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V.E.S.

installation guide

for more information, contact Installation Service
toll free | 1.800.675.4092
mon-fri | 8:30am-5:00pm EST
www.tayco.com

table of contents

installation checklist

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

Site Accessibility

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

Site Preparation

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

Furniture Plans

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

Waste Management

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

care and maintenance

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 bristle or vacuum brushes 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 an excessive amount of water, abrasive cleaners, acids or alkalis and do not scratch or scrape surfaces. For persistent stains and marks use a commercial cleaner, such as Cabinet Magic® or Countertop Magic®, both manufactured by Magic American Corporation.

Acrylic Glazing

Dust regularly to keep surfaces free of dust particles. Clean any dirt 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.

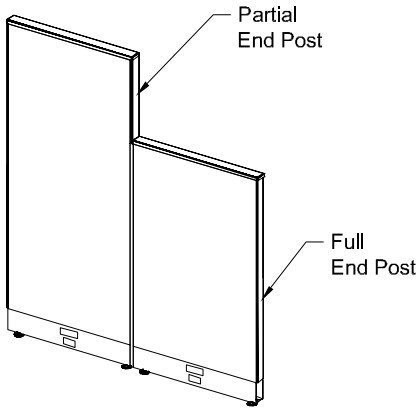
Painted Metals

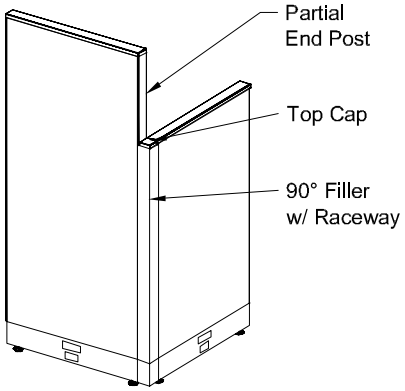
Tayco's painted metal products are powder-paint-coated. To clean these products, use a damp cloth, using only a small amount of lukewarm water if necessary. Dry with a clean, dry cloth. To avoid scratching and damaging the painted surface, do not use hard bristled brushes or abrasives.

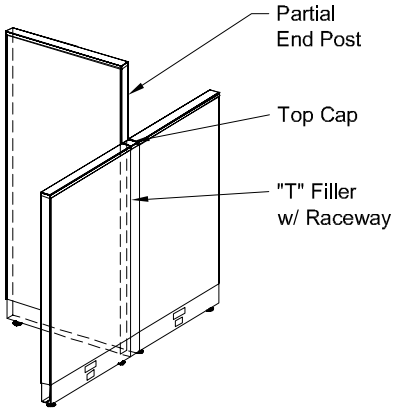
*THE USE OF HARSH CLEANERS AND CHEMICALS MAY PERMANENTLY ALTER THE PRODUCT FINISH APPEARANCE AND WILL VOID ANY WARRANTY.

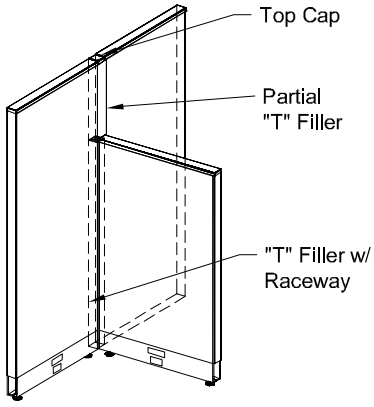
panel fillers - variable height panel combination

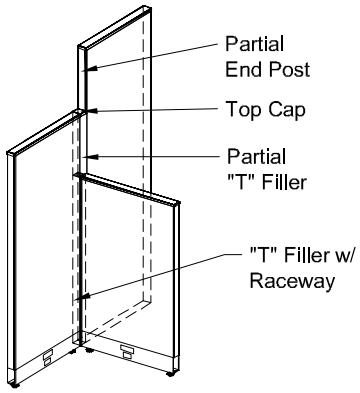
Panelink offers the flexibility of 90, 180, and 135 degree connections at varying heights. Illustrated below are a few connection possibilities for Panelink panel frames.

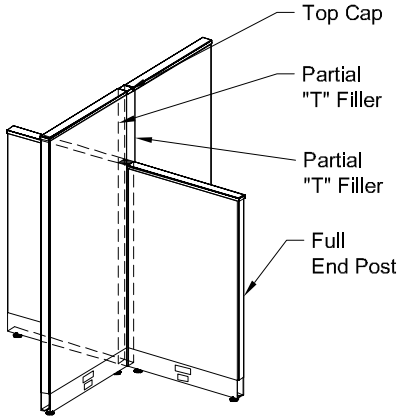


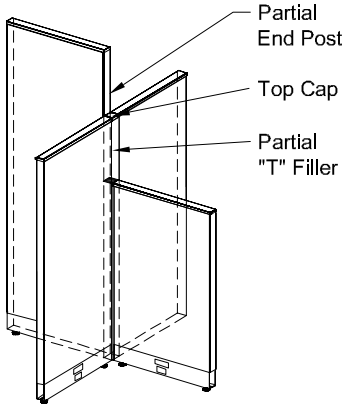


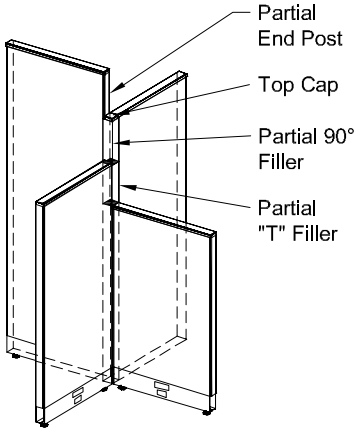








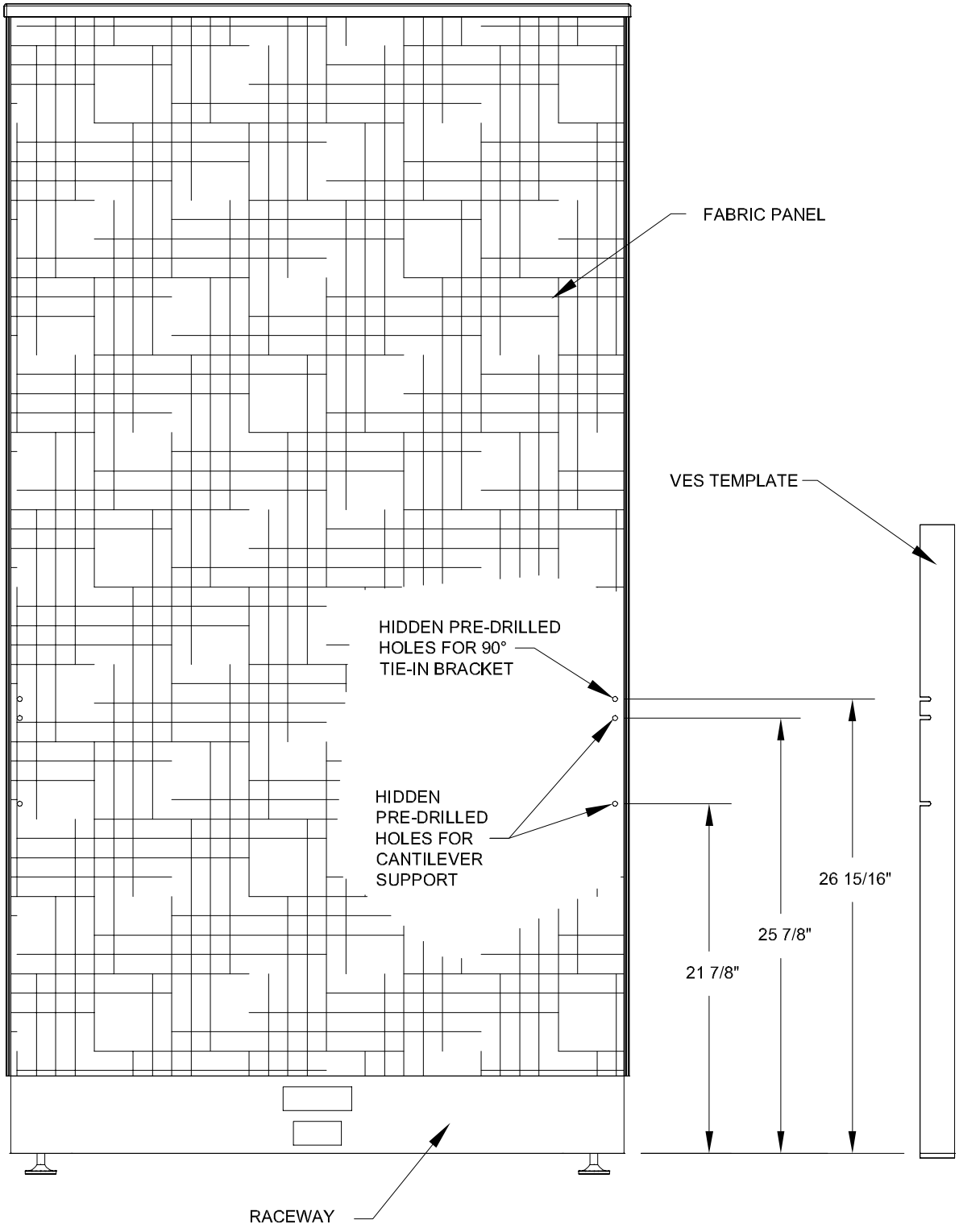




The illustrations in this page show the correct fillers to be used for variable height panels at different configurations.

panel elevation

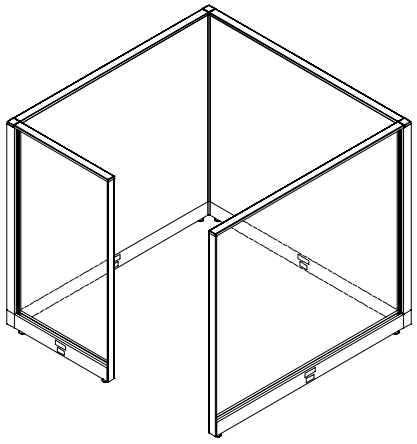
The location of the hidden pre-drilled holes for 90° tie-in bracket and cantilever support is measured from the bottom of the panel raceway. Align the VES Template to the edge of the panel and raceway to locate the pre-drilled holes under the fabric.



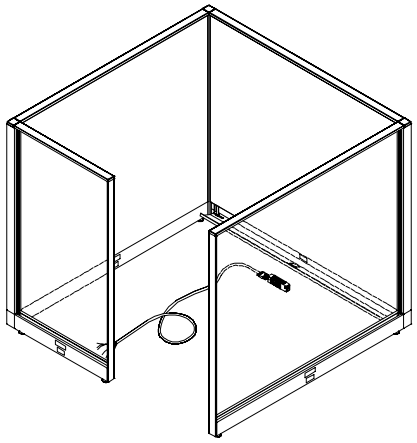
installation sequence

1. Assemble panels. Install all fillers except at the panel junction where power pole is going to be installed.
2. Install panel electrics.
3. Install task light/s and power pole/s.

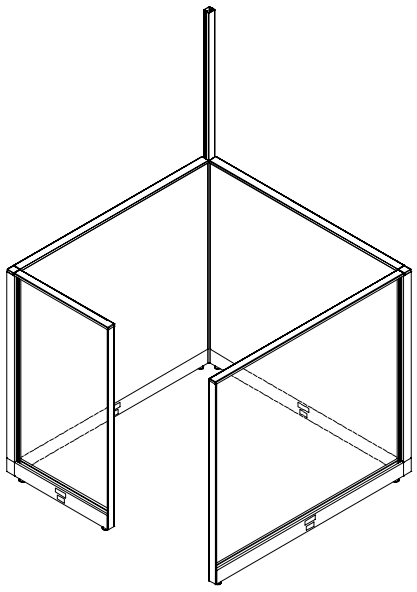
STEP 1



STEP 2



STEP 3



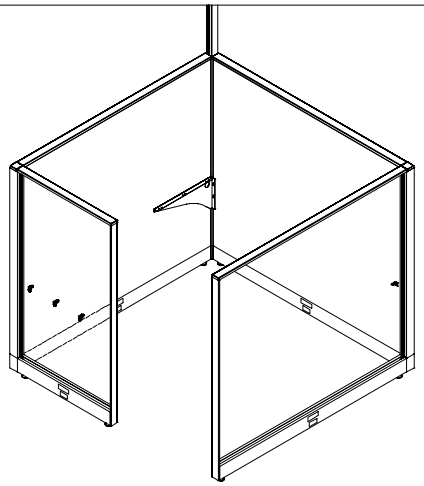
installation sequence (cont'd)

4. Install worksurface supports.

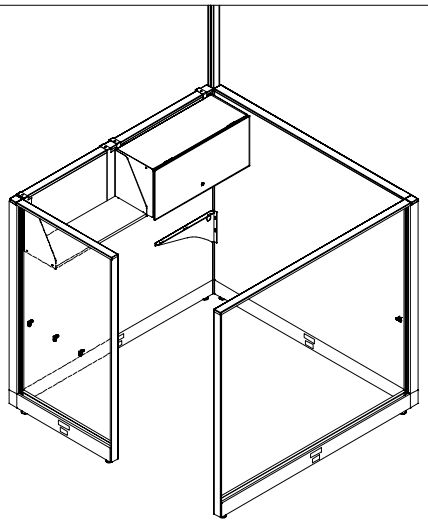
5. Install overhead storage units. Attach task lights to underside of overhead storage units.

6. Install surfaces and keyboard trays.

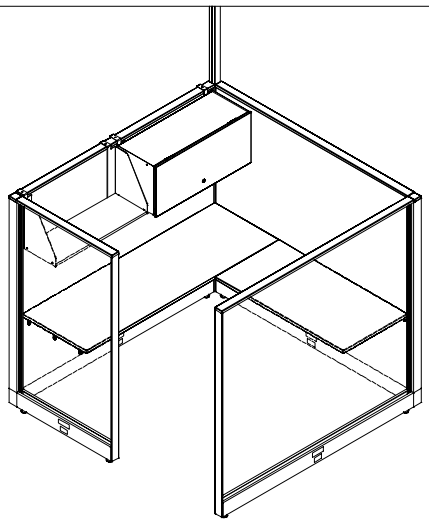
STEP 4



STEP 5



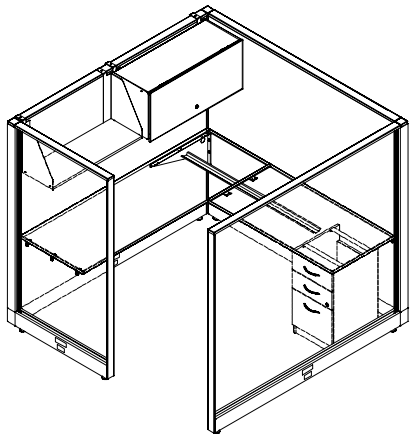
STEP 6



installation sequence (cont'd)

7. Install under desk storage units.

STEP 7



panel assembly - side by side panels

1. Line up two panels, vinyl end to vinyl end, level top of panels, (Figure 1). Adjust glides if necessary, (Figure 2).

2. Starting from the top of the panels, push a clip-link connector in the vertical slots located at the ends of the panels between the fabric and the vinyl, (Figure 3).

3. Use a rubber mallet to force the clip-link in, down the entire length of the panels. Ensure that there is no gap between the top cap and the clip-link.

4. Repeat steps 2 and 3 on the other side of the panels.

FIGURE 1

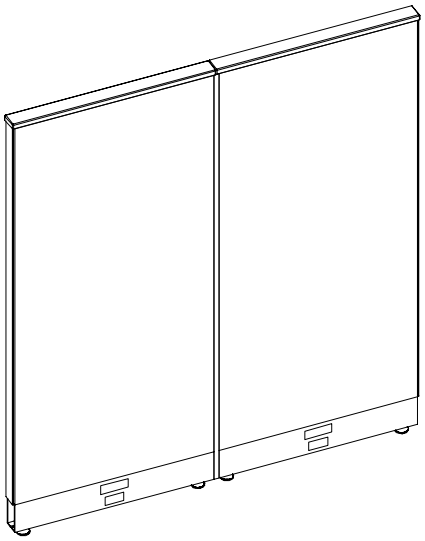


FIGURE 2

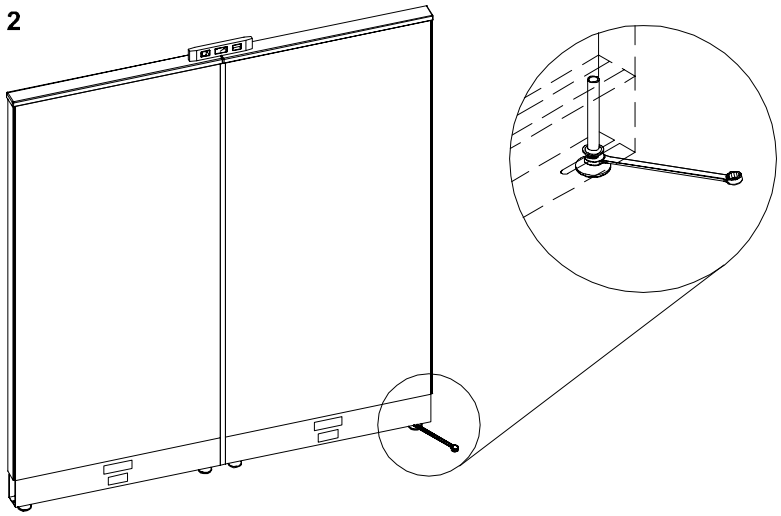
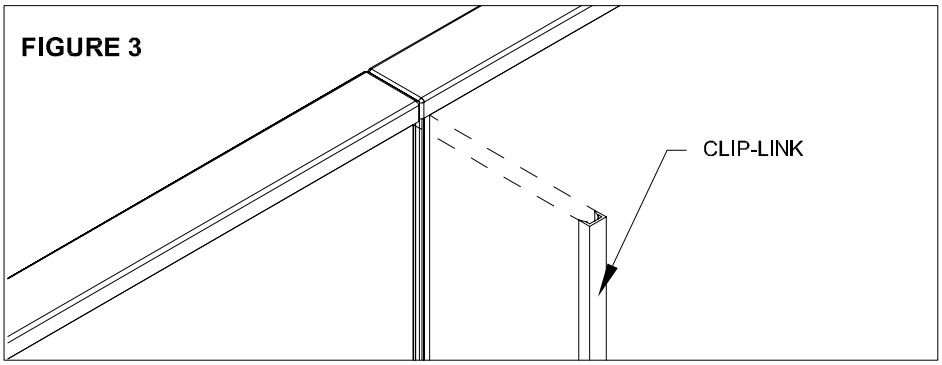
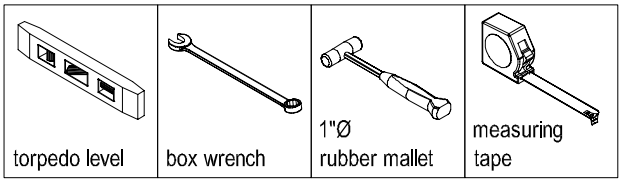


FIGURE 3



tools needed



NOTE:

> Must hold connector until at least 10-inches is in, to ensure connectors don't drop down.

panel assembly - 90° configuration

1. Line up two panels, vinyl end to vinyl end. Level top of panels and using a box wrench, adjust glides if necessary, (Figure 1).

2. Starting from the top of the panels, push a clip-link connector in the vertical slots located at the ends of the panels between the fabric and the vinyl. This should be the side where one panel is to swing in, (Figure 2). Use a rubber mallet to force the clip-link in, down the entire length of the panels.

3. Rotate one panel to create a 90° angle with the second panel, (Figure 3).

FIGURE 1

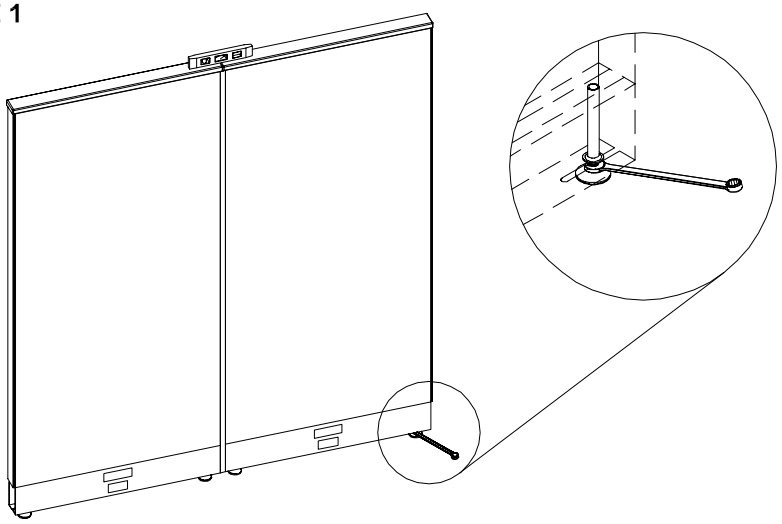


FIGURE 2

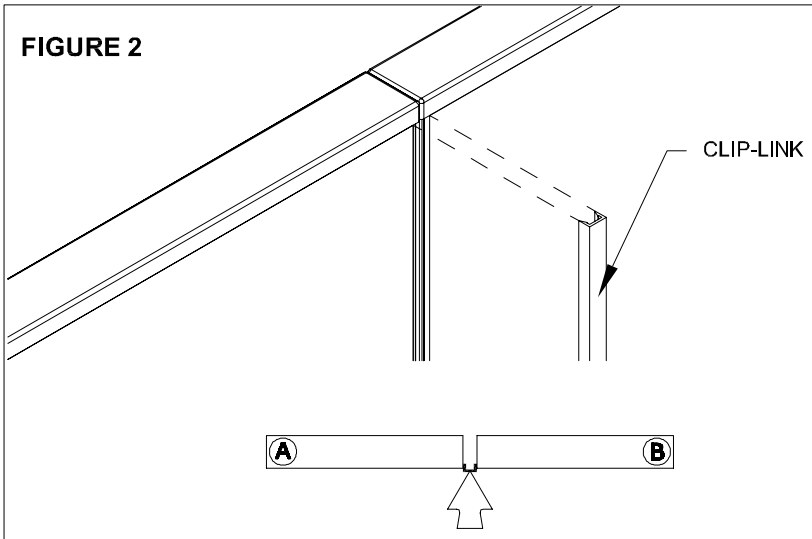
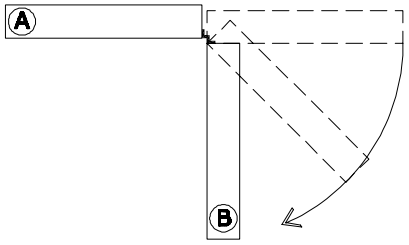


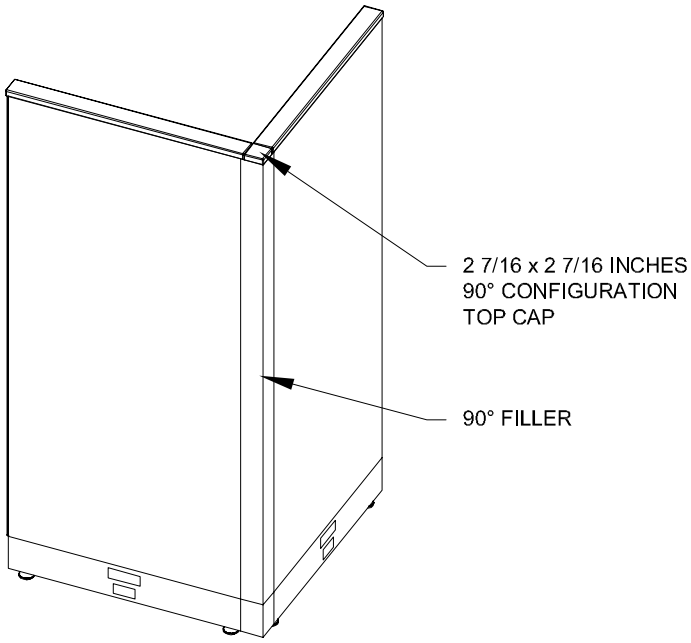
FIGURE 3



panel assembly - 90° configuration (cont'd)

4. Attach the 90° filler and 2 7/16 inches 90° Configuration Top Cap to the junction of the panels, (Figure 4).

FIGURE 4

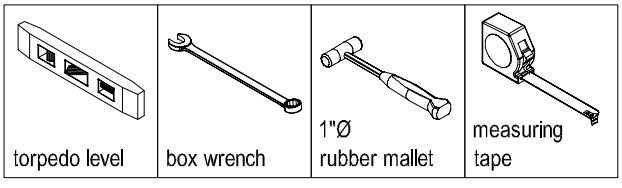


NOTES:

> If a power pole is located at the junction of the panels, it has to be installed first, before attaching the 90° filler to the panels. Refer to the section on power pole installation for more details.

> Must hold connector until at least 10-inches is in, to ensure connectors don't drop down.

tools needed



panel assembly - "T" configuration

1. Line up two panels, vinyl end to vinyl end. Level top of panels and using a box wrench, adjust glides if necessary, (Figure 1).

2. Starting from the top of the panels, push a clip-link connector in the vertical slots located at the ends of the panels between the fabric and the vinyl. This should be the side where one panel is to swing in, (Figure 2). Use a rubber mallet to force the clip-link in, down the entire length of the panels.

3. Rotate panel (B) to create a 90° angle with panel (A), (Figure 3).

4. Line up panel (C) with panel (B) and level panel (C). Fasten cliplink, (Figure 4).

FIGURE 1

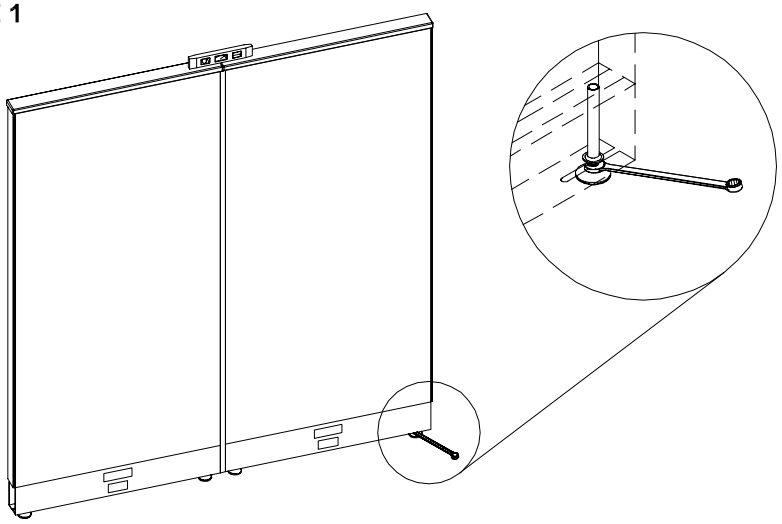


FIGURE 2

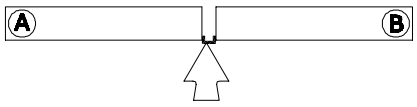


FIGURE 3

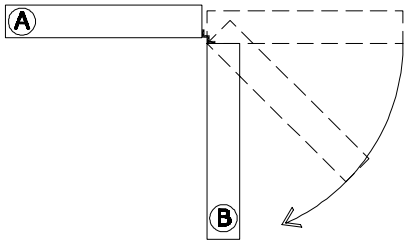
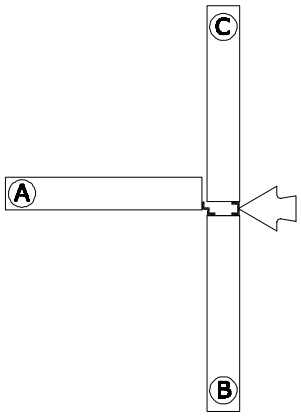


FIGURE 4



panel assembly - "T" configuration (cont'd)

5. Rotate panel (C) to create a 90° angle with panel (B), (Figure 5).

6. Attach the "T"-filler and 2 7/16 x 2 1/4 inches 3-Way Connection Top Cap to the junction of the panels, (Figure 6).

FIGURE 5

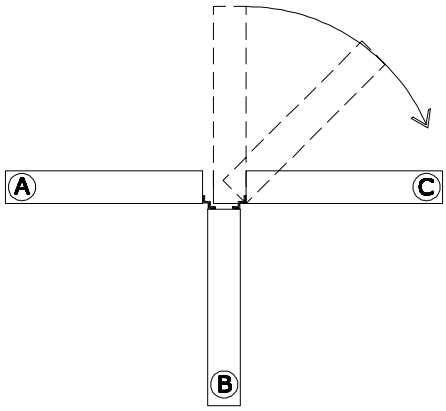
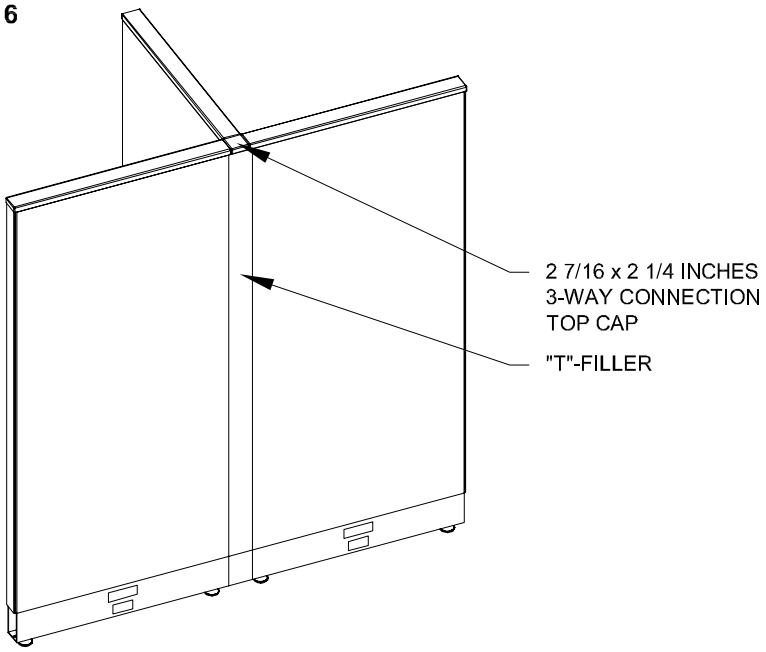


FIGURE 6

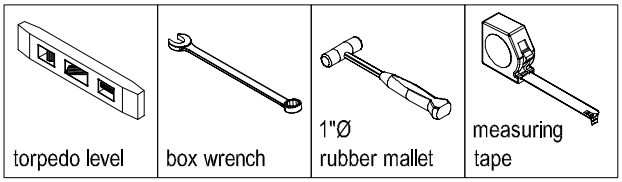


NOTES:

> If a power pole is located at the junction of the panels, it has to be installed first, before attaching the "T" filler to the panels. Refer to the section on power pole installation for more details.

> Must hold connector until at least 10-inches is in, to ensure connectors don't drop down.

tools needed



panel assembly - cross configuration

1. Follow steps 1 to 5 of Panel Assembly - "T" Configuration. Only this time, swing Panels (B) & (C) out of the way of Panel (A), (Figure 1).

2. Line up Panel (D) with Panel (A). Level Panel (D). Fasten clip-link, (Figure 2).

3. Rotate the panels to line up Panels (C) & (D). Level Panel (D) with Panel (C). Fasten clip-link, (Figure 3).

4. Swing and adjust panels to form a cross configuration, (Figure 4).

FIGURE 1

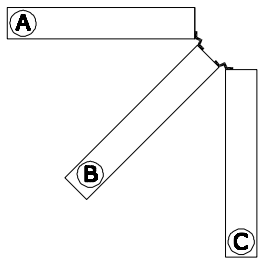


FIGURE 2

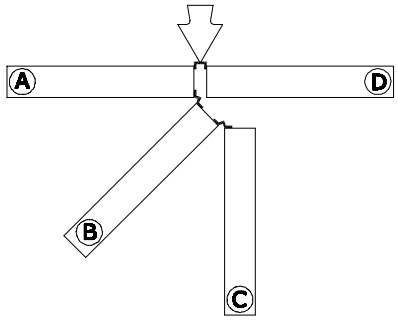


FIGURE 3

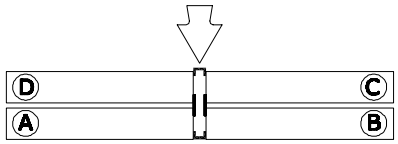
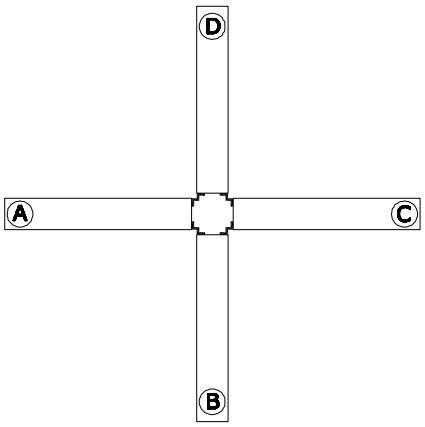


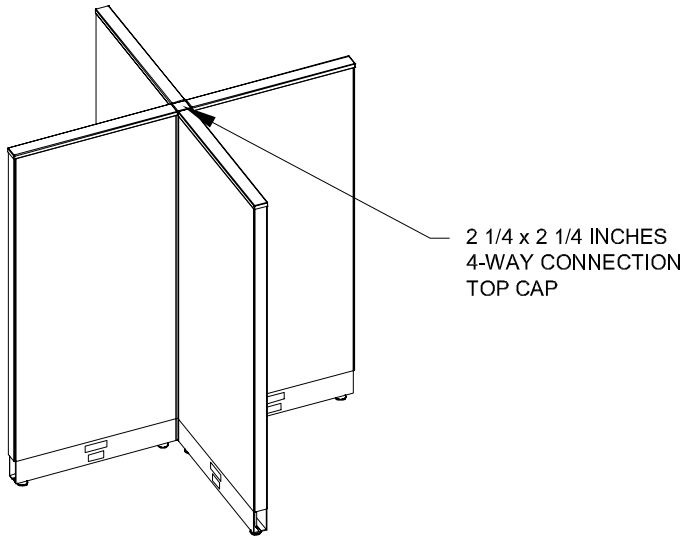
FIGURE 4



panel assembly - cross configuration (cont'd)

5. Insert the 2 1/4 x 2 1/4 inches 4-Way Connection Top Cap in the panel junction, (Figure 5).

FIGURE 5

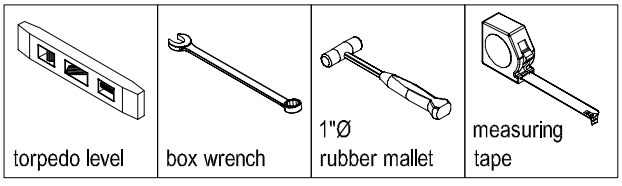


NOTES:

> If a power pole is located at the junction of the panels, do not use a Universal Top Cap. Refer to the section on power pole installation for more details.

> Must hold connector until at least 10-inches is in, to ensure connectors don't drop down.

tools needed

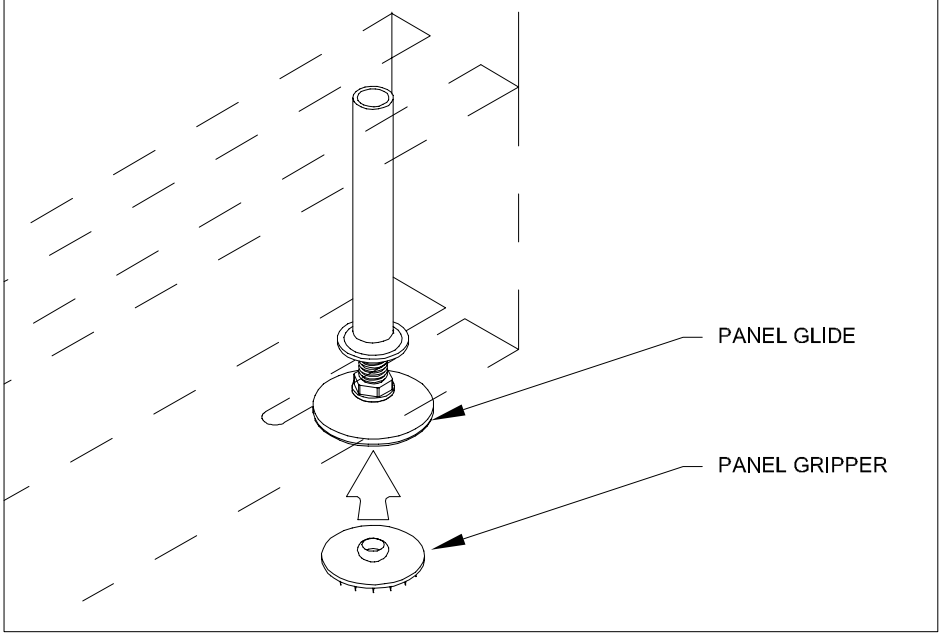


panel grippers

GRIPPER FOR CARPETED FLOORS, (Figure 1):

1. Lift panel end.
2. Snap gripper to underside of panel glide.

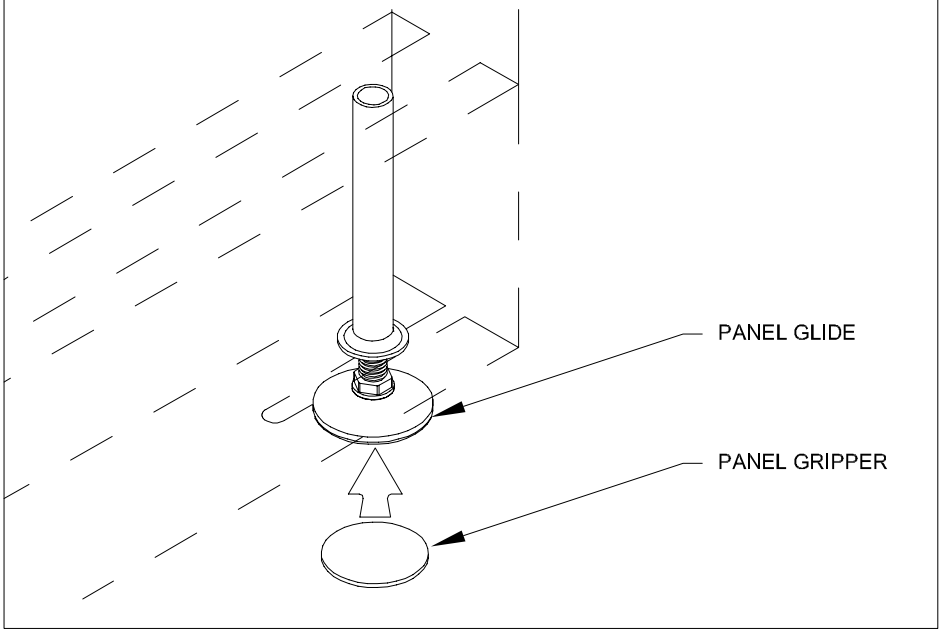
FIGURE 1



GRIPPER FOR NON-CARPETED FLOORS, (Figure 2).

1. Remove sticker from gripper.
2. Lift panel end.
3. Stick gripper to underside of panel glide.

FIGURE 2



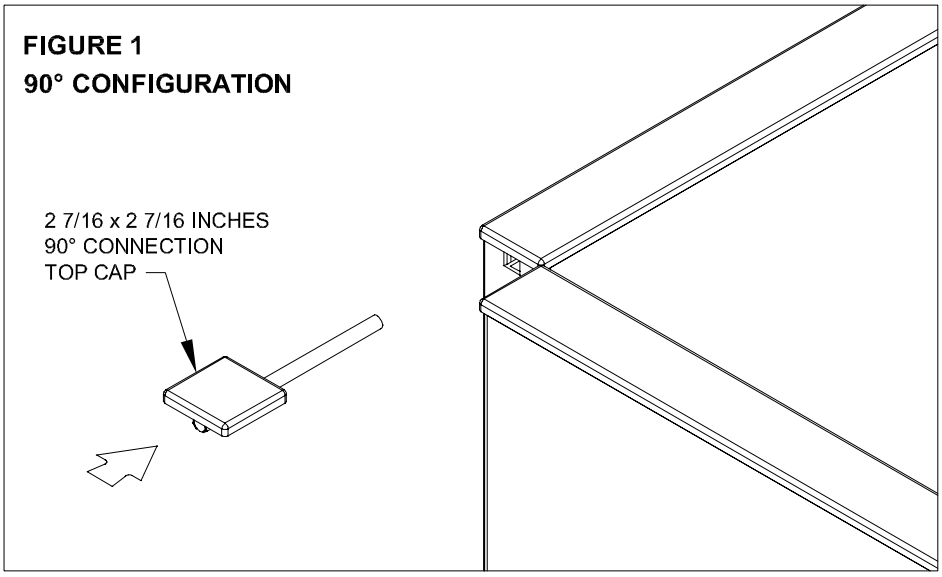
NOTE:

> Install panel grippers only after the station has been completely installed.

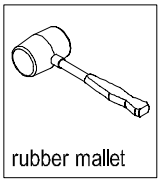
top cap installation - 90° configuration

1. Attach the 2 7/16 x 2 7/16 inches 90° Configuration Top Cap to the junction of the panels by sliding the wooden dowel into the plastic extrusion, (Figure 1).

FIGURE 1
90° CONFIGURATION



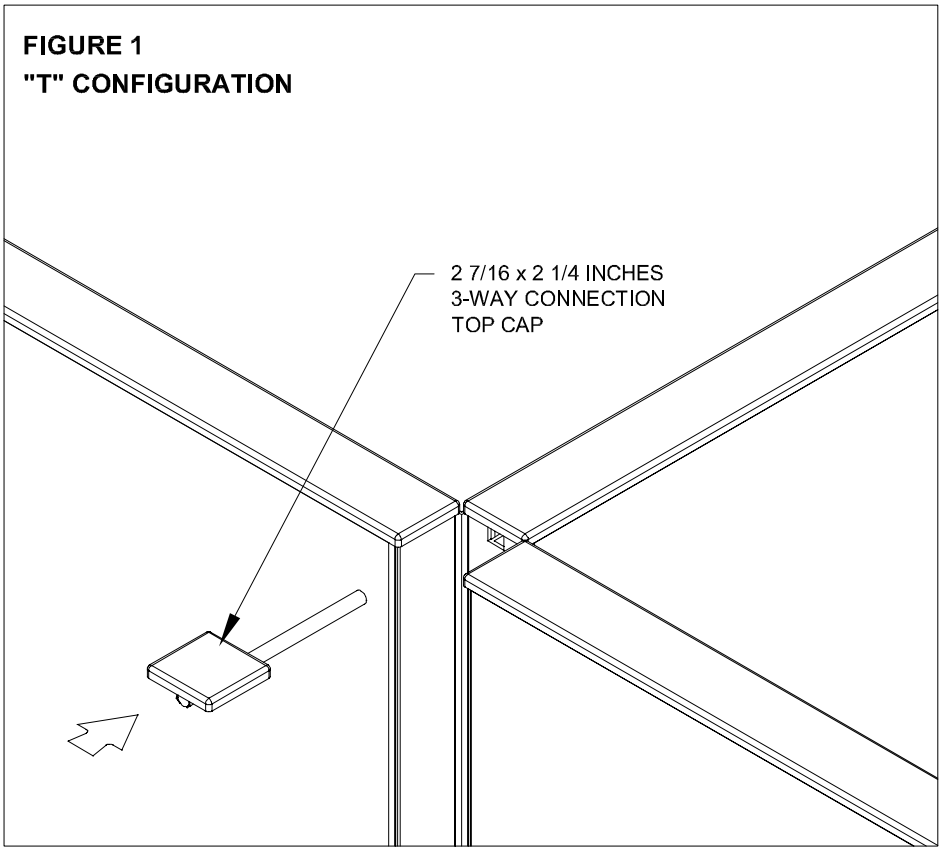
tools needed



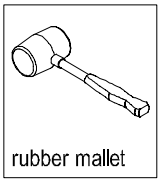
top cap installation - "T" configuration

1. Attach the 2 7/16 x 2 1/4 inches 3-Way Connection Top Cap to the junction of the panels by sliding the wooden dowel into the plastic extrusion, (Figure 1).

FIGURE 1
"T" CONFIGURATION



tools needed



top cap installation - cross configuration

1. Remove the top trim of one panel, (Figure 1).

2. Slide the wooden dowel into the plastic extrusion of the top trim, (Figure 2).

3 Re-install the top trim, (Figure 3).

FIGURE 1

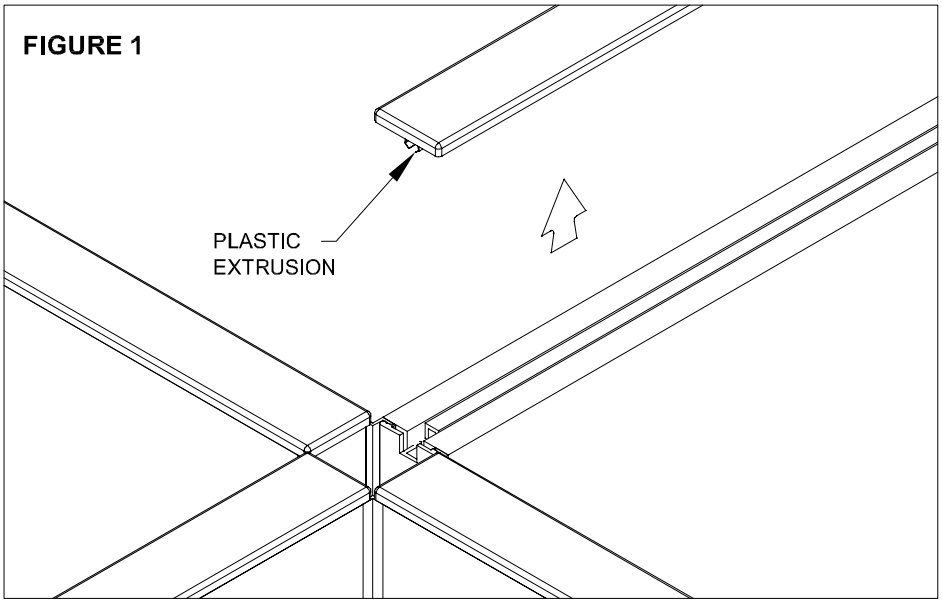


FIGURE 2

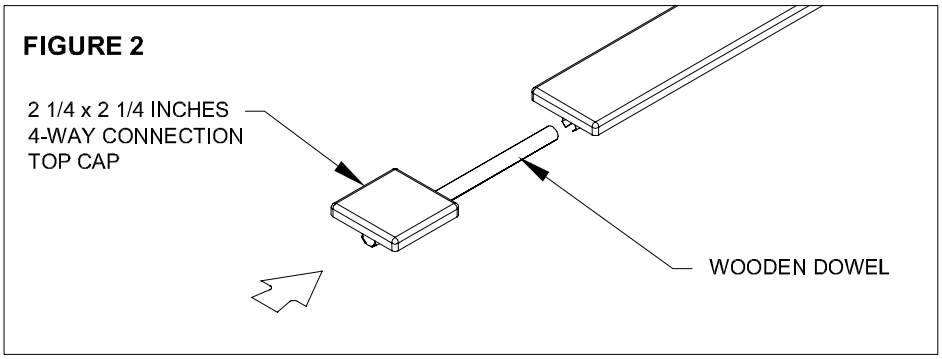
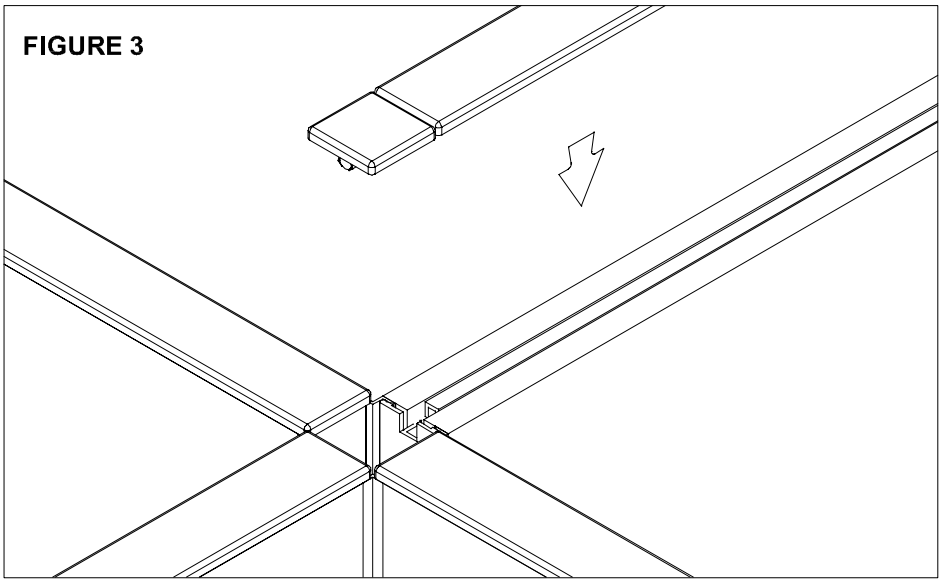
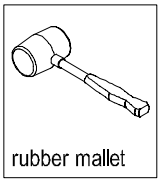


FIGURE 3



tools needed



connecting adjoining surface

1. Position the straight return, level & adjust the glides of the pedestal if necessary, (Figure 1).

2. Attach the surfaces together with two mending plates & a horizontal metal support, (Figure 2).

3. Figure 3 shows two adjacent surfaces.

FIGURE 1

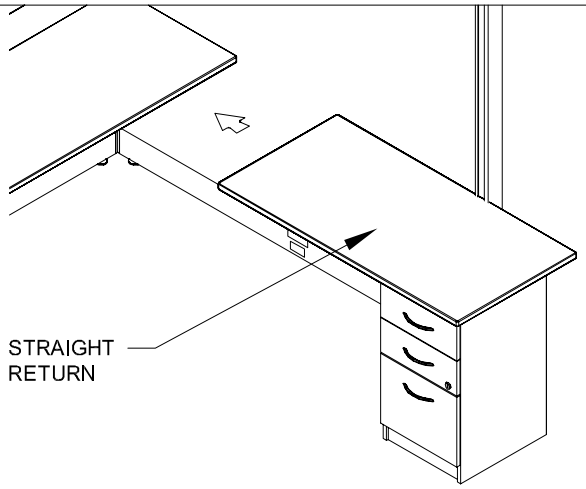


FIGURE 2

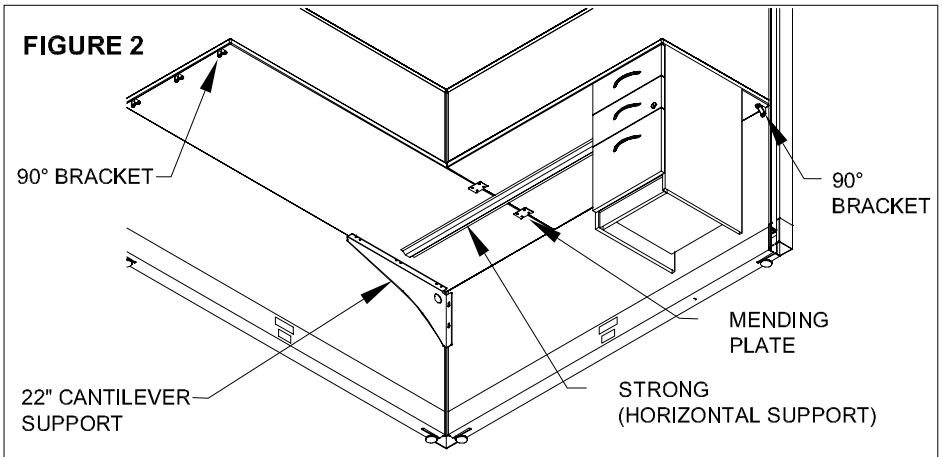
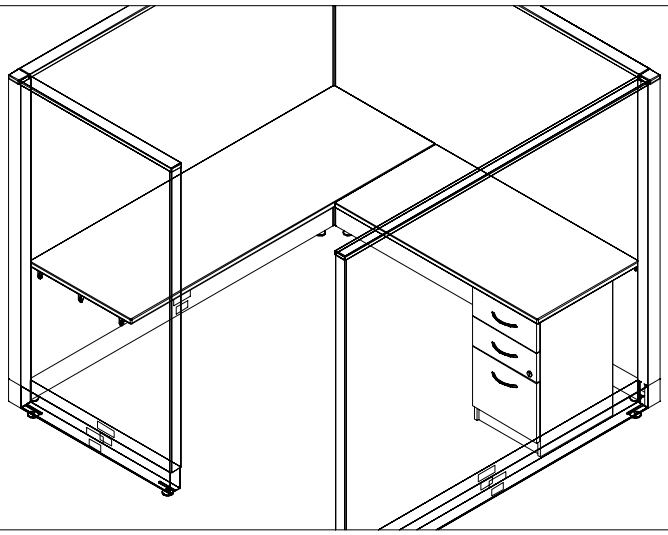


FIGURE 3



tools & hardware needed

drill	torpedo level	box wrench	#2 Robertson bit	mending plate	11/16" oval head screw

metal supports for panel and surfaces - cantilever

1. Align the ves template to the edge of the panel and raceway; locate the pre-drilled holes underneath the fabric, (Figure 1, see panel elevation for cantilever support location).

2. Secure the cantilever support to the panel with two #10 round head TAYCO tie-in special screws, (Figure 2, see panel elevation support location).

FIGURE 1

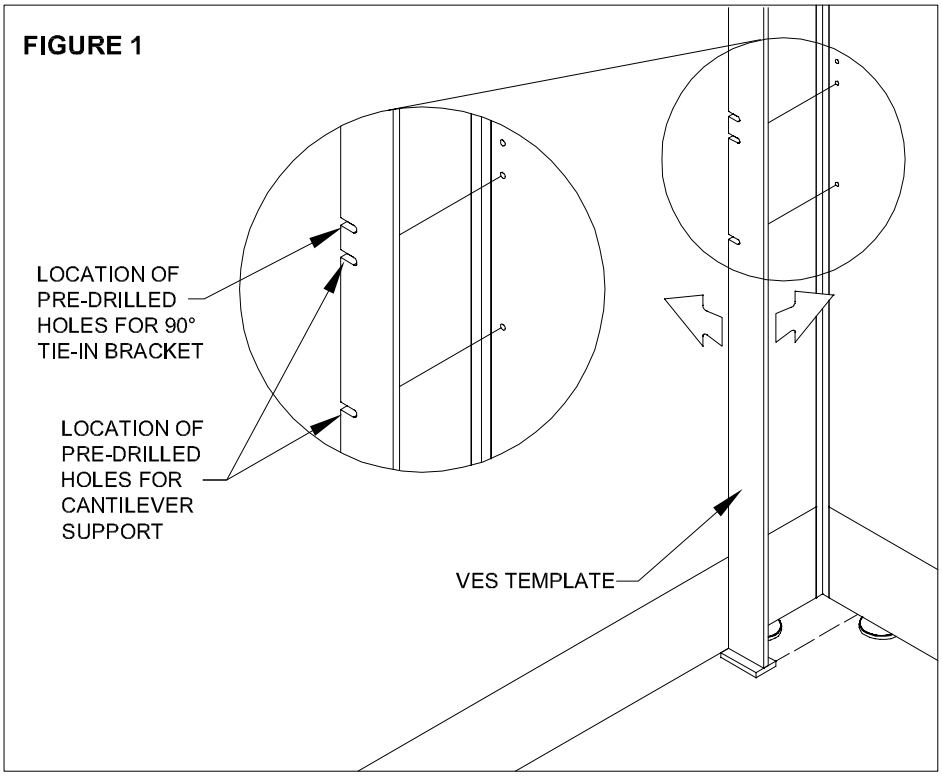
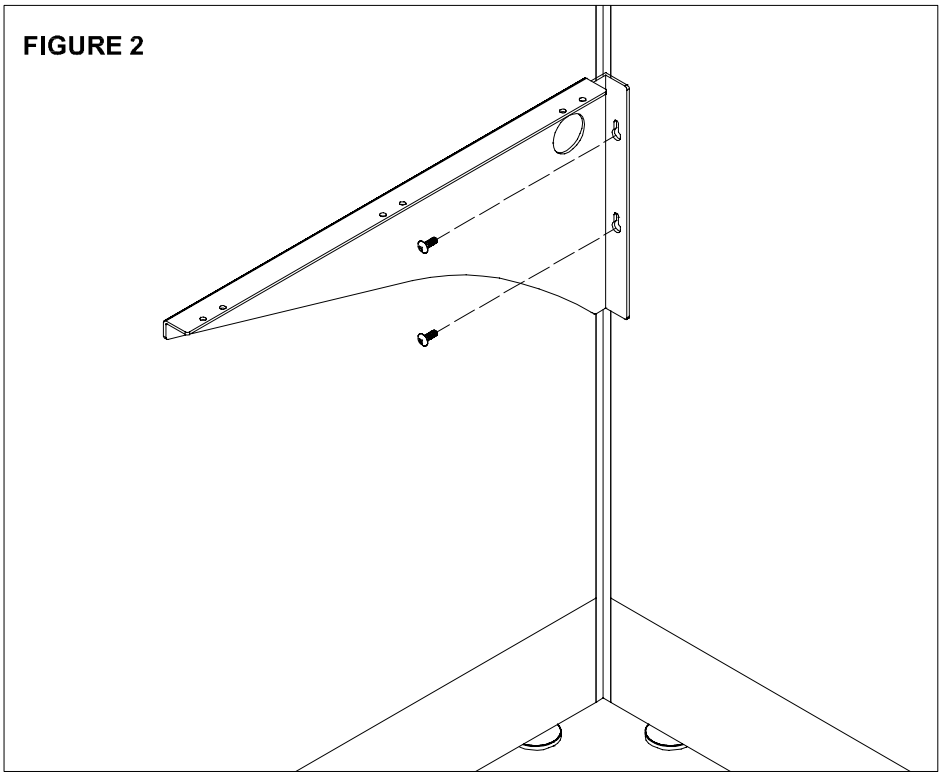
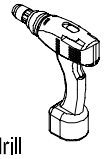
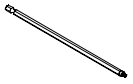


FIGURE 2



tools & hardware needed


drill


#2 Robertson bit


#10 round head TAYCO tie-in special screw

metal supports for panel and surfaces - 90° tie-in bracket

1. Align the ves template to the edge of the panel and raceway; locate the pre-drilled holes underneath the fabric, (Figure 1).

2. Position and secure the 90° tie-in bracket to the panel with one #10 round head TAYCO tie-in special screw, (Figure 2).

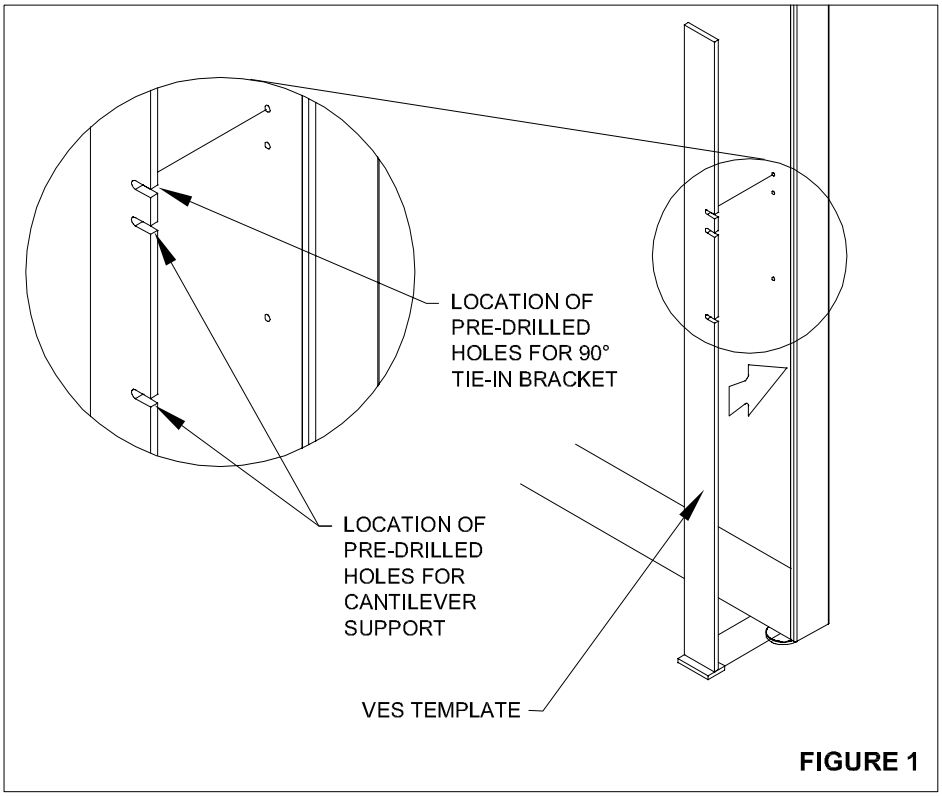


FIGURE 1

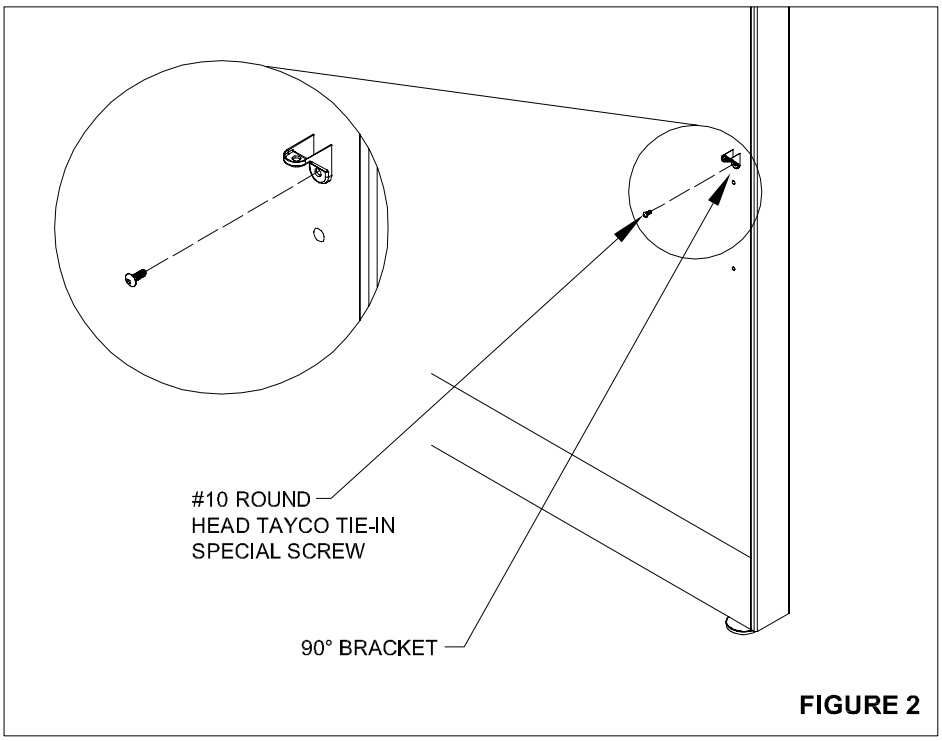
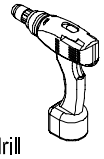
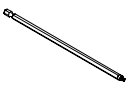
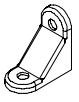


FIGURE 2

tools & hardware needed

 drill	 #2 Robertson bit	 90° countertop bracket	 #10 round head TAYCO tie-in special screw

metal supports for entry/return panel

1. Measure 27 1/2-inches from the bottom of the raceway up; use that measurement to fasten the 90° brackets, (Figure 1).

2. Attach three 90° bracket to the entry or return panel w/ 11/16-inch oval head screws using #2 Robertson bit, (Figure 2).

FIGURE 1

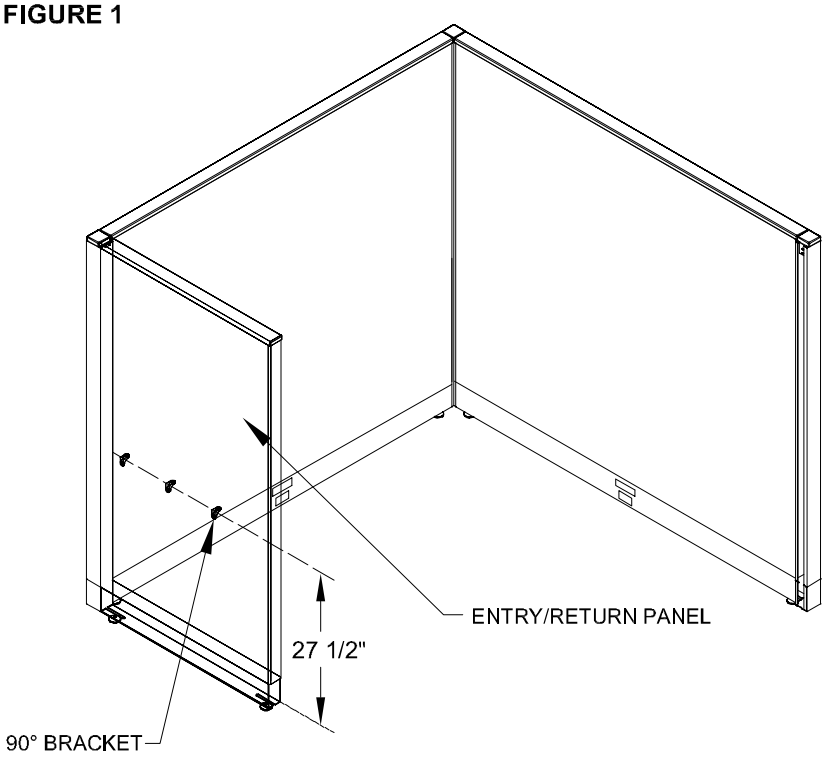
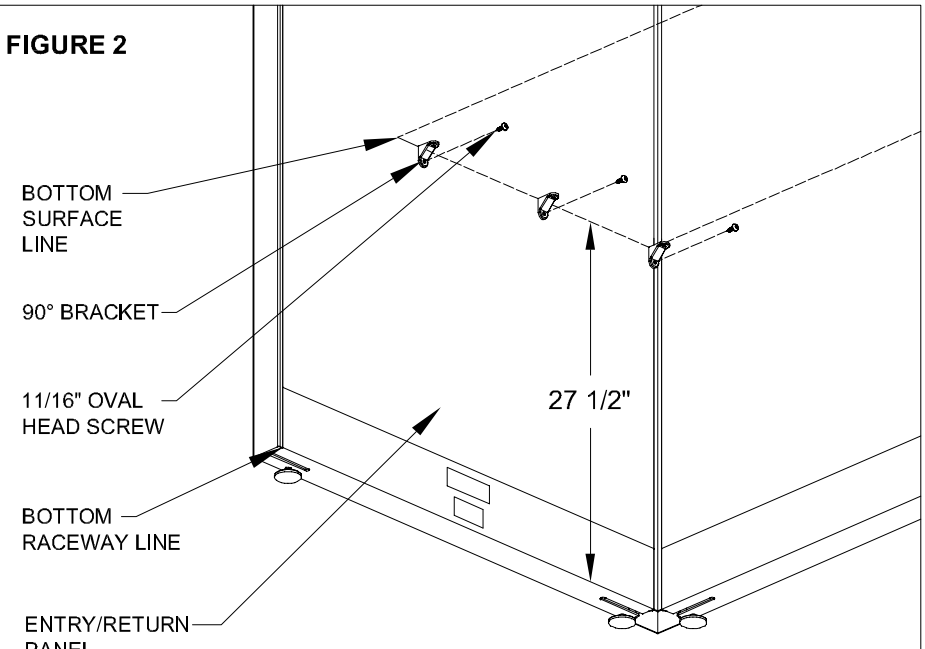


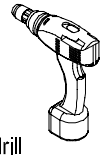
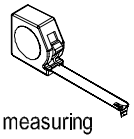
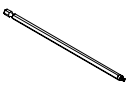
FIGURE 2



NOTE:

> Use 2 -90° brackets for 24-inches deep
> Use 3 -90° brackets for 30-inches deep

tools & hardware needed

 drill	 measuring tape	 #2 Robertson bit	 90° countertop bracket	 11/16" oval head screw

metal shelf & flipper cabinet installation

1. Hang & position the metal shelf or flipper cabinet on top of the panel, (Figure 1).

2. Secure the metal shelf or flipper cabinet with #10, 2-inch pan head self drilling screw, (Figure 2).

FIGURE 1

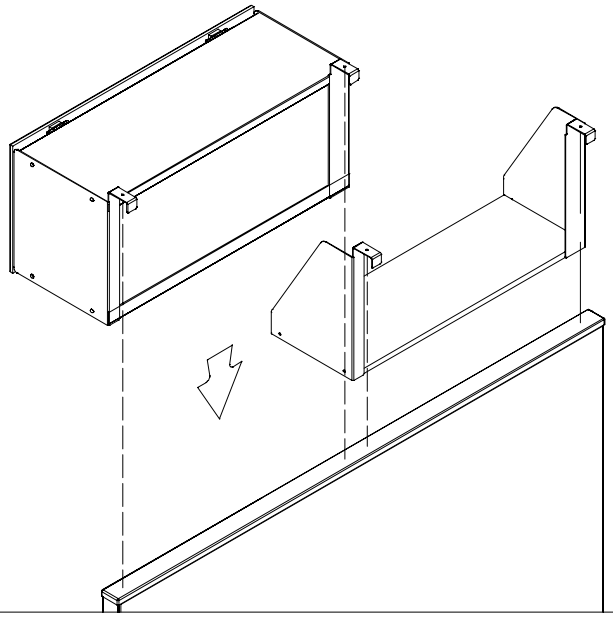
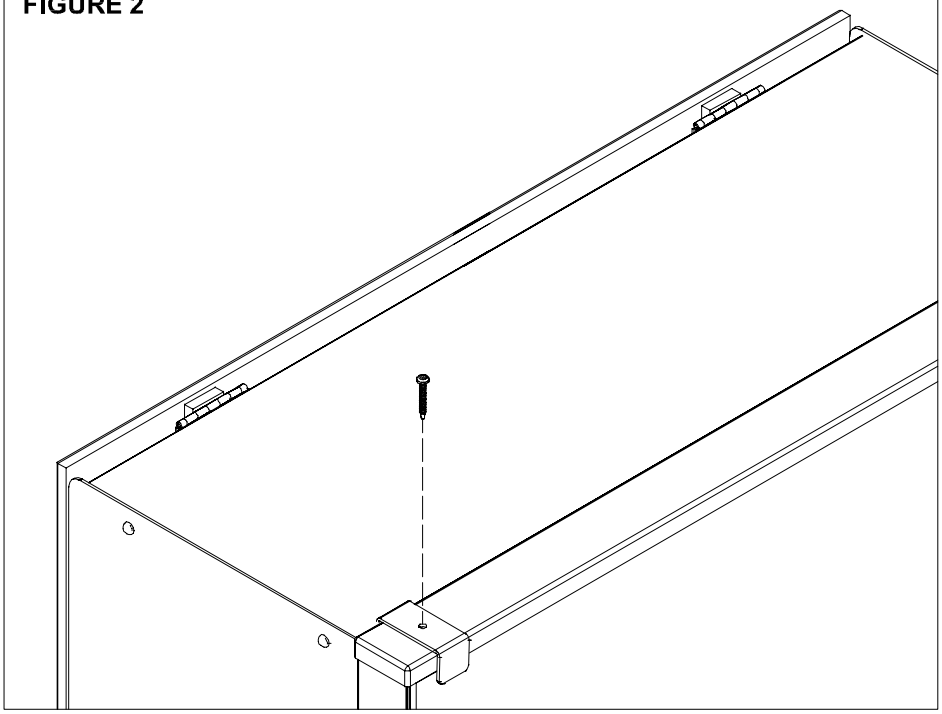
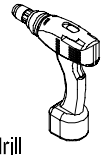
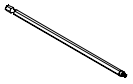


FIGURE 2



tools & hardware needed

 drill	 #2 Robertson bit	 #10, 2" self drilling screw

end gable pedestal installation

End gables pedestal are attached to panel with 90° tie-in bracket.

1. Align the ves template to the edge of the panel and raceway; locate the pre-drilled holes underneath the fabric, (Figure 1; see panel elevation for the 90° tie-in bracket location).

2. Position and secure the 90° tie-in bracket using #10-32 flat head screw, (Figure 2)

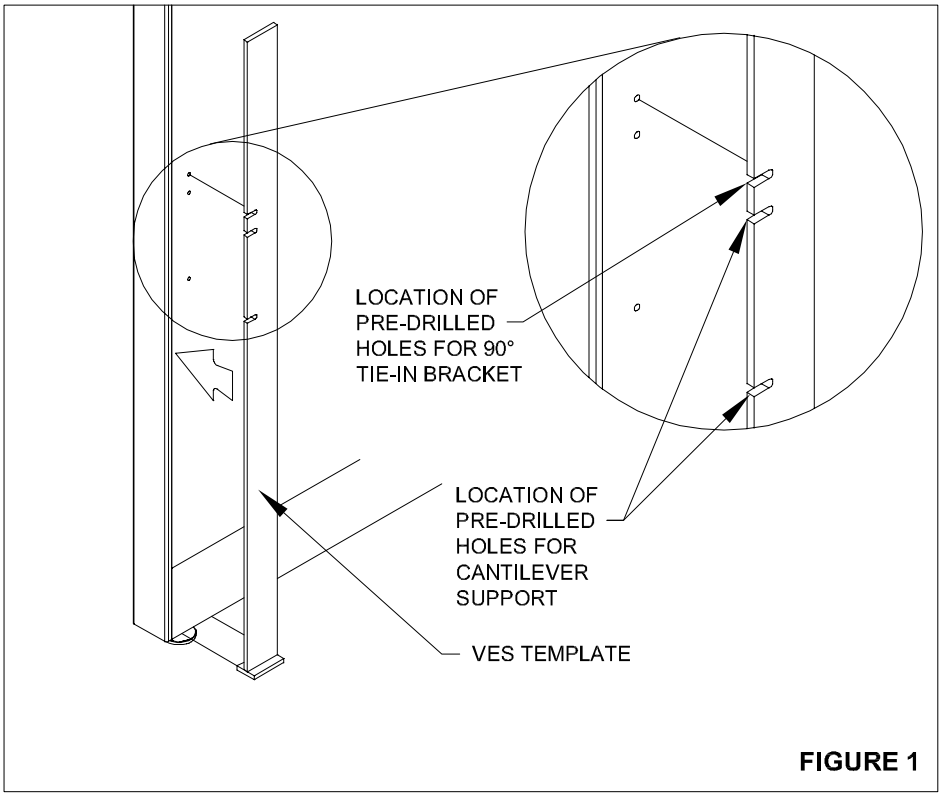


FIGURE 1

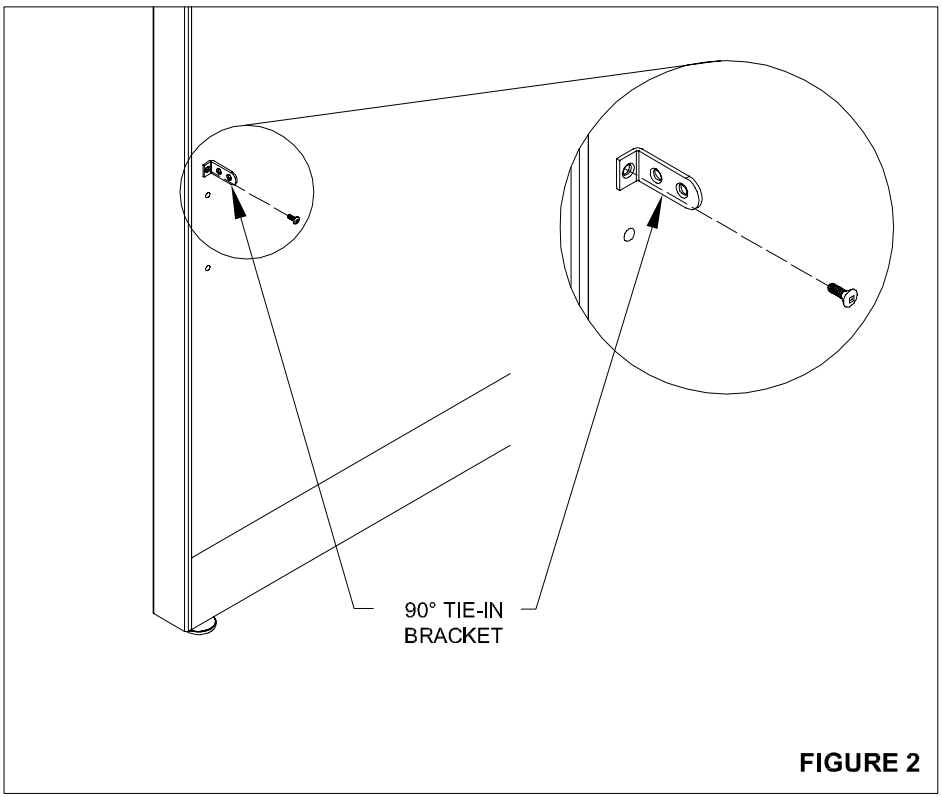


FIGURE 2

end gable pedestal installation (cont'd)

3. Remove drawers from pedestal by disengaging the safety lock located at the sides of the drawer, (Figure 3).

4. Position the gable pedestal into place; level and adjust glides if necessary.

5. Attach the gable pedestal to the 90° tie-in bracket on the panel with two 11/16-inch oval head screw, (Figure 4).

FIGURE 3

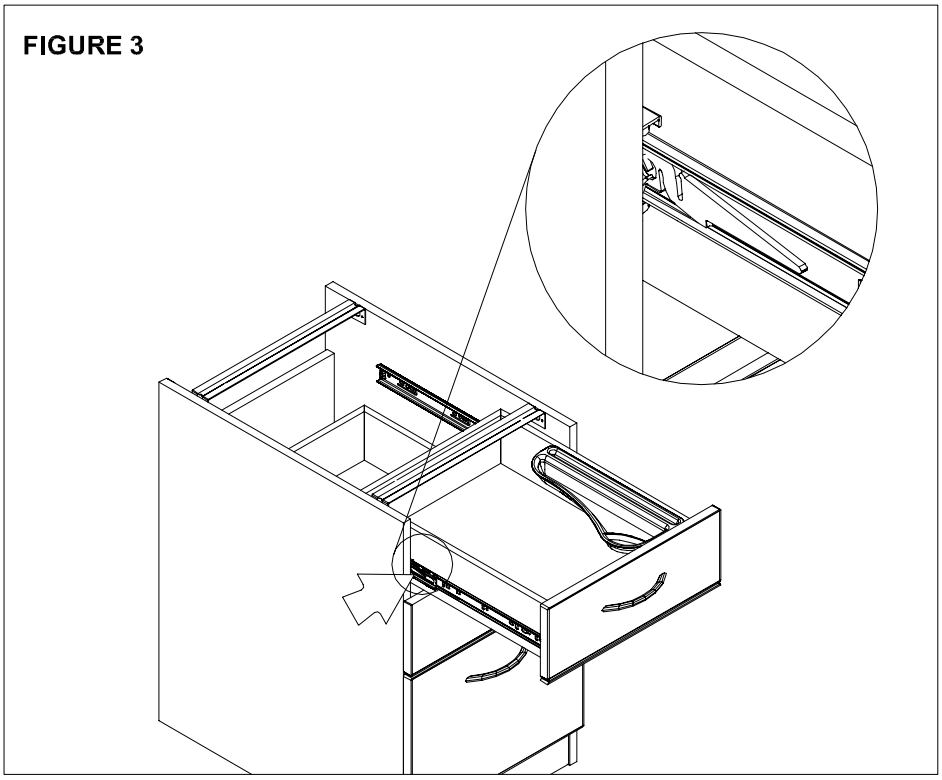
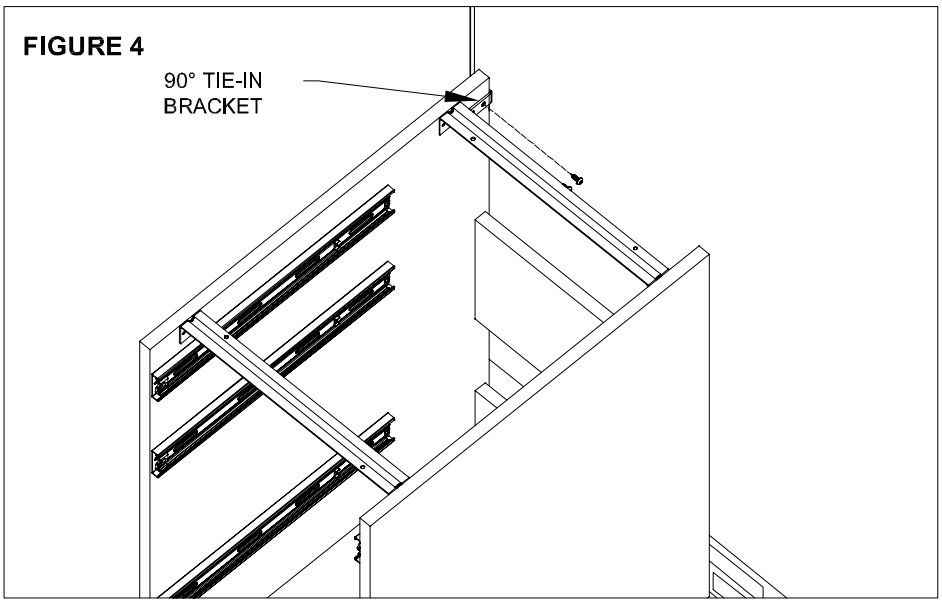
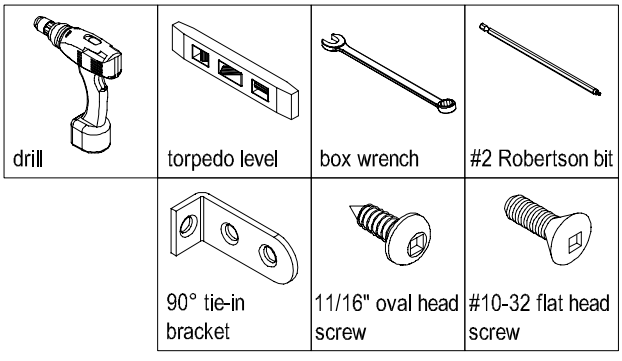


FIGURE 4



tools & hardware needed



underdesk pedestal attachment to surface

1. Remove drawers from pedestal by disengaging the safety lock located at the sides of the drawer, (Figure 1).

2. Slide the pedestal under the surface at desired location. Adjust pedestal glides if necessary. Main body of pedestal is 3/4-inch in from top edge.

3. Attach pedestal to surface with the four screws provided, (Figure 2).

FIGURE 1

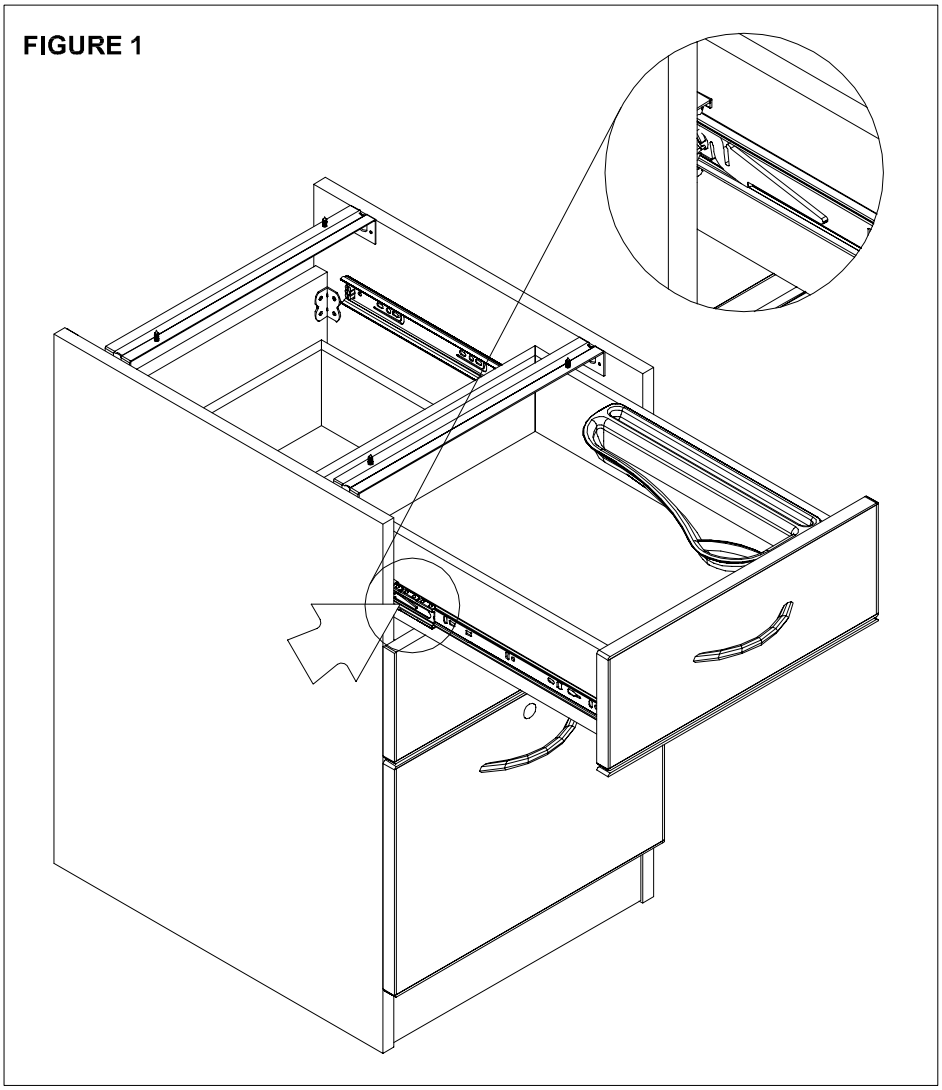
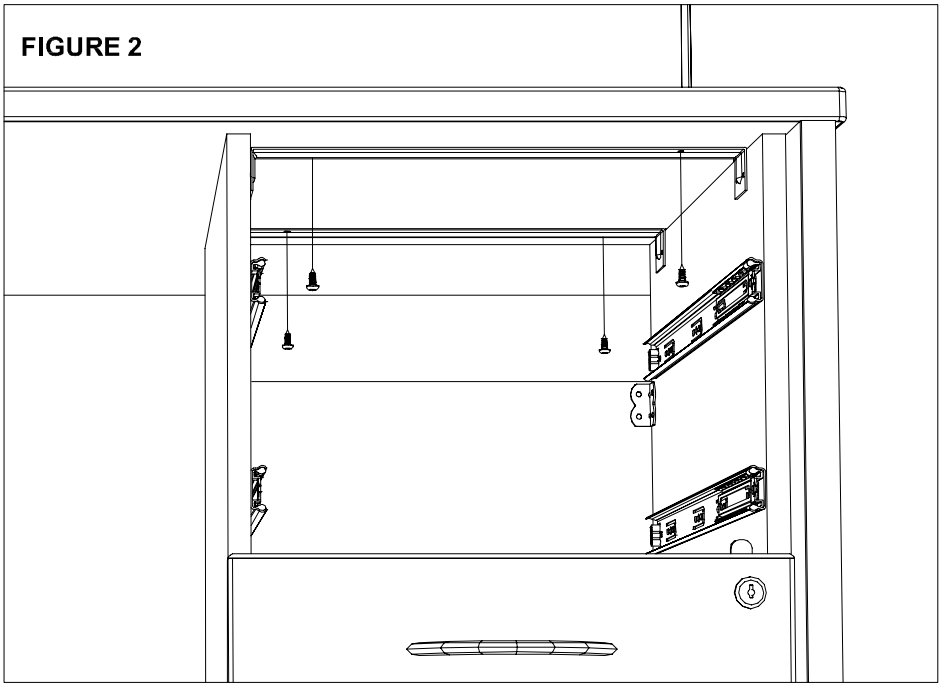


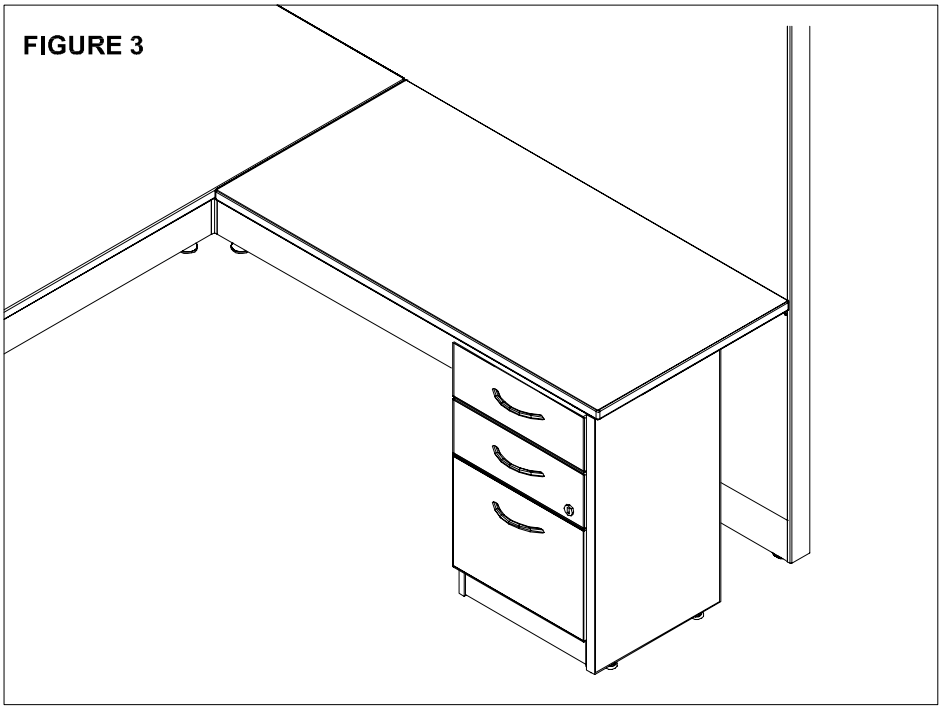
FIGURE 2



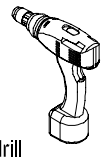
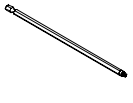
underdesk pedestal attachment to surface (cont'd)

4. Insert the drawers back into the pedestal, (Figure 3).

FIGURE 3



tools & hardware needed

 drill	 #2 Robertson bit	 4, 11/16" oval head screw

electrified panel components assembly

1. Sort all wires and power modules and lay them beside the panels to be electrified, (Figure 1).

2. Open the raceways to be electrified and pop-out the outlet cover located at the top portion of the raceway. Slide the power module into the vinyl holder located at the bottom of the panel, (Figure 2).

3. Connect the power modules together with the correct connector harnesses, (Figure 3).

FIGURE 1

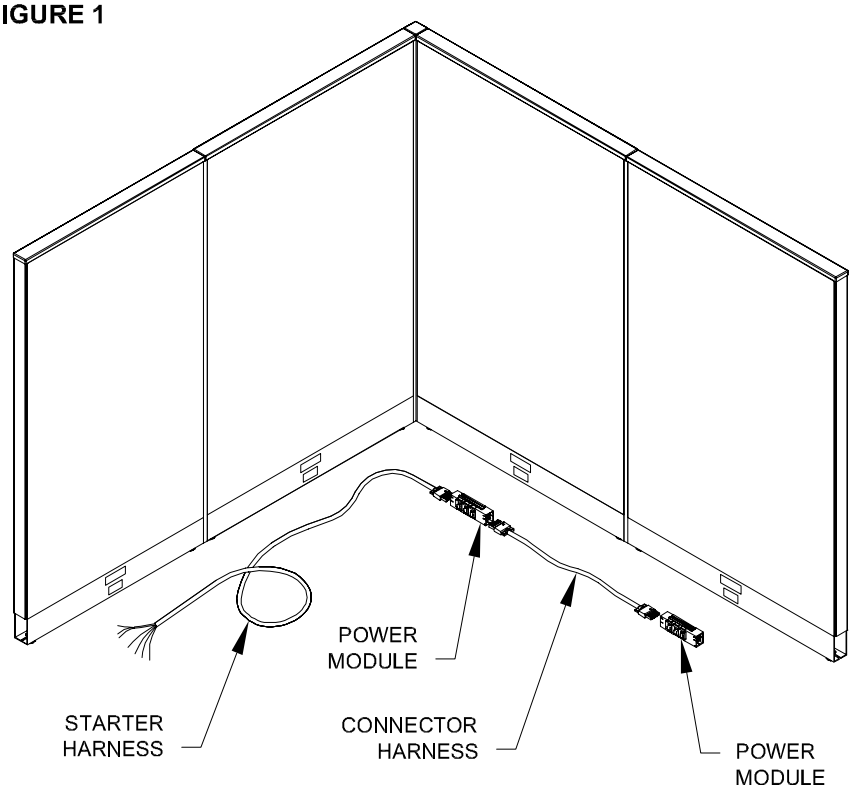


FIGURE 2

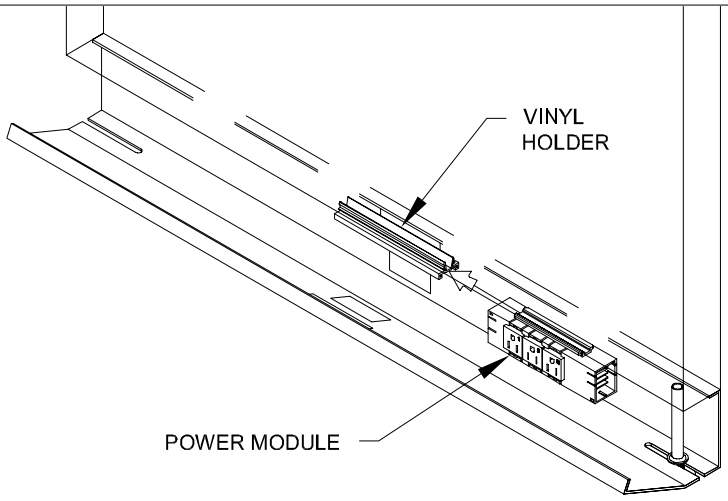
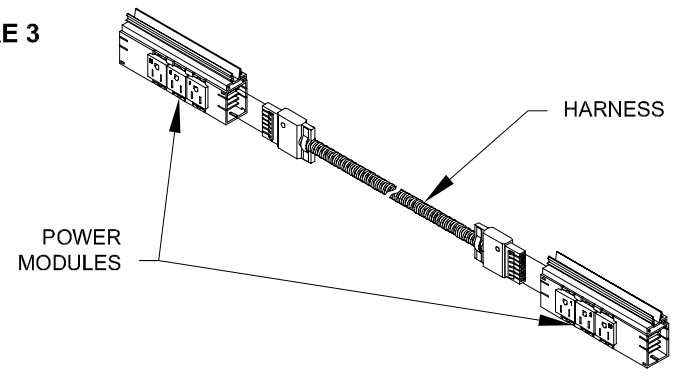


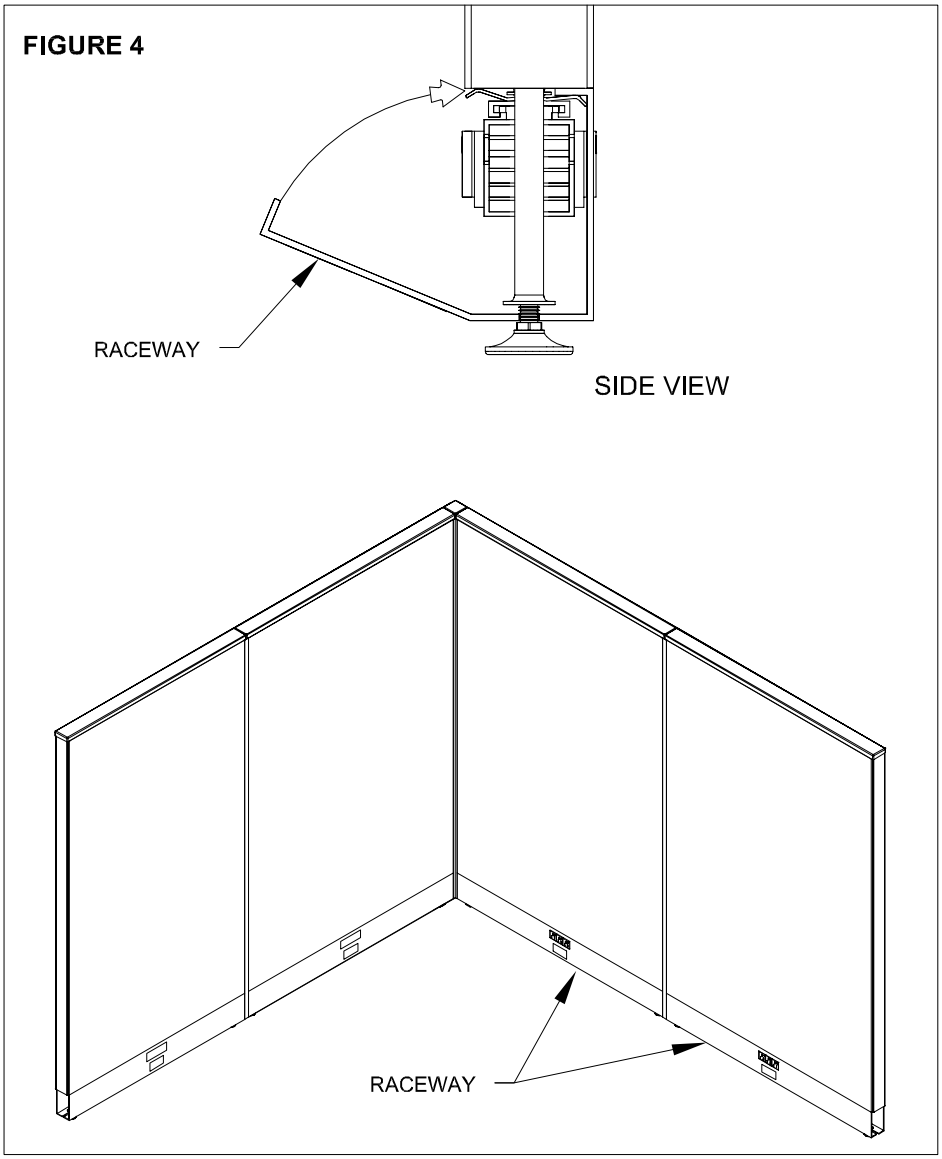
FIGURE 3



electrified panel components assembly (cont'd)

4. Reinstall raceway by forcing the top of the raceway cover into the vinyl clips located at the bottom of the panel, (Figure 4).

FIGURE 4



⚠ WARNING

Improperly installed electrical components can fail, resulting in personal injury and/or property damage. Connection to the power source should be made by a licenced electrician in compliance with all national and local electrical codes. Local codes may require certain restrictions and it is the duty of the owner to ensure that any special electrical requirements are met.

NOTES:

> Verify power source location before starting with any electrical installation.

> The starter harness must be hardwired prior to panel assembly if the power source is in a wall where panels are going to be put against.

power pole installation

1. Inspect ceiling condition before beginning installation. If ceiling material is acoustical tile, remove tile above power pole before attaching the pole to the panel. The installed power pole should protrude inside the ceiling between 2 to 6-inches.

2. Attach half of the power pole to the panel, (Figure 1). Use one screw per 12-inches of power pole length embedded into the panel, but not less than 3 screws. Center the screws to avoid hitting the metal frame.

3. Lay the cable/s in the power pole. Clip the two halves of the power pole together, (Figure 2).

4. Slip the power pole grommet over the power pole. Secure with one screw, (Figure 3). Cut a hole through the ceiling tile over the power pole. Reposition tile in the ceiling.

FIGURE 1

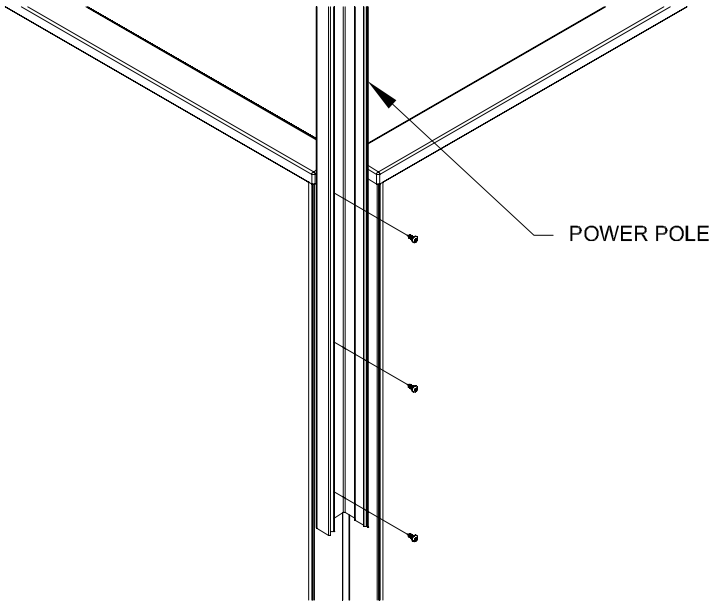


FIGURE 2

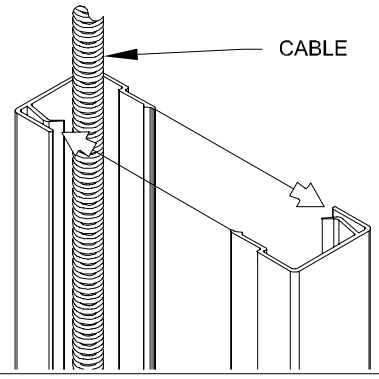
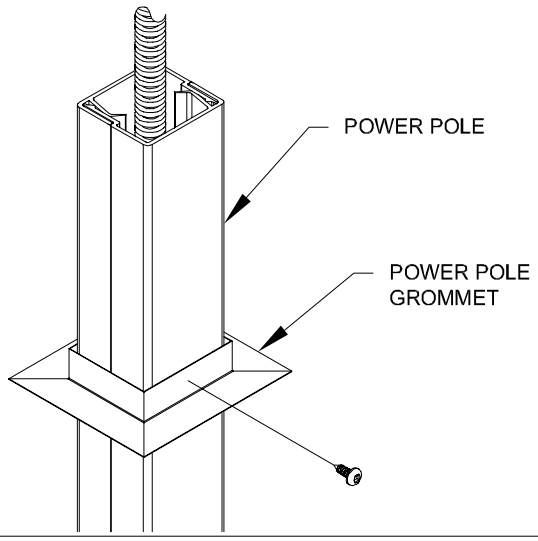


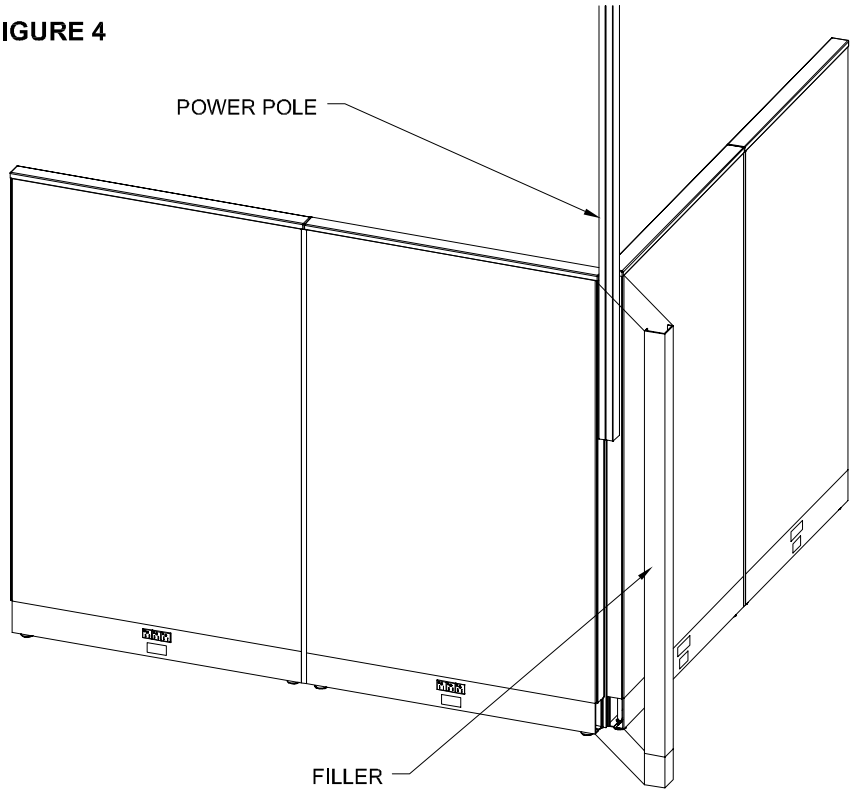
FIGURE 3



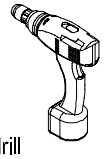
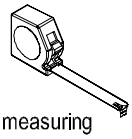
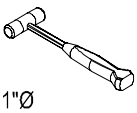
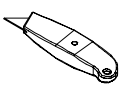
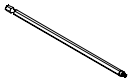
power pole installation (cont'd)

5. Install the appropriate panel fillers, (Figure 4).

FIGURE 4



tools & hardware needed

 drill	 measuring tape	 1"Ø rubber mallet	 utility cutter	 #2 Robertson bit	 11/16" oval head screw

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