

# **Union Quickship**

installation guide

June 2025

For more information, contact Installation Service toll-free I 1.800.675.4092 Mon - Fri I 8:30 am – 5:00 pm EST **www.tayco.com** 

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### 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<sup>®</sup> or Countertop Magic<sup>®</sup>, 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.



### **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**

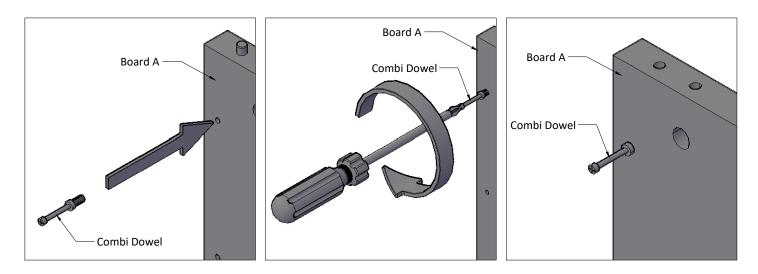
- Some products must be anchored to the wall to ensure stability and safety.
- It is the responsibility of the owner and installer to ensure that the wall type and construction are strong enough to support any wall-mounted products and their contents.
- If the wall and anchors cannot support the imposed 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**

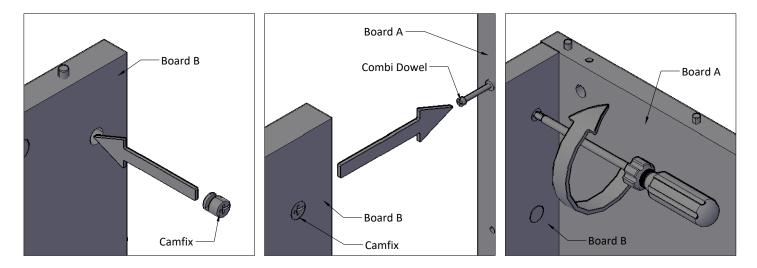
Mobile items on casters, such as flip-top tables, personal tables, and movable storage, can pose instability hazards if not secured correctly during use or storage. Flip-top and training tables are particularly unstable when folded. To ensure safety when using mobile products, please follow these guidelines:

- 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.

### **Camfix and Combi Dowel Connection**



\*\*Attach the Combi Dowel\*\* by screwing it into the designated hole of Board A.



\*\*Insert the Camfix\*\* into the hole of Board B, ensuring the arrow is pointing outward.

\*\*Press the boards together, \*\* and insert the Combi Dowel into the hole of Board B along with the Camfix.

\*\*Turn the Camfix clockwise\*\* to securely lock the boards together.

# **Straight Desk, Full Modesty**

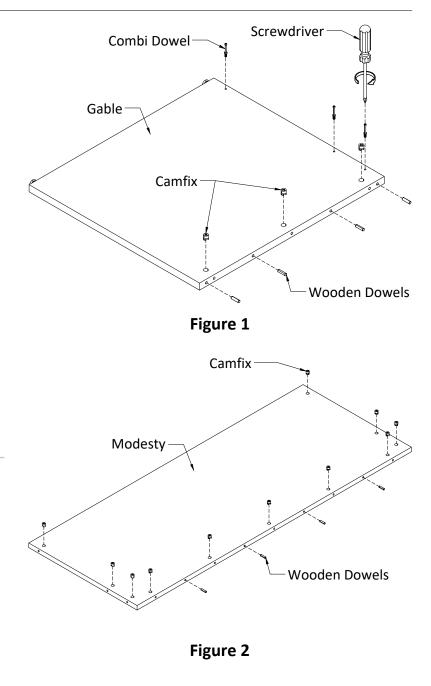
- 1. Lay the gable down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and insert the camfix inside the pre-drilled holes, as shown in Figure 1. Repeat the same process for the other gable.
- 2. Bring in the modesty panel and insert the camfix inside the pre-drilled holes and wooden dowels into 8mm holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

Combi Dowel

Figure 3

Camfix

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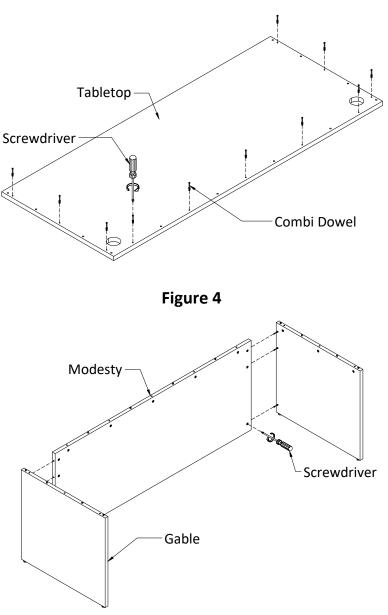


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# **Straight Desk, Full Modesty**

- 4. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4.
- 5. Bring in the gable and insert the exposed part of the combi dowels into the pre-drilled holes of the modesty panel. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5. Repeat the same process with the other gable.







# Straight Desk, Full Modesty

- Lift the tabletop and insert the exposed part 6. of the combi dowels into the pre-drilled holes of the gables and modesty panel. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop, as shown in Figure 6.
- Figure 7 shows the complete assembly of 7. Freestanding Straight Desk.

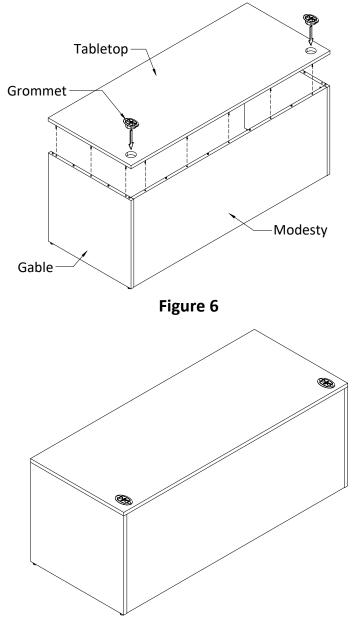
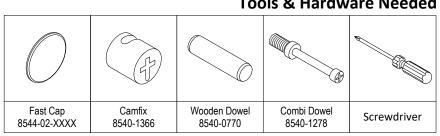


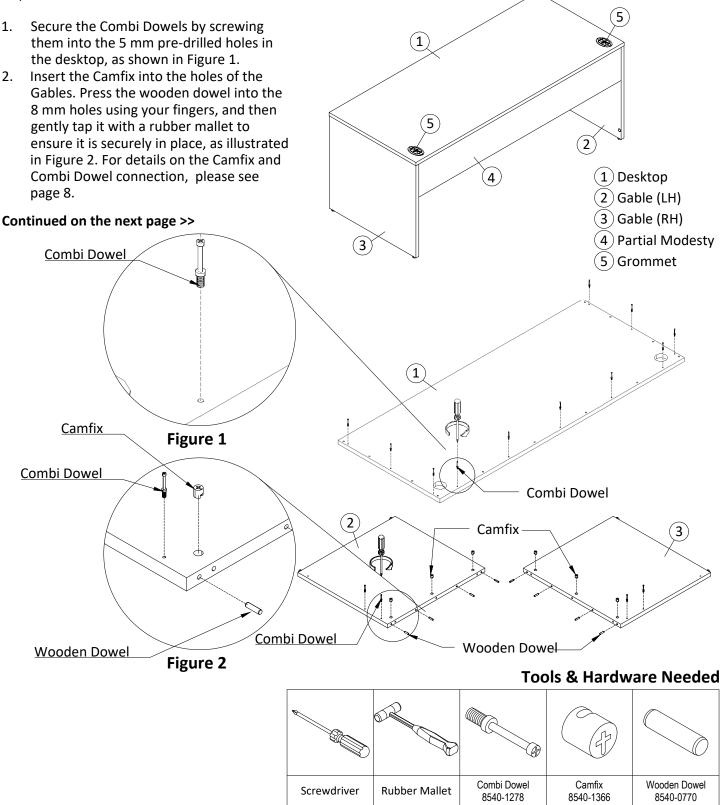
Figure 7



#### **Tools & Hardware Needed**

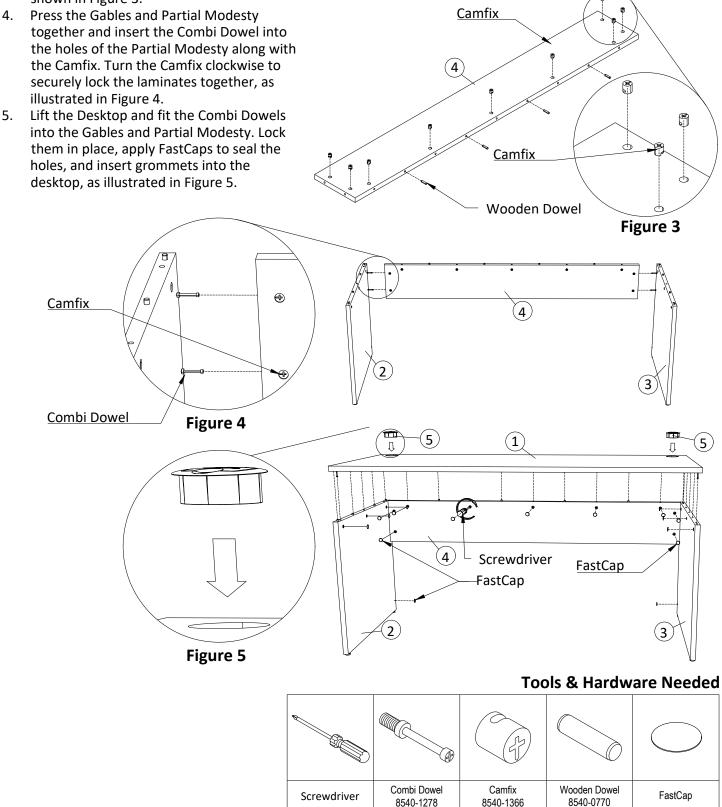
# **Straight Desk, Partial Modesty**

**NOTE:** A minimum of two people are required to perform this installation.



# **Straight Desk, Partial Modesty**

3. Repeat **Step 2** for the Partial Modesty, as shown in Figure 3.



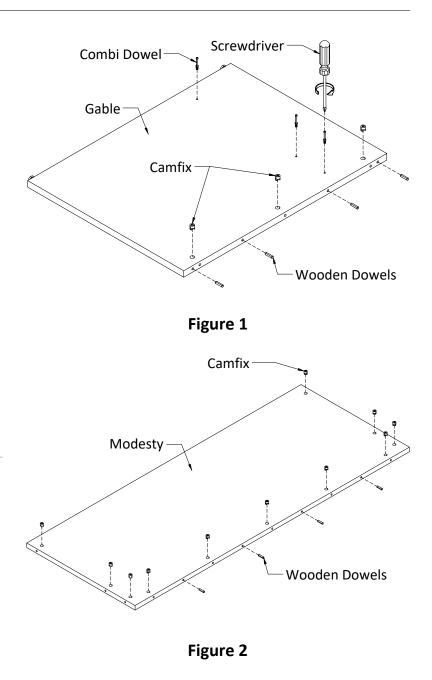
### **Arc Desk**

- Lay the gable down on a flat surface and 1. screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and insert the camfix inside the pre-drilled holes, as shown in Figure 1. Repeat the same process for the other gable.
- Bring in the modesty panel and insert the 2. camfix inside the pre-drilled holes and wooden dowels into 8mm holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

Figure 3

Camfix

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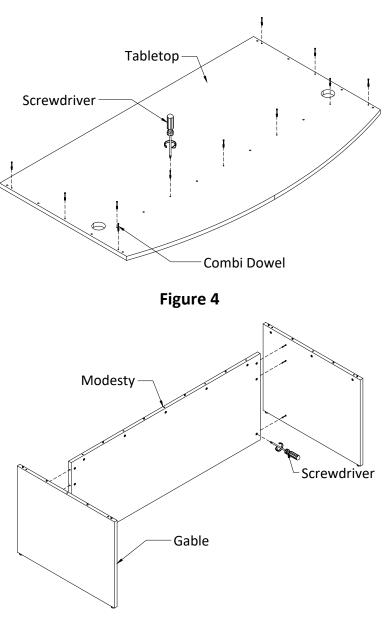


### **Tools & Hardware Needed**

Combi Dowel

### Arc Desk

- 4. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4.
- 5. Bring in the gable and insert the exposed part of the combi dowels into the pre-drilled holes of the modesty panel. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5. Repeat the same process with the other gable.







### Arc Desk

- 6. Lift the tabletop and insert the exposed part of the combi dowels into the pre-drilled holes of the gables and modesty panel. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop, as shown in Figure 6.
- 7. Figure 7 shows the complete assembly of Freestanding Arc Desk.

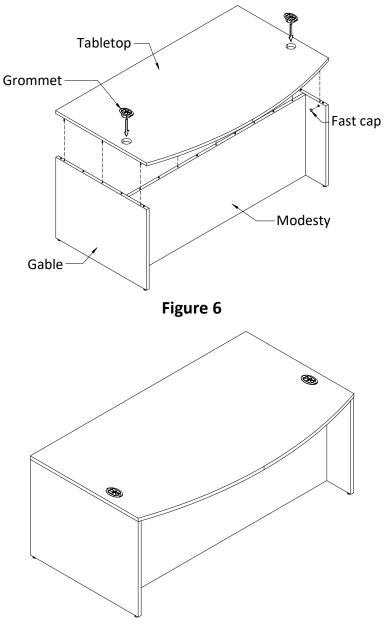
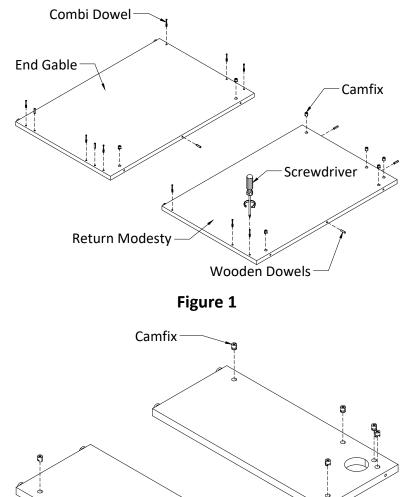


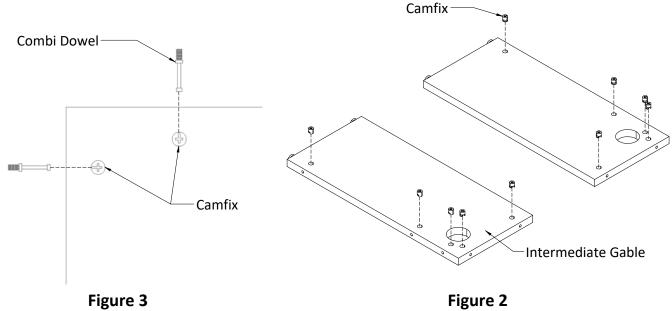
Figure 7



# **5-Sided Corner Unit**

- Lay the end gable down on flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and insert the camfix inside the pre-drilled holes, as shown in Figure 1. Repeat the same process for the return modesty.
- 2. Bring in the intermediate gables and insert the camfix inside the pre-drilled holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.



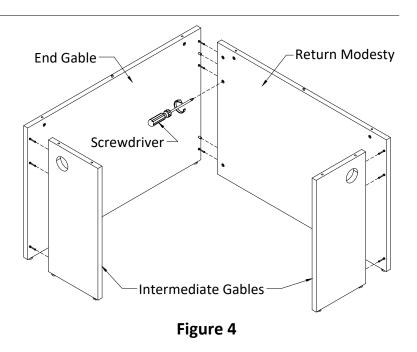


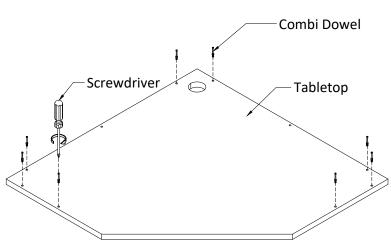


# **5-Sided Corner Unit**

- 4. Bring the end gable and insert the exposed part of the combi and wooden dowels into the pre-drilled holes of the return modesty. Lock all of the camfix and combi dowels using a screwdriver. Bring in the intermediate gable and insert the exposed part of combi dowels of end gable into pre-drilled holes and lock all of the camfix and combi dowels using screwdriver. Repeat the same process for the other intermediate gable, as shown in Figure 4.
- 5. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 5.

#### Continued on the next page >>









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# **5-Sided Corner Unit**

- 6. Lift the tabletop and insert the exposed part of the combi dowels into the pre-drilled holes of the end gable, return modesty and intermediate gables. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop and intermediate gables, as shown in Figure 6.
- 7. Figure 7 shows the complete assembly of 5-Sided Corner Unit.

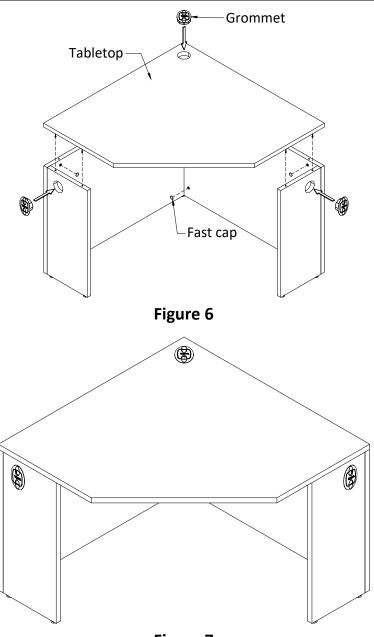


Figure 7

	loois & Hardware Needed			
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Fast Cap 8544-02-XXXX	Camfix 8540-1366	Wooden Dowel 8540-0770	Combi Dowel 8540-1278	Screwdriver

#### **Tools & Hardware Needed**

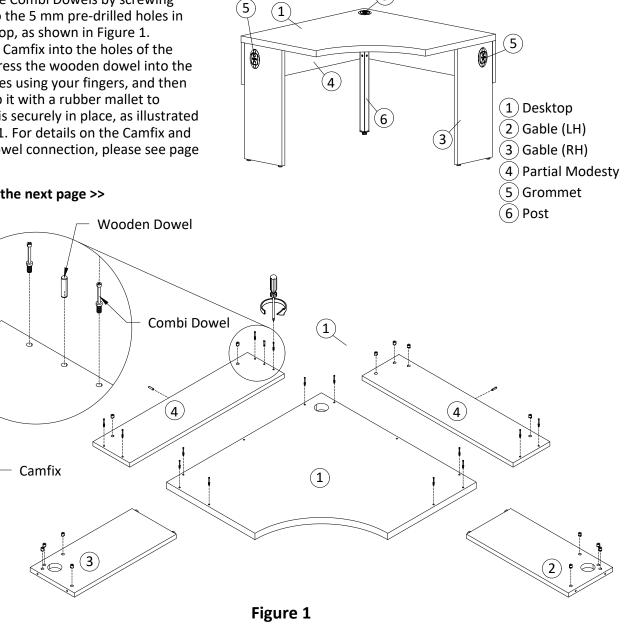
# **5-Sided Corner Unit, Partial Modesty**

NOTE: A minimum of two people are required to perform this installation.

- Secure the Combi Dowels by screwing 1. them into the 5 mm pre-drilled holes in the desktop, as shown in Figure 1.
- Insert the Camfix into the holes of the 2. Gables. Press the wooden dowel into the 8 mm holes using your fingers, and then gently tap it with a rubber mallet to ensure it is securely in place, as illustrated in Figure 1. For details on the Camfix and Combi Dowel connection, please see page 8.

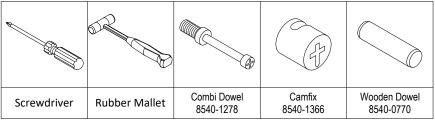
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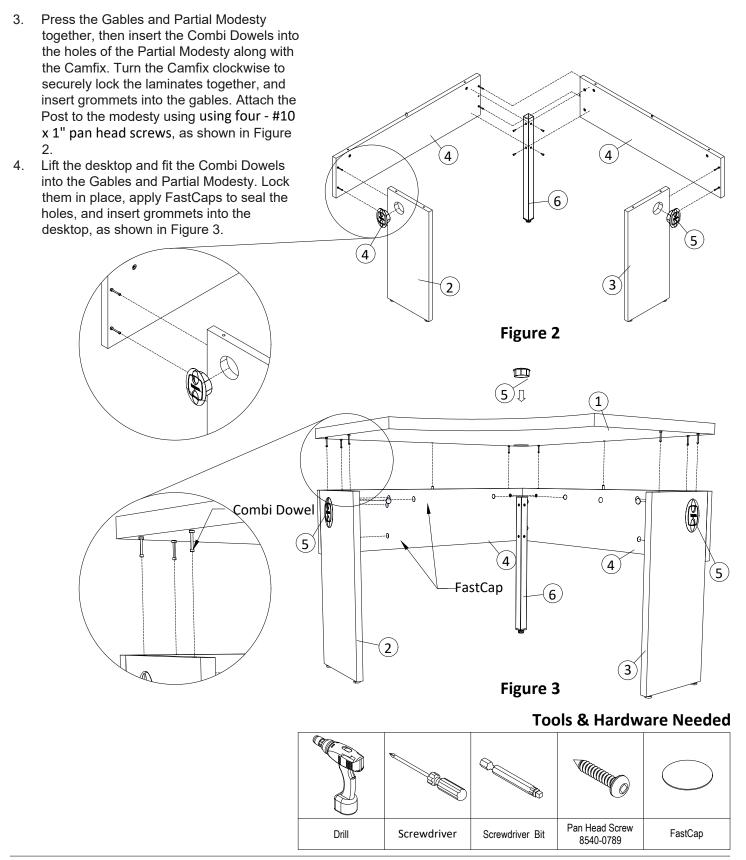


5)





### **5-Sided Corner Unit, Partial Modesty**

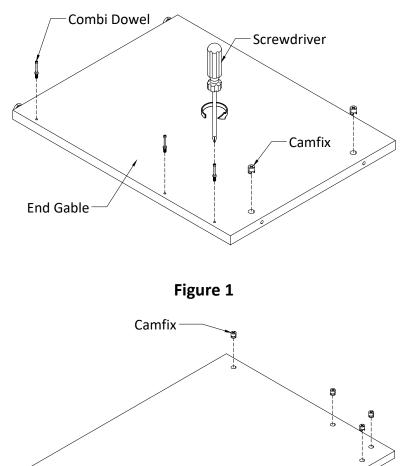


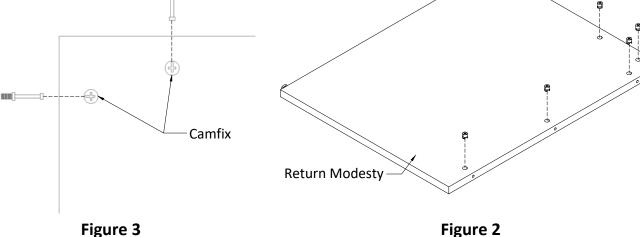
# **Straight Return, Full Modesty**

- Lay the end gable down on flat surface and 1. screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the return modesty down on flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

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Combi Dowel





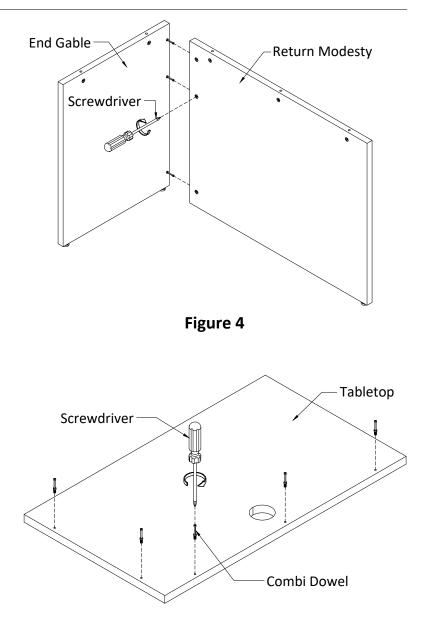




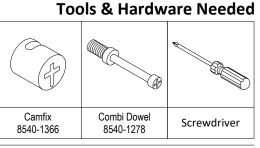
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# **Straight Return, Full Modesty**

- 4. Bring the end gable and insert the exposed part of the combi dowels into the pre-drilled holes of the return modesty. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 4.
- 5. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 5.







# **Straight Return, Full Modesty**

- 6. Lift the tabletop and insert the exposed part of the combi dowels into the pre-drilled holes of the end gable and return modesty. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop, as shown in Figure 6.
- 7. Figure 7 shows the complete assembly of Straight Return Worksurface.

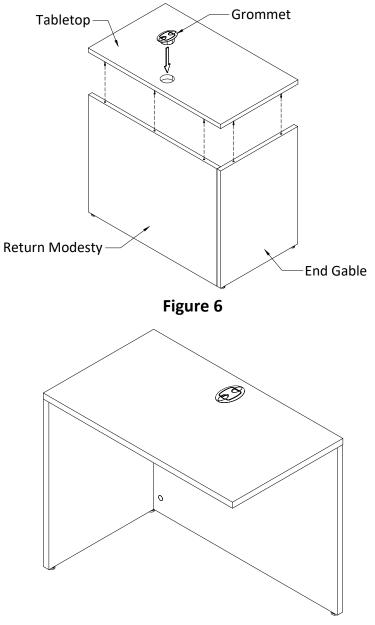
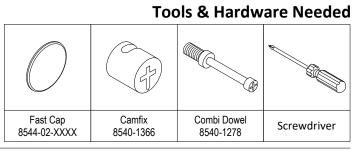


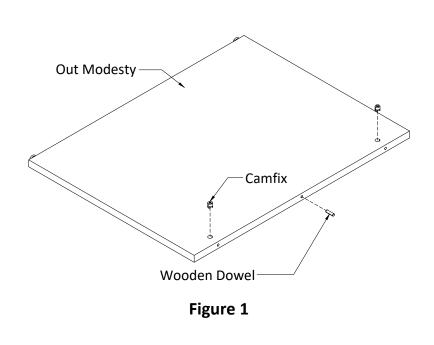
Figure 7

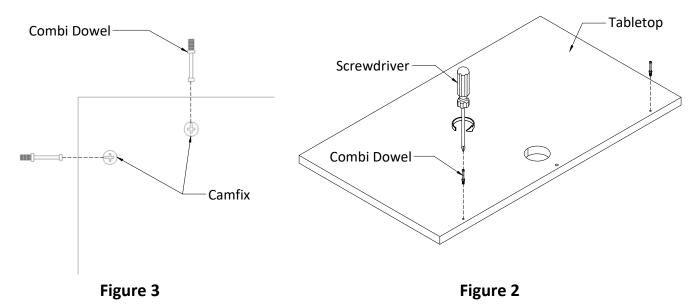


# Straight Bridge, Full Modesty

- 1. Lay the out modesty down on flat surface and Insert the camfix and wooden dowel inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

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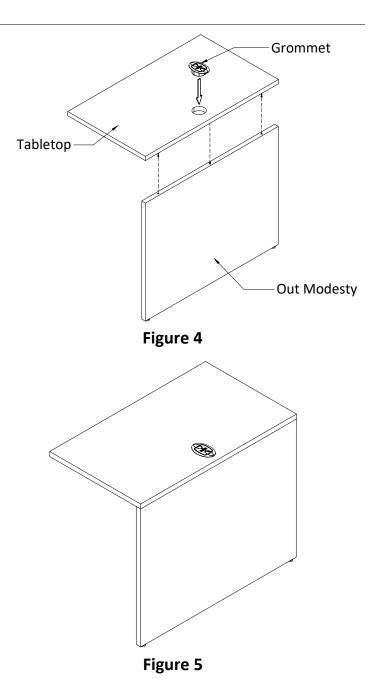




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# **Straight Bridge, Full Modesty**

- 4. Lift the tabletop and insert the exposed part of the combi dowels into the pre-drilled holes of the out modesty. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop, as shown in Figure 4.
- 5. Figure 5 shows the complete assembly of Straight Bridge Worksurface.





#### **Tools & Hardware Needed**

# **Connecting Adjoining Surfaces**

- 1. Position the straight return beside the freestanding desk. Adjust the glides to their lowest (zero) setting to ensure both surfaces are level, as shown in Figure 1.
- Attach the surfaces together using two mending plates and eight #10 x 1" pan head screws with a drill, as shown in Figure 2. Position the top mending plate 2 inches from the edge and the bottom mending plate 10 inches from the edge to maintain clearance for the cantilever support bracket.

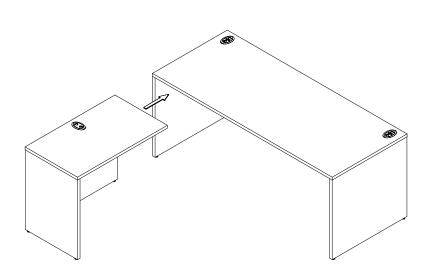


Figure 1

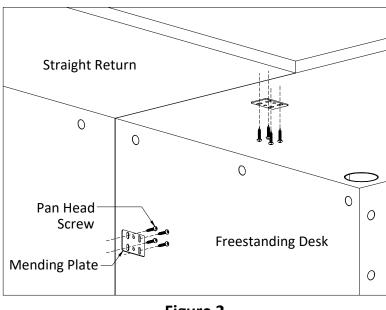
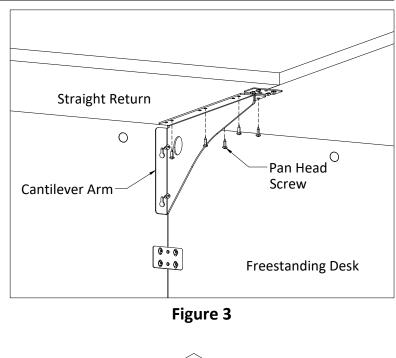


Figure 2



# **Connecting Adjoining Surfaces**

- Attach the cantilever arm to the straight return and freestanding desk using eight #10 x 11/16" pan head screws and a drill, as shown in Figure 3. Position the cantilever arm so it is centered at the junction where the two surfaces meet.
- 4. Figure 4 shows the complete assembly of Straight Return attached to Freestanding Desk.



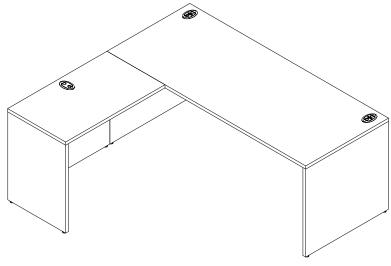


Figure 4



- 1. Lay the end gable down on flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the in-modesty down on flat surface and Insert the camfix inside the pre-drilled holes and wooden dowels in the 8 mm pre-drilled holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

Figure 3

#### Continued on the next page >>

Combi Dowel

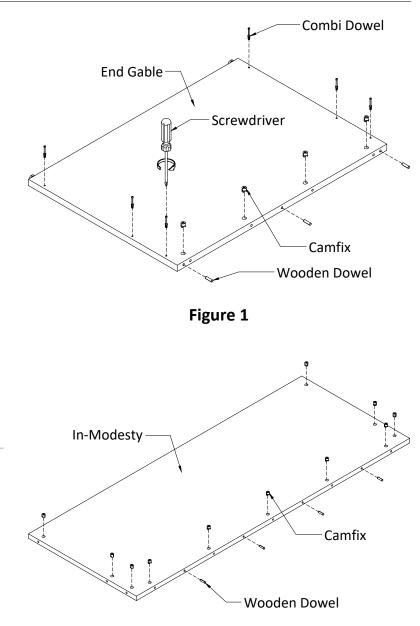
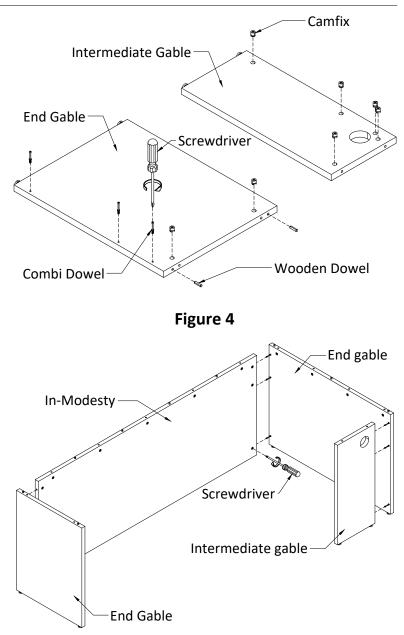


Figure 2



Camfix

- 4. Lay the end gable down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the camfix in the pre-drilled holes and Insert the wooden dowels in the 8 mm holes, as shown in Figure 4. Repeat the same process for the intermediate gable.
- 5. Bring the end gable and insert the exposed part of the combi dowel into the pre-drilled holes of the in-modesty. Lock all of the camfix and combi dowels using a screwdriver. Bring in the intermediate gable and insert the exposed part of the combi dowels of end gable into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Repeat the same process for the other end gable, as shown in Figure 5.







- Lay the tabletop down on a flat surface and 6. screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 6.
- Lift the tabletop and insert the exposed part 7. of the combi dowels into the pre-drilled holes of the end gables, in-modesty and intermediate gables. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop and intermediate gables, as shown in Figure 7.

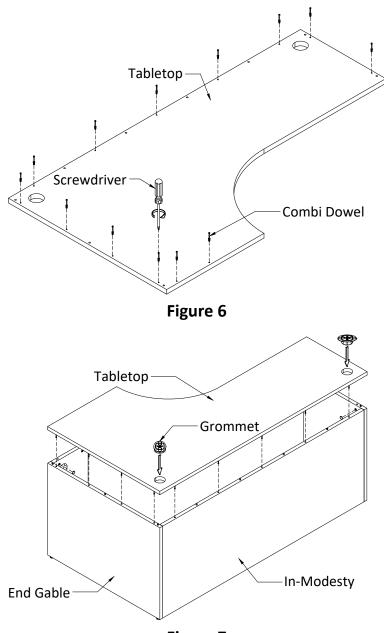
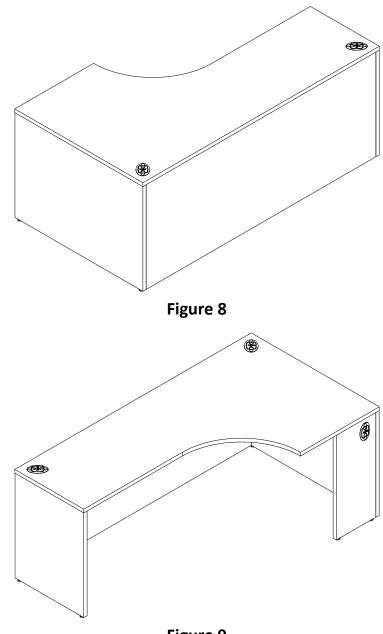


Figure 7

	Tools & Hardware Needed			
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Fast Cap 8544-02-XXXX	Wooden Dowel 8540-0770	Camfix 8540-1366	Combi Dowel 8540-1278	Screwdriver

8. Figure 8 and Figure 9 shows the complete assembly of Unitized Desk.





- Lay the end gable down on flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and Insert the camfix inside the pre-drilled holes, as shown in Figure 1. Apply the fast cap to seal the unused hole. Repeat the same process for the intermediate gable.
- 2. Lay the modesty down on flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and Insert the camfix inside the pre-drilled holes, as shown in Figure 2. Repeat the same process for the other modesty.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

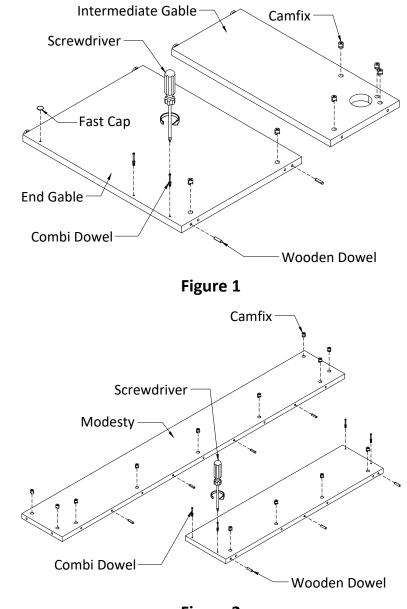
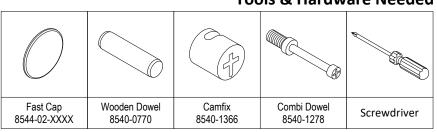


Figure 3

Camfix

Figure 2



#### **Tools & Hardware Needed**

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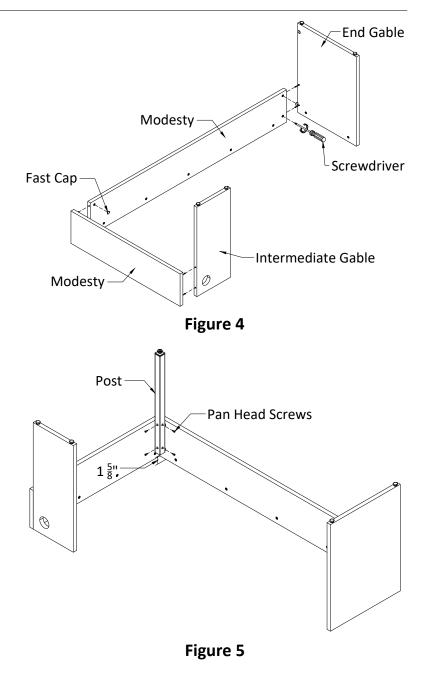
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Combi Dowel

mmi)

- 4. Bring the end gable and insert the exposed part of the combi dowel into the pre-drilled holes of the modesty. Lock all of the camfix and combi dowels using a screwdriver. Bring in the intermediate gable and insert the exposed part of the combi dowels from the modesty into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Repeat the same process for the modesty-to-modesty connection, as shown in Figure 4.
- 5. Bring in the post and attach it to both modesties using two #10 x 1" pan head screws per side with a drill. Ensure there is a gap of  $1\frac{5}{8}$ " between the top of the post and upper side of the modesty, as shown in Figure 5.

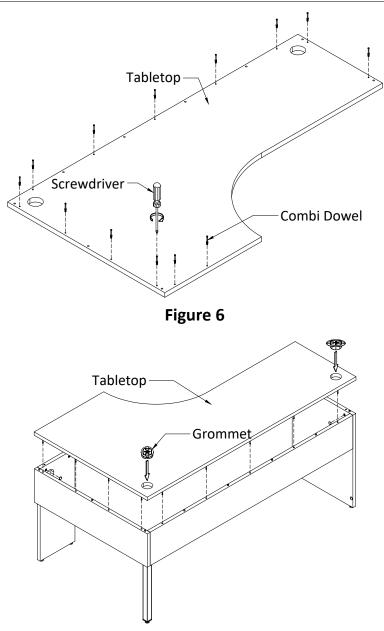
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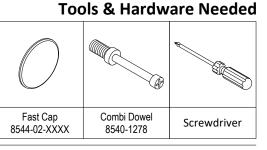
			$\bigcirc$	
Pan Head Screw 8540-0789	Robertson Bit #2	Drill	Fast Cap 8544-02-XXXX	Screwdriver

#### **Tools & Hardware Needed**

- 6. Lay the tabletop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 6.
- 7. Flip the gables, modesty and post assembly. Lift the tabletop and insert the exposed part of the combi dowels into the pre-drilled holes of the gables, modesty and post. Using a screwdriver, lock the camfix and combi dowels, then apply the fast caps to seal the holes. Insert the grommets into the provided grommet holes on the tabletop and intermediate gables, as shown in Figure 7.







8. Figure 8 and Figure 9 shows the complete assembly of Unitized Desk with Post.

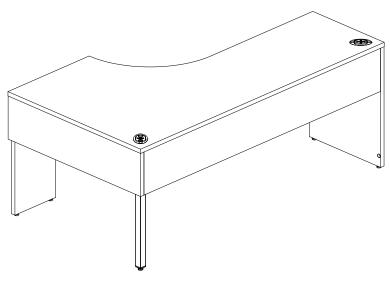


Figure 8

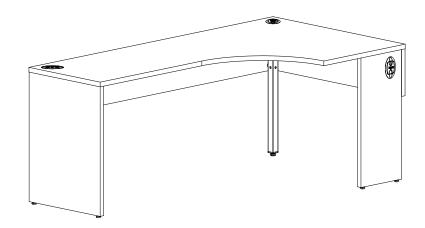
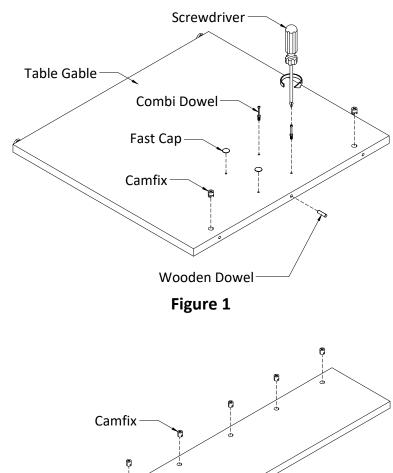


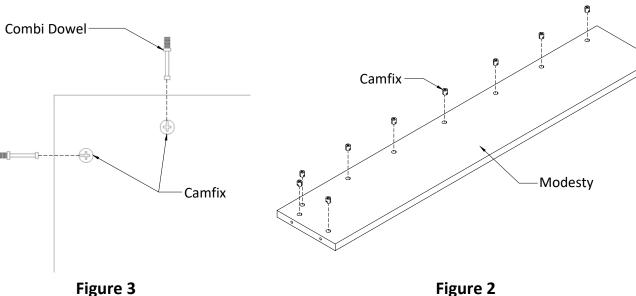
Figure 9

## **D-Table**

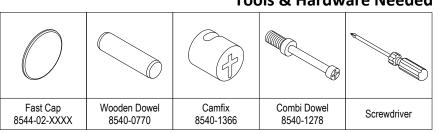
- 1. Lay the table gable down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver. It is important to pre-determine which holes will be used to attach the modesty. Apply fast caps to the unused holes. Insert the wooden dowel in the 8mm holes. Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the modesty down on flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

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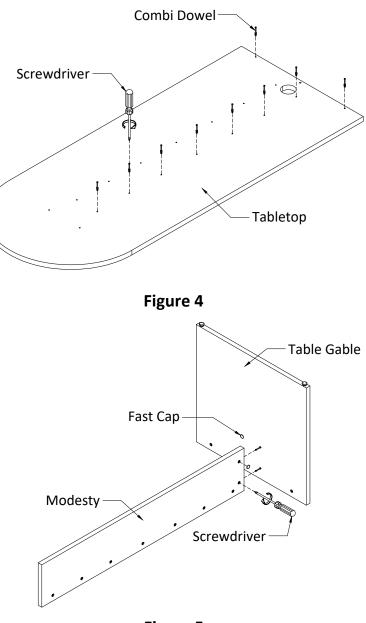




## **D-Table**

- 4. Lay the tabletop down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4. It is important to match the hole positions based on those used for gable.
- 5. Bring in the table gable and insert the exposed part of the combi dowels into the pre-drilled holes of the modesty. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5.

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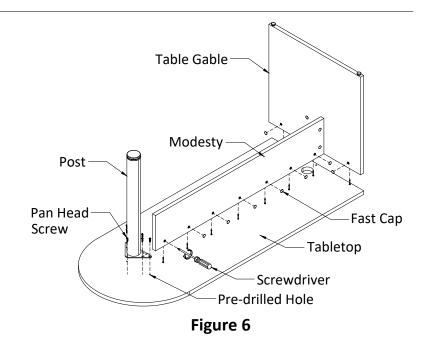






## **D-Table**

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Insert the exposed part of combi dowels into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Apply fast caps to seal the holes. Attach the post to the tabletop using #10 x 1" pan head screws and a drill, as shown in the Figure 6.
- Flip the table to an upright position. Insert the grommet cap into the provided grommet hole. Adjust the glides if required. Figure 7 shows the complete assembly of D-Table.



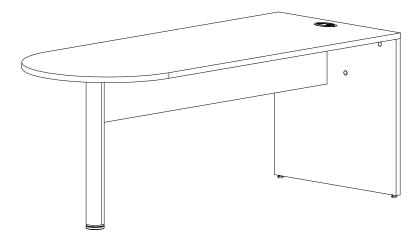
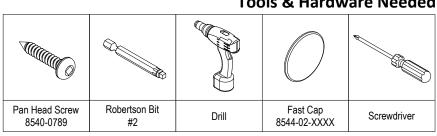


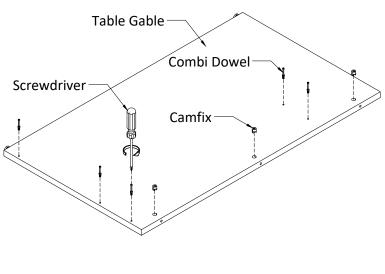
Figure 7



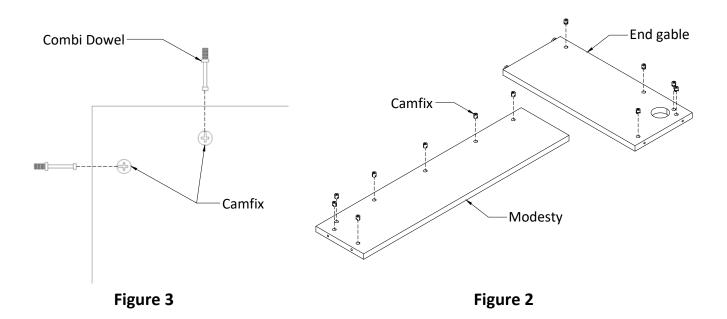
## **F-Table**

- 1. Lay the table gable down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver. Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the modesty down on flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 2. Repeat the same process for the end gable.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

#### Continued on the next page >>









## **F-Table**

- 4. Lay the tabletop down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4.
- 5. Bring in the table gable and insert the exposed part of the combi dowels into the pre-drilled holes of the end gable. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5. Apply the fast caps to seal the holes. Repeat the same process for the modesty.

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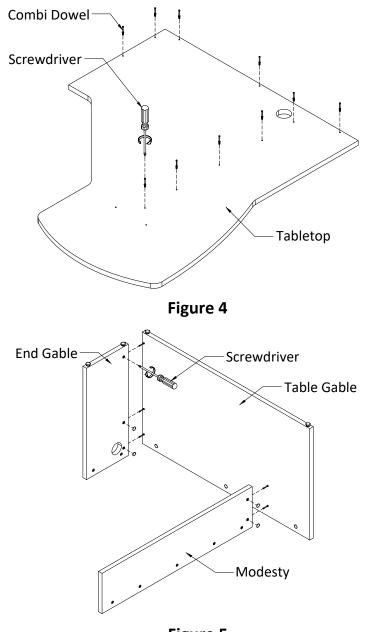
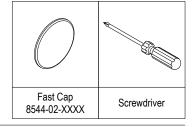
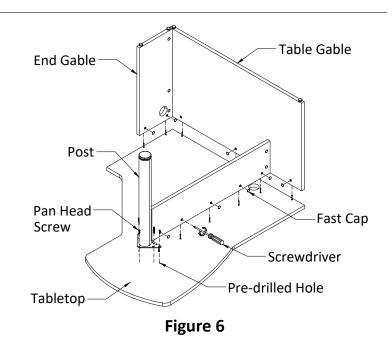


Figure 5



## **F-Table**

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Insert the exposed part of combi dowels into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Apply fast caps to seal the holes. Attach the post to the tabletop using #10 x 1" pan head screws and a drill, as shown in the Figure 6.
- Flip the table to an upright position. Insert the grommet cap into the provided grommet hole. Adjust the glides if required. Figure 7 shows the complete assembly of F-Table.



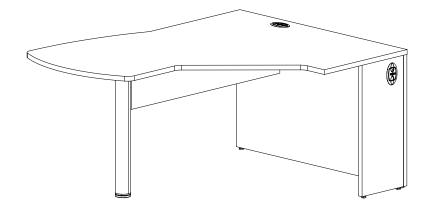


Figure 7

		Tools & Hardware Needed		
All Composition			$\bigcirc$	
Pan Head Screw 8540-0789	Robertson Bit #2	Drill	Fast Cap 8544-02-XXXX	Screwdriver

## J-Table

- 1. Lay the table gable down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver. Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the modesty down on flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 2. Repeat the same process for the end gable.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

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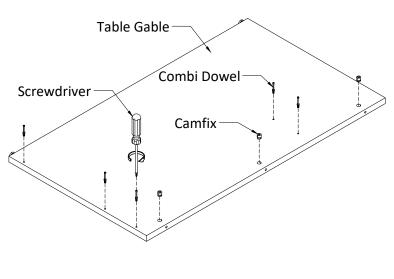
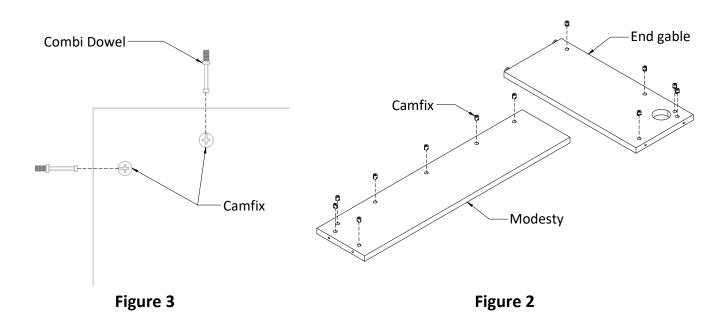


Figure 1



# Tools & Hardware Needed

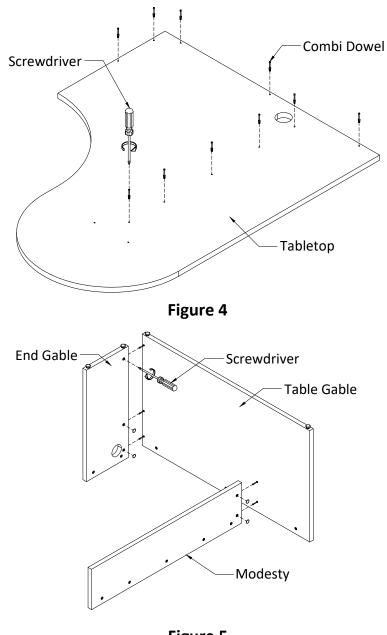


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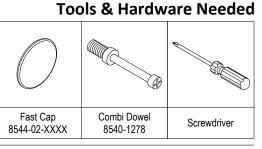
## J-Table

- 4. Lay the tabletop down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4.
- 5. Bring in the table gable and insert the exposed part of the combi dowel into the pre-drilled holes of the end gable. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5. Apply the fast caps to seal the holes. Repeat the same process for the modesty.

#### Continued on the next page >>







## J-Table

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Insert the exposed part of combi dowels into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Apply fast caps to seal the holes. Attach the post to the tabletop using #10 x 1" pan head screws and a drill, as shown in the Figure 6.
- Flip the table to an upright position. Insert the grommet cap into the provided grommet hole. Adjust the glides if required. Figure 7 shows the complete assembly of J-Table.

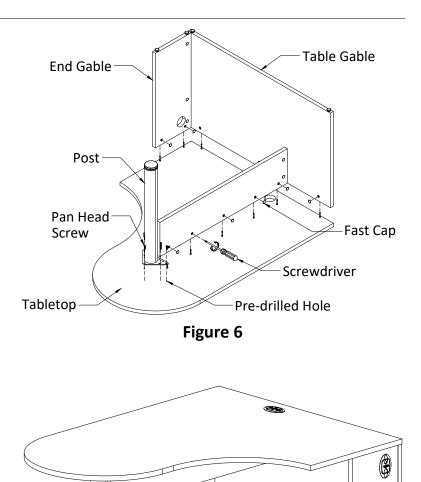


Figure 7

_			Tools & Hardware Needed			
				$\bigcirc$		
	Pan Head Screw 8540-0789	Robertson Bit #2	Drill	Fast Cap 8544-02-XXXX	Screwdriver	

## **P-Table**

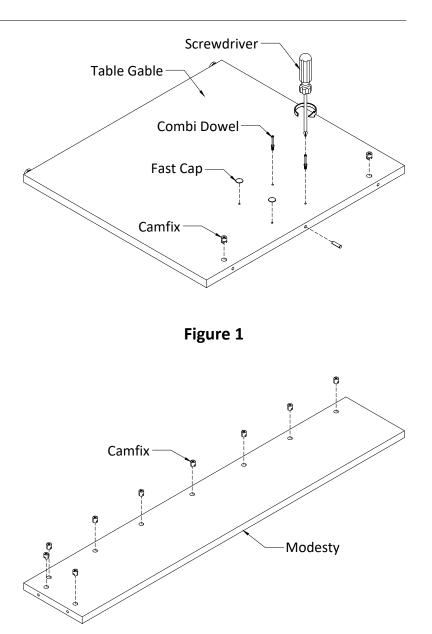
- 1. Lay the table gable down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver. It is important to pre-determine which holes will be used to attach the modesty. Apply fast caps to the unused holes. Insert the wooden dowel in the 8mm holes. Insert the camfix inside the pre-drilled holes, as shown in Figure 1.
- 2. Lay the modesty down on flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.

Figure 3

Camfix

#### Continued on the next page >>

Combi Dowel



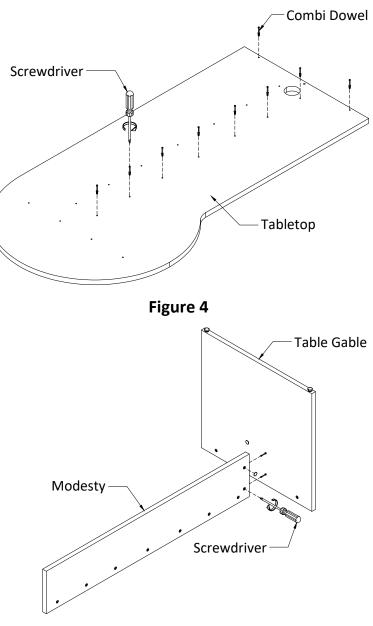


Fools & Hardware IveededImage: Star Cap<br/>8544-02-XXXXImage: Star Cap<br/>8540-0770Image: Star Cap<br/>8540-1366Image: Star Cap<br/>8540-1278Image: Star Cap<br/>Screwdriver

## **P-Table**

- 4. Lay the tabletop down on flat surface and screw in the combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 4.
- 5. Bring in the table gable and insert the exposed part of the combi dowel into the pre-drilled holes of the end gable. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 5. Apply the fast caps to seal the holes.

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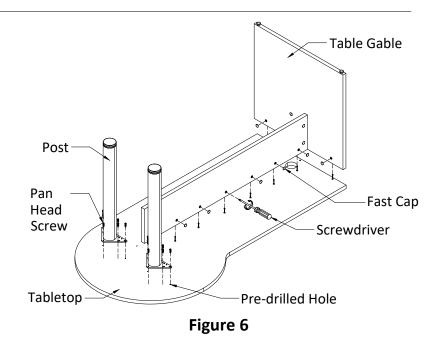






## **P-Table**

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Insert the exposed part of combi dowels into the pre-drilled holes and lock all of the camfix and combi dowels using a screwdriver. Apply fast caps to seal the holes. Attach the posts to the tabletop using #10 x 1" pan head screws and a drill, as shown in the Figure 6.
- Flip the table to an upright position. Insert the grommet cap into the provided grommet hole. Adjust the glides if required. Figure 7 shows the complete assembly of P-Table.



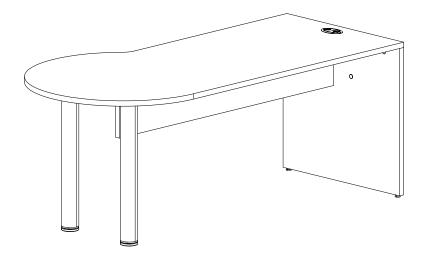


Figure 7

	I OOIS & Hardware Needed				
			$\bigcirc$		
Pan Head Screw 8540-0789	Robertson Bit #2	Drill	Fast Cap 8544-02-XXXX	Screwdriver	

## **O-Table**

- Lay the modesty down on a flat surface and Insert the quickfit dowels by pushing them into the pre-drilled holes. Insert the wooden dowels into the 8mm holes. Attach the 90° bracket with 6 holes to the modesty using three #10 x 1" pan head screws and a drill, as shown in Figure 1. Make sure the top of the 90° bracket aligns with the top edge of the panels.
- Lay the return gable down on flat surface and Insert the wooden dowels into the 8mm holes. Insert the camfix into the pre-drilled holes. Attach the 90° bracket with 6 holes to the modesty using three #10 x 1" pan head screws and a drill, as shown in Figure 2.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the quickfit dowel is to be inserted, as shown in Figure 3.

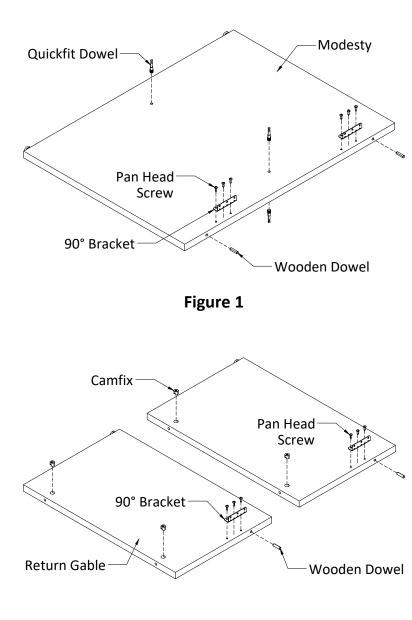
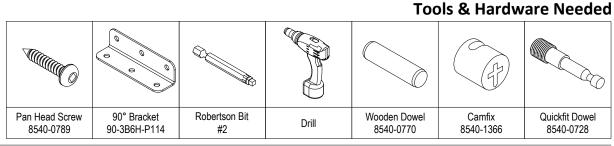


Figure 3

Camfix

Figure 2



#### Continued on the next page >>

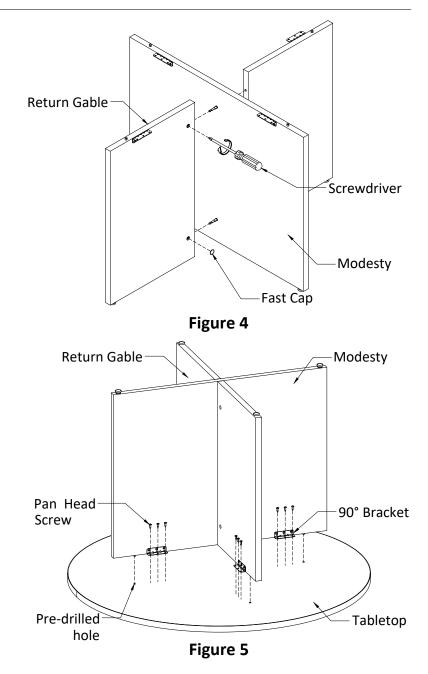
Quickfit Dowel-

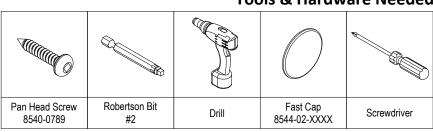
#### Union Quickship 49

## **O-Table**

- 4. Bring in the modesty and Insert the exposed part of the quickfit dowel into the pre-drilled holes of the return gable. Lock all of the camfix and quickfit dowels using a screwdriver, as shown in Figure 4. Apply the fast caps to seal the holes. Repeat the same process for the other return gable.
- 5. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Attach the tabletop to the gables and modesty using #10 x 1" pan head screws and a drill, as shown in the Figure 5.

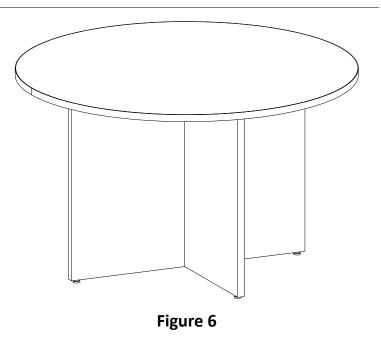
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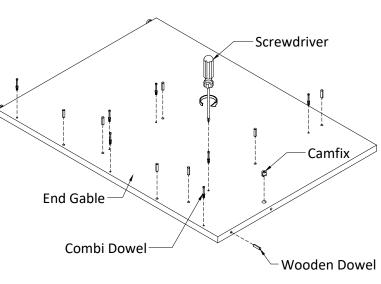


## **O-Table**

6. Flip the table to an upright position. Adjust the glides if required. Figure 6 shows the complete assembly of O-Table.



- Lay the end gable down on flat surface and 1. screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and Insert the camfix inside the pre-drilled holes, as shown in Figure 1. Repeat the same process for the other gable.
- 2. Lay the modesty down on flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver, Insert the wooden dowels in the 8mm holes and Insert the camfix inside the pre-drilled holes, as shown in Figure 2. Repeat the same process for the other modesty.
- The camfix needs to be inserted so that the 3. arrow on the camfix faces the direction in which the combi dowel is to be inserted, as shown in Figure 3.





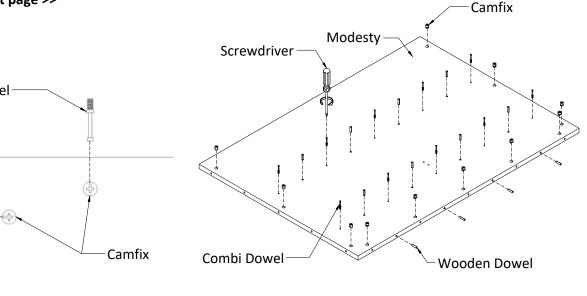


Figure 2



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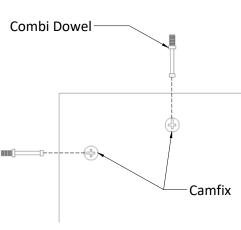


Figure 3



- 4. Lay the worksurface down on a flat surface and Insert the camfix inside the pre-drilled holes. Attach the 90° bracket to the worksurface using four #8 x  $\frac{5}{8}$ " pan head screws and a screwdriver, as shown in Figure 3. Ensure the top edge of bracket is flush with the top edge of modesty.
- 5. Lay the countertop down on a flat surface and screw the combi dowels provided into the 5mm pre-drilled holes using a screwdriver. Lay the shelf down on a flat surface and Insert the camfix inside the pre-drilled holes, as shown in Figure 5.

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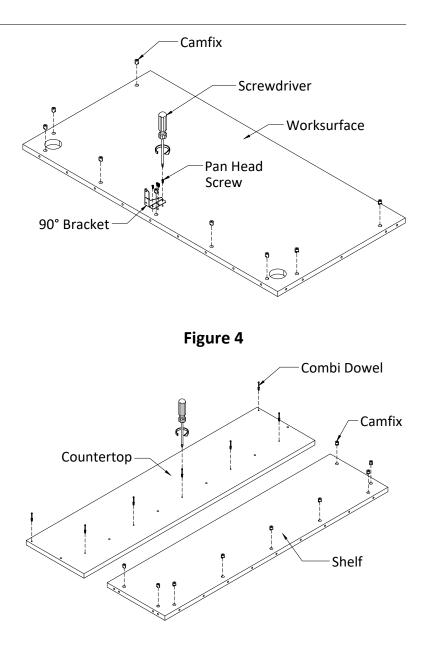
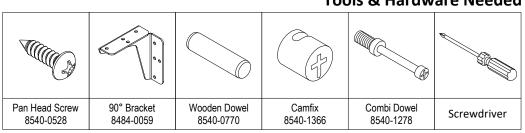
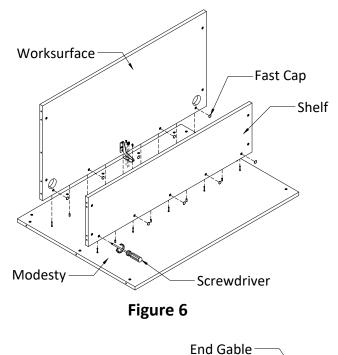


Figure 5



- 6. Lay the modesty down on a flat surface and insert the exposed part of the combi dowels into the pre-drilled holes of the worksurface. Lock all of the camfix and combi dowels using a screwdriver. Attach the 90° bracket to the modesty using four #8 x <sup>5</sup>/<sub>8</sub>" pan head screws and a screwdriver, as shown in the Figure 6. Apply fast caps to seal the holes. Repeat the same process for the shelf.
- 7. Bring in the end gables and insert the exposed part of the combi dowels into the pre-drilled holes of the modesty and worksurface assembly. Lock all of the camfix and combi dowels using a screwdriver, as shown in Figure 7. Apply fast caps to seal the holes.

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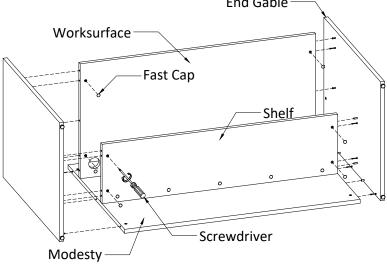
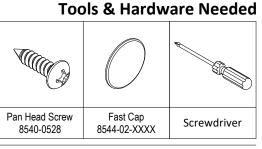
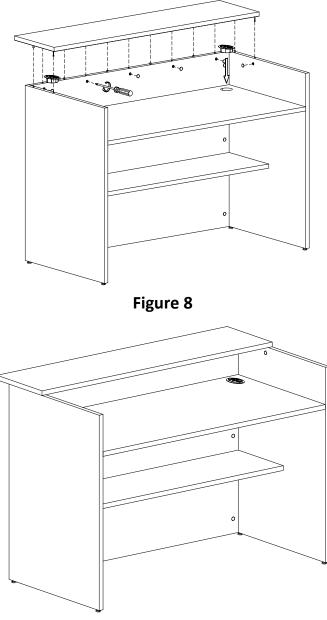


Figure 7

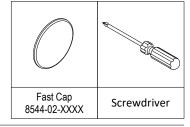


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- 8. Flip the desk into an upright position and insert the grommet caps into the grommet holes. Insert the exposed part of the combi dowels from the countertop into the modesty and gables, and lock all the camfix and combi dowels using a screwdriver, as shown in Figure 8. Apply the fast caps to seal the holes.
- 9. Figure 9 shows the complete assembly of Service Write-Up Desk.

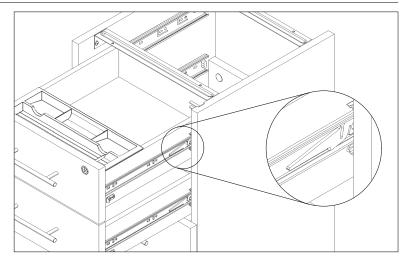




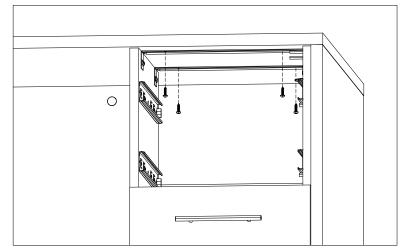


## **Underdesk Pedestal**

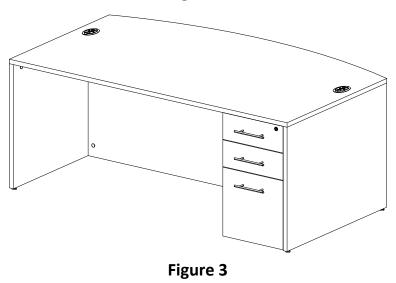
- Remove the drawers from the pedestal by 1. disengaging the tabs located on the sides: press down on the right-side tab and lift up on the left-side tab, then pull the drawer outward, as shown in Figure 1.
- 2. Slide the pedestal under the surface at the desired location. Adjust the pedestal glides if necessary. Ensure the drawer faces are flush with the edge of the surface. Attach the pedestal to the surface with four #10 x  $^{11}/_{16}$ " pan head screws, as shown in Figure 2. 3. Insert the drawers back into the pedestal.
- Figure 3 shows the completed assembly.

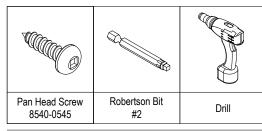






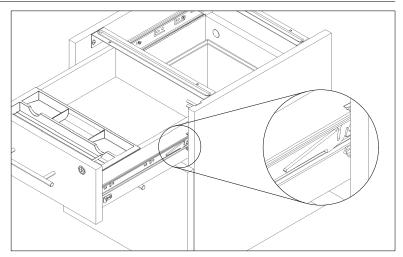




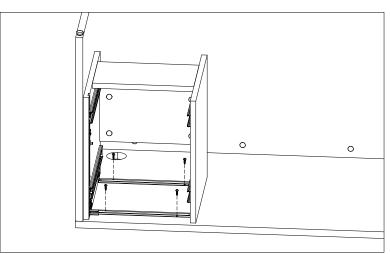


## **Suspended Pedestal**

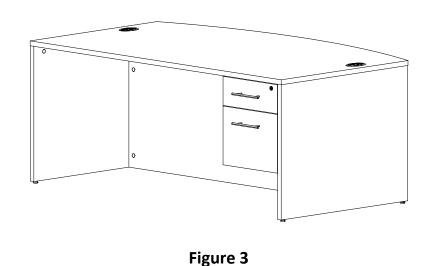
- 1. Remove the drawers from the pedestal by disengaging the tabs located on the sides: press down on the right-side tab and lift up on the left-side tab, then pull the drawer outward, as shown in Figure 1.
- Invert the pedestal and position it over the inverted desk. Ensure the drawer faces are flush with the edge of the surface. Attach the pedestal to the surface with four #10 x 11/16" pan head screws, as shown in Figure 2.
- 3. Flip the desk into an upright position. Insert the drawers back into the pedestal. Figure 3 shows the completed assembly.

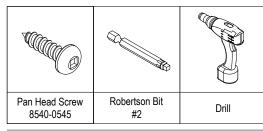












## Wall-mounted Overhead Storage

- Use a stud finder to locate the studs in the wall and make marks to indicate their positions.
- 2. Mark the location of the Wooden Cleat on the wall, ensuring that it aligns with the previously marked studs. It is recommended to set the height at 50 inches from the floor to the bottom of the Wooden Cleat. Refer to Figure 1 for size guidelines when mounting the anchor or fastener on the wall.
- Level the Wooden Cleat using the appropriate anchors or fasteners according to the wall and stud type. Be sure to leave a space of 1-1/2 inches free of screws and holes to properly secure the overhead storage unit (see Figure 2).

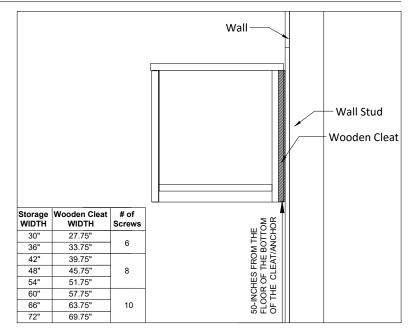


Figure 1

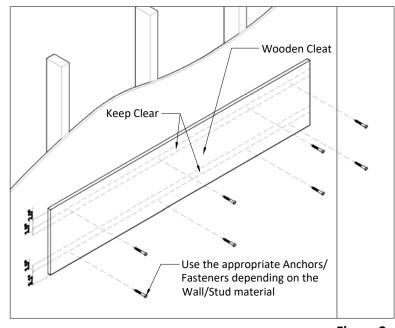
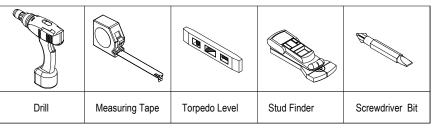


Figure 2

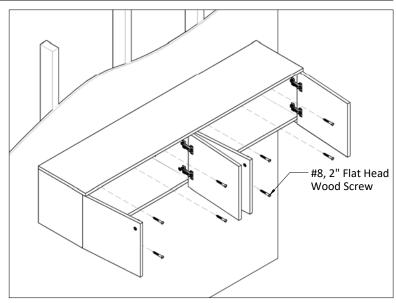
#### **Tools & Hardware Needed**



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## Wall-mounted Overhead Storage

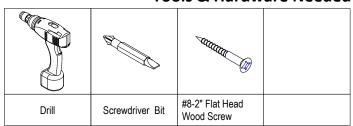
- 4. Hang the overhead storage unit on the installed wooden cleat. Secure it using #8-2" flat head screws through the pre-drilled holes located inside the back panel of the overhead storage, into the wooden cleat (see Figure 3).
- 5. Cover the exposed screws with the provided FastCap.
- \*\*Notes:\*\*
- Ensure there are no electrical wires obstructing the path of the screws.





## 

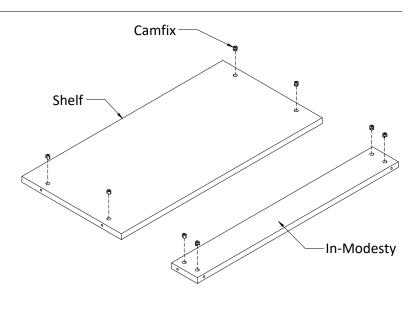
It is the owner's responsibility to ensure that the wall type and construction is of sufficient strength to carry the loads of the overhead storage unit and its contents. Failure of the wall to support all imposed loads may result in property damage and/or personal injury. When in doubt, the use of other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



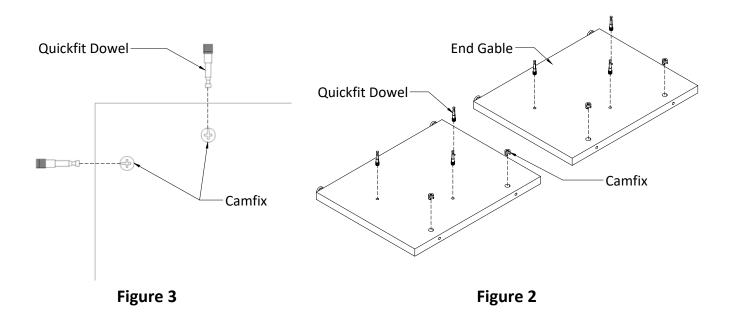
## **Coffee Table with Shelf**

- 1. Lay the in-modesty down on a flat surface and Insert the camfix into the pre-drilled holes, as shown in Figure 1. Repeat the same process for the shelf.
- 2. Lay the end gable down on flat surface and Insert the quickfit dowels by pushing them into the pre-drilled holes. Insert the camfix into the pre-drilled holes, as shown in Figure 2. Repeat the same process for the other end gable.
- 3. The camfix needs to be inserted so that the arrow on the camfix faces the direction in which the quickfit dowel is to be inserted, as shown in Figure 3.

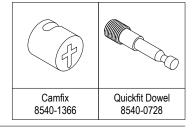
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#### **Tools & Hardware Needed**



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## **Coffee Table with Shelf**

- 4. Bring in the end gable and Insert exposed part of the quickfit dowels into the pre-drilled holes of the in-modesty and shelf simultaneously. Lock all of the camfix and quickfit dowels using a screwdriver, as shown in Figure 4. Apply the fast caps to seal the holes. Repeat the same process for the other end gable.
- 5. Lay the tabletop on a flat surface and Insert the quickfit dowels by pushing them into the pre-drilled holes, as shown in the Figure 5.

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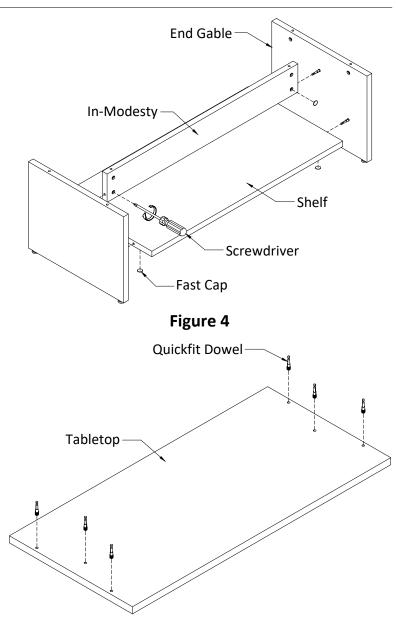
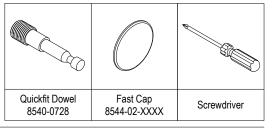
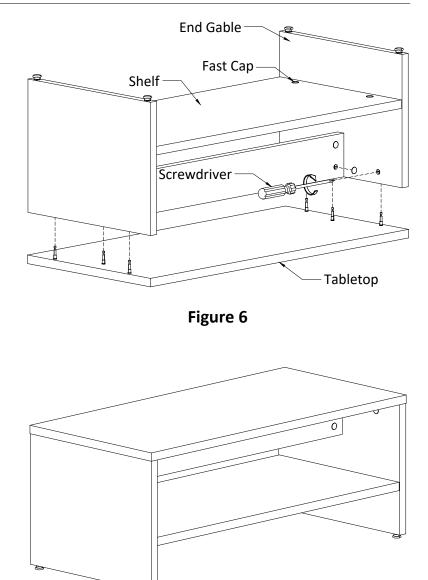


Figure 5

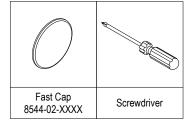


## **Coffee Table with Shelf**

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and Insert the exposed part of quickfit dowels into the pre-drilled holes and lock all of the camfix and quickfit dowels using a screwdriver, as shown in the Figure 6. Apply the fast caps to seal the holes.
- 7. Flip the table to an upright position. Adjust the glides if required. Figure 7 shows the complete assembly of Coffee Table with Shelf.



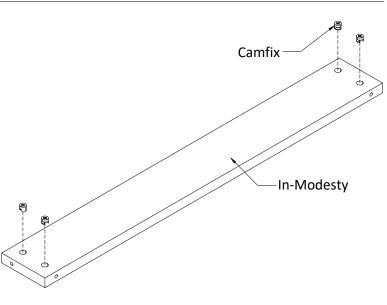




## **Coffee Table without Shelf**

- Lay the in-modesty down on a flat surface 1. and Insert the camfix into the pre-drilled holes, as shown in Figure 1.
- 2. Lay the end gable down on flat surface and Insert the quickfit dowel by pushing it into the pre-drilled hole. Insert the camfix into the pre-drilled holes, as shown in Figure 2. Repeat the same process for the other end gable.
- The camfix needs to be inserted so that the 3. arrow on the camfix faces the direction in which the quickfit dowel is to be inserted, as shown in Figure 3.

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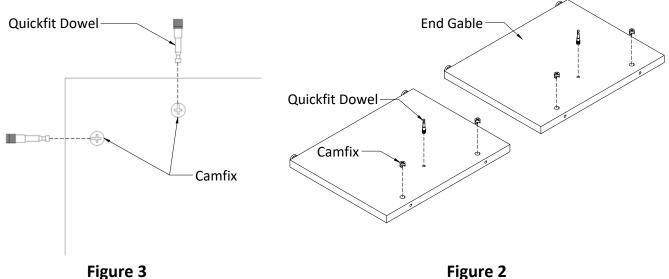
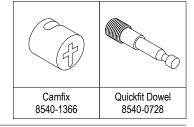


Figure 2

#### **Tools & Hardware Needed**



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## **Coffee Table without Shelf**

- 4. Bring in the end gable and Insert exposed part of the quickfit dowel into the pre-drilled holes of the in-modesty. Lock all of the camfix and quickfit dowels using a screwdriver, as shown in Figure 4. Apply the fast caps to seal the holes. Repeat the same process for the other end gable.
- 5. Lay the tabletop on a flat surface and Insert the quickfit dowels by pushing them into the pre-drilled holes, as shown in the Figure 5.

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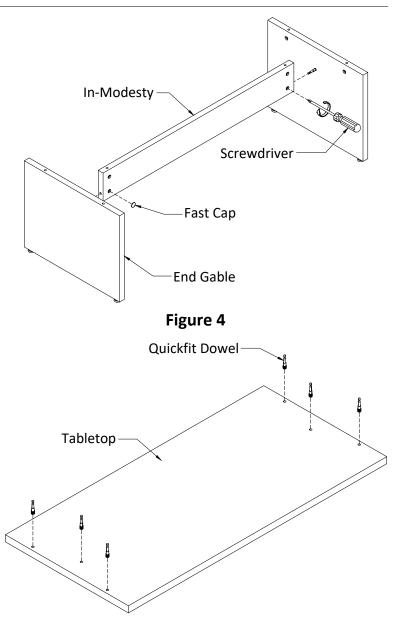
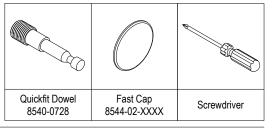
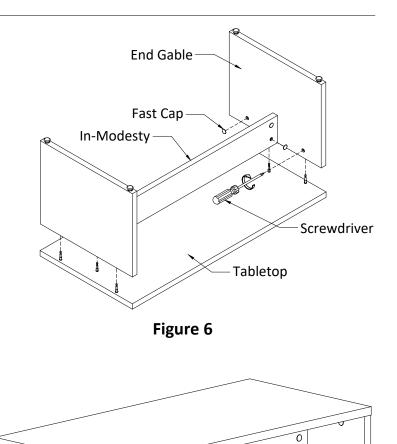


Figure 5

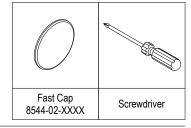


## **Coffee Table without Shelf**

- 6. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and Insert the exposed part of quickfit dowels into the pre-drilled holes and lock all of the camfix and quickfit dowels using a screwdriver, as shown in the Figure 6. Apply the fast caps to seal the holes.
- 7. Flip the table to an upright position. Adjust the glides if required. Figure 7 shows the complete assembly of Coffee Table without Shelf.

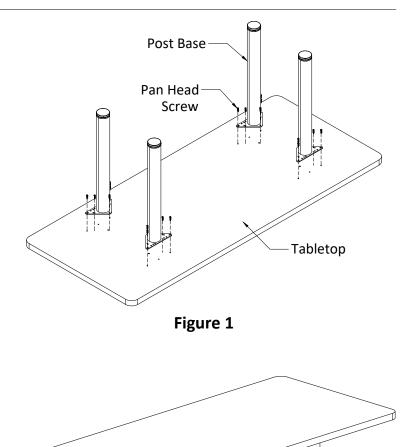






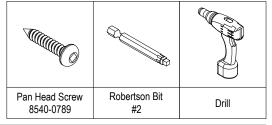
## **Conference Table with Post Base (1 Surface)**

- Lay the tabletop on a flat surface. Align the post base with the pre-drilled holes and attach the post base to the tabletop using #10 x 1" pan head screws and a drill, as shown in Figure 1.
- 2. Flip the assembly and adjust the glides if required. Figure 2 shows the complete assembly of the Conference Table with Post Base (1-Surface).





#### **Tools & Hardware Needed**



#### NOTE:

• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.

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## **Conference Table with Post Base (2 Surfaces)**

- Lay both of the tabletops on a flat surface. Insert two wooden dowels into the 8mm pre-drilled holes of one of the tabletops. Attach both tabletops so that the edges align. Insert the top bolts into the provided cutouts. Using a wrench, tighten all of the top bolts. Place the two mending plates 7 inches away from the edges of the surfaces on both sides and attach them using #10 x 1" pan head screws and a drill, as shown in Figure 1.
- Align the post base with the pre-drilled holes of tabletop and attach the post base to the tabletop using #10 x 1" pan head screws and a drill, as shown in Figure 2.

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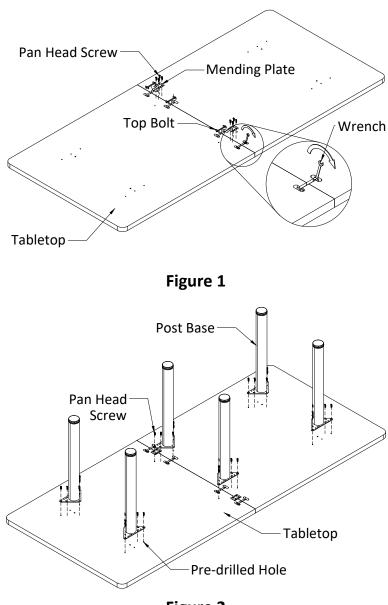
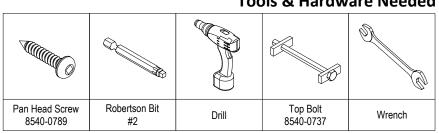


Figure 2



## **Conference Table with Post Base (2 Surfaces)**

3. Flip the assembly and adjust the glides if required. Figure 3 and Figure 4 shows the complete assembly of the Conference Table with Post Base (2-Surfaces).

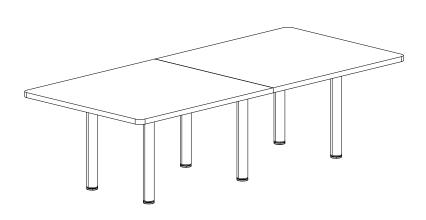


Figure 3

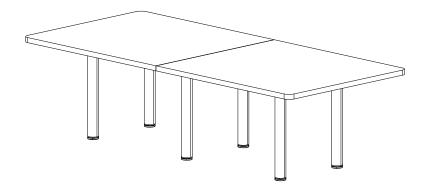


Figure 4

#### NOTE:

• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.

## **Conference Table with Gables (1 Surface)**

- Lay the modesty down on flat surface and Insert the wooden dowels in the 8mm holes. Insert the camfix inside the pre-drilled holes. Attach the 90° bracket with 6 holes, to the modesty using three #10 x 1" pan head screws and a drill, as shown in Figure 1. Repeat the same process for the other modesty. Make sure the top of 90° bracket aligns with top edge of the modesty.
- 2. Bring in the end gable and screw two combi dowels into the 5mm pre-drilled holes using a screwdriver. Insert the wooden dowels into the 8mm pre-drilled holes. Attach the 90° bracket with 6 holes, to the end gable using three #10 x 1" pan head screws and a drill, as shown in Figure 2. Make sure the top of 90° bracket aligns with top edge of the modesty. Repeat the same process for the other end gable.

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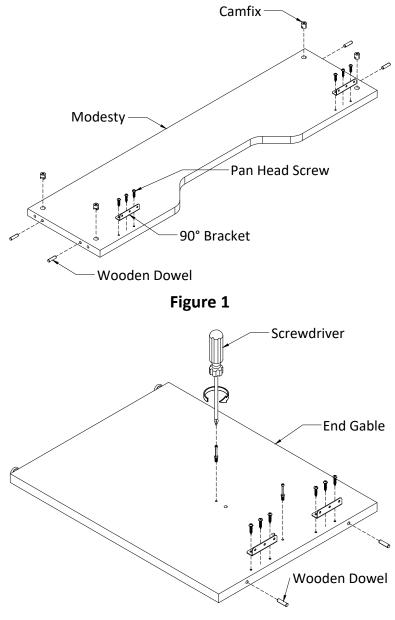


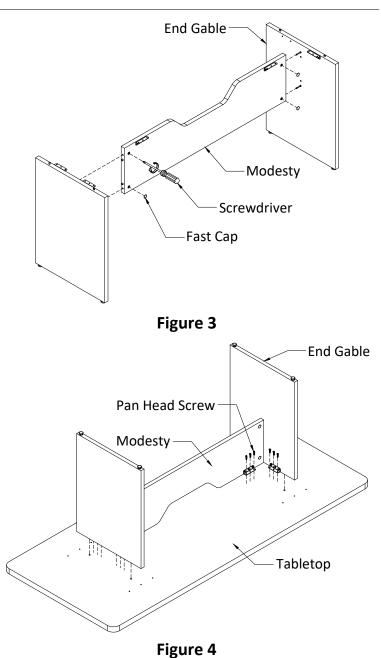
Figure 2

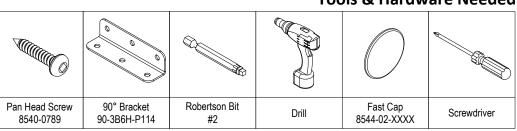


## **Conference Table with Gables (1 Surface)**

- 3. Bring in the modesty panel and insert the exposed part of the combi dowels from the end gable into the pre-drilled holes. Using a screwdriver, lock the camfix and combi dowels, then apply fast caps to seal the holes, as shown in Figure 3. Repeat the same process for the other end gable.
- 4. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Attach the tabletop to the gables and modesty panel using #10 x 1" pan head screws and a drill, as shown in the Figure 4.

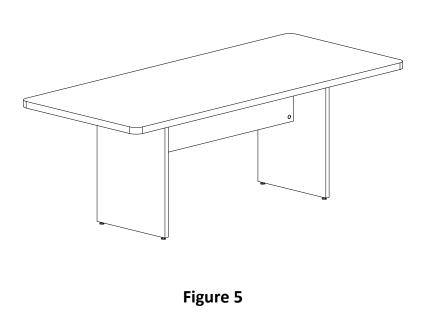
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## **Conference Table with Gables (1 Surface)**

5. Flip the table to an upright position and adjust the glides if required. Figure 5 and Figure 6 shows the complete assembly of Conference Table with Gables (1-Surface).





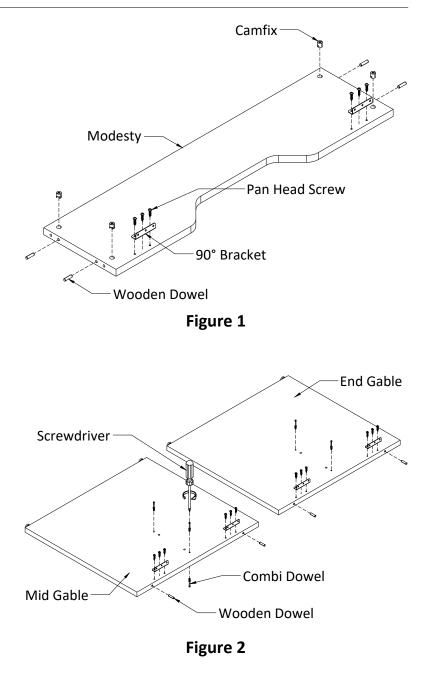


#### NOTE:

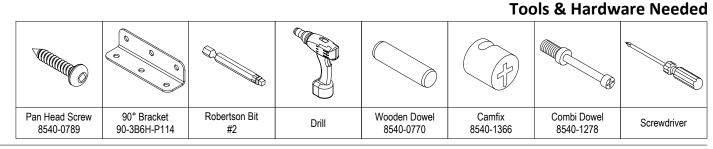
• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.

## **Conference Table with Gables (2 Surfaces)**

- Lay the modesty down on flat surface and Insert the wooden dowels in the 8mm holes. Insert the camfix inside the pre-drilled holes. Attach the 90° bracket with 6 holes, to the modesty using three #10 x 1" pan head screws and a drill, as shown in Figure 1. Repeat the same process for the other modesty. Make sure the top of 90° bracket aligns with top edge of the modesty.
- 2. Lay the mid gable down on flat surface and Insert the wooden dowels in the 8mm holes. Screw in four combi dowels into the 5mm pre-drilled holes using a screwdriver. Attach the 90° bracket with 6 holes to the mid gable using three #10 x 1" pan head screws and a drill, as shown in Figure 2. Repeat the same process for the end gables. The end gables will need two combi dowels each. Make sure the top of the 90° bracket aligns with the top edge of the panels.



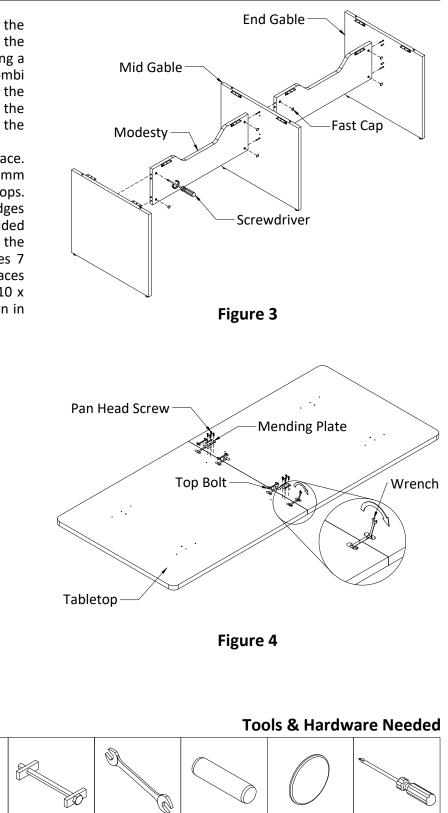
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## **Conference Table with Gables (2 Surfaces)**

- 3. Bring in the modesty panel and insert the exposed part of the combi dowels from the end gable into the pre-drilled holes. Using a screwdriver, lock the camfix and combi dowels, then apply fast caps to seal the holes, as shown in Figure 3. Repeat the same process for the mid gable and the other end gable.
- 4. Lay both of the tabletops on a flat surface. Insert two wooden dowels into the 8mm pre-drilled holes of one of the tabletops. Attach both tabletops so that the edges align. Insert the top bolts into the provided cutouts. Using a wrench, tighten all of the top bolts. Place the two mending plates 7 inches away from the edges of the surfaces on both sides and attach them using #10 x 1" pan head screws and a drill, as shown in Figure 4.



Wooden Dowel

8540-0770

Wrench

Fast Cap

8544-02-XXXX

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Pan Head Screw

8540-0789

Mending Plate

2-5/8 x 1-3/4"

Robertson Bit

#2

Drill

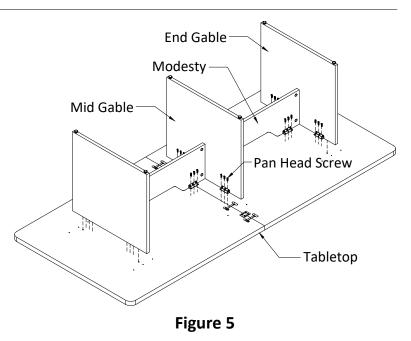
Top Bolt

8540-0737

Screwdriver

## **Conference Table with Gables (2 Surfaces)**

- 5. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Attach the tabletop to the gables and modesty panel using #10 x 1" pan head screws and a drill, as shown in the Figure 5.
- 6. Flip the table to an upright position and adjust the glides if required. Figure 6 shows the complete assembly of Conference Table with Gables (2-Surfaces).



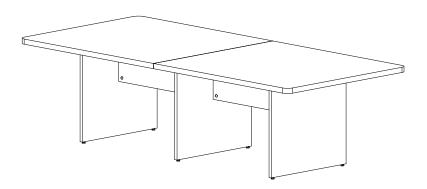
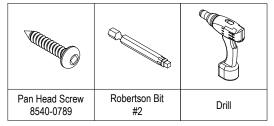


Figure 6

#### **Tools & Hardware Needed**



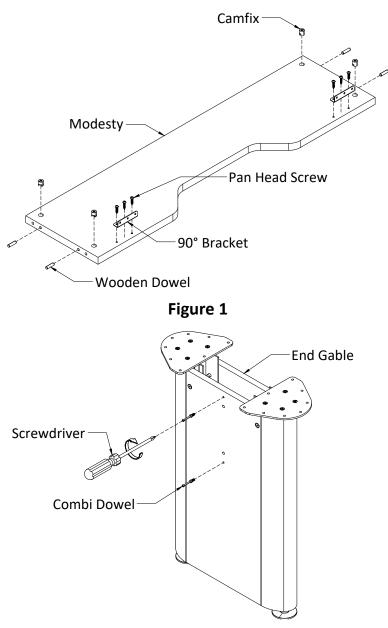
#### NOTE:

• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.

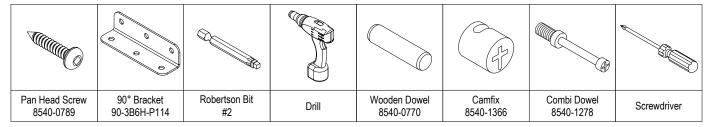
## **Conference Table with Elliptical Base (1 Surface)**

- Lay the modesty down on flat surface and Insert the wooden dowels in the 8mm holes. Insert the camfix inside the pre-drilled holes. Attach the 90° bracket with 6 holes, to the modesty using 3 - #10 x 1" pan head screws and a drill, as shown in Figure 1. Make sure the top of 90° bracket aligns with top edge of the modesty.
- 2. Bring in the end gable and screw the combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 2. Repeat the same process for the other end gable.

Continued on the next page >>







## **Conference Table with Elliptical Base (1 Surface)**

- 3. Bring in the modesty panel and insert the exposed part of the combi dowels from the end gable into the pre-drilled holes. Using a screwdriver, lock the camfix and combi dowels, then apply fast caps to seal the holes, as shown in Figure 3. Repeat the same process for the other end gable.
- 4. Lay the tabletop on a flat surface. Invert the gable-modesty assembly and align it with the pre-drilled holes on the tabletop. Attach the tabletop to the gables and modesty panel using #10 x 1" pan head screws and a drill, as shown in the Figure 4.

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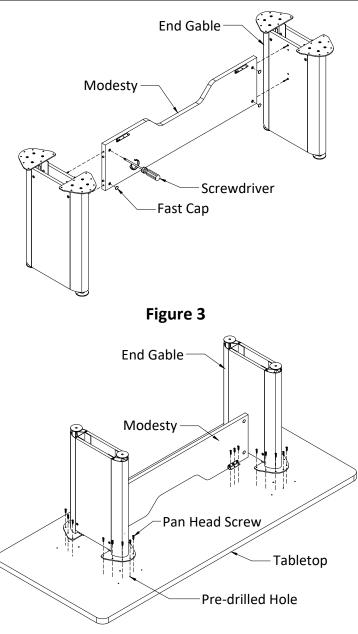
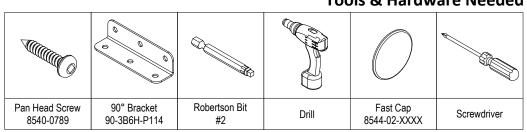


Figure 4



## **Conference Table with Elliptical Base (1 Surface)**

5. Flip the table to an upright position and adjust the glides if required. Figure 5 and Figure 6 shows the complete assembly of Conference Table with Elliptical Base (1-Surface).

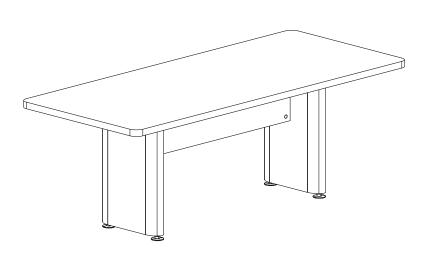
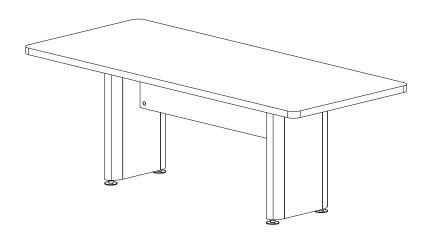


Figure 5





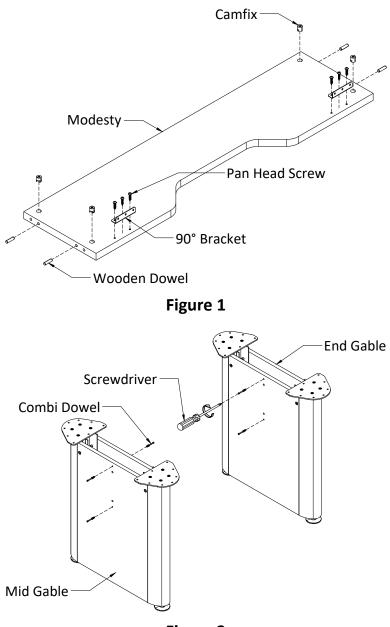
#### NOTE:

• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.

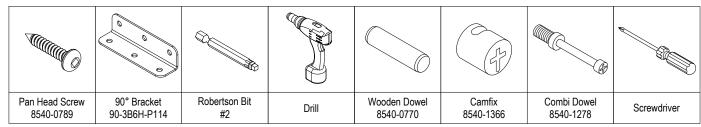
## **Conference Table with Elliptical Base (2 Surface)**

- Lay the modesty down on flat surface and Insert the wooden dowels in the 8mm holes. Insert the camfix inside the pre-drilled holes. Attach the 90° bracket with 6 holes, to the modesty using 3 - #10 x 1" pan head screws and a drill, as shown in Figure 1. Repeat the same process for the other modesty. Make sure the top of 90° bracket aligns with top edge of the modesty.
- 2. Bring in the end gable and screw two combi dowels into the 5mm pre-drilled holes using a screwdriver. Repeat the same process for the other end gable. Bring in the mid gable and screw four combi dowels into the 5mm pre-drilled holes using a screwdriver, as shown in Figure 2.

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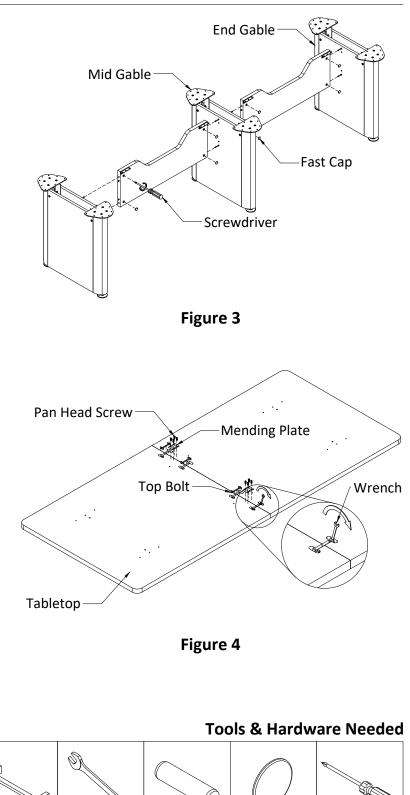




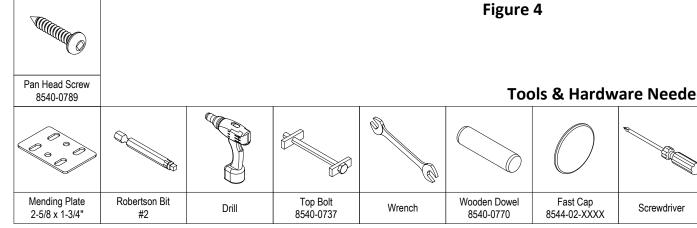


## **Conference Table with Elliptical Base (2 Surface)**

- 3. Bring in the modesty panel and insert the exposed part of the combi dowels from the end gable into the pre-drilled holes. Using a screwdriver, lock the camfix and combi dowels, then apply fast caps to seal the holes, as shown in Figure 3. Repeat the same process for the mid gable and the other end gable.
- 4. Lay both of the tabletops on a flat surface. Insert two wooden dowels into the 8mm pre-drilled holes of one of the tabletops. Attach both tabletops so that the edges align. Insert the top bolts into the provided cutouts. Using a wrench, tighten all of the top bolts. Place the two mending plates 7 to 8 inches away from the edges of the surfaces on both sides and attach them using #10 x 1" pan head screws and a drill, as shown in Figure 4.

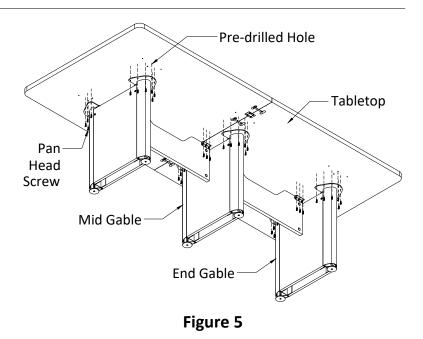


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## **Conference Table with Elliptical Base (2 Surface)**

- 5. Invert the tabletop, bring it above the gable-modesty assembly, and align it with the pre-drilled holes on the tabletop. Attach the tabletop to the end gables, mid gable and modesty panel using #10 x 1" pan head screws and a drill, as shown in the Figure 5.
- 6. Figure 6 shows the complete assembly of Conference Table with Elliptical Base (2-Surfaces).



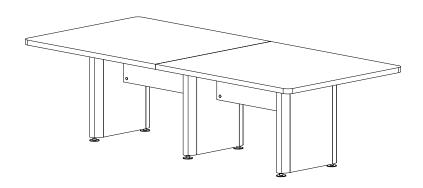
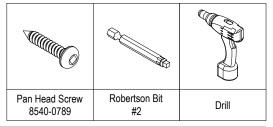


Figure 6

#### **Tools & Hardware Needed**



#### NOTE:

• Please follow the same installation process for Boat-Shaped, Racetrack, and Tapered Conference Tables.



