



## INSTALLATION & USER GUIDE



# Intelli-Flip<sup>®</sup> Kanban Flipper

## INSTALLATION & USER GUIDE



Read and understand all of the instructions and information in this document before installing this product.

**SAVE THESE INSTRUCTIONS**



Scan this QR Code for Quick Start Instructions

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## KANBAN FLIPPER & INTELLI-FLIP® PARTS & HARDWARE

### TOOLS NEEDED

- 3 mm Allen Wrench (optional)

PARTS & HARDWARE	QTY
1. Flipper	1
2. Clips	Varies*
3. Intelli-Flip Monitor	1
4. Adaptors	Varies*
5. REORDER Label	1

\*Based on Shelf/Basket size



## ASSEMBLE KANBAN FLIPPER WITH INTELLI-FLIP®

1. Holding the Flipper (**PART 1**) peel off the protective film (Fig. 1).
2. With the angled piece of the Flipper facing down, attach the Clips (**PART 2**) to the Flipper with the rounded edge of the Clip facing up as shown (Fig. 2).
3. Adhere the REORDER Label (**PART 5**) to the Flipper's flat, angled edge (Fig. 3).
4. Peel the red dots off the back of the Intelli-Flip Monitor (**PART 3**) to expose adhesive (Fig. 4).
5. Adhere the Intelli-Flip Monitor to the Kanban Flipper on the upper left side of the Flipper so that it faces you when installed (Fig. 5).
6. Pull Tab from left side of Intelli-Flip Monitor when you are ready to activate it (Fig 6).



Fig. 1

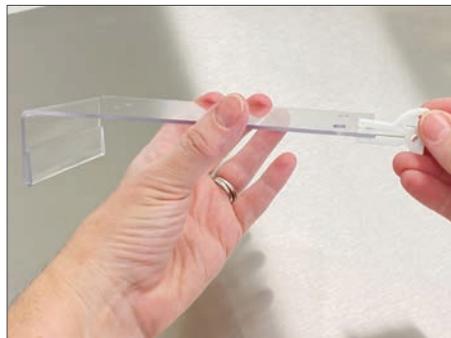


Fig. 2



Fig. 3



Fig. 4



Fig. 5



Fig. 6

## PLACING KANBAN FLIPPER – PARWIRE AND PARWALL FINE MESH BASKET SHELVING

LOCATE WHERE YOU WANT TO PLACE THE FLIPPER IN THE BASKET. WE RECOMMEND YOU PLACE THEM IN THE MIDDLE OF THE LANE TO EVENLY DIVIDE YOUR PAR LEVELS.

1. Place the Clips (PART ②) with the rounded edge facing the back of the basket down into the holes in the basket (Fig. 7) .
2. Pushing down and back, pull the Flipper (PART ①) down until you hear it click onto the basket (Fig 8).
3. When done correctly all of the Flipper Clips will be locked into place on the basket (Fig. 9) and the REORDER Label (PART ⑤) will be facing the front of the basket when the Flipper is in the down position (Fig. 10).



Fig. 7



Fig. 8

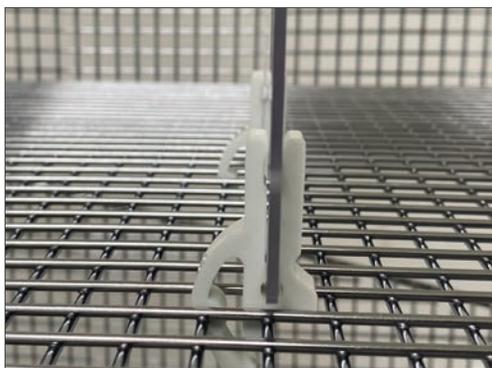


Fig. 9



Fig. 10

NOTE: Scan the QR Code on the front of this Guide to see a demonstration of how to place the Kanban Flipper.

## PLACING KANBAN FLIPPER – LQS (FLAT) WIRE SHELVING/BASKETS

1. Holding the Flipper (PART 1) angled side down, attach the Clips (PART 2) to Flipper with the rounded side of the Clip (A) facing up. The Clips are attached to the Flipper when the Clip locks into the oval cut-out (B) (Fig. 11).
2. To place the Adaptors (PART 4) on the Shelf/Basket, hold the Flipper over the center, horizontal cross bar (D) to determine the spacing of the Adaptors. Attach the Adaptors to the Shelf/Basket, ensuring the Adaptor attaches to the horizontal cross bar and the vertical wires (C) in the center of the Shelf/Basket (Fig. 12).
3. Take the Flipper with the rounded side of the Clip facing the back of the Shelf/Basket, and place the top of the Clip in the top hole (F) the opening closest to the LogiQuip logo) of the Adaptor (PART 4). When you pull the Flipper forward, the hook (E) on the rounded edge of the Clip catches on the Adaptor (Fig. 13).
4. Gently lower the Flipper until each Clip snaps into place (G) (Fig. 14).

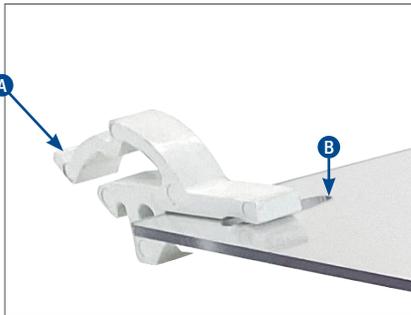


Fig. 11

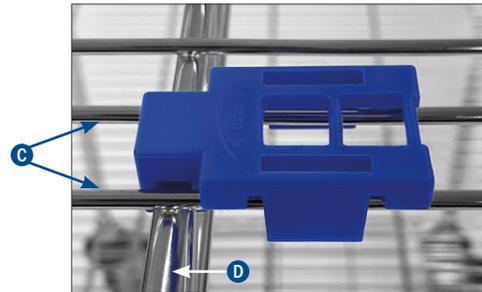


Fig. 12

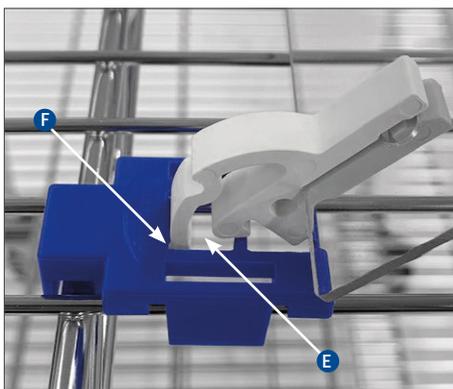


Fig. 13

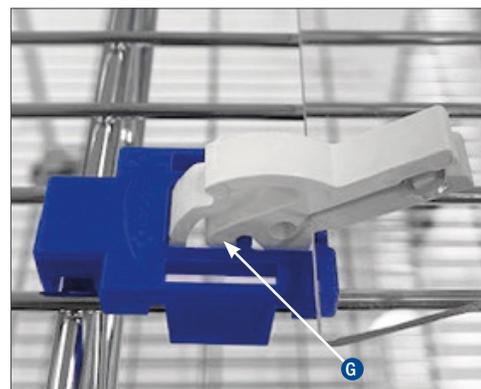


Fig. 14

## MOVING OR REMOVING KANBAN FLIPPER

THE FLIPPERS CAN BE REMOVED IN TWO WAYS.

When the basket is full of Flippers, Dividers, and/or supplies, using the Clip Tab method works best.

1. Locate the Flipper Clip (PART ②) tabs of the Flipper (PART ①) you want to remove on the underside of the basket (Fig. 15).
2. With the Flipper in the DOWN position, push up on each tab of the Flipper you want to remove until it comes loose (Fig. 16).

When your basket is empty, you can use a 3 mm Allen Wrench to remove the Flippers.

3. Locate the holes on the sides of the Clips (Fig. 17).
4. Slide a 3mm Allen Wrench into one of the holes (Fig. 18) and pull the Flipper down (Fig. 19). The Clip with the Allen Wrench in it will come loose.
5. Repeat this step for each Clip until the Flipper is free (Fig. 20).



Fig. 15

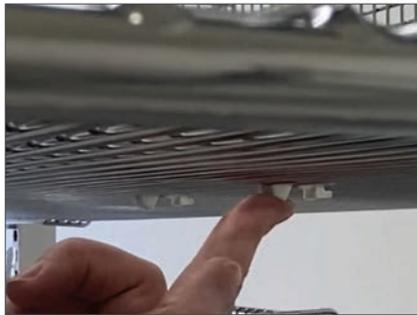


Fig. 16



Fig. 17

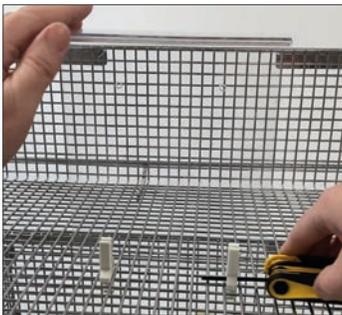


Fig. 18



Fig. 19



Fig. 20

## HOW TO SWAP OUT AN INTELLI-FLIP® MONITOR

If you need to swap out a Monitor that is already adhered to a Kanban Flipper, follow these instructions:

1. On the right side of the Monitor bracket, push down on the Clip (Fig 21).
2. Slide the Monitor to the left of the Monitor bracket that is adhered to the Flipper (Fig 22).
3. Slide a new Monitor on to the Monitor backing from the left to the right.



Fig. 21



Fig. 22

## HOW TO USE INTELLI-FLIP® ONCE INSTALLED

### FOLLOW THESE SIMPLE STEPS TO MAINTAIN PROPER STOCK LEVELS FOR ALL YOUR SUPPLIES!

Intelli-Flip replaces the traditional plastic two-bin system and automates supply tracking. A Monitor attached to the Flipper placed in the center of the bin signals that PAR levels are low when it is pulled down to access supplies behind the Flipper.



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**LEAVE THE FLIPPER DOWN AND DO NOT MOVE SUPPLIES. YOUR SUPPLY TECH WILL REPLENISH SUPPLIES.**

#### 1. FULLY STOCKED SHELVES

When shelves are fully stocked, all of the Flippers are in the UP position.



#### 2. GET SUPPLIES

Easily obtain the supplies you need when you need them.



#### 3. PULL DOWN THE FLIPPER WITH INTELLI-FLIP

Once supplies are gone in front of the Flipper simply pull it down and an order will be sent to the appropriate stocking location.



#### 4. CONTINUE TO GET SUPPLIES

Continue to use supplies from behind the Flipper until the bin is restocked.



## DOS AND DON'TS

### GENERAL

#### DO:

- Pull the reorder Flipper down when supplies from the front bin are gone. Continue to pull supplies from the back bin.
- Leave the reorder Flipper in the **DOWN** position. Your Supply Tech will put it up when they replenish the supplies.
- Work with your System Administrator when updates are needed.

#### DO NOT:

- Move supplies from the back bin to the front bin.
- Put the Flipper in the **UP** position. Your Supply Tech will do that when they refill your supplies.
- Put the Flipper on backwards.

### SUPPLY TECHS

#### DO:

- Leverage the [Intelli-Flip.net](https://Intelli-Flip.net) to track Supplies.
- Put the Flipper in the **UP** position when you restock supplies.
- Ensure the Flippers move **UP** and **DOWN** freely.

#### DO NOT:

- Go to the PAR Location to determine which supplies need replenishing. Use [Intelli-Flip.net](https://Intelli-Flip.net).

## FAQ'S & TROUBLESHOOTING

### FLIPPERS

**How do I install/place a Flipper?** See pages 5-6.

**Does the Flipper have to be in the center of the lane?** No. It depends on your replenishment theory. It can be placed in the bin wherever you determine your reorder point should be. However, we recommend a true 50/50 Kanban.

**How do I remove a Flipper?** See page 7.

**How do I install the Flipper REORDER label?** See page 4 (Fig. 3).

**Can a Flipper be used backwards?** No. Follow the instructions provided for installation.

**Can a Flipper be used on a flat shelf?** Yes. It will require an adaptor that the Flipper Clips connect to (see page 6).

**Can a Flipper be used on a non-LogiQuip basket?** No. LogiQuip's Kanban Flippers are ONLY compatible with our ParWire, ParWall, LQS Flat Wire, and any of our storage solutions that leverage LogiQuip Fine Mesh Basket Shelving and LQS Flat Wire and Basket Shelving.

**What do I do if a Flipper or a Flipper Clip break?** Call (800) 665-3760 or email Customer Experience at [customerexperience@logiquip.net](mailto:customerexperience@logiquip.net) for a replacement.

### INTELLI-FLIP®

**What do I do if a Monitor falls off a Flipper?** Remove the Monitor from the bracket and firmly press the bracket back onto the Flipper on the upper left-hand side. See page 8 (Fig. 22).

**What do I do if there is a power outage?** If the power goes out, you will need to revert to manual ordering processes. Once the power returns, all devices will return to an operational state automatically.

**How long do the batteries last?** Batteries will last more than three years.

**What do I do if the batteries die?** Call (800) 665-3760 or email Customer Experience at [customerexperience@logiquip.net](mailto:customerexperience@logiquip.net) for replacement Monitors. You will need to return the inactive Monitors to LogiQuip.

**How do I get access to use the system?** You will need to request access through the system administrator on site.

**How do I log into the Web Portal?** Go to [Intelli-Flip.net](http://Intelli-Flip.net) and access with your User ID and Password. If you do not have access, you will need to request access through your system administrator.



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### **INTELLI-FLIP® MONITORS SUBSCRIPTION PLAN**

Intelli-Flip Monitors are covered under the parameters of your Subscription Plan. Please contact Customer Experience with any question or concerns.

### **FLIPPERS LIMITED 1-YEAR WARRANTY**

LogiQuip Electronic Components, Sub-Assemblies, Cart Covers, Custom Products, LogiCell Tambour Doors, Kanban Flippers and Accessories, Label Holders, and Casters are covered by a Limited 1-Year Warranty from date of receipt against defects in material and workmanship. Visit [LogiQuip.com/Warranty](https://www.logiquip.com/Warranty) for more details.

### **WIRE SHELVING LIMITED 5-YEAR WARRANTY**

LogiQuip products are covered by a Limited 5-Year Warranty from date of receipt against defect in materials or workmanship under normal use and service, excluding Electronic Components, Cart Covers, Custom Products, LogiCell Tambour Doors, Label Holders, and Casters. During this period, LogiQuip will, in its sole discretion, repair defects in materials or workmanship that existed when the product was received or replace the product. Visit [LogiQuip.com/Warranty](https://www.logiquip.com/Warranty) for more details.

### **CUSTOMER EXPERIENCE**

If you have any problems with your LogiQuip product, please contact our Customer Experience Department at:

PHONE: **(800) 665-3760**

EMAIL: [CustomerExperience@LogiQuip.net](mailto:CustomerExperience@LogiQuip.net)

### **ABOUT US**

Healthcare exclusive since 1992, LogiQuip's Inventory Management Solutions are designed for Healthcare Professionals looking for a better way to manage supply chain tasks. With Expert Advice, Innovative Solutions, and 360 Service that doesn't stop after the sale, LogiQuip's sole purpose is to ensure Healthcare Professionals have the supplies they need when they need them. Partnering with you to design and implement the right solutions, we give you time back to focus on what's important, Patient Care.