

tayco®

Hanna
installation guide

November 2022

for more information, contact Installation Service
toll free | 1.800.675.4092
Mon - Fri | 8:30 am – 5:00 pm 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.

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

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.



Load Bottom Drawer First

- Operate one drawer at a time.
- Units may tip if loaded incorrectly.
- Units should be attached to a wall or other furniture to reduce tipping hazards.
- Always load the heaviest files in the bottom drawer.

Heavy Load

- Some products must be anchored to the wall to ensure stability & safety.
- It is the owner and installer's responsibility to ensure that the wall type and construction are of sufficient strength to carry loads of any wall-mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage and/or personal injury.
- Tayco can provide the size and empty weight of its products only. A wall blocking is considered a building construction process, Tayco cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

Instability Hazard

Mobile items on casters such as flip tops, personal and movable tables of any type, and storage items of any type may present an instability hazard if not secured correctly while in use or storage. Flip-top tables or training tables of any type are inherently more unstable when folded. Tayco provides the following guidelines & warnings when using mobile products:

- Lock casters immediately after moving. Do not leave the casters unlocked when in use or storage.
 - Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. Exercise strong caution while moving these items.
 - Use caution when abrupt level changes in the floor are present (such as a doorway or room threshold) as caster failure or tipping may result.
 - Do not stand, sit or lean on mobile items for support. They are not intended for this use and personal injury or property damage may result.
 - Mobile units that feature height-adjustable elements must be lowered to the minimum compressed height when moving to prevent instability. It is also recommended the user remove all computer equipment or other accessories to prevent possible weight imbalance or damage to equipment.
 - Failure to follow the guidelines above 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

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).

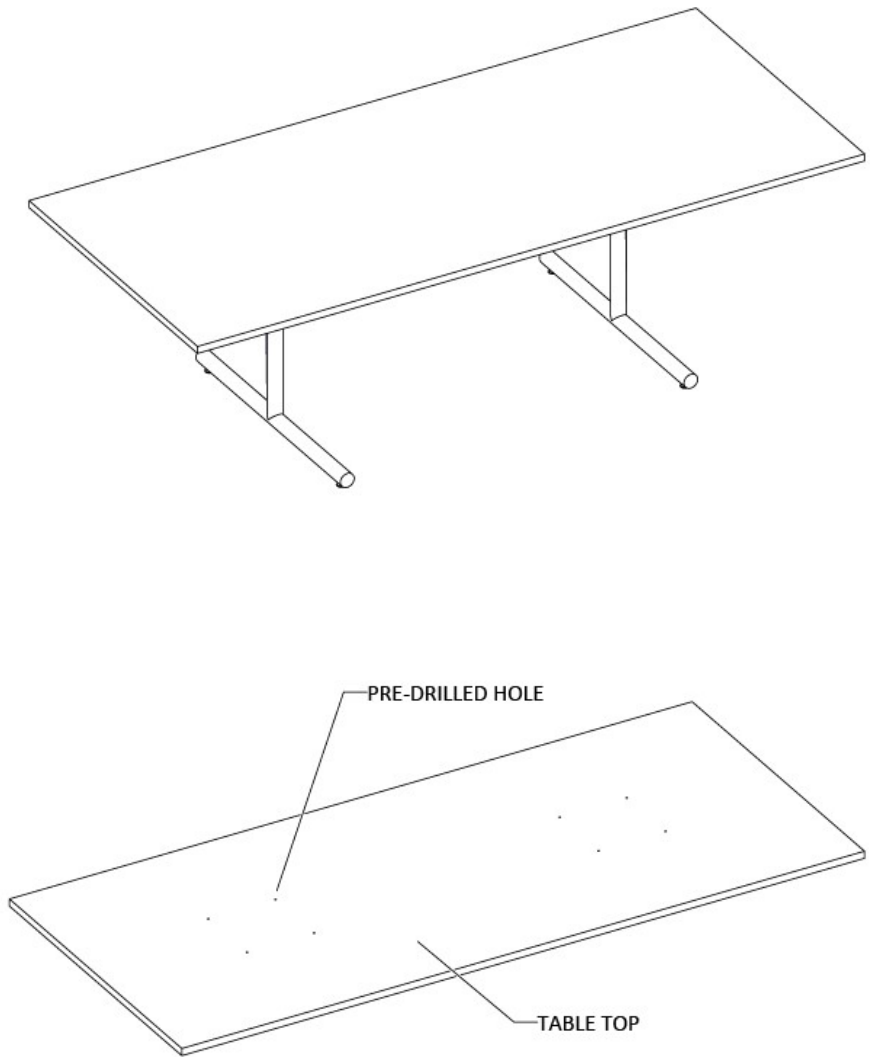


Figure 1

Tools & Hardware Needed

Hanna meeting table with tubular "T" base

2. 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).
3. Drive four more screws to 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.

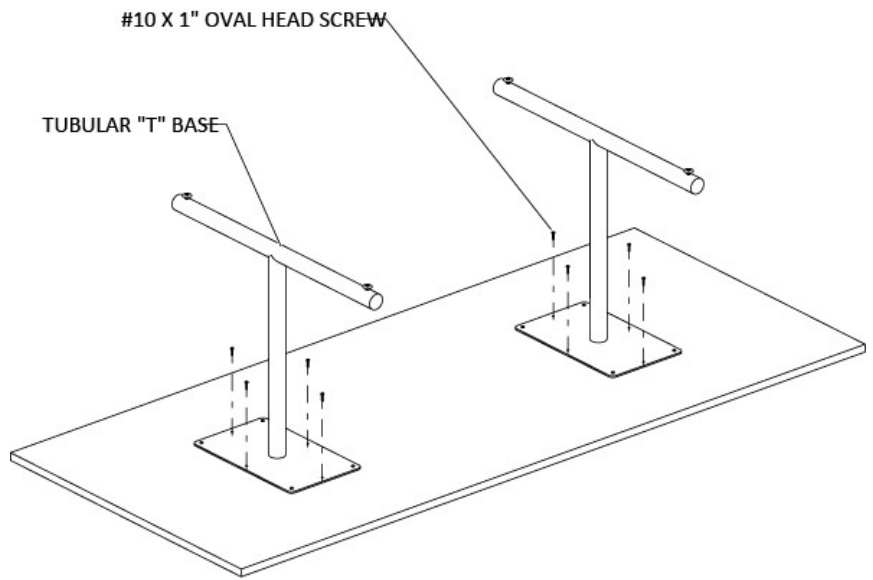


Figure 2

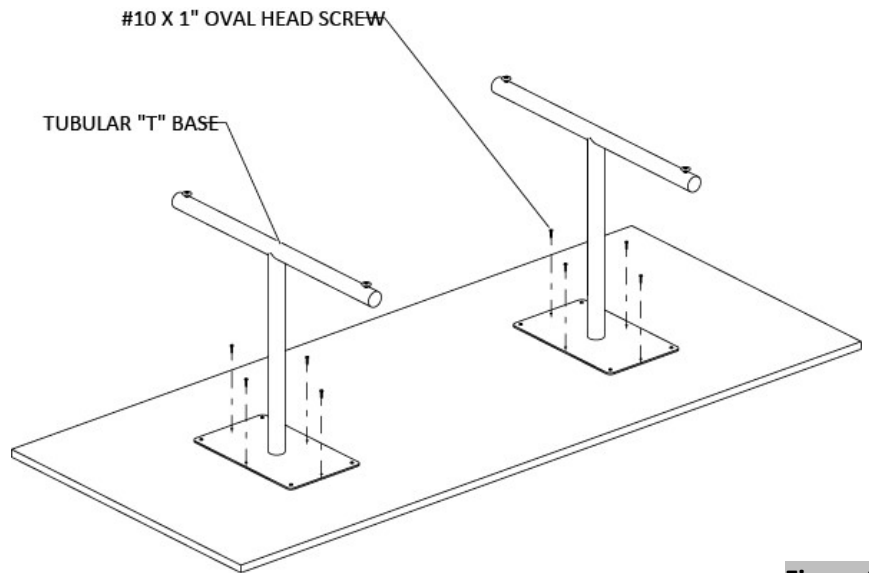





Figure 3

Tools & Hardware Needed

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

Hanna 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).

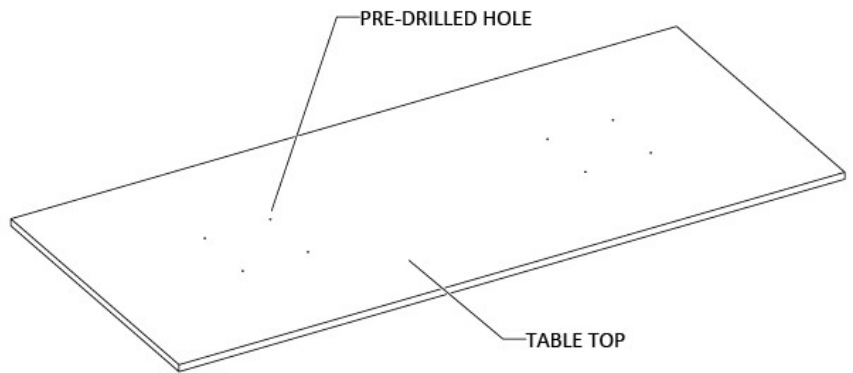
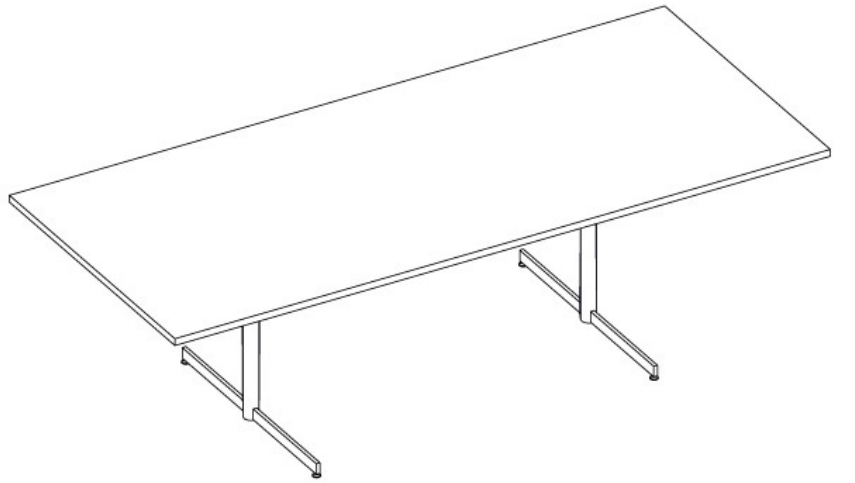


Figure 1

Tools & Hardware Needed

Hanna meeting table with slim "T" base

2. 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).
3. Drive four more screws to rectangular 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.

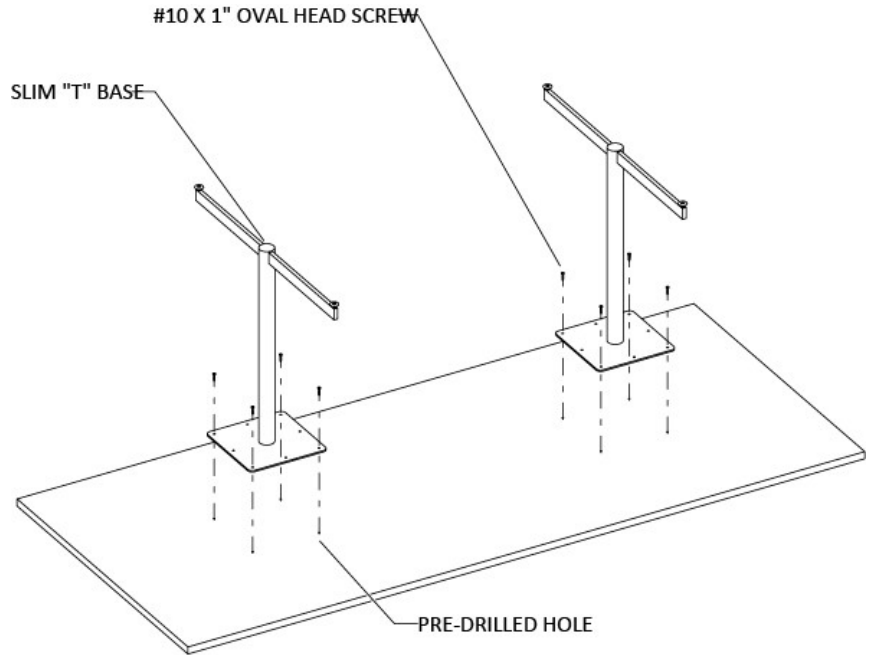


Figure 2

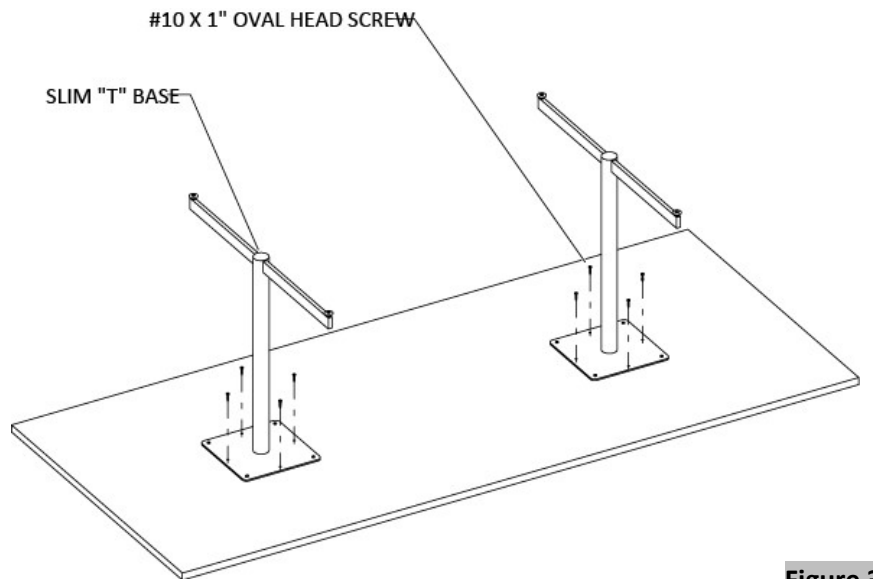

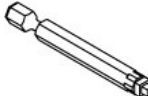



Figure 3

Tools & Hardware Needed

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

Hanna 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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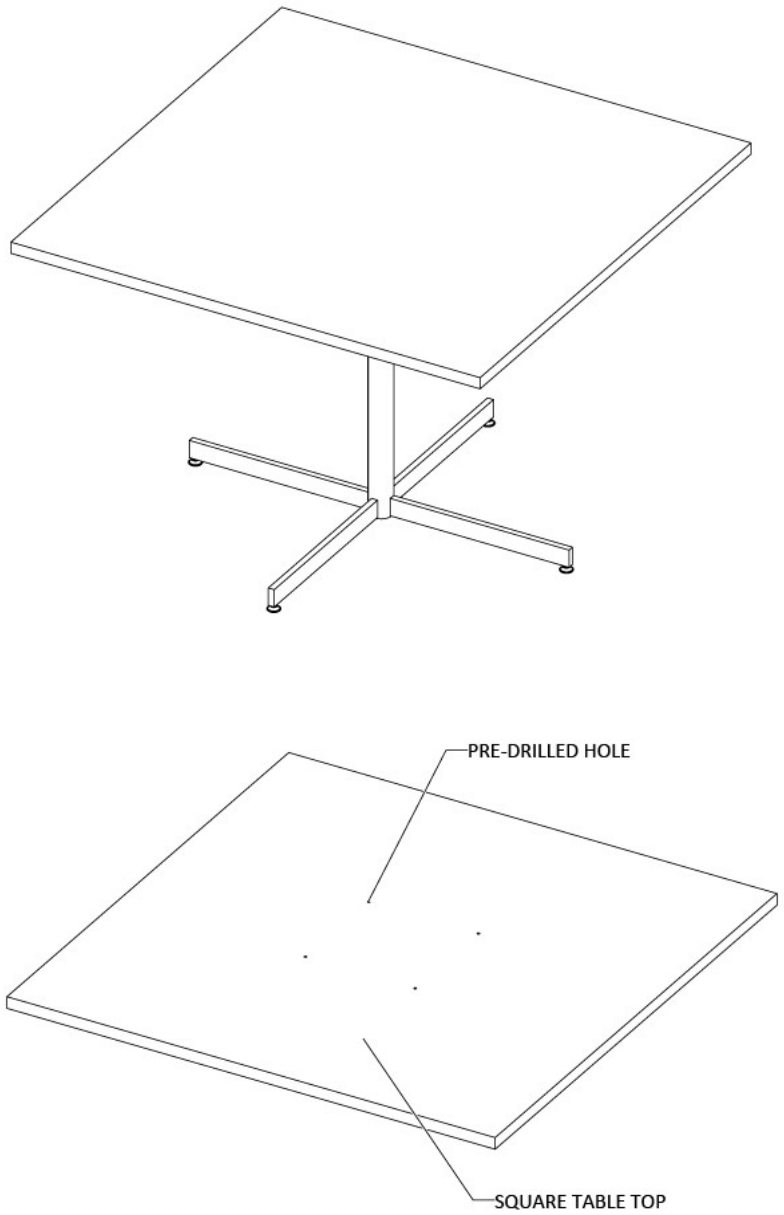


Figure 1

Tools & Hardware Needed

Hanna square table with tubular "X" base

2. 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).
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.

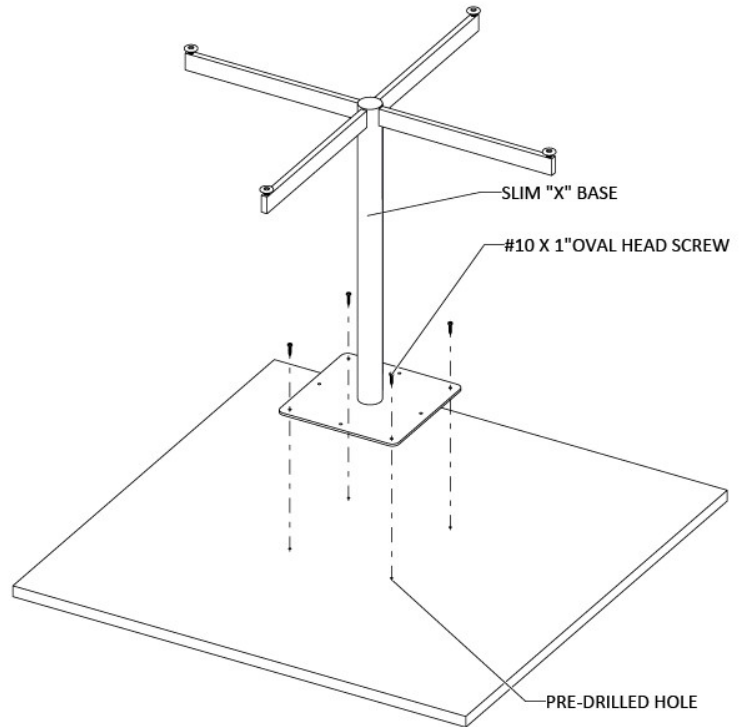


Figure 2

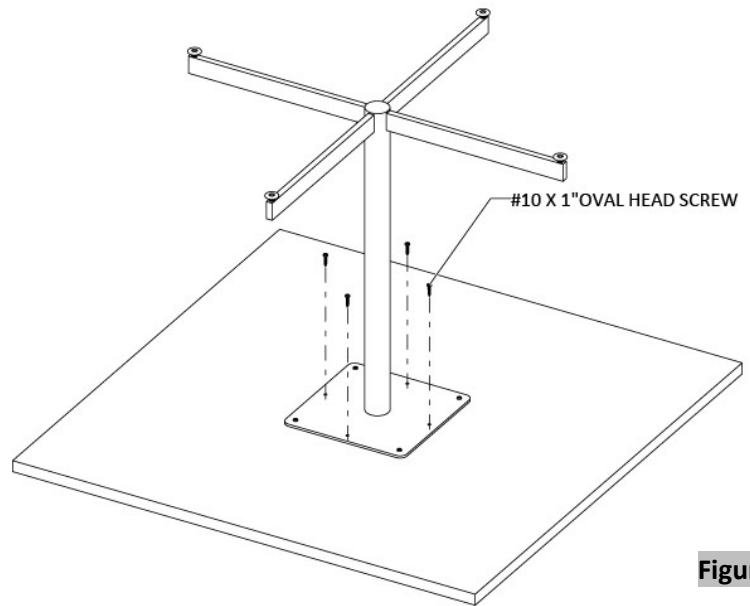
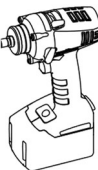
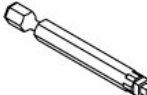



Figure 3

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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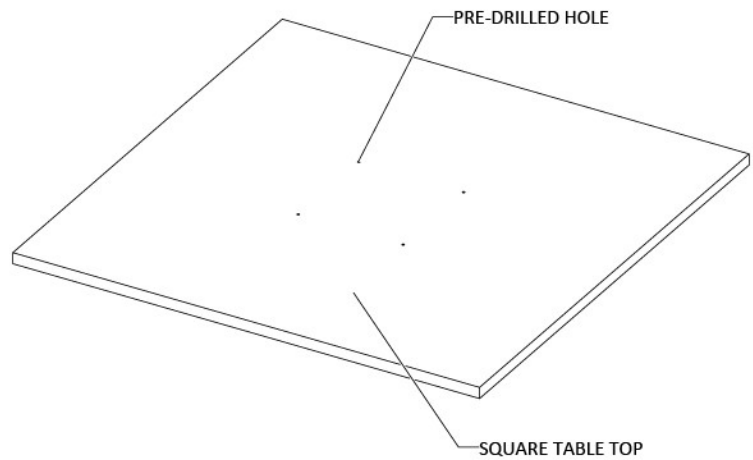


Figure 1

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.

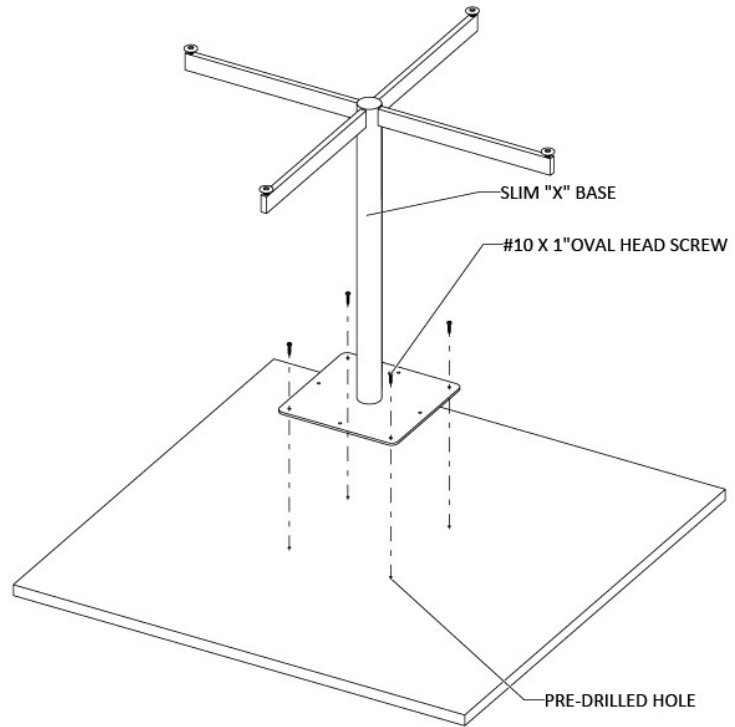


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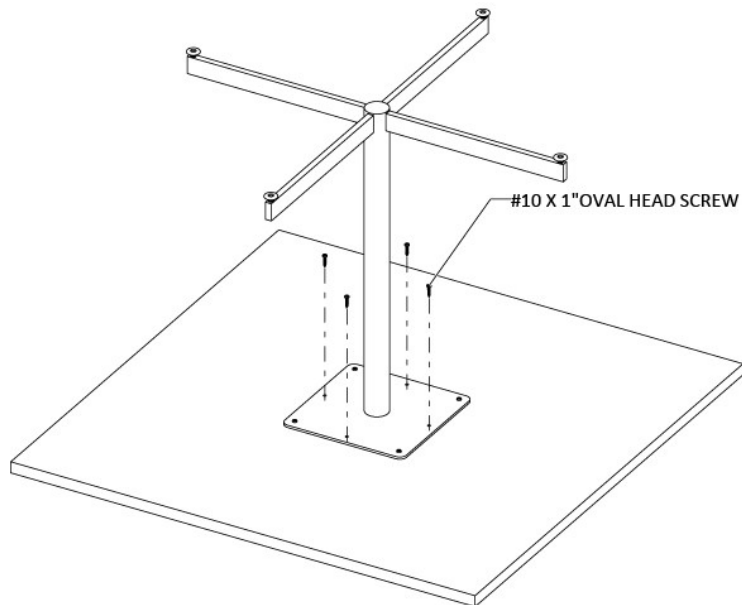





Figure 3

Tools & Hardware Needed

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

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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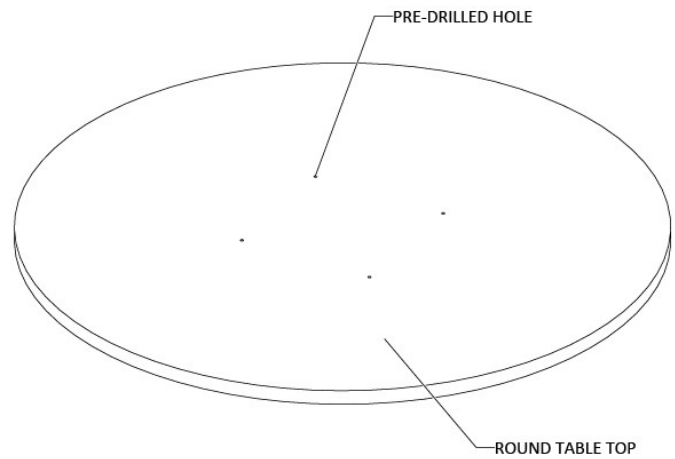
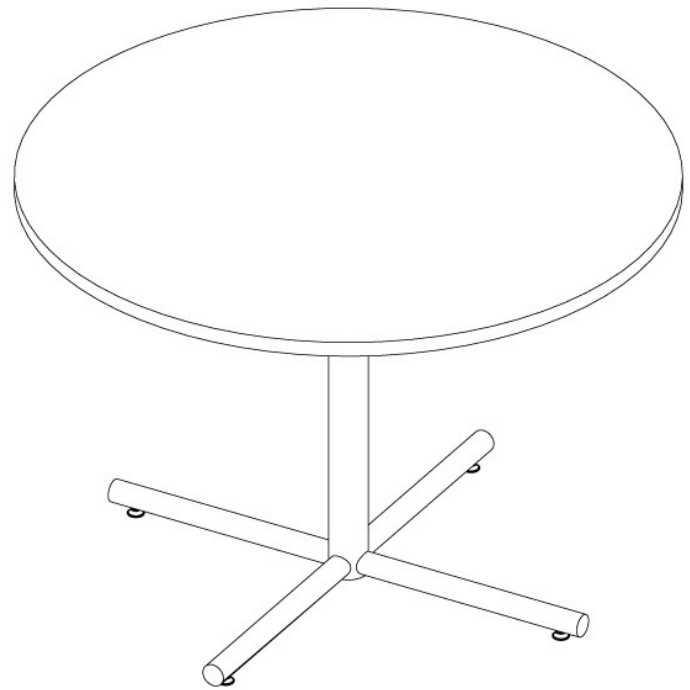


Figure 1

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.

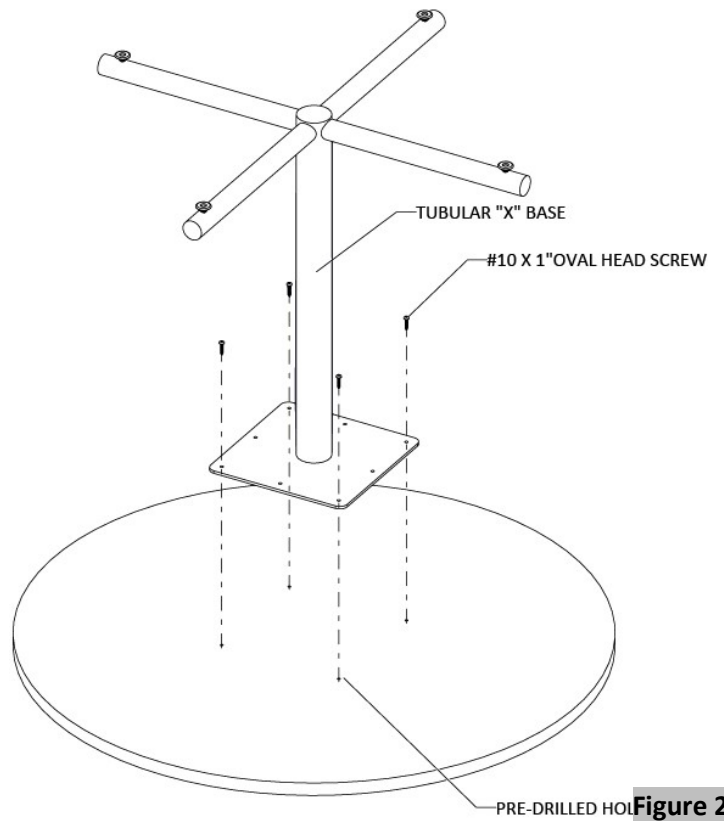


Figure 2

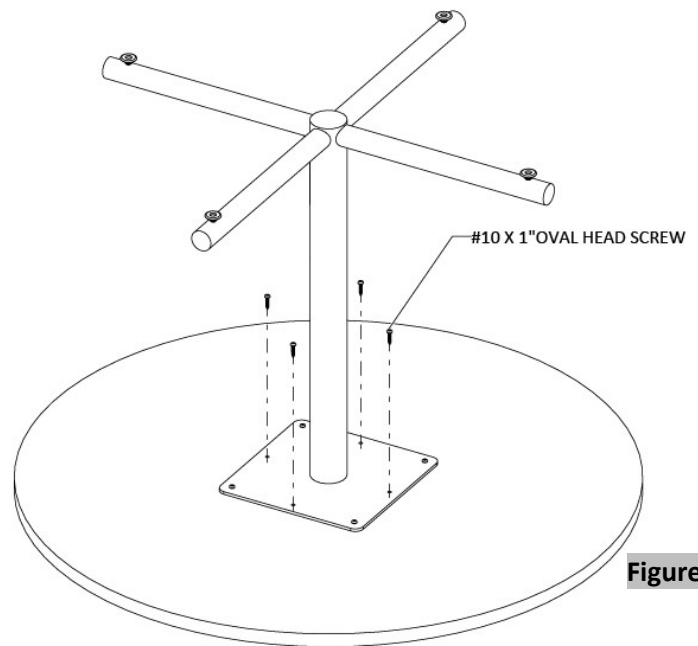





Figure 3

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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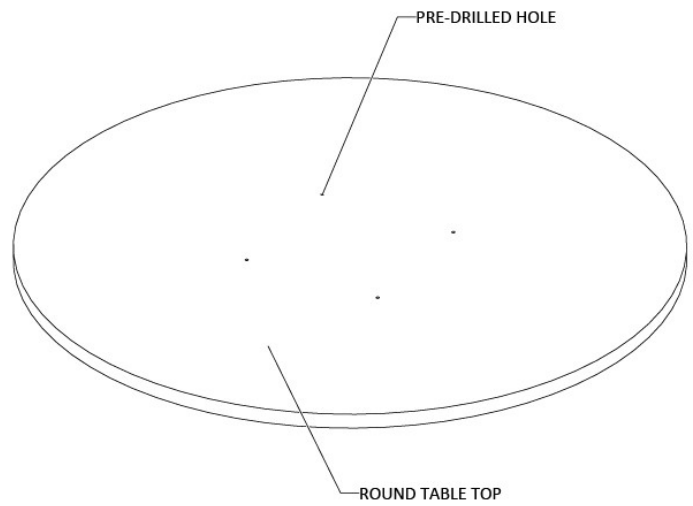


Figure 1

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.

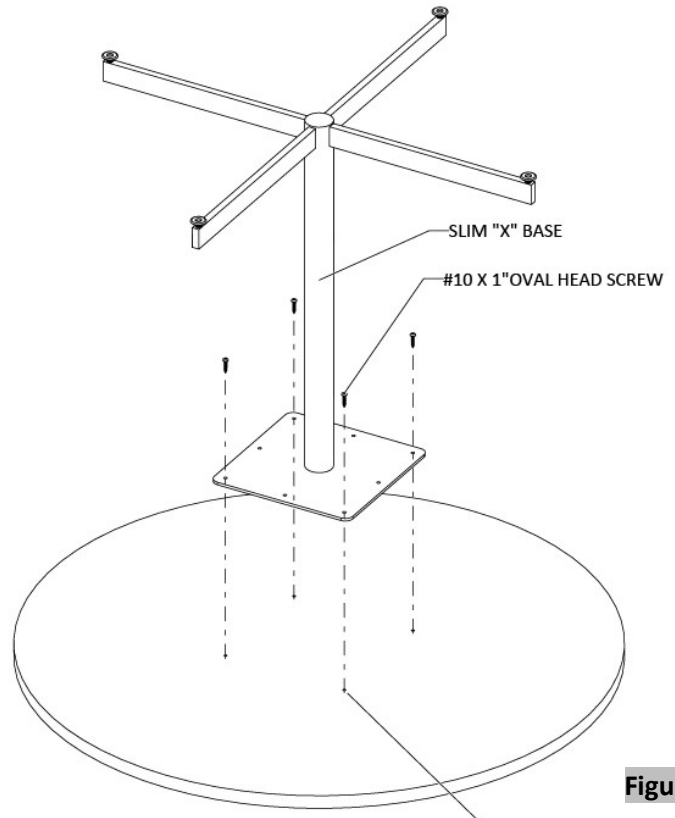


Figure 2

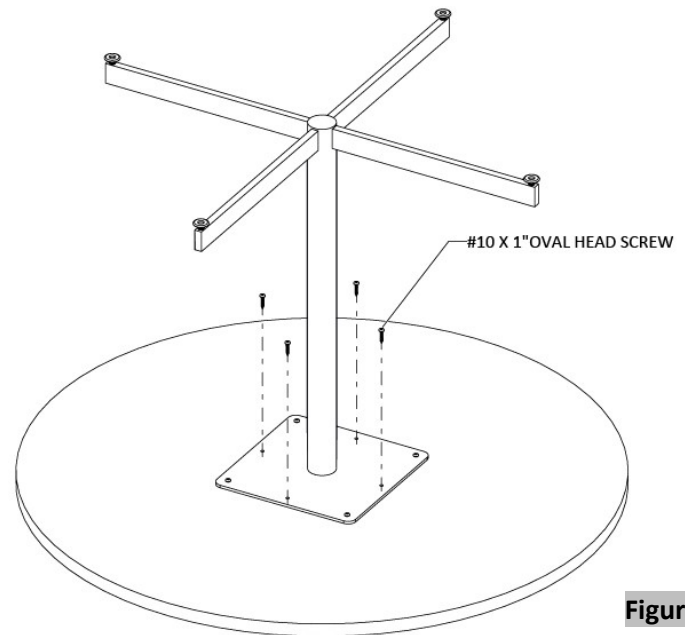

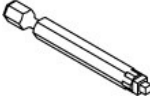


Figure 3

Tools & Hardware Needed

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

Hanna squiracle table with tubular "X" base

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

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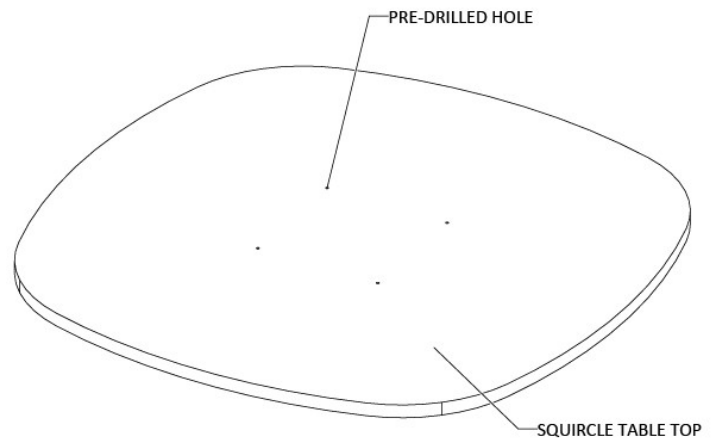


Figure 1

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.

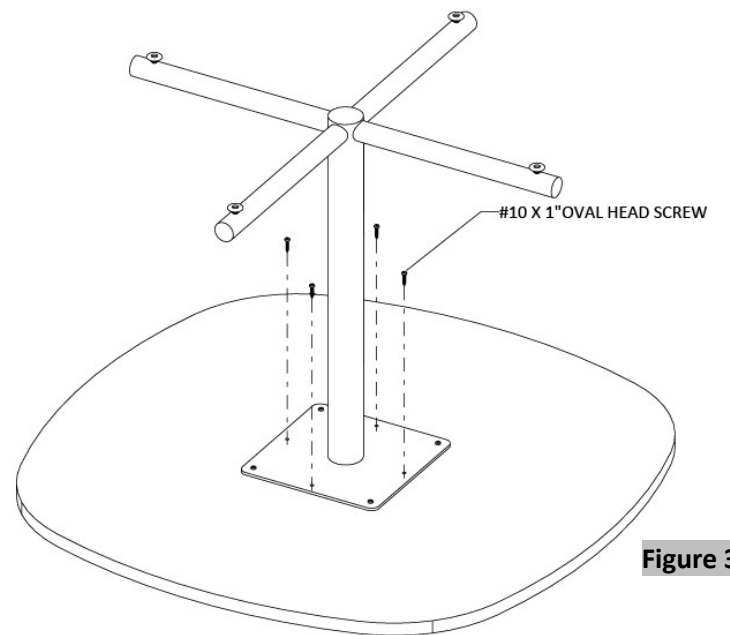
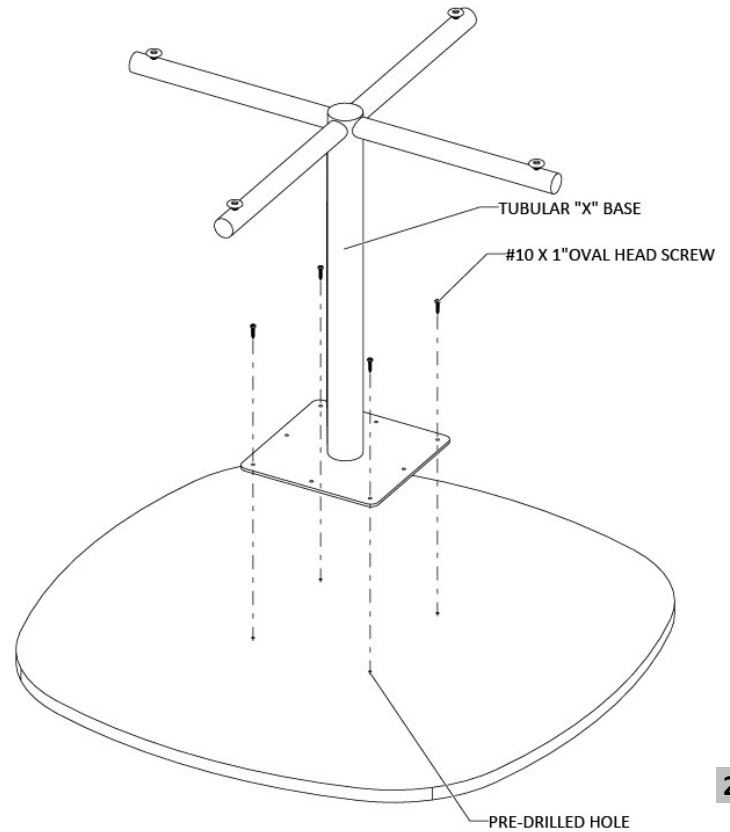

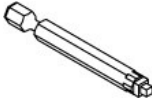


Figure 3

Tools & Hardware Needed

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

Hanna squiracle table with slim "X" base

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

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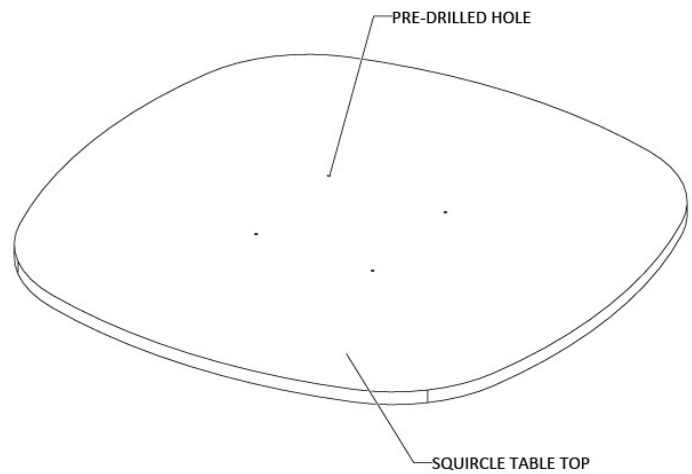


Figure 1

Tools & Hardware Needed

Hanna squircle table top with slim "X" base

2. 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).
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.

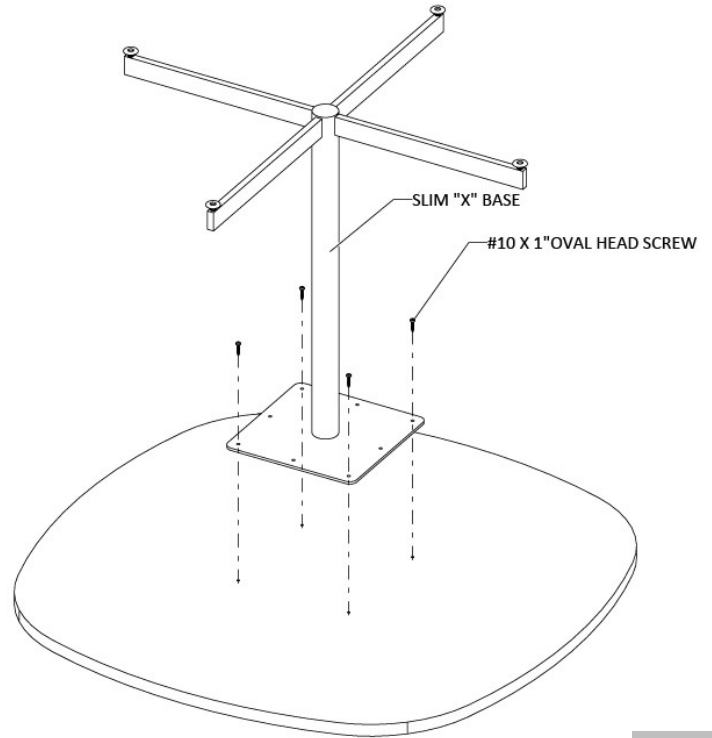


Figure 2

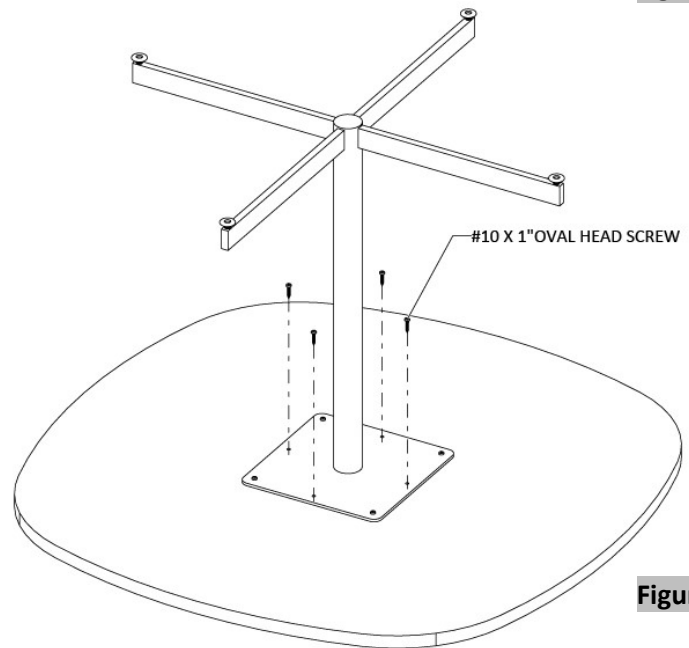

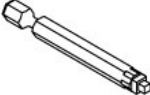



Figure 3

Tools & Hardware Needed

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

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