Assembly Instructions

Seminar™ Tables

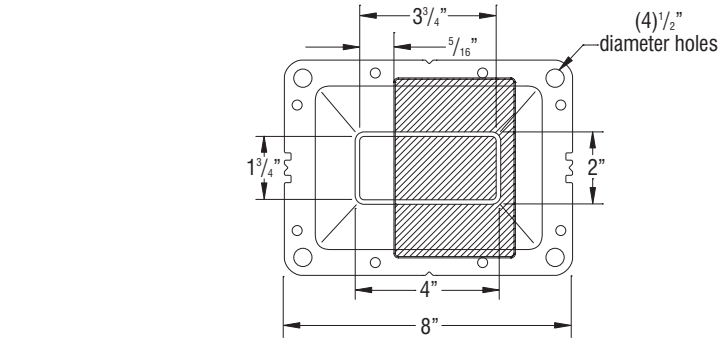
June 2020

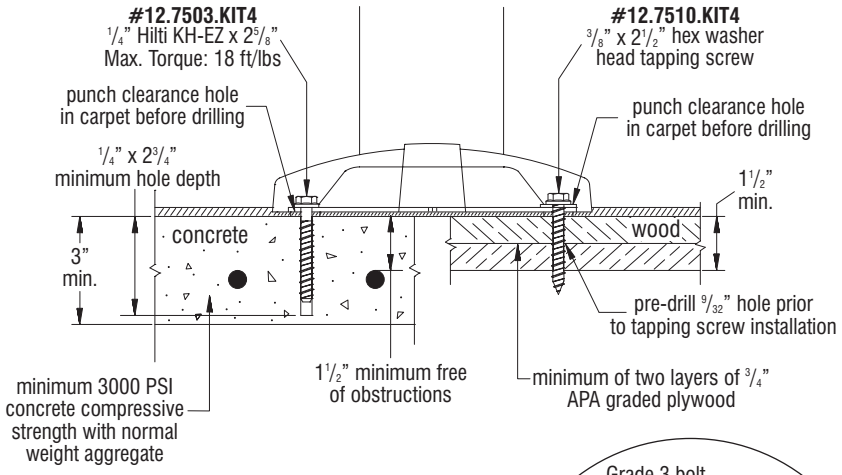
Furnishing Knowledge®

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

Floor Anchor Specifications

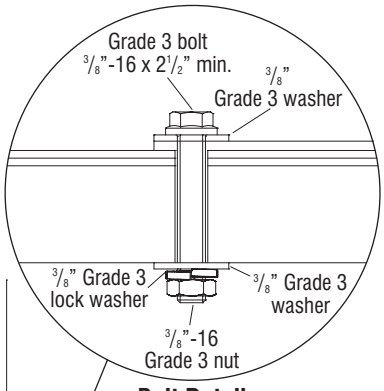




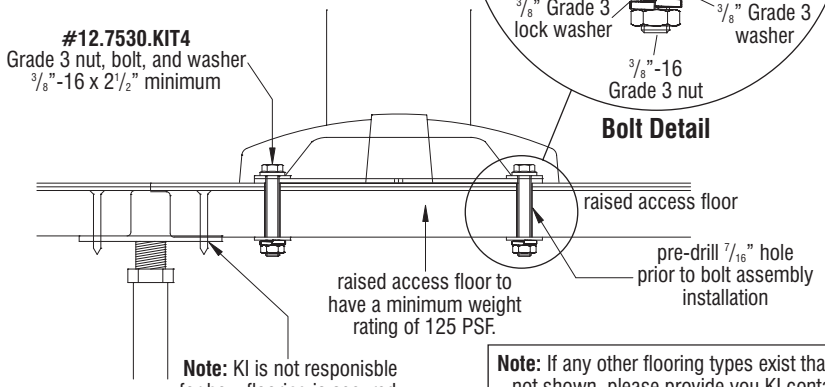
Applied Load Per Anchor With A Three Time Safety Factor

Tension (lbs)	Shear (lbs)
1080	240

Actual Calculated Moment At Base (in-lbs) With 325lb Load
4650



Bolt Detail



Note: KI is not responisble for how flooring is secured. See applied loads.

Note: If any other flooring types exist that are not shown, please provide you KI contact with the detailed floor specifications.

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TOOLS REQUIRED

- Quick clamps
- Level
- Power mitre box
- Hammer drill and bit for concrete anchor holes
- Drill and bit for pilot holes in wood floor
- Socket set
- #2 and #3 Phillips head screwdriver bits
- Tape measure
- C-clamps
- Caulk gun

Note: Read these assembly instructions carefully prior to product installation. Product failure may result if instructions are not followed.

MINIMUM CONSTRUCTION REQUIRED FOR FLOOR MOUNTING

Wood Floors

- Minimum two sheets $^{3}/_{4}$" thick plywood
- APA rated grade plywood
- Allow minimum embedment $1^{1}/_{2}$" with lag screws

Concrete Floors

- 3000 psi Concrete compressive strength
- 3" thick free of obstructions for $1^{1}/_{2}$"
- Riser to be plumb within $^{1}/_{8}$ degree
- Minimum anchor embedment $1^{1}/_{2}$"

Note: Warranty null and void if KI product is installed on flooring not meeting minimum structural requirements stated above.

FLOOR FASTENER REQUIREMENTS

Wood Floors

- $^{5}/_{16}$" x $2^{1}/_{2}$" hex washer head tapping screw
- Four bolt assemblies required per upright

Concrete Floors

- $^{1}/_{4}$" Hilti KH-EZ x $2^{5}/_{8}$"
- Max torque: 18 ft/lbs
- Four screw assemblies required per base

Note: Floor mounting fasteners are not provided, unless specified.

- For questions concerning anchor selection and special floor conditions, please contact KI Customer Service at 1-800-424-2432.

STEPS FOR INSTALLATION

1. Read and review Assembly Instructions.
2. Review space-planning layout.
3. Review job site and verify field conditions.
4. Verify floor structural conditions.
5. Stage product for installation.
6. Locate and mark layout reference points.
7. Layout and install columns and table tops.
8. Position and mark the location of the power & data troughs (for PowerUp® or undersurface power & data).
9. Cut trough to size (for PowerUp or undersurface power & data).
10. Mount the troughs to the underside of the table top on the hinged side only (for PowerUp or undersurface power & data).
11. Install the power infeeds in the appropriate bases (for PowerUp or undersurface power & data).
12. Install the station-to-station power connectors (for PowerUp or undersurface power & data).
13. Attach the duplex receptacles to the power connectors (for PowerUp or undersurface power & data).
14. Install data wiring, if required (not provided) (for PowerUp or undersurface power & data).
15. Attach the open side of the power & data troughs to the underside of the table top (for PowerUp or undersurface power & data).
16. Attach the shrouds over the duplex receptacles and troughs (for PowerUp or undersurface power & data).
17. Install the power & data module in the table top (for PowerUp).
18. Connect power infeed to building power source (electrician) (for PowerUp or undersurface power & data).
19. Check mechanical and electrical operation (for PowerUp or undersurface power & data).
20. Install modesty panel and other accessories if required.
21. Clean product and site.
22. Walk through with installation crew to assure the product has been installed per assembly instructions and space-planning layout.
23. Perform final walk through with the customer. Receive sign off.

    Note: Dimensional spacing referenced is center line to center line unless otherwise noted.

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Note: When installing Seminar Tables equipped with the power & data module or undersurface power and data extra care must be taken to hold very close tolerances to the dimensions shown on the space-planning layouts. Failure to follow the dimensions shown may prevent proper installation of the electrical components.

1. Refer to the space-planning layouts and the identification numbers on the underside of the table tops. Carefully position tops on the floor, top side up, at the location that they will be installed later (Figure 1).

2. With the tops properly laid out on the floor, refer to the space-planning layouts to determine the front-to-back center line locations for base flanges. Mark the front-to-back center line location for each base flange on the floor at the front and rear edge of the table tops. Make a perpendicular mark at the front edge of the table tops (Figure 1). Move the table tops back far enough to make the final marks for the position of base flanges.

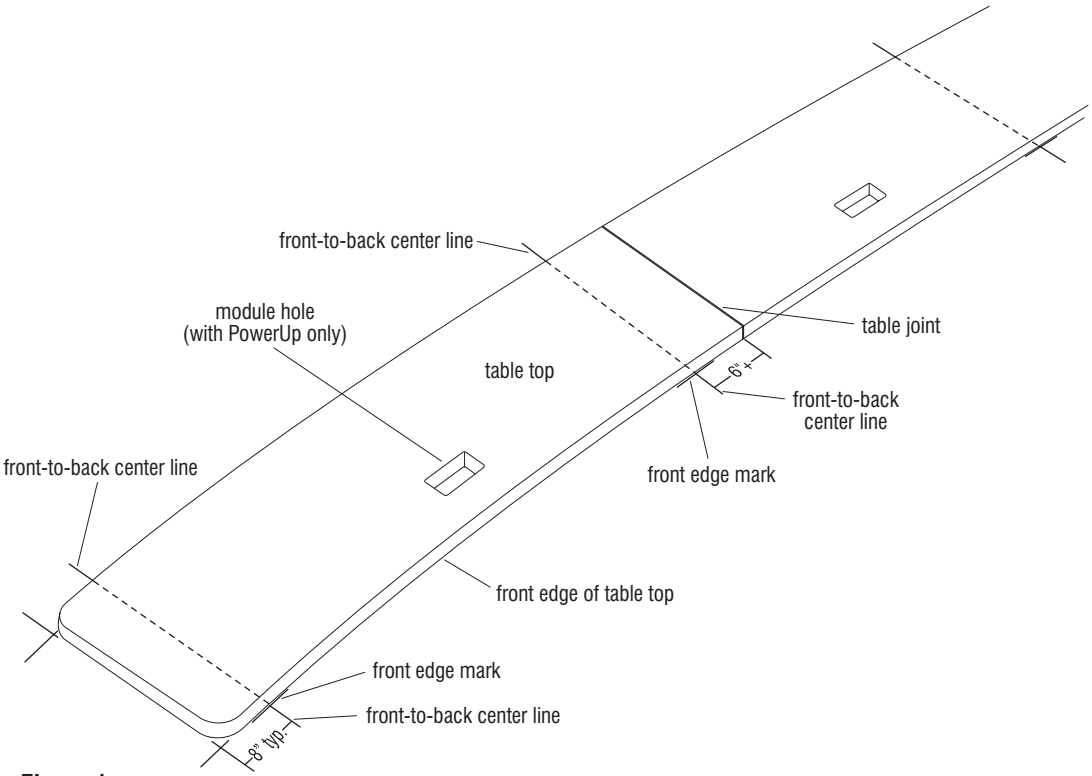

Figure 1

CAUTION

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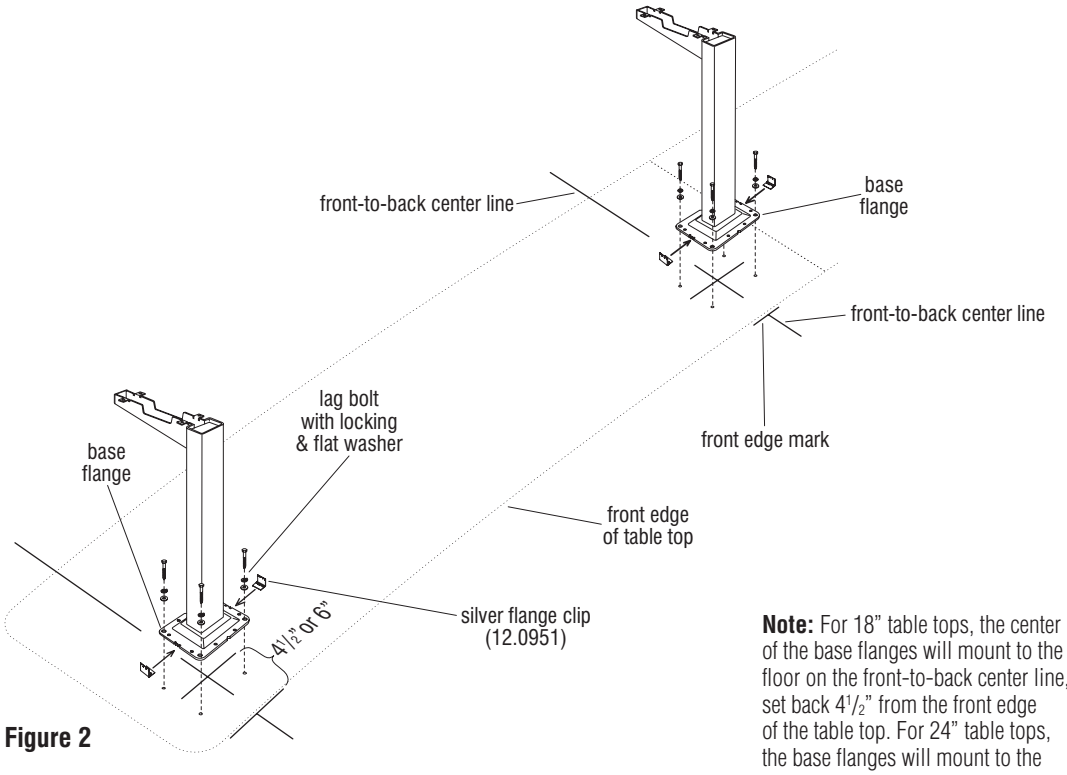
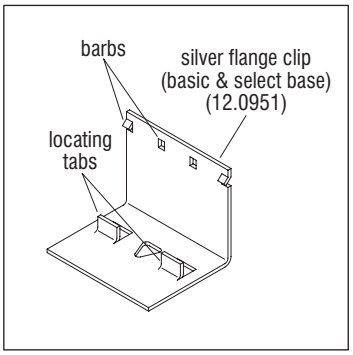
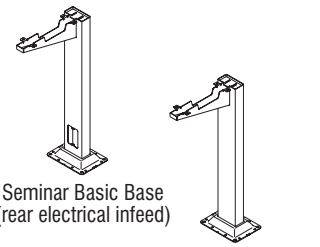


Figure 2



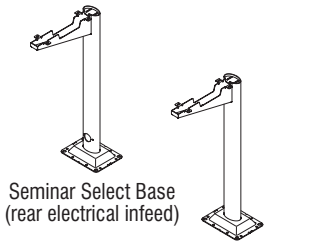
Silver Flange Clip - Basic & Select

Basic Base Identification



Detail A

Select Base Identification



Detail B

Note: For 18" table tops, the center of the base flanges will mount to the floor on the front-to-back center line, set back 4½" from the front edge of the table top. For 24" table tops, the base flanges will mount to the floor on the front-to-back center line, centered 6" back from the front edge of the table top.

3. On the front-to-back center lines, measure and mark a crossing center line either 4½" or 6" back from the front edge. This is the position that base flanges are to be centered over and mounted to in step 4 (Figure 2).

   Note: On carpeted floors, it is recommended that the carpet be removed for full contact of the base with the floor. If carpet is not removed, the floor anchors must be retightened after two weeks of use.

4. Identify the different base types to be used on the installation (Detail A or B). Lay out the bases according to the locations specified on the space-planning layout. Position the base on the floor at the center mark where the base will be installed. Determine if bases are to be installed: (a) over the carpeting or (b) with carpeting removed.

   (a) With the base correctly centered over the marks on the floor, mark where the anchor holes are to be drilled into the floor. Using a ½" diameter hollow punch, cut out carpeting for anchor holes. Read note below and go to step 5.

   Note: After two weeks of use, the base flange mounting screws must be rechecked for tightness.

   (b) With the base correctly **centered** over the marks on the floor, mark around the perimeter of the base for removal of the carpeting. Cut and remove the carpeting. Mark the anchor hole locations on the floor.

   Note: If power and/or data lines are to be run from below the floor (no exposed connections), the wires should be run up through the column prior to installing the base flange to the floor. For installations with PowerUp see step 16 for routing power and step 19 for routing data lines. For installations with undersurface power and data see steps 23 through 32, pages 14 through 19.

5. Bore anchor holes to minimum ¼" x 2¾" hole depth for concrete anchors, or 9/32" hole for wood floor, with flat washer and lock washer (not included). Locate base over pre-drilled holes and drive in (do not tighten) mounting screws. **Shim under base flange with steel washer(s) as needed to level or compensate for floor variances.** (Figure 2).

6. For Basic (rectangular) and Select (oval) bases use the silver flange clips (12.0951). Center flange clips under both 6" sides of base flanges, with the barbs up. Insert the locating tabs of the flange so that they are tight into the base flange notches for proper engagement of flange covers later. After all bases are positioned and adjusted with shims, securely tighten base flanges to the floor (Figure 2). Do not install plastic flange covers until step 11.

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7. Carefully position table tops onto support arms of installed bases. Recheck space-planning layout and identification numbers under table tops to verify correct location.

8. Table tops are to be joined together from underneath with two KV joint fasteners per pair of table tops (Figure 3). First join both table tops together, aligning the hardwood spline (installed in one table top at the factory). Check to make sure hardwood spline fits snug in both table tops. If it does not, lightly sand down the spline so it does fit. If this is not done, it may be difficult to get a tight fit on the table top seam. The spline joint and table top seams are to be glued using the adhesive supplied with the KV fasteners. Do not use a wood glue for seam gluing as the working time for that adhesive is too short. Then, thread each draw bolt a few turns into each tightening nut and press each pair up into a $^{7}/_{8}$" hole and slot. The flat end of each draw bolt will be visible in the $^{7}/_{8}$" holes of the table top being joined. Insert locking sleeves into the $^{7}/_{8}$" holes so that the slotted sleeve engages the rounded collar on the bolt (Figure 3). Tighten the nut with a tightening tool or nail set. Check the top side of the joint for proper alignment. The joint should be smooth and level with no gaps. Adjust as necessary to achieve a "seamless" look. Once the seam is glued, use the C-clamps to clamp either end of the seam.

   Note: Each pound of pressure on the tightening tool exerts 500 pounds of force on the joint. Overtightening the KV fasteners will cause the tops to delaminate.

9. Install a 6" x 10" splice plate over the joint, at the underside of the table top for reinforcement. Use eight #14 x 1" screws in the pre-drilled holes torqued to 100 in/lbs to secure (Figure 4). Tops over 24" wide will have two splice plates. Continue securing all joints with adhesive, KV fasteners and splice plates along the run of table tops.

Note: Allow assembled table tops time for joint adhesive to cure (approximately 1 hour) before moving to assemble to support arms, and before installing splices.

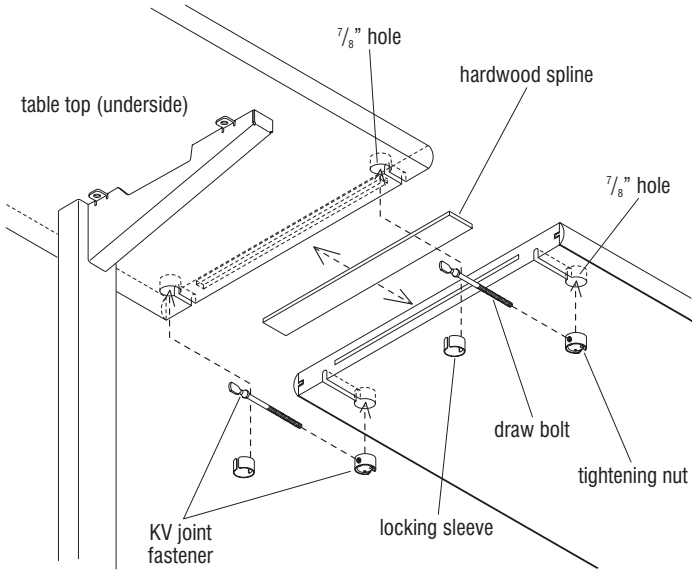

Figure 3

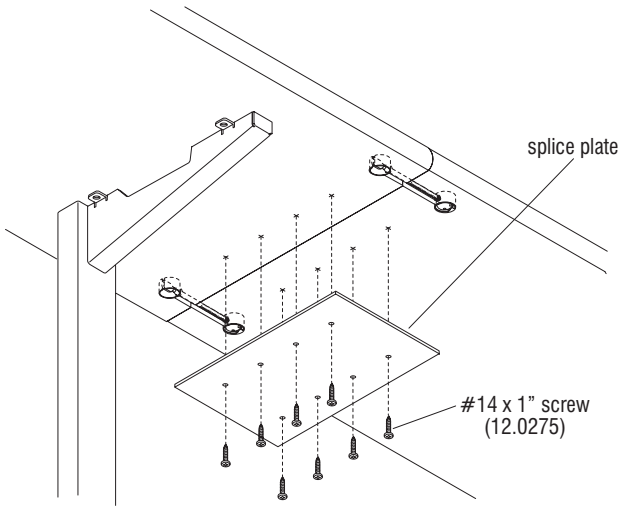

Figure 4

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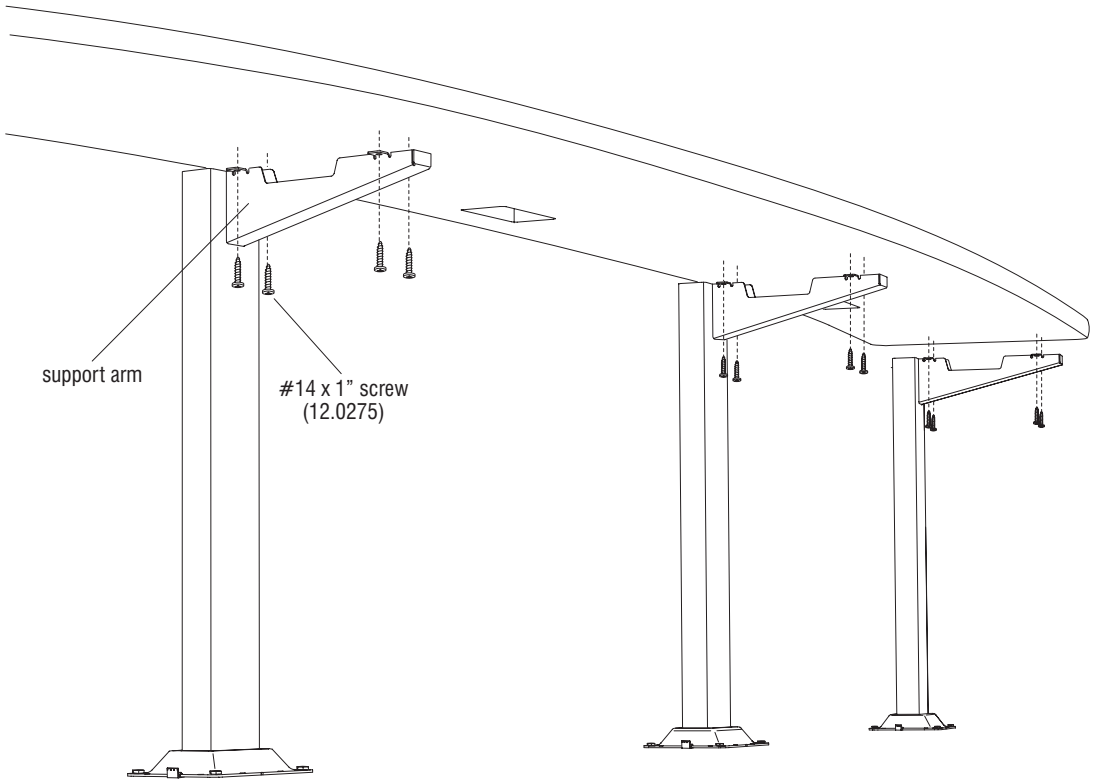
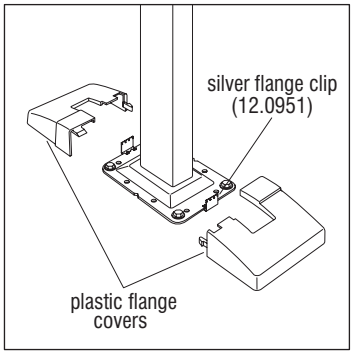


Figure 5

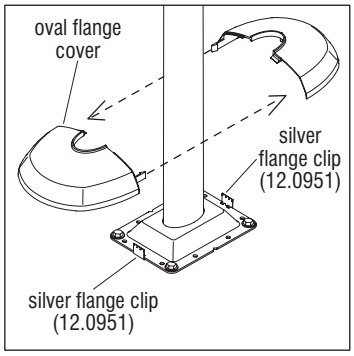
10. With table tops joined together correctly in place on support arms (per the space-planning layout), check to be sure table tops are level. Use shims between table top and support arm to assure that the joint stays flush and table tops are level. Secure table tops to support arms with #14 x 1" screws torqued to 100 in/lbs (Figure 5).

11. Position plastic flange covers over the base flange at each side of either the rectangular or the select base oval column. Snap the flange covers together and push the flange cover down tight to the floor to engage the flange clips and secure the cover (Detail C or Detail D).

    Note: For installation of Seminar Tables with undersurface power and data, skip now to step 23, page 14. For installations without PowerUp, or undersurface power & data go on to step 35 (Optional Modesty panel) if applicable.



Detail C - Basic Base



Detail D - Select Base

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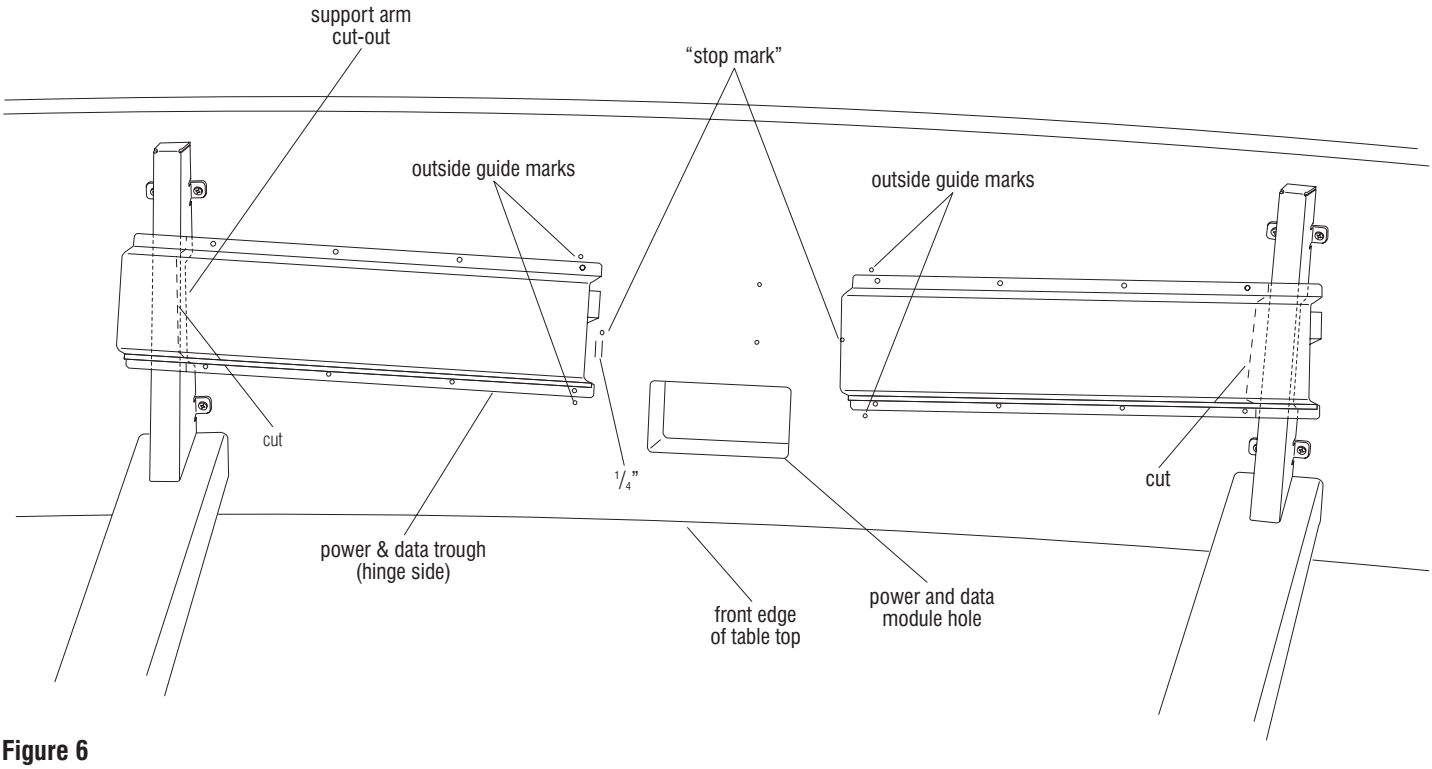

Figure 6

Seminar Tables with PowerUp

Note: When installing the PowerUp® system on Seminar Tables, the power & data troughs will need to be properly positioned and field cut to fit as described in steps 12 through 15, below. The following instructions and notes must be followed closely.

12. Refer to the space-planning layout to select the appropriate length power & data trough. To install the power & data trough, look to the underside of the table top in the area of the power & data module hole. On each side of the module hole there is a set of three, pre-drilled guide marks. The two outside guide marks are where the power & data trough is to be positioned between. The center mark is the "stop mark" for positioning the trough (Figure 6).
13. On either the right- or left-hand side of a module hole, orient a power & data trough under the table top with the hinge side closest to the front edge of the table top. Position the trough between the outside guide marks and slide the trough to $^1/_4$" away from the center "stop mark." Keeping the trough aligned at the module hole side, align the trough to the cut-out location of the support arm as illustrated. The trough must rest directly in line with the cutout as it is up against the support arm. Recheck to make sure that both sides of the trough are properly aligned and mark a line parallel to, but $^1/_8$" from the support arm. Cut the power and data trough to fit the above specifications (Figure 6).
14. Follow steps 12 and 13 again for aligning and cutting a trough to fit on the opposite side of the module hole to the column support arm.

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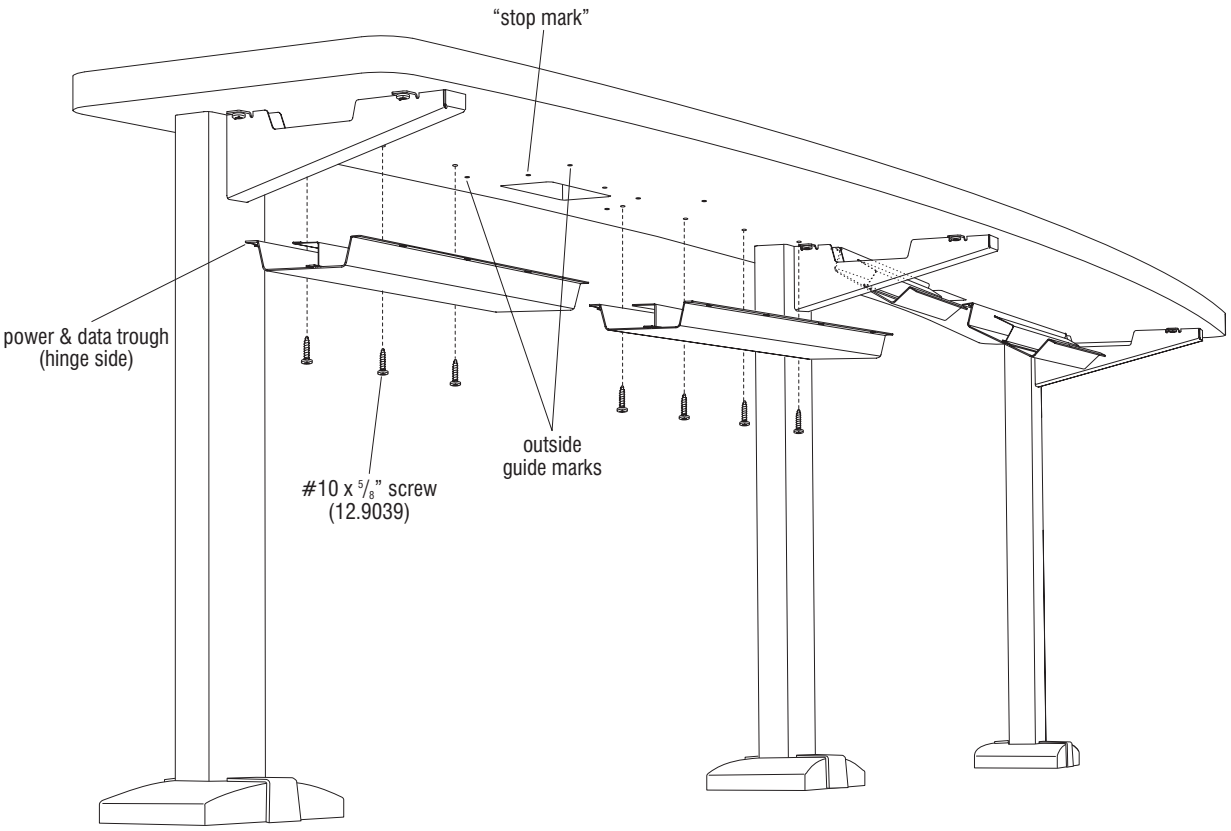

Figure 7

Note: In installations where a row of tables has a consistent arc, multiple right and left troughs may be cut at the same time. Before field cutting troughs for a consistent arc, check the first set of troughs along the whole run of that row, to be sure there is no variation.

15. Mount the hinged side of the troughs to the underside of the table tops with #10 x $^5/_8$" screws, following closely the guides and positioning described above. Torque screws to 25 in/lbs. Leave the hinged troughs open (Figure 7).

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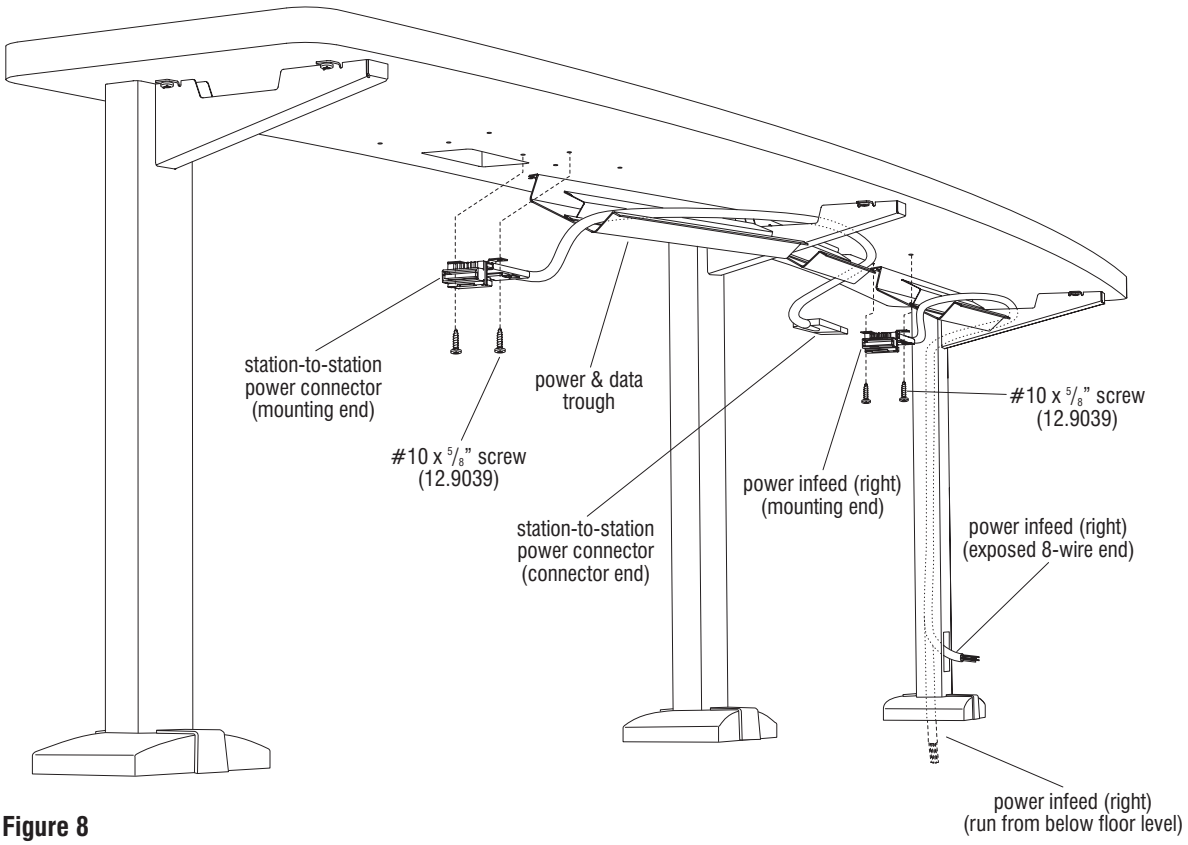

Figure 8

Seminar Tables with PowerUp (cont.)

Note: All table connections (joint fasteners and splice plates) must be securely fastened before electrical components can be installed.

Note: Power infeeds for the Seminar Tables with the PowerUp system may include one or both of the following: Right-hand (FP-PI) provides mounting for a receptacle and is to be fastened to the underside of the table top (Figure 8). Center/left-hand power infeed (FP-PI-LC) plugs into a Y-block, which is connected to a station-to-station power connector that mounts to the underside of the table top (Figure 9). Carefully follow steps 16 through 18 for correct installation of components.

16. Reference the space-planning layout, then locate the power infeed locations and select the appropriate style (right or center/left) infeed conduit. Install the infeed by first routing the conduit into the support arm cutout and down through the column. Pull the exposed 8-wire end out of the lower wire access hole, or through the bottom of the column, for connections below floor level (Figure 9 or 10). Check the length of the conduit by verifying that both ends of the conduit will reach their desired connection points. Installations requiring electrical connections below floor level may be made at this time. **Only connect the 8-wire end to a dead power source.** Wiring that is routed through the lower wire access hole will be connected to the power source at a later time. For **right power infeed,** attach the mounting end to the underside of the table top with two #10 x 5/8" screws at the pre-drilled holes (Figure 8). Torque screws to 25 in/lbs. For **center/left power infeed,** leave the connector end resting in the power & data trough until later when it will be connected to a station-to-station power connector via a Y-block (Figure 9).

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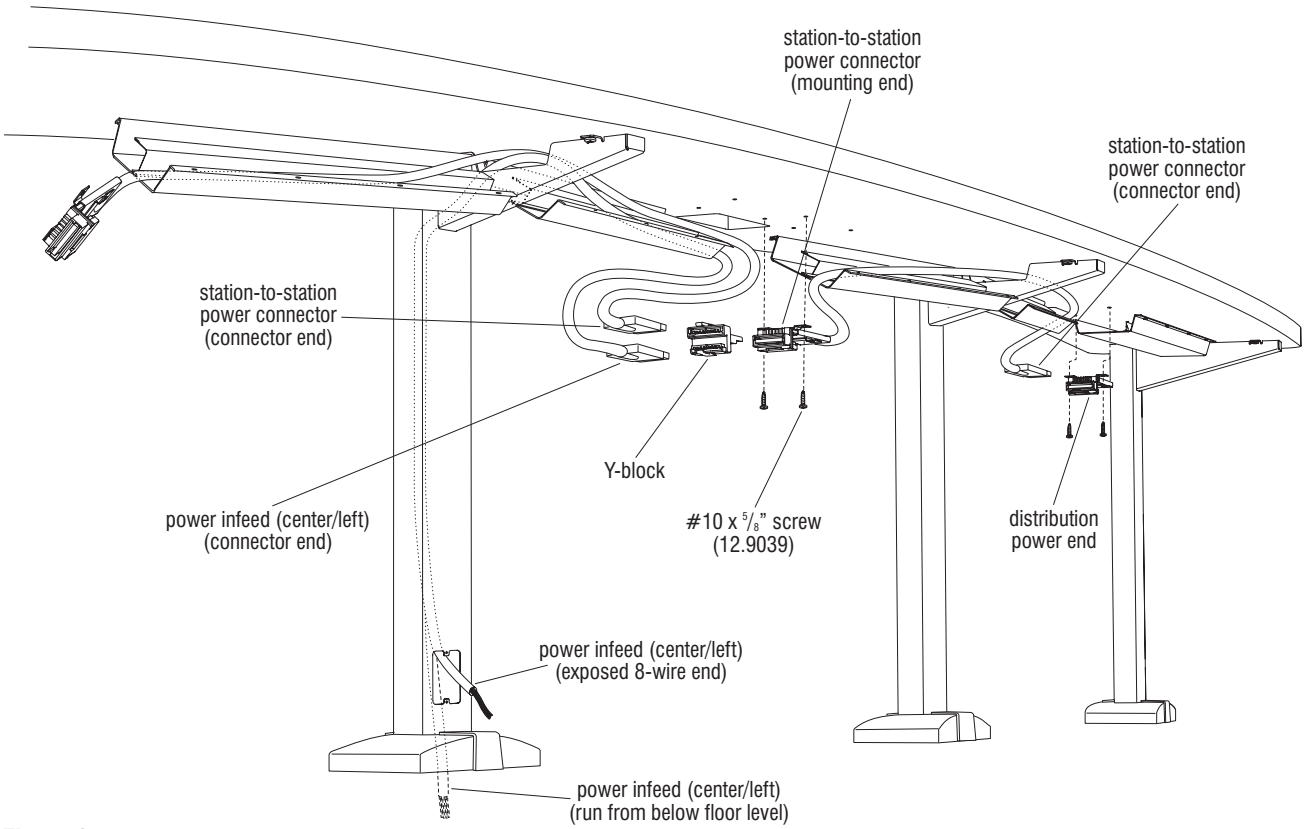

Figure 9

17. Select the appropriate length station-to-station power connectors per the space-planning layout. Route the connector end through the rear partition of the power & data trough, the cutout in the column support arm and the opposite power & data trough. Plug the connector end directly into a station-to-station power connector or **right power infeed** (mounting end). Attach the mounting end of the station-to-station power connector to the underside of the table top at the pre-drilled holes with #10 x $^{5}/_{8}$" screws torqued to 25 in/lbs (Figures 8 & 9). For **center power infeed,** plug the connector end of the infeed into a Y-block and attach the Y-block to the mounting end of the station-to-station power connector. The power feeds in toward the right, but continues on to the left with the Y-block in place (Figure 9). For **left power infeed** situations, the Y-block is not required because the power does not continue to the left. At the right side, end-of-run of electrical, the last station-to-station power connector (connector end) will plug into a distribution power end. Mount the distribution power end to the table top at the pre-drilled holes using #10 x $^{5}/_{8}$" screws torqued to 25 in/lbs (Figure 9).

18. Refer to the space-planning layout for correct receptacle circuit number and location. Plug the duplex receptacles into the station-to-station power connectors (mounting end), the **right power infeed** (mounting end), and/or the distribution power end with two #8-32 x $^{1}/_{2}$" screws provided (Figure 10). Torque screws to 20 in/lbs.

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Seminar Tables with PowerUp (cont.)

19. The data wiring (not provided) may be installed at this time. Referring to the space-planning layout, locate the data wire infeed locations. If data wiring connections are to be made below floor level, they must be made before mounting the column to the floor. Run the data wires through the column upright and out the bottom of the column. Make data line connections. Data wiring that is to be run through a lower wire access hole may now be connected to the source similar to the process described in step 23. Under the table top, run the data wires through the smaller, front partition of the power & data trough. Properly routed, these data lines will be separated from the line voltage flexible conduit by the trough divider. Push the ends of the data lines up through the power & data grommet holes in the table top. After all wiring has been installed, close the wire management trough and secure it to the worktable top with #10 x $^5/_8$" screws provided. Torque screws to 25 in/lbs. All screw holes in the trough must be utilized (Figure 10).

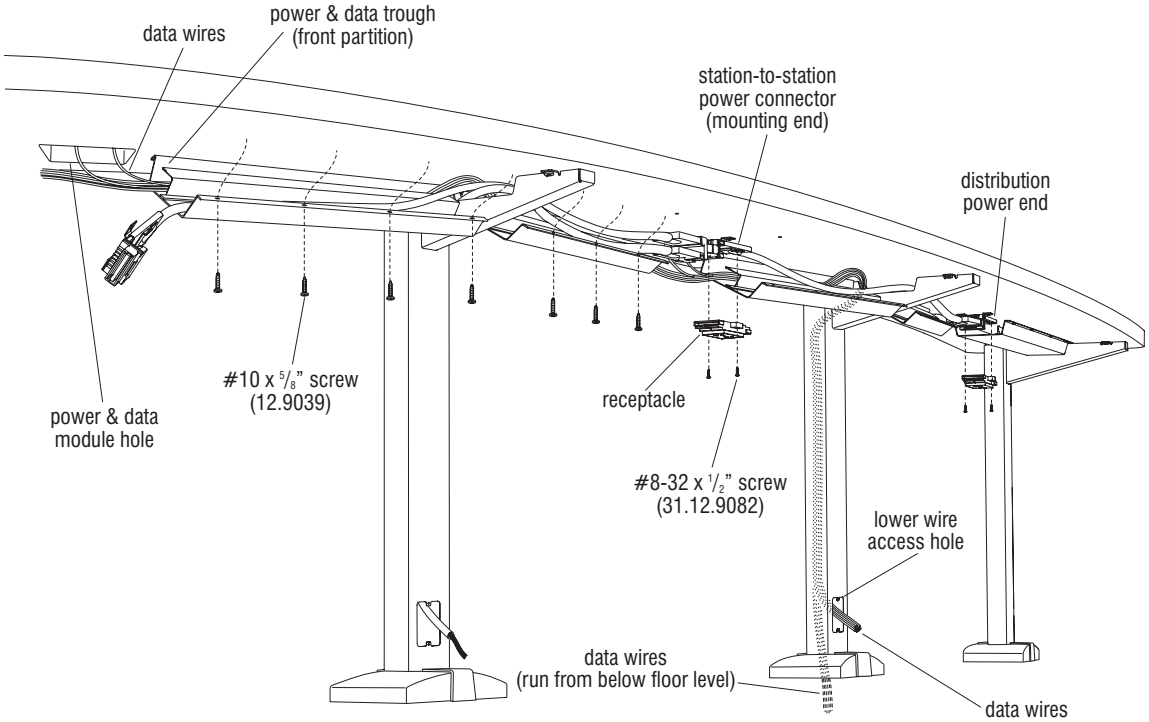

Figure 10

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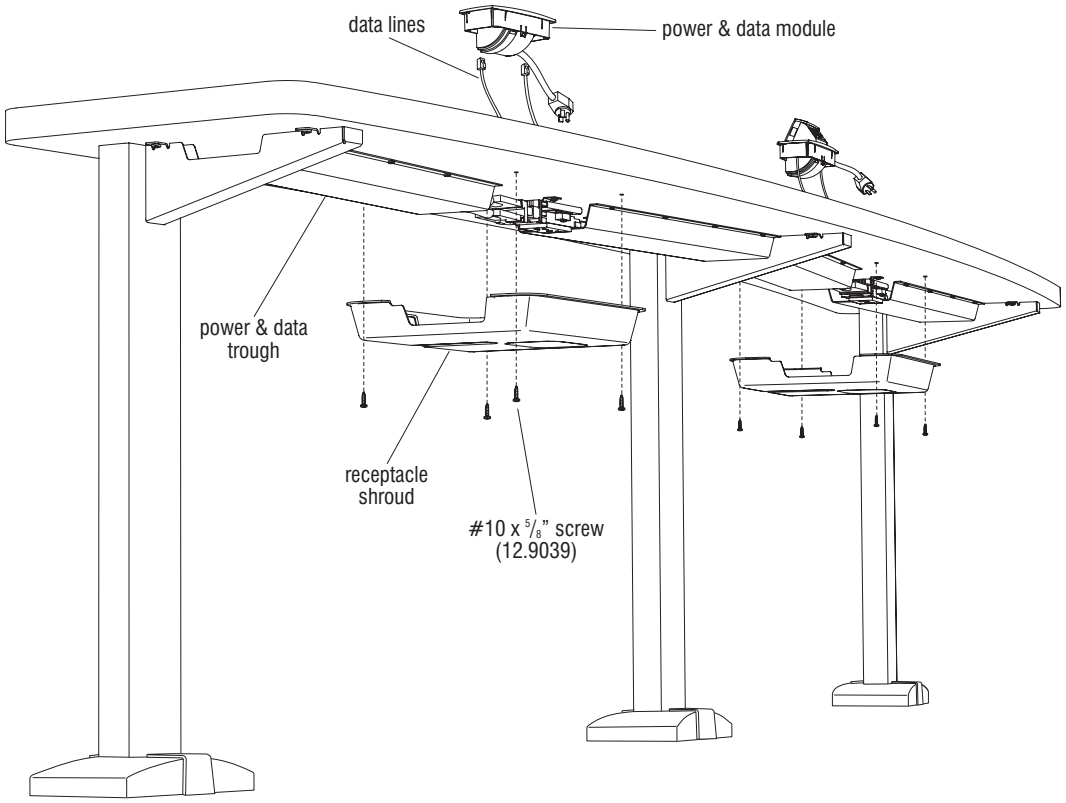
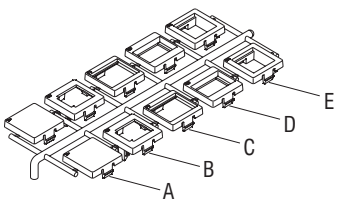


Figure 11

20. Position the receptacle shrouds over the 8-wire duplex receptacles and the power & data troughs. Fasten the shrouds to the table tops with #10 x $^5/_8$" screws provided and torque screws to 25 in/lbs (Figure 11).

21. Install the power & data module by first connecting the data wiring ends to the appropriate connections in the power & data module. (See "Data Adapter Detail" on this page for identification of optical data adapter plates.) Push the module's power cord down through the power & data grommet hole and through the cutout in the receptacle shroud. Next, snap the module into the grommet hole. From under the worktable top, plug the power cord into the duplex receptacle. Finally, loop the extra cord into the receptacle shroud through the cutout slot (Figure 11).

22. Check the mechanical operation of the power & data module by pressing down at the center indent to open. Then close it, pushing down until it "clicks" shut. Check for any binding of the wires inside the receptacle shroud and correct as needed.



Data Adapter Plates

A	Blank Plate
B	Panduit "CJ"
C	Orthonics "Trackjack"
D	Panduit "KJ and KJA", Amp CAT-3 and CAT-5, Hubble "Hd5", Ortronics "OR-6295003-T568B" and "OR-6295004-T568A" Krone, Leviton "41108-RE5"
E	AT&T

Data Adapter Detail

CAUTION

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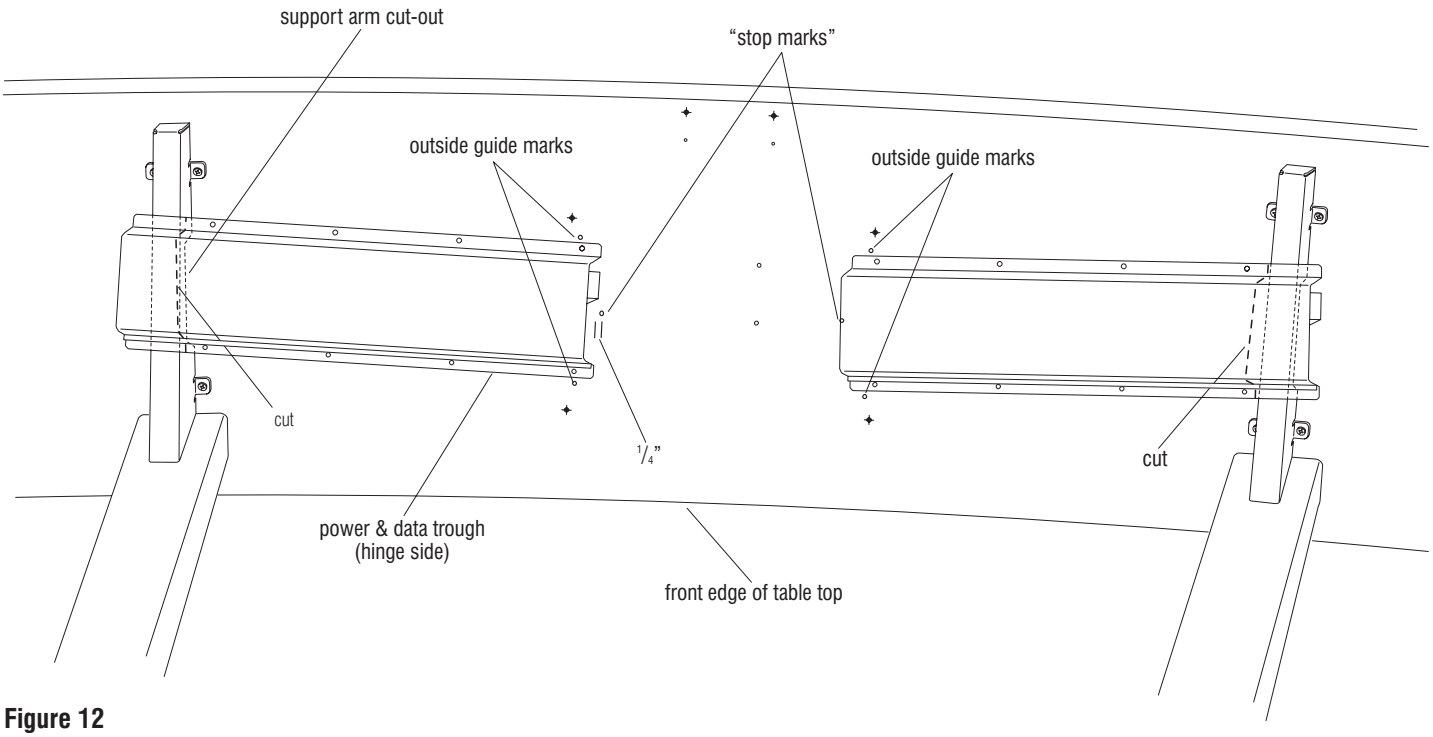

Figure 12

Seminar Tables with Undersurface Power & Data

Note: When installing the Undersurface Power & Data system to Seminar Tables, the power & data troughs must be properly positioned and field cut to fit precisely as described in steps 23 through 25, below.

23. Refer to the space-planning layout to select the appropriate length power & data trough. To install the power & data trough, first look to the underside of the table top in the area mid-way between support arms. On each side of center, there is a set of three pre-drilled guide marks. As illustrated, the two outside guide marks indicate where the power & data trough is to be positioned between. The center mark is the "stop mark" for positioning the end of the trough (Figure 12).

24. On either side of center, orient a power & data trough under the table top with the hinge side closest to the front edge of the table. Position the trough between the outside guide marks and slide the trough to 1/4" away from the center "stop mark." Keeping the trough aligned at the guide marks, align the other end of the trough to the cut-out location of the support arm as illustrated. The trough must rest directly in line with the cut-out as it is over the support arm. Recheck to make sure that both sides of the trough are properly aligned and mark a line parallel to, but 1/8" from the support arm. Cut the power & data trough to fit the above specifications (Figure 12).

25. Follow steps 23 and 24 again for aligning and cutting a trough to fit from guide marks to support arm on the opposite side (Figure 12).

CAUTION

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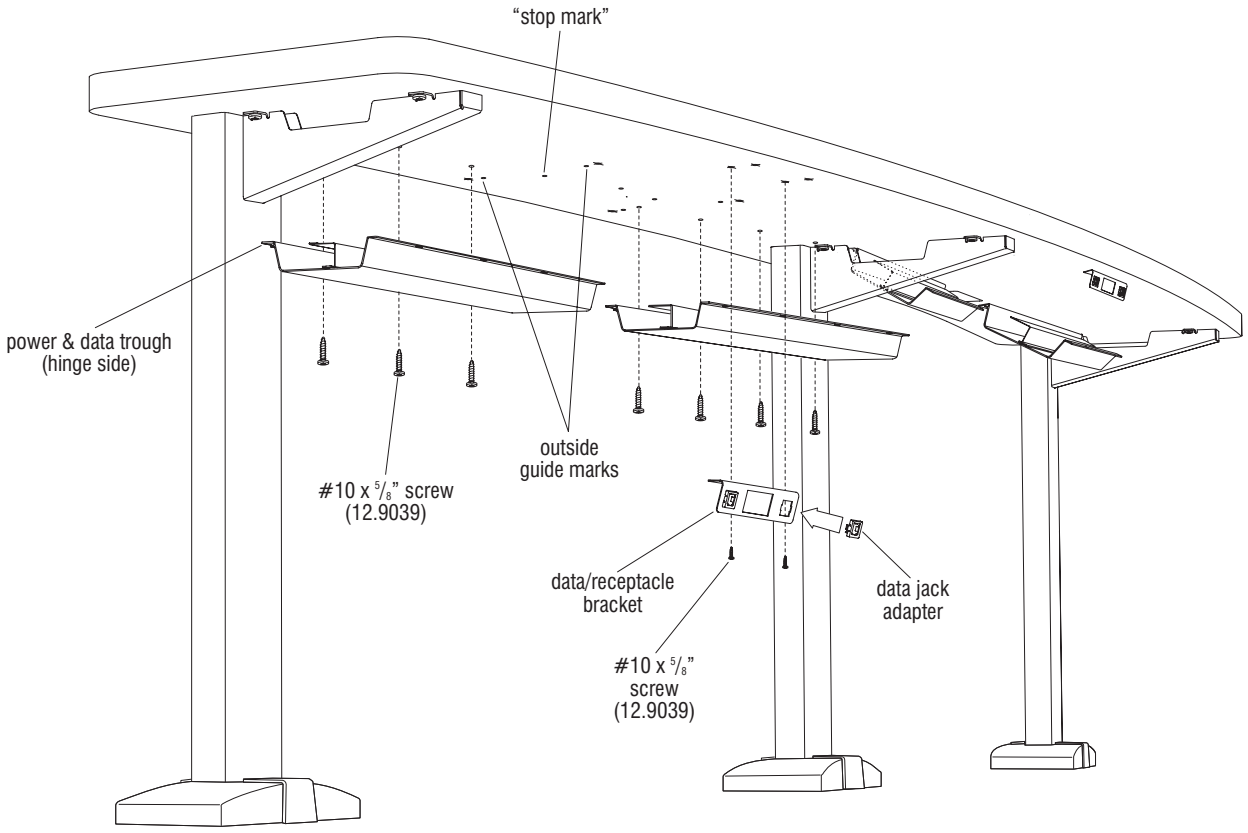

Figure 13

Note: For installations where a row of tables has a consistent arc, multiple right and left troughs may be cut at the same time. Before field cutting multiples, check the first set of cut troughs along the whole length of that row to be sure there is no variation.

26. Mount the hinged side of the troughs to the underside of the table tops with #10 x 5/8" screws torqued to 25 in/lbs, following closely the guidelines and positioning described in steps 23 through 25. After installation of the troughs, leave the hinged troughs to hang open (Figure 13).

27. Position the data/receptacle bracket up to the two pre-drilled mounting holes as illustrated and secure with two #10 x 5/8" screws torqued to 25 in/lbs. Next snap the appropriate data jack adapters into the data receptacle brackets (Figure 13).

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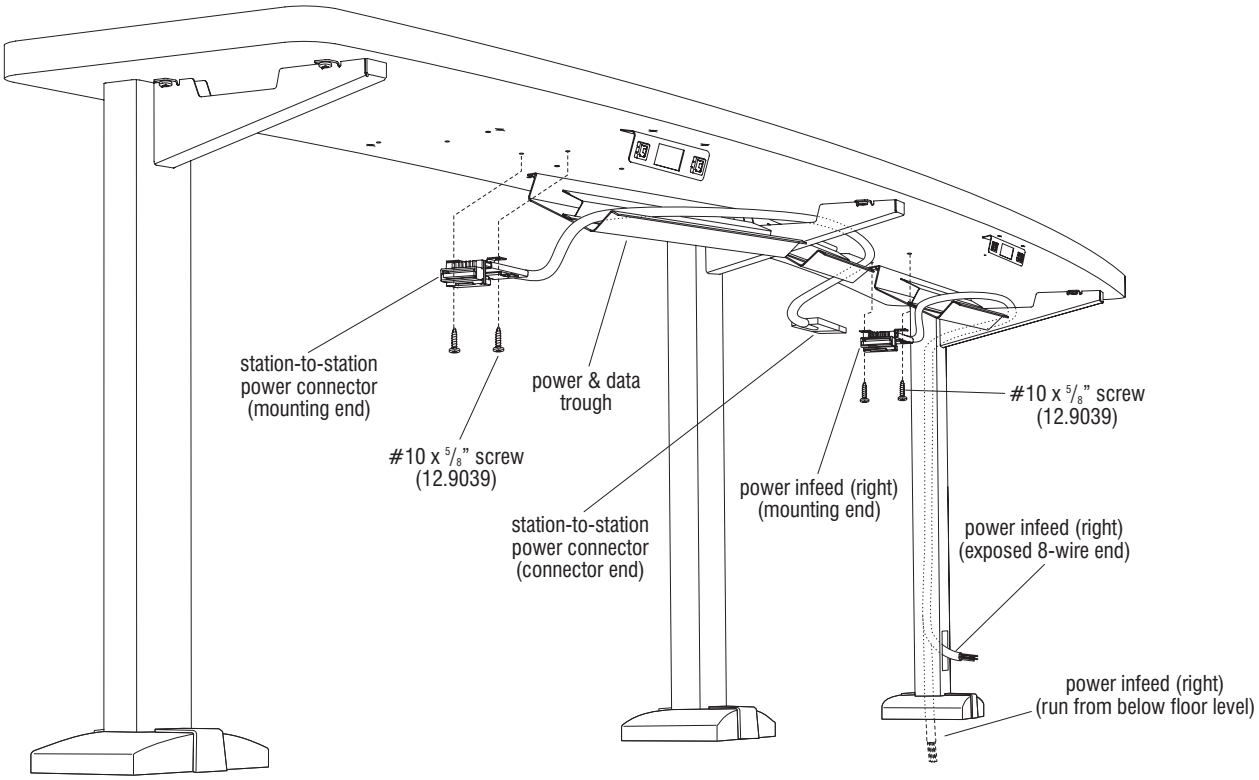

Figure 14

Seminar Tables with Undersurface Power & Data (cont.)

Note: All table connections (joint fasteners and splice plates) must be securely fastened before electrical components can be installed.

Note: Power infeeds for the Seminar Tables with Undersurface Power & Data may include one or more of the following: Right-hand (FP-PI) provides mounting for a receptacle and is to be fastened to the underside of the table top (Figure 14). Center/left-hand power infeed (FP-PI-LC) plugs into a Y-block, which is connected to a station-to-station power connector that mounts to the underside of the table top (Figure 15). Carefully follow steps 28 through 30 for correct installation of components.

28. Referencing the space-planning layout, locate the power infeed locations and select the appropriate style (right or center/left) infeed conduit. Install the infeed by first routing the conduit into the support arm cutout and down through the column. Pull the exposed 8-wire end out of the lower wire access hole, or through the bottom of the column for connections below floor level (Figures 14, 15 or 16). Check the length of the conduit by verifying that both ends of the conduit will reach their desired connection points. Installations requiring electrical connections below floor level may be made at this time. **Only connect the 8-wire end to a dead power source.** Wiring that is routed through the lower wire access hole will be connected to the power source at a later time. For **right power infeed**, attach the mounting end to the underside of the table top with two #10 x 5/8" screws at the pre-drilled holes. Torque screws to 25 in/lbs (Figure 14). For **center/left power infeed**, leave the connector end resting in the power & data trough until later when it will be connected to a station-to-station power connector via a Y-block (Figure 15).

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

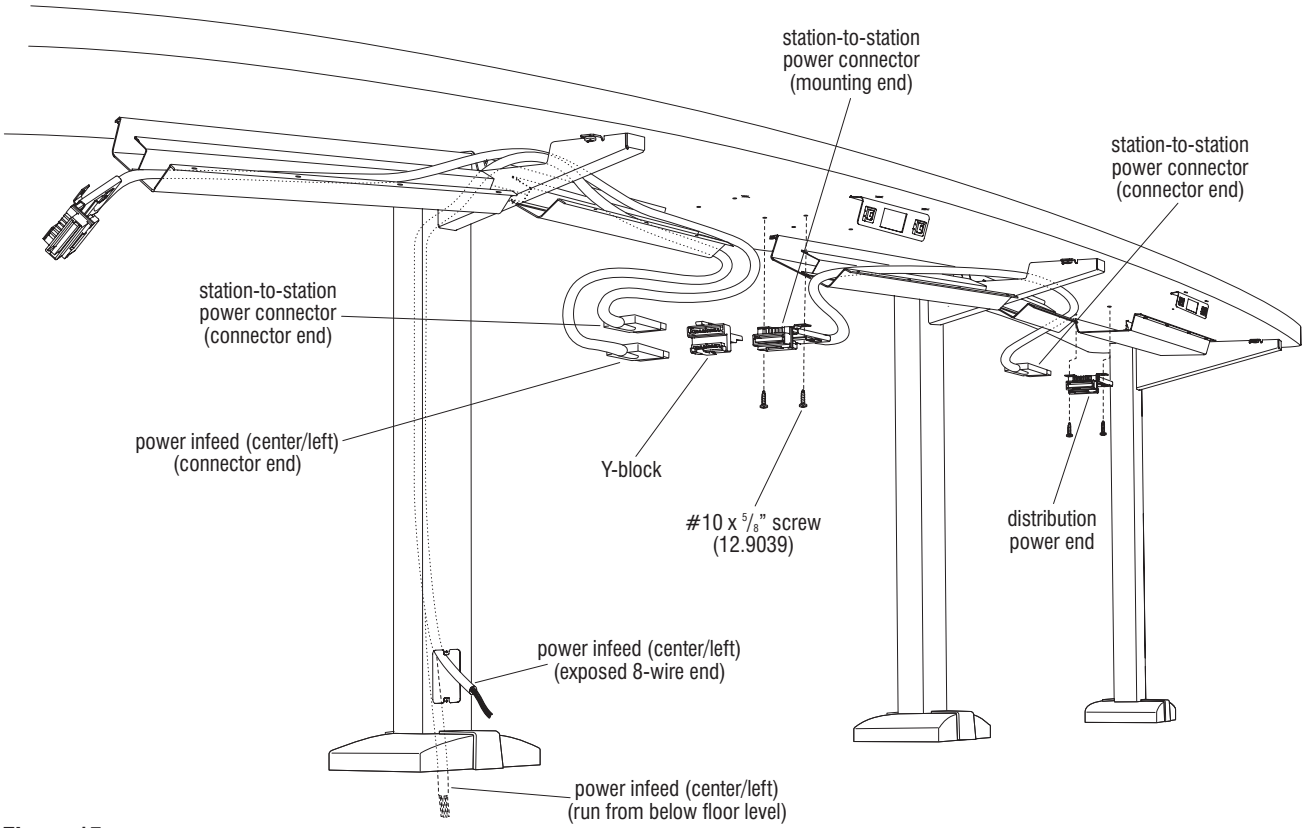

Figure 15

29. Select the appropriate length station-to-station power connectors per the space-planning layout. Route the connector end through the rear partition of the power & data trough, the cutout in the column support arm and the opposite power & data trough. Plug the connector end directly into a station-to-station power connector or **right power infeed** (mounting end). Attach the mounting end of the station-to-station power connector to the underside of the table top at the pre-drilled holes with #10 x 5/8" screws (Figures 14 & 15). Torque screws to 25 in/lbs. For **center power infeed**, plug the connector end of the infeed into a Y-block and attach the Y-block to the mounting end of the station-to-station power connector. The power feeds in toward the right, but continues on to the left with the Y-block in place (Figure 15). For **left power infeed** installations, the Y-block is not required because the power does not continue to the left. At the right side, end-of-run electrical, the last station-to-station power connector (connector end) will plug into a distribution power end. Mount the distribution power end to the table top at the pre-drilled holes using #10 x 5/8" screws torqued at 25 in/lbs (Figure 15).

30. Refer to the space-planning layout for correct receptacle circuit number and location. Plug the appropriate duplex receptacle into the station-to-station power connectors (mounting end), the **right power infeed** (mounting end), and/or the distribution power end with two #8-32 x 1/2" screws provided (Figure 16). Torque screws to 20 in/lbs.

CAUTION

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Seminar Tables with Undersurface Power & Data (cont.)

31. The data wiring (not provided) may be installed at this time. Referencing the space-planning layout, locate the data wire infeed locations. If data wiring connections are to be made below floor level, they must be made before mounting the column to the floor. Run the data wires through the column upright and out the bottom of the column. Make data line connections. Data wiring that is to be run through a lower wire access hole may now be connected to the source similar to the process described in step 35. Under the table top, run the data wires through the smaller, front partition of the power & data trough. Properly routed, these data lines will be separated from the line voltage flexible conduit by the trough divider. Push the ends of the data lines out through the appropriate data jack adapters of the data/receptacle bracket as illustrated. After all wiring has been installed, close the power & data troughs and secure them to the underside of the table top using #10 x $^5/_8$" screws provided. Torque screws to 25 in/lbs. All of the screw holes in the trough must be utilized (Figure 16).

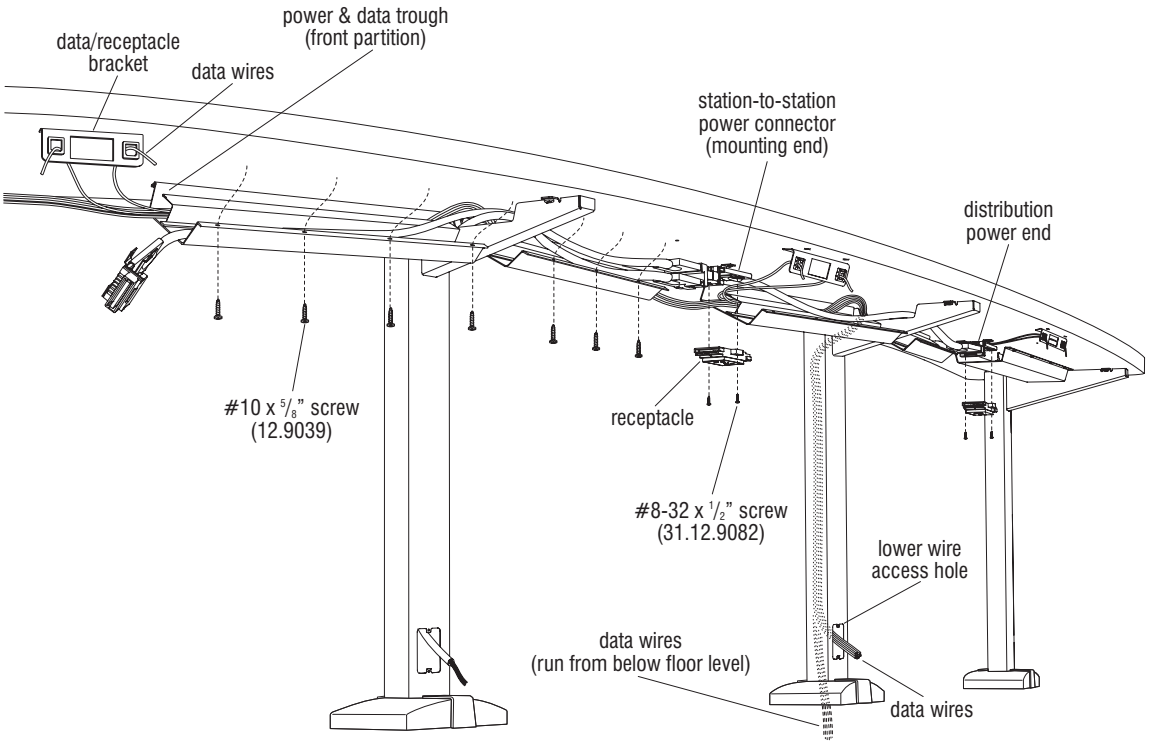

Figure 16

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

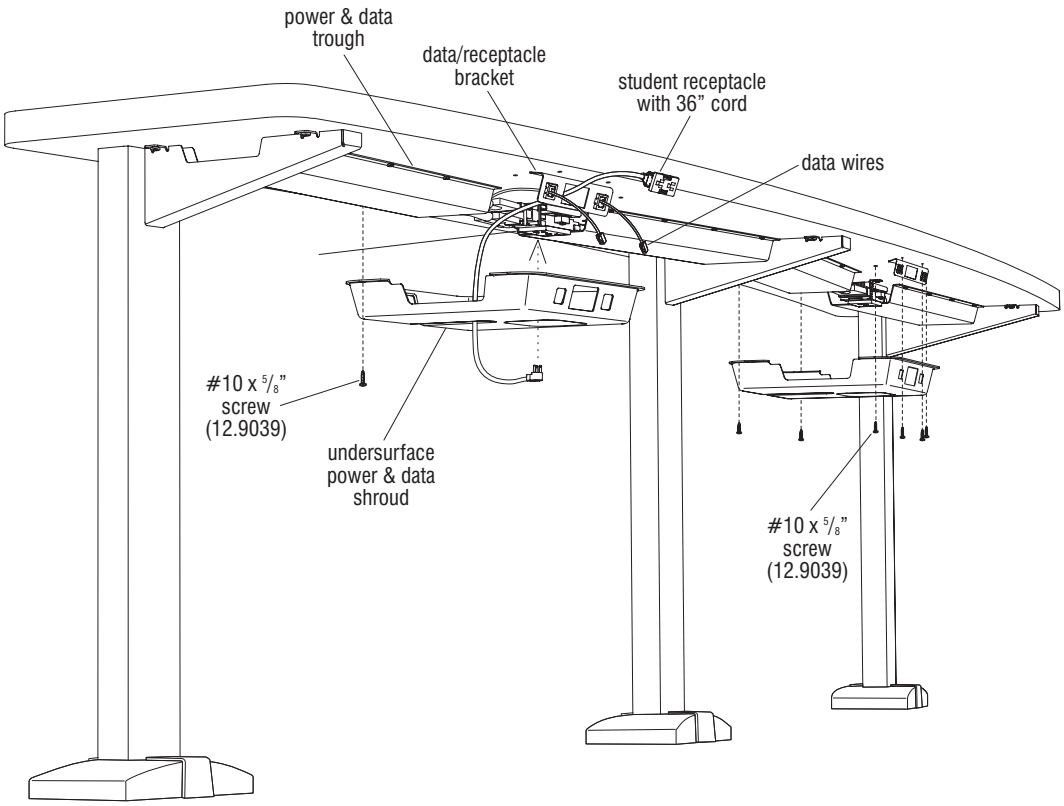

Figure 17

32. Install the student receptacle by first routing the cord end through the middle hole in the data/receptacle bracket, then snap the receptacle into place. As illustrated position the under-surface power & data shroud under the data/receptacle bracket and power & data trough ends. Route the plug end of the student receptacle through the smaller hole in the shroud bottom and route the data wire ends through the two square openings. Fasten the shroud to the underside of the table top using #10 x 5/8" screws provided and torque to 25 in/lbs. Lastly, plug the student receptacle cord into the 8-wire circuit receptacle as shown (Figure 17).

CAUTION

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Note: The power infeeds may now be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. Step 33 is intended as a guideline for this part of the installation.

33. Note the one open $^{7}/_{8}$" knockout on the face plate (other closed hole is for optional data lines). Route the uncased 8-wire through the 90° metal connector, face plate knock-out hole, 90° pulling elbow and liquid-tight connector. Fasten components together. Cut uncased 8-wire and liquid-tight conduit to desired lengths. Feed uncased 8-wire through liquid-tight conduit and attach to 90° connector on the front of the face plate. Attach face plate to vertical leg member with screws provided. Attach uncased 8-wire to power source (Figure 18).

34. Bases at row ends have openings in the outside of the support arm. To cover the opening, orient the leg cover plate as illustrated and clip the tab inside the opening of the support arm. Secure the leg cover plate to the worksurface with two #10 x $^{3}/_{4}$" screws torqued to 50 in/lbs (Figure 19).

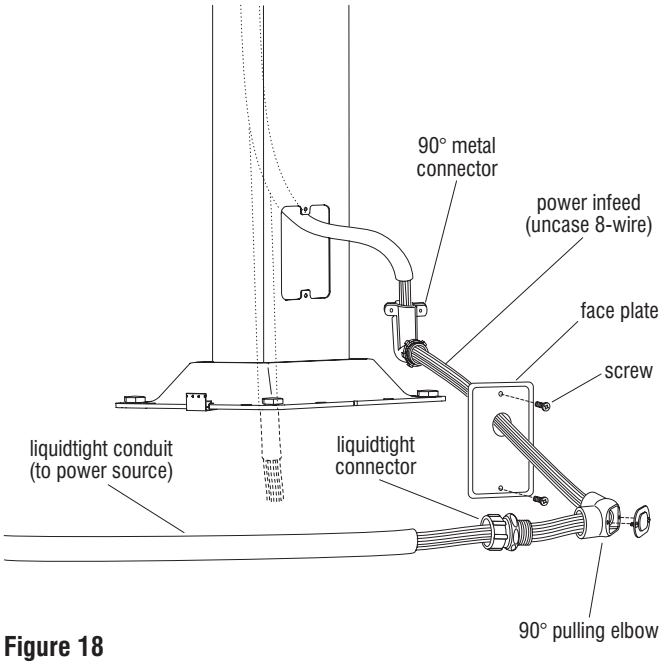


Figure 18

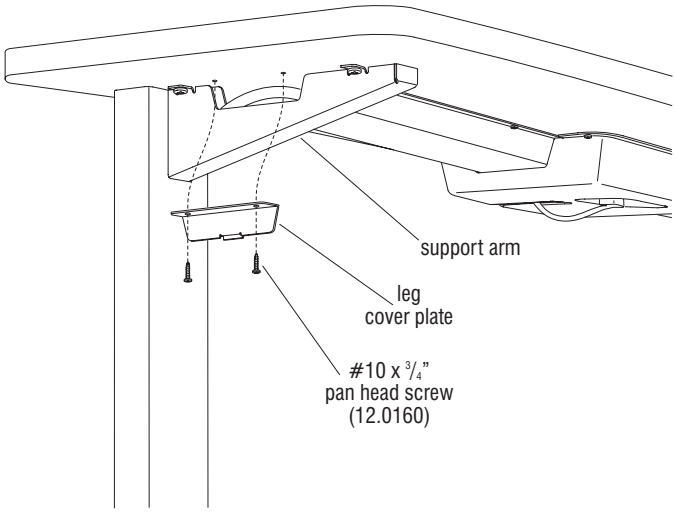


Figure 19

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

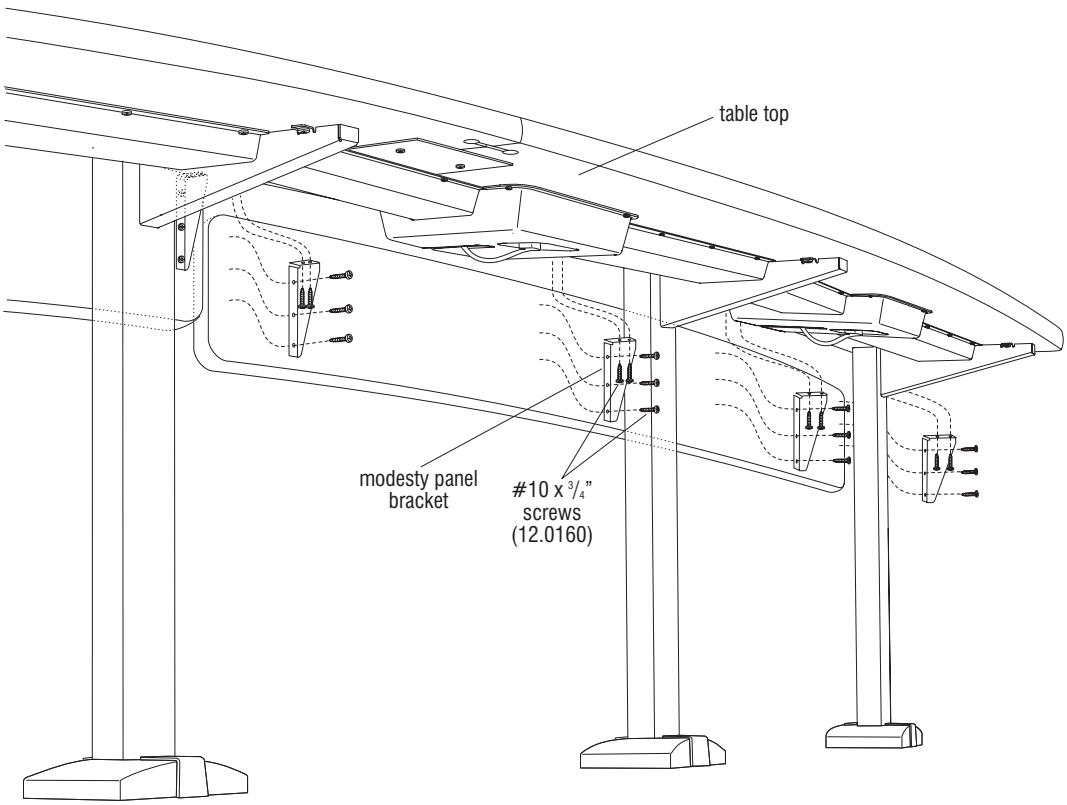


Figure 20

Optional Laminate or Wood Modesty Panel

35. Per the space-planning layout and the identification numbers on the back sides of the modesty panels, lay the modesty panels out where they will be installed to the table tops. Modesty panel lengths are undersized on each end, thereby creating a 1/2" gap at the modesty panel joints, and a 3/4" to 2 1/2" space at the end-of-run. Refer to the chart on the space-planning layout for the number of brackets required per modesty panel, and equally space the brackets along the panel. The two end brackets should be 2" from the edge of the panel. Begin assembly by installing the bracket to the table top first (Figure 20).

    Note: Care must be taken when positioning the brackets to ensure they do not interfere with the plastic shroud covers or support flanges. When the bracket is installed to the underside of the table top, the shorter flange of the bracket must be secured to the table top with two #10 x 3/4" screws torqued to 50 in/lbs. Be sure that the longer edge (which will be secured to the modesty panel) is set back 1" from the front edge of the table top. After all brackets are secured, carefully lift the modesty panel into place and secure to modesty panel bracket with three #10 x 3/4" screws torqued to 50 in/lbs (Figure 20).

    Note: To help support continuous wood and segmented wood panels during attachment, bar clamps may be used.

CAUTION

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

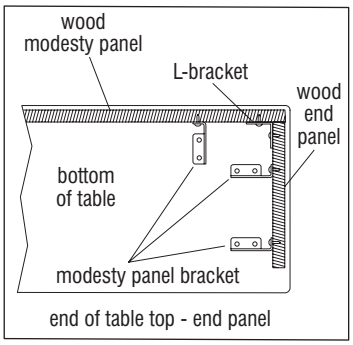
36. For **Continuous Laminate or Wood Modesty Panels,** the following steps must be completed before mounting the panel to the table, described in step 35.

    Modesty panels are to be joined together from behind with two KV joint fasteners per pair of modesty panels (Figure 21). First join both modesty panels together, aligning the hardwood spline (installed in one modesty panel at the factory). Check to make sure hardwood spline fits snug in both modesty panels. If it does not, lightly sand down the spline so it does fit. If this is not done, it may be difficult to get a tight fit on the modesty panel seam. The spline joint and modesty panels seam are to be glued using the adhesive supplied with the KV fasteners. Do not use a wood glue for seam gluing as the working time for that adhesive is too short. Then, thread each draw bolt a few turns into each tightening nut and press each pair up into a $^{7}/_{8}$" hole and slot. The flat end of each draw bolt will be visible in the $^{7}/_{8}$" holes of the modesty panel being joined. Insert locking sleeves into the $^{7}/_{8}$" holes so that the slotted sleeve engages the rounded collar on the bolt (Figure 21). Tighten the nut with a tightening tool or nail set. Check the front side of the joint for proper alignment. The joint should be smooth and level with no gaps. Adjust as necessary to achieve a "seamless" look. Once the seam is glued, use the C-clamps to clamp either end of the seam. Allow one hour for glue to set before attaching panels to top.

    Note: Each pound of pressure on the tightening tool exerts 500 pounds of force on the joint. Overtightening the KV fasteners will cause the panels to delaminate.

37. For **Laminate or Wood Modesty Panels with End Panels,** the end panels are to be installed after modesty panels are in place. End panels use two modesty panel brackets and an L-bracket in the corner where the two panels meet (Detail E). Place the end panel into position, then using the L-bracket as a template, mark the six mounting hole locations, three to the modesty panel and three to the end panel. Carefully pre-drill mounting holes in each panel to a depth of $^{1}/_{2}$" taking care to not pierce through the end panel or modesty panel. Use bar clamps to hold the end panel in position and install L-bracket with six #10 x $^{3}/_{4}$" screws torqued to 50 in/lbs (Detail E). Adjust the clamped end panel for desired reveal at the end. Position the modesty panel brackets at their installation location and mark their mounting hole locations. Using a $^{1}/_{8}$" drill bit, pre-drill to a depth of $^{1}/_{2}$", taking care to not pierce through the end panel. Mount two modesty panel brackets to the end panel and bottom of the worksurface using five #10 x $^{3}/_{4}$" screws torqued to 50 in/lbs at each bracket (Detail E).

    Note: For full-height end panels joining with full-height modesty panels, two L-brackets are required.



Detail E

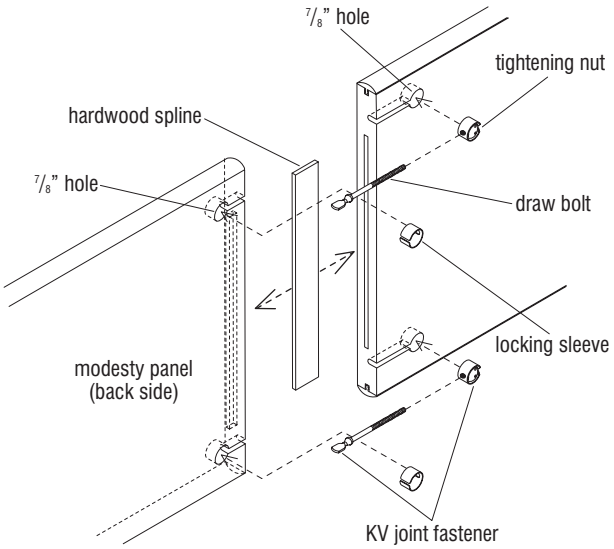


Figure 21

CAUTION

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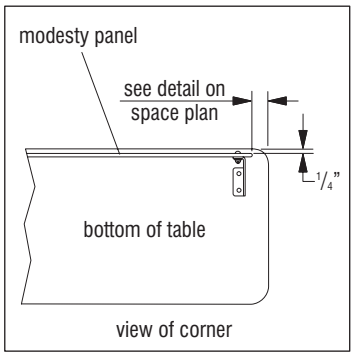
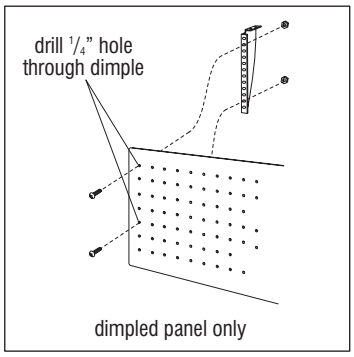
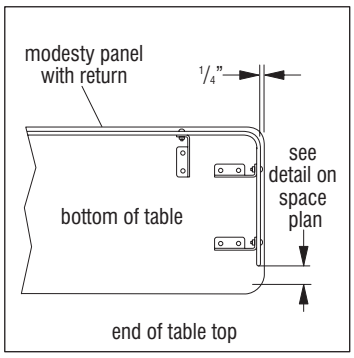


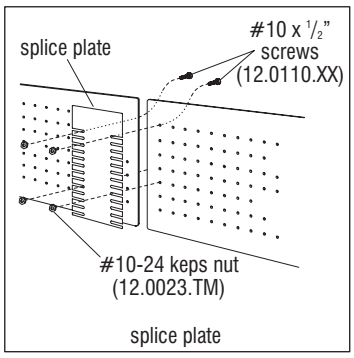
Detail A



Detail B



Detail C



Detail D

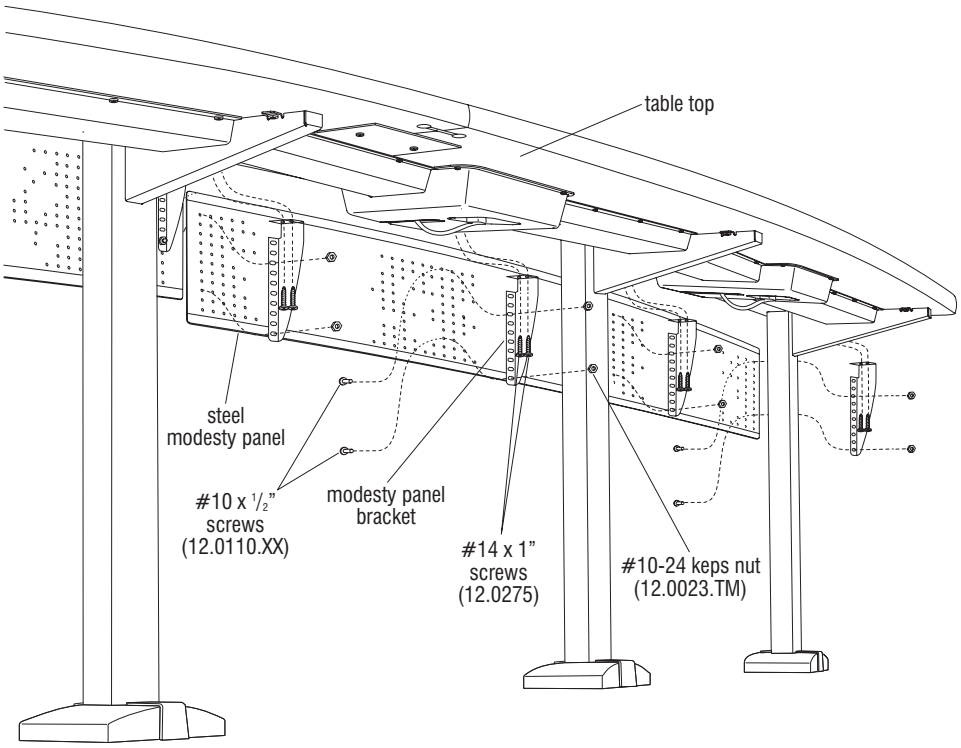


Figure 22

Steel Modesty Panel Installation

38. Per the space-planning layout and the identification numbers on the back side of each modesty panel, lay the steel modesty panels out where they will be installed to the table tops. Modesty panel lengths are undersized on each end thereby creating a 1/2" gap at the modesty panel joints, and a 3/4" to 2 1/2" space at the end-of-run.

    Note: Care must be taken when positioning the brackets to ensure they do not interfere with the plastic shroud covers or support arms. On the modesty panel ends, use an appropriate left- or right-hand bracket so that the nuts are not visible.

39. Refer to the chart on the installation drawing for the number of modesty panel brackets required per modesty panel, and equally space the brackets along the panel. **A modesty panel bracket must be installed to the end set of holes on both sides of the modesty panel. If necessary, the power & data shrouds may be modified to clear the end brackets.** Begin assembly by installing the bracket to the modesty panel first. The longer flange of the bracket should be secured to the modesty panel with two #10 x 1/2" screws and #10-24 keps nuts. Tighten nuts to 35 in/lbs. Insert the screws through the top hole in the panel and into the 3rd hole from the top on the bracket. The lower screw should be routed through the modesty panel so that it secures to the aligned hole in the bracket. A modesty panel bracket must be installed to the end set of holes on both sides of modesty panel. If necessary, the power/data shrouds may be modified to clear the end brackets (Figure 22).

    Note: For **dimpled panels,** drill 1/4" holes through the top and 5th dimples in panel at bracket locations using the dimple as a guide (Detail B).

40. After all brackets are secured, carefully lift the panel up and install the brackets to the underside of the table top using #14 x 1" screws torqued to 100 in/lbs. The modesty panel must be mounted 1/4" from the front edge of the table top and in from the end of the worksurface per the space-planning layout (Detail A).

41. Panels with a return at the end will require two brackets mounted at the end of the panel as illustrated (Detail C).

42. For continuous metal modesty panels only, attach the 16-gauge metal splice plate between the ends of the modesty panels to ensure proper alignment from panel to panel. Install in the same manner as brackets using #10 x 1/2" screws with #10-24 keps nuts (Detail D). Tighten nuts to 35 in/lbs.

CAUTION

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Acrylic Modesty Panel Installation

Note: Read all instructions below before proceeding.

43. Per the space-planning layout and the identification numbers on the back side of each modesty panel, carefully set the acrylic modesty panels out at the location they will install to the table tops.

    Important: Preliminary set-up is important, so "equal gap spacing" between modesty panels and appropriate end-of-run spacing is achieved. A nominal 1/2" gap is to be left between installed modesty panels, although that gap may vary. Care must be taken when locating the final installation position of acrylic modesty panels to underside of tabletops to achieve a clean, flush final look (Details E, F, G & H).

44. Begin assembly by installing the modesty panel brackets to the acrylic modesty panels first. Properly align the mounting holes of the bracket to the pre-drilled holes in the modesty panel.
    Note: At ends-of-run, right- & left-hand modesty panel brackets will be specified for the appropriate side (Detail H). Place #12-24 x 1/2" (12.2712) Taptite screws through un-capped screw covers (47.0632.BL) as illustrated. Then route the screw threads through the face of the panel and into the holes in the bracket, torqued to 35 in/lbs. Do not over-tighten. Snap screw cover caps closed at this time (Figure 23).

    Note: Once panel brackets are attached to the acrylic modesty panels, it is recommended that end-of-run modesty panels be correctly positioned and installed first, such that **end straight modesty panels** have the 1/4" spacing back from the front as well as even spacing at each end (Detail E). Installation spacing is especially important for **end modesty panels with return** which must be positioned and installed 1/4" back from the front and 1/4" in from the side at the end/return (Detail G). After end-of-run modesty panels are secured, installation of the center-most modesty panel is important, as it must be positioned/installed at the very center of the run of table tops to further aid in achieving equal spacing. Lastly position and install panels between the center and the end acrylic modesty panels. **The noted process above makes it easier to achieve equal spacing of acrylic modesty panel gaps between all panels being installed.**

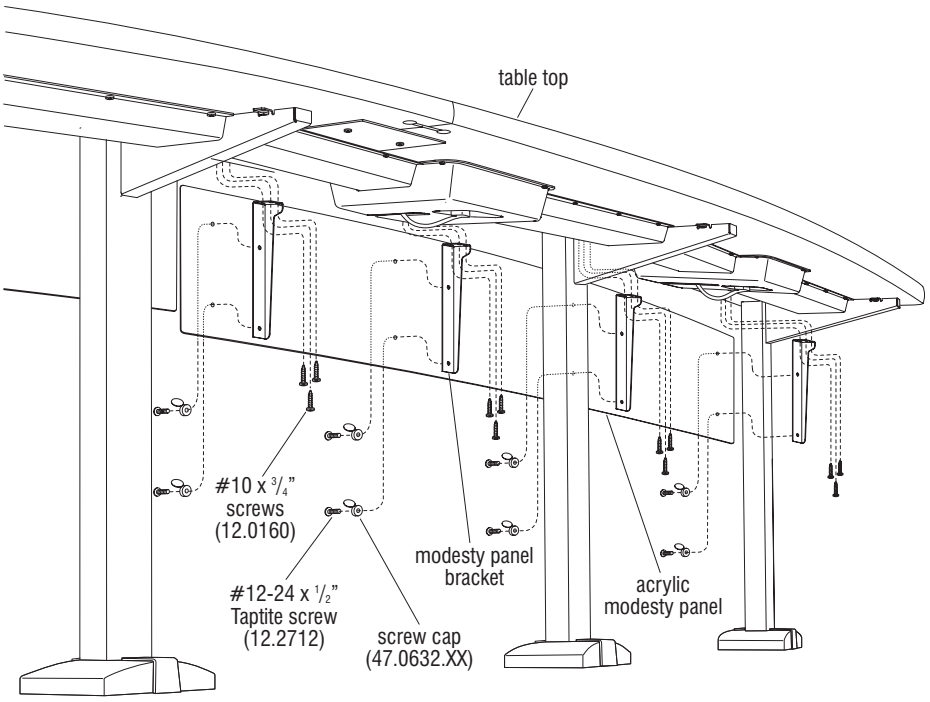
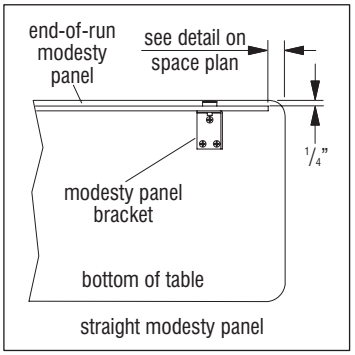


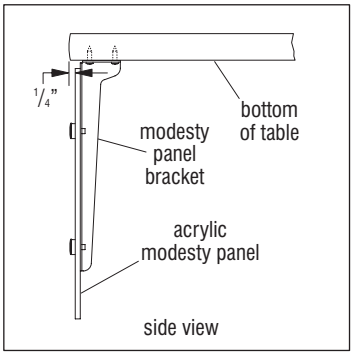
Figure 23

CAUTION

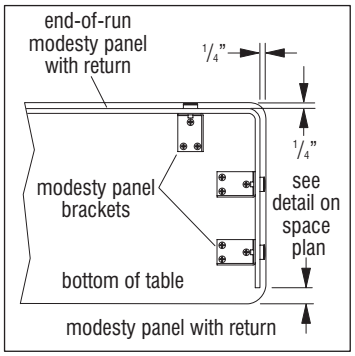
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



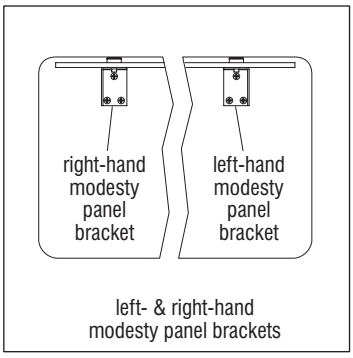
Detail E



Detail F



Detail G



Detail H

45. After all brackets are secured to the acrylic modesty panels, carefully lift the panel up into position, and one bracket at a time, mark and pre-drill 1/8" diameter mounting holes to 3/4" depth maximum. Take care to not drill too deep and damage the worksurface. Install each bracket to the underside of the table top using three #10 x 3/4" screws (12.0160) (end-of-run panels first, then center).

46. Panels with a return at the end will require two modesty panel brackets at the end of the acrylic modesty panel as illustrated (Detail G). The modesty panel face must be mounted back 1/4" from the front edge of the table top, and as noted above, 1/2" nominal, equal gap spacing must be maintained between installed panels.
Important: Take care to keep the faces of installed acrylic panels "flush" to each other at the gaps when installing. If any installed shroud interferes with the mounting of brackets to the underside of the table top, trimming away of shroud material may be required. Some adjustments may be necessary (Figure 23, Details E, F, G & H).

CAUTION

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8-wire Installation

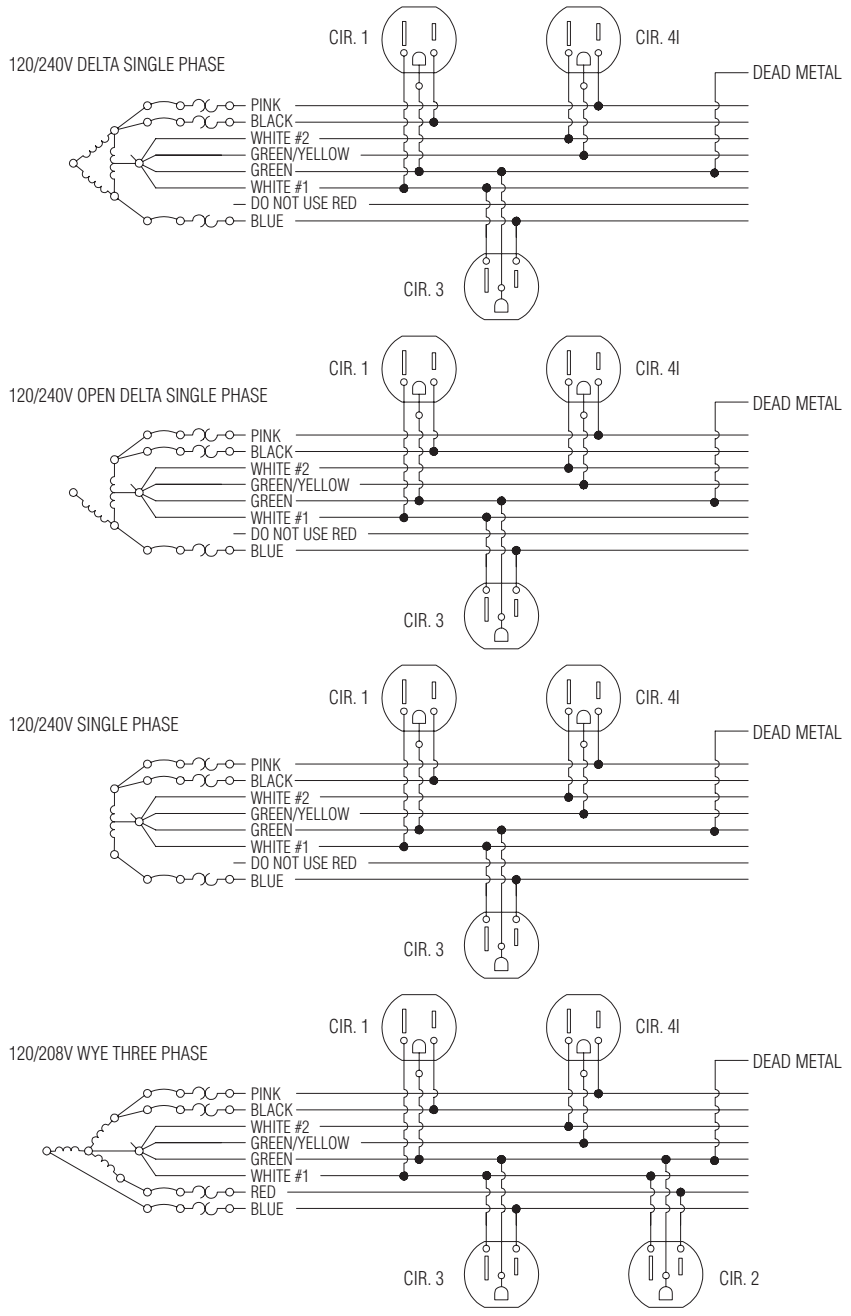
Power Infeed to Building Connections

Have a certified electrician hard wire the power infeed to the building power source according to the National Electrical Code and any other applicable local codes. See the chart for proper wiring connection to available power.

Receptacles Energized	Wires to be Used
Receptacle 1	Black White #1 Green
Receptacle 2	Red White #1 Green
Receptacle 3	Blue White #1 Green
Receptacle 4	Pink White #2 Green/Yellow

Note: White #1 has black lettering
White #2 has red lettering

CONNECTION DIAGRAM



WARNING:
Risk of fire or electrical shock. Do not electrically connect span connectors to more than one supply source. Always determine that the span connectors are electrically connected to one and only one source of supply.

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