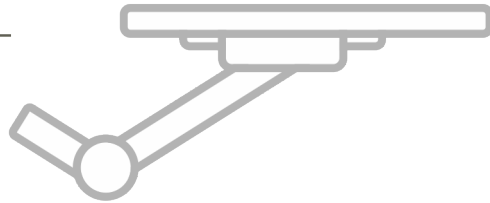


# FlexTable®

A TABLE FOR ALL



## User Manual

Specifications and Features (page 2)

Assembly Guide (pages 3-11)

Use, Care & Maintenance (pages 11-13)

Warranty (page 13)

Contact Information (page 14)

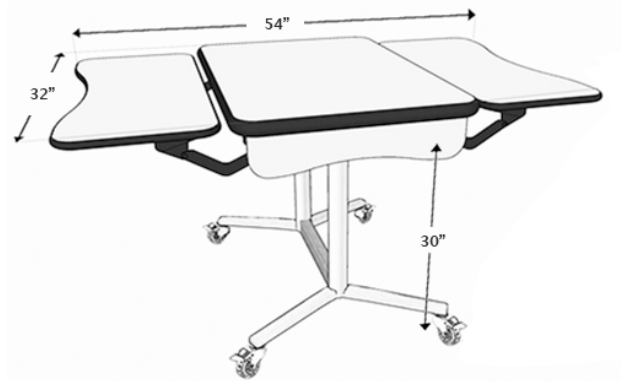


ASSEMBLY VIDEO

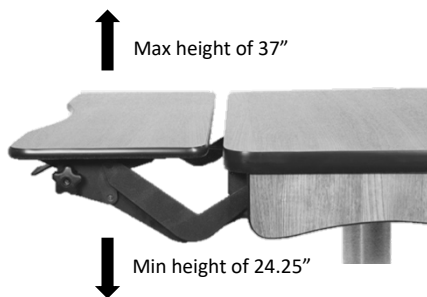
### **IMPORTANT:**

To ensure safety to individuals and property, you must thoroughly read all sections of the user manual prior to assembly and use.

## Specifications Measurements

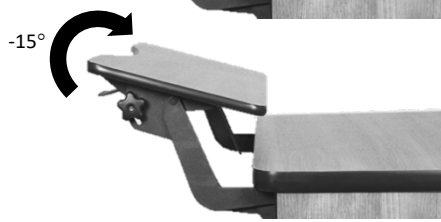
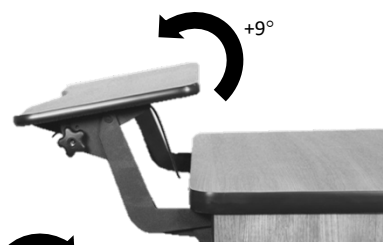


## Features



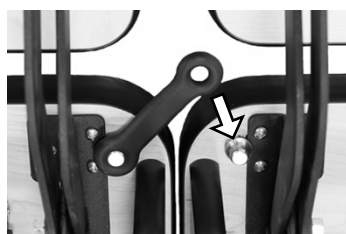
### Height Adjustable

Each side station is height adjustable with a maximum height of 37" and minimum height at 24.25" from the ground.



### Tiltable

Each side station offers +9°/-15° of tilt for custom positioning.






### Joinable

The FlexTable can be easily joined together with hardware that is available for purchase.

## Components

Your packages should contain the following components needed for assembly. Check that you have all supplies needed to assemble the FlexTable® before continuing.

If you are missing any parts, please reach out to customer service at: [FlexTable@tcf.org](mailto:FlexTable@tcf.org)

<p style="text-align: center;"><b>A</b></p>	<p style="text-align: center;"><b>B</b></p>	<p style="text-align: center;"><b>C</b></p>	<p style="text-align: center;"><b>D</b></p>
 <p style="text-align: center;"><b>2 x Metal Leg</b></p>	 <p style="text-align: center;"><b>16 x Phillips Head Screw</b></p>	 <p style="text-align: center;"><b>1 x Phillips Head Screwdriver</b></p>	 <p style="text-align: center;"><b>1 x Stretcher Bar</b></p>
<p style="text-align: center;"><b>E</b></p>	<p style="text-align: center;"><b>F</b></p>	<p style="text-align: center;"><b>G</b></p>	<p style="text-align: center;"><b>H</b></p>
 <p style="text-align: center;"><b>6 x Bracket/Bolt/Nut Combo</b></p>	 <p style="text-align: center;"><b>2 x 9/16" Wrench</b></p>	 <p style="text-align: center;"><b>1 x 1/2" Wrench</b></p>	 <p style="text-align: center;"><b>4 x Feet with Caster</b></p>
<p style="text-align: center;"><b>I</b></p>	<p style="text-align: center;"><b>J</b></p>	<p style="text-align: center;"><b>K</b></p>	<p style="text-align: center;"><b>L</b></p>
 <p style="text-align: center;"><b>2 x K-Lock Nut</b></p>	 <p style="text-align: center;"><b>2 x Cable Clip</b></p>	 <p style="text-align: center;"><b>1 x Cotter Pin &amp; Break Pin Combo</b></p>	 <p style="text-align: center;"><b>1 x Center Bar</b></p>
<p style="text-align: center;"><b>M</b></p>	<p style="text-align: center;"><b>N</b></p>	<p style="text-align: center;"><b>O</b></p>	<p style="text-align: center;"><b>P</b></p>
 <p style="text-align: center;"><b>2 x Mounting Bracket</b></p>	 <p style="text-align: center;"><b>1 x Brake Mechanism with Handle</b></p>	 <p style="text-align: center;"><b>1 x Table Top</b></p>	 <p style="text-align: center;"><b>2 x Table Tray</b></p>
<p style="text-align: center;"><b>Accessory</b> <i>(can be used to join another FlexTable)</i></p>		 <p style="text-align: center;"><b>2 x Joining Band</b></p>	

## PART ONE: Pre-Assembly

1. Unpack box labeled “**Table Top**”.
2. Locate the two 9/16” wrenches and the one 1/2” wrench, Phillips head screwdriver, screws, and joining bands. Set to side for later use.

## PART TWO: Position Mate Assembly

1. Unpack box labeled “**Position Mate**”.
2. Locate two mounting brackets, center bar, brake mechanism with handle, and hardware bag (contains two ½” nuts, two wire clips, and brake/cotter pin combo).
3. Hang the two Mounting Brackets off an edge of a stable table, with the screw threads facing inward.



4. Align and attach the Center Bar between the two Mounting Brackets as shown in picture. Secure the Center Bar by tightening a K-Lock Nut on both Mounting Bracket threads with ½” wrench.



5. Remove the silver cotter pin from the black brake pin.



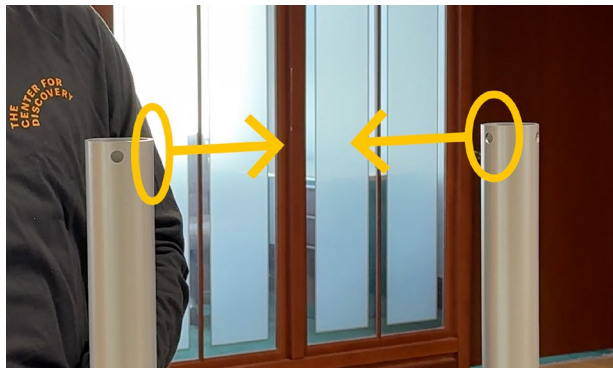
6. Align the center bar holes with the brake mechanism hole. Insert brake pin, and then re-insert cotter pin.



7. **Repeat** the Position Mate Assembly for the second set before continuing.
8. Set both assembled Position Mates to the side for later installation.

### **PART THREE: Leg Assembly**

1. Unpack all items in box labeled **“Legs and Casters”**.
2. Locate 2 Legs, 4 Feet, 4 Casters, 1 Stretcher Bar, and hardware for assembly.
3. Stand the two legs up so that their cardinal hole is facing towards each other (the two ordinal facing holes should be facing outward)



- Attach two feet, to each leg, by the ordinal facing holes using the bracket/bolt/nut combos. The bracket is placed inside the leg with the longer side of the bracket facing down into the leg tub, allowing the combo to align flush with the end of the leg. Use two 9/16" wrenches to tighten.



- Attach stretcher bar between both legs by the cardinal holes using the bracket/bolt/nut combo (**do not fully tighten nut until later**).



- Engage the brake on all four casters by pressing the latch in and then hand tighten one caster onto each of the table feet, turning the casters in a clockwise direction.

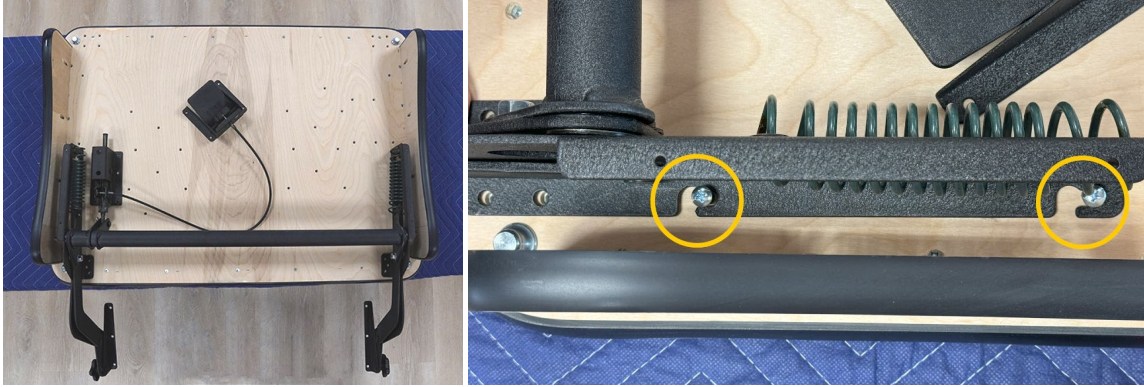


- Set assembled legs aside for later installation.

## PART FOUR:

### Position Mate & Tray Installation

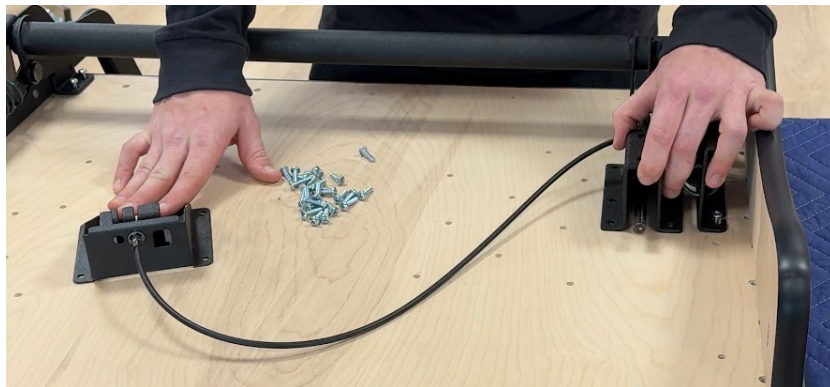
1. Locate the remaining items from box labeled **"Table Top"** including the Table Top and two Table Trays.
2. Set your Table Top on a steady flat surface, with the underside facing upward. Ensure your included Phillips head screwdriver and screws are nearby.
3. Align holes of an assembled Position Mate with one side of the table, and loosely insert two screws to the bracket sides. Repeat on other side.



4. Double check screw-hole alignment, and insert the remaining four screws.



5. Engage the Brake Handle, and align the Brake Mechanism with the four holes near the left bracket.



6. Screw down the brake mechanism and then fully tighten all screws used so far.



7. **CAUTION: Position Mate Arms are spring loaded. Use caution when engaging Brake Handle.**  
Prepare to install table trays. Engage the brake handle to **CAREFULLY** lift the position mate up.



8. Rotate table or make room for tray to be installed. Set a Tray under the Position Mate Arms with the underside facing upward. The long flat edge of tray should face the table top.





9. **CAUTION: KEEP HANDS AND ANY BODY PARTS CLEAR FROM FLAT SIDE OF POSITION MATE BRACKETS WHEN ENGAGING BRAKE HANDLE!**

When your tray is in place, loosen the dial on both Mounting Brackets, and carefully engage the brake handle to drop the Position Mate onto place.



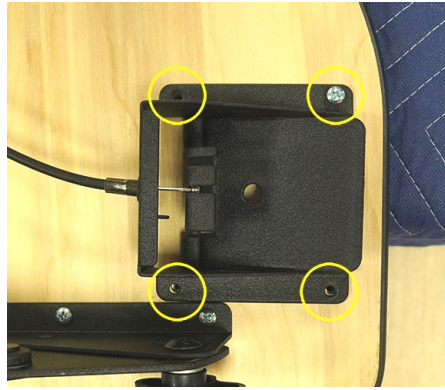
10. Align each bracket with the three screw-holes on both sides of the tray. Insert and tighten all screws.



11. Re-tighten dials on both Mounting Brackets.



12. Align the brake handle with the four screw-holes on the left side, then insert and tighten screws.



13. Use the wire clips provided to secure the brake line to the two remaining screw-holes, and tighten.



14. Repeat steps 1-13 of “Position Mate & Tray Installation” for the second Position Mate on the other side of your FlexTable.

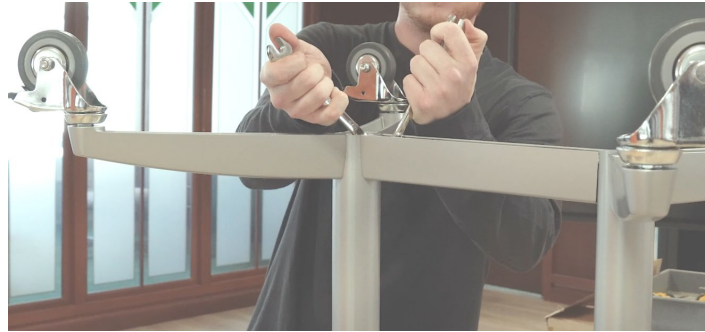
## PART FIVE:

### Table Leg Installation

1. Align the holes of one table leg to the remaining screw-holes, and secure them to your FlexTable with the provided screws and screwdriver. Repeat for second table leg.



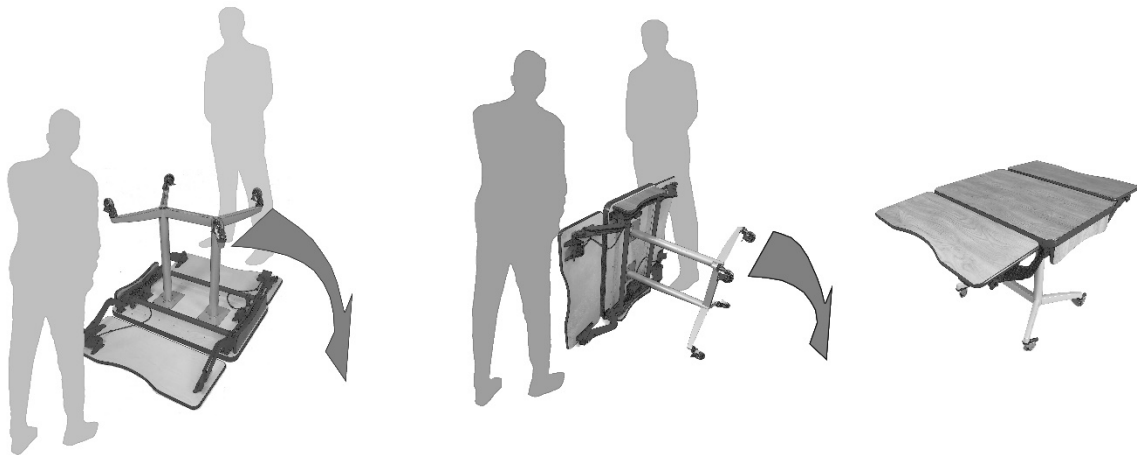
2. When your legs are secured to the table, using your 9/16" wrenches, fully tighten both nuts inside the stretcher bar.



## PART SIX:

### Assembly Complete!

Using 2 people lay table on side, then stand table upright as shown below.

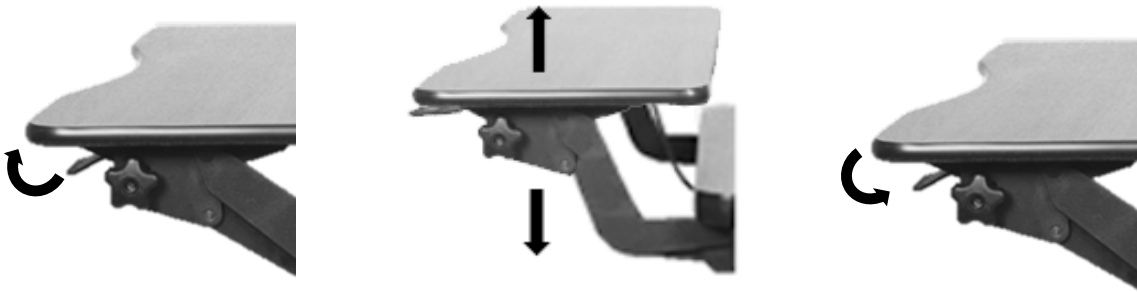


## Using your FlexTable®

### Adjustments

#### *Moving the side station up and down*

- All caster locks should be engaged to prevent movement while adjusting.
- Users should be seated at side station prior to adjusting.
- Make sure the side station mechanism is clear of obstructions before adjusting.
- To adjust height of the side station, **firmly** hold side station while depressing paddle, release paddle once the side station is in the preferred location.



**⚠ WARNING** – Side stations must be held firmly while adjusting as they will move up rapidly once paddle is depressed. Obstructing movement can result in damage to the mechanism and/or personal injury.

#### *Adjusting the angle of the side station*

- Turn both knobs counter clockwise to release tension, position at desired angle, turn both knobs clockwise to tighten.

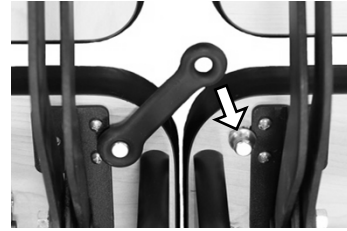


### Caution

- **DO NOT sit or lean** on *any* FlexTable® surface. The side station weight limit is 18 lbs.
- **DO NOT** attempt to move table while caster locks are engaged.

## Joining two or more FlexTables

- Line up tables side by side.
- Ensure joining pins are matched to pins on opposing table.
- Attach the joining bands over pins on opposing table by snapping the bands into place.
- Remove joining band to separate.



\*If you require additional bands, please email customer service at: [FlexTable@tcfcd.org](mailto:FlexTable@tcfcd.org).

## Care and Maintenance

- Clean with disinfectant or soap and water and dry thoroughly using a soft towel or paper towels. Do not use an abrasive pad as this can scratch and damage surfaces.
- Check and clear casters of debris regularly to ensure smooth movement.
- Engage FlexTable® handle regularly to ensure mechanism is working properly.

## WARRANTY

### LIMITED PRODUCT WARRANTY

We stand behind our products and you can feel secure knowing that we will work with you to resolve any issues.

Any product failure that occurs from normal usage is covered under our **limited warranty**. A failure is a mechanical breakdown of or defect in the unit that affects the user's ability to operate the product as intended. If it's determined that the failure was caused by misuse or abuse of the product, replacements and return shipping will be at the customer's expense and will void the product warranty.

The following situations are not covered by the limited warranty:

- Changes in surface finish
- Normal wear and tear
- Modifications made by the user
- Products that were not installed, used, or maintained in accordance with product instructions and warnings
- Damage or marking of surfaces caused by sharp or foreign objects

### APPLICABLE WARRANTY PERIODS

*2 YEARS* – All surfaces, table tops, and legs/base.

*1 YEAR* – Mechanical parts and caster wheels.



### **CONTACT INFORMATION**

[www.FlexTable.org](http://www.FlexTable.org)

[FlexTable@tcfcd.org](mailto:FlexTable@tcfcd.org)

+1 (845) 707-8088