Agile assembly

Important safety instructions

When using an electrical furnishing, basic precautions should always be followed, including the following:

This furnishing is made for commercial use only.

Read all instructions before using this furnishing:

DANGER

To reduce the risk of electrical shock:
1. Always unplug this furnishing from the electrical outlet before cleaning.

WARNING

To reduce the risk of burns, fire, electric shock, or injury to persons:
1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use the furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped in water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Do not use outdoors.
7. Use only SJT 18 AWG cord.
8. Risk of injury. Maximum load 75 pounds.

To reduce the risk of electric shock, this furnishing has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

Note – servicing is only to be performed by an authorized representative.

Servicing of double-insulated products

In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words “DOUBLE INSULATION” OR “DOUBLE INSULATED”. The symbol (square within a square) is also able to be marked on the product.

Save these instructions

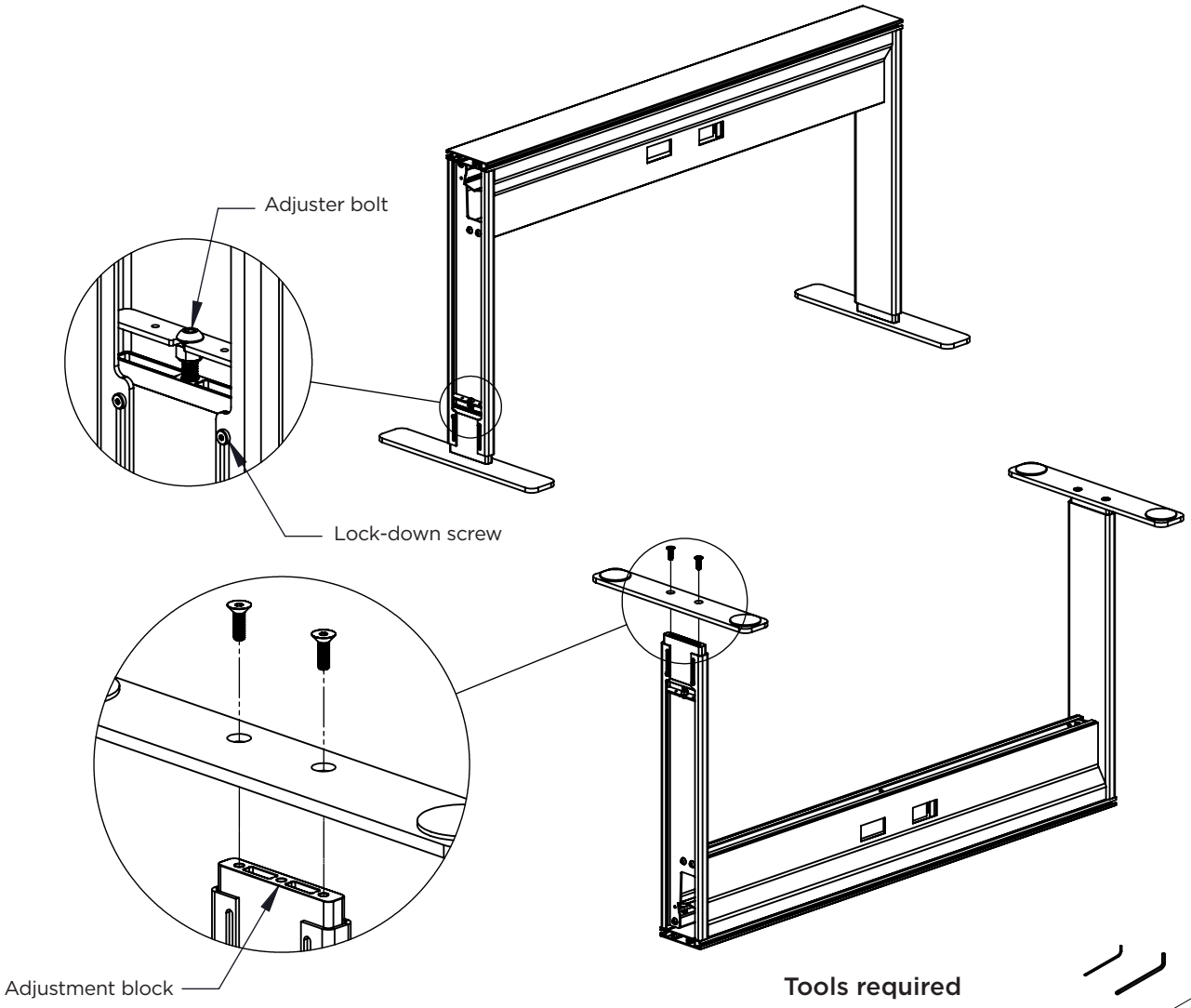
Assembly Order

1. Foot - Leveling
2. Worksurface bracket (if applicable)
3. Cable tray (if applicable)
4. Modesty (if applicable)
5. Gang units together
6. Electrical
7. Privacy Panel (if applicable)
8. Seat (if applicable)
9. Planter box (if applicable)
10. End caps
11. Shelf (if applicable)

Part # 1609523

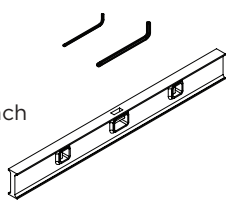
Foot Installation/Unit Leveling

1. All Agile Power/Data units are shipped with the feet uninstalled. Be sure to remove all feet included in the cartoning before discarding. NOTE: Starter units will have (2) feet included, while Add-On & Configurable Starter units will only have (1) foot. Only install feet onto legs that include both the adjuster bolt and lock-down screws.
2. Place the unit upside down onto a non-marring surface. Remove the (2) flat head screws from the adjustment block. Insert the (2) screws into the flat foot and fasten back into the adjustment block, making sure the protective pads are facing up and that the foot is cantilevered outwards, as shown below. Using a 3⁄16" allen wrench, tighten screws down completely and flip the unit back over.
3. The Agile Power/Data unit is shipped in its lowest height setting. To make any height leveling adjustments, begin by loosening the (2) lock-down screws on the side of the leg using a 3⁄32" allen wrench. Then, using a 3⁄16" allen wrench, turn the adjusting bolt counter-clockwise to raise the unit upwards. When the desired height level is reached, re-tighten the lock down screws.



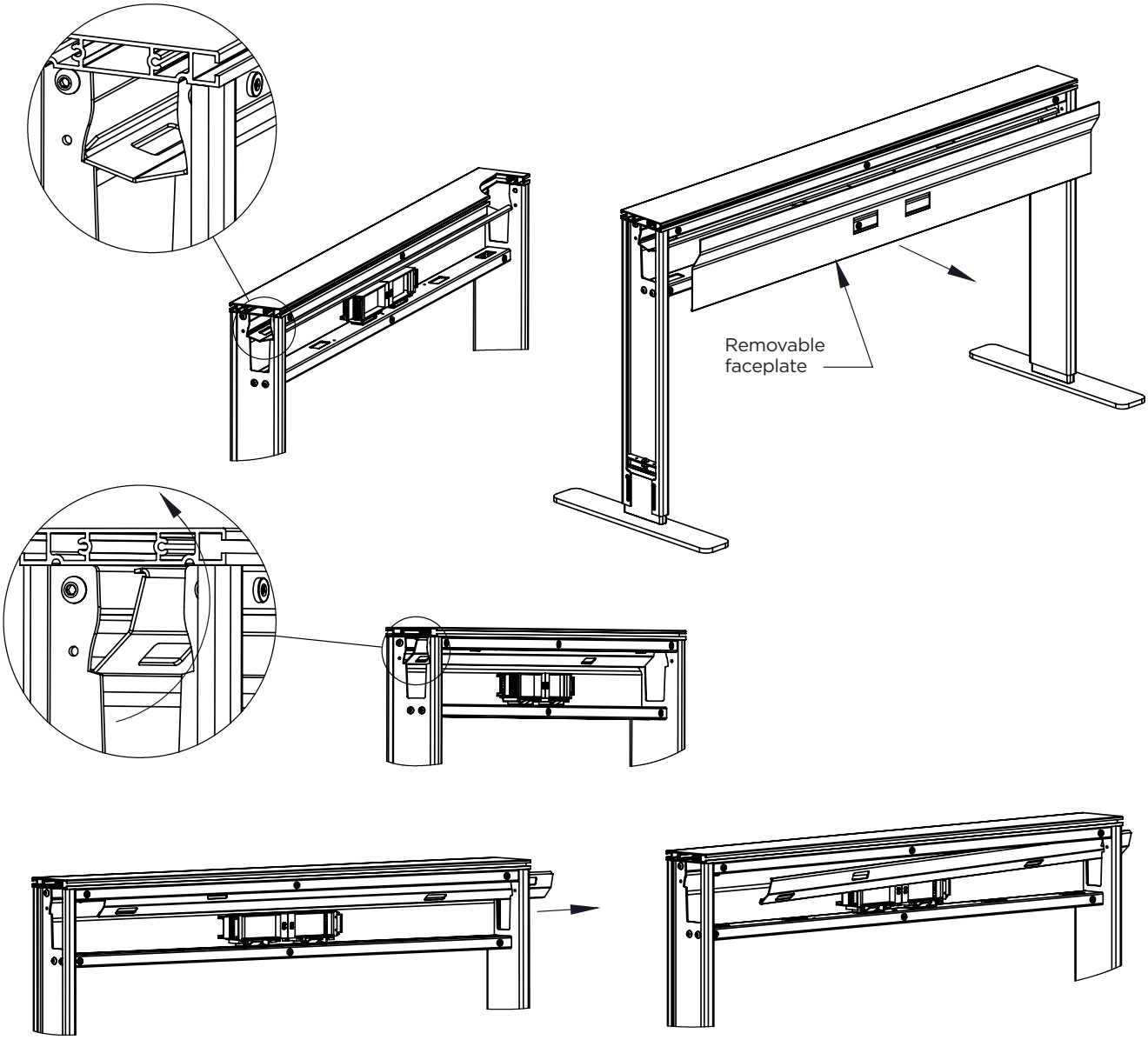
Tools required

1. 3⁄32" and 3⁄16" Allen wrench
2. Level



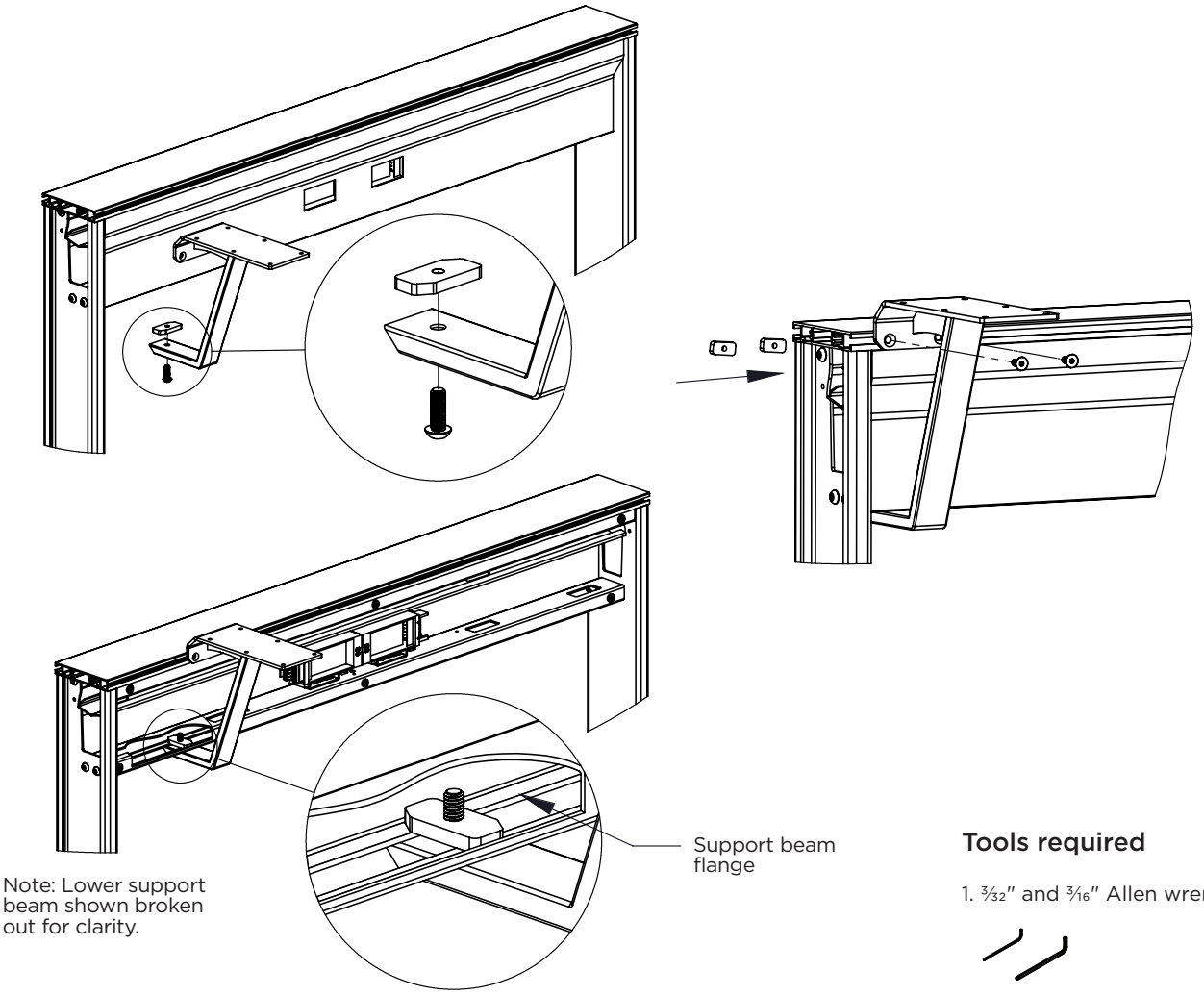
Faceplate-Data Tray Removal

1. All Agile Power/Data units feature removable Faceplates as well as a removable Data Separator Tray.
2. To remove the Faceplates, simply pull from the bottom edge of the Faceplate to release the magnetic connection, then carefully pull the rest of the Faceplate away from the unit.
3. The Data Separator Tray has the ability to be removed, however it is not necessary to do so unless additional clearance is needed when routing data cables. To remove the tray, begin by rotating the tray upwards so that it is free from obstructions and can pass through the leg. Next, partially extend the tray through the leg, then drop the opposite side down at an angle and pull out of the unit, as shown below. Reverse these steps to re-install the tray.



Modular Worksurface Attachment

1. The Worksurface Bracket supports several combinations of worksurface configurations. It attaches to the lower support beam and upper top rail extrusion and should be installed prior to the attachment of the modesty panel and/or Cable Tray.
2. Begin by partially fastening the 5⁄16-18" x 7⁄8" screw through the Worksurface Bracket and into the supplied threaded washer making sure the washer is oriented as shown. Then raise the bracket up inside the lower support beam and rotate the threaded washer, making sure it is contacting the support beam flange as illustrated in the views below. Fasten the screw down, but do not tighten completely. Next, slide (2) T-Nuts into the open slot on the top rail extrusion and align with the mounting holes on the Worksurface Bracket. Using a 5⁄32" allen wrench, partially thread the 1⁄4-20 x 5⁄8" screws into the T-Nuts, as shown below.
3. The orientation and location of worksurfaces being used will determine the location of the Worksurface Brackets. As shown in the view below, the preferred location from the edge of the worksurface to the edge of the bracket should be 1". However, when worksurfaces are being used on both sides, then the brackets will be installed in a "staggered" pattern and will increase this distance from the edge. Other instances, such as possible interference with receptacle location, or the addition of other accessories, could impact this distance as well. Once the final location has been set, fully tighten all screws and repeat for remaining Worksurface Brackets. When securing the worksurface, make sure the back edge is aligned with the front edge of the top rail extrusion.

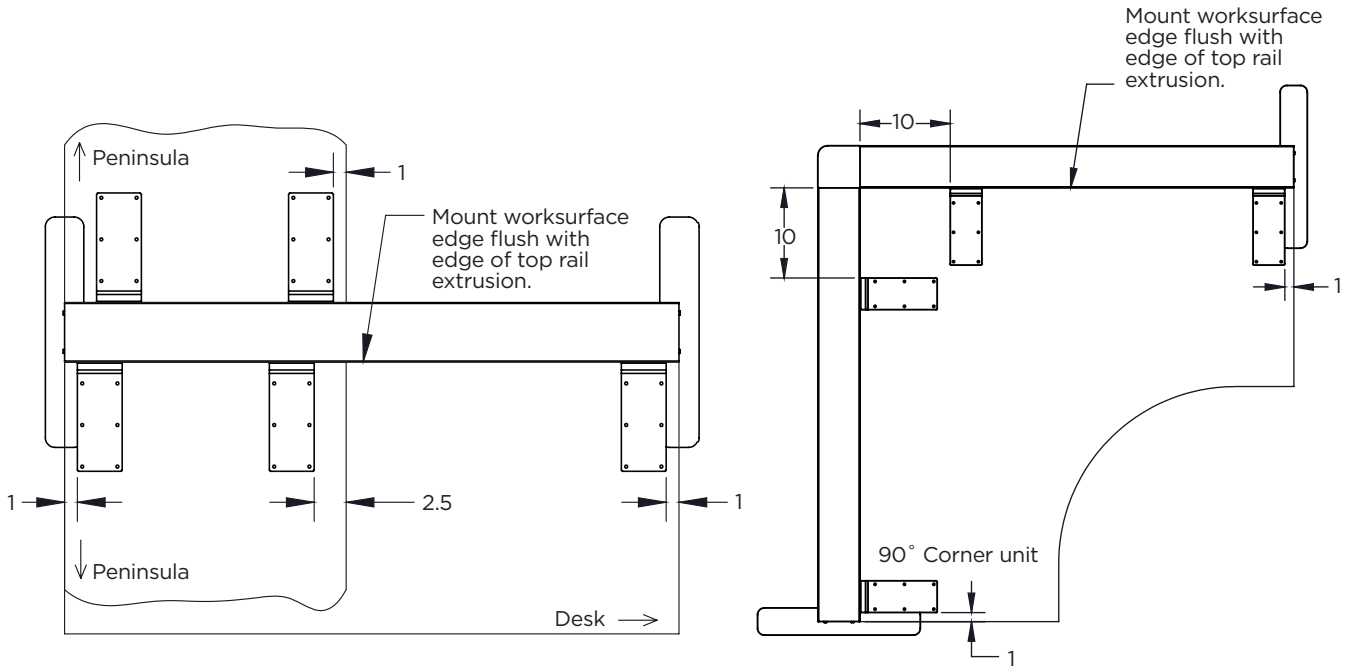


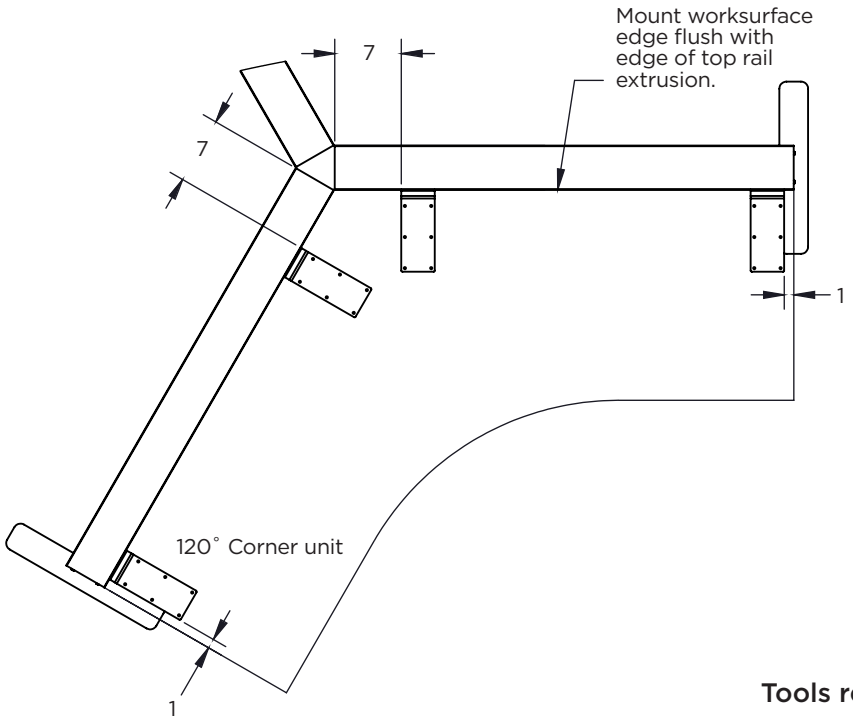
Note: Lower support beam shown broken out for clarity.

Tools required

1. 3⁄32" and 3⁄16" Allen wrench

Modular Worksurface Attachment (continued)





Tools required

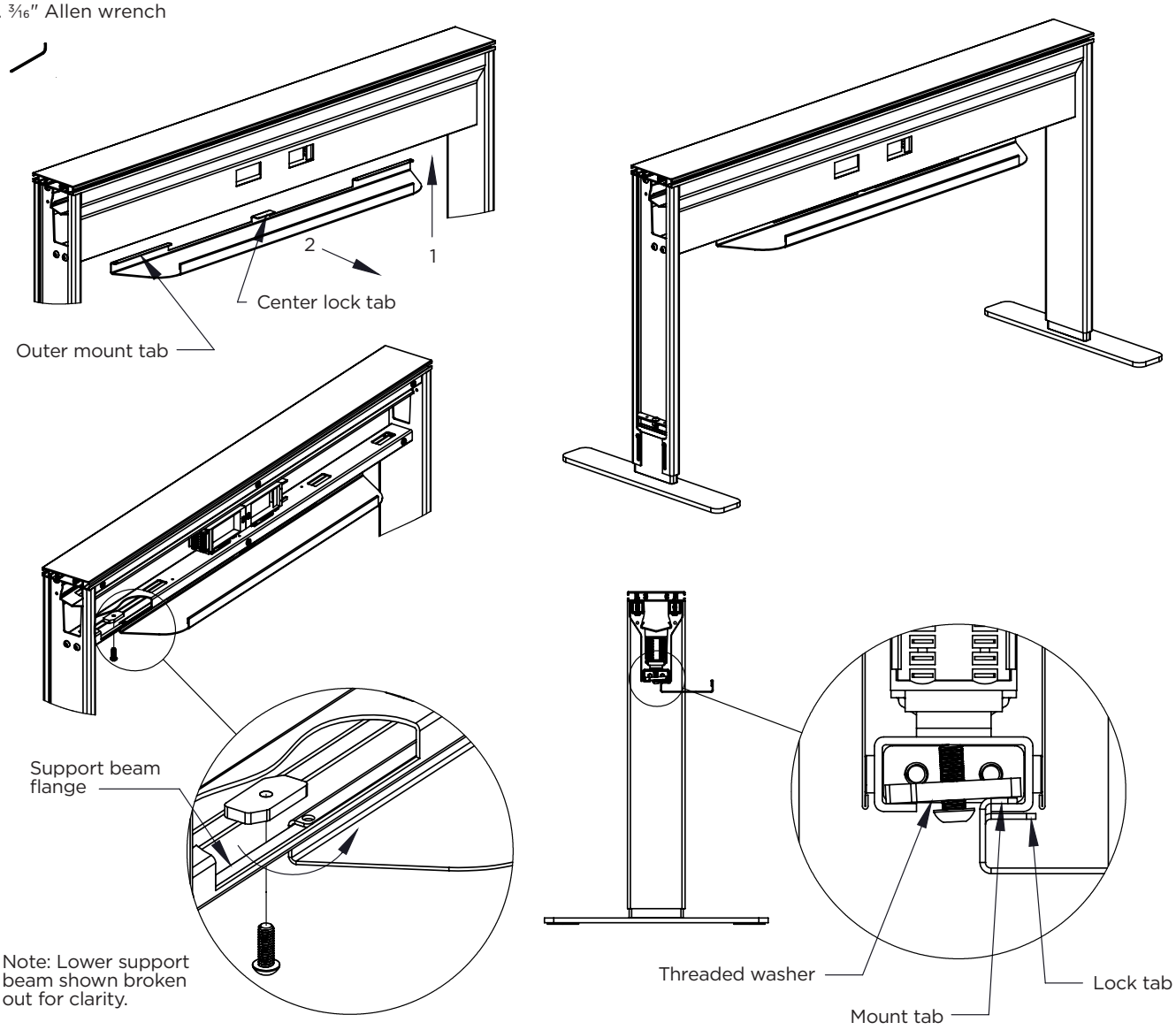
1. 3⁄32" and 3⁄16" Allen wrench

Cable Tray Installation

1. The Cable Tray is an optional accessory that attaches to the underside of the lower support beam. It should be installed prior to the attachment of the modesty panel.
2. Using the views below as a guide, raise the Cable Tray up inside the lower support beam, then pull forward, making sure the mount tabs are above the support beam flange, and the lock tab is below the support beam flange. Once the tray is in position and able to hang on its own weight, make sure it has been centered along the length of the unit.
3. Next, using a 3⁄16″ Allen Wrench, partially thread the 5⁄16-18 x 7⁄8″ screw into the supplied threaded washer making sure the washer is oriented as shown. Rotate the threaded washer in the direction shown and place over the top of the mount tab, as shown below. Locate the threaded washer approximately ½″ away from the outer end of the mount tab and tighten the screw until it is snug. Repeat for the remaining threaded washer.

Tools required

1. 3⁄16″ Allen wrench

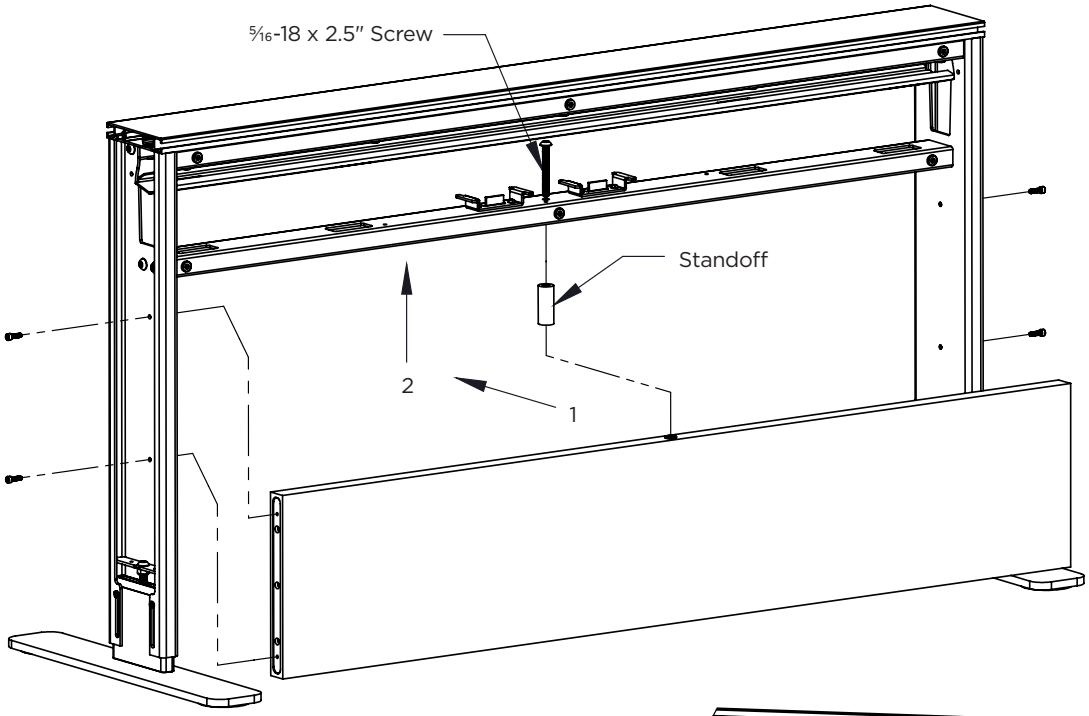


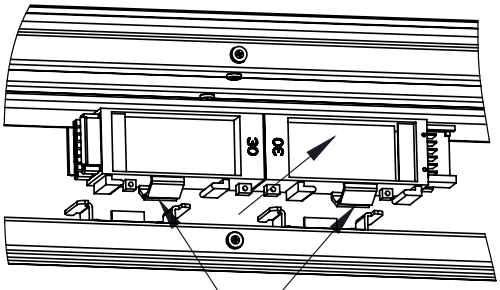
Modesty Attachment

1. The following steps are used to attach the Modesty Panel to the Agile unit. The installation procedure is the same for both the HMD and FMD Modesty Heights. The Cable Tray and/or Worksurface Bracket should be installed prior to attaching the modesty. The Modesty Panel should also be installed prior to connecting any Agile units together.

   NOTE: 48″ units will need to have the Power Block removed in order to gain access to the center mounting screw. To remove the Power Block, push upwards on the release tabs so that they are clear of the locking clip on the mount bracket. Then slide the Power Block off of the mount bracket as shown below.

2. First, remove both faceplates as outlined in the 1609524 Install Sheet. Slide the modesty in between both legs and raise upward. Insert the 5⁄16-18 x 2.5″ screw through the mount hole on the lower support beam followed by the modesty standoff, then partially fasten into the threaded insert on the modesty panel, as shown below. Next, using the 5⁄32″ allen wrench, thread the #10-24 x 5⁄8″ screws through the mount holes in the leg and into the embedded bracket in the modesty. Repeat for the remaining leg and fully tighten all screws.





Note: Remove power block on 48″ unite only.

Push tabs upward to release

Tools required

1. 3⁄32″ and 3⁄16″ Allen wrench

Starter to Add-On Connection

1. To begin ganging units together, first make sure the Starter unit has been placed near its final resting position and has been properly leveled. Then remove the faceplates to gain access to the necessary mount holes. NOTE: All accessories must be installed onto each unit before ganging together, as some are not possible to install afterwards.

2. Next, using the 5⁄32" allen wrench, attach the Hook Bracket to the Starter Leg by fastening the #10-24 x 5⁄8" screws through the bracket and into the leg, as shown below. Next, using a screwdriver, partially fasten the ganging connectors to the Starter Leg using the supplied #10-32 x 1⁄2" screws.

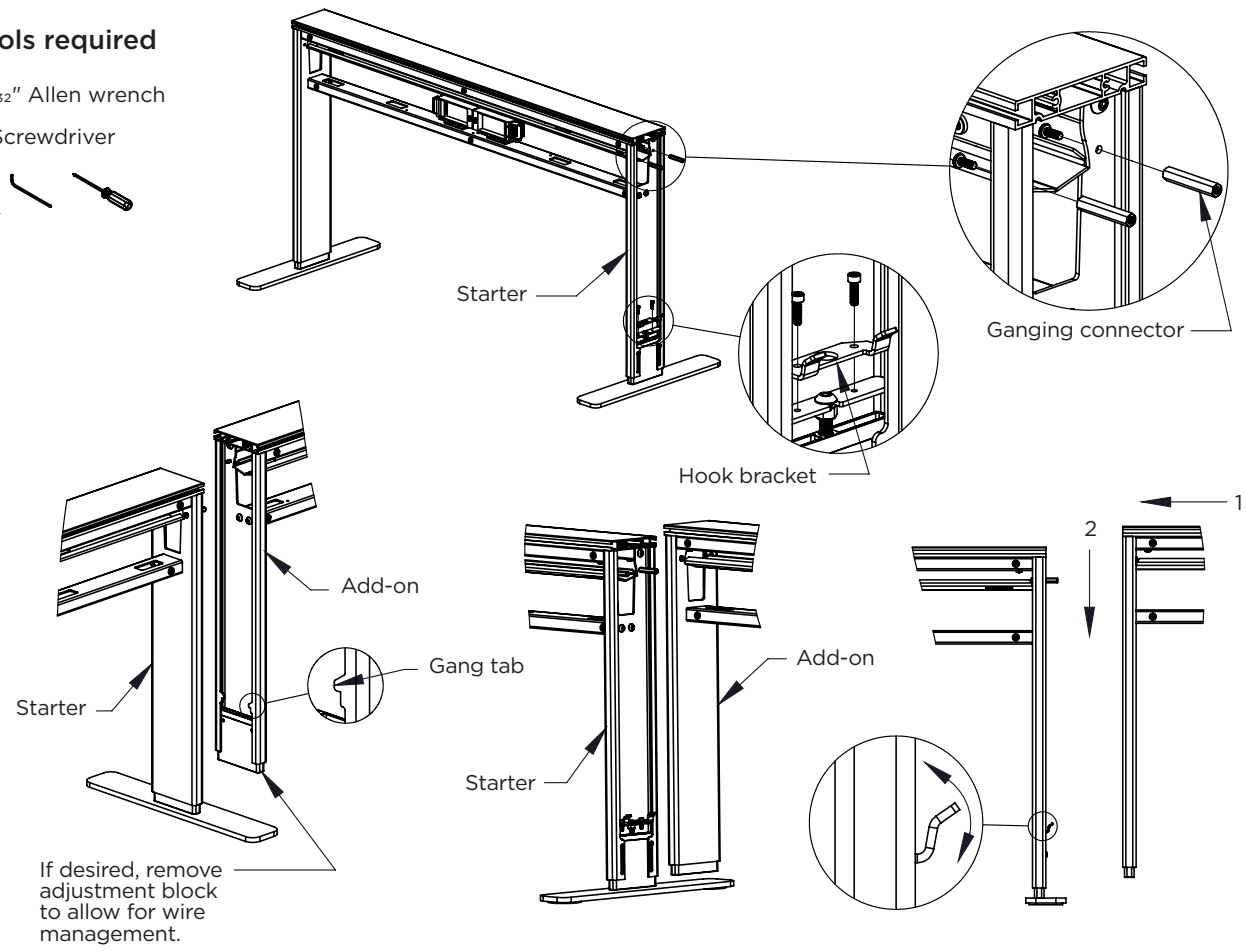
   NOTE: The "loose" adjustment block on the Add-On unit is for visual purposes only. If any data or power cables are to be routed in between the connecting legs, then remove it from the Add-On leg before proceeding to the next step. To connect the units together, lift the Add-On unit upwards and drop down onto the Hook Bracket, making sure the tabs on the leg are fully seated onto the hook bracket, as shown below.

   NOTE: If the Add-On unit is too high or low of being flush, the hook bracket can be slightly bent upwards or downwards to create a better fit. With the Add-On unit properly situated, fasten the Starter and Add-On unit together by screwing the remaining #10-32 x 1⁄2" screws into the ganging connectors.

3. With both units ganged together, check for levelness and adjust as necessary. Lastly, attach the Electrical Jumper into each unit's power block and re-attach the Faceplates. Repeat the previous steps for ganging additional Add-On Units together.

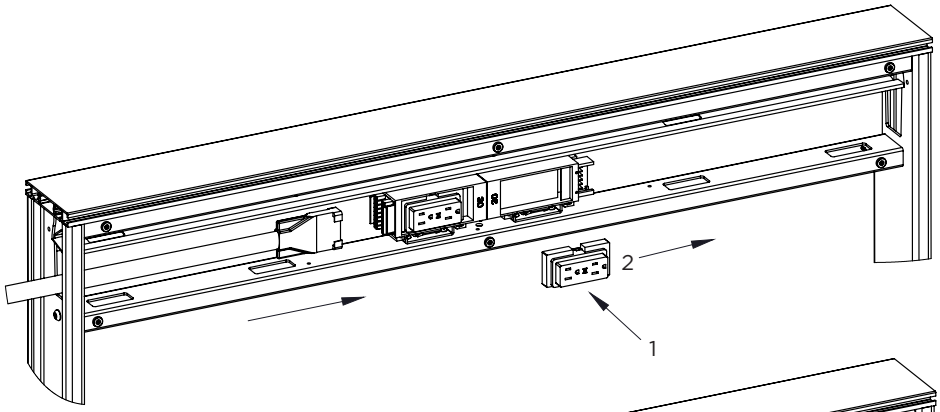
Tools required

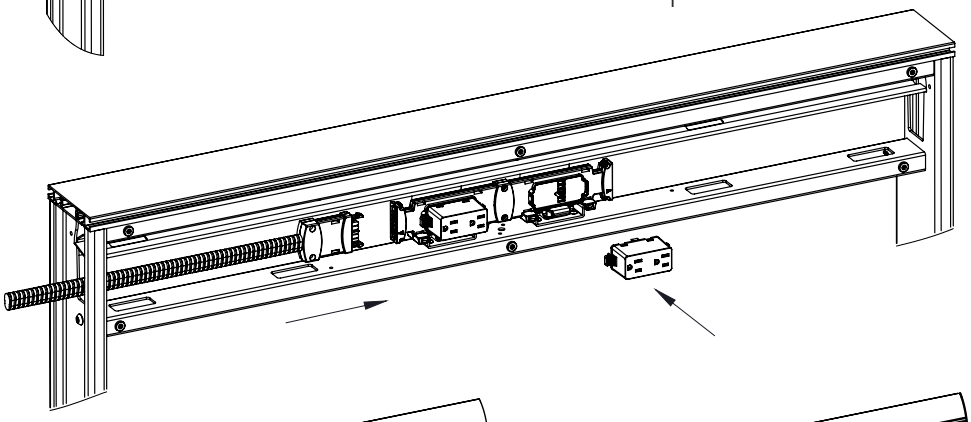
1. 5⁄32" Allen wrench
2. Screwdriver

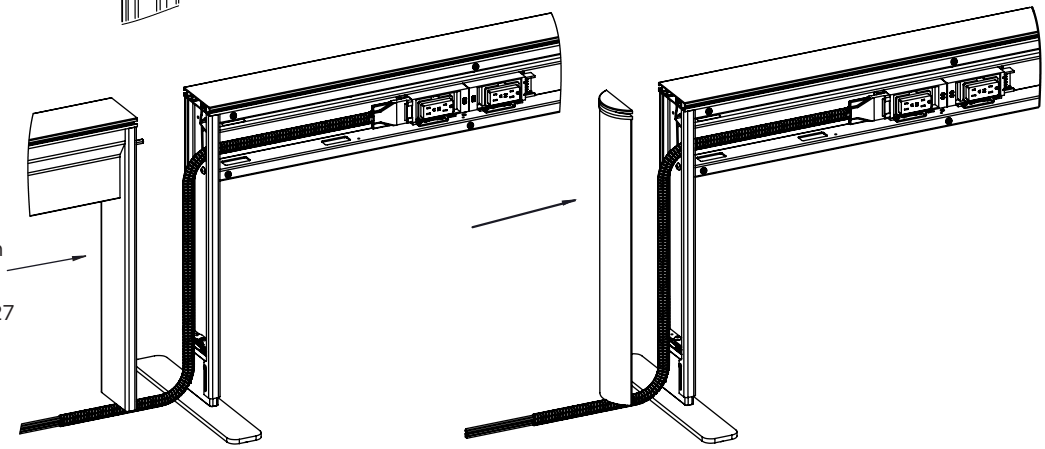


Electrical Installation

1. To begin applying all electrical components to the Agile units, first remove all faceplates as outlined in the 1609524 Install Sheet.
2. Start by installing the appropriated receptacle into each power block opening. For 4 Circuit systems, first insert the receptacle into the power block, and then shift over to snap into place. For 3 Circuit systems, align the protruding pin on the power block with the hole on the receptacle, then insert making sure both ends snap in place.
3. Next, the power infeed can be plugged into the power block. Both 3 & 4 Circuit systems feature keyed connectors, meaning they can only be inserted one way. Making sure the power infeed is oriented correctly, insert into the power block until it has fully snapped into place. Please refer to the views below when routing the power infeed from the floor to the power block. The power infeed can either be routed down the End Leg and concealed by the end cap, or routed through the Add-On Leg when ganging multiple units together. NOTE: For the 3 circuit system, if the power infeed is placed in the middle of a run, the YCB5 connector will need to be inserted into the power block first, followed by the power infeed.







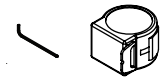
Adjustment block removed from add-on unit to allow for wire management. Refer to sheet 1609527 for more detailed information.

Privacy Panel Installation

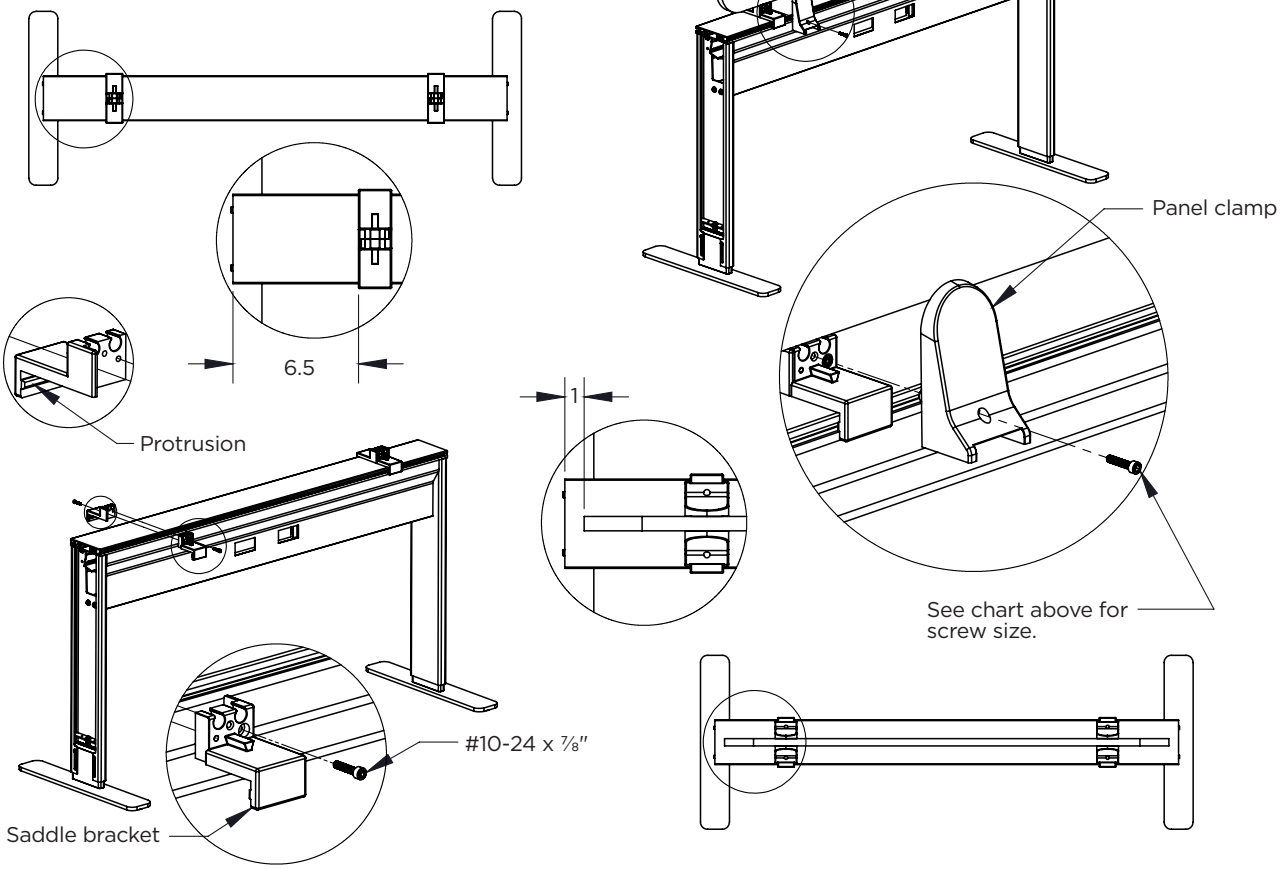
1. The following steps are used to attach the Privacy Panel to the Agile unit. The installation procedure is the same for all available types of Privacy Panels.
2. Begin by placing a Saddle Bracket on both sides of the Top Rail Extrusion making sure the protrusion on the bracket has been fully engaged into the reveal of the extrusion. Then, position the outer brackets 6.5" in from the edge of the extrusion, as shown below. Insert the supplied #10-24 x ⅞" screw through one Saddle Bracket and thread into the mating Saddle Bracket, then fasten down completely using a 5⁄32" Allen wrench. Repeat these steps for the opposite end. If a third clamp assembly is included, mount it directly in the center of the extrusion.
3. With the Saddle Brackets fully secured, place the privacy panel onto the top of the brackets, making sure a 1" gap has been set from the ends, as shown below. The Panel Clamp and Saddle Bracket feature guide pins and channels to help each other interlock and provide the necessary strength for clamping the Privacy Panel. Insert the Panel Clamps into the Saddle Brackets, making sure the two have been interlocked with each other. Using the chart below, determine the correct screw length for the type of panel chosen, then insert into the Panel Clamp and thread into the Saddle Bracket. Using a 5⁄32" Allen wrench, fasten each Panel Clamp down, making sure both are being equally tightened. Repeat for remaining Panel Clamps.

Tools required

1. 5⁄32" Allen wrench
2. Tape measure

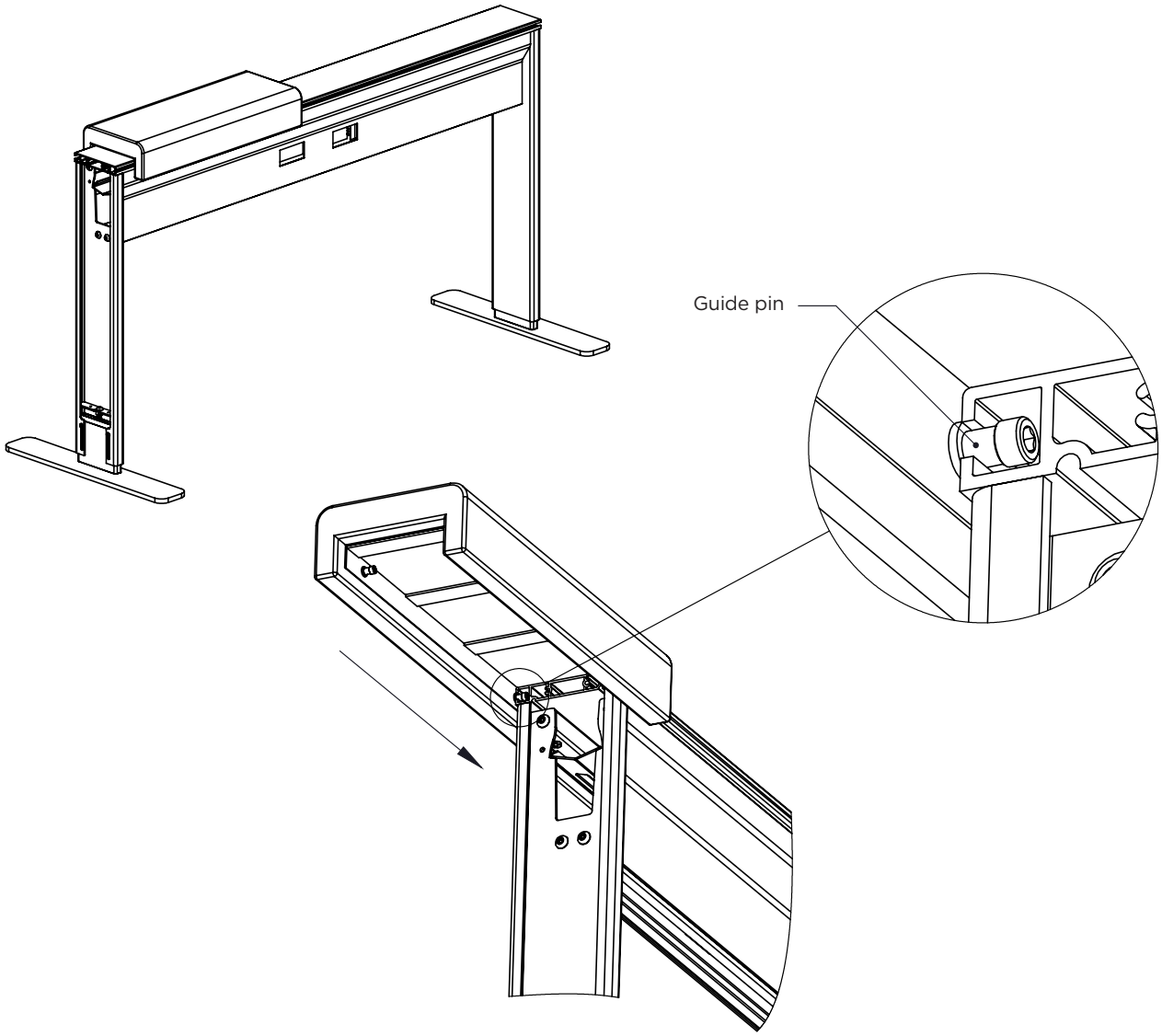


Privacy panel	Screw length	Part #
PVPG/PVPA	⅞"	1609234
PVPT/PVPV	1-⅛"	1609236
PVPF	1-¼"	1609238



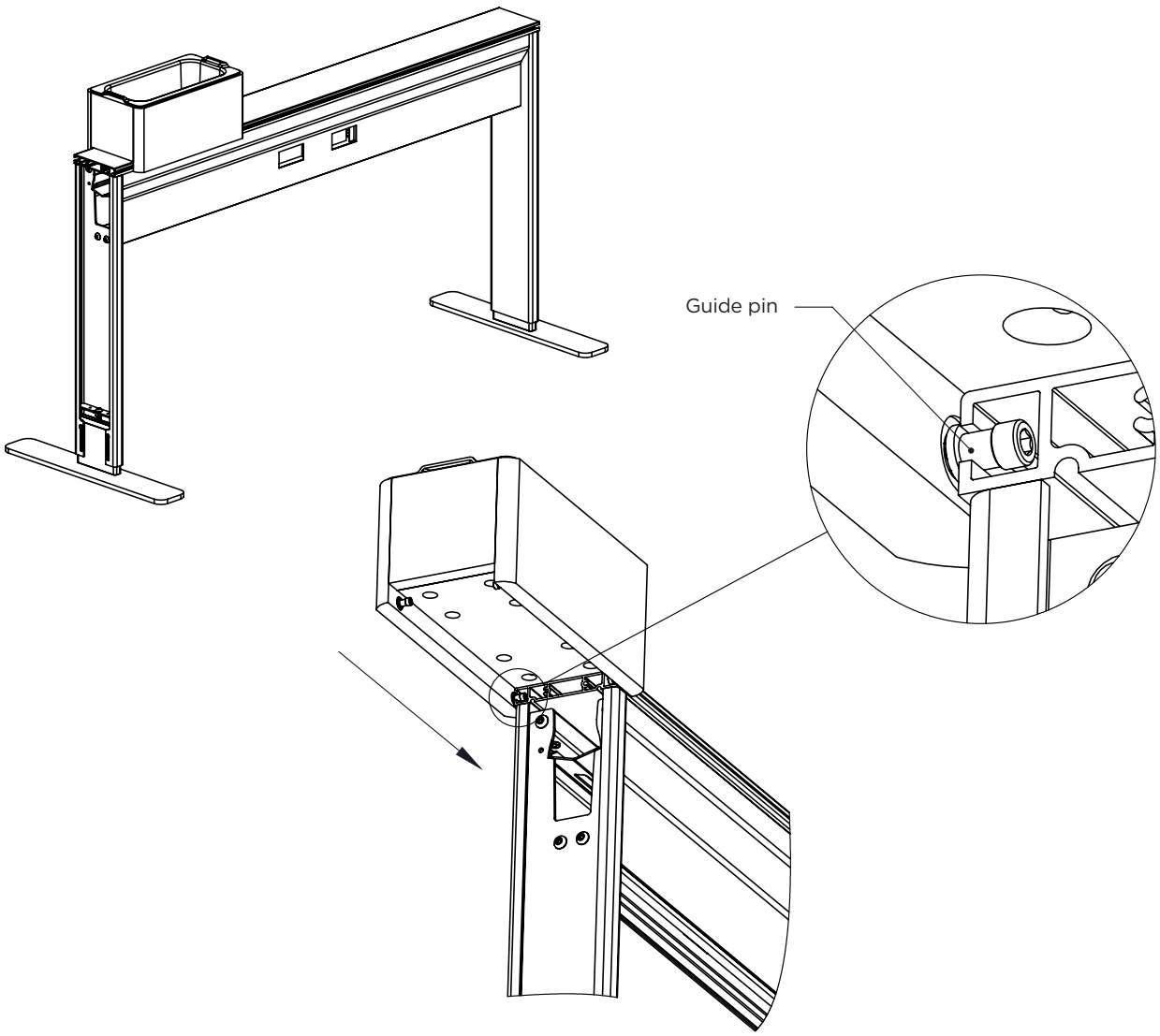
Perch Pad Installation

1. The A-SC18 can be placed in any location along the top rail extrusion. It should be installed prior to the attachment of the modular end caps.
2. Begin by locating the (4) guide pins on the underside of the Perch Pad. Next, slide the perch pad onto the top rail extrusion, making sure the guide pins have been inserted into the reveal of the extrusion, as shown below. Once the perch pad has been fully engaged, slide it into the desired location.



Planter Box Installation

1. The A-PB12, A-PB18, or A-PB24 can be placed in any location along the top rail extrusion. It should be installed prior to the attachment of the modular end caps.
2. Begin by locating the (4) guide pins on the underside of the Planter Box. Next, slide the Planter Box onto the top rail extrusion, making sure the guide pins have been inserted into the reveal of the extrusion, as shown below. Once the planter box has been fully engaged, slide it into the desired location.



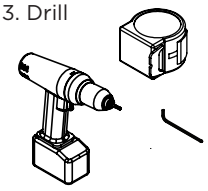
Part # 1609534

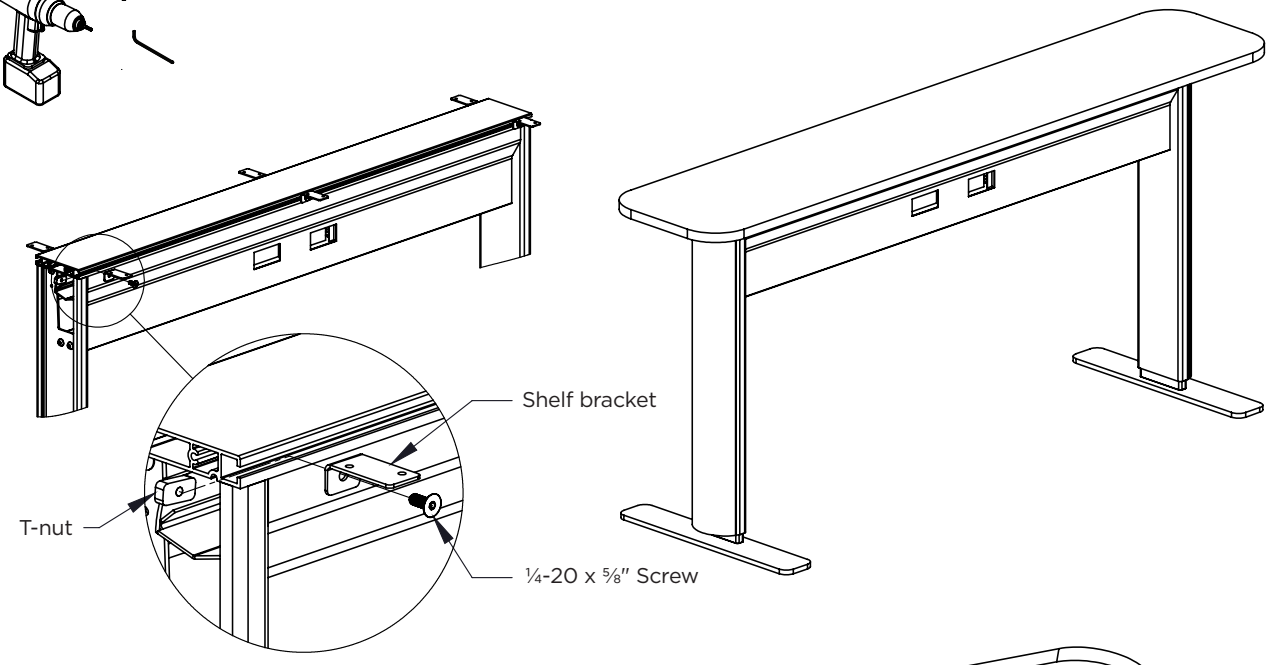
Transaction Shelf Installation

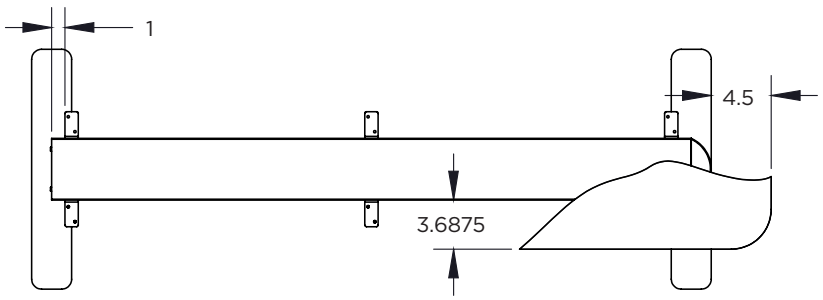
1. The following steps are used to attach the Transaction Shelf to the Agile unit. These steps should be referenced and repeated as necessary for all available sizes and styles of shelves.
2. If present, begin by removing all applicable end caps from the Agile unit. Slide (3) T-Nuts into the open slot on the top rail extrusion, positioning them near the ends and center. Next, insert the ¼-20 x ⅝" screw into the Shelf Bracket and partially thread into the T-Nut, as shown below. The Shelf Brackets can be located in various locations, depending on the shelf's intended use. For shelves used on stand alone units, or for a continuous run of shelves, use the dimensions shown below to place the brackets. For universally located shelves, place the brackets approximately 4.5" in from the edge of the shelf. Once the brackets are in their final position, fully tighten all screws.
3. With the Shelf Brackets fully secured, re-attach all applicable end caps, and place the Transaction Shelf on top of the top rail extrusion. Verify the shelf has been centered from side to side by measuring the distance from the edge of the shelf to the edge of the bracket. Using the 3.6875" dimension, center the shelf from front to back. Secure the shelf into place by fastening the supplied screws from the HK-94 kit through the bracket and into the shelf, as shown below.

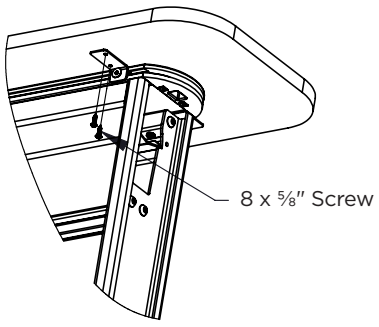
Tools required

1. 5⁄32" Allen wrench
2. Tape measure
3. Drill







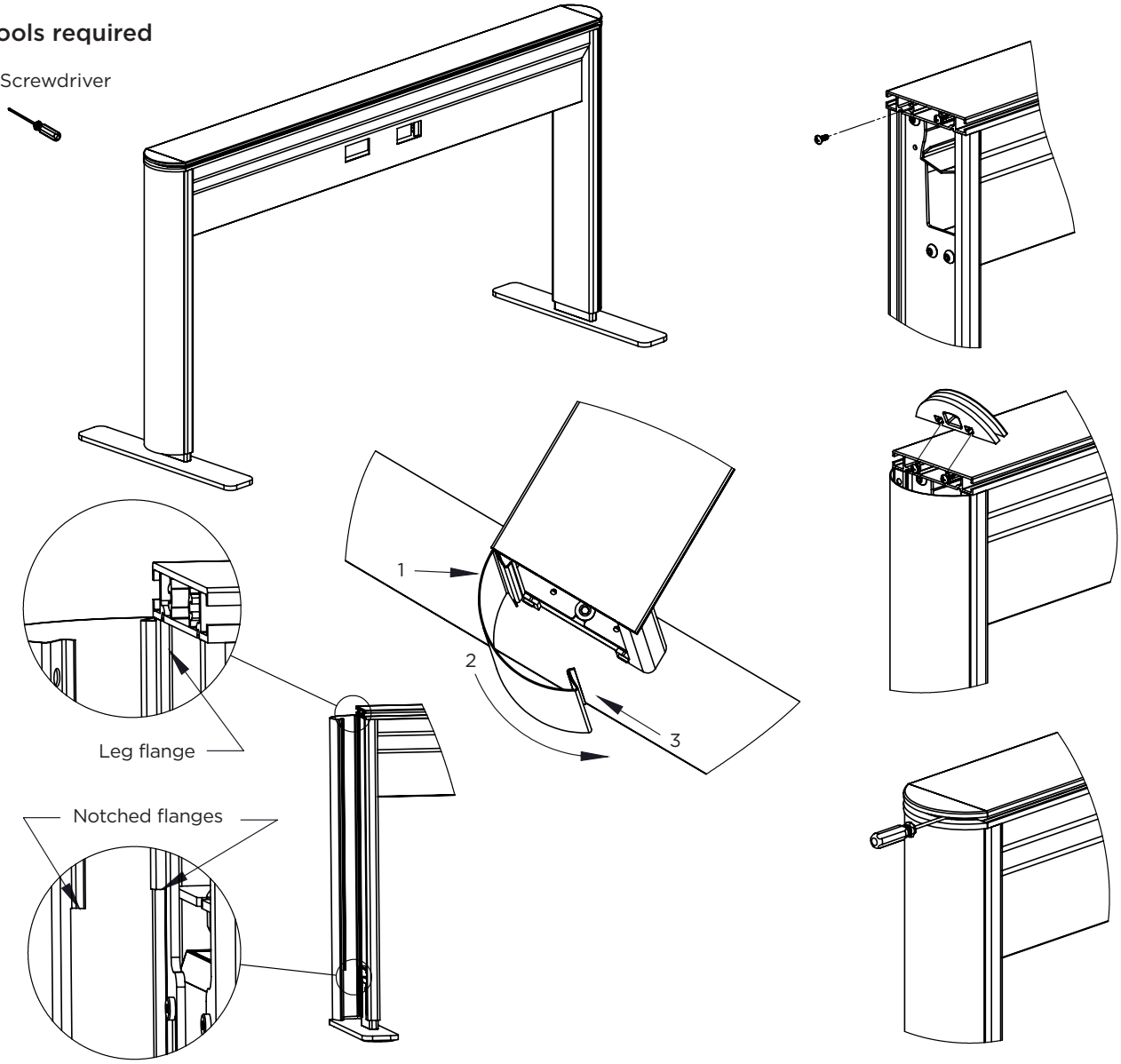


End Cap Attachment

1. After all Agile Power/Data units and accessories have been fully assembled, the modular end caps can then be attached.
2. Begin by placing the vertical end cap onto the leg, making sure the notched end of the end cap faces downward. Next, hook one side of the end cap onto the flange of the leg, then rotate the end cap around, and finally push inwards to snap the end cap fully into the leg, as shown below. If the fit of the end cap seems too loose or tight, the profile of the end cap can be finessed by carefully pulling outward or pushing inward on the outermost edges.
3. The upper end cap screws can now be fastened into the screw slots on the upper extrusion by using a screwdriver or cordless drill. Fasten the screws all the way in to properly cut threads into the extrusion, but then partially loosen to expose approximately ¼" or more of threads. Align the screws with the mounting slots on the end cap and drop into place. Finish installation by inserting a screw driver through the end cap and fully tightening the screws, as shown below.

Tools required

1. Screwdriver



Part # 1609535

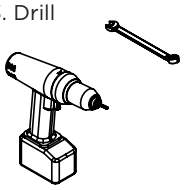
A-CKTS Installation

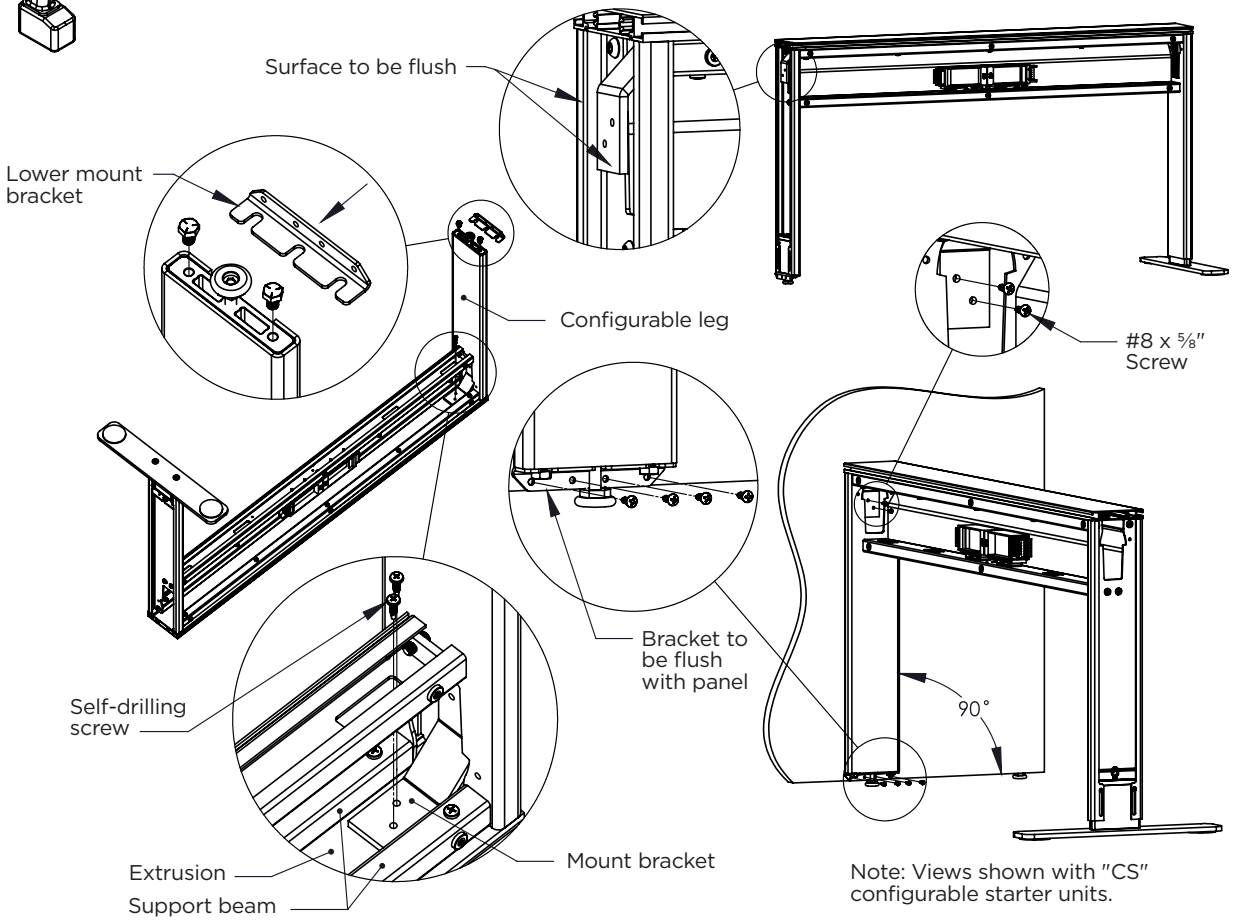
1. The A-CKTS is used to attach Configurable Agile units to vertical Wall Panels. This kit is to be installed on Configurable Legs only, which can be identified by the leg(s) that have the Adjustment Block fastened in a fixed position and include an adjustable leveler. To install this connection kit, remove the faceplates and data separator tray, as outlined in the 1609524 Install Sheet.
2. Place the unit upside down onto a non-marring surface. Then partially thread the supplied Hex Head bolts into the bottom of the Adjustment Block, as shown below. Slide the lower mount bracket into place and using a ½" wrench fully tighten both bolts. Next, insert the upper mount bracket through the opening of the leg and in between the support beams, making sure one of the mounting tabs is resting on the bottom surface of the top rail extrusion, and that the other mount tab is flush with the outside of the leg. Using a cordless driver and extension bit, secure the bracket into place by inserting the supplied self-drilling screws into the bracket and driving into the extrusion. Repeat these steps for two-sided Configurable units.
3. Flip the unit over, place up to the mating wall panel, and then set to the desired location. To attach to the wall panel, start by making sure the lower mount bracket is flush, or near flush with the bottom edge of the panel, and that the leg is 90 degrees from the bottom edge of the panel. With the unit's location set, fasten the supplied screws from the HK-94 kit through the bracket and into the panel. NOTE: If sufficient clearance can't be gained to fasten the screws, mark the location of the holes, and pull the unit away from the wall. Partially loosen the hex head bolts, remove the lower mount bracket, and then fasten to the wall. Once fastened, reattach the bracket to the Agile unit and tighten the bolts. With the lower mount bracket secured, check that the leg is tight vertically against the wall panel and has no visible gaps showing. Adjust the opposing leg's height and/or wall panel's vertical orientation to close any gaps. Complete attachment by fastening the remaining HK-94 screws through the upper mount bracket and into the wall panel.

Tools required

1. ½" Wrench

3. Drill





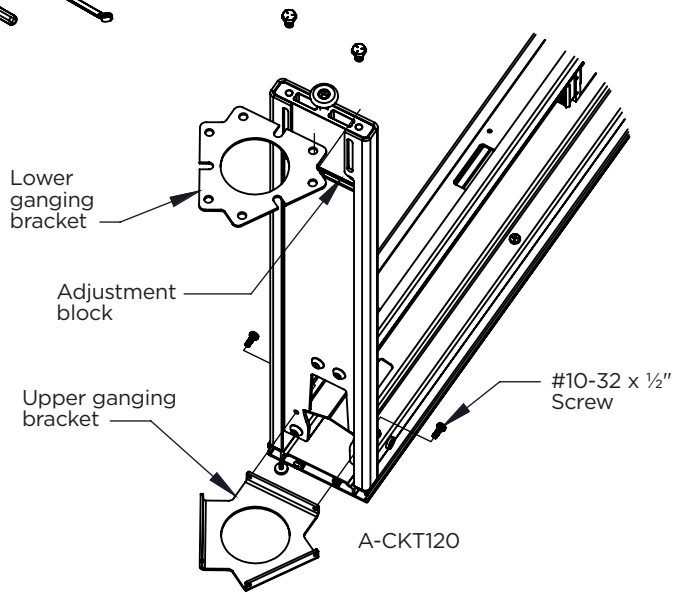
Note: Views shown with "CS" configurable starter units.

A-CKT120, A-CKTX, A-CKTL & A-CKTT Installation

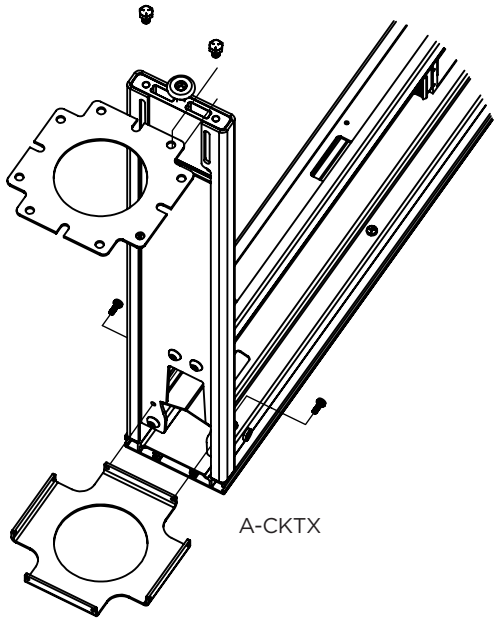
Tools required

1. ½" Wrench
3. Screwdriver

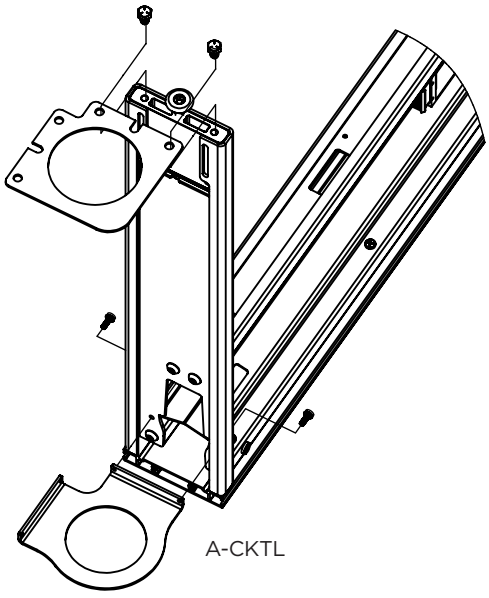
1. The "CKT" kits are used to create Tri & Quad cluster type configurations. These kits are to be installed on Configurable Legs only, which can be identified by the leg(s) that have the Adjustment Block fastened in a fixed position and include an adjustable leveler. To install any of these connection kits, remove the faceplates and data separator tray, as outlined in the 1609524 Install Sheet.
2. Place the unit upside down onto a non-marring surface. Attach the lower ganging bracket by inserting the 5/16-18 x ½" Hex Head bolt through the bracket and threading into the Adjustment block. Fully tighten the bolts using a ½" wrench. Attach the upper ganging bracket by inserting the 10-32 x ½" Screw through the leg and threading into bracket, making sure the flanges are facing up and that it is orientated in the same position as the lower ganging bracket, as shown below. Fully tighten the screws with a screwdriver. Flip the unit over and proceed to the next step.



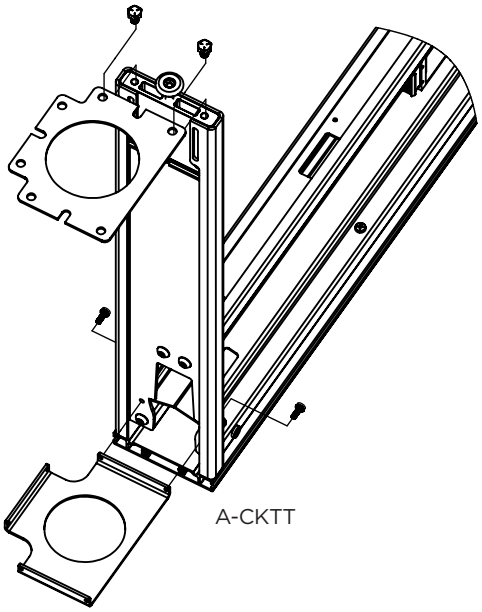
A-CKT120



A-CKTX



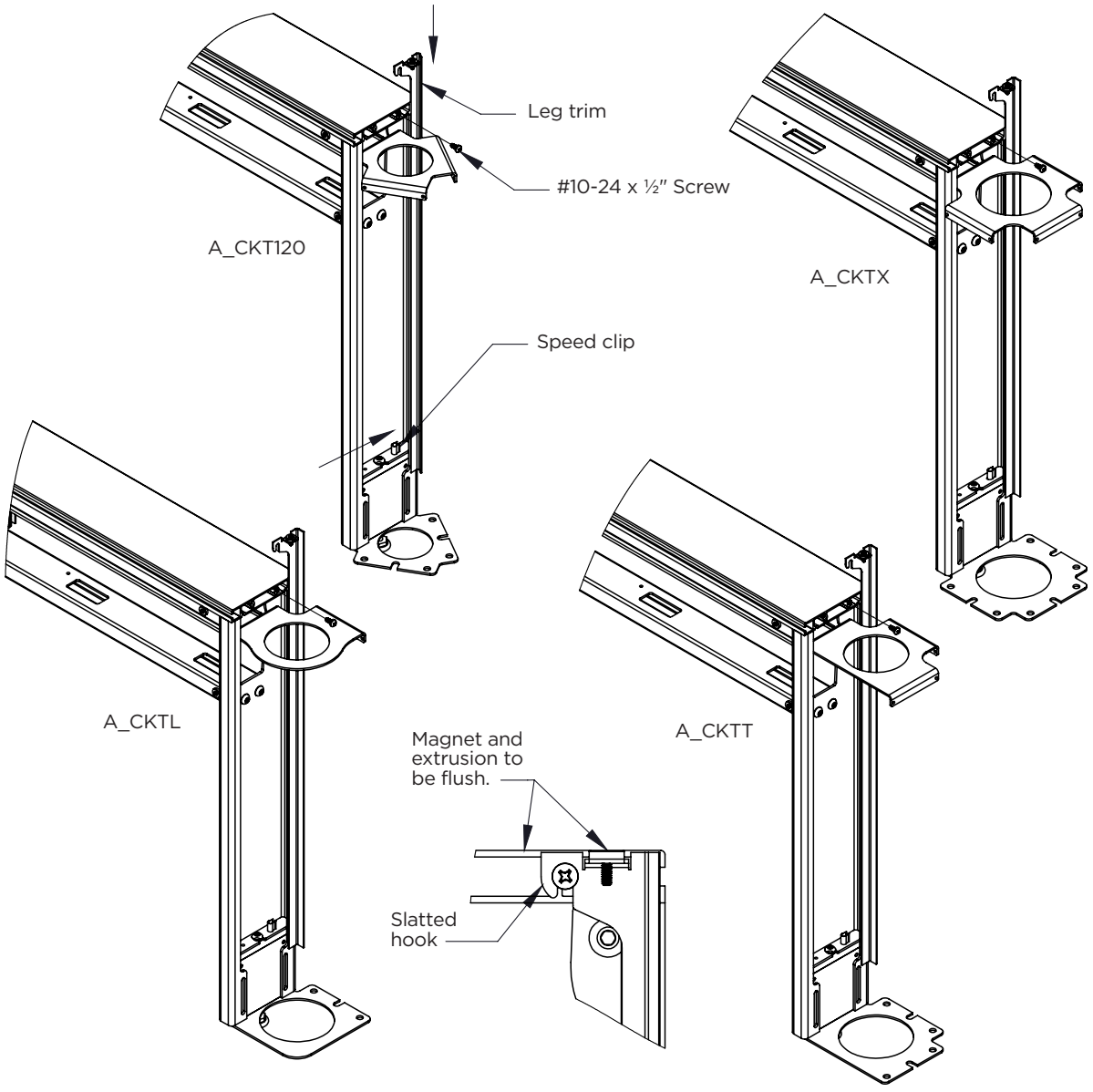
A-CKTL



A-CKTT

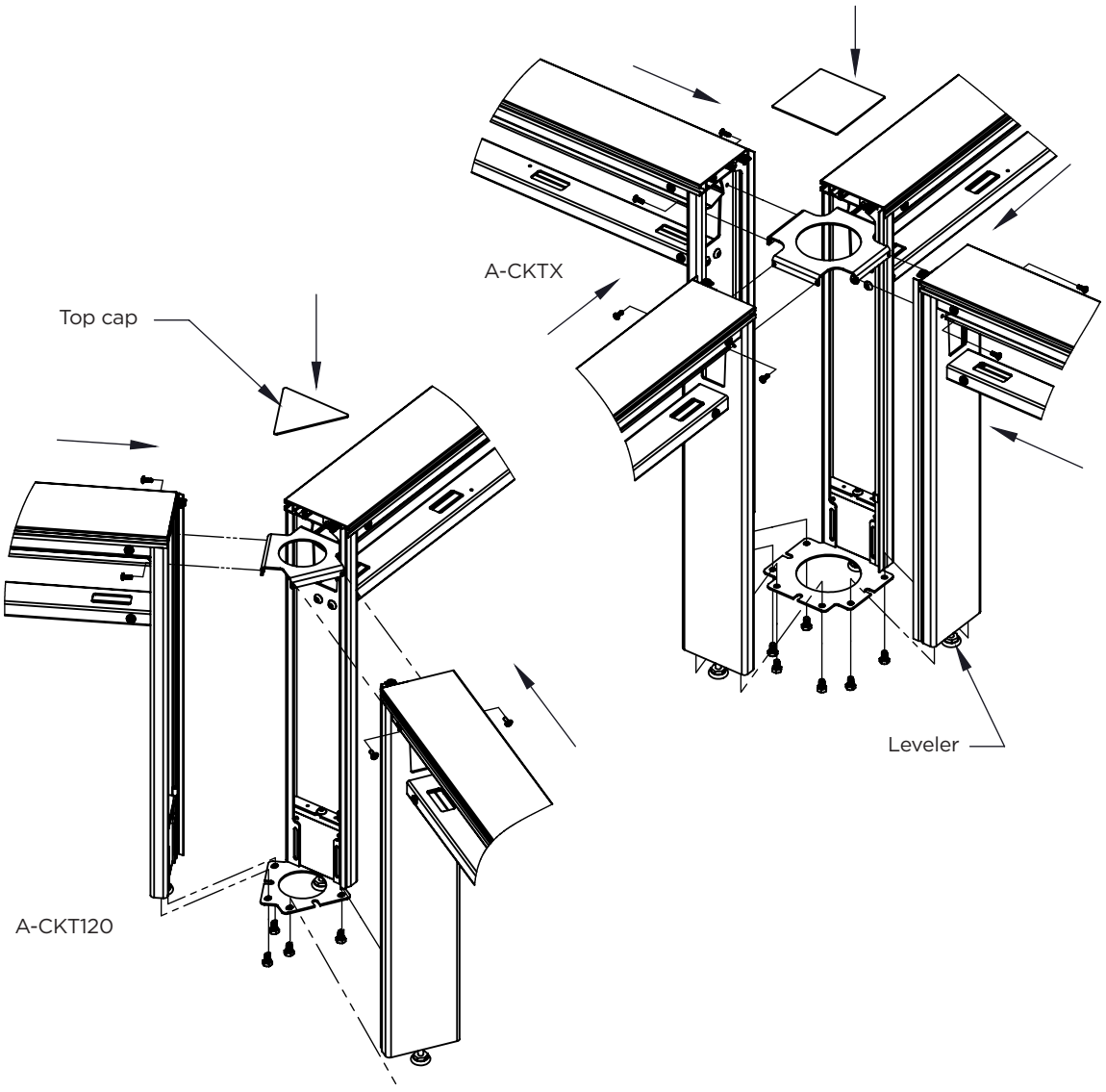
A-CKT120, A-CKTX, A-CKTL & A-CKTT Installation

1. With the ganging brackets installed, attachment of the Leg Trim pieces can begin. The #10-24 x ½" thread-cutting screws can be fastened into the slots on the top rail extrusion by using a screwdriver or cordless drill. Fasten the screws all the way in to properly cut threads into the extrusion, but then partially loosen to expose approximately ⅛" or more of threads. Place the Leg Trim up against the leg, slide downwards, and engage the slotted hook onto the screw, as shown below. Making sure the magnet on the Leg Trim is flush with the top surface of the extrusion, re-tighten the screw. Next, making sure that the trim is parallel with the leg, press the speed clip over the Leg Trim and Leg Flange just above the adjustment block, as shown below.
2. For the A-CKT120 and A-CKTX, install the Leg Trim onto the right side of each unit. For the A-CKTL, install the single Leg Trim piece onto the right side of the unit, as it is shown in the view below. For the A-CKTT, install one of the Leg Trim pieces onto the right side of the unit, as it is shown in the view below. The remaining piece will be installed onto the right side of the unit that will be positioned perpendicular to this unit.



A-CKT120, A-CKTX, A-CKTL & A-CKTT Installation

1. Before making any final connections, make sure that the primary Agile unit with the ganging brackets attached is in its final resting position and properly leveled. Start by sliding one of the adjoining units directly up to the ganging brackets, as shown below. NOTE: If necessary, adjust the leveler position on the adjoining unit so that the leg can slide over the top of the lower ganging bracket. Align the holes on the lower ganging bracket with the holes on the adjustment block, insert the hex head bolts through the bracket and partially thread into the adjustment block. Next, insert the #10-32 x ½" screws into the leg and partially thread into the upper ganging bracket. Repeat these steps for all remaining Agile units until all have been loosely connected. NOTE: It is suggested that all jumper and power infeed connections are made prior to attaching the last Agile unit into the configuration.
2. With all units connected and fasteners started, fully tighten all hardware using a screwdriver and ½" wrench. Complete the set up by placing the top cap onto the magnets of the Leg Trim pieces. Ensure all units are leveled and properly positioned; the data trays and faceplates can then be re-installed. Refer to the next sheet for the A-CKTL and A-CKTT connection kits.



A-CKT120, A-CKTX, A-CKTL & A-CKTT Installation

1. Before making any final connections, make sure that the primary Agile unit with the ganging brackets attached is in its final resting position and properly leveled. Start by sliding one of the adjoining units directly up to the ganging brackets, as shown below.

   NOTE: If necessary, adjust the leveler position on the adjoining unit so that the leg can slide over the top of the lower ganging bracket. Align the holes on the lower ganging bracket with the holes on the adjustment block, insert the hex head bolts through the bracket and partially thread into the adjustment block. Next, insert the #10-32 x ½" screws into the leg and partially thread into the upper ganging bracket. Repeat these steps for all remaining Agile units until all have been loosely connected. With all units connected and fasteners started, fully tighten all hardware using a screwdriver and ½" wrench.

2. Next, the Leg End Cap can be installed. NOTE: It is suggested that all jumper and power infeed connections are made prior to attaching the Leg End Cap. For either the A-CKTL or A-CKTT end cap, identify the locations of the slotted hooks and the corresponding slot it will attach to on the top rail extrusion. Fasten the #10-24 x ½" screws into the slots on the extrusion, making sure they have been fastened all the way in to properly cut threads into the extrusion. Partially loosen the screws to expose approximately ⅛" or more of threads, then engage the slotted hooks on the Leg End Cap onto the screws, as shown below. Making sure the magnet on the Leg End Cap is flush with the top surface of the extrusion, re-tighten the screws.

3. Complete the set up by placing the top cap onto the magnets of the Leg Trim and End Cap pieces. Ensure all units are leveled and properly positioned; then re-install the data trays and faceplates.