

1. SCOPE

This document outlines the correct way to flip the tables to vertical or horizontal position, and to move the tables from point A to point B.

2. PURPOSE

When flipping the table to up or down position or while moving the table users may inadvertently operate it incorrectly. The purpose of this guide is to avoid damage to the table and/or users and/or the surrounding environment.

3. EQUIPMENT / MATERIALS

- Elan flip table on castors.

4. PROCEDURE

1. To flip the table to horizontal position
 - Ensure the table is clear from any obstructions surrounding the table.
 - Operate the handle by squeezing the lever.
 - Tilt the tabletop slightly to disengage the locking mechanism then release the handle.
 - Hold the tabletop while pivoting down to full horizontal position.
 - When the tabletop is horizontal you may need to apply a small downward force to engage the locking mechanism.
2. To flip the table to vertical position
 - Ensure the table is clear from any obstructions surrounding the table.
 - Operate the handle by squeezing the lever.
 - Lift the tabletop slightly to disengage the locking mechanism then release the handle.
 - Hold the tabletop while pivoting up to full vertical position.
3. To move the table
 - Ensure the table is locked in vertical position.
 - Use your foot to unlock the toggle switch of all four castor wheels.
 - Hold the tabletop and push to move the table. Do not hold the cables, mechanism or handle while moving the table.
 - The table can also be moved when in horizontal position but only for small distances or when aligning with other tables. Ensure there are no heavy objects on the table.
 - Lock all four castor wheels once the table is in position.

5. DOCUMENT REVIEW

This document is to be reviewed with any relevant company or customer change or as a minimum every 3 years.

6. COPIES

A copy of this document can be located:

- #01 Secure Page / 04 Product Instruction Manuals