METRO
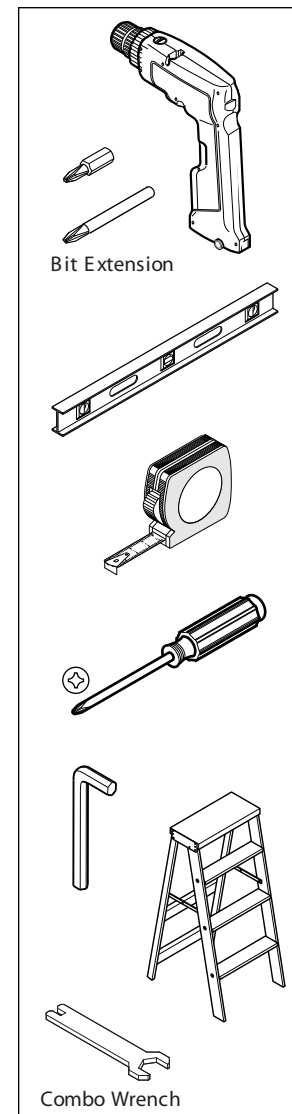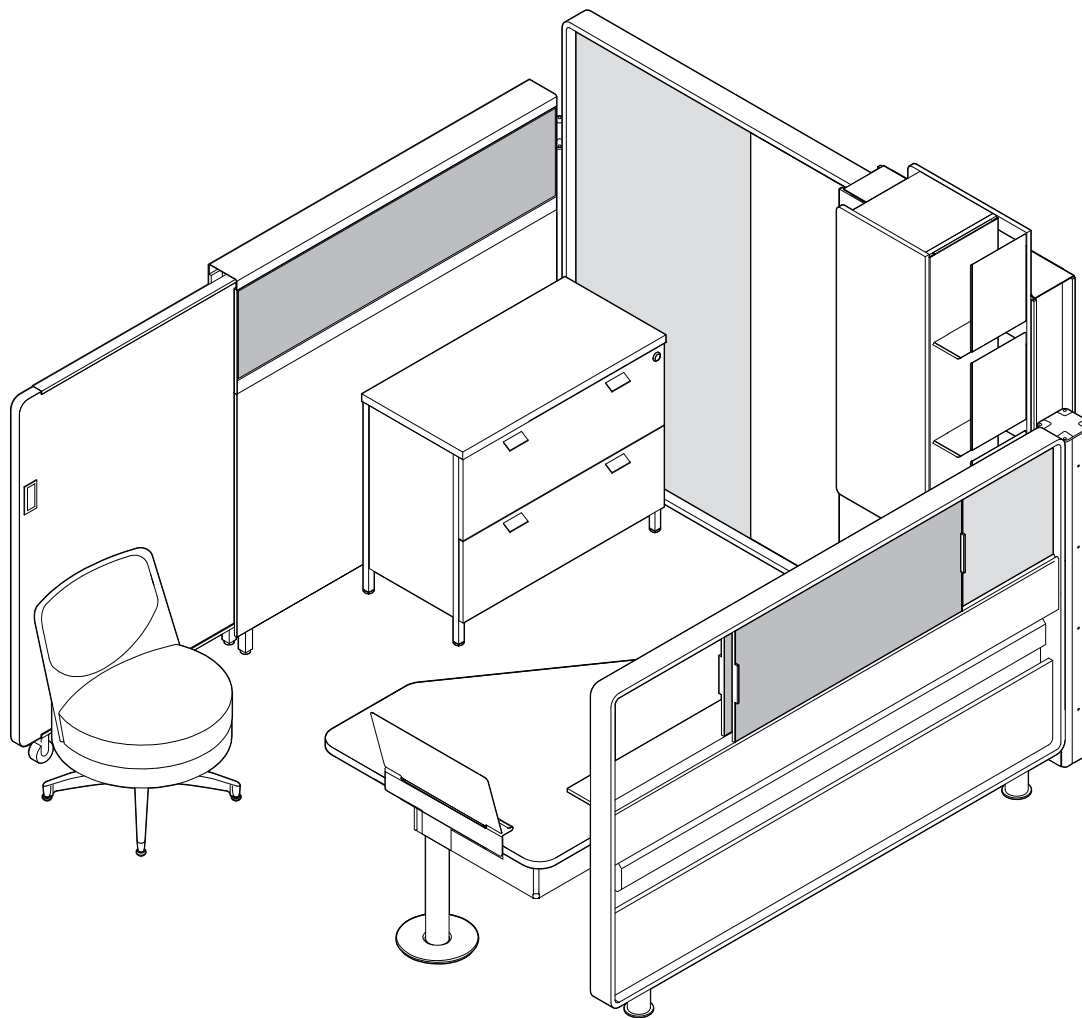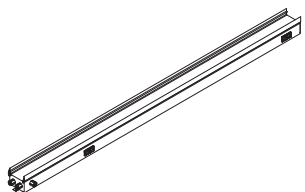### a steelcase company

Please feel free to contact
Metro Customer Service with
any questions or concerns:
866.645.6953

www.metrofurniture.com

Bit Extension

Combo Wrench

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Refer to the drawings on page 2 (major panel components) and page 3 (various hardware and accessories) to help identify the parts as you proceed with the installation.
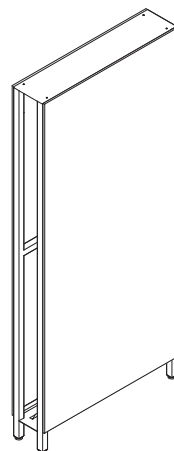
"A"   "B"

Baseboard Utility
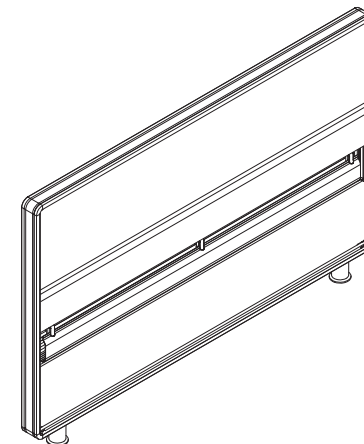(page 5)
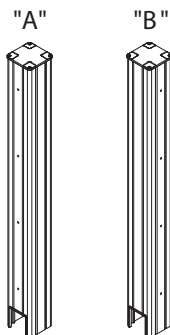
Connector Post
("A" - page 5, "B" page 9)

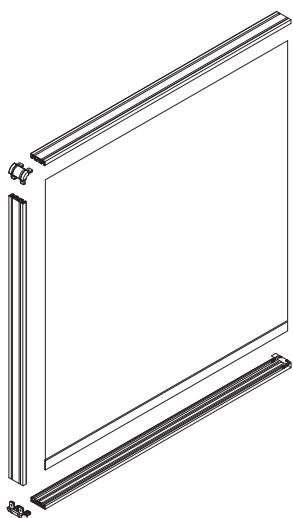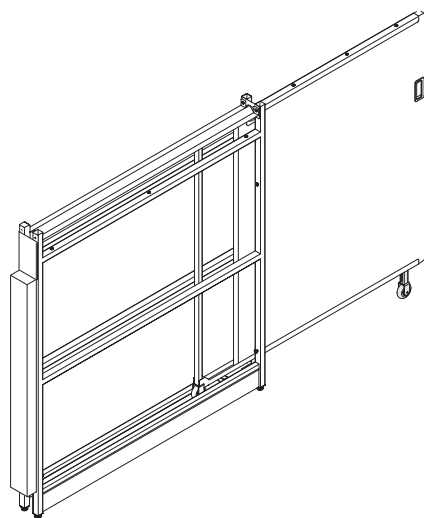Loop-to-post Connector
(page 6)

Flex-fit Wall
(page 5)

Optional Sliding Marker
and Tack Panel
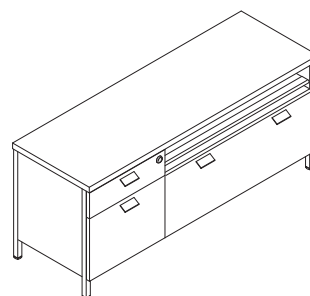(assembly direction TOPO-003)

Desk Loop (page 6)
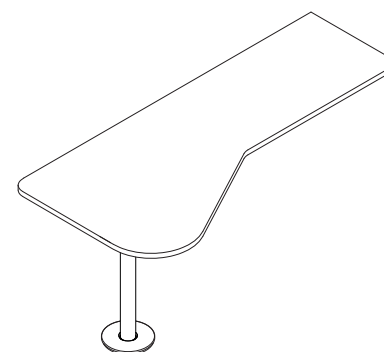Do not disassemble for
transporting purposes.

Flex-fit Wall Loop w/ Scrim
(page 7)

Return Wall Frame w/ Roller Screen
(page 10)

Pedestal
(page 18)

Desktop
(page 16)

Overhead Tower
(page 21)

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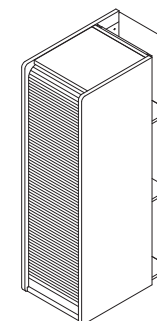
Various Hardware and Accessories
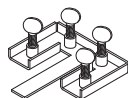
Loop Bracket
(page 9)
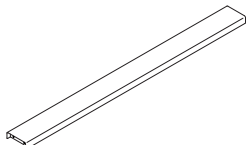
Return Wall Top Cap
(page 10)
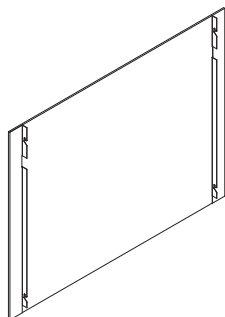
Return Wall Panel
(page 11)
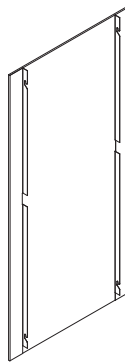
Flex-fit Wall Panel
(page 19)
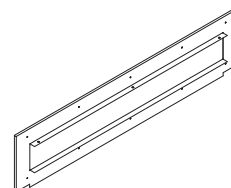
Return Tack Panel
(page 11)
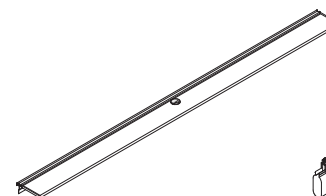
Desk-Loop Sill
(page 13)
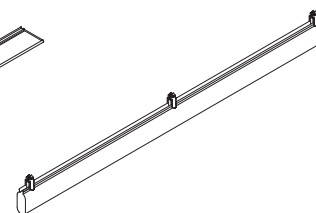
Wire Management Tray
(page 19)

PVD Module
(page 13)
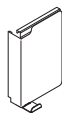
Wire Manager
(page 13)
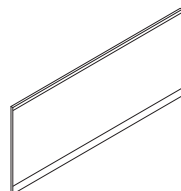
Desk-Loop Scrim
(page 14)
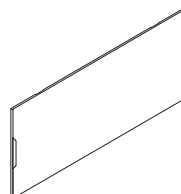
Desk-Loop Sliding Panel
(page 15)

Panel Rollers
(page 15)
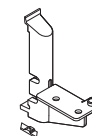
Tether Bracket
(page 16)
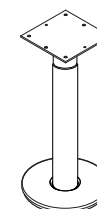
Adjustable Column Leg
(page 16)
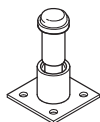
Hyper-Glide
(page 17)
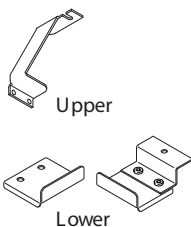
Upper

Lower

Connector Brackets
(page 18)
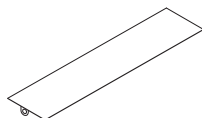
Finish Top Cap
(page 22)

LH shown
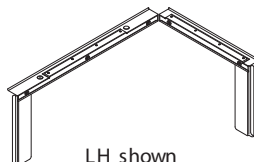
Optional Lower Mod Panel
(page 23)

LH shown
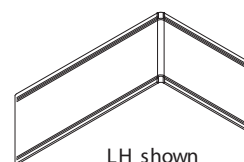
Fold Scrim
(page 23)
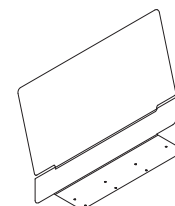
Optional Upper Mod Panel
(page 24)

XY Configurations

When specifying Topo baseboard utilities it is important to correctly identify an X configuration vs. a Y configuration. Making the correct identification requires 3 things:

1. Understanding the orientation of the baseboard utility relative to the flex-fit wall.
2. Knowing the orientation of the flex-fit wall relative to the building power source.
3. Understanding the connection of one baseboard utility to the next.

The orientation of the baseboard utility, relative to the flex-fit wall, is always the same - the round modular connector that protrudes from each side of the baseboard utility must always be under the pocket segment of the flex-fit wall. The reason for this is simple: the modular connector referred to is the power source for the desktop utility and desktops are always next to the pocket segment of the flex-fit wall.

There are two possible orientations of the flex-fit wall relative to the building power source:

1. The pocket segment of the flex-fit wall can be closest to the building power source (See Illustration A).
2. The loop section of the flex-fit wall can be closest to the building power source (See Illustration B).

If the pocket segment of the flex-fit wall is closest to the building power source it means the power will come into the baseboard utility at the end nearest the modular connection for the desk top utility. This is a Y configuration.

If the loop section of the flex-fit wall is closest to the building power source, the power will come into the end of the baseboard utility opposite the modular connection. This is an X configuration.

The connection of one baseboard utility to the next baseboard utility follows a simple rule: if the first baseboard utility is an X configuration the next one connected to it must be a Y, and vice versa.

![METRO, a steelcase company]
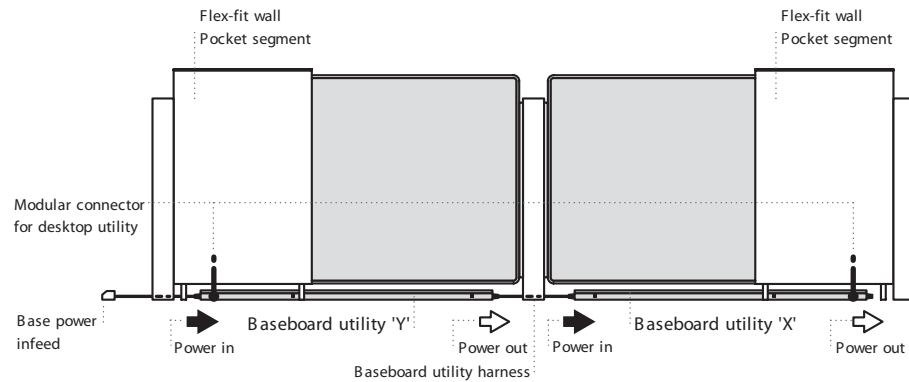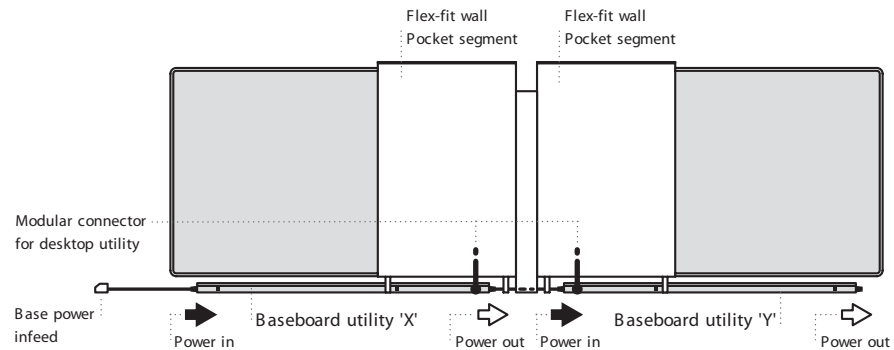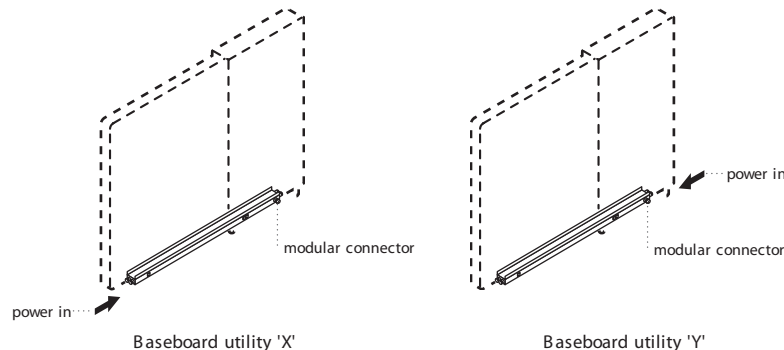
Note: Before beginning installation of flex-fit wall, lay down, position, and connect baseboard utilities (refer to instruction No. 42651).

Connector Post to Flex-fit Wall Frame

1. Remove top cap and wall panels from flex-fit wall frame.

2. Apply urethane edge trim to mouse holes on each side connector post.

3. Position connector post over excess flex conduit in baseboard utility, if applicable.

4. Loosely attach connector post to flex-fit wall frame.

5. Install top cap of connector post.

(4) plastic christmas tree clips

(4) 2 x 2 square washers

(4) 5/16-24 x 3/8 hex head

5

4

1 (1) screw, 1/4-20 x 3/4"

1 Pull up and out to remove panels from frame.

Connector Post "A"

2

3

Opening allows excess flex conduit to store in connector post.

Flex-fit wall frame

Baseboard Utility (will not be shown in this direction again, for more information refer to installation instruction No. 42651).

![METRO a steelcase company]

Flex-fit Wall Frame to Desk Loop

1. Prepare loop-to-post connectors for assembly.

2. Orient fastener side of connectors facing out, away from corner.

3. Slide loop-to-post connectors into vertical tracks on desk loop.
BE CAREFUL NOT TO SCRATCH LOOP EXTRUSION SURFACE.

4. Loosely pre-assemble desk loop to connector post by lightly tightening fasteners in loop-to-post connector.

5. Level desk loop and flex-fit wall.

6. Tighten fasteners on loop-to-post connector and flex-fit wall frame.
BE CAREFUL NOT TO OVERTIGHTEN.

1

(7) screws
1/4-28 x 3/4
socket head cap

3

REAR VIEW of assembly

2 Fasteners should face out, away from inside corner.

Loop-to-post connectors

Desk Loop

![METRO - a steelcase company]
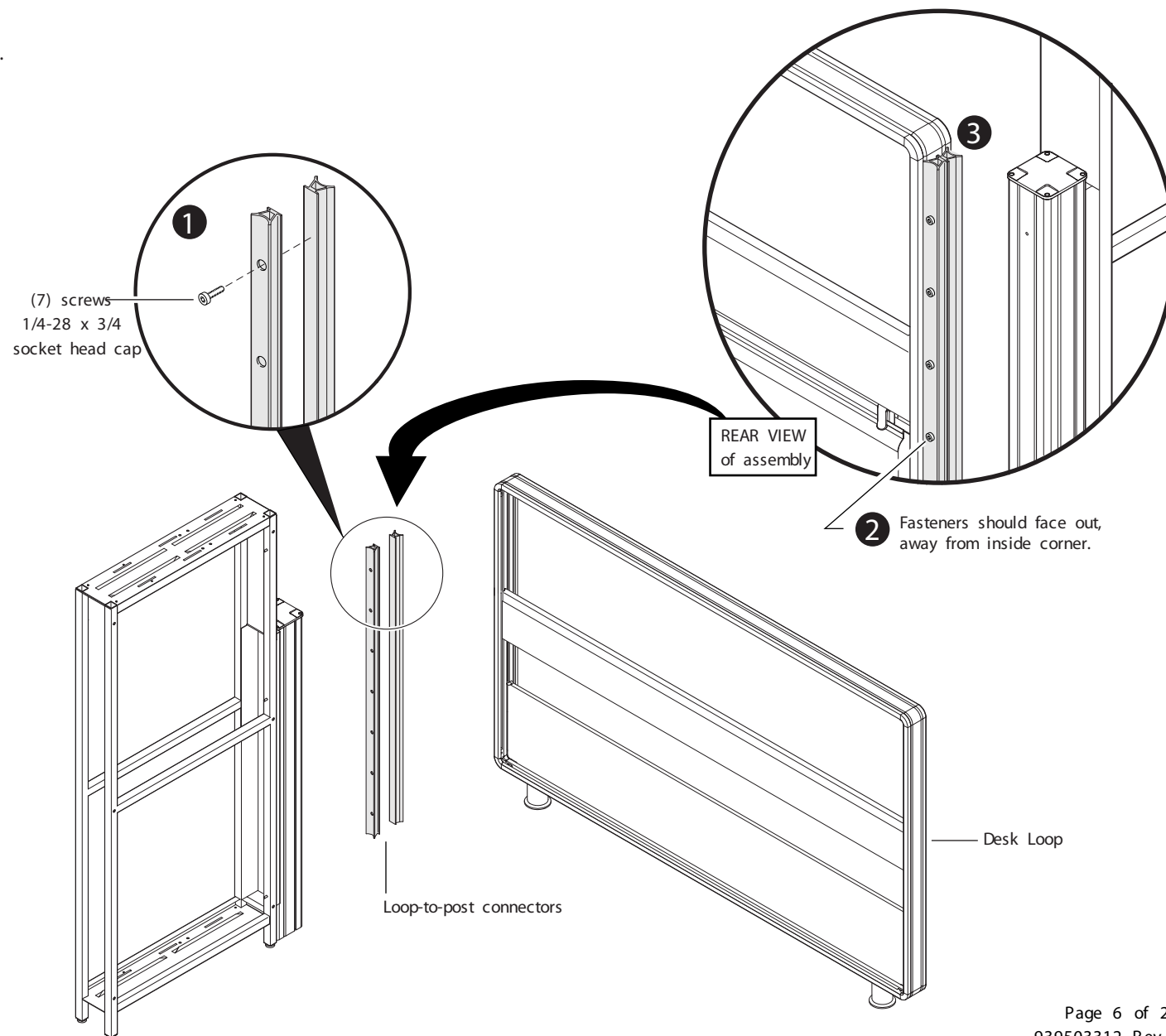
7. Slide flex-fit-wall loop extrusions (top and bottom) into frame.

8. Install tolerence extrusion in center track of bottom loop.

HANDLE PARTS CAREFULLY – THEY MAY BE
FRAGILE DURING INSTALLATION.

END VIEW

showing (3)
preinstalled
inner extrusions

Top Loop

Flex-fit-wall loops ⑦

Tolerence extrusion

⑧

Bottom Loop
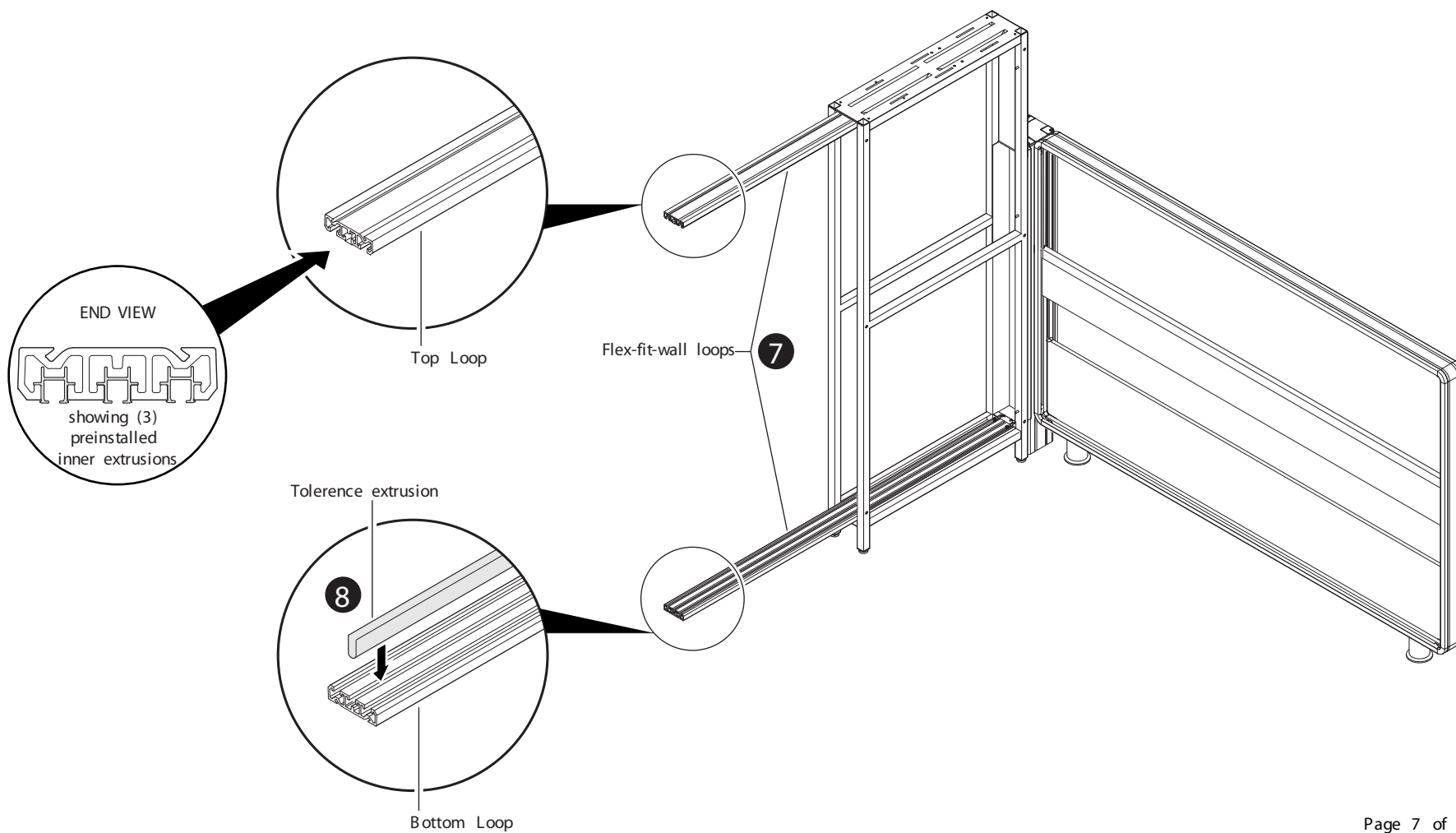
9. Slide fabric scrim into center loop track and fit bottom edge into the tolerence extrusion. Trim excess cord on trim.

10. Insert corner casting into vertical loop at top and bottom, then tighten (2) set screws at each corner.

11. Fit vertical loop extrusion to horizontal loop extrusion and secure with set screws, (4) places.

END VIEW

Insert top of scrim into middle extrusion.

Fabric scrim

Corner casting

Vertical loop

Slide loop extrusion and scrim in all the way for now.
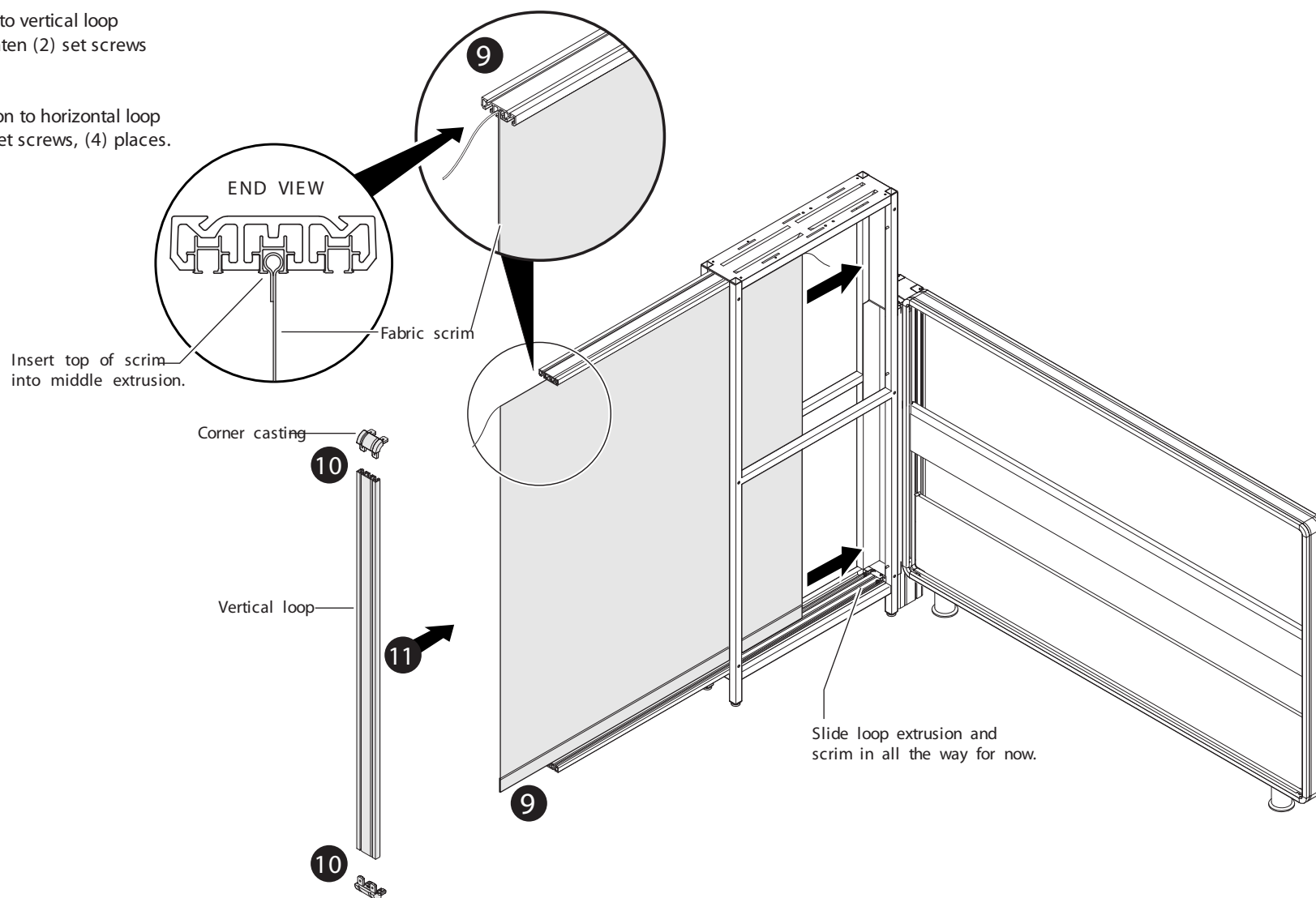
12. Determine overall dimension, then position loop in final location.

13. Slide loop bracket into loop tracks (2) places, top and bottom, then tighten thumb screws.

14. Install a connector post with loop-to-post connectors onto vertical loop (refer to page 4).

15. Level assembly and secure by tightening fasteners on loop-to-post connector. DO NOT OVERTIGHTEN.

(4) 1/4-20 x 1-1/2" thumb screws, plastic head

Finger tighten Loop bracket

Connector Post "B"

Loop-to-post connectors

Make sure connector post is plumb before tightening.
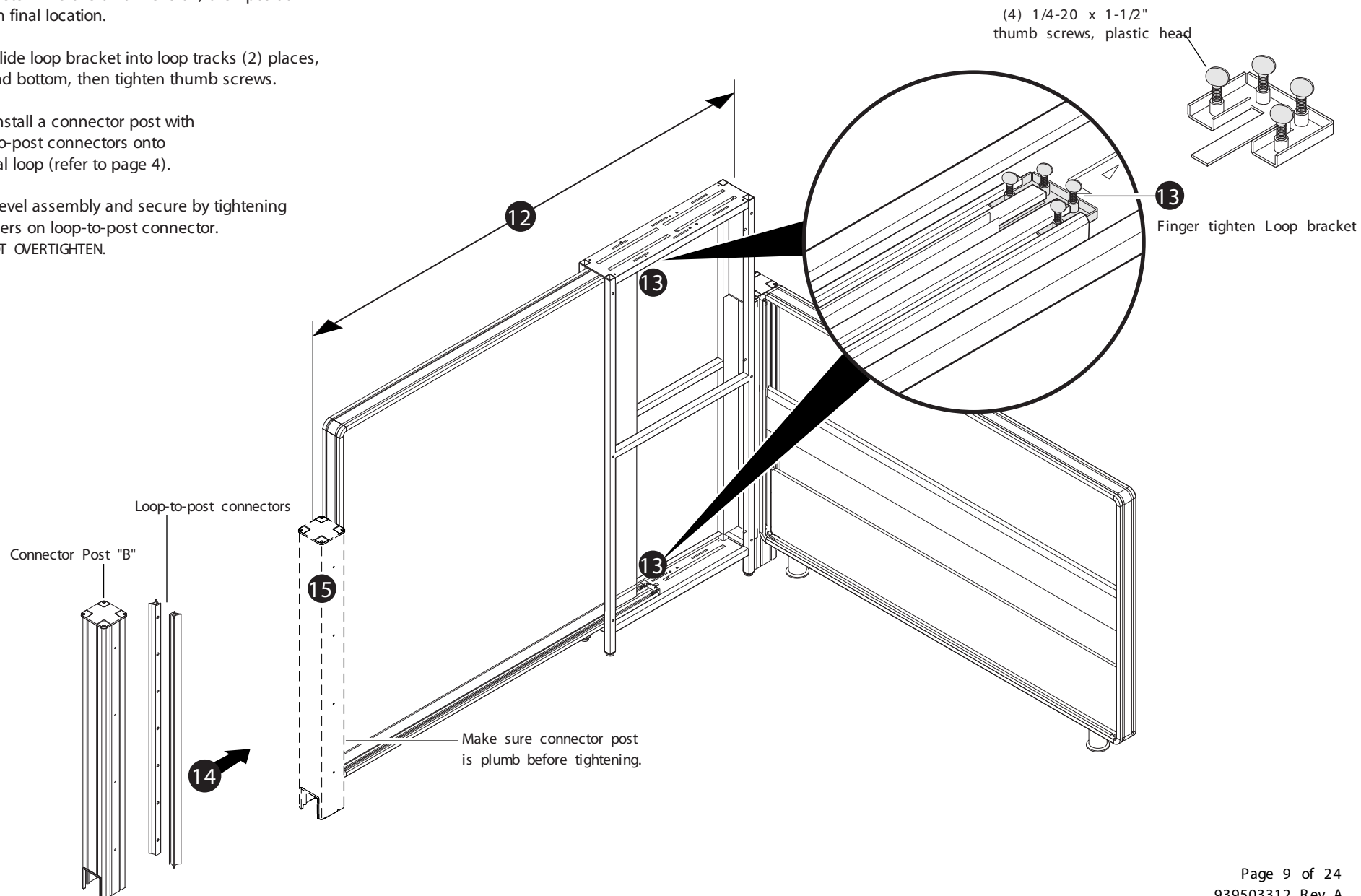
Install the Return Wall

1. Remove top cap as shown.

2. Remove tack panel and return wall panel from return wall frame.

3. Position base track under return wall frame.

4. Follow the procedure previously described on page 5 to install the return wall frame to connector post.

Note: Steps 5 through 9 apply only if a roller screen is part of the installation.

5. Remove V-track.

6. Disconnect the back vertical rail of rolling panel by removing the bolt above the lower wheel.

7. Slide roller screen into return wall frame.

8. Reattach the back vertical rail once the rolling panel is past the cross frame member.

9. Level return wall, then level front roller to frame.

(2) screws each end, 1/4-20 x 3/4 flat head socket

Remove (2) screws from each end of V-Track

Top Cap

Roller Screen

Position Base Track under Return Wall Frame before attaching to connector post (level base track with adjustable glide feet).

Level screen up or down
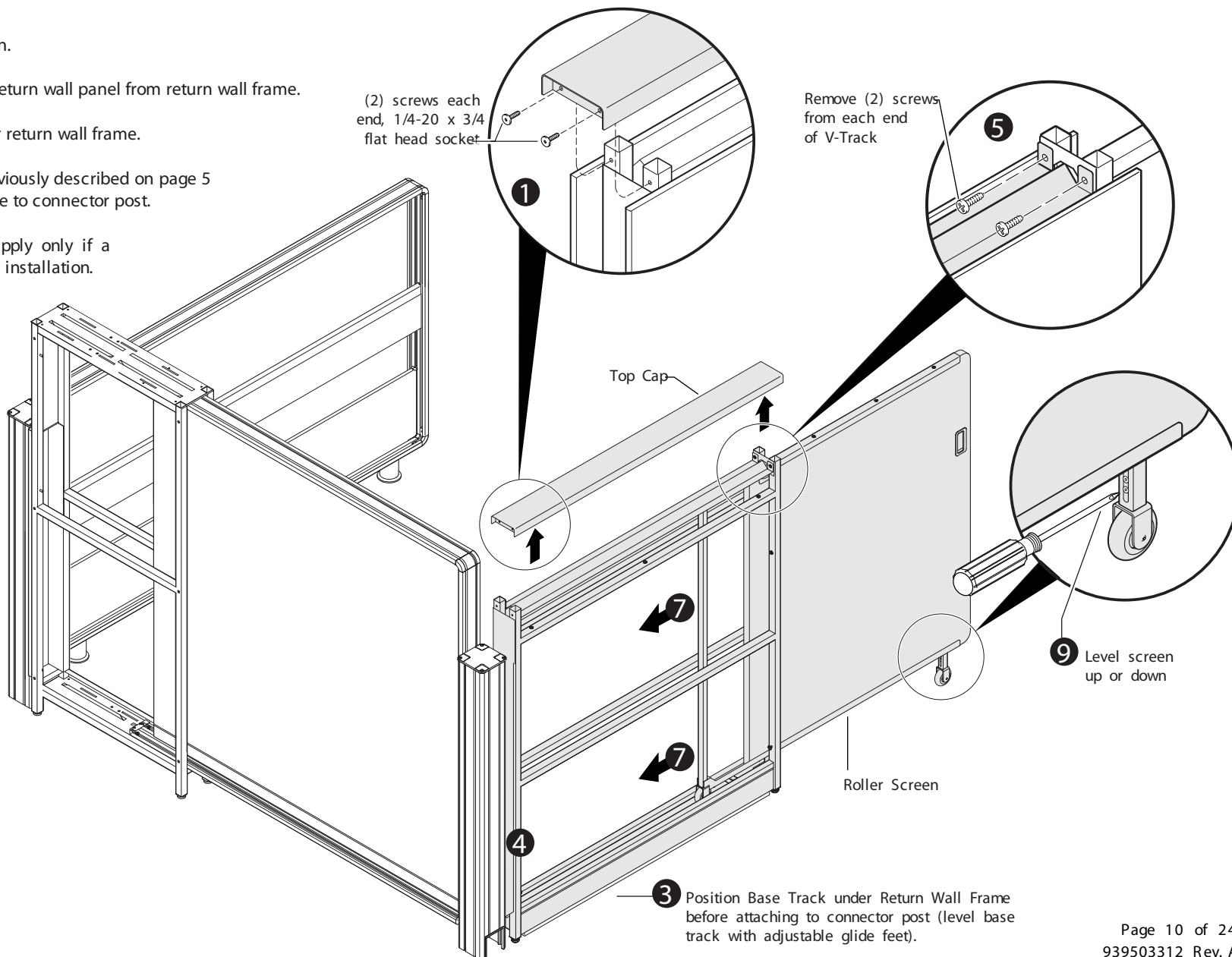
Install Wall Panels and Tack Panels

1. Hang main (lower) wall panels on return wall frame.

2. Fasten tack panels to return wall frame as shown.

(6) bolts, 1/4-20 x 3/4" button head phillips

Hang panel brackets on fasteners inside frame then tighten fasteners at the top to secure.
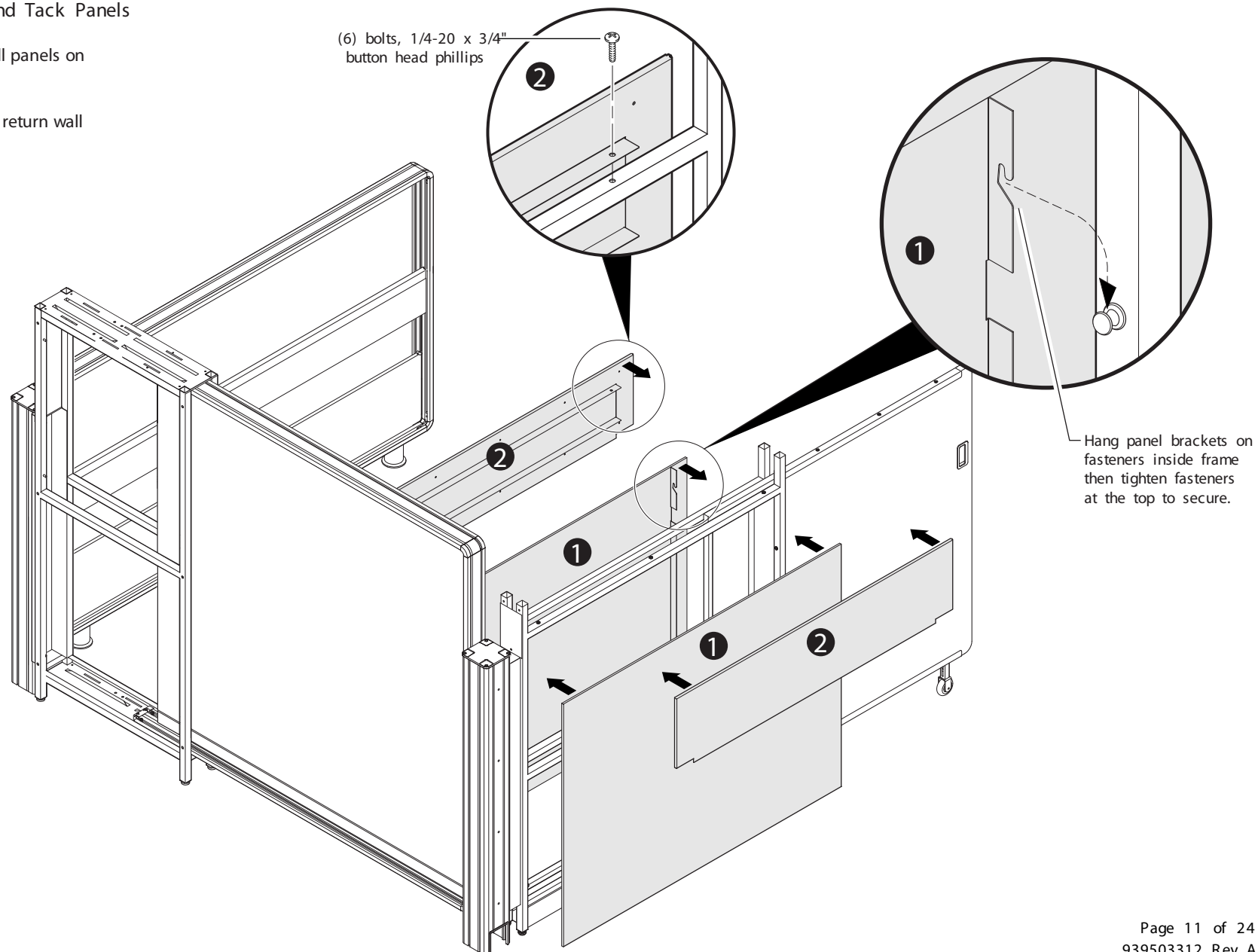
3. Reinstall V-track onto return wall.

4. Extend roller panel fully, then tighten
(2) bolts at the front end of V-track.

5. Move roller panel to rear of return wall and
tighten (2) bolts at the rear end of V-track.

Note: Ensure that the V-track is in fully
engaged with the upper wheel of the
rolling panel before tightening bolts.

6. Reinstall top cap onto return wall.

V-Track

Top Cap

V-Track

![METRO - a steelcase company]
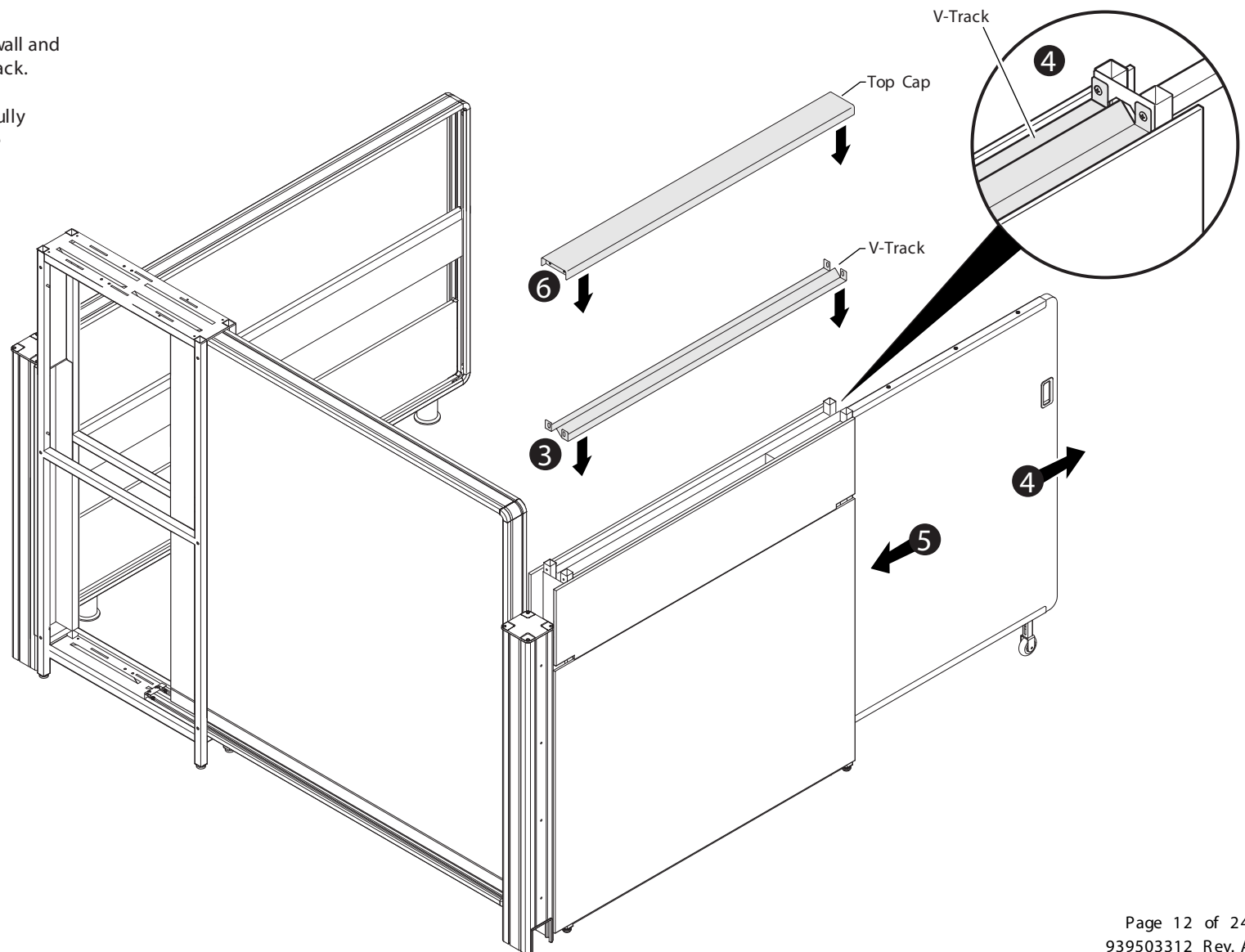
Desk Loop

1. Remove backer from double-sided tape on sill assembly, then attach onto desk-loop fence track.

2. Install table source PVD module and wire manager per Wiremold installation instruction No. 42652.

Sill Assembly

Fence

1 Fit sill extrusion into fence track

Double-sided tape

END VIEW
(shown without desk-loop end rail)

2 Locate PVD module

|← 9" →|
from front edge of sill

PVD Module

Wire Manager

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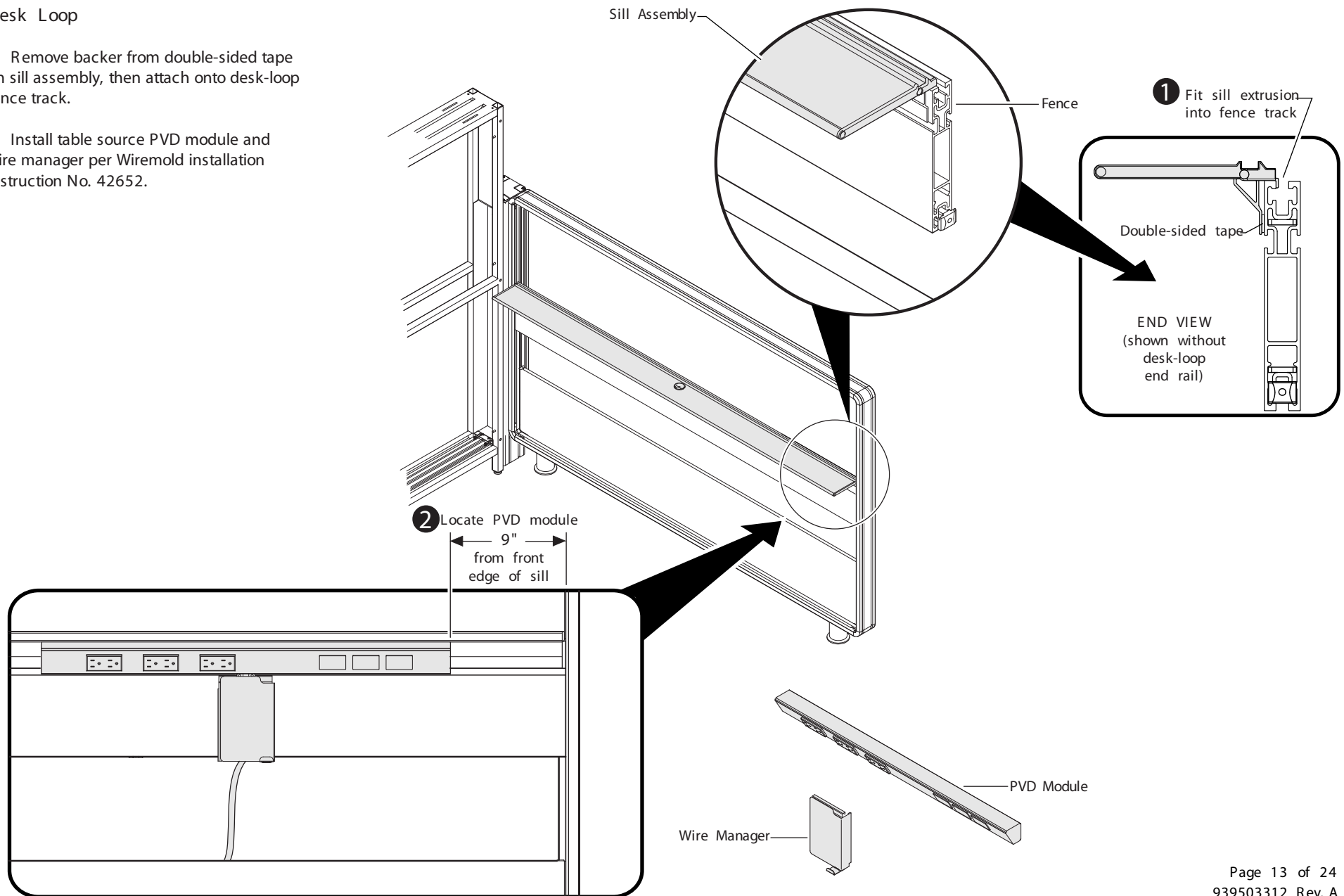
Desk-Loop Scrim and Sliding Panel

1. Loosen (4) set screws and remove top horizontal loop.

2. Remove the front corner casting.

3. Slide scrim into center track, then locate at back of loop.

4. Insert finish scrim in outside track. (this applies only to an application where the back side is visible).

5. Reassemble desk-loop.

Ensure that the corner castings and the loop extrusion are tightly connected before tightening set screws. DO NOT OVERTIGHTEN.

END VIEW

4 Install Finish Scrim in outside track.

END VIEW

Fabric scrim

Insert top of scrim into middle extrusion.

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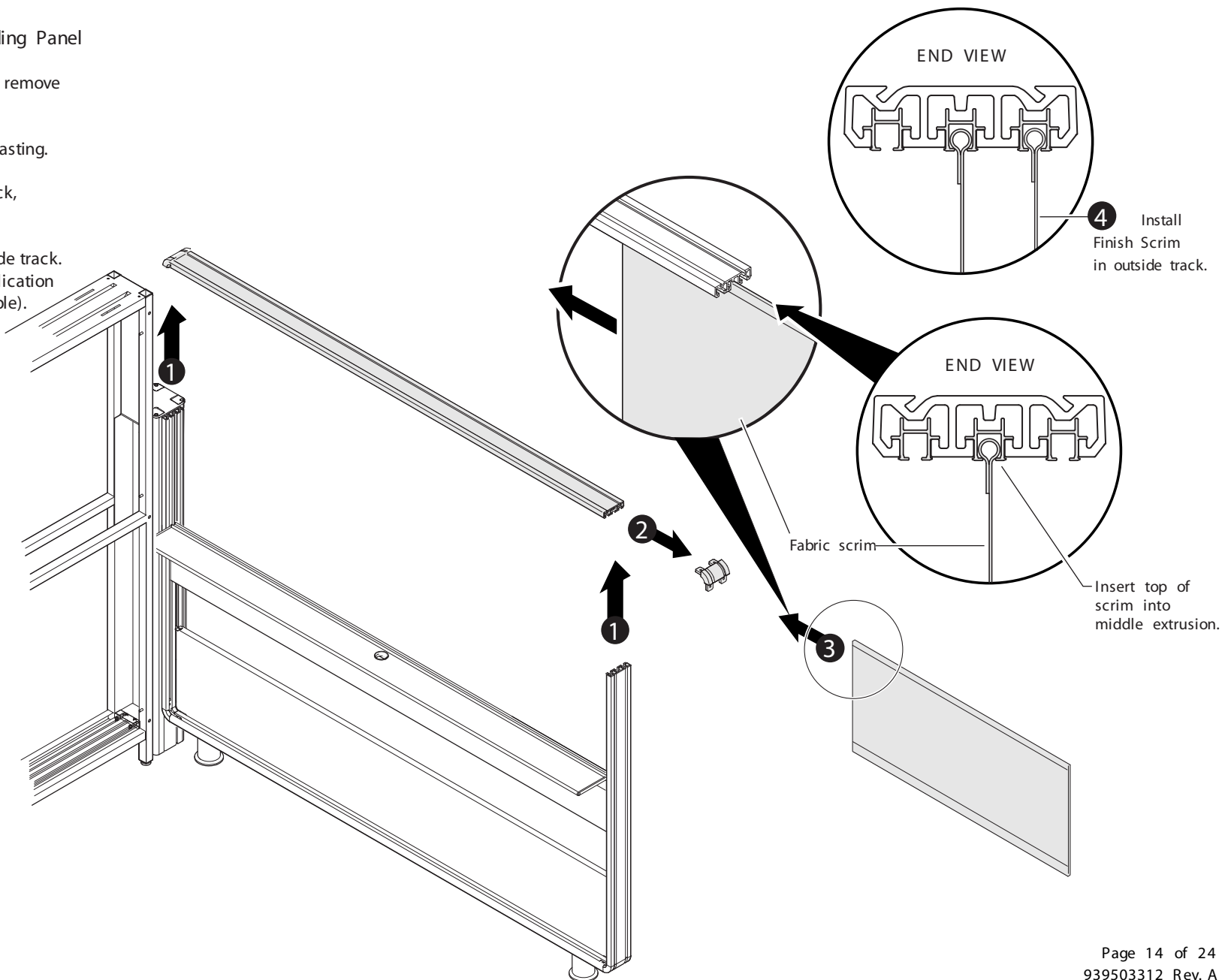
6. Insert (2 or 3, depending on specification) panel rollers into forward track.

7. Install sliding panel as shown.

7b Snap panel onto rollers

6 Slide rollers into gap in track

END VIEW

(3) preinstalled inner extrusions

(2) or (3) Rollers

7a Place bottom edge of panel in guide slot of sill extrusion, then tilt up into place.

SIDE VIEW
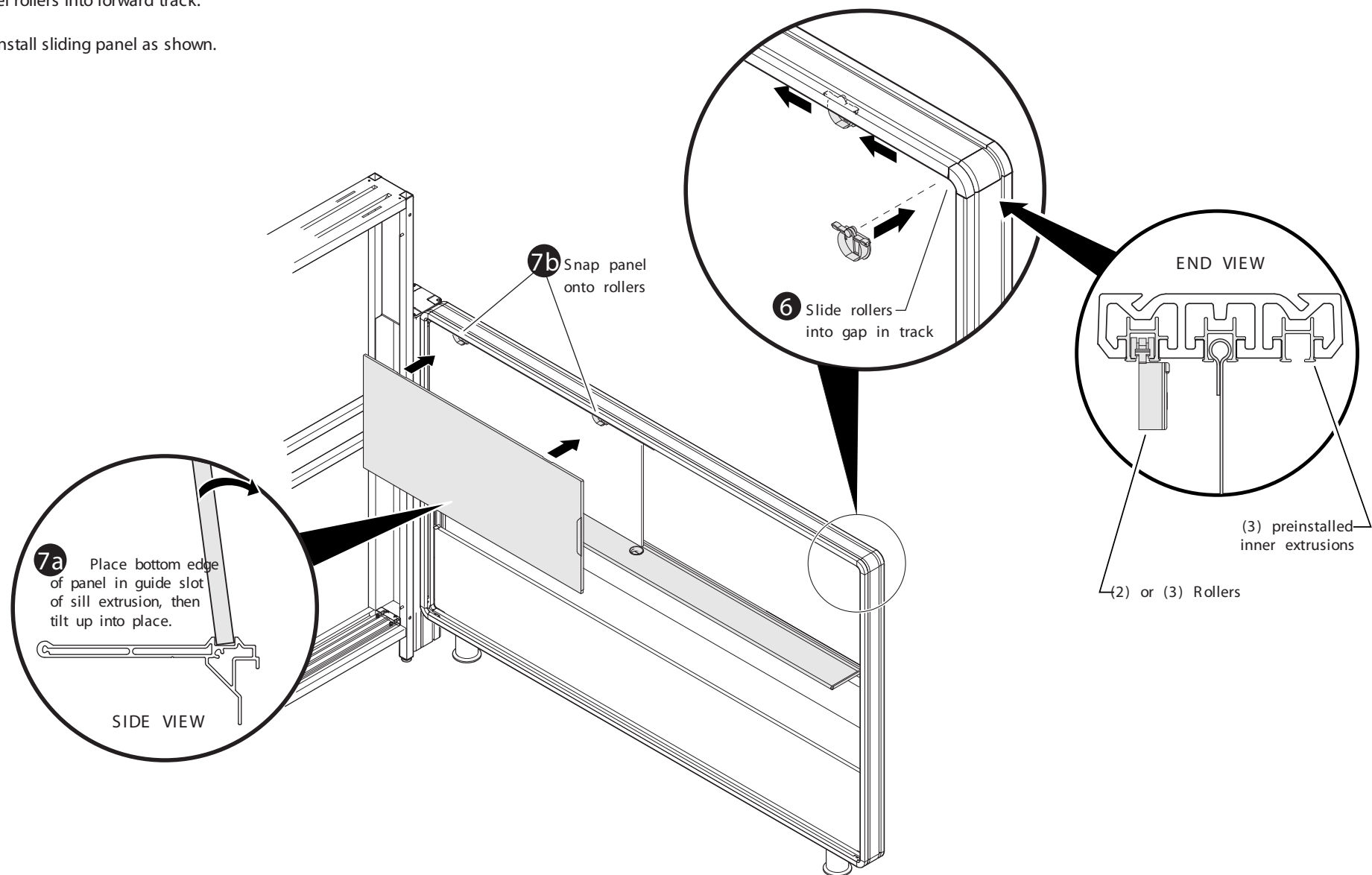
Desktop Assembly

NOTE: TETHER BRACKETS AND HYPER-GLIDE
ARE PACKED WITH THE ADJUSTABLE HEIGHT COLUMN.
(2) BRACKETS ARE REQUIRED FOR 6' AND 7' LOOPS,
(3) BRACKETS FOR 8' LOOP.

1. Loosely preassemble the tether table brackets to the fence in the approximate locations shown.

2. Adjust tether brackets and adjustable column leg to desired height.

1a

1b

1c

1d

T-Nut

Tether Clip

1/4"-20 X 1/2"
Screw

Loosen screw
to adjust column

2

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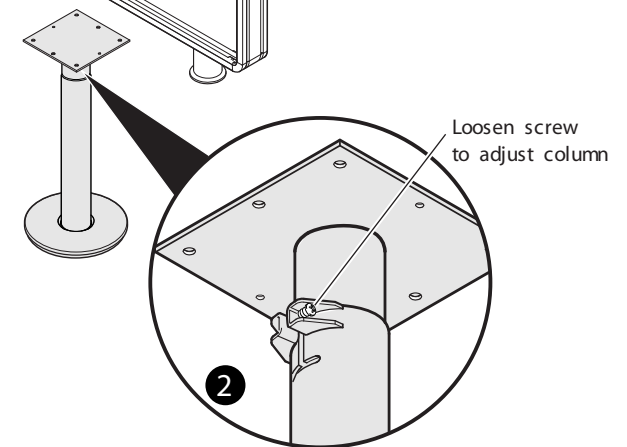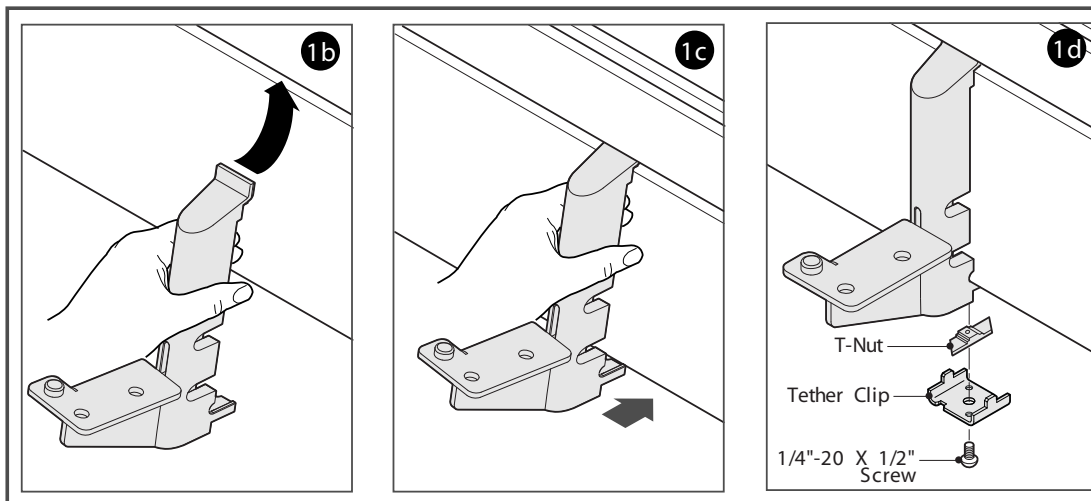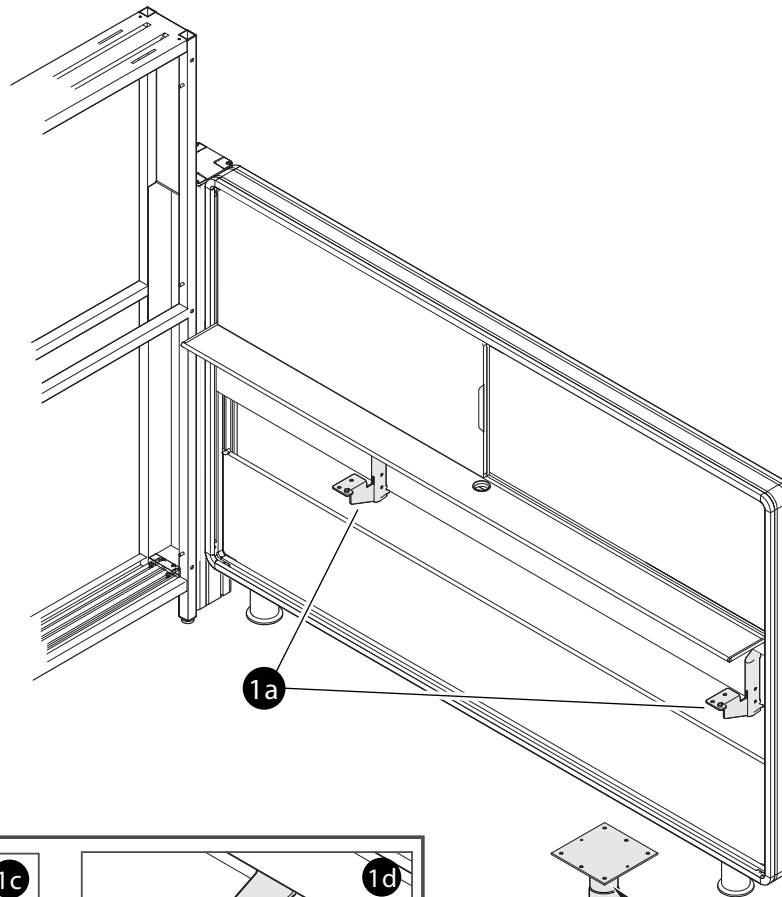
3. Attach telescoping hyper-glide to underside of desktop.

4. Install desktop onto tether brackets and adjustable column leg.

5. Position desktop relative to desk-loop in desired location, then tighten tether brackets to fence.

Underside of desktop

❸

(4) wood screws,
#12 x 1"
pan head #3

❺

❹

Worksurface

(2) screws per bracket
#10-10 x 1-1/16"

❹

(6) wood screws
#12 x 1"
pan head #3
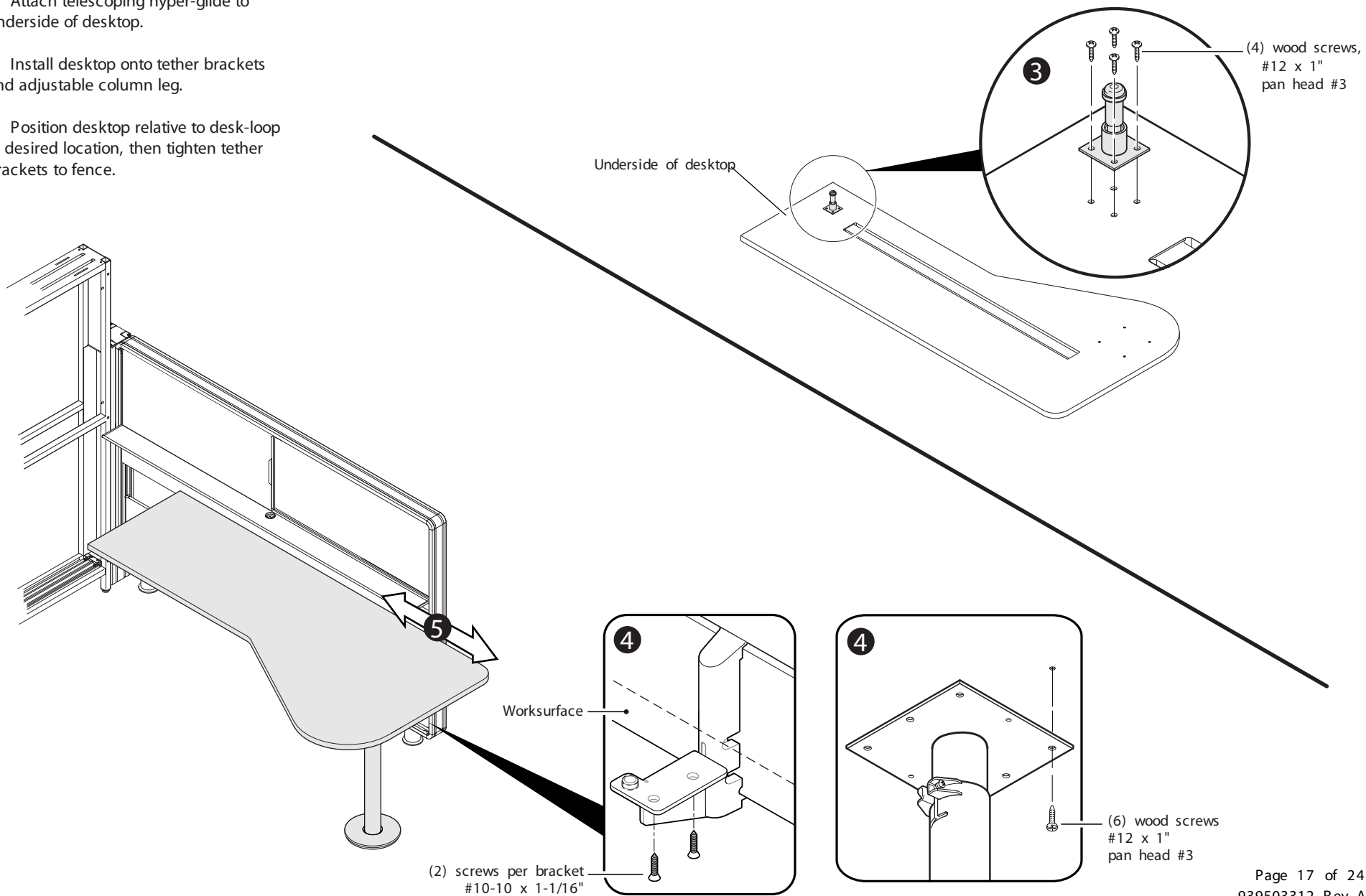
Pedestal Installation

Note: It is important to determine if your pedestal is used in a right hand (shown in this direction) or left hand application. This will dictate where the brackets are positioned.

1. Attach (1) upper bracket as shown.

2. Attach (2) lower brackets.

(2) screws, 1/4-20 x 1/2" button head

Locate brackets on desk-end side of pedestal

Rear side of pedestal

(2) screws per bracket, 1/4-20 x 1/2" button head
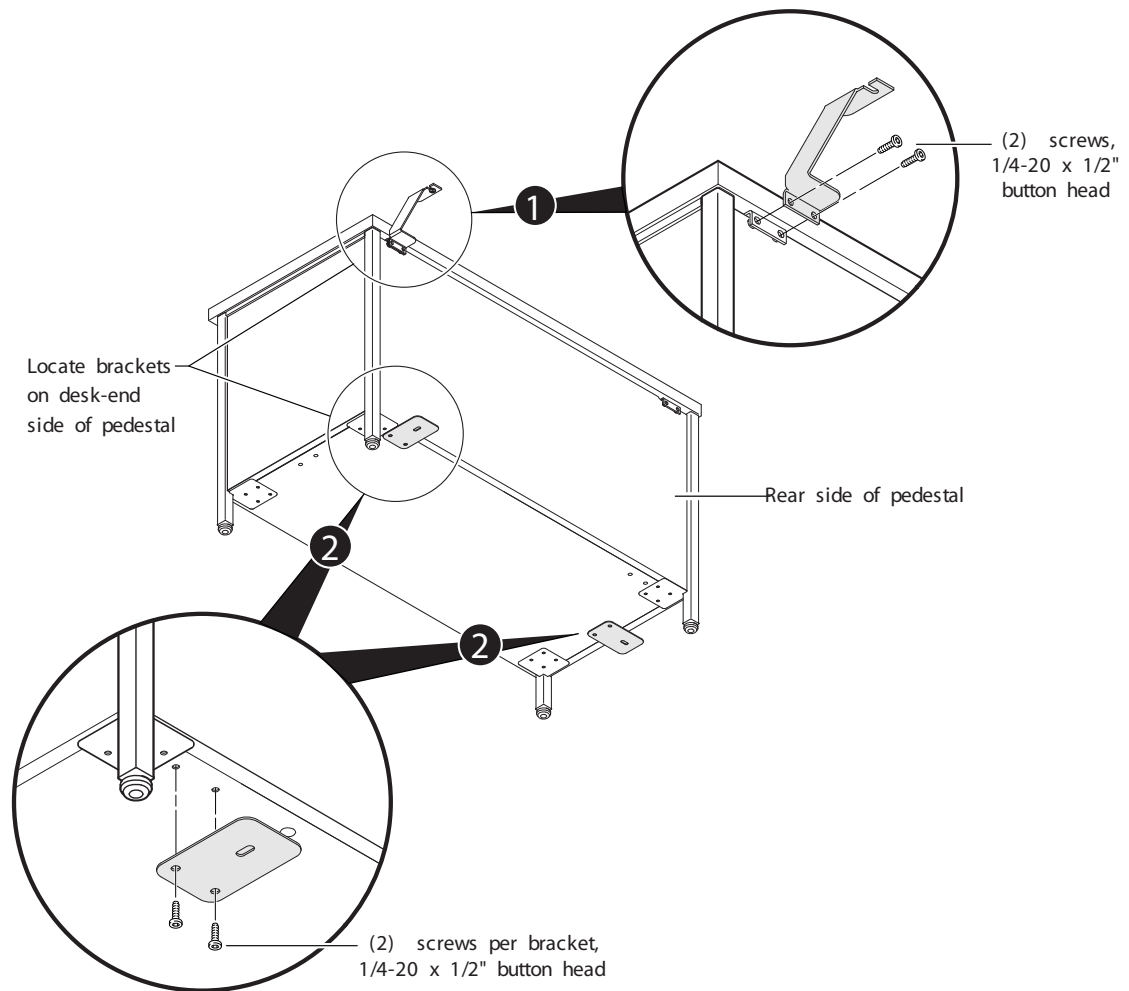
3. Attach pedestal connection bracket to bottom of flex-fit wall frame.

4. Loosely preassemble pedestal connection bracket to forward track of desk loop.

5. Fasten loop to pedestal brackets together. Hint: Preassemble T-nut and bolt loosely to ease alignment to the fence channel.

Note: Baseboard Utility cover should be installed before the flex-fit wall panel.

6. Install flex-fit wall panel to flex-fit frame.

7. Install optional sliding or marker panel if applicable (refer to TOPO-003).

8. Install wire management tray to fence.

9. Mount overhead storage tower, if overhead is specified (refer to page 21).

8 Wire Management Tray

3 (2) screws, 1/4-20 x 1/2" button head

Baseboard Utility

4 (2) screws, 1/4-20 x 1/2" button head

5 (1) screw, 1/4-20 x 5/8" button head

T-Nut will fit in channel

SIDE VIEW showing T-nut and bolt loosely preassembled
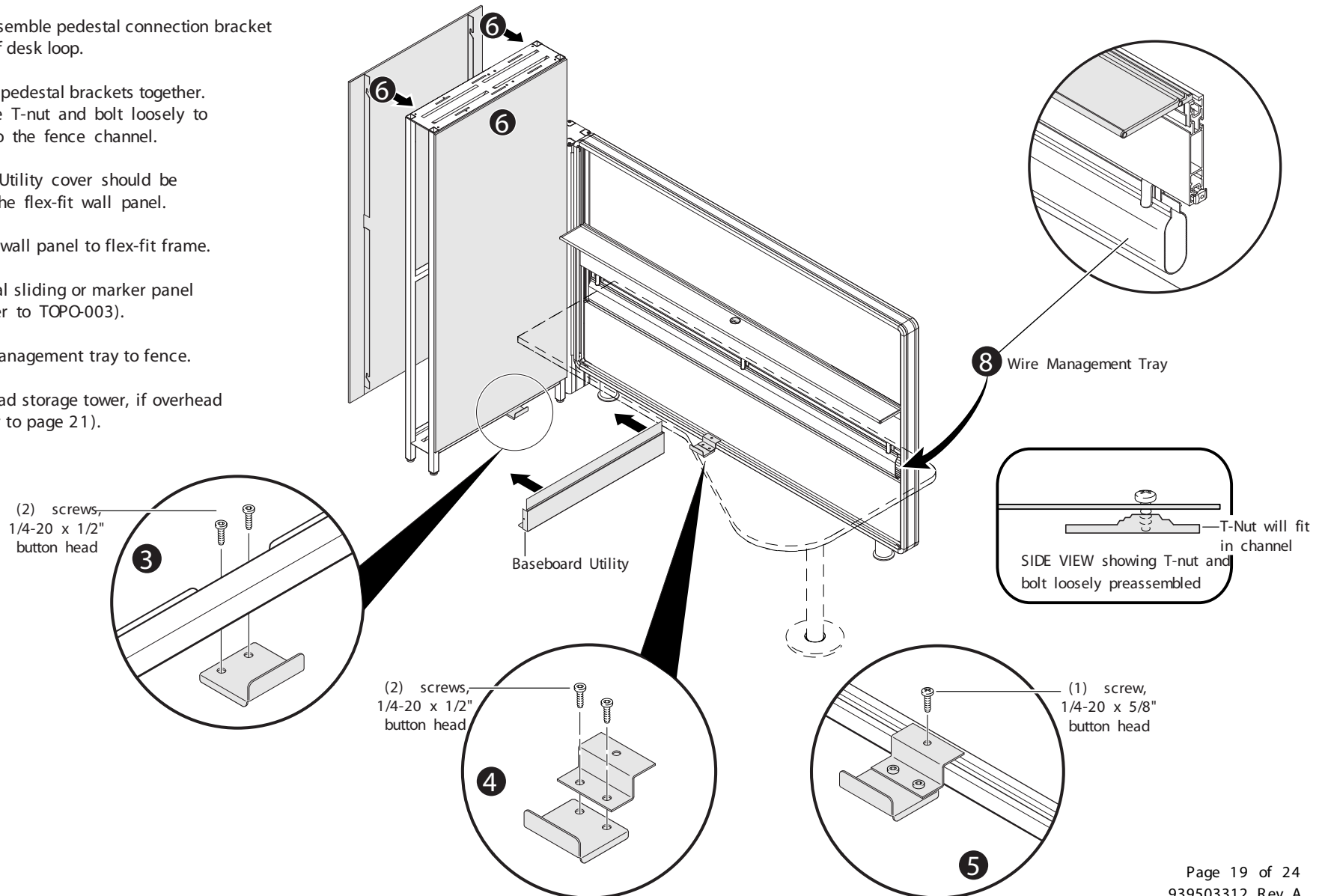
10. Move pedestal into position.

11. Attach pedestal to connection bracket on flex-fit wall frame.

12. Tighten bottom loop-to-pedestal bracket in final location in forward track.

13. Secure top loop-to-pedestal bracket to underside of fence.
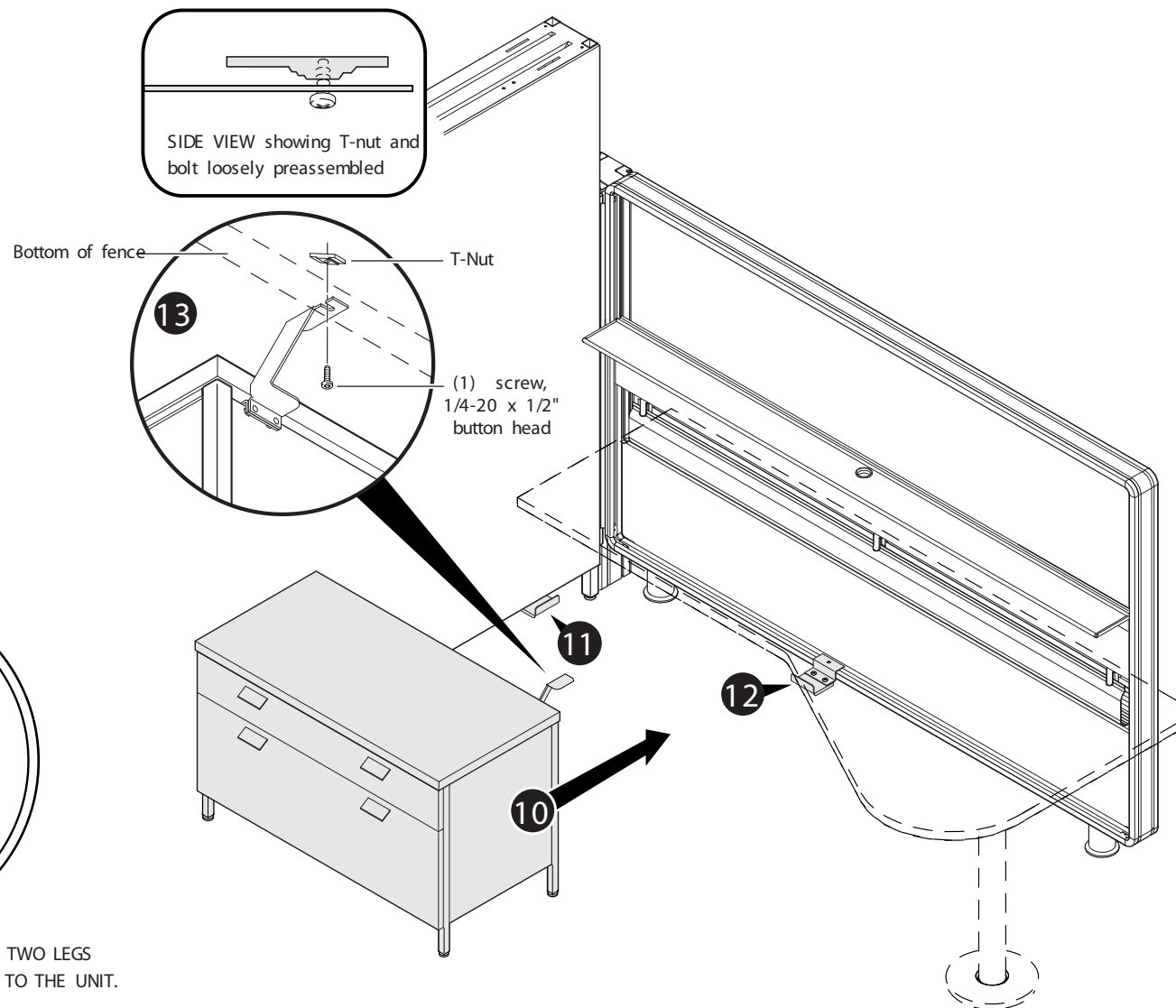Hint: Preassemble T-nut and bolt loosely to ease alignment to the fence channel.

SIDE VIEW showing T-nut and bolt loosely preassembled

Bottom of fence

T-Nut

(1) screw, 1/4-20 x 1/2" button head

CAUTION: DO NOT TIP PEDESTAL ONTO TWO LEGS TO MOVE AS IT COULD CAUSE DAMAGE TO THE UNIT.

Overhead Storage Tower

1. Carefully lift storage tower into position.

2. Attach tower to flex-fit wall.
    - A. Engage tabs on tower bracket with slots on flex-fit wall frame.
    - B. Slide tower towards connector post until tabs are securely locked down.

3. Apply (2) plastic bumpers near the bottom of the overhead side panels between the unit and the flex-fit wall.

② REAR VIEW

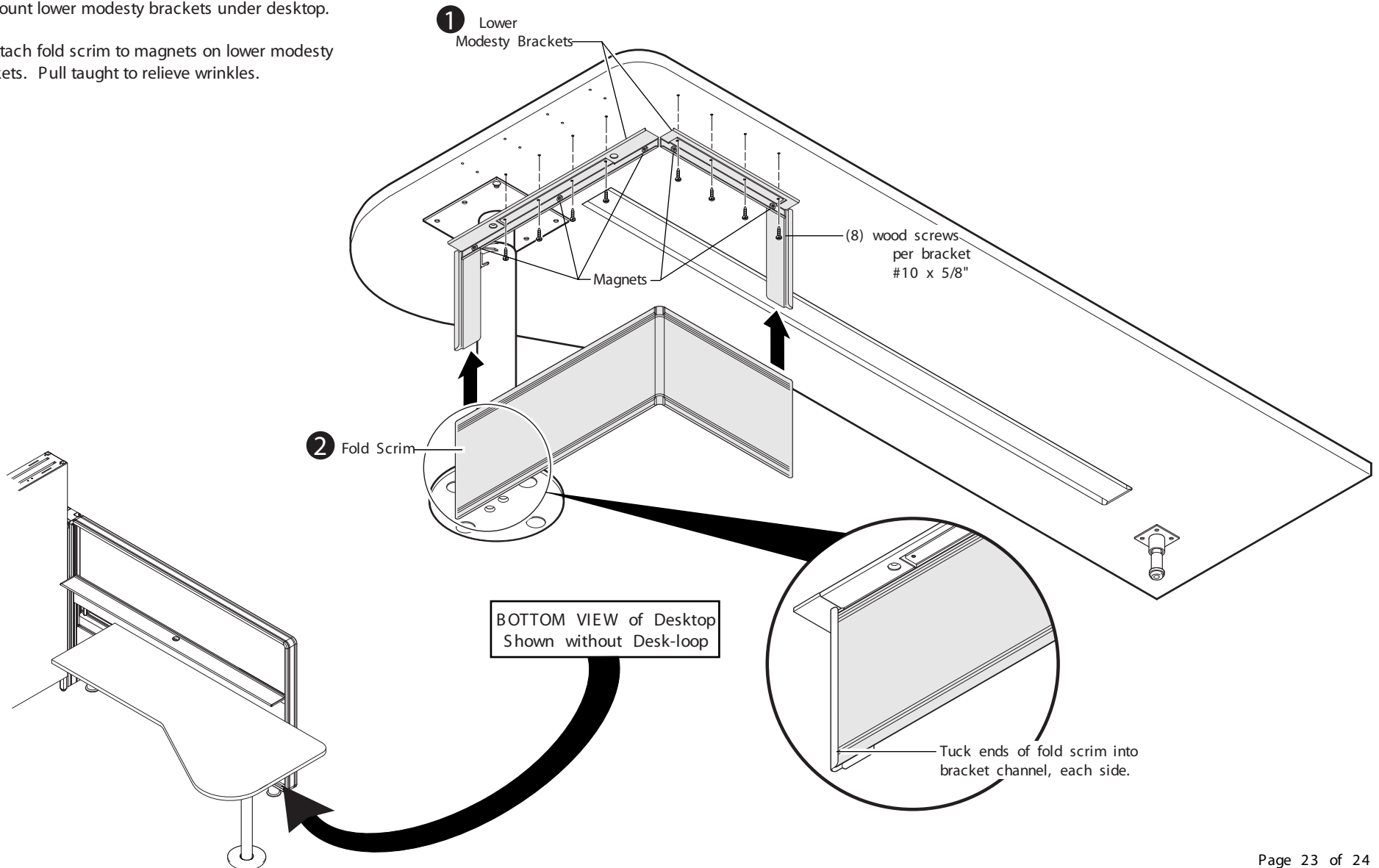B SLIDE A

③ Plastic Bumpers

![METRO a steelcase company]
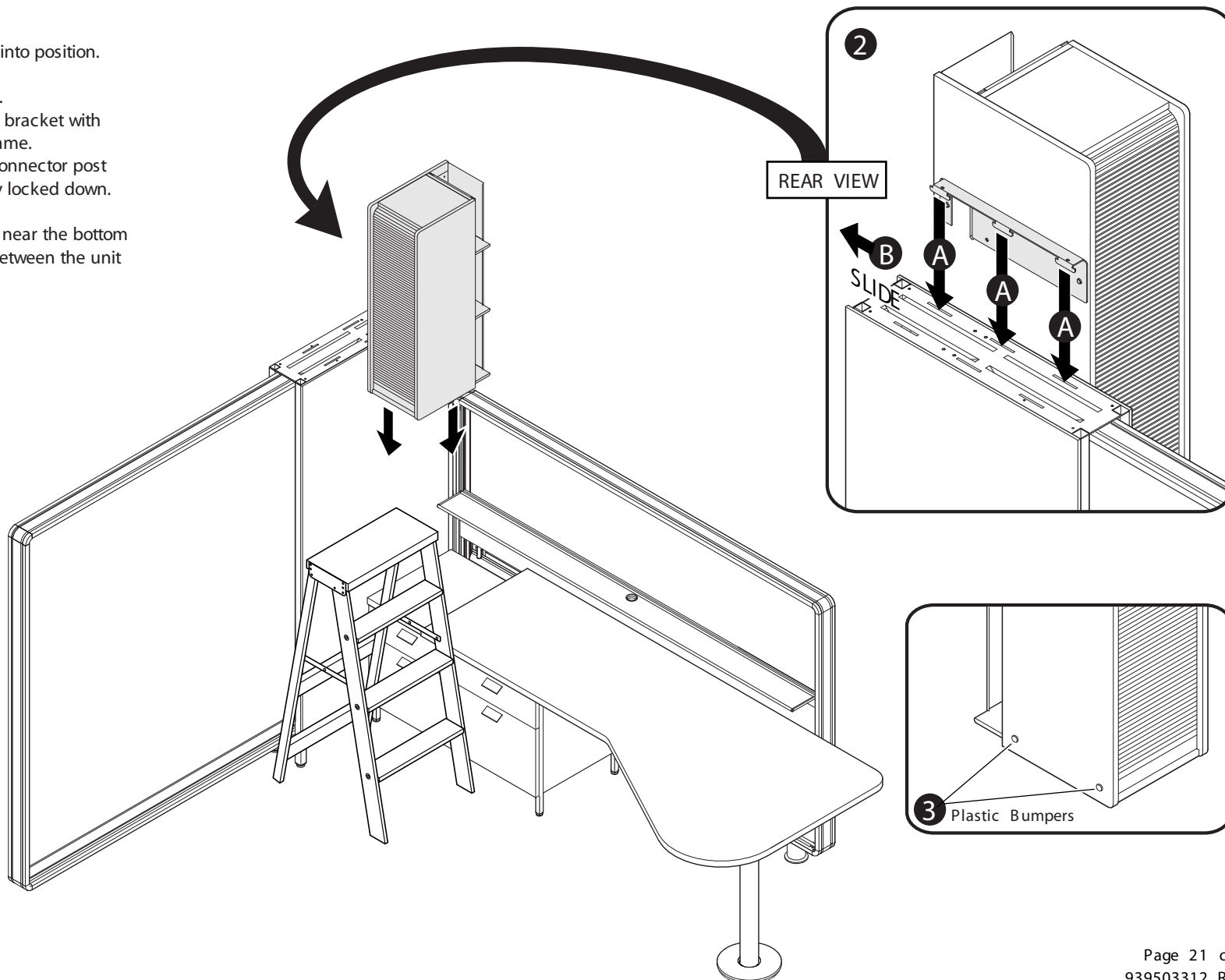
Finish Top Cap

1. Position top cap onto flex-fit frame.

2. Slide tabs into slots at loop end of flex-fit frame to lock.

3. Secure with (1) screw at connector post end.

REAR VIEW

2

3 (1) screw,
1/4-20 x 3/4"
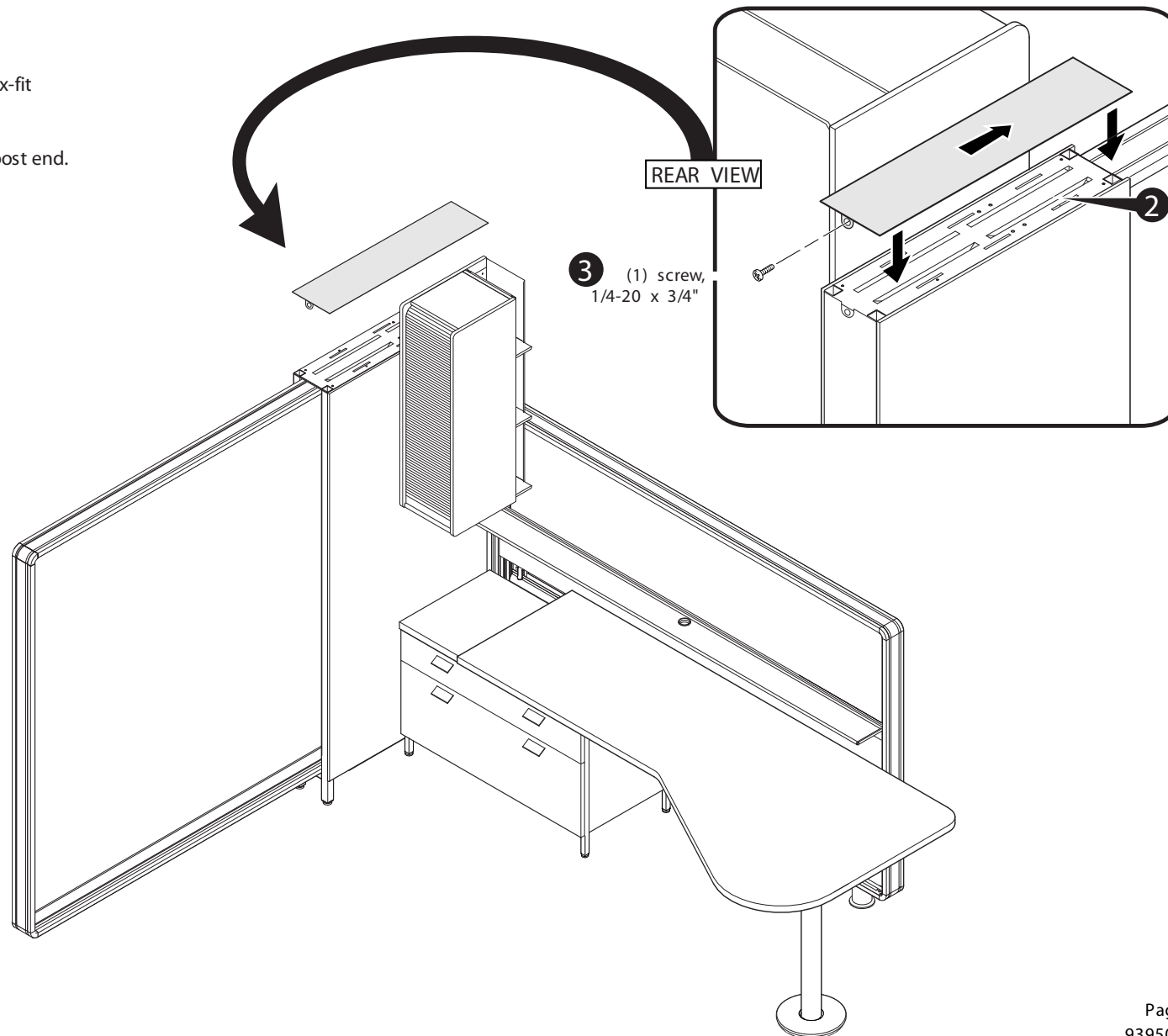
Optional - Lower Modesty Panel

1. Mount lower modesty brackets under desktop.

2. Attach fold scrim to magnets on lower modesty brackets. Pull taught to relieve wrinkles.

1 Lower Modesty Brackets

(8) wood screws per bracket #10 x 5/8"

Magnets

2 Fold Scrim

BOTTOM VIEW of Desktop Shown without Desk-loop

Tuck ends of fold scrim into bracket channel, each side.

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Optional - Upper Modesty Panel

1. Align mounting bracket to pilot holes in underside of worksurface.

2. Attach upper modesty panel to underside of desktop.

Upper Modesty Panel

(8) wood screws
#10 x 5/8"