Assembly Instructions

University Seating

Select Base & Height-Adjustable Select Base

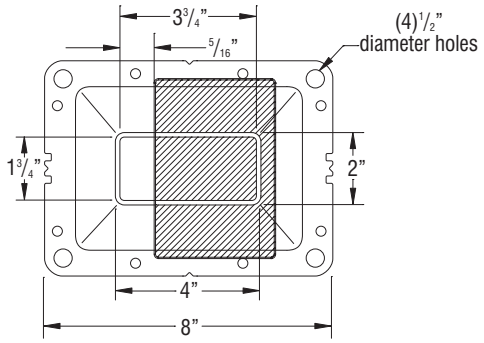
November 2023

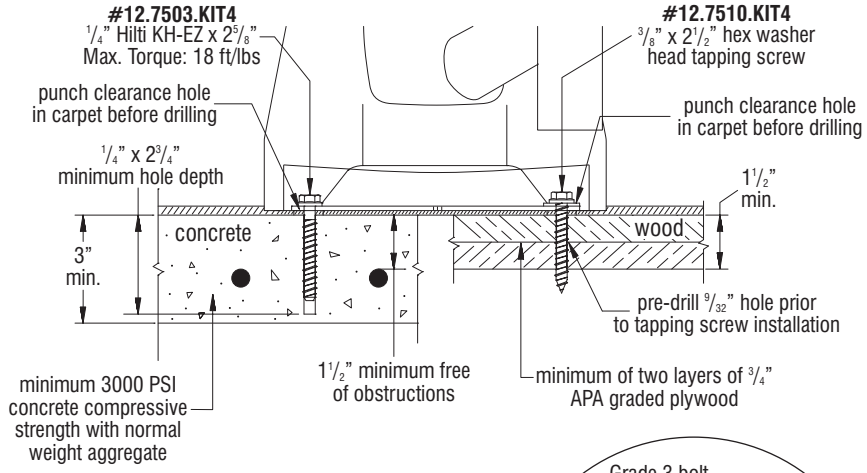
Furnishing Knowledge®

CAUTION

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

Floor Anchor Specifications

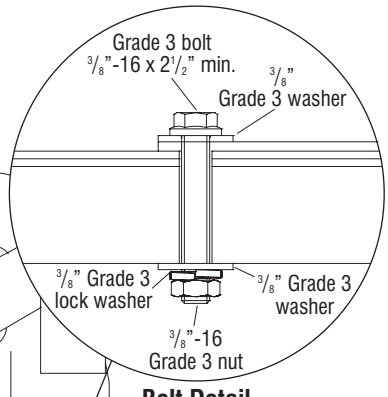




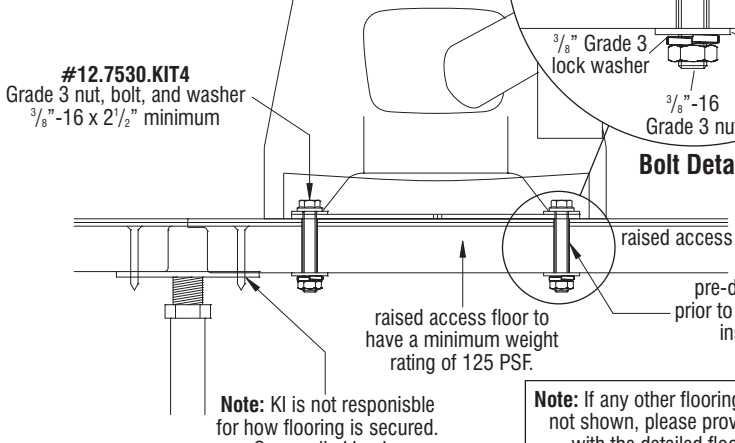
Applied Load Per Anchor With A Three Time Safety Factor

Tension (lbs)	Shear (lbs)
3510	240

Actual Calculated Moment At Base (in-lbs) With 325lb Load
15,830



Bolt Detail



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

University™ Seating, Select Base with PowerUp Module, RPT Module & Data or with No Power

Assembly Instructions

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TOOLS REQUIRED

- Spirit level
- Laser level
- Quick clamps
- Bar clamps
- C-clamps
- T25 & T30 Torx bits
- Caulk gun
- Lithium grease
- Brush for grease
- Hammer drill and bit for concrete anchor holes
- Drill and bit for pilot holes in wood floor
- #3 Phillips head screwdriver bits
- #2 Phillips head screwdriver bits
- Drill motor
- Drill bit set
- Socket set
- Pliers
- Chalk line
- Tape measure
- Snap ring pliers

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

MINIMUM CONSTRUCTION REQUIRED FOR UPRIGHT INSTALLATION

Wood Floors

- Minimum two layers of 3/4" thickness tongue & groove
- APA rated grade plywood
- Allow minimum embedment 1 1/2" with lag screws

Concrete Floors

- 3000 psi Concrete compressive strength
- 3" thick free of obstructions for 1 1/2"
- 4" thick for riser mount free of obstruction for 2 1/2"
- Riser to be plumb within 1/8 degree
- Minimum anchor embedment 1 1/2"

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

FLOOR FASTENER REQUIREMENTS

Wood Floors

- 3/8" x 1 1/2" hex washer head tapping screw
- Four bolt assemblies required per base

Concrete Floors

- 1/4" Hilti KH-EZ x 2 5/8"
- Max Torque: 18 ft/lbs
- Four screw assemblies required per base

Note: Floor-mounting fasteners are <u>not</u> provided, unless specified.

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

STEPS FOR INSTALLATION

1. Read and review Assembly Instructions.
2. Review space-planning layouts.
3. Review job site and verify field conditions.
4. Verify floor structural conditions.
5. Stage product for installation.
6. Locate and mark layout reference points.
7. Locate and drill holes into floor.
8. Mount bases to floor. Level and shim as necessary.
9. Attach worksurfaces together. Shim if necessary to level.
10. Position worksurfaces on bases.
11. Mark hole locations through template (for PowerUp).
12. Attach worksurfaces to bases.
13. Position and install troughs on hinged side only (for PowerUp).
14. Install power infeeds (for PowerUp).
15. Mount and install station-to-station power connectors (for PowerUp).
16. Install duplex receptacles (for PowerUp).
17. Run data cables through troughs (if required) (for PowerUp).
18. Install power & data module. Check for smooth operation (for PowerUp).
19. Connect power infeeds (electrician) (for PowerUp).
20. Attach modesty panels (optional).
21. Attach seats.
22. Install plastic flange covers.

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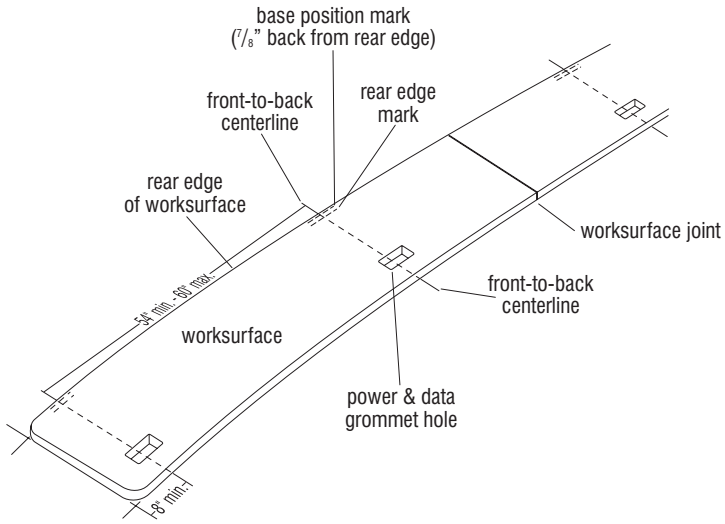

Figure 1a - University Worksurface with PowerUp

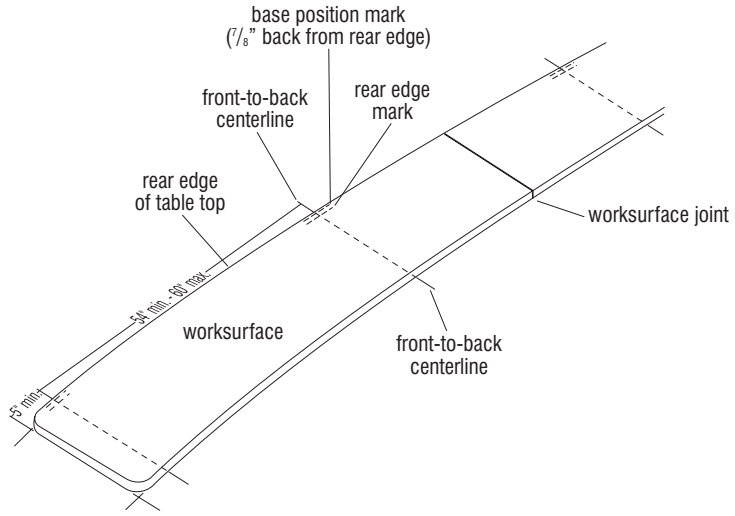

Figure 1b - University Worksurface with Undersurface Power & Data or No Power & Data

University Select Base & Worksurface Layout and Assembly

Note: When installing University Select Seating with the PowerUp module with 3-prong plug or RPT module & data (relocatable power tap), extra care must be taken to hold very close tolerances to the dimensions shown on the space-planning layouts. Failure to follow the dimensions shown may prevent proper installation of the electrical components.

1. Refer to the space-planning layout and the identification numbers on the underside of the worksurfaces. Position worksurfaces on the floor, top side up, at the location that they will be installed later (Figure 1a or 1b).

   Note: When installing University Select Seating with the PowerUp module(s), the front-to-back centerlines will run through the center of the power & data holes in the worksurfaces (Figure 1a). When installing University Select Seating with RPT module(s) & data, or no power, use space-planning layout and see Figure 1b.

2. With the worksurfaces properly laid out on the floor, refer to the space-planning layouts to determine the front-to-back centerline locations for mounting of base flanges. Mark the front-to-back centerline location for each base flange onto the floor at the front and rear edge of the worksurfaces (Figure 1a or 1b).

3. At the rear edge of the worksurfaces, make a 5" to 6" long mark onto the floor along the rear edge of the worksurface, across the front-to-back center line as illustrated. Then copy this mark back 7/8" behind the worksurface edge and disregard the rear edge mark you made first. The intersection of the new base position mark and the front-to-back centerline mark will aid in centering the base flange of the University base to mount the bases to the floor in step 5 (Figure 1a or 1b).

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University Select Base Installation to Floor

4. Identify which type of bases are to be installed (single or double swing-arm, and/or power/data infeed) along with their location according to the space-planning layout. Set the bases out at the appropriate location. Carefully move the worksurfaces forward to make room for installation of the bases to the floor (Figure 2).

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

5. At installations involving carpeted floors, determine if bases are to be installed:
   (a) over the carpeting or
   (b) with carpeting removed.

   a. Position the base onto the floor over the front-to-back centerline and base position mark where the base will be installed. With the base correctly centered over the marks and lined up with the front-to-back centerline, mark where the anchor holes are to be drilled into the floor. Using a 1/2" diameter hollow punch, cut out the carpeting for anchor holes. Read the note below, then skip step B and continue on at the note just before step 6.

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

   b. Position the base onto the floor over the front-to-back centerline and base position mark where the base will be installed. With the base correctly centered over the marks and lined up with the front-to-back centerline, mark around the perimeter of the base for removal of the carpeting. Cut and remove the carpeting. Carefully align the base flange onto the floor as described above and mark the anchor hole locations onto the floor (Figure 2). Read the note below and go onto step 6.

   Note: If power and/or data lines are to enter a base from below floor level (no exposed connections), the data and power connections must be made prior to securing the base flange to the floor. The 8-wire power infeed (45° right or left/center) must be run down through the top mounting flange, oval support tube and then the base flange at this time. Connections must then be made. Refer to the space-planning layout for infeed type and see Figures 8 or 9. Data wires must run up a separate column, following a similar route as the power.

6. Bore anchor holes to minimum 1/4" x 2 3/4" hole depth for concrete floors, or 9/32" (see page 3) for wood floor, with flat and locking washers (not included). As illustrated, before base is attached to floor, place a flange skirt over the bottom of the base and lift it out of the way for the time being. Align the base over the pre-drilled holes and drive in (do not tighten) mounting screws (not provided). Shim under the base flange with steel washer(s) as needed to level or compensate for floor variances (Figure 2).

7. While holding the flange skirt up, center the black flange clips (12.0950) under both 6" sides of base flange, with the barbs up. Insert the locating tabs of the flange so that they are tight into the base flange notches for proper engagement of flange skirt later. After all bases are located and adjusted with shims, tighten base flanges to the floor. Snap flange skirts onto flange clips at each base-to-floor location. **Make sure that skirts are centered around the 6" x 8" floor flange and fit snug to the floor (Figure 2).**

8. Carefully position the worksurfaces onto the support flanges of the installed bases. Recheck the space-planning layout and identification numbers under the worksurfaces to verify the correct location. Improper sequence may cause poor fit and uneven joints.

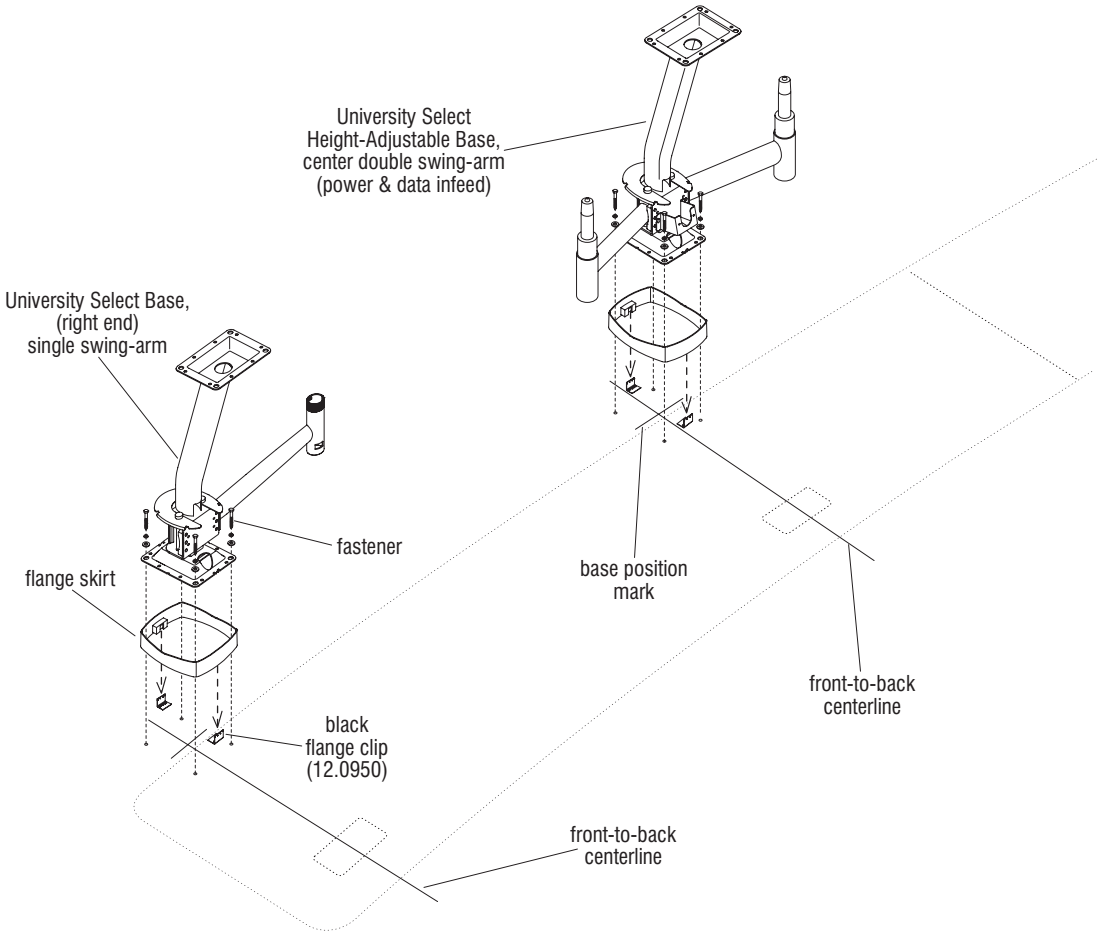

Figure 2

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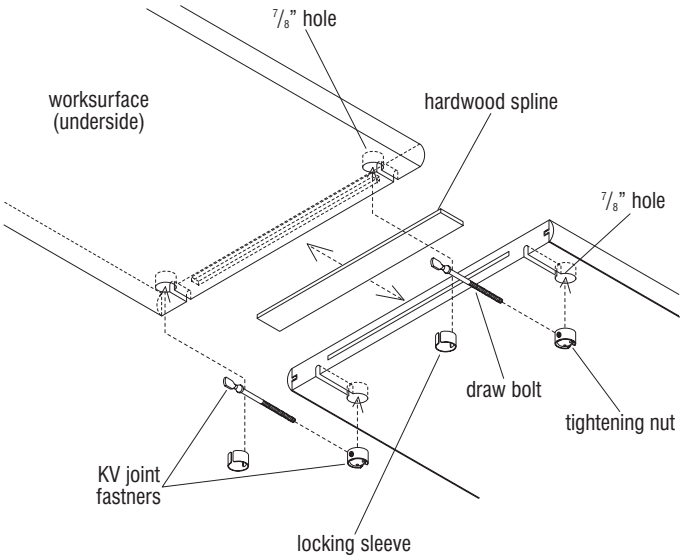

Figure 3

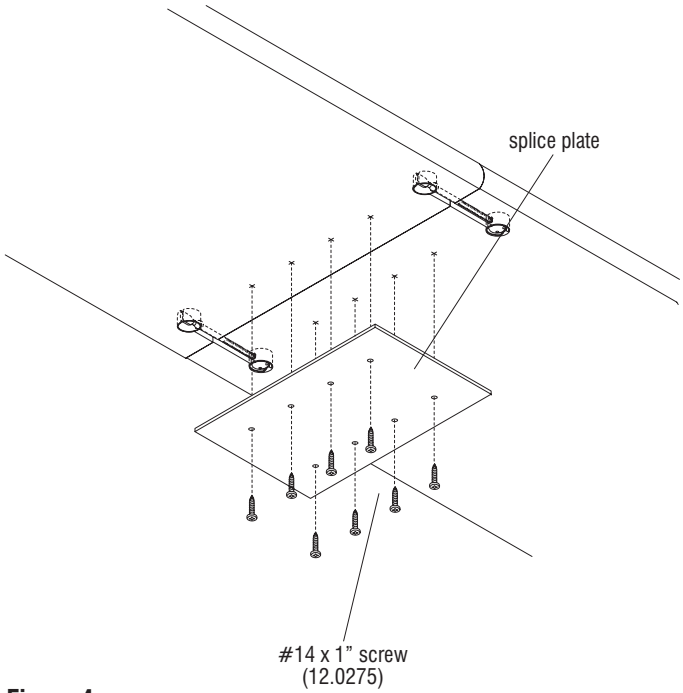

Figure 4

Joining Worksurfaces

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

   Note: Allow assembled worksurfaces time for joint adhesive to cure (approximately 1 hour) before moving to assemble to mounting flange on University Select base, and before installing splice plate.

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

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

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Note: If installing **University Select Base with "No Power"**, worksurfaces may now be attached to bases. Follow steps 11 and 12 below, then skip ahead as directed.

Note: If installing **University Select Base with "RPT Module & Data"**, go now to steps 13, 14 and 15 below, then skip to "RPT Module & Data Power Infeed options" on page 14 as directed.

Note: If installing **University Seating with "PowerUp Module with 3-Prong Plug"**, go now to step 16, this page.

Installing University Worksurfaces with "No Power"

11. For University worksurfaces with no power, carefully position the worksurface(s) onto the University Select bases, at the proper location according to the space-planning layout. Fasten each top mounting flange of the base to the worksurface with **one** #14 x 1" screw provided and torque to 100 in/lbs. Make sure to pre-drill holes to 1/2" depth to avoid piercing through worksurface (Figure 5).

12. After securing worksurfaces to bases with just one screw per mounting flange, check to make sure that worksurfaces are plumb and level, and that all joints are flush. Shim as necessary between worksurfaces and top mounting flanges to level the worksurfaces appropriately. Issues will arise with top seams and continuous modesty panel seams if top mounting flanges are not level with one another. Make sure all University Select bases are positioned correctly, then pre-drill the remaining seven screw holes through each top mounting flange to depth of 1/2" in the worksurface.

    Note: A shim kit part #67.1060 is available upon request.

    Insert the remaining seven screws in the pre-drilled holes and torque all eight screws to 100 in/lbs. Skip now to page 25, and any component assembly sections thereafter which are applicable to your installation.

Installing University Worksurfaces with "RPT Modules & Data"

13. For University worksurfaces with RPT module(s) & data, installation of the power and data infeeds can be made easier if infeeds are installed in the base prior to installing the worksurfaces to the bases. Go now to page 14 and review step 31 and the note before it to perform this procedure. Then return back to this spot and continue with step 14.

14. For University worksurfaces with RPT module(s) & data, carefully position the worksurface(s) onto the University Select bases, at the proper location according to the space-planning layout. Fasten each top mounting flange of the base to each worksurface with **one** #14 x 1" screw provided and torque to 100 in/lbs (Figure 5).

15. After securing worksurfaces to bases with just one screw per mounting flange, check to make sure that worksurfaces are plumb and level, and that all joints are flush. Shim as necessary between worksurfaces and top mounting flanges to level the worksurfaces appropriately. Issues will arise with top seams and continuous modesty panel seams if top mounting flanges are not level with one another. Make sure all University Select bases are positioned correctly per the space-planning layout, then pre-drill the remaining seven screw holes through each top mounting flange to a depth of 1/2" in the worksurface. Insert the remaining seven #14 x 1" screws through each top mounting flange in the worksurface and tighten all eight screws to 100 in/lbs.

    Skip now to page 14, step 31 for assembly of the undersurface power & data components.

Installing University Worksurfaces with "PowerUp Modules with 3-Prong Plug"

16. For University worksurfaces with PowerUp, installation of the power and data infeeds can be made easier if infeeds are installed in the base prior to installing the worksurfaces to the bases. Go now to page 10, or 11, depending on infeed type and figure 11a or 11b, page 14 to review the appropriate steps and each note before and after to perform this procedure. Then return back to this spot and continue with step 17 through 20 next page.

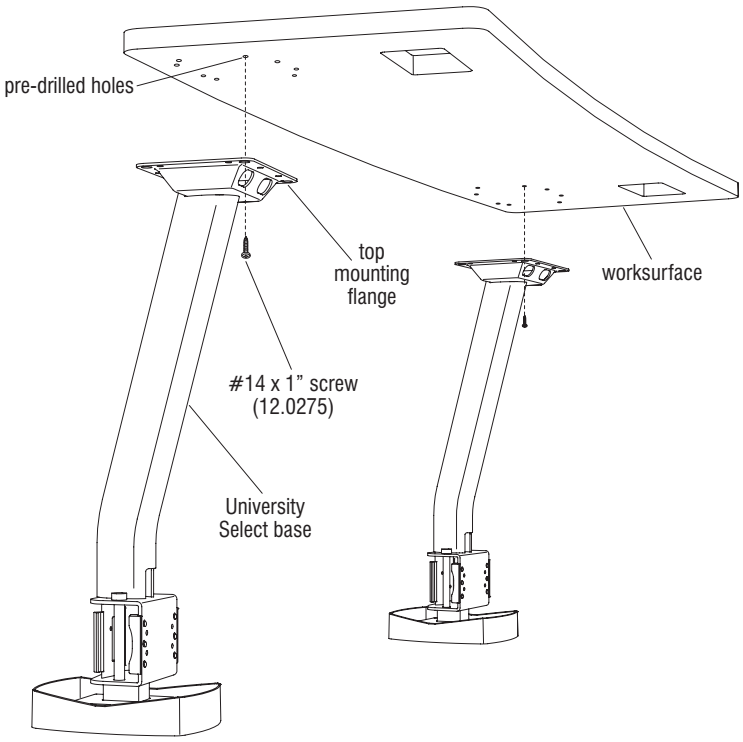

Figure 5

CAUTION

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Note: Prior to permanently securing the worksufaces to the top mounting flange of the bases with all eight screws, the hardboard template (provided) must be used to locate and verify proper location of bases in relation to the power & data module hole in the worksurface. Very close tolerances must be followed to assure proper installation of PowerUp electrical components.

17. For University worksurfaces with PowerUp, carefully position the worksurface(s) onto the University Select bases, at the proper location according to the space-planning layout, and by using the "hardboard template" (Step 18, Figure 6). Fasten each top mounting flange of the base to the worksurface with **one** #14 x 1" screw provided and torque to 100 in/lbs. Make sure to pre-drill holes to 1/2" depth to avoid piercing through worksurface (Figure 5).

18. Use the hardboard template provided to check each power & data module hole location. To do this, straddle the template against the top mounting flange at the underside of the worksurface as illustrated. The template must be positioned with the smooth side facing up against the underside of the worksurface. The power & data module hole in the worksurface must fall within the cut-out in the hardboard template (Figure 6).

    Caution: If the module hole is located even partly outside of its specified position, the electrical components will not fit properly. If the template does not match up with the power & data module hole, remove the single screw fastening the base to the worksurface; check nearby bases to verify their positions and correct as needed.

19. After verifying/adjusting components so that the power & data module hole falls within the template cut-out, check again to make sure that worksurfaces are plumb and level, and that all joints are flush. Shim as necessary between worksurfaces and top mounting flanges to level the worksurfaces appropriately. Issues will arise with worksurface seams and continuous modesty panel seams if top mounting flanges are not level with one another. Make sure all University bases are positioned correctly using the hardboard template and pre-drill the seven mounting holes to depth of 1/2". Insert the remaining seven screws through each top mounting flange into the worksurface and tighten all eight #14 x 1" screws to 100 in/lbs to secure.

    Note: Only after all bases and worksurfaces are properly positioned and secured so that the power & data module hole fits the template can the power & data trough and electrical components be assembled to the underside of the worksurface. All top joints and connecting plates must be installed prior to any electrical component installation.

20. After worksurfaces are solidly attached to the properly positioned bases, place the template under the worksurface again, with the smooth side up, straddling the worksurface mounting flange. Draw with a pencil through the template holes, the left and right locator marks (looking up from underneath at the front of the worksurface) and the mounting holes for the electrical components. This is to be done along the run of all bases and worksurfaces (Figure 6).

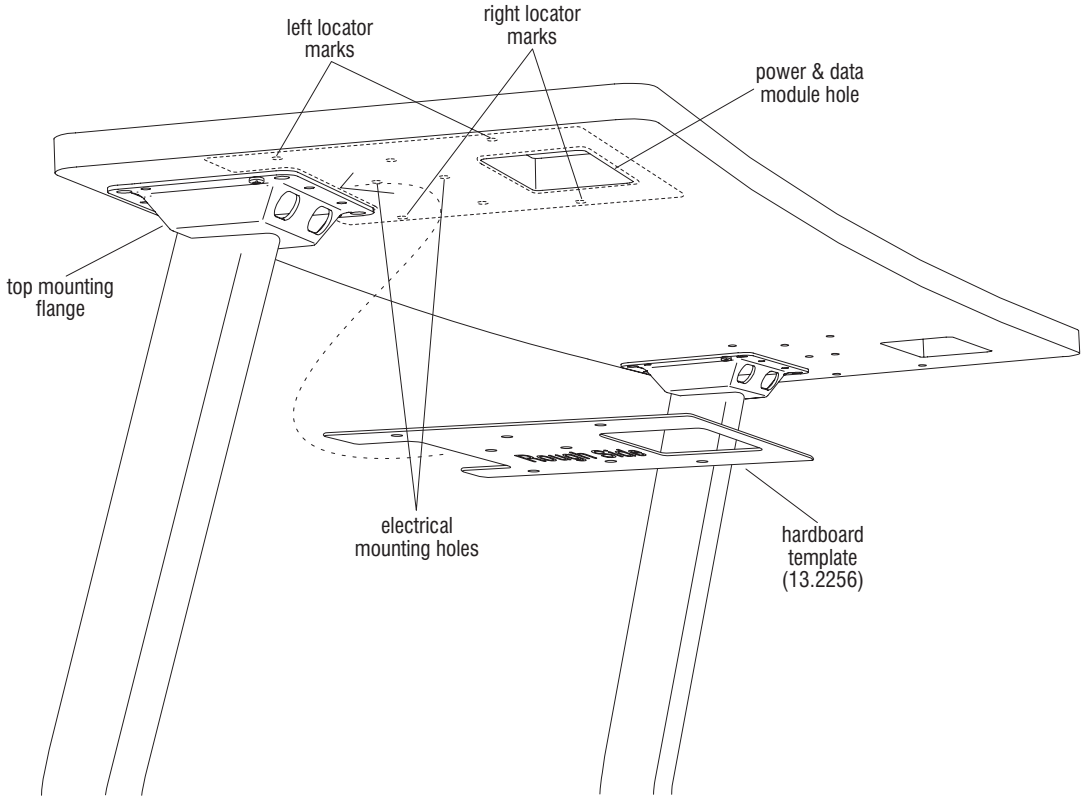

Figure 6

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Power & Data Trough Assembly for University with PowerUp Modules

Note: Correct placement of the power & data trough by adhering closely to the instructions described below regarding the left and right locator marks and "stop" marks is very important to ensure that the trough does not interfere with the electrical components.

21. Position a power & data trough under the worksurface between two bases. Orient the hinge side of the trough to face the front of the worksurface (front of the room). At the right side base (looking up from underneath at the front of the worksurface) notice the locator and stop marks which were drawn through the template in step 20. The left three marks will guide where the power & data trough must be positioned at this right base. The trough is to be positioned between two left locator marks, but not to extend beyond the third "stop mark" (Figure 7). Looking now to the left side base, notice the right locator marks. The trough is to be positioned between these marks while following the guidelines described above for the right side of the trough at the right column with the left locator and stop marks (Figure 7).

22. Fasten the hinge side of the power & data trough to the underside of the worksurface with the 10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in the trough must be utilized. The power & data trough can be left hanging open for installation of the electrical and data cabling (Figure 8).

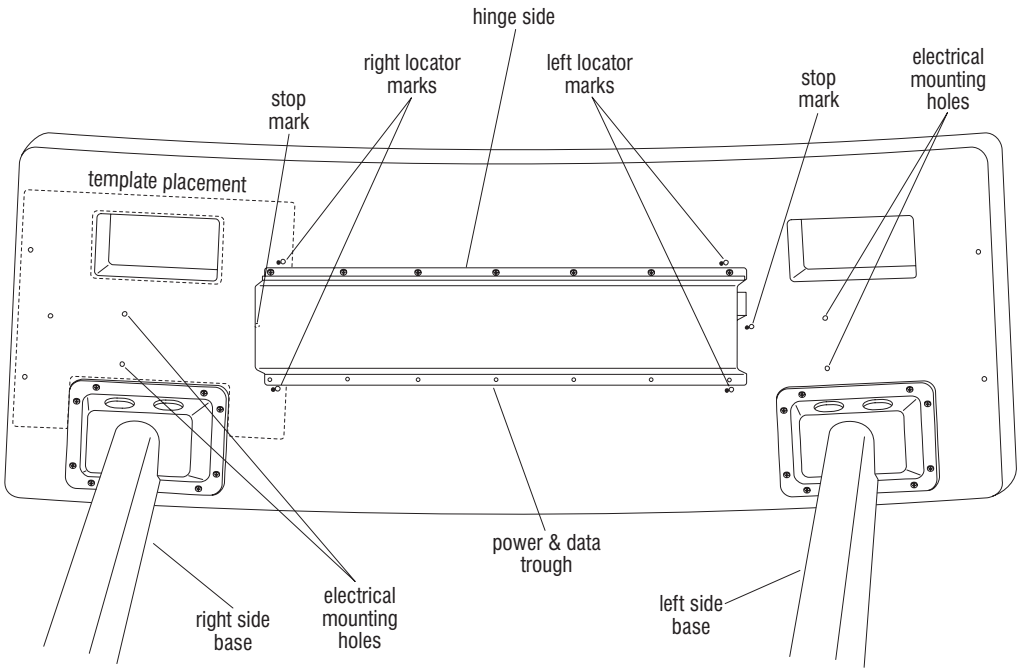

Figure 7

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Right 8-Wire Power Infeed for University with PowerUp Modules

Note: The 45° right 8-wire power infeed (Figure 8) is to be used at the beginning of an electrical run where the power feeds through the lower wire access hole at the right side of a run of units (facing the front of the room). The 45° left/center 8-wire power infeed (Figure 9) can be used in two circumstances. One is where power is to enter a run of units from the lower wire access hole at the left side of a run of units (facing the front of the room), and the other circumstance is when the power infeed is to enter at the center of a run of units.

23. Choose the appropriate power infeed for your installation by referencing the space-planning layout.

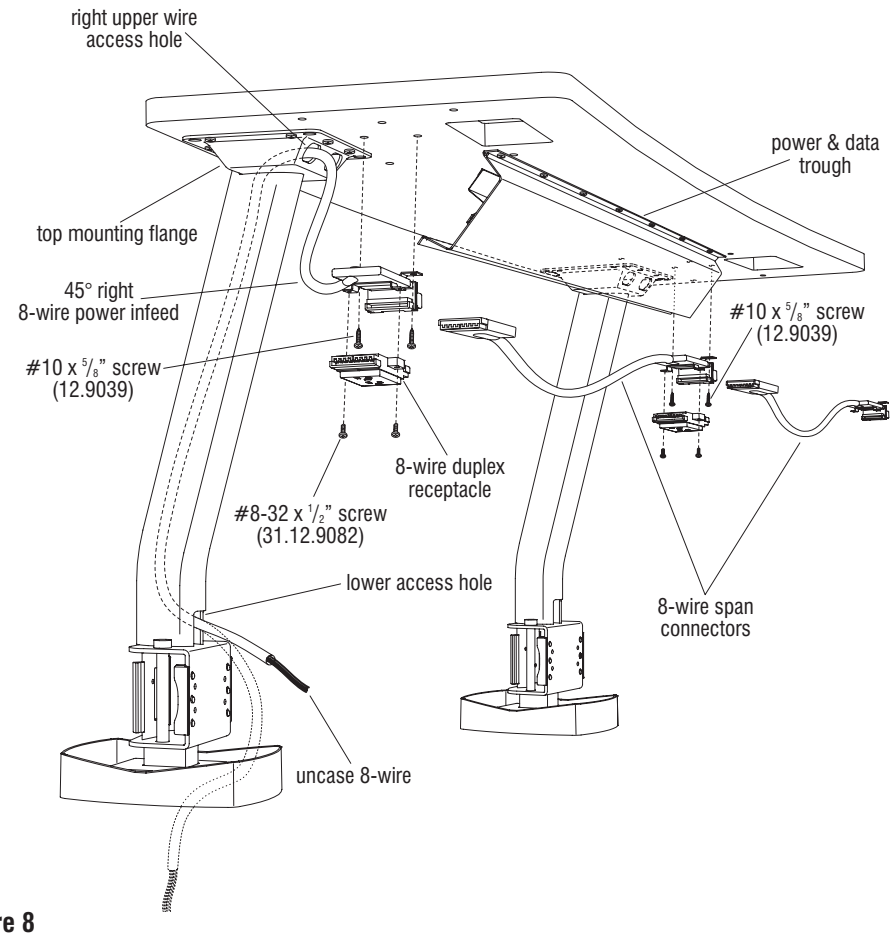

Figure 8

Note: Top mounting flanges of University Select bases have two "upper wire access holes". Power infeeds must always run through the "right upper wire access hole."

24. For **right 8-wire power infeed** configurations, feed the uncased 8-wire end of the 45° right power infeed first through the "right upper wire access hole" in the top mounting flange, and then down the oval tube and out of the lower wire access hole (Figure 8). Mount the opposite end of the 45° right power infeed to the underside of the worksurface with two #10 x 5/8" screws provided at the guidemarks drawn through the hardboard template in step 20. Torque screws to 25 in/lbs. To extend power to the next station for **right infeed** configurations, insert and click the plug end of a 8-wire span connector into the mounted end of the span connector and fasten the mounting end to the worksurface at the next set of electrical guidemarks (Figure 8).

Note: As a precaution, briefly verify that the power & data trough is able to close completely without interfering with electrical components.

25. Look to the left side of the worksurface underside (facing the front of the room) for the electrical guidemarks that were drawn through the hardboard template. For either **right or left infeed** configurations (Figures 8 & 9), mount an 8-wire span connector to the underside of the worksurface with #10 x 5/8" screws provided at the electrical guidemarks. Torque screws to 25 in/lbs. For **right 8-wire power infeed configurations**, route the flexible conduit through the power & data trough and plug the 8-wire span connector into the 45° right power infeed that was installed in step 23 (Figure 8).

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Left/Center 8-Wire Power Infeed for University with PowerUp Modules

For **left or center 8-wire power infeed** configurations, feed the uncased 8-wire end of the 45° left/center power infeed first through the "right upper wire access hole" in the top mounting flange, and then down the base and out of the lower wire access hole (Figure 9). The opposite end of the 45° left/center power infeed will be left to hang until step 26 below.

Note: Next in step 26, for **left/center 8-wire power infeed** configurations, (Figure 9) the distribution power end may be substituted for an 8-wire span connector if power is to be continued beyond that point to another station.

26. For **left/center 8-wire power infeed** configurations, first mount a distribution power end to the right underside of the worksurface (facing the front of the room) at the electrical guidemarks with #10 x 5/8" screws provided. Torque screws to 25 in/lbs. Plug the 8-wire span connector into the distribution power end making sure that the flexible conduit is cradled by the power & data trough (Figure 9). Next, at the end where the 8-wire span connector was fastened to the worksurface, plug a Y-block into the station-to-station power connector and plug the 45° left power infeed into the top opening of the Y-block (Figure 9). For **center 8-wire power infeed** configurations, the plug-end of a 8-wire span connector can be plugged into the bottom opening in the Y-block to continue power on to the next station (Figure 9).

Note: As a precaution, briefly verify that the power & data trough is able to close completely without interfering with electrical components.

8-Wire Power Infeed Components

27. Following the space-planning diagram, install 8-wire duplex receptacles with #8-32 x 1/2" screws provided (torque to 20 in/lbs) to 45° right power infeed and 8-wire span connectors (Figure 8), or distribution power end and span connectors (Figure 9).

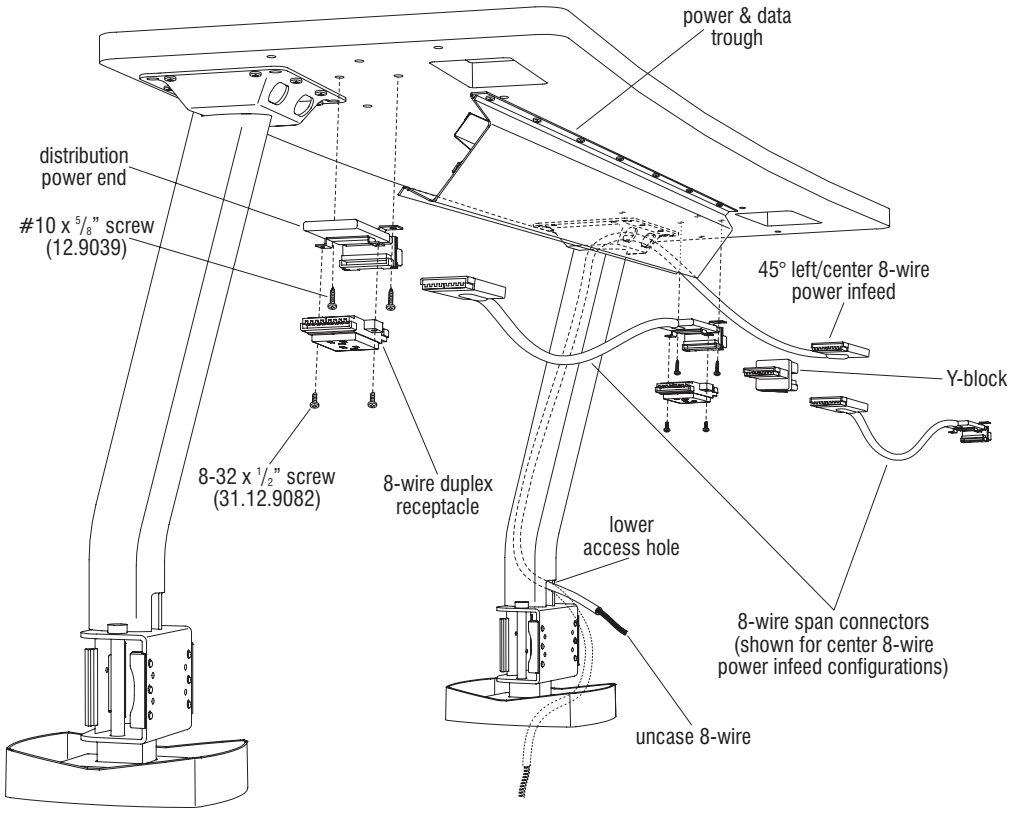

Figure 9

CAUTION

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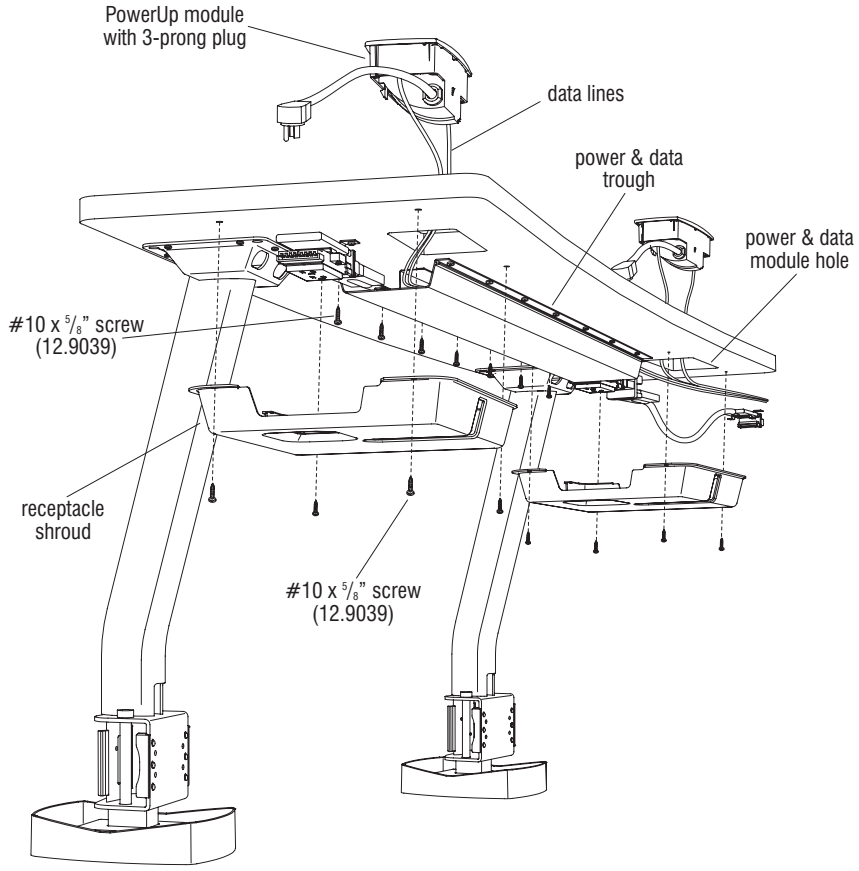
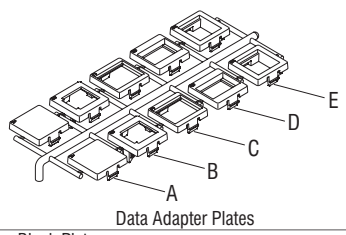


Figure 10



Data Adapter Plates

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

Data Adapter Detail

28. The data wiring (not provided) may be installed at this time. Run the wires through the smaller, front partition, of the power & data trough. Properly routed, these data lines will be separated from the line voltage flexible conduit by the trough divider. Push the ends of the data lines up through the power & data holes. After all wiring has been installed, close the power & data trough and secure it to the worksurface with #10 x 5/8" screws provided torqued to 25 in/lbs. All screw holes in the trough must be utilized. Install receptacle shrouds over the 8-wire duplex receptacles and power & data troughs with #10 x 5/8" screws provided and torque to 25 in/lbs (Figure 10).

    Note: Duplex receptacles must protrude through the opening in the receptacle shroud.

29. The PowerUp module with 3-prong plug is to be installed by first connecting the data wiring ends to the appropriate connections in the module. (See "Data Adapter Detail" on this page for identification of optical data adapter plates.) Push the module's power cord down through the power & data hole and through the cut-out in the receptacle shroud. Next, snap the module into the module hole (Figure 10). From under the worksurface, plug the power cord into the duplex receptacle. Finally, loop the extra cord into the receptacle shroud through the cut-out slot to store.

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

CAUTION

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8-Wire Power Infeed for University with RPT Modules & Data

Note: The first step to installing University Select Base with RPT modules & data components is the installation of the 8-wire power infeed. It is best to run the 8-wire power infeed through the University Select base prior to installing worksurface to the base at that location. Also, if source power for the power infeed is to be connected below the surface of the floor, make those connections to the uncased 8-wire before securing the base to the floor. As with all installations of electrical components, it is up to the electrician to follow all governing and applicable electrical codes.

31. Refer to the space-planning layout and determine if the 8-wire power infeed is to be a "right", or "left/center" configuration. Choose the appropriate power infeed configuration and run the 8-wire end first through the correct upper wire access hole of the top mounting flange of the base, then down through the oval support tube and out of the base. If wire connections are to be made below floor level, loop the 8-wires down through the base flange as illustrated (Figure 11a or 11b).

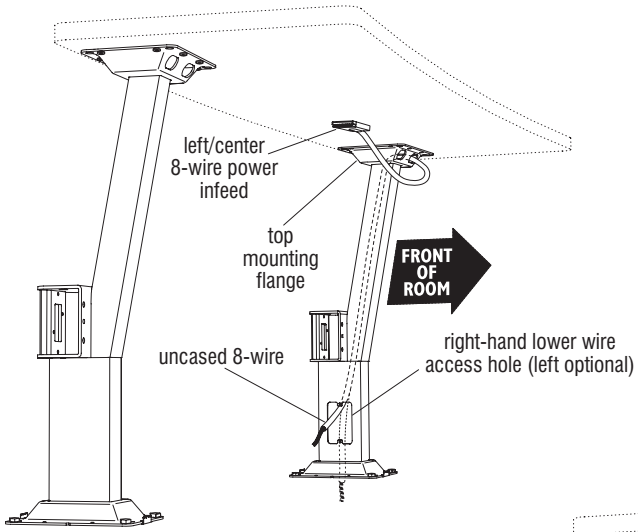


Figure 11a - Left/Center 8-Wire Power Infeed

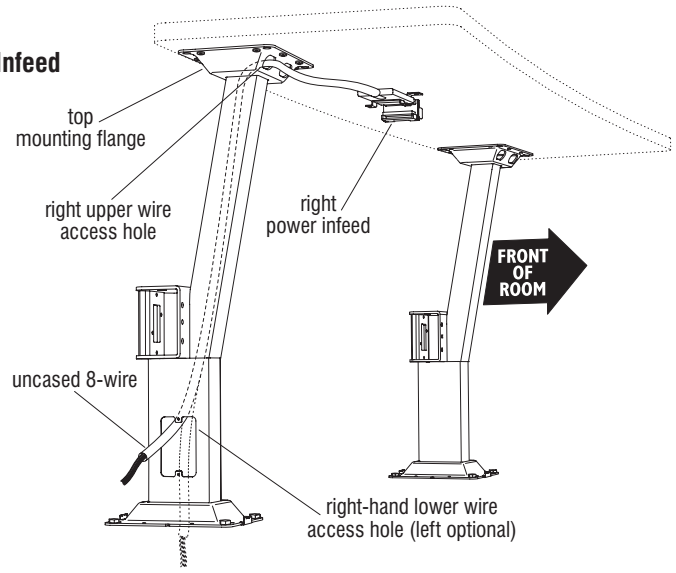


Figure 11b - Right 8-Wire Power Infeed

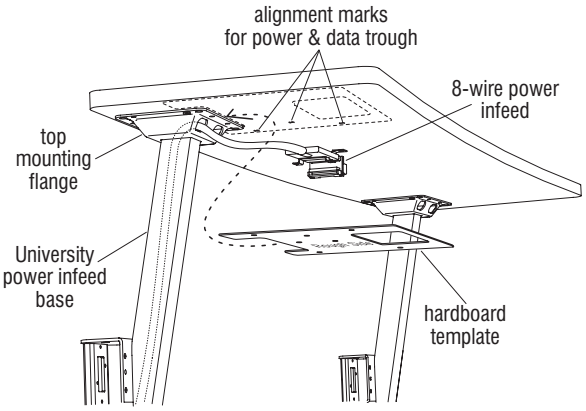


Figure 12

CAUTION

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

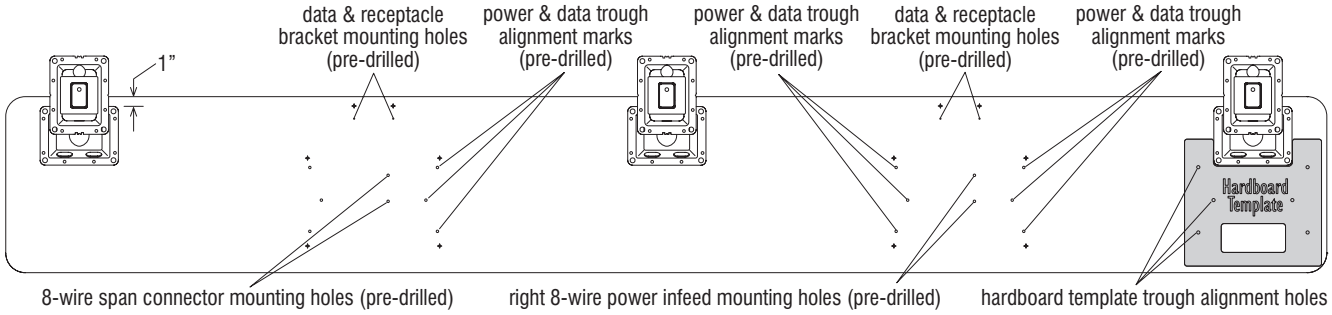
8-Wire Power Infeed Components for University with RPT Modules & Data

Note: The instructions below, as well as Figure 12 and the three Details, illustrate and explain the procedure of locating and marking alignment marks for a power & data trough where the infeed runs up a University Select base. Also, this section's three "Details" outline a "typical" layout with pre-drilled mounting holes and trough alignment holes in the underside of the worksurface. Each configuration may vary. Follow the space-planning layout and the directions after this section which are appropriate to the specific 8-wire power infeed location, and single, or double swing-arm layout.

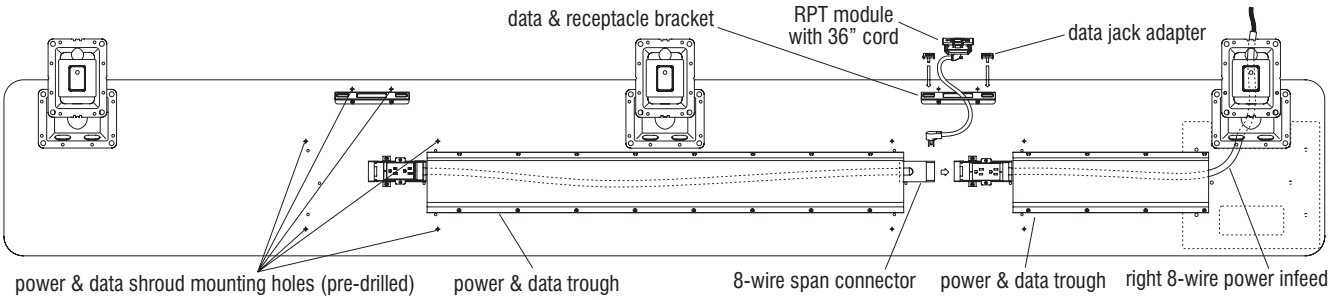
32. At power & data infeed locations, power & data trough location marks are not pre-drilled into the underside of the worksurface where a "power & data shroud" must be installed to the underside of the worksurface. Use the "Hardboard Template" provided to locate the trough location marks. Accurate placement of the marks is important to ensure fit of all components. As illustrated, position the template **"smooth side"** against the underside of the worksurface and slide the template up against the top mounting flange of the University Select base at the power (or data) infeed location (Figure 12 & Detail A).

33. With the template held correctly in place, mark the appropriate "alignment marks" through the three holes in the template, on one or both sides where a power & data trough will be installed in the steps ahead (Figure 12 & Detail A).

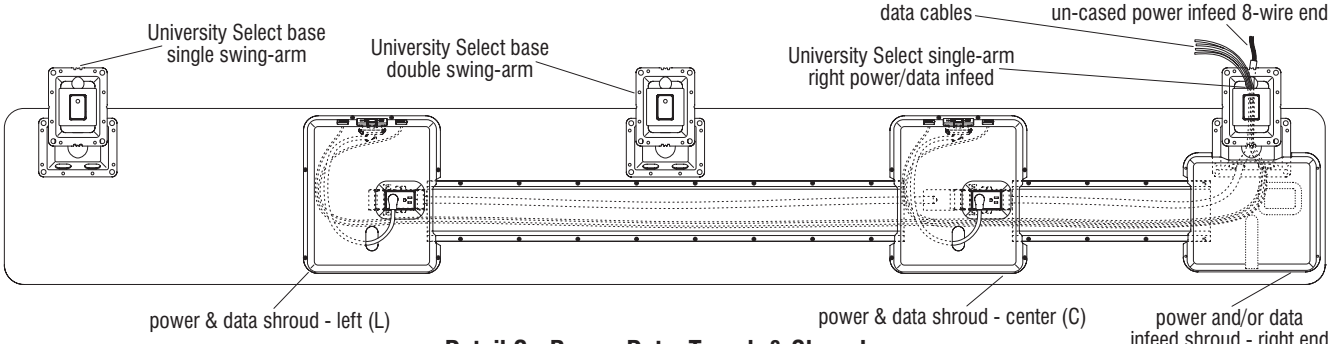
34. Go now to the instructions ahead which describe the installation of power & data components that are appropriate to the seating/power & data configuration as specified by the space-planning layout. Skip to either: "Right 8-Wire Power Infeed with Double Swing-arm Ends" (steps 35 through 46), "Right 8-Wire Power Infeed with Single Swing- arm Ends" (steps 47 through 58), "Left 8-Wire Power Infeed with Single Swing arm Ends" (steps 59 through 71), or "Left & Center 8-Wire Power Infeed with Double Swing-arm Ends" (steps 72 through 88).



Detail A - Trough Alignment Mounting holes



Detail B - Troughs with Power Components



Detail C - Power, Data, Trough & Shrouds

CAUTION

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

Right 8-Wire Power Infeed with Double Swing-Arm Ends for University with RPT Modules & Data

Note: The instructions below proceed with the assumption that the left power infeed has already been run through the University Select base and the "plug end" of the power infeed is hanging out of the upper wire access hole of the top mounting flange of the base. If this is not completed, go back to step 31, page 14.

35. At the underside of the University worksurface, locate the pre-drilled mounting holes, about midway between the two right-most University Select bases, near the power-infeed location (Figure 13 & Detail A, page 15). As illustrated, secure the mounting end of the right power infeed to the underside of the worksurface with two #10 x 5/8" screws at the appropriate pre-drilled holes. Torque screws to 25 in/lbs. (Figure 13, Details A & B, page 15).

36. Then, at the next mounting location mid-way between bases to the left, secure the mounting end of an 8-wire span connector to the underside of the worksurface using two #10 x 5/8" screws. Torque screws to 25 in/lbs. Insert and click the plug-end of a span connector into the mounting end of the power infeed. Per the space-planning layout, continue down the line installing all remaining span connector mounting ends to the worksurfaces between bases and clicking the plug ends into the appropriate mounting ends (Figures 13 & 14, Detail B, page 15).

37. Follow correct circuit designations and install 8-wire circuit receptacles to the mounting end of the power infeed and all 8-wire span connectors using two #8-32 x 1/2" screws provided. Torque screws to 20 in/lbs. (Figures 13 & 14, Detail B, page 15).

    Note: Correct placement and installation of the power & data troughs by adhering closely to the instructions below regarding the right and left alignment marks is very important to ensure that the trough fits correctly with all other undersurface components.

38. Next, install power & data troughs to underside of worksurfaces, "hinge side" only, following the directions below. Position a power & data trough under the worksurface, between two bases, orienting the hinge side of the trough to face the front of the worksurface (front of the room). Align the trough between the power & data trough "alignment marks" as illustrated. At both ends, the trough is to be positioned inside of the two outside alignment marks, but is not to extend beyond the third, center stop mark at each end (Detail A, page 15). Fasten the hinge side to the underside of the worksurface with the #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized. The power & data trough can be left hanging open for installation of data, and other electrical components.

39. Locate the mounting holes for the RPT & data bracket (Details A & B, page 13). Install the RPT & data bracket to the underside of the worksurface with two #10 x 5/8" screws and torque to 25 in/lbs (Figures 13 & 14).

40. Snap the appropriate style data jack adapters into the RPT & data bracket as illustrated. (See "Data Adapter Detail" on page 13 for identification of data adapter plates.) Per the space-planning layout, run data lines (customer supplied) up the appropriate base and then horizontally along the front, smaller partition of the power & data trough. Properly routed, the data lines will be separated from the line voltage flexible conduit by a divider in the power & data trough. Data line infeeds may be run up a University Select base in a different location than 8-wire power infeed, but will use a power infeed shroud the same as in power infeed locations (Figures 13 & 14). From behind the RPT & data bracket, snap the appropriate data lines into the data jack adapters.

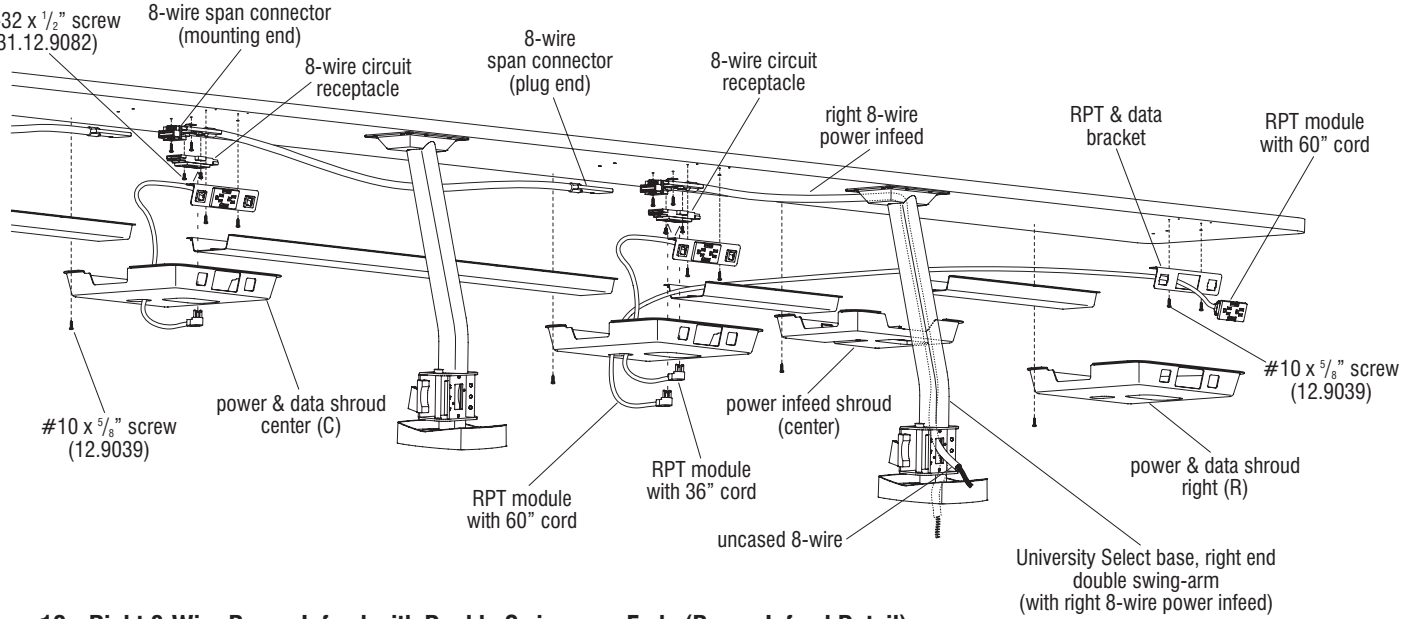


Figure 13 - Right 8-Wire Power Infeed with Double Swing-arm Ends (Power Infeed Detail)

CAUTION

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

41. Following the space-planning layout, install RPT modules to the RPT & data brackets following the directions below.

    Important: RPT & data bracket locations at the end of "double swing-arm" University worksurfaces must use a RPT Module with a 60" long cord. At all other RPT & Data bracket locations, a RPT Module with a 36" cord is to be used. Install RPT modules by first routing the cord through the opening in the RPT & data bracket, then snap the module into place. Allow 36" long receptacle cords to hang down until a later step. Take the 60" long cords and route them through the power & data trough, toward the appropriate 8-wire circuit receptacle and allow the plug end to hang down until a later step (Figures 13 & 14).

42. After all wiring has been installed, close the power & data trough and secure it to the worksurface with #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized.

    Note: There are three types of power & data shrouds which may be specified on the space-planning layout for double swing-arm end configurations. Each of these shrouds have cut-outs facing the student side for the RPT module/ data jacks, and two cut-outs at the bottom, one for the 8-wire circuit receptacle, and the other for routing the cord of the RPT module through, to loop back and plug into the circuit receptacle.**"Center (C) power & data shrouds"** have a cut-out at each side of the shroud for power & data troughs. **"Left (L) power & data shrouds"** have both cut-outs at the bottom, the cut-out facing the student, and only one cut-out at the right-hand side for a power & data trough. **"Right (R) power & data shrouds"** have both cut-outs at the bottom, the cut-outs facing the student, and only one cut-out at the left-hand side for a power & data trough (Figures 13 & 14).

43. Following the space-planning layout, locate the correct position for the various power & data shrouds along the run of worksurfaces. For "center" (C) shrouds, position the shroud up to the worksurface and allow the cord of the RPT module to drop down through the front-most cut-out as illustrated. Both the RPT module and data jacks, as well as the bottom-facing circuit receptacle should protrude through their appropriate cut-outs in the shrouds. For "left" (L) and "right" (R) shroud, only the RPT module and data jacks will protrude through the cut-outs. Secure all power and data shrouds to the underside of worksurfaces using #10 x 5/8" screws in pre-drilled holes at the underside of the worksurfaces and torque to 25 in/lbs (Figures 13 & 14, Details B & C, page 15).

44. At "center" (C) power & data shroud locations, loop the hanging cord and insert the plug end of the student receptacle into the bottom-facing circuit receptacle. Push any excess cord back into the shroud and out of the way.

45. At the 8-wire power infeed location, position the power infeed shroud (center, with cut-outs on each side for power & data troughs) up into position, making sure the troughs fit into it correctly and that the shroud back mates correctly with the base's upper mounting flange. With a pencil, mark the mounting hole locations, then use a 1/8" diameter drill bit and pre-drill to 1/2" depth, taking care to not penetrate the worksurface. Install power infeed shroud using #10 x 5/8" screws provided and torque to 25 in/lbs (Figures 13 & 14).

46. Proceed now to the "8-Wire Power Infeed Source Connection" section (page 30, step 101).

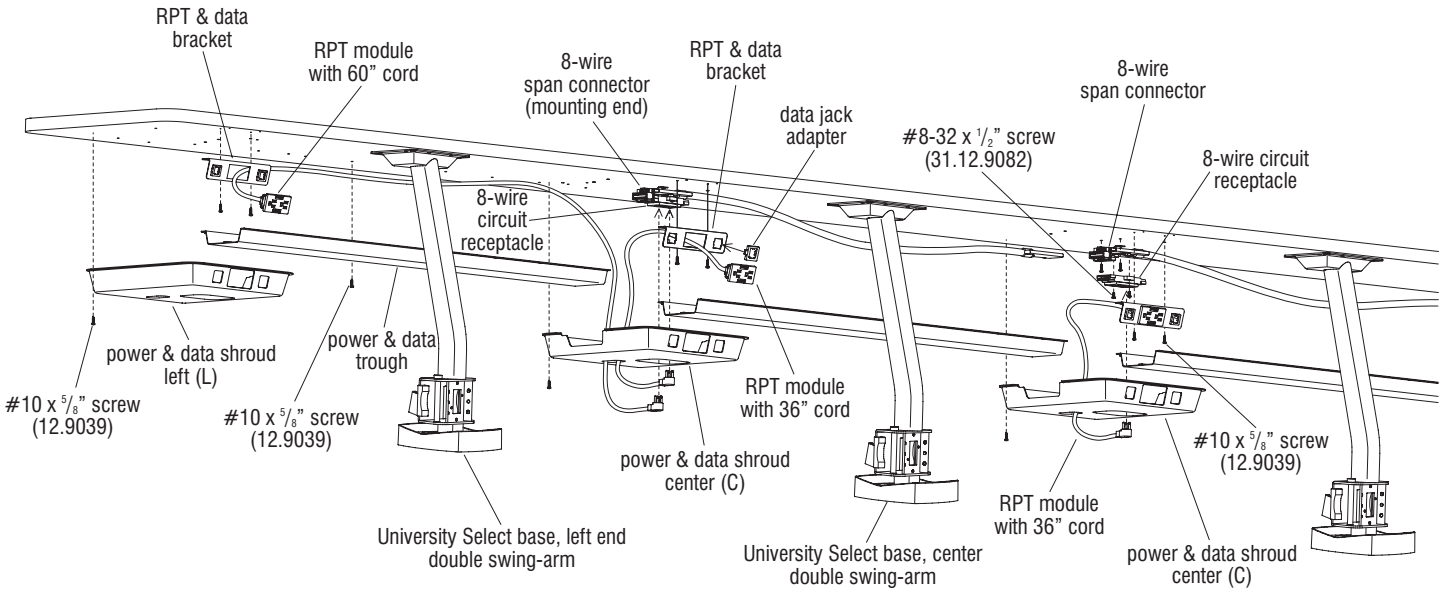


Figure 14 - Right 8-Wire Power Infeed with Double Swing-arm Ends (Double Swing-arm Detail)

CAUTION

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

Right 8-Wire Power Infeed with Single Swing-arm Ends for University with RPT Modules & Data

Note: The instructions below proceed with the assumption that the left 8-wire power infeed has already been run through the University Select base and the "plug end" of the power infeed is hanging out of the upper wire access hole of the top mounting flange of the base. If this is not completed, go back to step 31, page 14.

47. At the underside of the University worksurface, locate the pre-drilled mounting holes, about midway between the two right-most University Select bases, near the power-infeed location (Figure 15 & Detail A, page 14). As illustrated, secure the mounting end of the right 8-wire power infeed to the underside of the worksurface with two #10 x 5/8" screws torqued to 25 in/lbs at the appropriate pre-drilled holes (Figure 15, Details A & B, page 15).

48. Then, at the next mounting location mid-way between bases to the left, secure the mounting end of a 8-wire span connector to the underside of the worksurface using two #10 x 5/8" screws torqued to 25 in/lbs. Insert and click the plug-end of an 8-wire span connector into the mounting end of the power infeed. Per the space-planning layout, continue down the line installing all remaining span connector mounting ends to the worksurface between bases and clicking the plug ends into the appropriate mounting ends (Figures 15 & 16, Detail B, page 15).

49. Follow correct circuit designations and install 8-wire circuit receptacles to the mounting end of the power infeed and all 8-wire span connectors using two #8-32 x 1/2" screws provided and torque to 20 in/lbs (Figures 15 & 16, Detail B, page 15).

    Note: Correct placement and installation of the power & data troughs by adhering closely to the instructions below regarding the right and left alignment marks is very important to ensure that the trough fits correctly with all other undersurface components.

50. Next, install power & data troughs to underside of worksurfaces, "hinge side" only, following the directions below. Position a power & data trough under the worksurface, between two bases, orienting the hinge side of the trough to face the front of the worksurface (front of the room). Align the trough between the power & data trough "alignment marks" as illustrated. At both ends, the trough is to be positioned inside of the two outside alignment marks, but is not to extend beyond the third, center stop mark at each end (Detail A, page 15). Fasten the hinge side to the underside of the worksurface with the #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized. The power & data trough can be left hanging open for installation of data, and other electrical components.

51. Locate the mounting holes for the RPT & data bracket (Details A & B, page 15). Install the RPT & data bracket to the underside of the worksurface with two #10 x 5/8" screws torqued to 25 in/lbs (Figures 15 & 16).

52. Snap the appropriate style data jack adapters into the RPT & data bracket as illustrated. (See "Data Adapter Detail" on page 13 for identification of data adapter plates.) Per the space-planning layout, run data lines (customer supplied) up the appropriate base and then horizontally along the front, smaller partition of the power & data trough. Properly routed, the data lines will be separated from the line voltage flexible conduit by a divider in the power & data trough. Data line infeeds may be run up a University Select base in a different location than 8-wire power infeed, but will use a power infeed shroud the same as in power infeed locations (Figures 15 & 16). From behind the RPT & data bracket, snap the appropriate data lines into the data jack adapters.

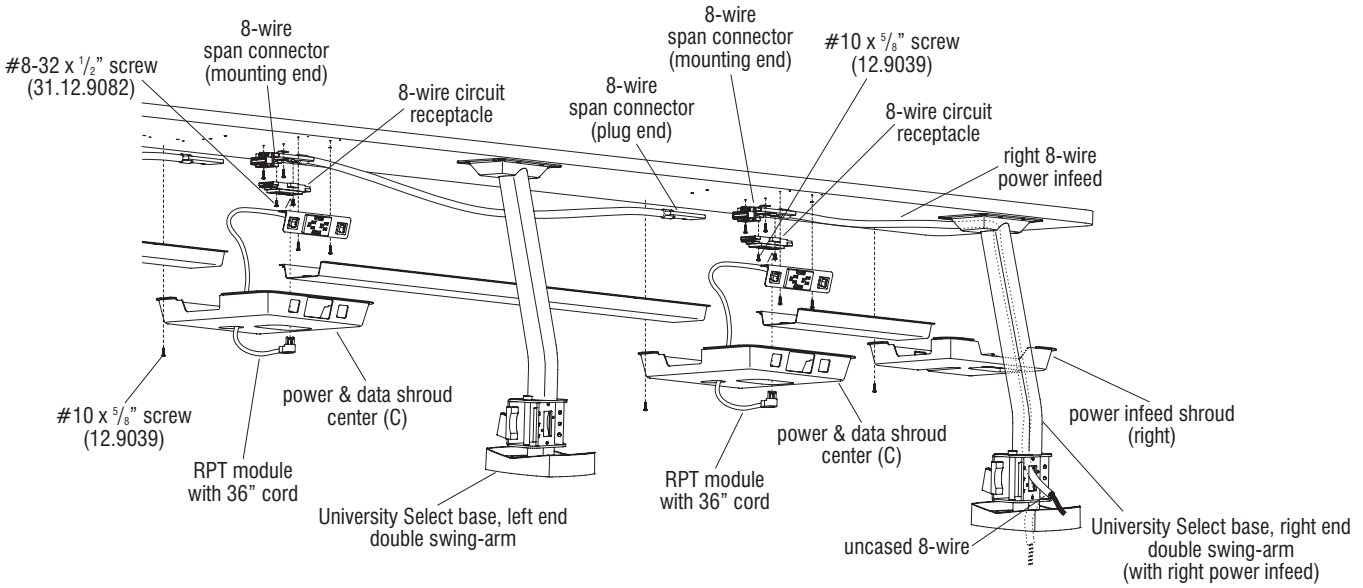


Figure 15 - Right 8-Wire Power Infeed with Single Swing-arm Ends (Power Infeed Detail)

CAUTION

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

53. Following the space-planning layout, install RPT modules by first routing the cord through the opening in the RPT & data bracket, then snap the module into place. Allow the 36" long receptacle cords to hang down until a later step (Figures 15 & 16).

54. After all wiring has been installed, close the power & data trough and secure it to the worksurface with #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized.

    Note: There are two types of power & data shrouds for right 8-wire power infeed, single swing-arm end configurations which may be specified by the space-planning layout. Both of these shrouds have cut-outs facing the student side for the student receptacle and data jacks. **"Center (C) power & data shrouds"** have a cut-out at each side of the shroud for power & data troughs and two cut-outs at the bottom, one for the 8-wire circuit receptacle, and the other for routing the cord of the RPT module(s) through, to loop back and plug into the circuit receptacle. **"Left (L) power & data shrouds"** have both cut-outs at the bottom and only one cut-out at the right-hand side for a power & data trough (Figures 15 & 16).

55. Following the space-planning layout, locate the correct position for the two types of power & data shrouds along the run of worksurfaces. Position each shroud up to the worksurface and allow the cord of the student receptacle to drop down through the front-most cut-out as illustrated. Both the student receptacle and data jacks, as well as the bottom-facing circuit receptacle should protrude through their appropriate cut-outs in the shroud. Secure all power and data shrouds to the underside of the worksurface using #10 x 5/8" screws torqued to 25 in/lbs in pre-drilled holes at the underside of the worksurface (Figures 15 & 16, Details B & C, page 15).

56. At the power & data shroud locations, loop the hanging cord and insert the plug end of the RPT module into the bottom-facing circuit receptacle. Push any excess cord back into the shroud and out of the way (Figures 15 & 16).

57. At the power infeed location, position the power infeed shroud (right-end, with cut-outs on only the left side for power & data troughs) up into position, making sure the troughs fit into it correctly and that the shroud back mates correctly with the base's upper mounting flange. With a pencil, mark the mounting hole locations, then use a 1/8" diameter drill bit and pre-drill to 1/2" depth, taking care to not penetrate the worksurface. Install power infeed shroud using #10 x 5/8" screws provided and torque to 25 in/lbs (Figures 15 & 16).

58. Proceed now to the "8-Wire Power Infeed Source Connection" section (page 30, step 101).

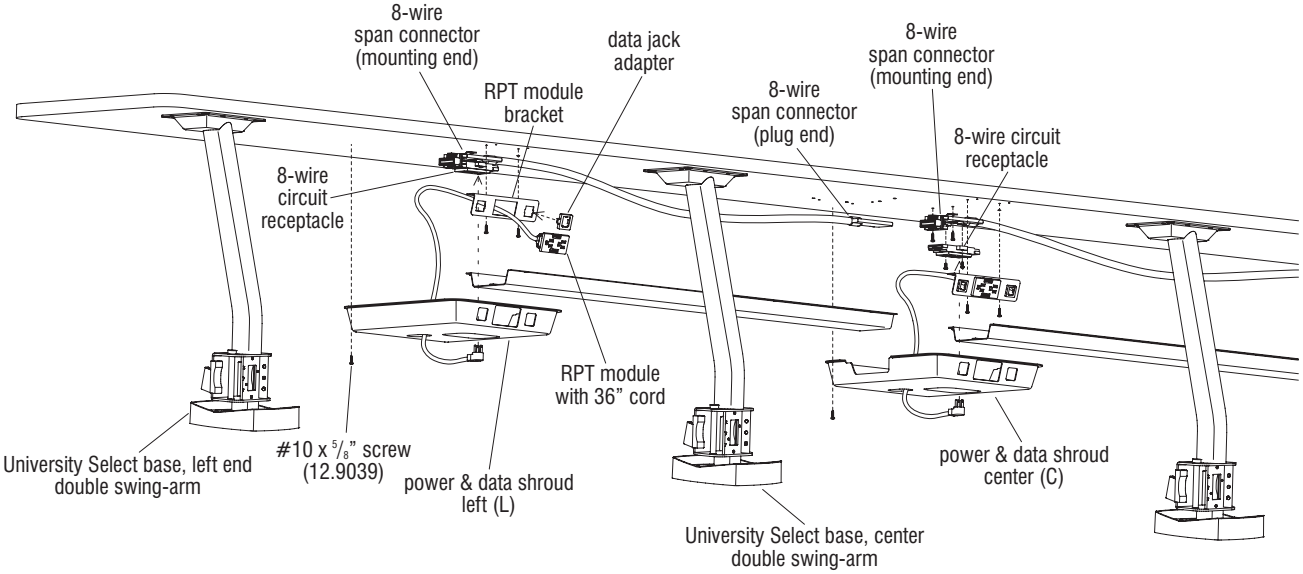


Figure 16 - Right 8-Wire Power Infeed with Single Swing-arm Ends (Single Swing-arm Detail)

CAUTION

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

Left 8-Wire Power Infeed with Single Swing-arm Ends for University with RPT Modules & Data

Note: The instructions below proceed with the assumption that the left 8-wire power infeed has already been run through the University Select base and the "plug end" of the power infeed is hanging out of the upper wire access hole of the top mounting flange of the base. If this is not completed, go back to step 31, page 14.

59. To begin installing undersurface 8-wire span connectors, look to the right-hand side of the left, single swing-arm power infeed base and locate the set of pre-drilled span connector mounting holes in the worksurface, midway between the left power infeed base and the base just to the right. Install an 8-wire span connector (mounting end) to the underside of the worksurface using two #10 x 5/8" screws as illustrated and torque to 25 in/lbs. Allow the plug end to hang down for the time being (Figure 17 & Detail A, page 15).

60. Snap the plug end of the left 8-wire power infeed into the mounting end of the 8-wire span connector which was just installed (Figure 17).

61. Per the space-planning layout, continue down the line to the right and install the mounting ends of 8-wire span connectors to the underside of the worksurfaces using two #10 x 5/8" screws (torque to 25 in/lbs) as illustrated. At the end of the run of span connectors, a "distribution power end" will be installed in the same manner as the span connectors were (Figure 18). Snap the plug ends of the span connectors into the mounting ends as you go along. Snap the plug end of the final span connector into the distribution end as illustrated (Figures 17 & 18, Detail B, page 15).

62. Follow correct circuit designations and install 8-wire circuit receptacles to the mounting end of all 8-wire span connectors using two #8-32 x 1/2" screws provided and torque to 20 in/lbs (Figures 17 & 18, Detail B, page 15).

    Note: Correct placement and installation of the power & data troughs by adhering closely to the instructions below regarding the right and left alignment marks is very important to ensure that the trough fits correctly with all other undersurface components.

63. Next, install power & data troughs to underside of worksurfaces, "hinge side" only, following the directions below. Position a power & data trough under the worksurface, between two bases, orienting the hinge side of the trough to face the front of the worksurface (front of the room). Align the trough between the power & data trough "alignment marks" as illustrated. At both ends, the trough is to be positioned inside of the two outside alignment marks, but is not to extend beyond the third, center stop mark at each end (Detail A, page 15). Fasten the hinge side to the underside of the worksurface with the #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in the trough must be utilized. The power & data trough can be left hanging open for installation of data, and other electrical components.

64. Locate the mounting holes for the RPT & data bracket (Details A & B, page 15). Install the RPT & data bracket to the underside of the worksurface with two #10 x 5/8" screws and torque to 25 in/lbs (Figures 17 & 18).

65. Snap the appropriate style data jack adapters into the RPT & data bracket as illustrated. (See "Data Adapter Detail" on page 13 for identification of data adapter plates.) Per the space-planning layout, run data lines (customer supplied) up the appropriate base

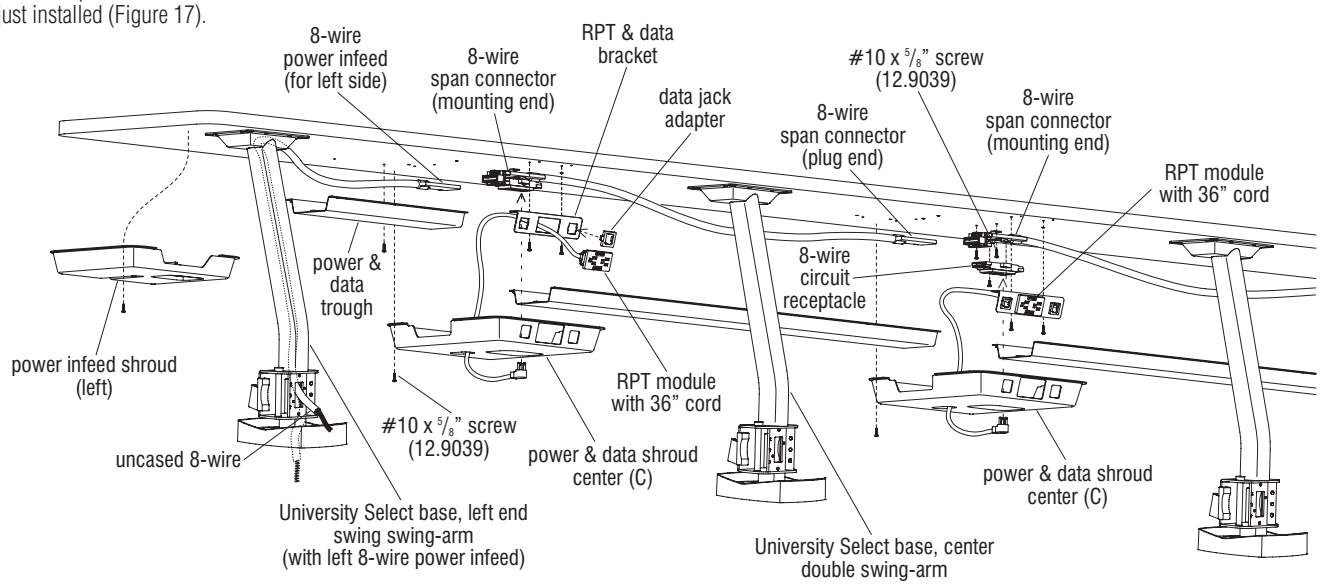


Figure 17 - Left 8-Wire Power Infeed with Single Swing-arm Ends (Power Infeed Detail)

CAUTION

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

and then horizontally along the front, smaller partition of the power & data trough. Properly routed, the data lines will be separated from the line voltage flexible conduit by a divider in the power & data trough. Data line infeeds may be run up a University Select base in a different location than 8-wire power infeed, but will use a power infeed shroud the same as in power infeed locations (Figures 17 & 18). From behind the RPT & data bracket, snap the appropriate data lines into the data jack adapters.

66. Following the space-planning layout, install RPT modules to the RPT & data brackets by first routing the cord through the opening in the RPT & data bracket, then snap the module into place. Allow 36" long receptacle cords to hang down until a later step (Figures 17 & 18).

67. After all wiring has been installed, close the power & data trough and secure it to the worksurface with #10 x 5/8" screws provided. Torque screws to 25 in/lbs and make sure all screw holes in trough are utilized.

    Note: There are two types of power & data shrouds for single swing-arm end, power infeed configurations which may be specified on the space-planning layout. Both shroud types have cut-outs facing the student side for the RPT module and data jacks. Both also have two cut-outs at the bottom, one for the 8-wire circuit receptacle, and the other for routing the cord of the RPT module through, to loop back and plug into the circuit receptacle. The difference is that "center (C) power & data shrouds" have a cut-out at each side of the shroud for power & data troughs and the "right-end (R) power & data shrouds" do not have a cut-out for a trough at the right side of the shroud (Figures 17 & 18).

68. Following the space-planning layout, locate the correct position for the various power & data shrouds along the run of worksurfaces. Position the shroud up to the worksurface and allow the cord of the RPT module to drop down through the front-most cut-out as illustrated. Both the RPT module and data jacks, as well as the bottom-facing circuit receptacle should protrude through their appropriate cut-outs in the shroud. Secure all power and data shrouds to the underside of the worksurface using #10 x 5/8" screws in pre-drilled holes at the underside of the worksurface. Torque screws to 25 in/lbs (Figures 17 & 18, Details B & C, page 15).

69. At each shroud location, next loop the hanging cord and insert the plug end of the RPT module into the bottom-facing circuit receptacle. Push any excess cord back into the shroud and out of the way.

70. At the left power infeed location, position the power infeed shroud (left end, with a cut-out only on the right for a power & data trough) up into position, making sure the troughs fit into it correctly and that the shroud back mates correctly with the base's upper mounting flange. With a pencil, mark the mounting hole locations, then use a 1/8" diameter drill bit and pre-drill to 1/2" depth, taking care to not penetrate the worksurface. Install power infeed shroud using #10 x 5/8" screws provided and torque to 25 in/lbs (Figures 17 & 18).

71. Proceed now to the "8-Wire Power Infeed Source Connection" section (page 30, step 101).

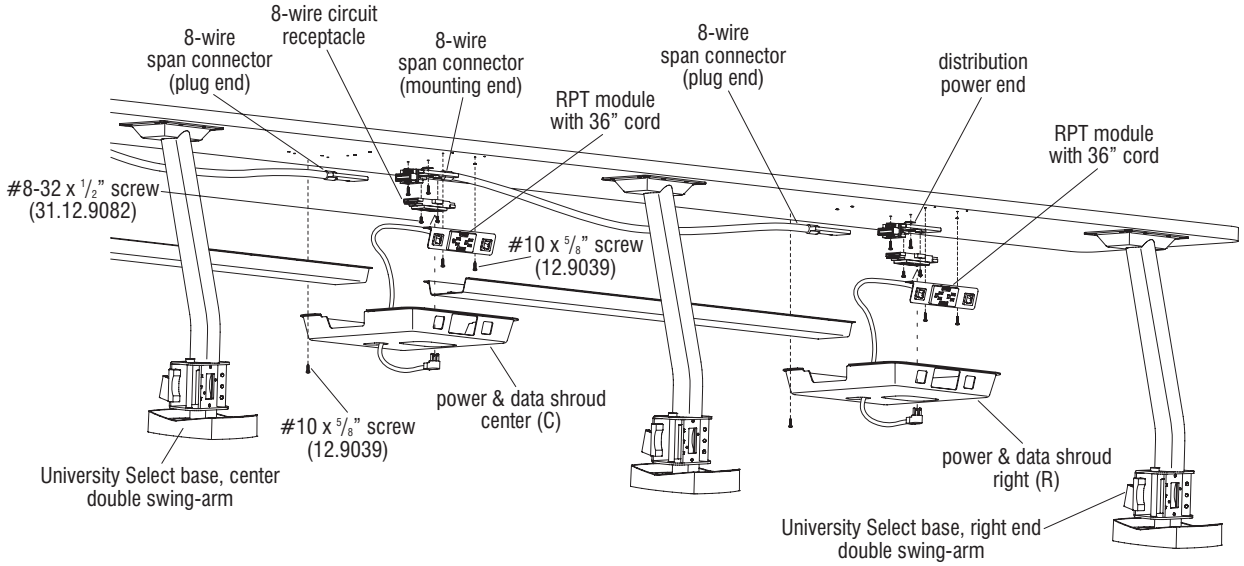


Figure 18 - Left 8-Wire Power Infeed with Single Swing-arm Ends (Single-arm Detail)

CAUTION

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

Left & Center 8-Wire Power Infeed with Double Swing-arm Ends for University with RPT Modules & Data

Note: The instructions below proceed with the assumption that the left/center 8-wire power infeed has already been run through the University Select base and the "plug end" of the power infeed is hanging out of the upper wire access hole of the top mounting flange of the base. If this is not completed, go back to step 31, page 14.

72. To begin installing undersurface 8-wire span connectors, look to the right-hand side of the left/center power infeed base and locate the set of span connector pre-drilled mounting holes in the worksurface, midway between the left/center power infeed base and the base just to the right. Install a span connector (mounting end) to the underside of the worksurface using two #10 x 5/8" screws as illustrated, torque screws to 25 in/lbs. Allow the plug end to hang down for the time being (Figure 19 & Detail A, page 15).

Note: If the space-planning layout specifies a "center" power infeed (configuration depicted), a "Y-block" is required to route the power back and left of the center infeed location. For layouts specifying a "left" power infeed, no Y-block is required as the power will continue only to the right from the "left" power infeed location.

73. If power infeed is specified as "left", skip now to step 77. If infeed is "center", continue on with step 74.

74. As illustrated, for **"center"power infeed**, install a "Y-block" into the "mounting end" of the span connector which was just installed to the right of the power infeed base. Snap the plug-end of the power infeed into the bottom section of the Y-block (Figure 19).

75. Next, for center power infeed layouts, position the mounting end of an 8-wire span connector up to the underside of the worksurface at the pre-drilled mounting location to the left of the center power infeed base. Secure the mounting end of the 8-wire span connector to the underside of the worksurface using two #10 x 5/8" screws as illustrated. Torque screws to 25 in/lbs. Then snap the plug end of the span connector into the open port in the Y-block, installed in the previous step (Figure 19).

76. Per the space-planning layout for center power infeed layouts, continue installing 8-wire span connectors as in step 75 previously, without need for any additional Y-blocks to connect span connectors together (Figure 19).

77. For **"left" power infeed layouts**, snap the plug end of the power infeed into the mounting end of the 8-wire span connector which was just installed in step 72 (Figure 19).

78. Next, per the space-planning layout continue down the line to the right and install the mounting end of a span connector to the underside of the worksurface using two #10 x 5/8" screws as illustrated. Torque screws to 25 in/lbs. Snap the plug ends of the span connectors into the mounting ends as you go down the line (Figures 19 & 20, Detail B, page 15).

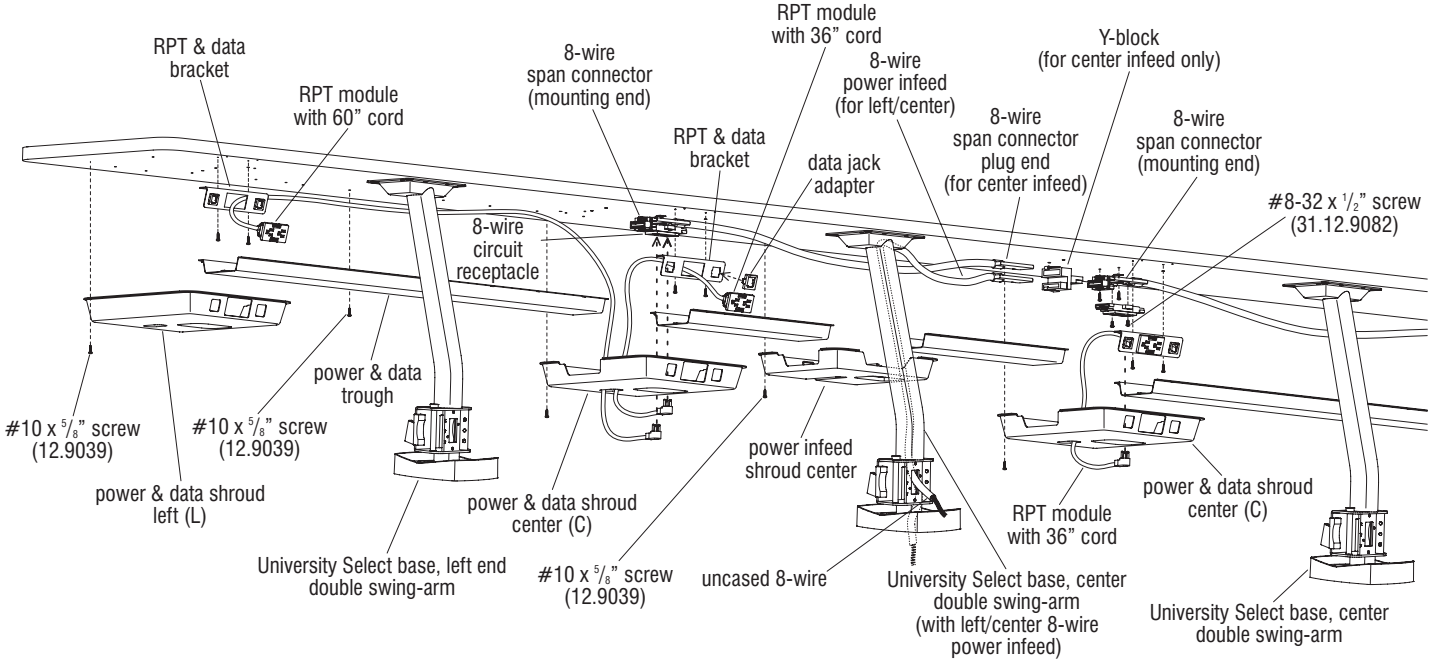


Figure 19 - Left & Center 8-Wire Power Infeed with Double Swing-arm Ends (Power Infeed Detail)

CAUTION

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

79. Follow correct circuit designations and install 8-wire circuit receptacles to the mounting end of all span connectors using two #8-32 x 1/2" screws provided and torque to 20 in/lbs (Figures 19 & 20, Detail B, page 15).

    Note: Correct placement and installation of the power & data troughs by adhering closely to the instructions below regarding the right and left alignment marks is very important to ensure that the trough fits correctly with all other undersurface components.

80. Next, install power & data troughs to underside of worksurfaces, "hinge side" only, following the directions below. Position a power & data trough under the worksurface, between two bases, orienting the hinge side of the trough to face the front of the worksurface (front of the room). Align the trough between the power & data trough "alignment marks" as illustrated. At both ends, the trough is to be positioned inside of the two outside alignment marks, but is not to extend beyond the third, center stop mark at each end (Detail A, page 15). Fasten the hinge side to the underside of the worksurface with the #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized. The power & data trough can be left hanging open for installation of data, and other electrical components.

81. Locate the mounting holes for the RPT & data bracket (Details A & B, page 15). Install the RPT & data bracket to the underside of the worksurface with two #10 x 5/8" screws torqued to 25 in/lbs (Figures 19 & 20).

82. Snap the appropriate style data jack adapters into the RPT & data bracket as illustrated. (See "Data Adapter Detail" on page 13 for identification of data adapter plates.) Per the space-planning layout, run data lines (customer supplied) up the appropriate base and then horizontally along the front, smaller partition of the power & data trough. Properly routed, the data lines will be separated from the line voltage flexible conduit by a divider in the power & data trough. Data line infeeds may be run up a University Select base in a different location than 8-wire power infeed, but will use a power infeed shroud the same as in power infeed locations (Figures 19 & 20). From behind the RPT & data bracket, snap the appropriate data lines into the data jack adapters.

83. Following the space-planning layout, install RPT modules to the RPT & data brackets following the directions below. **Important: RPT & data bracket locations at the end of "double swing-arm" University worksurfaces must use a RPT module with a 60" long cord. At all other RPT & data bracket locations, a RPT module with a 36" cord is to be used.** Install RPT modules by first routing the cord through the opening in the RPT & data bracket, then snap the module into place. Allow 36" long receptacle cords to hang down until a later step. Take the 60" long cords and route them through the power & data trough, toward the appropriate 8-wire circuit receptacle and allow the plug end to hang down until a later step (Figures 19 & 20).

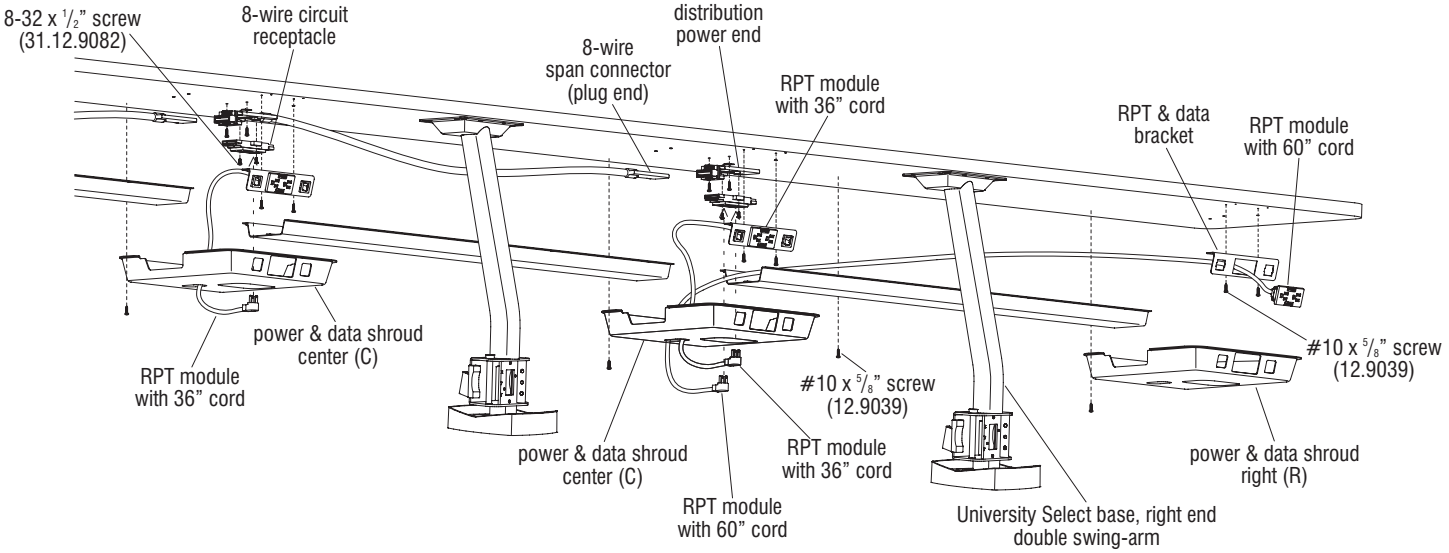


Figure 20 - Left & Center 8-Wire Power Infeed with Double Swing-arm Ends (Double Swing-arm Detail)

CAUTION

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

Left & Center 8-Wire Power Infeed with Double Swing-arm Ends for University with RPT Modules & Data (cont.)

84. After all wiring has been installed, close the power & data trough and secure it to the worksurface with #10 x 5/8" screws provided and torque to 25 in/lbs. All screw holes in trough must be utilized.

    Note: There are three types of power & data shrouds for double swing-arm end configurations which may be specified on the space-planning layout. All of these shrouds have cut-outs facing the student side for the student receptacle and data jacks, and two cut-outs at the bottom, one for the 8-wire circuit receptacle, and the other for routing the cord of the RPT module(s) through, to loop back and plug into the circuit receptacle. **"Center (C) power & data shrouds"** have a cut-out at each side of the shroud for power & data troughs. **"Left (L) power & data shrouds"** have no cut-outs at the bottom and only one cut-out at the right-hand side for a power & data trough. **"Right (R) power & data shrouds"** have both cut-outs at the bottom and only one cut-out at the left-hand side for a power & data trough (Figures 19 & 20).

85. Following the space-planning layout, locate the correct position for the various power & data shrouds along the run of worksurfaces. For "center" (C) shrouds, position the shroud up to the worksurface and allow the cord of the RPT module(s) to drop down through the front-most cut-out as illustrated. Both the RPT module and data jacks, as well as the bottom-facing circuit receptacle should protrude through their appropriate cut-outs in the shroud. For "left" (L) and "right" (R) shrouds, only the RPT module and data jacks will protrude through the cut-outs. Secure all power and data shrouds to the underside of the worksurfaces using #10 x 5/8" screws torqued to 25 in/lbs in pre-drilled holes at the underside of the worksurfaces (Figures 19 & 20 and Details B & C, page 15).

86. At "center" (C) power & data shroud locations, loop the hanging cord and insert the plug end of the RPT module into the bottom facing circuit receptacle. Push any excess cord back into the shroud and out of the way.

87. At the power infeed location, position the power infeed shroud (center, with cut-outs on each side for power & data troughs) up into position, making sure the troughs fit into it correctly and that the shroud back mates correctly with the base's upper mounting flange. With a pencil, mark the mounting hole locations, then use a 1/8" diameter drill bit and pre-drill to 1/2" depth, taking care to not penetrate the worksurface. Install power infeed shroud using #10 x 5/8" screws provided and torque to 25 in/lbs (Figures 19 & 20).

88. Proceed now to the "8-Wire Power Infeed Source Connection" section (page 30, step 101).

Optional Laminate or Wood Modesty Panel

89. Per the space-planning layout and the identification numbers on the back side of each modesty panel, lay the modesty panels out where they will be installed to the worksurfaces. Modesty panel lengths are undersized on each end, thereby creating a 1/2" gap between panels and 3/4" to 2 1/2" space at the end-of-run. Refer to the space-planning layout for proper placement of the modesty panel brackets. **The brackets must be attached to the worksurface first.**

    Note: Care must be taken when positioning the brackets to ensure they do not interfere with the plastic shroud covers in power and data installations.

    Position the brackets as instructed before, then mark hole locations and pre-drill mounting holes to a depth of 1/2", taking care not to penetrate the worksurface.

    When the bracket is installed to the underside of the worksurface, the shorter flange of the bracket must be secured to the worksurface with two #10 x 3/4" screws torqued to 50 in/lbs. Be sure that the longer edge (which will be secured to the modesty panel) is set back 1" from the front edge of the worksurface. After all brackets are secured, carefully lift the modesty panel into place and secure to each modesty panel bracket with three #10 x 3/4" screws torqued to 50 in/lbs (Figure 21).

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

90. For **Continuous Wood Modesty Panels**, the following steps must be completed before mounting the panel to the worksurface, described in step 89. Modesty panels are to be joined together from behind with two KV joint fasteners per pair of modesty panels (Figure 22). First join both modesty panels together, aligning the hardwood spline (installed in one modesty panel at the factory). Check to make sure hardwood spline fits snug in both modesty panels. If it does not, lightly sand down the spline so it does fit. If this is not done, it may be difficult to get a tight fit on the modesty panel seam. The spline joint and modesty panel seam are to be glued using the adhesive supplied with the KV fasteners. Do not use a wood glue for seam gluing as the working time for that adhesive is too short. Thread each draw bolt a few turns into each tightening nut and press each pair up into a 7/8" hole and slot. The flat end of each draw bolt will be visible in the 7/8" holes of the modesty panel being joined. Insert locking sleeves into the 7/8" holes so that the slotted sleeve engages the rounded collar on the bolt (Figure 22). Tighten the nut with a tightening tool or nail set. Check the front side of the joint for proper alignment. The joint should be smooth and level with no gaps. Adjust as necessary to achieve a "seamless" look. Once the seam is glued, use the C-clamp to clamp both ends of the seam. Allow one hour for glue to set before attaching panels to the worksurface.

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

CAUTION

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

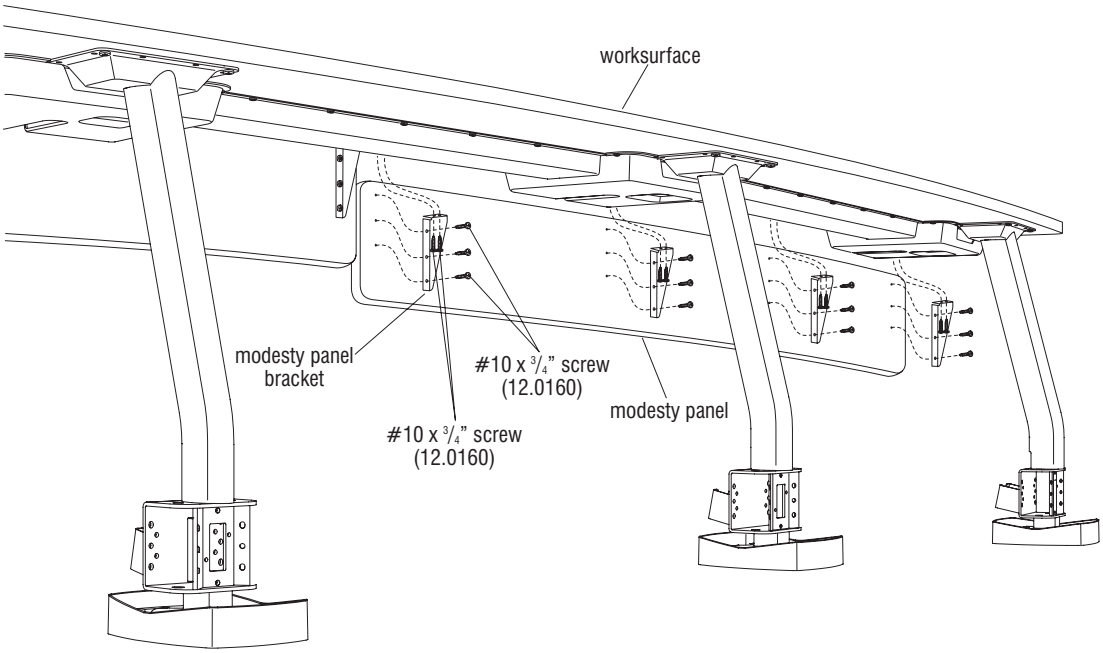


Figure 21

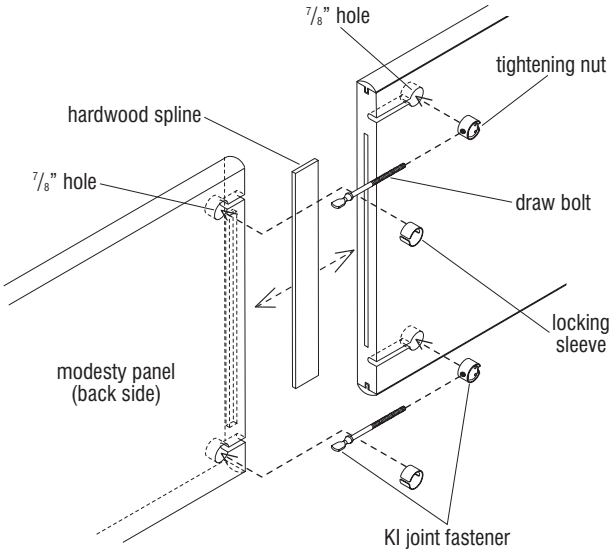
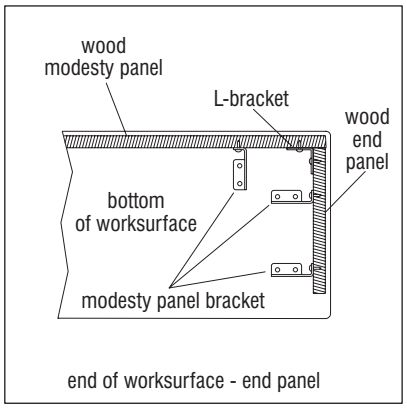


Figure 22



Detail D

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

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

CAUTION

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

Steel Modesty Panels

92. Per the space-planning layout and the identification numbers on the back side of each modesty panel, lay the steel modesty panels out where they will be installed to the worksurfaces. Modesty panel lengths are undersized on each end, thereby creating a 1/2" gap between panels and 3/4" to 2 1/2" space at the end-of-run. Refer to the space-planning layout for proper placement of the modesty panel brackets.

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

    Note: For **dimpled panels**, drill 1/4" holes through the first and 11th dimple in panel at bracket locations using the dimple as a guide (Detail F).

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

    A modesty panel bracket must be installed to the end set of holes on both sides of modesty panel. If necessary, the power & data shrouds may be modified to clear the end brackets (Figure 23).

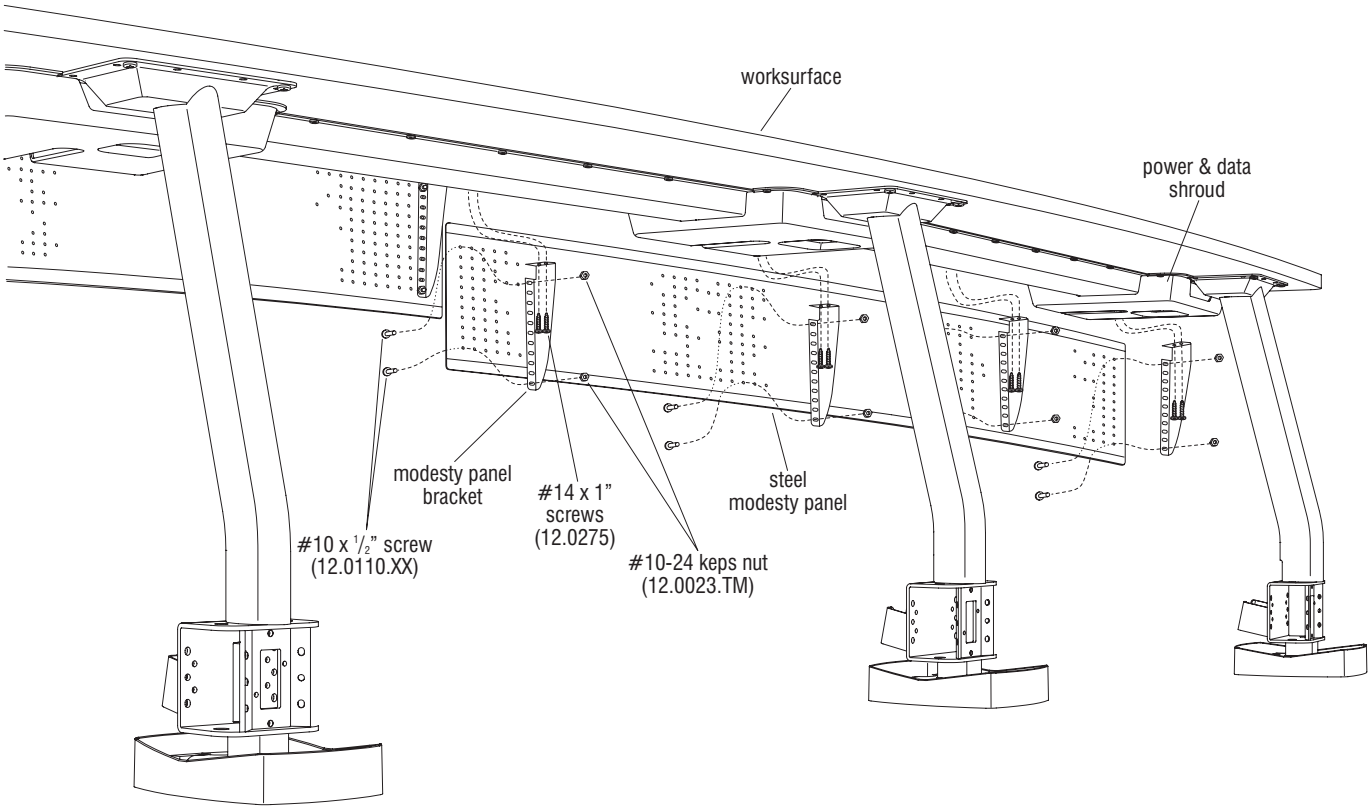
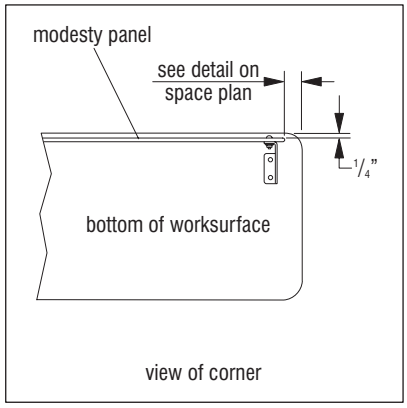


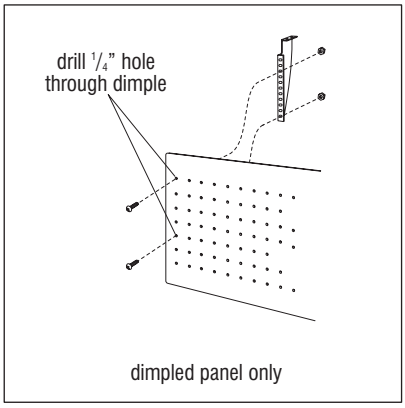
Figure 23

CAUTION

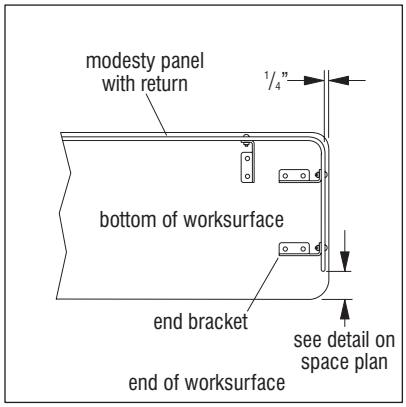
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



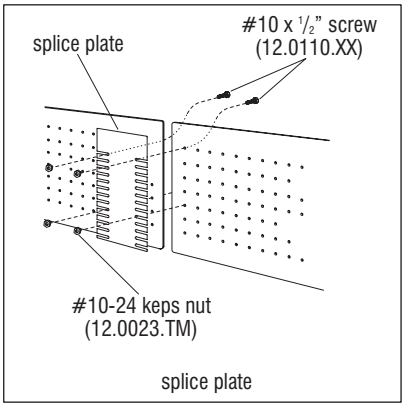
Detail E



Detail F



Detail G



Detail H

94. After all brackets are secured to modesty panels, carefully lift the panel up and clamp into position as described below. Mark mounting holes and pre-drill to a depth of 1/2", taking care to not penetrate the worksurface. The modesty panel must be mounted 1/4" from the front edge of the worksurface and in from the end of the worksurface per the space planning layout (Detail E). Install the brackets to the underside of the worksurface using #14 x 1" screws torqued to 100 in/lbs (Figure 23).

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

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

CAUTION

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

Acrylic Modesty Panel Installation

Note: Read all instructions below before proceeding.

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

    Important: Preliminary set-up is important, so "equal gap spacing" between modesty panels and appropriate end-of-run spacing is achieved. A nominal $^1/_2$" gap is to be left between installed modesty panels, although that gap may vary. Care must be taken when locating the final installation position of acrylic modesty panels to underside of worksurfaces to achieve a clean, flush final look (Details I, J, K, & L).

Begin assembly by installing the modesty panel brackets to the acrylic modesty panels first. Properly align the mounting holes of the bracket to the pre-drilled holes in the modesty panel.

Note: At ends-of-run, right- & left-hand modesty panel brackets will be specified for the appropriate side (Detail L). Insert a #10-24 x $^{11}/_{16}$" thumb screw (46.6189) through each of two modesty panel and modesty panel mounting bracket mounting holes. Then, at the back of the modesty panel mounting bracket, secure the two together using a #10-24 hex nut with lock washer (12.0023.TM) as illustrated (Figure 24).

Note: Once panel brackets are attached to the acrylic modesty panels, it is recommended that end-of-run modesty panels be correctly positioned and installed first, such that **end straight modesty panels** have the $^1/_4$" spacing back from the front as well as even spacing at each end (Detail I). Installation spacing is especially important for **end modesty panels with return** which must be positioned and installed $^1/_4$" back from the front and $^1/_4$" in from the side at the end/return (Detail K).

After end-of-run modesty panels are secured, installation of the center-most modesty panel is important, as it must be positioned/installed at the very center of the run of worksurfaces to further aid in achieving equal spacing. Lastly position and install panels between the center and the end acrylic modesty panels. **The noted process above makes it easier to achieve equal spacing of acrylic modesty panel gaps between all panels being installed.**

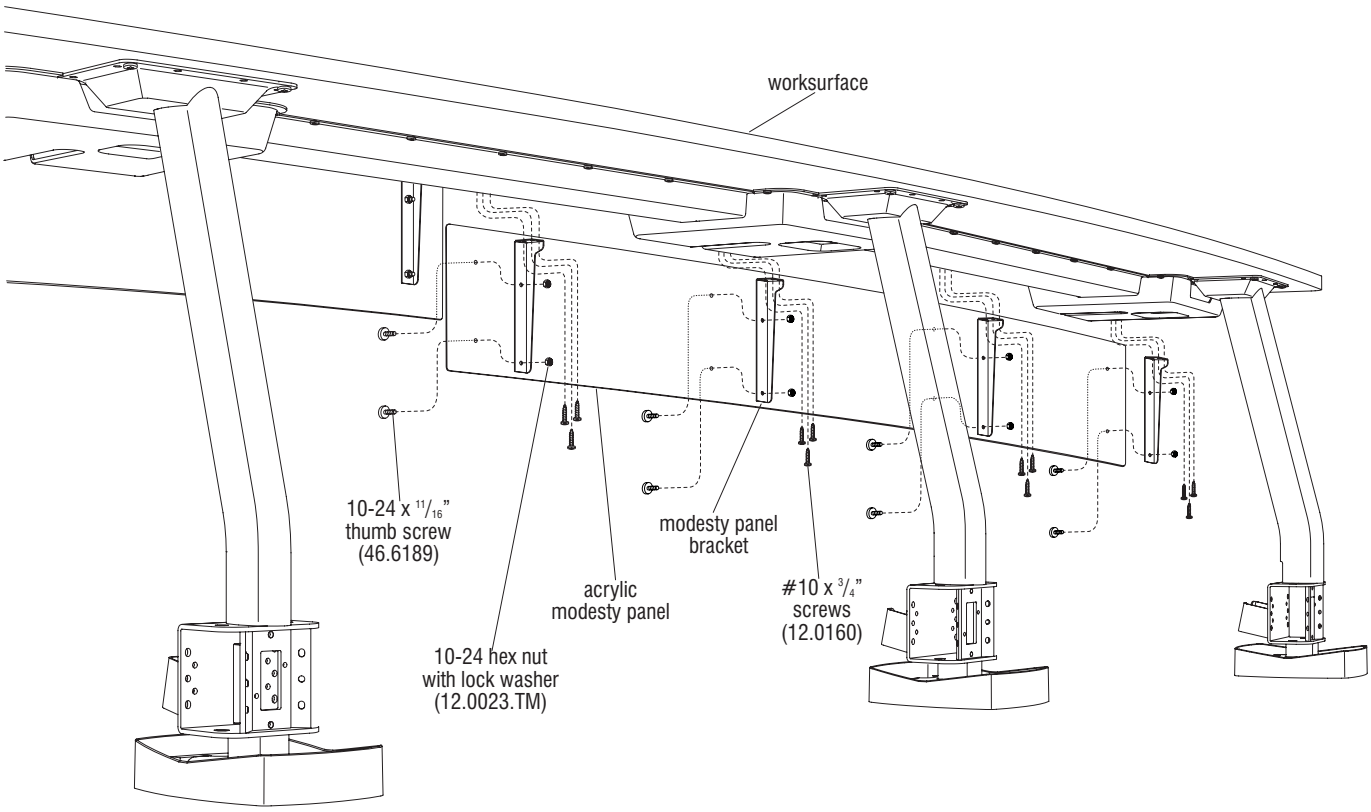
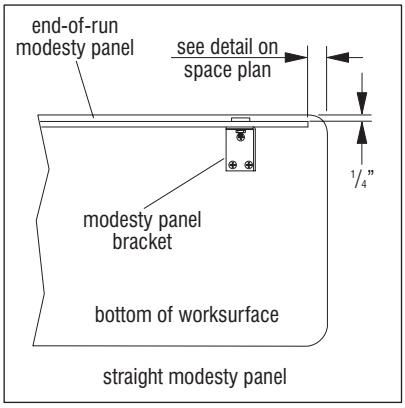


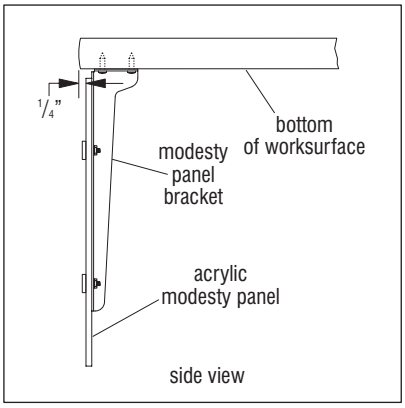
Figure 24

CAUTION

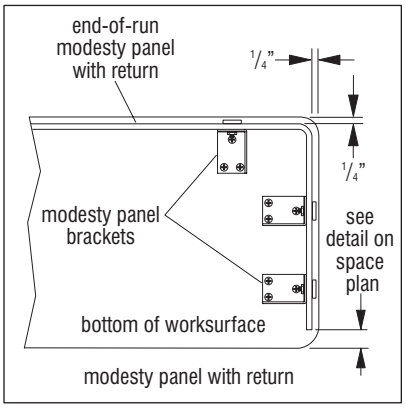
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



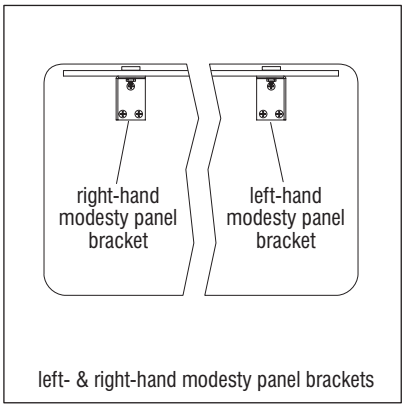
Detail I



Detail J



Detail K



Detail L

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

99. Panels with a return at the end will require two modesty panel brackets at the end of the acrylic modesty panel as illustrated (Detail K). The modesty panel face must be mounted back 1/4" from the front edge of the worksurface, and as noted above, 1/2" nominal, equal gap spacing must be maintained between installed panels. **Important:** Take care to keep the faces of installed acrylic panels "flush" to each other at the gaps when installing. If any installed shroud interferes with the mounting of brackets to the underside of the worksurface, trimming away of shroud material may be required. Some adjustments may be necessary. (Figure 24, Details I, J, K, & L).

CAUTION

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

8-Wire Power Infeed Source Connection - Exposed Power Source Above Floor Level

Note: The 8-wire 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. The steps below are intended as a guideline for the installation.

100. As from step 31, page 14, route the uncased 8-wires and flexible conduit of power infeed through the appropriate access hole of the top mounting flange, down the oval support tube, and out through the opening in the base of the tube. Cut the flexible conduit of the 8-wire power infeed to the appropriate length, being careful to not cut internal wires, so approximately 8" of conduit extends through the opening in the base of the oval support tube. Pull the 8-wires through the 90° metal connector as illustrated and fasten the connector to the flexible conduit (Figure 25).

Note: The loose 8-wires referred to above will require pre-bending and over-bend, so they can exit the 90° metal connector in a fashion that will allow the 90° pulling elbow to be attached later.

101. Mount an electrical bracket to the front of the swing-arm base as illustrated with two 1/4-20 x 1/2" self-tapping screws torqued to 72 in/lbs (Figure 25).

Note: Two base shroud sections, which are identical halves, make up a complete enclosure when snapped together. Follow directions below closely for shrouds and power infeed.

102. For **University Select bases with exposed power infeed**, wire access and hardware mounting holes must be field drilled. Locate molded marks on the inside of the front, power infeed shroud, and use a 1/4" diameter drill bit to open two clearance holes for the mounting hardware. In the same shroud, locate the guide marks for the main, wire access hole and use either a 1 1/2" spade bit or 1 1/2" hole saw to cut open for wire access. Next run the exposed 8-wires through the 1 1/2" access hole in the shroud and through an oval face plate, making sure the curved surface of the face plate matches the curve of the shroud (Figure 25).

103. Next, slide a 90° pulling elbow onto the 8-wires, keeping the wires straight and routing them through the large, corner opening of the 90° pulling elbow first. As illustrated, place a plastic side shield over each swing arm tube with the seam oriented down, and the shiny side facing in (Figure 25).

Note: If the unit contains single swing arm bases, place solid shields into the shroud slots on the side without an arm (Figure 25).

Shroud Alignment

A. Before installing the shrouds on the base loosen the screw that holds the black metal tab to the shroud (Detail M).

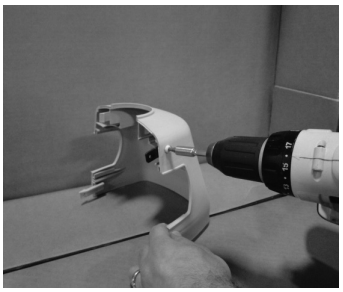
B. Install the shrouds onto the base per the assembly instructions and if needed use an alignment punch to align the hole in the shroud with the hole in the metal tab (Detail N).

C. Insert screw (PC.12.0009.XX) through the shroud and into the metal bracket. Do not over tighten. **Note:** Screws are color matched to the shroud, black screw shown for clarity (Detail O).

D. Tighten the screw loosened in step one. Do not over tighten. Repeat process on the other side of the shroud (Detail P).

E. If the hole in the shroud does not properly align with the hole in the bracket a rotary tool may be used to slot the hole in the shroud (Detail Q).

F. When inserting the bottom screw it is necessary to hold the tab on the inside of the shroud when threading the screw into it so it does not push away from the screw (Detail R).



Detail M

Detail N

Detail O

Detail P

Detail Q

Detail R

CAUTION

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

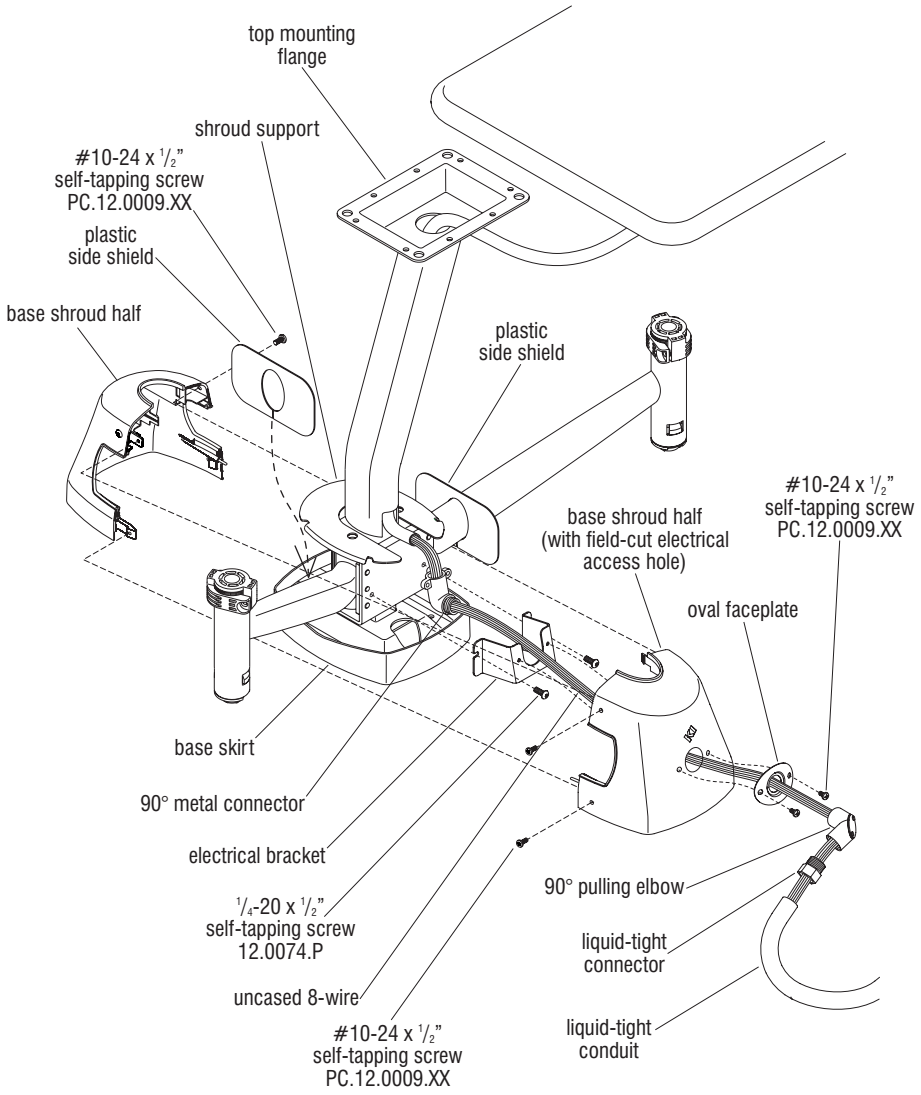


Figure 25

Note: Refer to page 30 for **Shroud Alignment** steps.

104. To assemble shrouds over the base, first align the front shroud (wire access) with the plastic shields and the shroud support and set into place. Align the back shroud in the same manner and, with firm pressure, snap the shrouds together. Press on the bottom sides to finish the lower snap fasteners. Next, locate the two open mounting holes on each side of the joined shroud halves and secure together with color matched #10-24 x 1/2" self-tapping screws as illustrated. Torque screws to 20 in/lbs (Figure 25).

105. Grasp the 8-wires and slide the faceplate and 90° pulling elbow until they can be aligned and threaded onto the 90° metal connector behind the front shroud. Hand-tighten the 90° pulling elbow completely and loosen slightly. Align holes in faceplate, front shroud, and electrical bracket and secure with two color-matched #10-24 x 1/2" self-tapping screws provided. Torque screws to 20 in/lbs. Pull the 8-wires through the second half of the 90° pulling elbow and liquid-tight connector. Thread the liquid-tight connector into the 90° pulling elbow and tighten (Figure 25).

106. Determine the appropriate length for the liquid-tight conduit and cut to length. Assemble the liquid-tight connector's sealing nut, gland and conduit ferrule onto the conduit end. Slide conduit onto the 8-wires, threading the sealing nut onto the liquid-tight connector and tighten (Figure 25).

107. Route the conduit and 8-wires to a customer supplied junction box and make the appropriate connections to the building source power.

CAUTION

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

Base Shroud Installation - Single Swing-Arm End

Note: Refer to page 30 for **Shroud Alignment** steps.

108. For bases with only one swing arm, as on the end-of-run, first place a plastic side shield over the single swing arm with the **seam oriented down and the shiny side facing in** (Figure 26).

    Note: Two base shroud sections, which are identical halves, make up a complete enclosure when snapped together.

109. To assemble the shrouds over the base, first fit a solid plastic side shield into one base shroud half (the shiny side facing in), at the no swing-arm side of the base. Next, align the front shroud with both the solid and swing arm side shields and set it into place over the shroud support. Align the back shroud in the same manner, and with firm pressure, snap the parts together. Press on the bottom sides to finish the lower snap fasteners (Figure 26).

110. Locate the two open mounting holes on each side of the joined shroud halves and secure together with color-matched #10-24 x 1/2" self-tapping screws as illustrated. Torque screws to 20 in/lbs (Figure 26).

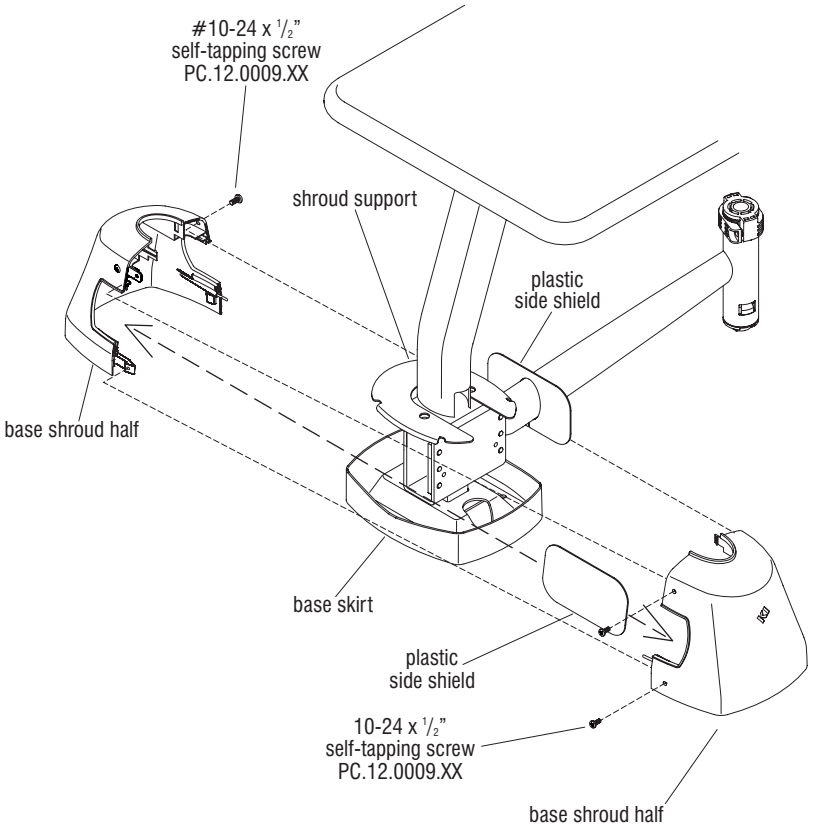


Figure 26

CAUTION

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

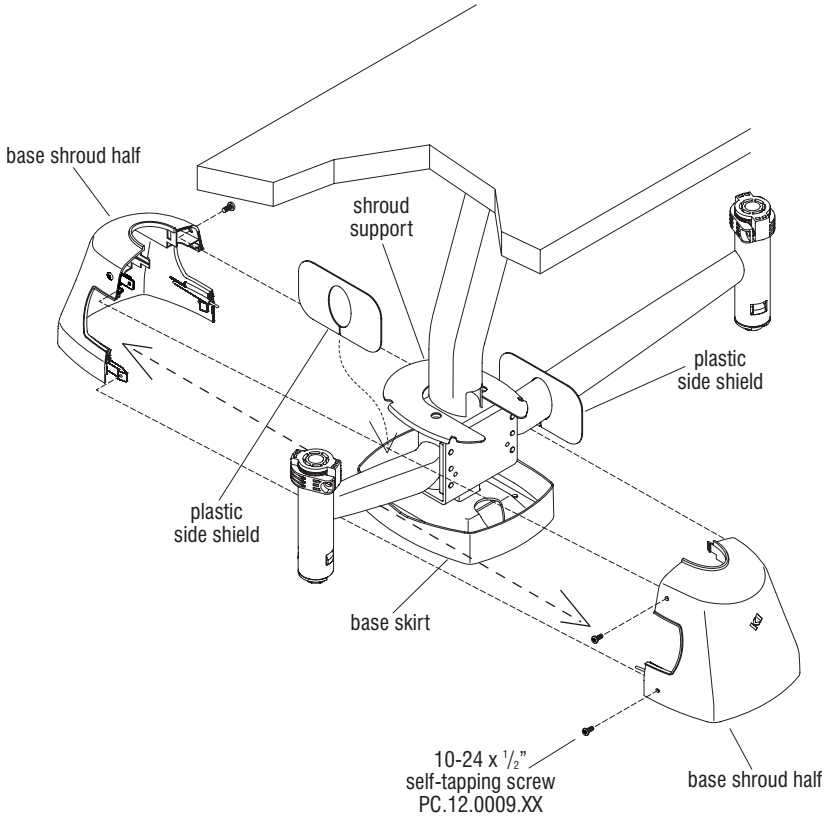


Figure 27

Base Shroud Installation - Double Swing-Arm End

Note: Refer to page 30 for **Shroud Alignment** steps.

111. Begin assembly by placing a plastic side shield over each of the swing arms as illustrated, with the **seam oriented down and the shiny side facing inward** (Figure 27).

    Note: Two base shroud sections, which are identical halves, make up a complete enclosure when snapped together.

112. To assemble the shrouds over the base, first align the front shroud with both plastic swing-arm side shields in place over the shroud support. Align the back shroud in the same manner, and with firm pressure, snap the parts together. Press on the bottom sides to finish the lower snap fasteners. Finally, locate the two open mounting holes on each side of the joined shroud halves and secure together with color-matched #10-24 x 1/2" self-tapping screws as illustrated. Torque screws to 20 in/lbs (Figure 27).

CAUTION

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

University Select Base Seat Installation

113. Attach the appropriate seating assemblies to the swing arm/seat spider as described below (see Figure 28 & reference appropriate illustrations next page).

    Note: With all seating assemblies, take care not to over-tighten any screws which may result in stripping of plastic parts.

    Doni, Grazie, Intellect Wave, LimeLite, Strive, & Torsion Seats: Place a gold-steel washer onto the seat shaft. Lightly grease the seat shaft and key way using a lithium grease and brush. Route the seat shaft down through the index collar and swing arm housing. Using a ring clip separator, place a 3/4" retaining ring onto the bottom of the seat shaft to secure.

    Apply Seats: Set the seat over the seat spider, aligning the mounting locations. Secure the spider to the seat with four 1/4-20 x 1/2" hex head screws torqued to 10 ft/lbs. Do not over-tighten.

114. For all seating units, rotate the seat right or left to align the front edge of the seat to be parallel with the edge of the worksurface. **Tighten the two screws on the index collar to secure the seat alignment**. Torque screws to 50 in/lbs (Figure 28).

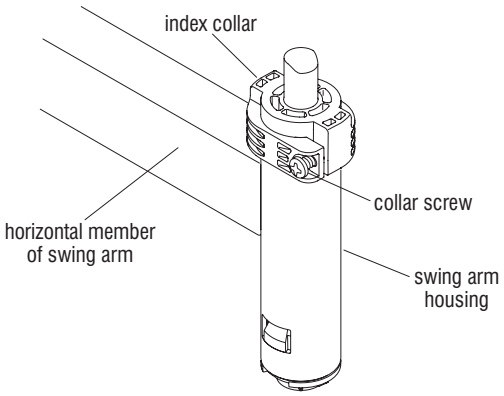
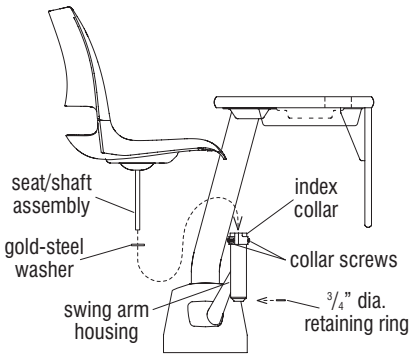


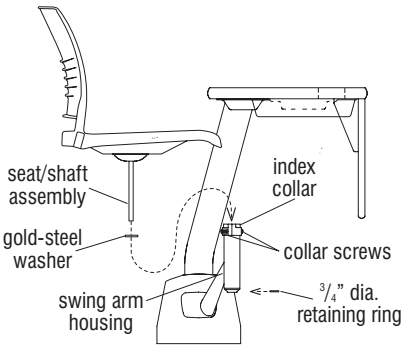
Figure 28

CAUTION

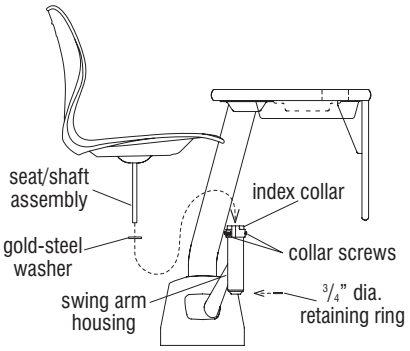
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



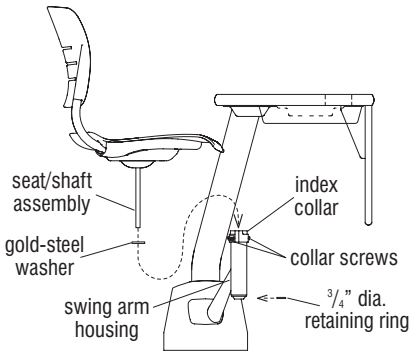
Doni



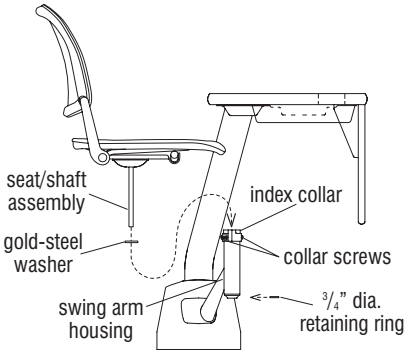
Strive



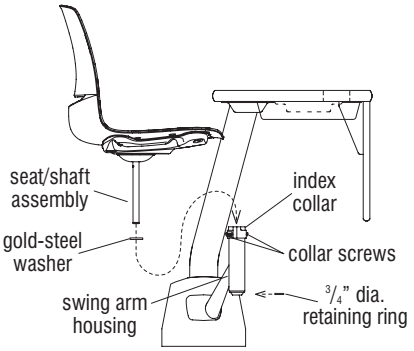
Intellect Wave



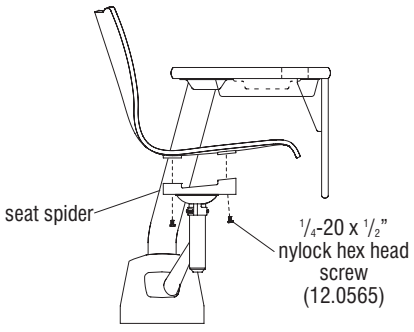
Grazie



Torsion &
Torsion Air



LimeLite



Apply

University™ Seating Select Base Height-Adjustable Seat Installation

Assembly Instructions

CAUTION

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

University Select Base, Height-Adjustable Seat Installation

115. Attach the appropriate seating assemblies to the seat spider/swing arm if required, then to the height-adjust swing-arm housing as instructed below (see appropriate illustrations next page).

    Note: With all seating assemblies, take care to not over-tighten any screws which may result in stripping of plastic parts.

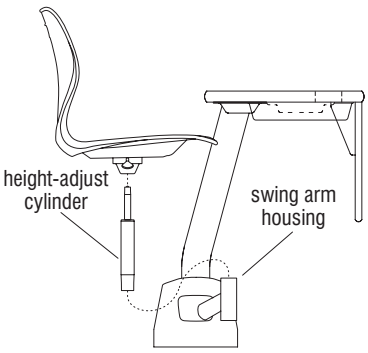
    Important: When installing each seat assembly onto the height-adjust cylinder, make certain that the seat back is positioned parallel to the worksurface edge when the swing-arm is forward in it's final resting position before applying pressure to secure seat in place.

    Diem, Doni, Engage, Grazie, Impress Task, Impress Ultra, Intellect Wave, LimeLite, Oath, Strive, & Torsion Seats: Place the larger end of the height-adjust cylinder into the swing arm housing as illustrated. Align the seat assembly straight, so the back is parallel with the edge of the worksurface, with swing-arm positioned forward at its resting position. Be sure the chair back is parallel to the worksurface edge and press down firmly to secure in place.

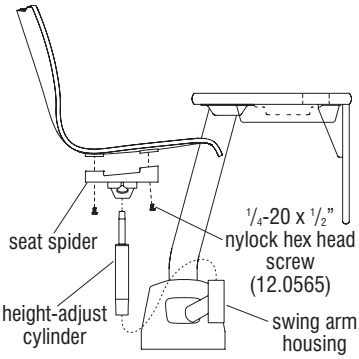
    Apply Seats: Mate the seat shell over the seat spider, aligning the mounting locations. Secure the spider to the seat with four $^1/_4$-20 x $^1/_2$" hex head screws torqued to 10 ft/lbs. Do not over-tighten. Next place the larger end of the height-adjust cylinder into the swing arm housing. Align the Apply seat/spider assembly straight, so the back is parallel with the edge of the worksurface, with swing-arm positioned forward at its resting position. Be sure the chair back is parallel to the worksurface edge and press down firmly to secure in place.

CAUTION

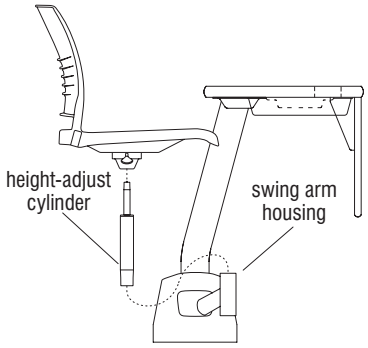
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



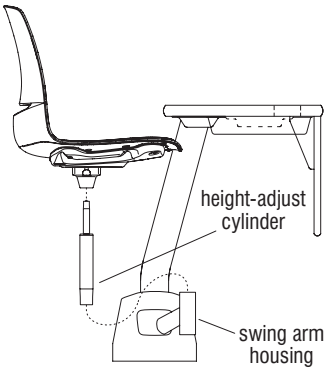
Intellect Wave



Apply



Strive



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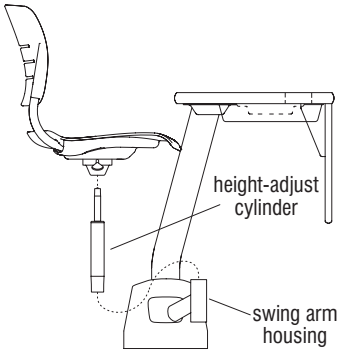
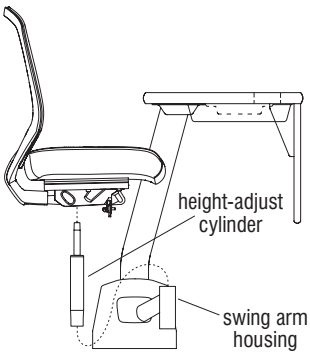


Grazie



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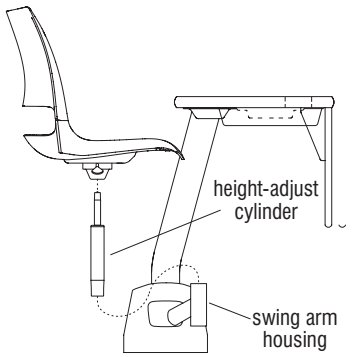

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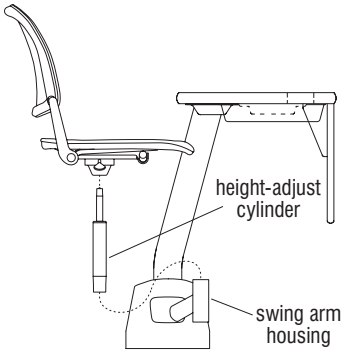
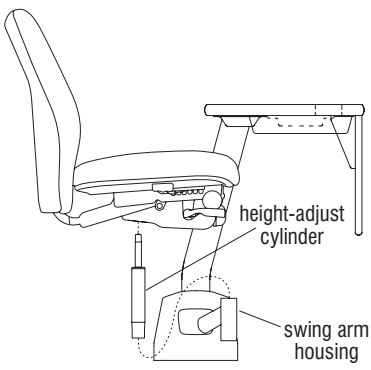


Torsion & Torsion Air



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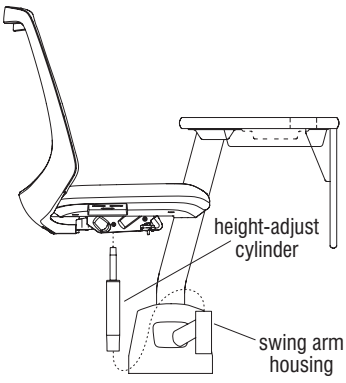

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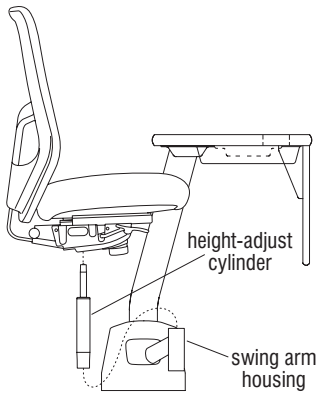
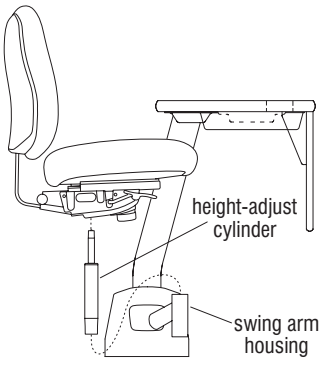


Impress Ultra



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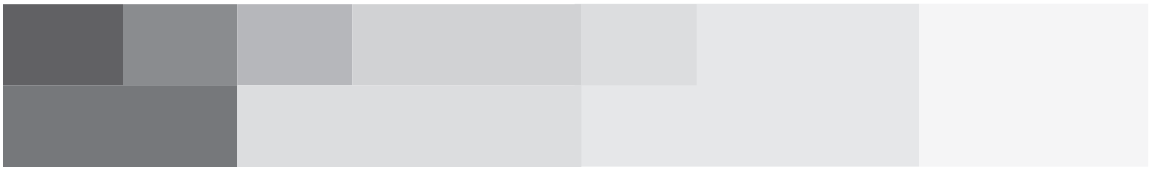

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