
Contemporary/Transitional Tables Assembly Instructions

1998751 Revision A-12
Complete Series Master Packet

Contemporary Tables

Table Bases

Tools Required

- Screw Gun
- Tape Measure
- Phillips Bit
- Pencil or Erasable Marker

Package Contents

Panel, Ellipse & Rectangle Bases

- 2x - 3" Glides (El. & Rt.)
- 2x - 1 1/2" Glides (Panel only)
- 12x - #8 x 1" Panhead (El. & Rt.)
- 12x - #10 x 3/4" Panhead (Panel Only)

Cylinder, Square & Slab Bases

- 8x - L-Brackets
- 6x - 1 1/2" Glides (Cyl. bases)
- 8x - #8 x 5/8" Panhead
- 4x - 1 1/2" Glides (Sq. bases)
- 8x - #8 x 1" Panhead
- 2x - 1 1/2" Glides (Slab bases)
- 12x - #10 x 3/4" Panhead (Slab bases)

Installation

Note: These instructions explain basic installation of Cylinder, Soft-square, Square, Panel, Rectangular and Ellipse bases to worksurfaces. For safety purposes, it is recommended that more than one person move worksurfaces and/or assemble tables.

1. For Round or Square one-piece tops, the square wood base or cylinder base mounts in the exact center of the worksurface. (Figure A).
2. Base orientation. (Figure B).
3. For one piece tops see Figure C.
4. For two-piece tops see Figure D.
5. For three-piece tops see Figure E.

Figure A

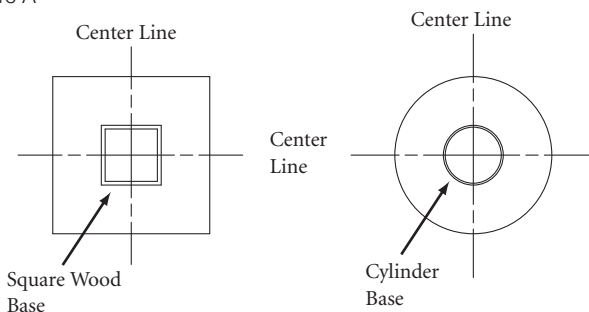


Figure B

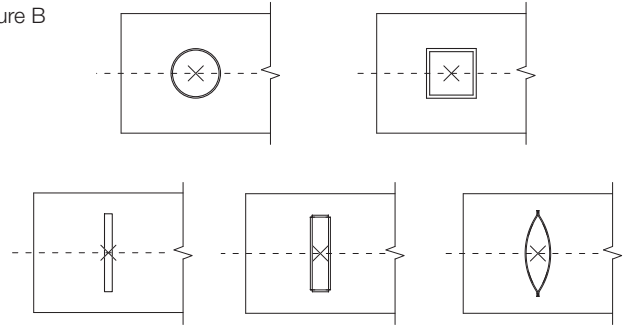


Figure C

One Piece Tops

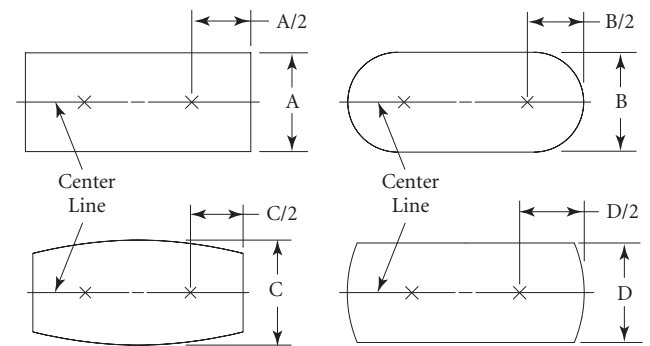


Figure D

Two Piece Tops

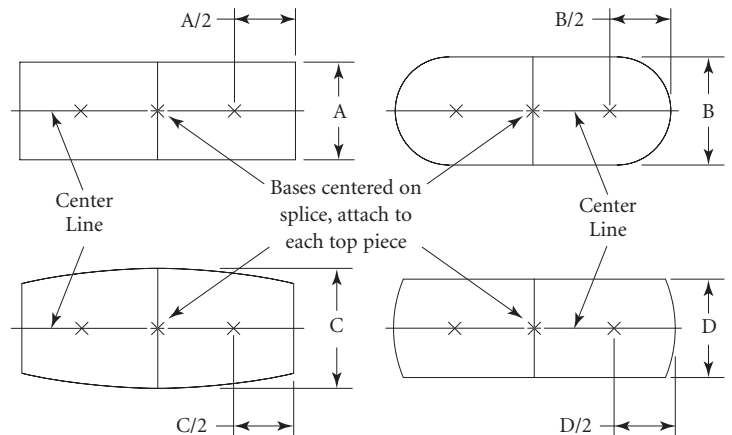
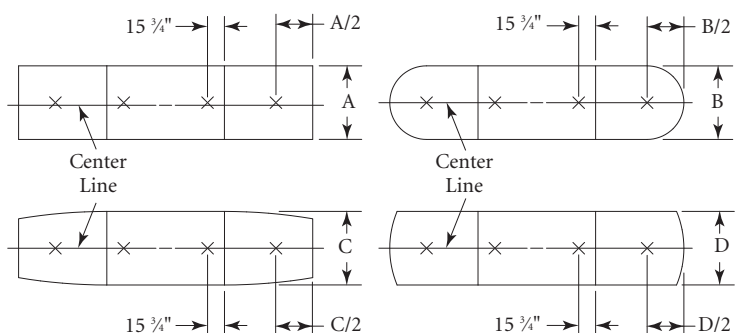


Figure E

Three Piece Tops



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Contemporary Tables

Installation (continued)

- For two-piece tops requiring 4 slab bases, attach a slab base 24 inches from each outer end, and attach a base 12 inches from either side of the center splice. (Figure F).

Note: It is recommended that the edges of flanges be parallel with the edges of the worksurface.

Note: When attaching legs with cable management access holes, make sure legs are turned or positioned for most efficient usage of cable management.

- Attach eight mounting brackets to cylinder or square bases using eight (8) #8 x $\frac{5}{8}$ " provided screws. Attach cylinder bases to underside of worksurface using eight (8) #8 x 1" provided screws through each hole in the eight top mounting brackets. Tighten screws firmly, but do not over-tighten. Attach glides. (Figures G & H).
- Attach panel bases to underside of worksurface using twelve (12) #10 x $\frac{3}{4}$ " provided screws through each hole in the top mounting brackets. Tighten screws firmly, but do not over-tighten. Attach glides. (Figures I).

Figure F

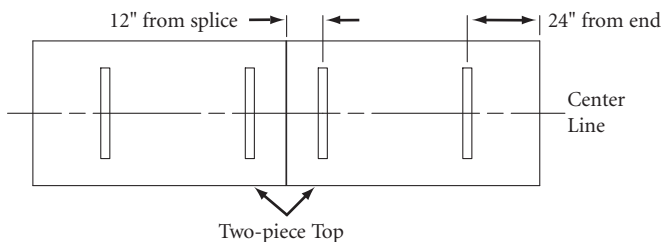


Figure G

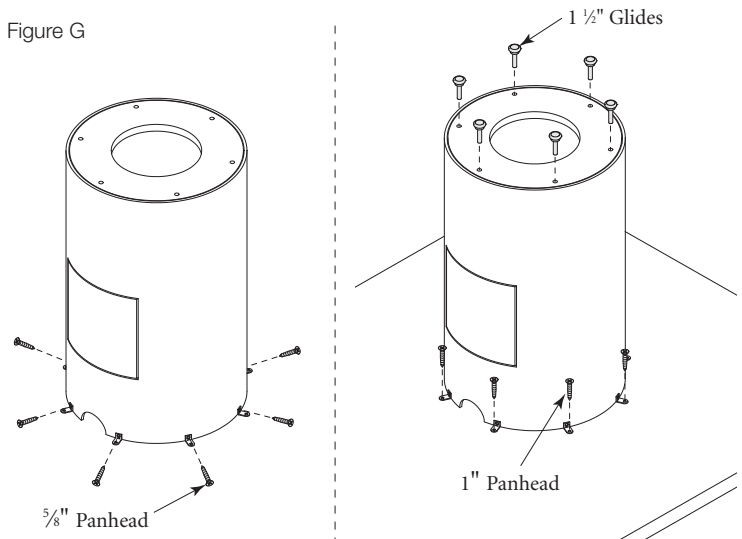


Figure H

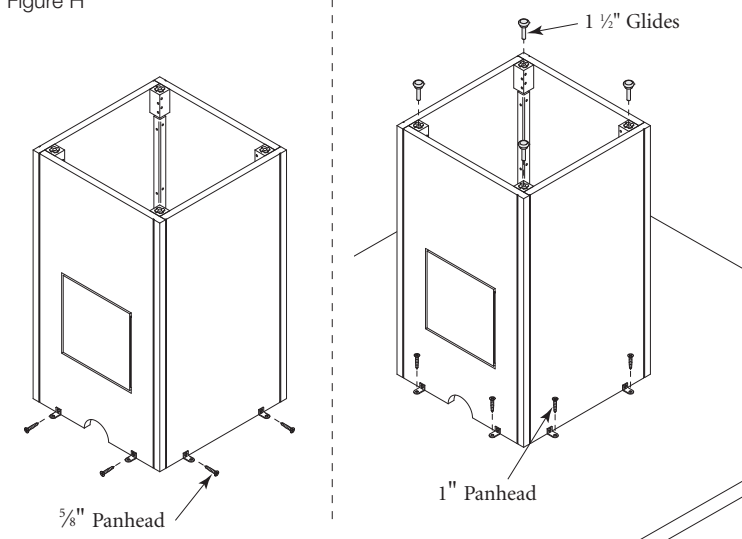
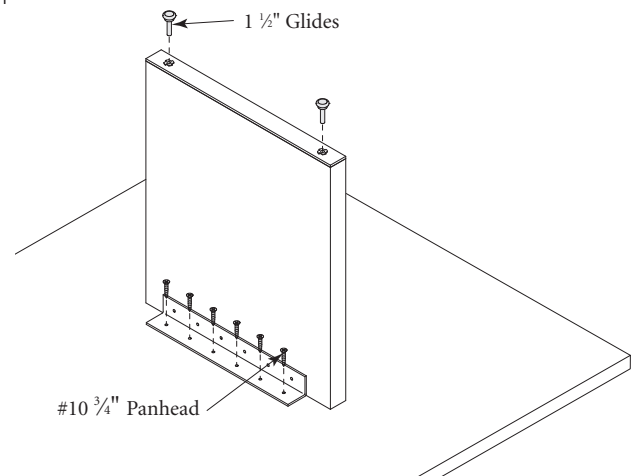


Figure I



Contemporary Tables

Installation (continued)

9. Rectangle panels are attached to leg frame with four clips. Remove panels from leg frame by pulling apart. (Figure J).
10. Attach leg frame to underside of worksurface using twelve (12) #8 x 1" provided screws through each hole in top mounting plates. Tighten screws firmly, but do not over-tighten. Attach glides. *Note: Using allen head wrench or allen head bit with drill works well to attach 3" glides.* (Figures K).
11. Reattach panels to leg frame. Make sure to have an offset between panels when clipping back onto leg frame. Then slide panels together to provide tight fit. (Figure L).

Figure J

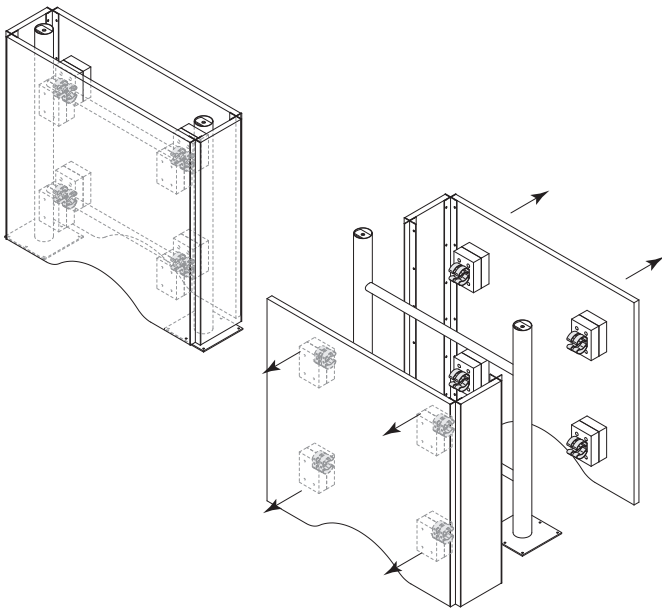


Figure K

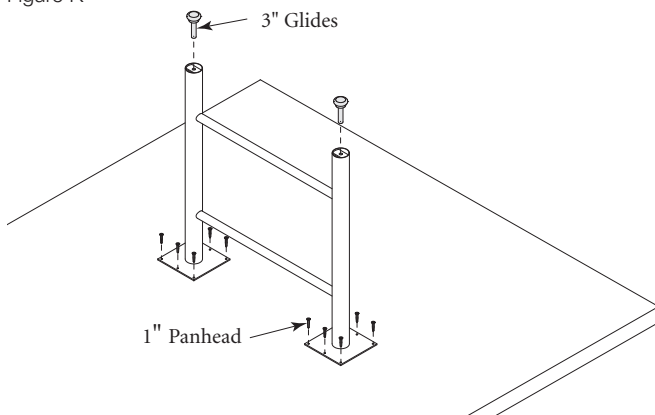
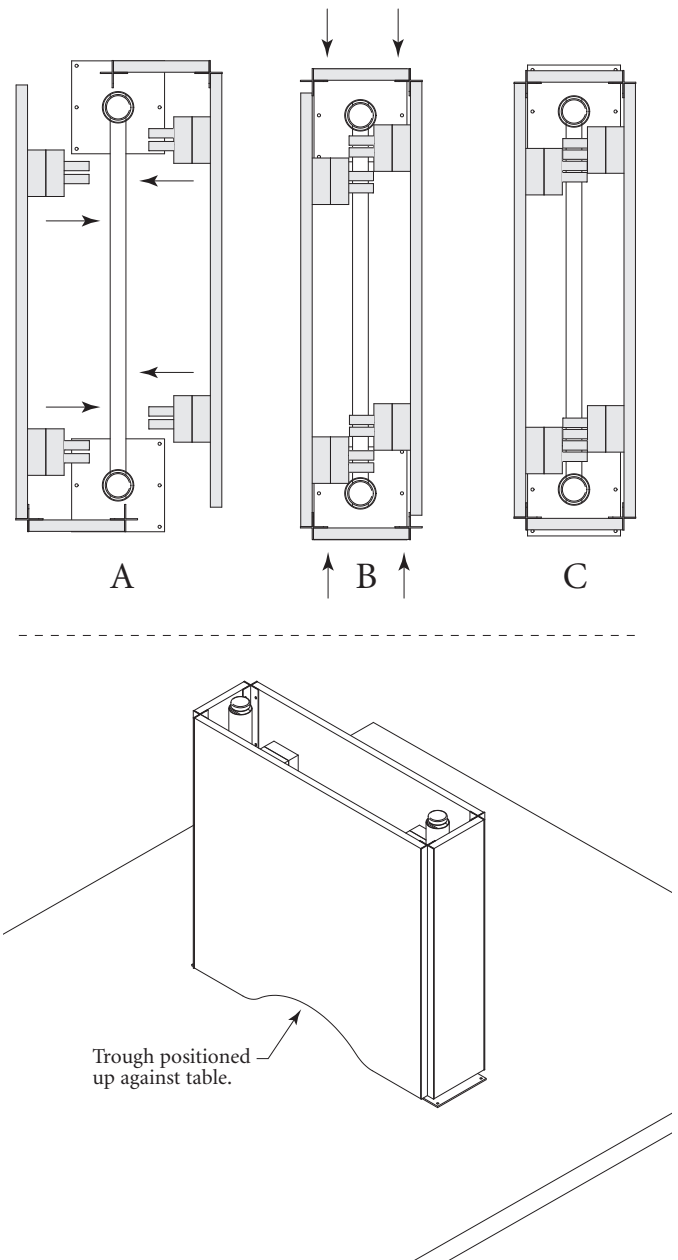


Figure L



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Contemporary Tables

Installation (continued)

9. Ellipse panels are attached to leg frame with four clips. Remove panels from leg frame by pulling apart. (Figure M).
10. Attach leg frame to underside of worksurface using twelve (12) #8 x 1" provided screws through each hole in top mounting plates. Tighten screws firmly, but do not over-tighten. Attach glides. *Note: Using allen head wrench or allen head bit with drill works well to attach 3" glides.* (Figures N).
11. Reattach panels to leg frame. Make sure to have an offset between panels when clipping back onto leg frame. Then slide panels together to provide tight fit. (Figure O).

Figure M

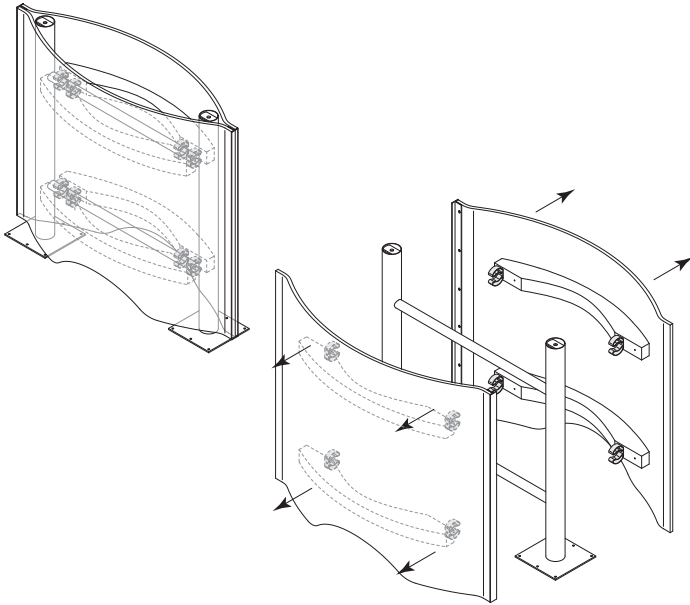


Figure N

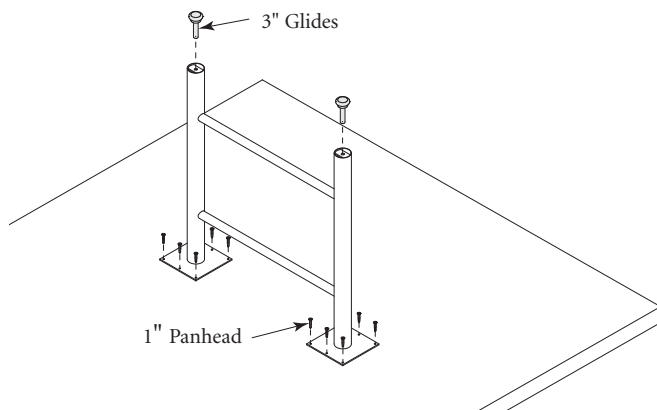
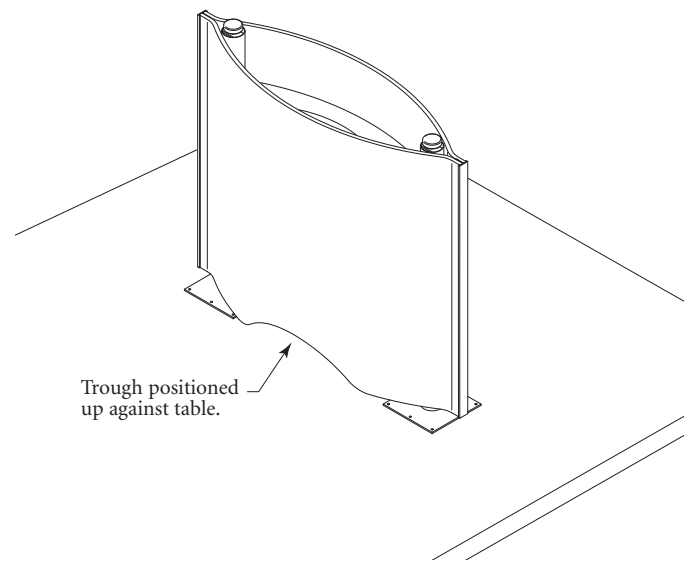
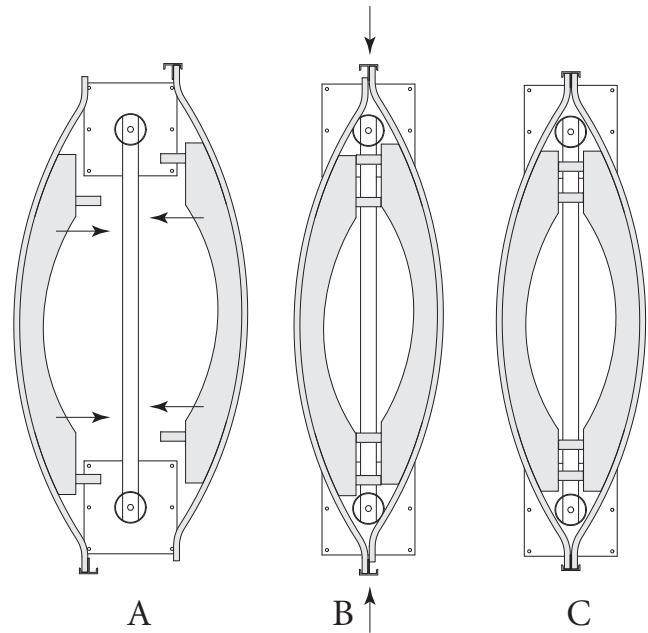


Figure O



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Conference Table Assembly

Tools Required

- Cordless screw driver
- Phillips Head Bit

Hardware Required

- Brackets
- #8 x 5/8 Panhead screws
- Mini-Fixes Stud and housing
- Dowels

Installation

1. Attach the brackets to the modesty and end panels using #8x5/8 pan head screws, panels have pre-drill holes to locate the brackets, also install mini-fix housing and dowels to modesty. Attach mini-fix stud and to end panels using 5mm pre drill hole. (Figure A)
2. Attach modesty panels brackets to end panels using #8x5/8 pan head screw in pre-drilled holes in end panels, also attach mini-fix stud too housing and tighten.
3. To install the end and modesty panels too worksurface, place worksurface on a clean soft surface underside facing up. The end panels should be located with a margin of 2mm or 5/64" around the front, side and back. Attach brackets to worksurface with #8x5/8 screws (Figure B).

Figure A

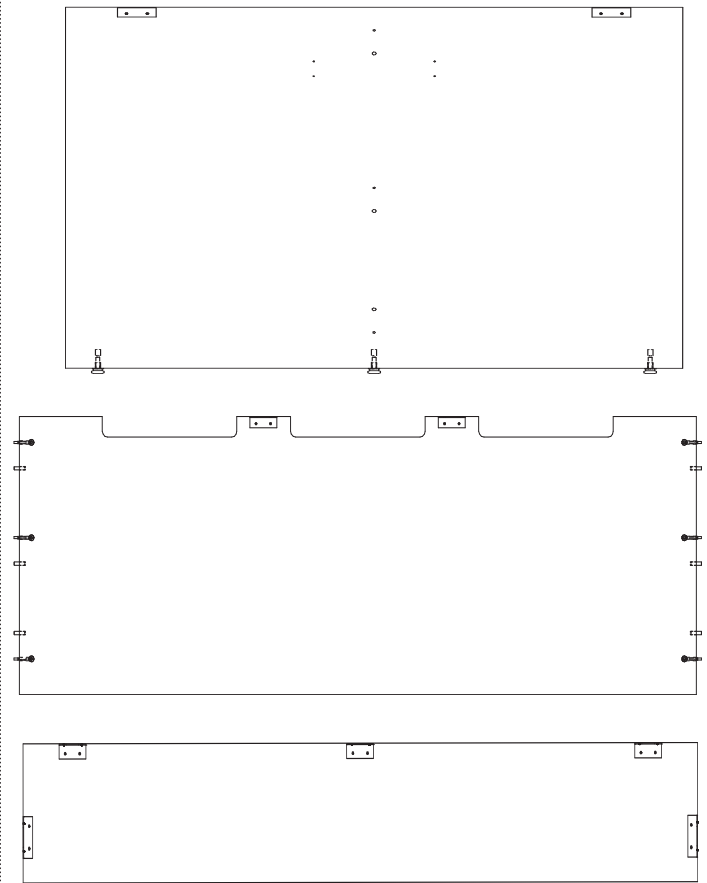
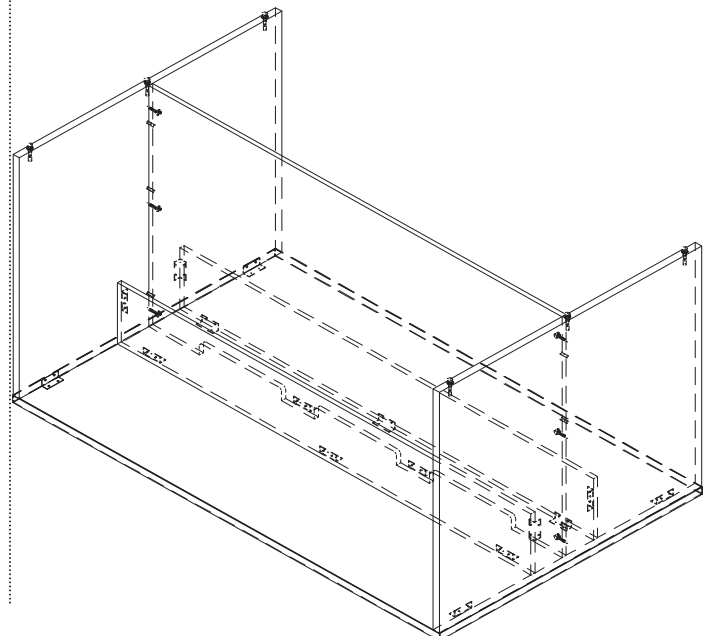


Figure B



Conferencing Solutions

Power/Communication Center

Tools Required

- #2 Phillips Head Bit
- 5/32" Drill Bit
- Power Screwdriver
- Tape Measure

Package Contents

- 1 Power/Communication Center
- 4 Table Brushes (discard as they will not be used)
- AK-99 Insert Frame with Brushes
- #10 x 1/2" pan head screws
- #8 x 5/8" pan head screws
- 4 L-Brackets
- #8 x 1" pan head screws

Description

The power/communication center mounts to the underside of a table top that features an appropriately machined cutout. The power/communication center provides electrical and telecommunication access to users seated at the conference table. (Figure A)

Installation

1. Place table top upside down on a clean, hard surface.
The underside of the top has been machined with a stepped cut-out. The cut-out piece has been shipped in relative position using a flat bracket. Remove the flat bracket and discard. Retain the cut-out piece. (Figure B)
2. Unpack the power/communication center.
Note: Make sure that no items were damaged during shipping.
3. **IMPORTANT:** Pre-bore eight holes 1/2" deep using 5/32" drill bit at mounting hole locations on underside of cut-out. Attach the double-sided tape (shipped with the table top) to the flanges of the main housing. Carefully position the cut-out piece on the main housing, making sure there is equal overhang on all sides. Secure the cut-out to the main housing using eight #10 x 1/2" pan head screws. (Figure C)
Note: Watch grain direction and make sure grain will be on "top" when unit is mounted.

Figure A

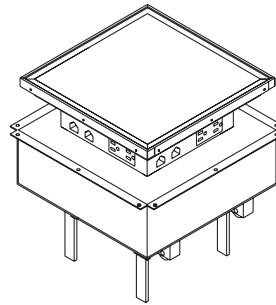


Figure B

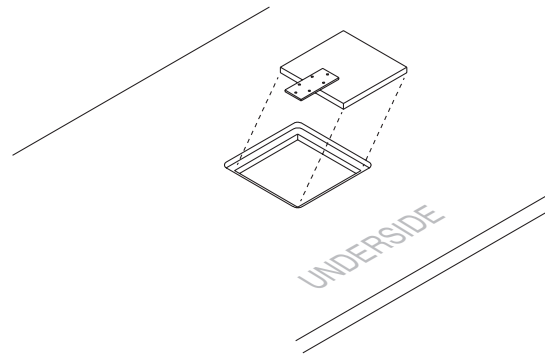
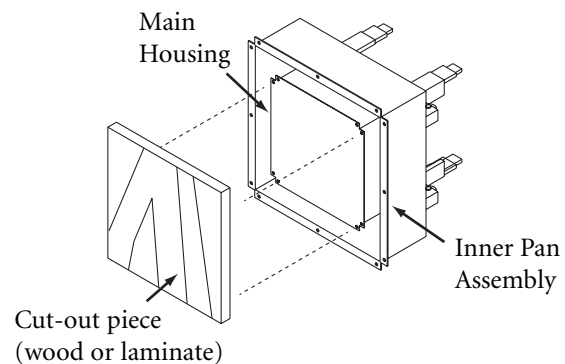


Figure C



Conferencing Solutions

Installation (continued)

4. Flip the table top right side up. Install the AK-99 insert frame/brush assembly. Press assembly firmly into opening in the table top and drill four pilot holes for a #8 screw at each of the four pre-drilled locations in the frame. Secure assembly to the table top using the four #8 mounting screws provided. (Figure D)
5. Make note of the grain direction and flip the table top upside down. Align the power/communication center inner pan assembly to the stepped cut-out in the underside of the table top.
Note: Make sure the grain on the cut-out matches the grain of the table top.
6. **IMPORTANT: The following step is critical to ensure proper stability and function of the unit.** Drill twelve holes into the table top 1/2" deep using a 5/32" drill bit at mounting hole locations on the inner pan assembly. Secure the inner pan assembly to the table top using twelve #10 x 1/2" pan head screws. (Figure E)
7. Position the four L-brackets to opposite sides of the stepped cut-out. The undrilled flanges on the L-brackets should cover the flanges on the inner housing to provide additional support to the power/communication center. Secure L-brackets to the side of the stepped cut-out using #8 x 1" pan head screws. (Figure E)
8. Attach cylinder base(s) to the underside of the table top. Place cylinder base over power/communication center and position so that the wire management cut-outs are on the centerline of the table top. Center the base on table top relative to each edge of top. Use tape measure to achieve equal distance. Fasten cylinder base to underside of table top using four #8 x 5/8" pan head screws. (Figure F)
9. Position a horizontal cable manager for wire management, if desired, between cylinder bases. (Figure G)

Figure D

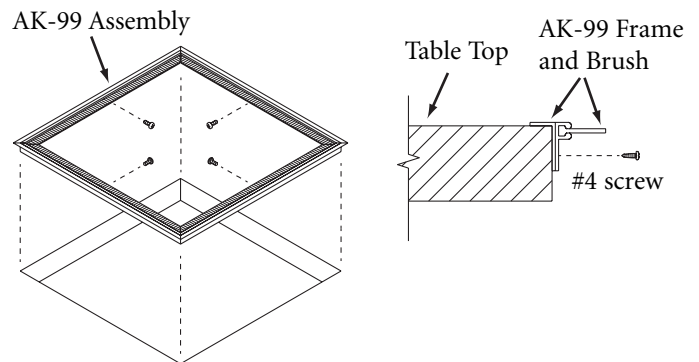


Figure E

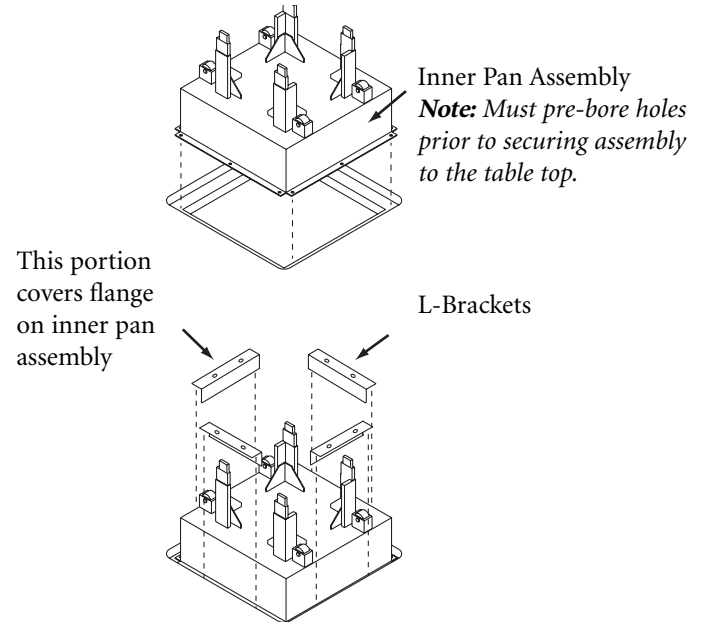


Figure F

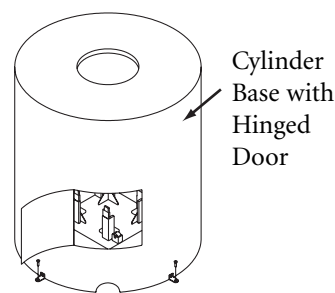
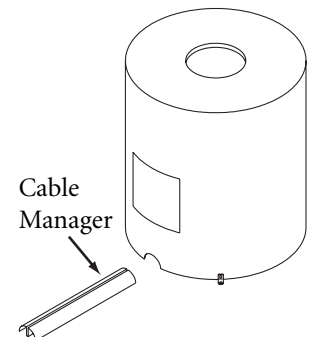


Figure G



Universal

Contemporary Table Tops

Tools Required

- Screw Gun
- Adjustable Wrench
- #2 Phillips Head Bit
- 7/64" Allen Wrench

Package Contents

- Levelite Bracket Covers
- #8 x 1/2" Panhead Screws

Installation

Latch Pin Assembly:

Important: Four (4) Levelites per seam are to be used on all 60" wide tables and 3 piece 48" wide tables.

1. Place the worksurface upside down on a smooth, solid surface. Match the straight ends and align the levelite brackets. (Figure A).
2. For each leveling device thread the bolt into its opposite bracket, attach nut, and tighten firmly. (Figure B).
3. After bases have been installed and table/base assembly is turned up right, use the leveling set screws in the levelite brackets to align straight ends of the assembly. (Figure B).
4. Attach the cover using the #8 x 1/2" panhead screws provided. (Figure C).

Figure A

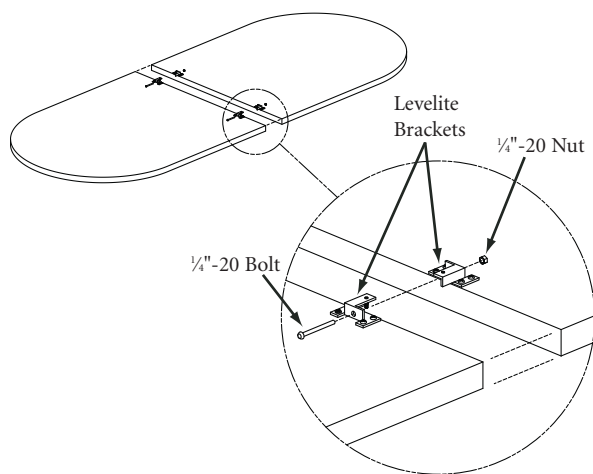
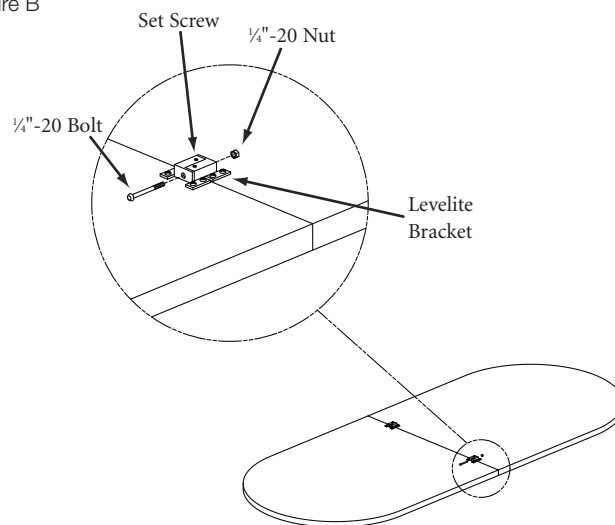
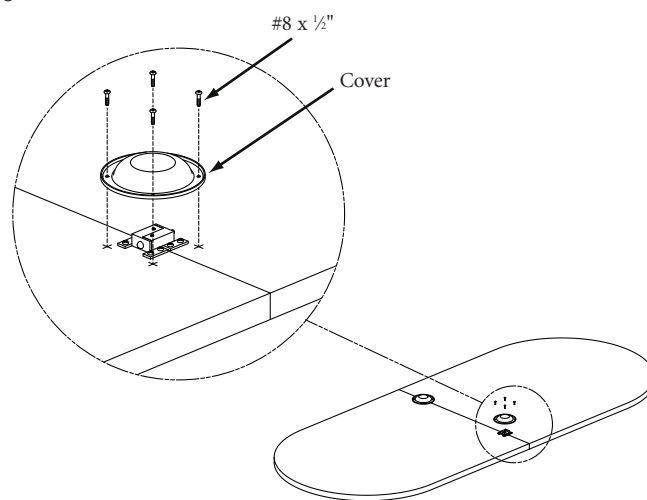


Figure B



48" Wide Tables - 2 Levelites Per Seam
(2 Piece Tops Only)

Figure C



4 Levelites Per Seam on 60" Wide Tables
and 48" Wide 3 Piece Tops

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Universal

Visual Board Installation

Tools Required

- Tape Measure
- Power Drill

Package Contents

- Wall Unit
- 2 Mounting Brackets
- 2 Washers
- 2 Plastic Knobs
- 2 Bolts
- 2 “L” Brackets
- Fastening Screws

Installation

- After choosing the desired wall location, place the aluminum wall bracket against the wall with the bottom edge of the bracket 2 inches lower than the top of the visual boards intended position. (Figure A).
Note: At this point it is critical to make sure that the bracket is level.
- Scribe a line across the wall at the bottom edge of the top bracket. (Figure A).
- Attach the top bracket to wall and mount the bottom rail in the same manner keeping a distance of 44 inches between bracket. *Note: You must make solid contact with at least three studs in wall.*
- The visual board has 2 fastening points at the top back side, these will slip over and down the top edge of the bracket.
- Prepare to hang unit by holding the bottom out from wall approximately 2 feet and slip onto top bracket.
- Tilt bottom in until it rests against the bottom bracket.
- Secure visual board by inserting bolts through square holes and 2 small “L” brackets that will slip under bottom lip of bottom bracket. (Figure B).
- Install washers & plastic knobs and adjust bottom corners if necessary so board will hang plumb and prevent doors from “racking”. (Figure C).

Figure A

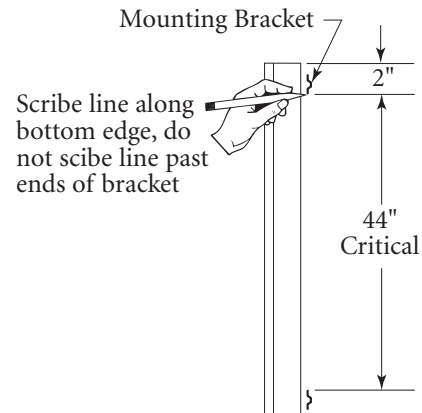


Figure B

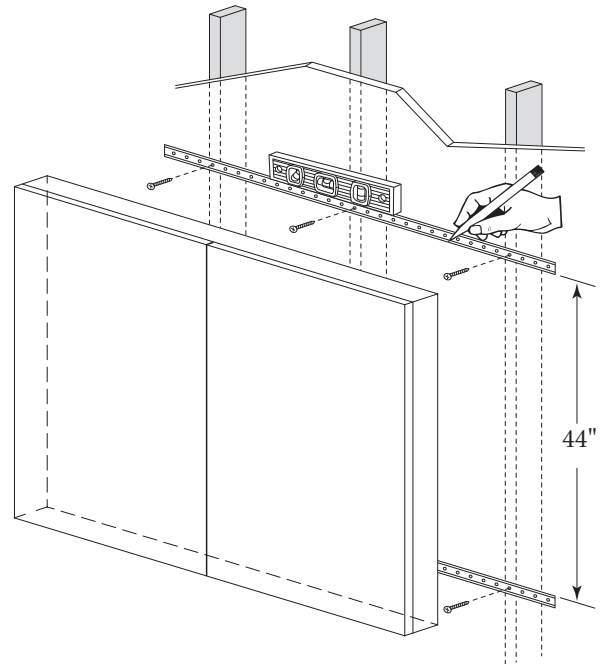
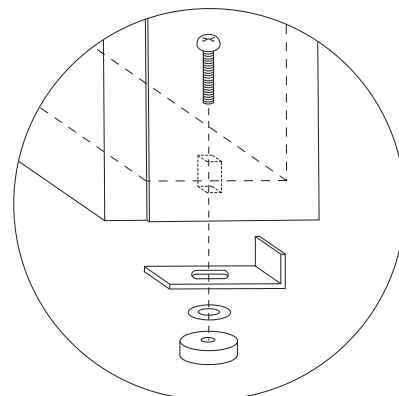


Figure C



Power/Data Center

Tools Required

- None

Package Contents

- 1 Power/Data Center
- 2 Retainer Clips
- 2 Cord Clips (1 Cord Clip on Small Unit)

Description

The power/data center rests snug in table tops that feature an appropriately machined cutout. It provides electrical and telecommunication access to users seated at the conference table. (Figure A)

Note: It is recommended that two (2) persons be used to lift and place power/data center into table top cutout.

Installation

1. Unpack the power/data center. If needed, attach 2 retainer clips, one at each end on back of unit base. (Figure A).
- Note:** Make sure that no items were damaged during shipping.
2. Lift power/data center above table and run power cords through cutout. Holding parallel and level above cutout, carefully lower power/data center into table top. (Figure B).
3. Use cord clips to retain any loose or hanging cords. (Figure C).
4. Plug in units under table where necessary.

Figure A

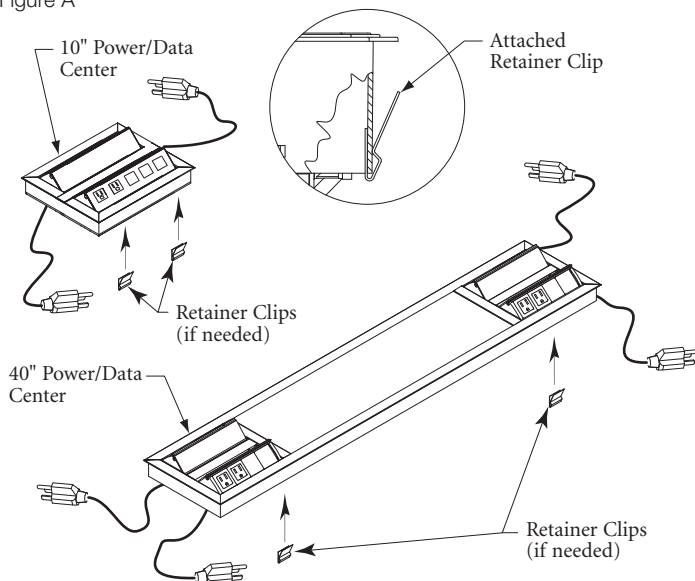


Figure B

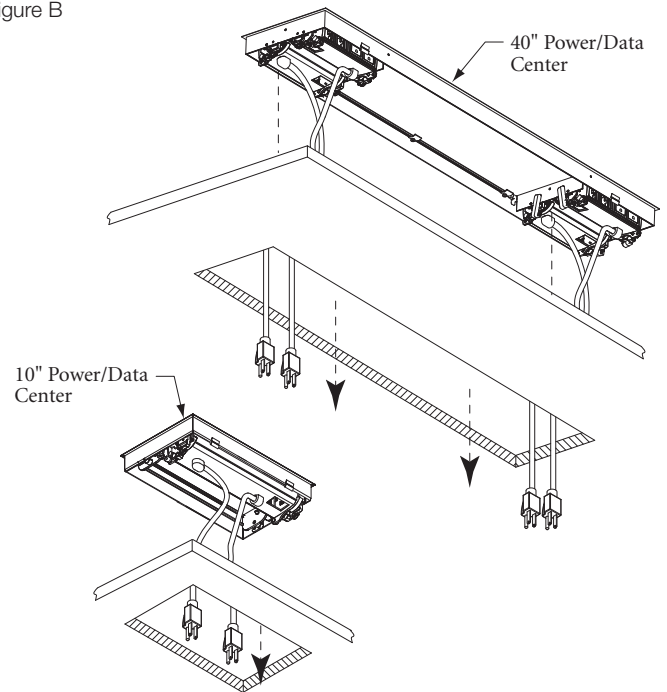
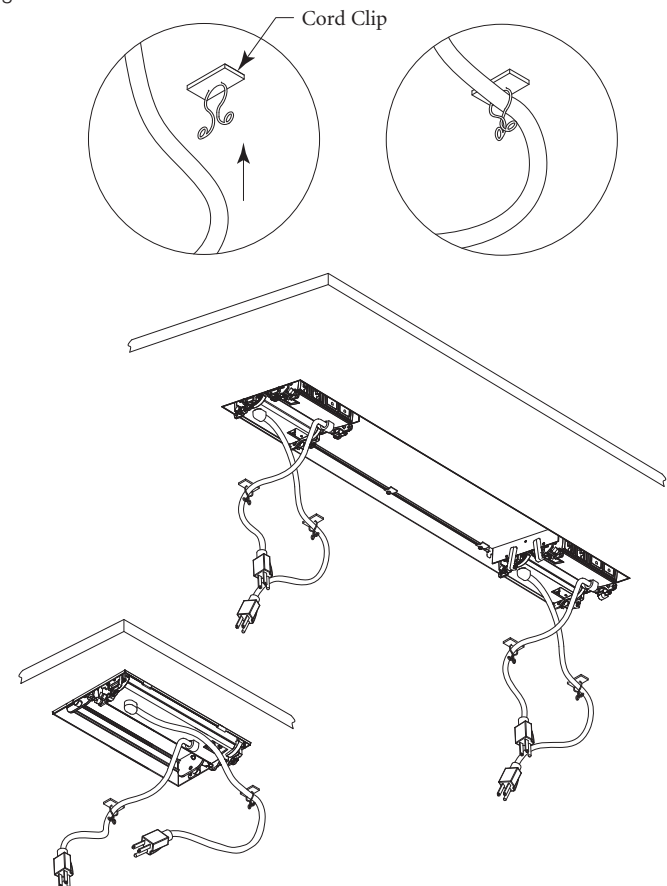


Figure C



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