



Height Adjustable Tables

installation guide

FOR MORE INFORMATION, CONTACT INSTALLATION SERVICE

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Table of Contents

General Instructions	1 03
Table of Contents	1
Installation Checklist	2
Care and Maintenance	3
Height Adjustable Table Base Installation	4 17
2-Legged Height Adjustable Base Installation.....	4
3-Legged Height Adjustable Base Installation.....	11

Installation Checklist

Perform a site inspection prior to the installation date to check existing site conditions and identify constraints and limitations that could possibly cause delays or problems during the actual installation.

SITE ACCESSIBILITY

1. Verify existing loading facilities and proximity of loading dock to staging area.
2. Verify if receiving area is accessible by trailer.
3. Verify access to service elevators.
4. Reserve service elevators in advance, if necessary.

SITE PREPARATION

1. Clear all obstacles that could interfere with the installation process.
2. When doing a reconfiguration, ensure that all furniture to be re-used are clear of computers, accessories, books, papers and all personal effects.
3. Ensure that all live wires and data/communications wires are disconnected prior to installation.

FURNITURE PLANS

1. Labeled furniture plans for installation purposes are located in the hardware box. Ensure that drawings are complete and handy before beginning installation.

STAGING

1. If damages are noticed upon opening the trailer, these must be noted by the receiver on the Bill of Lading. Also note any imperfections or missing components discovered while unpacking the furniture. This information is necessary when requesting for product replacement and shipping claims.
2. Unpack products in the general order of installation (refer to Installation Sequence).

WASTE MANAGEMENT

1. Establish a trash removal area separate from the product staging area.

Care & Maintenance

Laminates

Dust laminated surfaces for regular maintenance. Clean any dirt or stain with a damp cloth. Do not use an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

Painted Metals

Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasive.

THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID WARRANTY.

2- legged height adjustable table base installation

1. Take the main frame out of the box and place it on a clean, solid surface or floor (Figure 1). For worksurface, 46 inches in length, go to step 2 and for worksurface 48 to 72 inches in length, proceed to step 6.
2. Remove half of the main frame by sliding it out. Set it aside (Figure 2).

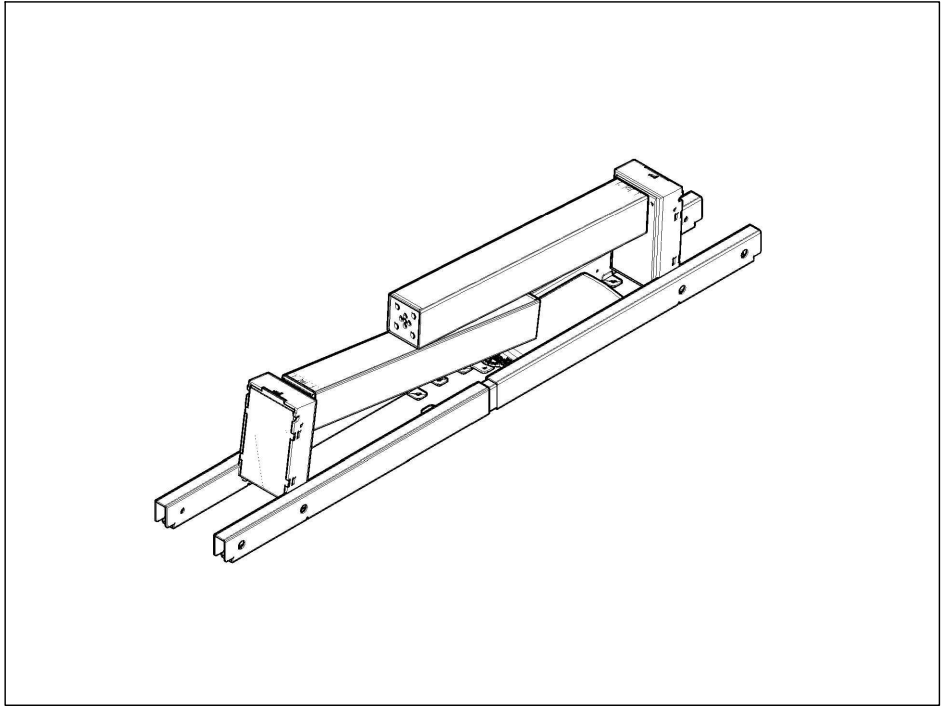


FIGURE 1

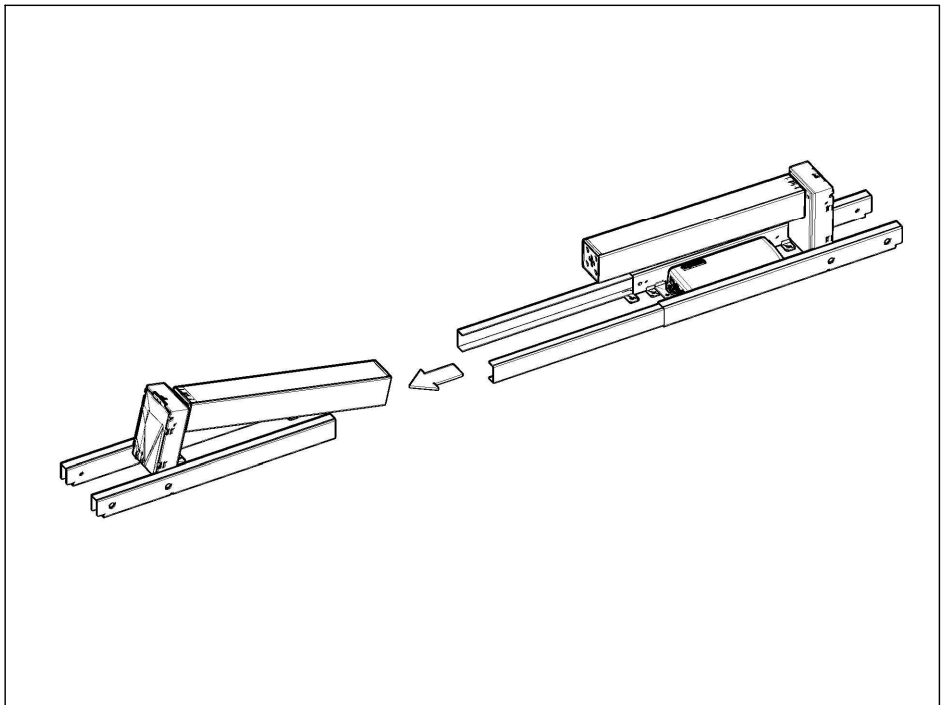


FIGURE 2

2- legged height adjustable table base installation (cont'd)

3. Remove the channels by sliding them out (Figure 3).
4. Insert the other channels provided by sliding them into the main frame (Figure 4) .

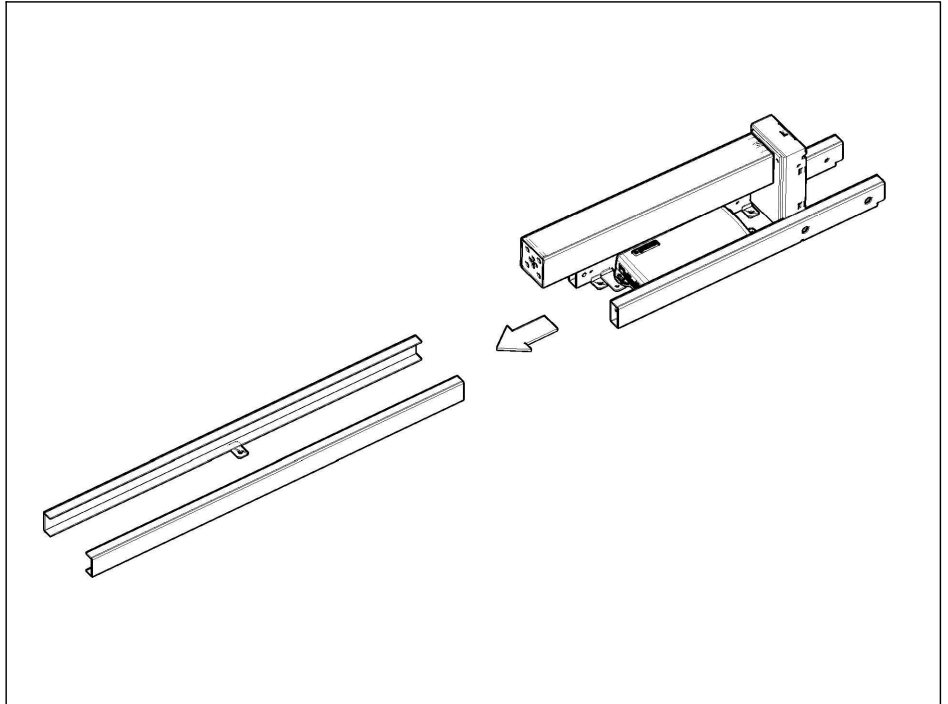


FIGURE 3

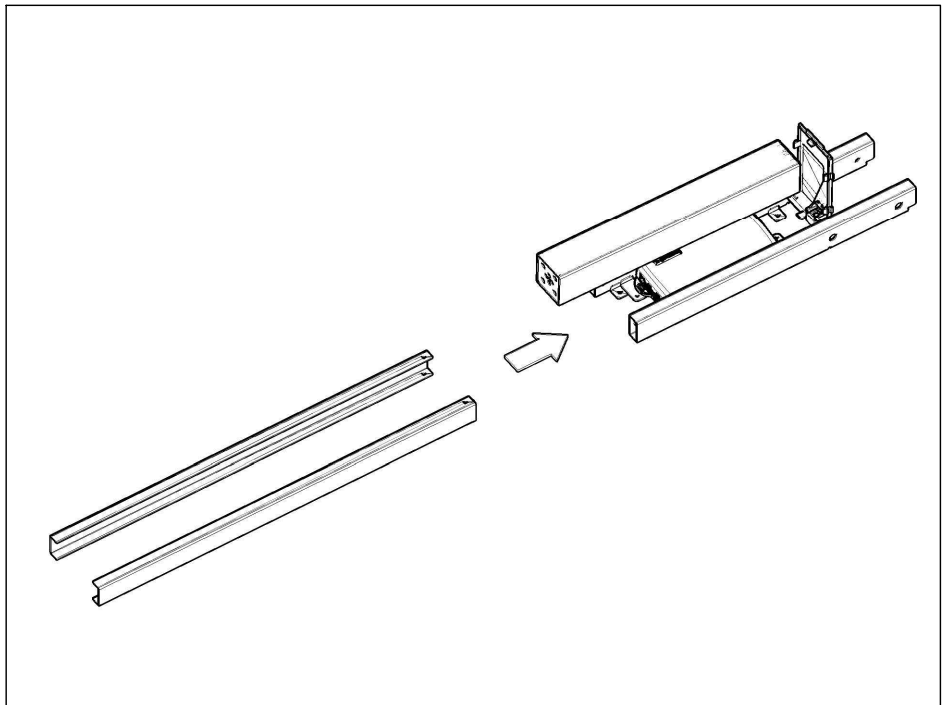


FIGURE 4

2- legged height adjustable table base installation (cont'd)

5. Put back the half of the main frame by sliding it into the channels (Figure 5).
6. Put the main frame on the back side of the worksurface (Figure 6).

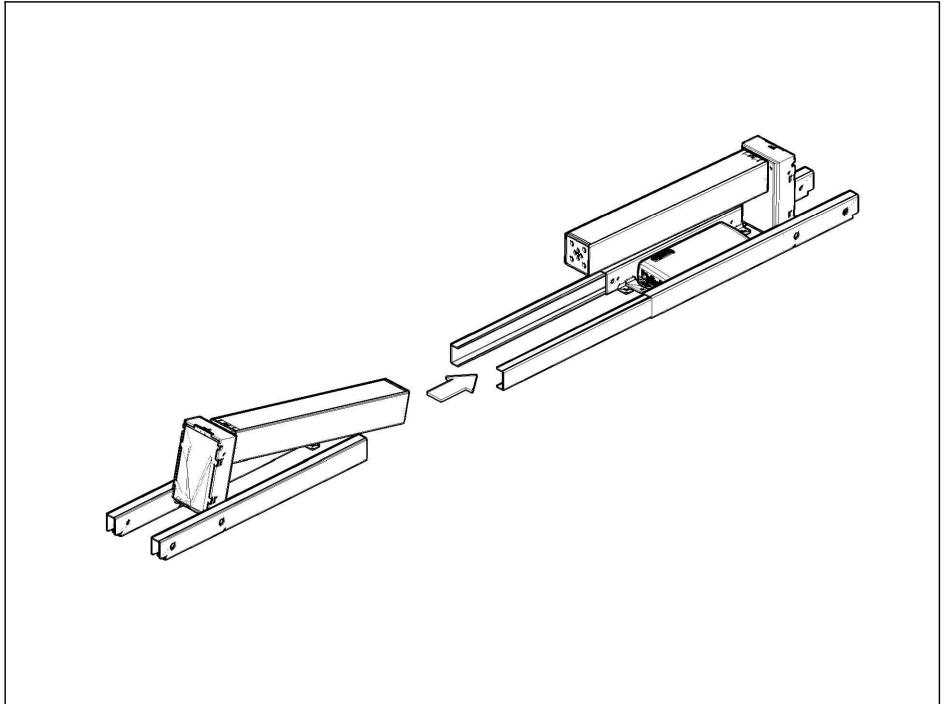


FIGURE 5

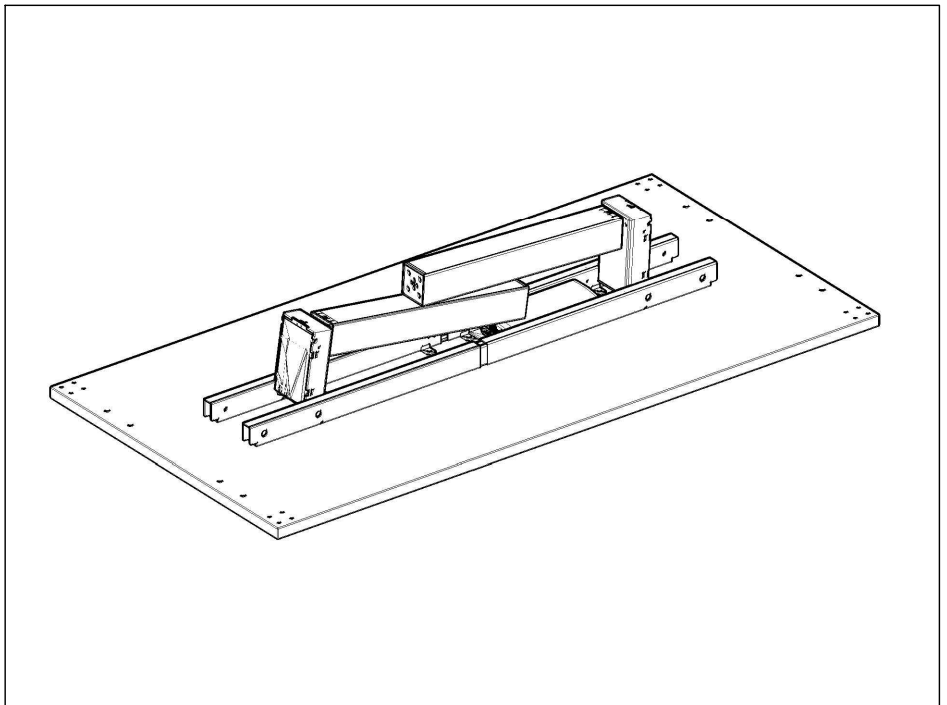


FIGURE 6

2- legged height adjustable table base installation(cont'd)

7. Install the top side frame to the main frame by inserting it into the main frame (Figure 7).
8. Set the column straight, then tie up the screws inside the main frame (Figure 8).

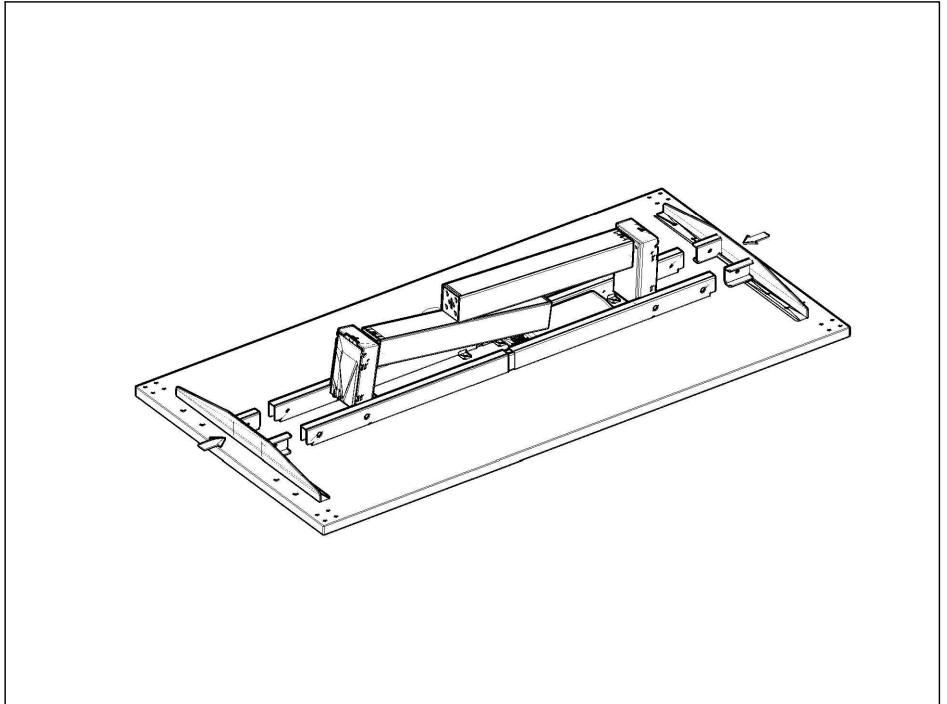


FIGURE 7

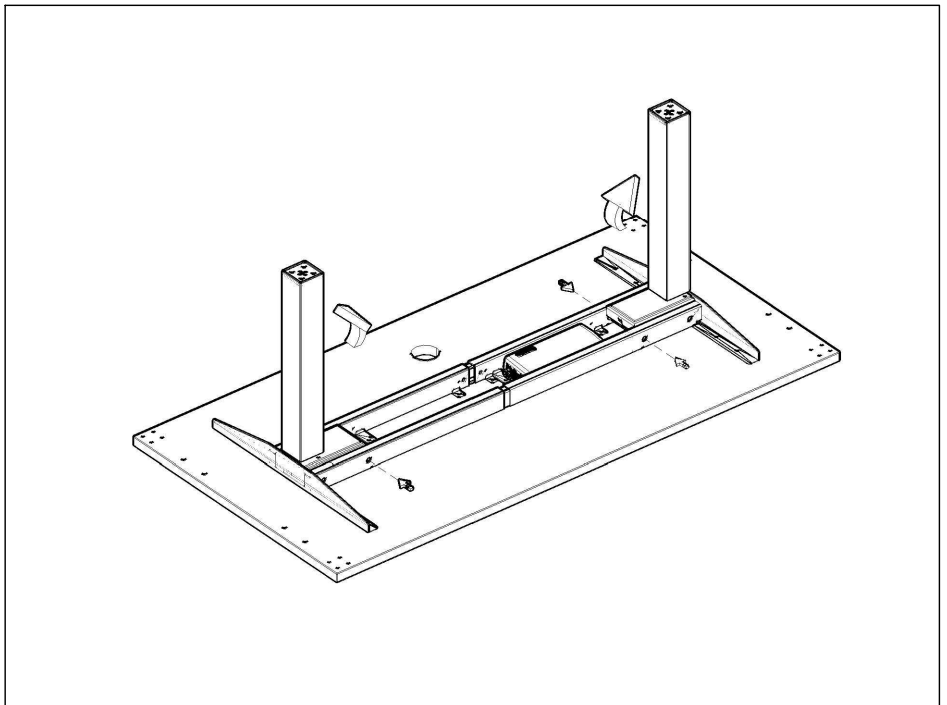
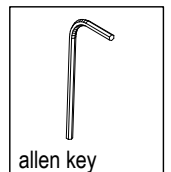


FIGURE 8

tools & hardware needed



2- legged height adjustable table base installation (cont'd)

9. Install M6 x 15 machine screws using 5 mm allen wrench (Figure 9).
10. Adjust the width by aligning the holes of the side frame and pre-drilled holes of the worksurface with #10-24 x $\frac{5}{8}$ " machine screws, (Figure 10).

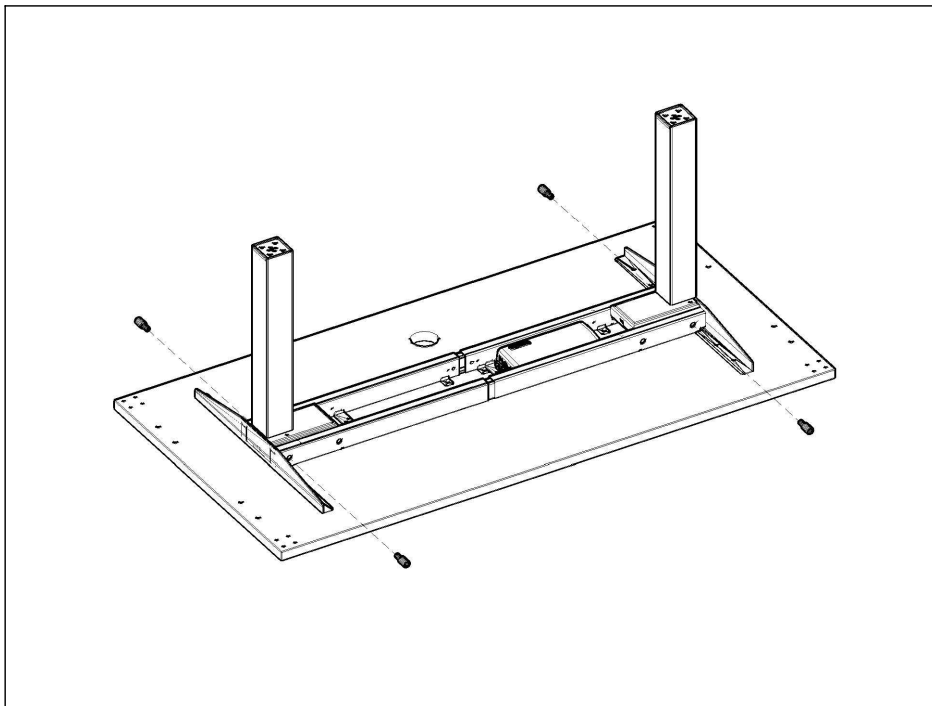


FIGURE 9

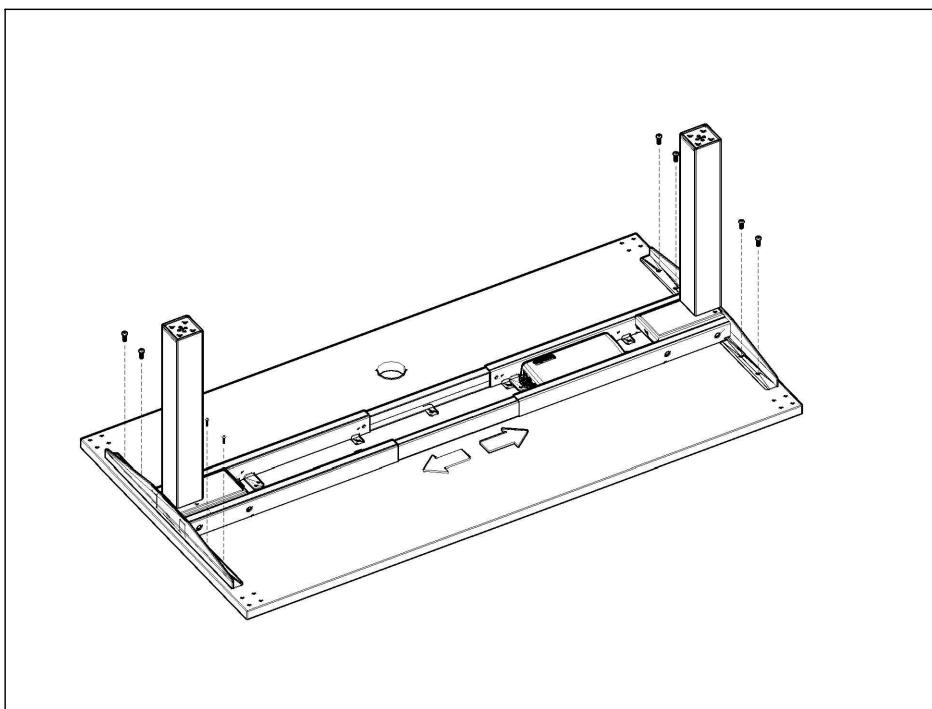


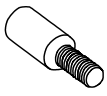


FIGURE 10

tools & hardware needed

		
5 mm allen key	10-24x $\frac{5}{8}$ " mach. screw, 8 pcs	M6 x 15, 4 pcs

2- legged height adjustable table base installation (cont'd)

11. Install the handset with 4 x 25 cross-head, then secure the worksurface with 5 x 20 cross-head screw (Figure 11).
12. Tie up the tailstock screws at the inner side of the main frame (Figure 12).

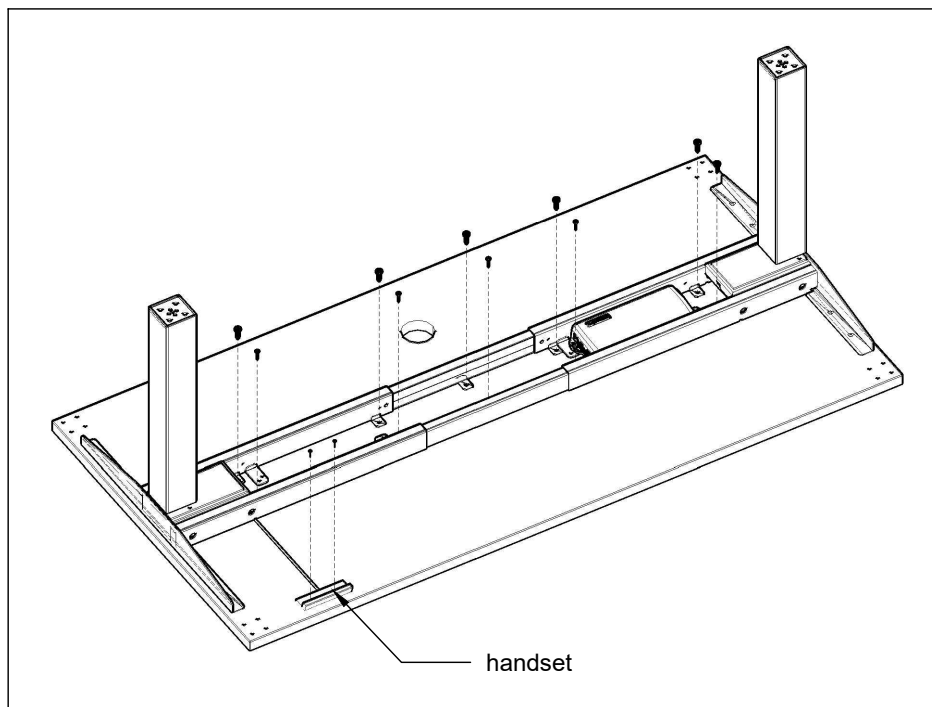


FIGURE 12

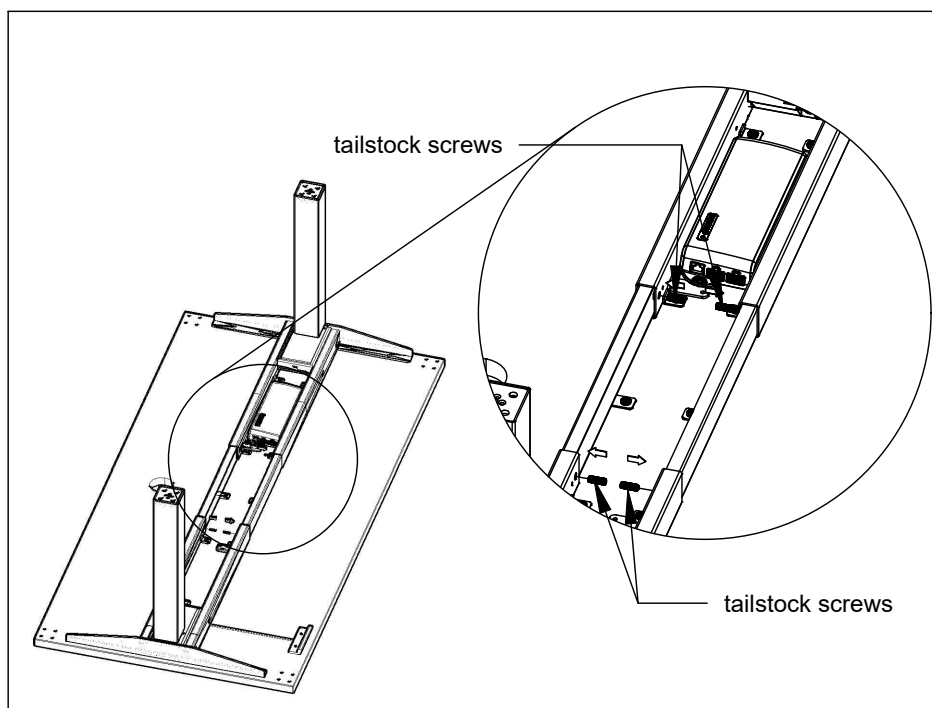








FIGURE 13

tools & hardware needed

					
measuring tape	cross-head screw driver	4 mm allen key	4x25 cross-head screw, 2 pcs.	5x20 cross-head screw, 10 pcs.	tailstock screw (pre-installed)

2- legged height adjustable table base installation (cont'd)

13. Install the foot with M10 x 35 machine screws using 5 mm allen screw wrench, then install the glides (Figure 14).
14. Flip over the table (Figure 15).

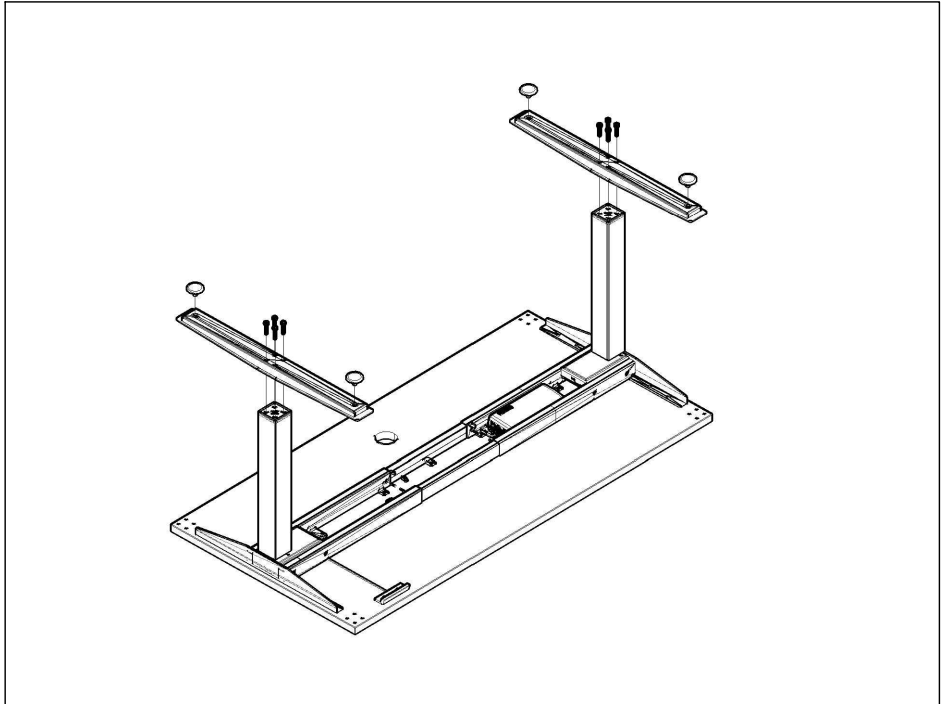


FIGURE 14

CAUTION

RESET THE DESK BEFORE

1. Press the ▲▼ buttons at the same time for 3 seconds.
2. Continue pressing the buttons until both columns are in lowest position.
3. When finish reset, the control box makes a sound and the buttons can be released.
4. Now the system is operational.

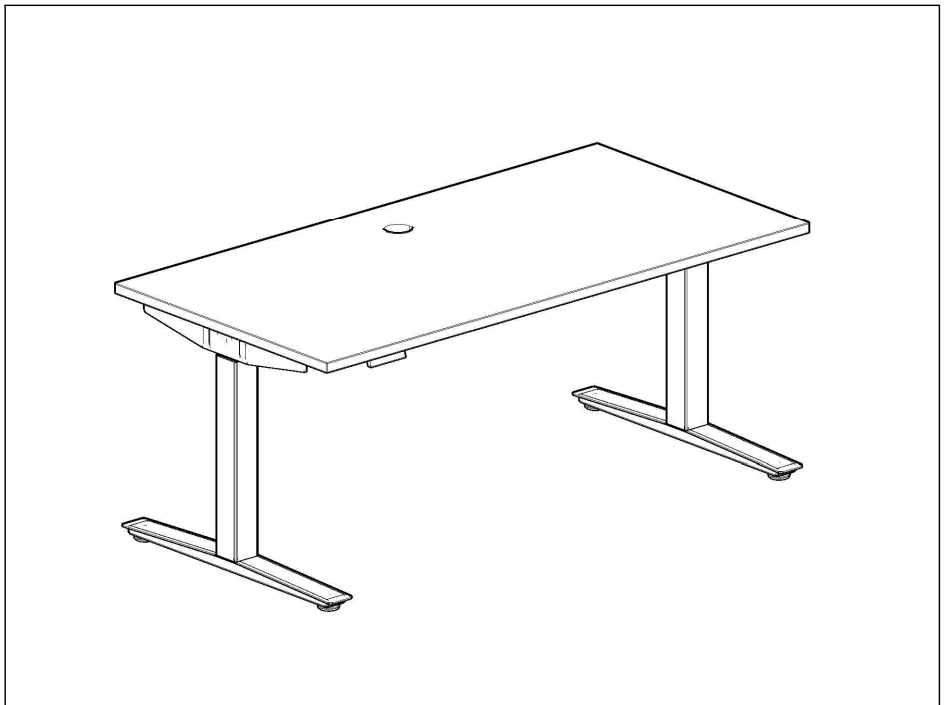
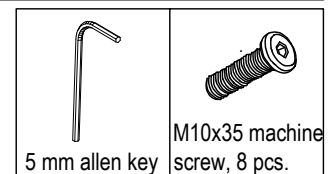


FIGURE 15

tools & hardware needed



3-legged height adjustable table base installation

1. Take the main frame out of the box and place it on a clean, solid surface or floor (Figure 1).
2. Remove half of the main frame by sliding it out. Set it aside (Figure 2).

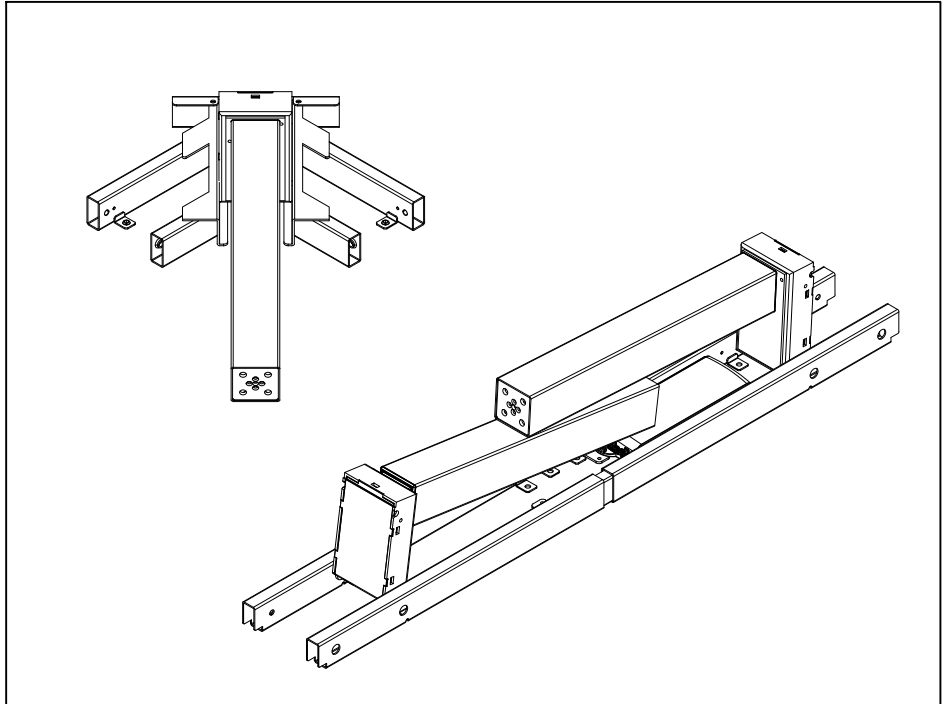


FIGURE 1

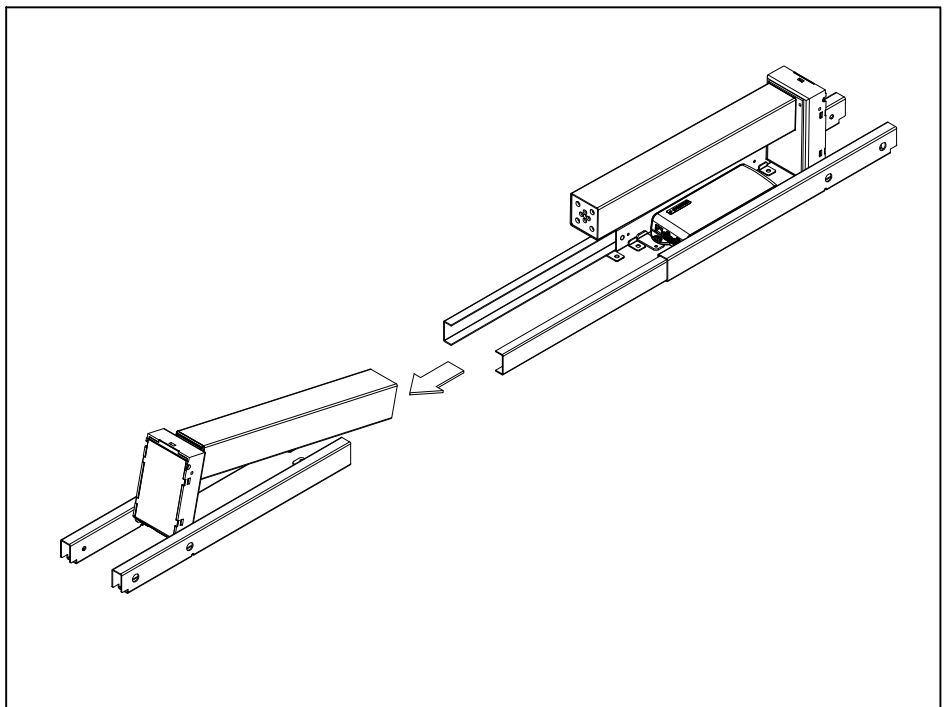


FIGURE 2

3-legged height adjustable table base installation (cont'd)

3. Remove the existing channels by sliding them out (Figure 3).
4. Identify and match the channel length with the worksurface width (Figure 4) .

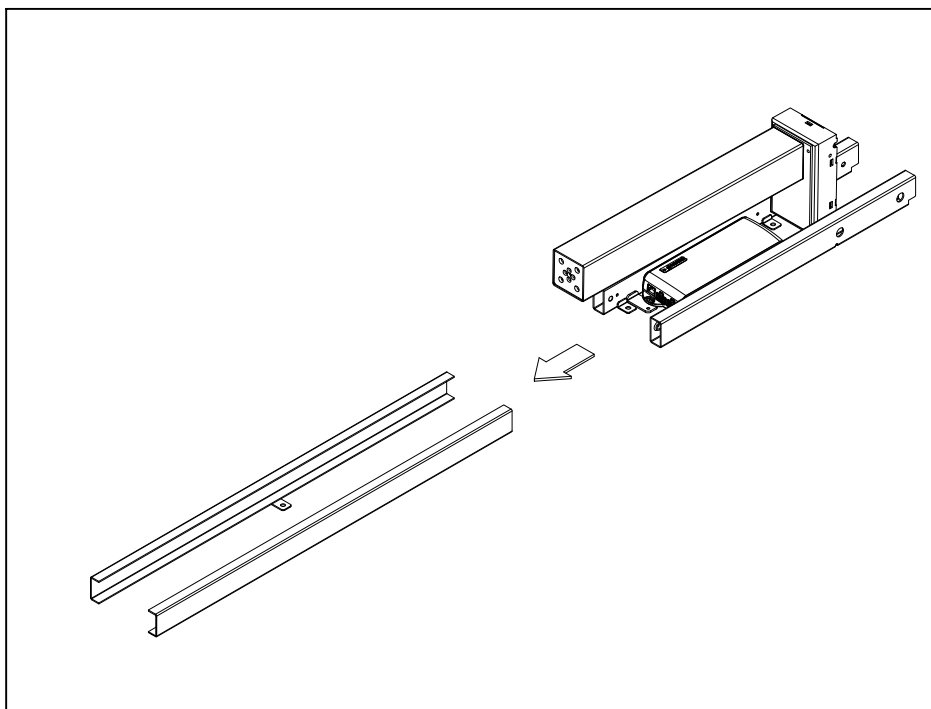


FIGURE 3

SURFACE WIDTH	BEAM LENGTH
46" - 60"	20.7"
66" - 76"	39.0"
78" - 90"	51.6"

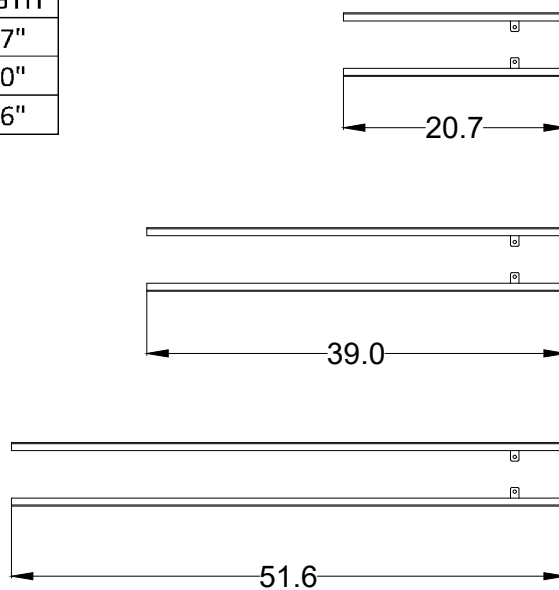


FIGURE 4

3-legged height adjustable table base installation (cont'd)

5. Slide the channels inside, with the screw mount into the corner leg (Figure 5).
6. Put the main frame on the back side of the worksurface (Figure 6).

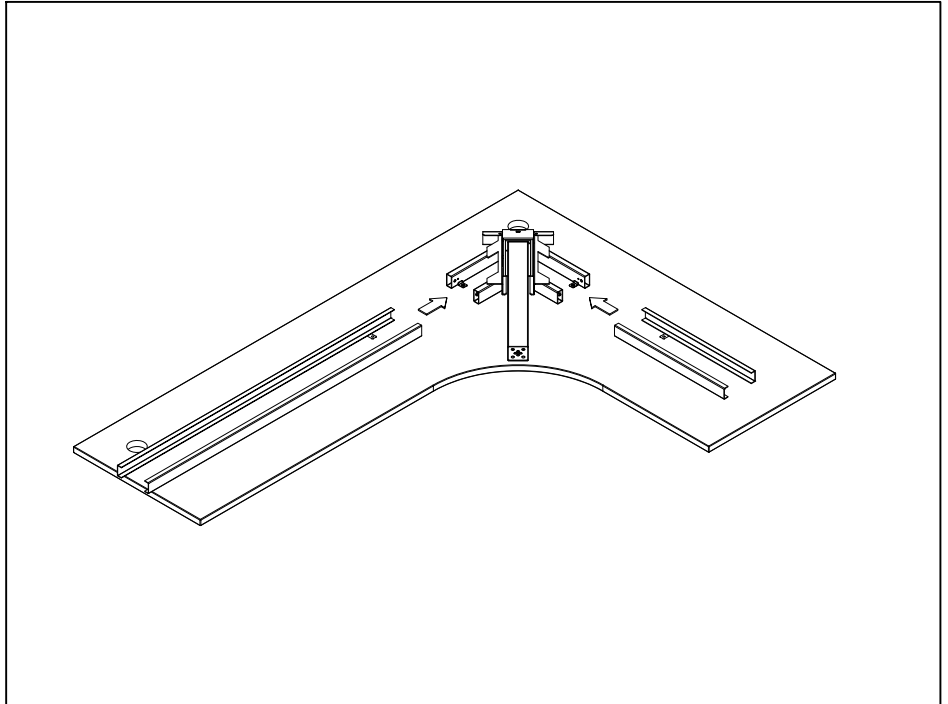


FIGURE 5

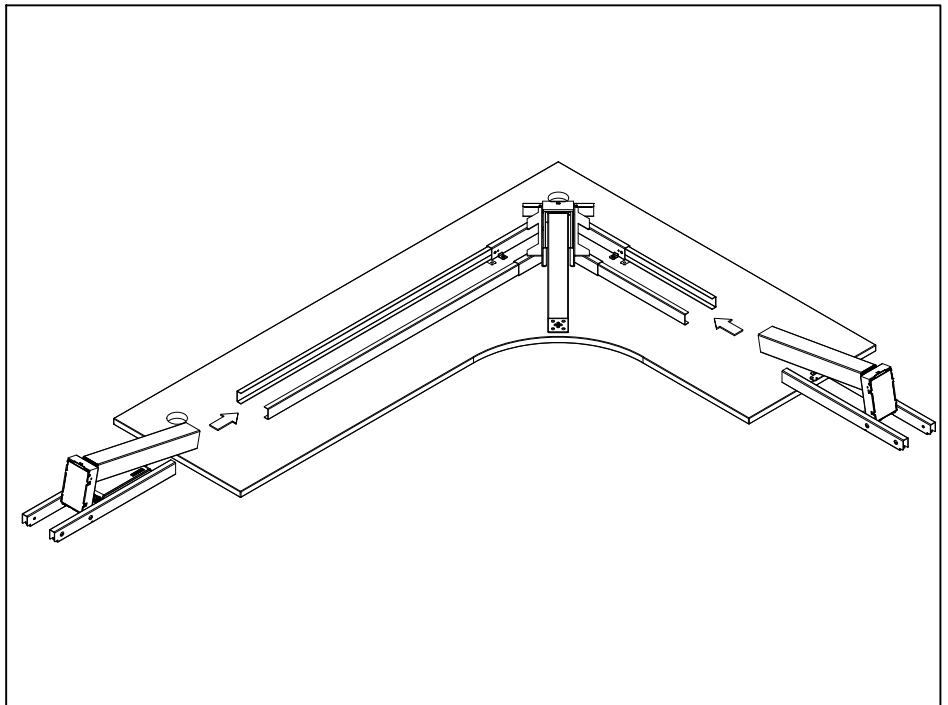


FIGURE 6

3-legged height adjustable table base installation (cont'd)

7. Install the top side frame to the main frame by inserting it into the main frame (Figure 7).
8. Set the column straight, then tie up the screws inside the main frame (Figure 8).

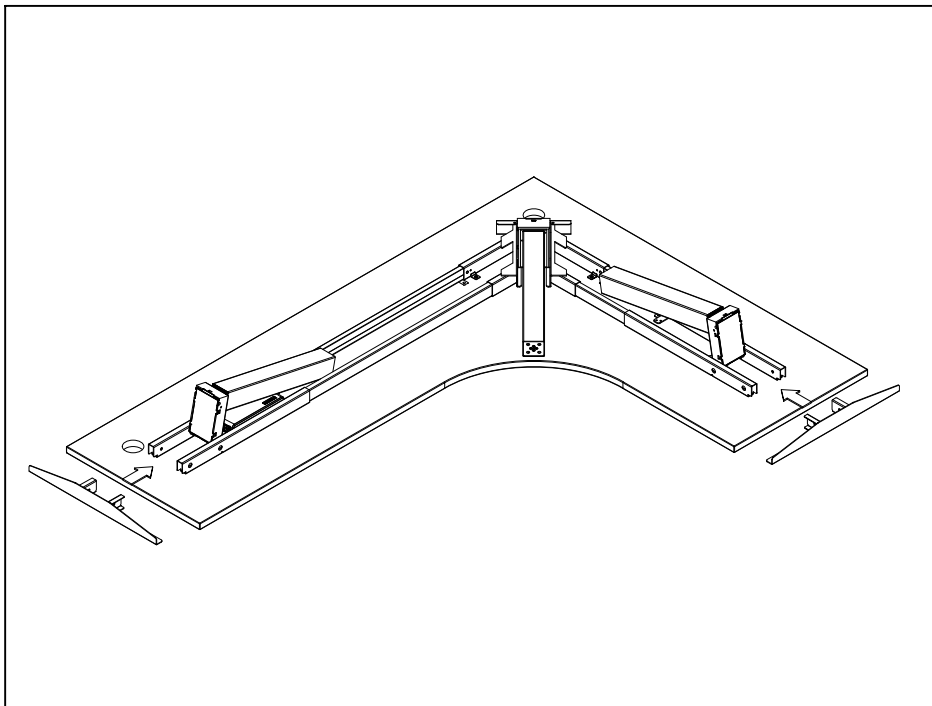


FIGURE 7

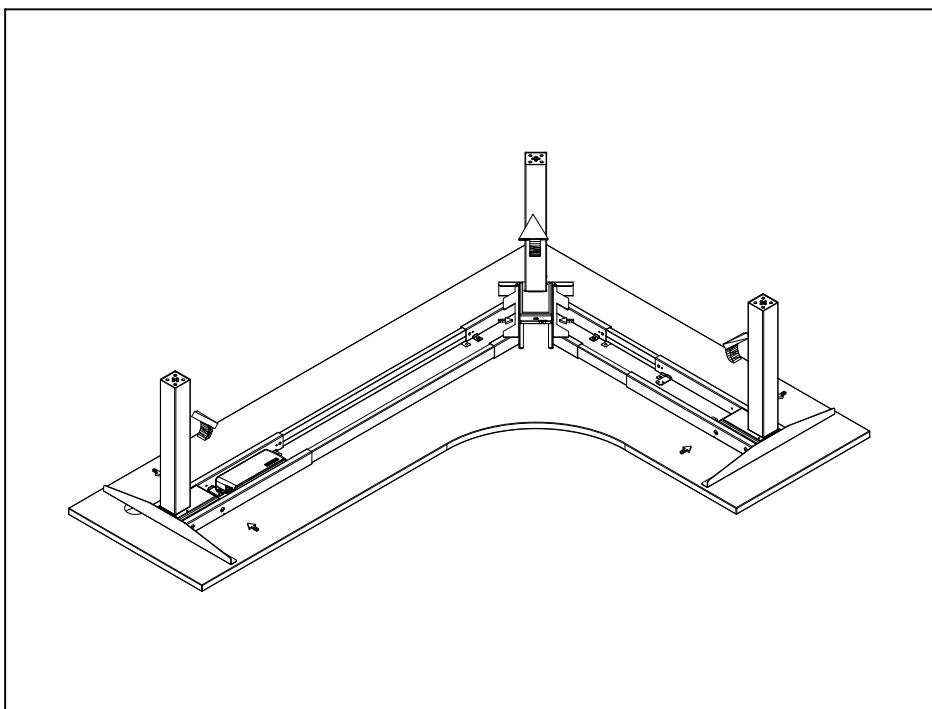
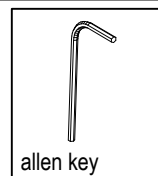


FIGURE 8

tools & hardware needed



3-legged height adjustable table base installation (cont'd)

9. Install M6 x 15 machine screw using 5 mm allen wrench (Figure 9).
10. Adjust the width by aligning the holes of the side frame and pre-drilled holes of the worksurface with #10-24 x $\frac{5}{8}$ " machine screws, (Figure 10).

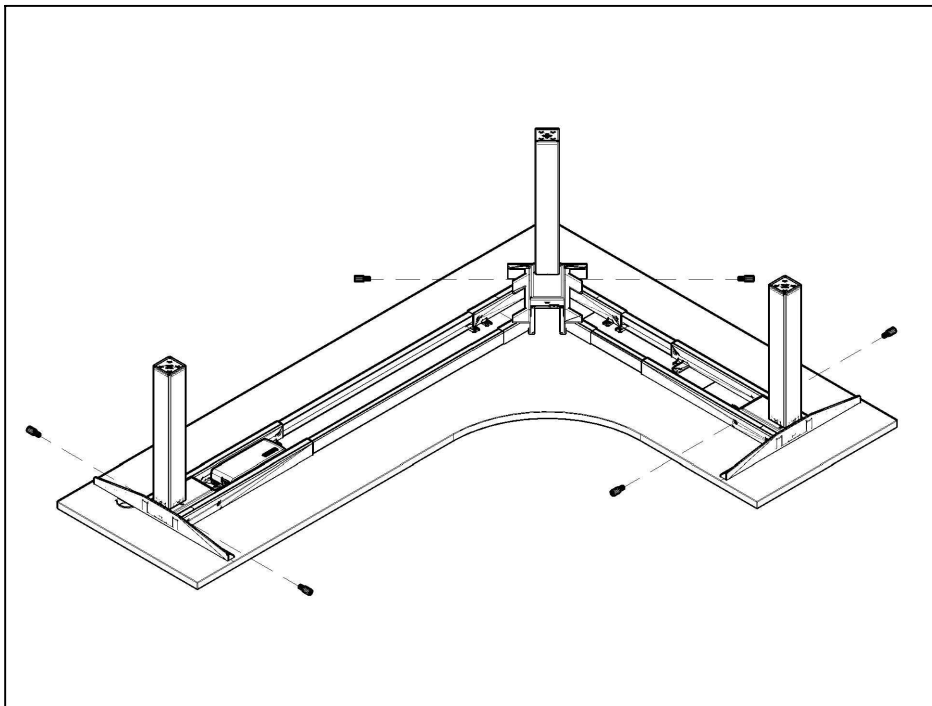


FIGURE 9

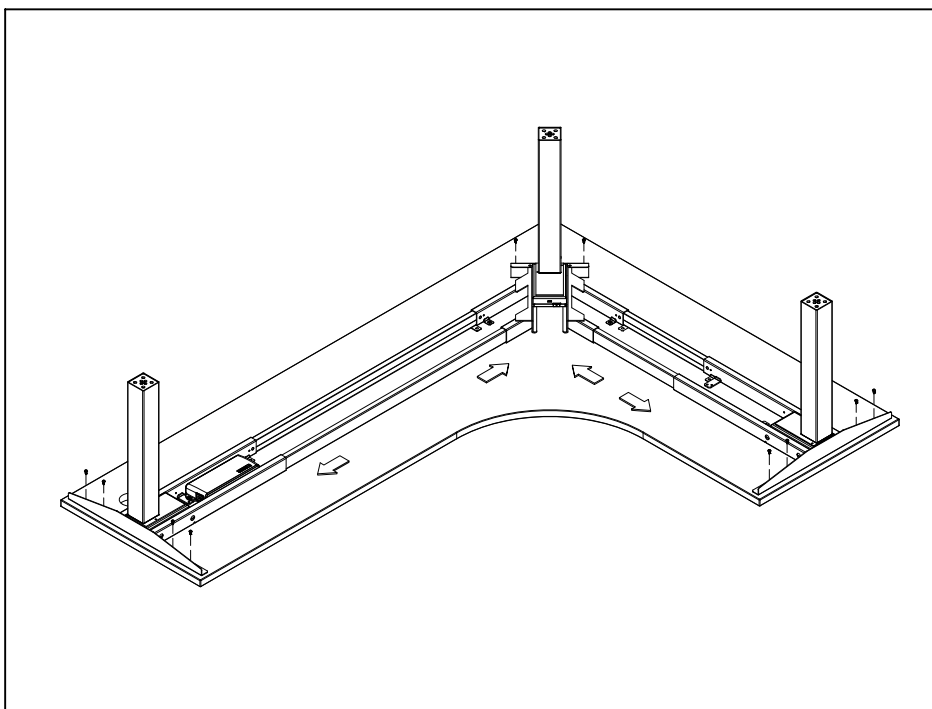


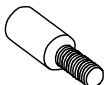


FIGURE 10

tools & hardware needed

		
5 mm allen key	10-24x $\frac{5}{8}$ " mach. screw, 8 pcs	M6 x 15, 4 pcs

height adjustable corner table base installation (cont'd)

11. Install the handset with 4 x 25 cross-head, then secure the worksurface with 5 x 20 cross-head screw (Figure 12).
12. Tie up the tailstock screws at the inner side of the main frame (Figure 13).

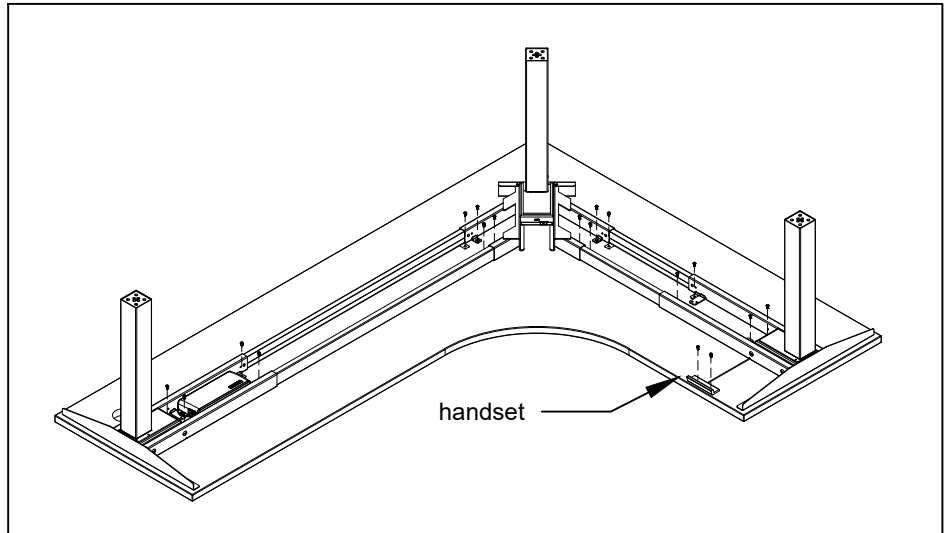


FIGURE 12

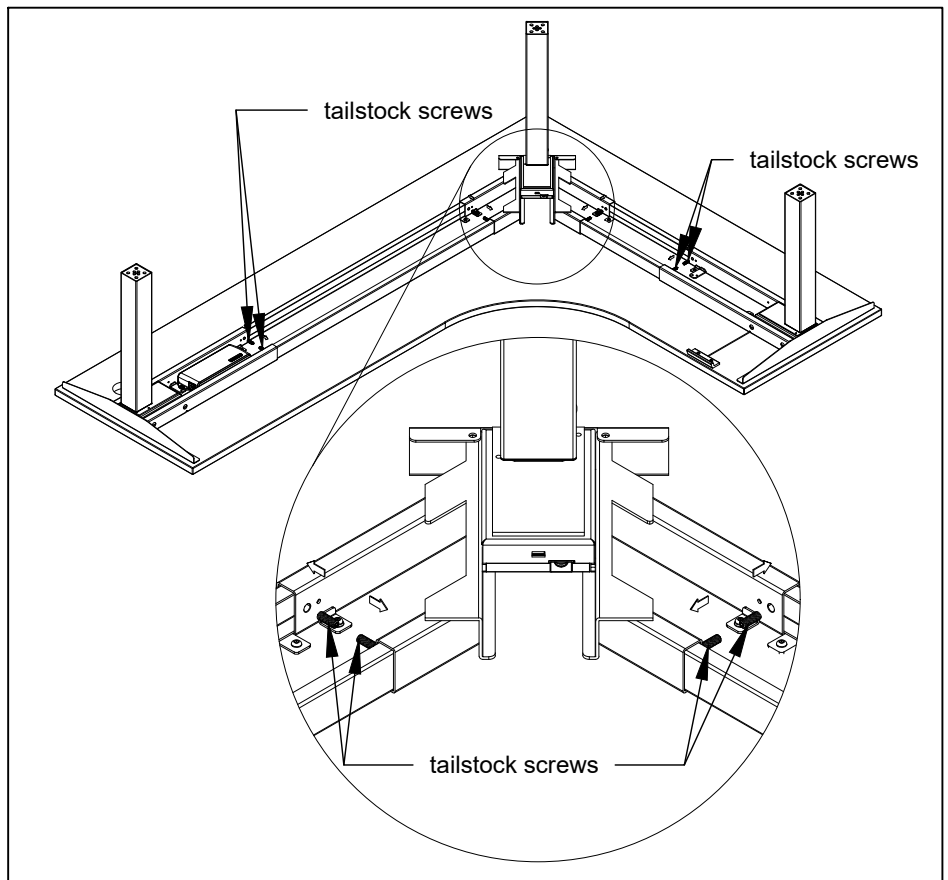

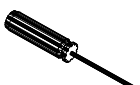






FIGURE 13

tools & hardware needed

					
measuring tape	cross-head screw driver	4 mm allen key	4x25 cross-head screw, 2 pcs.	5x20 cross-head screw, 10 pcs.	tailstock screw (pre-installed)

height adjustable corner table base installation (cont'd)

13. Install the foot with M10 x 35 machine screws using 5 mm allen screw wrench, then install the glides (Figure 14).
14. Flip over the table (Figure 15).

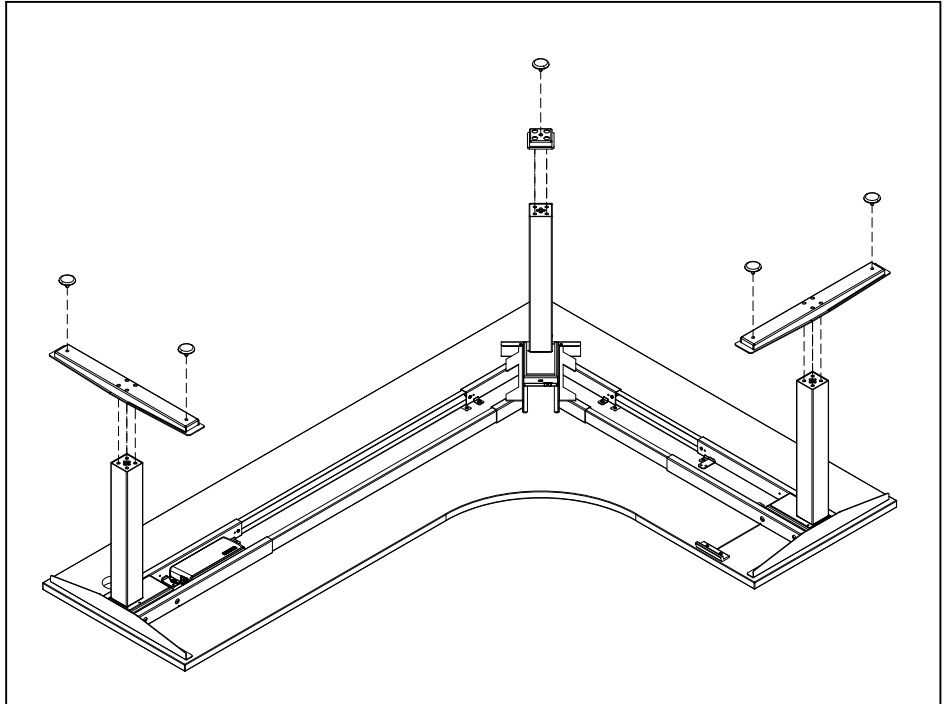


FIGURE 14

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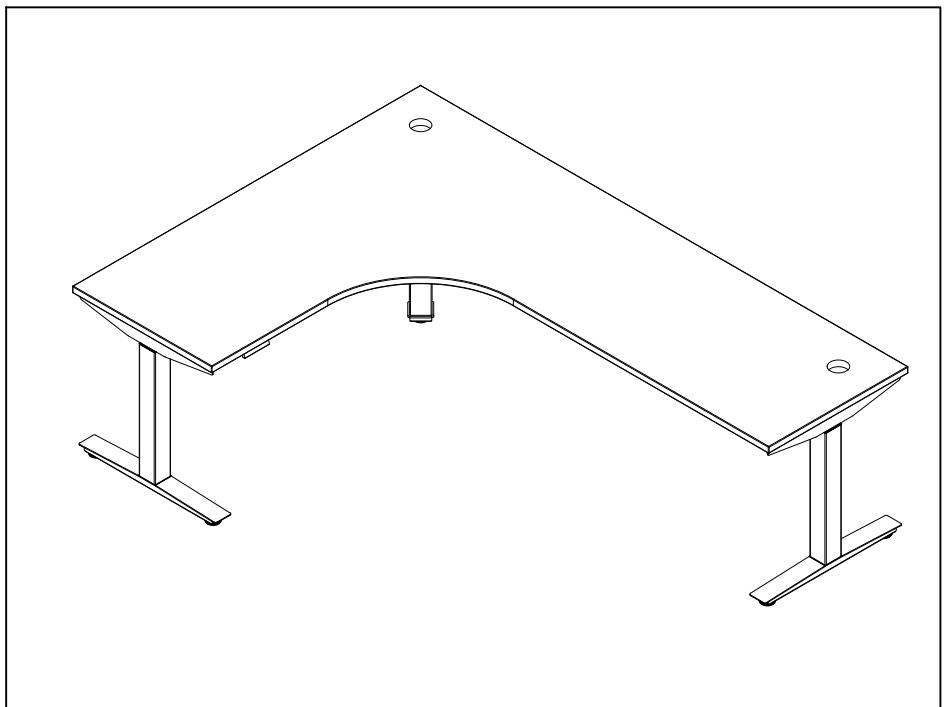


FIGURE 15

tools & hardware needed

