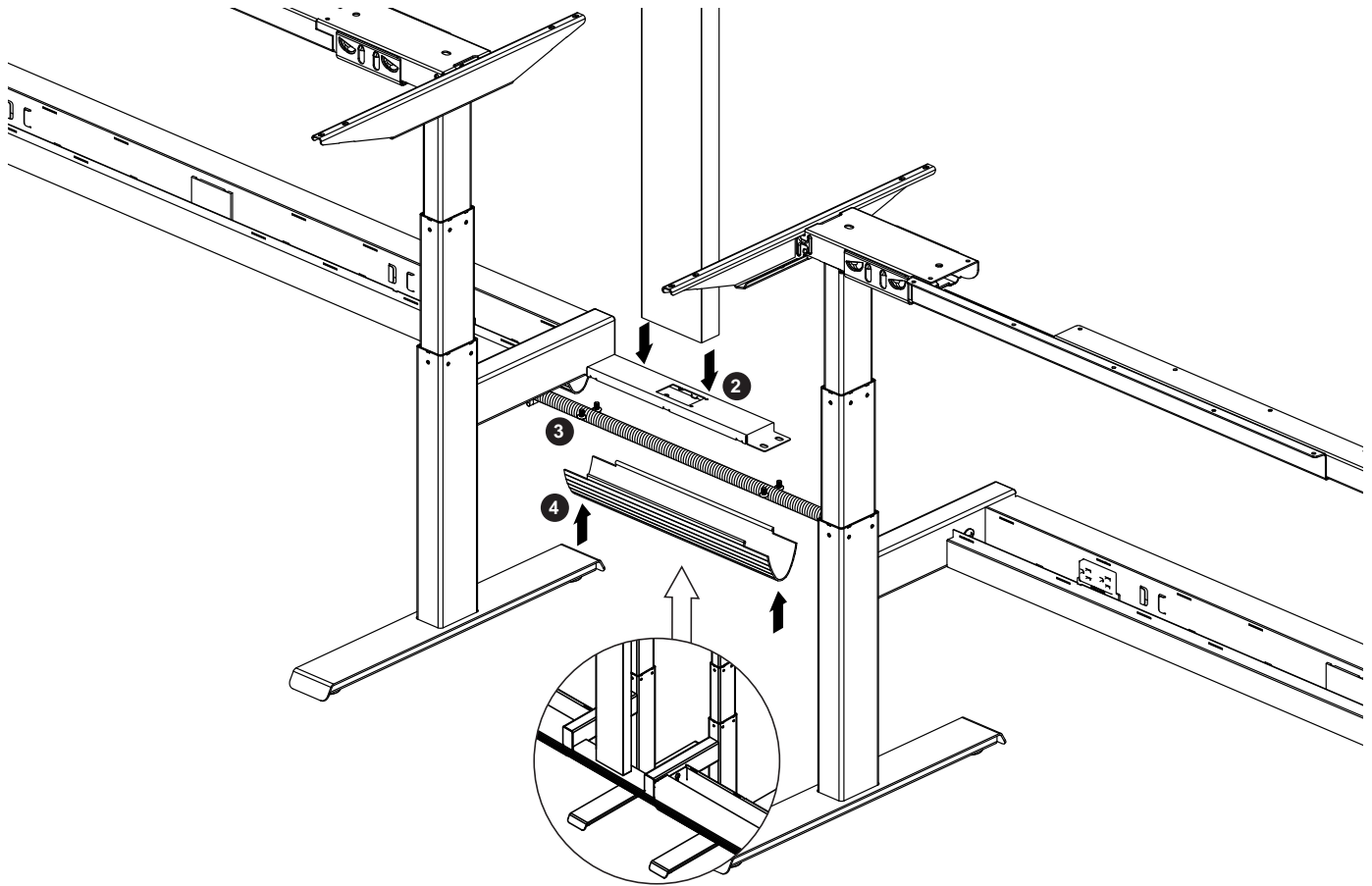
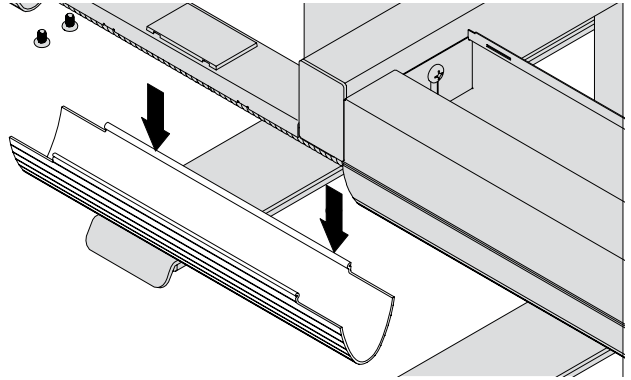
Proceed with the installation of the ceiling feed power pole only after all the table assemblies and interconnecting trough bridges have been installed and their position finalized.

STEP 1: Remove bottom trough channel.

STEP 2: Align screw ports on ceiling feed pole extrusion with holes in the trough bridge.

STEP 3: Secure the pole to the trough bridge with the supplied screws.

STEP 4: Install the power distribution components and data cables before snapping them into the bottom trough channel.



# FREEFIT TABLE INSTALLATION MANUAL

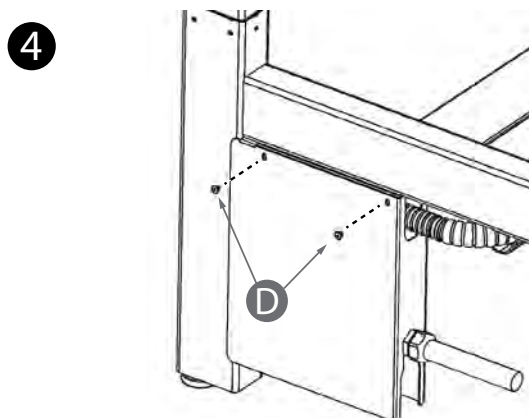
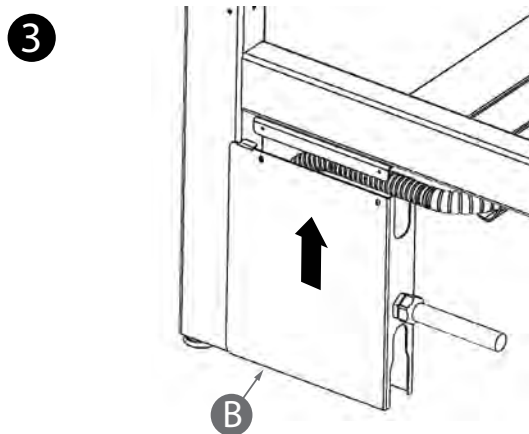
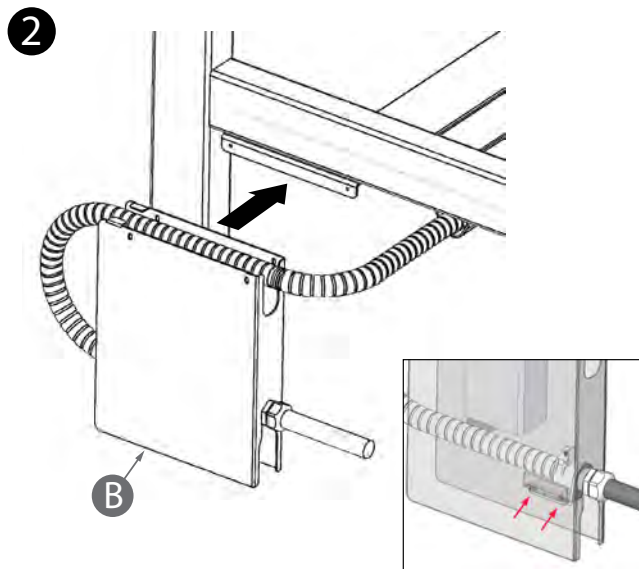
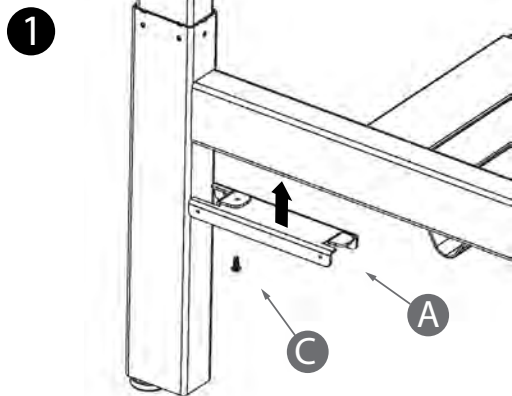
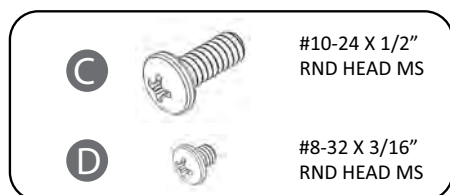
## BWAEFF Floor Feed Installation

STEP 1: Fasten the screw (C) loosely on the Mounting Bracket (A). Slide the Mounting Bracket (A) up and toward the center of the beam until the screw (C) hits the slot wall. Tighten the screw (C) to secure the Mounting Bracket (C).

STEP 2: Bring the Floor Feed Housing (B) and snake the power cable from the trough into the Floor Feed Housing (B) and out the bottom. Attach the power cable from the trough into the Floor Feed Housing (B) as shown in step 2 lower image.

STEP 3: Place the Housing (B) under the Mounting Bracket (A). Make sure excess power cable is in the Housing (B). Move the Housing (B) up toward the beam and line up the screw holes.

STEP 4: Secure the Floor Feed Housing (B) to the Mounting Bracket (A) with the 4 Screws (D), two on each side.



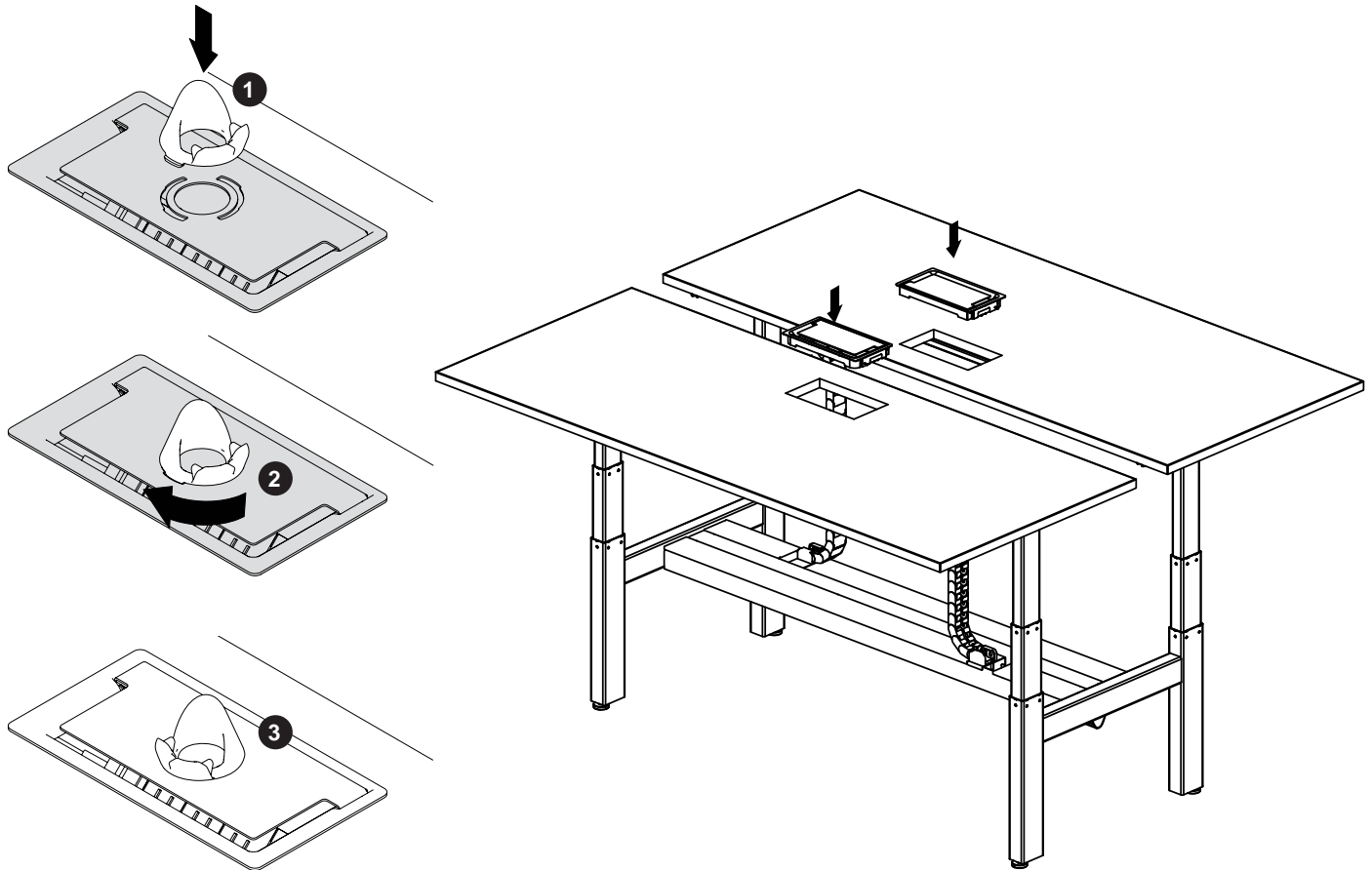
## Device Holder / Access Door Modules

GAADGDH, GAADCTDH, GAADCTPDDH

STEP 1: Insert two device holder tabs into the cutouts of the access door.

STEP 2: Rotate the device holder 90° clockwise.

STEP 3: Ensure that the device holder is properly fixed/installed and able to support phones and tablets.





# FREEFIT TABLE INSTALLATION MANUAL

## Cable Snake

The cable snake consists of a number of flexible, interlocking components and a steel bottom bracket. Its purpose is to organize cables between the access door grommet and the FreeFit trough.

Each table requires its own cable snake, installed either on the left or right side. Its location is governed by position of the worksurface grommet. If correctly installed, the cable snake will curve towards the center of the table.

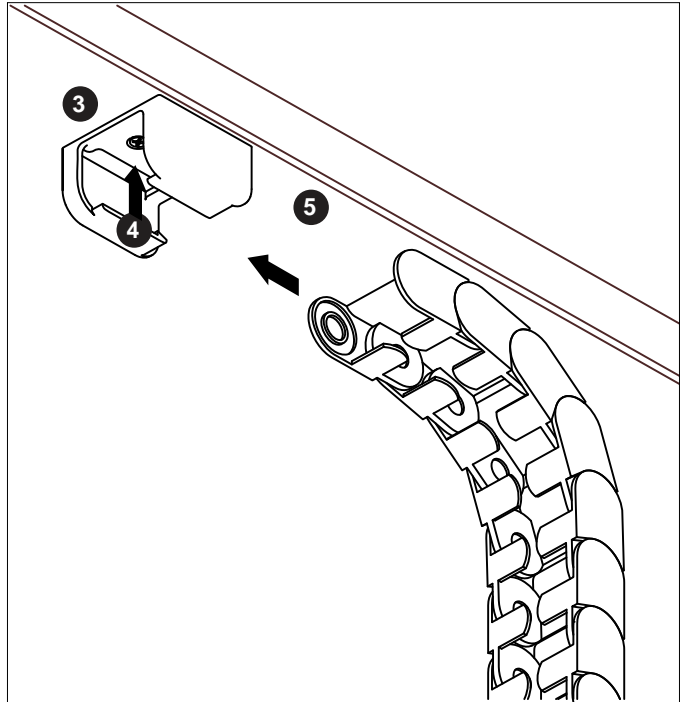
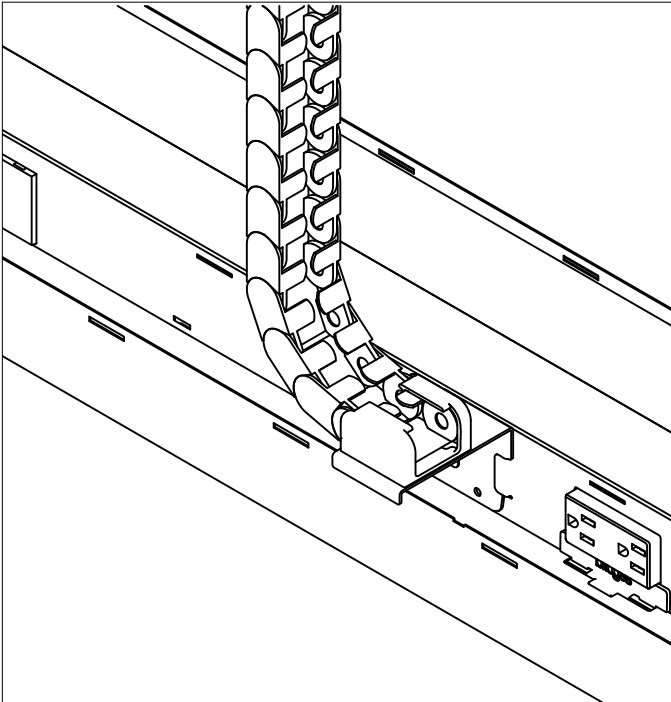
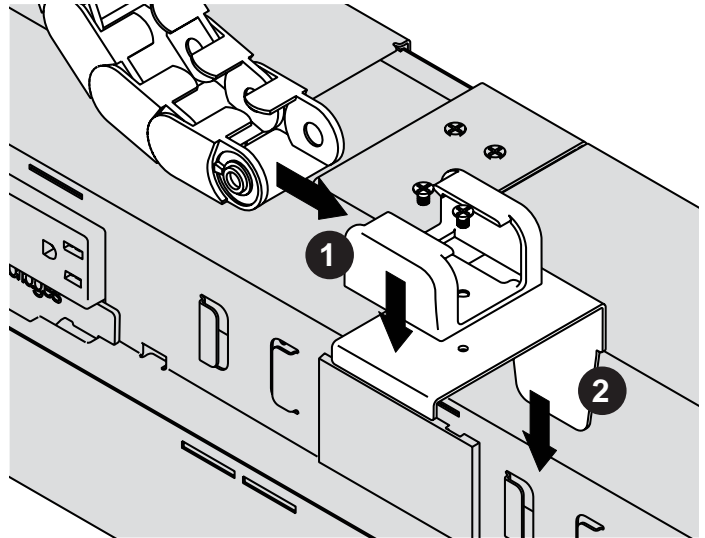
STEP 1: Identify which side the cable snake should be installed. Secure the bottom end of the cable snake by driving two countersunk screws into the steel bracket. Slide in the cable snake's end segment.

STEP 2: Slide the steel bracket at the end of the cable snake into the notches in the power trough (notches are near the duplex receptacles).

STEP 3: Align the mounting bracket holes with those of the worksurface pilot holes. Please note that if the orientation of the cable snake top mounting bracket shows the receiving "open", the end of the bracket faces the center of the table. As the cable snake always curves toward the center of the table, it will snap into the bracket from the center of the worksurface as well.

STEP 4: Secure the top end of the cable snake by driving two countersunk screws into the underside of the worksurface.

STEP 5: Slide in the cable snake's first segment



## Cable Trough Covers

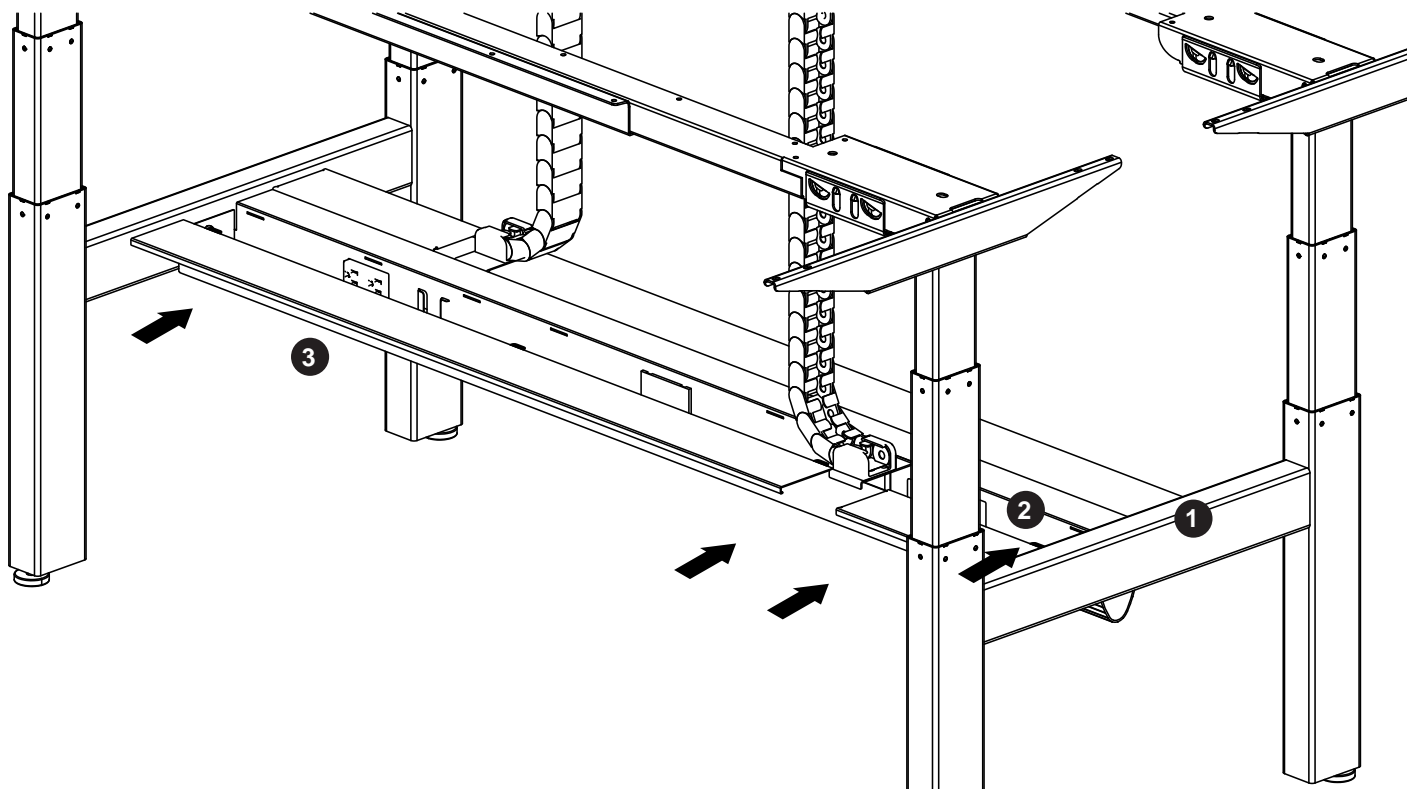
Complete the installation of your office equipment, plug in the power and the data cables and organize the path of all cords from the worksurface into the grommet, down the cable snake and, finally, tuck-in all the cable excess in the cable trough.

Cable trough cover set consists of non-handed, interchangeable short and long covers. Their respective locations are governed by the position of the cable snake.

STEP 1: Align the protruding tabs with elongated slots in the cable trough.

STEP 2: Push the cover toward the cable trough while making sure that the two front and two rear tabs (under the front edge of the cover) are fully engaged.

STEP 3: Follow steps 1 and 2 to install the long cover while making sure that all six tabs: three in front and three in the rear are fully engaged.



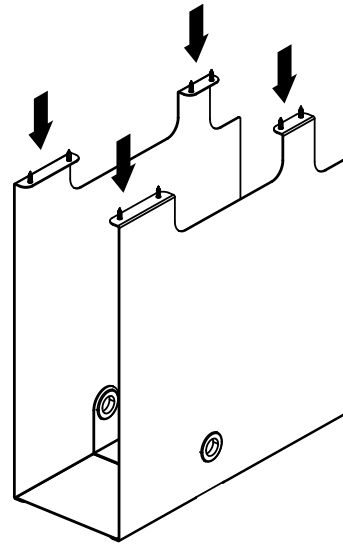
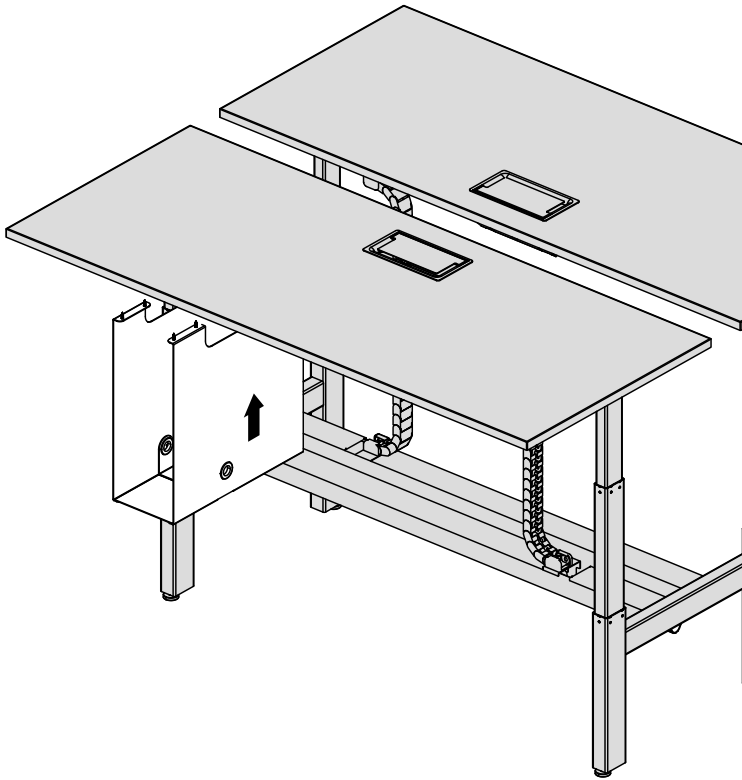
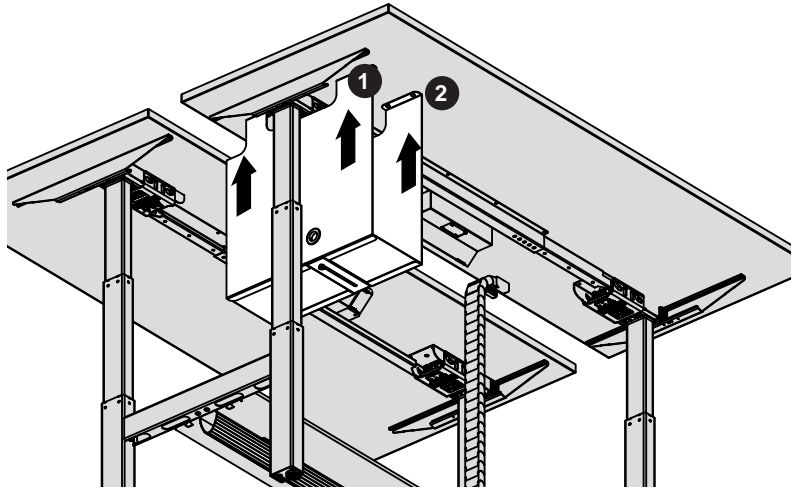
# FREEFIT TABLE INSTALLATION MANUAL

## BWAPCH PC Holder

Non-handed PC Holder can be installed on either side of the FreeFit table. If your table is furnished with an access door, please install the PC holder on the side of the door at the configuration which offers the most efficient way of managing cables and utilizing their available length.

STEP 1: Align the holes in the PC holder with the pilot holes to the center

STEP 2: Secure the PC Holder to worksurface with 8 supplied screws



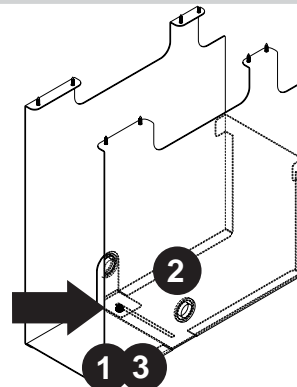
## BWAPCH PC Holder Adjustment

The internal clamp securing the PC in place can be adjusted to accommodate various PCs.

STEP 1: Loosen the thumb nut underneath the CPU holder.

STEP 2: Adjust the width as required.

STEP 3: Tighten the thumb nut.



## Cable Tray Access Door Modules with Cable Tray:

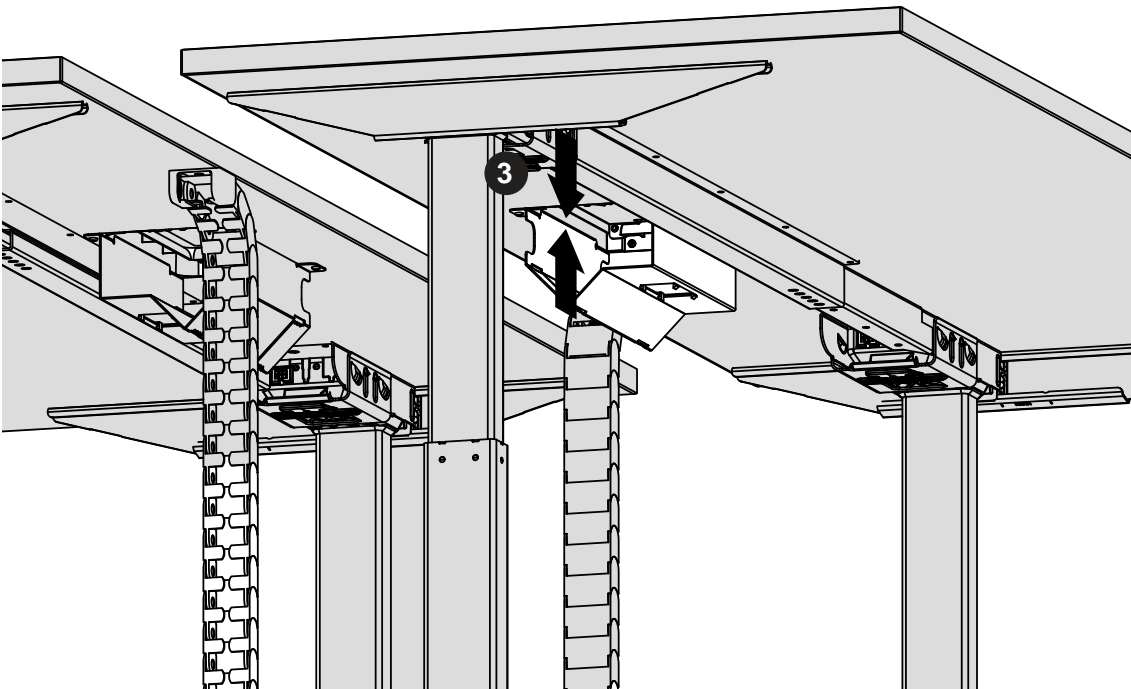
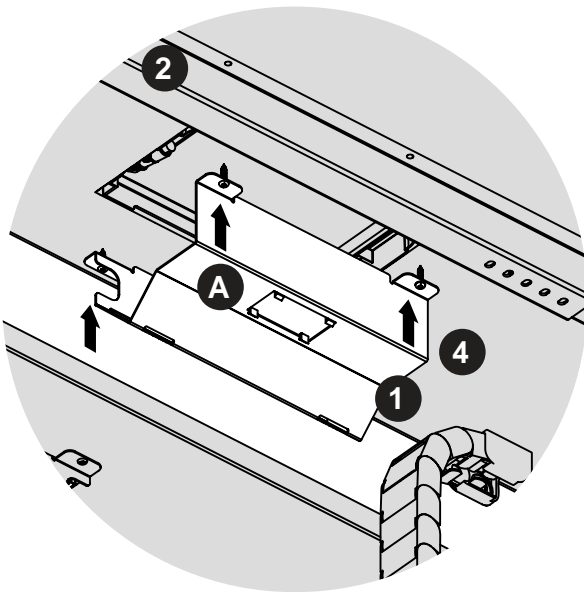
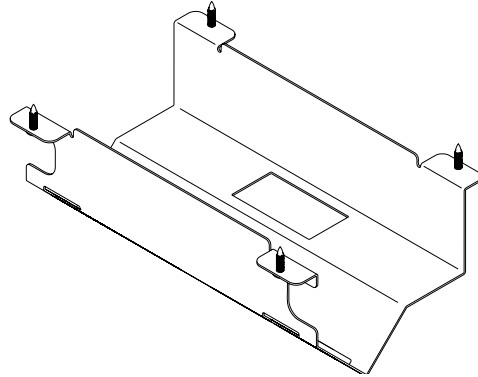
### GAADCT, GAADCTDH, GAADCTPD, GAADCTPDDH

STEP 1: Orient the cable tray so that the rectangular data plate cutout A faces front of the table.

STEP 2: Align the cable tray tab holes with pilot holes into the workspace.

STEP 3: Correctly seated cable tray will maintain even a gap between itself and the access door frame.

STEP 4: Secure the cable tray to the worksurface with four supplied screws.



# FREEFIT TABLE INSTALLATION MANUAL

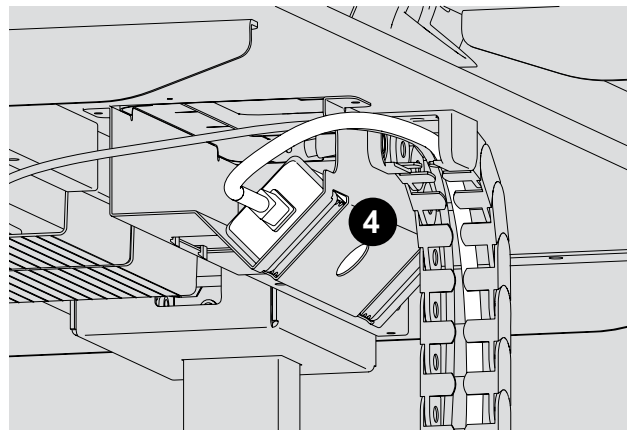
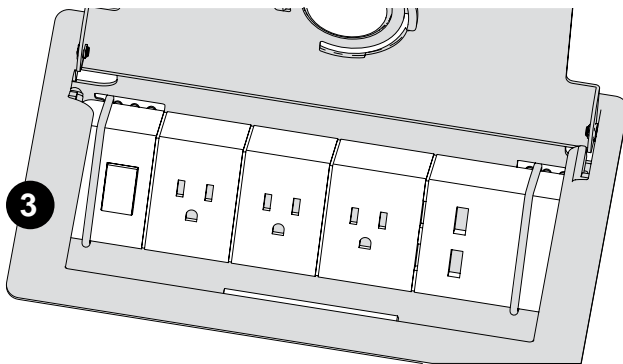
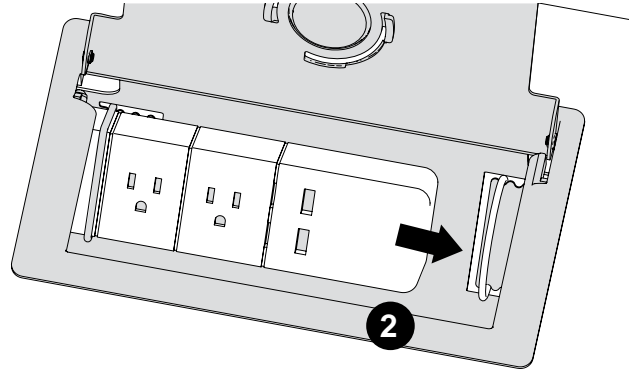
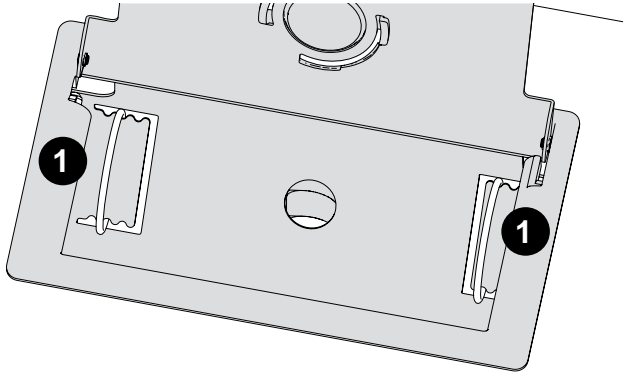
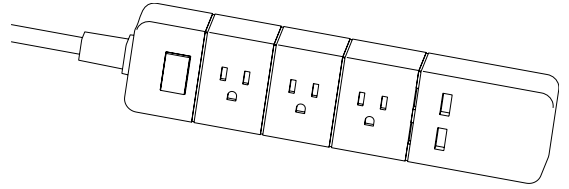
## Power Bar All Access Door Modules with Cable Tray

STEP 1: Insert the two supplied elastic O rings into the cutouts of the cable tray.

STEP 2: Thread the power bar through the O rings.

STEP 3: Adjust the elastic O rings so that they do not obstruct the outlets or the power bar switch.

STEP 4: Arrange the power bar cable and all the other cords into the cable snake.



## BWATMGD Table Mounted Glass Divider

Secure the brackets to the glass.

STEP 1: Slide the rubber washer onto the threaded studs.

STEP 2: Slide the spacers onto the threaded studs with flange first.

STEP 3: Position the bracket onto the glass and secure it with two anodized caps.

Insert a pin into the cap hole and tighten it.

Align the table mounted framed divider brackets with inserts in the divider.

Note: The reinforced side of the bracket faces outward.

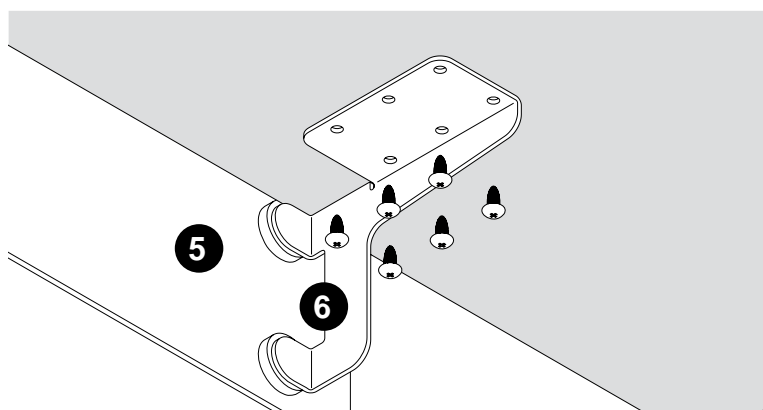
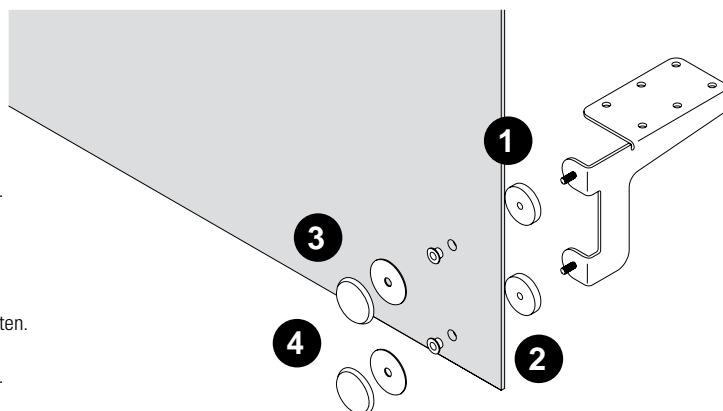
STEP 4: Secure each bracket with supplied 1/4-20 x 3/4" machine screws and tighten.

Note: FreeFit single table dividers are 72" wide and are provided with 3 brackets.

STEP 5: Have two installers hold the divider.

Align the edges of both brackets with the back edge of the worksurface and place them at equal distances.

STEP 6: Secure brackets with the 12 supplied screws.



## Stationary Divider Assembly

**BWASLLD - Stationary laminate divider**

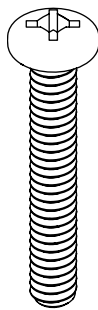
**BWASGD - Stationary glass divider**

**BWASFD Stationary framed divider**

FreeFit stationary laminate and glass dividers share the same bracket kits.

STEP 1: Align the two holes in the bracket with the extrusion screw ports. Please note that if the bracket's direction is off-set, both brackets should be inwardly inset as illustrated.

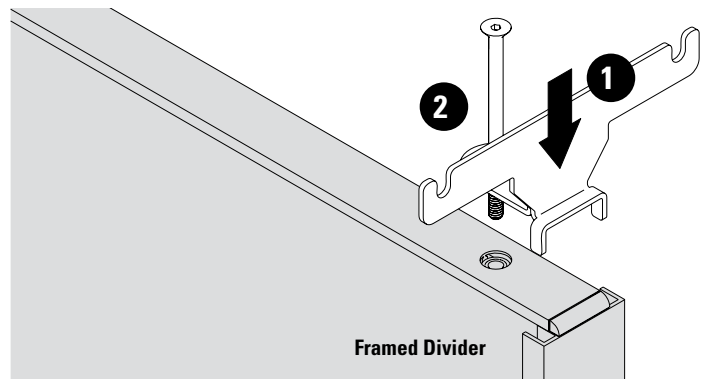
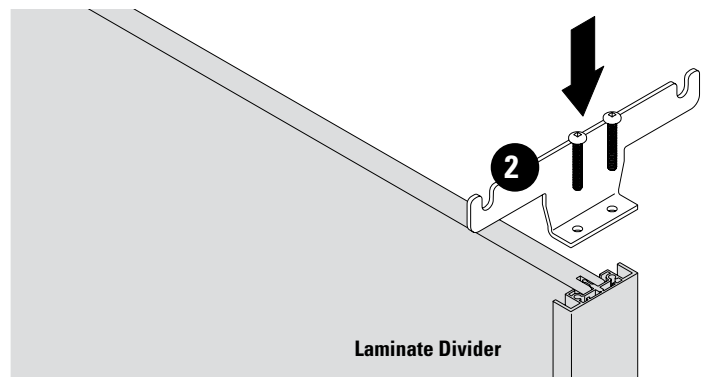
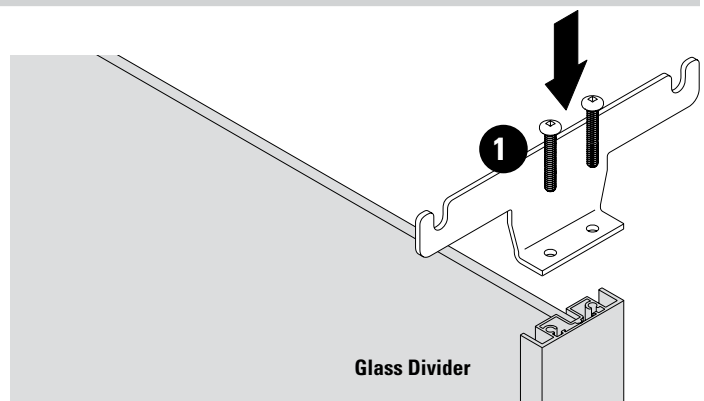
STEP 2: Secure each bracket with the supplied screws.



FreeFit Stationary framed divider requires dedicated bottom bracket.

STEP 1: Align two holes in the bracket with the insert in the bottom of the framed divider. Ensure that the front tabs of the bracket are properly seated and firmly pressed into the extrusion.

STEP 2: Secure each bracket with the supplied 1/4-20x4" countersunk machine screw

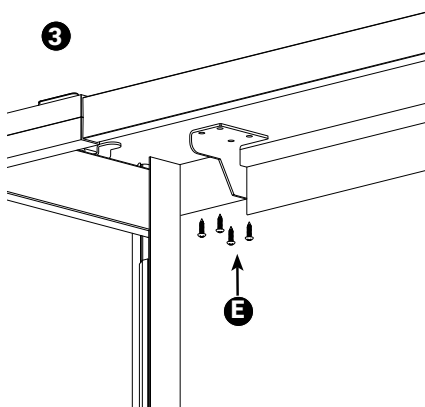
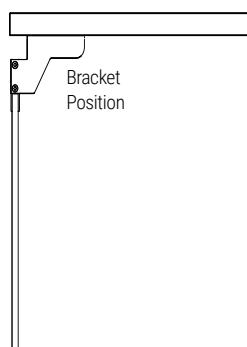
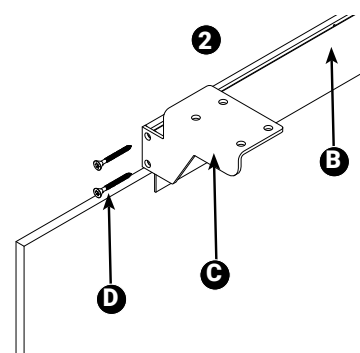
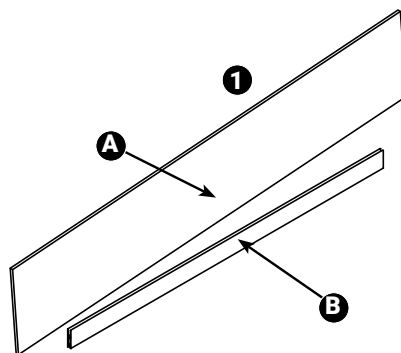
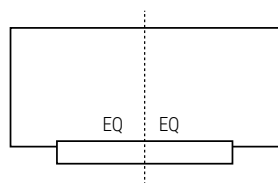
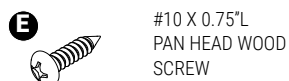
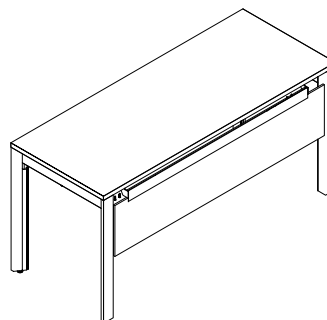


## PET Felt Modesty Divider

STEP 1: Install the felt panel (A) into the support extrusion (B). Start by pressing the felt panel into one side of the support extrusion at a slight angle. Be sure that the felt panel is centered on the support extrusion. The felt panel must extend out equally on both sides of the support extrusion. Press the felt panel down incrementally as you move along the support extrusion until the panel is fully pressed in.

STEP 2: Install the brackets (C) on each side of the support extrusion (B) using screws (D). There is a left side and a right side bracket. See the bracket position and orientation in the step 2 image.

STEP 3: Secure the felt divider underneath the work surface with the screws (E). Position the felt divider so that it is centered left to right. See bracket positioning below step 3 image.





# FREEFIT TABLE INSTALLATION MANUAL

## Felt Parallel & Modesty Divider

STEP 1: Install the felt panel (A) into the support extrusion (B). Start by pressing the felt panel into one side of the support extrusion at a slight angle. Be sure that the felt panel is centered on the support extrusion. The felt panel must extend out equally on both sides of the support extrusion. Press the felt panel down incrementally as you move along the support extrusion until the panel is fully pressed in.

STEP 2: Install the brackets (C) on each side of the support extrusion (B) using screws (D). There is a left side and a right side bracket. See the bracket position and orientation in the step 2 image.

STEP 3: Secure the felt divider underneath the work surface with the screws (E). Position the felt divider so that it is centered left to right. Use the notches on the brackets to position the felt divider depending on the table you are using. See bracket positioning below step 3 image.

D



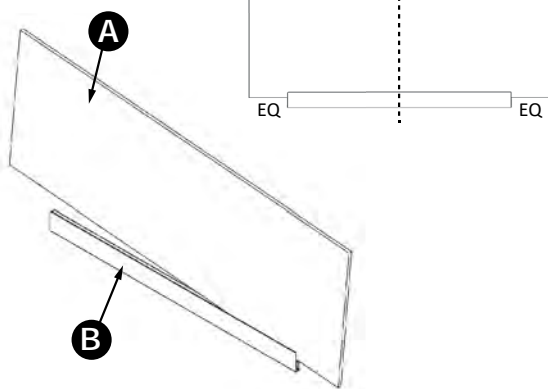
#8 X 1.5" L  
FLAT HEAD TORX  
DRIVE WOOD SCREW

E

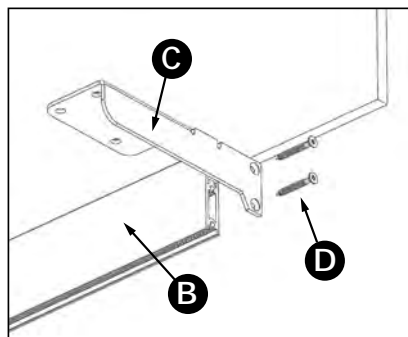


#10 X 0.75" L  
PAN HEAD WOOD  
SCREW

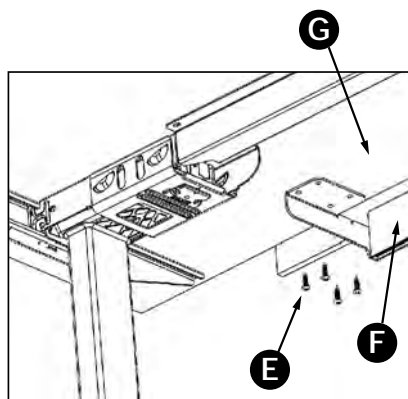
1



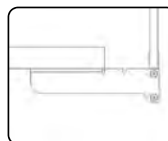
2



3



BRACKET  
POSITION



# FREEFIT TABLE INSTALLATION MANUAL

## Felt Corner Wrap Divider

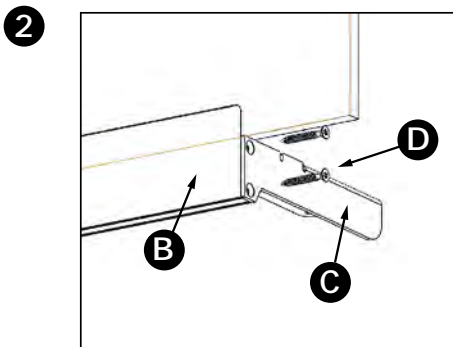
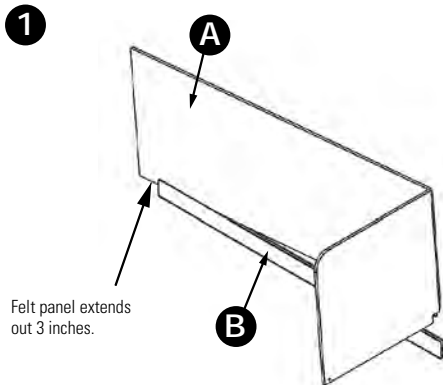
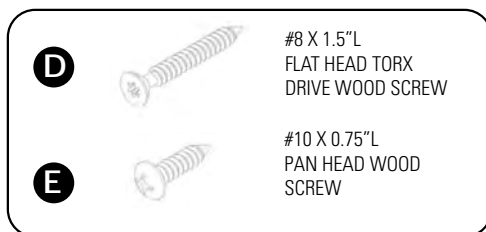
STEP 1: Install the felt panel (A) into the support extrusion (B). Start by pressing the felt panel into one side of the support extrusion at a slight angle. Be sure that the felt panel extends out 3 inches as shown in step 1 image. Press the felt panel down incrementally as you move along the support extrusion until the panel is fully pressed in.

STEP 2: Install the left bracket (C) on the left side of the support extrusion (B) using screws (D). See the bracket position and orientation in the step 2 image.

STEP 3: Install the right bracket (H) on the right side of the support extrusion (B) using screws (D). See the bracket position and orientation in the step 3 image.

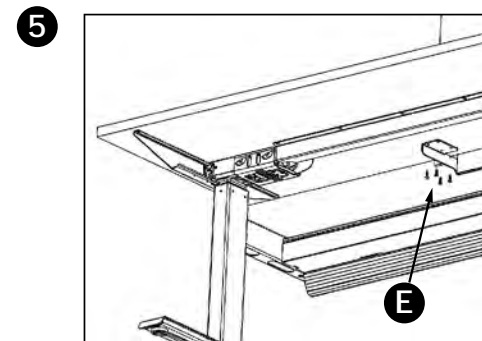
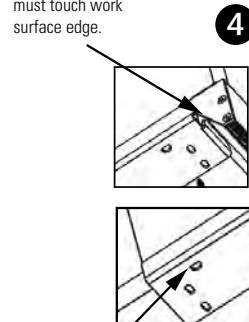
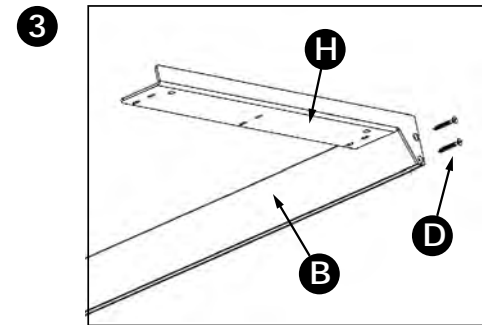
STEP 4: Secure the felt divider underneath the worksurface with the screws (E). Position the felt divider with bracket H. See bracket positioning in the step 4 image.

STEP 5: Secure the felt divider underneath the worksurface with the screws (E). See bracket positioning in the step 5 image.

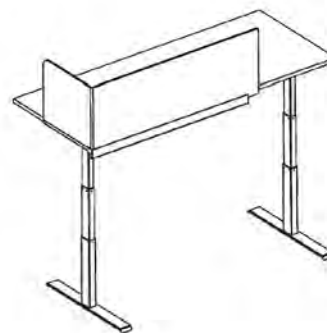
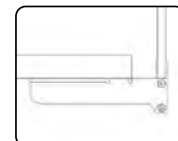


Back lip of bracket must touch work surface edge.

Straight edge on bracket holes must line up with work surface edge.



BRACKET POSITION



## Stationary Divider Install

**BWASLLD - Stationary laminate divider**

**BWASGD - Stationary glass divider**

**BWASFD Stationary framed divider**

Dividers share the same features and steps to connect to the table's structure:

STEP 3: Position the stationary divider above the shared trough between the tables.

STEP 4: Slide the brackets down at either side. NOTE: the brackets must rest against the vertical wall of the trough. Make sure that the brackets are not against the vertical wall of the beam leg.

STEP 5: Set both bracket notches over the loosened trough screws.

STEP 6: Replace the trough covers.

The top brackets are secured to the worksurfaces and as rollers ride up and down inside the divider's extruded side channels, the brackets stabilize the dividers.

STEP 7: Ensure that the worksurfaces are parallel to each other, with a precise 4.5" gap between the rear edges. If not, then adjust the worksurface's position on the table's structure. Do not proceed unless both worksurfaces are installed correctly, parallel with 4.5" gap between the rear worksurfaces' edges!

STEP 8: Press the bracket's notch against the rear worksurface edge.

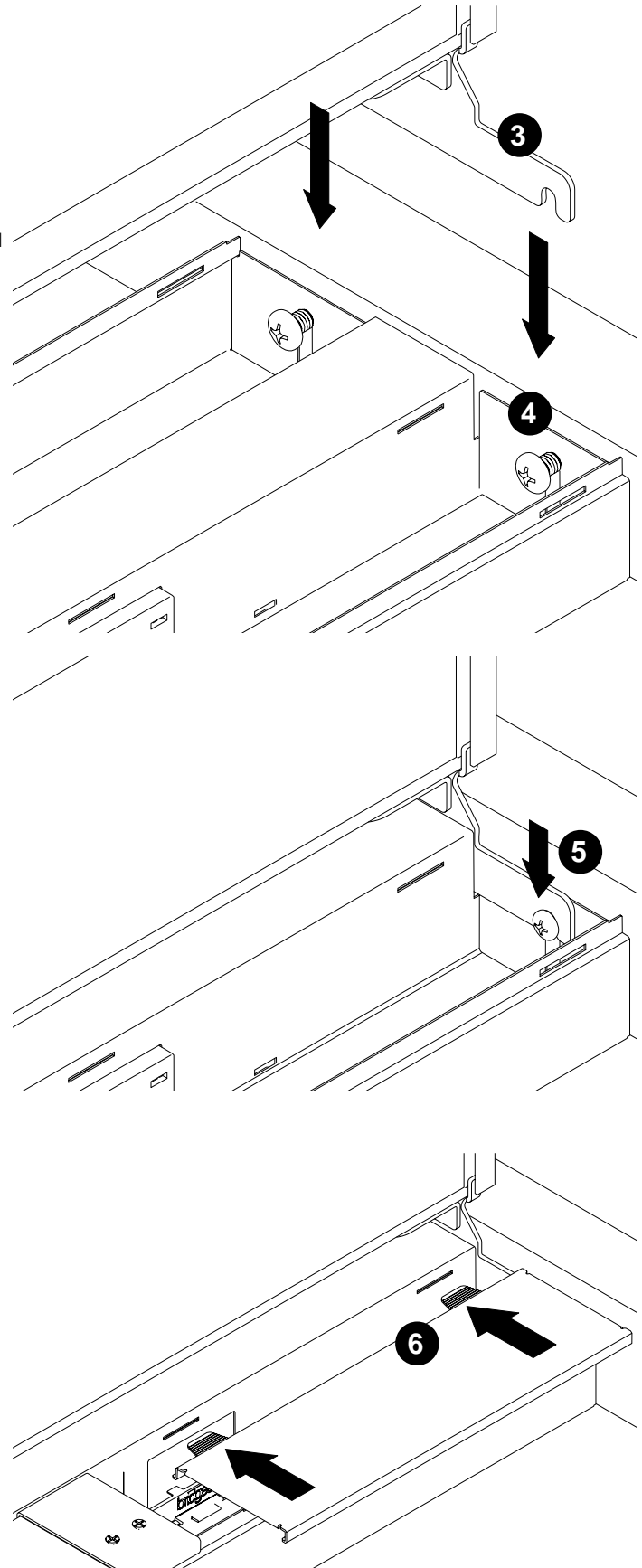
STEP 9: Establish side-to-side bracket's location by inserting the roller bushing **A** into the vertical track **B**. Leave " gap **C** between the bracket and the extrusion.

STEP 10: Secure all four top brackets to worksurfaces.

**Note:** TEST THE FINAL ASSEMBLY!

Ride either worksurface up and down its entire height adjustment range.

If the table frame structure is correctly assembled and if both worksurfaces are parallel to each other (precise 4.5" gap between the rear edges) rollers should ride smoothly within the tracks. If not, make table structure, worksurface position, or top bracket adjustments as necessary.



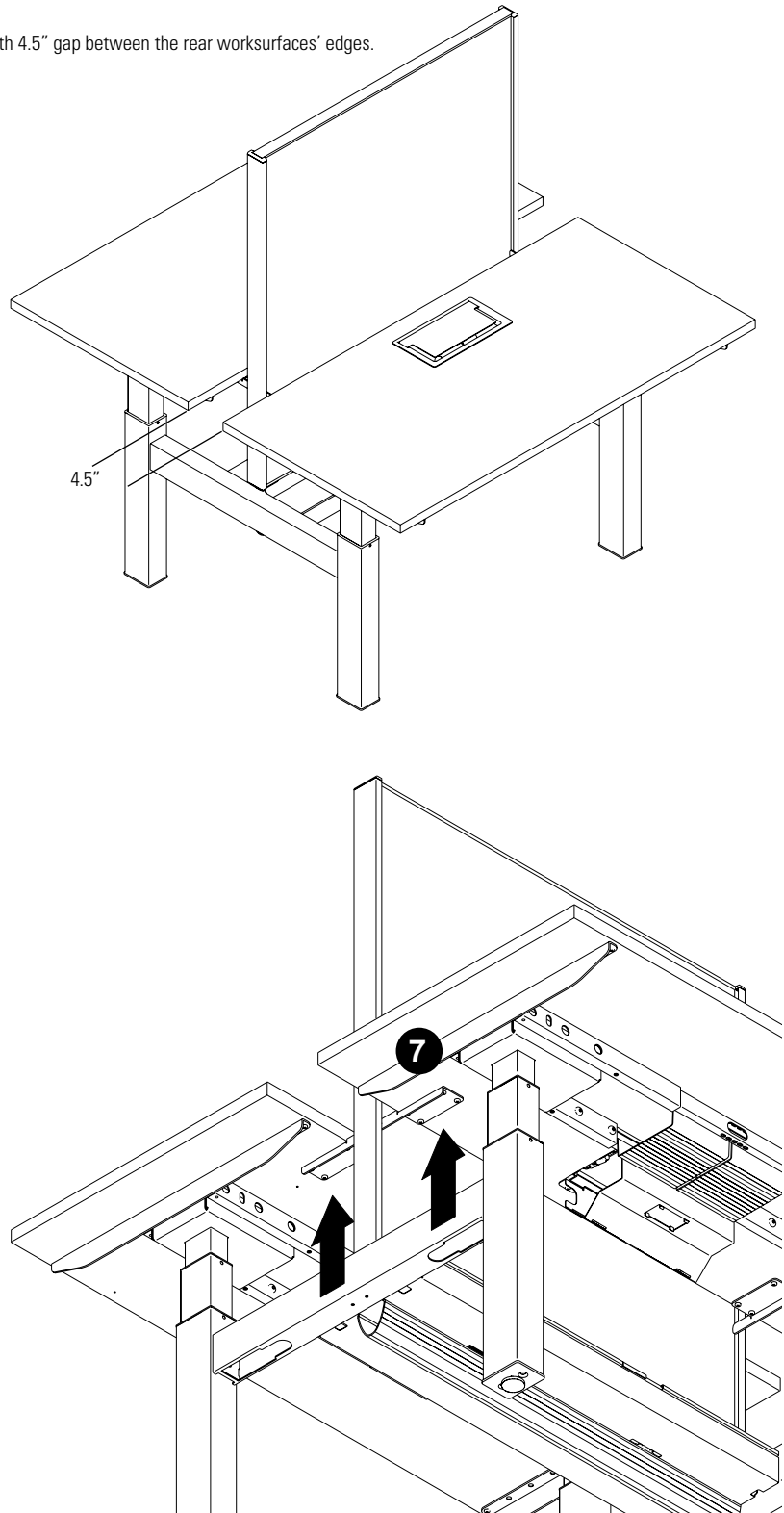
# FREEFIT TABLE INSTALLATION MANUAL

## Stationary Divider Install (cont'd)

STEP 7: Ensure that the worksurfaces are parallel to each other, with a precise 4.5" gap between the rear edges.

If not, then adjust the worksurface's position on the table's structure.

Do not proceed unless both worksurfaces are installed correctly, parallel with 4.5" gap between the rear worksurfaces' edges.



## Stationary Divider Install (cont'd)

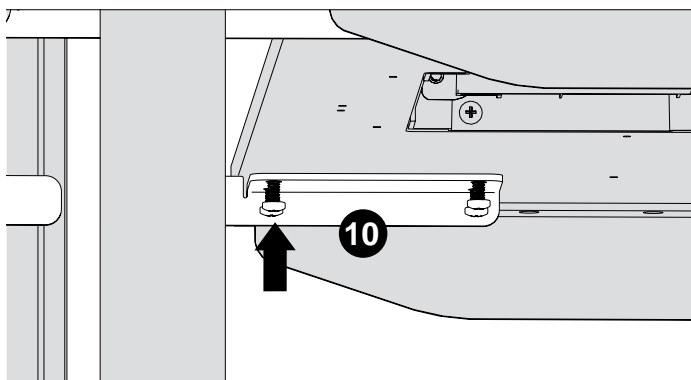
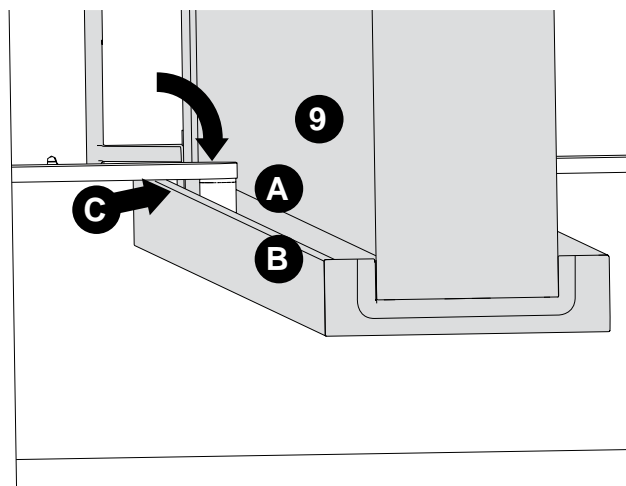
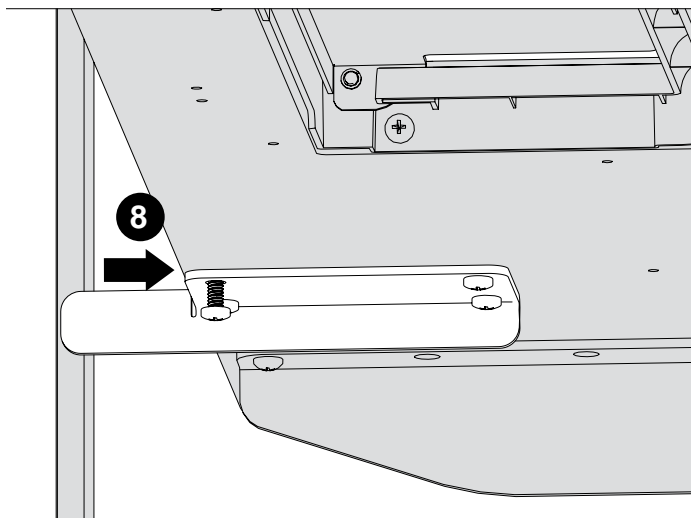
STEP 8: Press the bracket's notch against the rear worksurface edge.

STEP 9: Establish side-to-side bracket's location by inserting the roller bushing **A** into the vertical track **B**. Leave " gap **C** between the bracket and the extrusion.

STEP 10: Secure all four top brackets to worksurfaces.

**Note:** TEST THE FINAL ASSEMBLY! Ride either worksurface up and down its entire height-adjustment range.

If the table frame structure is correctly assembled, and if both worksurfaces are parallel to each other (precise 4.5" gap between the rear edges), rollers should ride smoothly within the tracks. If not, make table structure, worksurface position, or top bracket adjustments as necessary.



# FREEFIT TABLE INSTALLATION MANUAL

## Table Mounted Framed Dividers

### BWATMFD - Table Mounted Framed Divider

### BRTMFD - Table Mounted Framed Divider

STEP 1: Align the table mounted framed divider brackets with the inserts.

Note: Please take note of the bracket's orientation!

The reinforced side of the bracket faces outward.

STEP 2: Secure each bracket with supplied 1/4-20 x 3/4" machine screws and tighten.

Note: FreeFit single table dividers 72" wide are provided with three brackets.

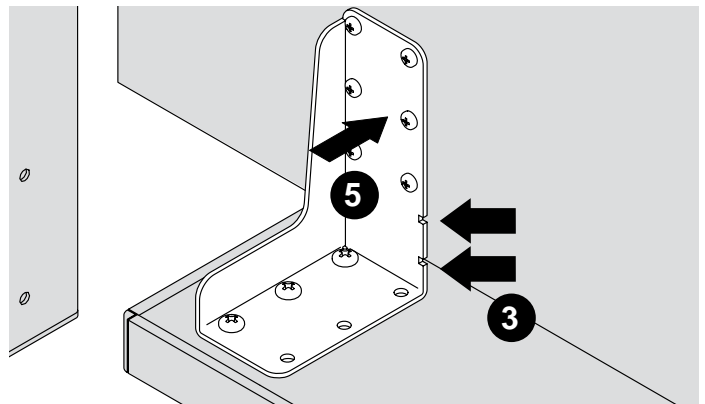
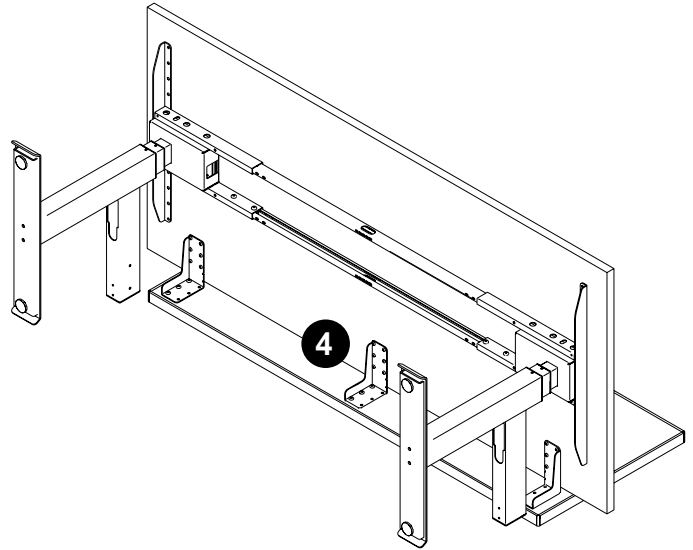
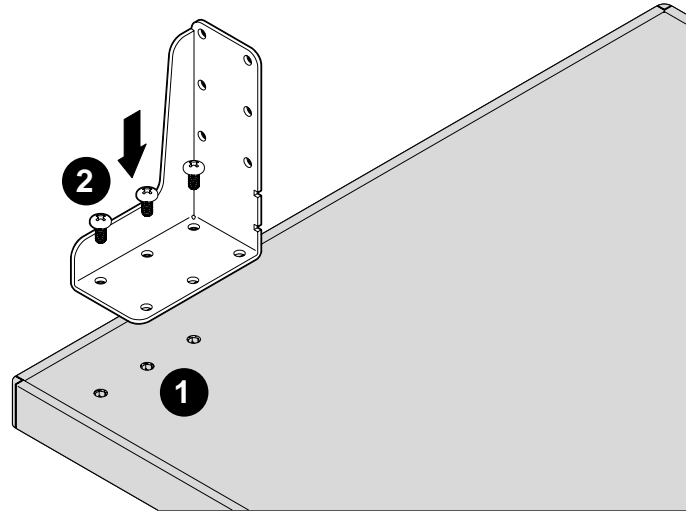
STEP 3: Align the notch in the FreeFit Single table parallel divider bracket with the outside rear edge of the worksurface.

**Note:** For the framed fabric divider, please align the first notch (closest to the divider surface) as illustrated.

For the laminate divider, please align the second notch (further away from the divider surface). The notch should not be visible from the top.

STEP 4: Ensure that the divider is centered on the worksurface.

STEP 5: Secure each bracket with the supplied wood screws.



## Back-to-Back FreeFit to Bridges Connector

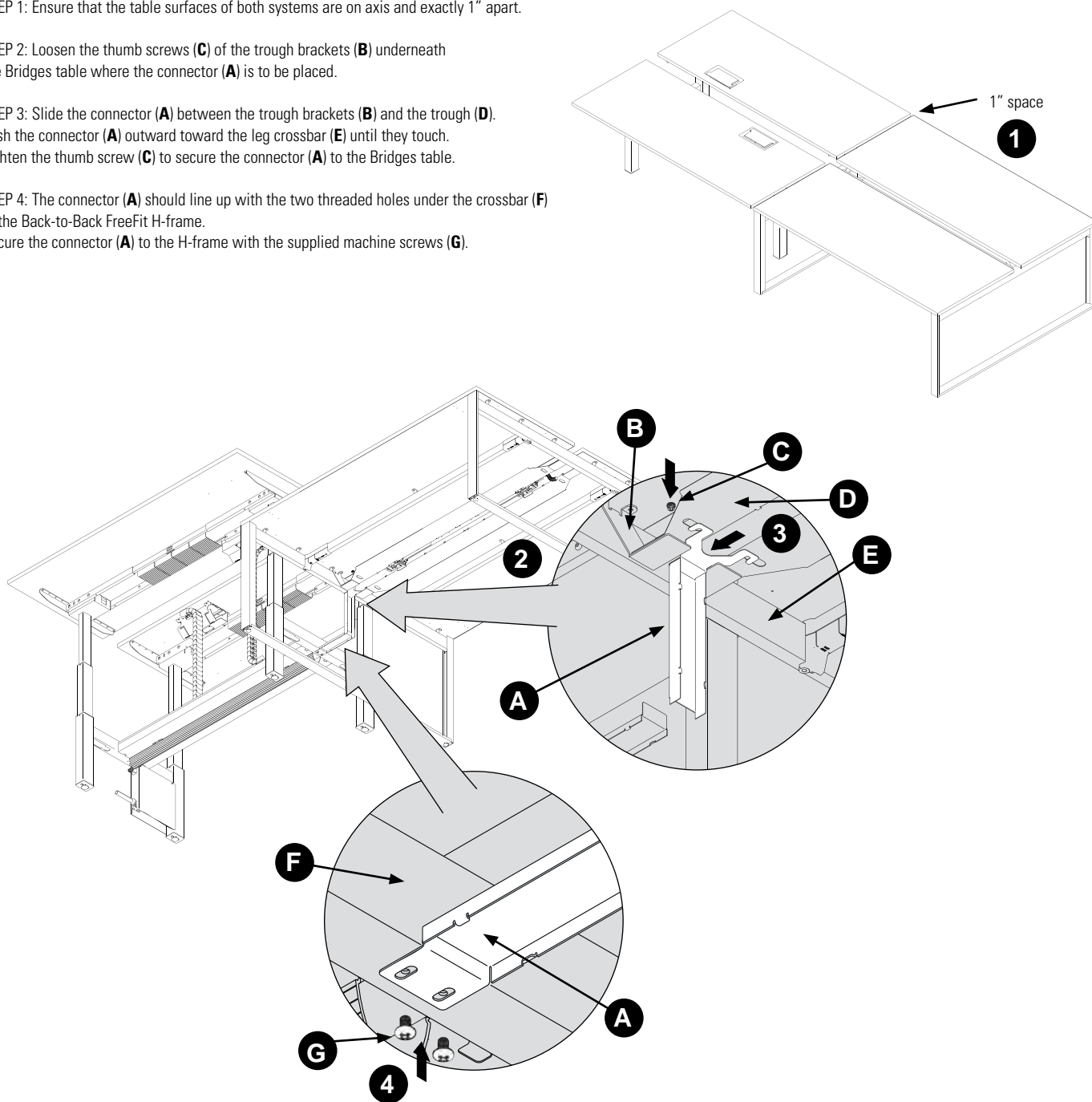
The Back-to-Back FreeFit to Bridges Connector provides a power and data connection from Back-to-Back and single FreeFit tables to Back-to-Back Bridges tables.

STEP 1: Ensure that the table surfaces of both systems are on axis and exactly 1" apart.

STEP 2: Loosen the thumb screws (C) of the trough brackets (B) underneath the Bridges table where the connector (A) is to be placed.

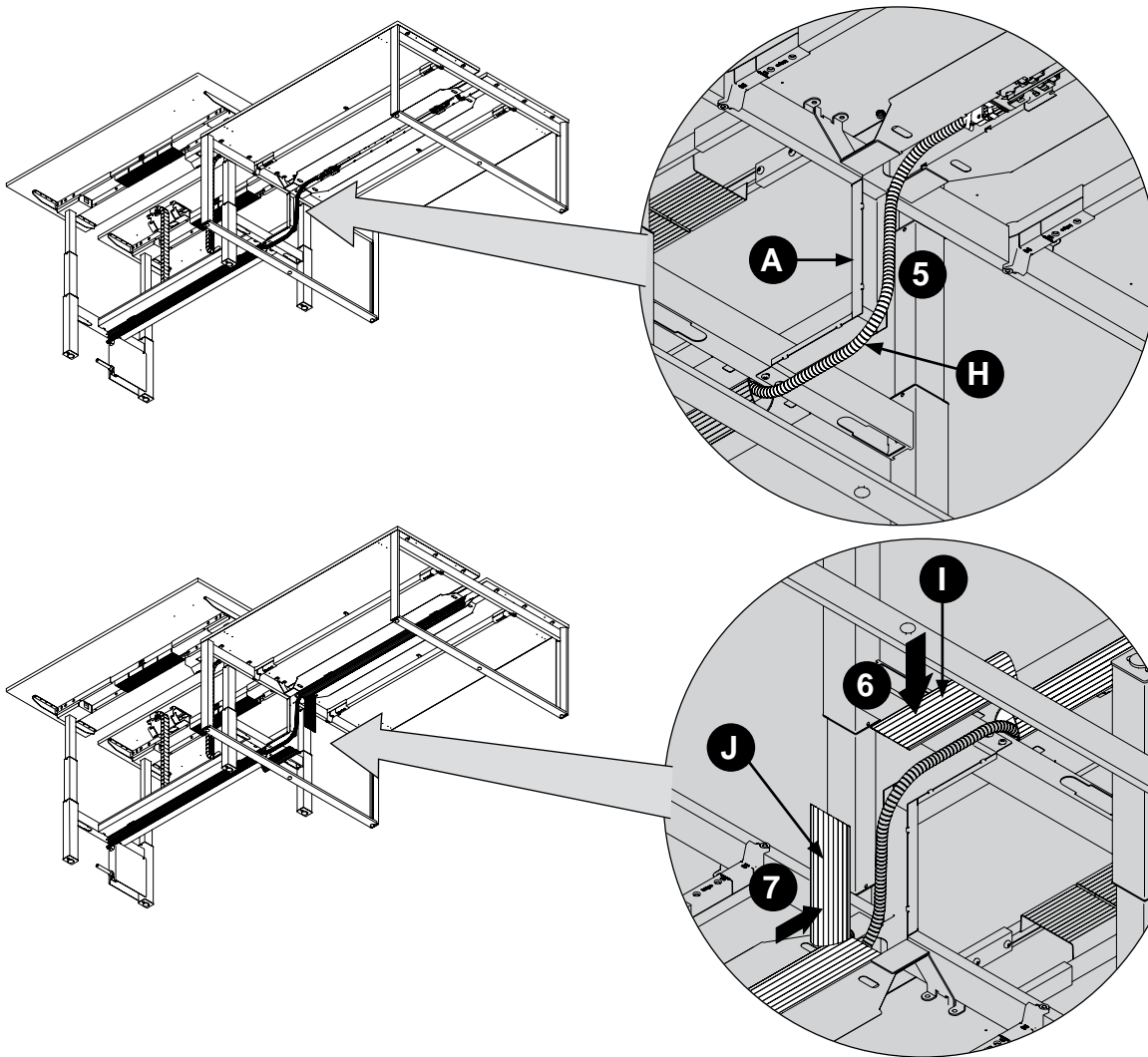
STEP 3: Slide the connector (A) between the trough brackets (B) and the trough (D). Push the connector (A) outward toward the leg crossbar (E) until they touch. Tighten the thumb screw (C) to secure the connector (A) to the Bridges table.

STEP 4: The connector (A) should line up with the two threaded holes under the crossbar (F) of the Back-to-Back FreeFit H-frame. Secure the connector (A) to the H-frame with the supplied machine screws (G).



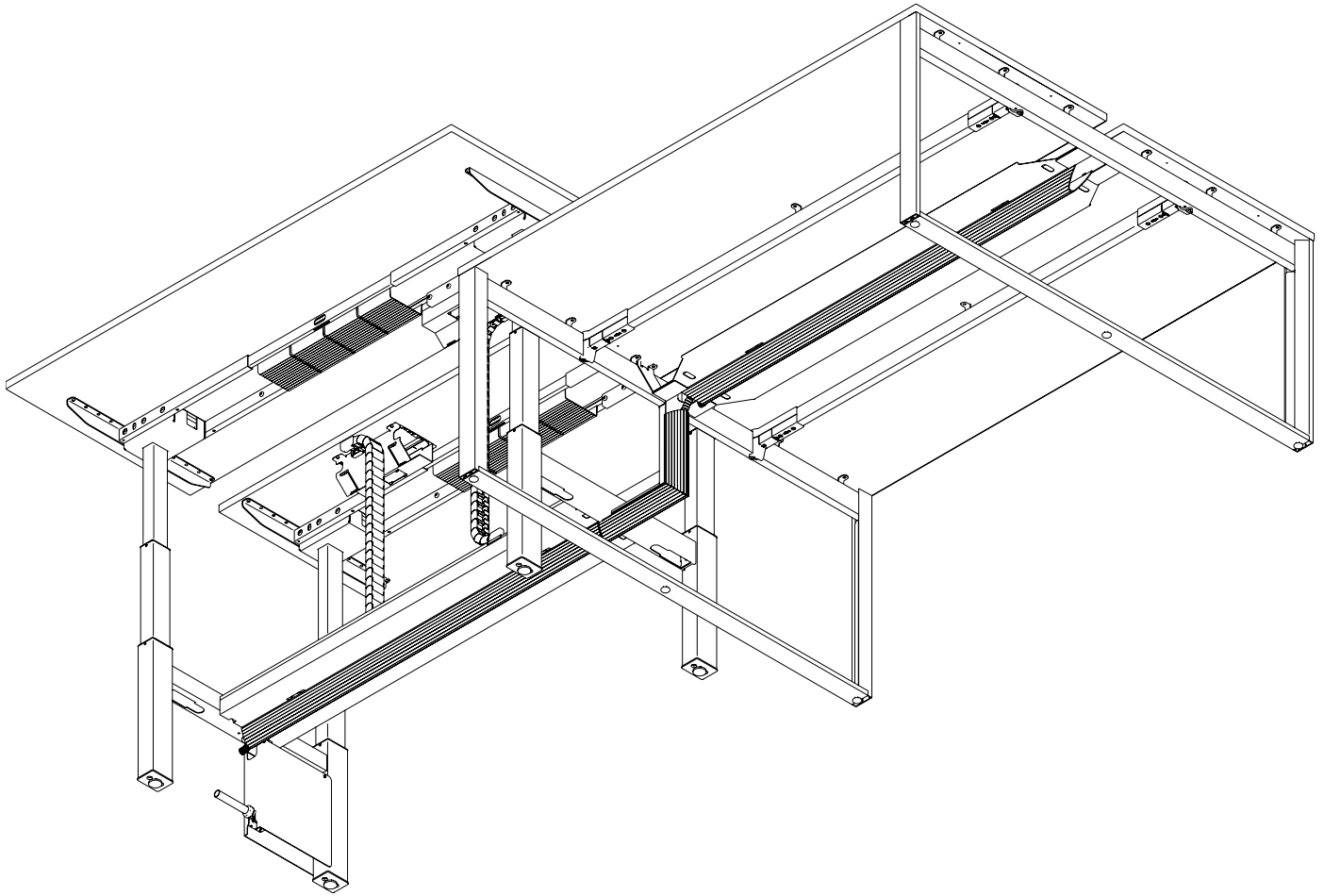
# FREEFIT TABLE INSTALLATION MANUAL

## Back-to-Back FreeFit to Bridges Connector





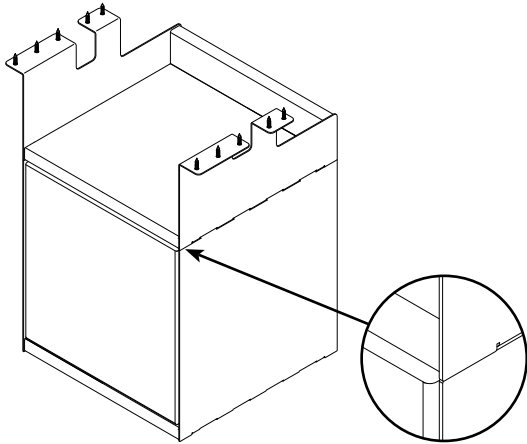
## Back-to-Back FreeFit to Bridges Connector - Finished Assembly



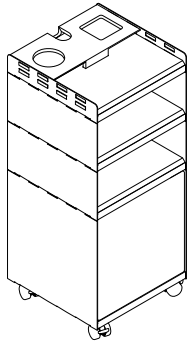
# FREEFIT TABLE INSTALLATION MANUAL

## Cube Pedestal Installation

Note: When assembling, ensure metal parts are FLUSH before you tight the screws.



## FTSSP12BBFM - BBF Mobile Pedestal Parts



### Hardware



Steel Divider x1



Twin Wheel  
37mm 5-16 x  
0.75" x4



#10 x 1/2" Truss  
#2 socket, A  
x48



5/16 Flat USS  
Washer x4



#4 x 9-16 Screw  
Pan Head x2



#4 - 1/2 TS Flat  
Head



Pivot Hinge x2



Single Touch  
Magnetic Latch



5/8 Washer w/  
countersunk hole



#4 -1/2" TS  
washer head x4



Confirmat Screw  
m7-3.0 x 50mm  
Flat Socket  
001100243 x6



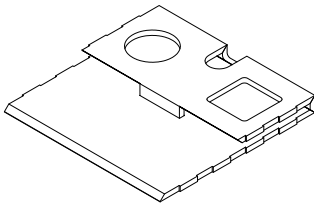
CAM & Pins  
x12



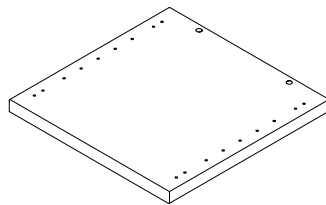
Plastic Bushes  
x2



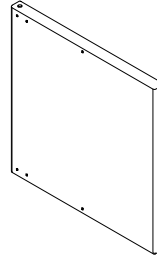
### Components



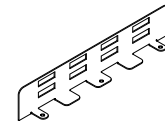
PET001AT  
PET Accessory Tray Folded x1



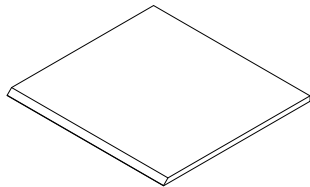
00L006TB  
Top Box Shelf x1



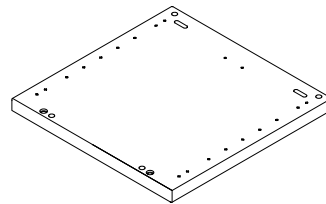
00L010DF  
Door File x1



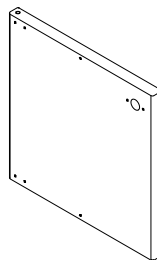
00M005ASP  
Accessory Side x2



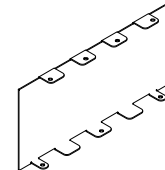
PET003BC  
PET for Box Close (Optional)



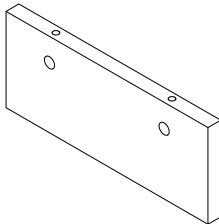
00L004MFBR  
Middle File to Box Shelf (Non-handed part) x1



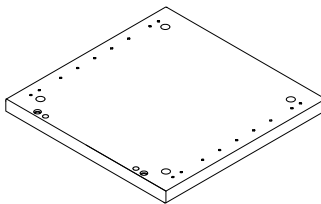
00L010DFRK  
Door File Locking Right x1  
(Only for EVSSP12BBFMKR)



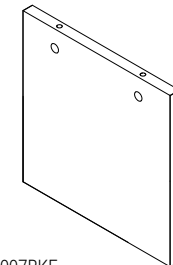
00M003BSP  
Box Side x4



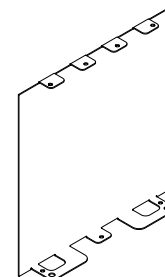
00L009BKB  
Back Box x2



00L001BFR  
Bottom File Shelf Right (Left hand opposite) x1



00L007BKF  
Back File x1



00M001FSP  
File Side x4

# FREEFIT TABLE INSTALLATION MANUAL

## FTSSP12BBFM - BBF Mobile Pedestal

Start Assembly Upside Down, Assemble pedestal by sections.

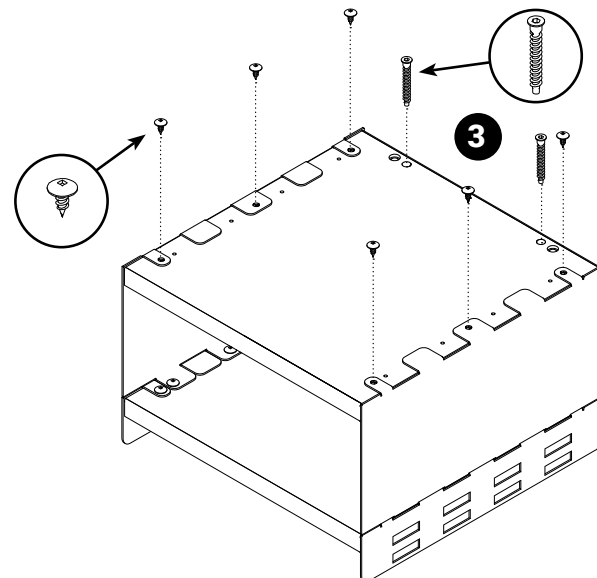
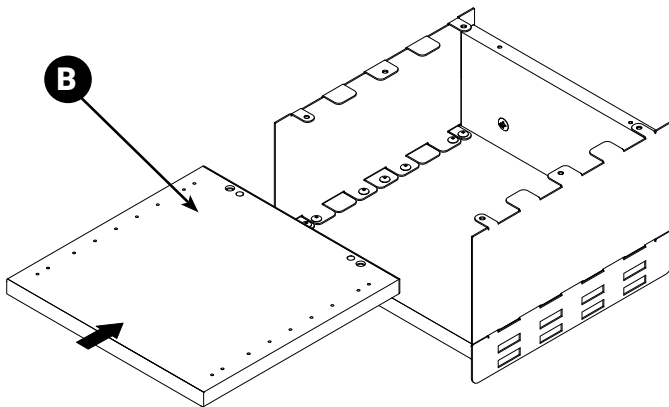
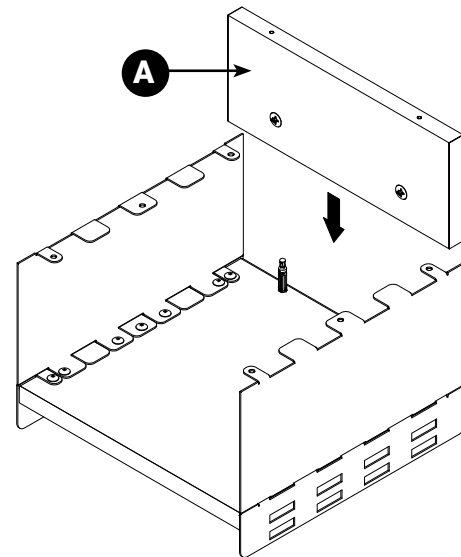
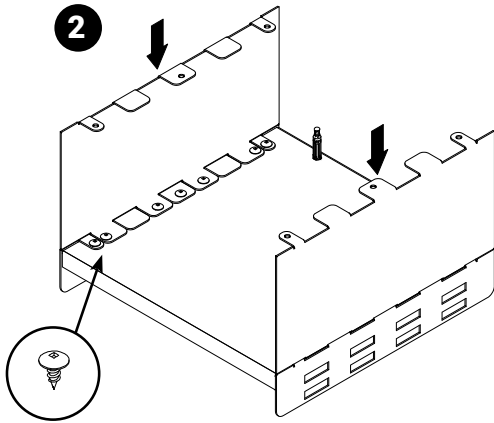
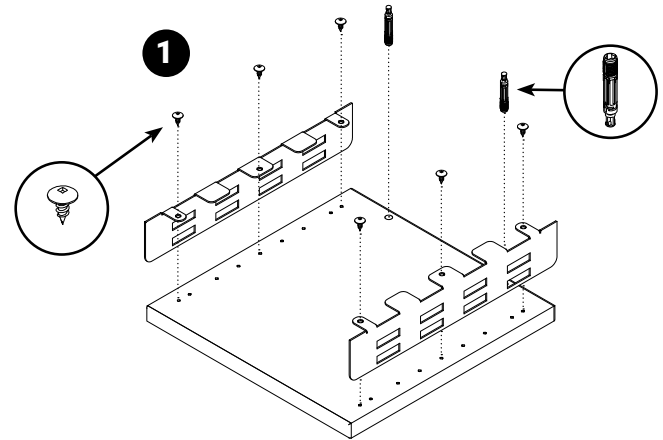
STEP 1: Accessory Assembly, Install 00M005ASP on each side of 00L006TB, Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws. Install Cam pins.

STEP 2: Box Assembly, Install 00M003BSP on each side of 00L006TB, Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws.

Install 00L009BKB, Secure by tightening the metal cams. (A)

Slide 00L005MB between the back panel and the flanges. (B)

STEP 3: Secure 00L005MB by using a #10 X ½ TS on the metal flanges, and a confirmat screw to secure the back. **Ensure the head of the Confirmat screw is not protruding on the shelf.**



## FTSSP12BBFM - BBF Mobile Pedestal

STEP 4: Box/Box Assembly, Install 00M003BSP on each side of. Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws. Install Cam pins.

Install 00L009BKB, (C) Secure by tiding up the metal cams

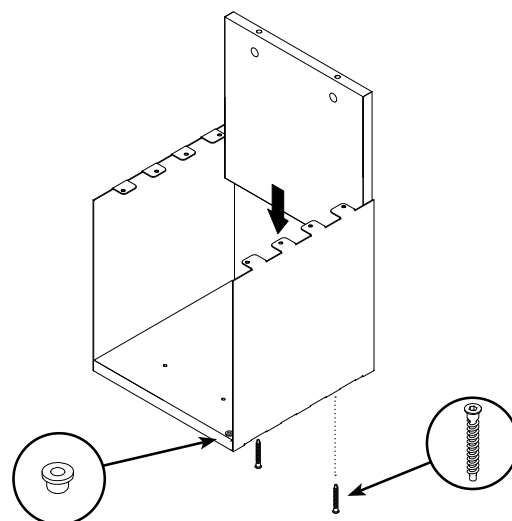
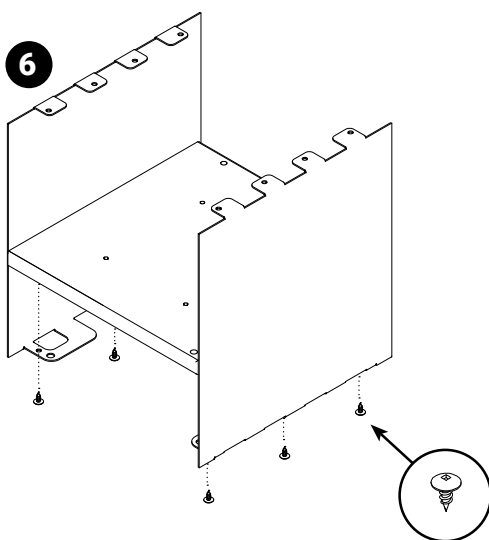
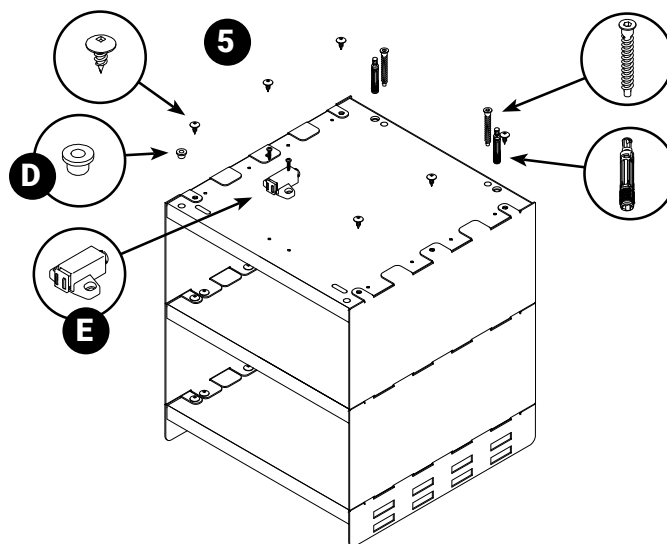
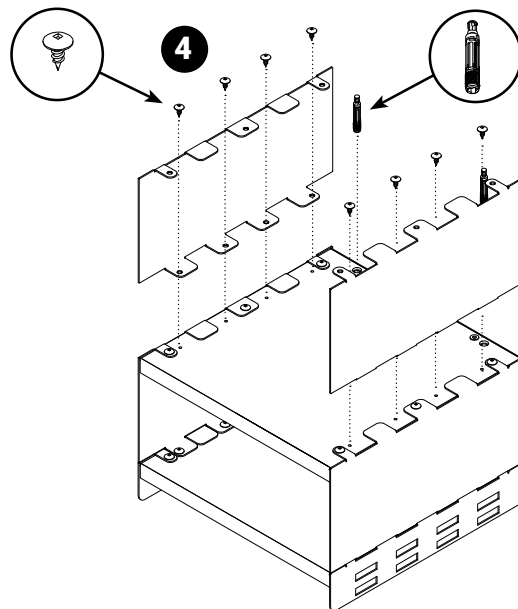
STEP 5: Slide 00L004MFBR between the back panel and the flanges Secure 00L004MFBR by using a #10 X ½ TS on the metal flanges, and a confirmat screw to secure the back.

Install Plastic bushes (D) for pivot hinge (**ensure handiness of unit before installing**).

Install touch latch (E) on front and CAM pins on the back.

STEP 6: File Assembly, Install 00M001FSP on each side of 00L001BFR, Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws.

Install 00L007BKF on the back, Secure by using a confirmat screw, Ensure metal parts are centred before you tight the screws. **Ensure the head of the confirmat screw is not protruding on the shelf**



# FREEFIT TABLE INSTALLATION MANUAL

## FTSSP12BBFM - BBF Mobile Pedestal

STEP 7: Door Assembly. Install the top and bottom pivot hinges. (Ensure the pin is closer to the edge.) using #4-1/2" TS washer head screws.

Install the 5/8 washer with countersunk hole with the #4 -1/2" TS Flat head screw.

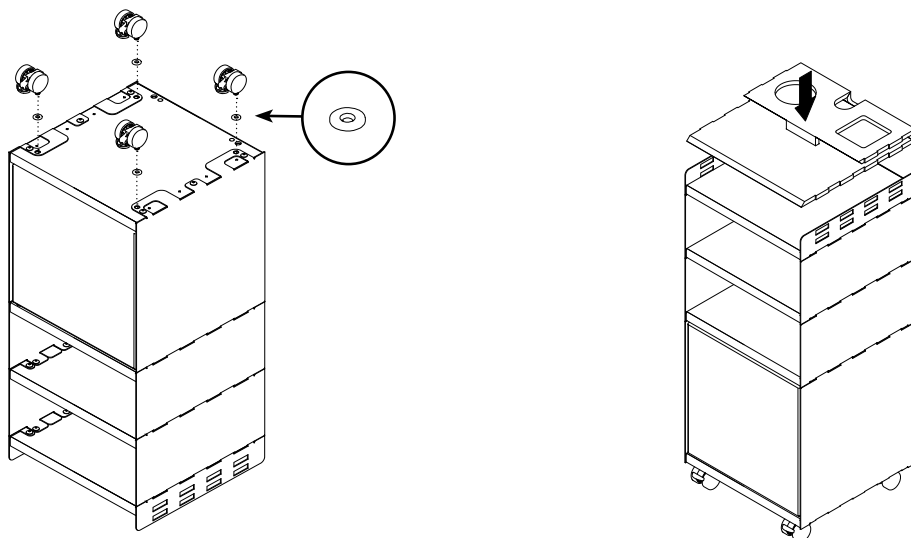
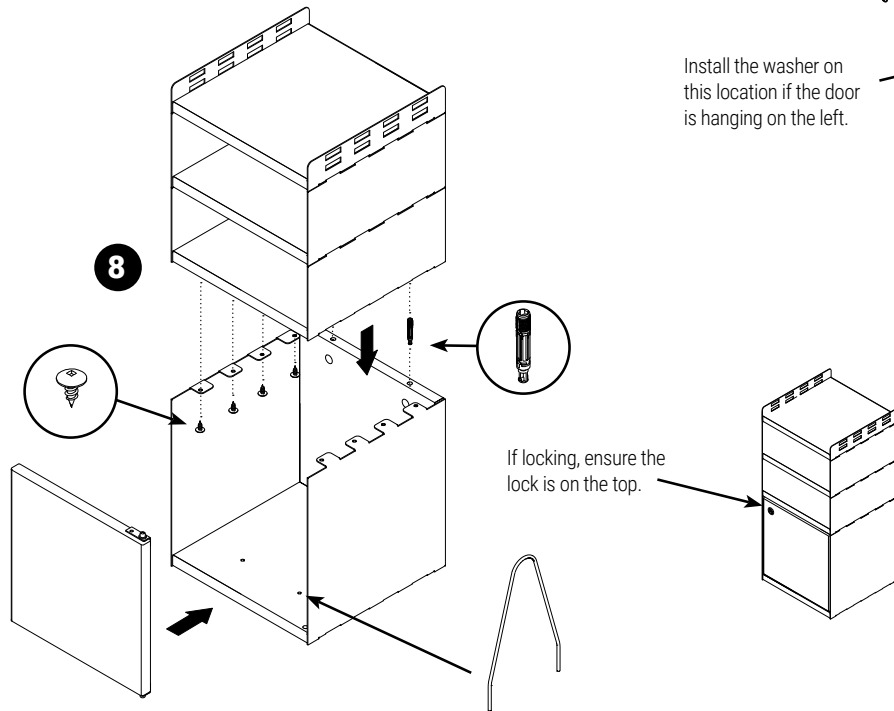
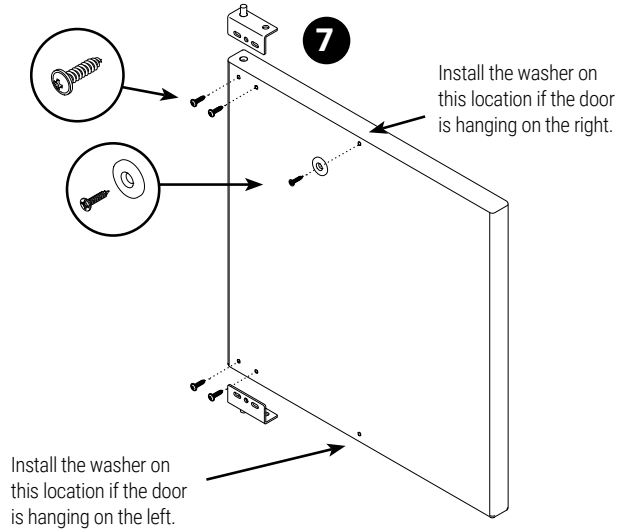
STEP 8: Sections Assembly, Assemble previous assembly section on top of file section.

Install door before you fix both sections.

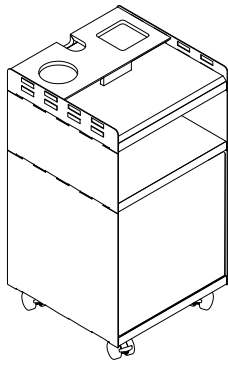
Ensure metal parts are FLUSH before you tighten the screws.

STEP 9: Install Twin Wheel 37mm Casters using 5/16 Flat USS Washer

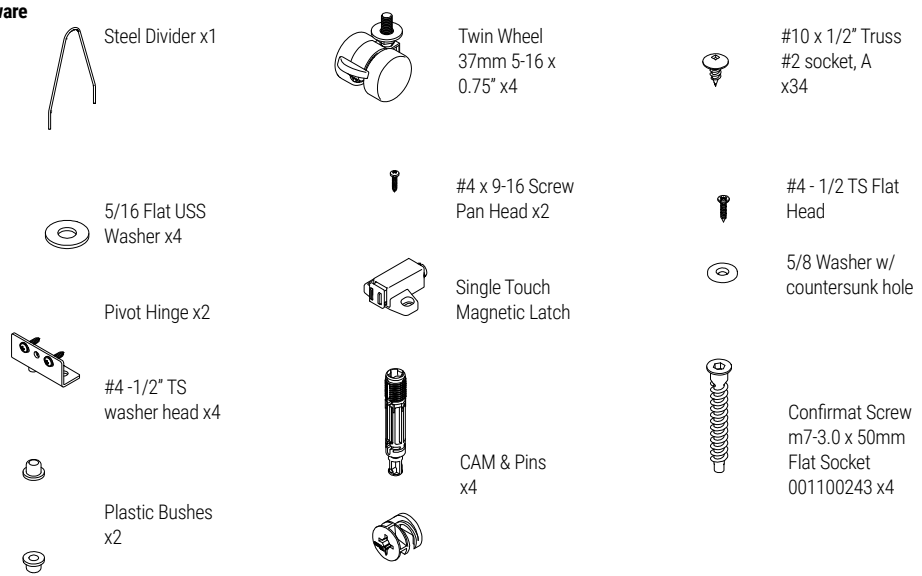
STEP 10: Install PET Accessory Tray Folded



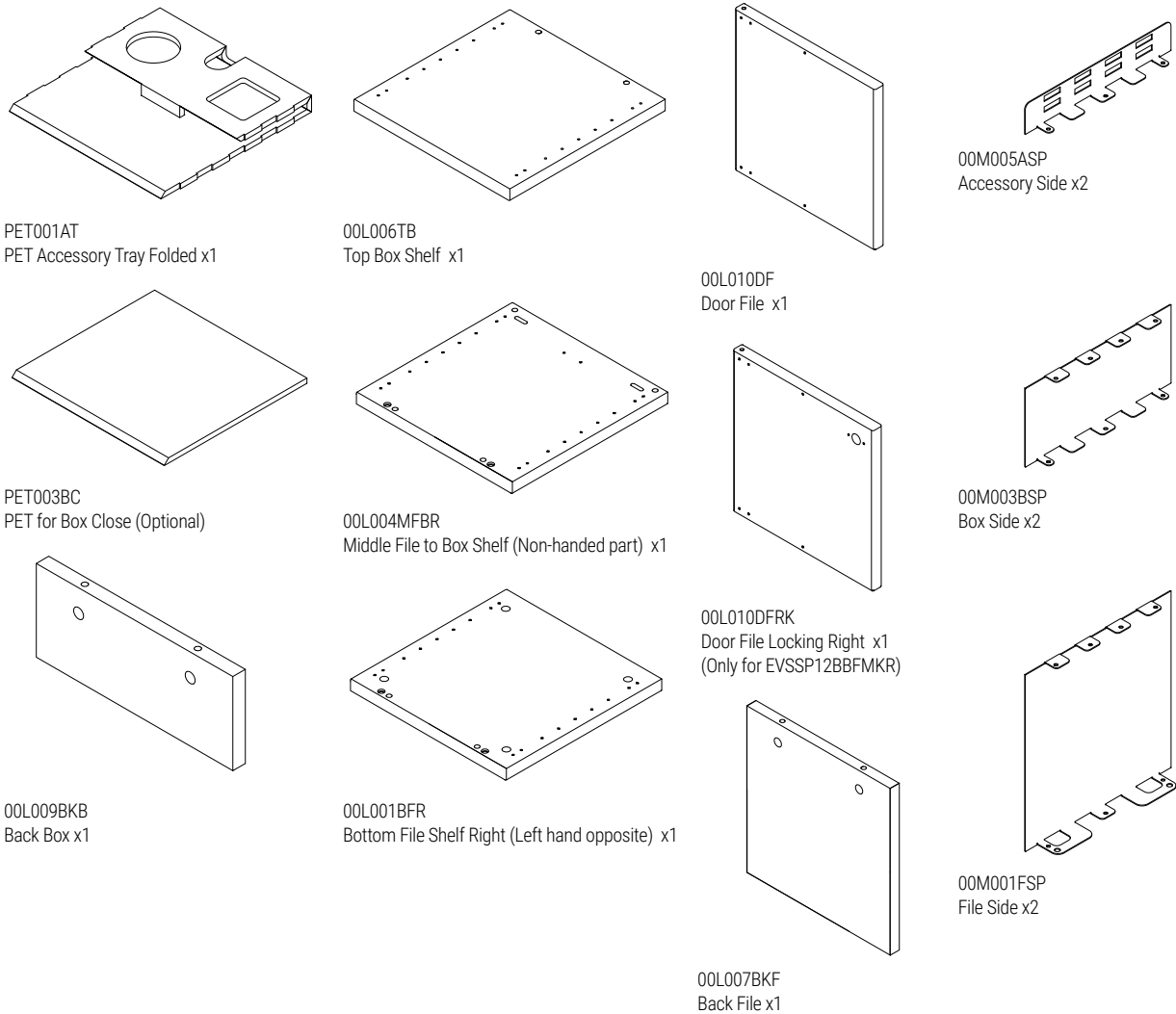
## FTSSP12BFM - BF Mobile Pedestal Parts



### Hardware



### Components



# FREEFIT TABLE INSTALLATION MANUAL

## FTSSP12BFM - BF Mobile Pedestal

Start Assembly Upside Down, Assemble pedestal by sections.

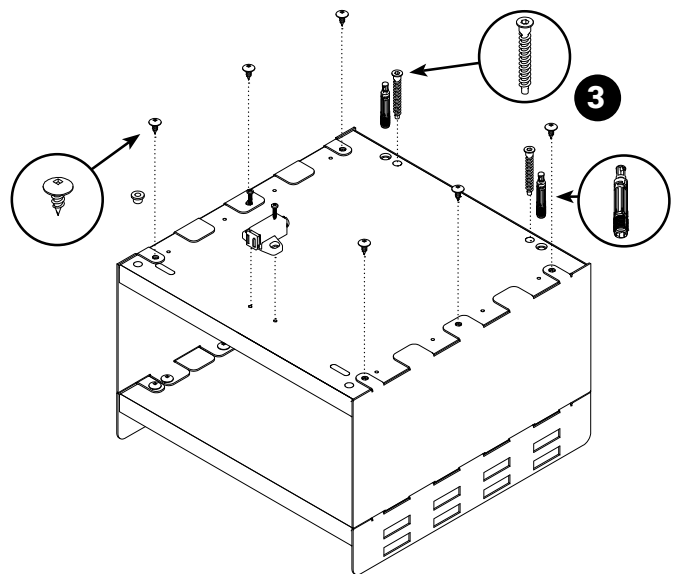
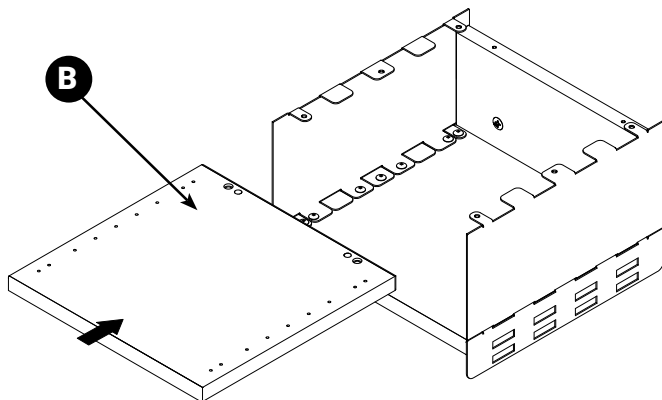
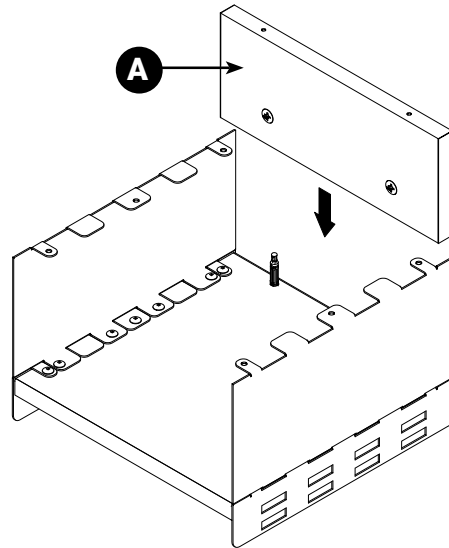
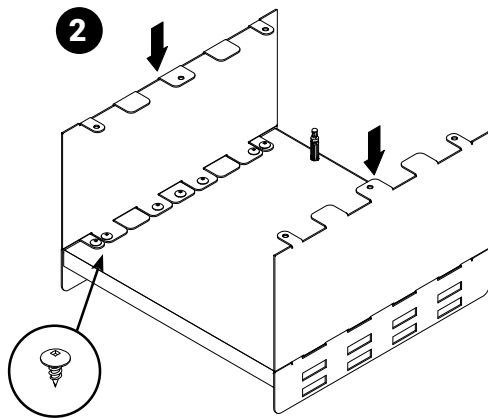
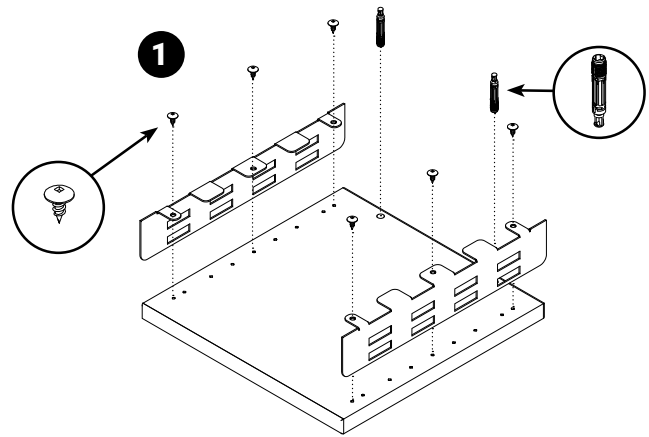
STEP 1: Accessory Assembly, Install 00M005ASP on each side of 00L006TB, Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws. Install Cam pins.

STEP 2: Box Assembly, Install 00M003BSP on each side of 00L006TB, Secure by using a #10 X ½ TS. Ensure metal parts are centred before you tight the screws.

Install 00L009BKB, Secure by tiding up the metal cams. (A)

Slide 00L005MB between the back panel and the flanges. (B)

STEP 3: Box Assembly. Secure 00L004MFBR by using a #10 X ½ TS on the metal flanges, and a confirmat screw to secure the back. **Ensure the head of the confirmat screw is not protruding on the shelf.** Install Single Touch Latch, Plastic bushes and pins on the back.

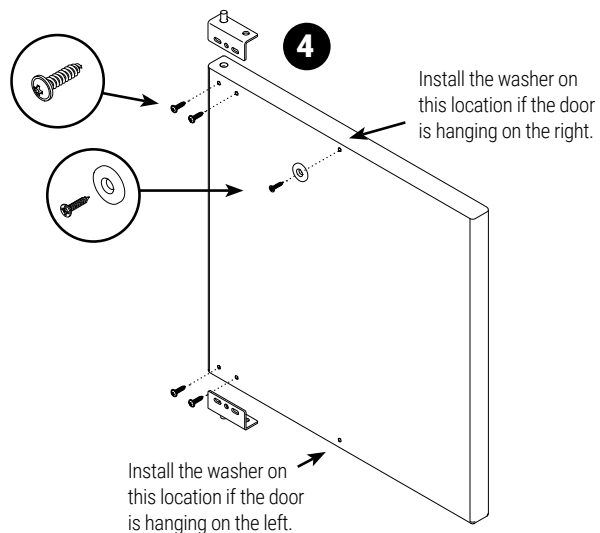
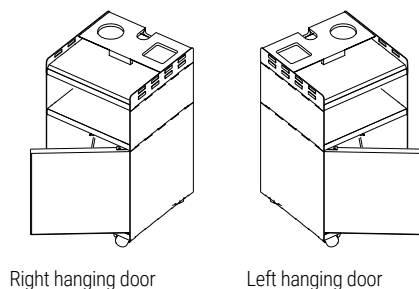




## FTSSP12BFM - BF Mobile Pedestal

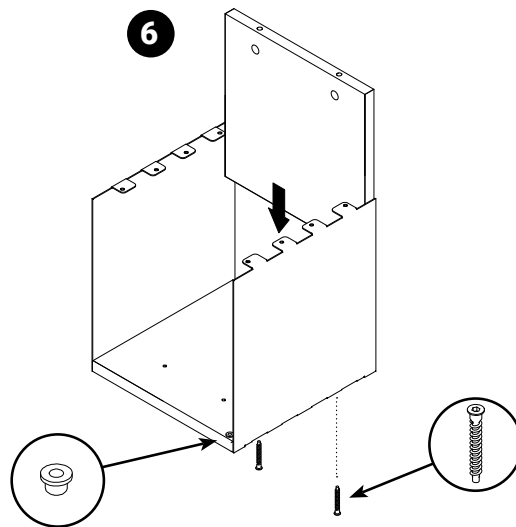
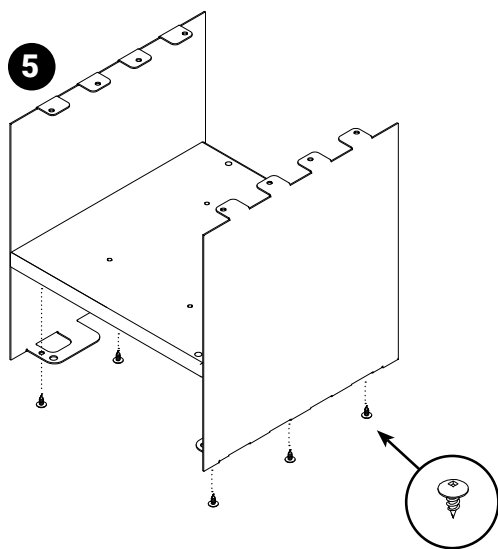
STEP 4: Door Assembly. Install the top and bottom pivot hinges. (Ensure the pin is closer to the edge.) using #4-1/2" TS washer head screws.

Install the 5/8 washer with countersunk hole with the #4 -1/2" TS Flat head screw.



STEP 5: File Assembly, Install 00M001FSP on each side of 00L001BFR, Secure by using a #10 X 1/2 TS. **Ensure metal parts are centred before you tight the screws.**

STEP 6: File Assembly, Install 00L007BKF on the back, Secure by using a confirmat screw. **Ensure metal parts are centred before you tight the screws.** Ensure the head of the confirmat screw is not protruding on the shelf.



# FREEFIT TABLE INSTALLATION MANUAL

## FTSSP12BFM - BF Mobile Pedestal

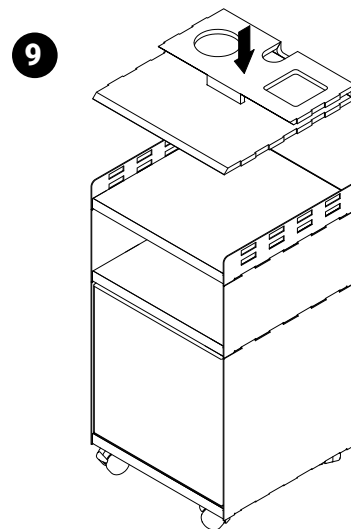
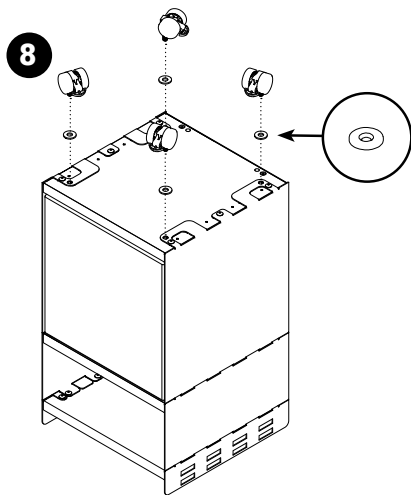
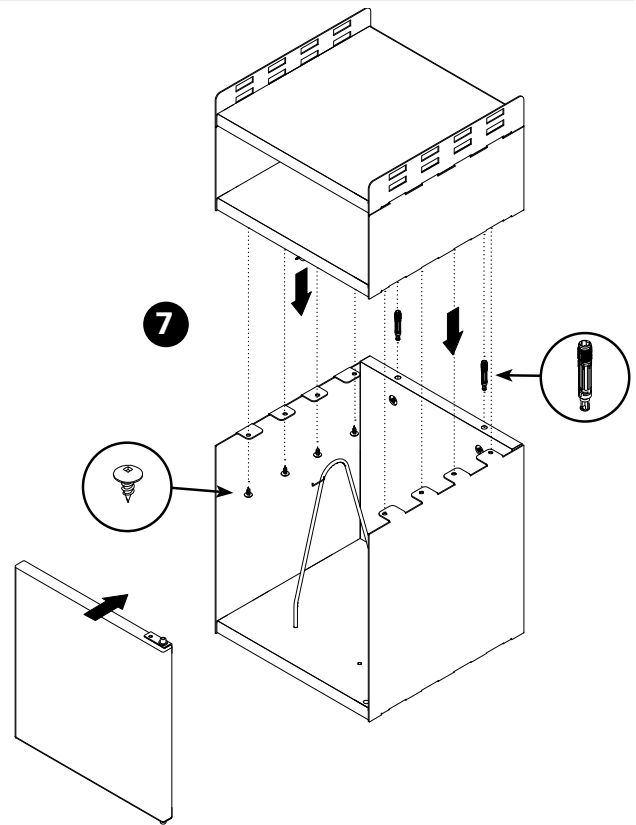
STEP 7: Install Box assembly on top of file assembly, Secure by using a #10 x 1/2" TS screw, and by tiding up the cams on back. **Ensure metal parts are centred before you tide the screws.** Door needs to be installed with the box assembly.

Install door before you fix both sections.

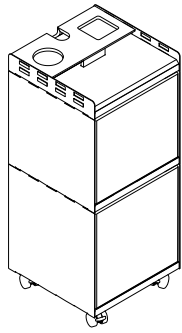
Ensure metal parts are FLUSH before you tighten the screws.

STEP 8: Install Twin Wheel 37mm Casters using 5/16 Flat USS Washer

STEP 9: Install PET Accessory Tray Folded



## FTSSP12SFM - FF Mobile Pedestal Parts



### Hardware



Steel Divider x1



5/16 Flat USS Washer x4



Single Touch Magnetic Latch



CAM & Pins x4



Twin Wheel  
37mm 5-16 x  
0.75" x4



#4 x 9-16 Screw  
Pan Head x4



Pivot Hinge x4



#4 -1/2" TS  
washer head x8



Plastic Bushes  
x4



#10 x 1/2" Truss  
#2 socket, A  
x34



#4 - 1/2 TS Flat  
Head x2

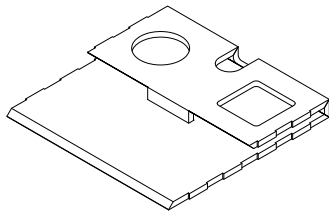


5/8 Washer w/  
countersunk hole

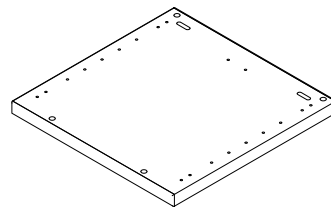


Confirmat Screw  
m7-3.0 x 50mm  
Flat Socket  
001100243 x4

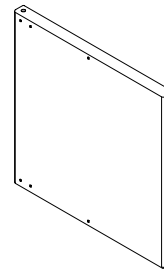
### Components



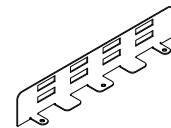
PET001AT  
PET Accessory Tray Folded x1



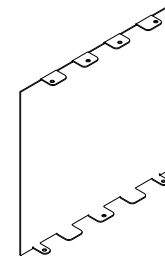
00L003TFL  
Top Box Shelf x1



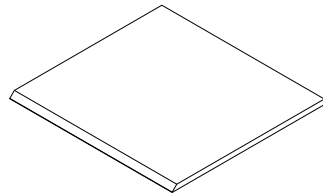
00L010DF  
Door File x1



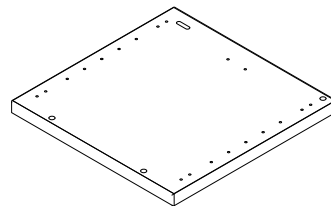
00M005ASP  
Accessory Side x2



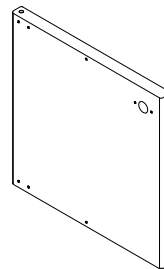
00M002SSP  
Storage Side x4



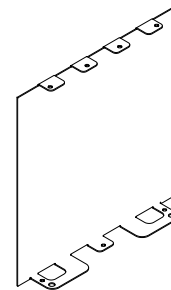
PET003BC  
PET for Box Close (Optional)



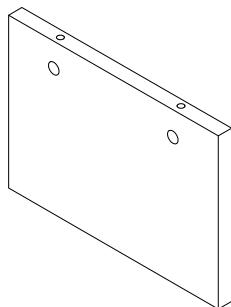
00L002MFL  
Middle File to Box Shelf (Non-handed part) x1



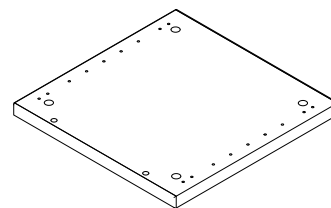
00L010DFRK  
Door File Locking Right x1  
(Only for EVSP12BFMLK)



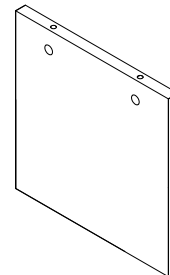
00M001FSP  
File Side x2



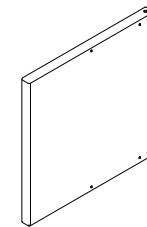
00L008BKS  
Back Storage x1



00L001BFL  
Bottom File Shelf Right (Left hand opposite) x1



00L007BKF  
Back File x1



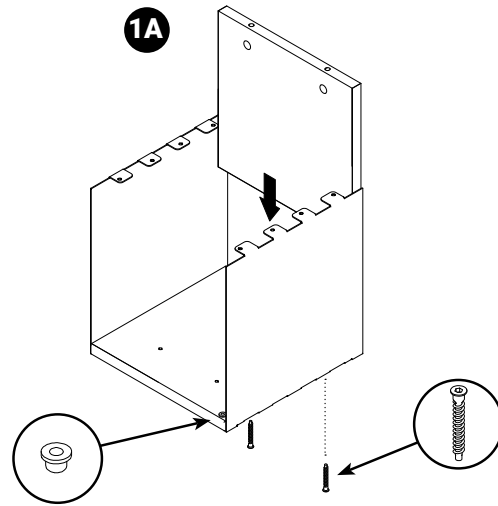
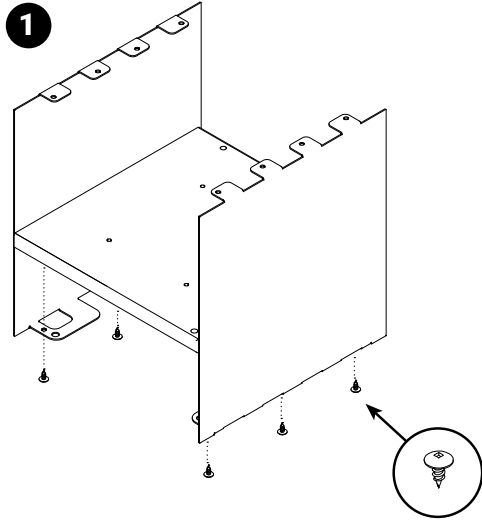
00L011DS  
Door Storage x2

# FREEFIT TABLE INSTALLATION MANUAL

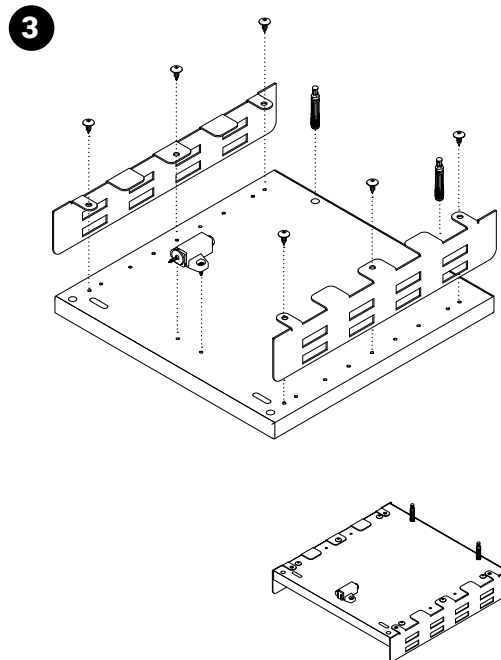
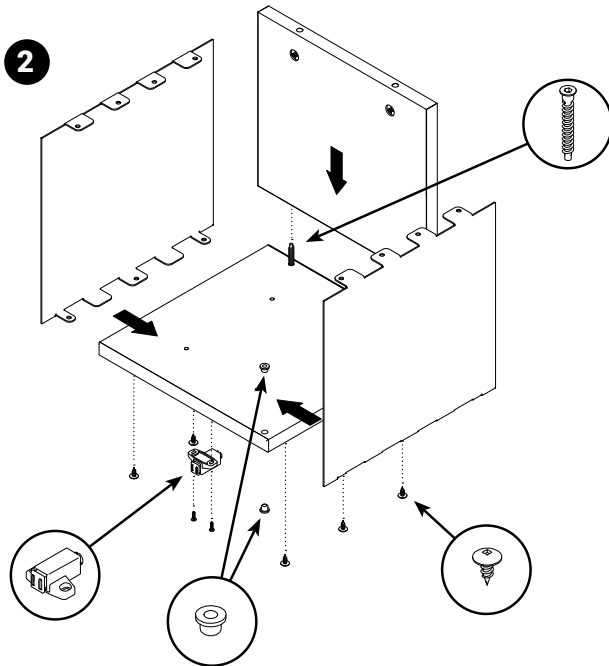
## FTSSP12SFM - FF Mobile Pedestal

STEP 1: Install 00M001FSP on each side of 00L001BFR, Secure by using a #10 X ½ TS  
**Ensure metal parts are centred before you tight the screws.**

STEP 1A: Install 00L007BKF on the back, Secure by using a confirmat screw.  
**Ensure metal parts are centred before you tight the screws.**  
**Ensure the head of the confirmat screw is not protruding on the shelf.**



STEP 2: Install 00M002SSP on each side of 00L002MFL, Secure by using a #10 X ½ TS.  
**Ensure metal parts are centred before you tight the screws.**  
Secure 00L008BKS by using confirmat screw.  
Install Plastic bushes on both faces for pivot hinge



STEP 3: Accessory Assembly. Install 00M005ASP on each side of 00L006TB, Secure by using a #10 X ½ TS  
**Ensure metal parts are centred before you tight the screws.**

Assembly should look like this:

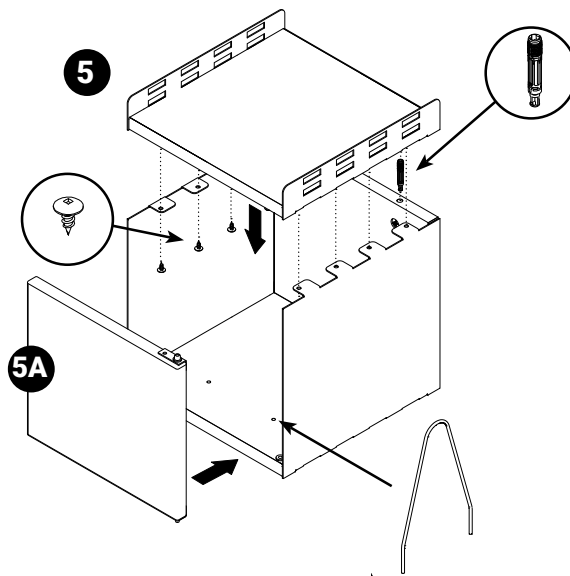
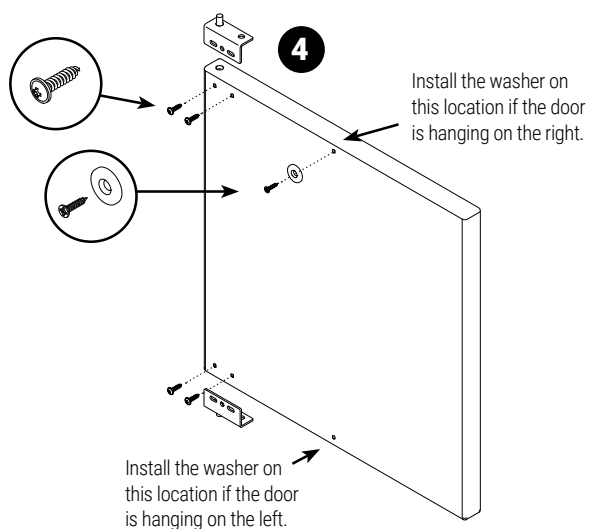
## FTSSP12SFM - FF Mobile Pedestal

STEP 4: Door Assembly

STEP 5: Assemble Accessory section on top of Storage section.

STEP 5A Install door before you fix both sections.

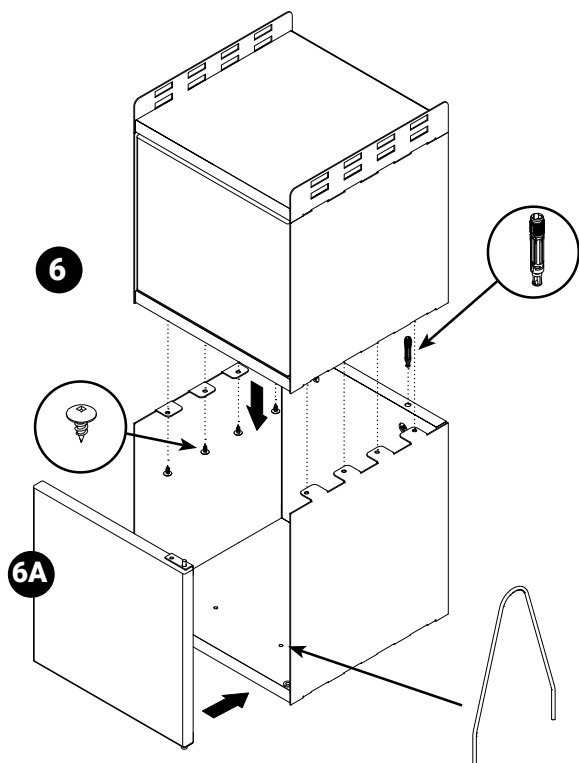
**Ensure metal parts are FLUSH before you tight the screws.**



STEP 6: Assemble previous assembly section on top of file section.

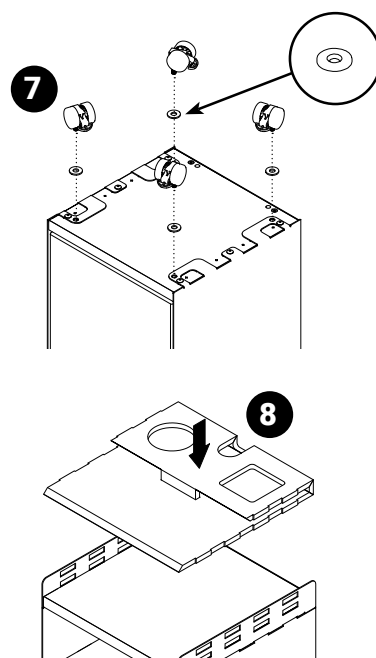
6A. Install door before you fix both sections.

**Ensure metal parts are FLUSH before you tight the screws.**



STEP 7: Install Twin Wheel 37mm Casters using 5/16 Flat USS Washer

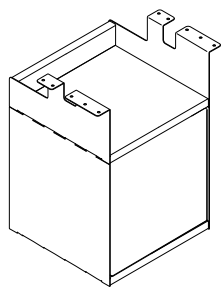
STEP 8: Install PET Accessory Tray Folded



If locking ensure lock is on the topleft.

# FREEFIT TABLE INSTALLATION MANUAL

## FTSSPH12BF - Hanging BF Pedestal Parts



### Hardware



Steel Divider x1



#10 x 3/4 Pan  
Head TS AB  
000101111 x10



#10 x 1/2" Truss  
#2 socket, A  
x36



#4 - 1/2 TS Flat  
Head x2



5/8 Washer w/  
countersunk hole



Plastic Bushes  
x2



CAM & Pins  
x2



Pivot Hinge x2



#4 - 1/2" TS  
washer head x4



Confirmat Screw  
m7-3.0 x 50mm  
Flat Socket  
001100243 x4

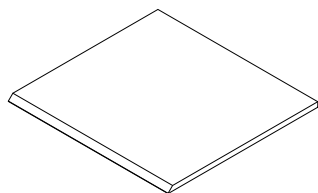


#4 x 9-16 Screw  
Pan Head x4

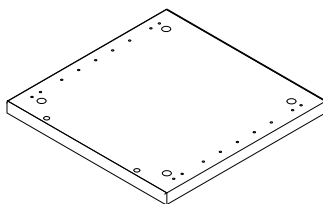


Single Touch  
Magnetic Latch

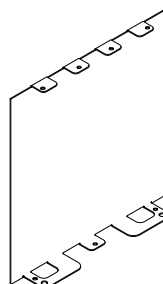
### Components



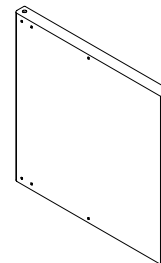
PET002BO  
PET for Box open (Optional)



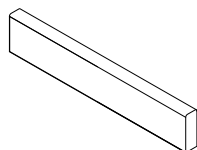
00L001BFL  
Bottom File Shelf Right (Left hand opposite) x1



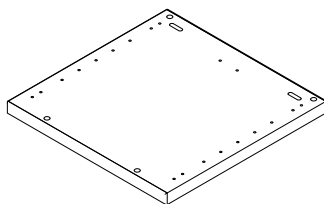
00M001FSP  
File Side x2



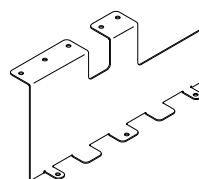
00L010DF  
Door File x1



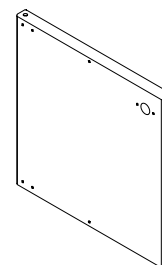
00L012BKBN  
Back Box Notched x1



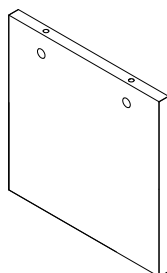
00L003TFL  
Top Box Shelf x1



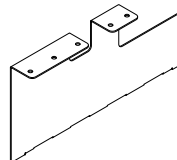
00M004BNLSP  
Box Notch  
Side Left x1



00L010DFRK  
Door File Locking Left x1  
(Only for EVSSP12BFMLK)



00L007BKF  
Back File x1



00M004BNRSP  
Box Side  
Notch Right x1

## FTSSPH12BF - Hanging BF Pedestal

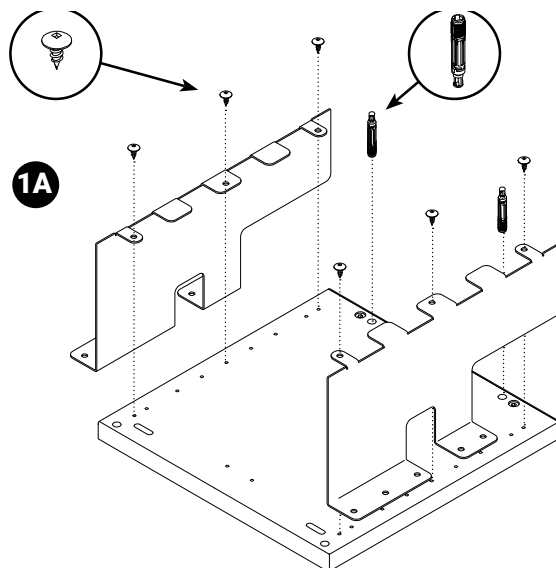
STEP 1: Assemble pedestal by sections.

STEP 1A: Notched Box Assembly:

Install 00M004BNRSP & 00M004BNLSP on each side of 00L004MFBR, Secure by using a #10 X ½ TS

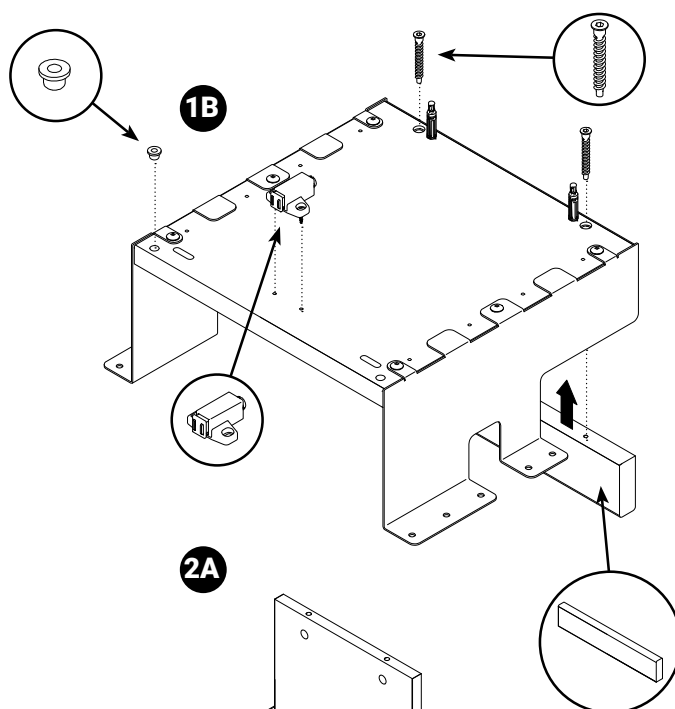
Install pins on the back.

**Ensure metal parts are centred before you tight the screws.**



STEP 1B: Notched Box Assembly

Install 00L012BKBN on back of 00L004MFBR, Secure by using a confirmat screw  
Install Plastic bushes for pivot hinge (ensure handiness of unit before installing).

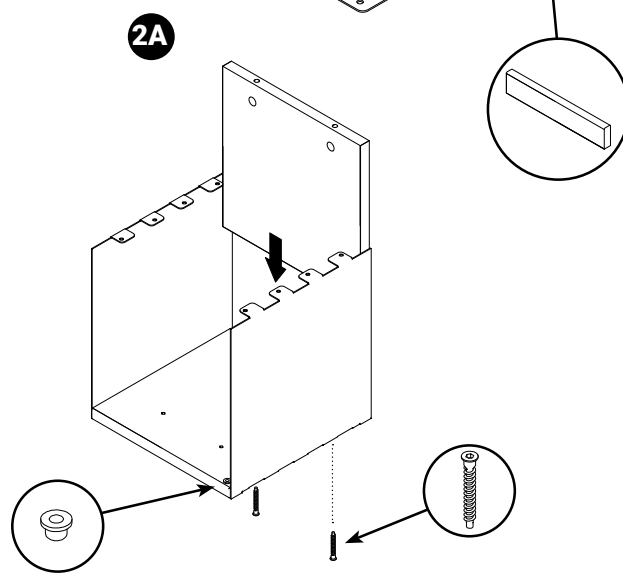
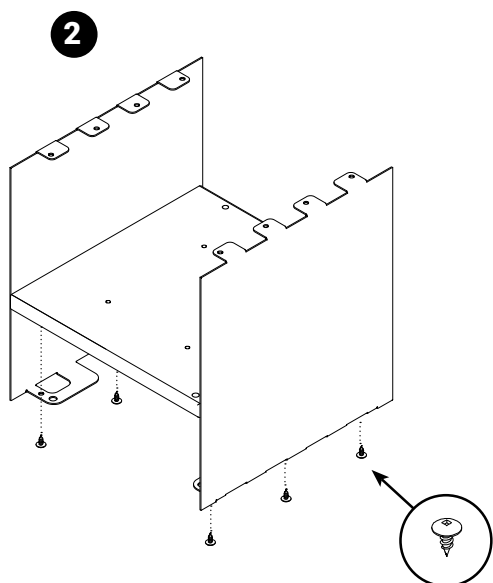


STEP 2: File Assembly:

Install 00M001FSP on each side of 00L001BFR, Secure by using a #10 X ½ TS  
**Ensure metal parts are centred before you tight the screws.**

STEP 2A: File Assembly

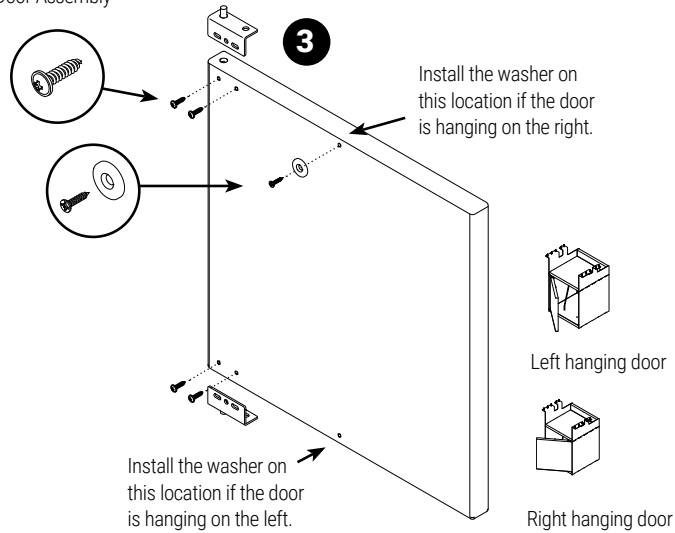
Install 00L007BKF on the back, Secure by using a confirmat screw  
**Ensure the head of the confirmat screw is not protruding on the shelf**



# FREEFIT TABLE INSTALLATION MANUAL

## FTSSPH12BF - Hanging BF Pedestal

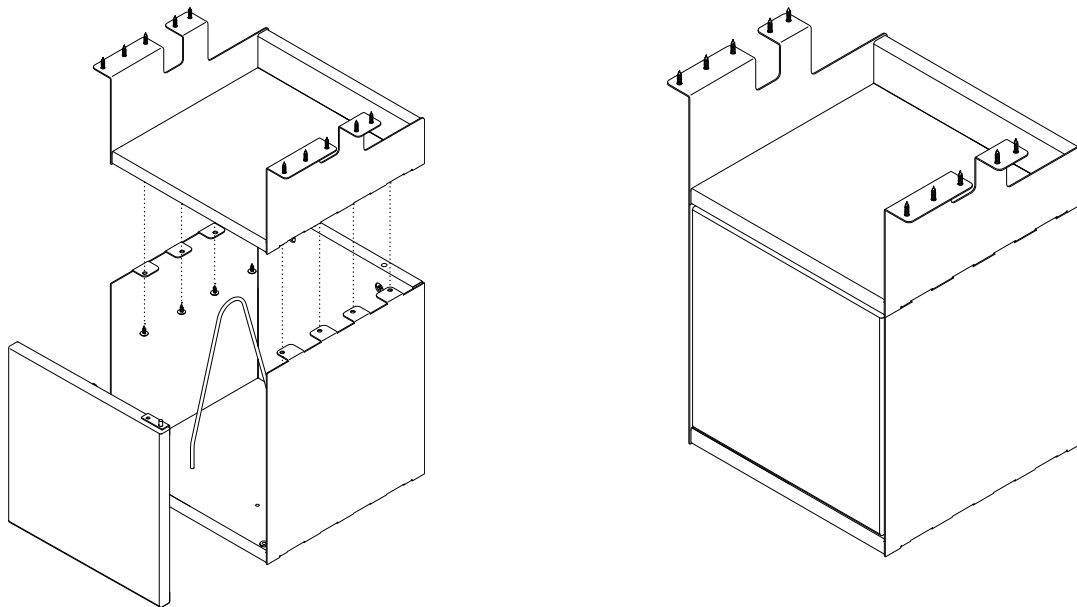
### STEP 3: Door Assembly



### STEP 4: Sections Assembly

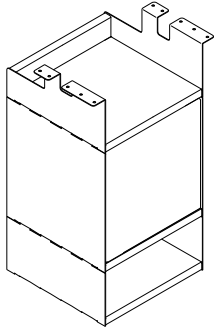
Assemble Accessory section on top of box section.

**Ensure metal parts are FLUSH before you tight the screws.**





## FTSSPH12BFB - Hanging BFB Pedestal Parts



### Hardware



Steel Divider x1



#10 x 3/4" Pan  
Head TS AB  
x10



#10 x 1/2" Truss  
#2 socket, A  
x34



Plastic Bushes  
x2



#4 x 9-16 Screw  
Pan Head x2



#4 - 1/2 TS Flat  
Head x1



Single Touch  
Magnetic Latch



5/8 Washer w/  
countersunk hole  
x1



CAM & Pins  
x4



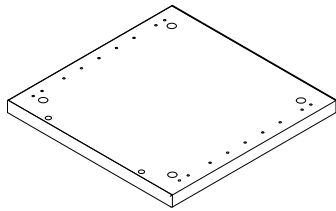
Pivot Hinge x2



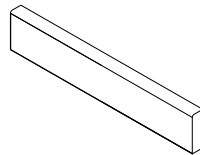
Confirmat Screw  
m7-3.0 x 50mm  
Flat Socket  
001100243 x6



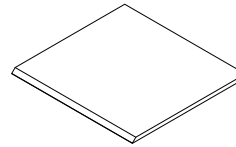
### Components



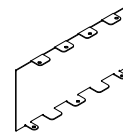
00L001BFL  
Bottom File Shelf Right (Left hand opposite) x1



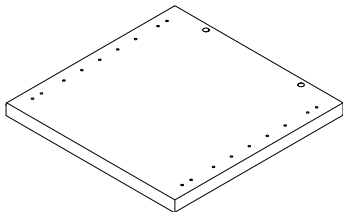
00L012BKBN  
Back Box Notched x1



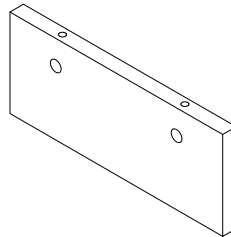
PET003BC  
PET for Box Close (Optional)



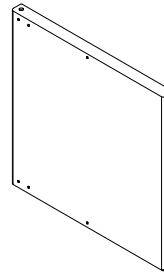
00M003BSP  
Box Side x2



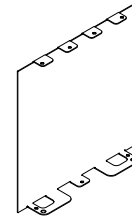
00L005MB  
Middle Box Shelf x1



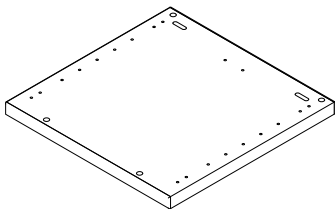
00L009BKB  
Back Box x1



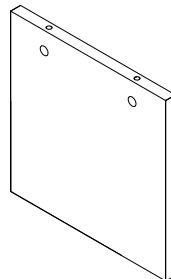
00L010DF  
Door File x1



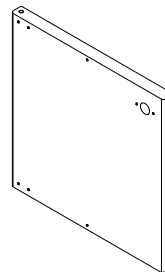
00M001FSP  
File Side x2



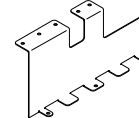
00L004MFBR  
Middle File to Box Right Shelf x1



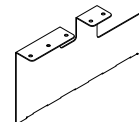
00L007BKF  
Back File x1



00L010DFLK  
Door File Locking Left x1  
(Only for EVSSP12BFMLK)



00M004BNLSP  
Box Notch  
Side Left x1



00M004BNRSP  
Box Side  
Notch Right x1

# FREEFIT TABLE INSTALLATION MANUAL

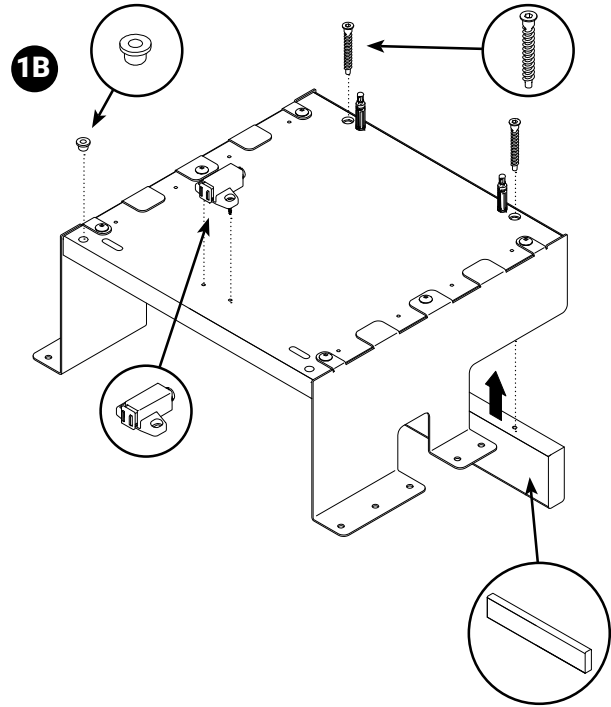
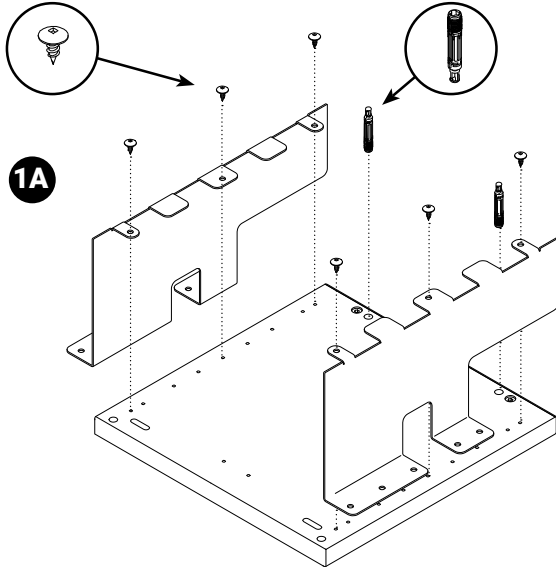
## FTSSPH12BFB - Hanging BFB Pedestal

### STEP 1A: Notched Box Assembly:

Install 00M004BNRSP & 00M004BNLSP on each side of 00L004MFBR, Secure by using a #10 X ½ TS

Install pins on the back.

**Ensure metal parts are FLUSH before you tight the screws.**



### STEP 1B: Notched Box Assembly:

Install 00L012BKBN on back of 00L004MFBR, Secure by using a confirmat screw

Install Plastic bushes for pivot hinge (ensure handiness of unit before installing).

### STEP 2: File Assembly:

Install 00M001FSP on each side of 00L001BFR, Secure by using a #10 X ½ TS

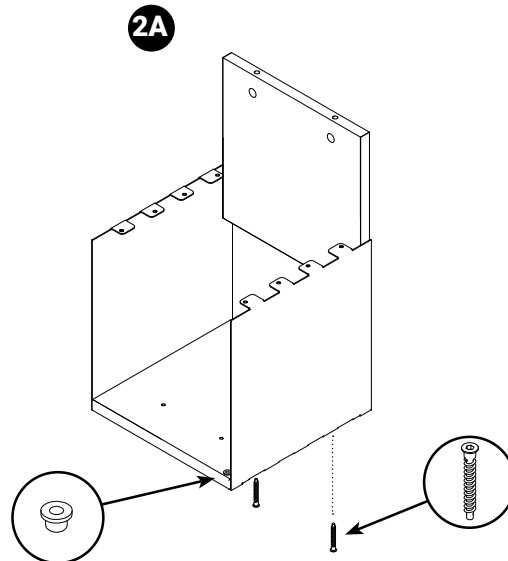
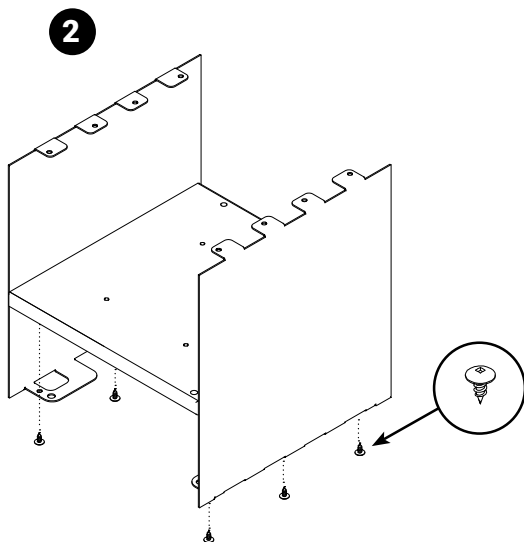
**Ensure metal parts are FLUSH before you tight the screws.**

### STEP 2A: File Assembly:

Install 00L007BKF on the back, Secure by using a confirmat screw

**Ensure metal parts are FLUSH before you tight the screws.**

**Ensure the head of the confirmat screw is not protruding on the shelf**



## FTSSPH12BFB - Hanging BFB Pedestal

### STEP 3: Box Assembly:

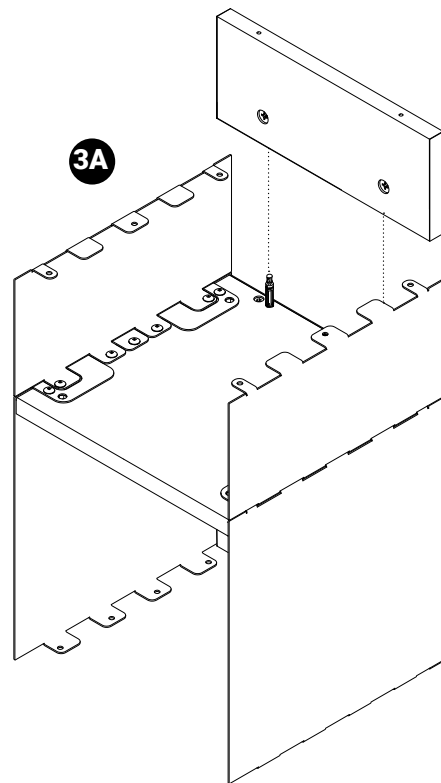
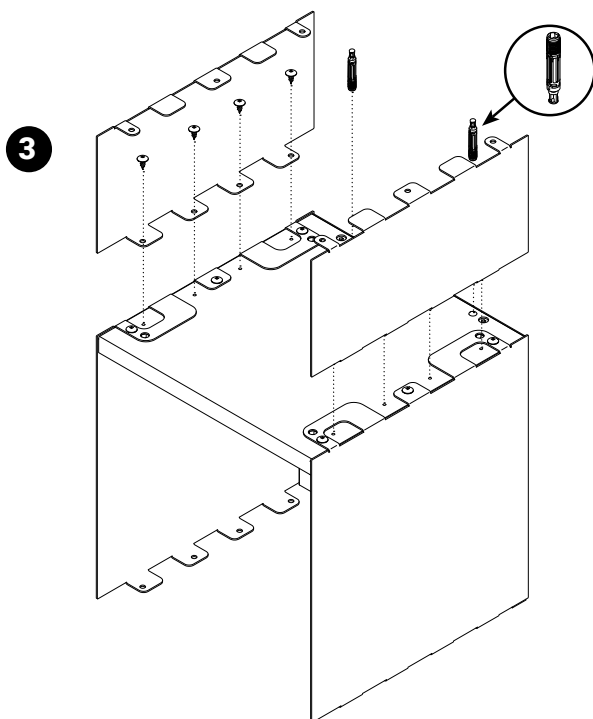
Install 00M003BSP on each side of 00L001BFR from previous assembly, Secure by using a #10 X ½ TS

Install pins on the back.

**Ensure metal parts are FLUSH before you tight the screws.**

### STEP 3A: Box Assembly

Install 00L009BKB, Secure by tiding up the metal cams



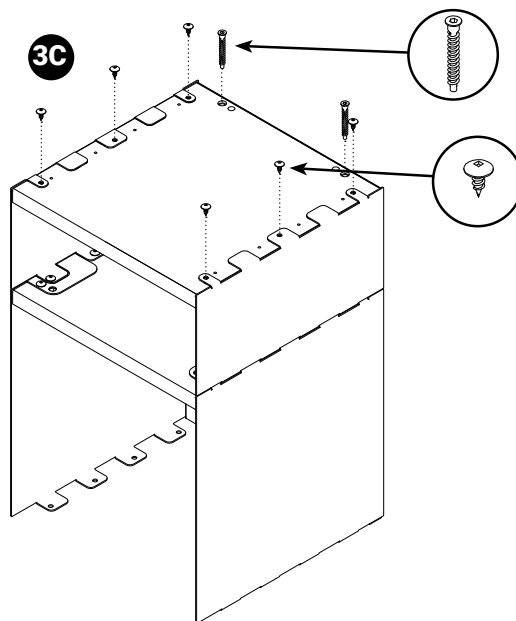
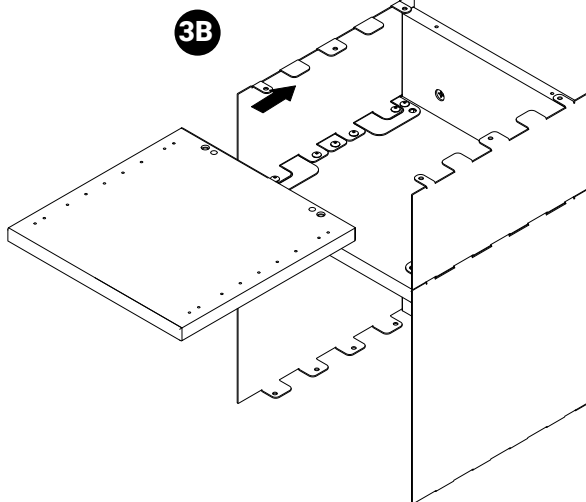
### STEP 3B: Box Assembly

Slide 00L005MB between the back panel and the flanges

### STEP 3C: Box Assembly

Secure 00L005MB by using a #10 X ½ TS on the metal flanges, and a confirmat screw to secure the back.

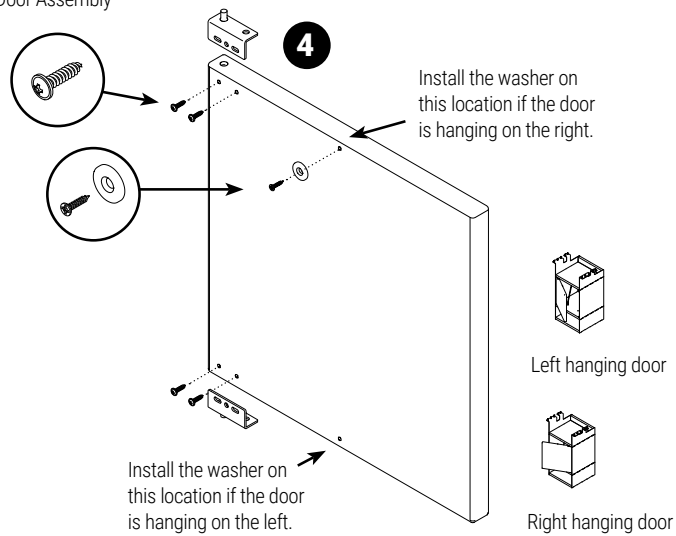
**Ensure the head of the confirmat screw is not protruding on the shelf**



# FREEFIT TABLE INSTALLATION MANUAL

## FTSSPH12BFB - Hanging BFB Pedestal

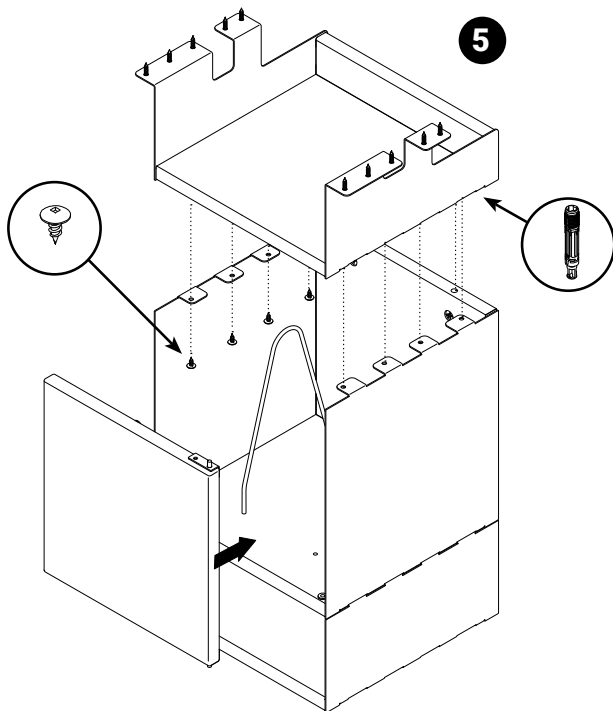
### STEP 4: Door Assembly



### STEP 5: Sections Assembly

Assemble Box Notched Assy section on top of previous assembly section.

**Ensure metal parts are FLUSH before you tight the screws.**



# GETTING THE MOST OUT OF YOUR NEW SIT-STAND DESK: SIT-STAND GUIDE FOR A HEALTHY WORKING ROUTINE.



Want to bring movement to the office and help your employees stay healthy? Below are a few tips on how electric sit-stand desks and motivational tools help create healthy office habits. Standing for eight minutes every 30 minutes makes a huge difference.

For every 30 minutes: Move for two minutes, stand for eight minutes, sit for 20 minutes

Several studies show that breaking up physical inactive periods will help minimize their negative health effects. Electric sit-stand desks bring movement in the office, and this is what it is all about. As it is neither healthy to stand nor to sit all day, the ideal situation is to switch between standing and sitting and to move around as much as possible throughout the day.

In fact, experts claim that the ideal sit-stand balance for every 30 minutes is to:

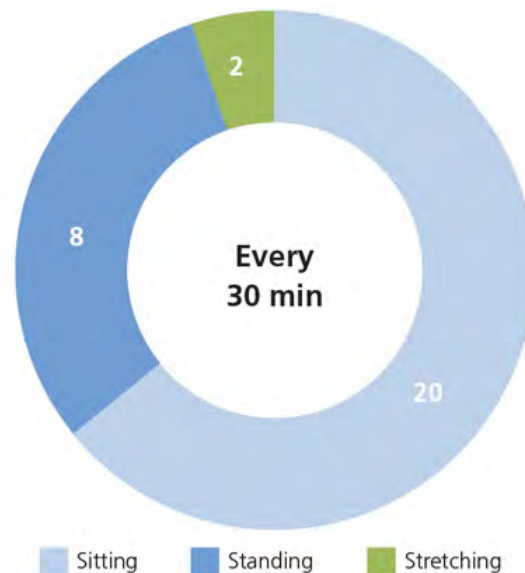
- Stand for eight minutes
- Move/stretch for two minutes
- Sit in neutral positions for 20 minutes

### Choose a desk system designed to help office workers stay active

Changing habits is not an easy task. But there are ways to help develop healthy habits. To support office workers, Global made an extra effort to design user-friendly office desk systems and motivating desk accessories.

### Desk Panels with integrated sit-stand reminders

The most visible part of a sit-stand desk is the desk panel. If a desk is easy to control, changing postures during the day becomes an easier task. Most Global desk panels include memory position functions, allowing users to store their favorite desk heights, and making it easier to switch between their preferred sit and stand position.



For intuitive desk handling, Global designed the Desk Panel handset series. It is designed for operating without the use of buttons. Advanced models include sit-stand reminder functions via an integrated LED diode / light strip – its color indicating to the user when it is time to stand up.

### Personal sit-stand statistics and tracking via mobile devices

Most Global desk systems also allow users to receive sit-stand reminder notifications and to follow his/her personal statistics via their mobile device, using the free Desk Control™ App. It works via Bluetooth® wireless technology and is available for Android and iOS devices.

### Download the Apps in stores:



## BENEFITS OF MOVING



It is difficult to accommodate a diverse workforce with a standard “one size fits all” desk. Adjustable desks give users the option to choose a working position that is best suited to their body. This helps eliminate discomfort caused by a “desk that does not fit” – insufficient leg space and keyboards/monitors that are in a position that is too high for the user.

### **Increase the productivity of your staff**

People need to get out of their chair and move at least five minutes per hour. Micro-breaks reduce fatigue. Many employees do not have the flexibility to get away from their workstations every hour. Using a sit-stand desk allows employees to take a break from their static posture without leaving their area.

### **Create flexible workstations**

Electric adjustable desks allow users to comfortably and quickly adjust to the task at hand by the touch of a button. For instance, if a colleague or a customer drops by, it is no problem... you can adjust the desk to a group working level and meet in comfort. As an added bonus, when you stand you can keep meetings and “on the fly” interruptions shorter.

### **Improve employee health and wellbeing**

Studies have shown that alternating between sitting and standing results in less discomfort and reduces the amount of fatigue many people feel at the end of the workday.

Workplace physical activity programs have also been shown to reduce sick days by up to 32 percent (source: James A Levine, MD, PhD, Mayo Clinic and Selene Yeager).

A study from the Mayo Clinic shows you can burn an additional 340 calories a day if you spend two hours of your workday standing instead of sitting.

### **Prevent injuries**

Fitting the workstation to your individual needs can reduce the causes of work-related stress. Alternating between sitting and standing and reduces these risks much further by avoiding problems caused by static posture or positions.

## TROUBLESHOOTING

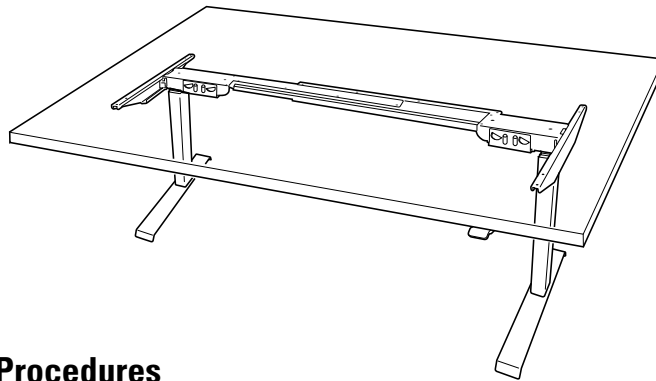
### Glossary of Common Terms

- **Components**

- » Desk leg (DL) – The lifting columns, typically with powder coated steel profiles, responsible for lifting the working load of the application.
- » Control box (CBD6S) – Both the computer and power supply of the system.
- » Handset (DP) – The user interface. Depending on the model, it is used to activate the application, set memory positions, display the height, display error codes, connect to mobile apps, and give reminders to the user.
- » Motor cable – Transmits low voltage power (18-39 VDC) from the control box to the desk legs, and also transmits PIEZO signals when available from the desk leg.
- » Mains cable – Transmits high voltage power (120 VAC in US and Canada) to the control box.

- **Other**

- » Initialize – Procedure to reset all desk legs to the fully retracted position so that the control box knows where they are.
- » Reference – Any group of desk legs that run in parallel when an Up or Down command is sent to the control box. It is possible to have a custom control box configuration that allows for more than one Reference. [Example: Two (2) desk legs on Reference #1 (Channels #1 and #2) to lift a work surface, and one (1) LA31 on Reference #2 (Channel 3) to adjust a monitor array.]



### Standard Troubleshooting Procedures

#### P1 – Initialize the control box (“reset”)

*Note: This is commonly the solution when a complaint is that a desk will move down but not up. When a control box requires initialization, this is how the system is programmed to behave.*

- STEP 1.** Hold Down button on desk panel to ensure the desk is retracted to its lower limit (whether it's the fully retracted hard stop, or a configured lower limit).
- STEP 2.** Briefly release Down
- STEP 3.** Press and hold Down for 5 seconds, wait until all desk movement has stopped, then release
  - a. If initialization is successful, you should see a slight up/down “handshake” movement of the desk legs
  - b. If you have a desk panel with display, you should also see E01 during this part of the procedure.

#### P2 – Check all cable connections

- STEP 1.** Mains cable, connected to both the control box and power outlet.
- STEP 2.** All motor cables, connected to both the control box and desk leg.
  - a. Assuming a standard control box configuration, these must be connected in channels 1 and 2, or channels 1, 2 and 3 for a 3-leg table. They can't be connected in channels 1 and 3 or 2 and 3 unless there is a configuration on the control box specifying this arrangement.
- STEP 3.** Desk panel cable, connected to the control box in either port A1 or A2 (doesn't matter which)

## P3 – Check for obstructions

**STEP 1.** Check under, above and on the sides of the desk for any obstructions that could prevent movement in either direction.

The next two procedures (P4 and P5) are for a two leg desk system. The same concepts can be used for a three leg system using Channel 3 and so forth.

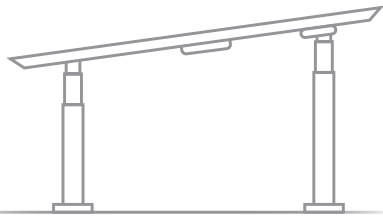
## P4 – Check for faulty component(s) WITH error codes (digital display on Desk Panel, or on app via Bluetooth)

Notes: Check the error code list in the appendix of this troubleshooting guide for assistance. The code should read E##.  
Some error codes are channel-specific which can help pinpoint the problem.

Symptom	Procedure
System will move down but not up	<ol style="list-style-type: none"> <li>1. Initialize (<b>P1</b>)</li> </ol>
System unresponsive (no power to display with any button is pressed). If any of these steps activates the digital display, initialize the system ( <b>P1</b> ).	<ol style="list-style-type: none"> <li>1. Check mains cable connection</li> <li>2. Test power outlet using another device (lamp, phone charger, etc.)</li> <li>3. Plug in a new switch and test</li> <li>4. Connect all existing cables to a new control box and test</li> </ol>
System is powered, but will not initialize	<ol style="list-style-type: none"> <li>1. Try pressing and releasing the down button a few times before pressing and holding for 5 seconds.</li> <li>2. Also, be aware if the control box has a special configuration: If the desk is programmed with a lower stroke limit, so as to avoid a collision with something like a file cabinet, it is possible that it also has a custom, longer Forced Initialization Time. This is the time required to hold Down before initialization begins. Sometimes this is 10 seconds or longer.</li> <li>3. If you have a standard control box without a special configuration (i.e. "Plug &amp; Play"), try to initialize each leg in Channel 1 by itself, with nothing else plugged into the motor channels on the control box. Also, swap the motor cables so that a different motor cable is used to initialize Channel 1 by itself. The problem could be a faulty desk leg or a faulty motor cable.</li> </ol>
Channel-specific error (Ex: E41 – Channel 1 overload) – Everything except PIEZO errors (E59-E63)	<ol style="list-style-type: none"> <li>1. Swap the motor cable connections at the control box (Motor cable #1 from channel 1 to 2, motor cable #2 from channel 2 to 1). If It remains E41, there could be a problem with the application (load or obstruction on one side) or a bad control box. If the error changes to E42, go to step 2.</li> <li>2. Swap the motor cable connections at the desk legs, so that the leg that was originally connected to Channel 1 is back in Channel 1, but with the motor cable that was originally connected to Channel 2. If it remains E42, it is most likely a bad motor cable, now connected to Channel 2. If it goes back to E41, it is most likely a bad desk leg, now connected to Channel 1.</li> </ol>



Symptom	Procedure
Desk is uneven	<ol style="list-style-type: none"> <li>1. Initialize the desk. If both legs begin to run down, complete the initialization. If only one leg moves, stop and move to Step 2.</li> <li>2. Check motor cable connections. Check to ensure motor cables are not pulled during movement. With a standard, Plug &amp; Play control box, it's possible that only one leg is connected, and connected to Channel 1. In this case, it will initialize and run Channel 1 only. If there is only one leg but it's connected to Channel 2, it will not initialize.</li> <li>3. If a motor cable was disconnected, try initializing again.</li> <li>4. If unsuccessful, connect the desk leg from Channel 2 into Channel 1, with nothing in Channel 2, and initialize.</li> <li>5. Try initializing the same leg that's in Channel 1, but with a different motor cable. If it still won't initialize, replace the desk leg.</li> </ol>



## P5 – Check for faulty component WITHOUT error codes (no digital display on Desk Panel, no Bluetooth)

Symptom	Procedure
System will move down but not up	<ol style="list-style-type: none"> <li>1. Initialize (P1)</li> </ol>
System will not initialize. OR System won't complete the full range of motion.	<ol style="list-style-type: none"> <li>1. Check mains cable connection. Test power outlet using another device (lamp, phone charger, etc.)</li> <li>2. Plug in a new switch.</li> <li>3. Connect all existing cables to a new control box.</li> <li>4. Try pressing and releasing the down button a few times before pressing and holding for 5 seconds.</li> </ol>

– After each of these steps, attempt to initialize (P1).

5. Also, be aware if the control box has a special configuration: If the desk is programmed with a lower stroke limit, so as to avoid a collision with something like a file cabinet, it is possible that it also has a custom, longer Forced Initialization Time. This is the time required to hold Down before initialization begins. Sometimes this is 10 seconds or longer.
6. If you have a standard control box without a special configuration (i.e. "Plug & Play"), try to initialize each leg in Channel 1 by itself, with nothing else plugged into the motor channels on the control box. Also, swap the motor cables so that a different motor cable is used to initialize Channel 1 by itself. The problem could be a faulty desk leg or a faulty motor cable.

Desk is uneven

1. Desk is uneven (P4)

## APPENDIX

### What is the Control Box Thinking?

There are many clever procedures, checks and measurements performed in the control box. Here is a brief description of what the control box is trying to accomplish while it is activating an application:

- **Safe activation of the application**
  - o Parallel, even movement of all desk legs in the application is critical.
    - » The control box does not directly know the position of each desk leg. Instead, the position of each leg is constantly calculated via Hall pulses from each motor. The legs on a single reference are not allowed to be more than +/- 5 Hall pulses out of sync. For a standard DL, this amounts to +/- 0.55 mm.
    - » Motor cable disconnections are also detected as errors.
  - o If Desk Sensor technology is present in the desk leg, the control box monitors for Desk Sensor "collision" signals from each channel. When a Desk Sensor signal is sensed, movement is immediately stopped and, if there is room, the system is run a small distance in the opposite direction.
  - o Anytime the control sees an incomplete signal, or more than one signal (multiple keys pressed, multiple desk panels activated at the same time), an error is determined and no movement is allowed at that moment. This is to prevent an action of movement that is not intended by the user.
- **Protection from equipment damage**
  - o Internal temperature of the control box is monitored.
  - o Maximum current draw for each motor channel, as well as the system as a whole, is measured. When the current exceeds an allowable limit, an error is presented.