Cable Cubby 500 and 700 • Installation Guide

This guide provides instructions for an experienced installer to install and connect the Extron Cable Cubby 500 and 700 Cable Access Enclosures.

The Cable Cubby units are furniture-mounted enclosures for cable access, connections, and AC power. Cables that are not in use can be stored out of the way while remaining connected to the presentation system.

Planning

Check with local and state regulations before starting the installation:

- Ensure that the planned installation complies with building and electrical codes.
- Ensure that the planned installation complies with the Americans with Disabilities Act or other accessibility requirements.

Check all parts and equipment before installation:

- Ensure that all parts are present in each kit.
- Ensure that necessary tools and equipment are available for the installation.

Kit Contents

<table>
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<tr>
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<th>Cable Cubby 500 and Cable Cubby 500 CCB</th>
<th>Cable Cubby 700</th>
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<td>AAP Frame Plate</td>
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<td>2</td>
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<td>1</td>
<td>2</td>
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<td>Hole Plugs</td>
<td>(3) 3/8&quot;, (1) 1/4&quot;</td>
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<td>Retractor Trim and Screws</td>
<td>1 trim, 2 screws</td>
<td>2 trims, 4 screws</td>
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<tr>
<td>Retractor Pin &amp; Clip</td>
<td>1</td>
<td>2</td>
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<tr>
<td>#6 Mounting Screws and Star Washers</td>
<td>4</td>
<td>8</td>
</tr>
</tbody>
</table>
Preparing the Table

Cut a hole in the surface where the enclosure will be installed. Read the following information before making a cut.

**Determine the best location for the enclosure.**
- Ensure that the location where the Cable Cubby is to be installed is convenient for as many users as possible.
- Ensure that the edge on which the lid opens is oriented correctly.
- Ensure that there is ample space under the table for cables.
- When installing Retractors in the Cable Cubby, ensure that there is enough space for the Retractor assembly under the table or furniture (see dimensions for the Retractors below).

**NOTES:**
- To prevent objects from impeding cable retraction, allow at least 3 inches of clearance from the exposed cable side of the enclosure (see the diagrams below).
- Excess cabling may cause clearance issues. Use zip ties to secure under-table cabling to prevent accidental contact or entanglement (see Routing and Connecting Cables on page 6).

**Choose a method for cutting the hole in the table.**

**ATTENTION:** The opening in the table for the Cable Cubby should be cut only by licensed and bonded craftspeople. Exercise care to prevent scarring or damaging the furniture.

**ATTENTION :** L’ouverture dans la table pour le Cable Cubby devrait être coupée seulement par des artisans autorisés et qualifiés. Faites attention à ne pas faire de marques sur le meuble et à ne pas l’endommager.

**CAUTION:** Wear safety glasses when operating power equipment. Failure to comply can result in eye injury.

Choose one of the following methods for cutting the hole:

<table>
<thead>
<tr>
<th>Hand Router and Routing Template</th>
<th>Jigsaw and Paper Cut-Out Template</th>
<th>CNC Wood Router</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Hand Router" /></td>
<td><img src="image2.png" alt="Jigsaw and Paper Cut-Out" /></td>
<td>If using a CNC wood router or other precise machinery, use the exact cut-out dimensions for your model (see the table below).</td>
</tr>
</tbody>
</table>

Visit [www.extron.com](http://www.extron.com) for Cable Cubby routing template part numbers and instructions. Dimensions and cut-out templates are available online at [www.extron.com](http://www.extron.com).

<table>
<thead>
<tr>
<th>Cable Cubby Model</th>
<th>Cut-out Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Access Width</td>
<td>Side Dimension</td>
</tr>
<tr>
<td>500</td>
<td>5.75” (14.6 cm)</td>
</tr>
<tr>
<td>700</td>
<td>7.125” (18.1 cm)</td>
</tr>
<tr>
<td>500 CCB</td>
<td>5.75” (14.6 cm)</td>
</tr>
</tbody>
</table>
Preparing the Cable Cubby

Step 1 — Assemble the connectivity modules of your choice.

Connectivity modules allow you to populate the Cable Cubby with a combination of AAPs, cable pass-through modules, or Retractors.

AAP Module

NOTE: After assembling the module, proceed to “Step 2 — Install the modules” below.

1. Secure up to two single-space AAPs in the AAP plate.
2. Insert cables through the bottom of the connectivity bracket.
3. Connect cables to the AAPs.
4. Secure the AAP plate on the connectivity brackets, using two of the provided module screws.

Cable Pass-Through Module

NOTE: After assembling the module, proceed to “Step 2 — Install the modules” below.

1. Flip grommet plate upside down and insert Show Me Cables into the grommet plate.
2. Attach the Show Me Cable Trim Plate to the top of the module, using the module screws.
3. Attach the grommet plate to the bottom of the module, using the module screws.

Retractor Trim

Snap the included hole plugs into any unused holes.

Secure the Retractor trim using the provided mounting screws (2).

NOTE:
- Use a screwdriver to secure the Retractor trim with the screws.
- After installing the trim, proceed to “Step 2 — Install the modules” below to install the power module.
- Retractors are installed after the Cable Cubby is mounted on the table (see Installing Retractors on page 5).

Step 2 — Install the modules.

Determine where the connectivity modules and power module will be installed in the Cable Cubby. The modules may be installed at various heights.

NOTE: Ensure that there is enough room above the modules for the Cable Cubby lid to close completely.

For the power module:

WARNING: Risk of electric shock. To ensure proper electrical grounding, use at least two of the provided #6-32 mounting screws with the star washers.

AVERTISSEMENT : Risque de choc électrique. Afin d’assurer une mise à la terre correcte, utilisez un minimum de deux vis de mise à la terre #6-32 et les rondelles en étoile fournies.

1. Insert the modules into the Cable Cubby.
2. Secure the modules using the provided mounting screws and star washers on the front and back of the enclosure.
3. Use top hole only.

For Show Me Cable assemblies, only use the top holes of the bracket.
Connecting a Cable Cubby 500 CCB

For Cable Cubby 500 CCB models, follow the instructions below, then proceed to “Mounting the Cable Cubby in the Table.”

The Cable Cubby 500 CCB contains three contact closure buttons to control input selection on Extron switchers and products with contact closure control ports. Wire the Cable Cubby switches to the control product as shown in the wiring diagram below.

To wire the captive screw connectors:

1. Strip away 3 inches of the outer jacket from the end of the cable, and 3/16 inch (5 mm) of the inner jacket from the end of each wire.

2. Secure the wires to the captive screw connector using an Extron Tweeker or other small screwdriver. Follow the wiring diagram at the right.

To lower the Cable Cubby into the hole to test the fit. If necessary, carefully enlarge the opening.

Mounting the Cable Cubby in the Table

Step 1 — Mount the Cable Cubby flush with the table.

CAUTION: The flanged edges of the top of the surface enclosure are sharp. These edges are also soft and may be easily nicked or bent. Exercise caution when handling the enclosure to prevent personal injury or damage to the enclosure.

Step 2 — Under the table, adjust the side clamps on the enclosure.

Installing Retractors

Follow the steps below to install Retractors. For horizontal or angular Retractor mounting, see the information at right, then follow the steps below.

1. Insert retractor into the retractor trim.
2. Insert the pin through the retractor mounting hole on the side of the Cable Cubby and retractor assembly.
3. Secure the clip on the pin.
4. Secure the locking screw on each Retractor. Do not overtighten. The locking screw only needs to be snug.

NOTE: To lower the side clamp, turn the lever down, then press and hold the locking plate while sliding down the clamp.

Horizontal Mounting

Remove two enclosure screws (one on each side) from this position. Then, mount the Retractors as shown at left.

See the Cable Retractor Setup Guide, available on the Extron website, for additional steps.

Angular Mounting

Remove the enclosure screws as shown above, then follow this step:

Move the cable release assembly upward until the angular mounting hole is visible. Reinstall the enclosure screws in this hole (both sides).
# Routing and Connecting Cables

## Installation Checklist

### Planning (page 1)
- Check with local and state regulations before starting the installation.
- Check all parts and equipment before installation.

### Preparing the Table (page 2)
- Determine the best location for the enclosure.
- Choose a method for cutting the hole in the table.

### Preparing the Cable Cubby (page 3)
- Choose and assemble a combination of AAP, cable-pass through, and Retractor connectivity to populate the Cable Cubby.
- Secure the connectivity modules and power module in the Cable Cubby.

### Connecting a Cable Cubby 500 CCB (page 4)

### Mounting the Cable Cubby in the Table (page 4)
- Mount the Cable Cubby flush with the table.
- Adjust the side clamps.

### Installing Retractors (page 5)

### Routing and Connecting Cables (page 6)

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**CAUTION:**
Risk of Electric Shock.
This equipment must be grounded.

**ATTENTION:**
Risque de choc électrique.
Cet équipement doit être fixé au sol.

**NOTE:** Ensure that there is no tension on the power cable.