

# Assembly Instructions ■

GateOne® Seating

April 2005



WORKING  
FOR  
YOU



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 injury.

#### Tools required

1/2" Open End Wrench  
3/4" Open End Wrench  
3/8" Hex Key  
T-25 Torx Key  
1/4" Square Hand or Power Driver  
1/4" Square Drive 3" Rigid Extension  
1/4" Square Drive Universal Joint  
1/4" Square Drive 7/16" Standard Socket  
Torque Wrench  
1/4" Hex Key  
5/32" Hex Key  
Phillips #3 Screwdriver

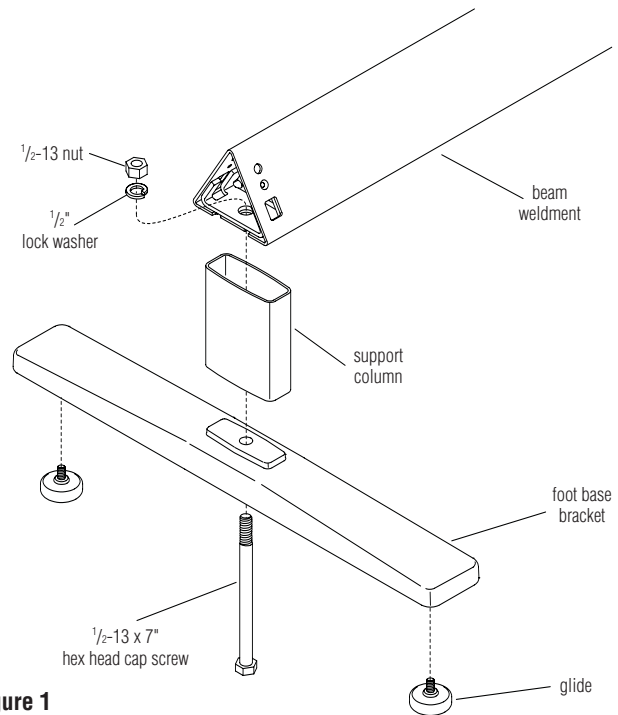
#### Free Standing Seating Units

1. Thread two glides into the two threaded holes in the underside of the foot base brackets. Adjust as necessary (Figures 1 and 2).
2. Insert a 1/2-13 x 7" hex head cap screw from the underside of the foot base bracket, allowing the head of the cap screw to set into the hex shaped form in the bracket. Sandwich the support column between the foot base bracket and the beam weldment, carefully aligning the cap screw body with the hole in the beam. Place a 1/2" lock washer and thread a 1/2-13 nut onto the end of the cap screw. Tighten and repeat for the other end of the seating unit (Figure 1).

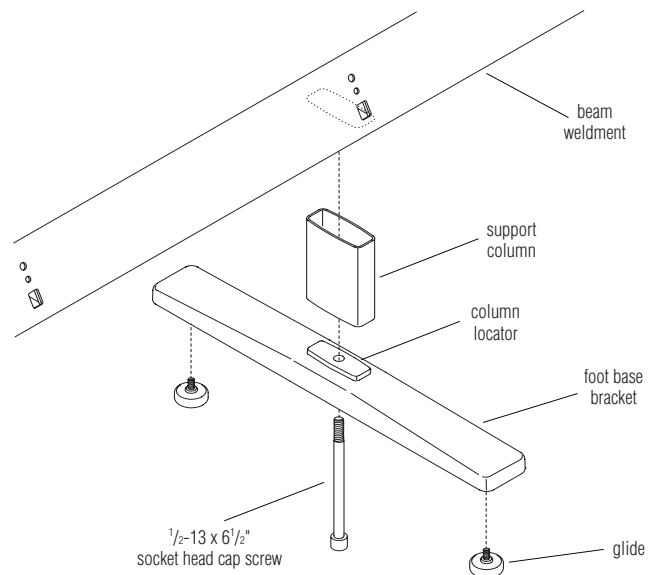
**NOTE:** Five seat units require an extra foot base bracket and support column to be assembled one-half seat width from the center of the beam. On the underside of the beam, there are two center column locators to choose from. Either choice will not affect the product performance. Directions 2 and 3 are for five seat units only.

3. Find the two center column locators on the underside of the beam weldment. Determine which of the two column locators best suits your installation of the extra foot base bracket and support column.

4. Sandwich the support column between the column locator on the beam weldment and between the column locator on the foot base bracket. From the underside of the foot base bracket, insert a 1/2-13 x 6 1/2" socket head cap screw through the support column and into the threaded hole in the beam weldment. Tighten to secure (Figure 2).



**Figure 1**



**Figure 2**



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### Floor Mounted Seating Units

1. Review GateOne space planning drawings. Locate and drill floor mounting holes according to these drawings. Expansion anchors and hardware are not provided.
2. Insert a 1/2-13 x 7" hex head cap screw through the underside of the foot base bracket, allowing the head of the cap screw to set into the hex shaped form in the bracket. Place a floor mounting bracket against the bottom surface of the foot base bracket as illustrated. Three surfaces of the floor mounting bracket should contact the foot base bracket. Thread both glides through the floor mounting bracket and into the threaded hole on both ends of the foot base bracket, allowing the emboss (where the threads meet the top of the glide) to set into the hole in the floor mounting bracket. Repeat for the other end of the seating unit. Five seat units do not require a floor mounting bracket on the center foot casting (Figure 3).
3. Thread the 5/16-18 washer head cap screws into the two expansion anchors in the floor until there is approximately 3/16" between the bottom of the cap screw head and the floor. Orient the slots of the mounting bracket (for each foot bracket assembly) to face outward from the center of the beam.
4. Place the support column over the column locator on the foot base bracket assembly at each end of the seating unit. Carefully align the holes in the beam weldment with the 1/2-13 x 7" hex head cap screws. Lower the beam weldment over the columns until the support column is seated between the column locators on the foot base bracket and the column locators on the beam. Secure the assembly with a 1/2" lock washer and 1/2-13 nut. Tighten and repeat for the other end of the seating unit (Figure 3).
5. At each end of the beam, tighten the 5/16-18 washer head cap screws that secure the assemblies to the floor (Figure 3).

**NOTE:** Five seat units require an extra foot base bracket and support column to be assembled one-half seat width from center of beam. Follow directions 2 and 3 in "Free Standing Seating Units," for the assembly procedure (Figure 2).

### Beam Endcap Attachment

**NOTE:** Do not attach beam endcap to beam weldment end if unit is to have a beam end in-line table or corner ganging table. See "In-line Table" or "Corner Ganging Table" directions.

1. Insert the beam endcap into the end of the beam weldment. Hold the endcap firmly in place while securing with two #10-32 x 1/2" torx head socket screws (Figure 4).

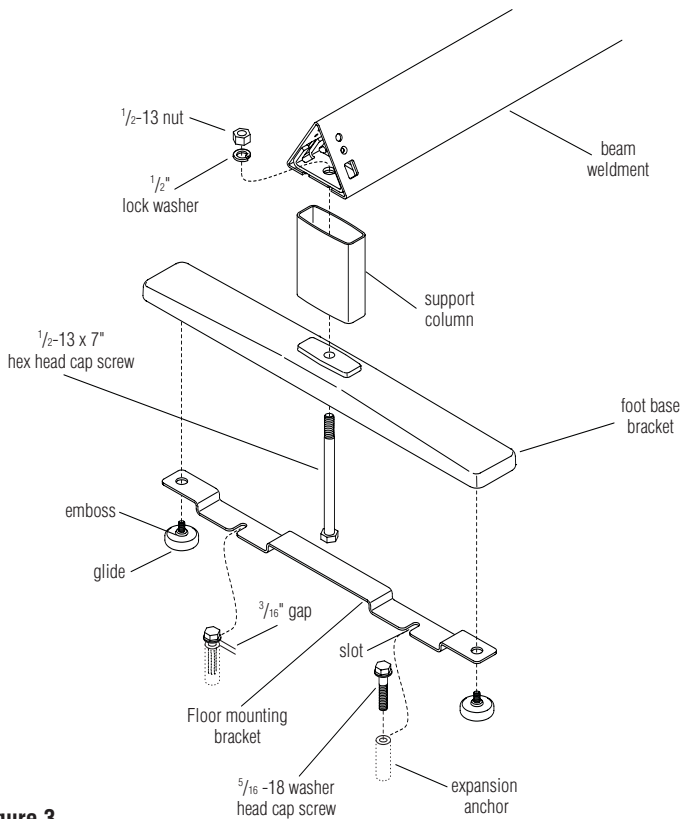


Figure 3

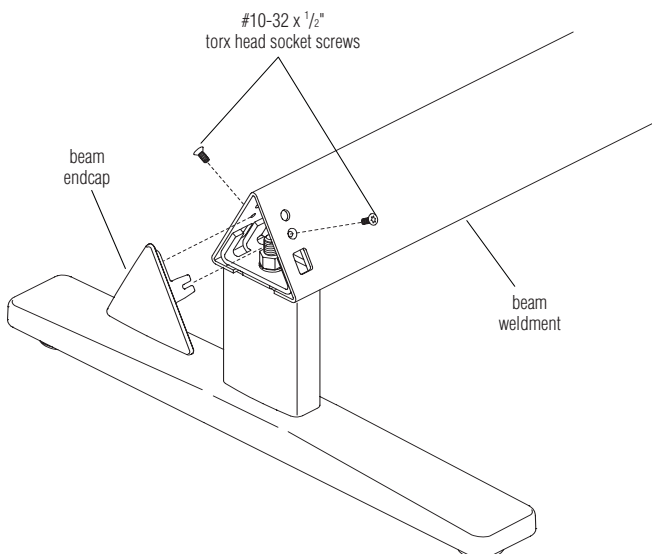


Figure 4



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### Front and Rear Arm Attachment

1. Place a  $\frac{1}{4}$ " flat washer and  $\frac{1}{4}$ " external type star washer onto a  $\frac{1}{4}$ -20 x 1" hex head cap screw as illustrated. Insert the cap screw and washers into the slot in the casting cavity at the inside, bottom of the arm casting. Make sure that the star washer is assembled between the casting surface and the  $\frac{1}{4}$ " flat washer. Hold the attachment face of the arm casting parallel to the beam face, aligning the casting tab to the square hole and the cap screw body to the threaded insert in the beam. Allow the casting tab to pass through the square hole in the beam (Figure 5).
2. Carefully thread the cap screw into the threaded insert in the beam. Press down firmly on the casting to set the casting tab into place on the beam. Hold casting in place and tighten screw to 108 inch pounds. Repeat directions 1 and 2 above for each front and rear arm (Figure 5).

### Back Attachment

1. Insert and center the hex bushings in two counterbored hex holes in the rear arm and one counterbored hex hole in the front arm. Repeat the above for all front and rear arms along the beam (Figure 6).
- NOTE:** In-line tables replace seats and backs on the beam. The following directions are for seat and back attachment. For in-line table attachment, follow directions in the "In-line Table Attachment" section.
2. For the front and rear arm castings on the ends of the seating unit, thread a  $\frac{5}{16}$ -18 x  $\frac{3}{8}$ " socket head cap screw into each hex bushing that is on the beam end, making

sure that the cap screw head faces outboard of unit. Tighten to secure (Figure 6).

3. Slide the  $\frac{5}{16}$ -18 x  $2\frac{1}{2}$ " socket head cap screw into the counterbored end of the seat pin. Insert the pilot end of the seat pin into the lower counterbored hex hole on the rear arm casting until the seat pin face and the casting surface mate. Carefully thread the cap screw into the hex bushing and tighten. Repeat direction 3 for each pair of rear arm castings along the seating unit (Figure 6).
4. Align the two countersunk holes in the right-hand back bracket with the two holes in the right-hand side of the back upholstery as illustrated. Insert two  $\frac{1}{4}$ -20 x  $\frac{3}{4}$ " flat head socket screws through the back bracket and carefully into the back upholstery. Tighten to secure. Repeat direction 4 for the left side (Figure 6).
5. Lower the back upholstery at a 15 degree angle, allowing the d-shaped holes in the back brackets to slip over the d-shaped tabs on the top of the rear arm castings. Pivot the back upholstery until the countersunk holes at the bottom of the side brackets align with the upper set of counterbored hex holes in the rear arms. Insert a  $\frac{5}{16}$ -18 x  $\frac{3}{4}$ " flat undercut head socket screw through each bracket and into the hex bushing in the rear arm castings. Carefully tighten to secure (Figure 6).
6. Rear arm castings at the end of each row will require row end bracket clips. Place the bracket clip onto the top of the rear arm casting, aligning the d-shaped hole in the clip with the d-shaped tab on the arm casting (Figure 6).

7. Align the countersunk holes in the seat-front bracket with the counterbored hex holes in the front arm casting. Insert a  $\frac{5}{16}$ -18 x  $\frac{3}{4}$ " flat undercut head socket screw through the bracket at each end. Carefully thread the screw into the hex bushing and tighten (Figure 6).

**NOTE:** Do not tighten completely. The seat-front bracket must be movable in order to line up the three holes of the bracket with the three holes in the seat.

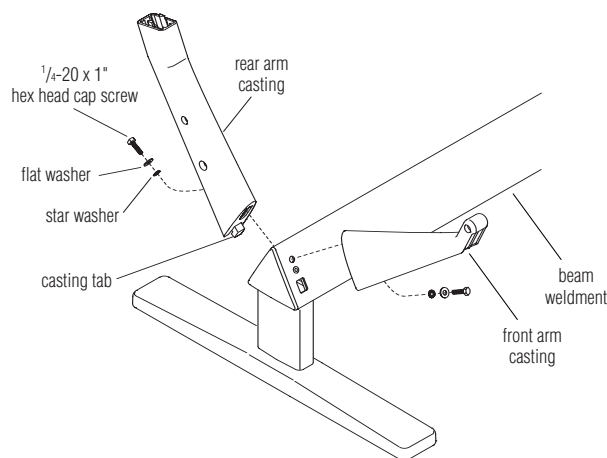


Figure 5

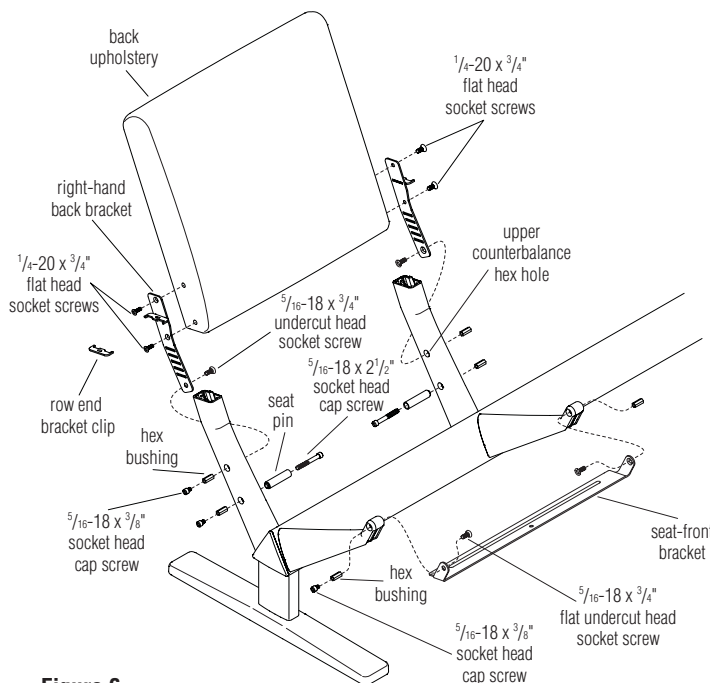


Figure 6



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### Seat Attachment

1. Position the seat upholstery as illustrated with the seat clamps to the back, just above and behind the seat pins. Snap the seat clamps onto the seat pins with a quick pulling movement toward the front of the unit (Figure 7).

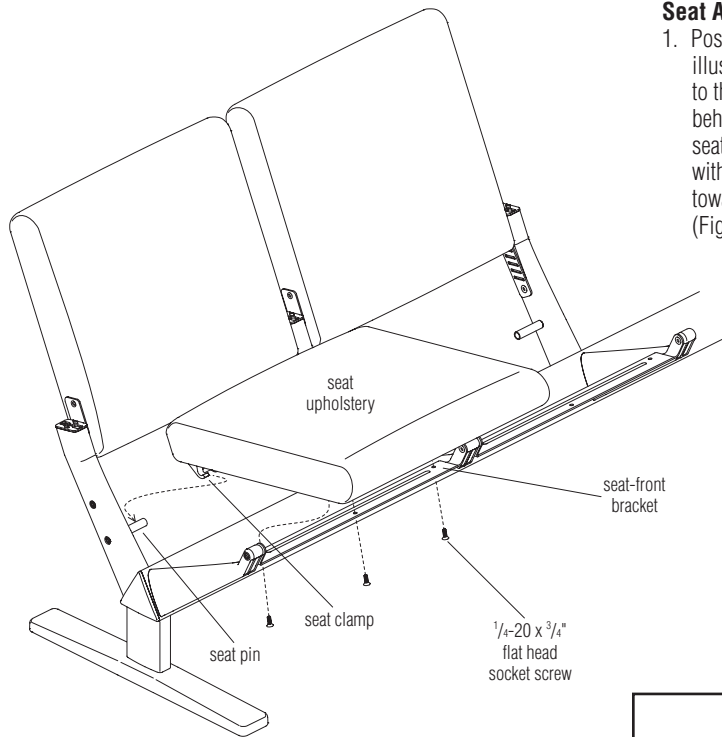
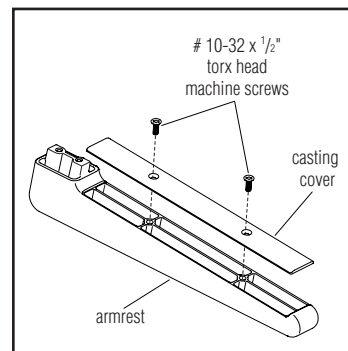


Figure 7

2. Allow the seat upholstery to pivot down until it rests on the seat-front bracket. Align the holes in seat-front bracket with the holes in the underside of the seat upholstery. Insert three 1/4-20 x 3/4 inch flat head socket screws into the seat upholstery and tighten carefully. Also, tighten the screws from the seat-front bracket to the front arm castings at this time (Figure 7).

### Armrest/Retaining cap Attachment

1. Determine whether the unit is to have an armrest or retaining cap. If it is to be an armrest, attach a casting cover to the underside of the armrest using two #10-32 x 1/2 inch torx head machine screws (Detail A).
2. Insert the hourglass shaped key of the armrest/retaining cap into the keyway at the top of the rear arm. While holding the armrest/retaining cap, route a pair of 1/4-20 x 3 inch socket head cap screws, with 1/4 inch lock washers, up through the rear arm casting and thread into the appropriate armrest/retaining cap as illustrated. Torque to 72 in. lbs. to secure (Figure 8).



Detail A

### Casting Cover Attachment

1. Attach casting covers to front and rear arms using two #10-32 x 1/2 inch torx head machine screws. On the front casting cover, attach the front screw first, (screw closest to the bend) then attach the rear screw (Figure 8).

**NOTE:** Carefully tipping the unit onto its front or back may make the above step easier.

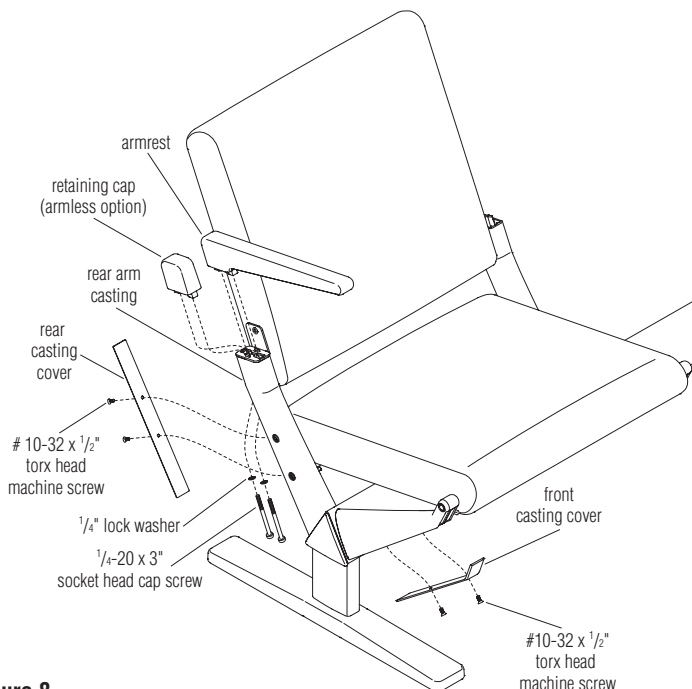


Figure 8





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### In-Line Table Attachment

1. Attach the table top to the table support brackets with eight  $\frac{1}{4}$ -20 x  $\frac{3}{4}$ " Phillips pan head wood screws. Set the assembly in the desired table location on the beam. Hang the u-bolts over the table support brackets near the bottom of the "w" form. Position the support anchors under the beam weldment, aligning the holes in the anchors with the u-bolts. Insert the u-bolt ends into the holes and thread on the  $\frac{1}{4}$ -20 centerlock nuts. Tighten to secure (Figure 9). Proper nut tension is achieved when table top feels secure. DO NOT OVERTIGHTEN!

**NOTE:** In-line tables can be placed at any seating position on the beam. In-line tables that are placed on the beam between individual seats will include two row end bracket clips and six  $\frac{5}{16}$ -18 x  $\frac{3}{8}$ " socket head cap screws. Four of the socket head cap screws and the row end bracket clips are to be placed into the rear arm castings ("Back Attachment" directions 2 and 6). Two of the socket head cap screws are to be placed into the front arm castings ("Back attachment" direction 2). In-line tables that are placed at either end of the beam will include a beam cover and hardware (direction 2 below).

2. For in-line tables mounted at the end of a beam, place a beam cover over the hole set at the end of the beam weldment, aligning the holes in the beam cover to the center hole in the beam weldment. Thread two #10-32 x  $\frac{1}{2}$ " torx head screws through the beam cover, beam weldment and into the endcap. Hold the endcap in place while tightening the screws (Figure 9).

### Corner Ganging Table Attachment

1. Remove the  $\frac{1}{2}$ -13 nut and  $\frac{1}{2}$ " lock washer from the 7" cap screw that secures the beam weldment to the foot. Insert a cinch washer over the threads of the cap screw body and replace both the lock washer and the nut. Tighten to secure (Figure 10).
2. Loosen the  $\frac{1}{4}$ -20 x 1" hex head cap screw on underside ends of the corner ganging table beam. Align the large diameter portion of the egg-shaped hole in the cinch bracket with hole in the support bracket and retighten the cap screw (Figure 10).

**NOTE:** To align the holes it may be necessary to loosen the  $\frac{1}{4}$ -20 x 1" hex head cap screw used to draw the beam weldments together. The cap screw is adjusted from the interior of the corner ganging table beam weldment (Figure 10).

3. Slowly lower the corner ganging table beam weldment onto the cinch washer. Loosen the  $\frac{1}{4}$ -20 x 1" hex head cap screw and washer on the underside end of the corner ganging table beam (Figure 10).
4. Draw the beams firmly together by tightening the  $\frac{1}{4}$ -20 x 1" hex head cap screw from the interior of the corner ganging table beam weldment. Retighten the socket head cap screw and washer that were loosened in step 3 above (Figure 10).
5. Repeat steps 1 through 4 for other end of the corner table.

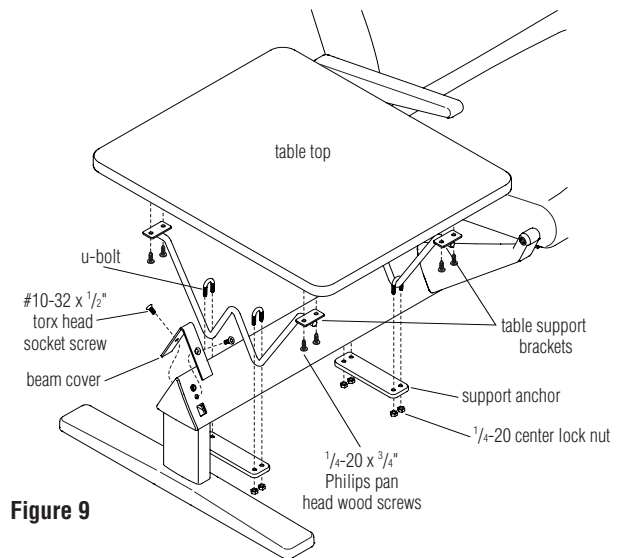


Figure 9

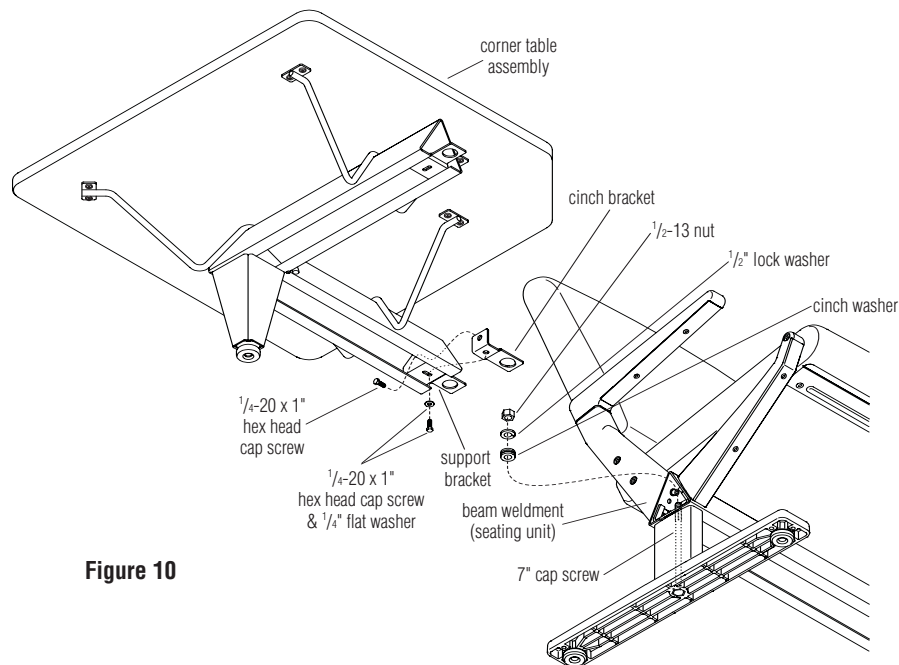



Figure 10



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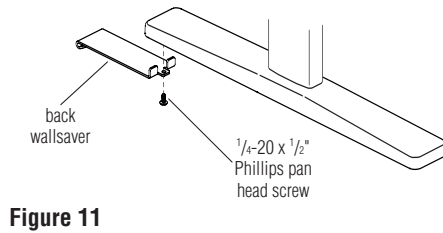


Figure 11

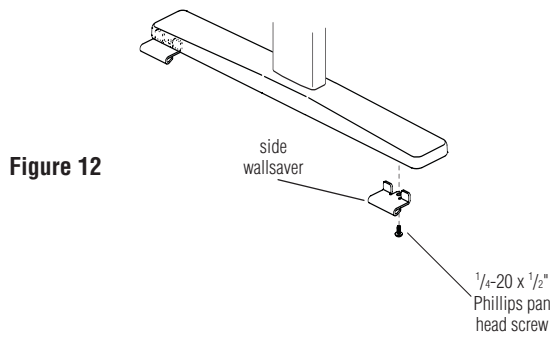


Figure 12

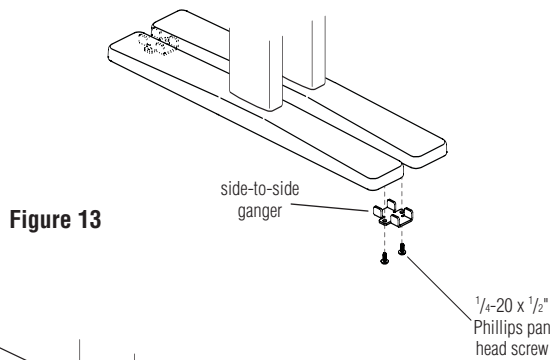


Figure 13

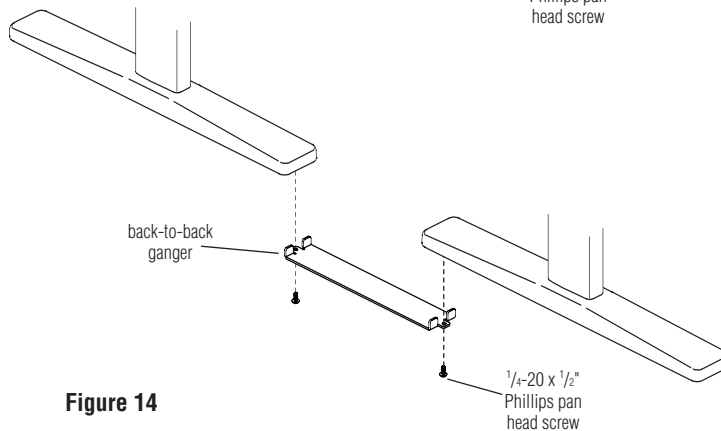


Figure 14

#### Optional Ganging/Wallsaver Bracket Attachment

1. Hook tabs of the ganging/wallsaver bracket(s) onto the underside of the foot casting, placing one tab on each side of the square emboss. Secure the bracket with a 1/4-20 x 1/2" Phillips pan head thread rolling screw (Figures 11 - 14).

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