

# Assembly Instructions ■

## Barron® & Portico™ Tables

Fixed Base  
Lightweight and Short Fold T-Base  
Flip-Top

August 2016



Figure 1

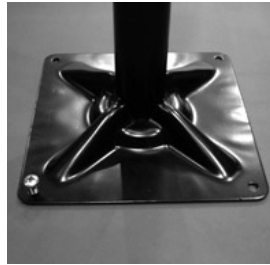


Figure 2

### Fixed Base Table

#### Tools Required

- Phillips Screwdriver

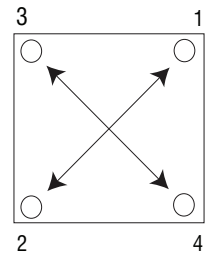
#### Hardware Included for T-Base

- (8) #14 x 1" Wood Screws


#### Hardware Included for X-Base

- (4) #14 x 1" Wood Screws

1. Position base assembly on underside of table top (Figure 1).
2. Secure with Phillips head screws in the following "X" pattern, not to exceed 60 in/lbs of torque (Figure 2).



3. Regularly check screws to be sure they remain snug.

 **CAUTION** 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.

# ■ Barron® & Portico™ - Lightweight and Short Fold T-Base Folding Table

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.

## Lightweight and Short Fold T-Base Folding Table

### Tools Required

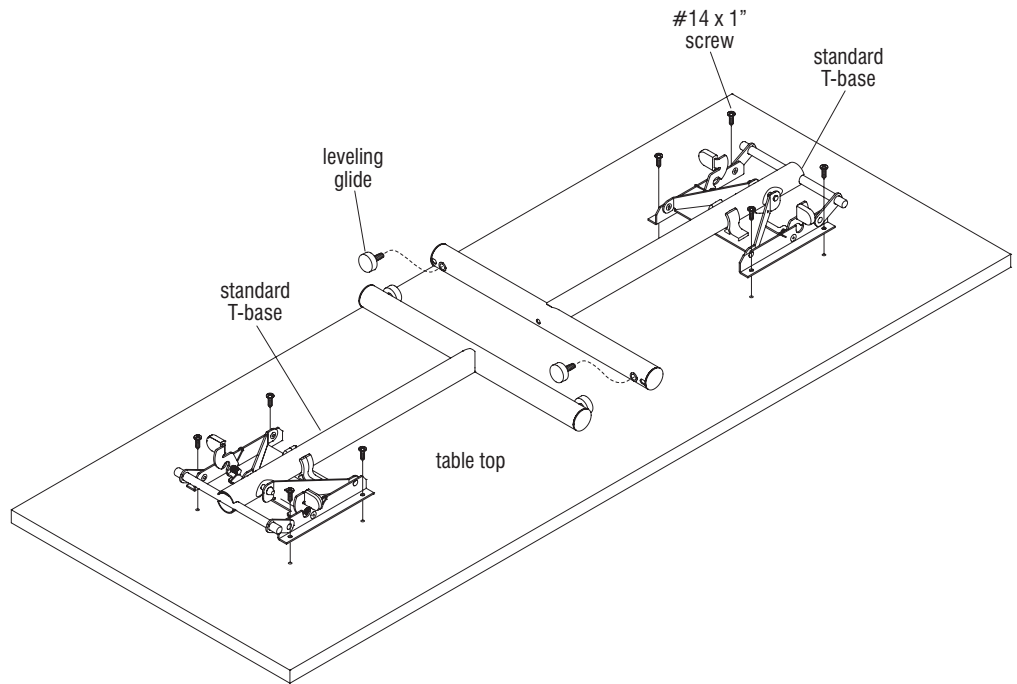
- Phillips Screwdriver

### Hardware Included for T-Base

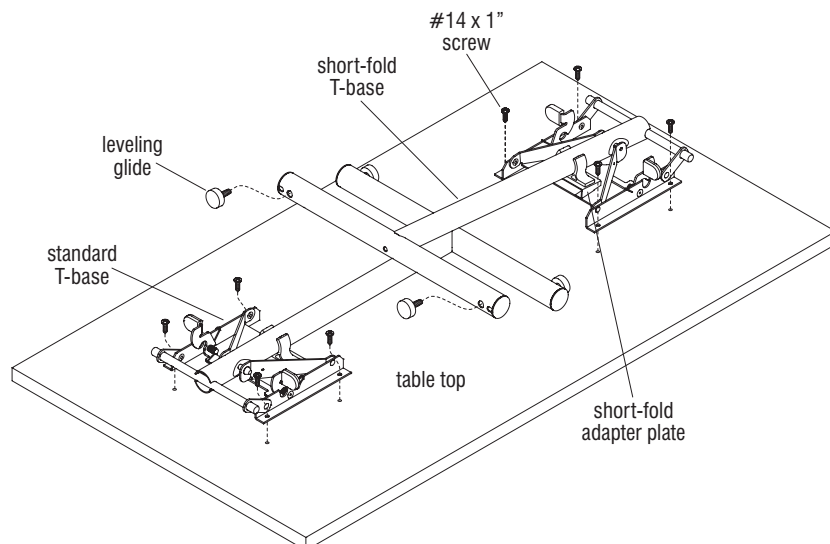
- (8) #14 x 1" Wood Screws

**Note:** The instructions below illustrate the assembly of both the lightweight folding T-base (Figure 3) and the short fold T-base (Figure 4). The item that is required to make the base a short fold base is the short fold adapter plate (Figure 4). It is only on one T-base of each pair. The adapter plate allows the folded leg to be clamped shut while overlapping the opposite T-leg.

1. Place the table top upside down onto a soft protective surface (Figures 3 & 4).
2. Locate the four pre-drilled holes at each end of the table. Align the holes of each T-base with the pre-drilled holes in the table. The folded legs of the T-bases must be positioned toward the center of the table (Figures 3 & 4). If installation requires a short fold base (Figure 4), the short fold leg must be positioned over the standard leg.
3. Secure bases to the table with four #14 x 1" wood screws provided, not to exceed 60 in/lbs of torque (Figures 3 & 4).



**Figure 3 - Lightweight Folding T-Base**



**Figure 4 - Short Fold T-Base**



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.

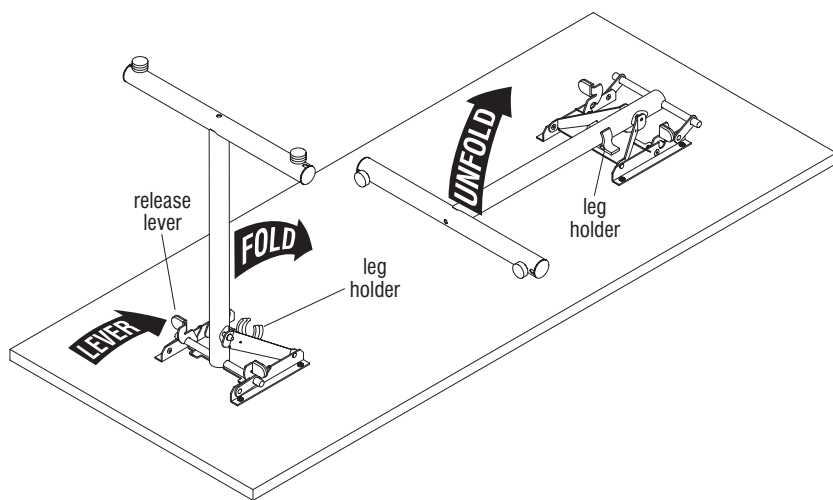


Figure 5 - Lightweight Folding T-Base

### Lightweight and Short Fold T-Base Folding Table Operation

#### To UnFold Table

1. Place table top upside down onto a soft protective surface (Figure 5).
2. Unsnap table leg from leg holder. Lift leg to a 90° angle making sure the base locks securely into place (Figure 5).
3. Repeat step 2 for other leg.

#### To Fold Table

4. Place table top upside down onto a soft protective surface (Figure 5).
5. While depressing either one or both of the gray release levers on either side of the leg base, push the leg down toward the center of the table. Snap the leg into the plastic leg holder (Figure 5).
6. Repeat step 5 for other leg.
7. If all four glides do not come in contact with the floor, adjust appropriate glide(s) in or out to stabilize table (Figure 5).
8. While in the folded position, the spacing bumpers provide protection for the top surface of an adjacent table when tables are leaned against each other (Figure 5).

**Caution:** The spacing bumpers should not be used to stack tables flat on the floor. Tables are unstable when stacked in this manner and could result in personal injury and/or product damage.

# ■ Barron® & Portico™ - Flip-Top Table

## 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.

### Flip-Top Table Assembly

#### Tools Required

- Phillips Screwdriver

#### Hardware Included for Flip-Top T-Base

- (12) #14 x 1" Wood Screws

#### Hardware Included for Flip-Top X-Base

- (6) #14 x 1" Wood Screws

1. To avoid scratching the table top, place face down onto a soft protective surface (Figure 6).
2. Position base assembly on underside of table top, aligning holes in base assembly with pre-drilled holes in table top. Attach using the six #14 x 1" screws, not to exceed 60 in/lbs of torque. Close flip-top mechanism by pulling base to a vertical position. Base is secure when mechanism "clicks". Stand table upright (Figure 6).

### Flip-Top Table Operation

#### For Use

1. Pull top down until mechanism "clicks" shut (Figure 7).

#### For Storage

1. Push down on release tab and lift up on table top (Figure 7).

**Note:** refer to page 7, Figures 10 & 11 for more information on flip-top table operating instructions.

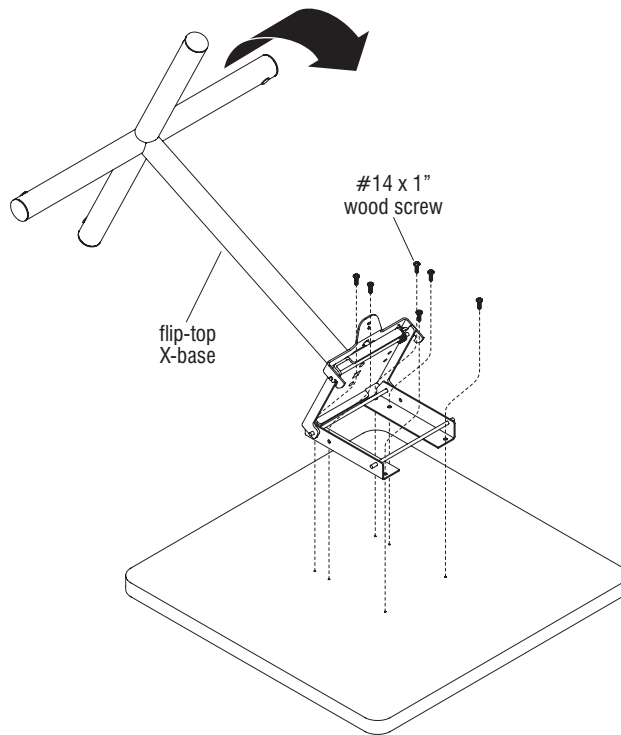


Figure 6 - Flip-Top Table

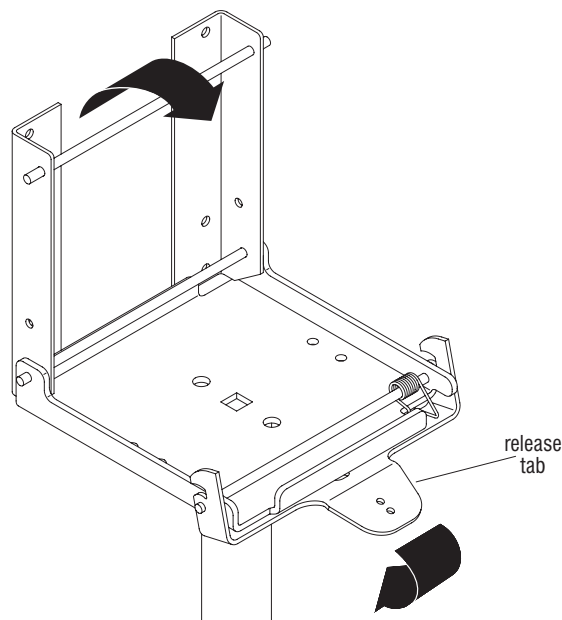


Figure 7



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.

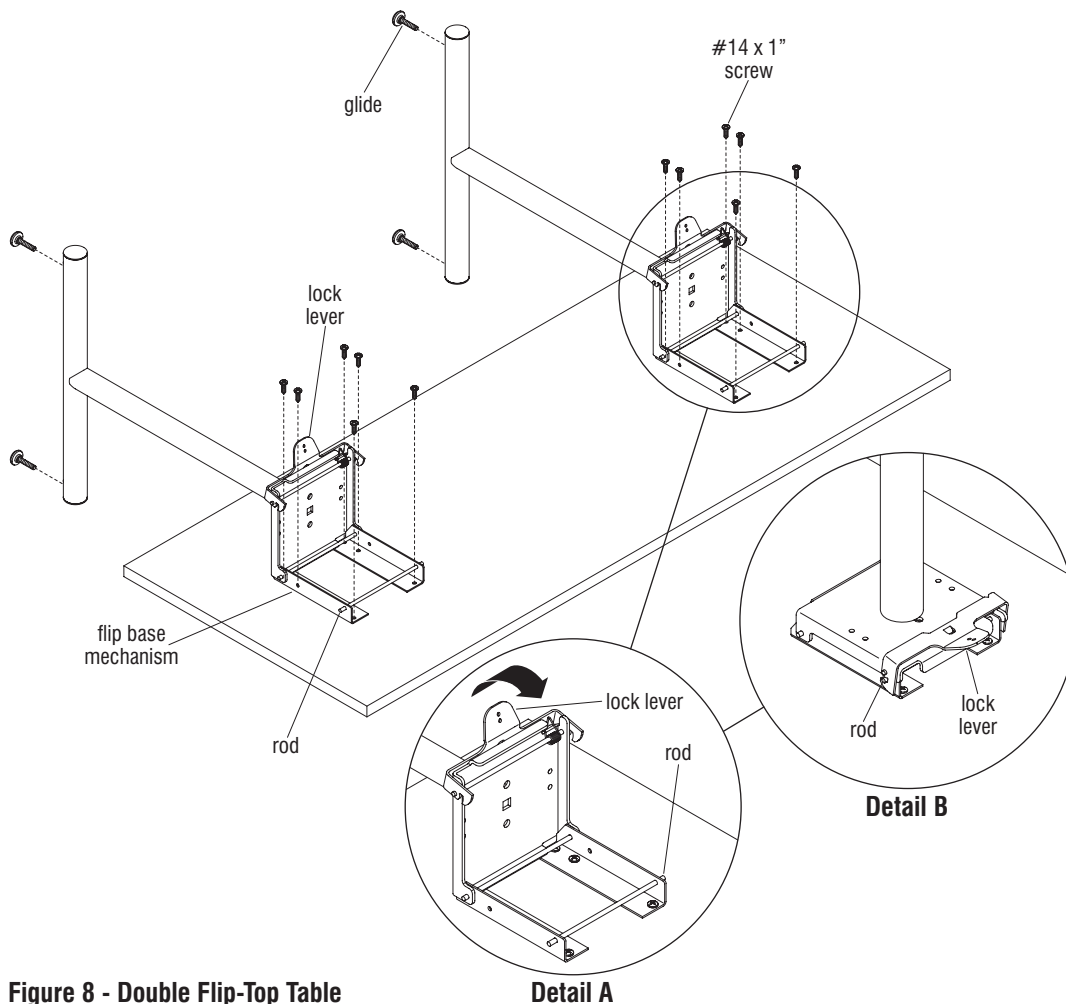


Figure 8 - Double Flip-Top Table

### Double Flip-Top Table Assembly

#### Tools Required

- Phillips Screwdriver
- $\frac{3}{16}$ " hex wrench (Allen wrench)
- $\frac{3}{8}$ " wrench
- $\frac{7}{16}$ " wrench

#### Hardware

- Twelve #14 x 1" screws
- Four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " Socket Head Cap Screws with patch
- Four  $\frac{1}{4}$ -20 Nuts
- Two #10-32 x  $\frac{1}{2}$ " Phillip Head Pan Heads Screws with locking washer
- Two #10-32 Cap Nuts

#### Base Installation

1. Unpack table bases and table top.
2. To avoid scratching the table top, place it finish side down on a soft protective material.
3. Unlock and open flip base mechanisms, position base assemblies on underside of table top, aligning holes in base assemblies with pre-drilled holes in table top. Attach each base to the top using four #14 x 1" screws in the four front holes (Figure 8 & Detail A).
4. Close flip-top mechanisms by pulling base to a vertical position. Bases are secure when lock level engages rod (Detail B).
5. Finally, insert and tighten two #14 x 1" screws to the back of bases, Insert glides into base feet and stand table upright (Figure 8).

**Note:** Two people are required to turn table to the up-right position.

# ■ Barron® & Portico™ - Double Flip-Top Table

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.

## Cross Tube Assembly

6. With table upright, disengage flip mechanisms and flip table top up until it stops (Figure 9).
7. Position cross tube under the opened table bases as illustrated. The large holes in the cross tube should face the floor. Using a  $\frac{3}{16}$ " hex wrench (Allen wrench) insert  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " cap screw into the large hole in the cross tube, align and insert the screw in a hole in the flip base lower plate. From the top, attach  $\frac{1}{4}$ -20 cap screw to the nut and screw finger tight to hold it to plate. Install other screws and nuts to cross tube and base plates. Tighten hardware securely (Detail D).

## Handle To Lock Levers Assembly

**Note:** Without handle installed it will take two people to flip table open.

8. Position a handle over the lock levers as illustrated, with the rib side up. Insert a #10-32 screw with washer into a hole in the handle and through the bottom hole in a base lock lever. Attach a #10-32 nut to the screw finger tight. Insert the other screw with washer through the other handle hole and bottom base lever hole and attach nut. Using a Phillips screwdriver and  $\frac{3}{8}$ " wrench tighten screws and nuts securely (Detail C).
9. Grasp table top firmly and lower into place, press down on top to lock it into place.
10. Lift up slightly on front edge of top to ensure it is locked in place. Apply more downward pressure if it is not engaged.
11. Table should lock and unlock easily. Loosening and re-adjusting the cross tube and handle may be required to obtain a smooth operation (Detail D).

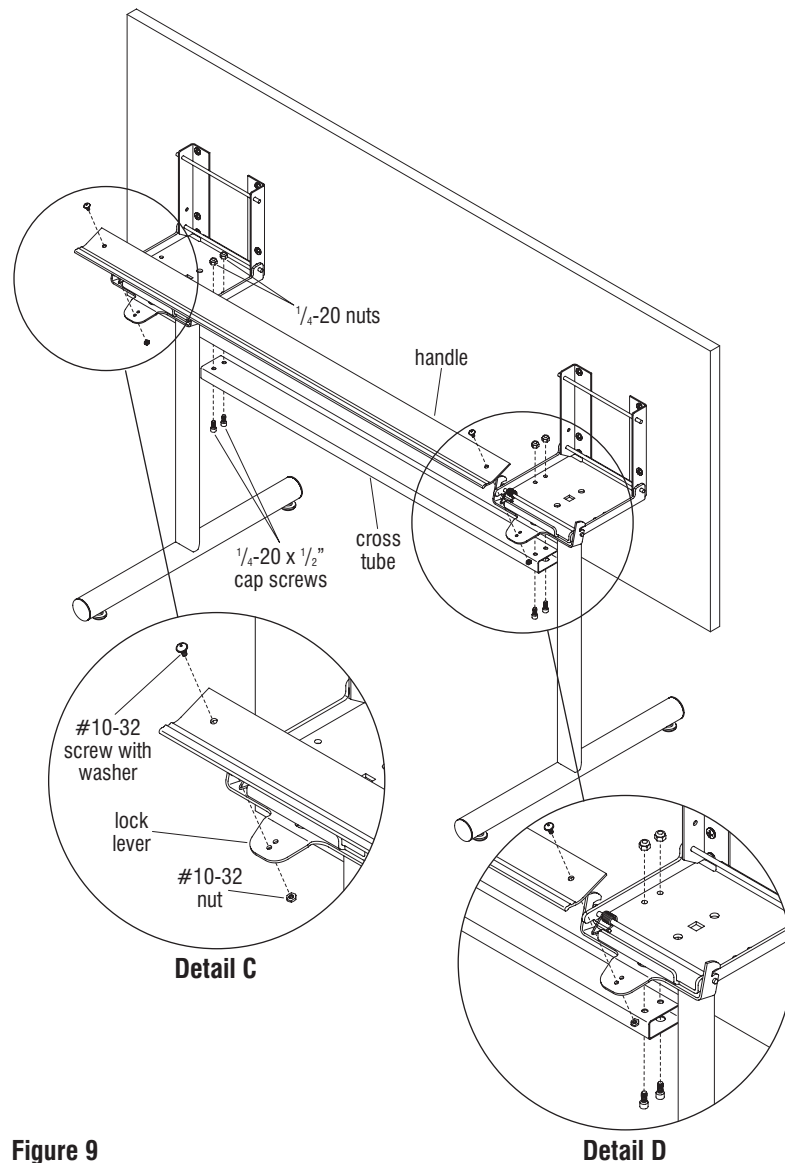


Figure 9



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.

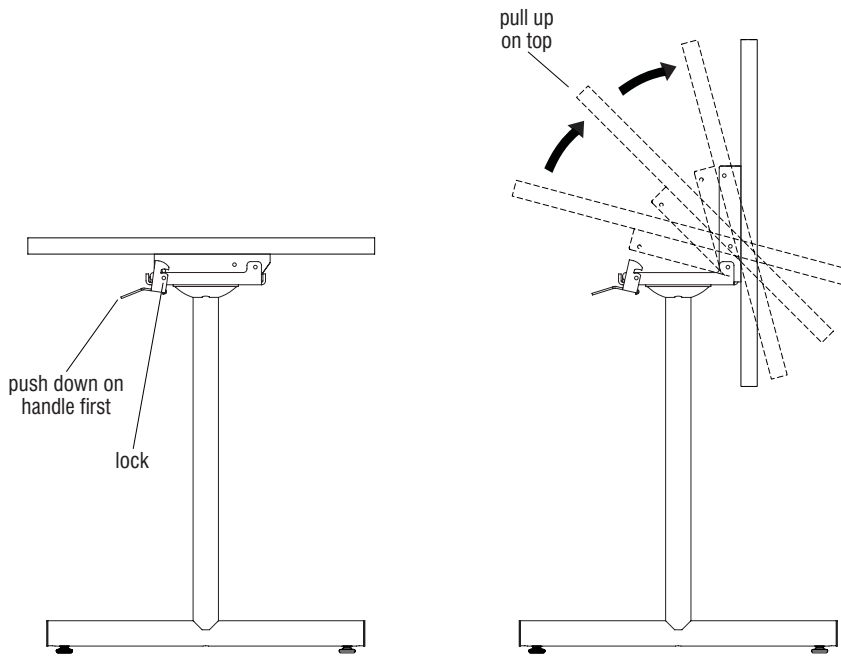


Figure 10

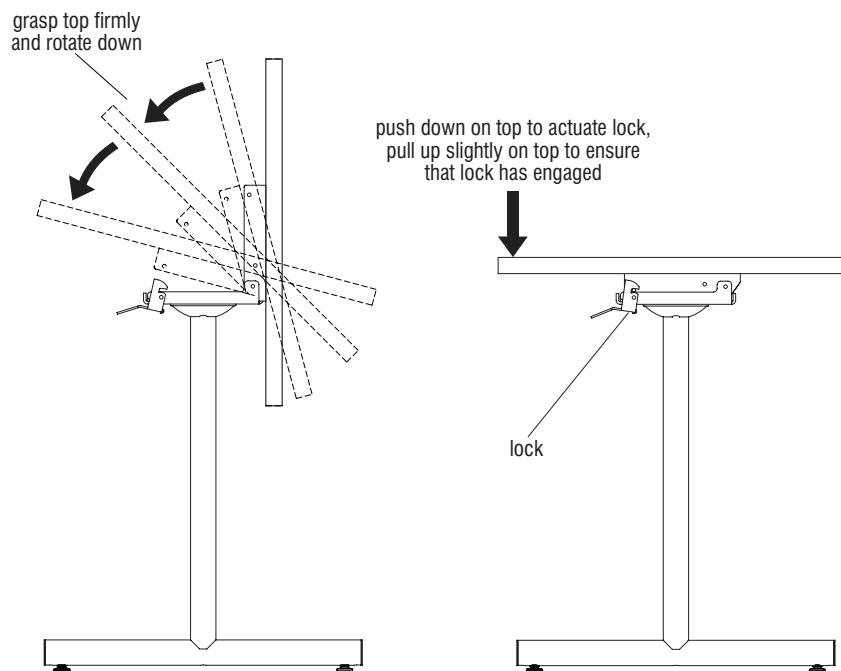


Figure 11

### Operating Instructions

#### For Storage

1. To rotate into storage position push down on the handle and lift top up until it stops (Figure 10).

#### For Use

1. Grasp table top firmly, lower into place and press down on front edge to lock the table top into place (Figure 11).
2. Lift up slightly on front edge of top to ensure it is locked in place. Apply more down ward pressure if it is not engaged (Figure 11).

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