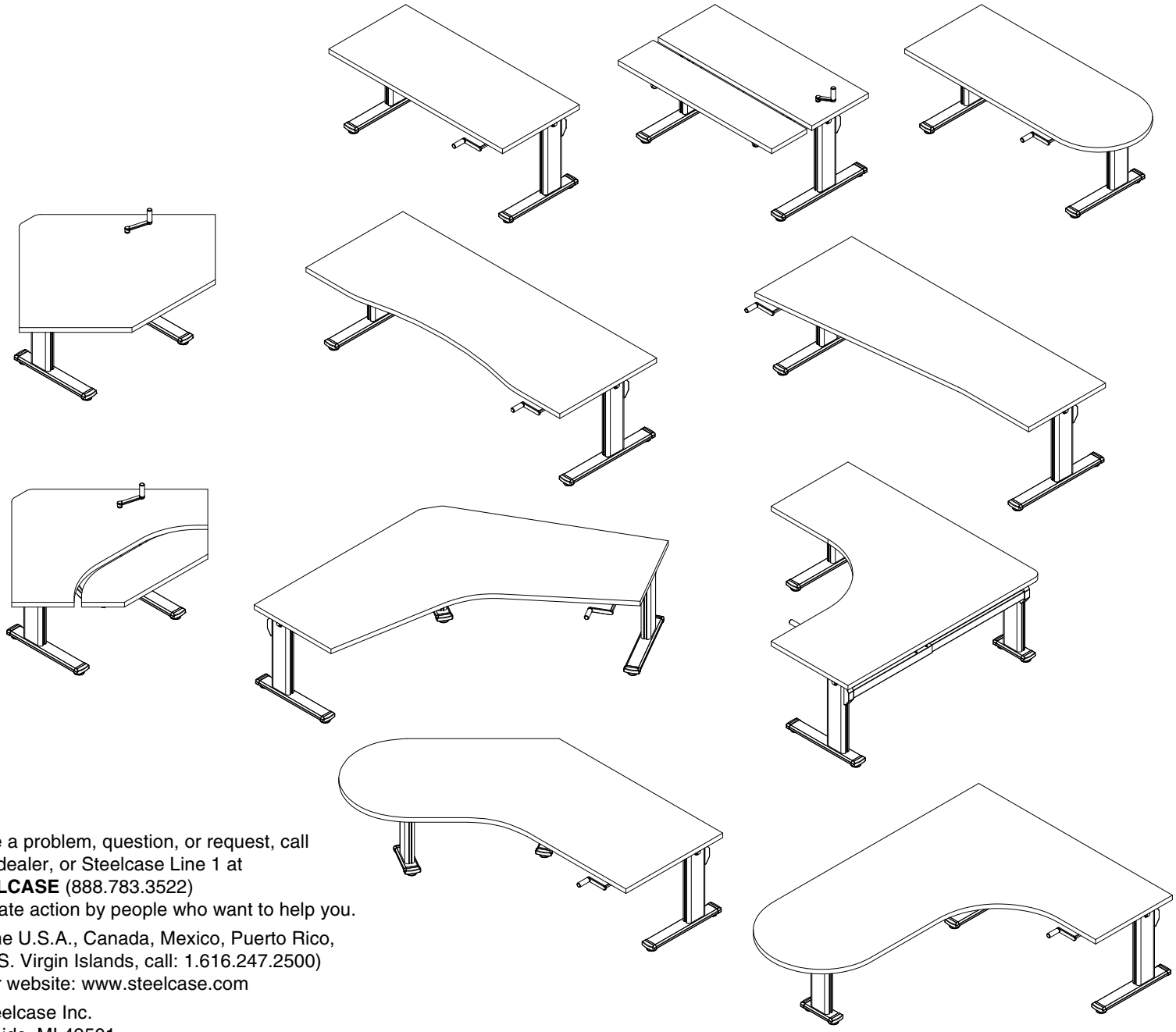
Steelcase®

# Series 3 AdjusTable Height Tables



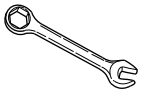
**Tools required:**

Bit Holder

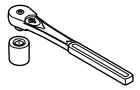
#2 Square Drive Bit

Power Drill

Allen Wrench-M3



10mm & 14mm Wrench



Ratchet with 10mm Socket

Adjustable Wrench

Allen Wrench-2.5mm (Provided)

If you have a problem, question, or request, call your local dealer, or Steelcase Line 1 at **888.STEELCASE** (888.783.3522) for immediate action by people who want to help you.

(Outside the U.S.A., Canada, Mexico, Puerto Rico, and the U.S. Virgin Islands, call: 1.616.247.2500)
Or visit our website: www.steelcase.com

© 2015 Steelcase Inc.
Grand Rapids, MI 49501
U.S.A.

Printed in U.S.A.

Steelcase®

**TABLE OF CONTENTS:** **PAGE(S):**


Lets Get Started!..... 3
Which Legs Go Where?..... 4
Determine Leg Positions on your Table..... 5
Overhangs and Custom Leg Positions..... 5
Mounting Legs to Worksurfaces..... 6
Determine Crank Position on your Table..... 7
Converting from Right-hand Crank to Left-hand Crank..... 7
90° Corner Tables and P-Tables..... 8
Left-Hand Tables with Crank on Left Side..... 9
For 90° Tables and P-Tables..... 10
For 120° Tables and Bubble-Jetty Tables..... 10
Installing the Drive Gearbox..... 10
Installing the Front Crank..... 11
Driveshafts and Leg Synchronization..... 12
Installing Driveshaft Stabilizers..... 12
Installing Driveshafts..... 13 through 16
Installing Stretchers..... 17 & 18
Finishing the Table Assembly..... 19
Appendix A: 2-Piece Worksurface Assembly..... 20 & 21
Appendix B: Installing a Keyboard Mechanism for Bi-Level Worksurfaces... 22 through 27

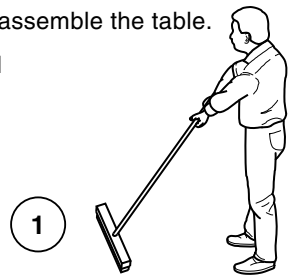

### Overview of Assembly Process

1) Decide on the table configuration.
2) Assemble 2-piece worksurface or bi-level mechanism, if applicable.
3) Attach legs to worksurface (with worksurface upside-down).
4) Assemble gearbox(es) and crank assembly.
5) Synchronize legs and add driveshaft(s).
6) Add stretcher(s) and decorative parts.
7) Flip table upright and test function.
8) Level and clean it up.
9) **PLEASE LEAVE THESE INSTRUCTIONS, AND THE USER GUIDE, IN AN OBVIOUS PLACE FOR THE END USER AFTER ASSEMBLY.**

# Let's Get Started!

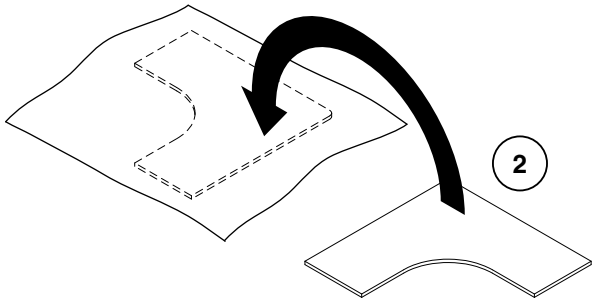
**1** Prepare a large open space to assemble the table.

- Sweep the floor! Screws and small parts can damage the worksurface.
- Put down a CLEAN shipping blanket to protect the worksurface.

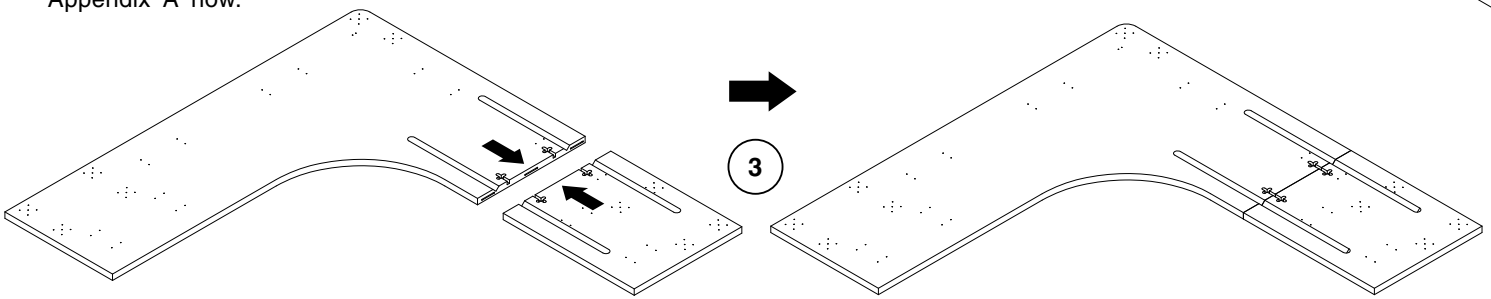



**2** Unpack the worksurface and place on the shipping blanket upside-down.

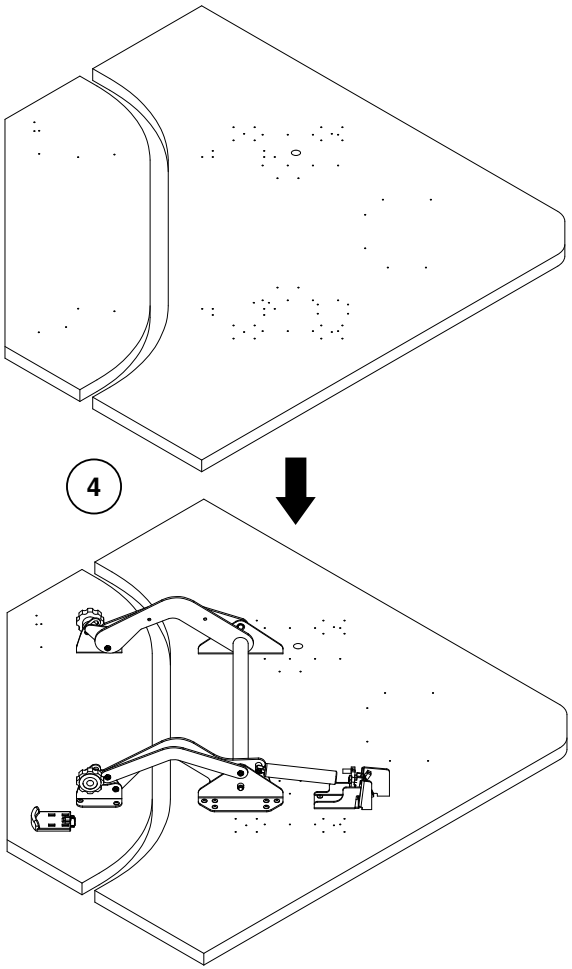
- REMEMBER - You're looking at the UNDERSIDE of the worksurface. Are you sure which side is left or right?




**3** Assembling a 90° corner table with a 2-piece worksurface? Jump to Appendix 'A' now.



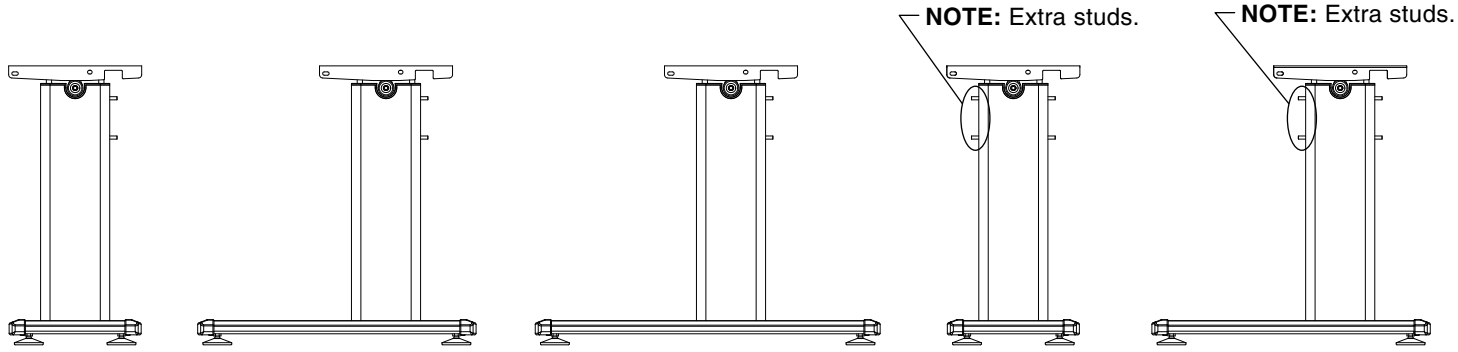

**4** Assembling a monitor-keyboard worksurface with a bi-level mechanism? Jump to Appendix “B” now.



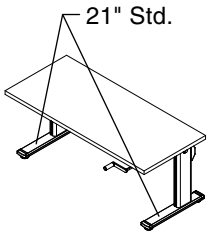
Steelcase®

## Which Legs Go Where?

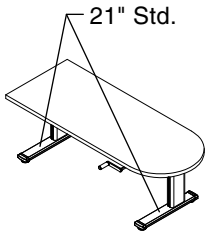
**Leg Types:**



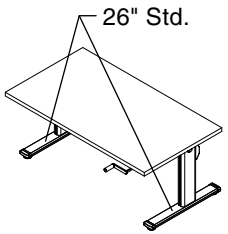

**10" Standard** | **21" Standard** | **26" Standard** | **10" Corner** | **21" Corner**



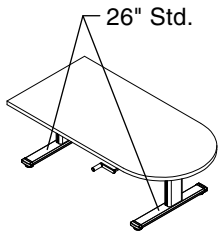

**23"D Rectangle**



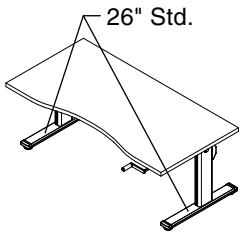

**23"D Bullet**



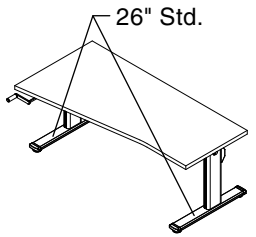

**29"D Rectangle**



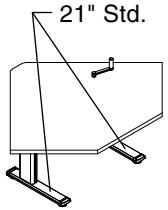

**29"D Bullet**



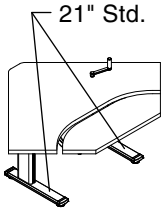

**Concave**



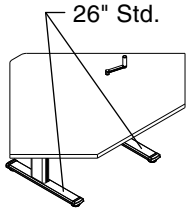

**Taper-Flat**



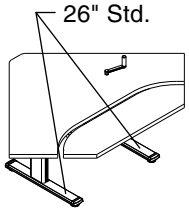

**40" 90°**



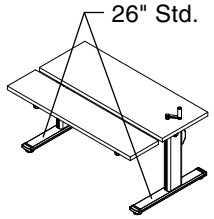

**40" 90° Bi-Level**



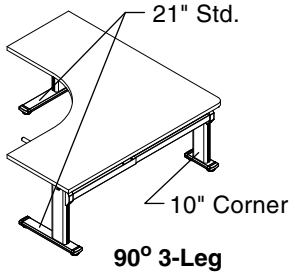

**46" 90°**



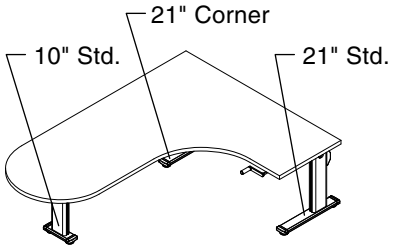

**46" 90° Bi-Level**



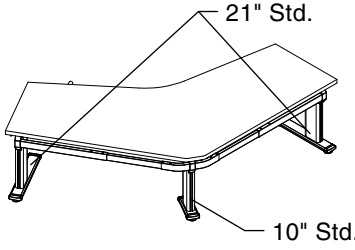

**Rectangle Bi-Level**



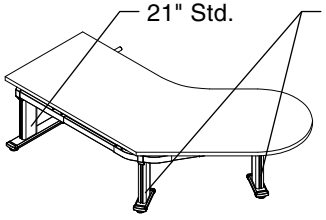

**90° 3-Leg**




**P-Table**




**120°**



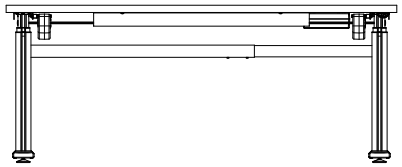

**Bubble-Jetty**

Steelcase®

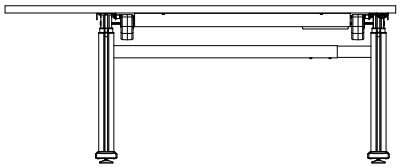
## Determine Leg Positions on your Table:

- Many Series 3 tables allow multiple leg postions, providing flexibility to maximize leg space, and allow overhangs for CPU slings and mobile pedestal placement.
- The smallest tables may not allow for larger worksurface overhangs. (The standard overhang is 1-1/4".)
- The mid-size tables may allow for a single 15" overhang.
- The largest tables may be capable of allowing dual 15" overhangs. (One on each side.)
- Refer to the specification guide for the capabilities of your specific table.

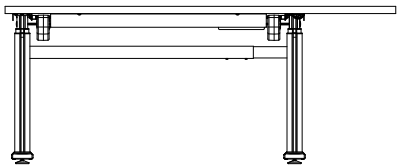
**NO OVERHANGS**



**LEFT-HAND OVERHANG**

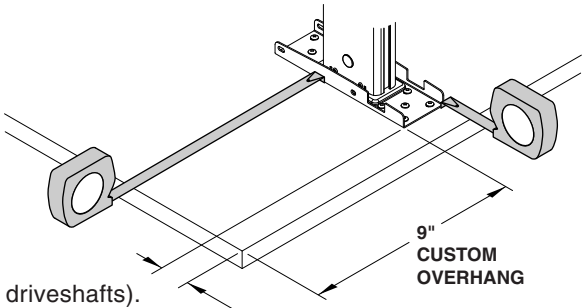


**RIGHT-HAND OVERHANG**



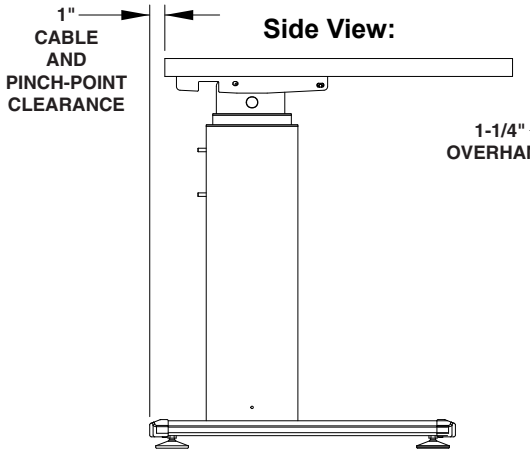
Legs may be mounted on the worksurface in locations other than the factory default, provided that:

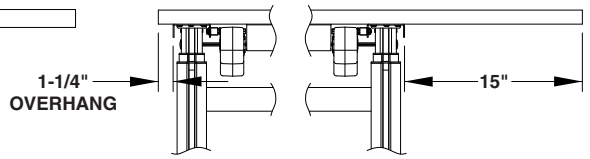
- The overhangs DO NOT exceed 15".
- All screws are at least 1" from outside edges.
- All provided components still fit together (stretchers, driveshafts).
- No safety hazards are posed to the end users or installers.



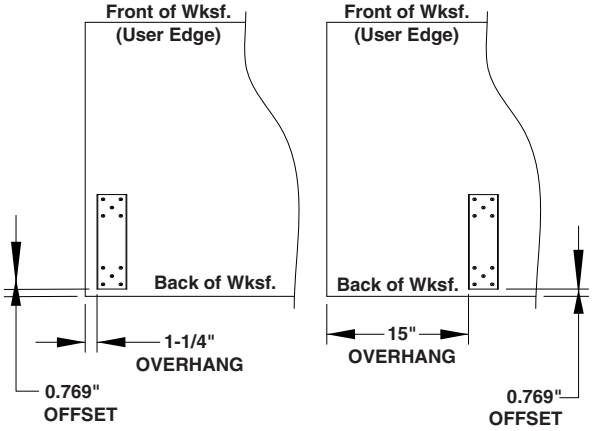

## Overhangs and Custom Leg Positions:

- There are pilot holes in worksurfaces that result in the standard overhangs (1-1/4" and 15"), as well as a clearance at the back to avoid pinch-points and provide for cable drop.



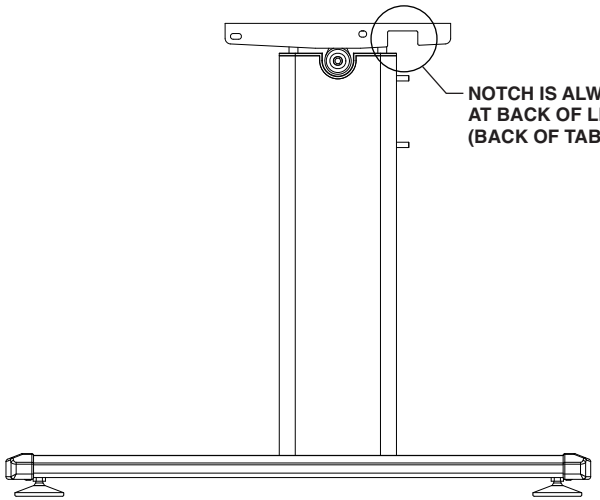




**Standard Mounting Plate Positions:**
**(Bottom View)**



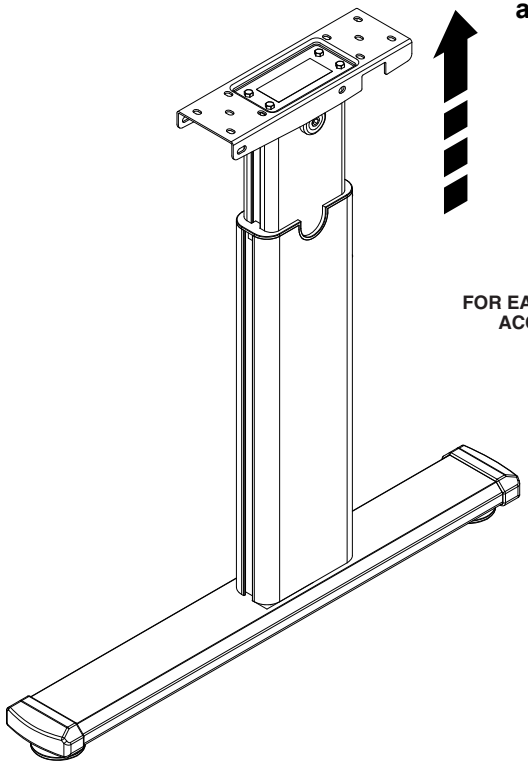
Steelcase®

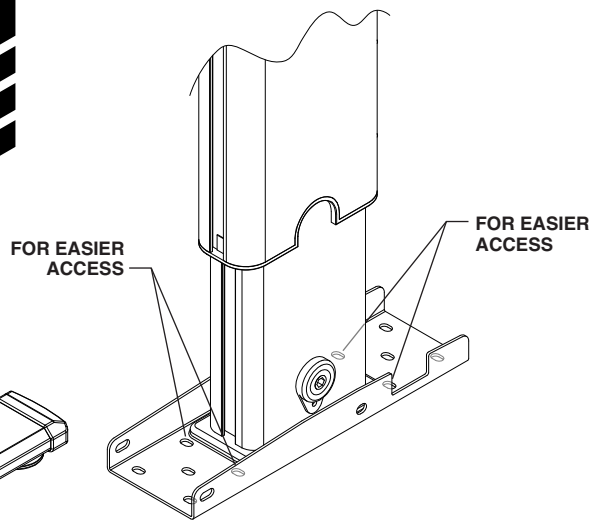
# Mounting Legs to Worksurfaces




**Raise leg all the way up.**

**This will allow access to the screws adjacent to the inner column.**

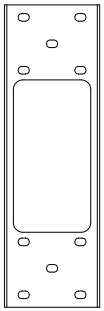




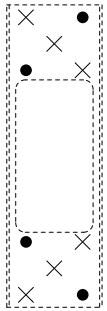

● = PILOT HOLE

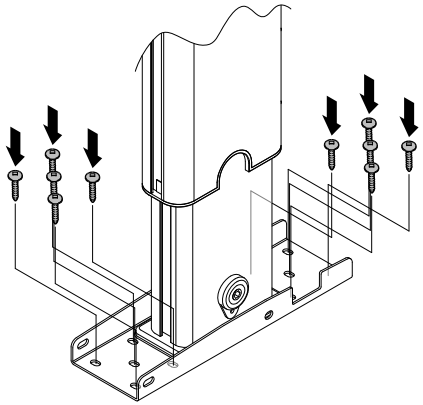
× = NO PILOT HOLE PROVIDED

**Mounting Plate**



**Worksurface Pilot Holes**





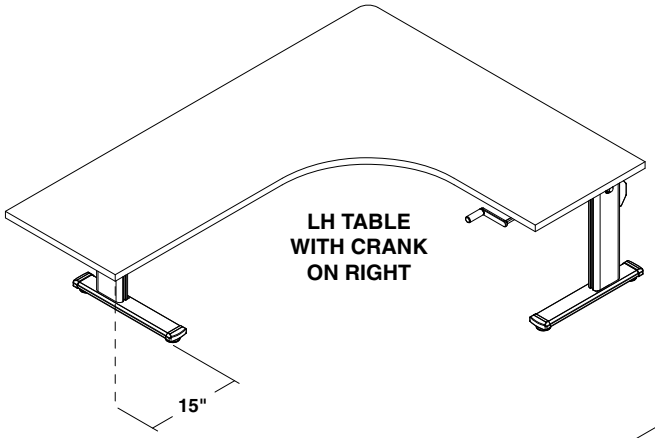
Align each leg with the pilot holes in the desired location, in the correct orientation. Attach each leg with ten (10) of the provided #10 x 1.075 long screws. These screws have a special drill-point, making them easy to drive in without a pilot hole.

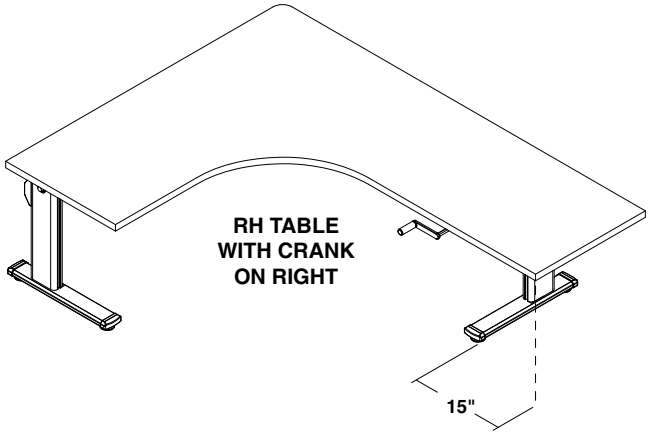
**CAUTION:** All holes in the leg mounting plates **MUST** be filled with screws. Failure to install all screws may result in structural instability.

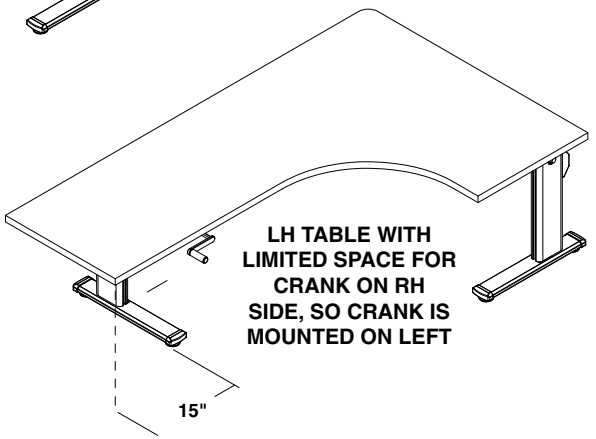
Steelcase®

## Determine Crank Position on your Table:

- Most tables allow the front crank to be located on either the user's right-hand or left-hand side.
- Some 90° & 120° tables do not have enough space on the short side to allow the crank to function, so these tables are limited to one crank location. Check the pilot holes in your worksurface to be sure.



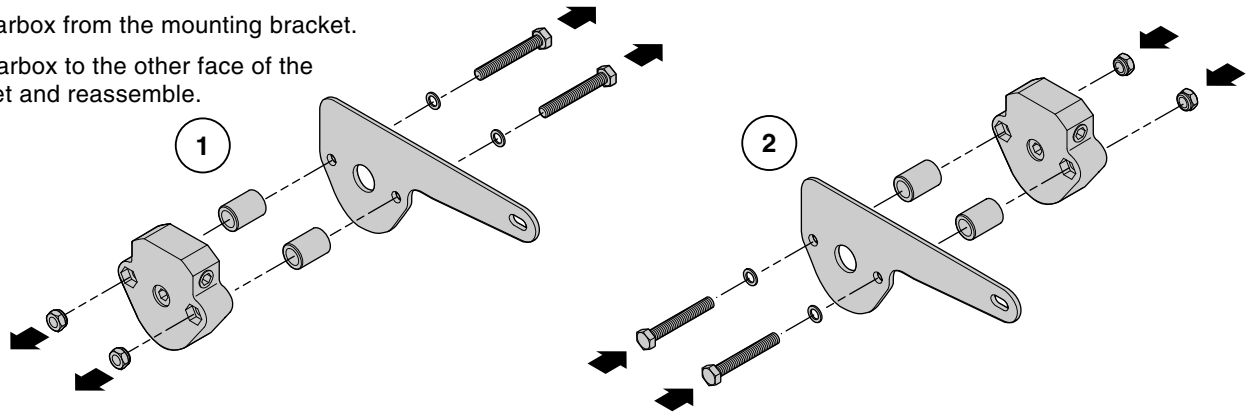




## Converting from Right-hand Crank to Left-hand Crank:

The gearbox and bracket assembly can be reconfigured, to allow placement of the crank handle on the left-hand side or right-hand side of the worksurface. The gearbox assembly is shipped from the factory set up for a right-hand crank configuration.

**NOTE:** In any configuration, cranking the handle clockwise will raise the table.

1. Unscrew the gearbox from the mounting bracket.
2. Relocate the gearbox to the other face of the mounting bracket and reassemble.



Steelcase®

## 90° Corner Tables and P-Tables

90° corner tables are available either as right-hand or left-hand tables.
In order to go from right-hand to left-hand configurations, four (4) items must be changed:

1) Orientation of center leg
2) Placement of stretchers
3) Configuration of drive gearbox (See page 7)
4) Configuration of intermediate gearbox (See page 9)

The gearboxes ship from the factory set up for right-hand tables with the crank on the right-hand side of the table.
Orientation of the center leg and placement of stretchers are controlled by the installer.

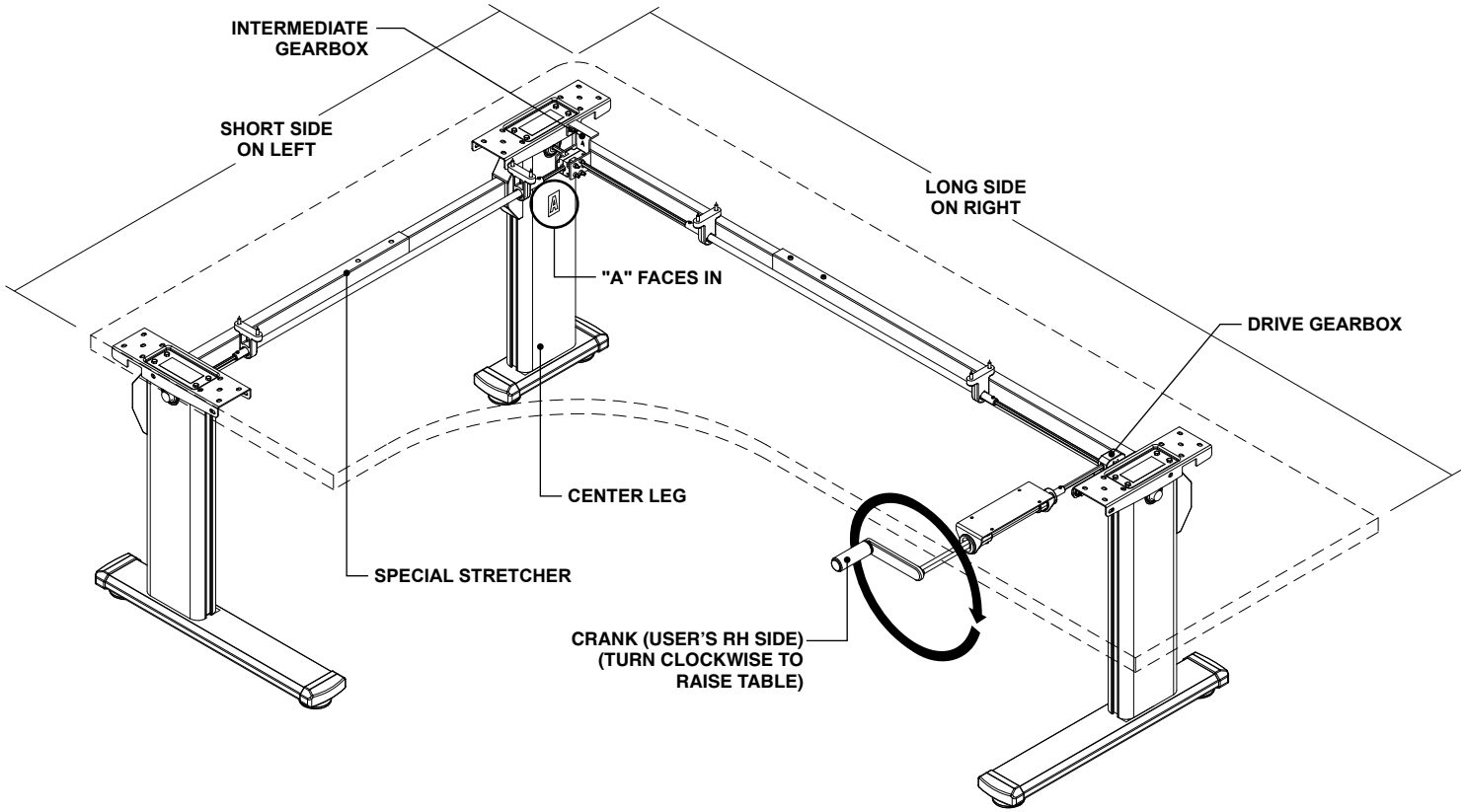
10" and 21" corner legs are marked with "A" and "B" labels.

The correct letter must be visible per the diagram.

Otherwise, the center leg would go UP when the other legs would go DOWN, and vice-versa.

## Equal-Sized and Right-Hand Tables with crank on right side (Factory Default)

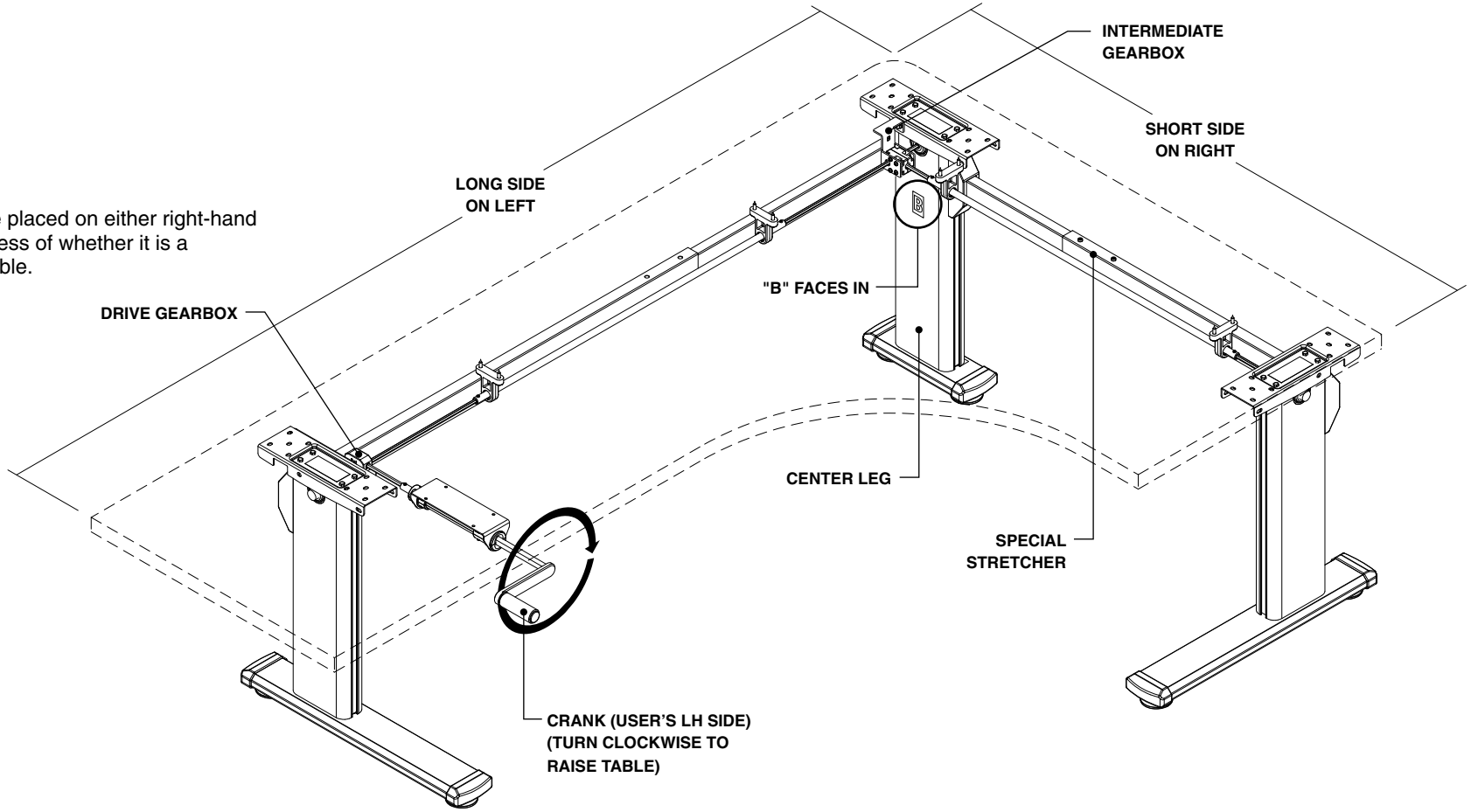
**NOTE:** Equal-Sized 90° and Equal-Sized 120° Corner Tables are designed as right-hand tables by default.



Steelcase®

## Left-Hand Tables with Crank on Left Side

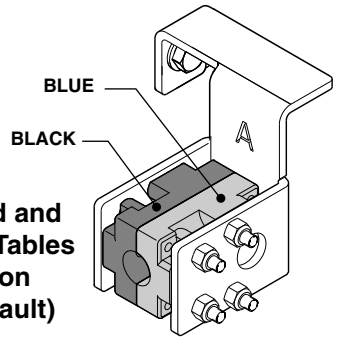
**NOTE:** Crank can still be placed on either right-hand or left-hand side, regardless of whether it is a left-hand or right-hand table.



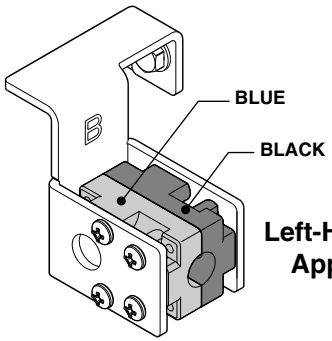

**1** **2** **Changing Orientation of Center Leg and Placement of Stretchers: See Diagram Above.**

**NOTE:** Subsequent pages of this document show assembly of the right-hand table configuration.

**3** **Changing Orientation of Drive Gearbox: See Page 7.**




**Equal-Sized and Right-Hand Tables Application (factory default)**

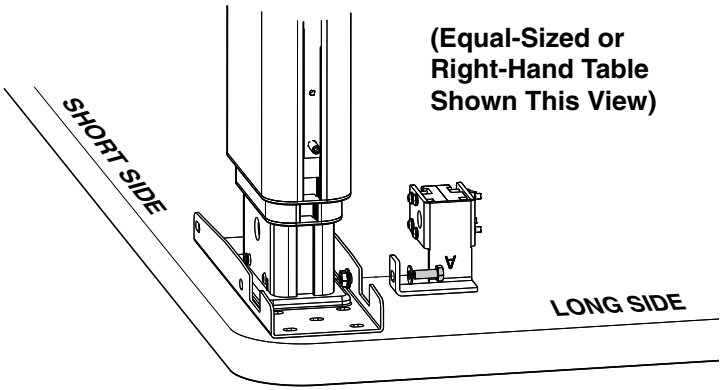



**Left-Hand Table Application**

Steelcase®

## For 90° Tables and P-Tables

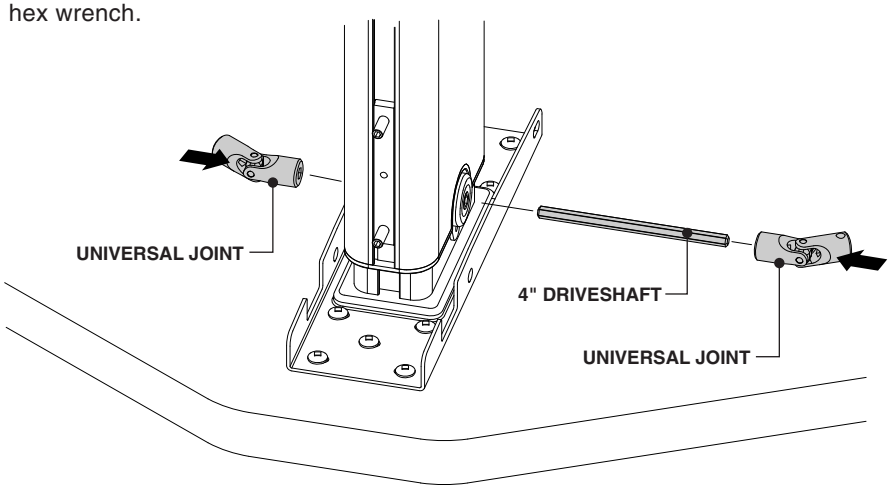
Attach the intermediate gearbox near the center leg using the hardware provided.




**(Equal-Sized or Right-Hand Table Shown This View)**

## For 120° Tables and Bubble-Jetty Tables

In the center leg, insert the short (4") driveshaft, and attach a universal joint to each end. Tighten set screws on the universal joints with the provided hex wrench.

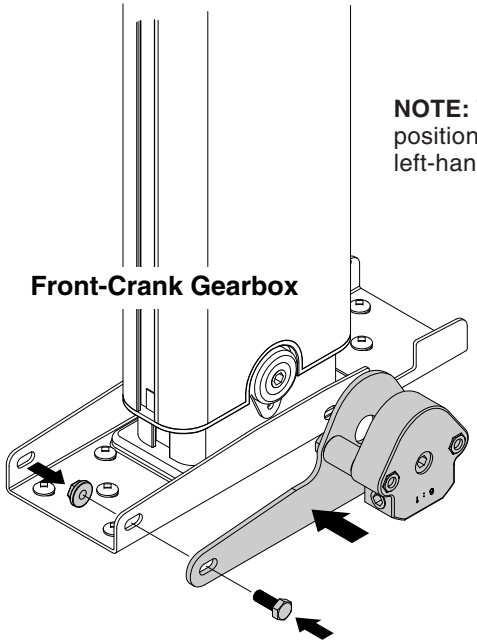



## Installing the Drive Gearbox

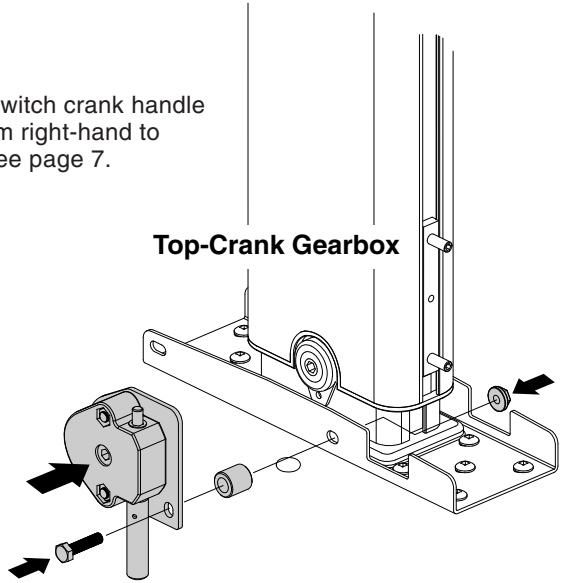
Attach gearbox assembly to leg mounting plate with provided hardware. **DO NOT** tighten yet. Assemble loose (allow to hang).

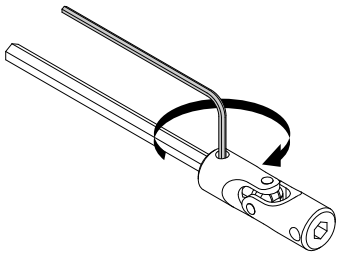
**NOTE:** To switch crank handle position from right-hand to left-hand, see page 7.

**Front-Crank Gearbox**



**Top-Crank Gearbox**

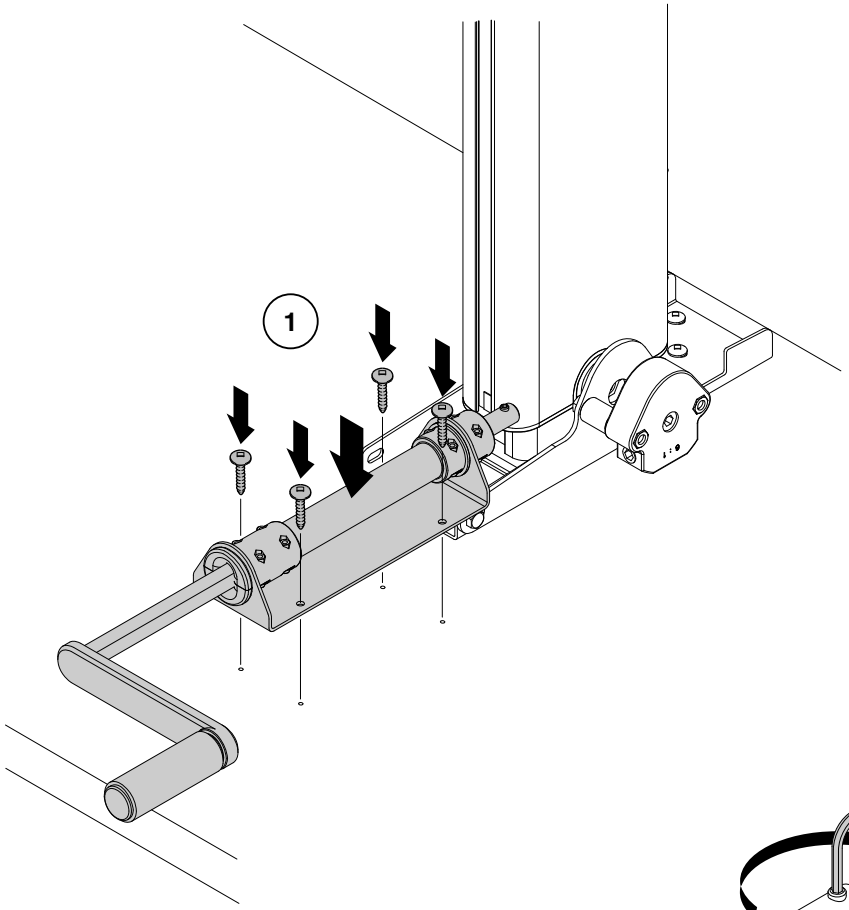


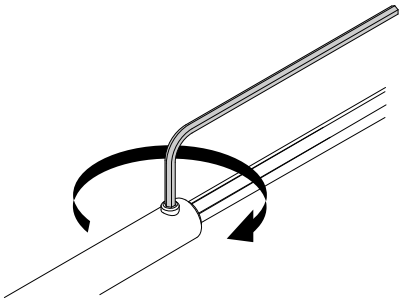


Steelcase®

# Installing the Front Crank

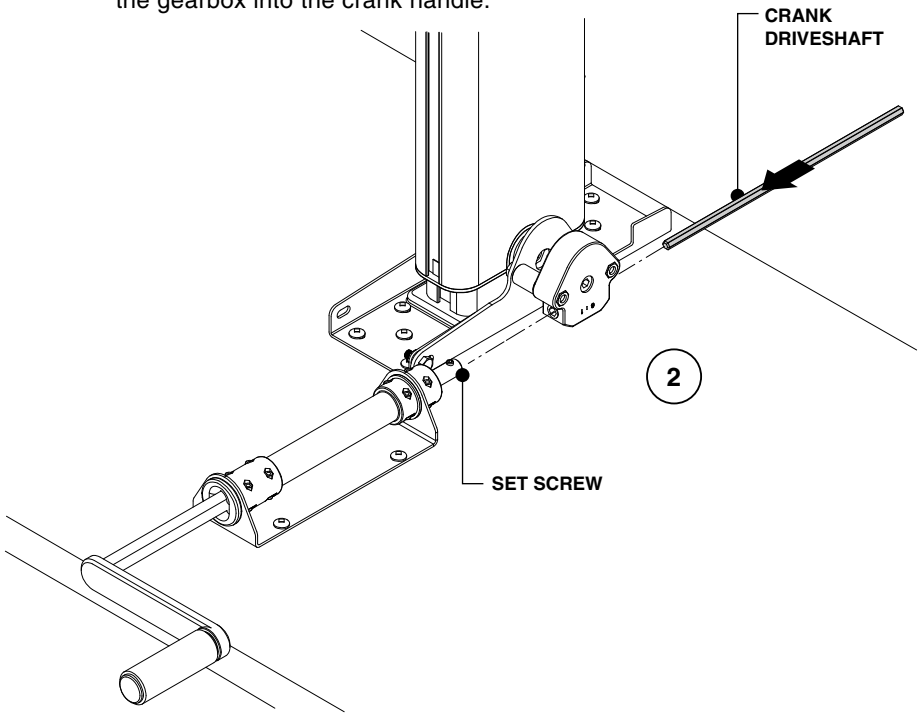
**1** For front-crank tables, mount crank handle to worksurface near the gearbox using the provided pilot holes.

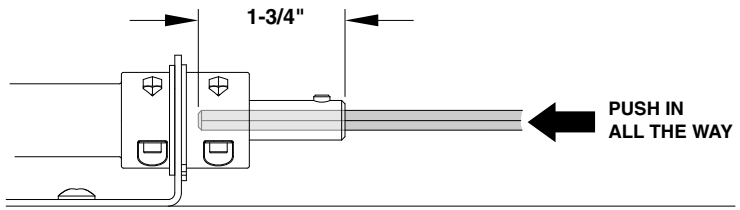


Tighten set screw lightly, to avoid stripping the aluminum threads.

**2** Insert the crank driveshaft through the back of the gearbox into the crank handle.



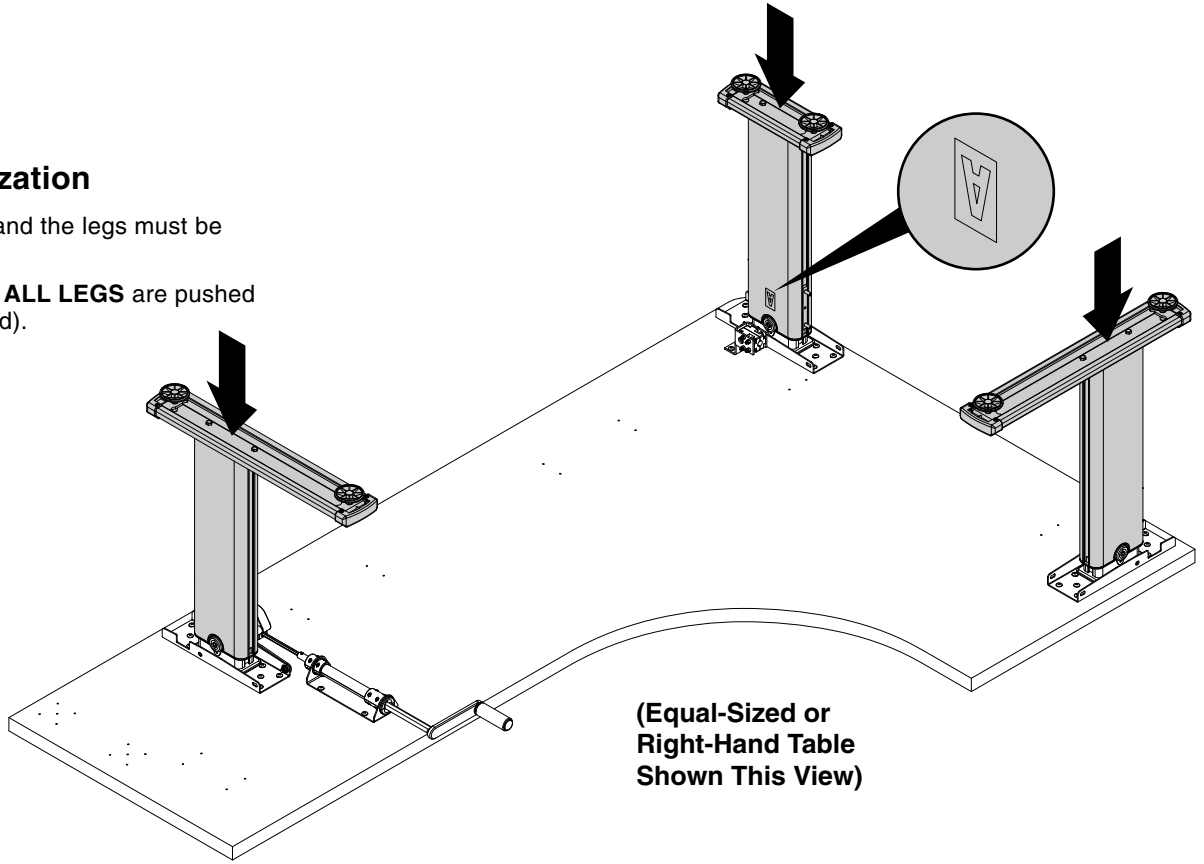




**NOTE:** Be sure the driveshaft is pushed into the back of the crank handle all the way.

Steelcase®

## Driveshafts and Leg Synchronization

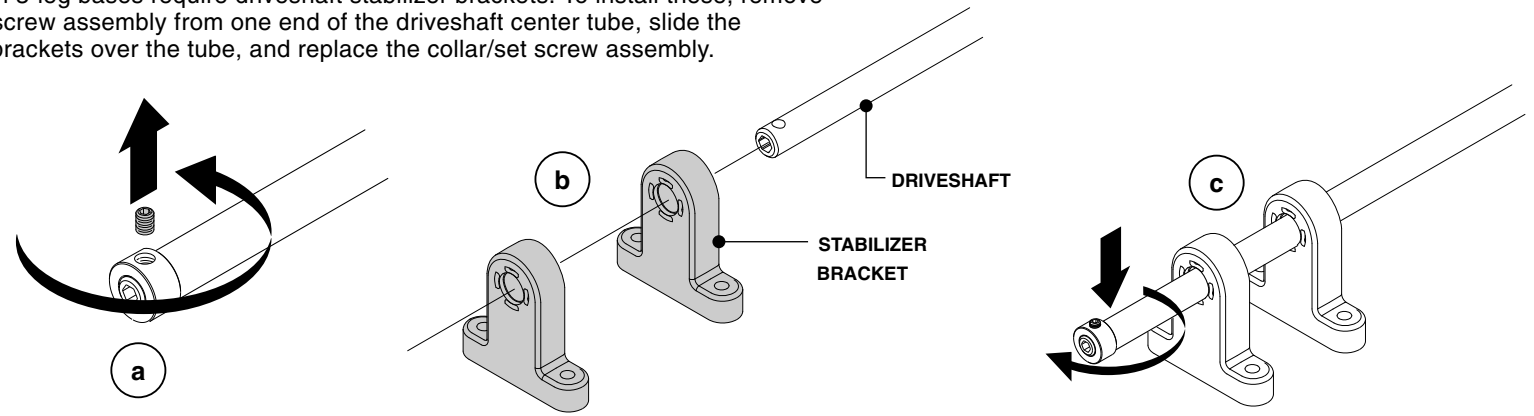
- Series 3 tables are purely mechanical, and the legs must be synchronized mechanically.
- Before inserting the driveshafts, ensure **ALL LEGS** are pushed **ALL THE WAY DOWN** (fully compressed).



**(Equal-Sized or Right-Hand Table Shown This View)**

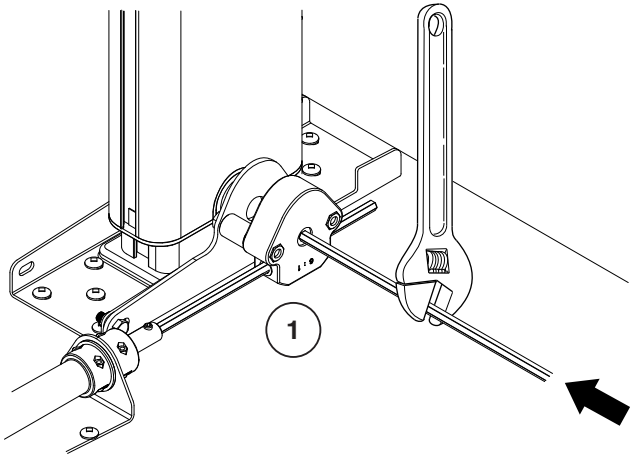
## Installing Driveshaft Stabilizers

- Tables with 3-leg bases require driveshaft stabilizer brackets. To install these, remove collar/set screw assembly from one end of the driveshaft center tube, slide the stabilizer brackets over the tube, and replace the collar/set screw assembly.



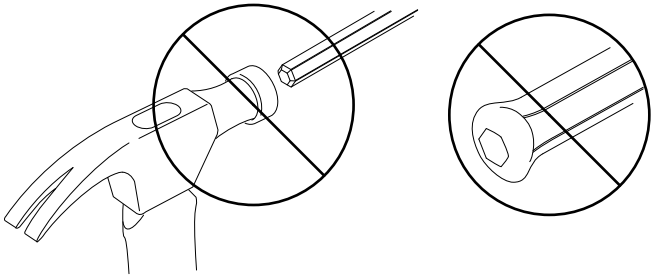
Steelcase®

## Installing Driveshafts

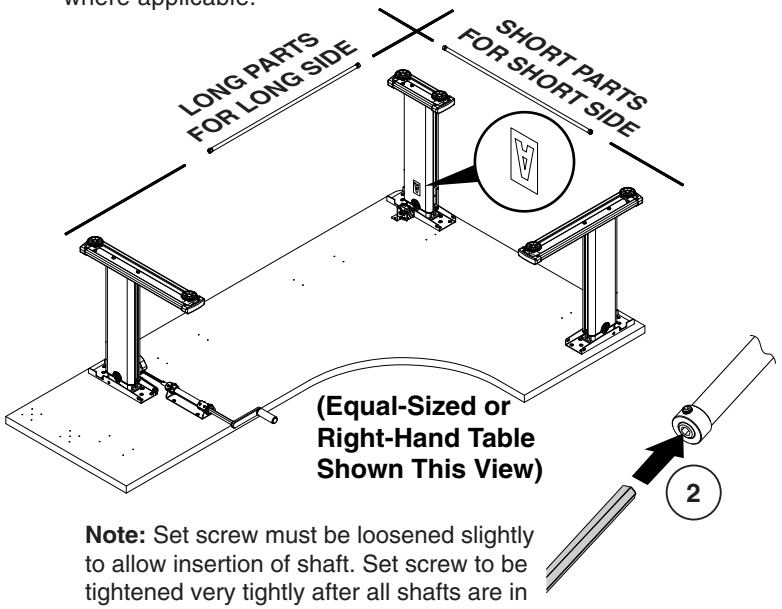



1. If the hexagon openings are not perfectly aligned, grip the driveshaft with an adjustable wrench and rotate slightly, until the driveshaft slides through with ease.

   **NOTE: DO NOT** pound the driveshafts through with a hammer. This will mushroom the end of the driveshaft.

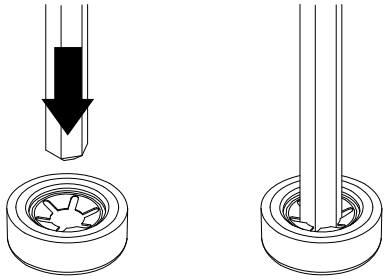


2. On 3-leg tables, be sure to use the correct length of drive shaft for the particular side of the worksurface. Use longer components on the long side, and shorter components on the short side, where applicable.

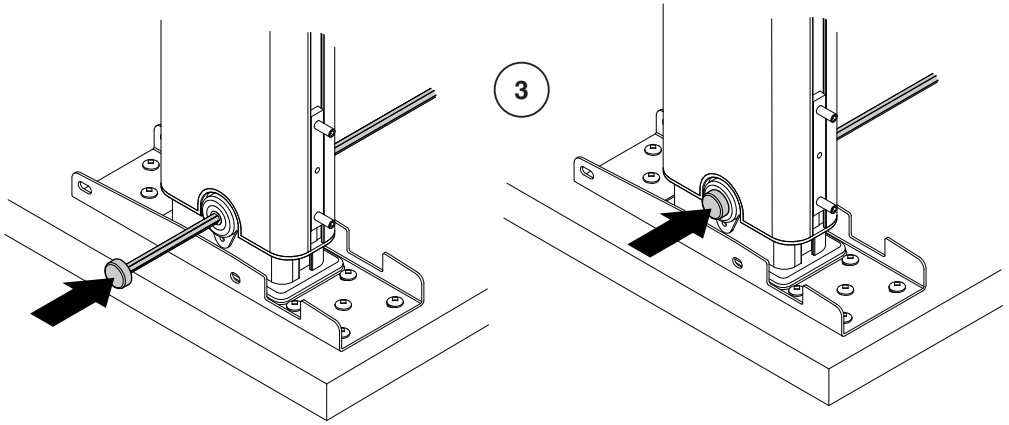



**Note:** Set screw must be loosened slightly to allow insertion of shaft. Set screw to be tightened very tightly after all shafts are in final position. See step #7.

3. Place cap nut on a flat, hard surface and push driveshaft into it.



Feed driveshaft through leg, from outside, until cap nut bottoms out on leg.



Steelcase®

## Installing Driveshafts (cont.)

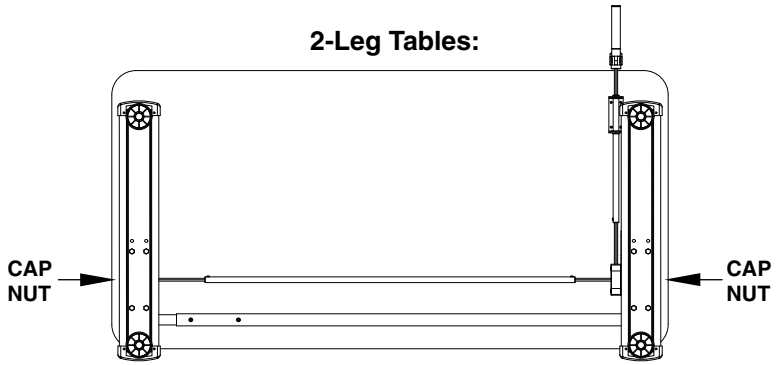
### 2-Leg Tables & 120° Tables

Driveshafts are retained using cap nuts, which grip the driveshaft ends and prevent them from backing out of the legs.

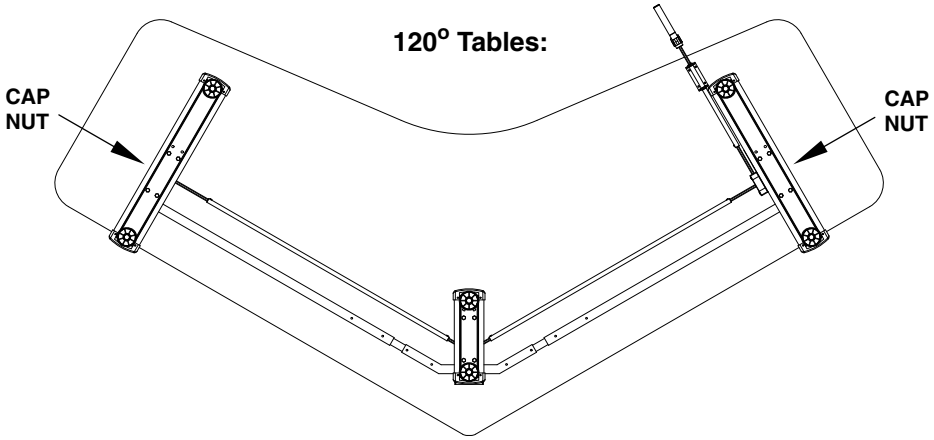
2-leg tables, 120° tables & bubble-jetty tables require one cap nut mounted outside of each leg. The driveshaft assembly is thus retained in both directions.

**CAP NUT**
**(with plastic cover)**

**2-Leg Tables:**




**120° Tables:**



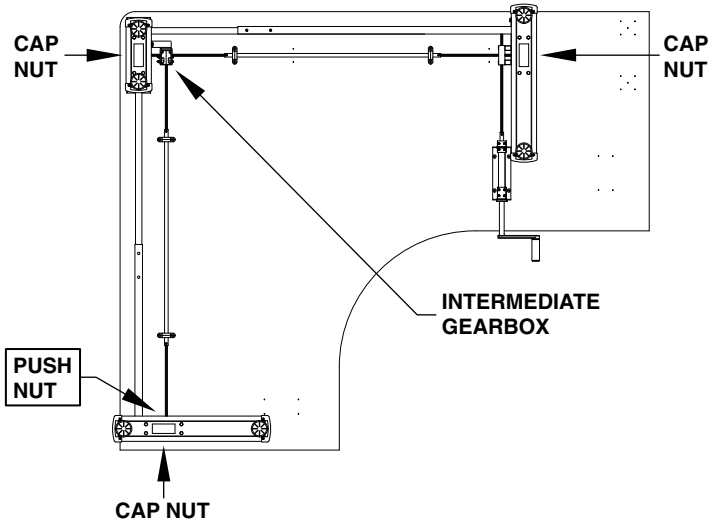

### 90° Tables & P-Tables

3-leg tables & P-Tables require one cap nut mounted outside of each leg, plus a push nut mounted on the inside of the leg that is perpendicular to the other 2 legs, i.e. across from the intermediate gearbox.

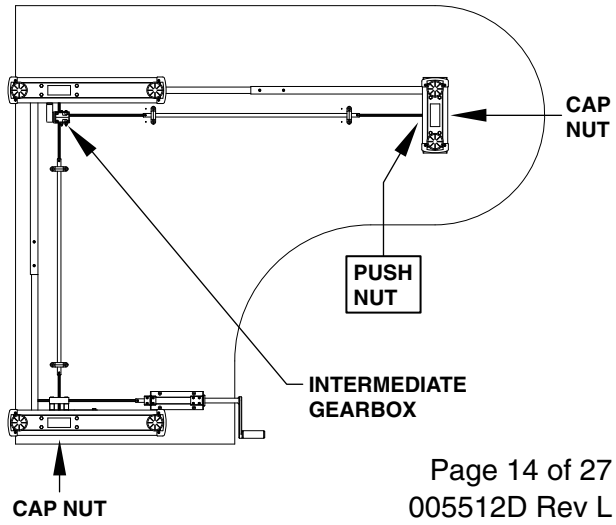
**CAP NUT**
**(with plastic cover)**

**PUSH NUT**

**90° Tables:**




**P-Tables:**

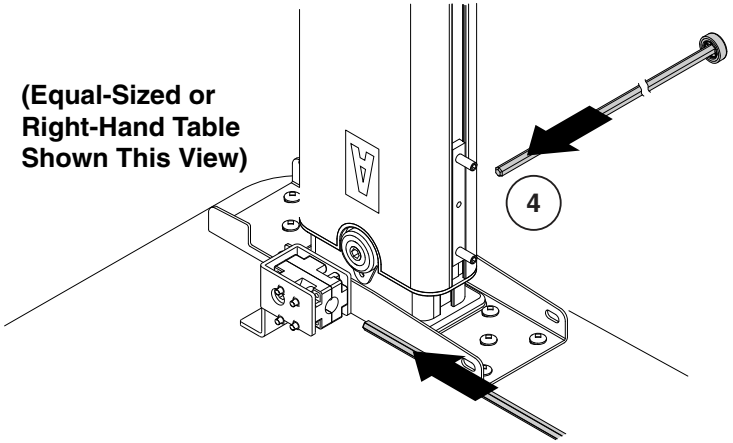


## Installing Driveshafts (cont.)

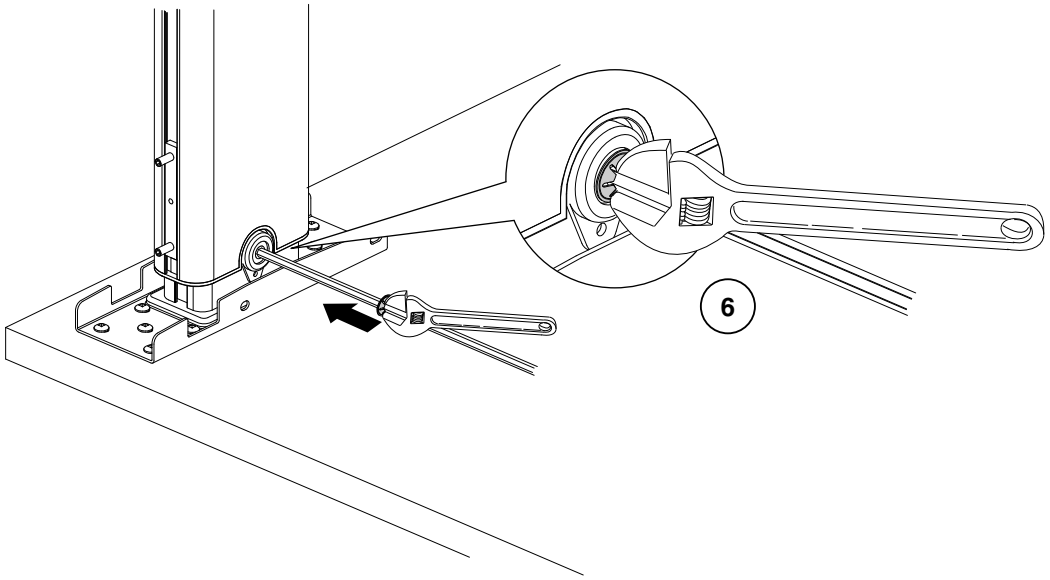
**Steps 4, 5, & 6 (below) are for 90° Tables and P-Tables only.**

**4** With all table legs pushed all the way down, insert driveshafts through gearboxes and legs.

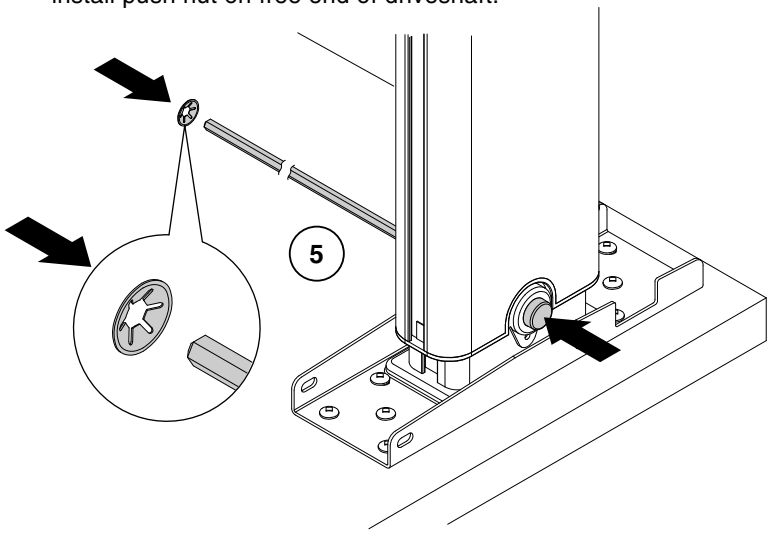
**(Equal-Sized or Right-Hand Table Shown This View)**




**6** Using a adjustable wrench or pliers to assist, push the push nut all the way down the length of the driveshaft until it meets the inside of the lifting column.

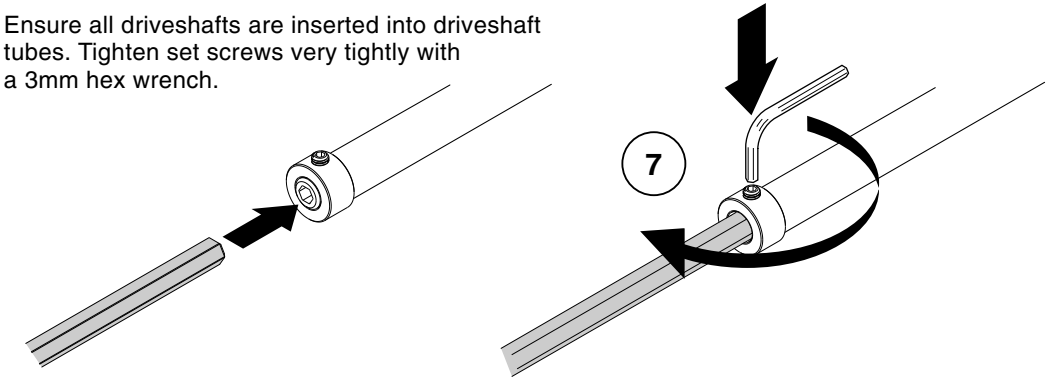



**5** To install the push nut, follow steps on previous page. Locate correct location per above diagrams, then install push nut on free end of driveshaft.

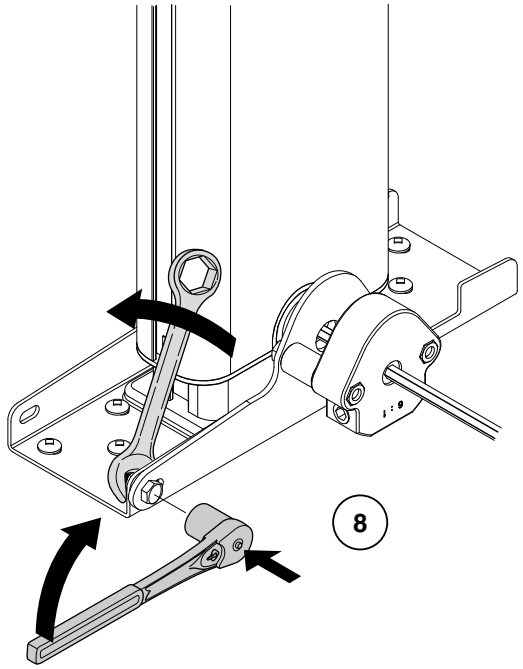


# Installing Driveshafts (cont.)

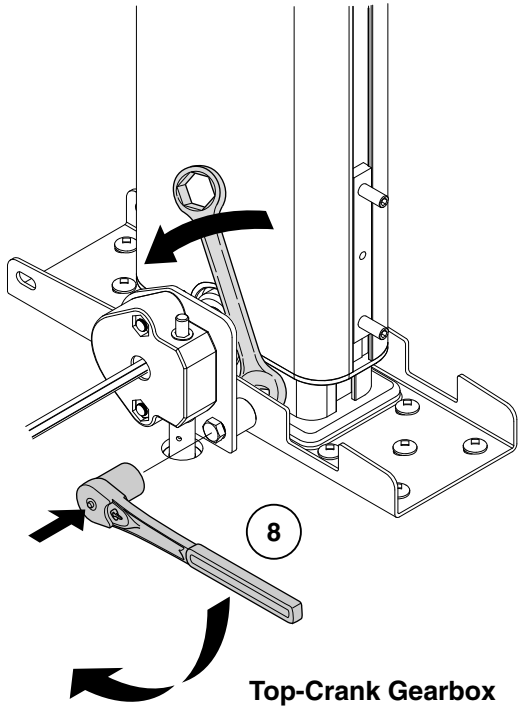
**7** Ensure all driveshafts are inserted into driveshaft tubes. Tighten set screws very tightly with a 3mm hex wrench.




**8** Tighten the gearbox attachment bolt.

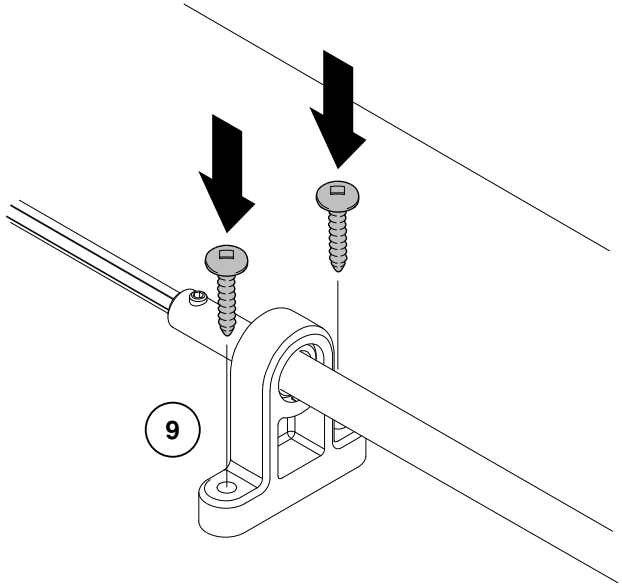



**Front-Crank Gearbox**




**Top-Crank Gearbox**

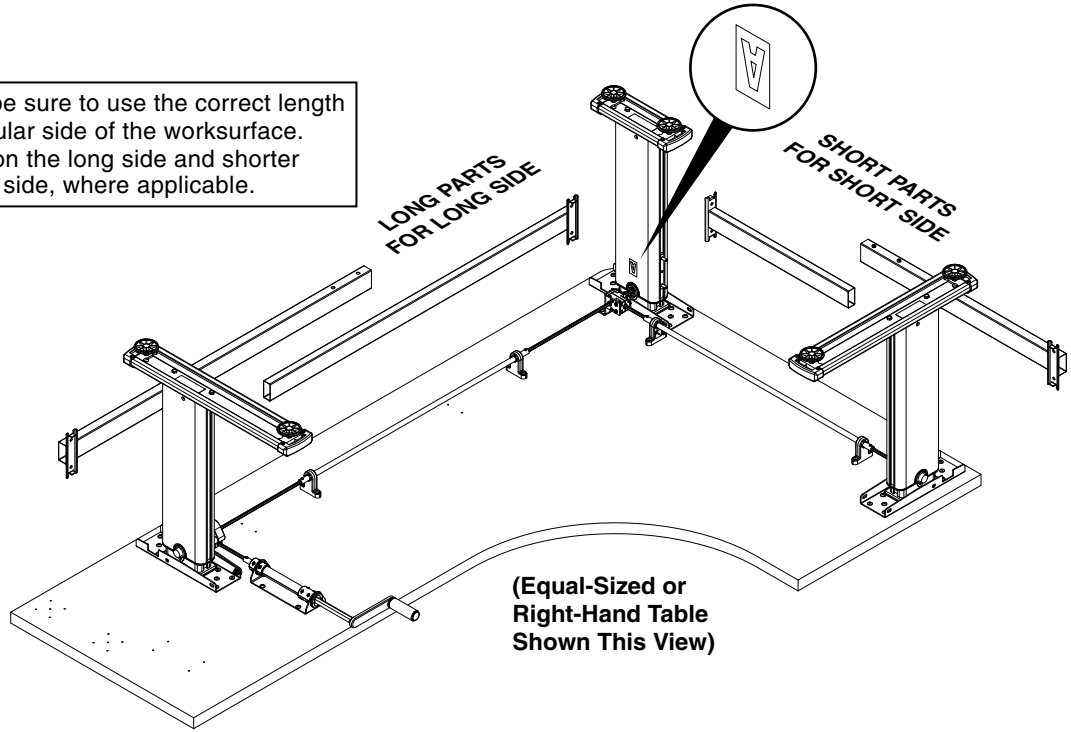
**9** Where applicable, attach driveshaft stabilizer brackets with two (2) screws each, using provided pilot holes.



Steelcase®

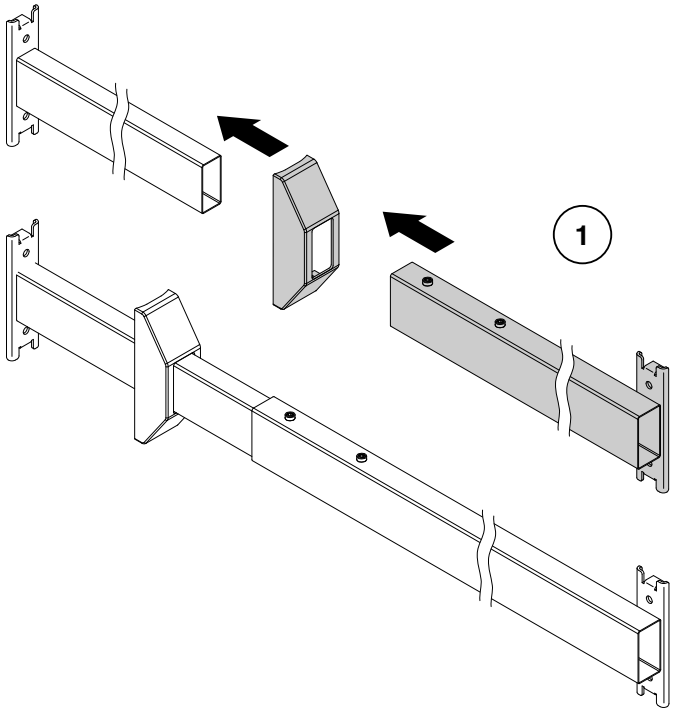
## Installing Stretchers

**NOTE:** On 3-leg tables, be sure to use the correct length of stretcher for the particular side of the worksurface. Use longer components on the long side and shorter components on the short side, where applicable.

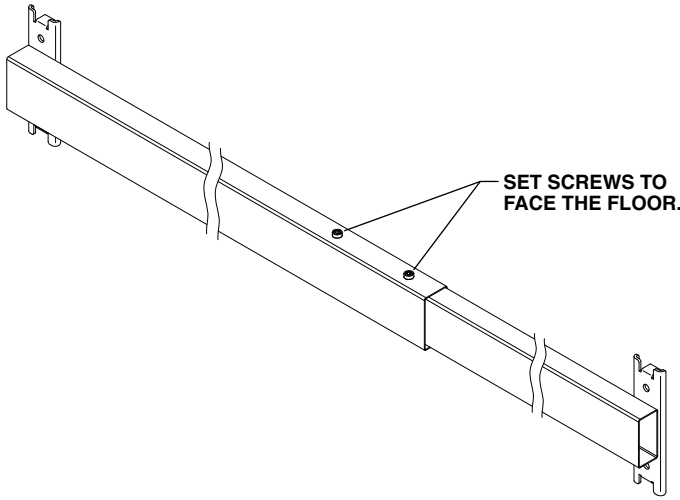



1. Sub-assemble stretchers as shown. For 90° stretcher, place the decorative cover over the small tube first, then insert into large tube.

**NOTE:** Wherever possible, ensure that the set screws face the floor after table is assembled and flipped upright.



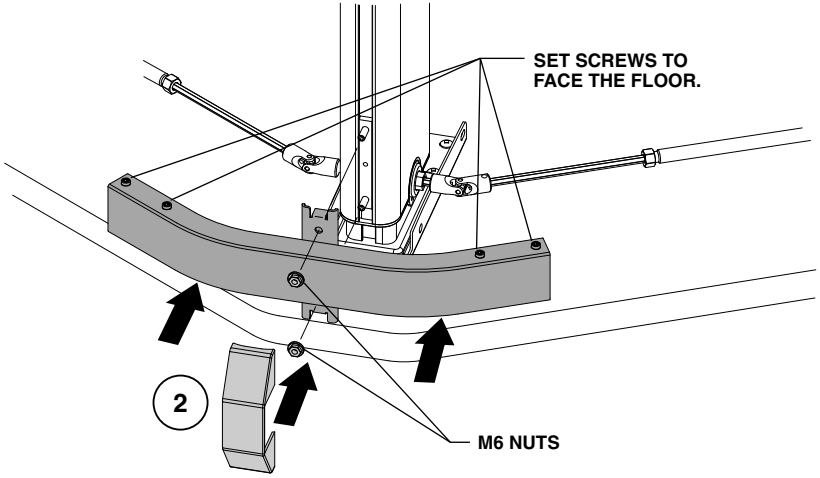

**90º:**



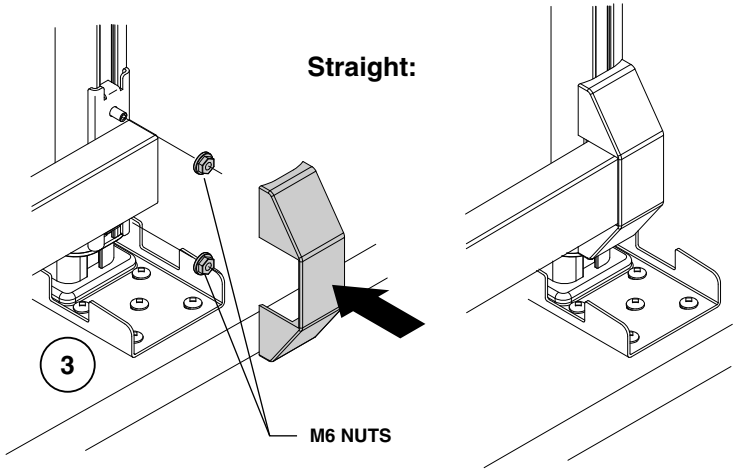

**Straight:**

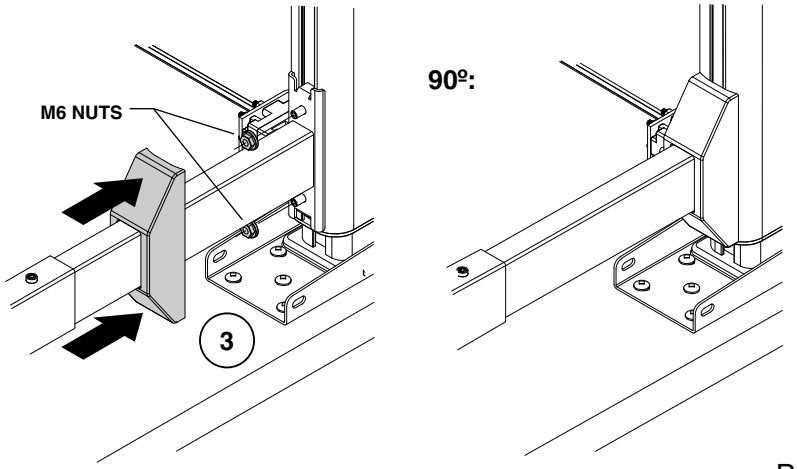
## Installing Stretchers (cont.)

**2** For 120° and bubble-jetty tables, mount the center leg bracket as shown such that the set screws face the floor. Add decorative cover after tightening the two (2) M6 nuts.

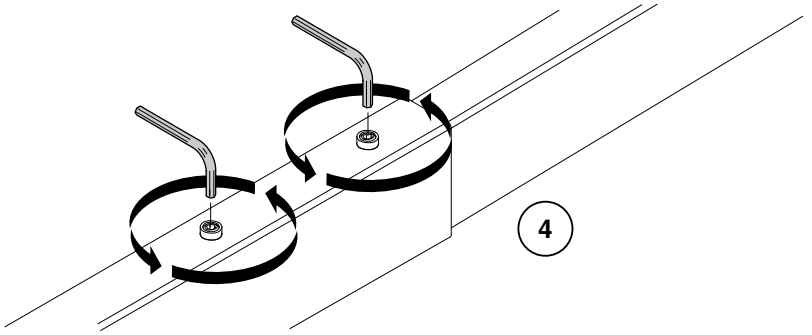



**3** For all other stretchers, mount the ends to the leg using two (2) nuts per connection. Place decorative covers over each end after assembly.



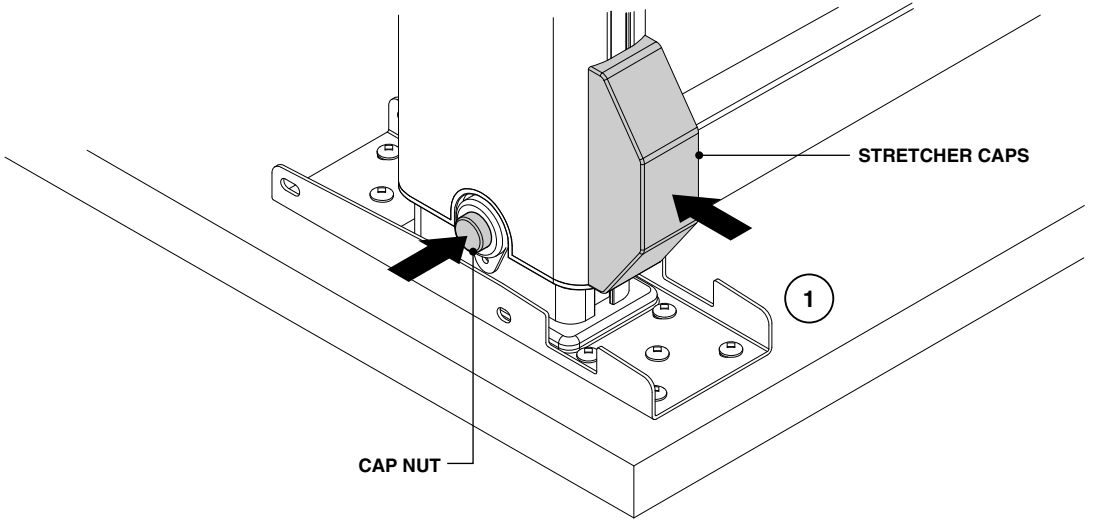




**4** Gently tighten all set screws between stretcher tubes.

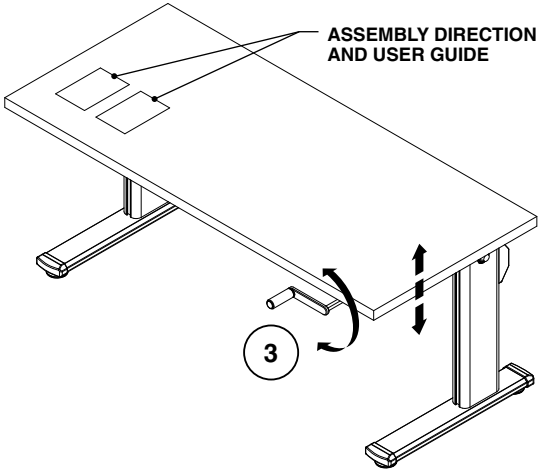


Steelcase®

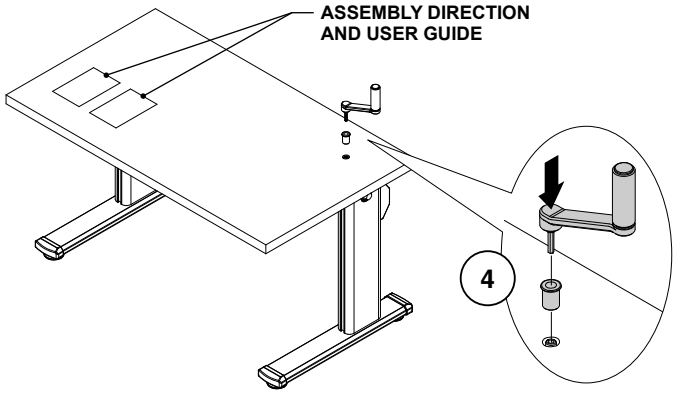
## Finishing the Table Assembly




1. Ensure all decorative trim caps are securely attached.
2. Double-check that all nuts, bolts, screws, cap nuts and set screws are securely attached.
3. Test the function of each completed table. Cycle the table all the way up and down to test for correct function.

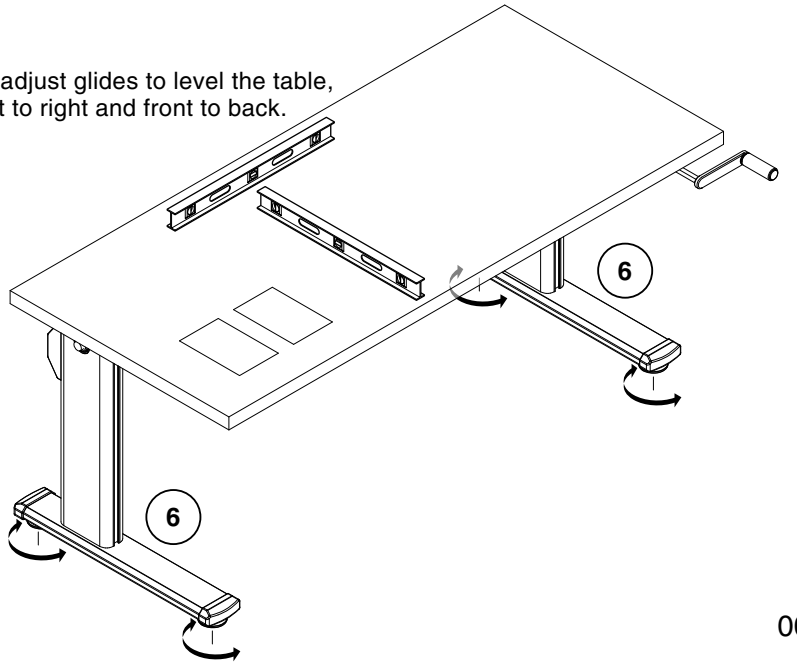



4. For top-crank tables, insert grommet into hole in top of worksurface. Ensure the top-crank handle is unpacked, clean and ready for use. Make sure to leave the top-crank handle with the table for the end-user.



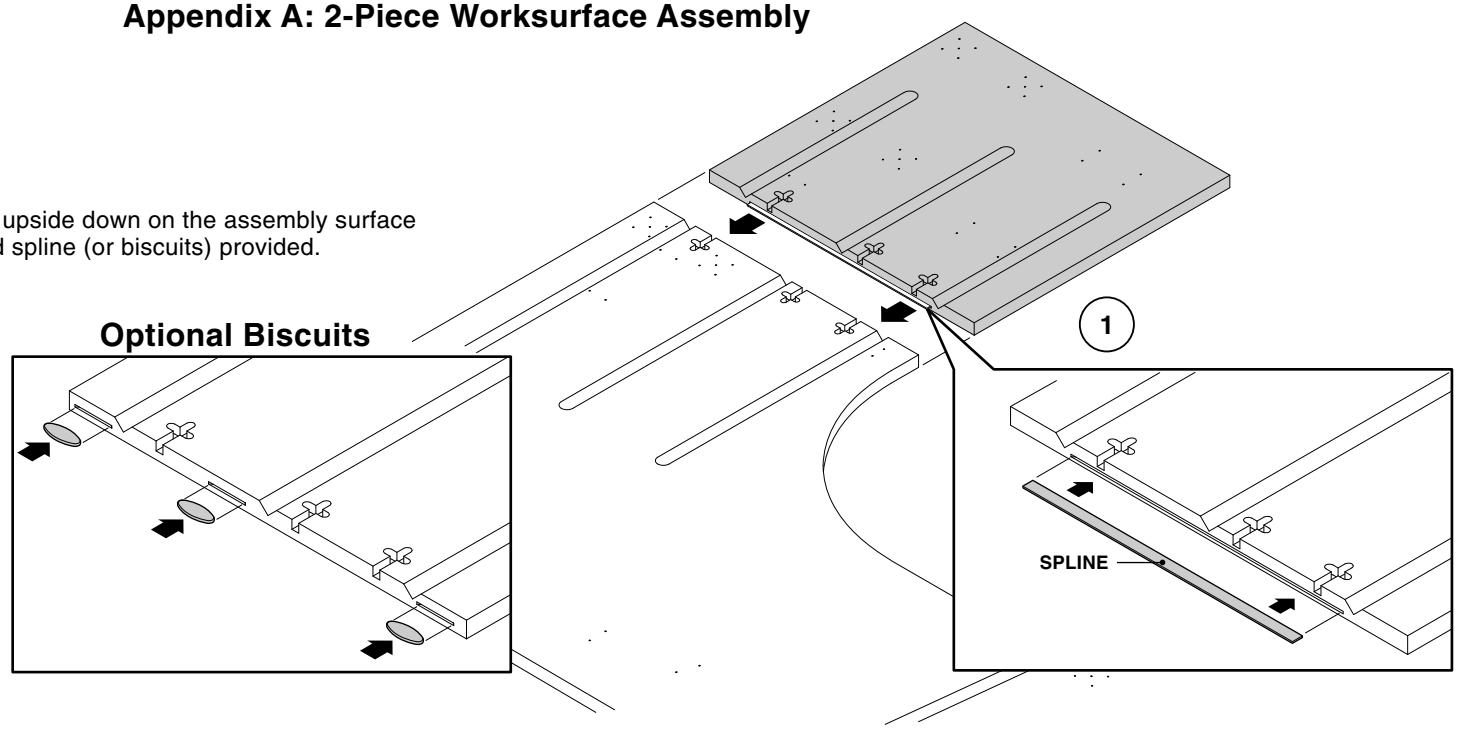

5. **PLEASE LEAVE THESE INSTRUCTIONS, AND THE USER GUIDE, IN AN OBVIOUS PLACE FOR THE END USER AFTER ASSEMBLY.**

6. Finally, adjust glides to level the table, both left to right and front to back.

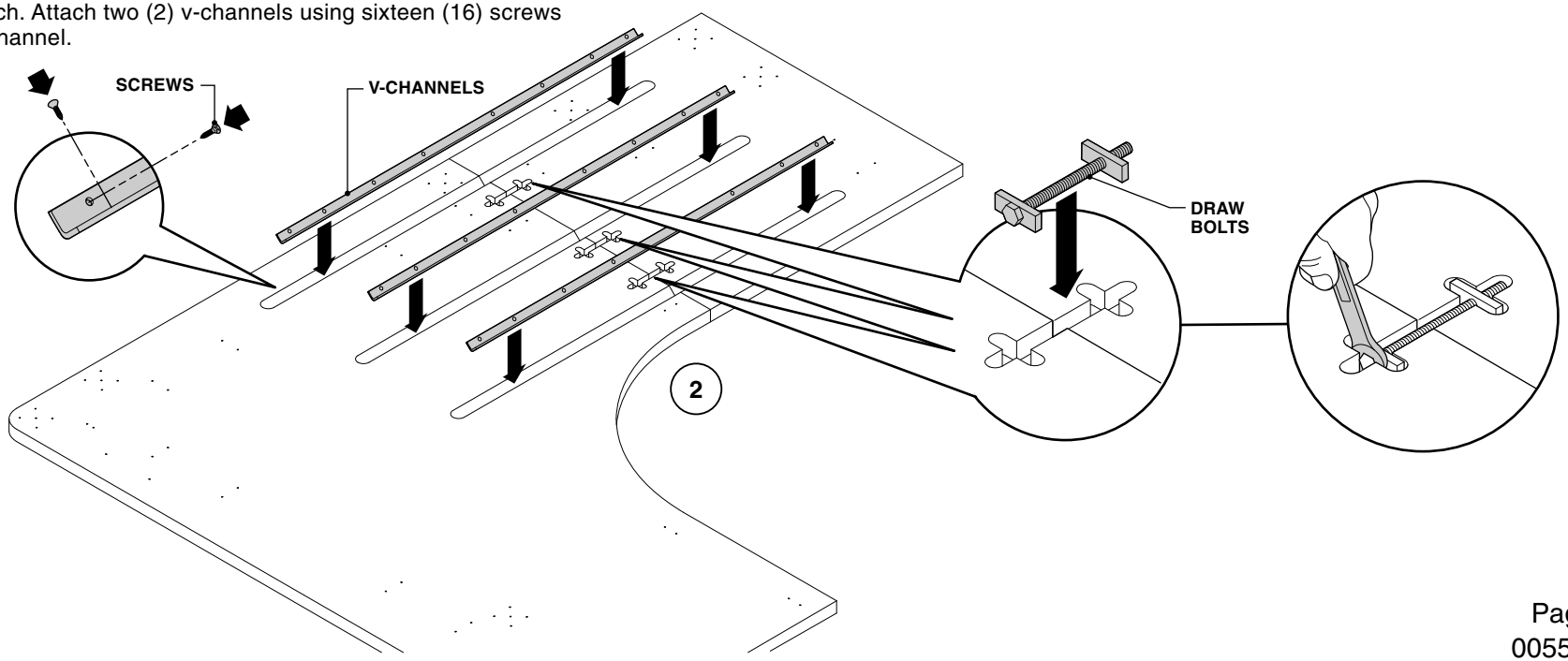


# Appendix A: 2-Piece Worksurface Assembly

1. Position top pieces upside down on the assembly surface and align with wood spline (or biscuits) provided.




2. Install draw bolts and tighten with 5/16" or 7/16" open end wrench. Attach two (2) v-channels using sixteen (16) screws per channel.

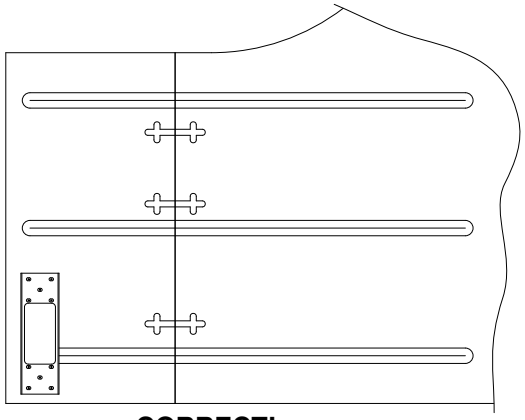


## Appendix A: 2-Piece Worksurface Assembly (cont.)

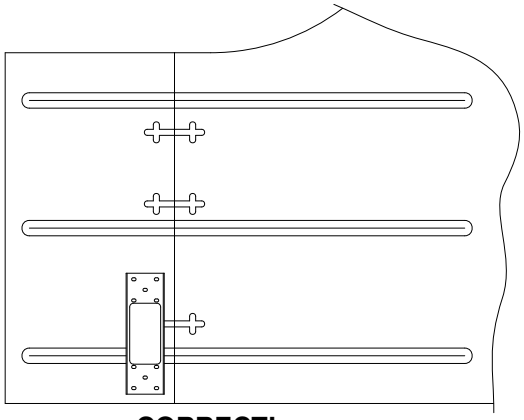
### Special Notes on 2-Piece Worksurfaces

### Overhangs:

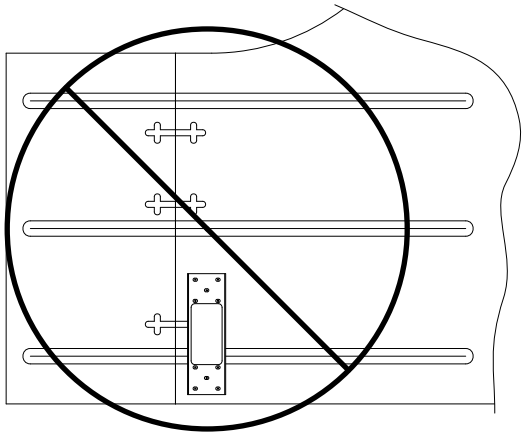
- The extension portion of 2-piece worksurfaces may not completely overhang the supporting leg!
- One leg must always be fully mounted to the extension portion.



**CORRECT!**



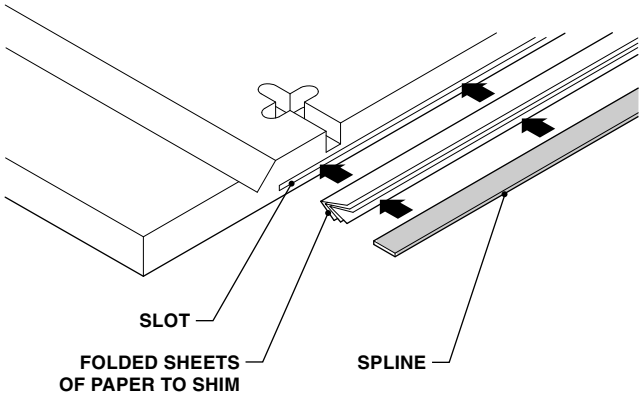
**CORRECT!**

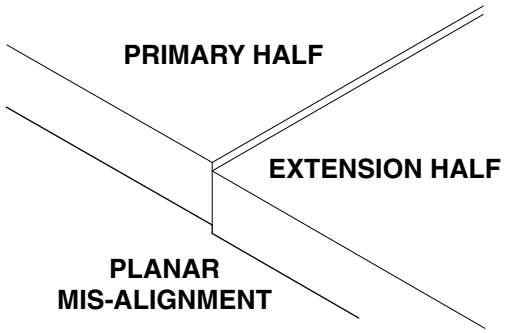


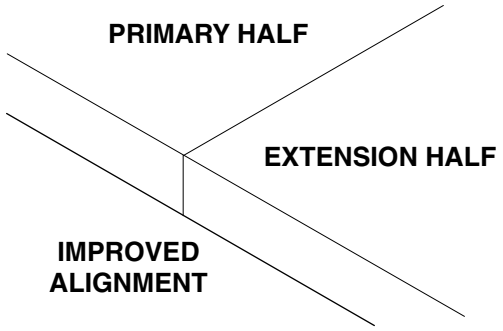
**WRONG!**
**THIS CONDITION**
**IS NOT ALLOWED!**

### Planar Alignment:

- The spline or biscuits between the primary and extension portions act to keep the worksurface halves aligned on the top surface.
- If these parts fit loosely, shim them using pieces of paper as shown.



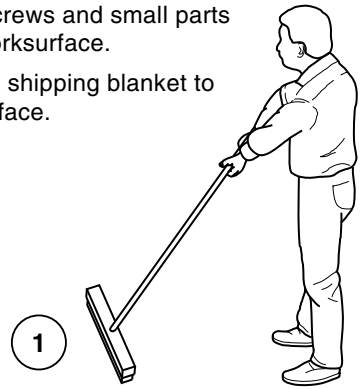



Steelcase®

# Appendix B: Installing a Keyboard Mechanism for Bi-Level Worksurfaces

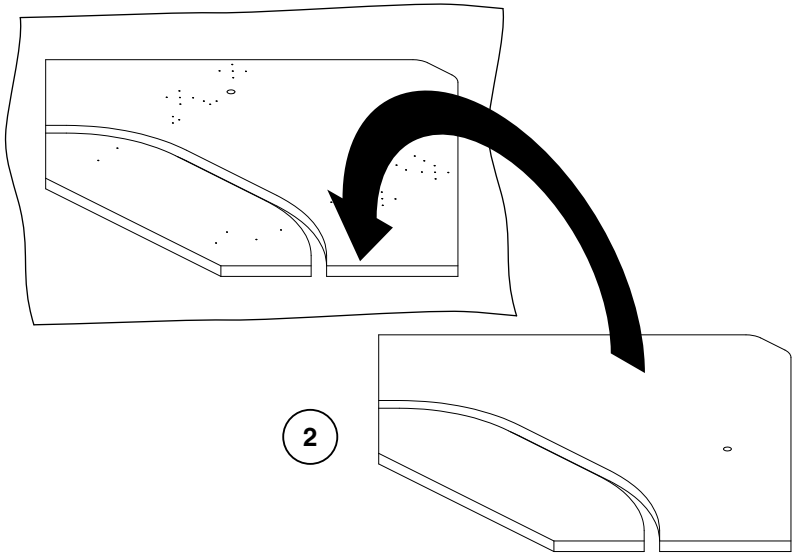
**1** Prepare a large open space to assemble the table.

- Sweep the floor! Screws and small parts can damage the worksurface.
- Put down a CLEAN shipping blanket to protect the worksurface.

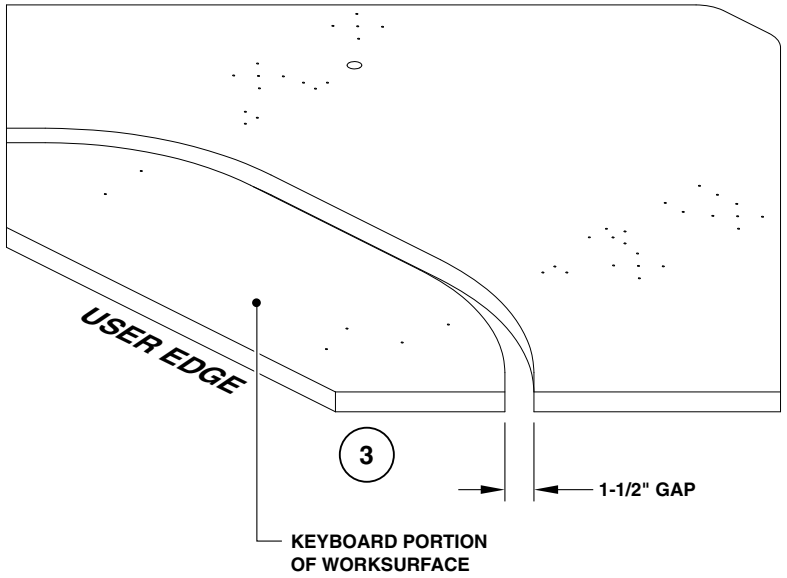



**2** Unpack the worksurface and place on the shipping blanket upside-down.

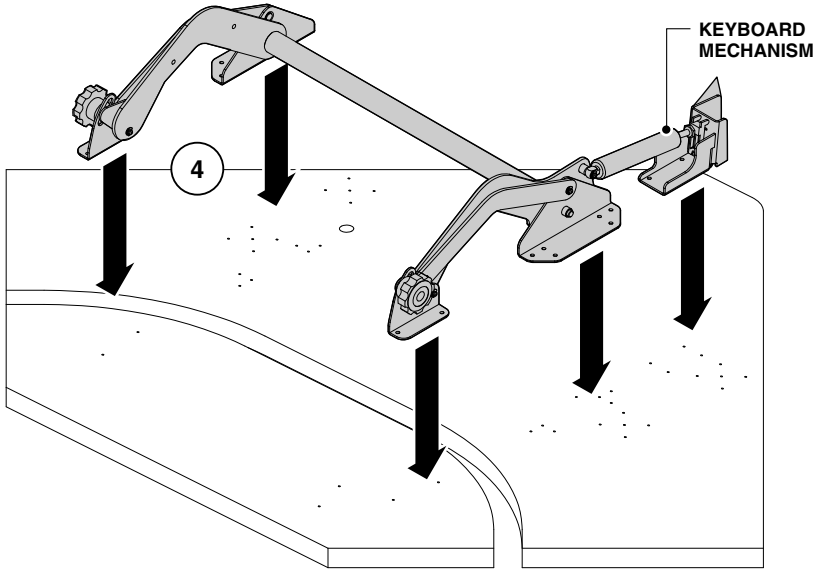
- REMEMBER - You're looking at the UNDERSIDE of the worksurface. Are you sure which side is left or right?




**3** With the assembly inverted, arrange the "keyboard" portion of the worksurface face-down as shown. Be sure to place the user-edge toward the end user's position as shown.

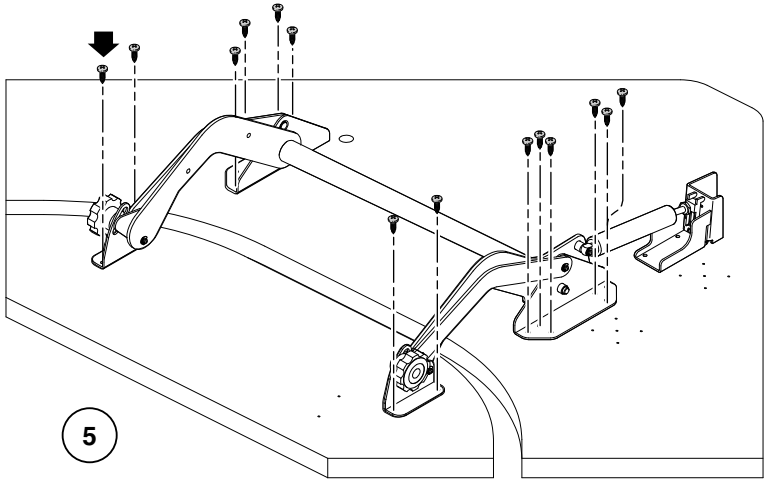


**4** Lower keyboard mechanism onto underside of worksurface as shown. Align with pilot holes on both portions of worksurface.

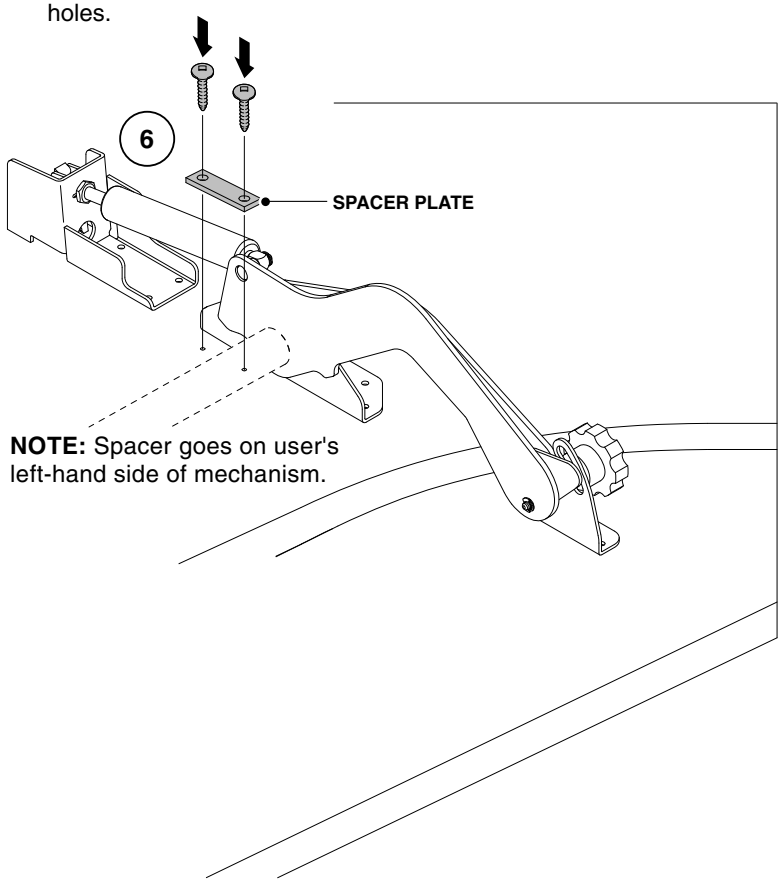



**5** Insert screws into all available holes of mechanism (16 screws total).

**NOTE:** Do not assemble brackets for pneumatic piston yet.




**6** Attach small spacer plate next to the arm attached to the piston. The zspacer limits the travel of the mechanism to prevent interference with the driveshaft. Install the spacer, as shown, using the pre-drilled pilot holes.

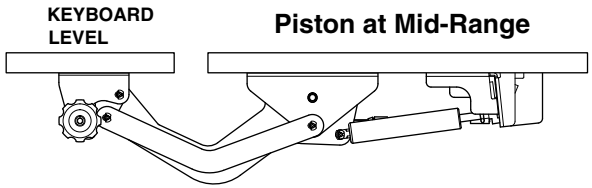



**NOTE:** Spacer goes on user's left-hand side of mechanism.

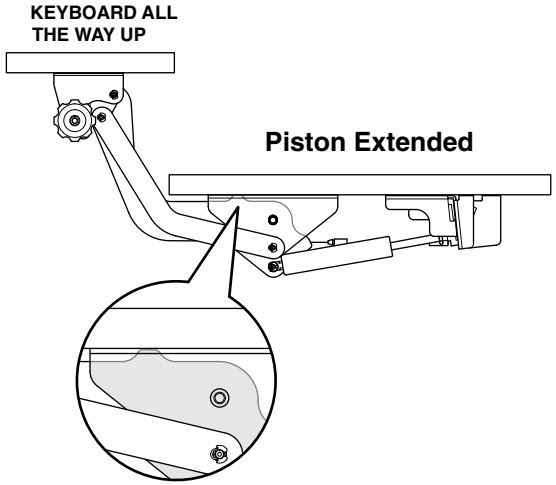
Steelcase®

## Appendix B: Installing a Keyboard Mechanism for Bi-Level Worksurfaces (cont.)

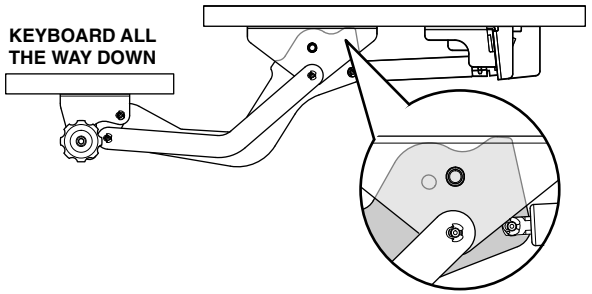
**NOTE:** The pneumatic piston is pre-set at the factory for level installation (monitor and keyboard portion of worksurface in same horizontal plane). From this position, the piston must extend and compress, to allow the full range of motion of the mechanism.




**Piston at Mid-Range**

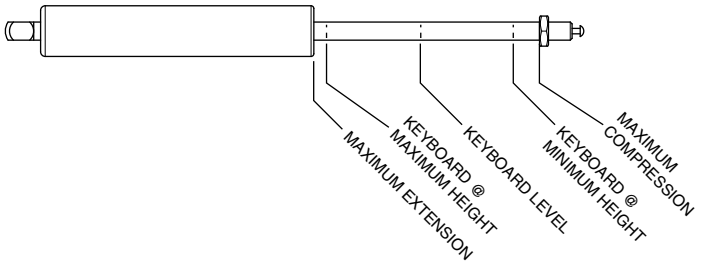



**Piston Extended**

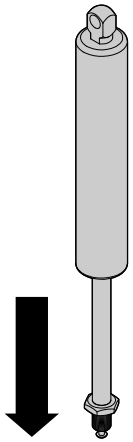


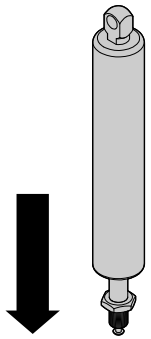

**Piston Compressed**

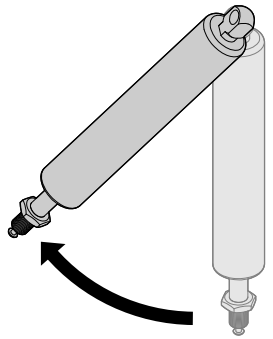
**Side View of Piston**



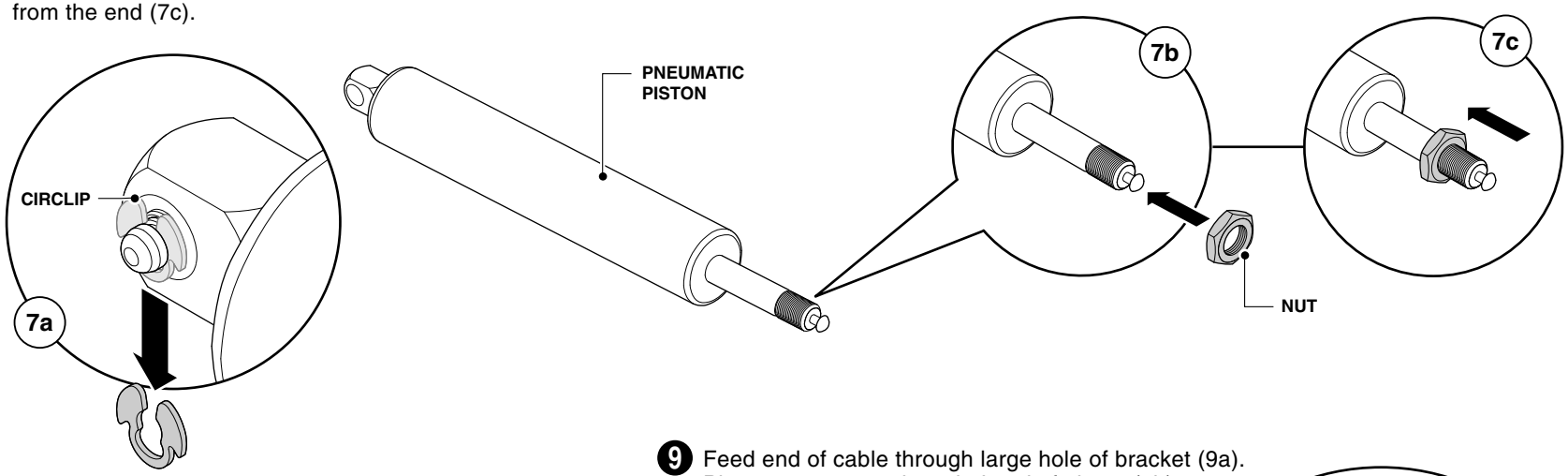

**CAUTION:** Do not depress button on the end of the pneumatic piston. If piston becomes fully extended, compress it prior to assembly by pushing down against hard floor, and very quickly rotating up, so that button pops back out before the piston has a chance to extend.



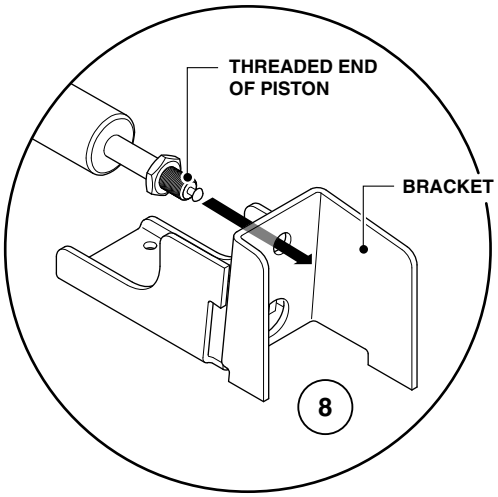




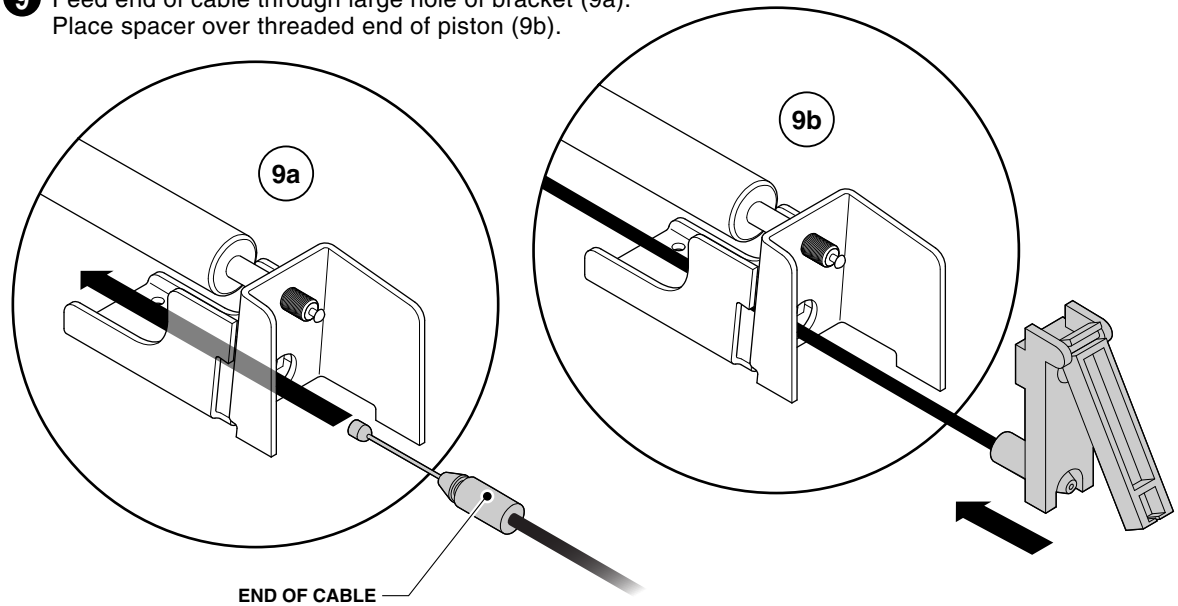
**7** Remove circlip from piston (7a) and remove piston from bracket. Assemble nut to threaded end of pneumatic piston (7b). Screw nut all the way down on the threads from the end (7c).




**8** Place threaded end of piston through smaller hole in top of bracket, exactly as shown. Note orientation of bracket.



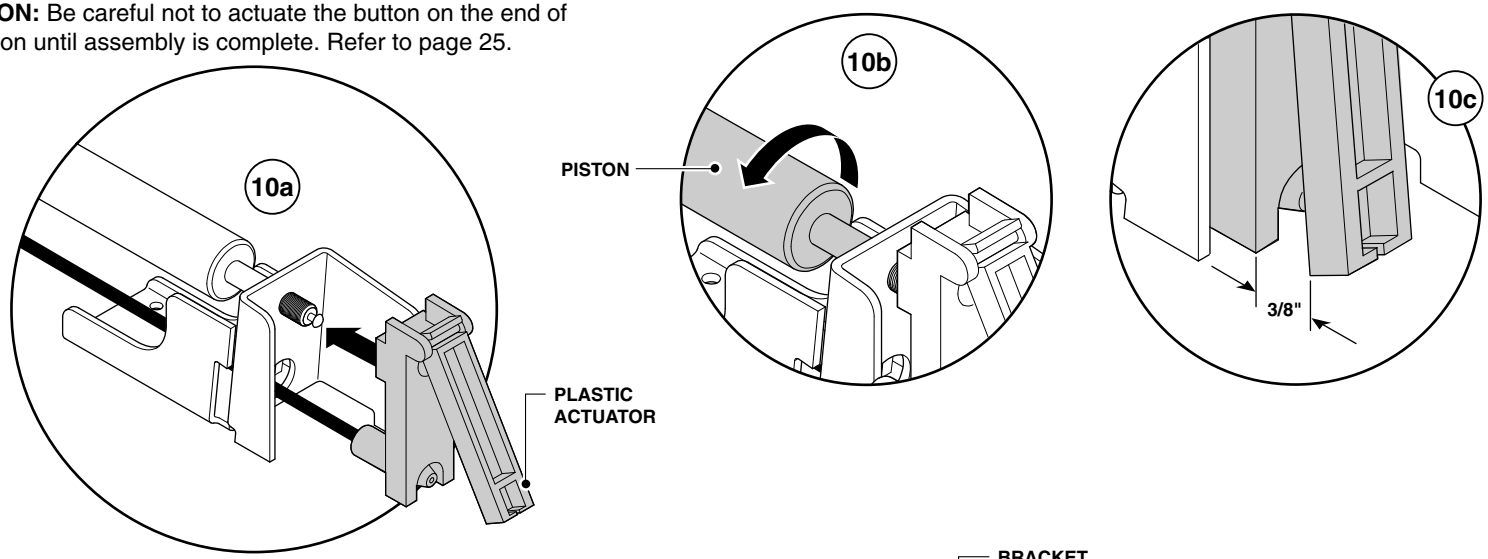

**9** Feed end of cable through large hole of bracket (9a). Place spacer over threaded end of piston (9b).



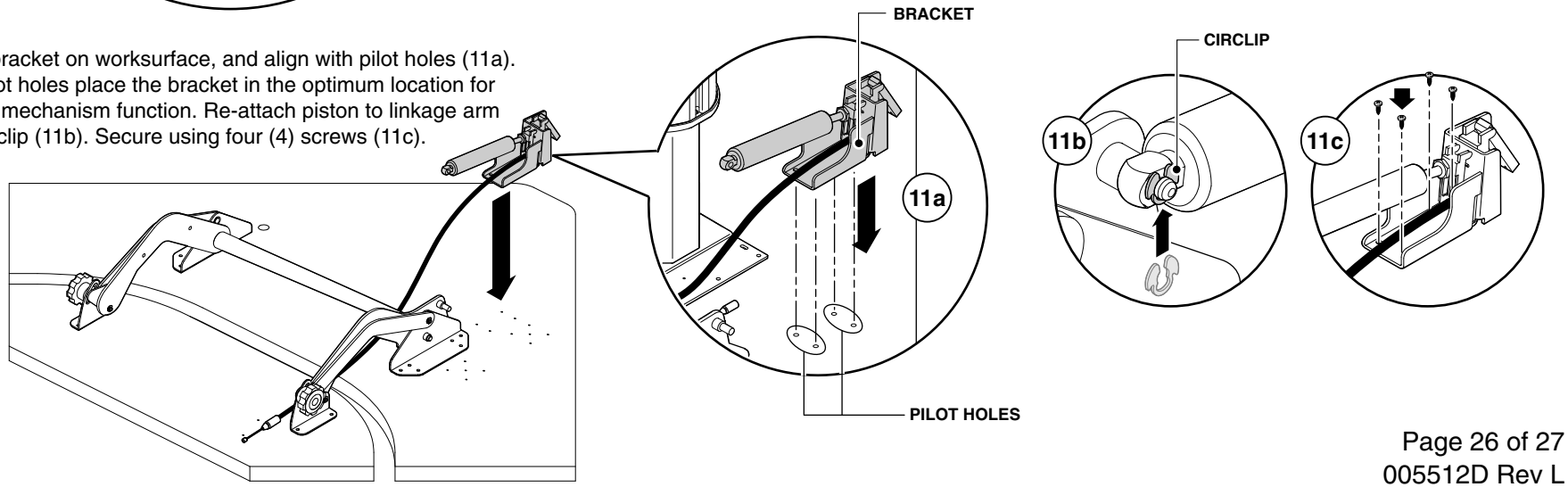
**10** Align threaded hole in plastic actuator with threads on piston (10a), and screw piston into place (10b).

**NOTE:** There should be about 3/8" of throw in the lever when asssembled correctly (10c).

**CAUTION:** Be careful not to actuate the button on the end of the piston until assembly is complete. Refer to page 25.

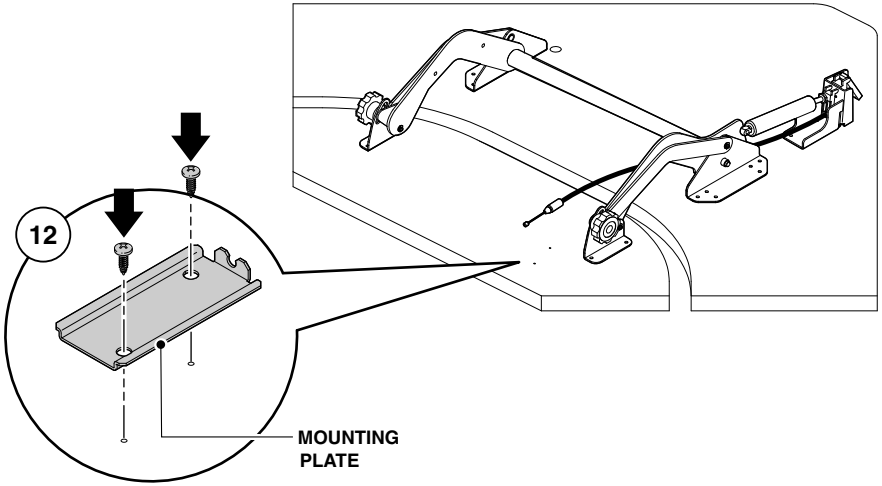



**11** Place bracket on worksurface, and align with pilot holes (11a). The pilot holes place the bracket in the optimum location for correct mechanism function. Re-attach piston to linkage arm with circlip (11b). Secure using four (4) screws (11c).

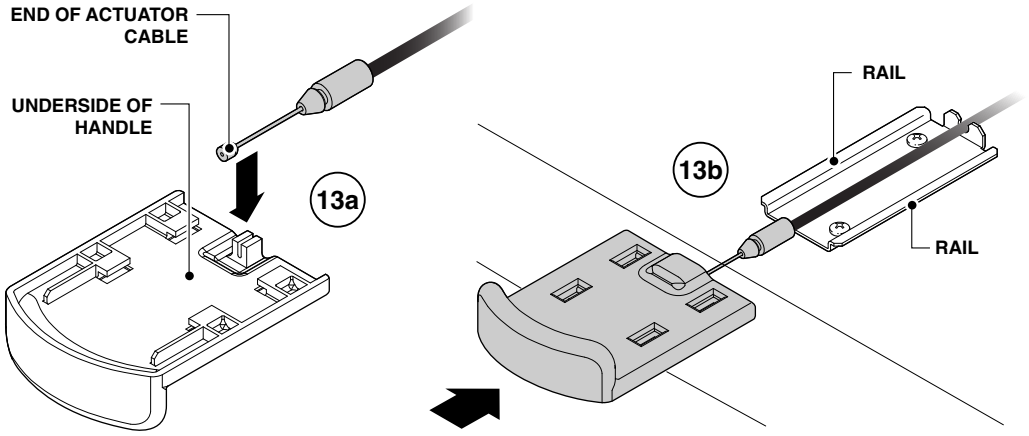


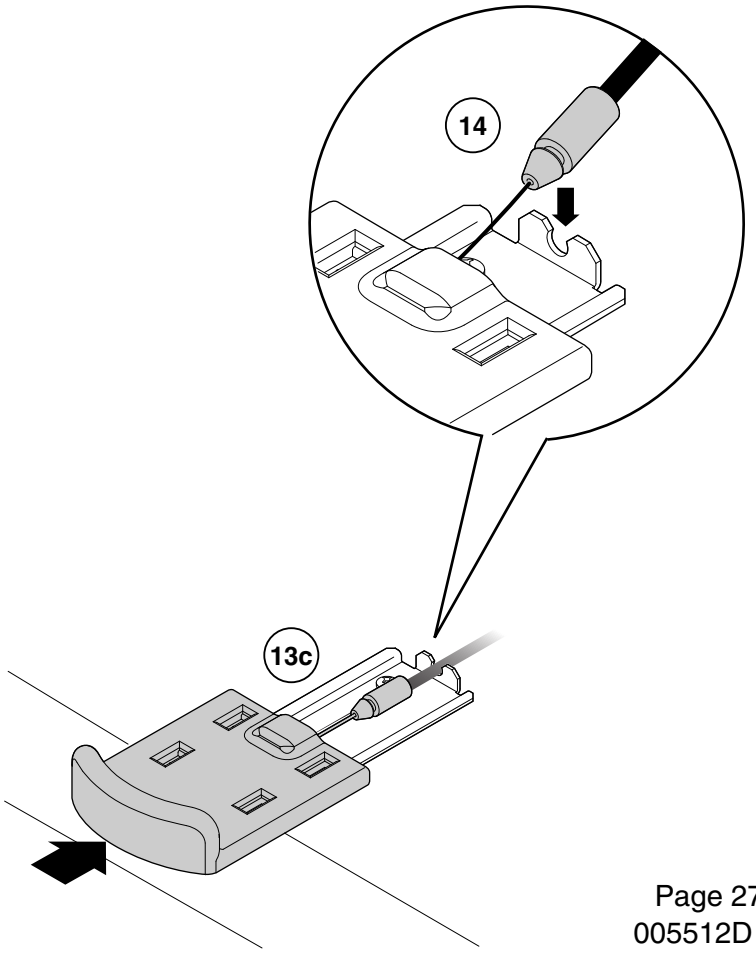
### Assembling Mechanism Actuator

12 Align mounting plate for actuator with pilot holes in keyboard portion of worksurface and install with two (2) screws.




13 Place end of actuator cable in slot on underside of handle (13a). Turn handle over, align guide hooks with rails on mounting plate and slide handle over mounting plate (13b). Be sure the cable remains in the slot at the back of handle (13c).




14 Place notched area of rubber cable overmold into notch of mounting plate and snap into place.