

tayco®

**Kip**  
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.

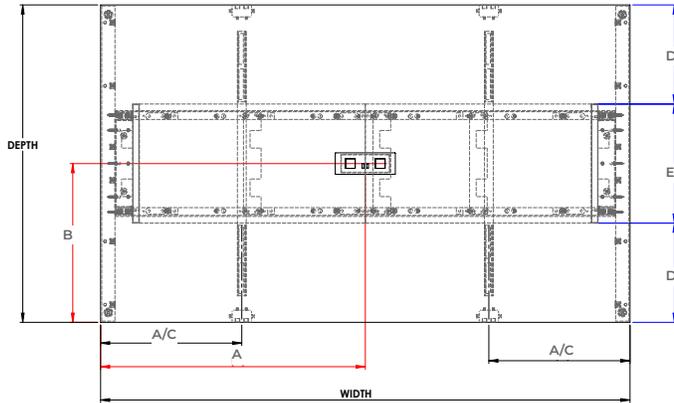
# Kip | Application Guide

## Kip

### Leg Positioning

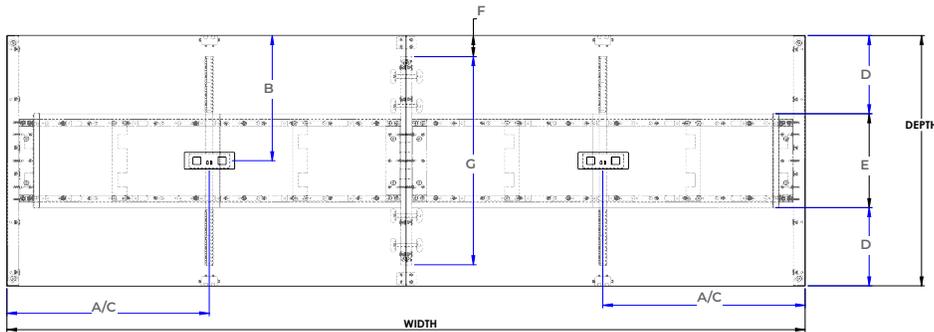
Tables longer than 96"W include a mid-gable  
Mid-gables are inset by 3" from the table edge

- A – Width of table edge to center power unit
- B – Depth of table edge to center power unit
- C – Table edge to optional side mount USB
- D – Table edge to bridge
- E – Bridge depth
- F – Mid-gable offset
- G – Mid-gable depth



72"-96"W  
One Piece  
No Mid-Gable

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)
60	30	1	30	15	16	8.25	13.5
60	36	1	30	18	16	11.25	13.5
72	30	1	36	15	22	8.25	13.5
72	36	1	36	18	22	11.25	13.5
72	42	1	36	21	22	14.25	13.5
84	30	1	42	15	28	8.25	13.5
84	36	1	42	18	28	11.25	13.5
84	42	1	42	21	28	14.25	13.5
96	30	1	48	15	34	8.25	13.5
96	36	1	48	18	34	11.25	13.5
96	42	1	48	21	34	14.25	13.5



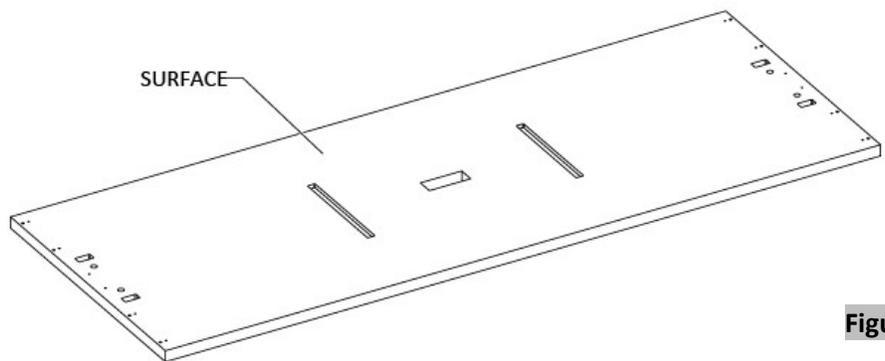
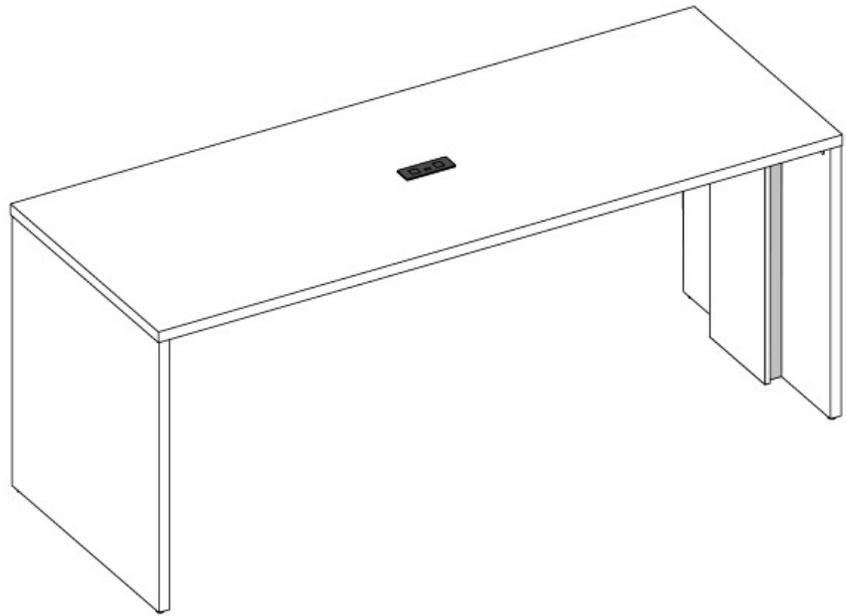
108"-144"W  
Two Pieces  
With Mid-Gable

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)	F (IN)	G (IN)
108	36	2	27.38	18	27.38	11.25	29.94	3.03	13.5
108	42	2	27.38	21	27.38	14.25	35.94	3.03	13.5
120	36	2	30.38	18	30.38	11.25	29.94	3.03	13.5
120	42	2	30.38	21	30.38	14.25	35.94	3.03	13.5
132	36	2	33.38	18	33.38	11.25	29.94	3.03	13.5
132	42	2	33.38	21	33.38	14.25	35.94	3.03	13.5
144	36	2	36.38	18	36.38	11.25	29.94	3.03	13.5
144	42	2	36.38	21	36.38	14.25	35.94	3.03	13.5

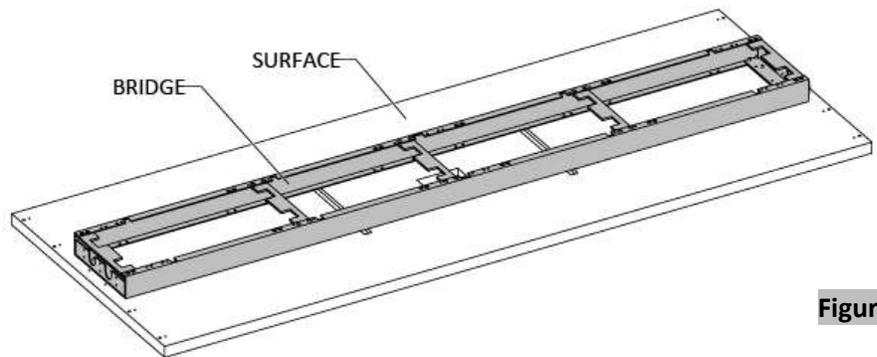
# Kip community table – 1 Surface

- 13.** Place the surface face down on a clean solid surface or floor with the underside facing up, (Figure 1).
- 14.** Position the bridge on the surface, (Figure 2).

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**Figure 1**



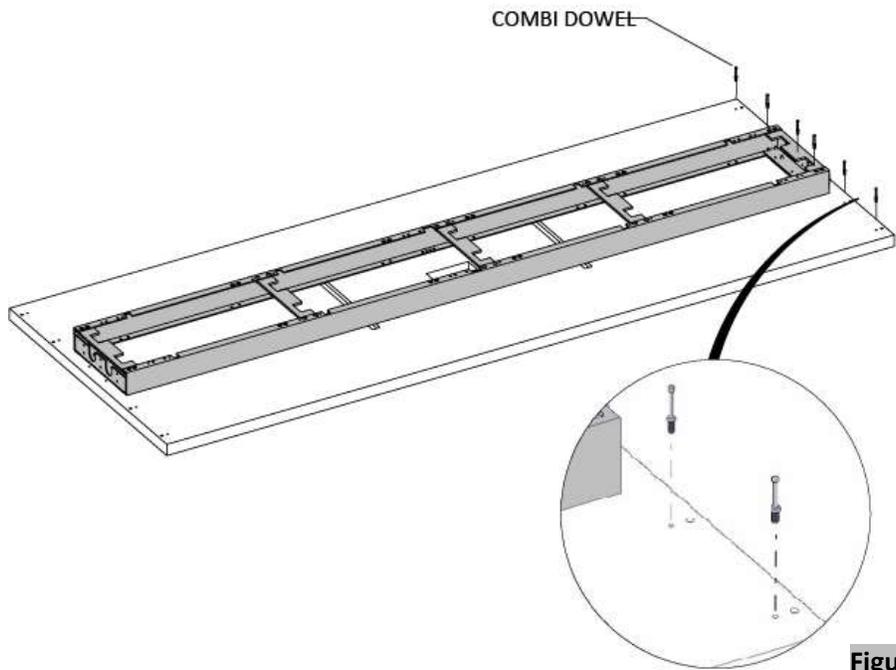
**Figure 2**

## Tools & Hardware Needed

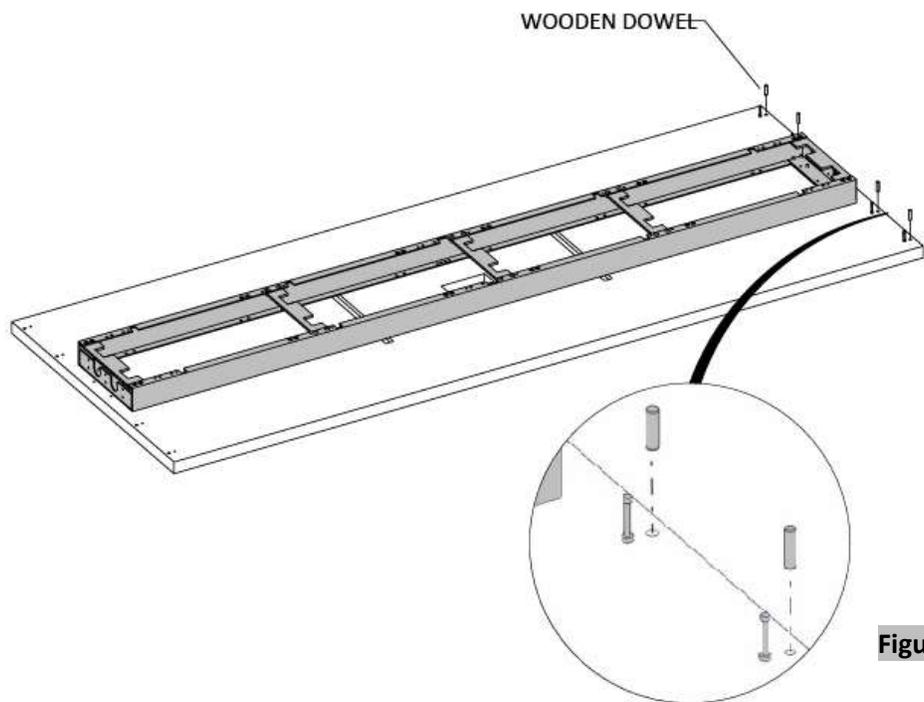

# Kip community table – 1 Surface

- 15.** Attach the combi dowels by screwing them into the pre-bored holes, (Figure 3).
- 16.** Insert the wooden dowels, (Figure 4).

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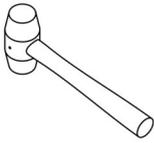
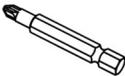


**Figure 3**



**Figure 4**

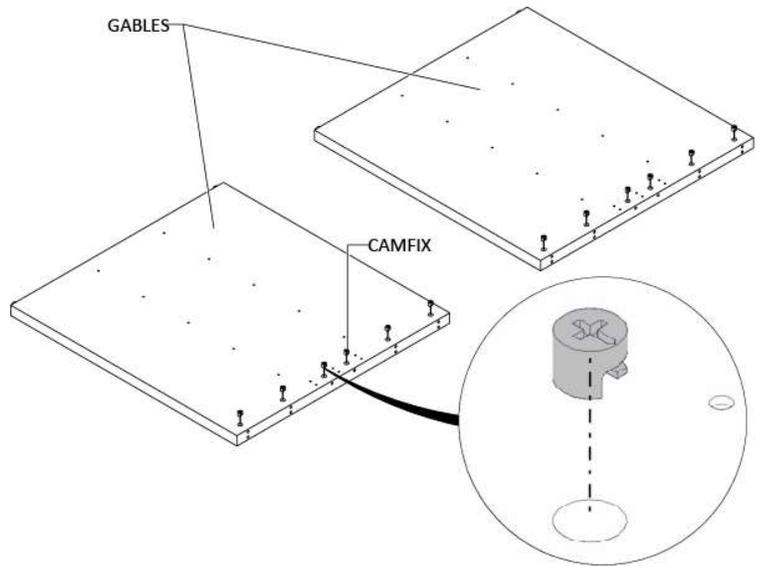
### Tools & Hardware Needed

			8540-1278 	8540-0770_Dowel 
Drill	Rubber Mallet	Philips Bit	Combi Dowel (6X)	Wooden Dowel (4X)

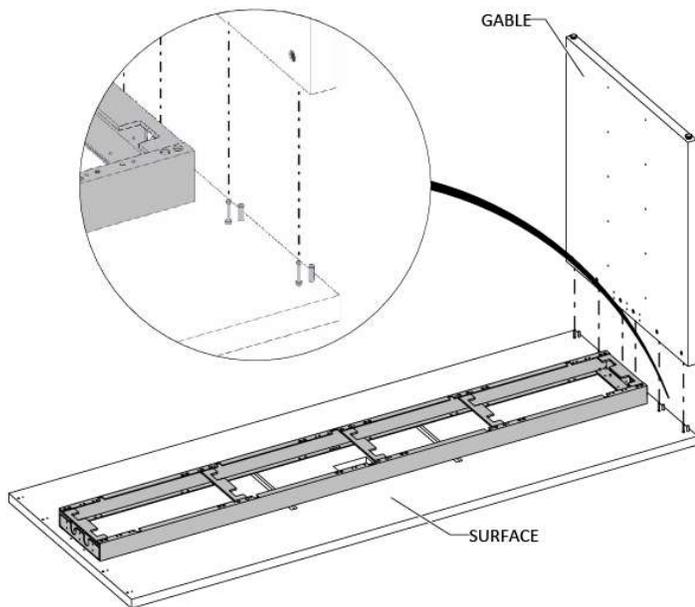
# Kip community table – 1 Surface

- 17.** Insert the CamFix into the holes of the gables, (Figure 5).
- 18.** Connect the gable to surface and press the boards together by inserting the combi dowels and wooden dowels into the holes of the gables, (Figure 6).
- 19.** Turn the CamFix to smoothly lock the gable and surface together, (Figure 7).
- 20.** Stick fast caps to the exposed CamFix, (Figure 7).

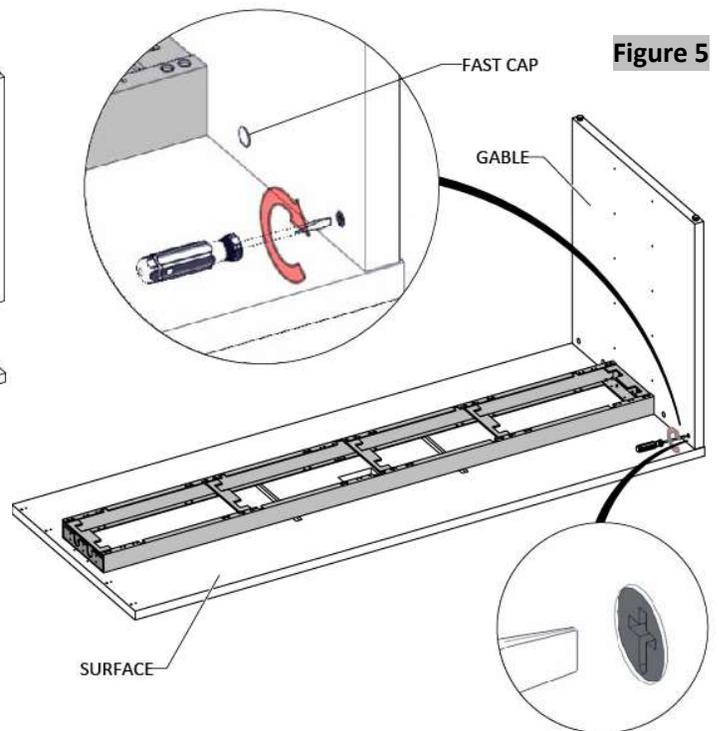
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**Figure 5**



**Figure 6**



**Figure 7**

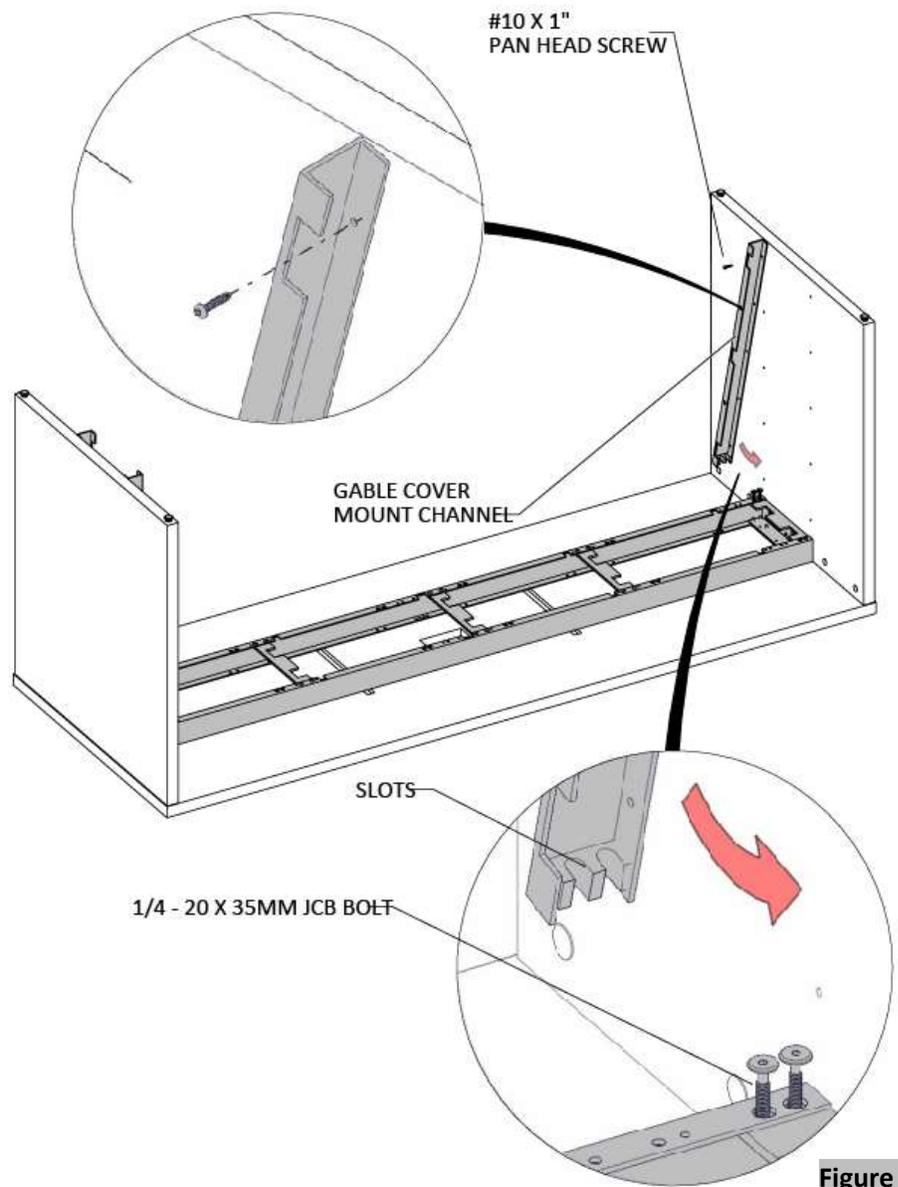
## Tools & Hardware Needed

	8540-0644_CAM 			
Flat Screw Driver	CamFix (12X)			

# Kip community table – 1 Surface

- 21.** Screw 1/4-20 X 35mm JCB bolts into the two holes at the corner of the bridge exposing an inch of the bolt, (Figure 8).
- 22.** Set-in the topmost hole of the gable cover mount channel using one #10 X 1" Pan Head Screw into the pre-drilled hole.  
**Note:** Do not tighten the screw so you can easily swing the gable cover mount channel, (Figure 8).
- 23.** Swing the gable cover mount channel until the slots touch the JCB bolts, (Figure 8).

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**Figure 8**

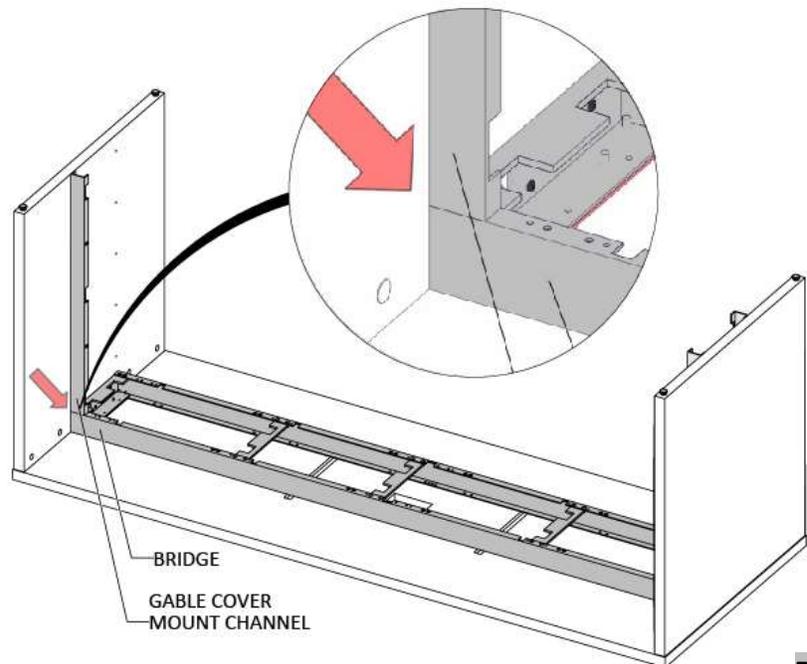
### Tools & Hardware Needed

			8540-0789_SCREW	8540-1280
Drill	Robertson # 2	Hex Bit		
			#10 X 1" Pan Head Screw (1X)	1/4-20 X 35MM JCB Bolt (2X)

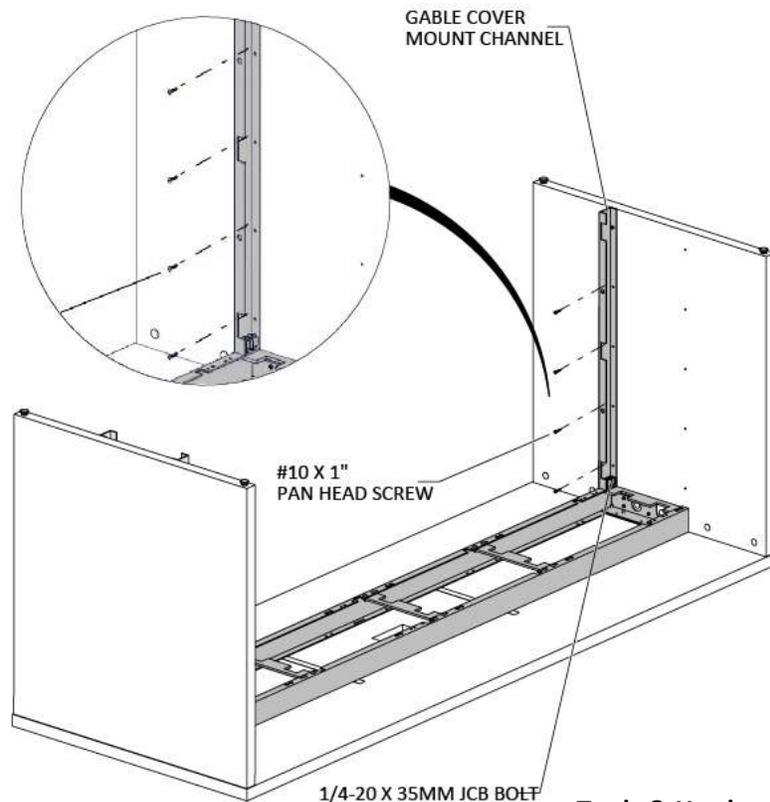
# Kip community table – 1 Surface

- 24.** Align and flush the gable cover mount channel to the side face of the bridge before tightening the screws, (Figure 9).
- 25.** Tighten the 1/4-20 X 35mm JCB bolts, (Figure 10).
- 26.** Securely fasten the gable cover mount channel, using #10 X 1" Pan Head Screws into the pre-drilled holes of the gable, (Figure 10).
- 27.** Follow **Steps 6 to 14** to install the other gable and for each gable cover mount channel required.

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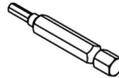


**Figure 9**



**Figure 10**

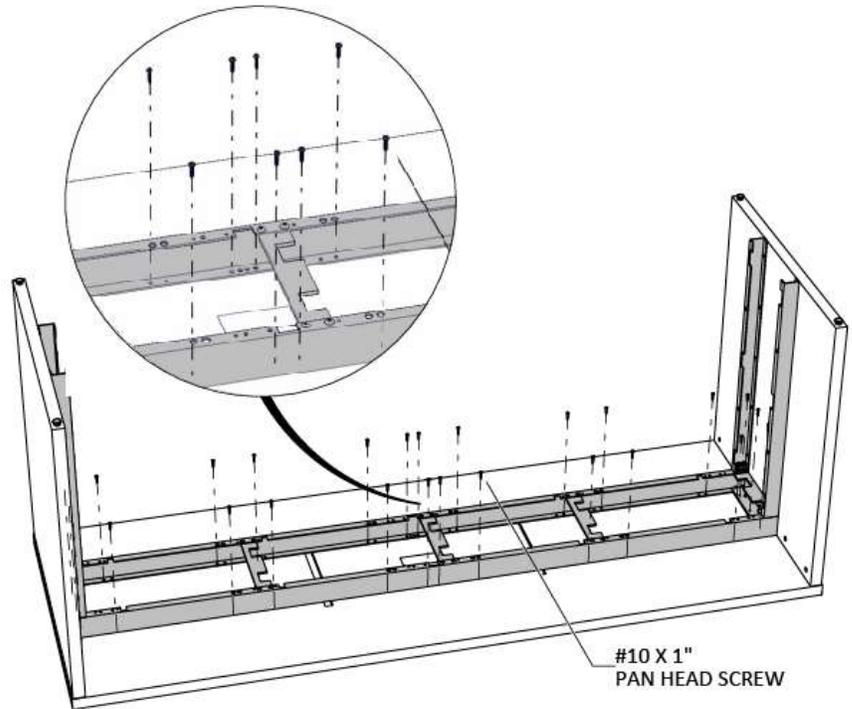
### Tools & Hardware Needed

			8540-0789_SCREW	8540-1280
Drill	Robertson # 2	Hex Bit	#10 X 1" Pan Head Screw (19X)	1/4-20 X 35MM JCB Bolt (6X)

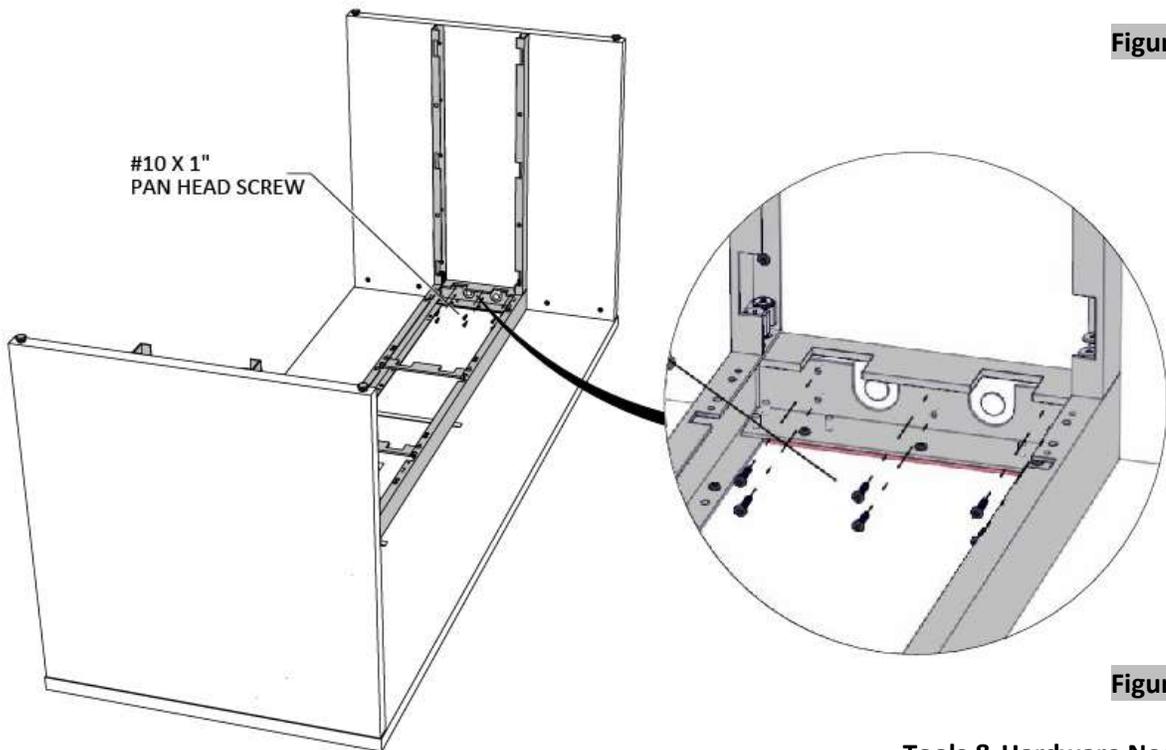
# Kip community table – 1 Surface

- 28.** Securely fasten the bridge to the surface, using #10 X 1" Pan Head Screws, (Figure 11).
- 29.** Securely fasten the bridge to gable, using #10 X 1" Pan Head Screws, (Figure 12).
- 30.** Lift the table into an upright position; level and adjust the glides if necessary.

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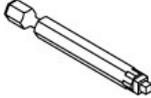


**Figure 11**



**Figure 12**

### Tools & Hardware Needed

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# Kip community table – 1 Surface

**WARNING** – To reduce the risk of fire, electric shock, or injury to persons:

- For indoor use only.
- Do not use with extension cords.
- Do not try to open the unit for any reason.

**31.** Set the power grommet into the hole and then secure it with mounting screws provided, (Figure 13).

**Note:** Make sure that the unit is securely installed to the mounting surface.

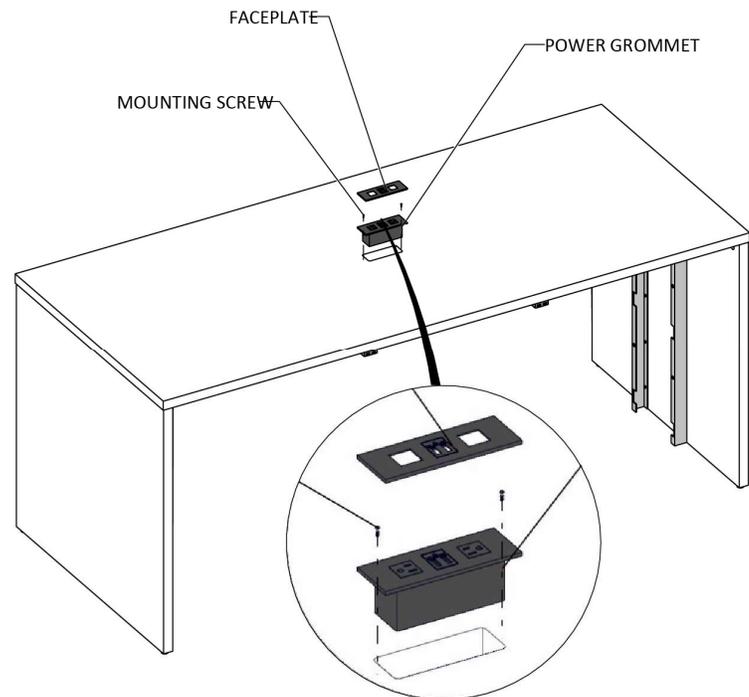
**32.** Affix the faceplate by pressing it against the main unit.

**33.** Place the USB charger on the desired surface and use two screws to fasten it onto the wood surface.

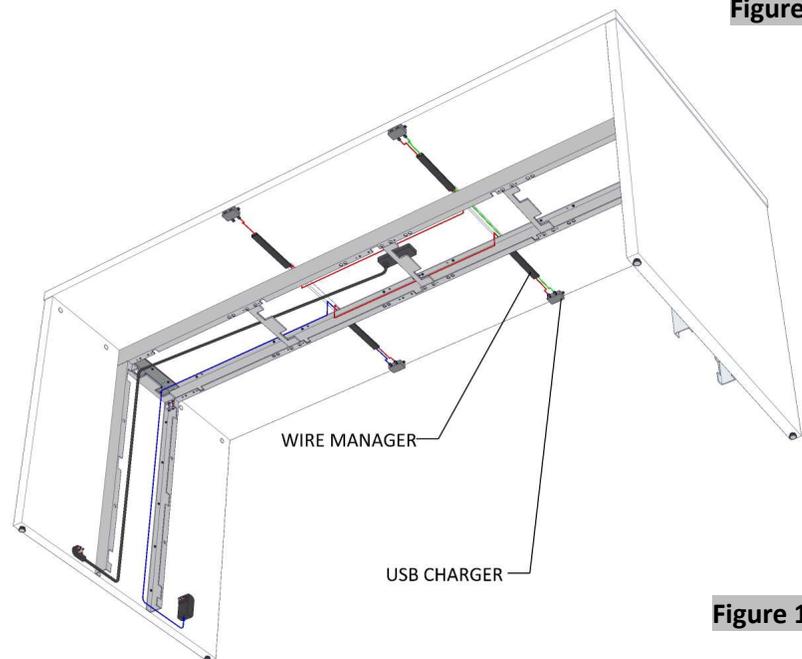
**Note:** USB chargers are extra.

**34.** Lay-in the electrical wires and communication cables inside wire troughs, (Figure 13A).

**35.** Plug the power cord(s) or adapter to nearest wall or floor outlet.



**Figure 13**



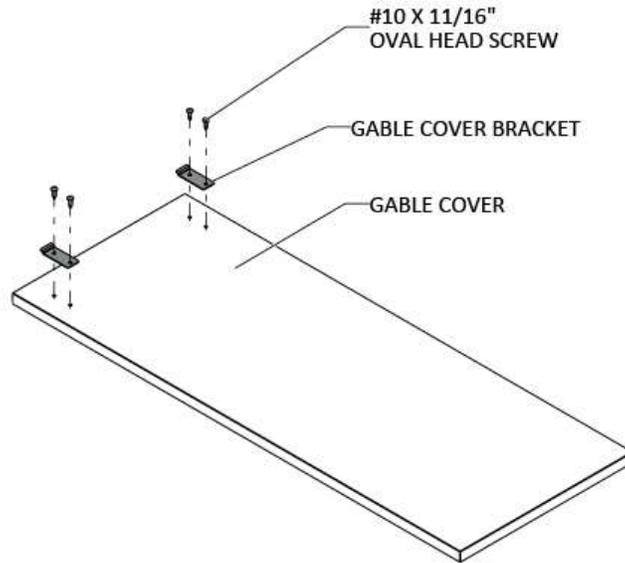
**Figure 13A**

## Tools & Hardware Needed

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

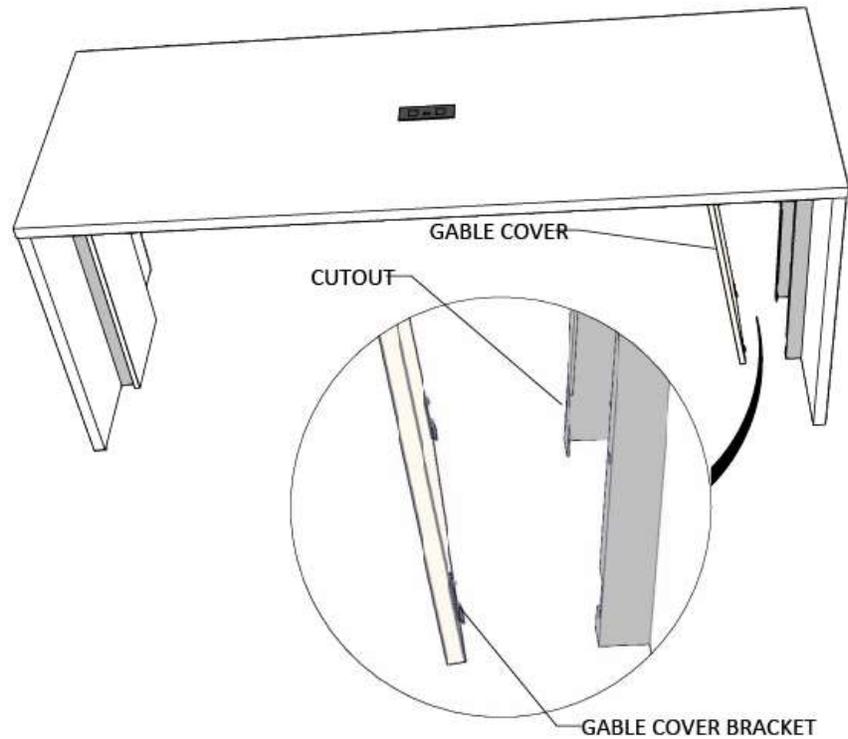
# Kip community table – 1 Surface

- 36.** Attach the gable cover brackets, using #10 X 11/16" Oval Head Screws into the pre-drilled holes of the gable cover, (Figure 14). Repeat this procedure for each gable cover required.
- 37.** Angle the gable cover at 30 degrees; place the gable cover brackets into the cutouts of gable cover mount channels and push the gable cover gently, (Figure 15). Repeat this procedure for the other gable cover.



**Figure 14**

Continued on the next page >>



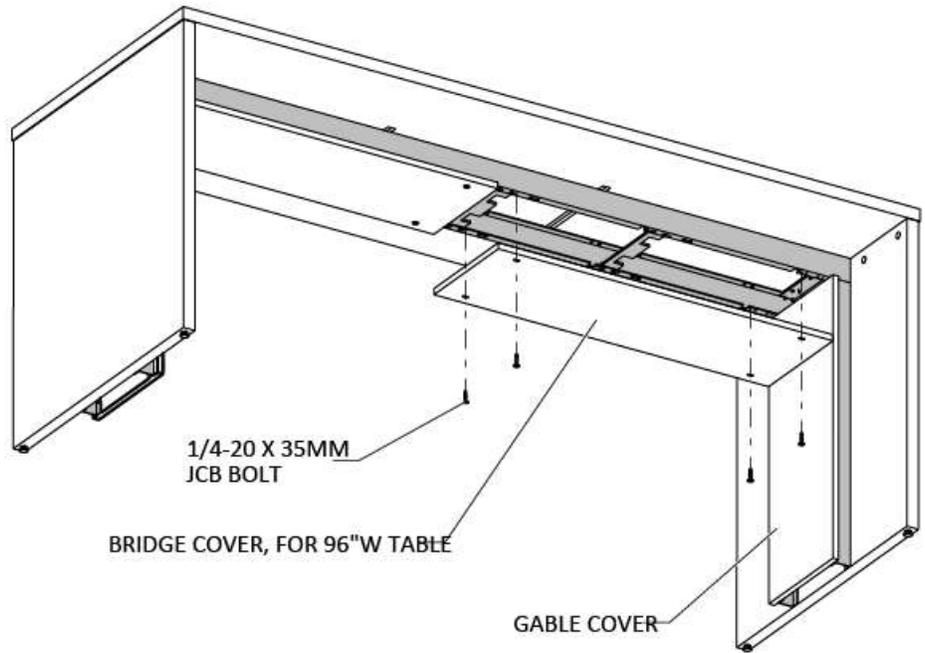
**Figure 15**

### Tools & Hardware Needed

		8485-0275 	8540-0545 	
Drill	Robertson # 2	Gable Cover Bracket (4X)	#10 X 11/16" Oval Head Screw (8X)	

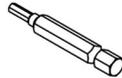
# Kip community table – 1 Surface

**38.** Attach the bridge cover to bridge, using 1/4-20 X 35mm JCB bolts, (Figure 16).



**Figure 16**

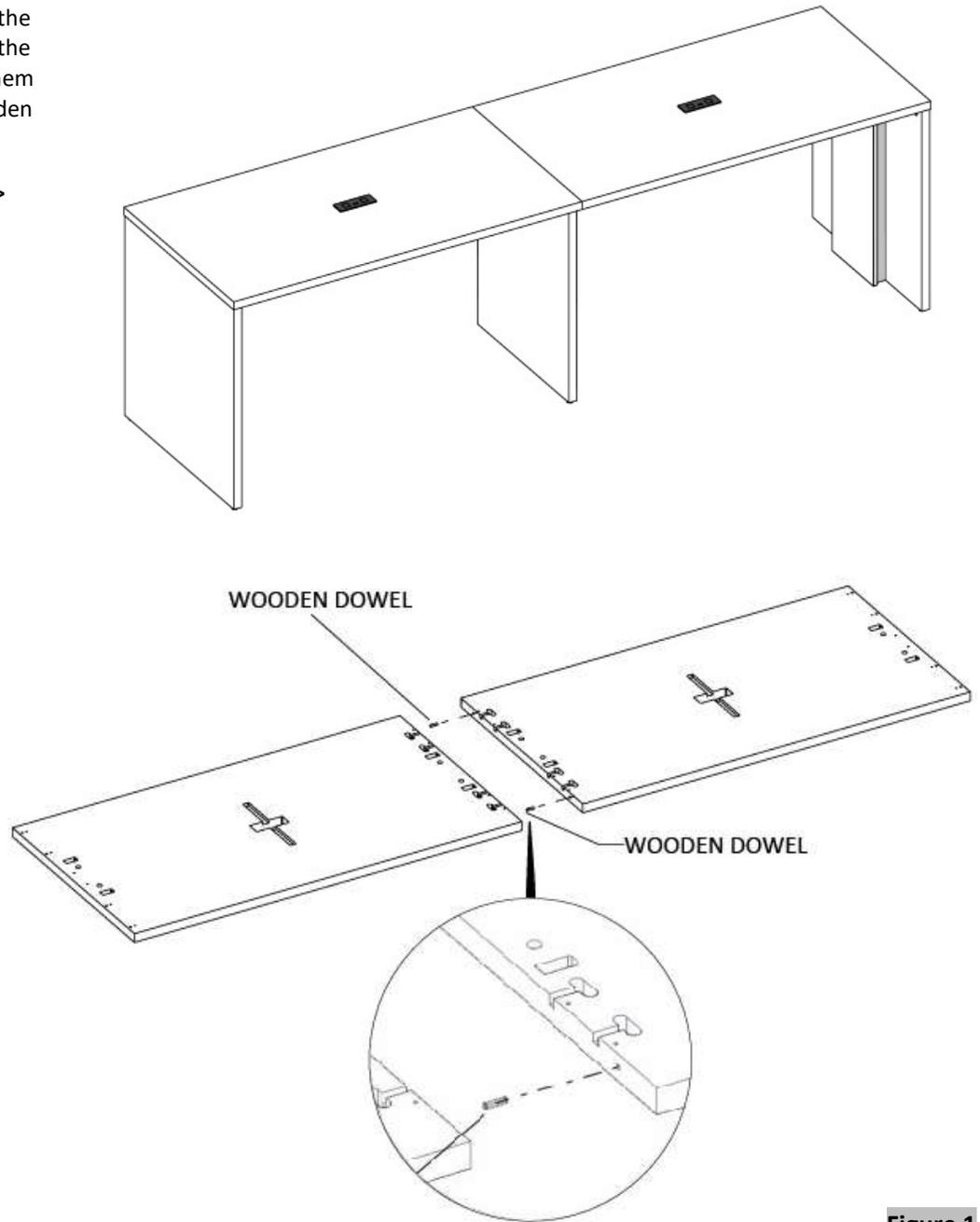
### Tools & Hardware Needed

		<p>8540-1280</p> 		
<p>Drill</p>	<p>Hex Bit</p>	<p>1/4-20 X 35MM JCB BOLT (8X)</p>		

# Kip community table – 2 Surfaces

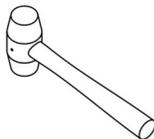
1. Place the surfaces on a clean solid surface or floor with the underside facing up; level the two surfaces and attach them together by inserting wooden dowels, (Figure 1).

Continued on the next page >>



**Figure 1**

### Tools & Hardware Needed

	8540-0770_Dowel 			
Rubber Mallet	Wooden Dowel (2X)			

# Kip community table – 2 Surfaces

2. Place the top bolt into the groove. Tighten the bolt using a box wrench, (Figure 2).
3. Attach the mending plates, using #10 X 1" Pan Head Screws, (Figure 2).
4. Position the bridge on the surface, (Figure 3).

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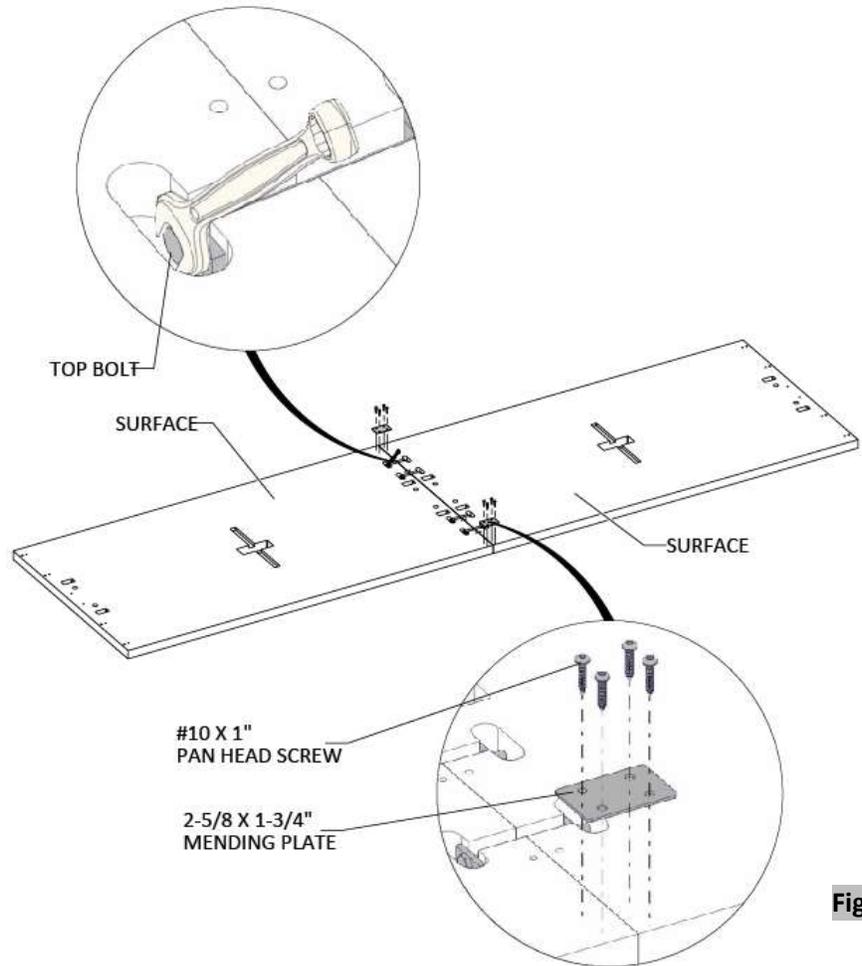


Figure 2

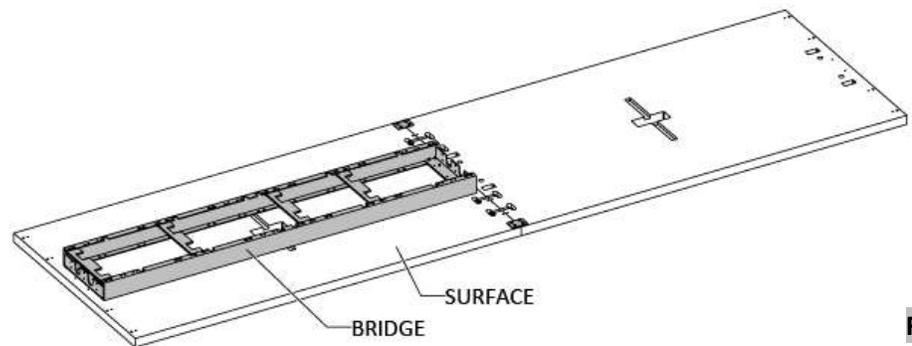
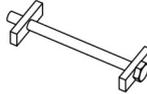


Figure 3

## Tools & Hardware Needed

			8540-0789_SCREW		MENDPLATE-BLK
Drill	Rubber Mallet	Robertson # 2	#10 X 1" Pan Head Screw (8X)	Top Bolt (4X)	Mending Plate (2X)

# Kip community table – 2 Surfaces

- 5. Attach the combi dowels by screwing them into the pre-bored holes, (Figure 4).
- 6. Insert the CamFix into the holes of the gables, (Figure 5).

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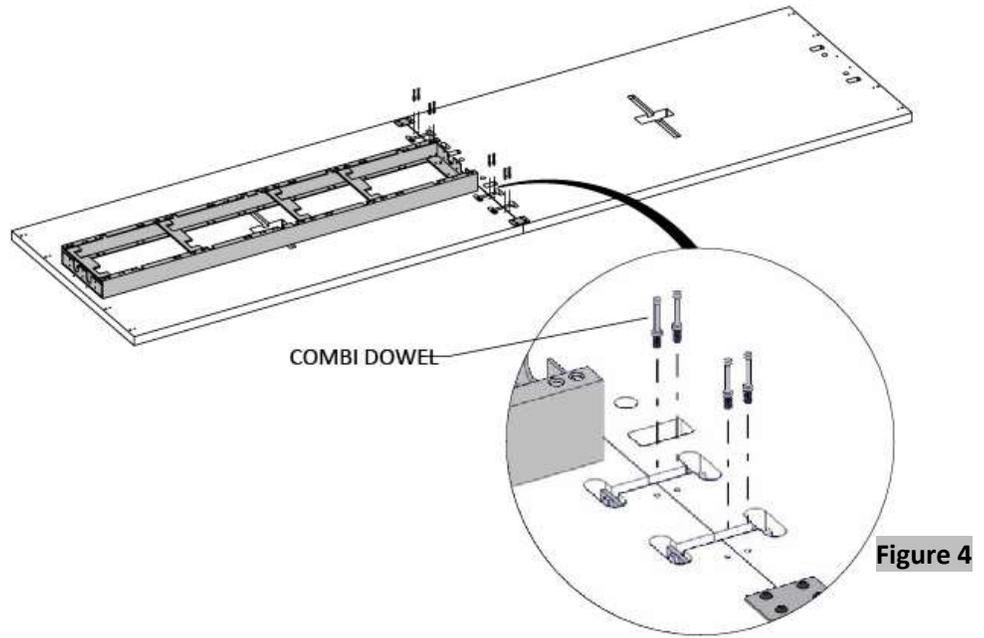


Figure 4

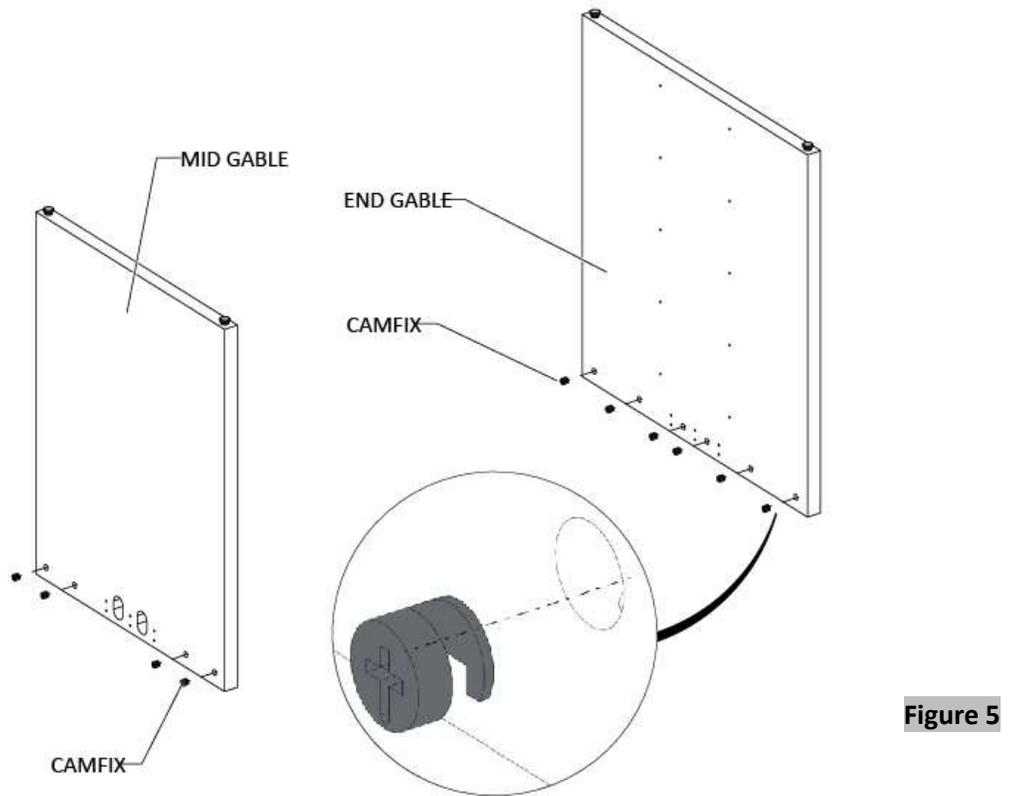


Figure 5

### Tools & Hardware Needed

			8540-1278 	8540-0644_CAM 
Drill	Flat Screw Driver	Phillips Bit	Combi Dowel, (8X)	CamFix (20X)

# Kip community table – 2 Surfaces

7. Connect the mid gable first to surface and press the boards together by inserting the combi dowels into the holes of the gable, (Figure 6).
8. Turn the CamFix on both sides of the mid gable to smoothly lock the gables and surface together, (Figure 7).
9. Stick fast caps to the exposed CamFix, (Figure 7).

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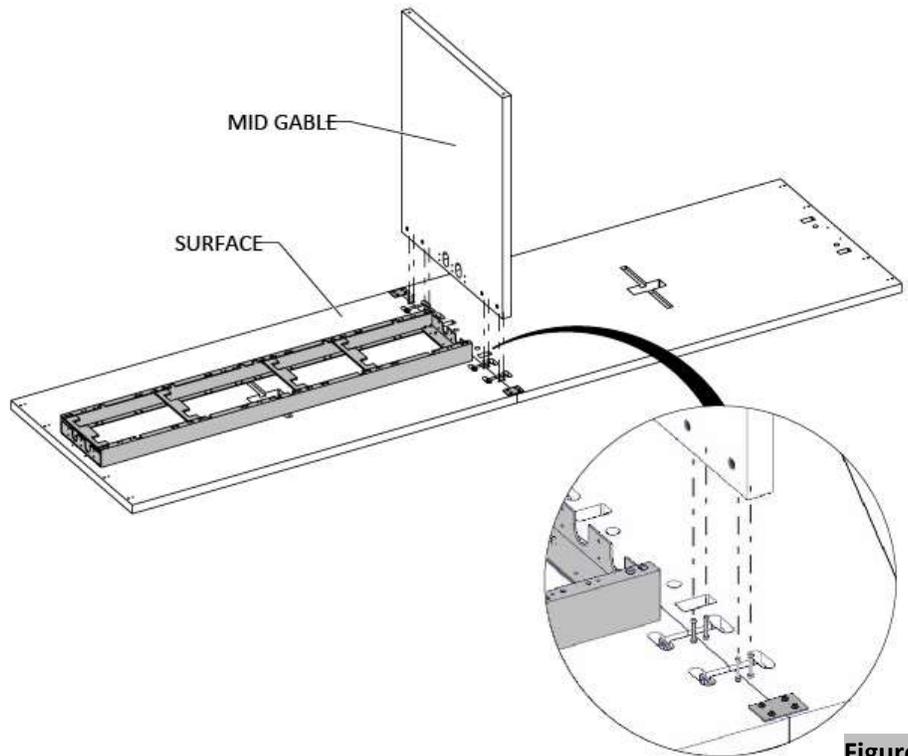


Figure 6

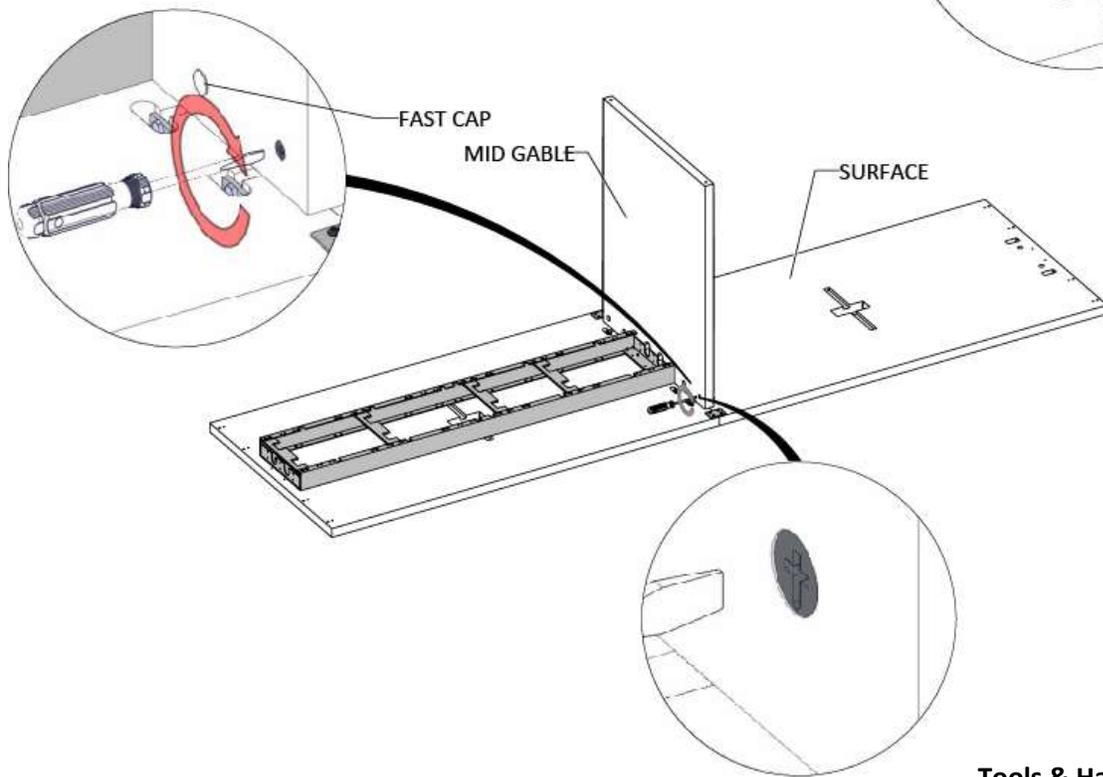


Figure 7

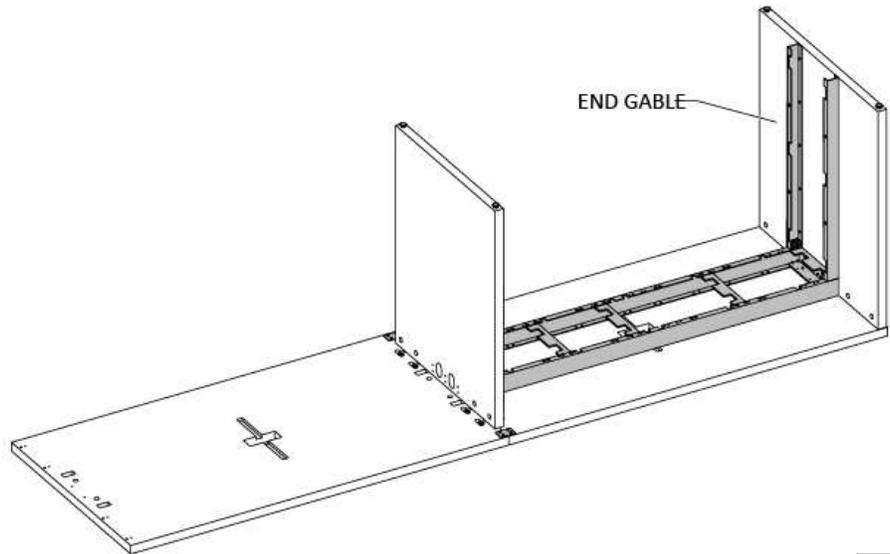
### Tools & Hardware Needed

				
Flat Screw Driver				

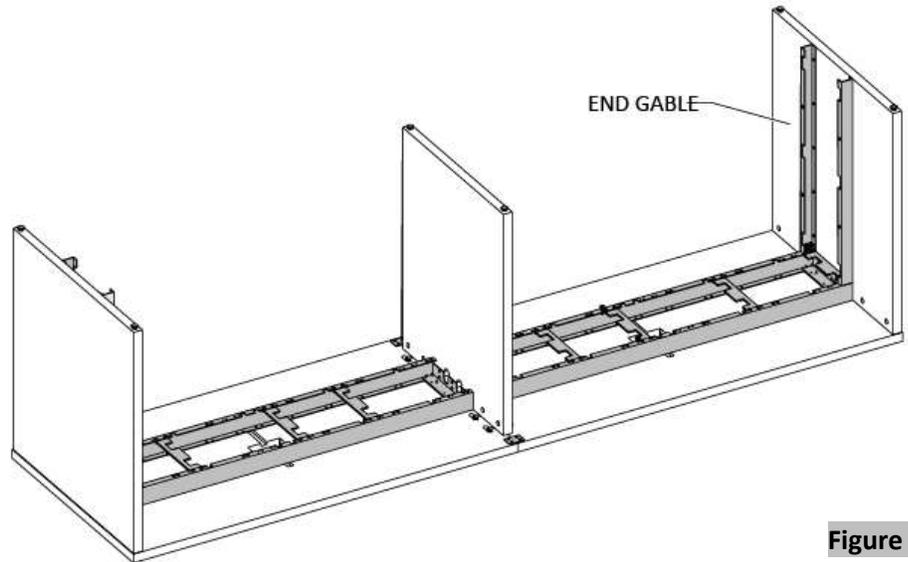
# Kip community table – 2 Surfaces

- 10.** Please refer to pages 6- 8.  
**Follow Steps 6 - 14** to install the end gables, (Figure 8).  
 Repeat this procedure to install the other end gable, (Figure 9).

Continued on the next page >>



**Figure 8**



**Figure 9**

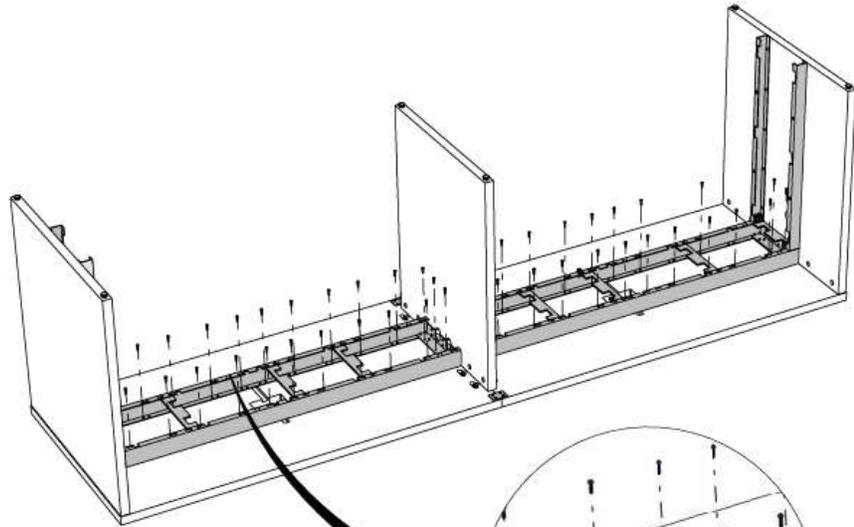
### Tools & Hardware Needed

			8540-0789_SCREW 	8540-1280 
Drill	Robertson # 2	Hex Bit	#10 X 1" Pan Head Screw	1/4-20 X 35MM JCB BOLT (8X)

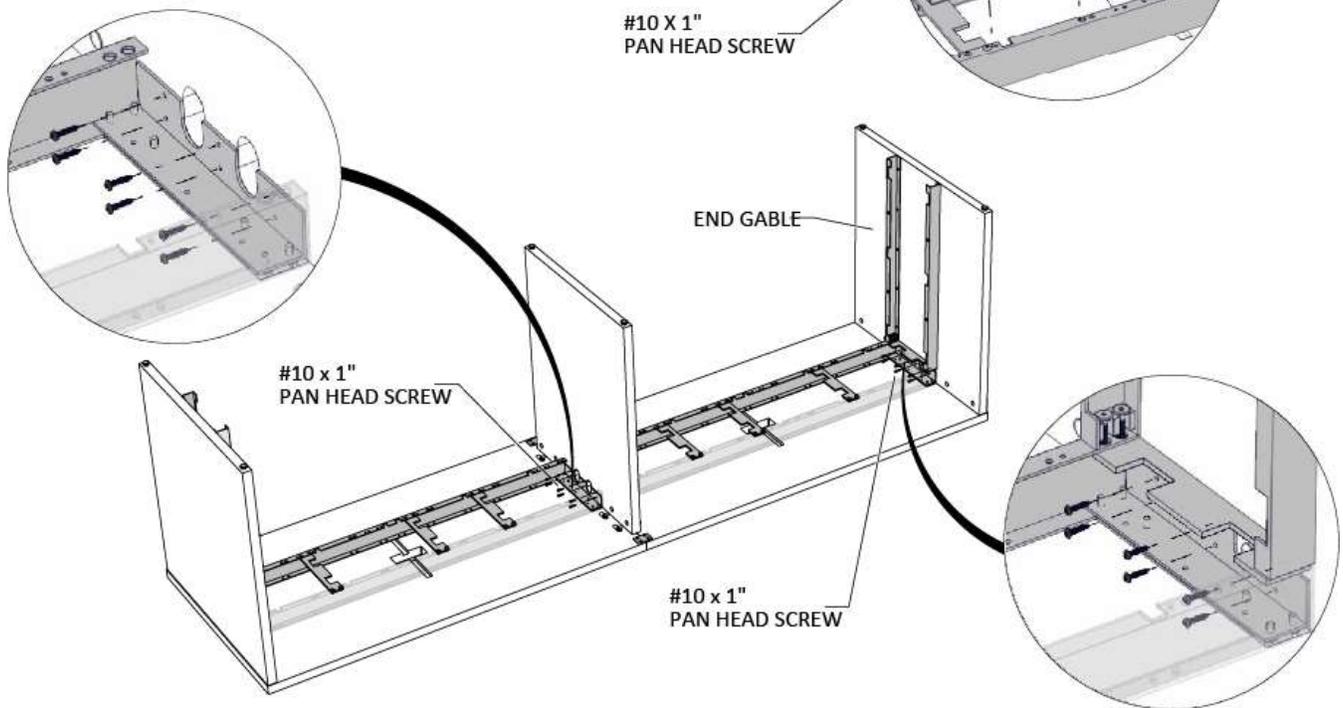
# Kip community table – 2 Surfaces

- 11.** Securely fasten the bridges to surfaces, using #10 X 1" Pan Head Screws, (Figure 10).
- 12.** Securely fasten the bridge to gable, using #10 X 1" Pan Head Screws, (Figure 11).
- 13.** Lift the table into an upright position; level and adjust the glides if necessary.

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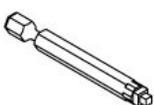


**Figure 10**



**Figure 11**

### Tools & Hardware Needed

		8540-0789_SCREW 		
Drill	Robertson # 2	#10 X 1" Pan Head Screw		

# Kip community table – 2 Surfaces

**WARNING** – To reduce the risk of fire, electric shock, or injury to persons:

- For indoor use only.
- Do not use with extension cords.
- Do not try to open the unit for any reason.

**12.** Set the power grommet into the hole and then secure it with mounting screws provided, (Figure 12).

**Note:** Make sure that the unit is securely installed to the mounting surface.

**13.** Affix the faceplate by pressing it against the main unit.

**14.** Place the USB charger on the desired surface and use two screws to fasten it onto the wood surface.

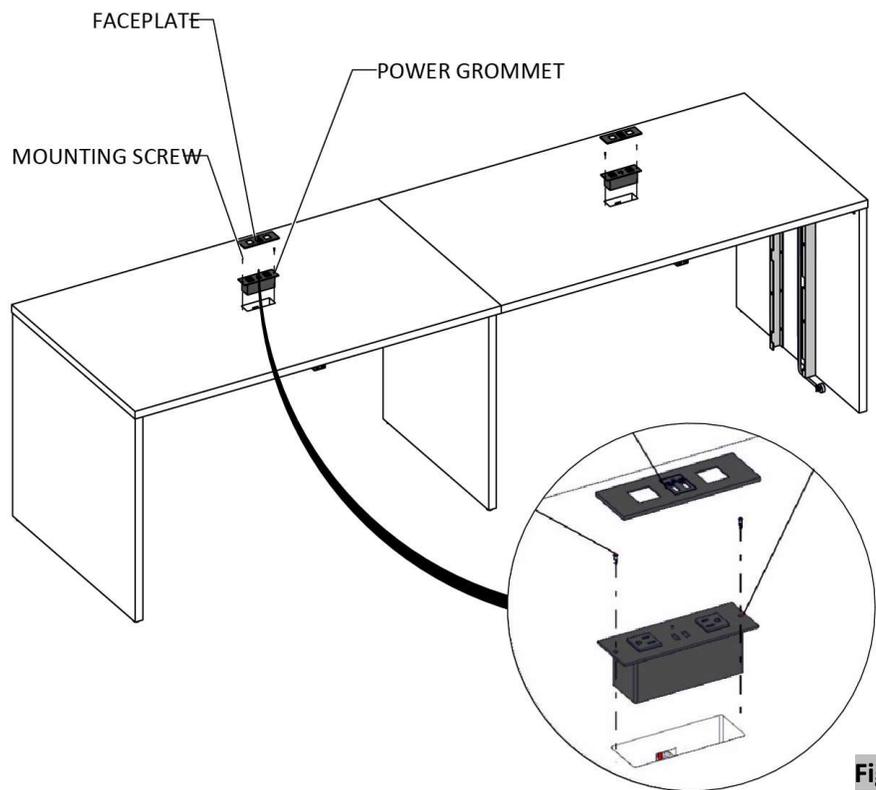
**Note:** USB chargers are extra.

**15.** Lay-in the electrical wires and communication cables inside wire troughs, (Figure 12A).

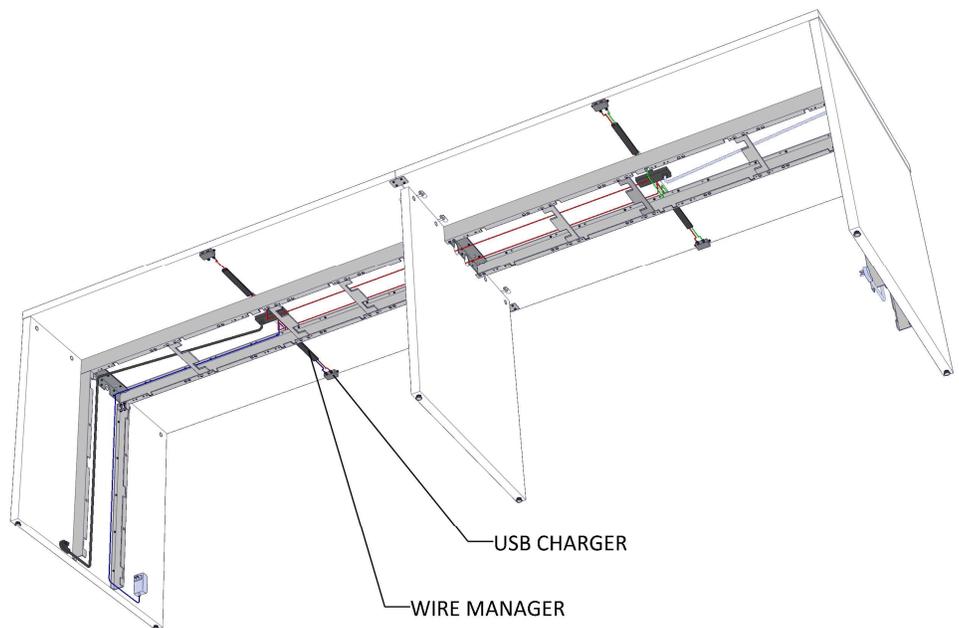
**16.** Plug the power cord(s) or adapter to nearest wall or floor outlet.

**17.** Please refer to pages 11-12.

**Follow Steps 21 - 23** to install the gable covers and bridges.



**Figure 12**



## Tools & Hardware Needed

			8485-0275 	8540-0545 	8540-1280 
Drill	Robertson # 2	Hex Bit	Gable Cover Bracket (4X)	#10 X 11/16" Oval Head Screw (8X)	1/4-20 X 35MM JCB BOLT (16X)





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