

■ **Unite® System Transaction Countertops - Table of Contents**
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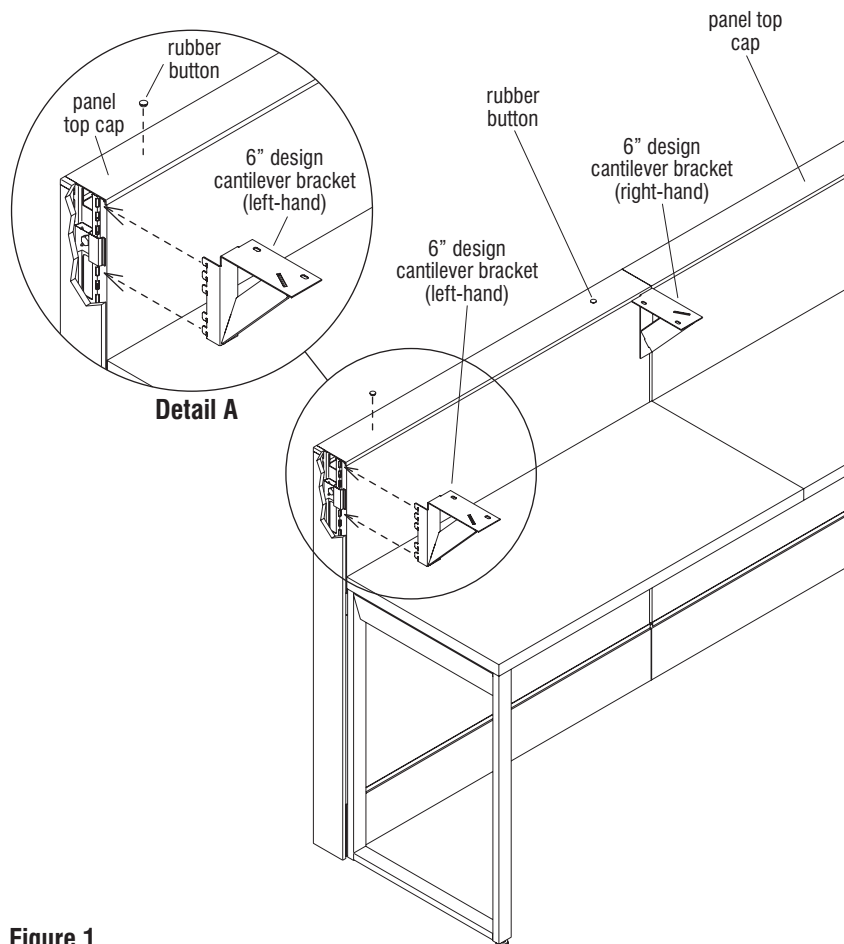


Figure 1

Standard 40" High Straight Transaction Countertop Assembly

Overview: Installation below is for a single rectangular transaction countertop installed to a 40" high Unite Panel. If the countertop length is 60" or less, the transaction countertop width must match the width of the Unite Panel it installs onto, and two design cantilever brackets are used.

Note: If transaction countertop length is over 60" (not illustrated below), the countertop will span the width of two Unite Panels and three design cantilever brackets are required.

1. Ensure that the Unite Panel top cap is installed prior to attaching brackets and transaction countertop. Install two self-stick rubber buttons to the top cap as illustrated. Spacing of buttons is approximate, and buttons prevent the countertop from incidental contact with the top cap (Figure 1).
2. The 6" design cantilever brackets are right- or left-hand in design, so one style of bracket will install to the left-hand side, and the other style will install on the right-hand side of the panel to support a transaction countertop. They must be installed to the inside (workstation side) of the panel. To install a bracket, identify the top slot of the panel vertical post and insert the top tooth of the appropriate cantilever design bracket into that top slot. Engage all teeth into slots in the vertical post, then press down firmly to engage all teeth into the slots. The horizontal top of the bracket should be about $\frac{1}{8}$ " above the top of the panel top cap. Check bracket for full engagement by pulling straight back firmly in a horizontal motion (Figure 1 & Detail A).



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Standard 40" High Straight Transaction Countertop Assembly (cont.)

Note: The transaction countertop is designed to be installed off-center on the panel top. Per ADA guidelines, only 4" of counter may extend into the aisle side. The larger amount of overhang is to extend over the worksurface side.

3. After the cantilever brackets have been installed to the workstation side of the panel, position the transaction countertop onto the brackets as illustrated, with the smaller, 4" countertop overhang into the aisle side. Align mounting holes of the brackets with the corresponding pre-drilled holes in the underside of the transaction countertop. Using one #12 x 1" screw per bracket, at the front side of the bracket (hole closest the worksurface user), secure the bracket to the transaction countertop as illustrated (Figure 2 and Detail B).

Note: Design bracket lock clips are right- and left-hand by design, so each must be paired with the design cantilever bracket of the same hand type.

4. Position a design lock clip as illustrated (Detail B) and insert the thin prong end of the clip into the top panel notch, just above the top tooth of the left-hand design cantilever bracket. Fully inserted properly, the mounting hole of the lock clip will align over the unused mounting hole in the cantilever bracket. Insert and tighten the second #12 x 1" screw to secure the clip over the cantilever bracket, and to the transaction countertop (Figure 2 & Details B & C).

5. Repeat step 4 above for the right-hand design lock clip to the right-hand design cantilever bracket. Check and assure that all four mounting screws are tight. The transaction countertop must be snug and no movement should be felt (Figure 2 & Details B & C).

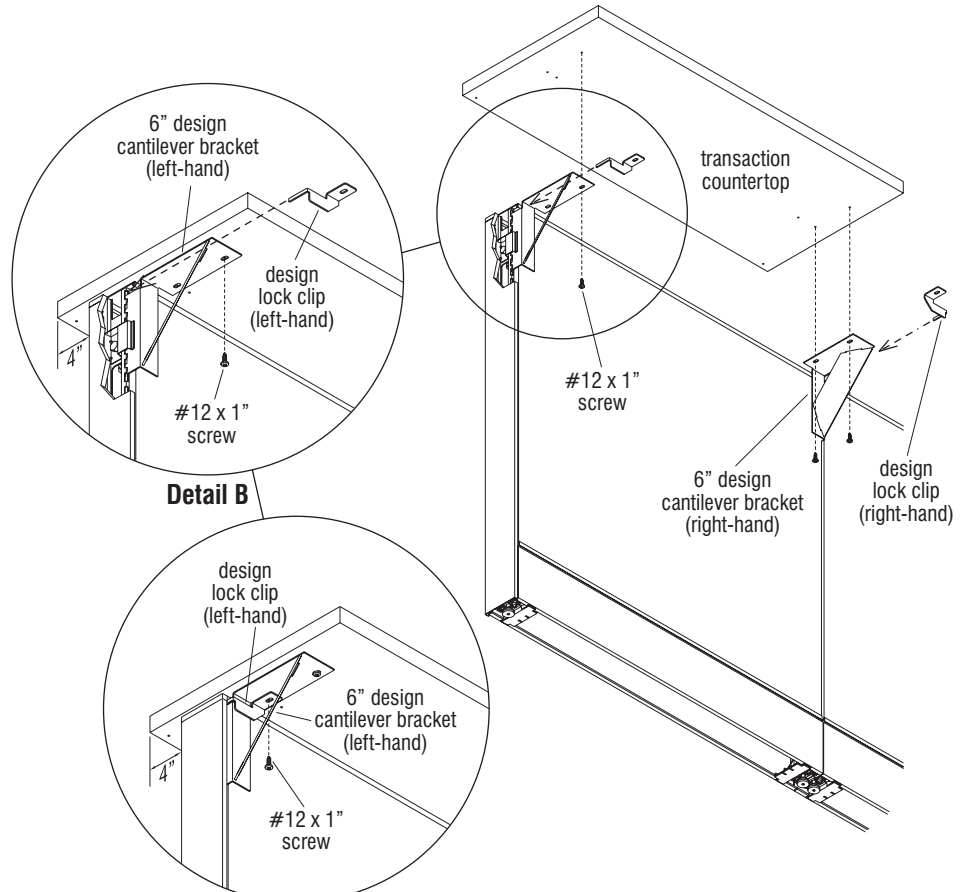


Figure 2 **Detail C**



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

**Straight Transaction Countertop
Installed Adjacent to
Change-of-Height - Standard 40”
High Unite Panel**

If a transaction countertop is specified for installation adjacent to a taller Unite Panel, the countertop will be supplied with a notch to accommodate the end-of-run trim of the taller panel (Figure 3). A countertop designed to install between two adjacent taller Unite Panels will have a notch at both ends (not shown).

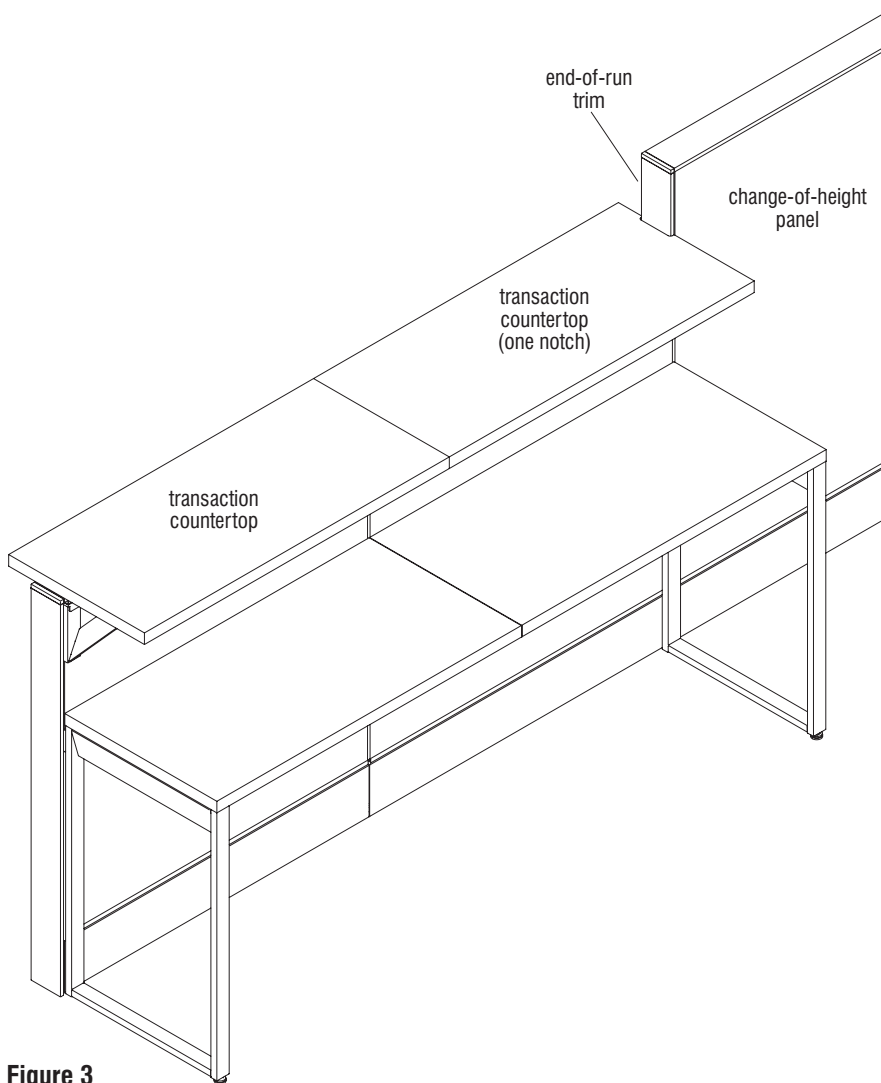


Figure 3



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Corner Transaction Countertop - Top Assembly

Note: The corner transaction countertop comes disassembled and must be joined together at the 45-degree miter using KV joint fasteners. Follow the directions below carefully.

1. Place the two corner counter surfaces to be joined upside down on a soft protective surface. Position the surfaces as illustrated, then locate and identify the KV joint fastener components from the hardware pack (Figure 4).

2. Center the hardwood spline into the routed slot in one corner top to be joined. Press the two tops together, aligning the hardwood spline. Check to make sure the tops join together completely with the spline in place. If they do not, sand the spline if necessary or adjust its location in the slot (Figure 4).

Important: For step 3 below, it is important that the KV joint fastener slots in the undersides of the surfaces to be joined are aligned perfectly.

3. Assemble KV fasteners by first twisting a draw bolt into each tightening nut a few turns, then press each pair into a $\frac{7}{8}$ " hole and slot in the underside of the transaction countertop surfaces to be joined. The flat-end of each draw bolt will be visible in the $\frac{7}{8}$ " hole on one side of the units being joined. One at a time, position each locking sleeve as illustrated and insert locking sleeves into the $\frac{7}{8}$ " holes so that the slotted sleeve engages the rounded collar on the bolt (Figure 4).

4. Tighten the nut with a tightening tool or a nail-set. Check the front and back edges, and more importantly the top side of the joint for proper alignment. The top-side joint should be smooth and level with no gaps. Adjust as necessary to achieve a "seamless" look (Figure 4).

Important: Each pound of pressure on the tightening tool exerts 500 pounds of force on the joint. Overtightening the KV fasteners will cause the tops to delaminate.

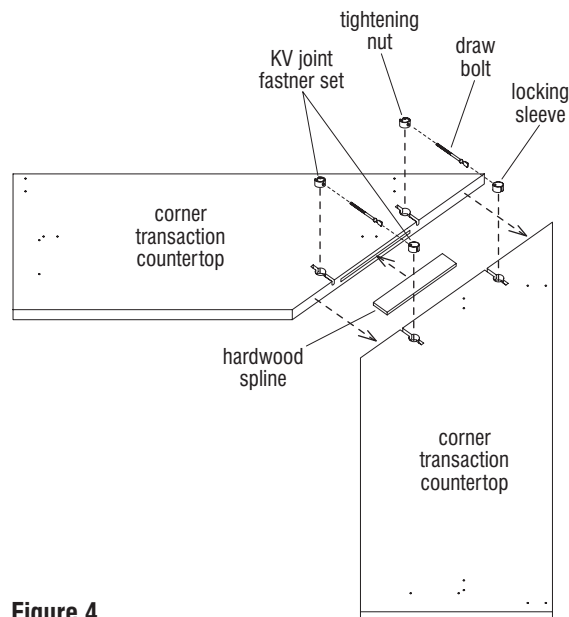


Figure 4



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Corner Transaction Countertop - Standard 40" High Assembly Overview:

Installation below is for a two-piece corner transaction countertop (assembled previous page) which installs to a corner pair of 40" high Unite Panels. Assure that the corner transaction countertop widths match the width of the Unite Panels it installs onto.

1. Unite Panel top caps must be installed, then adhere two self-stick rubber buttons to the top of both

top caps as illustrated. Spacing of buttons is approximate, and buttons prevent the countertop from incidental contact with the top cap (Figure 5).

2. Reference the Figure 5 illustration on this page, then locate from the parts bag and identify the different support brackets required. The 6" design cantilever brackets are right- or left-hand in design, so one style of bracket will install to the far left-hand side, and the other style will install on the far right-hand side of the corner panel unit, to support a corner transaction countertop. All brackets must be installed to the inside (workstation side) of the panels. Additionally, an edge-style support bracket must be installed at the center, inside corner of the corner transaction countertop (Figure 5).
3. To install a right- or left-hand cantilever design bracket, first identify the top slot of the panel vertical post and insert the top tooth of the appropriate design bracket into that top slot. Engage all teeth into slots in the vertical post, then press down firmly to engage all teeth into the slots. The horizontal top of the bracket should be about $\frac{1}{8}$ " above the top of the panel top cap. Check bracket for full engagement by pulling straight back firmly in a horizontal motion (Figure 5 & Detail D).

4. Repeat step 3 above for the cantilever design bracket at the other side. Next locate the "edge-style support bracket (left-hand)" to be installed at the inside corner location (Detail E). Position the edge bracket as illustrated, identify the top slot of the panel vertical post and insert the top tooth of the bracket into the top slot. Engage all teeth into slots in the vertical post, then press down firmly to engage teeth into the slots. The horizontal top of the bracket should be about $\frac{1}{8}$ " above the top of the panel top cap (Figure 5 & Detail E).

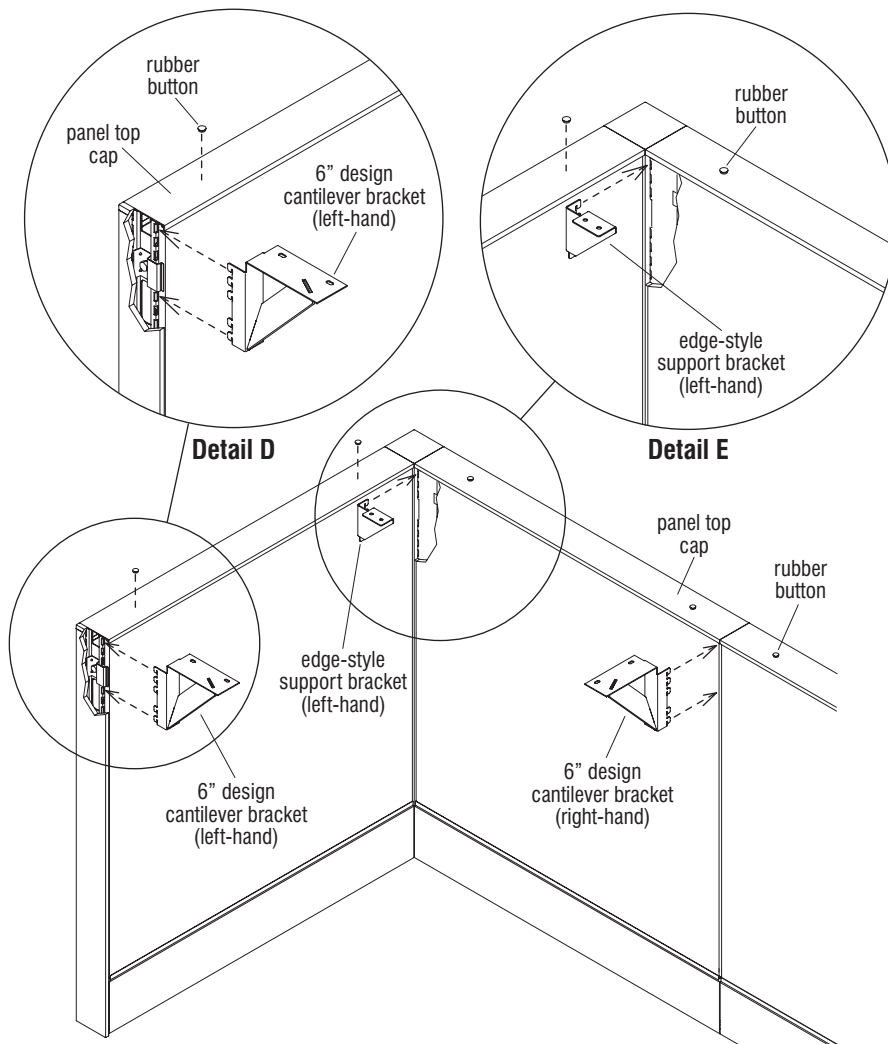


Figure 5



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Corner Transaction Countertop - Standard 40" High Assembly (cont.)

5. After the two design cantilever brackets, as well as the corner edge-style bracket have been installed to the workstation side of the panel, position the corner transaction countertop assembly onto the brackets as illustrated, with the smaller, 4" countertop overhang into the aisle side. Align mounting holes of the brackets with the pre-drilled holes in the underside of the corner transaction countertop. Using one #12 x 1" screw per bracket at the front side of the bracket (hole closest the worksurface user), secure the bracket to the transaction countertop as illustrated (Figure 6 & Detail F).

Note: Design bracket lock clips (for right- and left-hand design cantilever brackets) are right- and left-hand by design, so each must be paired with the design cantilever bracket of the same hand type.

6. Position a design lock clip as illustrated (Detail F) and insert the thin prong end of the clip into the top panel notch, just above the top tooth of the left-hand design cantilever bracket. Fully inserted properly, the mounting hole of the lock clip will align over the unused mounting hole in the cantilever bracket. Insert and tighten the second #12 x 1" screw to secure the clip over the cantilever bracket, and to the corner transaction countertop (Figure 6 & Details F & G).

7. Repeat step 6 above for the right-hand design lock clip to the right-hand design cantilever bracket. Next, position the edge-style bracket lock clip up to the corner and insert the prong into the top, corner slot. Fully inserted properly, the mounting holes of the lock clip will align over the two mounting holes in the edge-style bracket. Insert and tighten two #12 x 1" screws to secure the clip over the center edge bracket, and to

the corner transaction countertop (Figure 6 & Details H & I). Finally, check and assure that all bracket mounting screws are tight. The corner transaction countertop should be snug and no movement should be felt (Figure 6 & Details H & I).

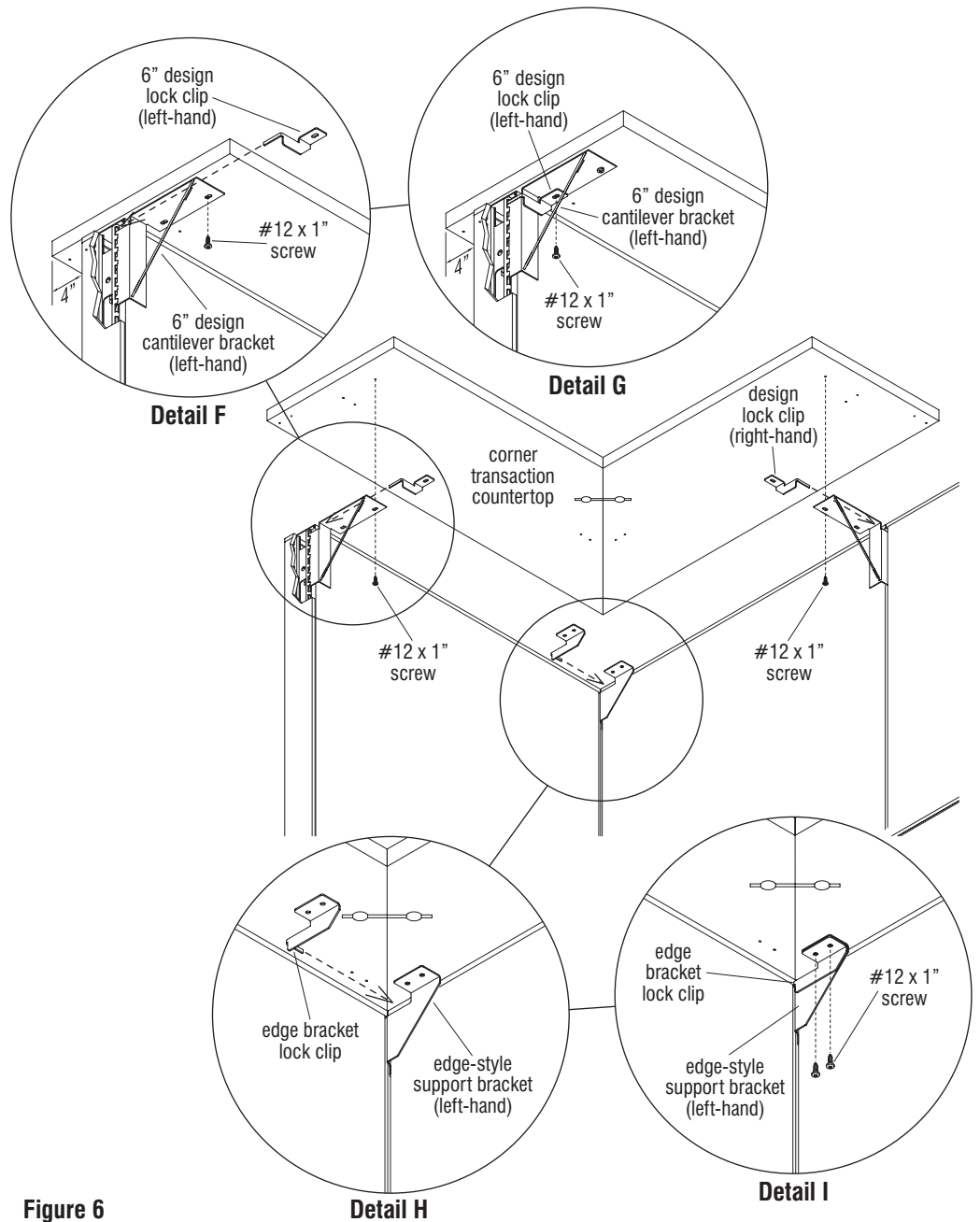


Figure 6



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

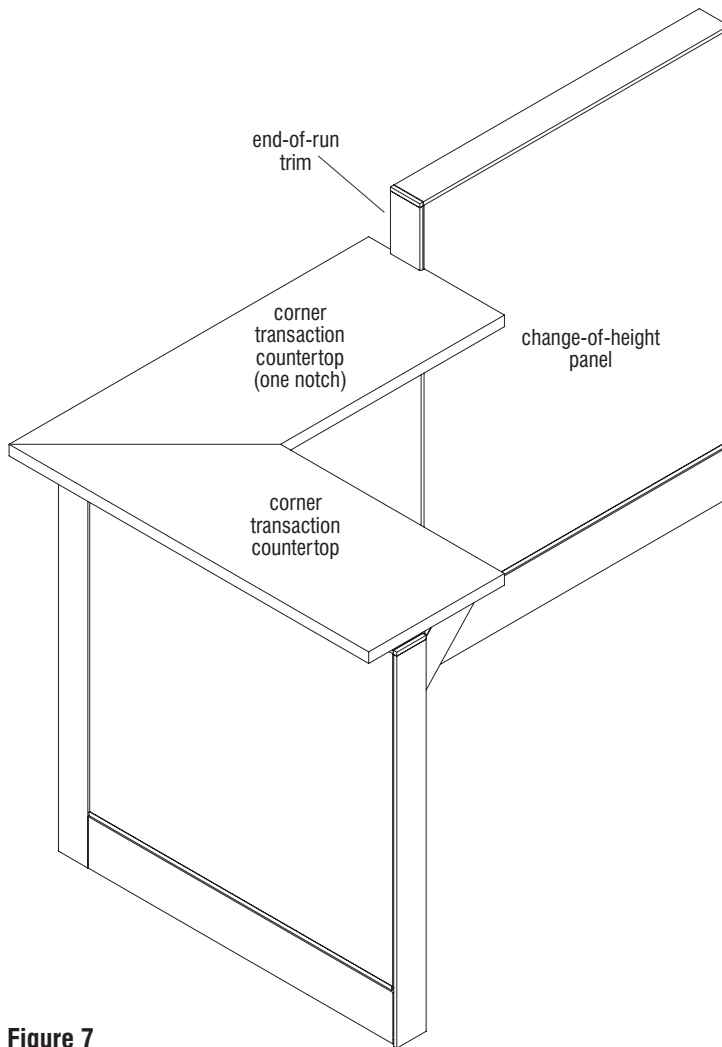


Figure 7

**Corner Transaction Countertop
Installed Adjacent to
Change-of-Height - Standard 40”
High Unite Panel**

1. If a corner transaction countertop is specified for installation adjacent to a taller Unite Panel, the countertop will be supplied with a notch to accommodate the end-of-run trim of the taller panel (Figure 7). A corner countertop designed to install between two adjacent taller Unite Panels will have a notch at both ends (not shown).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

ADA 32" High Straight Transaction Countertop Assembly

Overview: Installation below is for a single rectangular transaction countertop installed to a 32" high (ADA-height) Unite Panel. Because the panel height is lower than the standard 40" height, the transaction countertop is closer to the user worksurface and requires lower profile attaching brackets.

Note: If the transaction countertop is 60" or less in width, the transaction countertop must match the width of the Unite Panel it installs onto, and two pair of attaching brackets are used. If transaction countertop length is over 60" (not illustrated below), the countertop will span the width of two Unite Panels and three pair of attachment brackets are required.

1. Ensure that the Unite Panel top cap is installed prior to attaching bracket pairs and transaction countertop. Install two self-stick rubber buttons to the top of the top cap as illustrated. Spacing of buttons is approximate, and buttons prevent the countertop from incidental contact with the top cap (Figure 8).

Note: An attachment bracket "pair" consists of an edge-style support bracket installed to the "user side" (inside), as well as an ADA-height outside bracket installed to the "aisle side" of the Unite Panel (Figure 8).

2. ADA-height bracket pairs are also right-hand (Detail K) or left-hand (Detail J) in design, so one bracket pair will install to the left-hand side of the panel, and the other pair will install on the right-hand side of the panel to support an ADA-height transaction countertop. To install a bracket (at inside and outside), identify the top slot of the panel vertical post and insert the top tooth of the appropriate bracket into that top slot. Rotate the bracket down to engage all teeth into slots in the vertical post, then press down firmly to engage all teeth into the slots. The

horizontal top of all installed brackets should be about 1/8" above the top of the panel top cap. Check bracket for full engagement by pulling straight back firmly in a horizontal motion (Figure 8 & Details J & K).

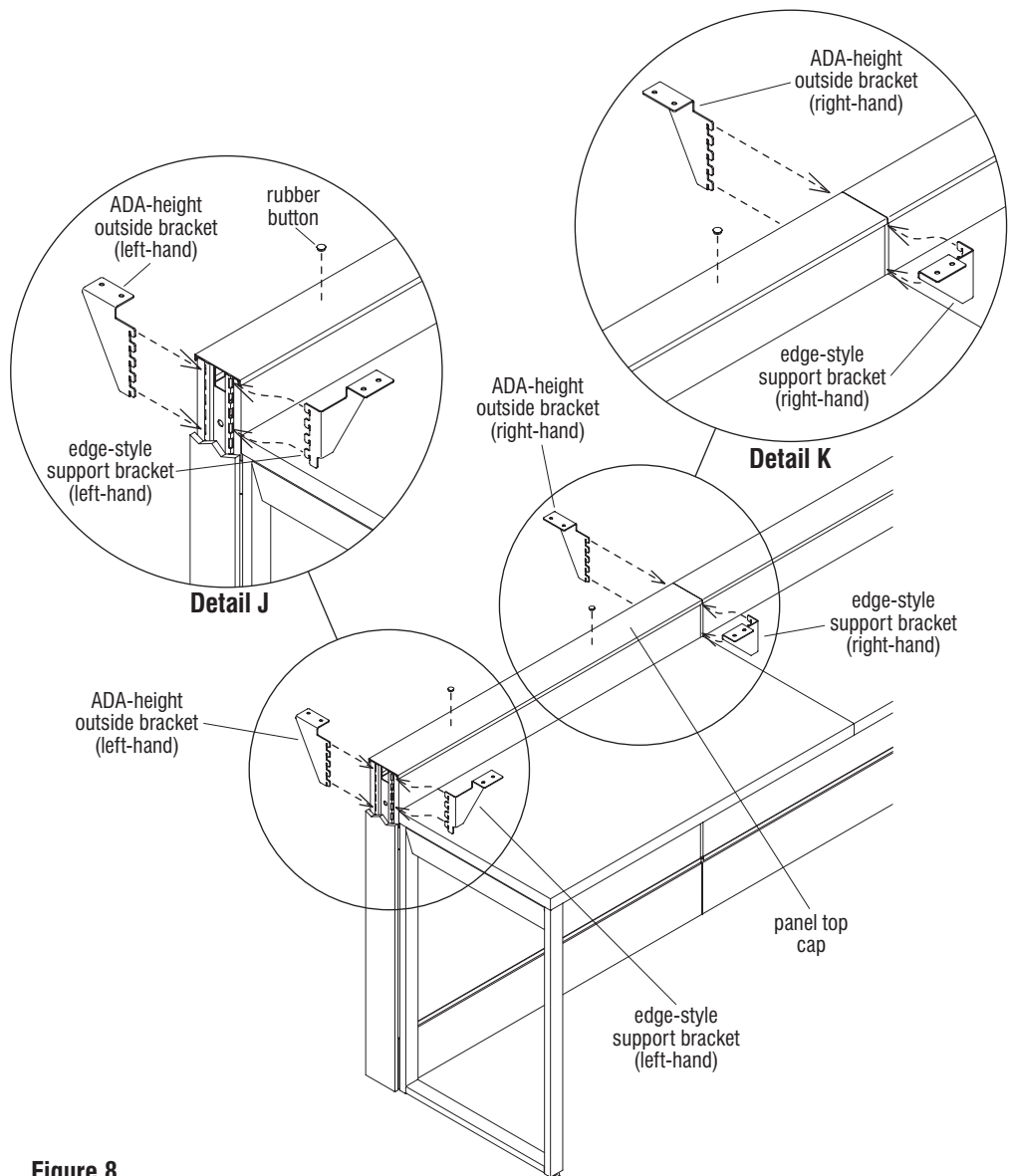


Figure 8



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

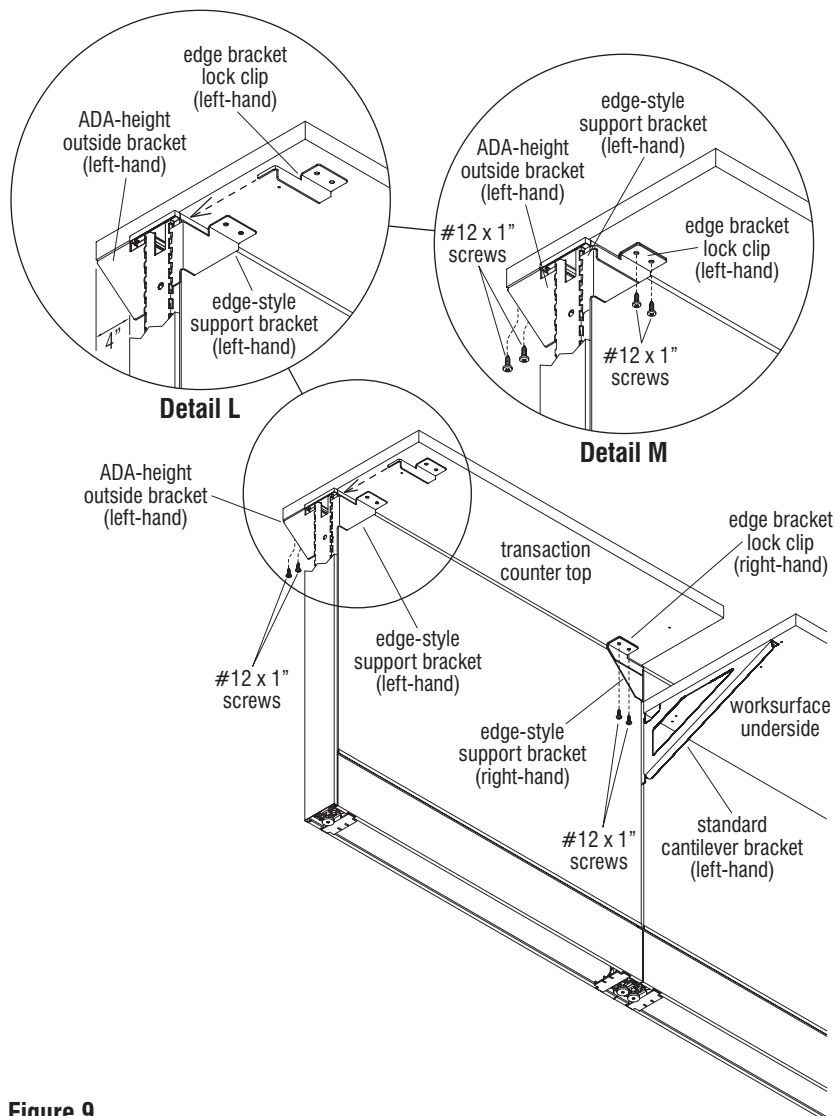


Figure 9

Note: The transaction countertop is designed to be installed off-center on the panel top. Per ADA guidelines, only 4" of counter may extend into the aisle side. The larger amount of overhang is to extend over the worksurface side.

- After the bracket pairs have been installed to both sides and at each end of the panel, position the transaction countertop onto the brackets as illustrated, with the smaller 4" countertop overhang into the aisle side. Begin at the aisle side brackets and align mounting holes of the ADA-height outside brackets to the corresponding pre-drilled holes in the underside of the transaction countertop at both ends. Using two #12 x 1" screws per ADA-height outside bracket, secure the bracket to the transaction countertop as illustrated (Detail M).

Note: Edge bracket lock clips are right- and left-hand by design, so each must be paired with the edge-style support bracket of the same hand type.

- Position a left-hand lock clip as illustrated (Detail L) and insert the thin prong end of the clip into the top panel notch, just above the top tooth of the left-hand edge-style support bracket. Fully inserted properly, the two mounting holes of the lock clip will align over the two mounting holes in the edge-style bracket. Insert and tighten two #12 x 1" screws to secure the clip over the edge-style support bracket, and into the transaction countertop (Figure 9, Details L & M).
- Repeat step 4 above for the right-hand lock clip to the right-hand edge-style support bracket. Check and assure that all four mounting screws are tight. The transaction countertop should be snug and no movement should be felt (Figure 9, Details L & M).



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

ADA 32" High Straight Transaction Countertop Adjacent to Change-of-Height - Standard 40" High Unite Panel

If a transaction countertop is specified for installation adjacent to a taller Unite Panel, the countertop will be supplied with a notch to accommodate the end-of-run trim of the taller panel (Figure 10). A countertop designed to install between two adjacent taller Unite Panels will have a notch at both ends (not shown).

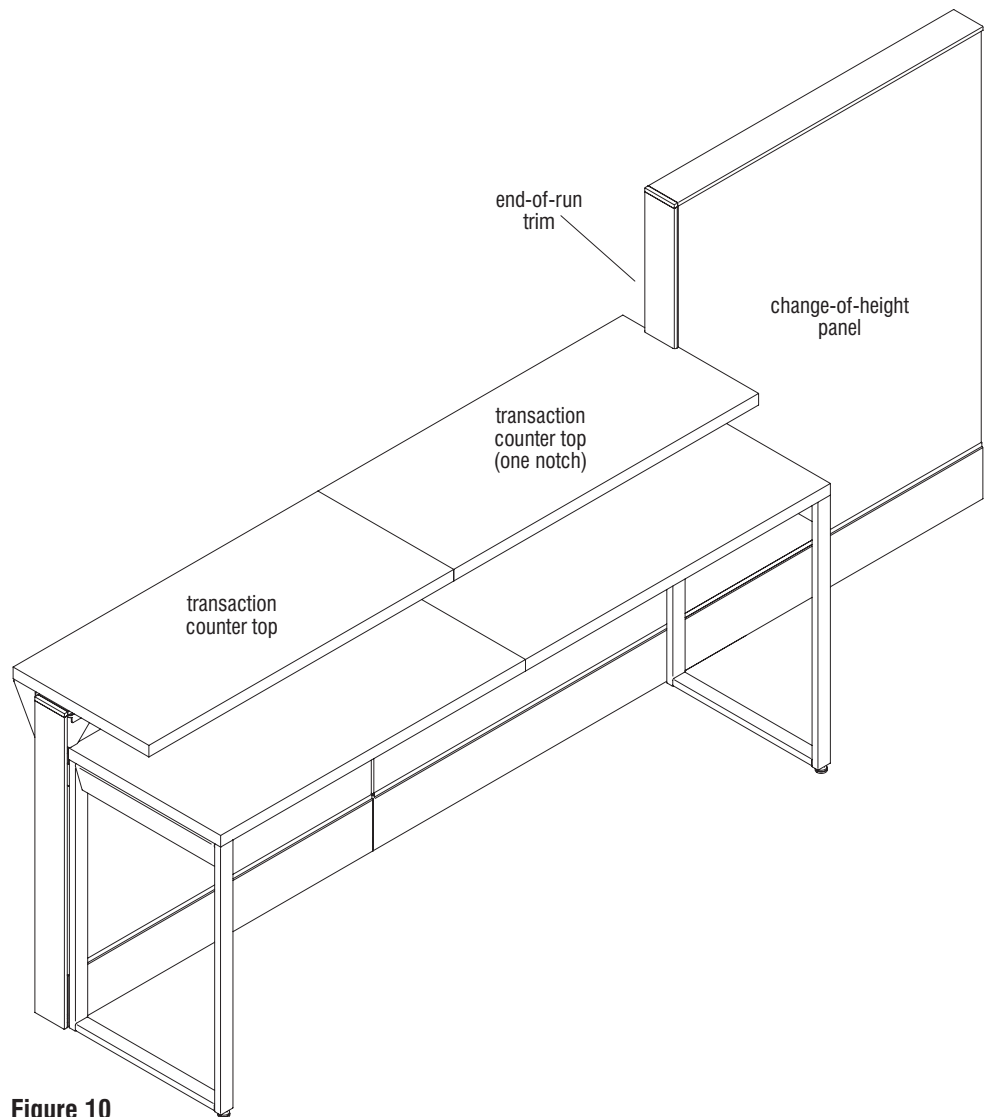


Figure 10



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Corner Transaction Countertop - Top Assembly

Note: The corner transaction countertop comes disassembled and must be joined together at the 45-degree miter using KV joint fasteners. Follow the directions below carefully.

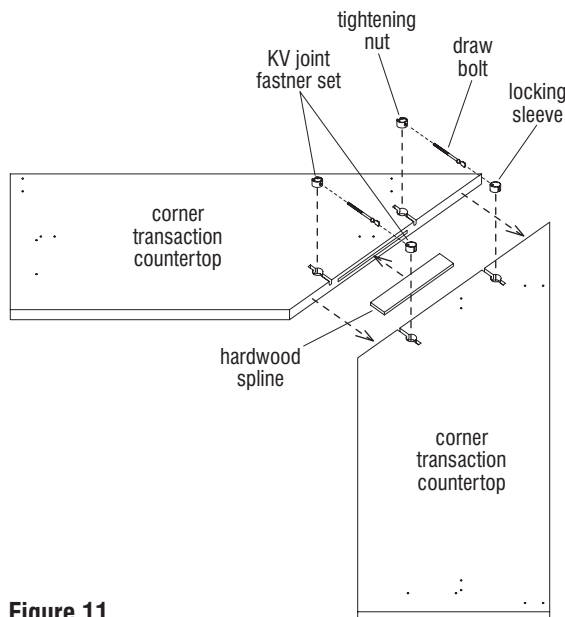


Figure 11

1. Place the two corner counter surfaces to be joined upside down on a soft protective surface. Position the surfaces as illustrated, then locate and identify the KV joint fastener components from the hardware pack (Figure 11).

2. Center the hardwood spline into the routed slot in one corner top to be joined. Press the two tops together, aligning the hardwood spline. Check to make sure the tops join together completely with the spline in place. If they do not, sand the spline if necessary or adjust its location in the slot (Figure 11).

Important: For step 3 below, it is important that the KV joint fastener slots in the undersides of the surfaces to be joined are aligned perfectly.

3. Assemble KV fasteners by first twisting a draw bolt into each tightening nut a few turns, then press each pair into a $\frac{7}{8}$ " hole and slot in the underside of the transaction countertop surfaces to be joined. The flat-end of each draw bolt will be visible in the $\frac{7}{8}$ " hole on one side of the units being joined. One at a time, position each locking sleeve as illustrated and insert locking sleeves into the $\frac{7}{8}$ " holes so that the slotted sleeve engages the rounded collar on the bolt (Figure 11).

4. Tighten the nut with a tightening tool or a nail-set. Check the front and back edges, and more importantly the top side of the joint for proper alignment. The top-side joint should be smooth and level with no gaps. Adjust as necessary to achieve a "seamless" look (Figure 11).

Important: Each pound of pressure on the tightening tool exerts 500 pounds of force on the joint. Overtightening the KV fasteners will cause the tops to delaminate.



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

ADA 32" High Corner Transaction Countertop Assembly

Overview: Installation below is for a two-piece corner transaction countertop (assembled previous page) which installs onto a corner pair of 32" high (ADA-height) Unite Panels. Because the ADA panel height is lower than the standard 40" height, the transaction countertop is closer to the user worksurface and requires lower profile attaching brackets. Assure that the assembled corner transaction countertop widths match the width of the Unite Panels it installs onto.

1. Unite Panel top caps must be installed, then adhere two self-stick rubber buttons to the top of both top caps as illustrated. Spacing of buttons is approximate, and buttons prevent the countertop from incidental contact with the top cap (Figure 12, Details N & O).

Note: An attachment bracket "pair" consists of an edge-style support bracket installed to the "inside", user side, as well as an ADA-height outside bracket installed to the "aisle side" of the Unite Panel corner unit. Additionally, an edge-style support bracket must be installed at the center, inside of the corner panel unit (Figure 12, Details N & O).

2. ADA-height bracket pairs are right-hand (Figure 12) or left-hand (Detail N) in design, so one bracket pair will install to the left-hand side, and the other pair will install on the right-hand side of the corner panel unit to support an ADA-Height corner transaction countertop. To install both bracket types (at inside and outside), identify the top slot of the panel vertical post and insert the top tooth of the appropriate bracket into that top slot. Rotate the bracket down to engage all teeth into slots in the vertical post, then press down firmly to engage all teeth into the slots. The horizontal top of all installed brackets should be about 1/8" above the top of the panel top cap. Check bracket for

full engagement by pulling straight back firmly in a horizontal motion (Figure 12 & Detail N).

3. Next locate the "edge-style support bracket (left-hand)" to be installed in the inside corner location (Detail O). Position the edge bracket as illustrated, identify the top slot of the

panel vertical post and insert the top tooth of the bracket into the top slot. Rotate the bracket down to engage all teeth into slots in the vertical post, then press down firmly to engage teeth into the slots. The horizontal top of the bracket should be about 1/8" above the top of the panel top cap. (Figure 12 & Detail O).

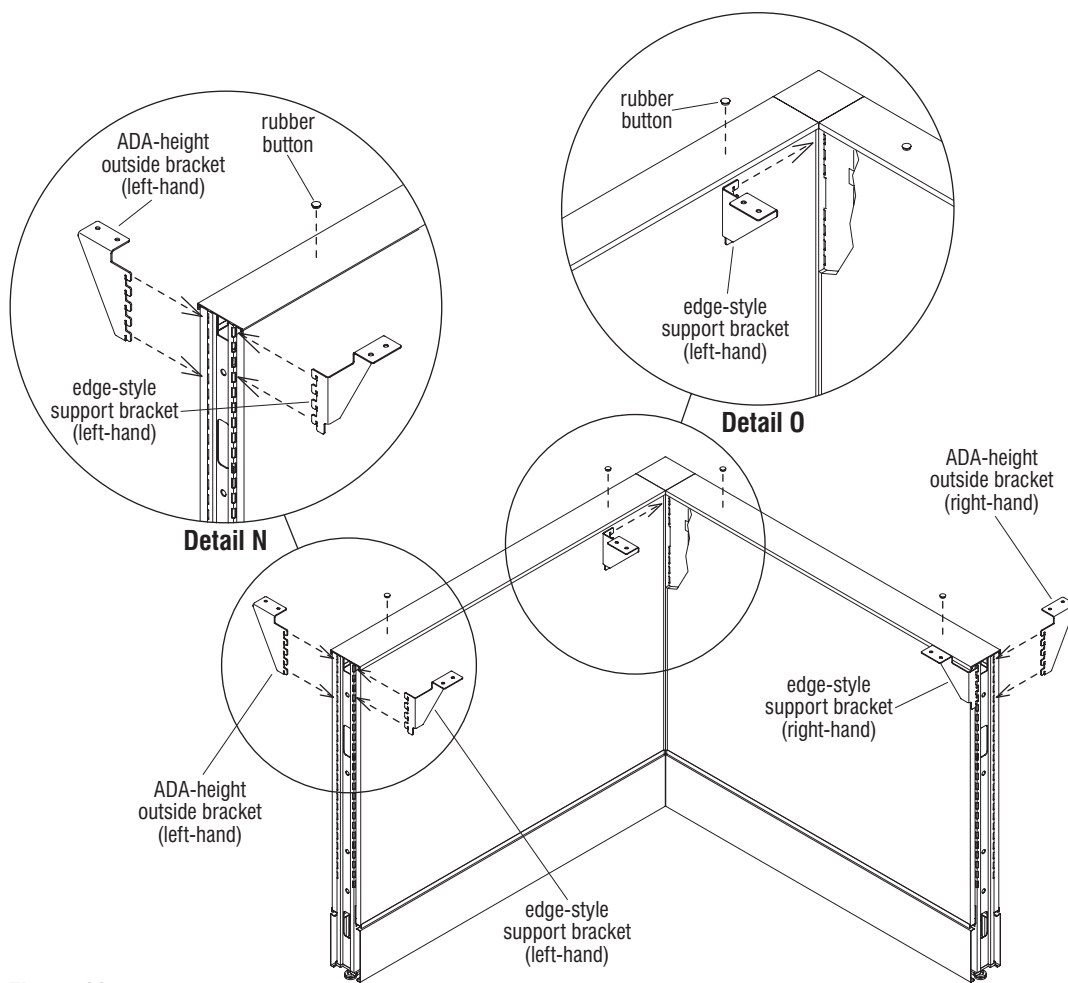


Figure 12



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

ADA 32" High Corner Transaction Countertop Assembly (cont.)

Note: The corner transaction countertop is designed to be installed off-center on the panel top. Per ADA guidelines, only 4" of counter may extend into the aisle side. The larger amount of overhang is to extend over the worksurface side.

- After the bracket pairs have been installed to both sides, at each end of the panel and in the corner, position the corner transaction countertop onto the brackets as illustrated, with the smaller 4" countertop overhang into the aisle side. Begin at the aisle side brackets and align mounting holes of the ADA-height outside brackets to the corresponding pre-drilled holes in the underside of the corner transaction countertop at both ends. Using two #12 x 1" screws per ADA-height outside bracket, secure the bracket to the transaction countertop as illustrated (Detail P).

Note: Edge bracket lock clips are right- and left-hand by design, so each must be paired with the edge-style support bracket of the same hand type.

- Position a left-hand lock clip as illustrated (Detail P) and insert the thin prong end of the clip into the top panel notch, just above the top tooth of the left-hand edge-style support bracket. Fully inserted properly, the two mounting holes of the lock clip will align over the two mounting holes in the edge-style support bracket. Insert and tighten two #12 x 1" screws to secure the clip over the edge-style support bracket, and into the corner transaction countertop (Figure 9, Details L & M).
- Repeat step 5 above for the right-hand lock clip to the right-hand edge-style support bracket. Next, position the edge bracket lock clip up to the corner and insert the prong into the top, corner slot. Fully inserted properly, the mounting holes of the lock clip will align over the two mounting holes in the edge-style support bracket. Insert and tighten two #12 x 1" screws to secure the clip over the center edge bracket, and to the corner transaction countertop (Figure 13 & Details R & S). Finally, check and assure that all bracket mounting screws are tight. The corner transaction countertop should be snug and no movement should be felt.

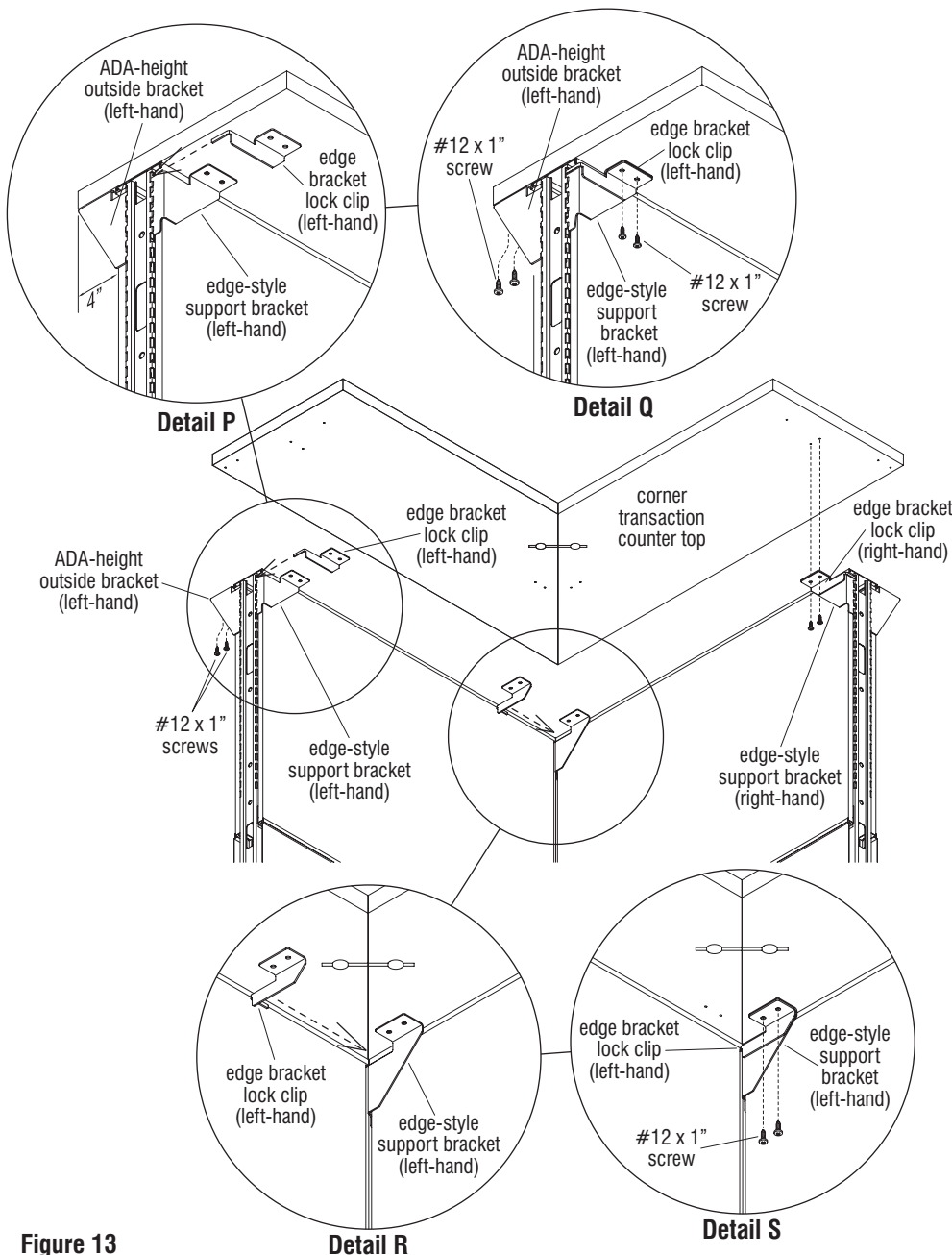


Figure 13



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

ADA 32" High Corner Transaction Countertop Adjacent to Change-of-Height - Standard 40" High Unite Panel

1. If a corner transaction countertop is specified for installation adjacent to a taller Unite Panel, the countertop will be supplied with a notch to accommodate the end-of-run trim of the taller panel (Figure 14). A corner countertop designed to install between two adjacent taller Unite Panels will have a notch at both ends (not shown).

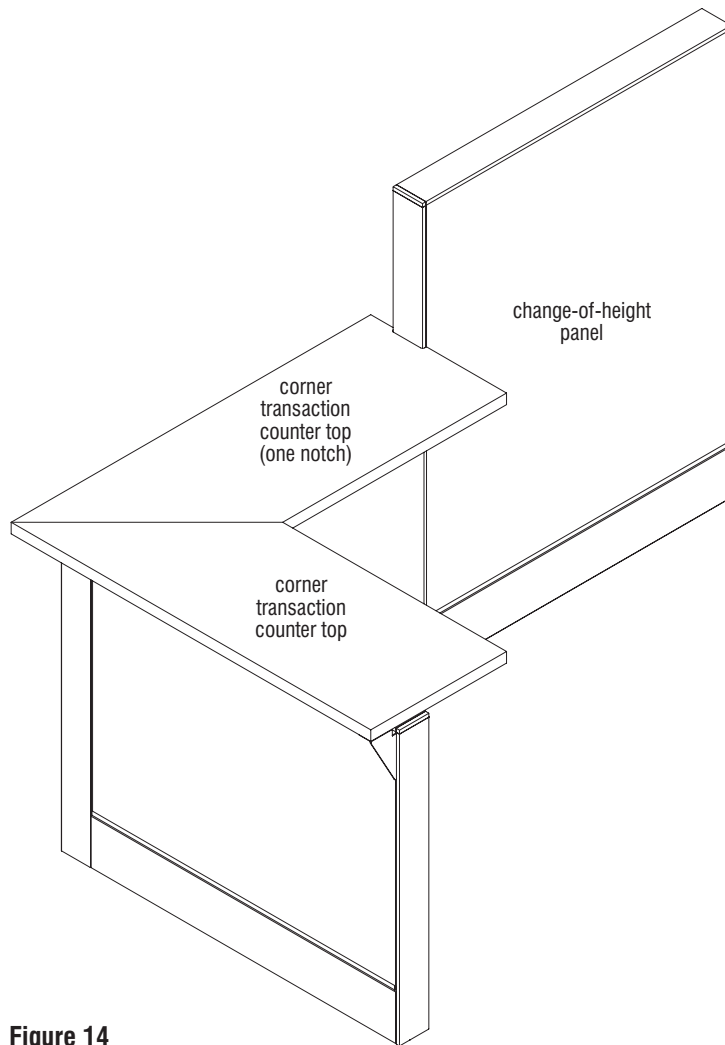


Figure 14

■ **Unite® System - Transaction Countertops**

Assembly Instructions

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