



# CT4880 Collaboration Huddle Table Assembly Instructions



Monitor, monitor stand and chairs are not included.

Thank you for choosing the **CT4880 Collaboration Huddle Table** from AmpliVox Portable Sound Systems.

We are excited in introducing this truly unique collaboration table. Our table combines flexibility with functionality. Please refer to this user guide as you enjoy the unique capabilities of another quality product from AmpliVox Portable Sound Systems.

We encourage you to visit our website [www.ampli.com](http://www.ampli.com) to register your product for its warranty coverage, sign up to receive our newsletter, download our catalog, and learn more about the complete line of AmpliVox audio visual products, including portable PA systems, and lecterns.

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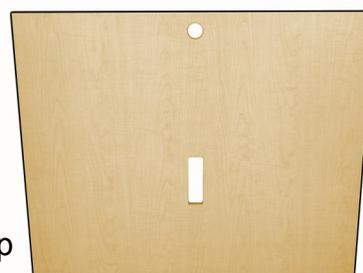
**Material used in manufacturing of this product is in full compliance with the California Air Resources Board (CARB) ATCM 93120 code regulation.**

# PANEL IDENTIFICATION



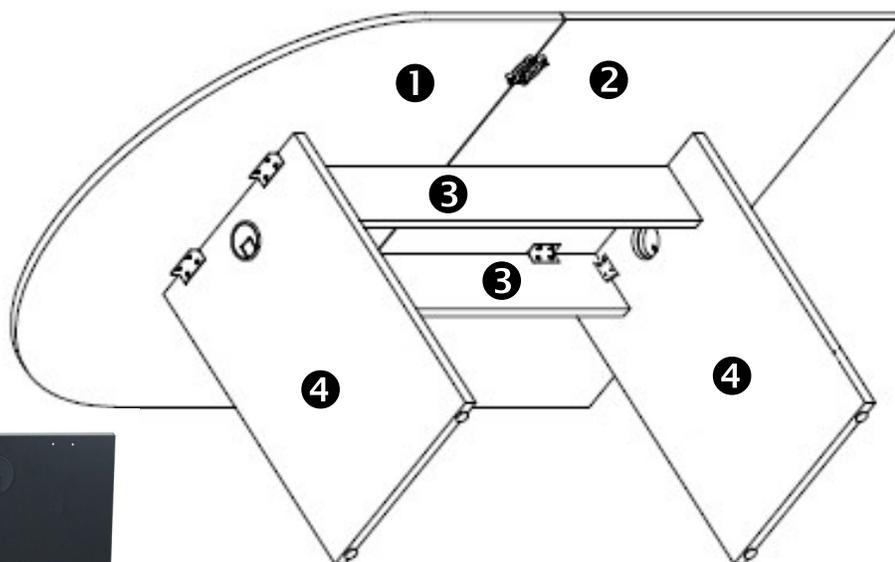
1

Table Top



2

Table Top



4

Leg



3

Cross Brace

## HARDWARE LIST

| ITEM | DESCRIPTION           |                                                                                     | QTY |
|------|-----------------------|-------------------------------------------------------------------------------------|-----|
| A    | L - Bracket           |  | 12  |
| B    | Pan Head Screw—5/8" L |  | 48  |

## GETTING STARTED

**TOOLS NEEDED:** Philips Screw Driver or Power Screwdriver, Rubber Mallet

- Unpack all panels from shipping box. Locate hardware bag and open.
- To prevent scratching of panels, lay panels on a flat soft surface like carpet.
- **Complete assembly time is about 30 minutes.**

# ASSEMBLY— BASE

## STEP 1

Take one of the **#3 Cross Brace Panels** and lay on a clean, soft surface. Locate the pilot holes on the backside of panel. Take one **L - Bracket (A)** and using a **Pan Head Screw (B)** attach to panel as show in picture. Each panel requires four **L - Brackets**. Repeat the process on the other panel.

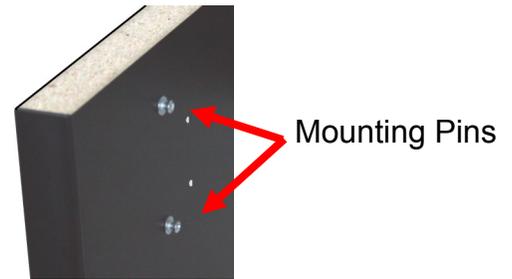


## STEP 2

Stand up one **#4 Leg**. On the back side you will see two sets of mounting pins. These pins lock into the receiving clips on the ends of the **#3 Cross Brace**. Pick up one of the Cross Braces and align the pins with the Receiving clips.

***Make sure that the L Brackets are facing the inside of the assembly.***

Slide **Cross Brace** down onto the **Mounting Pins**. Top edge of Leg and Cross Brace should be even. If not, tap down with rubber mallet until even. Repeat with the other Cross Brace. When one Leg is completed repeat with the other Leg. Once completed, screw **L-Brackets** of the **Cross Brace** into the **Legs** using the **Pan Head Screws (B)**.



## STEP 3

Move **Leg Assembly** to final spot in your room. Allow enough room on both sides for chairs. You will need a minimum of **13 inches** between the leg and wall. This space is needed for the overhang of the top surface of the table.

Review STEP 8 on page 5..



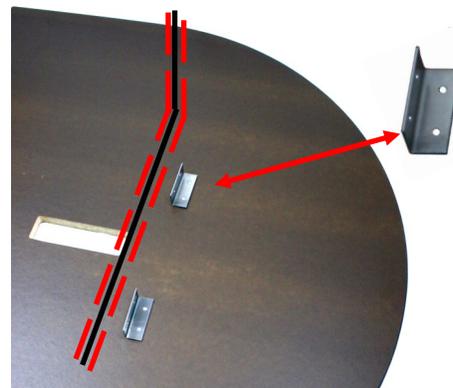
**Completed Assembly**

# ASSEMBLY— Table Top

## STEP 4

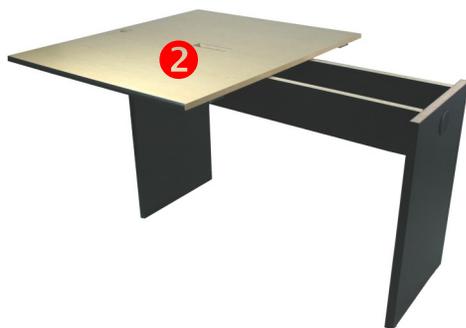
Take **Table Top** panels #1 and #2 and lay them down with the backside facing you. Take two **L-Brackets (A)** and screw them to the table with the **Pan Head Screw (B)**.

Please note direction of brackets in picture. **Red lines represent table leg**. In final assembly, bracket is to be on the outside surface of the leg. Repeat on the other table half. Again, **L-Bracket** needs to face the outside edge of table top.



## STEP 5

With help from another person lift up **Table Top #2**. Flip over with the brackets facing the floor and place on **Leg Base** as shown in picture. Make sure that the brackets are on the outside of **Leg**. Repeat with **Table Top #1**.



## STEP 6

Pull the two **Table Top** halves together. On the bottom side, in the middle, where the two halves come together there are two **Joining Latches**. These latches lock together as shown in pictures. Grab hold of the tab and slide in the other direction as shown until the two lock together. Both halves must be moved at the same time. You might have to lift one of the Table Tops to get the two latches to line up.



## STEP 7

Now that the two table tops are locked together they need to be attached to the leg base. You will now need some assistance to align the pilot holes located in the side of the base legs with the holes in the brackets. Once you have the holes aligned use the **Pan Head Screws (B)** to attach the table tops to the legs.

# ASSEMBLY— Power Outlets

## STEP 8

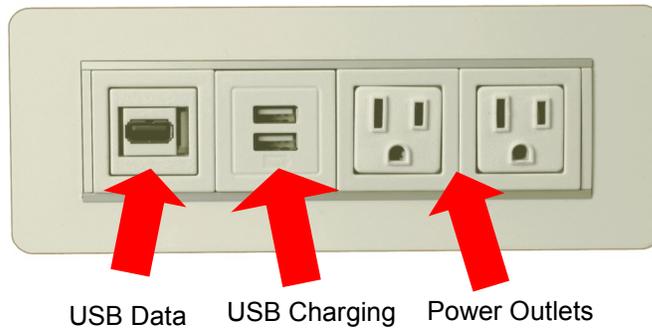
If you need to level the table, adjust one or more of the four levelers which are located under the legs in each corner. Rotate left to right, **counter clockwise** to lower foot (raises table). Rotate right to left, **clockwise** to raise foot (lowers table).



## STEP 9

Installing the two **Power Outlets** is very simple. Drop the two attached power cords through the cutouts on top of table. From underneath table you then tighten the thumb crew attached to the outlet box. Installation instructions are also included with the **Power Outlets**.

**Suggestion: adding a power strip underneath the table will allow you to plug in both of the power outlets to one main power source.**



USB Data    USB Charging    Power Outlets

Power Outlet contains 1-USB 3.0 Data Port, 2- USB (2 Amp) outlets for charging USB devices and 2 - 110V UL Listed outlets

## Optional Monitor Stand

Your table comes with a cable pass through hole designed for this bolt-on stand.

Monitor stand fits sizes 32"—52" screens. VESA mounting pattern 100 x 100 mm - 600 x 400 mm.

Stand also features a swivel bracket head with locking points at 15°, 30°, 45° and 90°.



## **WARRANTY**

### Limited One (1) -Year Warranty

AmpliVox warrants this product to be free from defects in materials and workmanship (subject to the terms set forth below) for a period of one (1) years from the date of purchase ("Warranty Period").

During the Warranty Period, AmpliVox will repair or replace (at AmpliVox's discretion) this product or any defective parts ("Warranty Service").

Repair or replacement under the terms of this warranty does not give right to any extension or a new beginning of the period of warranty.

### **CLAIMS UNDER THE WARRANTY**

To obtain Warranty Service, contact AmpliVox (800-267-5486) to be assigned a Return Authorization number (RA#). After receiving a RA#, the defective unit is to be returned to AmpliVox in either its original packaging or packaging affording an equal degree of protection. **You will bear the cost of shipping the product to AmpliVox.** If the product is covered by the warranty, AmpliVox will bear the cost of shipping product back to you after the completion of service under this warranty.

Return shipping will be charged to you for products not covered by the warranty or requiring no warranty repair.

The following information must be presented to obtain Warranty Service: (a) the RA# must be clearly and legibility marked on the outside of shipping carton, (b) proof of purchase, which clearly indicates the name and address of the seller, the date of purchase and the product type, which is evidence that this product is within the Warranty Period. Please further include (c) your return address, (d) daytime telephone number, and (e) reason for return.

### **LIMITATION OF WARRANTY**

This warranty is only valid for the original purchaser and will automatically terminate prior to expiration if this product is sold or otherwise transferred to another party. The warranty provided by AmpliVox in this statement applies only to products purchased for use, and not for resale. It does not apply to open box purchases, which are sold "as is" and without any warranty. This Warranty does not cover cosmetic damage or damage due to misuse, abuse, negligence, Acts of Nature, accident, disassembling or modification of, or to any part of, the product. This Warranty does not cover damage due to improper operation, maintenance or installation, or attempted repair by anyone other than AmpliVox. Any unauthorized repairs will void this warranty.

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