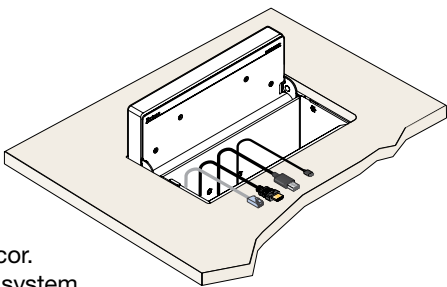# Extron

# Cable Cubby 1252 MS • Installation Guide

This guide provides instructions for an experienced technician to install the Extron Cable Cubby 1252 MS.

The Cable Cubby 1252 MS is a furniture-mounted enclosure for cable access, connections, and AC power. The Cable Cubby 1252 MS provides the freedom to either match the surface of the table or use a unique lid design that complements the room décor. Unused cables can be stored out of the way while remaining connected to the presentation system.

**NOTE:** This product is intended for use only with Extron UL listed power modules (not included).

## Planning

### Check with local and state regulations before starting the installation

☐ Ensure that the planned installation complies with national and local 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 the kit.

☐ Ensure that necessary tools and equipment are available for the installation.

## Kit Contents



| Part | | Quantity | Part | | Quantity |
|---|---|---|---|---|---|
| Connectivity bracket | | 1 | Retractor pin and clip | | 1 |
| #4-40 flat head module screws | | 4 | #6-32 pan-head mounting screws and star washers | | 8 |
| AAP frame plate | | 1 | #4 flat head lid insert wood screws | | 4 |
| Cable grommet plate | | 1 | Trim brackets | | 2 |
| Hole plugs | | 6 (3/8"), 2 (1/4") | #8 pan head wood mounting screws | | 12 |
| Retractor bracket | | 1 | ZipClip screws and washers (for mounting of optional ZipClip power supply) | | 2 |

## Preparing the Table and Cable Cubby 1252 MS Lid

Prepare the lid and 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 1252 MS 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. Allow at least 36 inches of cable loop for each cable (see **Routing and Connecting Cables** on page 10).

☐ When installing retractors in the Cable Cubby, ensure that there is enough space for the retractor assembly under the table or furniture (see the **Dimensions with a Retractor** on page 11 for retractor dimensions).
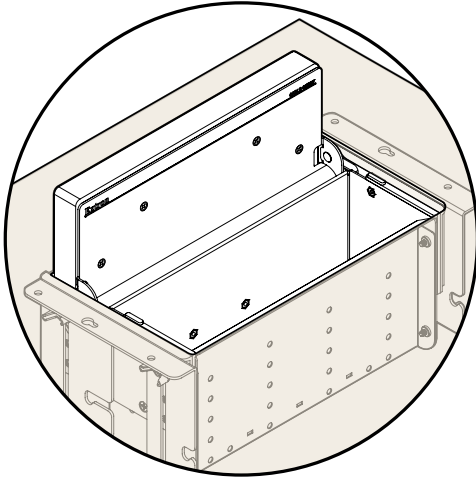
### Prepare the table

> **ATTENTION:**
> - The correct dimensions for the cut in the table surface depend on the thickness of your lid material.
>   - **If the total lid thickness is equal to or thicker than the table surface**, see **figure 1** on page 3.
>   - **If total lid thickness is thinner than the table surface**, see **figure 2** on page 3.
> - Les dimensions correctes pour la découpe dans la surface de table dépendent de l'épaisseur de votre couvercle :
>   - **Si l'épaisseur totale du couvercle est égale ou plus importante que la surface de la table,** regardez la **figure 1**.
>   - **Si l'épaisseur totale du couvercle est moins importante que la surface de la table,** regardez la **figure 2**.
>
> - For a professionally-installed appearance, the mounting surface for the Cable Cubby 1252 MS requires precise cuts. Extron strongly recommends cutting the hole via a computer numerical control (CNC) machine **only**.
> - Pour offrir un design professionnel, il est nécessaire de couper avec précision la surface de montage du Cable Cubby 1252 MS. Extron recommande vivement de percer le trou **uniquement** à l'aide d'une machine-outil à commande numérique.
>
> - 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.
> - L'ouverture dans la table pour le Cable Cubby doit être coupée uniquement par un ouvrier détenteur d'une licence. Veillez à ne pas laisser de marques ni à détériorer le mobilier.
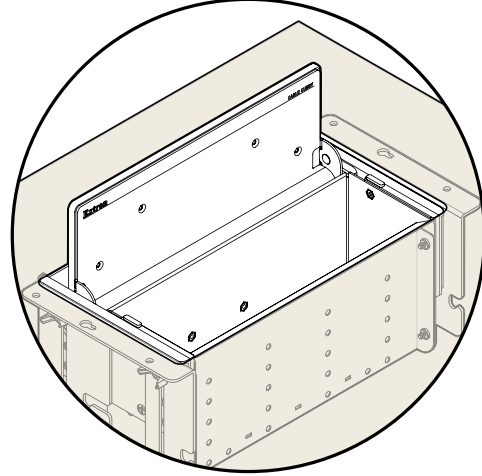
1. Cut a hole in the table for the Cable Cubby 1252 MS. See the table below to determine:
   - The location and orientation of the cut on the table
   - The correct size of the cut, based on the thickness of the table surface and the lid.
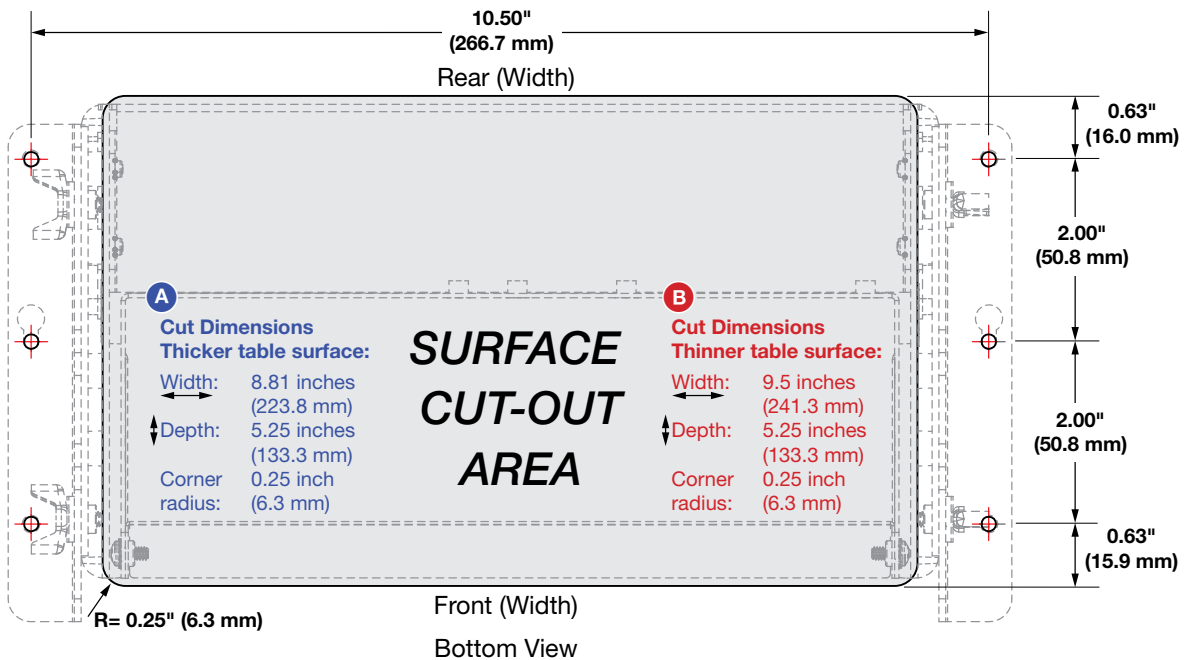
| Ⓐ Lid is thicker than or as thick as the table surface | Ⓑ Lid thickness is thinner than table surface |
|---|---|
|  |  |
| | **NOTE:** A thinner lid requires a slightly larger cut because the enclosure extends into the cut-out. |
| **Figure 1.** Thicker Lid Material | **Figure 2.** Thinner Lid Material |



10.50" (266.7 mm)
Rear (Width)

0.63" (16.0 mm)

2.00" (50.8 mm)

Ⓐ **Cut Dimensions Thicker table surface:**
Width: 8.81 inches (223.8 mm)
Depth: 5.25 inches (133.3 mm)
Corner radius: 0.25 inch (6.3 mm)

SURFACE CUT-OUT AREA

Ⓑ **Cut Dimensions Thinner table surface:**
Width: 9.5 inches (241.3 mm)
Depth: 5.25 inches (133.3 mm)
Corner radius: 0.25 inch (6.3 mm)

2.00" (50.8 mm)

0.63" (15.9 mm)

R= 0.25" (6.3 mm)

Front (Width)
Bottom View

**Figure 3.** Enclosure Dimensions and Mounting Hole Locations

2. Mark and pre-drill pilot holes, 1/8-inch in diameter, 1/2-inch deep at the six mounting locations shown (✛) in figure 3.

3. Fabricate the Cable Cubby lid to the dimensions shown at right.

   **NOTE:** Make the cut as accurate as possible, the cutout piece can be used for the lid to be attached to the Cable Cubby.
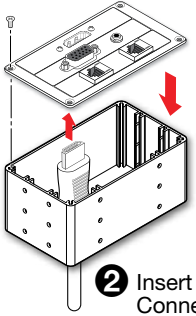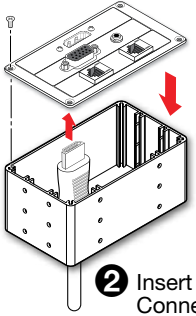


0.81" **MAX** (20.6 mm) (Varying thickness)

8.56" (217.4 mm)

4.43" (112.5 mm)

0.2" (5 mm) Radius Corners

3
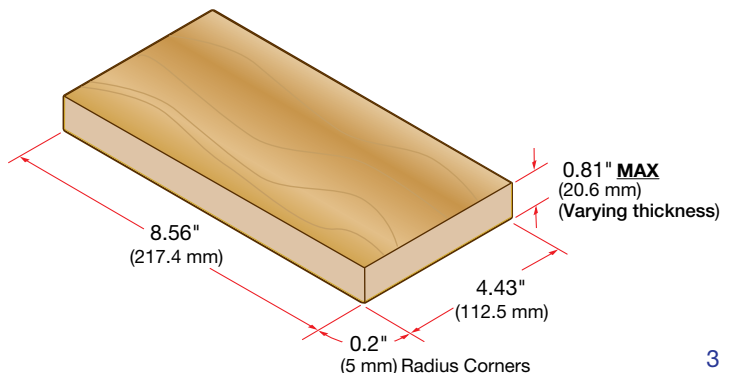
## Preparing the Cable Cubby
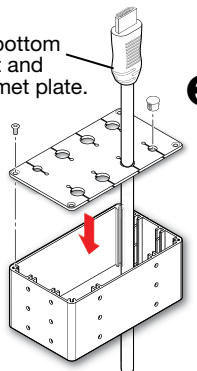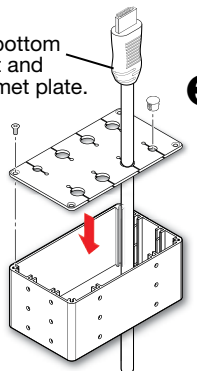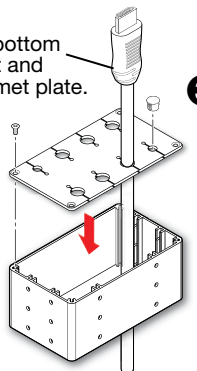
### Step 1 — Assemble Connectivity Modules

Connectivity modules allow you to populate the Cable Cubby enclosure with a combination of AAP modules, cable pass-through, or retractors. Follow the steps below to assemble the connectivity modules of your choice.

#### Option 1: AAP module

❶ Secure up to three single-space AAP modules in the AAP frame plate.

❸ Secure the AAP frame plate on the connectivity brackets, using four of the provided #4-40 module screws. Use a screwdriver to tighten the screws.

#4-40 Nut with Captive Washer

❷ Insert cables through the bottom of the connectivity bracket. Connect cables to the AAP modules.

**NOTE:** After assembling the module, proceed to **Step 2 — Install the Modules** on page 5.

#### Option 2: Cable pass-through module

❶ Insert cables through the bottom of the connectivity bracket and into the holes of the grommet plate.

❸ Snap the included hole plugs into any unused holes.

❷ Secure the grommet plate on the connectivity bracket, using four of the provided #4-40 module screws. Use a screwdriver to tighten the screws.

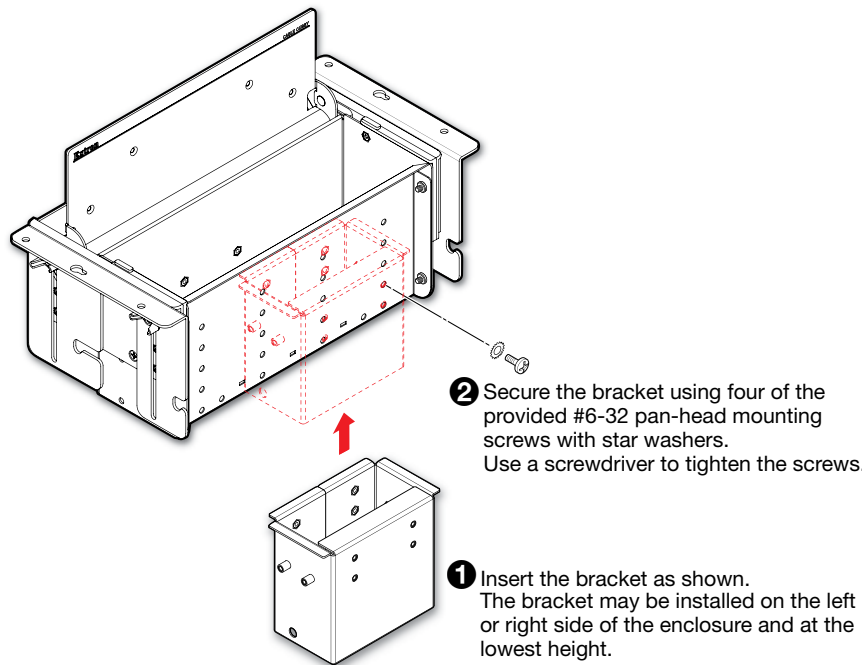**NOTE:** After assembling the module, proceed to **Step 2 — Install the Modules**.

## Option 3: Retractor Bracket

Use the retractor bracket to mount retractors in the Cable Cubby 1252 MS enclosure.



**2** Secure the bracket using four of the provided #6-32 pan-head mounting screws with star washers. Use a screwdriver to tighten the screws.

**1** Insert the bracket as shown. The bracket may be installed on the left or right side of the enclosure and at the lowest height.

**NOTES:**
- After installing the bracket, proceed to "Step 2 — Install the Modules" to install the power module.
- After mounting the Cable Cubby on the table, install the Retractors (see **Installing Retractors** on page 8).

## 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 on the left or right side of the enclosure and at various heights.

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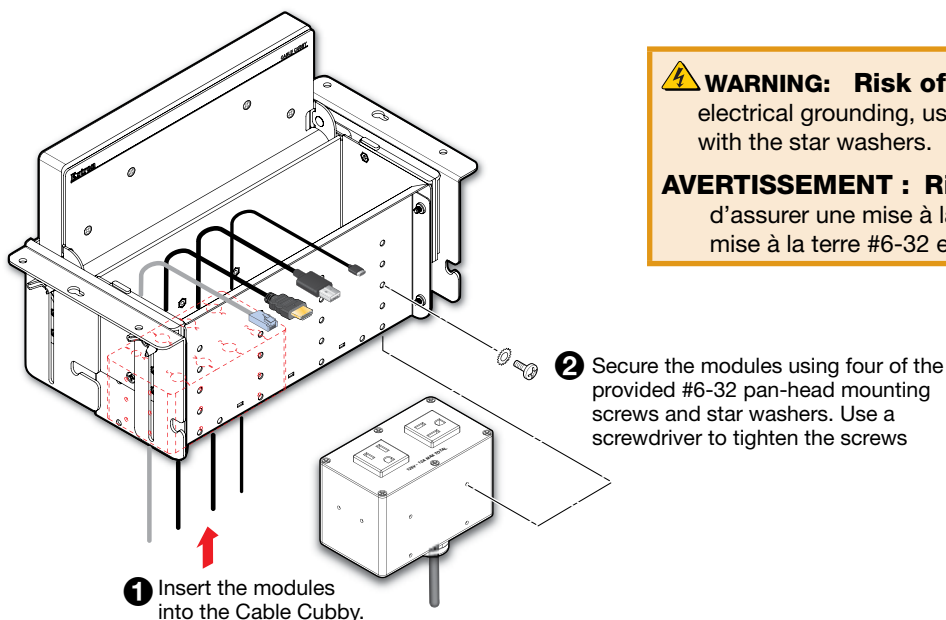


⚠ **WARNING:   Risk of Electric Shock.** To ensure proper electrical grounding, use the provided #6-32 mounting screws with the star washers.

**AVERTISSEMENT :  Risque de choc électrique.** Afin d'assurer une mise à la terre correcte, utilisez les fixations de mise à la terre #6-32 et les rondelles en étoile fournies.

**2** Secure the modules using four of the provided #6-32 pan-head mounting screws and star washers. Use a screwdriver to tighten the screws

**1** Insert the modules into the Cable Cubby.

# Cable Cubby 1252 MS • Installation Guide (Continued)

### Step 3 — Mount the lid onto the Cable Cubby

**❶** Align the lid to the Cable Cubby. The back edge of the lid lines up with the back edge of the lid mechanism.

**If using screws, perform ❷ and ❸.**

**If <u>NOT</u> using screws, perform ❹.**

**Option 2a: Mount lid insert with screw**

**❷** Mark and drill four 1/16-inch pilot holes.

**❸** Secure the lid onto the Cable Cubby using #4 flat head wood screws.

**— OR —**

**Option 2b: Mount the fabricated lid without screws**

**❹** Secure the lid onto the Cable Cubby using the proper adhesive.

## Mounting the Cable Cubby in the Table

1. See the dimension on **figure 3** on page 3 for the mounting hole locations **OR** have an assistant hold the Cable Cubby against the underside of the mounting surface.

2. Install the screws in the two center pre-drilled mounting holes on each side, leaving 1/8 inch (4 mm) of the screw head exposed.

3. Use the two center slotted mounting holes on the mounting bracket to hang the Cable Cubby on the two installed screws.

4. Snug the two screws just so that the Cable Cubby can still be moved on its slotted holes.

5. Adjust the Cable Cubby position and alignment.

6. Tighten the center mounting screws while maintaining the position and alignment of the Cable Cubby.

7. Install the remaining mounting screws and secure the Cable Cubby to the table.

## Step 1 — Perform height adjustment

**NOTE:** If the lid is the same thickness as the table, proceed to **Step 2: Install trim brackets** on page 8.
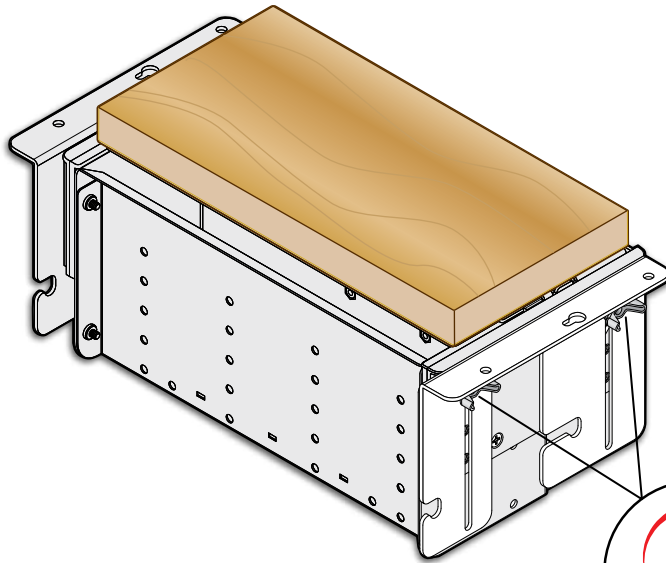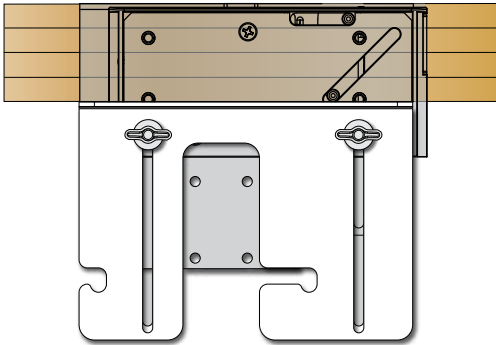


❶ If the lid thickness is different than the table thickness, loosen, but do not remove, the wing bolts (two on each side), just enough to allow the Cable Cubby to slide up and down in the brackets.

**NOTE:** If the lid is thinner than the table surface, it may be necessary to relocate the wing bolts to the bottom position of the Cable Cubby.
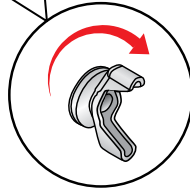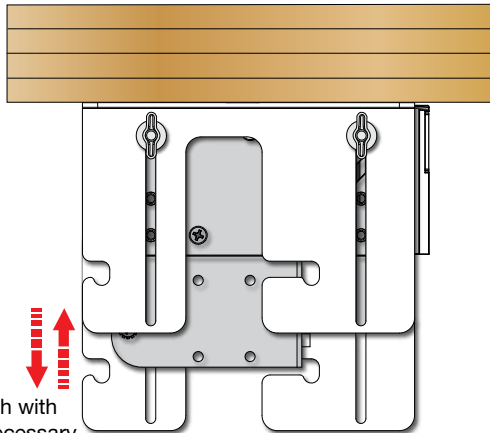
❸ Firmly tighten the wing bolts.

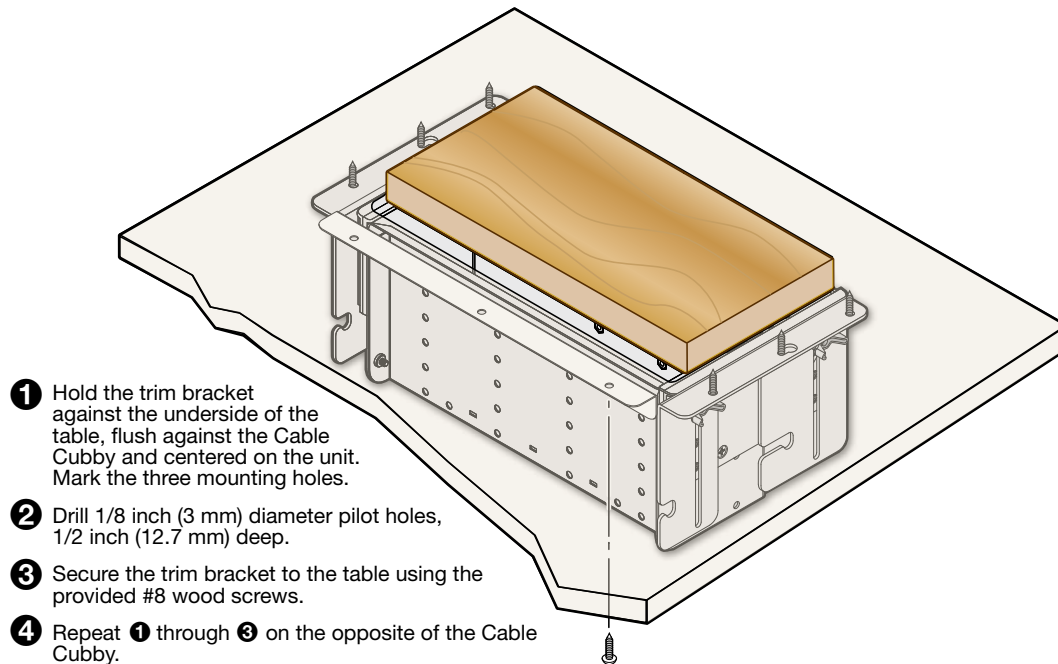❷ Raise the unit up or down until the lid is flush with the table top surface. Use an assistant if necessary.
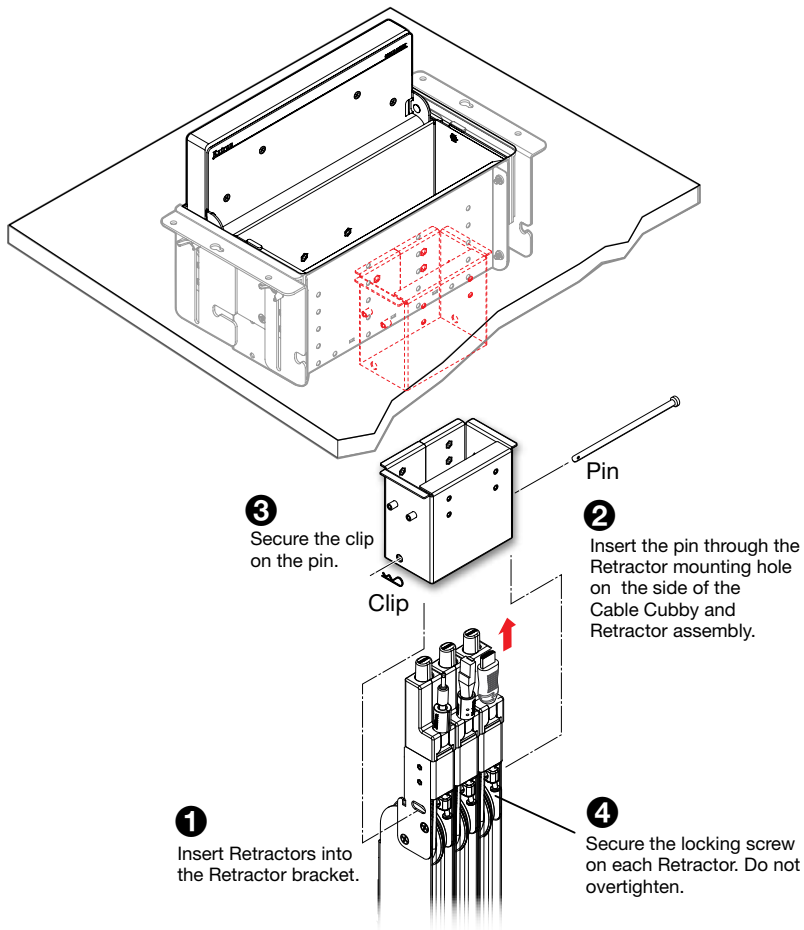
## Step 2 — Install trim brackets

If there is a gap, front and back, between the underside of the table and the Cable Cubby frame, install the trim brackets as follows:
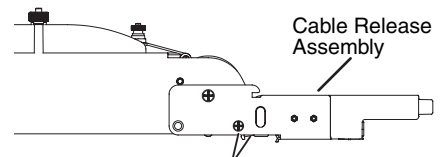
❶ Hold the trim bracket against the underside of the table, flush against the Cable Cubby and centered on the unit. Mark the three mounting holes.

❷ Drill 1/8 inch (3 mm) diameter pilot holes, 1/2 inch (12.7 mm) deep.

❸ Secure the trim bracket to the table using the provided #8 wood screws.

❹ Repeat ❶ through ❸ on the opposite of the Cable Cubby.

# Installing Optional Accessories

## Installing Retractors

For horizontal or angular retractor mounting, see the information at right, then follow the steps below.

❸ Secure the clip on the pin.

Clip

Pin

❷ Insert the pin through the Retractor mounting hole on the side of the Cable Cubby and Retractor assembly.

❶ Insert Retractors into the Retractor bracket.

❹ Secure the locking screw on each Retractor. Do not overtighten.

### Horizontal Mounting

Cable Release Assembly

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

See the *Cable Retractor Series Setup Guide*, available on the Extron website, for additional steps.
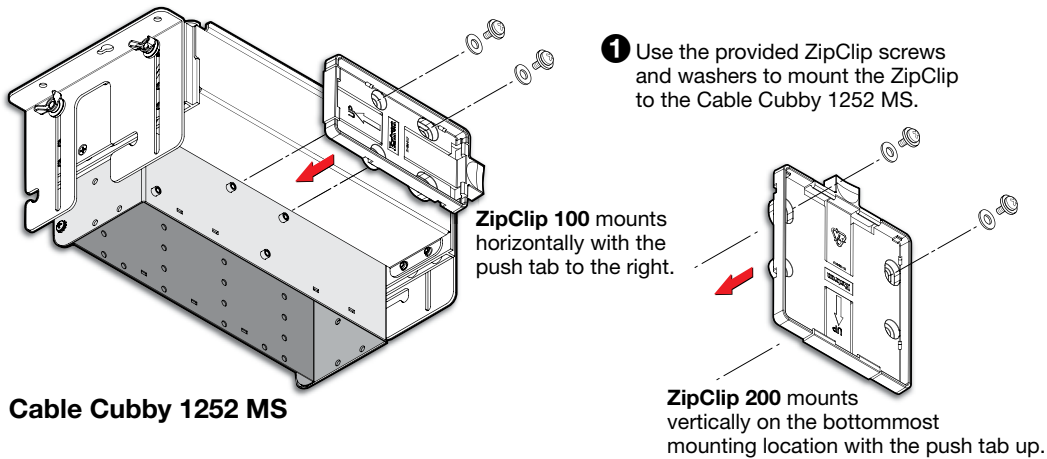
### Angular Mounting

Remove the enclosure screws as shown above, then follow this step:
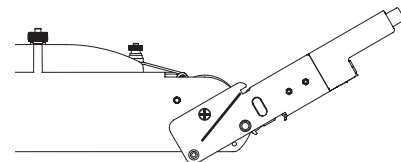
Move the cable release assembly upward until the angular mounting hole is visible. Reinstall the enclosure screws in this hole (both sides).
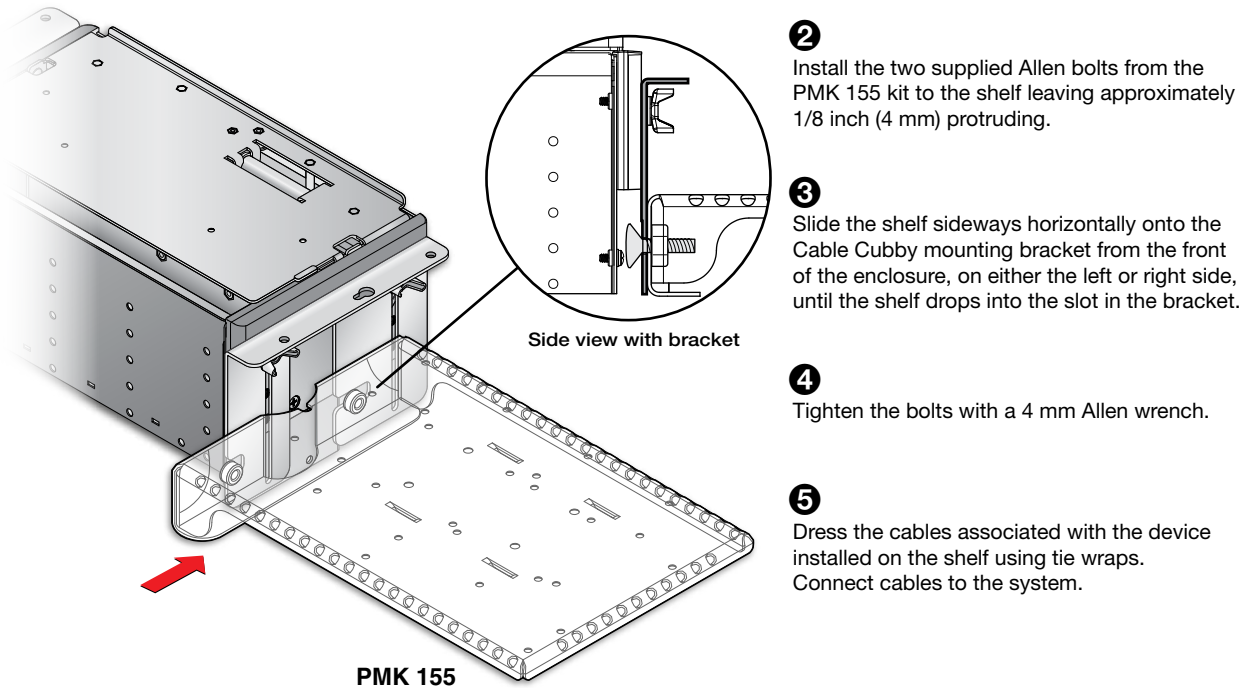
## Installing an optional ZipClip 100 or ZipClip 200 mounting kit



**1** Use the provided ZipClip screws and washers to mount the ZipClip to the Cable Cubby 1252 MS.

**ZipClip 100** mounts horizontally with the push tab to the right.

**Cable Cubby 1252 MS**

**ZipClip 200** mounts vertically on the bottommost mounting location with the push tab up.

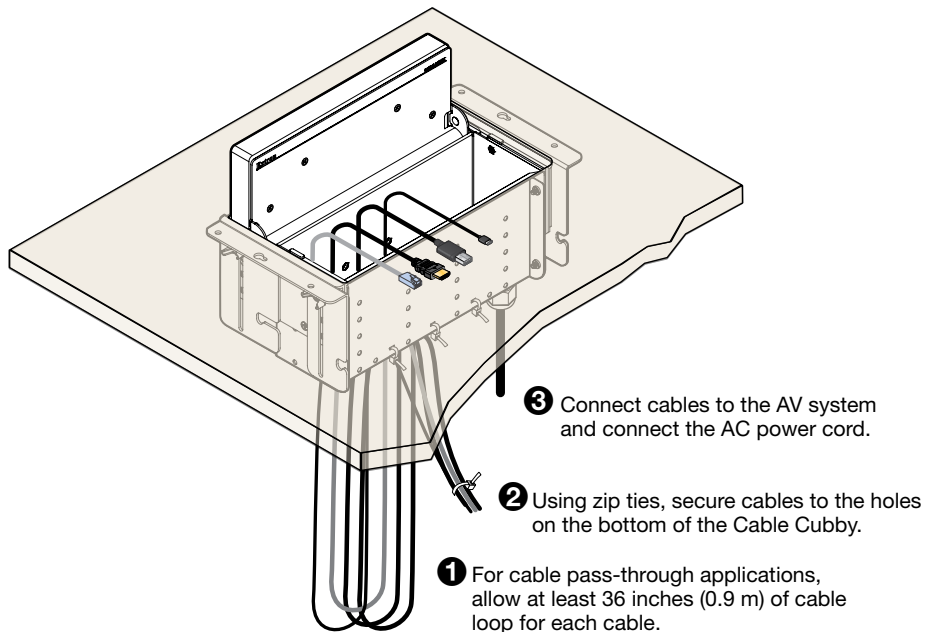## Installing an optional PMK 155 Product Mounting Kit

**1**
Mount the device (up to 1.75 inch [44.4 mm] tall) and power supply to the PMK 155 (see the *PMK 155 Installation Guide)*.

> **NOTE**:   The pipe clamp that is included with the PMK 155 is not required for the Cable Cubby installation and can be discarded.



Side view with bracket

PMK 155

**2**
Install the two supplied Allen bolts from the PMK 155 kit to the shelf leaving approximately 1/8 inch (4 mm) protruding.

**3**
Slide the shelf sideways horizontally onto the Cable Cubby mounting bracket from the front of the enclosure, on either the left or right side, until the shelf drops into the slot in the bracket.

**4**
Tighten the bolts with a 4 mm Allen wrench.

**5**
Dress the cables associated with the device installed on the shelf using tie wraps. Connect cables to the system.

## Routing and Connecting Cables



**3** Connect cables to the AV system and connect the AC power cord.

**2** Using zip ties, secure cables to the holes on the bottom of the Cable Cubby.

**1** For cable pass-through applications, allow at least 36 inches (0.9 m) of cable loop for each cable.

# Dimensions with a Retractor

7.14"
(181.4 mm)

0.30"
(7.6 mm)

13.63"
(346.2 mm)

21.66"
(550.1 mm)

23.33"
(592.6 mm)

9.00"
(228.6 mm)

10.14"
(257.6 mm)

0.20"
(5.1 mm)

19.63"
(498.6 mm)

26.85"
(682.1 mm)

29.33"
(745.0 mm)

9.0"
(228.6 mm)

**Figure 4.** **Retractor Dimensions with Cable Cubby 1252 MS**

## 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

- ☐ **Determine the best location for the enclosure**
- ☐ **Determine cutout hole size based on lid thickness (page 3)**
- ☐ **Cut the hole in the table and pre-drill mounting locations (page 3)**
- ☐ **Fabricate Cable Cubby lid (page 3)**

### Preparing the Cable Cubby

- ☐ **Assemble Connectivity Modules (page 4)**
- ☐ **Install the Modules (page 5)**
- ☐ **Mount the Lid onto the Cable Cubby (page 6)**

### Mounting the Cable Cubby in the Table

- ☐ **Mount the Cable Cubby flush with the table (page 6)**
- ☐ **If necessary, adjust the Cable Cubby height (page 7).**
- ☐ **If necessary, install the trim brackets (page 8)**

### Installing optional equipment

- ☐ **Installing Retractors (page 8)**
- ☐ **Installing a ZipClip mounting clip (page 9)**
- ☐ **Installing a PMK 155 Product Mounting Kit (page 9)**
- ☐ **Routing and Connecting Cables (page 10)**

---

For information on safety guidelines, regulatory compliances, EMI/EMF compatibility, accessibility, and related topics, see the **Extron Safety and Regulatory Compliance Guide** on the Extron website.