



# **Hanna**

installation guide

August 2025

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.



## Caution

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### Loading Guidelines for Drawers

- Always load the bottom drawer first.
- Operate only one drawer at a time to prevent tipping.
- To reduce tipping hazards, secure units to a wall or other stable furniture.
- Always place the heaviest files in the bottom drawer.

### Heavy Load Precautions

- Some products must be anchored to the wall to ensure stability and safety.
- It is the responsibility of the owner and installer to ensure that the wall type and construction are strong enough to support any wall-mounted products and their contents.
- If the wall and anchors cannot support the imposed loads, it may result in property damage or personal injury.
- Tayco can provide the size and empty weight of its products only. A wall blocking is considered a construction process, so Tayco cannot provide recommendations regarding this, nor can it be held responsible for damage or injury resulting from improper installation or blocking.

### Instability Hazards with Mobile Items

Mobile items on casters, such as flip-top tables, personal tables, and movable storage, can pose instability hazards if not secured correctly during use or storage. Flip-top and training tables are particularly unstable when folded. To ensure safety when using mobile products, please follow these guidelines:

- Lock casters immediately after moving the item. Do not leave them unlocked while in use or storage.
- Motion can increase the instability of items with casters. If the wheels encounter an obstruction, the forward momentum can cause the item to tip over, especially if it lacks wheel extensions. Exercise extreme caution when moving these items.
- Be cautious of abrupt level changes in the floor, such as doorways or thresholds, as this can lead to tipping or caster failure.
- Do not stand, sit, or lean on mobile items for support. They are not designed for this usage, and doing so may result in personal injury or property damage.
- If the mobile unit has height-adjustable features, lower it to the minimum height when moving to prevent instability. It is also advised to remove any computer equipment or accessories to avoid weight imbalance or damage.
- Failure to adhere to these guidelines may result in property damage or personal injury.

# Hanna | 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

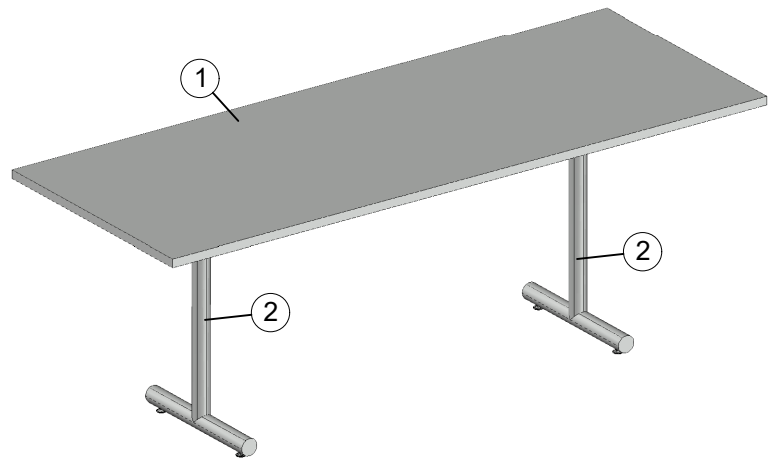
### Specifying Finishes

Available in any of our standard powder paint colours

# Hanna Meeting Table with Tubular "T" Base

For the installation of the Super Ellipse Meeting Tables, please follow the same procedure as shown for the Rectangular Meeting Table.

1. Place the Tabletop on a flat surface and mark the "X" location for the base. The recommended distance for the mark is half the width and one-quarter of the length from both edges, as shown in Figure 1.
2. Position the Tubular T-base above the "X" mark, ensuring its center is visually aligned with the mark. Secure it using eight #10 x 1" Pan Head Screws and a drill, as illustrated in Figure 2. Repeat this process for the second base.
3. Carefully flip the table into an upright position. If needed, level and adjust the glides to ensure stability.



- ① Tabletop
- ② Tubular T-Base
- ③ #10 X 1" Oval Head Screw (8X)

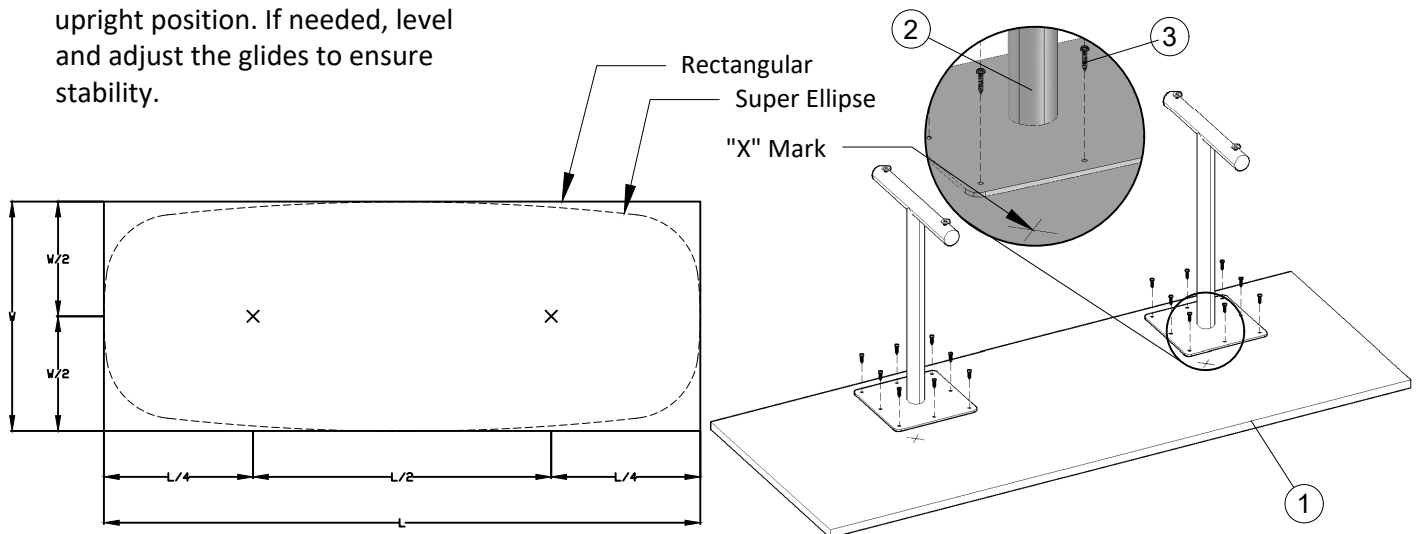
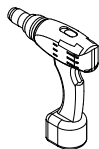
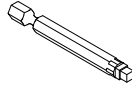



Figure 1

Figure 2

## Tools & Hardware Needed

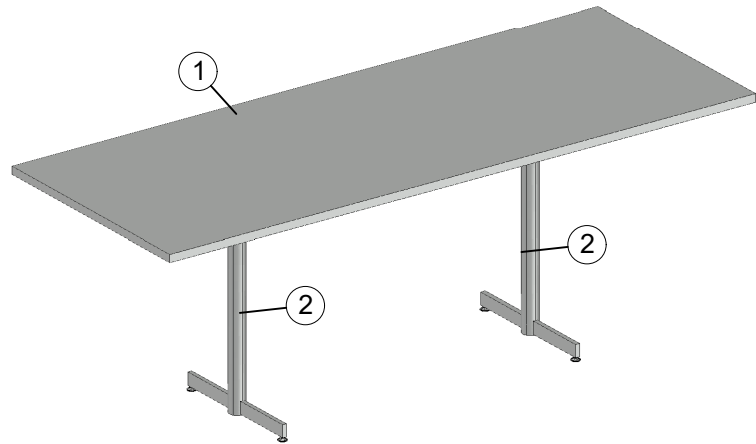
		
Drill	Robertson Bit #2	Pan Head Screw 8540-0789



# Hanna Meeting Table with Slim"T" Base

For the installation of the Super Ellipse Meeting Tables, please follow the same procedure as shown for the Rectangular Meeting Table.

1. Place the Tabletop on a flat surface and mark the "X" location for the base. The recommended distance for the mark is half the width and one-quarter of the length from both edges, as shown in Figure 1.
2. Position the Slim T-base above the "X" mark, ensuring its center is visually aligned with the mark. Secure it using eight #10 x 1" pan head screws and a drill, as illustrated in Figure 2. Repeat this process for the second base.
3. Carefully flip the table into an upright position. If needed, level and adjust the glides to ensure stability.



- ① Tabletop
- ② Slim T-Base
- ③ #10 X 1" Oval Head Screw (8X)

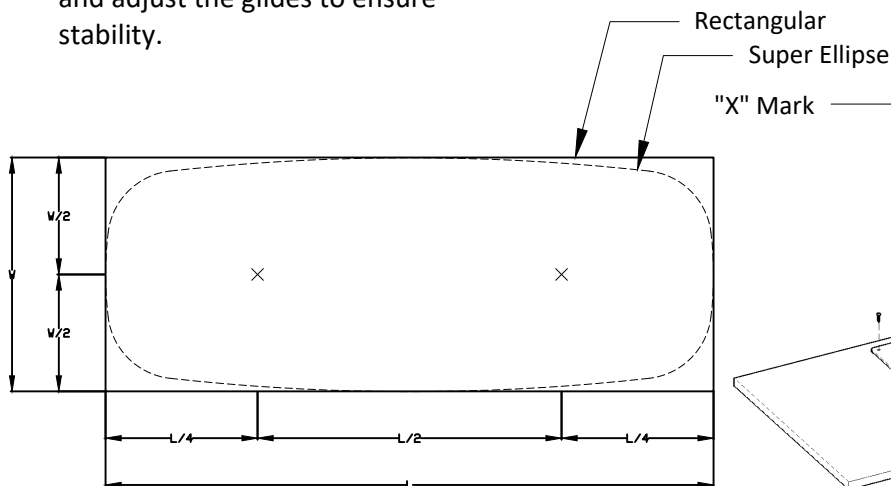


Figure 1

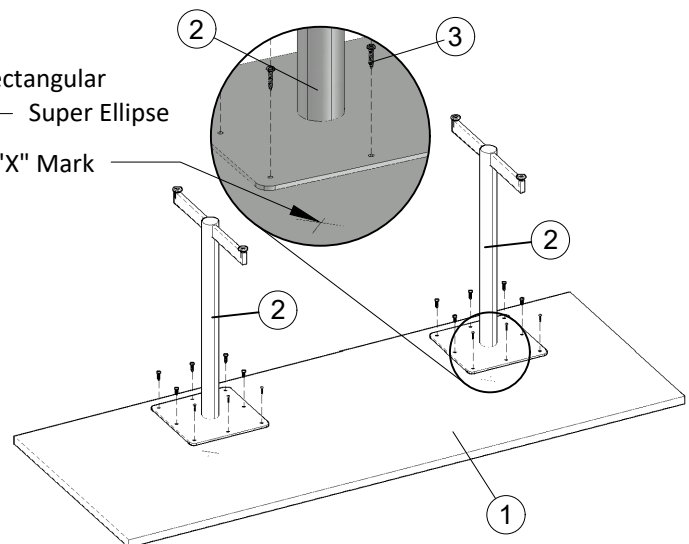
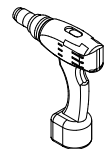
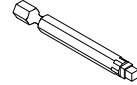
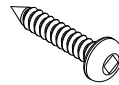


Figure 2

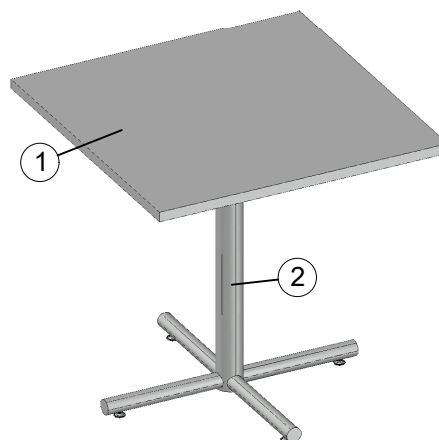
## Tools & Hardware Needed

		
Drill	Robertson Bit #2	Pan Head Screw 8540-0789

# Hanna Tables with Tubular "X" Base

For the installation of the Round and Squirrelle Tables, please follow the same procedure as shown for the Square Table.

1. Place the Tabletop on a flat surface and mark the "X" location for the base. The recommended distance for this mark is half the width or diameter of the tabletop, as shown in Figure 1.
2. Position the Tubular X-Base above the "X" mark, ensuring that its center is visually aligned with the mark. Secure the base using eight #10 x 1" Pan Head Screws and a drill, as shown in Figure 2.
3. Carefully flip the table into an upright position. If necessary, level and adjust the glides to ensure stability.



- ① Tabletop
- ② Tubular X-Base
- ③ #10 X 1" Oval Head Screw (8X)

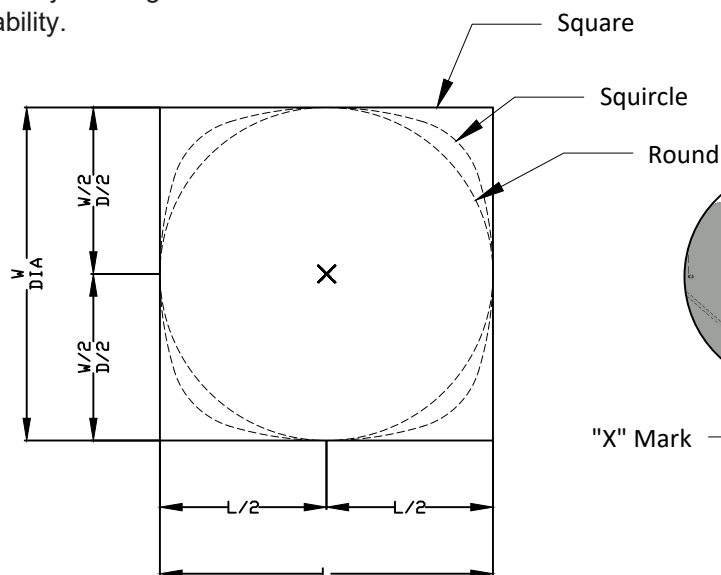


Figure 1

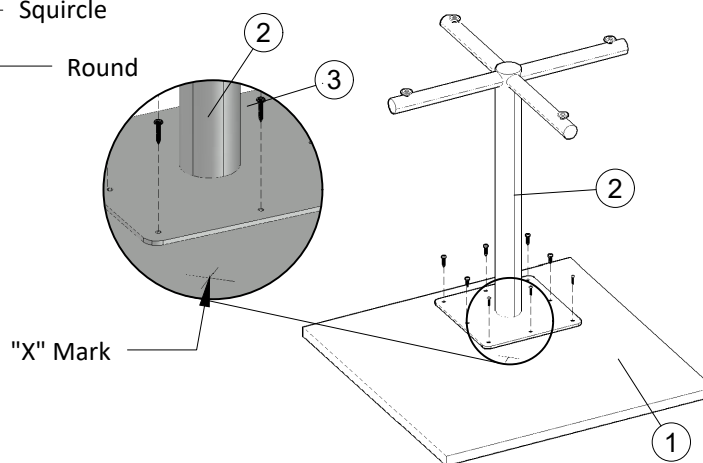
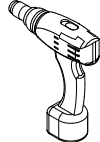
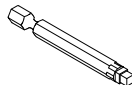
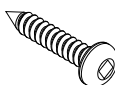


Figure 2

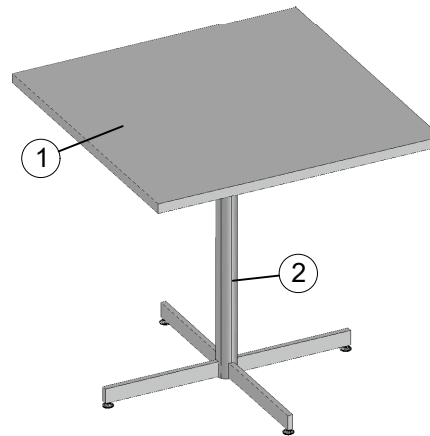
## Tools & Hardware Needed

		
Drill	Robertson Bit #2	Pan Head Screw 8540-0789

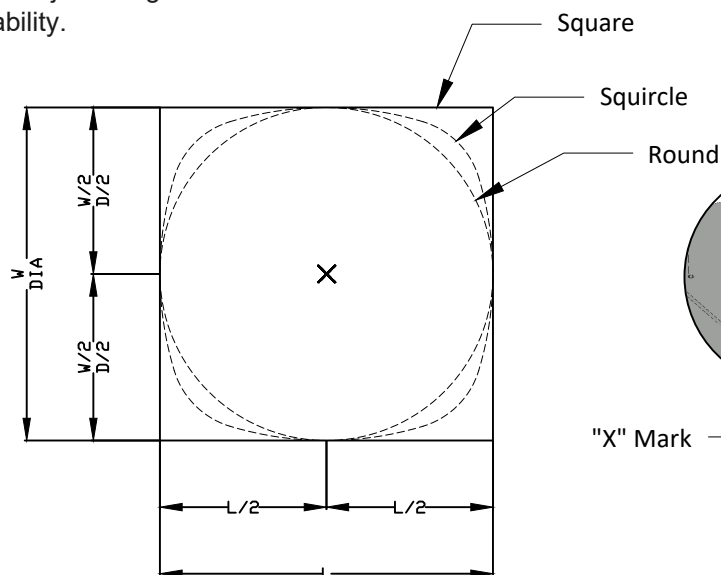
# Hanna Tables with Slim"X" Base

For the installation of the Round and Squirrel Tables, please follow the same procedure as shown for the Square Table.

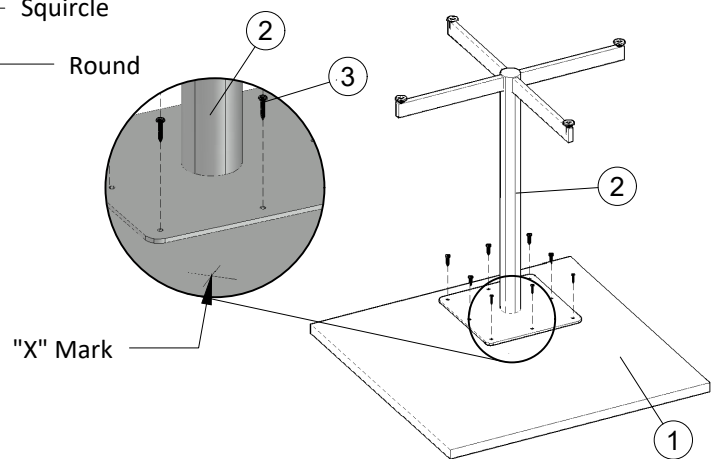
1. Place the Tabletop on a flat surface and mark the "X" location for the base. The recommended distance for this mark is half the width or diameter of the tabletop, as shown in Figure 1.
2. Position the Slim X-Base above the "X" mark, ensuring that its center is visually aligned with the mark. Secure the base using eight #10 x 1" Pan Head Screws and a drill, as shown in Figure 2.
3. Carefully flip the table into an upright position. If necessary, level and adjust the glides to ensure stability.



- ① Tabletop
- ② Slim X-Base
- ③ #10 X 1" Oval Head Screw (8X)

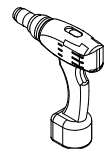
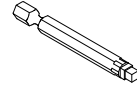



**Figure 1**



**Figure 2**

## Tools & Hardware Needed

		
Drill	Robertson Bit #2	Pan Head Screw 8540-0789



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