

# Assembly Instructions

## CrossRoads® Circulation Desk

April 2006

### CrossRoads Circulation Desk

#### Tools Required:

- Flathead screwdriver
- #2 Phillips screwdriver
- $\frac{7}{16}$ " socket
- Socket wrench

#### Hardware Included:

- $\frac{1}{2}$ " machine screws
- #8 x 1" Phillips head screws
- $\frac{1}{4}$ " x  $1\frac{3}{4}$ " hex head bolt
- #10 x  $\frac{5}{8}$ " screws

#### General Information

The CrossRoads circulation desk is a modular system. Modules and units are shipped based on the customer's drawing of the desired modular arrangement. Cupboard storage units, mobile pedestals, book trucks and transaction counters are shipped already assembled. Book return modules, open storage units, standard desks, extended desks and corner modules are shipped unassembled. The modules (both assembled and unassembled) share end panels and are connected to each other with camlock attachment studs and L-brackets following the drawing of the modular arrangement. Unassembled individual modules/units should be assembled before connecting to other modules. Depending on the desired modular arrangement, some modules may have different heights for end/divider panels. End panels have base rails. Divider panels do not have base rails.

#### For Book Return Module

1. Insert glides (2) into the bottom of divider or end panel(s).
2. Insert camlock attachment studs in divider or end panel(s).
3. Align camlock attachment studs with pre-drilled holes in middle panel. Insert and tighten camlock barrels (Figure 1).
4. Align the pre-drilled holes of the kick plate with 2 camlock attachment studs in the divider or end panel(s) (below and just inside of the middle panel). Insert and tighten.
5. Install two worksurface brackets (one each on each divider or end panel). Fasten with  $\frac{1}{2}$ " machine screws (3 screws per bracket).
6. Place the worksurface on the brackets (laminated side up). Align the pre-drilled holes and fasten to each bracket with 1" Phillips head screws (3 screws per bracket) (Figure 1).

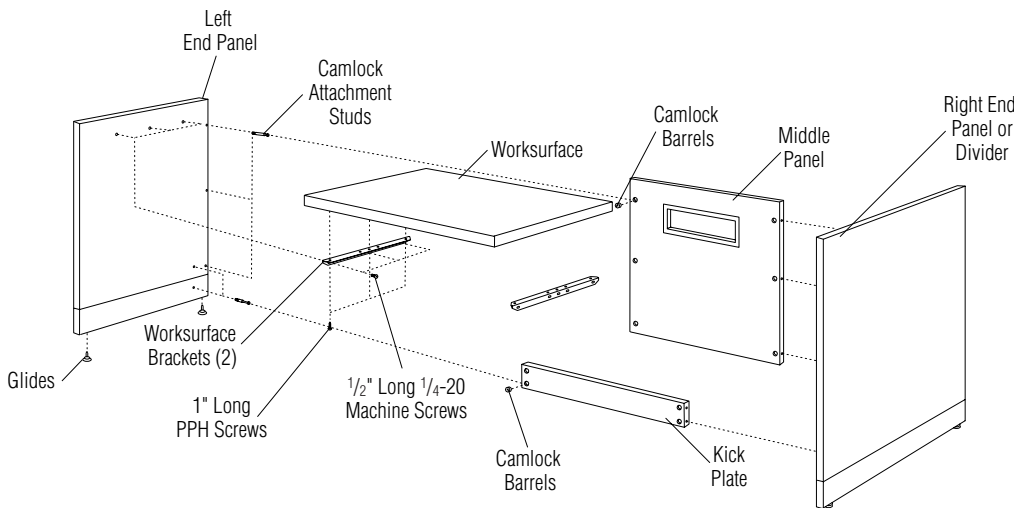


Figure 1



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 injury.



# CrossRoads® Circulation Desk

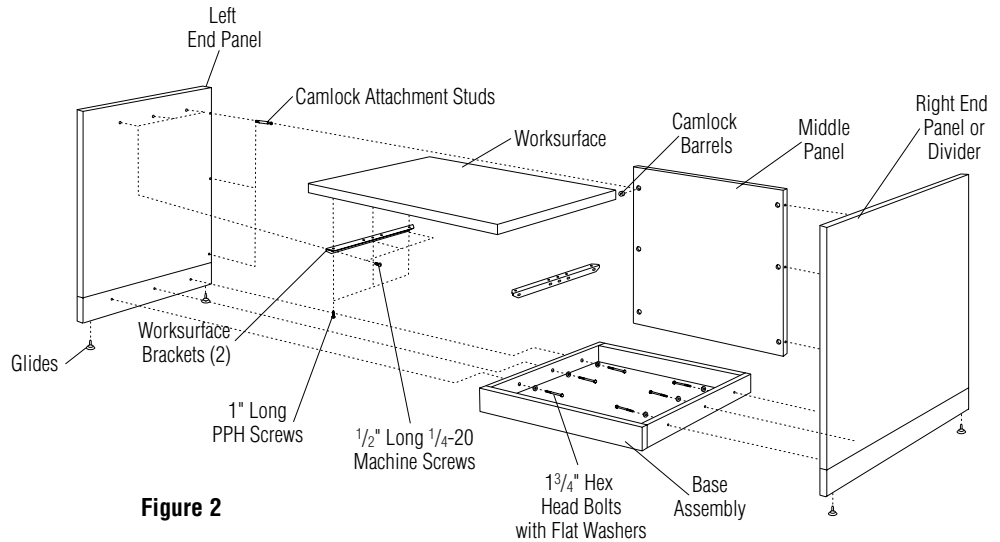
## Assembly Instructions



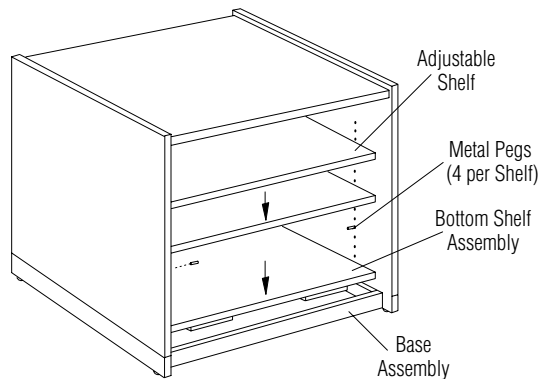
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### For Open Storage Unit

1. Position base assembly on floor with either side up (Figure 2).
2. Insert glides (2) into the bottom of divider or end panel(s).
3. Align end panel with pre-drilled holes in the base assembly and attach with  $\frac{1}{4}$ " x  $1\frac{3}{4}$ " hex head bolts with washers.
4. Insert 3 camlock attachment studs into the end panel and tighten the end.
5. Align camlock barrels on the middle panel with the camlock attachment studs on the end panel. Insert and tighten.
6. Insert glides into the bottom of the divider panel.
7. Insert 3 camlock attachment studs into the divider panel and tighten.
8. Align camlock barrels on the middle panel with the camlock attachment studs on the divider panel. Insert and tighten.
9. Align divider panel with pre-drilled holes in the base assembly and attach with  $\frac{1}{4}$ " x  $1\frac{3}{4}$ " hex head bolts with washers (Figure 2).
10. Install two worksurface brackets (one each on the end panel and the divider panel). Fasten with  $\frac{1}{4}$ " machine screws (3 screws per bracket).
11. Place the worksurface on the brackets (lamine side up). Align the pre-drilled holes and fasten to each bracket with 1" Phillips head screws (3 screws per bracket).
12. Set bottom shelf in place with finished edge exposed (Figure 3).
13. At desired shelf heights for two adjustable shelves, insert the metal pegs (4 per shelf) and place the shelves (groove down) onto the metal pegs.



**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 injury.

### For Standard Desk Module

1. Insert glides (2) into the bottom of divider or end panel(s) (Figure 4).
2. Insert 5 camlock attachment studs in divider or end panel(s).

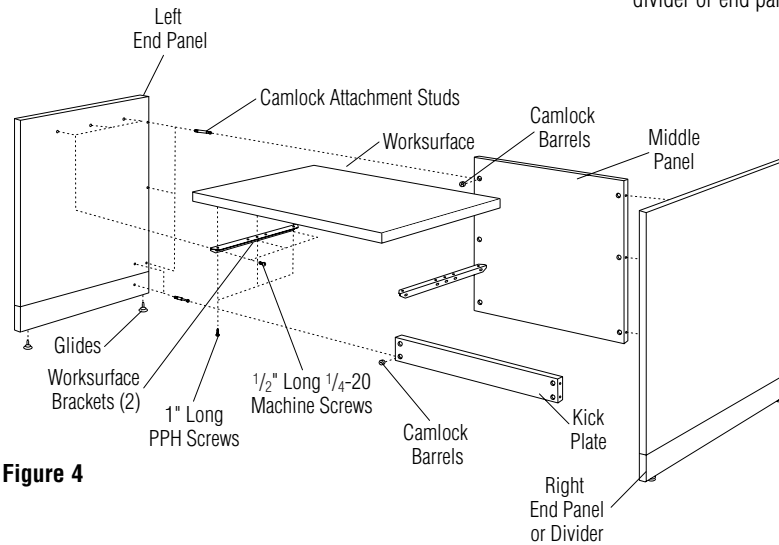


Figure 4

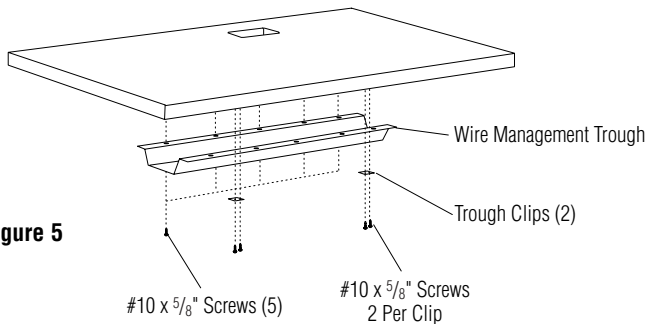


Figure 5

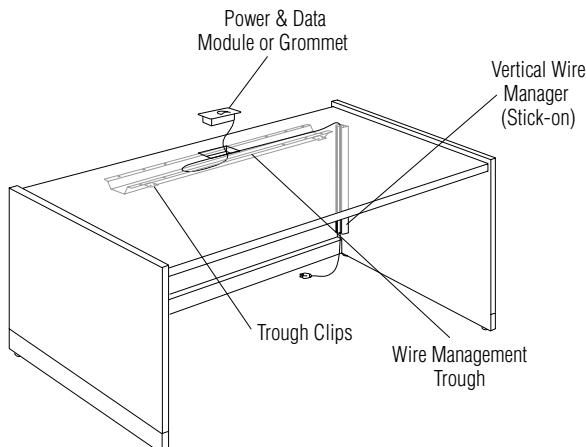


Figure 6

3. Align camlock attachment studs with pre-drilled holes in middle panel. Insert and tighten camlock barrels (Figure 4).
4. Align the pre-drilled holes in the kick plate ends with 2 camlock attachment studs on the divider or end panel(s) (below and just inside of the middle panel). Insert and tighten.
5. Install two worksurface brackets (one each on each divider or end panel). Fasten with  $\frac{1}{2}$ " machine screws (3 screws per bracket).
6. Place the worksurface on the brackets (laminated side up and grommet cutout toward the front). Align the pre-drilled holes and fasten to each bracket with 1" Phillips head screws (3 screws per bracket).
7. Attached self-adhesive vertical wire manager to back right corner of desk module. Place any electrical cords inside wire manager (Figure 6).
8. Position the mounting holes of the wire management trough over the pre-drilled holes in the worksurface. Secure the trough to the worksurface with  $\#10 \times \frac{5}{8}$ " screws. Do not over tighten screws. From the underside of the worksurface, position trough clips over the pre-drilled holes in the worksurface and secure with two  $\#10 \times \frac{5}{8}$ " screws per clip (Figure 5).
9. Snap the power & data module (or grommet) into place on the top of the worksurface with the electrical cord feeding through the grommet opening.
10. Route the module cord (or other electrical cords or data lines) through either end of the wire management trough and through the center support pass through hole as needed. If a cord is to be routed the opposite direction that it comes out of the module/grommet, make a 6" loop with the cord to change direction (Figure 6).
11. Slide the flange of the wire management trough under the trough clips to secure the trough to the worksurface. Store any excess cord in the wire management trough.

**Note:** wire management trough is not to be used for routing extension cords.

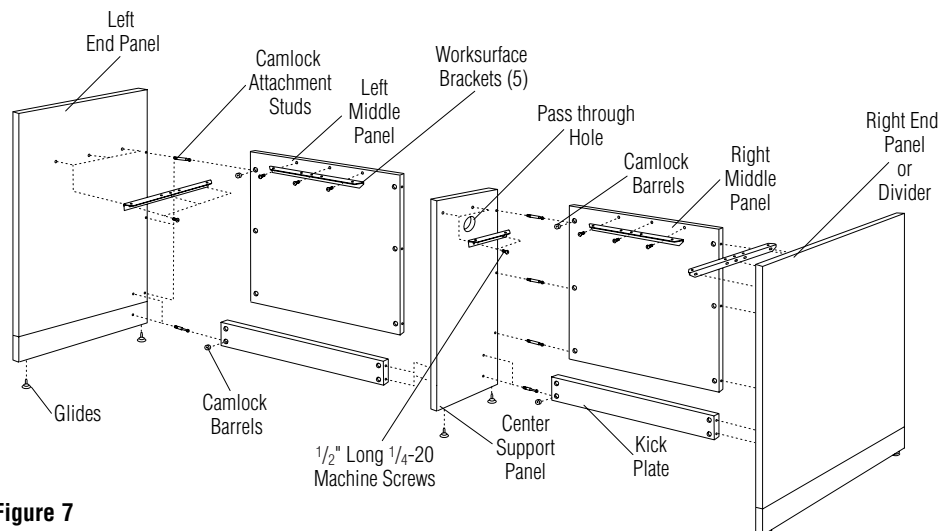
# **CrossRoads® Circulation Desk** Assembly Instructions



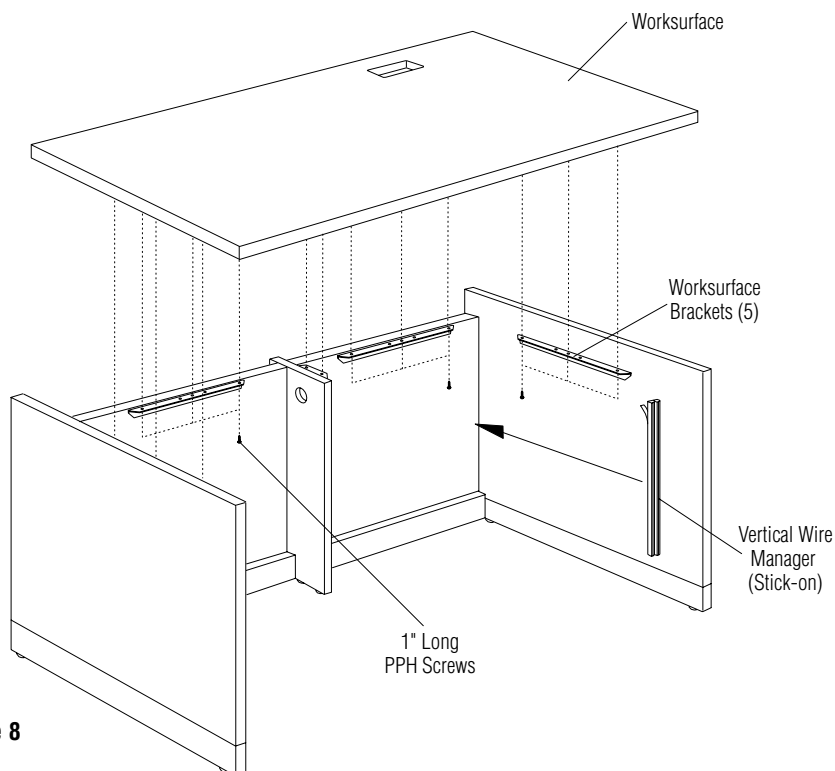
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

## **For Extended Desk Module**

1. Insert glides (2) into the bottom of divider panel.
2. Insert 5 camlock attachment studs into the divider panel and tighten.
3. Align 3 camlock attachment studs in the divider panel with the camlock barrels in the first front panel. Insert and tighten (Figure 7).
4. Align the pre-drilled holes of the kick plate with 2 camlock attachment studs in the divider panel (below and just inside of the front panel). Insert and tighten (Figure 7).
5. Insert glides (2) into the bottom of center support panel (with pass through hole).
6. Insert 5 camlock attachment studs on each side of the center support panel.
7. Align studs with the middle panel and kick plate holes. Insert and tighten.
8. Insert glides into other divider or end panel.
9. Insert 5 camlock attachment studs into the divider panel and tighten.
10. Align 3 camlock attachment studs into the divider panel with the camlock barrels in the second middle panel. Insert and tighten.
11. Align the pre-drilled holes of the kick plate with 2 camlock attachment studs in the divider or end panel (below and just inside of the front panel). Insert and tighten (Figure 7).
12. Align the second middle panel and second kick plate with the 5 camlock attachment studs on the center support.
13. Install 5 worksurface brackets (one on each divider or end panel, one on each of the middle panels and one on center support panel) (Figures 7 and 8).
14. Place the worksurface on the brackets (laminated side up and grommet cutouts toward the front). Align the pre-drilled holes and fasten to each bracket with 1" Phillips head screws (3 screws per bracket).



**Figure 7**



**Figure 8**



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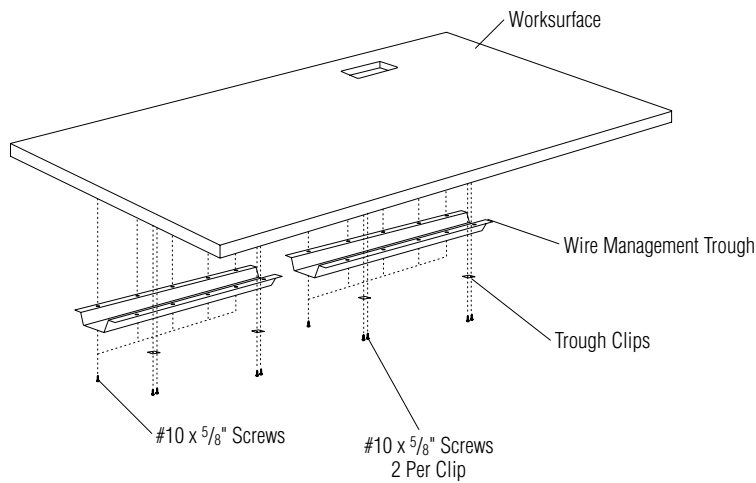


Figure 9

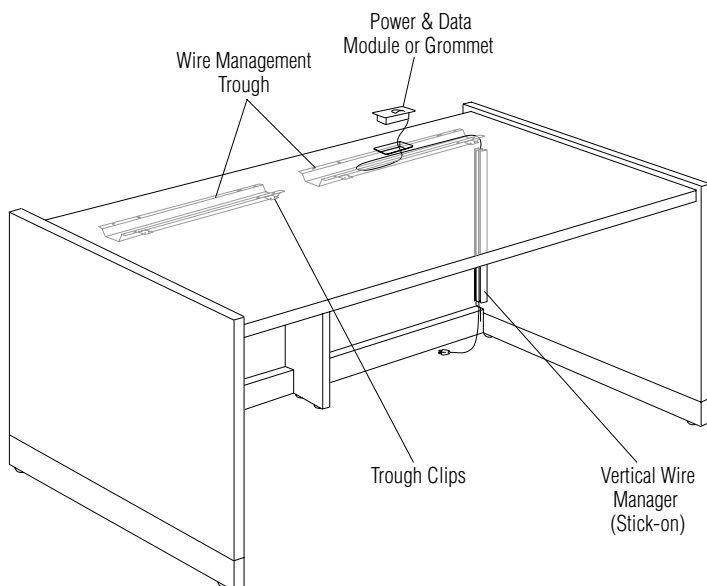


Figure 10

15. Attached self-adhesive vertical wire manager to lower right corner of desk module. Place any electrical cords inside wire manager (Figure 8).
16. Position the mounting holes of the wire management troughs (one centered on each side of the center support) over the pre-drilled holes in the worksurface. Secure the trough to the worksurface with #10 x 5/8" screws. Do not over tighten screws. From the underside of the worksurface, position trough clips over the pre-drilled holes in the worksurface and secure with two #10 x 5/8" screws per clip (Figure 9).
17. Snap the power & data module (or grommet) into place on the top of the worksurface with the electrical cord feeding through the grommet opening (Figure 10).
18. Route the module cord (or other electrical cords or data lines) through either end of the wire management trough and through the center support pass through hole as needed. If a cord is to be routed the opposite direction that it comes out of the module/grommet, make a 6" loop with the cord to change direction.
19. Slide the flange of the wire management trough under the trough clips to secure the trough to the worksurface. Store any excess cord in the wire management trough.

**Note:** wire management trough is not to be used for routing extension cords.

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## **For 90° Extended Shelf Corner Module**

1. Attach L-brackets to divider panels of adjacent modules/units (horizontal at top, vertical at front and 3" vertical at bottom of panels) (Figure 11).
2. Attach L-brackets to each side of the center support (one horizontal at top right, vertical at both front sides and 3" vertical at both bottom sides of support).
3. Insert one curved front panel into the groove on one side of the center support and attach to vertical L-bracket.
4. Insert kick plate into lower groove on one side of the center support and attach to 3" L-bracket.

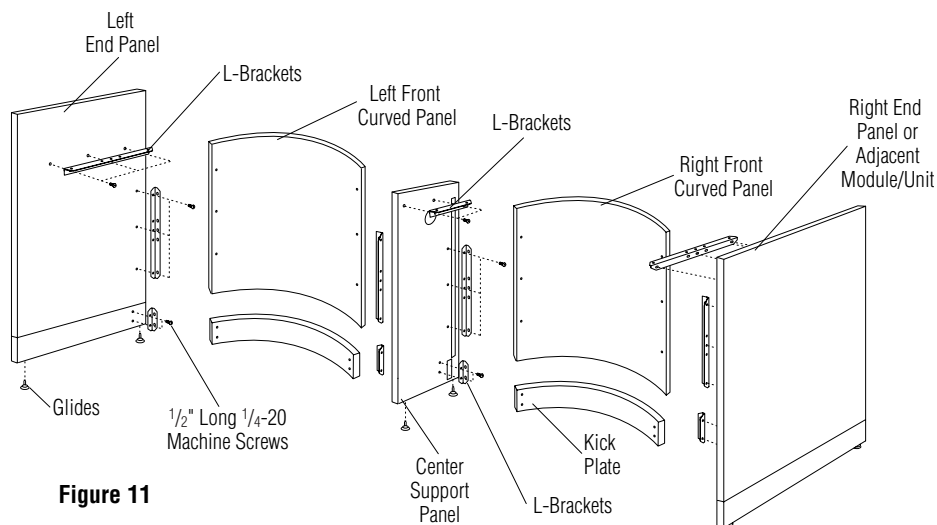
5. Attach front panel assembly to the adjacent module/unit divider panel.
6. Insert other curved front panel into the groove on the other side of the center support and attach to vertical bracket.
7. Insert other kick plate into lower groove on the other side of the center support and attach to 3" L-bracket.
8. Position other adjacent module/unit so that all modules/units are correctly aligned.

9. Attach other curved front panel assembly to brackets on the other adjacent module/unit divider panel (Figure 11).

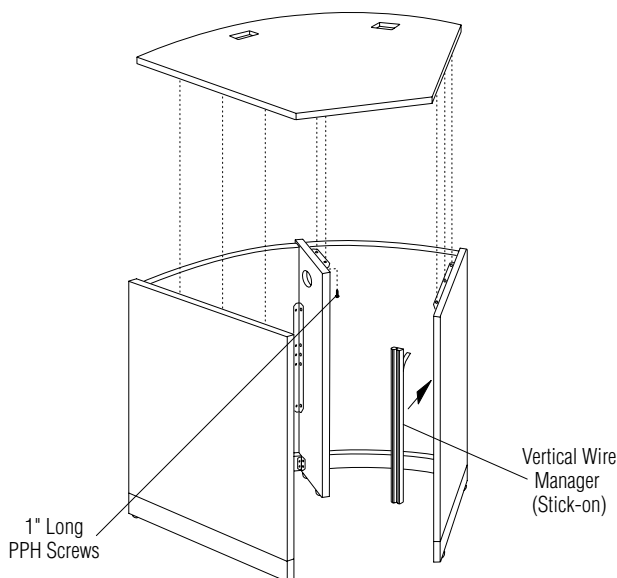
10. Place the worksurface on the brackets (laminated side up and grommet cutouts toward the front). Align the pre-drilled holes and fasten to each bracket with 1" Phillips head screws (3 screws per bracket).

11. Attach self-adhesive lower wire manager to lower right corner of corner module. Place any electrical cords inside wire manager (Figure 12).

12. Position the mounting holes of the wire management troughs (one angled on each side of the center support) over the pre-drilled holes in the worksurface. Secure the trough to the worksurface with #10 x 5/8" screws. Do not over tighten screws. From the underside of the worksurface, position trough clips over



**Figure 11**

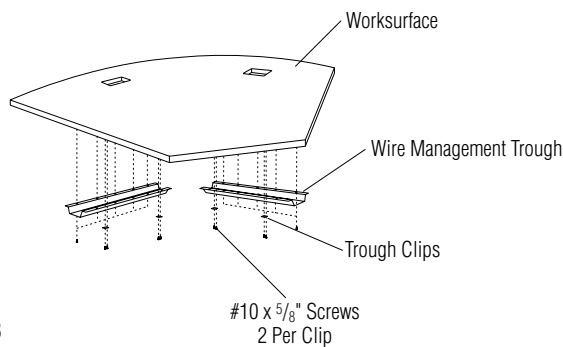


**Figure 12**



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Figure 13



the pre-drilled holes in the worksurface and secure with two #10 x 5/8" screws per clip (Figure 13).

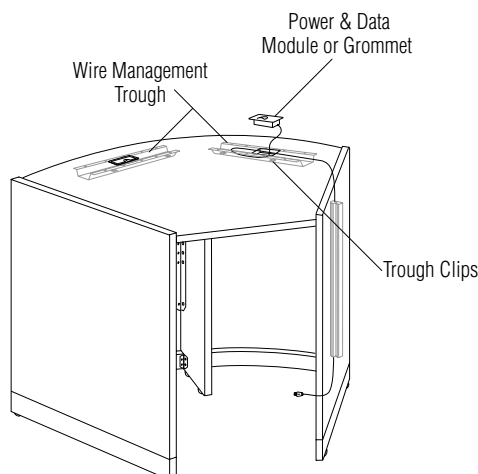
13. Snap the power & data module (or grommet) into place on the top of the worksurface with the electrical cord feeding through the grommet opening.
14. Route the module cord (or other electrical cords or data lines) through either end of the wire management trough and through the center support pass through hole as needed. If a cord is to be routed the opposite direction that it comes out of the module/grommet, make a 6" loop with the cord to change direction.
14. Slide the flange of the wire management trough under the trough clips to secure the trough to the worksurface. Store any excess cord in the wire management trough.

**Note:** wire management trough is not to be used for routing extension cords.

#### New York City Guidelines

- A. All wiring 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 size must be approximately 2.25 cubic inches for each #12 AWG wire entering the box plus 2.25 cubic inches for each #12 AWG wire leaving the box.
- E. Flexible metal liquid-tight conduit (customer supplied) 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.
- F. If task lights are part of the electrified panel system, the Advisory Board submission must include a sketch showing how the task lights are installed and removed without the use of tools.

Figure 14



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