



**Metro**  
installation guide

November 2022

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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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### **Fabrics**

To remove dust particles, lightly vacuum the fabric surface. Spills and fluid should be immediately blotted. For minor fabric stains and marks use water-based fabric solvent, applying light pressure, to lift the dirt and stain. Any use of water and soaps may harm the fabric, causing water stains and damage to the fabric's contents. Do not scrub the fabric with bristle or vacuum brushes as the fabric may pill or tear and the appearance may be permanently affected. Professional steam cleaning is recommended.

### **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.

### **Glazed Screens and Cabinet Doors**

Dust glazed screen and cabinet doors regularly to keep surfaces free of dust particles. Clean any dirt or stain with a damp cloth. Dry the area using a dry paper cloth. The use of fiber cloths or rags is not recommended as loose particles and debris remaining on the cloth may scratch or harm the acrylic surface. Do not use other chemical cleaners or window cleaners as their chemical compositions may alter and/or permanently affect the surface appearance.

### **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 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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### **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.

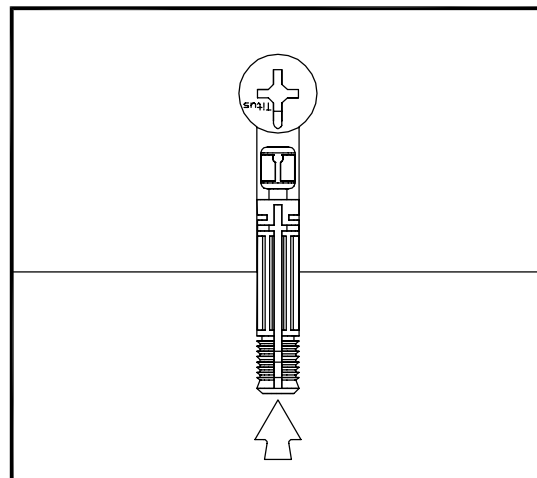
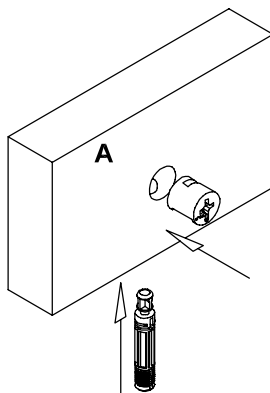
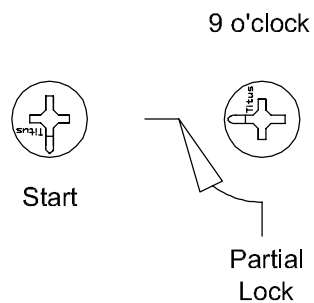
### **Instability Hazard**

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:

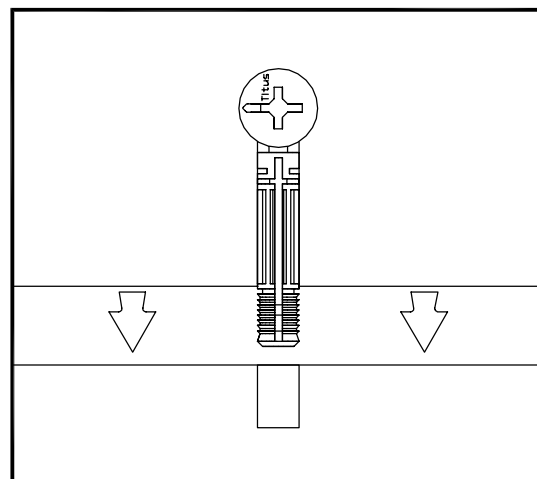
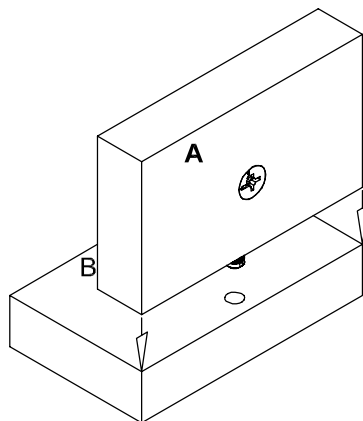
- Lock casters immediately after moving. Do not leave the casters unlocked when in use or storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions. 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.

# CAM and 8mm dowel connection

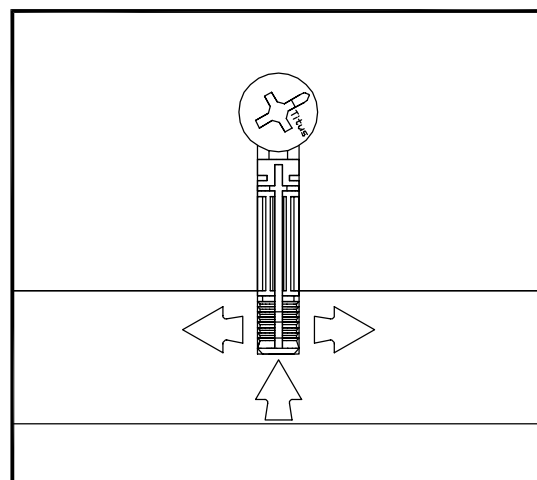
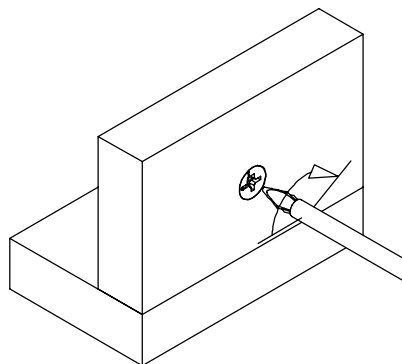
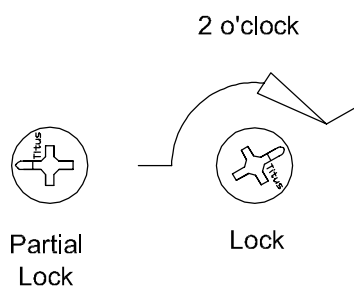
Press the CAM into Board A.  
Push the dowel into the edge hole of the same board.  
Partially lock the CAM to prevent the dowel from falling out of the hole.



Press the boards together,  
inserting the dowel into the  
hole of Board B.



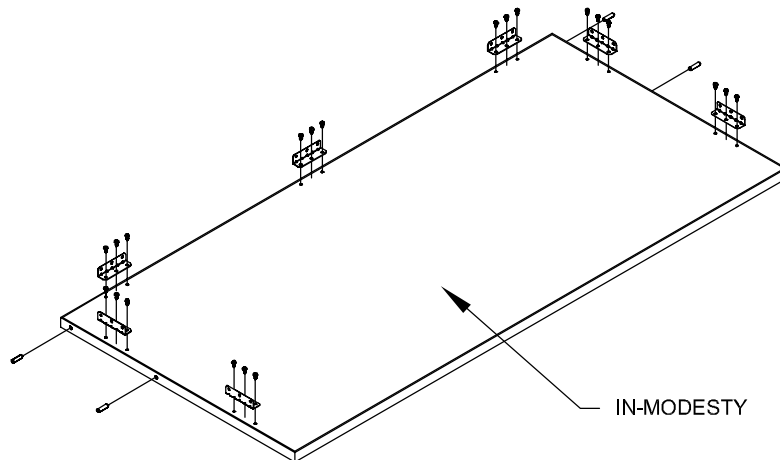
Turn CAM to 2 o'clock to  
smoothly lock boards  
together.



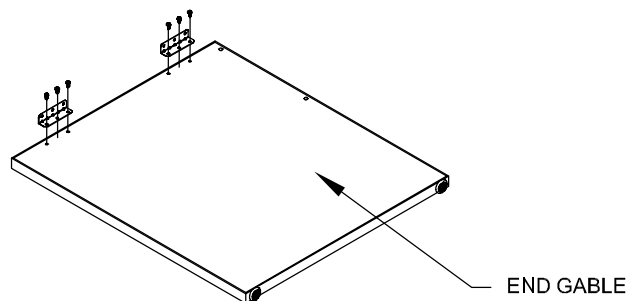
# freestanding straight desk

1. Attach brackets to desk in-modesty panel by using a 1-inch oval head screws into the pre-drilled holes, (Figure 1); insert wooden dowels into the holes on the edge of the desk-in modesty.
2. Attach brackets to end gables, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gables to the desk in-modesty using the 1-inch oval head screws, (Figure 3).

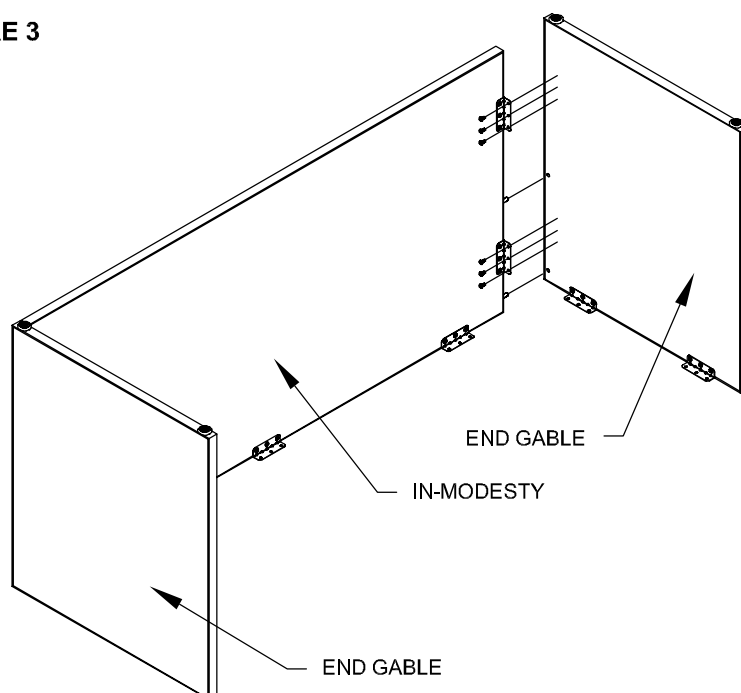
**FIGURE 1**



**FIGURE 2**



**FIGURE 3**

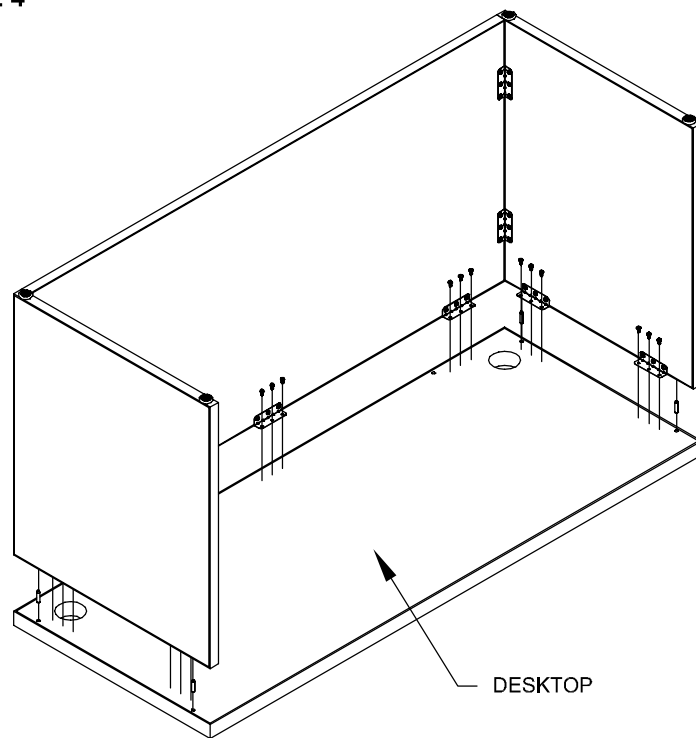




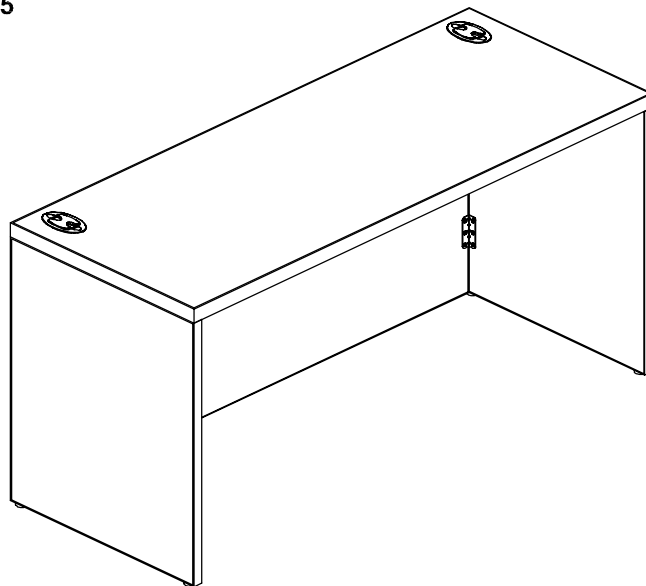
## freestanding straight desk (cont'd)

4. Invert the desktop; attach the end gables and the desk in-modesty to the desktop by inserting wooden dowels and screwing the free sides of the brackets to the desktop using 1-inch oval head screws, (Figure 4). Turn the glides of the gables all the way down before lifting the desk.
5. Lift the desk into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 5).

**FIGURE 4**



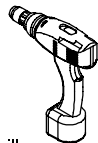
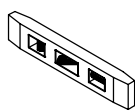

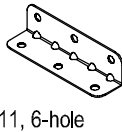

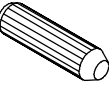
**FIGURE 5**



### tools & hardware needed

**NOTE:**

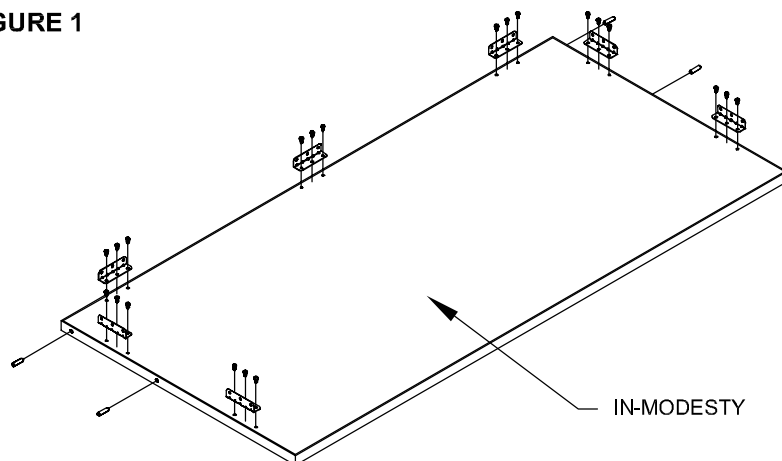
- > Hardware quantity shown may vary depending on the size of the desk.

 drill	 torpedo level	 #2 Robertson long bit	 11, 6-hole metal bracket	 66, 1" oval head screw	 8, wooden dowel
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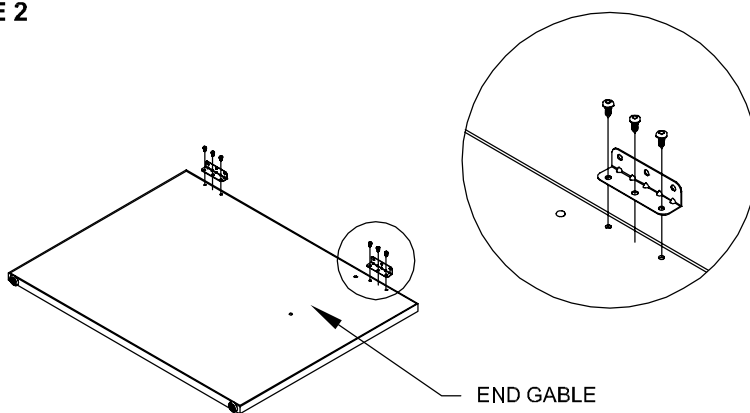
# freestanding arc desk

1. Attach brackets to desk in-modesty panel, by using 1-inch oval head screws into the pre-drilled holes, (Figure 1); insert wooden dowels into the holes on the edge of the desk-in-modesty.
2. Attach brackets to end gables, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gables to the desk in-modesty using the 1-inch oval head screws, (Figure 3).

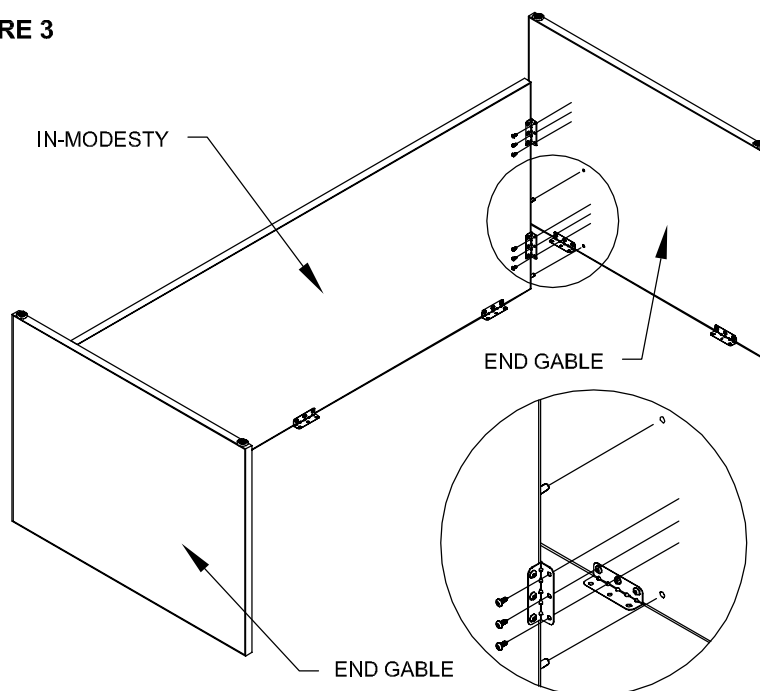
**FIGURE 1**



**FIGURE 2**



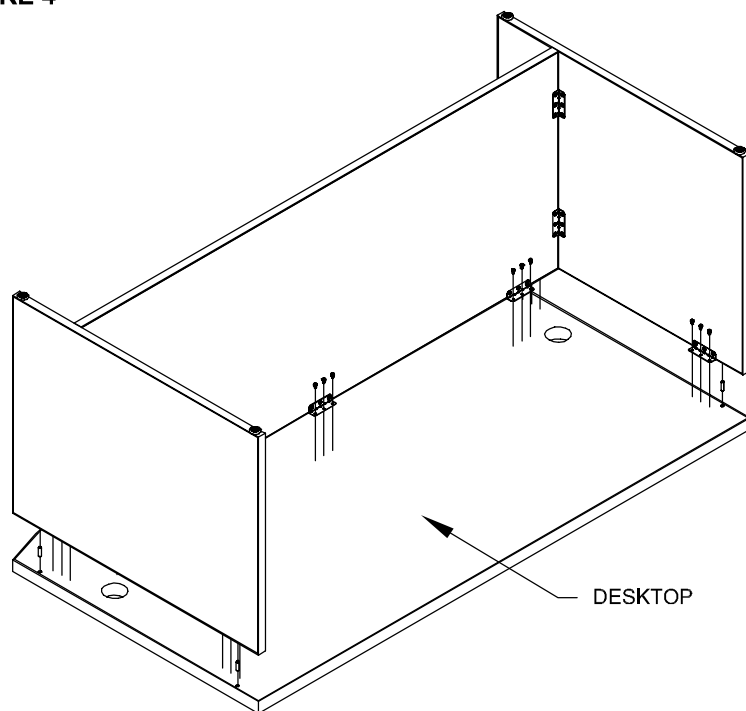
**FIGURE 3**



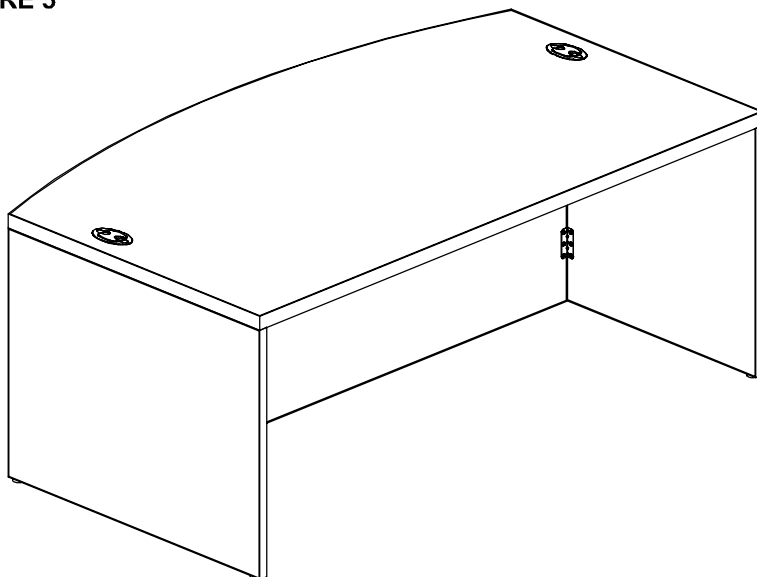
## freestanding arc desk (cont'd)

4. Invert the arc desktop; attach the end gables and the desk in-modesty to the arc desktop by inserting wooden dowels and screwing the free sides of the brackets to the arc desktop using 1-inch oval head screws, (Figure 4). Turn the glides of the gables all the way down before lifting the desk.
5. Lift the desk into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 5).

**FIGURE 4**



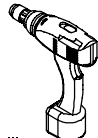
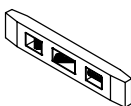

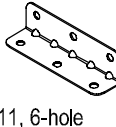

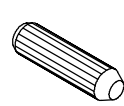
**FIGURE 5**



### NOTE:

- > Hardware quantity shown may vary depending on the size of the desk.

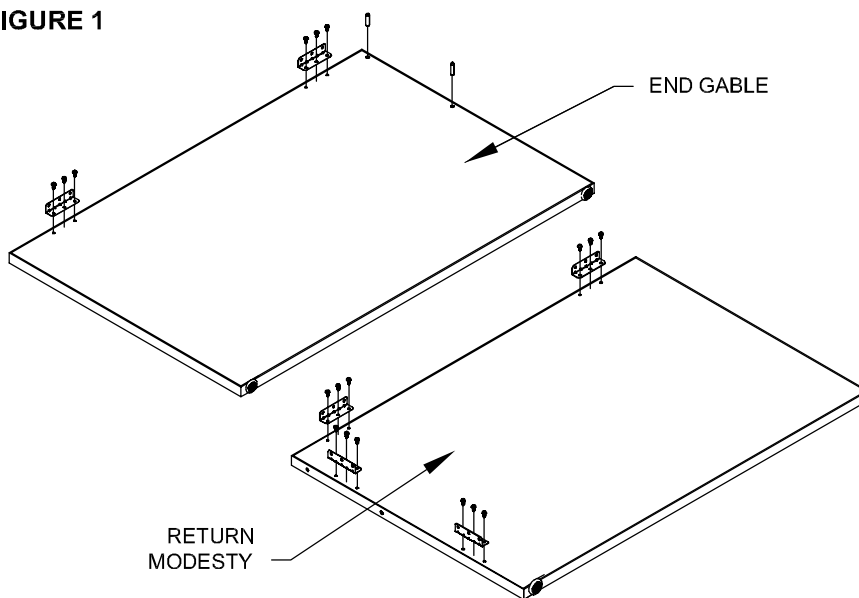
### tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 11, 6-hole metal bracket	 66, 1" oval head screw	 8, wooden dowel
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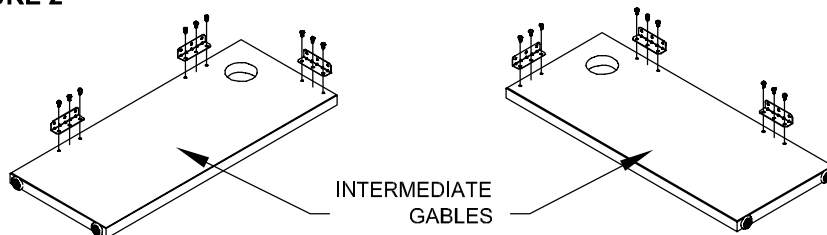
## 5-sided corner unit

1. Attach brackets to end gable and return modesty panels by using 1-inch oval head screws into the pre-drilled holes; insert wooden dowels into the holes on the interior face of the end gable, (Figure 1).
2. Attach brackets to intermediate gables, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gable to the return modesty and the two intermediate gables to the end gable and the return modesty respectively, (Figure 3).

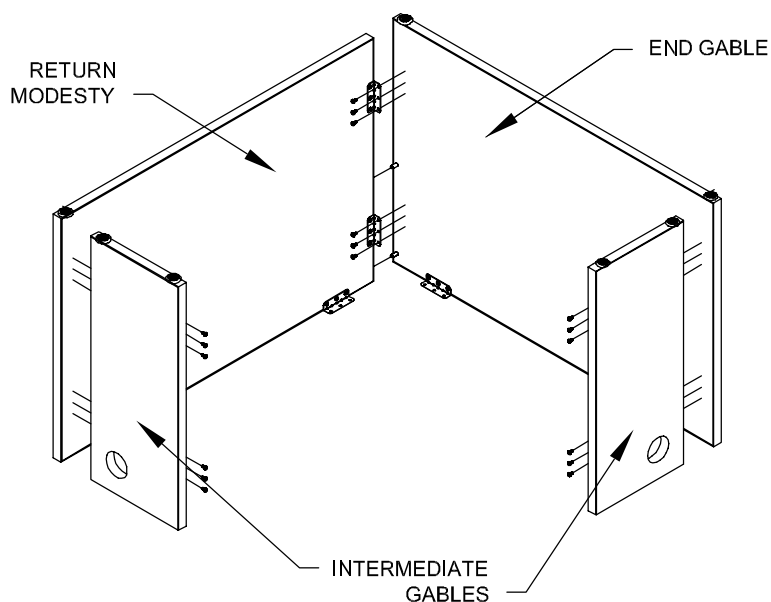
**FIGURE 1**



**FIGURE 2**



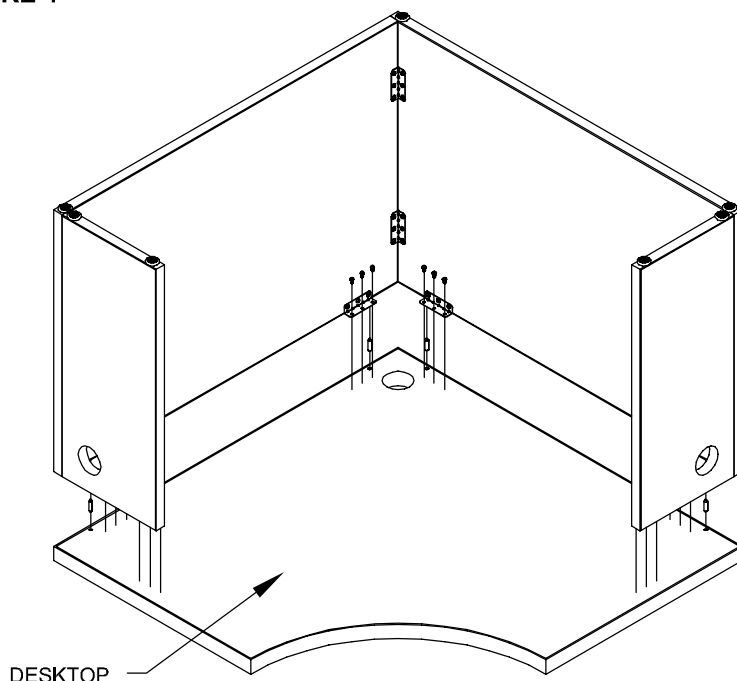
**FIGURE 3**



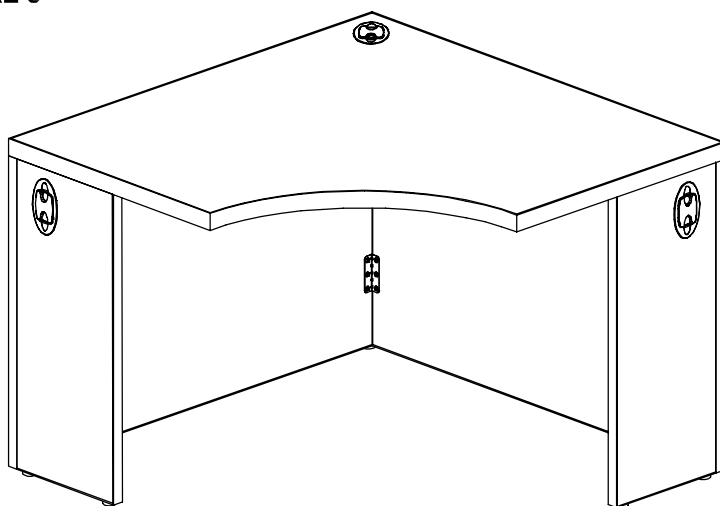
## 5-sided corner unit (cont'd)

4. Invert the desktop; attach the end gables and the desk in-modesty to the desktop by inserting wooden dowels and screwing the free sides of the brackets to the desktop using 1-inch oval head screws, (Figure 4). Turn the glides of the gables all the way down before lifting the desk.
5. Lift the 5-sided corner unit into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 5).

**FIGURE 4**



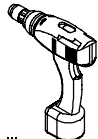
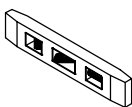

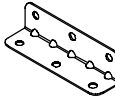

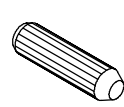
**FIGURE 5**



### NOTE:

- > Hardware quantity shown may vary depending on the size of the desk.

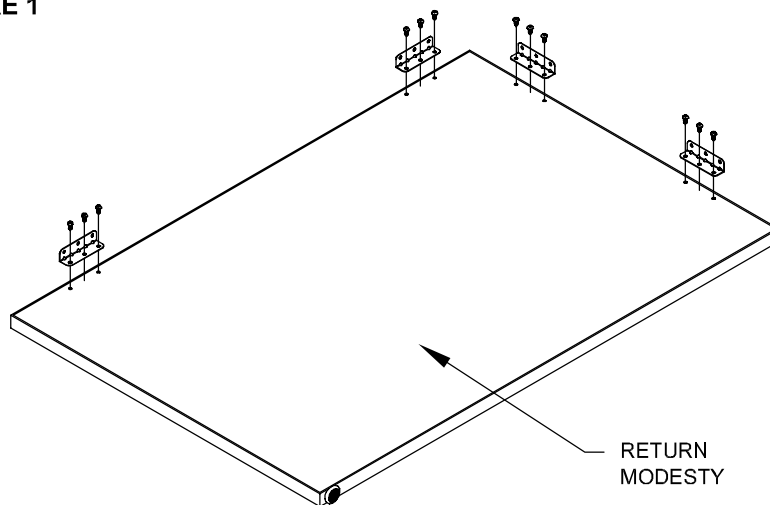
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	12-14, 6-hole metal bracket	72, 1" oval head screw	6, wooden dowel

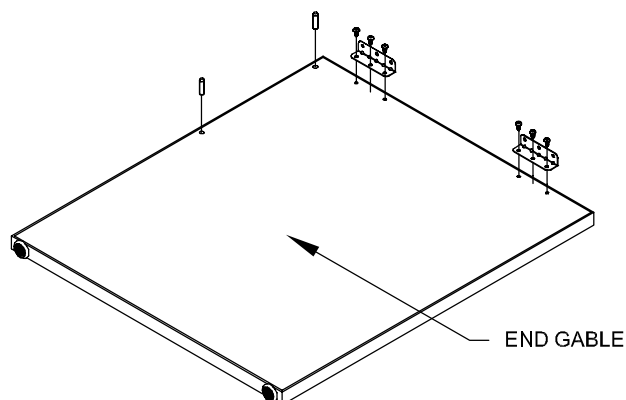
# straight return workspace

1. Attach brackets to return modesty panel, using the pre-drilled holes, (Figure 1).
2. Attach brackets to end gable, using the pre-drilled holes; insert wooden dowels into the holes on the interior face of the end gable, (Figure 2).
3. Attach the end gable to the return modesty; insert the wooden dowels on the gable into one edge of the return modesty and screw the free sides of the brackets to the end gable, with 1-inch oval head screws, (Figure 3).

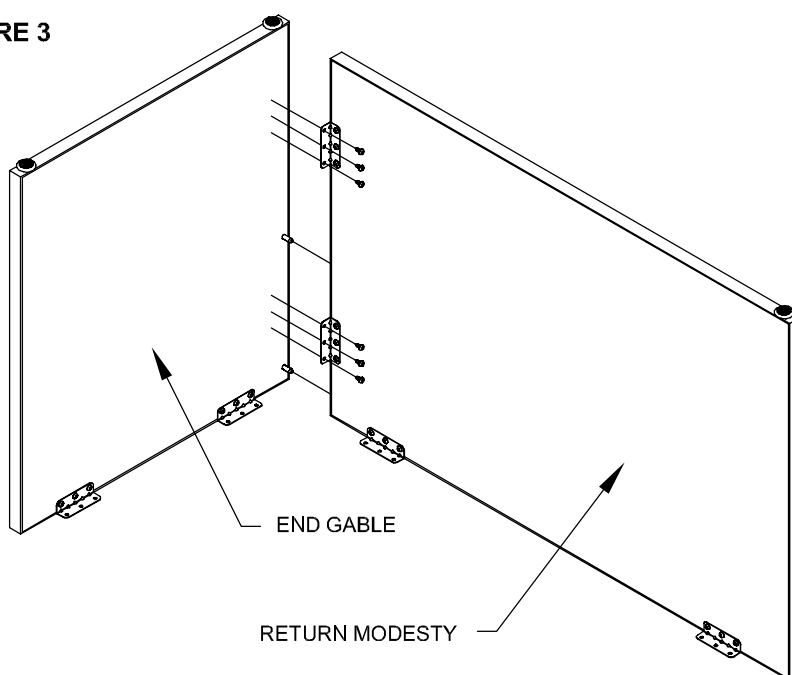
**FIGURE 1**



**FIGURE 2**



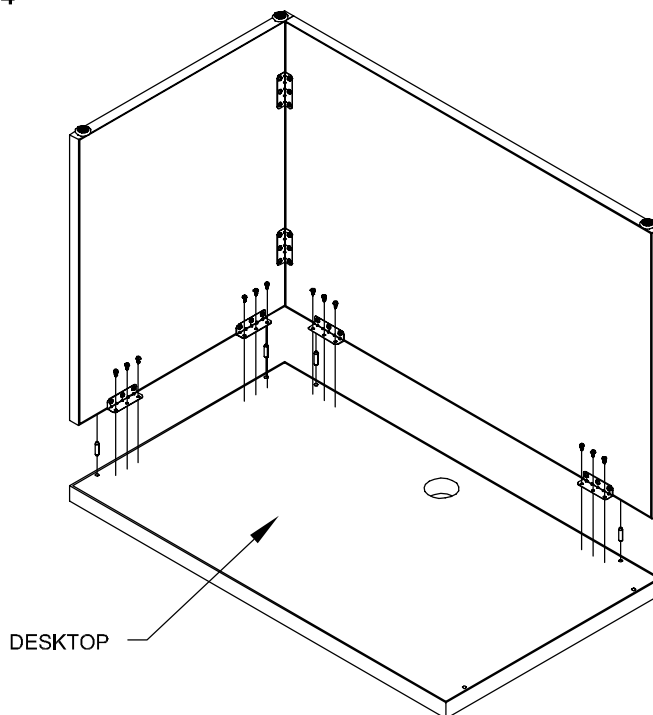
**FIGURE 3**



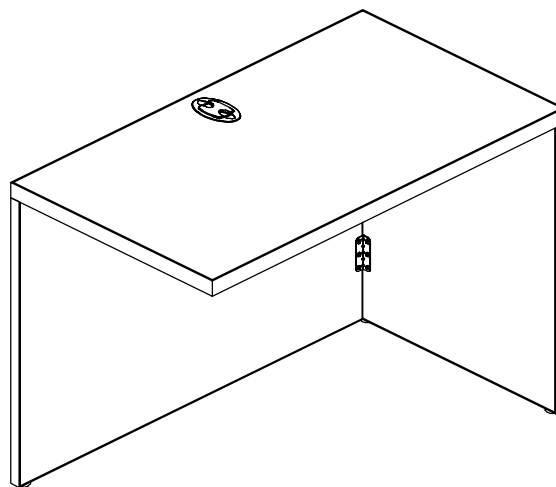
## straight return workspace (cont'd)

4. Invert the desktop; attach the end gable and the return modesty to the desktop by inserting wooden dowels and screwing the free sides of the brackets to the desktop, (Figure 4).
5. Lift the desk into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 5).

**FIGURE 4**



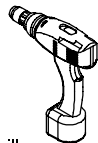
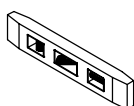

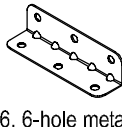
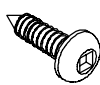
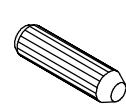
**FIGURE 5**



**NOTE:**

- > Hardware quantity shown may vary depending on the size of the desk.

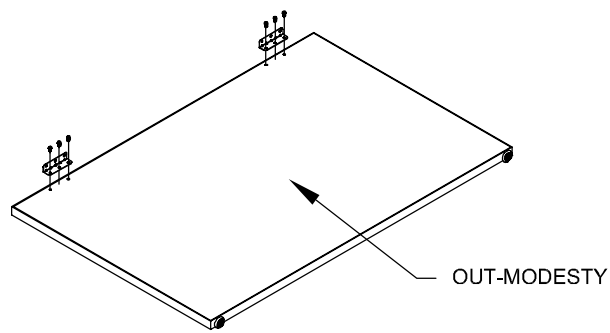
**tools & hardware needed**

 drill	 torpedo level	 #2 Robertson long bit	 6, 6-hole metal bracket	 36, 1" oval head screw	 6, wooden dowel
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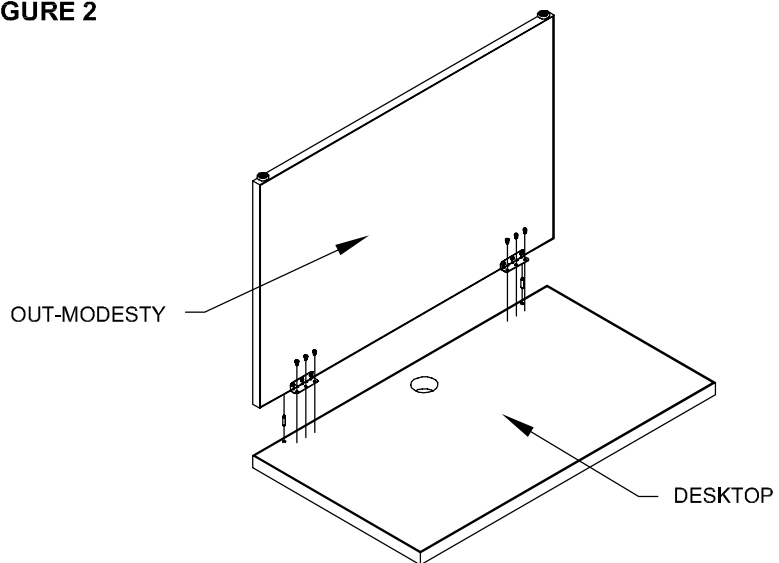
# straight bridge worksurface

1. Attach brackets to out-modesty panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Invert the desktop; attach the out-modesty to the desktop by inserting wooden dowels and screwing the free sides of the brackets to the desktop using 1-inch oval head screws, (Figure 2). Turn the glides of the out-modesty all the way down before connecting the bridge to adjoining desk.

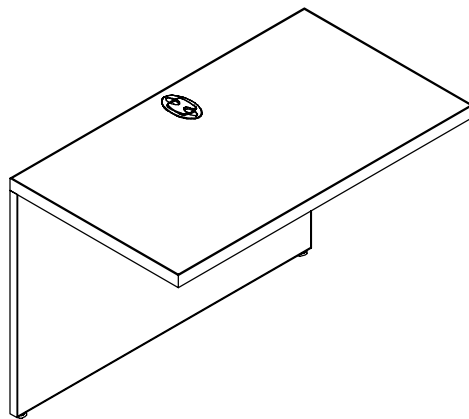
**FIGURE 1**



**FIGURE 2**



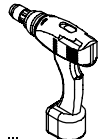
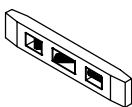

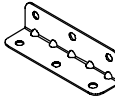

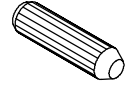
**FIGURE 3**



## tools & hardware needed

### NOTE:

- > Hardware quantity shown may vary depending on the size of the desk.

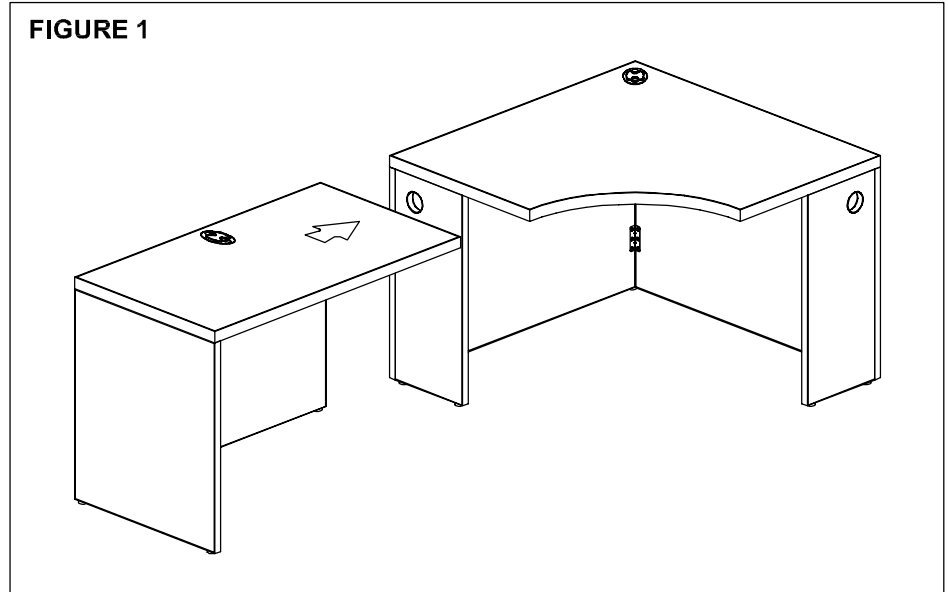
					
drill	torpedo level	#2 Robertson long bit	2, 6-hole metal bracket	12, 1" oval head screw	2, wooden dowel



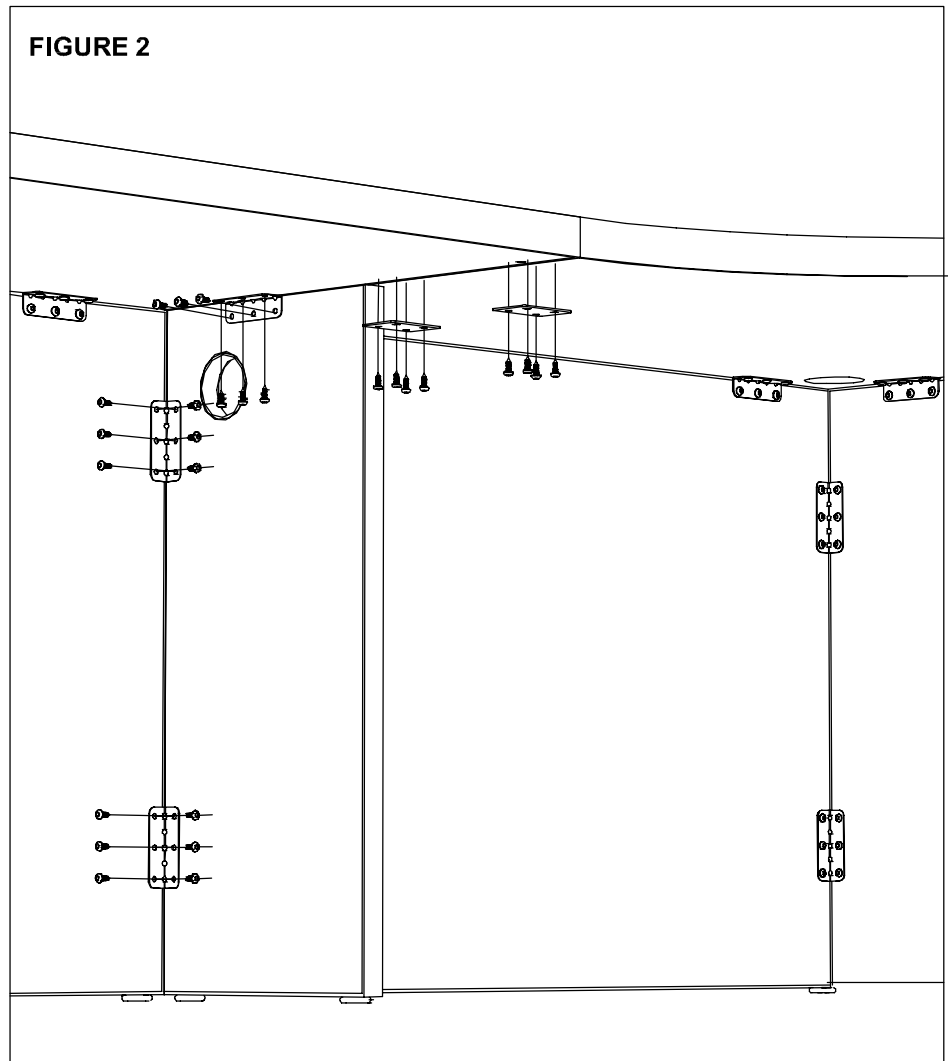
## connecting adjoining surfaces

1. Position the straight return beside the 5-sided corner; level and adjust glides if necessary, (Figure 1).
2. Attach the surfaces together with two mending plates and a 6-hole metal bracket using 1-inch oval head screws. Attach the modesties with two 6-hole metal brackets using 1-inch oval head screws, (Figure 2).

**FIGURE 1**



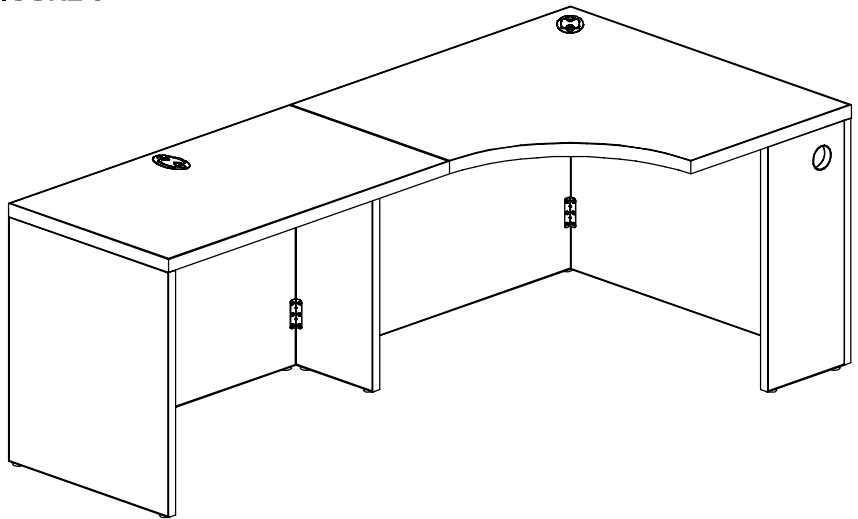
**FIGURE 2**



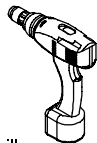
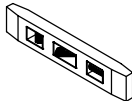

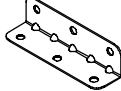
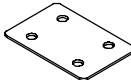
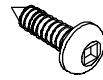
## connecting adjoining surfaces (cont'd)

3. Figure 3 shows the two parts assembled.

**FIGURE 3**



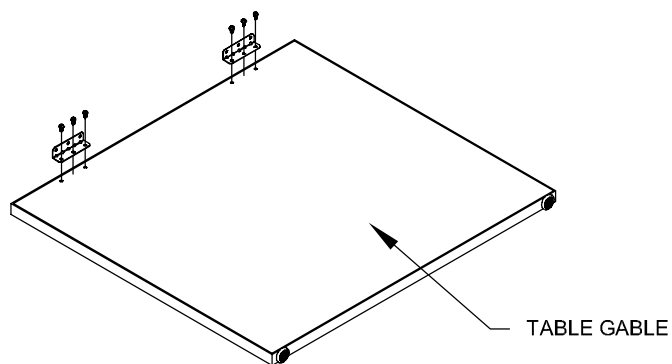
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	3, 6-hole metal bracket	2, mending plate	26, 1" oval head screw

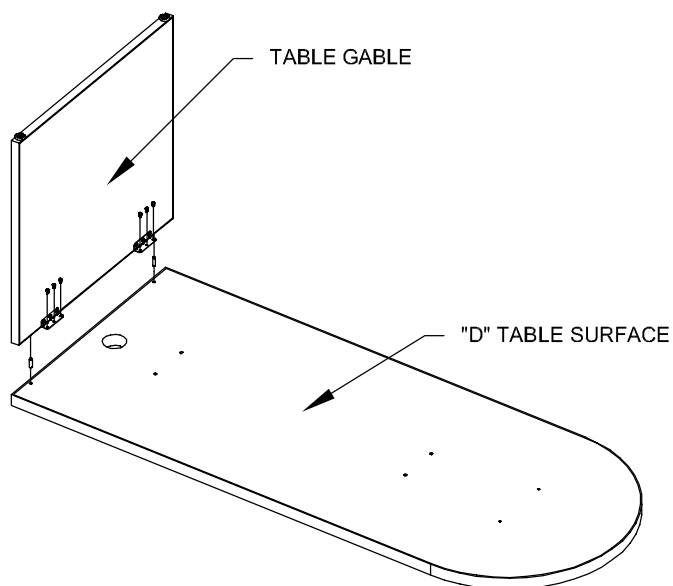
# "D" table

1. Attach brackets to table gable panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Invert the "D" table surface; attach the gable to the "D" table surface; position the gable with wooden dowels and screwing the brackets on the gable to the surface using 1-inch oval head screws, (Figure 2).
3. Position the table modesty panel on the "D" table surface with two wooden dowels, using the pre-drilled holes on the outside of the workstation the table is going to be a part of, (Figure 3).

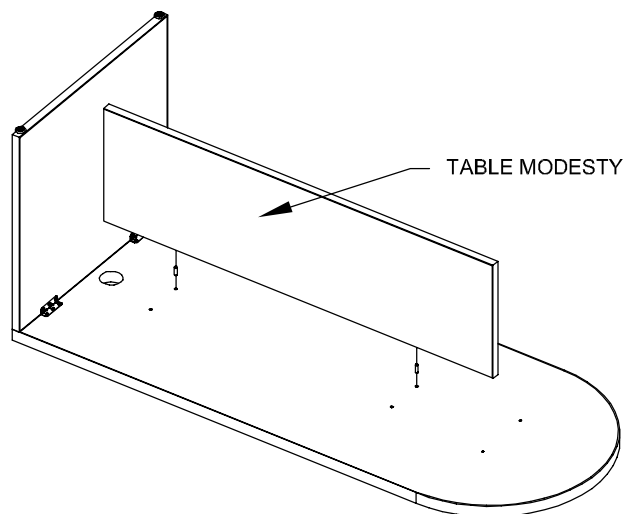
**FIGURE 1**



**FIGURE 2**



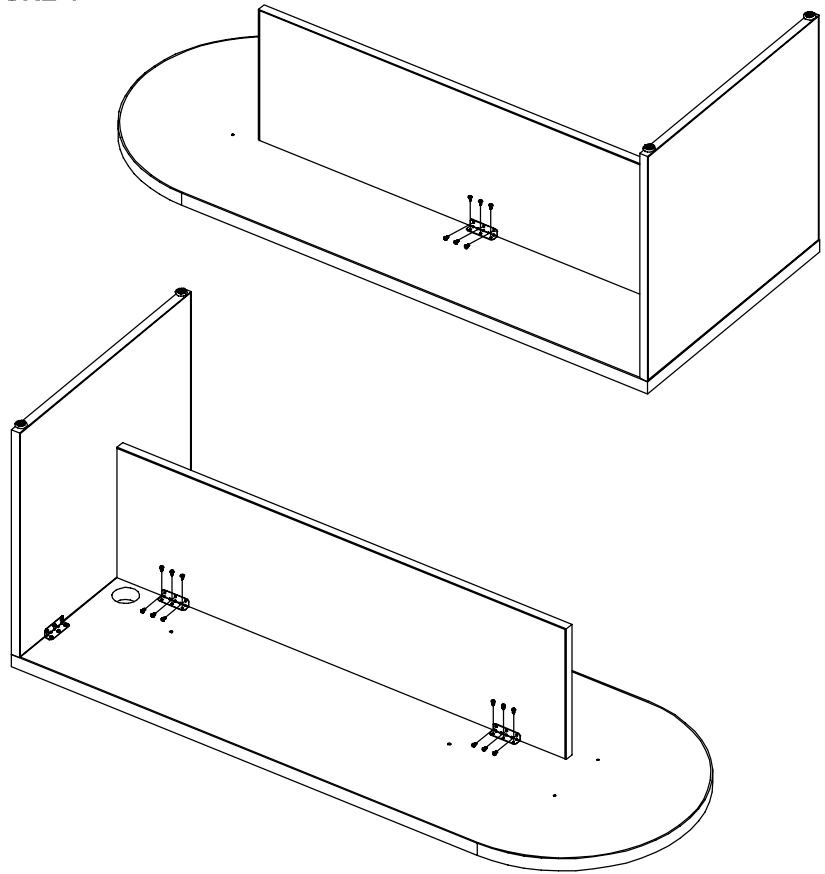
**FIGURE 3**



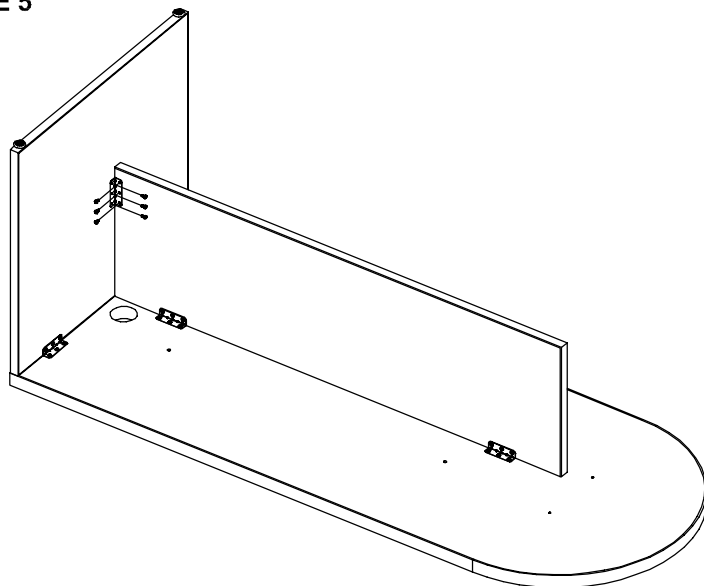
## "D" table (cont'd)

4. Attach the table modesty to the "D" table surface with three 6-hole metal brackets, one on one side and two on the other side of the table modesty, (Figure 4).
5. Attach the table modesty to the table gable with one 6-hole metal bracket, on the inside of the work station using 1-inch oval head screws, (Figure 5).

**FIGURE 4**



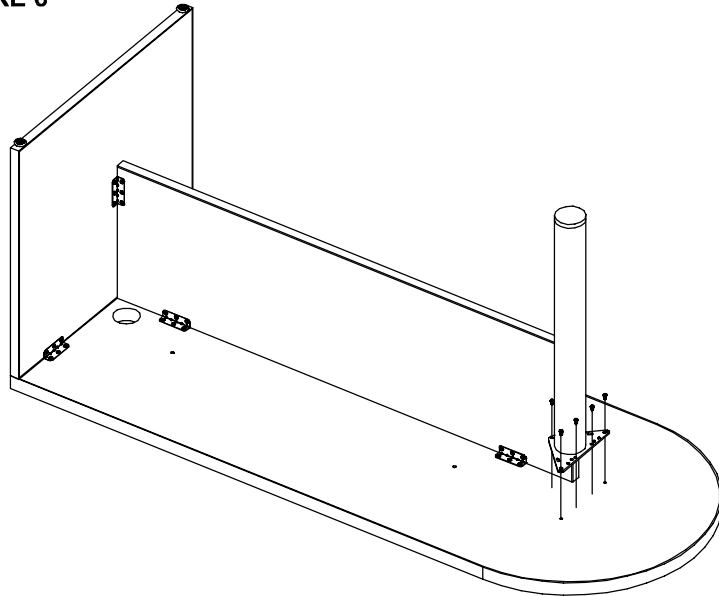
**FIGURE 5**



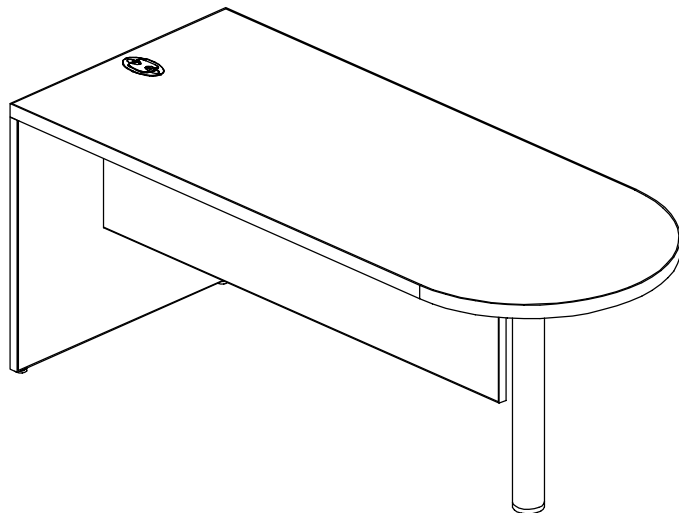
## "D" table (cont'd)

6. Attach leg to the "D" table surface by using 1-inch oval head screws into the pre-drilled holes, (Figure 6).
7. Lift the "D" table into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 7).

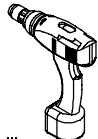
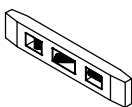

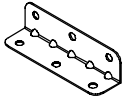

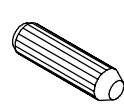
**FIGURE 6**



**FIGURE 7**



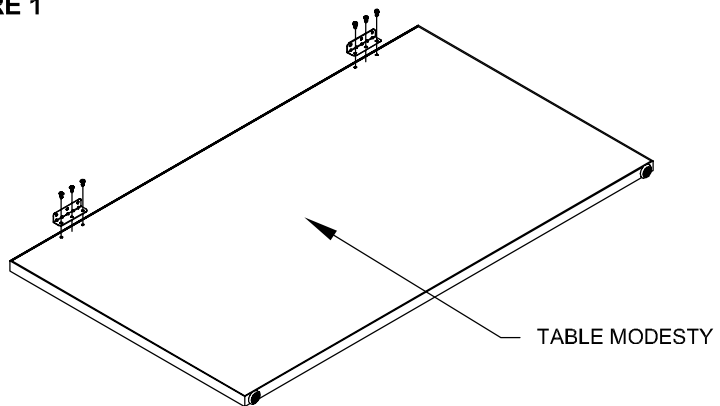
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	6, 6-hole metal bracket	39, 1" oval head screw	4, wooden dowel

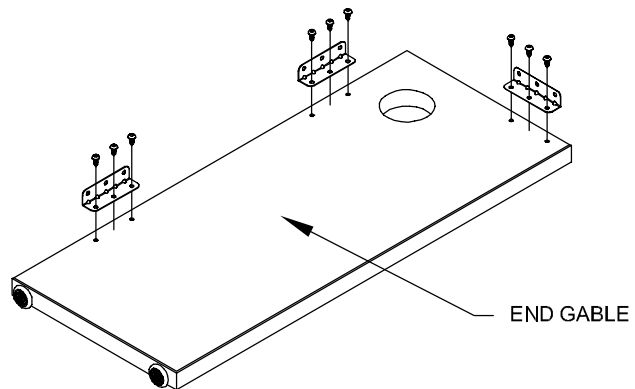
## "F" table

1. Attach brackets to the table modesty, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to the end gable, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gables to the modesty and screw the free sides of the bracket to the end gable using 1-inch oval head screws, (Figure 3).

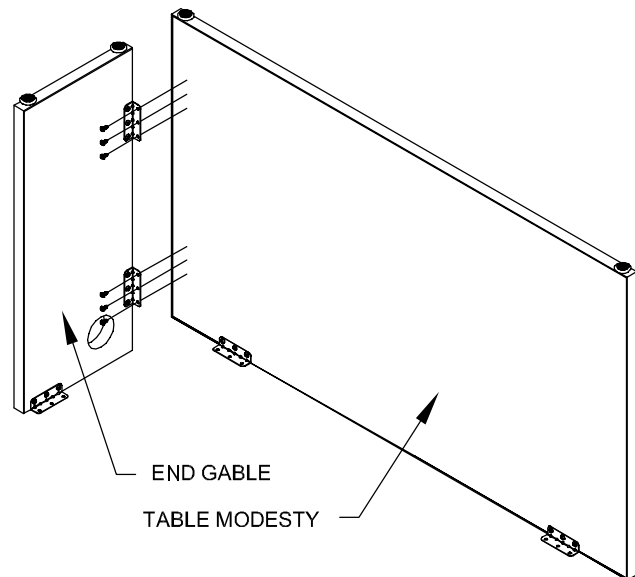
**FIGURE 1**



**FIGURE 2**



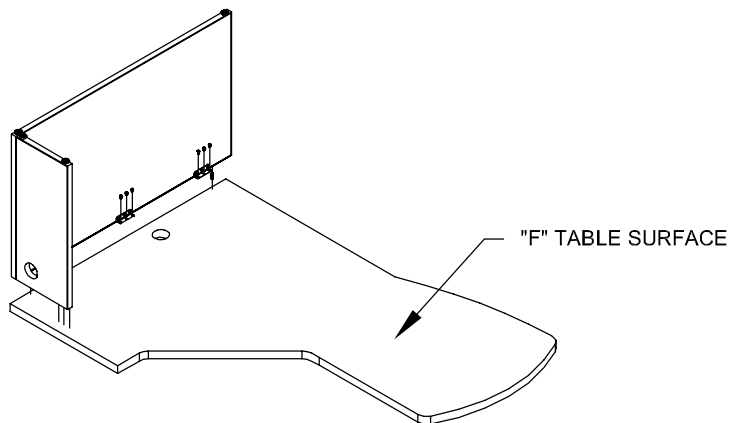
**FIGURE 3**



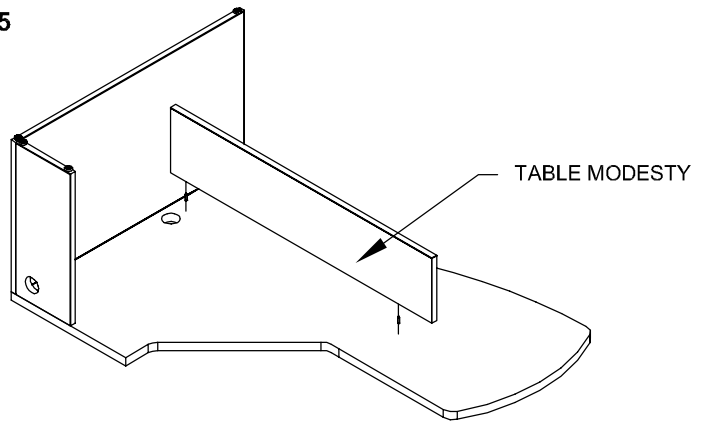
## "F" table (cont'd)

4. Invert the "F" table surface; attach the modesty and the gable to the "F" table surface; position the gable with wooden dowels and screw the brackets on the gable to the surface using 1-inch screws, (Figure 4).
5. Position the table modesty panel on the "F" table surface with two wooden dowels, using the pre-drilled holes on the outside of the work station the "F" table is going to be a part of, (Figure 5).
6. Attach the table modesty to the "F" table surface with three 6-hole metal brackets, one on one side and two on the other side of the table modesty, (Figure 6).

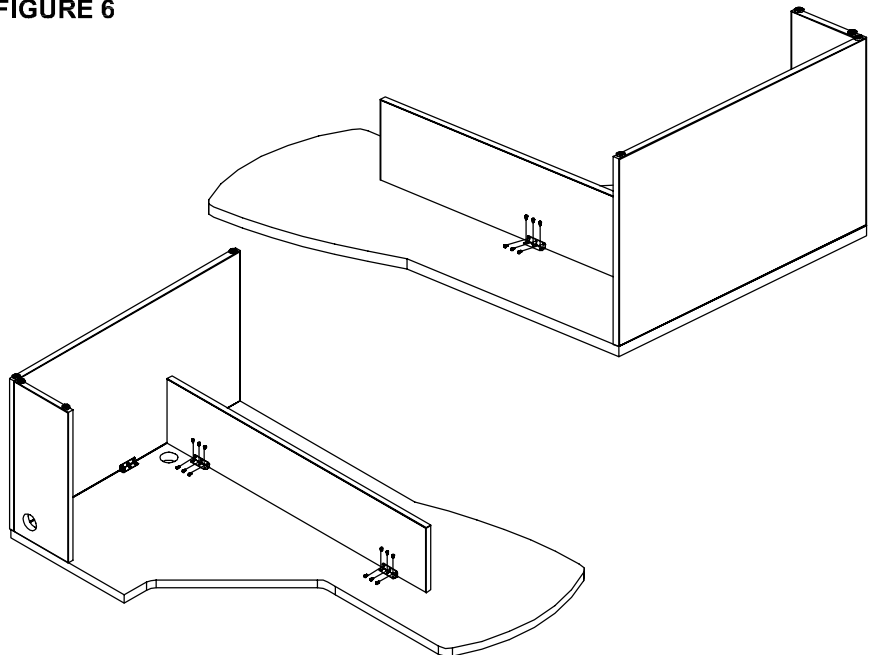
**FIGURE 4**



**FIGURE 5**



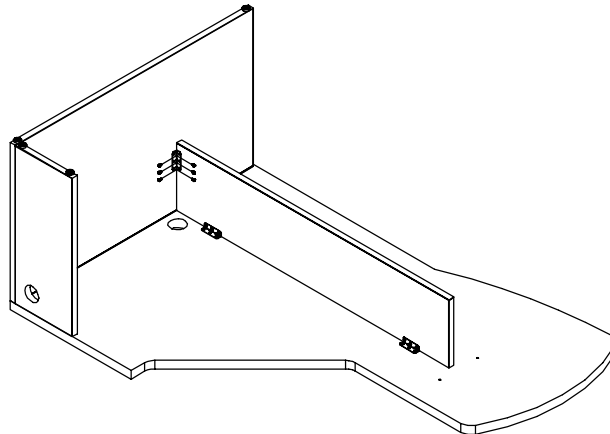
**FIGURE 6**



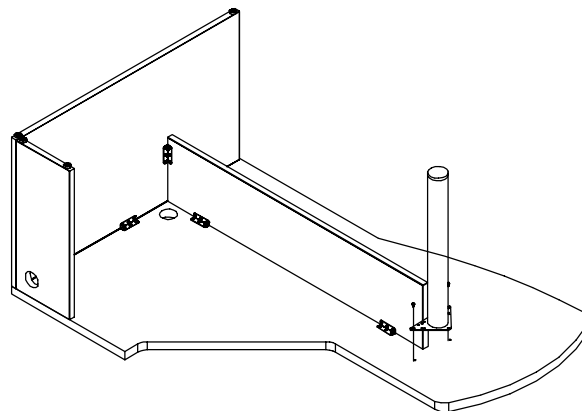
## "F" table (cont'd)

7. Attach the table modesty to the table gable with one 6-hole metal bracket, on the inside of the workstation, (Figure 7).
8. Attach leg to the "F" table surface, using 1-inch oval head screws into the pre-drilled holes, (Figure 8).
9. Lift the "F" table into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 9).

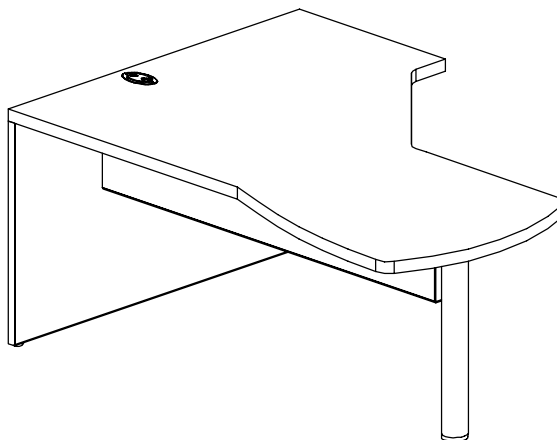
**FIGURE 7**



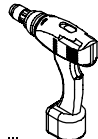
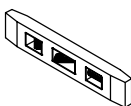

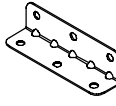

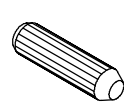
**FIGURE 8**



**FIGURE 9**



### tools & hardware needed

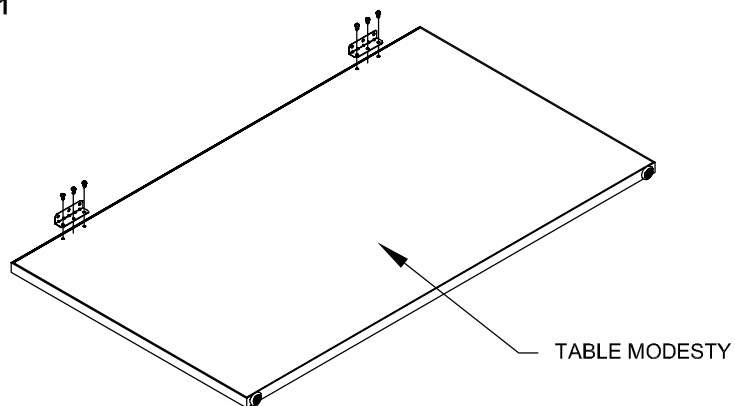
					
drill	torpedo level	#2 Robertson long bit	9, 6-hole metal bracket	54, 1" oval head screw	4, wooden dowel



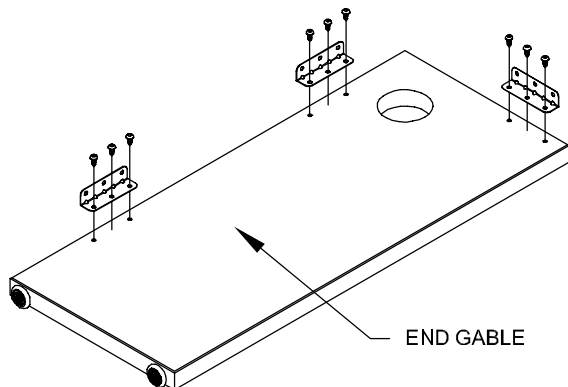
# "J" table

1. Attach brackets to the table modesty, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to the end gable, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gables to the modesty and screw the free sides of the bracket to the end gable using 1-inch oval head screws, (Figure 3).

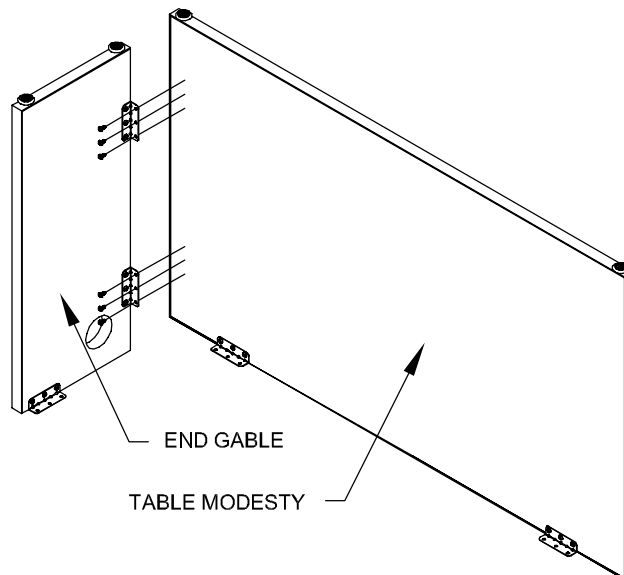
**FIGURE 1**



**FIGURE 2**



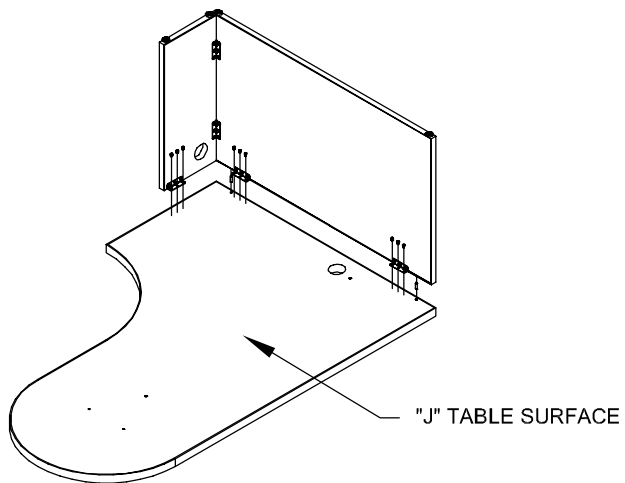
**FIGURE 3**



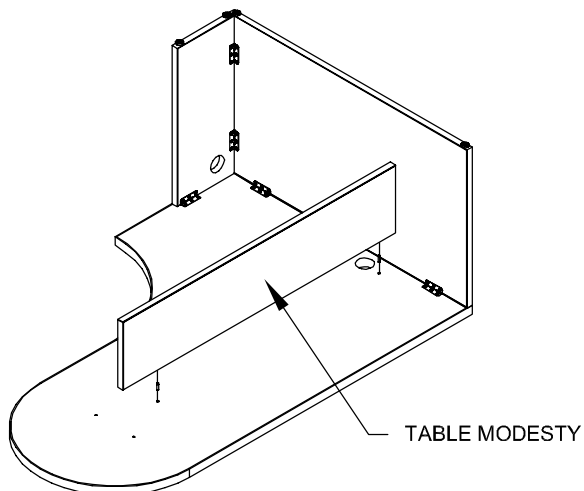
## "J" table (cont'd)

4. Invert the "J" table surface; attach the modesty and the gable to the "J" table surface; position the gable with wooden dowels and screw the brackets on the gable to the surface using 1-inch oval head screws, (Figure 4).
5. Position the table modesty panel on the "J" table surface with two wooden dowels, using the pre-drilled holes on the outside of the work station the "J" table is going to be a part of, (Figure 5).
6. Attach the table modesty to the "J" table surface with three 6-hole metal brackets, one on one side and two on the other side of the table modesty, (Figure 6).

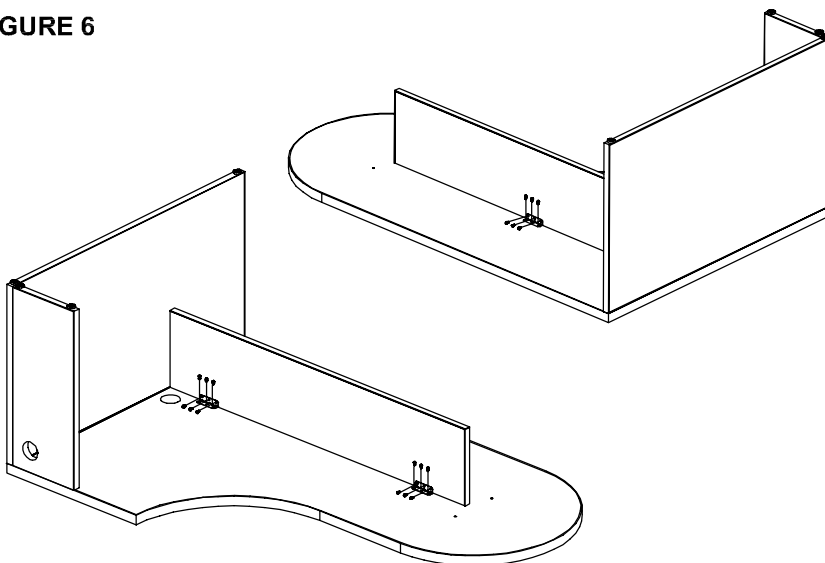
**FIGURE 4**



**FIGURE 5**



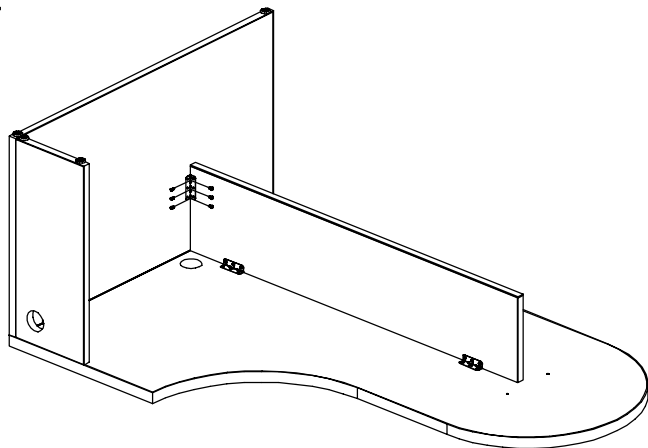
**FIGURE 6**



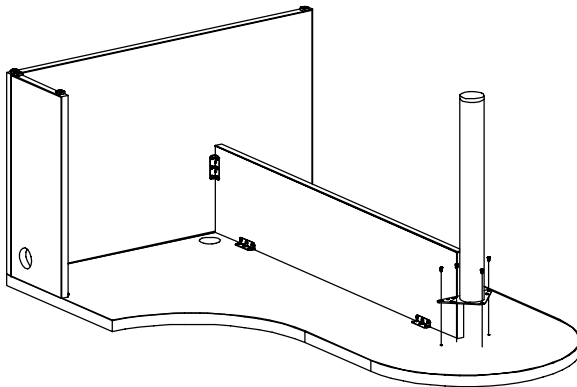
## "J" table (cont'd)

7. Attach the table modesty to the table gable with one 6-hole metal bracket, on the inside of the work station, (Figure 7).
8. Attach leg to the "J" table surface, using 1-inch oval head screws into the pre-drilled holes, (Figure 8).
9. Lift the "J" table into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 9).

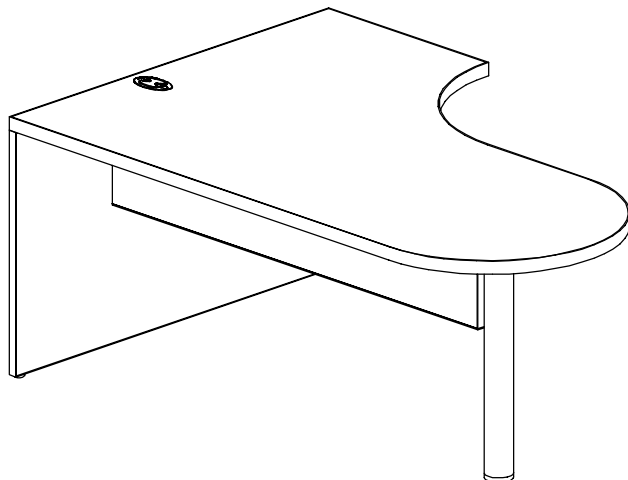
**FIGURE 7**




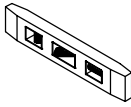

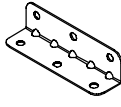

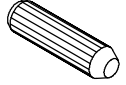
**FIGURE 8**



**FIGURE 9**



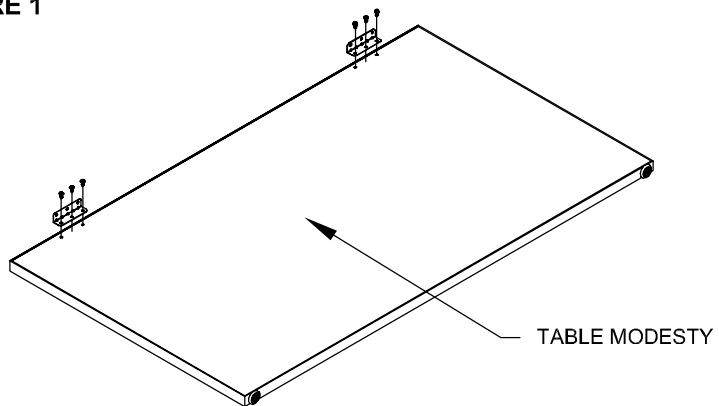
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	9, 6-hole metal bracket	52, 1" oval head screw	4, wooden dowel

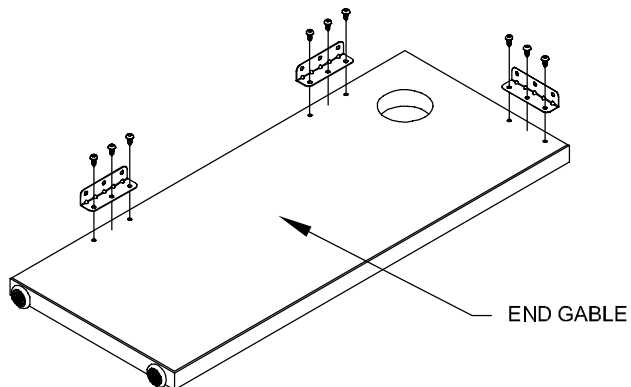
# "K" table

1. Attach brackets to the table modesty, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to the end gable, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Fasten the end gables to the modesty and screw the free sides of the bracket to the end gable using 1-inch oval head screws, (Figure 3).

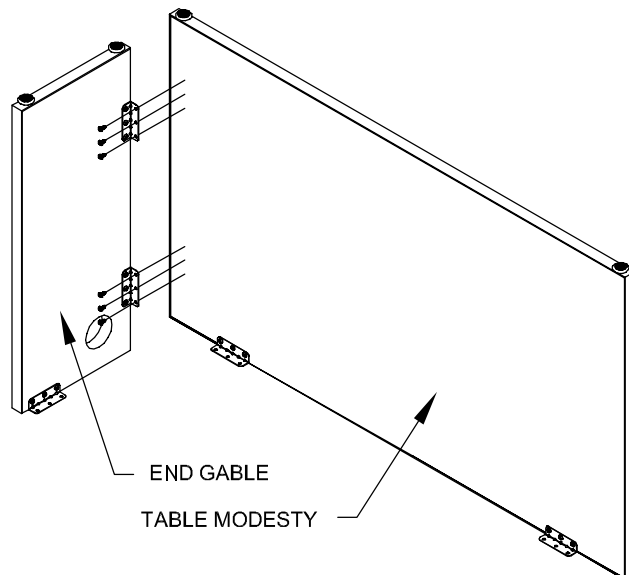
**FIGURE 1**



**FIGURE 2**



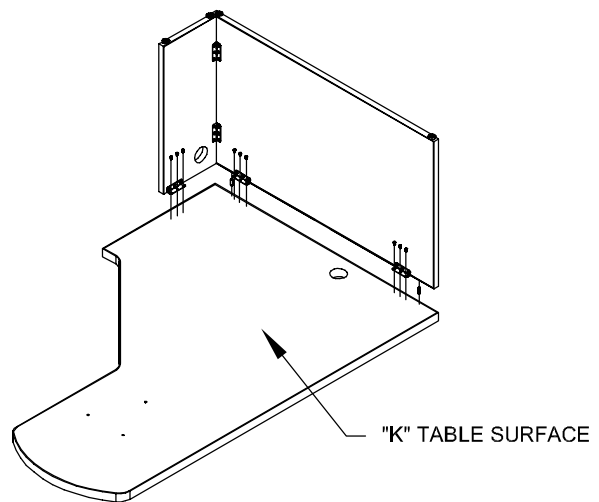
**FIGURE 3**



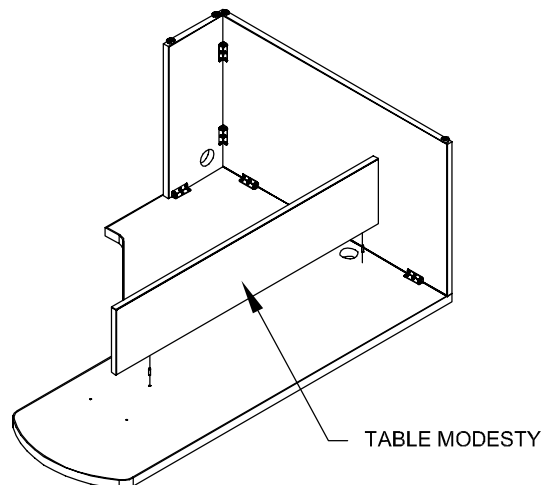
## "K" table (cont'd)

4. Invert the "K" table surface; attach the modesty and the gable to the "K" table surface; position the gable with wooden dowels and screw the brackets on the gable to the surface using 1-inch oval head screws, (Figure 4).
5. Position the table modesty panel on the "K" table surface with two wooden dowels, using the pre-drilled holes on the outside of the work station the "K" table is going to be a part of, (Figure 5).
6. Attach the table modesty to the "K" table surface with three 6-hole metal brackets, one on one side and two on the other side of the table modesty, (Figure 6).

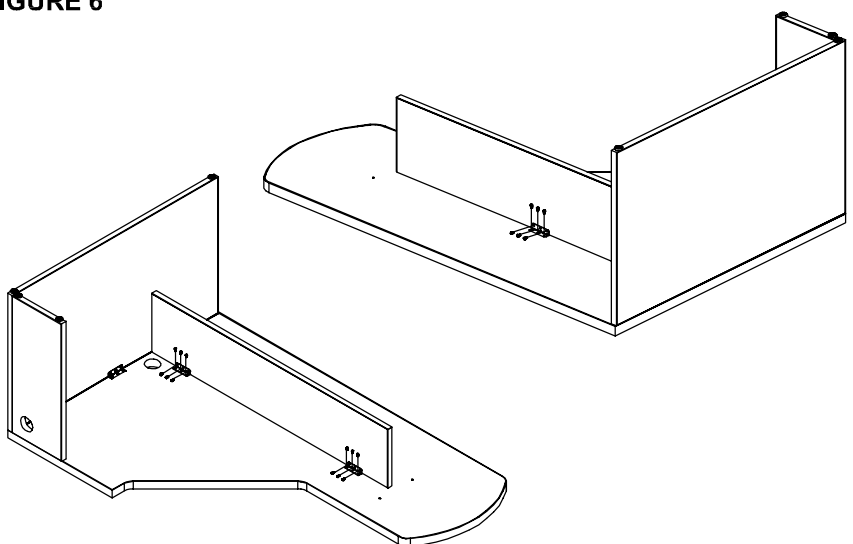
**FIGURE 4**



**FIGURE 5**



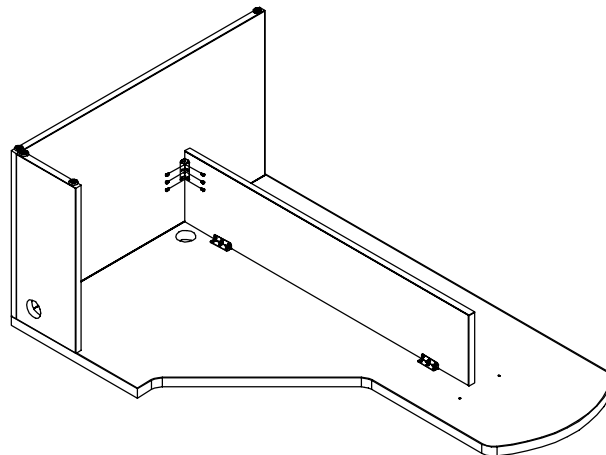
**FIGURE 6**



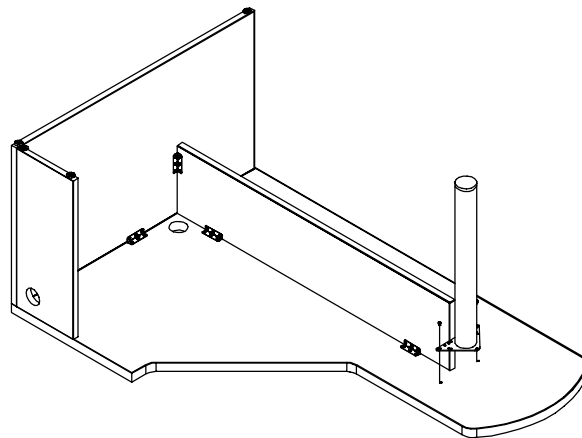
## "K" table (cont'd)

7. Attach the table modesty to the table gable with one 6-hole metal bracket, on the inside of the work station, (Figure 7).
8. Attach leg to the "K" table surface, using 1-inch oval head screws into the pre-drilled holes, (Figure 8).
9. Lift the "K" table into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 9).

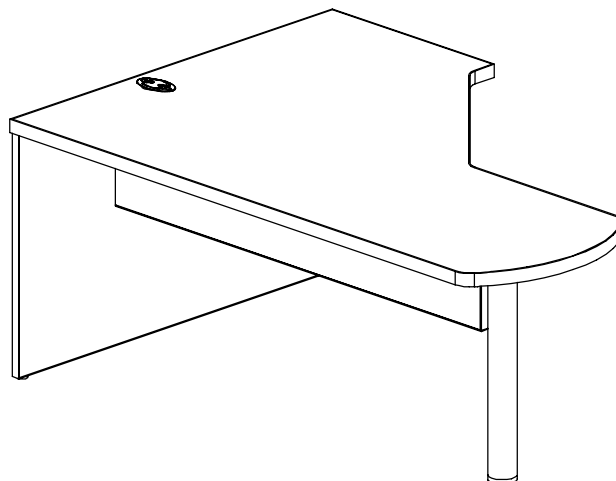
**FIGURE 7**



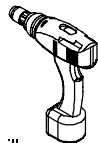
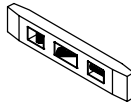

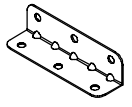

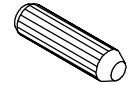
**FIGURE 8**



**FIGURE 9**



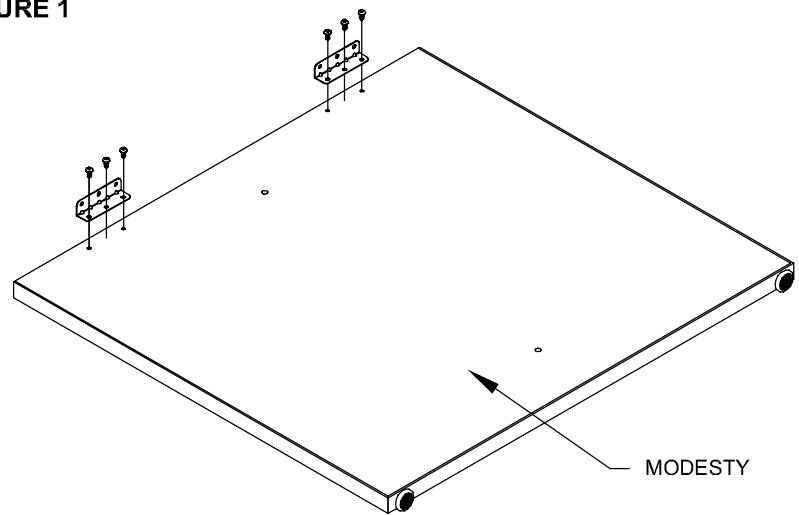
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	9, 6-hole metal bracket	54, 1" oval head screw	4, wooden dowel

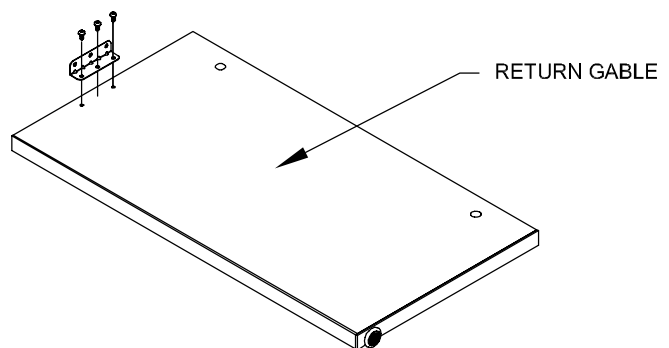
# "O" table

1. Attach brackets to the modesty, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to the return gables, using 1-inch oval head screws into the pre-drilled holes, (Figure 2).
3. Connect the return gables to the modesty; insert quick fit connections, (Figure 3).

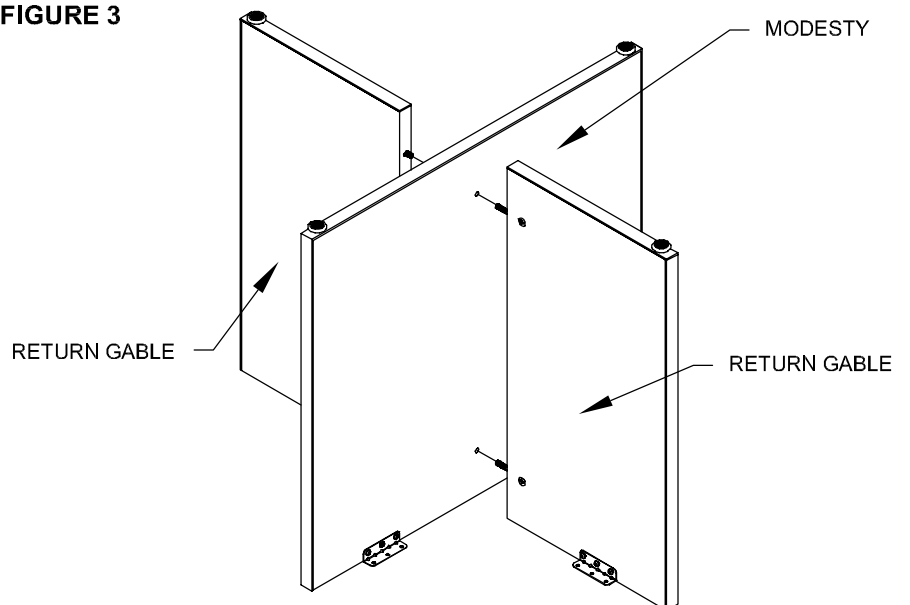
**FIGURE 1**



**FIGURE 2**



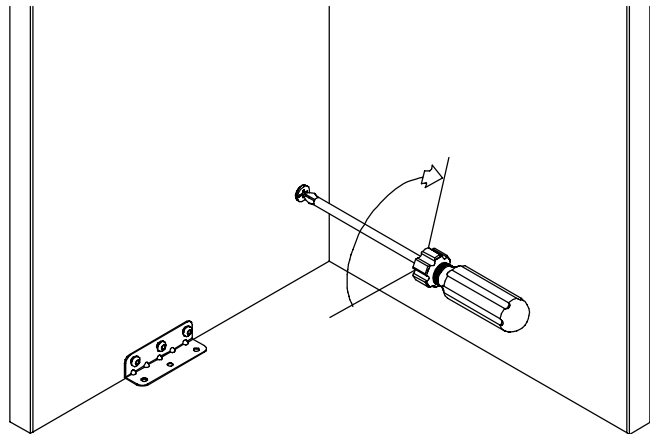
**FIGURE 3**



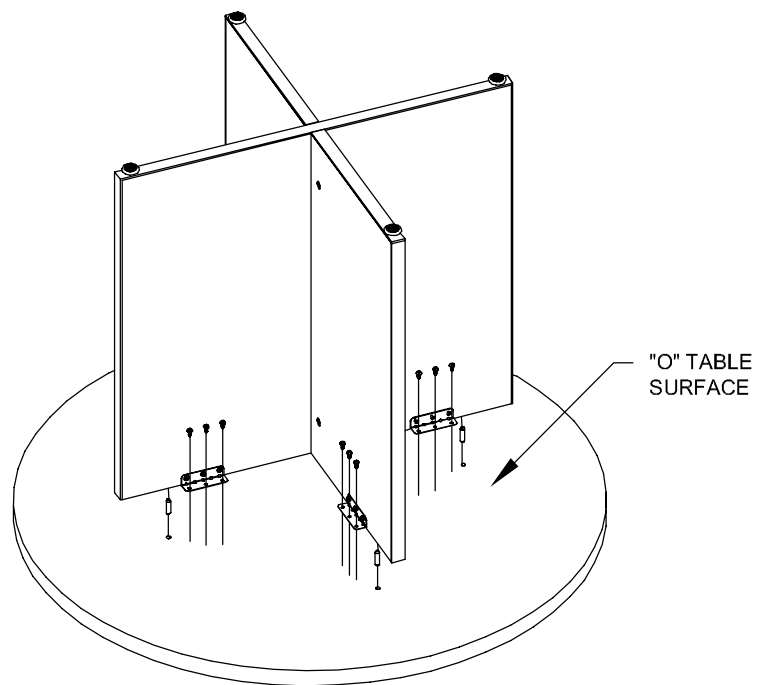
## "O" table (cont'd)

4. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 4).
5. Invert the desktop; attach the gables and the modesty by inserting wooden dowels and screwing the free sides of the brackets to the desktop using 1-inch oval head screws (Figure 5).

**FIGURE 4**



**FIGURE 5**

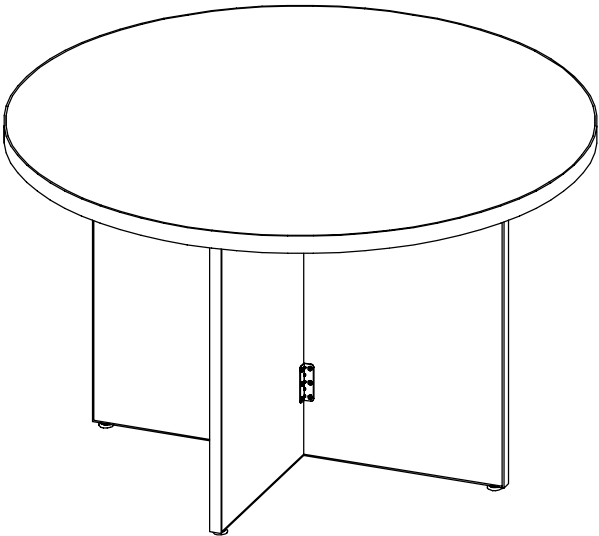




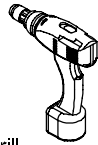
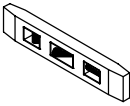

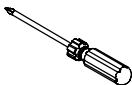

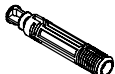
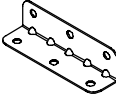

# "O" table (cont'd)

6. Lift the table into an upright position; level and adjust glides if necessary, (Figure 6).

FIGURE 6



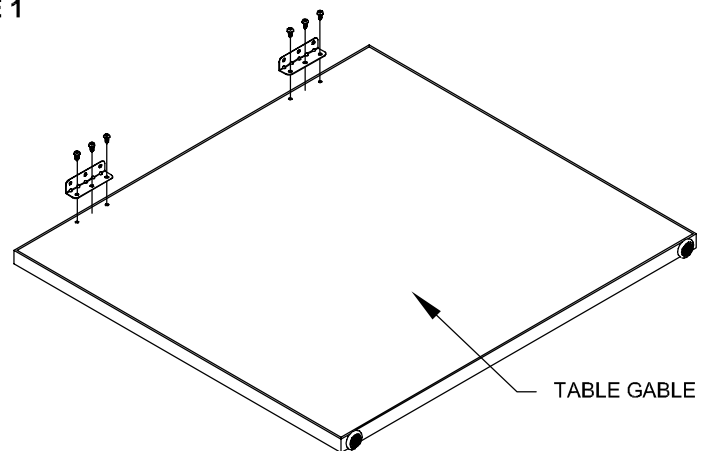
tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 #3 Philips screw driver	 4, cam	 4, quickfit dowel
				 8, 6-hole metal bracket	 32, 1" oval head screw

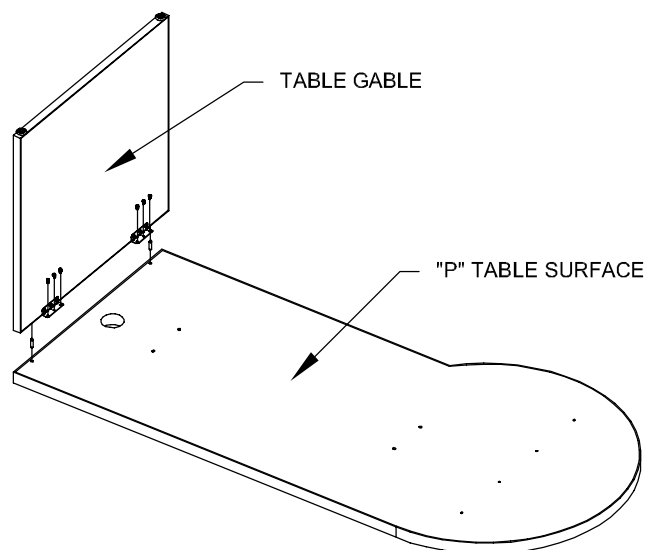
## "P" table

1. Attach brackets to table gable panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Invert the "P" table surface; attach the gable to the "P" table surface; position the gable with wooden dowels and screw the brackets on the gable to the surface using 1-inch oval head screws, (Figure 2).
3. Position the table modesty panel on the "P" table surface with two wooden dowels, using the pre-drilled holes on the outside of the work station the "P" table is going to be a part of, (Figure 3).

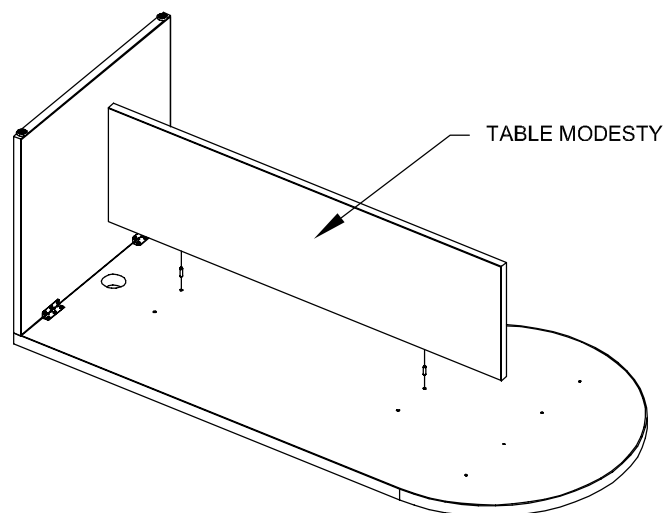
**FIGURE 1**



**FIGURE 2**



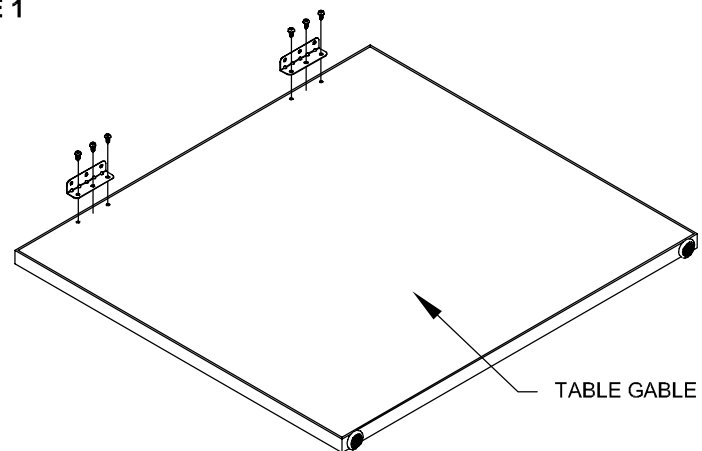
**FIGURE 3**



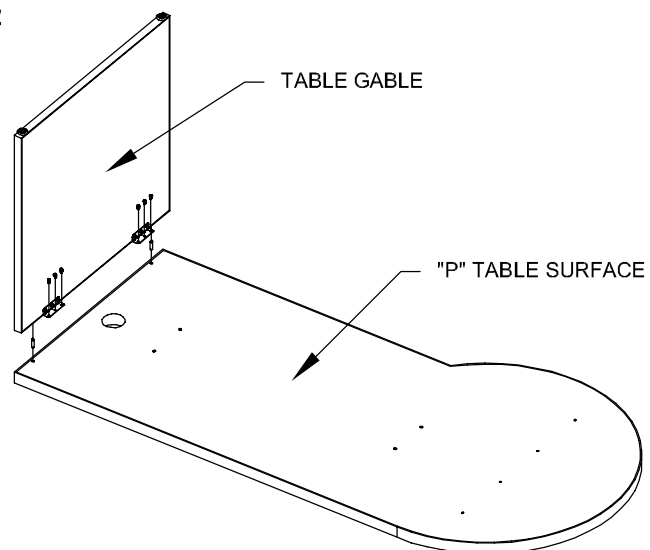
# "P" table

1. Attach brackets to table gable panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Invert the "P" table surface; attach the gable to the "P" table surface; position the gable with wooden dowels and screw the brackets on the gable to the surface using 1-inch oval head screws, (Figure 2).
3. Position the table modesty panel on the "P" table surface with two wooden dowels, using the pre-drilled holes on the outside of the work station the "P" table is going to be a part of, (Figure 3).

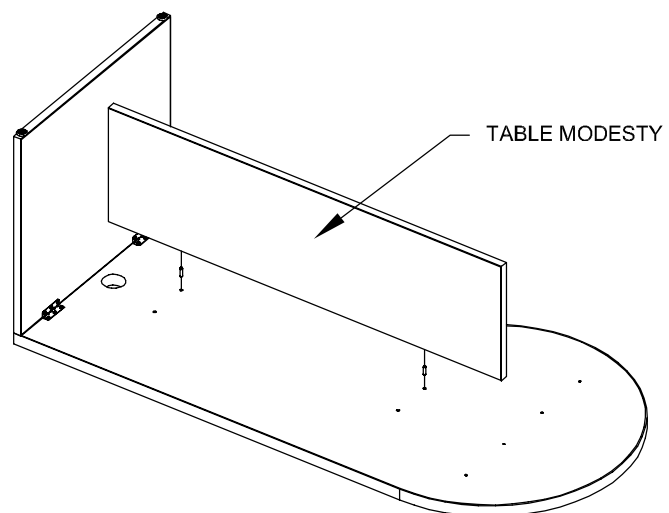
**FIGURE 1**



**FIGURE 2**



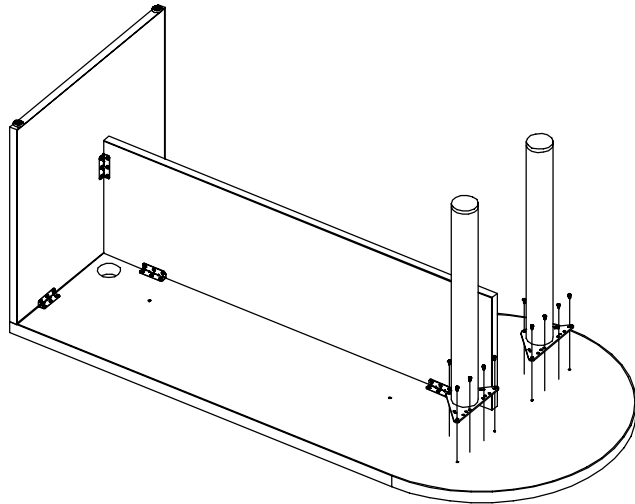
**FIGURE 3**



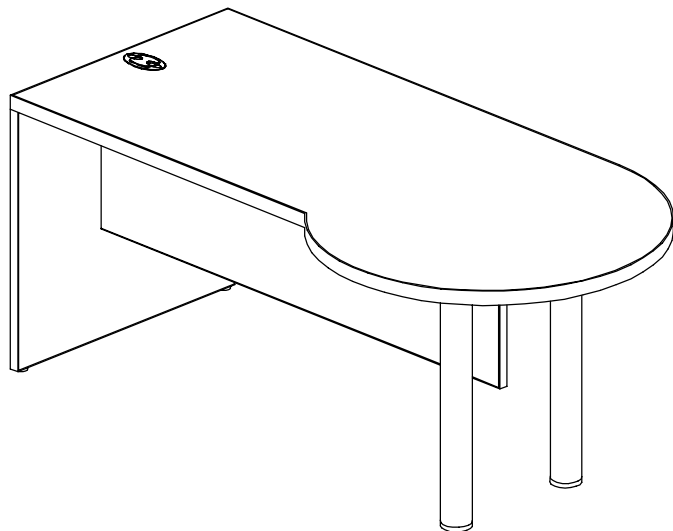
## "P" table (cont'd)

6. Attach legs to the "P" table surface, using 1-inch oval head screws into the pre-drilled holes, (Figure 6).
7. Lift the "P" table into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 7).

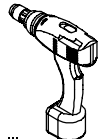
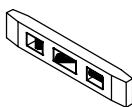

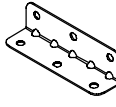

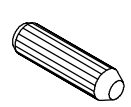
**FIGURE 6**



**FIGURE 7**



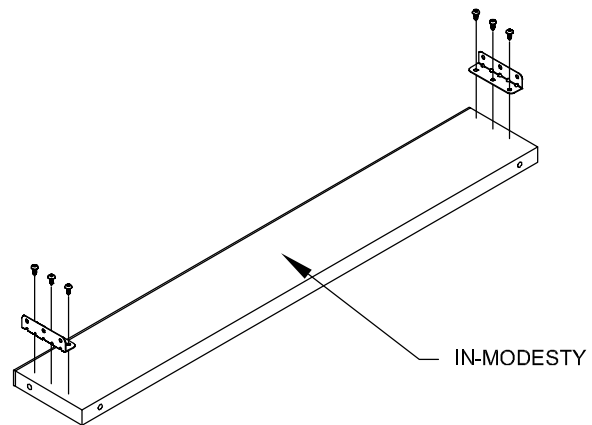
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	6, 6-hole metal bracket	42, 1" oval head screw	4, wooden dowel

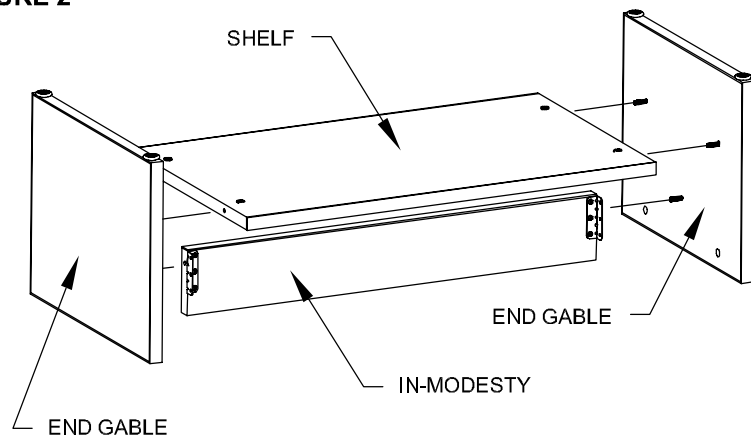
# coffee table with shelf

1. Attach brackets to desk in-modesty, (Figure 1).
2. Attach the end gables to shelf and to the desk in-modesty; insert the quick fit connectors, (Figure 2).
3. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 3).

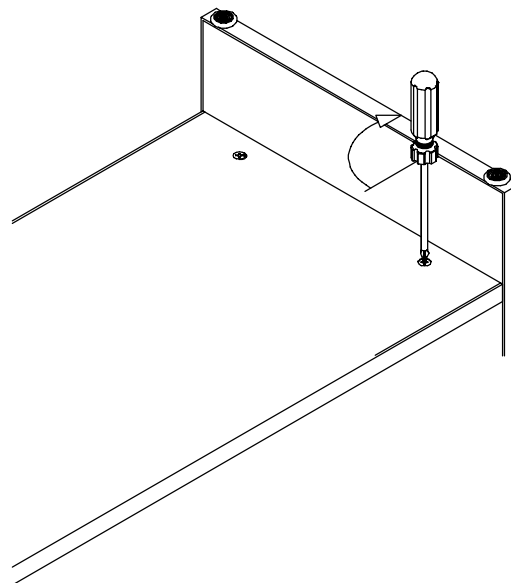
**FIGURE 1**



**FIGURE 2**



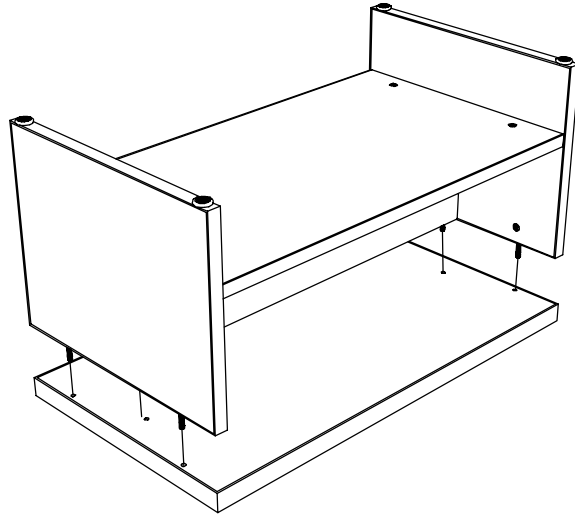
**FIGURE 3**



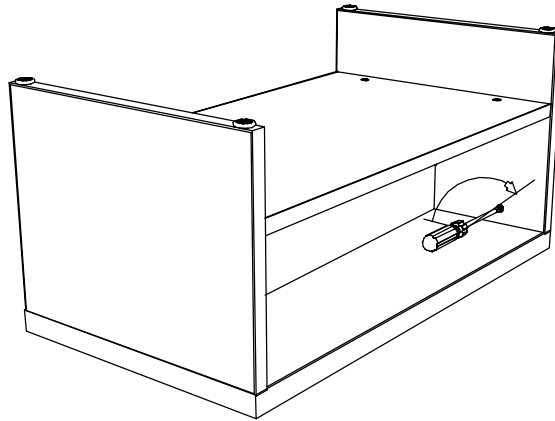
## coffee table with shelf (cont'd)

4. Invert the top; attach the end gables, the shelf and the desk in-modesty to the desktop by inserting quick fit connections, (Figure 4).
5. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 5).
6. Join desk in-modesty with gables by screwing free sides of brackets, (Figure 6).

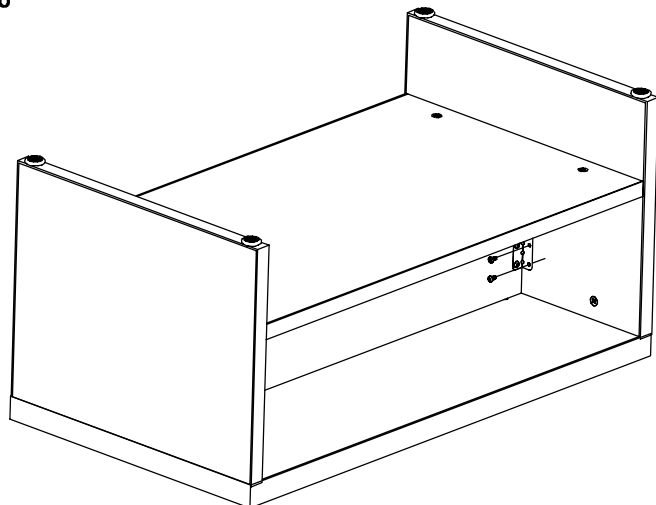
**FIGURE 4**



**FIGURE 5**



**FIGURE 6**



# coffee table with shelf (cont'd)

- 7. Stick fastcaps to the exposed CAMs, (Figure 7).
- 8. Lift the coffee table into an upright position; level and adjust glides if necessary, (Figure 8).

FIGURE 7

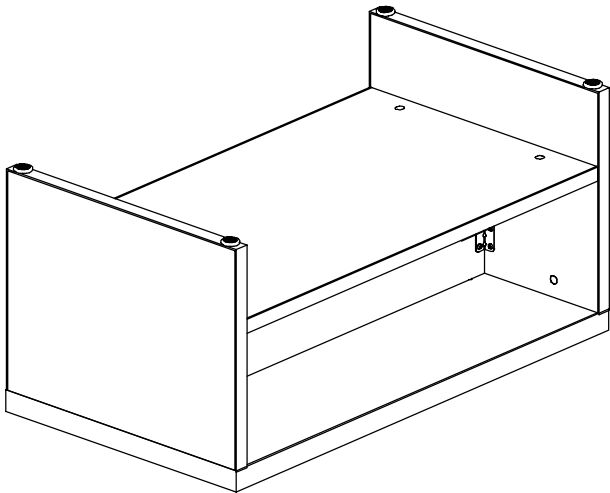
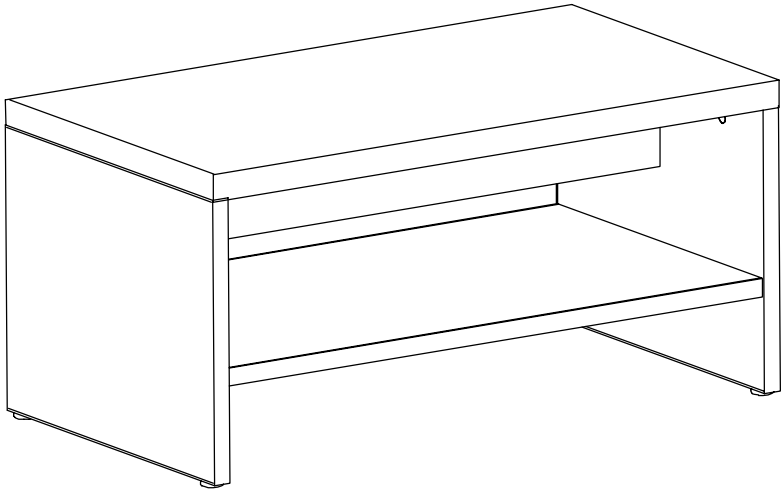
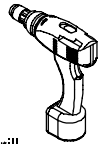
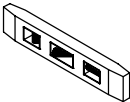

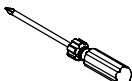

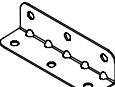





FIGURE 8



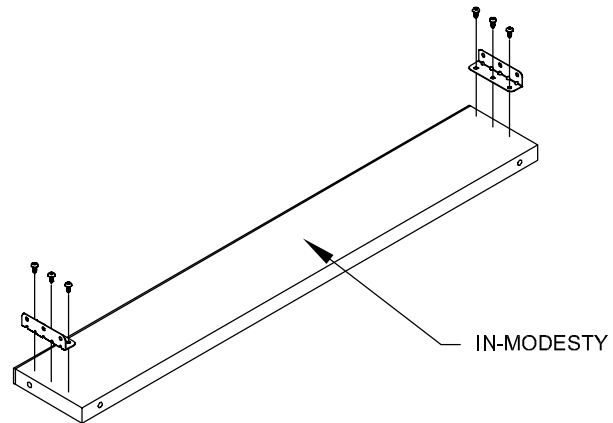
tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 #3 Philips screw driver	 12, fast cap	 2, 6-hole metal bracket
			 12, cam	 12, quickfit dowel	 12, 1" oval head screw

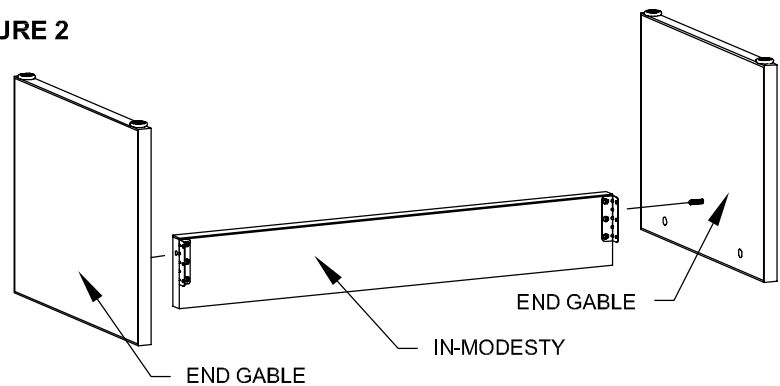
# coffee table without shelf

1. Attach brackets to desk in-modesty using 1-inch screws. (Figure 1).
2. Attach the end gables to the desk in-modesty; insert the quick fit connections, (Figure 2).
3. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 3).

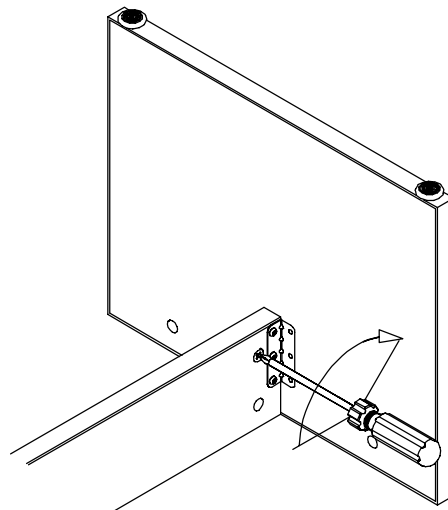
**FIGURE 1**



**FIGURE 2**



**FIGURE 3**

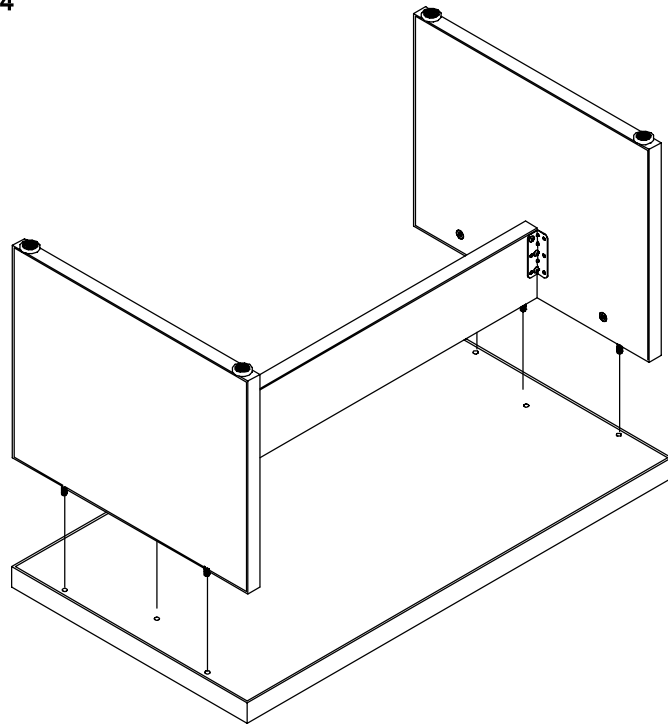




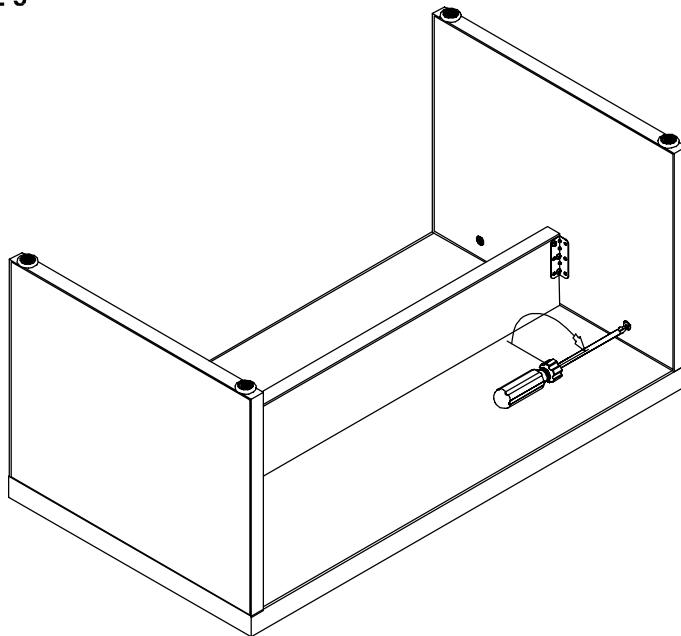
## coffee table without shelf (cont'd)

4. Invert the top; attach the end gables and the desk in-modesty to the desktop by inserting quick fit connections, (Figure 4).
5. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 5).

**FIGURE 4**



**FIGURE 5**



# coffee table without shelf (cont'd)

- Join desk in-modesty with gables by screwing free sides of brackets using 1-inch oval head screws, (Figure 6).
- Stick fastcaps to the exposed CAMs.
- Lift the coffee table into an upright position; level and adjust glides if necessary, (Figure 7).

FIGURE 6

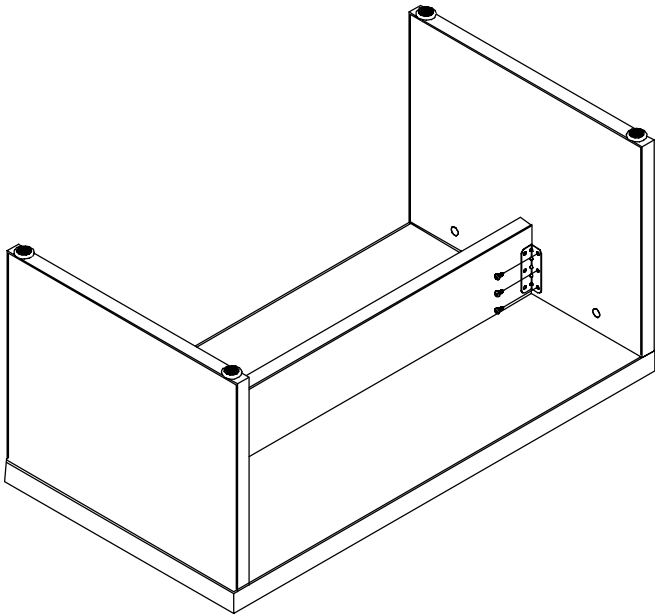
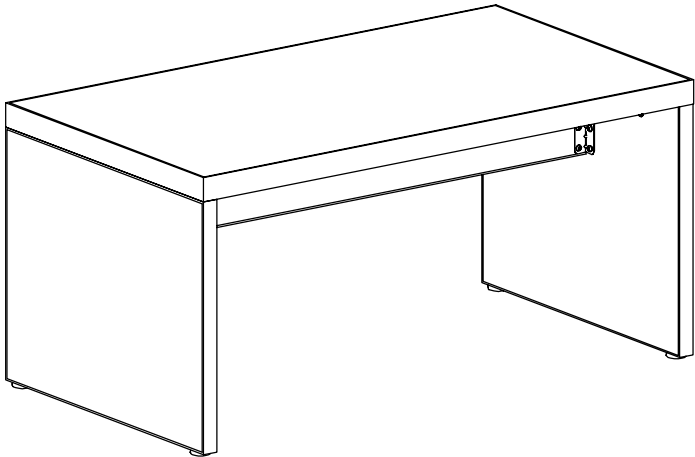
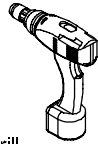
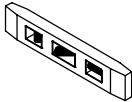

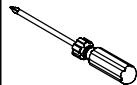

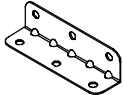


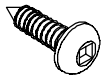


FIGURE 7



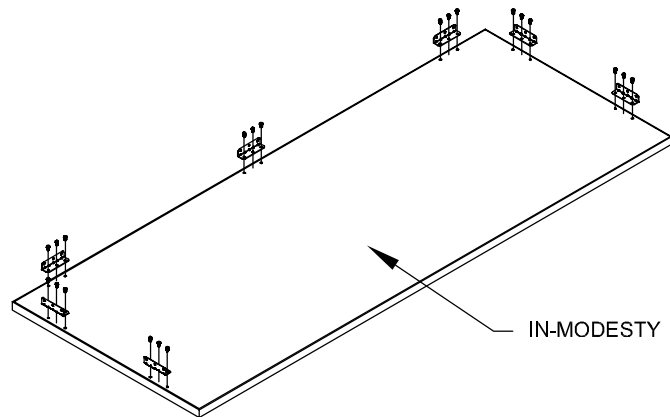
tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 #3 Philips screw driver	 8, fast cap	 2, 6-hole metal bracket
			 8, cam	 8, quickfit dowel	 12, 1" oval head screw

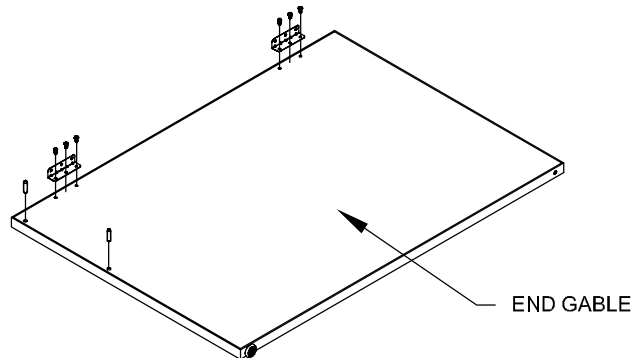
# unitized desk

1. Attach brackets to desk-in modesty panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to end gable panel, using 1-inch oval head screws into the pre-drilled holes; insert wooden dowels into the holes on the interior face of the end gable, (Figure 2).
3. Fasten the end gable to the desk-in modesty; insert the wooden dowels on the end gable into the edge of the desk in-modesty and screw the free sides of the brackets to the end gable using 1-inch oval head screws, (Figure 3).

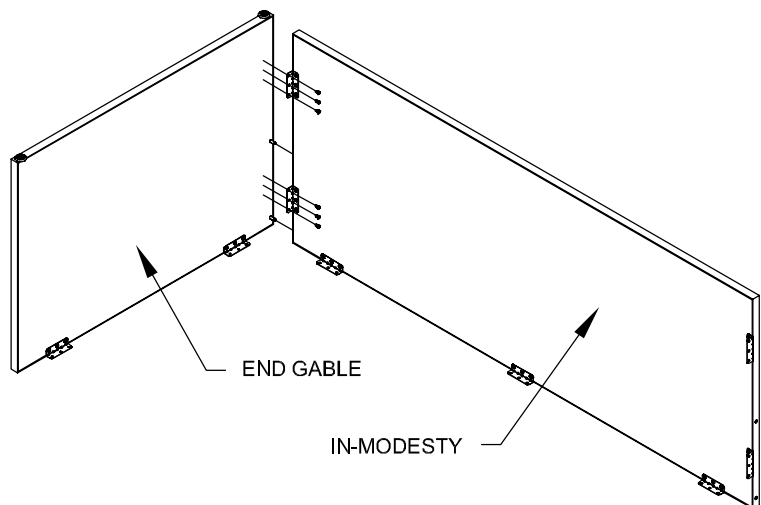
**FIGURE 1**



**FIGURE 2**



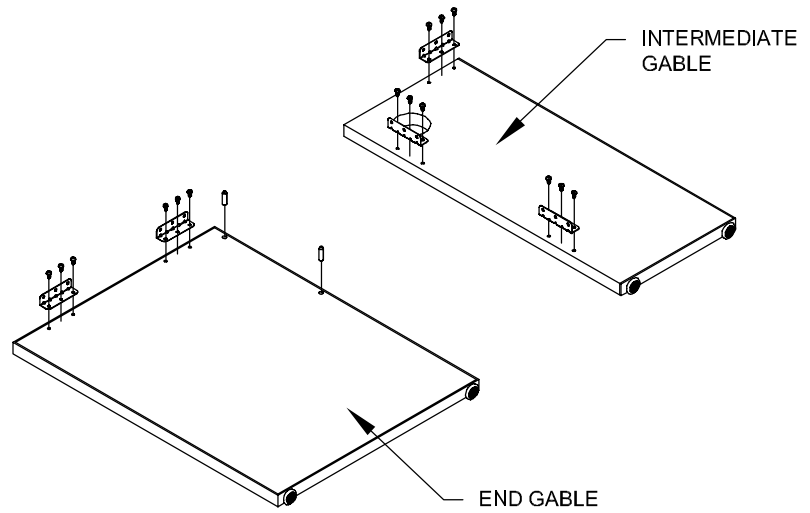
**FIGURE 3**



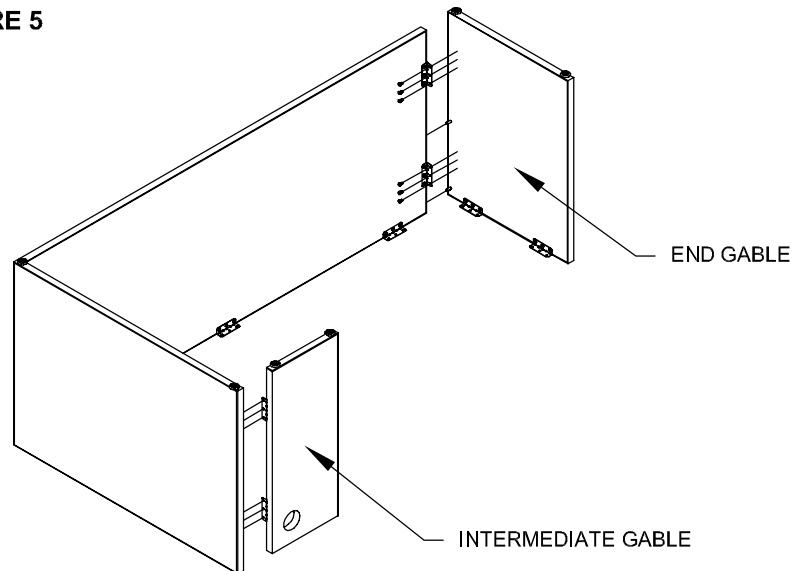
## unitized desk (cont'd)

4. Attach brackets to the end and intermediate gables, using 1-inch oval head screws into the pre-drilled holes, (Figure 4).
5. Fasten the gables to the desk-in modesty and end gable assembly, (Figure 5).

**FIGURE 4**



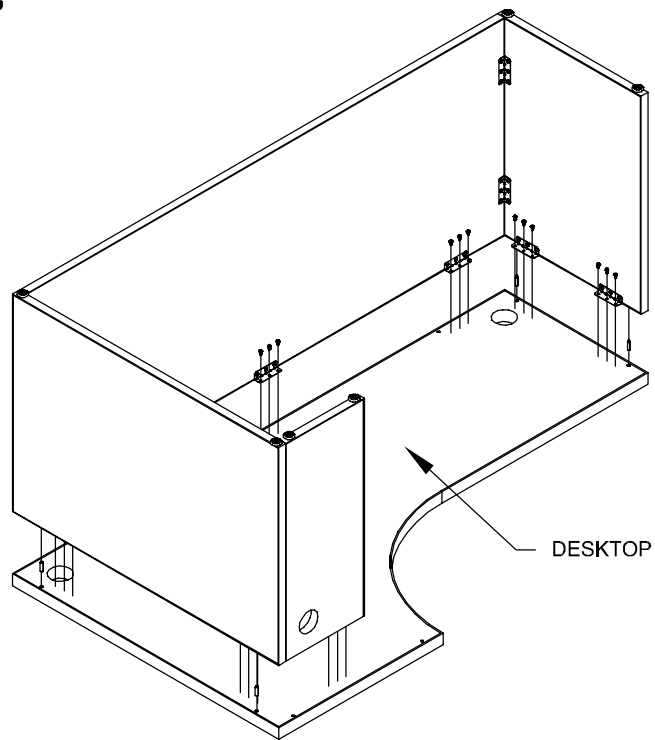
**FIGURE 5**



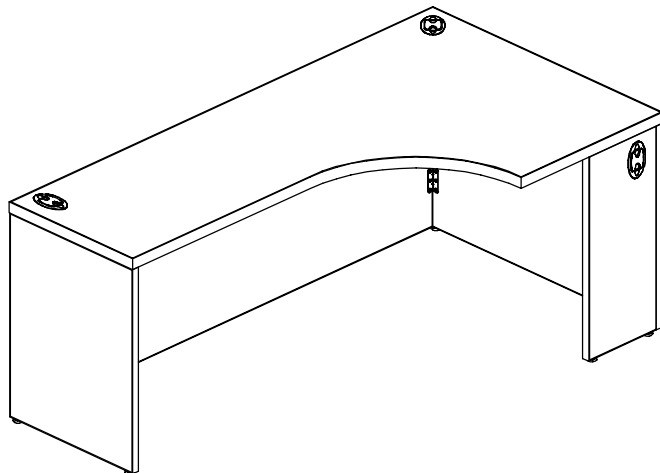
## unitized desk (cont'd)

6. Invert the desktop; attach the gables and the modesty to the desktop; by inserting wooden dowels and screwing the free sides of the brackets to the desktop using 1-inch oval head screws, (Figure 6).
7. Lift the unitized desk into an upright position; level and adjust glides if necessary; insert grommets into the grommet holes, (Figure 7).

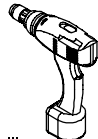
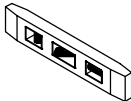

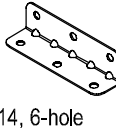

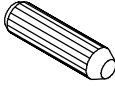
**FIGURE 6**



**FIGURE 7**



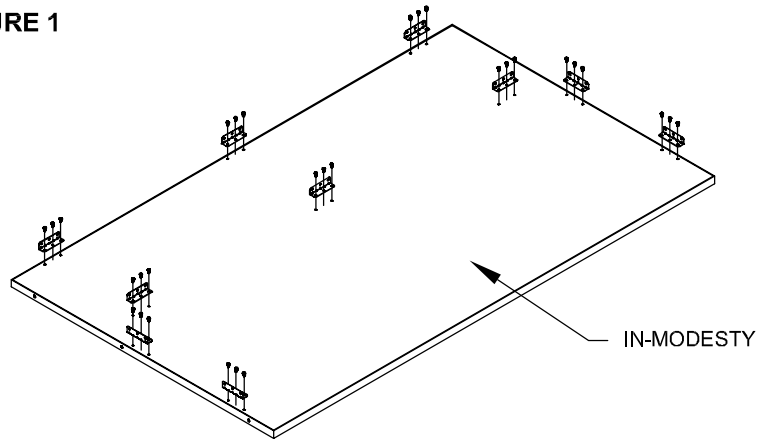
### tools & hardware needed

					
drill	torpedo level	#2 Robertson long bit	14, 6-hole metal bracket	84, 1" oval head screw	8, wooden dowel

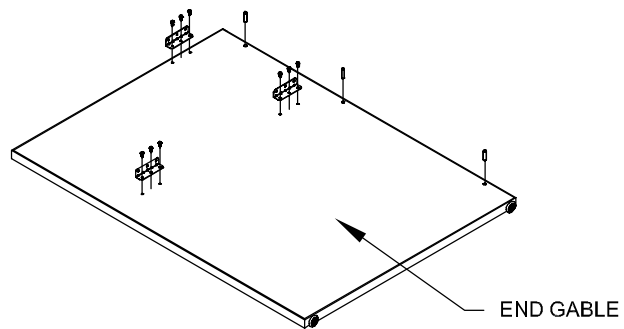
# reception desk

1. Attach brackets to reception desk in-modesty panel, using 1-inch oval head screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to reception end gable panels, using 1-inch oval head screws into the pre-drilled holes; insert wooden dowels into the holes on the interior face of the end gables, (Figure 2).
3. Attach the reception end gables to the reception desk-in modesty; insert the wooden dowels on the end gables into the edges of the desk in-modesty and screw the free sides of the brackets to the end gables, (Figure 3).

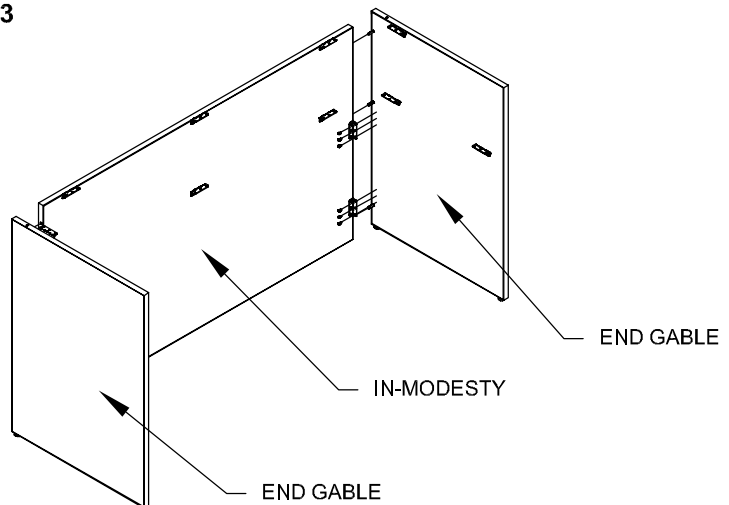
**FIGURE 1**



**FIGURE 2**



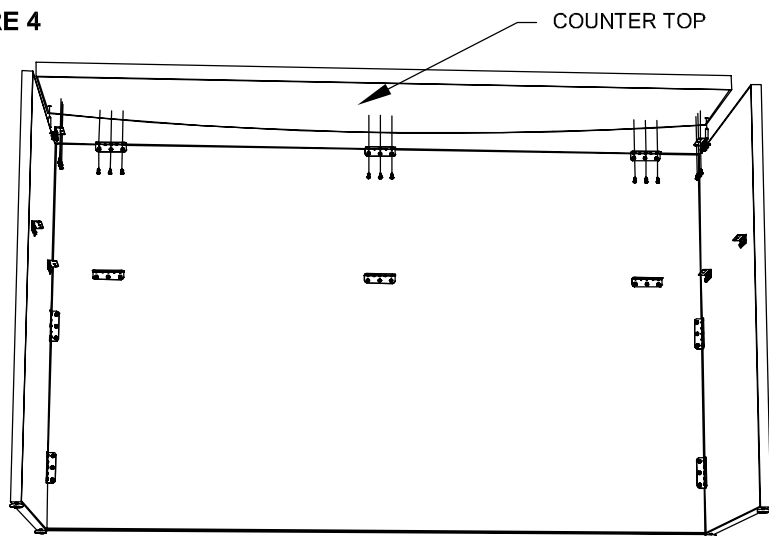
**FIGURE 3**



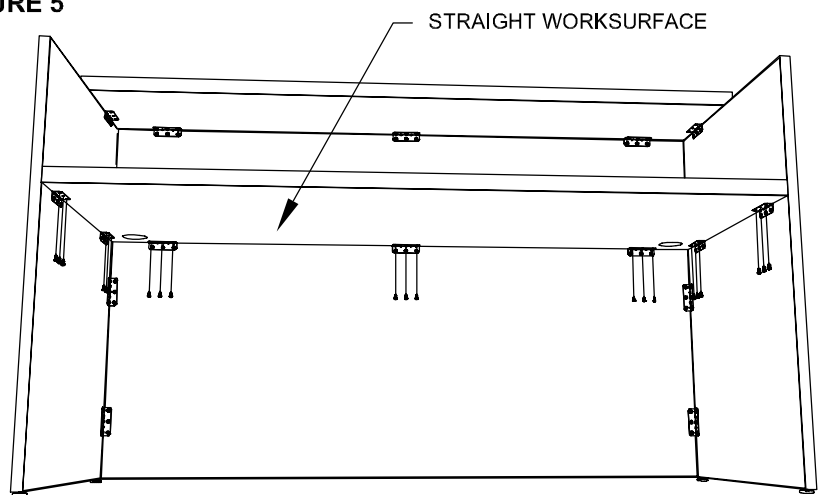
## reception desk (cont'd)

4. Position the counter top over the top brackets on the reception end gables and desk-in modesty with the wooden dowels provided and screw the free sides of the brackets to the counter top, (Figure 4).
5. Slide the straight worksurface over the brackets at the worksurface level and screw the free sides of the brackets to the worksurface, (Figure 5).
6. Attach brackets to reception return modesty, using 1-inch oval head screws into the pre-drilled holes, (Figure 6).

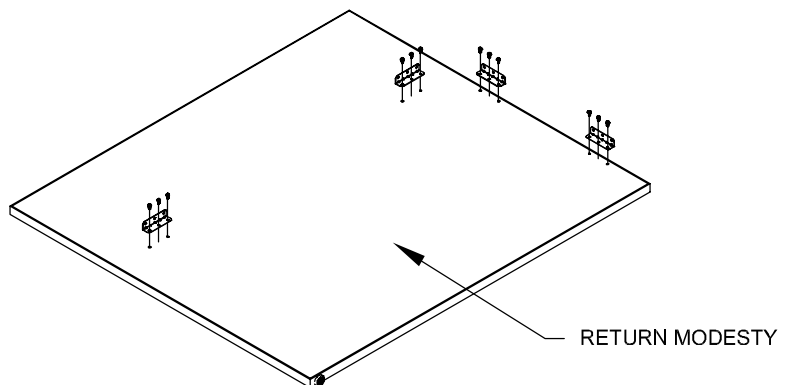
**FIGURE 4**



**FIGURE 5**



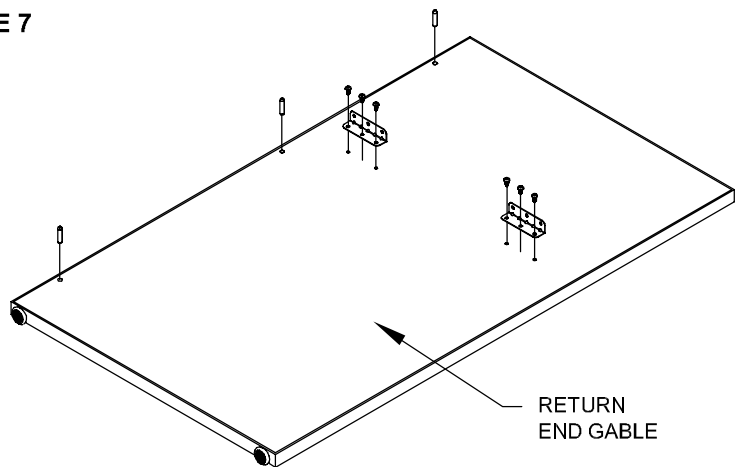
**FIGURE 6**



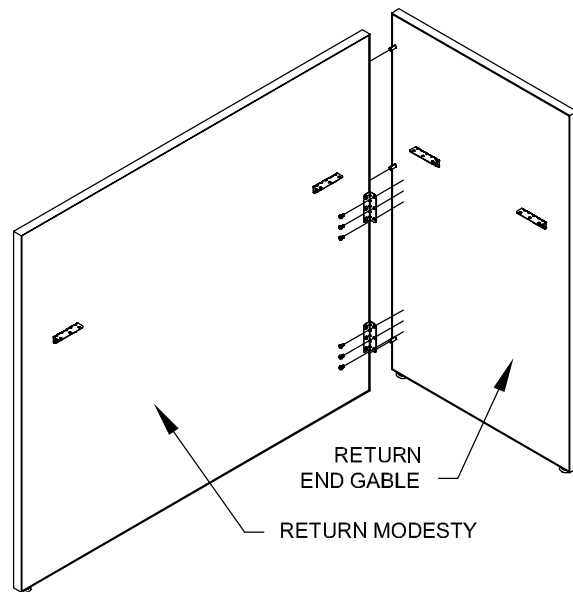
## reception desk (cont'd)

7. Attach brackets to reception return end gable, using 1-inch oval head screws into the pre-drilled holes; insert wooden dowels into the holes on the interior face of the end gable, (Figure 7).
8. Attach the reception return end gable to the reception return modesty; insert the wooden dowels on the end gable into one edge of the return modesty and screw the free sides of the brackets to the end gable, (Figure 8).
9. Position the return worksurface over the brackets on the reception return modesty and end gable then screw the free sides of the brackets to the return worksurface, (Figure 9).

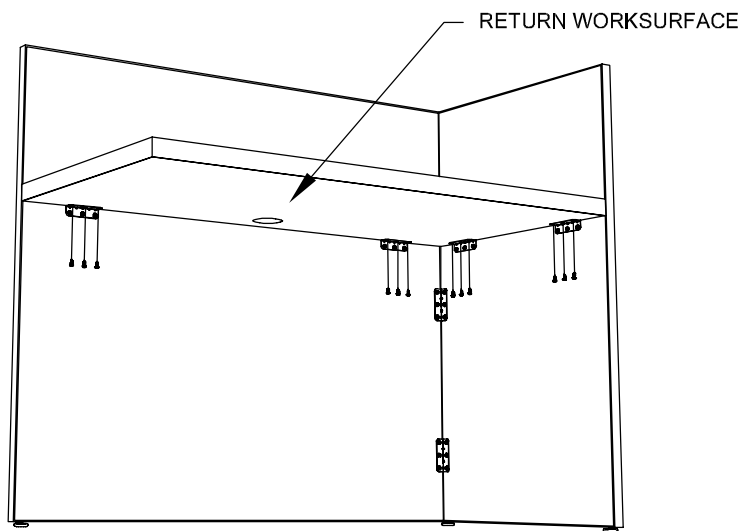
**FIGURE 7**



**FIGURE 8**



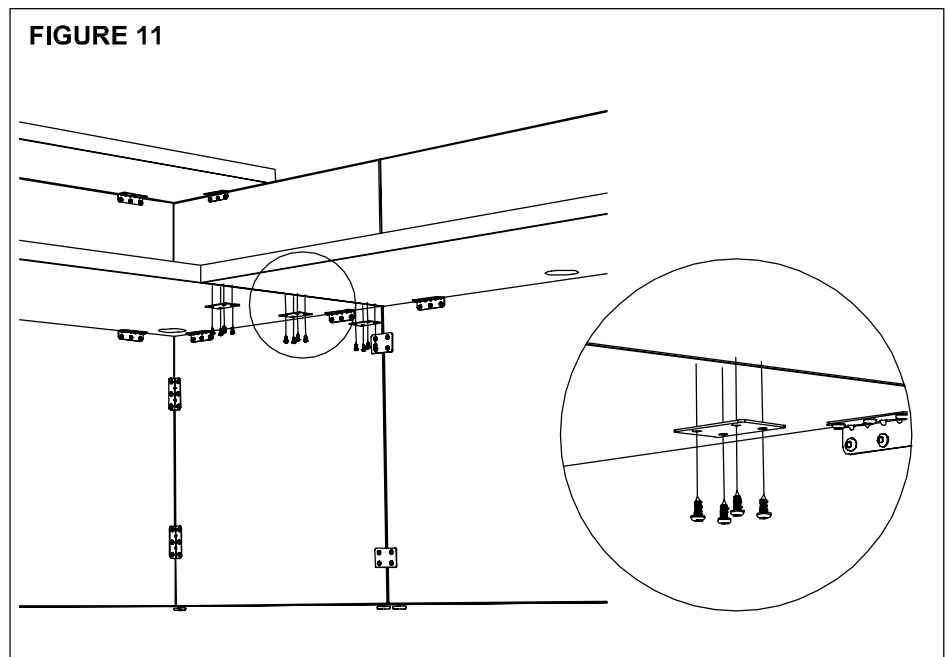
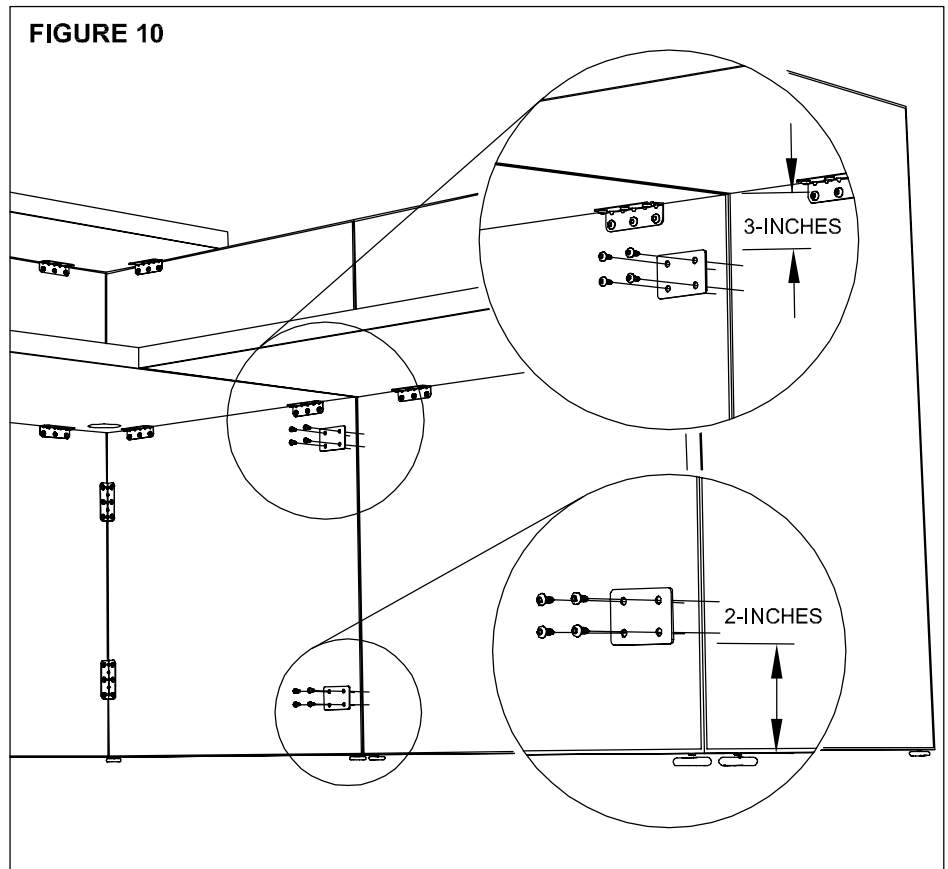
**FIGURE 9**





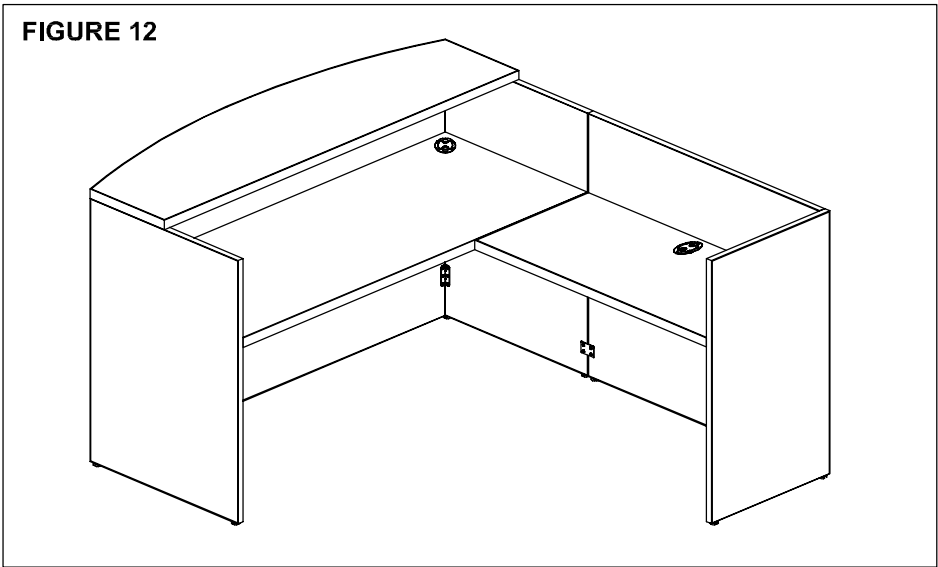
## reception desk (cont'd)

10. Position the two parts previously assembled; level and adjust glides if necessary; attach the reception return modesty to one reception end gable with two mending plates the bottom one positioned at about 2-inches above the glide and the top one at about 3-inches underneath the worksurfaces, (Figure 10).
11. Attach the straight worksurface to the return worksurface, using three mending plates; two at about 2-inches from the surfaces edges and one in the middle, (Figure 11).

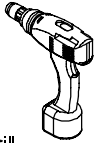
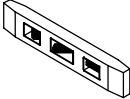


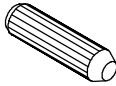
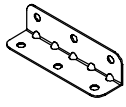
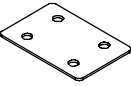


# reception desk (cont'd)

12. Insert grommets into the grommet holes, (Figure 12).



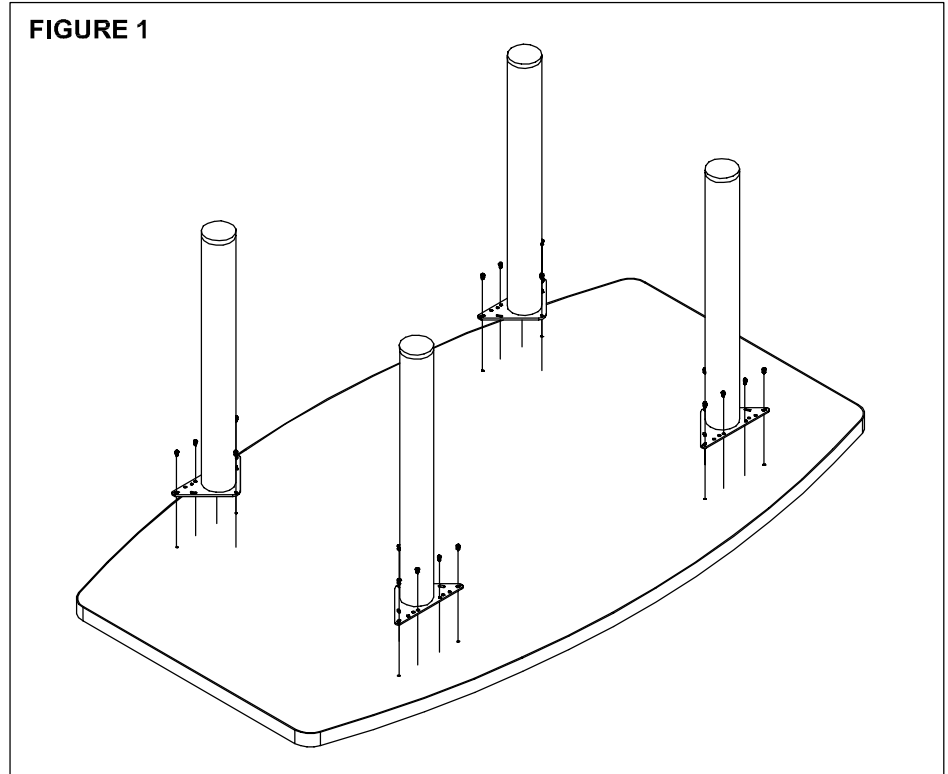
**tools & hardware needed**

 drill	 torpedo level	 #2 Robertson long bit	 140, 1" oval head screw
	 11, wooden dowel	 22, 6-hole metal bracket	 5, mending plate

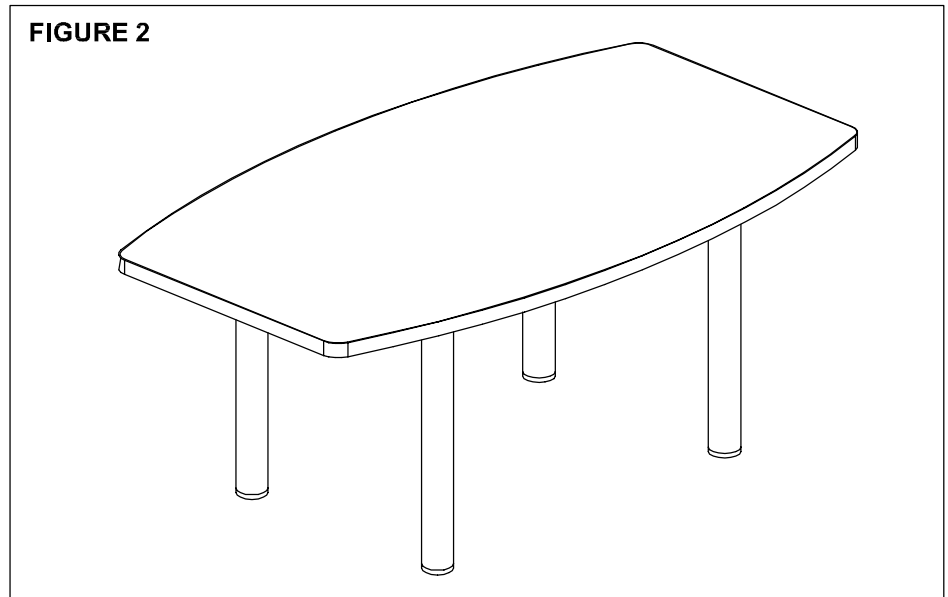
## boat table - 1 surface with post base

1. Invert the conference table surface; attach legs to the conference table surface by screwing to the desk top, (Figure 1).
2. Lift the conference table into an upright position, (Figure 2).

**FIGURE 1**



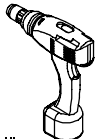
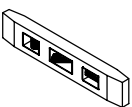

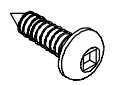
**FIGURE 2**



### NOTE:

- > Please follow the same procedure in the installation for straight, racetrack table (1 surface) with post base.

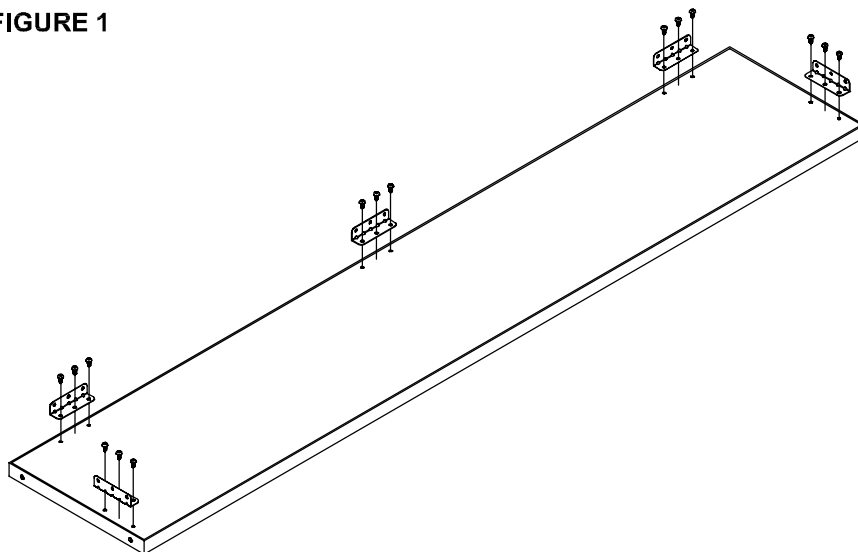
### tools & hardware needed

			
drill	torpedo level	#2 Robertson long bit	20, 1" oval head screw

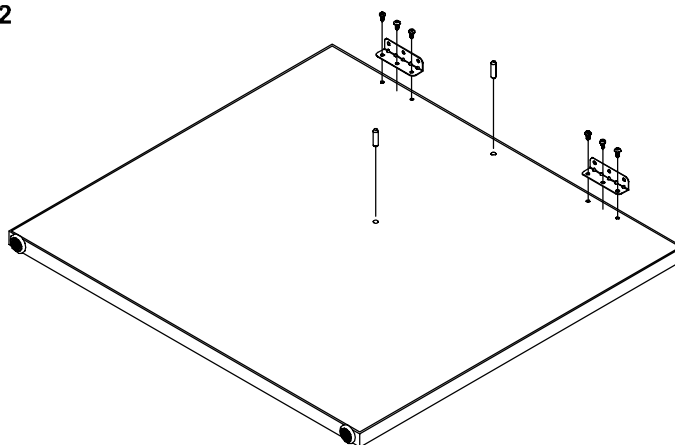
## straight table - 1 surface with gables

1. Attach brackets to desk in-modesty panel, using 1-inch screws into the pre-drilled holes, (Figure 1).
2. Attach brackets to end gables, using 1-inch screws into the pre-drilled holes; insert wooden dowels into the holes on the interior faces of the end gables, (Figure 2).
3. Attach the end gables to the desk in-modesty insert the wooden dowels on the gables into the edges of the desk in-modesty and screw the free sides of the brackets to the end gables using 1-inch screws, (Figure 3).

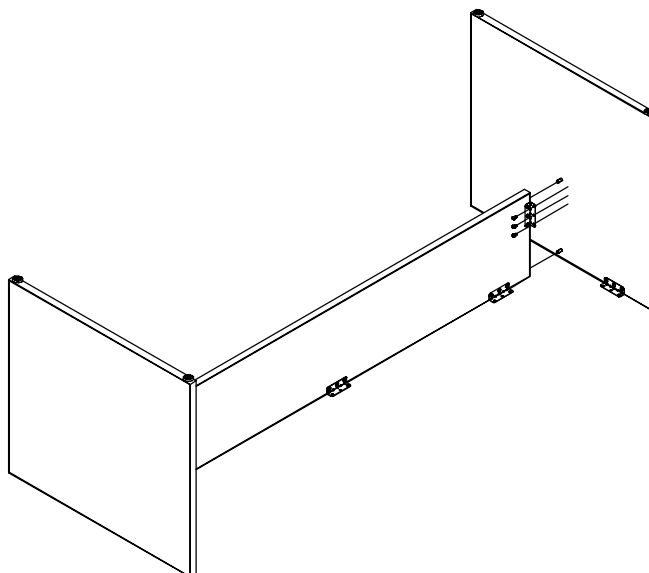
**FIGURE 1**



**FIGURE 2**



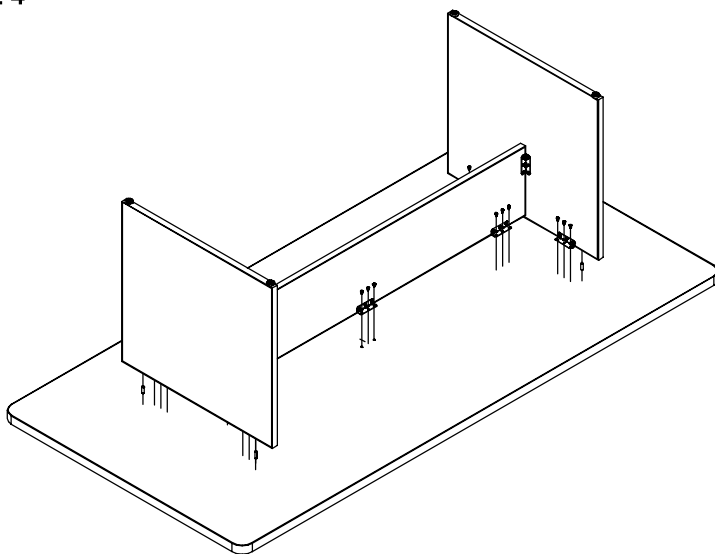
**FIGURE 3**



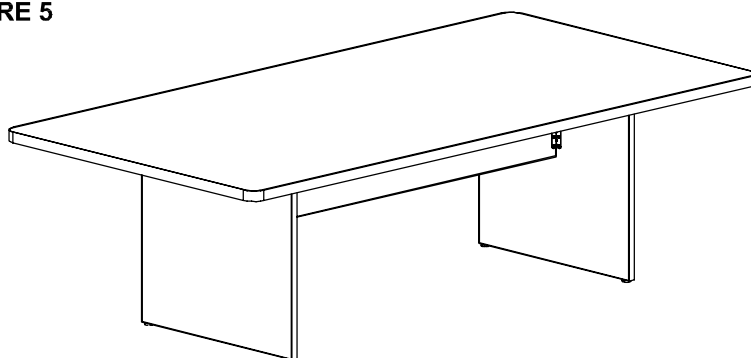
## straight table - 1 surface with gables (cont'd)

4. Invert the straight table surface; attach the end gables and the desk in-modesty to the table surface by inserting wooden dowels and screwing the free sides of the brackets to the surface table using 1-inch screws, (Figure 4).
5. Lift the table into an upright position; level and adjust glides if necessary, (Figure 5).

**FIGURE 4**



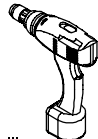
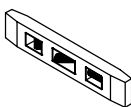

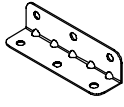

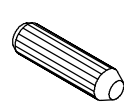
**FIGURE 5**



### NOTE:

- > Please follow the same procedure in the installation for boat, racetrack table (1 surface) with gables.

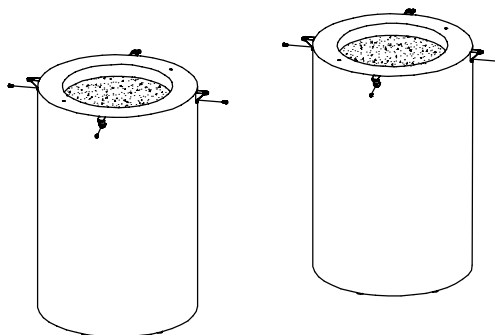
### tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 9, 6-hole metal bracket	 30, 1" oval head screw	 8, wooden dowel
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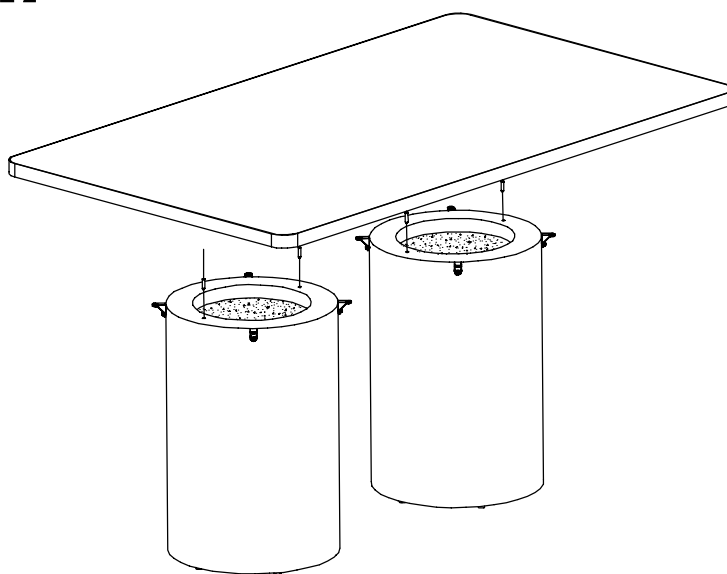
## straight table - 1 surface with drum base

1. Attach 90° counter top brackets per round base, (Figure 1).
2. Place a bag of 30kg construction sand per drum base.
3. Place the surfaces on top of the drum base by inserting the wooden dowels, (Figure 2).
4. Attach the round base to the desk top by screwing the free sides of the brackets, (Figure 3).

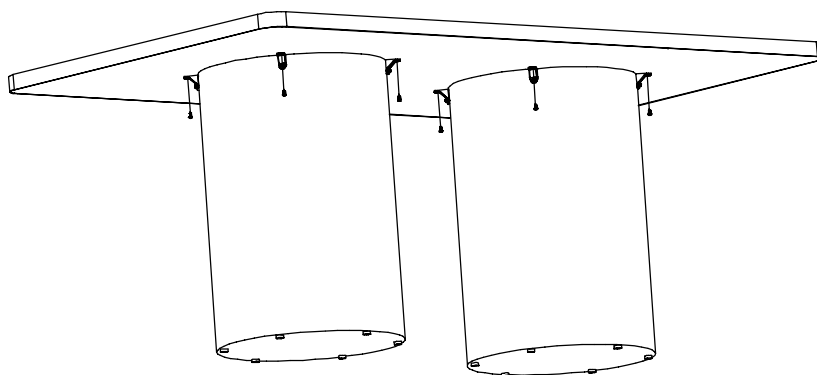
**FIGURE 1**



**FIGURE 2**



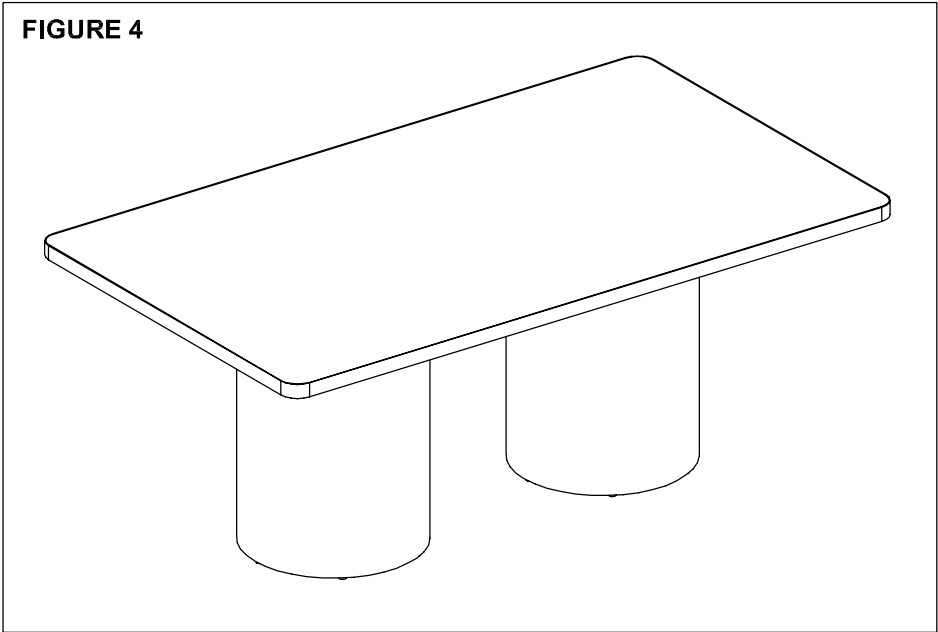
**FIGURE 3**



# straight table - 1 surface with drum base (cont'd)

5. Figure 4 shows the completed table.

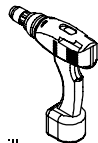
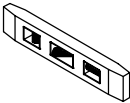

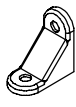
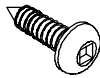
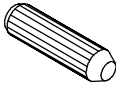
FIGURE 4



**NOTE:**

- > Please follow the same procedure in the installation for boat, racetrack table (1 surface) with drum base.

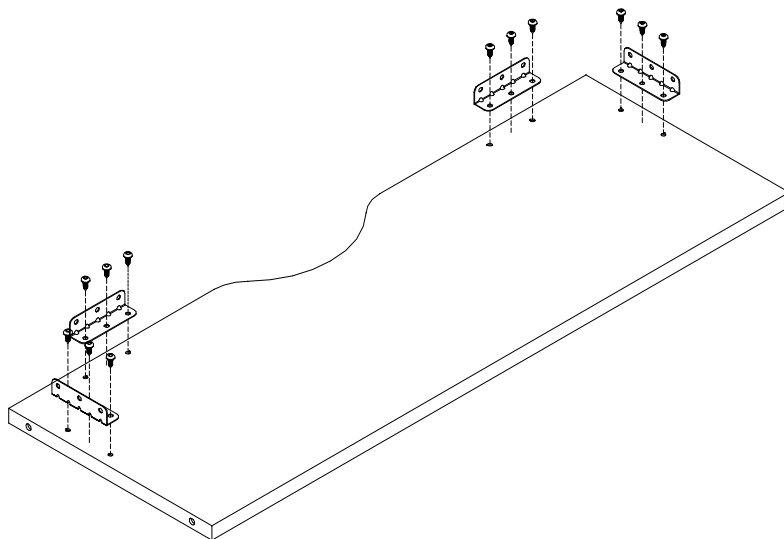
**tools & hardware needed**

 drill	 torpedo level	 #2 Robertson long bit	 8, 90° counter top bracket	 16, 1" oval head screw	 4, wooden dowel
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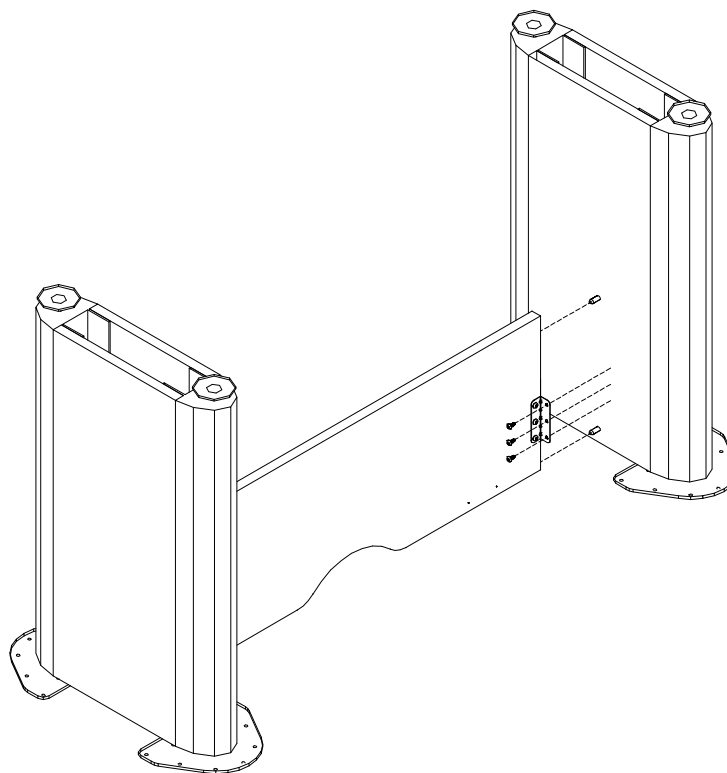
## straight table - 1 surface with elliptical base

1. Attach brackets to desk in-modesty panel, using 1-inch screws into the pre-drilled holes, (Figure 1).
2. Attach the end gables to the desk in-modesty insert the wooden dowels on the gables into the edges of the desk in-modesty and screw the free sides of the brackets to the end gables using 1-inch screws, (Figure 2).

**FIGURE 1**



**FIGURE 2**

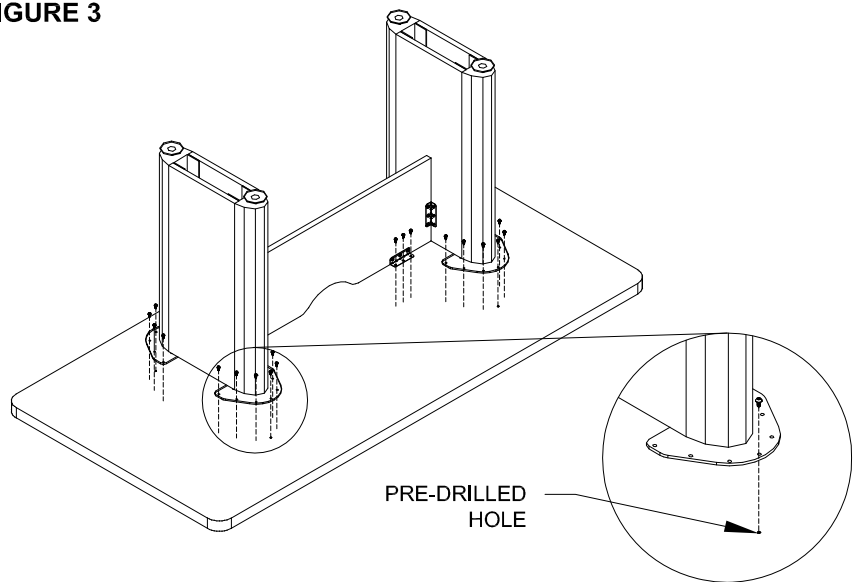




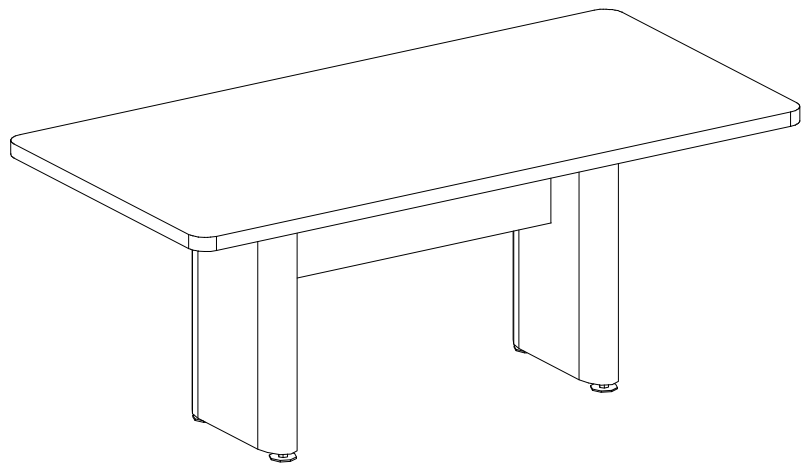
## straight table - 1 surface with elliptical base (cont'd)

3. Invert the straight table surface and align the elliptical gable to the pre-drilled holes; attach the elliptical end gables and the desk in-modesty to the table surface by screwing the free sides of the brackets to the surface table using 1-inch screws, (Figure 3).
4. Lift the table into an upright position; level and adjust glides if necessary, (Figure 4).

**FIGURE 3**




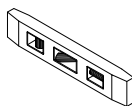

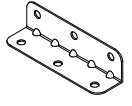

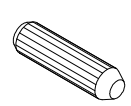
**FIGURE 4**



### NOTE:

- > Please follow the same procedure in the installation for boat, racetrack table (1 surface) with gables.

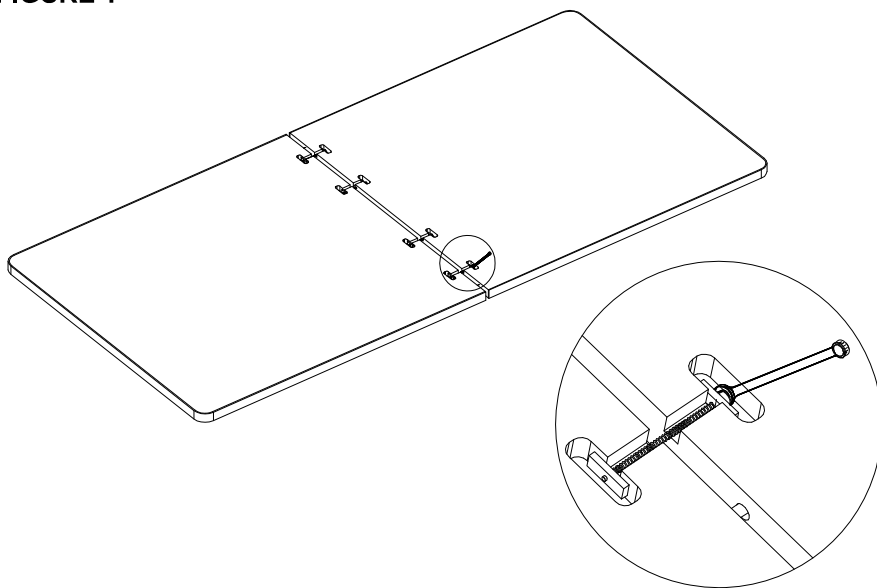
### tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 4, 6-hole metal bracket	 56, 1" oval head screw	 4, wooden dowel
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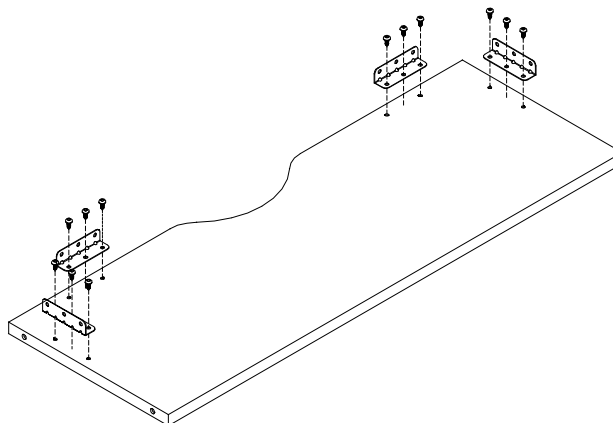
## straight table - 2 surfaces with elliptical base

1. Level the two surfaces and attach them together by inserting wooden dowel and placing the 3 1/2-inches long bolt into the groove. Tighten the bolt using a box wrench, (Figure 1).
2. Attach brackets to desk in modesty panel, using the pre-drilled holes, (Figure 2).
3. Attach the end gables to the desk in-modesty; insert the wooden dowels on the gables into the edges of the desk in-modesty and screw the free sides of the brackets to the end gables using 1-inch screws, (Figure 3).

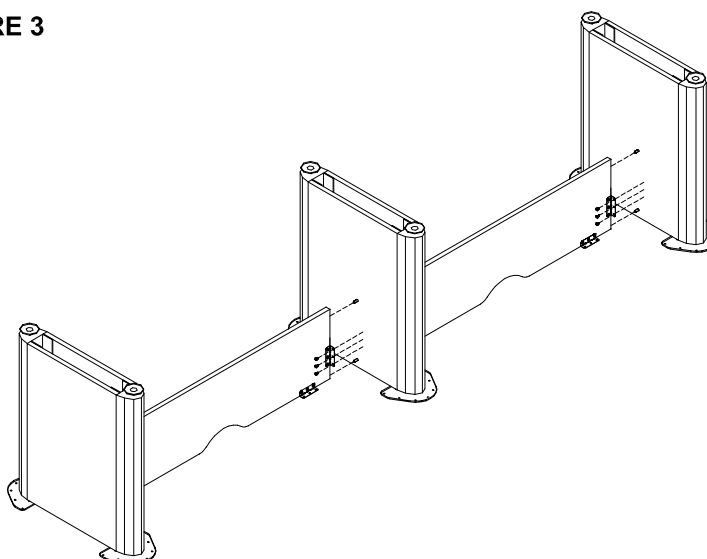
**FIGURE 1**



**FIGURE 2**



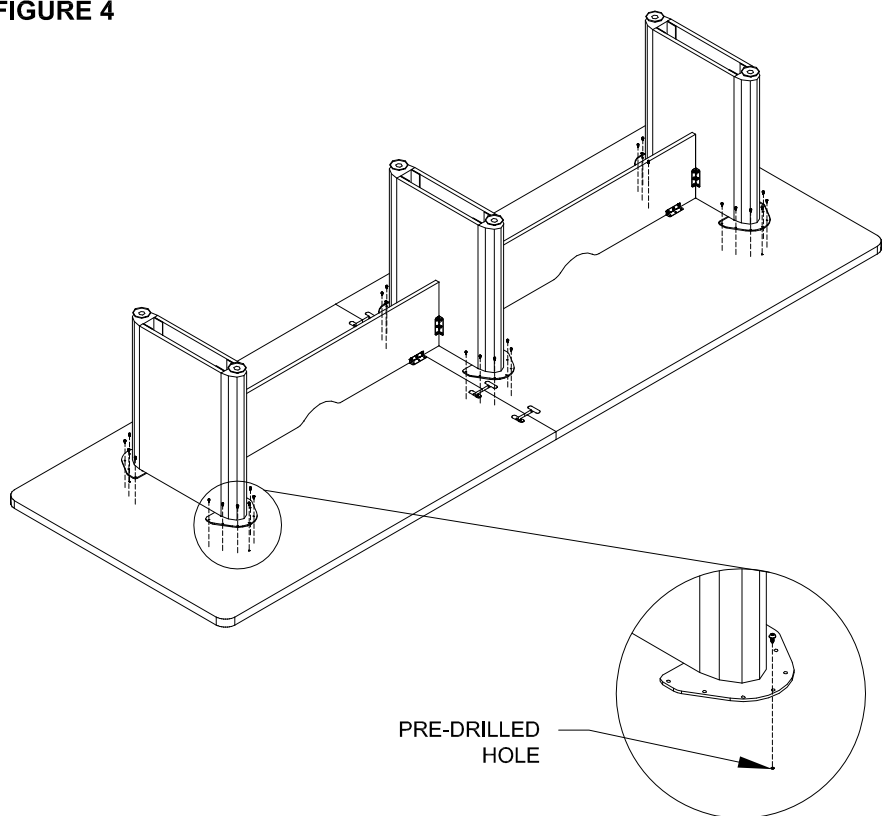
**FIGURE 3**



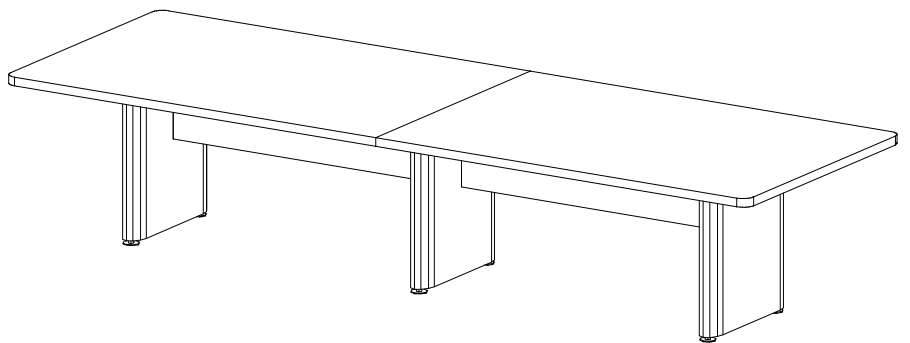
## straight table - 2 surfaces with elliptical base (cont'd)

4. Invert the straight table surface and align the elliptical base to the pre-drilled holes; attach the elliptical end gables and the desk in-modesty to the table surface by screwing the free sides of the brackets to the surface table using 1-inch screws, (Figure 4).
5. Lift the table into an upright position; level and adjust glides if necessary, (Figure 5).

**FIGURE 4**




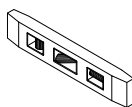

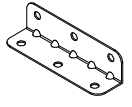

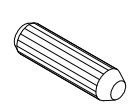
**FIGURE 5**



### NOTE:

- > Please follow the same procedure in the installation for boat, racetrack table (2 surface) with gables.

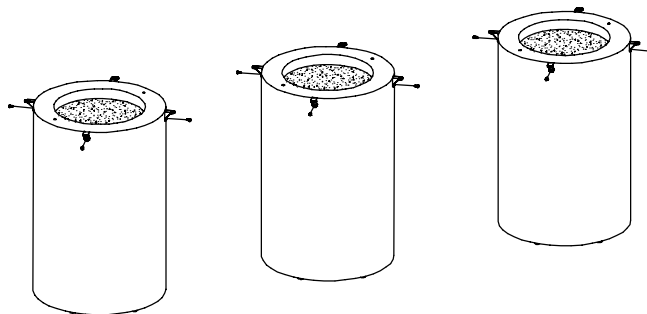
### tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 8, 6-hole metal bracket	 96, 1" oval head screw	 8, wooden dowel
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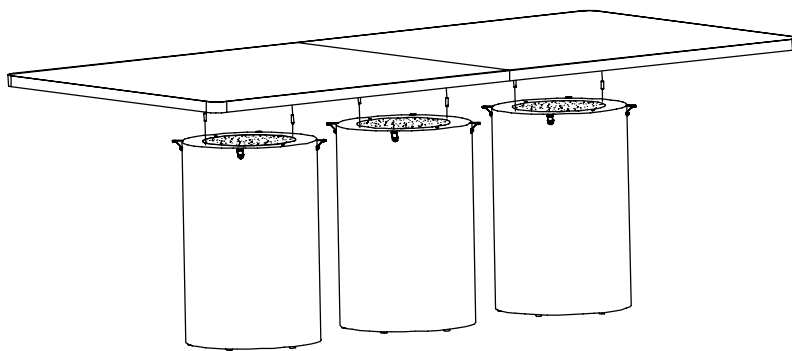
## straight table - 2 surfaces with drum base

1. Attach 90° counter top bracket per round base, (Figure 1).
2. Place a bag of 30kg construction sand per drum base.
3. Place the surfaces on top of the drum base by inserting the wooden dowels, (Figure 2).
4. Join the 2 surfaces together by placing the 3 1/2 inches long bolt into the groove and tightening the bolts using a box wrench, (Figure 3).

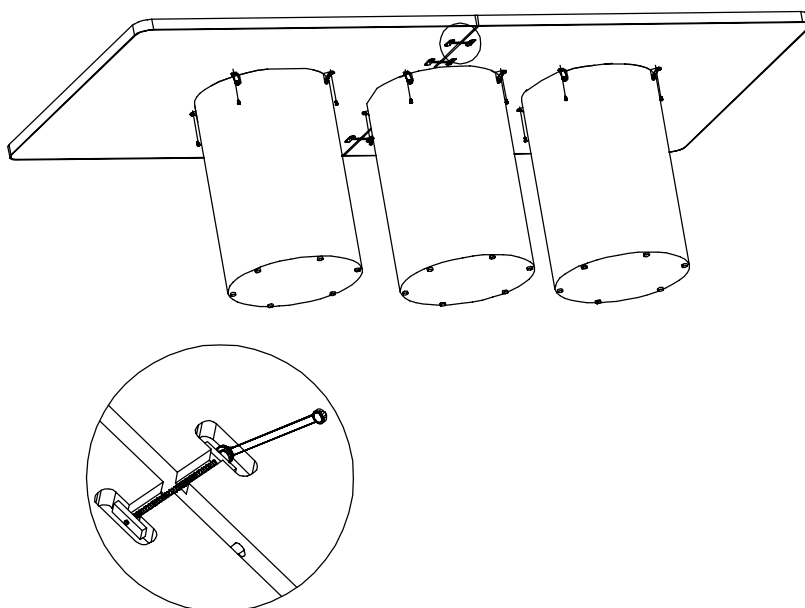
**FIGURE 1**



**FIGURE 2**



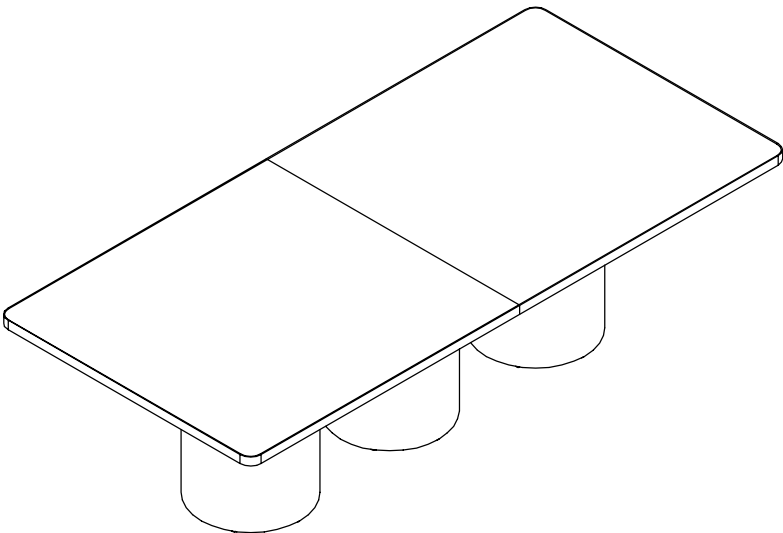
**FIGURE 3**



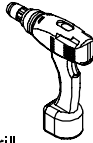
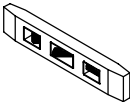


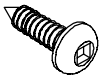
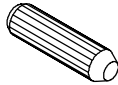
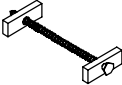
# straight table - 2 surfaces with drum base (cont'd)

- 5. Attach 90° counter top brackets to the surfaces by screwing the free sides of the brackets, (Figure 4).

FIGURE 4



tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 12, 90° counter top bracket
	 24, 1" oval head screw	 6, wooden dowel	 4X, long bolt

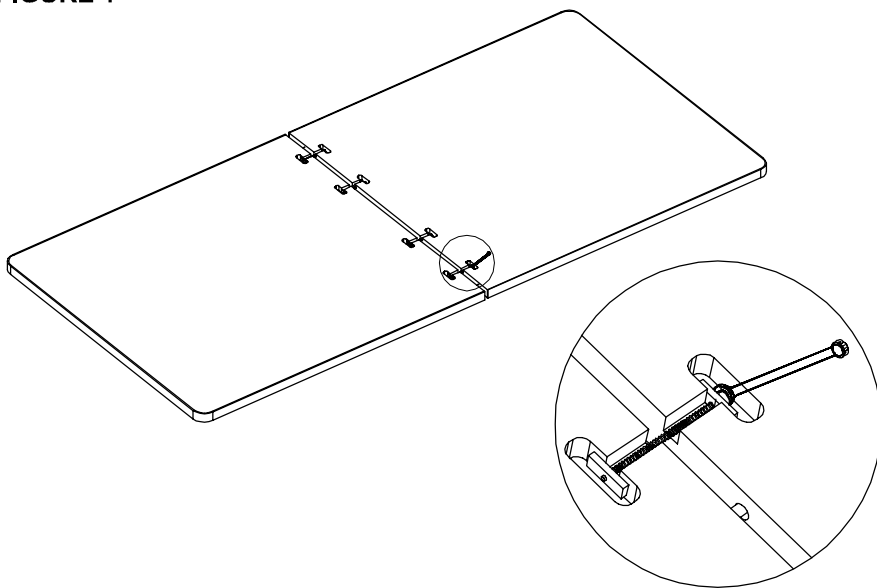
NOTE:

- > Please follow the same procedure in the installation for straight, racetrack table - 2 surfaces with drum base.

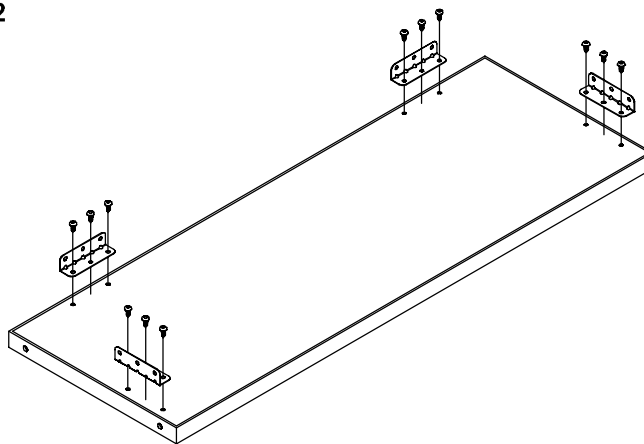
## straight table - 2 surfaces with gables

1. Level the two surfaces and attach them together by inserting wooden dowel and placing the 3 1/2-inches long bolt into the groove. Tighten the bolt using a box wrench, (Figure 1).
2. Attach brackets to desk in modesty panel, using the pre-drilled holes, (Figure 2).
3. Attach brackets to end gables and center gable using the pre-drilled holes; insert wooden dowels into the holes on the interior faces of the end gables and both sides of central gable. (Central gable is drilled through), (Figure 3).

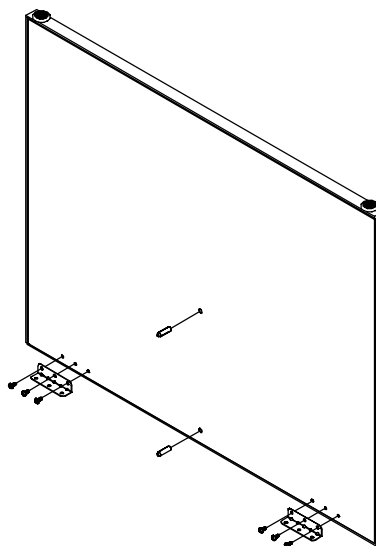
**FIGURE 1**



**FIGURE 2**



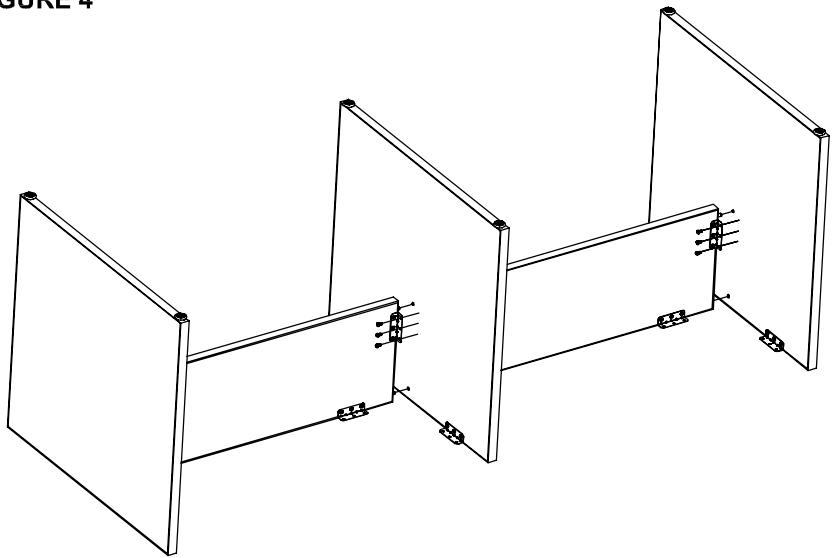
**FIGURE 3**



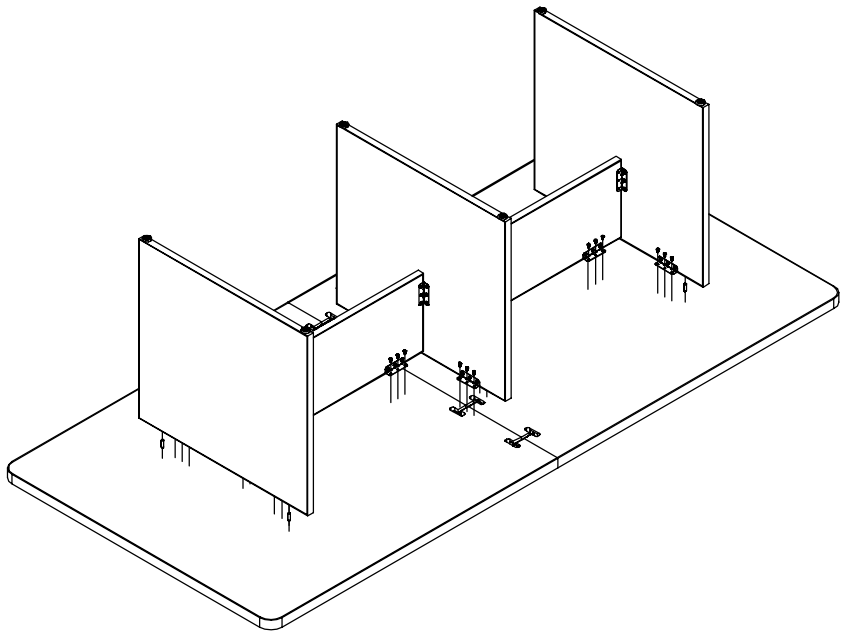
## straight table - 2 surfaces with gables (cont'd)

4. Attach the end gables and central gable to the desk in-modesty; insert the wooden dowels on the gables into the edges of the desk in-modesty and screw the free sides of the brackets to the end gables and central gable, (Figure 4).
5. Attach the end gables, central gable and the desk in-modesty to the table surface by inserting wooden dowels and screwing the free sides of the brackets to the surface table, (Figure 5).

**FIGURE 4**



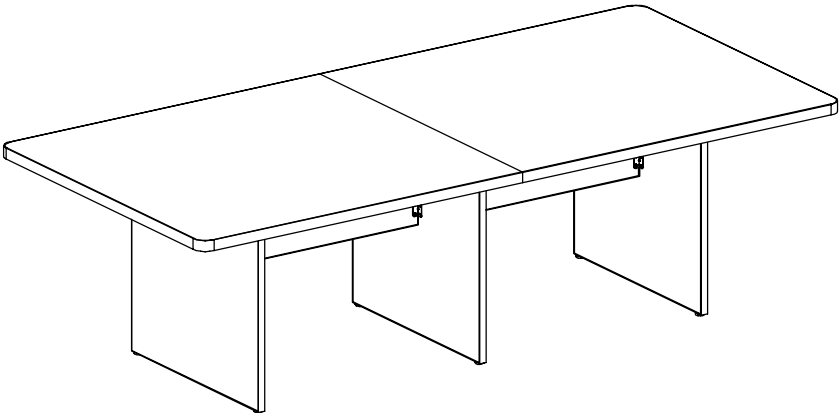
**FIGURE 5**



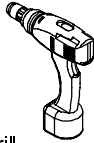
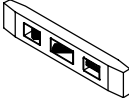

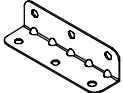

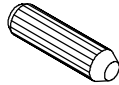
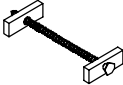
# straight table - 2 surface with gables (cont'd)

- 6. Lift the table into an upright position; level and adjust glides if necessary, (Figure 6).

FIGURE 6



tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 14, 6-hole metal bracket
	 84, 1" oval head screw	 14, wooden dowel	 14, long bolt

NOTE:

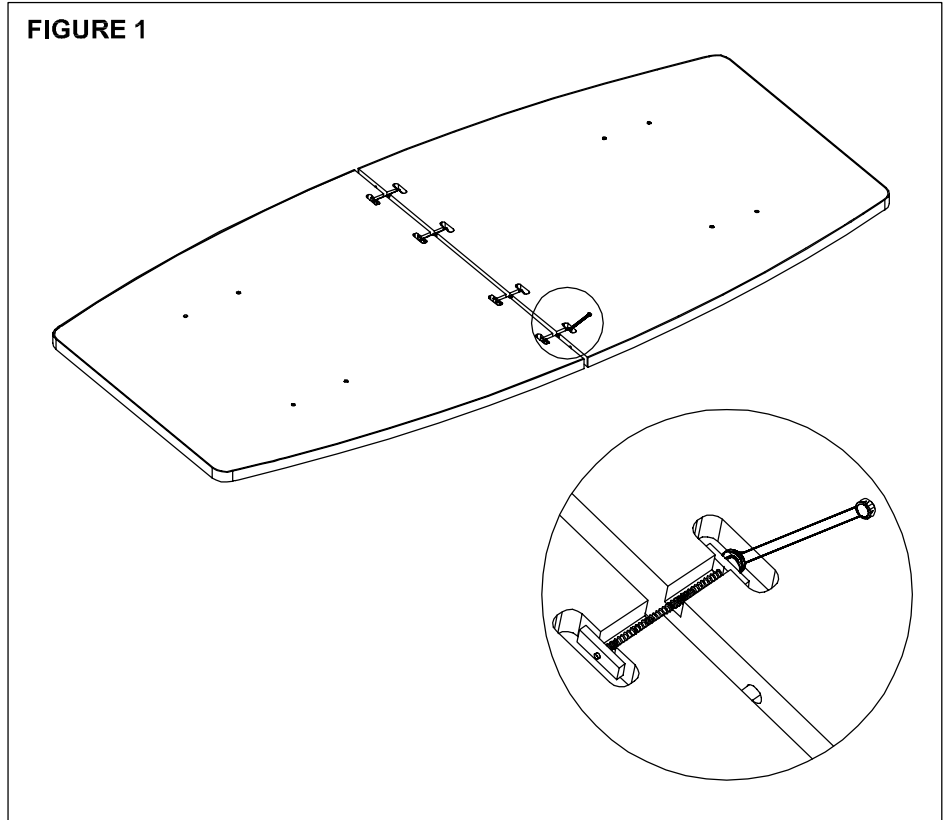
- > Please follow the same procedure in the installation for boat, racetrack table - 2 surfaces with post base.



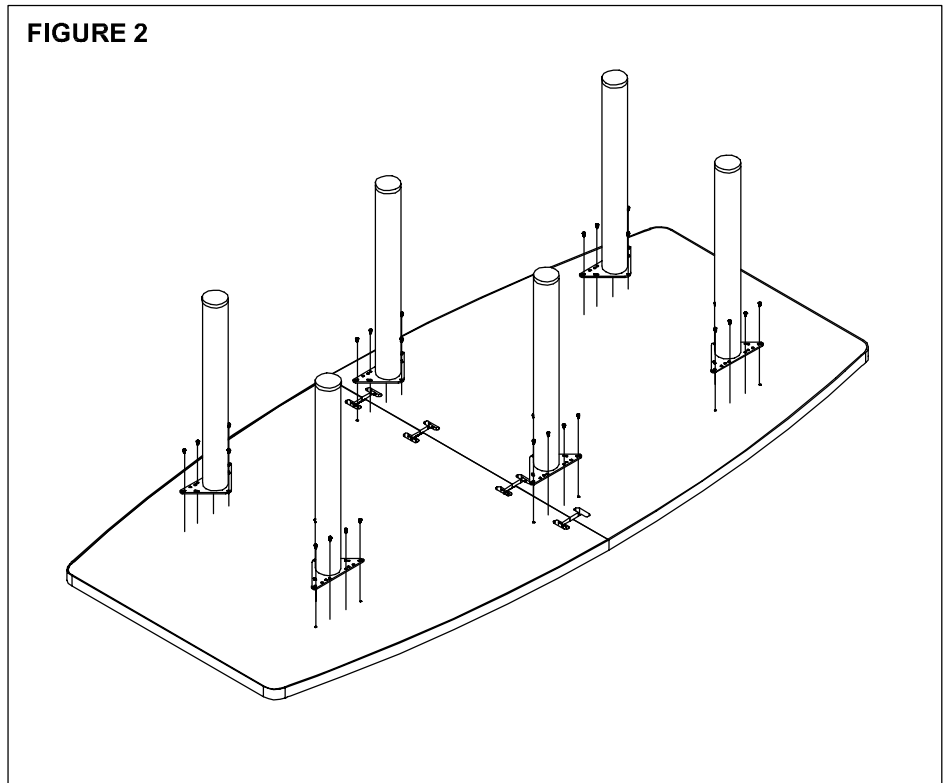
## boat table - 2 surfaces with post base

1. Invert the Boat table surfaces, level them and attach together by inserting wooden dowels and placing the 3 1/2-inches long bolt into the groove. Tighten the bolt using a box wrench, (Figure 1).
2. Attach legs to the Boat table surfaces by screwing to the desk top, (Figure 2).

**FIGURE 1**



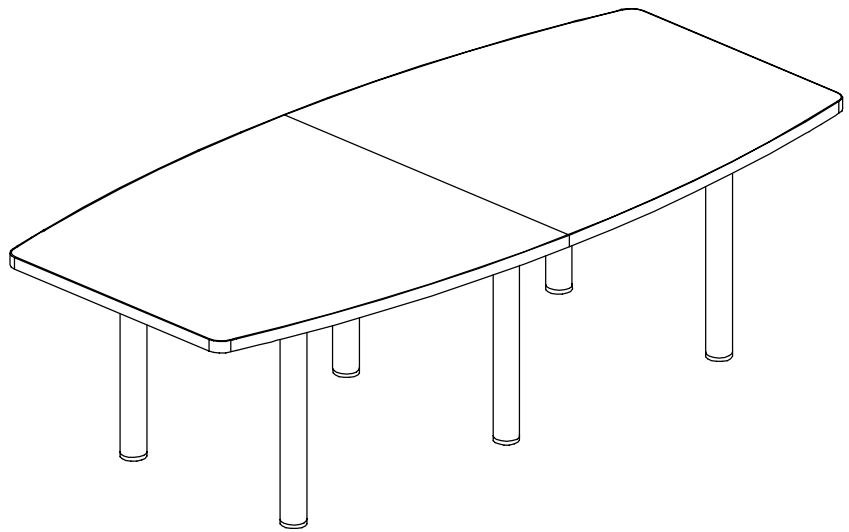
**FIGURE 2**



## boat table - 2 surfaces with post base (cont'd)

3. Lift the Boat table into an upright position, (Figure 3).

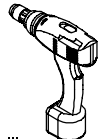
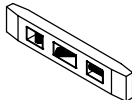

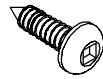
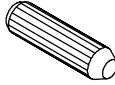
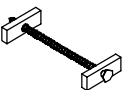
**FIGURE 3**



### NOTE:

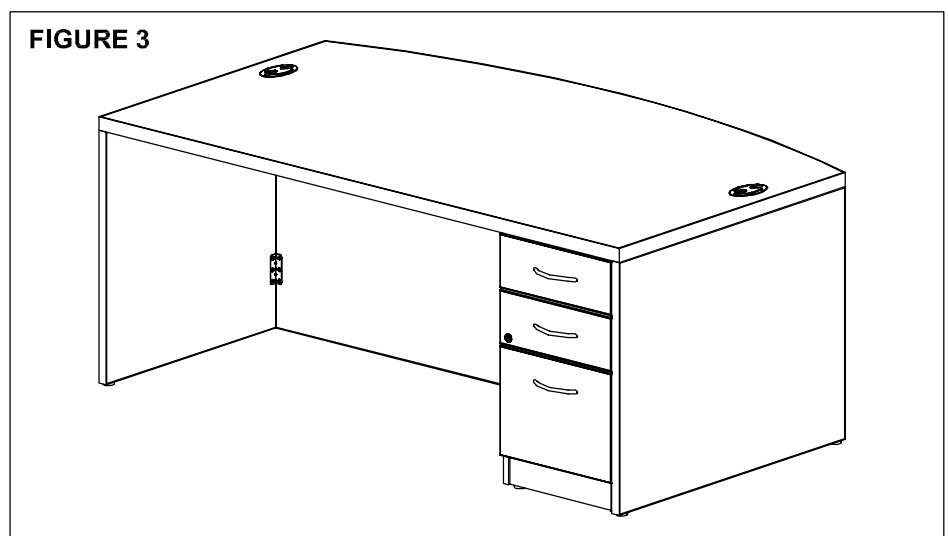
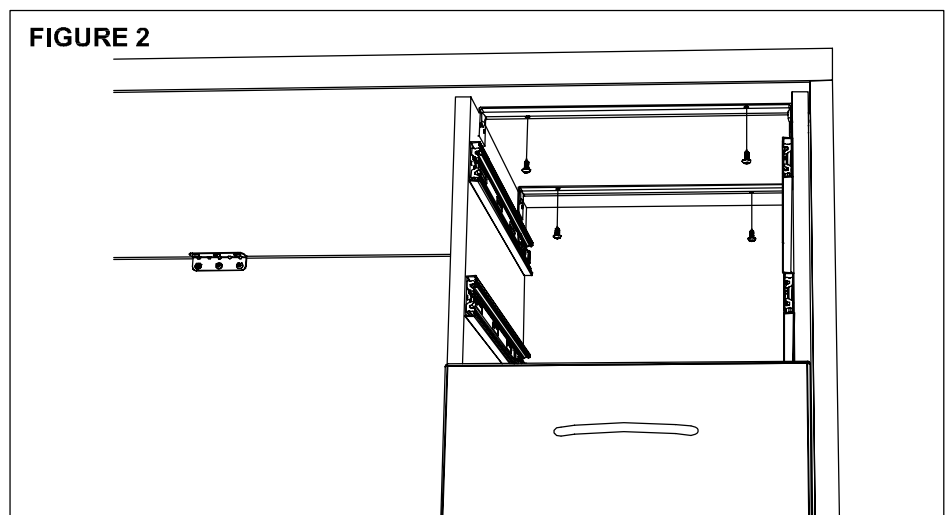
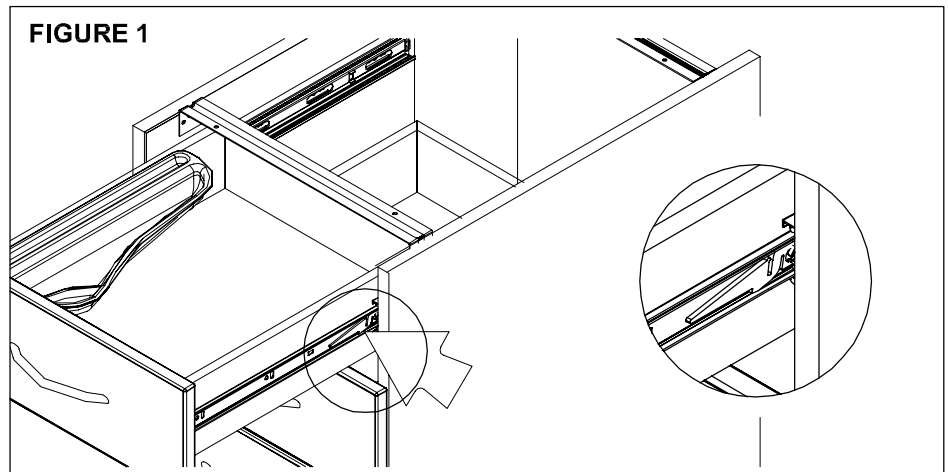
- > Please follow the same procedure in the installation for straight, racetrack table - 2 surfaces with post base.

### tools & hardware needed

 drill	 torpedo level	 #2 Robertson long bit	 30, 1" oval head screw	 6, wooden dowel	 4, long bolt
--	--	--	--	---	--

# underdesk pedestal

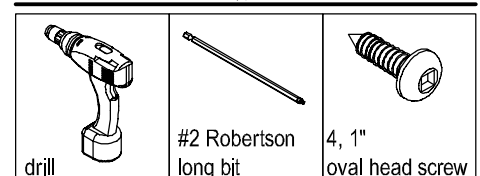
1. Remove drawers from pedestal by disengaging the mechanism located at the sides of the drawer, (Figure 1).
2. Slide the pedestal under the surface at the desired location; adjust pedestal glides if necessary; ensure that the drawer faces are flush with the edge of the surface.
3. Attach the pedestal to the surface with the four 1-inch oval head screws provided, (Figure 2).
4. Insert the drawers back into the pedestal, (Figure 3).



## NOTE:

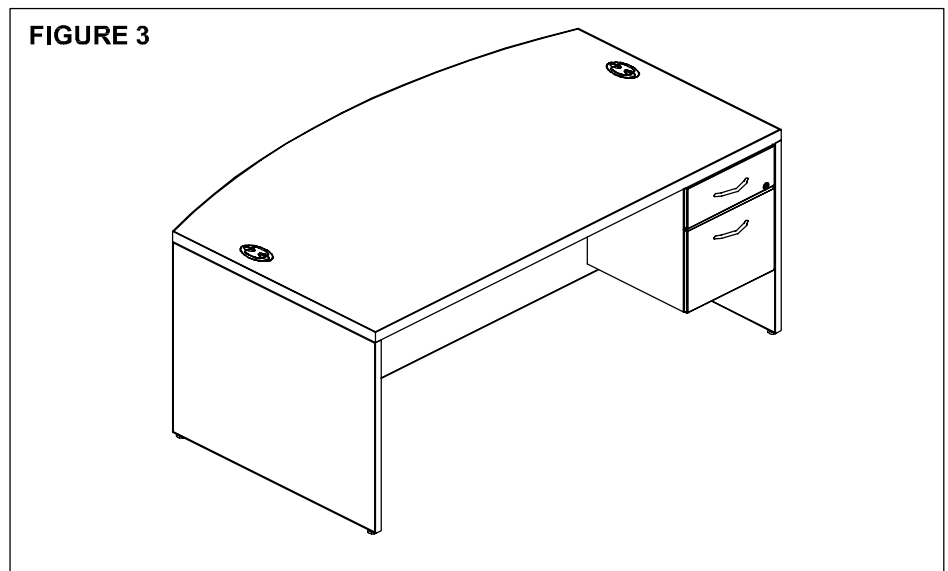
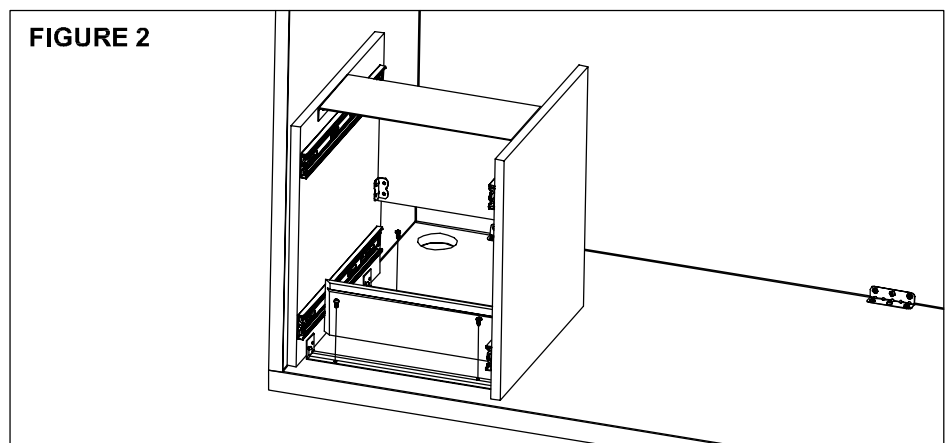
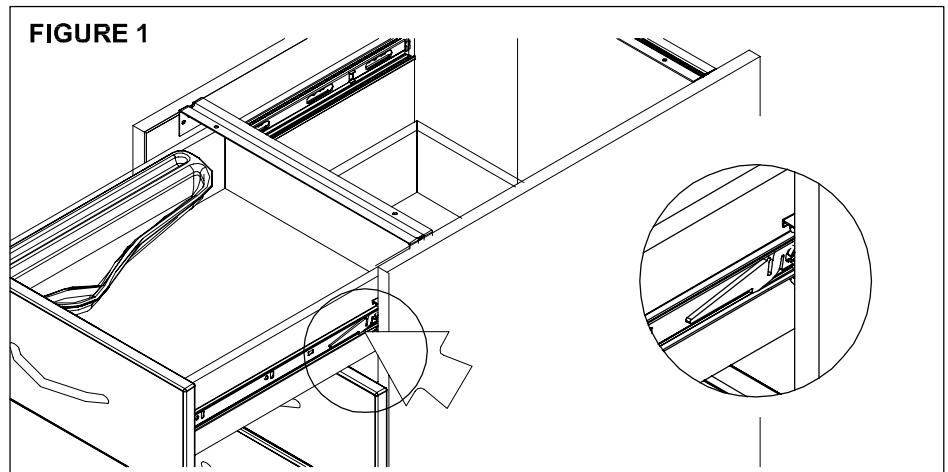
- > When installing a pedestal or suspended pedestal to either a metropolis desk or return; the front bracket holding desk or return top to gables must be either; removed totally or positioned appropriately, to ensure pedestal is installed tight to gables.

## tools & hardware needed



# suspended pedestal

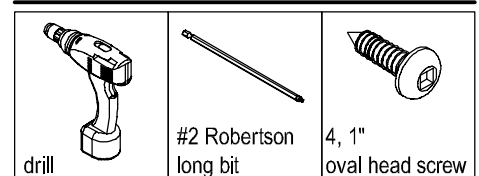
1. Remove drawers from pedestal by disengaging the mechanism located at the sides of each drawer, (Figure 1).
2. Invert the pedestal and position it over the inverted desk; ensure that the drawers' faces are going to be flush with the edge of the surface once they are inserted back into the pedestal; attach with the four 1-inch oval head screws provided, (Figure 2).
3. Lift the desk into an upright position.
4. Insert the drawers back into the pedestal, (Figure 3).



## NOTE:

- > When installing a pedestal or suspended pedestal to either a metropolis desk or return; the front bracket holding desk or return top to gables must be either; removed totally or positioned appropriately, to ensure pedestal is installed tight to gables.

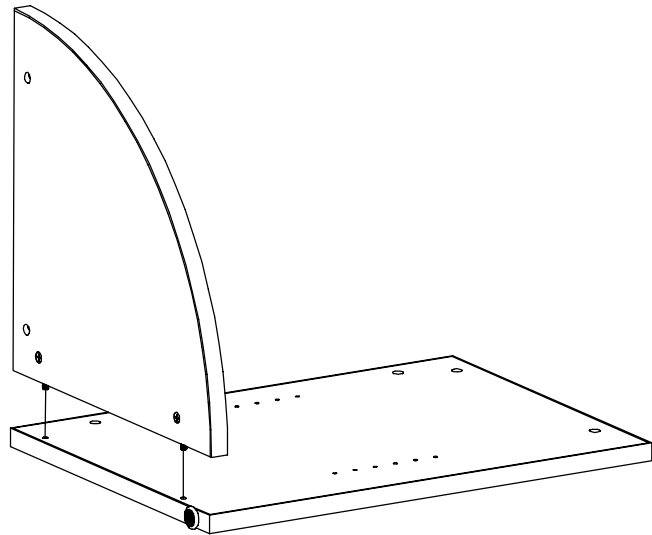
## tools & hardware needed



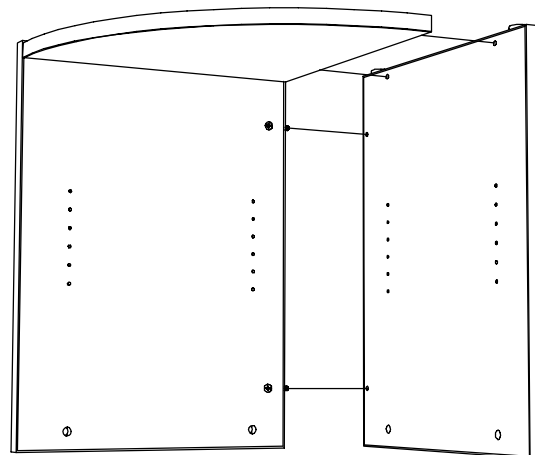
# corner bookcase assembly

1. Connect the bottom fixed shelf of the bookcase to the bookcase gable, (Figure 1).
2. Connect the bookcase back to the bookcase gable and bottom shelf, (Figure 2).
3. Connect the top to the bookcase gable and back, (Figure 3).

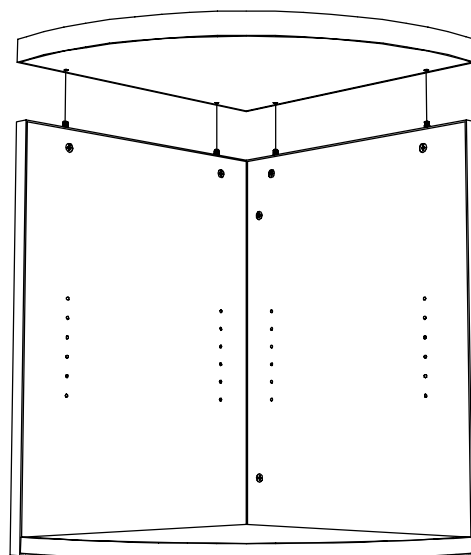
**FIGURE 1**



**FIGURE 2**



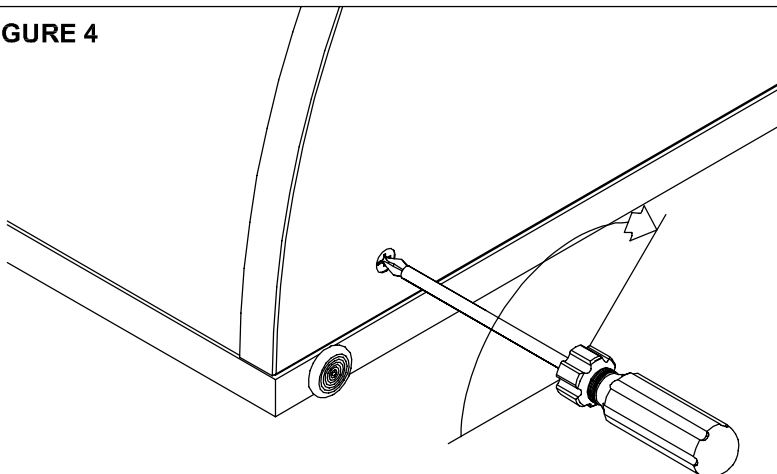
**FIGURE 3**



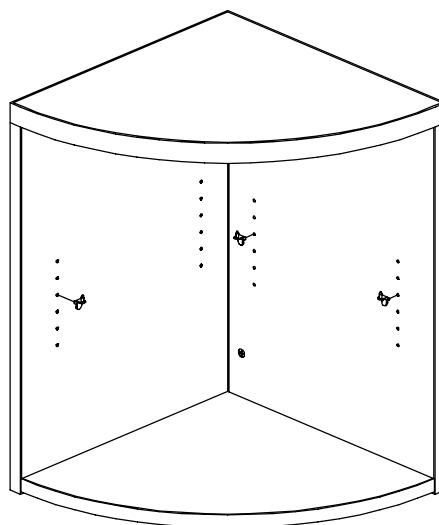
## corner bookcase assembly (cont'd)

4. Lock the CAMs using a Philips screw driver with #3 bit; level and adjust glides if necessary, (Figure 4).
5. Insert shelf support pins (flat end) into the holes on the bookcase gable and back at the desired height, (Figure 5).
6. Position the adjustable shelf over the shelf support pins, (Figure 6).

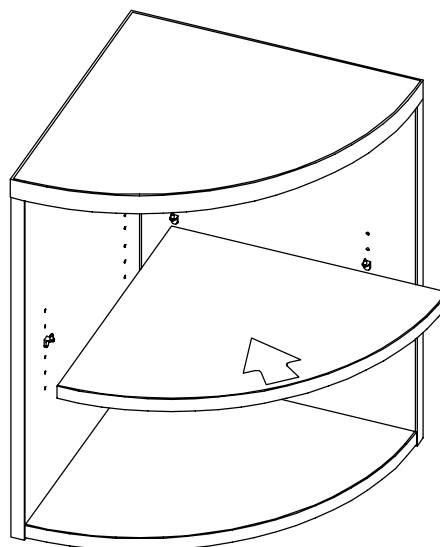
**FIGURE 4**



**FIGURE 5**

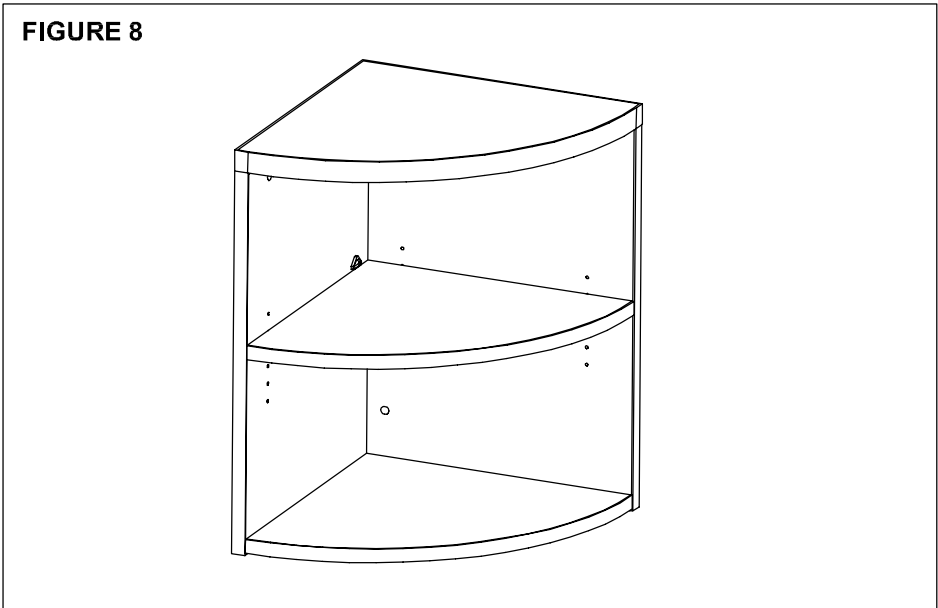
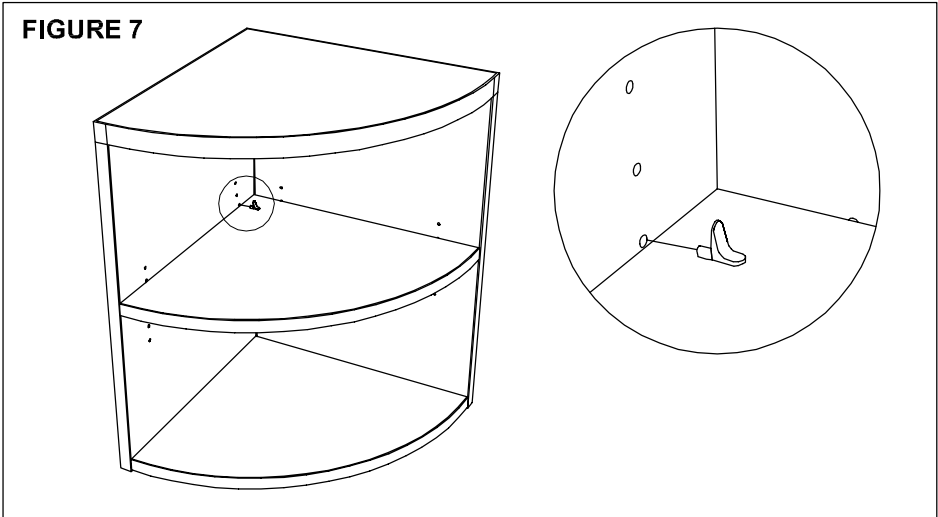


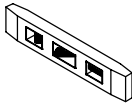
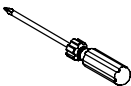


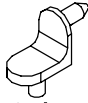



**FIGURE 6**



# corner bookcase assembly (cont'd)

7. Insert shelf support stopper in the hole over the adjustable shelf, (Figure 7).
8. Stick fastcaps to the exposed CAMs, (Figure 8).

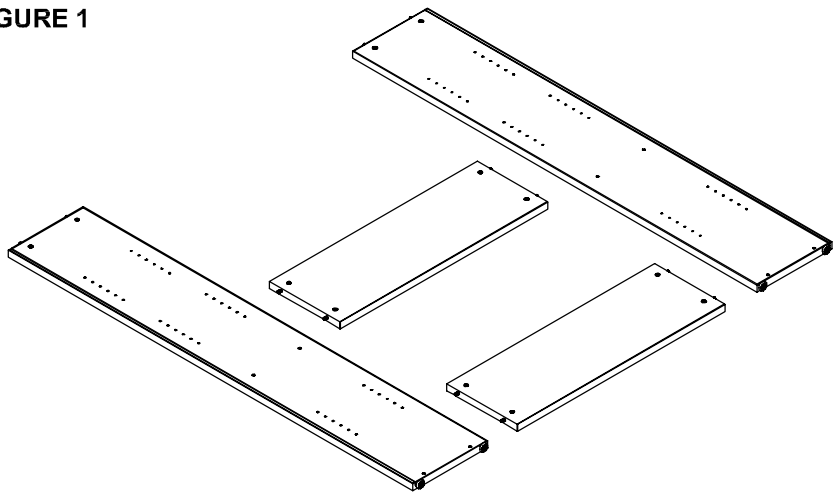


tools & hardware needed					
					
torpedo level	#3 Philips screwdriver	hammer	1, shelf support stopper	4, shelf support pin	6, fast cap
					
			14, cam	14, quickfit dowel	

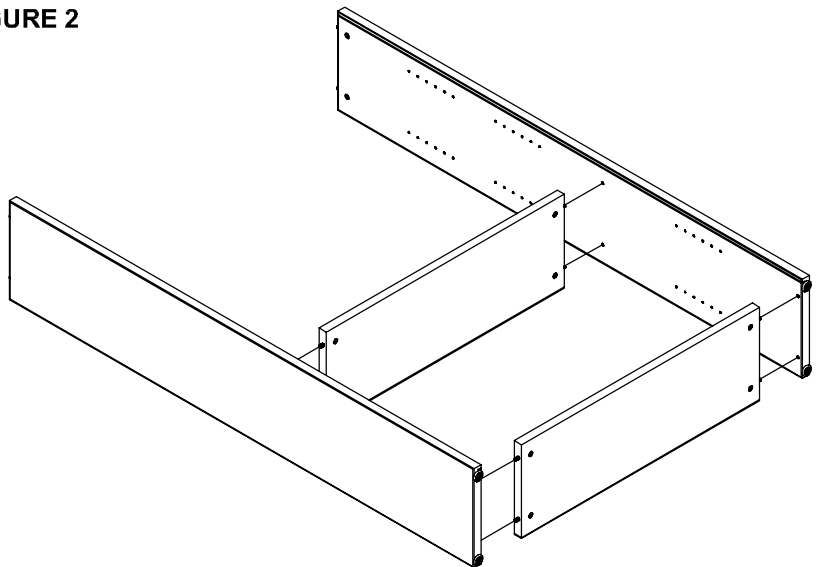
# 68-inches high bookcase assembly

1. Lay side panels, bottom and fixed shelf on the floor with CAMs and holes facing up, (Figure 1).
2. Connect both sides of the bookcase to the bottom panel and fixed shelf, (Figure 2).
3. Connect the top panel to the side panels, (Figure 3).

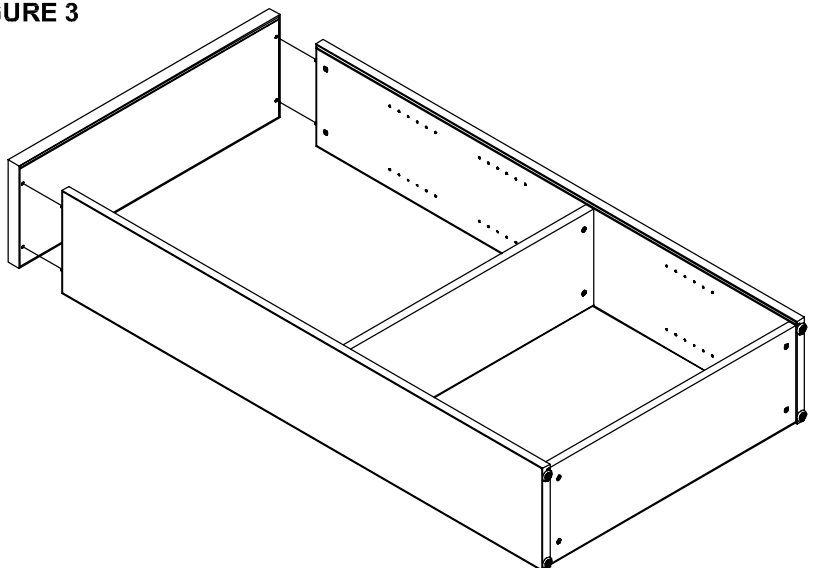
**FIGURE 1**



**FIGURE 2**



**FIGURE 3**

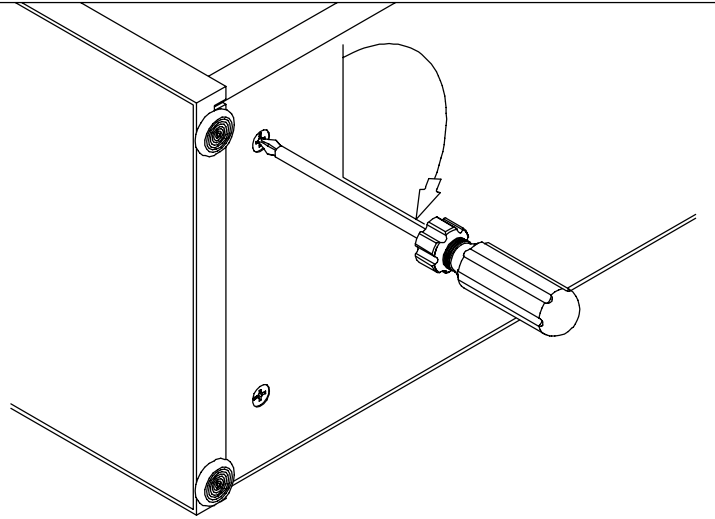




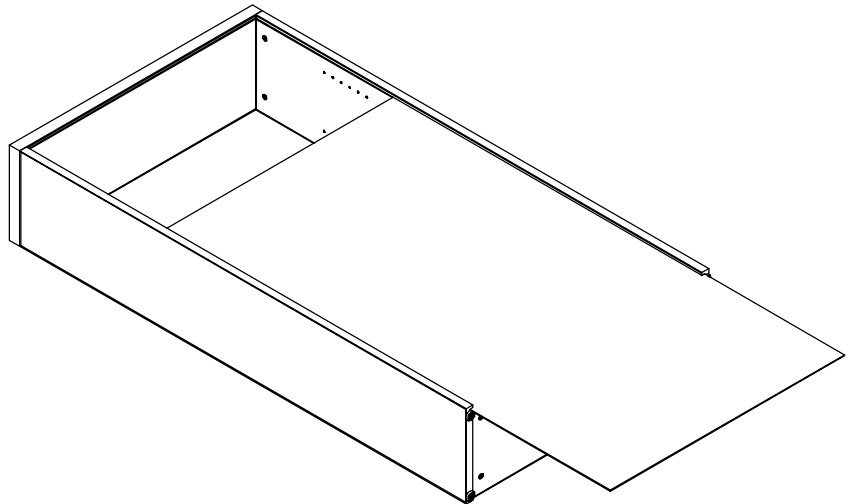
## 68-inches high bookcase assembly (cont'd)

4. Lock the CAMs using a Philips screw driver with #3 bit, (Figure 4).
5. Slide the back panel to the sides and top shelf grooves, (Figure 5).
6. Drive ten nails into the back of the bookcase, at the height of the bottom panel and fixed shelf, (Figure 6).

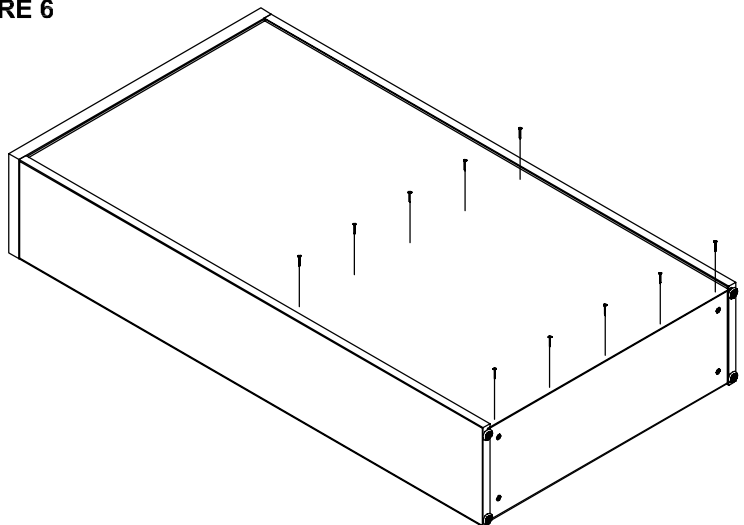
**FIGURE 4**



**FIGURE 5**



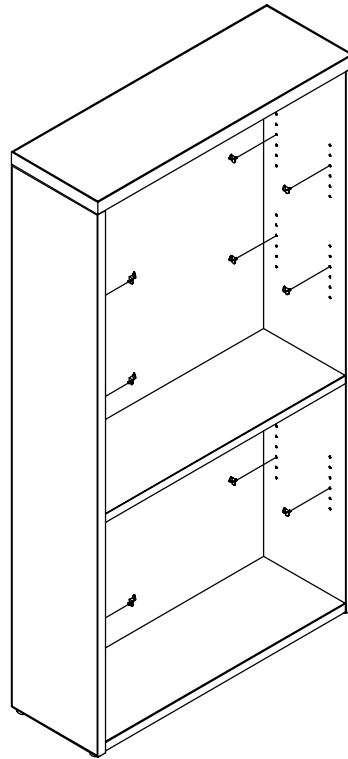
**FIGURE 6**



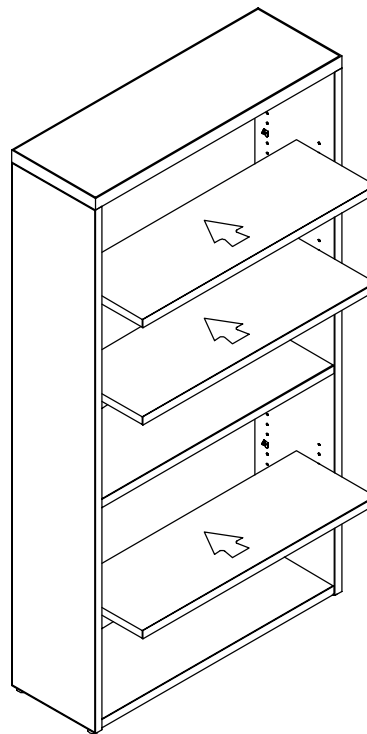
## 68-inches high bookcase assembly (cont'd)

7. Lift the bookcase into the upright position; level and adjust glides if necessary.
8. Insert shelf support pins (flat end) in the holes on the side panels at the desired height, (Figure 7).
9. Position the adjustable shelves over the shelf support pins, (Figure 8).

**FIGURE 7**

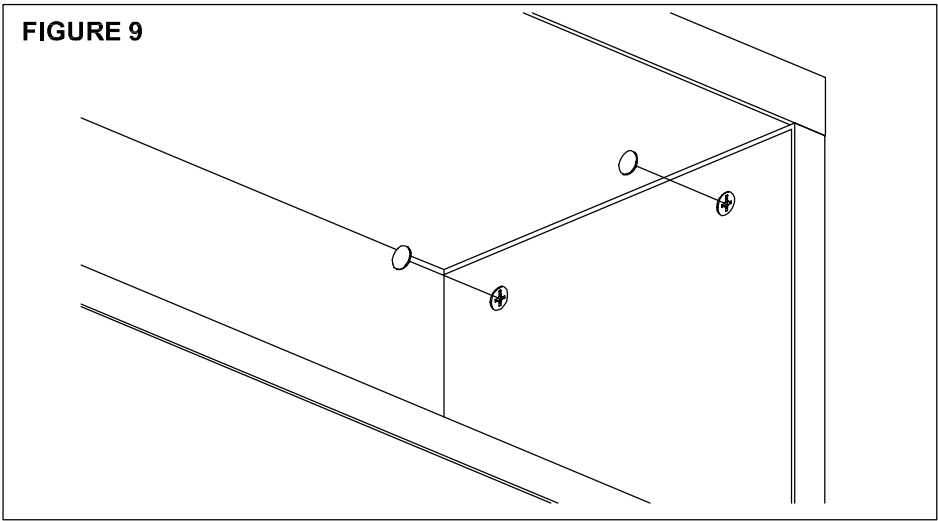


**FIGURE 8**

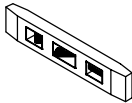
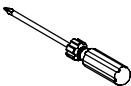
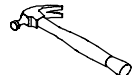
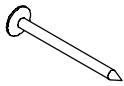






# 68-inches high bookcase assembly (cont'd)

10. Stick fastcaps to the exposed CAMs, (Figure 9).

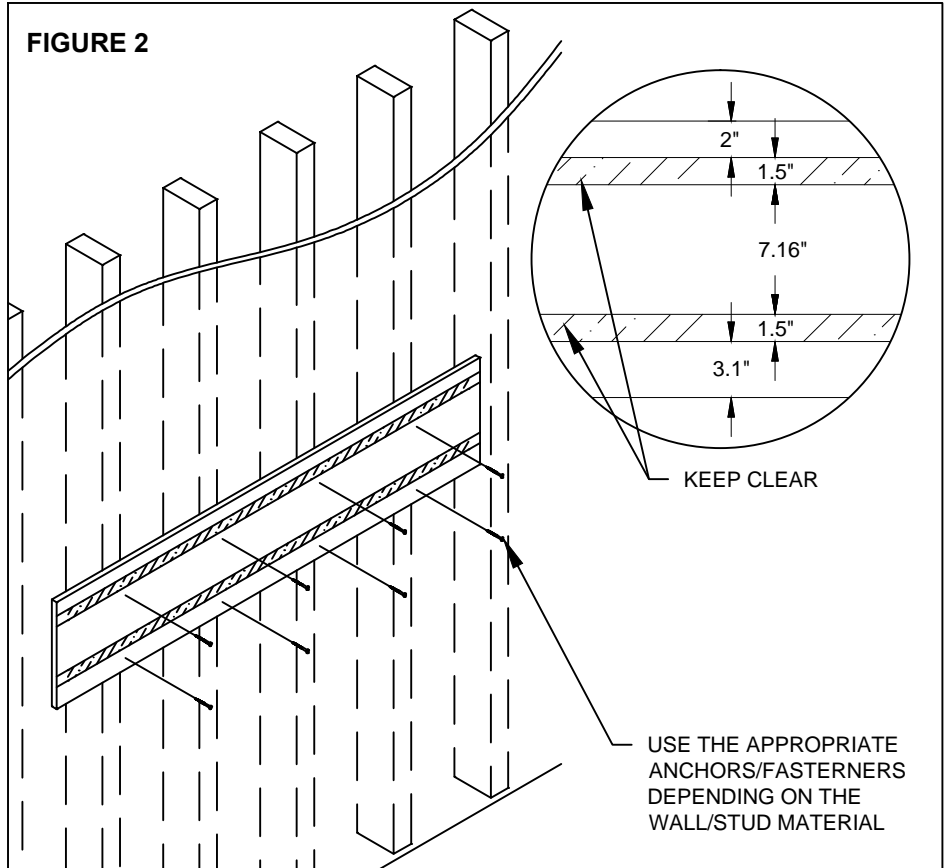
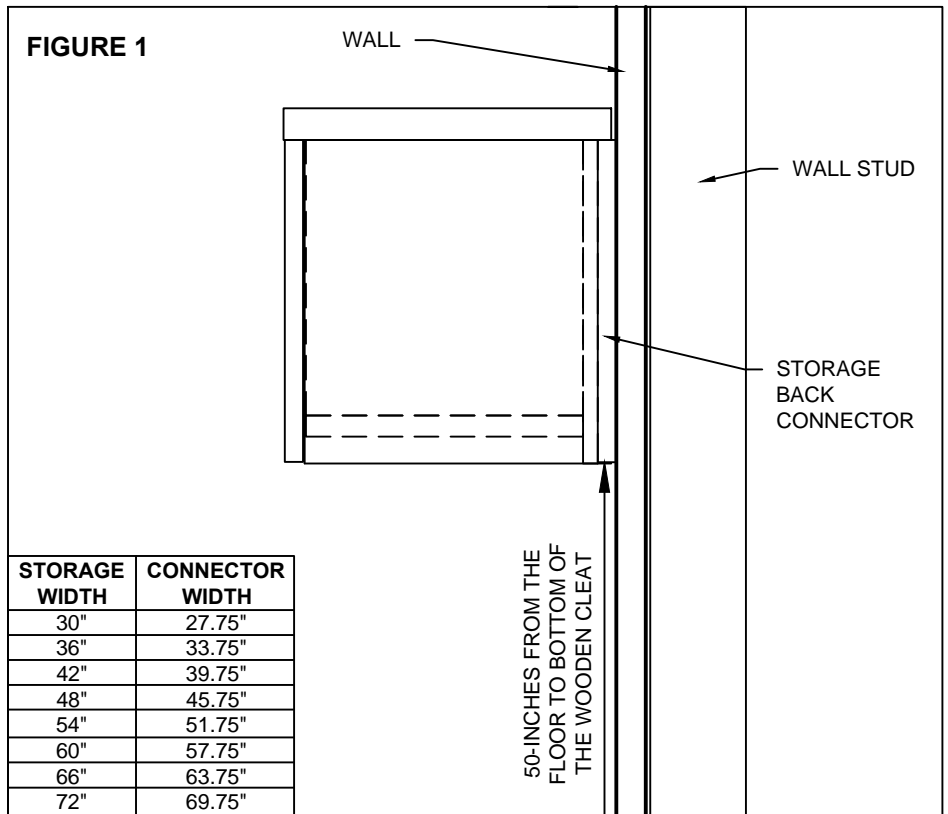


**tools & hardware needed**

					
torpedo level	#3 Philips screwdriver	hammer	10, nail	12, shelf support pin	8, fast cap
					
				12, cam	12, quickfit dowel

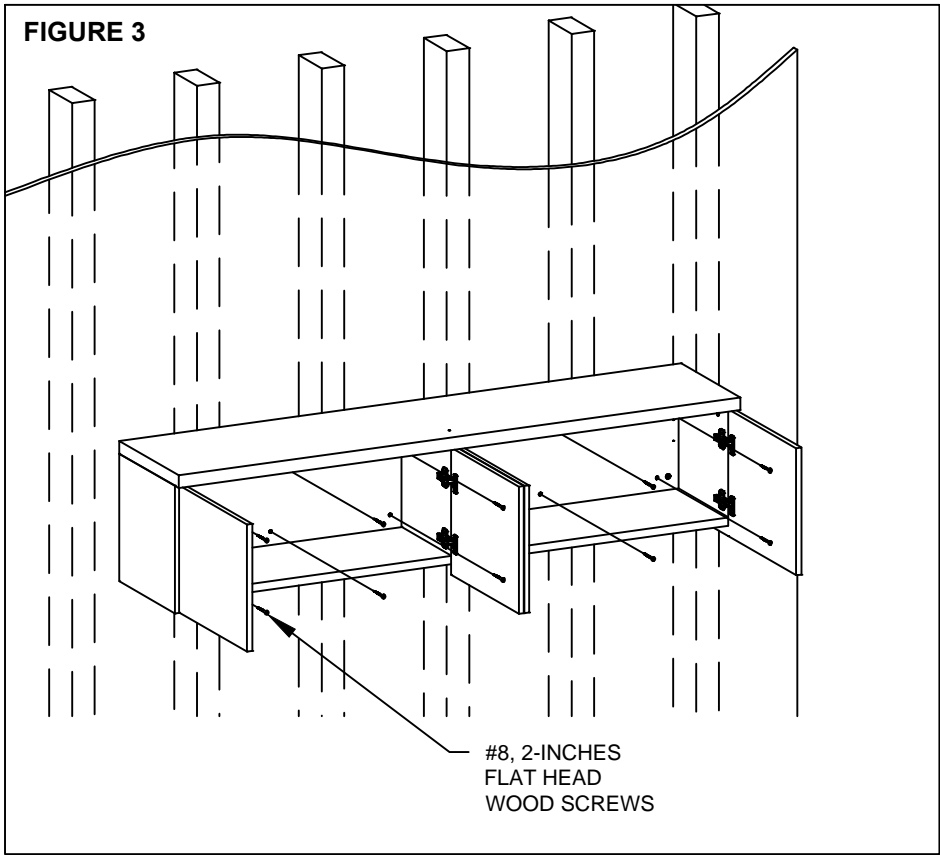
# overhead storage - attachment to back connector

1. Find the location of the studs with a stud finder; make marks on the wall.
2. Mark the location of the back connector on the wall and position it to the previously marked studs. The recommended height is 50-inches from the floor to the bottom of the back connector. Use the following size as a guide for mounting the back connectors on the wall listed in Figure 1.
3. Level the back connector and attach it to studs with the appropriate anchors/fasteners for the wall/studs. It is advised to keep the two 1-1/2 inch space free of screws/holes to secure the overhead storage unit properly (Figure 2).



# overhead storage - attachment to back connector (cont'd)

- 4. Hang the overhead storage on the installed wooden cleat. Secure with, #8, 2-inch flat head wood screws from the pre-drilled holes inside back panel of the overhead storage, through the back connector, (Figure 3).
- 5. Cover the exposed screws with the fastcaps provided.



STORAGE WIDTH	CONNECTOR WIDTH	# OF SCREWS
30"	27.75"	6
36"	33.75"	
42"	39.75"	
48"	45.75"	
54"	51.75"	10
60"	57.75"	
66"	63.75"	
72"	69.75"	

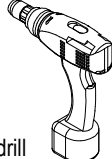
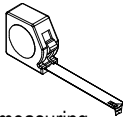
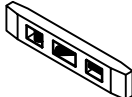
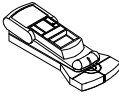

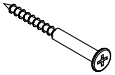
## WARNING

It is the owner's responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of the overhead storage unit and its contents. Failure of the wall to support all imposed loads may result in property damage and/or personal injury. When in doubt, the use of other methods of storage such as freestanding storage units, hutches and bookcases is strongly recommended.

### NOTES:

- > make sure no electrical wires are on the way of the screws.

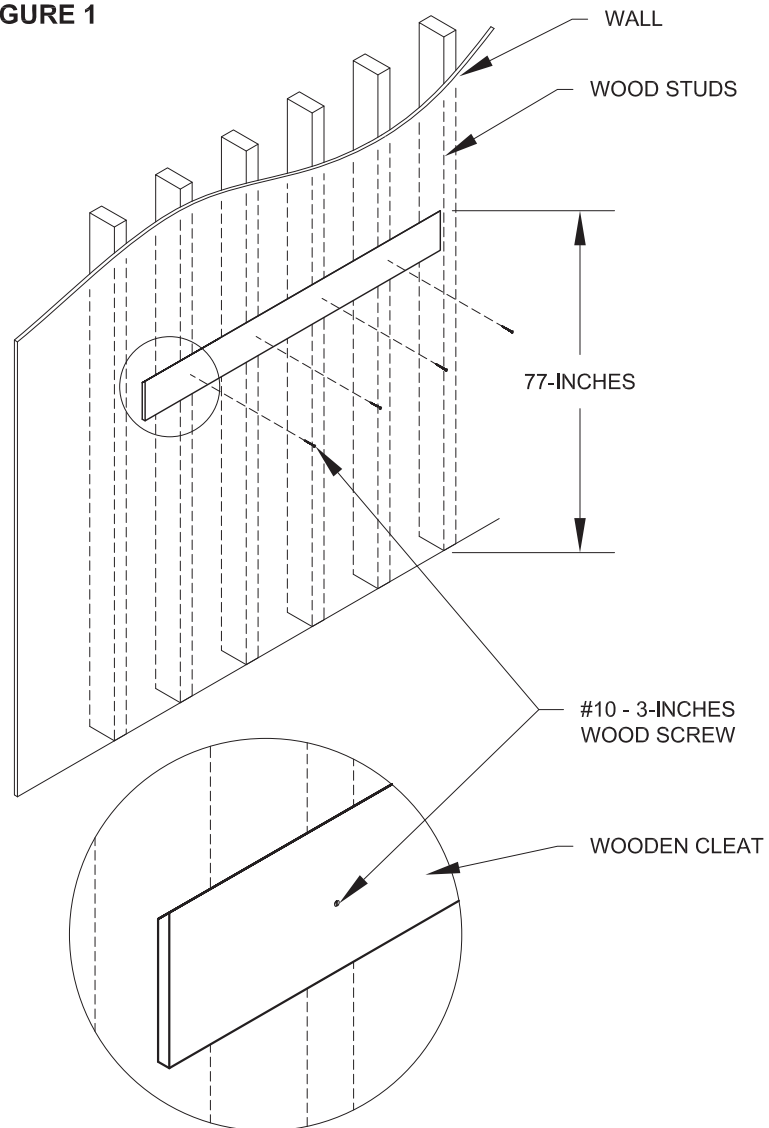
### tools & hardware needed

 drill	 measuring tape	 torpedo level	 stud finder	 Philips bit	 #8, 2" flat head wood screw
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# whiteboard - attachment to dry wall with wood studs

1. Find the location of the studs with a stud finder; make marks on the wall.
2. Mark the location of the wooden cleat on the wall and position it to the previously marked studs. The recommended height is 77-inches from the floor to the top of the wooden cleat.
3. Level the wooden cleat and attach it to studs with #10, 3-inches wood screws, (Figure 1).

**FIGURE 1**

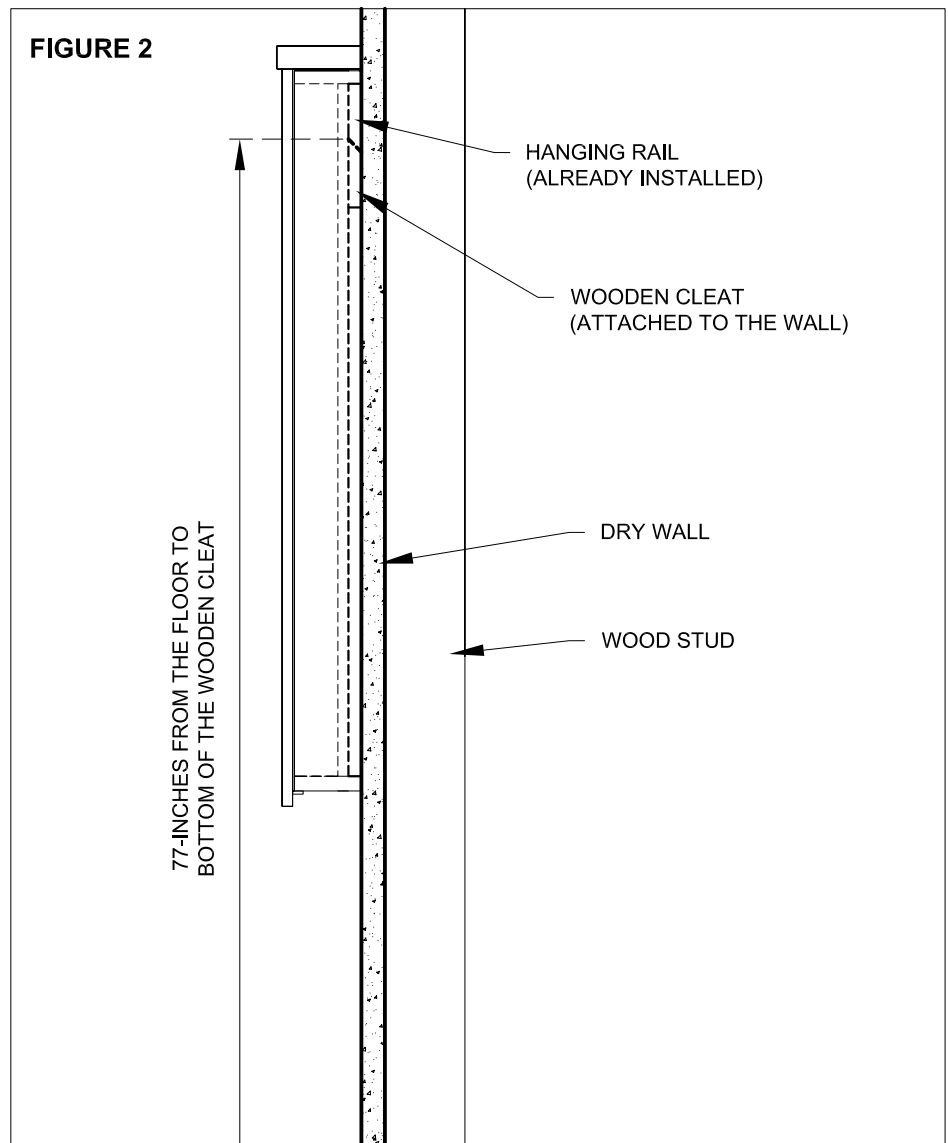


## **WARNING**

**It is the owner's responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of the overhead storage unit and its contents. Failure of the wall to support all imposed loads may result in property damage and/or personal injury. When in doubt, the use of other methods of storage such as freestanding storage units, hutches and bookcases is strongly recommended.**

# whiteboard - attachment to dry wall with wood studs (cont'd)

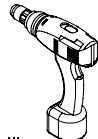
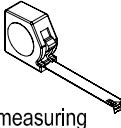
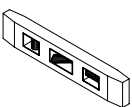
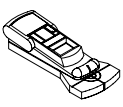

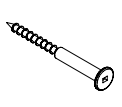
4. Hang the whiteboard cabinet on the wooden cleat.



## NOTES:

- > make sure no electrical wires are on the way of the screws.

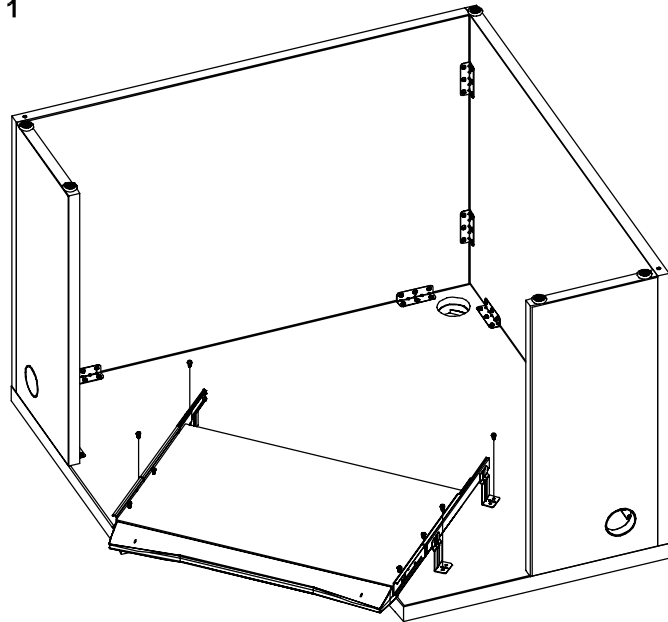
## tools & hardware needed

					
drill	measuring tape	torpedo level	stud finder	#2 Robertson long bit	#10-3" wood screw

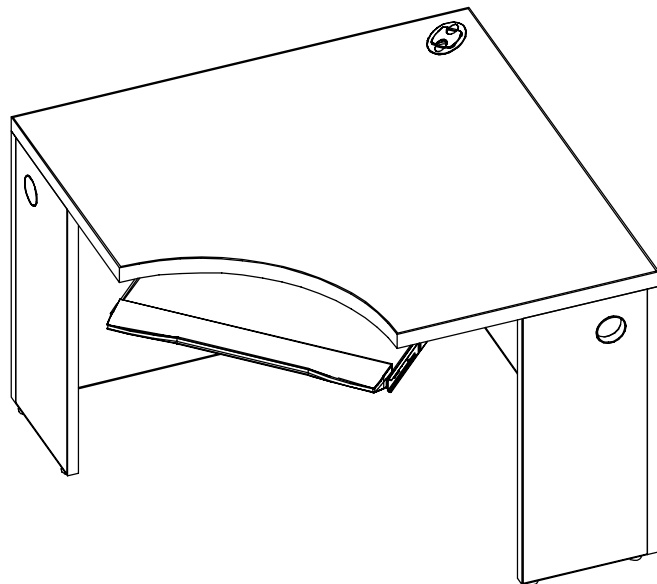
# retractable keyboard tray

1. Invert desk and attach retractable keyboard tray to surface with the four 11/16-inch oval head screws provided, (Figure 1).
2. Lift the desk into an upright position, (Figure 2).

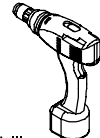

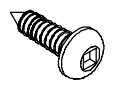
**FIGURE 1**



**FIGURE 2**



## tools & hardware needed

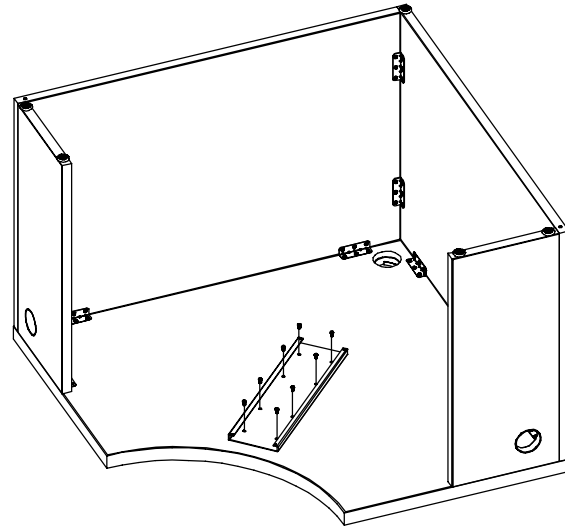
 drill	 #2 Robertson long bit	 4, 11/16" oval head screw
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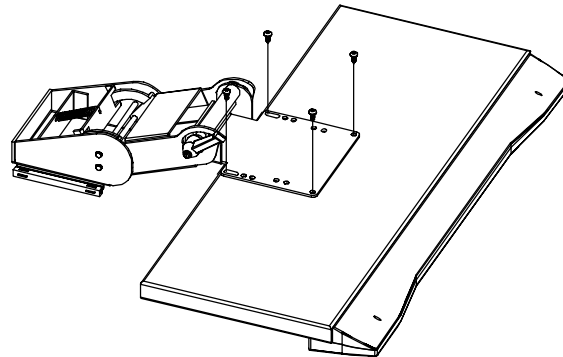
# articulating keyboard tray

1. Attach metal plate to inverted desk or surface using eight, 11/16-inch oval head screws, (Figure 1).
2. Invert keyboard tray and attach adjustable keyboard arm, using four, 11/16-inch oval head screws, (Figure 2).
3. Lift desk into an upright position.
4. Insert assembled arm and keyboard tray into the metal plate attached to the surface, (Figure 3).

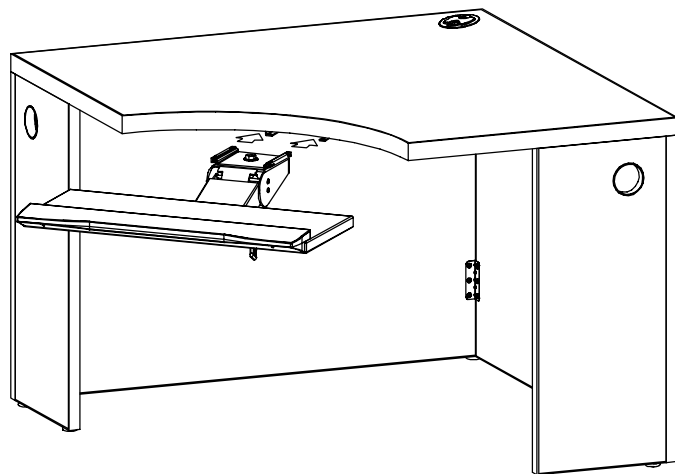
**FIGURE 1**



**FIGURE 2**



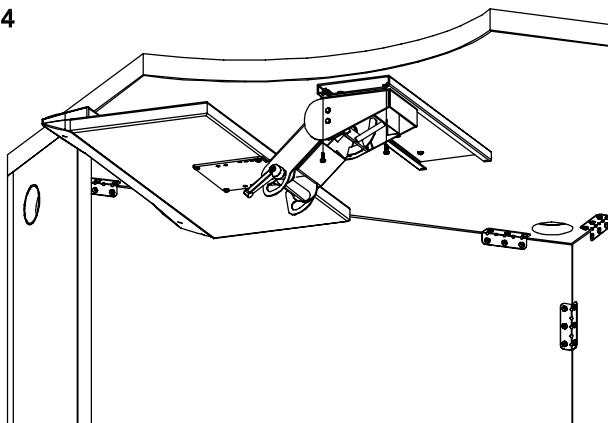
**FIGURE 3**



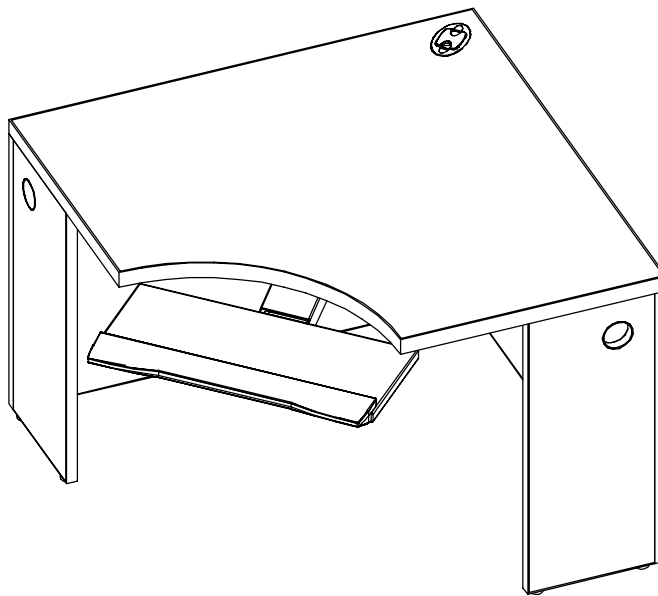
## articulating keyboard tray (cont'd)

5. Swing keyboard tray left or right and run two screws into the holes on the metal plate, (Figure 4).
6. Adjust keyboard tray to the desired position, (Figure 5).
7. Peel off sticker on the wire manager and stick it to the underside of the surface at the desired position.

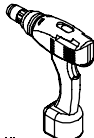


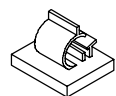
**FIGURE 4**



**FIGURE 5**



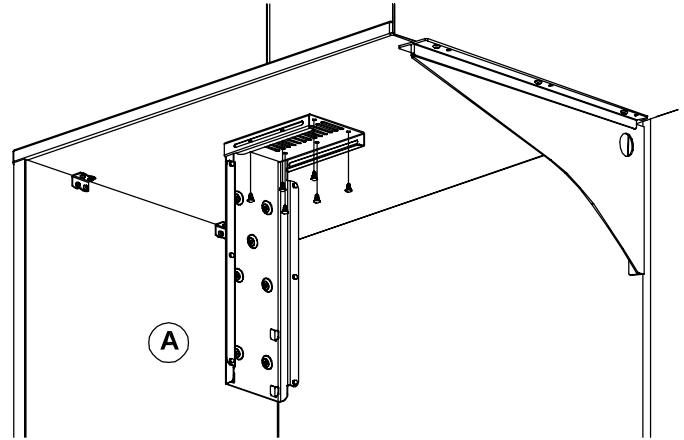
### tools & hardware needed

			
drill	#2 Robertson long bit	14, 11/16" oval head screw	1, wire manager

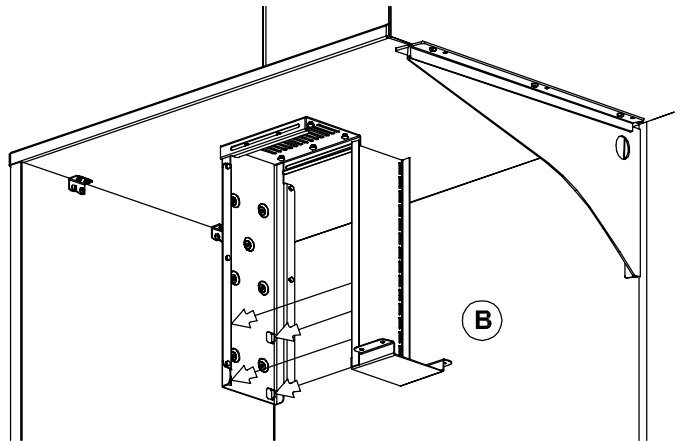
## cpu holder assembly

1. Attach part A to the underside of the surface with six, 11/16-oval head screws, using #2 Robertson bit, (Figure 1).
2. Engage the slots on part B to the protruding supports on part A, (Figure 2).
3. Position CPU holder into place. Slide and engage part C to part A, (Figure 3).

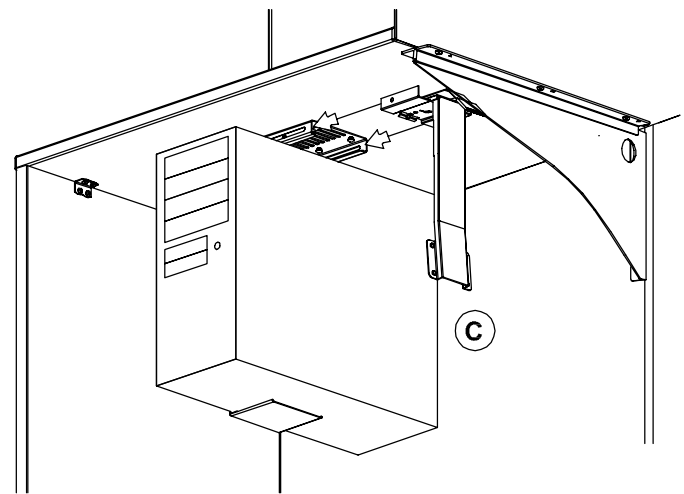
**FIGURE 1**



**FIGURE 2**



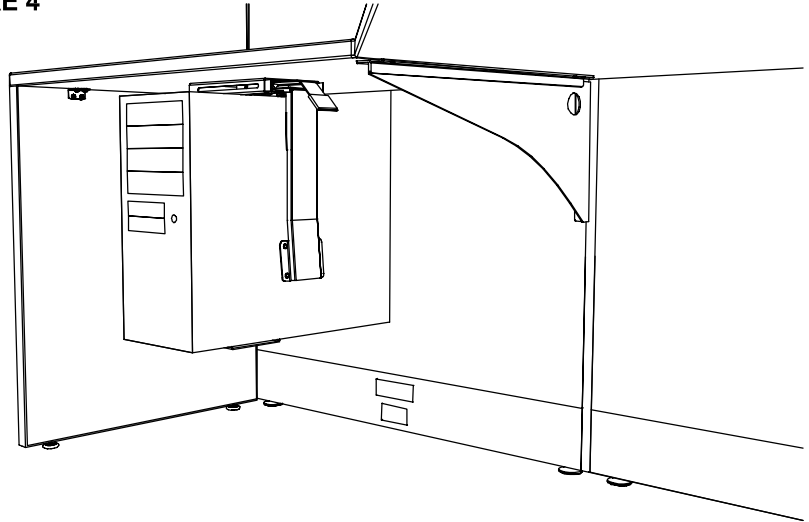
**FIGURE 3**



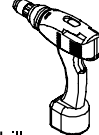

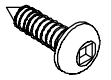
## cpu holder assembly (cont'd)

4. Figure 4 shows the assembled CPU holder.

**FIGURE 4**



### tools & hardware needed

		
drill	#2 Robertson bit	6, 1" oval head screw

# straight desk disposal disassembly

- 1. Pull out the plastic grommets 1, Figure 1 and place them in the recycle bin containing plastic materials.
- 2. Detach the laminate straight surface 2 by removing the screws 3 holding it in place. Place the laminate straight surface in the waste bin.
- 3. Remove the wooden dowels 4 of the laminate end gables and place them in the recycle bin containing wooden materials.
- 4. Detach the 90° steel brackets 5 of the laminate end gables 6 by removing the screws 7, Figure 2. Place the 90° steel brackets and screws in the recycle bin containing steel materials.
- 5. Detach the laminate end gables 6 by removing the screws 8 holding them in place. Place the laminate end gables in the waste bin and the screws in the recycle bin containing steel materials.

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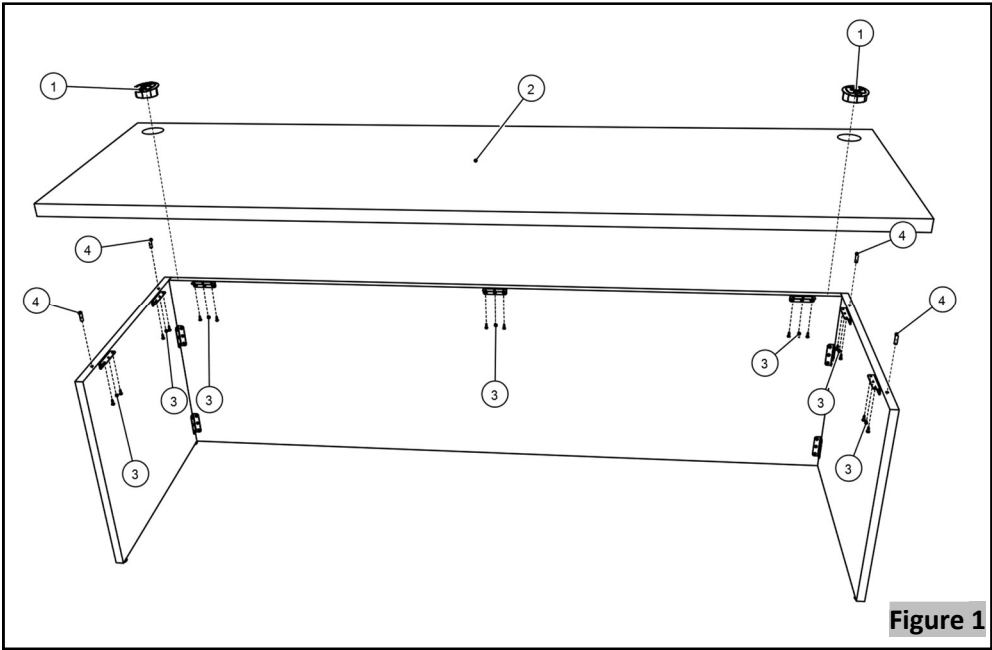


Figure 1

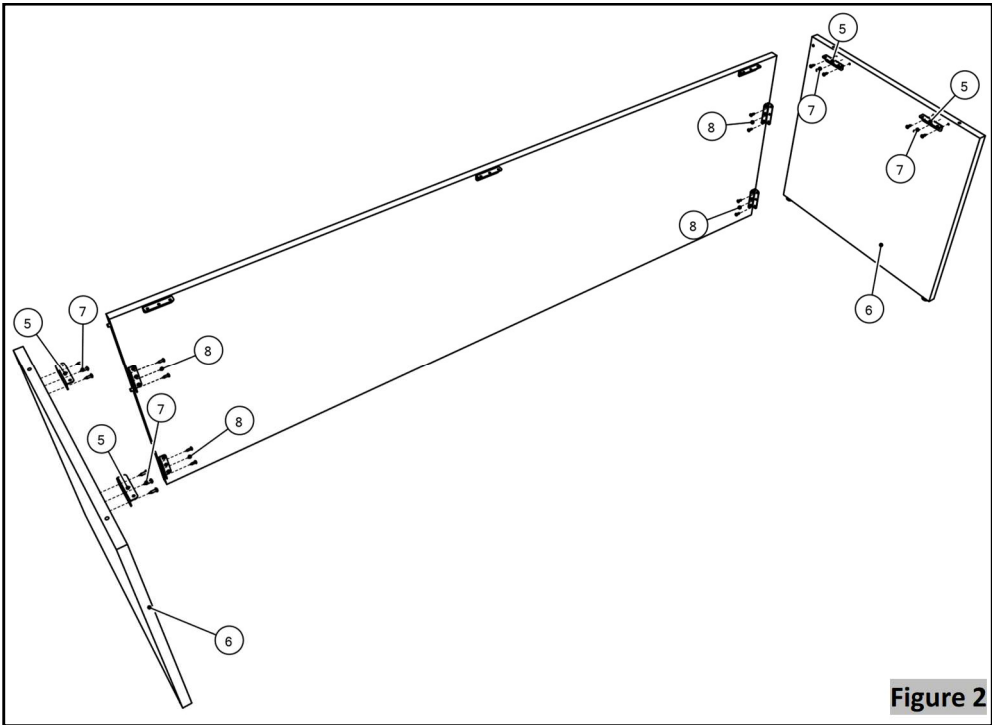




Figure 2

## tools & hardware needed

				
Drill	Robertson # 2			

# straight desk disposal disassembly

- 6. Unscrew the glides (10) of the laminate end gables (9) and pry the “T” nut (11), **Figure 3**. Place them in the recycle bin containing steel materials.
- 7. Place the laminate end gables (9) in the waste bin.
- 8. Remove the wooden dowels (12) of the laminate modesty (13), **Figure 4** and place them in the recycle bin containing wooden materials.
- 9. Detach the 90 ° steel bracket (14) of the laminate modesty (13) by removing the screws (15). Place the 90° steel brackets and screws in the recycle bin containing steel materials.
- 10. Place the laminate modesty (13) in the waste bin.

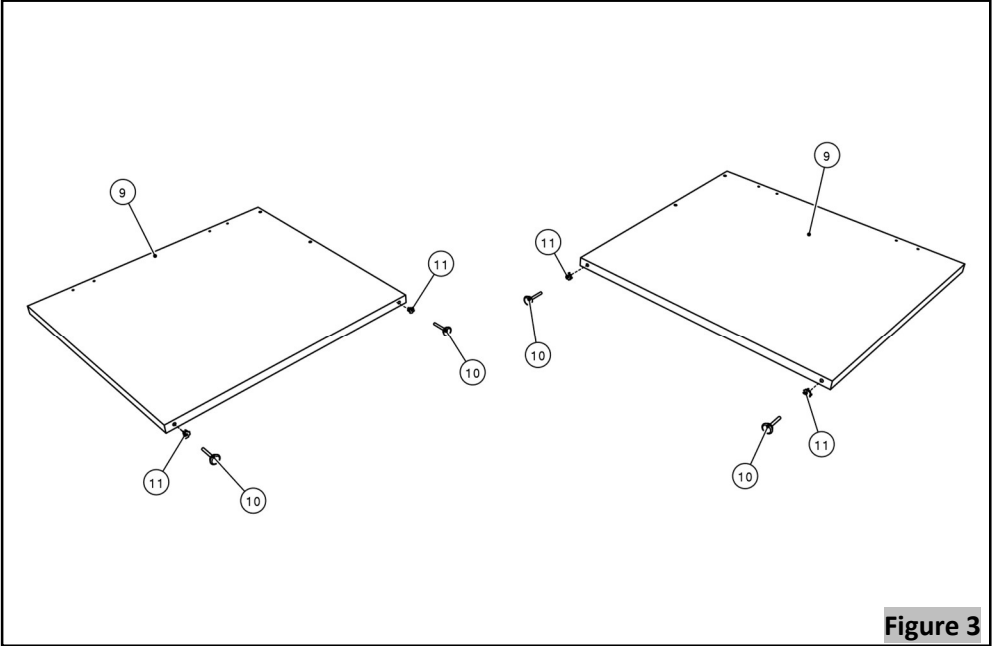


Figure 3

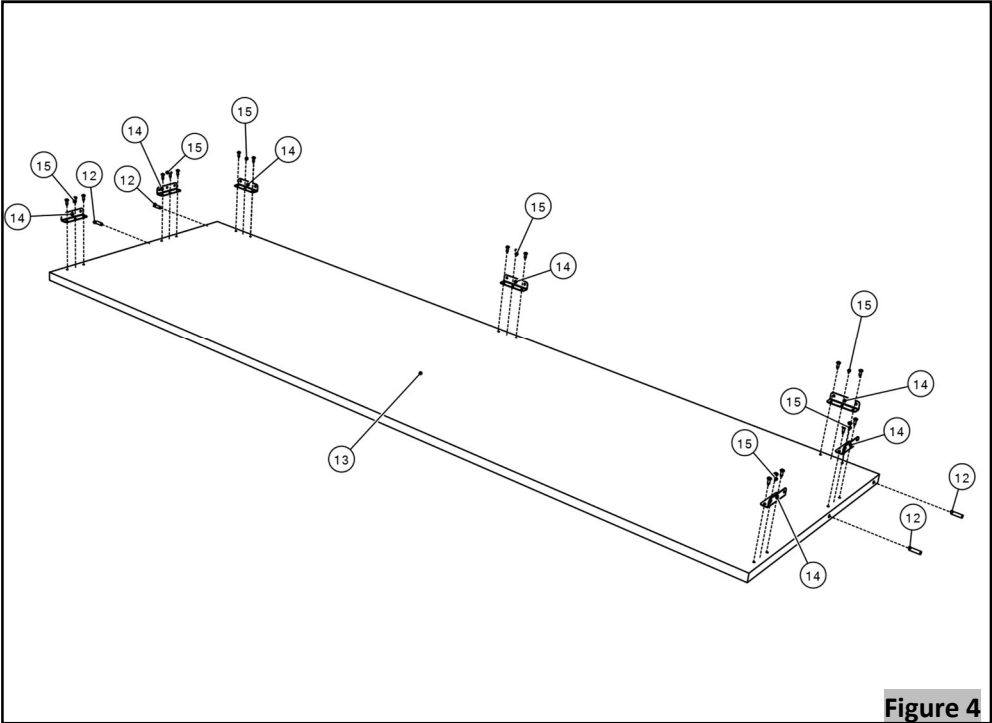


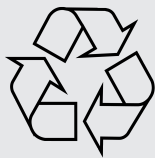


Figure 4

## tools & hardware needed

				
Drill	Robertson # 2			



Metro products consist of Steel and Aluminum which are 100% recyclable and visually identifiable. We encourage you to sell, donate, re-purpose or recycle or products. Disassembly of the product can be done by following the installation instructions in reverse.

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