



The Shield Collection

installation guide

November 2022

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www.tayco.com

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Installation Checklist

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

SITE ACCESSIBILITY

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

SITE PREPARATION

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

FURNITURE PLANS

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

STAGING

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

WASTE MANAGEMENT

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

Care & Maintenance

Laminates

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

Painted Metals

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

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



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:

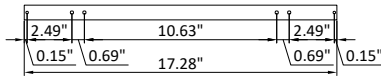
- Lock casters immediately after moving. Do not leave the casters unlocked when in use or storage.
- Motion may increase the instability of any item with casters. If the wheels hit an obstruction the table's forward momentum often causes overturn, especially if the item is not equipped with wheel extensions.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

Shield Screens Application Guide

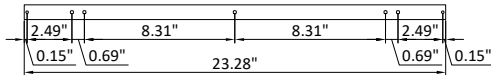
Blade Extrusion Hole Location



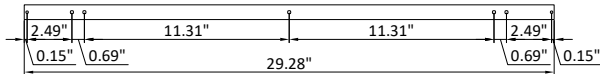
18W



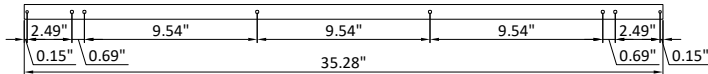
24W



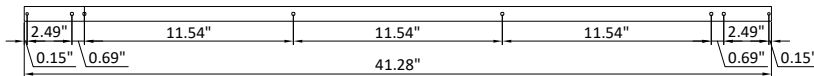
30W



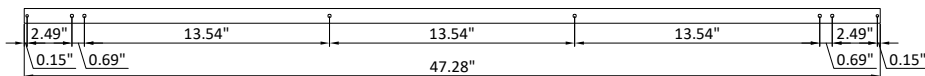
36W



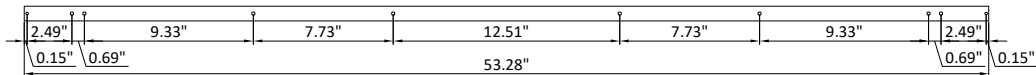
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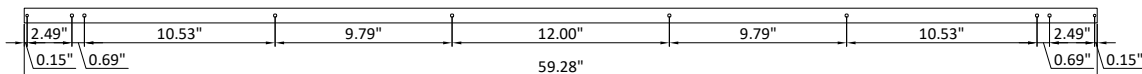
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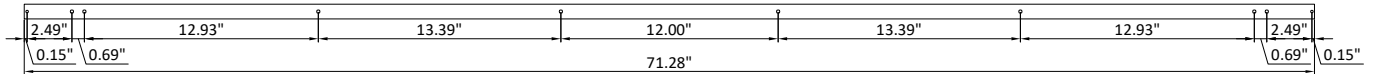
54W



60W

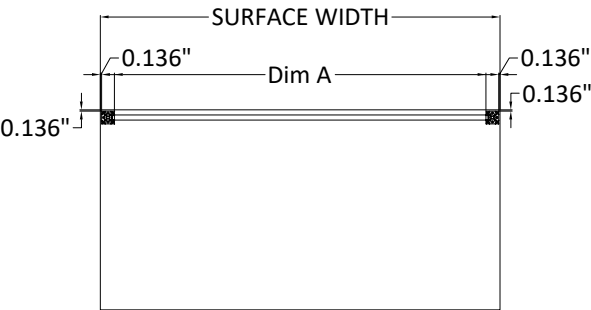


72W

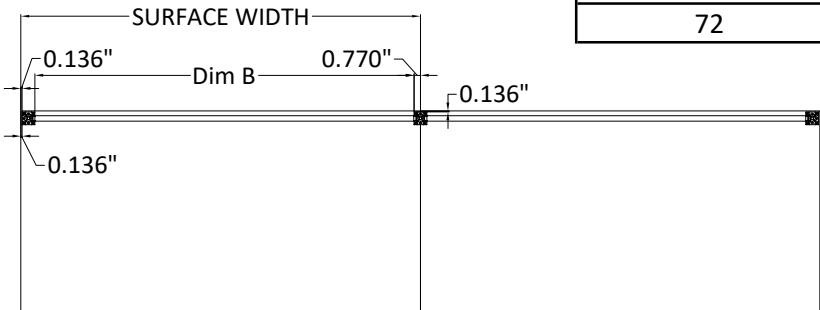


Shield Screens Application Guide

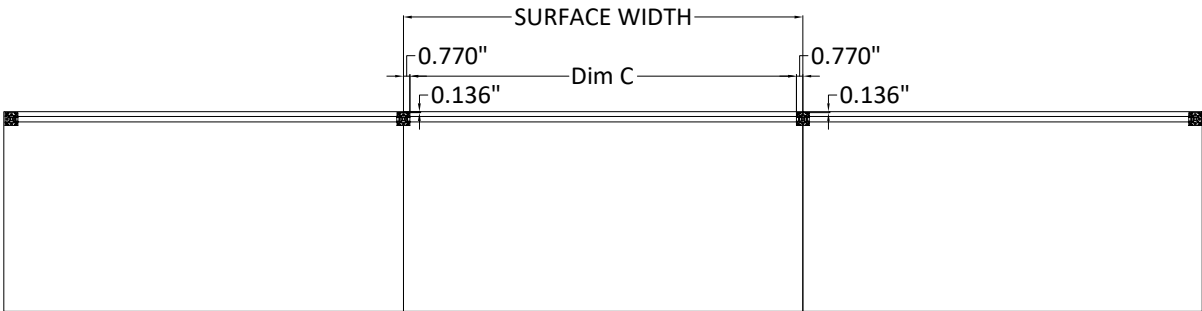
Scene Post Location



END TO END



END TO SHARE



SHARE TO SHARE

SURFACE WIDTH [inches]	Dim A	Dim B	Dim C
23	19.649	20.554	21.460
24	20.649	21.554	22.460
29	25.649	26.554	27.460
30	26.649	27.554	28.460
34	31.649	32.554	33.460
36	32.649	33.554	34.460
40	37.649	38.554	39.460
42	38.649	39.554	40.460
46	43.649	44.554	45.460
48	44.649	45.554	46.460
52	49.649	50.554	51.460
54	50.649	51.554	52.460
58	55.649	56.554	57.460
60	56.649	57.554	58.460
64	61.649	62.554	63.460
66	62.649	63.554	64.460
70	67.649	68.554	69.460
72	68.649	69.554	70.460

Acrylic Screen with Post and Flat Bracket

- 1. Install the screen posts ① using #8 X 1" Flat Head Screws, please see **Shield Screens Application Guide** to determine the post location.
- 2. Slide in the bottom aluminum bar extrusion ② within the posts.
Note: For Raised Screens, insert the 4" high Post Spacer Cap Vinyl Retainers first then the bottom aluminum bar extrusion.
- 3. Insert screen vertical vinyl retainer ③ into the groove of post until it bottoms out.
- 4. Insert the acrylic ④ into the vertical vinyl retainers within the posts.
- 5. Place the top aluminum bar extrusion ⑤ on top of acrylic.
- 6. Install post cap vinyl retainers ⑥ to the posts.
- 7. Snap on the screen post top caps ⑦.

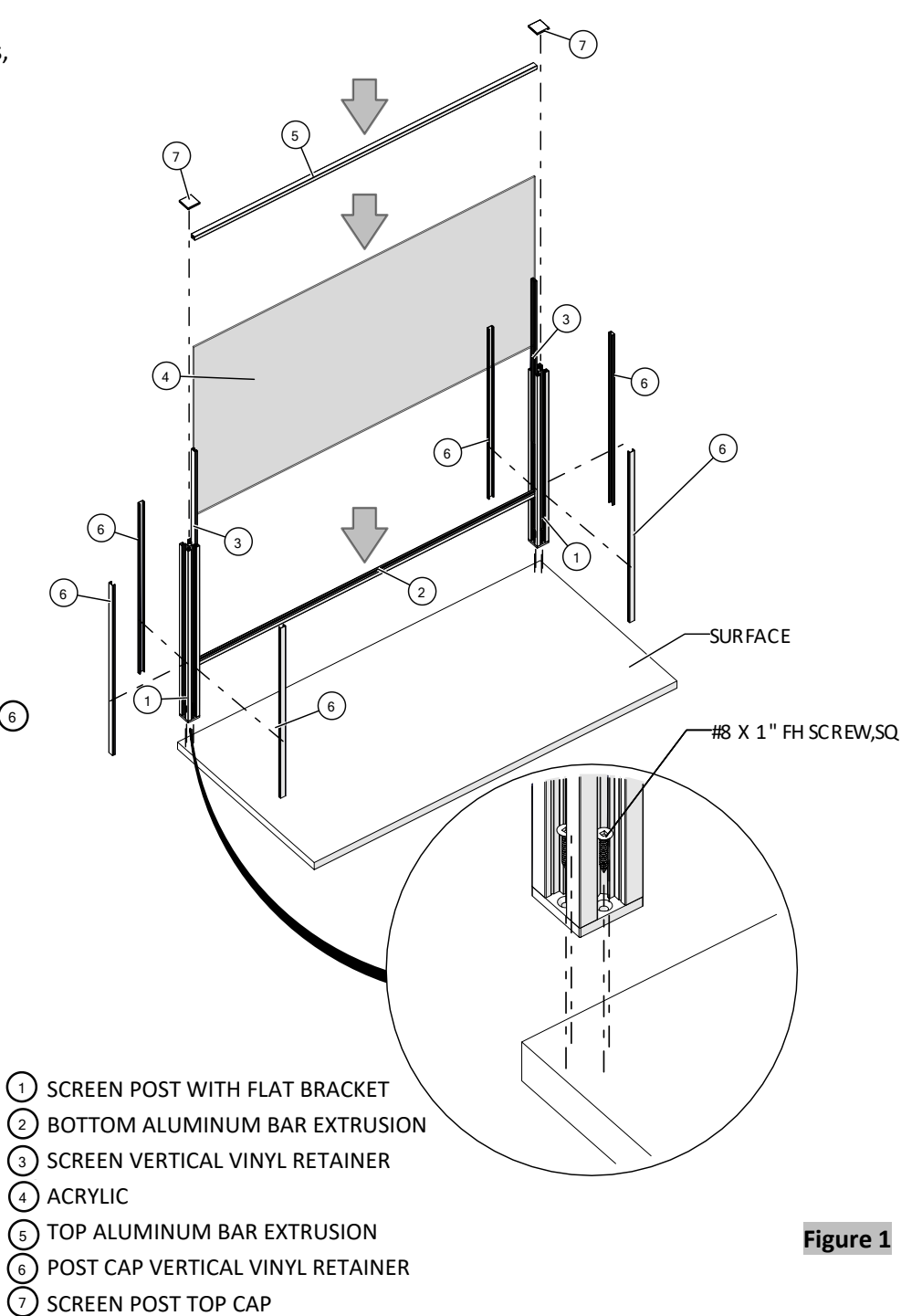
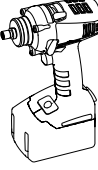
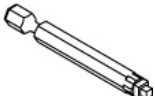
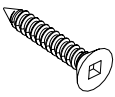
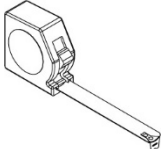


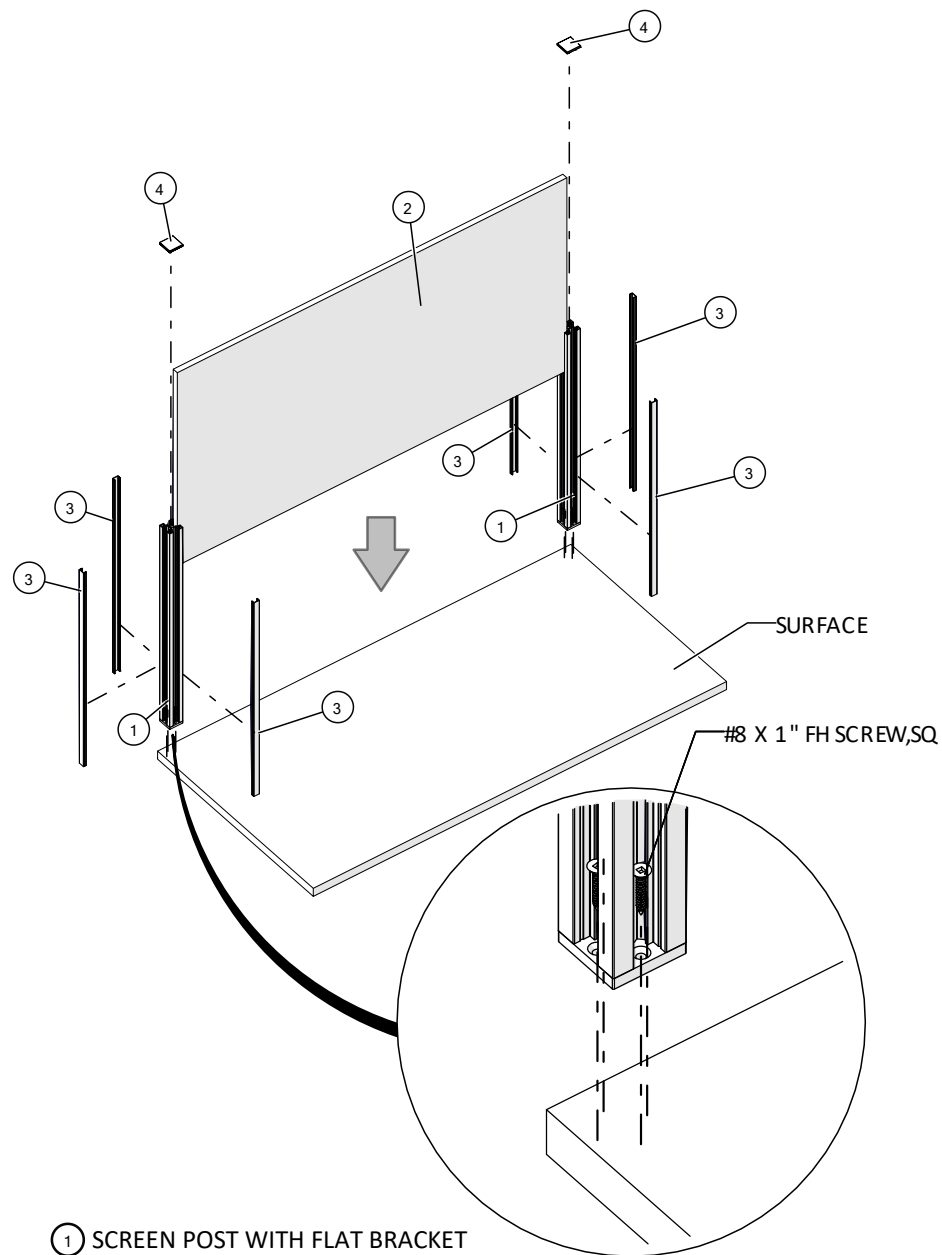
Figure 1

Tools & Hardware Needed

		8540-0599 		
Drill	Robertson # 2	#8 X 1" Flat Head Screws (8X)	Tape Measure	

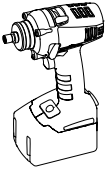

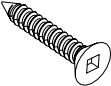
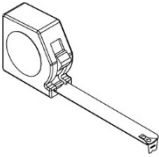
Laminate Screen with Post and Flat Bracket

- 1. Install the screen posts ① using #8 X 1" Flat Head Screws, please see **Shield Screens Application Guide** to determine the post location.
- 2. Slide in the laminate ② down into the grooves within the posts until it bottoms up.
- 3. Install post cap vinyl retainers ③ to the posts.
- 4. Install the screen post top caps ④.



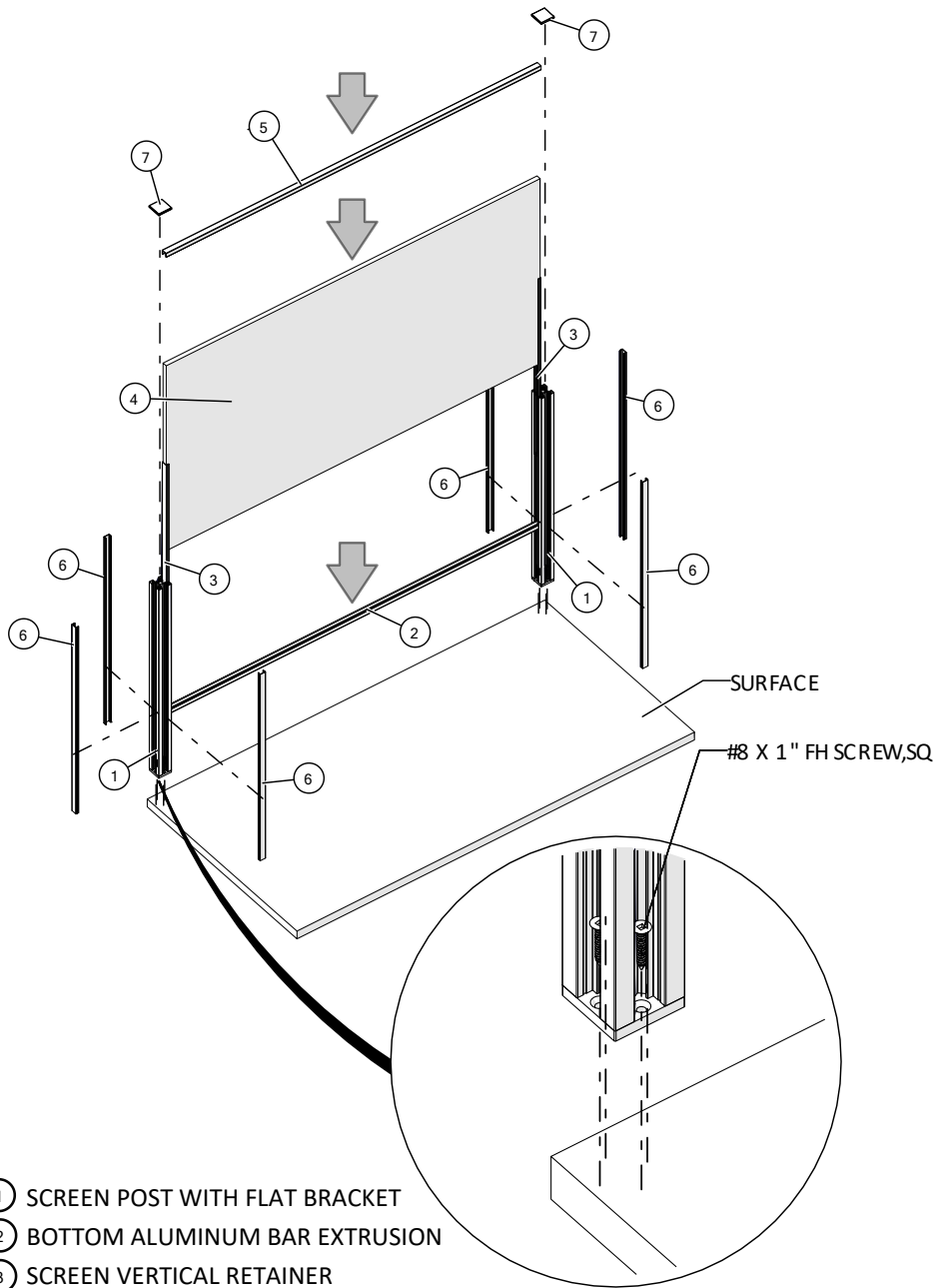
- ① SCREEN POST WITH FLAT BRACKET
- ② LAMINATE
- ③ POST CAP VERTICAL VINYL RETAINER
- ④ SCREEN POST TOP CAP

Tools & Hardware Needed

		8540-0599 		
Drill	Robertson # 2	#8 X 1" Flat Head Screws (8X)	Tape Measure	

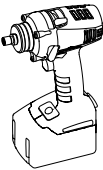
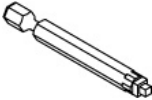
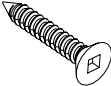
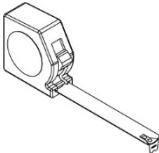
PET Screen with Post and Flat Bracket

- 1. Install the screen posts ① using #8 X 1" Flat Head Screws, please see **Shield Screens Application Guide** to determine the post location.
- 2. Slide in the bottom aluminum bar extrusion ② within the posts.
- 3. Insert screen vertical vinyl retainer ③ into the groove of post until it bottoms out.
- 4. Insert the PET screen ④ into the vertical vinyl retainers within the posts.
- 5. Place the top aluminum bar extrusion ⑤ on top of acrylic.
- 6. Install post cap vinyl retainers ⑥ to the posts.
- 7. Install the screen post top caps ⑦.



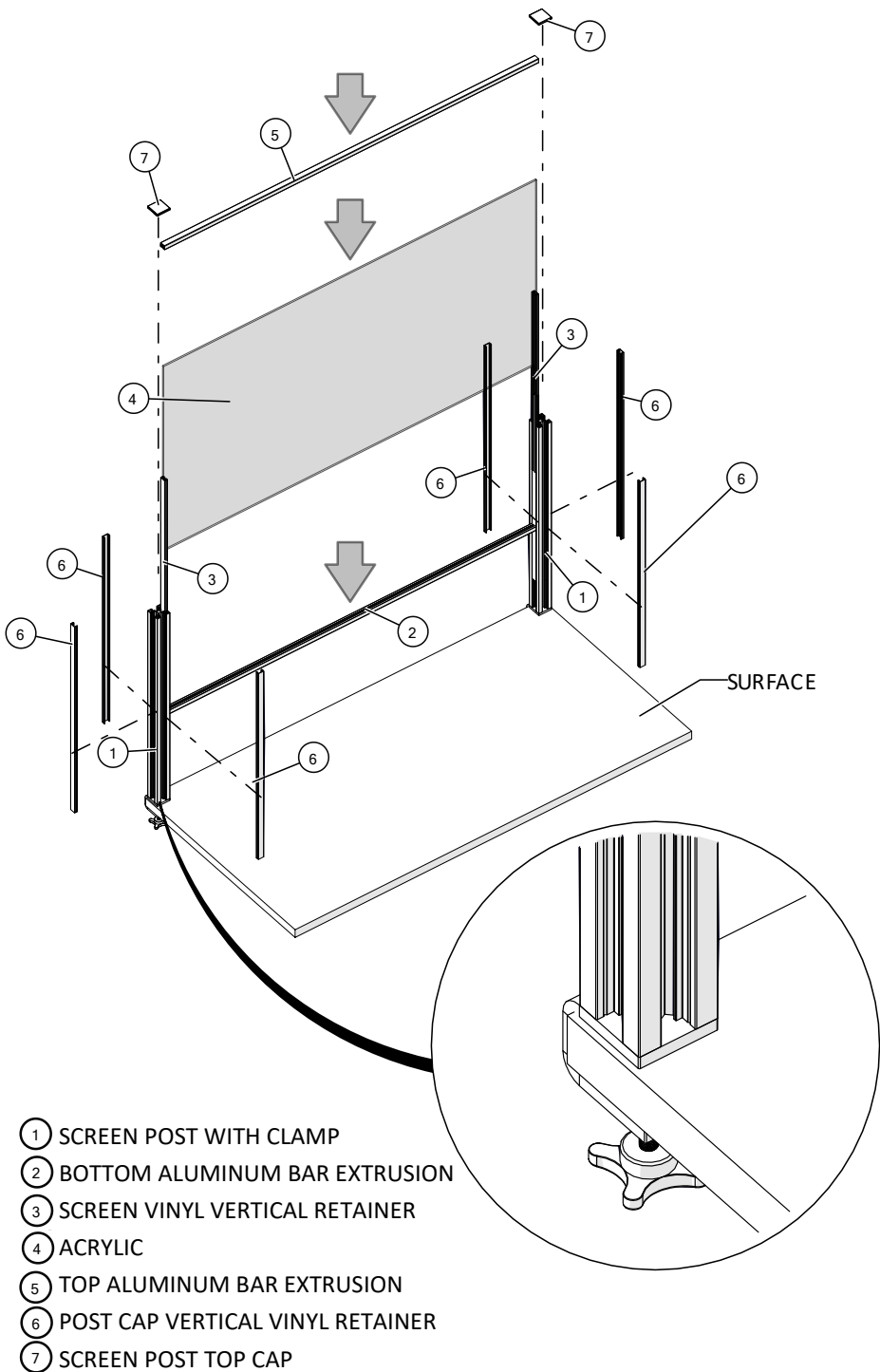
- ① SCREEN POST WITH FLAT BRACKET
- ② BOTTOM ALUMINUM BAR EXTRUSION
- ③ SCREEN VERTICAL RETAINER
- ④ PET SCREEN
- ⑤ TOP ALUMINUM BAR EXTRUSION
- ⑥ POST CAP VERTICAL VINYL RETAINER
- ⑦ SCREEN POST TOP CAP

Tools & Hardware Needed

		8540-0599 		
Drill	Robertson # 2	#8 X 1" Flat Head Screws (8X)	Tape Measure	

Acrylic Screen with Post and Clamp

1. Fasten the screen posts ① in place by clamping them onto the edge of a surface, please see **Shield Screens Application Guide** to determine the post location.
Slide in the bottom aluminum bar extrusion ② within the posts.
Note: For Raised Screens, insert the 4" high Post Spacer Cap Vinyl Retainers first then the bottom aluminum bar extrusion.
2. Insert screen vertical vinyl retainer ③ into the groove of post until it bottoms out.
3. Insert the acrylic ④ into the vertical vinyl retainers within the posts.
4. Place the top aluminum bar extrusion ⑤ on top of acrylic.
5. Install post cap vinyl retainers ⑥ to the posts.
6. Install the screen post top caps ⑦.



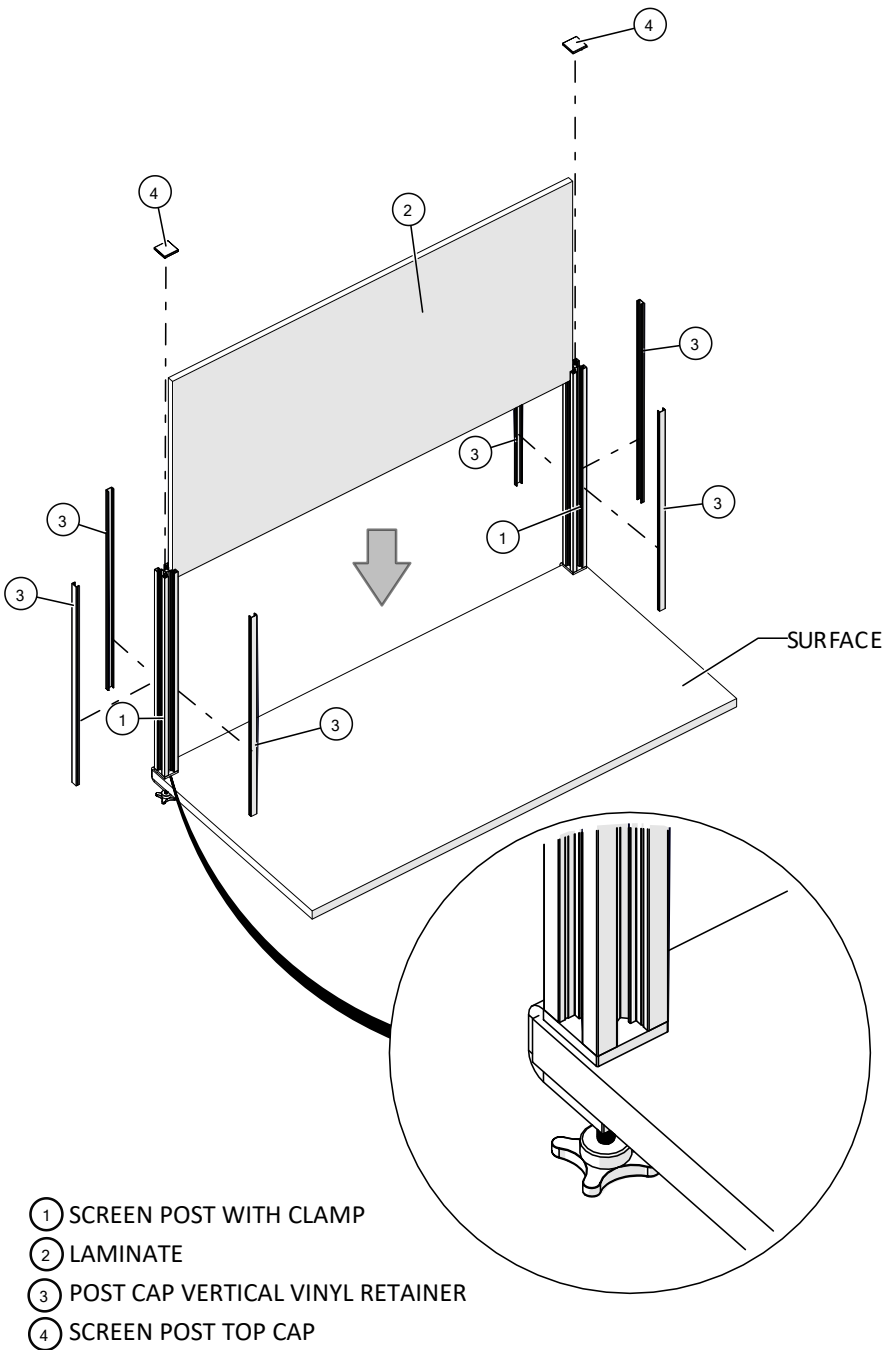
- ① SCREEN POST WITH CLAMP
- ② BOTTOM ALUMINUM BAR EXTRUSION
- ③ SCREEN VINYL VERTICAL RETAINER
- ④ ACRYLIC
- ⑤ TOP ALUMINUM BAR EXTRUSION
- ⑥ POST CAP VERTICAL VINYL RETAINER
- ⑦ SCREEN POST TOP CAP

Tools & Hardware Needed

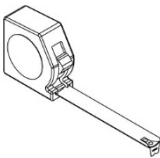
				
Tape Measure				

Laminate Screen with Post and Clamp

1. Fasten the screen posts① in place by clamping them onto the edge of a surface, please see **Shield Screens Application Guide** to determine the post location.
2. Slide in the laminate ② down into the grooves within the posts until it bottoms up.
3. Install post cap vinyl retainers ③ to the posts.
4. Snap on the screen post top caps ④.

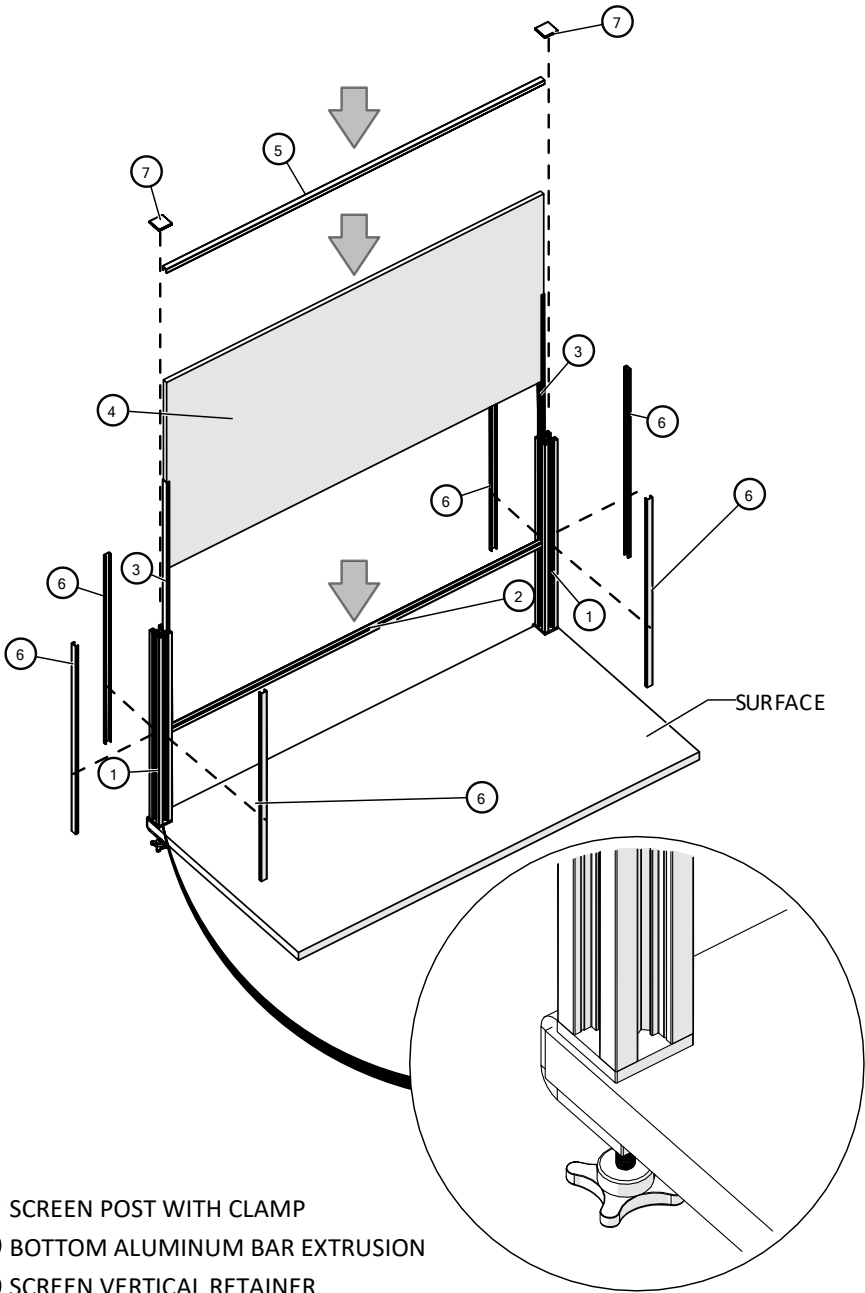


Tools & Hardware Needed

				
Tape Measure				

PET Screen with Post and Clamp

1. Fasten the screen posts① in place by clamping them onto the edge of a surface, please see **Shield Screens Application Guide** to determine the post location.
2. Slide in the bottom aluminum bar extrusion ② within the posts.
3. Insert screen vertical vinyl retainer ③ into the groove of post until it bottoms out.
4. Insert the PET screen ④ into the vertical vinyl retainers within the posts.
5. Place the top aluminum bar extrusion⑤ on top of acrylic.
6. Install post cap vinyl retainers ⑥ to the posts.
7. Snap on the screen post top caps⑦.



- ① SCREEN POST WITH CLAMP
- ② BOTTOM ALUMINUM BAR EXTRUSION
- ③ SCREEN VERTICAL RETAINER
- ④ PET SCREEN
- ⑤ TOP ALUMINUM BAR EXTRUSION
- ⑥ POST CAP VERTICAL VINYL RETAINER
- ⑦ SCREEN POST TOP CAP

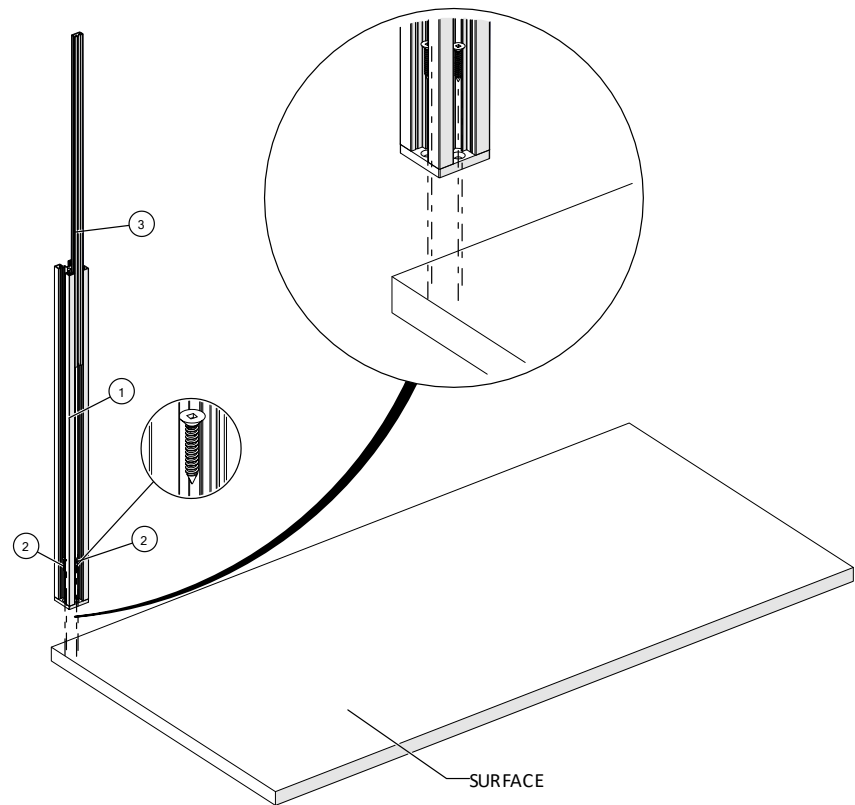
Tools & Hardware Needed

				
Tape Measure				

Scene Shield Extended with Post for 24" & 30" deep Surface



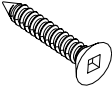
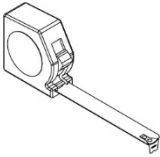
- 1. Install the screen post with flat bracket ① using #8 X 1" Flat Head Screws ②. For post with clamp, install it by clamping them onto the edge of a surface. Please see **Shield Screens Application Guide** to determine the post location.
- 2. Insert screen vertical vinyl retainer ③ into the groove of post until it bottoms out.

Continued on the next page >>



- ① SCREEN POST WITH FLAT BRACKET
- ② #8 X 1" FLAT HEAD SCREWS
- ③ SCREEN VERTICAL RETAINER

Tools & Hardware Needed

		8540-0599 		
Drill	Robertson # 2	#8 X 1" Flat Head Screws (4X)	Tape Measure	

Scene Shield Extended with Post for 24" & 30" deep Surface

3. Mark the location of the D-shaped glass clamp ④.
- Note:** Ensure the bottom cut-out of the acrylic and the D-shaped glass clamp ④ are aligned before mounting the clamp to surface.

4. Attach the D-shaped glass clamp ④ using #10 X 11/16" ⑤

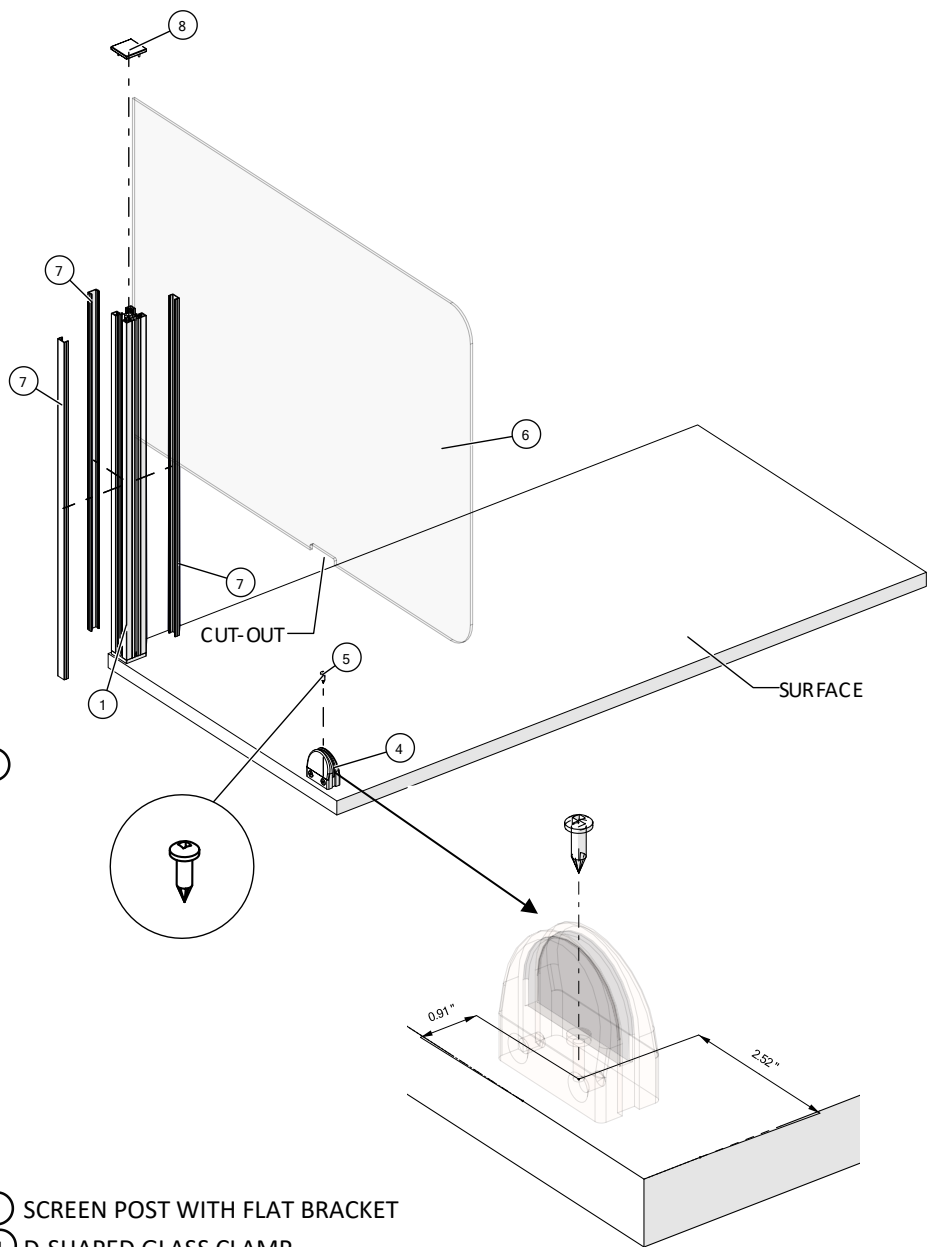
5. Insert the acrylic with square corners ⑥ into the vertical vinyl retainers until it bottoms out.

Note: Ensure the bottom cut-out of the acrylic is snug fit on the D-shaped glass clamp ④.

6. Tighten the screws of the D-shaped glass clamp gently using an allen key until the glass/acrylic is secured.

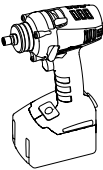
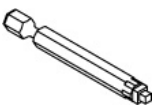
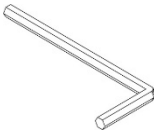

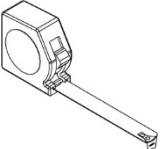
7. Install post cap vinyl retainers ⑦ to the post.

8. Snap on the screen post top caps ⑧.



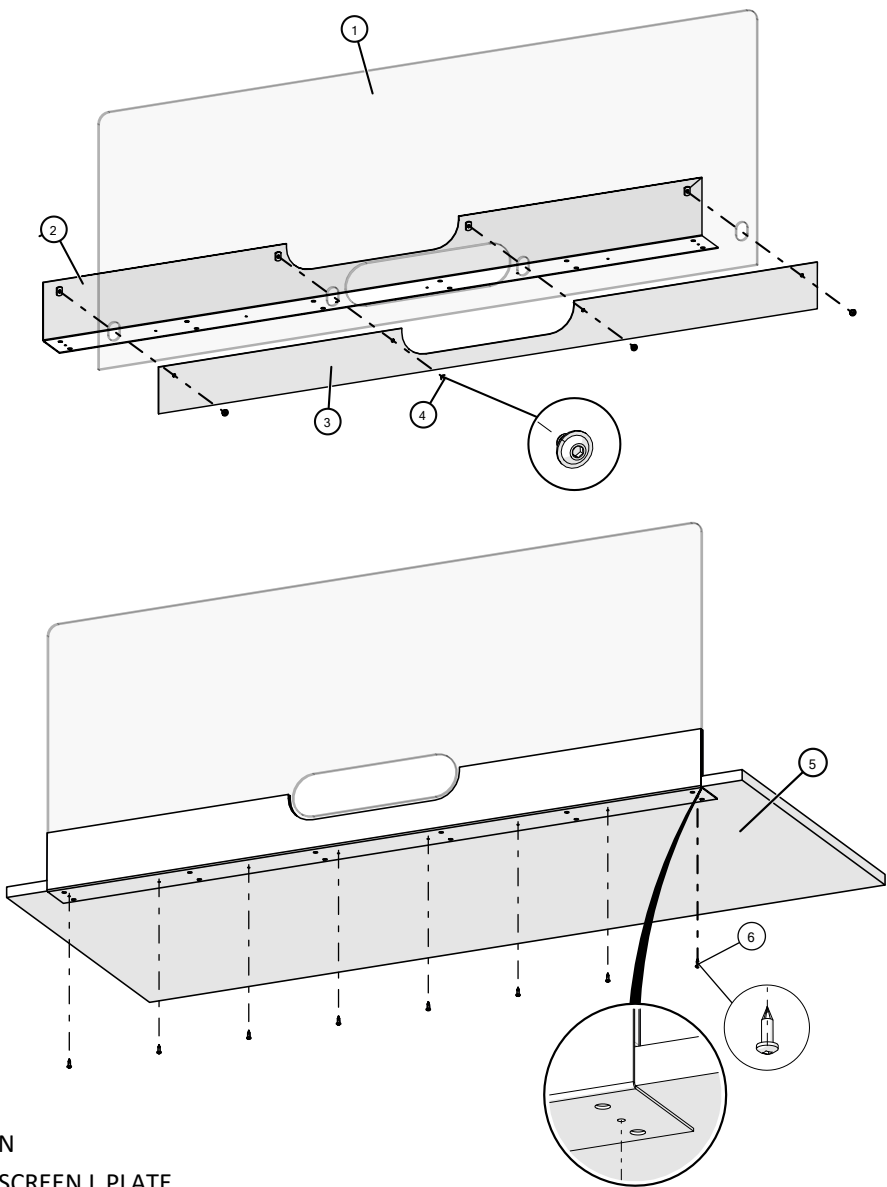
- ① SCREEN POST WITH FLAT BRACKET
- ④ D-SHAPED GLASS CLAMP
- ⑤ #10 X 11/16" OVAL HEAD SCREW, SQ
- ⑥ ACRYLIC SCREEN
- ⑦ POST CAP VINYL RETAINER
- ⑧ POST TOP CAP

Tools & Hardware Needed

				
Drill	Robertson # 2	Allen Key	#10 X 11/16" Oval Head Screws (1X)	Tape Measure

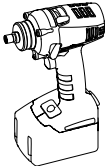
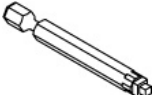
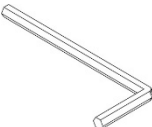
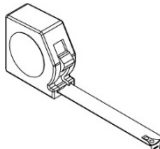
Transaction Screen with Pass Thru

- 1. Get the acrylic screen ①.
- 2. Sandwich the acrylic screen between the “L” plate ② and back plate ③ .
- 3. Attach the 1/4-20 X 3/8 Flange Button-Head Screws ④ through the holes of the back plate ③ .
- 4. Tighten gently each screw until the acrylic ① is secured.
- 5. Position the assembled parts to the middle of surface ⑤.
- 6. Attach the “L” plate ② underneath the surface using #10 X 11/16” Oval Head Screw ⑥ .



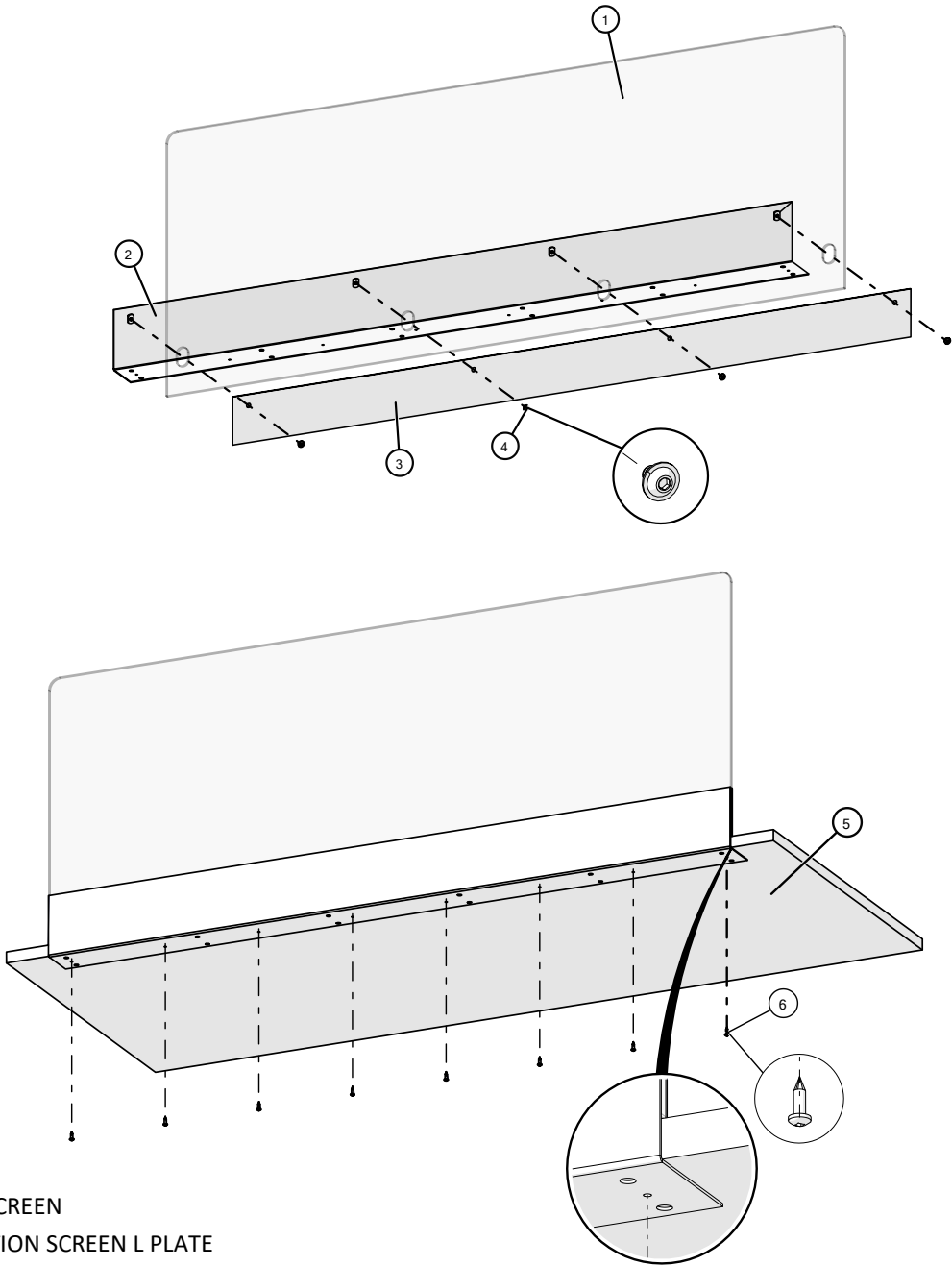
- ① ACRYLIC SCREEN
- ② TRANSACTION SCREEN L PLATE
- ③ TRANSACTION SCREEN BACK PLATE
- ④ 1/4-20 X 3/8 Flange Button-Head Screws
- ⑤ SURFACE
- ⑥ #10 x 11/16" OVAL HEAD SCREW, SQ

Tools & Hardware Needed

				8540-1304	8540-0545
Drill	Robertson # 2	Allen Key	Tape Measure	1/4-20 X 3/8 Flange Button-Head Screw	#10 X 11/16" Oval Head Screws

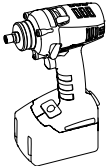
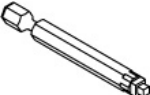
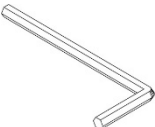
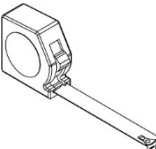


Transaction Screen without Pass Thru

1. Get the acrylic screen ①.
2. Sandwich the acrylic screen between the “L” plate ② and back plate ③ .
3. Attach the 1/4-20 X 3/8 Flange Button-Head Screws ④ through the holes of the back plate ③ .
4. Tighten gently each screw until the acrylic ① is secured.
5. Position the assembled parts to the middle of surface ⑤.
6. Attach the “L” plate ② underneath the surface using #10 X 11/16” Oval Head Screw ⑥ .



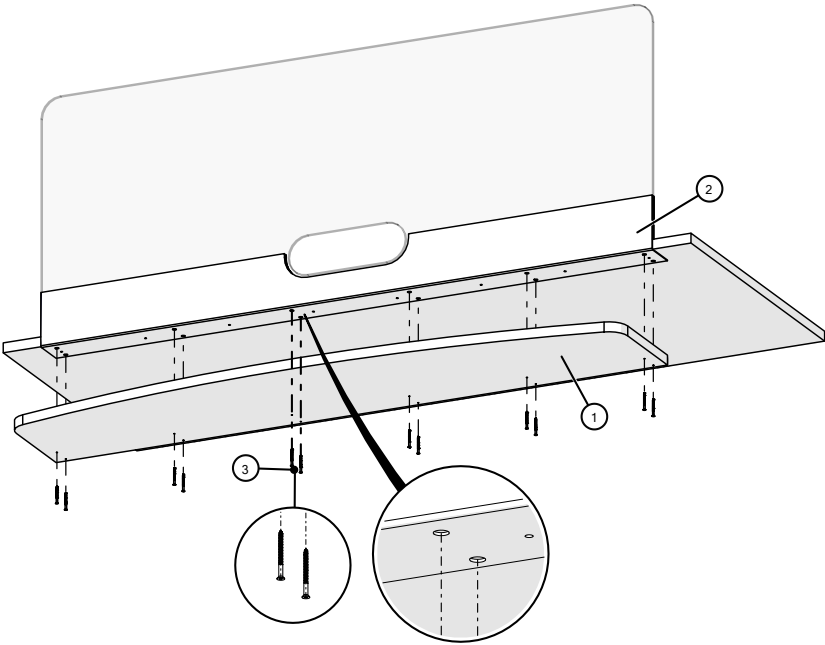
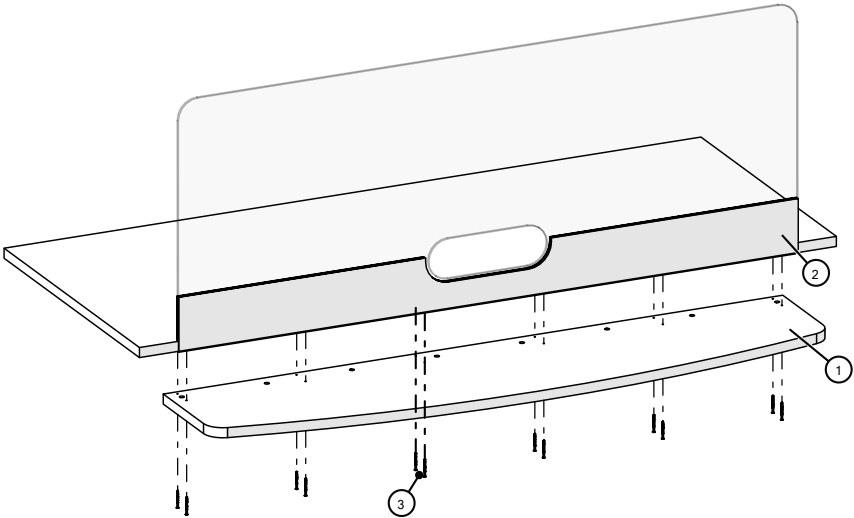
- ① ACRYLIC SCREEN
- ② TRANSACTION SCREEN L PLATE
- ③ TRANSACTION SCREEN BACK PLATE
- ④ 1/4-20 X 3/8 Flange Button-Head Screws
- ⑤ SURFACE
- ⑥ #10 x 11/16" OVAL HEAD SCREW, SQ

Tools & Hardware Needed

				8540-1304 	8540-0545 
Drill	Robertson # 2	Allen Key	Tape Measure	1/4-20 X 3/8 Flange Button-Head Screw	#10 X 11/16" Oval Head Screws

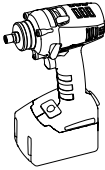

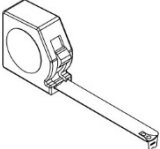

Transaction Screen with Counter

1. Install the transaction screen.
Please refer to **pages 13 & 14**.
2. Position and align the holes of transaction counter① to the holes of “L” plate ②.
3. Attach the transaction counter using #6 X 1 3/4” Flat Head Screws③ to the surface.



- ① TRANSACTION COUNTER
- ② TRANSACTION SCREEN “L” PLATE
- ③ #6 X 1 3/4" FLAT HEAD SCREW.

Tools & Hardware Needed

			8540-1252 	
Drill	Robertson # 2	Tape Measure	#6 X 1 3/4" Flat Head Screws	

Universal Blade Screen

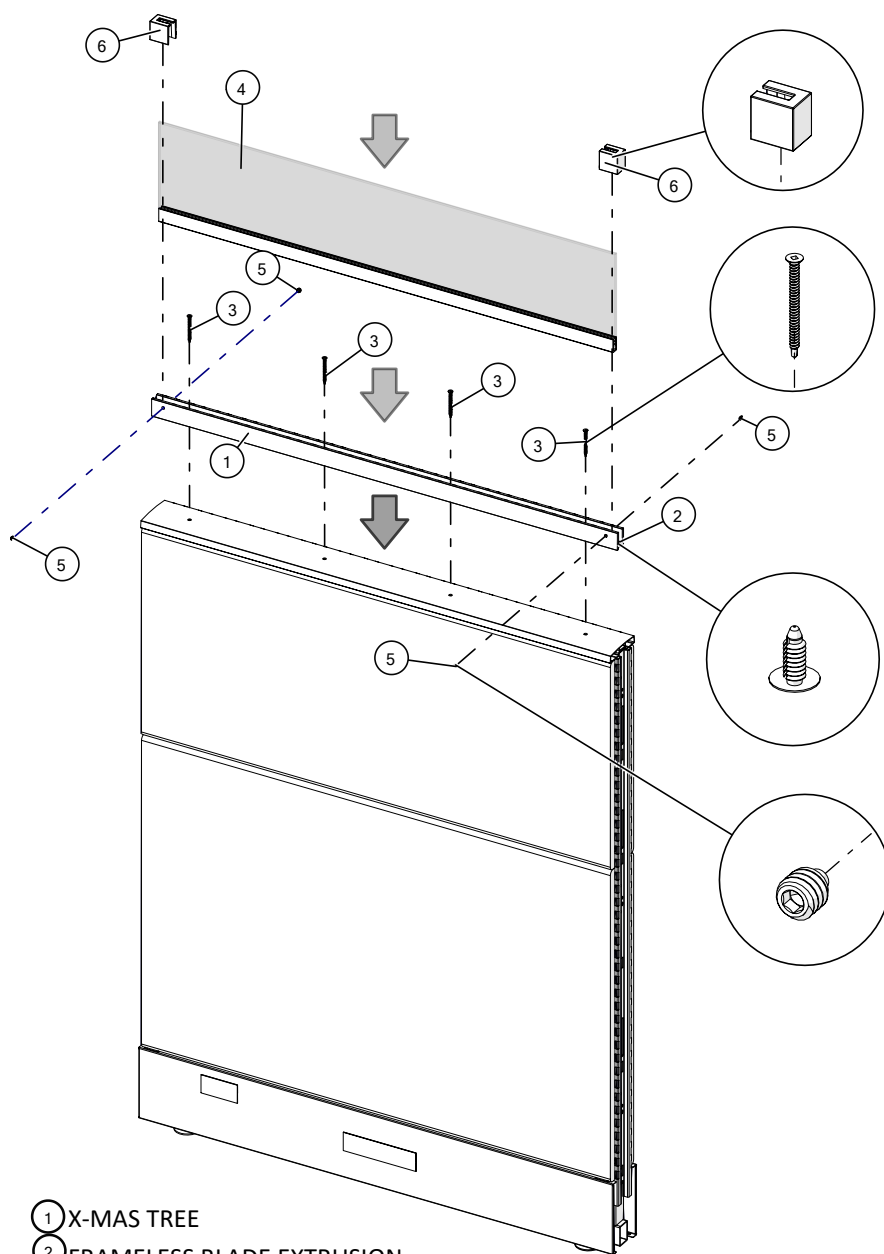
1. Check frameless blade (1) extrusion if there is a Xmas tree clip (2) on both ends.
2. Position the frameless blade extrusion (1) to the middle of top trim.
3. Securely fasten frameless blade extrusion on top trim using #8 X 2" Flat Head Self Drilling Screws (3).

NOTE: Make sure there is something solid for the screws to bite into to secure the frameless blade extrusion, please see **Shield Screens Application Guide, Blade Extrusion Hole Location**.

4. Install glass/acrylic with plastic gasket (4) into the frameless blade extrusion (1).
5. Align and secure the glass/acrylic by inserting 1/4-20 X 1/4" Socket Set Screw (5) through each of the holes on the side of the frameless blade extrusion (1) using allen key driver.
6. Tighten gently each side until the glass/acrylic is centered and secured.

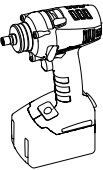
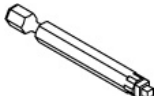
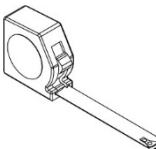
Note: Do not overtighten. Check the frameless blade extrusion if it is straight. Overtightening set screws will bend the Frameless Blade Extrusion outward and end caps will not fit. (6)

7. Insert the end cap (6) on both ends of the Frameless Blade Extrusion then push it down to



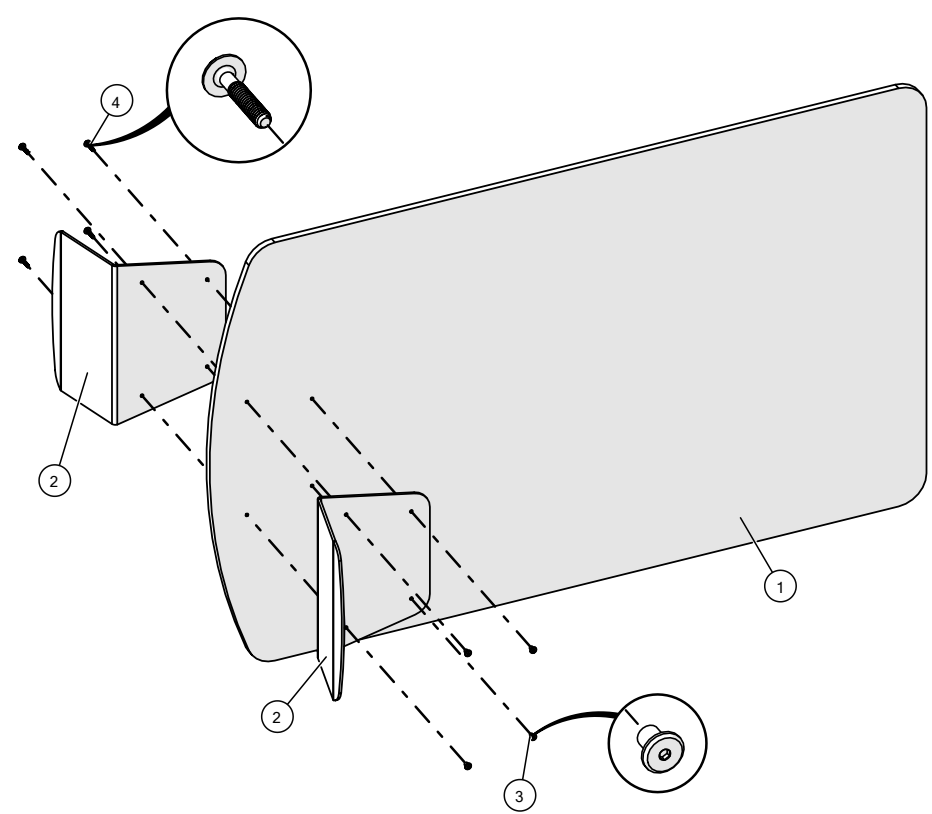
- (1) X-MAS TREE
- (2) FRAMELESS BLADE EXTRUSION
- (3) #8 X 2" FLAT HEAD SCREW
- (4) GLASS/ACRYLIC WITH PLASTIC GASKET
- (5) 1/4-20 X 1/4" SOCKET SET SCREW
- (6) END CAP

Tools & Hardware Needed

			8540-1217	8540-1170
Drill	Robertson # 2	Tape Measure	#8 X 2" Flat Head Screws	1/4 -20 X 1/4 SS Screw (4X)

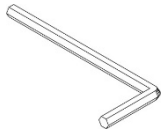

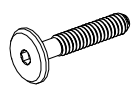
FREESTANDING SHIELD W/ STATIONARY WING BASE

- 1. Get the laminate with 4 bored holes ①.
- 2. Sandwich the laminate between the two shield singular bases ②.
NOTE: Stick the Black Sponge Neoprene with adhesive backed at the lower face bottom of the Shield Singular Base before installing it on the laminate.
- 3. Connect the shield singular bases ② to laminate ① by inserting the 1/4-20 X 30mm Barrel Nut ③ into the holes and screwing the 1/4-20 X 30mm JCB-Bolt ④ into it.



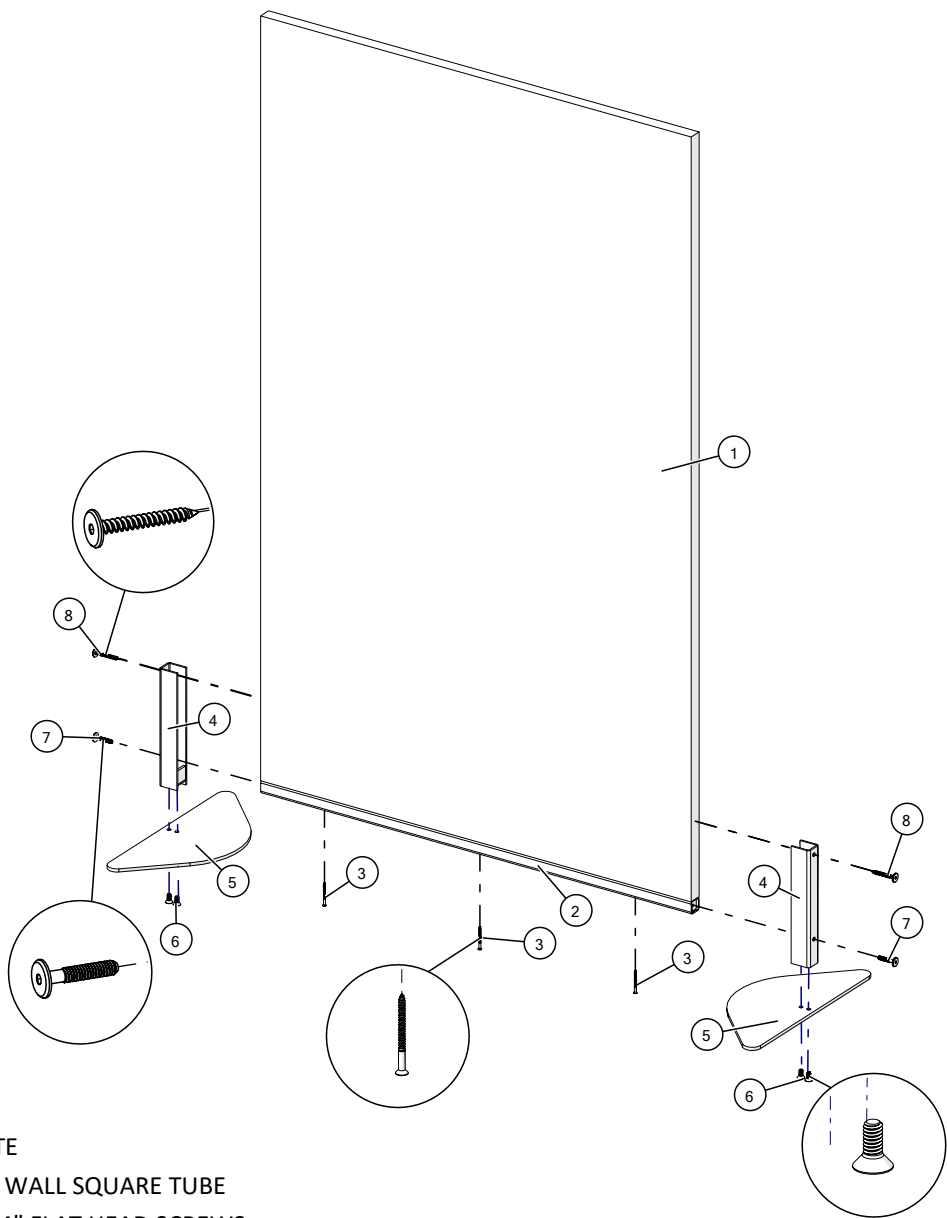
- ① LAMINATE
- ② SHIELD SINGULAR BASE
- ③ 1/4-20 x 30MM BARREL NUT
- ④ 1/4-20 X 30MM JCB-B BOLT

Tools & Hardware Needed

				
Allen Key	1/4-20 x 30MM Barrel Nut (4X)	1/4-20 x 30MM JCB-B Bolt (4X)		

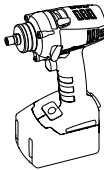
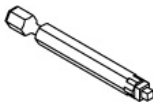
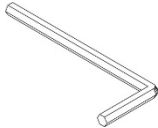

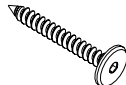
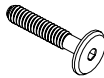
GALLERY SHIELD W/ D FEET, LAMINATE

- 1. Attach the gallery wall square tube (2) to laminate (1) using #6 X 1 3/4" Flat Head Screws (3).
- 2. Assemble the "D" feet by attaching the screen base "U" channel (4) to foot base (5) using 1/4-20 X 3/4" long Flat Head Screws (6).
- 3. Attach the "D" feet to gallery wall square tube (2) using JCB Bolt with Hex Key Head (7) and the 50 MM long JCB-BW Lag Bolt (8) to the laminate (1).



- (1) LAMINATE
- (2) GALLERY WALL SQUARE TUBE
- (3) #6 X 1 3/4" FLAT HEAD SCREWS
- (4) SCREEN BASE 'U' CHANNEL
- (5) FOOT BASE
- (6) 1/4-20 X 3/4" LONG FLAT HEAD SCREWS
- (7) JCB BOLT W/ HEX KEY HEAD
- (8) 50MM LONG JCB-BW LAG BOLT

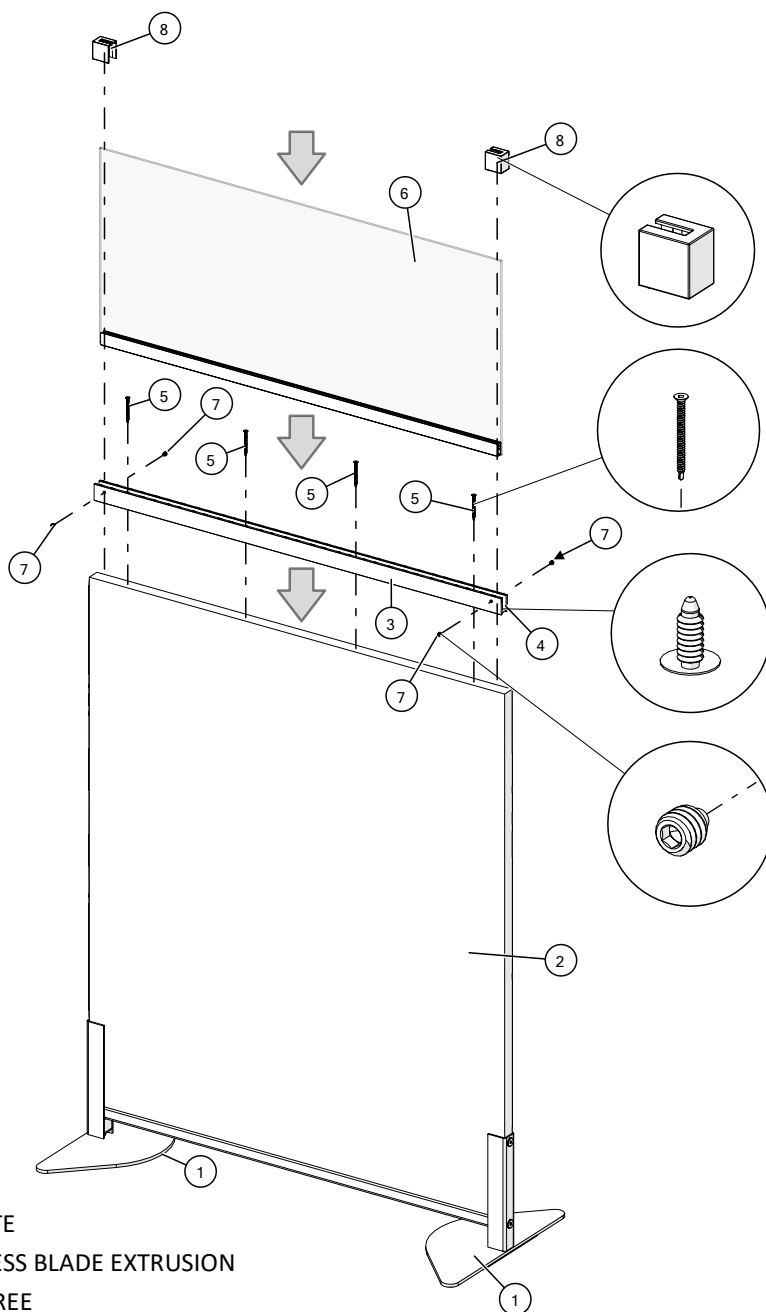
Tools & Hardware Needed

			8540-1252	8540-1312	8540-1280
Drill	Robertson # 2	Allen Key			
			#6 X 1 3/4" Flat Head Screws	1/4-20 X 3/4" L FH Screws	JCB Bolt w/ Hex Key Head

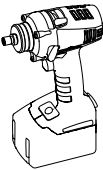

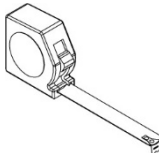
GALLERY SHIELD W/ D FEET, LAMINATE W/ ACRYLIC

1. Assemble the "D" feet (1) to laminate (2). Please refer to page 19. Follow Steps 1 to 3 on how to install them.
 2. Check frameless blade (3) extrusion if there is a Xmas tree clip (4) on both ends.
 3. Position the frameless blade extrusion (3) to the middle of top trim.
 4. Securely fasten frameless blade extrusion (3) to laminate (2), using #8 X 2" Flat Head Self Drilling Screws (5).
 5. Install glass/acrylic with plastic gasket (6) into the frameless blade extrusion (3).
 6. Align and secure the glass/acrylic by inserting 1/4-20 X 1/4" Socket Set Screw (7) through each of the holes on the side of the frameless blade extrusion (3) using allen key driver.
 7. Tighten gently each side until the glass/acrylic is centered and secured.
- Note:** Do not overtighten. Check the frameless blade extrusion if it is straight. Overtightening set screws will bend the Frameless Blade Extrusion outward and end caps will not fit.
8. Insert the end cap (8) on both ends of the frameless blade extrusion then push it down to secure.

- (1) "D" FEET
- (2) LAMINATE
- (3) FRAMELESS BLADE EXTRUSION
- (4) X-MAS TREE
- (5) #8 X 2" FLAT HEAD SCREW
- (6) GLASS/ACRYLIC WITH PLASTIC GASKET
- (7) 1/4-20 X 1/4" SOCKET SET SCREW
- (8) END CAP

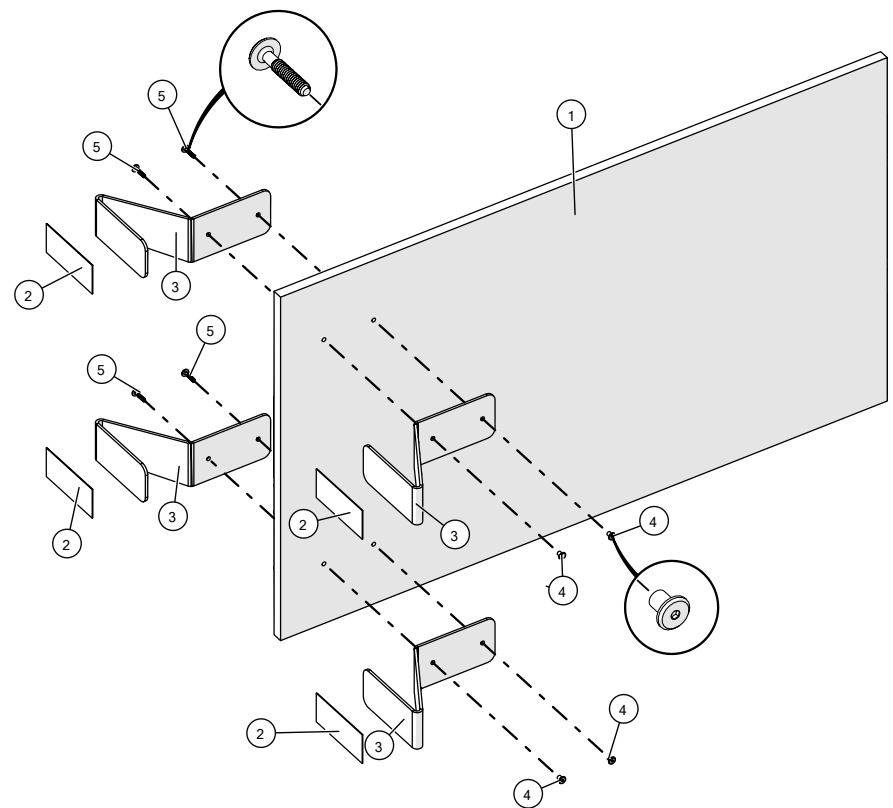


Tools & Hardware Needed

			8540-1217	8540-1170
Drill	Robertson # 2	Tape Measure	#8 X 2" Flat Head Screws	1/4 -20 X 1/4 SS Screw (4X)

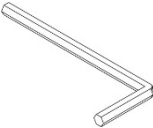

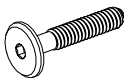
GALLERY SHIELD W/ STATIONARY OR MOBILE SKATE FEET, LAMINATE

- 1. Get the laminate with 4 bored holes ①.
- 2. Stick the felt self-adhesive at ② the bottom of the skate feet before installing them on the laminate ①.
For gallery shield with mobile roller skate feet, Go to **Step 3**.
- 3. Sandwich the laminate between two skate feet ③.
- 4. Connect the skate feet to laminate by inserting the 1/4-20 X 30MM Barrel Nut ④ into the holes and screwing the 1/4-20 X 30MM JCB-Bolt ⑤ into it.



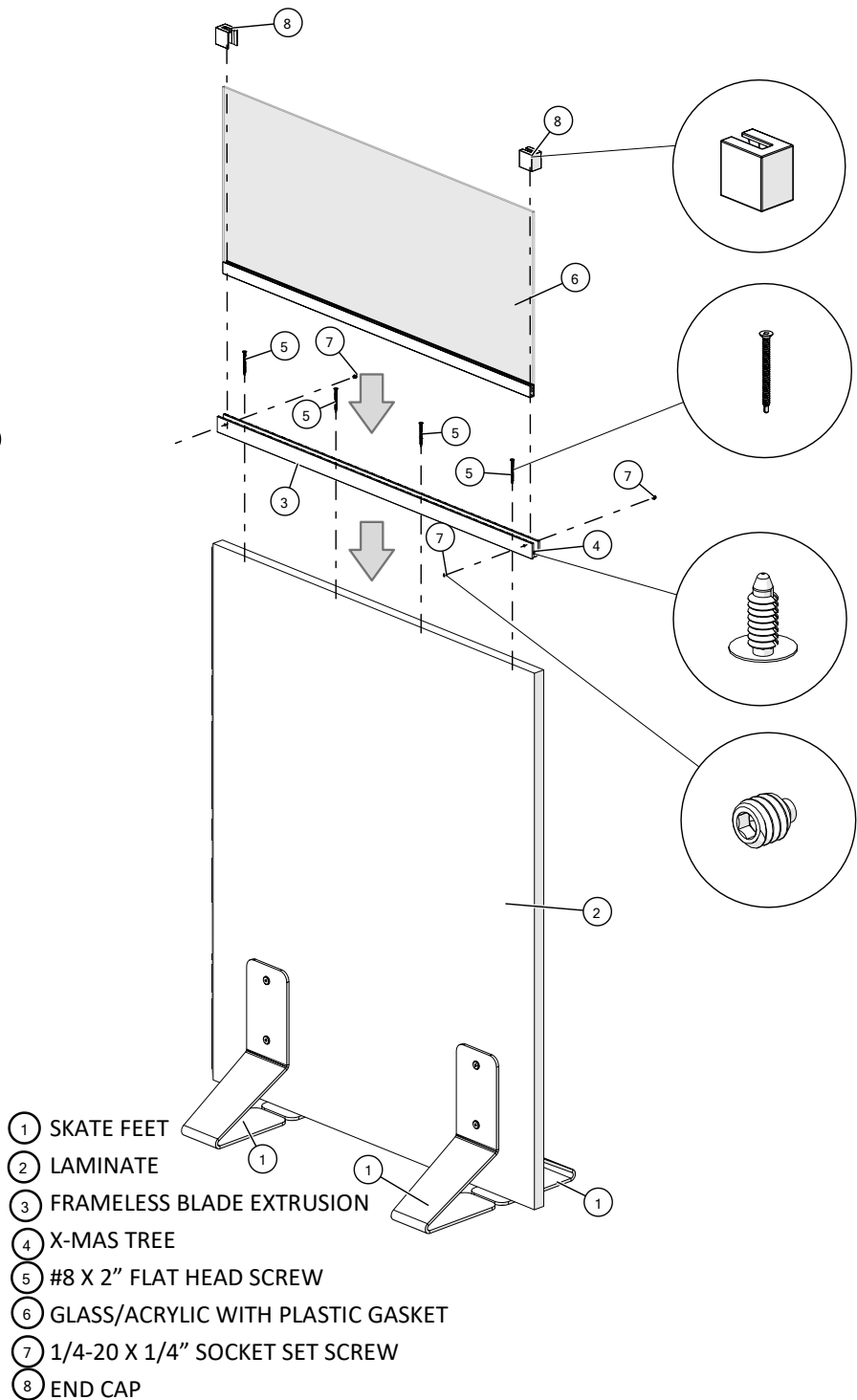
- ① LAMINATE
- ② FELT SELF-ADHESIVE
- ③ SKATE FEET
- ④ 1/4-20 x 30MM BARREL NUT
- ⑤ 1/4-20 X 30MM JCB-B BOLT

Tools & Hardware Needed

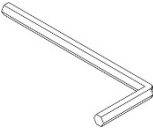

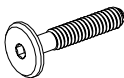
				
Allen Key	1/4-20 x 30MM Barrel Nut (4X)	1/4-20 x 30MM JCB-B Bolt (4X)		

GALLERY SHIELD W/ SKATE FEET, LAMINATE W/ ACRYLIC

1. Assemble the skate feet (1) to laminate (2). Please refer to page 21. Follow **Steps 1 to 4** on how to install them.
2. Check frameless blade extrusion (3) if there is a Xmas tree clip (4) on both ends.
3. Position the frameless blade extrusion (3) to the middle of top trim.
4. Securely fasten frameless blade extrusion (3) to laminate (2), using #8 X 2" Flat Head Self Drilling Screws (5).
5. Install glass/acrylic with plastic gasket (6) into the frameless blade extrusion (3).
6. Align and secure the glass/ acrylic by inserting 1/4-20 X 1/4" Socket Set Screw (7) through each of the holes on the side of the frameless blade extrusion (3) using allen key driver.
7. Tighten gently each side until the glass/acrylic is centered and secured.
Note: Do not overtighten. Check the frameless blade extrusion if it is straight. Overtightening set screws will bend the frameless blade extrusion outward and end caps will not fit.
8. Insert the end cap (8) on both ends of the frameless blade extrusion then push it down to secure.



Tools & Hardware Needed

				
Allen Key	1/4-20 x 30MM Barrel Nut (4X)	1/4-20 x 30MM JCB-B Bolt (4X)		

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