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Note: Please read and understand these instructions before assembling.
Note: If you need additional information, contact Wenger Corporation using the information below.

Important User Information

General

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The information in this document is not intended to cover all possible conditions and situations that might occur. The end user must exercise caution and common sense when assembling or installing Wenger Corporation products. If any questions or problems arise, call Wenger Corporation at 1-800-887-7145.

Manufacturer

The flipFORMS® are manufactured by:

Wenger Corporation
555 Park Drive
Owatonna, MN 55060
(800) 4WENGER (493-6437) • +1 (507) 455-4100
www.wengercorp.com

Intended Use

- This product is intended for indoor use in normal ambient temperature and humidity conditions — it must not be exposed to prolonged outside weather conditions.
- This product is intended to be assembled only as described in these instructions.

Warranty

This product is guaranteed free of defects in materials and workmanship for five full years from date of shipment. A full warranty statement is available upon request.

Before You Begin

- Read the complete assembly procedure before you begin.
- Open both large cartons, and compare the parts to the “Replacement Parts List” listed below.
- Fasteners and loose parts are packed in the Hardware Pack.
- Screws should be threaded into plastic parts with a #2 phillips screwdriver or battery powered screw driver. If using a power screw driver, set on lowest speed setting. Tighten to approximately 1/8” from tight and finish tightening with hand screw driver. Tighten the screws just enough to bring the parts together and stop. **Don’t over tighten!** Additional tightening will not increase holding power and may actually reduce holding power of the screw.

Note: Due to variability in the manufacturing process, molded screw start points at some locations may not be fully formed. It may be necessary to drill a tiny pilot hole using a 1/8” diameter drill bit (provided). Often the screw will cut its own pilot hole if sufficient pressure is applied to the screwdriver.



Required Tools

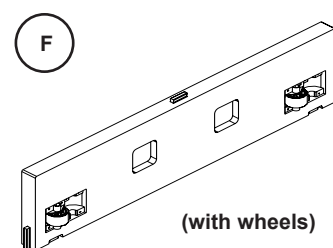
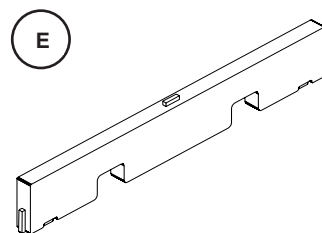
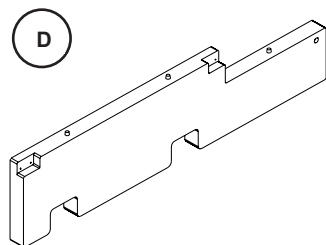
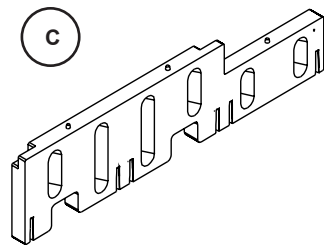
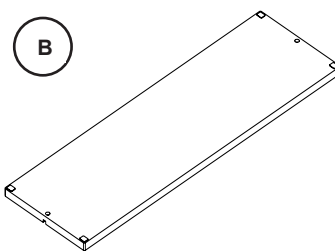
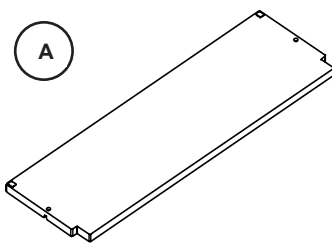
The following tools must be available to assemble the flipFORMS:

- Phillips screwdriver or “slow” speed power driver
- Rubber mallet
- 1/8” diameter drill bit (provided)

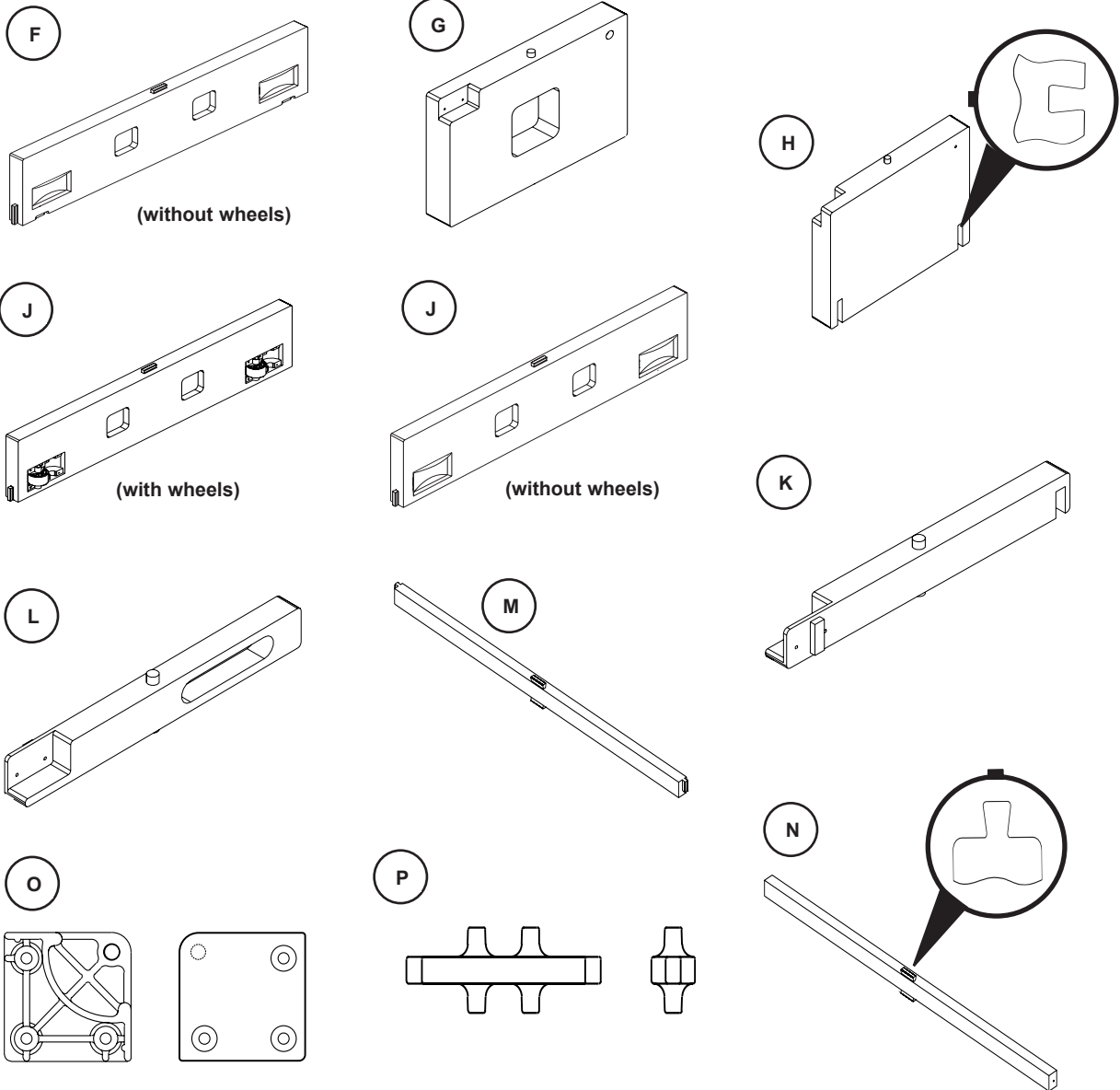
Fastener List

- Phillips pan-head self-tapping screw, #10 x 1-1/2”
- Phillips pan-head self-tapping screw, #10 x 2”

Parts List



Parts List (continued)



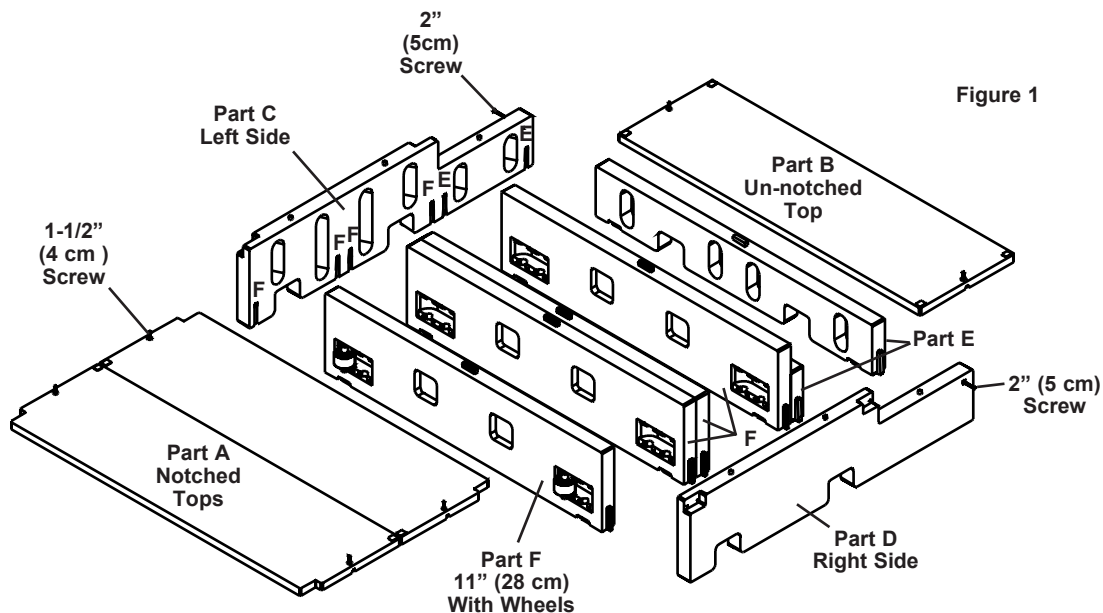
Part	Qty	Description	Part	Qty	Description
A	4	Step Top With Notch	J	1	10" (25.4 cm) Support With Wheels
B	3	Step Top Without Notch	J	1	10" (25.4 cm) Support Without Wheels
C	1	Base Side Left Hand	K	1	4" (10 cm) Step End Left Hand
D	1	Base Side Right Hand	L	1	4" (10 cm) Step End Right Hand
E	2	7" (18 cm) Base Support	M	1	2" (5 cm) Support With Dovetails On Ends
F	1	11" (28 cm) Base Support With Wheels	N	1	2" (5 cm) Support Without Dovetails On Ends
F	3	11" (28 cm) Base Support Without Wheels	O	8	Hinge Cover
G	1	12"(30.5 cm) Step End Left Hand	P	4	Hinge Link
H	1	12" (30.5 cm) Step End Right Hand			

Assembly

Base Assembly

1. Orient the base parts similar to **Figure 1** with the parts laying flat on the floor.
2. Assemble all cross supports to one side panel as follows:
 - a. Position Part E dovetail into side panel Part C slot labeled E with the flipFORM logo out.
 - b. Lift the back end of the side panel to position second Part E in the next slot.
The Part F support with the wheels must face the back of the base.
 - c. Position the three Part F supports without wheels in the next three slots labeled Part F.
 - d. Position the Part F support with wheels in the back labeled Part F.
 - e. Go to the other side and slide Part D over the dovetail keys.
 - f. Push down on the side panels until the top surfaces are flush with the six supports.

Tighten the screws only enough to bring the parts together and stop.



3. Assemble two Part "A" notched top panels to the upper level of the base with notches at the outer corners as follows:
 - a. Lay the top panels over the dovetail keys on the supports and slide to the side to center.
A rubber mallet may be needed to drive the top panel to center. After first screw is in place top can be moved over slightly with mallet to center second hole.
 - b. Assemble the un-notched top panel Part B to the lower level of the base.
 - c. Lock the tops down with one 1-1/2" (4 cm) screw at each end using a hand screwdriver.
 - d. Using a 2" (5 cm) screw, secure each side panel to the front Part E support.

Tighten the screws only enough to bring the parts together and stop.

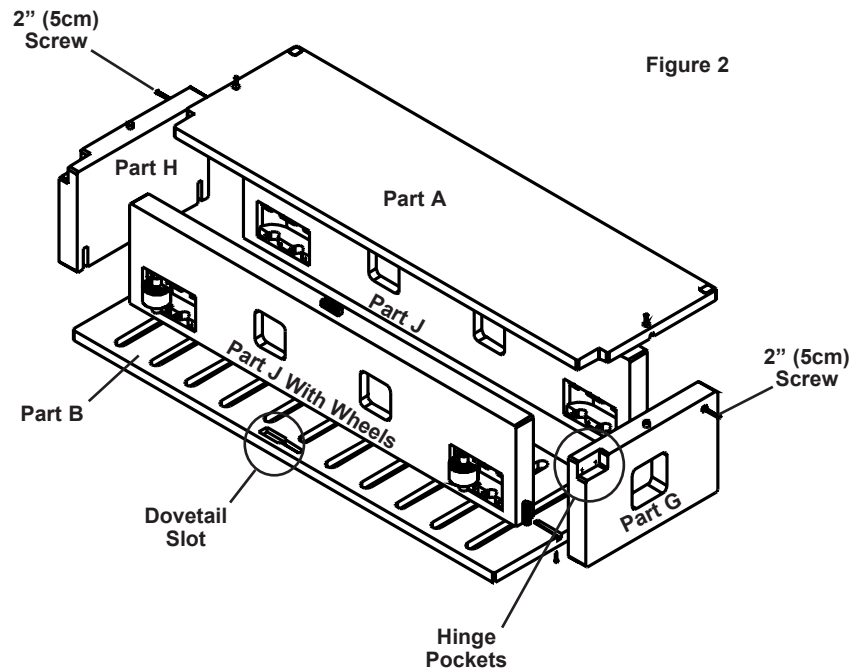
Assembly (continued)

12" Step Assembly:

1. Orient the 12" (30.5 cm) step parts as shown in **Figure 2**.
 - a. Lay the un-notched top panel Part B face down on a flat surface with dovetail slots as shown.
 - b. Position the Part J support with wheels down and toward you, and slide to the right to lock in.
 - c. Slide the end panel parts G and H down over the dovetail keys with hinge pockets toward you.
 - d. Put a 2" (5 cm) screw in the hole in each end panel to secure it to Part J with out wheels.

Tighten the screws only enough to bring the parts together and stop.

- e. Place notched top panel Part A on top with notches toward you and slide to the right to lock.
- f. Lock the top down with one 1-1/2" (4 cm) screw at each end.
- g. Use hand screwdriver to tighten screw to bring the parts together and stop.
- h. Turn the assembly over and lock the other top down with one 1-1/2" (4 cm) screw at each end.

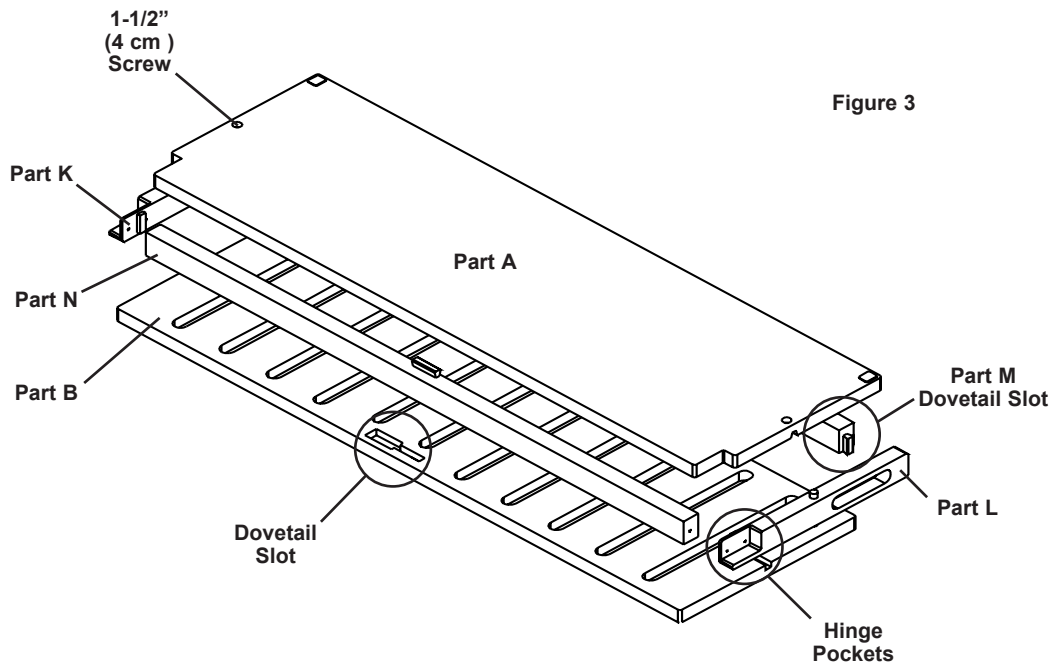


Assembly (continued)

4" Step Assembly

1. Orient the 4" (10 cm) step parts as shown in **Figure 3**.
 - a. Lay the un-notched top panel Part B face down on a flat surface with dovetail slots as shown. Make sure it is positioned to be flush with the edge of the top.
 - b. Position Part N support without end dovetail keys toward you. Make sure it is positioned to be flush with the edge of the top. Slide to the right to lock on.
 - c. Position Part M support with end dovetail keys on the other side with the dovetail keys down. Make sure it is positioned to be flush with the edge of the top. Slide to the right to lock on.
 - d. Slide the end panels down over the dovetail keys with the hinge pockets towards you.
 - e. Place notched top panel Part A on top with notches toward you and slide to the right to lock.
 - f. Lock the tops down with one 1-1/2" (4 cm) screw at each end. Tighten screws only enough to bring the parts together and stop.

Tighten the screws only enough to bring the parts together and stop.



Assembly (continued)

Assemble the Steps to the Base:

1. Orient the base and steps as shown in **Figure 4**.
 - a. Place the 12" (30.5 cm) step behind the base with the hinge pocket lined up with the base hinge pocket.
 - b. Place the 4" (10 cm) step on the lower level of the base lining up the hinge pocket with the base.
 - c. Position the hinge links at each end of the step to connect to the base.
 - d. Position a hinge cover over each end of each link to hold it in place.
 - e. Attach the hinge covers with three 1-1/2" (4 cm) screws to complete the assembly.

Tighten the screws only enough to bring the parts together and stop.

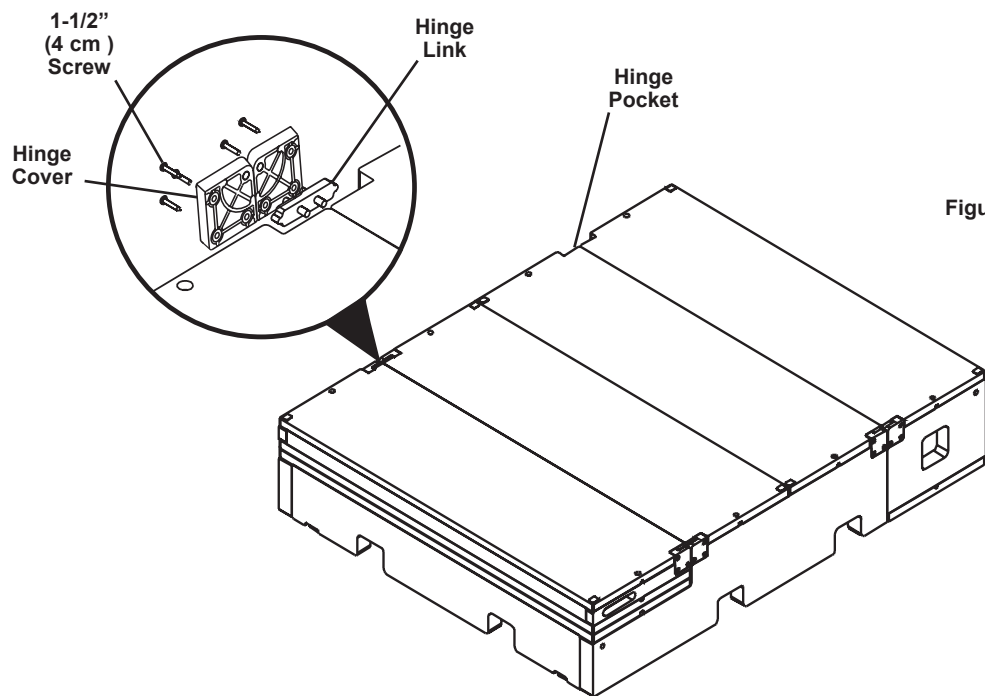


Figure 4

Load Limits

The flipFORMS unit is designed for maximum load of 125 lbs. per square foot (610 kg per square meter)

Cleaning and Maintenance

All plastic components may be cleaned with mild spray cleaner.
A soft bristle brush may be required for the textured areas.