

## Installation Checklist

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

### SITE ACCESSIBILITY

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

### SITE PREPARATION

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

### FURNITURE PLANS

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

### STAGING

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

### WASTE MANAGEMENT

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

## Care & Maintenance

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### Fabrics

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

### Laminates

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

### Glazed Screens and Cabinet Doors

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

### Painted Metals

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

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



**Caution**

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### Load Bottom Drawer First

- Operate one drawer at a time.
- Units may tip if loaded incorrectly.
- Units should be attached to a wall or other furniture to reduce tipping hazards.
- Always load the heaviest files in the bottom drawer.

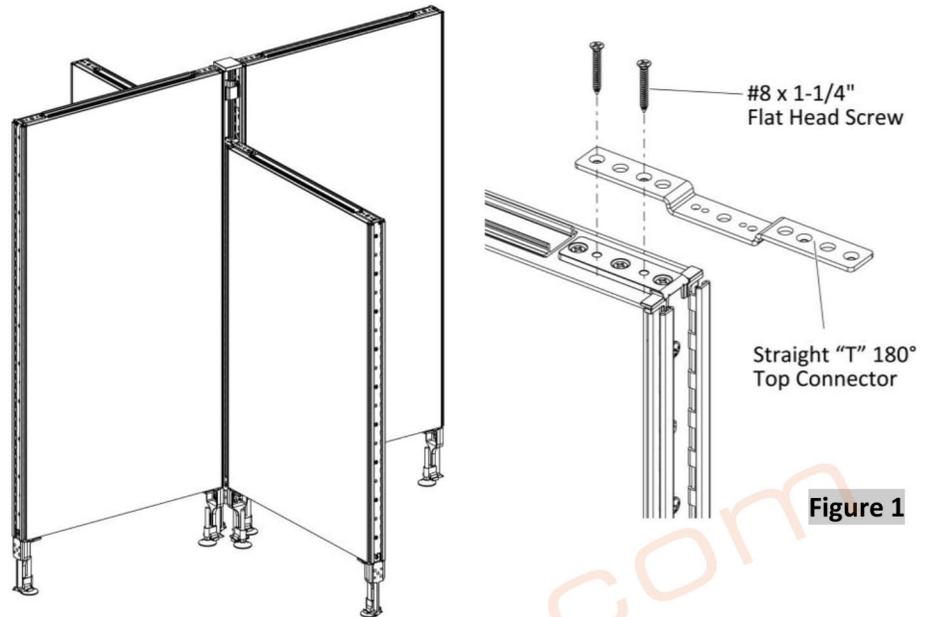
### Heavy Load

- Some products must be anchored to the wall to ensure stability & safety.
- It is the owner and installer's responsibility to ensure that the wall type and construction are of sufficient strength to carry loads of any wall-mounted products and their contents.
- Failure of the wall and anchors to support all imposed loads may result in property damage and/or personal injury.
- It can be provided, the size and empty weight of the products only. A wall blocking is considered a building construction process, seller cannot provide recommendations in this respect and cannot be responsible for damage or injury that may occur as a result of improper installation and/or blocking.

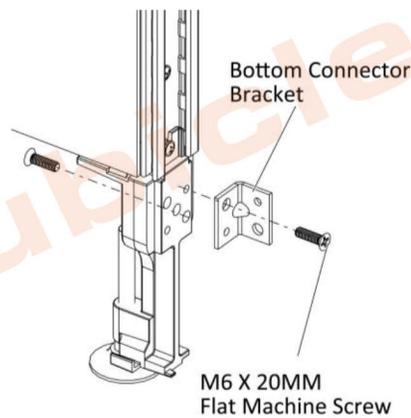
## 4-Way Panel Connection

**Caution:** Do not use #8 X 1-1/4" Flat Head Screws and #8 X 1-1/2" Washer Head Screws on Glass or Acrylic Panels. Remove machine screws from the glass or acrylic frame and apply them to the connector bracket, (**See Machine Screws Removal from Glass or Acrylic panel**).

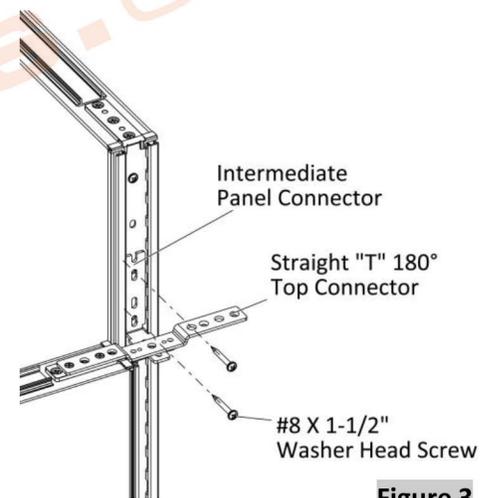
1. Position a straight "T" 180° top connector on the top edge of one of the short panels, (Figure 1).
2. Drive two #8 X 1-1/4" Flat Head Screws through the holes in the straight "T" 180° top connector into the panel.
3. Securely fasten the bottom corner bracket to the panel leg with two M6 X 16MM Flat Machine Screws, (Figure 2).
4. Position one of the tall panels and a short panel with connectors installed to create a 90-degree angle.
5. Level the panels accordingly.
6. Position the intermediate panel connector at the desired location, (Figure 3).
7. Drive two #8 X 1-1/2" Washer Head Screws through the holes in the intermediate panel connector into the tall panel.



**Figure 1**



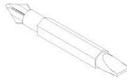
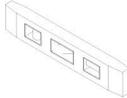
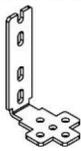
**Figure 2**



**Figure 3**

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### Tools & Hardware Needed

			8393-0047 	8393-0042 
Drill	Phillips #2 & #3 Bit or Robertson # 2	Torpedo Level	Straight "T" 180° Top Connector	Intermediate Panel Connector
8540-1008 	8540-1185 	8393-0044 	8540-1205 	
#8 X 1-1/4", Flat Head Screw (2X)	#8 X 1-1/2" Washer Head Screw (2X)	Bottom Corner Bracket	M6 X 16MM Flat Machine Screw (2X)	

## 4-Way Panel Connection

**Caution:** Do not use #8 X 1-1/4" Flat Head Screws and #8 X 1-1/2" Washer Head Screws on Glass or Acrylic Panels. Remove machine screws from the glass or acrylic frame and apply them to the connector bracket, (**See Machine Screws Removal from Glass or Acrylic panel**).

8. Securely fasten the base with two M6 X 16MM Flat Machine Screws, (Figure 4).
9. Position the third panel (tall panel) to create a 3-way configuration and level it accordingly.
10. Determine the location of the intermediate panel connector and "T" filler connector, (Figure 5).
11. Securely fasten the intermediate panel connector and "T" filler connector with two #8 X 1-1/2" Washer Head Screws.
12. Repeat **Steps 10 and 11** to install the remaining "T" filler connectors.
13. Securely fasten the bottom corner bracket to the panel leg of the third panel with two M6 X 16MM Flat Machine Screws, (Figure 5).

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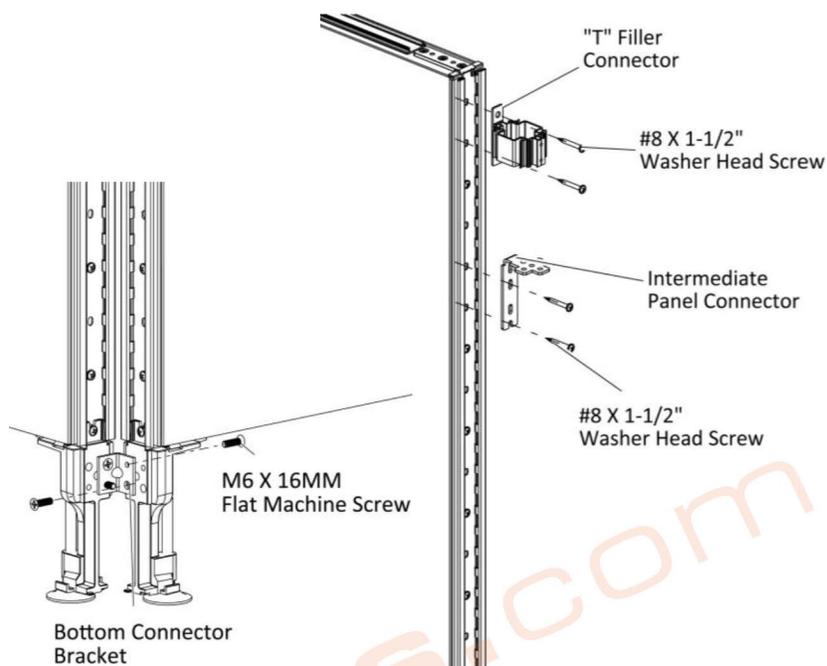


Figure 4

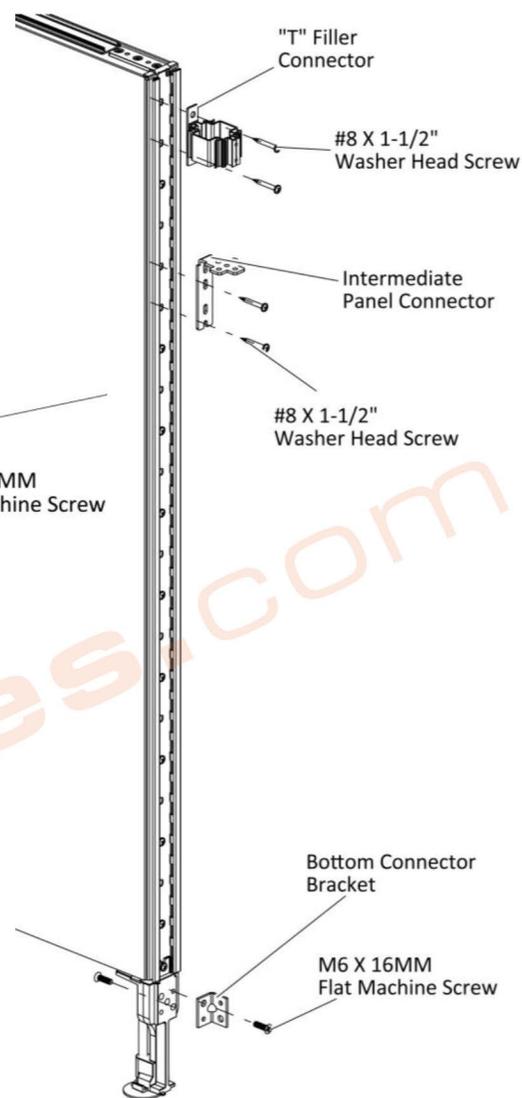
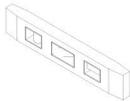
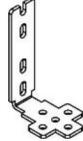


Figure 5

### Tools & Hardware Needed

			8393-0042 	8540-1185 
Drill	Phillips #2 & #3 Bit or Robertson # 2	Torpedo Level	Intermediate Panel Connector	#8 X 1-1/2" Washer Head Screw (2X)
8406-0034 	8540-1185 	8393-0044 	8540-1205 	
08 & 16 High Filler – 1X 24 & 32 High Filler – 2X	08 & 16 High Filler – 2X 24 & 32 High Filler – 4X	Bottom Corner Bracket	M6 X 16MM Flat Machine Screw (4X)	
"T" Filler Connector	#8 X 1-1/2" Washer Head Screw			

## 4-Way Panel Connection

**Caution:** Do not use #8 X 1-1/4" Flat Head Screws and #8 X 1-1/2" Washer Head Screws on Glass or Acrylic Panels. Remove machine screws from the glass or acrylic frame and apply them to the connector bracket, (**See Machine Screws Removal from Glass or Acrylic panel**).

**14.** Secure the base with two M6 X 16MM, Flat Machine Screws, (Figure 6).

**15.** Securely fasten the connectors with two #10-24 X 1/2" Round Head Screws, (Figure 7).

**16.** Position a straight "T" 180° top connector with a pre-installed top cap at desired location, (Figure 8).

**17.** Drive four #8 X 1-1/4" Flat Head Screws through the holes in straight "T" 180° top connector into the panels.

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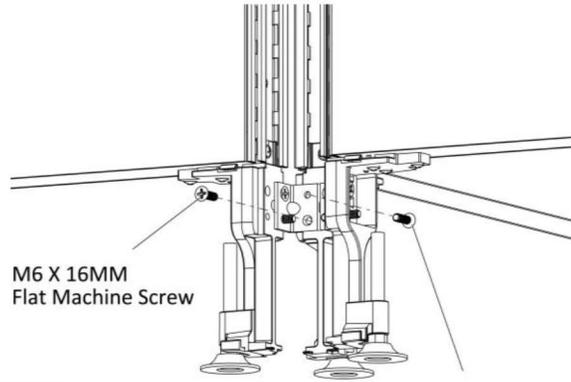


Figure 6

M6 X 16MM Flat Machine Screw

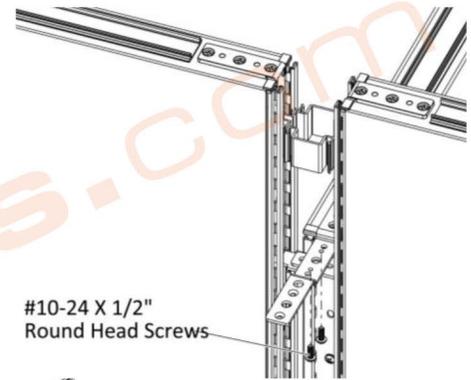


Figure 7

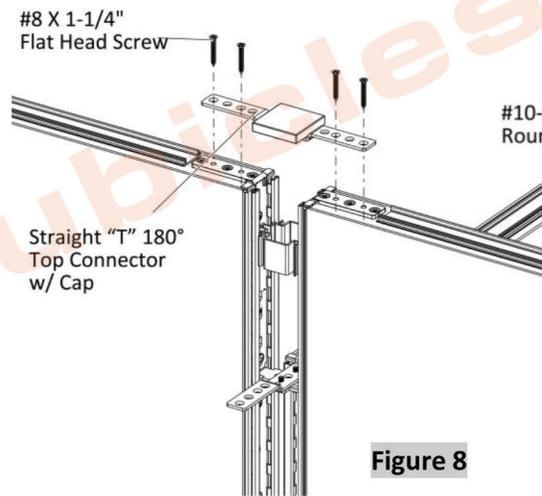
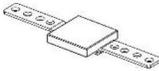


Figure 8

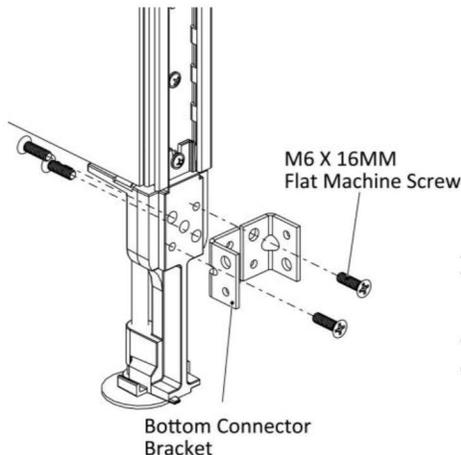
### Tools & Hardware Needed

			8540-1017 	8540-1205 
Drill	90° Angle Drill	Phillips #2 & #3 Bit or Robertson #2	#10-24 X 1/2" RH Screw (2X)	M6 X 16MM Flat Machine Screw (2X)
8393-0047, 8540-1188 & 8683-0040 	8540-1008 			
Straight Top Connector w/ Cap	#8 X 1-1/4", Flat Head Screw (4X)			

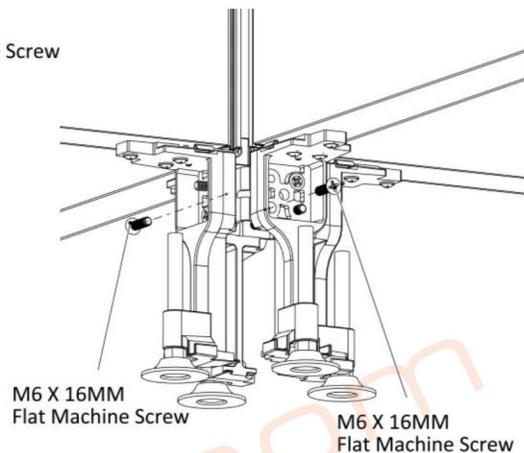
## 4-Way Panel Connection

**Caution:** Do not use #8 X 1-1/4" Flat Head Screws and #8 X 1-1/2" Washer Head Screws on Glass or Acrylic Panels. Remove machine screws from the glass or acrylic frame and apply them to the connector bracket, (See **Machine Screws Removal from Glass or Acrylic panel**).

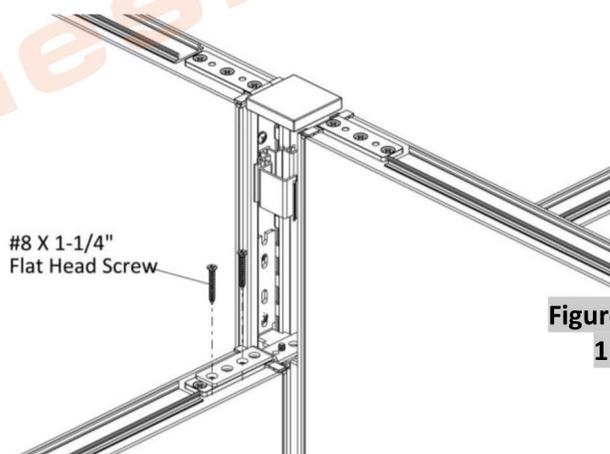
- 18.** Install two bottom corner brackets to the panel leg of the fourth panel with M6 X 16MM Flat Machine Screws, (Figure 9).
- 19.** Position the fourth panel to create 4-Way panel connections.
- 20.** Secure the base with two M6 X 16MM, Flat Machine Screws, (Figure 10).
- 21.** Drive two #8 X 1-1/4" Flat Head Screws through the holes in straight "T" 180° top connector into the panel, (Figure 11).



**Figure 9**

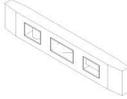


**Figure 10**



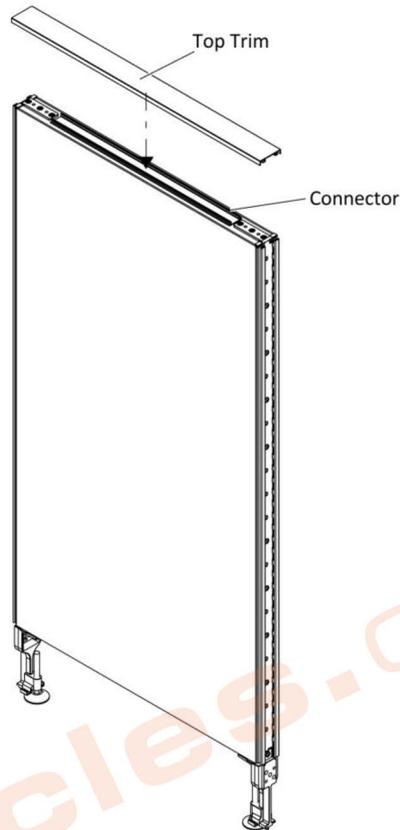
**Figure 11**

### Tools & Hardware Needed

			8393-0044 	8540-1205 
Drill	Phillips #2 & #3 Bit or Robertson #2	Torpedo Level	Bottom Corner Bracket (2X)	M6 X 16MM Flat Machine Screw (6X)
8540-1008 				
#8 X 1-1/4", Flat Head Screw (2X)				

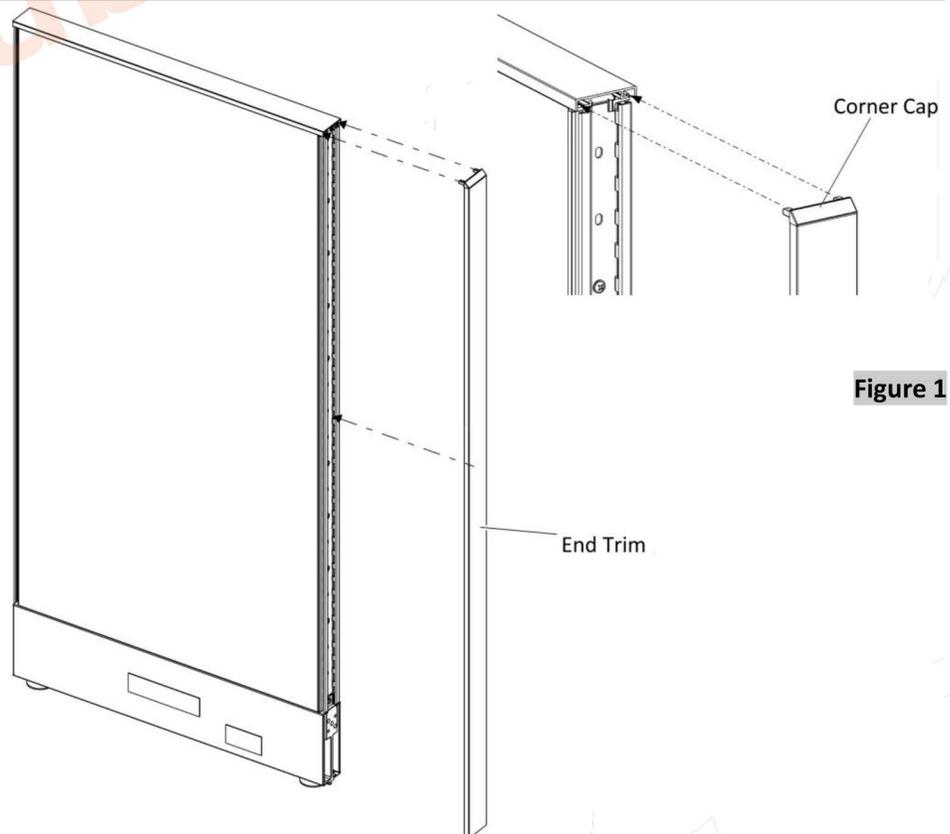
## Top Trim Installation

1. Install top trim by snapping on the connector.
2. Slide the top trim to the center.



## End Trim Installation

1. Install end trim by inserting the corner cap with end trim into the top trim and pressing the end trim into the vertical extrusion, (Figure 1).



## Partial End Trim Filler Installation

1. Install partial end trim by inserting the corner cap with partial end trim into the top trim and pressing partial end trim into the vertical extrusion, (Figure 1).

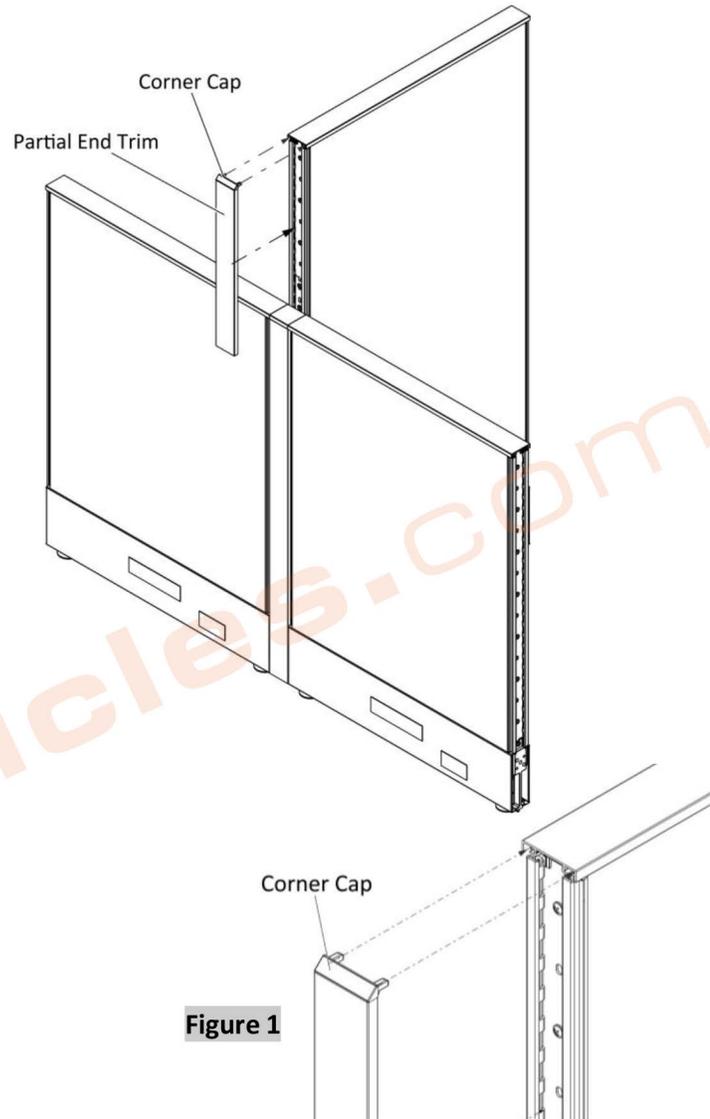
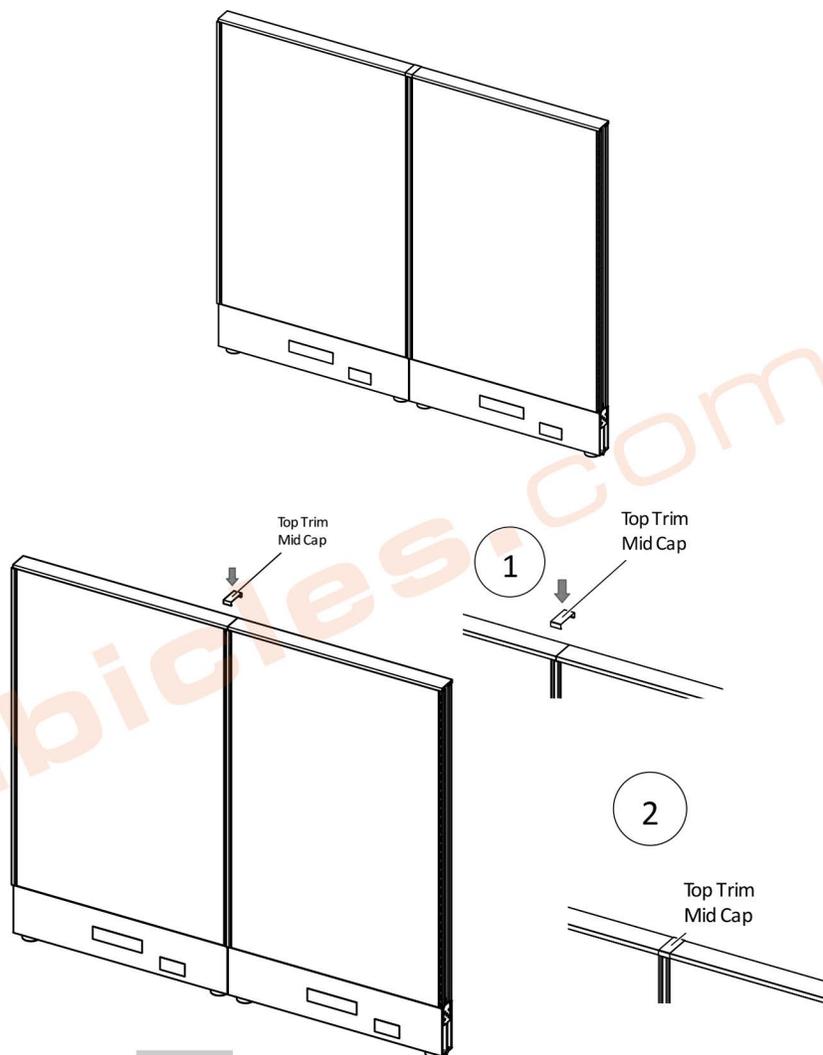


Figure 1

## Top Trim Mid Cap

1. Position the Top Trim Mid Cap in-between the two top trims, (Figure 1).
2. Press the Top Trim Mid Cap to snap on the top trims.



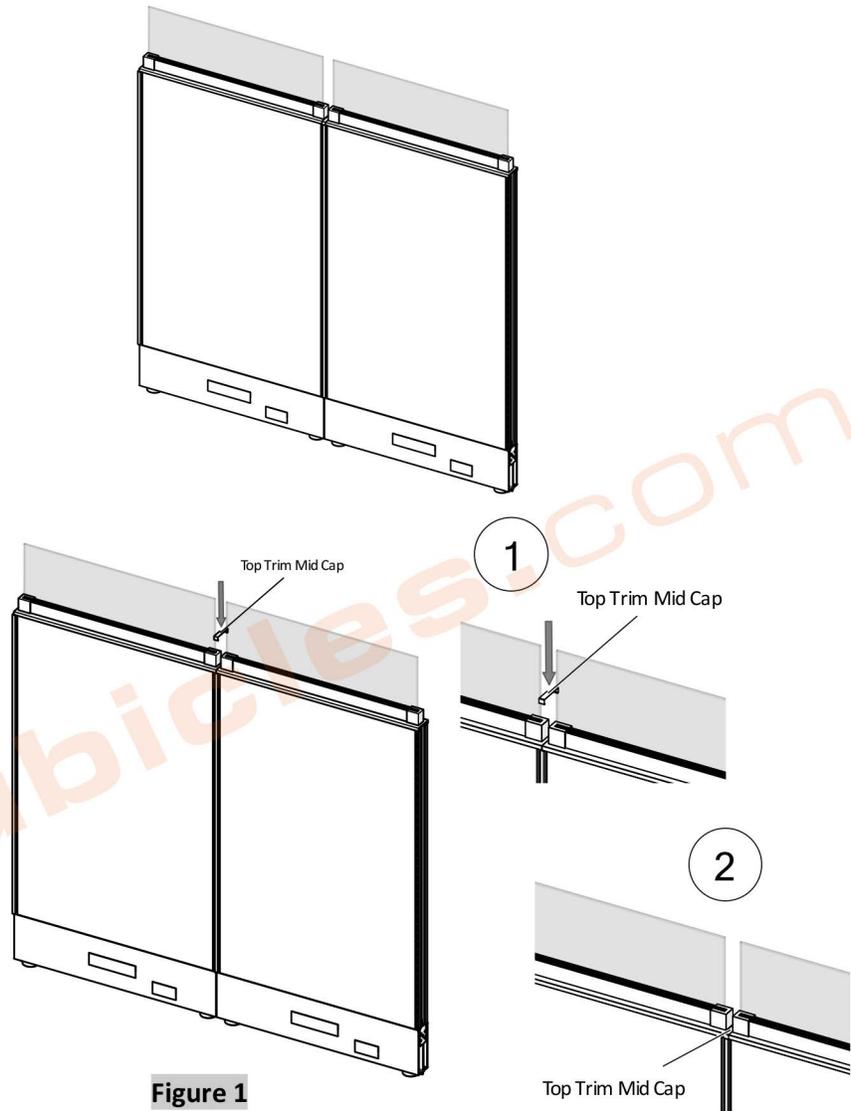
**Figure 1**

### Tools & Hardware Needed

		8540-1200 	8393-0230 	
Drill	Phillips #2 & #3 Bit or Robertson # 2	#8 X 1-3/4", Flat Head Screw (3X)	Top Trim Cap -Mid	

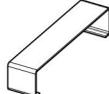
## Top Trim Mid Cap with Panel Mounted Glass/Acrylic Screen

1. Position the Top Trim Mid Cap in-between the two top trims, (Figure 1).
2. Press the Top Trim Mid Cap to snap on the top trims.



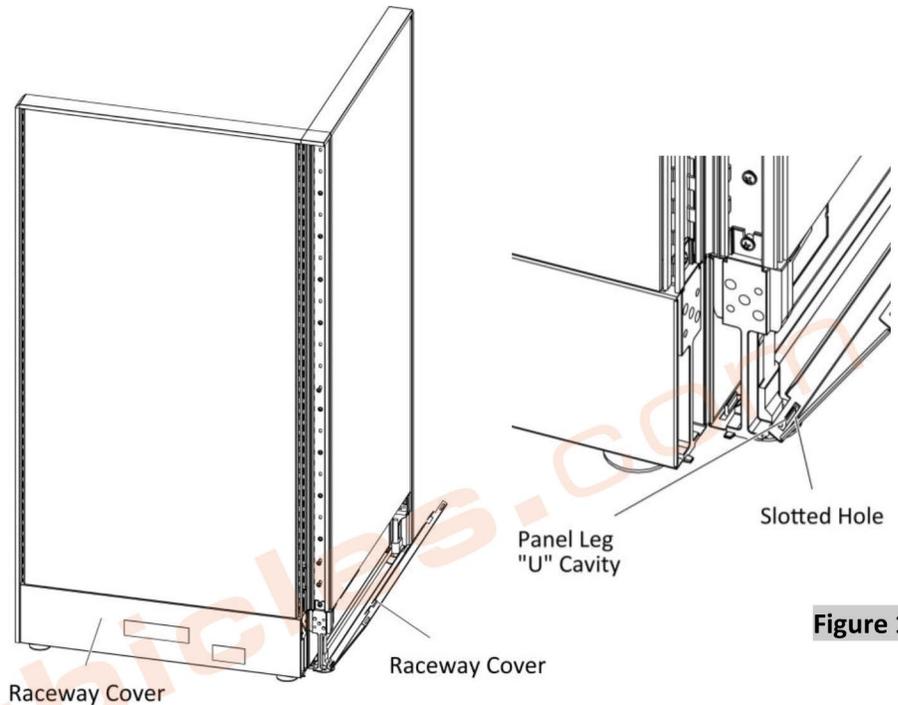
**Figure 1**

### Tools & Hardware Needed

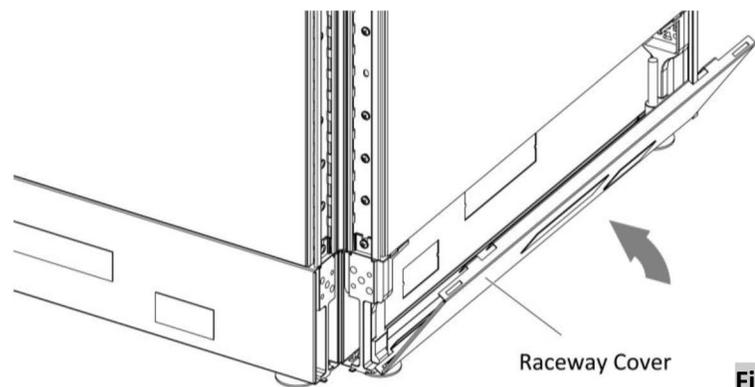
		8540-1200 	8393-0231 	
Drill	Phillips #2 & #3 Bit or Robertson # 2	#8 X 1-3/4", Flat Head Screw (3X)	Top Trim Cap-Mid	

## Raceway Cover Installation

1. Insert the panel leg "U" cavity into the two slotted holes at the bottom of the raceway cover, (Figure 1).
2. Raise the raceway cover and push gently to click, (Figure 2).



**Figure 1**



**Figure 2**

## Standard Panel Mounted Glass/Acrylic Screen

1. Check the panel top-mounted glass /acrylic base extrusion if there is a X-mas tree on both ends before placing it on top of the top trim, (Figure 1).
2. Align the holes of the base extrusion into the pre-drilled holes of the top trim.
3. Securely fasten the base extrusion into the pre-drilled holes of the top trim with #8 X 1-1/4", Flat Head Screws, (Figure 2).
4. Insert the glass/acrylic with a plastic gasket into the base extrusion, (Figure 3).

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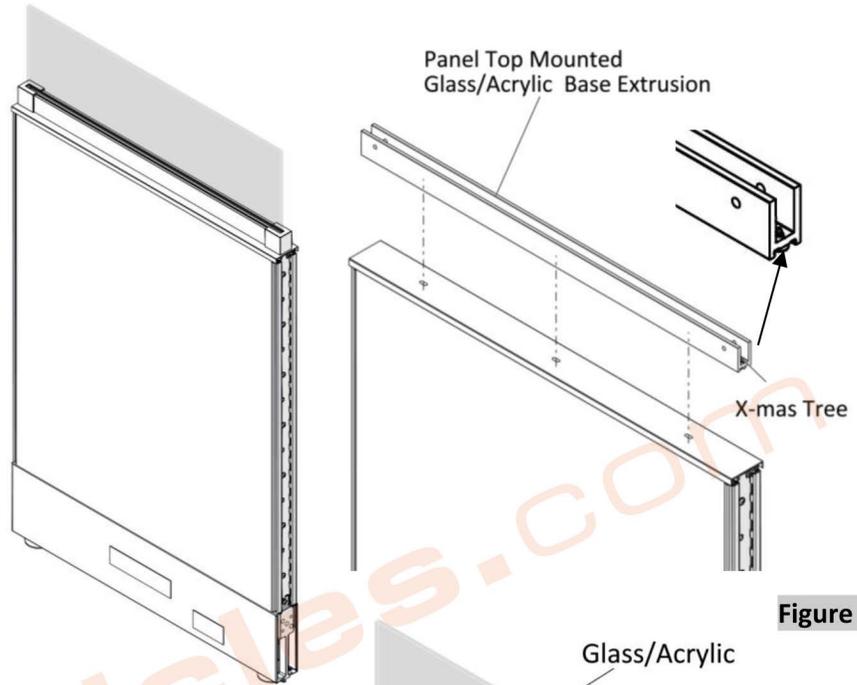


Figure 1

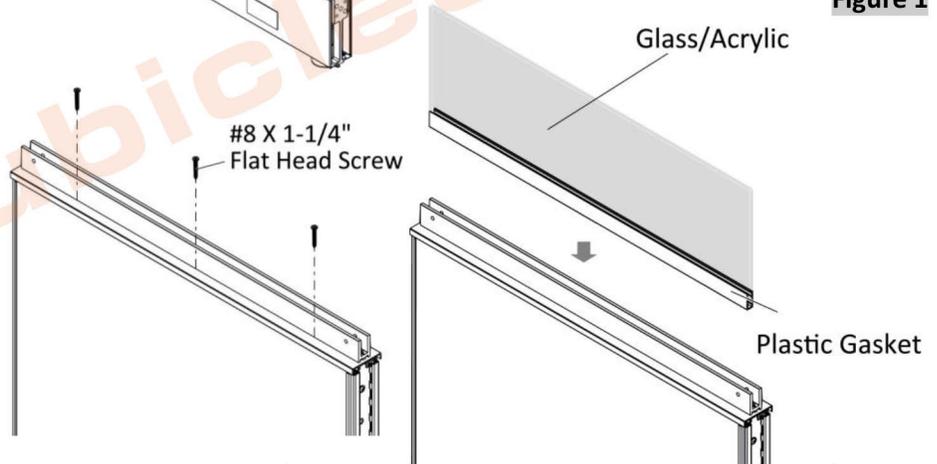


Figure 2

Figure 3

### Tools & Hardware Needed

		8540-1200 		
Drill	Phillips #2 & #3 Bit or Robertson # 2	#8 X 1-3/4", Flat Head Screw (3X)		

## Standard Panel Mounted Glass/Acrylic Screen

5. Align and secure the glass/acrylic by inserting a 1/4-20 X 1/4" Socket Set Screw through each of the holes on the side of the base extrusion using an Allen Key driver, (Figure 4).
6. Tighten gently each side until the glass/acrylic is centered and secured.  
**Note: Do not overtighten. Check the base extrusion if it is straight. Overtightening set screws will bend the base extrusion outward and end caps will not fit.**
7. Insert the end cap on both ends of the base extrusion then push it down to secure it, (Figure 5).

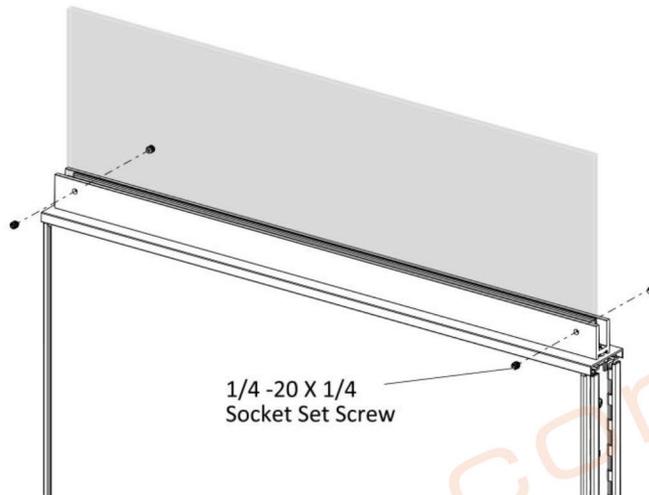


Figure 4

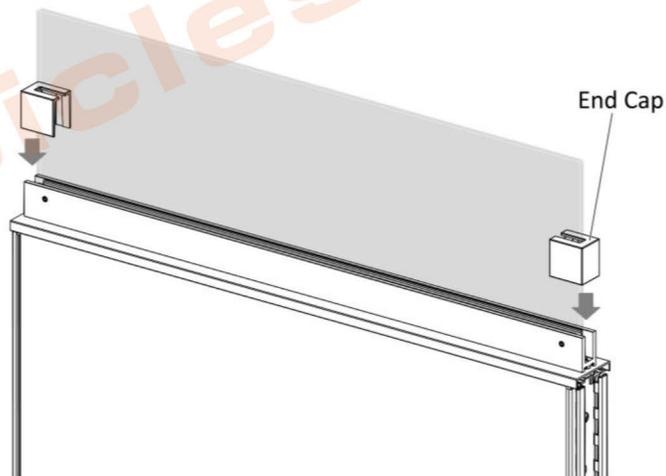
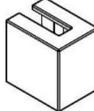


Figure 5

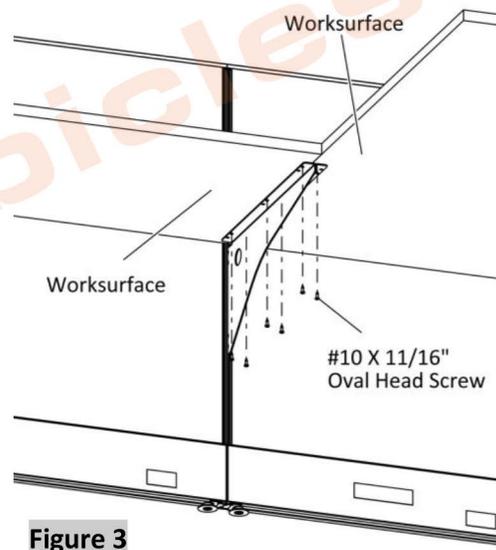
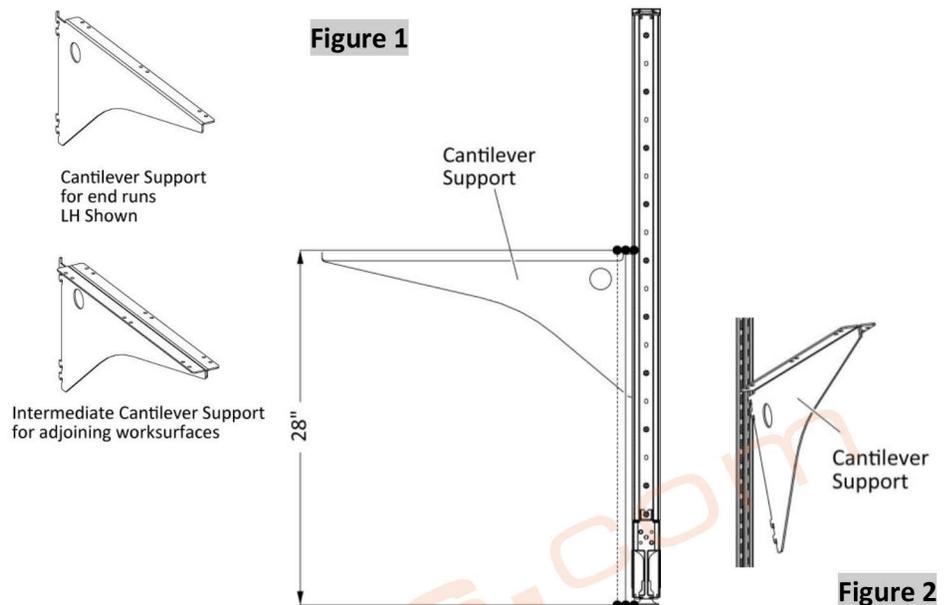
### Tools & Hardware Needed

	8540-1170 	8400-0144 		
Allen Key	1/4 -20 X 1/4 SS Screw (4X)	End Cap (2X)		

## Cantilever Support for Standard Panel

There are two types of cantilever supports for the standard panel: one that joins two surfaces together (Intermediate Cantilever Support), and the other one is for end runs, and it can be left and right-sided.

1. Distribute all supports (Cantilevers, Legs, and Brackets) to their proper location.
2. Measure up 28 inches from the floor to the top edge of the cantilever support to locate the opening of the slot, (Figure 1).
3. Insert the cantilever support by angling it at 30 degrees; place the support hook into the slotted frame channel, release it down and the support will be engaged, (Figure 2).
4. Position worksurfaces over supports.  
**Note: Make sure worksurfaces are in a snug position.**
5. Drive #10 X 11/16", Oval Head Screws through the holes in cantilever support into the worksurface, (Figure 3).



### Tools & Hardware Needed

		8540-0545 	
Drill	#2 Robertson bit	#10 X 11/16" Oval Head Screw (6X)	

## Corner Bracket for Standard Panel

1. Distribute all supports (Cantilevers, Legs, and Brackets) to their proper location.
2. Measure up 28 inches from the floor to the top edge of the corner bracket to locate the opening of the slot, (Figure 1).
3. Insert the corner bracket support by angling it at 30 degrees; place the support hook into the slotted frame channel, release it down and the support will be engaged, (Figure 2).
4. Position worksurfaces over supports.  
**Note: Make sure worksurfaces are in a snug position.**
5. Drive two #10 X 11/16" Oval Head Screws through the holes in the corner bracket support into the worksurface, (Figure 3).

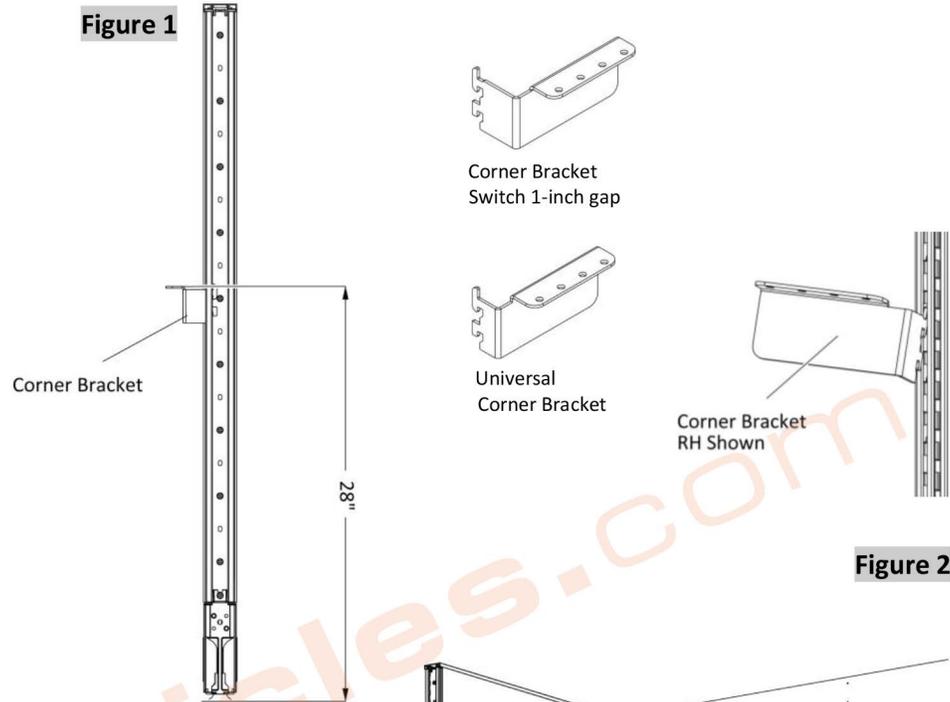


Figure 2

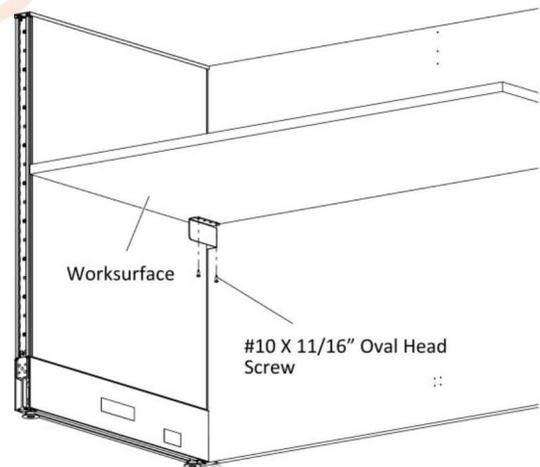
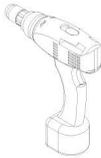


Figure 3

### Tools & Hardware Needed

		8540-0545 	
Drill	#2 Robertson bit	#10 X 11/16" OH Screw (2X)	

## Reinforcement Bar

1. Along the center of the worksurface, position the reinforcement bar underneath the worksurface.
2. Attach the reinforcement bar to the worksurface with #10 X 11/16" Oval Head Screws, (Figure 1).

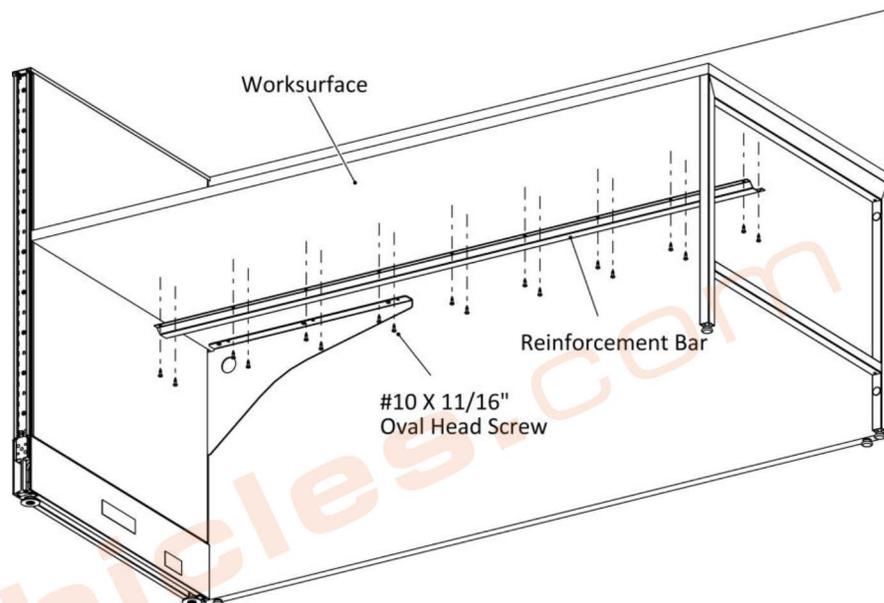
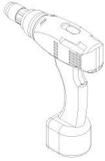


Figure 1

### Tools & Hardware Needed

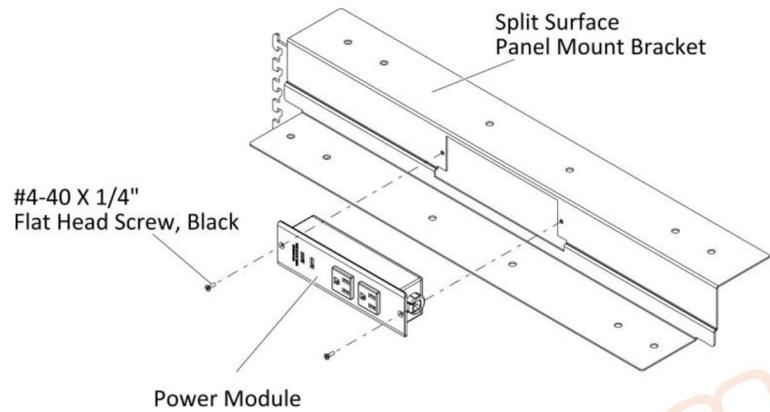
		8540-0545 	
Drill	#2 Robertson Long Bit	#10 X 11/16" OH Screw	

## Split Surface Support for Standard Panel

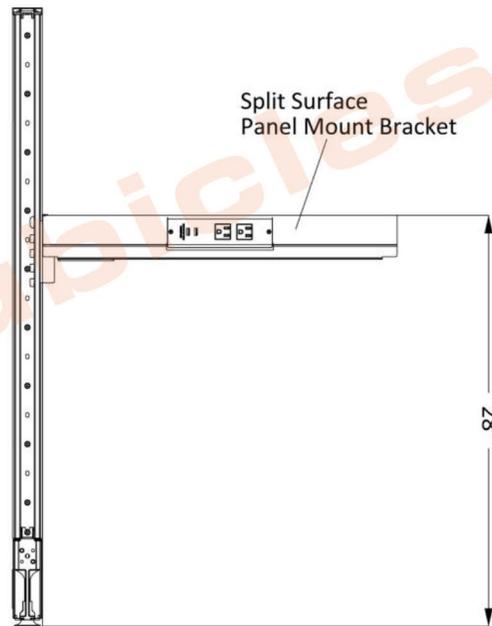
1. Position the power module in the split surface panel mount bracket, (Figure 1).
2. Securely fasten the power module with two #10-40 X1/4" Flat Head Screws.
3. Distribute all supports (Cantilevers, Legs, and Brackets) to their proper location.
4. Measure up 28 inches from the floor to the top edge of the split surface panel mount bracket to locate the opening of the slot, (Figure 2).
5. Insert the split surface panel mount bracket support by angling it at 30 degrees; place the support hook into the slotted frame channel, release it down and the support will be engaged, (Figure 3).

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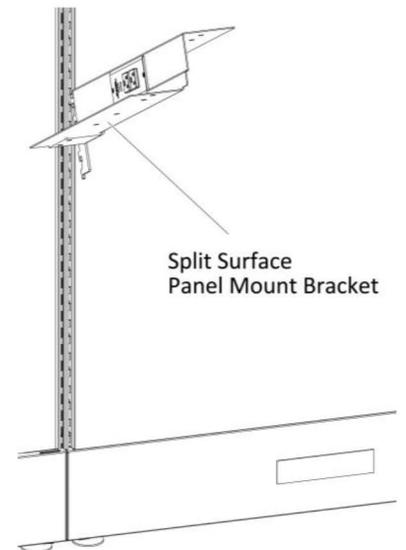
**Figure 1**



**Figure 2**



**Figure 3**



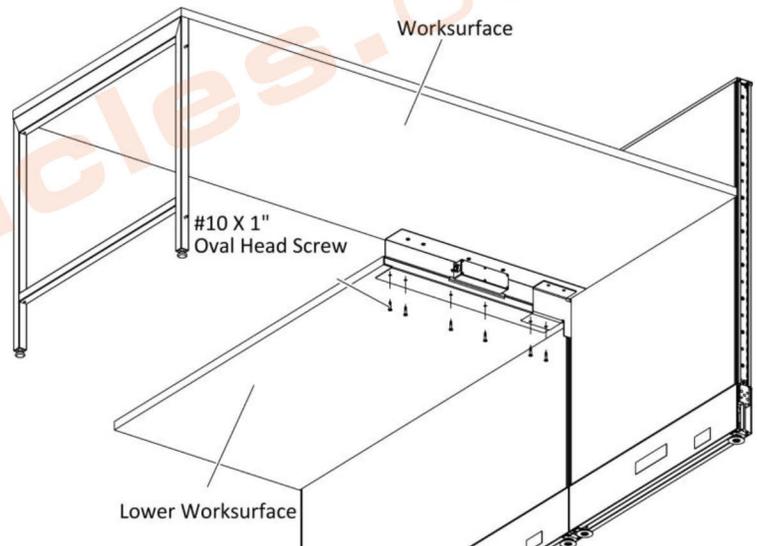
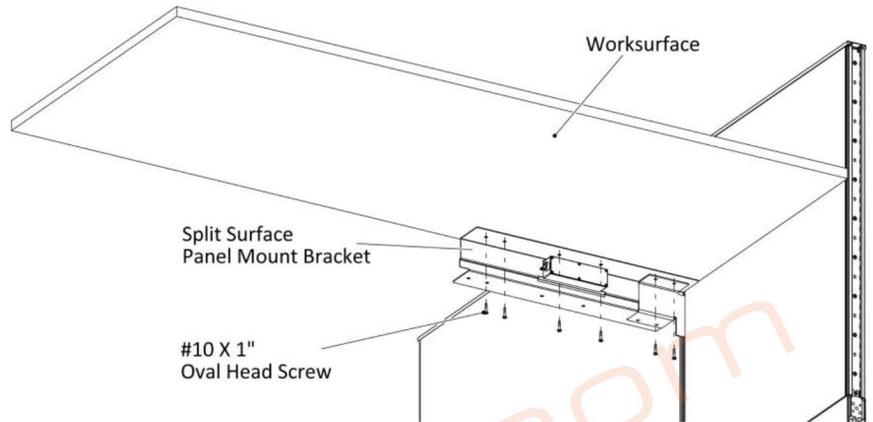
### Tools & Hardware Needed

			
Drill	Phillips #2 Bit		

## Split Surface Support for Standard Panel

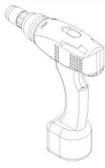
6. Position worksurface over supports, (Figure 4).  
**Note: Make sure worksurfaces are level and in a snug position.**
7. Align the top edge of the split surface panel mount bracket to the edge of the worksurface, (Figure 5).
8. Drive six #10 X 1" Oval Head Screws through the holes in Split Surface Panel Bracket into the worksurface.
9. Position the lower worksurface on the lower edge of the split surface panel mount bracket. **Make sure worksurfaces are level and in a snug position.**
10. Securely attach the lower worksurface to the split surface main bracket with six #10 X 1" Oval Head Screws.

**Figure 4**



**Figure 5**

### Tools & Hardware Needed

		8540-0789 	
Drill	#2 Robertson Long Bit	#10 X 1" OH Screw (12X)	

## Flush Plate

1. Center the flush plate underside of the worksurface where it will attach with another worksurface. **Note: Make sure worksurfaces are in a snug position.**
2. Attach the flush plate to the worksurface with #10 X 1" Oval Head Screws, (Figure 1).

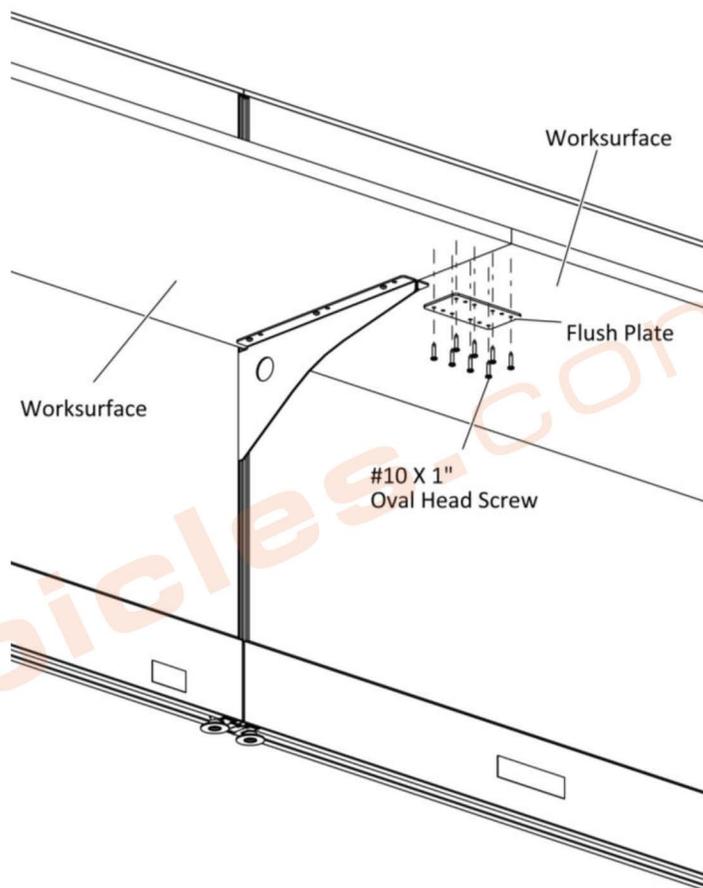


Figure 1

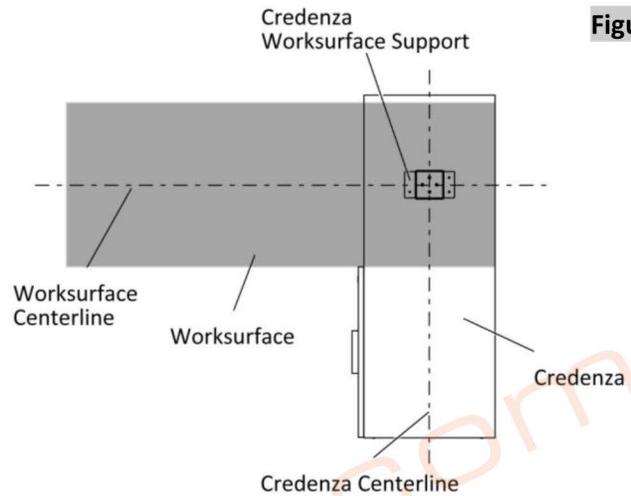
### Tools & Hardware Needed

		8391-0073 	8540-0789 
Drill	#2 Robertson bit	Flush Plate	#10 X 1" Oval Head Screw

## Credenza Worksurface Support

1. Locate the position of the credenza worksurface support, (Figure 1).
2. Attach credenza worksurface support to credenza with four #10 X 11/16" Oval Head Screws, (Figure 2).

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**Figure 1**



**Figure 2**

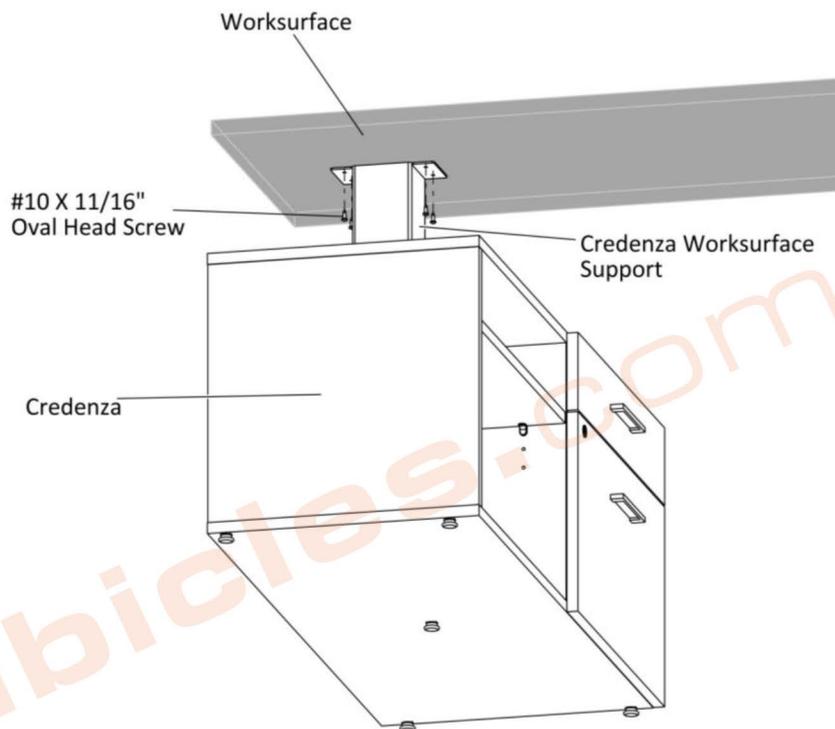
### Tools & Hardware Needed

			8540-0545 
Drill	#2 Robertson Long Bit	Credenza WS Support	#10 X 11/16" OH Screw (4X)

## Credenza Worksurface Support

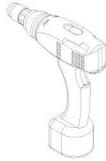
- Position and attach the worksurface on the credenza worksurface support with four #10 X 11/16" Oval Head Screws, (Figure 3).

**Note: Make sure worksurfaces are in a snug position.**



**Figure 3**

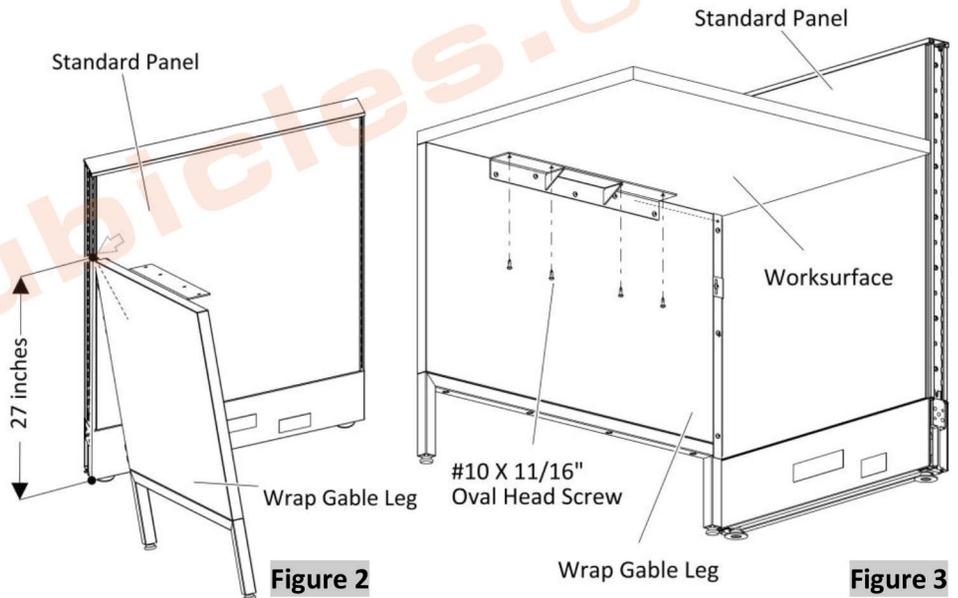
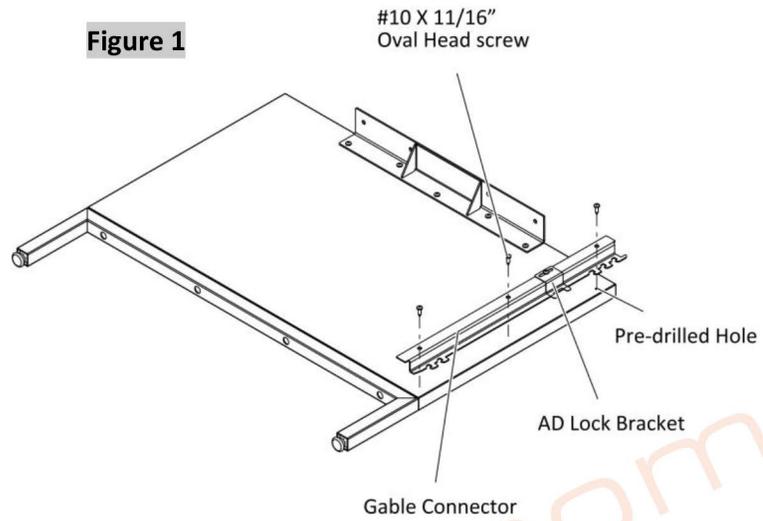
### Tools & Hardware Needed

			8540-0545 
Drill	#2 Robertson Bit	90° Angle Drill	#10 X 11/16" OH Screw (4X)

## Wrap Gable Leg to Standard Panel

1. Ensure the gable connector is secure in the required configuration: left or right
2. Position the gable connector, and flush with the vertical edge of the wrap gable leg. The upper hole of the end gable connector should be in the center of the pre-drilled hole, (Figure 1).
3. Drive #10 X 11/16" Oval Head Screw through the upper hole in the gable connector into the pre-drilled hole.
4. Drive #10 X 11/16" Oval Head screws through the other holes in the gable connector into the wrap gable leg.
5. Level off the standard panel (use torpedo level).
6. Measure from the bottom of the raceway up to 27 inches to locate the opening of the slot for the top hook of the wrap gable leg, (Figure 2).
7. Attach the wrap gable leg by angling it at 30 degrees; insert the top hook into the slot opening. Lower the wrap gable leg and place other hooks into the slotted frame channel, (Figure 2).
8. Push down the wrap gable leg and it will be engaged.
9. Level the wrap gable leg accordingly.
10. Adjust the AD lock bracket, release it down and the support will be fully engaged.
11. Securely tighten the screw of the AD lock bracket.
12. Securely fasten the wrap gable leg to the worksurface with four #10 X 11/16" Oval Head Screws, (Figure 3).
13. Place the plastic screw caps.

**Figure 1**



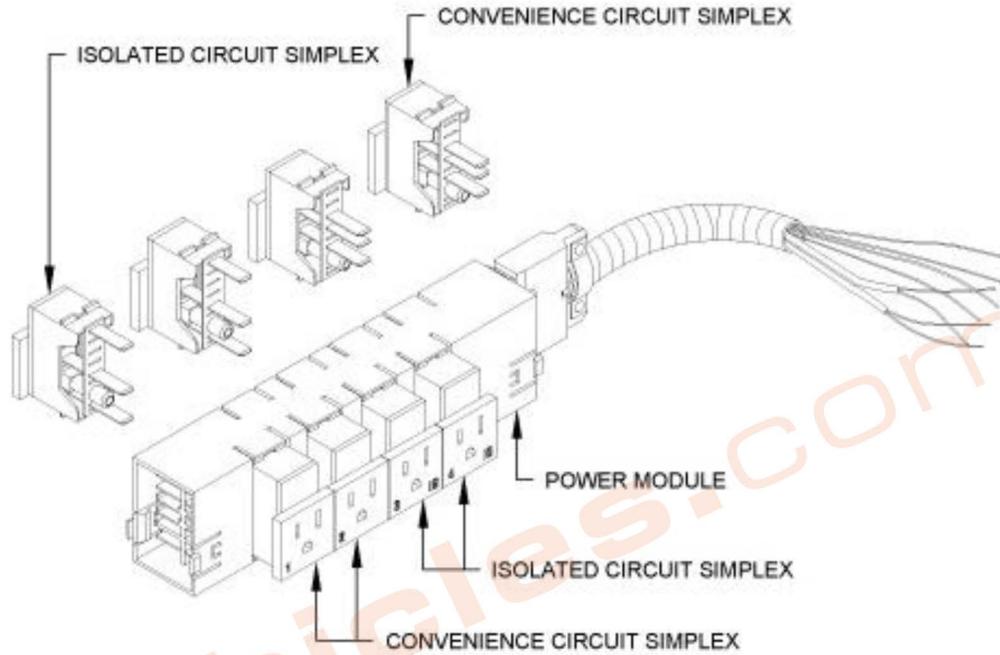
**Figure 2**

**Figure 3**

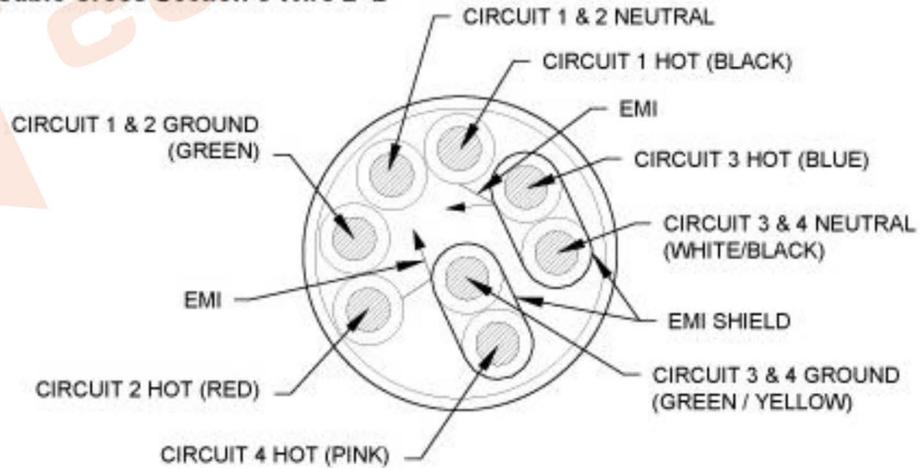
### Tools & Hardware Needed

		8540-0545 	
Drill	#2 Robertson bit	#10 X 11/16" OH Screw (7X)	Screw Cap (3X)

## Electrical Components and Specifications



**Cable Cross Section 8 Wire 2+2**

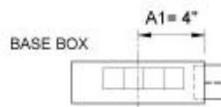
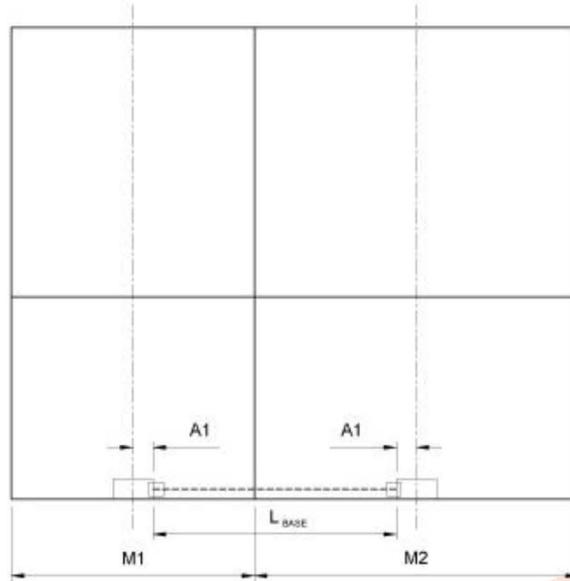


**NOTE:**

> All wires are 12 AWG in oval flex.

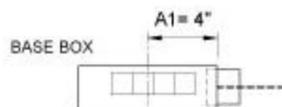
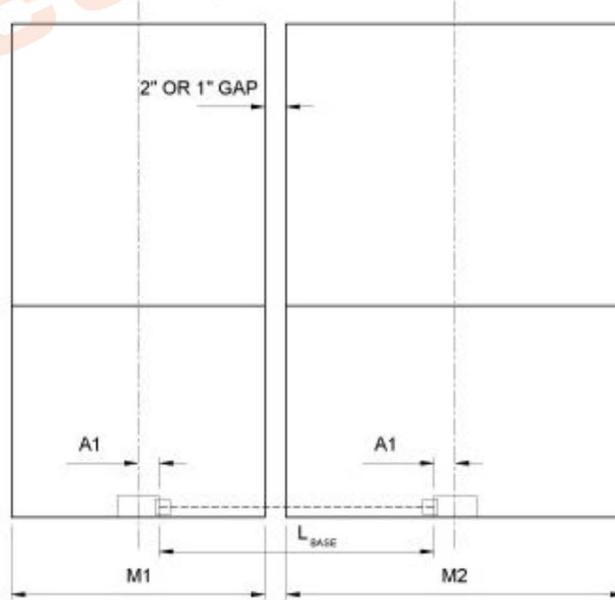
# Harness Calculation

## ELECTRICAL CABLE LENGTH CALCULATION ON A STRAIGHT PANEL CONNECTION



$$L_{BASE} = \frac{M1 + M2}{2} - 8"$$

## ELECTRICAL CABLE LENGTH CALCULATION ON A CORNER, T- OR X- PANEL CONNECTION



$$L_{BASE} = \frac{M1 + M2}{2} + 3" - 8"$$

## Desktop Power Installation

### Notes:

- Only applicable with a 1-inch gap surface.
- For furniture power distribution units, model no. TV2803-TC (Electrical rating: AC 12-V/6-Hz, 15 A)

**CAUTION: To prevent the risk of fire and electric shock, please be sure to read all instructions before installing or using the unit.**

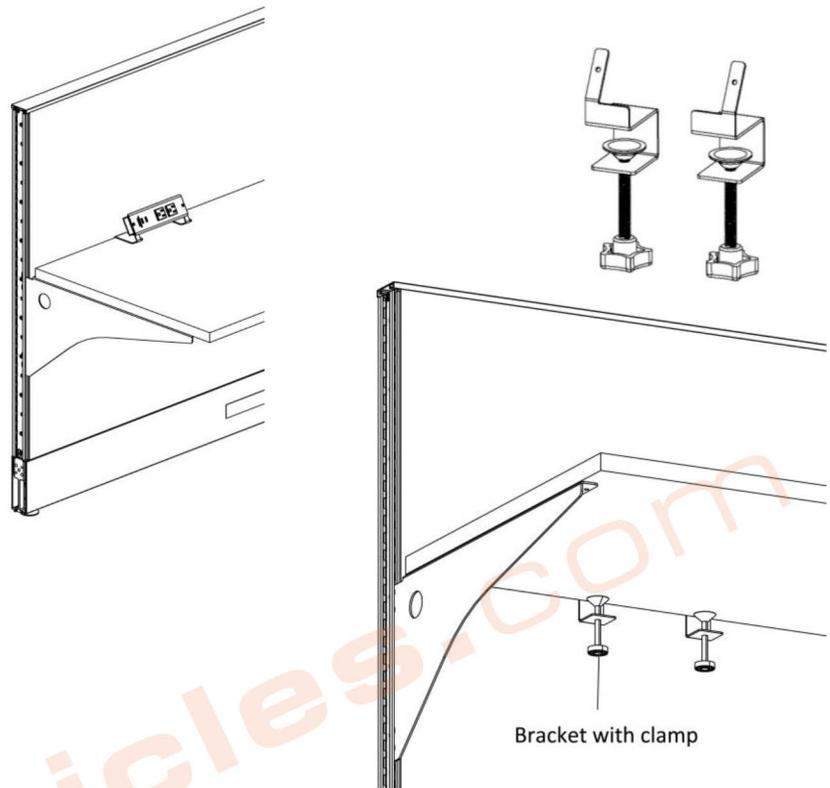
### IMPORTANT SAFETY INSTRUCTIONS

**WARNING – To reduce the risk of fire, electric shock, or injury to persons:**

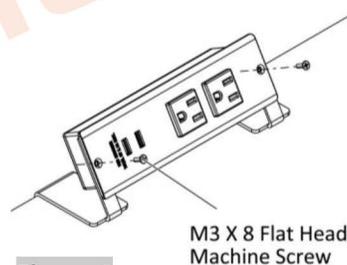
- Use the unit for indoor applications only.
- Do not use the extension cord(s) to connect the unit to power.
- Do not use a receptacle for connecting devices over 15A.
- Do not try to open the unit for any reason.

### MOUNTING INSTRUCTIONS

1. Attach the brackets to the power strip using included M3 X 8 Flat Head Machine Screws, (Figure 1).
2. Open the clamps by turning the thumb screws counterclockwise.
3. Place the clamps on the edge of the desired mounting surface. Turn the thumb screws clockwise and check if the power unit is securely installed to the mounting surface. Do not overtighten the thumb screws.
4. Plug the power cord into the nearest wall outlet. Make sure the wall outlet is properly grounded.



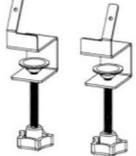
**Figure 2**



**Figure 1**

M3 X 8 Flat Head Machine Screw

### Tools & Hardware Needed

			
Drill	Phillips #2 Bit	M3 X 8 Machine Screw (2X)	Bracket with clamp
			
Power Strip			

## Power Module, Connector Harness & Communication Kit Installation

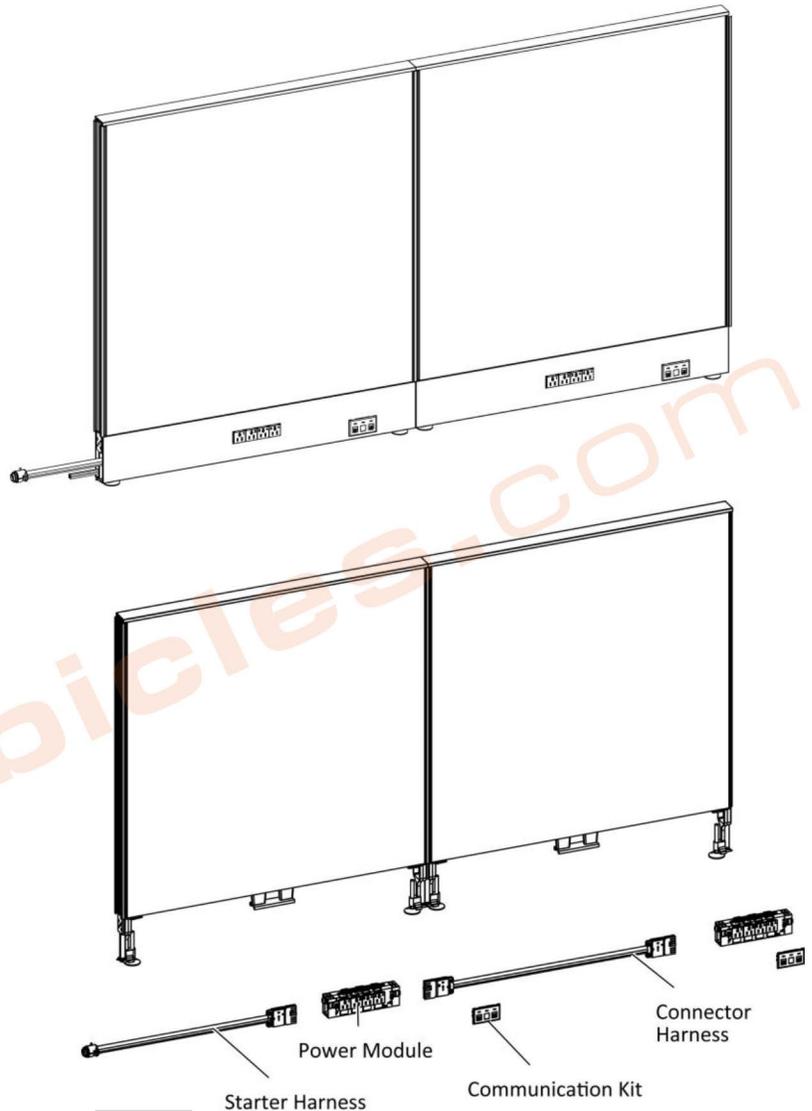
**CAUTION:** To prevent the risk of fire and electric shock, please be sure to read all instructions before installing or using the unit.

### IMPORTANT SAFETY INSTRUCTIONS

**WARNING – To reduce the risk of fire, electric shock, or injury to persons:**

- Consult local codes for compliance.
  - Use the unit for indoor applications only.
  - Do not use the extension cord(s) to connect the unit to power.
- 1.** Sort all connector harnesses, power modules, and communication kits.  
**Note: Communication wires are not included.**
  - 2.** Lay them beside the panels that are to be electrified, (Figure 1).

Continued on the next page >>



**Figure 1**

## Power Module, Connector Harness & Communication Kit Installation

3. Slide the power module right or left into the electrical box holder, (Figure 2).
4. Connect the correct electrical harnesses and lay the communication wires, (Figure 3).  
**Note: Communication wires are not included.**

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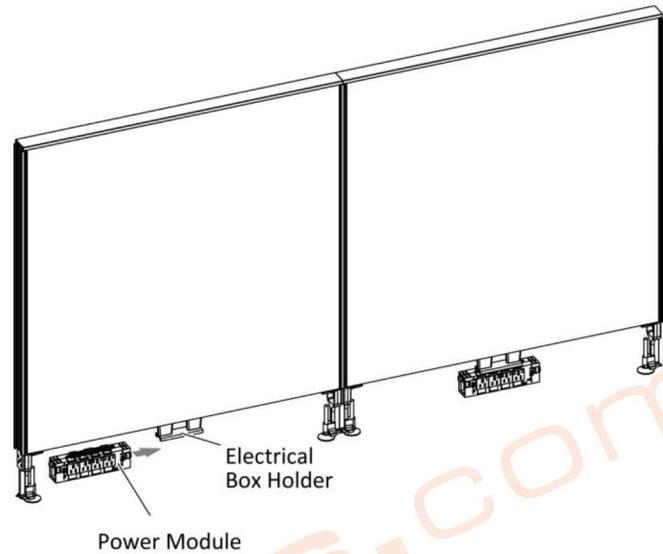


Figure 2

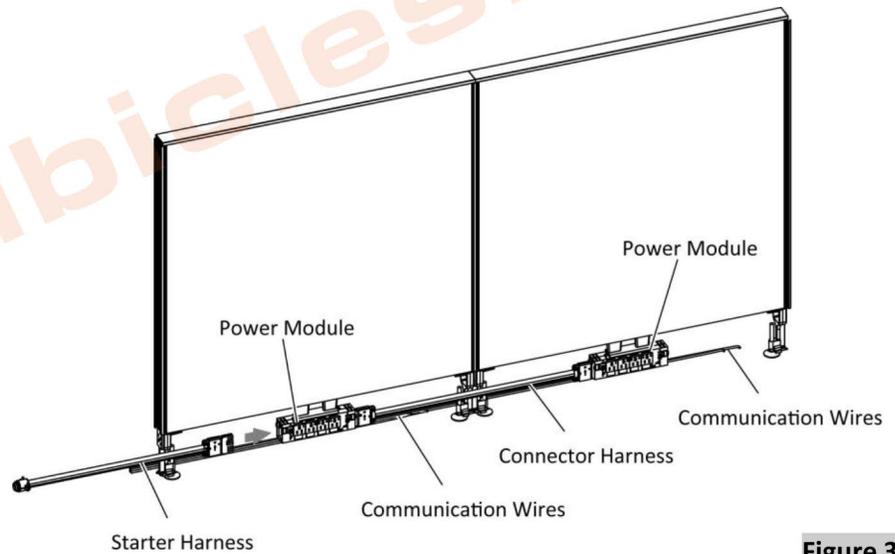


Figure 3

## Power Module, Connector Harness & Communication Kit Installation

5. Pop out the outlet cover and communication kit cover of the raceway cover that is to be electrified, (Figure 4).
6. Insert the plastic gasket on the top edge of the outlet cover opening, (Figure 5).
7. Place the raceway cover, (Figure 6). See “Raceway Cover Installation”.
8. Connect the communication wires to the communication kit.
9. Insert the communication kit into the communication kit opening, (Figure 7).

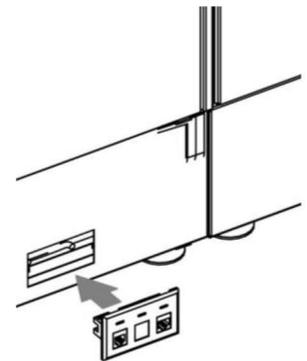
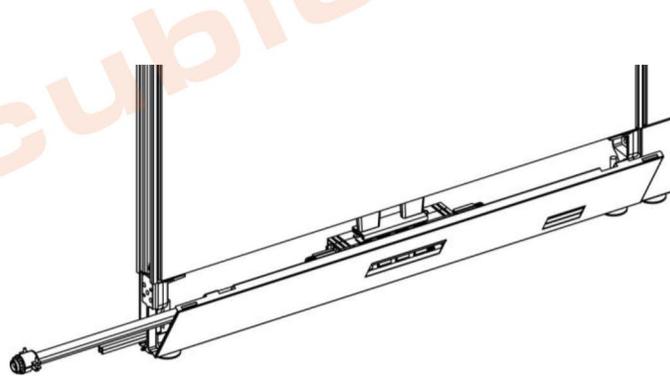
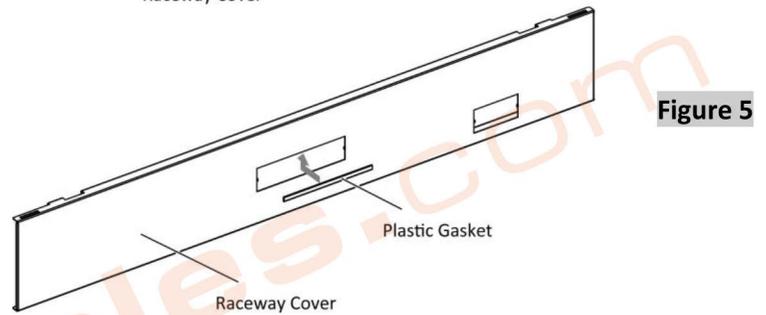
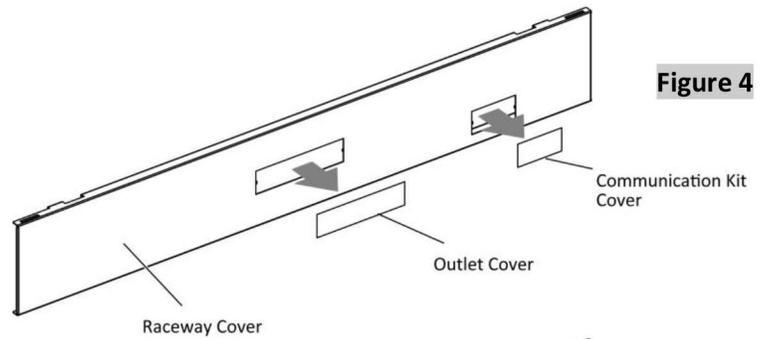


Figure 6

Figure 7