

tayco®

Kip

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.

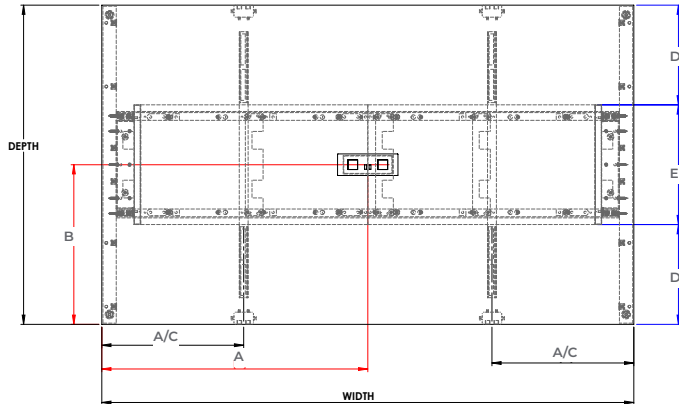
Kip | Application Guide

Kip

Leg Positioning

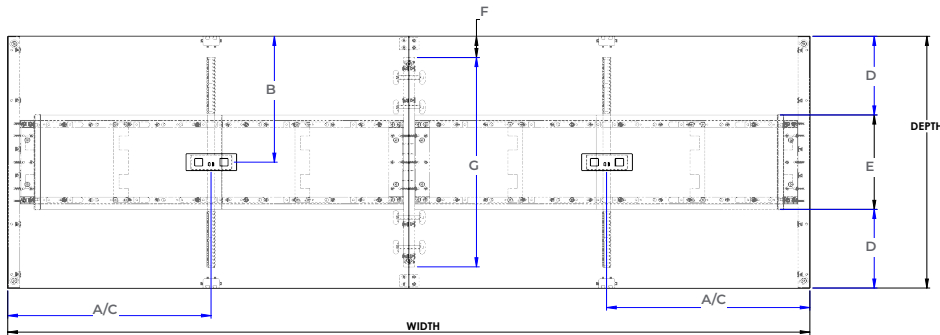
Tables longer than 96"W include a mid-gable
Mid-gables are inset by 3" from the table edge

- 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

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

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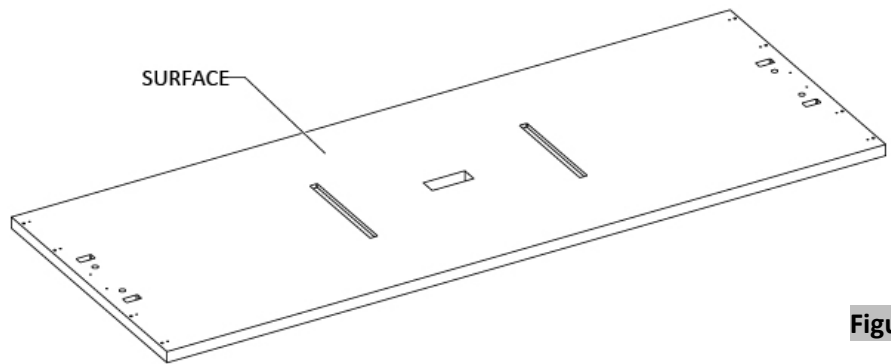
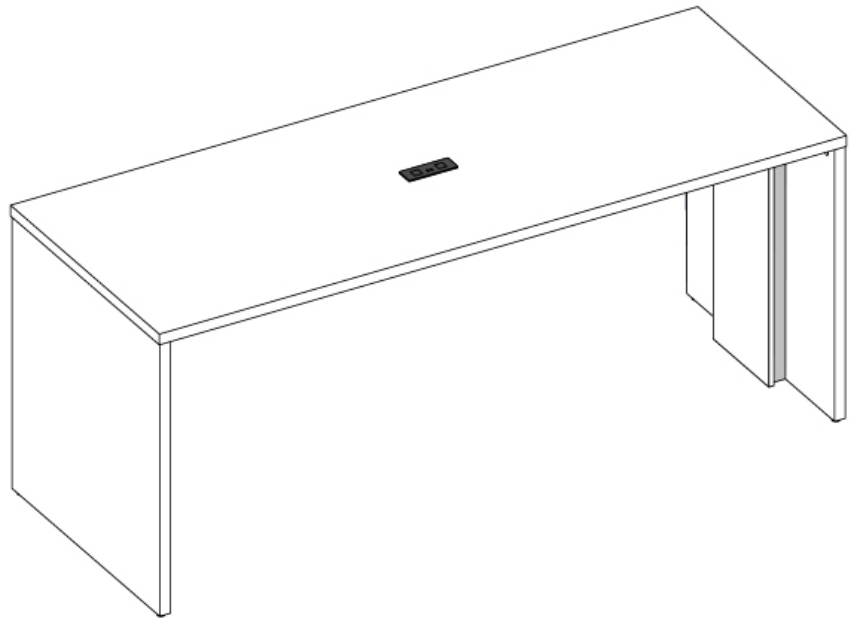


Figure 1

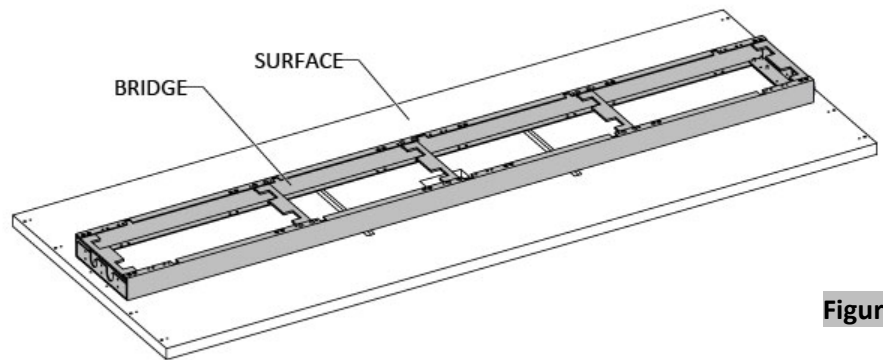


Figure 2

Tools & Hardware Needed

| | | | | |
|--|--|--|--|--|
| | | | | |
| | | | | |

Kip community table – 1 Surface

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

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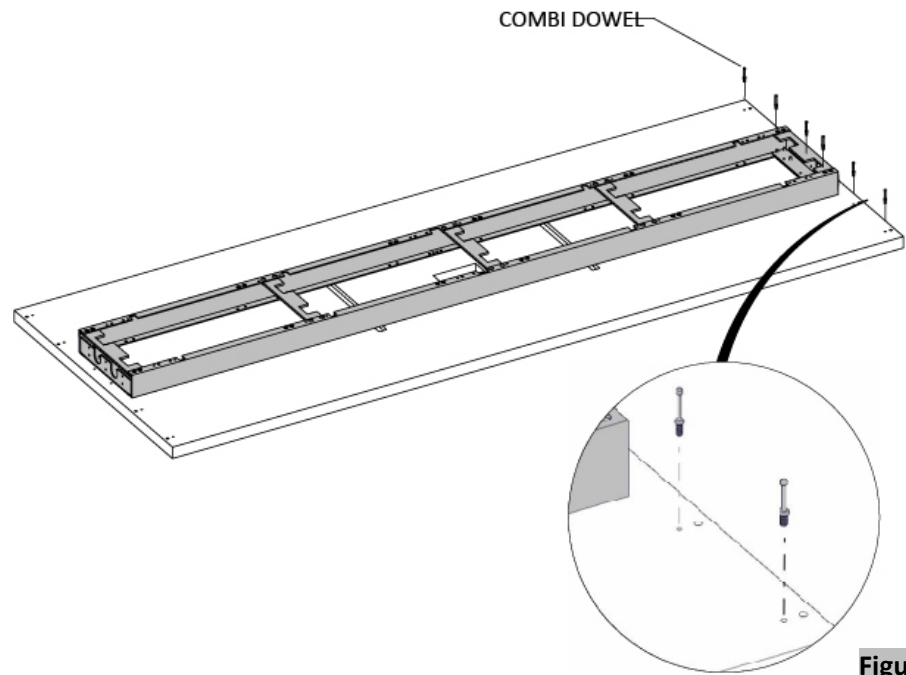


Figure 3

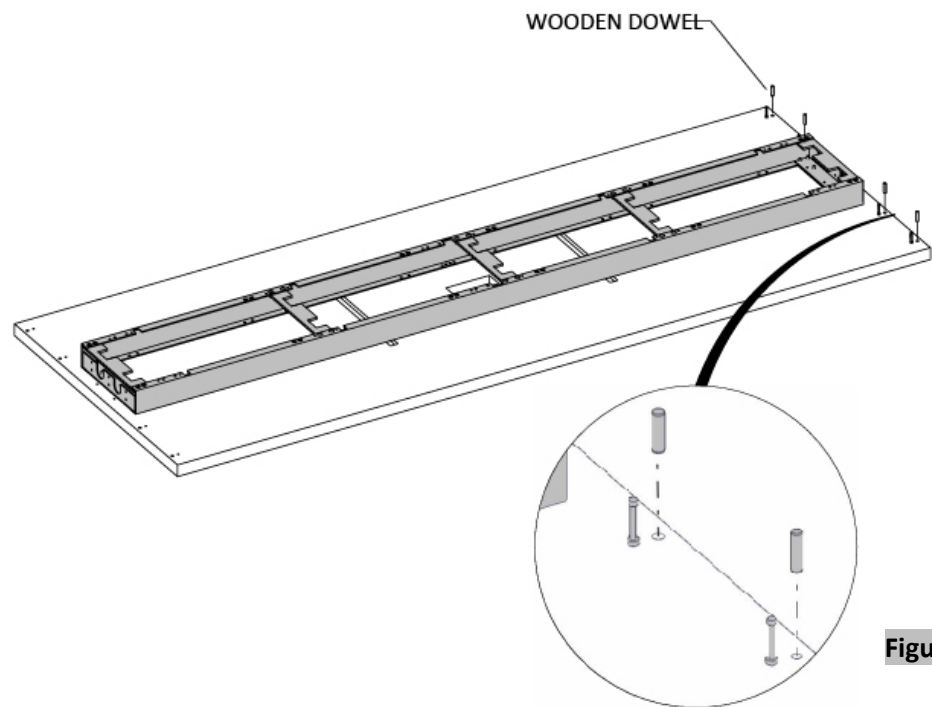
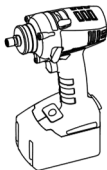
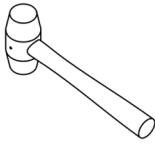
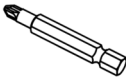
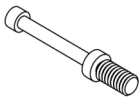



Figure 4

Tools & Hardware Needed

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

Kip community table – 1 Surface

5. Insert the CamFix into the holes of the gables, (Figure 5).
6. 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).
7. Turn the CamFix to smoothly lock the gable and surface together, (Figure 7).
8. Stick fast caps to the exposed CamFix, (Figure 7).

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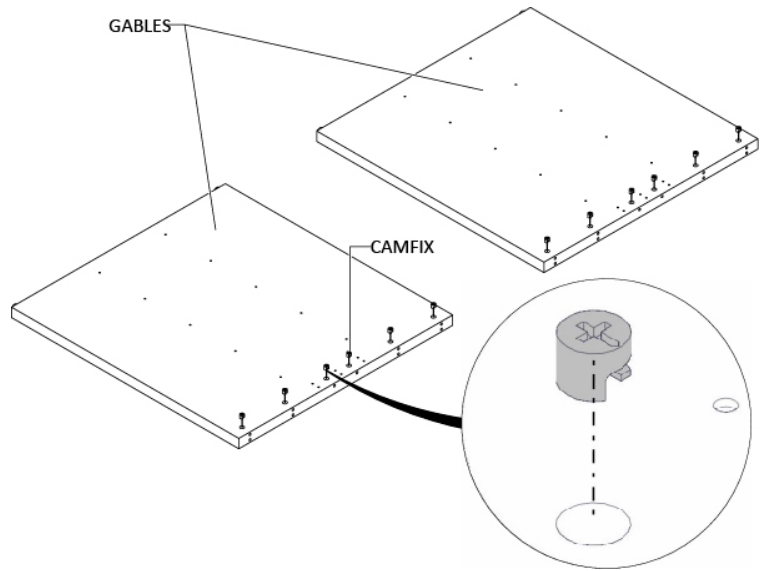


Figure 5

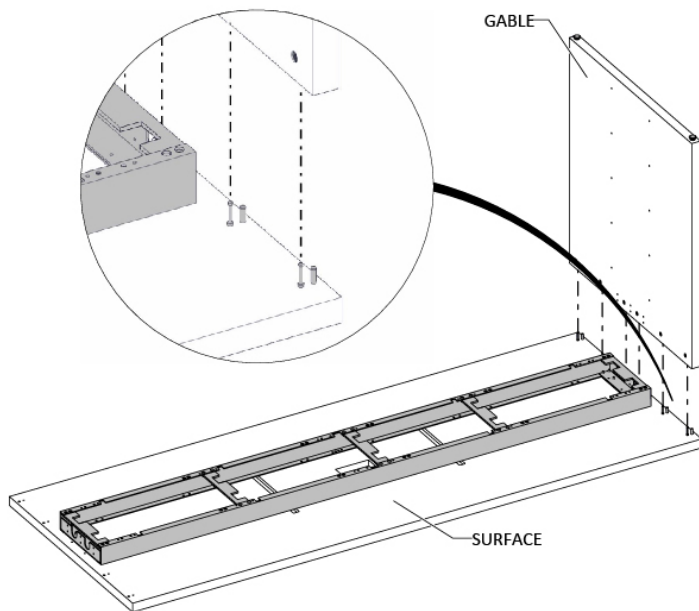


Figure 6

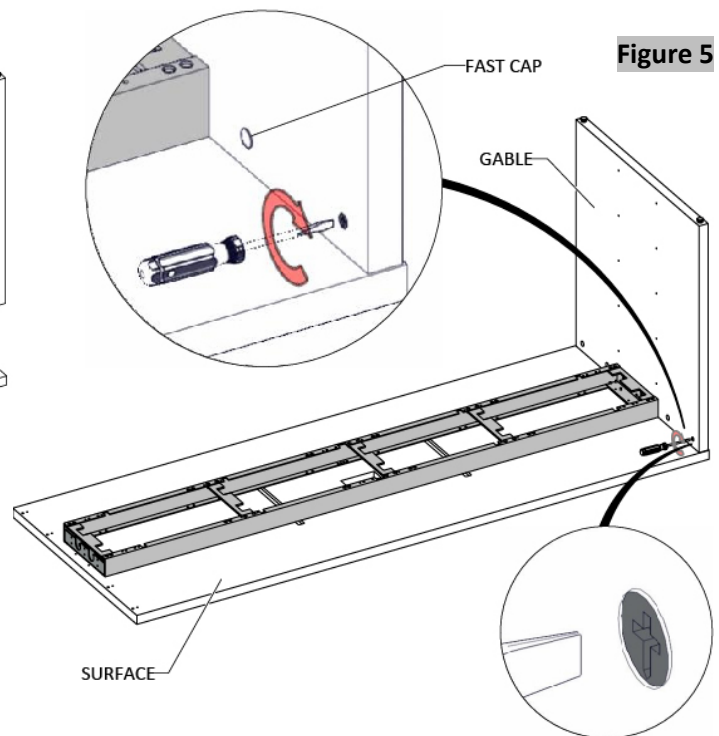
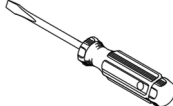



Figure 7

Tools & Hardware Needed

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

Kip community table – 1 Surface

9. 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).
10. 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).
11. Swing the gable cover mount channel until the slots touch the JCB bolts, (Figure 8).

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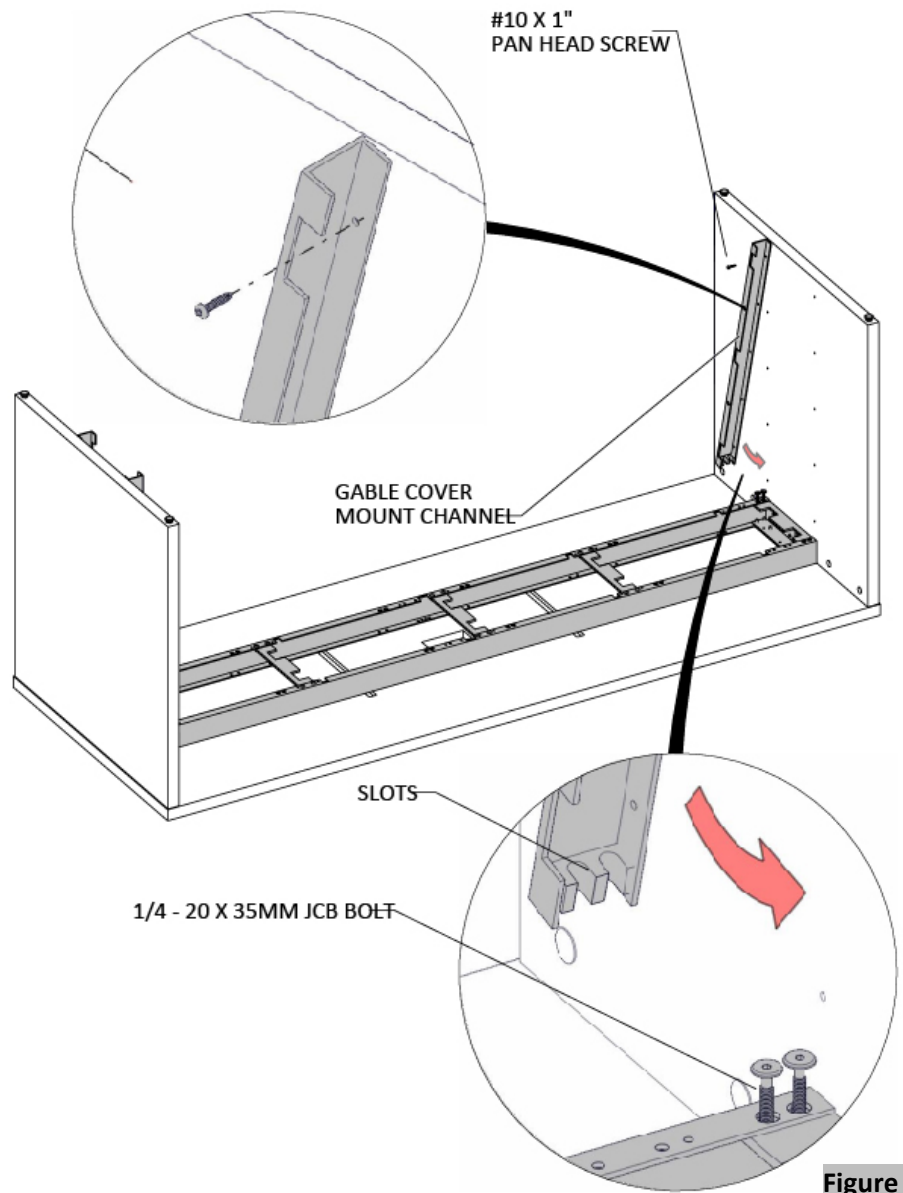
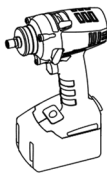
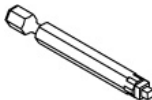
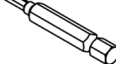

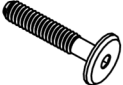


Figure 8

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

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

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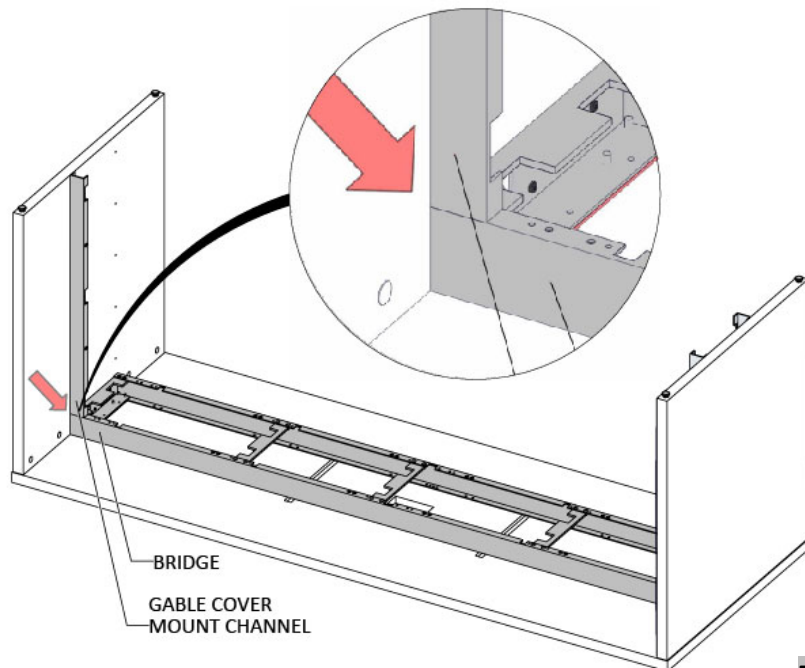


Figure 9

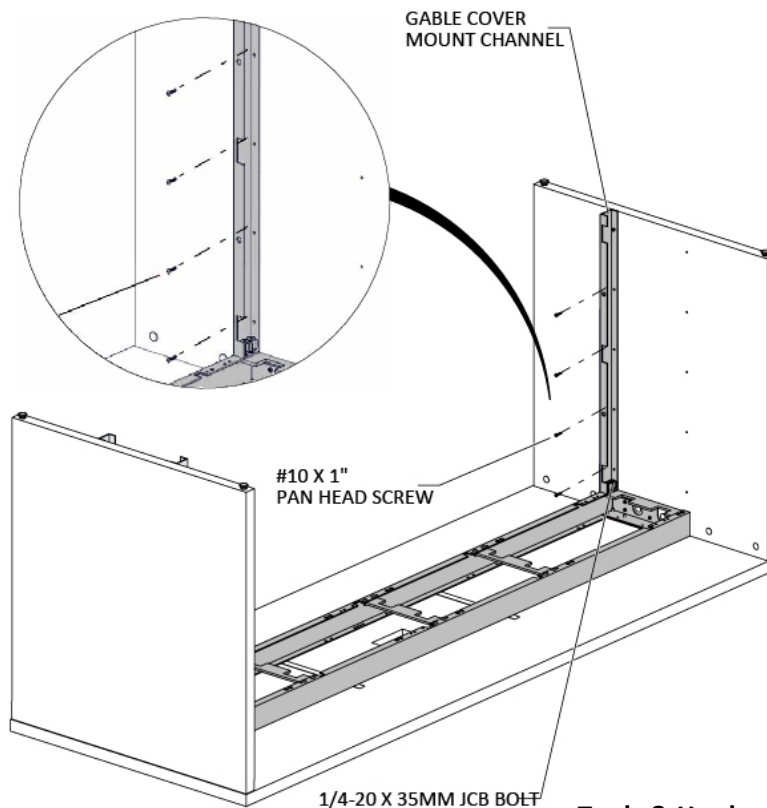

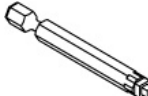
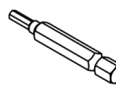


Figure 10

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

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

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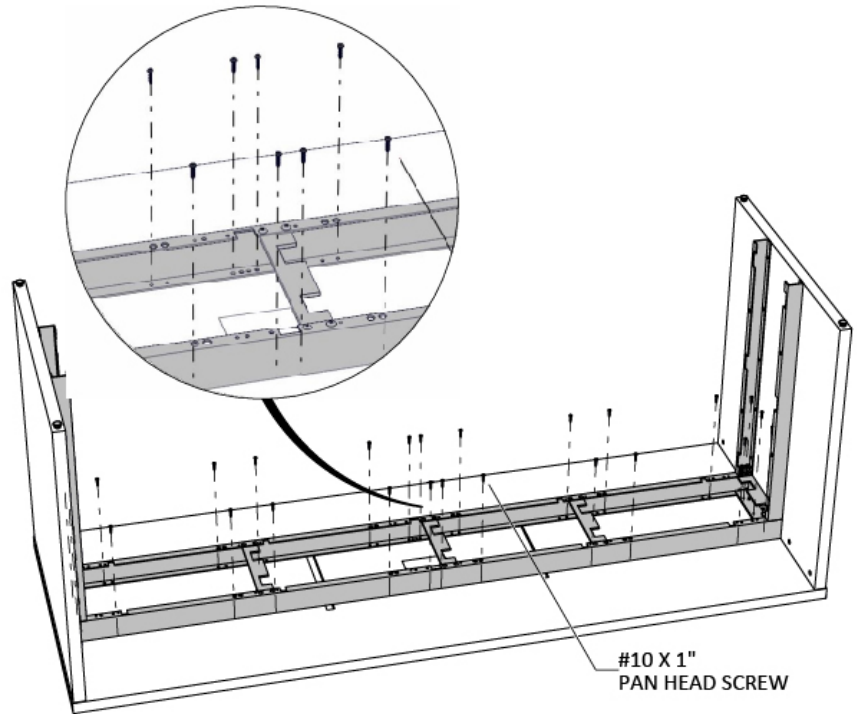


Figure 11

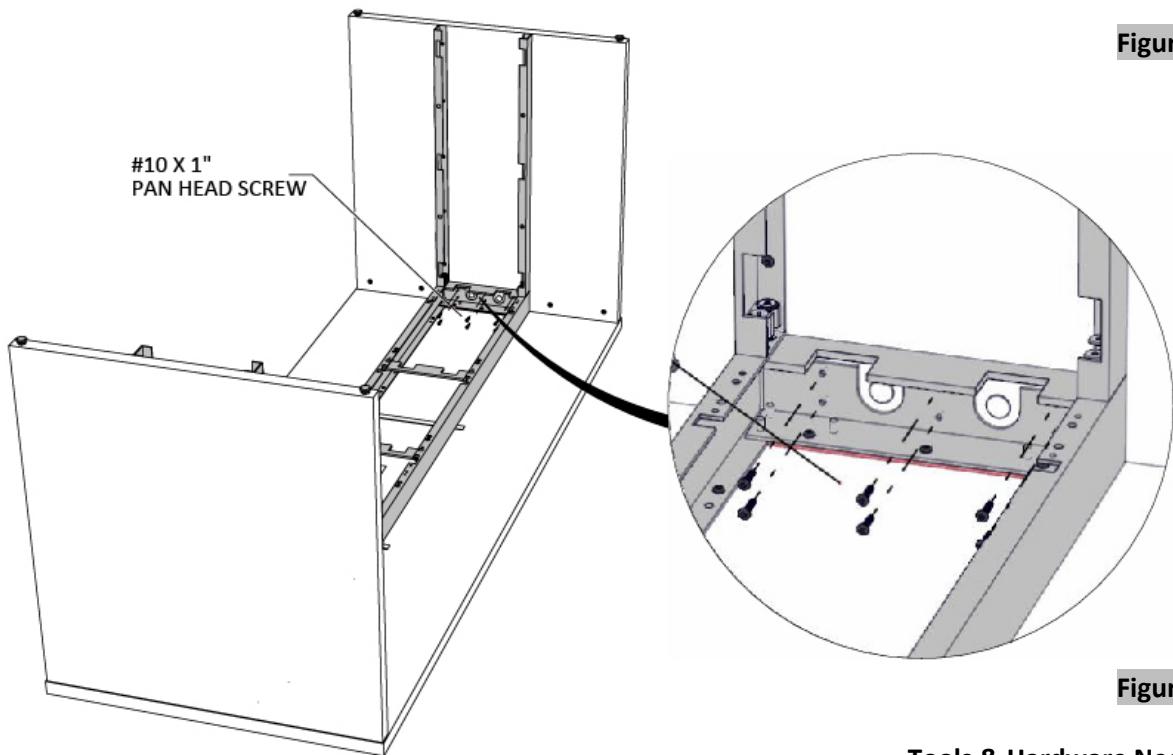

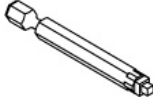


Figure 12

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.

19. 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.

20. Affix the faceplate by pressing it against the main unit.

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

Note: USB chargers are extra.

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

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

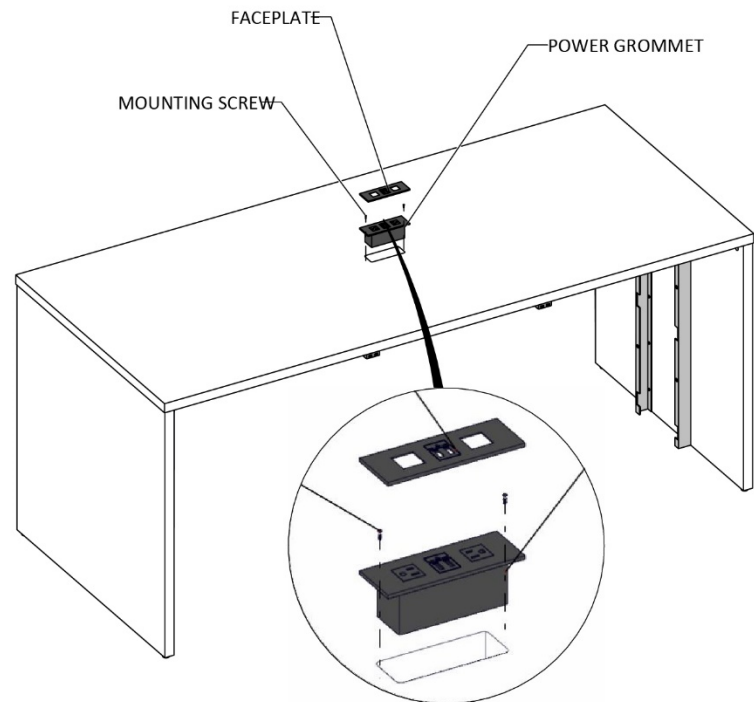


Figure 13

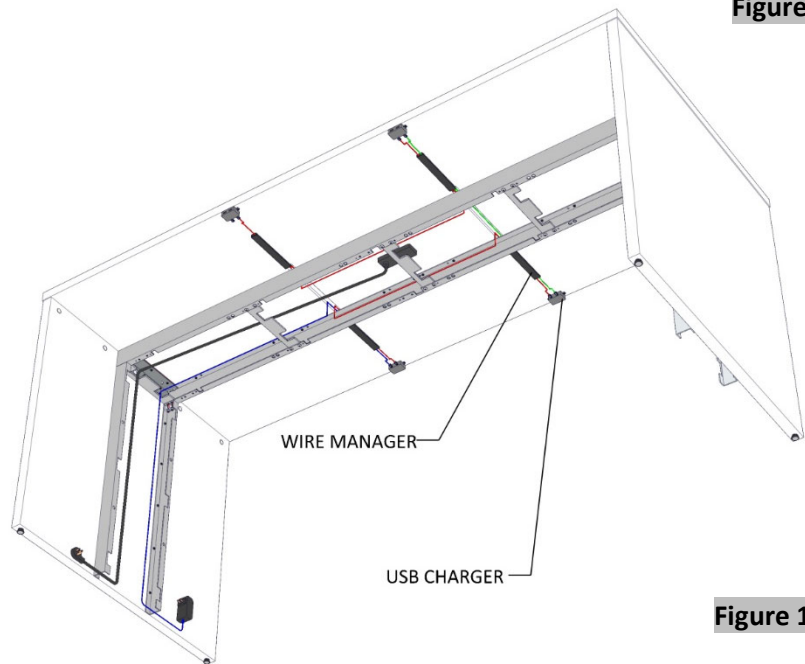




Figure 13A

Tools & Hardware Needed

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

Kip community table – 1 Surface

- 24.** 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.
- 25.** 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.

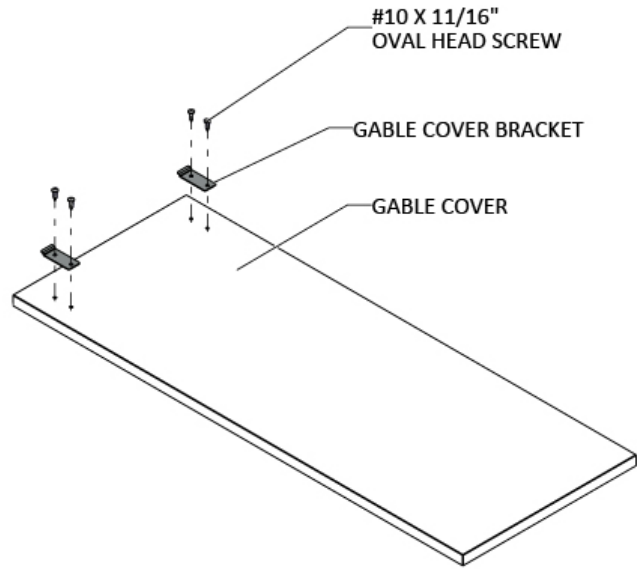


Figure 14

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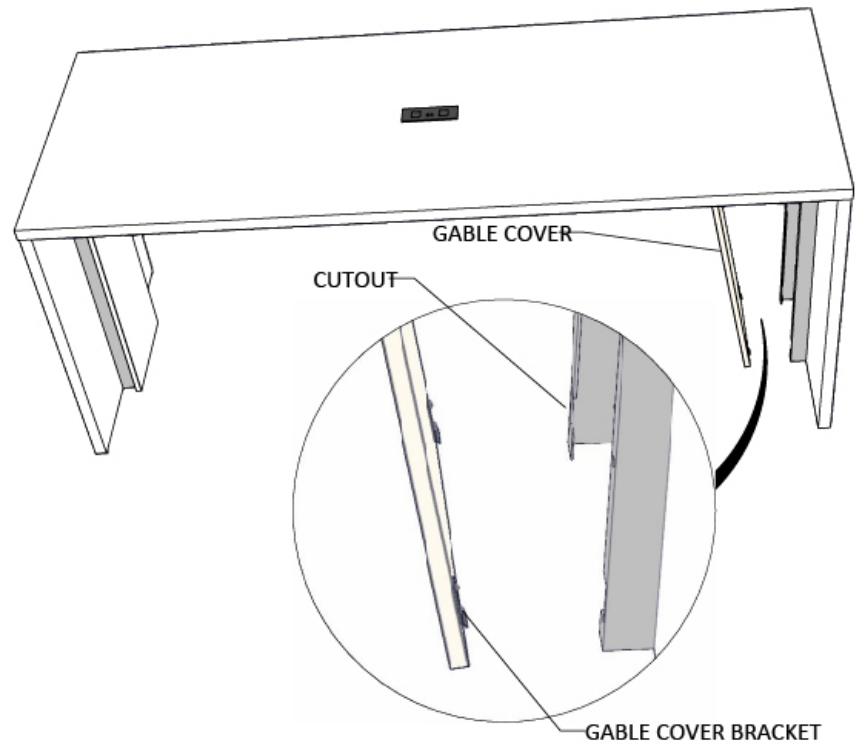
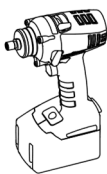
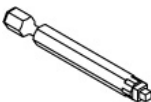
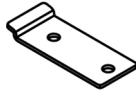



Figure 15

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

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

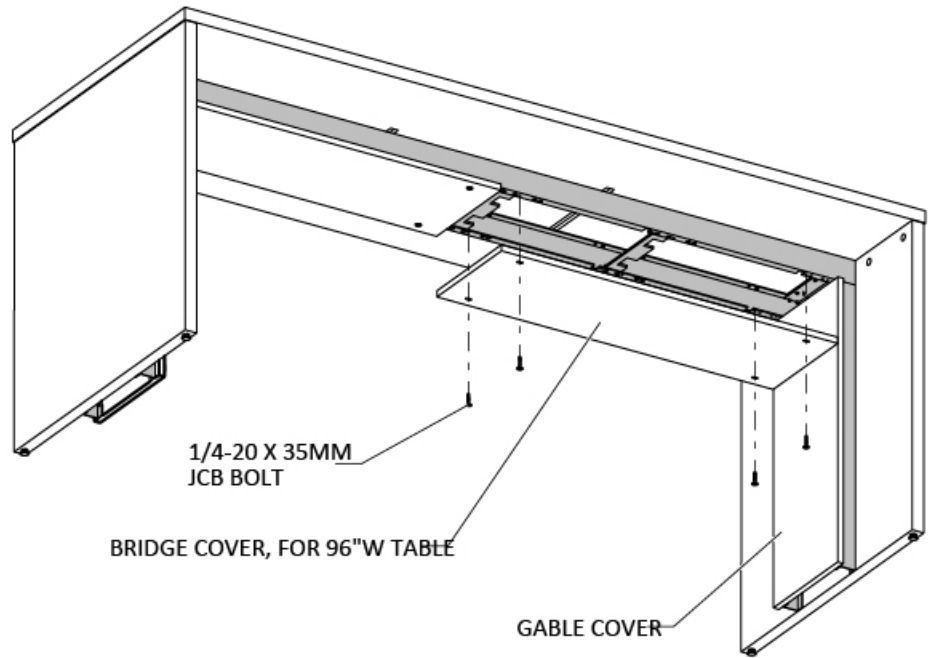

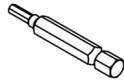



Figure 16

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).

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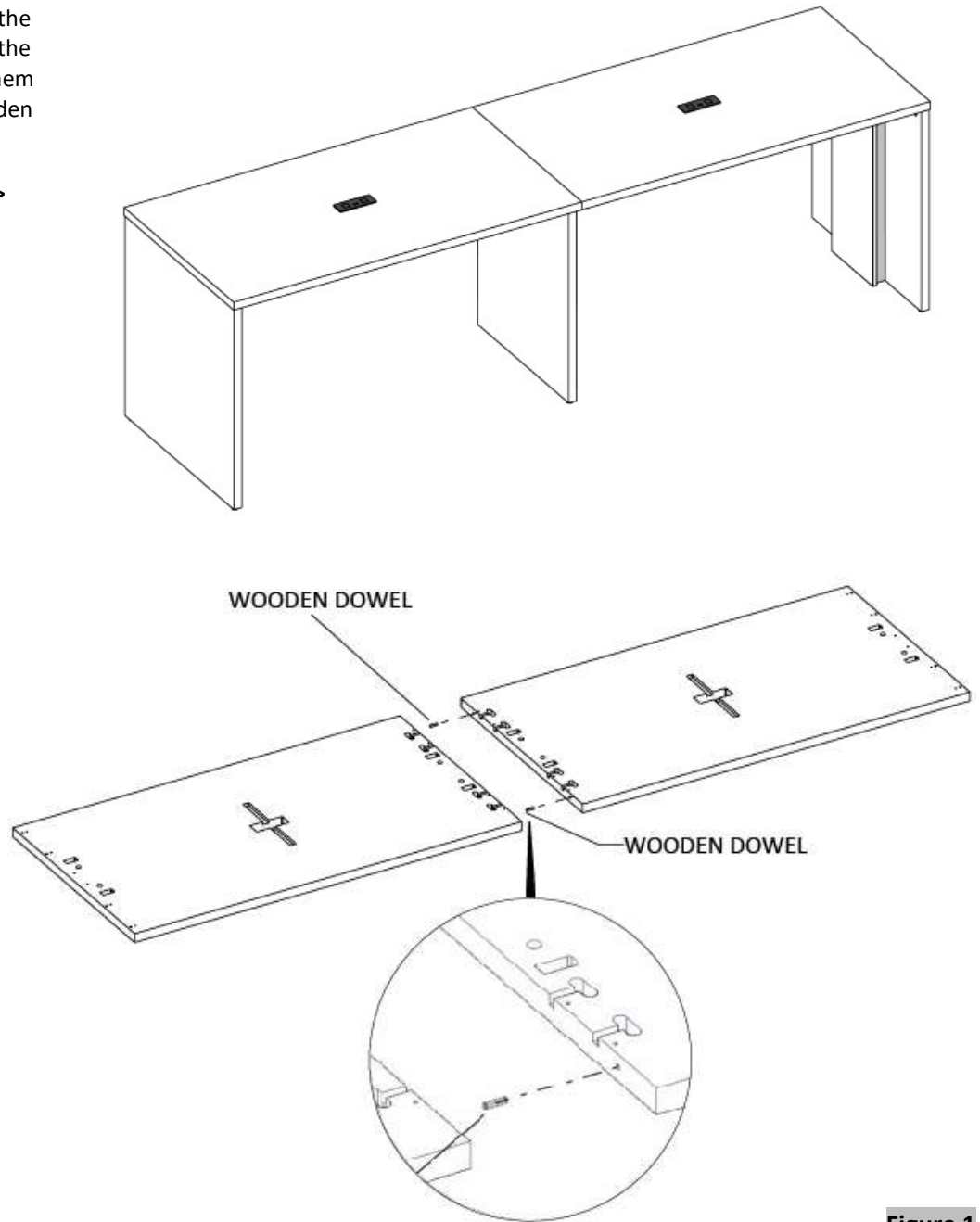
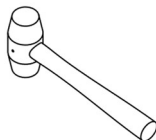



Figure 1

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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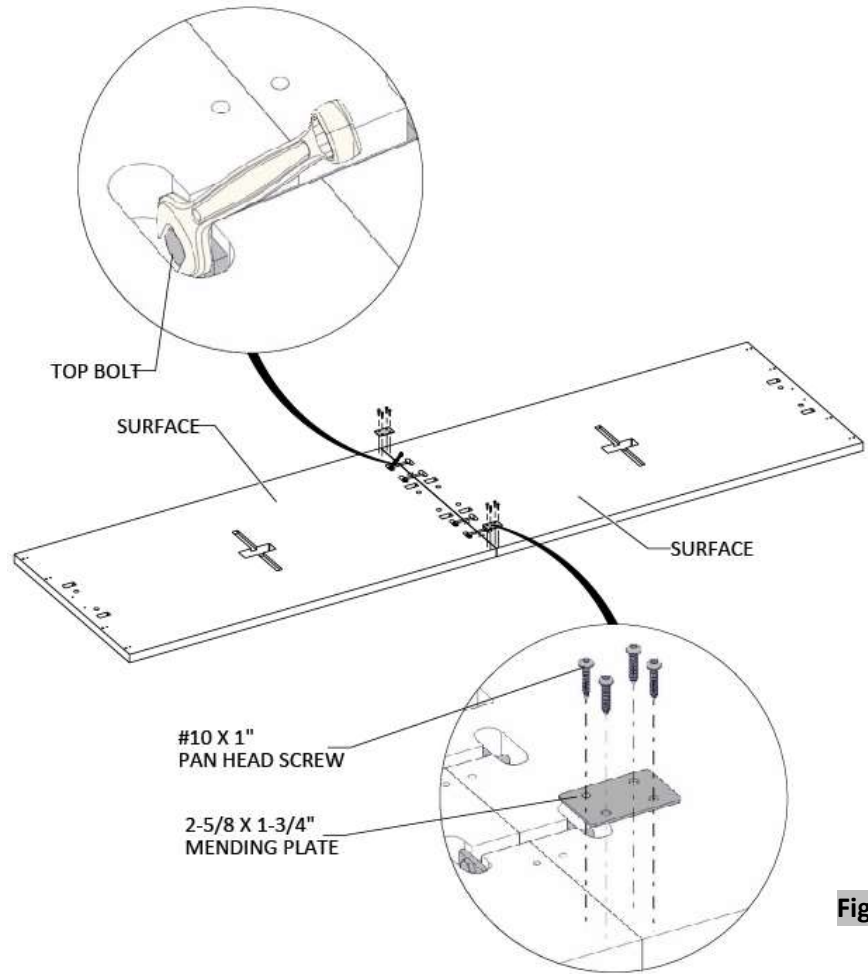


Figure 2

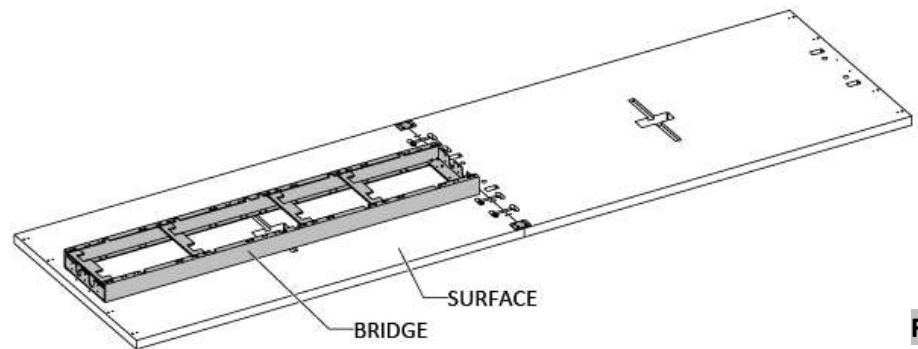


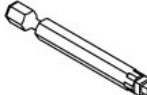
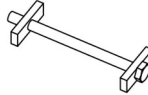


Figure 3

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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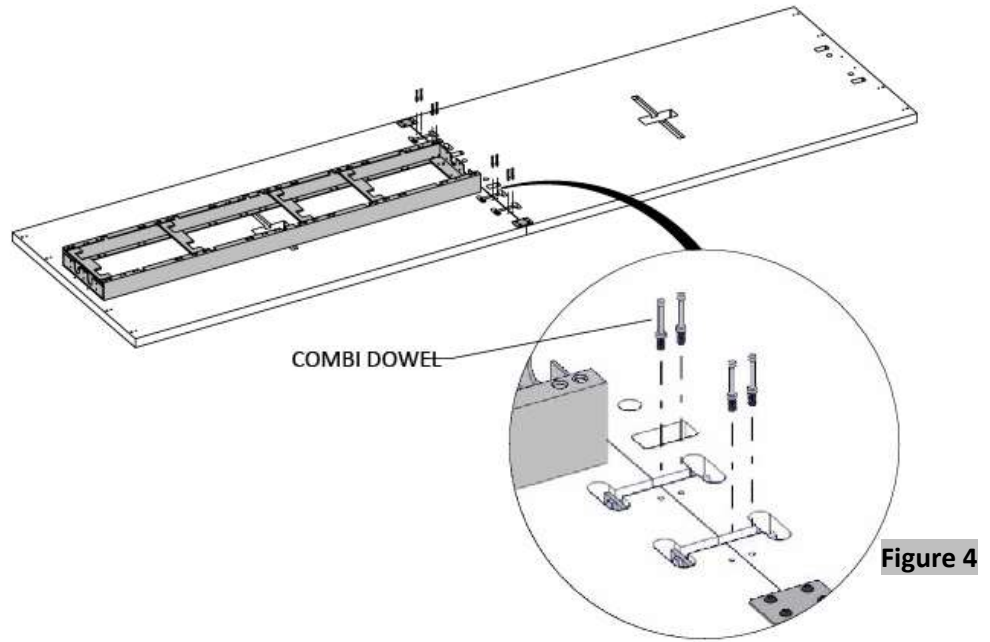


Figure 4

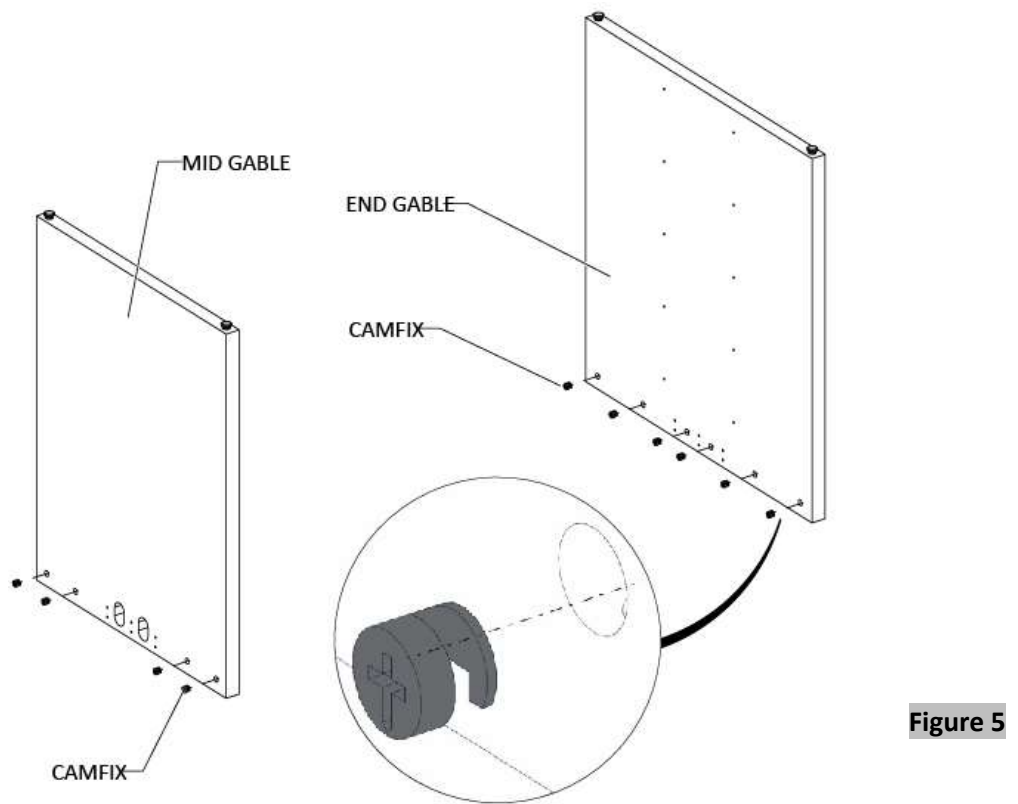

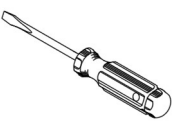

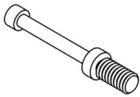



Figure 5

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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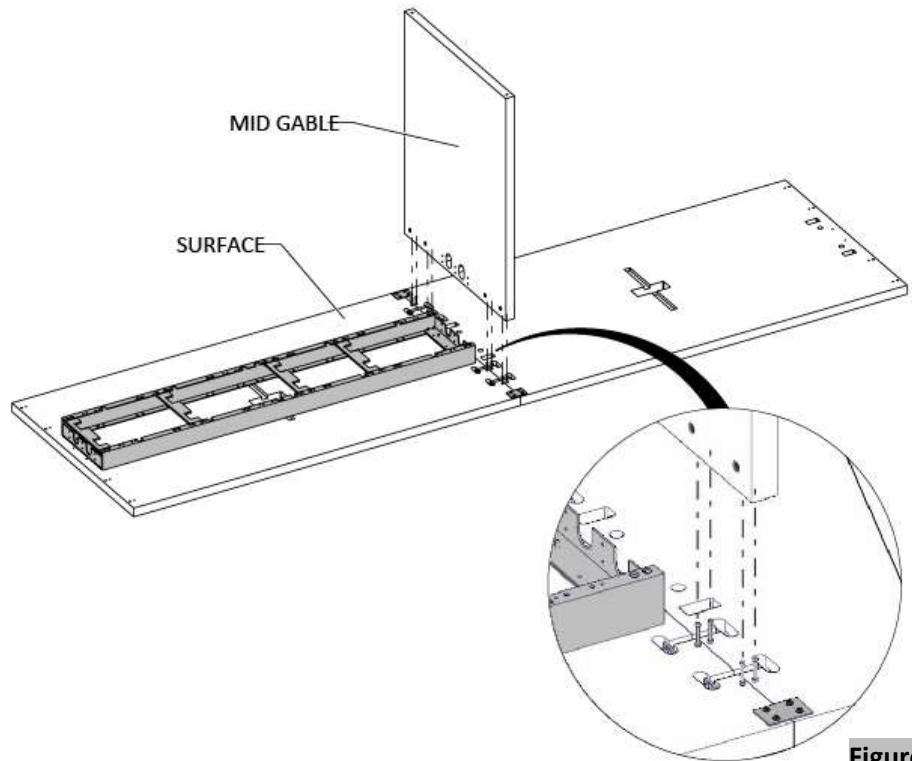


Figure 6

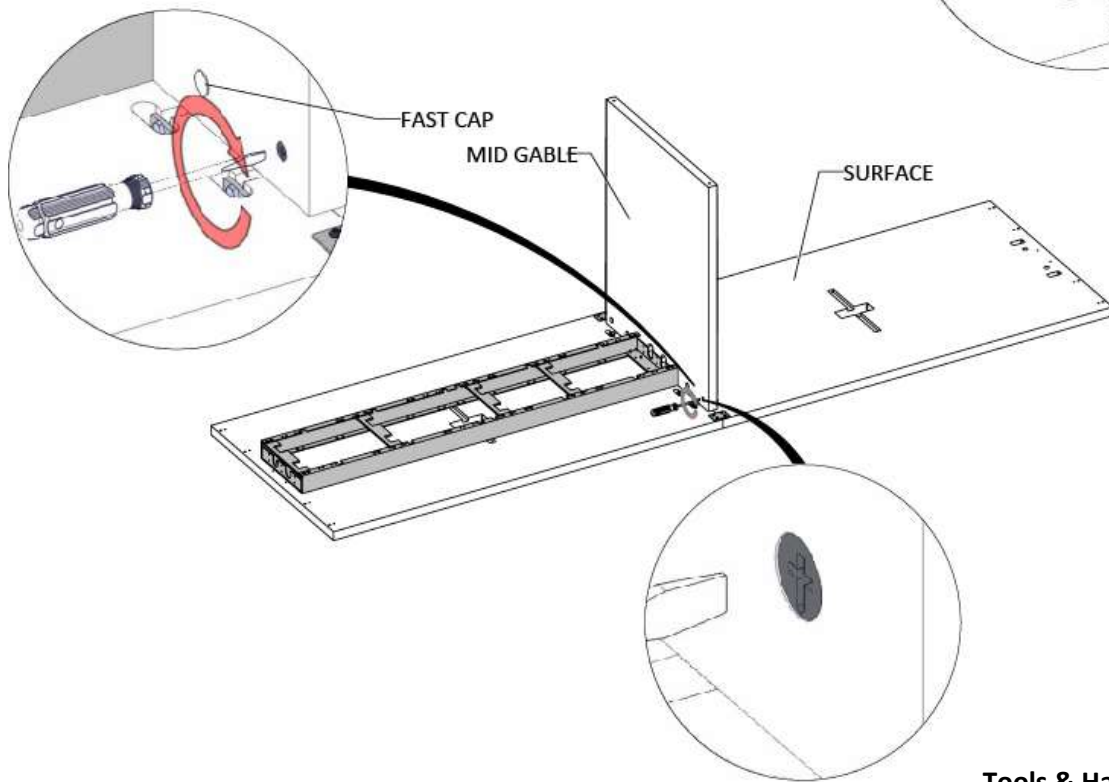
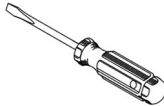


Figure 7

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).

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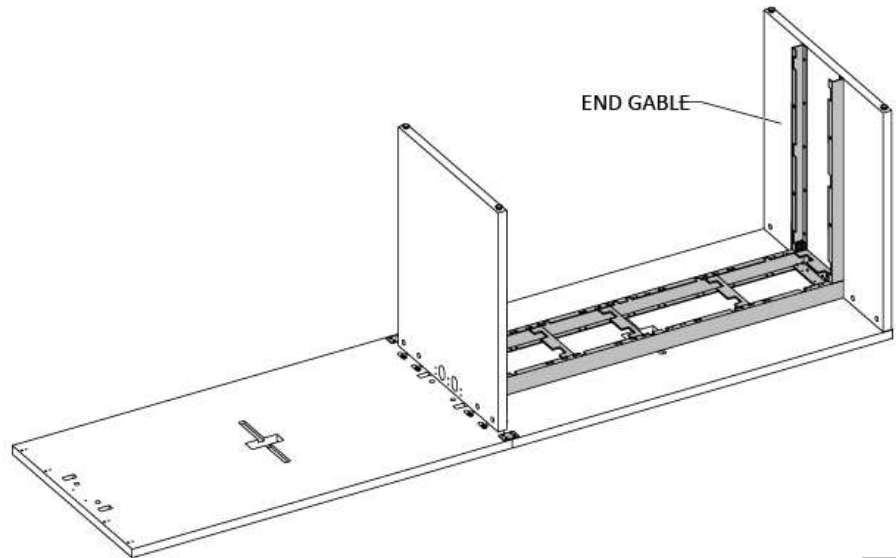


Figure 8

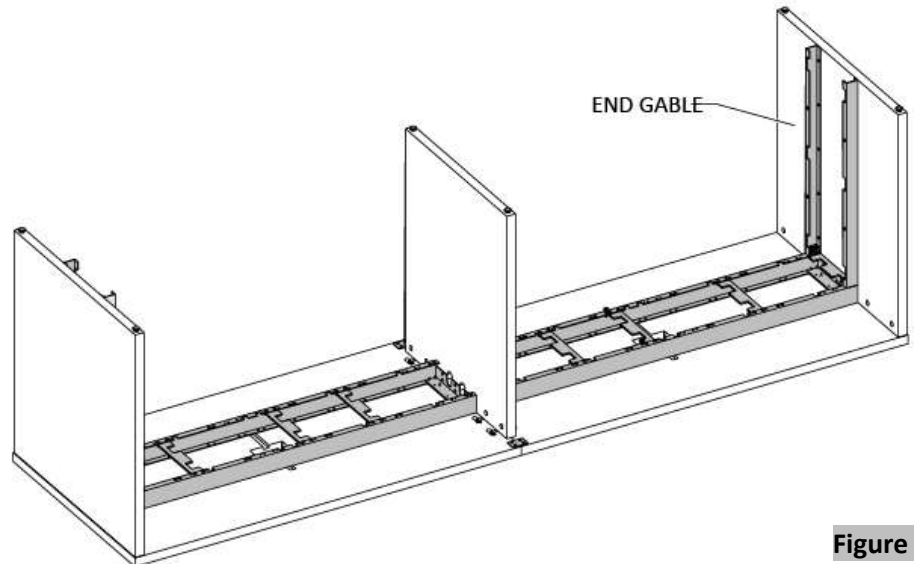

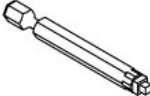
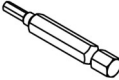




Figure 9

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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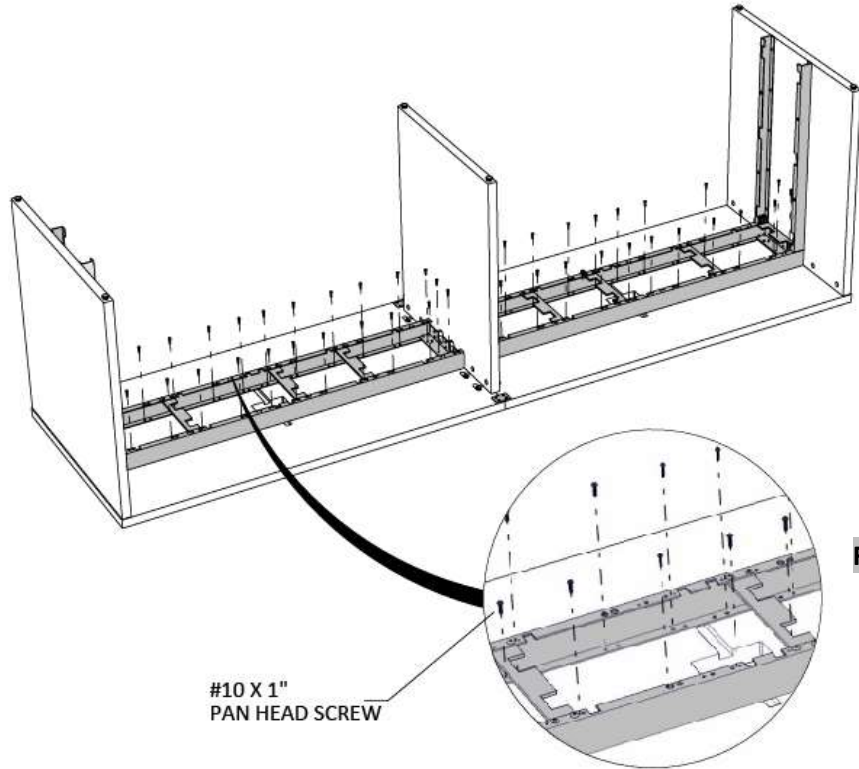


Figure 10

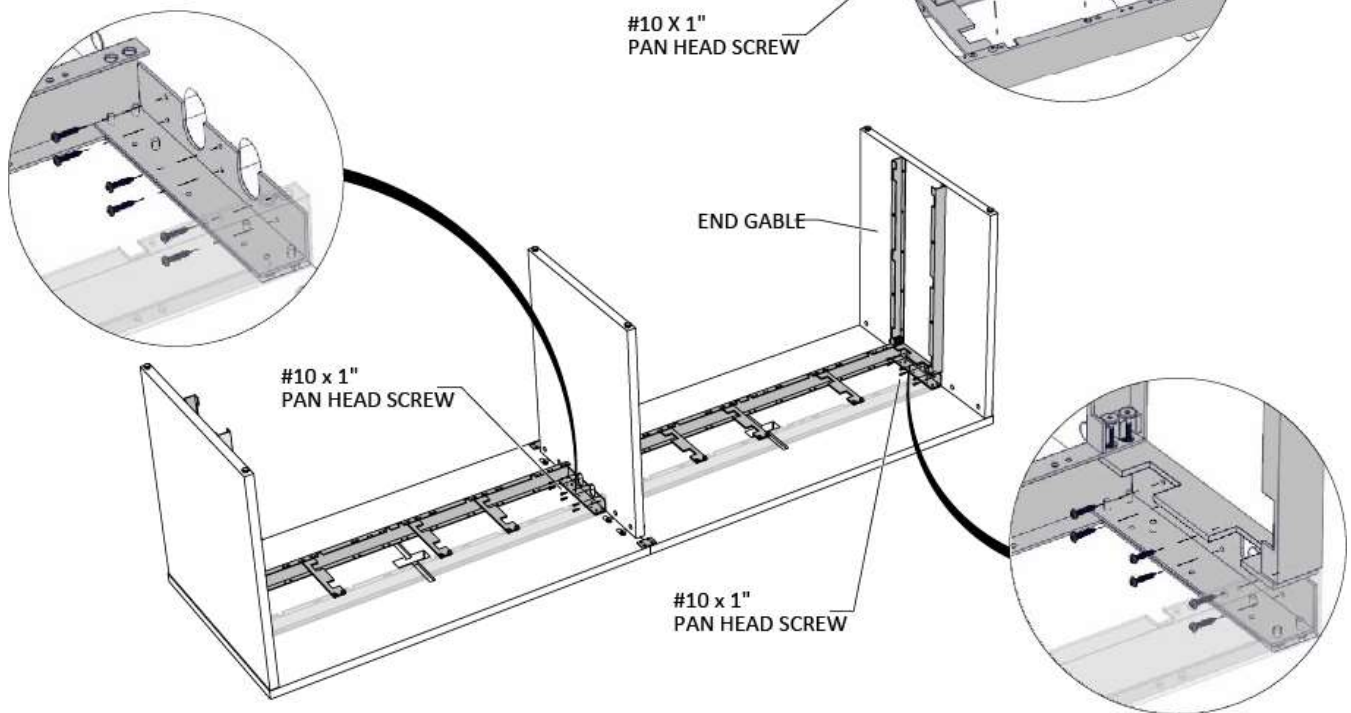

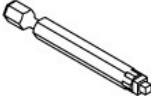



Figure 11

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.

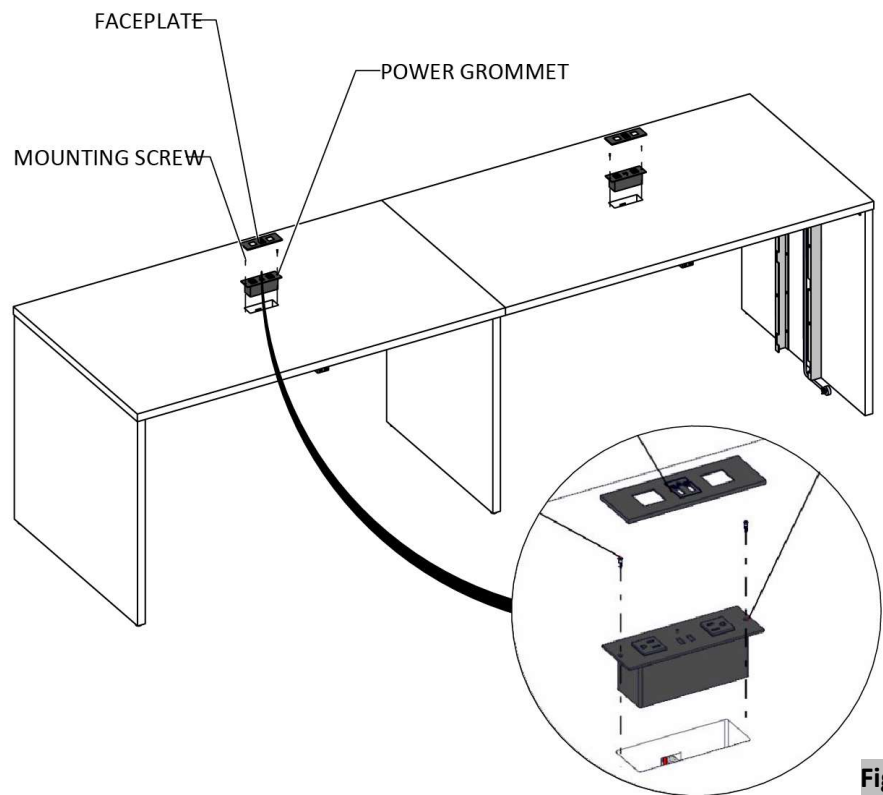
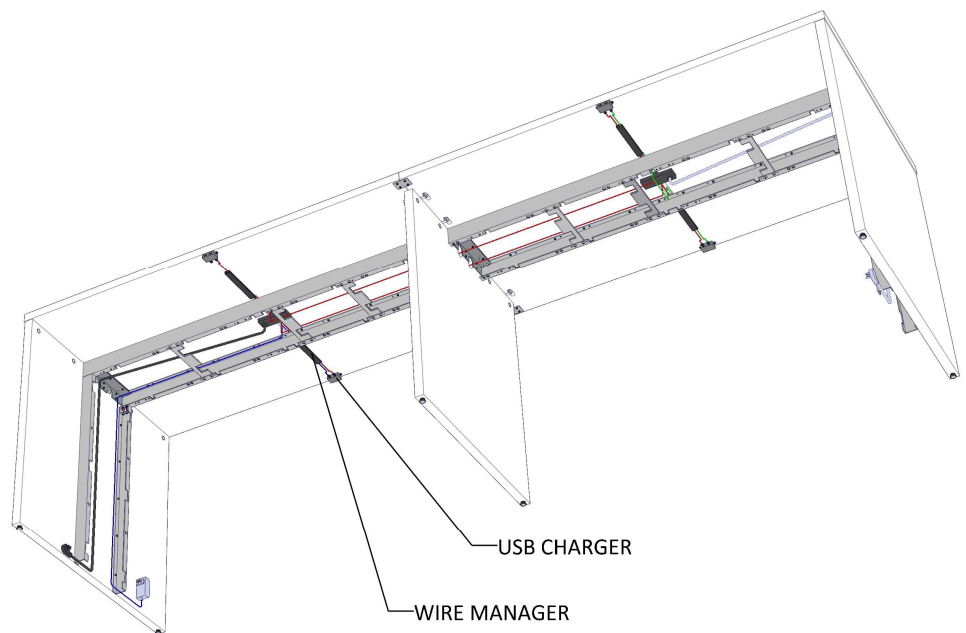


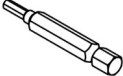
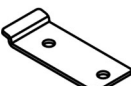

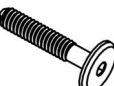


Figure 12



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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