



# One-Touch

installation guide

March 2017

for more information, contact Installation Service  
toll free | 1.800.675.4092  
mon-fri | 8:30am-5:00pm EST  
[www.tayco.com](http://www.tayco.com)

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# installation checklist

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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**

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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**

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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**

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

## **Waste Management**

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

# care and maintenance

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## **Fabrics**

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To remove dust particles, lightly vacuum the fabric surface. Spills and fluid should be immediately blotted. For minor fabric stains and marks use water-based fabric solvent, applying light pressure, to lift the dirt and stain. Any use of water and soaps may harm the fabric, causing water stains and damage to the fabric's contents. Do not scrub the fabric with bristle or vacuum brushes as the fabric may pill or tear and the appearance may be permanently affected. Professional steam cleaning is recommended.

## **Laminates**

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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.

## **Acrylic Glazing**

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Dust regularly to keep surfaces free of dust particles. Clean any dirt with a damp cloth. Dry the area using a dry paper cloth. The use of fiber cloths or rags is not recommended as loose particles and debris remaining on the cloth may scratch or harm the acrylic surface. Do not use other chemical cleaners or window cleaners as their chemical compositions may alter and/or permanently affect the surface appearance.

## **Painted Metals**

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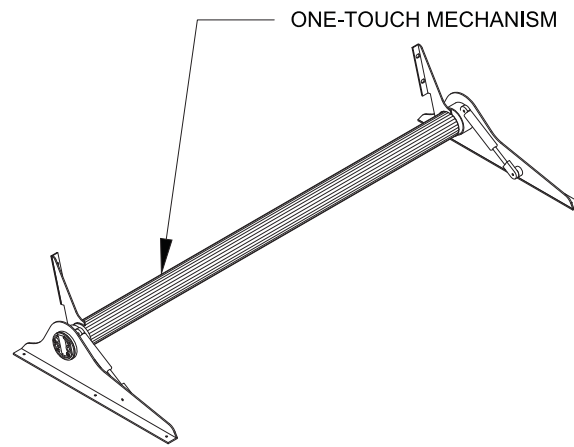
Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean, dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasives.

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

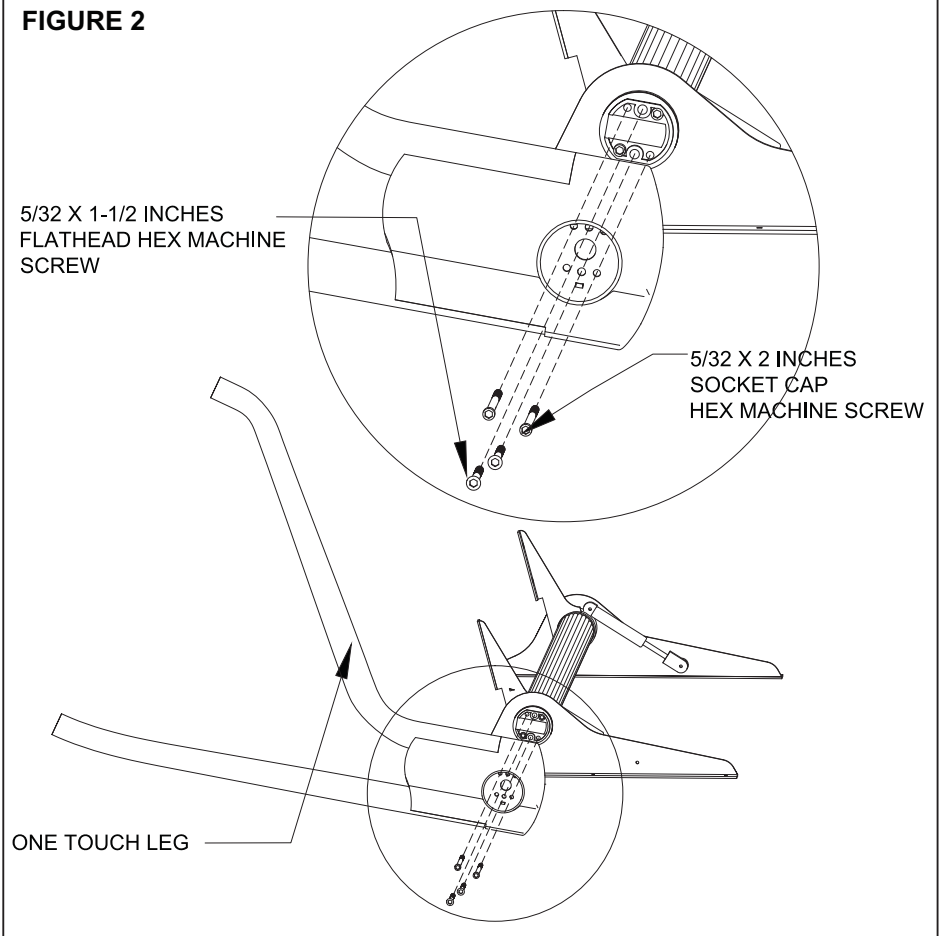
# mobile training desk

1. Place the One-Touch mechanism on a clean, flat, smooth surface (Figure 1).
2. Attach the leg to the mechanism with two  $\frac{5}{32} \times 1\frac{1}{2}$  inches flathead hex machine screw and two  $\frac{5}{32} \times 2$  inches socket cap using the hex bit (Figure 2).

**FIGURE 1**



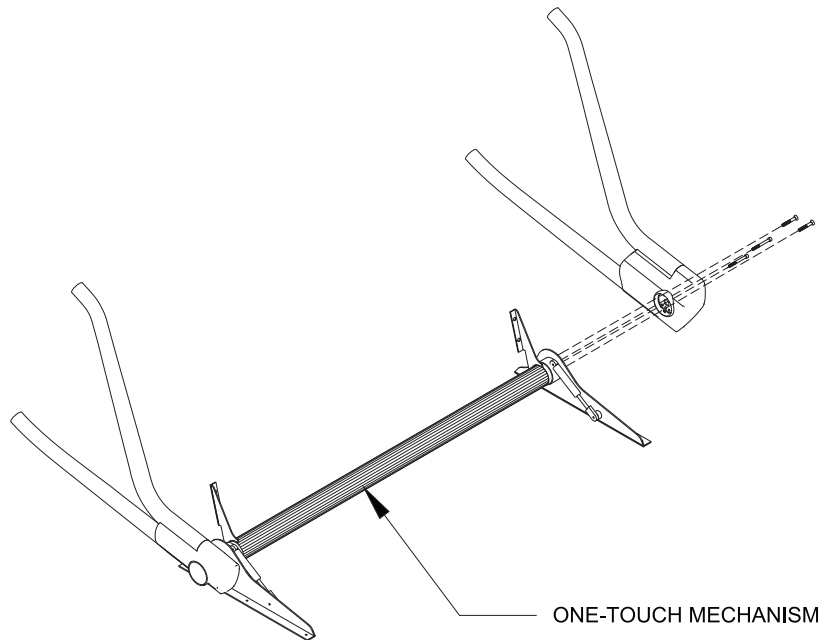
**FIGURE 2**



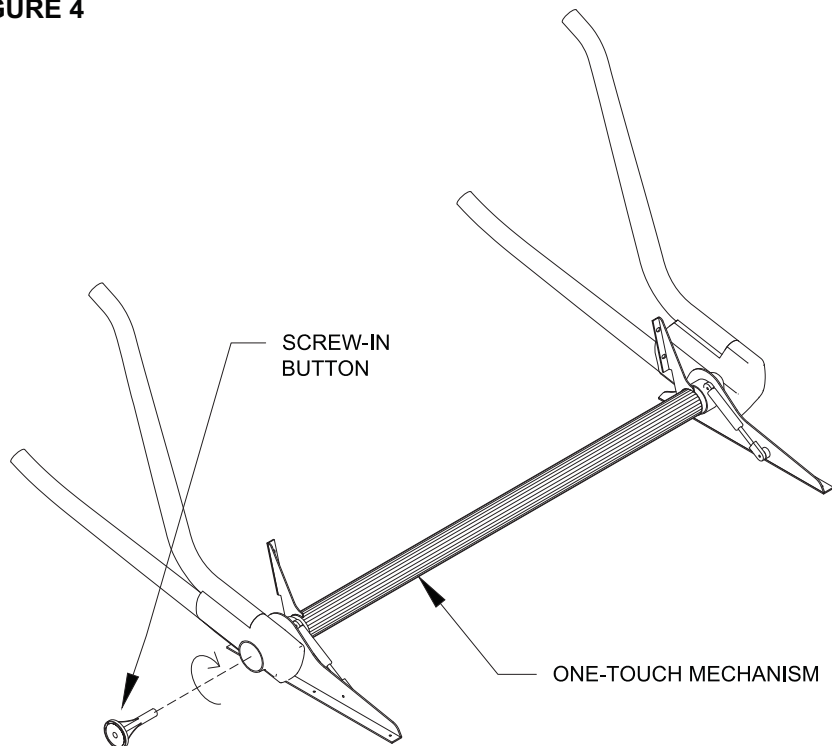
## mobile training desk - cont'd.

3. Repeat step 2 to fasten the leg (Figure 3).
4. Insert the screw-in button into the One-Touch mechanism. Turn the screw-in button clockwise until tightened (Figure 4).
5. Repeat step 4 to install the screw-in button on the other side.

**FIGURE 3**



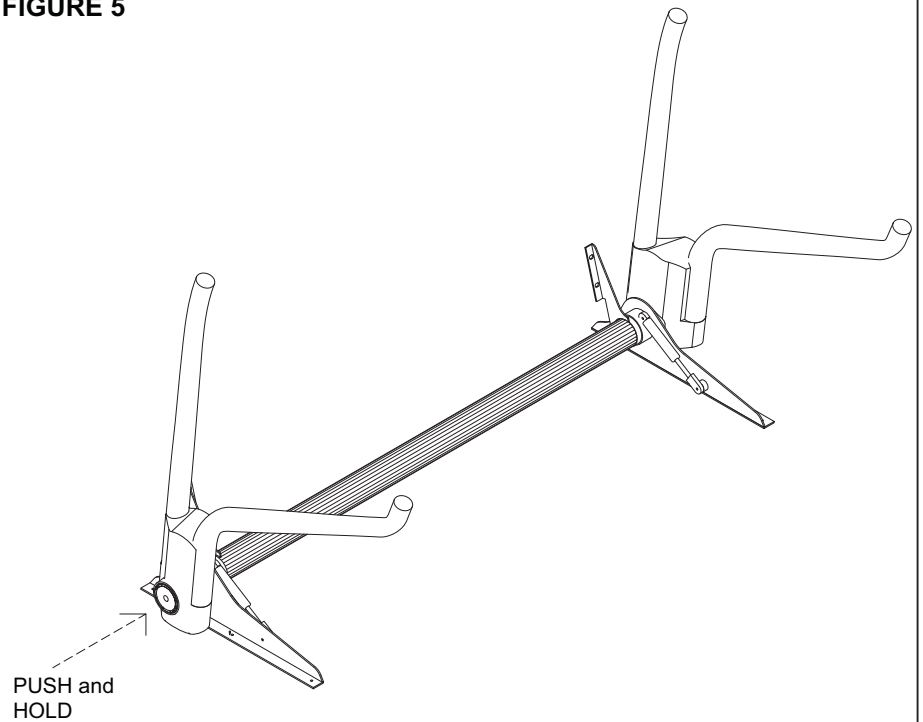
**FIGURE 4**



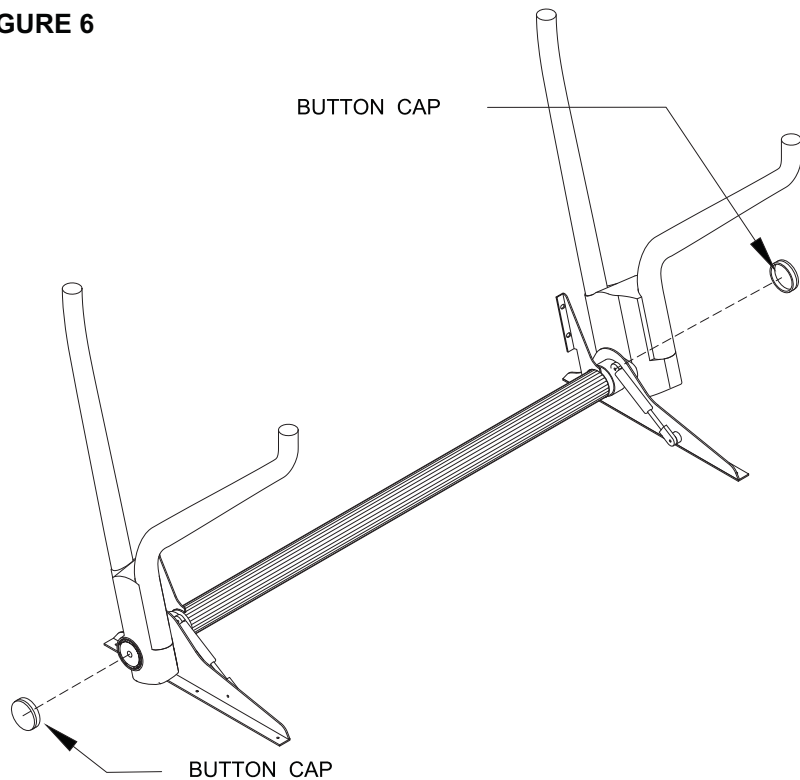
## mobile training desk - cont'd.

6. Push and hold the screw-in button to lift the legs up (Figure 5).
7. Place the button caps on (Figure 6).

**FIGURE 5**



**FIGURE 6**

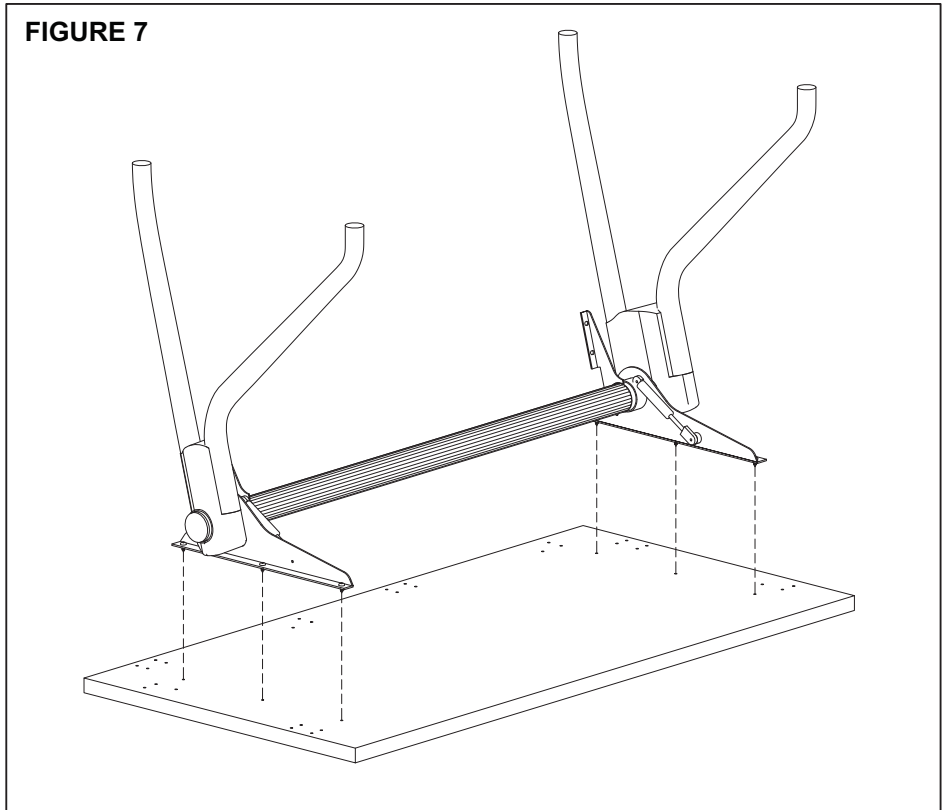




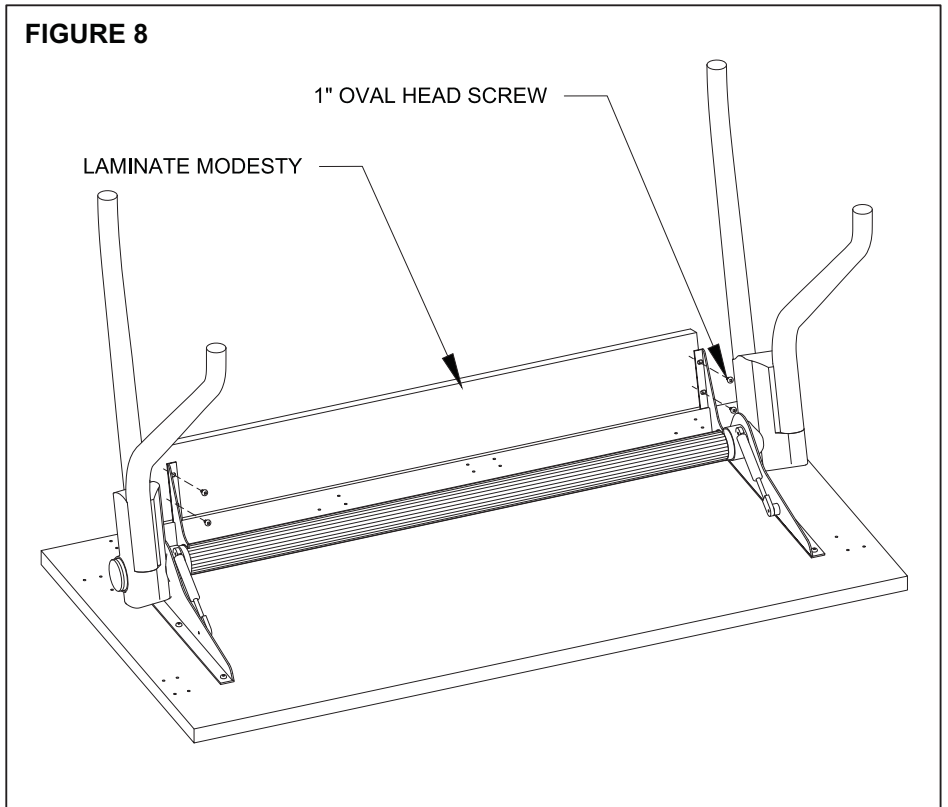
## mobile training desk - cont'd.

8. Install the assembled One-Touch mechanism to the worksurface with 1-inch oval head screws using #2 Robertson bit on the pre-drilled positioning holes (Figure 7).
9. Install the laminate (or metal modesty) to the specified brackets on the mechanism with 1-inch oval head screws using #2 Robertson bit (Figure 8 shows the laminate modesty).

**FIGURE 7**



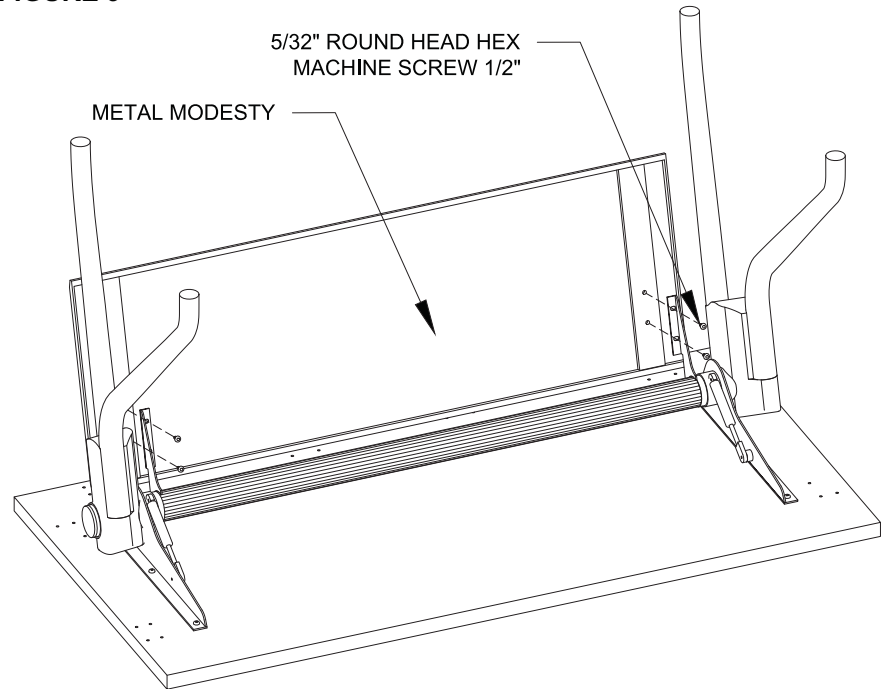
**FIGURE 8**



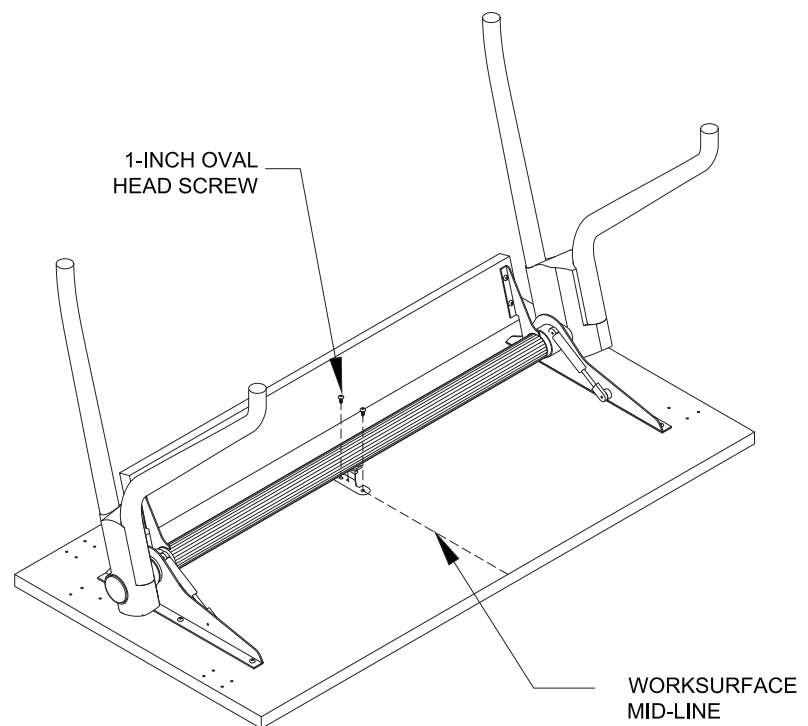
## mobile training desk - cont'd

9. Install the metal modesty to the brackets on the mechanism with 5/32-inch Round head Hex machine head screw 1/2-inch using the Hex bit, (Figure 9),
10. Install the mechanism support at the middle of the mechanism using two 1-inch oval head screws with #2 Robertson bit (Figure 10).

**FIGURE 9**

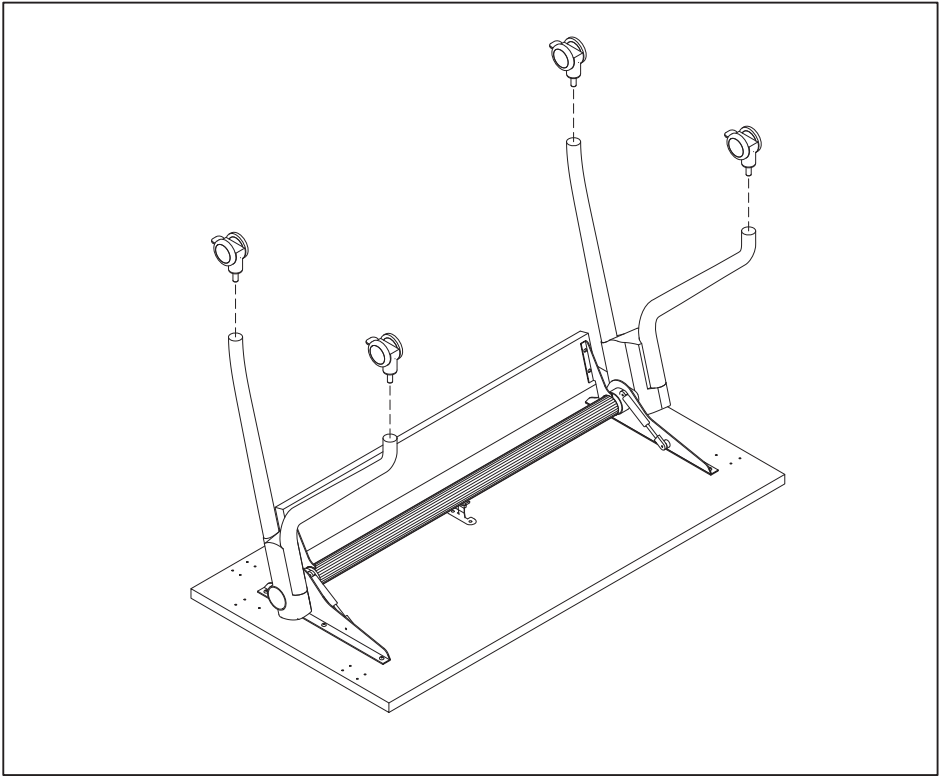


**FIGURE 10**

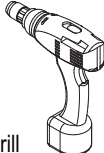
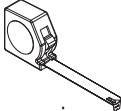


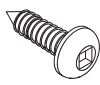
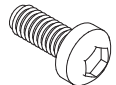
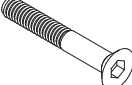
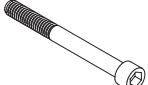


# mobile training desk - cont'd

10. Place the casters on (Figure 10).

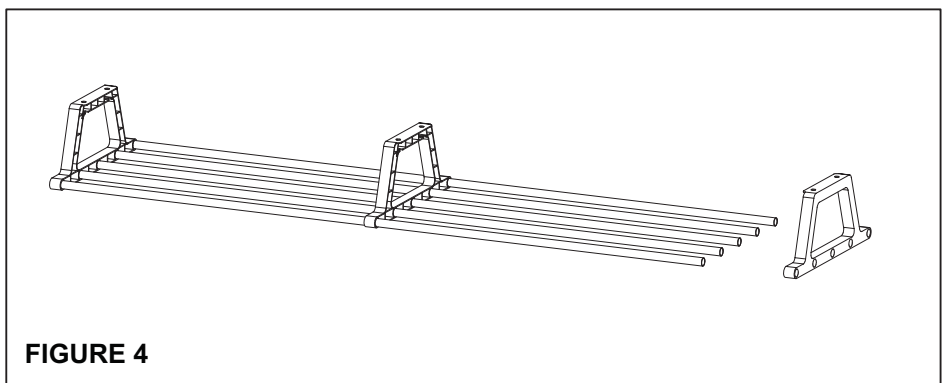
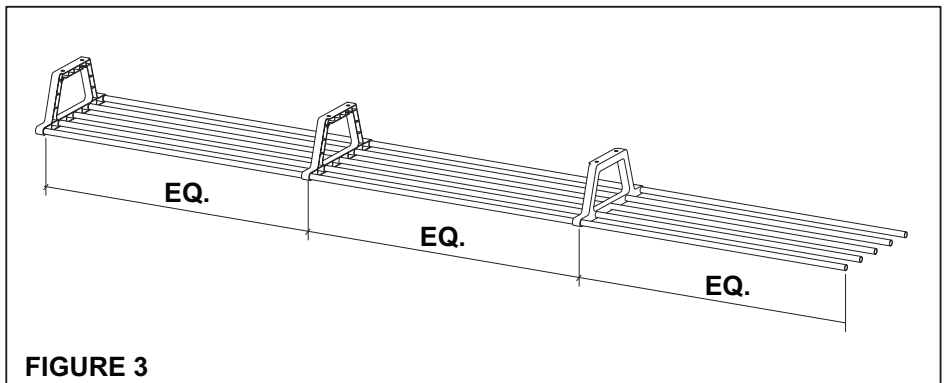
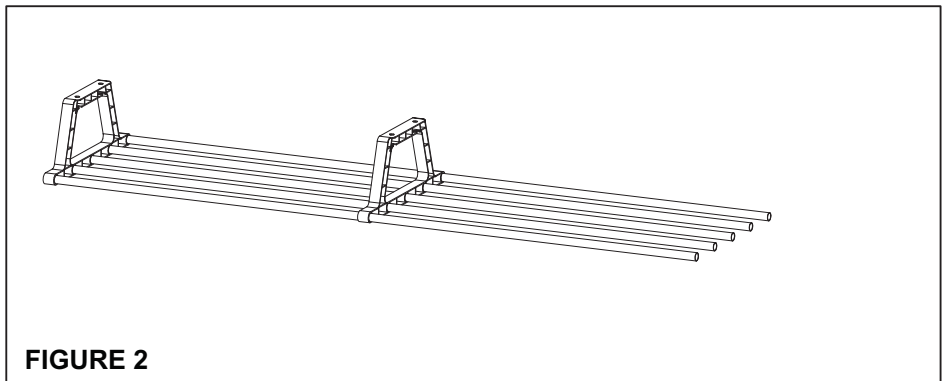
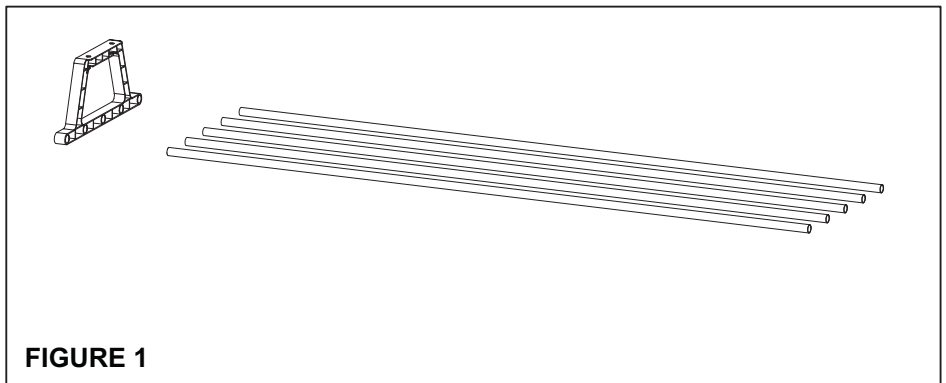


**tools and hardware needed**

 drill	 measuring tape	 #2 Robertson long bit	 6" hex bit
 8, 1" oval head screw	 4, 5/32" round head hex machine screw 1/2"	 4, 5/32" flathead hex machine screw 1 1/2"	 4, 5/32" socket cap hex machine screw 2"

# mobile training desk - shelf assembly

1. Insert the metal rods into the end shelf bracket (Figure 1).
2. Slide the middle shelf bracket into the middle of the shelf (Figure 2).  
For 72 inches wide shelf, insert another middle shelf and space them into three equal parts (Figure 3).
3. Insert the end of the metal rods to the other end shelf bracket (Figure 4).



## NOTES:

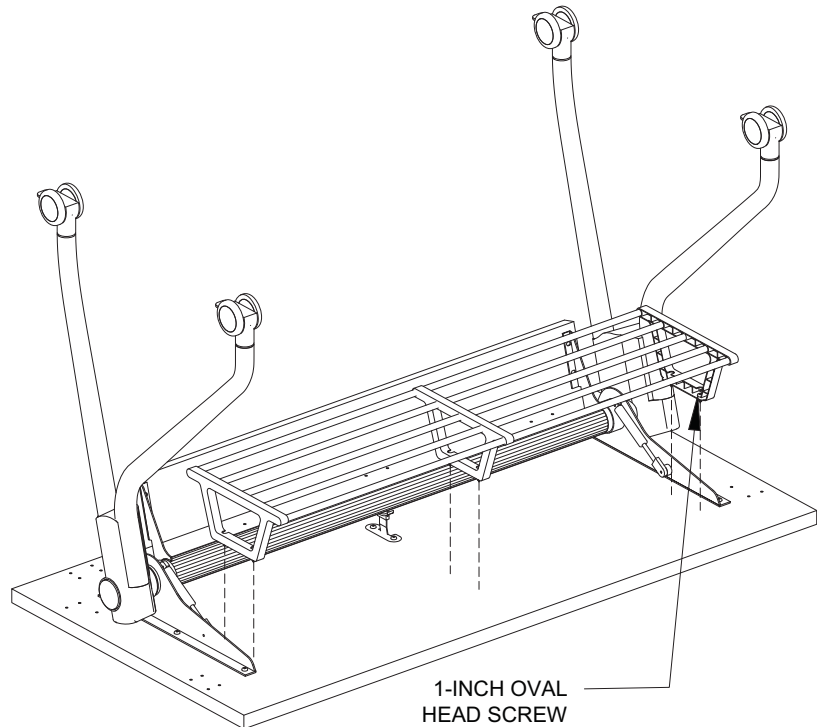
- > The middle shelf bracket is not required for 42-inch width worksurfaces.
- > The middle shelf bracket is a pass-through bracket.

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## mobile training desk - shelf assembly (cont'd)

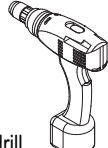
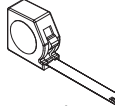

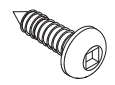
4. Position the assembled shelf to the worksurface assembly (in between the arms of the mechanism) while providing a small allowance between the shelf and the One-Touch mechanism.
5. Secure the ends of the shelf assembly first with 1-inch oval head screws with #2 Robertson bit and then secure the middle shelf bracket along the mid-line of the worksurface (Figure 5).

**FIGURE 5**



WORKSURFACE LENGTH	# OF 1-INCH OVAL HEAD SCREWS
42"	4
48"	6
60"	6
72"	8

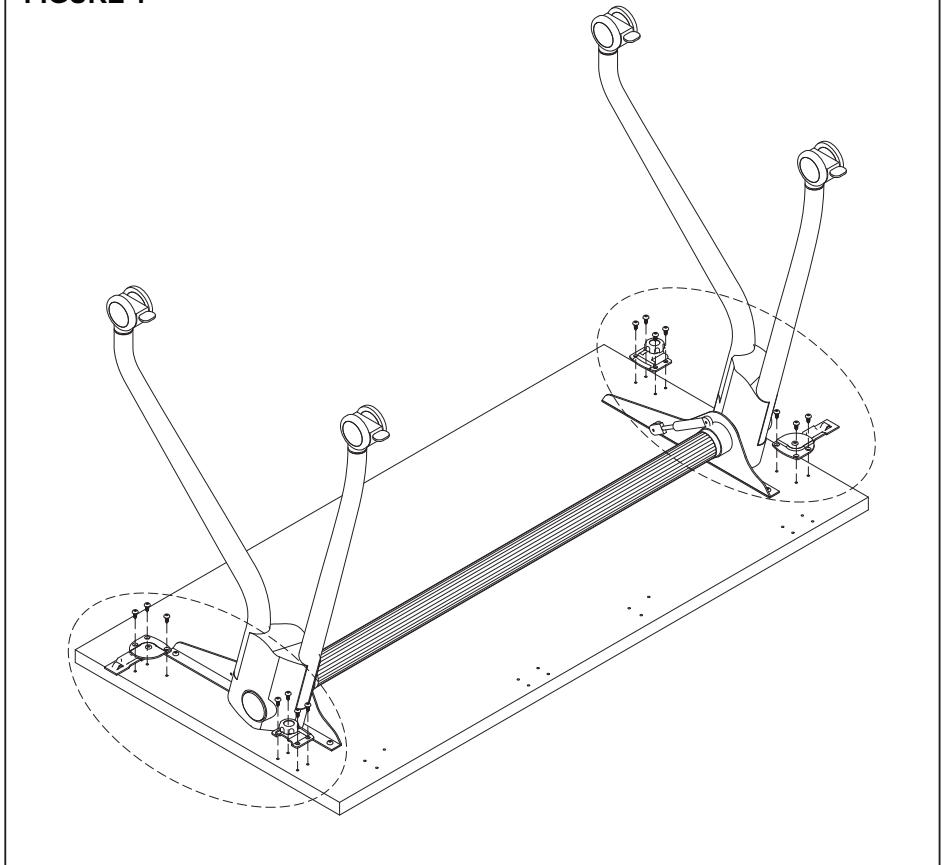
### tools and hardware needed

			
drill	measuring tape	#2 Robertson long bit	1" oval head screw

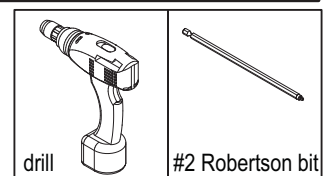
# ganging mechanism removal

1. Inspect where the ganging mechanisms are located; the standard location is on the ends.
2. Remove the screw on the ganging mechanisms using a #2 Robertson bit.

**FIGURE 1**



## **tools and hardware needed**



## ganging mechanism for back-to-back connection

1. Place the table top face down on a smooth clean surface. Install the ganging mechanisms to the front of the desks with the provided #10x11/16-inch oval head screws using #2 Robertson bit. (Figure 1).
2. Connect the two worksurfaces by inserting the ganging mechanism parts in each other and tightening the knob (Figure 2).

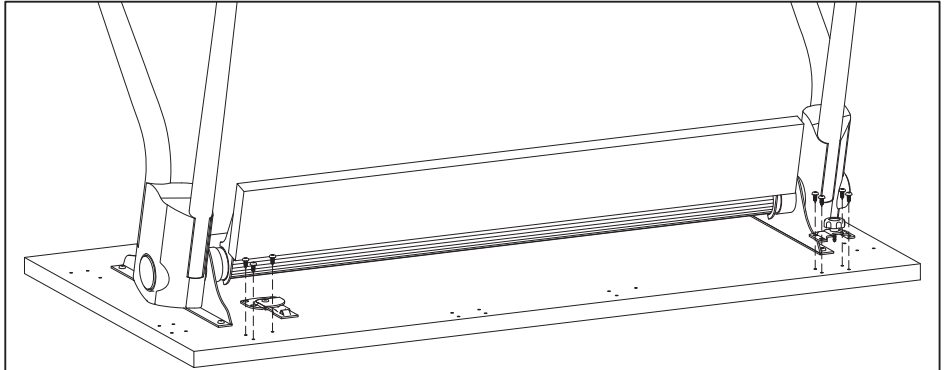


FIGURE 1

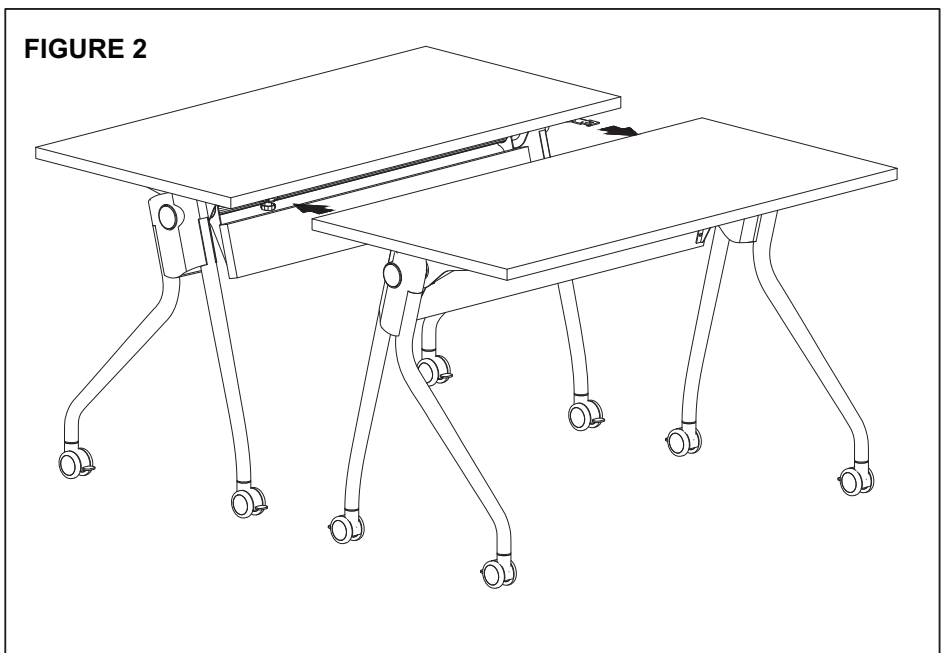
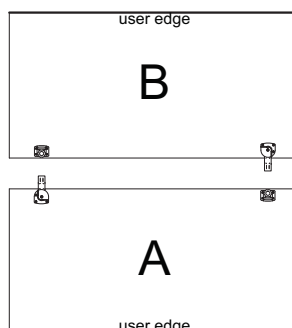
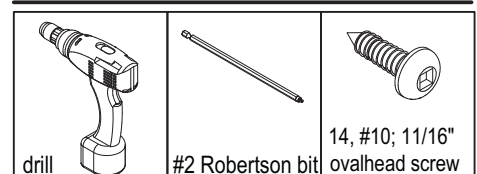


FIGURE 2

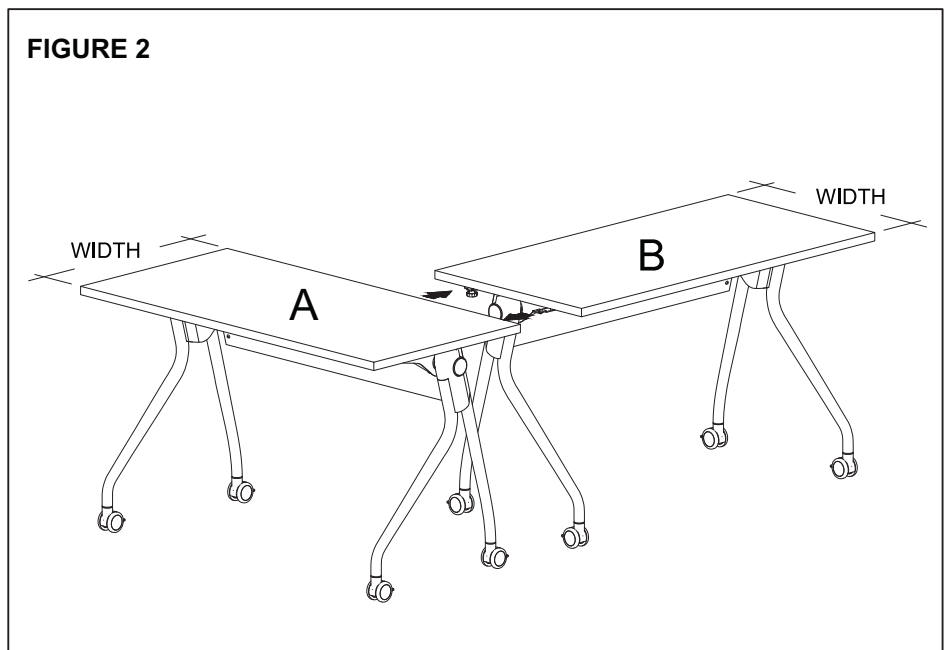
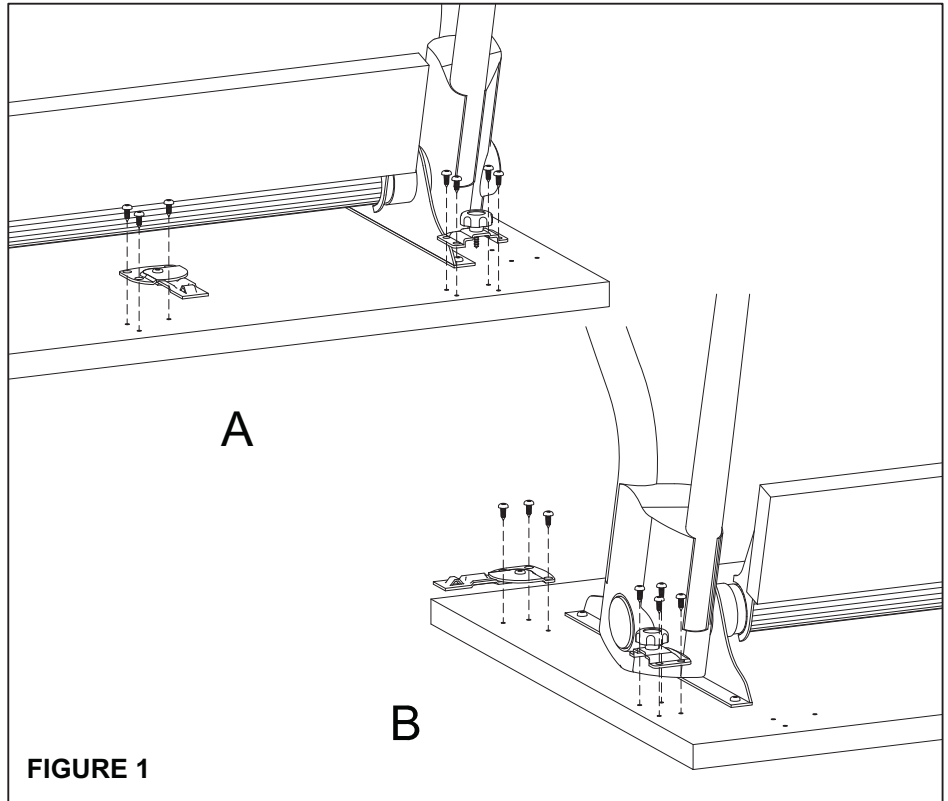


### tools and hardware needed



# ganging mechanism for "L" end connection

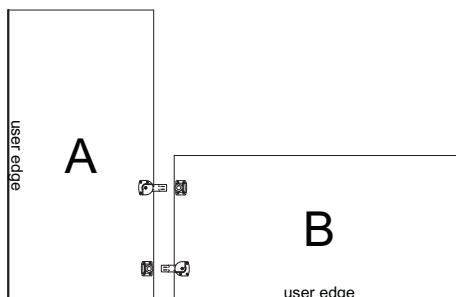
1. Place the table top face down on a smooth clean surface. Install the ganging mechanisms to the: (A) front of the desk and to the (B) side of the desk with the provided #10x11/16-inch oval head screws using #2 Robertson bit (Figure 1).
2. Connect the two worksurfaces by inserting the ganging mechanism parts in each other and tightening the knob (Figure 2).



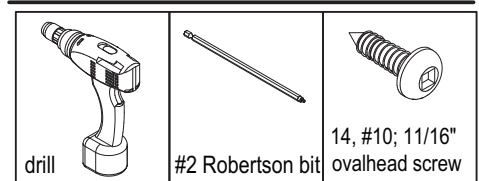
## NOTES:

- > To gang two worksurfaces; both must have the same width.

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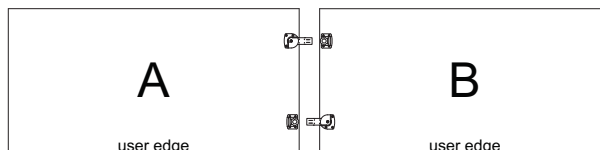
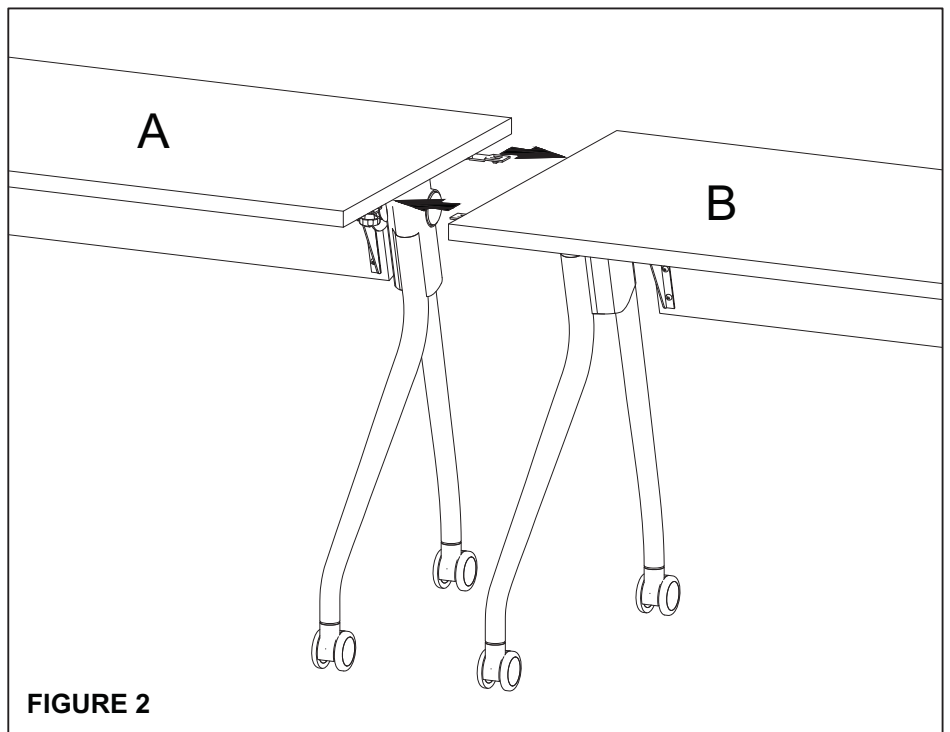
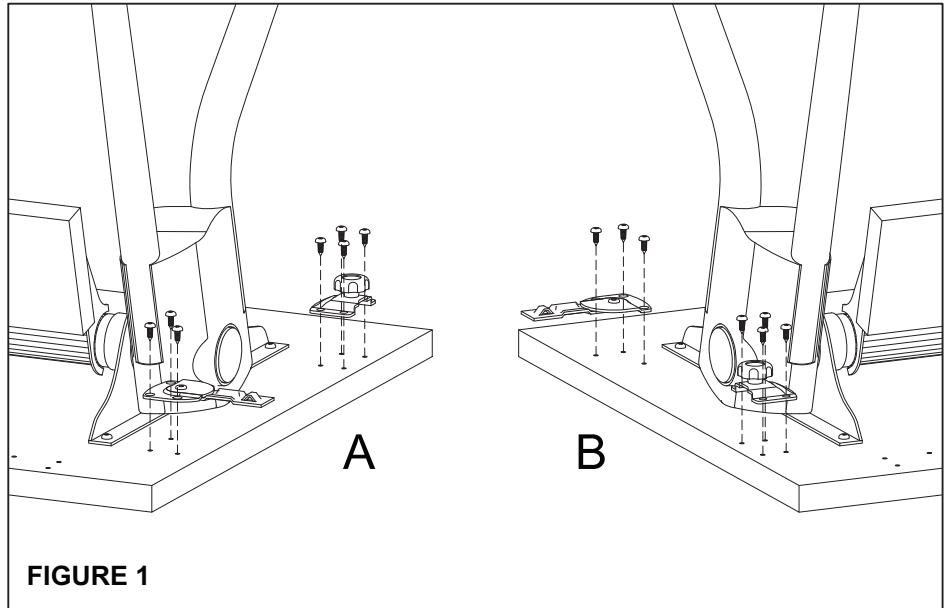
## tools and hardware needed



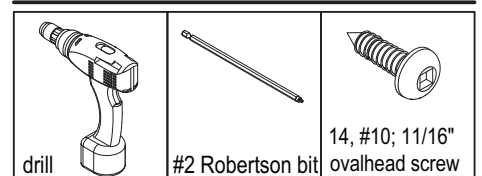


# ganging mechanism for straight connection

1. Place the table top face down on a smooth clean surface. Install the ganging mechanism on the side of both desks with the provided #10x11/16-inch oval head screws using #2 Robertson bit (Figure 1).
2. Connect two worksurfaces by inserting the ganging mechanism parts in each other and tightening the knob (Figure 2).



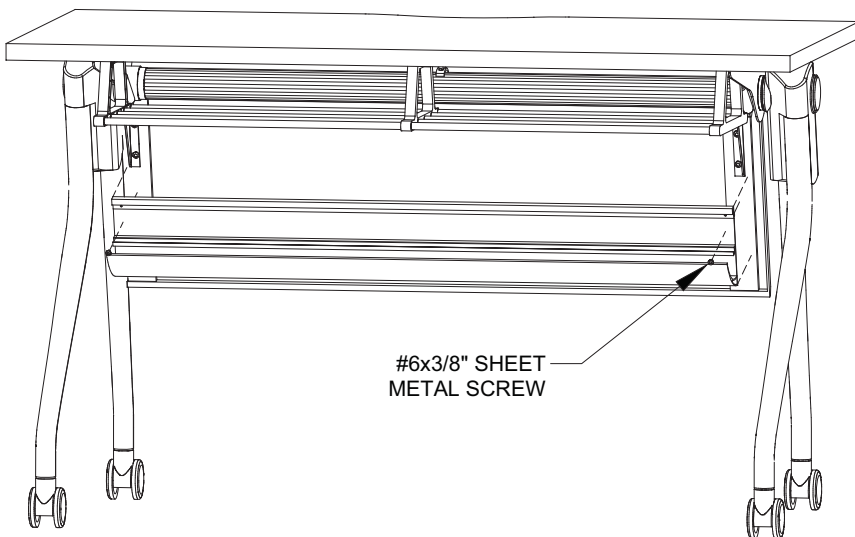
## tools and hardware needed



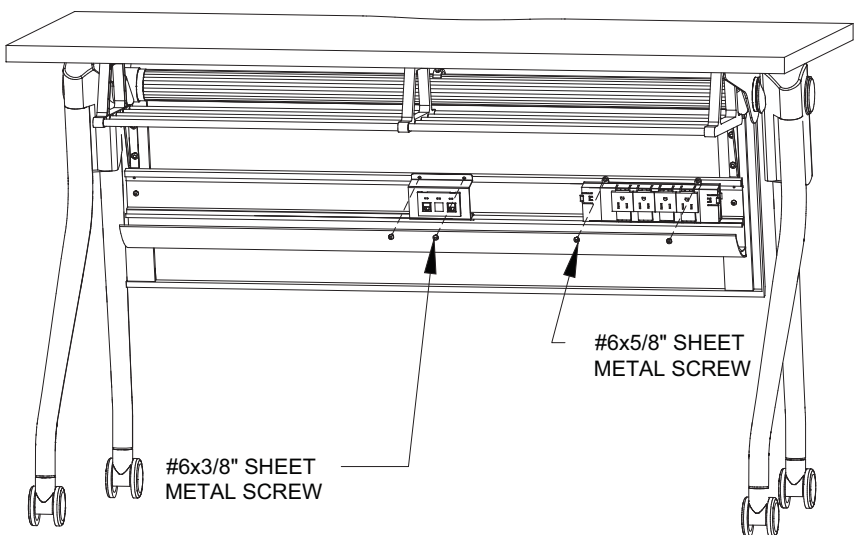
# wire trough and power/data attachment to metal modesty

1. Secure the horizontal wire management trough to the metal modesty below the mechanism brackets using two, #6, 3/8" sheet metal screw with #2 Robertson bit (Figure 1).
2. Insert the bottom edge of the trough mounted data box and secure with two, #6, 3/8-inch metal screws (Figure 2).
3. Mount the trough mounted power box to the horizontal wire management trough with 2, #6, 5/8-inch metal screws (Figure 2).

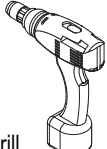



**FIGURE 1**



**FIGURE 2**



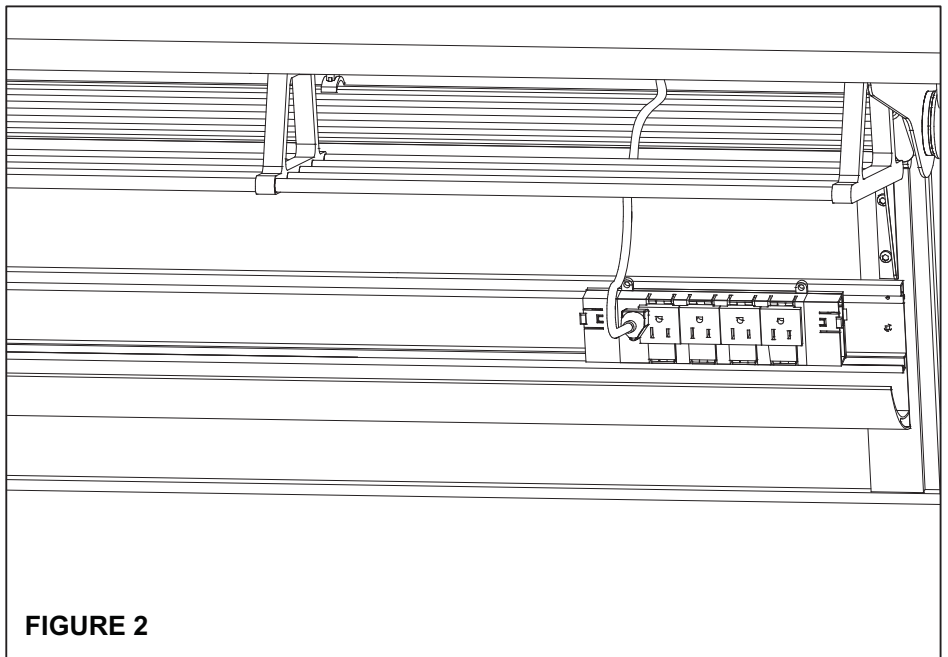
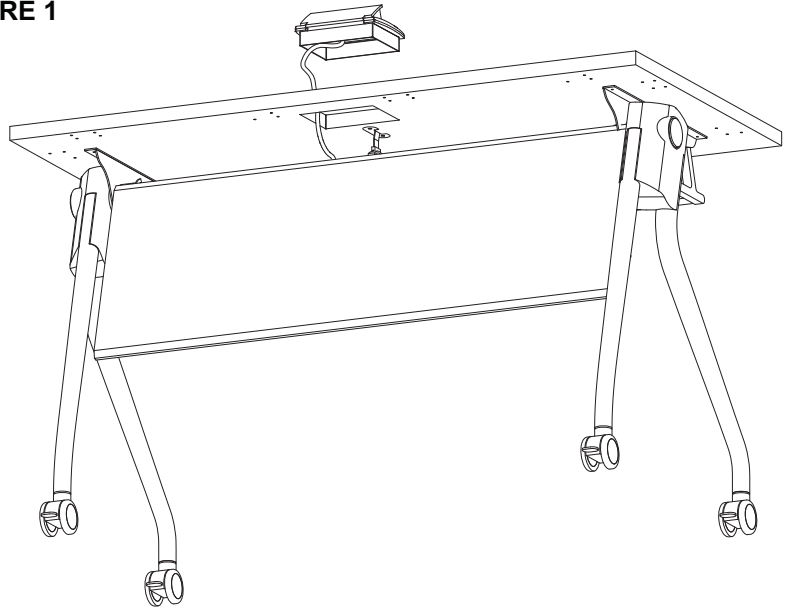
## tools & hardware needed

			
drill	#2 Robertson long bit	2, #6; 5/8" sheet metal screw	4, #6; 3/8" sheet metal screw

## workspace BYRNE grommet installation

1. Mount the workspace BYRNE grommet to the indicated hole on the worksurface (Figure 1).
2. Run the power cord inside the modesty and plug the power cord to the power bar (Figure 2).

**FIGURE 1**



**FIGURE 2**



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