



Norris
installation guide

November 2022

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Installation Checklist

Perform a site inspection prior to the installation date to check existing site conditions and identify constraints and limitations that could possibly cause delays or problems during the actual installation.

SITE ACCESSIBILITY

1. Verify existing loading facilities and proximity of loading dock to staging area.
2. Verify if receiving area is accessible by trailer.
3. Verify access to service elevators.
4. Reserve service elevators in advance, if necessary.

SITE PREPARATION

1. Clear all obstacles that could interfere with the installation process.
2. When doing a reconfiguration, ensure that all furniture to be re-used are clear of computers, accessories, books, papers and all personal effects.
3. Ensure that all live wires and data/communications wires are disconnected prior to installation.

FURNITURE PLANS

1. Labeled furniture plans for installation purposes are located in the hardware box. Ensure that drawings are complete and handy before beginning installation.

STAGING

1. If damages are noticed upon opening the trailer, these must be noted by the receiver on the Bill of Lading. Also note any imperfections or missing components discovered while unpacking the furniture. This information is necessary when requesting for product replacement and shipping claims.
2. Unpack products in the general order of installation (refer to Installation Sequence).

WASTE MANAGEMENT

1. Establish a trash removal area separate from the product staging area.

Care & Maintenance

Laminates

Dust laminated surfaces for regular maintenance. Clean any dirt or stain with a damp cloth. Do not use an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

Painted Metals

Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean a dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasive.

THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID WARRANTY.



Caution

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.

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Specifying Tops & Plinths

Tables are specified as follows:

- One Piece Top without Plinth: 72"-96"W x 36"-48"D
- Two Piece Top without Plinth: 108"-120"W x 42"-60"D
- Two Piece with Plinth: 132"-192"W x 48"-60"D
- Three Piece Top with Plinth: 216"-240"W x 48"-60"D

A - Width of table edge to gable

B - Depth of table edge to gable

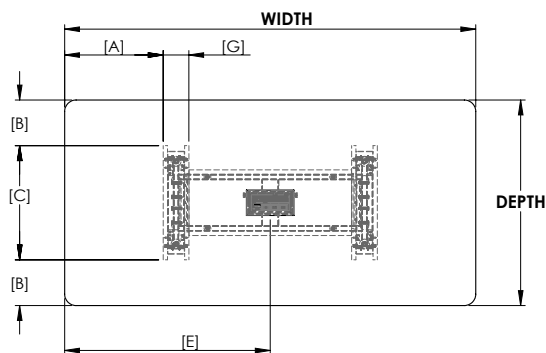
C - Gable width

D - Table edge to power grommet

E - Table edge to center power grommet

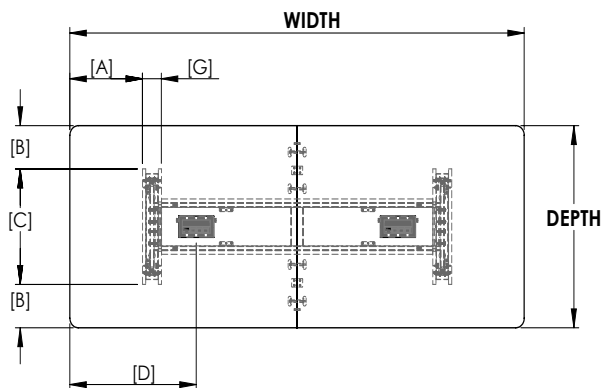
F - Center plinth width

G - Gable thickness



72"-96"W
One Piece
No Plinth

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)	F (IN)	G (IN)
72	36	1	17.25	8	20	N/A	36	N/A	4.5
72	42	1	17.25	9	24	N/A	36	N/A	4.5
84	36	1	17.25	8	20	N/A	42	N/A	4.5
84	42	1	17.25	9	24	N/A	42	N/A	4.5
84	48	1	17.25	11	26	N/A	42	N/A	4.5
96	36	1	17.25	8	20	N/A	48	N/A	4.5
96	42	1	17.25	9	24	N/A	48	N/A	4.5
96	48	1	17.25	11	26	N/A	48	N/A	4.5

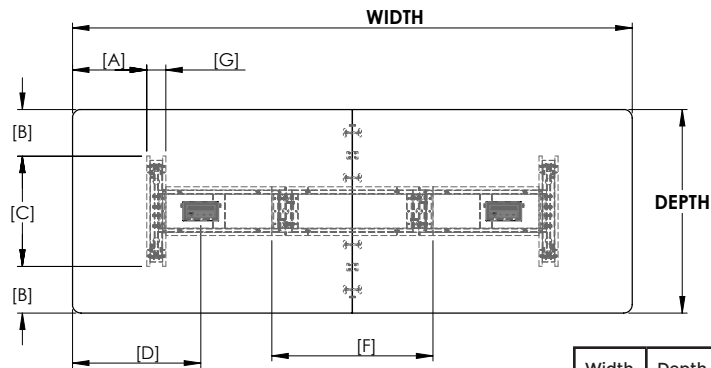


108"-120"W
Two Pieces
No Plinth

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)	F (IN)	G (IN)
108	42	2	17.25	9	24	30.02	N/A	N/A	4.5
108	48	2	17.25	11	26	30.02	N/A	N/A	4.5
108	60	2	17.25	11	38	30.02	N/A	N/A	4.5
120	42	2	17.25	9	24	30.02	N/A	N/A	4.5
120	48	2	17.25	11	26	30.02	N/A	N/A	4.5
120	60	2	17.25	11	38	30.02	N/A	N/A	4.5

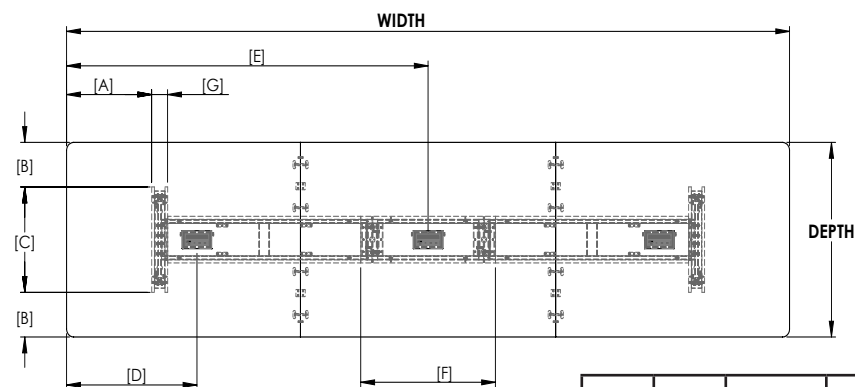
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132"-192"W
Two Pieces
With Plinth

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)	F (IN)	G (IN)
132	48	2	17.5	11	26	30.27	N/A	38	4.5
132	60	2	17.5	11	38	30.27	N/A	38	4.5
144	48	2	23.5	11	26	36.27	N/A	38	4.5
144	60	2	23.5	11	38	36.27	N/A	38	4.5
156	48	2	24	11	26	36.77	N/A	38	4.5
156	60	2	24	11	38	36.77	N/A	38	4.5
168	48	2	24	11	26	36.77	N/A	38	4.5
168	60	2	24	11	38	36.77	N/A	38	4.5
180	48	2	24	11	26	36.77	N/A	38	4.5
180	60	2	24	11	38	36.77	N/A	38	4.5
192	48	2	24	11	26	36.77	N/A	38	4.5
192	60	2	24	11	38	36.77	N/A	38	4.5



204"-240"W
Three Pieces
With Plinth

Width (IN)	Depth (IN)	# of Surfaces	A (IN)	B (IN)	C (IN)	D (IN)	E (IN)	F (IN)	G (IN)
204	48	3	24	11	26	36.77	102	38	4.5
204	60	3	24	11	38	36.77	102	38	4.5
216	48	3	24	11	26	36.77	108	38	4.5
216	60	3	24	11	38	36.77	108	38	4.5
228	48	3	24	11	26	36.77	114	38	4.5
228	60	3	24	11	38	36.77	114	38	4.5
240	48	3	24	11	26	36.77	120	38	4.5
240	60	3	24	11	38	36.77	120	38	4.5

Norris boardroom table – 1 Surface

Note: The procedure below is for Boat, Straight, Super Ellipse and Video boardroom tables.

- 1. Place the table top face down on a clean solid surface or floor; Position the bridge to table top, (Figure 1).

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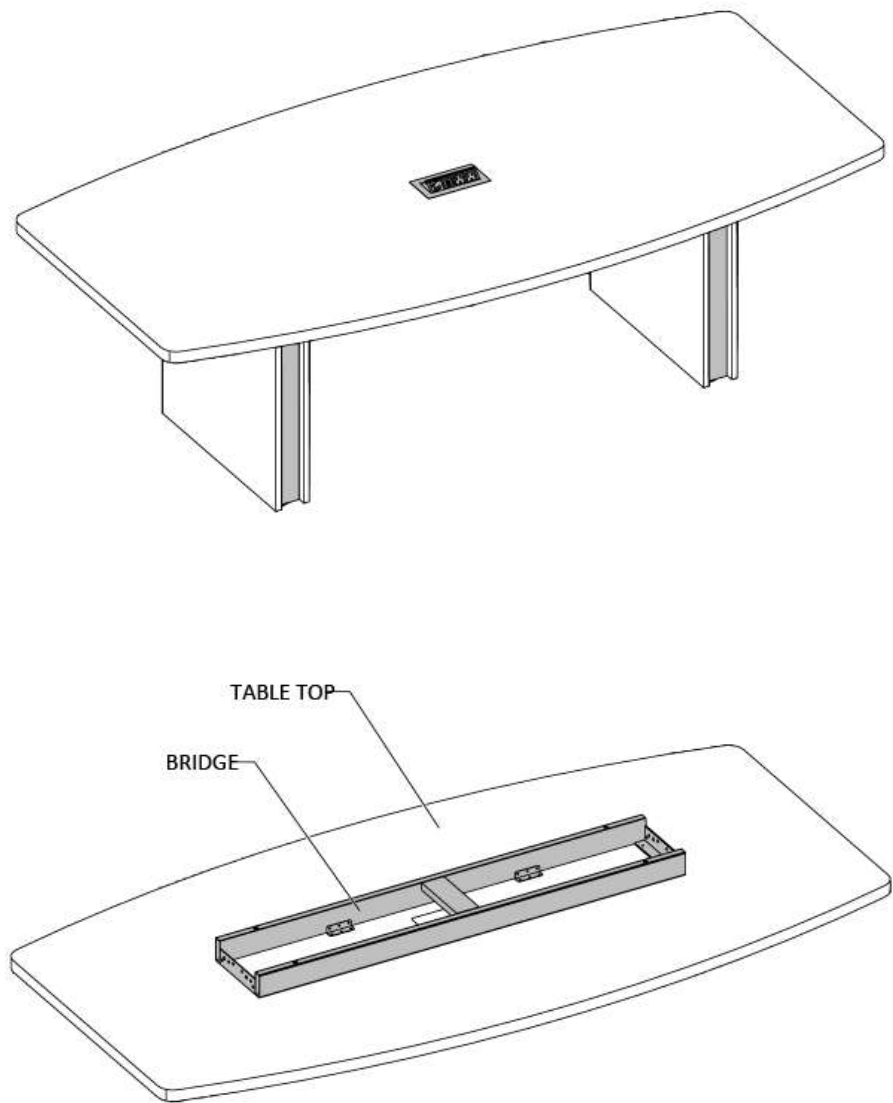


Figure 1

Tools & Hardware Needed

Norris boardroom table – 1 Surface

- 2.** To install the table base; position and attach the steel gable to bridge, using 3/8-16" X 1 1/2" Hex bolt, (Figure 2). Repeat this procedure to install the other steel gable.
- Note:** The steel gables for Video boardroom tables have two different sizes. The wide one is for the wider side of the surface.
- 3.** Position the base using the pre-drilled positioning holes and attach it to table top using #10 X 1" Oval Head Screw, (Figure 3).

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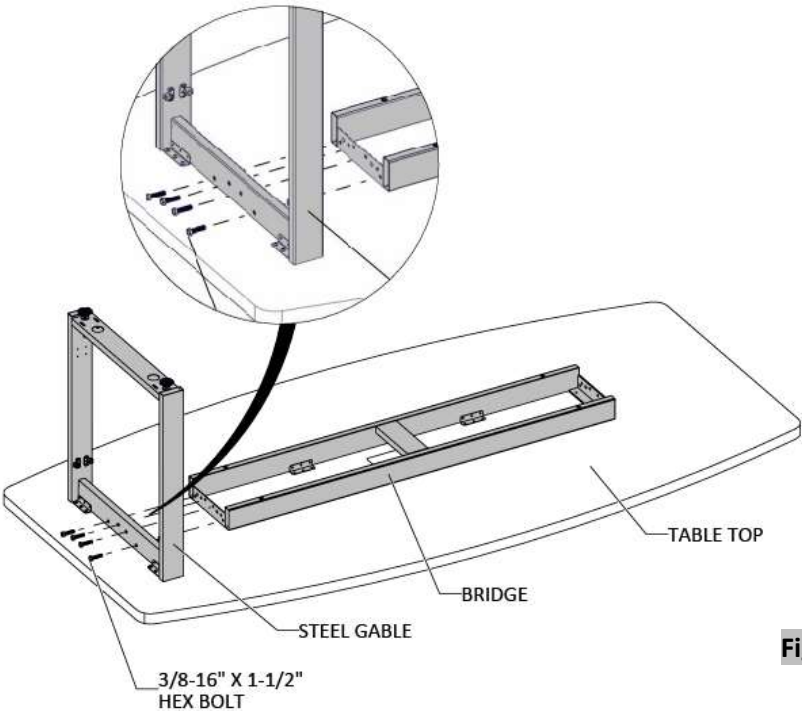


Figure 2

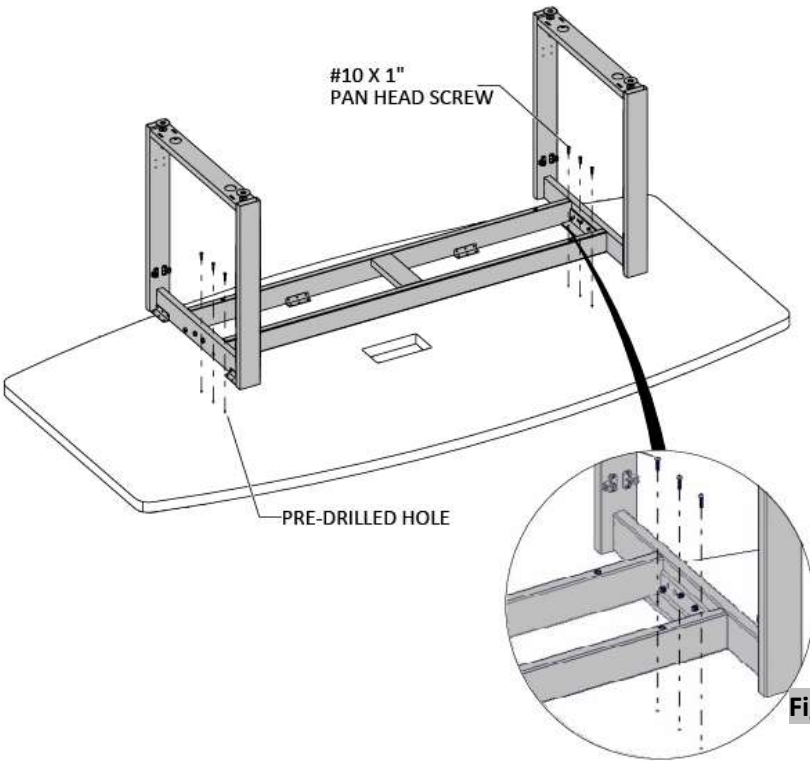


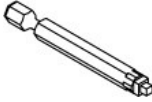

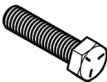


Figure 3

Tools & Hardware Needed

			8540-0789_SCREW	8540-1282
Drill	Box Wrench	Robertson # 2		
			#10 X 1" Pan Head Screw (6X)	3/8-16" X 1-1/2" Hex Bolt (8X)

Norris boardroom table – 1 Surface

- 4. Securely fasten the base, using #10 X 1" Pan Head Screws, (Figure 4).
- 5. Lift the table into an upright position; level and adjust the glides if necessary.
- 6. Set the power grommet into the hole of the table top and lay the electrical wires and communication cables in the bridge and gables, (Figure 5).

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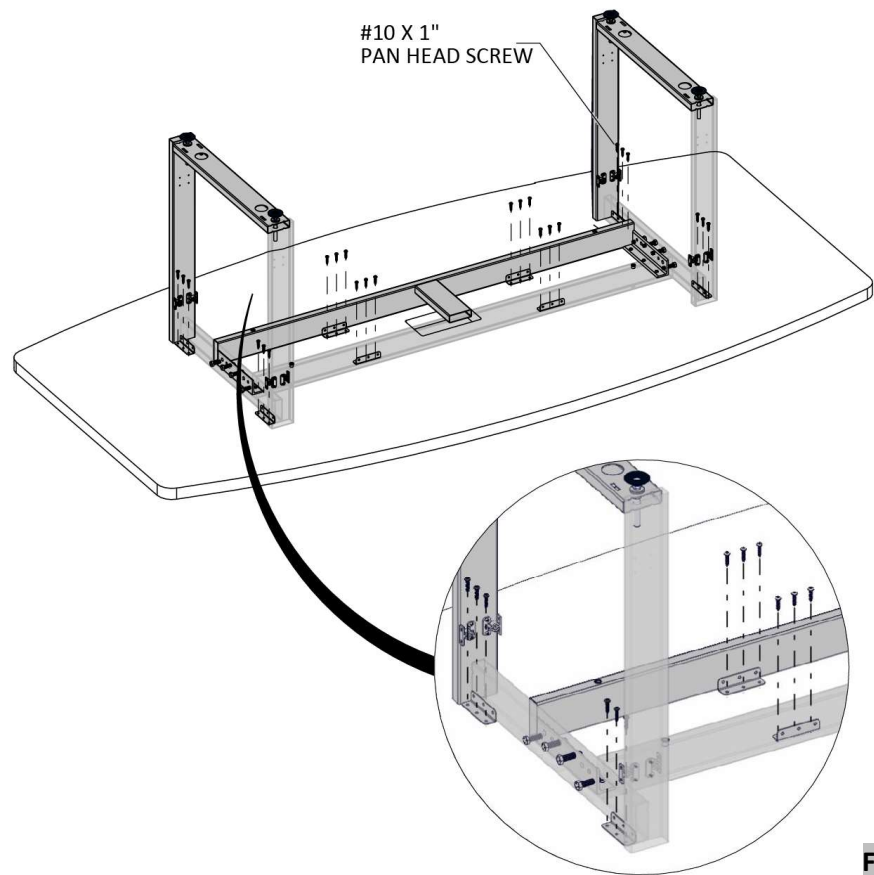


Figure 4

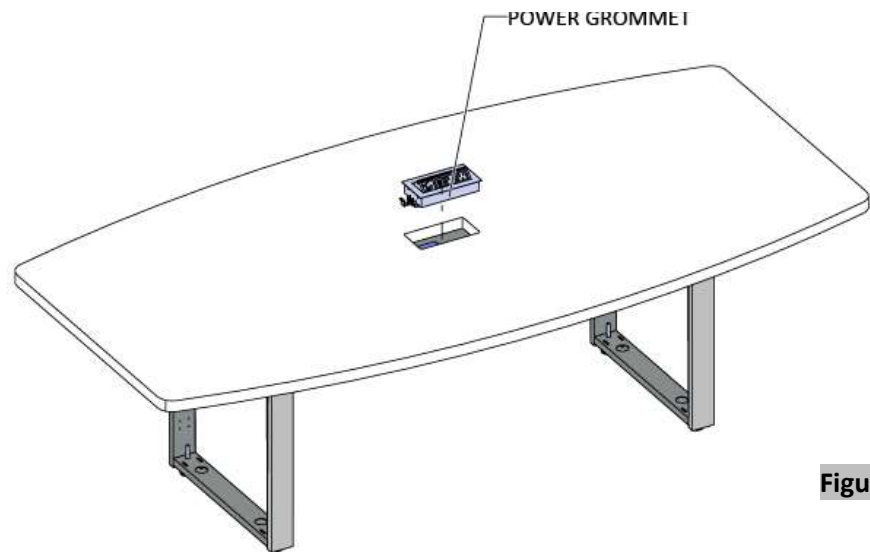

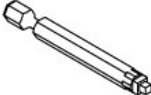


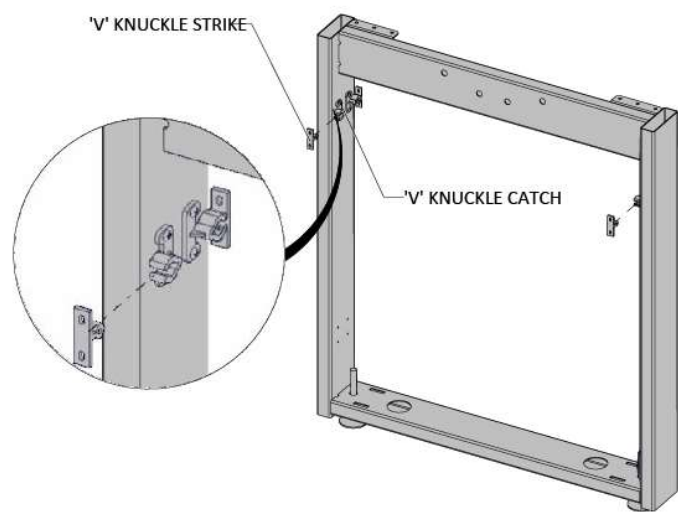
Figure 5

Tools & Hardware Needed

		8540-0789_SCREW		
Drill	Robertson # 2	#10 X 1" Pan Head Screw (12X)		

Norris boardroom table – 1 Surface

7. Pull the 'V' knuckle strikes from the 'V' knuckle catch of the steel gables, (Figure 6).
8. Securely fasten the 'V' knuckle strikes to outer gable cover, using #6 X 5/8" Pan Head Screws into the pre-drilled holes, (Figure 7).
9. Securely fasten the Z-brackets to outer gable cover, using #10 X 11/16" Oval Head Screws into the pre-drilled holes, (Figure 7).
10. Follow Steps 8 to 9 to install the hardware of the inner gable covers.



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Figure 6

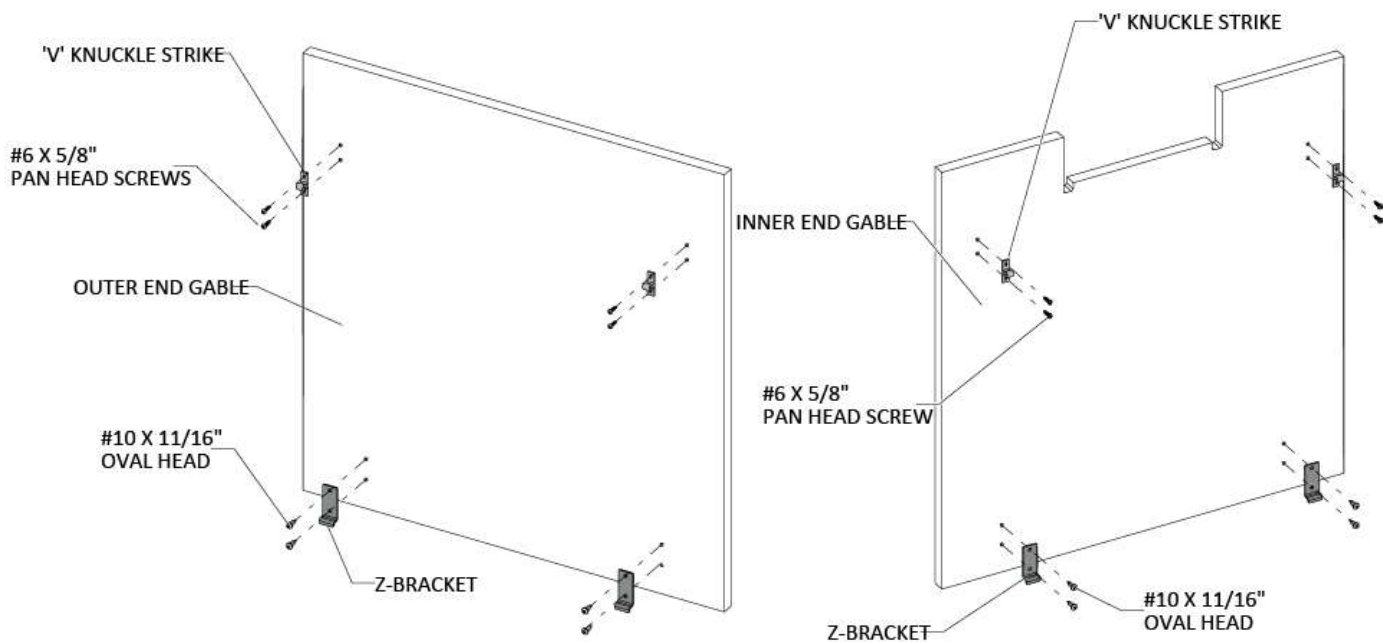


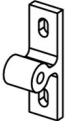





Figure 7

Tools & Hardware Needed

		8540-1279 	8485-0274 	8540-0789_SCREW 	8540-0587 
Drill	Robertson # 2	'V' Knuckle Strike (4X)	Z- Bracket (4X)	#10 X 11/16" Pan Head Screw (8X)	#6 X 5/8" Pan Head Screw (8X)

Norris boardroom table – 1 Surface

- Angle the end gable at 30 degrees; Insert the Z brackets into the slots of the steel gable and push the gable cover gently, (Figure 8). Repeat this procedure for each gable cover required.
- Attach the bridge cover, using 1/4-20 X 35mm JCB bolts, (Figure 9).

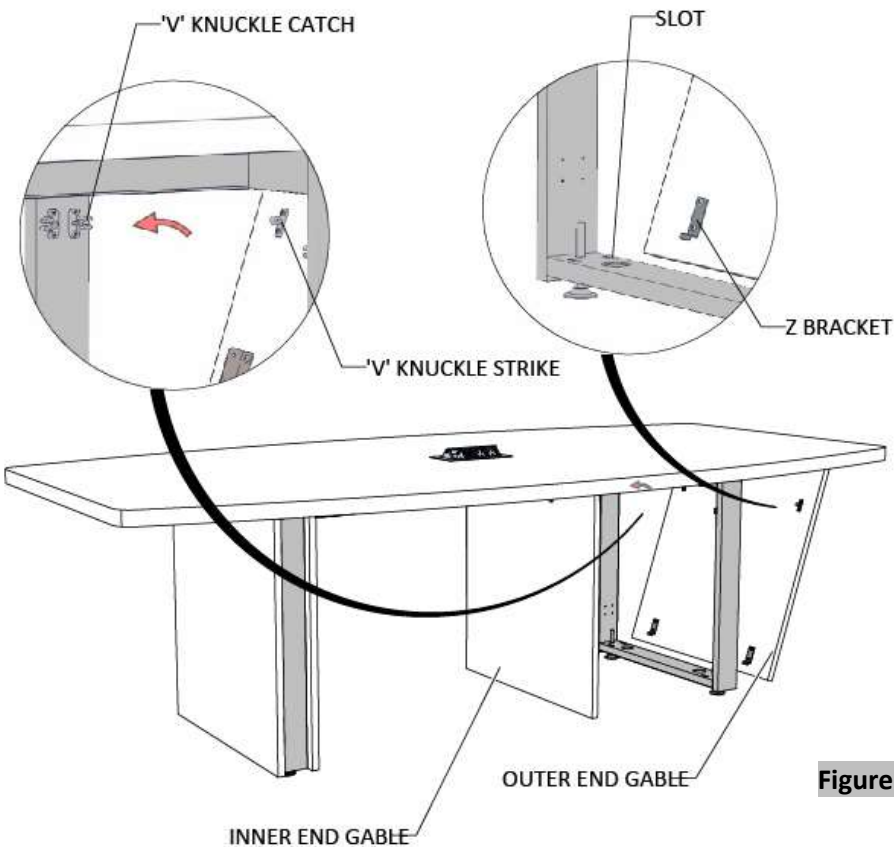


Figure 8

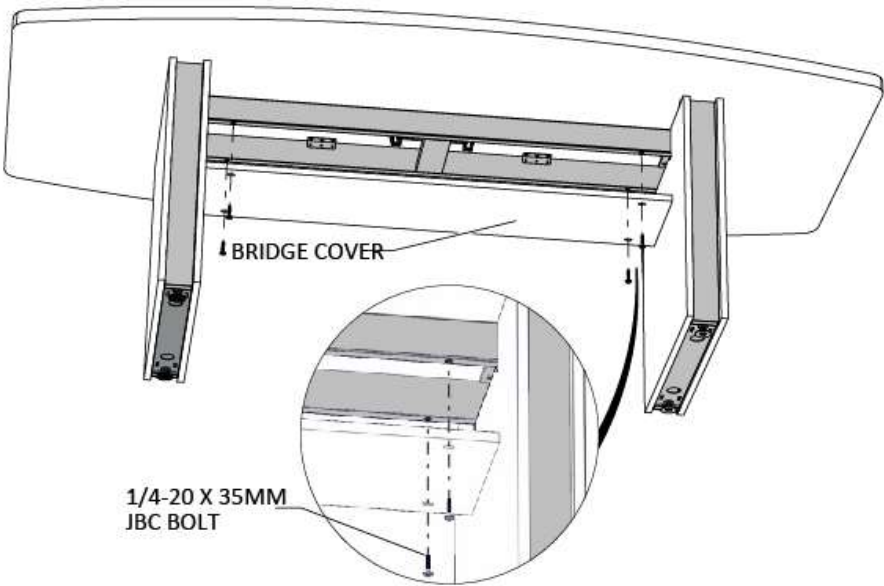


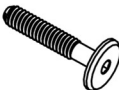


Figure 9

Tools & Hardware Needed

		8540-1280 		
Drill	Allen Key	1/4-20 X 35MM JCB BOLT (8X)		

Norris boardroom table – 2 Surfaces

The procedure below is for Boat, Straight, Super Ellipse and Video boardroom tables.

1. Assemble the table base, using 3/8-16" X 1-1/2" Hex Bolt, (Figure 1).
2. Attach bolts from the thru holes on the inside of bridge to the threaded holes on the plinth.
3. Attach bolts from the thru holes on outside of the end gable to the threaded holes on the bridge.

Note: The steel gables for Video boardroom tables have two different sizes. The wide one is for the wider side of the surface.

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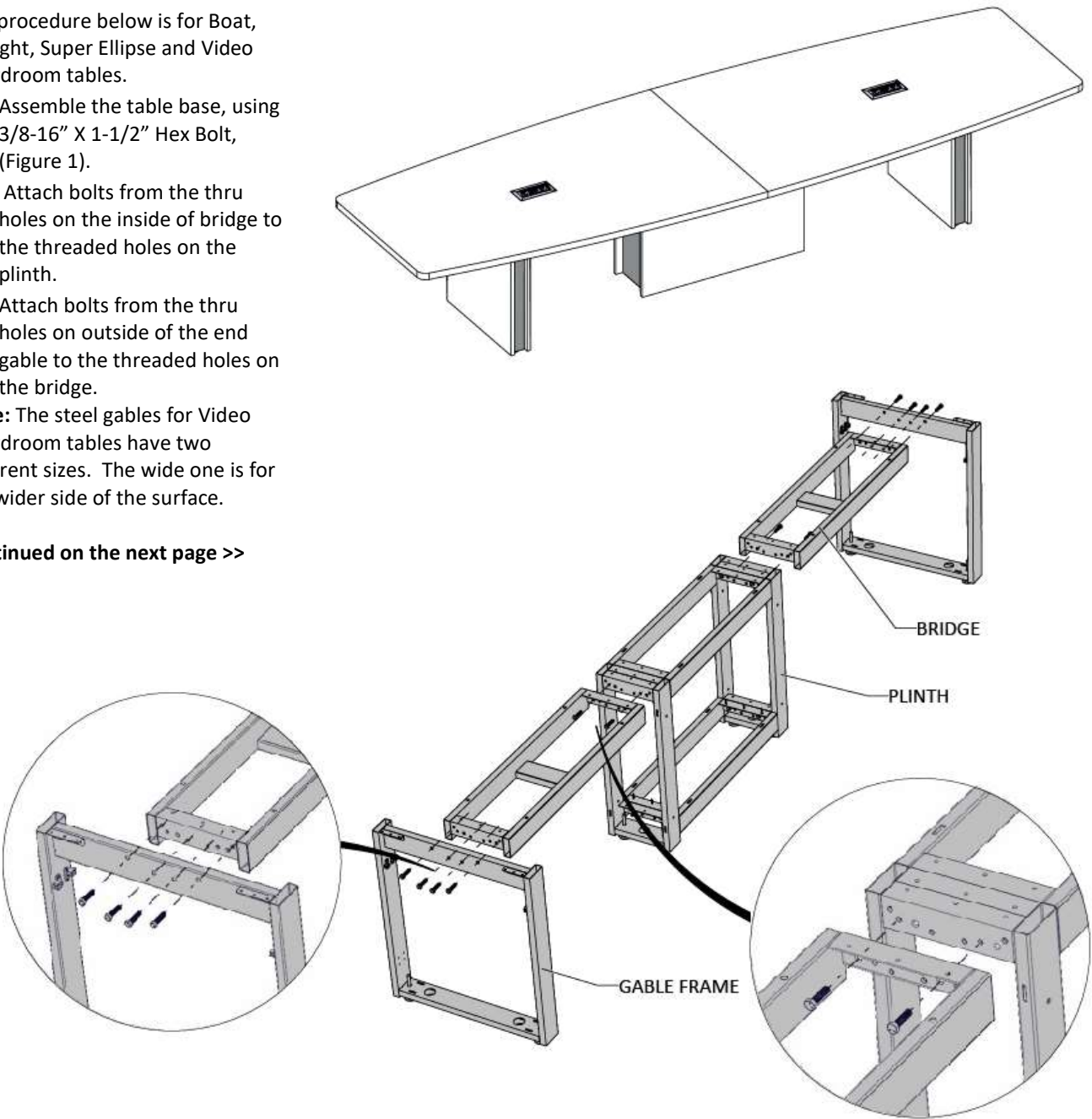

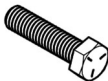


Figure 1

Tools & Hardware Needed

	8540-1282			
				
Box Wrench	3/8-16" X 1-1/2" Hex Bolt (12X)			

Norris boardroom table – 2 Surfaces

- Place the 2 surfaces on top of table base and attach them together by inserting wooden dowels, (Figure 2).
- Place the top bolt into the groove. Tighten the bolt using a box wrench, (Figure 3).
- Attach the mending plates, using #10 X 1" Pan Head Screws, (Figure 3).

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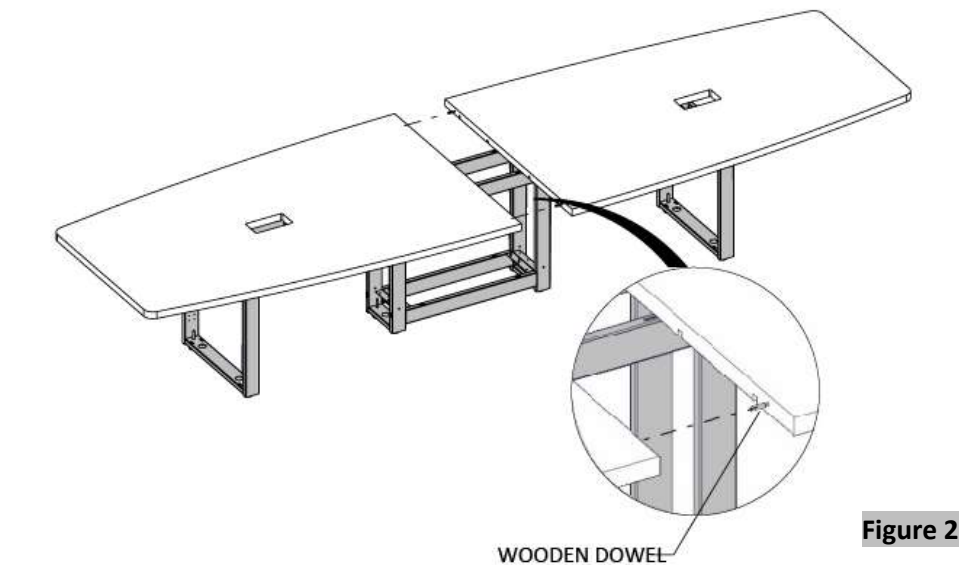


Figure 2

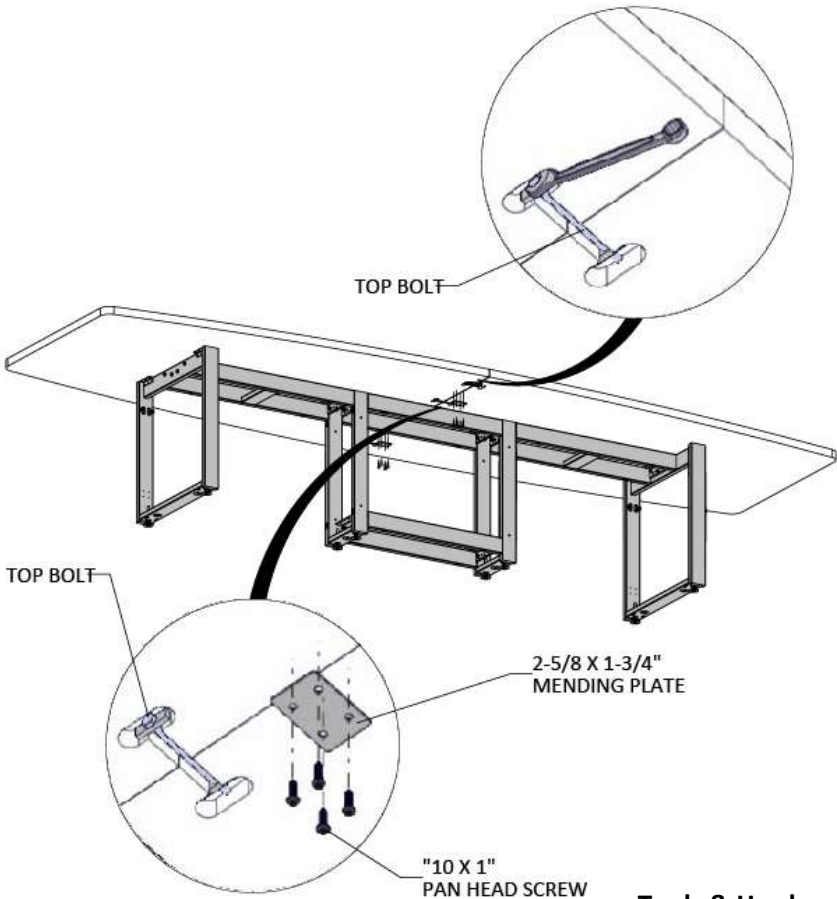


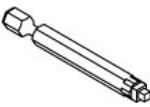
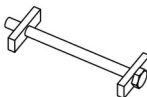


Figure 3

Tools & Hardware Needed

			8540-0789_SCREW		MENDPLATE-BLK	8540-0770_Dowel
Drill	Box Wrench	Robertson # 2	#10 X 1" Pan Head Screw (8X)	Top Bolt (4X)	Mending Plate (2X)	Wooden Dowel (2X)

Norris boardroom table – 2 Surfaces

- Position the table base using the pre-drilled positioning holes and attach it to table top using #10 X 1" Oval Head Screws, (Figure 4).
- Securely fasten the table base, using #10 X 1" Pan Head Screws, (Figure 5).

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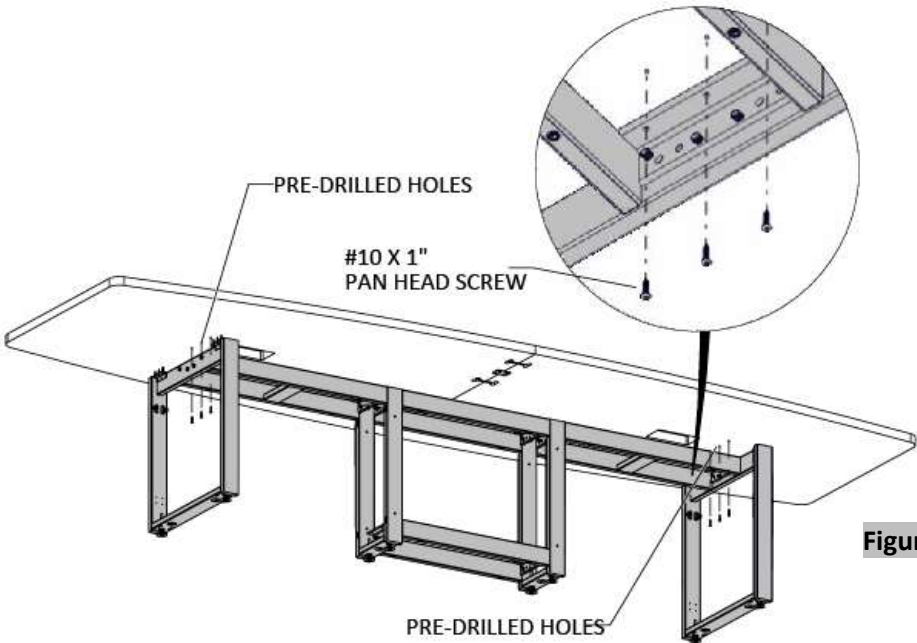


Figure 4

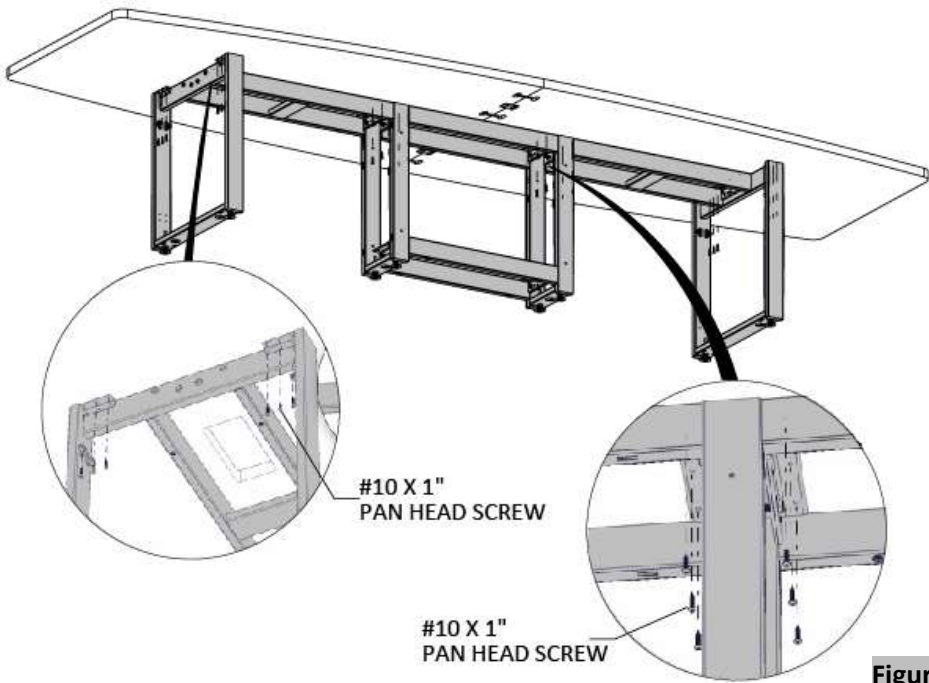


Figure 5

Tools & Hardware Needed

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

Norris boardroom table – 2 Surfaces

- 9. Set the power grommets into the hole of the table top and lay the electrical wires and communication cables in the bridge and end gables, (Figure 6).
- 10. Please refer to pages 8-9. **Follow Steps 7 to 12** to install the gable and bridge covers.
- 11. Insert the plinth gable cover by angling it at 30 degrees; place the hooks into the slots and release it down gently, (Figure 7). Repeat this to install the other plinth gable cover.

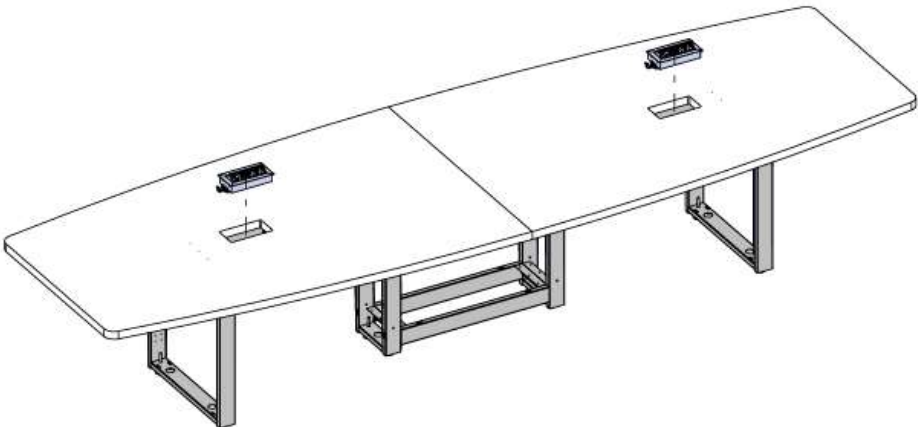


Figure 6

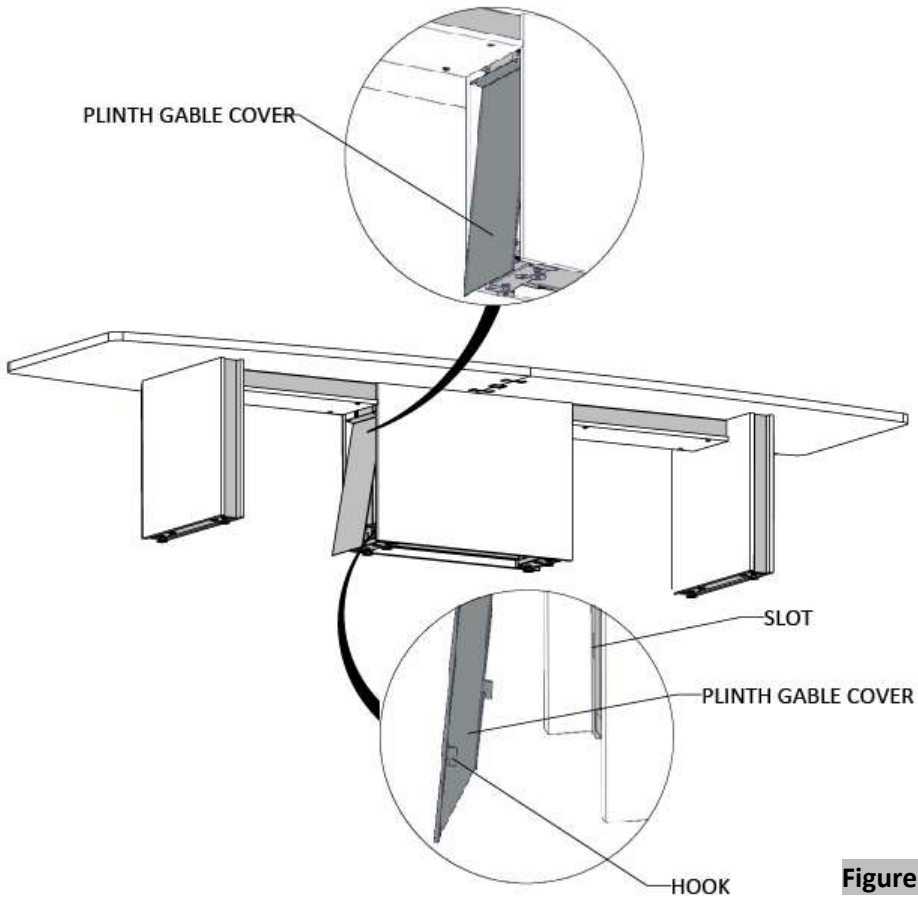


Figure 7

Tools & Hardware Needed


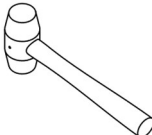


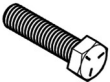

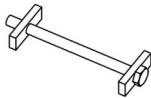


Norris boardroom table – 3 Surfaces

- Note:** The procedure below is for Boat, Straight, and Super Ellipse boardroom tables.
1. Please refer to page 10.
Follow Steps 1 - 3 to install the table base.
 2. Place the three surfaces on top of table base and attach them together by inserting wooden dowels, (Figure 1).
 3. Please refer to pages 11-13.
Follow Steps 5 - 9 to connect the surfaces, table base, covers and set the power grommets.



Figure 1

Tools & Hardware Needed

				8540-1282 
Drill	Rubber Mallet	Box Wrench	Robertson # 2	3/8-16" X 1-1/2" Hex Bolt
8540-0789_SCREW 		MENDPLATE-BLK 	8540-0770_Dowel 	
#10 X 1" Pan Head Screw	Top Bolt	Mending Plate	Wooden Dowel	

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