tayco®

Up
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

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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.

Mesh

To remove dust particles, clean with a damp cloth. Do not use an excessive amount of water. For minor stains and marks, use water based fabric solvent, applying light pressure, to lift the dirt and stain.

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.

Glazed Screens and Cabinet Doors

Dust regularly to keep surfaces free of dust particles. Clean any dirt or stain 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 glazed surface. Do not use other chemical cleaners or window cleaners as their chemical compositions may alter and/or permanently affect the surface appearance.

Tempered Glass

Wipe tempered glass with a mild soap or detergent and lukewarm water. Use a clean soft cloth, applying only light pressure. Rinse with clean water and dry by blotting with a damp cloth or chamois.

Edge Trim

To remove minor scuffmarks and general dirt from bases and connectors, use warm water and a soft cloth. Do not use harsh abrasive cleaners, as they may cause permanent scratches on the surface.

care and maintenance

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.

Polished Chrome

Maintain the luster on polished chrome products by gently cleaning with liquid soap and warm water solution. Gently dry and polish the chrome with a clean, soft cloth or rag that is free of any abrasive debris. To buff and polish further, use a commercial chrome cleanser and/or polish to enhance the shine and look. Do not use abrasive cleaners or products, as they may permanently alter the surface appearance.

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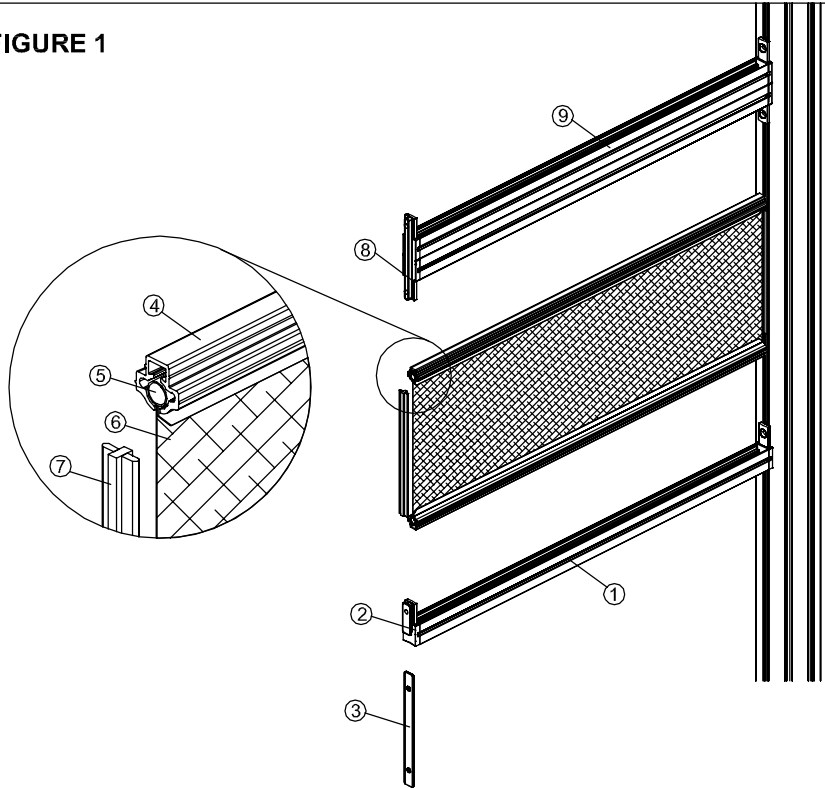
screen definition

MESH SCREEN WITH BOTTOM AND MID BEAM

1. Bottom Beam

2. Beam Support Mount

3. Base-Line Beam Guide

4. Mesh Screen Gasket

5. Mesh Screen Rod

6. Mesh Screen

7. Mesh Screen Spacer

8. Mid Beam Support Bracket

9. Mid Beam

Beam widths are:
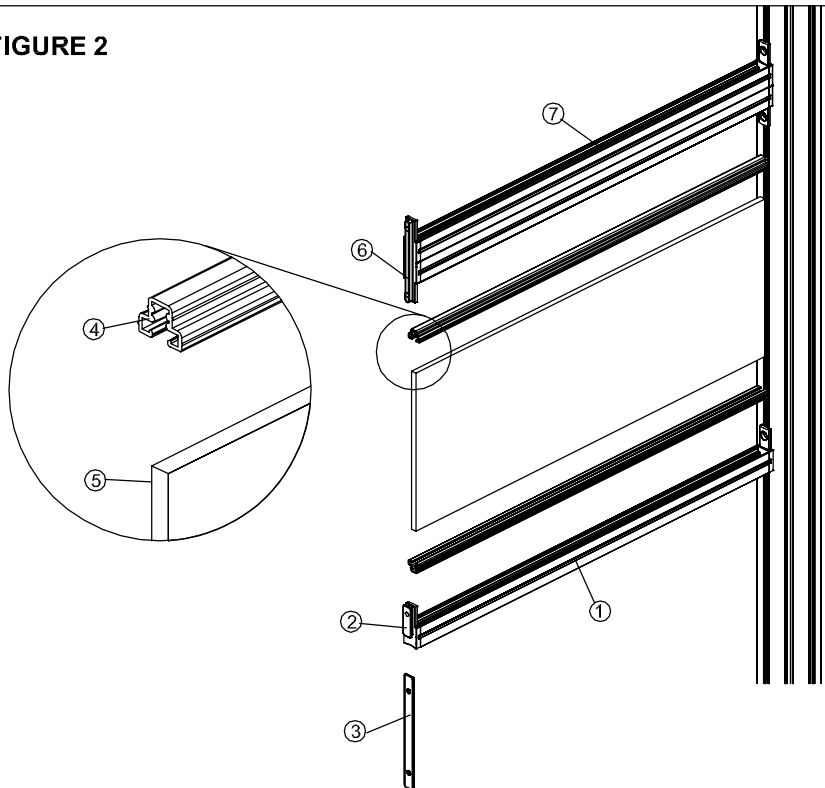24, 30, 36, 42, 48, 54 and 60-inches

FIGURE 1

GLAZED SCREEN WITH BOTTOM AND MID BEAM

1. Bottom Beam

2. Beam Support Mount

3. Base-Line Beam Guide

4. Glazed Screen Gasket

5. Glazed Screen

6. Mid Beam Support Bracket

7. Mid Beam

Beam widths are:
24, 30, 36, 42, 48, 54 and 60-inches

FIGURE 2

screen definition (cont'd)

LAMINATE SCREEN WITH
BOTTOM & MID BEAM

1. Bottom Beam

2. Beam Support Mount

3. Base-Line Beam Guide

4. Laminate

5. Mid Beam Support Bracket

6. Mid Beam

Beam widths are:
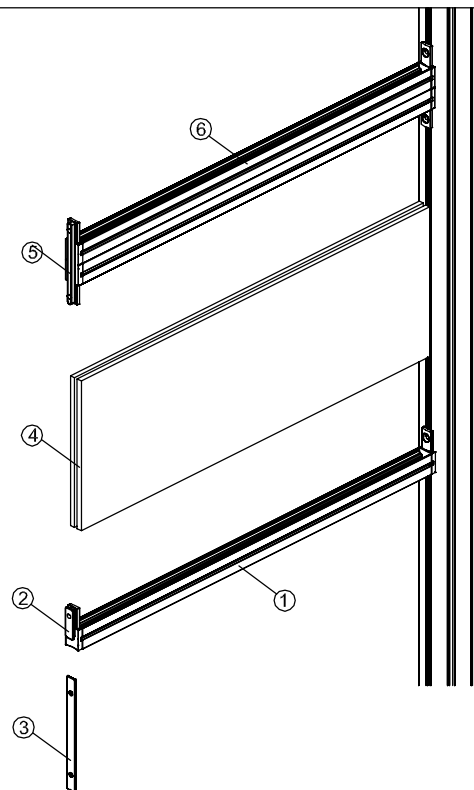24, 30, 36, 42, 48, 54 and 60-inches
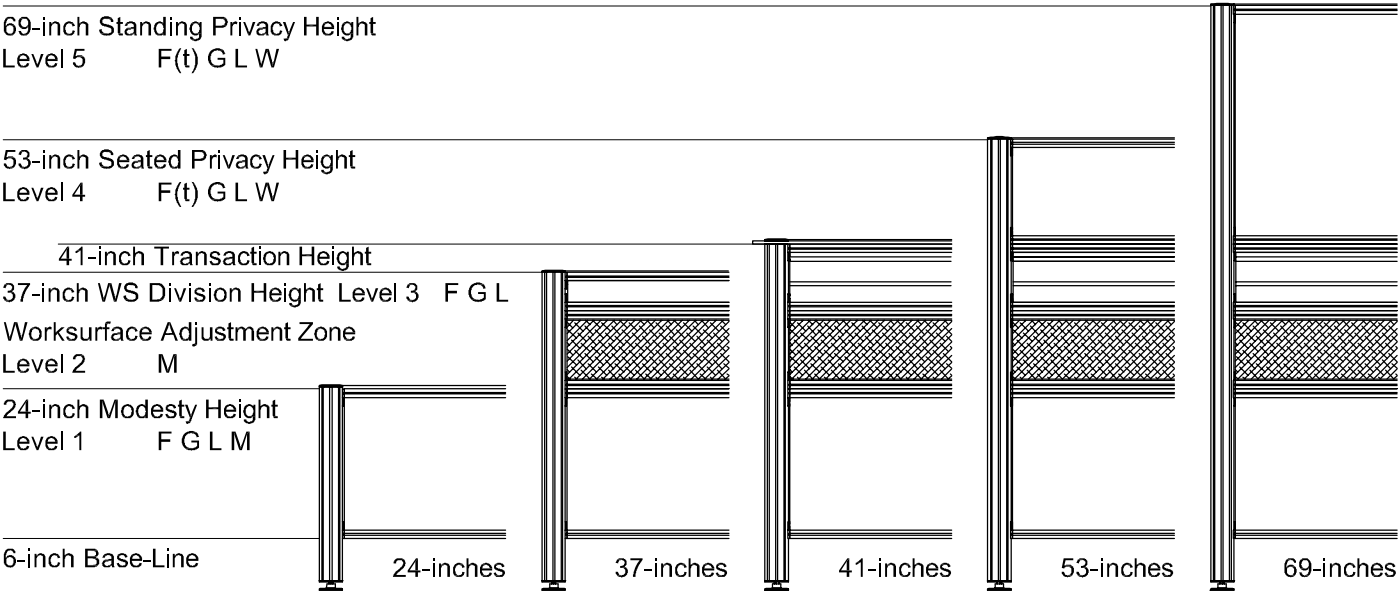
FIGURE 3
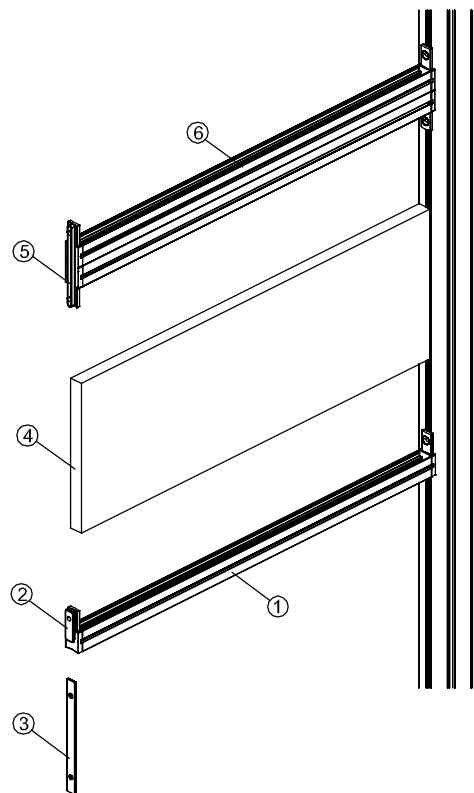
FABRIC SCREEN WITH
BOTTOM & MID BEAM

1. Bottom Beam

2. Beam Support Mount

3. Base-Line Beam Guide

4. Fabric Screen

5. Mid Beam Support Bracket

6. Mid Beam

Beam widths are:
24, 30, 36, 42, 48, 54 and 60-inches

FIGURE 4

screen elevations

69-inch Standing Privacy Height
Level 5   F(t) G L W

53-inch Seated Privacy Height
Level 4   F(t) G L W

41-inch Transaction Height
37-inch WS Division Height Level 3   F G L
Worksurface Adjustment Zone
Level 2   M

24-inch Modesty Height
Level 1   F G L M

6-inch Base-Line

| 24-inches | 37-inches | 41-inches | 53-inches | 69-inches |

Level Finish Options

Fabric (t tackable)
Glazed
Laminate
Mesh
Whiteboard

installation sequence

1. Determine the exact post height for specific locations on the floor plan and position accordingly. Start from the center of the configuration and work outwards.

2. Install beams and screens.

3. Install post supports and worksurface supports.

STEP 1

H   G   D
A   C
B
E
F

START FROM CENTER
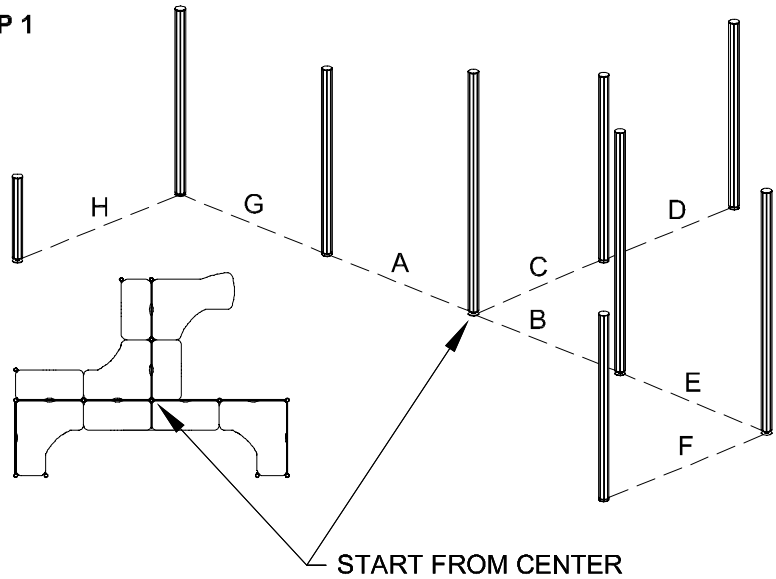
STEP 2
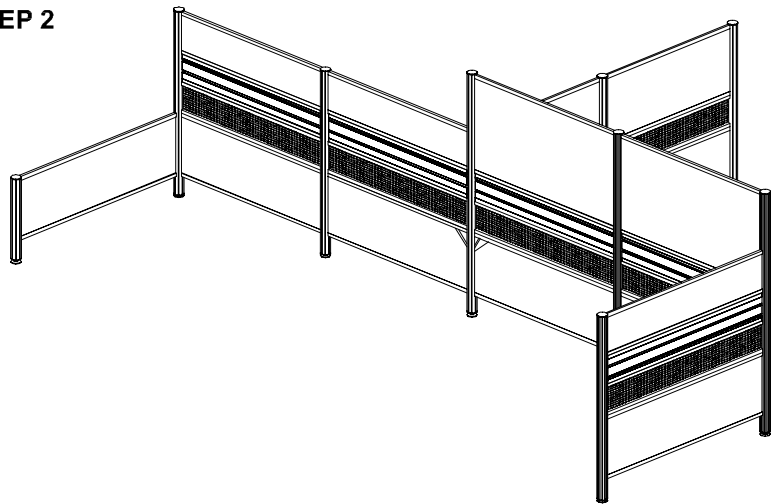
STEP 3
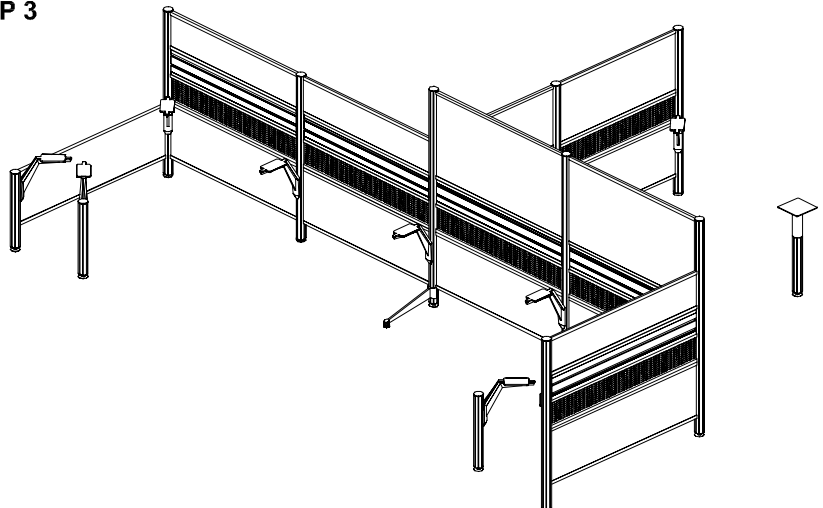
installation sequence (cont'd)

4. Install worksurfaces to the worksurface supports.

5. Mount all horizontal and vertical wire managers. Mount all horizontal and vertical data boxes.

6. Install overhead units. Attach task lights to underside of overhead storage units.

STEP 4
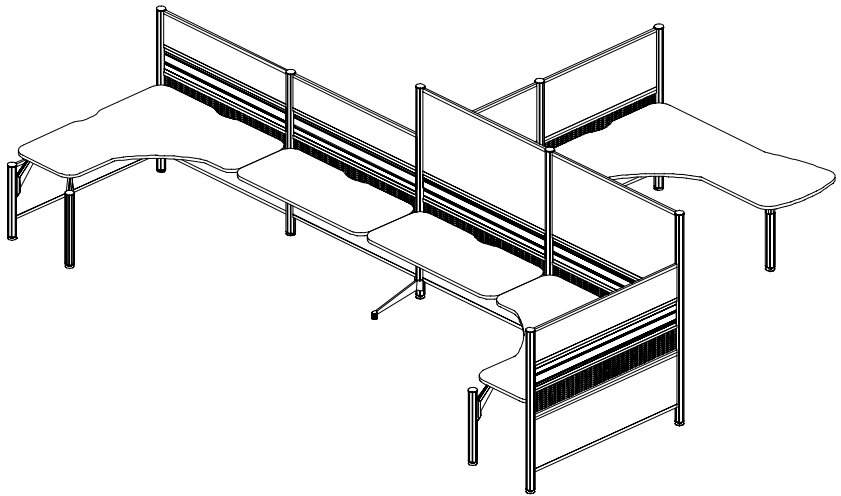
STEP 5
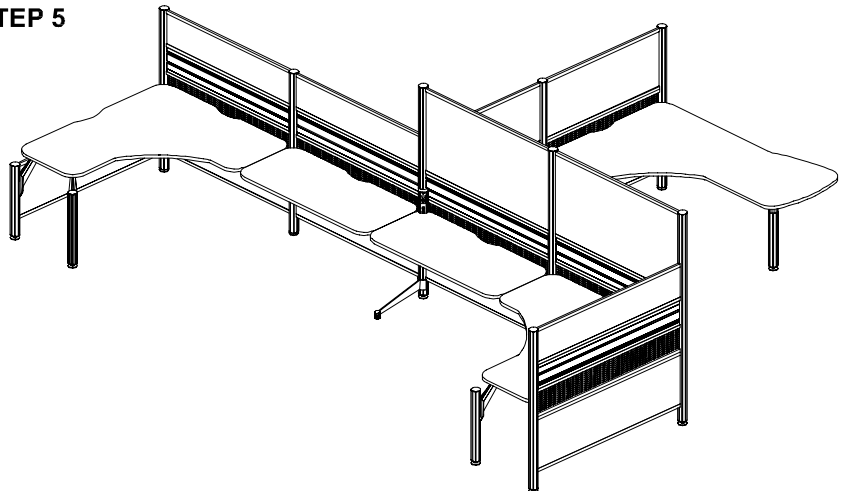
STEP 6
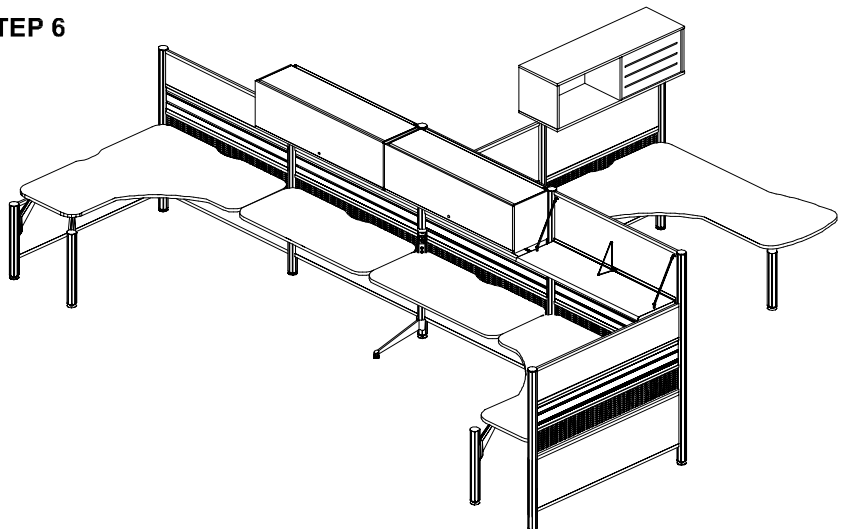
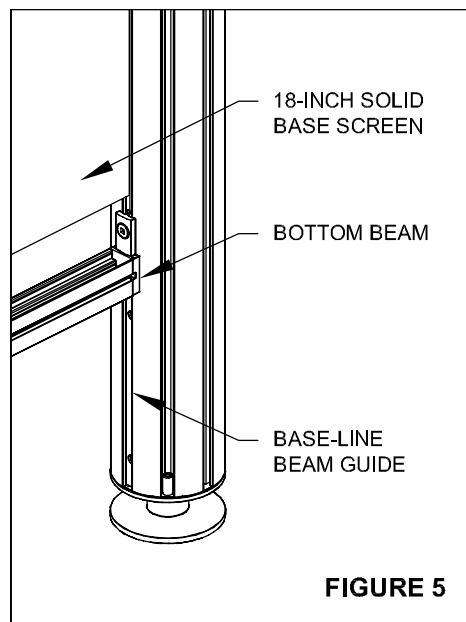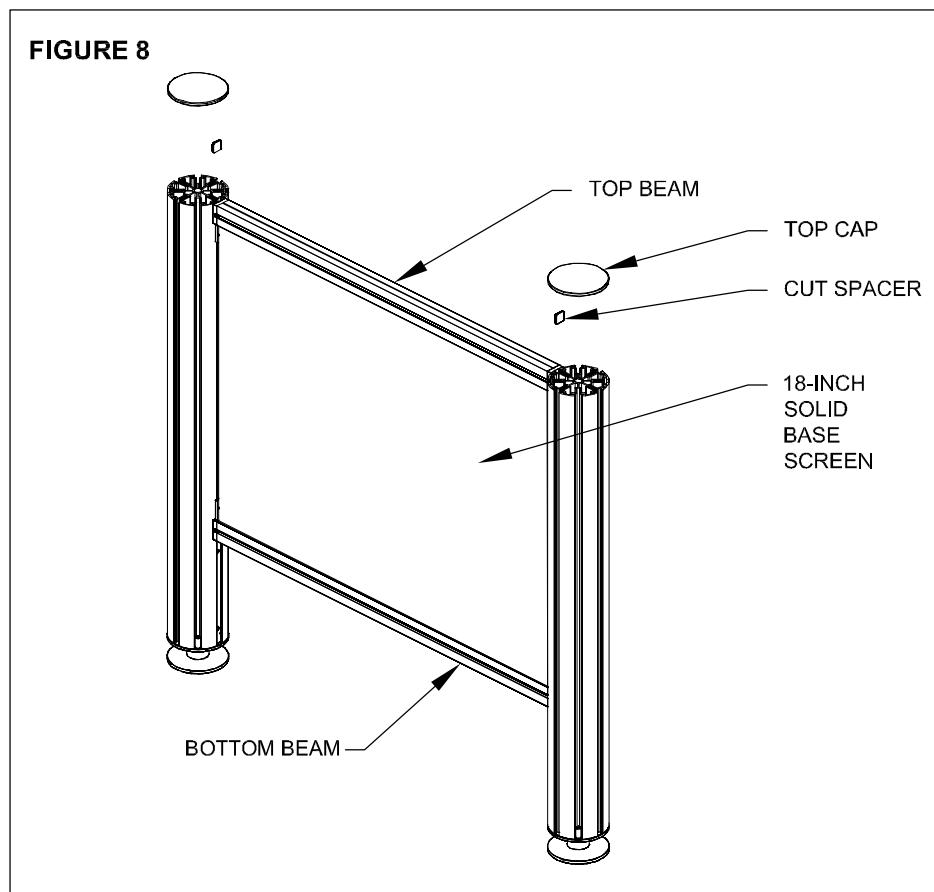# installation sequence (cont'd)

7. Install work organizer
   accessories.

STEP 7
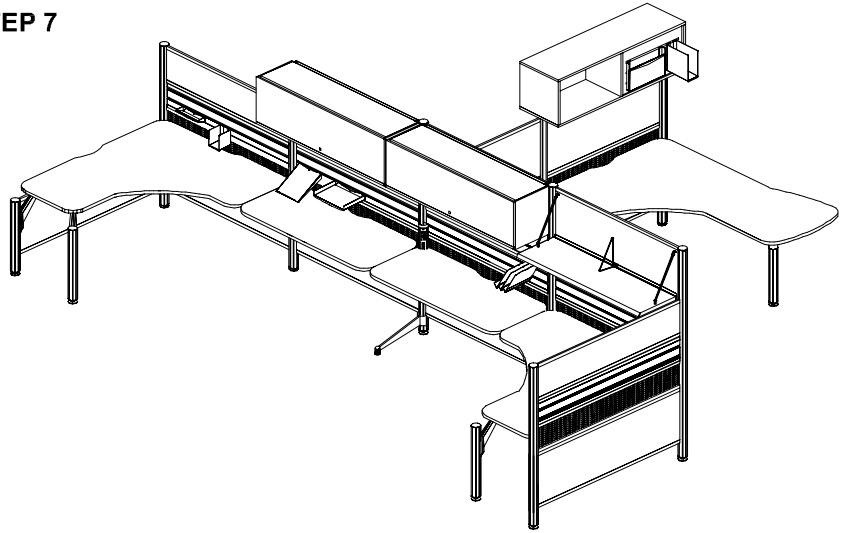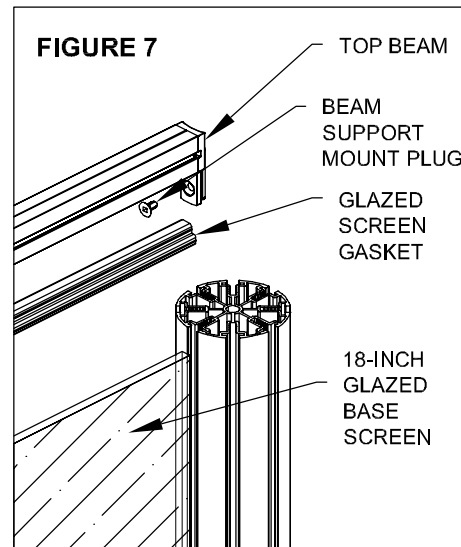
beams & screens installation
modesty height 24-inches

1. Adjust levelers of the posts out 1/2-inch first, (Figure 1).

2. Slide the base-line beam guides into the post channel, (Figure 2).

3. Position bottom beam in appropriate post channel (two posts at a time) and secure with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 3).

4. Insert the appropriate gasket into the top channel of the bottom beam if a glazed screen is required, (Figure 4).

5. Install the 18-inches solid/glazed/pass through base screen as specified, on top of the bottom beam, (Figure 5). If a mesh screen is required, then the second level beam must be in place before the mesh screen is installed with the appropriate mesh screen spacers between beams, (See base-line mesh screen installation).

FIGURE 1

FIGURE 2

BOTTOM BEAM

BASE-LINE BEAM GUIDE

POST

FIGURE 3

FIGURE 4

18-INCH GLAZED BASE SCREEN

GLAZED SCREEN GASKET

BOTTOM BEAM

BASE-LINE BEAM GUIDE

FIGURE 5

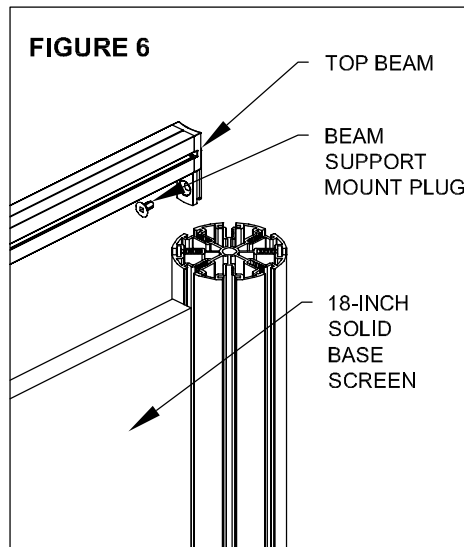18-INCH SOLID BASE SCREEN

BOTTOM BEAM

BASE-LINE BEAM GUIDE
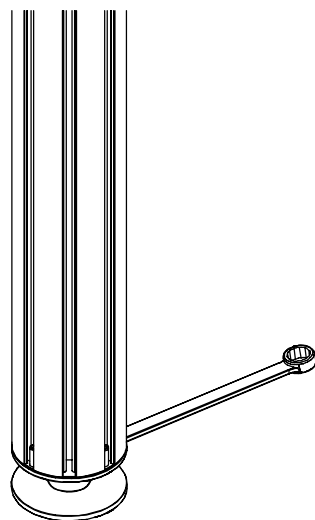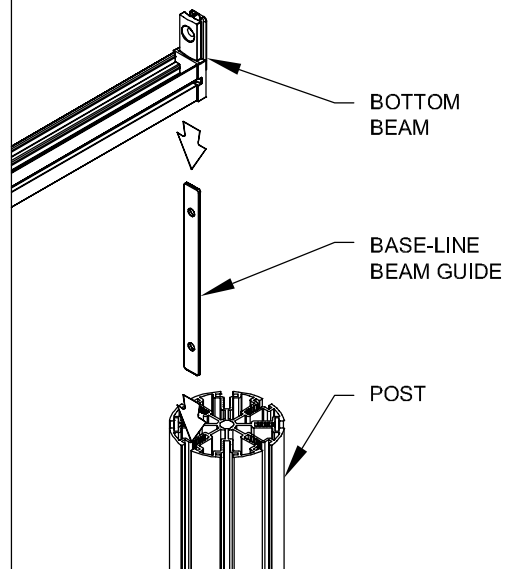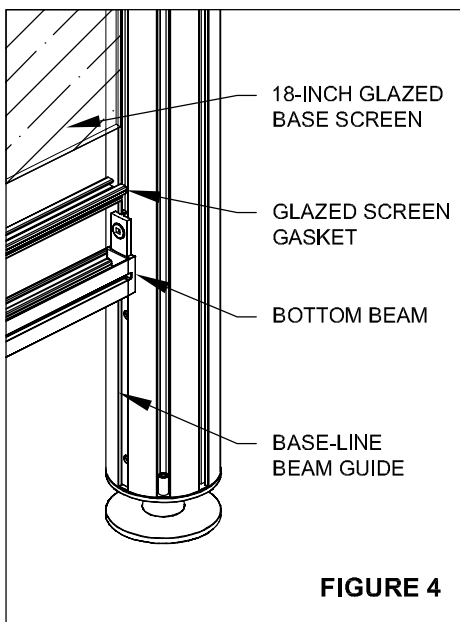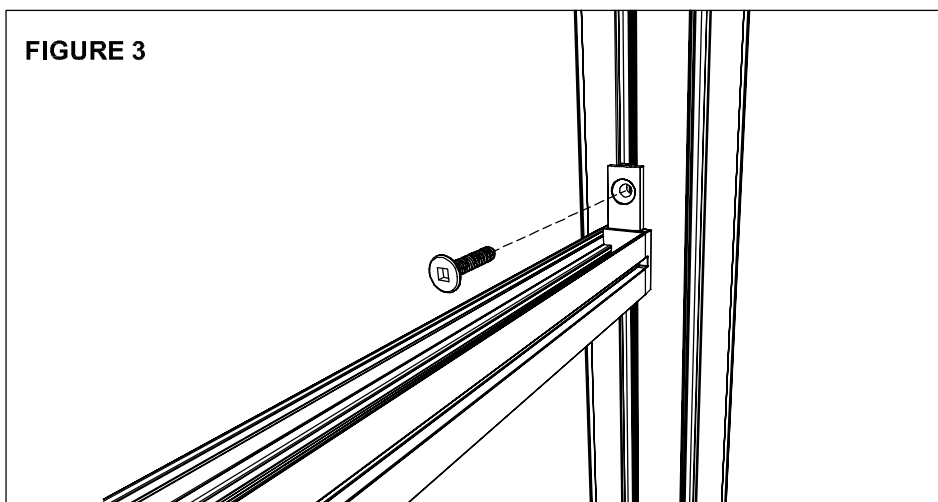
beams & screens installation
modesty height 24-inches (cont'd)

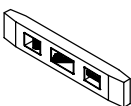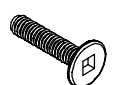6. Insert the beam support mount plug to the screw holes of the top beam.

7. Position the top beam on top of the base screen, (Figure 6). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the top beam, (Figure 7).

8. Insert the cut spacer and secure the top cap to the top of post (Figure 8).

FIGURE 6

TOP BEAM
BEAM SUPPORT MOUNT PLUG
18-INCH SOLID BASE SCREEN

FIGURE 7

TOP BEAM
BEAM SUPPORT MOUNT PLUG
GLAZED SCREEN GASKET
18-INCH GLAZED BASE SCREEN

FIGURE 8

TOP BEAM
TOP CAP
CUT SPACER
18-INCH SOLID BASE SCREEN
BOTTOM BEAM

NOTE:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.
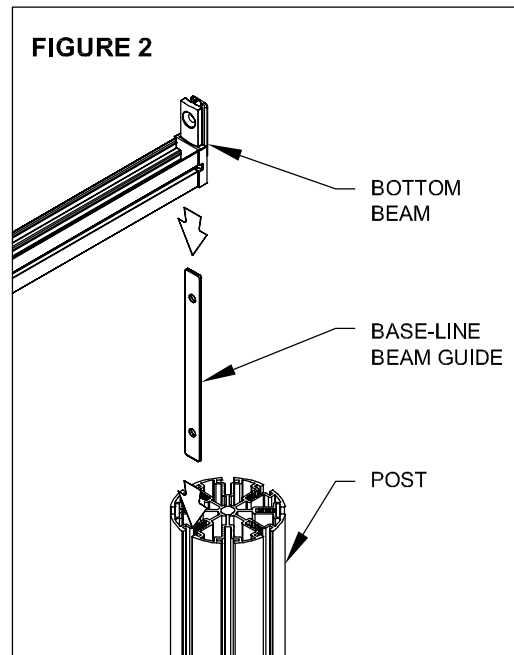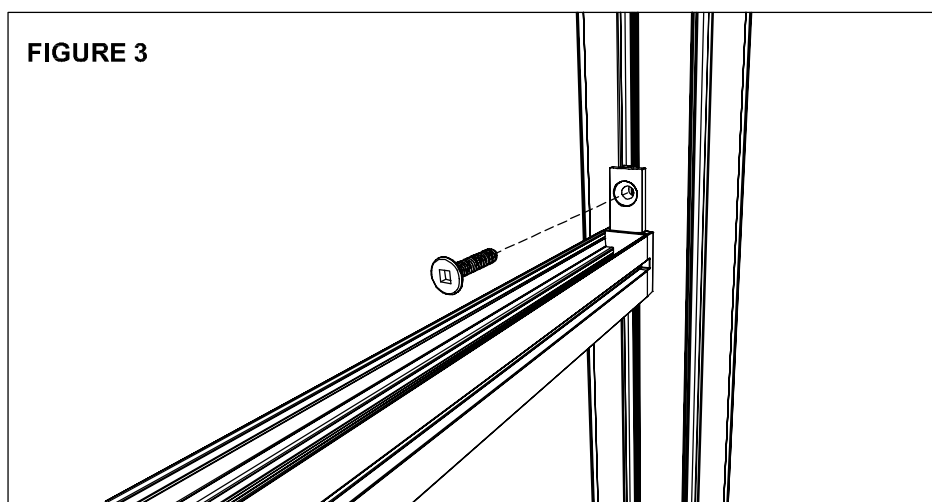
tools & hardware needed

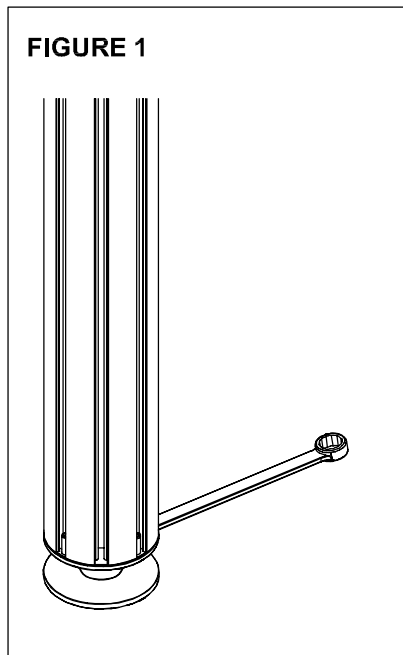|				
drill	torpedo level	#2 Robertson long bit	2, #10-24; 3/4" machine screw	beam support mount plugs

beams & screens installation
worksurface division height 37-inches

1. Adjust levelers of the posts out 1/2-inch first, (Figure 1).

2. Slide the base-line beam guides into the post channel, (Figure 2).

3. Position bottom beam in appropriate post channel (two posts at a time) and secure with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 3).

4. Insert the appropriate gasket into the top channel of the bottom beam if a glazed screen is required, (Figure 4).

5. Install the 18-inch solid/glazed/ pass through base screen as specified, on top of the bottom beam, (Figure 5). If a mesh screen is required, then the second level beam must be in place before the mesh screen is installed with the appropriate mesh screen spacers between beams, (See base-line mesh screen installation).

FIGURE 1

FIGURE 2

BOTTOM BEAM

BASE-LINE BEAM GUIDE

POST

FIGURE 3

FIGURE 4

18-INCH GLAZED BASE SCREEN

GLAZED SCREEN GASKET

BOTTOM BEAM

BASE-LINE BEAM GUIDE

FIGURE 5

18-INCH SOLID BASE SCREEN

BOTTOM BEAM

BASE-LINE BEAM GUIDE

beams & screens installation
worksurface division height 37-inches (cont'd)

6. Insert the beam support mount plug to the lower screw holes of the mid beam.

7. Position the mid beam on top of the base screen, (Figure 6). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the mid beam, (Figure 7).

8. Secure mid beam into place with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 8).
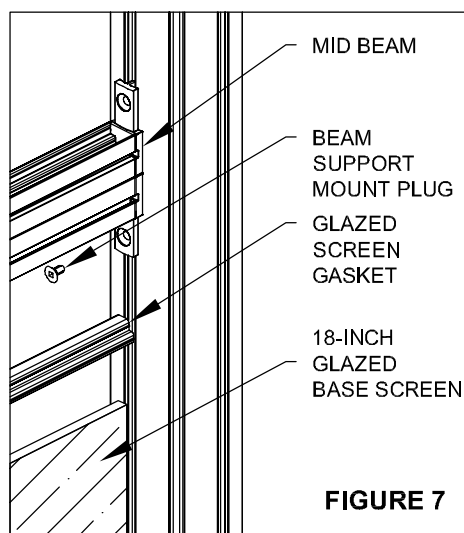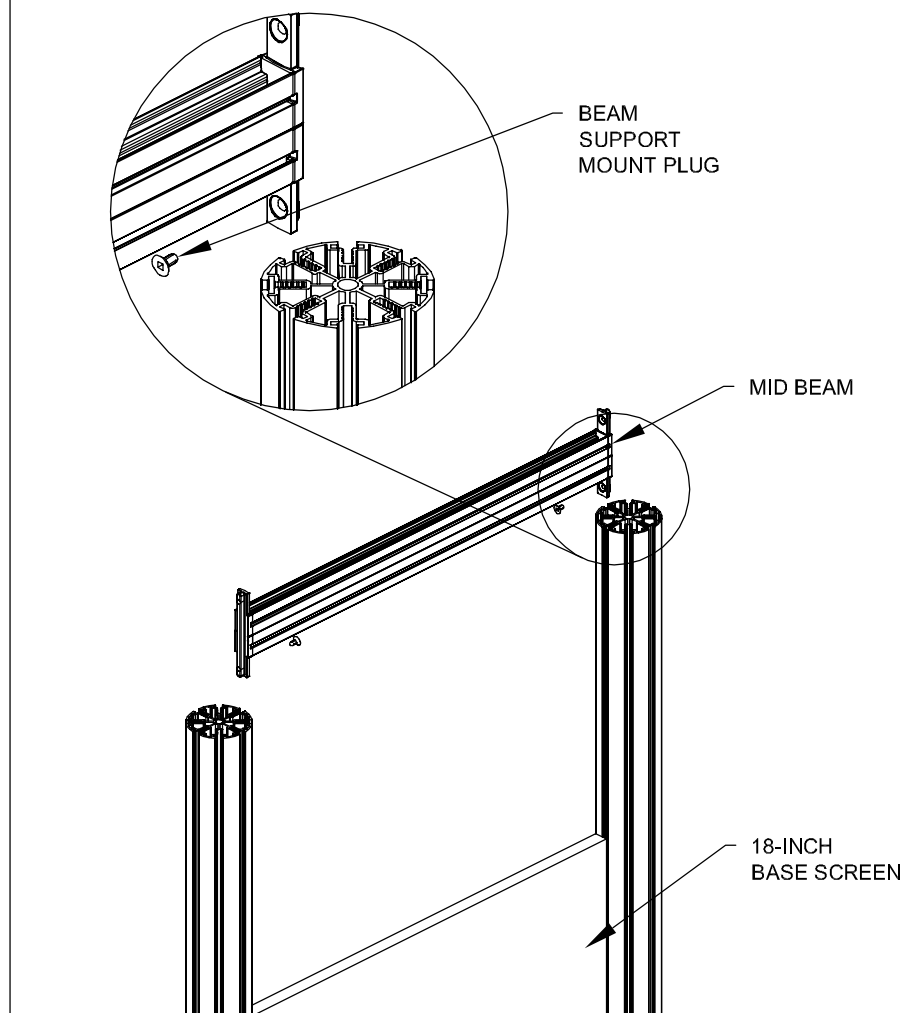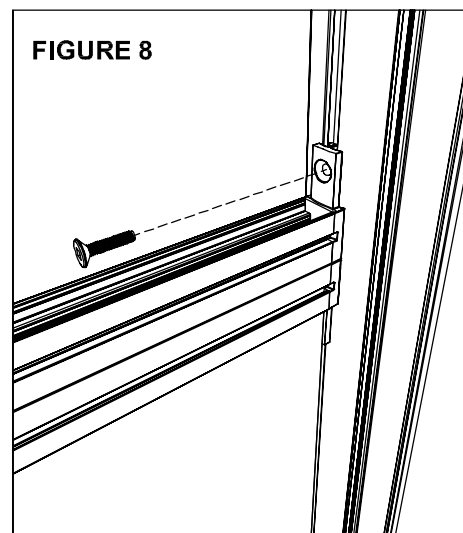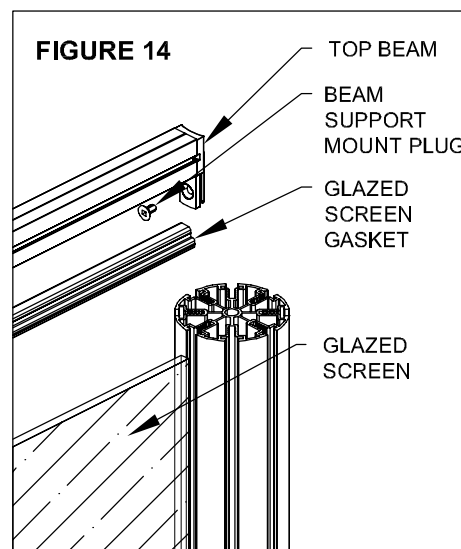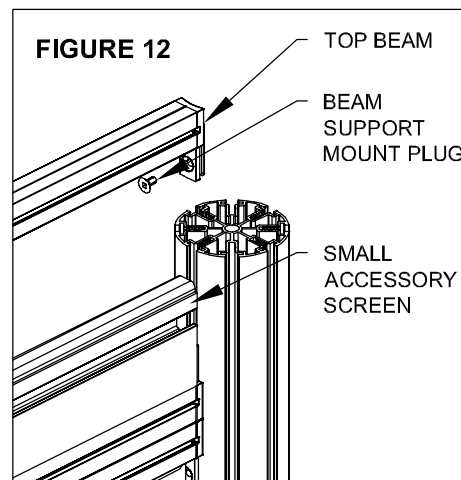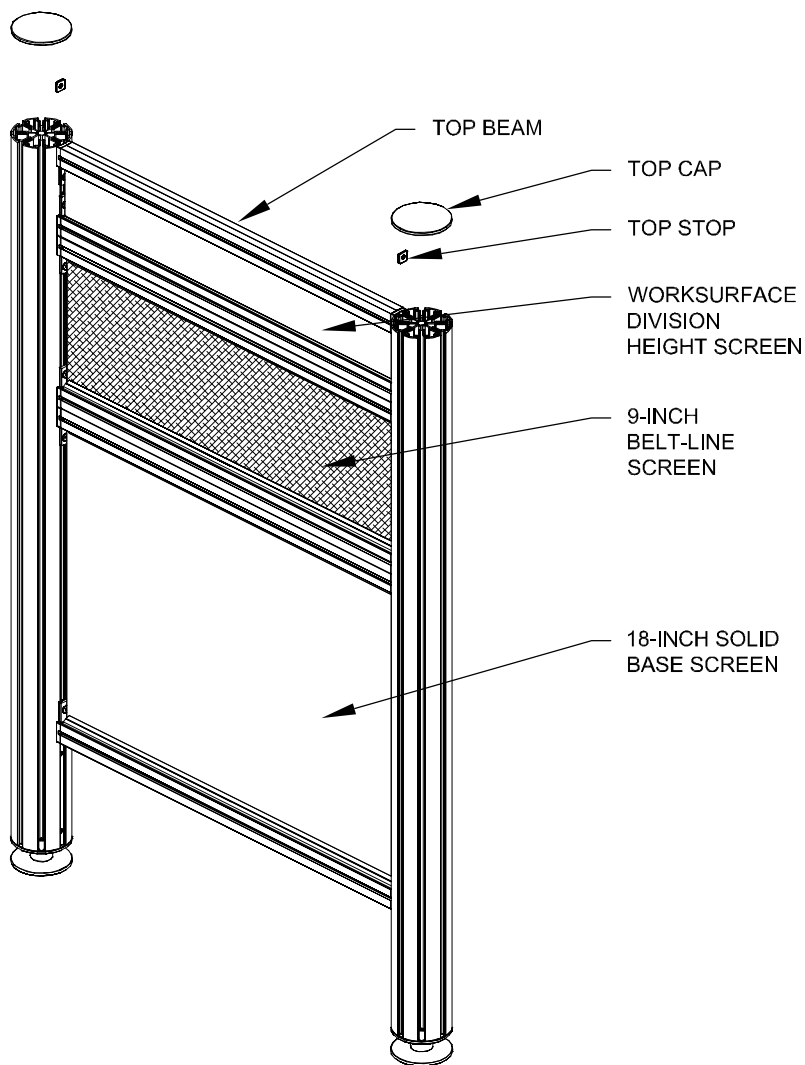
FIGURE 6

BEAM SUPPORT MOUNT PLUG

MID BEAM

18-INCH BASE SCREEN

MID BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

18-INCH GLAZED BASE SCREEN

FIGURE 7

FIGURE 8

9. Install the 9-inch mesh belt-line screen, (See mesh belt-line screen installation).

10. Install the remaining screen on top of the mid beam, (Figure 9). Figure 11 shows the small accessory screen.

11. If a glazed screen is required, insert the appropriate gasket into the top channel of the mid beam, (Figure 10).

12. Insert the beam support mount plug to the the screw holes of the top beam.

13. Position the top beam on top of the worksurface division screen, (Figure 12 & 13). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the top beam, (Figure 14).

FIGURE 9

SOLID SCREEN

MID BEAM

9-INCH MESH BELT-LINE SCREEN

FIGURE 10

GLAZED SCREEN

GLAZED SCREEN GASKET

MID BEAM

9-INCH MESH BELT-LINE SCREEN

FIGURE 11

SMALL ACCESSORY SCREEN

MID BEAM

9-INCH MESH BELT-LINE SCREEN

FIGURE 12

TOP BEAM

BEAM SUPPORT MOUNT PLUG

SMALL ACCESSORY SCREEN

FIGURE 13

TOP BEAM

BEAM SUPPORT MOUNT PLUG

SOLID SCREEN

FIGURE 14

TOP BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

GLAZED SCREEN

14. Insert top stops and secure the top caps to top of post, (Figure 15).
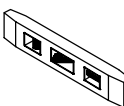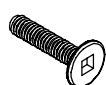
FIGURE 15

TOP BEAM

TOP CAP

TOP STOP

WORKSURFACE
DIVISION
HEIGHT SCREEN

9-INCH
BELT-LINE
SCREEN

18-INCH SOLID
BASE SCREEN

NOTE:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.

tools & hardware needed

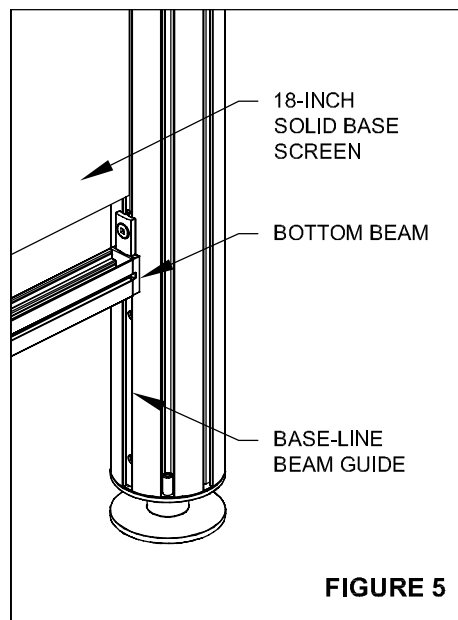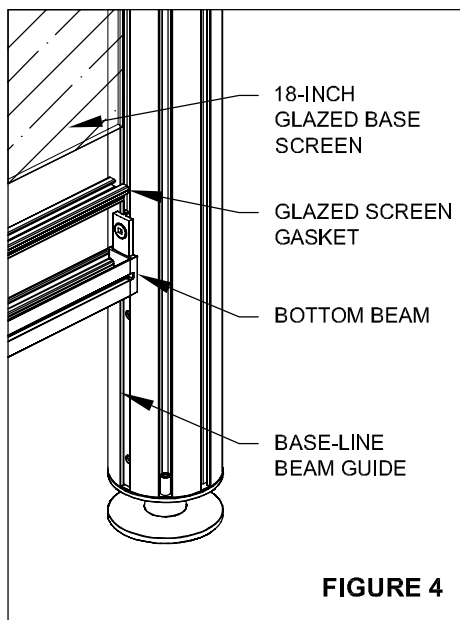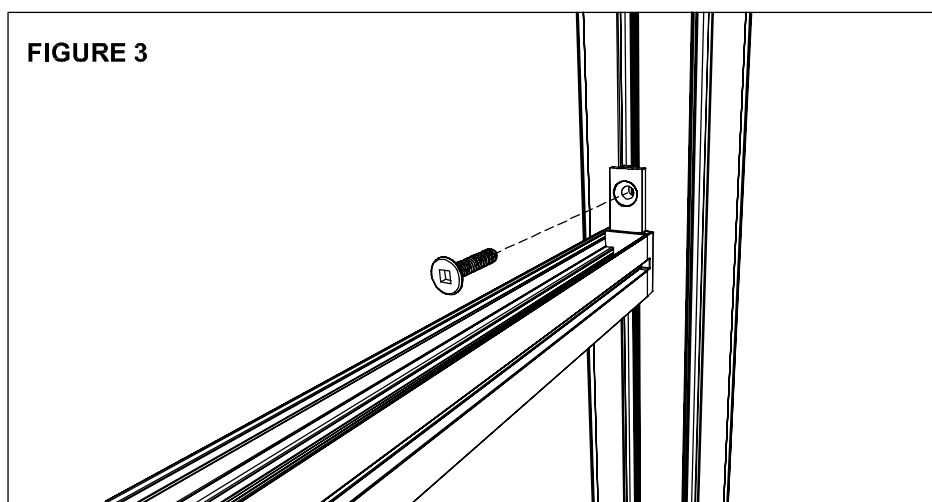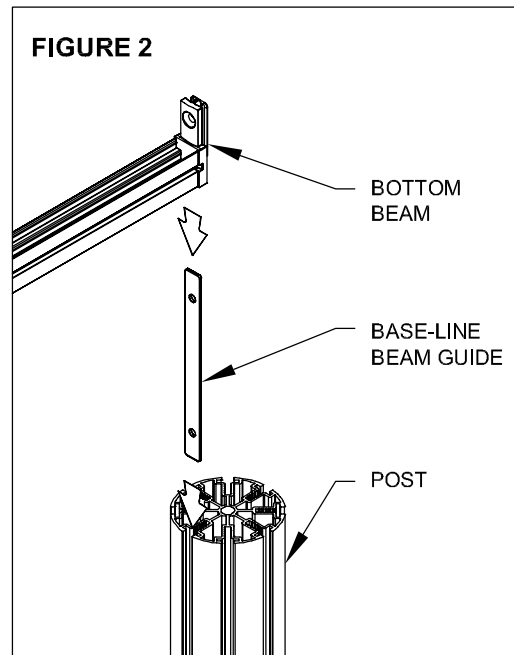| drill	torpedo level	#2 Robertson long bit	8, #10-24; 3/4" machine screw	beam support mount plugs

beams & screens installation
transaction height 41-inches with transaction top

The transaction top is used in conjunction with the 41-inches high support post to create reception areas.

1. Adjust levelers of the posts out 1/2-inch first, (Figure 1).

2. Slide the base-line beam guides into the post channel, (Figure 2).

3. Position bottom beam in appropriate post channel (two posts at a time) and secure with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 3).

4. Insert the appropriate gasket into the top channel of the bottom beam if a glazed screen is required, (Figure 4).

5. Install the 18-inch solid/glazed/pass through base screen as specified, on top of the bottom beam, (Figure 5). If a mesh screen is required, then the second level beam must be in place before the mesh screen is installed with the appropriate mesh screen spacers between beams, (See base-line mesh screen installation).

FIGURE 1

FIGURE 2

BOTTOM BEAM

BASE-LINE BEAM GUIDE

POST

FIGURE 3

18-INCH GLAZED BASE SCREEN

GLAZED SCREEN GASKET

BOTTOM BEAM

BASE-LINE BEAM GUIDE

18-INCH SOLID BASE SCREEN

BOTTOM BEAM

BASE-LINE BEAM GUIDE

FIGURE 4

FIGURE 5

6. Insert the beam support mount plug to the lower screw holes of the mid beam.

7. Position the mid beam on top of the base screen, (Figure 6). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the mid beam, (Figure 7).

8. Secure the mid beam into place with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 8).

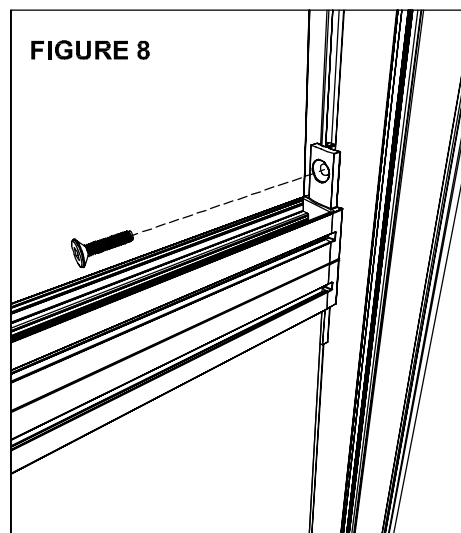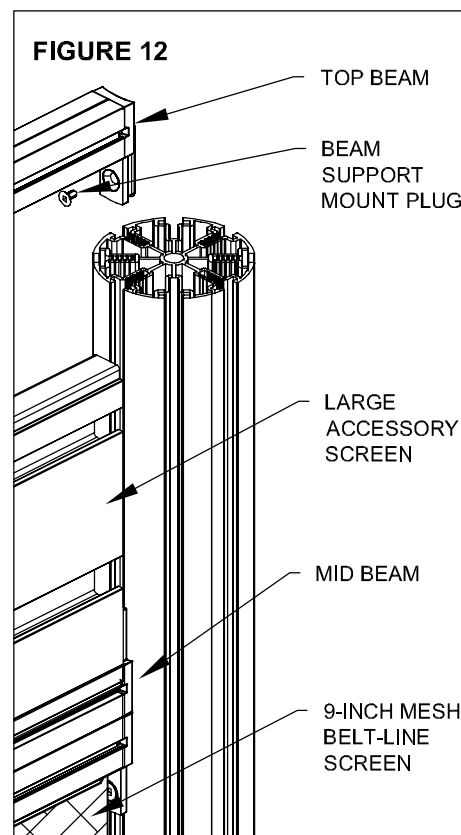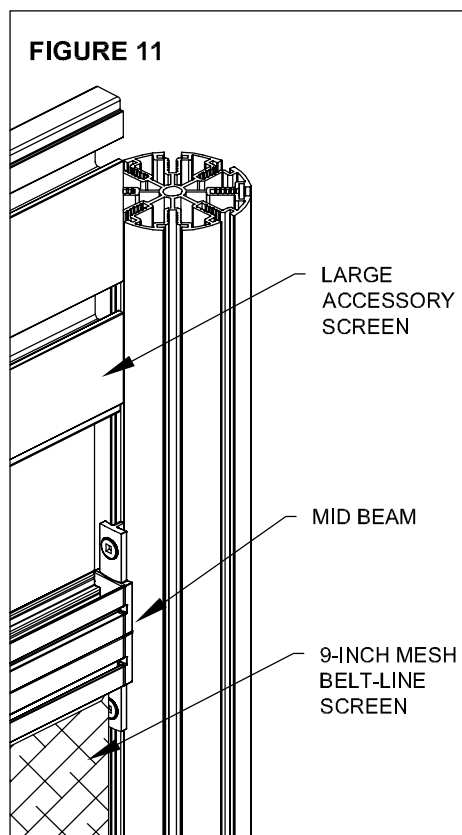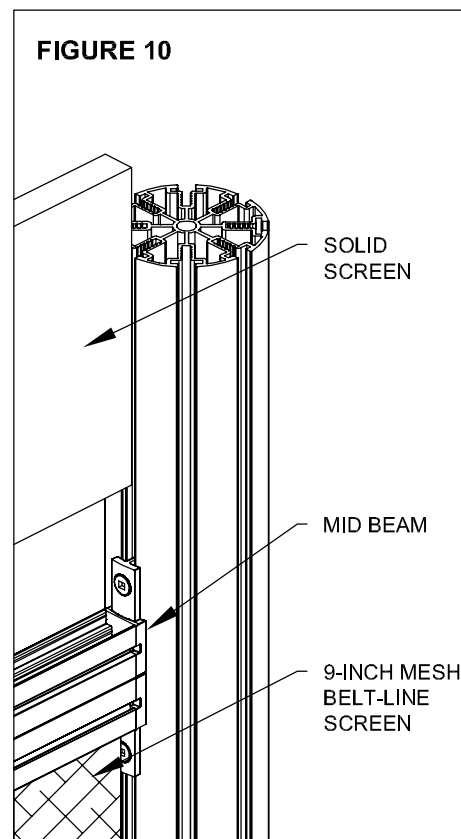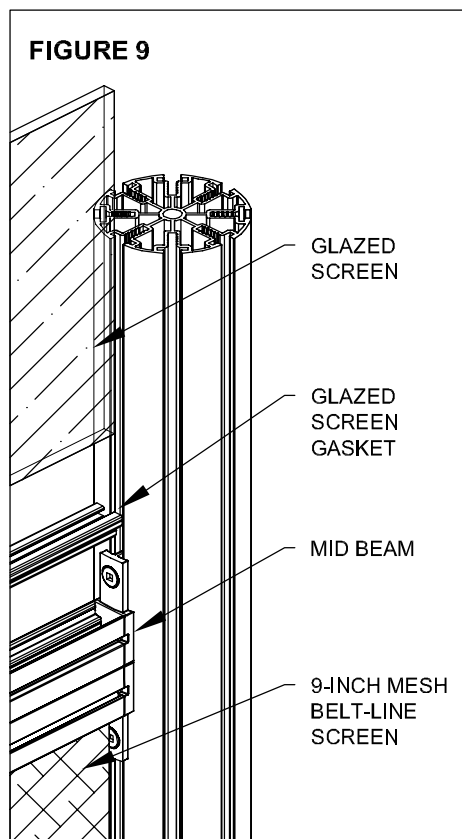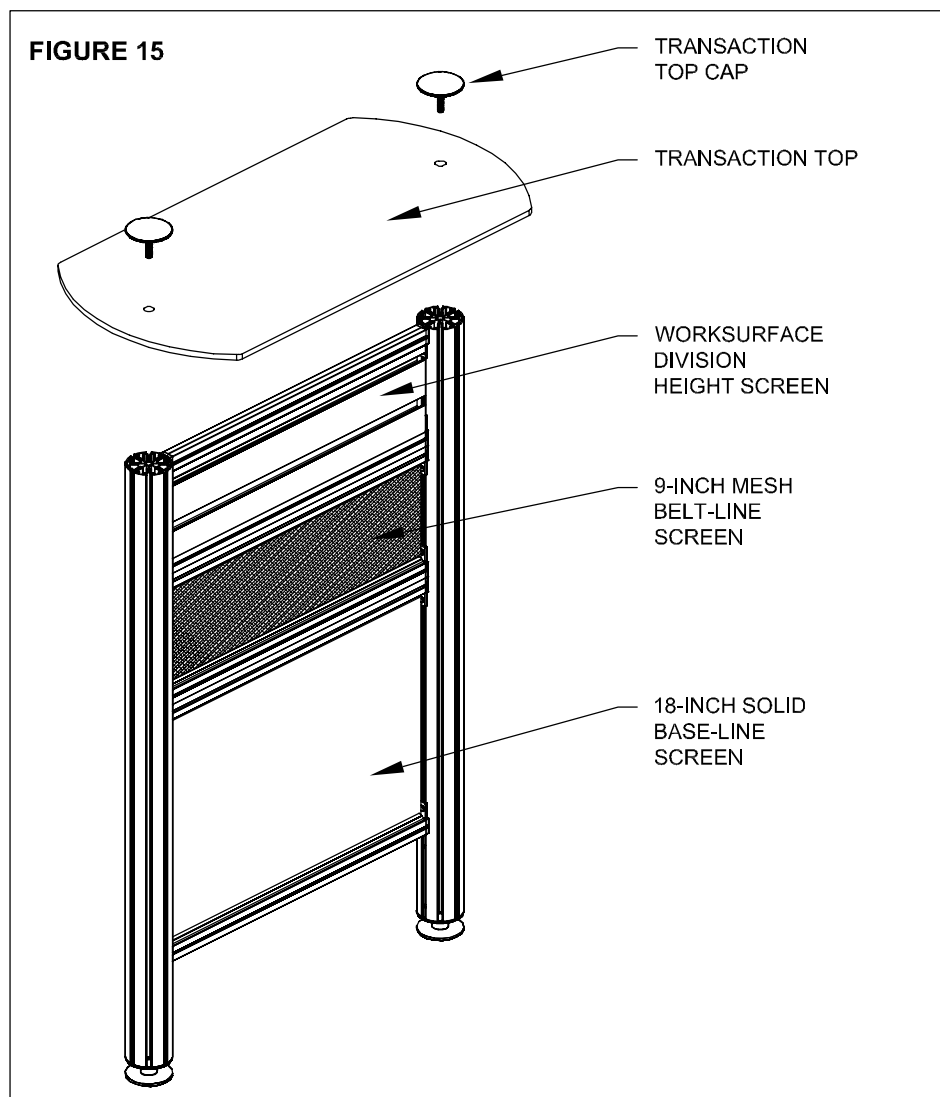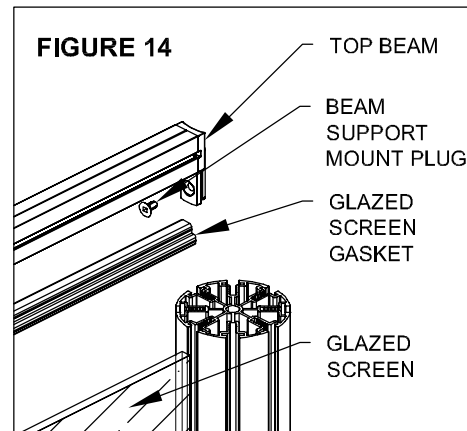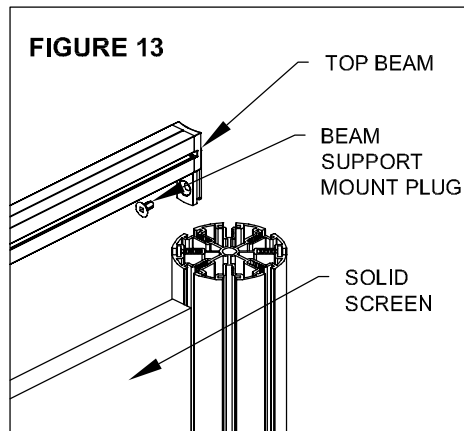9. Install the 9-inch mesh belt-line screen, (See mesh belt-line screen installation).

FIGURE 6

BEAM SUPPORT MOUNT PLUG

MID BEAM

18-INCH SOLID BASE SCREEN

MID BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

18-INCH GLAZED BASE SCREEN
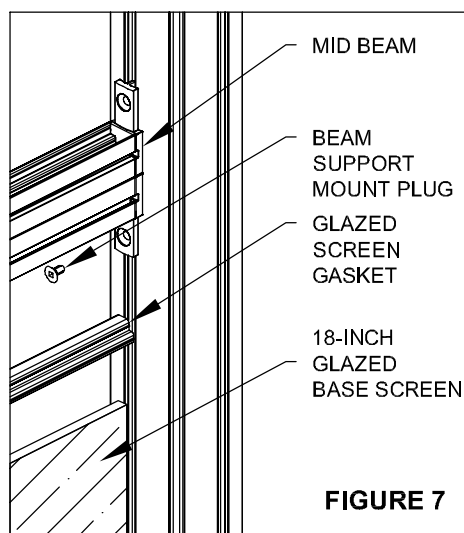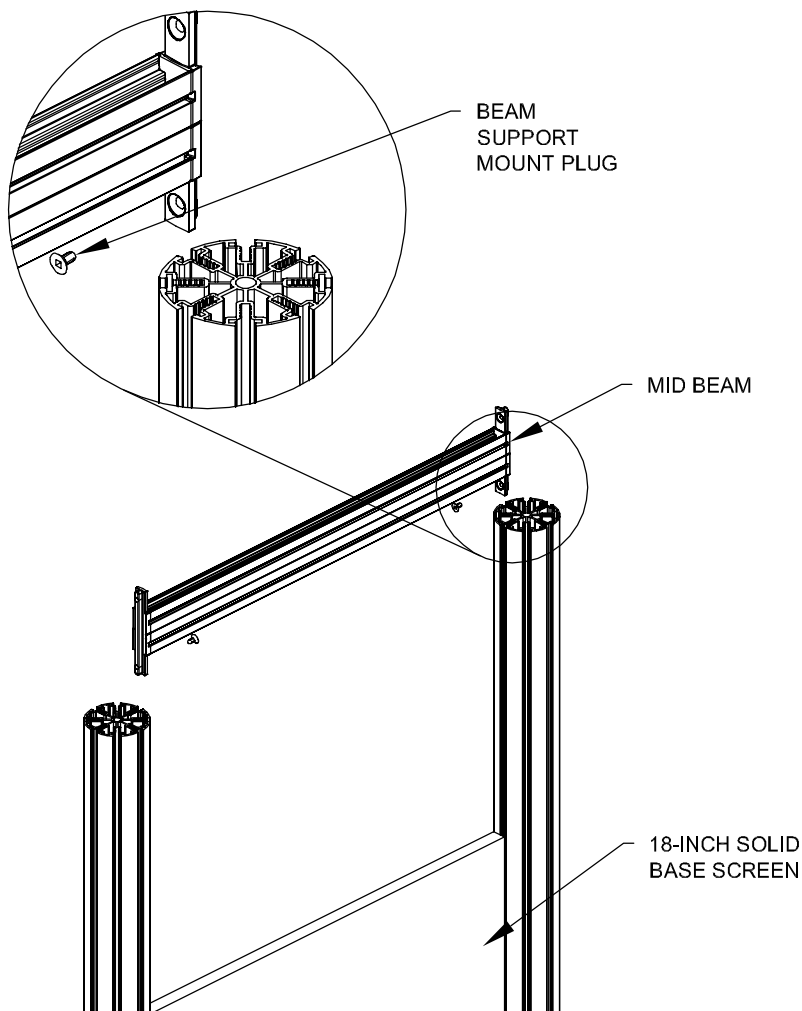
FIGURE 7

FIGURE 8

beams & screens installation
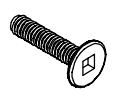## transaction height 41-inches with transaction top (cont'd)

10. Install the remaining screen on top of the mid beam, (Figure 9). Figure 11 shows the large accessory screen.

11. If a glazed screen is required, insert the appropriate gasket into the top channel of the mid beam, (Figure 10).

12. Insert the beam support mount plug to the the screw holes of the top beam.

13. Position the top beam on top of the worksurface division screen, (Figure 12 & 13). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the top beam, (Figure 14).

FIGURE 9

- GLAZED SCREEN
- GLAZED SCREEN GASKET
- MID BEAM
- 9-INCH MESH BELT-LINE SCREEN

FIGURE 10

- SOLID SCREEN
- MID BEAM
- 9-INCH MESH BELT-LINE SCREEN

FIGURE 11

- LARGE ACCESSORY SCREEN
- MID BEAM
- 9-INCH MESH BELT-LINE SCREEN

FIGURE 12

- TOP BEAM
- BEAM SUPPORT MOUNT PLUG
- LARGE ACCESSORY SCREEN
- MID BEAM
- 9-INCH MESH BELT-LINE SCREEN
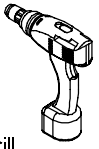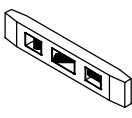
14. Place the correct size of tempered glass transaction top, then insert the threaded transaction top caps and hand tighten in a clockwise direction, (Figure 15).

FIGURE 13

TOP BEAM

BEAM SUPPORT MOUNT PLUG

SOLID SCREEN

FIGURE 14

TOP BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

GLAZED SCREEN

FIGURE 15

TRANSACTION TOP CAP

TRANSACTION TOP

WORKSURFACE DIVISION HEIGHT SCREEN

9-INCH MESH BELT-LINE SCREEN

18-INCH SOLID BASE-LINE SCREEN

NOTES:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.

> The transaction top is radiused on both ends and must be mounted on top of two 41-inch posts.

> The actual width of the transaction top is greater than screens and has an overhang of 7 1/2-inches on the front and back.

tools & hardware needed

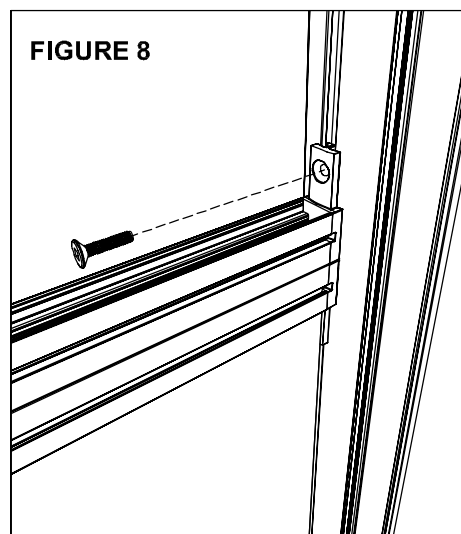|				
drill	torpedo level	#2 Robertson long bit	8, #10-24; 3/4" machine screw	beam support mount plugs

beams & screens installation
seated/standing privacy height 53 and 69-inches

1. Adjust levelers of the posts out 1/2-inch first, (Figure 1).

2. Slide the base line beam guides into the post channel, (Figure 2).

3. Position bottom beam in appropriate post channel (two posts at a time) and secure with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 3).

4. Insert the appropriate gasket into the top channel of the bottom beam if a glazed screen is required, (Figure 4).

5. Install the 18-inch solid/glazed/ pass through base screen as specified, on top of the bottom beam, (Figure 5). If a mesh screen is required, then the second level beam must be in place before the mesh screen is installed with the appropriate mesh screen spacers between beams, (See base-line mesh screen installation).

FIGURE 1

FIGURE 2

BOTTOM BEAM

BASE-LINE BEAM GUIDE

POST

FIGURE 3

FIGURE 4

18-INCH GLAZED BASE SCREEN

GLAZED SCREEN GASKET

BOTTOM BEAM

BASE-LINE BEAM GUIDE

FIGURE 5

18-INCH SOLID BASE SCREEN

BOTTOM BEAM

BASE-LINE BEAM GUIDE

beams & screens installation
seated/standing privacy height 53 and 69-inches (cont'd)

6. Insert the beam support mount plug to the lower screw holes of the mid beam.

7. Position the mid beam on top of the screen, (Figure 6). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the mid beam, (Figure 7).

8. Secure mid beam into place with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 8).
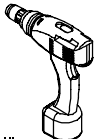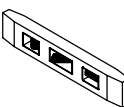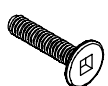
9. Install the 9-inch belt-line mesh screen, (see mesh belt-line screen installation).

10. Install the next screen on top of the second mid beam; repeat as necessary, following the procedures in steps 6, 7 & 8.

FIGURE 6
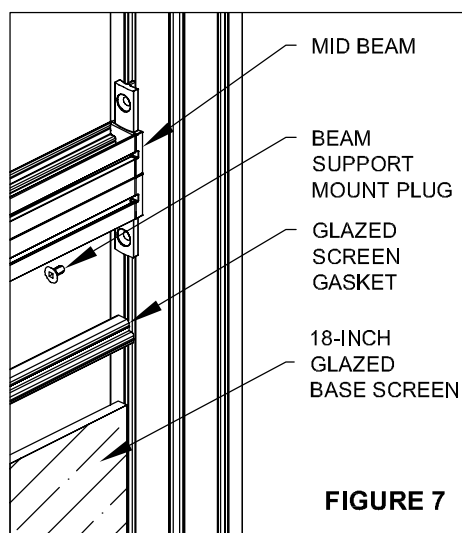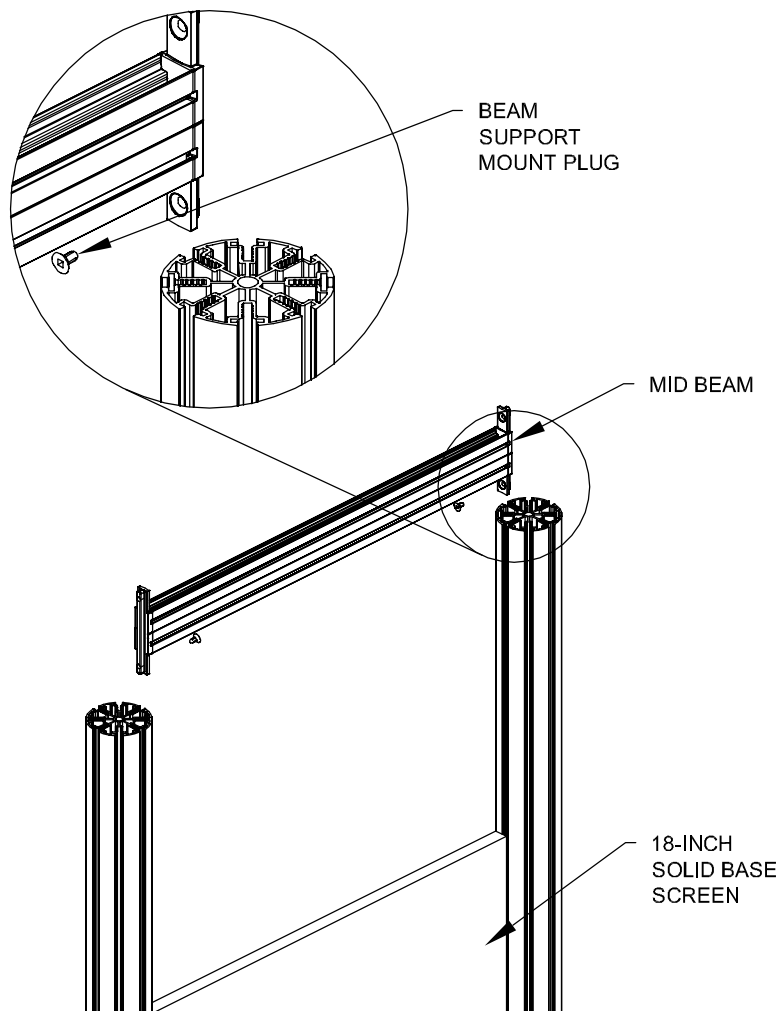
BEAM SUPPORT MOUNT PLUG

MID BEAM

18-INCH SOLID BASE SCREEN

MID BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

18-INCH GLAZED BASE SCREEN

FIGURE 7

FIGURE 8

11. Insert the beam support mount plug to the screw holes of the top beam.

12. Position the top beam on top of the last screen, (Figure 9). If a glazed screen is required, insert the appropriate gasket into the bottom channel of the top beam, (Figure 10).

13. Insert top stops and secure top cap of post.

14. Figure 11 shows the 53-inch seated privacy height configuration.
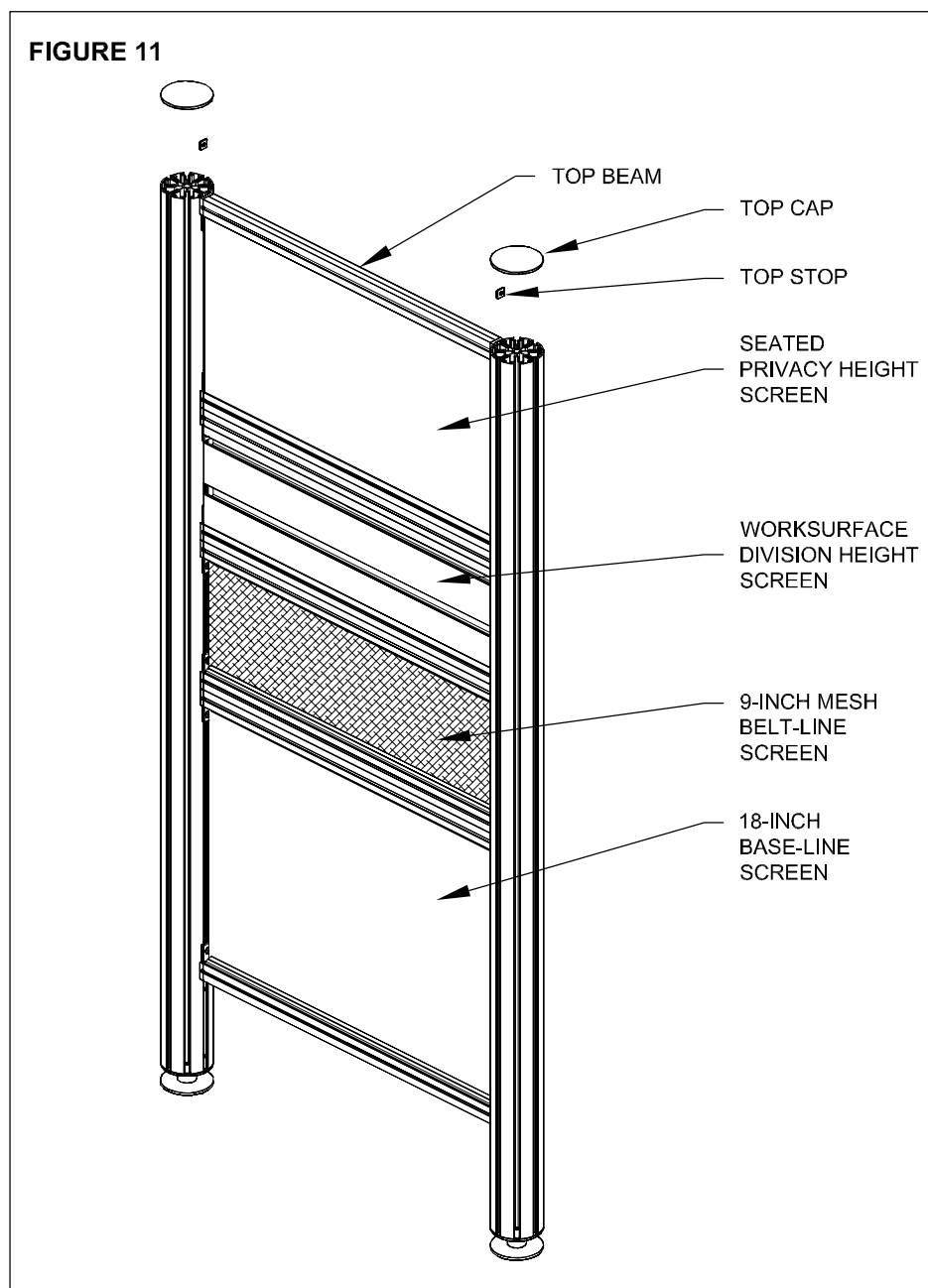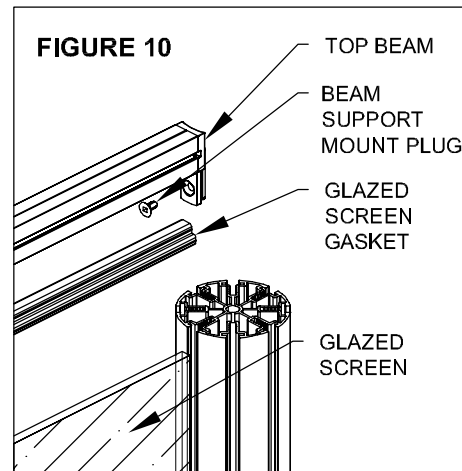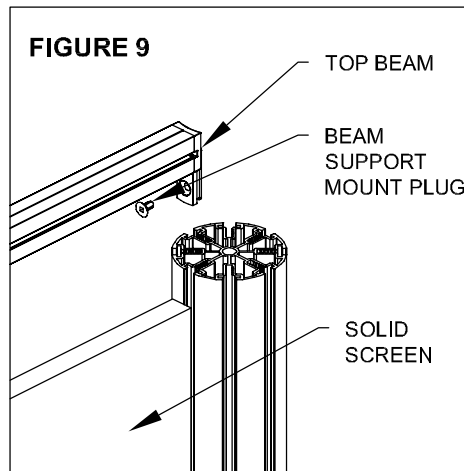
FIGURE 9

TOP BEAM
BEAM SUPPORT MOUNT PLUG
SOLID SCREEN

FIGURE 10

TOP BEAM
BEAM SUPPORT MOUNT PLUG
GLAZED SCREEN GASKET
GLAZED SCREEN

FIGURE 11

TOP BEAM
TOP CAP
TOP STOP
SEATED PRIVACY HEIGHT SCREEN
WORKSURFACE DIVISION HEIGHT SCREEN
9-INCH MESH BELT-LINE SCREEN
18-INCH BASE-LINE SCREEN

15. Figure 12 shows the 69-inch standing privacy height configuration.
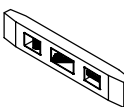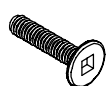
FIGURE 12

TOP BEAM

TOP CAP

TOP STOP

STANDING PRIVACY HEIGHT SCREEN

SEATED PRIVACY HEIGHT SCREEN

WORKSURFACE DIVISION HEIGHT SCREEN

9-INCH MESH BELT-LINE SCREEN

18-INCH BASE-LINE SCREEN

NOTE:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.

tools & hardware needed

drill	torpedo level	#2 Robertson long bit	#10-24; 3/4" machine screw	beam support mount plugs

mesh base-line screen installation

1. Slide the base-line beam guides into the support post channel, (Figure 1).

2. Position the top beam or mid beam on top of the mesh screen spacers, (Figure 2 or Figure 3).

FIGURE 1

MESH SCREEN SPACERS

BOTTOM BEAM

FIGURE 2

TOP BEAM

MESH SCREEN SPACERS

FIGURE 3

MID BEAM

MESH SCREEN SPACERS
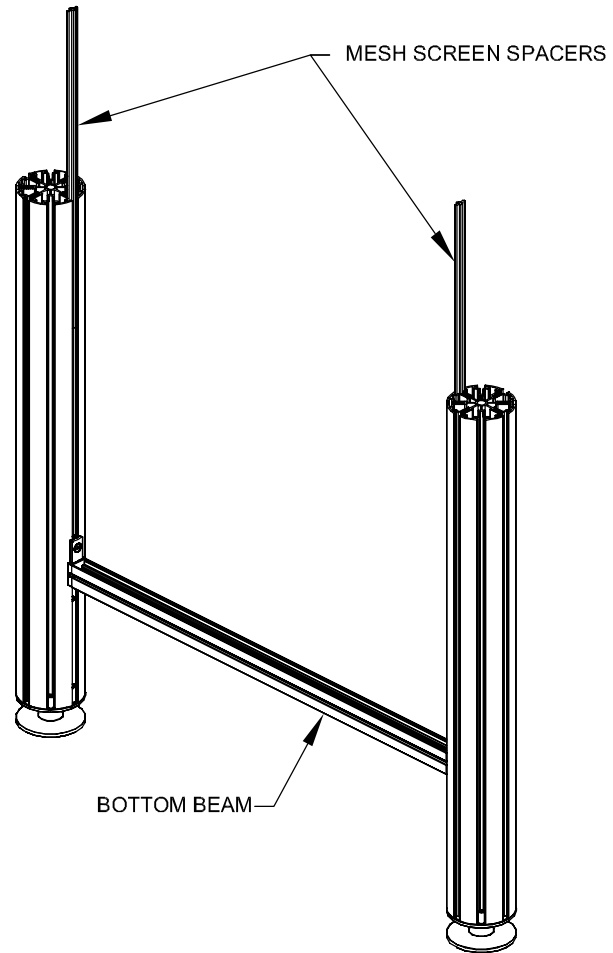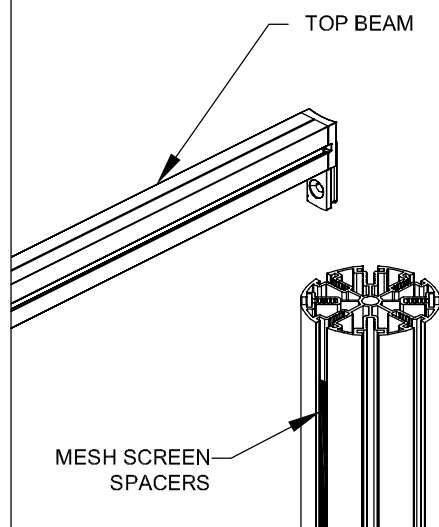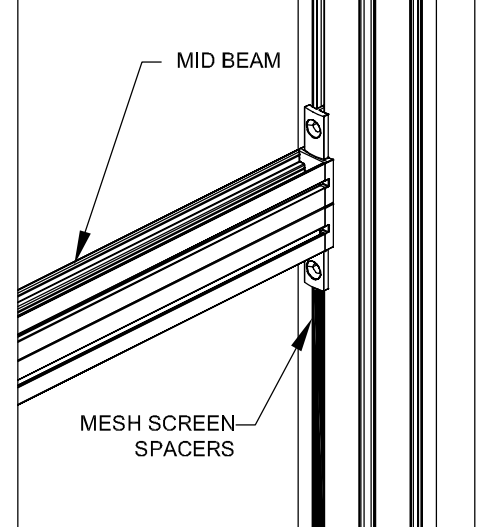
mesh base-line screen installation (cont'd)

3. Secure top beam or mid beam into place with two, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit; four screws for mid beam, (Figure 4 or Figure 5).

4. Install the mesh screen between beams via snap-on gaskets positioned on the top and bottom of the screen into the beam channel.

TOP BEAM

MESH SCREEN SPACER

FIGURE 4

FIGURE 5

MID BEAM

MESH SCREEN SPACER

FIGURE 6

18-INCH MESH SCREEN WITH GASKET

MESH SCREEN SPACER

BASE-LINE BEAM GUIDE

NOTE:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.

tools & hardware needed

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

mesh belt-line screen installation

1. Slide the belt-line mesh screen spacers into the post channel.

2. Position the mid beam on top of the belt-line mesh screen spacers, (Figure 1).

3. Secure the mid beam into place with four, #10-24, 3/4-inch flat head machine screws using #2 Robertson bit, (Figure 2).

FIGURE 1

MID BEAM

BELT-LINE MESH SCREEN SPACERS

18-INCH MESH BASE SCREEN

MID BEAM

FIGURE 2

MID BEAM

BELT-LINE MESH SCREEN SPACERS
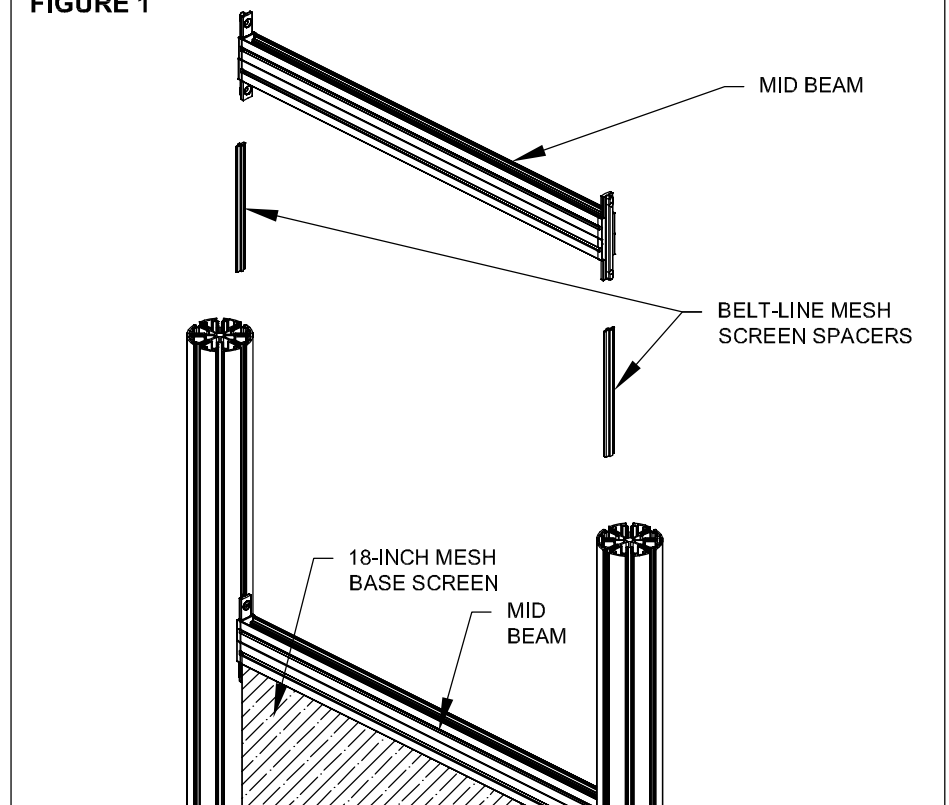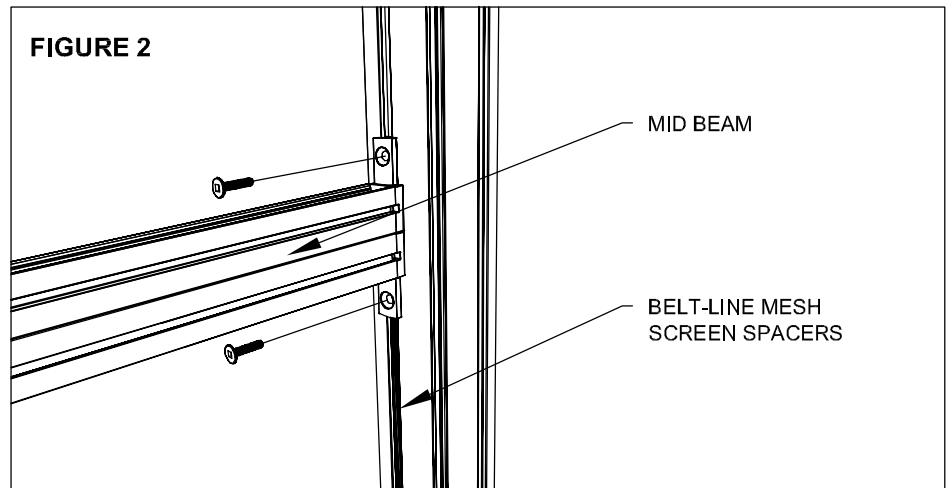
mesh belt-line screen installation (cont'd)
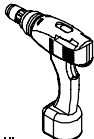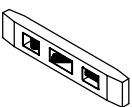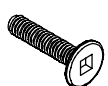
3. Install the belt-line mesh screen between mid beams via snap-on gaskets positioned on the top and bottom of the screen into the beam channel, (Figure 3).

FIGURE 3

BELT-LINE
MESH SCREEN
WITH GASKET

NOTE:

> Bottom beam is not load bearing, therefore, it must be supported by return or installer.

tools & hardware needed

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

removing the mesh screen

1. Remove the top caps, top
   stoppers, top and mid beams
   and screens above the mesh
   screen that is to be removed.

FIGURE 1

9-INCH MESH
BELT-LINE
SCREEN
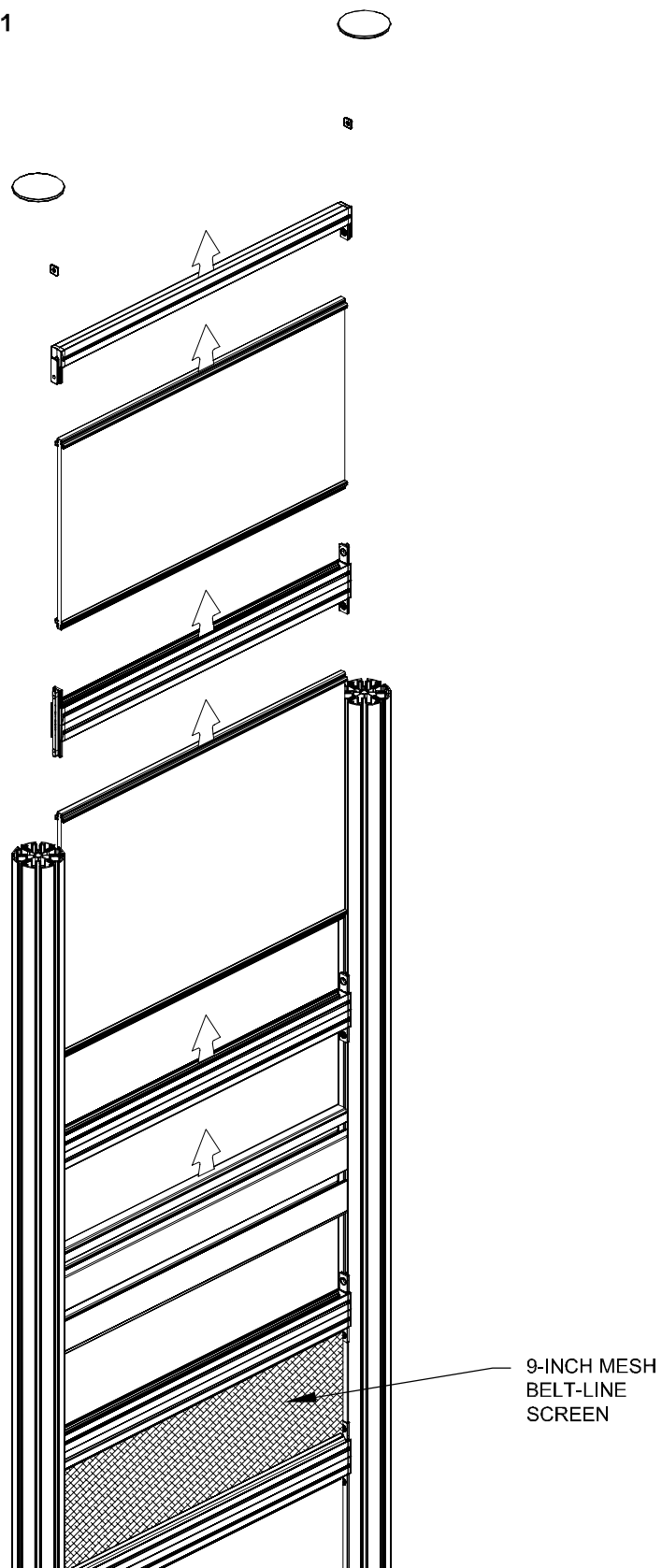
removing the mesh screen (cont'd)

2. Position the screwdriver in the hole in either end of the mid beam.

3. Gently tap the screwdriver with the mallet to loosen the mesh screen gasket, repeat on the other side.

4. Slowly pull the mesh screen from the mid beam to remove the mesh screen gasket from the beam.

FIGURE 2
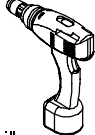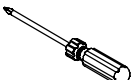
FIGURE 3

tools & hardware needed

drill	#2 Robertson long bit	#3 Philips screwdriver	1"Ø rubber mallet

large glazed screen installation

1. Position the glazed screen retaining clamp half-way of the large glazed screen to be installed.

2. Secure the glazed screen retaining clamp with a #10-24; 3/4-inch machine screw, using #2 Robertson bit.

FIGURE 1

GLAZED SCREEN RETAINING CLAMP

#10-24; 3/4-INCH MACHINE SCREW

9-INCH MESH BELT-LINE SCREEN

18-INCH SOLID BASE-LINE SCREEN
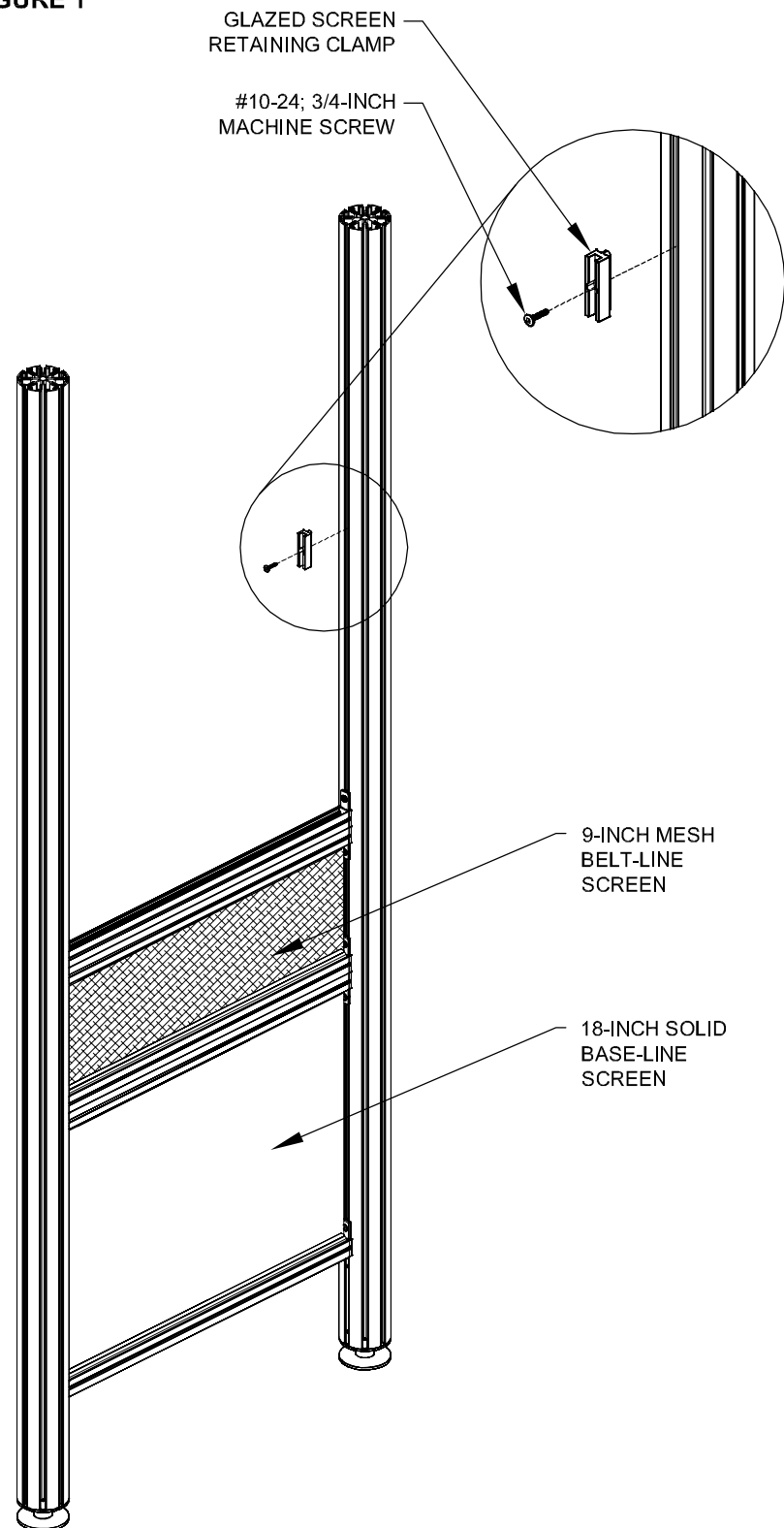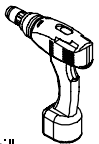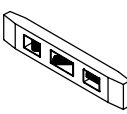
large glazed screen installation (cont'd)

3. Slide the glazed screen into the glazed screen retaining clamp.

4. Insert the glazed screen gasket into the top channel of the mid beam and install the glazed screen into the gasket.

4. Insert the beam support mount plug to the screw holes of the top beam.

5. Position the top beam on top of the last screen, and insert the appropriate gasket into the bottom channel of the top beam (Figure 9).

6. Insert top stops and secure top cap of post.

FIGURE 2

LARGE GLAZED SCREEN

GLAZED SCREEN RETAINING CLAMP

GLAZED SCREEN GASKET

FIGURE 3

TOP BEAM

BEAM SUPPORT MOUNT PLUG

GLAZED SCREEN GASKET

LARGE GLAZED SCREEN

FIGURE 4

TOP CAP

TOP STOP

LARGE GLAZED SCREEN

GLAZED SCREEN RETAINING CLAMP

9-INCH MESH BELT-LINE SCREEN

18-INCH SOLID BASE-LINE SCREEN

tools & hardware needed

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

top beam mounted privacy screen installation

The top beam mounted privacy screen mounts to the top beam to provide partial visual privacy and space division.

1. Position the top screen clamp gaskets on the screen centered over the bottom holes.

2. Snap the top mounted screen clamps to the top beam mounted privacy screen, (Figure 1).

3. Snap the top mounted screen assembly on the top beam at the specified location, (Figure 2).

FIGURE 1

BEAM MOUNTED
PRIVACY SCREEN

TOP SCREEN
CLAMP GASKET

TOP MOUNTED
SCREEN CLAMP
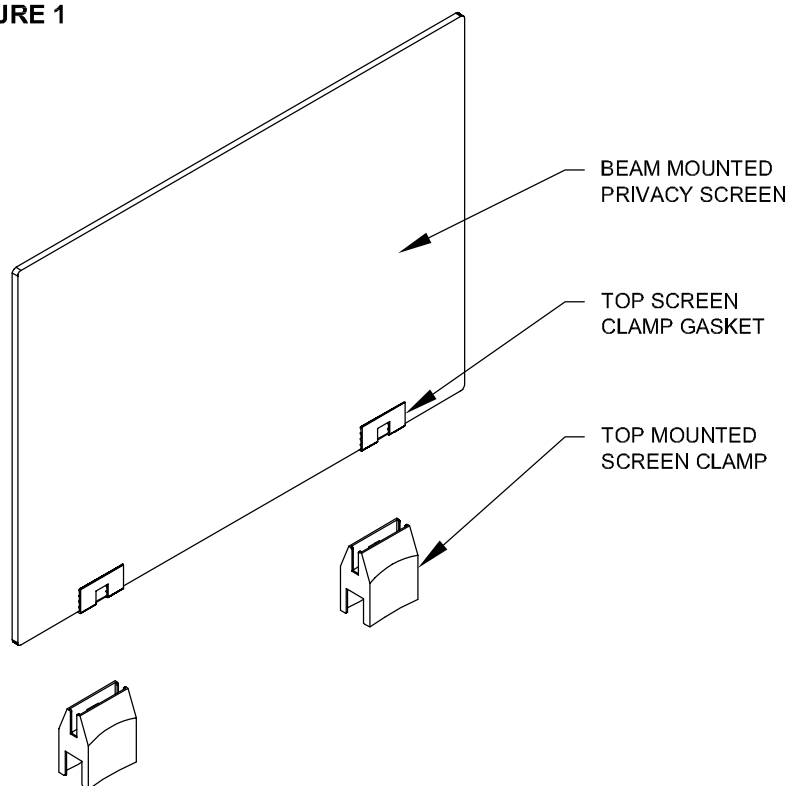
FIGURE 2
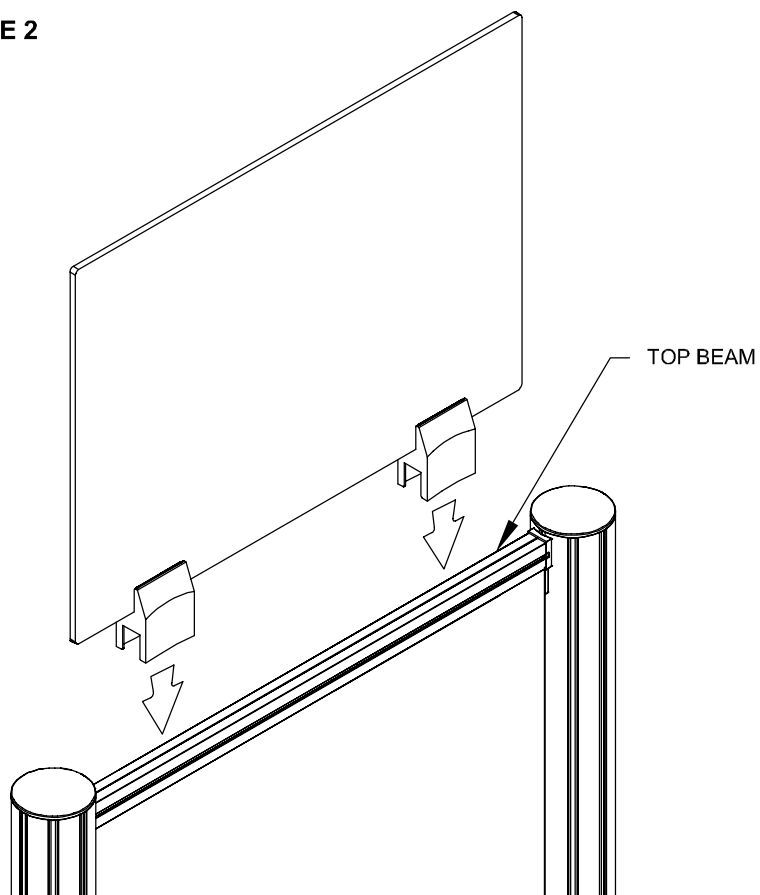
TOP BEAM

NOTES:

> The top beam mounted screen is off-module between posts, and can be specified the same width as the beam it is to be mounted to, or less.

> The top beam mounted privacy screen does not provide acoustical privacy.

> The top beam mounted privacy screen is not load bearing.

worksurface mounted divisional screen assembly

1. Position the screen gasket on the length of the divisional screen.

2. Insert the screen and gasket into the end of the divisional screen extrusion; (Figure 1).

3. Place the divisional screen caps on the ends of the extrusion; (Figure 3).

SCREEN GLAZING

DIVISIONAL SCREEN EXTRUSION

SCREEN GASKET

FIGURE 1

FIGURE 2
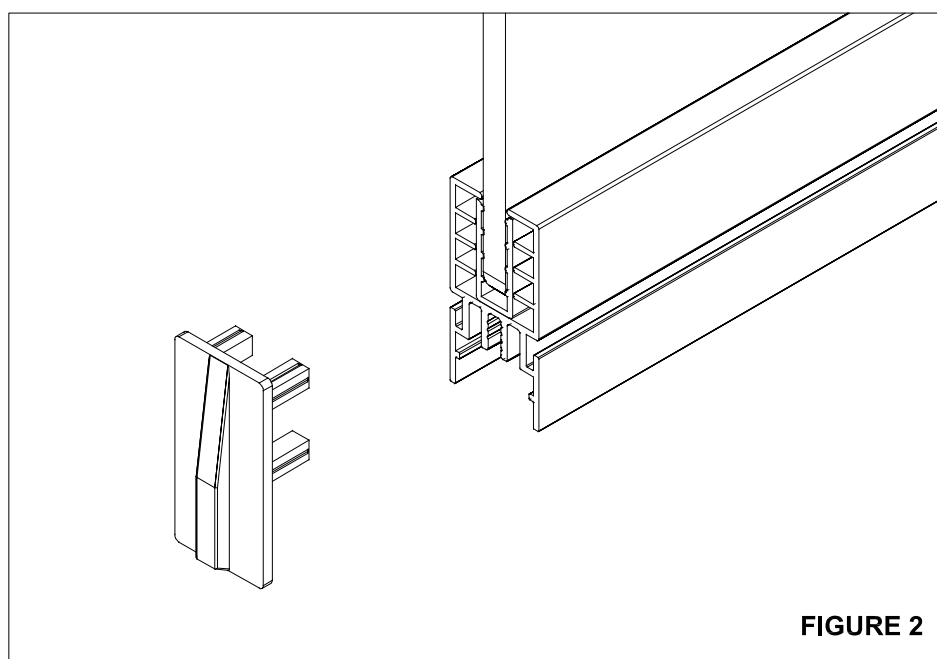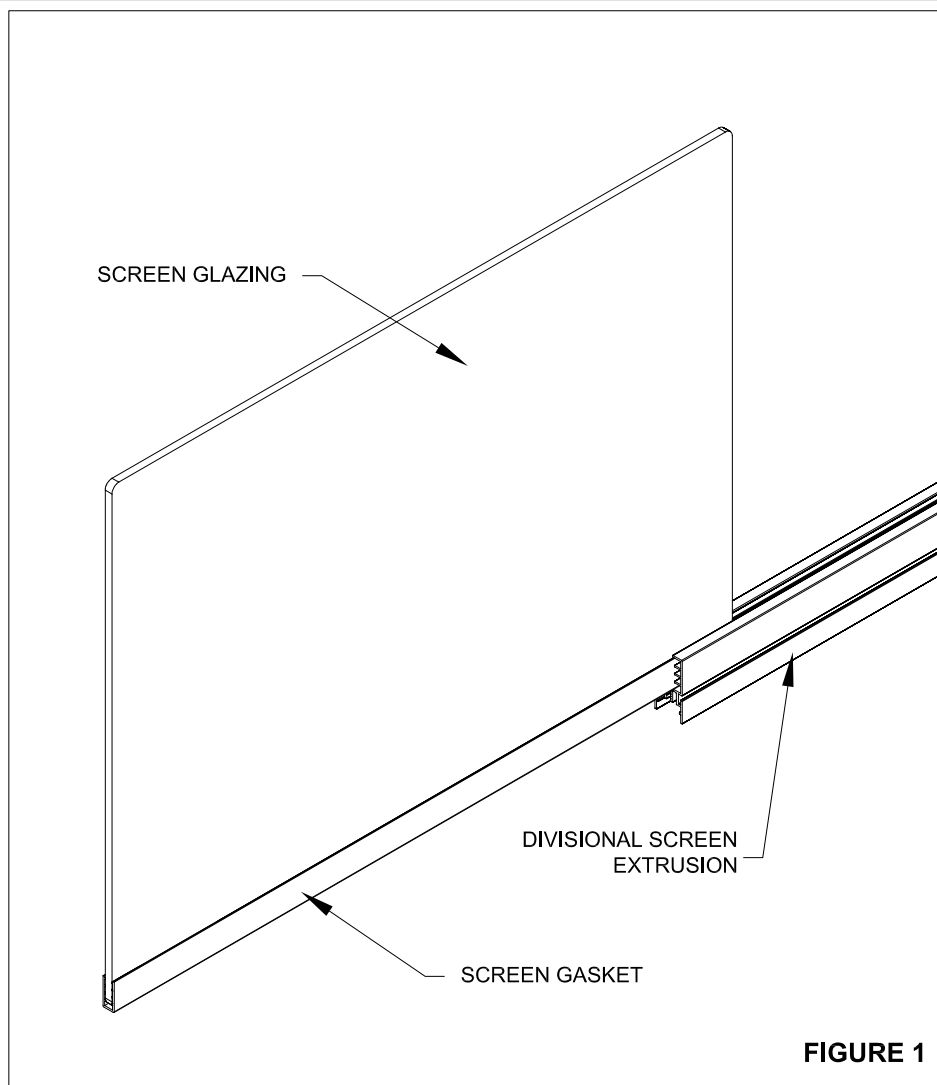
worksurface mounted divisional screen
installation - left or right

The worksurface mounted divisional screen mounts to the top of a worksurface to provide partial visual seated privacy and space division.

1. Determine the appropriate position for the mounting bracket and secure with two, 11/16-inch oval head screws, using #2 Robertson bit, (Figure 1).

2. Place the worksurface mounted divisional screen at the edge of a worksurface, (Figure 2).

2 3/4-INCHES

11/16-INCH OVAL
HEAD SCREW
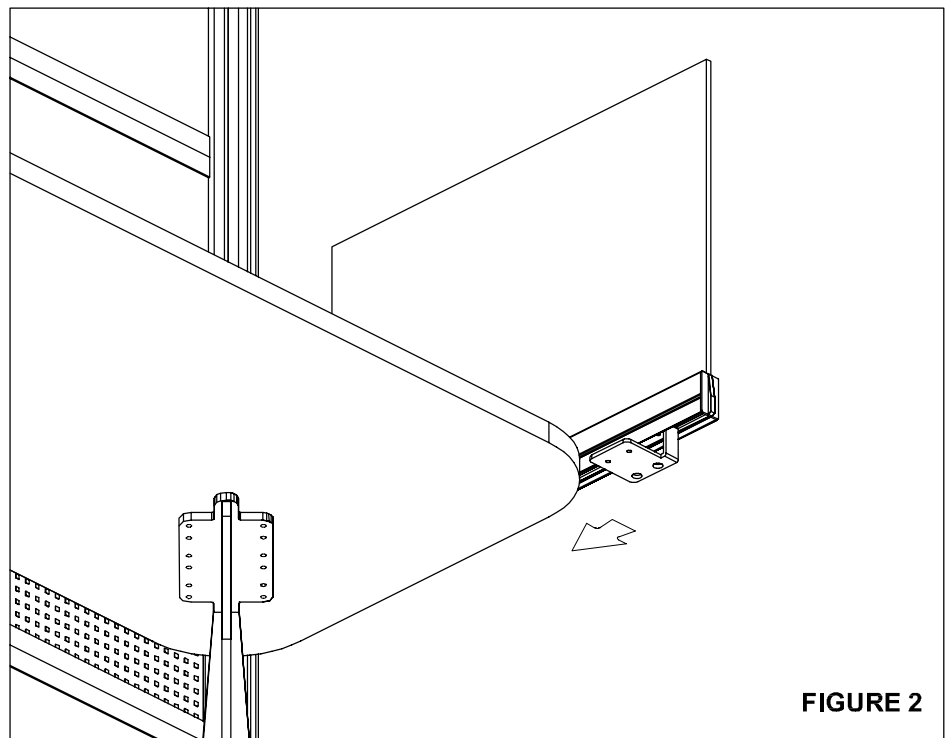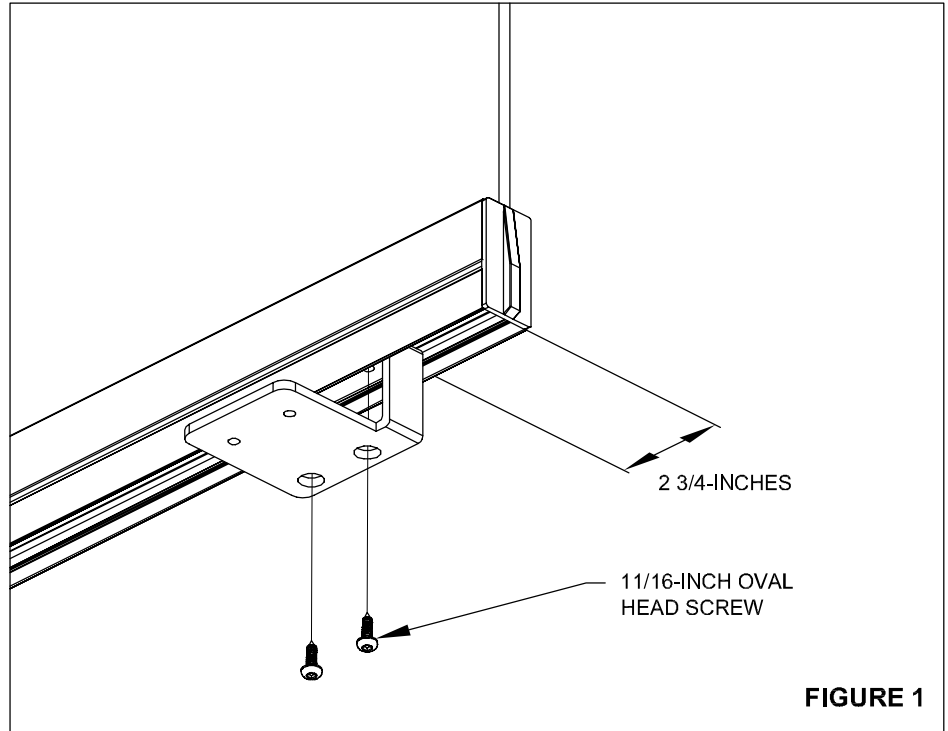
FIGURE 1

FIGURE 2

worksurface mounted divisional screen installation - left or right (cont'd)
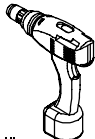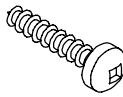
3. Fasten the divisional privacy screen to the top of the worksurface with two, #10, 1-inch screws through the bracket on the bottom, (Figure 3).

4. Figure 4 shows divisional screen mounted on the right end of the worksurface.

#10 1-INCH SCREW

FIGURE 3

FIGURE 4

NOTE:

> The width of the worksurface mounted divisional screen should match the worksurface depth.

tools & hardware needed

drill	#2 Robertson long bit	2, 11/16" oval head screw	2, #10; 1" screw

worksurface mounted divisional screen
installation - center

The worksurface mounted divisional screen mounts to the top of a worksurface to provide partial visual seated privacy and space division.

1. Position the mounting bracket for either on-module (Figure 1) or off-module (Figure 2) application and secure with two 11/16-inch oval head screws, using #2 Robertson bit.

2 3/4-INCHES

11/16-INCH OVAL
HEAD SCREW

FIGURE 1
ON-MODULE

11/16-INCH OVAL
HEAD SCREW
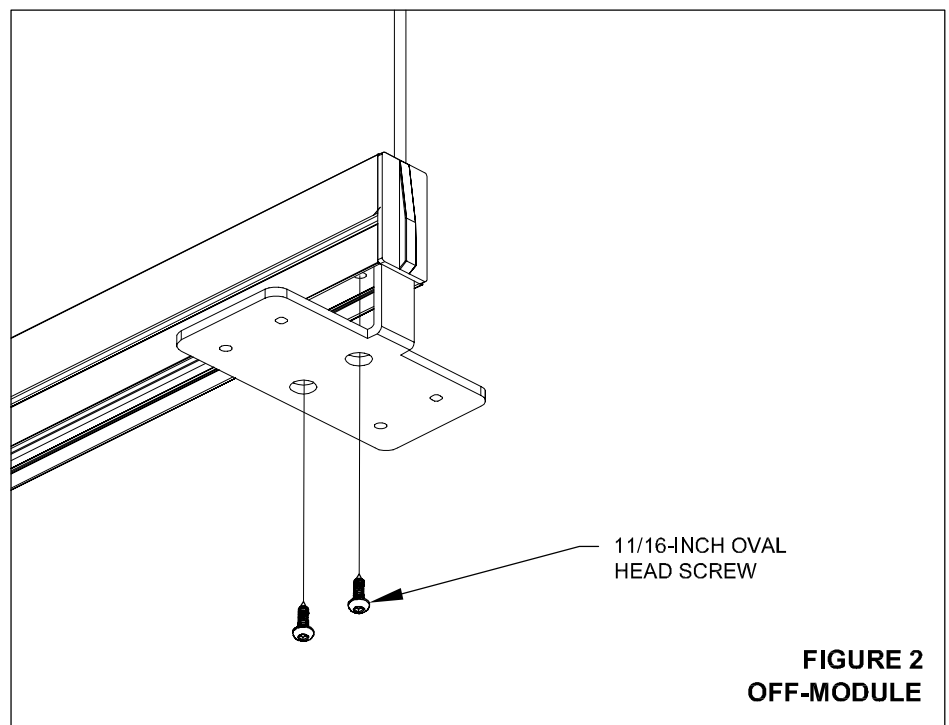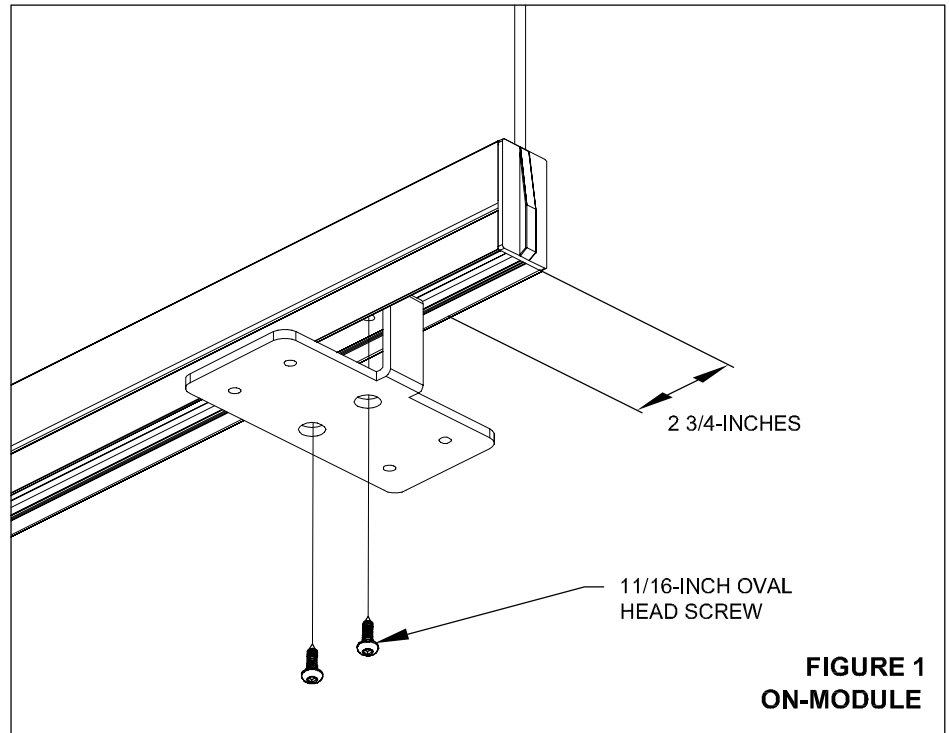
FIGURE 2
OFF-MODULE

worksurface mounted divisional screen
installation - center (cont'd)

2. Mount the worksurface divisional screen between the two worksurfaces or in an off-module application, at the specified locations, (Figure 3).

3. Fasten the divisional privacy screen to the bottom of the worksurface with four, #10, 1-inch screws through the bracket on the bottom, (Figure 2).

FIGURE 3

#10 1-INCH SCREW
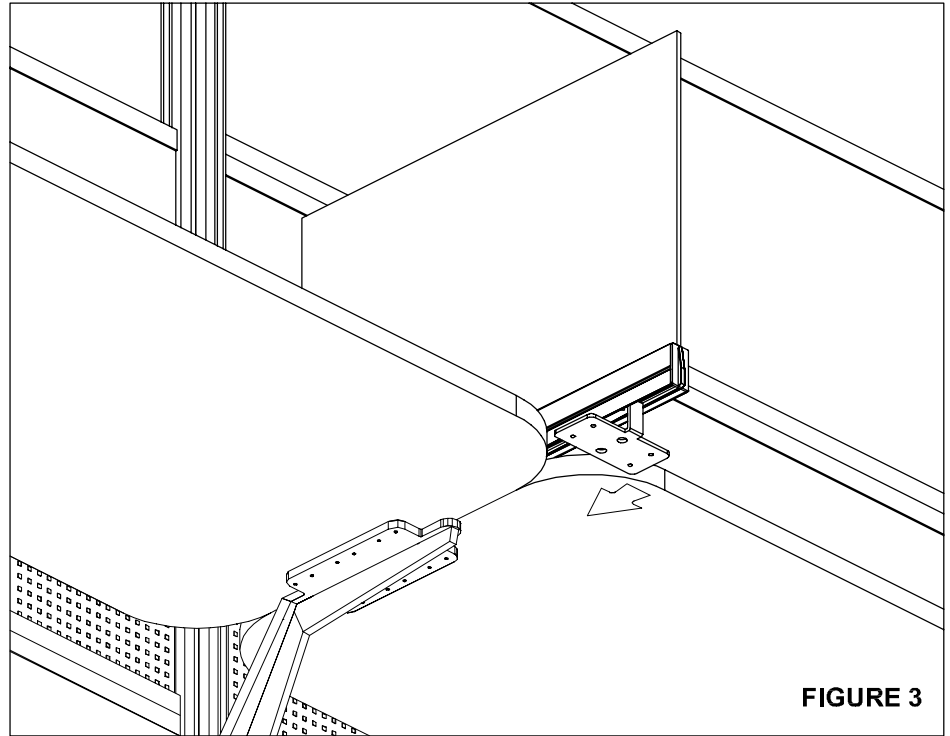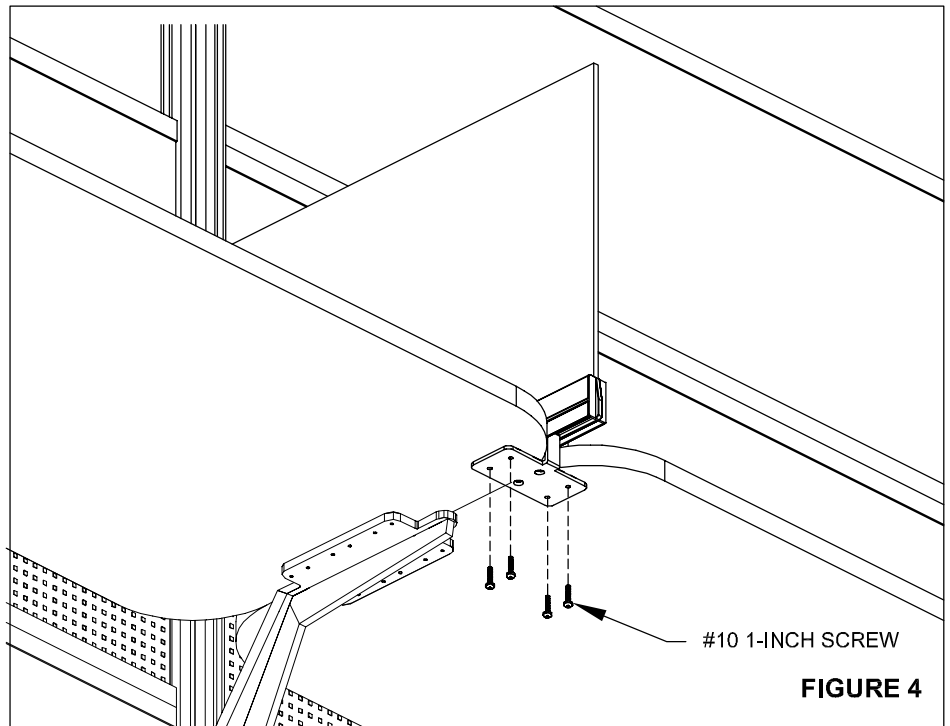
FIGURE 4

worksurface mounted divisional screen installation - center (cont'd)

4. Figure 5 shows the divisional screen mounted between two surfaces.

5. Figure 6 shows the divisional screen mount in an off-module application.
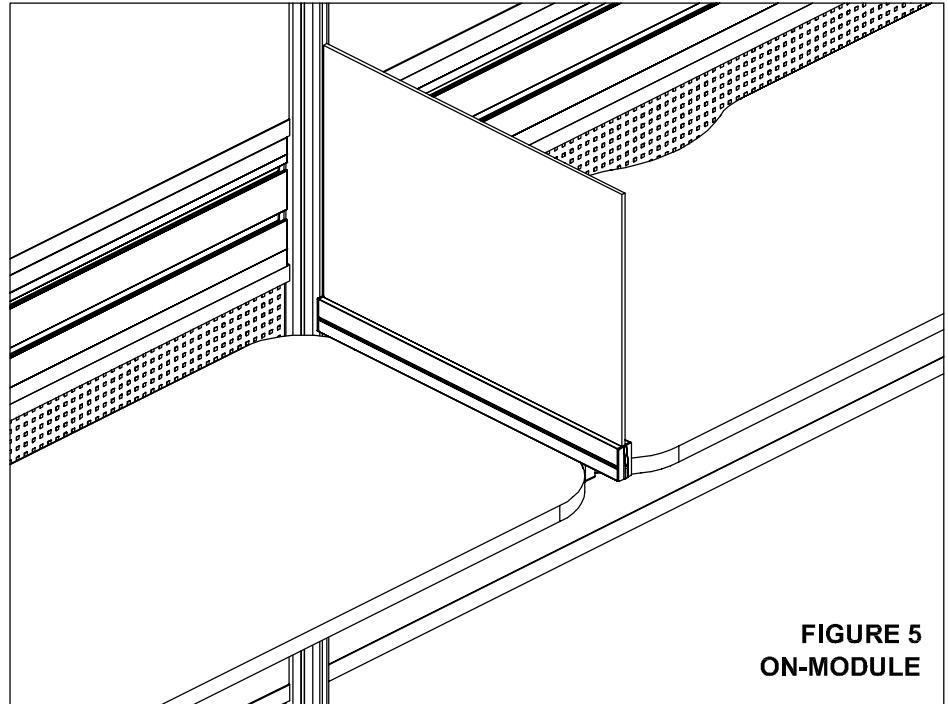
FIGURE 5
ON-MODULE
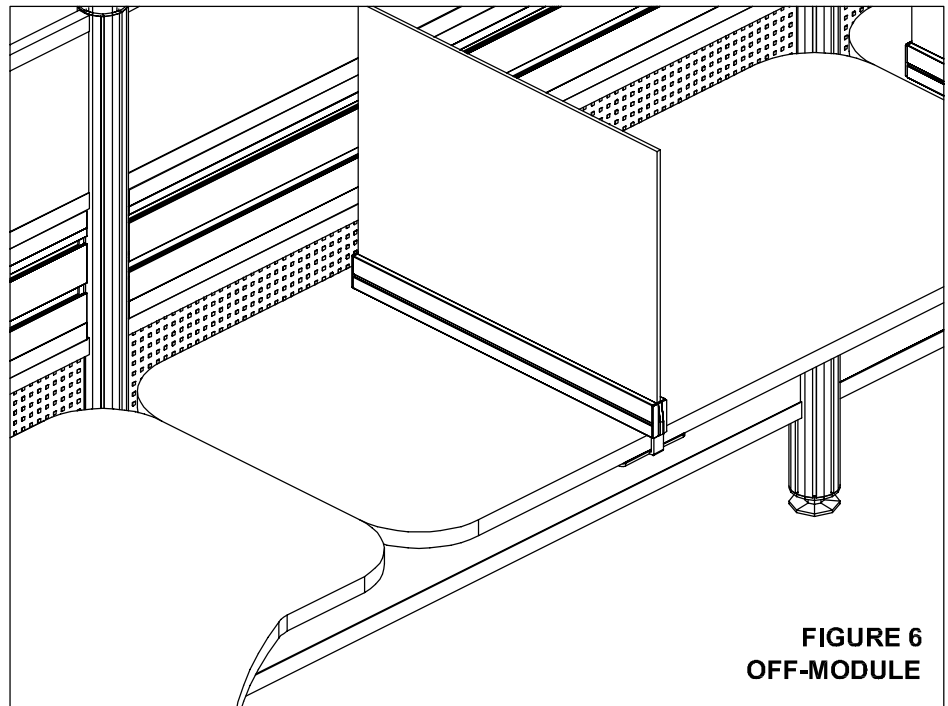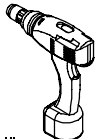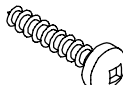
FIGURE 6
OFF-MODULE

NOTES:

> Worksurface mounted divisional screen can be positioned on-module or off-module.

> The width of the worksurface mounted divisional screen should match the worksurface depth.

tools & hardware needed

drill	#2 Robertson long bit	2, 11/16" oval head screw	4, #10; 1" screw

worksurface mounted work organizer screen installation

The worksurface mounted work organizer screen clamps to the edge of a worksurface or table to support a variety of work organizers and provide visual seated privacy and space division.

1. Mount the worksurface work organizer screen to the edge of the worksurface at the specified location with the clamps provided.

2. Figure 2 shows the side view of the worksurface mounted work organizer screen.

FIGURE 1

WORKSURFACE MOUNTED WORK ORGANIZER SCREEN

WORKSURFACE MOUNTED SCREEN CLAMP
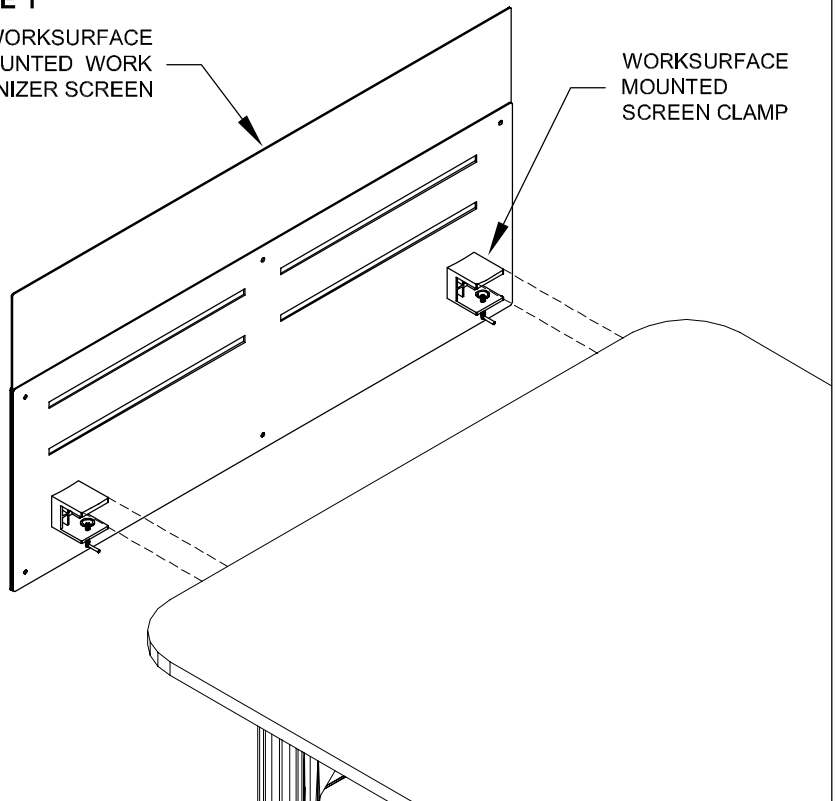
FIGURE 2
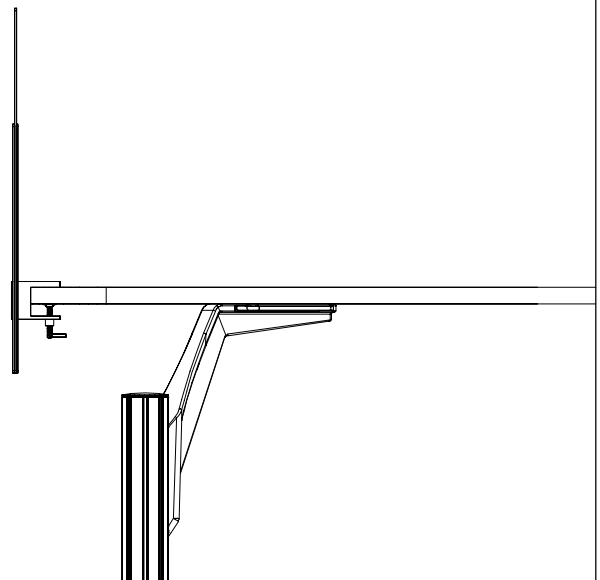
NOTES:

> The worksurface mounted work organizer screen is off-module and can be specified the same width as the worksurface it is to be mounted to, or less.

> The worksurface mounted work organizer screen does not provide acoustical privacy.

mobile screen connector

The mobile screen connector is used to connect a dependent mobile screen to an independent mobile screen.

1. Remove the top caps, (Figure 1).

2. Slide the mobile screen connector into the post channels, (Figure 2).

3. Place the top caps back onto the posts.
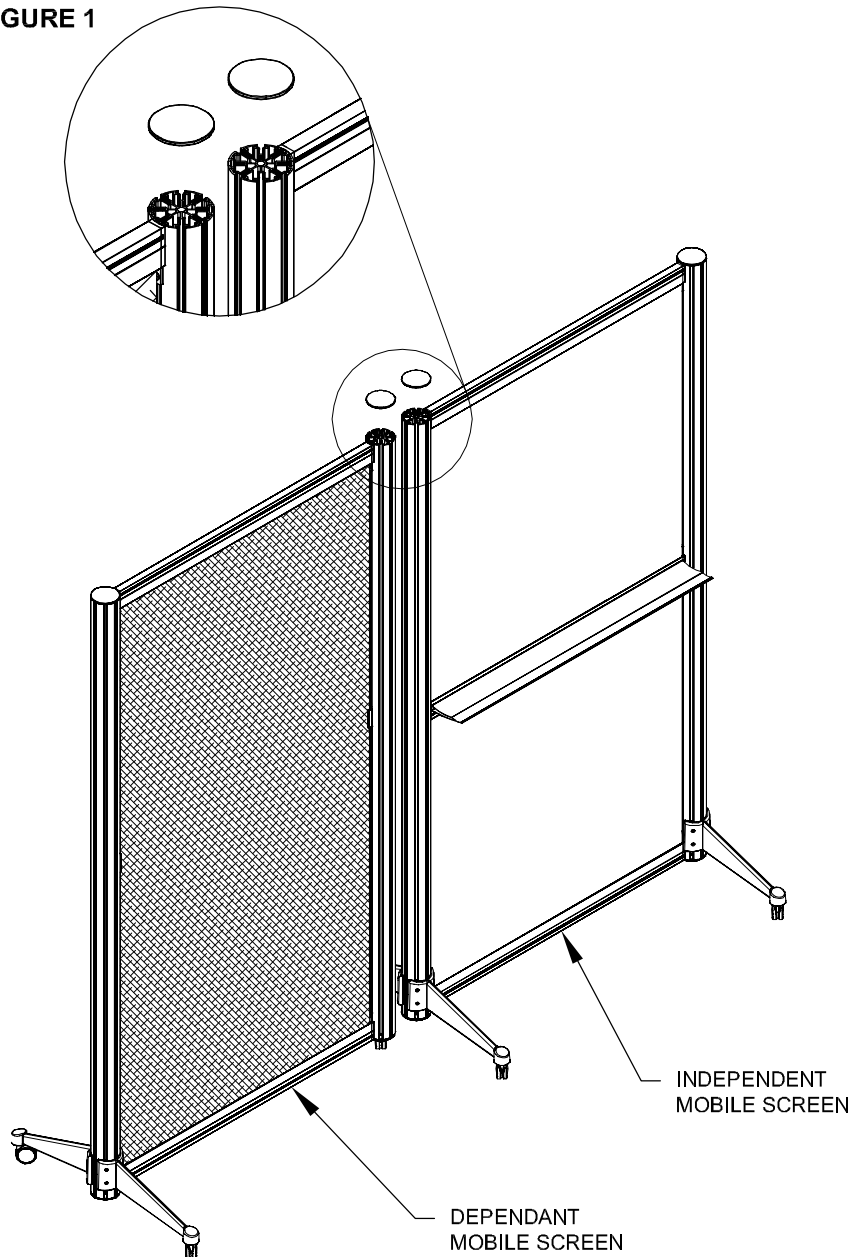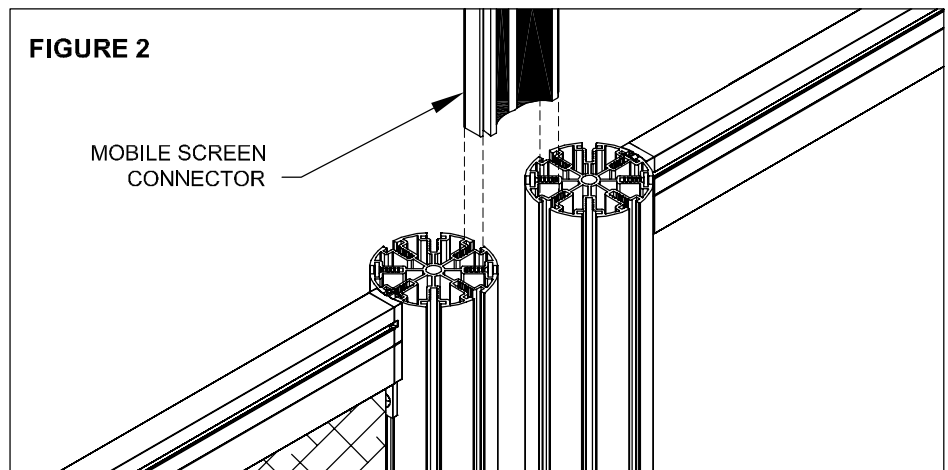
NOTE:

> The mobile screen connector allows for the pivoting of one screen relative to the other.

FIGURE 1

INDEPENDENT
MOBILE SCREEN

DEPENDANT
MOBILE SCREEN

FIGURE 2

MOBILE SCREEN
CONNECTOR

wing partition stabilizer foot installation

The wing partition stabilizer foot attaches to the base of a support post to provide support for partitions not connected to the worksurfaces at both ends.

1. Remove the leveler from the support post, (Figure 1).

2. Level partition with leveler.

3. Mount the wing partition stabilizer foot to a post with level partition and secure with four, #10-24, 1-inch machine screws using #2 Robertson bit, (Figure 2).

FIGURE 1

18-INCH MESH BASE-LINE SCREEN

LEVELER
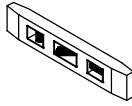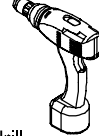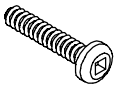
FIGURE 2
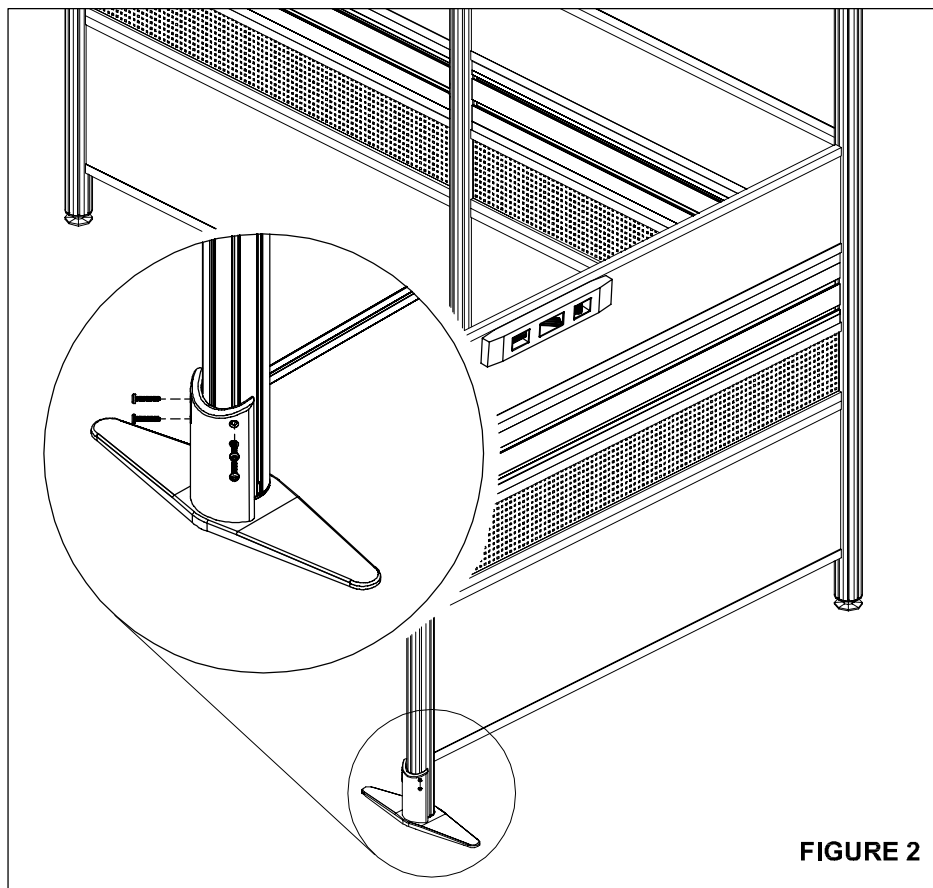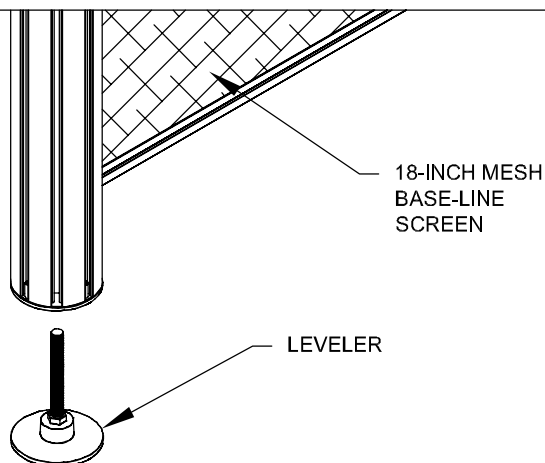
NOTES:

>   The wing partition stabilizer foot is connected to the bottom of a support post 90-degrees to the bottom screen.

>   The wing partition stabilizer foot provides 2 1/2-inches of support post height adjustments

tools & hardware needed

| torpedo level | drill | #2 Robertson long bit | 4, #10-24; 1" machine screw |

large foot with leveler installation

The large foot is required at the end of a run or at every second support post location without a return to provide support.

1. Remove the top cap from the support post.

2. Slide the post support foot into the appropriate support post channel.

3. Secure the large foot with leveler with four, #10-24, 3/4-inch machine screws using #2 Robertson bit.

4. Place the top cap back onto the post.

FIGURE 1

LEVELER
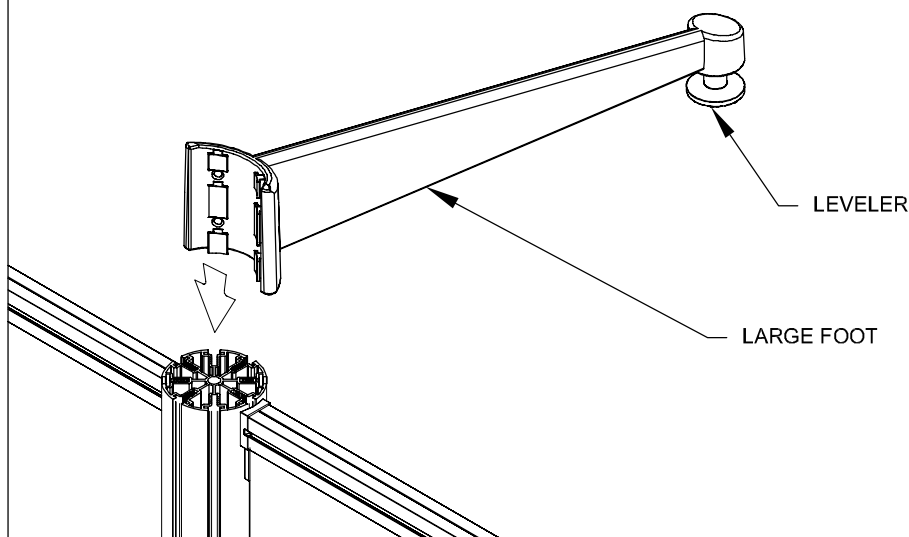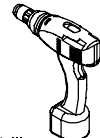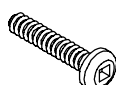
LARGE FOOT

FIGURE 2
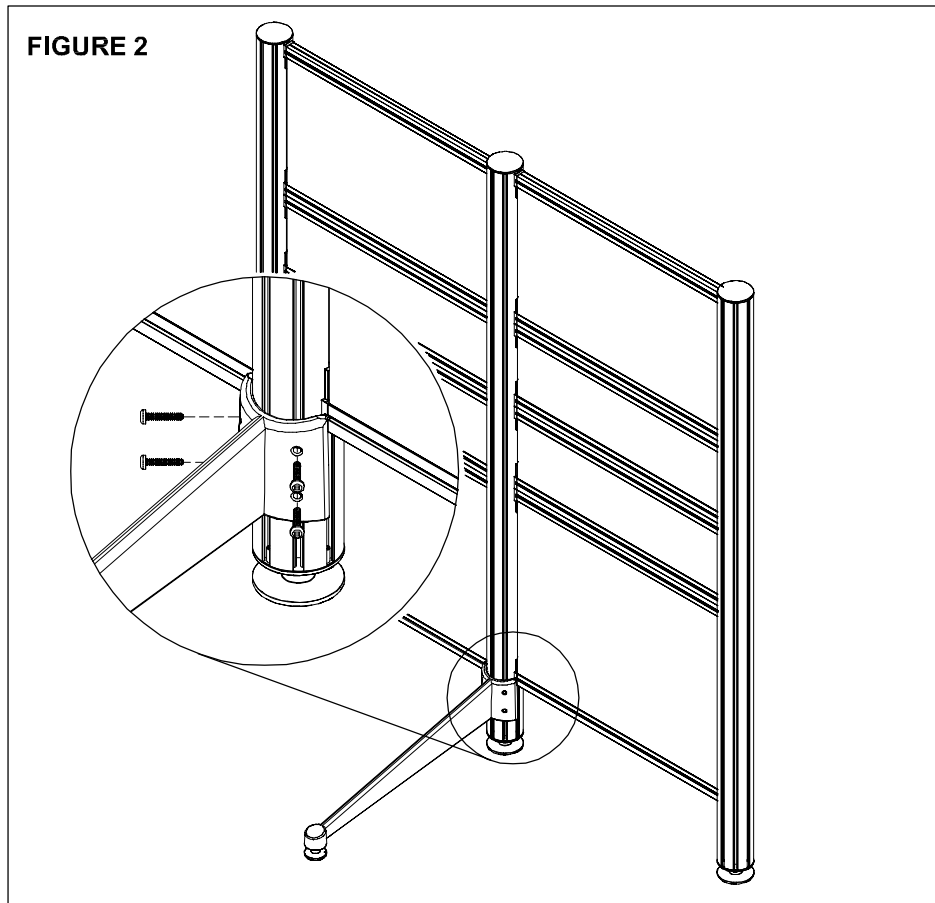
NOTES:

> The large foot is connected to the bottom of a support post 90-degrees to the bottom screen.

> Use the large post under worksurfaces only, and not in an open space.

tools & hardware needed

| drill | #2 Robertson long bit | 4, #10-24; 1" machine screw |

small foot with caster installation

The small foot with caster provides mobility and support to independent and dependant mobile screens.

1. Remove the top cap from the support post.

2. Slide the post support foot into the appropriate support post channel.

3. Secure the post support foot at 1 3/8-inches from the bottom of the post to the bottom of the small foot with four, #10-24, 3/4-inch machine screws using #2 Robertson bit.

4. Place the top cap back onto the post.

FIGURE 1

CASTER

SMALL FOOT

FIGURE 2

DEPENDANT MOBILE SCREEN

1 3/8-INCHES
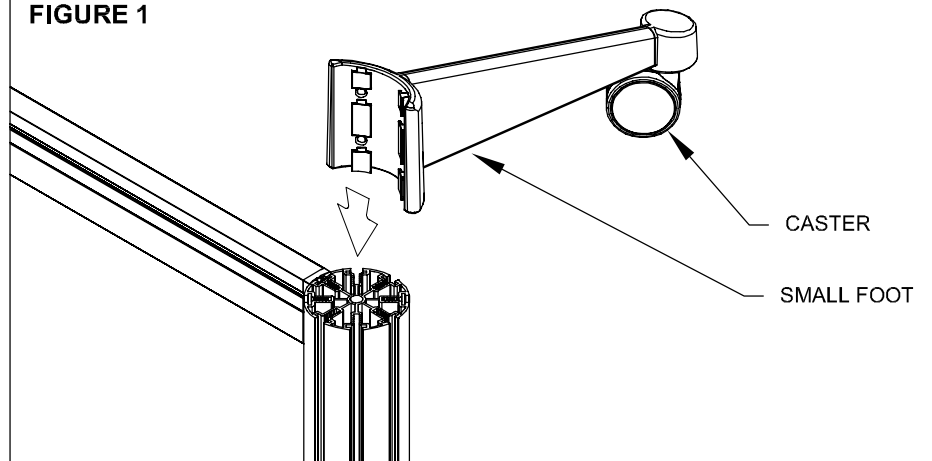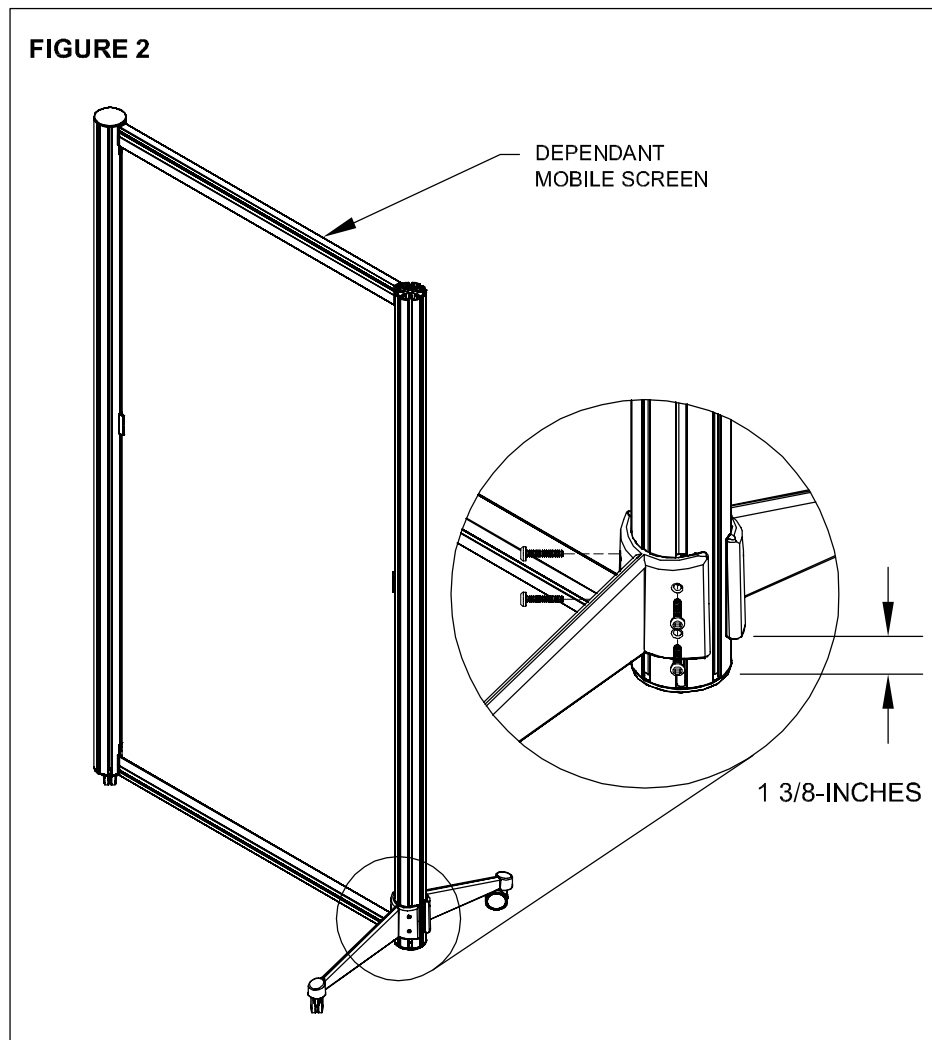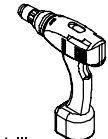
NOTE:

> Two small feet are required when a dependant mobile screen is converted to an independent mobile screen.

tools & hardware needed

drill	#2 Robertson long bit	4 per foot, #10-24; 1" machine screw

worksurface support
metal flush gable installation

The metal flush gable is used to support worksurfaces from the support post in either a left, right or shared position.
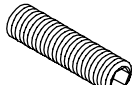
1. Remove the top cap from the support posts, (Figure 1).

2. Slide the 21 slots cantilever support plate into the appropriate post channel at the specified locations, on the posts to support the metal flush gable, (Figure 2) and secure with a, #10, 5/8-inch hex head black set screw at its base, (Figure 3).

3. Hook the metal flush gable onto the slotted plate of the smaller post, ensure that the locking mechanism is engaged by pushing pushing down on the gable, (Figure 4). Repeat with the other post on the spine.
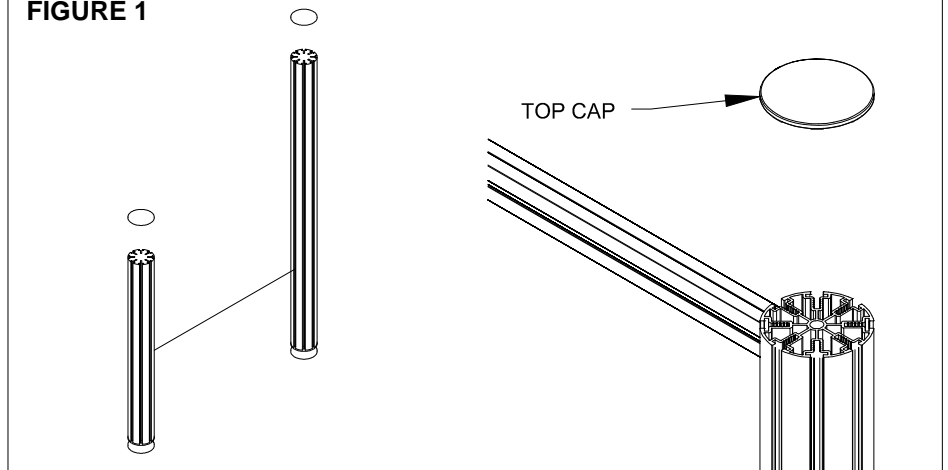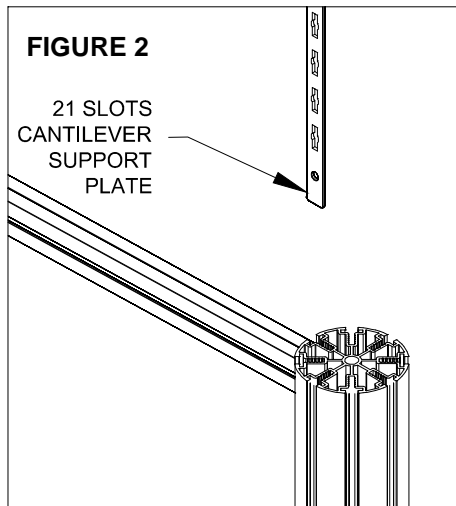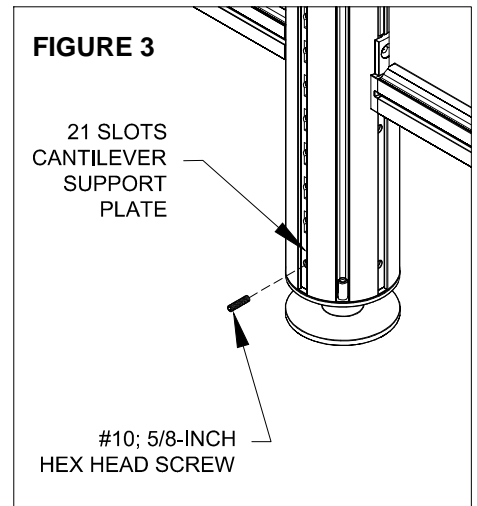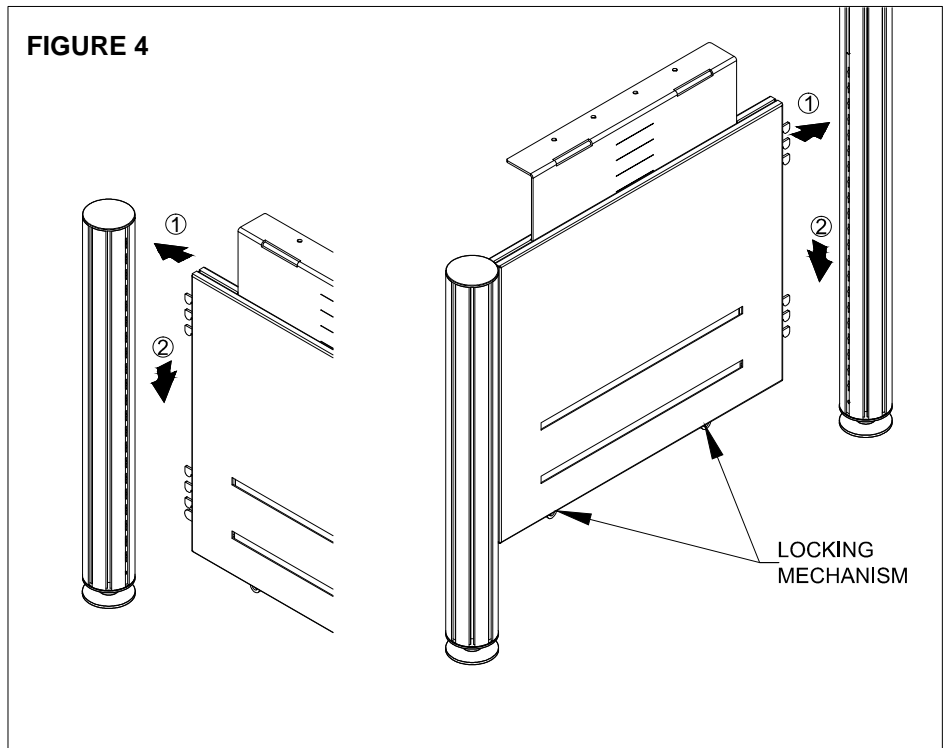
NOTES:

> The locking mechanisms are spring loaded and will lock automatically; to disengage push the lock away from the post and unhook the post.

FIGURE 1

TOP CAP

FIGURE 2

21 SLOTS CANTILEVER SUPPORT PLATE

FIGURE 3

21 SLOTS CANTILEVER SUPPORT PLATE

#10; 5/8-INCH HEX HEAD SCREW

FIGURE 4

① ②

LOCKING MECHANISM

worksurface support
metal flush gable installation (cont'd)

4. Adjust the metal flush gable to the desired height, and affix the screws to lock the plate in place, (Figure 5).

5. Install the worksurface to the metal flush gable and secure with 2, #10 1-inch screws using #2 Robertson bit, (Figure 6).

26 INCHES
27 INCHES
28 INCHES
29 INCHES
30 INCHES
31 INCHES
32 INCHES

HEIGHT ADJUSTMENT SCREWS

FIGURE 5

1-INCH SCREWS

FIGURE 6
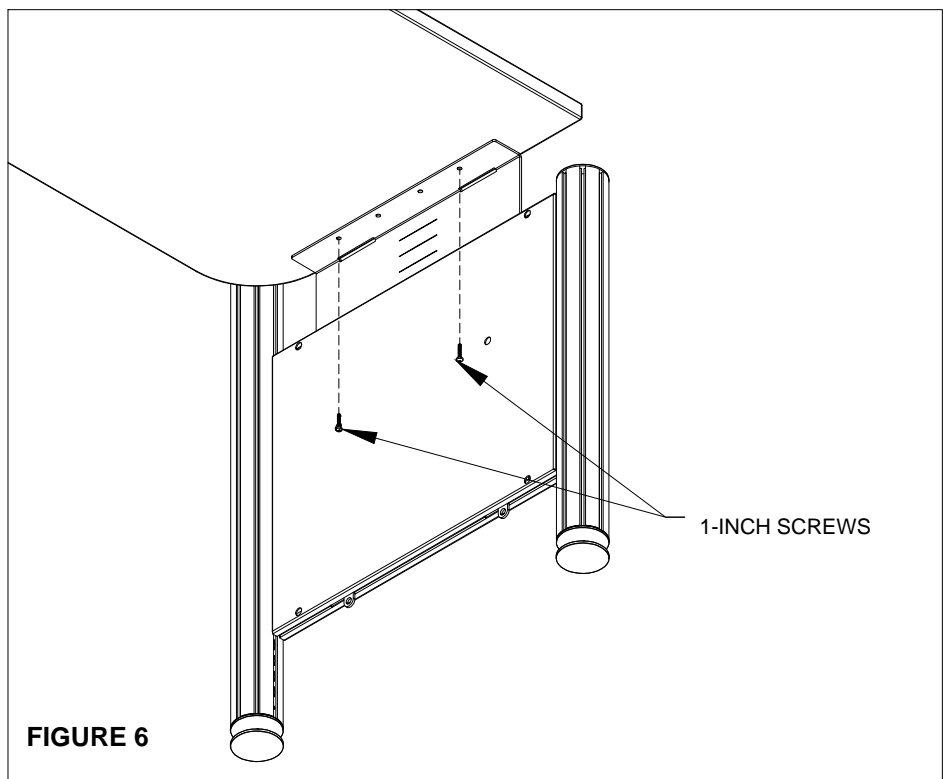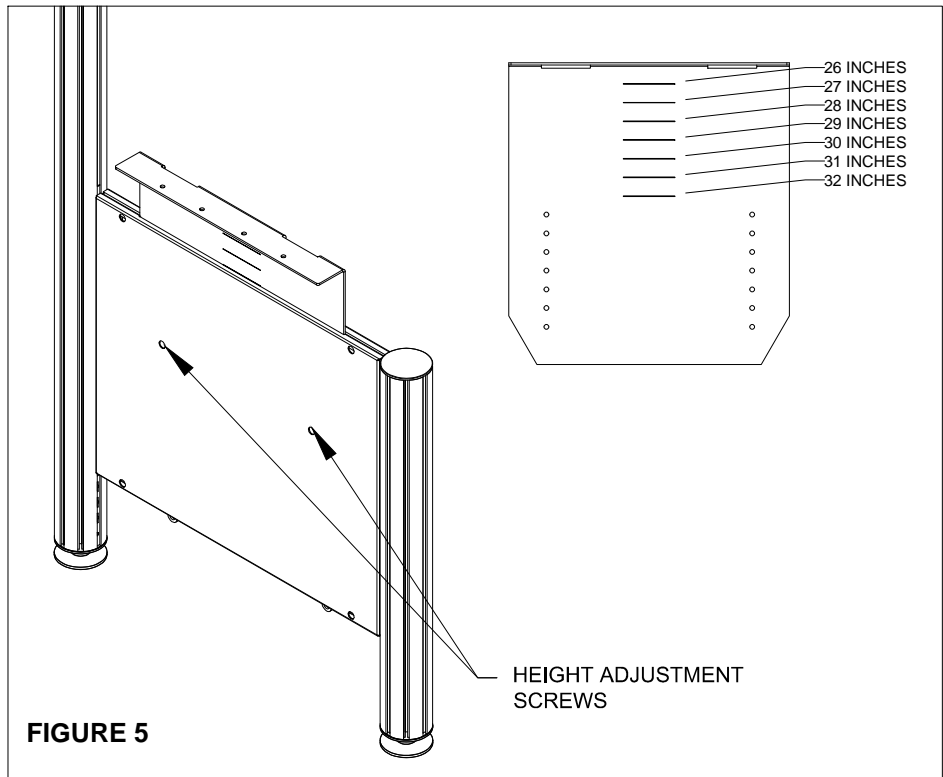
NOTES:

> The the metal flush gable provides a worksurface height adjustment range from 26 to 32-inches in 1-inch increments through the support plate.

tools & hardware needed

drill	#2 Robertson long bit	6" hex bit	2, #10; 5/8" hex head	2, #10; 1" screw

worksurface support cantilever installation

The cantilever is used to support worksurfaces from the support post in either a left, right or shared position.

1. Remove the top cap from the support post, (Figure 1).

2. Slide the 21 slots cantilever support plate into the appropriate post channel at the specified cantilever locations to support the cantilever, (Figure 2) and secure with a, #10, 5/8-inch hex head black set screw at its base, (Figure 3).

3. Hook the cantilever onto the slotted plate and fasten with a, #10-24, 1 1/4-inch machine screw using #2 Robertson bit, (Figure 4).

4. Figure 5 shows slot locations for worksurface heights.
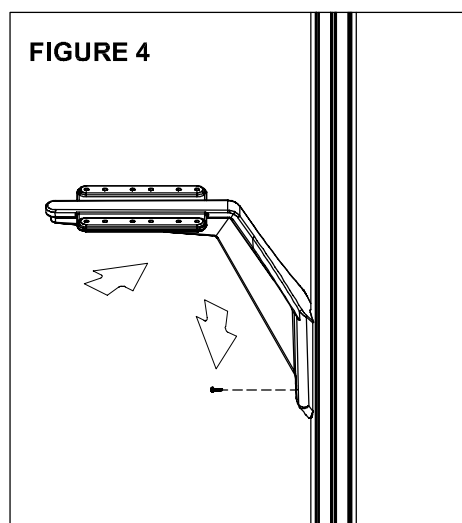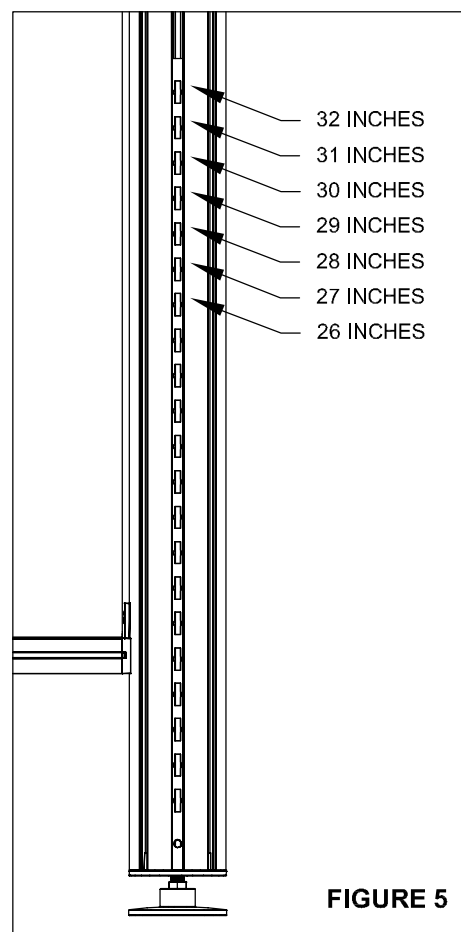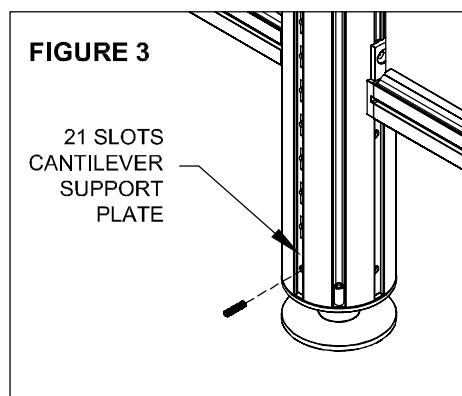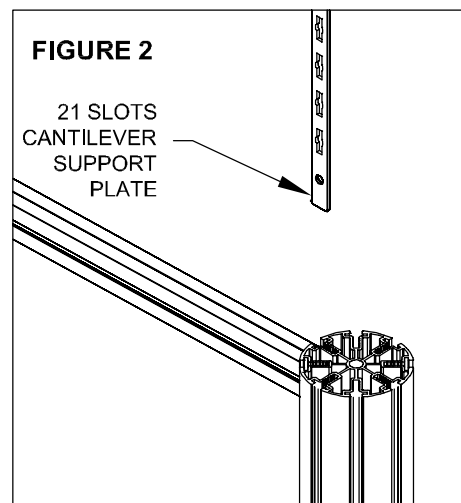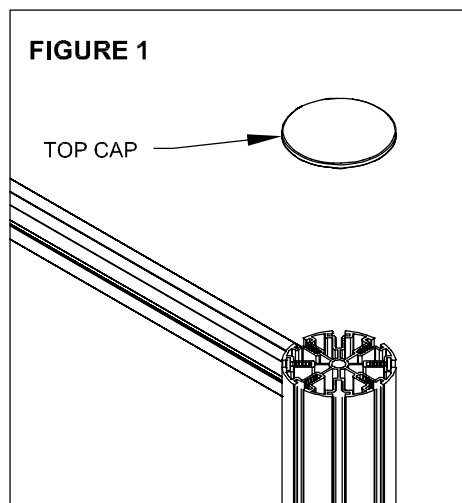
NOTES:

> The cantilever provides a worksurface height adjustment range from 26 to 32-inches in 1-inch increments through the use of a 21 slots cantilever support plate.

> The cantilever can be mounted to any one of the support post's eight channels, located at 45-degree increments.

FIGURE 1

TOP CAP

FIGURE 2

21 SLOTS CANTILEVER SUPPORT PLATE

FIGURE 3

21 SLOTS CANTILEVER SUPPORT PLATE

FIGURE 4

32 INCHES
31 INCHES
30 INCHES
29 INCHES
28 INCHES
27 INCHES
26 INCHES

FIGURE 5

tools & hardware needed

drill	#2 Robertson long bit	6" hex bit	#10; 5/8" hex head	#10-24; 1 1/4" machine screw

end-run worksurface support cantilever installation

1. Remove the top cap from the support post, (Figure 1).

2. Slide the 9 slots cantilever support plate into the appropriate post channel at the specified cantilever locations to support the cantilever, (Figure 2).

3. Measure 6 1/4-inches from the bottom of the post to the bottom of the cantilever support plate and secure with a, #10, 5/8-inch hex head black set screw at its base, (Figure 3).

FIGURE 1

TOP CAP

FIGURE 2

9 SLOTS
CANTILEVER
SUPPORT
PLATE

9 SLOTS
CANTILEVER
SUPPORT
PLATE

6 1/4-INCHES

LARGE FOOT

FIGURE 3

3. Hook the cantilever onto the slotted plate and fasten with a, #10-24, 1 1/4-inches machine screw using #2 Robertson bit, (Figure 4).

4. Figure 5 shows the end-run of worksurface cantilever and slot locations for worksurface height.

#10-24, 1 1/4-INCH
MACHINE SCREW

FIGURE 4

32 INCHES
31 INCHES
30 INCHES
29 INCHES
28 INCHES
27 INCHES
26 INCHES

9 SLOTS
CANTILEVER
SUPPORT
PLATE

FIGURE 5
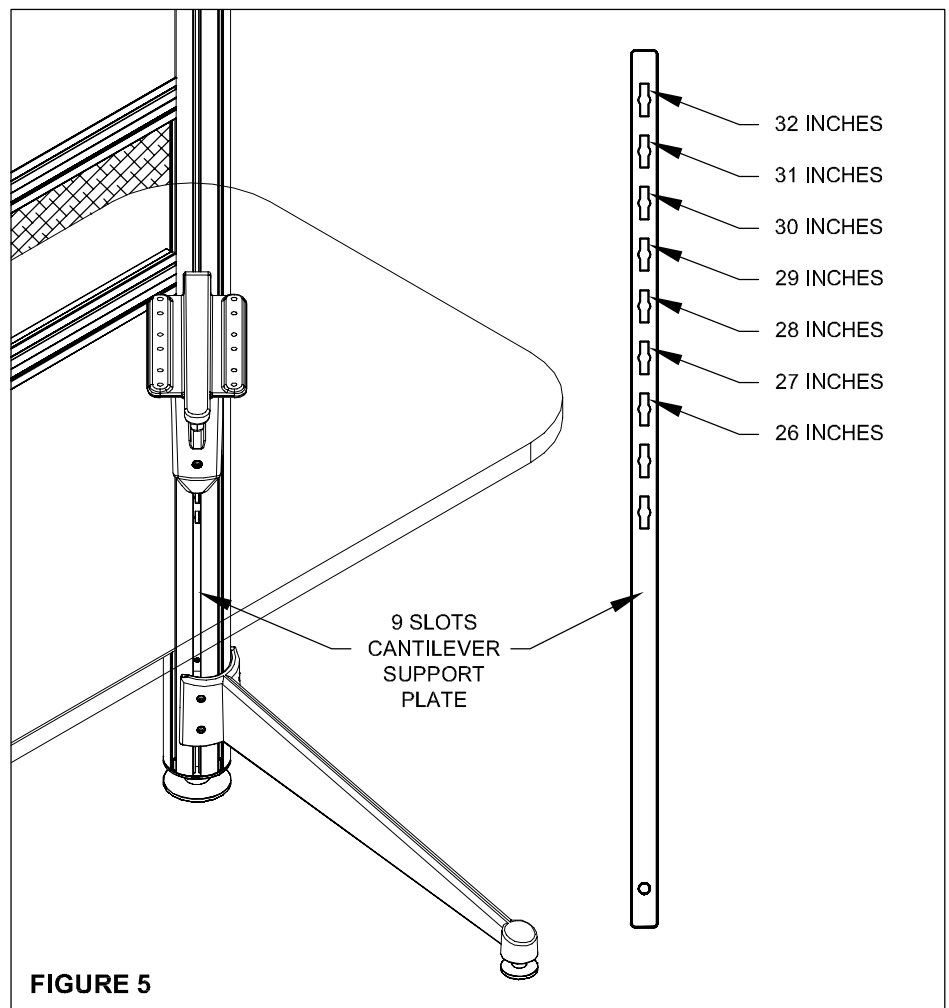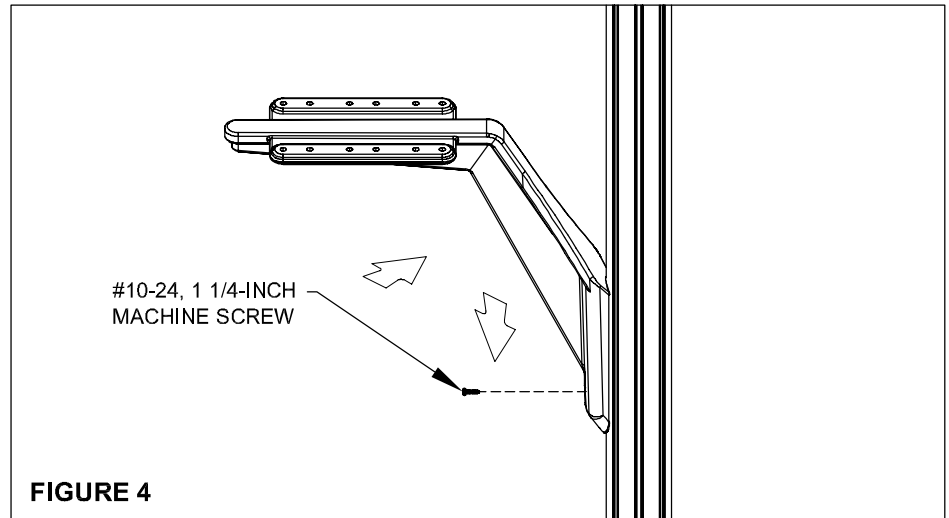
NOTE:

> The cantilever provides a worksurface height adjustment range from 26 to 32-inches in 1-inch increments through the use of a 9 slots cantilever support plate.

tools & hardware needed

drill	#2 Robertson long bit	6" hex bit	#10; 5/8" hex head	#10-24; 1 1/4" machine screw

worksurface to the worksurface support installation
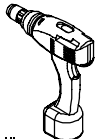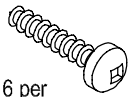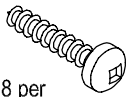
1. Install worksurfaces to the worksurface supports at the specified locations.

2. Fasten cantilevers with six, #10, 1-inch pan head screws using #2 Robertson bit, (Figure 1).

3. Use a flush plate to mend all 30-inches deep worksurfaces at the front, (Figure 2).

FIGURE 1

24-INCHES

FIGURE 2

30-INCHES
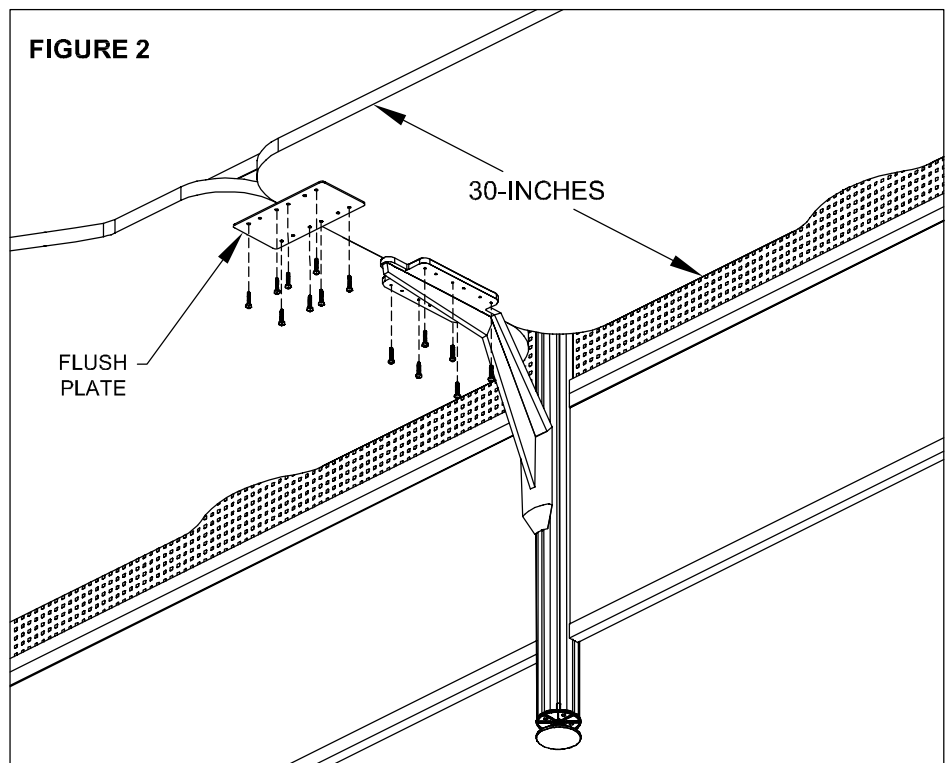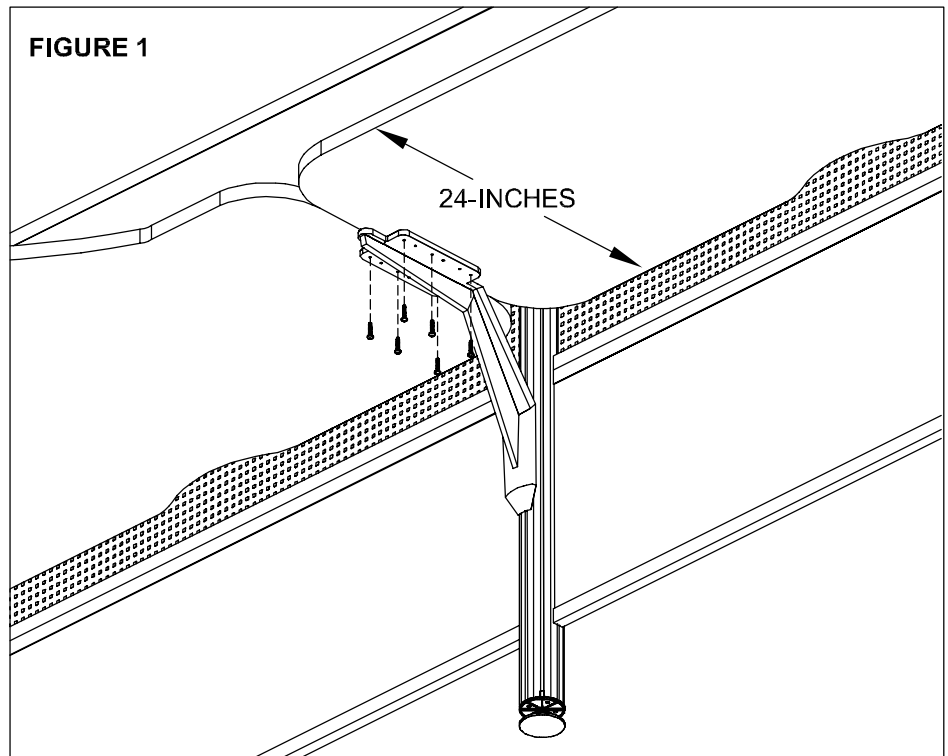
FLUSH PLATE

NOTE:

> Worksurface to worksurface flush plates must be in conjunction with the cantilever when supporting two worksurfaces over 24-inches deep.

tools & hardware needed

drill	#2 Robertson long bit	6 per cantilever, #10; 1" screw	8 per flush plate, #10; 1" screw

staggered worksurface plate installation

The worksurface staggered plate is used to support adjacent worksurfaces that are positioned at different heights.

1. Mount the staggared plate on the surface with three, #10, 1-inch screws using #2 Robertson bit, (Figure 1).

2. Place the other surface and fasten it with three, #10, 1-inch screws using #2 Robertson bit, (Figure 2).

FIGURE 1

FIGURE 2

NOTE:

> The worksurface staggared plate is used to connect two worksurfaces positioned at different heights side-by-side, to provide additional support and close the gap.

tools & hardware needed

drill	#2 Robertson long bit	6, #10; 1" screw

worksurface to beam mounting bracket support installation

The worksurface to beam mounting bracket is used in configurations where worksurfaces require support between support posts.

1. Mount bracket A at the desired location into the slotted channel of the mid beam and bracket B beside it, (Figure 1).

2. Slide bracket B over bracket A, (Figure 2).

3. Mount bracket C at the desired worksurface height with two, #10-32, 1/2-inch machine screws using #2 Robertson bit, (Figure 3).

FIGURE 1

A

B

FIGURE 2

A

B

FIGURE 3

C

26 INCHES
27 INCHES
28 INCHES
29 INCHES
30 INCHES
31 INCHES
32 INCHES
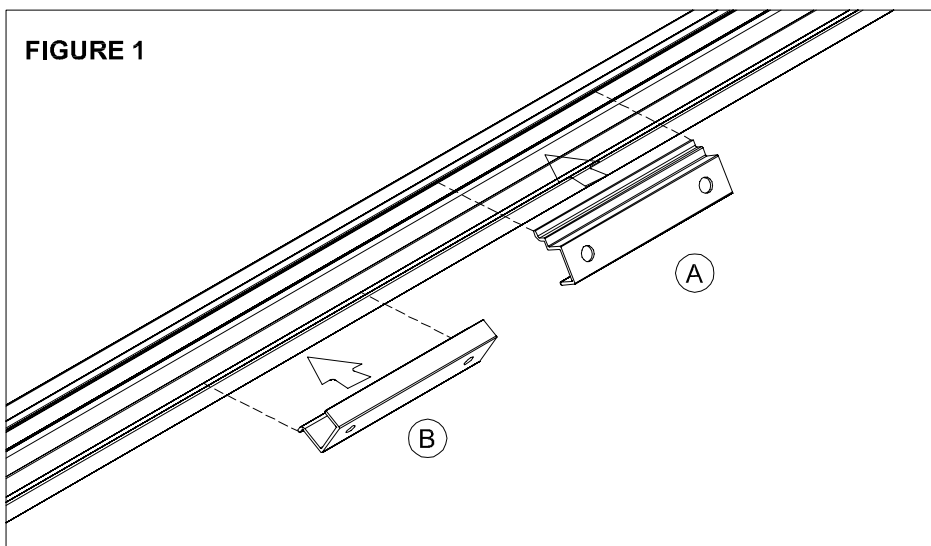
worksurface to beam mounting bracket support installation (cont'd.)

3. Fasten the bracket C to the underside of the worksurface, with two, #10, 1-inch screws, using #2 Robertson bit, (Figure 4).

FIGURE 4
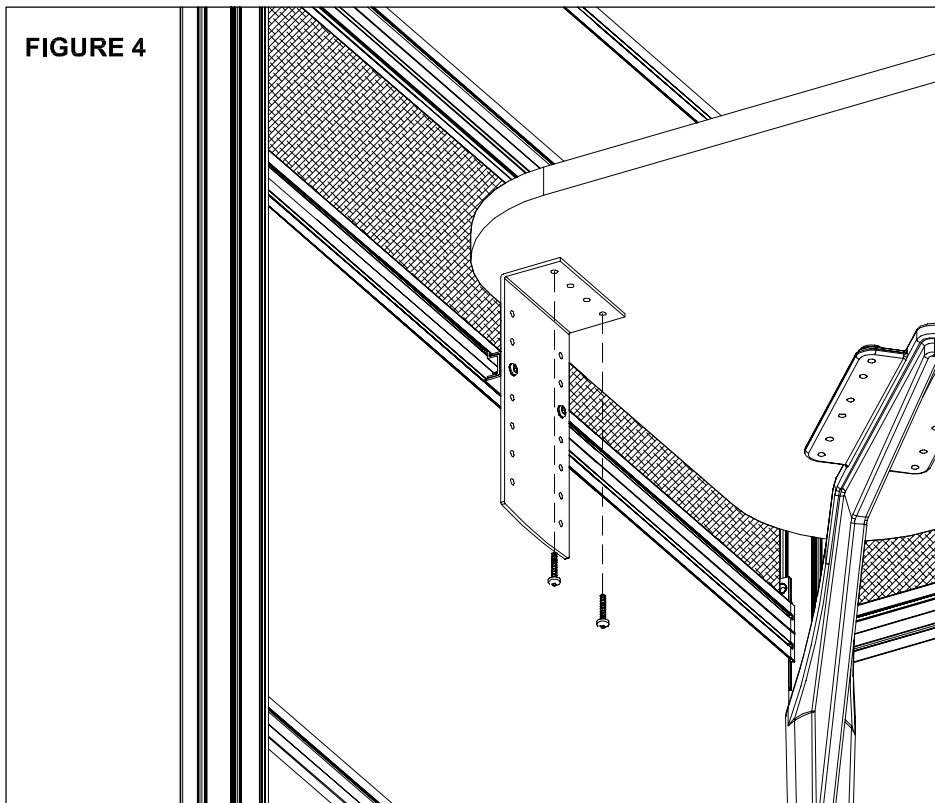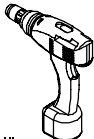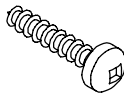
FIGURE 5
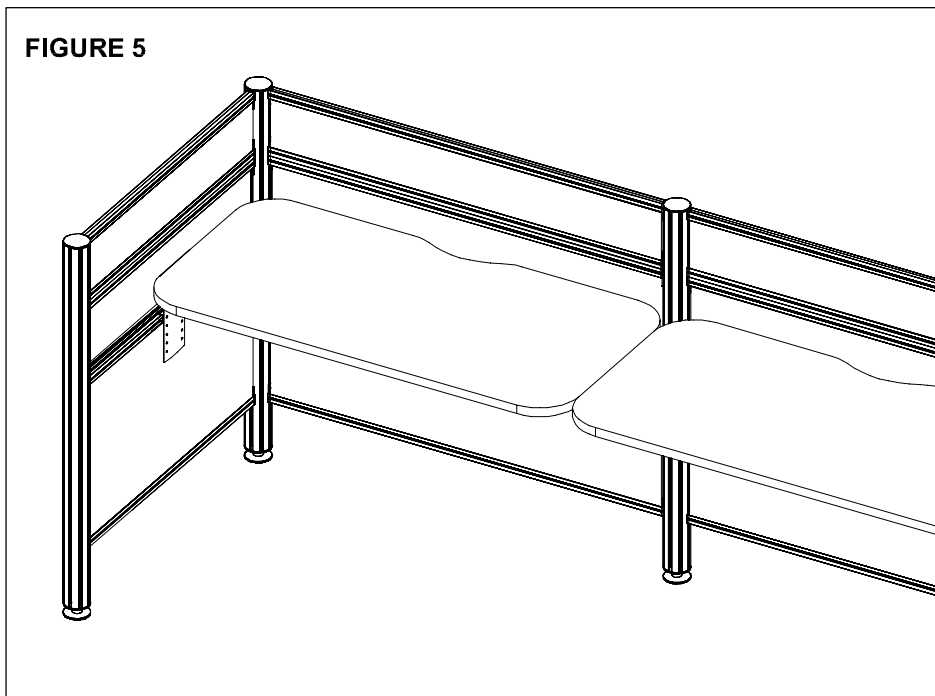
NOTE:

> The worksurface to beam mounting bracket offers a height adjustment range from 26 to 32-inches in 1-inch increments.

tools & hardware needed

drill	#2 Robertson long bit	2, #10-32; 1/2" machine screw	2, #10; 1" screw

credenza to beam mounting
bracket support installation

The credenza to beam mounting bracket is used in configurations where the screen require support along the credenza.

1. Mount bracket A where the credenza slots are located into the slotted channel of the mid beam and bracket B beside it, (Figure 1).

2. Slide bracket B over bracket A, (Figure 2).

3. Mount bracket C at the desired worksurface height with two, #10-32, 1/2-inch machine screws using #2 Robertson bit, (Figure 3).
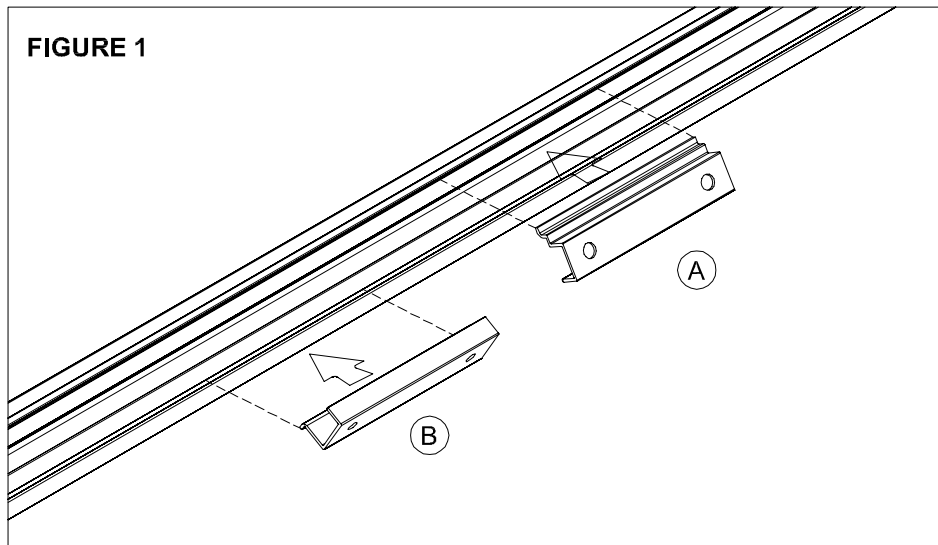
FIGURE 1

FIGURE 2
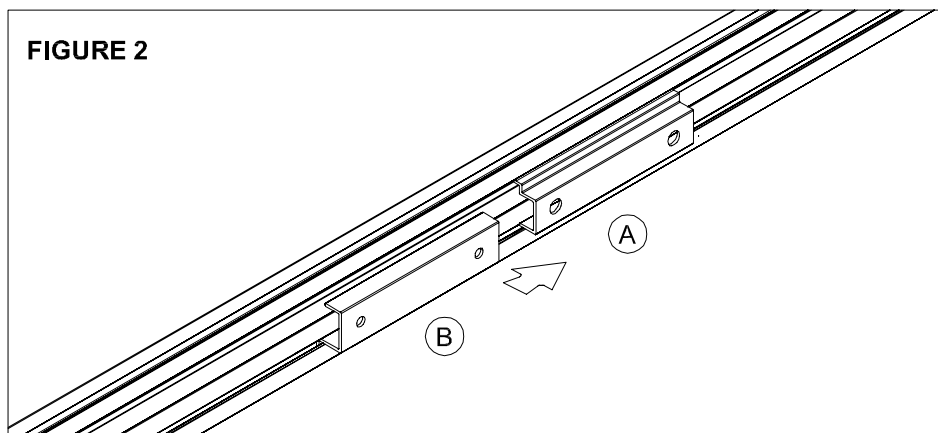
FIGURE 3
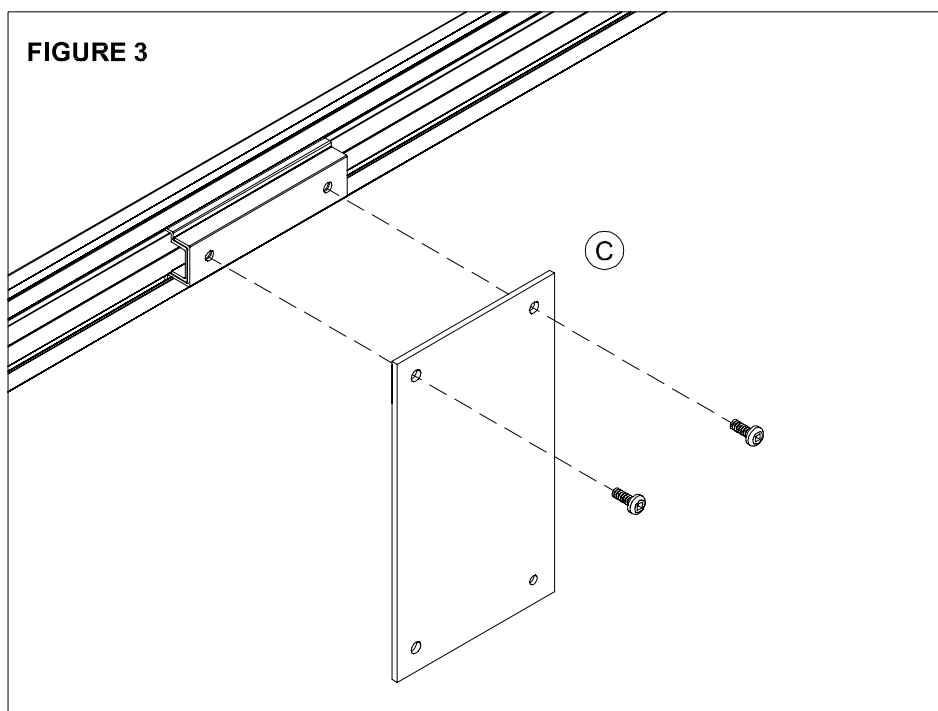
credenza to beam mounting
bracket support installation (cont'd)

4. Position the credenza with the bracket, (Figure 4).

5. Mount bracket C through the slots in the credenza with two flat washers for #10 and, #10-32, 1 1/4-inch machine screws using #2 Robertson bit, (Figure 5).

FIGURE 4
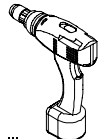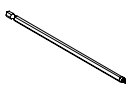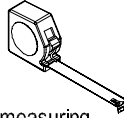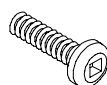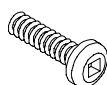
FIGURE 5

tools & hardware needed

drill	#2 Robertson long bit	measuring tape	2, flat washer for #10	2, #10-24; 3/4" machine screw	2, #10-24; 1 1/4" machine screw

worksurface support mono leg installation

The worksurface support mono leg is used to support "P"-top worksurfaces.

1. Invert the surface and position the leg driving two screws using pre-drilled positioning holes on the bottom of the worksurface, (Figure 1).

2. Fasten the mono leg with #10, 1-inch screws using #2 Robertson bit, (Figure 2).
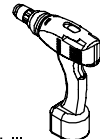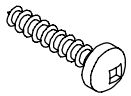
FIGURE 1

FIGURE 2

NOTE:

> The worksurface support mono-leg offers a height adjustment range from 26 to 32-inches, in 1-inch increments.

tools & hardware needed

drill	#2 Robertson long bit	8, #10; 1" screw

worksurface support mono leg - height adjustment

1. Remove the screw caps, (Figure 1).

2. Loosen the four screws, using #2 Robertson bit.

3. Adjust the mono leg at the desired height and tighten the screws, using #2 Robertson bit, (Figure 2).

4. Place the screw caps back.

FIGURE 1
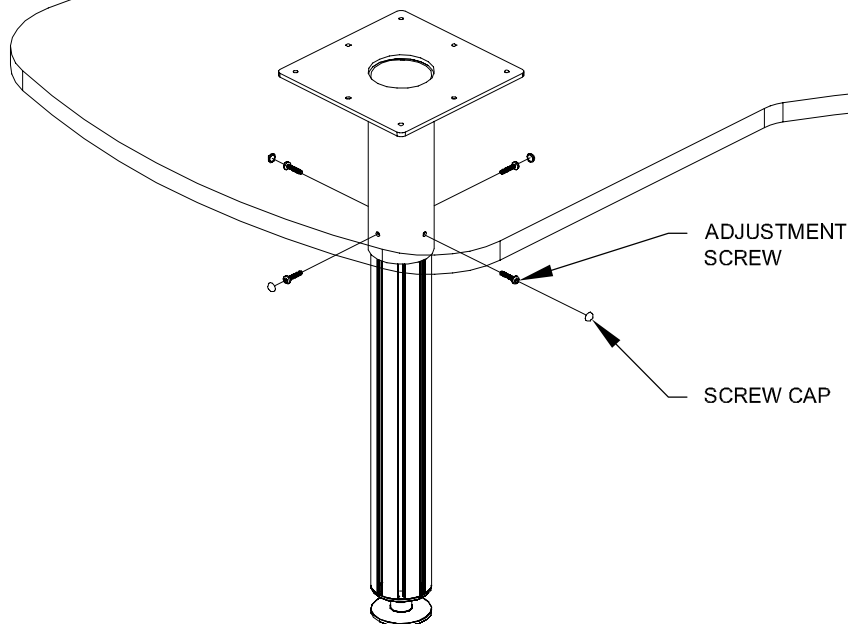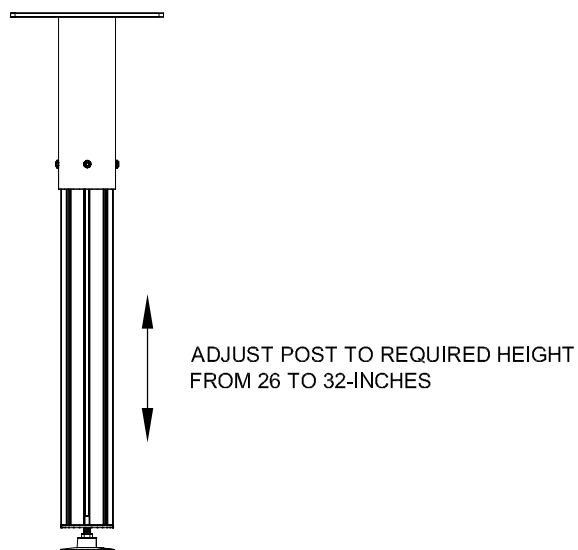
ADJUSTMENT SCREW

SCREW CAP

FIGURE 2

ADJUST POST TO REQUIRED HEIGHT FROM 26 TO 32-INCHES

NOTE:

> The worksurface support mono-leg offers a height adjustment range from 26 to 32-inches, in 1-inch increments.

tools needed

drill

#2 Robertson long bit
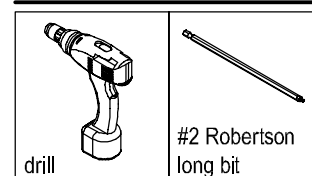
trunk shelf to worksurface
support bracket installation

1. Position the trunk cabinet at the designated location.

2. Determine the height of the worksurface. Slide out the shelf on the worksurface height, (Figure 1).

3. Attach 2 worksurface support bracket to the shelf bottom using 11/16-inch oval head screws using #2 Robertson bit, (Figure 2).

4. Position the first bracket 3 inches from the edge of the shelf. Measure 10 inches for a 24 inches deep worksurface and 16 inches for 30 inches deep worksurface.

32-INCHES
31-INCHES
30-INCHES
29-INCHES
28-INCHES
27-INCHES
26-INCHES

FIGURE 1

FIGURE 2

1/2 INCH

10 INCHES for 24 INCHES DEEP WORKSURFACE OR **16 INCHES** for 30 INCHES DEEP WORKSURFACE

3 INCHES

TRUNK CABINET SHELF

5. Install the worksurface flush to
the shelf and secure with #10
1-inch screws using #2
Robertson bit, (Figure 3)
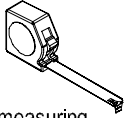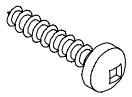
FIGURE 3

tools & hardware needed

drill	#2 Robertson long bit	measuring tape	6, 11/16" oval head screw	6, #10; 1" screw

trunk to worksurface
support bracket installation

1. Position the trunk cabinet at the designated location.

2. Determine the height of the worksurface. Attach 2 worksurface support bracket to metal extrusion on the back of the trunk with #10-32, 1/2 inch machine screws using #2 Robertson bit, (Figure 1).

3. Position the first bracket 4 1/2 inches from the edge of the shelf. Measure 7 inches for a 24 inches deep worksurface and 13 inches for 30 inches deep worksurface, (Figure 2)

FIGURE 1

26 INCHES
27 INCHES
28 INCHES
29 INCHES
30 INCHES
31 INCHES
32 INCHES

#10-32; 1/2-INCH
MACHINE SCREW

FIGURE 2

4 1/2
INCHES

7 INCHES FOR 24 INCHES DEEP WORKSURFACE OR
13 INCHES FOR 30 INCHES DEEP WORKSURFACE
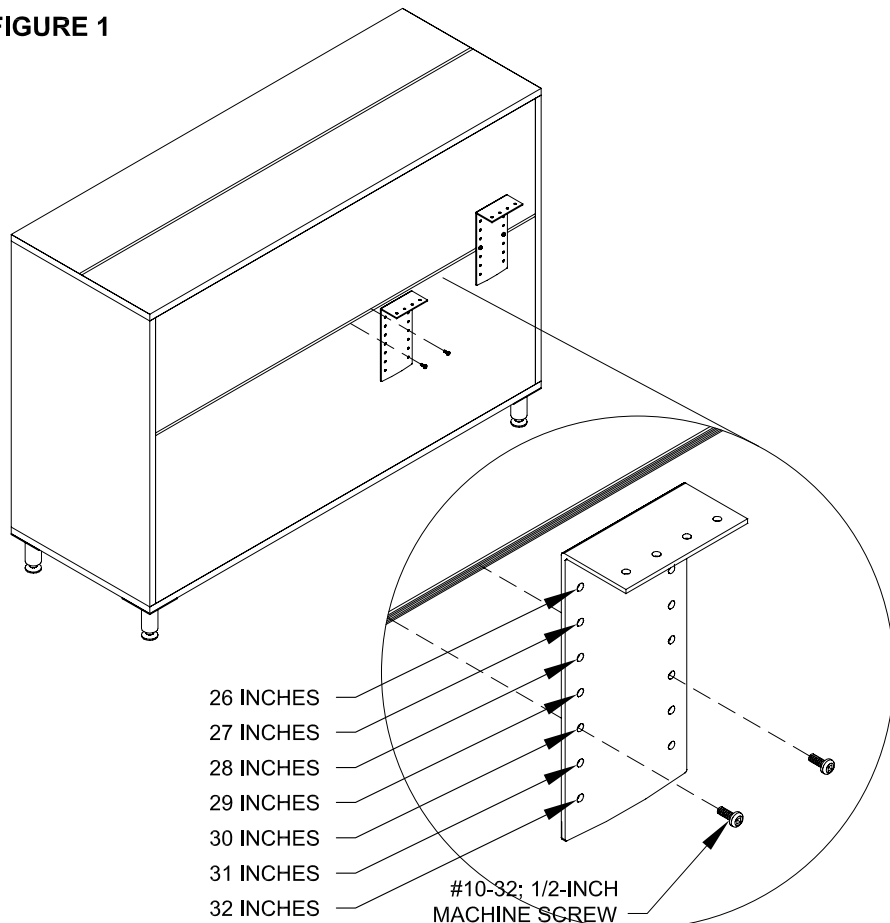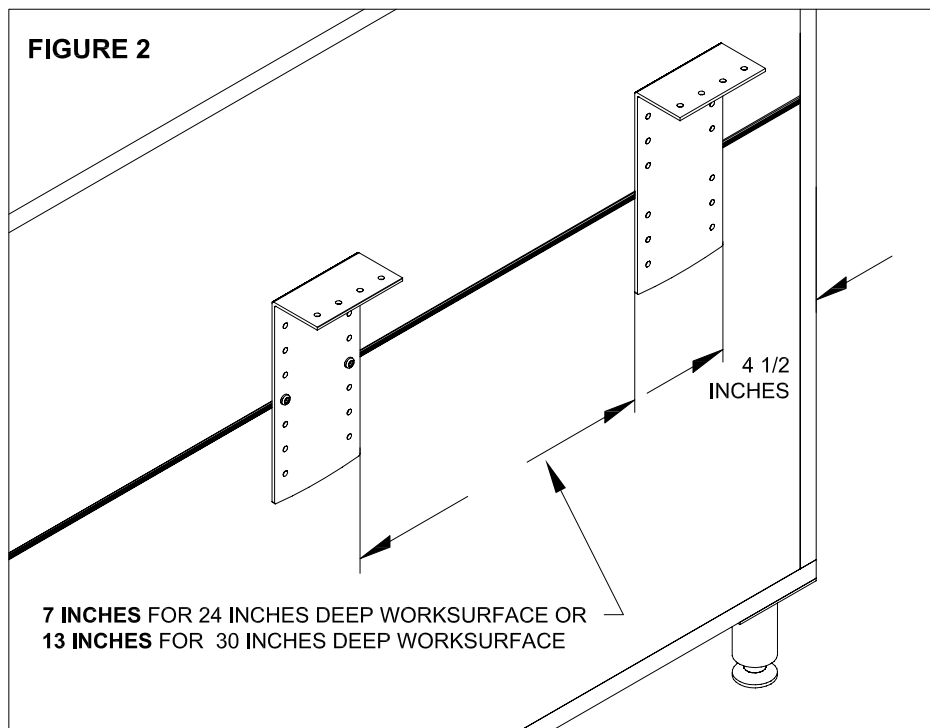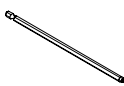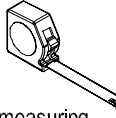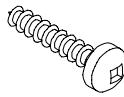
trunk to worksurface
support bracket installation (cont'd)

4. Install the worksurface support bracket and secure with #10 1-inch screws using #2 Robertson bit, (Figure 3).

FIGURE 3

WORKSURFACE

TRUNK CABINET

tools & hardware needed

drill	#2 Robertson long bit	measuring tape	4, #10-32; 1/2" machine screw	4, #10; 1" screw

worksurface to credenza
support foot installation

1. Secure the credenza support foot using #10 1-inch screws using #2 Robertson bit, (Figure 1).
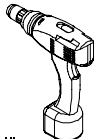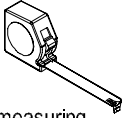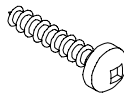
FIGURE 1

5 1/2 INCHES

5 1/2 INCHES

5 1/2 INCHES   5 1/2 INCHES

NOTES:

> The worksurface to credenza support foot adjust from 29-inches to 32-inches only.

tools & hardware needed

drill	#2 Robertson long bit	measuring tape	8, #10; 1" screw

worksurface to credenza
support foot installation (off module)

1. Position the credenza at the desired location and allow 4 1/2 inches for the wire trough, (Figure 1).

2. Install the worksurface to credenza support foot to the worksurface 5 1/2 inches along the middle of the credenza using #10 1-inch screws using #2 Robertson bit, (Figure 2).

3. Install the worksurface to credenza support foot to the worksurface along the mid-line of the credenza

FIGURE 1

4 1/2 INCHES

MID-LINE OF
THE CREDENZA

FIGURE 2

5 1/2 INCHES

5 1/2 INCHES

NOTES:

> The worksurface to credenza support foot adjust from 29-inches to 32-inches only.

tools & hardware needed
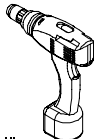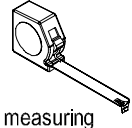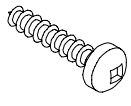
| drill | #2 Robertson long bit | measuring tape | 8, #10; 1" screw |

table support with caster assembly

The table support with caster is used to support mobile tables.

1. In order to achieve the standard height (29-inches), measure 10 1/4-inches from the bottom of the post to the bottom of the cantilever support, (Figure 1).

2. Hook the cantilever onto the slotted plate at the post and fasten with #10-24, 1 1/4-inches machine screws using #2 Robertson bit, (Figure 2).

3. Invert the table top and position the table supports using the pre-drilled positioning holes on the surface.

4. Fasten the table support with six, #10, 1-inch screws using #2 Robertson bit.

FIGURE 1

10 1/4 INCHES
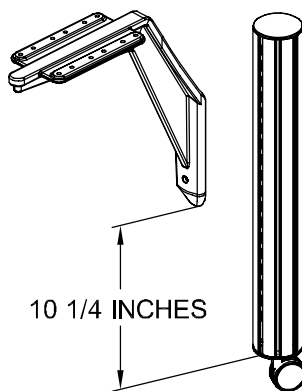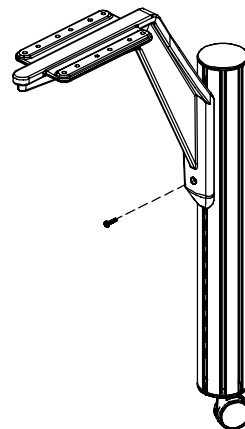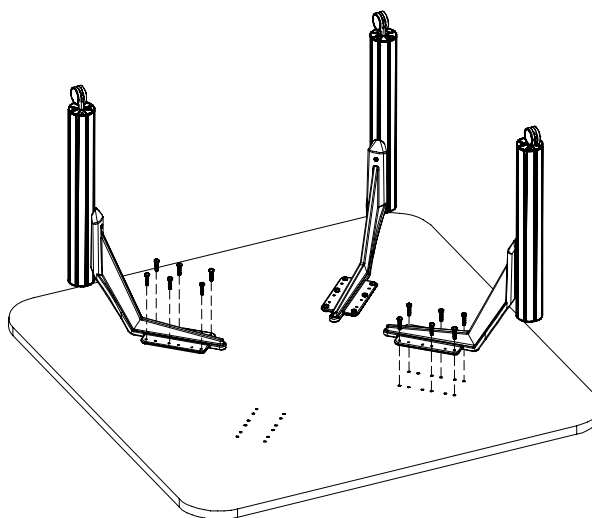
FIGURE 2

FIGURE 3

FIGURE 4

NOTES:

> The table support cantilever offers a height adjustment range from 26 to 32-inches in 1-inch increments through the use of the slotted support plate.

> The table support includes a caster with a support leveling range of 2 1/2-inches.
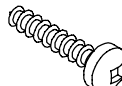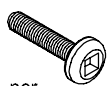
tools & hardware needed
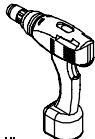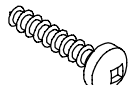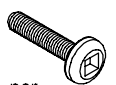
drill	#2 Robertson long bit	24, #10; 1" screw	1 per cantilever, #8; 3/4" screw

table support with leveler assembly

The table support with leveler is used to support stationary tables.

1. In order to achieve the standard height (29-inches), measure 10 1/4-inches from the bottom of the post to the bottom of the cantilever support, (Figure 1).

2. Hook the cantilever onto the slotted plate at the post and fasten with #10-24, 1 1/4-inches machine screws using #2 Robertson bit, (Figure 2).

3. Invert the table top and position the table supports using the pre-drilled positioning holes on the surface.

4. Fasten the table support with six, #10, 1-inch screws using #2 Robertson bit.

NOTES:

> The table support cantilever offers a height adjustment range from 26 to 32-inches in 1-inch increments through the use of the slotted support plate.

> The table support includes a leveler with a support leveling range of 2 1/2-inches.

FIGURE 1

10 1/4 INCHES

FIGURE 2

FIGURE 3

FIGURE 4

tools & hardware needed

drill	#2 Robertson long bit	24, #10; 1" screw	1 per cantilever, #8; 3/4" screw

table modesty installation

The modesty screen mounts to the underside of a worksurface or table to provide below worksurface privacy.

1. Position the modesty screen using pre-drilled positioning holes and secure with four, #10, 1-inch screws, (Figure 1).

FIGURE 1
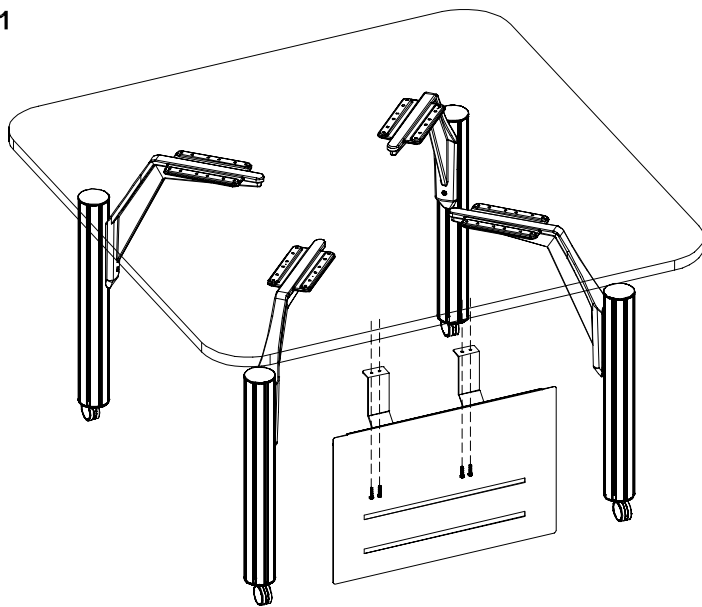
FIGURE 2
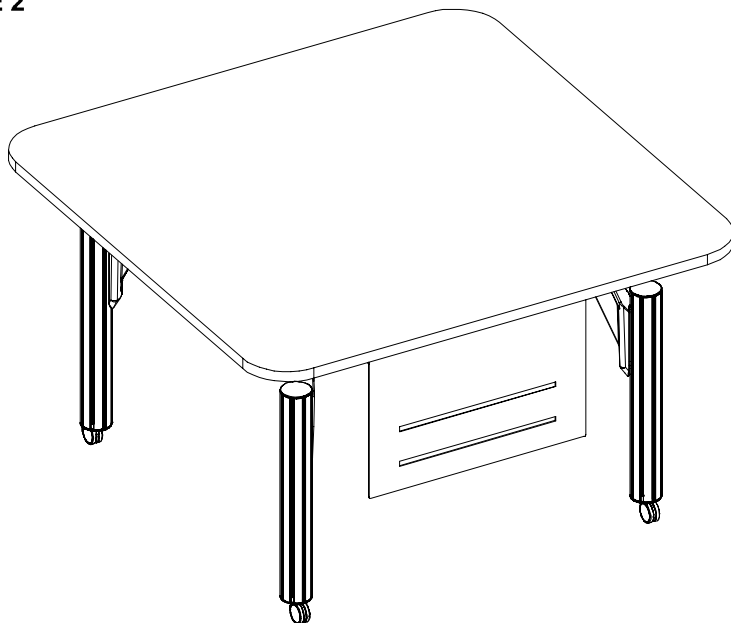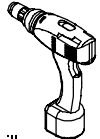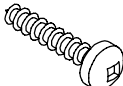
NOTES:

> The modesty screen provides wire management capabilities.

> Modesty screens cannot be shared between two tables or worksurfaces.

tools & hardware needed

| drill | #2 Robertson long bit | 4, #10; 1" screw |

add-on post installation

An add-on post can be connected on top of an existing support post to increase the height by 16-inches as privacy requirements change.

1. Remove the top cap from the support post.

2. Attach the add on-post stacking module into the support post and secure with #3/8 - 16, 1-inch screw bolt, using #2 Robertson bit, (Figure 1).

3. Attach the add-on post onto the stacking module and secure with three #6 hex head screws, (Figure 2).

4. Replace the top cap on the top of the add-on post.
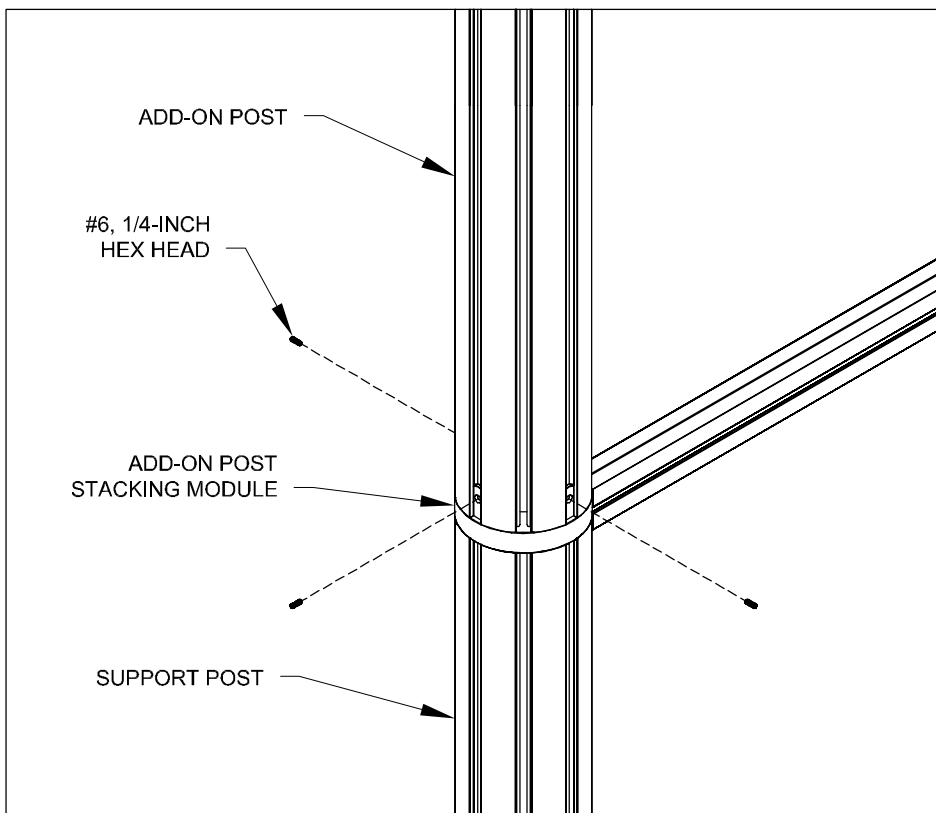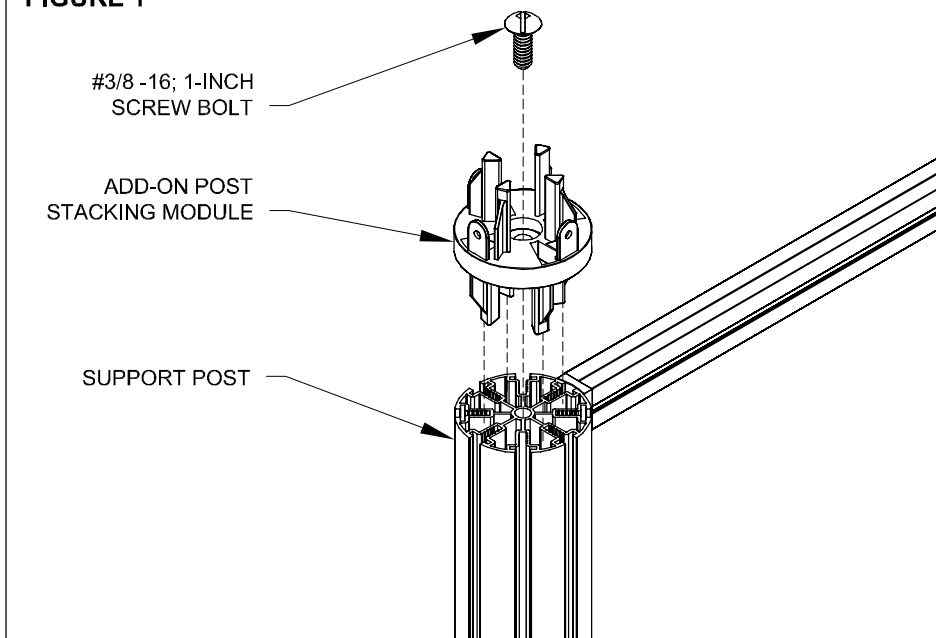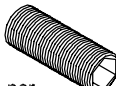
NOTES:

> Add-on posts do not come with top caps.

> Only one add-on post can be used on a support post.

> Mid beam cannot be used in conjunction with add-on post stacking module, must use top and bottom beam.

FIGURE 1

#3/8 -16; 1-INCH SCREW BOLT

ADD-ON POST STACKING MODULE

SUPPORT POST

ADD-ON POST

#6, 1/4-INCH HEX HEAD

ADD-ON POST STACKING MODULE

SUPPORT POST

tools & hardware needed

| drill | #2 Robertson long bit | 6" hex bit | 1 per module, #3/8-16; 1" screw bolt | 3 per module, #6; 1/4" hex head |

work organizers

Work organizers hang from the belt-line accessory screen, large capacity accessory screen, surface mounted work organizer support, shared shelf accessory partition or post mounted overhead cabinet slotted back to faciliate paper management and storage.

1. Hang the work organizer at their desired location into the accessory bar channels and push it down, (Figure 1 & Figure 2).

FIGURE 1

ACCESSORY SCREEN
CHANNELS
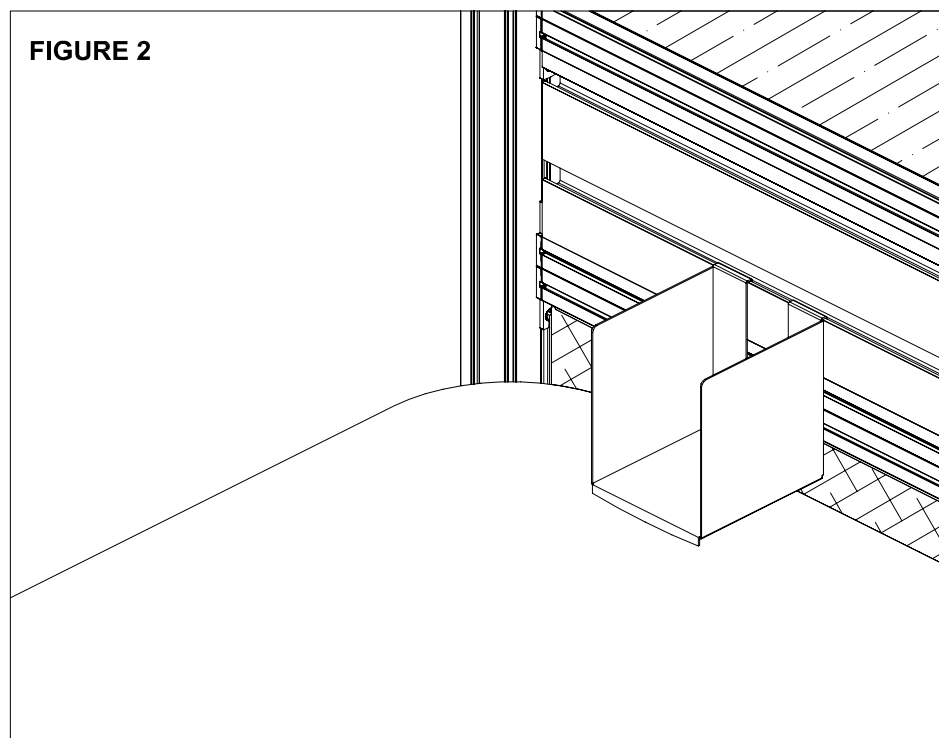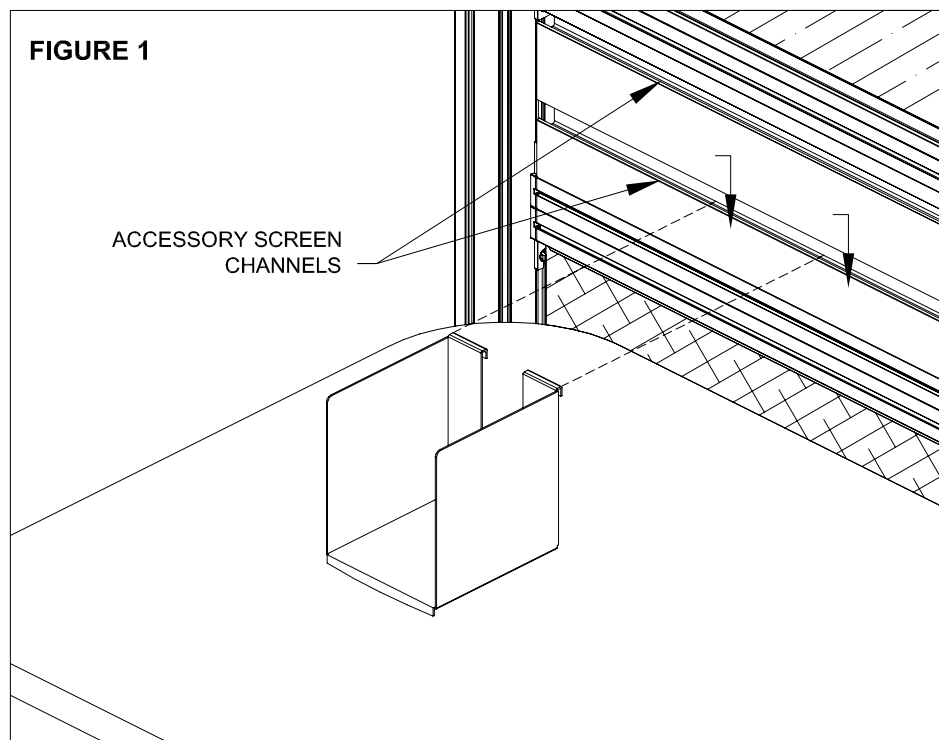
FIGURE 2

work organizers (cont'd)

2. Proceed in the same manner to install the other work organizers listed in Figure 3.

NOTE:

> Clip/pen tray can be mounted to a belt-line accessory screen below a fixed whiteboard screen to accomodate whiteboard markers.

FIGURE 3
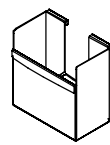
PEN HOLDER
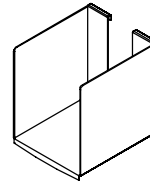
MULTI-MEDIA HOLDER
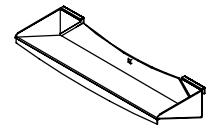
CLIP / PEN TRAY
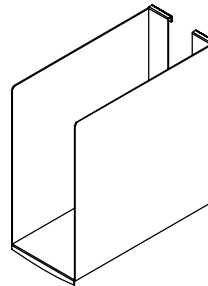
BINDER BIN
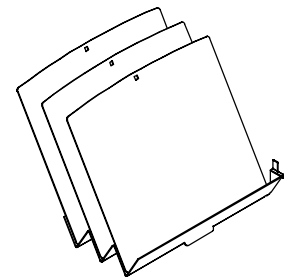
PAPER SORTER
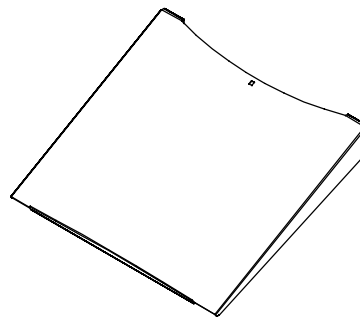
TELEPHONE CADDY (IARGE)
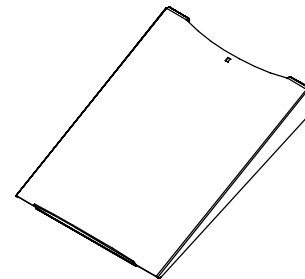
TELEPHONE CADDY (SMALL)
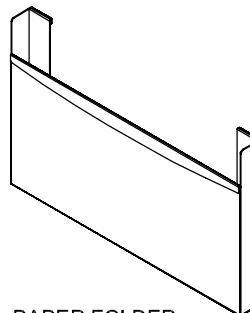
PAPER FOLDER (LEGAL)
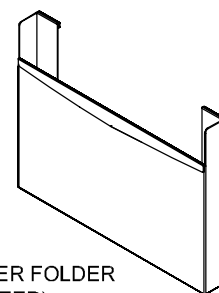
PAPER FOLDER (LETTER)
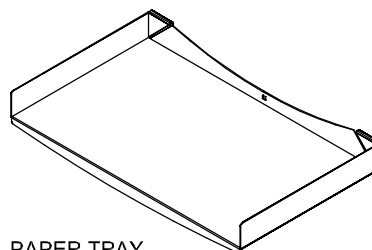
PAPER TRAY (LEGAL)

PAPER TRAY (LETTER)

coat hook installation

The coat hook slides into a support post channel and allows a variety of items to be hung vertically.

1. Remove the top cap.

2. Slide the coat hook into the support post channel. Mount the coat hook at the specified height and turn the hook clockwise to tighten into place.

3. Secure with #10, 5/8-inch set screw hex head, using hex bit, (Figure 2).

4. Place the top cap back onto the post.

FIGURE 1

HOOK

TOP CAP

PLATE

FIGURE 2

TURN TO
TIGHTEN
INTO POLE
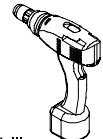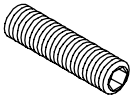
tools & hardware needed

drill | 6" hex bit | varies, #10; 5/8" hex head

top mounted shared shelf installation

The top mounted shared shelf bridges two support posts to provide open overhead storage that is shared between two back-to-back workstations.

1. Remove the top caps, (Figure 1).

2. Mount the shared shelf on the top of the posts and secure with 3/8-inch - 16, 2-inch screw bolt using hex bit, (Figure 2).
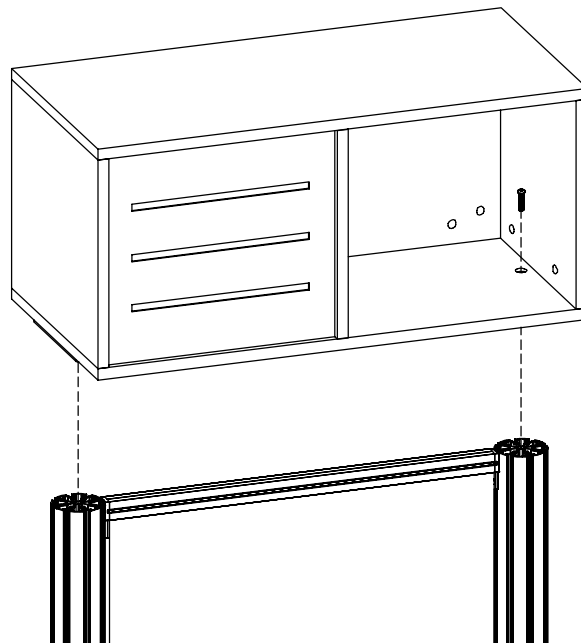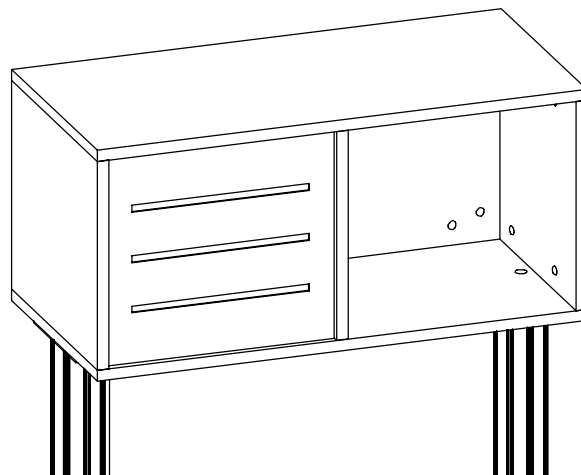
3. Stick a fast cap over the visible holes.
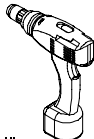
FIGURE 1
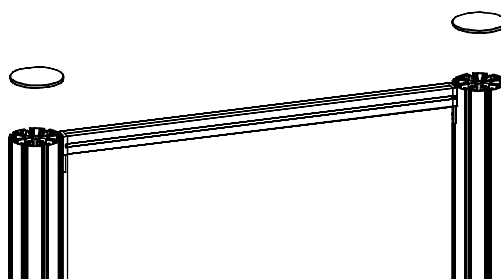
FIGURE 2
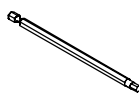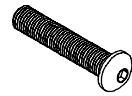
FIGURE 3

NOTES:

> The outside of the two back panels can be either an accessory panel, tackboard or whiteboard. Combination back panels are also available.

> The whiteboard panel is finished in white and has a magnetic surface.

> Only dry erase markers should be used on the whiteboard.

tools & hardware needed

drill	6" hex bit	2, 3/8"-16; 2" screw bolt	2, fast cap

post mounted overhead cabinet installation

The post mounted overhead cabinet mounts on-module between two support posts to provide secure and enclosed storage.

1. Mount the post overhead brackets to the posts at the specified location with four, #10-24, 7/8-inch screws using #2 Robertson bit, (Figure 1).

2. For 69-inch high support post, measure 15 3/4-inches from top of top cap to the top back edge of the post overhead bracket, (Figure 1).

3. For 53-inch high support post; align the top back edge of the post overhead back bracket to the top of the support post, (Figure 2).

FIGURE 1

15 3/4-INCHES

69-INCH HIGH
SUPPORT POST

FIGURE 2

TOP CAP

SUPPORT POST TOP

53-INCH HIGH
SUPPORT POST
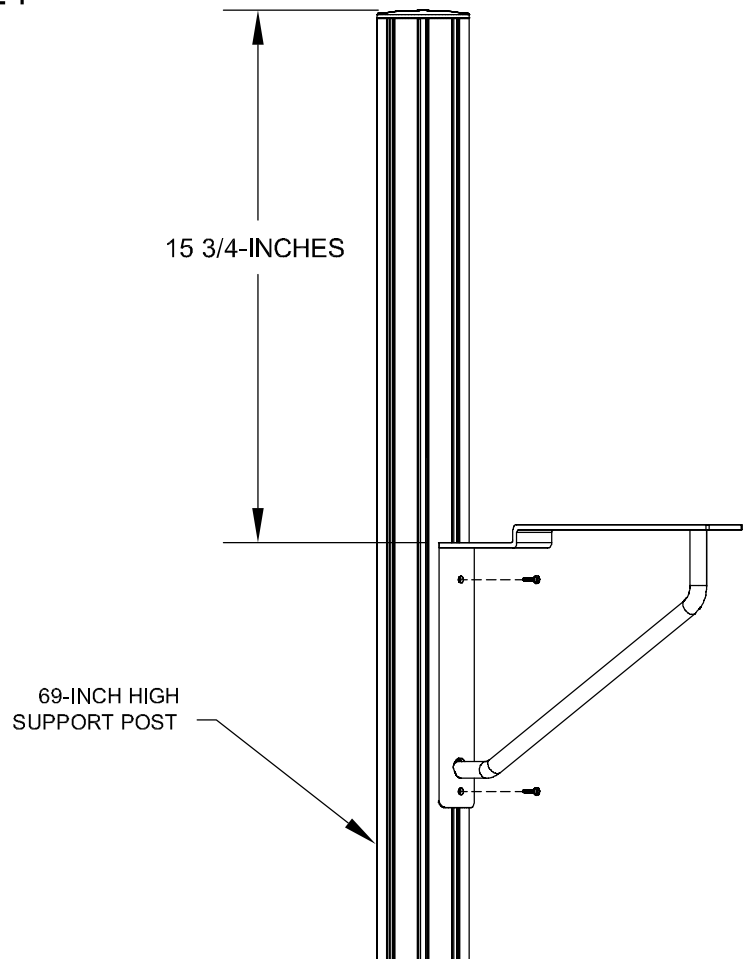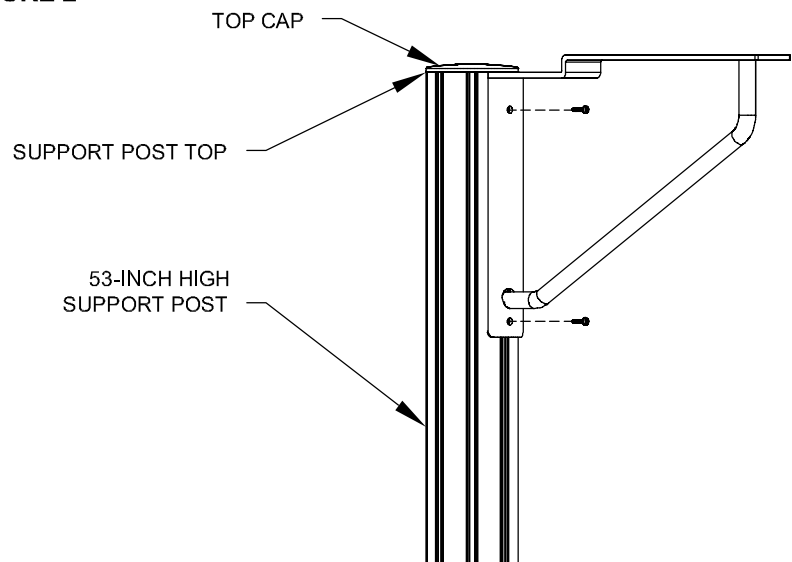
post mounted overhead cabinet installation (cont'd)

3. Mount the post mounted overhead cabinet to the brackets with four, 1/4 #20, 1/2-inch screws using #2 Robertson bit, (Figure 3).
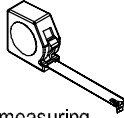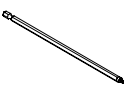
FIGURE 1
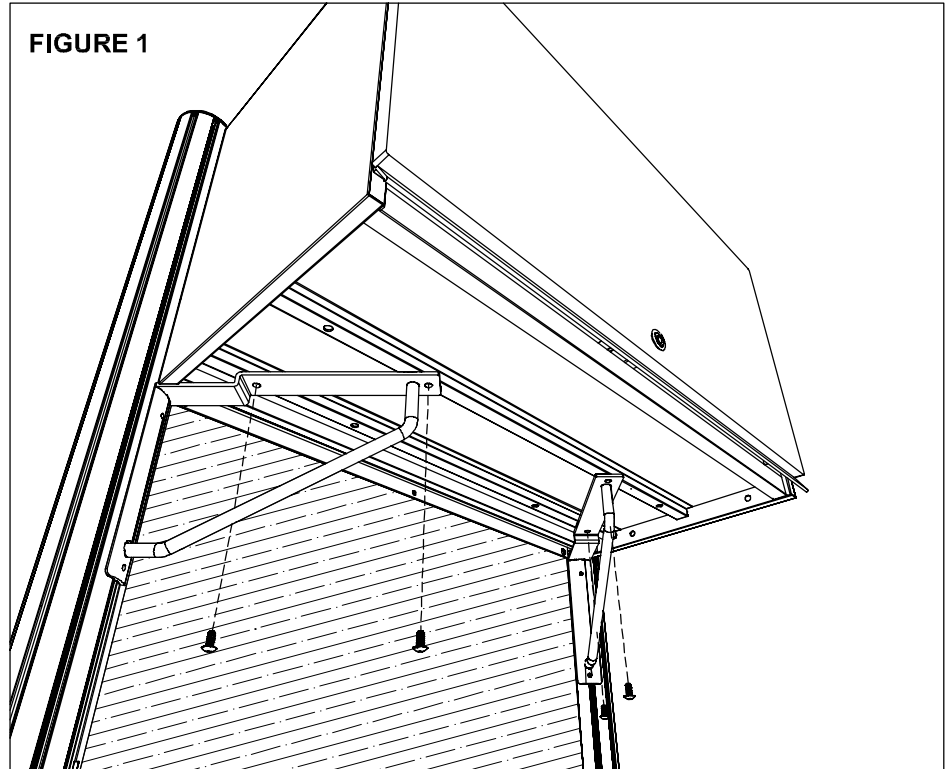
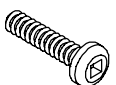**NOTE:**

> Ensure that all cabinets are level and line up with two screws per bracket.

tools & hardware needed

drill	measuring tape	#2 Robertson long bit	4, 1/4 #20; 1/2", screw	4, #10-24; 7/8" screw

beam mounted shelf installation

The beam mounted shelf hangs from the top beam or mid beam to accommodate books, binders and other items above worksurface height and keeps frequently used items within reach.

1. Attach the two shelf supports to the beam mounted shelf with 1/4 #20 3/4-inch machine screw, (Figure 1)

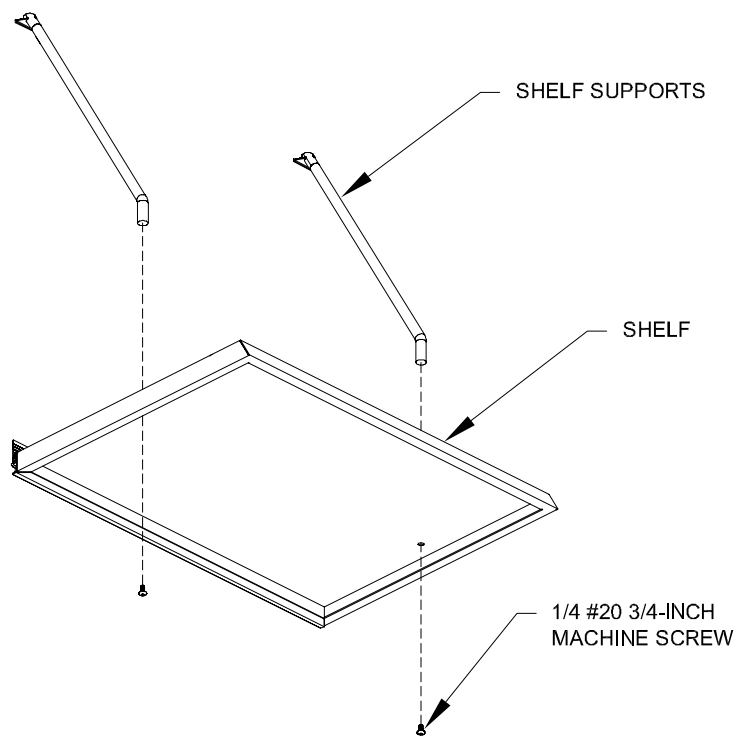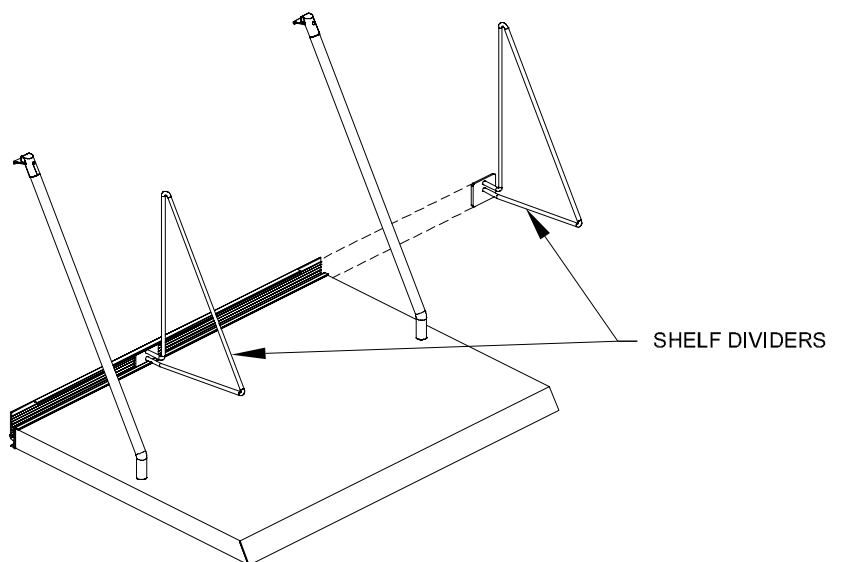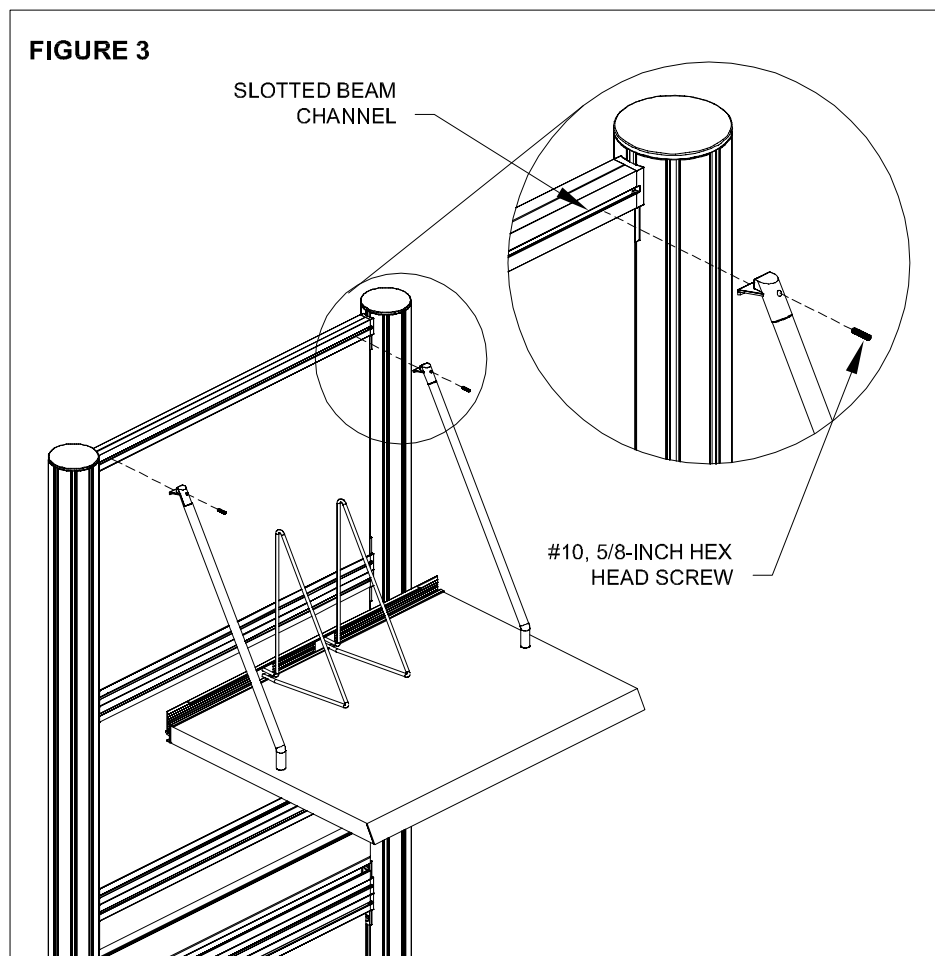2. Slide the two shelf dividers in the track at the back of the shelf, (Figure 2).

FIGURE 1

SHELF SUPPORTS

SHELF

1/4 #20 3/4-INCH MACHINE SCREW

FIGURE 2

SHELF DIVIDERS
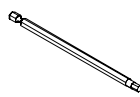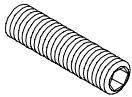
beam mounted shelf installation (cont'd)

3. Mount the shelf by hooking the shelf supports into the slotted beam channel, secure with #10, 5/8-inch hex head screw, using hex bit, (Figure 3).

FIGURE 3

SLOTTED BEAM CHANNEL

#10, 5/8-INCH HEX HEAD SCREW

NOTES:

> The shelf divider slides laterally along the groove to separate and support books and binders.

> Two or more shelf dividers slide in the track at the back to provide the ability to support books and binders on end.

tools & hardware needed

drill	#2 robertson long bit	6" hex bit	2, 1/4 #20; 3/4", machine screw	2, #10; 5/8" hex head

horizontal wire management trough installation to beam

The horizontal wire management trough mounts to the mid beam directly below the belt-line screen to manage power and data cables horizontally below worksurface level.

1. Hang the horizontal wire management trough into the mid beam.

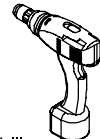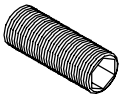2. Secure with two, #6, 1/4-inch hex head set screw using an hex bit.

FIGURE 1

MID BEAM

HORIZONTAL WIRE MANAGEMENT TROUGH
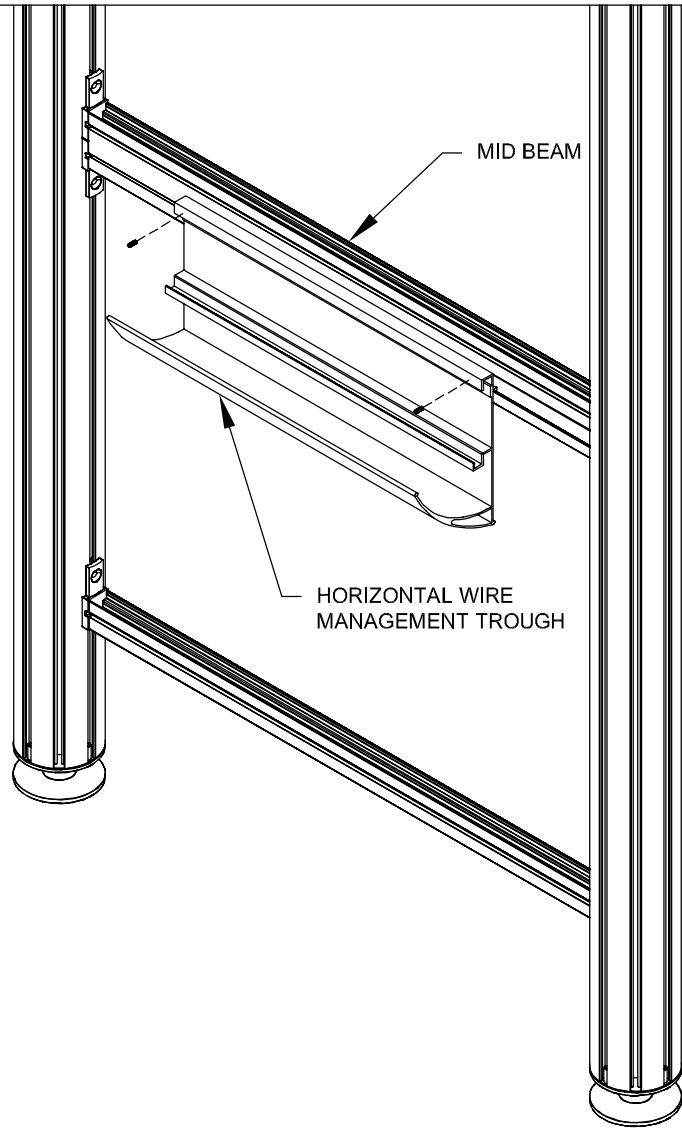
NOTES:

> The trough mounted data box can be fastened to the horizontal wire management trough when data and communication access is required below the worksurface.

> The horizontal wire management trough facilitates lay-in wire management below the worksurface.

> The 24-inches wide horizontal wire management trough will fit either the trough mounted power box or the trough mounted data box but not both.
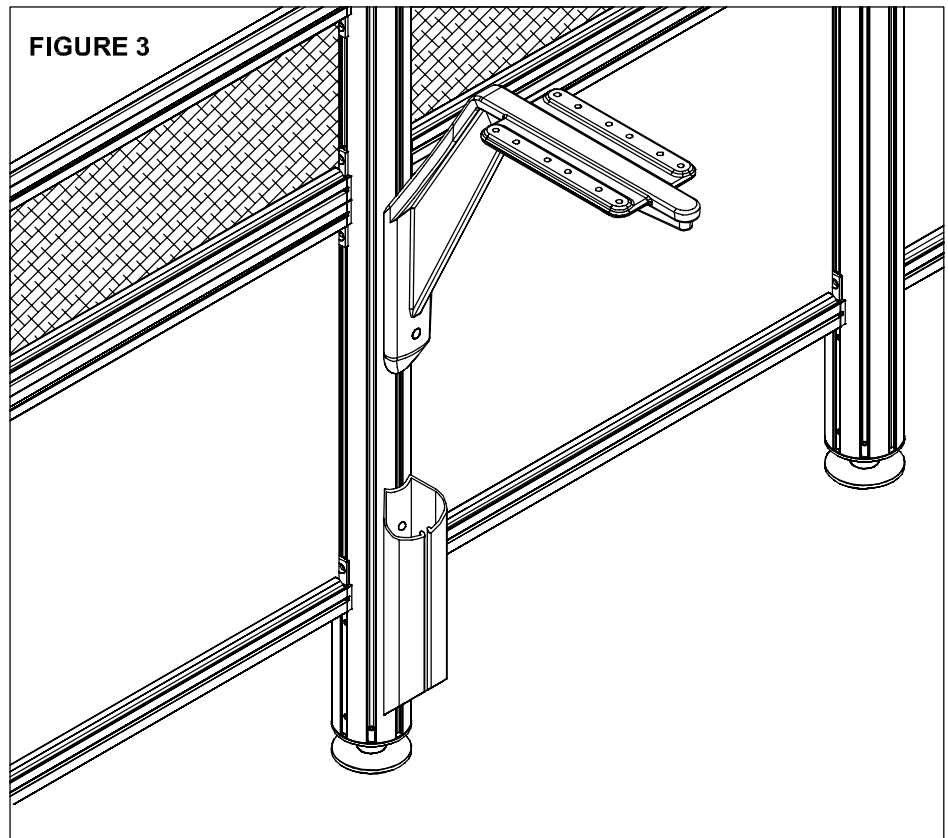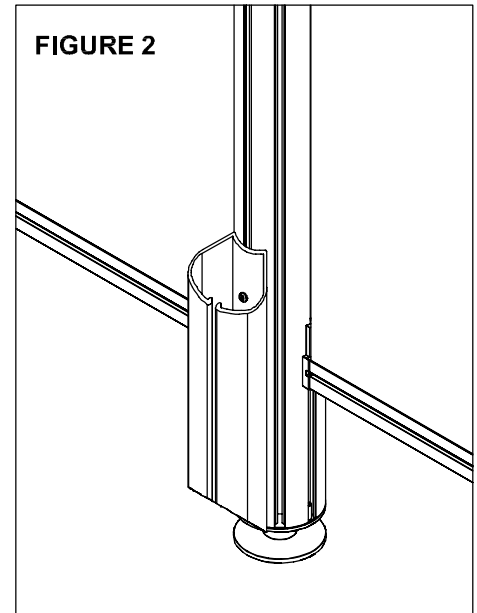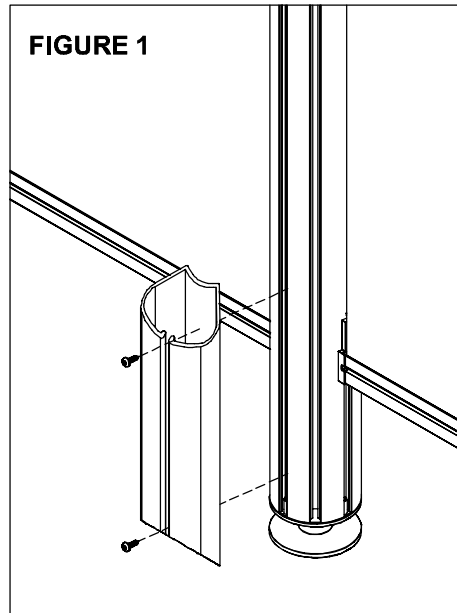
tools & hardware needed

| drill | 6" hex bit | varies, #6; 1/4" hex head |

floor to worksurface vertical wire manager installation to post

The floor to worksurface vertical wire manager is attached to the support post to manage cables that are connected to a floor outlet and must feed to worksurface level.
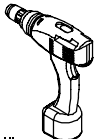
1. Mount the vertical wire manager into the post channel.

2. Secure with two, #10, 11/16-inch screws using #2 Robertson bit.

3. Place screw caps.

FIGURE 1

FIGURE 2

FIGURE 3

NOTES:

> The floor to worksurface vertical wire manager is available in only one length that accommodates the height adjustability of worksurface cantilevers.

> The floor to worksurface wire manager is designed to manage cables and not conceal them.

tools & hardware needed

drill	#2 Robertson long bit	varies, #10; 11/16" screw	2X, screw cap

ceiling feed vertical wire management installation

The ceiling feed vertical wire manager is attached to the support post to manage cables from the ceiling to a workstation.

1. Inspect ceiling condition before beginning installation if the ceiling tile is acoustical, remove the tile above the power pole before attaching it to the support post.

2. Attach the power pole to the support post 24-inches high from the floor with #10, 11/16-inch screws using #2 Robertson bit, (Figure 1).

3. Lay the cables in the power pole. Clip the two halves of the power pole together, (Figure 2).

FIGURE 1

24-INCHES

FIGURE 2

DATA CABLE

POWER CABLE
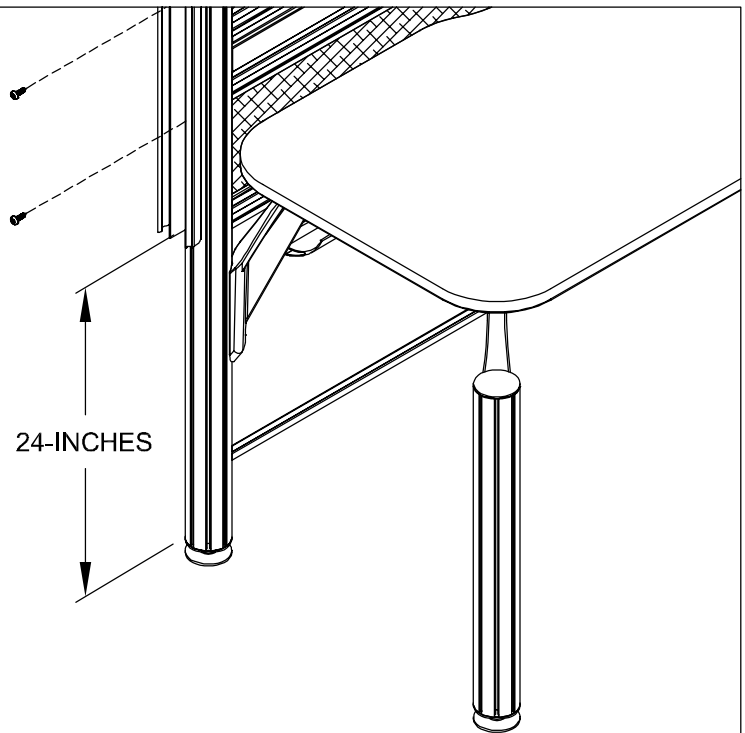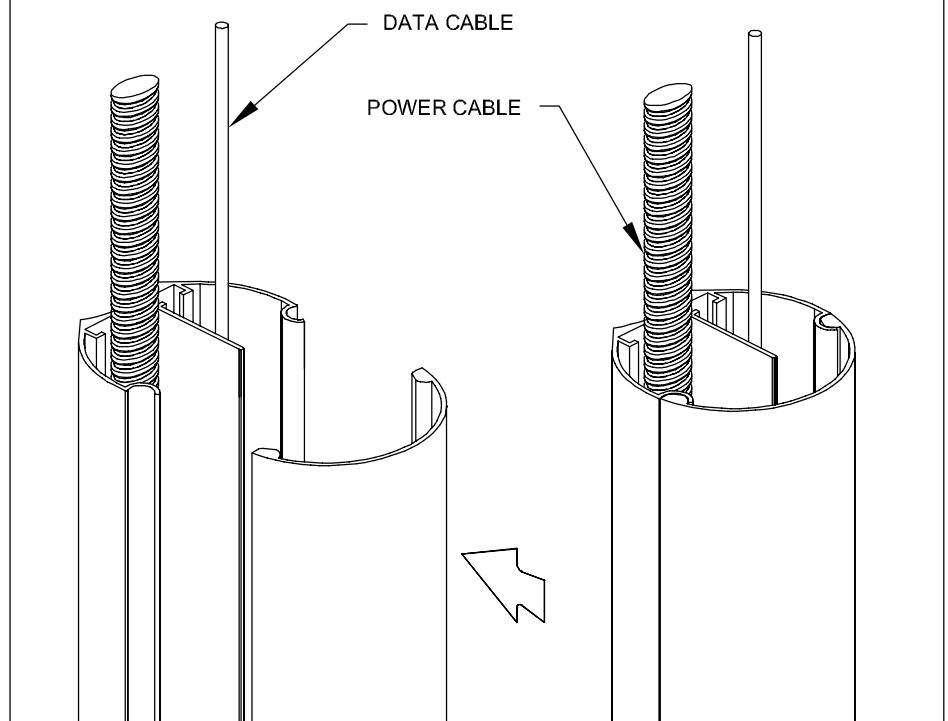
ceiling feed vertical wire management installation (cont'd)

4. Cut a hole through the ceiling above the power pole and reposition the tile in the ceiling.

5. Place the collar A & B around the power pole and mount the collar to the ceiling with #10, 1-inch screws using #2 Robertson bit, (Figure 3).
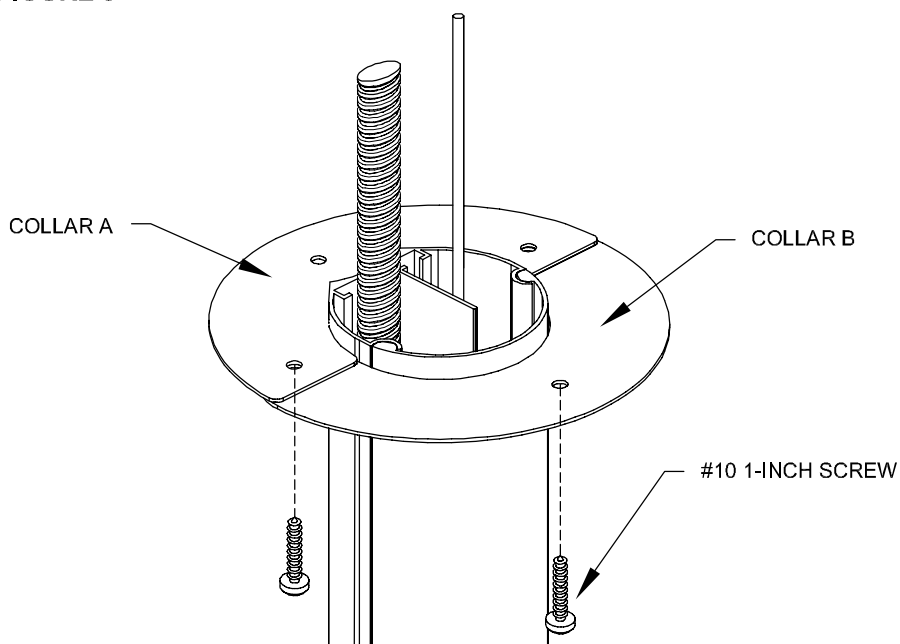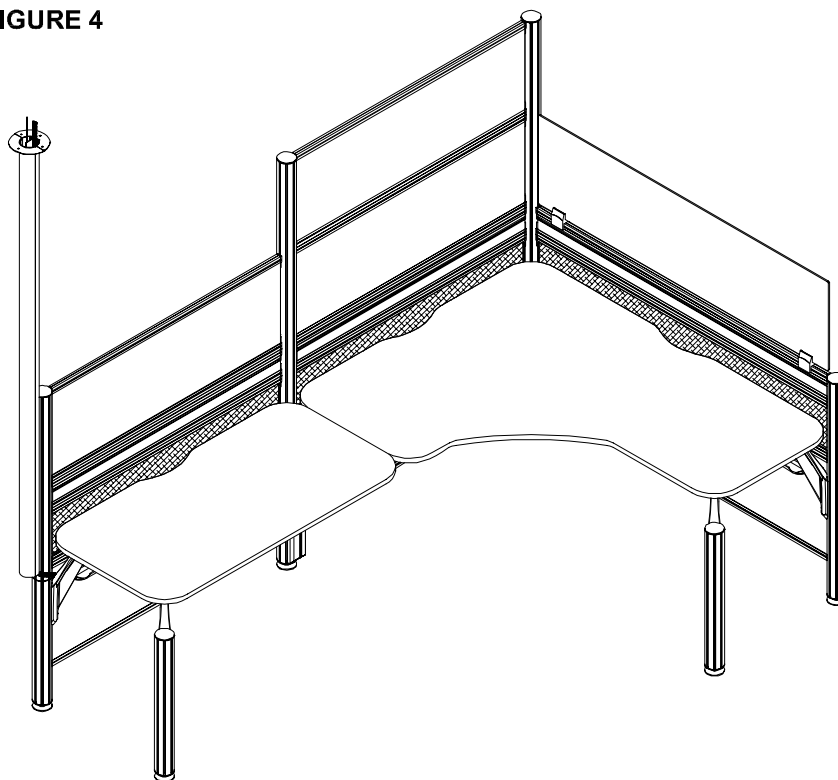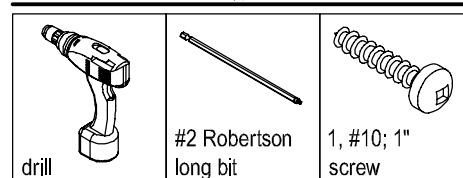
NOTES:

> Power and data cables are laid into separate channels of the ceiling feed vertical wire manager.

> When installing power pole on center post in 120-degrees layout, decide first which side pole will be placed first and positon post so grooves will be in middle of pole.

FIGURE 3

COLLAR A

COLLAR B

#10 1-INCH SCREW

FIGURE 4

tools & hardware needed

drill	#2 Robertson long bit	1, #10; 1" screw

laminate and fabric screens with pass through

The screen with pass through is inset between two beams to allow cables to be shared between workstations and to provide space division and below worksurface privacy

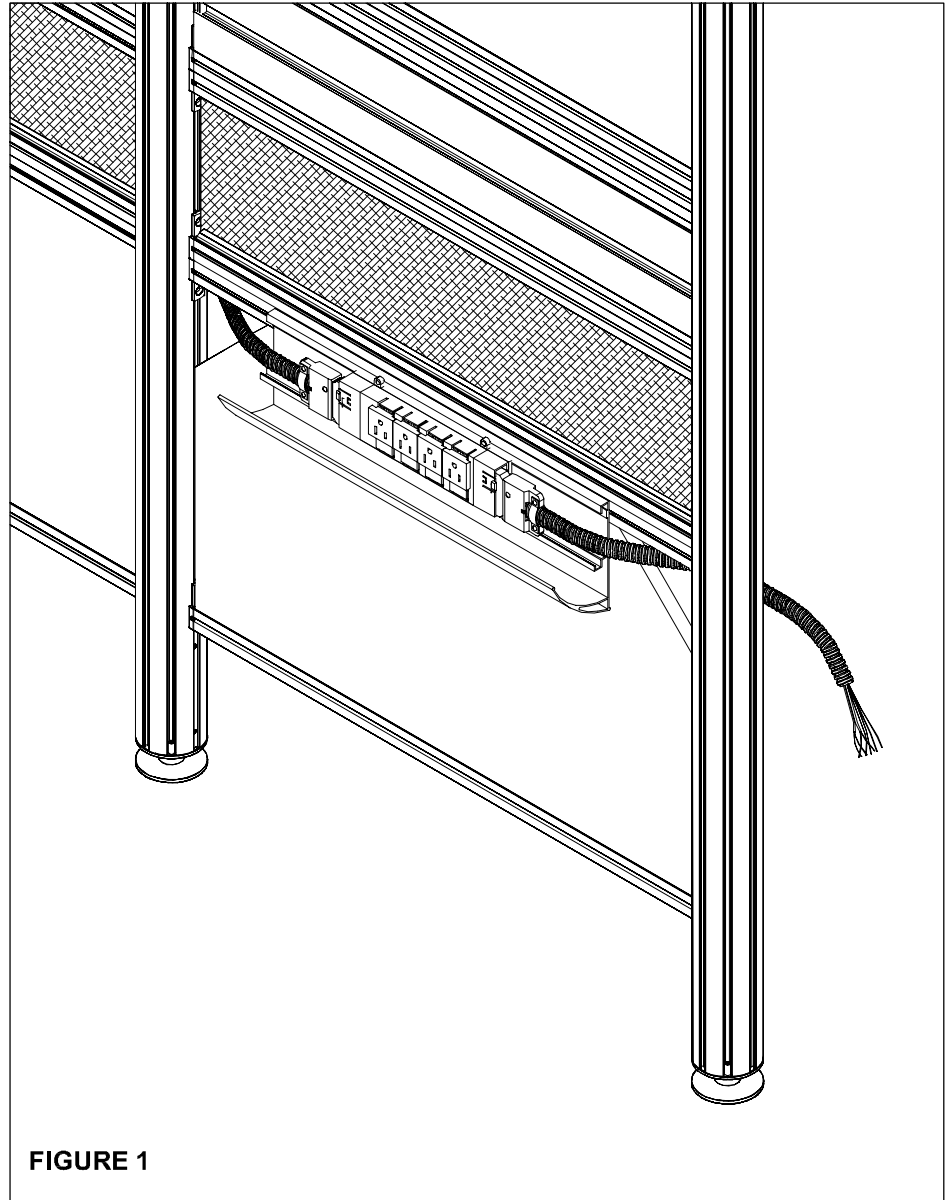1. Figure 1 shows the cable in the pass through screens.

FIGURE 1

NOTE:

> Laminate and fabric screens with pass through can only be located below the worksurface.

mesh screen with slit

The mesh screen with slit is inset between two beams to allow cables to be shared between workstations

1. Slit the mesh screen about 3 to 4-inches (see Figure 1 for the location of the slit).

2. Insert cables through the slit.

SLIT 3 TO 4-INCHES

1 1/2 TO 2-INCHES

3-INCHES
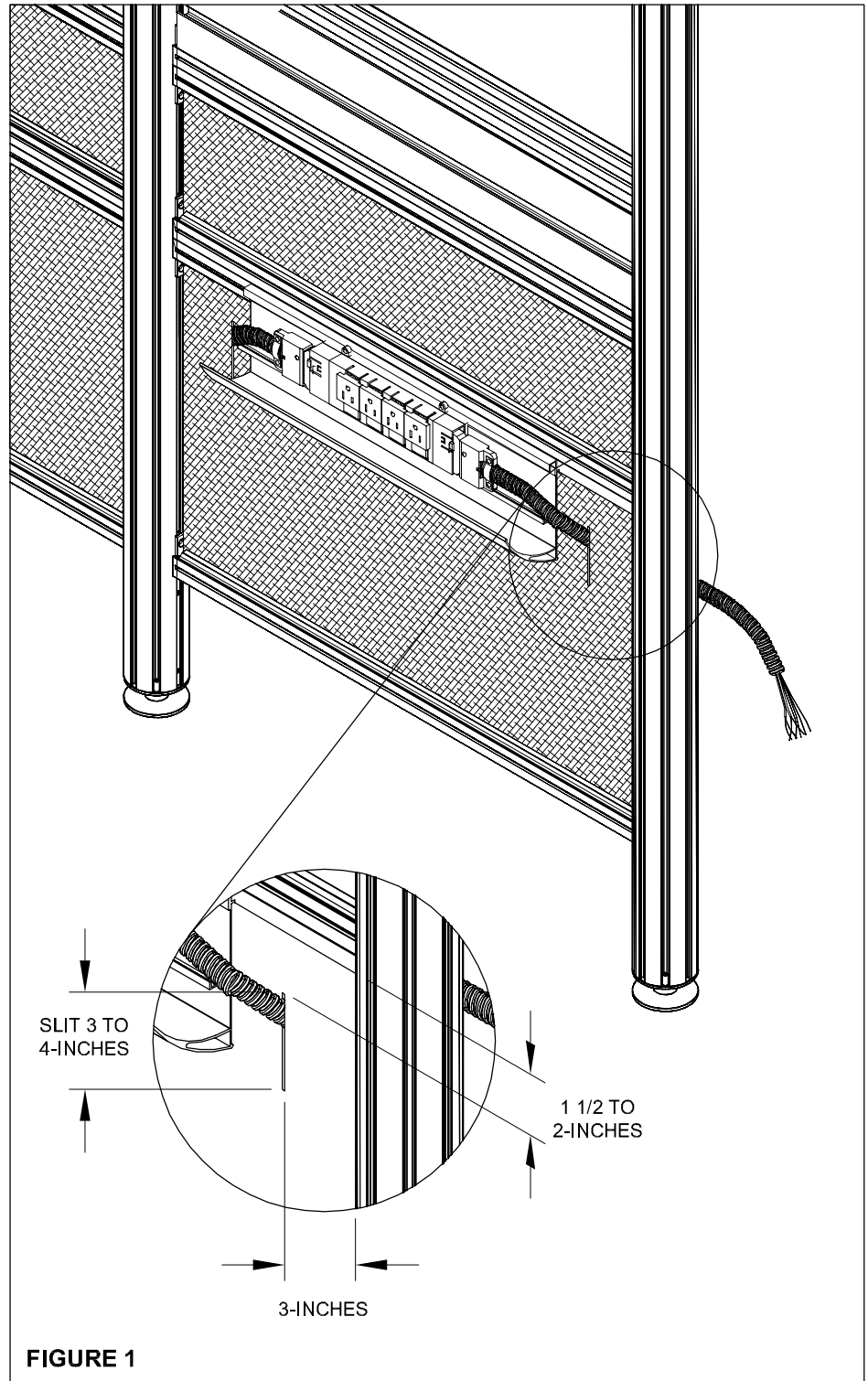
FIGURE 1

NOTE:

> Use the same dimensions if a slit is needed on the other side of the mesh screen.

tools needed

measuring tape

utility cutter
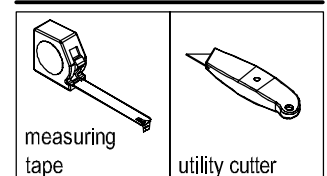
worksurface wire clip installation

Worksurface wire clips can be used to easily manage wires beneath the worksurface.

1. Mount the wire clip under the worksurfaces with #10, 1-inch screw using #2 Robertson bit.

FIGURE 1

FIGURE 2

POWER CABLE

DATA CABLE
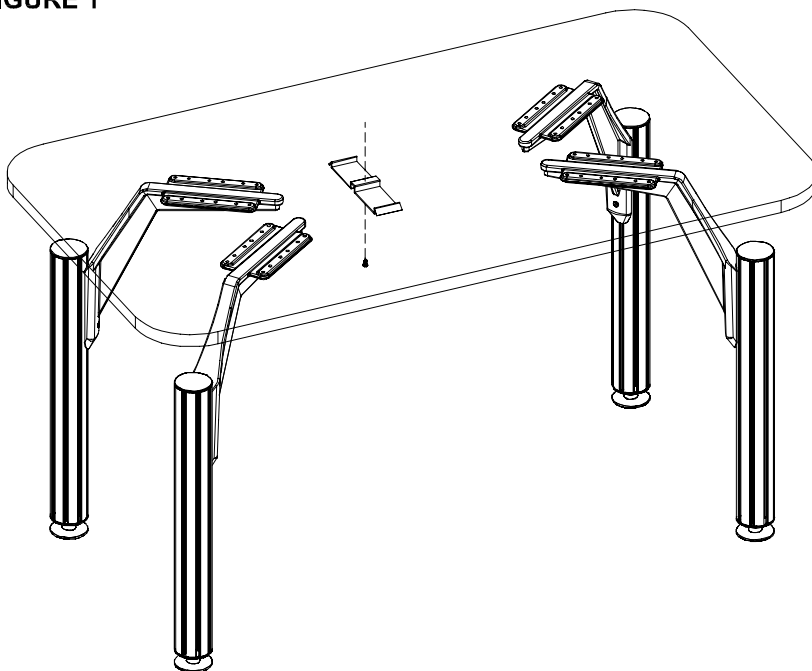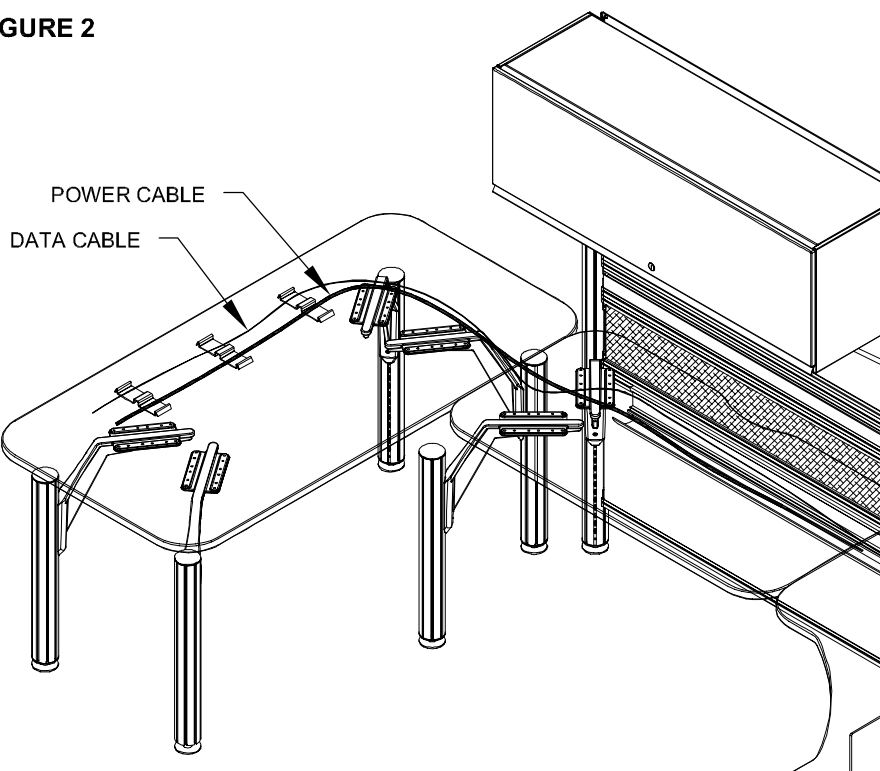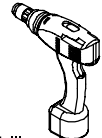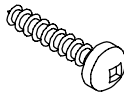
NOTE:

> Data and power cables are managed separately in individual areas.

tools & hardware needed

drill	#2 Robertson long bit	1, #10; 1" screw

post mounted power and data box installation

The post mounted power and data box provides casual above worksurface power and data access.

1. Mount the post mounted power and data box to a support post directly above a worksurface. Secure with a #10-24, 3/4-inch machine screw, (Figure 1).
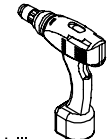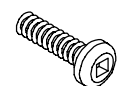
FIGURE 1
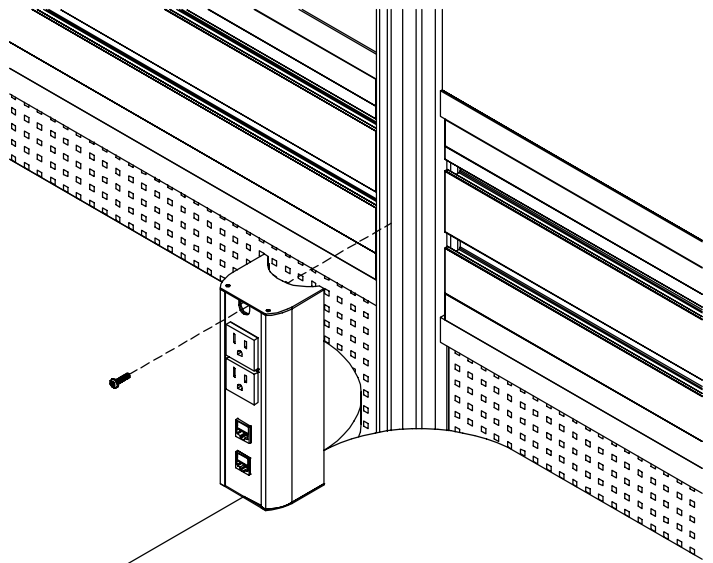
FIGURE 2

NOTE:

> The post mounted power and data box is equipped with one 6-foot power cord, one 6-foot RJ11 cord, and on 6-foot RJ45 cord.

tools & hardware needed

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

worksurface mounted
power and data box installation

The worksurface mounted power and data box provides casual above worksurface power and data access.

1. Mount the worksurface mounted power and data box within the electric/data cut-out in the back of the worksurface.

2. Fasten the worksurface mounted power and data box on the bottom of the worksurface with two, #10, 1-inch screws to position the box access above the worksurface.
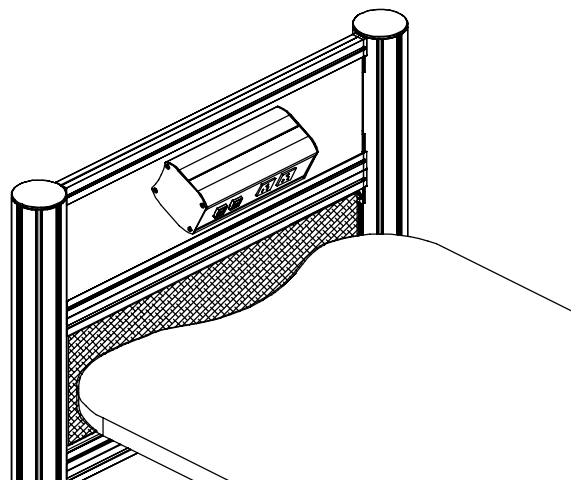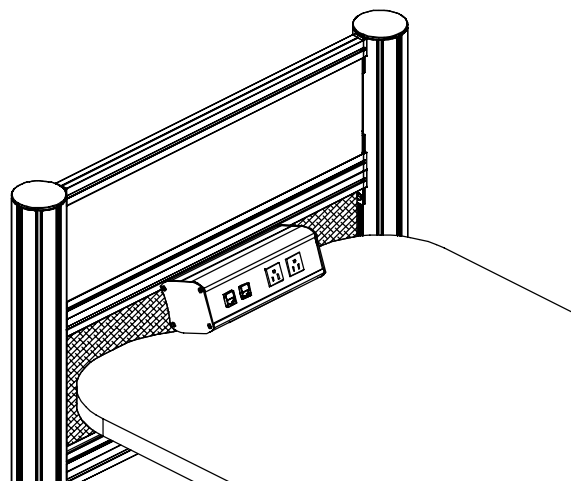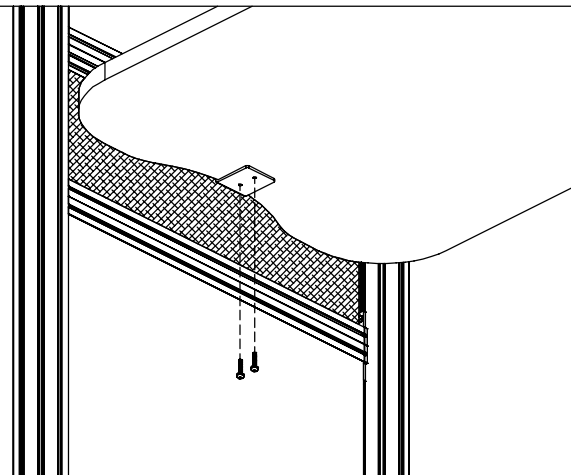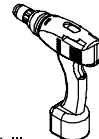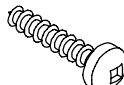
FIGURE 1

FIGURE 2

FIGURE 3

NOTE:

> The post mounted power and data box is equipped with one 6-foot power cord, one 6-foot RJ11 cord, and on 6-foot RJ45 cord.

tools & hardware needed

drill	#2 Robertson long bit	2, #10; 1" screw

trough mounted data box installation

The trough mounted data box mounts to the horizontal wire management trough to provide below worksurface access to data.

1. Insert the bottom edge of the trough mounted data box, (Figure 1).

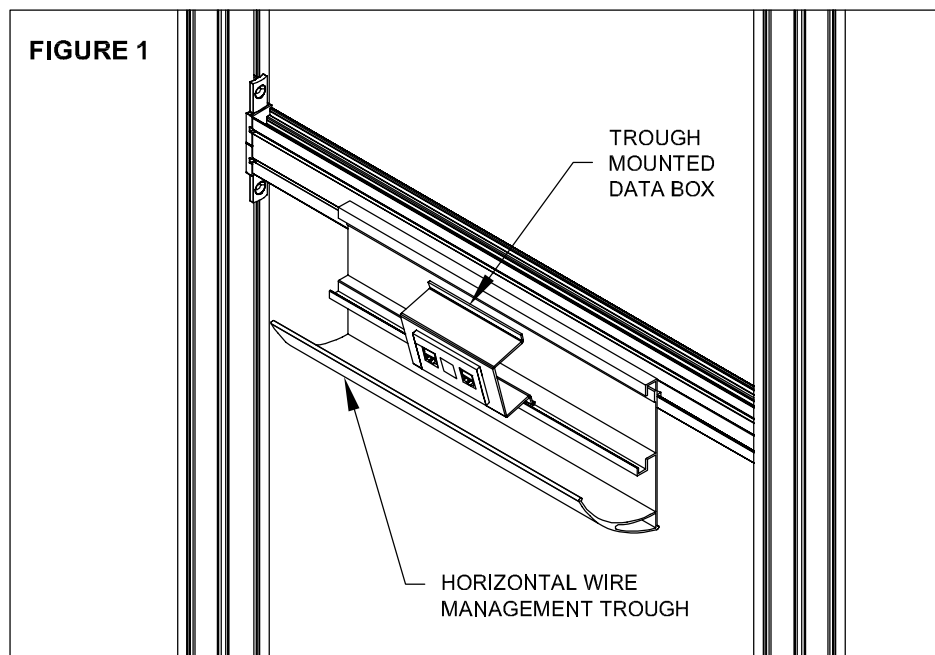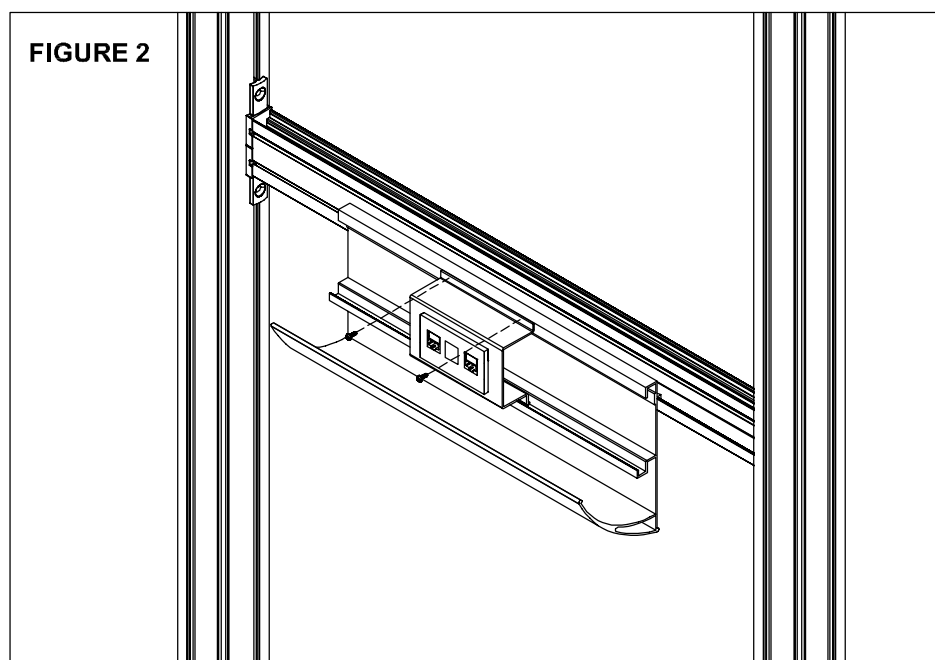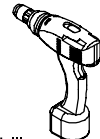2. Secure with two, #6, 3/8-inch metal screws, (Figure 2).

FIGURE 1

TROUGH
MOUNTED
DATA BOX

HORIZONTAL WIRE
MANAGEMENT TROUGH

FIGURE 2

NOTES:

> The trough mounted data box does not come with any data cables.

> The trough mounted data box is equipped with one RJ11 outlet, one 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 trough mounted power box mounts to the horizontal wire management trough to provide below worksurface electric access.

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 2, #6, 5/8-inch metal screws, (Figure 2).
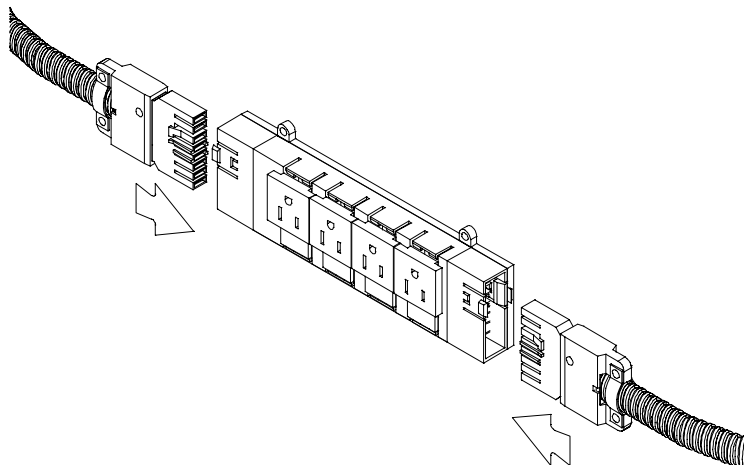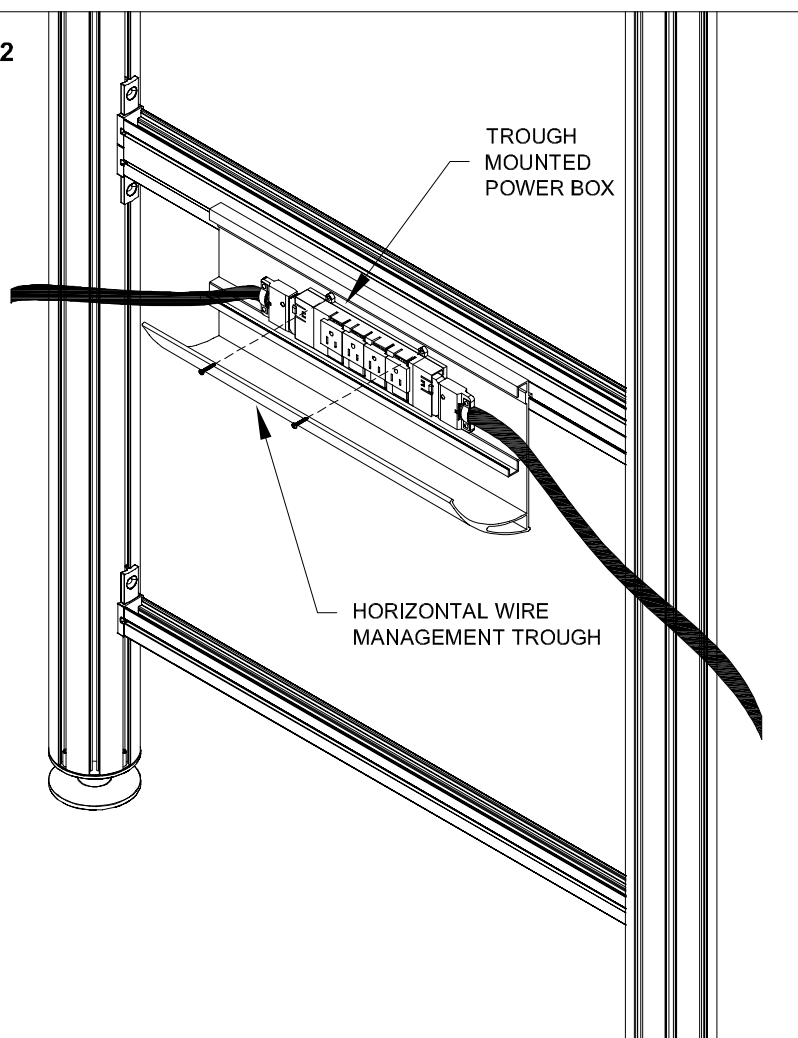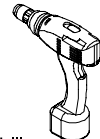
FIGURE 1

FIGURE 2

TROUGH
MOUNTED
POWER BOX

HORIZONTAL WIRE
MANAGEMENT TROUGH

tools & hardware needed

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

NOTES:

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

task light attachment
to post mounted overhead cabinet

1. Remove the diffuser and fluorescent bulb. Attach the small task light bracket to the task light body with two, #10-32, 1/2-inch machine screw using #2 Robertson bit, re-install the fluorescent bulb and diffuser, (Figure 1).

2. Slide the task light assembly into the groove at the front of the cabinet, (Figure 2).
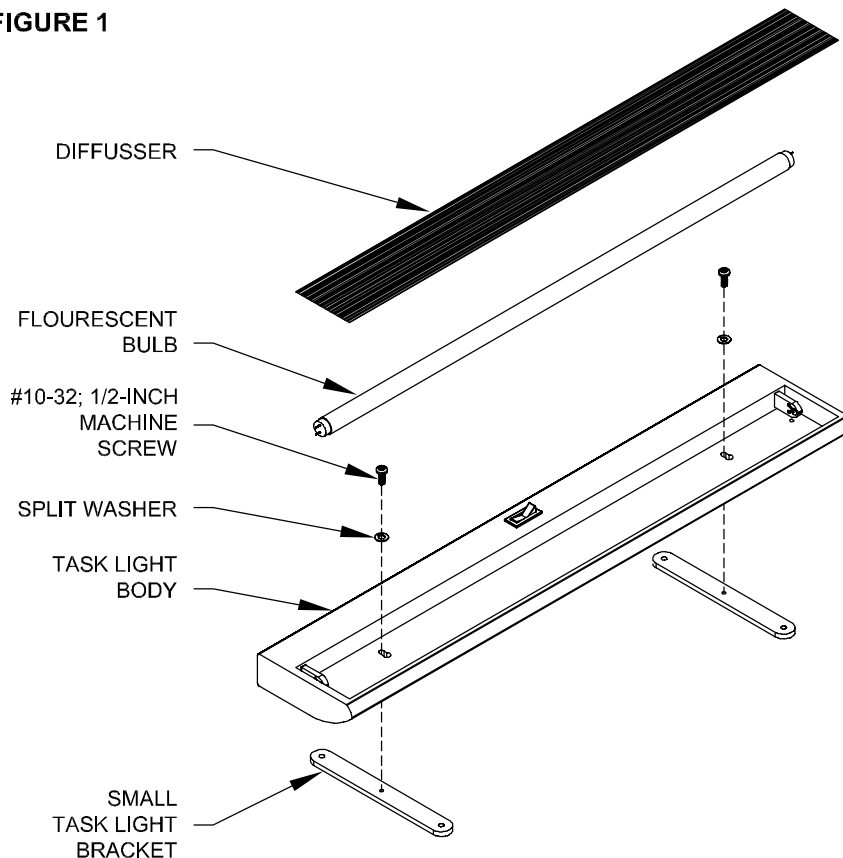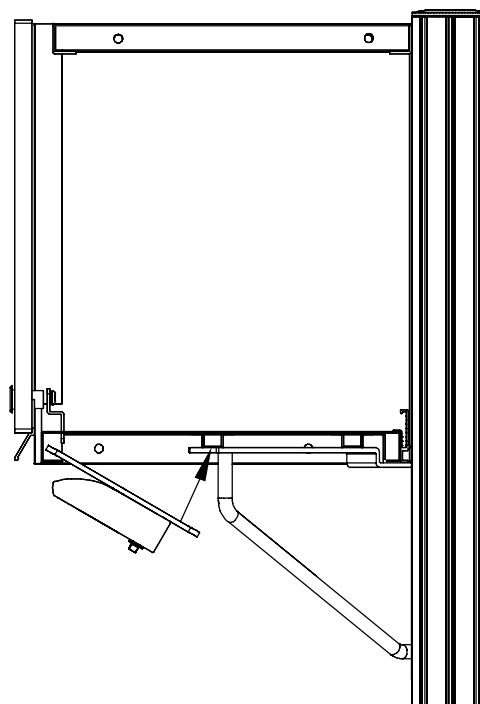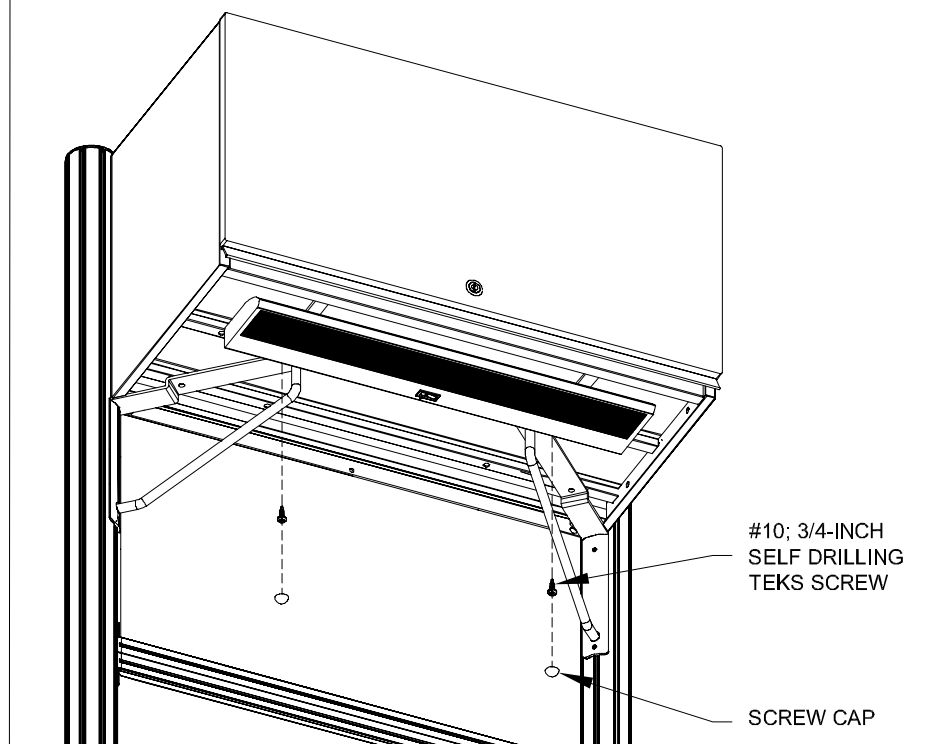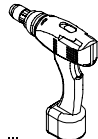
FIGURE 1

DIFFUSSER

FLOURESCENT BULB

#10-32; 1/2-INCH MACHINE SCREW

SPLIT WASHER

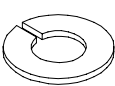TASK LIGHT BODY

SMALL TASK LIGHT BRACKET

FIGURE 2

task light attachment
to post mounted overhead cabinet (cont'd)

3. Fasten rear part of the small task light bracket to the bottom of the cabinet with two, #10, 3/4-inch self drilling TEKS screw, using #2 Robertson bit, and cover with the screw caps, (Figure 3).

FIGURE 3

#10; 3/4-INCH
SELF DRILLING
TEKS SCREW

SCREW CAP

tools & hardware needed

drill	#2 Robertson long bit	2, split washer	2, #10-32; 1/2" machine screw	2, #10 3/4" self drilling TEKS screw	2, screw cap

task light attachment
to beam mounted shelf

1. Remove the diffuser and
   fluorescent bulb. Attach the
   large task light bracket to the
   task light body with two, #10-32,
   1/2-inch screw using #2
   Robertson bit, re-install the
   fluorescent bulb and diffuser,
   (Figure 1).

2. Slide the task light assembly into
   the groove at the front of the
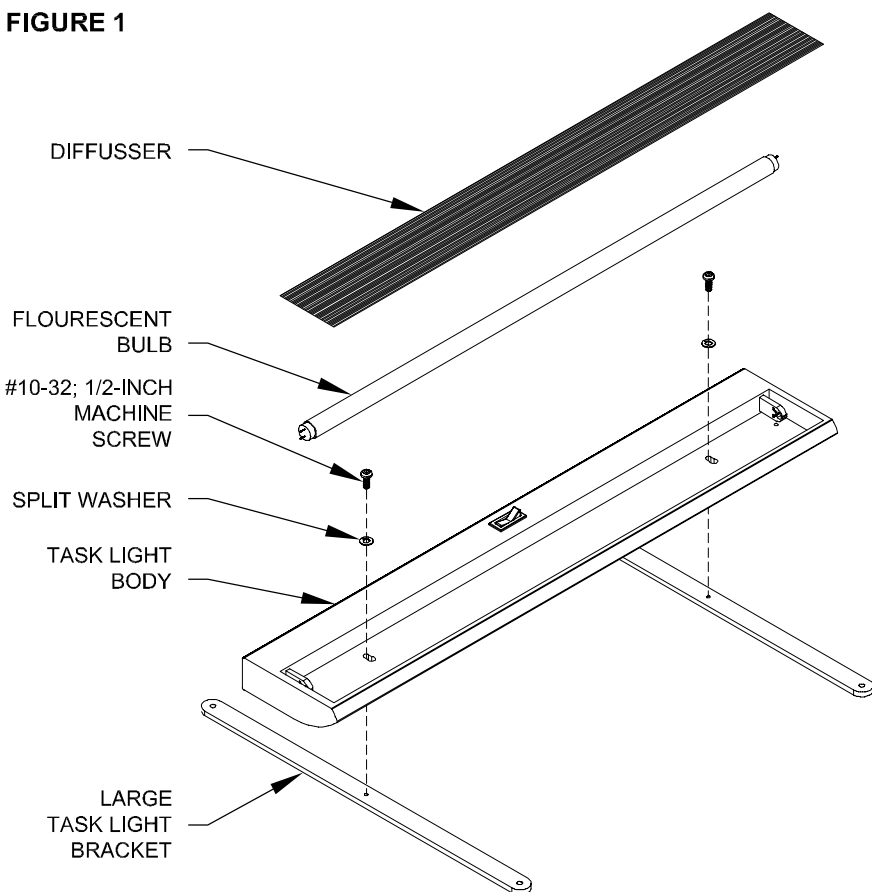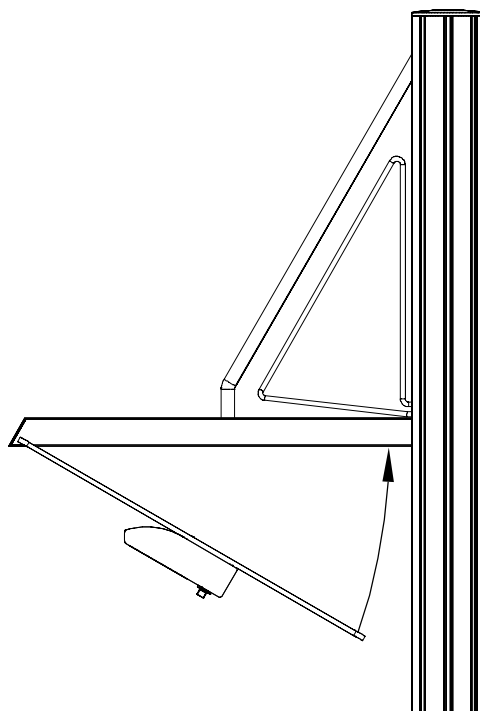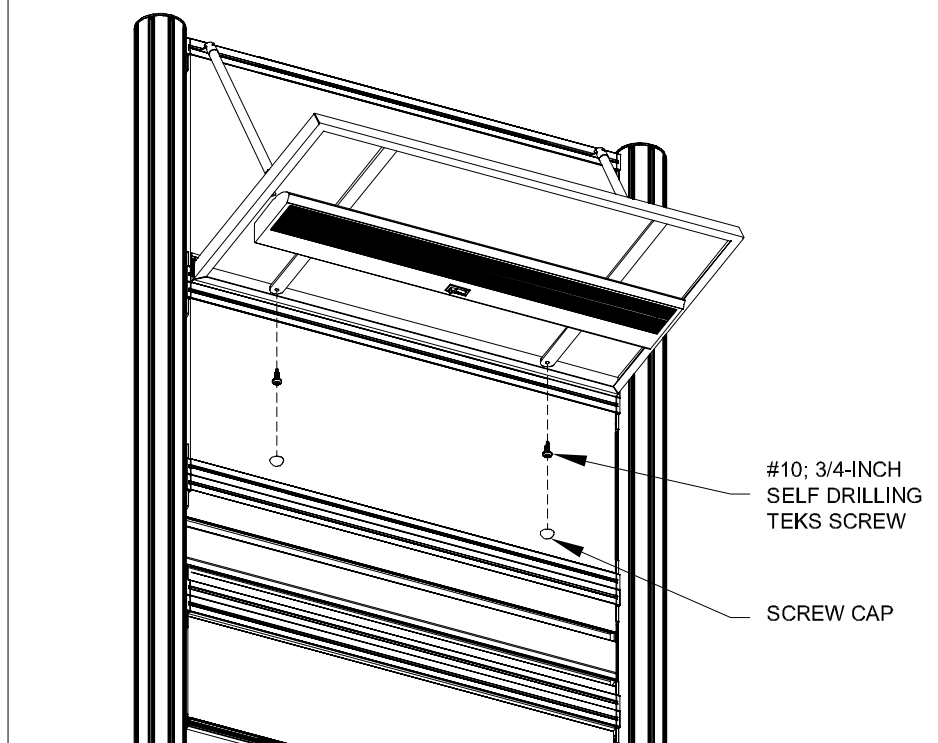   shelf, (Figure 2).

FIGURE 1

DIFFUSSER

FLOURESCENT
BULB

#10-32; 1/2-INCH
MACHINE
SCREW

SPLIT WASHER

TASK LIGHT
BODY

LARGE
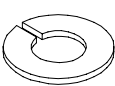TASK LIGHT
BRACKET

**FIGURE 2**

tayco.

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0317
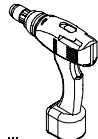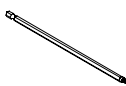
task light attachment
to beam mounted shelf (cont'd)

3. Fasten rear part of the small task light bracket to the bottom of the shelf with two, #10 3/4-inch self drilling TEKS screw, using #2 Robertson bit, and cover with the screw caps, (Figure 3).

FIGURE 3

#10; 3/4-INCH
SELF DRILLING
TEKS SCREW

SCREW CAP

tools & hardware needed

drill	#2 Robertson long bit	2, split washer	2, #10-32; 1/2" machine screw	2, #10 3/4" self drilling TEKS screw	2, screw cap