Priority™
Assembly Instructions

1998775 Revision D-12
Complete Series Master Packet

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent.
If you have any questions concerning these instructions, please call Kimball Office Customer Service.

 T 800.482.1818 F 812.482.8300

Tackboards and/or Powered Tackboards

Tools Required

- Drill/Screw Gun
- #2 Phillips Head Bit
- Level
- Small Blade Screwdriver

Hardware Required

- #8 x 5⁄8" Flathead

Installation

1. Tackboards can be attached to any highback organizer to provide a tackable surface. Tackboards can also be wall mounted. The tack panel is provided with routed channels on the back side to help manage cords. (Figure A).
2. Insert a screw into the hole of each loose Dual Lock™ pad, 4 or 6, as required. (Figure B).
3. Press pads with screw protruding against the pads which are already mounted to the back of the tackboard, locking the pads together. Position tackboard on mounting surface, making sure it is level. Apply pressure on board over pads to mark surface with screw points. (Figure C).
4. Carefully detach pads with small blade screwdriver and fasten in locations previously marked in step 3. Position tackboard against mounting surface, making sure it is level, and engage until each pair of pads snap together.
5. ***Wall Mount Caution:*** *Pads should be located on wall studs, or secured to wall with anchors (not provided).*

Figure A

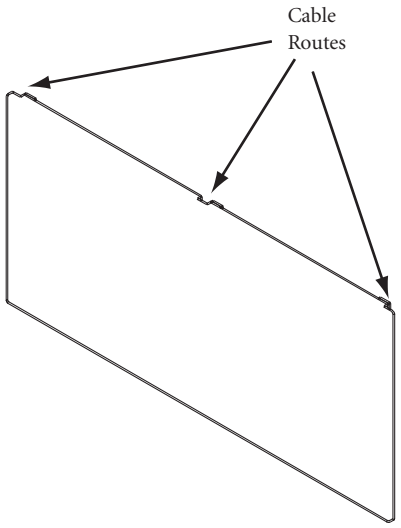


Figure B

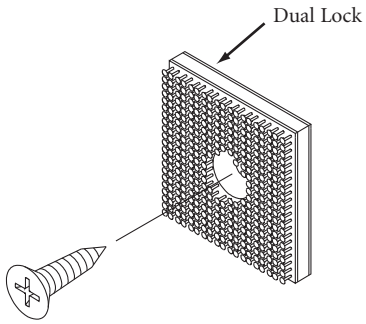
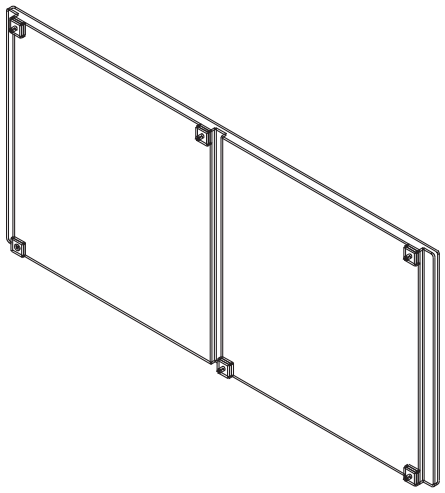


Figure C



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108", 102", and 96" Highback Organizer

Tools Required

- Phillips Screwdriver or Allen Wrench
- Scissors or Utility Knife
- Tape Measure or Ruler

Package Contents

- Connecting Bolts
- #8 x ⅝" Panhead Screws
- Gang Plates

Installation

Note: *The 108" highback organizer is shipped as two pieces: a right and a left.*

Note: *It is recommended that more than one person be used to assemble and install this unit.*

1. Install two halves on a flat surface. Lift the first highback half into its desired location on the worksurface. Lift the second highback half into position against the first unit. Make sure units align and are flush on all sides. (Figure A).
   Caution: *Make sure first unit is held steady while locating second unit.*
2. Align connecting holes in highbacks and attach highbacks together using the four (4) provided connecting bolts. Insert half of a connector bolt into one connecting hole, and insert the other half into the opposite connecting hole. Tighten all bolts securely, making sure both highback halves are flush against each other with no gaps. (Figures B1 and B2).

Figure A

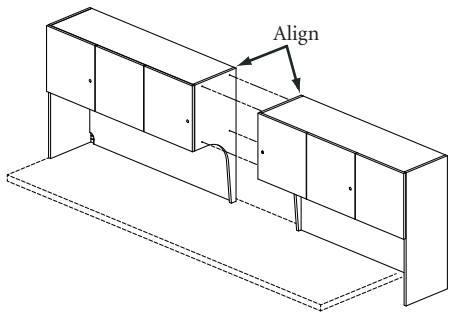


Figure B1

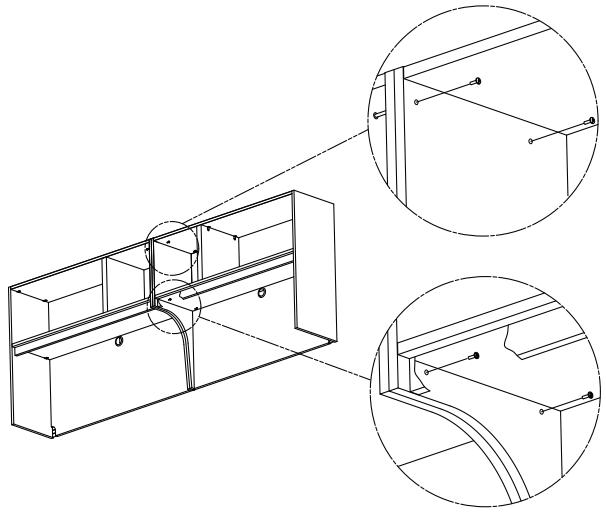
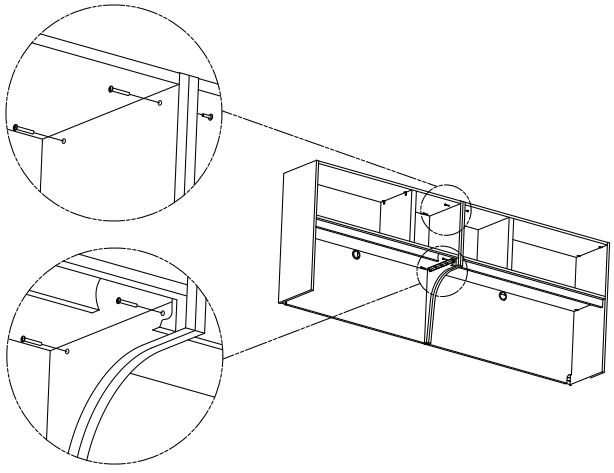


Figure B2



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Priority

Installation (continued)

3. Lay assembled organizer halves on their front. Attach gang plates with fasteners provided as shown. (Figure C).
4. Make sure assembled unit is in its final desired position. (Figure E). Carefully tilt unit forward and remove the protective backing from each piece of double-sided adhesive tape located on the bottom of unit. (Figure D).
5. Set unit upright and press down to ensure good bond with adhesive. (Figure E).
   Caution: *Double-sided tape has a powerful adhesive which permanently bonds to any surface.*

Figure C

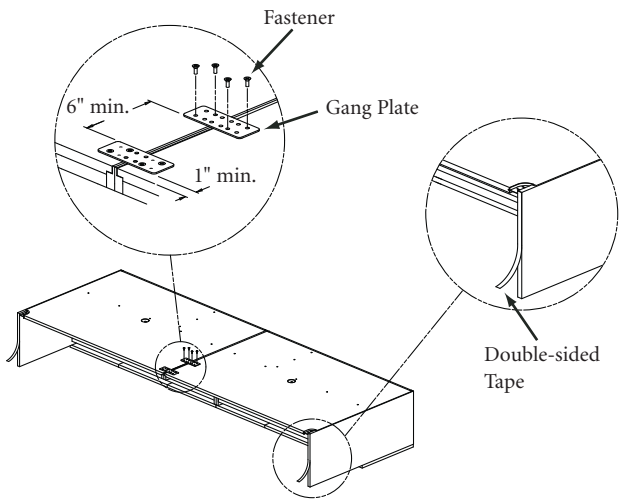


Figure D

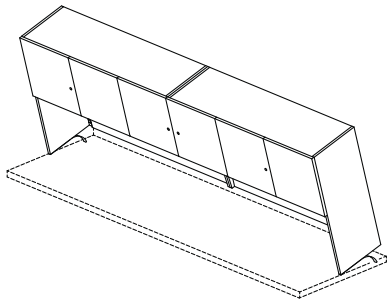
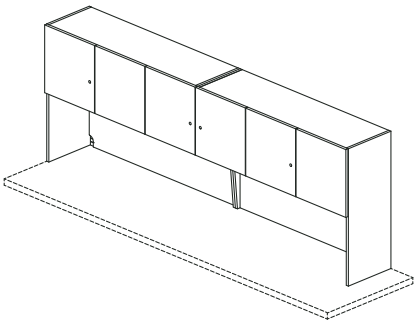


Figure E



Transaction Counter

Tools Required

- Phillips Head Screwdriver
- Scissors or Utility Knife
- Tape Measure

Package Contents

- L-Brackets and Fasteners
- Pencil
- Dual Lock Pads & Fasteners

Installation

Note: *It is recommended that more than one person be used to assemble the transaction counter.*

1. Insert screw into Dual Lock Pad and attach to tackboard as shown. (Figure A).
2. Position tackboard in transaction counter as shown and press down firmly to mark fastener location. Remove tackboard, drill holes and mount Dual Lock fasteners to inside of the transaction counter. (Figure B).
3. Position the L-bracket as shown. The short flange of the L-brackets attach to the underside of the base unit worksurface. Attach each L-bracket with four (4) mounting screws. (Figure C).

Figure A

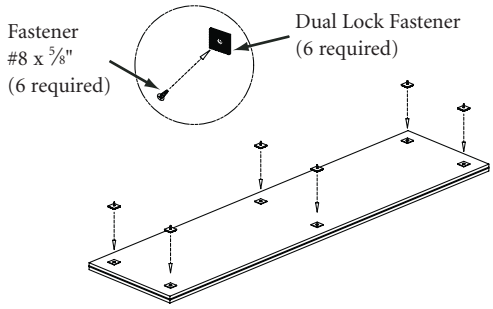


Figure B

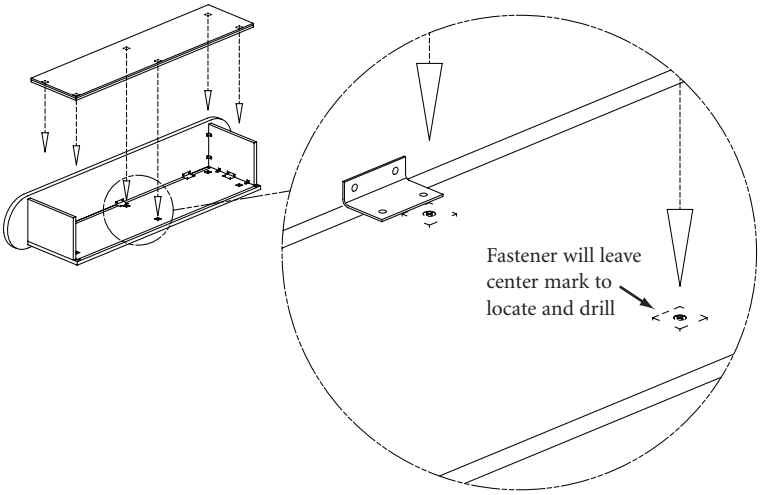
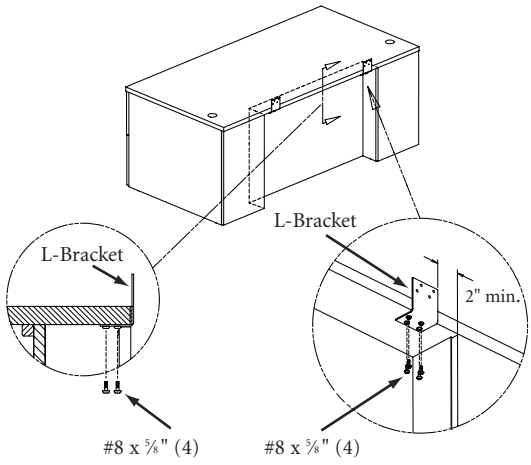


Figure C



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Installation (continued)

4. Place the transaction counter in the desired position on the base unit, with the inside back panel flush against the outside of the L-brackets. Attach L-brackets to the transaction counter with four (4) mounting screws. (Figure D).
5. Install the tackboard as shown. Make sure the tackboard is level and even on all sides and press firmly on all Dual Lock fasteners to secure. (Figure E).
6. Re-check that the tackboard is flat against all fasteners and is level and even on all sides. If the tackboard needs adjustment or removal, pull tackboard straight out from the transaction counter to separate the dual lock fasteners.

Figure D

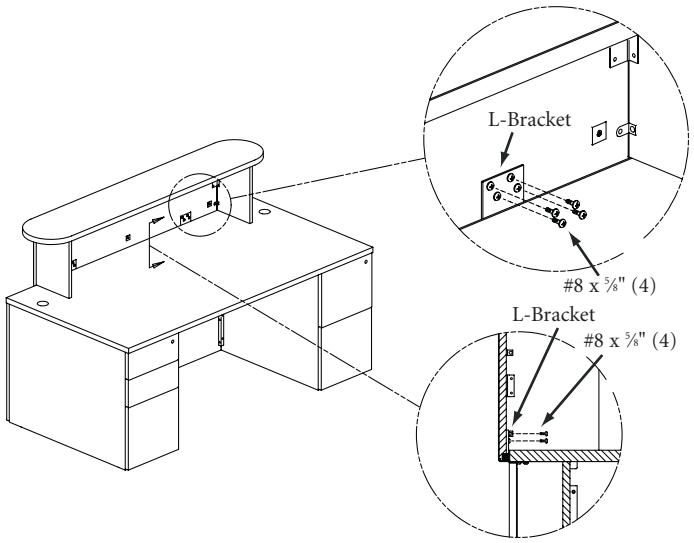
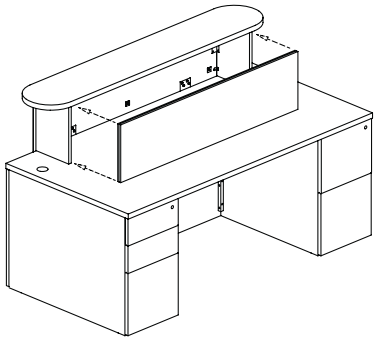


Figure E



Set-on Storage Component Top or Pediment

Tools Required

- Drill
- 3/16" Drill Bit
- Screw Gun
- #2 Phillips Head Bit
- Scissors or Utility Knife
- Tape Measure
- Pencil

Package Contents

- #8 x 1¼" Panhead Screw

Installation

Component Top:

1. Measure, mark and drill 3/16" holes from the inside as shown. (Figure A).
2. Locate per dimensions and attach component top using the fasteners provided. (Figure B).

Figure A

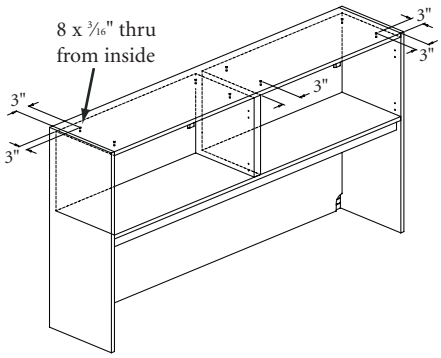
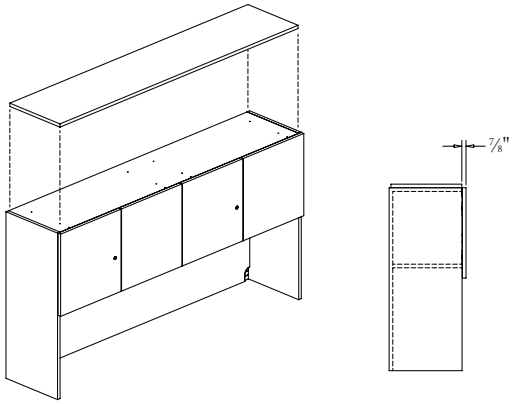


Figure B



Installation (continued)

Pediment:

1. Measure, mark and drill 3/16" holes from the inside as shown. (Figure C).
2. Attach pediment using the fasteners provided. (Figure D).

Figure C

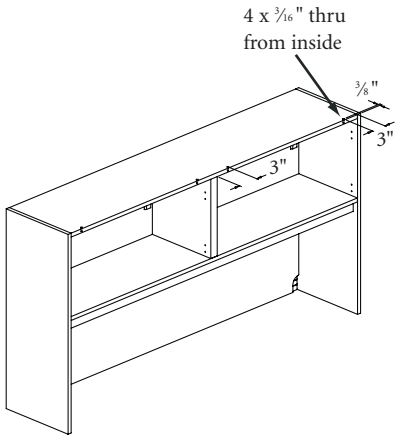
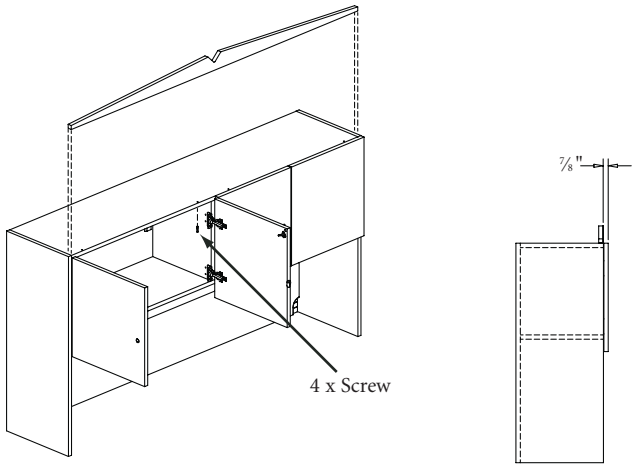


Figure D



Priority

Desk and Return

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Level
- Tape Measure
- Pencil

Package Contents

- #10 x 1" Panhead Screw
- Flat Brackets

Installation

1. Install flat brackets to the desk approximately where shown. Center the brackets with the edges of the desk worksurface. Attach brackets using the #10 x 1" panhead screws provided. (Figure A).
2. Move desk into desired position. Level desk. (Figure B).
3. Align the credenza worksurface to the desk. Position the worksurface on the desk and credenza so their edges are tight against each other and flush with no gaps. Fasten credenza worksurface to the flat brackets using the #10 x 1" panhead screws provided. (Figure C).

Figure A

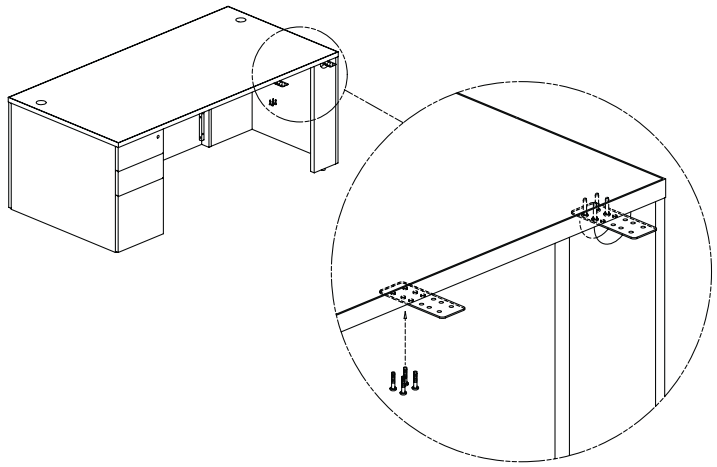


Figure B

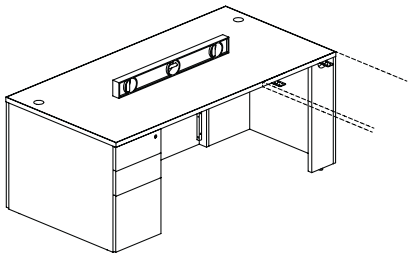
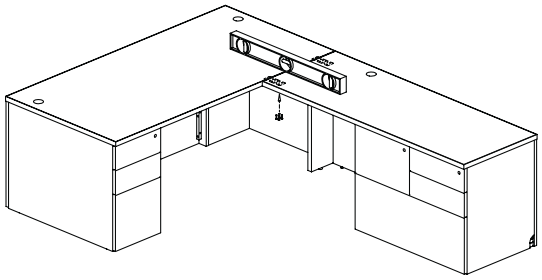


Figure C



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Part No. 2008509 Revision A-06

Priority

Desk, Bridge and Credenza

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Level
- Tape Measure
- Pencil

Package Contents

- #10 x 1" Panhead Screw
- Flat Brackets

Installation

1. Install flat brackets to the main units approximately where shown. Center the brackets with the edges of the unit worksurface. Attach brackets using the #10 x 1" panhead screws provided. (Figures A and B).
2. Move units into desired position. Level main units. (Figure C).
3. Align the bridge worksurface to the main units. Position the worksurface on the main units and bridge so their edges are tight against each other and flush with no gaps. Fasten bridge worksurface to the flat brackets using the #10 x 1" panhead screws provided. (Figure D).

Figure A

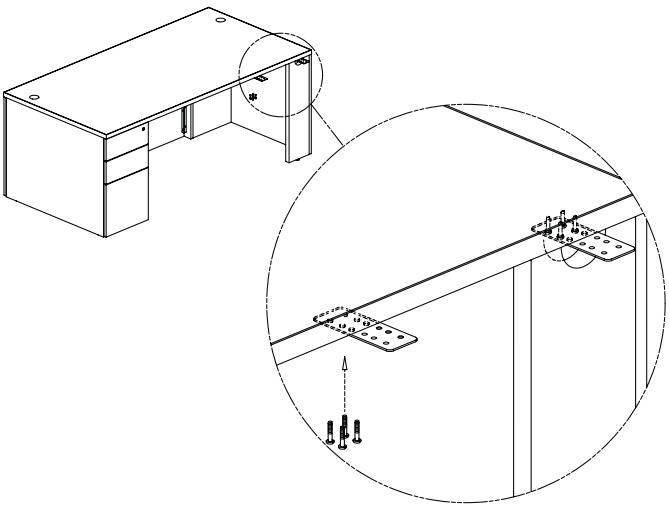


Figure B

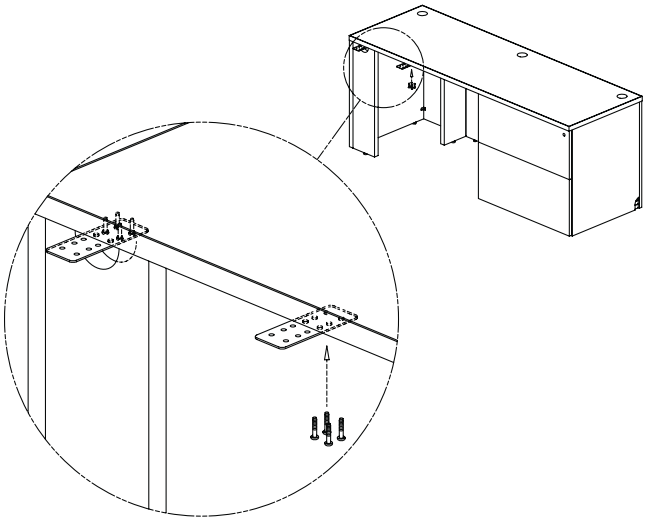


Figure C

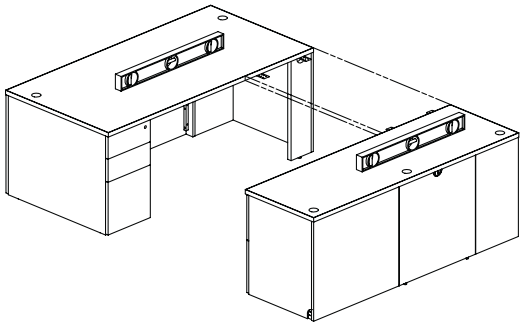
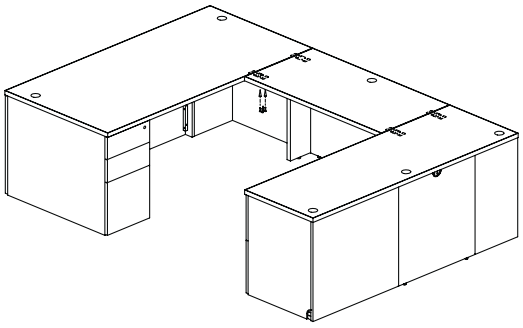


Figure D



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Part No. 2008510 Revision A-06

Priority

Bridge Modesty Panel

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Tape Measure
- Pencil

Package Contents

- Hinges
- 1 Felt Strip
- #8 x ⅝" Panhead Screw

Installation

Modesty panel:

1. Attach hinges to modesty panel using pre-drilled holes. Do not tighten. (Figure A).
2. Cut felt strip to appropriate size to fit the left and right edge of the modesty panel.
3. Remove protective backing from felt strip and attach felt to each edge of modesty panel.

Bridge:

1. Align modesty panel centered left to right, to dimension shown front to back with bridge, measure and mark hinge location. (Figure B).
2. Attach modesty panel with hinges to bridge as shown. (Figure C).
3. Tighten all fasteners.

Figure A

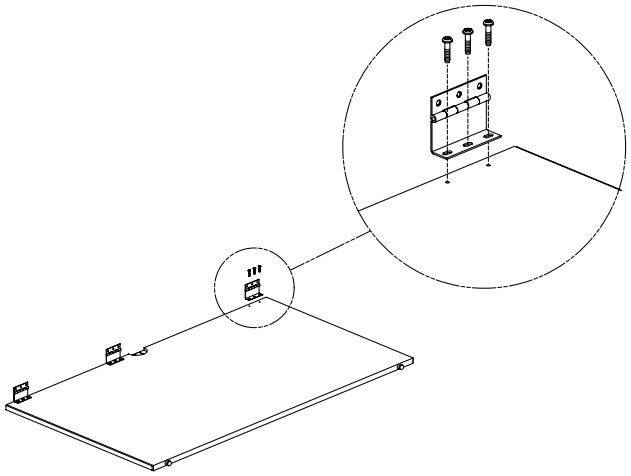


Figure B

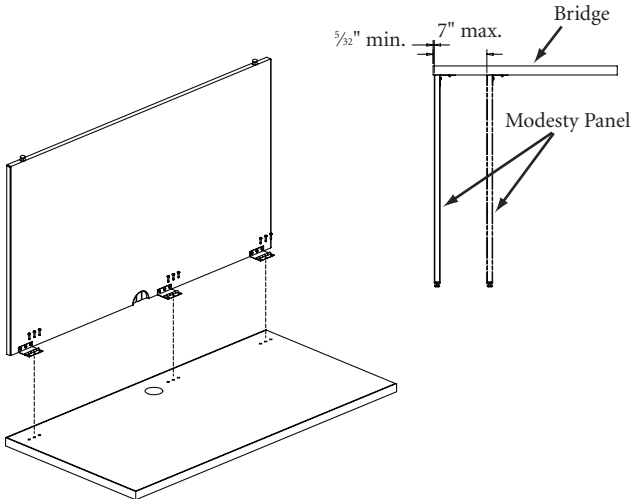
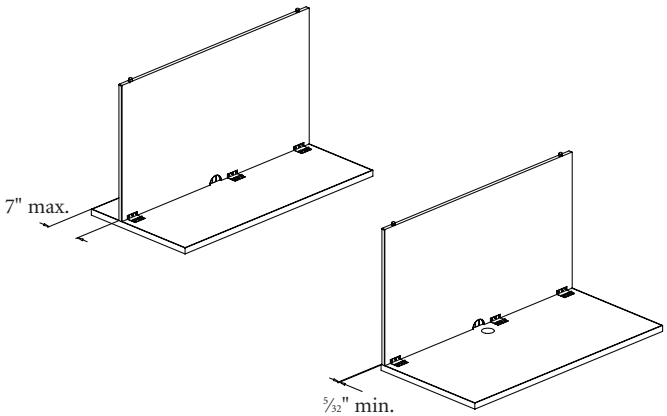


Figure C



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Priority

Modesty Panel to Credenza

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Tape Measure
- Pencil

Package Contents

- Hinges
- #8 x 5/8" Panhead Screw

Installation

Modesty Panel:

1. Attach hinges to modesty panel using pre-drilled holes. Do not tighten. (Figure A).

Modesty Panel to Credenza:

1. Align modesty panel, measure and mark hinge location. (Figure B).
2. Attach modesty panel with hinges to credenza as shown. (Figure C).
3. Tighten all fasteners.

Figure A

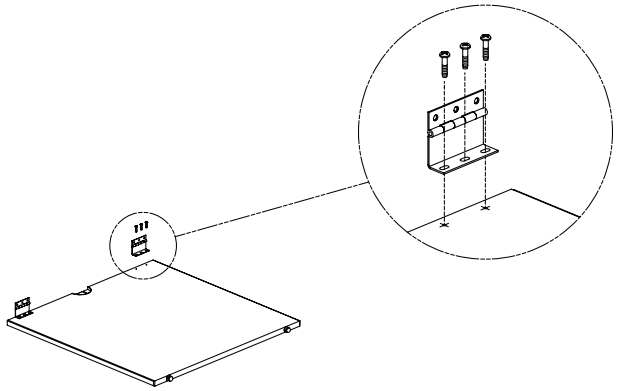


Figure B

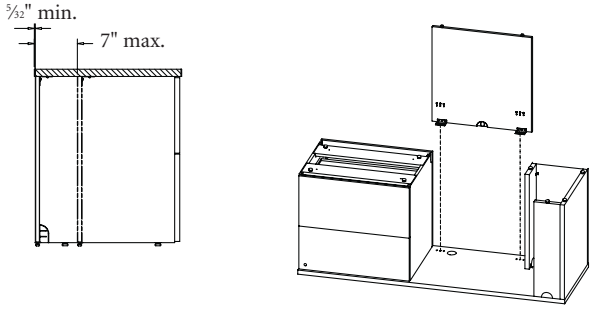
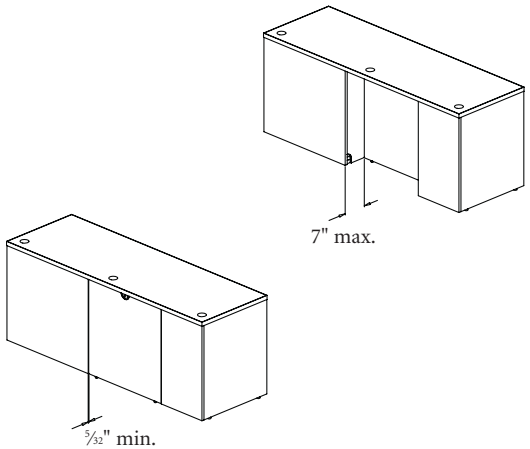


Figure C



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Priority

Modesty Panel to Return

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Tape Measure
- Pencil

Package Contents

- Hinges
- #8 x 5/8" Panhead Screw

Installation

Modesty panel:

1. Attach hinges to modesty panel using pre-drilled holes. Do not tighten. (Figure A).
2. Cut felt strip to appropriate size to fit the left and right edge of the modesty panel.
3. Remove protective backing from felt strip and attach felt to each edge of modesty panel.

Modesty Panel to Credenza:

1. Align modesty panel to dimension shown front to back with credenza, measure and mark hinge location. (Figure B).
2. Attach modesty panel with hinges to credenza as shown. (Figure C).
3. Tighten all fasteners.

Figure A

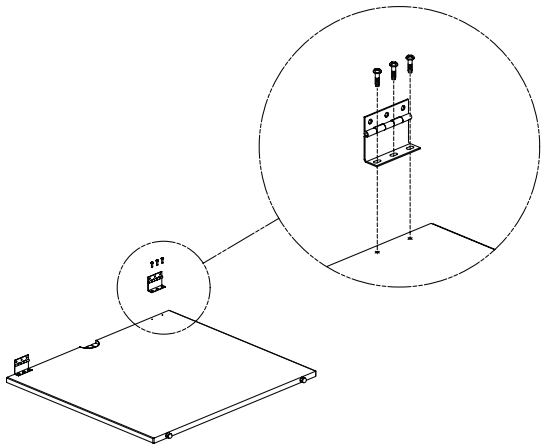


Figure B

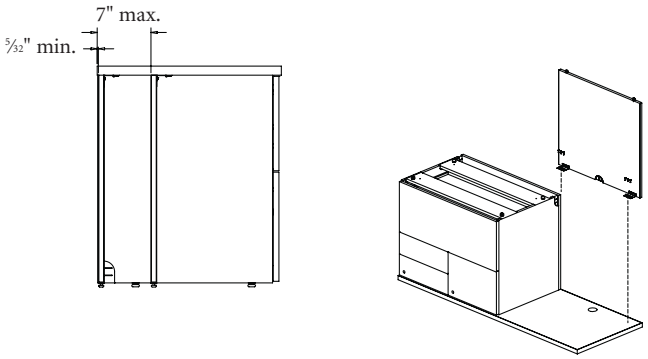
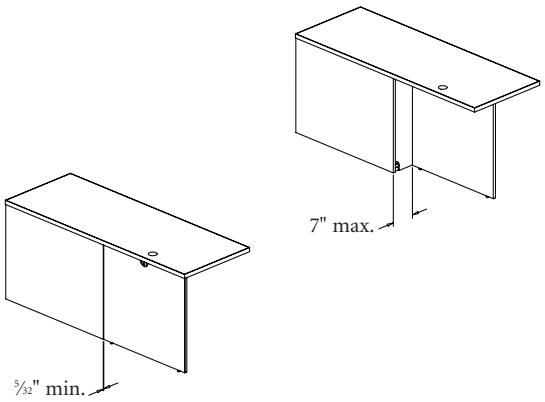


Figure C



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Priority

Legs to Worksurface Shapes

P Top
Racetrack Top
Round Top
Extended Top
Rectangle Top
Arc Top
Elliptical Top
Kidney Shape Top

Tools Required

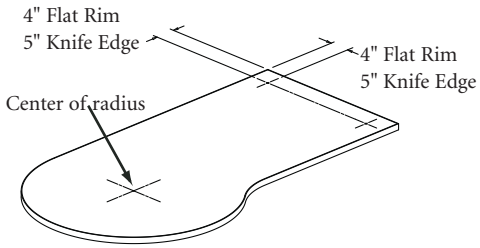
- Screw Gun
- #2 Phillips Head Bit
- Tape Measure
- Square
- Pencil

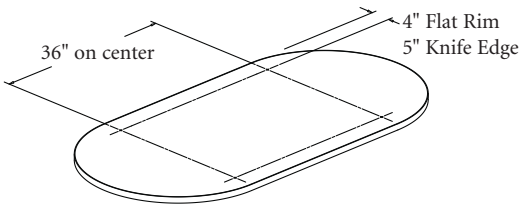
Package Contents

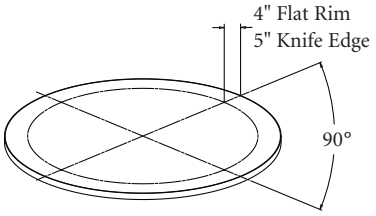
- #10 x 1 Panhead Screws

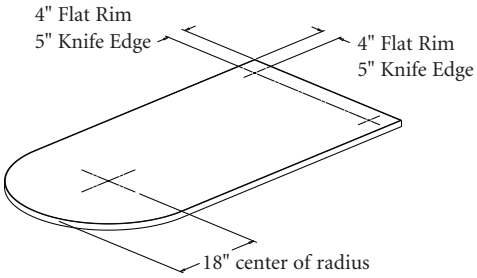
Installation

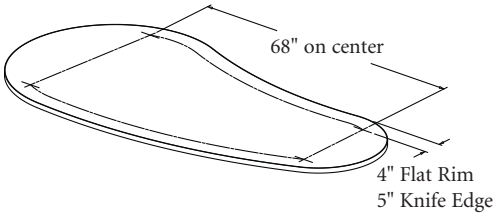
1. Component worksurface may be supported using many different types of table legs. As a general rule, the center of the leg is located 4" from the edge of a flat rim, and 5" from the edge of a knife edge.
2. Place the worksurface on a clean, soft surface, underside facing up. Mark the leg locations on the underside of the top. Attach table legs using #10 x 1" panhead screws provided.

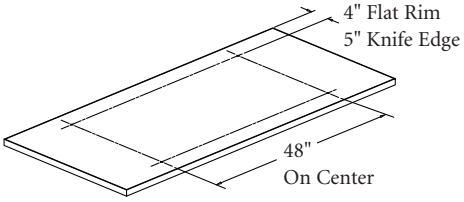


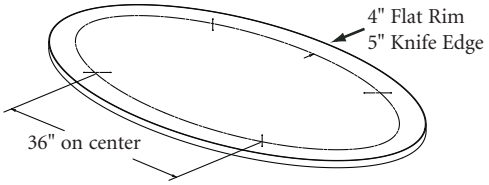


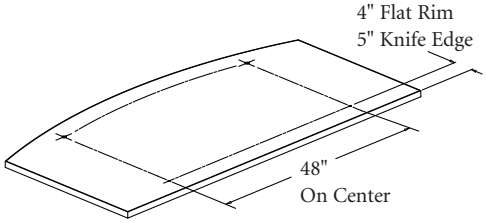












Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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Part No. 2008514 Revision B-08

Adjustable Height Column Leg

Tools Required

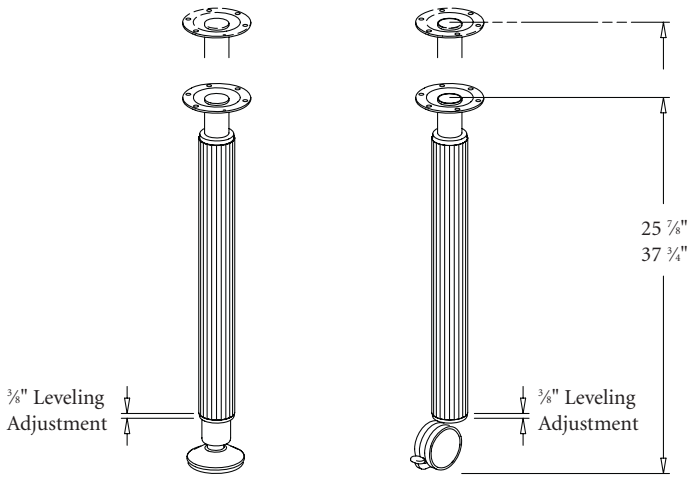
- None

Installation

Note: *Typical installation on the 3rd position (27¾" undersurface) will align the worksurface with other furniture units. Legs with mobile option are not applicable for 36" round or 24" x 48" elliptical tops. Specify static model for these tops.*

1. The height-adjustable column leg can be ordered either with levelers, or with casters depending if it is to be static or mobile leg assembly.
2. Thread the caster, or leveler assembly into the threaded insert located in the bottom of the tube leg.
3. The leg adjusts up and down using a spring-loaded ratchet catch. The leg adjusts through all 16 positions before it can be compressed downward.

Figure A



Priority

Support Panel

Tools Required

- Screwgun
- #2 Phillips Head Bit
- Tape Measure
- Level

Package Contents

- #8 x ¾" Panhead Screws
- #8 x 1" Panhead Screws
- L Brackets

Installation

1. An undersurface support panel is used to provide added support in the center of long worksurfaces where conventional support methods are not possible. These are required when kneespace area is 48" or more. (Figure A).
2. The undersurface support panel comes with (5) L brackets. The brackets can be attached to either side of the panel using the #8 x ¾" panhead screws provided. It is then attached to the underside of the worksurface using #8 x 1" panhead screws. (Figure B).
3. L brackets along back edge are only needed if support is used with modesty panel.

Figure A

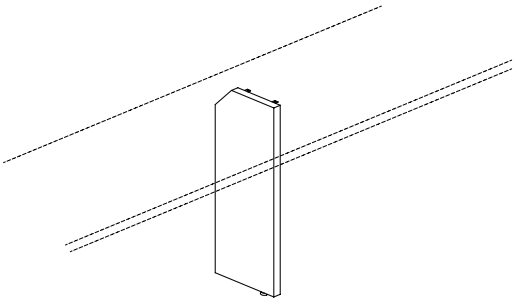
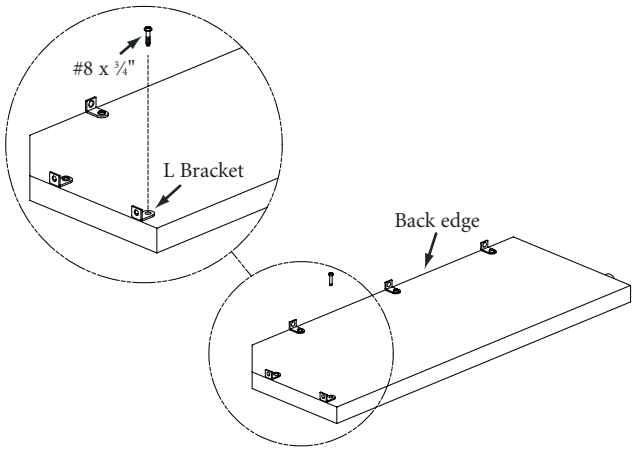


Figure B



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Priority

Support Panel for Desks and Credenzas

Tools Required

- Screwgun
- #2 Phillips Head Bit
- Tape Measure
- Pencil

Package Contents

- #8 x ¾" Panhead Screws
- EURO Screws
- L Brackets

Installation

1. The single pedestal end support is used to support a top when a return or bridge top will gang perpendicular to the primary worksurface. (Figure A).
2. The support panels have pilot holes to be used to locate the L brackets. Attach the L brackets to the panels using the EURO screws provided. (Figures B and C).
3. Locate, mark and attach the L brackets to the back panel using the #8 x ¾" panhead screws provided flush to top edge and to dimension as shown. (Figure D).

Figure A

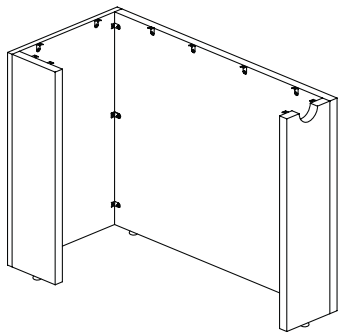


Figure B

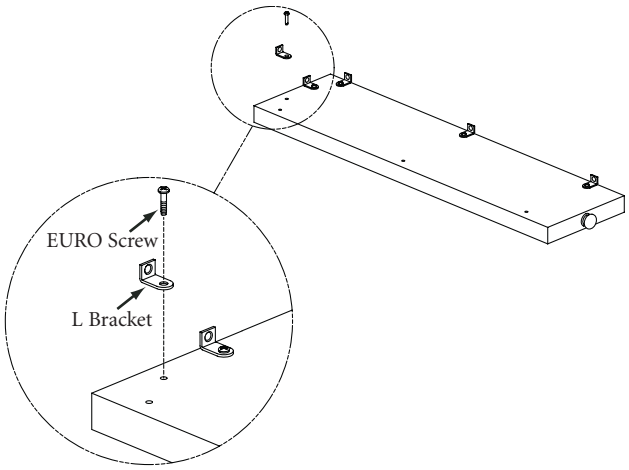


Figure C

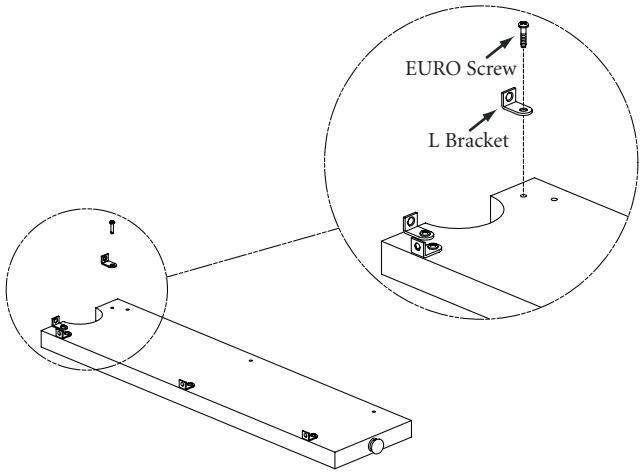
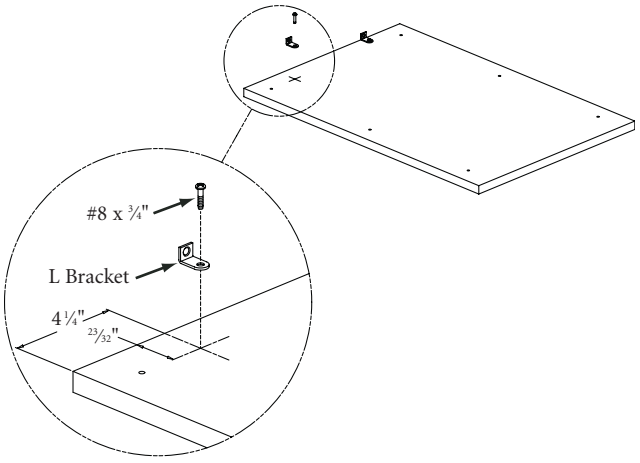


Figure D



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Installation (continued)

4. Locate, mark and attach the L brackets to the end panel using the #8 x ¾" panhead screws provided flush to top edge and to dimension as shown. (Figure E).
5. Attach the support panel to the back panel using the EURO screws provided making sure top surfaces are flush as shown. (Figure F).
6. Attach the support panel with recess to the end panel using the EURO screws provided making sure top surfaces are flush as shown. (Figure G).
7. Assemble the back panel with the support panel to the end panel with support panel using EURO screws provided making sure the top surfaces are flush as shown. (Figure H).

Figure E

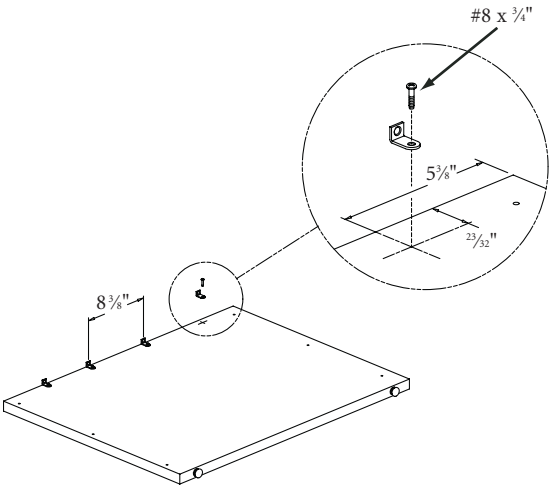


Figure F

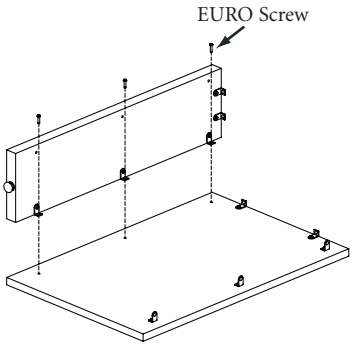


Figure G

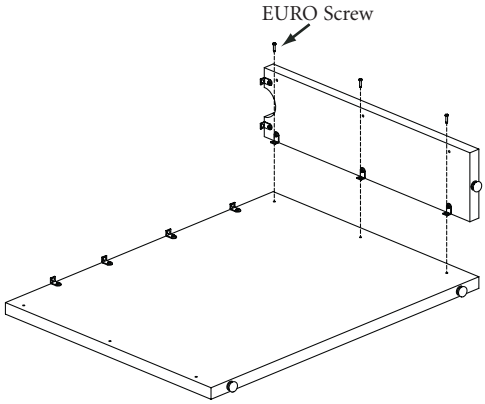
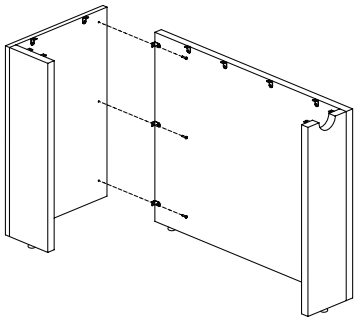


Figure H



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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Priority

Above Surface Storage

Tools Required

- Scissors or Utility Knife
- Pencil

Package Contents

- Shelf Supports
- Double-sided Tape (installed on unit)

Installation

Caution: *The tape is a very strong adhesive and bonds instantly to any surface.*

1. To securely attach a storage unit to a worksurface, position the storage unit on top of the worksurface and mark its location. Remove the film backers from the double-sided tape and adhere the unit to the worksurface. (Figure A). The worksurface **MUST** be clean, dry and free of any dirt or film to assure adequate adhesion. (Figure B).

Figure A

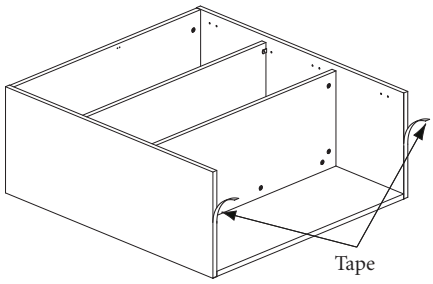
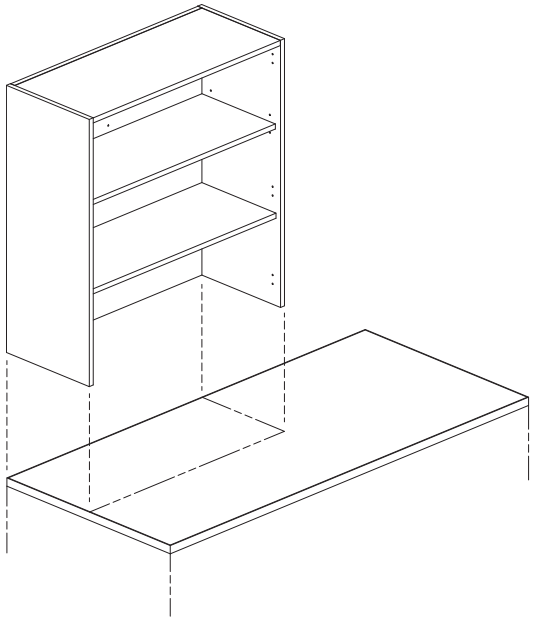


Figure B



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Kimball Office

Priority

Hinge Adjustment

Tools Required

- Phillips Screwdriver

Installation

1. **Side Adjustment:**
   Turn front screw clockwise to increase door overlay, counterclockwise to decrease overlay. (Figure A).
2. **Depth Adjustment:**
   Loosen back screw. Adjust door to desired position and tighten screw. (Figure B).
3. **Height Adjustment:**
   Loosen screws on the mounting plate. Adjust door to desired position and tighten screws. (Figure C).
4. **Door Removal and Installation:**
   Release lever under the hinge arm, pull to remove.
   To re-install, place the hinge on the mounting plate and push the rear of the hinge with finger pressure. The snap sound confirms a secure attachment. (Figure D).

Figure A

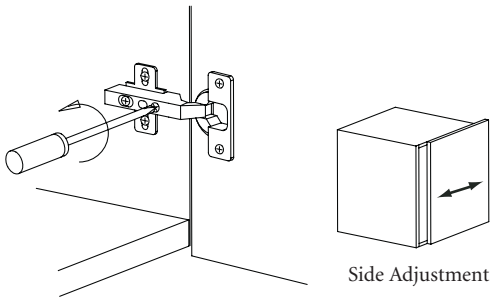


Figure B

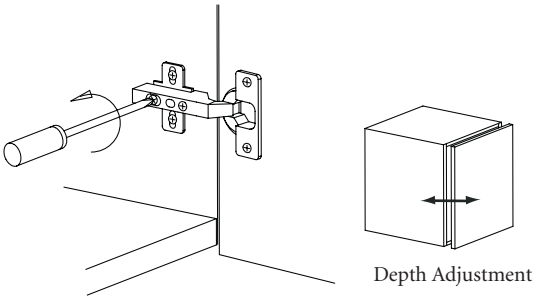


Figure C

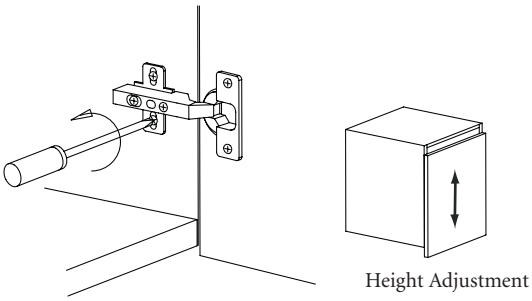
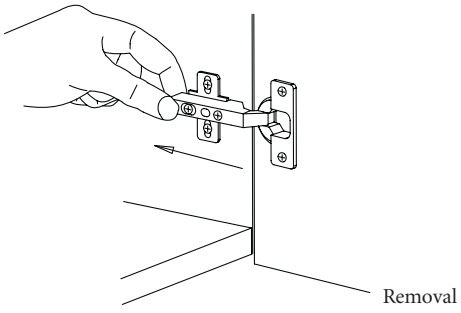


Figure D



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Kimball Office

Part No. 2008521 Revision A-06

Pedestal Drawer Removal

Tools Required

- None

Package Contents

- None

Installation

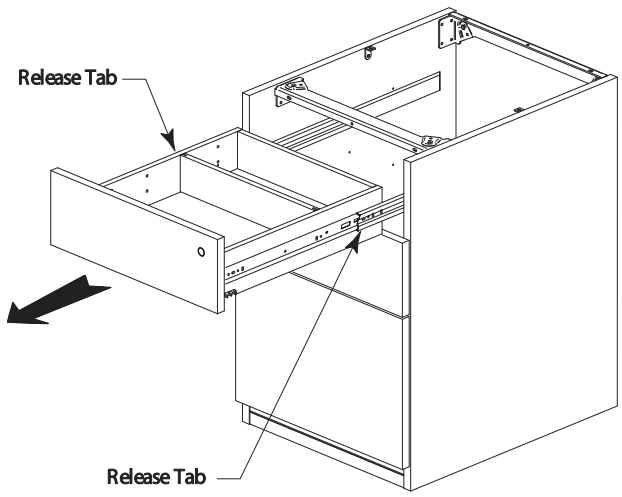
1. Extend the box of file drawer to it's full extension. Locate the drawer slide release tab, in the approximate location shown, on each side of the drawer box. Press tabs in and pull drawer straight out until drawer slide members disengage from cabinet members. (Figure A).

Note: *Lateral file drawer fronts use six (6) screws.*

2. To reinstall drawer, extend slide cabinet members.

Note: *Make sure chrome ball bearing member is also forward. Carefully align slide drawer members with cabinet members and gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness.*

Figure A



U-Top, P-Top, Rectangular Top with T-Support/Column Base/ Modesty Panel

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Tape Measure
- Square
- Pencil

Package Contents

- #8 x ⅝" Panhead Screws
- #8 x ⅝" Flathead Screws
- Hinges

Installation

Note: *Modesty panels can only be used with the ½ round base or the square reeded base. If used with the square reeded base the modesty panel must be offset from the underside of the work surface ¼" to allow clearance for the column base flange.*

P, U, or Rectangular Top Instructions:

1. Tops can be configured either as work returns or as desking elements. These tops should never be used as freestanding furniture. (Figure A).
2. Tops will have one of the column bases shown. (Figure B).
3. Tops will have a T-support or use an end panel/ modesty panel combination. (Figures C and D).

Note: *Rectangular top follows the U top diagram.*

Support Column Base Instructions:

1. Tops will have one of the column bases shown. (Figure B).
2. The ½ round base will need L-brackets attached to its diameter at the top edge flush with the mating surface. (Figure B).
3. All column bases will be located on center of the worksurface radius. (Figure D).

Figure A

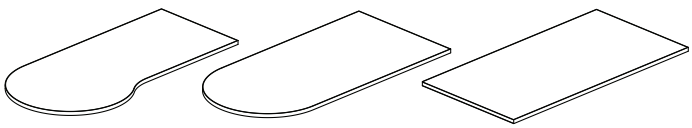


Figure B

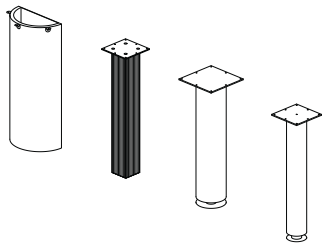


Figure C

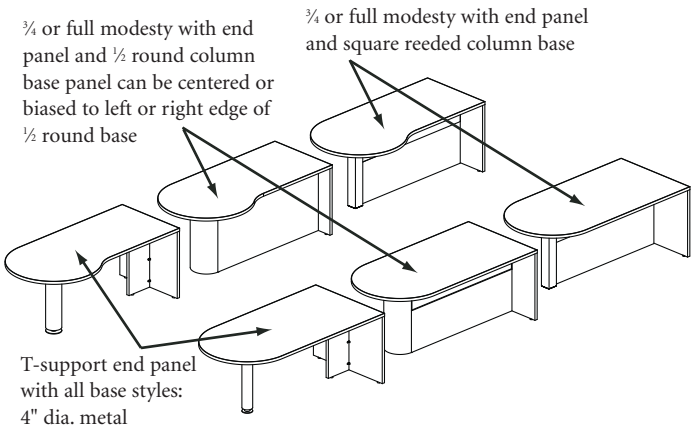
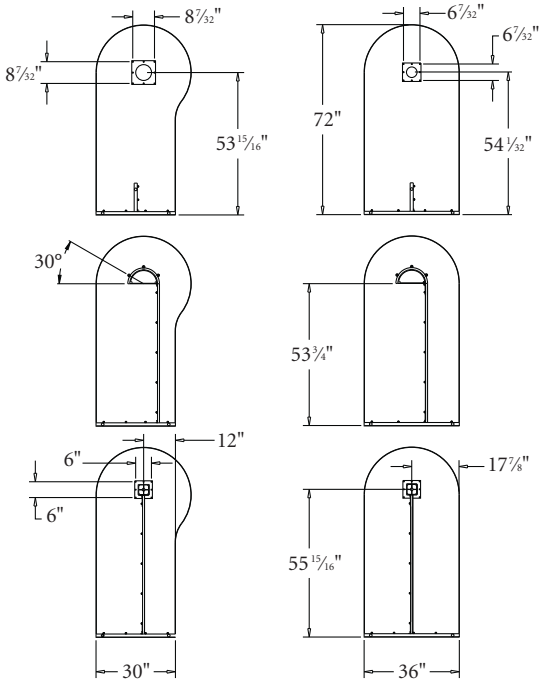


Figure D



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Installation (continued)

Modesty Panel Instructions:

1. Attach L-brackets to full modesty panel in the approximate locations shown. Flush with the outside edges. If the modesty panel is to be attached to a work surface with the square reeded base, the L-brackets need to be off-set ¼" in to allow clearance for the base mounting flange. (Figure E).

End Panel Instructions:

1. Attach L-brackets to the end panel approximately where shown. (Figure F).

T-Leg Support Instructions:

1. Attach L-brackets to the support panel approximately where shown. (Figure G).
2. Attach the support panel to the end panel centered side to side as shown. (Figures H and I).

Figure E

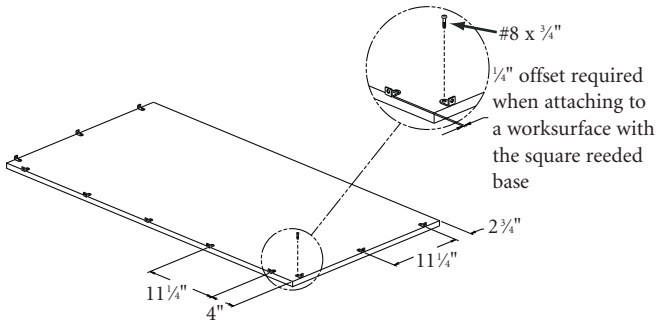


Figure F

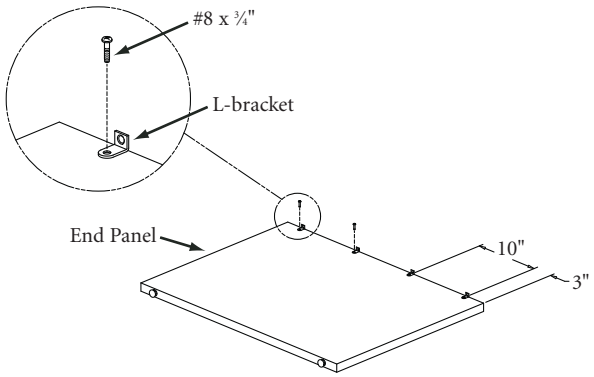


Figure G

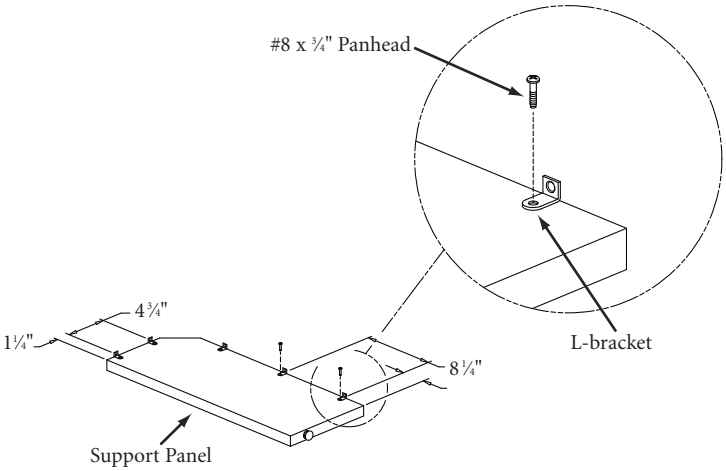


Figure H

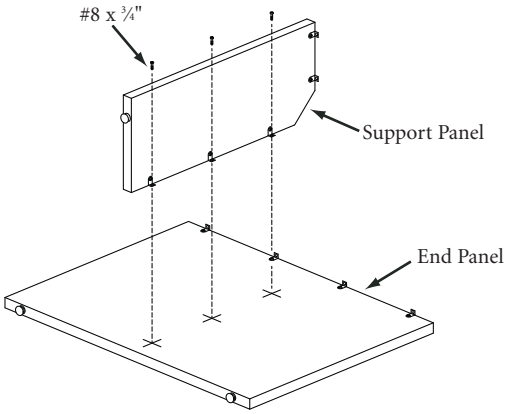
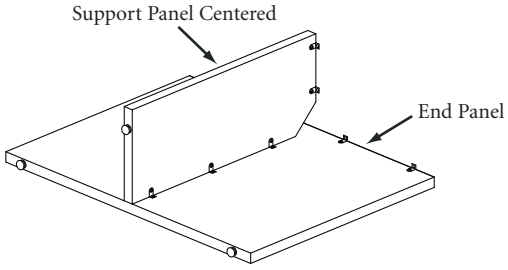


Figure I



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Installation (continued)

T-Leg Support and Column Base to Worksurface Instructions:

1. Attach T-leg support and column base to the worksurface as shown. (Figures J and K).

End Panel/Modesty Panel and Column Base to Worksurface Instructions:

1. Attach the end panel to the worksurface as shown. (Figures D, L, M, N, and O).
2. Measure, mark and attach the column base centered on the worksurface radius as shown. (Figures D, L, M, N, and O).
3. Attach either the full modesty panel or the ¾ modesty panel as shown. (Figures D, L, M, N, and O).

Figure J

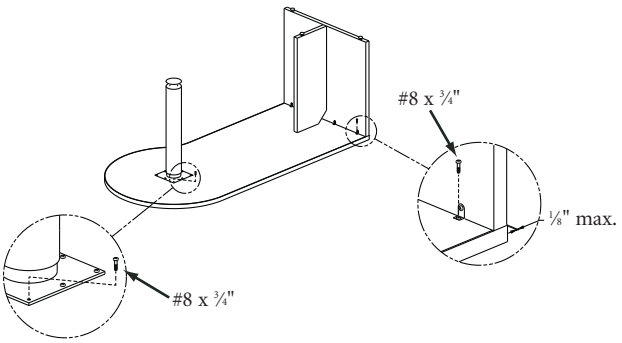

Figure K

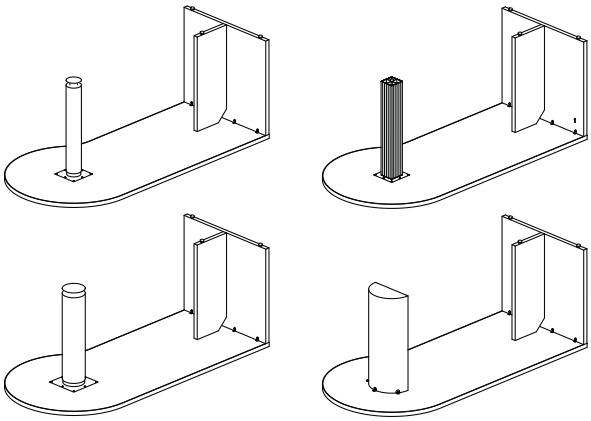

Figure L

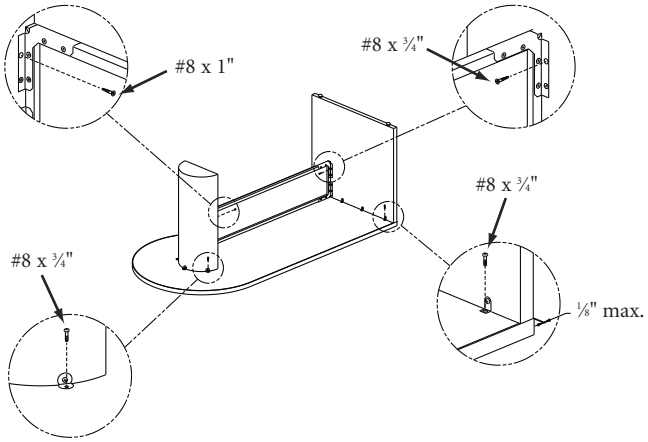

Figure M

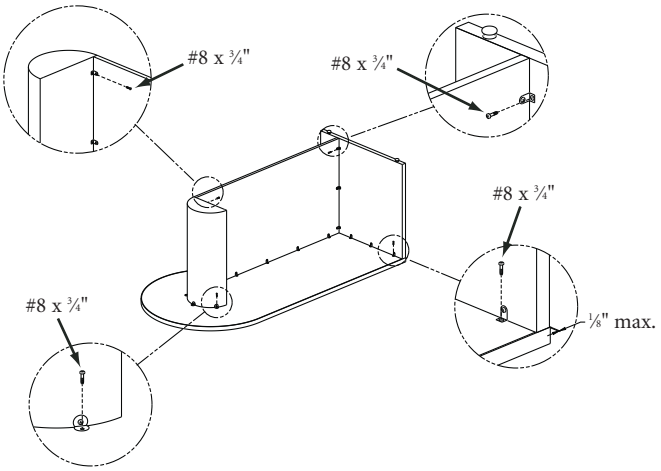

Figure N

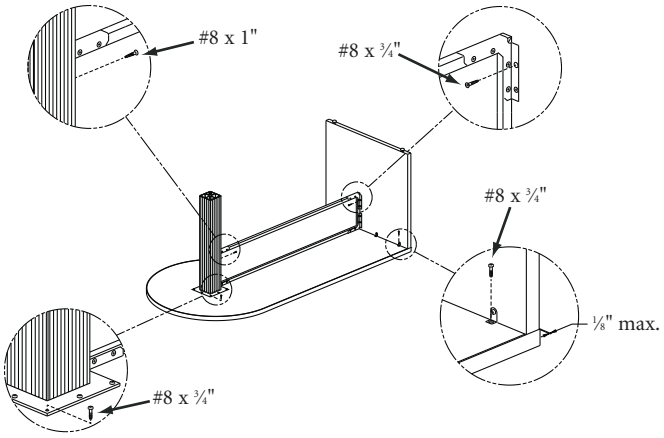

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Figure O

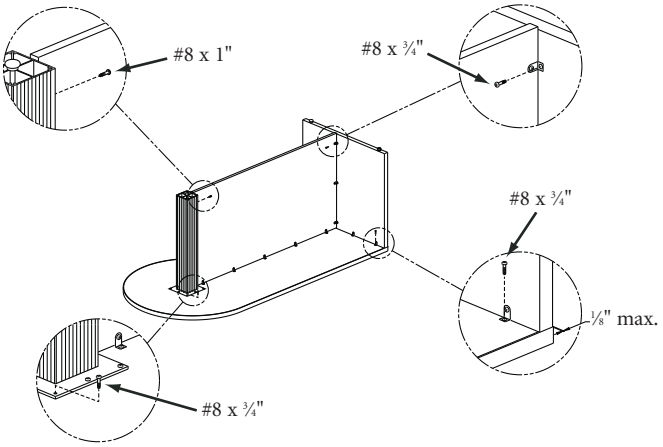
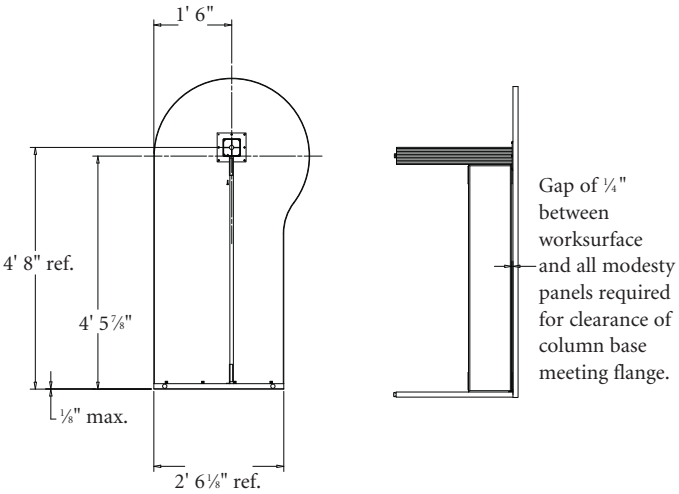


Figure P



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Definition & Priority™

Slat Wall Tile

Tools Required

- Drill/Screw Gun
- Level
- Phillips Screwdriver #2 Bit, Hardened

Package Contents

- (14) #8 x ⅝" Panhead Screws
- (3) Mounting Brackets

Installation

1. Slat tile may be attached to inside face of back panel on Highback Organizer using supplied mounting brackets and screws. (Figure A).
2. Attach three mounting brackets (beveled edge up) at recommended height of 14" from bottom edge of back panel to bottom edge of mounting brackets and spaced horizontally to match mating brackets on back of slat tile. Brackets to be positioned level and attached using supplied #8 x ⅝" long screws (four screws per bracket). (Figure B).
3. Place slat tile against back panel and above secured mounting brackets. Lower slat tile onto mating mounting brackets until fully engaged.
4. Using #8 x ⅝" screws, secure bottom corners of slat tile by inserting one screw in each pre-bored hole located in lower corners. (Figure C).

Figure A

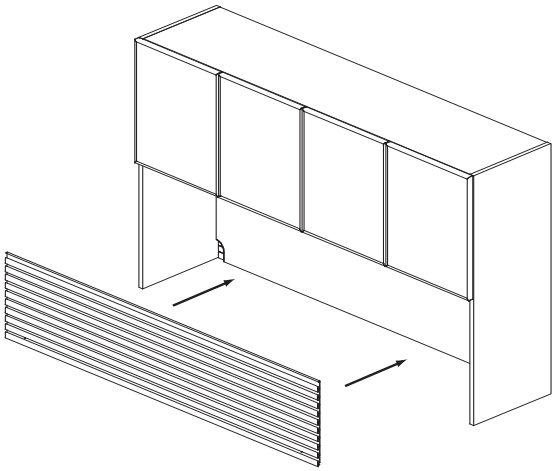


Figure B

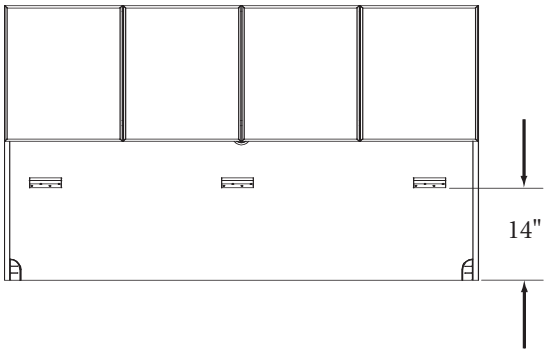
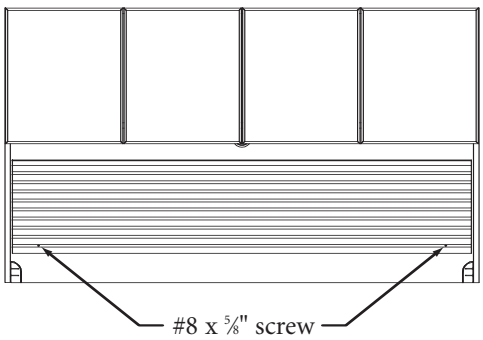


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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Priority

Wall Mounted Overhead Bracket

Tools Required

- Pencil
- Tape Measure
- Level (4 feet or greater)
- Metal Saw
- Variable Speed Drill with Torque Option
- Drill Bits
- Screw Bits

Package Contents

- 1 Hanger Rail

Installation

Note: *Kimball International defines a structural wall as a load-bearing wall constructed of materials such as: poured concrete, concrete block, or studs.Wood studs must be a nominal 2" x 4" size minimum. Metal studs must be "C" channel, 20-gauge thick minimum. Metal or wood studs must be on centers no greater than 24" and have maximum height of 14' restrained at floor and ceiling. Interior walls shall be designed to resist not less than a force of 5 lbs. per square foot applied perpendicular to wall. The deflection of such wall under a load of 5 lbs. per square foot shall not exceed 1/240 of the span for walls with brittle finishes, and 1/120 of the span for walls with flexible finishes (per Uniform Building Code Section 2309b). If you have any questions concerning your load-bearing structures, please consult your architect or structural engineer.*

1. Place overhead cabinet against structural wall in the desired location. Mark the top edge of the overhead and set it aside. Measure down 4 3/8" from the top edge mark and draw a level line. (Figure A).
2. Locate the wall substructure along the line drawn in step 1. For proper attachment of Hanger Rail to the wall, fasteners must tie directly into the substructure of the wall (studs, blocks, solid masonry).
3. Prepare wall for Hanger Rail attachment by pre-drilling for and/or installing fasteners along the line drawn in Step 1 per the fastener manufacturer's guidelines.
3. (continued)
   Recommended spacing of fasteners is 16", but should not exceed 24" on center. **DO NOT** extend the Hanger Rail more than 6" beyond the last anchor attachment.
   Note: *It is the responsibility of the installer and/or the contractor to select and install the proper fasteners in the structural wall. Kimball International does not furnish fasteners or assume liability for their use.*
   - *30" wall cabinets must attach to two (2) studs*
   - *36" wall cabinets must attach to three (3) studs*
   - *72" wall cabinets must attach to four (4) studs*
4. Place the Hanger Rail on the wall, centered in the desired location of the overhead, transfer the fastener locations from the wall to the Hanger Rail. (Figure B).

Figure A

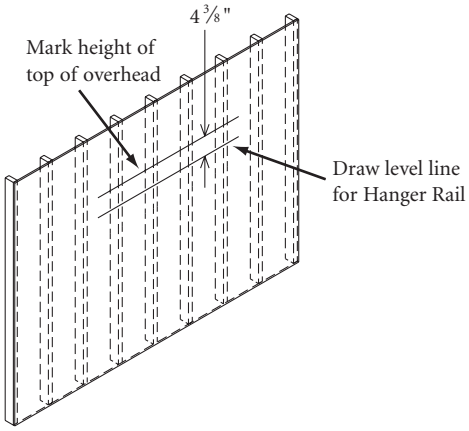
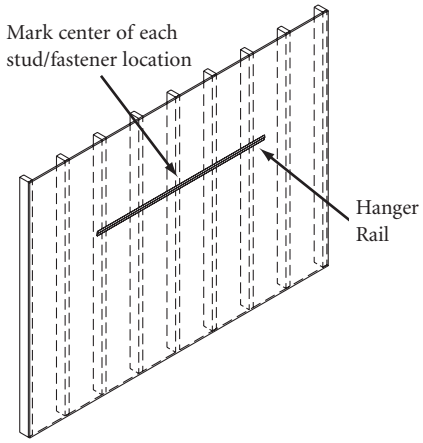


Figure B



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

Kimball Office

Installation

5. Drill the appropriate diameter hole in the Hanger Rail per the fastener manufacturer's guidelines, ⅜" above the bottom edge of the rail at the locations marked in Step 4. (Figure C). ***Note:*** *Hole sizes are dependent on the size of the fastener selected.*

Recommended Fastener	Size	Model No.
Steel Stud (for ½" to ¾" drywall):		
Hilti Toggler anchor toggle bolt	¼"-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Wood Stud (for ¼" to ½" drywall; meets or exceeds ANSI/ASME B18.6.4 and SAE J933):		
Panhead sheet metal screw		10-2 PHPMS
Solid Masonry:		
Crown Bolt lag shields	¼" x 1½"	
Buildex Tapcon concrete anchor screw	¼" x 2¾"	
Masonry Block:		
Hilti Toggler anchor toggle bolt	¼"-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Crown Bolt lag shields	¼" x 1½"	
Buildex Tapcon concrete anchor screw	¼" x 2¾"	

6. Attach Hanger Rail to wall aligning bottom edge of rail with level line drawn in Step 1. Ensure that each fastener is securely attached to wall substructure. (Figure D).
7. Place overhead cabinet flush against the wall so that the hanger brackets attached to the overhead are above the wall Hanger Rail and is between the end panels of the overhead. Carefully lower the overhead cabinet until the cabinet hanger brackets engage the wall Hanger Rail. Make sure the cabinet hanger brackets are firmly seated on the wall Hanger Rail. (Figure E).

Figure C

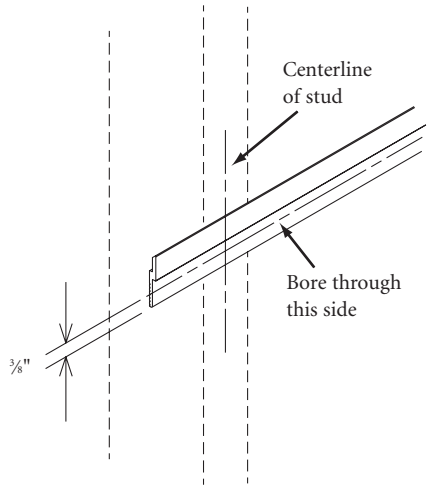


Figure D

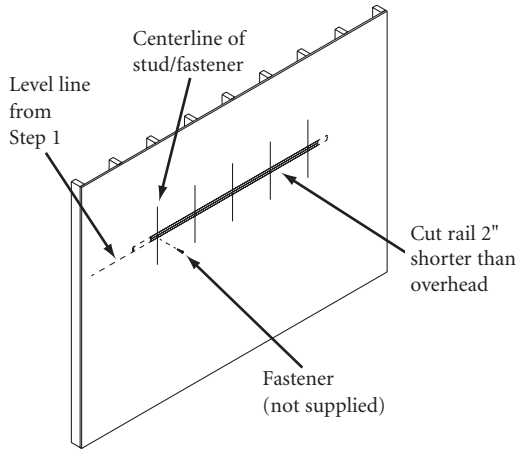
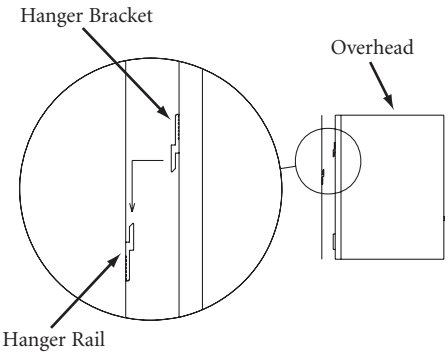


Figure E



Traxx Mounted Overhead Bracket

Tools Required

- Tape Measure
- Level (4 feet or greater)
- Metal Saw
- Variable Speed Drill with Torque Option
- Drill Bits
- Screw Bits

Hardware Included

- Traxx (72” section)

Installation

Note: Kimball International defines a structural wall as a load-bearing wall constructed of materials such as: poured concrete, concrete block, or studs. Wood studs must be a nominal 2” x 4” size minimum. Metal studs must be “C” channel, 20-gauge thick minimum. Metal or wood studs must be on centers no greater than 24” and have maximum height of 14’ restrained at floor and ceiling. Interior walls shall be designed to resist not less than a force of 5 lbs. per square foot applied perpendicular to wall. The deflection of such wall under a load of 5 lbs. per square foot shall not exceed 1/240 of the span for walls with brittle finishes, and 1/120 of the span for walls with flexible finishes (per Uniform Building Code Section 2309b) . If you have any questions concerning your load-bearing structures, please consult your architect or structural engineer.

1. Mark the Traxx center line position on the wall 66 7/8” from the floor for the length where the overhead is to be located. (Figure A). Check several positions along the line to ensure that the dimension is not less than 66 7/8”.
2. The 72” Traxx bracket will have to be field-cut if a smaller single cabinet is to be used. The Traxx length should be equal to the width of the overhead cabinet (s).
3. Locate the wall substructure along the line drawn in step 1 for proper attachment of Traxx to the wall, fasteners must tie directly into the substructure of the wall (studs, blocks, solid masonry).
4. Prepare wall for Traxx attachment by pre-drilling for and/ or installing fasteners along the line drawn in Step 1 per the fastener manufacturer’s guidelines. Recommended spacing of fasteners is 16”, but should not exceed 24” on center. A single section of Traxx must attach to the wall with a minimum of two solid anchor attachment points. DO NOT extend the Traxx more than 6” beyond the last anchor attachment. (Figure B)

Note: It is responsibility of the installer and/or the contractor to select and install the proper fasteners in the structural wall. Kimball International dose not furnish fasteners or assume liability for their use.

Figure A

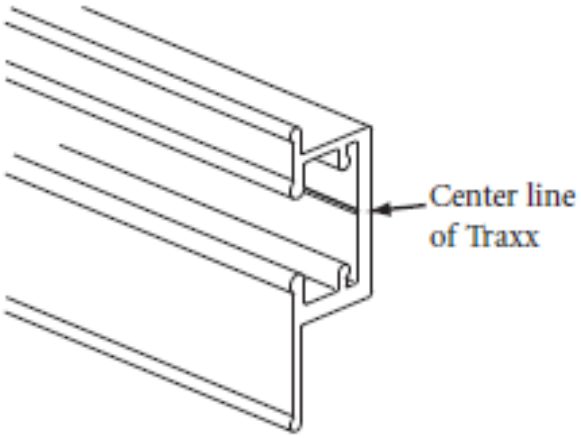
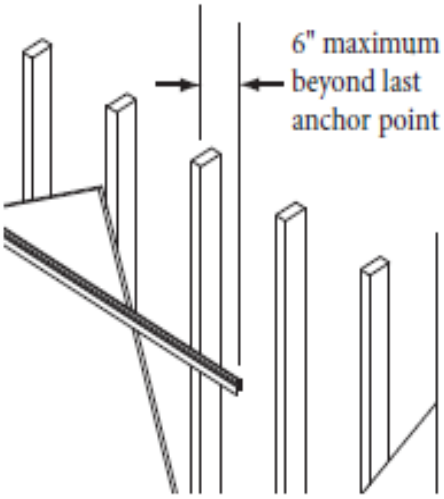


Figure B



Installation

5. Position the Traxx against the wall just below the line drawn in Step 1. (Figure C). Transfer the fastener locations from the wall to the center line in the Traxx.
6. Drill the appropriate diameter hole in the Traxx per the fastener manufacturer's guidelines.
   Note: Hole size are dependent on the size of the fastener selected.

Recommended Fastener	Size	Model No.
Steel Stud (for ½" to ¾" drywall):		
Hilti Toggler anchor toggle bolt	¼"-20 x 2" Grade 5 or equivalent	374494
Wood Stud (for ¼" to ½" drywall; meets or exceeds ANSI/ASME B18.6.4 and SAE J933):		
Panhead sheet metal screw		10-2 PHPMS
Solid Masonry:		
Crown Bolt lag shields	¼" x 1½"	
Buildex Tapcon concrete anchor screw	¼" x 2¼"	
Masonry Block:		
Hilti Toggler anchor toggle bolt	¼"-20 x 2" Grade 5 or equivalent	374494
Crown Bolt lag shields	¼" x 1½"	
Buildex Tapcon concrete anchor screw	¼" x 2¼"	

7. Before installing the Traxx, touch-up any exposed cut ends.
8. Attach Traxx to wall aligning the center line of Traxx to line drawn in Step 1. Ensure that each fastener is securely Attached to wall substructure.
   Note: The optional overhead filler strip (ordered separately) Is used to conceal the Traxx wall mount bracket. If the filler bracket is to be used, install the filler bracket prior to hanging the overhead cabinet.
9. To install the overhead cabinet filler bracket, loosen the outer–most screw on the end of the Traxx wall mount bracket. Slide the drilled flange of the filler bracket behind the Traxx wall mount bracket. Align the top of the filler bracket flush with the top of the wall mount bracket. Re-tighten the screw in the wall mount bracket. Use a level to align the filler bracket vertically. Fasten the lower portion of the filler bracket to the wall with the provided Screw. (figure D).

Figure C

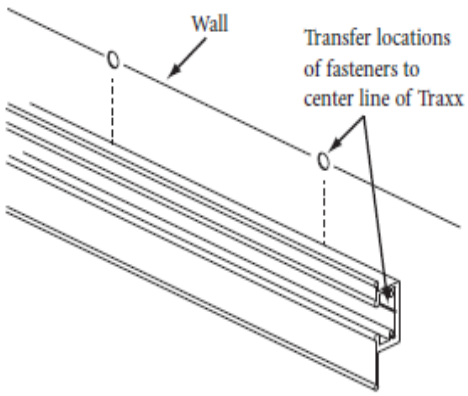
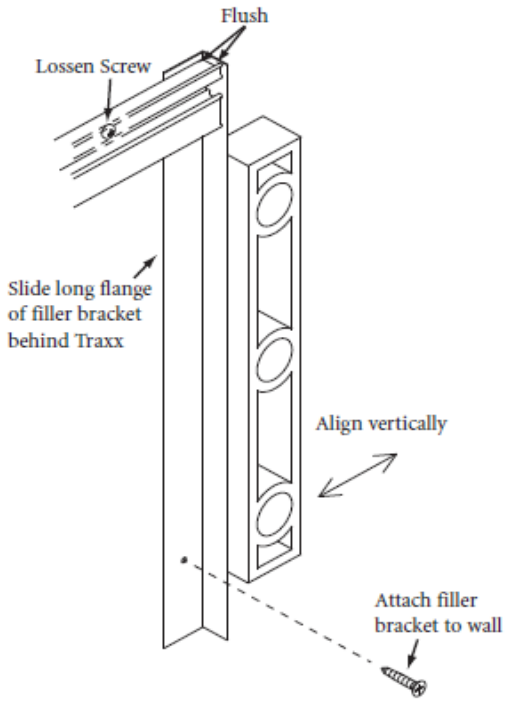


Figure D



Shelf Organizer Installation

Tools Required

- None

Installation

1. Organizer shelves can be added to select units. An organizer shelf consist of a shelf and four shelf support brackets. (Figure A)
2. All cabinets feature pre-drilled holes for support brackets.
3. Organizer divider panels should always be installed in the down position. (Figure B)

Figure A

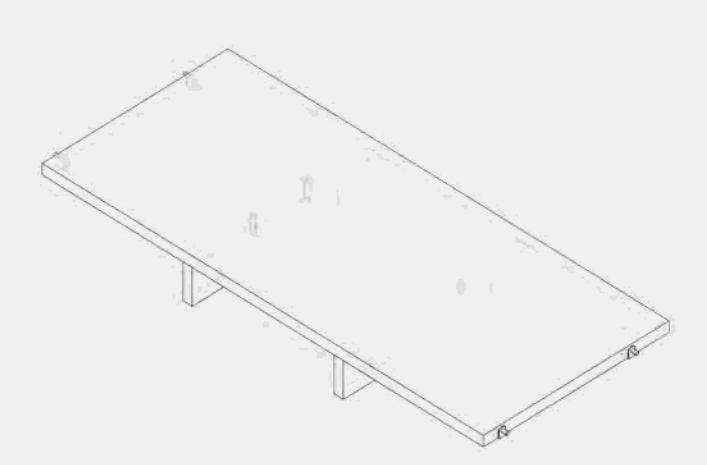
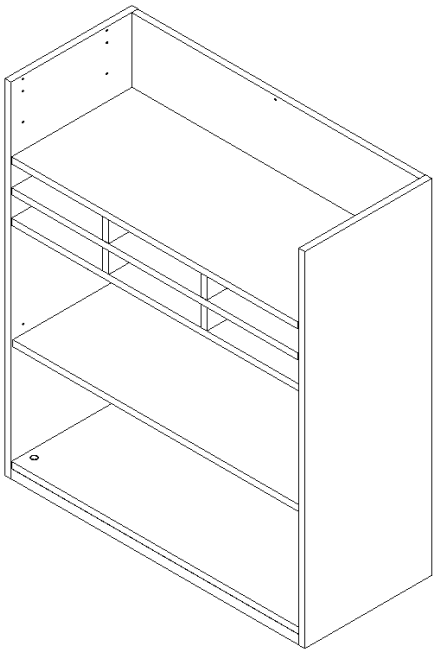


Figure B



Sliding Door

Tools Required

Phillips Screwdriver

Adjustment

1. To adjust the door alignment first loosen top roller adjustment screw (Figure A)
2. Check alignment of door to edge of end panel on both sides of the cabinet. Adjust bottom roller as needed for alignment.
3. To tighten sliding mechanism, with bottom roller engaged in bottom track adjust top rollers so it is engaged into the top track and tighten adjustment screw. Important: Check that the door is not loose or too tight, that they move freely from side to side, and are flush from top to bottom.

Figure A

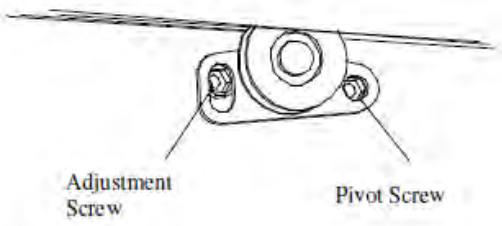
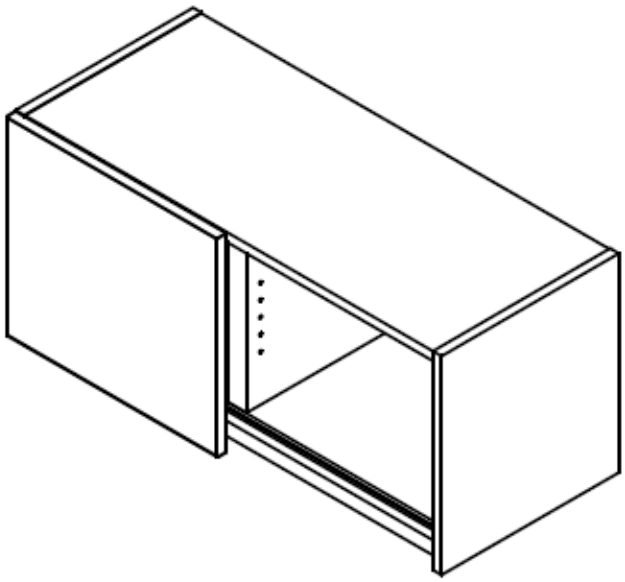


Figure B



Back panel Attachment

Tools Required

- Cordless Drill
- #2 Phillips head bit

Hardware Included

- #8 x 5/8” panhead screws
- L brackets

Installation

1. Position back panel in opening, hold back panel flush with outside edge of end panels.
2. Attach L brackets inside surface of end panels and inside surface of back panel using #8 x 5/8” panhead screw.

Figure A

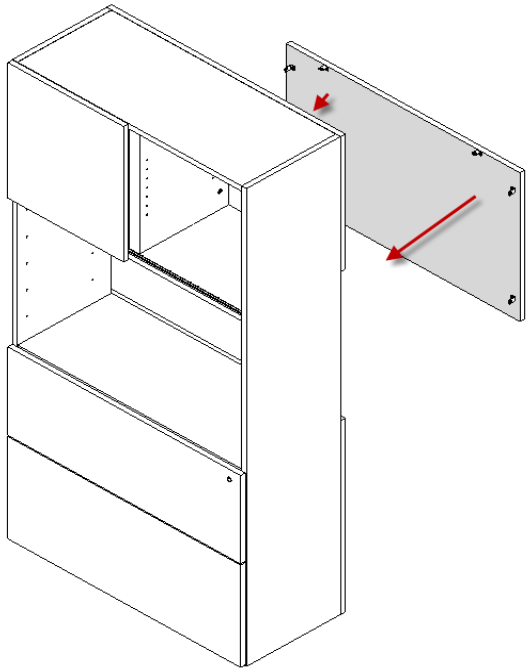
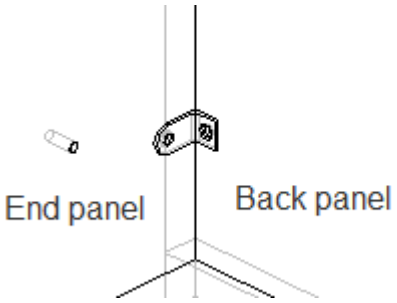


Figure B



50”, 67” and 80” Open Lateral File Attachment

Tools Required

- Screwdriver
- Cordless Drill
- 7/32” drill bit

Hardware Included

- Connecting Bolts

Installation

1. Align the units in their desired position. Adjustable shelf holes have been pre-bored on a 1 1/4” boring pattern into the inside end panel of each cabinet. Using 7/32” drill bit, bore a through shelf hole from the storage unit into the adjoining unit.
2. Align connection holes in storage units and attach together using the eight (8) provided connection bolts, four per side . Insert half of a connector bolt into one hole, and the other half into the opposite hole. Tighten all bolts securely, making sure units are flush against each other with no gaps (figure B)

Figure A

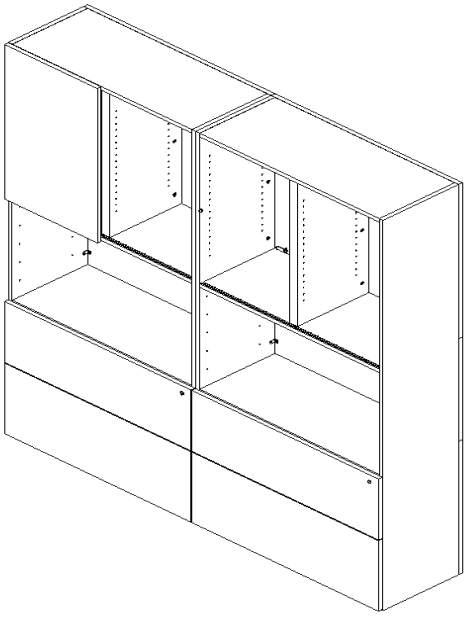
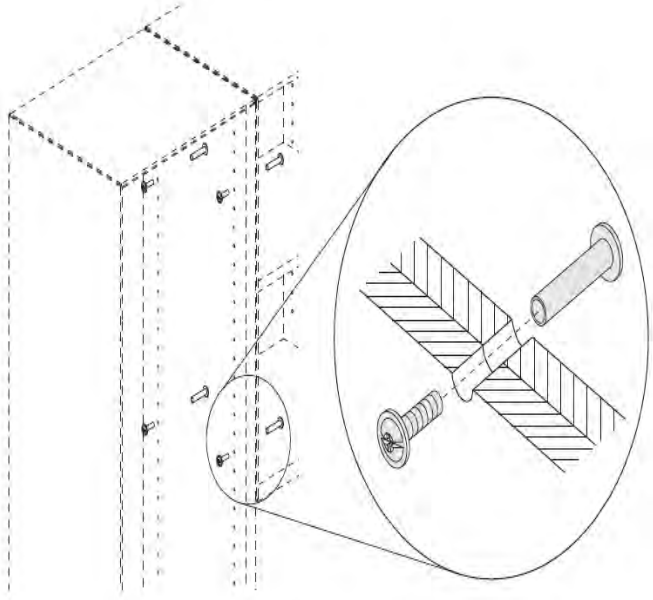


Figure B



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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U-Leg and Open-Frame Leg Assemblies

Tools Required

- 5 and 8 MM Allen Wrench/Driver

Hardware Required

- M6 x 12 Socket Head Screw
- Double-sided Tape (5" and 11" height models only)

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- Begin the installation at the highest point of the floor, with first Legs being set to standard 27 3/4" height, unless otherwise specified. 8 MM Allen Wrench is used to make adjustment on Legs with machine screw adjustment.

1. When installing a frame with 90" or 96" Support Rails, first assemble smaller Support Rails with the Support Rail Connector using M6 x 12 Socket Head Screws (12 per Support Rail Connector). (Figure B)
2. Assemble Support Rails to U-Leg or Open-Frame using M6 x 12 Socket Head Screws (6 per Leg). (Figure B)

Important assembly instructions and figures shown on next page.

Tips

1. Support Rails are to be oriented as shown in Figure A.
2. Support Rails are approximately 5" shorter than nominal size.
3. For installing Worksurfaces to Frames, see Priority Worksurface Assembly Instructions 2383879.

Figure A

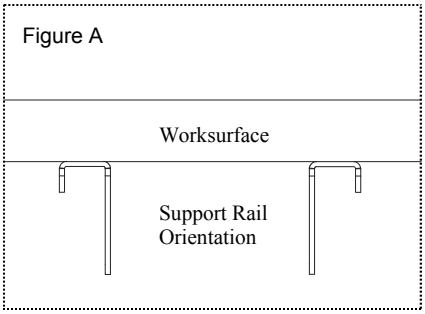
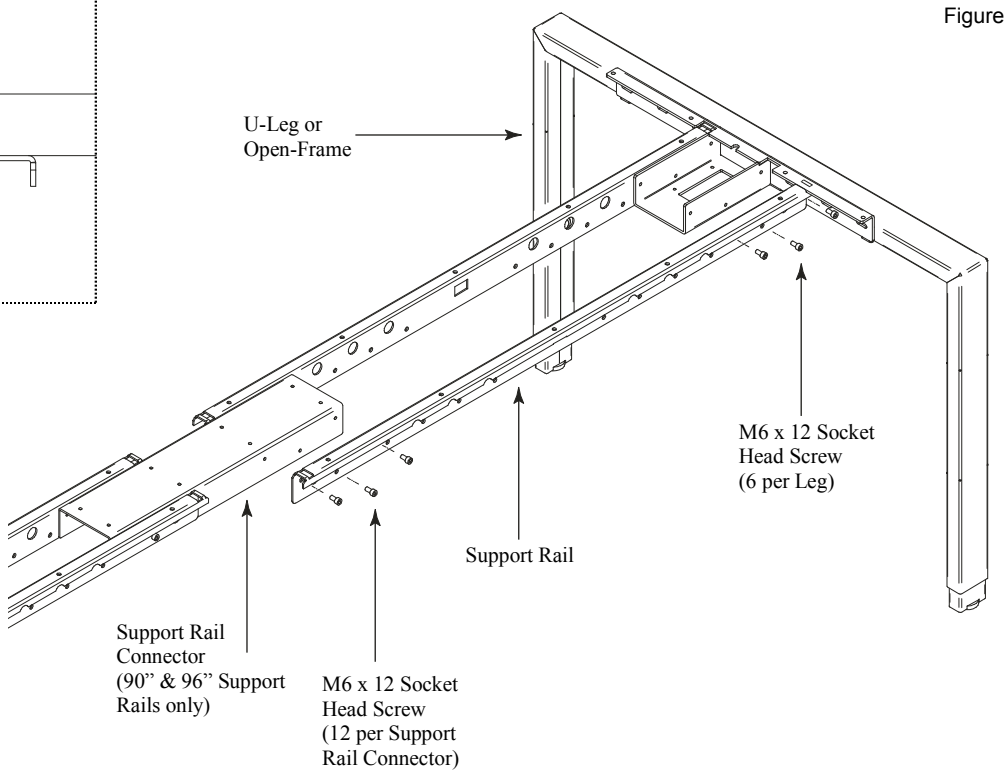


Figure B

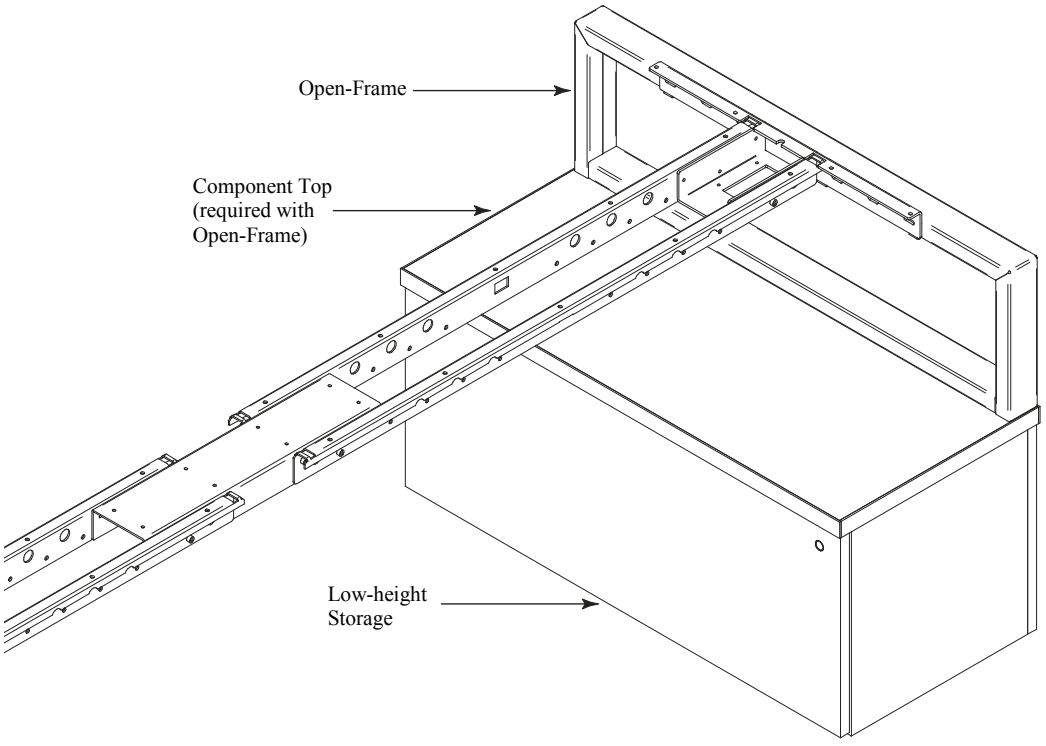


U-Leg and Open-Frame Leg Assemblies

Installation - Low-height Storage

1. For Open-Frame installation over Component Top of Low-height Storage (5” and 11” height models only), apply Double-sided Tape to underside of bottom cross-member of Open-Frame, not leaving any Tape visible when installed. Once Open-Frame and Low-height Storage unit are in proper position, slightly lift Open-Frame and remove backing from tape. (Figure C)
   Important: Tape is intended for permanent adhesion and cannot be easily removed once installed. Surfaces should be clean, dry and free of any dirt or residue to assure adequate adhesion.

Figure C



T-Leg and Post-Leg Bases

Tools Required

- 4, 5 and 6 MM Allen Wrench/Driver

Hardware Required

- M6 x 12 Countersink Head Screw
- M6 x 12 Socket Head Screw
- M10 x 20 Button Head Screw

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- Bases are easiest to assemble when upside-down.
- For Electric Height-Adjustable T-Leg and Post-Leg Bases see Priority Assembly Instruction 2383883 for proper initialization.
- Set Bases to standard 27 3/4" height unless otherwise specified. 6 MM Allen Wrench is used to make adjustment on Bases with machine screw adjustment.

1. When installing a frame with 90" or 96" Support Rails, first assemble smaller Support Rails with the Support Rail Connector using M6 x 12 Socket Head Screws (12 per Support Rail Connector). (Figure A)
2. Assemble Support Rails to Column (2 per Column) using M6 x 12 Socket Head Screws (4 or 6 per Column depending on type of Column). (Figure A)
3. Assemble Top Support to Column using M6 x 12 Countersink Head Screws (2 per Column). (Figure A)
4. Assemble T Leg Foot to Column using M10 x 20 Button Head Screws (4 per Column).
   Important: After all screws are tightened on T Leg Foot, re-tighten each screw in same order. (Figure A)

Tips

1. Support Rails are to be oriented as shown in Figure B.
2. Support Rails and Top Support may be left loose on Column until both are assembled for ease of assembly.
3. Support Rails are approximately 5" shorter than nom size.
4. For installing Worksurfaces to Bases, see Priority Worksurface Assembly Instructions 2383879.

Figure A

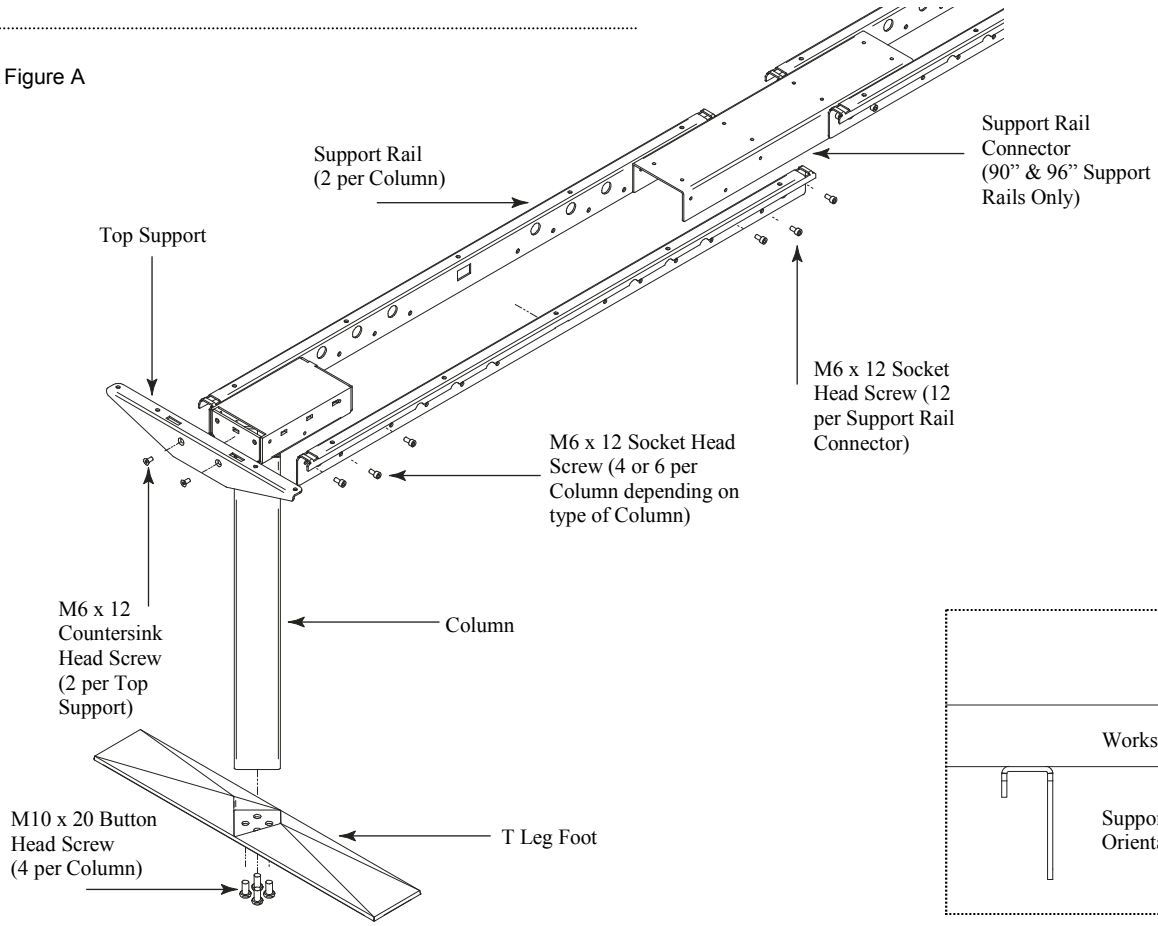
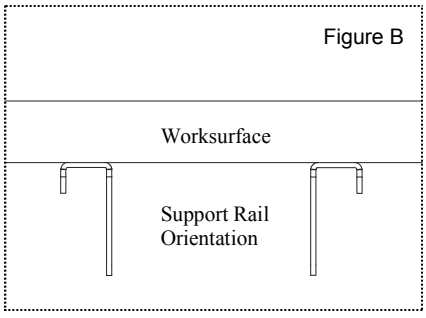


Figure B



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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Return, Extension and Bridge for U-Leg and Open-Frame Leg Assemblies, and T-Leg and Post-Leg Bases

Tools Required

- 5 MM Allen Wrench/Driver

Hardware Required

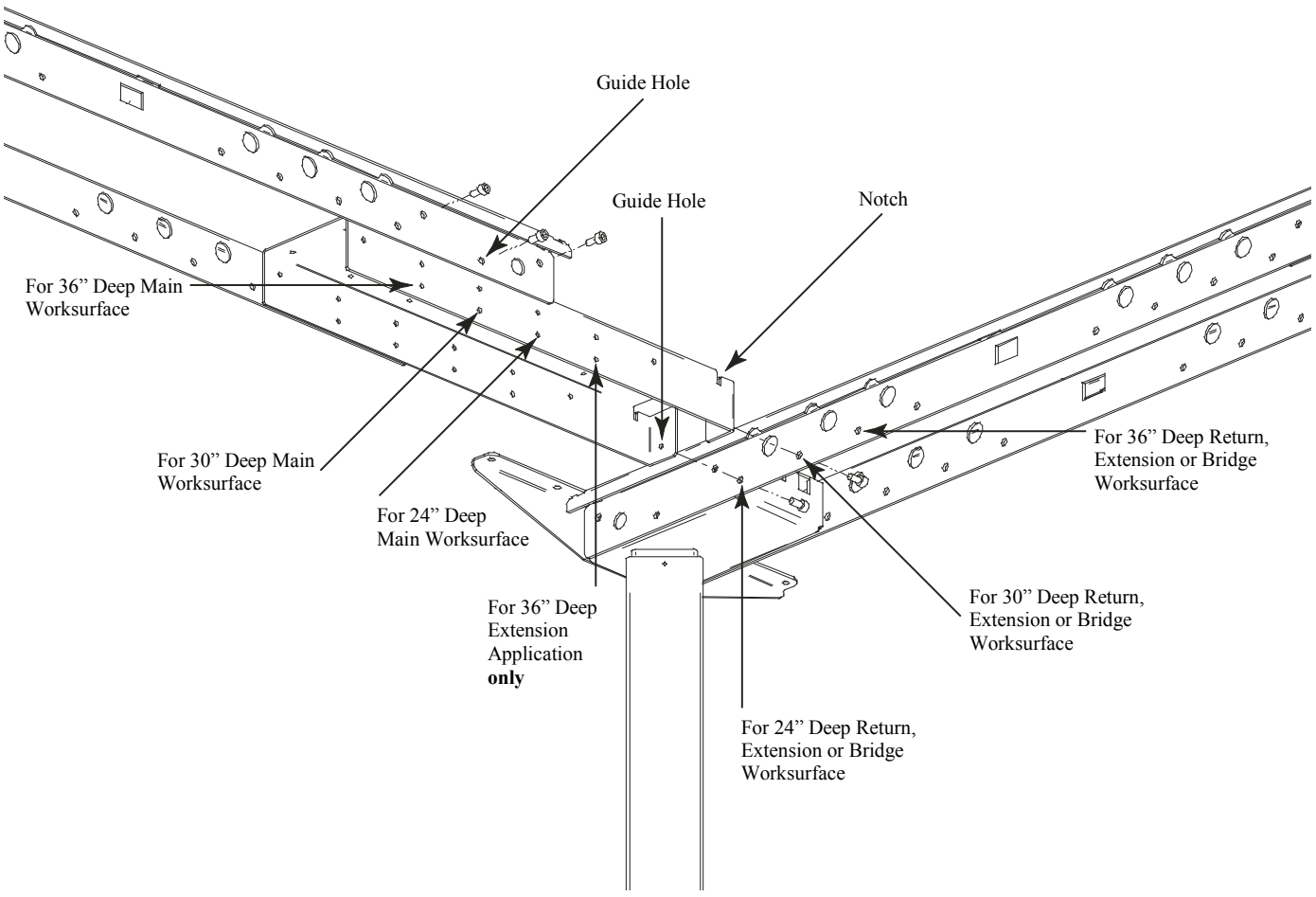
- M6 x 12 Socket Head Screw

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- Begin the installation at the highest point of the floor, with first Legs being set to standard 27 3/4" height, unless otherwise specified. 8 MM Allen Wrench is used to make adjustment on Legs with machine screw adjustment.
- Assemble Support Rails to appropriate Frame or Base at end of Returns and Extensions prior to making connection to Main Support Rail. (Figure B) See Assembly Instructions for U-Leg and Open-Frames or T-Leg and Post-Leg Bases, 2383871 & 2383872.
- For Electric Height-Adjustable T-Leg and Post-Leg Bases see Priority Assembly Instruction 2383883 for proper initialization.
- Bases are easiest to assemble when upside-down.
- Worksurface installation is not complete until Flat Brackets **(ordered separately)** are installed. (See Tip 7)

Important assembly instructions, tips and figures shown on next page.

Figure A



1. When installing a frame with 90” or 96” Support Rails, first assemble smaller Support Rails with the Support Rail Connector using M6 x 12 Socket Head Screws (12 per Support Rail Connector), as with a Main Support Rail. (Figure B)
2. Attach Support Rails to Return Mounting Bracket. To ensure the proper holes are used during installation, begin by aligning Guide Hole on Support Rail with appropriate mating hole on Return Mounting Bracket using M6 x 12 Socket Head Screw. Then install remaining M6 x 12 Socket Head Screws (6 per Return Mounting Bracket). (Figures A and B)
   Important: In order to determine appropriate holes to use for proper assembly, see enlarged view. (Figure A)
   Note: In order to properly connect the Return Mounting Bracket to the Main Support Rail, the Notch shown in Figure A must first be aligned with the short flange on Main Support Rail.
3. For Bridge Frame, repeat step 1 for opposite end.
4. Assemble Support Rails to Leg Assembly or Base. See important installation notes for further instructions.
5. With fully assembled Return, Extension or Bridge, connect Return Mounting Bracket to Main Support Rail with M6 x 12 Socket Head Screws (2 per Return Mounting Bracket), using a secondary method to support the frame while aligning holes. (Figure B) To ensure the proper holes are used during installation, begin by aligning Guide Hole on Return Mounting Bracket with appropriate mating hole on Main Support Rail using M6 x 12 Socket Head Screw.
5. (continued) (Figures A and B) Then install remaining M6 x 12 Socket Head Screw.
   Important: In order to determine appropriate holes to use for proper assembly, see enlarged view. (Figure A)

Tips

1. Support Rails are to be oriented as shown in Figure C.
2. Assembly may be done upside-down **prior** to connecting Return, Extension or Bridge Frame to Main Support Rail if preferred. (Figure B)
3. Support Rails are approximately 5” shorter than nom size.
3. Support Rails for Extensions are 12” shorter than those that come with Returns due to Column being inset from end of Worksurface.
4. For installing Worksurfaces to Frames or Bases, see Priority Worksurface Assembly Instructions 2383879.
5. When Worksurfaces are assembled, install Flat Brackets **(ordered separately)** according to Priority Desk, Bridge and Credenza Assembly Instructions 2008510 for each adjoined surface.
   Important: Installation of Worksurfaces is **not** finished without completing item 7, and will not be properly secured until doing so!

Figure B

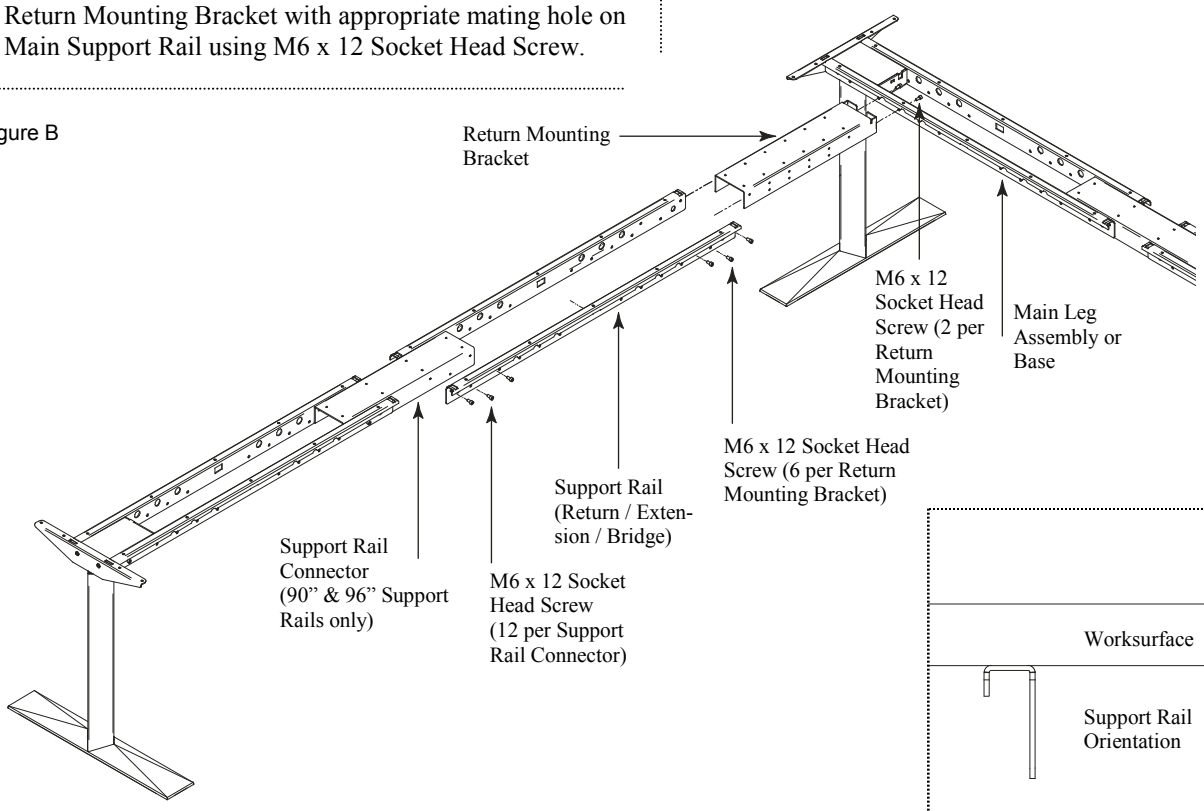
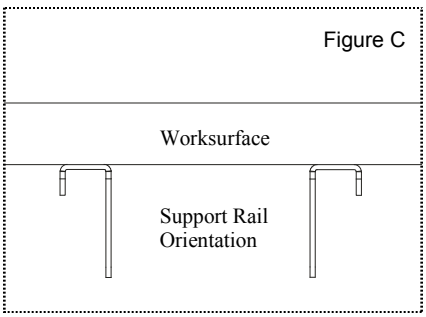


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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Tiles

Tools Required

- Cordless Drill
- #2 Phillips Head Bit

Hardware Required

- #6 x 3/8” Phillips Panhead Sheetmetal Screw
- 10-24 x 1/4” Phillips Flathead Screw
- L Bracket
- Foam Tape

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- When installing Upmount Shelves or Cabinets, Overhead Stanchion Bracket must be installed **prior** to installing Tiles.
- Tiles are to be installed by 2 people.

1. After ensuring U-Leg Frame is completely assembled and secure, insert Overhead Stanchion Bracket into Stanchion (Figure A), then fasten with 10-24 x 1/4” Phillips Flathead Screw (4 per Overhead Stanchion Bracket) as shown in Figure A. Also see Figure E for each possible orientation.
2. Prior to assembling Tile to U-Leg Frame, lay each Tile face down on clean flat surface and attach all provided L Brackets to Tile Pan using #6 x 3/8” Phillips Panhead Sheetmetal Screws (2 per L Bracket), paying careful attention to orientation of L Brackets shown in Figure B.
3. If assembly is to be used with Shelf or Overhead, align and apply Foam Tape to top of each Tile, avoiding any overhang of tape off of edges.
   Important: Provided Foam Tape is **not** used with Top Cap, which comes with separate adhesive fastener.
4. Using 1 person at each end of Tile, lift Tile into place by resting on Mounting Tabs and bring flush to Stanchion, paying careful attention that scribed arrow is facing up. (Figures A, B and D)
5. After ensuring first Tile is secured, repeat step 4 on other side of Stanchion with mating Tile.
6. Align remaining holes on each L Bracket pair and complete assembly using #6 x 3/8” Phillips Panhead Sheetmetal Screws (1 per L Bracket pair). (Figure C)
   Important: All L Brackets must be fastened together as described in step #6 on both top and **bottom** of Tile for proper assembly.

Important tips and figures shown on next page.

Figure A

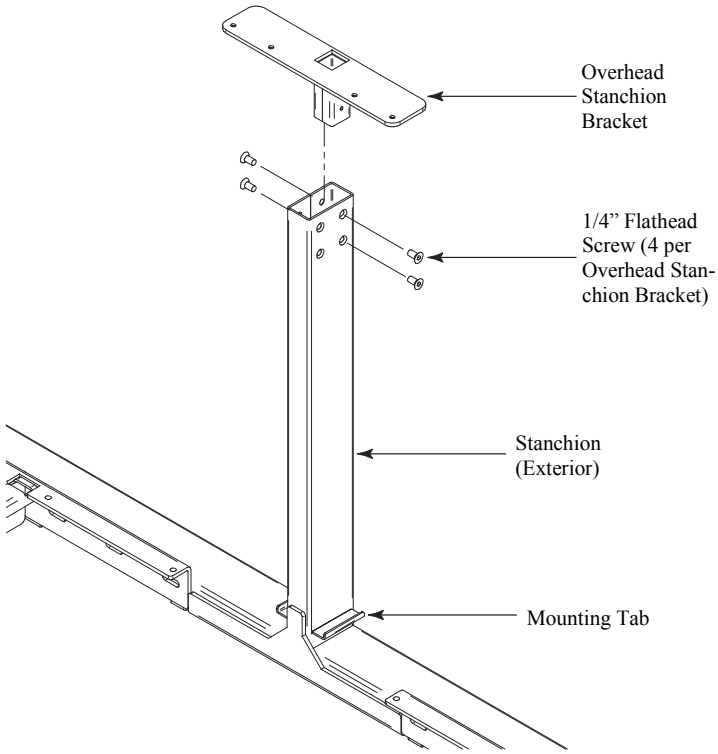
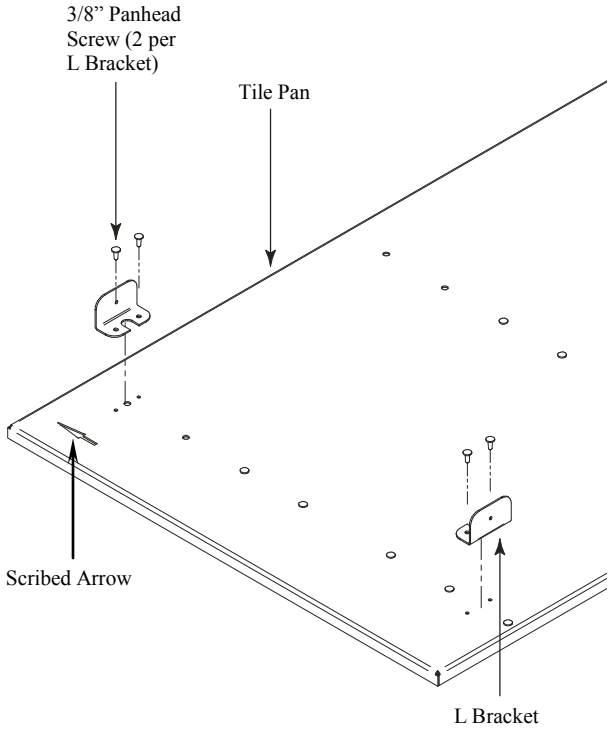


Figure B



Tips

1. When Overhead Stanchion Brackets are installed with U-Leg Frames that contain a Mid or Shared U-Leg Frame, 2 Overhead Stanchion Brackets will share same Stanchion, and should face outward from one another when installed. (Figure E)
2. Tiles have small amount of adjustment in lengthwise direction after being fully assembled to U-Leg Frame. After completion of assembly, ends of Tiles should be brought flush with edge of Stanchion by hand adjustment. Tiles on Mid U Leg Frames share common Mounting Tab. Seam between Tiles should be centered on shared Mounting Tab and align with seam between Overhead Stanchion Brackets.

Figure C

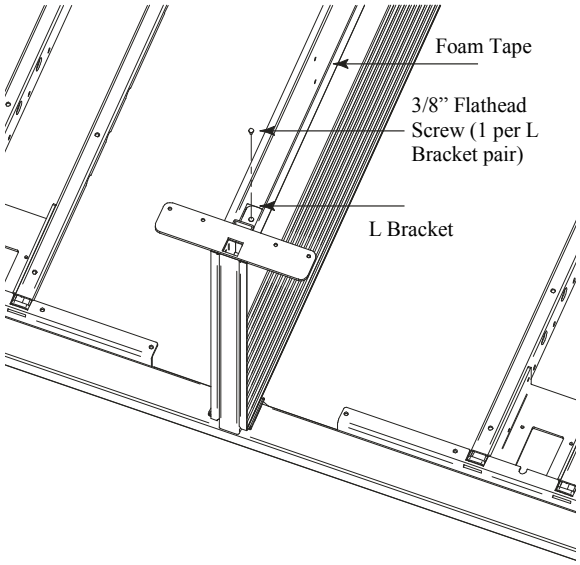


Figure D

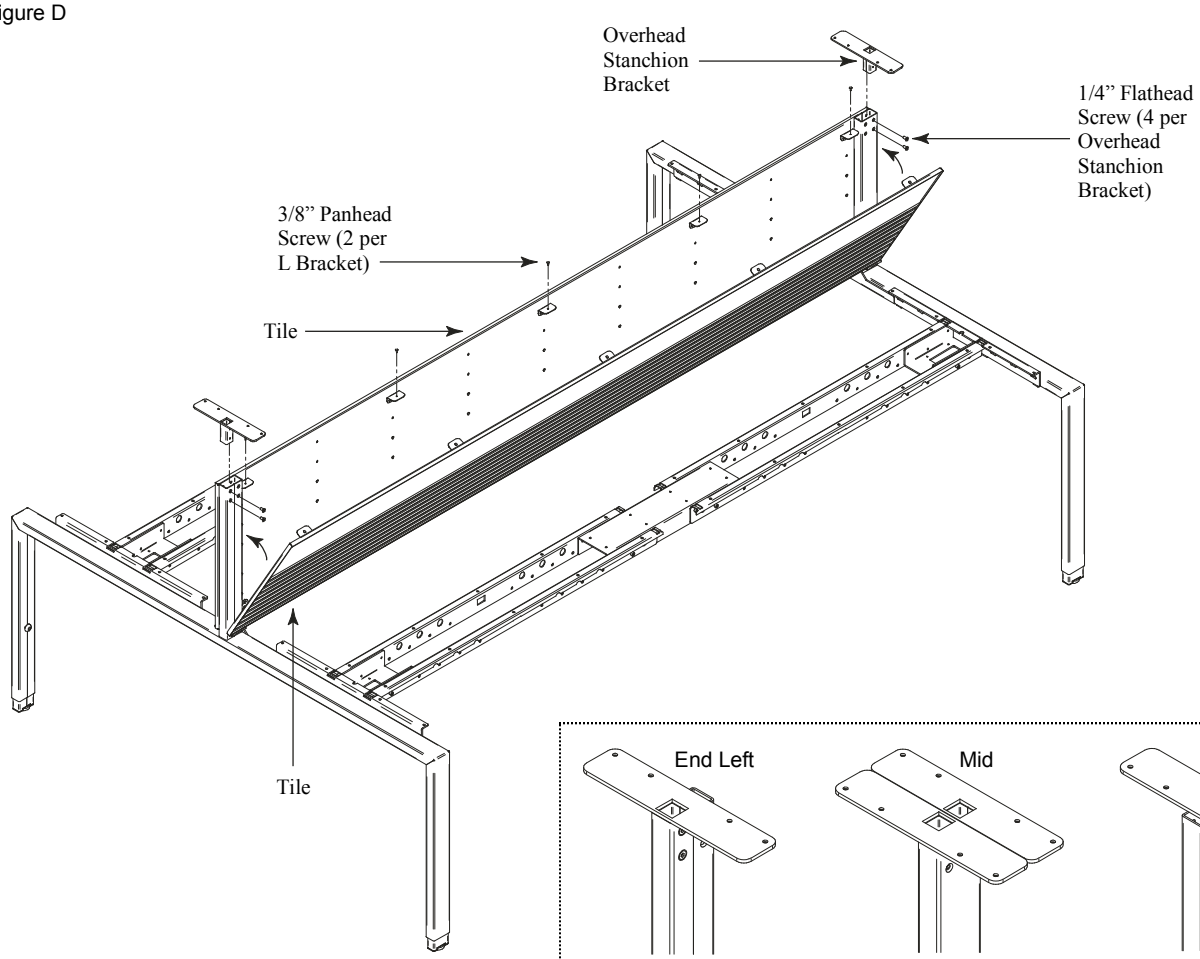
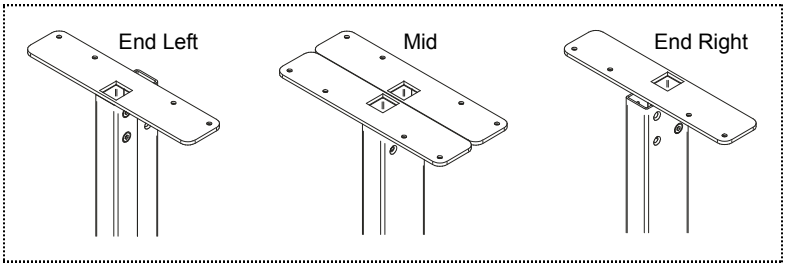


Figure E



Top Caps

Tools Required

- None

Hardware Required

- None

Installation

Important: Handle with care. 2 people are required for lengths greater than 72”, in order to eliminate bending of Top Cap preventing proper installation.

1. When U-Leg Frame and Tiles have been fully assembled, Top Cap should be carefully lifted over U-Leg Frame. U Brackets at end of each Top Cap should be lowered into Stanchion at each end simultaneous. (Figure A)
2. Tops Caps ends are to be flush with outside-edge of Stanchion, but will have small amount of adjustment in long direction (< 1”). Center Top Cap in lengthwise direction, then slightly lift and peel backing off of tape on underside of Top Cap.
   Important: Tape on underside of Top Caps has a powerful adhesive which permanently bonds to Tile.

Tips

1. When using mid-support U-Legs, 2 Top Caps share Stanchion, with seam being over center of Stanchion.

Figure A

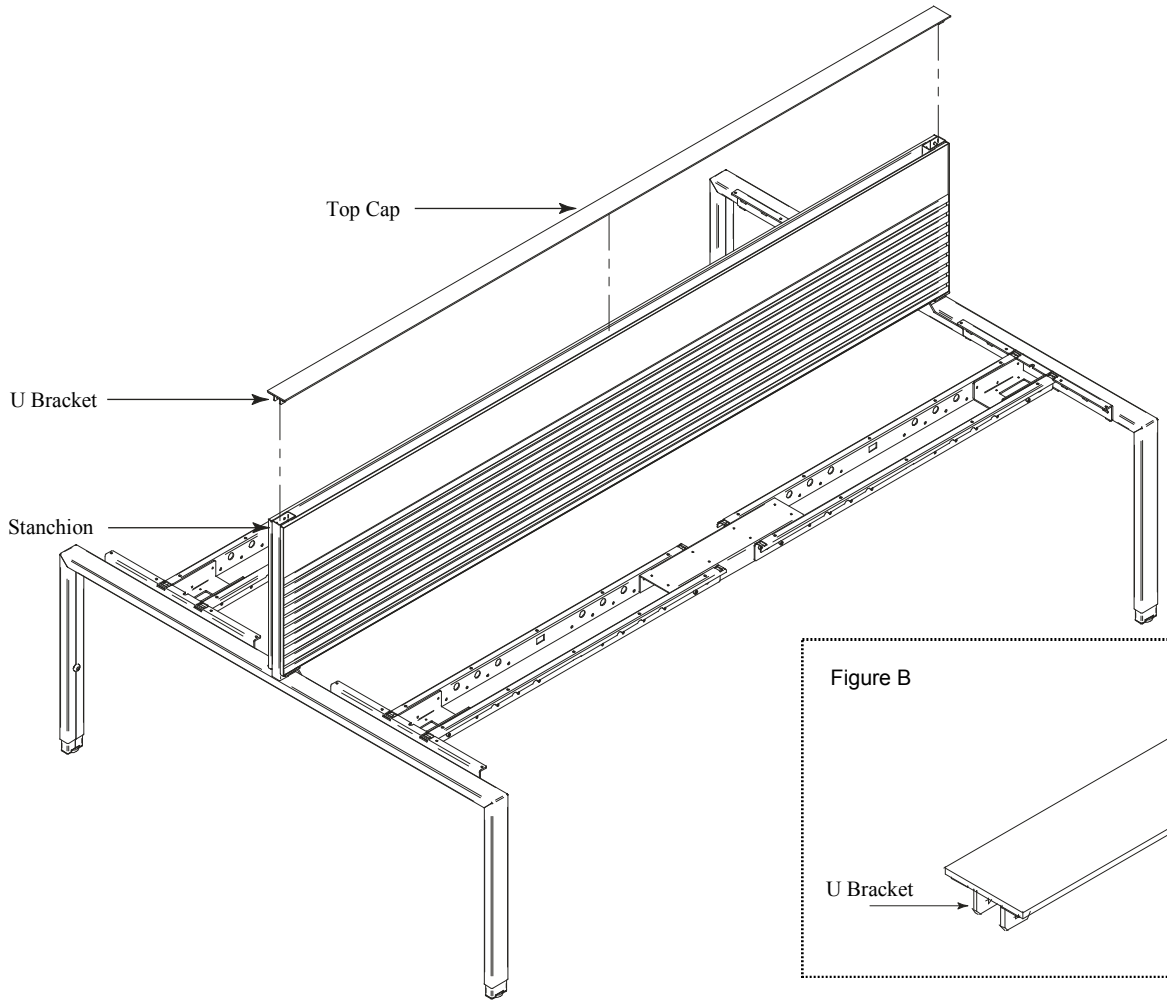
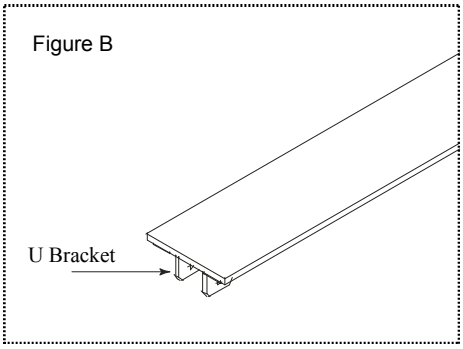


Figure B



Upmount Overhead Shelves and Cabinets

Tools Required

- Cordless Drill
- #2 Philips Head Bit
- Tape Measure

Hardware Required

- #8 x 3/4" Phillips Flathead Screw
- Ganging Bolts

Installation

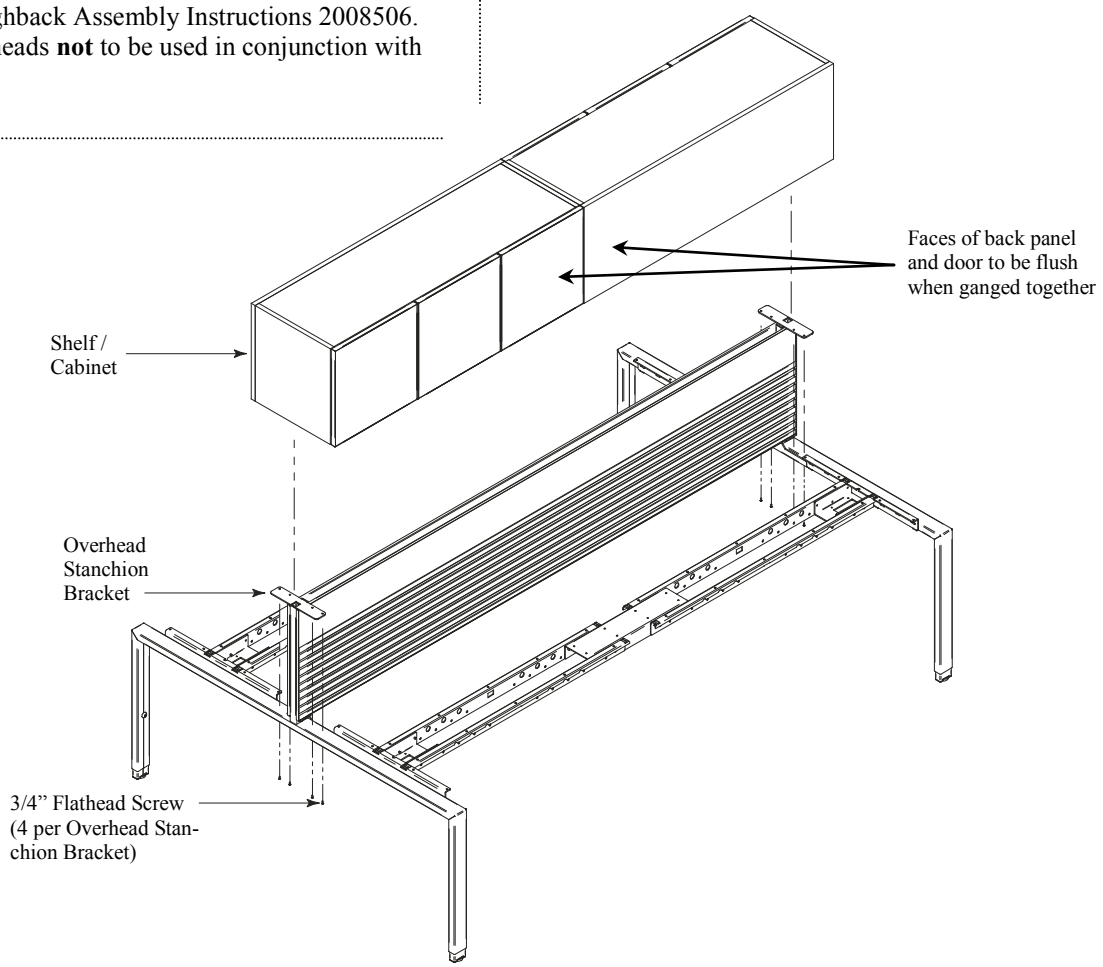
Important:
- 2 people required for proper installation.
- Multiple Cabinets must be ganged together **prior** to installation. See Priority Highback Assembly Instructions 2008506.
- Cabinets and Overheads **not** to be used in conjunction with Top Caps.

1. When U-Leg Frame and Tiles have been fully assembled, and **prior** to installing Worksurfaces, Shelf or Cabinet should be carefully lifted over U-Leg Frame and placed evenly on Overhead Stanchion Brackets. (Figure A)
2. End of Shelf or Cabinet should be brought flush with outside edge Overhead Stanchion Bracket, then centered from front to back.
3. Secure Shelf or Cabinet to Overhead Stanchion Brackets using #8 x 3/4" Phillips Flathead Screws (4 per Overhead Stanchion Bracket). (Figure A)

Tips

1. Cabinets can be installed facing opposite directions if desired, as shown in Figure A. Faces of back panel and door to be flush when ganged together for proper alignment.

Figure A



Starter Bracket to Pedestal, End Panel, Storage and Wall Mount

Tools Required

- Cordless Drill
- #2 Phillips Head Bit
- Tape Measure
- 5 MM Allen Wrench/Driver
- 1/8” Drill Bit (Pedestal only)
- 1/2” Drill Bit (Wall Mount only)

Hardware Required

- #8 x 3/4” Phillips Flathead Screw
- M6 x 12 Socket Head Screw

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- When installing a frame with 90” or 96” Support Rails, first assemble smaller Support Rails with the Support Rail Connector using M6 x 12 Socket Head Screws (12 per Support Rail Connector). (Figure D)

1. Properly position Starter Bracket onto Pedestal, End Panel or Storage Unit and fasten using #8 x 3/4” Phillips Flathead Screws (13 per Starter Bracket, except Wall Mount). (see below for specific applications)

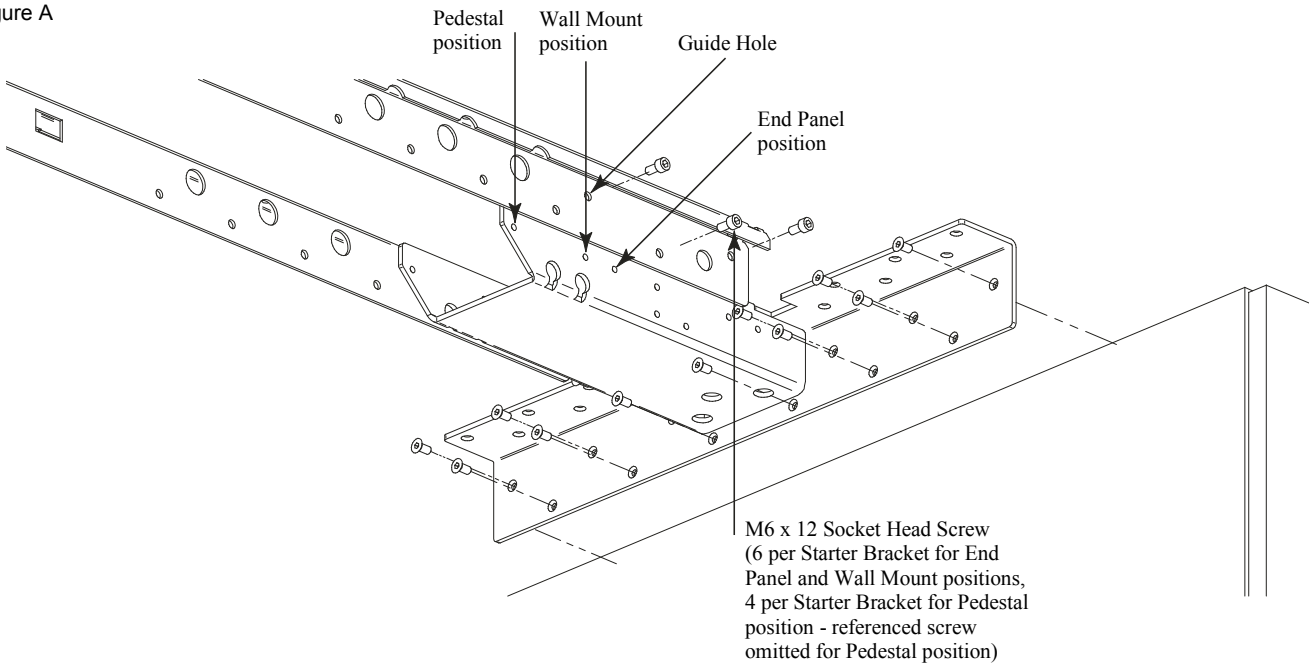
Pedestal:
For Pedestals, top surfaces of Starter Bracket and Pedestal Spacer are to be flush, and distance from end panel depends on depth of top as shown in Figure D. Pre-drilled holes are provided on inside of Pedestal, and can be drilled through with 1/8” drill bit to assist in placement of Starter Bracket while attaching.

End Panel:
For End Panels, pre-drilled holes are to be used for alignment, and installed prior to connecting Support Rails.

Wall Mount:
For Wall Mounting on drywall, a minimum of 4 3/16”-18 Hilti HTB Drywall Anchors per Starter Bracket are to be used in place of screws, using holes on the Starter Bracket spread furthest apart, and marking and pre-drilling 1/2” holes into drywall to accommodate anchors. (Figure B)
Important: Installation of Starter Bracket to wall must be secure and is the responsibility of the installer. Other minimum fastener and wall requirements to follow requirements shown in Priority Wall Mounted Overhead Bracket Assembly Instructions 2041399.

Storage:
For Storage Unit, holes must be carefully located so Starter Bracket is made level with other support Frames or Bases, and centered or located so Worksurface does not extend beyond the extent of the Storage unit. (Figures E and F)

Figure A

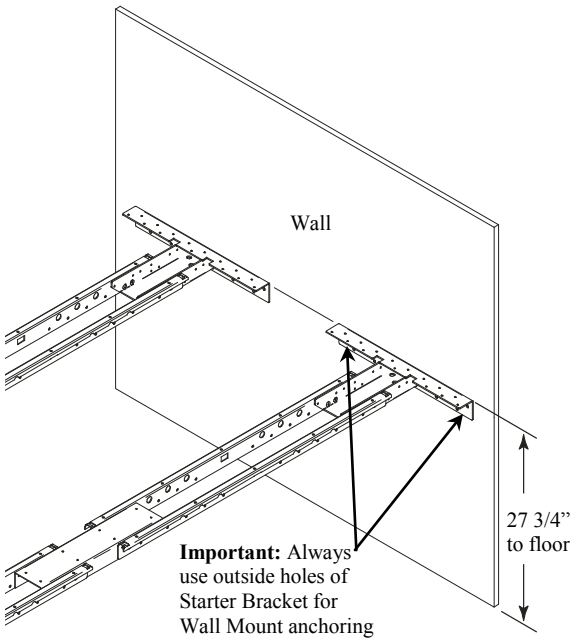


Installation (continued)

2. Attach Support Rails to Starter Bracket. To ensure the proper holes are used during installation, begin by aligning Guide Hole on Support Rail with appropriate mating hole on Starter Bracket using M6 x 12 Socket Head Screw. Then install remaining M6 x 12 Socket Head Screws (4 - 6 per Starter Bracket). (Figures A and D)
   Important: In order to determine appropriate holes to use for proper assembly, see enlarged view shown in Figure A.

Important tips and figures shown on next page.

Figure B



Important:
- When no Pedestal Spacer is used, top surfaces of Pedestal and Starter Bracket are flush
- Pre-drilled holes provided on End Panels
- Pre-drilled holes provided on inside of Pedestals with spacers, and must be drilled through from inside for use

Figure C

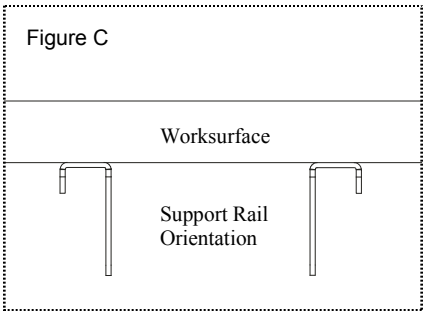
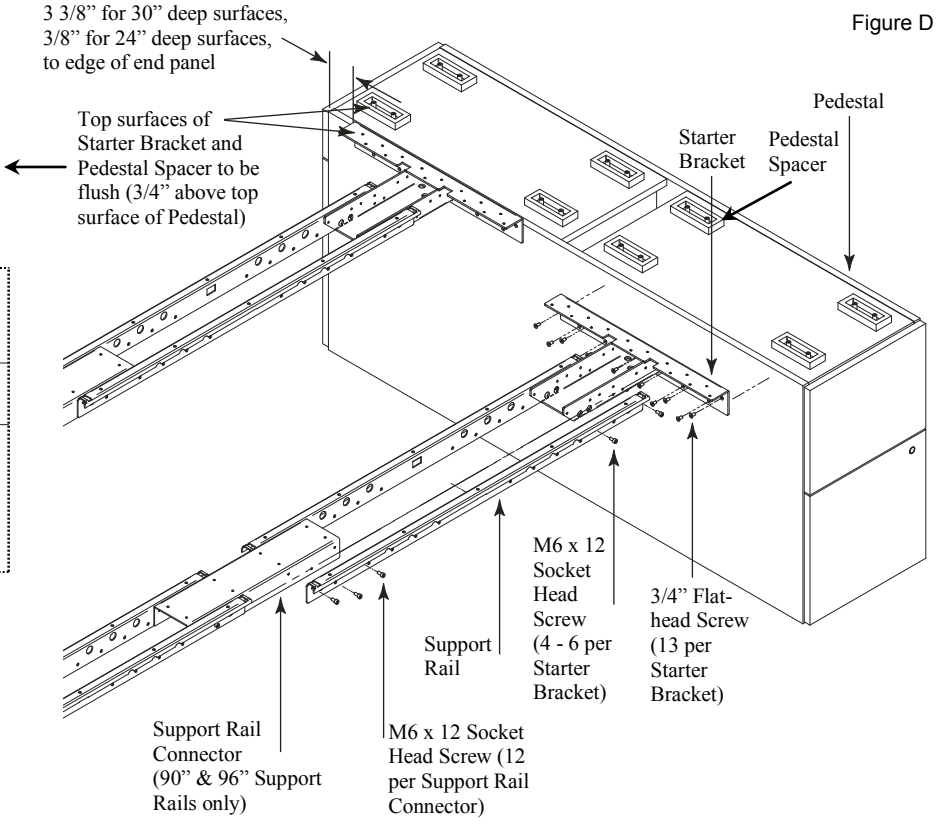


Figure D



Tips

1. Starter Bracket, Support Rails and Support Rail Connector are to be oriented so that flanges with screw holes are flush with worksurface for proper installation. (Figures C and D)
2. Support Rails are approximately 5” shorter than nominal size.
3. For installing Worksurfaces to Frames, see Priority Worksurface Assembly Instructions 2383879.

Figure E

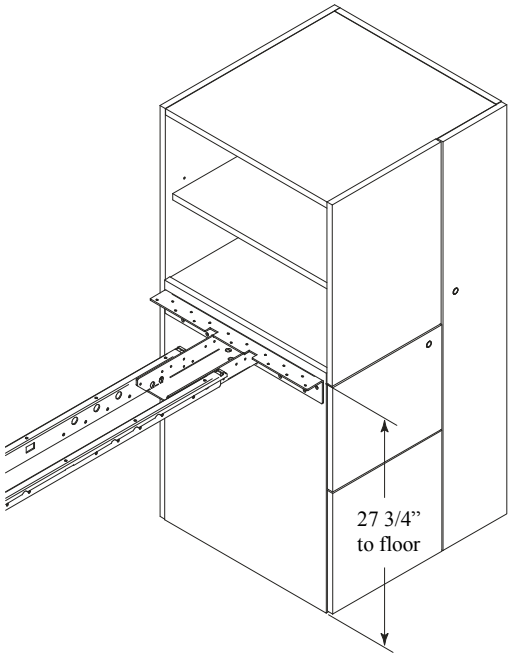
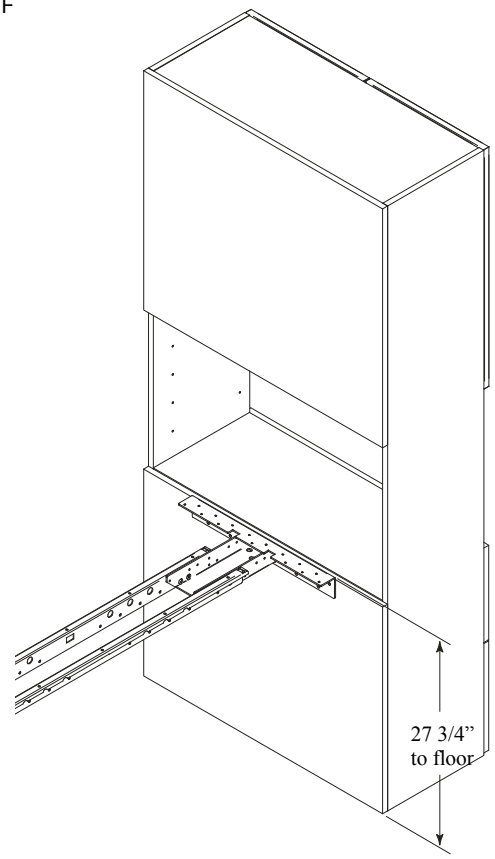


Figure F



Stanchion to Pedestal and End Panel

Tools Required

- Cordless Drill
- #2 Philips Head Bit
- Tape Measure

Hardware Required

- #8 x 5/8” Phillips Panhead Screw

Installation

Stanchion to Pedestal:

1. Remove drawers and lay Pedestal onto side on clean flat surface.
2. Position Stanchion onto Pedestal as shown in Figure A. Stanchion is to be centered in open area at top of Pedestal, and widest portion of Stanchion should rest on edge of Pedestal, both as shown in Figure B. Gap between Stanchion and Pedestal is 3/4” on each side.
3. Fasten Stanchion to Pedestal using #8 x 5/8” Phillips Panhead Screws (14 per Stanchion).

Stanchion to End Panel:

1. Position Stanchion onto End Panel as shown in Figure C. Top 4 holes are pre-drilled and should be used for proper location.
2. Fasten Stanchion to End Panel using #8 x 5/8” Phillips Panhead Screws (14 per Stanchion).

Tips

1. Pedestal Spacer is 3/4” thick, and can be used for centering Stanchion to Pedestal.

Figure A

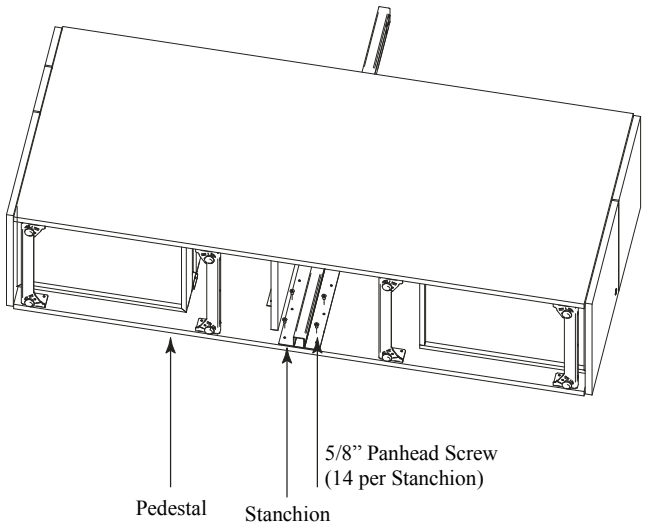


Figure B

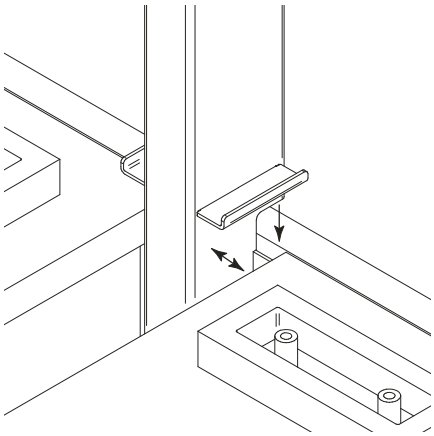
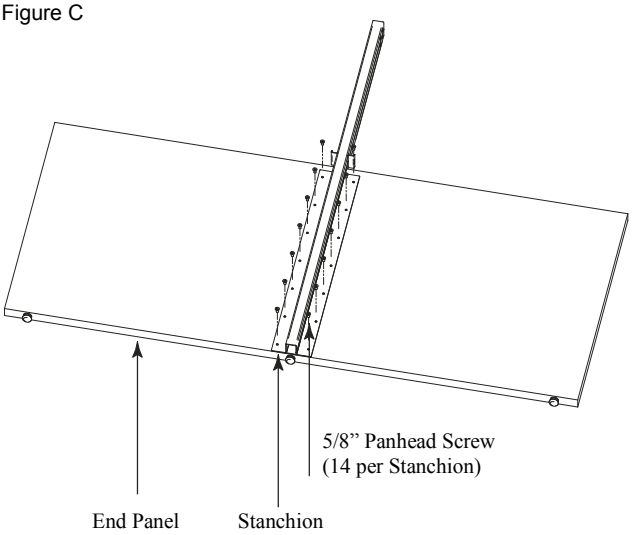


Figure C



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

Kimball® Office

Worksurfaces to U-Leg, Open-Frame Leg, T-Leg Bases, Post-Leg Bases or Storage

Tools Required

- Cordless Drill
- #2 Phillips Head Bit
- Tape Measure

Hardware Required

- #8 x 1" Phillips Panhead Screw

Installation

Important:
- Worksurfaces should always be installed with a minimum of 2 people.
- Worksurfaces assembled to Frames or Bases 36" or less in depth can be installed face-down on clean flat surface if preferred. Otherwise, Worksurfaces assembled to Frames or Bases larger than 36" in depth must be assembled right-side-up.

1. Properly align Worksurface to Frame or Base as shown in Figures A and B for T-Leg Bases, or Figures C, D and E for U-Leg or Open-Frame Leg Bases. Then fasten with #8 x 1" Phillips Panhead Screws, ensuring all available holes have been used. (review all applicable Figures)
2. When Worksurfaces are used as a Return, Extension or Bridge, install Flat Brackets **(ordered separately)** according to Priority Desk, Bridge and Credenza Assembly Instructions 2008510 for each adjoined surface.
2. (continued) All Worksurfaces are to be fully positioned prior to beginning assembly to Frame or Base. **Important:** When installing Worksurfaces, Extensions or Bridges, installation of Worksurfaces is **not** complete without completing step 2, and will not be properly secured until doing so!

Important assembly tips and figures shown on next page.

Figure A - Front View of T-Leg Base

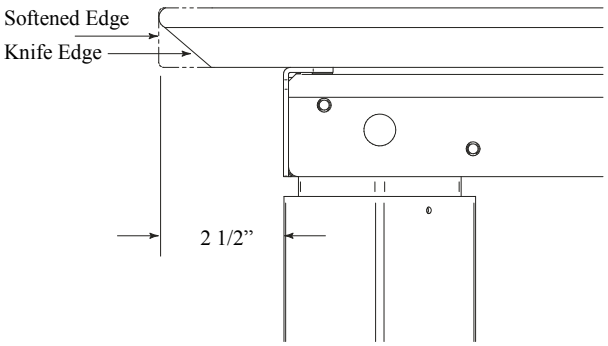


Figure B

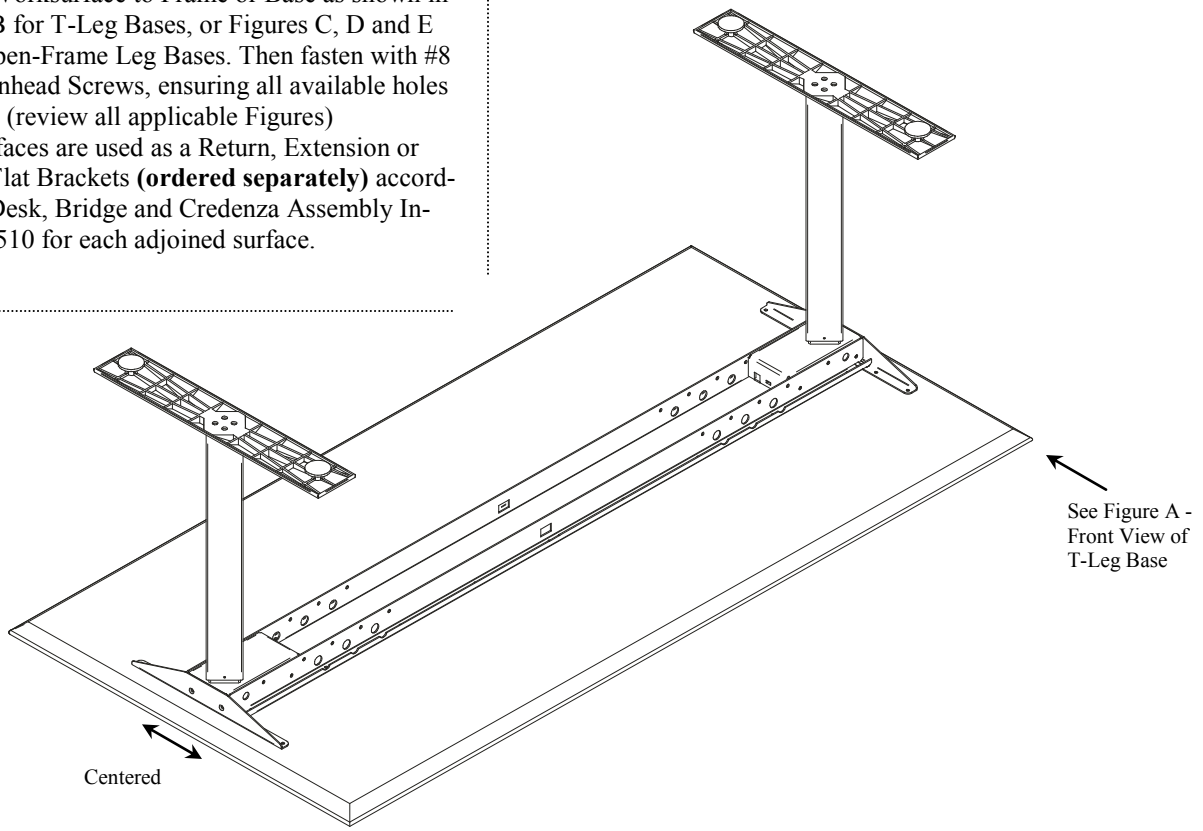


Figure C - Front View of U-Leg and Open-Frame Legs

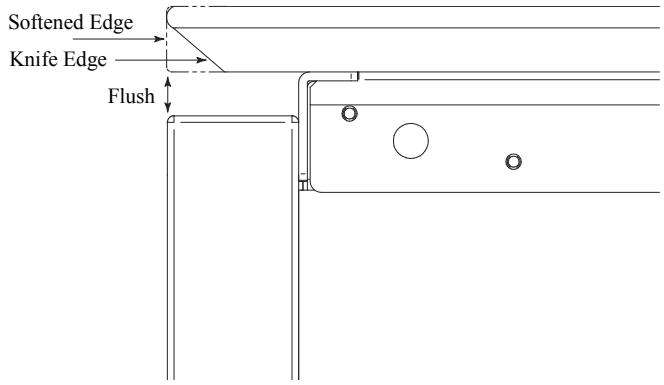


Figure D - End View of U-Leg and Open-Frame Legs

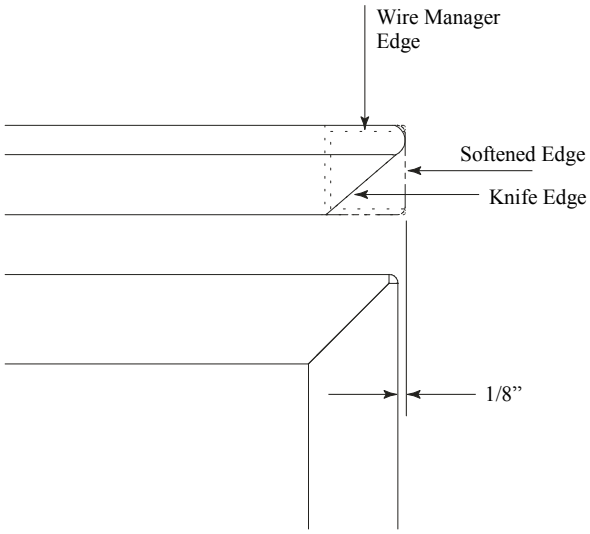


Figure F

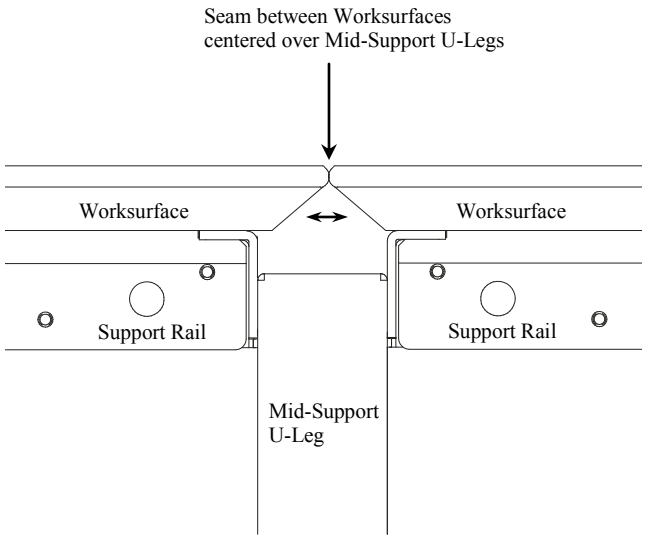
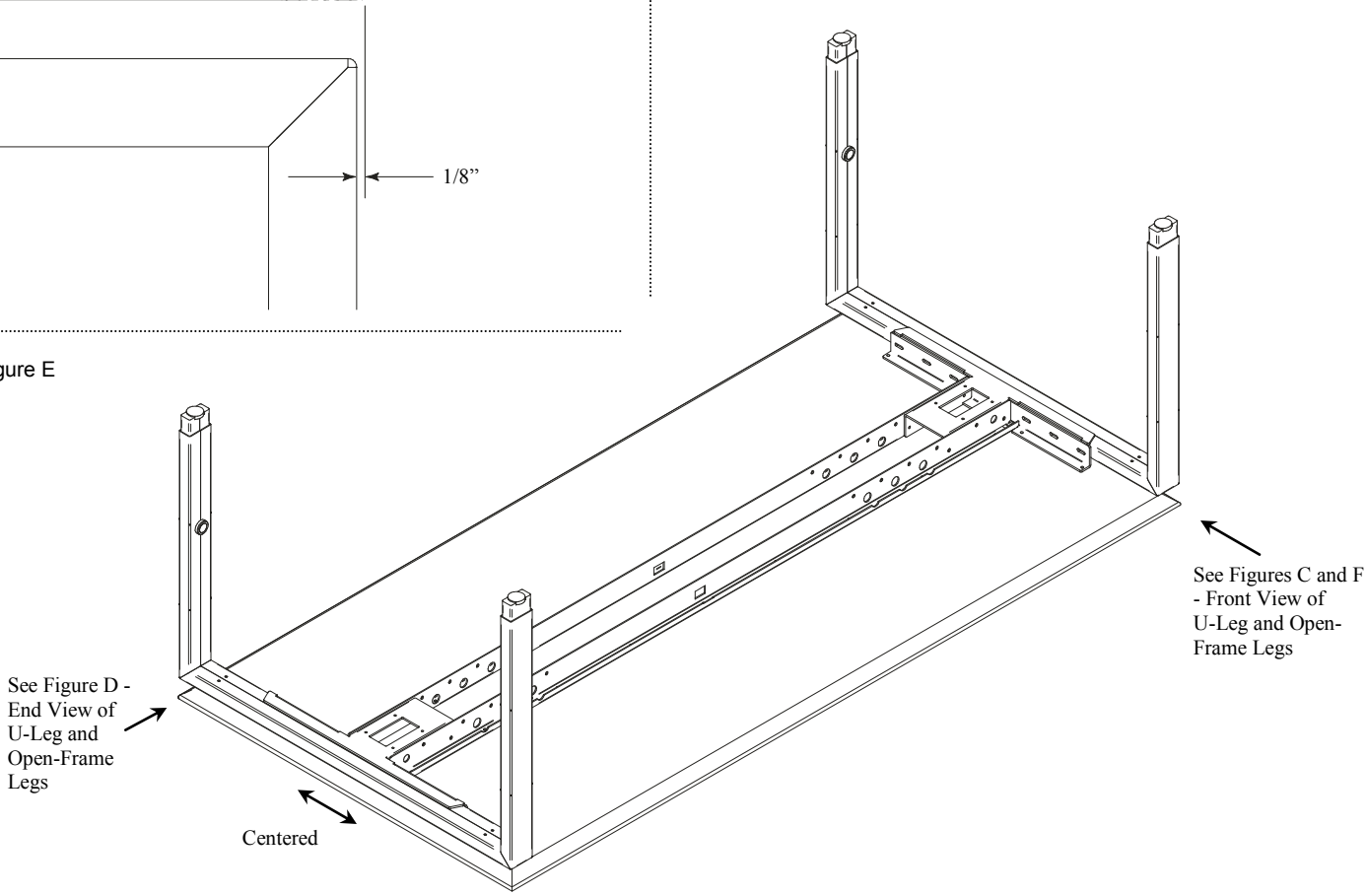


Figure E



Installation - Storage

Important: Prior to assembling Worksurfaces over Storage, see Priority Starter Bracket for Storage, End Panel and Wall Mount Assembly Instructions 2383877 to ensure proper installation.

1. When assembling Worksurfaces over Storage, properly align Worksurface to Storage as shown in Figures G and H, and fasten with #8 x 1" Phillips Panhead Screws, ensuring all holes have been used.
   Important: For Pedestals, separately supplied screws must be used to attach Worksurfaces to Pedestals, which are included with Pedestals.

Tips

1. The edge or extent of any surface is considered the same regardless of edge treatment. (Figures A, C and D)

Important assembly instructions and figures shown on next page.

Figure G

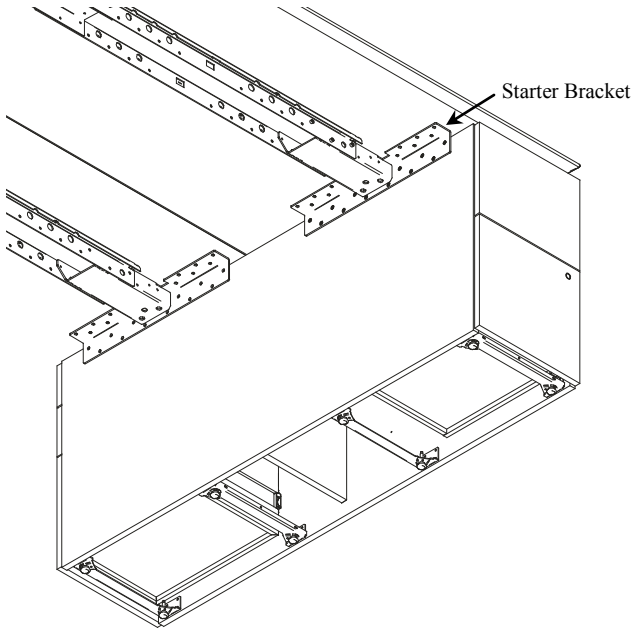
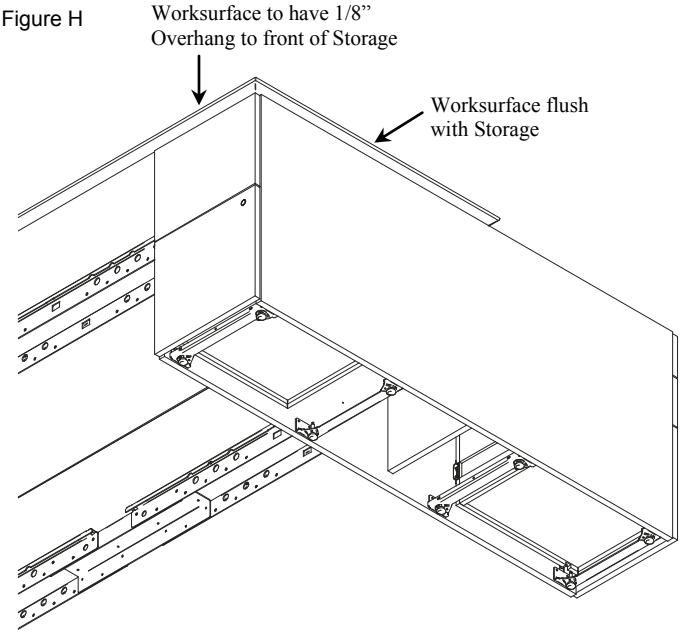


Figure H



Power/Data Drawer

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:
Read all instructions before using (this furnishing).

DANGER - To reduce the risk of electric shock:
1. Always unplug this furnishing from the electrical outlet before cleaning.

WARNING - To reduce the risk of burns, fire, electric shock, or injury to persons:
1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.
11. For chairs and similar furnishings with movable parts such as foot supports the following statement:

    "WARNING: Risk of Injury - Keep children away from extended foot support (or other similar parts)."

12. "WARNING: Risk of Electric Shock - Connect this furnishing to a properly grounded outlet only. See Grounding Instructions."

13. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.

GROUNDING INSTRUCTIONS

This product must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This product is equipped with a cord having an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

DANGER - Improper connection of the equipment-grounding conductor can result in a risk of electric shock. Check with a qualified electrician or serviceman if you are in doubt as to whether the product is properly grounded. Do not modify the plug provided with the product - if it will not fit the outlet, have a proper outlet installed by a qualified electrician.

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch A (see Figure 1). Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

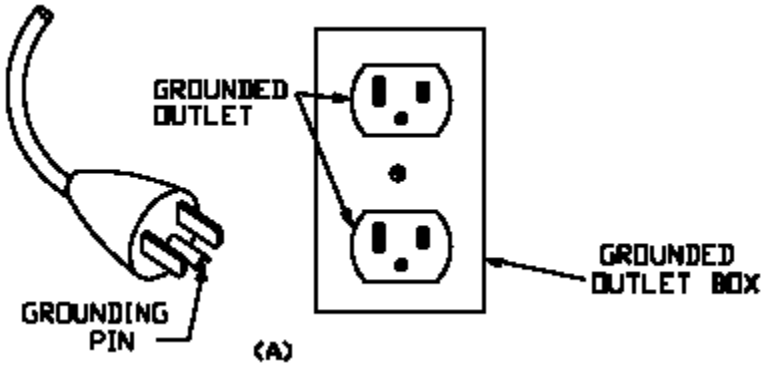


Figure 1

Power/Data Drawer

Tools Required

- Cordless Drill
- #2 Phillips Head Bit
- Tape Measure

Hardware Required

- #8 x 1” Phillips Panhead Screw
- Mounting Bracket

Installation

Important:
- Power/Data Drawer is always to be assembled to rear, or approach-side, of Worksurface.
- It is recommended that Power/Data Drawers be used with cable managers found in the Perks price list that provide wire-management from the Power/Data Drawer to the floor, which can be found under the Flex Chain Cable Manager and Vertical Cable Managers sections.
- Electrical components should be installed in the Power/Data Drawer prior to final assembly to Worksurface.
- Electrical components used in Power/Data Drawers are not to be connected from drawer to drawer between tables that are not permanently ganged together.
- Assemblies using Worksurfaces assembled to Legs or Bases 36” or less in depth can be installed face-down if preferred. (Figure A) Otherwise, assemblies using Worksurfaces assembled to Legs greater than 36” in depth must be assembled right-side-up. (Figure B)

1. Mark or pre-drill holes on Worksurface as shown in Figure A. Second hole for each Mounting Bracket is located by aligning Mounting Bracket to edge of Worksurface after first hole is located.
   Important: Power/Data Drawer can be shifted toward an end of the Worksurface as desired if Power/Data Drawer is ordered shorter than Worksurface, and as long as no interference exists during Drawer use. (Figure A)
2. Position Power/Data Drawer approximately as shown in Figure B.
   Important: Location of second bracket should be adjusted based on best fit when Power/Data Drawer is in final position. After first Mounting Bracket it properly positioned, second Mounting Bracket location should be based on best fit of drawer, but still ensuring Power/Data Drawer remains square to Worksurface.
3. Fasten Mounting Brackets to Worksurface with #8 x 1” Phillips Panhead Screws (2 per Mounting Bracket), leaving loose until Power/Data Drawer is fully positioned for use, then tighten. (Figure B)

Tips

1. Proper alignment and positioning of Mounting Brackets to edge of Worksurface is important to ensure smooth function of Power/Data Drawer. (Figure A)
2. The edge or extent of any surface is considered the same regardless of edge treatment.

Figure A

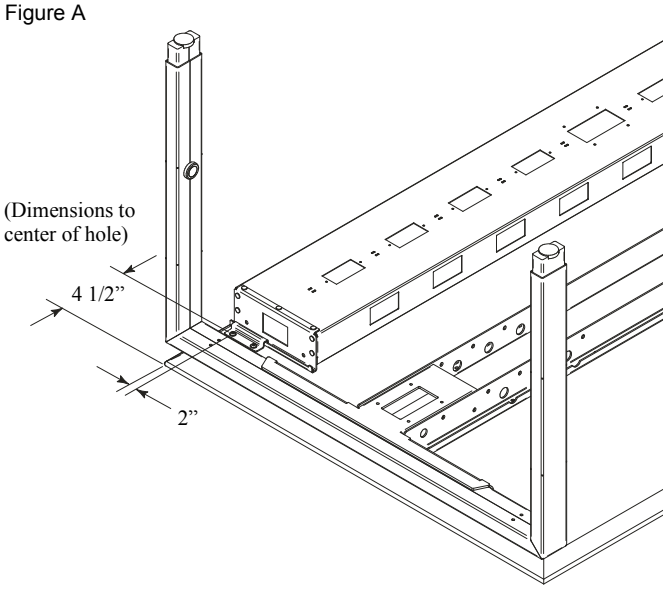
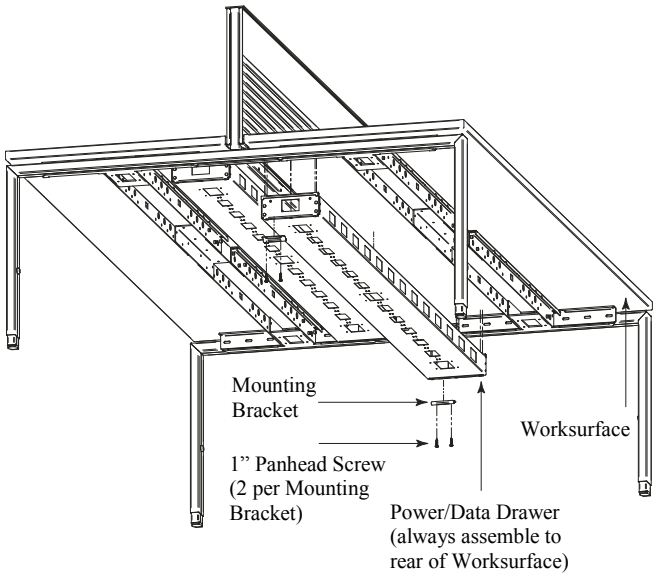


Figure B



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

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90° and 120° Corner Support Frames

Tools Required

- 5 MM Allen Wrench/Driver

Hardware Required

- M6 x 12 Socket Head Screw

Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- When U-Legs are adjustable, it is recommended to set the height of the Legs to 27 3/4" unless otherwise specified, and that any adjustment be made prior to assembly when possible. 8 MM Allen Wrench is used to make adjustment on Legs.
- Assembly of finished Support Frame is **not** complete until appropriate U-Leg or Open-Frame Legs are added to Corner Support Frame **(ordered separately)**!

1. Assemble Adapter Brackets to L Leg using M6 x 12 Socket Head Screws (6 per L Leg) as shown in Figure A, paying close attention to proper positions shown in Figures B and C, depending on type of Frame being assembled.
2. Repeat Step 1 for each L Leg. (Figure C)
3. Assemble L Leg with Adapter Brackets to Center Support using M6 x 12 Socket Head Screws (6 per L Leg) as shown in Figure D, paying close attention to proper positions described in Figure E, depending on type of Frame being assembled.
4. Repeat Step 3 for each L Leg with Adapter Brackets. (Figures D and F - 4 per 90° Corner Support Frame and 3 per 120° Corner Support)
5. Assemble Support Rails to Adapter Brackets using M6 x 12 Socket Head Screws (6 per Adapter Bracket). (Figure F)
6. Repeat Step 5 for each Adapter Bracket. (Figure F)

Important figures shown on next page.

Tips

1. Support Rails are to be oriented as shown in Figure G.
3. For installing Worksurfaces to Frames, see Priority Worksurface Assembly Instructions 2383879.

Figure A

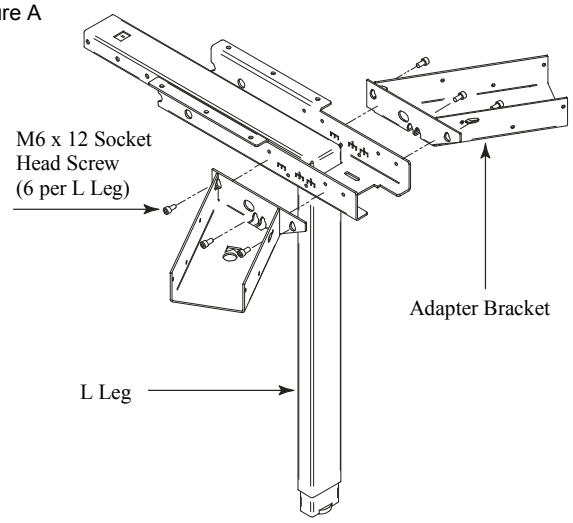


Figure B

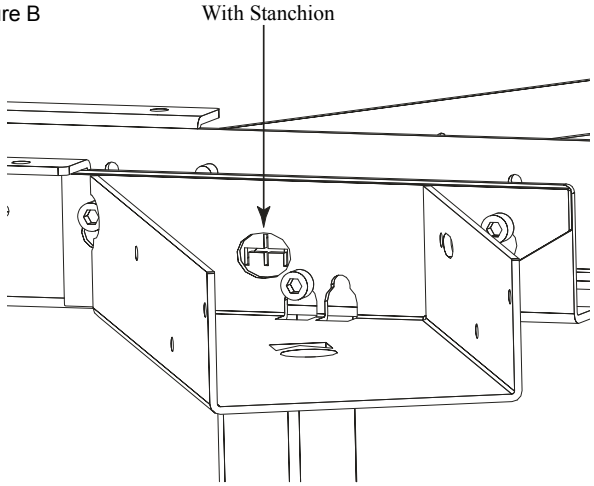


Figure C

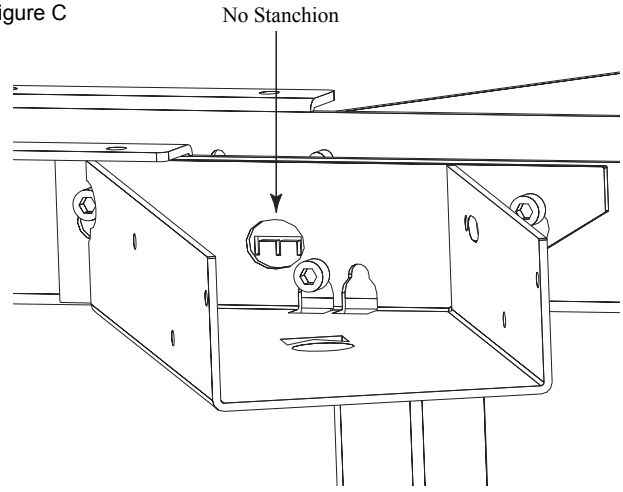


Figure D

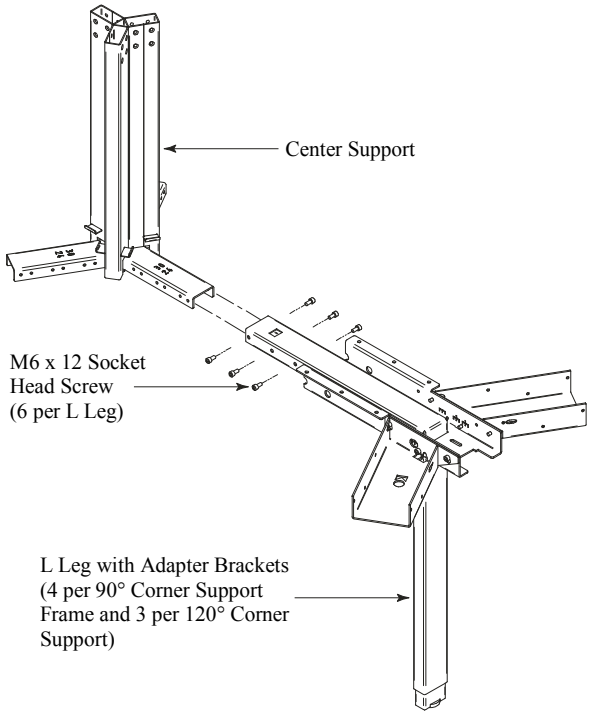


Figure E

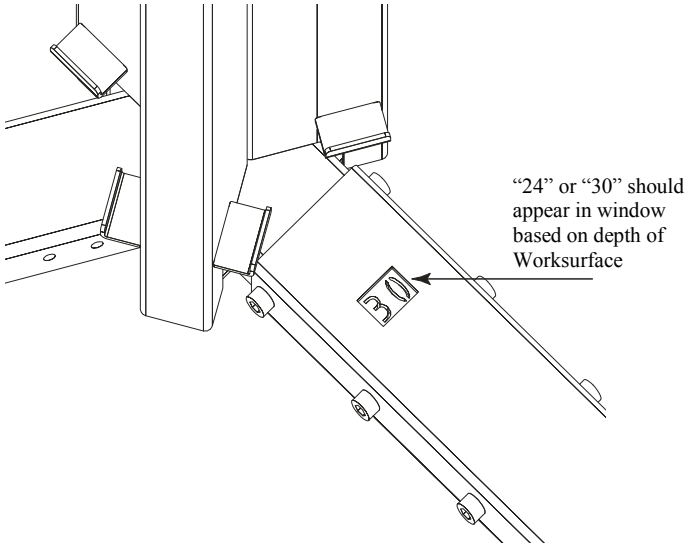


Figure F

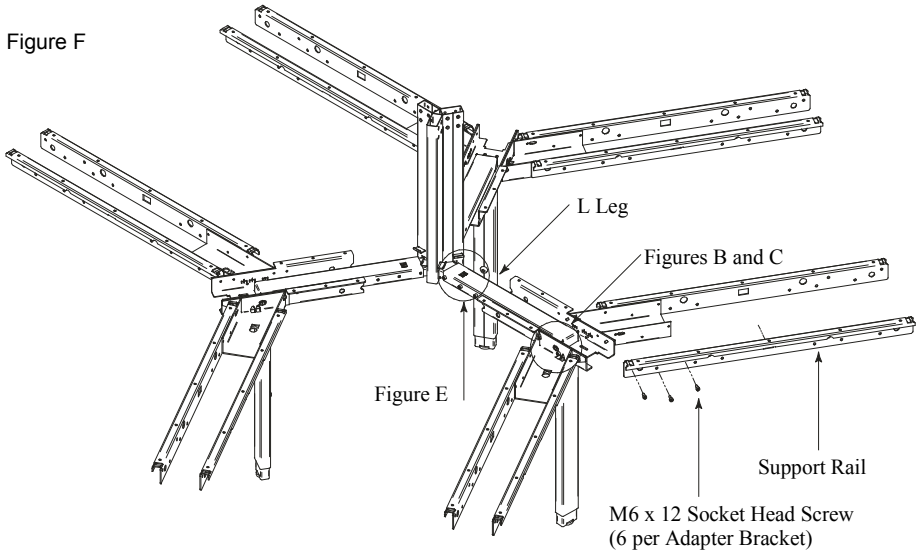
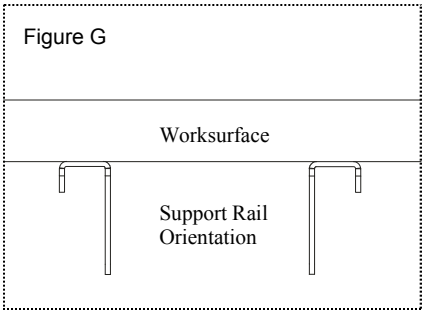


Figure G



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

Kimball® Office

90° and 120° Corner Bases

Tools Required

- 4, 5 and 6 MM Allen Wrench/Driver

Hardware Required

- M6 x 12 Countersink Head Screw
- M6 x 12 Socket Head Screw
- M10 x 20 Button Head Screw

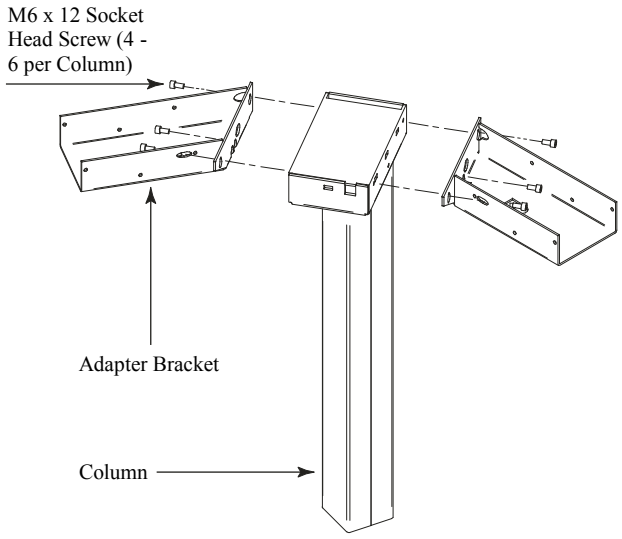
Installation

Important:
- All fasteners using tapped holes should be started by hand to prevent cross-threading.
- Bases are easiest to assemble when upside-down.
- For Electric Height-Adjustable Bases see Priority Assembly Instructions 2383883 for proper initialization steps.
- For Crank Height-Adjustable Bases see Priority Assembly Instructions 2383884.
- When Bases are configured with 2 Columns rather than 3, under a 90° or 120° Worksurface, see Figure D for proper use and placement.
- For installing Worksurfaces to Bases, see Priority Worksurface Assembly Instructions 2383879.
- Set Bases to standard 27 3/4" height unless otherwise specified. 6 MM Allen Wrench is used to make adjustment on Bases with machine screw adjustment.

1. Assemble Adaptor Brackets to Column using M6 x 12 Socket Head Screws (4 - 6 per Column depending on type of column). (Figure A)
2. Assemble Support Rails to Adaptor Brackets and Columns using M6 x 12 Socket Head Screws (6 per Adaptor Bracket and 4 - 6 per Column depending on type of Column. (Figure B)
2. Assemble Top Support to Column using M6 x 12 Countersink Head Screws (2 per Column). (Figure B)
3. Assemble T Leg Foot to Column using M10 x 20 Button Head Screws (4 per Column).
   Important: After all screws are tightened on T Leg Foot, re-tighten each screw. (Figure B)

Important tips and figures shown on next page.

Figure A



Tips

1. Support Rails are to be oriented as shown in Figure C.

Figure D

Alternate Support Bases

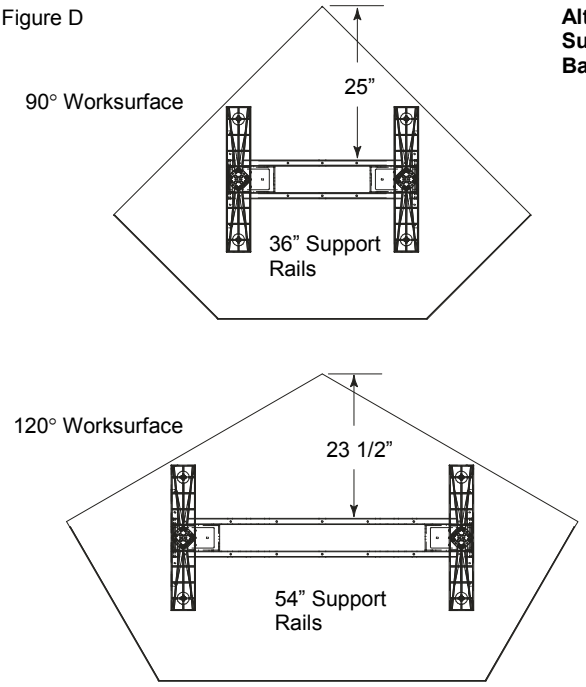


Figure B

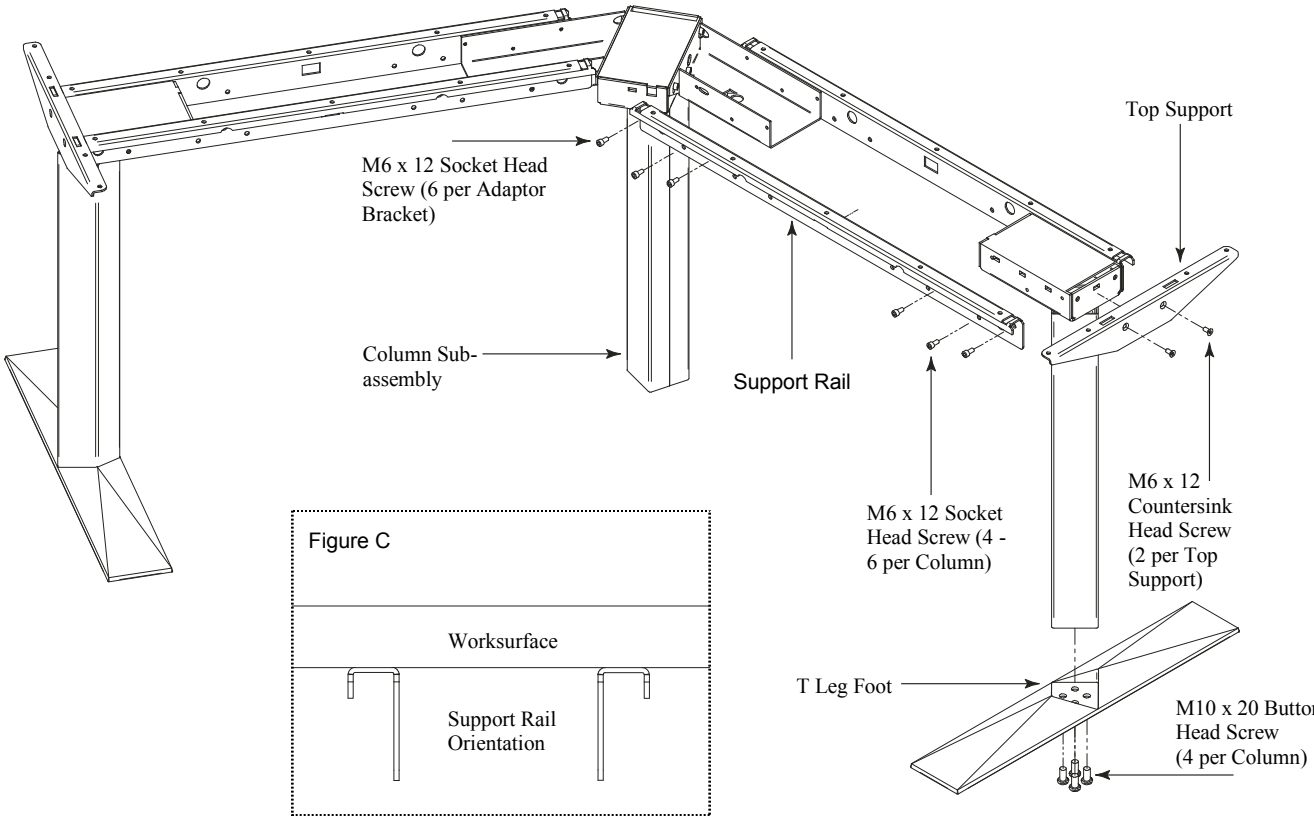


Figure C

Electric Height-Adjustable Bases

IMPORTANT SAFETY INSTRUCTIONS

When using an electrical furnishing, basic precautions should always be followed, including the following:
Read all instructions before using (this furnishing).

DANGER - To reduce the risk of electric shock:
1. Always unplug this furnishing from the electrical outlet before cleaning.

WARNING - To reduce the risk of burns, fire, electric shock, or injury to persons:
1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Never operate the furnishing with the air openings blocked. Keep the air openings free of lint, hair, and the like.
7. Never drop or insert any object into any opening.
8. Do not use outdoors.
9. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
10. To disconnect, turn all controls to the off position, then remove plug from outlet.
11. For chairs and similar furnishings with movable parts such as foot supports the following statement:

    "WARNING: Risk of Injury - Keep children away from extended foot support (or other similar parts)."

12. "WARNING: Risk of Electric Shock - Connect this furnishing to a properly grounded outlet only. See Grounding Instructions."

13. For loading always put heavier items at the bottom and not near the top in order to help prevent the possibility of the furnishing tipping over.

GROUNDING INSTRUCTIONS

This product must be grounded. If it should malfunction or breakdown, grounding provides a path of least resistance for electric current to reduce the risk of electric shock. This product is equipped with a cord having an equipment-grounding conductor and a grounding plug. The plug must be plugged into an appropriate outlet that is properly installed and grounded in accordance with all local codes and ordinances.

DANGER - Improper connection of the equipment-grounding conductor can result in a risk of electric shock. Check with a qualified electrician or serviceman if you are in doubt as to whether the product is properly grounded. Do not modify the plug provided with the product - if it will not fit the outlet, have a proper outlet installed by a qualified electrician.

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch A (see Figure 1). Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

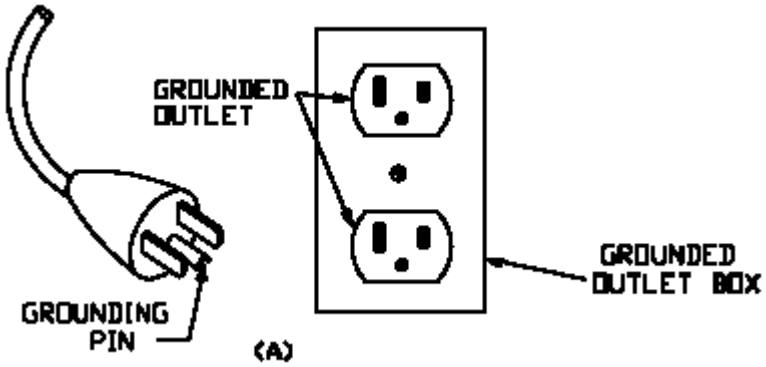


Figure 1

Electric Height-Adjustable Bases

Tools Required

- Cordless Drill
- #2 Phillips Head Bit

Hardware Required

- #8 x 1” Phillips Panhead Screw
- Control Box
- Switch
- 10’ Power Cord

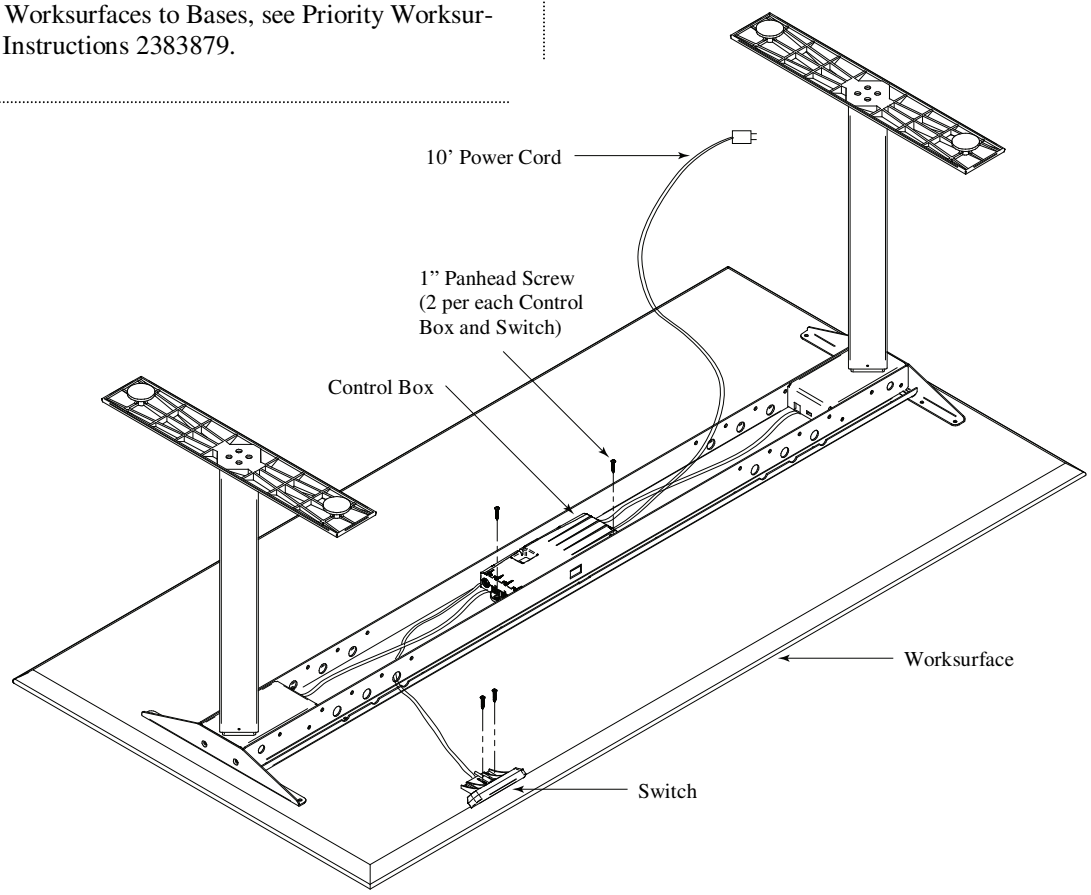
Installation

Important:
- Do not use or adjust Electric Height-Adjustable Bases until completing all installation steps.
- Bases are easiest to assemble when upside-down.
- For assembling T-Leg and Post-Leg Bases, see Priority T-Leg and Post-Leg Bases Assembly Instructions 2383872.
- For installing Worksurfaces to Bases, see Priority Worksurface Assembly Instructions 2383879.

1. When Electric Height-Adjustable T-Leg or Post-Leg Base is properly assembled and attached to Worksurface, position hardware as shown in Figure A and fasten using #8 x 1” Phillips Panhead Screws (2 per each Control Box and Switch), placing Switch flush with edge of Worksurface so all buttons and readout are fully visible. (Figure A)
2. Plug cords from each Column into Control Box. For Tables 78” and wider, separate jumper cable will be supplied to reach Control Box. (Figure A)
3. For Returns or Extensions, plug in cable from 3rd Column into Control Box, also using jumper cable when necessary.
4. Plug cord from Switch into Control Box. (Figure A)
5. Plug Power Cord into Control Box, connect power and proceed directly to the following important instructions prior to use. (Figure A)

Important: When power is first connected, initialize Table by holding Switch in the down direction for at least 5 seconds after Table is in lowest position to allow Control Box to reset. When Table has slightly oscillated one time and made a “clicking” noise, release button and ensure proper functioning of legs. Repeat step if button was released before initialization has occurred, or if power has been disconnected.

Figure A



Switch Operation

After following initialization steps shown on previous page, use the following steps for switch operation:

Standard Switch

1. To adjust table up or down, press and hold UP or DOWN button until table is in desired position.

Programmable Switch

1. To adjust table up or down, press and hold UP or DOWN button until table is in desired position.
2. To save a position, once desired position is reached, press “S” button and then desired memory number (1 - 4).
3. To adjust table to previously saved position, press and hold memory button (1 - 4) until table is in desired position.
4. If readout display is not correct, adjust by pressing “S” button and then holding DOWN button until display read-out starts blinking. Adjust readout by pressing UP and DOWN buttons until readout is correct. Complete by again pressing “S” button.

Figure A

Standard Switch

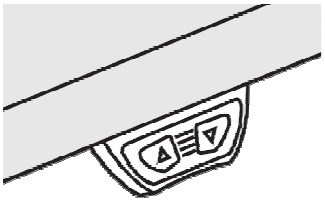
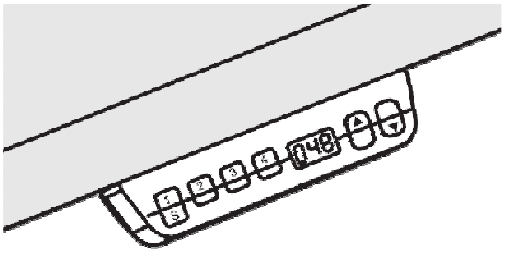


Figure B

Programmable Switch



Crank Height-Adjustable Bases

Tools Required

- Cordless Drill
- #2 Phillips Head Bit
- Mini Flathead Screwdriver

Hardware Required

- #8 x 1" Phillips Panhead Screw
- Hex Rod Assembly components shown Figure A
- Crank Handle Assembly components shown in Figure B

Installation

Important:
- Prior to adding Crank Height-Adjustable Base hardware, all installation steps must first be completed in Priority Assembly Instructions for T-Leg and Post-Leg Bases and Worksurface installations, 2383872 and 2383879.
- Bases are easiest to assemble when upside-down.
- Crank Handle will have approximately 2" of free movement in the axial (inboard and outboard from edge of Worksurface) direction when properly assembled. Crank Handle should be positioned and adjusted leaving Crank Handle fully under the Worksurface in the inboard position and fully usable in the outboard position without rubbing on Worksurface during use.

1. With Crank Height-Adjustable Table Base properly assembled and attached to Worksurface, assemble Hex Rod Assembly shown in Figure A while positioned as shown in Figure C. Ensure Hex Rod Assembly is fully engaged into each Column Assembly, then tighten set screw in Collar while Collar is adjacent to Sleeve, preventing Hex Rod Assembly from becoming disengaged from Column Assembly.
2. Assemble Crank Handle Assembly shown in Figure A onto Worksurface as shown in Figure C. Add Handle Adapters as necessary - adding 1 for 30" Deep Worksurface and 2 for 36" Deep Worksurface.
3. With Crank Handle Assembly securely in position, and with rod fully engaged into Column Assembly, fasten to Worksurface using #8 x 1" Phillips Panhead Screws (6 per Crank Handle Assembly).

Important: With Crank Height-Adjustable Table fully assembled and in upright position, turn Crank Handle while viewing underside of table ensuring all components are properly functioning. If Table height is either not adjusting or adjusting unevenly, loosen any necessary screws and properly engage Hex Rods into Column Assemblies. Then re-tighten Screws and retest table until Crank Height-Adjustable Table is fully functional.

Figure A

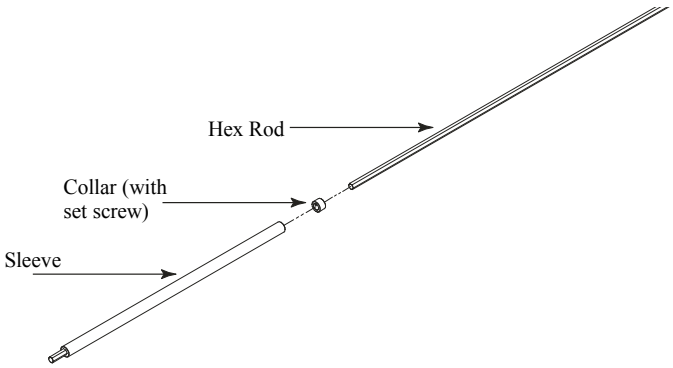
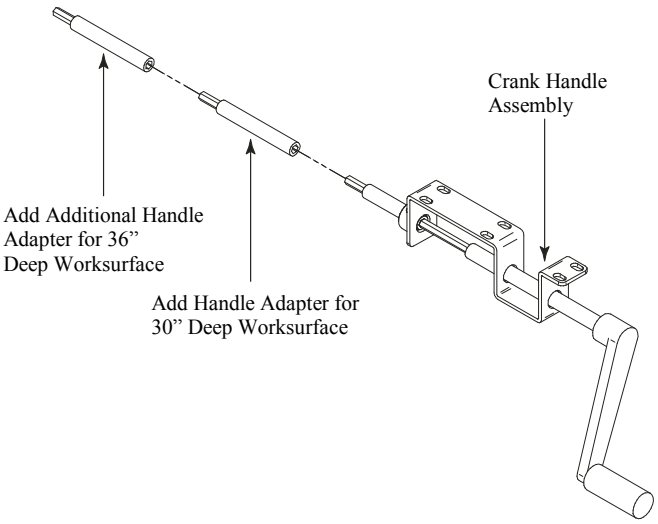


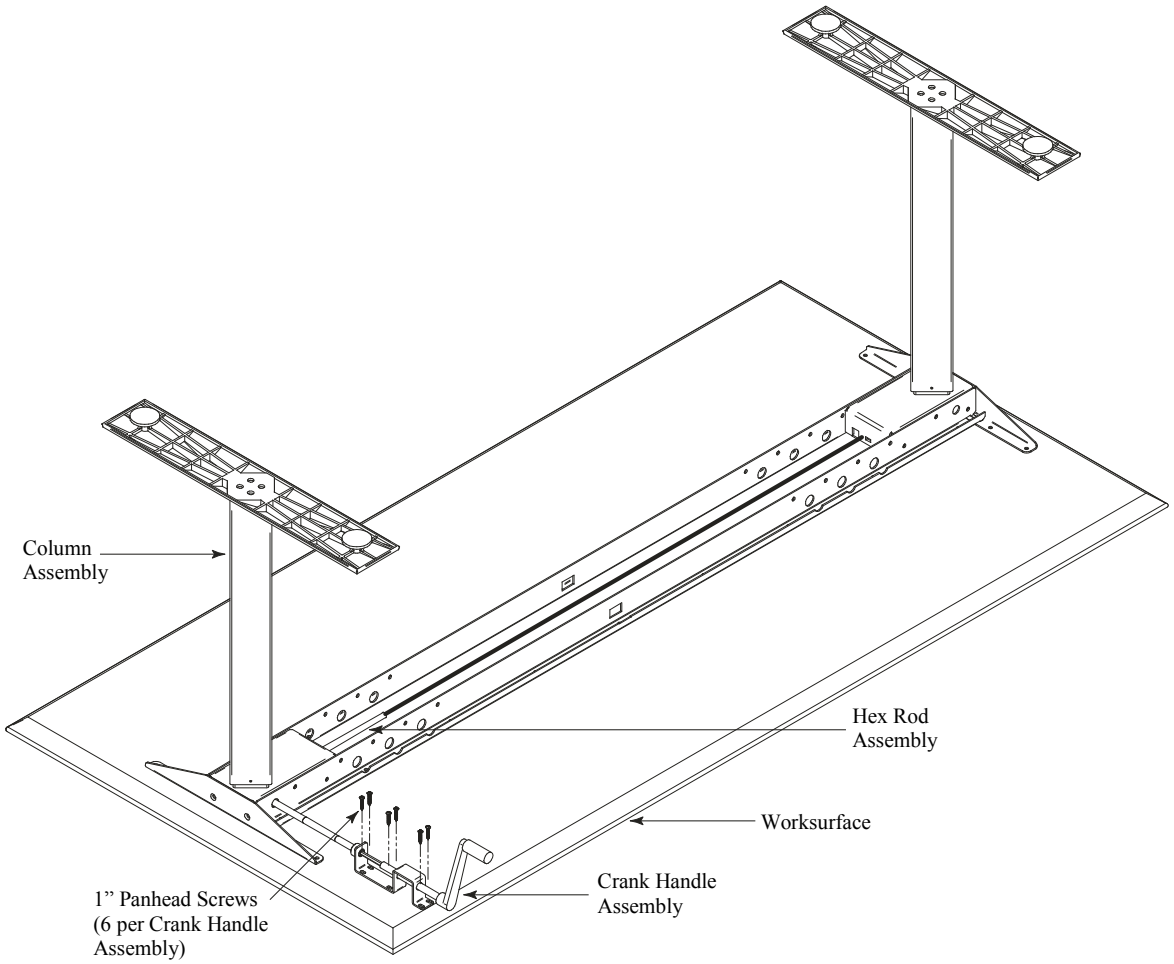
Figure B



Tips

1. Assembly components may be greasy.

Figure C



Shelf Divider

Tools Required

- Cordless Drill
- #2 Phillips Head Bit

Hardware Required

- #8 x 5/8” Phillips Panhead Screw

Installation

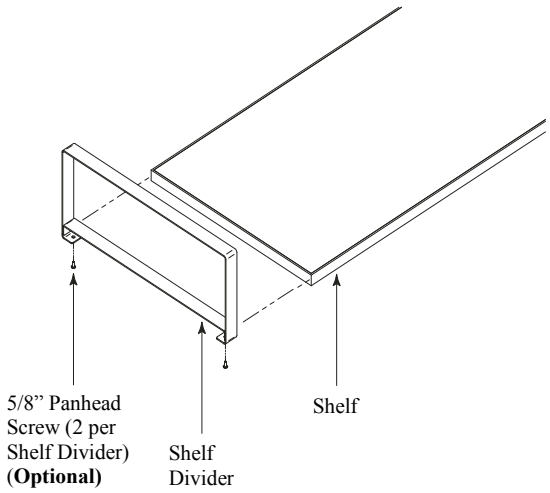
Important: Be sure Shelf Divider is in desired position prior to fastening in order to reduce unnecessary screw holes in Shelf.

1. Slide Shelf Divider onto Shelf to desired position. (Figure A)
2. **(Optional)** Fasten with #8 x 5/8” Phillips Panhead Screws (2 per Shelf Divider). (Figure A)

Tips

1. Step 2 of installation is optional, but will prevent Shelf Divider from sliding or slightly tipping if completed.

Figure A



Resin Privacy Screen

Tools Required

- Cordless Drill
- #2 Philips Head Bit
- Tape Measure
- 3/32” Allen Wrench/Driver
- 1/8” Drill Bit

Hardware Required

- #8 x 3/4” Phillips Flathead Screw
- Set Screw

Installation

Important:
- Resin Privacy Screens 72” or longer are to be handled with 2 people.
- Fastening Freestanding Screen Bracket Worksurface is optional.
- Surface-Mount Screen Bracket can be installed above or below Worksurface, and can be inset from edge of Worksurface as desired, with the exception of Worksurfaces with a Knife Edge, which should be inset a minimum of 1/2” from edge of Worksurface when used on top of Worksurface.

- The number of Screen Brackets per Resin Privacy Screens is as follows:

22” - 54”W Resin Privacy Screens require 2 Screen Brackets.
60” - 78”W Resin Privacy Screens require 3 Screen Brackets.
84” - 90”W Resin Privacy Screens require 4 Screen Brackets.

1. Remove protective film from both sides of Resin Privacy Screen.
2. Place Resin Privacy Screen in approximate location on worksurface as desired, then lay flat on Worksurface.
3. Locate Screen Brackets approximately 6” in from each end of Resin Privacy Screen, and any remaining Screen Brackets centered. Fasten Screen Brackets to Worksurface with #8 x 3/4” Phillips Flathead Screw (1 - 2 per Screen Bracket). (Figures A, B, C and D)
4. Place Resin Privacy Screen into Screen Brackets. Center Resin Privacy Screen in Screen Brackets and tighten Set Screws. (Figures A, B, C and D)

Tips

1. Surface-Mount Screen Brackets can also be installed on Top Caps. 1/8” pre-drilled holes required.

Important figures shown on next page.

Figure A

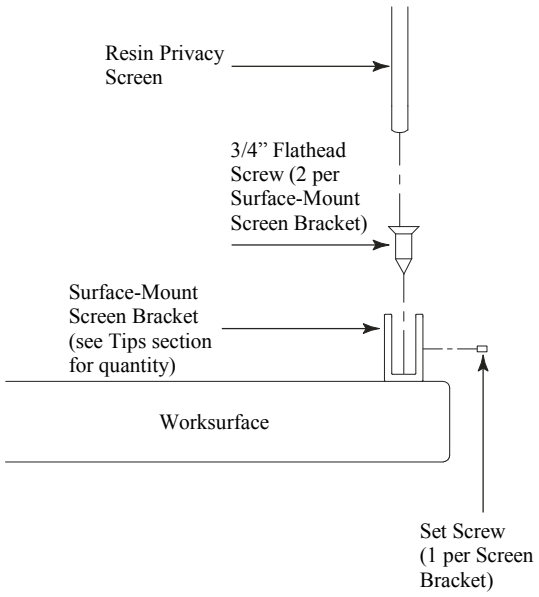


Figure B

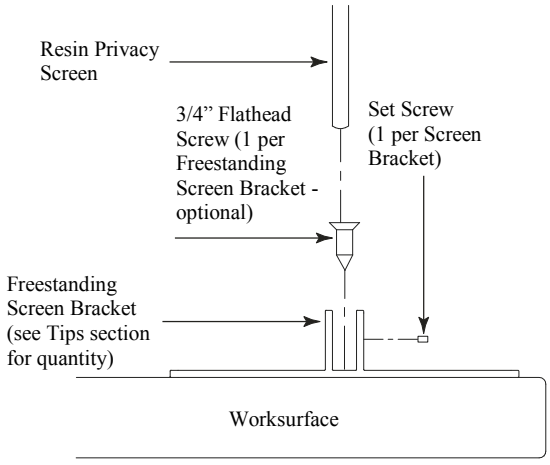


Figure C

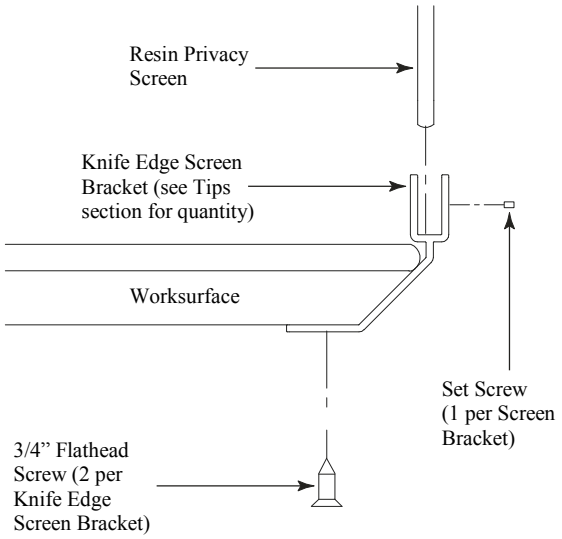
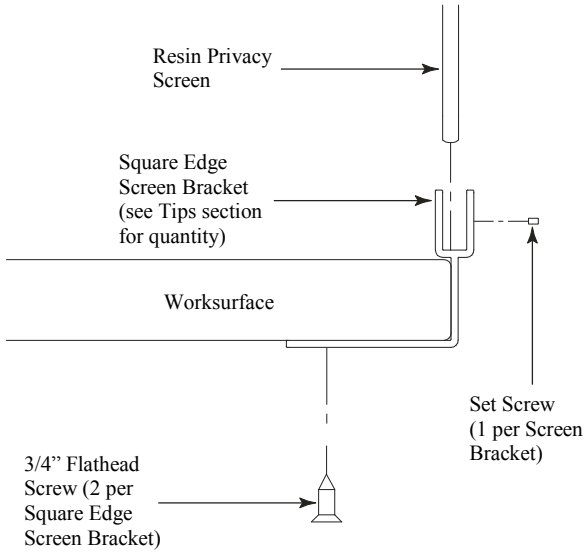


Figure D



Wood or Laminate Click-Adjust Privacy Screen

Tools Required

- Cordless Drill
- #2 Philips Head Bit
- Tape Measure

Hardware Required

- #10 x 1” Phillips Panhead Screw

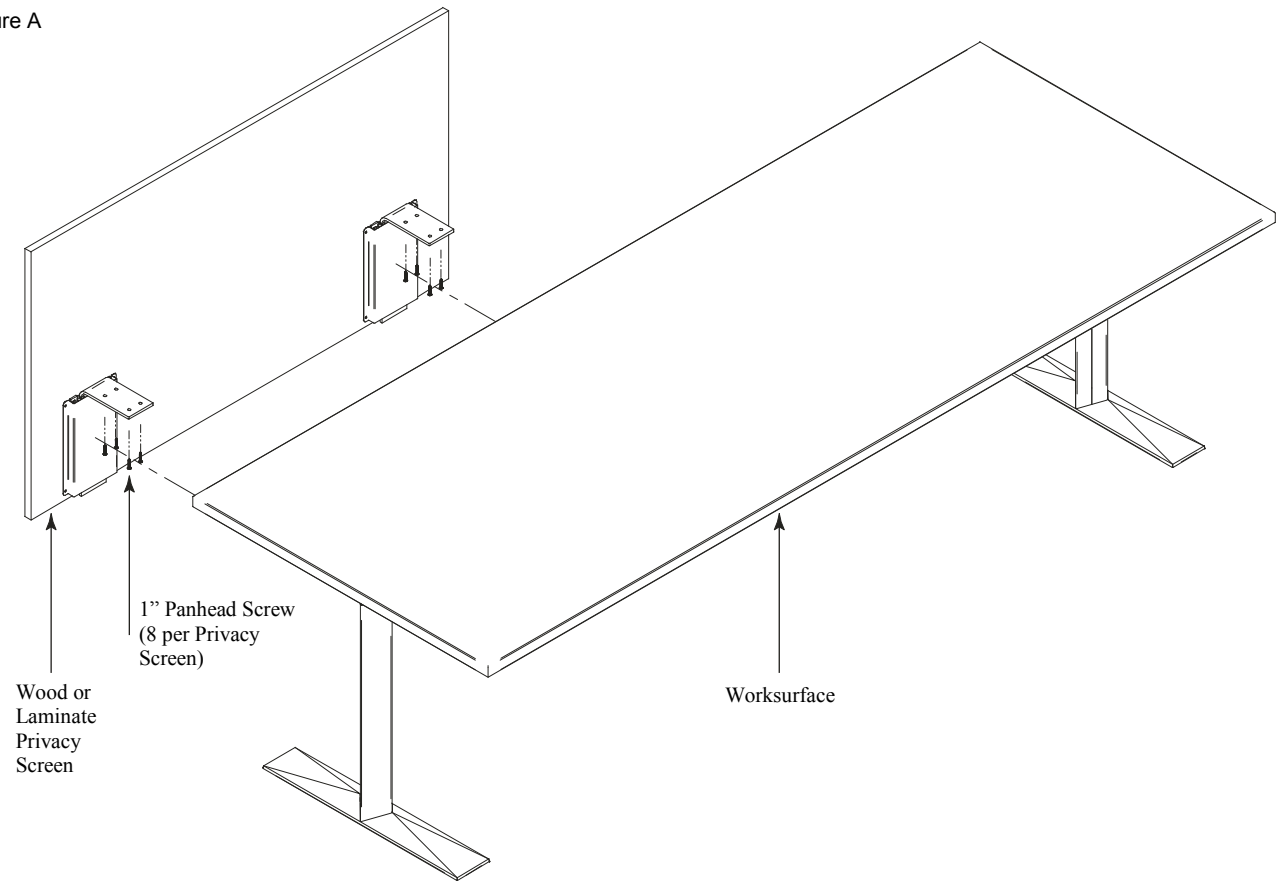
Installation

1. With 2 people, properly position Wood or Laminate Click-Adjust Privacy Screen onto Worksurface and fasten using #10 x 1” Phillips Panhead Screws (8 per Privacy Screen), leaving 1/8” gap between Privacy Screen and Worksurface to ensure no rubbing during adjustment of Privacy Screen. (Figure A)

Tips

1. Wood or Laminate Click-Adjust Privacy Screen can be mounted anywhere along Worksurface, but should not extend beyond edge of Worksurface after being installed. (Figure A)
2. Position of Wood or Laminate Click-Adjust Privacy Screen is held with ratcheting devise, and must be raised to top of adjustment range in order to be lowered.

Figure A



Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Care.

Kimball® Office

Square and Round Bases

Tools Required

- Cordless Drill
- #2 Phillips Head Bit
- Tape Measure

Hardware Required

- #8 x 1" Phillips Panhead Screw

Installation

Important:
- For Square Bases, bottom of Base, rather than mounting plate, must be squared with Worksurface.
- Worksurfaces and Bases should be handled with 2 people

1. With Worksurface face-down on clean flat surface, lay Base on Worksurface as shown in Figures A and B.
2. Center column of Base on Worksurface and fasten with #8 x 1" Phillips Panhead Screws (12 per Base). (Figures A and B)
3. For Gas-adjustable Bases, attach Lever with #8 x 1" Phillips Panhead Screws (4 per Lever), ensuring edge of Lever is flush and square to edge of Worksurface. (Figure C)

Tips

1. For tables with Gas-adjustable Bases, Base should be in lowest position prior to lifting table right-side-up.

Figure A

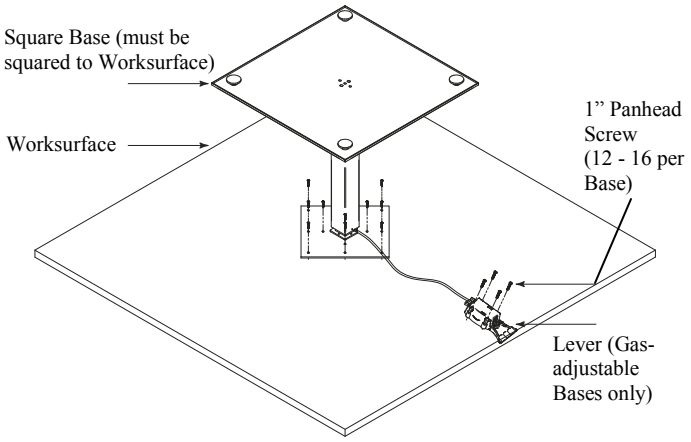


Figure B

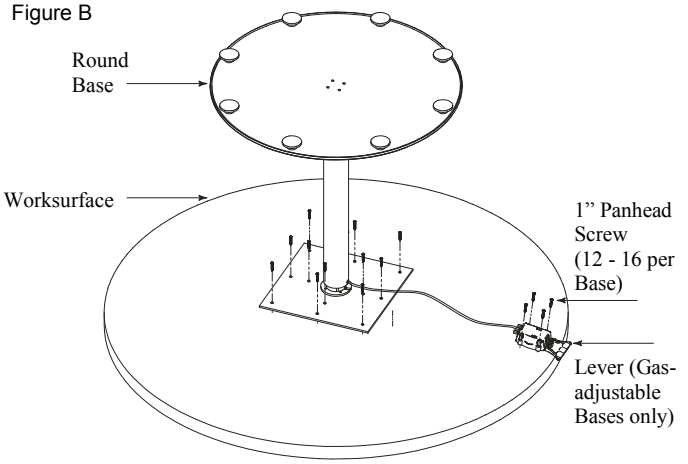
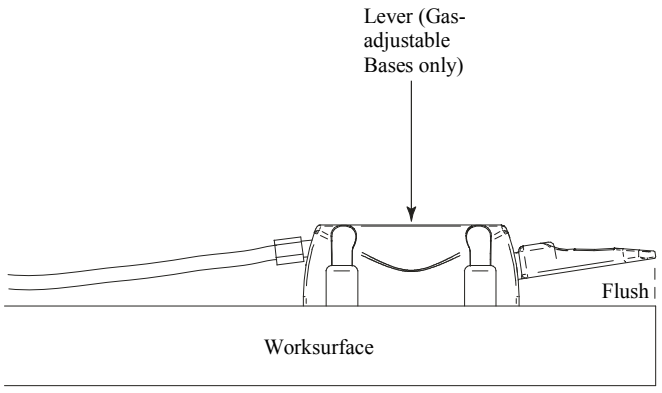


Figure C



Benching Component/ Cushion Top Attachment

Tools Required

- Cordless Drill
- #2 Phillips head bit

Hardware Included

- #8 x 5/8” panhead screws
- L brackets

Installation

1. Position pedestal upside-down on underside of worksurface or cushion. The pedestal should be positioned so the sides are 5/64” from edge of worksurface or cushion and 5/64” from the back edge, (figure A)
2. Attach L brackets to worksurface or cushion and end panels using #8 screws provided. (figure B)

Figure A

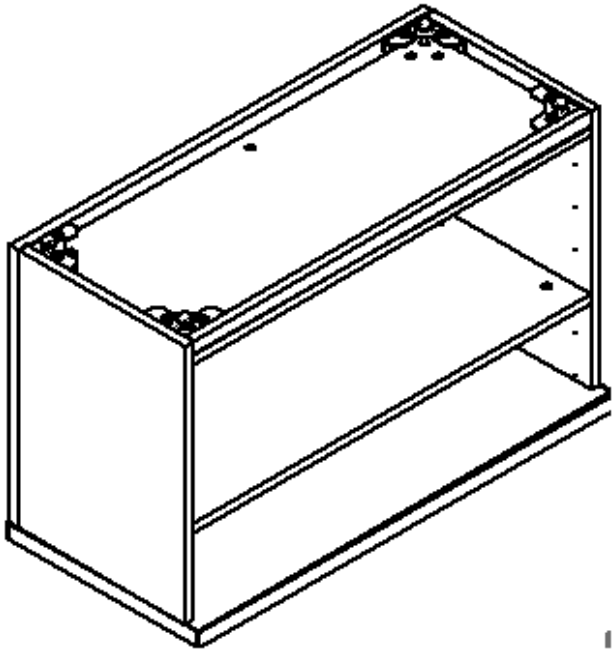
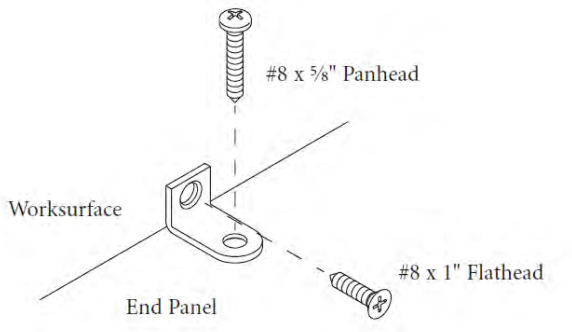


Figure B



Spacer Attachment

Tools Required

- Cordless Drill
- #2 Phillips head bit

Hardware Included

- #8 x 2” panhead screws 2 per spacer

Installation

1. Align spacers on pedestal with pre-drilled holes. (figure A)
2. Place worksurface onto pedestal as not to move spacers fasten pedestal to worksurface with #8 x 2” panhead screws from underside of pedestal. (figure B)

Figure A

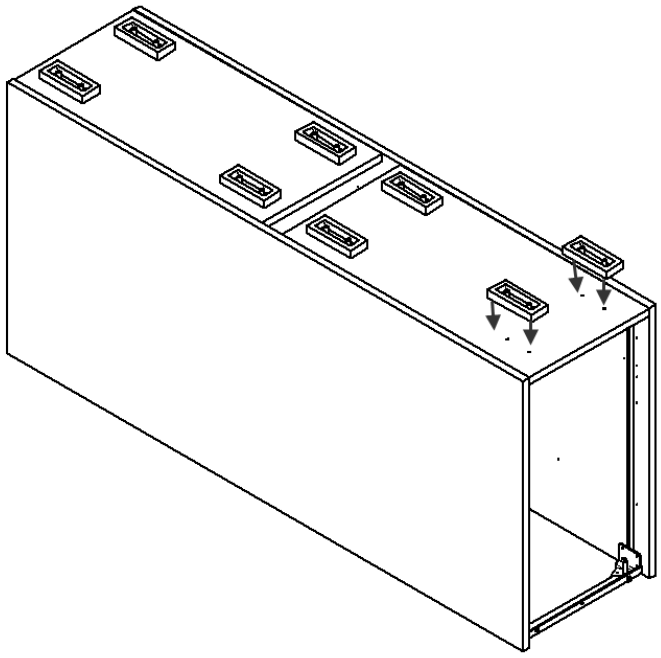
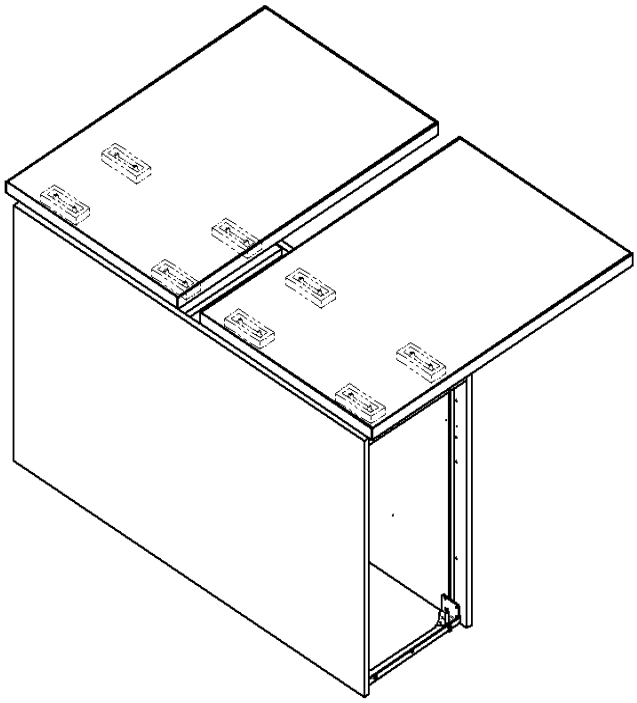


Figure B



Modesty Surround

Tools Required

- Cordless Drill
- #2 Phillips head bit

Hardware Included

- #8 x 5/8” panhead screws
- L brackets
- Double side adhesive tape

Installation

1. These components are non-handed and can be configured as a left or right surround. (Figure A)
2. Fasten short end panels to inside of long back panel with brackets and screws provided. (Figure B)
3. To install, place worksurface on clean soft surface underside facing up. Fasten surround to worksurface with brackets and screws provided. (Figure C)
4. Carefully turn the worksurface upright and place it on the benching worksurface in its desired position mark this location. Lift the surround and remove the film backer from the double-sided adhesive tape. Adhere the surround to the marked location on the benching worksurface.

CAUTION: The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure A

Right Shown

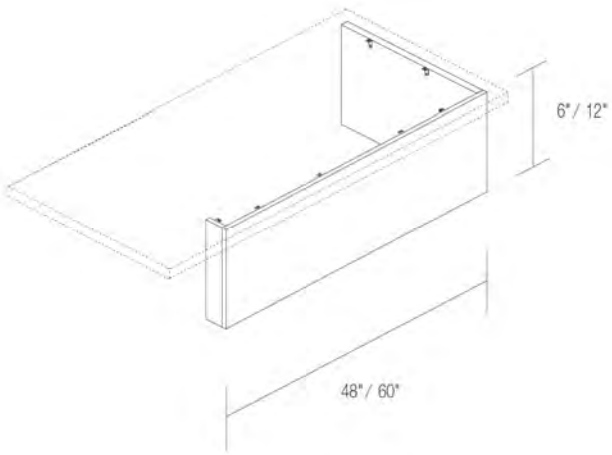


Figure B

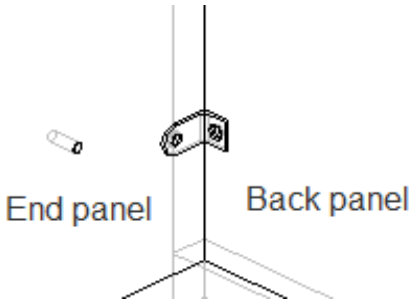


Figure C

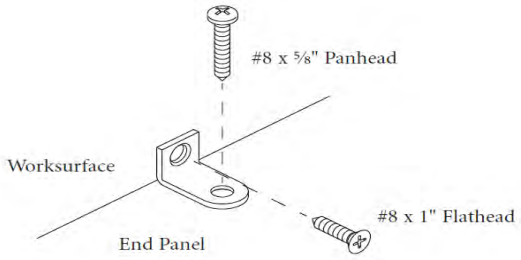
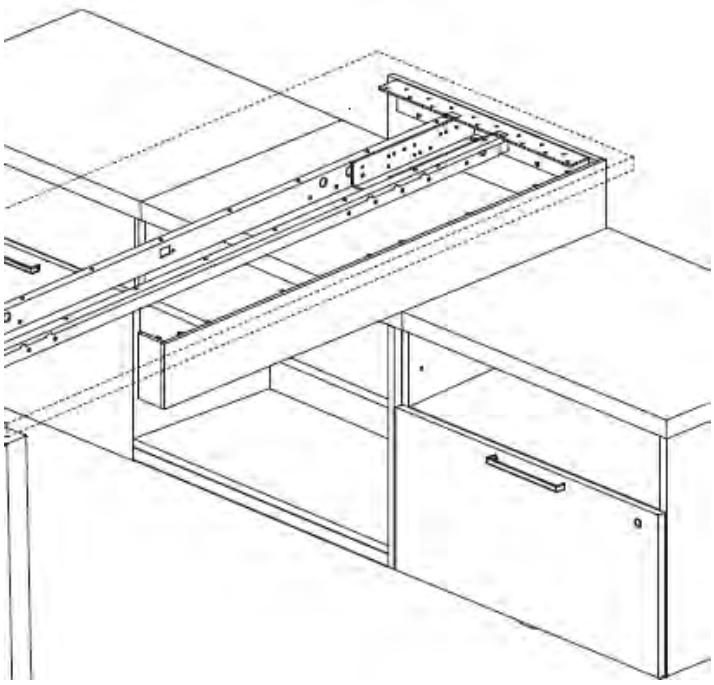


Figure D



Upmount Overhead Connection

Tools Required

- Screwdriver
- Cordless Drill
- 7/32” drill bit

Hardware Included

- Connecting Bolts

Installation

1. Place units on clean soft surface in their aligned and desired position. Adjustable shelf holes have been pre-bored on a 1 1/4” boring pattern into the inside end panel of each cabinet. Using 7/32” drill bit, bore through shelf hole from the storage unit into the adjoining unit. (Figure A)
2. Align connection holes in storage units and attach together using the eight (8) provided connecting bolts, four per side. Insert half connector bolt into one hole, and the threaded bolt into the opposite hole. Tighten all bolts securely, making sure units are flush against each other with no gaps. (figure B)
3. Can mount with cabinets facing the same direction or opposite direction.

Figure A

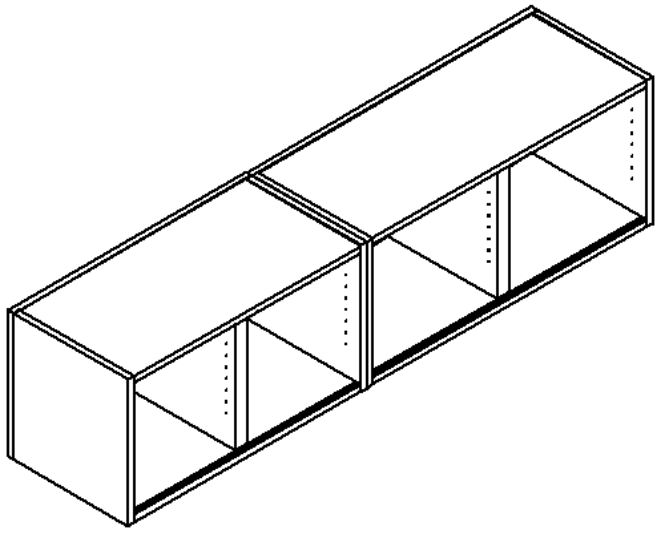


Figure B