Extron

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.
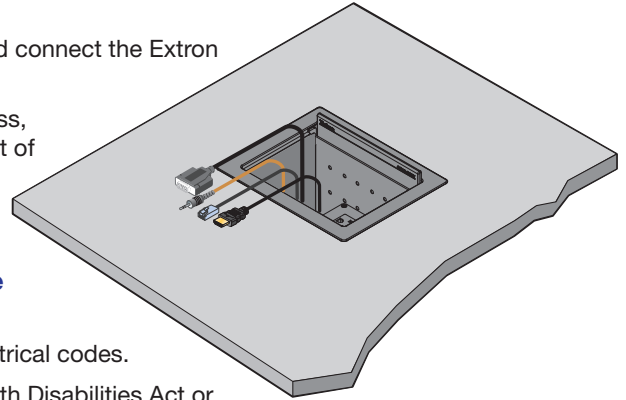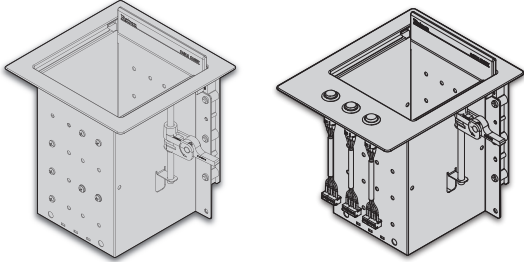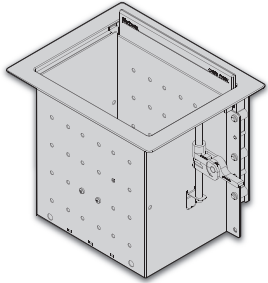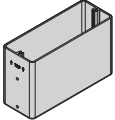
Planning
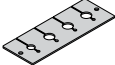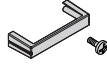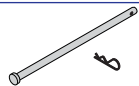
Check with local and state regulations before starting the installation:

☐ 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

	Cable Cubby 500 and Cable Cubby 500 CCB	Cable Cubby 700
Connectivity Bracket	1	2
#6 Mounting Screws and Star Washers	2	4
Cable Grommet Plate	1	2
Cable Frame Plate	1	2
Zip Ties	(3) 3/8", (1) 1/4"	(6) 3/8", (2) 1/4"
Retractor Trim and Screws	1 trim, 2 screws	2 trims, 4 screws
Retractor Pin and Clip	1	2
Hole Plugs	4	8

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).

Retractor Series

Retractor Series XL

Retractor Series

Retractor Series XL
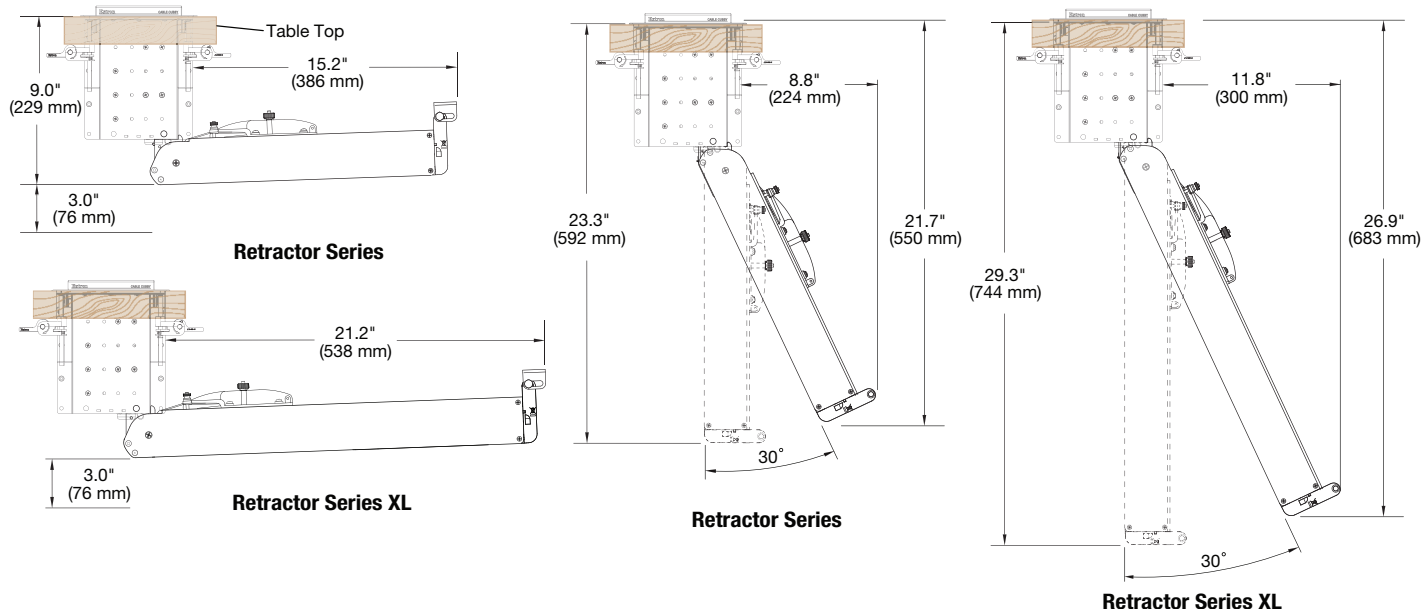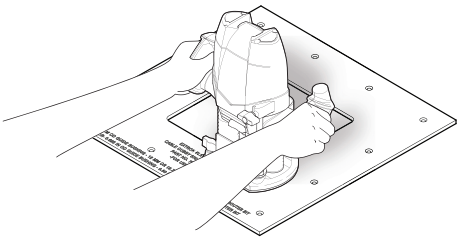
Choose a method for cutting the hole in the table
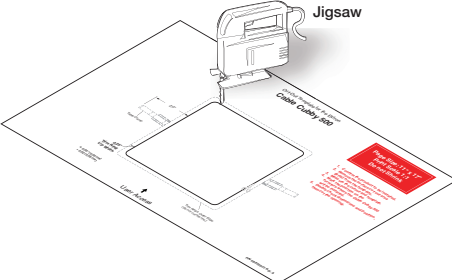
> **ATTENTION:**
> - The opening in the table for the Cable Cubby should be cut only by licensed and bonded craftspeople. Exercise care to prevent scarring or damaging the furniture.
> - L'ouverture dans la table pour le Cable Cubby devrait être coupée seulement par des artisans autorisés et qualifiés. 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.
>
> **ATTENTION:** Portez des lunettes de sécurité lorsque vous utilisez l'équipement électrique. Ne pas respecter cela peut conduire à une blessure à l'oeil.

Choose one of the following methods for cutting the hole:

Hand Router and Routing Template	Jigsaw and Paper Cut-Out Template	CNC Wood Router
		If using a CNC wood router or other precise machinery, use the exact cut-out dimensions for your model (see the table below).
Visit **www.extron.com** for Cable Cubby routing template part numbers and instructions.	Dimensions and cut-out templates are available online at **www.extron.com**.	

Cable Cubby Model	Cut-out Dimensions	
	User Access Width	Side Dimension
500	5.75" (14.6 cm)	5.75" (14.6 cm)
700	7.125" (18.1 cm)	5.75" (14.6 cm)
500 CCB	5.75" (14.6 cm)	7.125" (18.1 cm)

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-throughs, or Retractors.

AAP Module

1 Secure up to two single-space AAPs in the AAP plate.

#4-40 Nut w/ Captive Washer

3 Secure the AAP plate on the connectivity brackets, using two of the provided module screws.

> **NOTE:** After assembling the module, proceed to "Step 2 — Install the modules."

2 Insert cables through the bottom of the connectivity bracket. Connect cables to the AAPs.
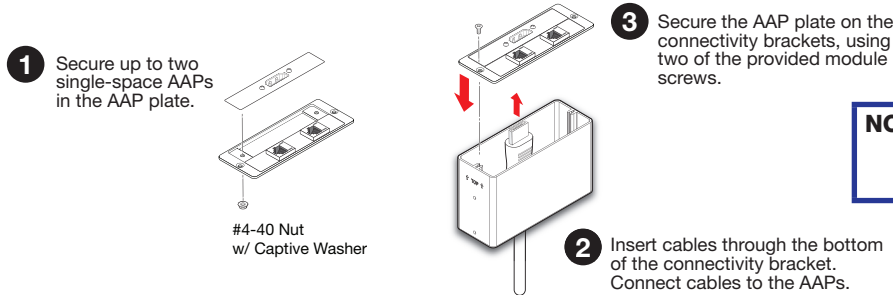
Cable Pass-Through Module

> **NOTE:** After assembling the module, proceed to "Step 2 — Install the modules."

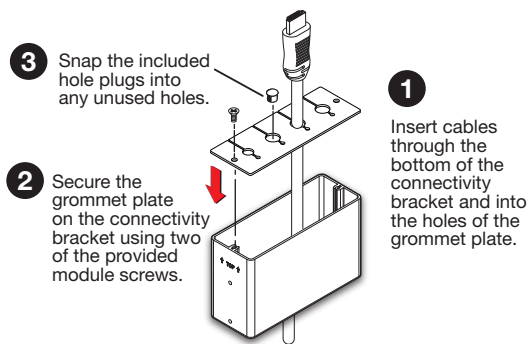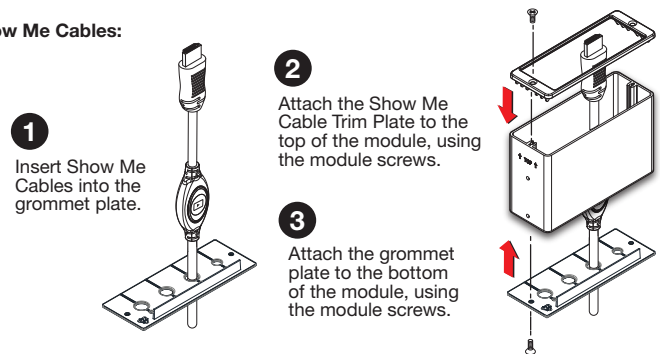**3** Snap the included hole plugs into any unused holes.

2 Secure the grommet plate on the connectivity bracket using two of the provided module screws.

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

For Show Me Cables:

1 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

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" 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.

2 Secure the modules using the provided mounting screws and star washers (4) on the front and back of the enclosure.

1 Insert the modules into the Cable Cubby.

> **NOTE:**
> - Ensure that there is enough room above the modules for the Cable Cubby lid to close completely.
> - Use a screwdriver to secure the modules with the screws.

> **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.
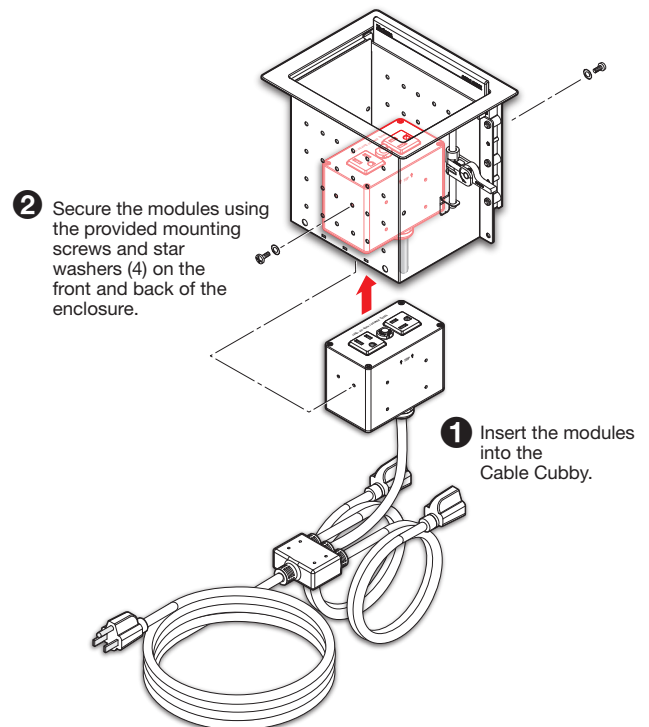
Connecting a Cable Cubby 500 CCB

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:

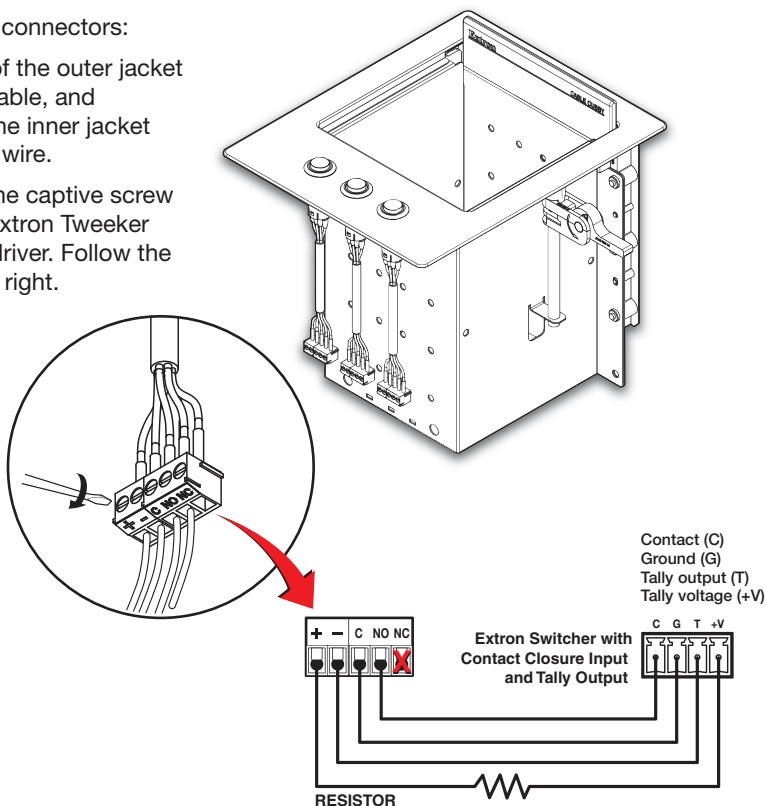1. Strip away 3 inches of the outer jacket from the end of the cable, and 3/16 inch (5 mm) of the inner jacket from the end of each wire.

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

Contact (C)
Ground (G)
Tally output (T)
Tally voltage (+V)

Extron Switcher with Contact Closure Input and Tally Output

C G T +V

+ − C NO NC

RESISTOR

NOTE: See the table at right to determine and select the appropriate current-limiting resistor, if needed.

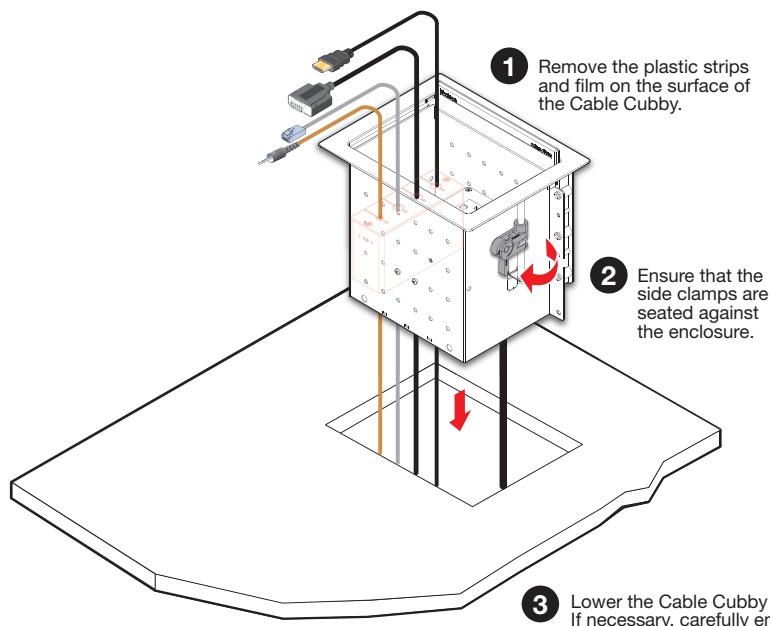**Momentary switch (single pole, double throw) on captive screw terminal**

LED (+)
N.C.
N.O.
Common ground (C)
LED (−)

+ − C NO NC

LED (+)
LED (−)
Common ground (C)
Normally closed (NC)
Normally open (NO)

Contact Rating	LED Color	Recommended Resistor @ Voltage		
		5 V	12 V	24 V
1A @ 24 VDC / 125 VAC	Blue	See note below	4.52 K, 1%	13 K, 1%

NOTE: No resistor required for 5 VDC source.

Mounting the Cable Cubby in the Table

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

1 Remove the plastic strips and film on the surface of the Cable Cubby.

2 Ensure that the side clamps are seated against the enclosure.

3 Lower the Cable Cubby into the hole to test the fit. If necessary, carefully enlarge the opening.

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.

ATTENTION: Les extrémités à brides du haut de la surface du boîtier sont aiguisées. Ces extrémités sont aussi lisses et peuvent facilement être coupées ou pliées. Soyez prudents lorsque vous manipulez le boîtier afin d'éviter de l'endommager ou de vous blesser.

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

Lever

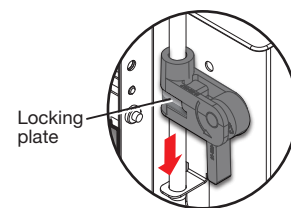**1** Rotate the side clamp outward and ensure that the lever is down.

2 Slide the clamp all the way up against the bottom of the table.

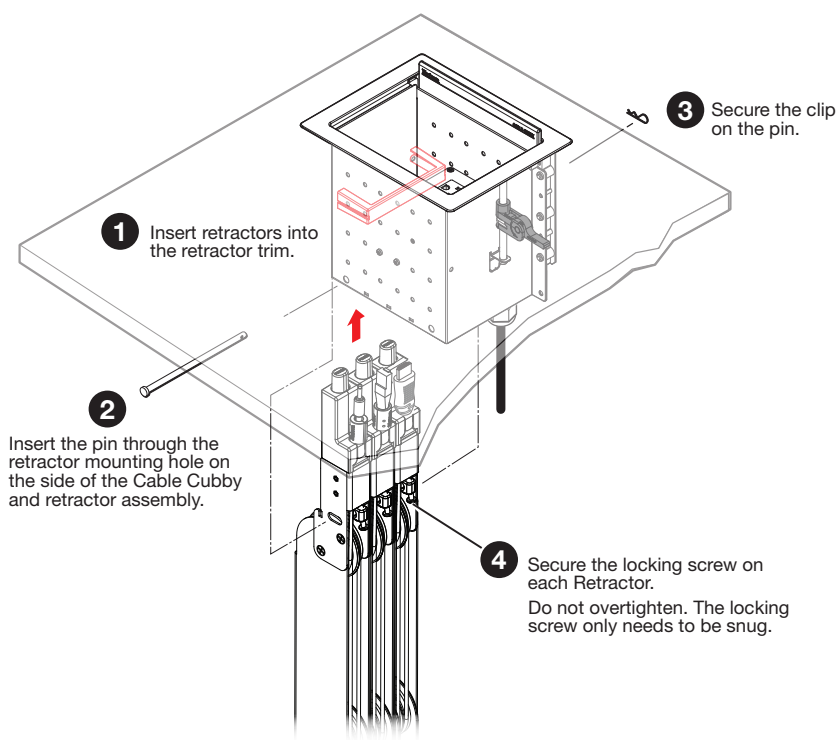**3** Ensure the Cable Cubby is firmly seated in the table. Raise the lever to secure the Cable Cubby.
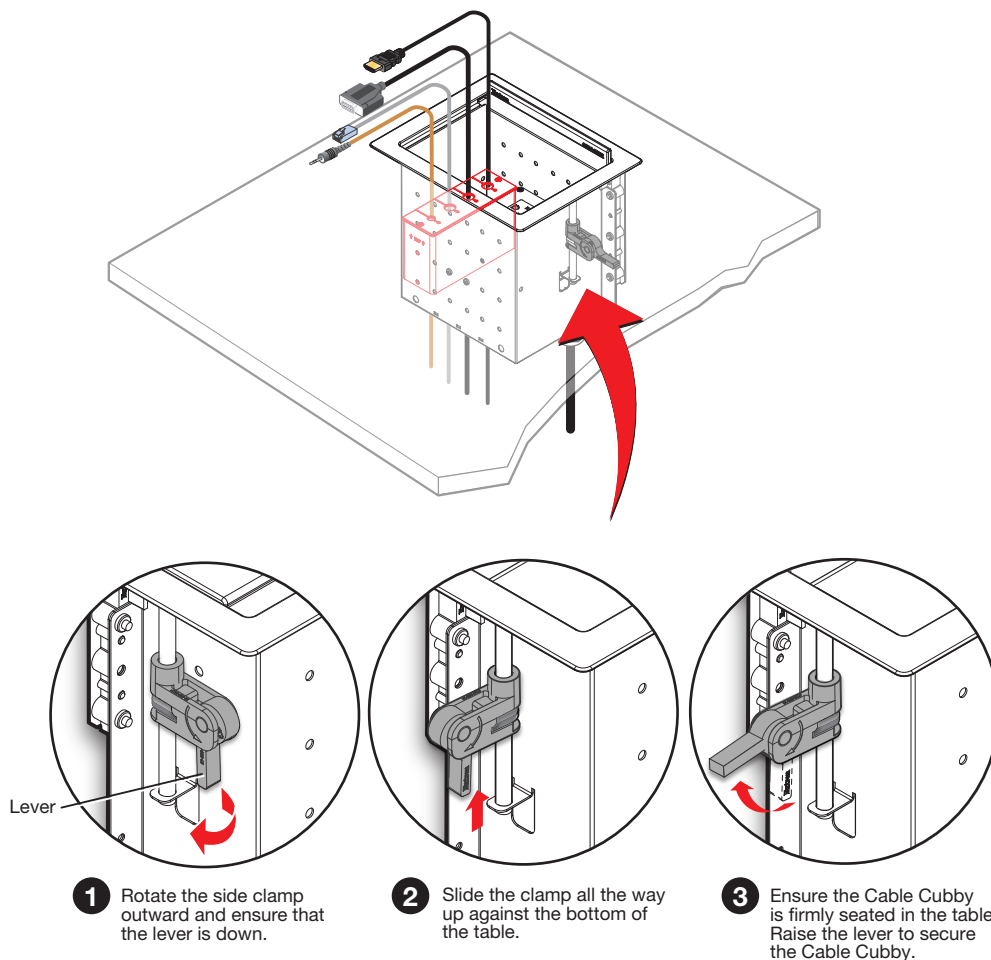
NOTE: To lower the side clamp, turn the lever down, then press and hold the locking plate while sliding down the clamp.
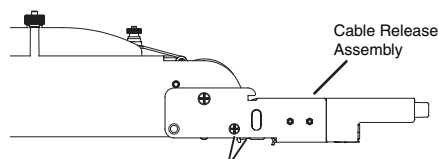
Locking plate

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 retractors 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.

Horizontal Mounting

Cable Release Assembly

Remove two enclosure screws (one on each side) from this position. Then, mount the Retractors as shown at left.
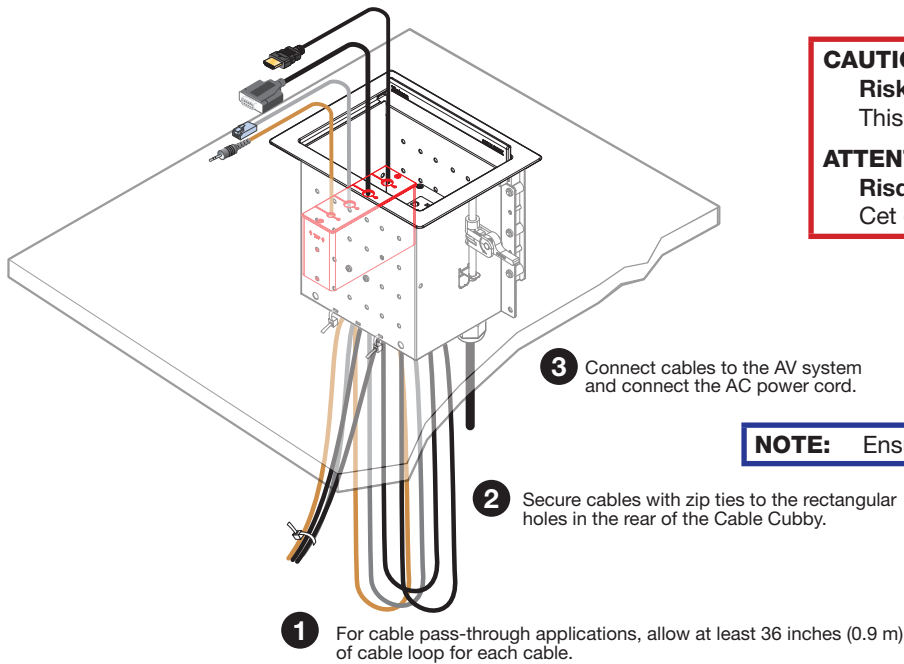
See the *Cable Retractor Setup Guide*, available on the Extron website, for additional steps.

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).
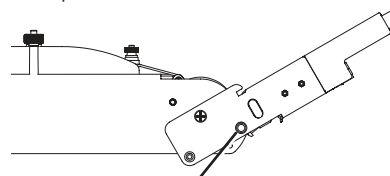
Routing and Connecting Cables

> **CAUTION:**
> **Risk of Electric Shock**.
> This equipment must be grounded.
>
> **ATTENTION:**
> **Risque de choc électrique**.
> Cet équipement doit être fixé au sol.

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

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

2 Secure cables with zip ties to the rectangular holes in the rear of the Cable Cubby.

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

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)

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.

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