

## **Installation Instructions for a Nucraft Conference Table with a One-Piece Top**

If your table does not include a Power Center or a Tech Bay, perform only Steps 3-5. If your table includes a Power Center, then perform Steps 2-5. If your table includes a Tech Bay, perform Steps 1, 3, 4 & 5.

In all cases, it is recommended you assemble the table with top face down on the floor (clean, soft surface required.) Be sure Power Center or Tech Bay doors are taped in place prior to laying the top on soft surface.

### **Step 1 – Installation of the Tech Bay(s)**

- A) **Attach Tech Bays** – Attach Tech Bays to bezel by aligning holes in Techbay Housing with threaded studs on Tech Bay bezel and securing with (6) white thumbnuts. **(Figure 1)**



FIGURE 1



FIGURE 2

### **Step 2 - Installation of the Power Center**

- A) Using #8 x 3/4" screws, attach the power center to the underside of the table. There are pre-bored holes around the perimeter of the power center slot to ensure accurate placement. **(Figure 4)**
- B) For the power infeed, you have either a plug-in or a hardwire infeed. Route the infeed cable through the slots on the bottom of the power center.

The Plug-in infeed provides one electrical circuit. The hardwire infeed can provide either one or two electrical circuits. For only one circuit, connect the two hots to the same hot wire from the building. Color code is as follows:

White = Neutral

Black = Hot

Green = Ground

Red = Hot

- C) Locate the plastic "J Channel" wire managers. These are to be attached to the bottom of the table in between the power center and the bases. They may need to be cut to size. They will allow cables to be routed up out of the way. To attach, peel the double-sided strip on the back of the "J Channel" and stick the channel to the bottom of the table. When you are satisfied with the location, further secure the channel with (2) #8 x 3/4" screws to ensure that it will not become detached. There are not pilot holes for the screws, place them where convenient.

Note: The power center includes two RJ-11 and two RJ-45 jacks, these should be wired by an IT professional.

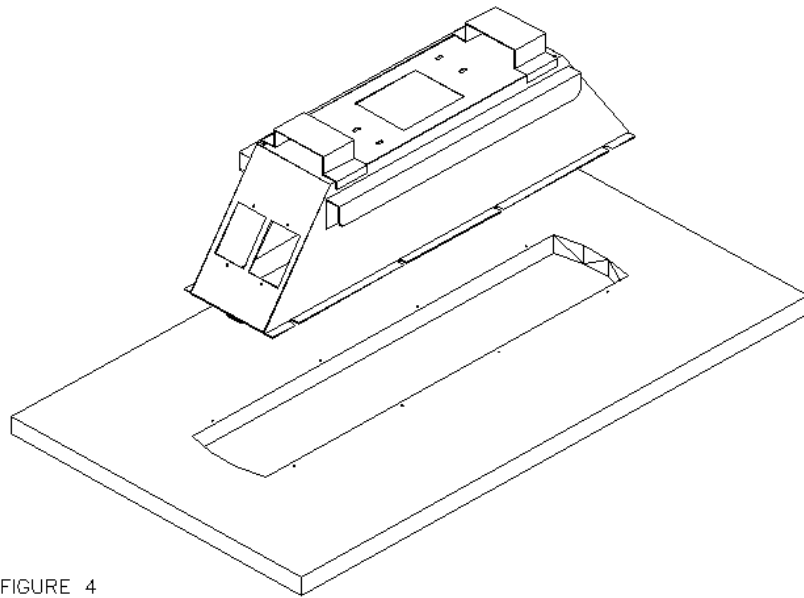


FIGURE 4

### **Step 3 – Base Attachment**

Depending on the style of Nucraft table you have purchased, base attachment is done either by using #10 x 1", golden colored, pan head wood screws, or by machine screws. If you see metal inserts in the table, then machine screws are required. In either case, the hardware has been provided. If you are missing attachment hardware, please call 1-877-NUCRAFT.

Proceed with attaching your bases in the pre-bored holes or into the metal inserts using the appropriate connecting fasteners. (Figure 5)

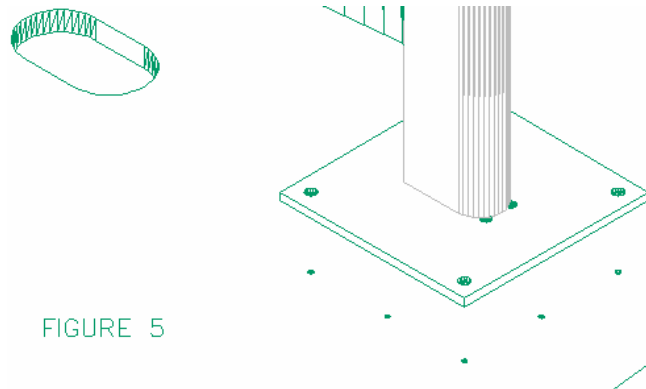


FIGURE 5

### **Step 4 – Carefully roll the table over (using two people) and place into position.**

### **Step 5 – Leveling**

Using a 4' level, verify that the table is level side-to-side and end-to-end. Adjust glides as necessary.

# NUCRAFT

## MULTI-PIECE CONFERENCE TABLE ASSEMBLY INSTRUCTIONS

NUCRAFT FURNITURE CO.  
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COMSTOCK PARK, MI 49321

QUESTIONS FO COMMENTS?  
CONTACT COSTUMER SERVICE  
TOLL FREE: 1-877-NUCRAFT

MULTI-PIECE CONFERENCE TABLE  
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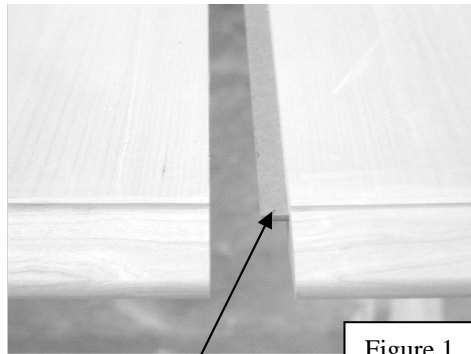
- Read through Instructions prior to assembly
- A minimum of 2 people are required to perform this installation
- Be sure that the area is free of debris that could damage tops.

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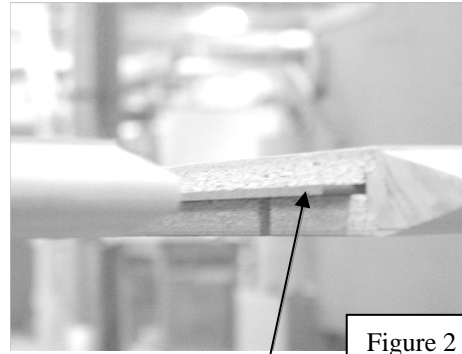
## **STEP 1: SPLINE INSERTION**

Remove top from packing material and lay face down. Be sure that area is free of debris that could damage tops. Remove spline that is taped to the underside of top. Insert splines into grooves on the edge of the tabletops. Push adjoining tops together. All multi-piece tops have letter designations on mating edges.



SPLINE

Figure 1



SPLINE

Figure 2



LETTER DESIGNATION

Figure 3

## **STEP 2: TITE-JOINT FASTENING**

Leave tops face down and install tite-joint fasteners. Insert fastener into cutouts as shown and begin to tighten. Make sure edges are flush before fully tightening.

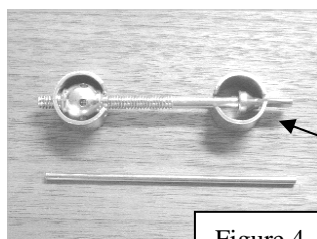


Figure 4

TITE-JOINT FASTENER  
WITH WRENCH

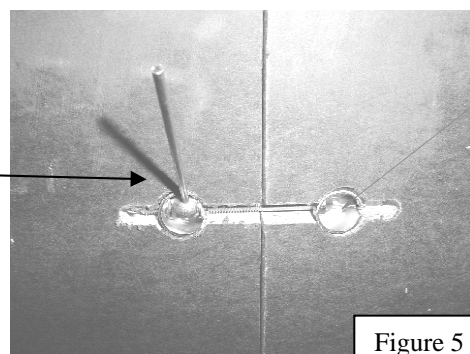
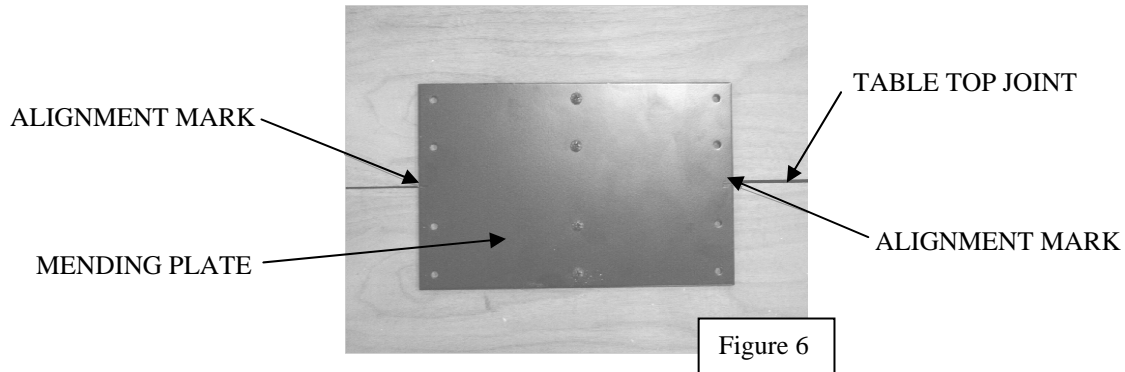


Figure 5

### **STEP 3: MENDING PLATES**

Mending plates are not provided with all conference tabletops. Mending plates are only used on multi-piece tabletops that do not have a base connecting at the joint of two connecting tops. After tabletops are completely assembled the mending plates can be attached.

Make sure the tops are tightened together fully and the top surfaces are flush before attaching mending plates. Place the plates on the underside of the tabletop at the joints of connecting tops if there is not a base to be attached at that joint. The mending plates should be attached to tops 4" in from the outside edge of the table. There are two alignment marks on the sides of the mending plate. Align these marks with the joint of the two tops. Fasten plate to tops using provided #10 x 1" screws.



## POWER OPTION INSTALLATION INSTRUCTIONS

If your table includes a Power Center, then perform Step 5. If your table includes a Tech Bay, perform Step 4. In all cases, it is recommended you assemble the table with top face down on the floor (clean, soft surface required.) Be sure Power Center or Tech Bay doors are taped in place prior to laying the top on soft surface.

### **Step 4: Installation of the Tech Bay(s)**

#### **Center location (for side location skip to step B)**

- A) Attach Lid and Bezel – Place hinge into hinge rout and position bezel over techbay rout taking care to that pem-nuts are positioned within the circular portion of the hinge rout. Secure bezel with provided #6 x 3/8" wood screws. Proceed to step B.

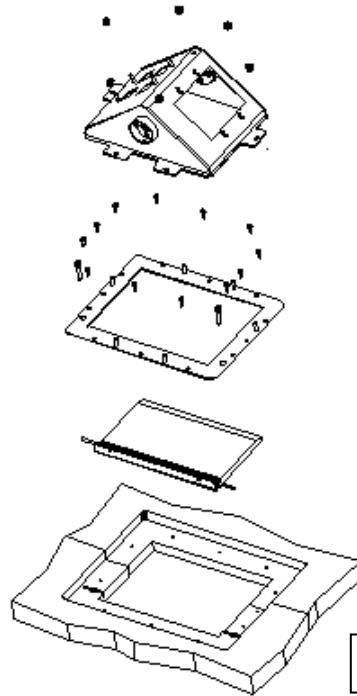


Figure 7

#### **Side location**

- B) Attach Tech Bays – Attach Tech Bays to bezel by aligning holes in Techbay Housing with threaded studs on Tech Bay bezel and securing with (6) white thumbnuts. (Figure 8)
- C) Adjust Tech Bay Hinge – Tighten cap screw into pem-nut as needed for optimal door performance. (Figure 9)



Figure 8

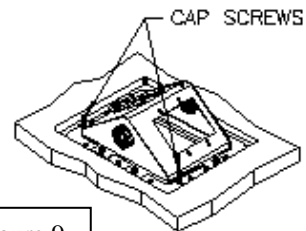


Figure 9

### **Step 5 - Installation of the Power Center**

- A) Using #8 x  $\frac{3}{4}$ " screws, attach the power center to the underside of the table. There are pre-bored holes around the perimeter of the power center slot to ensure accurate placement. **(Figure 10)**
- B) For the power infeed, you have either a plug-in or a hardwire infeed. Route the infeed cable through the slots on the bottom of the power center.
- The Plug-in infeed provides one electrical circuit. The hardwire infeed can provide either one or two electrical circuits. For only one circuit, connect the two hots to the same hot wire from the building. Color code is as follows:

White = Neutral	Black = Hot
Green = Ground	Red = Hot

- C) The final pieces to install are the plastic "J Channel" wire managers. These are to be attached to the bottom of the table in between the power center and the bases. They may need to be cut to size. They will allow cables to be routed up out of the way. To attach, peel the double-sided strip on the back of the "J Channel" and stick the channel to the bottom of the table. When you are satisfied with the location, further secure the channel with (2) #8 x  $\frac{3}{4}$ " screws to ensure that it will not become detached. There are not pilot holes for the screws, place them where convenient.

Note: The power center includes two RJ-11 and two RJ-45 jacks, these should be wired by an IT professional.

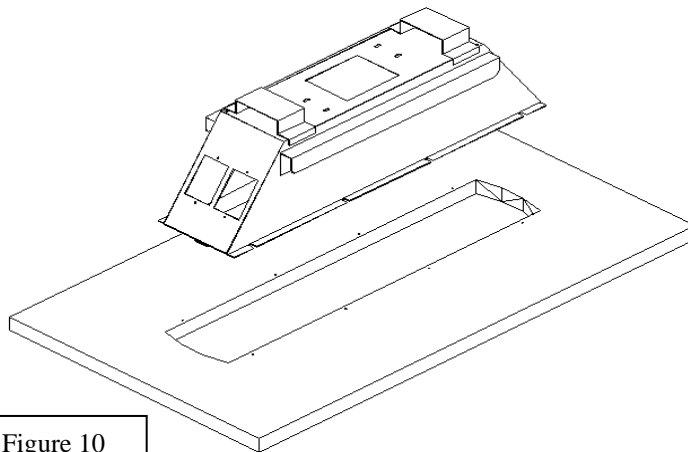


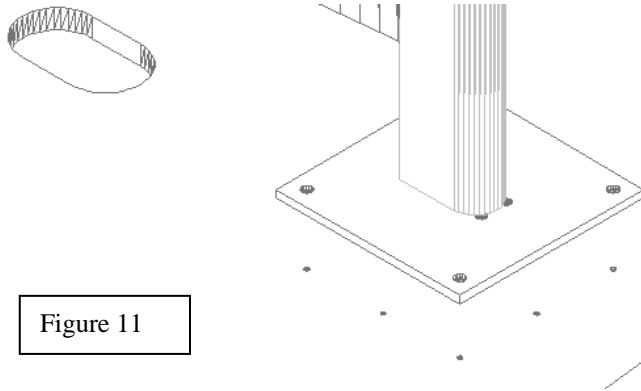
Figure 10



### **Step 6 – Base Attachment**

Depending on the style of Nucraft table you have purchased, base attachment is done either by using #10 x 1", golden colored, pan head wood screws, or by machine screws. If you see metal inserts in the table, then machine screws are required. In either case, the hardware has been provided. If you are missing attachment hardware, please call 1-877-NUCRAFT.

Proceed with attaching your bases in the pre-bored holes or into the metal inserts using the appropriate connecting fasteners. (Figure 11)



### **Step 7 – Carefully roll the table over (using two or more people) and place into position.**