

# Assembly Instructions

True® Desking System

August 2022

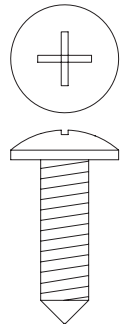




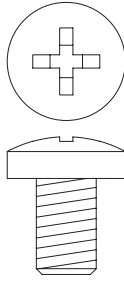
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

### Hardware Overview

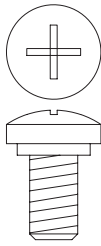
All hardware pictured at right shown actual size.



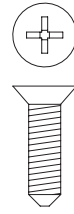
#14 x  $\frac{7}{8}$ "  
screw



$\frac{5}{16}$ " -18 x  $\frac{1}{2}$ "  
screw



$\frac{1}{4}$ " -20 x  $\frac{1}{2}$ "  
screw



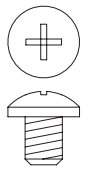
#8-32 x  $\frac{5}{8}$ "  
flat-head screw



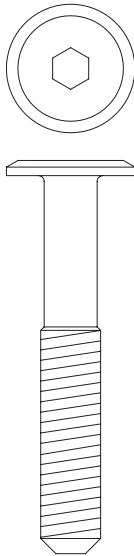
$\frac{5}{16}$ " -18  
square shank bolt



#8-32 x  $\frac{3}{8}$ "  
screw



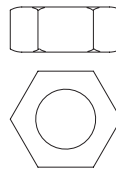
#10-24 x  $\frac{1}{4}$ "  
screw



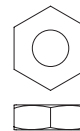
$\frac{5}{16}$ " -18 x 2"  
short-head bolt



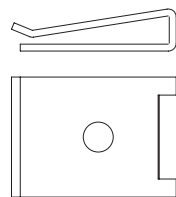
#10-16 x  $\frac{1}{2}$ "  
self-drilling screw



$\frac{5}{16}$ " -18  
nut



#10-24  
nut



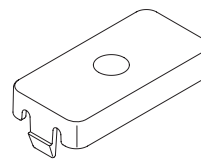
spring clip



male snap  
detent



plastic snap

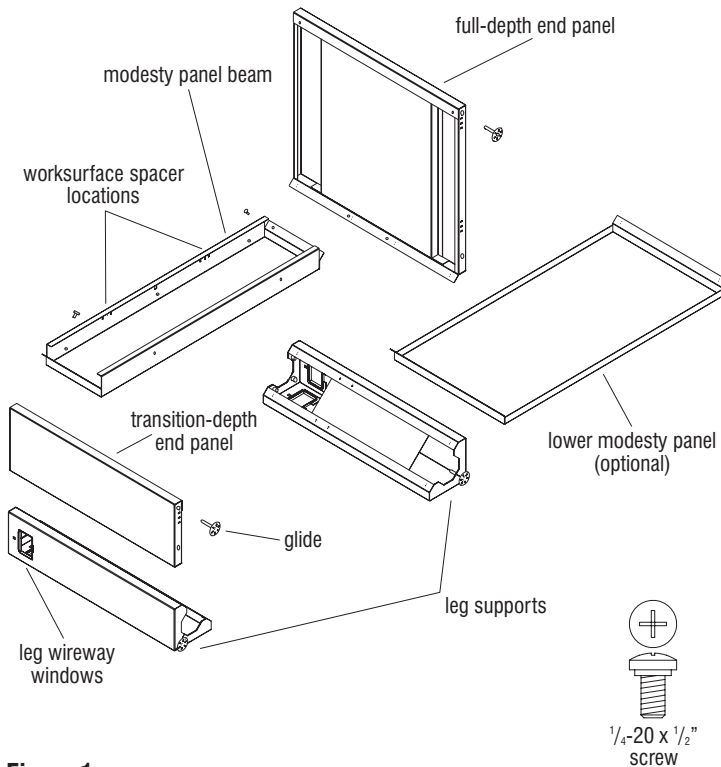


worksurface spacer

**Note:** End panels and leg supports are non-handed and assembled in right- or left-hand configurations.



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**Figure 1**

**Tools Required:**

- Screw Gun and Batteries
- Phillips #2 Driver
- Phillips #3 Driver
- 5mm Socket Head Ball Driver
- $\frac{3}{8}$ " Combination Wrench or Socket
- $\frac{1}{2}$ " Combination Wrench or Socket
- Ratchet Wrench
- $\frac{7}{32}$ " Diameter Drill

**Rectangular & Transitional Desk Assembly**

1. Remove all components from carton and locate hardware pack. Assemble one glide to each leg support, on the end with single threaded insert. Attach leg wireway windows from inside of leg by hooking the long lip onto the rectangular cutout in leg support, flex the short lip slightly to clear cutout and push into place (Figure 1).
2. Place two leg supports on a soft surface approximately the same width as the desk. The open face of the triangular support should face up and toward the center of the workstation. Place a modesty panel beam between the leg supports, aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** Modesty panel beam is assembled properly when the surface containing the worksurface spacer locations is offset approximately  $\frac{1}{4}$ " from the top of the leg supports.

3. Refer to space plan to determine whether the unit is to have full- or transition-depth end panels, and their location. Align holes in end panel flange with those of the leg support. Secure with three  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws. Assemble glide to the threaded insert facing the same direction as the leg support glides and adjust to approximately the same height (Figure 1).

**Note:** To determine whether unit has full or partial modesty panel, refer to space plan.

4. If required, install lower modesty panel below modesty panel beam by aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).



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## Rectangular & Transitional Desk Assembly (cont.)

5. Attach inside leg covers by aligning keyholes in leg cover with screw heads and firmly pressing down to secure (Figure 2).

**Note:** If desk does not have a lower modesty panel, screws may need to be installed in the leg support. Carefully set assembly onto glides.

6. Locate worksurface spacer locations on end panels and modesty panel beam and snap worksurface spacers into place from topside. There are two worksurface spacer locations on each full-depth end panel, one on transition-depth end panels and two on each modesty panel beam. A worksurface spacer must be used in all available locations (Figure 2).

**Note:** If installing power and data, it is easier to do it before completing step 7. Refer to page 22 for instructions.

7. Place worksurface with the laminate side up on leg support assembly, aligning the  $\frac{3}{8}$ " diameter holes near the grommet cutout locations with the threaded inserts in the leg supports. Insert six  $\frac{5}{16}$ -18 x 2" short-head bolts into the threaded inserts finger tight, but do not tighten until all the bolts are in place. Once all six bolts are in place, tighten until worksurface laminate begins to deform slightly from bolt head (Figure 2).

**Caution:** Do not overtighten bolts.

8. Align worksurface spacer holes with pre-drilled holes on underside of worksurface. Secure with #14 x  $\frac{7}{8}$ " screws at each location (Figure 2).

**Note:** Worksurfaces with transition-depth end panels must be attached to adjoining desk with two ganging plates and eight #14 x  $\frac{7}{8}$ " screws. Holes for ganging plates are located on each end of worksurface, approx. 9" from front and back.

9. Place grommets in worksurface cutouts and install grommet covers. Snap leg grommet covers into leg wireways (Figure 2).

**Note:** Leg grommet covers should not be used on leg support sides if desk is to gang with another desk. Refer to space plan for guidelines.

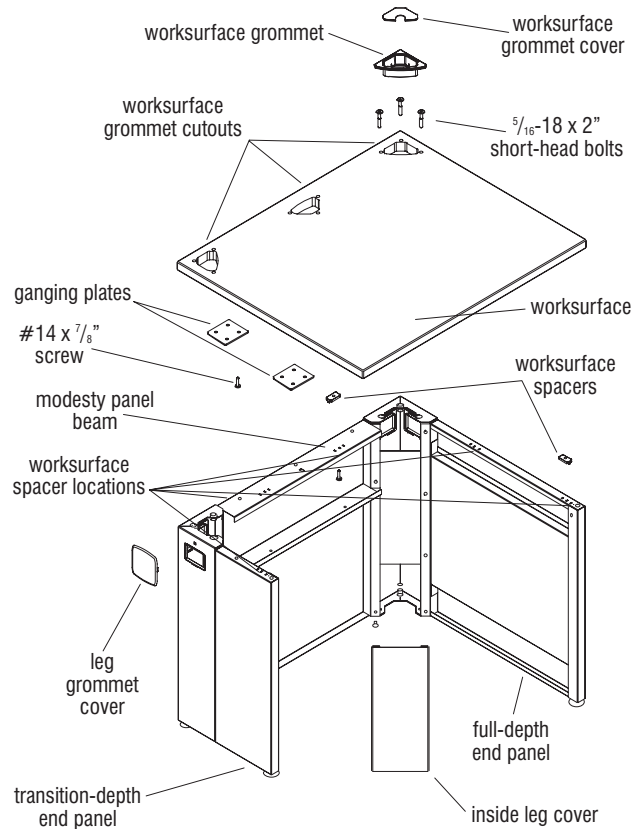
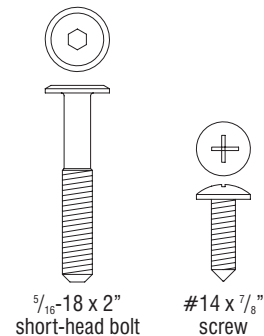


Figure 2





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.

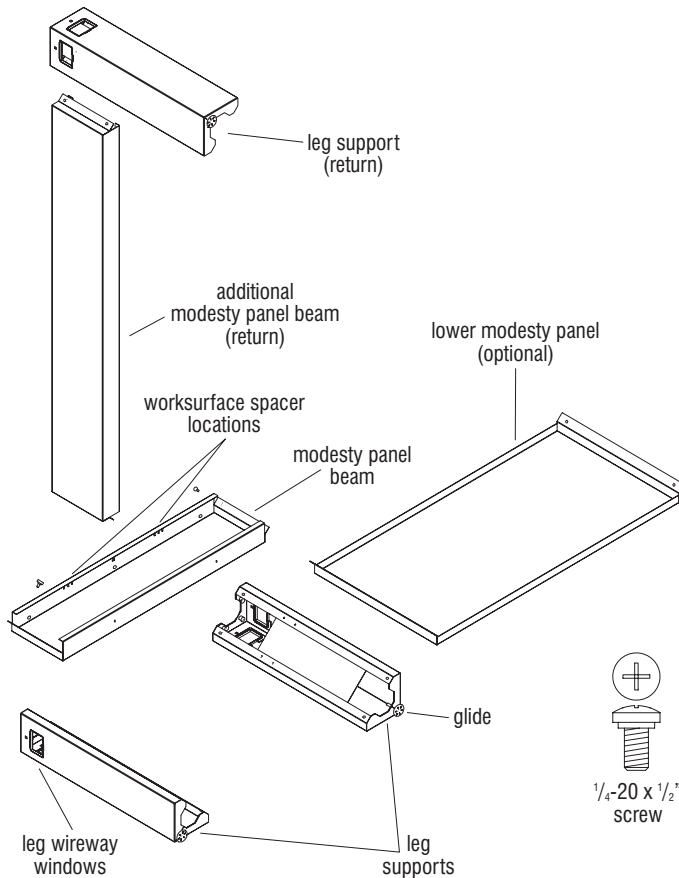


Figure 1

### Corner & Square Desk Assembly

1. Remove all components from carton and locate hardware pack. Assemble one glide to each leg support, the on end with single-threaded insert. Attach leg wireway windows from inside of leg by hooking the long lip onto the rectangular cutout in leg support, flex the short lip slightly to clear cutout and push into place (Figure 1).
2. Place two leg supports on a soft surface approximately the same width as the desk. The open face of the triangular support should face up and toward the center of the workstation. Place a modesty panel beam between the leg supports, aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** Modesty panel beam is assembled properly when the surface containing the worksurface spacer locations is offset approximately  $\frac{1}{4}$ " from the top of the leg supports.

3. Assemble return components by aligning flange holes in additional modesty panel beam with those of additional leg support. Secure with two  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** Modesty panel beams and leg supports are non-handed and can be assembled in right- or left-hand configurations.

4. Hold the return assembly perpendicular to the floor, aligning holes in modesty panel beam flange with those of the leg support. Secure with two  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws. Carefully set base assembly onto glides (Figure 1).

5. Refer to space plan to determine whether unit is to have full- or transition-depth end panels, and their location. Align holes in end panel flange with those of the leg support. Secure with three  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** End panels and leg supports are non-handed and can be assembled in right- or left-hand configurations.

6. Assemble glides to the threaded inserts facing the same direction as the leg support glides and adjust to approximately the same height.



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.

### Corner & Square Desk Assembly (cont.)

**Note:** Refer to space plan to determine whether unit is to have full or partial modesty panel.

6. If required, install lower modesty panel below modesty panel beam, aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

7. Attach inside leg covers by aligning keyholes in leg cover with screw heads and firmly pressing down to secure (Figure 2).

**Note:** If desk does not have a lower modesty panel, screws may need to be installed in leg support.

8. Locate worksurface spacer locations on end panels and modesty panel beams and snap worksurface spacers into place from topside. There are two worksurface spacer locations on each full-depth end panel, one on transition-depth end panels, and two on each modesty panel beam. A worksurface spacer must be used in all available locations (Figure 2).

**Note:** If installing power and data, it is easier to do it before completing step 9. Refer to page 22 for instructions.

9. Place worksurface with the laminate side up on leg support assembly, aligning the  $\frac{3}{8}$ " diameter holes near the grommet cutout locations with the threaded inserts in the leg supports. Insert nine  $\frac{5}{16}$ -18 x 2" short-head bolts into the threaded inserts finger tight, but do not tighten until all the bolts are in place. Once all nine bolts are in place, tighten until worksurface laminate begins to deform slightly from bolt head (Figure 2).

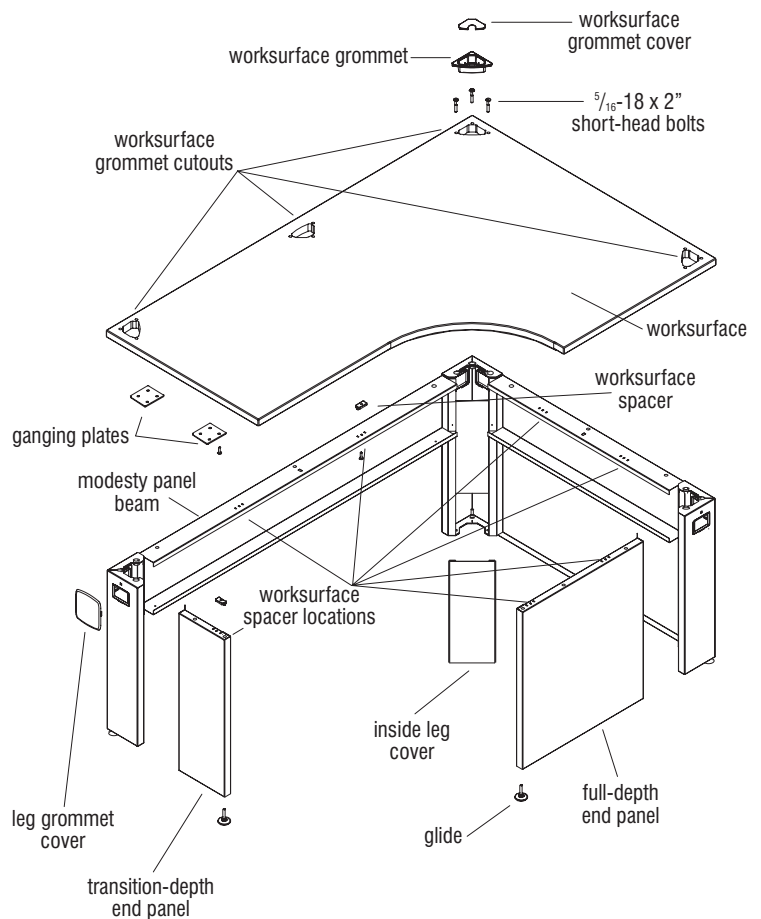
**Caution:** Do not overtighten bolts.

10. Align worksurface spacer holes with pre-drilled holes on underside of worksurface. Secure with eight  $\#14$  x  $\frac{7}{8}$ " screws at each location (Figure 2).

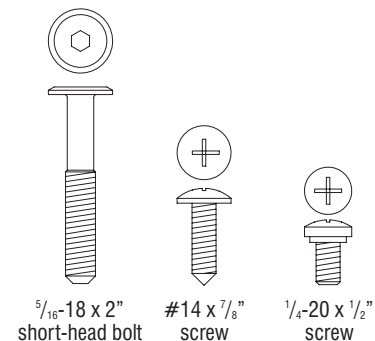
**Note:** Worksurfaces with transition-depth end panels must be attached to adjoining desk with two ganging plates and  $\#14$  x  $\frac{7}{8}$ " screws. Holes for ganging plates are located on each end of worksurface, approx. 9" from front and back.

11. Place grommets in worksurface cutouts and install grommet covers. Snap leg grommet covers into leg wireways (Figure 2).

**Note:** Leg grommet covers should not be used on leg support sides if desk is to gang with another desk. Refer to space plan for guidelines.



**Figure 2**





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.

### D-Shaped, P-Shaped and Piano Desk Assembly

1. Remove all components from carton and locate hardware pack. Assemble one glide to each leg support, on the end with single-threaded insert. Attach leg wireway windows from inside of leg by hooking the long lip onto the rectangular cutout in leg support, flex the short lip slightly to clear cutout and push into place (Figure 1).

2. Place two leg supports on a soft surface approximately the same width as the desk. The open face of the triangular support should face up and toward the center of the workstation. Place a modesty panel beam between the leg supports, aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** Modesty panel beam is assembled properly when the surface containing the worksurface spacer locations is offset approximately  $\frac{1}{4}$ " from the top of the leg supports.

3. Attach transition-depth end panels by aligning holes in end panel flange with those of the leg support. Secure with three  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

**Note:** End panels and leg supports are non-handed and can be assembled in right- or left-hand configurations.

4. Assemble glide to the threaded insert facing the same direction as the leg support glides and adjust to approximately the same height.

**Note:** Refer to space plan to determine whether unit is to have full or partial modesty.

5. If required, install lower modesty panel below modesty panel beam, aligning holes in each flange with those of the leg supports. Secure with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).

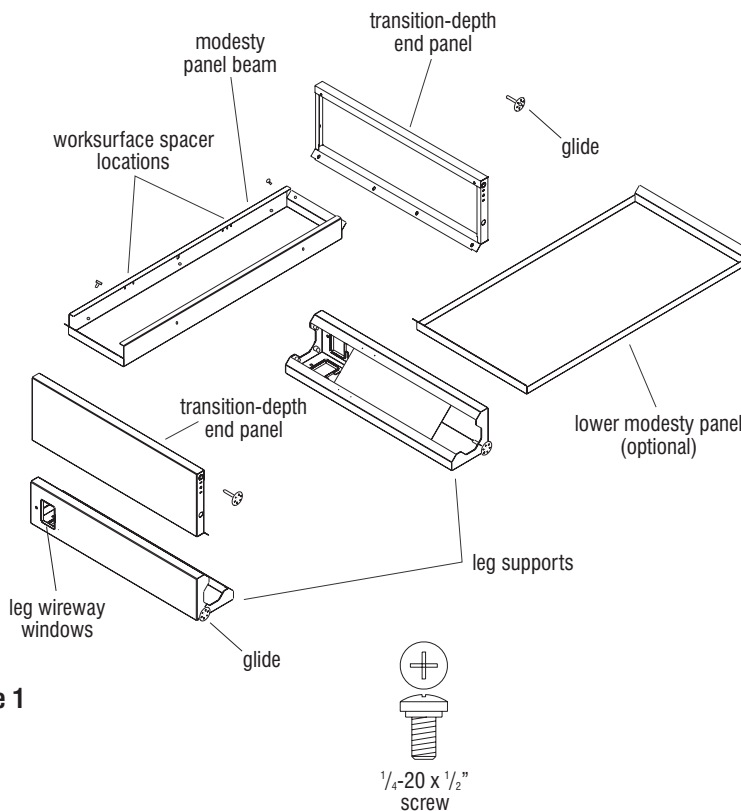


Figure 1





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### D-Shaped, P-Shaped and Piano Desk Assembly (cont.)

6. Attach inside leg covers by aligning keyholes in leg cover with screw heads and firmly pressing down to secure (Figure 2).

**Note:** If desk does not have a lower modesty panel, screws may need to be installed in support column.

7. Carefully set assembly onto glides.
8. Locate worksurface spacer locations on end panels and modesty panel beam and snap worksurface spacers into place from topside. There is one worksurface spacer location on each transition-depth end panels and two on each modesty panel beam. A worksurface spacer must be used in all available locations (Figure 2).

**Note:** If installing power and data, it is easier to do it before completing step 9. Refer to page 22 for instructions.

9. Place worksurface with the laminate side down on a soft, protective surface to avoid scratching. Twist adjustable glide into the bottom of the support column. Attach column plate of the support column to the underside of the worksurface with eight #14 x 7/8" screws. When a guest modesty panel is used, snap four worksurface spacers onto the panel. Align guest modesty panel holes with pre-drilled holes on underside of worksurface and secure with four #14 x 7/8" screws (Figure 2).

10. Place worksurface with the laminate side up on leg support assembly, aligning the 3/8" diameter holes near the grommet cutout locations with the threaded inserts in the leg supports.

Insert six 5/16-18 x 2" short-head bolts into the threaded inserts finger tight, but do not tighten until all the bolts are in place. Once all six bolts are in place, tighten until worksurface laminate begins to deform slightly from bolt head (Figure 2).

**Caution:** Do not overtighten bolts.

11. Adjust glide in support column to level the worksurface.
12. Align worksurface spacer holes with pre-drilled holes on underside of worksurface. Secure with #14 x 7/8" screws at each location (Figure 2).

**Note:** Worksurfaces with transition-depth end panels must be attached to adjoining desk with two ganging plates and #14 x 7/8" screws. Holes for ganging plates are located on each end of worksurface, approximately 9" from front and back.

13. Place grommets in worksurface cutouts and install grommet covers. Snap leg grommet covers into leg wireways (Figure 2).

**Note:** Leg grommet covers should not be used on leg support sides if desk is to be ganged with another desk. Refer to space plan for guidelines.

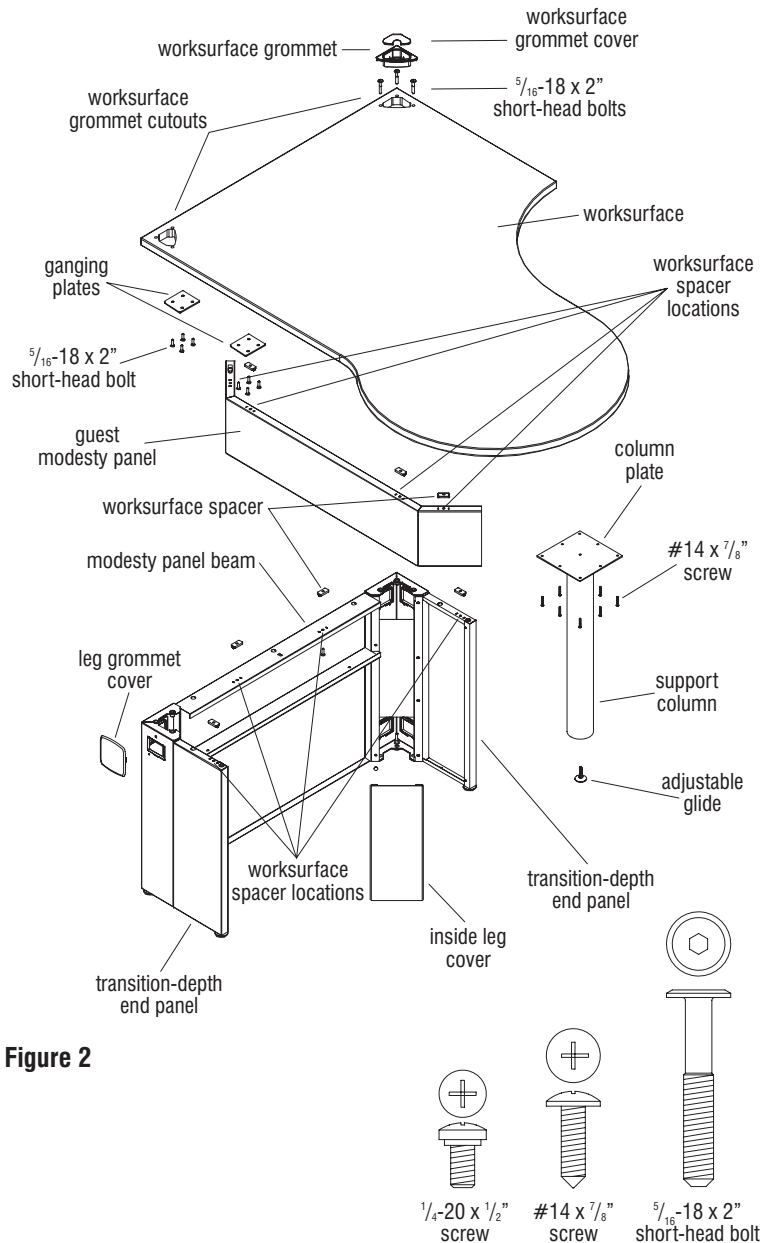


Figure 2





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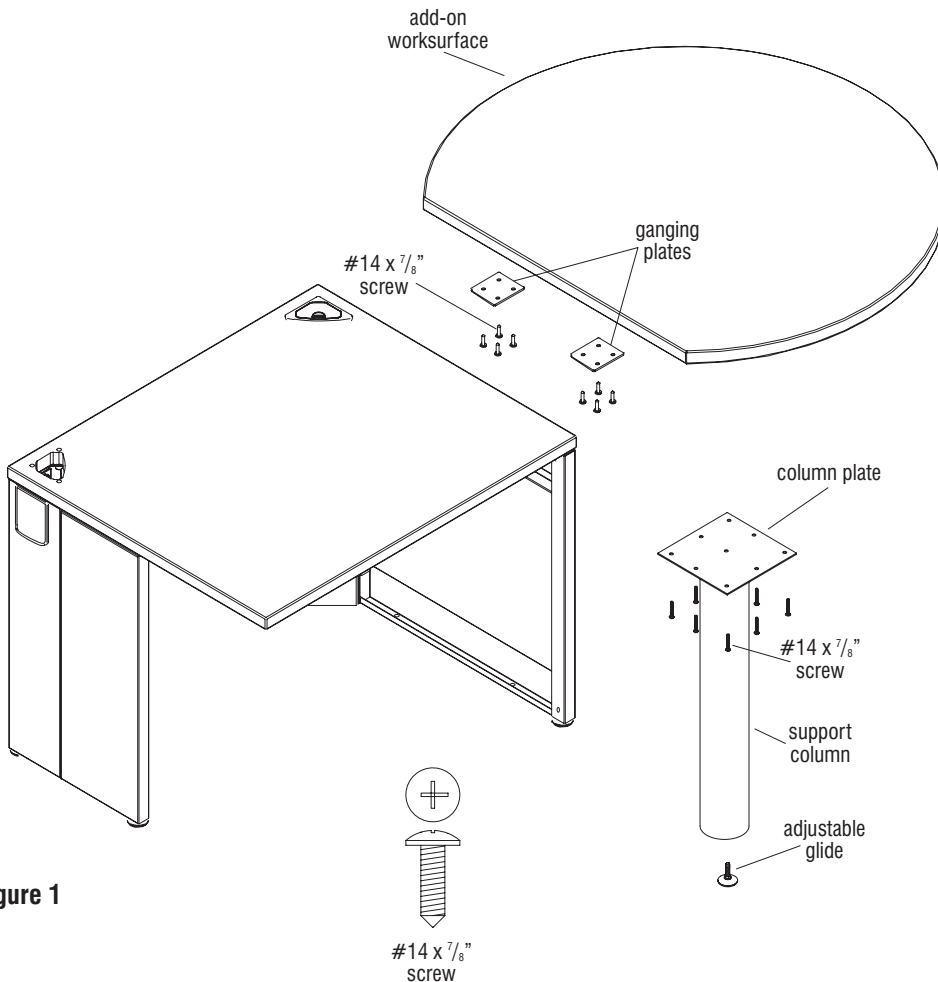


Figure 1

### Add-On Worksurface Attachment

1. Place add-on worksurface with the laminate side down on a soft, protective surface to avoid scratching. Twist adjustable glide into the bottom of the support column. If required, attach column plate of the support column to the underside of the worksurface with eight #14 x 7/8" screws. Align ganging plate holes with pre-drilled holes near edge of worksurface and attach loosely with #14 x 7/8" screws (Figure 1).
2. Carefully turn add-on worksurface over and place next to desk assembly, allowing ganging plates to fit between worksurface and end panel. Align holes in ganging plate with clearance holes in end panel and pre-drilled holes in underside of worksurface. Secure with four #14 x 7/8" screws per ganging plate in desk worksurface and add-on worksurface (Figure 1).
3. Adjust glide in support column to level the worksurface. If required, install a carpet gripper into the bottom of the glide.



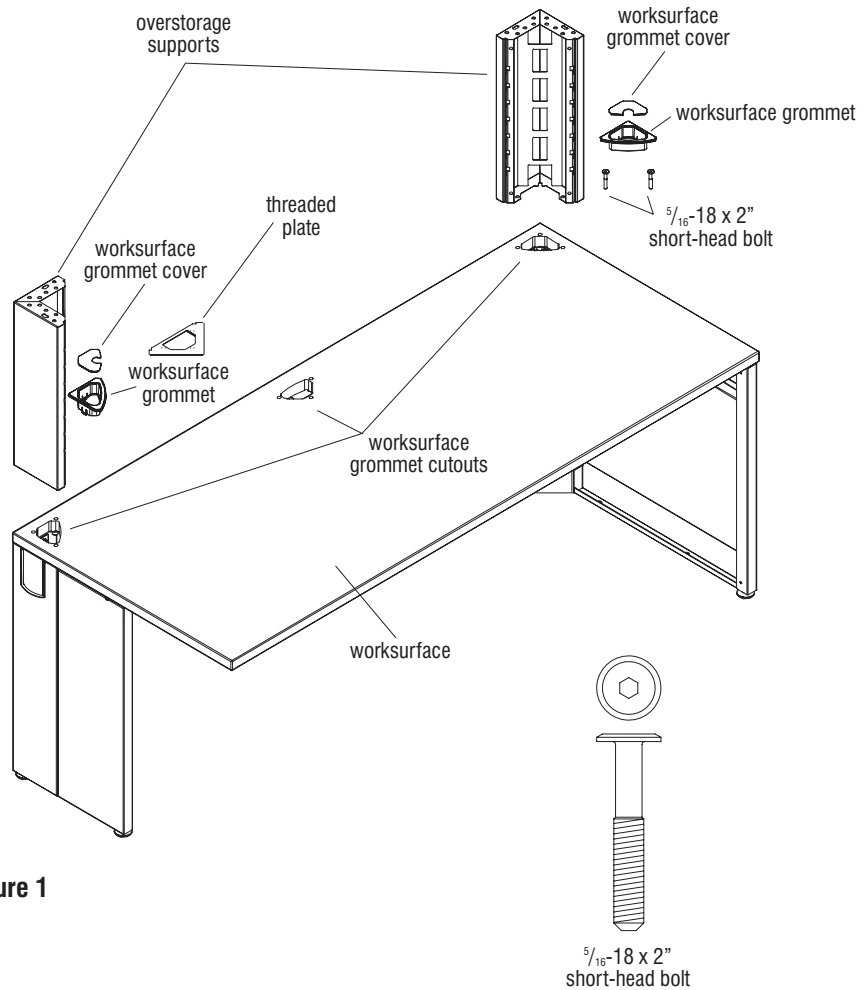
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### Overstorage Attachment

**Note:** To determine location of overstorage, refer to space plan.

1. Remove appropriate worksurface grommets and covers. Remove the two outside  $\frac{5}{16}$ -18 x 2" short-head bolts from the bolt cluster that secures the worksurface to the leg supports. The center bolt does not require removal and can be loosened approximately  $\frac{1}{8}$ " and left in place. Repeat on other end of worksurface (Figure 1).
2. Hook slot in corner of overstorage support onto the  $\frac{5}{16}$ -18 x 2" short-head bolt in corner of the worksurface. Replace remaining  $\frac{5}{16}$ -18 x 2" short-head bolts and leave loose until overstorage components are attached. Repeat for other overstorage support (Figure 1).

**Note:** After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface.



**Figure 1**

**Overstorage support-mounted tool rail cannot be used with this TBS privacy screen option.**



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### TBS Privacy Screen

#### 1. TBS Models (Mounted between two overstorage supports)

Assemble overstorage supports according to directions found in the "Overstorage Attachment" section on page 10 (Figure 1).

**Note:** Outside plastic overstorage support covers will need to be opened and may need to be removed from overstorage support before attachment of privacy screen. Refer to directions found in the "Overstorage Support Cover Attachment" section on page 14.

#### 2. Visible Frame Models

Align holes in tabbed screen brackets with holes in each end of privacy screen and secure with #8-32 x 5/8" flat-head screws (Figure 1).

A. Align tabs on privacy screen brackets with flag-shaped cuts in each overstorage support and push into place. Allow brackets to drop into the slots of the flag-shaped cuts.

**Note:** It may be necessary to loosen screws attaching overstorage supports.

B. Replace and close plastic overstorage support covers.

#### 3. Fully Upholstered Models

Slide "T"-slotted flange of tabbed screen brackets completely into lower part of machined slot on each side edge of privacy screen. Hook onto internal dowels by applying firm, upward pressure (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

A. Align tabs on privacy screen brackets with flag-shaped cuts in each overstorage support and push into place. Allow brackets to drop into the slots of the flag-shaped cuts.

**Note:** It may be necessary to loosen screws attaching overstorage supports.

B. Replace and close plastic overstorage support covers.

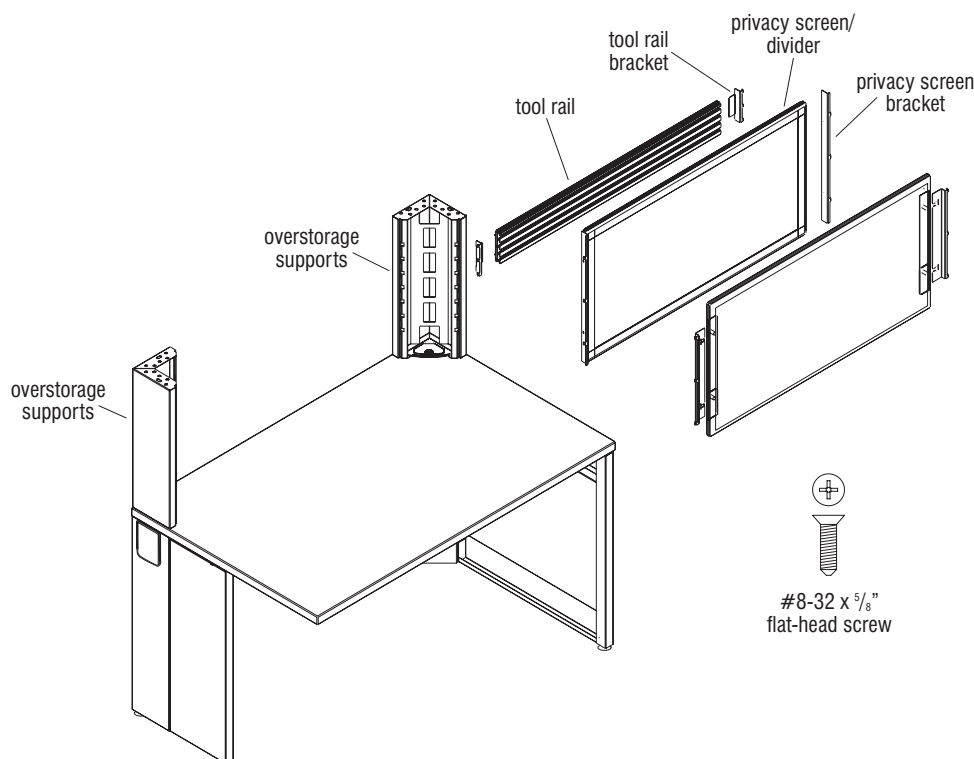
#### 4. TATR Tool Rail Attachment (Overstorage Support Mounted)

**Note:** Tool rail should be oriented so the narrow channel is to the top and the larger at the bottom.

Slide the single tab of the tool rail bracket into C-shaped groove on back of tool rail. Repeat on other end (Figure 1).

A. Align tabs on tool rail bracket with flag-shaped cuts in each overstorage support and push into place. Allow brackets to drop into the slots of the flag-shaped cuts.

B. Replace and close plastic overstorage support covers.



**Figure 1**



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### Universal Overstorage - Flush or Offset Mount for All Sizes

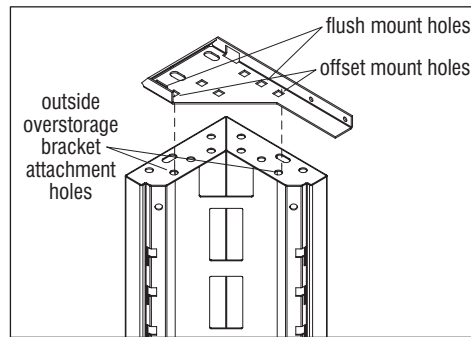
1. **Note:** Overstorage unit(s) must be assembled completely before attachment to desk overstorage supports. Refer to appropriate assembly instructions. Attach back cover by hooking top lip of back cover into space between overhead top and overhead back. Push down firmly to seat and attach bottom of back cover to bottom of overhead back with a spring clip on each end. Set assembled overstorage unit, back down, on a soft surface to avoid scratching. Attach left- and right-hand overhead brackets to underside of overhead or shelf by holding bracket tight against sideset flange and angled-back flange. Align the two holes in angled flanges with the two holes in sideset flanges and secure with four #8-32 x  $\frac{3}{8}$ " screws per bracket (Figure 1).

2. Carefully set overstorage assembly onto overstorage supports, aligning appropriate square holes in overhead bracket with holes in overstorage support (Figure 1, Details A & B).

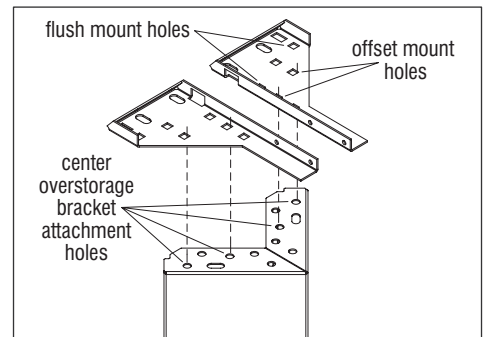
**Note:** The sides of the overhead or shelf should be flush to the sides of the overstorage supports; however, the back surface of the overstorage may be assembled flush with the overstorage support, or offset back 1" from user. This offset allows the overstorage back to be flush with a desk-mounted privacy screen. Assembly for both is similar; however, different mounting holes will be used.

3. Insert two  $\frac{5}{16}$ -18 square shank bolts per bracket from overhead side and secure with  $\frac{5}{16}$ -18 nuts on inside of overstorage support.

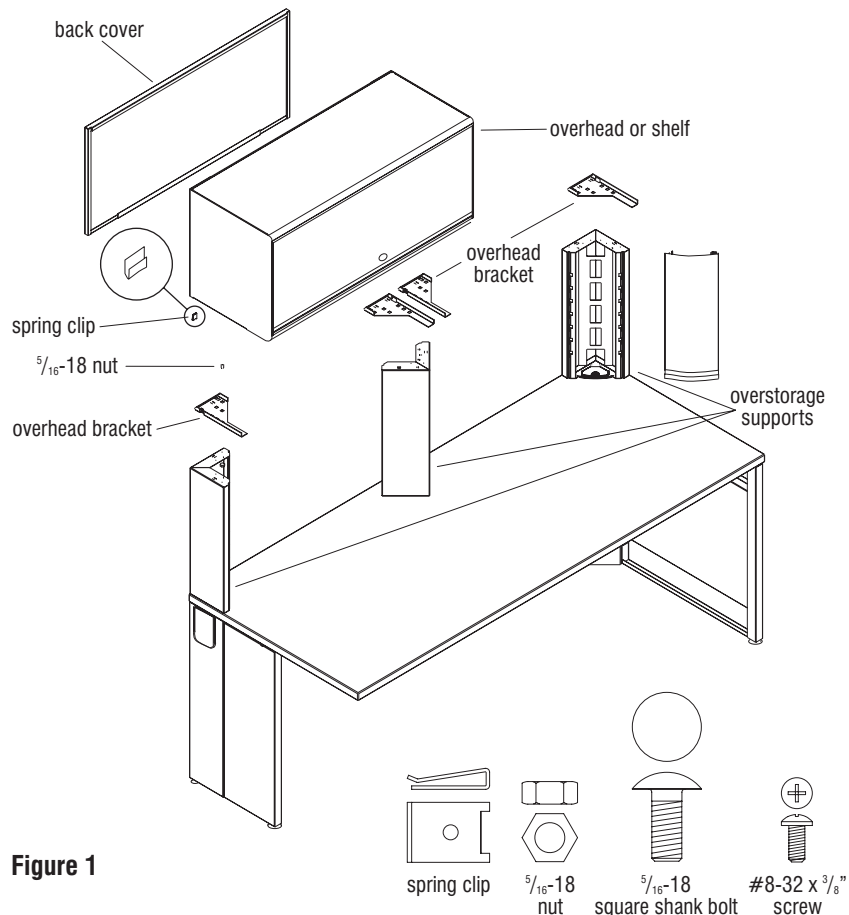
4. After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface. Tighten all hardware and replace worksurface grommets and covers.



**Detail A**



**Detail B**



**Figure 1**

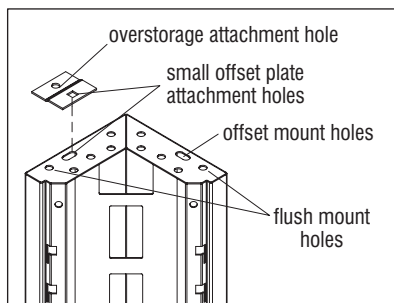


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### Balance® Overstorage - Flush Mount for All Sizes Excluding 66" and 72"

1. Align threaded inserts in underside of overhead and sideset flange with appropriate holes in overstorage support. Secure with two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws each end (Figure 1 & Detail A)

**Note:** The sides and back of the overhead should be flush to the sides and back of the overstorage supports.



Detail A

2. After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface. Tighten all hardware and replace worksurface grommets and covers (Figure 1).

### Balance Overstorage - Flush Mount for 66" and 72" Sizes

1. Carefully set overhead onto overstorage supports, aligning threaded inserts in underside of overhead back and side-set flange with appropriate holes in overstorage supports. Secure with two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws each end, per overhead (Figure 1, Detail A).

**Note:** The sides and back of the overhead should be flush to the sides and back of the outside overstorage supports.

2. After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface. Tighten all hardware and replace worksurface grommets and covers (Figure 1).

### Balance Overstorage - 1" Offset Mount for All Sizes Excluding 66" and 72"

1. Align round hole in small offset plate with threaded insert in underside of overhead back and secure with  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screw. Repeat on other end (Figure 1).

**Note:** Offset plate should face inside of overhead.

2. Carefully set overhead onto overstorage supports, aligning square holes in small offset plates with appropriate holes in overstorage support. Insert two  $\frac{5}{16}$ -18 square shank bolts and secure with  $\frac{5}{16}$ -18 nuts. Align threaded flanges in left and right overhead flanges with appropriate holes in overstorage supports and secure with two  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screws (Figure 1 & Detail A).

**Note:** The sides of the overhead should be flush to the sides of the overstorage supports.

3. After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface. Tighten all hardware and replace worksurface grommets and covers (Figure 1).

### Balance Overstorage - 1" Offset Mount for 66" and 72" Sizes

1. Set overstorage unit back down on a soft surface to avoid scratching (Figure 1).
2. Align round hole in small offset plate with threaded insert in underside of overhead back and secure with  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screw. Repeat on opposite end of second overhead (Figure 1).

3. Carefully set overhead onto overstorage supports, aligning square hole in small offset plate with appropriate hole in overstorage support. Insert one  $\frac{5}{16}$ -18 square shank bolt from top side and secure with a  $\frac{5}{16}$ -18 nut. Align threaded insert in side-set flange with appropriate hole in overstorage support and secure with  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " screw at each end (Figure 1, Detail A).

**Note:** The sides of the overhead should be flush to the sides of the overstorage supports.

4. After overhead storage components are installed, tighten the  $\frac{5}{16}$ -18 x 2" short-head bolts on the overstorage supports to the worksurface. Tighten all hardware and replace worksurface grommets and covers (Figure 1).

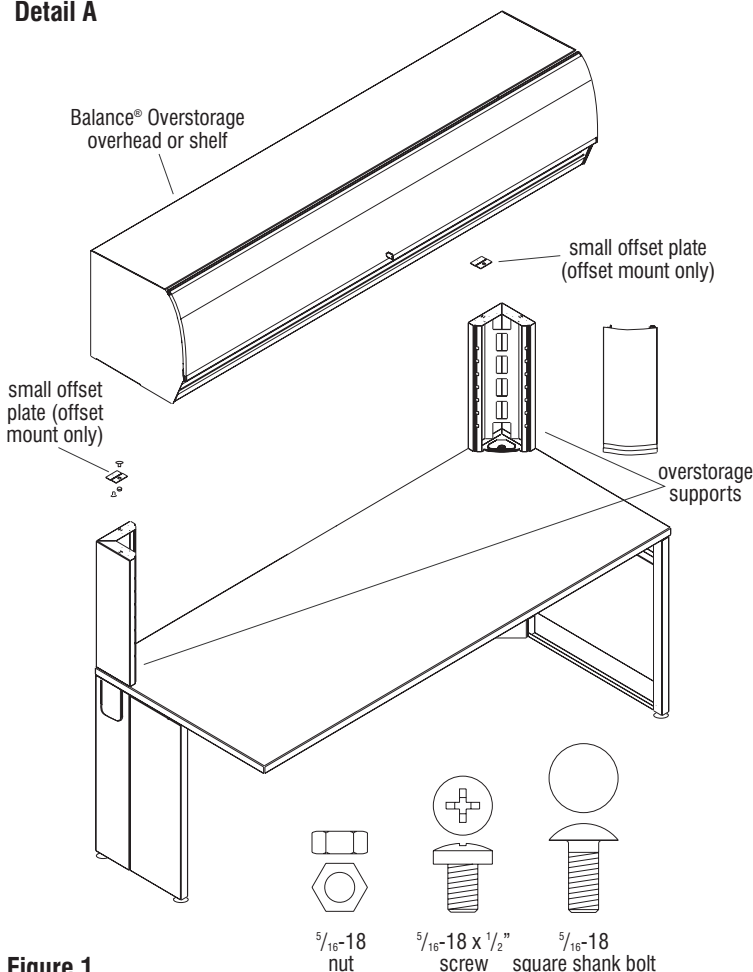


Figure 1



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.

### Overstorage Support Cover Attachment - Curved Plastic with Cord Manager

1. Align the U-shaped pocket on the inside of the cover with the rounded edge on the open face of the overstorage support. Push firmly into place along full length until cover snaps into position. Door will now snap closed against opposite rounded edge. Adjust as necessary (Figure 1).

**To remove cover:** Open slightly to determine hinge side and locate the series of slots on overstorage support. From the outside of overstorage support, insert a flat head screwdriver into top slot and push firmly on edge of cover until it starts to dislodge. Slowly pull cover away from overstorage support.

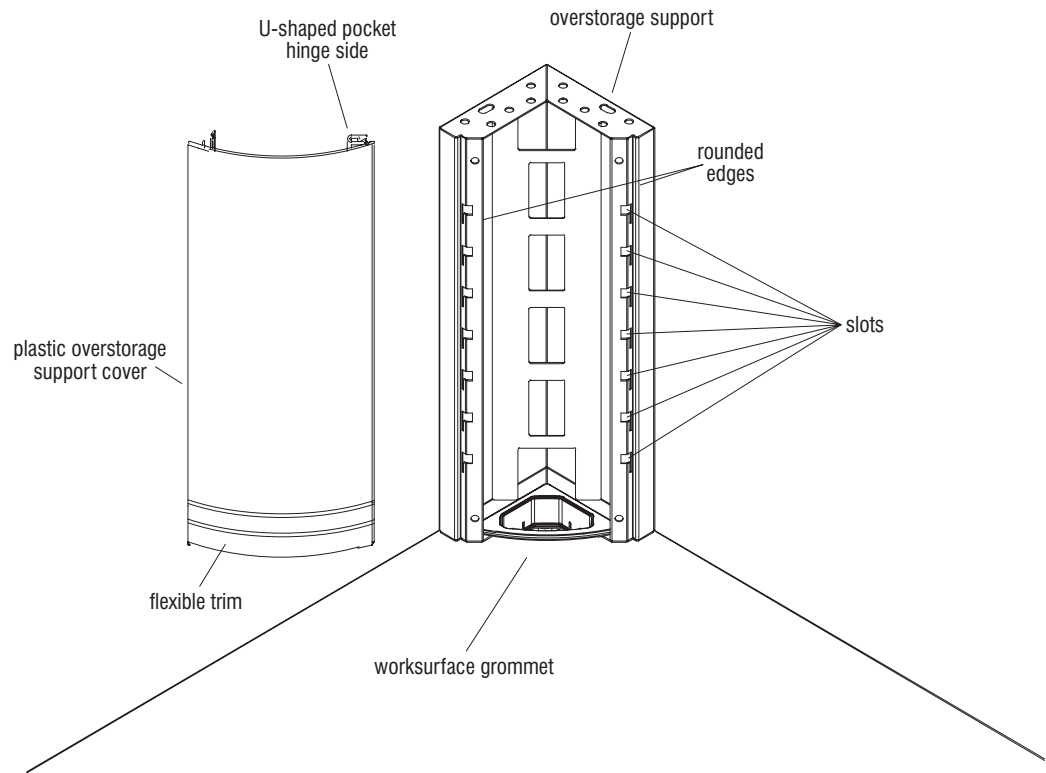


Figure 1





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.

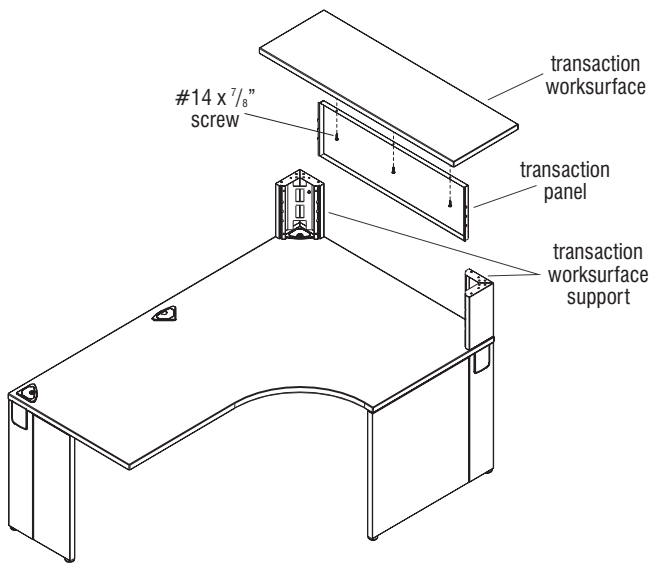
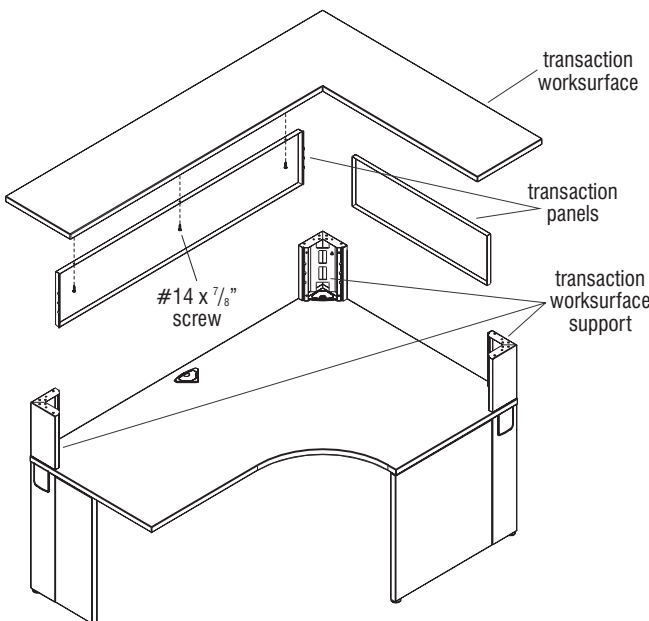
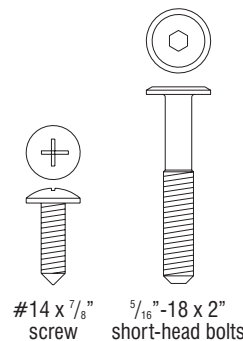


Figure 1



**Note:** Transaction workspaces must not exceed 42" in height

Figure 2



### Transaction Workspace Attachment

1. Remove appropriate workspace grommets and covers. Remove the two outside  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " short-head bolts from the bolt cluster that secures the workspace to the leg supports. The center bolt does not require removal and can be loosened approximately  $\frac{1}{8}$ " and left in place. Repeat on other end of workspace (Figure 1).
2. Place transaction workspace with the laminate side down on a soft surface to avoid scratching. Align small holes in transaction workspace supports with drilled holes near outside of workspace and secure with two #14 x  $\frac{7}{8}$ " screws per support. Align holes in transaction panel (flanges facing toward inside of desk) with drilled holes in underside of workspace and secure with three #14 x  $\frac{7}{8}$ " screws per panel (Figure 2).
3. Set transaction workspace assembly onto desk assembly and hook transaction workspace support slots onto heads of the  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " short-head bolts. Secure with remaining  $\frac{5}{16}$ -18 x  $\frac{1}{2}$ " short-head bolts and tighten (Figure 2).
4. Assemble short overstorage covers similar to directions found in the "Overstorage Support Cover Attachment" section on page 14 (Figure 2).



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.

### Privacy Screen Attachment - TBW Models (Mounted to underside, back of worksurface)

**Note:** 66" and 72" worksurfaces will have two screens.

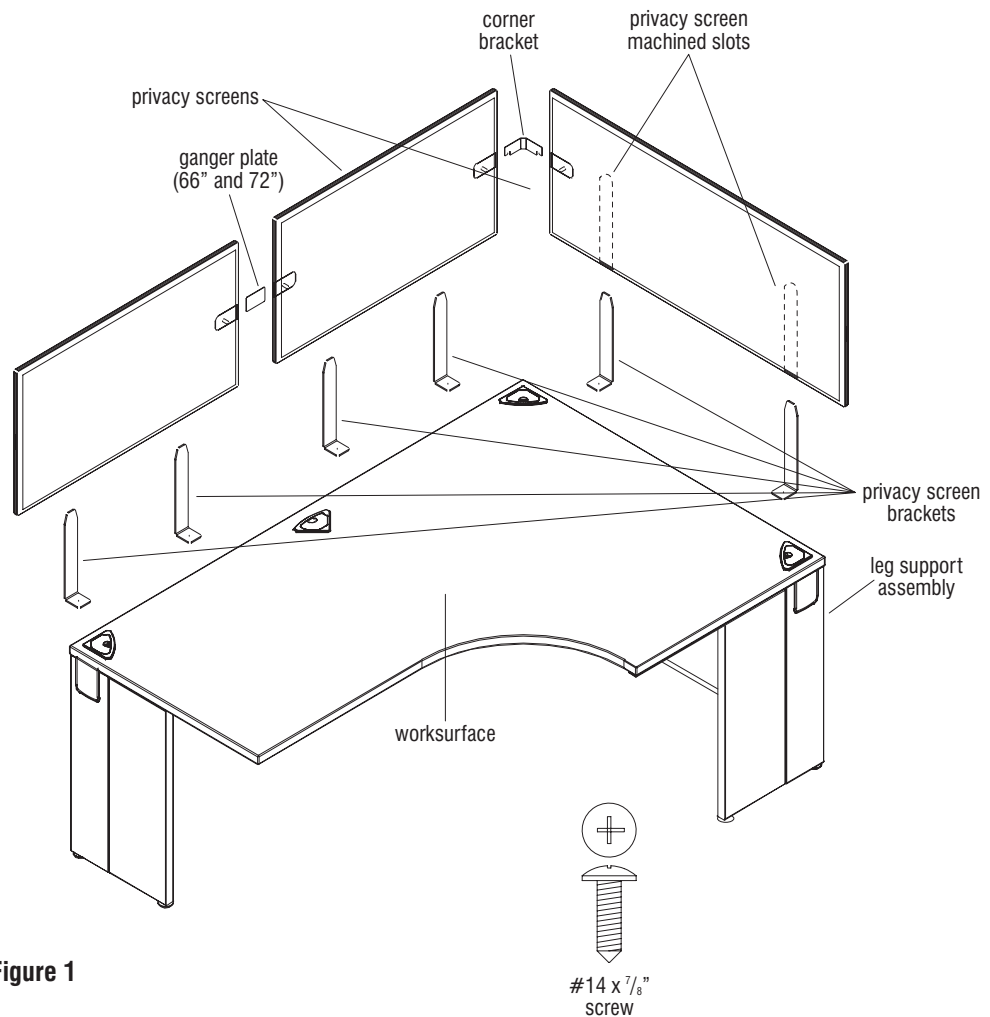
1. Slide the long leg of the privacy screen brackets completely into each of the machined slots in bottom edge of the privacy screen.

**Note:** Fabric may conceal the location of the machined slots.

2. Set privacy screen into place on desk by sliding short legs of privacy screen brackets into the space between the worksurface and the modesty panel beam or end panel (Figure 1).
3. On a corner worksurface specified with two privacy screens, set both privacy screens in place and insert corner bracket into upper part of machined slot in side edges of privacy screens. Hook onto internal dowel in each privacy screen by applying firm, downward pressure (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

4. A ganger plate may be used to align privacy screens on long, straight runs. Insert ganger plate into machined slot in side edges of privacy screens (Figure 1).
5. From underside of desk, align privacy screen bracket holes with clearance holes in modesty or end panel and drilled holes in worksurface. Using a 10" extension, secure with #14 x 7/8" screws (Figure 1).



**Figure 1**



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.

### Privacy Screen Attachment - (cont.) TEE Models (Mounted to two shared workspaces via workspace grommets)

#### 1. Visible Frame Models

Push formed tab of shared privacy screen bracket into slot on bottom of privacy screens and align hole with hole in end of privacy screen. Secure with a #8-32 x  $\frac{5}{8}$ " screw. Repeat for other end (Figure 1).

2. Remove workspace grommets, covers, and the six  $\frac{5}{16}$ -18 x 2" short-head bolts securing workspace to leg supports on each of the workspaces that will share the screen. Align holes in shared screen bracket with workspace holes. Replace  $\frac{5}{16}$ -18 x 2" short-head bolts and tighten. Replace workspace grommets and covers (Figure 1).

#### 3. Fully Upholstered Models

**Note:** This step for 66" and 72" privacy screens only (comprised of two screens). Slide ganging plate into upper part of machined slot in end of one privacy screen. Hook onto internal dowels by applying firm, downward pressure. Align lower part of machine slot in end of second privacy screen with ganging plate and slide completely into place. Hook onto internal dowels by applying firm, downward pressure (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

4. **For All Sizes:** Slide "U"-slotted flange of shared privacy screen bracket into lower part of machined slot in end of privacy screen. Align non-slotted flange of shared privacy screen bracket with machined slot in bottom of privacy screen and push firmly upward to hook into privacy screen to seat onto internal dowel. Repeat for other end (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

5. Remove workspace grommets, covers, and the six  $\frac{5}{16}$ -18 x 2" short-head bolts securing workspace to leg supports on each of the workspaces that will share the screen. Align holes in shared screen bracket with workspace holes. Replace  $\frac{5}{16}$ -18 x 2" short-head bolts and tighten. Replace workspace grommets and covers (Figure 1).

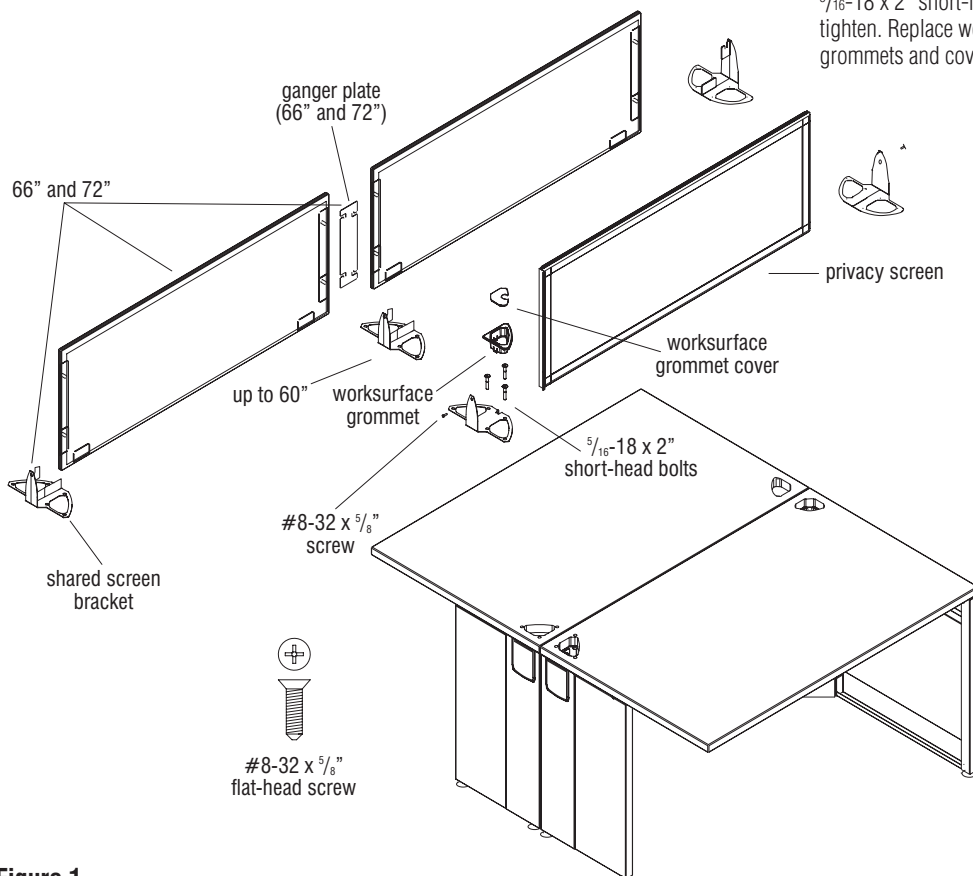


Figure 1



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.

**Privacy Screen Attachment - (cont.) TSE Models (Mounted to two shared worksurfaces via one overstorage support and worksurface grommets)**

1. Assemble overstorage support according to directions found in the "Overstorage Attachment" section on page 10 (Figure 1).

**Note:** Outside plastic overstorage support covers will need to be opened and may need to be removed from overstorage support before attachment of privacy screen. Refer to directions found in the Plastic Overstorage Support Cover Attachment section on page 14.

**2. Visible Frame Models**

Push formed tab of shared privacy screen bracket into slot on bottom of privacy screens and align countersunk hole with hole in end of privacy screen. Secure with a #8-32 x 5/8" flat-head screw (Figure 1).

- A. Align holes in tabbed screen bracket with holes in each end of privacy screen and secure with #8-32 x 5/8" flat-head screws.
- B. Align tabs on privacy screen bracket with flag-shaped cuts in each overstorage support and push into place. Allow bracket to drop into the slots of the flag-shaped cuts.
- C. Remove worksurface grommets, covers, and the six 5/16-18 x 2" short-head bolts securing each of the worksurfaces to leg supports on the end opposite of the overstorage supports. Align holes in shared screen bracket with worksurface holes. Replace 5/16-18 x 2" short-head bolts and tighten. Replace worksurface grommets and covers.

**3. Fully Upholstered Models**

**Note:** This step for 72" privacy screen only (comprised of two screens).

Slide ganging plate into upper part of machined slot in end of one privacy screen. Hook onto internal dowels by applying firm, downward pressure. Align lower part of machine slot in end of second privacy screen with ganging plate and slide completely into place. Hook onto internal dowels by applying firm, downward pressure (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

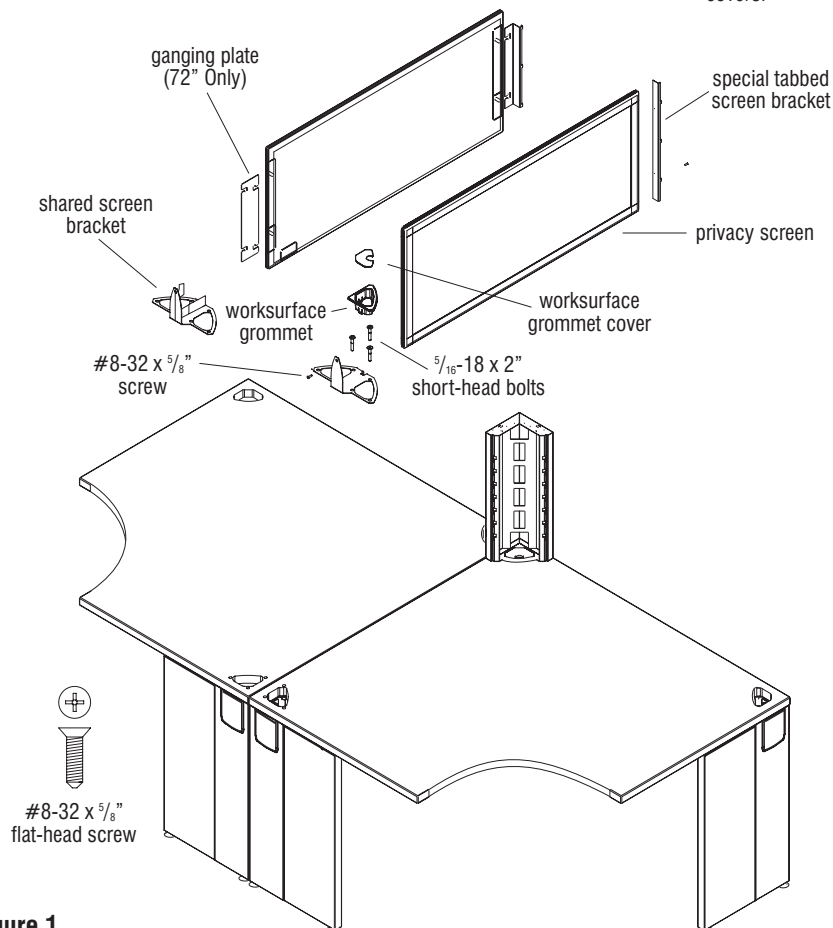
**A. For All Sizes:** Slide

"U"-slotted flange of shared privacy screen bracket into lower part of machined slot in end of privacy screen. Align non-slotted flange of shared privacy screen bracket with machined slot in bottom of privacy screen and push firmly upward to hook into privacy screen to seat onto internal dowel.

- B. Slide "T"-slotted flange of tabbed screen bracket completely into lower part of machined slot on side edge of privacy screen. Hook onto internal dowels by applying firm, upward pressure.

**Note:** Fabric may conceal the location of the machined slots.

- C. Align tabs on privacy screen bracket with flag-shaped cuts in each overstorage support and push into place. Allow bracket to drop into the slots of the flag shaped cuts.
- D. Remove worksurface grommets, covers, and the six 5/16-18 x 2" short-head bolts securing each of the worksurfaces to leg supports on the end opposite of the overstorage supports. Align holes in shared screen bracket with worksurface holes. Replace 5/16-18 x 2" short-head bolts and tighten. Replace worksurface grommets and covers.



**Figure 1**



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.

**Privacy Screen Attachment -  
(cont.) TWEE Models (Mounted  
to one worksurface via  
worksurface grommets)**

**1. Visible Frame Models**

Push formed tab of privacy screen bracket into slot on bottom of privacy screens and align hole with hole in end of privacy screen. Secure with a #8-32 x  $\frac{5}{8}$ " flat-head screw. Repeat for other end (Figure 1).

2. Remove worksurface grommets, covers and the six  $\frac{5}{16}$ -18 x 2" short-head bolts securing worksurface to leg supports on each end of the worksurface. Align holes in screen bracket with worksurface holes. Replace  $\frac{5}{16}$ -18 x 2" short-head bolts and tighten. Replace worksurface grommets and covers (Figure 1).

**3. Fully Upholstered Models**

**Note:** This step for 66" and 72" privacy screens only (comprised of two screens).

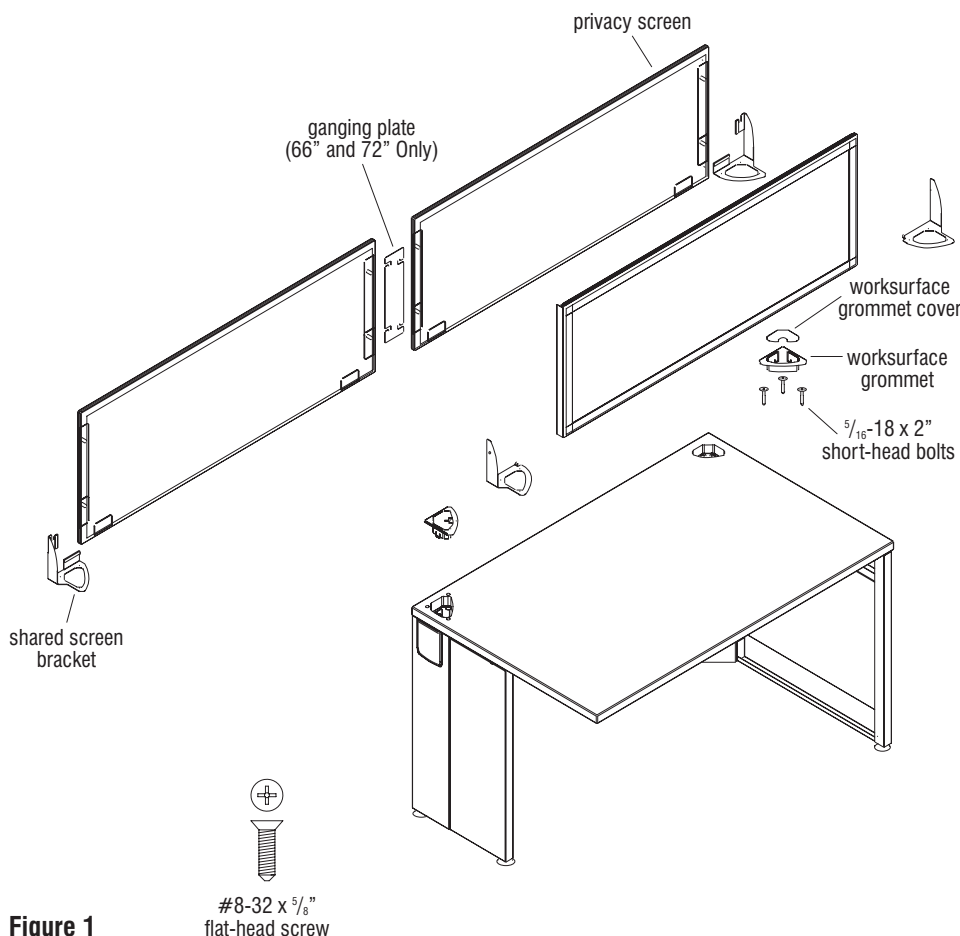
Slide ganging plate into upper part of machined slot in end of one privacy screen. Hook onto internal dowels by applying firm, downward pressure. Align lower part of machine slot in end of second privacy screen with ganging plate and slide completely into place. Hook onto internal dowels by applying firm, downward pressure (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

**4. For All Sizes:** Slide "U"-slotted flange of privacy screen bracket into lower part of machined slot in end of privacy screen. Align non-slotted flange of shared privacy screen bracket with machined slot in bottom of privacy screen and push firmly upward to hook into privacy screen to seat onto internal dowel. Repeat for other end (Figure 1).

**Note:** Fabric may conceal the location of the machined slots.

5. Remove worksurface grommets, covers, and the six  $\frac{5}{16}$ -18 x 2" short-head bolts securing worksurface to leg supports on each end of the worksurface. Align holes in screen bracket with worksurface holes. Replace  $\frac{5}{16}$ -18 x 2" short-head bolts and tighten. Replace worksurface grommets and covers (Figure 1).



**Figure 1**

#8-32 x  $\frac{5}{8}$ "  
flat-head screw



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.

**Privacy Screen Attachment - (cont.) TWSE Models (Mounted to one worksurface via one overstorage support and worksurface grommet)**

1. Assemble overstorage support according to directions found in the "Overstorage Attachment" section on page 10 (Figure 1).

**Note:** Outside plastic overstorage support covers will need to be opened and may need to be removed from overstorage support before attachment of tool rail or privacy screen.

Refer to directions found in the Plastic Overstorage Support Cover Attachment section on page 14.

**2. Visible Frame Models**

Push formed tab of privacy screen bracket into slot on bottom of privacy screens and align hole with hole in end of privacy screen. Secure with a #8-32 x 5/8" flat-head screw (Figure 1).

- A. Align holes in tabbed screen bracket with holes in each end of privacy screen and secure with #8-32 x 5/8" flat-head screws.
- B. Align tabs on privacy screen bracket with flag-shaped cuts in overstorage support and push into place. Allow bracket to drop into the slots of the flag-shaped cuts.
- C. Remove worksurface grommet, cover, and the three 5/16-18 x 2" short-head bolts securing worksurface to leg support on the end opposite of the overstorage support. Align holes in screen bracket with worksurface holes. Replace 5/16-18 x 2" short-head bolts and tighten. Replace worksurface grommets and covers.

**3. Fully Upholstered Models**

**Note:** This step for 72" privacy screen only (comprised of two screens).

Slide ganging plate into upper part of machined slot in end of one privacy screen. Hook onto internal dowels by applying firm, downward pressure. Align lower part of machine slot in end of second privacy screen with ganging plate and slide completely into place. Hook onto internal dowels by applying firm, downward pressure (Figure 1).

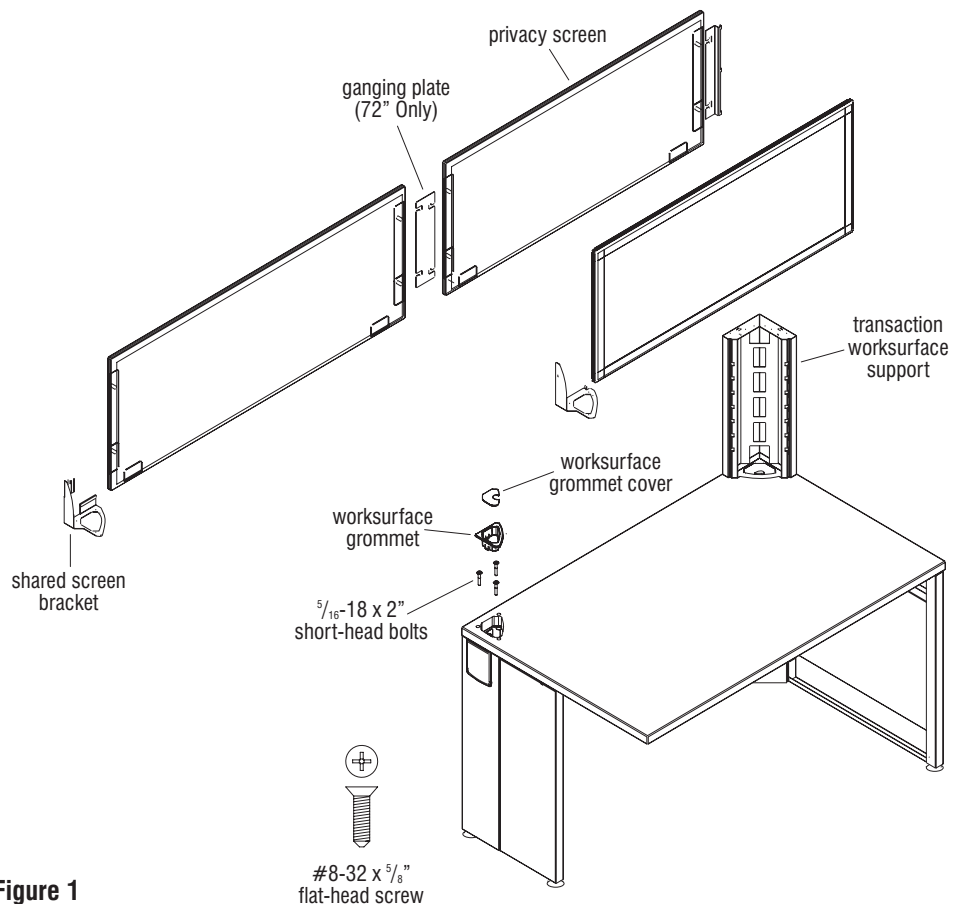
**Note:** Fabric may conceal the location of the machined slots.

4. **For All Sizes:** Slide "U"-slotted flange of privacy screen bracket into lower part of machined slot in end of privacy screen. Align non-slotted flange of shared privacy screen bracket with machined slot in bottom of privacy screen and push firmly upward to hook into privacy screen to seat onto internal dowel (Figure 1).

- A. Slide "T"-slotted flange of tabbed screen bracket completely into lower part of machined slot on side edge of privacy screen. Hook onto internal dowels by applying firm, upward pressure.

**Note:** Fabric may conceal the location of the machined slots.

- B. Align tabs on privacy screen bracket with flag-shaped cuts in overstorage support and push into place. Allow bracket to drop into the slots of the flag-shaped cuts.
- C. Remove worksurface grommet, cover, and the three 5/16-18 x 2" short-head bolts securing worksurface to leg support on the end opposite of the overstorage support. Align holes in screen bracket with worksurface holes. Replace 5/16-18 x 2" short head bolts and tighten. Replace worksurface grommets and covers.



**Figure 1**





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.

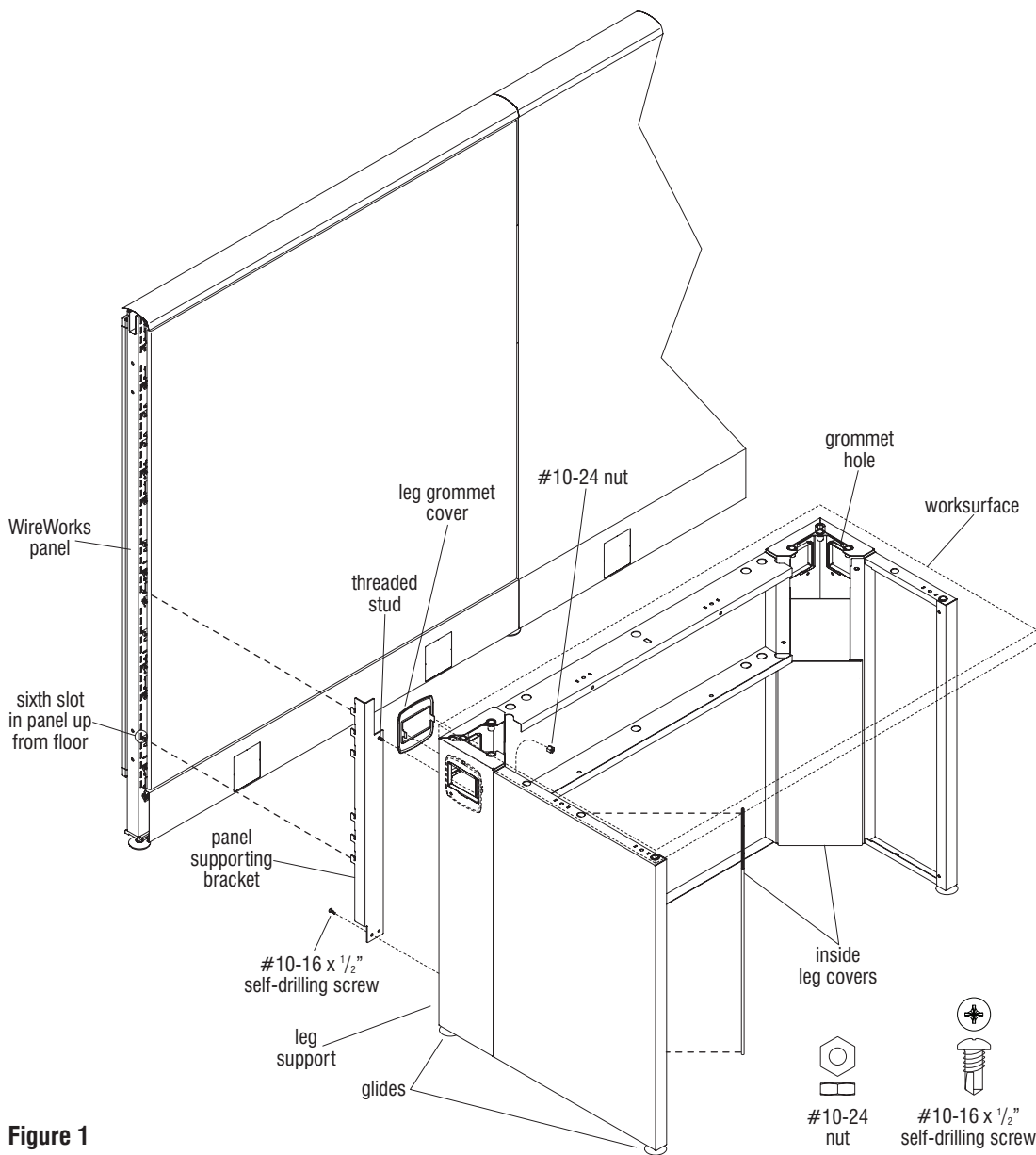


Figure 1

### WireWorks® Panel Supporting Bracket Attachment

1. Remove the inside leg cover and leg grommet cover from the leg support at the location specified for a panel supporting bracket (Figure 1).
2. Position the panel supporting bracket with the threaded stud into the alignment hole in the leg support (Figure 1).
3. Make sure the panel supporting bracket is parallel with the leg and secure using a #10-24 nut (Figure 1).
4. While securing the panel supporting bracket against the leg support, install a #10-16 x 1/2" self-drilling screw to secure the bottom of the panel supporting bracket. Do not over tighten the screw (Figure 1).
5. The bottom tooth of the panel supporting bracket should engage into the sixth slot of the panel from the floor. Lift the desk and position the teeth of the panel supporting bracket into the slots in the panel (Figure 1).
6. Adjust the glides so that the teeth on the panel support bracket are all firmly pushed up into the slots of the panel (Figure 1).
7. Re-install the inside leg cover and leg grommet onto the leg support (Figure 1).



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.

**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

**CAUTION:** If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.

**WARNING:** Be sure all power is turned off!

**Note:** All desks that are electrically connected together with a 10-wire system must also be mechanically connected with a ganger plate(s).

**WARNING: RISK OF FIRE OR ELECTRICAL SHOCK**

Do not electrically connect a desk to more than one supply source. Always determine that the desk is electrically connected to one and only one source of supply.



**Electrical Installation**

**1. 10-Wire Rigid Wireway**

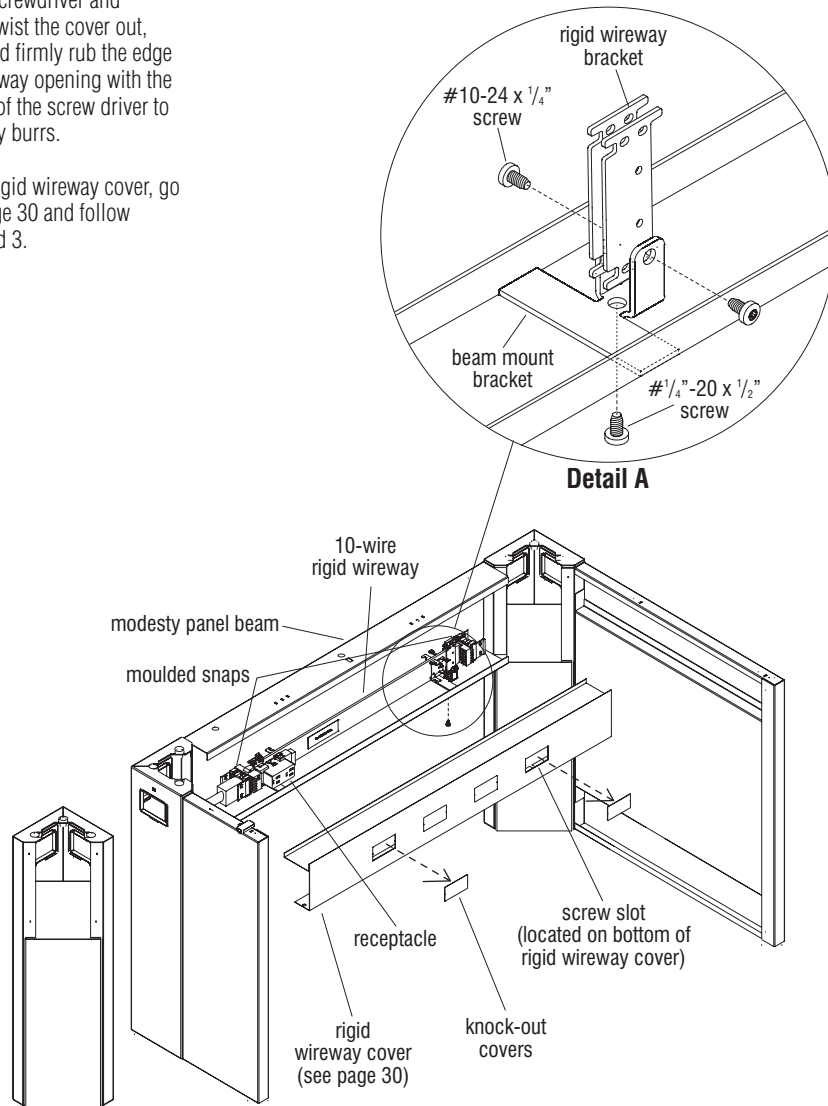
Locate the letter "N" and arrow on 10-wire rigid wireway and hold with arrow pointing up. Assemble rigid wireway bracket onto beam mount brackets, one bracket per end, by aligning the two outer most holes and thread one #10-24 x 1/4" screw from each side (Detail A). Place 10-wire rigid wireway assembly on inside of modesty panel beam, aligning holes in rigid wireway brackets with those in the modesty panel beam. Secure with two 1/4"-20 x 1/2" screws (Figure 1 & Detail A).

2. Snap the appropriate receptacle into the 10-wire rigid wireway with firm pressure from center of desk (Figure 1).

3. Prior to installing rigid wireway covers, determine the locations where receptacles will be used. Place the wireway on a soft protective surface to avoid scratching. At the corresponding locations on the wireway, knock-out the hole cover(s) by firmly tapping on the top or bottom edge of the knock-out with a large

flat-head screwdriver and hammer. Twist the cover out, recycle, and firmly rub the edge of the wireway opening with the side edge of the screw driver to remove any burrs.

4. To install rigid wireway cover, go now to page 30 and follow steps 1 and 3.



**Figure 1**

**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

**CAUTION:** If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.



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.

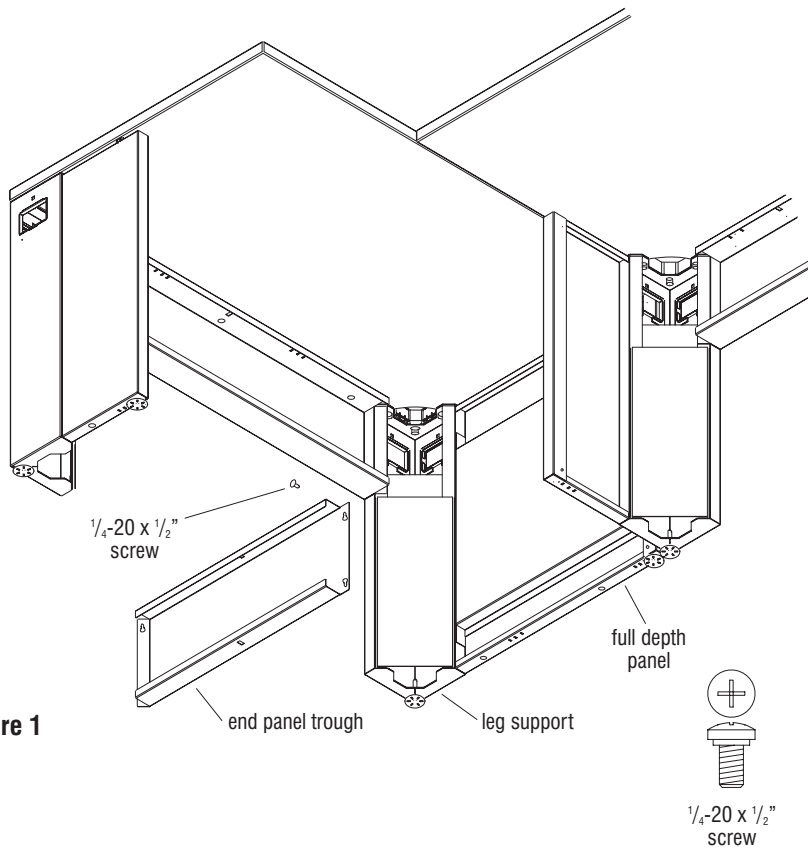


Figure 1

#### End Panel Trough

**Note:** End panel troughs are non-handed and can be used in left- or right-hand configurations. They are used in areas where a continuous trough is desired for routing power and data.

1. Loosen top screw attaching end panel to leg support, approximately  $\frac{1}{8}$ ". Align top keyhole in end panel trough with screw head and firmly press down to secure. Retighten screw. Align front, top keyhole in end panel trough with hole in end panel and secure with  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screw (Figure 1).



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.

**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

### Desk 10-Wire Jumpers

1. Orient the "N" and arrow on 10-wire jumper to face up. Snap one end of the jumpers into the end of 10-wire rigid wireway and route through leg support wireway openings in both desks. Snap other end of the jumper into end of the 10-wire rigid wireway in second desk (Figure 1).

**Note:** Two ganging plates attached with #14 x  $\frac{7}{8}$ " screws must be used in conjunction with the jumper between adjoining desks. Holes for ganging plates are located on each end of worksurface, approximately 9" from front and back.

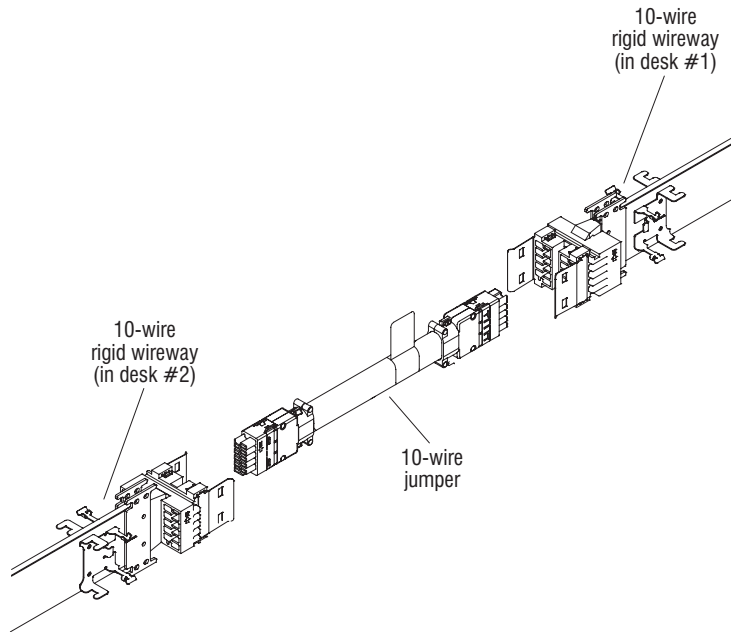


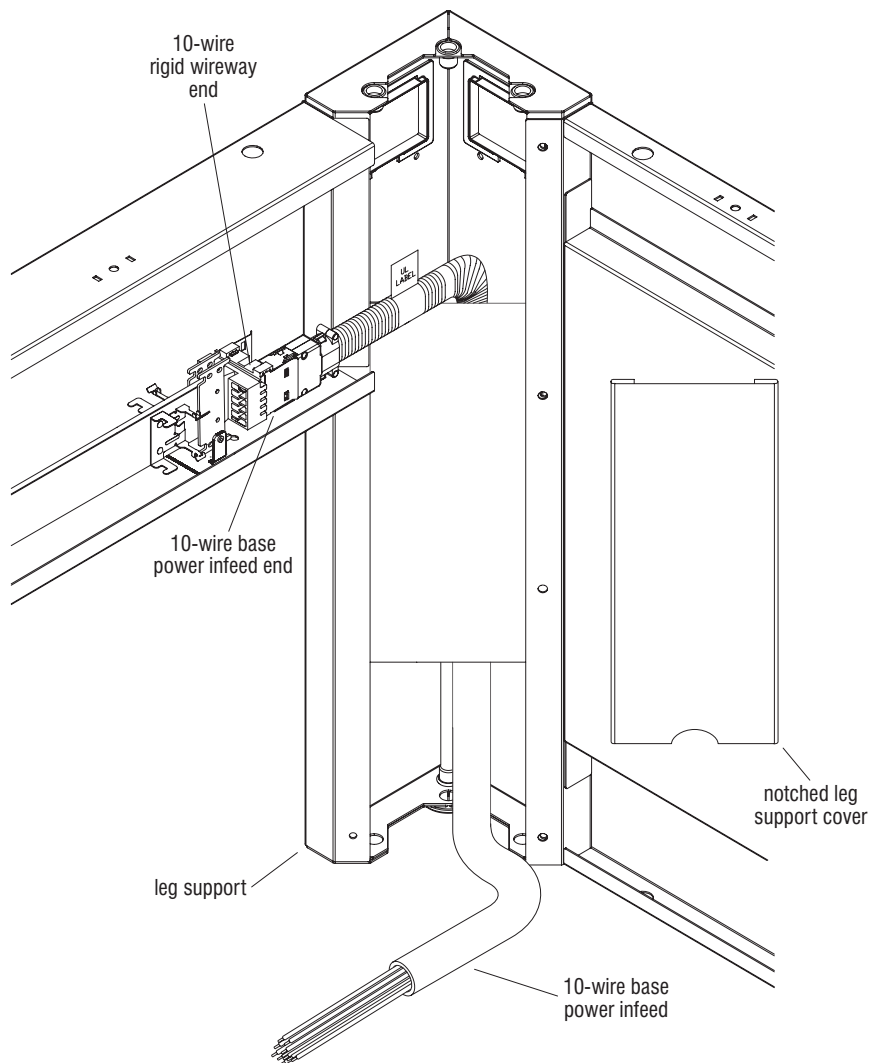
Figure 1

**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

**CAUTION:** If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.



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 1**

#### 10-Wire Base Power Infeed

1. Run 10-wire base power infeed through opening at bottom of leg cover, up to modesty panel beam. It may be necessary to remove leg covers to properly route wires (Figure 1).

**Note:** A leg support with a 10-wire base power infeed will require a notched leg support cover.

2. Orient the "N" on the infeed to face up. Snap end of infeed into the end of the 10-wire rigid wireway (Figure 1).



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.

**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

**CAUTION:** If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.

### 10-Wire Top Power Infeed

**Note:** The 10-wire top power infeed consists of four components: ceiling trim, top infeed, power pole body and covers. The power pole and covers are designed to easily install after power and data is run into the desk system. Do not use base infeed when powering from the ceiling.

1. Using the ceiling trim as a template, mark and cut a hole in the ceiling tile slightly larger than the power pole. Insert ceiling trim tab side up into ceiling tile. Ceiling trim should fit slightly snug (Figure 1 & Detail A).
2. Remove grommet cover from worksurface grommet (Detail B).
3. Align the mounting holes of the adapter plate with the mounting holes on the worksurface. Secure the plate to the worksurface using three  $\frac{5}{16}$ -18 x 2" short-head bolts (Figure 1).

**Note:** The power pole consists of an assembly of three extruded pieces which must be cut to proper length. The outer pieces are covers. The inner piece has a larger cavity for running data, and the smaller cavity is for running power infeed.

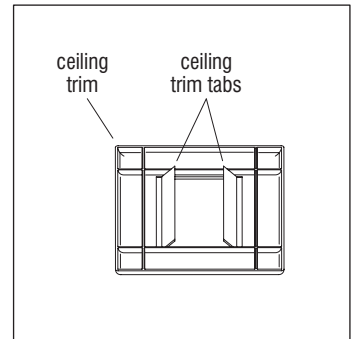
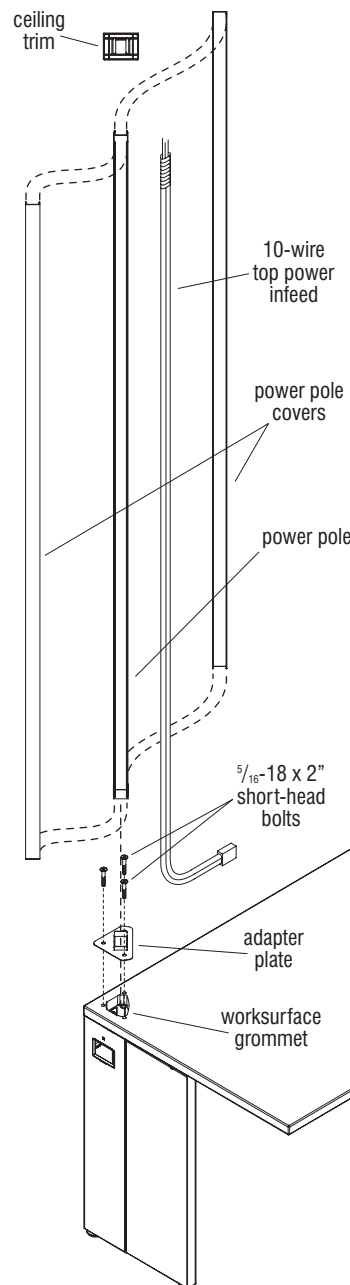
4. Measure the distance from the underside of worksurface to top of ceiling tile, add 1" and cut the three pieces of the aluminum power pole to that length.

**Note:** The power pole cover is shown removed in Figure 1. Pole and power can be run up into the ceiling in different ways, with the covers on or off for power and data installation. The steps below outline just one way.

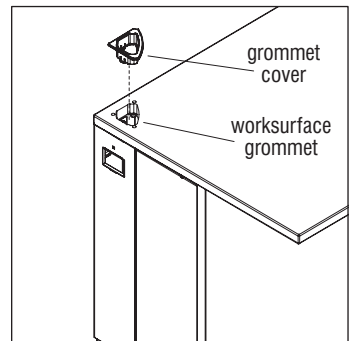
5. Align the power pole body with the ceiling trim hole and push into the ceiling until bottom clears the top of worksurface. Align the power pole body

with the adapter plate on the worksurface grommet hole and lower onto the plate. It may be necessary to push the ceiling trim up into the ceiling tile cutout after power pole installation (Figure 1 & Detail B).

6. Orient the "N" on the 10-wire infeed to face up. Route 10-wire top power infeed through the ceiling trim, down the smaller power pole cavity, through the worksurface grommet, to the 10-wire rigid wireway. Snap end of infeed into end of 10-wire rigid wireway. Route the data cables through the ceiling trim, down the larger power pole cavity, through the worksurface grommet to the designated location. Snap both power pole covers onto the power pole (Figure 1).



Detail A



Detail B

Figure 1



**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

**CAUTION:** If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/worksurface.



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.

### New York Power Infeed

**Note:** Electrician supplies all infeed wires, conduit and fittings. Qualified electrician should make all electrical connections, following all local codes at building site.

1. Install all 10-wire rigid wireways and jumpers before installation of New York Power infeed.

Remove inside leg cover from leg support and New York infeed electrical box. Align the surface opposite the oval conduit (bottom) with the bottom edge of leg support reinforcement and hold in an approximate centered location. Mark and drill four  $\frac{7}{32}$ " diameter holes in leg support reinforcement. Attach New York infeed electrical box to leg support reinforcement with four  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws. Remove knockout from side or bottom of New York infeed electrical box as appropriate and make necessary wire connections. Replace New York infeed electrical box and leg support cover (Figure 1).

**Note:** A leg support with a New York power infeed that is wired to a floor monument will require a notched leg support cover.

2. Orient the "N" on the infeed to face up. Snap end of infeed into end of 10-wire rigid wireway (Figure 1).
3. Prior to installing rigid wireway covers, determine the locations where receptacles will be used. Place the wireway on a soft protective surface to avoid scratching. At the corresponding locations on the wireway, knock-out the hole cover(s) by firmly tapping on the top or bottom edge of the knock-out with a large flat-head screwdriver and hammer. Twist the cover out, recycle, and firmly rub the edge of the wireway opening with the side edge of the screw driver to remove any burrs.
4. To install rigid wireway cover, go now to page 30 and follow steps 1 & 3.

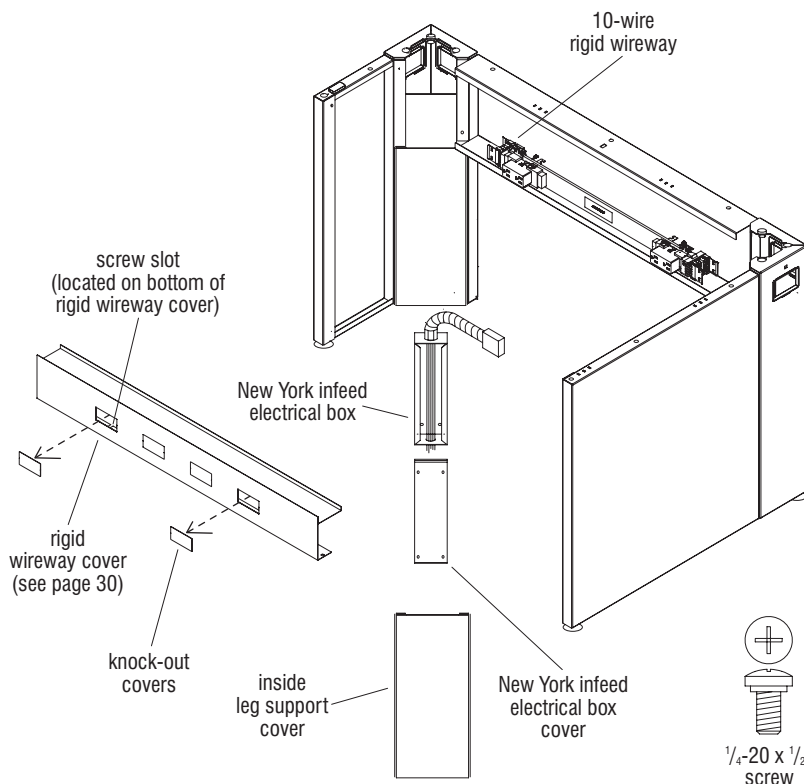


Figure 1



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.

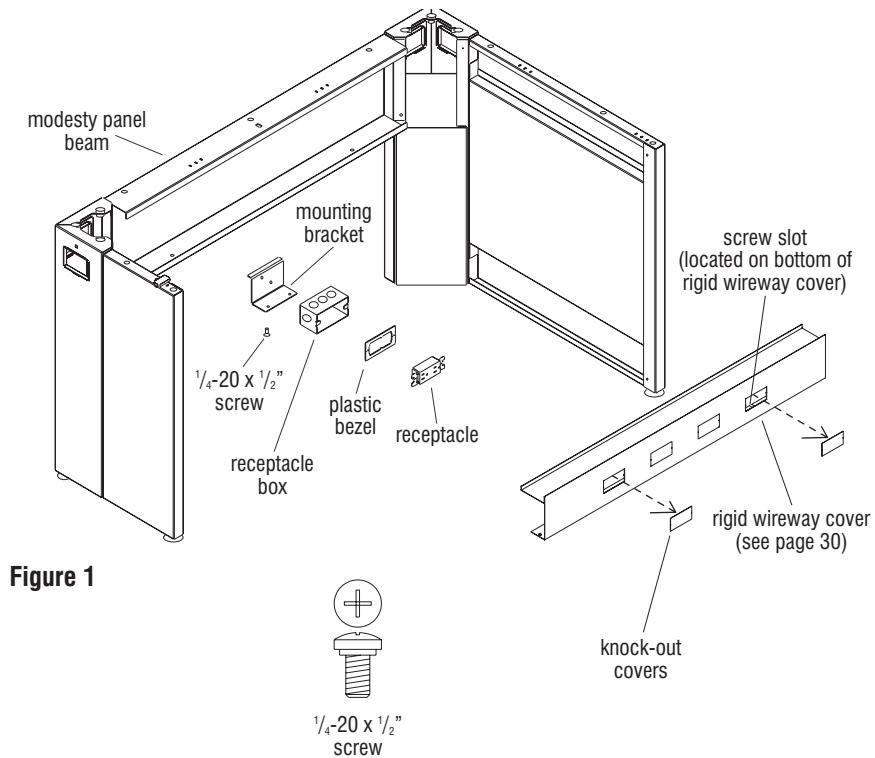
### Hardwired Electrical (Chicago)

**Note:** Electrician supplies all infeed wires, jumper wires, conduit, fittings and receptacles. Qualified electrician should make all electrical connections, following all local codes at building site.

1. Set mounting bracket on inside of modesty panel beam so that hole in mounting bracket that allows it to be offset to center of desk aligns with hole in modesty panel beam. Secure with  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screw (Figure 1).

**Note:** There is one receptacle location on 24" to 30" units, two locations on 36" to 72" units, and four locations on 72D units.

2. Attach receptacle box to mounting bracket with two  $\frac{1}{4}$ -20 x  $\frac{1}{2}$ " screws (Figure 1).
3. Slide plastic bezel onto back of receptacle and snap bezel tabs over receptacle tabs. Make electrical connections for infeed and/or jumpers to receptacle box and receptacle. Feed excess wire into receptacle box and secure receptacle with supplied screws (Figure 1).
3. Prior to installing rigid wireway covers, determine the locations where receptacles will be used. Place the wireway on a soft protective surface to avoid scratching. At the corresponding locations on the wireway, knock-out the hole cover(s) by firmly tapping on the top or bottom edge of the knock-out with a large flat-head screwdriver and hammer. Twist the cover out, recycle, and firmly rub the edge of the wireway opening with the side edge of the screw driver to remove any burrs.
4. To install rigid wireway cover, go now to page 30 and follow steps 1 & 3.



**Figure 1**



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.

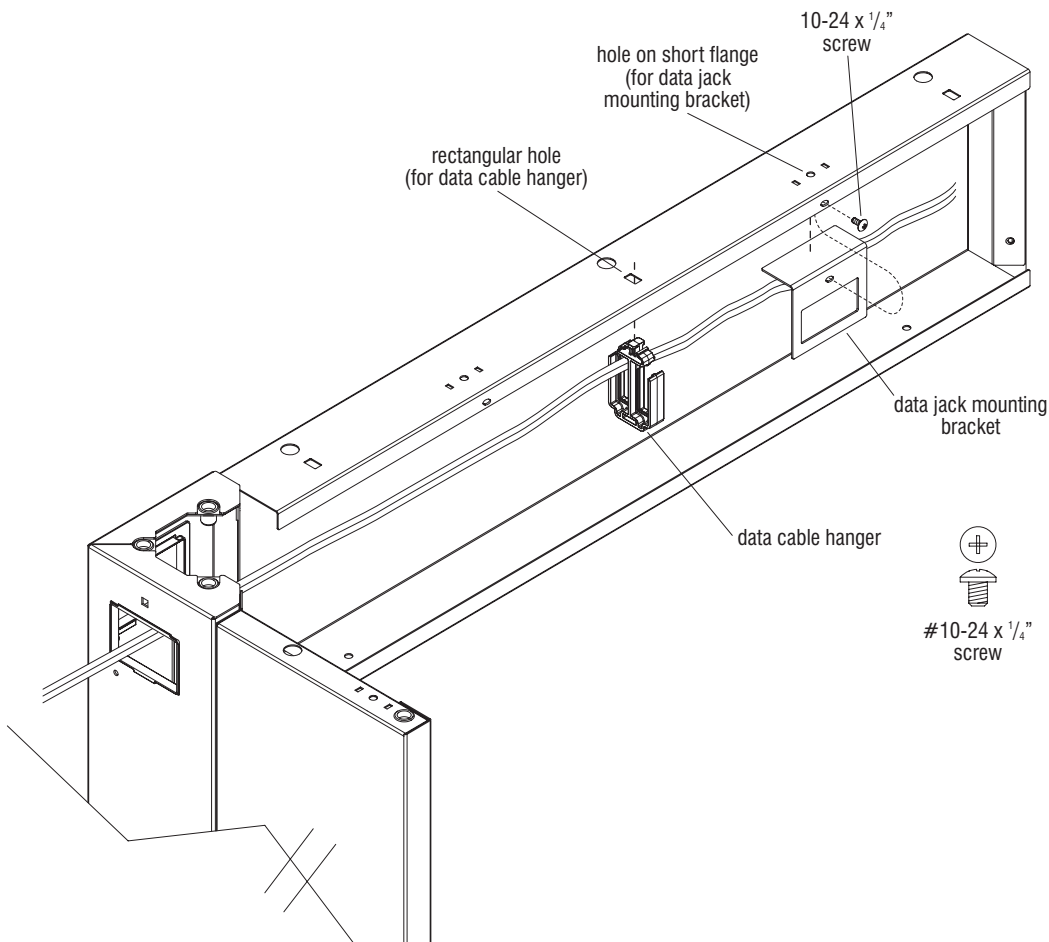


Figure 1

### Data Management - Cable Hanger

1. Locate rectangular hole in top surface of modesty panel beam. Align rectangular geometry on data cable hanger with hole and push up into position. Rotate 90 degrees clockwise to lock into position. Route excess cable through cable hanger (Figure 1).

### Data Jack Mounting Bracket

1. Locate hole on short flange of modesty panel beam and secure data jack mounting bracket to inside of modesty panel beam with a #10-24 x 1/4" screw. Run wire from behind data jack bracket through rectangular cutout and wire data jack. Snap data jack into place (Figure 1).

**Note:** The data jack mounting bracket accommodates modular furniture data plates. These plates are supplied by most major data connector manufacturers and are designed to snap into one or both of the openings in the power/data bezel. KI does not provide the modular faceplates or data jacks. Typical manufacturer modular face plates that are compatible with True Desk are:

CommScope . . . M-Series  
AMP . . . . Mode Interconnect  
Modules  
Panduit . . . Mini-Com Face  
Plate  
Ortronics . . Series II IMO's  
Modular Furniture  
Bezel  
Leviton . . . Quickport  
Modular Furniture  
Face Plates  
Siemon . . . CT-MFP-(color)



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.

### Rigid Wireway Cover

1. Prior to installing rigid wireway covers, determine the locations where receptacles will be used. Place the wireway on a soft protective surface to avoid scratching. At the corresponding locations on the wireway, knock-out the hole cover(s) by firmly tapping on the top or bottom edge of the knock-out with a large flat-head screwdriver and hammer. Twist the cover out, recycle, and firmly rub the edge of the wireway opening with the side edge of the screw driver to remove any burrs.
2. Complete all electrical connections on 10-wire rigid wireway.
3. Locate screws attaching the 10-wire rigid wireway to the modesty panel beam and loosen approximately  $\frac{1}{8}$ ". Align slots on rigid wireway cover flange with screws and slide into place between screw head and modesty panel beam. Re-tighten screws (Figure 1).

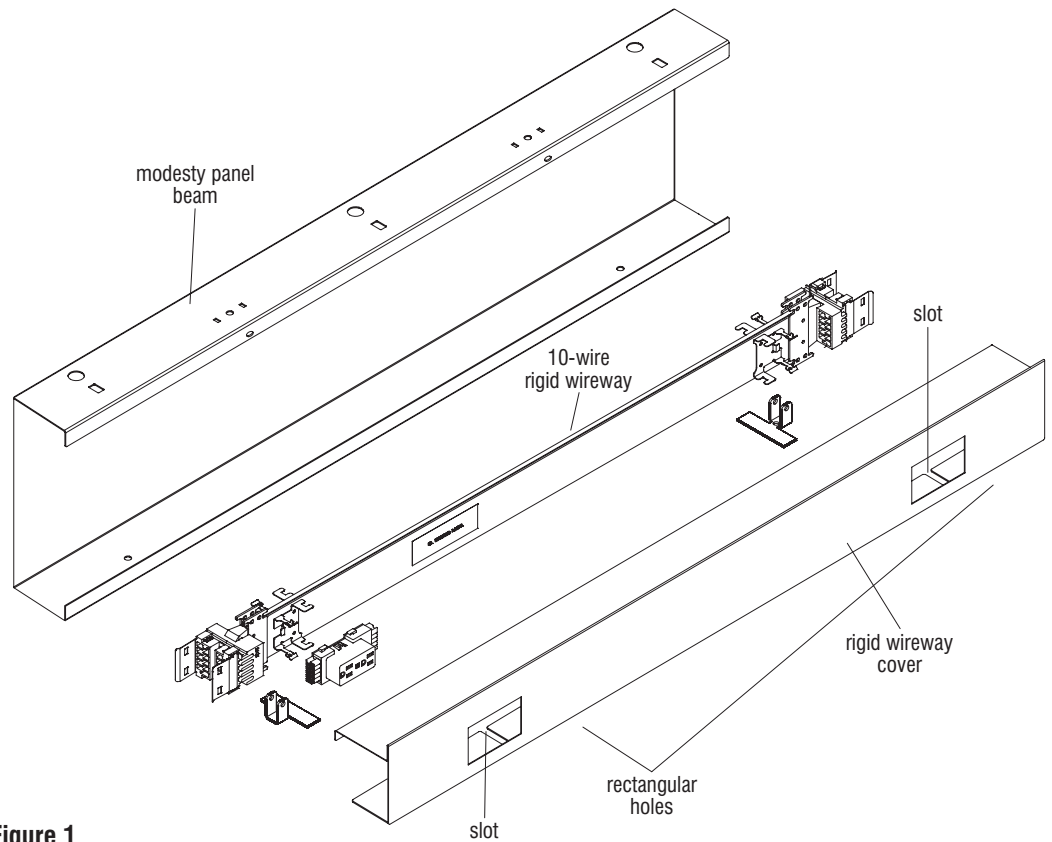
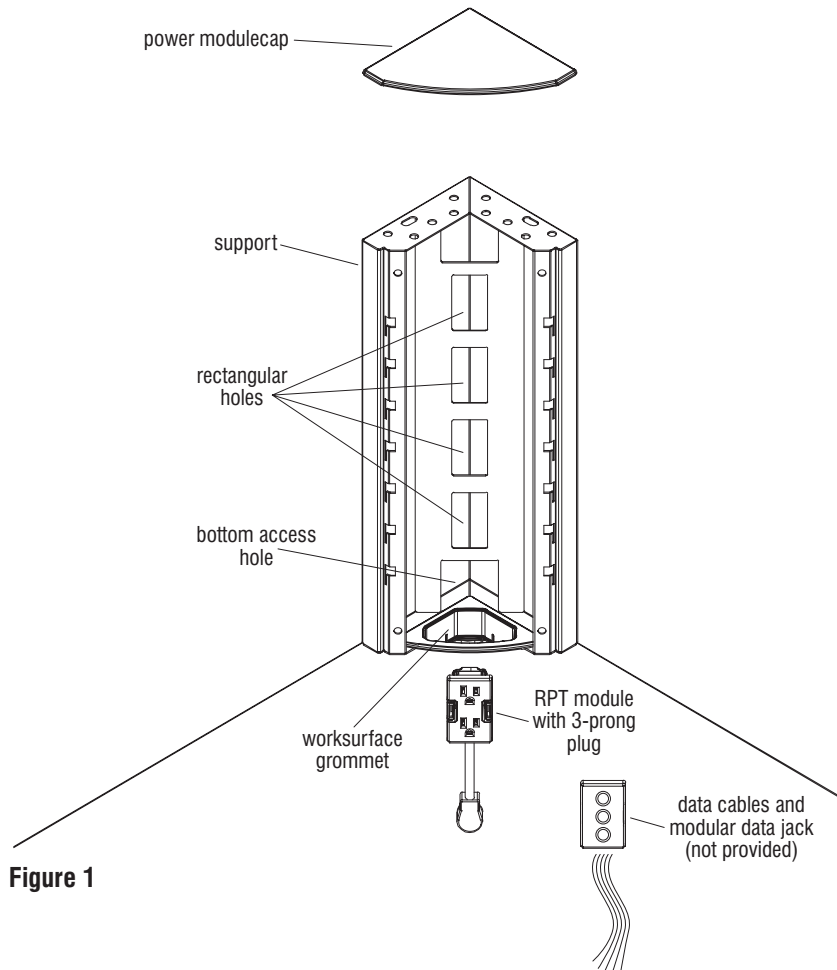


Figure 1



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 1**

### **RPT Module and Modular Data Jack - Overstorage Support**

1. Open plastic overstorage support cover and remove grommet cover from worksurface grommet. Feed RPT (relocatable power tap) module with 3-prong plug through one of the rectangular holes in overstorage support, out through bottom rectangular hole and through worksurface grommet. Plug RPT module into receptacle below desk. Replace worksurface grommet cover and close overstorage support cover.
2. Assemble power module cap, if applicable, to overstorage support by aligning snaps with appropriate holes and firmly pushing into place (Figure 1).

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