

Assembly Instructions ■

Zoetry® Collection

June 2024

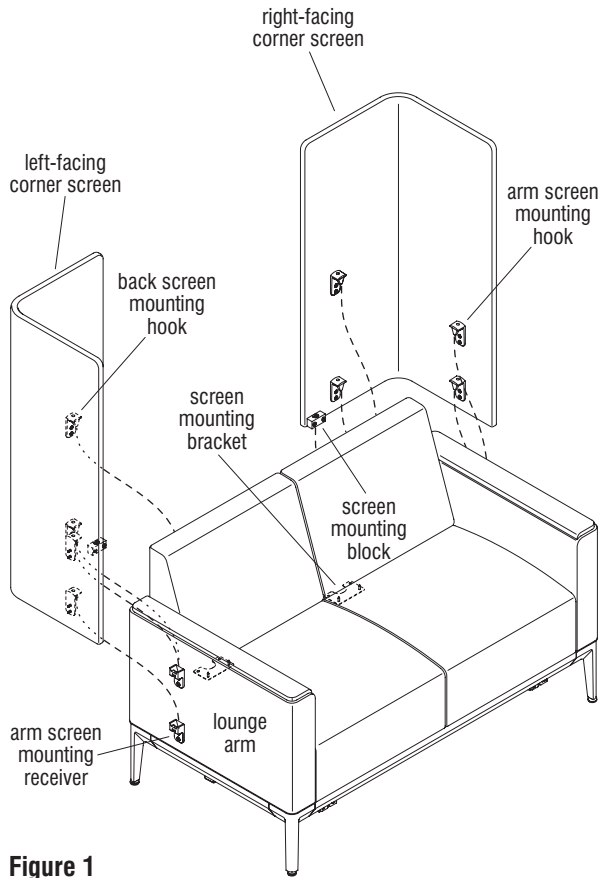
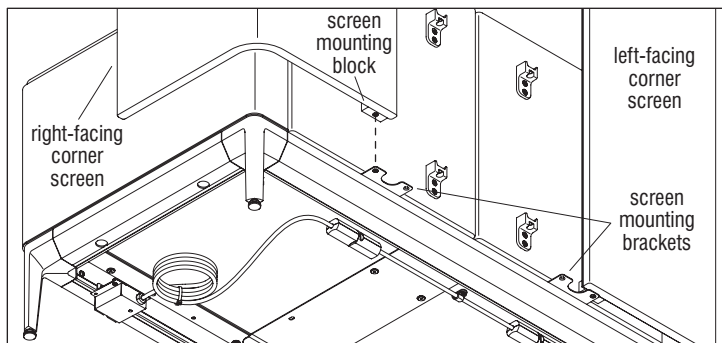
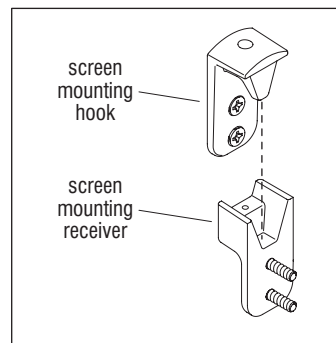


Figure 1



Detail A - (underside view)



Detail B

Zoetry Collection Overview

Caution: Lounges and screens can be very heavy, depending on the Zoetry unit being assembled. The assistance of a second person may be required when assembling screens onto the lounge or moving the lounge into the final location for use.

Note: If the Zoetry unit being assembled requires corner screens, proceed to "Corner Screens Installation" instructions on this page. If the unit being assembled does not require screens, but contains at least one Mini-Tap® power module, proceed to "Electrical Overview" instructions on page 6. If the unit does not require screens or power, proceed to "Leveling Seating & Tables" instructions on page 7.

Corner Screens Installation

Tools Required:

- #2 Phillips Bit with Extension Electric Drill Driver.
- #2 Phillips Screwdriver.

Note: When placing the screen mounting hooks into the screen mounting receivers and securing together using #8 x 1" Phillips thread cutting screws, it is important to leave each screw slightly loose until instructed to fully tighten at a later step.

1. With the assistance of a second person, place the lounge near the location planned for use, allowing enough clearance behind the lounge for screen installation.
2. Unpack all contents from shipping cartons and carefully lay the screens onto a soft, protective surface.

Note: The corner screens in this instruction are referred to as left- and right-facing corner screens, which refers to the side which the corner screen is placed as a person is facing directly at the seat of the lounge unit.

3. Locate the left- and right-facing corner screens and identify the correct mounting location for each screen. Take one corner screen and align the four screen mounting hooks with the appropriate screen mounting receiver notches and set into place (Detail B). Apply a slight downward pressure on top of the screen to fully seat the hooks into the receivers. If screen mounting blocks are present at the bottom of the screen, the blocks will rest on top of the screen mounting brackets. Repeat this step to loosely attach the second corner screen to the lounge (Figure 1 & Details A & B).



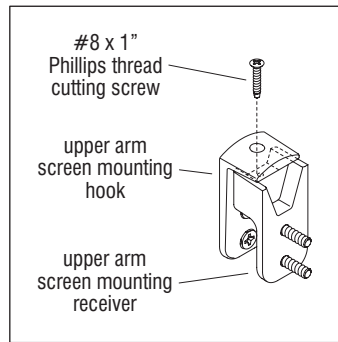
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



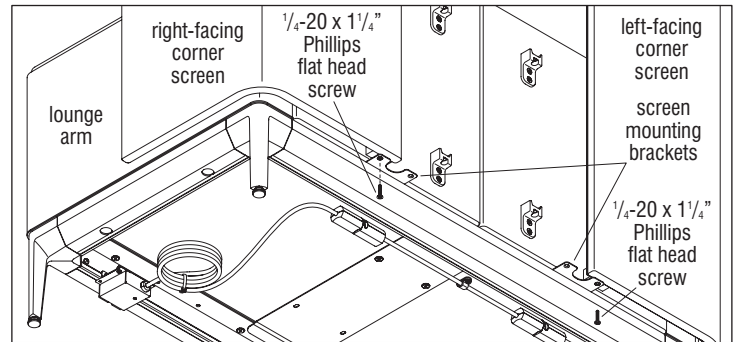
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Corner Screens Installation (cont.)

4. Loosely secure the upper arm screen mounting hooks on both sides of the lounge arms to the arm screen mounting receivers using a #8 x 1" Phillips thread cutting screw per hook. Do not tighten screws fully until instructed to at a later step (Figure 2 & Detail C).
5. If a screen mounting block (Detail A) is present at the inside, bottom of each corner screen, proceed with corner screen installation at the bottom rear of the lounge. While facing the back, non-user side of the lounge, align the screen mounting block hole on each corner screen with the screen mounting bracket holes and loosely secure using a 1/4-20 x 1 1/4" Phillips flat head screw per block. Do not tighten screws fully, until instructed to at a later step (Detail D).
6. If the lounge being assembled does not require a center screen, proceed to "Finalizing Screen Installation" instructions on page 4. If the lounge unit requires a center screen, proceed to "Center Screen Installation" instructions on the next page.



Detail C



Detail D - (underside view)

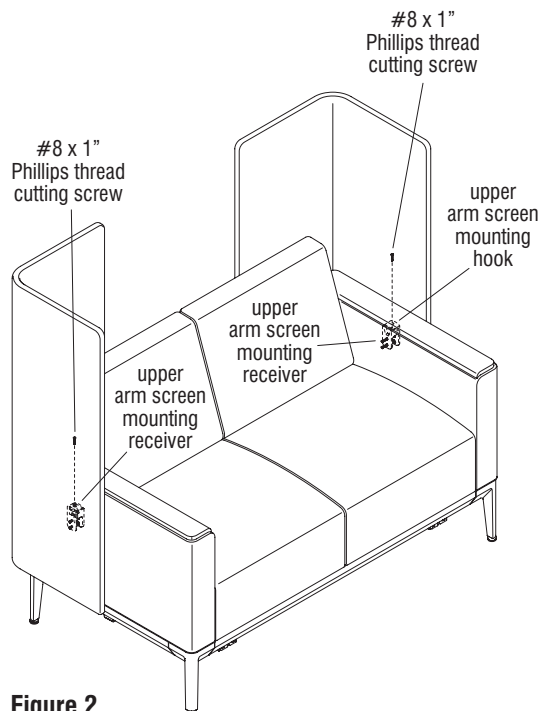
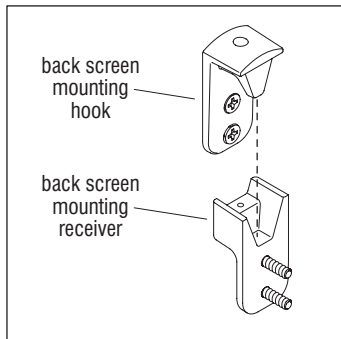


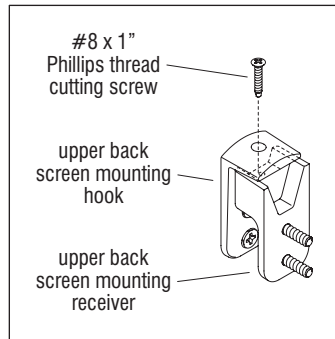
Figure 2



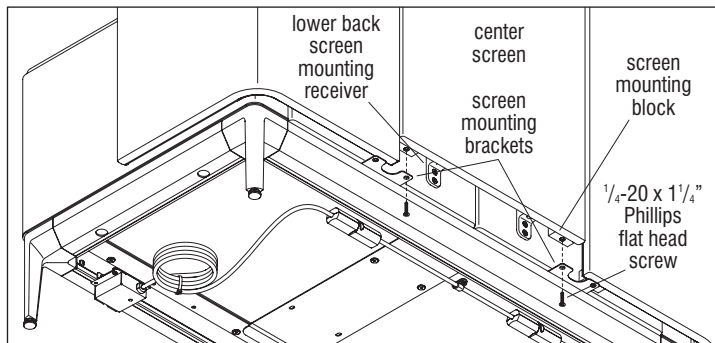
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Detail E



Detail F



Detail G - (underside view)

Center Screen Installation

1. Take the center screen and align the four back screen mounting hooks with the four back screen mounting receiver notches and set into place. Apply a slight downward pressure on top of the screen to fully seat the hooks into the receivers. The screen mounting blocks will rest on top of the screen mounting brackets (Figure 3 & Details E & G).
2. Loosely secure one upper back screen mounting hook, on the center screen, to the upper back screen mounting receiver using a #8 x 1" Phillips thread cutting screw. Do not tighten screw fully until instructed to at a later step. (Figure 4 & Detail F).
3. Proceed with center screen installation at the bottom rear of the lounge. While facing the back, non-user side of the lounge, align the screen mounting block holes on the center screen with the screen mounting bracket holes and loosely secure using a 1/4-20 x 1 1/4" Phillips flat head screw per block. Do not tighten screws fully, until instructed to at a later step (Detail G).

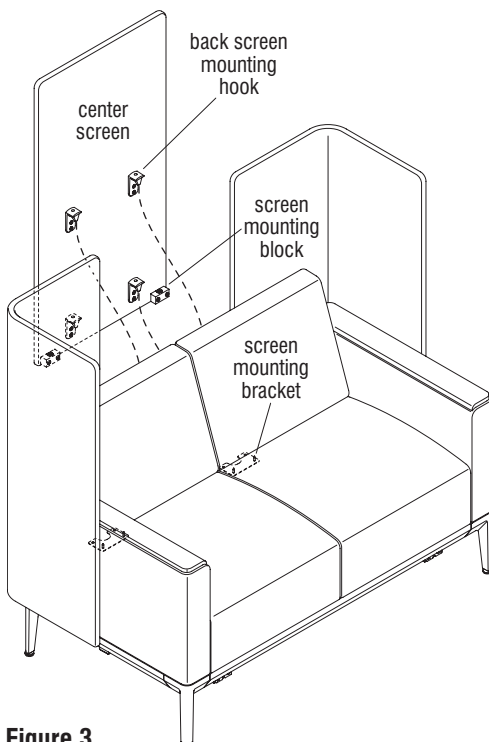


Figure 3

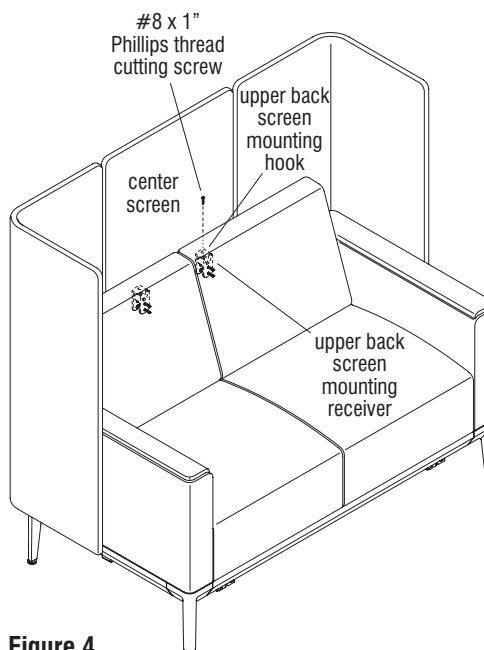


Figure 4



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.

Finalizing Screen Installation

1. Loosely secure the remaining upper back screen mounting hooks on the corner and center screen (if present) to the upper screen mounting receivers using a #8 x 1" Phillips thread cutting screw per hook. Do not tighten screws fully until instructed to at a later step (Figure 5 & Detail H).
2. As instructed on this page, only seating units with corner or center screens assembled next to each other, and with a 1/2" space between the screens will require installation of alignment medallions. If the unit you are assembling screens to does not require alignment medallions, go to page 5 and continue with "Finalizing Screen Installation – Tightening Screws".

Alignment Medallion Installation

1. Orient the alignment medallion components as illustrated in Figure 6 and Detail I. The upholstery grip strips must face toward each side of the screen to grip the foam and fabric when assembled.

2. With the assistance of a second person, have one person adjust the corner and center screen until there is a 1/2" of space in between the top and bottom of the screens (Detail J).

Warning: Be careful when adjusting the alignment medallion halves once the upholstery grip strips are placed and the components are tightened. Permanent damage to the fabric can occur if medallions and grip strips are not handled carefully.

3. While the first person is holding the adjusted screens in place, have the second person place the back half of the alignment medallion and upholstery grip strip in between the two screens, 6" down from the top. Align the front half of the alignment medallion and upholstery grip strip with the back alignment medallion joiner end (Figure 6 & Details I & J).

4. At the non-user side of the lounge, secure both halves of the medallion

using a #8-32 x 3/4" Phillips pan head screw. Tighten the screw completely, compressing the fabric and foam as much as allowed by the medallion parts (Figure 6).

5. Repeat steps 1 through 4 to install the second medallion in between the center and second corner screen (Figure 6 & Details H, I & J).

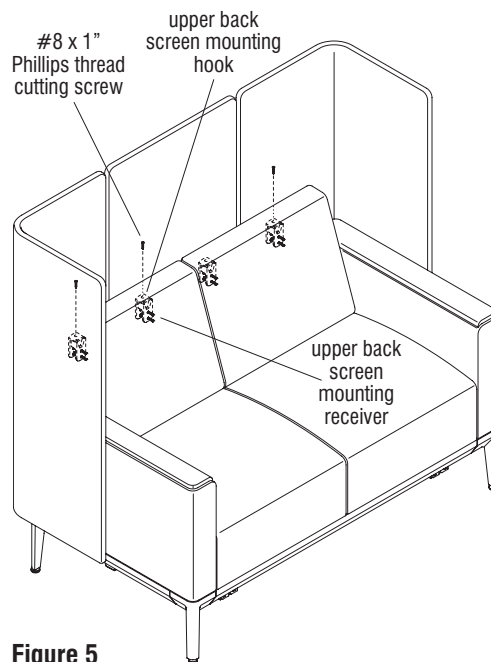


Figure 5

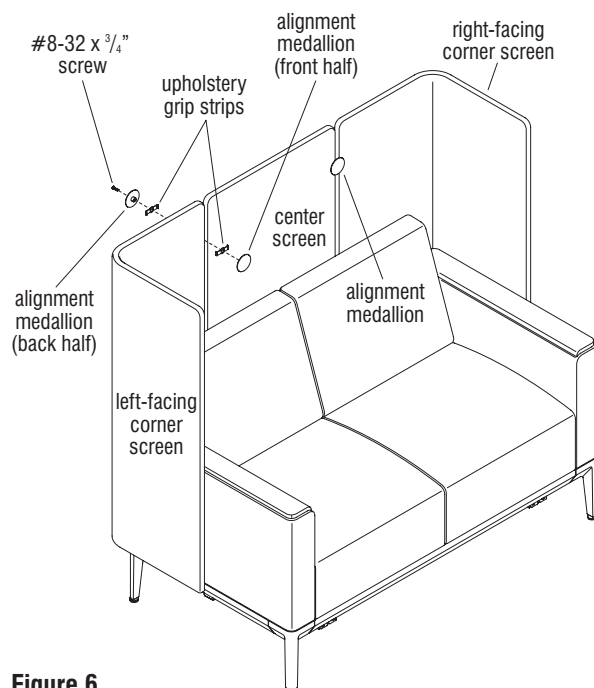
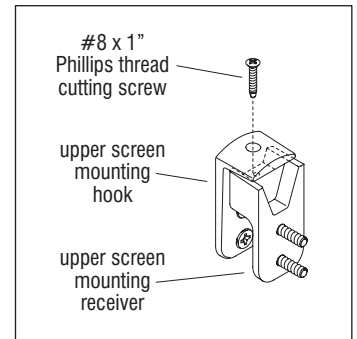
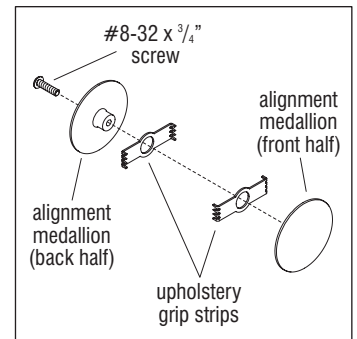


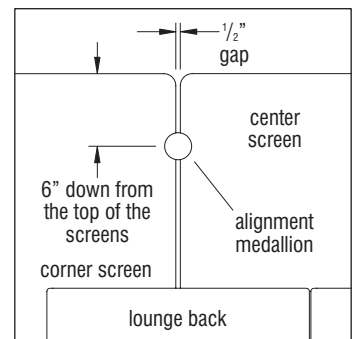
Figure 6



Detail H



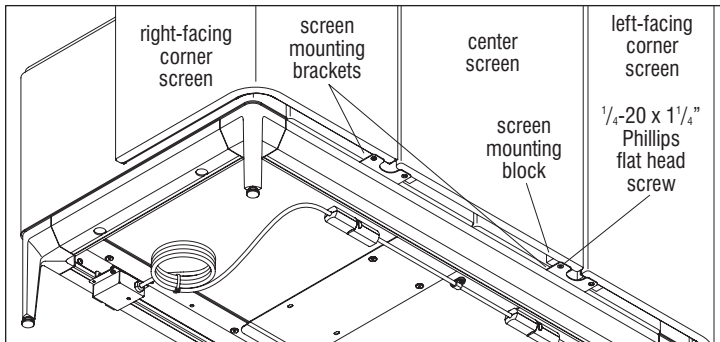
Detail I



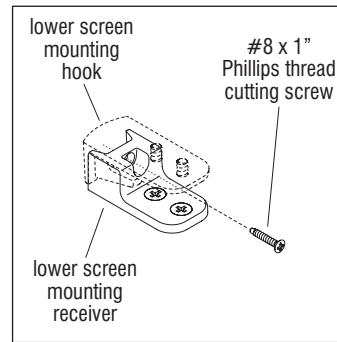
Detail J - (front view)



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 K - (underside view)



Detail L

Finalizing Screen Installation - Tightening Screws

1. At this time, tighten the #8 x 1" Phillips thread cutting screws on each upper screen mounting hook which were left loose earlier in the instructions.
2. While facing the back, non-user side of the lounge, tighten the 1/4-20 x 1 1/4" Phillips flat head screws which were left loosely secured to the screen mounting blocks earlier in the instructions (Detail K).
3. Carefully lay the lounge assembly onto its front, on a clean, protective surface (Figure 7).
4. With the bottom of the lounge exposed, secure the lower screen mounting receivers to the lower screen mounting hooks using a #8 x 1" Phillips thread cutting screw per receiver. Tighten the screws but take care to not over tighten (Figure 7 & Detail L).
5. If the lounge being assembled contains at least one Mini-Tap® power module, proceed to "Electrical Overview" instructions on page 6, otherwise proceed to "Leveling Seating & Tables" instructions on page 7.

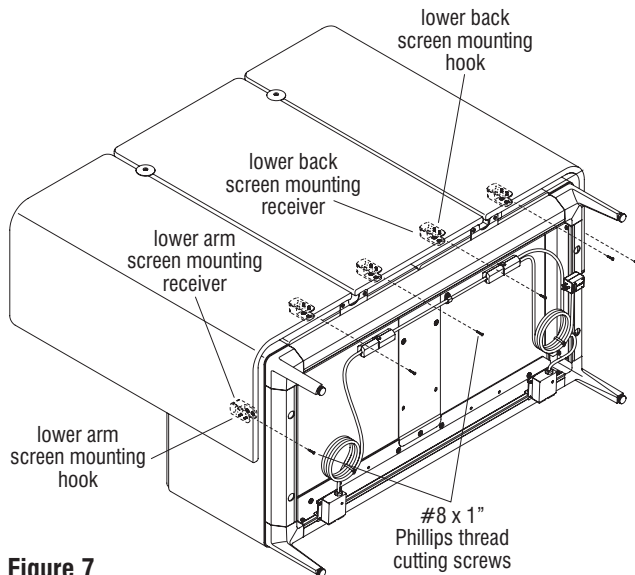


Figure 7



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.

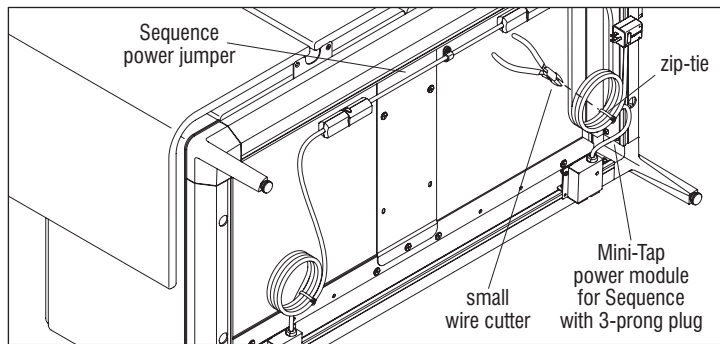
Electrical Overview

Tools Required:

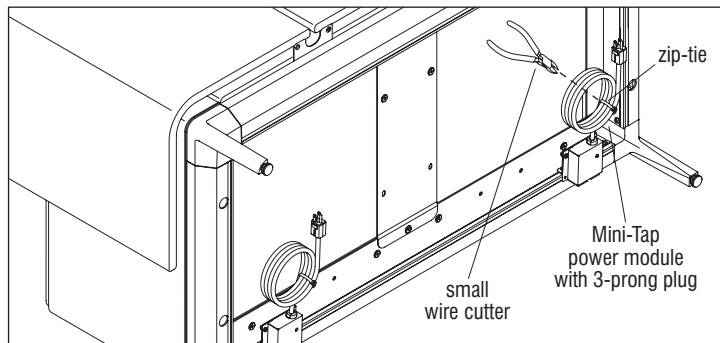
- #2 Phillips Bit with Extension
- Electric Drill Driver.
- #2 Phillips Screwdriver.
- Small Wire Cutter.

Caution: If a Sequence® power jumper is present on the underside of the Zoetry unit, it is important to leave the zip tie around the jumper when cutting zip ties with a small wire cutter. The jumper must remain fastened to the underside of the unit.

1. Using a small wire cutter, only cut the zip tie around the coiled cables of the Mini-Tap® power modules that contain a 3-prong plug. Do not cut zip ties around power modules without a 3-prong plug or Sequence power jumpers. Take care when cutting the ties to not accidentally cut the cables for the power module (Figures 1 & 2, Details A & B).
2. Carefully turn Zoetry unit to the upright position.
3. Proceed to "Leveling Seating & Tables" instructions on the next page.



Detail A



Detail B

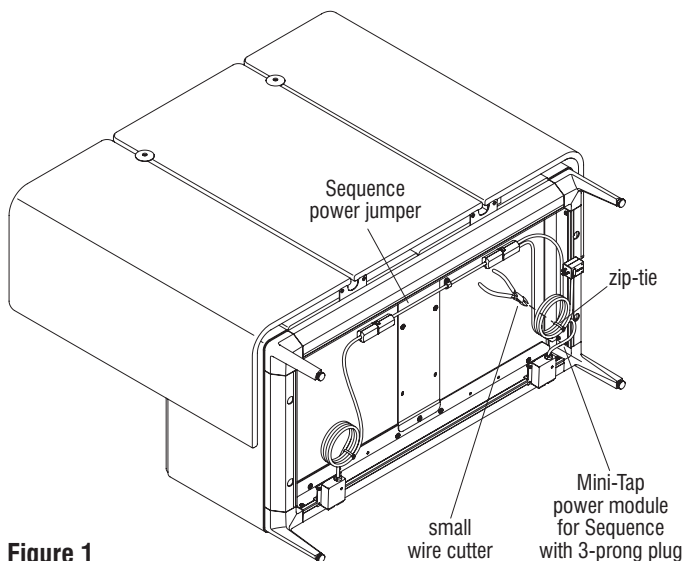


Figure 1

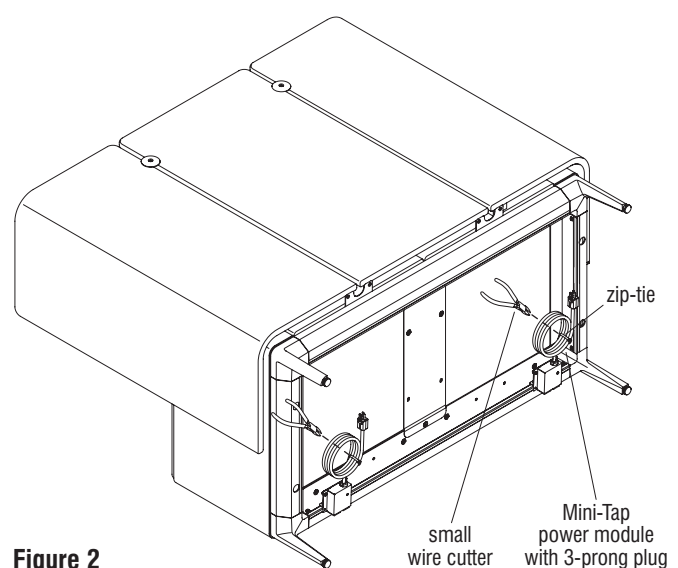
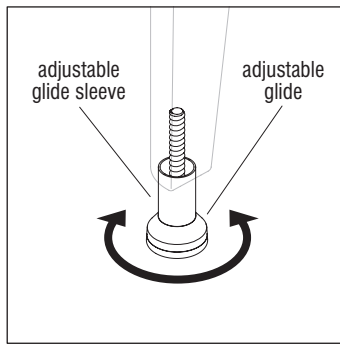


Figure 2



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Detail A

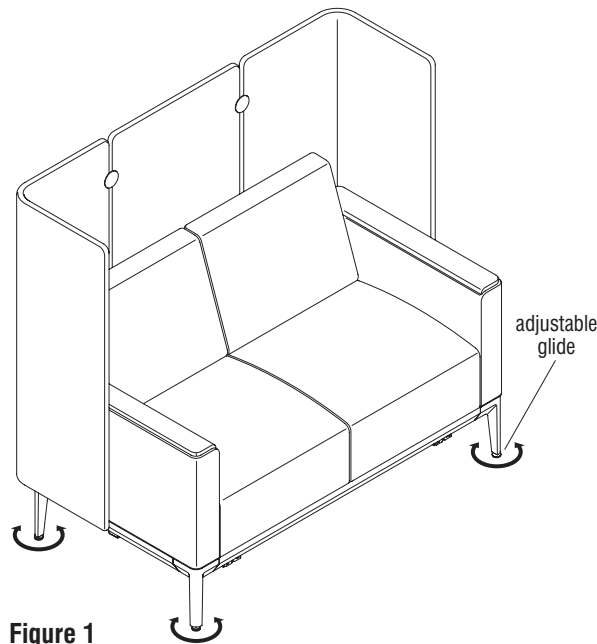


Figure 1

Leveling Seating & Tables

Important: Zoetry units can be very heavy, depending on the unit being assembled. Two people are required when leveling glides on each leg.

1. With the assistance of a second person, move the Zoetry unit to the final location of use.

Note: The adjustable glide sleeve is designed to be loose inside the leg and rest on top of the adjustable glide to allow the sleeve to cover the exposed threads of the glide. No adjustment of this sleeve is required.

2. With the assistance of a second person, have one person lift the corner leg of the unit that needs a glide adjustment, while the second person rotates the adjustable glide. To raise the leg, rotate the glide counter-clockwise. To lower the leg, rotate the glide clockwise. The glide will provide up to $\frac{7}{8}$ " of height adjustment.

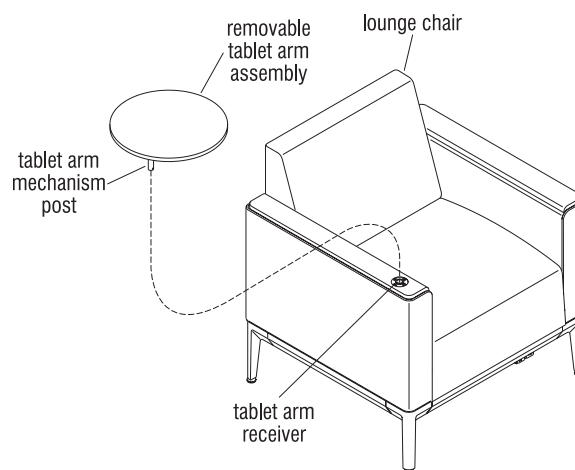


Figure 2

Removable Tablet Arm

Important: Optional Zoetry tablet arms come in removable and non-removable designs. Removable tablet arms ship un-installed and non-removable tablet arms ship pre-installed to the arm or armcap.

1. Locate the removable tablet arm assembly and remove the shipping packaging from it (Figure 2).
2. Take the removable tablet arm assembly and align the tablet arm mechanism post coming from the underside of the tablet board and insert into the tablet arm receiver located in the arm or armcap (Figure 2).

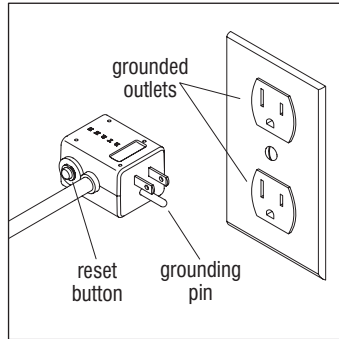
Note: Benches specified with two removable tablet arms will have them on both arms or armcaps.



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Connections with Source Power

1. Plug the Mini-Tap® power module with 3-prong plug (Figure 1) or Mini-Tap power module for Sequence® with 3-prong plug (Figure 2) into an AC outlet, only after all other components have been installed (Figures 1 & 2).
2. If the Zoetry unit has two Mini-Tap power modules for Sequence, locate the indicator LED on top of the male connector on the Sequence power jumper. If everything is connected properly, the LED light will be green. If the LED is red, insure the jumper locking and connection features are secure. Reconnect the male and female ends as needed to turn the indicator light green for proper use. Once the connection with source power has been corrected, press the reset button on the 3-prong plug end of the Mini-Tap power module for Sequence. If the LED is green, power is being supplied to all devices (Detail A).



Detail A

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail A. 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.

SAVE THESE INSTRUCTIONS

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 outlet before cleaning or servicing.

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

1. Unplug from outlet before putting on or taking parts 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. Do not use outdoors.
5. **WARNING:** Risk of Electric Shock-Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.
6. **WARNING:** Risk of Electric Shock, Fire, and Injury - Review instructions to confirm all critical components are installed and function safely.

Electrical Rating: 120V 15 A

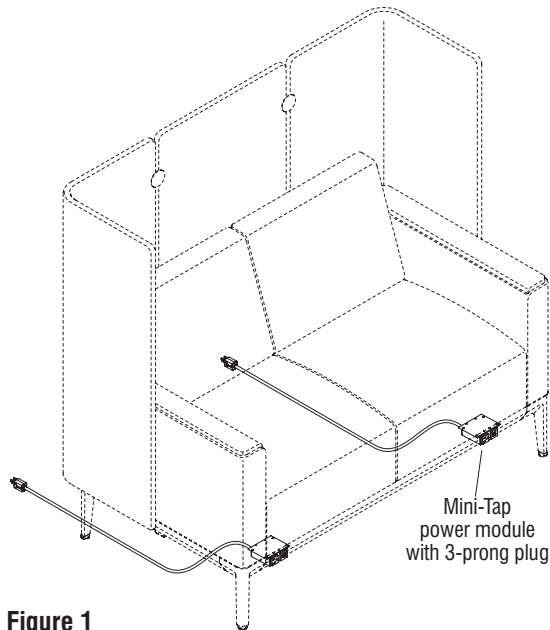


Figure 1

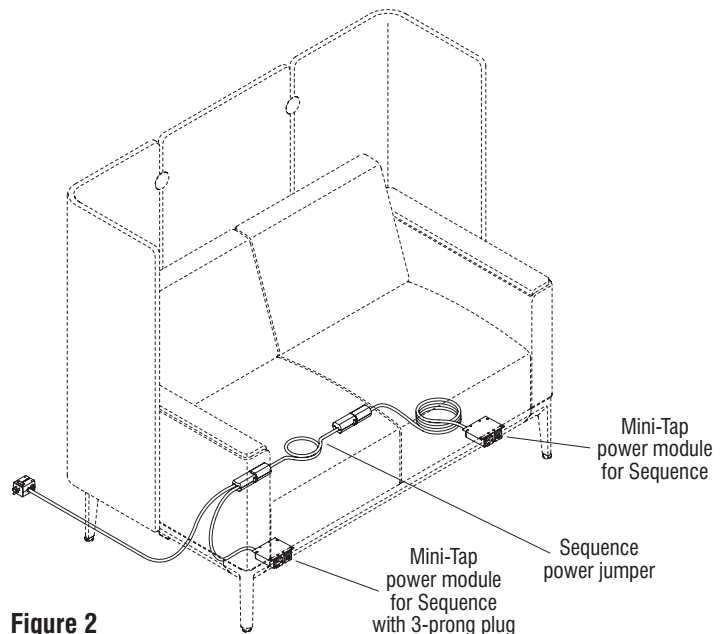


Figure 2