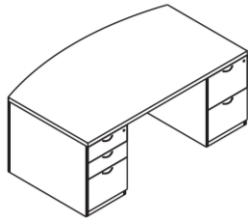


Tools Required

Safety Glasses
 Utility Knife
 Scissors
 Mallet/Hammer
 Phillips Screwdriver
 Flathead Screwdriver
 Torx Screwdriver
 Metric Allen Wrenches
 Pliers
 Magnet
 Gloves
 Putty Knife
 Cordless Drill and Drill Bit

Desks**Product Series**

Definition, Fluent, Footprint, Guide, Hum. Minds at Work., Innsbruck, Mascot, Osterley Park, President, Prevail, Priority, Senator, Stow, Transcend, Universal casegoods, Kore

Disassembly Instructions

Disassemble only to the point that materials have been separated for recycling or proper disposal. Refer to on line assembly instructions for detailed drawings showing fastening methods as a guide for disassembly. Available at:

<http://www.kimballoffice.com/documents/>

- Remove drawers and doors from cabinet.
- Remove pulls, slides and hinges.
- Worksurface can be removed by undoing all visible fasteners.
- Remove all visible fasteners connecting modesty panel to pedestals.
- Remove all visible fasteners inside of pedestal, including slides, mounting plates and brackets.
- Remove all hidden fasteners by separating the panels, then remove plastic links.

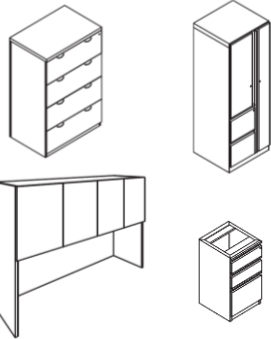
Materials

Steel - Slides, Hinges, Brackets, File Hangers, Door Frames, Modesty Panels
 Zinc - Hardware
 Aluminum - Pedestal Spacer, Hardware, Extrusions for Door Frames, Screens and Modesty Panels
 Wood – Surface, Ends, Modesty, Back, Door and Drawer Fronts, Drawer Assemblies
 PVC/Vinyl – Rim Treatment, File Hanger Molding
 Glass – Door inserts, shelves
 ABS – Hidden panel fastener
 Other – Acrylic Door Insert, Screens & Modesty Panels

**Storage & Filing
Product Series**

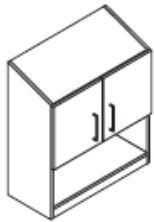
Complementary Furniture, Definition, Fluent, Footprint, Fundamental Files, Hum. Minds at Work., Innsbruck, Kore, LF Series, Osterley Park, President, Priority, Sanctuary, Senator, Stow, Teem Transcend, Universal Casegoods, Xsede, Alterna

Disassembly Instructions



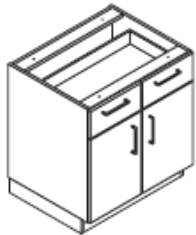
Disassemble only to the point that materials have been separated for recycling or proper disposal. Refer to on line assembly instructions for detailed drawings showing fastening methods as a guide for disassembly. Available at: <http://www.kimballoffice.com/documents/>

- Remove drawers and doors from cabinet.
- Remove pulls, slides and hinges.
- Remove all visible fasteners inside cabinet including slides and brackets.
- Remove all visible fasteners connecting back, top, bottom, end panels and shelves.
- Remove all hidden fasteners connecting back, top, bottom, interior, and end panels.



Materials

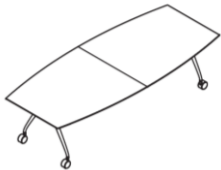
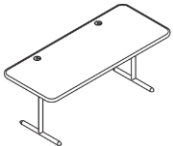
- Steel - Slides, Hinges, Brackets, File Hangers, Pulls, Locks and Glides
- Zinc - Hardware
- Aluminum - Extrusions for Door Frames
- Wood - Surface, Ends, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts, Drawer Assemblies
- Laminate - Surface, Ends, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts
- PVC/Vinyl - Rim Treatment, File Hanger Molding
- Glass - Door Inserts
- ABS – Hidden Panel Fastener
- Other - Acrylic Door Inserts and Screens



Tables Product Series

Arpeggio, Array Tables, Aspire Tables, Beo, Bloom, Conferencing Solutions, Contemporary/Transitional Tables, Configuration Tables, Cube & Cylinder, Definition, Delano, Dock, Fluent, Footprint, Innsbruck, Kore, Occasional Tables, Osterley Park, Overbed tables, Pairings, Pose, President, Priority, Scenario Tables, Senator, Silver, Teem, Traditional, Transcend, Villa, Xsede, Canopy, Guide, Mascot, Spruce, Theo

Disassembly Instructions



Disassemble only to the point that materials have been separated for recycling or proper disposal. Refer to on line assembly instructions for detailed drawings showing fastening methods as a guide for disassembly. Available at:

<https://www.kimballooffice.com/documents/>

-Remove any retaining clips from grommets or data managers as necessary.

-If applicable, remove grommets from worksurface.

-If applicable, remove any drawers.

-Using as many people as necessary for safety, turn table upside down and lay the worksurface on a stable surface – in most cases being the floor.

-Remove screws that hold legs, bases and/or hardware to the worksurface.

-Remove any hardware that holds legs and aprons or facade rails together.

-If applicable, remove any wire managers from table and bases.

-Remove any remaining screws from the table or bases that may still be fastening hardware to the table or base.

-If applicable, remove Casters or glides from bases.

-If applicable, remove screws from cleats.

-If applicable, remove any weighting from bases, which in some instances also requires removing a sub-panel inside of the base.

-For fabric covered panels, remove the fabric covered fiberglass tile from the metal substrate by sliding a putty knife between the metal and the tile. Dispose of the tile as a unit.

Materials

Wood - Worksurfaces, Bases, Legs, Cleats

Laminate - Worksurfaces, Bases

Glass - Worksurfaces

Steel - Bases, Legs, Glides, Undersurface Support, Brackets, Fasteners/Screws, Casters

Aluminum - Bases, Legs, Grommets/Data Manager, Decorative Hardware

PVC/Vinyl - Wire Manager, Grommets, Tubing End Caps

Polypropylene – Casters

Fiberglass – Fabric covered panels

Other - Weighted Bag Lining, Casters, Glides

Material identification

Material	Identification	Recyclable	Biodegradable	Where Used
Aluminum	A silvery white metal, sometime painted or coated, non-magnetic.	Yes	No	Pedestal Spacer, Hardware, Bases, Legs, Grommets/Data Manager, Decorative Hardware, Extrusions for Door Frames, Screens and Modesty Panels
Steel	A magnetic metal that may be coated or painted.	Yes	No	Slides, Hinges, Brackets, File Hangers, Pulls, Locks, Door Frames, Modesty Panels, Bases, Legs, Glides, Undersurface Support, Brackets, Fasteners/Screws, Casters
Zinc	A bluish-white non-magnetic metal; much heavier for its size than aluminum generally not painted.	Yes	No	Hardware
Glass	A hard usually transparent material that can be clear, frosted or pattern etched.	Yes	No	Door inserts, shelves, worksurfaces
Laminate	A thin top sheet of treated paper heavily saturated with melamine resins having a dark colored edge regardless of face color and usually adhered to a wood core.	No	No	Worksurfaces, End Panels, Modesty Panels, Door Fronts, Drawer Fronts, Drawer Assemblies, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts, Bases
Wood	Solid wood, plywood, medium density flake board or particle board.	Yes	Yes	Worksurfaces, Ends, Modesty, Back, Tops, Bottoms, Door and Drawer Fronts, Drawer Assemblies, Bases, Legs, Cleats
Plastic 3: Vinyl (Polyvinyl Chloride or PVC)	Vinyl (Polyvinyl Chloride or PVC). In addition to its stable physical properties, PVC has excellent chemical resistance, good weather-ability, flow characteristics and stable electrical properties. The diverse slate of vinyl products can be broadly divided into rigid and flexible materials. Bottles and packaging sheet are major rigid markets, but it is also widely used in the construction market for such applications as pipes and fittings, siding, carpet backing and windows. Flexible vinyl is used in wire and cable insulation, film and sheet, floor coverings synthetic leather products, coatings, blood bags, medical tubing and many other applications.	Yes	No	Rim treatment, File Hanger Molding, Wire Manager, Grommets, Tubing, End Caps
Plastic 5: Polypropylene	Polypropylene (PP). Polypropylene has good chemical resistance, is strong, and has a high melting point making it good for hot-fill liquids. PP is found in flexible and rigid packaging to fibers and large molded parts for automotive and consumer products.	Yes	No	Casters
Plastic 7: Other	Other. Use of this code indicates that the plastic in question is made with a resin other than the six other plastics within the " Resin Identification Code " categories, or is made of more than one resin listed within the list, and used in a multi-layer combination. Includes Nylon.	Yes	No	Acrylic Door Insert, Screens, Modesty Panels, Weighted Bag Lining, Casters, Glides
Fiberglass	Molded into sheets with a polymer coating on one or both faces. Usually pale yellow in color	No	No	As a substrate for fabric covered tiles.