

# WorkZone® Desking System

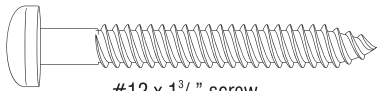
November 2012

[illegible]

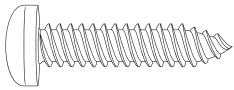
# **WorkZone® Basic Worksurface** Assembly Instructions



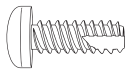
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



#12 x 1 3/4" screw



#12 x 1" screw



#10 x 1/2" screw



leg plug

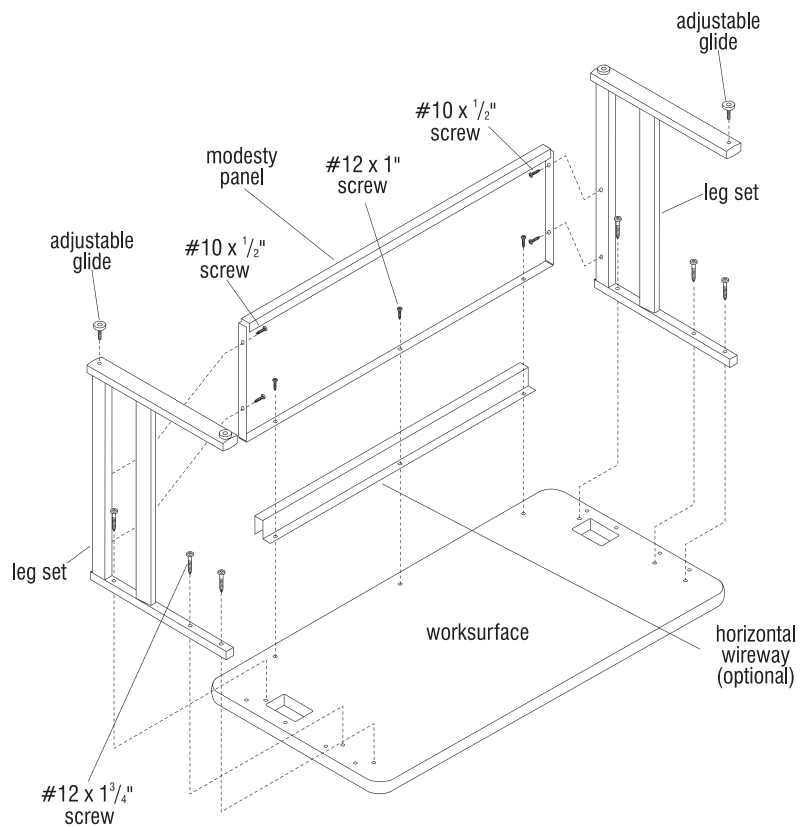
## **Tools Required**

- Phillips Screwdriver
- Level

1. To avoid scratching the worksurface, place the top face down onto a soft protective surface.
2. Attach two leg sets to worksurface bottom by aligning legs to pre-drilled holes and inserting three #12 x 1 3/4" screws per leg set (Figure 1).

**Note:** In the instance where a worksurface is to be paired with a transitional unit, a leg set with a short transitional foot (not shown) will be assembled to the end of the worksurface where the transitional unit is to be attached. Refer to your space-planning layout.

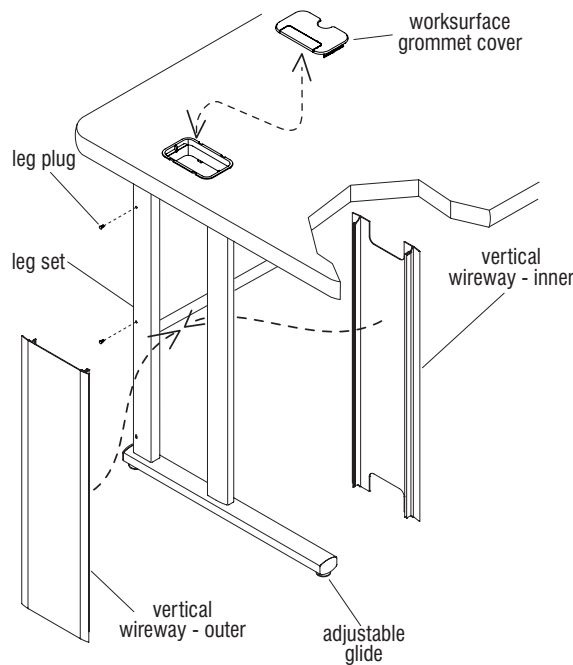
**Important:** Worksurfaces are assembled upside-down, so will be in reverse orientation as compared to your space-planning layout.



**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 2**

3. Align modesty panel between leg sets. If optional horizontal wireway is to be installed to unit, place the wireway between mounting flange of modesty panel and the worksurface, aligning the mounting holes as illustrated. Insert two #10 x 1/2" screws per left and right side of modesty panel into leg. Do not tighten at this time (Figure 1).

4. Carefully stand the worksurface right side up and install two leg plugs into the two exposed holes at the outside of each leg set as illustrated (Figure 2).

**Note:** Two different vertical wireway halves are supplied with non-powered tables: The "vertical wireway - inner" (with two cut-outs) is to be installed facing the inside of the table. The "vertical wireway-outer" (no cut-out) is to be installed on the outside of a leg (Figure 2).

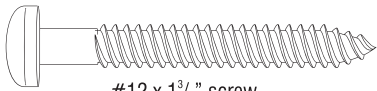
5. Vertical wireways fasten into each other from each side of the leg set opening and must be oriented to press together. Begin by positioning an outer vertical wireway (no-cut-out), to the outside of the leg set as illustrated. Next position the inner vertical wireway cover (two cut-outs) in the correct orientation at the inside of the leg set and press it into the outer wireway (Figure 2).
6. Level the worksurface by turning the four adjustable glides either in or out. The jambnuts between the glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the glide (Figure 2).
7. Press worksurface grommets into wireway holes in worksurface top (Figure 2).

# WorkZone® Starter/Adder/Finisher Worksurface

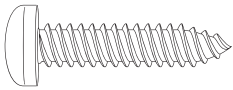
## Assembly Instructions



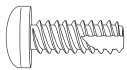
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



#12 x 1 3/4" screw



#12 x 1" screw



#10 x 1/2" screw



leg plug

### Tools Required

- Phillips Screwdriver
- Level

### Starter Worksurface

**Note:** The starter worksurface is assembled upside down, and when turned upright after full-assembly, it will be the right-hand most worksurface as the user sits at it.

1. Begin assembly by installing two shared-leg brackets to a transitional leg set (leg with shorter foot). Use three #10 x 1/2" screws per bracket to secure (Figure 1).
2. To avoid scratching top, carefully lay worksurface upside down on a soft, protective surface. Install the transitional leg set to the underside of the worksurface at pre-drilled holes using four #12 x 1" screws. The transitional leg will be "shared" so should be installed to the mounting holes closest to the edge of the worksurface such that the center line of the leg is directly over the end of the table (Figure 1).
3. Install the standard leg set to the underside of the table at

the illustrated location, in the set of three mounting holes using three #12 x 1 3/4" screws (Figure 1).

**Note:** Starter/finisher modesty panels are longer than standard WorkZone modesty panels, and are shorter than adder modesty panels.

4. Set a starter/finisher modesty panel between the two installed legs over mounting holes in worksurface as illustrated. If optional horizontal wireway is to be installed to unit, place the wireway between mounting flange of modesty panel and the worksurface, aligning the mounting holes as illustrated. Secure modesty panel to worksurface with three #12 x 1" screws, and attach modesty panel ends to the legs using two #10 x 1/2" screws at each leg (Figure 1).

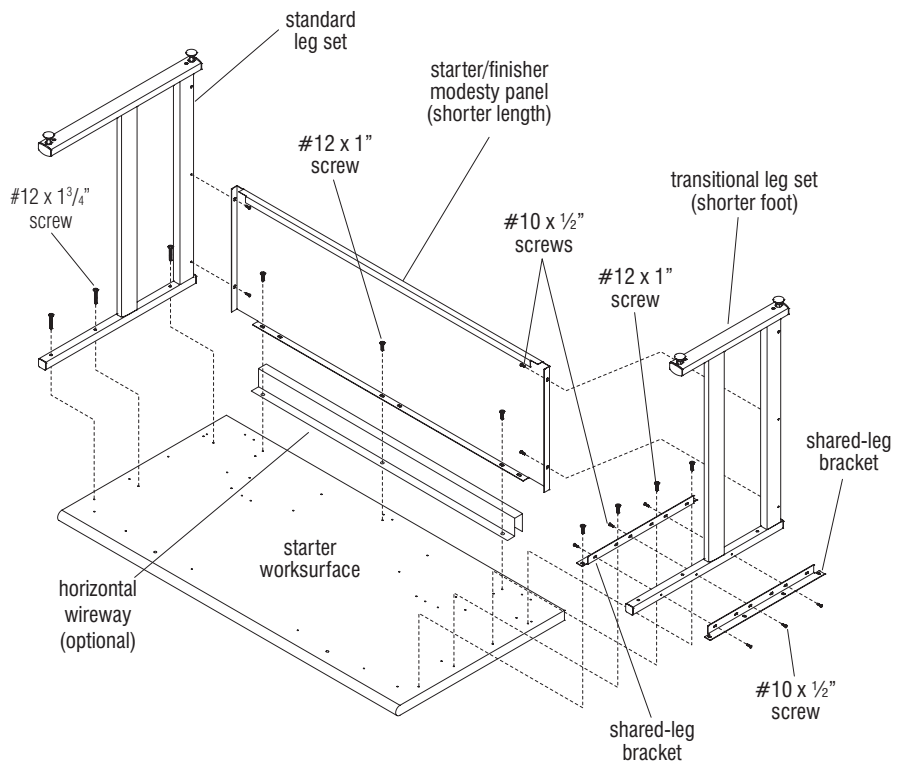
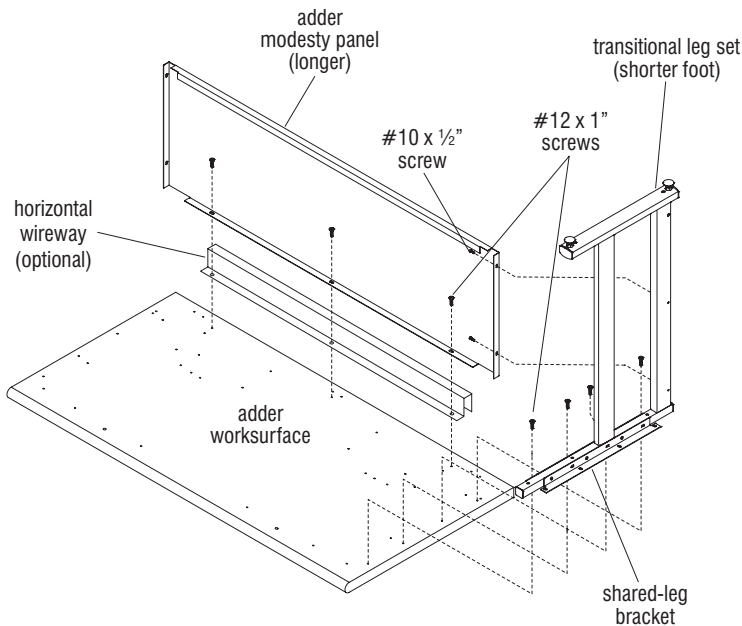


Figure 1 - Starter Worksurface



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 2 - Adder Worksurface**

### Adder Worksurface

**Note:** The adder worksurface is assembled upside down, and when turned upright after full assembly, it will attach to the worksurface to its right (either starter or adder as the user sits at it).

5. As in step 1, Figure 1 earlier, begin assembly by installing two shared-leg brackets to a transitional leg set (leg with shorter foot). Use three #10 x 1/2" screws per bracket to secure (Figure 1).
6. To avoid scratching top, carefully lay adder worksurface upside down on a soft, protective surface. Install the transitional leg set to the underside of the worksurface at pre-drilled holes using four #12 x 1" screws. The transitional leg set will be "shared" so should be installed to the mounting holes closest to the edge of the worksurface such that the centerline of the leg is directly over the end of the table (Figure 2).

**Note:** Adder modesty panels are longer than "starter" modesty panels.

7. Position an adder modesty panel over the mounting holes in worksurface, and next to the transitional leg as illustrated. If optional horizontal wireway is to be installed to unit, place the wireway between mounting flange of modesty panel and the worksurface, aligning the mounting holes as illustrated. Secure modesty panel to worksurface with three #12 x 1" screws, and attach one modesty panel end to the transitional leg using two #10 x 1/2" screws (Figure 2).

# WorkZone® Starter/Adder/Finisher Worksurface

## Assembly Instructions



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.

### Finisher Worksurface

**Note:** The finisher worksurface is assembled upside down, and when turned upright after full-assembly, it will attach to an adder worksurface.

8. To avoid scratching top, carefully lay finisher worksurface upside down on a soft, protective surface. Install a standard leg set to the underside of the worksurface at pre-drilled holes using three #12 x 1<sup>3</sup>/<sub>4</sub>" screws. The standard leg set is "not shared" so should not be installed to the mounting holes closest to the edge of the worksurface (Figure 3).

**Note:** Starter/finisher modesty panels are longer than standard WorkZone modesty panels, and are shorter than adder modesty panels.

9. Position a starter/finisher modesty panel over the mounting holes in the worksurface, and next to the standard leg as illustrated. If optional horizontal wireway is to be installed to unit, place the wireway between mounting flange of modesty panel and the worksurface, aligning the mounting holes as illustrated. Secure modesty panel to worksurface with three #12 x 1" screws, and attach one modesty panel end to the standard leg using two #10 x 1/2" screws (Figure 3).

### Starter/Adder Assembly

10. Carefully turn the starter worksurface assembly to the upright position. With care, turn the adder worksurface assembly upright, next to the starter unit and set the no-leg end of the adder surface onto the shared-leg bracket of the starter worksurface assembly (Figure 4).

11. Twist in four #12 x 1" screws through the shared-leg bracket of the starter worksurface, and into the pre-drilled mounting holes at the underside of the adder worksurface as illustrated. Do not tighten screws completely at this time (Figure 4).

12. Twist in two #10 x 1/2" screws through the side of the adder modesty panel and into the leg of the starter worksurface, but do not tighten screws at this time (Figure 4).

**Note:** any number of additional adder worksurfaces can be attached to existing adder worksurfaces following the steps above.

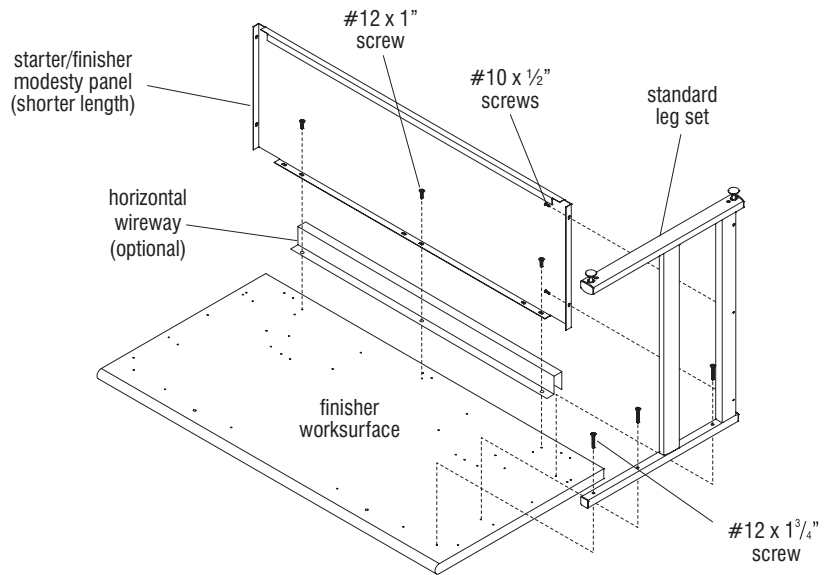


Figure 3 - Finisher Worksurface

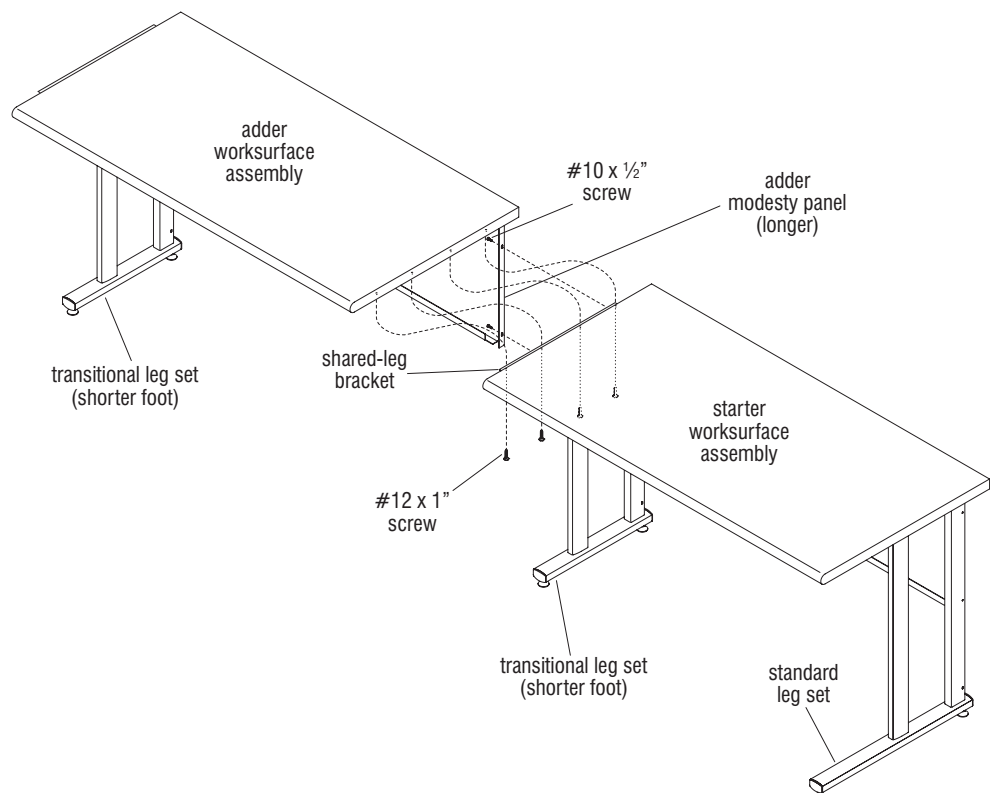
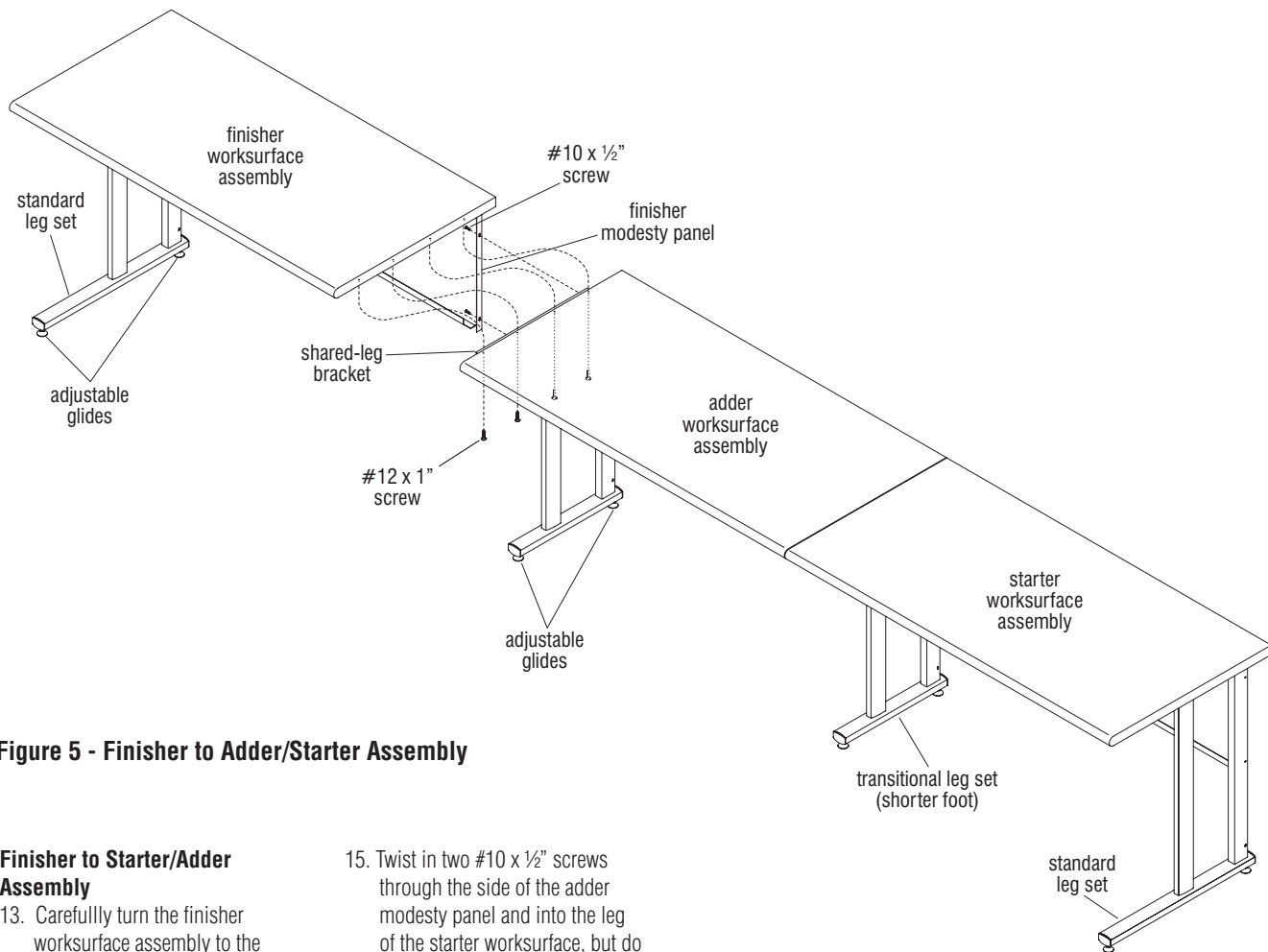


Figure 4 - Adder to Starter Assembly



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 5 - Finisher to Adder/Starter Assembly**

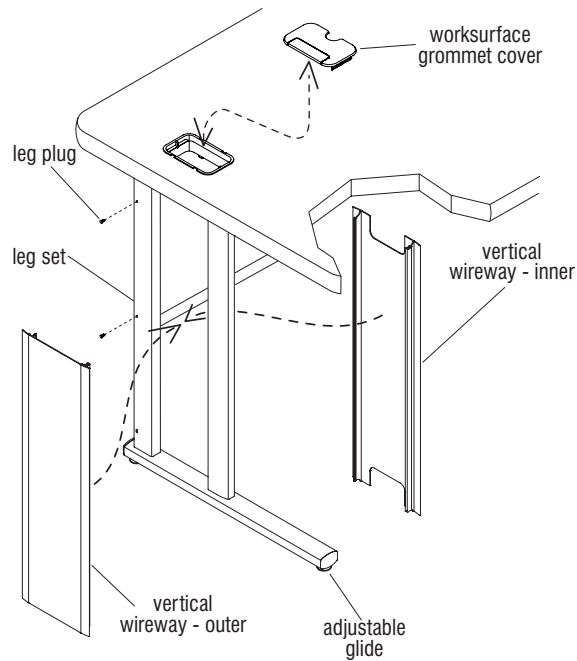
#### Finisher to Starter/Adder Assembly

13. Carefully turn the finisher worksurface assembly to the upright position and set the no-leg end of the adder surface onto the shared-leg bracket of the adder worksurface assembly (Figure 5).
14. Twist in four #12 x 1" screws through the shared-leg bracket of the adder worksurface, and into the pre-drilled mounting holes at the underside of the finisher worksurface as illustrated. Do not tighten screws completely at this time (Figure 5).
15. Twist in two #10 x 1/2" screws through the side of the adder modesty panel and into the leg of the starter worksurface, but do not tighten screws at this time (Figure 5).
16. Align the run of adjoining tables to their final location and twist leveling glides in or out to level worksurfaces properly. The jambnuts between the glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the glide. At this time, tighten all screws attaching modesty panels to legs and shared-leg brackets to worksurfaces (Figure 5).



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.

17. Install a vertical wireway into each leg set by first positioning the outer wireway section as illustrated. The extended face of the wireway must be oriented up so as to cover the table-support member of the leg set when installed. Incorrectly installed, it will cover the foot member. Flex the outer wireway slightly and press it into place between the leg uprights. Next position the inner wireway cover as illustrated and press it into place in the vertical wireway (Figure 6).
18. Press worksurface grommets into wireway holes in worksurface top, and install two leg plugs into the two exposed holes at the outside of each leg set as illustrated (Figure 6).



**Figure 6 - Vertical Wireways**

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



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.

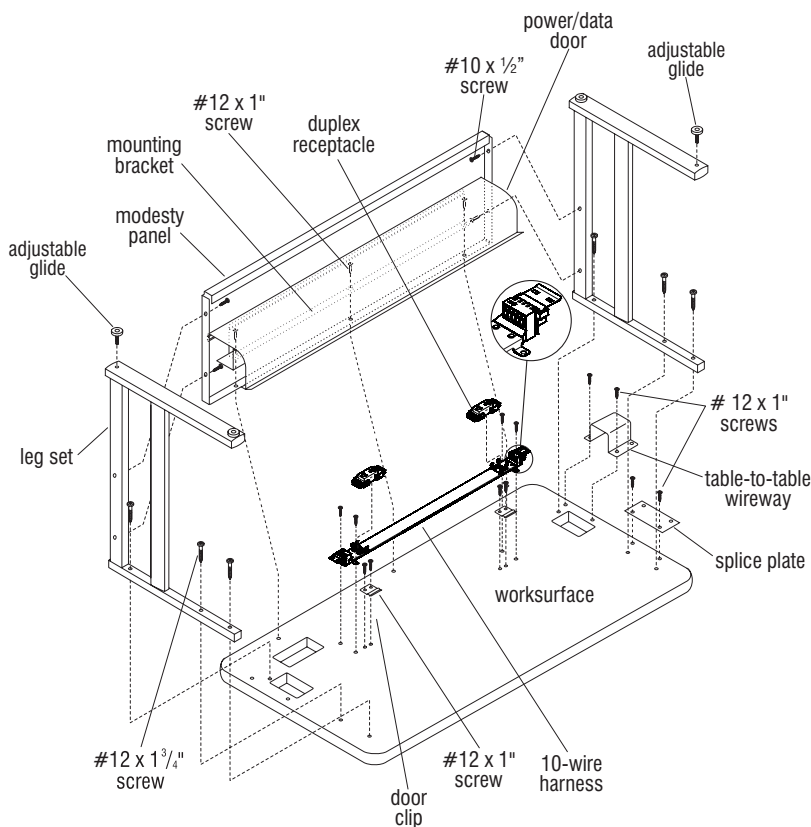


Figure 1

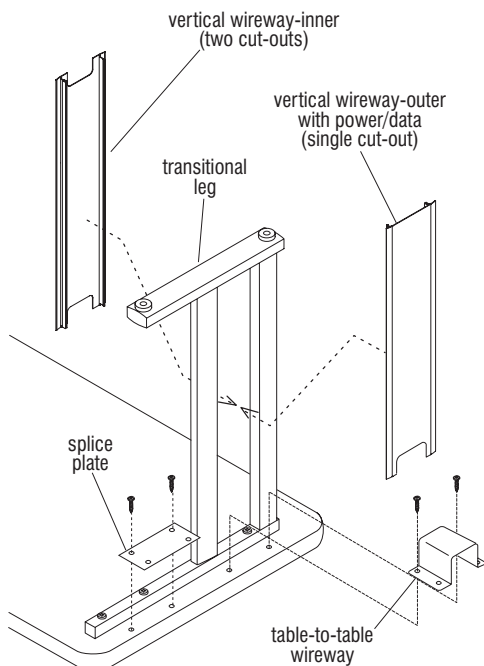
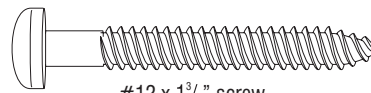
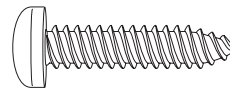


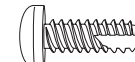
Figure 2



#12 x 1 3/4" screw



#12 x 1" screw



#10 x 1/2" screw



leg plug

#### Tools Required

- Phillips Screwdriver
- Level

1. To avoid scratching the worksurface, place the top face down onto a soft protective surface.
2. Attach two leg sets to worksurface bottom by aligning legs to pre-drilled holes and inserting three #12 x 1 3/4" screws per leg set (Figure 1).

**Note:** When a worksurface will be paired with a transitional unit, a leg set with a shorter transitional foot (Figure 2) will be assembled to the end of the worksurface where the transitional unit attaches. Refer to your space-planning layout.

3. Align modesty panel between leg sets. Insert two #10 x 1/2" screws per left and right side of modesty panel into leg. Do not tighten at this time (Figure 1).
4. Position the mounting bracket of the power/data door over the modesty panel holes that correspond with worksurface holes. Insert three #12 x 1" screws through the mounting bracket and modesty panel into

the worksurface. Tighten all screws to secure the leg sets and modesty panel (Figure 1).

5. Fasten door clips to the underside of the worksurface with two #12 x 1" screws per door clip (Figure 1).

**Note:** Whenever tables are to be joined with a table-to-table wireway and splice plate (Figures 1 & 2), the vertical wire way (Figures 2 & 3) must be installed into the leg prior to the table-to-table wireway being installed to the worksurface. Refer now to step 9 and the note before, if this is the case. Then return back to step 6 below.

6. If worksurfaces will be ganged together, attach table-to-table wireway to underside of worksurface with two #12 x 1" screws on ganging end(s). Also, attach splice plate to worksurface with two #12 x 1" screws at same end(s) (Figures 1 & 2).

**Note:** All 10-wire harnesses must be oriented the same direction to make proper connections. At one end of each harness, on the black connector near the clip, is an (N) and arrow under the worksurface at the left side, with the arrow pointing to the modesty panel.

7. Correctly orient the 10-wire harness to the underside of the worksurface with the arrow pointing to the modesty panel as noted above (Figure 1). Position 10-wire harness to underside of worksurface over pre-drilled mounting holes and attach with four #12 x 1" screws. Plug duplex receptacle into power harness as illustrated. Secure receptacle to power harness by sliding into port until spring clips lock receptacle into place (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.

**Note:** If the position of the table requires that the floor infeed be wired up at the end of a run of worksurfaces, the vertical wireway will be replaced by a floor feed vertical wireway which is explained in instructions 14 through 17.

8. Stand worksurface assembly right side up and install two leg plugs into the exposed holes at the outside of each leg set as illustrated (Figure 3).

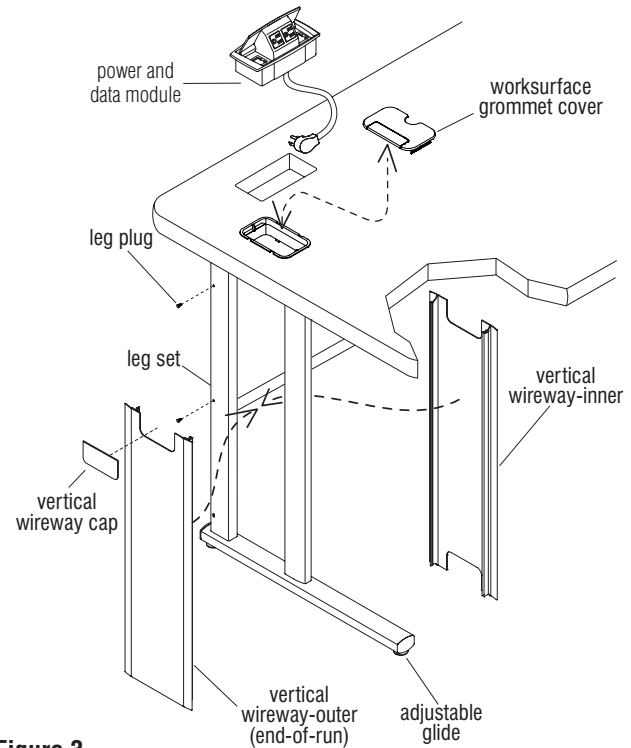
**Note:** Two different vertical wireway halves are supplied with power & data tables: The "vertical wireway - inner" (with two cut-outs) is to be installed facing the inside of the table (Figures 2 & 3). The "vertical wireway-outer, with power/data" (single cut-out) (Figures 2 & 3) is to be installed on the outside of a leg, and the cut-out must face the underside of the table. Whenever a "table-to-table wireway" is installed between tables (Figure 2), the vertical wireways must be installed to the leg set before the table-to-table wireway is installed.

9. Vertical wireways fasten into each other from each side of the leg set opening and must be oriented correctly to press together. Begin by positioning an "outer vertical wireway" (one cut-out), to the outside of the leg set as illustrated with the cut-out facing the worksurface. Next position the inner wireway cover (two cut-outs) in the correct orientation at the inside of the leg set and press it into the outer. Press a vertical wireway cap into the upper, outside cut-out in each vertical wireway where no table-to-table wireway is installed (Figure 3).

10. If worksurface assemblies are to be ganged, attach them together with #12 x 1" screws at table-to-table wireway and splice plate. Do not tighten at this time.

11. Level worksurface by turning four adjustable glides either in or out. The jamnuts between the adjustable glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the adjustable glides (Figure 3). Tighten screws that gang worksurfaces at this time.

12. Press worksurface grommets into wireway holes in worksurface top (Figure 3). Route the power and data module cord through the power and data module hole in the worksurface. Snap the power and data module into the module hole (Figure 3). From under the worksurface, with the power/data door opened, plug the power cord into the duplex receptacle on the 10-wire harness. Check for proper operation of the power and data module. To open module push down on the module and it will pop-up. To close, press downward and it will snap closed.



**Figure 3**



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.

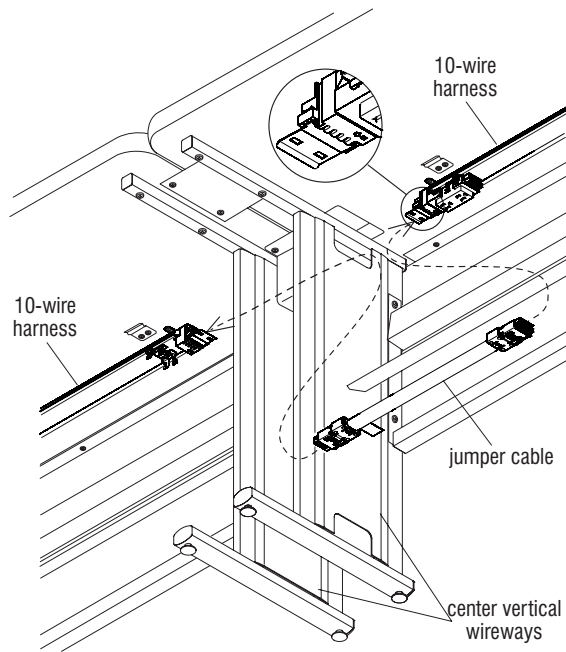


Figure 4

**Note:** All table connections must be securely fastened before any electrical connections between worksurfaces can be installed.

13. To connect power between worksurfaces, the power/data door must be un-clipped from the underside of ganged worksurfaces. The 10-wire harnesses can then be accessed to connect power between worksurfaces. Route the jumper cable through access holes of vertical wireways and table-to-table wireway. Plug each end of jumper cable into the ends of the 10-wire harnesses (Figure 4).

**Note:** The power infeeds are to be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. These steps are intended as a guideline for the installation.



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.

14. For 10-wire power infeed, position the flexible conduit between the vertical leg members and plug the power infeed connection into the 10-wire harness under the table. Route the uncased 10-wire through 90° metal connector and through the access hole of the infeed outer wireway. Lay the oval conduit flat (not on edge) into the bottom half of the round 90° metal connector. Assure the maximum amount of conduit is inside the fitting and connect the top half of the fitting to the bottom. Use screws supplied and assure that the two sections are properly connected, securely capturing the flexible oval conduit (Figure 5).

**Note:** The conduit and connector assembly has been UL Listed in KI's UL file to meet the requirements of UL 1286 "Office Furnishings". The 90° metal connector is limited to the following models: EGS Appleton AC96 or Cooper Crouse 738. Substitutions are not allowed.

15. Route the uncased 10-wire through the 90° pulling elbow. Next screw or thread the 90° metal connector into the 90° pulling elbow, sandwiching the steel infeed panel. Slide the liquid-tight connector onto the 10-wires and connect it to the 90° pulling elbow (Figure 5).
16. Set the infeed outer wireway up against the outside of the vertical leg members with support lip resting on the foot of the leg. Position the infeed inner wire way up against the inside of the vertical leg members. Fasten infeed inner wireway to infeed outer wireway with six #10-32 x 1½" screws (Figure 5).

17. Determine the appropriate length for the liquid-tight conduit (to power source) and cut it to size. Slide the liquid-tight conduit onto the 10-wires and connect the conduit to the connector on the elbow. Finally the liquid-tight conduit may be fastened to a junction box (customer supplied) and the 10-wires can be cut to size and connected to the power source (Figure 5).

**Important:** The Listed conduit of the power infeed is intended to be terminated with a commonly available Listed conduit fitting appropriate for the type and trade size of the conduit.

**Note:** The power infeeds are to be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. These steps are intended as a guideline for the installation.

18. The power/data door that is attached to the modesty panel snaps onto the two pre-installed door clips at the underside of the worksurface. The S-shaped power/data divider that was installed into the power/data door is in place to separate power from data lines (optional).

**Note: This channel is 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.** Data lines can be run through worksurface grommets and exit through knockout in infeed outer wireway or notch on inside of center vertical wireway. Snap the power/data door to the door clips when power and data lines have been run.

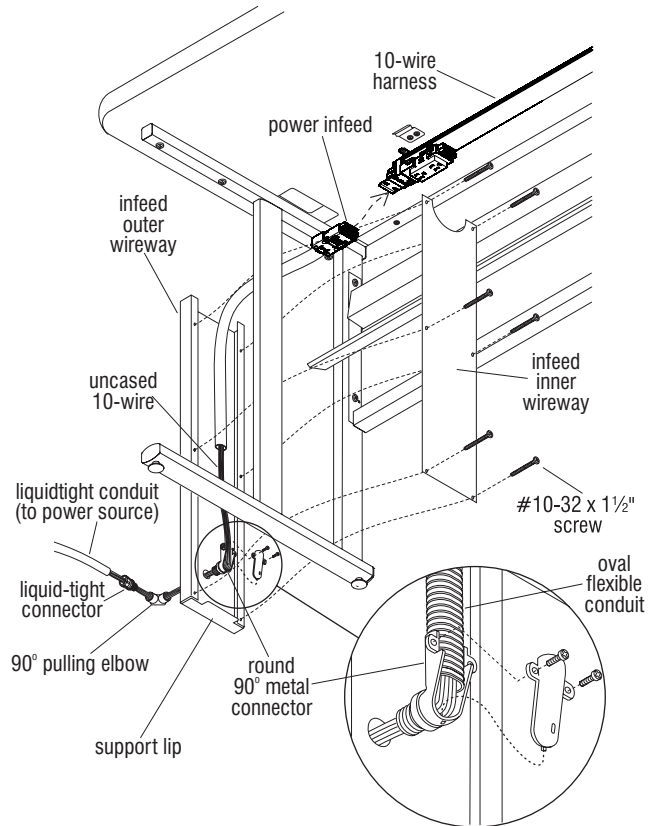


Figure 5

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



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.

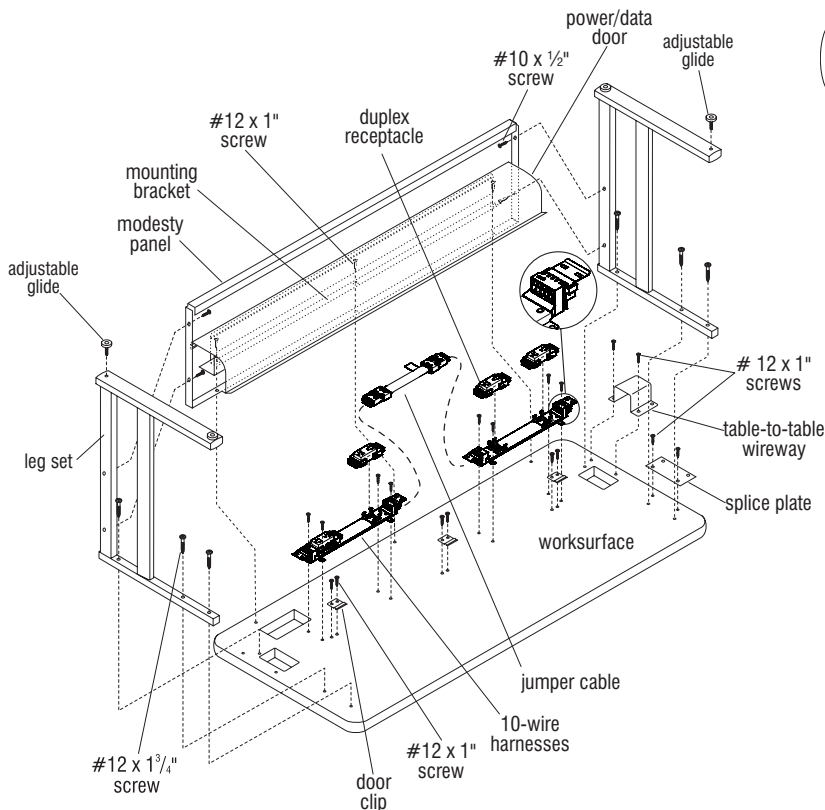


Figure 1

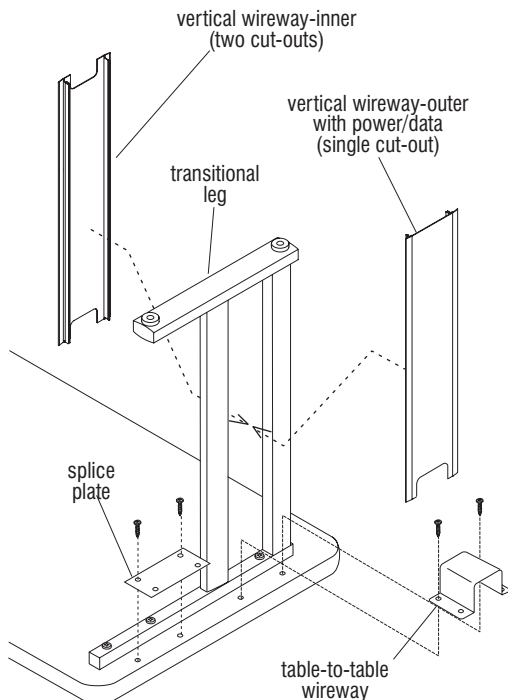
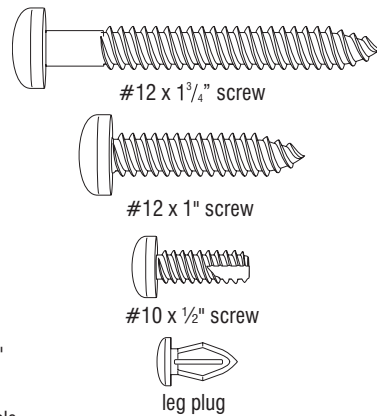


Figure 2



#### Tools Required

- Phillips Screwdriver
- Level

1. To avoid scratching the workspace, place the top face down onto a soft protective surface.
2. Attach two leg sets to workspace bottom by aligning legs to pre-drilled holes and inserting three #12 x 1 3/4" screws per leg set (Figure 1).

**Note:** In the instance where a workspace is to be paired with a transitional unit, a leg set with a short transitional foot (Figure 2) will be assembled to the end of the workspace where the transitional unit is to be attached. Refer to your space-planning layout.

3. Align modesty panel between leg sets. Insert two #10 x 1/2" screws per left and right side of modesty panel into leg. Do not tighten at this time (Figure 1).
4. Position the mounting bracket of the power/data door over the modesty panel holes that correspond with workspace holes. Insert three #12 x 1" screws through the mounting bracket and modesty panel into the workspace. Tighten all screws to secure the leg sets and modesty panel (Figure 1).

5. Fasten door clips to the underside of the workspace with two #12 x 1" screws per door clip (Figure 1).

**Note:** Whenever tables are to be joined with a table-to-table wireway and splice plate (Figures 1 & 2), the inner and outer vertical wireway sections must be installed into the leg prior to installing the table-to-table wireway to the workspace. Refer now to the "Note" and step 9 if this is the case. Then return back to step 6 below.

6. If workspaces will be ganged together, attach table-to-table wireway to underside of workspace with two #12 x 1" screws on ganging end(s). Also, attach splice plate to workspace with two #12 x 1" screws at same end(s) (Figures 1 & 2).

**Note:** All 10-wire harnesses must be oriented the same direction to make proper connections. At one end of each harness, on the black connector near the clip, is an (N) and arrow under the workspace at the left side, with the arrow pointing to the modesty panel.

7. Correctly orient the two 10-wire harnesses to the underside of the workspace with the arrows pointing to the modesty panel as noted above (Figure 1). Position the 10-wire harnesses to underside of workspace over pre-drilled mounting holes and attach with four #12 x 1" screws. Plug duplex receptacle into power harness as illustrated. Secure receptacle to power harness by sliding into port until spring clips lock receptacle into place (Figure 1). **Note:** If the position of the table requires that the floor infeed be wired up at the end of a run of workspaces, the vertical wireway will be replaced by a floor feed vertical wireway which is explained in instructions 14 through 17.

## ■ WorkZone® Desks - 24", 30" x 60", 66" & 72" Tops with Power & Data

### Assembly Instructions



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.

8. Stand worksurface assembly right side up and install two leg plugs into the exposed holes at the outside of each leg set as illustrated (Figure 3).

the leg sets must be tightened up against the bottom of the leg to secure the adjustable glides (Figure 3). Tighten screws that gang worksurfaces at this time.

**Note:** Two different vertical wireway halves are supplied with power & data tables: The "vertical wireway - inner" (with two cut-outs) is to be installed facing the inside of the table (Figures 2 & 3). The "vertical wireway-outer, with power/data" (single cut-out) (Figures 2 & 3) is to be installed on the outside of a leg, and the cut-out must face the underside of the table. Whenever a "table-to-table wireway" is installed (Figure 2), the vertical wireways must be installed to the leg set before the table-to-table wireway is installed.

9. Vertical wireways fasten into each other from each side of the leg set opening and must be oriented correctly to press together. Begin by first positioning an "outer vertical wireway" (single cut-out), to the outside of the leg set as illustrated, with cut-out closest to worksurface. Next position the inner wireway cover (two cut-outs) in the correct orientation at the inside of the leg set and press it into the outer wireway (Figures 2 & 3). For end-of run tables, press a vertical wireway cap into the upper, outside cut-out in each vertical wireway where no table-to-table wireway is installed (Figure 3).

10. If worksurface assemblies are to be ganged, attach them together with #12 x 1" screws at table-to-table wireway and splice plate. Do not tighten at this time.

11. Level worksurface by turning four adjustable glides either in or out. The jamnuts between the glides and the bottom of

12. Press worksurface grommets into wireway holes in worksurface top (Figure 3). Route the power and data module cord through the power and data module hole in the worksurface. Snap the power and data module into the module hole (Figure 3). From under the worksurface, with the power/data door opened, plug the power cord into the duplex receptacle on the 10-wire harness. Check for proper operation of the power and data module. To open module push down on the module and it will pop-up. To close, press downward and it will snap closed.

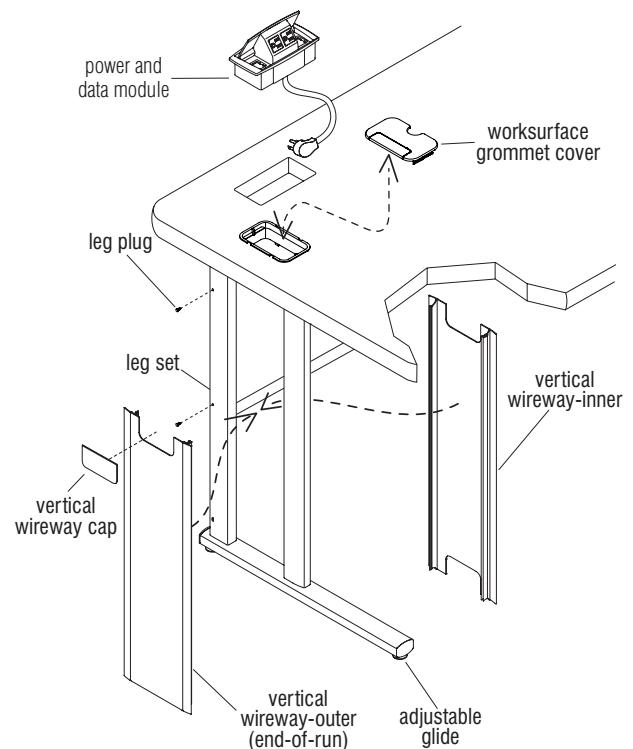


Figure 3



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.

**Note:** All table connections must be securely fastened before any electrical connections between worksurfaces can be installed.

13. To connect power between worksurfaces, the power/data door must be unclipped from the underside of ganged worksurfaces. The 10-wire harness can then be accessed to connect power between worksurfaces. Route the jumper cable through access holes of vertical wireways and table-to-table wireway. Plug each end of jumper cable into the ends of the 10-wire harnesses (Figure 4).

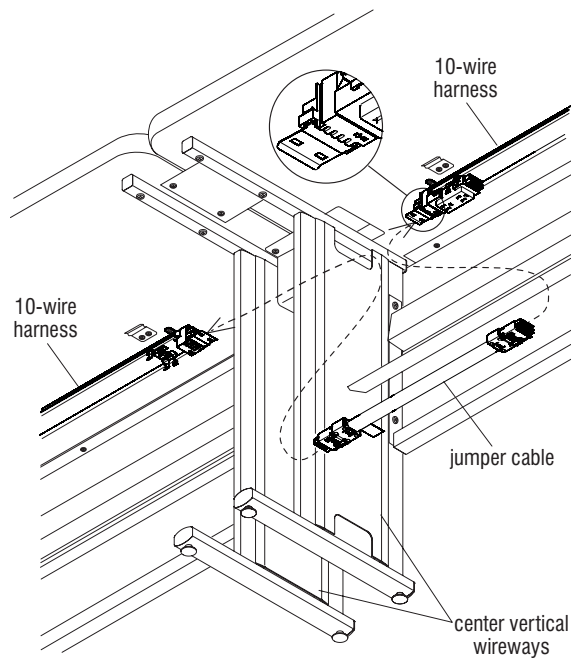


Figure 4



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.

14. For 10-wire power infeed, position the flexible conduit between the vertical leg members and plug the power infeed connection into the 10-wire harness under the table. Route the uncased 10-wire through 90° metal connector and through the access hole of the infeed outer wireway. Lay the oval conduit flat (not on edge) into the bottom half of the round 90° metal connector. Assure the maximum amount of conduit is inside the fitting and connect the top half of the fitting to the bottom. Use screws supplied and assure that the two sections are properly connected, securely capturing the flexible oval conduit (Figure 5).

**Note:** The conduit and connector assembly has been UL Listed in KI's UL file to meet the requirements of UL 1286 "Office Furnishings". The 90° metal connector is limited to the following models: EGS Appleton AC96 or Cooper Crouse 738. Substitutions are not allowed.

15. Route the uncased 10-wire through the 90° pulling elbow. Next screw or thread the 90° metal connector into the 90° pulling elbow, sandwiching the steel infeed panel. Slide the liquid-tight connector onto the 10-wires and connect it to the 90° pulling elbow (Figure 5)

16. Set the infeed outer wireway up against the outside of the vertical leg members with support lip resting on the foot of the leg. Position the infeed inner wire way up against the inside of the vertical leg members. Fasten infeed inner wireway to infeed outer wireway with six #10-32 x 1½" screws (Figure 5).

17. Determine the appropriate length for the liquid-tight conduit (to power source) and cut it to size. Slide the liquid-tight conduit onto the 10-wires and connect the conduit to the connector on the elbow. Finally the liquid-tight conduit may be fastened to a junction box (customer supplied) and the 10-wires can be cut to size and connected to the power source (Figure 5).

**Important:** The Listed conduit of the power infeed is intended to be terminated with a commonly available Listed conduit fitting appropriate for the type and trade size of the conduit.

**Note:** The power infeeds are to be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. These steps are intended as a guideline for the installation.

18. The power/data door that is attached to the modesty panel snaps onto the two pre-installed door clips at the underside of the worksurface. The S-shaped power/data divider that was installed into the power/data door is in place to separate power from data lines (optional). **Note:** **This channel is 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.** Data lines can be run through worksurface grommets and exit through knockout in infeed outer wireway or notch on inside of center vertical wireway. Snap the power/data door to the door clips when power and data lines have been run.

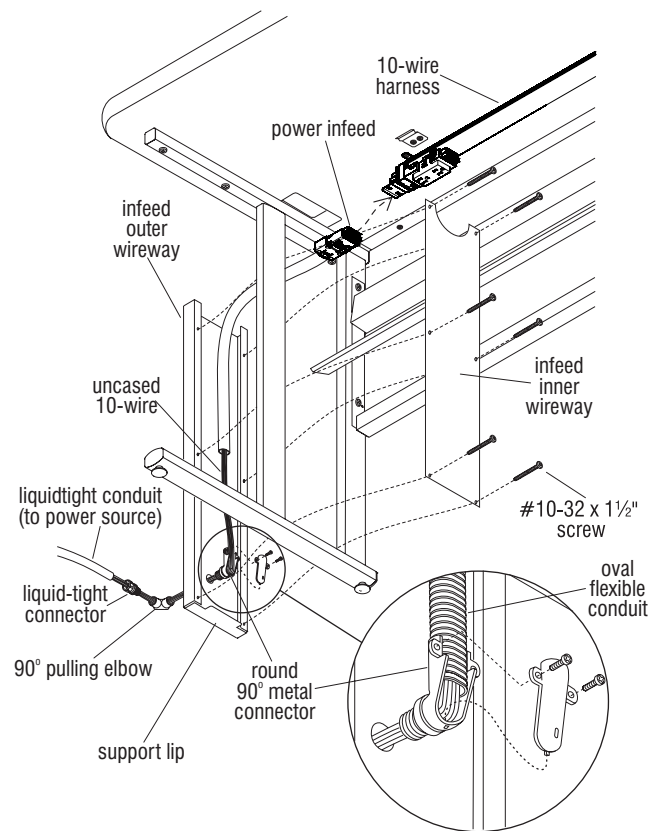


Figure 5

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



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 City Guidelines

- A. All components must be installed by an electrician licensed in New York City.
- B. All branch circuit wiring must be #12 AWG minimum.
- C. Each branch circuit must be fused at 15 AMP maximum with no more than 10 outlets per circuit.
- D. A service entry box must be provided with a service panel. The box must be approximately 2.25 cubic inches for each wire entering the box plus 2.25 cubic inches for each wire leaving the box.
- E. Flexible metal conduit from the supply source to the panel may not exceed 18 inches in length and must be hardwired at both ends, per Article 4 of the New York Electrical Code.

**Note:** The following is a supplemental assembly instructions for New York City Installations. Please refer to the following steps and Figure 1 in place of steps 14 through 17 of the rectangular WorkZone with Power & Data Assembly Instructions.

1. Begin by mounting the special length New York 10-wire harness to the underside of the table in the same fashion as prior harnesses mounted (see step 7, page 9 in standard rectangular worksurface instructions) (Figure 1).
2. Next, connect the New York power-in box to the wire harness and mount it to the underside of the table with the same #12 x 1" screws as the harness (Figure 1).
3. Remove the cover from the New York power-in box and a knock out from the side of the box where power is to enter (Figure 1).
4. Route from a power source, the New York Code customer supplied flexible conduit, ten wires through the infeed outer wireway and through leg assembly to the power-in box utilizing all necessary connectors (not furnished) (Figure 1).
5. Make standard wire connections to the wires inside the power-in box with wire nuts. Secure the cover back onto the power-in box to complete the hook up.

**Note:** The power infeeds are to be connected to the power source by a qualified electrician who must also check the electrical integrity of the finished system. These steps are intended as a guideline for the installation.

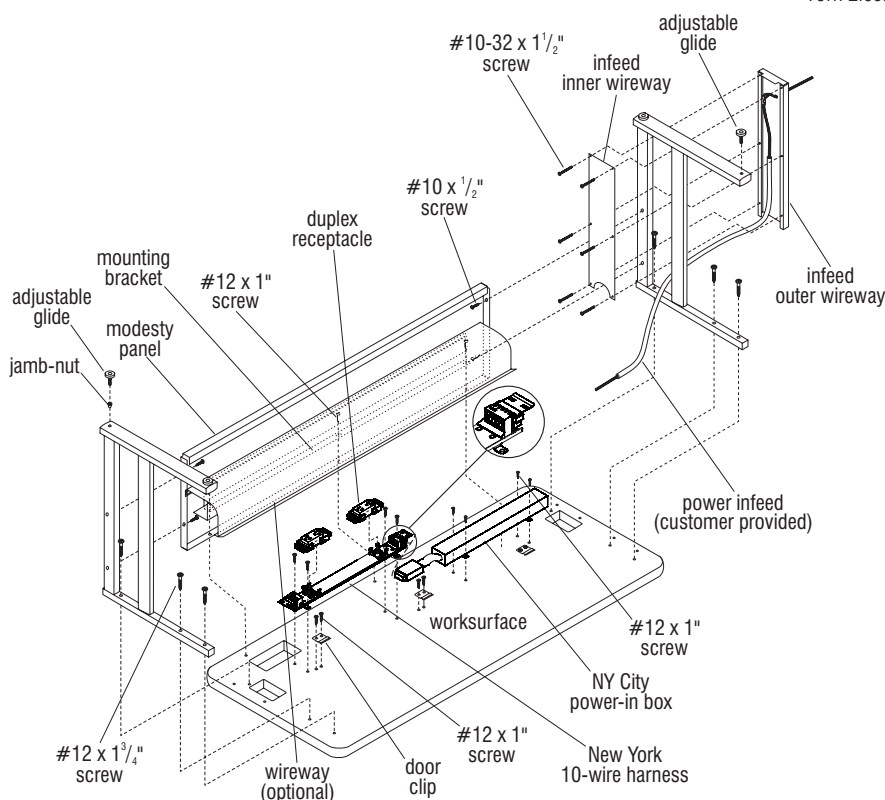
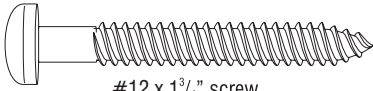


Figure 1

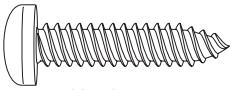
# **WorkZone® Stand Alone Corner Worksurface with Keyboard Pad** Assembly Instructions



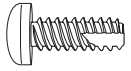
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



#12 x 1 3/4" screw



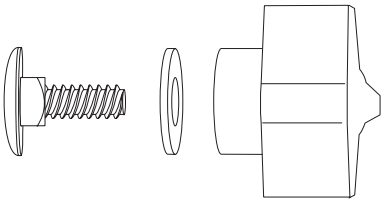
#12 x 1" screw



#10 x 1/2" screw



leg plug

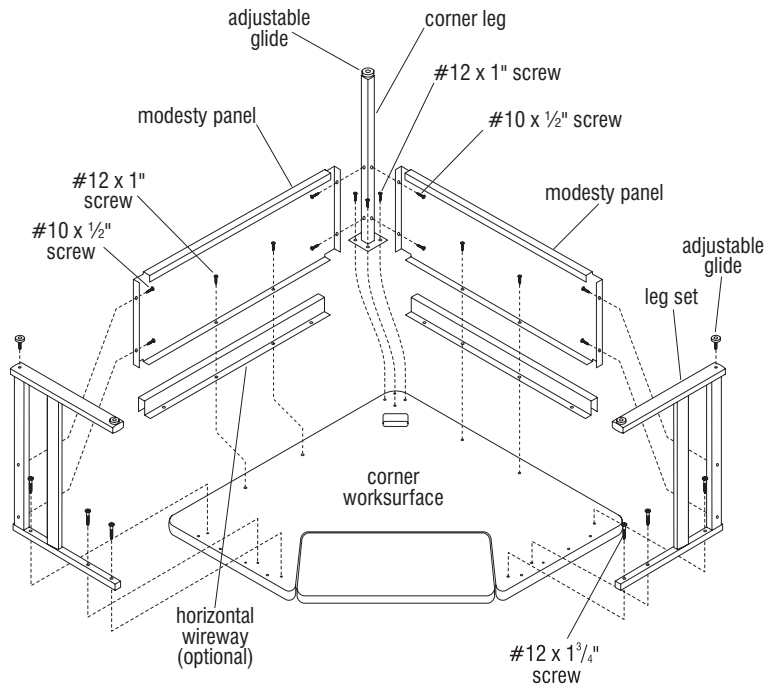


#12 x 1/2" Carriage bolt, washer and adjustment knob

## **Tools Required**

- Phillips Screwdriver
- Level

1. To avoid scratching the worksurface, place the top face down onto a soft protective surface.
2. Attach two leg sets to worksurface bottom by aligning legs to pre-drilled holes and inserting three #12 x 1 3/4" screws per leg set (Figure 1).
3. Position the corner leg over the pre-drilled holes in the back corner of the worksurface. Be sure the modesty panel mounting holes are oriented as shown. Attach the corner leg to the worksurface with four #12 x 1" screws. Do not tighten at this time (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.

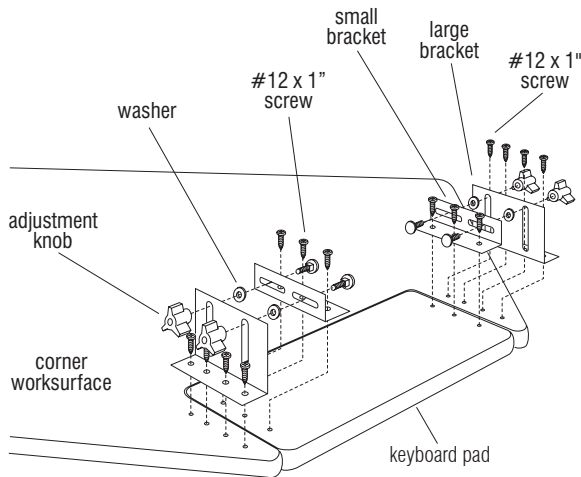


Figure 2

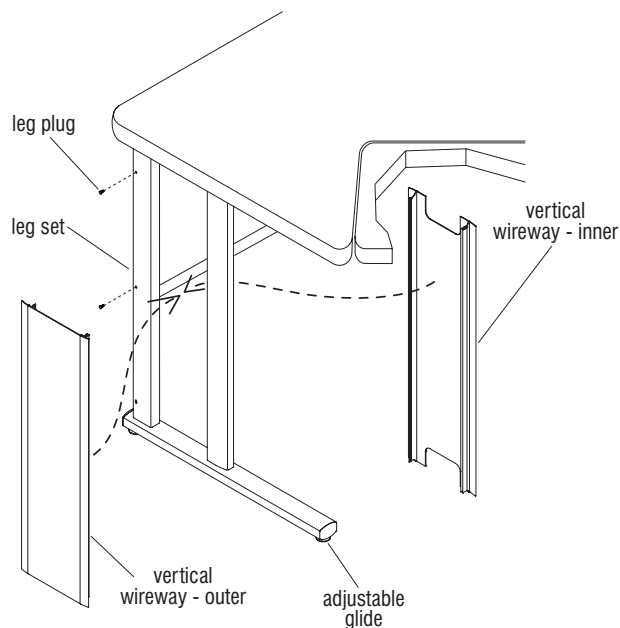


Figure 3

4. Align the first modesty panel between a leg set and corner leg. If optional horizontal wireways are to be installed to unit, place the wireways between mounting flange of modesty panel and the worksurface, aligning the mounting holes as illustrated. Insert two #10 x 1/2" screws per left and right side of the modesty panel into the leg set and corner leg. Do not tighten at this time. Repeat this step for second modesty panel. Tighten all screws attaching the leg sets, corner leg and modesty panel (Figure 1).

**Note:** If assembling stand alone corner keyboard unit see instructions A through D and then continue on to steps 5 through 9. If assembling stand alone unit without keyboard, skip now to steps 5 through 9.

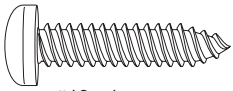
#### Keyboard Pad Only

- A. Attach two small brackets to the keyboard pad by first aligning holes in the keyboard pad. Insert six #12 x 1" screws, three per small bracket, but do not tighten completely (Figure 2).
- B. Attach the two large brackets to the pre-drilled holes in worksurface with four #12 x 1" screws per bracket, but do not tighten completely (Figure 2).
- C. Assemble and tighten four adjustment knobs, connecting the small brackets on the keyboard pad to the large brackets on the corner worksurface. These knobs consist of carriage bolt, washer and tightening knob for each set (Figure 2).
- D. Center the keyboard pad to the opening in the worksurface. Tighten all bracket screws completely, starting with the large brackets on the worksurface. (Figure 2).
5. Carefully stand assembly right side up and install two leg plugs into the two exposed holes at the outside of each leg set as illustrated (Figure 3).
6. Level the worksurface by turning the four adjustable glides either in or out. The jamnuts between the glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the glide (Figure 3).
7. Press worksurface grommet into wireway hole at rear corner of worksurface.

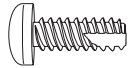
# **WorkZone® Transitional Worksurface - Keyboard Pad & Corner** Assembly Instructions



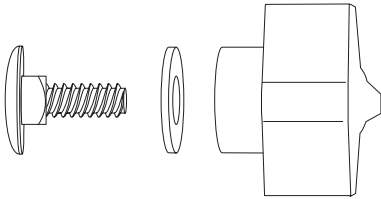
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



#12 x 1" screw



#10 x 1/2" screw



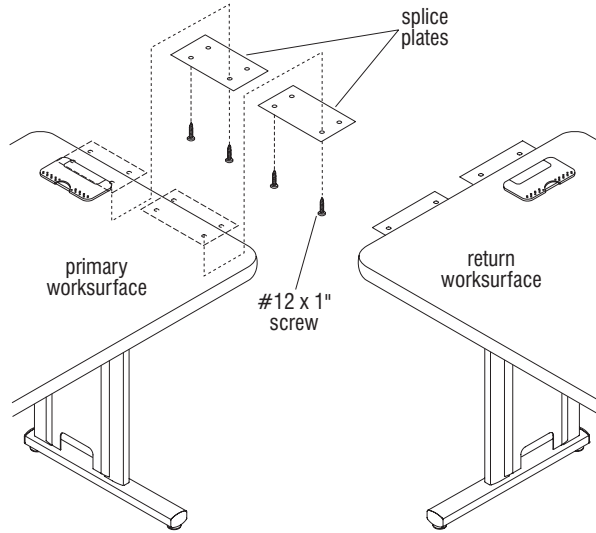
#12 x 1/2" Carriage bolt, washer and adjustment knob

## **Tools Required**

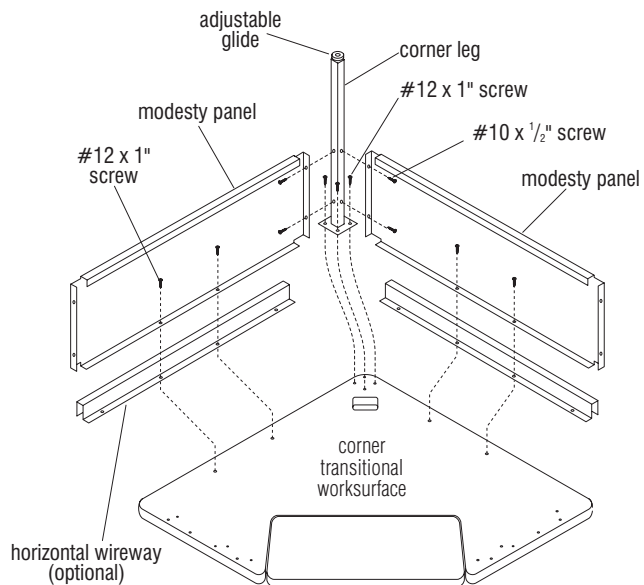
- Phillips Screwdriver
- Level

**Note:** The corner transitional worksurface is not illustrated but is assembled in the same manner as the keyboard pad corner transitional.

1. Attach two-splice plates to the primary worksurface with two #12 x 1" screws per splice plate. Repeat the procedure for splice plates to the return surface (Figure 1).
2. To avoid scratching the transitional worksurface, place the top face down onto a soft protective surface (Figure 2).
3. Position the corner leg over the pre-drilled holes in the back corner of the worksurface. Be sure the modesty panel mounting holes are oriented as shown. Attach the corner leg to the worksurface with four #12 x 1" screws. Do not tighten at this time (Figure 2).



**Figure 1**



**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.

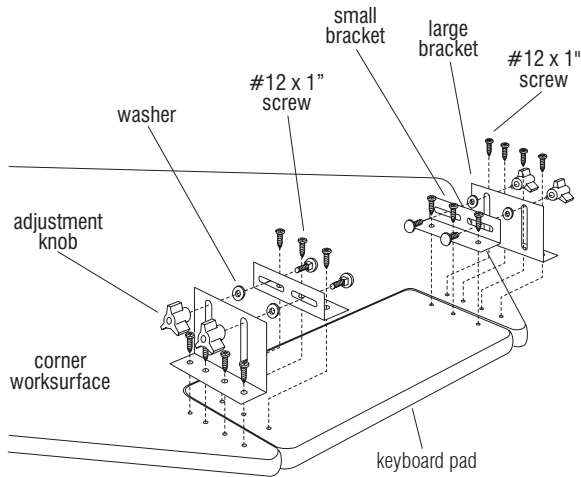


Figure 3

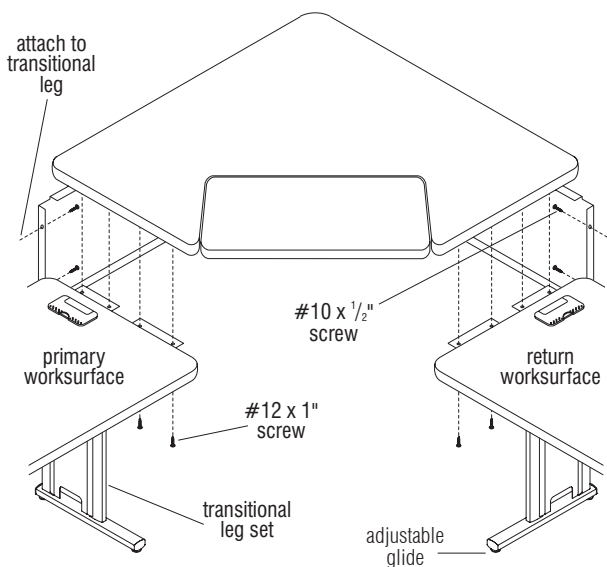


Figure 4

4. Align one modesty panel to the corner leg and worksurface mounting holes. If optional horizontal wireways are to be installed to unit, place wireways between the mounting flange of the of the modesty panel and the worksurface, aligning the mounting holes as illustrated. Insert two #10 x 1/2" screws through the modesty panel and into the corner leg. Attach modesty panel (through optional horizontal wireways if applicable) to worksurface with two #12 x 1" screws. Do not tighten at this time. Repeat this step for second modesty panel. Tighten all screws attaching the corner leg and the modesty panels (Figure 2).

**Note:** If assembling transitional corner keyboard unit see instructions A through D and then continue on to steps 5 through 9. If assembling transitional unit without keyboard, skip now to steps 5 through 9.

#### Keyboard Pad Only

- A. Attach two small brackets to the keyboard pad by first aligning holes in the keyboard pad. Insert six #12 x 1" screws, three per small bracket, but do not tighten completely (Figure 3).
- B. Attach the two large brackets to the pre-drilled holes in worksurface with four #12 x 1" screws per bracket, but do not tighten completely (Figure 3).
- C. Assemble and tighten four adjustment knobs, connecting the small brackets on the keyboard pad to the large brackets on the corner worksurface. These knobs consist of carriage bolt, washer and tightening knob for each set (Figure 3).

- D. Center the keyboard pad to the opening in the worksurface. Tighten all bracket screws completely, starting with the large brackets on the worksurface. (Figure 3).

5. Orient the primary and return worksurfaces as illustrated so they are in position to assemble the transitional unit in step 7 (Figure 4).

6. Carefully turn the transitional assembly right side up and set it onto the splice plates of the primary and return worksurface. Align the mounting holes of the splice plates with pre-drilled holes in transitional worksurface. Insert two #12 x 1" screws through each splice plate into the transitional worksurface and tighten (Figure 4).

**Note:** Transitional legs can be identified by their shorter, floor-level foot, for less restricted movement.

7. Attach both modesty panels to the adjoining transitional legs of the primary and return worksurfaces with two #10 x 1/2" screws each (Figure 4).
8. Tighten all remaining screws in the worksurface assembly. Level the worksurfaces by turning the adjustable glides either in or out. The jambnuts between the adjustable glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the adjustable glides (Figure 4).

**Note:** In a "step down" installation, use a Z-bracket (not shown) instead of a splice plate. The Z-brackets are installed in the same manner as splice plates.

# **WorkZone® - Corner Transitional & End-of-Run Corner Worksurface with Power & Data** Assembly Instructions



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.

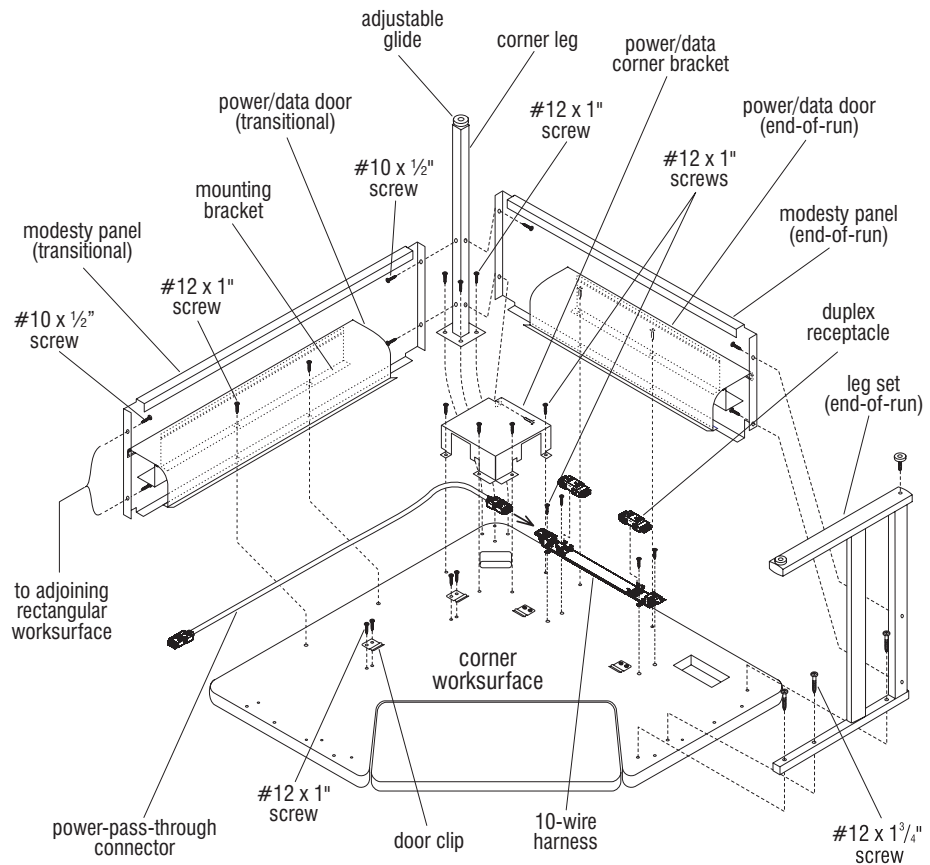
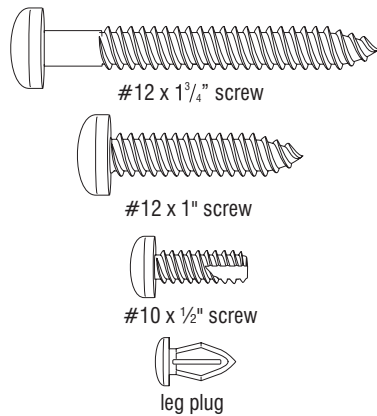
**WARNING:** Assembly of all mechanical frame components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

## **Tools Required**

- Phillips Screwdriver
- Level

**Note:** The following instructions illustrate a typical corner assembly attached to a series of rectangular worksurfaces; the run of worksurfaces ends with the corner worksurface. Your configuration may vary.

1. Carefully place the corner worksurface face down on a soft protective surface (Figure 1). The corner worksurface should be assembled near the adjoining rectangular worksurface(s), because they will be connected in a later step.
2. Begin assembly by attaching the 10-wire harness to the underside of the corner worksurface at pre-drilled mounting holes with four #12 x 1" screws. Plug duplex receptacle into power harness as illustrated. Secure receptacle to power harness by sliding into port until spring clips lock receptacle into place (Figure 1).
3. Verify with the space-planning layout which side(s) of the corner worksurface will connect to an adjoining rectangular worksurface (corner transitional), and/or be the "end-of-run" (Figure 1).



**Figure 1**

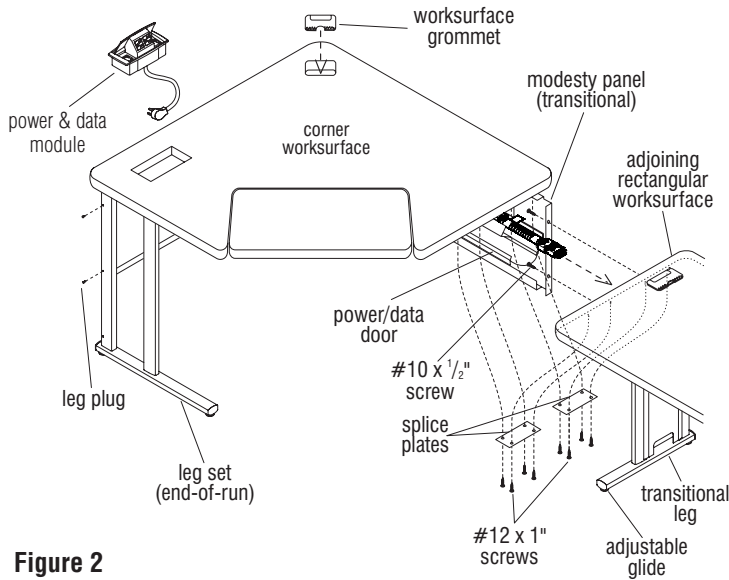
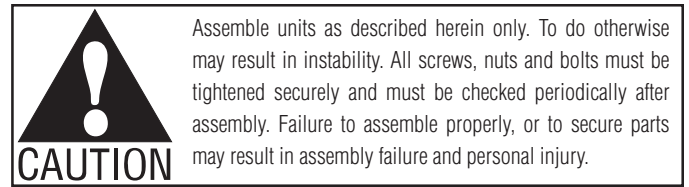


Figure 2

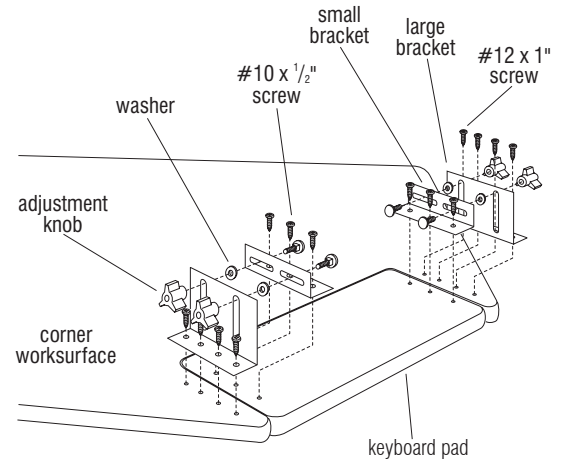


Figure 3

**Note:** If you are not assembling an end-of-run corner worksurface, go on to step 5.

4. On the “end-of-run” side of the corner worksurface, align a leg set to the pre-drilled holes and secure the leg set with three #12 x 1 3/4” screws (Figure 1).
5. Position the corner leg over the four pre-drilled holes at the back corner of the worksurface. Be sure the modesty panel mounting holes of the corner leg are oriented as shown. Secure the corner leg to the worksurface with four #12 x 1” screws (Figure 1).

**Note:** Corner transitional modesty panels are the longer of the two types of modesty panels. They bridge between the corner worksurface and the adjoining rectangular worksurface to connect the two together. End-of-run modesty panels are shorter and fit between the corner leg and the “end-of-run” leg set.

6. Align the longer transitional modesty panel with the corner

leg and the corner worksurface mounting holes. Position the “end-of-run” modesty panel over the worksurface mounting holes, between the corner leg and the “end-of-run” leg set. Note that the lower right screw hole in the corner leg is to be used to secure the power/data corner bracket and should not be used until step 7. Fasten the modesty panels to the corner leg. For “end-of-run” assemblies, attach modesty panel to leg set with #10 x 1/2” screws. Do not tighten screws at this time.

7. Position the power/data corner bracket into the back corner of the worksurface against the corner leg. Insert the #10 x 1/2” screw (left out in step 6) through the corner bracket, the modesty panel and into the corner leg. Do not tighten at this time. Align the four mounting holes of the corner bracket with the holes in the worksurface and secure with #12 x 1” screws (Figure 1).

8. Fasten door clips to the underside of the worksurface with two #12 x 1” screws per door clip (Figure 1).

**Note:** Power/data doors for corner worksurfaces are sized longer or shorter to correspond with corner transitional or “end-of-run” modesty panels. The corner transitional power/data door is the longer of the two.

9. Position the mounting bracket of the appropriate power/data door over the modesty panel holes that correspond with the holes in the worksurface. Insert two #12 x 1” screws through the mounting bracket, the modesty panel and into the worksurface. Tighten all screws that secure the modesty panels to the corner leg, the leg sets and the worksurface (Figure 1).
10. Route the power-pass-through connector through the power and data corner bracket and snap the connector into the 10-wire harness. Route the trailing end inside the power/data door. Snap both power/data doors shut at the door clips (Figure 1).

**Note:** If the corner worksurface being assembled includes

a keyboard pad, follow instructions A through D below. Otherwise skip to step 11.

#### Keyboard Pad Assembly

- A. Attach the two small brackets to the keyboard pad by aligning the holes in the small brackets with the pre-drilled holes in the keyboard pad. Insert three #12 x 1” screws per bracket, but do not tighten completely (Figure 3).
- B. Align the two large brackets to the pre-drilled holes in the corner worksurface. Insert four #12 x 1” screws per large bracket, but do not tighten (Figure 3).
- C. Assemble four adjustment knobs to connect small brackets to large brackets. Insert carriage bolts through small bracket, a washer, the large bracket and secure with an adjustment knob (Figure 3).
- D. Center the keyboard pad inside the opening in the corner worksurface. Starting with the large brackets on the worksurface, tighten all bracket screws completely (Figure 3).

## ■ WorkZone® - Corner Transitional and End-of-Run Corner Worksurface with Power & Data Assembly Instructions

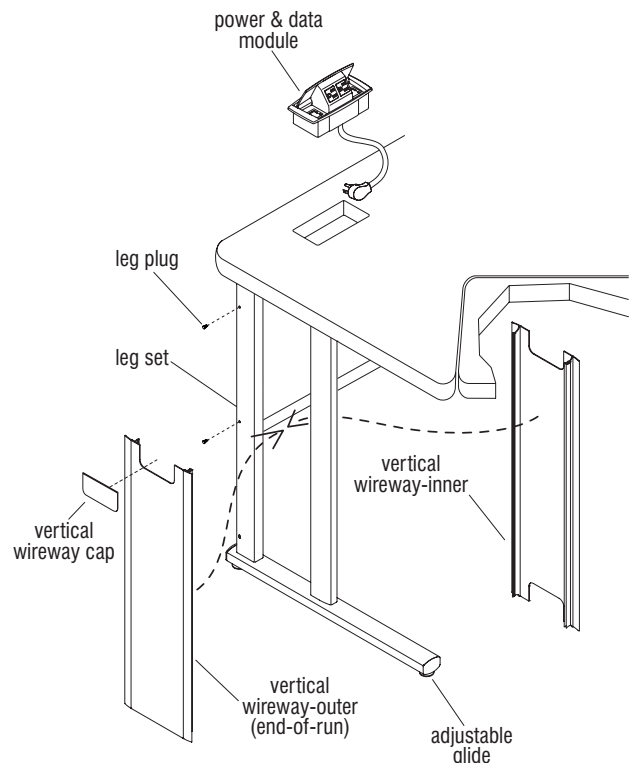


Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

11. Secure two splice plates to the pre-drilled holes at the underside of the adjoining rectangular worksurfaces. Use two #12 x 1" screws each (Figure 2).
12. Carefully turn the corner worksurface right side up and set the appropriate edge onto the splice plates of the adjoining rectangular worksurface. Use four #12 x 1" screws to attach the splice plates to the corner worksurface. Do not tighten the screws at this time (Figure 2).
13. Unclip and open the transitional side power/data door under the corner worksurface and the power/data door under the adjoining rectangular work surface. Secure the modesty panel to the leg set of the adjoining rectangular worksurface with two #10 x 1/2" screws. Route the trailing end of the power-pass-through connector through the notched vertical wireway in the leg of the adjoining rectangular worksurface and snap the connector end into the 10-wire harness (Figure 2).
- Note:** All table connection must be securely fastened before any electrical connections between worksurfaces are installed.
14. Route the power and data module cord through the power and data module hole in the worksurface. Snap the module into the module hole (Figure 4).
15. From under the worksurface, with the power/data door opened, plug the power cord into the duplex receptacle on the
- 10-wire harness. Check for proper operation of the power and data module. To open, push down on the module and it will pop up. To close, press downward and it will snap closed.
16. Level the worksurfaces by turning the adjustable glides either in or out. The jambnuts between the adjustable glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the adjustable glides. Tighten all screws that gang the worksurfaces together at this time (Figure 4).
17. Vertical wireways fasten into each other from each side of the leg set opening and must be oriented correctly to snap together. Begin by first positioning an "outer vertical wireway" (single-cut-out), to the outside of the leg set as illustrated, with cut-out closest to worksurface. Next position the inner wireway cover (two cut-outs) in the correct orientation at the inside of the leg set and snap it into the outer wireway (Figure 4). For end-of run tables, snap a vertical wireway cap into the upper, outside cut-out in the vertical wireway, and install leg plugs into holes in the vertical leg members to finish table off (Figure 4).
18. Install a worksurface grommet into the wireway hole at the back corner of the worksurface (Figure 2).

19. The power/data door that is attached to each modesty panel snaps into the door clips at the underside of the worksurface. The S-shaped power/data divider that was installed into the power/data door is in place to separate power from data lines (optional). Snap the door to the door clips when power and data lines have been run.

**Note:** This channel is 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.

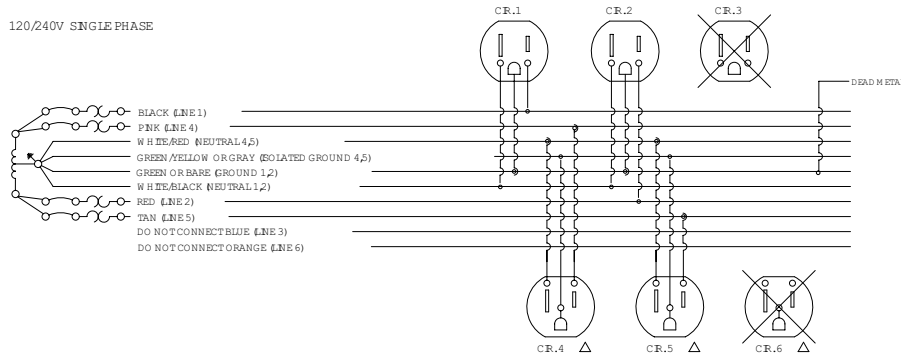


**Figure 4**

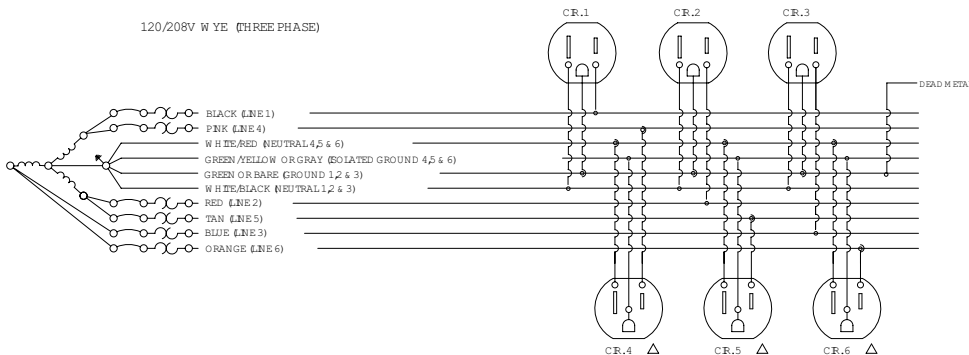


Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.

120/240V SINGLE PHASE

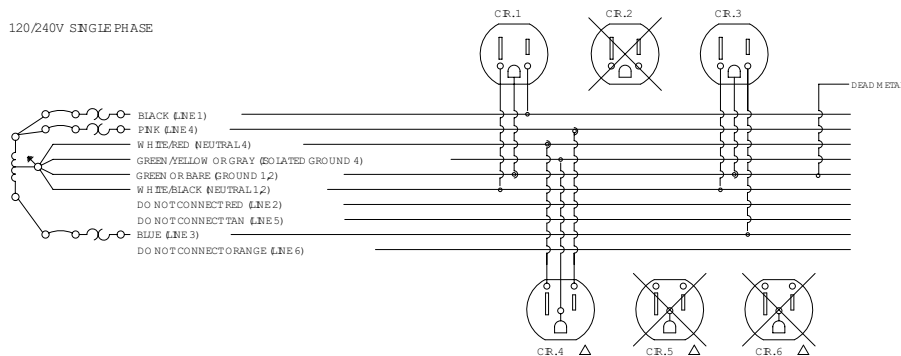


120/208V WYE (THREE PHASE)

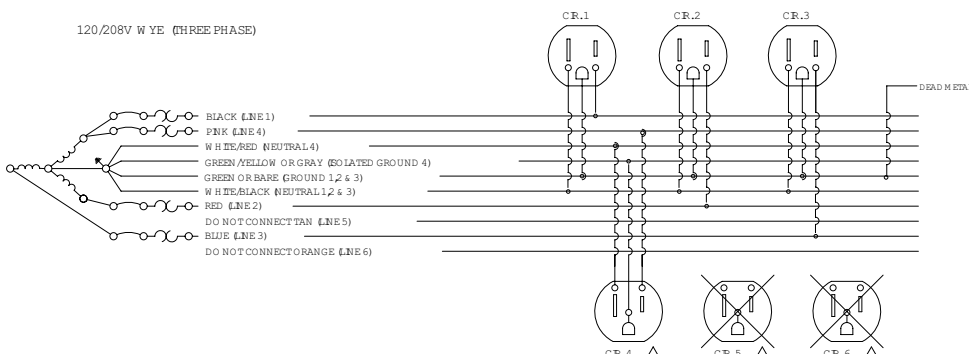


## 6-2-2 Connection Diagrams

120/240V SINGLE PHASE



120/208V WYE (THREE PHASE)



## 6-2-2 Connection Diagrams To An 8-Wire Building

## 810-Universal Wire Connection Diagrams

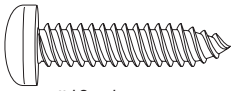
Have a certified electrician hard-wire the panel power infeed to the building power source according to the National Electrical Code and any other applicable local codes. See the chart for proper wiring connection to available power.

6-2-2		
Receptacles available	Wires to be used	Gauge of wire
Circuit 1	Black	12
	White/Black Letters	10
	Green or Bare	12
Circuit 2	Red	12
	White/Black Letters	10
	Green or Bare	12
Circuit 3	Blue	12
	White/Black Letters	10
	Green or Bare	12
Circuit 4I	Pink	12
	White/Purple Letters	10
	Green/Yellow Stripe or Gray	12
Circuit 5I	Tan	12
	White/Red Letters	10
	Green/Yellow Stripe or Gray	12
Circuit 6I	Orange	12
	White/Red Letters	10
	Green/Yellow Stripe or Gray	12

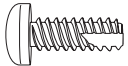
# **WorkZone® Transitional Worksurface - Square/Rectangular Surface** Assembly Instructions



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.



#12 x 1" screw



#10 x 1/2" screw

## **Tools Required**

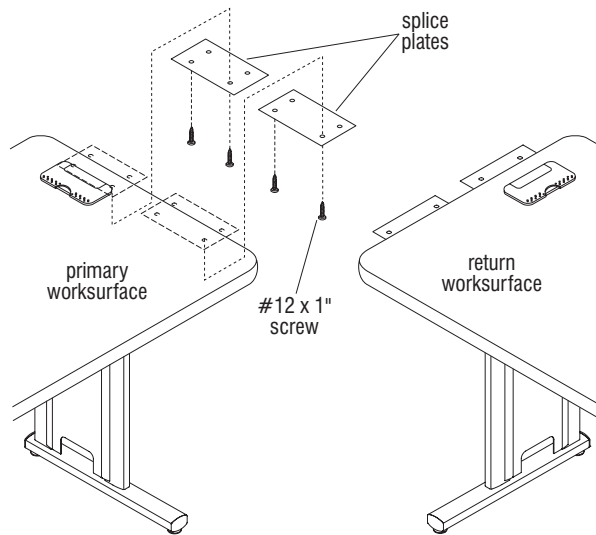
- Phillips Screwdriver
- Level

1. Attach two-splice plates to the pre-drilled mounting holes under the primary worksurface with four #12 x 1" screws, two screws per splice plate. Repeat the procedure for splice plates to the return worksurface (Figure 1).

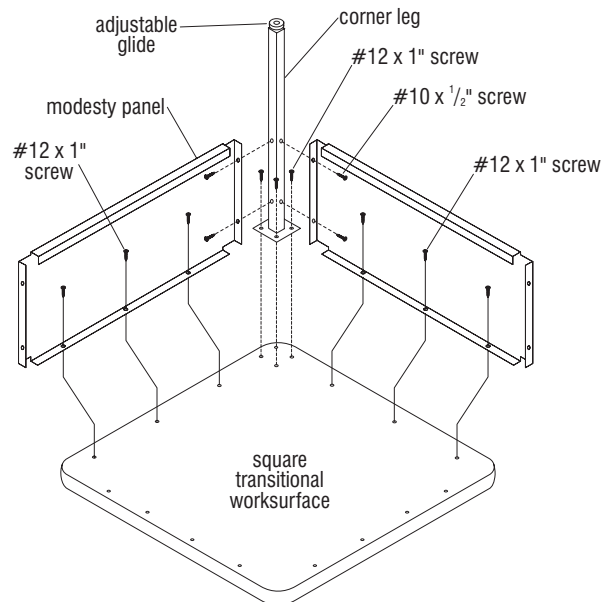
2. To avoid scratching the transitional worksurface, place the top face down onto a soft protective surface (Figure 2).

3. Position the corner leg over the pre-drilled holes in the back corner of the worksurface. Be sure the modesty panel mounting holes are oriented as shown. Attach the corner leg to the worksurface with four #12 x 1" screws. Do not tighten at this time (Figure 2).

4. Align one modesty panel to the corner leg and worksurface mounting holes. Insert two #10 x 1/2" screws through the modesty panel and into the corner leg. Attach modesty panel to worksurface with two #12 x 1" screws. Do not tighten at this time. Repeat this step for second modesty panel. Tighten all screws attaching the corner leg and the modesty panels (Figure 2).



**Figure 1**



**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.

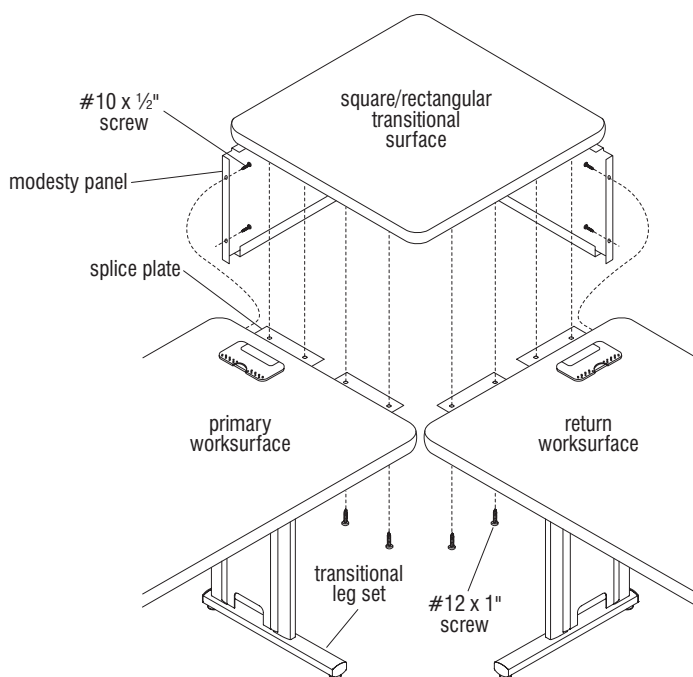


Figure 3

5. Position the primary and return work surfaces as illustrated, set the square or rectangular transitional surface onto the splice plates, and attach the transitional surface to the splice plates with eight #12 x 1" screws, two per splice plate from underneath (Figure 3).
6. Align the modesty panel mounting holes of the transitional surface to the transitional leg sets of the primary and return worksurfaces, then secure together using two #10 x 1/2" screws per modesty panel and leg set (Figure 3).
7. To level the worksurfaces, turn the adjustable glides either in or out. The jamnuts between the adjustable glides and the bottom of the leg sets must be tightened up against the bottom of the leg to secure the adjustable glides.

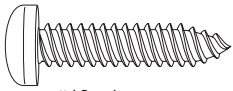
**Note:** In a step down installation, use a Z-bracket (not shown) instead of splice plates. Z-brackets are installed in the same manner as splice plates.

## ■ WorkZone® Peninsula Worksurface - Side Mounting

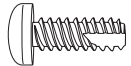
### Assembly Instructions



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.



#12 x 1" screw



#10 x 1/2" screw

#### Tools Required

- Phillips Screwdriver
- Level

1. Set the peninsula worksurface face down onto a soft protective surface. Attach the single leg to the peninsula worksurface with four #12 x 1" screws (Figure 1).
2. Align the corner leg with the pre-drilled holes in the peninsula worksurface at the corner opposite from where the peninsula will attach the adjoining rectangular worksurface. Be sure that the modesty panel mounting holes on the corner leg face inward for mounting of the modesty panel next (Figure 1).
3. Position the side-mount modesty panel under the peninsula and align mounting holes to holes in corner leg. Secure modesty panel to corner leg with two #10 x 1/2" screws. Attach the modesty panel to the peninsula with two #12 x 1" screws (Figure 1).
4. Install a leg plug into each of the two exposed holes in the corner leg as illustrated (Figure 1).

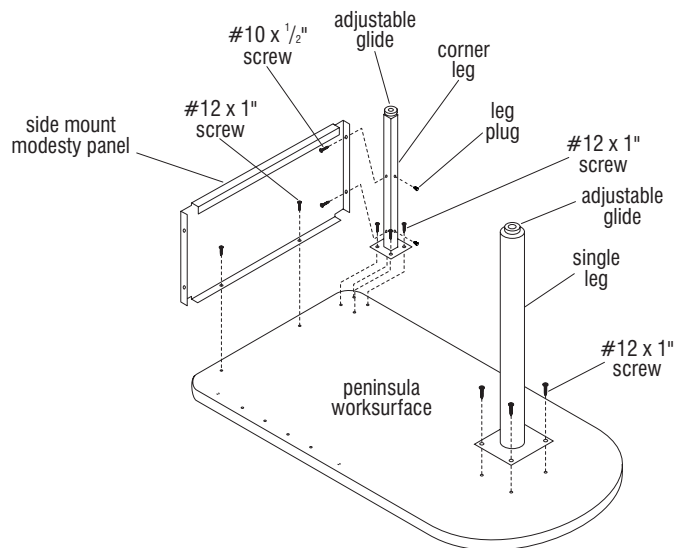
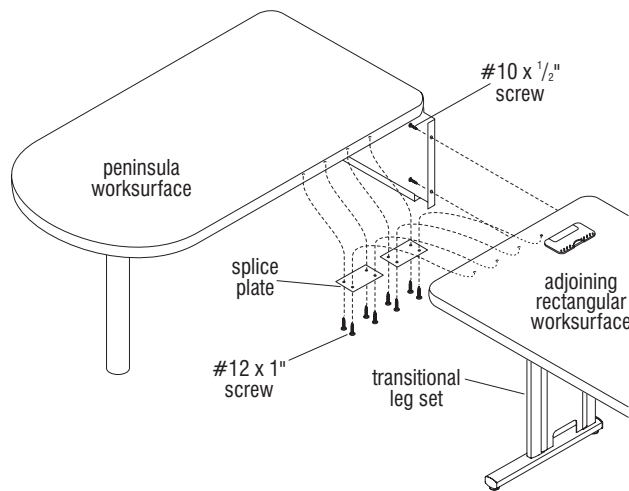


Figure 1



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 2**

5. Secure two splice plates to the mounting holes at the underside of the adjoining rectangular worksurface. Use four #12 x 1" screws, two per splice plate (Figure 2).

**Note:** Transitional leg sets can be identified by their shorter, floor-level foot, for less restricted user movement.

6. Carefully turn the peninsula worksurface right side up. Set the peninsula worksurface into position on the splice plates. Align the mounting holes and secure the peninsula to the worksurface from underneath with four #12 x 1" screws, two per splice plate (Figure 2).
7. Attach the modesty panel of the peninsula worksurface to the transitional leg with two #10 x 1/2" screws (Figure 2).
8. Level the peninsula worksurface by turning the adjustable glides on the single leg and the corner leg either in or out (Figure 1).

# **WorkZone® Peninsula Worksurface - Center Mounting** Assembly Instructions



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.

## **Tools Required**

- Phillips Screwdriver
- Level

1. Set the peninsula worksurface face down onto a soft protective surface. Attach the single leg to the peninsula worksurface with four #12 x 1" screws (Figure 1).

2. Position the center mount modesty panel onto the peninsula, over the modesty panel mounting holes. Attach the modesty panel to peninsula with two #12 x 1" screws (Figure 1).

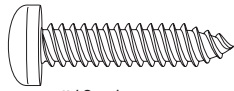
3. Secure two splice plates to the mounting holes at the underside of each adjoining rectangular worksurface. Use two #12 x 1" screws per splice plate (Figure 2).

**Note:** Transitional leg sets can be identified by their shorter, floor-level foot, for less restricted user movement.

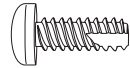
4. Carefully turn the peninsula worksurface right side up. Set the peninsula worksurface into position on the splice plates. Align the mounting holes and secure the peninsula to the worksurface from underneath with eight #12 x 1" screws, two per splice plate (Figure 2).

5. Attach the modesty panel of the peninsula worksurface to the transitional legs with two #10 x 1/2" screws per side of the center mount modesty panel (Figure 2).

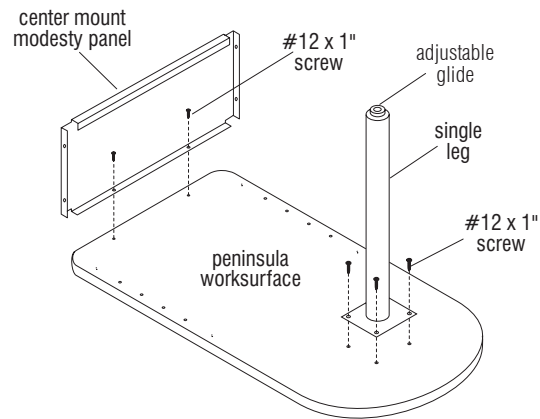
6. Level the peninsula worksurface by turning the adjustable glide on the single leg either in or out (Figure 1).



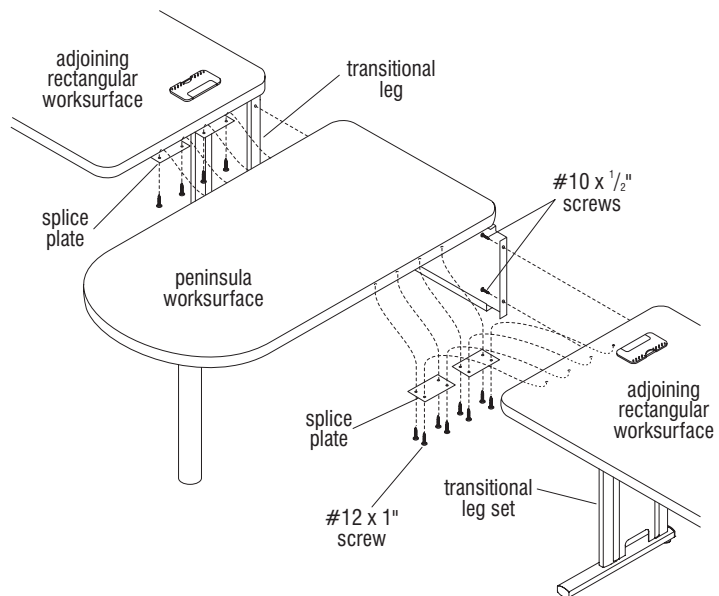
#12 x 1" screw



#10 x 1/2" screw



**Figure 1**



**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.

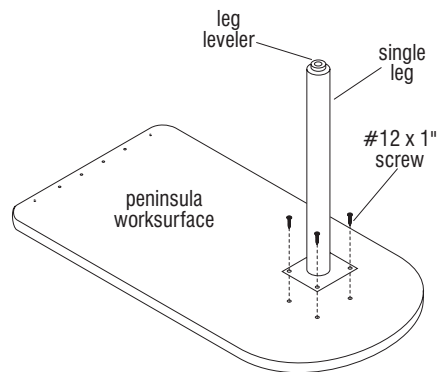
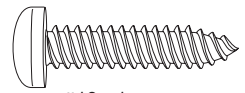
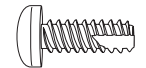


Figure 1



#12 x 1" screw



#10 x 1/2" screw

#### Tools Required

- Phillips Screwdriver
- Level

**Note:** Read through all instructions completely before beginning assembly. End-mount peninsula assembly has two types of installation depending upon if the peninsula worksurface attaches to the side of a rectangular worksurface (Figure 2) or the front edge of the worksurface (Figure 3).

1. Set the peninsula worksurface face down onto a soft protective surface. Attach the single leg to the peninsula worksurface with four #12 x 1" screws (Figure 1).

**Note:** End-mount peninsula worksurfaces that attach to the front edge of the adjoining rectangular worksurface (Figure 3) requires a reverse in assembly procedure. Refer to steps 2 and 3 but install the two splice plates to the peninsula worksurface first, instead of the adjoining rectangular worksurface. Also, the peninsula worksurface must be positioned up into place with splice plates installed, so marks can be made through the splice mounting holes and onto the underside, at the front edge of the adjoining worksurface. The four holes must be carefully drilled to a depth of 1" then the peninsula worksurface can be installed to the rectangular worksurface (Figure 3).

## ■ WorkZone® Peninsula Worksurface

Assembly Instructions



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.

2. Position two splice plates to mounting holes at the underside of the adjoining rectangular worksurface. Secure splice plates to worksurface with four #12 x 1" screws, two per splice plate (Figure 2).
3. Carefully set the peninsula worksurface into position on the splice plates. Align the mounting holes and secure the peninsula to the worksurface from underneath with four #12 x 1" screws, two per splice plate (Figure 2).
4. Level the peninsula worksurface by turning the adjustable glide on the single leg either in or out (Figure 1).

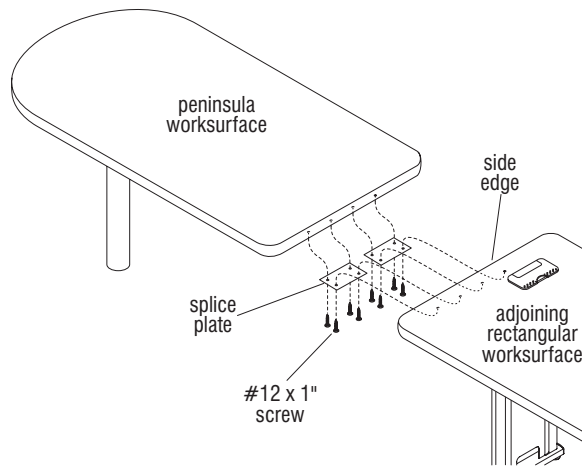


Figure 2

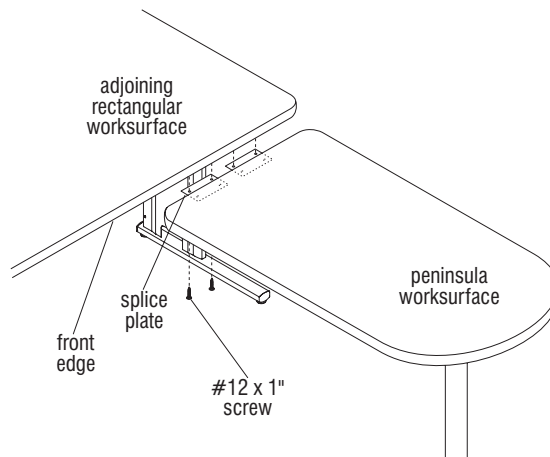


Figure 3



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.

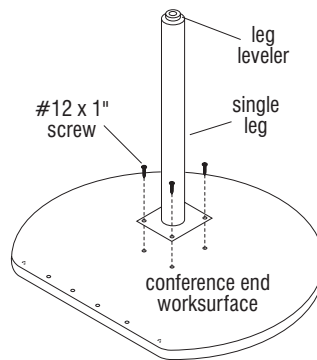


Figure 1

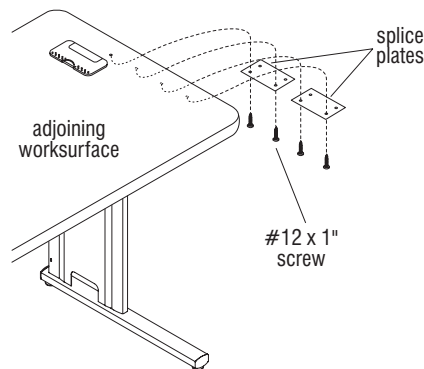


Figure 2

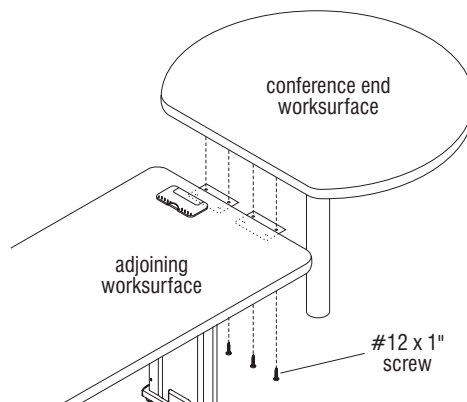
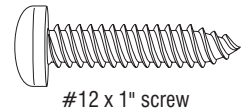


Figure 3



#12 x 1" screw

#### Tools Required

- Phillips Screwdriver
- Level

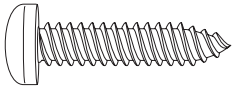
1. Set the conference end worksurface face down onto a soft protective surface. Attach the single leg to the peninsula worksurface with four #12 x 1" screws (Figure 1).
2. Align two splice plates to the mounting holes at the underside of the adjoining worksurface. Secure the splice plates to the worksurface with four #12 x 1" screws, two per splice plate (Figure 2).
3. Turn the conference end right-side-up and set it carefully onto the splice plates of the adjoining worksurface. Align the mounting holes of the splice plates with the pre-drilled holes in the conference end. Secure with four #12 x 1" screws, two per splice plate (Figure 3).
4. Level the conference end worksurface by turning the adjustable glide on the single leg either in or out (Figure 1).

## ■ WorkZone® Guest Modesty Panel

### Assembly Instructions



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.



#12 x 1" screw

#### Tools Required

- Phillips Screwdriver

1. Set the worksurface to receive guest modesty panel upside down onto a soft protective surface (Figure 1).
2. Position the guest modesty panel over pre-drilled holes in underside of worksurface and secure using six #12 x 1" screws (Figure 1).
3. Carefully turn the worksurface to the upright position (Figure 1).

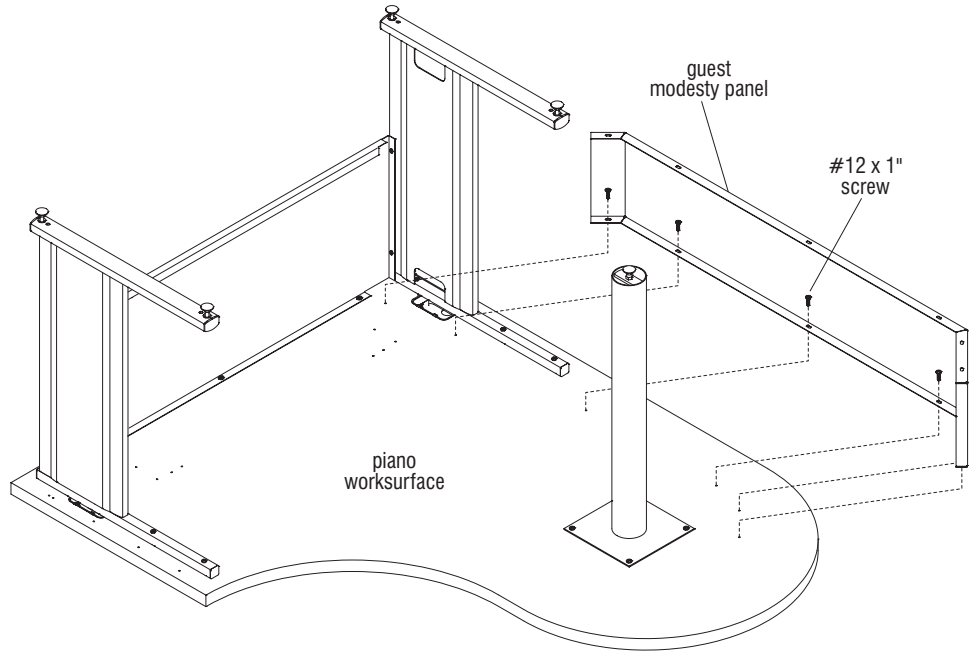
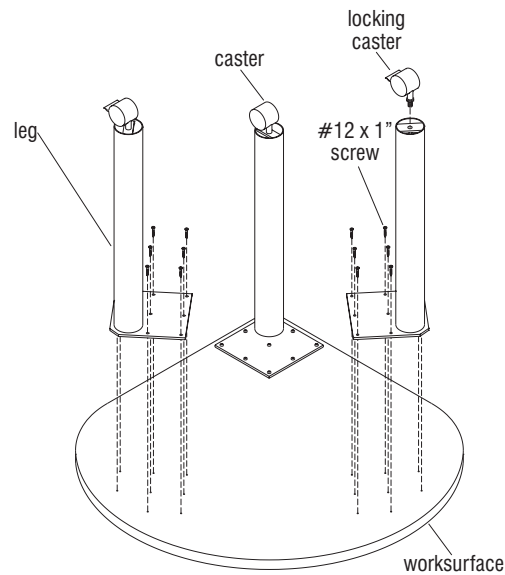


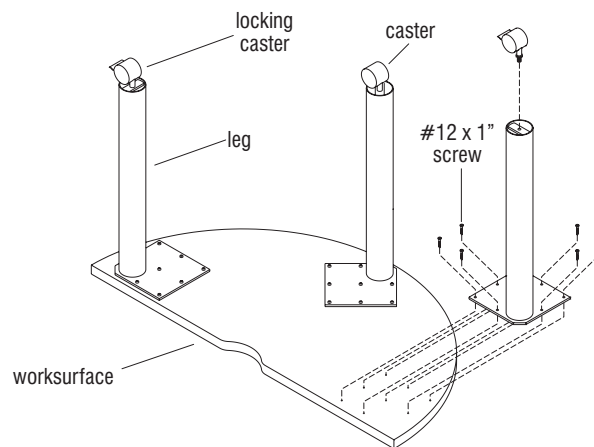
Figure 1



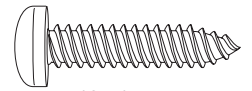
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



**Figure 1 - Tear Drop Worksurface**



**Figure 2 - Semi - Circle Worksurface**



#12 x 1" screw

#### Tools Required

- Phillips Screwdriver

1. Set the worksurface upside down onto a soft protective surface. Attach three leg sets to worksurface bottom by aligning legs to pre-drilled holes and inserting eight #12 x 1" screws per leg set (Figure 1 & 2).
2. Install casters on the bottom of each leg by threading into holes on the underside of each leg. Locking casters on Tear Drop table should be placed on the two legs on the curved portion of the worksurface (Figure 1). Locking casters on Semi-Circle table should be placed on the two legs on the flat portion of the worksurface (Figure 2).
3. Carefully turn the worksurface to the upright position.

KI  
1330 Bellevue Street  
P.O. Box 8100  
Green Bay, Wisconsin 54308-8100  
1-800-424-2432  
[www.ki.com](http://www.ki.com)

Ki is a registered trademark  
of Krueger International, Inc.

© 2012 KI  
All Rights Reserved  
Litho in USA.  
Code KI-60456R4/KI/GT/I 112

