



**Hanna**  
installation guide

February 2020

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

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# Installation Checklist

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

## **SITE ACCESSIBILITY**

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

## **SITE PREPARATION**

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

## **FURNITURE PLANS**

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

## **STAGING**

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

## **WASTE MANAGEMENT**

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

## Care & Maintenance

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### **Laminates**

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

### **Painted Metals**

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

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

# Hanna I Application Guide

## Hanna

### Specifying Tops and Bases

Tops and bases are sold separately



Tubular X-Base



Slim X-Base



Tubular T-Base



Slim T-Base

Top			X-Base
Round (Diameter)	Square (Depth)	Squircle (Depth)	Spread (IN)
24	18		18
30	24	24	22
36	30	30	26
42	36	36	30
48	42	42	34
54	48		42
60	54		48

Tops		T-Base
Rectangular (Depth)	Super Ellipse (Depth)	Spread (IN)
18		16
24	24	18
30	30	22
36	36	26
42	42	30
48	48	34

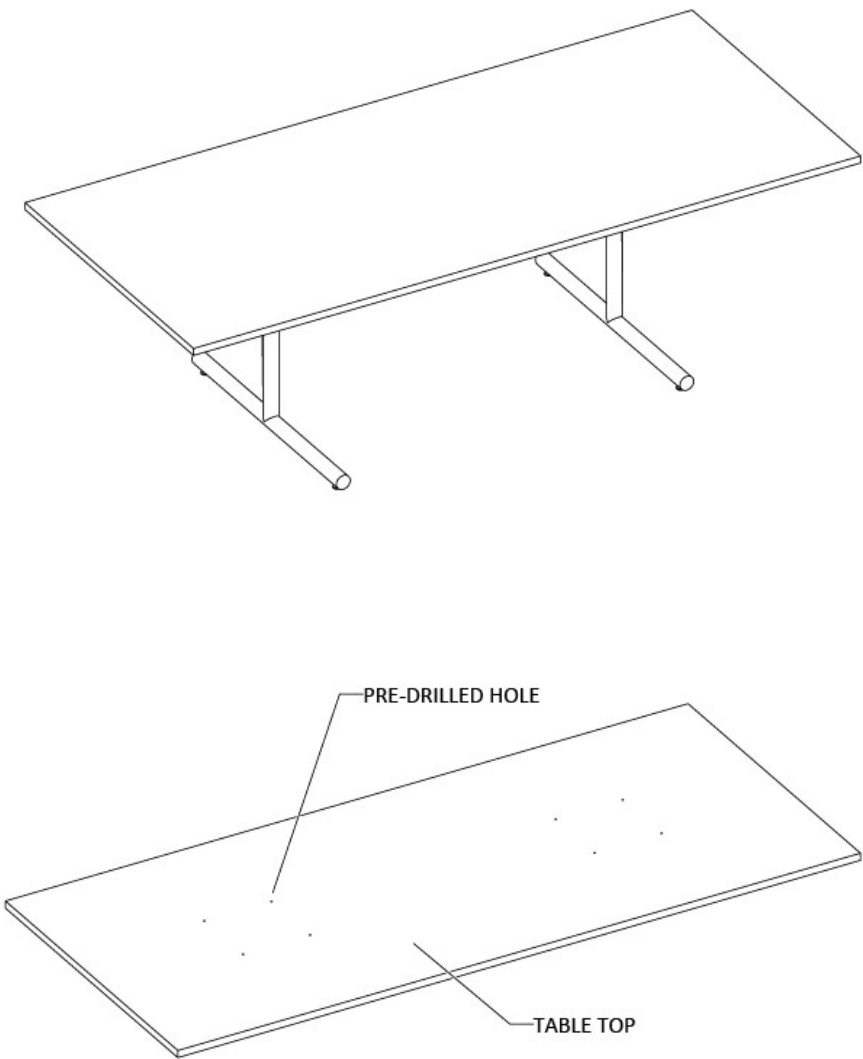
### Specifying Finishes

Available in any of our standard powder paint colours

# Hanna meeting table with tubular “T” base

**Note:** The procedure below is for Rectangular and Super Ellipse meeting tables.

- 1. Place the table top on a clean solid surface or floor with the underside facing up, (Figure 1).



**Figure 1**

## Tools & Hardware Needed


# Hanna meeting table with tubular “T” base

- Position the tubular “T” base using the pre-drilled positioning holes and attach it to table top using #10 X 1” Oval Head Screws, (Figure 2).
- Drive four more screws to table top using #10 X 1” Oval Head Screws, (Figure 3).
- Lift the table into an upright position; level and adjust the glides if necessary.

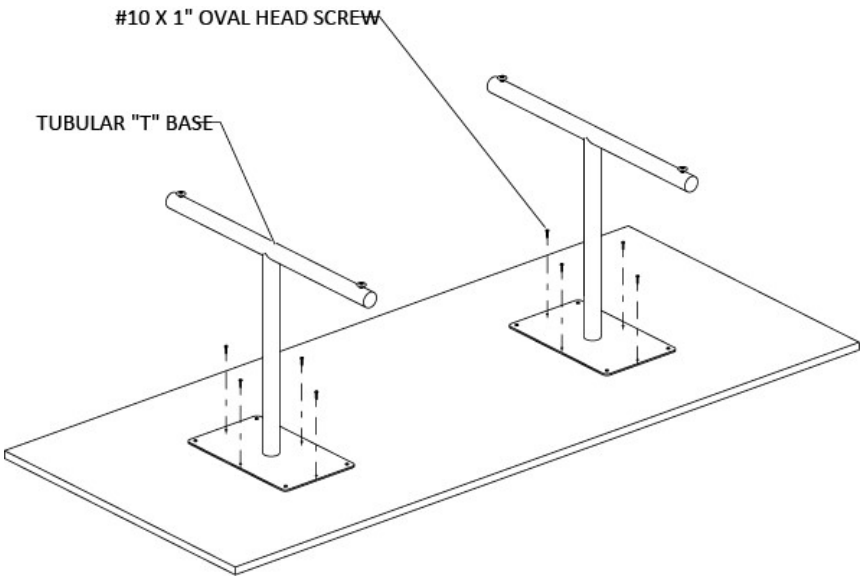


Figure 2

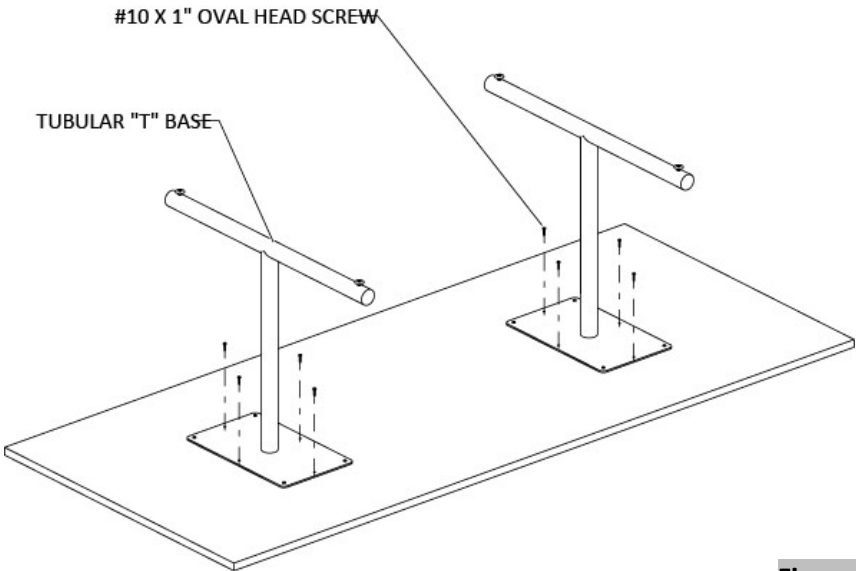

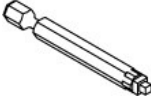



Figure 3

## Tools & Hardware Needed

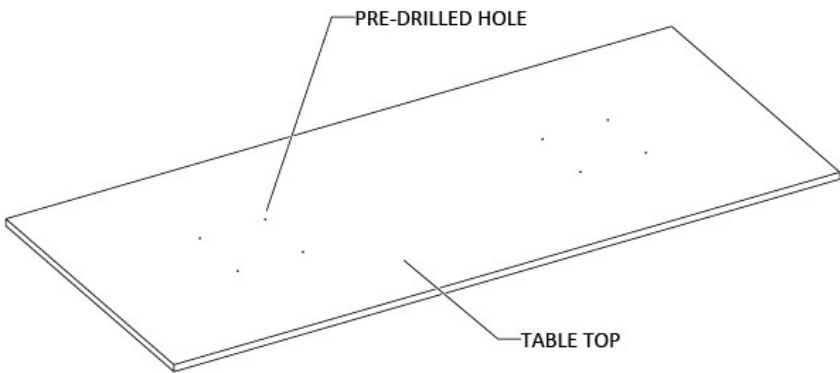
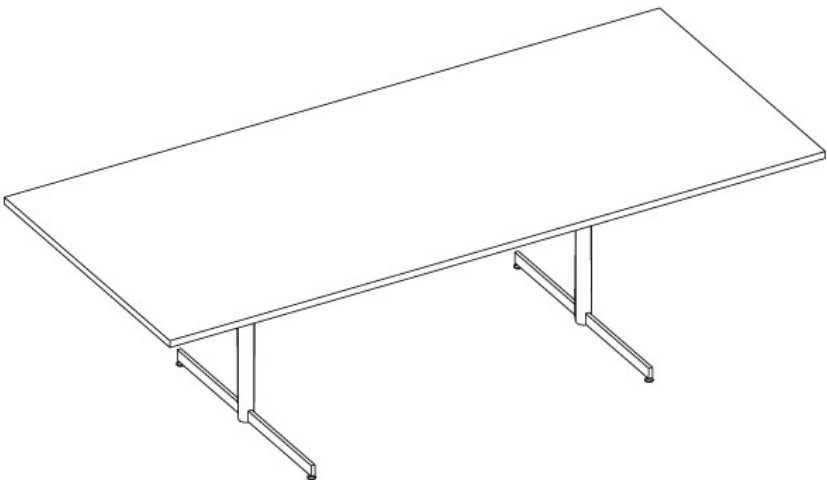
		8540-0789 		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		



# Hanna meeting table with slim “T” base

**Note:** The procedure below is for Rectangular and Super Ellipse meeting tables.

- 1. Place the table top on a clean solid surface or floor with the underside facing up, (Figure 1).



**Figure 1**

## Tools & Hardware Needed


# Hanna meeting table with slim "T" base

- Position the slim "T" base using the pre-drilled positioning holes and attach it to table top using #10 X 1" Oval Head Screws, (Figure 2).
- Drive four more screws to rectangular table top using #10 X 1" Oval Head Screws, (Figure 3).
- Lift the table into an upright position; level and adjust the glides if necessary.

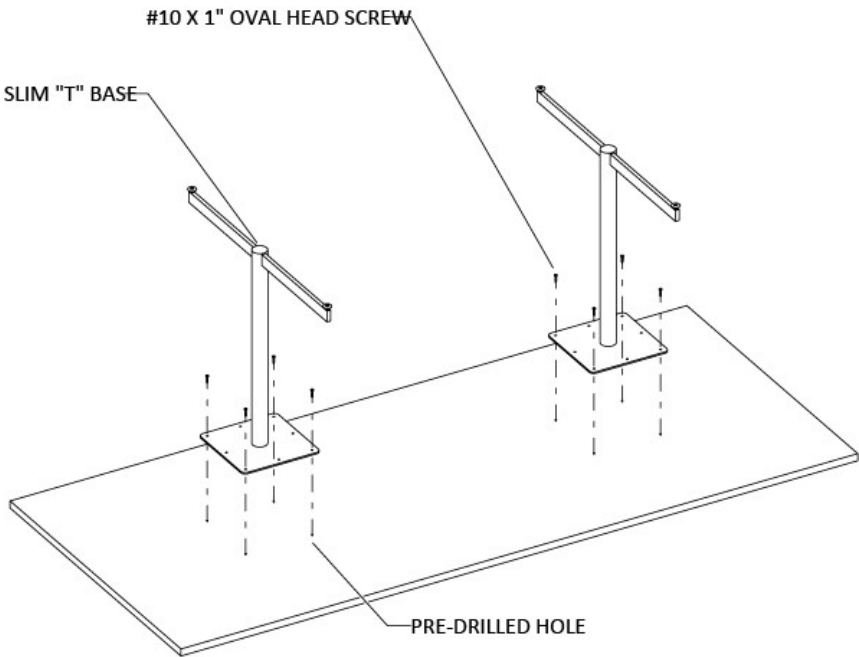


Figure 2

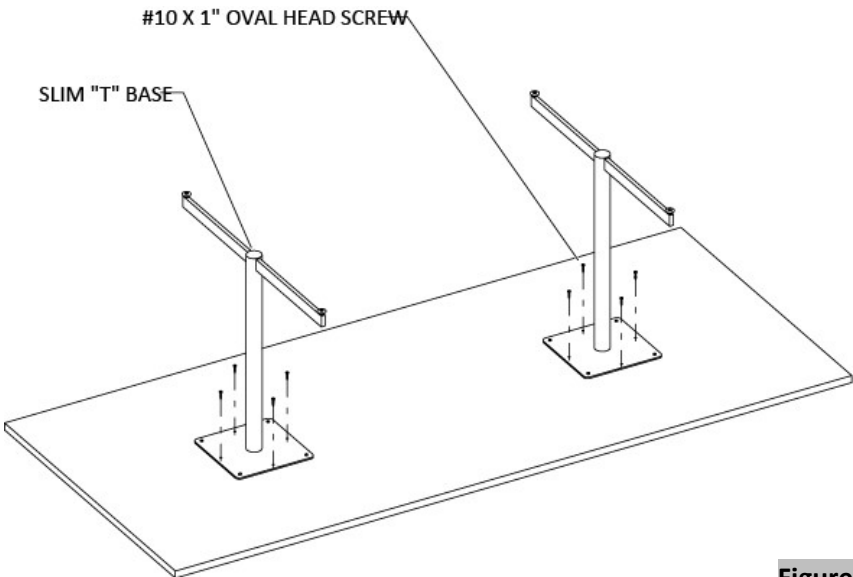

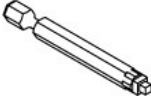



Figure 3

## Tools & Hardware Needed

		8540-0789 		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		

# Hanna square table with tubular “X” base

- 1. Place the square table top on a clean solid surface or floor with the underside facing up, (Figure 1).

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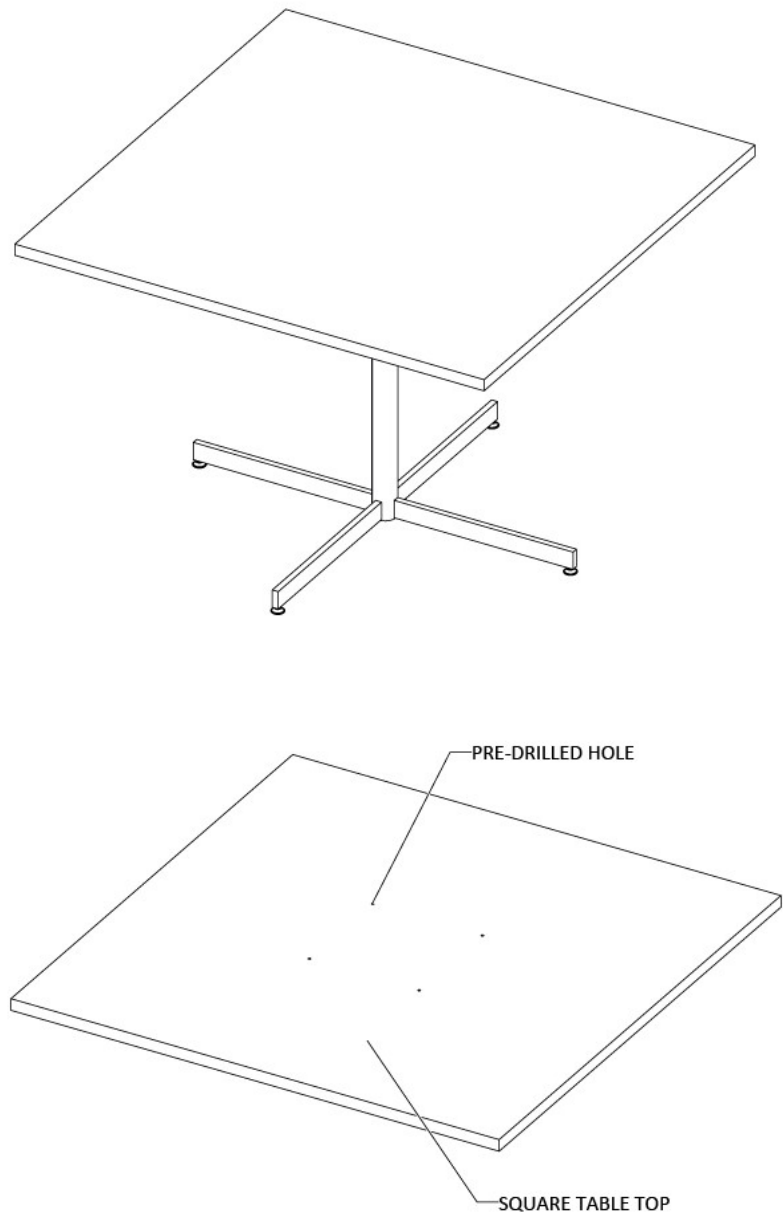


Figure 1

## Tools & Hardware Needed


# Hanna square table with tubular “X” base

- Position the tubular “X” base using the pre-drilled positioning holes and attach it to square table top using #10 X 1” Oval Head Screws, (Figure 2).
- Drive four more screws to square table top using #10 X 1” Oval Head Screws, (Figure 3).
- Lift the table into an upright position; level and adjust the glides if necessary.

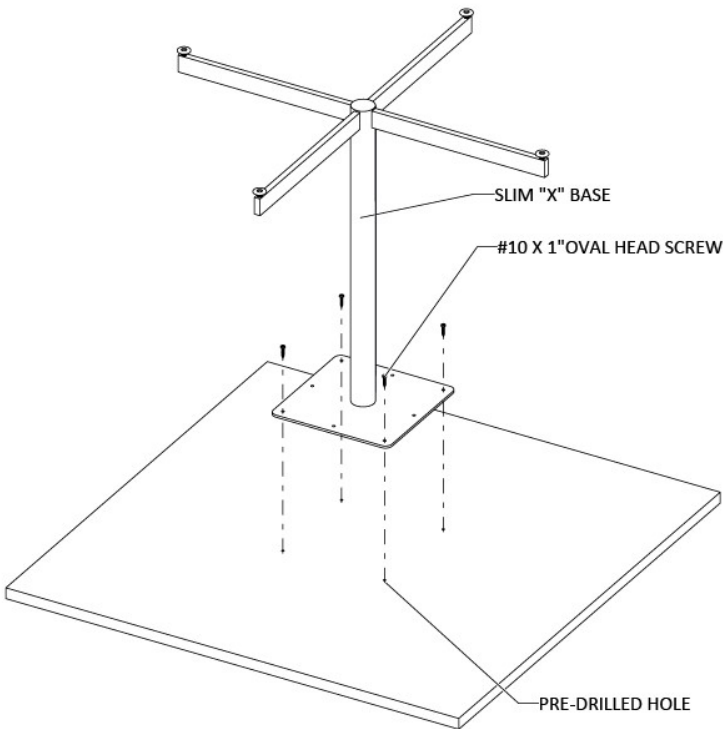


Figure 2

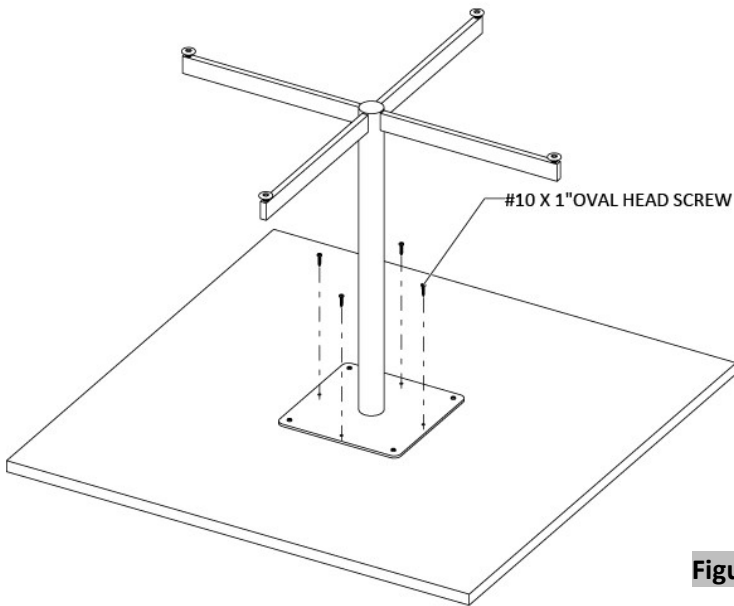

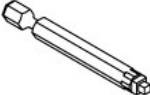



Figure 3

## Tools & Hardware Needed

		8540-0789 		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		

# Hanna square table with slim “X” base

- 1. Place the square table top on a clean solid surface or floor with the underside facing up, (Figure 1).

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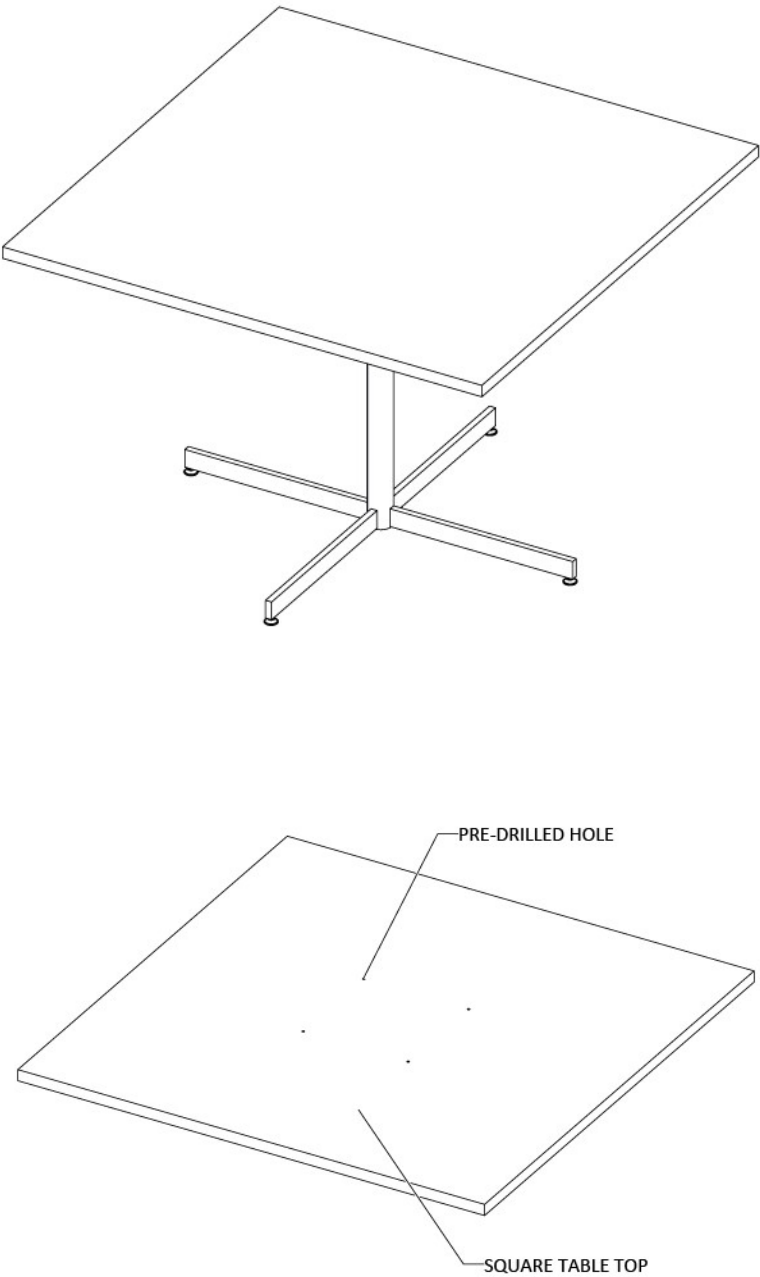


Figure 1

## Tools & Hardware Needed


# Hanna square table with slim “X” base

2. Position the slim “X” base using the pre-drilled positioning holes and attach it to square table top using #10 X 1” Oval Head Screws, (Figure 2).
3. Drive four more screws to square table top using #10 X 1” Oval Head Screws, (Figure 3).
4. Lift the table into an upright position; level and adjust the glides if necessary.

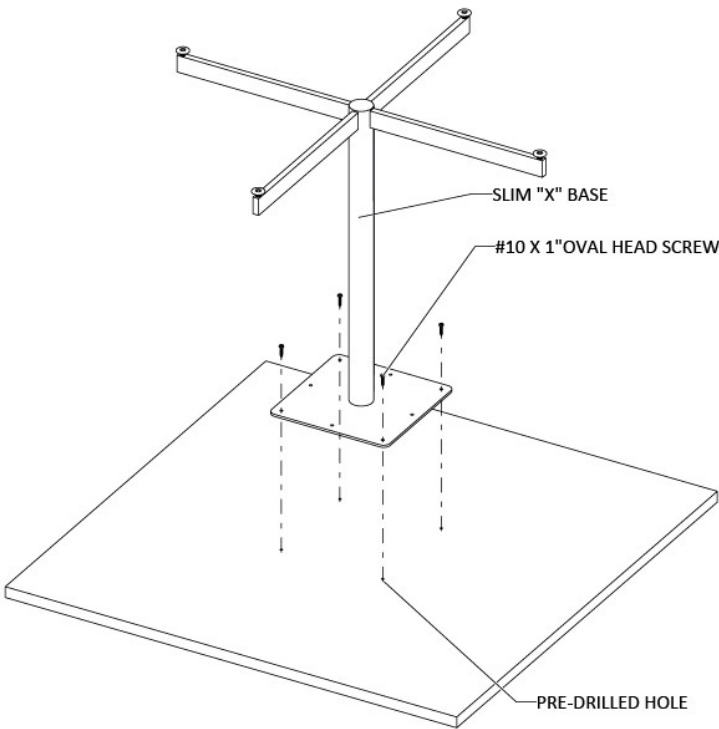


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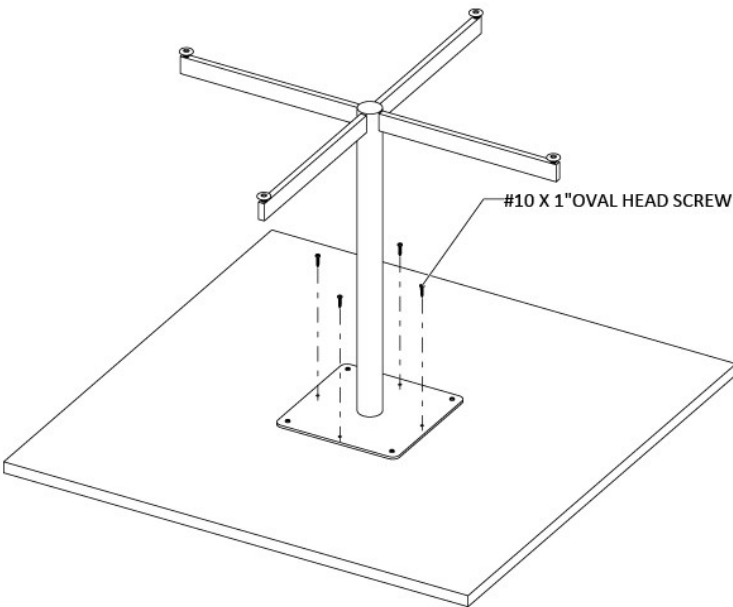


Figure 3

## Tools & Hardware Needed

		8540-0789		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		

# Hanna round table with tubular “X” base

- 1. Place the round table top on a clean solid surface or floor with the underside facing up, (Figure 1).

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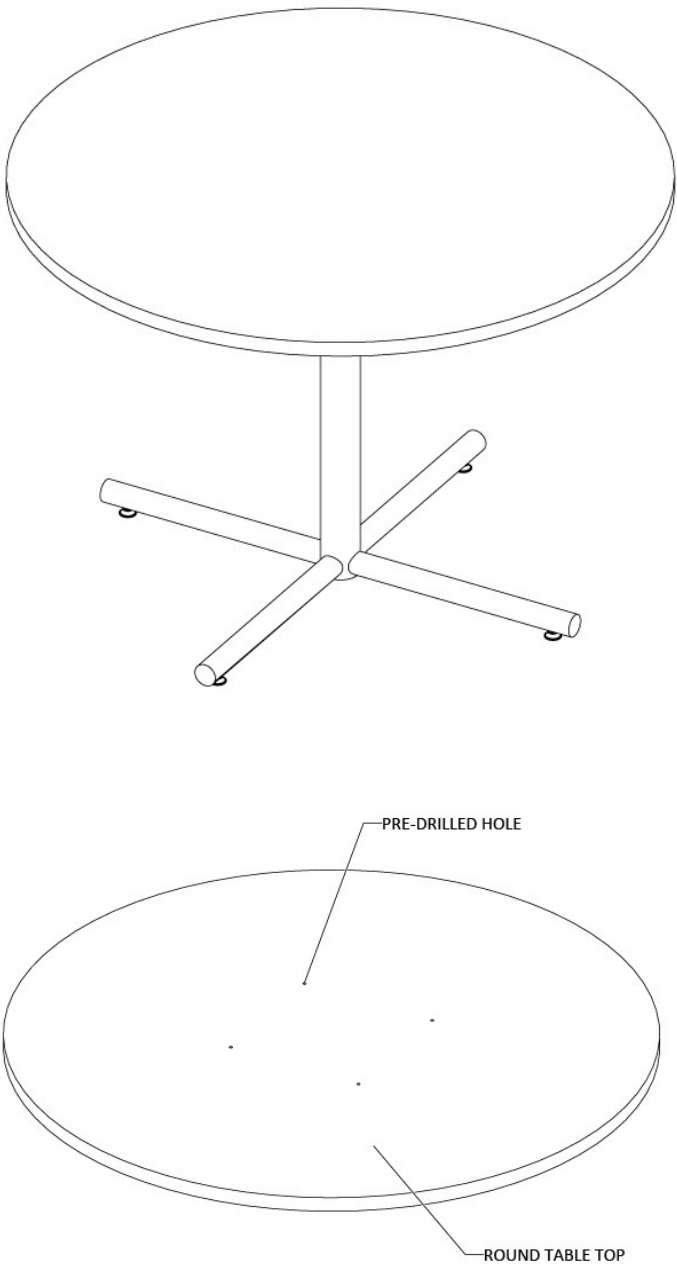
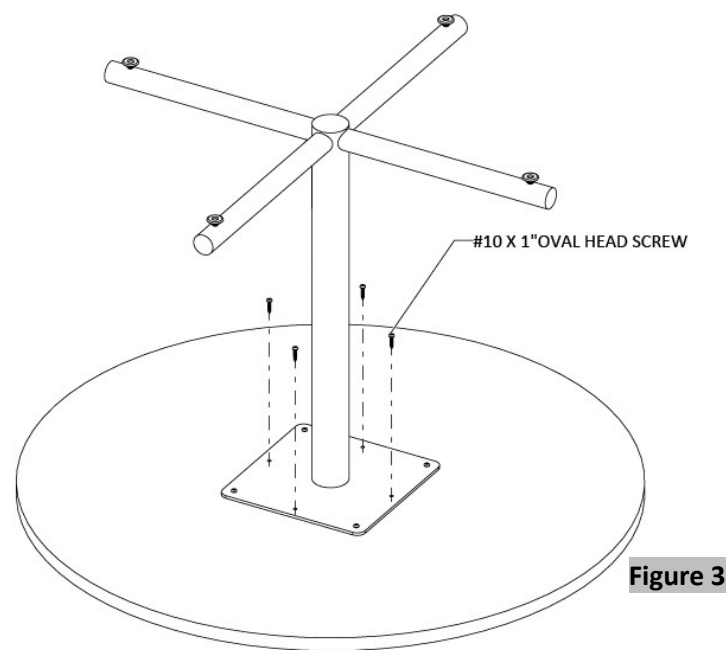
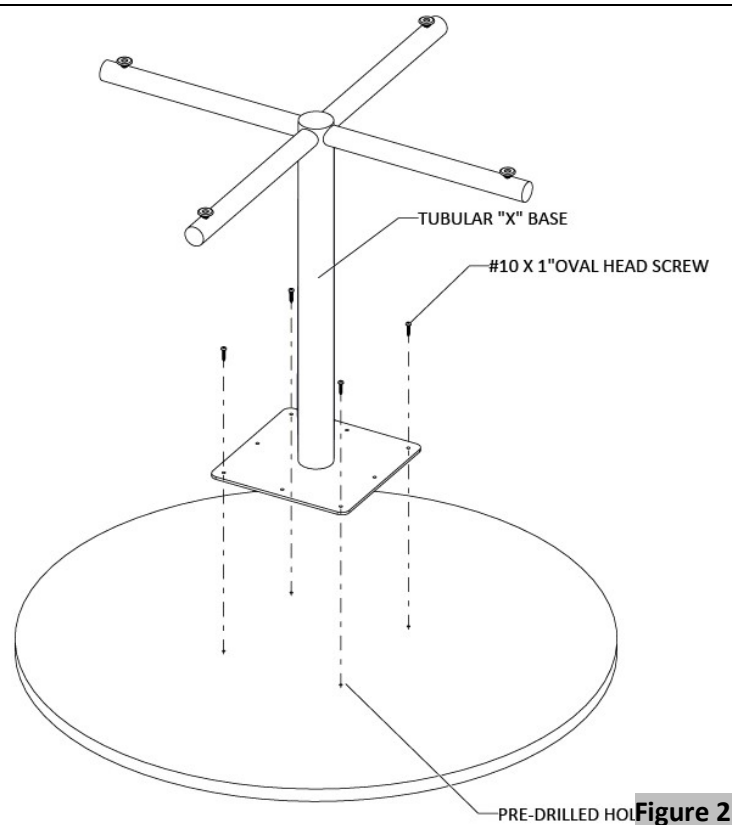


Figure 1




## Tools & Hardware Needed


# Hanna round table with tubular “X” base

- 2. Position the tubular “X” base using the pre-drilled positioning holes and attach it to round table top using #10 X 1” Oval Head Screws, (Figure 2).
- 3. Drive four more screws to round table top using #10 X 1” Oval Head Screws, (Figure 3).
- 4. Lift the table into an upright position; level and adjust the glides if necessary.



## Tools & Hardware Needed

		8540-0789 		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		



# Hanna round table with slim “X” base

- 1. Place the round table top on a clean solid surface or with the underside facing up, (Figure 1).

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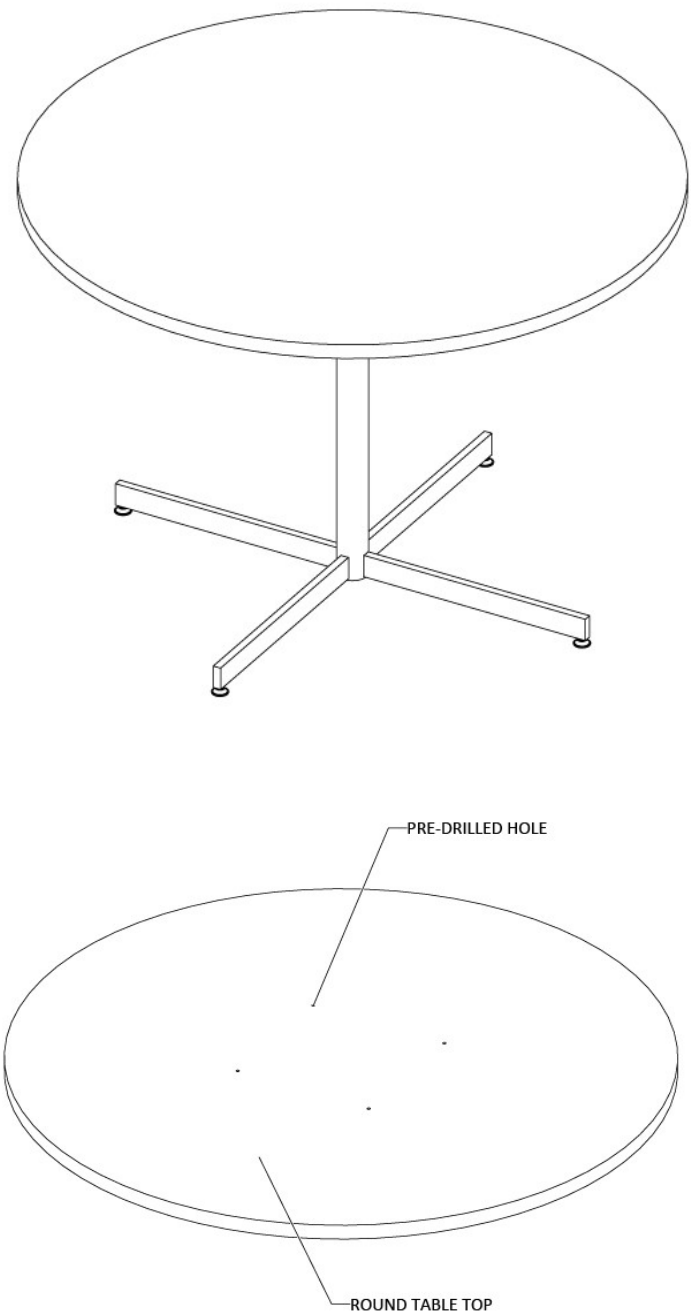


Figure 1

## Tools & Hardware Needed


# Hanna round table with slim “X” base

- 2. Position the slim “X” base using the pre-drilled positioning holes and attach it to round table top using #10 X 1” Oval Head Screws, (Figure 2).
- 3. Drive four more screws to round table top using #10 X 1” Oval Head Screws, (Figure 3).
- 4. Lift the table into an upright position; level and adjust the glides if necessary.

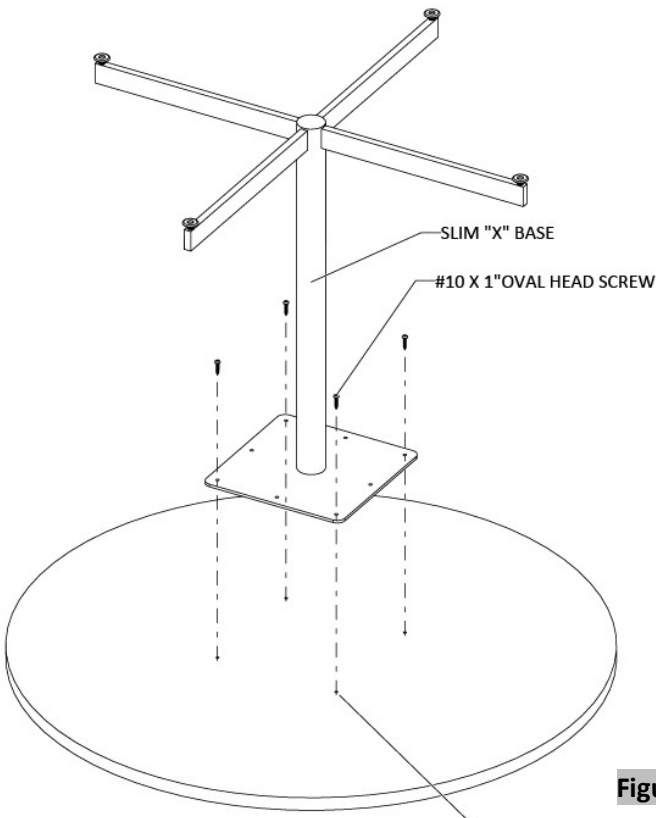


Figure 2

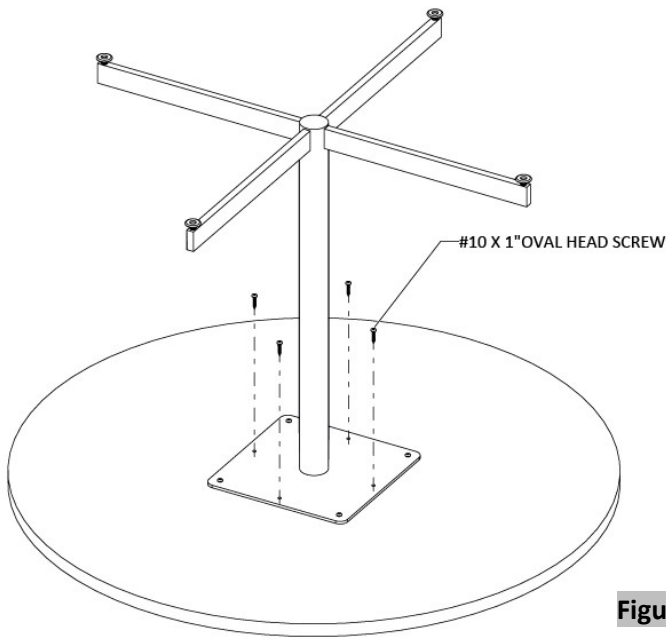




Figure 3

## Tools & Hardware Needed

		8540-0789		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		

# Hanna squircle table with tubular “X” base

- 1. Place the squircle table top on a clean solid surface or floor with the underside facing up, (Figure 1).

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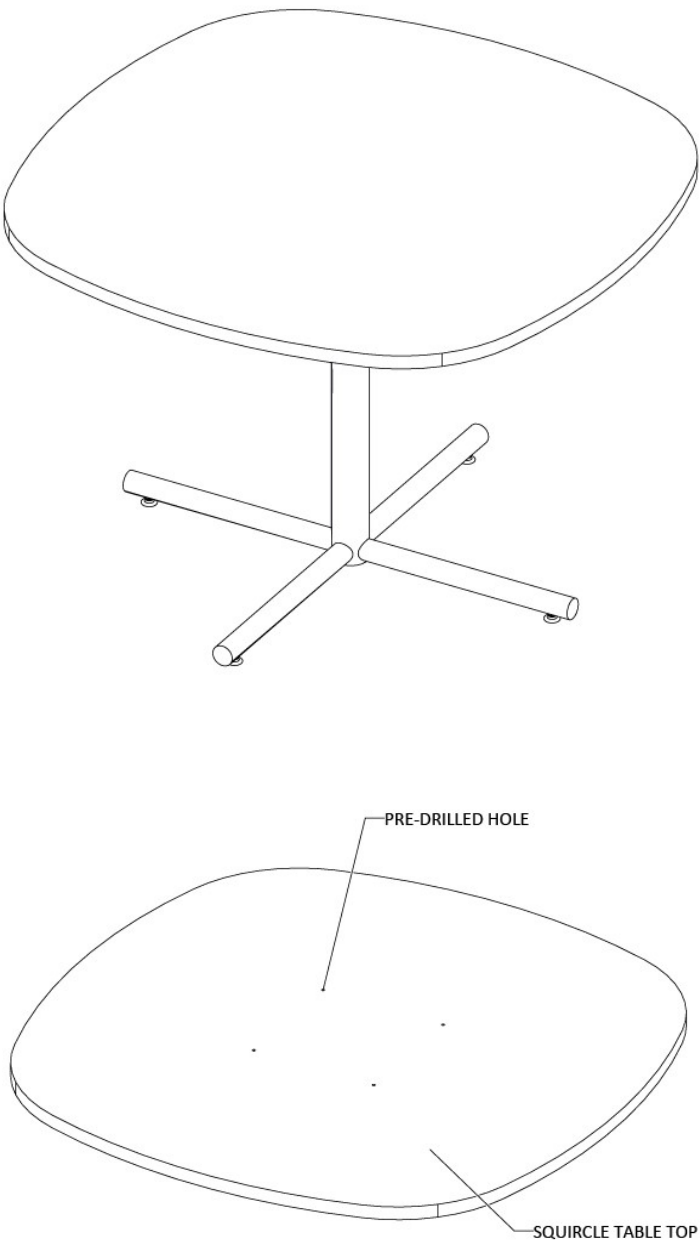


Figure 1

Tools & Hardware Needed


# Hanna squircle table with tubular “X” base

2. Position the tubular “X” base using the pre-drilled positioning holes and attach it to squircle table top using #10 X 1” Oval Head Screws, (Figure 2).
3. Drive four more screws to squircle table top using #10 X 1” Oval Head Screws, (Figure 3).
4. Lift the table into an upright position; level and adjust the glides if necessary.

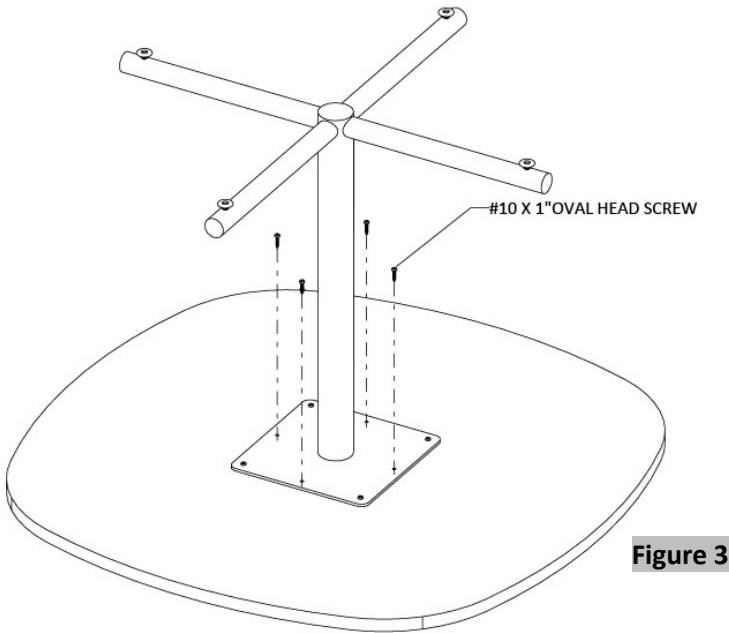
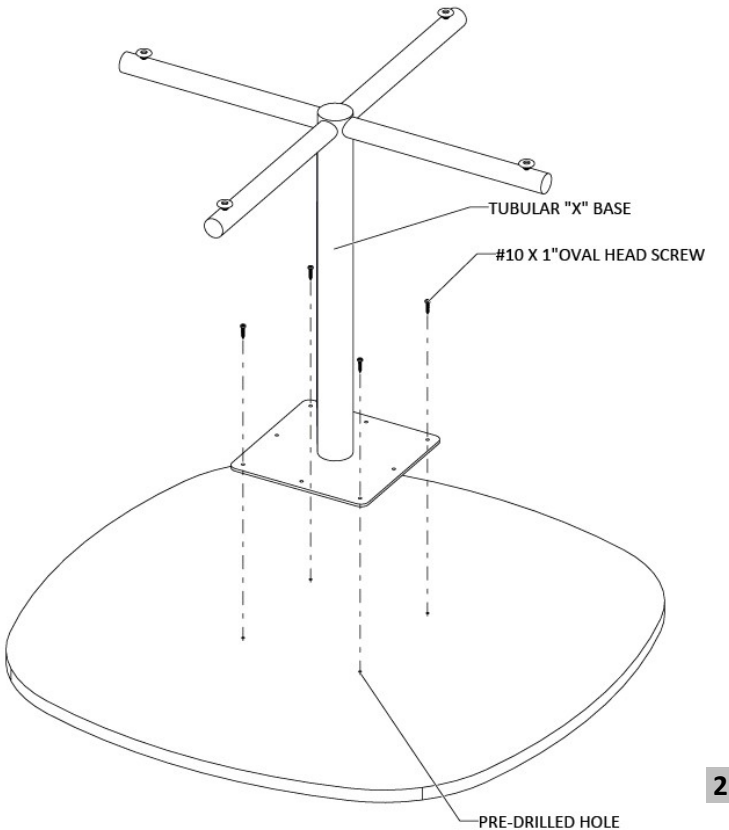

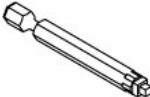


Figure 3

## Tools & Hardware Needed

		8540-0789		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		

# Hanna squircle table with slim “X” base

- 1. Place the squircle table top on a clean solid surface or floor with the underside facing up, (Figure 1).

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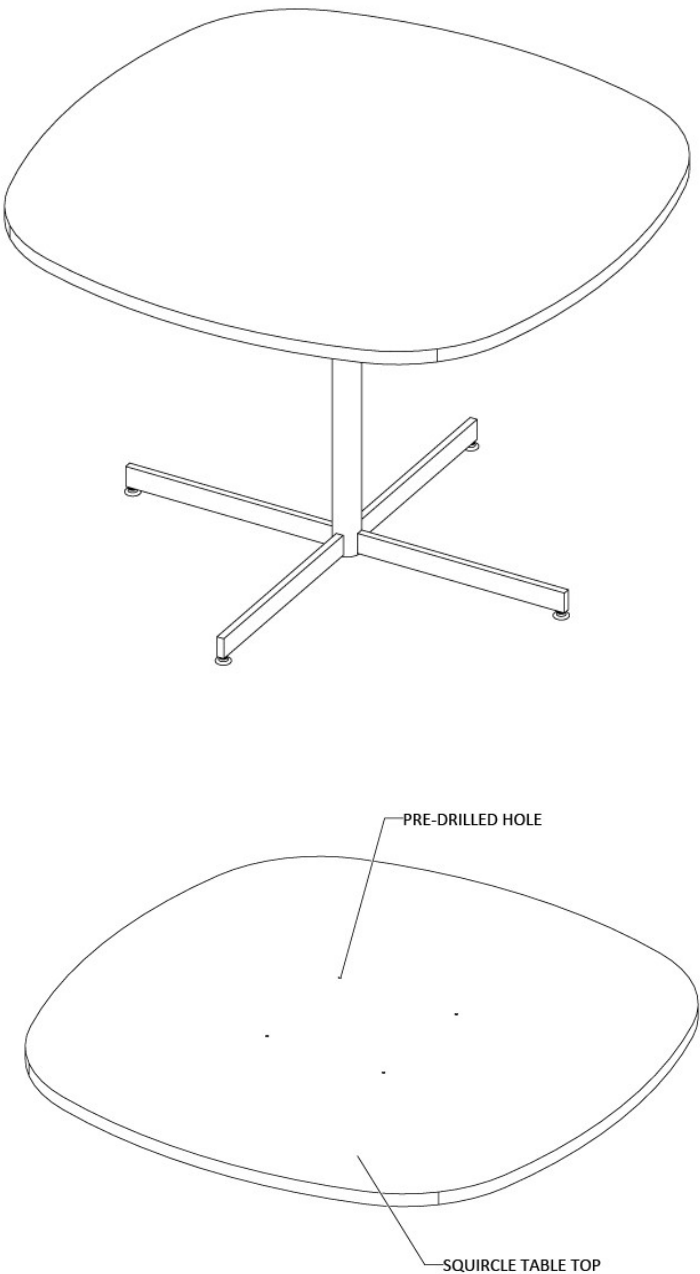


Figure 1

## Tools & Hardware Needed


# Hanna squircle table top with slim “X” base

- Position the slim “X” base using the pre-drilled positioning holes and attach it to squircle table top using #10 X 1” Oval Head Screws, (Figure 2).
- Drive four more screws to squircle table top using #10 X 1” Oval Head Screws, (Figure 3).
- Lift the table into an upright position; level and adjust the glides if necessary.

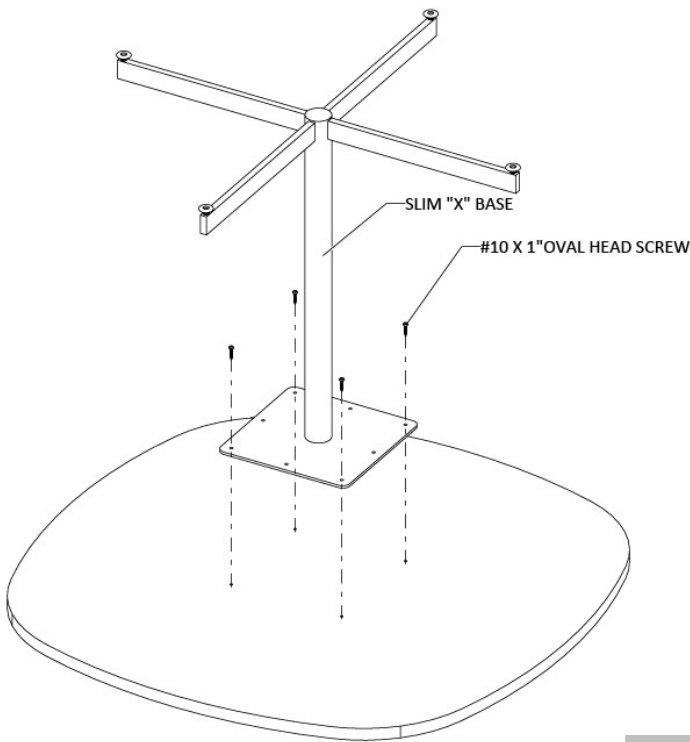


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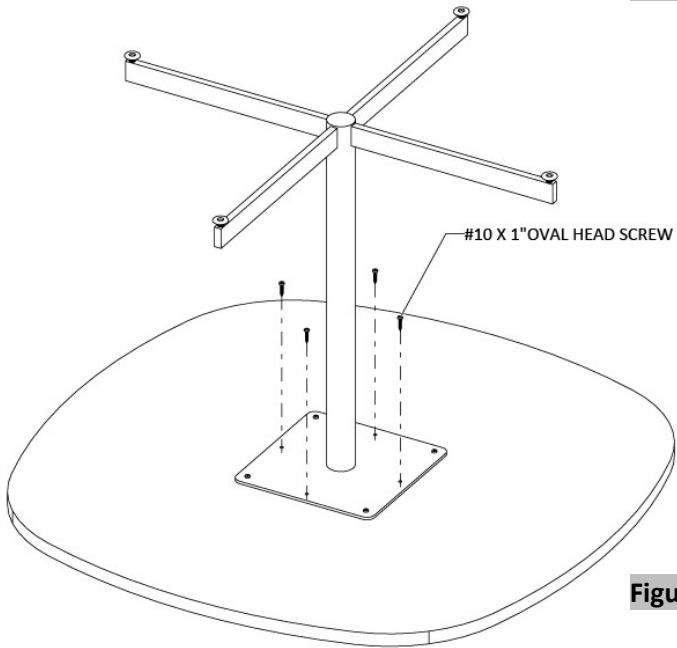

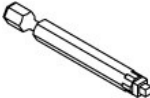


Figure 3

## Tools & Hardware Needed

		8540-0789		
Drill	Robertson # 2	#10 X 1" Oval Head Screw (8X)		



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