Assembly Instructions ■

InTandem® Table System

November 2013







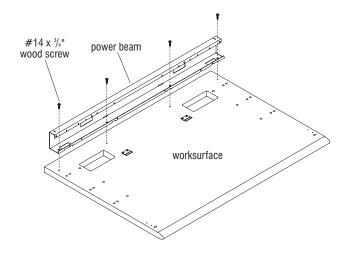
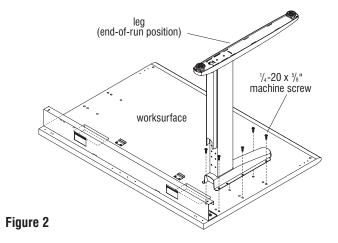


Figure 1



Tools Provided

- T-30 Extended Torx Driver
- T-25 Torx Driver

Additional Tools Required

- Soft protective surface
- Adjustable open-faced wrench
- Power drill
- Level

Beams and Legs to Worksurface

Note: Assembly of this product requires two people.

1. Place worksurface face down on a soft protective surface.

Note: The power beam should be installed before the data trough. The data trough prevents access necessary to attaching the power beam. If this unit is to be used for hardwire electrical, see pages 16, 17 and 21 before attaching the power beam.

- 2. Attach power beam to underside of worksurface into the pre-drilled holes using #14 x ³/₄" wood screws. Extended T-30 Torx Driver is provided to drive screws (Figure 1).
- 3. Attach legs to underside of worksurface into the steel inserts with 1/4-20 x 5/8" machine screws, noting whether the leg is in a shared or end-of-run position. For ease of installation, start all screws before tightening. Any leg can be used for either a shared or end of run condition (Figures 2 and 3).

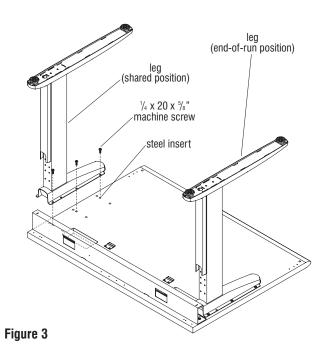
Assembly Instructions



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.

Note: Consult your space plan layout. An end-of-run leg position is shown in figures 2 and 3 while a shared leg position is shown in figure 3.

4. Attach data trough to legs using 1/4-20 x 1/2" self-tapping screws. The set of holes used will depend on whether the trough is being attached to a shared or end-of-run leg. When correctly positioned, the plastic door with ridges (shown in figure 4) will be to the outside (instructor side) of the table and the smooth, rounded plastic door will be to the inside (student side) (Figure 4).



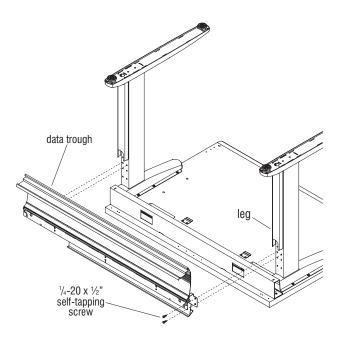
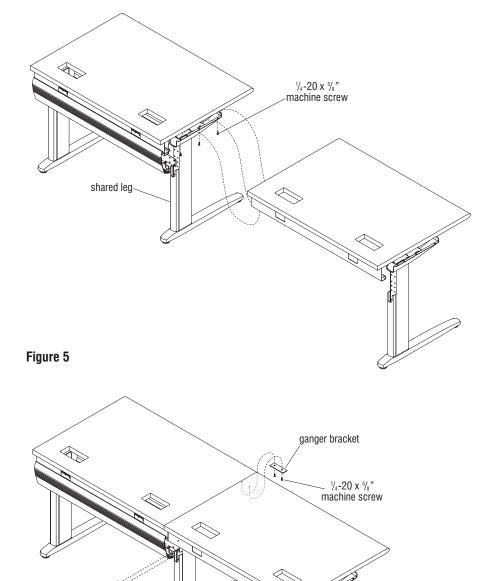


Figure 4





- 5. If the next table is shared, attach power beam to underside of worksurface using #14 x ³/₄" wood screws (Figure 1). If this is to be used for hardwire electrical, see pages 16, 17 and 21 before attaching power beam. Extended T-30 Torx Driver is provided to drive screws. Attach leg in proper position with ¹/₄-20 x ⁵/ଃ" machine screw (Figures 2 or 3).
- 6. Carefully flip over table and orient the open end onto the existing shared leg. Attach leg in proper position with 1/4-20 x 5/8" machine screws into the steel inserts (Figure 5).
- 7. Attach data trough to legs using $\frac{1}{4}$ -20 x $\frac{1}{2}$ " self-tapping screws (Figure 6).
- 8. Attach a ganger bracket to front (user) side of each table-to-table connection using two 1/4-20 x 5/8" machine screws as illustrated (Figure 6).

Note: If a shared divider bracket is to be used (see page 6) the ganger is not required.

Figure 6

1/4-20 x 1/2" self-tapping screw

data trough-

■ InTandem® Table System - Worksurface

Assembly Instructions



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Beam End Cap

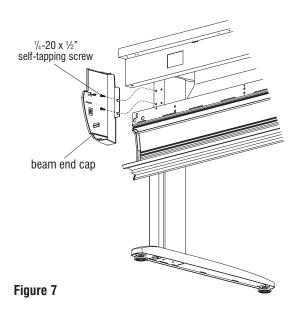
1. At the end of each row, snap the beam end cap into the open end of the steel power and data beam. Secure the end cap to the leg as illustrated with two 1/4-20 x 1/2" self-tapping screws (Figure 7).

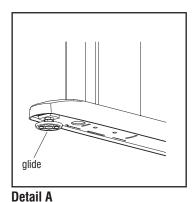
Leg Leveling Instructions

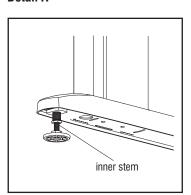
Note: Some leveling of worksurfaces may be required during assembly to achieve proper fit and alignment.

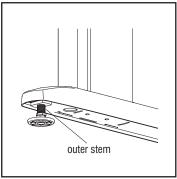
Note: After all worksurfaces in a row of units are attached together, leveling must be fine tuned. Leveling must be started at the highest point on the floor and worked outward.

1. Leveling of worksurfaces is achieved by turning the glide under the foot (Detail A). The glide can be adjusted with either a 9/16" open end wrench (not included), or an adjustable open end wrench (not included). The glide has a 11/4" adjustment range by the use of a set of two nested threads. The larger outer glide can be used for most adjustment. If additional range is needed, the larger, outer threaded stem (Detail B) should be held while the smaller, inner stem (Detail C) is adjusted out.





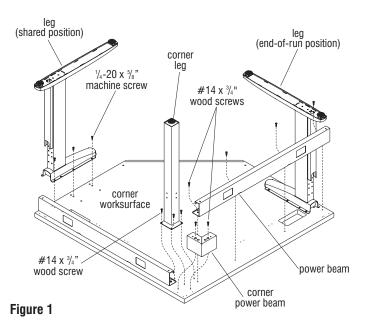




Detail B

Detail C





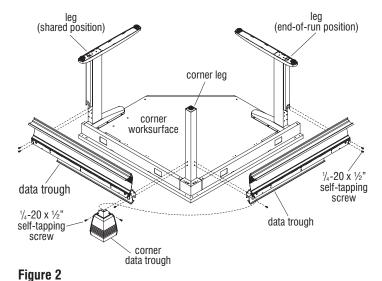
Corner Worksurface - Beams and Legs

Note: Assembly of this product requires two people.

1. Place corner worksurface face down on a soft protective surface.

Note: The power beams should be installed before the data troughs. The data trough prevents access necessary to attaching the power beam. If this unit is to be used for hardwire electrical, see pages 16, 17 and 21 before attaching the power beam.

- 2. Attach two power beams to the underside of the corner worksurface as illustrated. Secure using #14 x ³/₄" wood screws. Extended T-30 Torx Driver is provided to drive screws (Figure 1).
- 3. Attach the corner power beam to the underside of the worksurface using #14 x ³/₄" wood screws.
- 4. Attach legs to underside of worksurface with ¹/₄-20 x ⁵/₅" machine screws, noting whether the leg is in a shared or end-of-run position. For ease of installation, start all screws before tightening. Any leg can be used for either a shared or end-of-run condition (Figure 1).
- Attach corner leg to underside of worksurface with three #14 x ³/₄" wood screws as illustrated. For ease of installation, start all screws before tightening (Figure 1).
- 6. Attach the data troughs to the corner worksurface using 1/4-20 x 1/2" self-tapping screws. As illustrated, the corner data trough is attached by using the same screw which is used to attach each data trough to the two different sides of the corner leg. The set of holes used for outside legs will depend on whether the trough is being attached to a shared or end-of-run leg (Figure 2).
- Carefully turn corner worksurface assembly to the upright position. If appropriate at this time, refer to "Leg Leveling" and/or "Beam End Cap" instructions.



■ InTandem[®] Table System - Dividers & Privacy Screens

Assembly Instructions



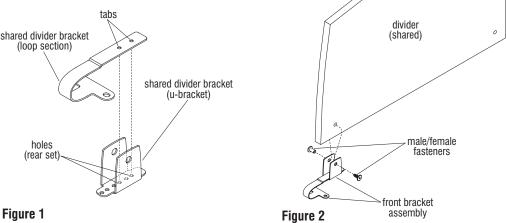
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Dividers and Privacy Screens

- 1. The first step in assembling privacy screens and dividers is to determine if the dividers are to be configured as left-end, right-end, or shared. Shared dividers must first be assembled by joining the two pieces of the front bracket as illustrated (Figure 1). The tabs of the loop section fit into one of four positions, or sets of holes in the U-bracket section. As illustrated, nest the loop section into the rear-most set of holes in the U-bracket section for this application (Figure 1).
- 2. Next, install the front bracket assembly to a divider which will be shared. Secure the bracket to the divider using a set of male and female fasteners as illustrated. Tighten with Torx driver (Figure 2).
- 3. Attach the front bracket of the shared divider(s) to the threaded inserts at the underside of the worksurface using two 1/4-20 x 5/8" machine screws each (Figure 3).

Note: Shared dividers require the use of "long side brackets" to attach dividers to privacy screens. Long side brackets have two mounting holes that each are 1.5" from the corner of the bracket (Detail A). End dividers require the use of "short side brackets" which has one hole at 1.5" from the corner, and one hole which is 1.063" from the corner (Detail B). The side of the short side bracket which has the hole at the "shorter" 1.063" distance form the corner is the side of the bracket that must be oriented to attach to the privacy screen (Figure 3).

4. Attach two pair of long side brackets to the rear of the shared divider using male/female fasteners (Figure 3 & Detail A).



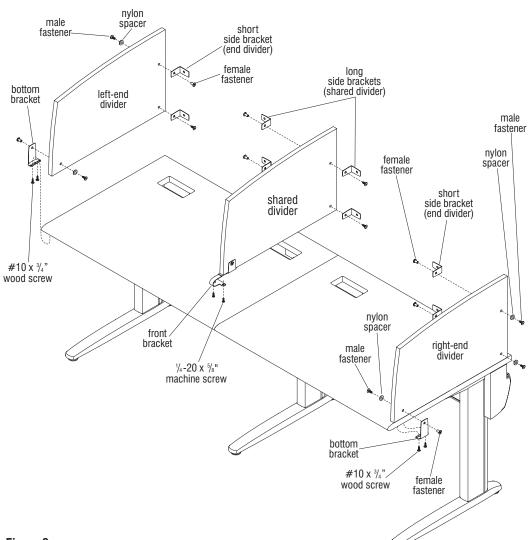


Figure 3



7. Align the bottom bracket of

the end dividers to the correct

mounting holes at the underside

screen to be mounted at the back edge of the table. Secure the

bottom bracket of the right-end

underside of the worksurfaces

using the short T-25 driver bit

first insert two male fasteners

through two bottom brackets

mounting holes at the lower,

outside mounting holes of

the privacy screen. Position

the privacy screen into place,

aligning the screen's bottom

mounting holes with the short side bracket mounting holes.

From the inside, thread a female

fastener through the short side

brackets and into the male

fastener to hold the divider in

place at the bottom brackets

and press the fasteners into the

to thread in two #10 x 3/4" wood screws into the pre-drilled holes

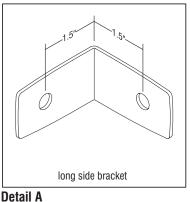
and left-end dividers to the

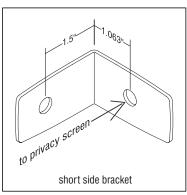
(Figure 3).

8. To install privacy screens,

of the worksurface. The correct

location will allow a privacy





Detail B

Note: For better alignment when securing dividers and privacy screens with the male/female fasteners, it is recommended that the larger diameter female fastener be used at locations where any type of bracket is being installed. And, a nylon spacer is required at any no-bracket attachment side of a divider or privacy screen where a short side bracket is secured using male/female fasteners (Figures 3, 4 & 7).

- 5. Next determine the location of left-end and right-end dividers. Both divider types are assembled from the same parts. Attach a bottom bracket to the appropriate side at the front, outside of each divider using male/female fasteners as
- Attach two short side brackets to the left- and right-end dividers at the inside rear locations using male/female fasteners as illustrated (Figure 3).
- (Figure 4). 9. Secure the top of the privacy screen to the short side brackets of the dividers using male/ female fasteners and nylon spacers where required. As described above, when securing the privacy screen to the divider, use the larger diameter female part of the male/female fasteners on the inside of the table. Use a male fastener with a nylon spacer at the back, top of the privacy screen. This will aid to properly align the divider screen (Figure 4).
 - 10. Secure each bottom bracket to the underside of the worksurface using two #10 x 3/4" wood screws into pre-drilled holes (Figure 4).

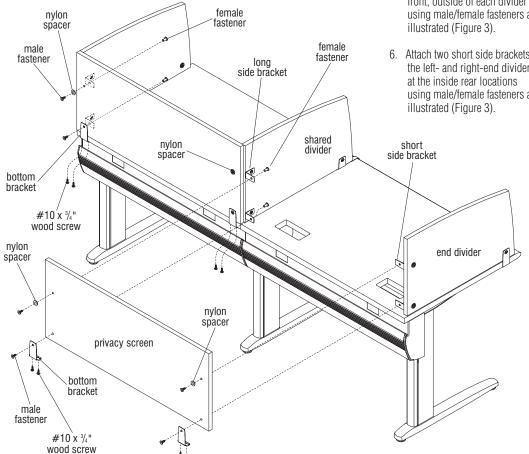


Figure 4

■ InTandem® Table System - Dividers & Privacy Screens, Back-to-Back

Assembly Instructions



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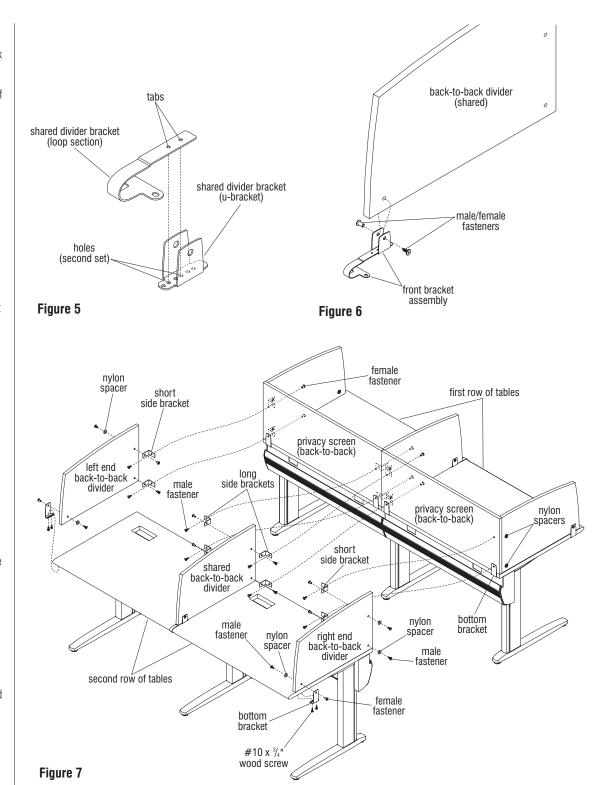
Privacy Screens with Back-to-Back Dividers

Note: Tables joined back-to-back with privacy screens and dividers are assembled with a rear divider panel shared between each pair of back-to-back tables.

 Assemble the first row of tables, dividers and privacy screens as in instructions 1 through 10 of "Divider and Privacy Screens".

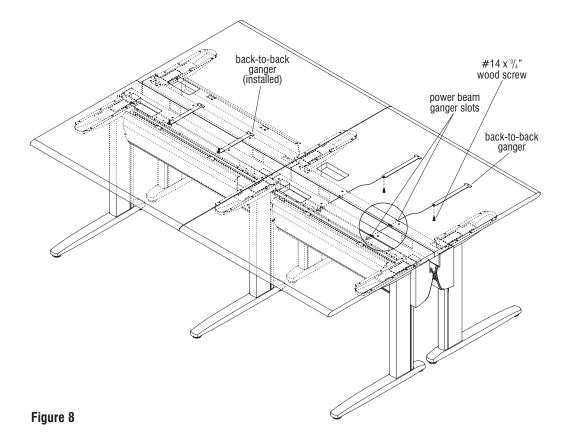
Note: The second row of tables, which is to be installed back-to-back with the first row will have dividers installed with a shared divider bracket being assembled to a different set of holes in the U-bracket. Back-to-back dividers use the second set of holes from the front of the U-bracket. This allows the divider to mount further back and meet up accurately with the back-to-back privacy screen.

- 2. The first step in assembling privacy screens and dividers is to determine if the back-to-back dividers are to be configured as left-end, right-end, or shared. Shared dividers must first be assembled by joining the two pieces of the front bracket as illustrated (Figure 5). The tabs of the loop section fit into one of four positions, or sets of holes in the U-bracket section. As illustrated, rest the loop section into the second set of holes in the U-bracket section for this back-to-back application (Figure 5).
- 3. Next, install the front bracket assembly to the divider which will be shared and installed back-to-back. Secure the bracket to the divider using a set of male and female fasteners as illustrated (Figure 6).





- 4. From the privacy screens of the first row of tables, remove all male/female fasteners (and nylon spacers) that hold the divider panels to the privacy screens. Slide the second row of tables up against the back of the first row of tables until the second row meets the bottom brackets of the first set (Figure 7).
- On the second row of tables, attach the shared back-to-back divider(s) to the table tops at the front, underside using two 1/4-20 x 5/8" machine screws into the threaded inserts under the tables (Figure 7).
- Next, determine the location of left- and right-end dividers. Both divider types are assembled from the same parts. Attach a bottom bracket to the appropriate side at the front, outside of each divider using male/female fasteners and nylon spacers as illustrated (Figure 7).
- Position the end dividers
 onto the tops so that the rear
 edge of the divider meets the
 back-to-back privacy screen.
 At the appropriate mounting
 location, secure the bottom
 bracket of the right- and left-end
 dividers to the underside of the
 worksurfaces using the short
 T-25 driver bit to thread in two
 #10 x ³/₄" wood screws
 (Figure 7).
- 8. On the second row of tables, attach all required short and long side brackets to the rear of the shared and end back-to-back dividers using male/female fasteners and nylon spacers to the outside as required (Figure 7).
- 9. Secure the dividers of the second table row to the back-to-back privacy screens of the first set of tables with male/female fasteners as illustrated. When securing the privacy screen to the divider, use the larger diameter female part of the male/female fasteners on the inside of the table. This will aid to properly align the divider screen (Figure 7).
- 10. Locate the power beam ganger slots which are located along the top, where the beam meets the worksurface. Slide the back-to-back gangers through the slots of the first beam and through the slots of the second, back-to-back beam. Align the mounting slot of the back-to-back ganger with the pre-drilled hole under the second worksurface. Secure each ganger to the worksurface with #14 x 3/4" wood screw. Repeat the above procedure with all back-to-back worksurfaces (Figure 8).



■ InTandem® Table System - Corner Privacy Screens

Assembly Instructions



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Corner Worksurface -**Privacy Screens**

Note: When securing the privacy screens together at side brackets with male/female fasteners, use the larger diameter female fasteners on the inside of the table. This will aid to properly align the corner privacy screens. Also, a nylon spacer is required at any no-bracket attachment side of a divider where a short side bracket is attached using male/ female fasteners (Figure 1).

- 1. To begin installation of the first corner privacy screen, install a bottom bracket to the lower mounting location that is furthest from the rear corner of the table. Use male/female fasteners as illustrated and secure with Torx driver (Figure 1).
- 2. Next, at the rear corner location of the first corner privacy screen, install a bottom bracket to the outside of the screen and a short side bracket to the inside of the screen. Use male/female fasteners as illustrated to secure (Figure 1).
- 3. At the inside, upper rear corner mounting location, install a short side bracket using male/female fasteners and nylon spacer to the outside as illustrated (Figure 1).
- 4. Carefully place the first corner privacy screen into position, aligning the bottom bracket mounting holes with the pre-drilled holes in the underside of the corner worksurface. Secure the bottom brackets using two #10 x 1/4" wood screws per bracket location (Figure 1).
- 5. For the second corner privacy screen, install all components together the same as the first, and secure to the underside of the corner worksurface, and short side brackets of the first privacy screen as illustrated (Figure 1).

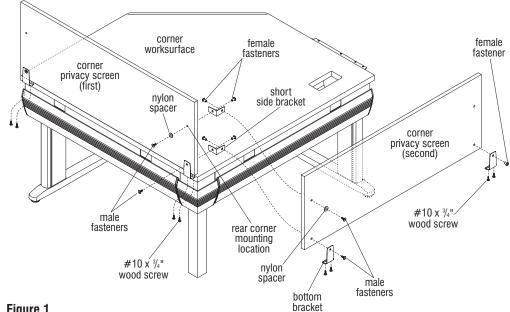


Figure 1



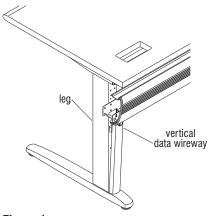
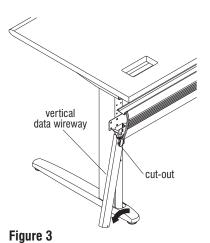
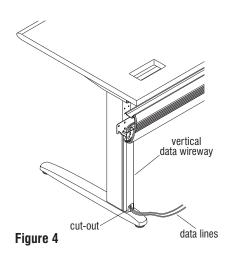


Figure 1



D-shaped hole



InTandem Electrical -Vertical Data Wireway

Note: The vertical data wireway is pre-installed to the rear of the leg with the cut-out towards the top of the leg. To utilize the wireway for data wire infeed, the wireway must be flipped around.

- At the rear of the leg, unsnap the top of the vertical data wireway by grasping and pulling straight back (Figure 1).
- 2. Lift and tilt the wireway out until the D-Shaped hole in the foot is cleared (Figure 2).
- 3. Angle the vertical wireway out at the bottom and pull down until free (Figure 3).
- 4. With the cover removed, route the appropriate data wires down the rear of the leg and onto the foot. The vertical data wireway can then be replaced with the cut-out facing down (Figure 4).

■ InTandem® Table System - Electrical Data

Assembly Instructions



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InTandem Electrical -Horizontal Data Trough Cover (Optional)

Note: Data troughs come with 1.38" x 2.70" opening(s) on the front for use with communication/data ports. All legs come with the ability to run data wires through the legs and into the data trough. Optional horizontal data trough covers come with a 11/8" diameter hole on each end for passing wires through from a power pole (Figure 5).

Before installing a horizontal data trough cover, the data/communications wires should be appropriately routed. Run wires to the horizontal data trough, either down through a vertical power pole or up through the leg vertical wireway (Figure 5).

Note: If wires are run down a power pole, route them through the hole in the end of the data trough cover before running them into the horizontal data trough.

2. With data wires in the horizontal data trough, make appropriate connections through the data plate (not shown, snaps into the 1.38" x 2.70" opening). Data wires can also be connected to standard data connectors that will snap into the smaller rectangular holes in the data face plate (Figure 5). A data adapter plate tree is included for accommodating the various types of data jacks. Break off the proper adapter and insert into the openings in the data trough.

3. To install the data trough cover, position the long side of the cover to the backside of the table as illustrated (instructor side). Carefully maneuver the horizontal data trough cover behind the legs and set the bottom of the cover against the top of the data trough, making sure the mounting holes align. Secure the cover to the trough with #10 x 3/8" screws (Figure 5).

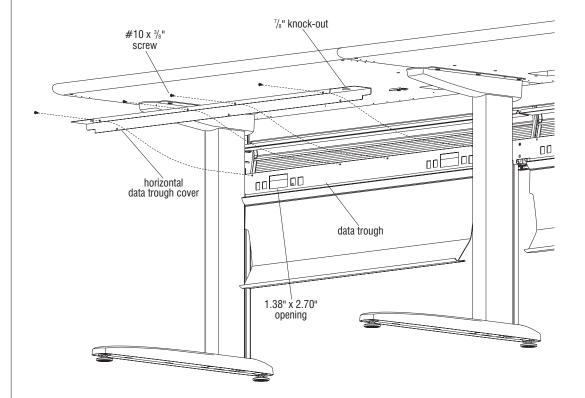
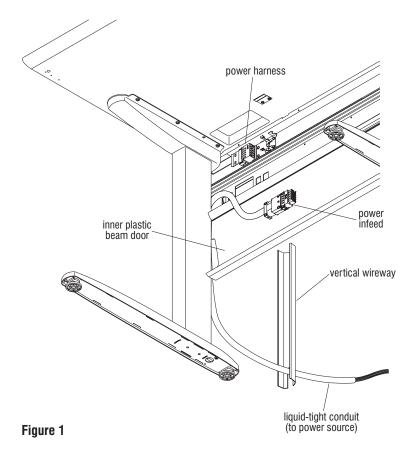


Figure 5

WARNING: Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.



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InTandem Electrical - Floor Feed 10-Wire Electrical

Note: Refer to "Vertical Data Wireway" instructions for details regarding how to remove the vertical wireway from the table leg.

- To expose the power harness, unclip and open the inner plastic beam door at the underside of the worksurface (Figure 1).
- Feed the liquid-tight conduit and exposed 10-wires of the power infeed down through the D-shaped hole in the horizontal data trough. Orient the power infeed connector so the arrow is facing up and plug the power infeed connector into the power harness (Figure 1).
- Route the liquid-tight conduit through the cut-out in the bottom of the vertical wireway, and toward a power source, but do not connect to power at this time. (Figure 1).
- 4. Re-attach the vertical wireway to the leg first by sliding the wireway up into the D-shaped opening in the horizontal data trough, then down into the D-shaped opening in the foot. To secure, press against the top of the vertical wireway until it snaps into position (Figure 1).

■ InTandem® Table System - Electrical

Assembly Instructions



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InTandem Electrical -Top-Feed 10-Wire Electrical

- 1. Un-clip and open inner beam door at underside of worksurface to expose power strip (Figure 2).
- 2. Feed the flexible conduit (exposed 10-wire end) up into the cut-out in the power beam and through the grommet hole in the worksurface. Once the entire flexible conduit is fed up the hole, make sure the arrow faces up, and plug the power infeed connector into the factory installed power harness (Figure 2).
- 3. Orient the aluminum power pole so the flexible conduit can be run into the small opening in the pole (Detail A).
- 4. Make sure the worksurface is in it's desired location and is level. Cut a $2^{3}/_{4}$ " x $1^{5}/_{8}$ " hole in the ceiling tile plumb to the power pole grommet in the worksurface.
- 5. Slide the top trim plate onto the ceiling end of the aluminum power pole (Detail B).
- 6. The aluminum power pole must be positioned so the small cavity (containing the flexible conduit) is toward the back of the worksurface.
- 7. Make connections of the flexible conduit (exposed 10-wires) to the power source through the hole in the ceiling.

Note: If data/communication cables are to be run through the power pole, do it at this time.

8. Run data cables down from the ceiling tile and through the larger cavity in the power pole. Feed the data cables through the power pole grommet in front of the raceway cover and into the data trough to make connections (Detail A).

9. Push the top end of the aluminum power pole into the hole in the ceiling. Push down to snap the power pole into the power pole grommet in the worksurface. Finish off by sliding the top trim plate up into position at the ceiling (Detail B).

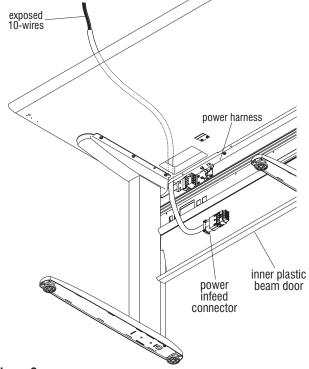
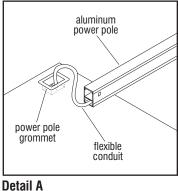
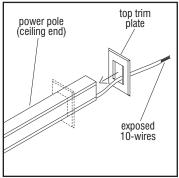


Figure 2





Detail B



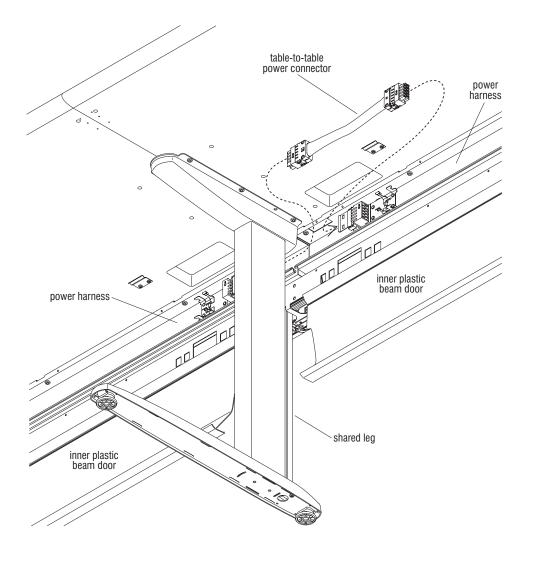


Figure 3

InTandem Electrical -Table-To-Table Power Connection

 Un-clip and open the inner plastic beam doors to access the power harnesses in the power beams (Figure 3).

Note: The arrows on the table-to-table power connector must point up for proper fit into the power harness. Also, the table-to-table power connector ends must plug into the forward most sockets of the power harness. The forward most sockets are those that are closest to the student side of the table.

 Route the table-to-table power connector behind the shared leg. Snap the connector ends into the forward most left- and right-hand sockets of the power harness while bending the middle of the connector to the back of the beam (Figure 3).

■ InTandem® Table System - Electrical

Assembly Instructions



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.

InTandem Electrical - Duplex Receptacle Installation

Note: Duplex receptacle installation must be performed in accordance with the electrical space plan. Numbers on receptacle will be upright when installed correctly.

 Plug duplex receptacle into power harness as illustrated. Secure receptacle to power harness by sliding into port until spring clips lock receptacle into place (Figure 4).

InTandem Electrical -Hardwired Option

Note: In instances where hard-wire raceway covers are installed in beams, slot fillers are required to cover the back-to-back ganging openings in the beam.

1. Position the slot filler behind the ganger opening, over the pre-drilled hole in the underside of the worksurface. Secure with #10 x ³/₄" wood screw as illustrated (Figure 5 & Detail A).

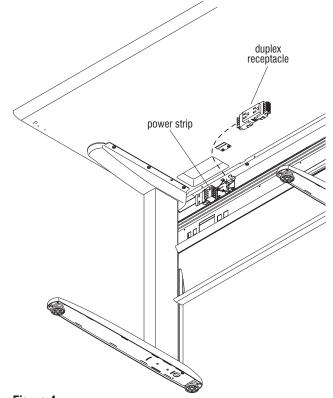


Figure 4

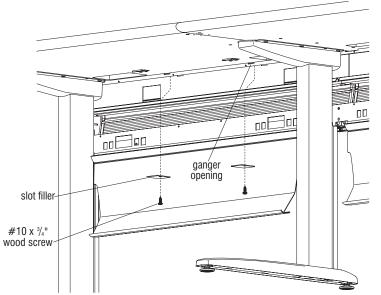
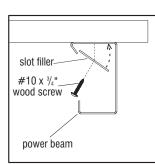


Figure 5



Detail A



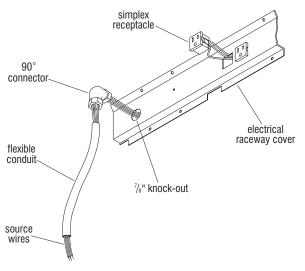
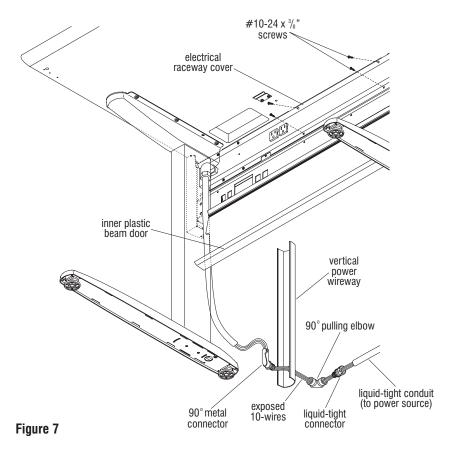


Figure 6



InTandem Electrical - Hard-Wire Raceway Cover Floor Feed

Note: Any or all electrical components may or may not be provided with furniture. Electrician may provide or supplement components to comply with local electrical codes.

- Remove the ⁷/₈" knock-out at the appropriate end of the hardwire electrical raceway cover. Attach a 90° connector to the raceway cover at the knock-out and attach the length of flexible conduit to the connector. Make required wiring to simplex receptacles, snap the receptacles into the raceway cover and feed the source wires through the 90° connector and flexible conduit. (Figure 6).
- 2. Install electrical raceway cover to inside of beam as illustrated with #10-24 x ³/₈" screws (Figure 7).
- 3. Remove the vertical wireway from the rear of the leg by first unsnapping it at the top and pulling it straight back. Lift up on the wireway until the D-shaped hole in the foot is cleared. Angle the bottom of the wireway to the side and pull down until free (Figures 1 thru 4, page 11).
- 4. Feed the flexible conduit and source wires down the D-shaped hole in the data trough. Route the wires through the 90° metal connector, vertical power wireway, 90° pulling elbow and liquid-tight connector. Fasten components together. Cut liquid-tight conduit to desired length. Feed wires through the liquid-tight conduit and attach the conduit to the connector on the front of the wireway (Figure 7).
- 5. Re-install the vertical power wireway to the leg by sliding it up into the D-shaped opening in the data trough, then down into the D-shaped opening in the foot. Press the top of the vertical wireway against the foot until it snaps into position (Figure 7).

■ InTandem® Table System - Electrical

Assembly Instructions



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.

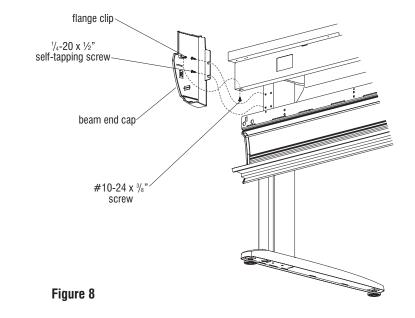
InTandem Electrical -Hard-Wire Beam End Cap

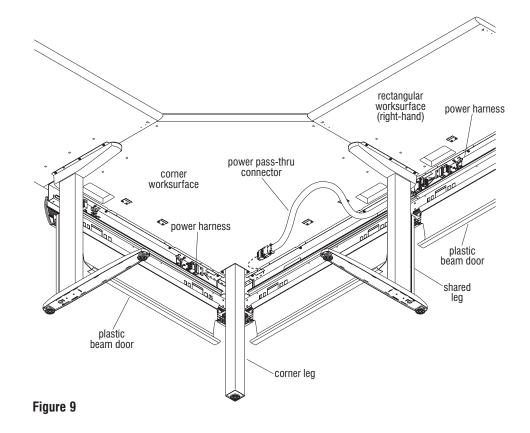
Note: For Chicago hard-wire applications, an additional screw is required which secures the power beam to the flange clip of the beam end cap.

1. Snap the beam end cap into the open end of the steel power and data beam. Secure the end panel to the leg as illustrated with two \(^1/4-20 \times ^1/2\)" self-tapping screws. Also secure the clip flange of the beam end cap to the power beam using #10-24 x \(^3/8\)" screw (Figure 8).

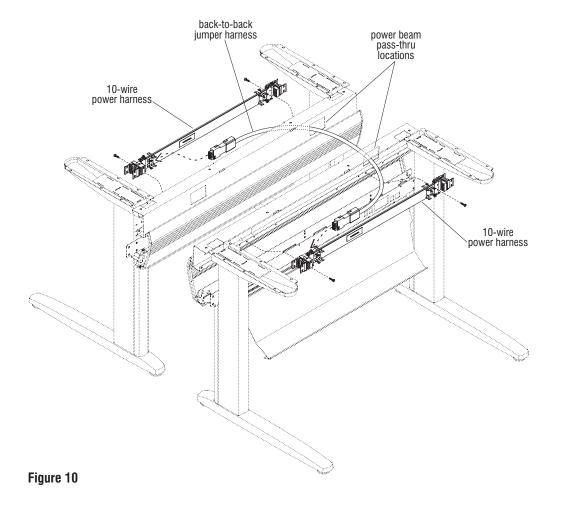
InTandem Electrical - Corner Worksurface Power Pass-Thru

- Un-clip and open plastic beam doors on each side of corner leg and under right-hand rectangular worksurface. Power harnesses are located in the beam at the left-hand side of the corner worksurface and under the right-hand rectangular worksurface (Figure 9).
- Route the power pass-thru
 connector behind the corner leg
 and plug it into the power harness
 under the corner worksurface.
 Feed the other end of the
 connector behind the shared leg
 and plug it into the power harness
 under the right-hand worksurface
 (Figure 9).









InTandem Electrical -Back-to-Back Power Pass-Through

- Table units to be joined back-to-back electrically must be equipped with 10-wire power harnesses. Position tables back-to-back as illustrated (Figure 10).
- 2. Remove appropriate outlet covers in the power beam.
- 3. Remove 10-wire power harnesses from each table unit temporarily, so back-to-back jumper may be installed. As illustrated, route either end of the back-to-back jumper through the power pass through locations at the back of each power beam. Feed the jumper along the length of the beam and snap it into the 10-wire power harness. Secure connector ends to each 10-wire power harness by inserting until spring clips lock connector into place at each power harness location (Figure 10).
- 4. Replace the 10-wire power harnesses to their original locations and re-install with original screws.
- 5. Electrically connected back-to-back tables must be joined together with ganging plates. Please refer to instructions for Figure 8, page 9.

■ InTandem® Table System - Electrical

Assembly Instructions



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.

InTandem Electrical -T-Configuration Power Pass-Thru

- 1. Table units to be joined electrically in a T-configuration must be equipped with 10-wire power harnesses. Position tables in a T-configuration as illustrated (Figure 11).
- 2. Remove appropriate outlet covers in the power beam.
- 3. Remove 10-wire power harnesses from the side table unit temporarily, so T-Configuration jumpers may be installed.
- 4. As illustrated, first plug one end of each T-Configuration jumper into the 10-wire power harnesses, through the beam end of each back-to-back unit. Feed the other end of the T-configuration harnesses through the power pass-thru ports at the back of the side table. Run the jumpers along the length of the beam as illustrated and snap them into the 10-wire harness at the standard receptacle location (Figure 11).
- 5. Replace the 10-wire power harnesses to their original locations and re-install with original screws.
- 6. Electrically connected back-to-back tables must be joined together with ganging plates. Please refer to instructions on page 9, see figure 8.
- T-Configuration tables must be joined together using splice plates at each corner, secured with two #10 x 1" wood screws (Detail C).

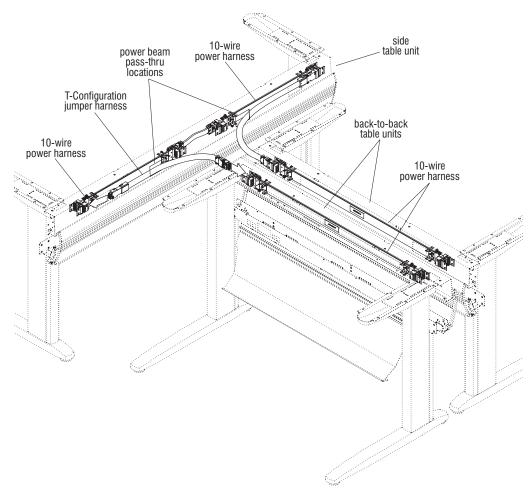
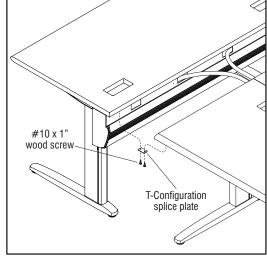


Figure 11



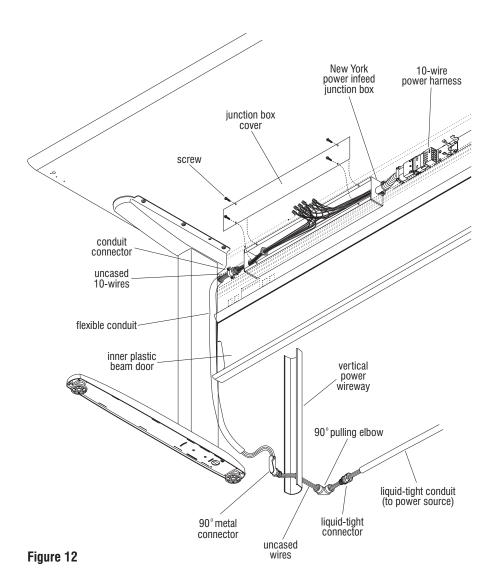
Detail C



InTandem Electrical -Floor-Feed New York 10-Wire

Note: The power infeeds are to be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. All local codes must be followed.

- 1. Remove the vertical power wireway from the rear of the leg by first unsnapping it at the top and pulling it straight back. Lift up on the wireway until the D-shaped hole in the foot is cleared. Angle the bottom of the wireway to the side and pull down until free (Figures 1 thru 4, page 11).
- To expose the power harness, un-clip and open the inner plastic beam door at the underside of the worksurface.
- 3. At the upper end of the uncased 10-wires, place a conduit connector onto the wires and feed the wires through the knock-out in the end of the New York power infeed junction box as illustrated. Secure the conduit connector to the flexible conduit and to the power infeed junction box. Make appropriate connections with wire nuts inside the junction box and replace the junction box cover (Figure 12).
- 4. Feed the flexible conduit down the D-Shaped hole in the data trough. Route the exposed 10-wires through the 90° metal connector, vertical wireway, 90° pulling elbow, and liquid-tight connector. Fasten components together. Cut exposed 10-wires and liquid-tight conduit to desired length. Feed the exposed 10-wires through the liquid-tight conduit and attach the conduit to the connector (Figure 12).
- 5. Re-install vertical power wireway to leg by sliding it first up into the D-shaped opening in the data trough, then down into the D-shaped opening in the foot. Press against the top of the vertical power wireway until it snaps into position.



■ InTandem® Table System - Electrical

Assembly Instructions



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.

InTandem Electrical -PowerUp Module (optional)

- If the flip-top grommet is installed in the worksurface, open the inner plastic beam door to gain access.
 From under the worksurface, pinch the barbs together and remove the grommet from the worksurface.
- With the power and data module in hand, route the power cord through the power and data module hole in the top of the worksurface. Press the module down into the module hole to secure (Figure 13).
- 3. From under the worksurface, if not already done, open the inner plastic beam door. Access the power and data module cord and plug it into the receptacle in the power beam. For non-powered beam applications, route the 108" cord down through the vertical data wireway, (according to instructions on page 11). Communication lines may also be connected to the power and data module at this time (Figure 14).
- 4. Snap the plastic beam door closed to conceal the power and communication lines.

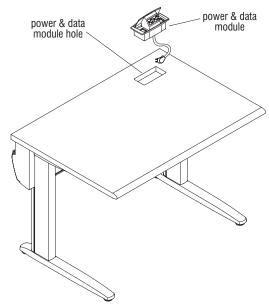
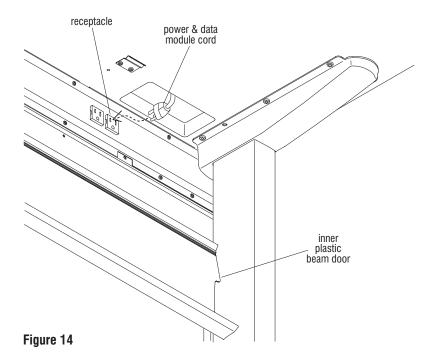
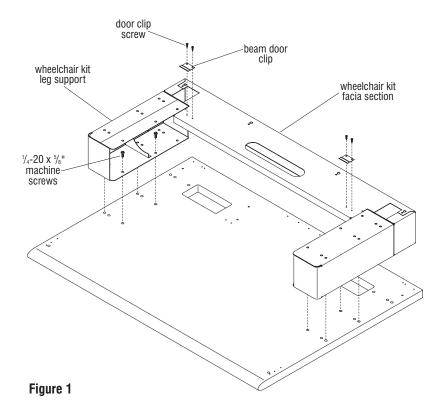
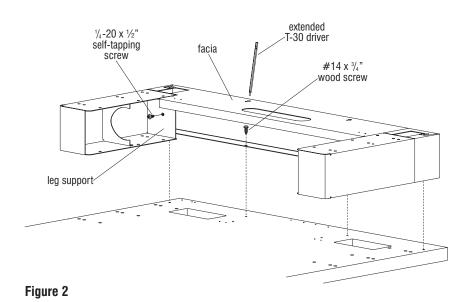


Figure 13









InTandem Wheelchair Kit

- Remove beam door clips from worksurface and set screws and clips aside for future use. Position the wheelchair kit assembly over the correct mounting holes in the worksurface.
- Using eight ¹/₄-20 x ⁵/₅" machine screws from leg hardware kits, mount the two leg supports of the wheelchair kit to the leg mounting holes in the underside of the worksurface.
- 3. Re-install the beam door clips to the appropriate holes in the facia using the screws saved from step 1 (Figure 1).
- 4. Using the four #14 x ³/₄" wood screws from the power beam hardware kit, mount the wheelchair kit facia section to the underside of the worksurface using the extended T-30 driver through the pass-through holes in the facia (Figure 2).
- 5. At each side of the wheelchair kit, assemble leg support to the facia using two 1/4-20 x 1/2" self-tapping screws from the wheelchair hardware kit (Figure 2).

■ InTandem® Table System - Wheelchair Kit

Assembly Instructions

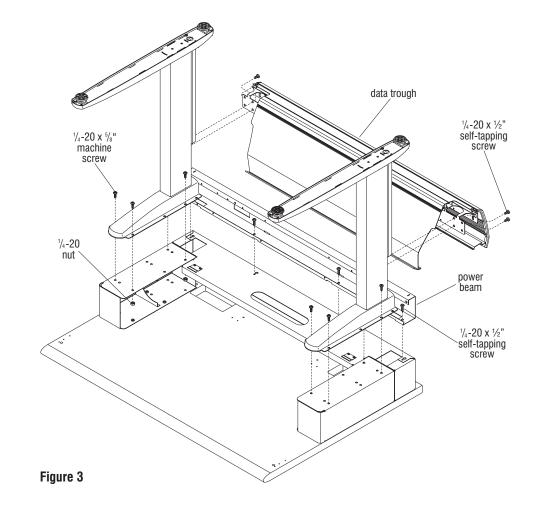


Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

InTandem Wheelchair Kit -

- Attach legs to wheelchair kit leg supports with eight 1/₄-20 x 5/₈" screws and nuts from the wheelchair hardware kit (Figure 3).
- 7. Install power beam to facia with four 1/4-20 x 1/2" self-tapping screws from wheelchair hardware kit (Figure 3).
- 8. Assemble data trough to legs as illustrated, using four $^{1}/_{4}$ -20 x $^{1}/_{2}$ " self-tapping screws (Figure 3).

Note: Privacy screens and dividers may be used with wheelchair Kit tables, but cannot be shared with other standard height tables.





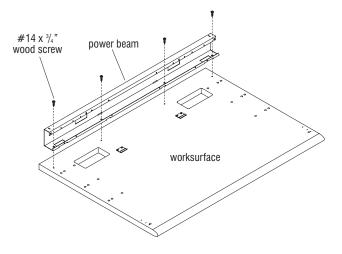
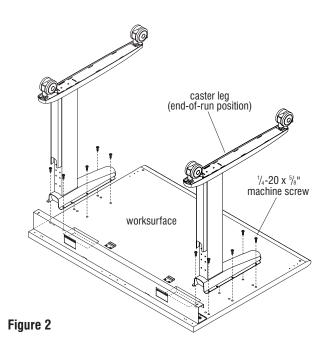


Figure 1



Freestanding Frames with Casters - Beams and Legs to Worksurface

1. Place worksurface face down on a soft protective surface.

Note: The power beam should be installed before the data trough. The data trough prevents access necessary to attach the power beam.

- Attach power beam to underside of worksurface using #14 x ³/₄" wood screws. Extended T-30 Torx Driver is provided to drive screws (Figure 1).
- 3. Attach two caster legs to underside of worksurface at end-of-run position, with 1/4-20 x 5/8" machine screws as illustrated. For ease of installation, start all screws before tightening (Figure 2).

■ InTandem® Table System - Freestanding Frames

Assembly Instructions



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.

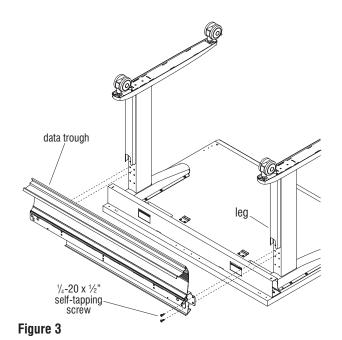
Freestanding Frames with Casters - cont.

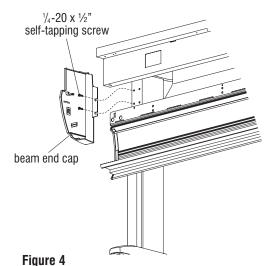
Note: Consult your space plan layout. An end-of-run leg position is shown in figure 2 while a shared leg position is shown in figure 3.

- 4. Attach data trough to legs as illustrated using ¹/₄-20 x ¹/₂" self-tapping screws. The set of holes used will depend on whether the trough is being attached to a shared or end-of-run leg (Figure 3).
- 5. Carefully turn freestanding frame with casters to the upright position.

Beam End Cap

1. Snap the beam end cap into the open end of the steel power and data beam. Secure the end cap to the leg as illustrated with two 1/4-20 x 1/2" self-tapping screws (Figure 4).







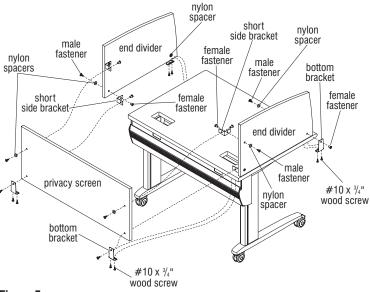


Figure 5

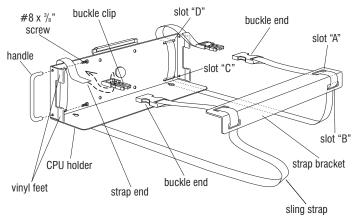


Figure 1

Free Standing Frames with Casters - Stand Alone Privacy Screens

Note: For better alignment when securing dividers and privacy screens with male/female fasteners, it is recommended that the larger diameter female fastener be used at locations where any type of bracket is being installed.

- Using male/female fasteners and nylon spacers where required, attach short side brackets to the inside locations of each end divider as illustrated. Attach one bottom bracket to each end divider at the outside lower front location using male/female fasteners and nylon washers as illustrated (Figure 5).
- 2. Align the bottom bracket of the end dividers to the correct mounting holes at the underside of the worksurface. The correct mounting location will allow the privacy screen to be mounted to the back edge of the table. Secure the bottom bracket of each divider to the underside of the worksurface using a short T-25 driver bit to thread in two #10 x ³/₄" wood screws at each bottom bracket (Figure 5).
- 3. To install privacy screen, first insert two male fasteners through two bottom brackets and press the fasteners into the mounting holes at the lower outside mounting holes of the privacy screen. Position the privacy screen into place, aligning the screen's mounting holes with the short side bracket mounting holes. From the inside, thread a

- female fastener through the short side brackets and into the male fastener to hold the divider in place (Figure 5).
- 4. Secure the top of the privacy screen to the top short side brackets of the dividers using male/female fasteners and nylon spacers as required. To properly align the divider screen at the inside, insert a female fastener through the short side brackets and into the privacy screen. Insert a nylon spacer onto each male fastener and thread them into the female fasteners in the privacy screen to hold the divider in place at the outside (Figure 5).
- Secure each bottom bracket to the underside of the worksurface using two #10 x ³/₄" wood screws (Figure 5).

InTandem CPU Sling

- 1. Lay the CPU holder and strap bracket out as illustrated in Figure 1. First route the "end" of the sling strap through slot "A" and slot "B" in the strap bracket, and pull buckle end to within a few inches of slot "A". Next route the strap end through slots "C" and "D" in the CPU holder as shown. Finally, following the arrow, route the strap end through the buckle clip. Follow the above procedure for the other sling strap (Figure 1).
- 2. Secure the handle to the CPU holder with two #8 x ³/₈" screws at the two holes located above the vinyl feet (Figure 1).
- 3. To mount the CPU to the CPU holder, first set the CPU onto the straps and strap bracket as shown. Position the CPU holder onto the top of the CPU with the vinyl feet resting against the top of the CPU (Figure 2). The front vinyl feet (at handle end) must set just behind the front bezel on the CPU (Figure 2).

■ InTandem® Table System - CPU Storage

Assembly Instructions



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.

InTandem CPU Sling - cont.

4. Be sure the straps are wrapped around the CPU as illustrated (Figure 2). Snap the buckle together. Hold the CPU securely and pull up forcefully on the strap ends to tighten (Figure 2). The straps must be pulled tight to secure, and periodic re-tightening may be required (Figure 2).

Note: When locating a position for the CPU holder under a worksurface with PowerUp module, the CPU holder must be located under the opposite side of the table as the power and data module.

- 5. Determine the correct location to mount the track under the worksurface. The track must be positioned square to the front edge of the worksurface and set back from the front edge to obtain a desirable retraction position for your CPU. Use the track as a template and mark all eight of the hole locations on the underside of the worksurface (Figure 2).
- Using a power drill and a ¹/₈" drill bit, drill eight pilot holes, ⁵/₈" deep in the underside of the worksurface. Do not drill deeper than ⁵/₈" to avoid piercing the top of the worksurface.

Note: Before installing the track to a 24" deep InTandem worksurface, the beam door must be cut to allow to open with the sling and CPU in place. Cut the beam door behind, and far enough to the side of where the sling and CPU will be positioned. On 30" and 36" deep worksurfaces, the beam door will be notched on both sides to allow cords from the CPU to be routed inside the beam channel.

- 7. Mount the track to the underside of the worksurface at the six outside mounting holes using the #8 x ⁵/₈" screws provided. Press a rubber bumper onto a #8 x ⁵/₈" screw and install bumper into the rear, center hole in the track. Make sure all screws are tight (Figure 2).
- 8. Slide the assembled unit and CPU into the grooves on the track until it stops at the rear rubber bumper. Press a rubber bumper onto the remaining #8 x 5/8" screw and install the bumper and screw into the front center hole in the track (Figure 2).
- Position the end cap (track guard) in front of the track at the underside of the worksurface.
 Mark the two mounting hole locations (Figure 2).
- 10. Using a power drill and a ¹/₈" drill bit, drill two pilot holes, ⁵/₈" deep in the underside of the worksurface. Do not drill deeper than ⁵/₈" to avoid piercing the top of the worksurface.
- Mount the end cap (track guard) to the underside of the worksurface with two #8 x ⁵/₈" screws (Figure 2).

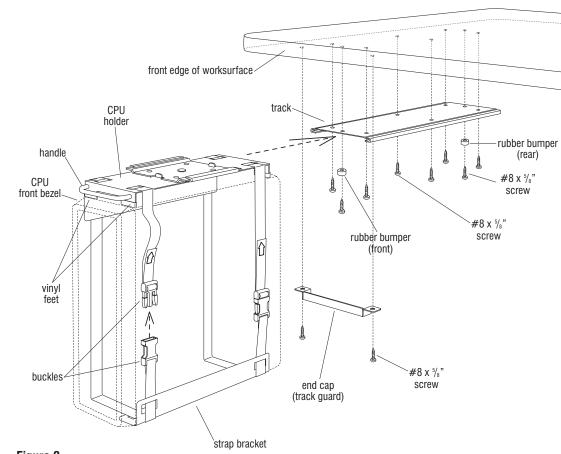


Figure 2



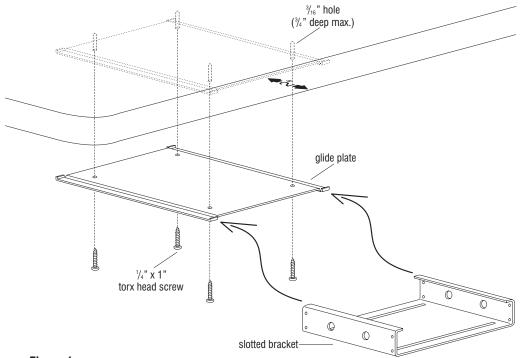


Figure 1

InTandem Basic Adjustable **CPU Holder**

Tools Provided

- T-20 Torx Driver (#8 screw)
- T-30 Torx Driver (1/4" screw)
- 1/8" Allen Wrench (set screw collar)

Additional tools required

- 11/₁₆" Open End Wrench
 7/₁₆" Open End Wrench or Socket
- Power Drill and 3/16" Drill Bit

Note: In some installations, the CPU may not be available for placement into the CPU holder until a later time. Follow these directions using an accurate measurement of the CPU height and width as a guideline.

- 1. Position the glide plate under the worksurface. Be sure that the glide plate is parallel and placed 2" from the front edge of the worksurface (1" on 24" deep worksurfaces). Mark the four mounting holes through the plate onto the underside of the worksurface (Figure 1).
- 2. Using a 3/16" drill bit to a maximum depth of 3/4", drill the four mounting holes in the underside of the worksurface. Be careful not to pierce through the top of the worksurface when drilling the holes. Attach the glide plate to the worksurface with four 1/4" x 1" Torx head screws. Tighten each screw only halfway, leaving the glide plate to hang down 1/2" from the surface (Figure 1).
- 3. Slide the slotted bracket over the end of the glide plate. Tighten the screws into the worksurface (Figure 1).

Note: If the CPU is not available to be placed into the holder, skip step 4 and go onto steps 5 through 10. When a CPU is to be installed along with the CPU holder, follow steps 4 through 10 but skip step 5.

■ InTandem® Table System - CPU Storage

Assembly Instructions



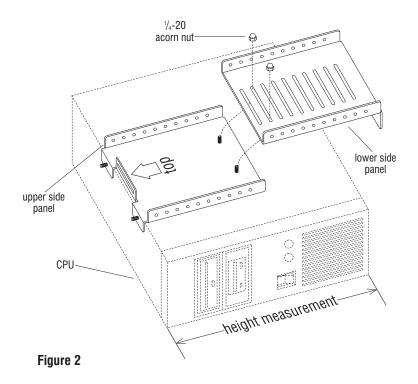
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

InTandem Basic Adjustable CPU Holder - cont.

- 4. Carefully lay the CPU on its side on a soft protective surface. Lay the upper side panel onto the side of the CPU. Lay the lower side panel into the upper side panel to fit the height of the CPU as tight as possible. Tighten the side panels together with two 1/4-20 acorn nuts onto the studs. Repeat the above procedure for the other pair of side panels (Figure 2).
- 5. If CPU is not available, have an accurate measurement of the height of the CPU. Lay the lower side panel onto the upper side panel as illustrated. The studs on the upper side panel should go through the slots in the lower side panel at or slightly more than the measured height of the CPU. Tighten the side panels together with two ¹/₄-20 acorn nuts onto the studs. Repeat step five for the other pair of side panels (Figure 2).
- 6. Position the assembled side panels up into the slotted bracket. Space the side panels to the approximate width of the CPU and finger tighten the four ¹/₄-20 acorn nuts and washers to hold the brackets in place (Figure 3).

Note: If your installation does not include placement of the CPU into the holder at this time, follow steps 7 through 10 using an accurate measurement of the width of the CPU. When the CPU is installed, final adjustments and tightening hardware must be done, closely following steps 7 through 10.

7. Choose the appropriate 7/16" carriage bolt (4", 7" or 10") for the CPU width. Insert the bolt through the holes in the bottom tabs of the side panels. Place a washer and lock washer onto the bolt. Screw the nut on just enough to secure the side panels together. Take the remaining two carriage bolts and slide them into the storage holes in the side of the slotted bracket (Figure 3).



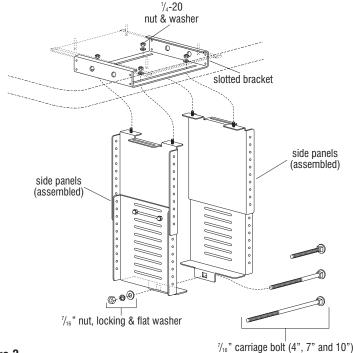


Figure 3



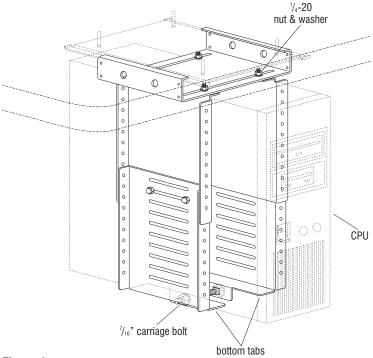
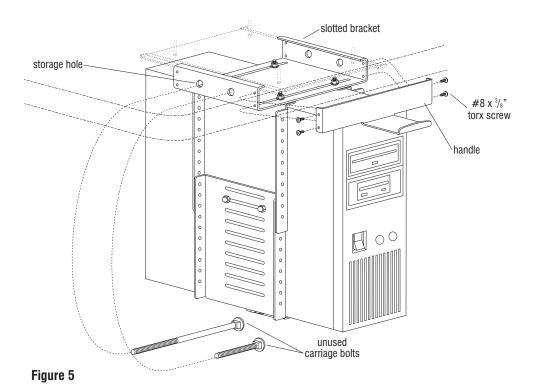


Figure 4



InTandem Basic Adjustable CPU Holder - cont.

- Slide the CPU between the side panels and allow it to rest on the bottom tabs. Center the CPU front to back. For 24" deep worksurfaces, the CPU must be 1 1/2" forward of center (Figure 4).
- Press the side panels tightly against the CPU. Tighten the four ¹/₄-20 nuts on the slotted bracket and tighten the nut on the bottom carriage bolt (Figure 4).
- 10. Attach the handle to the slotted bracket with four #8 x $^{3}/_{8}$ " Torx head screws (Figure 5).

Note: If a security kit is to be installed to the CPU holder, this must be done prior to installing side panel covers (separate instructions). See assembly instructions for Security Kit.

■ InTandem[®] Table System - CPU Storage

Assembly Instructions



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.

InTandem Adjustable CPU **Holder Side Covers**

Tools Required

- ¹¹/₁₆" Open End Wrench
- 7/16" Open End Wrench or Socket

Note: If a security kit is to be installed to the CPU holder, disregard these instructions and go to the Security Kit and Side Cover Assembly Instructions on page 34.

Note: In some installations, the Side Covers may be installed prior to the placement of the CPU into the holder. Follow all directions using a measurement of the width of the CPU as a guideline. Make all final adjustments and tighten to secure at the time of CPU installation.

- 1. Before the Side Covers can be installed, the Basic Adjustable CPU Holder Assembly Instructions must be followed. Make sure the top 1/4" nuts attaching the side panels to the slotted bracket are tight and that the side panels are pressed firmly against the CPU, clamping it securely place (Figure 1).
- 2. Prepare to install the covers on each side of the CPU holder by carefully removing the 7/16 nut, washers and carriage bolt at the bottom of the CUP holder. Take care to keep the side panels together while the carriage bolt is removed (Figure 1).
- 3. Interlock each pair of upper and lower covers to match the height of the side panel pairs. Hook the upper tab of the cover pair into the slot at the top of the side panel pair. Align the hole at the bottom of the cover pair with the hole of the side panel pair (Figure 2).

4. Reinstall the ⁷/₁₆" carriage bolt (4", 7" or 10") through the bottom holes of all covers and side panels. Place the washer, lock washer and $\frac{7}{16}$ " nut onto the bolt and tighten to secure. Take the remaining two carriage bolts and slide them into the storage holes in the side of the slotted bracket (Figure 2).

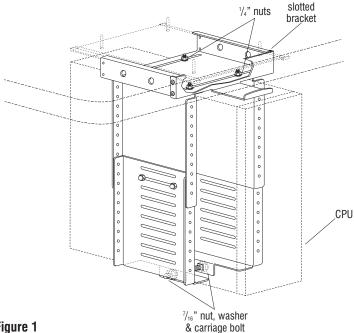


Figure 1

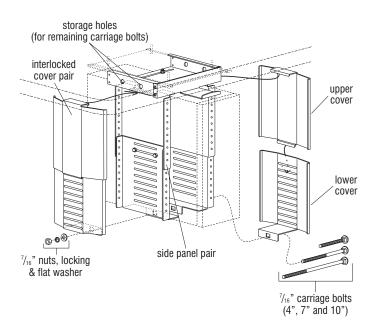


Figure 2



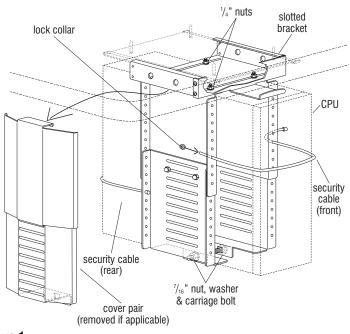


Figure 1

storage holes (for remaining carriage bolts) assembled cover pair upper cover viiii nuts, locking aflat washer viiii carriage bolts (4", 7" and 10")

InTandem CPU Holder Security Kit & Side Covers

Tools Required

- T-20 Torx Driver (#8 screw)
- T-30 Torx Driver (1/4" screw)
- 3/32" Allen Wrench (set screw collar)

Additional tools required:

- 11/16" Open End Wrench
- ⁷/₁₆" Open End Wrench or Socket

Note: In some installations, the CPU may not be available for placement into the CPU holder. If so, only follow steps 1, 5, 6 and 8. Follow these directions using an accurate measurement of the CPU width as a guideline. All final adjustments, tightening to secure, and installation of padlock and security cable are to be done at the time of CPU installation.

- Before the Security Kit can be installed, the Basic Adjustable CPU Holder Assembly Instructions must be followed. Make sure the top ¹/₄" nuts attaching the side panels to the slotted bracket are tight and that the side panels are pressed firmly against the CPU, clamping it securely place (Figure 1).
- 2. Determine if the assembled CPU holder has previously installed covers. If covers are in place, remove the bottom ⁷/₁₆" carriage bolt. Take care to keep the side panels pressed firmly against the CPU. Carefully remove the covers from the side panels and immediately reinstall and tighten the ⁷/₁₆" carriage bolt, but without the covers at this time (Figure 1).
- 3. Determine where the security cables should be located so their positions do not interfere with the disk slots on the front of the CPU and the I/O ports on the rear.

Note: The rear cable can be routed to prevent the removal of circuit boards. Feed the cables through the holes in the side panels to secure the front and rear of the CPU (Figure 1).

 Pull the front and back cables tight around the CPU. Secure each cable with a lock collar by tightening the set screw with a ³/₃₂" Allen wrench. Do not over tighten set screw (Figure 1).

Figure 2

■ InTandem® Table System - CPU Storage

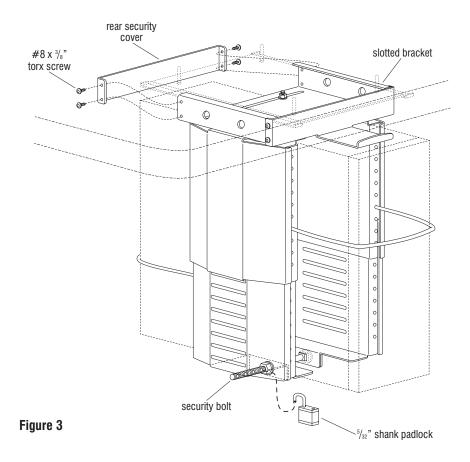
Assembly Instructions



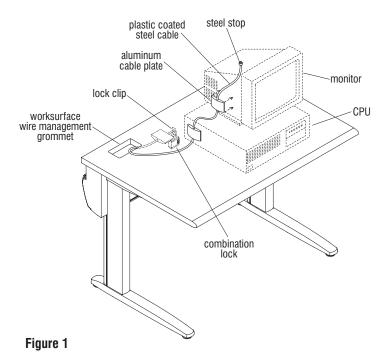
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

InTandem CPU Holder Security Kit & Side Covers - cont.

- 5. Prepare to install (or reinstall) the covers on each side of the CPU holder by first removing the ⁷/₁₆" carriage bolt (Figure 1). Interlock each pair of upper and lower covers to match the height of the side panel pairs. Hook the upper tab of the cover pair into the slot at the top of the side panel pair. Align the hole at the bottom of the cover pair with the hole of the side panel pair (Figure 2).
- 6. A new ⁷/₁₆" security bolt (4", 7" or 10") is to be used in the following step. The security bolt has holes through it to accept a padlock. Insert the appropriate length security bolt through the bottom holes of the covers and side panels. Place the washer, lock washer and ⁷/₁₆" nut onto the bolt and tighten to secure (Figure 2).
- 7. On the security bolt, lock a padlock through the hole closest to the nut to secure (Figure 3).
- 8. Install the rear security cover over the back of the slotted bracket and secure with four #8 x ³/ɛ" Torx head screws (Figure 3).







InTandem Accessories -Security Kit

 Following the glue manufacturer's directions, fasten one of the aluminum cable plates to the side or back of the monitor. Plate should be oriented so the hole in the plate is vertical. Do not fasten plate to any vent areas or uneven surfaces on the monitor (Figure 1).

- 2. Fasten the second aluminum cable plate to the back or side of the CPU, following the glue manufacturer's directions (Figure 1).
 - **Note:** Proper placement of the lower aluminum cable plate is important so that the plate, lock clip, and padlock do not interfere with the operation of the plastic beam door.
- 3. From under the worksurface, and with the inner plastic beam door open, orient the lower aluminum cable plate to the underside of the worksurface so the hole in the plate runs parallel to the length of the power beam and the shorter side of the plate rests tight against the beam. Following the glue manufacturer's directions, mount the plate to the underside of the worksurface in the position described above (Figure 2).
- 4. With the plastic coated steel cable in hand, route the small end through the first and middle aluminum cable plates as illustrated. The opposite end of the cable has a steel stop which will rest on the top of the first cable plate, and lock the cable from passing through (Figure 1).
- Route the cable down through the worksurface wire management grommet and into the beam channel area. Push the small cable end through the lower cable plate (Figure 2).
- Slide the lock clip onto the end of the steel cable under the worksurface. Pull lock clip down to secure small notch of clip onto end of cable. Route padlock through opening in lock clip and close padlock (Figure 2).

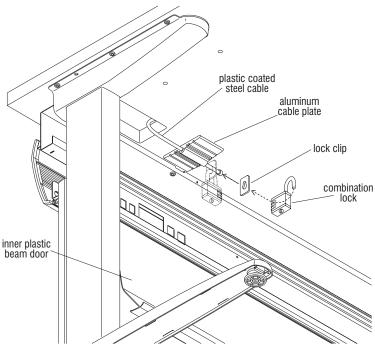


Figure 2

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