



Scene

installation guide

March 2017

TABLE OF CONTENTS

General Instructions **3/16**

installation checklist	3
care and maintenance	4
workspace definition	5
screen definition	7
installation sequence	12

Post/Screens **17/24**

screen post to surface	17
screens to screen post	18
felt screen to screen post	22

Supports **25/35**

end reinforcement bars to open end gables	25
shared reinforcement bars to open center gables	26
no connector reinforcement bars to workspace	27
reinforcement beams to workspace	28
flag storage support	29
single post support	31
workspace to workspace flush support	32
low credenza to workspace wide fixed supports	34
low credenza to workspace fixed support	35

Storages **36/41**

front inset spacer to high credenza installation	36
workspace to high credenza installation	38
credenza mounted storage to high credenza installation	39
overhead storage – attachment to drywall with wood studs	40

Accessories **42/44**

work organizer installation	42
surface mounted screen	43
trough mounted modesty screen	44

Electrics & Communication **45/49**

wire management trough to surface	45
power pole installation	46
trough mounted communication box installation	48
trough mounted power box installation	49

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.

Waste Management

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

care and maintenance

Fabrics

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

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

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.

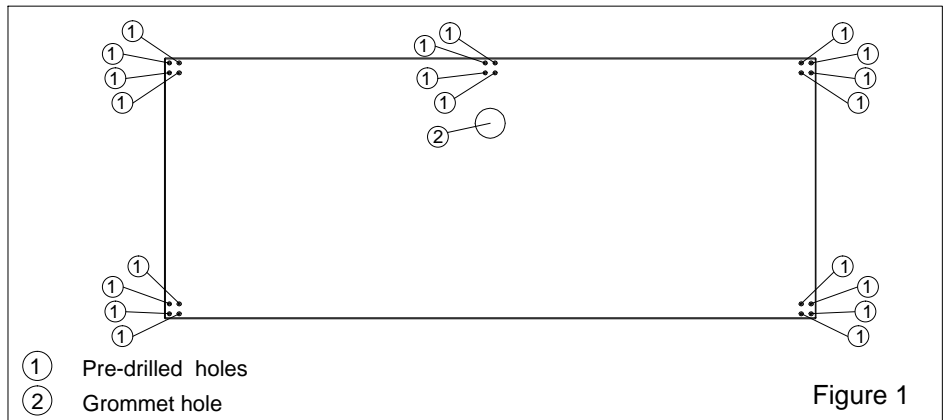
Painted Metals

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.**

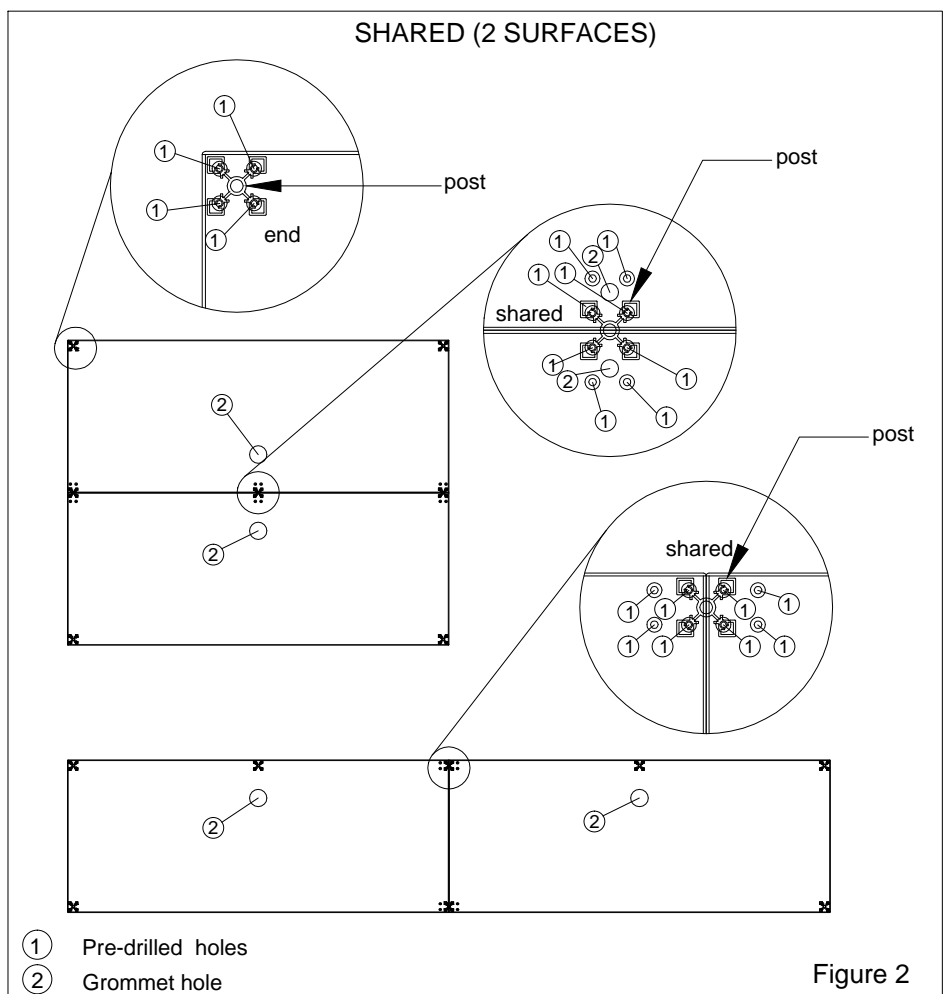
workspace definition

1. Pre-drilled locations, Figure 1.
2. Figure 2 shows how to position the post on two shared surfaces.



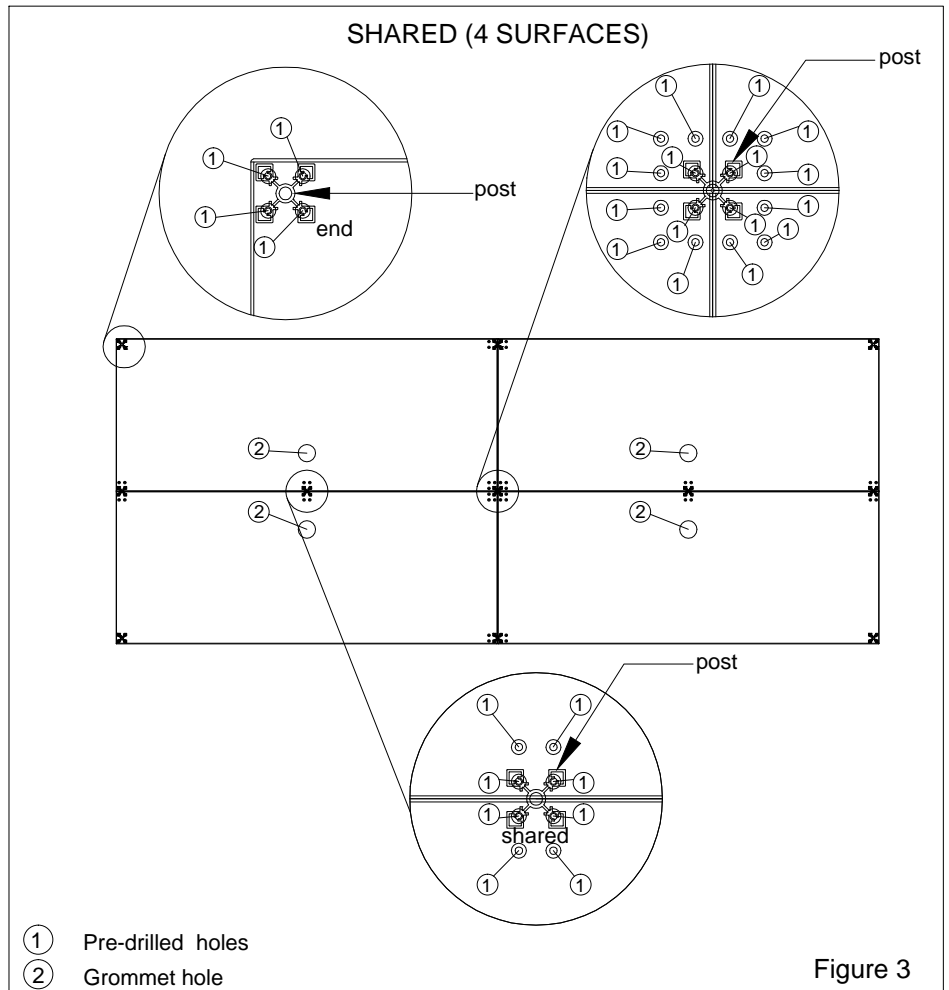
IMPORTANT NOTES:

- Do not drill all the pre-drilled holes, drill only where required as per furniture layout configuration.
- Check the layout for post positioning.



workspace definition (cont'd)

3. Figure 3 shows how to position the posts on 4 shared surfaces.



IMPORTANT NOTES:

- Do not drill all the pre-drilled holes, drill only where required as per furniture layout configuration.
- Check the layout for post positioning.

screen definition

END TO END, Figure 1

1. Post
2. Privacy Screens
3. Worksurface

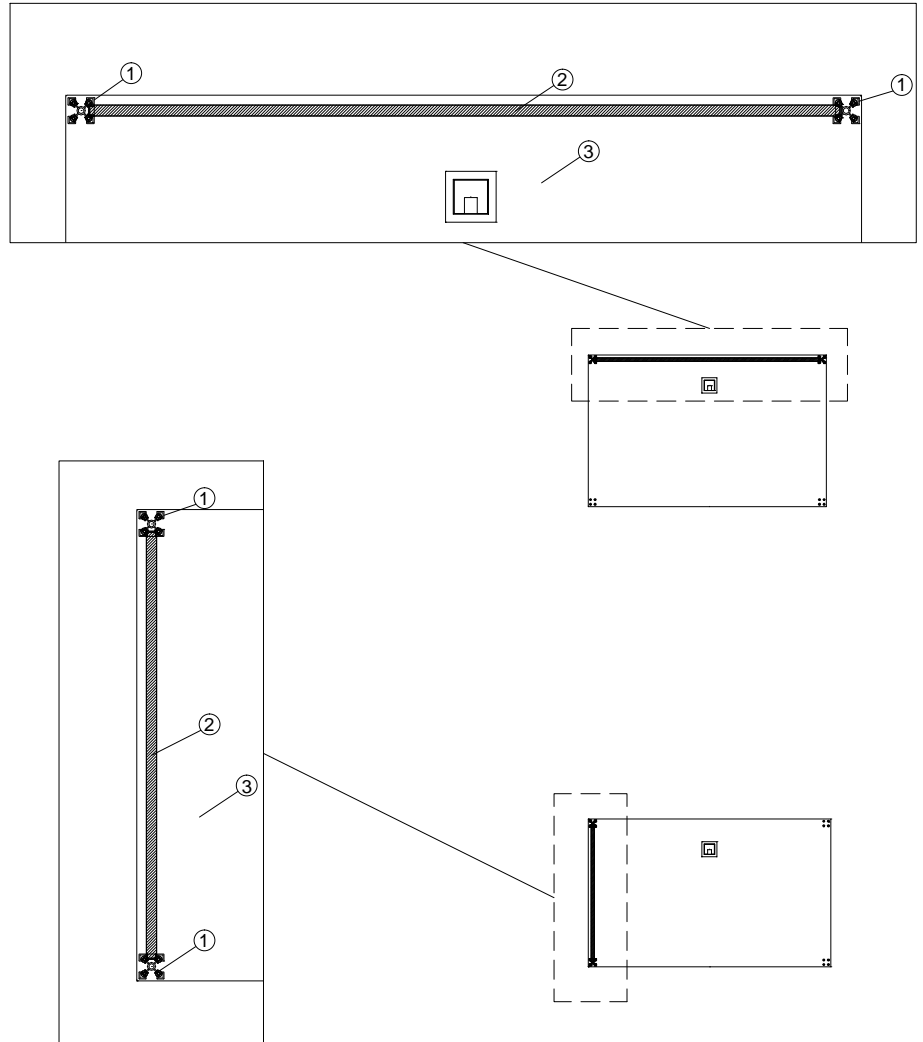


Figure 1

screen definition (cont'd)

END TO SHARED, Figure 2

1. Post
2. Privacy Screens
3. Worksurface

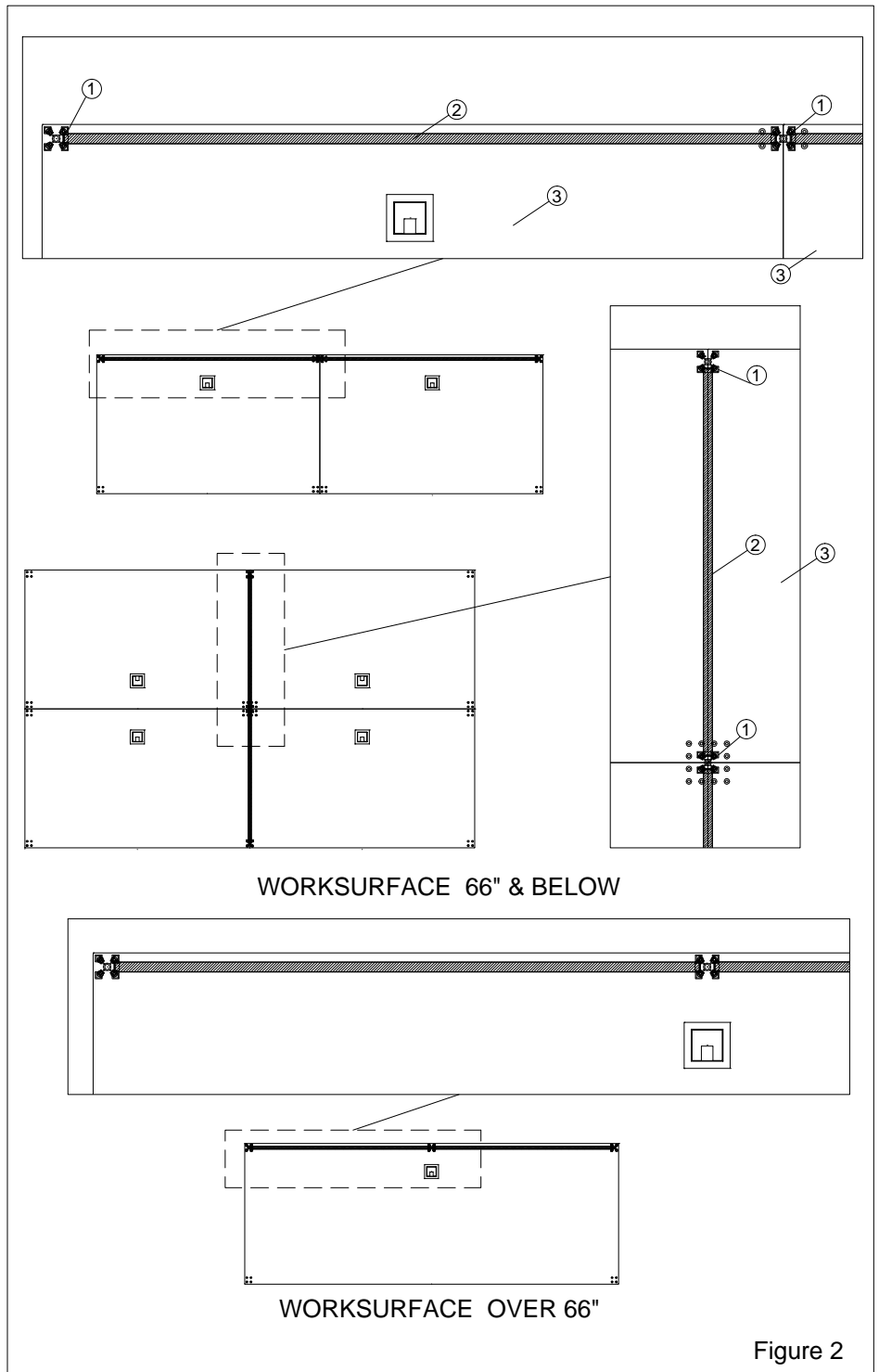
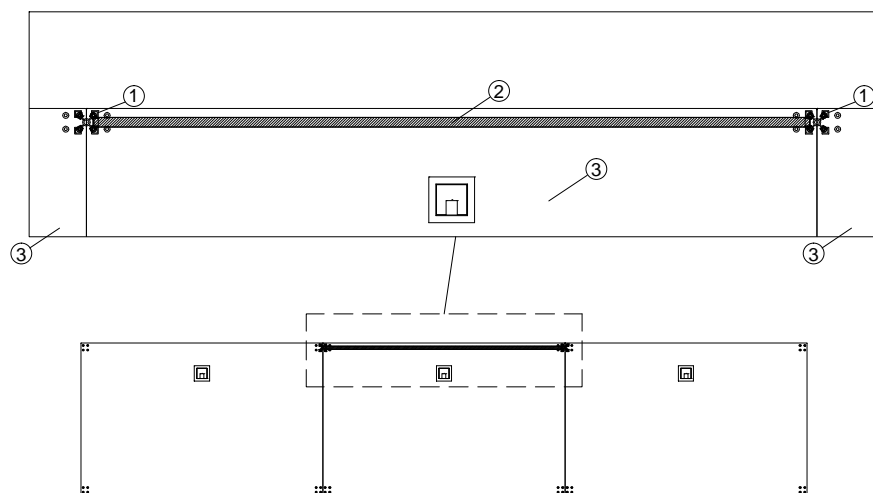


Figure 2

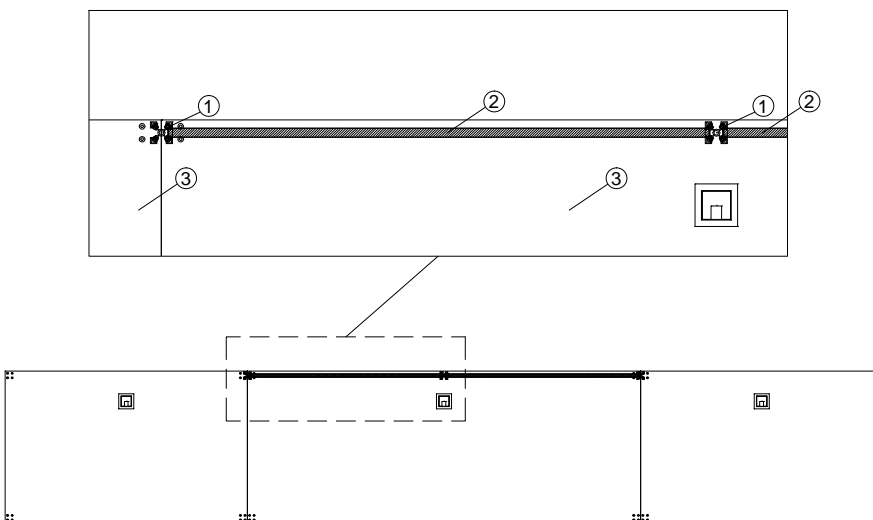
screen definition (cont'd)

SHARED TO SHARED, Figure 1

1. Post
2. Privacy Screens
3. Worksurface



WORKSURFACE 66" & BELOW



WORKSURFACE OVER 66"

Figure 1

screen definition (cont'd)

ACRYLIC SCREEN

1. Screen extrusion
2. Acrylic
3. Screen gasket
4. Post cap
5. Post

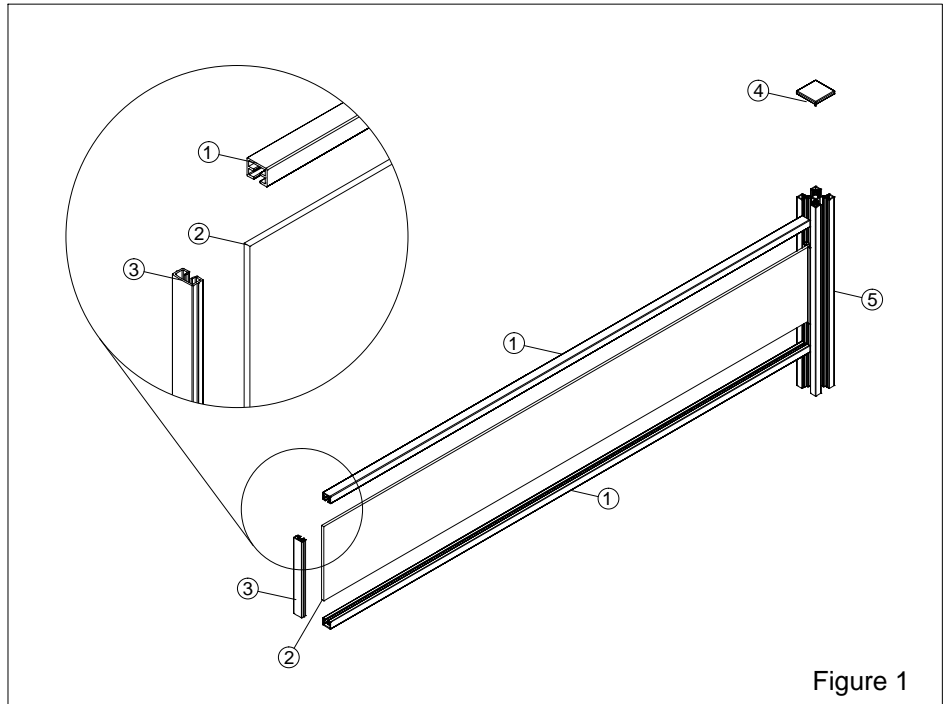


Figure 1

TACKBOARD/FELT/WHITEBOARD/ MELAMINE SCREEN

1. Screen extrusion
2. Tackboard/Felt/Whiteboard/
Melamine screen
3. Screen gasket
4. Post cap
5. Post

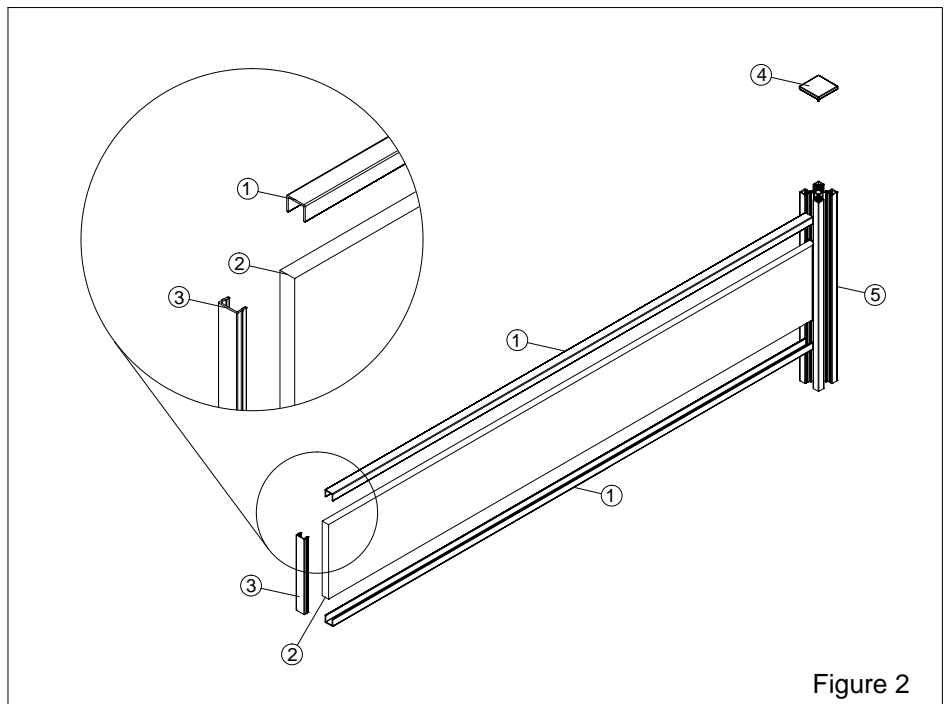


Figure 2

screen definition (cont'd)

ACCESSORY SCREEN

1. Accessory screen
2. Post
3. Post cap

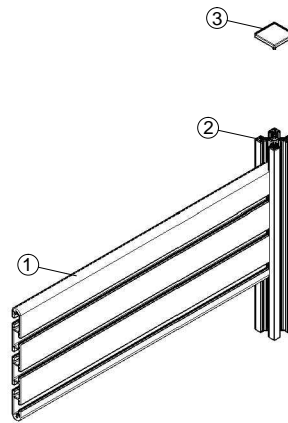


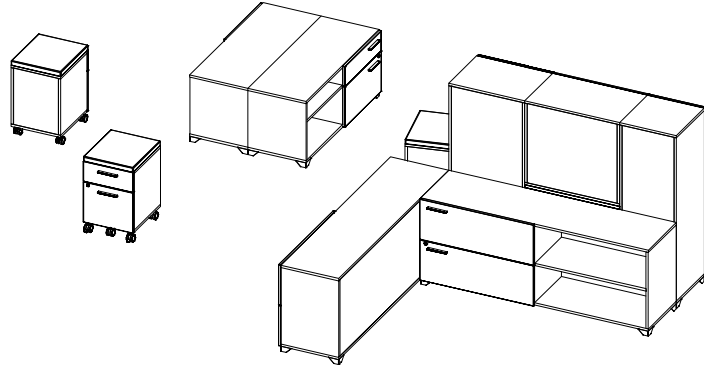
Figure 3

installation sequence

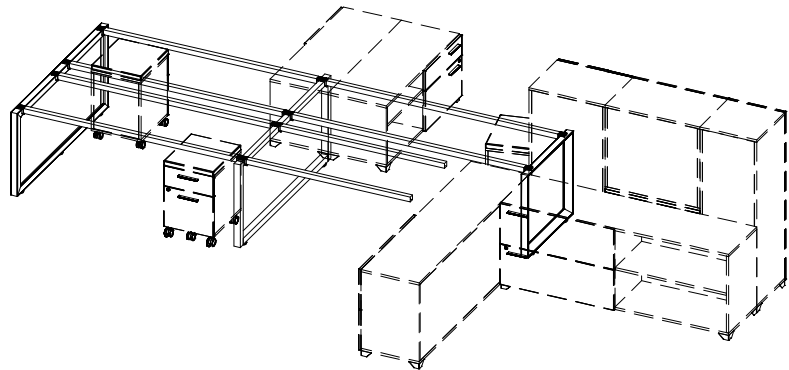
The following application guidelines provide detailed instructions for planning with the Scene product line.

1. Position all the storages (Towers, cabinets, lateral files and cabinets).
2. Assemble all worksurface supports (gables and reinforcement bars).

STEP 1



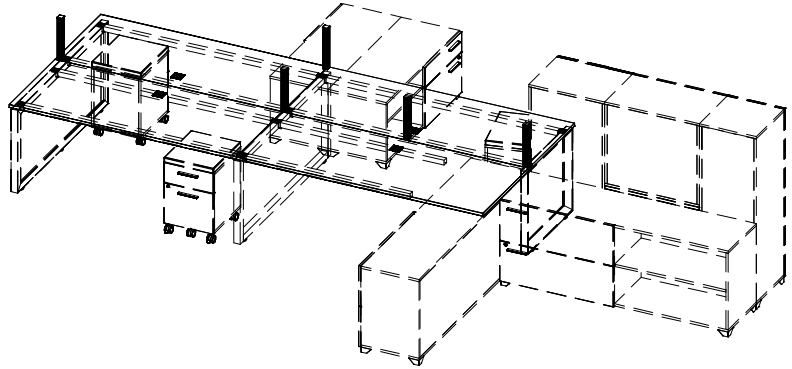
STEP 2



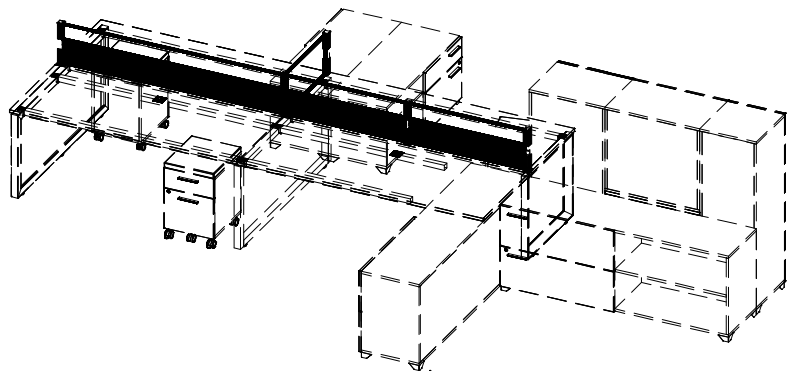
installation sequence (cont'd)

3. Install the posts to the surfaces. Position all worksurfaces. Mount them to the worksurface supports or credenza.
4. Install the screens.

STEP 3



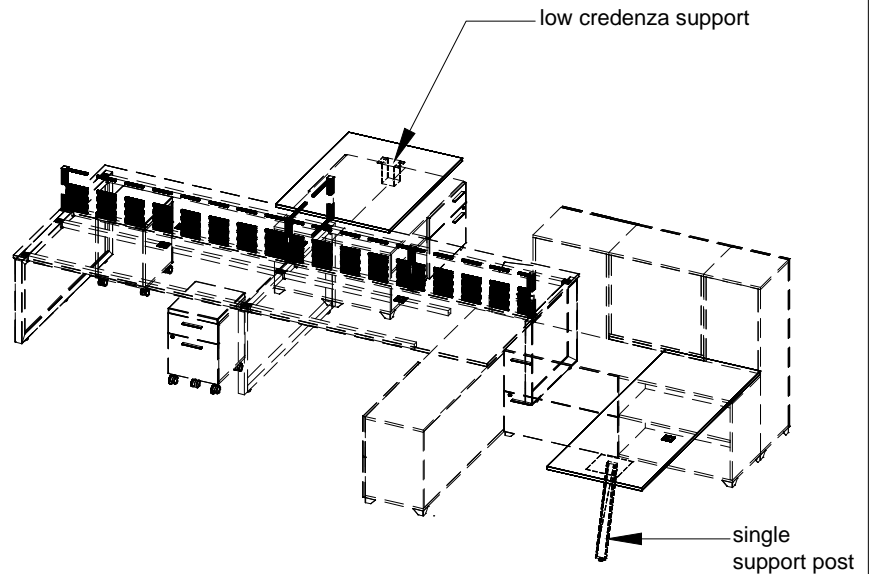
STEP 4



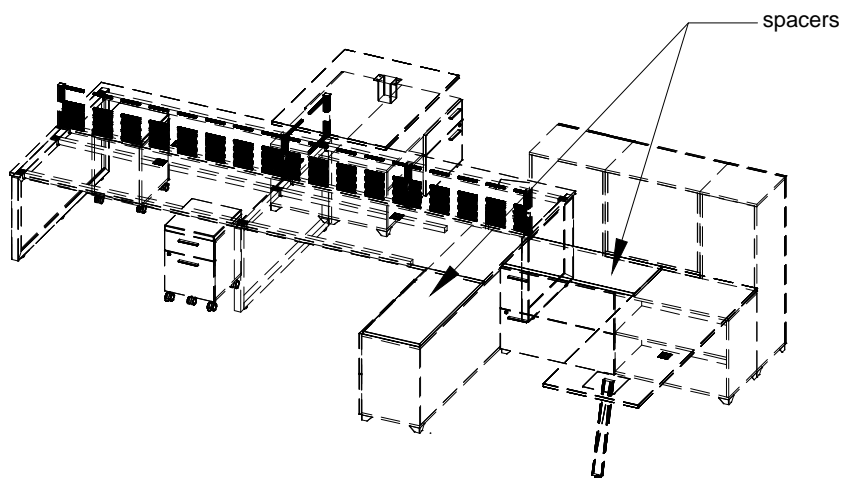
installation sequence (cont'd)

5. Install the single support post and low credenza support to worksurfaces. Position the worksurfaces and mount it to worksurface or credenza.
6. Position all spacers and mount them to credenza.

STEP 5



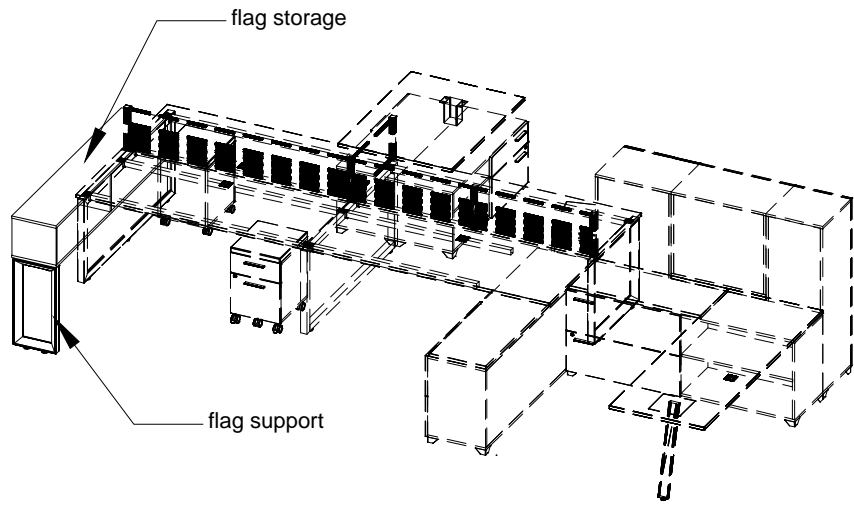
STEP 6



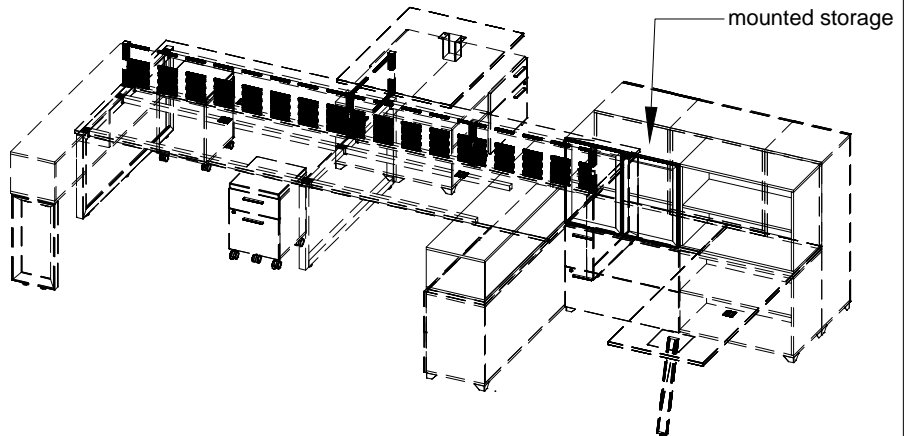
installation sequence (cont'd)

7. Install the flag support to flag storage. Position the flag storage and mount them to the surface.
8. Position and mount the mounted storages.

STEP 7



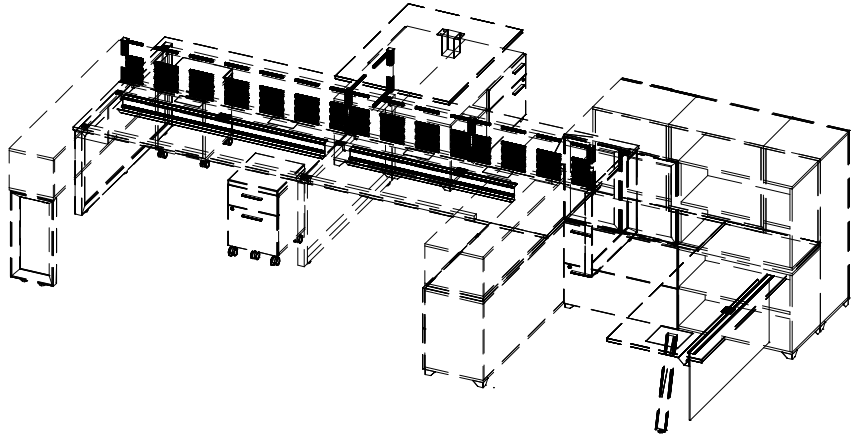
STEP 8



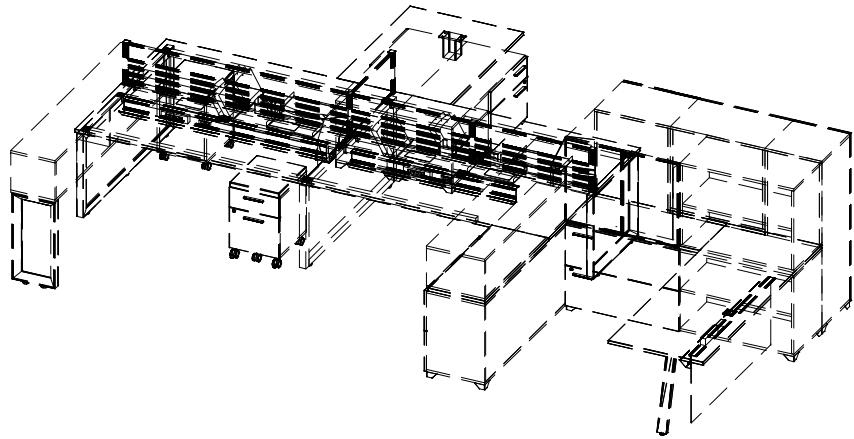
installation sequence (cont'd)

9. Install the surface mounted screen, trough and trough mounted modesty.
10. Install task lights, cable management, trough mounted receptacle and data. Mount the accessories to accessory rails.

STEP 9



STEP 10



screen post to surface

1. To install the screen post, place worksurface face down on a solid surface or floor. Place a wooden block underneath the pre-drilled holes and level the worksurface. Drill through the pre-drilled holes with a 5 mm V-point drill bit, (Figure 1).
2. Flip the worksurface and place it on top of the assembled worksurface supports or elevated surfaces with the topside facing up. Place screen post in position shown in (Figure 2). Use four screws (4) to attach the screen post to the surface.

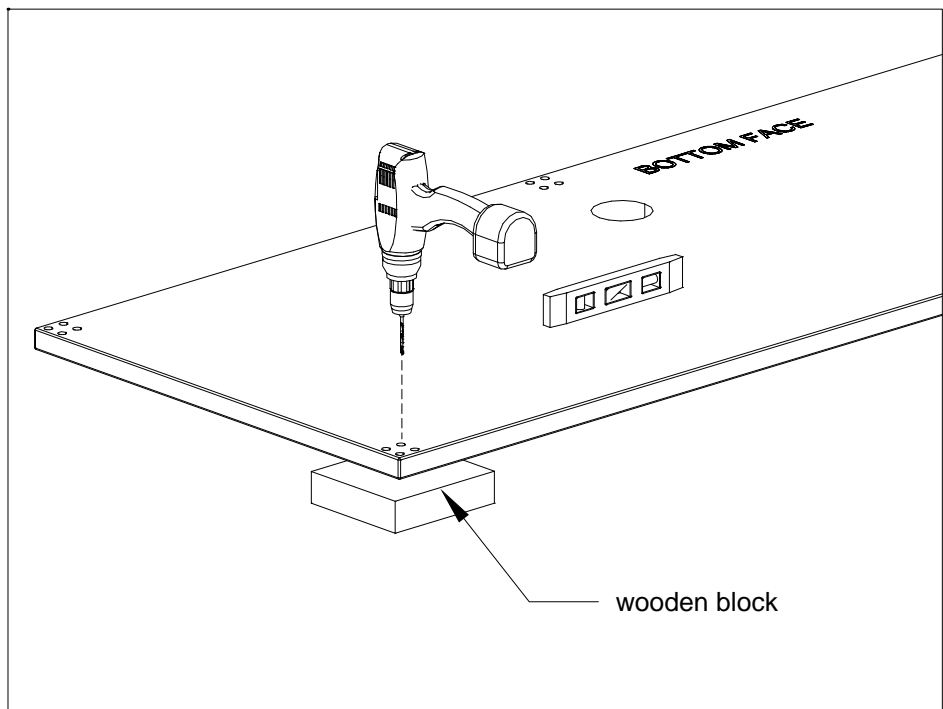


FIGURE 1

IMPORTANT NOTES:

- Do not drill all the pre-drilled holes, drill only where required as per furniture layout configuration.
- Check the layout for post positioning.

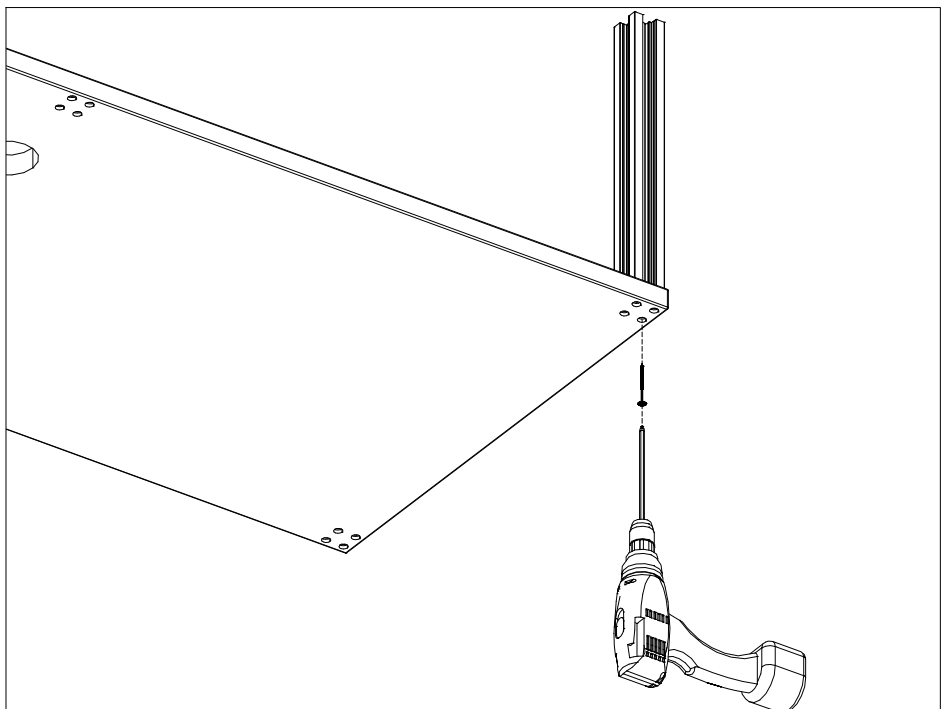

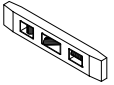
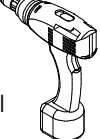





FIGURE 2

tools & hardware needed

					
measuring tape	torpedo level	drill	# 2 Robertson long bit	5 mm V-point drill bit	#8 x 2" Washer head screw

screens to screen post

1. Make sure the posts are not tightly secured to the worksurface, (Figure 1).
2. Slide the bottom screen extrusion down the screen post, (Figure 2). For felt screen installation, see "felt screen to screen post".

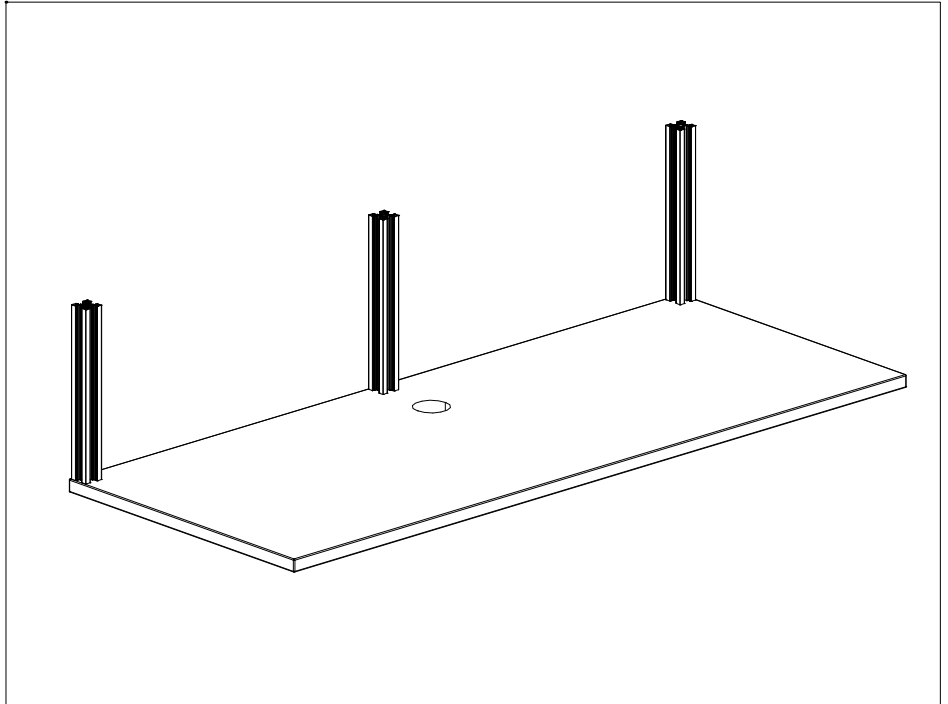


FIGURE 1

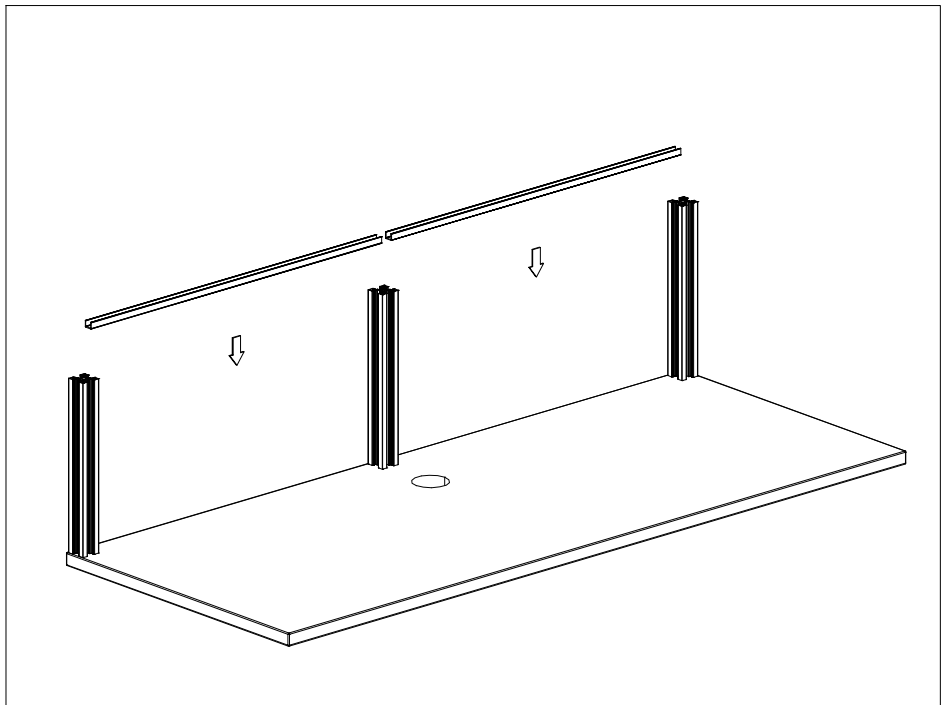
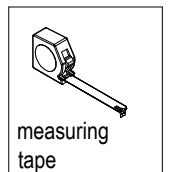


FIGURE 2

tools & hardware needed



measuring
tape

screens to screen post (cont'd)

3. Insert the appropriate screen gasket into the screen post grooves, (Figure 3). Slide the gasket down the screen post until it bottoms out.
4. Slide the screen into the gaskets within the posts, (Figure 4).

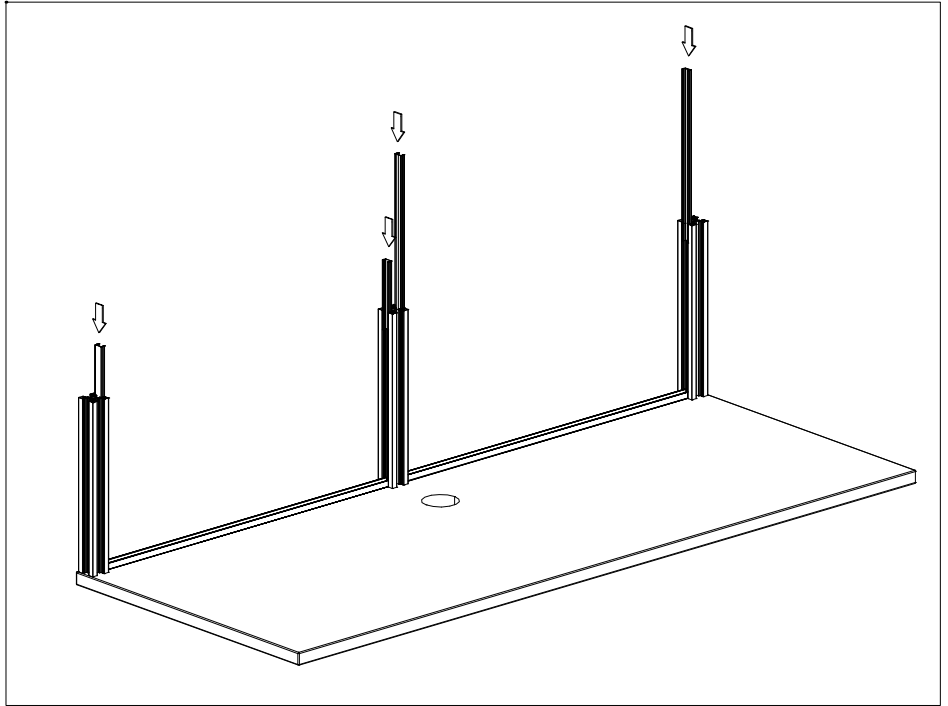


FIGURE 3

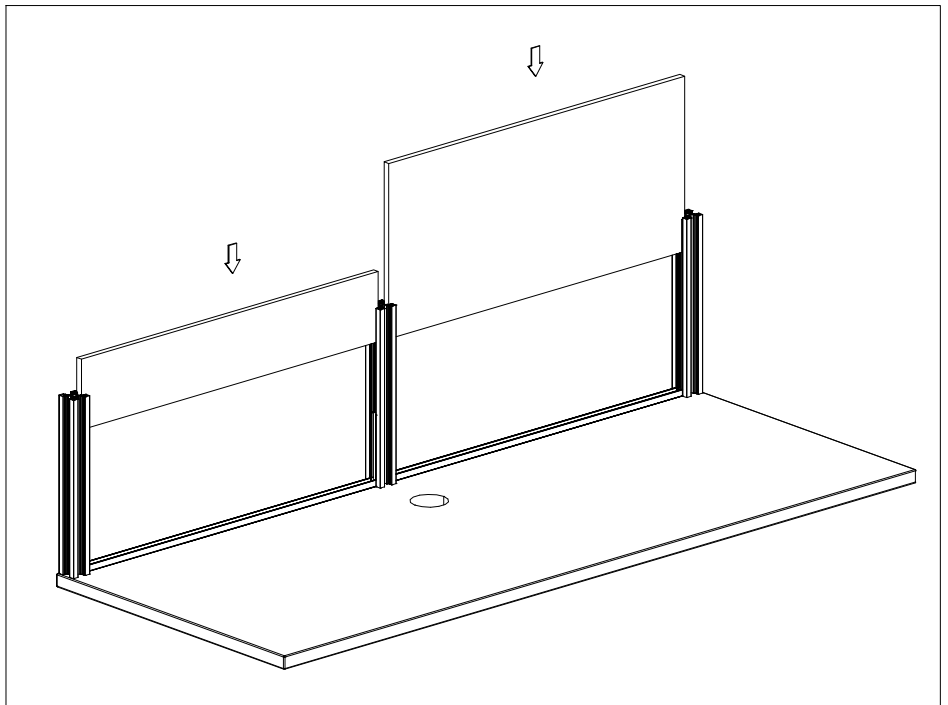
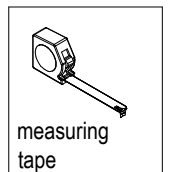


FIGURE 4

tools & hardware needed



measuring
tape

screens to screen post (cont'd)

5. Place the top screen extrusion on top of the screen.
6. Repeat steps 3 to 5 until all screens are in position except accessory screen shown in (Figure 5).

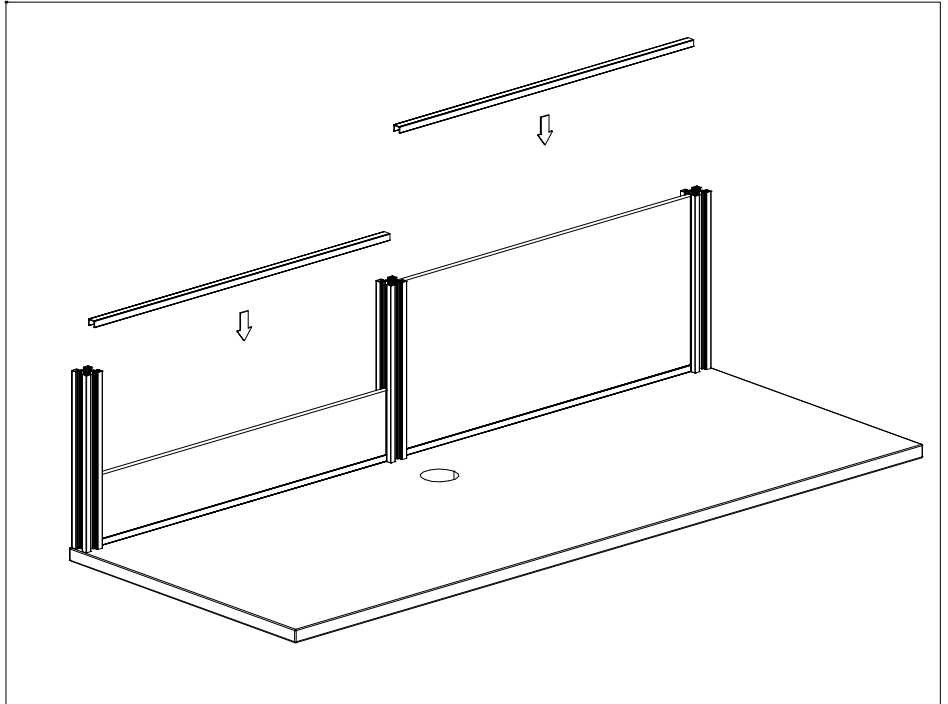


FIGURE 5

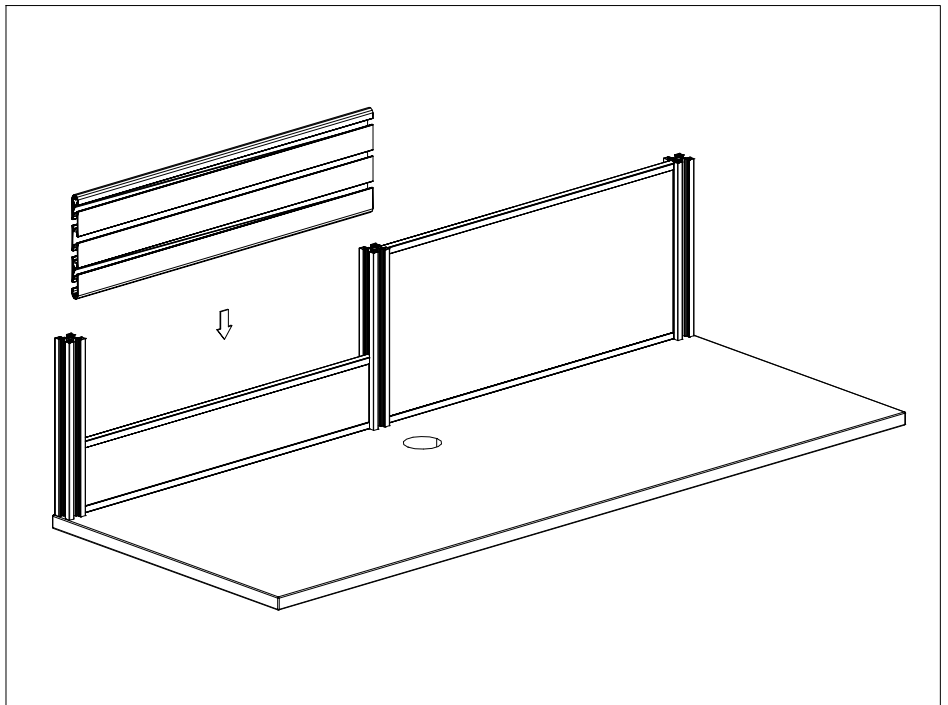
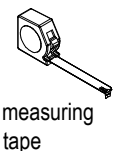


FIGURE 6

tools & hardware needed



measuring
tape

screens to screen post (cont'd)

7. Place the post top caps and fillers as shown in (Figure 7).

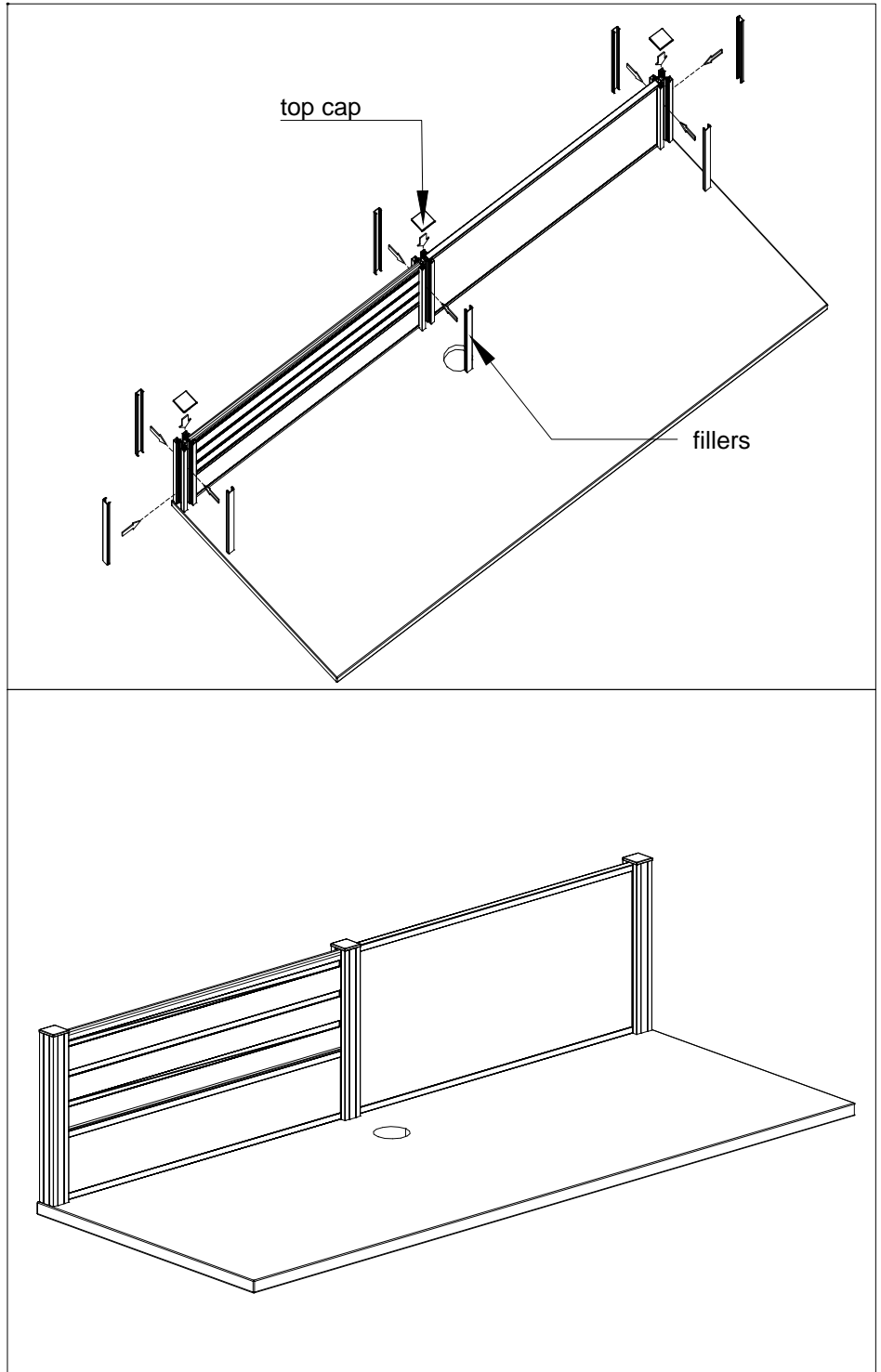
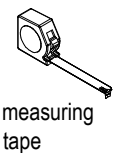


FIGURE 7

tools & hardware needed



felt screen to screen post

1. Slide the bottom extrusion sideways, (Figure 1).
2. Slide the appropriate screen gasket down the felt screen, (Figure 2).

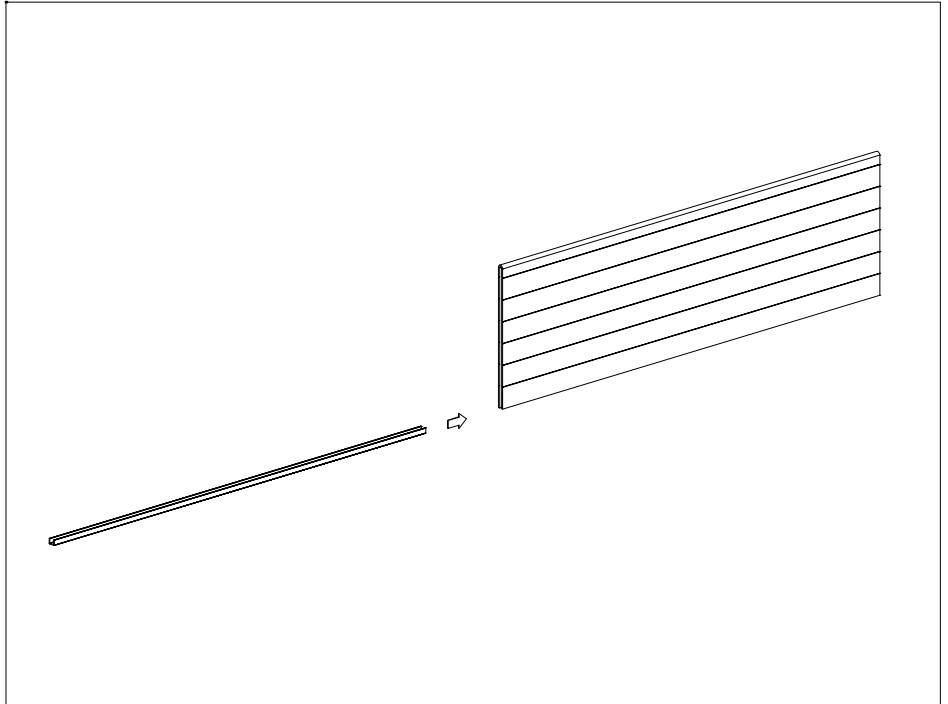


FIGURE 1

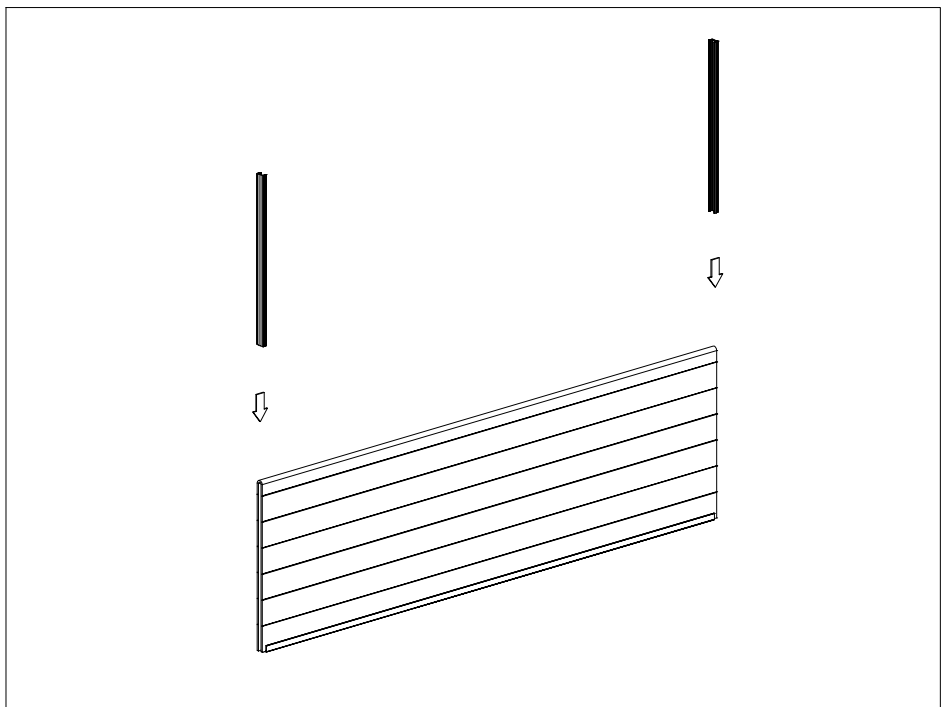
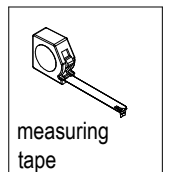


FIGURE 2

tools & hardware needed



measuring
tape

felt screen to screen post

3. Insert the screen down the screen post until it bottoms out, (Figure 3).
4. Place the top screen extrusion on top of the screen, (Figure 4).

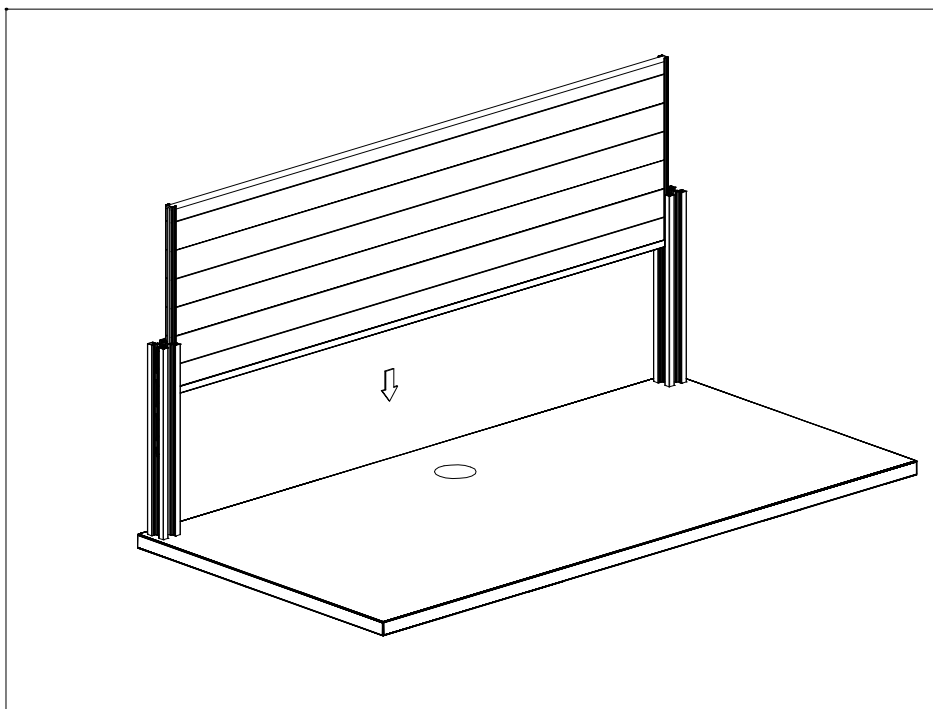


FIGURE 3

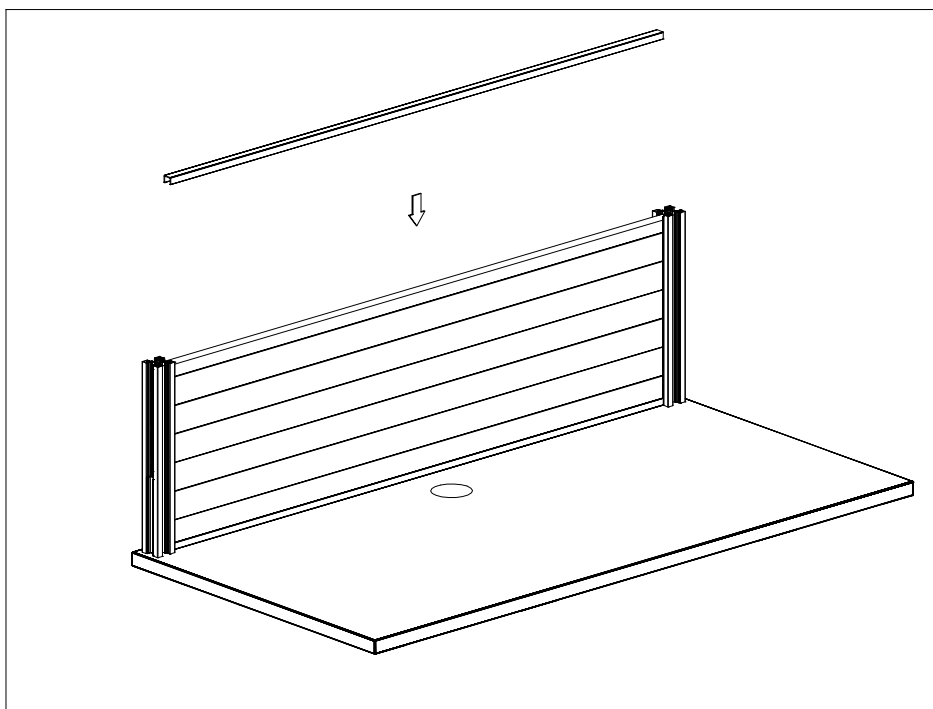
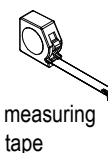


FIGURE 4

tools & hardware needed



measuring
tape

felt screen to screen post

5. Place the post top caps and fillers as shown in Figure 5.

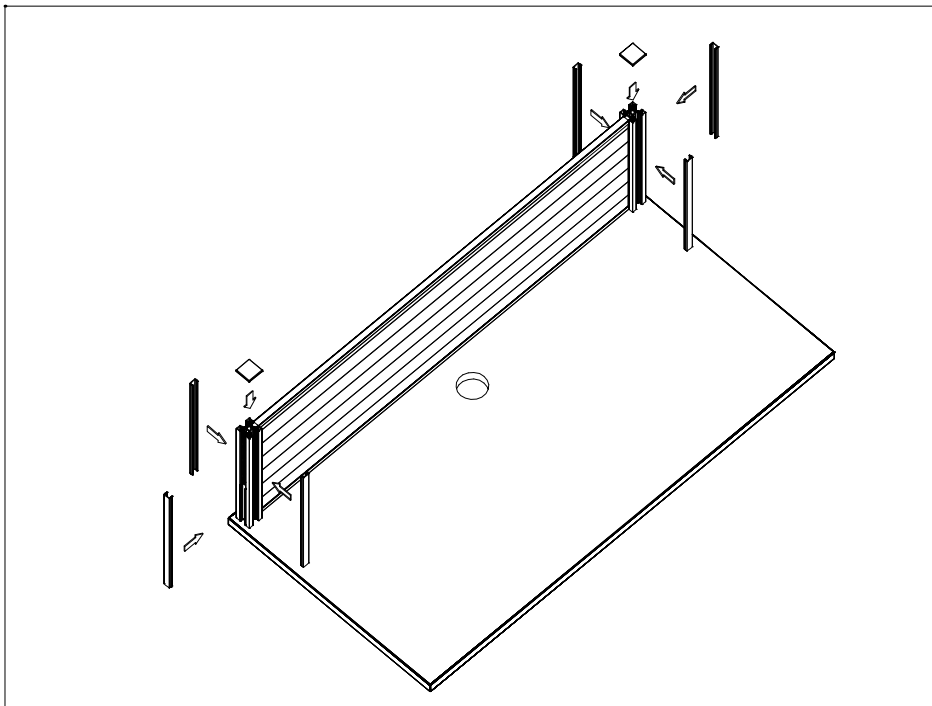
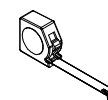


FIGURE 5

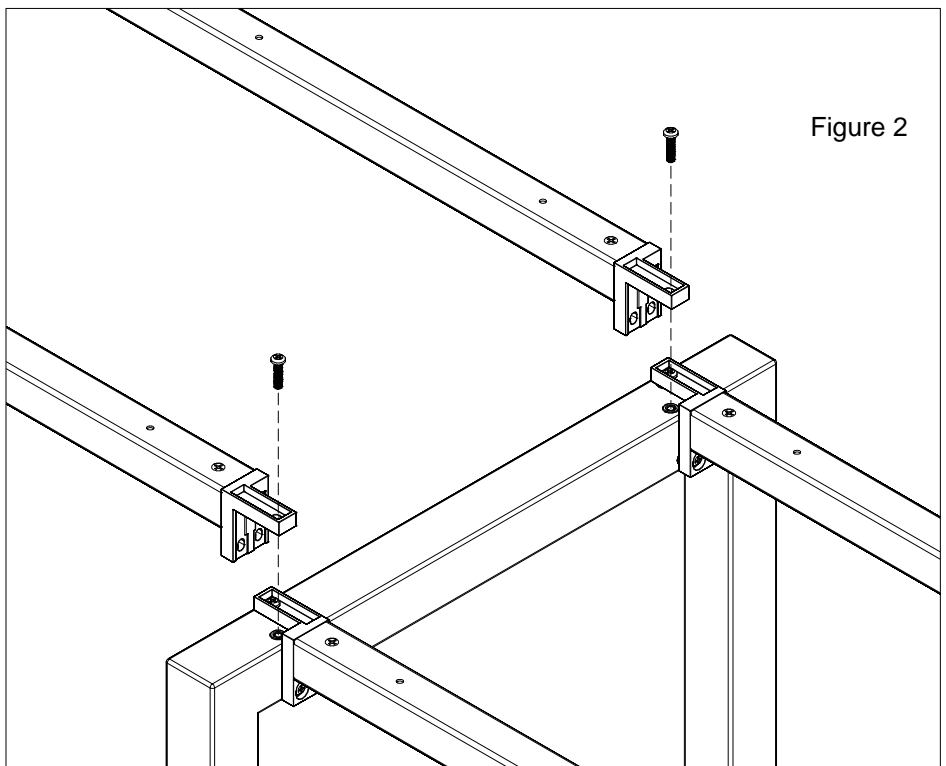
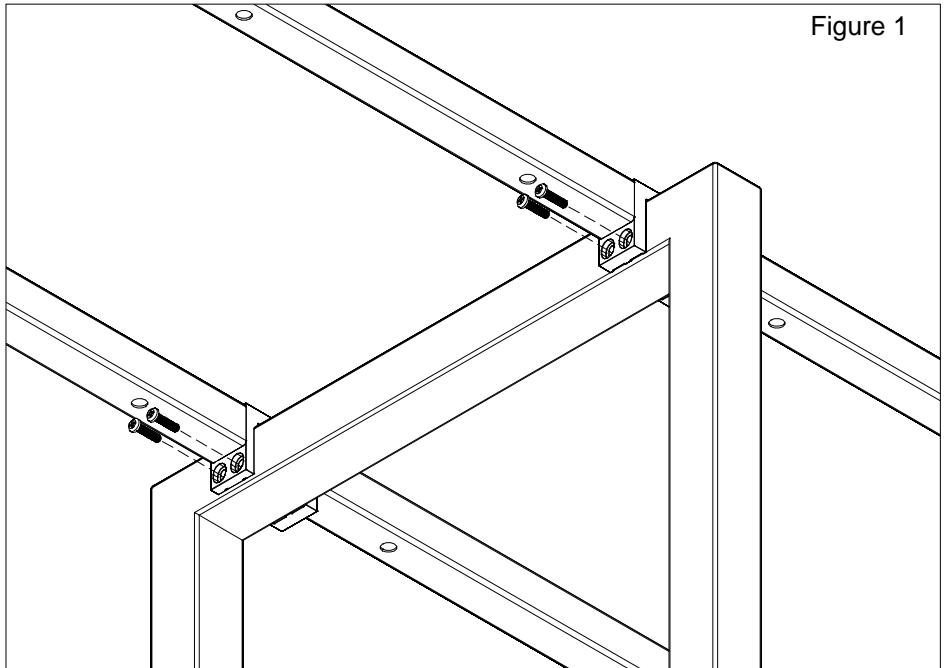
tools & hardware needed



measuring
tape

shared reinforcement bars to open center gable

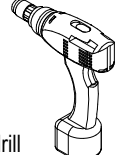


1. Ensure that the connector at the ends of the reinforcement beam is firmly attached; tighten the screws as necessary.
2. Attach the shared connector to the center gable with 1/4 #20 1-inch quadrex pan head screw at the bottom, (Figure 1), and above, (Figure 2).
3. Proceed to attach the other end of the reinforcement bar to the required gable.



NOTES:

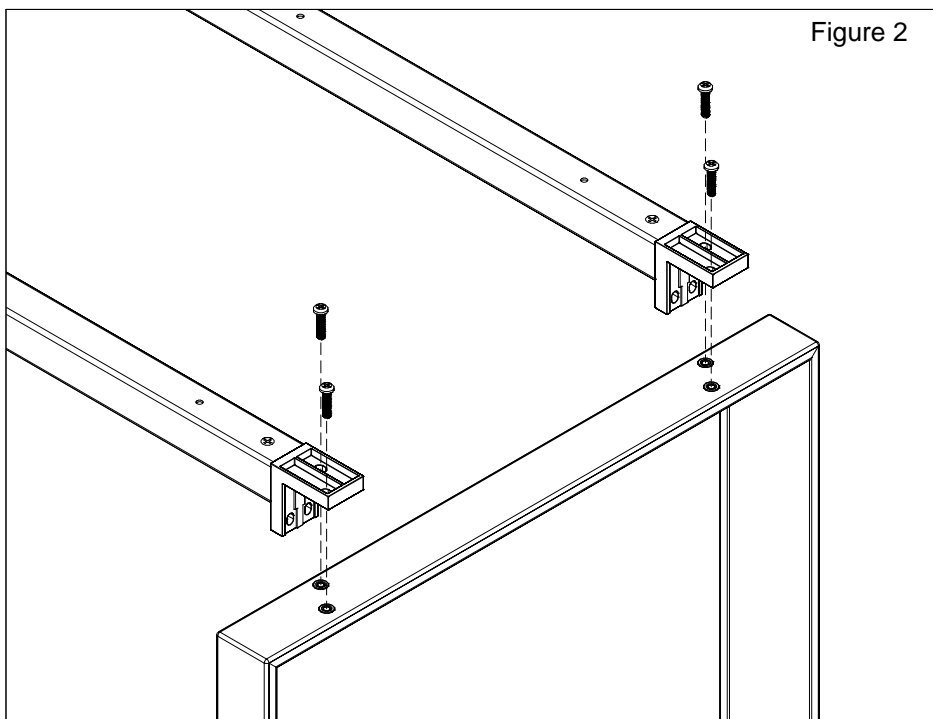
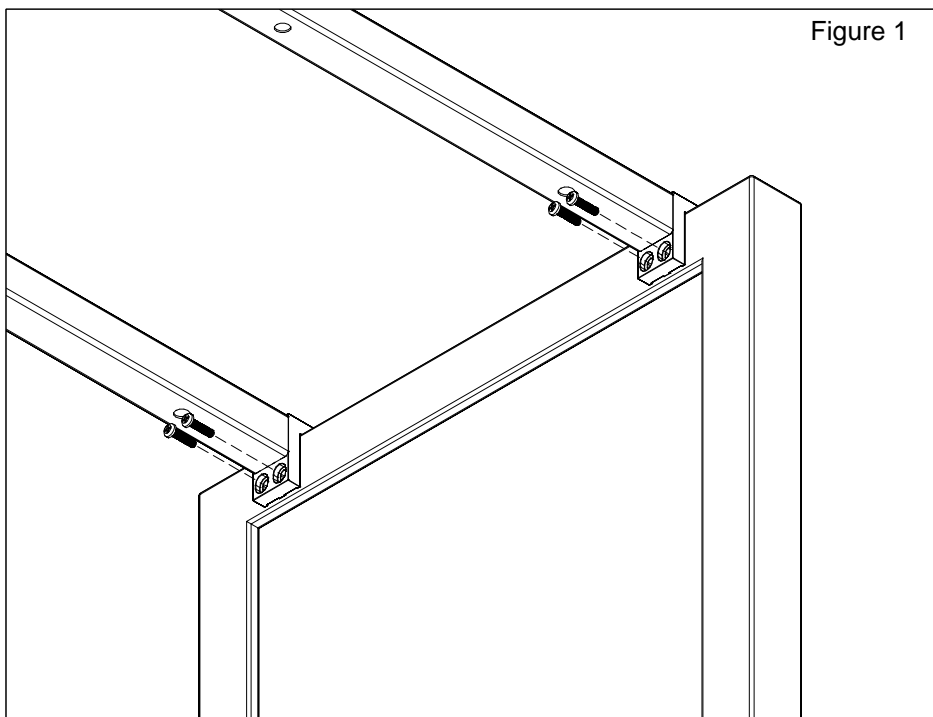
- > Bottom screws should be tightened first, then the top screws.

tools & hardware needed

 drill	 #2 robertson long bit	 1/4 #20; 1" quadrex pan head screw
--	---	--

end reinforcement bars to open end gable

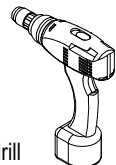

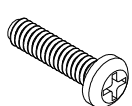
1. Ensure that the connector at the ends of the reinforcement beam is firmly attached; tighten the screws as necessary.
2. Attach the end connector to the end gable with 1/4 #20 1-inch quadrex pan head screws at the bottom, (Figure 1) and above, (Figure 2).
3. Proceed to attach the other end of the reinforcement bar to the required gable.



NOTES:

- > Bottom screws should be tightened first, then the top screws.

tools & hardware needed

 drill	 #2 robertson long bit	 1/4 #20; 1" quadrex pan head screw
--	---	--

no connector reinforcement bars to worksurface

1. Position the no connector reinforcement bars 3-1/16 inches from the edge of the worksurface, (Figure 1).
2. Attach the no connector reinforcement bars to the worksurface with #10; 1-inch oval head screws (Figure 2).

Figure 1

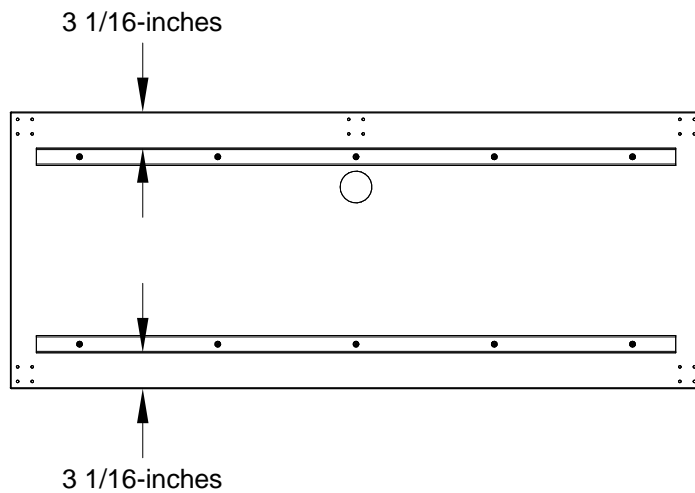
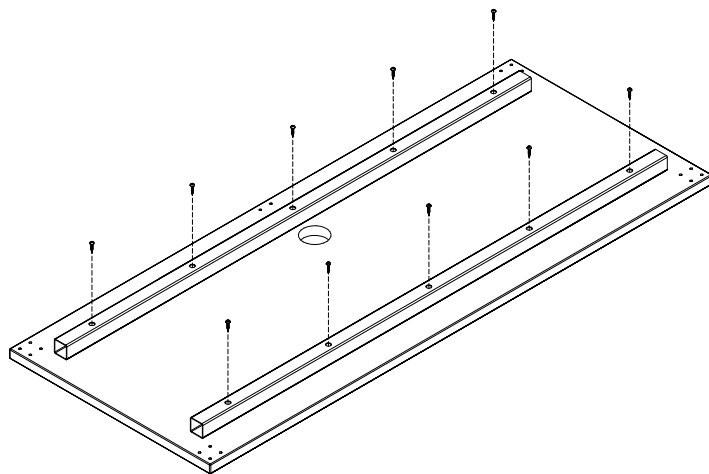
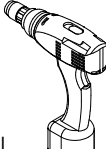
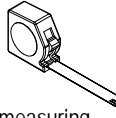

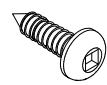


Figure 2



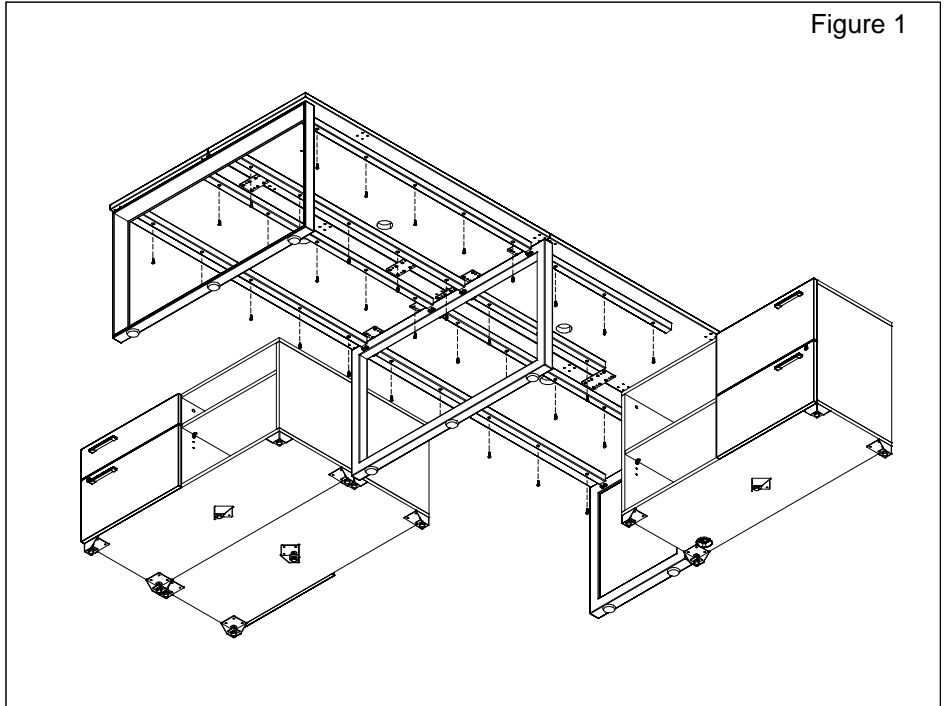
tools & hardware needed

			
drill	measuring tape	#2 Robertson long bit	#10 1" oval head screw

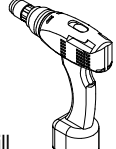

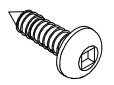
reinforcement beams to worksurface

1. With the worksurface assembled; secure the worksurface to the reinforcement beams with #10; 1-inch oval head screws, (Figure 1).

Figure 1



tools & hardware needed

 drill	 #2 Robertson long bit	 #10 1" oval head screw
--	---	--

flag storage installation

1. Install the required reinforcement beam to the flag storage support; following the instructions for end reinforcement bars to open end gables, (Figure 1; short beam shown).
2. Attach the the flag storage support with reinforcement to the bottom of the flag storage with # 10; 1-inch oval head screws, (Figure 2).

Figure 1

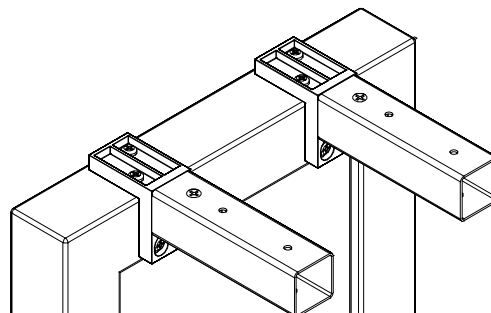
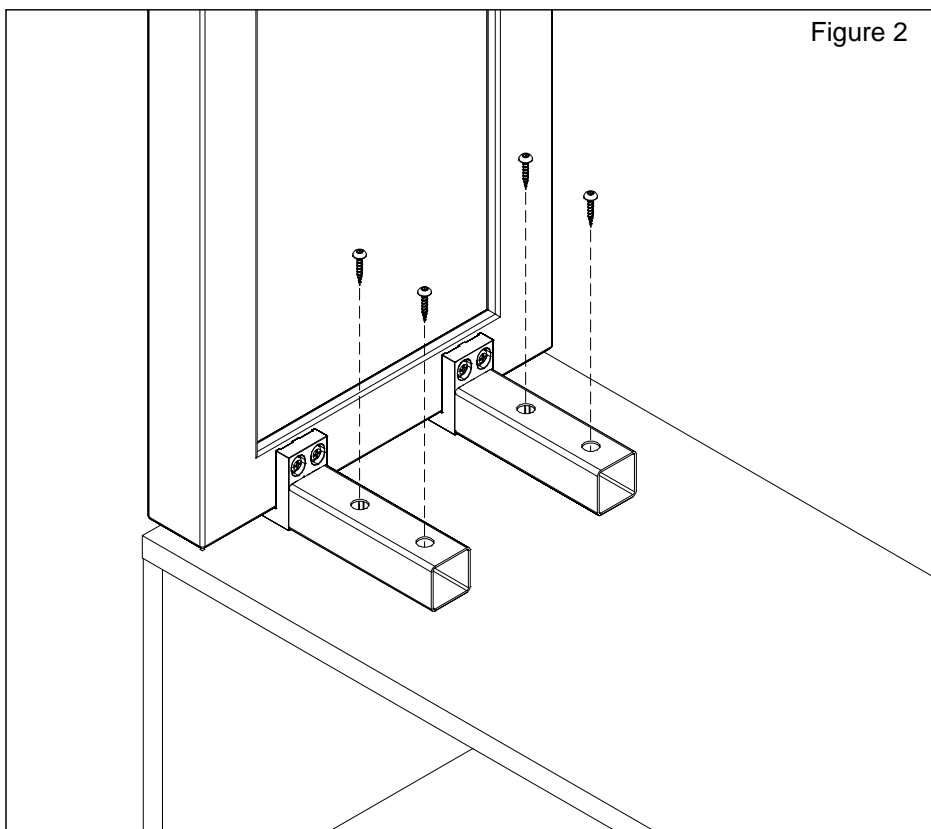
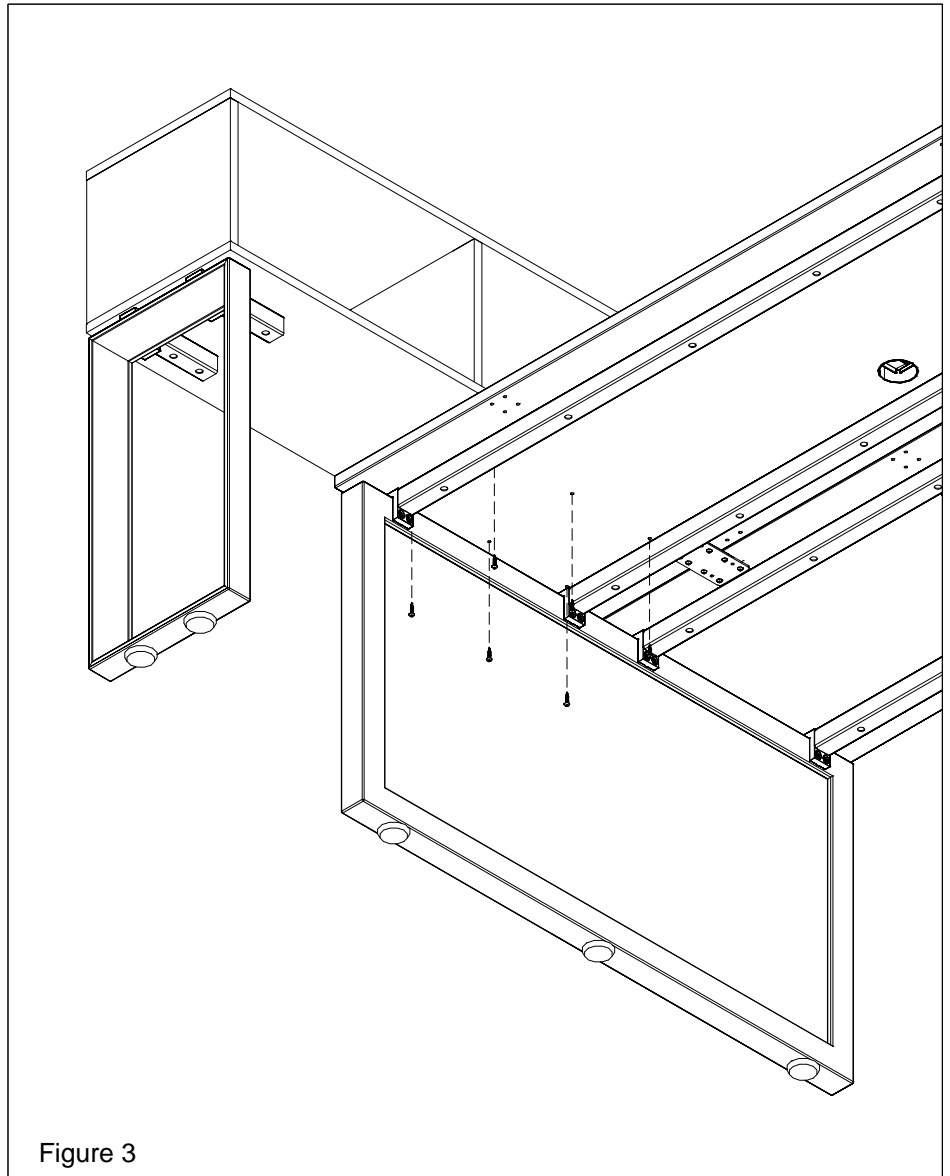


Figure 2

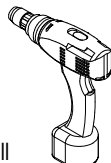
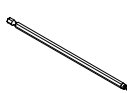

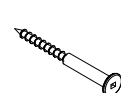


flag storage support (cont'd)

3. Position the flag storage to the worksurface and secure with 1-1/2 inch flat head screws through the mounting holes provided. Figure 3 shows a flag worksurface on one side.



tools & hardware needed

			
drill	#2 Robertson long bit	#10 1" oval head screw	1 1/2" flat head screw

single post support

1. Position the single post support at the center of the surface and measure 11-1/4 inches from the edge of the support plate to the edge of the surface (Figure 1; D-top shown).
2. Secure the single post support with #10; 1-inch oval head screws, (Figure 2).

Figure 1

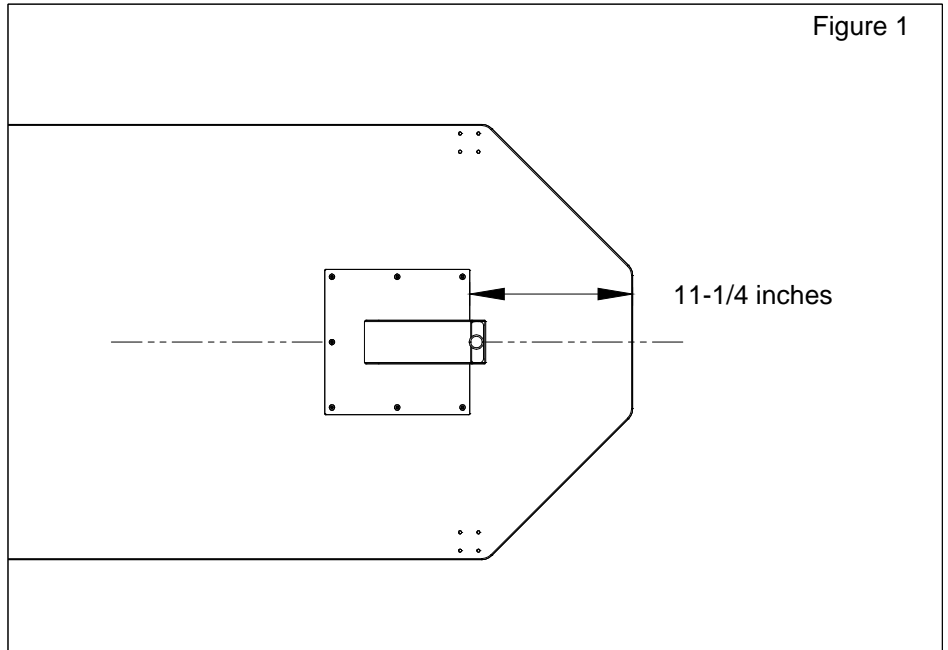
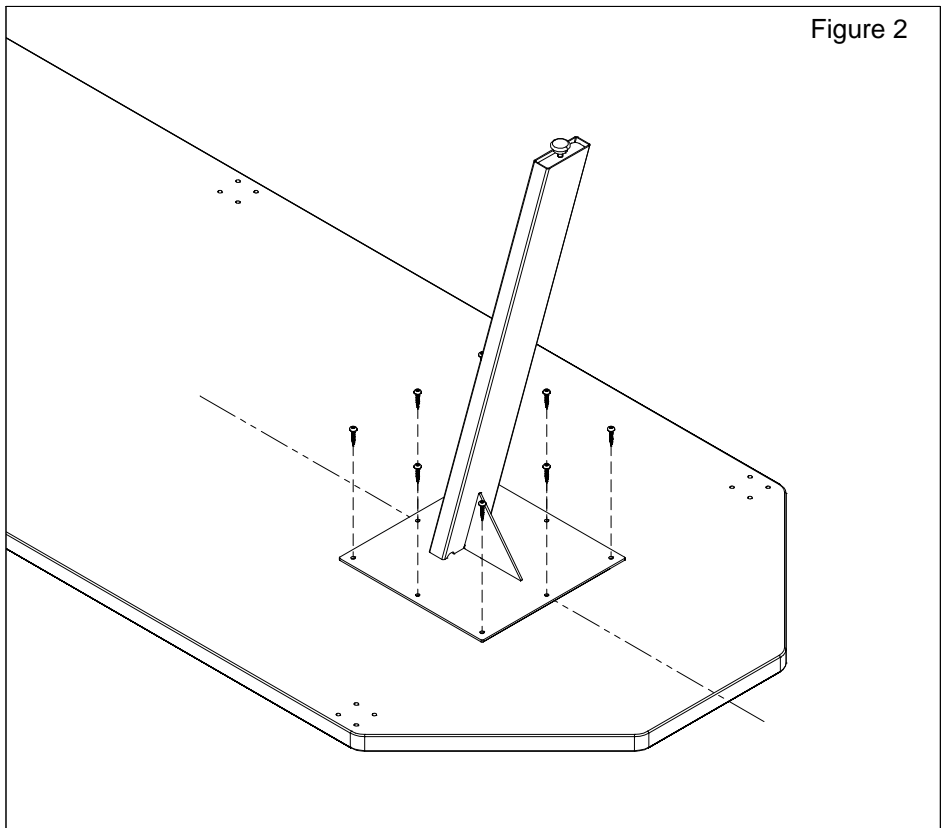
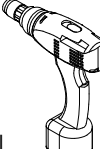
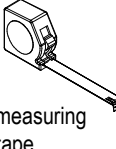




Figure 2



tools & hardware needed

			
drill	measuring tape	#2 Robertson long bit	#10 1" oval head screw

worksurface to worksurface flush plate

1. Position the worksurfaces on top of the assembled supports, (Figure 1).
2. Secure the worksurfaces together with flush plates and #10; 1-inch oval head screws (Figure 2).

Figure 1

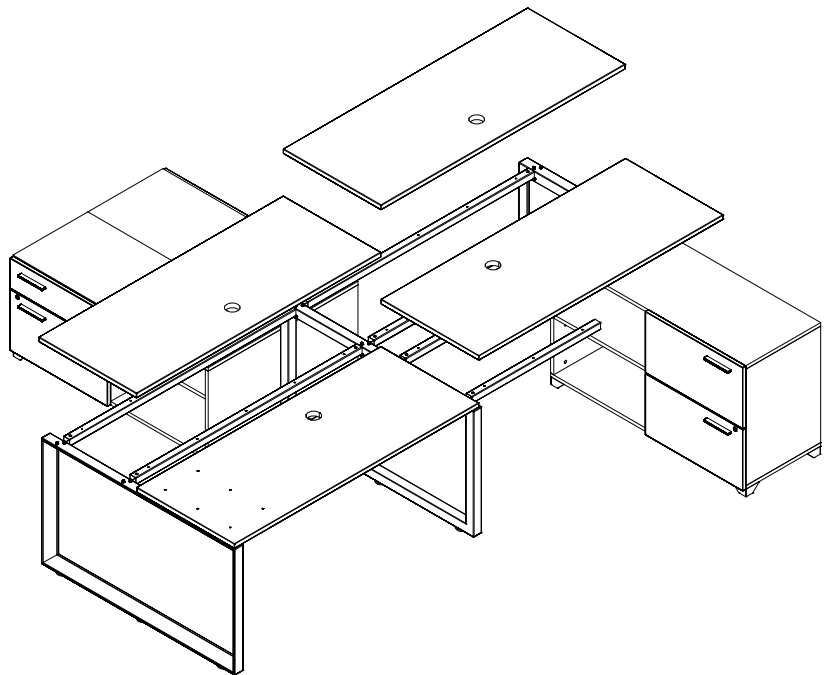
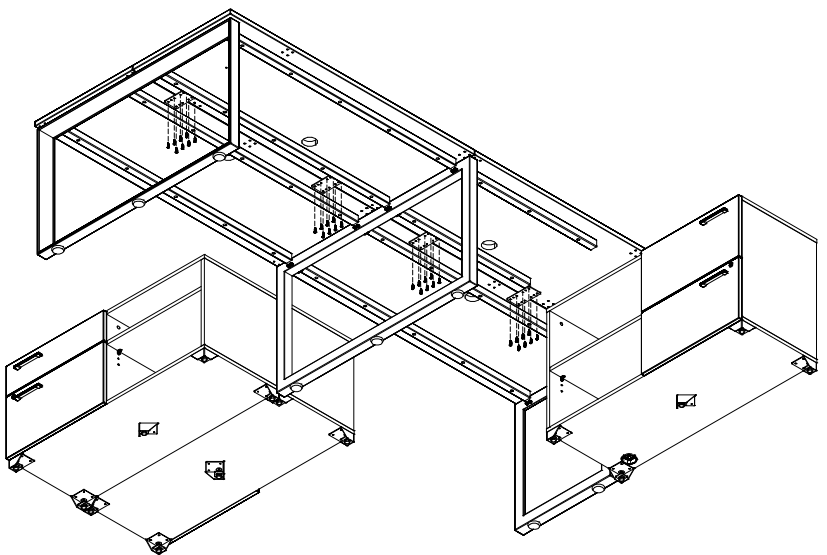
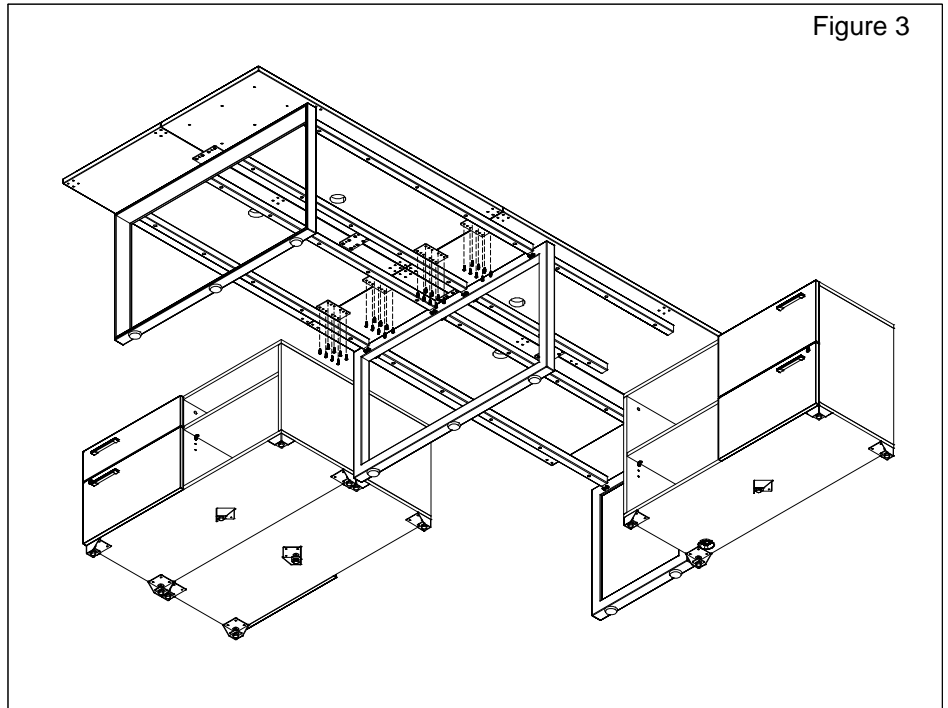


Figure 2

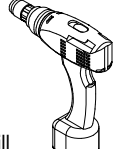

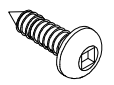


worksurface to worksurface flush plate

3. Move the worksurface to one side and secure the remaining worksurfaces with flush plates and #10; 1-inch oval head screws, (Figure 3).

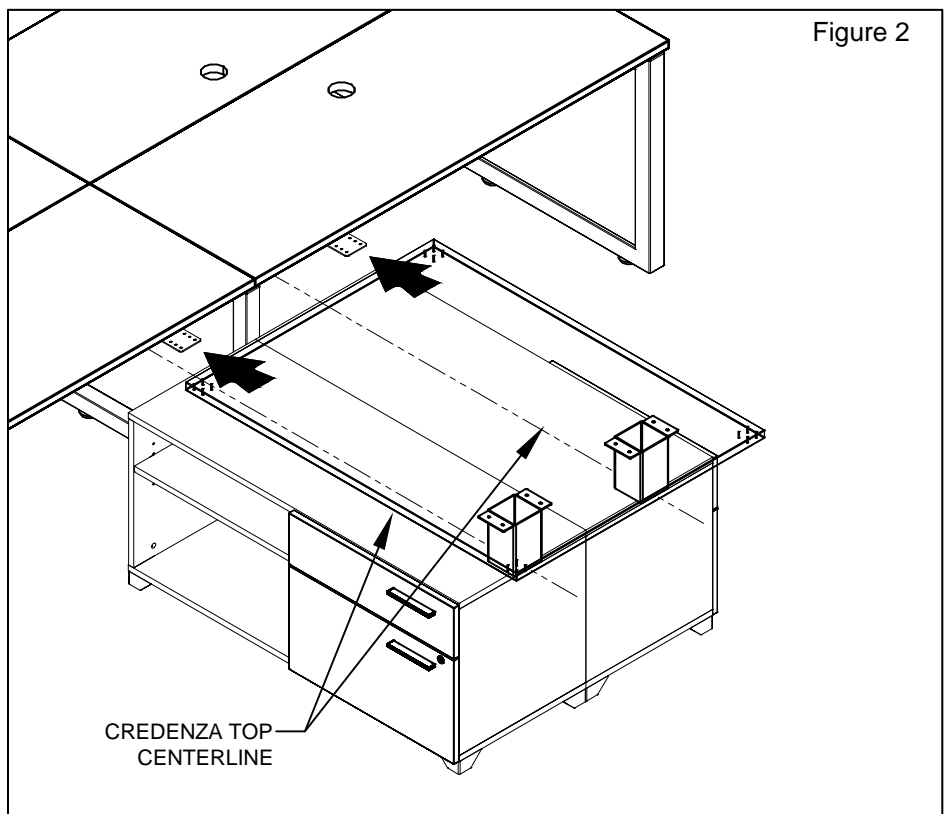
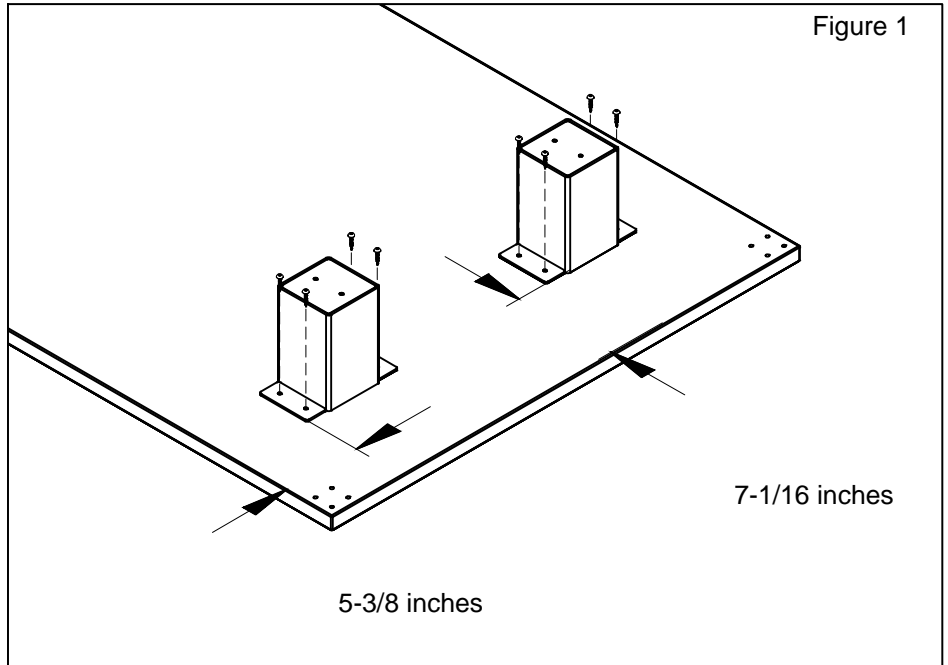


tools & hardware needed

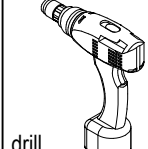
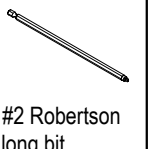

 drill	 #2 Robertson long bit	 #10 1" oval head screw
--	---	--

low credenza to wide worksurface fixed supports

1. Install two low credenza worksurface supports 5-3/8 and 7-1/16 inches from the edge of the worksurface with #10; 1-inch oval head screws (Figure 1).
2. Mount the worksurface above the credenza and secure the flush plates to the surface with #10; 1-inch oval head screws (Figure 2).
3. Align the credenza to the worksurface.



tools & hardware needed

		
drill	#2 Robertson long bit	#10 1" oval head screw

low credenza to worksurface fixed support

1. Along the center of the worksurface, install the low credenza worksurface support 7-1/16 inches from the edge of the worksurface with #10; 1-inch oval head screws (Figure 1).
2. Mount the worksurface above the credenza and secure the reinforcement beams to the surface (Figure 2).

Figure 1

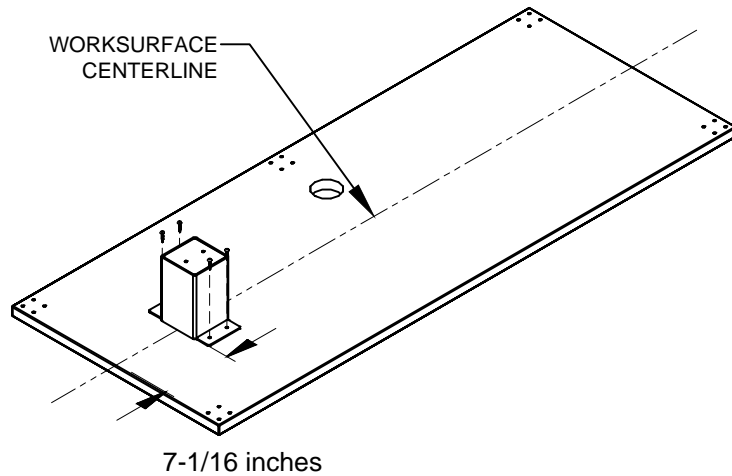
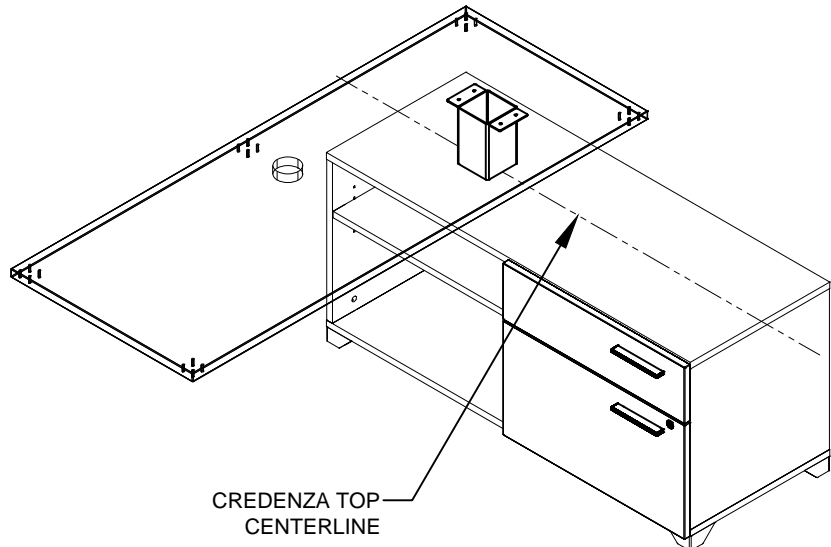
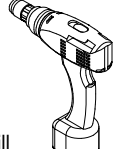

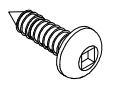


Figure 2

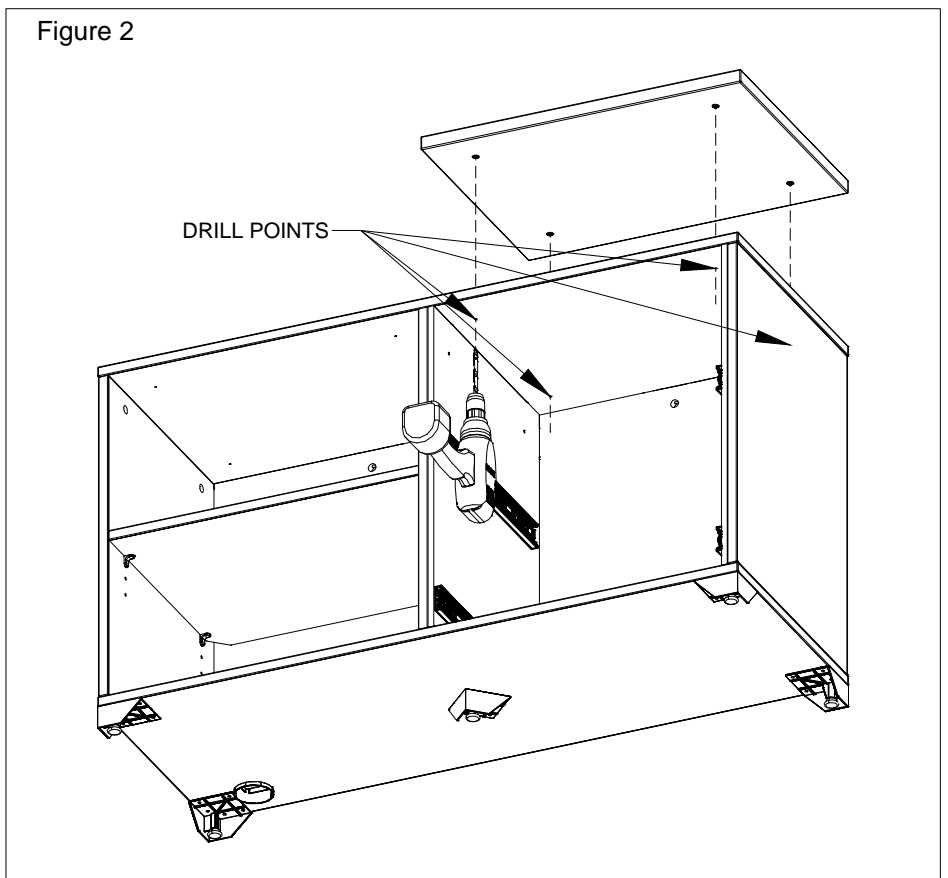
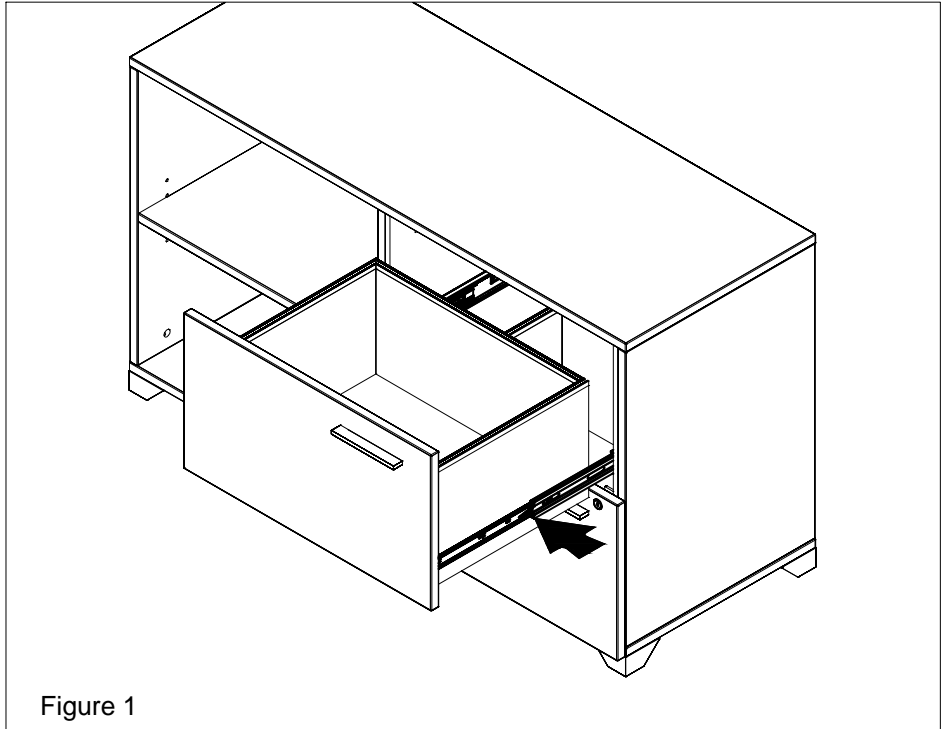


tools & hardware needed

 drill	 #2 Robertson long bit	 #10 1" oval head screw
--	---	--

front inset spacer to high credenza installation

1. Remove the drawers from the credenza by disengaging the safety lock on the sides of the drawer, (Figure 1).
2. From the inside of the credenza, drill through the top following the corresponding drilling points to match the required worksurface spacer, (Figure 2).



front inset spacer to high credenza installation (cont'd)

3. Figure 3 shows the bottom of the spacer with the inserts spaced 3 inches at the back and 2-1/2 inches in front.
4. Secure the inset spacer to the credenza with #10-24; 1-1/4 inch machine screws, (Figure 4).

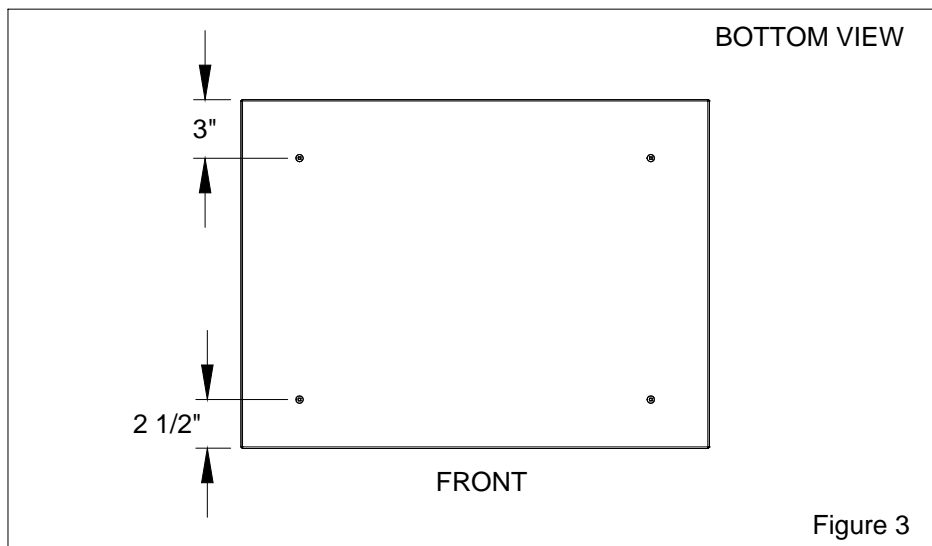


Figure 3

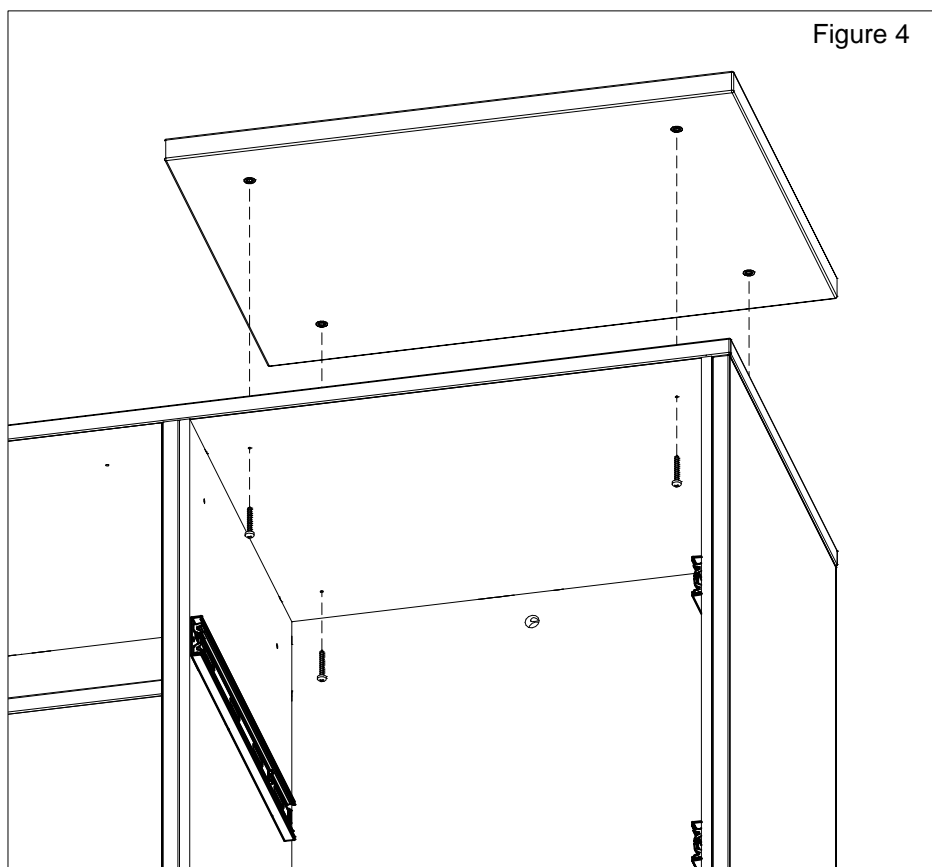

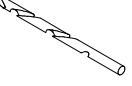

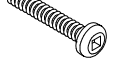


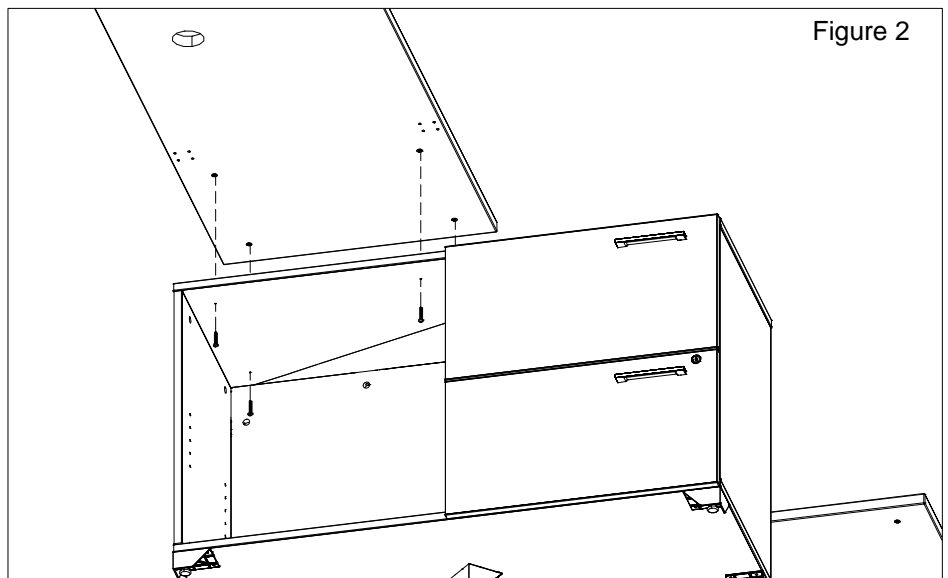
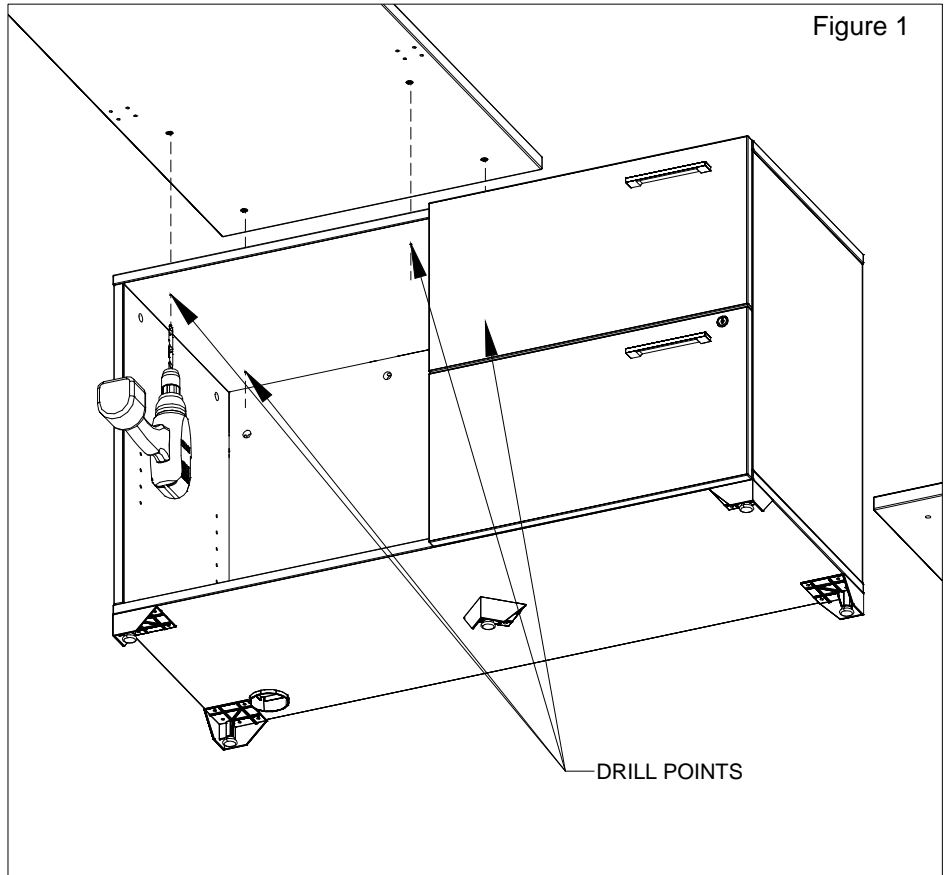
Figure 4

tools & hardware needed

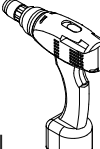


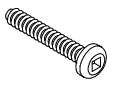
			
drill	#3 drill bit	#2 Robertson long bit	#10-24; 1 1/4" machine screw

worksurface to high credenza installation

1. From the inside of the credenza, drill through the top following the corresponding drilling points to match the inserts on the required worksurface depth, (Figure 1).
2. Secure the worksurface to the high credenza with #10-24; 1-1/4 inch machine screws, (Figure 2).



tools & hardware needed

			
drill	#3 drill bit	#2 Robertson long bit	#10-24; 1 1/4" machine screw

credenza mounted storage to high credenza installation

1. Secure the credenza mounted storage to the spacer with two 1-1/2 inch flat head screws, (Figure 1).
2. The credenza mounted storage is mounted with 1/2 inch space at the front of the credenza; flush on the sides and at the back, (Figure 2).

Figure 1

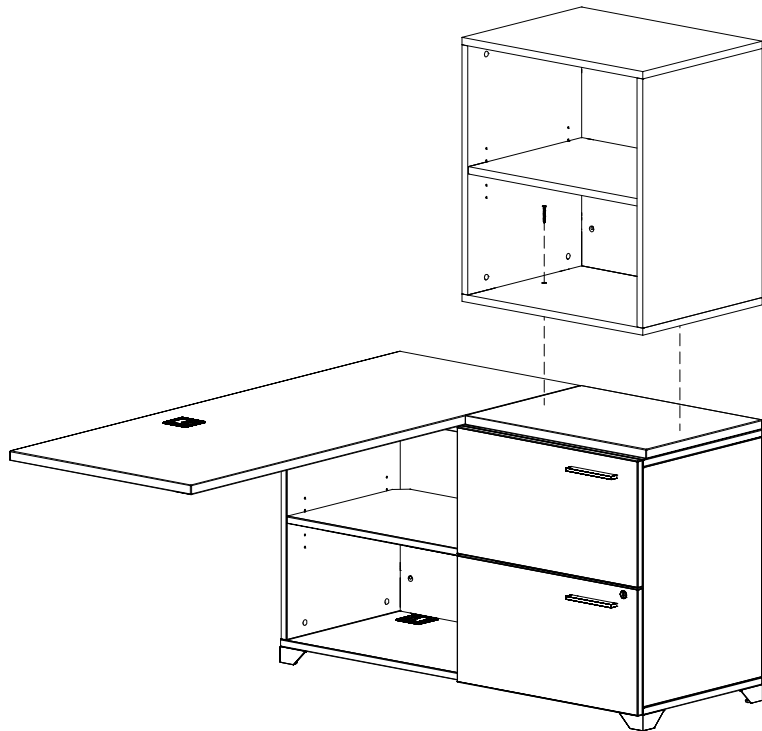
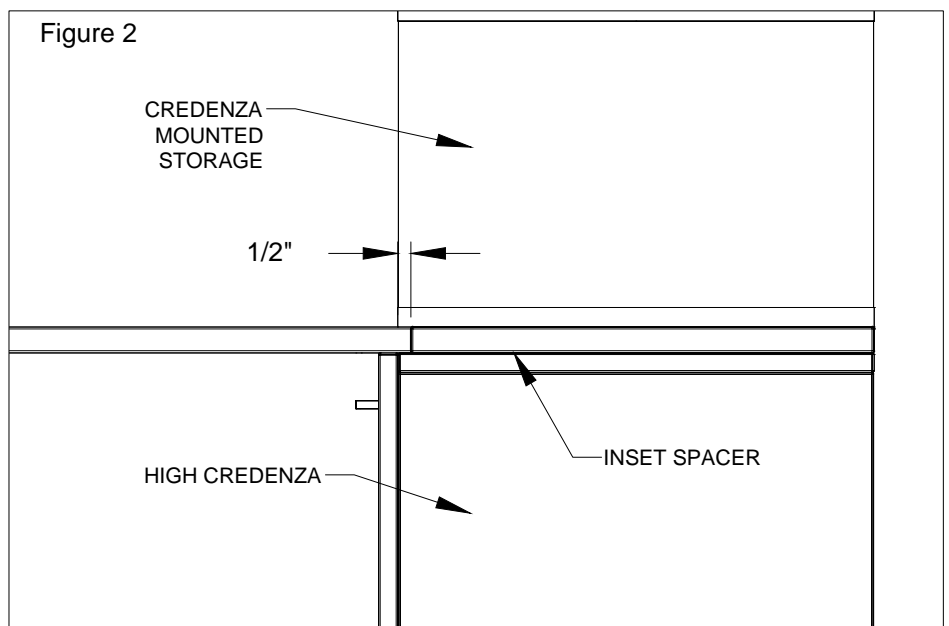
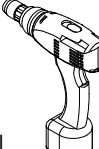
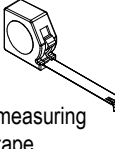

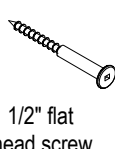


Figure 2

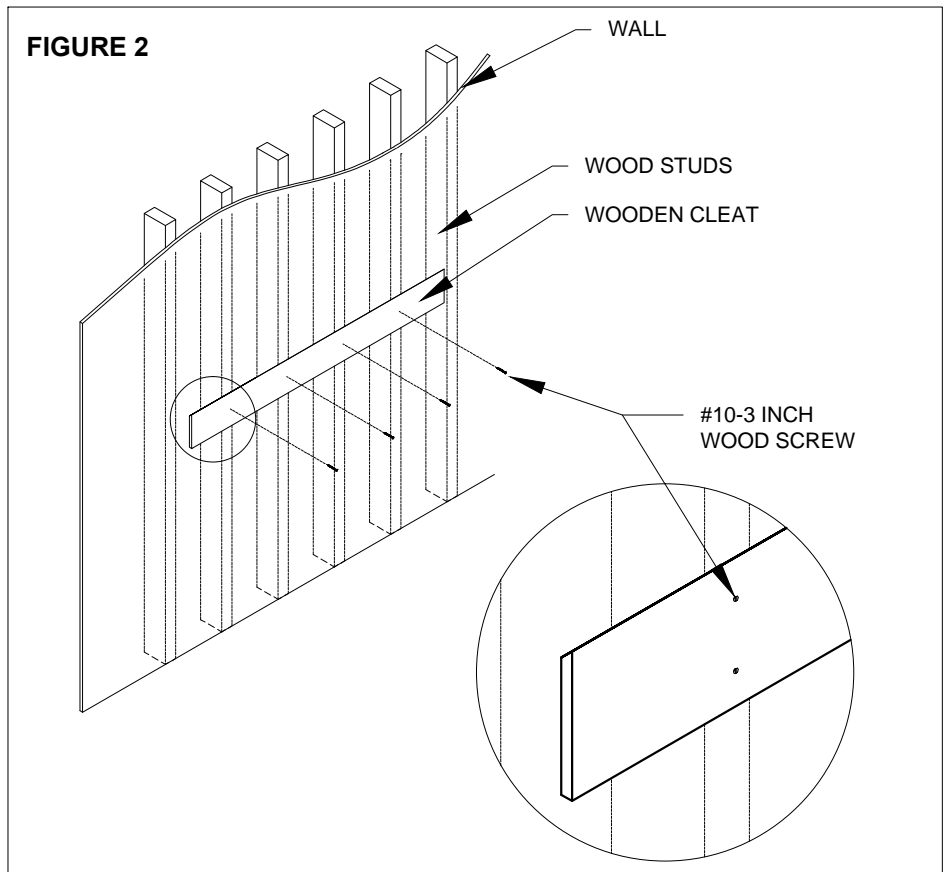
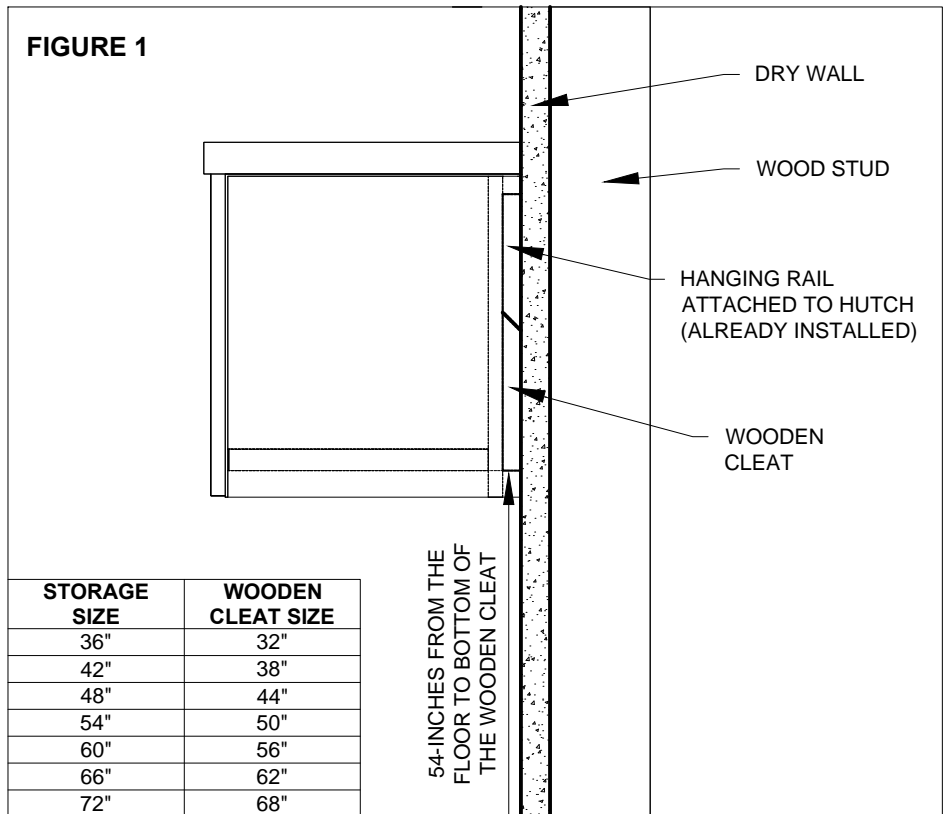


tools & hardware needed

			
drill	measuring tape	#2 Robertson long bit	1 1/2 inch flat head screw

overhead storage - attachment to dry wall with wood studs

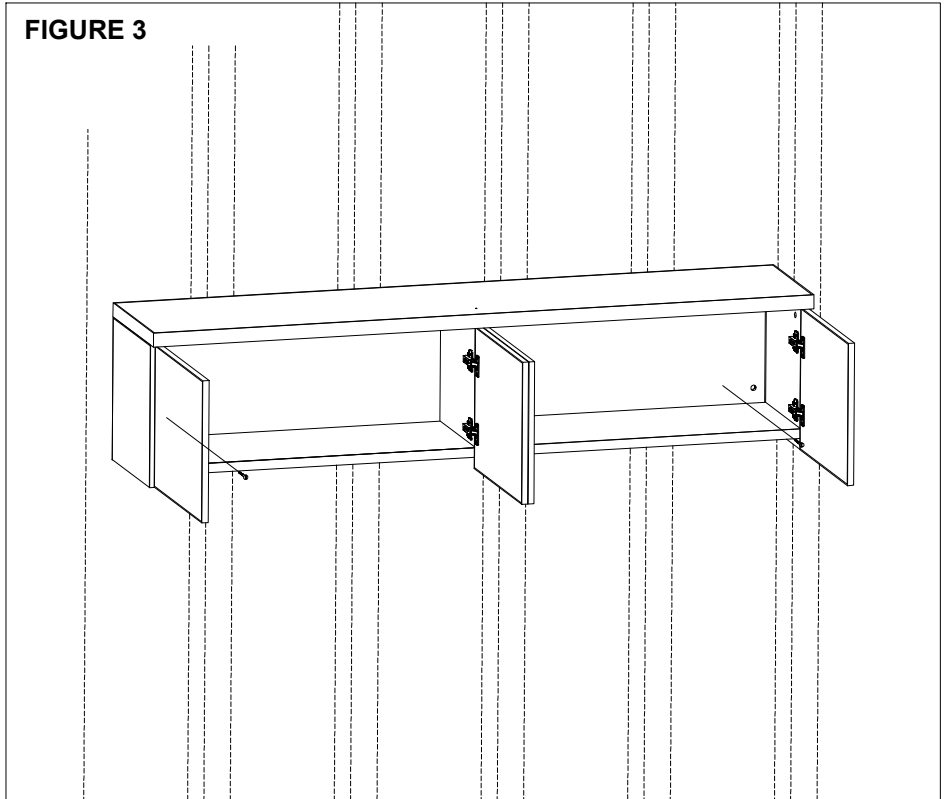
1. Find the location of the studs with a stud finder; make marks on the wall.
2. Mark the location of the wooden cleat on the wall and position it to the previously marked studs. The recommended height is 54-inches from the floor to the bottom of the wooden cleat. Use the following size as a guide for mounting the wooden cleats on the wall listed in Figure 1.
3. Level the wooden cleat and attach it to studs with #10, 3-inch wood screws, (Figure 2).



overhead storage - attachment to dry wall with wood studs (cont'd)

4. Hang the hutch over the installed wooden cleat.
5. Secure with #10, 3-inch wood screws from the inside back panel of the hutch through the wooden cleat, (Figure 3).

FIGURE 3



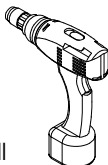
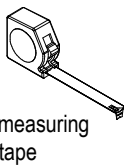
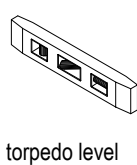
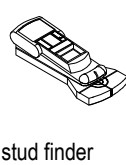

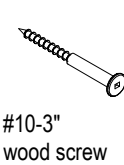
WARNING

It is the owner's responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of the overhead storage unit and its contents. Failure of the wall to support all imposed loads may result in property damage and/or personal injury. When in doubt, the use of other methods of storage such as freestanding storage units, hutches and bookcases is strongly recommended.

NOTES:

- > use 6 screws for hutches w/o dividers (48-inches and 54-inches wide) and 8 screws for hutches with dividers (60-inches, 66-inches and 72-inches wide).
- > make sure no electrical wires are on the way of the screws.

tools & hardware needed

					
drill	measuring tape	torpedo level	stud finder	#2 Robertson long bit	#10-3" wood screw

work organizer

Work organizers hang from the accessory screen to facilitate paper management and storage.

1. Hang the work organizer at their desired location into the accessory bar channels and push it down. For the paper sorter, angle it at 30 degrees; place the hooks at their desired location into the accessory bar channels, release them down and the paper sorter base will be engaged, (Figure 1).
2. Place the dividers for the paper sorter (Figure 2).

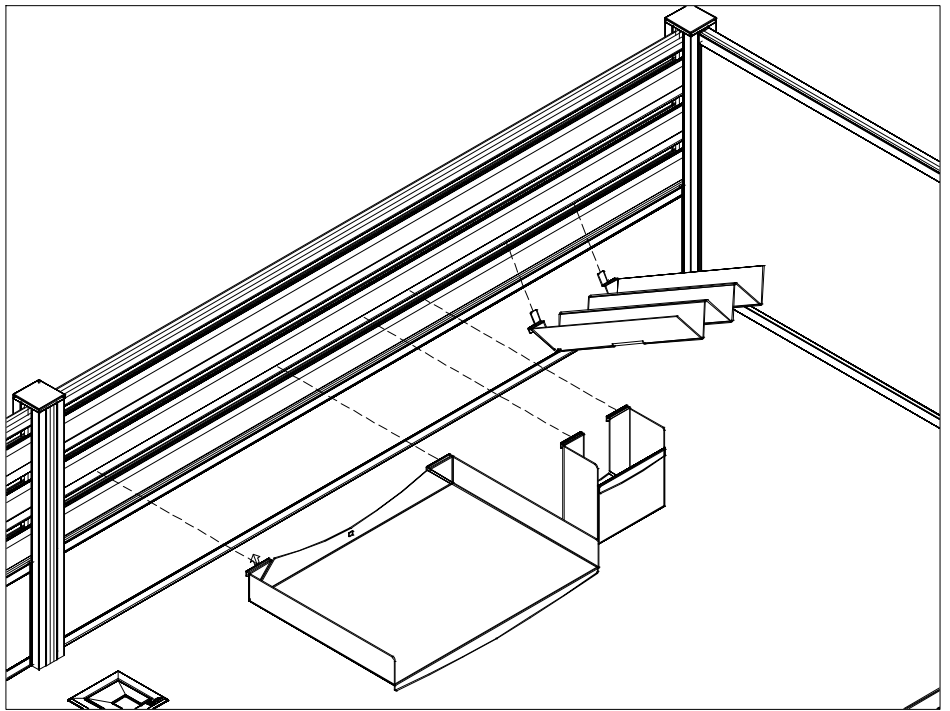


FIGURE 1

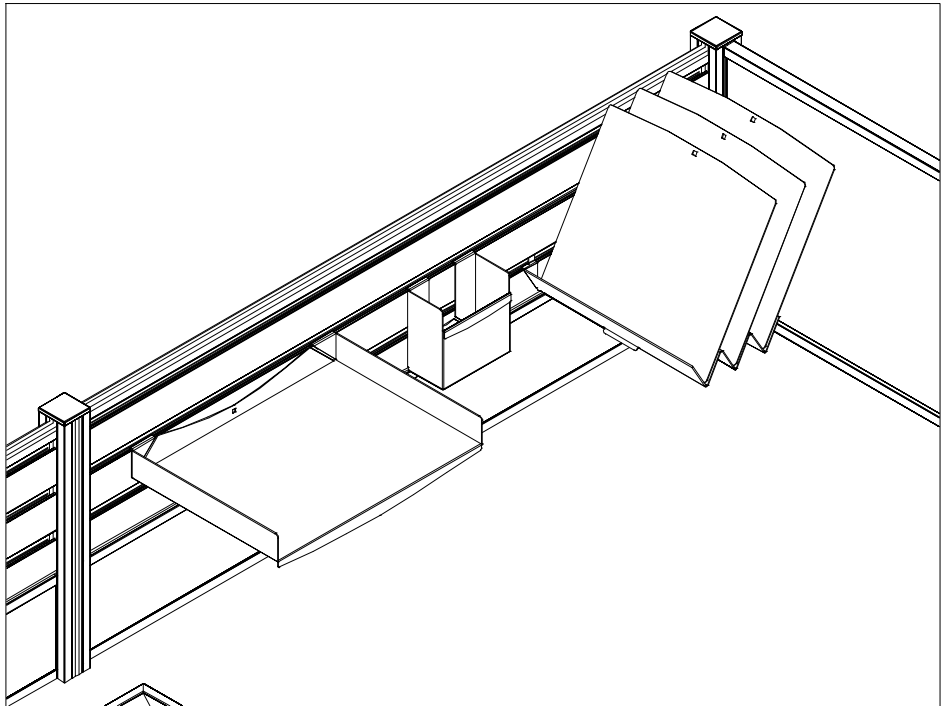


FIGURE 2

surface mounted screen

1. Position the surface mounted screen to the worksurface (Figure 1).
2. Attach the surface mounted screen to the underside of the worksurface using #10 1" oval head screws (Figure 2).

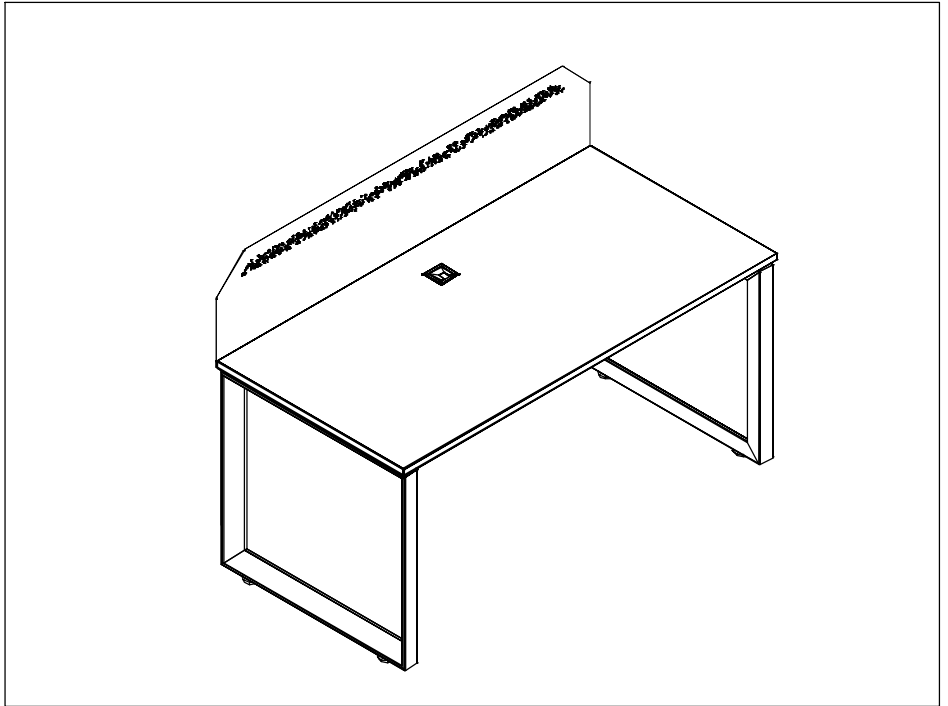


FIGURE 1

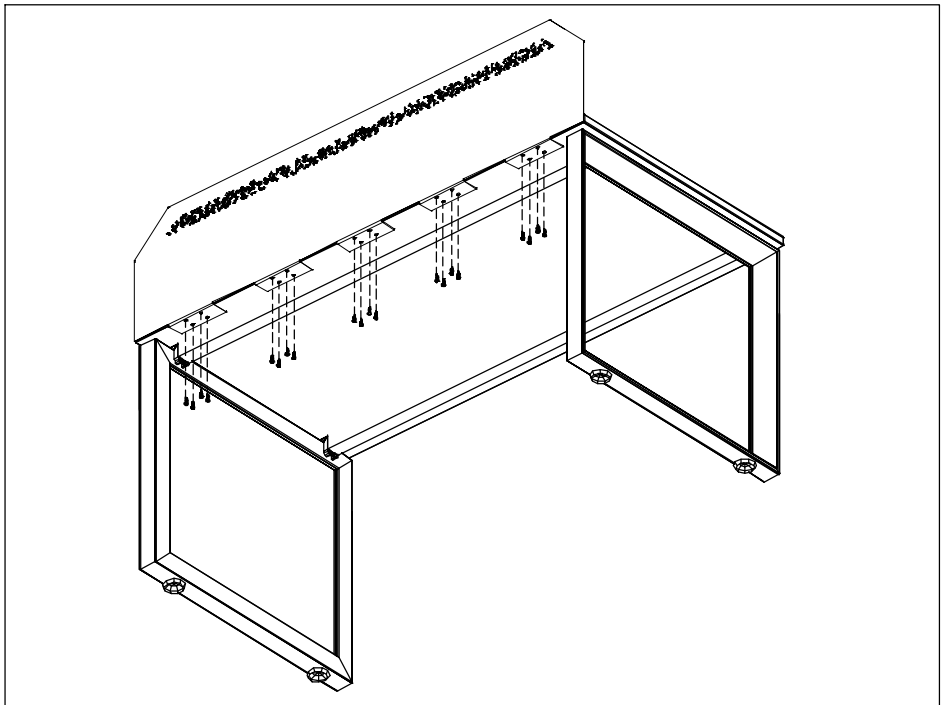

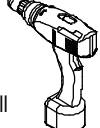




FIGURE 2

tools & hardware needed

 measuring tape	 drill	 # 2 Robertson long bit	 # 10x 1" pan screws
---	--	--	---

trough mounted modesty screen

1. Position the trough mounted modesty screen.
2. Attach the trough mounted modesty screen to the wire management trough using 1/4-20 round head screws with three washers on each screw (Figure 1).

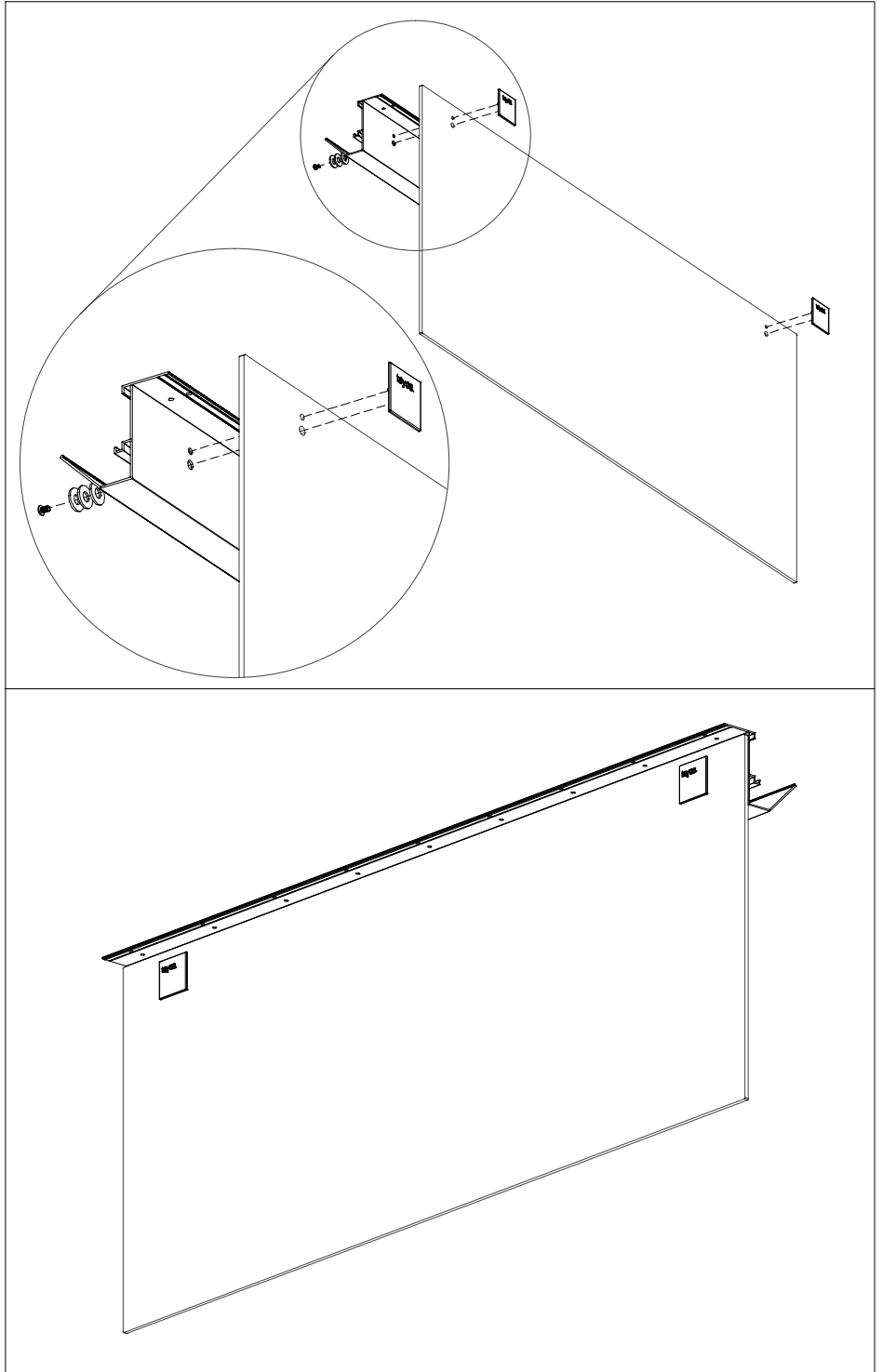








FIGURE 1

tools & hardware needed

 measuring tape	 drill	 # 2 Robertson long bit	 tayo co.	 washers (3)	 1/4-20 Round machine screw
--	--	---	---	--	--

wire management trough to surface

The wire management trough mounts to the underside of a reinforcement bar to manage power and communication cables horizontally below the worksurface level. Also, the power and/or communication box can be mounted to channels on the trough.

1. Ensure the worksurface is properly supported and all brackets are secured.
2. Position the worksurface wire management trough at the specified location (Figure 1). Use #10 1" oval head screws to attach the wire management trough to the underside of the reinforcement bar, (Figure 2).

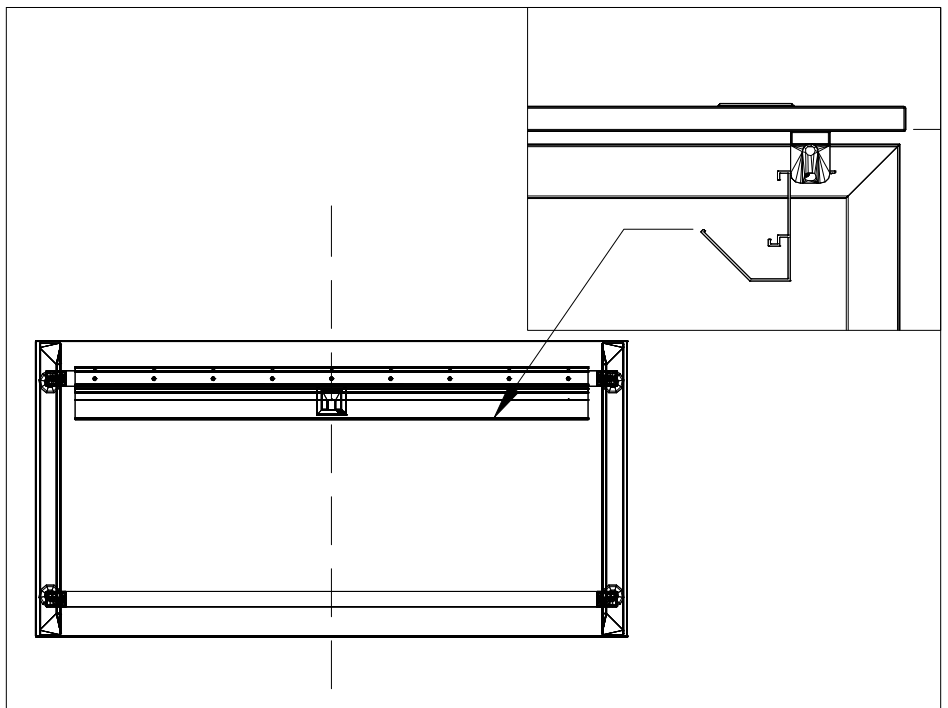


FIGURE 1

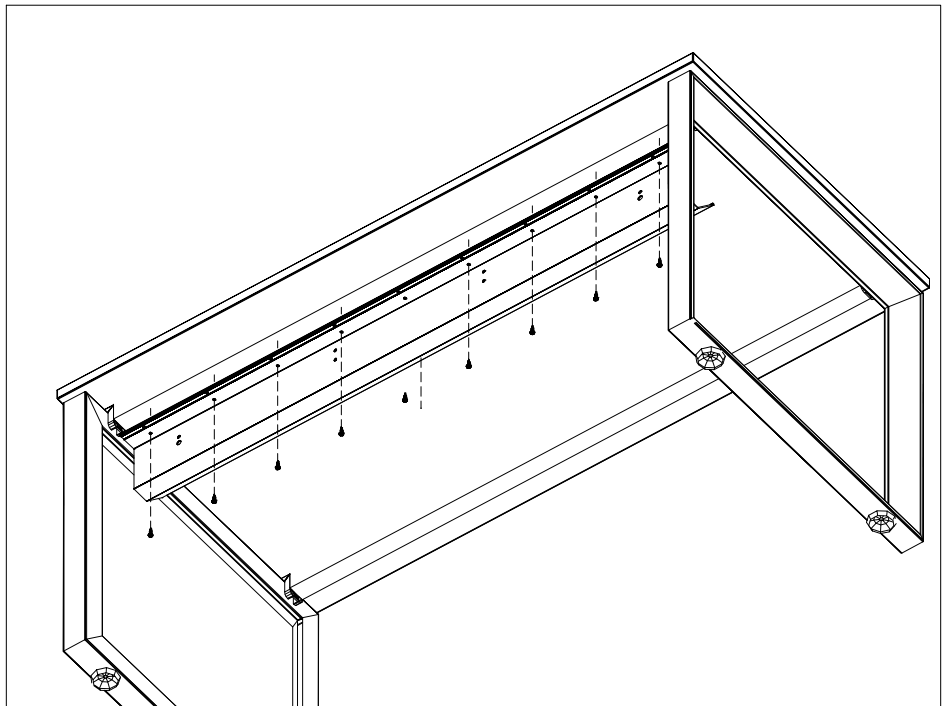

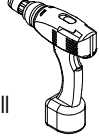




FIGURE 2

tools & hardware needed

 measuring tape	 drill	 # 2 Robertson long bit	 # 10x 1" pan screws
---	--	--	---

power pole installation

The power pole is attached to the open gables to manage cables from the ceiling to a workstation below the worksurface level.

1. Attach brackets to the open end gable using #10-5/8" pan self drilling screws.
2. Inspect ceiling condition before beginning installation if the ceiling tile is acoustical, remove the tile above the power pole before attaching the power pole to the bracket. (Figure 2).
3. Attach half of the power pole to the bracket using #10-32 machine screws.

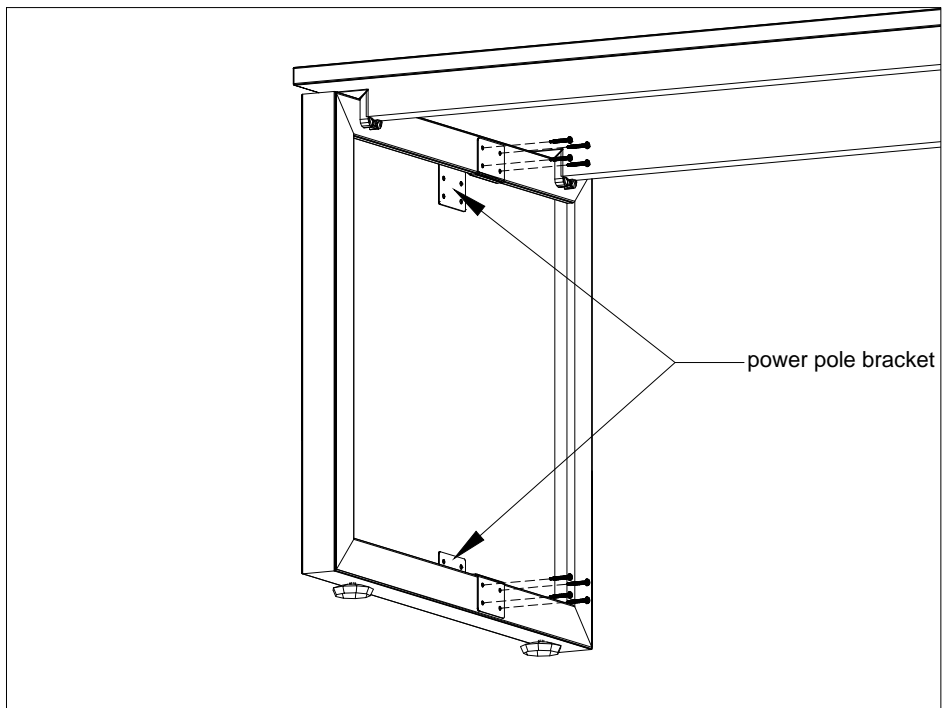


FIGURE 1

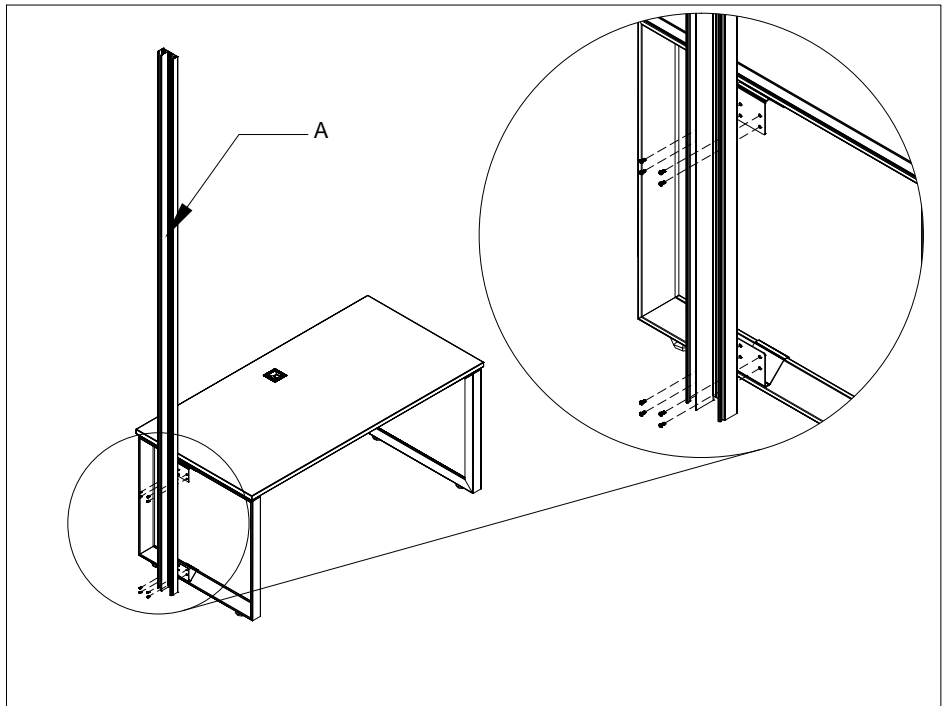
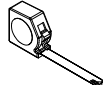
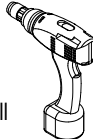





FIGURE 2

tools & hardware needed

				
measuring tape	drill	# 2 Robertson long bit	#10 x 5/8" pan self drilling screws	# 10- 32 machine screws

power pole installation (cont'd)

4. Lay the data and power cables in the power pole. Clip the two halves of the power pole together (Figure 3).
5. Place the ceiling collar around the management column and mount to the ceiling with 6 screws; (Figure 4).

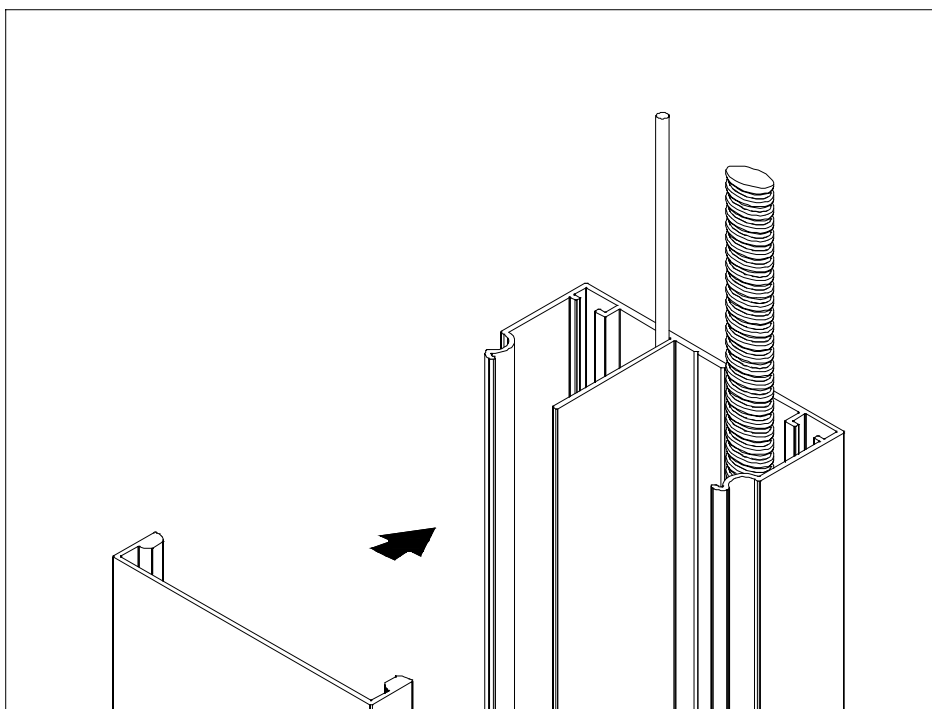


FIGURE 3

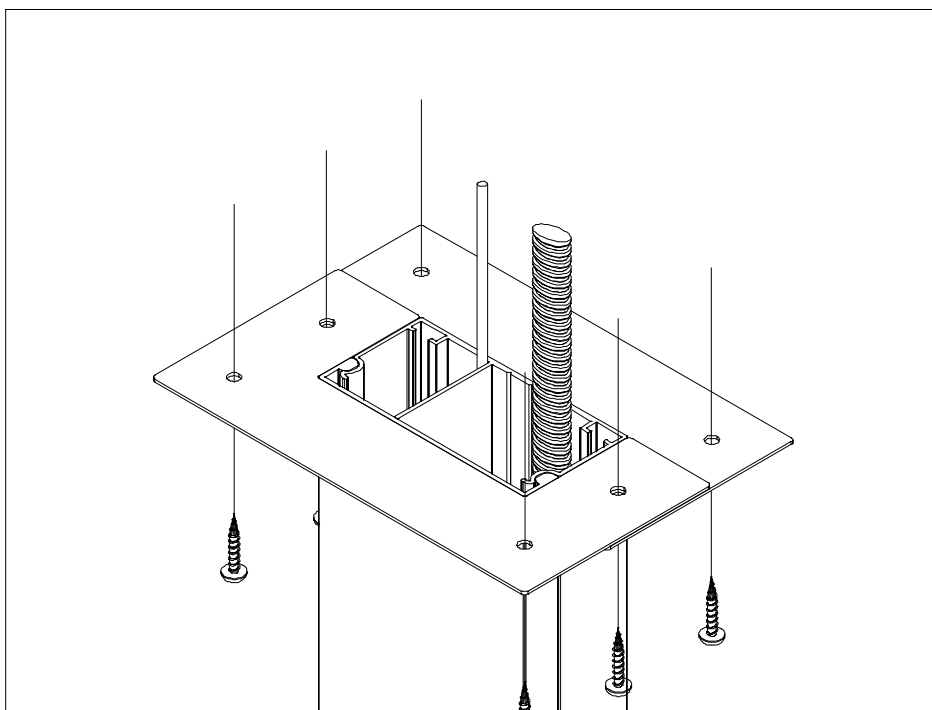
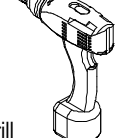

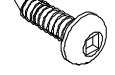


FIGURE 4

tools & hardware needed

 drill	 #2 Robertson long bit	 #10 11/16" oval head screw
--	---	--

trough mounted communication box installation

The cable management trough communication box mounts to the worksurface cable management trough to provide communication access below the worksurface level.

1. Insert the bottom edge of the trough mounted communication box, (Figure 1).
2. Secure in place with #6; 3/8" metal screws, (Figure 2).

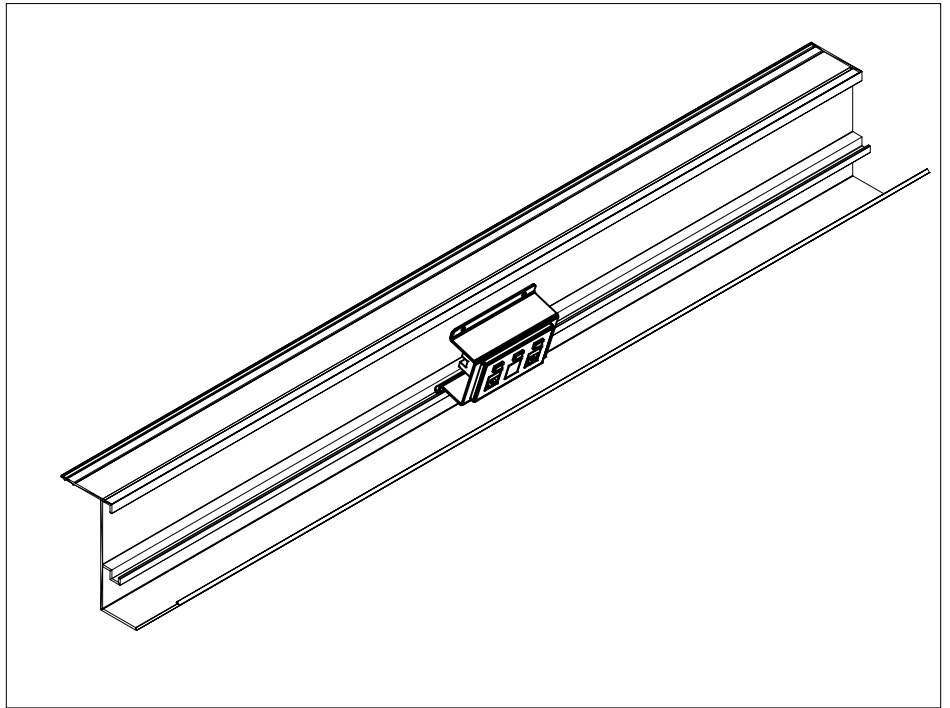


FIGURE 1

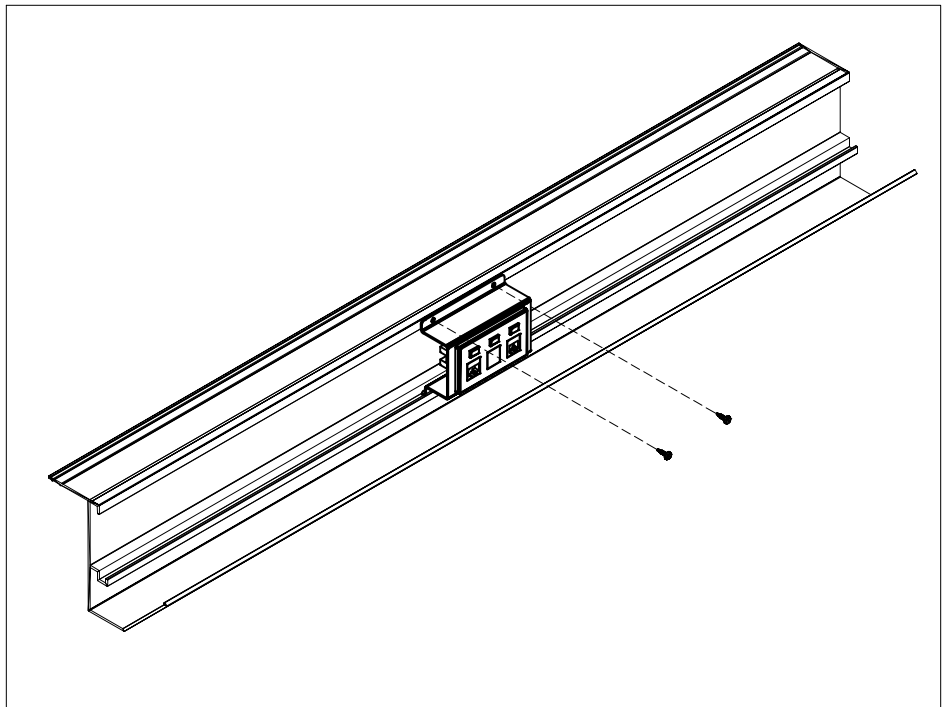
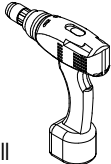




FIGURE 2

NOTES:

- > The trough mounted communication box does not come with any data cables.
- > The trough mounted communication box is equipped with one RJ11, RJ45 and a spare opening.

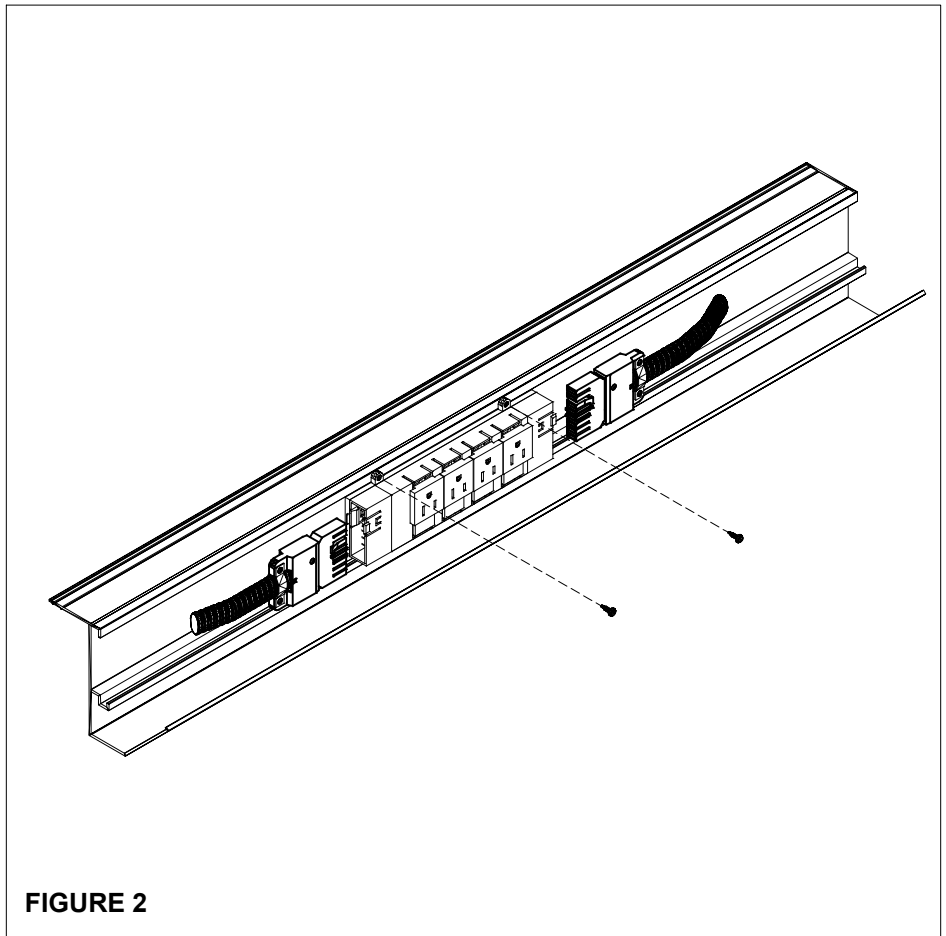
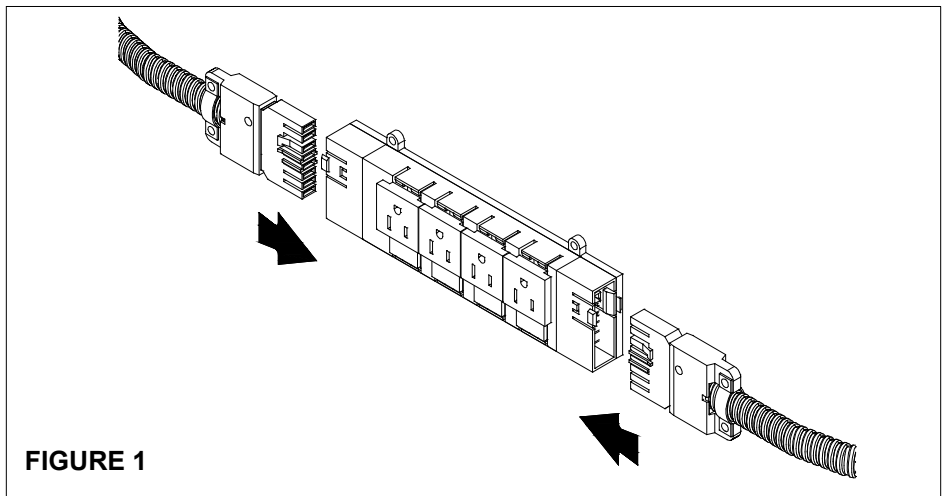
tools & hardware needed

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

trough mounted power box installation

The cable management trough power box mounts to the worksurface cable management trough to provide power access below the worksurface level.

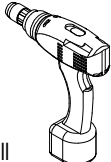


1. Attach the harness(es) to the power box before installation, (Figure 1).
2. Mount the trough mounted power box to the horizontal wire management trough with #6; 5/8" metal screws, (Figure 2).



NOTES:

- > The trough mounted power box does not come with any electrical harnesses.

tools & hardware needed

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

tayco®

tayco.com