tayco®

Echo

installation guide

September 2025

for more information, contact Installation Service
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Mon - Fri I 8:30 am – 5:00 pm EST
www.tayco.com

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Site Inspection and Installation Preparation

Site Inspection:

Conduct a site inspection before the installation date to assess existing conditions. Identify any constraints or limitations that may cause delays or issues during the installation.

Site Accessibility:

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

Site Preparation:

1. Remove any obstacles that could obstruct the installation process.
2. When reconfiguring, ensure that all furniture intended for reuse is clear of computers, accessories, books, papers, and personal belongings.
3. Confirm that all live wires and data/communications wires are disconnected prior to installation.

Furniture Plans:

Labeled furniture plans for installation purposes can be found in the hardware box. Ensure that the drawings are complete and readily available before beginning the installation.

Staging:

1. If any damage is observed upon opening the trailer, the receiver must note this on the Bill of Lading.
2. Document any imperfections or missing components discovered while unpacking the furniture. This information is crucial for requesting product replacements and filing shipping claims.
3. Unpack products in the order specified in the Installation Sequence.

Waste Management:

Establish a trash removal area that is separate from the product staging area.

Care and Maintenance

Fabrics

To remove dust particles, lightly vacuum the fabric surface. In the event of spills or fluids, blot the area immediately. For minor stains, use a water-based fabric solvent and apply light pressure to lift the dirt and stain. Be cautious, as the use of water and soaps may harm the fabric, potentially causing water stains and damage. Avoid scrubbing the fabric with a bristle brush or vacuum attachment, as this may cause pilling or tearing and permanently affect its appearance. Professional steam cleaning is recommended for best results.

Laminates

Dust laminated surfaces regularly for maintenance. To clean any dirt or stains, use a damp cloth. Avoid excessive water, abrasive cleaners, acids, or alkalis, and do not scratch or scrape the surfaces. For persistent stains, consider using a commercial cleaner such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

Glazed Screens and Cabinet Doors

Regularly dust glazed screens and cabinet doors to keep them free of dust. Clean any dirt or stains with a damp cloth, then dry the area with a dry paper towel. It is not recommended to use fiber cloths or rags, as loose particles may scratch or damage the acrylic surface. Additionally, avoid using chemical cleaners or window cleaners, as their compositions may alter or permanently affect the surface appearance.

Painted Metals

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

The use of harsh cleaners and chemicals may permanently change the product's finish appearance and will void the warranty.

Caution

Loading Guidelines for Drawers

- Always load the bottom drawer first**.**
- Operate only one drawer at a time to prevent tipping.
- To reduce tipping hazards, secure units to a wall or other stable furniture.
- Always place the heaviest files in the bottom drawer.

Heavy Load Precautions

- Some products must be anchored to the wall to ensure stability and safety.
- It is the responsibility of the owner and installer to ensure that the wall type and construction are strong enough to support any wall-mounted products and their contents.
- If the wall and anchors cannot support the imposed loads, it may result in property damage or personal injury.
- Tayco can provide the size and empty weight of its products only. A wall blocking is considered a construction process, so Tayco cannot provide recommendations regarding this, nor can it be held responsible for damage or injury resulting from improper installation or blocking.

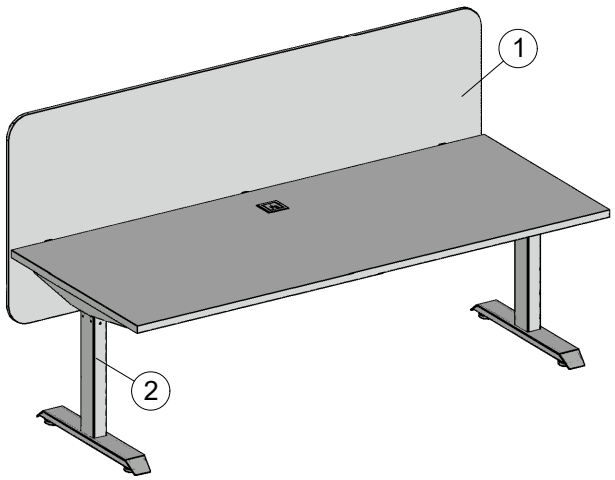
Instability Hazards with Mobile Items

Mobile items on casters, such as flip-top tables, personal tables, and movable storage, can pose instability hazards if not secured correctly during use or storage. Flip-top and training tables are particularly unstable when folded. To ensure safety when using mobile products, please follow these guidelines:

- Lock casters immediately after moving the item. Do not leave them unlocked while in use or storage.
- Motion can increase the instability of items with casters. If the wheels encounter an obstruction, the forward momentum can cause the item to tip over, especially if it lacks wheel extensions. Exercise extreme caution when moving these items.
- Be cautious of abrupt level changes in the floor, such as doorways or thresholds, as this can lead to tipping or caster failure.
- Do not stand, sit, or lean on mobile items for support. They are not designed for this usage, and doing so may result in personal injury or property damage.
- If the mobile unit has height-adjustable features, lower it to the minimum height when moving to prevent instability. It is also advised to remove any computer equipment or accessories to avoid weight imbalance or damage.
- Failure to adhere to these guidelines may result in property damage or personal injury.

Straight Run Privacy Screen

1. Place the PET Screen on a flat surface. Attach three Surface Mounting Brackets to the PET Screen using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Screen and leave a 5/8" gap between the edge of the tabletop and the PET Screen. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



1. PET Screen
2. Height Adjustable Table
3. Surface Mounting Bracket
4. #10-24, 1/4" Round Head Screw
5. #10 x 11/16" Pan Head Screw

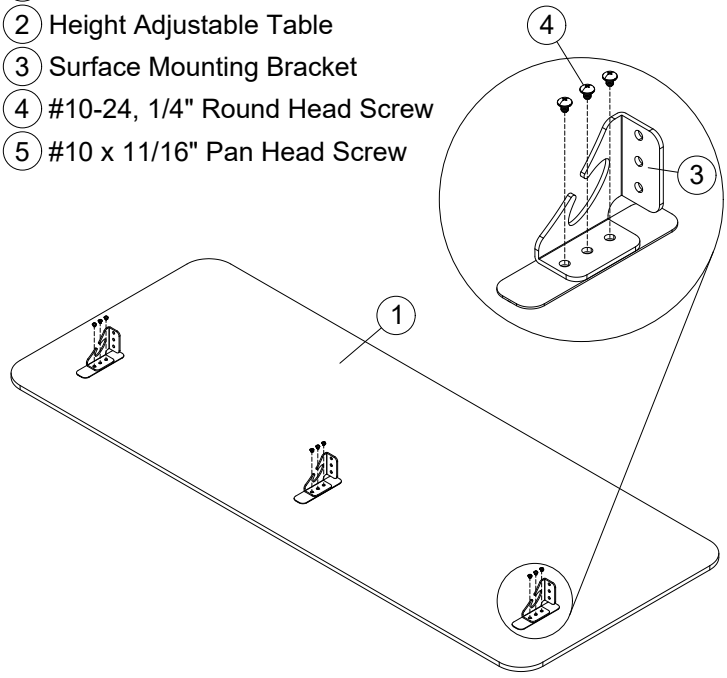


Figure 1

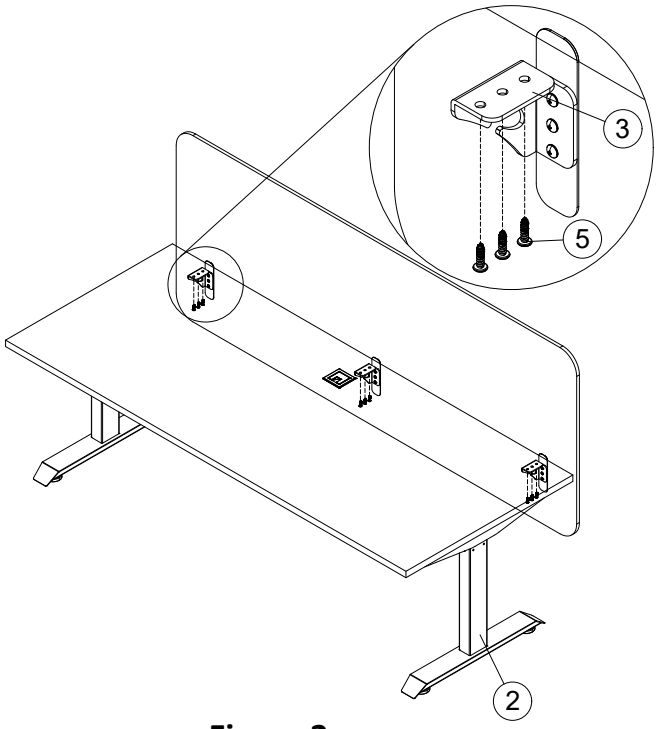
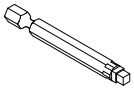
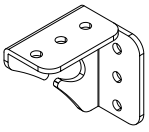
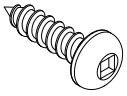


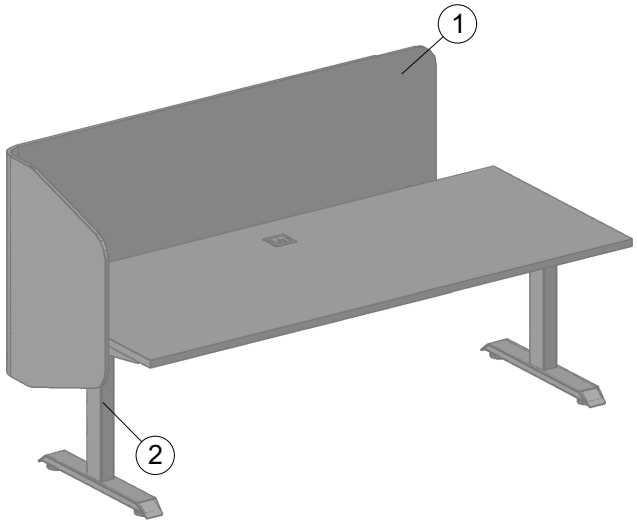
Figure 2

Tools & Hardware Needed

		FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Partial Wrap Privacy Screen

1. Place the PET Screen on a flat surface. Attach three Surface Mounting Brackets and two Side Surface Mounting Brackets to the PET Screen using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Screen and leave a 5/8" gap between the edge of the tabletop and the PET Screen. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill. Then, attach the Side Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



(1) PET Screen
(2) Height Adjustable Table
(3) Surface Mounting Bracket
(4) #10-24, 1/4" Round Head Screw
(5) Side Surface Mounting Bracket
(6) #10 x 11/16" Pan Head Screw

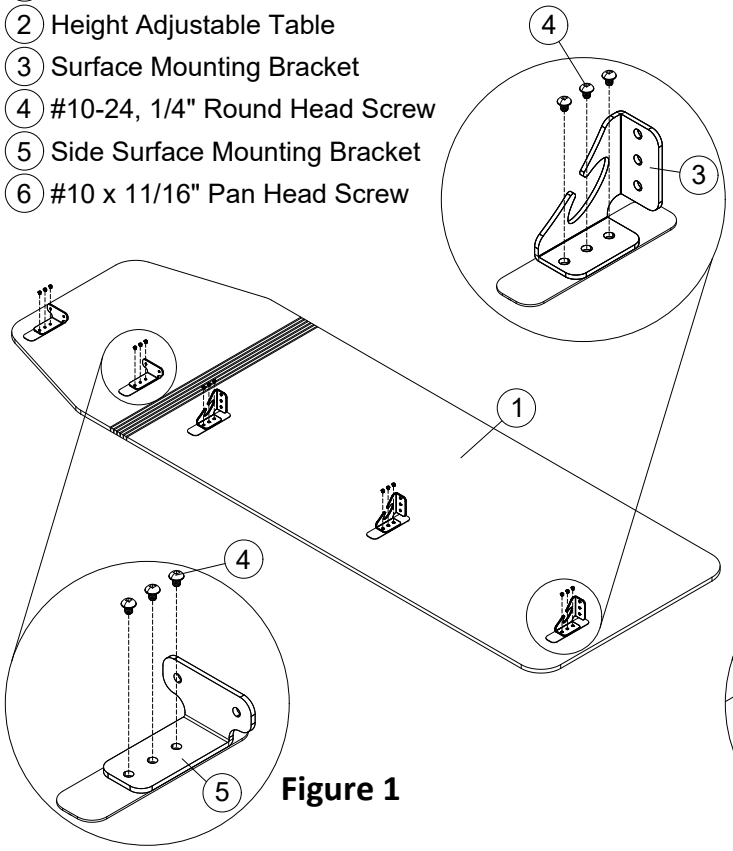


Figure 1

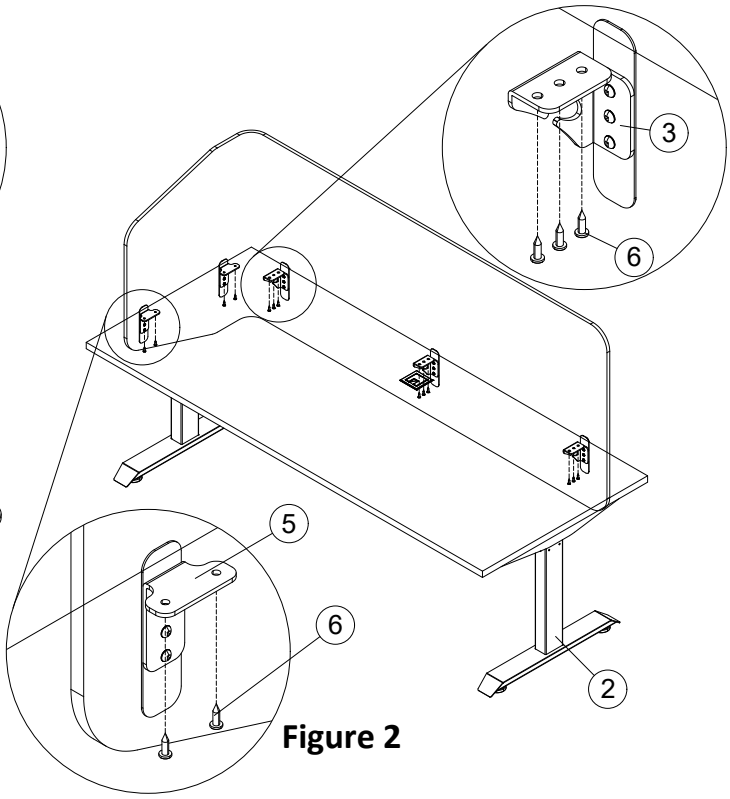
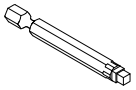
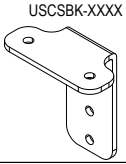
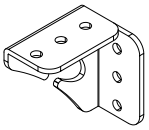
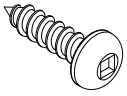


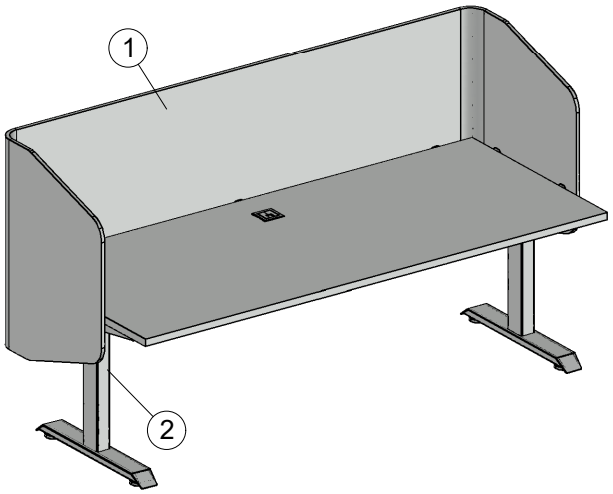
Figure 2

Tools & Hardware Needed

		USCSBK-XXXX 	FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Side Surface Mounting Bracket	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Full Wrap U-Shaped Privacy Screen

1. Place the PET Screen on a flat surface. Attach three Surface Mounting Brackets and four Side Surface Mounting Brackets to the PET Screen using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Screen and leave a 5/8" gap between the edge of the tabletop and the PET Screen. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill. Then, attach the Side Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



1. PET Screen
2. Height Adjustable Table
3. Surface Mounting Bracket
4. #10-24, 1/4" Round Head Screw
5. Side Surface Mounting Bracket
6. #10 x 11/16" Pan Head Screw

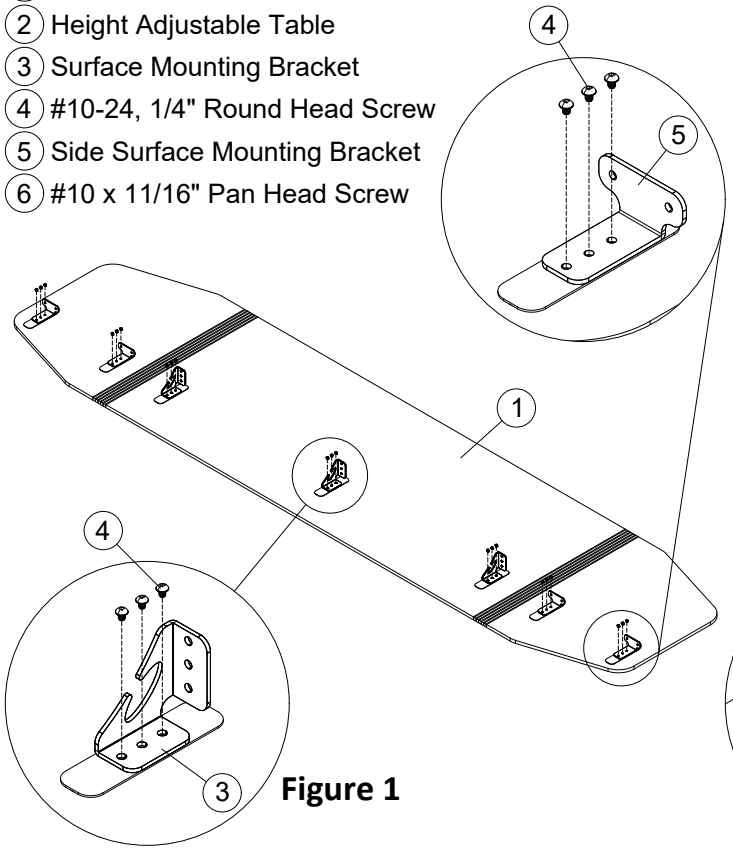


Figure 1

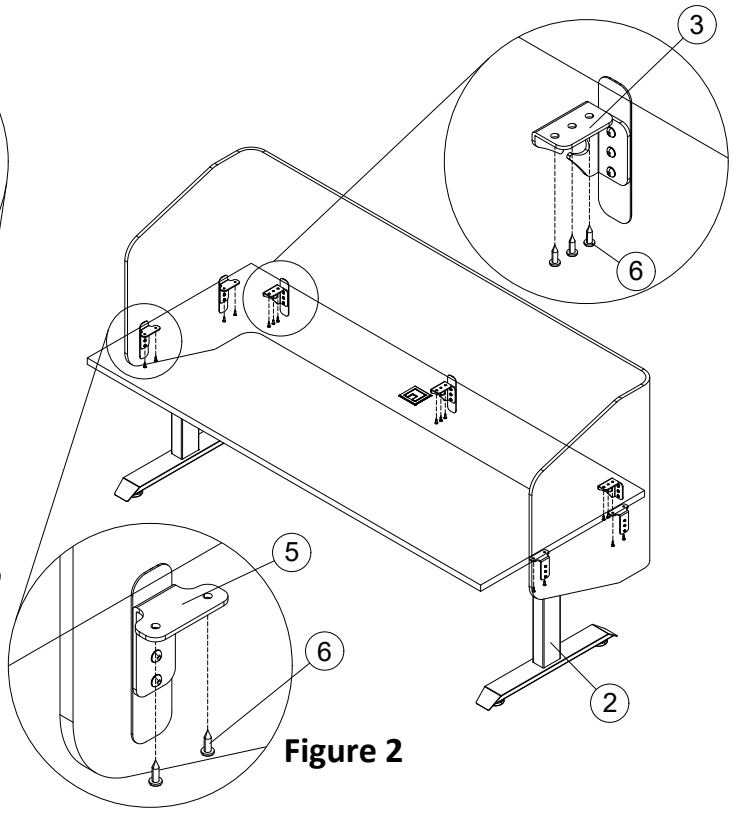
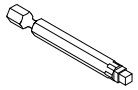
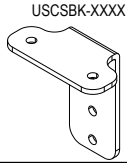
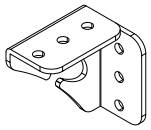
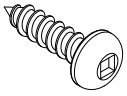


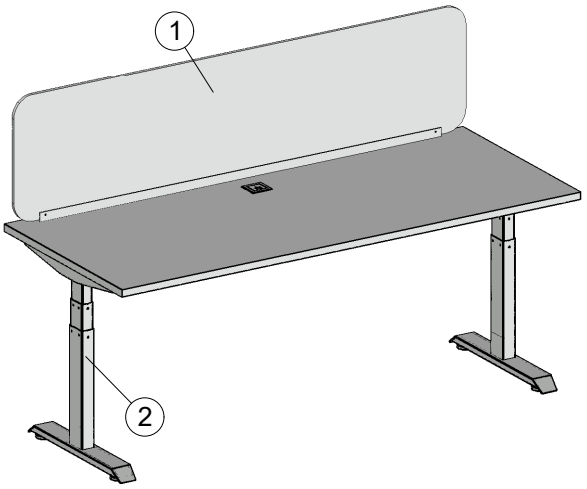
Figure 2

Tools & Hardware Needed

		USCSBK-XXXX 	FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Side Surface Mounting Bracket	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Surface Mount Privacy Median Screen

1. Measure the distance between the edge of the tabletop or worksurface and the Frameless Extrusion. Ensure that the Frameless Extrusion is centered on the surface.
2. Secure the Frameless Extrusion using #8 x 1" Flat Head Screws, as illustrated in Figure 1.
3. Insert and align the PET Screen into the Frameless Extrusion, as shown in Figure 2.
4. To secure the PET Screen, insert a 1/4-20 x 1/4" Socket Set Screw into each hole on the side of the Frameless Extrusion. Use an Allen key driver for this step, as shown in Figure 3.



1. PET Screen
2. Height Adjustable Table
3. Frameless Extrusion
4. #8 x 1" Flat Head Screw
5. 1/4-20 x 1/4” Socket Set Screw

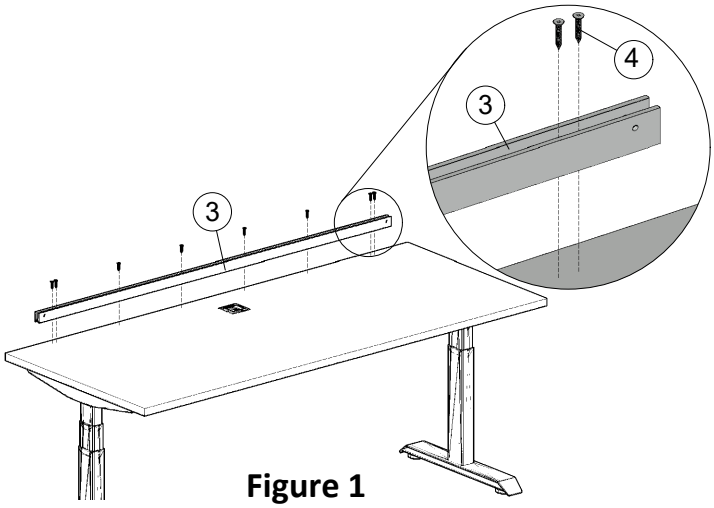


Figure 1

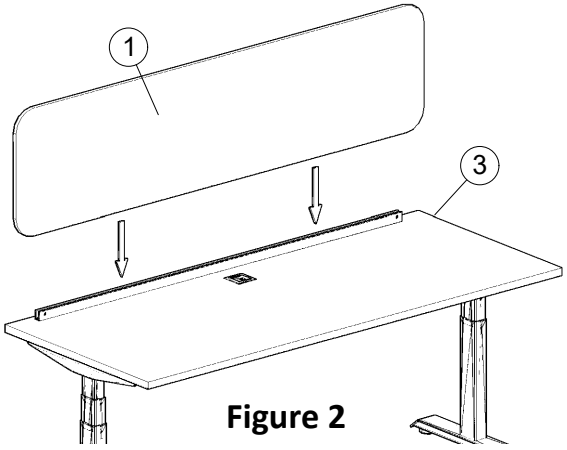


Figure 2

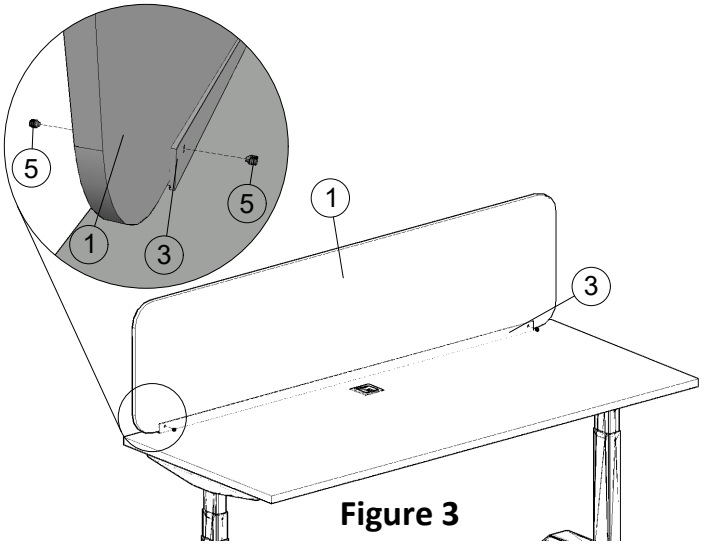
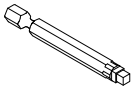
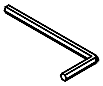
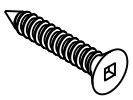


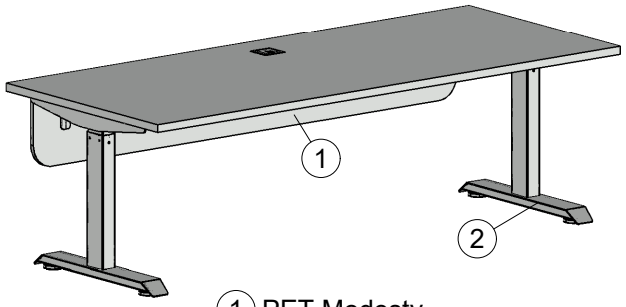
Figure 3

Tools & Hardware Needed

			8540-0599 	8540-1170
Power Drill	Robertson Bit #2	Allen Key	#8 x 1" Flat Head Screw	1/4-20 x 1/4” Socket Set Screw

Straight Modesty

1. Place the PET Modesty on a flat surface. Attach three Surface Mounting Brackets to the PET Modesty using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Modesty and leave a 1/2" gap between the edge of the tabletop and the PET Modesty. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



1. PET Modesty
2. Height Adjustable Table
3. Surface Mounting Bracket
4. #10-24, 1/4" Round Head Screw
5. #10 x 11/16" Pan Head Screw

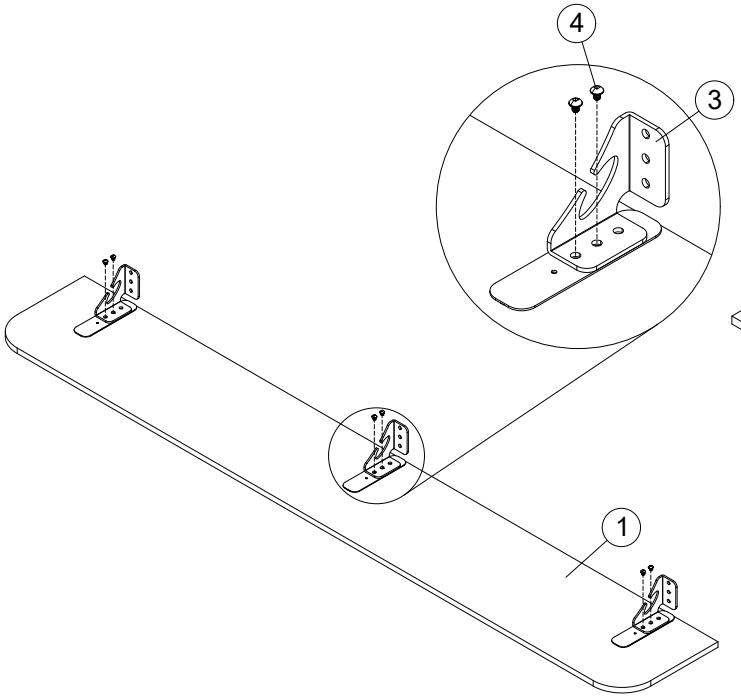


Figure 1

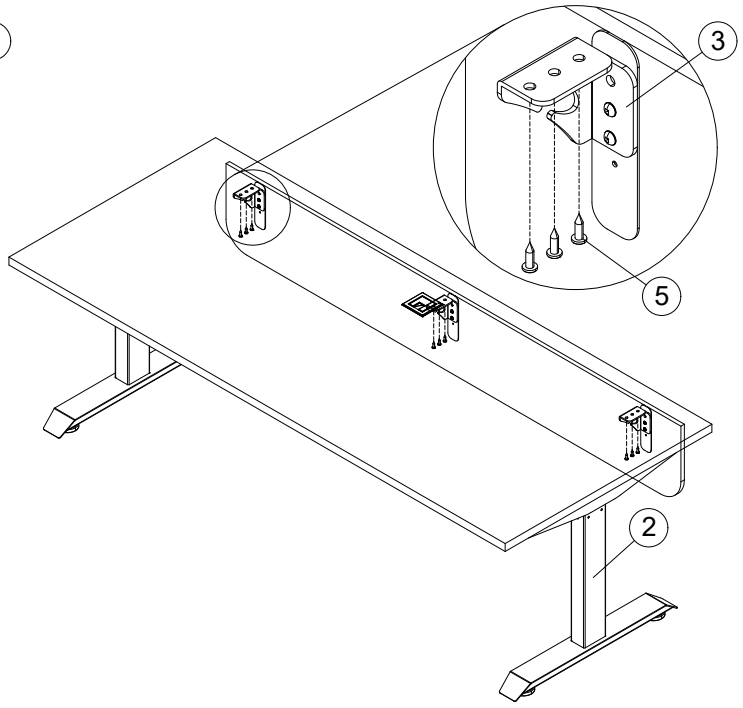
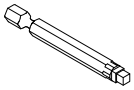
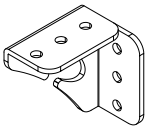
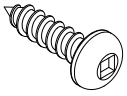


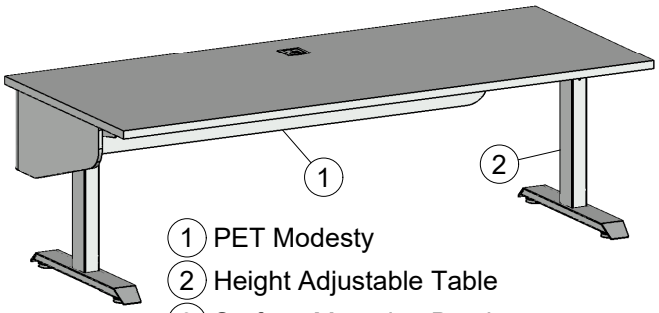
Figure 2

Tools & Hardware Needed

		FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Partial Wrap L-Shaped Modesty

1. Place the PET Modesty on a flat surface. Attach three Surface Mounting Brackets and two Side Surface Mounting Brackets to the PET Modesty using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Modesty and leave a 1/2" gap between the edge of the tabletop and the PET Modesty. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill. Then, attach the Side Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



1. PET Modesty
2. Height Adjustable Table
3. Surface Mounting Bracket
4. #10-24, 1/4" Round Head Screw
5. Side Surface Mounting Bracket
6. #10 x 11/16" Pan Head Screw

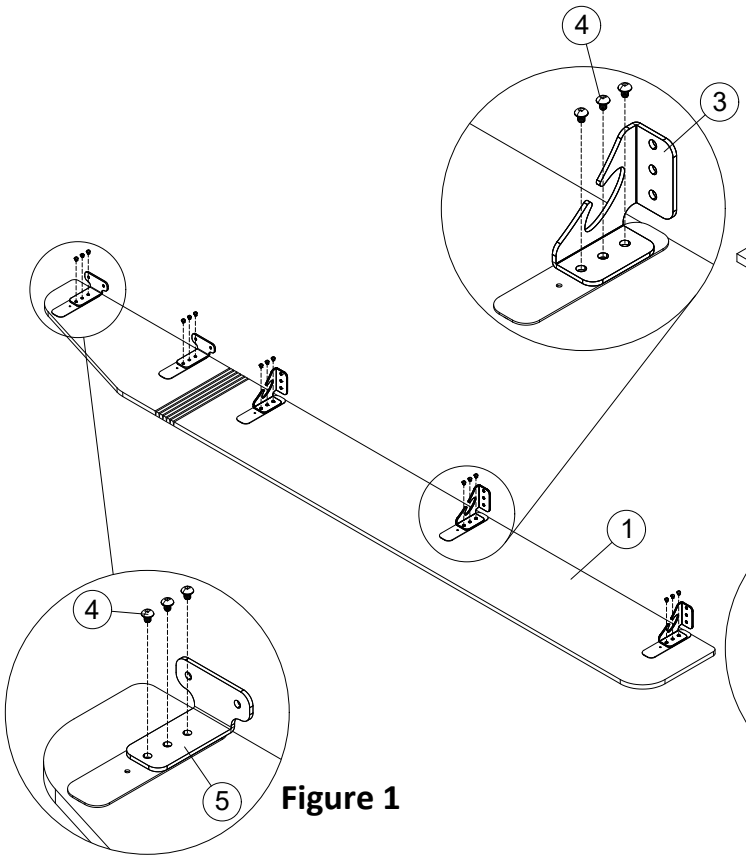


Figure 1

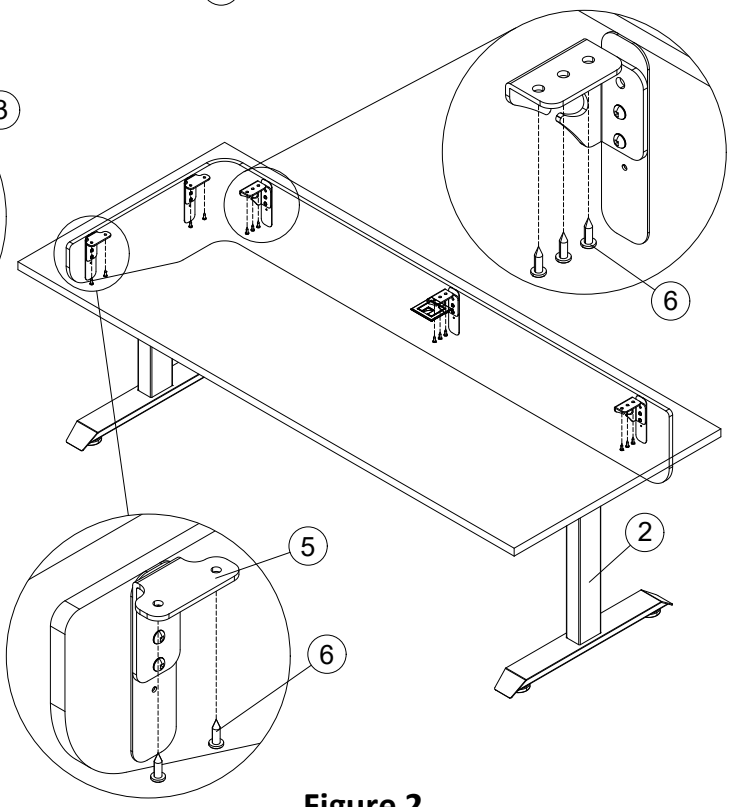
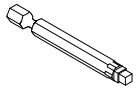
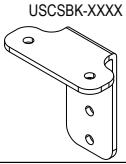
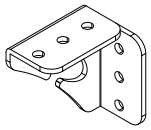
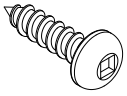


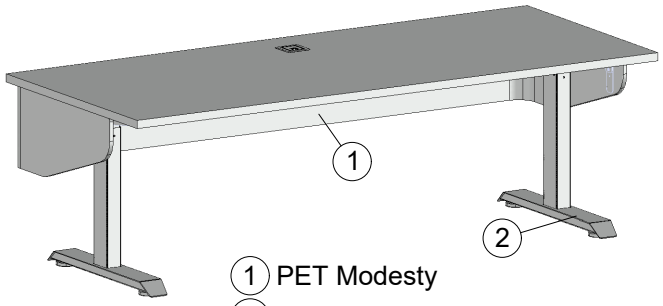
Figure 2

Tools & Hardware Needed

		USCSBK-XXXX 	FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Side Surface Mounting Bracket	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Full Wrap U-Shaped Modesty

1. Place the PET Modesty on a flat surface. Attach three Surface Mounting Brackets and four Side Surface Mounting Brackets to the PET Modesty using #10-24, 1/4" Round Head Screws and a drill, as illustrated in Figure 1.
2. Lift the PET Modesty and leave a 1/2" gap between the edge of the tabletop and the PET Modesty. Secure the Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill. Then, attach the Side Surface Mounting Brackets to the tabletop using #10 x 11/16" Pan Head Screws and a drill, as shown in Figure 2.



1. PET Modesty
2. Height Adjustable Table
3. Surface Mounting Bracket
4. #10-24, 1/4" Round Head Screw
5. Side Surface Mounting Bracket
6. #10 x 11/16" Pan Head Screw

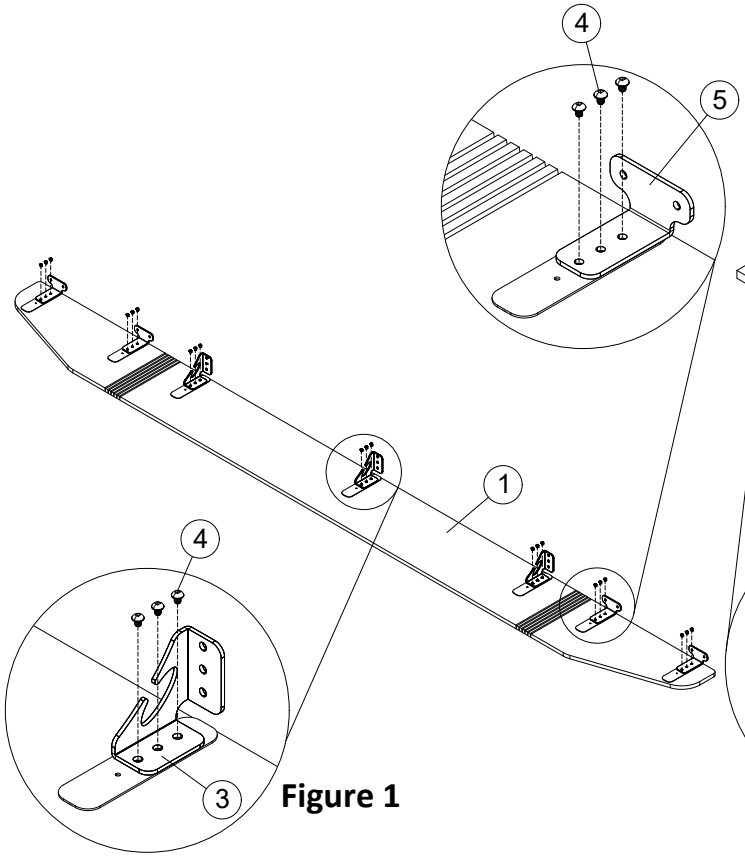


Figure 1

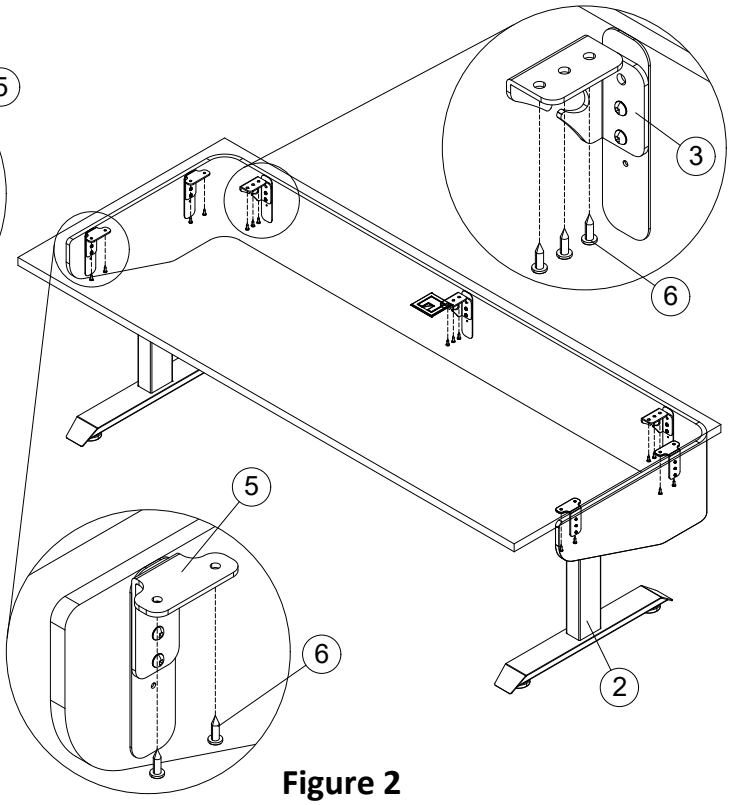
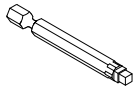
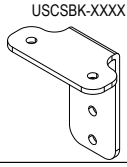
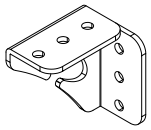
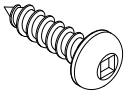


Figure 2

Tools & Hardware Needed

		USCSBK-XXXX 	FABSCR-BKT-XXXX 	8540-1188	8540-0545 
Power Drill	Robertson Bit #2	Side Surface Mounting Bracket	Surface Mounting Bracket	#10-24, 1/4" Round Head Screw	#10 x 11/16" Pan Head Screw

Freestanding Privacy Divider

1. Place the PET Screen flat on a surface. Next, insert the PET Screen Base into the slit at the bottom of the PET Screen, as shown in Figure 1.
2. Once the base is securely in place, raise the Privacy Divider to an upright position. Using a drill and a hex bit, insert the JCN Nut (1/4-20 x 12 mm) and then screw in the JCB Bolt (1/4-20 x 23 mm) into the JCN Nut. This procedure is illustrated in Figure 2.

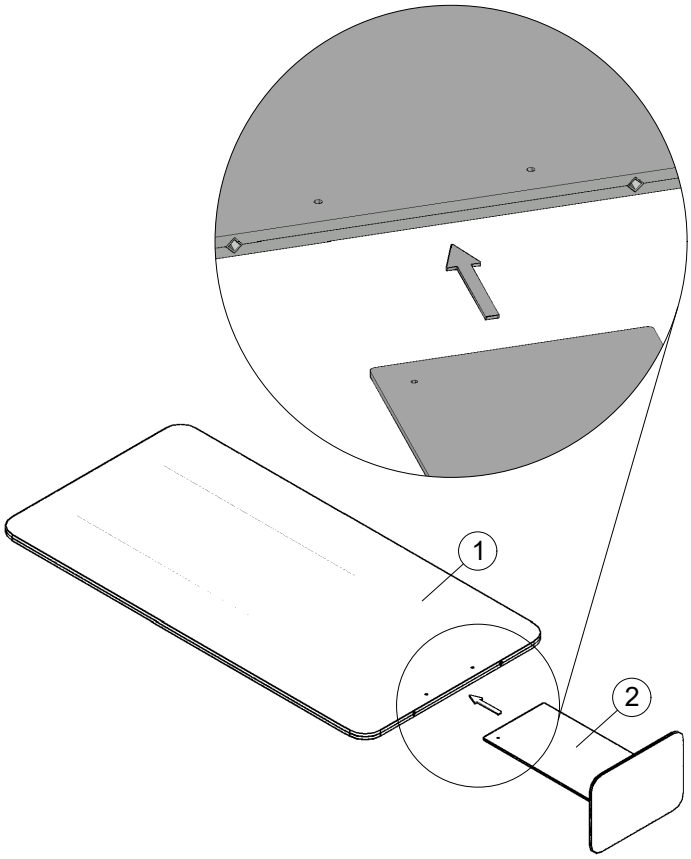
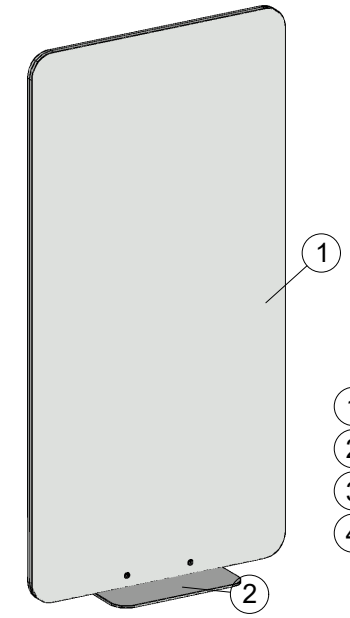


Figure 1



1. PET Screen
2. PET Screen Base
3. JCB Bolt, 1/4-20x23 mm
4. JCN Nut, 1/4-20x12 mm

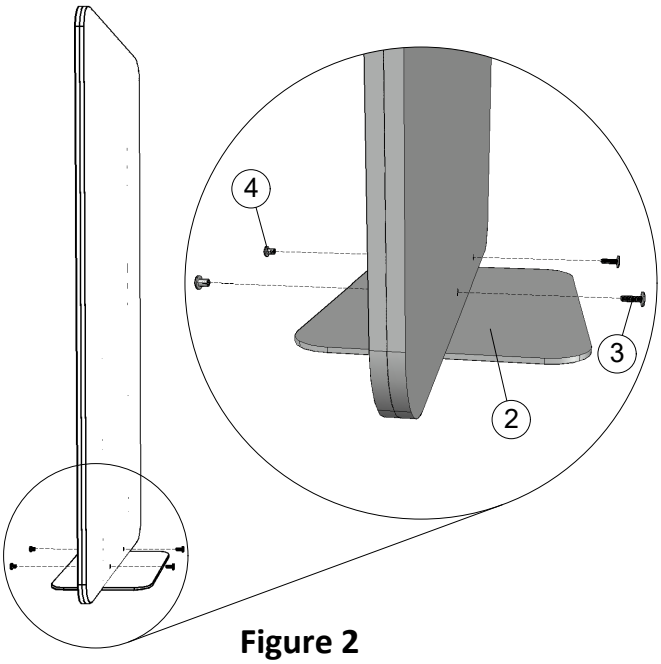
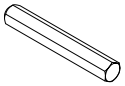
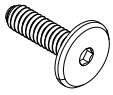


Figure 2

Tools & Hardware Needed

		8540-1323 	8540-1310
Power Drill	Hex Bit #4	JCB Bolt, 1/4-20x23 mm	JCN Nut, 1/4-20x12 mm

Mobile Screen

NOTE:At least two people are needed to complete this installation.

1. Attach the casters to the Mobile Screen Base,as shown in Figure 1.
2. Once the casters are securely in place, position the Mobile Screen Base so that the holes at the base align with the holes of the Screen. Fasten them together using four JCB bolts (1/4-20 x 50mm) and Barrel Nuts (1/4-20 x 12mm), as illustrated in Figure 2.

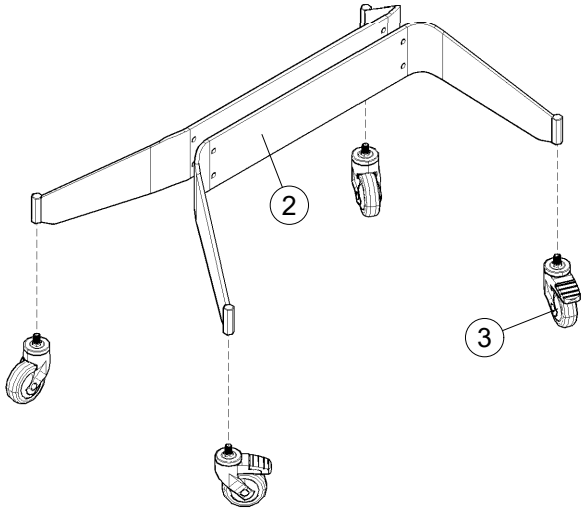
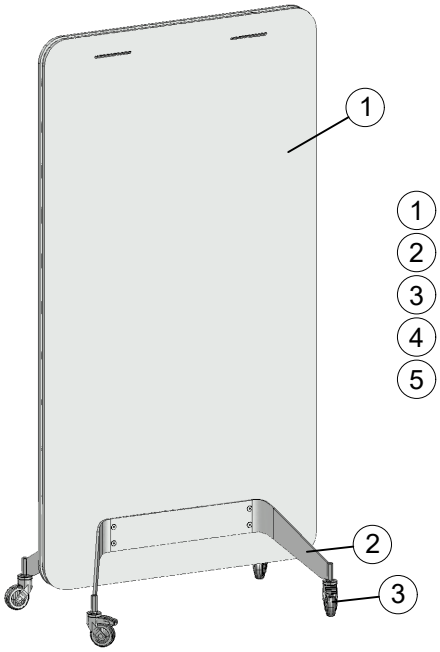


Figure 1



1 Screen
2 Mobile Screen Base
3 Caster
4 JCB Bolt, 1/4-20 X 50mm
5 Barrel Nut, 1/4-20 X 12mm

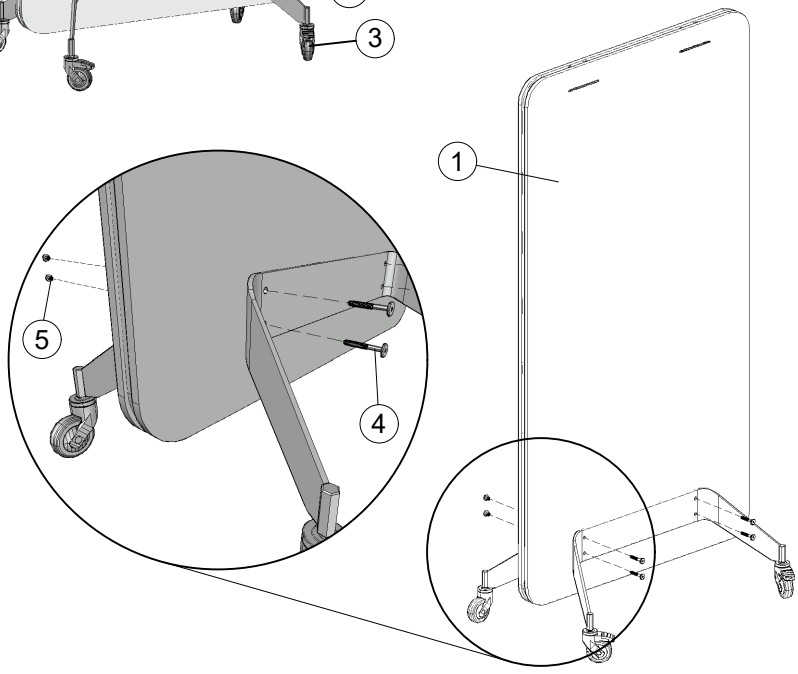
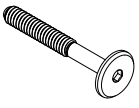


Figure 2

Tools & Hardware Needed

		8540-0991 	8540-3110
Power Drill	Hex Bit	JCB Bolt, 1/ 4-20 x 50mm L	Barrel Nut, 1/ 4-20 x 12mm L

Wall-Mounted Tackboard

1. Attach the Locator Clips to the Female Clips, as shown in Figure 1.
2. Determine the height at which you want to position the Tackboard. Once you have established the height, press the Tackboard firmly against the wall so that the Locator Clip creates a mark on the wall, as illustrated in Figure 2.
3. After marking the wall, carefully remove the Locator Clips from the Female Clips and set the Tackboard aside.

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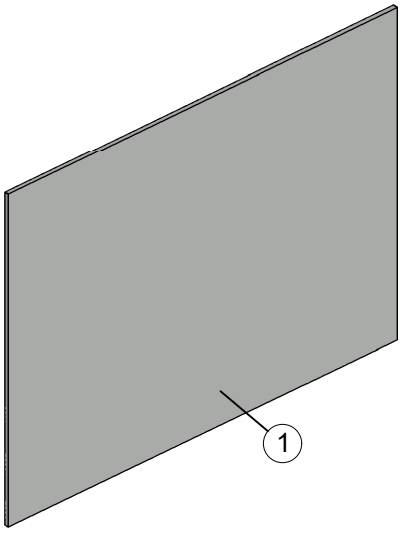


1 Tackboard
3 Locator Clip
4 Female Clip

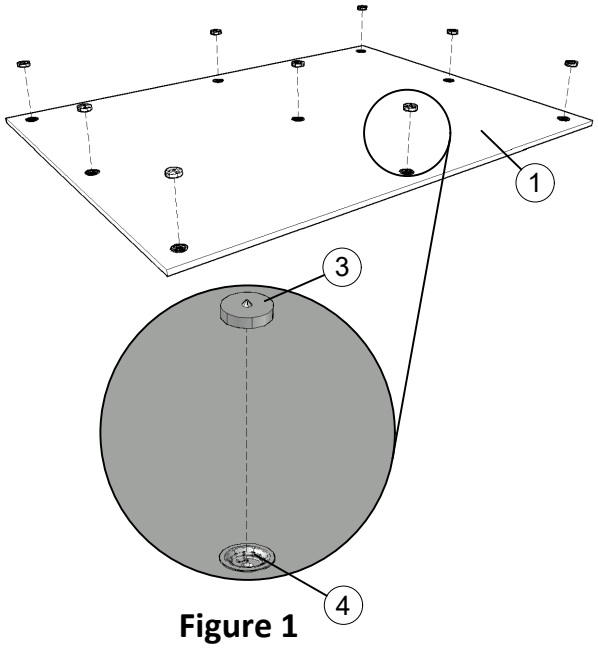


Figure 1

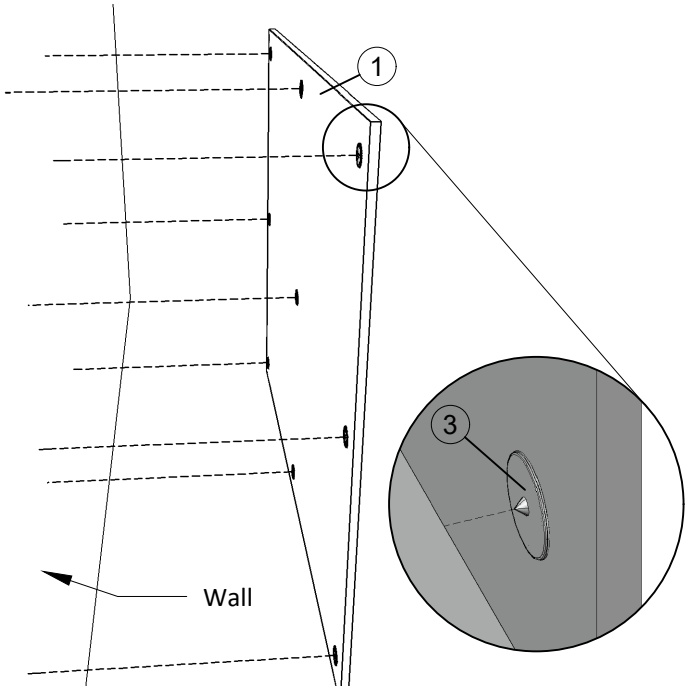
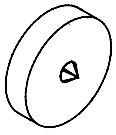


Figure 2

Tools & Hardware Needed

8540-1480 		
Locator Clip		

Wall-Mounted Tackboard

4. Install the Male Clips, secure them to the wall using Drilling Anchors and #8 x 1 5/8" Pan Head Screws, as illustrated in Figure 3.

5. Align the Female Clips with the Male Clips that are attached to the wall. Finally, push the PET Tackboard to connect the clips, as shown in Figure 4.

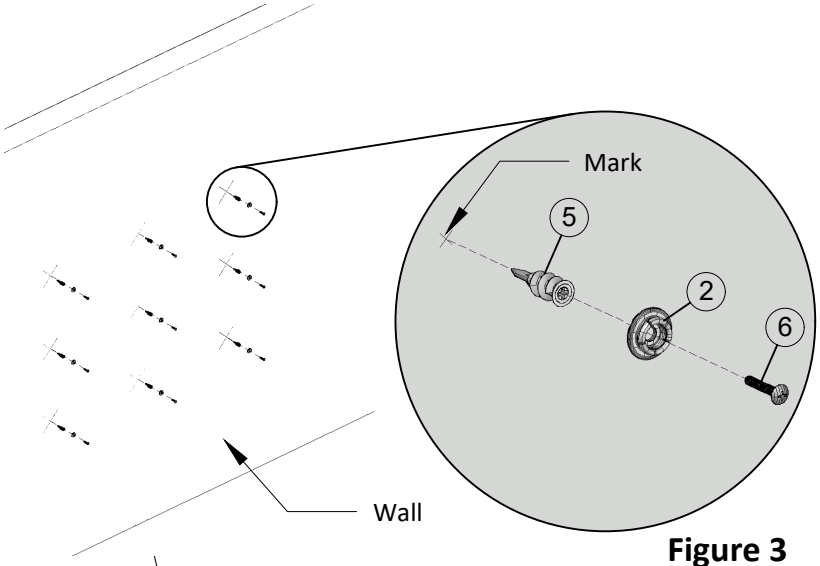
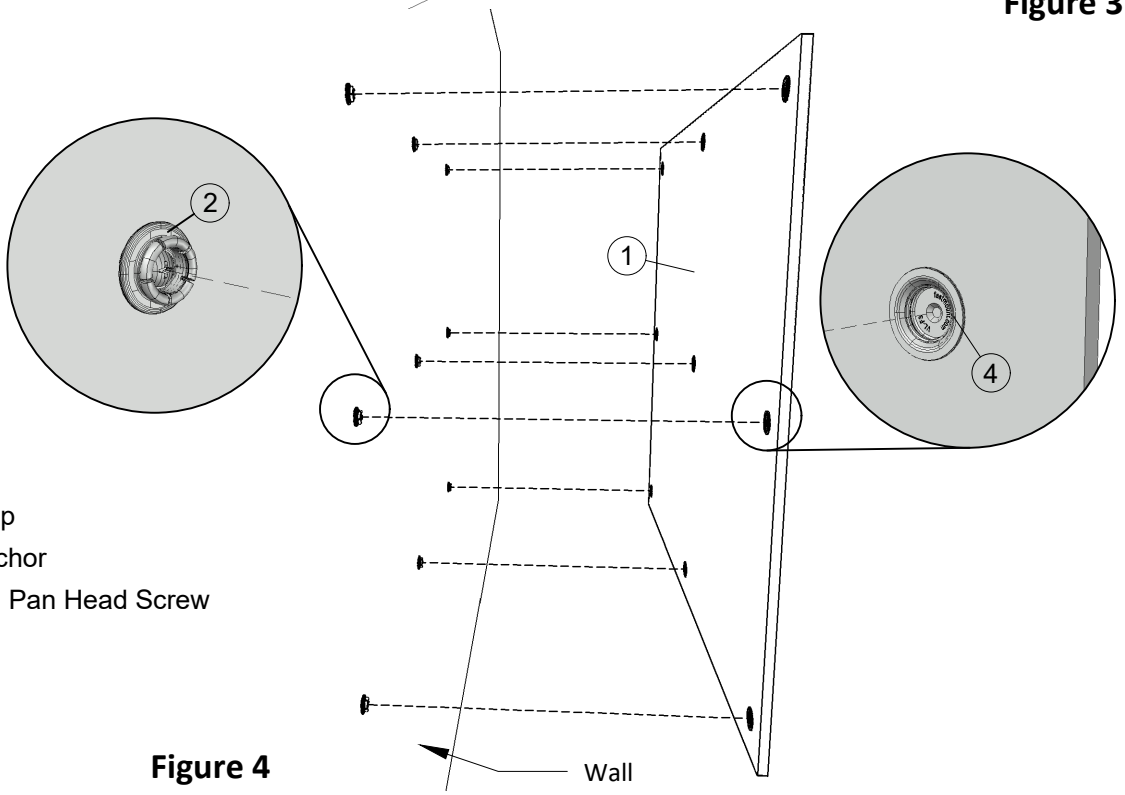


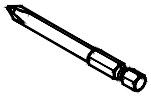
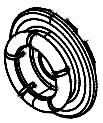
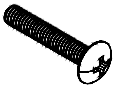
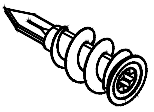
Figure 3



1. Tackboard
2. Male Clip
4. Female Clip
5. Drilling Anchor
6. #8 x 1-5/8" Pan Head Screw

Figure 4

Tools & Hardware Needed

		8540-1479 	8540-0986 	
Power Drill	Drill Bit	Male Clip	#8 x 1-5/8" Pan Head Screw	Drilling Anchor

Under Surface Mounted Bag Drop

1. Place the PET Surround on a flat surface and insert the PET Back Panel into the bottom holes of the PET Surround, as illustrated in Figure 1.
2. Fold the PET Surround inward and insert the side extrusions into the corresponding side holes of the PET surround, as shown in Figure 2.

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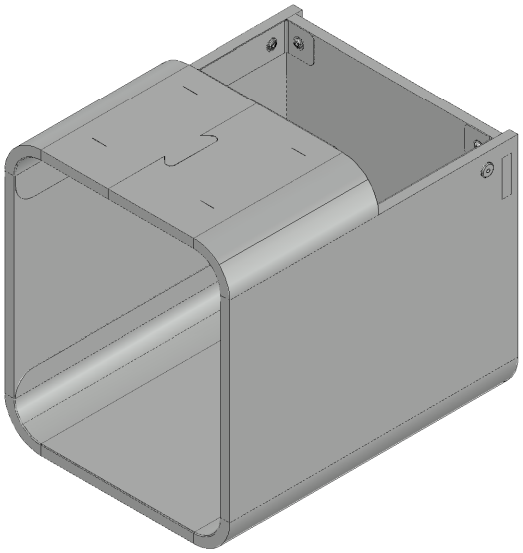


(1) PET Back Panel
(2) PET Surround

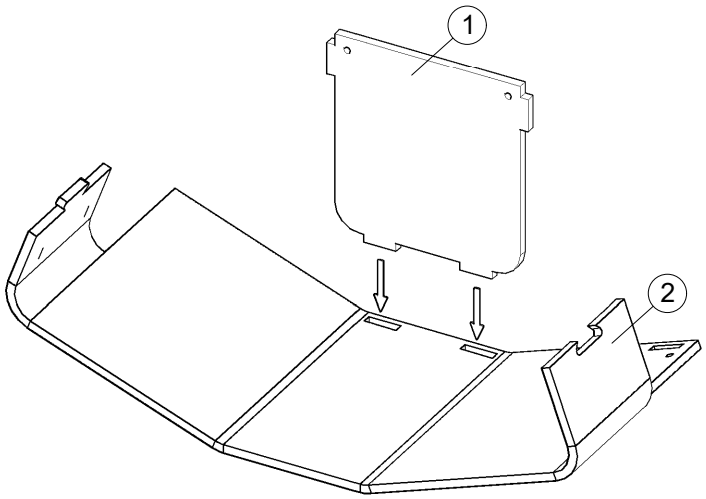


Figure 1

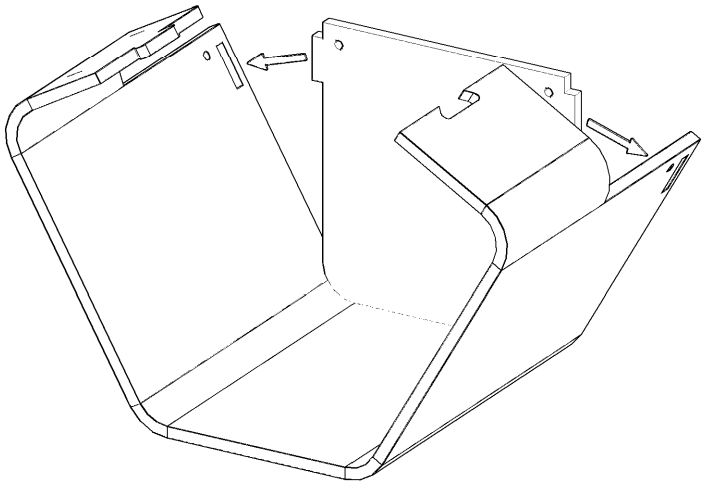


Figure 2

Under Surface Mounted Bag Drop

3. Insert the Upper Tray and secure it to the PET Surround and PET Back Panel by using a drill and hex bit to screw a 1/4"-20x3/8 Flanged Button Head Screw into the 1/4-20x12 mm Barrel Nut , as demonstrated in Figure 3.
4. Attach the PET Bag Drop to the table at your desired location using four #8x1-1/8" Round Head Screws and a drill. Then, insert the lower tray into the PET bag drop, as depicted in Figure 4.
5. Figure 5 shows the completed assembly of the PET Bag Drop attached to the table.

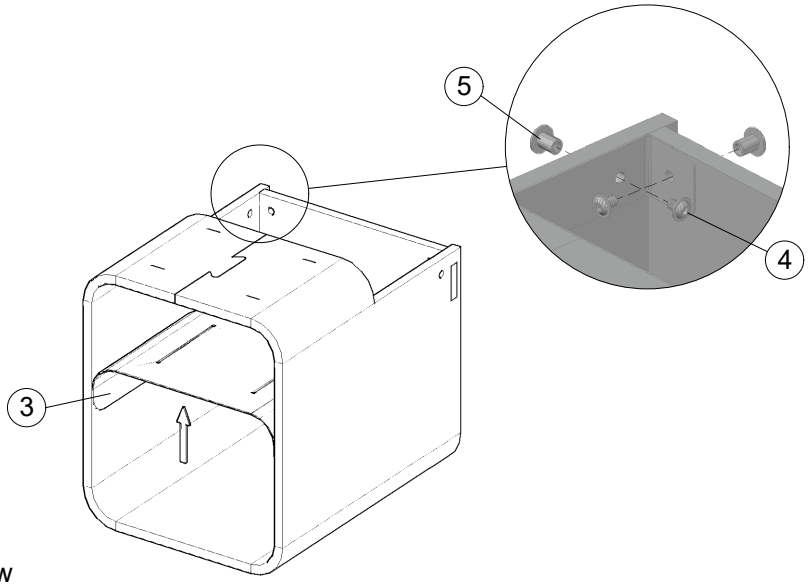


Figure 3

(3) Upper Tray
(4) 1/4"-20x3/8 Flanged Button Head Screw
(5) 1/4"-20x12 mm Barrel Nut
(6) #8x1-1/8" Round Head Screw
(7) Lower Tray

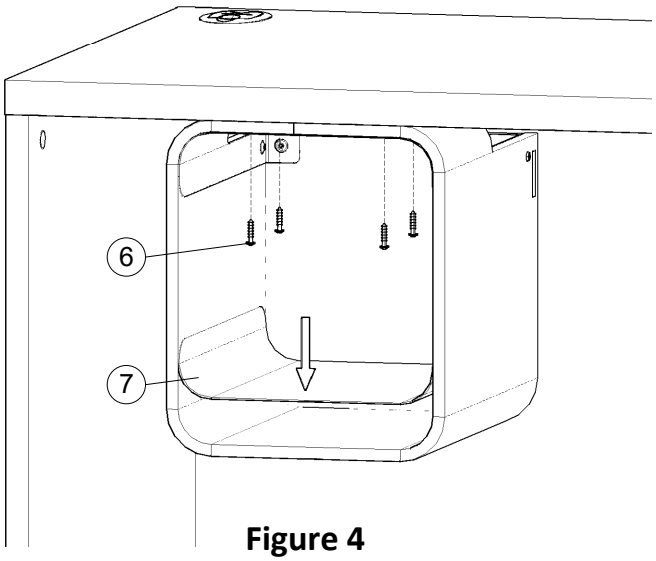


Figure 4

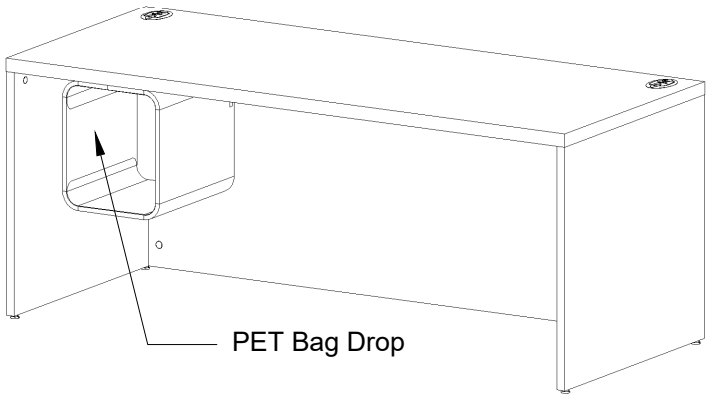
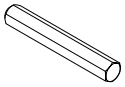
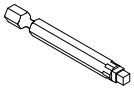
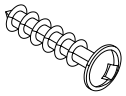


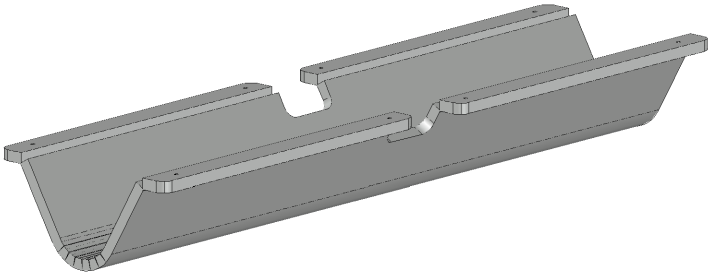
Figure 5

Tools & Hardware Needed

			8540-1304	8540-1310	8540-0597 
Power Drill	Hex Bit #4	Robertson Bit #3	1/4-20x3/8 Flanged Button Head Screw	1/4-20x12 mm Barrel Nut	#8x1-1/8" Round Head Screw

Under Surface Mounted Wire Manager

1. Attach the Wire Manager to the desired location under the table or Worksurface using eight #8 x 1-1/8" Round Head Screws and a drill, as illustrated in Figure 1.
2. Figure 2 shows the complete assembly of the Cable Hammock attached to the table



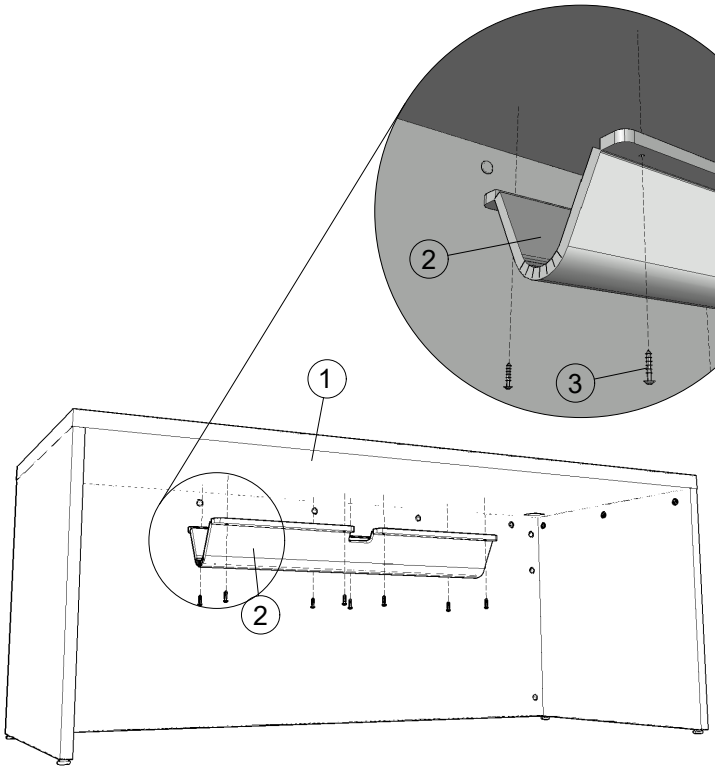


Figure 1

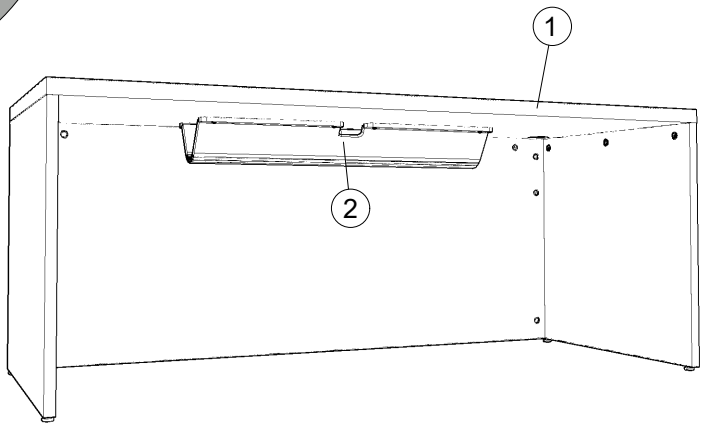
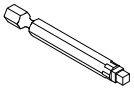
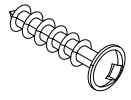


Figure 2

Tools & Hardware Needed

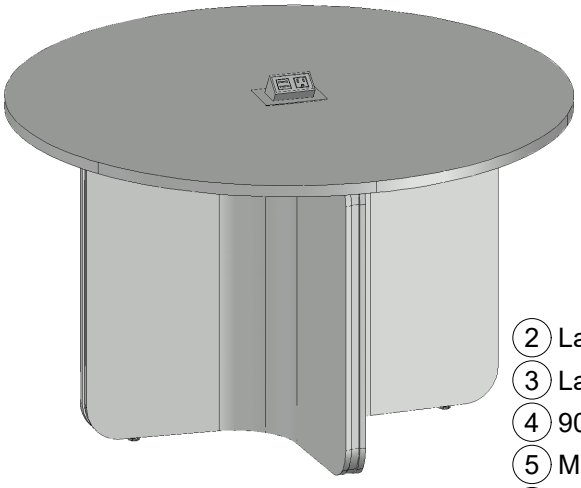
		8540-0597 
Power Drill	Robertson Bit #3	#8 x 1-1/8" Round Head Screw

Echo Tables Installation Guide

For the installation of the Squircle and Super Ellipse Echo Tables, please follow the same procedure as shown for the Circle Echo Table.

1. Insert Laminate Base 1 into Laminate Base 2, as illustrated in Figure 1.
2. Securely fasten the Male Clips into the pre-drilled holes using #8 X 1/2" Flat Head Screws, as shown in Figure 2.
3. Attach the 90° Bracket using #10 x 11/16" Pan Head, Square Drive Screws, as demonstrated in Figure 3.

Continued on the next page >>



(2) Laminate Base 1
(3) Laminate Base 2
(4) 90° Bracket
(5) Male Clip
(6) #8 X 1/2" Flat Head Screw
(7) #10 x 11/16" Pan Head Screw

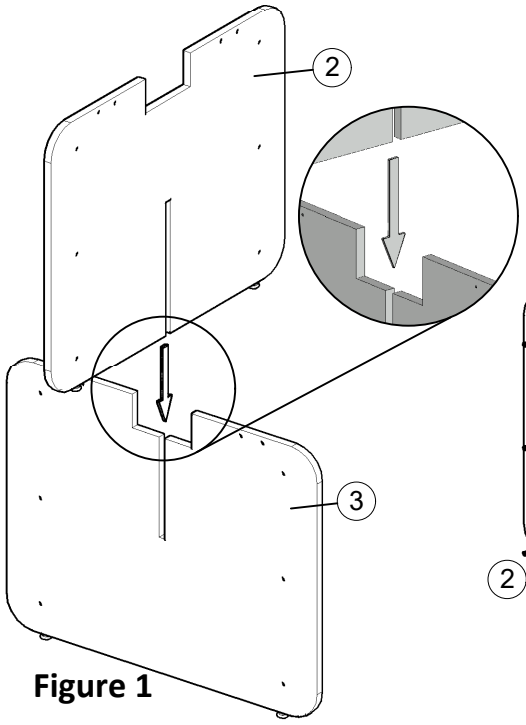


Figure 1

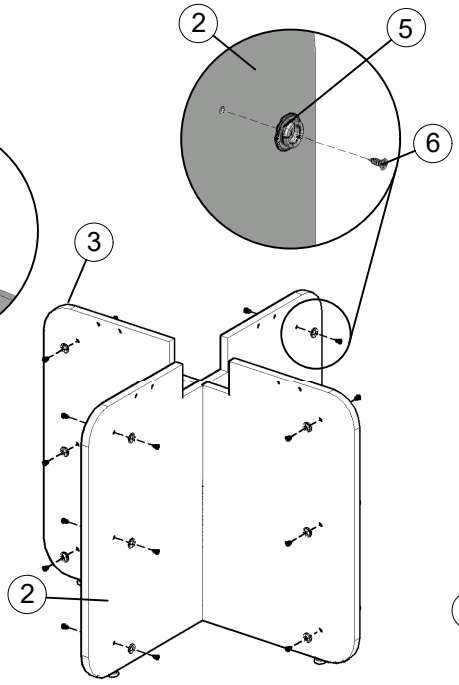


Figure 2

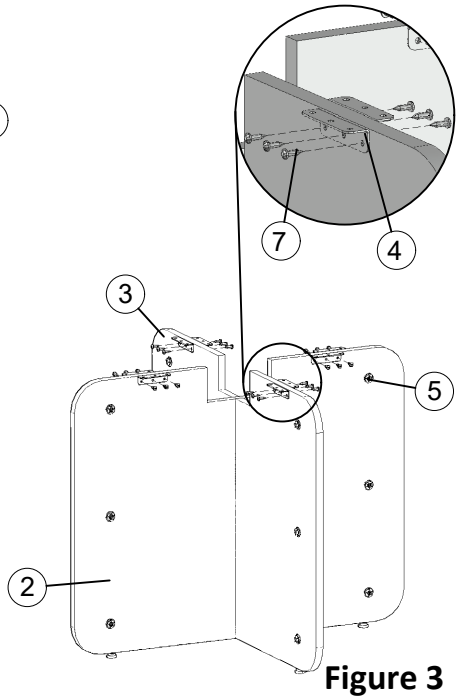


Figure 3

Tools & Hardware Needed

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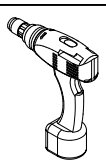
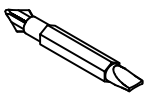
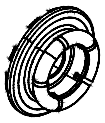
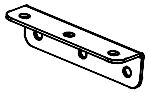
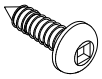
					
Drill	Screw Bit	Male Clip	#8x1/2" Flat Head Screw	90° Bracket	#10 x 11/16" Pan Head Screw

4. Align the holes of the 90° Brackets with the pre-drilled holes on the underside of the Tabletop. Secure the Laminate Base 1 and 2 using #10 x 11/16" Pan Head, Square Drive Screws, as illustrated in Figure 4.
5. Bend the PET and align the Female Clips with the Male Clips attached to the laminates. Then, push the PET to connect the clips together, as shown in Figure 5.
6. Insert the power grommet into the designated hole, as shown in Figure 6.
7. Raise the table to an upright position. If needed, level and adjust the glides accordingly.

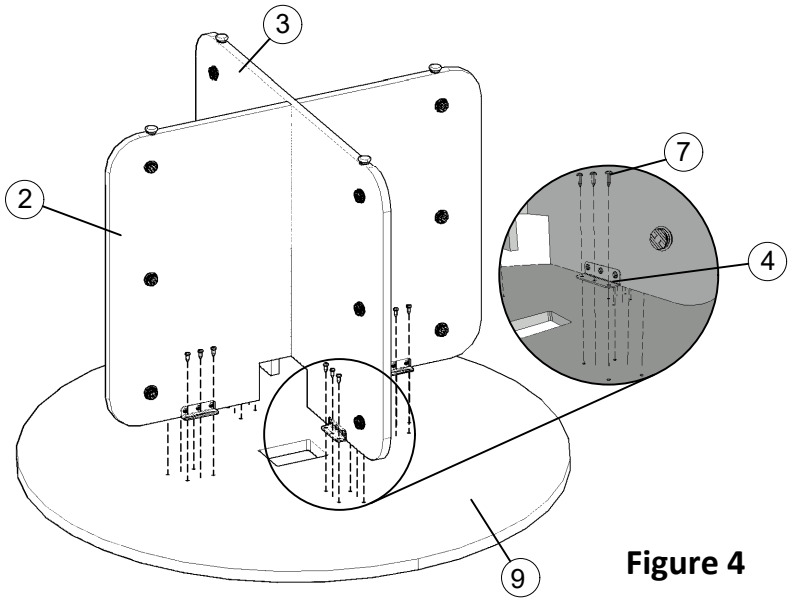


Figure 4

(1) PET
(4) 90° Bracket
(5) Male Clip
(7) #10 x 11/16" Pan Head Screw
(8) Female Clip
(9) Tabletop
(10) Power Grommet

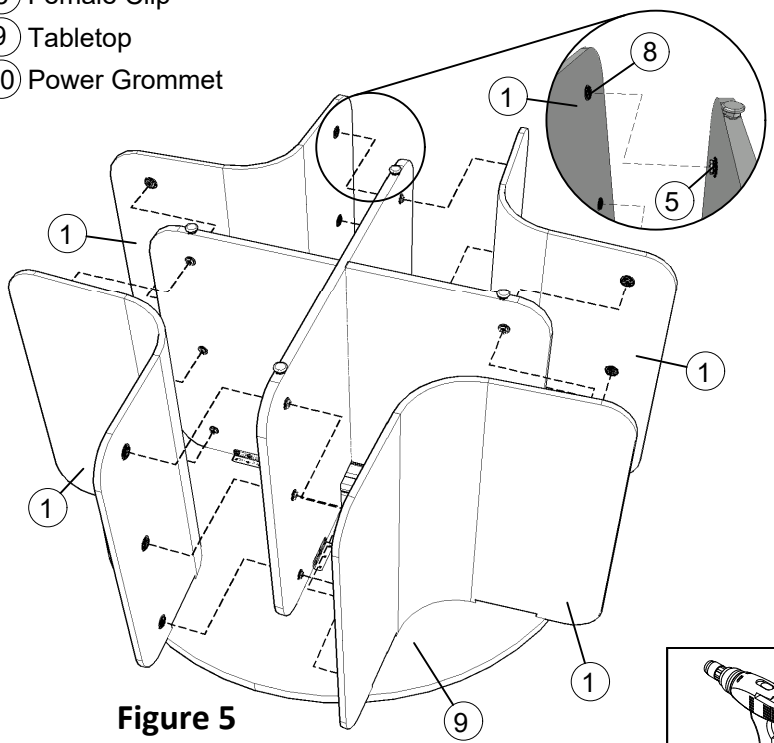


Figure 5

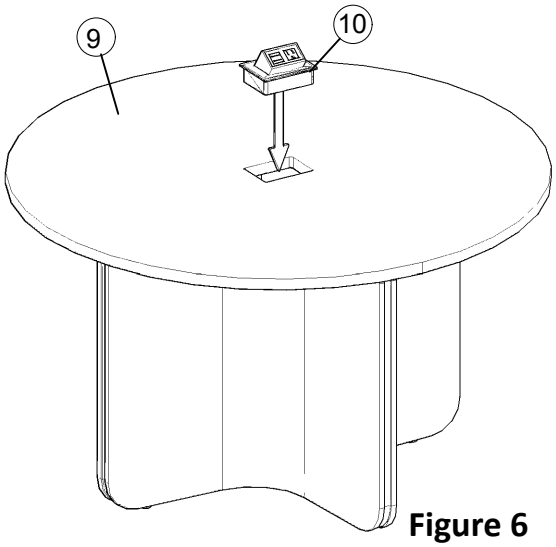
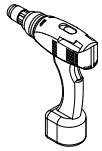
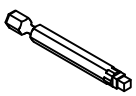
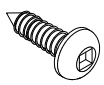


Figure 6

Tools & Hardware Needed

		8540-1478	8540-0545 
Drill	Robertson Bit	Female Clip	#10 x 11/16" Pan Head Screw

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