![Yakety Yak Furniture logo]

Yakety Yak
FURNITURE

Designing for Libraries
Education and Community

User Guide
YAKETY YAK 100 Series
Ingenious Help Pods

If you require further information please email: enquiries@yaketyyakfurniture.com

Contents

YAKETY YAK Furniture is the result of 25 years' experience working alongside our customers — listening, learning and updating our products to respond to their changing needs.

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Yakety Yak 100 Pod Series vitals

CLICK to view YAKETY YAK 100 Pod Series product pages

Product Name	Product images	Size in inches (")	Weight (lbs)	Adjustment range in inches (")	Running gear	Mobility	Cable management	In-barrel six outlet power board
100 Series Ingenious Help Pods								
Oval 101 Pod	Left orientation Right orientation	47.25"L x 31.5"W	216 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
Oval 102 Pod	Left orientation Right orientation	55.1"L x 31.5"W	227 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
Oval 103 Pod	Left orientation Right orientation	63"L x 31.5"W	234 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
Oval + Drawer 104 Pod	Left orientation Right orientation	63"L x 31.5"W	241 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
	Symmetrical	Diameter 39.4"	218 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
Round Offset 106 Pod	Left orientation Right orientation	Diameter 39.4" offset worktop maxx 7.87" overhang	218 lbs	Seated to standing 28.35"H to 44.1"H	1500N single lifting column	Suits occasional re-siting when fitted with retracting castors option	In barrel base plate cable access	YES
Support Caddy	Left orientation Right orientation	40.4"L x 23.6"W x 25.1"H	86 lbs	Fixed height		Brake castors Highly mobile		
100 Cash Module	Symmetrical	32.1"W x 32.8"D x 47"H overall worktop height: 31.5"H	190 lbs	Fixed height		Move on dolly	In barrel base plate cable access	
100 Work Module	Symmetrical	32.1"W x 32.8"D x 46"H overall worktop height: 37.3"H	203 lbs	Fixed height		Move on dolly	In barrel base plate cable access	

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All our YAKETY YAK library pods feature beautifully curved, interactive desktops and are powered to adjust from seated to standing (Fig. 1).

Your YAKETY YAK Pod comes fitted with a LINAK DPI1C height adjust panel (Fig. 2) equipped with the following features:

- Up/down drive
- 4 memory positions
- Bluetooth
- Height callibration display
- Anti-collision sensor

Fig. 1

Fig. 2

Operation

The desk panel is operated by tilting. Tilt and hold the DPI up to make the desk drive up, press and hold the panel down to make the desk drive down (Fig. 3). Release the panel when you have reached your requested position.

For detailed product information download the LINAK User Manual

Fig. 3

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P 2
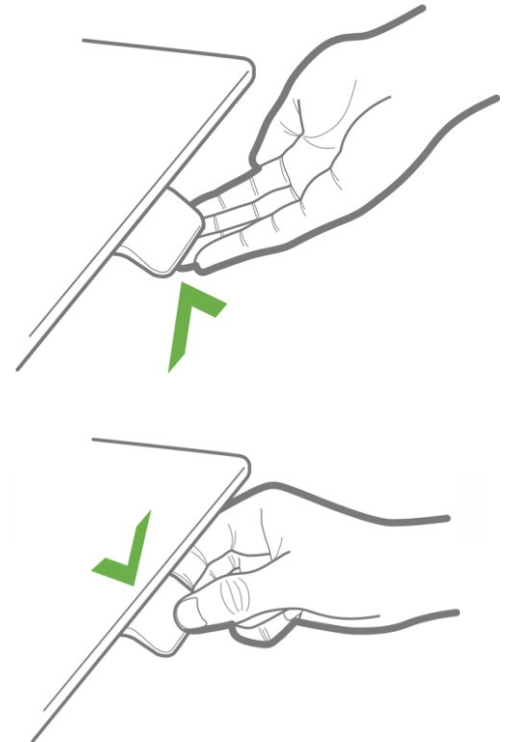
If favourite positions have been saved and automatic drive is enabled, simply double-tap up or down to drive the desk to a favourite position (Fig. 4).

Fig. 4

Download the height-adjust functions app

Pre-set heights and other functions are controlled via the app.
The app is connected to the desk via Bluetooth® Low Energy technology integrated in the DPI1C

How to download the app for iOS

Step 1: Use your iPhone to log into Apple App Store
Step 2: Type 'Desk Connect' in the search column
Step 3: Select the 'Desk Connect' app
Step 4: Click install to download the app to your device

You can also scan this QR code to reach the Apple App Store.

How to download the app for Android

Step 1: Use your Android device to log into Google Play Store
Step 2: Type 'Desk Connect' in the search column
Step 3: Select the 'Desk Connect' app
Step 4: Click install to download the app to your device

You can also scan this QR code to reach the Google Play Store.

Fig. 5

To connect the app and the desk, set the DPI in pairing mode by pressing the connect button on the bottom of the DPI for two seconds (Fig. 5).
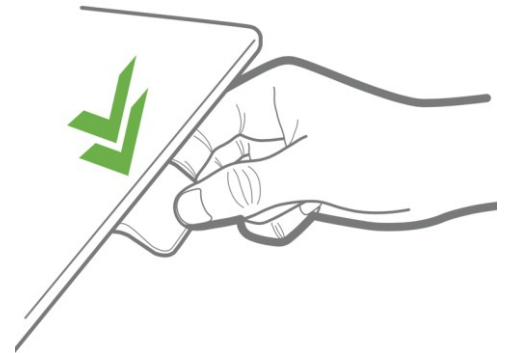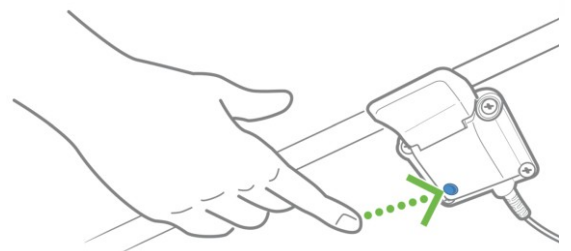
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P 3

Your 100 Series Pod is fitted with a strong, 1500N LINAK DL2 lifting column in conjunction with a LINAK CBD6 controller for its height-adjust functionality (Fig. 6). The equipment is super reliable and you should enjoy trouble free running for many years.

Fig. 6

Looking after the height-adjust equipment

Not using the mechanism regularly may result in eventual damage. A good idea is to ensure the mechanism is used sometime in every workday.

Lifting column system overuse

The height-adjust system can be used continuously for a maximum of one minute at full 330lbs (150kg) load, after which it should not be used for a minimum of 19 minutes. More prolonged use may result in overheating and a dramatic reduction in the life of the system.

Troubleshooting the lifting mechanism
If the lifting mechanism will not respond:

1. Ensure no object is in the way of worktop travel. If the worktop has impacted a stationary object it will likely require re-setting (see below).

2. Ensure the pod is plugged in and the power is turned on. (Check to see if your computer or other equipment are still on.) If all equipment is off then try re-setting the overload button on the multi-box (if fitted).

3. Ensure the power lead from the multi-box to the controller is firmly plugged in at both ends. (The controller is the black box mounted beside the multi-box on the equipment panel in the barrel.)

4. Ensure the motor cable from controller to the lifting column is firmly connected at both ends.

Re-setting the column controller

Very occasionally the controller (mounted on the equipment panel in the barrel) may become 'confused' and the pod will not adjust upwards. This can be caused by the worktop hitting an obstruction when in motion. In such circumstances, the DOWN button will still function.

To re-set:

1. Press DOWN on the pod panel until the worktop reaches its lowest level and continue to hold down for ten seconds while the controller resets itself (you may see the worktop jiggle slightly as the lifting column re-sets).

2. Now raise the worktop to the full height available and lower again to the bottom of the stroke to establish the range parameters.
Your system is now re-set.
If the mechanism does not lower or re-set please contact us (see contacts at the bottom of this page).

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P 4

WARNING: **The upper barrel shells are of cabinetry construction with each shell weighing 11.5lbs (5.2kg). When handling be careful to use safe lifting techniques.**

On your YAKETY YAK 100 Series Pod the upper barrel comprises two half shells which are designed to be quickly and easily fitted or removed, allowing access to equipment and cabling.

Each barrel shell is fitted with a lock and hangs in position off three brackets mounted to the desktop underside (Fig. 7). The brackets locate the shell exactly in position and the lock must always be secured to ensure the shell cannot be accidently knocked off its mounts.

Using the upper barrel locks

For each upper barrel set, the two shells are both fitted with locks and operate by the same key. The barrel locks operate by a quarter turn - clockwise to lock and anti-clockwise to unlock.

WARNING: **Once fitted, it is important that both barrel shells are ALWAYS left locked.**

To remove

You can choose to remove either barrel shell first. For some access situations you will only need to remove one barrel shell.

1. Adjust the pod height to allow easy access to the barrels.

2. Unlock the barrel shell (Fig. 8).

3. In a crouched / kneeling position, hold the outer bottom edge of the shell with one hand and with the other hand tilt the middle of the barrel up slightly and draw the barrel shell towards you (Fig. 9). After around 3" (75mm) of travel the barrel shell will come free and you will need to take the whole weight (Fig. 10). Lift the barrel shell clear and set down.

4. Using the same method remove the second barrel shell.

Continued next page

Fig. 7

Fig. 8

Fig. 9

Fig. 10

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5. Be careful to place the barrel shells clear and on soft flooring to avoid scratching the finish (Fig. 11).

To fit
You can choose to fit either barrel shell first to either side of the desk.

1. Position the barrel so it is centred on the hanging brackets (on the desktop underside).

2. In a crouched / kneeling position hold the outer bottom edge of the shell with one hand and with the other hand tilt the middle of the barrel down slightly. Then, lift the shell up under the worktop until the upper, outer corners of the barrel shell are touching the pod underside.

3. Slide the barrel gently forward allowing the outer barrel shell flanges to locate in their brackets. You know the flanges are fully located when they hit the bracket end stops.

4. Lower the barrel shell centre until it rests on its bracket.

5. Repeat the process with the second barrel shell, being careful to keep fingers clear as the two shells nest together. (SUGGESTION: Sometimes a gentle wiggle helps the barrel shells to fully nest together.)

6. Lock both barrel shells.

Fig. 11

WARNING: The lower barrel shells are of sheet metal construction with each shell weighing 12.8lbs (5.8kg). When handling be careful to use the safe lifting techniques.

On your YAKETY YAK 100 Series the lower barrel comprises two half shells which nest together each locating on three pins fitted to the desk base plate. The two barrel shells are identical except one shell has locating flanges on each vertical end.

To remove
Once the upper barrel has been removed (see page 5) you are clear to access the lower barrel.

1. To remove tilt either of the barrel shells until free of the other shell and lift clear. Don't tilt too much as this will bind the barrel on its location pins (Fig. 12).

2. Remove the second shell by lifting straight up off the location pins (Fig. 13).

3. Be careful to place the barrel shells clear and on soft flooring to avoid scratching the finish (Fig. 14).

To fit
1. Fit the barrel shell without location flanges first by lowering the three holes in the bottom flange down over the locating pins. You can fit the barrel to either side of the desk.

2. Repeat the process with the second barrel shell, but this time tilting it slightly to lower the hole in the bottom flange onto the centre locating pin first, before leveraging the barrel shell forward onto the other two pins. At the same time, ensure both location flanges nest inside the other barrel shell ends.

3. Once the barrel shell locates onto the front two pins, allow it to nest into place with the opposing shell. Ensure the two shells are neatly aligned. (SUGGESTION: Sometimes a gentle wiggle helps the barrel shells to fully nest together.)

Fig. 12

Fig. 13

Fig. 14

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P 7

Moving using the retracting castors

If your 100 Series pod is fitted with the retracting castor option then the pod can be readily moved to a new position.

1. Remove or secure any articles or equipment on the worktop.

2. Remove the upper barrel (see page 5) and the lower barrel (see page 7).

3. Disconnect all the services and hang the leads neatly out of the way, using the hook provided on the equipment panel (Fig. 15).

4. Fully wind down each of the three castors to the stop nut beginning with the two front castor assemblies (Fig. 16). The baseplate will now be clear of the floor.

5. Once the pod has been moved and is in position raise the castors, reconnect the services and fit the upper and lower barrels.

WARNING: While lowering the castors, the pod may tend to tilt forward so ensure you wind down the front two castors first and keep your head clear of the worktop. If tilting occurs, it will quickly be arrested once the baseplate contacts the floor; the pod is in no danger of toppling over.

Moving on a dolly

If your 100 Series pod is not fitted with the Retracting Castor option then the pod can be readily moved on a dolly to a new position (Fig. 17).

1. Remove or secure any articles or equipment on the worktop.

2. With the desk at standing height, remove the upper barrel (see page 5) and the lower barrel (see page 7) then lower the desk to seated height.

3. Disconnect all the services and hang the leads neatly out of the way, using the hook provided on the equipment panel (Fig. 15).

4. With a person front and back, tilt the pod sideways while a third person places the dolly under the baseplate.

5. Lever the pod onto the dolly and balance evenly (Fig. 17).

6. Once the pod has been moved and is in position remove the dolly, reconnect the services and fit the upper and lower barrels.
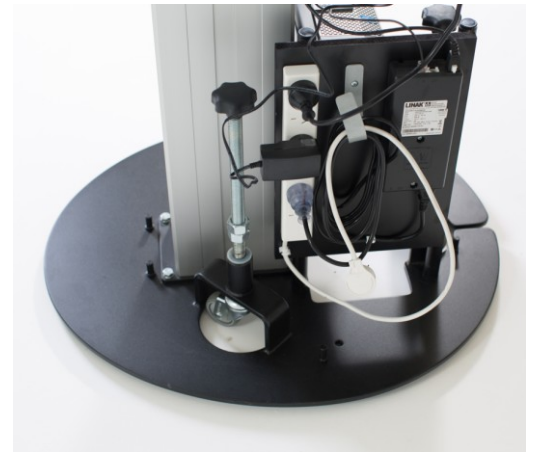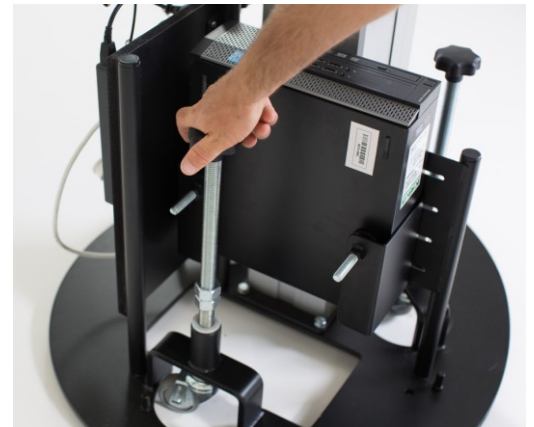
Fig. 15

Fig. 16

Fig. 17

When moving pods

WARNING: First check to ensure your route is clear. Be particularly careful on ramps.
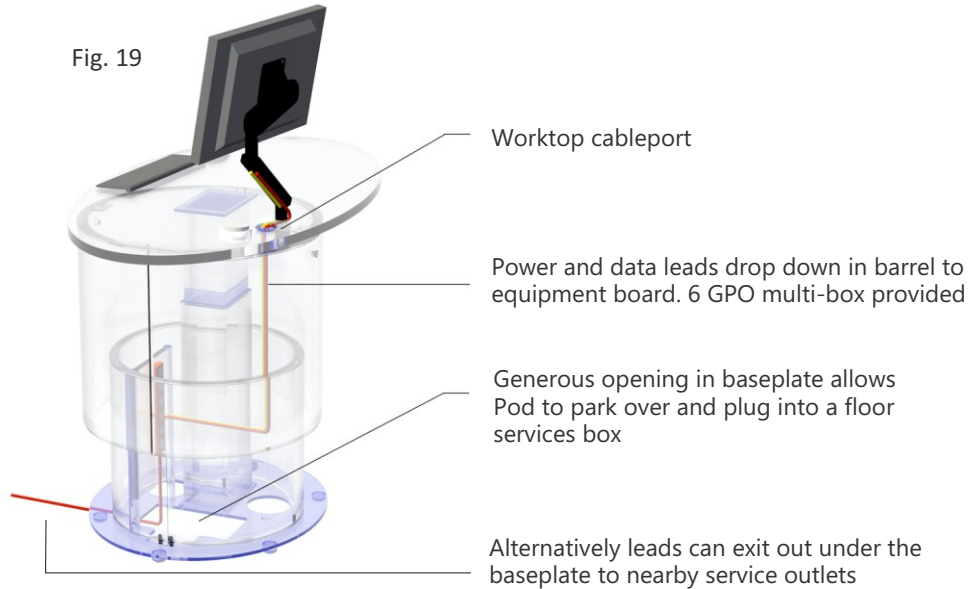
1. Position a person to front and rear of the pod (Fig. 18).

2. Move slowly in unison. If moving on retracting castors, the person on the front end of the pod should maintain upward lift on the worktop to guard against it tilting.

WARNING: Once in the new location, if retracting castors are fitted, always fully raise the castors to ensure the pod is resting firmly on the baseplate feet for maximum stability.

Fig. 18

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Fig. 19

Worktop cableport

Power and data leads drop down in barrel to equipment board. 6 GPO multi-box provided

Generous opening in baseplate allows Pod to park over and plug into a floor services box

Alternatively leads can exit out under the baseplate to nearby service outlets

100 Series pods are designed to accommodate soft cabling neatly inside the barrel (Fig. 19). All leads from desktop equipment must deliver into the barrel space below via the cable port (grommet) provided.

Cabling can enter or exit the barrel space under the baseplate reticulating via the open slot at the back centre of the baseplate (Fig. 20, Fig. 22). Equipment can be plugged into the six outlet multi-box mounted on the equipment panel (Fig. 21).

NOTE: YAKETY YAK requires one of the outlets for its own height adjust equipment leaving five outlets for your use.

Ideally the pod can be situated over a floor services box and the multi-box plugged in via the access hole in the baseplate (Fig. 22).

If there is no service box over which the desk can park then soft cabling can be taken out under the baseplate to plug into adjacent services on walls, columns or service poles (Fig. 19).

WARNING: Between the upper barrel and the desktop underside is a narrow ventilation gap. DO NOT reticulate leads from the desktop into the barrel space via this gap. The leads will prevent the upper barrel from locating and locking onto its hanging brackets creating the danger of the barrel halves falling.
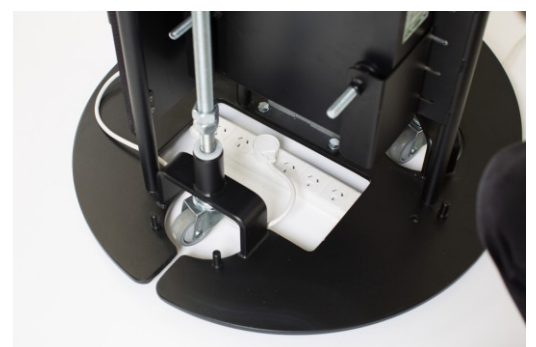

Fig. 20

Fig. 21

Fig. 22

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CPU Box Holder option

If you use PCs with separate CPU boxes then request that your YAKETY YAK 100 Series pod be fitted with the CPU Box Holder option (vertical adjustable mount).

To use

1. First, connect all leads into the back of the CPU box as required.

2. Remove the upper barrel (see page 5) and the lower barrel (see page 7).

3. Loosen the wing nuts on the sliding bracket and position a little wider than your CPU box (Fig. 23).

4. Wind the depth adjustment studs on each bracket out wider than your CPU box.

5. Slide in the CPU Box and nestle the sliding bracket against the box (Fig. 24).

6. Ensure the sliding bracket is sitting vertically then tighten the wing nuts.

7. Wind in the depth adjustment studs on each bracket until just clear of the CPU box (Fig. 25).

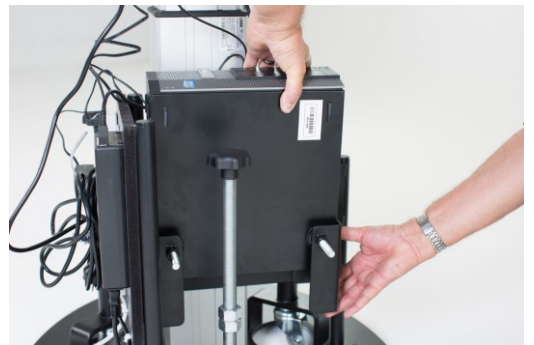**8.** The CPU box is now fitted (Fig. 26).

Fig. 23

Fig. 24

Fig. 25

Fig. 26

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P 11

Support Caddy option

The Support Caddy snuggles up to our pods, providing extra worktop space with handy storage below (Fig. 27).

NOTE: The Support Caddy cannot be used with the YAKETY YAK Oval + Drawer 104 Pod as there is insufficient clearance between pod drawer and the Support Caddy worktop, when this pod is adjusted to the seated position.

Position your caddy
You can specify your Support Caddy in either left or right-hand configurations to suit your pod's orientation (Fig. 28).

To fit
1. Wheel your caddy up to the pod until the caddy tongue nests with the desk lower barrel (Fig 27).

2. Once the caddy is positioned at your desired angle to the pod, lock the caddy's castors so the position is maintained (Fig. 29).

Caddy cable reticulation
Your Support Caddy is set up to tidily reticulate soft cabling via a cable shaft from the worktop (Fig. 30) to the caddy's underside. The shaft also connects to the open store beneath the drawers. From the caddy's underside the cabling can be directed forward into the pod via the cable tunnel (Fig. 31).

Fig. 27

Fig. 28

Fig. 29

Fig. 30

Fig. 31

YAKETY YAK Pods can be complemented by our Cash and Work Modules (Fig. 32) offering a choice of storage and worktop space to support the operation of your pods.

The Cash Module provides 4-drawer storage and a place to mount a cash register securely.

The Work Module provides 5-drawer storage and a quiet spot for staff to work away from the public desks (Fig. 33 and Fig. 34) .

Cable reticulation
Your Cash and Work Modules tidily reticulate soft cabling from the worktop down the free space behind the drawers and through a 11.8" x 4.7" (300 x 120mm) hole in the baseplate.

Our baseplates mount 0.8" (20mm) off the floor on feet, providing easy clearance for soft cabling to exit in the desired direction.

Fig. 32

Fig. 33

Fig. 34

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P 13

Armadillo Cable Cover option

Our handy Armadillo Cable Covers reticulate and conceal soft cabling between pods and support modules (Fig. 35).

To use
Using the Armadillo Cable Covers to take soft cabling between pods or modules means that you only require service outlets under (or near) one of the units.

1. Bring the soft cabling out from under the pod or module (Fig. 36). For the pods, there is an open slot through the centre back of the baseplate. For a Cash or Work Module you will need to carefully tilt the unit to allow the cable to come clear of the baseplate.

NOTE: Our baseplates mount 0.8" (20mm) off the floor on feet, providing easy clearance for soft cabling (Fig. 37).

2. Run the soft cabling across and into the adjacent pod or module (Fig. 36).

3. Position the Armadillo Cable Cover over the cabling. Rest either end of the cable cover on the edge of the baseplates (Fig. 37).

Fig. 35

Fig. 36

Fig. 37

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Vented RFID Pad Holder option

Customers using RFID equipment at their pod can request that their 100 Series pod be fitted with our Vented RFID Pad Holder. The holder attaches to the worktop underside and securely accommodates the sensor pad up, out of the way of knees.

To use

1. Unscrew the four screws retaining the vented cover plate (Fig. 38).

2. Position the RFID pad on the plate and exit the cable via the mouse-hole in the cover plate closest to the barrel.

3. Lift the cover plate back into place and secure with the four screws (Fig. 39).

4. Remove one upper barrel half for access. Use the groove routed in the desktop underside to run the sensor pad lead securely back into the barrel space.

Fig. 38

Fig. 39

Monitor arm option

For desks utilising one of our Monitor Arm options, the arms ship boxed and require assembly and mounting by the customer (Fig. 40).

A factory drilled mounting hole is provided on the desktop in the optimum position to suit the particular monitor arm. Each arm comes with full installation instructions in the box.

Fig. 40

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D2D USB Charger option

We recommend your desk be fitted with a handy D2D USB Charger, which provides one USB-A and two USB-C high speed sockets right at your finger tips (Fig. 41).

Our D2D USB Charger come factory fitted and ready to use. The D2D does not require its own power supply as it conveniently plugs into the LINAK desk height control box.
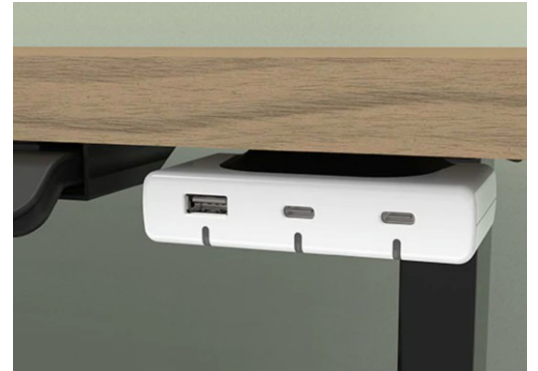

Fig. 41

Lower Barrel Lighting Kit option

CLICK to view Lower Barrel Lighting Kit

For pods fitted with the Lower Barrel Lighting Kit this low voltage system comes factory installed and ready to use (Fig. 42).

Turn the lighting on or off using the black button mounted on the worktop. **NOTE:** For pods also fitted with a LOLLIPOP Illuminated Sign Pole, both will go on and off together.

The lower barrel consists of two half shells fabricated in opal frosted acrylic and fitted with top and bottom steel frames. The two half shells nest together each locating on three pins fitted to the pod baseplate. The two barrel shells are identical except one shell has acrylic locating flanges on each vertical end.

Fig. 42

Removing and fitting
The process to remove or fit the frosted acrylic barrels is the same as outlined on page 7 for the standard sheet metal barrels.

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Lollipop Illuminated Sign Pole option

The Lollipop Illuminated Sign Pole (Fig. 43) is a great way to catch attention and to guide enquirers to your desk for assistance. The unit is pre-wired to the desk and ships flat to minimise shipping charges. The sign pole requires simple mounting by the customer.

WARNING: Lollipop is delicate - fabricated in acrylic and fitted with a low voltage LED lighting system, it needs to be handled carefully.

To commission

Lollipop comes fully assembled and pre-wired. Sufficient play in the cabling is allowed, so the pole can be laid flat on the desktop for shipping. The cable reticulates from the pole and down the mounting hole in the desktop.

1. After unwrapping, raise the pole to a vertical position over the hole and feed the surplus cable back up into the pole. The round sign head should be aligned to the desktop centreline. (Fig. 44).

2. In the bottom of the pole you will see two grooves, one either side (Fig. 45). Also, under the desktop you will see a white mounting bracket in line with the mounting hole in the desktop. The grooves on the pole are designed to locate over two corresponding lugs in the mounting bracket. Carefully lower the pole into the mounting hole until it is firmly located (Fig. 46).

The Lollipop Illuminated Sign Pole is now ready to use. The light can be turned on and off using the black button on the desktop (Fig. 43).

NOTE: For desks also fitted with a Lower Barrel Lighting Kit they will go on and off together.

To apply graphics to the sign pole head

If you have not ordered the sign pole display panels to have graphics applied at the factory, you can arrange with your own signage contractor to do this on-site. We advise the pole be lifted clear of the mounting hole and laid flat on a soft cloth on the desktop in order to apply the graphics.
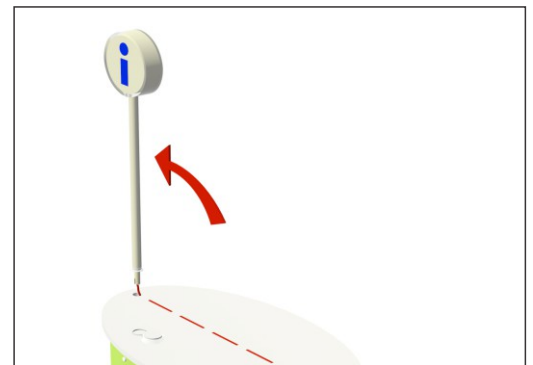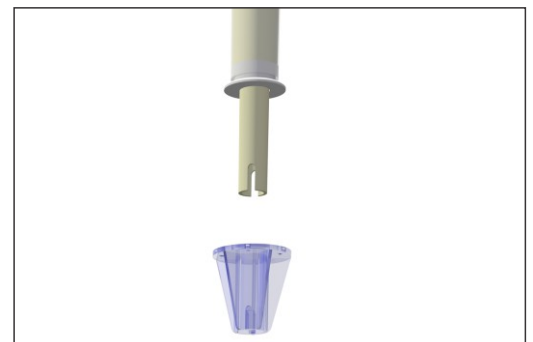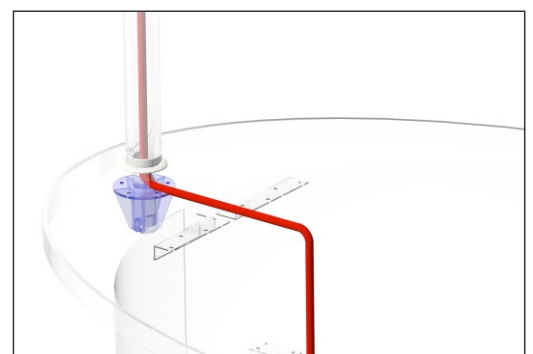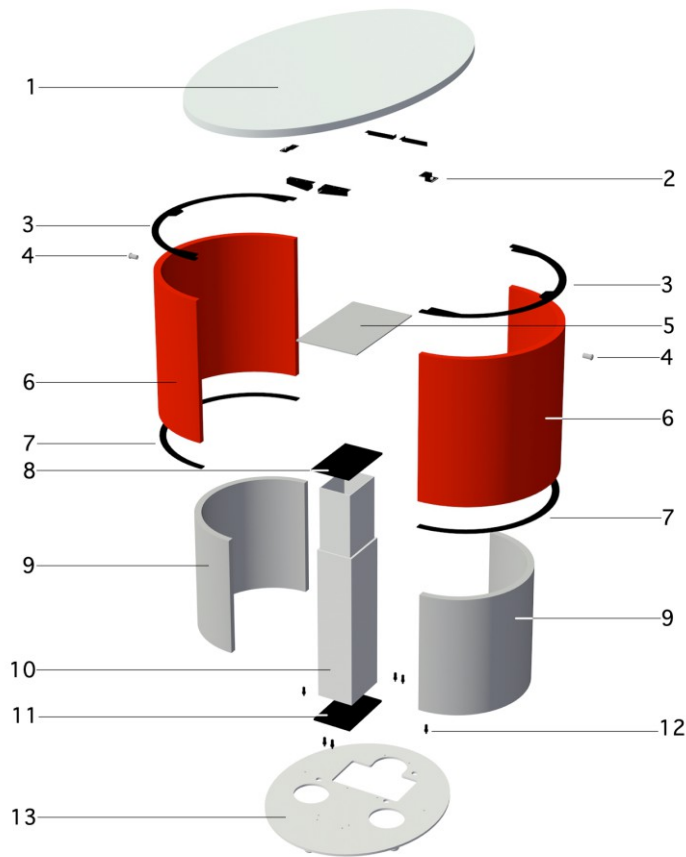

Fig. 43

Fig. 44

Fig. 45

Fig. 46

Our desks are designed smart and strong and are intended to serve you for many years. When the time does come to retire your desk you can do so responsibly, as we design them to readily disassemble.

Here is a guide for recycling or disposing of component parts

	COMPONENT INDEX		
	Component	Material	End of life action
1	Worktop	HPL laminate on E0 MDF	Upcycle or landfill
2	Barrel hanging brackets	Mild steel	Metal recyclers
3	Barrel upper strongback	Mild steel	Metal recyclers
4	Barrel locks	Cast zinc	Metal recyclers
5	Mounting plate	Mild steel	Metal recyclers
6	Upper barrel	HPL laminate on ply	Upcycle or landfill
7	Barrel lower strongback	Mild steel	Metal recyclers
8	Adj column top plate	Mild steel	Metal recyclers
9	Lower barrel	Mild steel	Metal recyclers
10	Adj column casing	Aluminium	Metal recyclers
11	Adj column bottom plate	Mild steel	Metal recyclersl
12	Barrel locators	Acetal	POM plastic recycle
13	Baseplate	Mild steel	Metal recyclers
NOTE: electronic height adjust components including control box and leads are not shown but these can be taken to your electronics recyclers			

Warnings

YAKETY YAK 100 Series Pods contain moving and electrical parts and as such are potentially hazardous if handled or operated incorrectly.

Operating the height-adjust mechanism

1. Always check that there are no obstructions under, on top or alongside the pod that could restrict safe operation of the adjustment mechanism.

2. Do not store anything in the barrel that could become caught or tangled in the adjustable mechanism or cabling.

3. Do not store anything under the pod that would encroach into the operating height range of the mechanism.

4. Always keep clear of moving parts when operating the mechanism.

5. Be aware of other people nearby when operating the mechanism. Particularly watch for children.

6. Ensure there is sufficient slack in any cables connected to equipment on the worktop, to comfortably allow for the full range of movement of the worktop.

Moving the pod

1. Always remove upper and lower barrels, disconnect all services to the pod and lift the leads clear, before moving the pod.

2. Before moving first check to ensure your route is clear. Be particularly careful on ramps.

3. Only move with two people positioned front and back.

4. If moving the pod on retracting castors, the pod with castors lowered may tend to tilt forward, so ensure the front two castors are fully wound down (to the stop nut), and that the leading person maintains upward pressure on the worktop nose while moving.

5. If moving the pod on a dolly ensure the pod is balanced centrally on the dolly.

Upper and lower barrels

1. The upper barrel shells each weigh 11.5lbs (5.2Kg) and the lower barrel shells each weigh 12.8lbs (5.8Kg). When handling the barrel shells, be careful to use safe lifting techniques.

2. Once fitted it is important that both upper barrel shells are ALWAYS left locked. The barrel locks with a quarter turn clockwise. Locking prevents a barrel shell being accidently knocked loose from its hanging brackets.

Soft cable reticulation

1. All leads for desktop equipment must deliver into the barrel space below via the cable port (grommet) provided.

2. Between the upper barrel and the desktop is a narrow ventilation gap. DO NOT reticulate leads from the desktop into the barrel space via this gap. The leads will prevent the upper barrel from locating and locking onto its hanging brackets allowing the barrel to drop off.

Disclaimer

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