

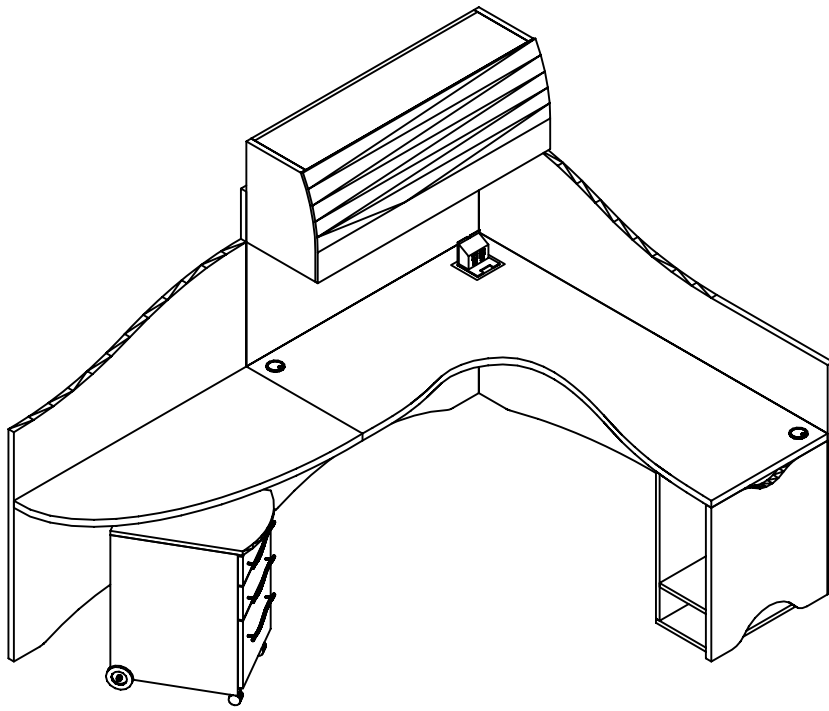
Any Questions  
or Concerns

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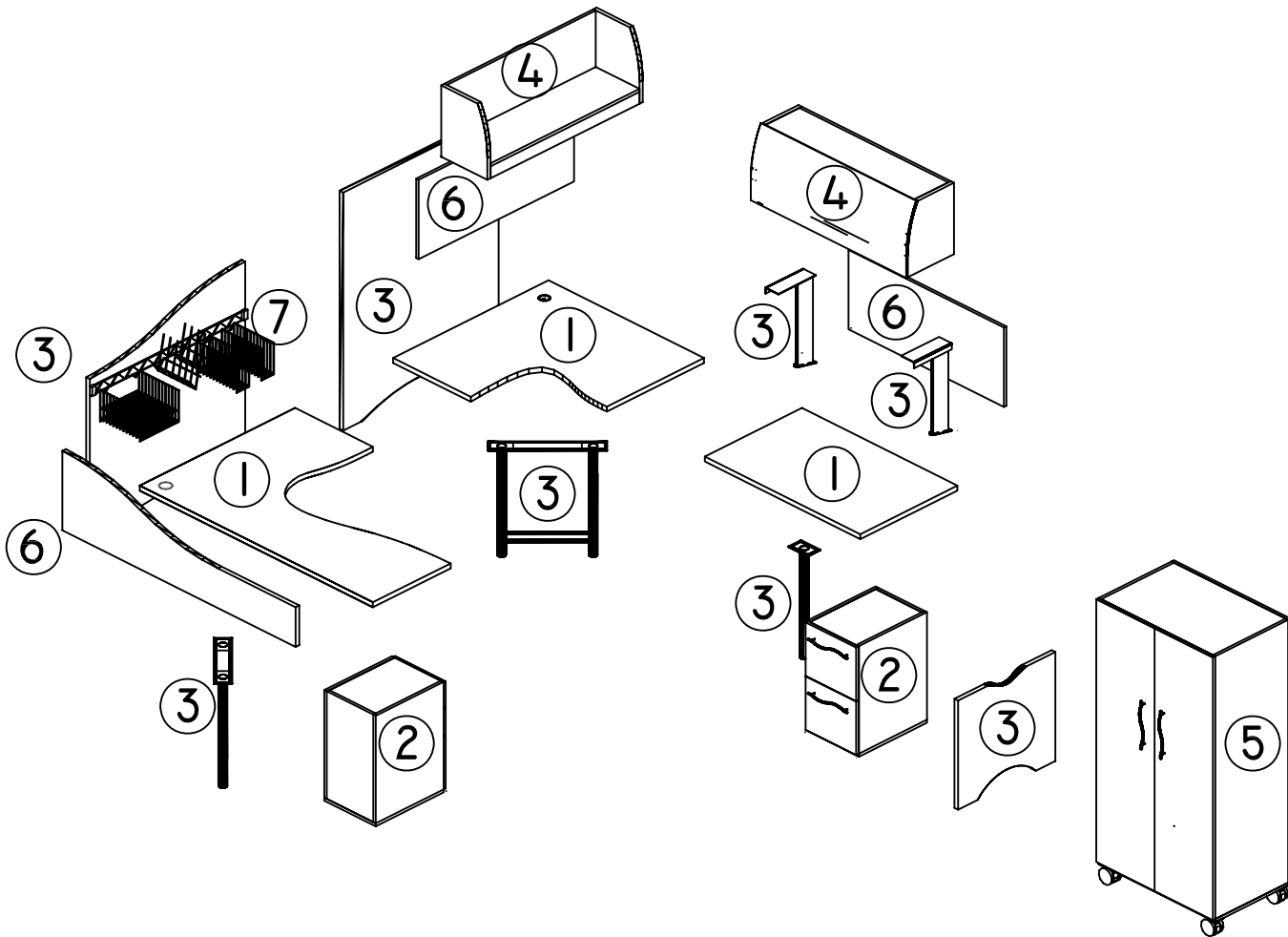


ORGANIC  
OFFICE  
FURNITURE

# Installation Manual

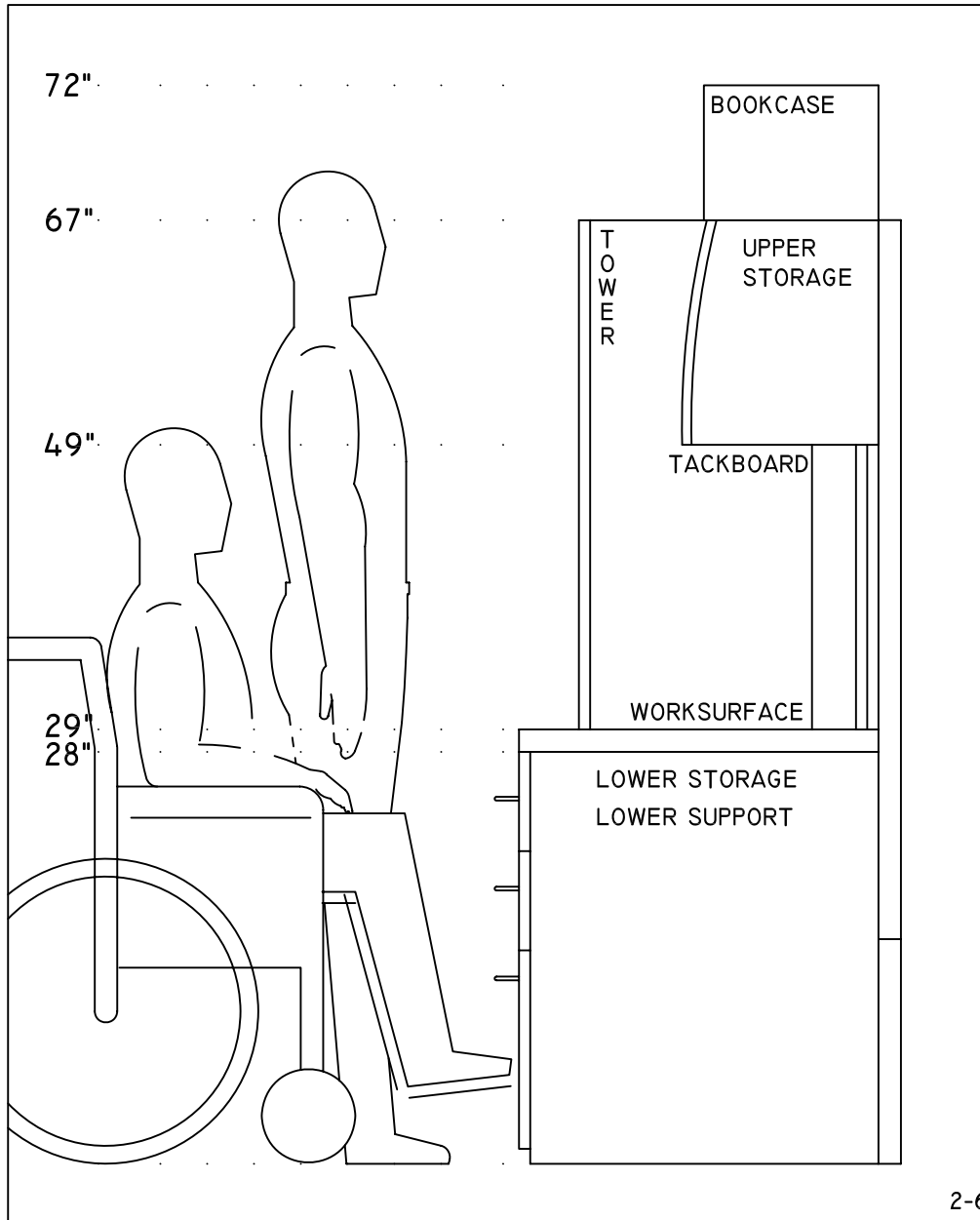
Effective Date: 4-08-02



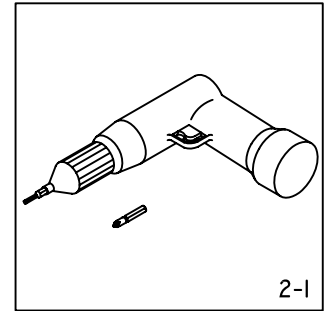


1. WORK SURFACES
2. LOWER STORAGE
3. SUPPORT
4. UPPER STORAGE
5. TALL STORAGE
6. PRIVACY
7. ACCESSORIES

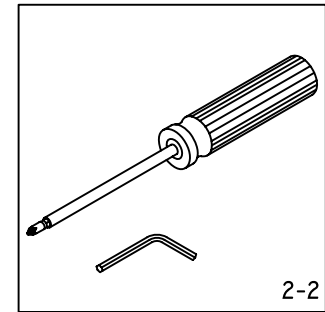
STANDARD FINISHED HEIGHTS



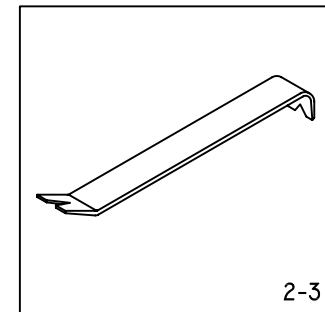
REQUIRED TOOLS



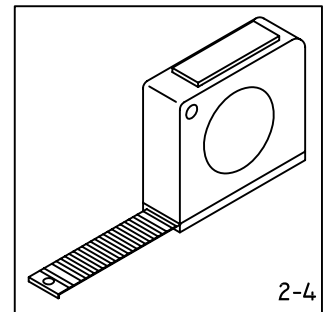
2-1  
CORDLESS SCREWDRIVER W/  
5/32 HEX AND PHILLIPS BITS



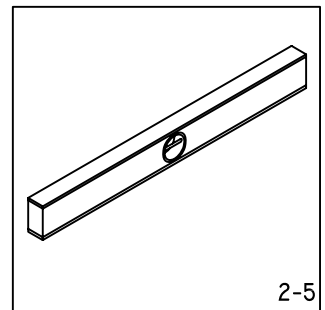
2-2  
PHILLIPS SCREWDRIVER  
AND 5/32" ALLEN WRENCH



2-3  
PRY BAR



2-4  
TAPE RULE

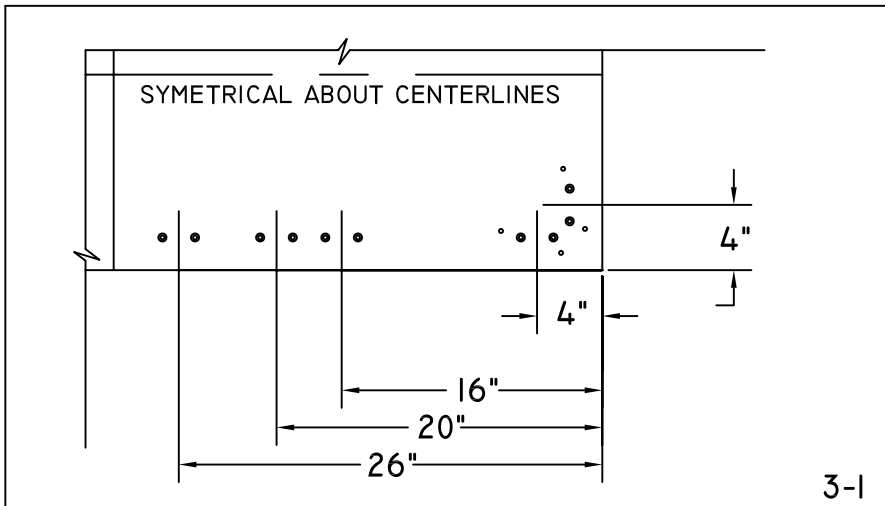


2-5  
STANDARD 18"-24" LEVEL

THERE ARE SEVERAL IDEAL HEIGHTS THAT ARE CONSISTENT THROUGHOUT THE PRODUCTS OFFERED BY COMPONENTS. AS INDICATED IN THE DRAWING ABOVE, MANY ITEMS ARE STANDARDIZED TO ERGONOMIC PRINCIPLES AND WILL BE COMPATIBLE WITH OTHER PRODUCTS FOUND IN THE OFFICE ENVIRONMENT.

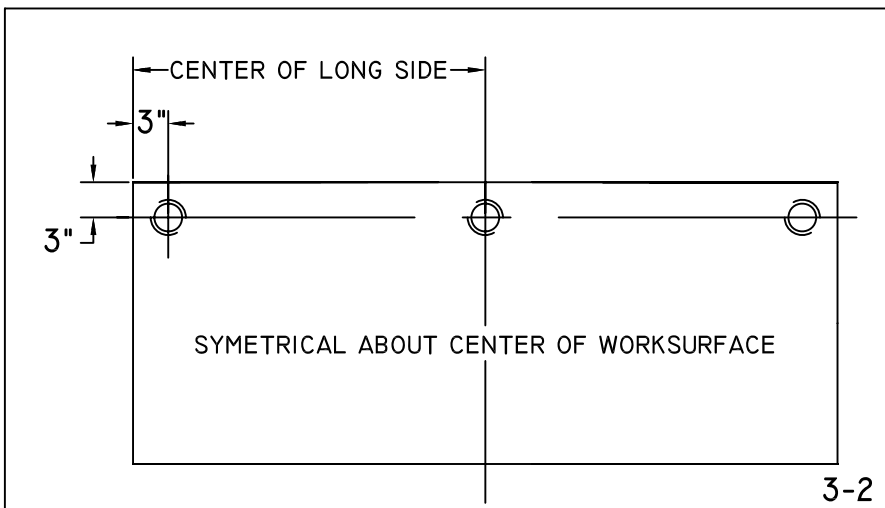
# WORK SURFACES

## JOINING PLATE LOCATIONS



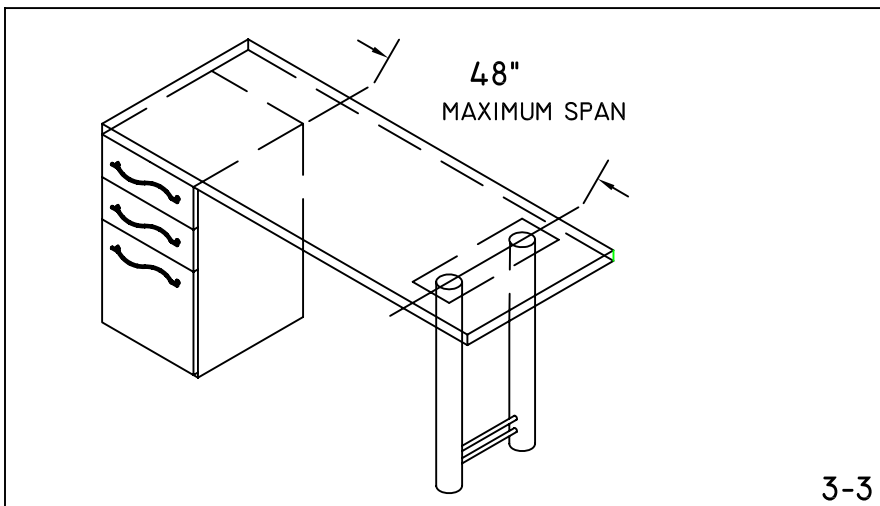
JOINING PLATES ARE USED TO JOIN SEVERAL WORKSURFACES TOGETHER. THE LOCATIONS ARE STANDARDIZED AND CONFORM TO THE DIMENSIONS IN THE DRAWING TO THE LEFT. INSTALLATION DRAWINGS INCLUDED WITH THE ORDER WILL INDICATE THE DIMENSIONS TO BE USED.

## GROMMET LOCATIONS



GROMMET LOCATIONS ARE STANDARDIZED. DIMENSIONS ARE LAYED FROM THE BACK CORNERS AS IN THE DRAWING TO THE LEFT. THE STANDARD HOLE SIZE IS 2 3/8" DIAMETER AND LOCATIONS ARE DESIGNED TO NOT INTERFERE WITH OTHER COMPONENTS.

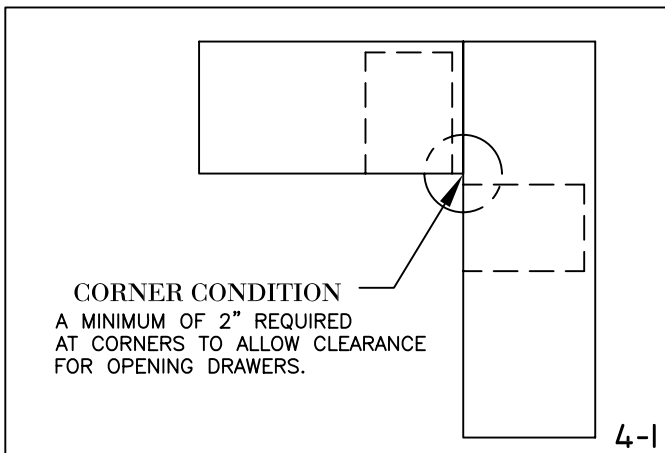
## LOWER SUPPORT LOCATIONS



THE MAXIMUM RECOMMENDED SPAN BETWEEN SUPPORT ELEMENTS UNDER A WORKSURFACE IS 48 INCHES. WHERE EXTRA HEAVY LOADS ARE ANTICIPATED, ADDITIONAL LOWER SUPPORT LEGS SHOULD BE INSTALLED.

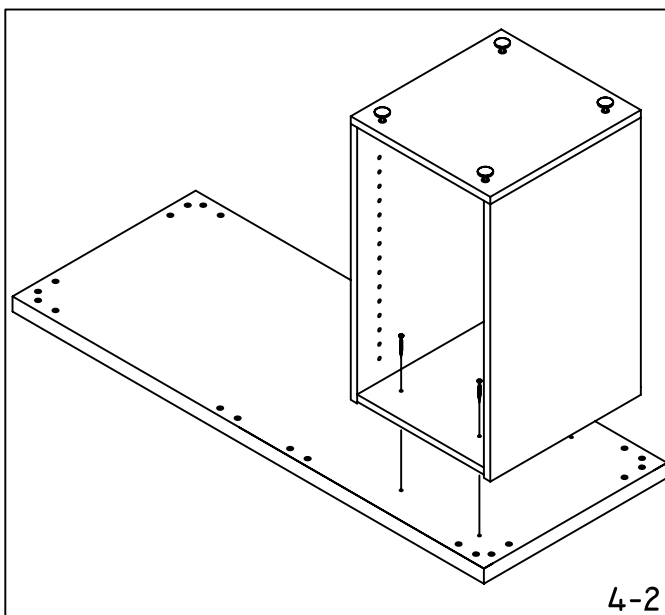
## LOWER STORAGE

A KEY ISSUE IN THE SELECTION OF LOWER STORAGE UNITS IS THE ABILITY TO USE THE UNITS TO BOTH SUPPORT AND LEVEL THE WORK SURFACES. WHATEVER THE NEED OF THE PEOPLE IN THE WORKSPACE; PAPER STORAGE, BOOK AND BINDER STORAGE, COMPUTER COMPONENT AND MEDIA STORAGE, OR STORAGE FOR PERSONAL ITEMS, COMPONENTS HAS A WORKPIECE TO SOLVE THE NEED. DEPTH OPTIONS, WHETHER 18" OR 22", CAN BE SELECTED ACCORDING TO THE DEPTH OF THE WORKSURFACE WHICH IT SUPPORTS.



## ATTACHING A WORKSURFACE

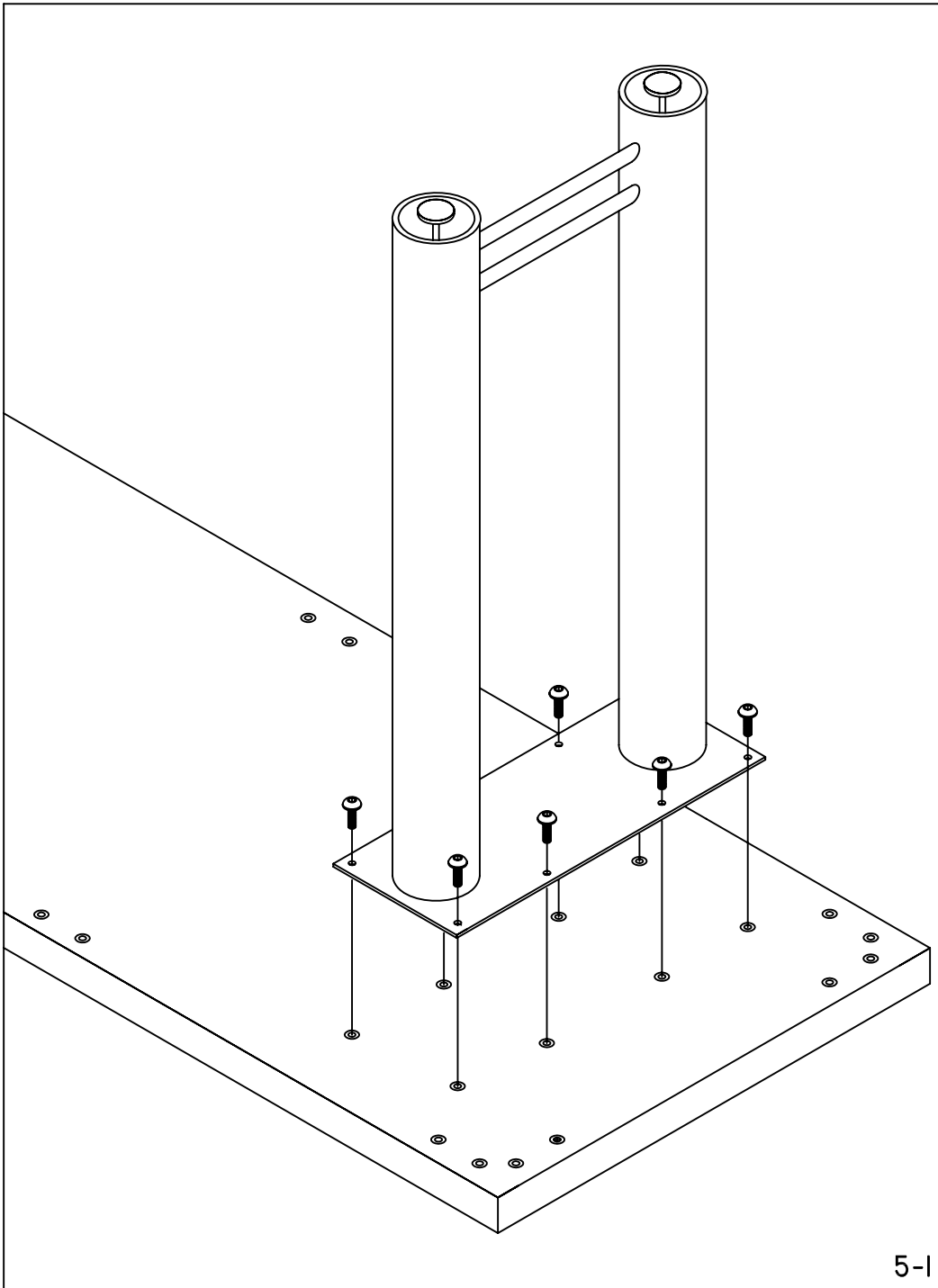
1. LAY WORKSURFACE TOP DOWN ON THE FLOOR TO PROTECT TOP SURFACE, IF THE FLOOR IS NOT CARPETED. PROTECT THE SURFACE BY COVERING HARD FLOOR WITH BLANKET OR OTHER SOFT MATERIAL.
2. LAY STORAGE UNIT UPSIDE DOWN ON WORKSURFACE IN APPROXIMATE FINAL POSITION.
3. ATTACH STORAGE UNIT TO WORKSURFACE WITH (4) #8 x 1-3/4" FLAT HEAD WOOD SCREWS THROUGH PRE-DRILLED HOLES.
4. TURN ASSEMBLED UNIT UPRIGHT AND LEVEL ASSEMBLY WITH THE GLIDES THAT ARE LOCATED IN THE BOTTOM OF THE STORAGE UNIT.



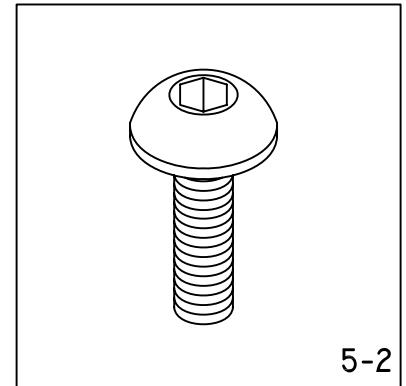
**NOTE:**

IN SOME INSTANCES IT MAY BE NECESSARY TO ATTACH THE LOWER STORAGE UNITS TO WORKSURFACES THAT ARE ALREADY UPRIGHT. STORAGE UNITS CAN BE ATTACHED TO THE WORKSURFACES THAT ARE ATTACHED TO ONE ANOTHER WITH JOINING PLATES BY CAREFULLY RISING SURFACES AND SLIDING THE PEDESTAL UNDER THE WORKSURFACES. CARE MUST BE TAKEN TO AVOID KNOCKING THE SPACERS FROM THE TOP OF THE STORAGE UNIT.

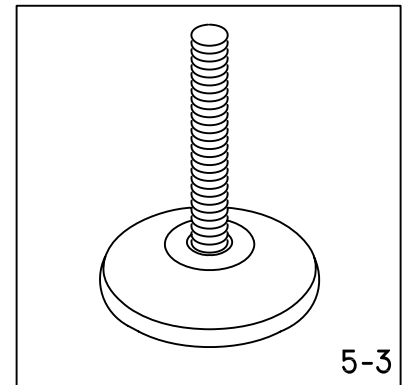
LOWER SUPPORT - STRAIGHT LEG OPTION



HARDWARE



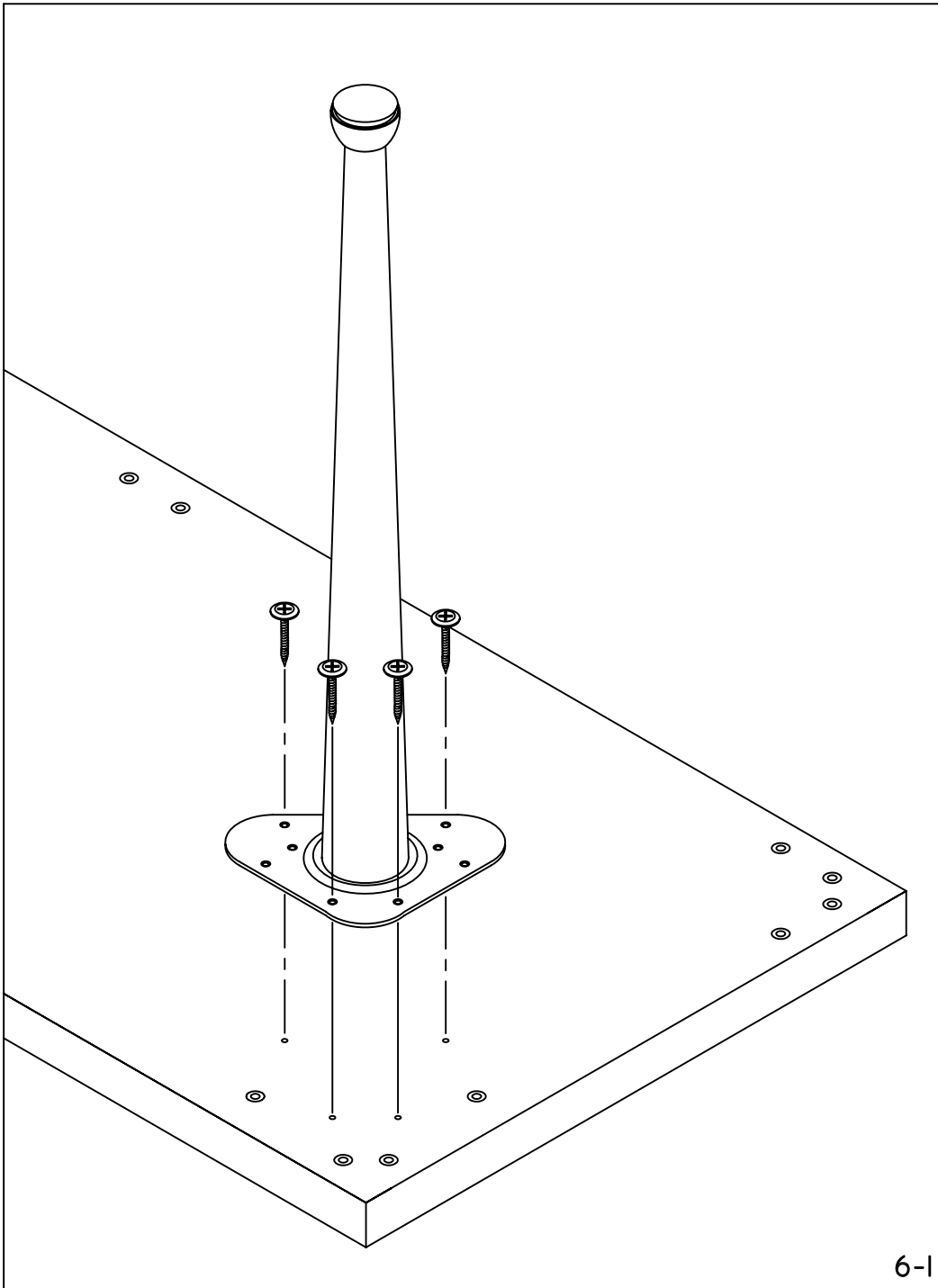
1/4-20 X 5/8"LG  
SOCKET HEAD BOLT



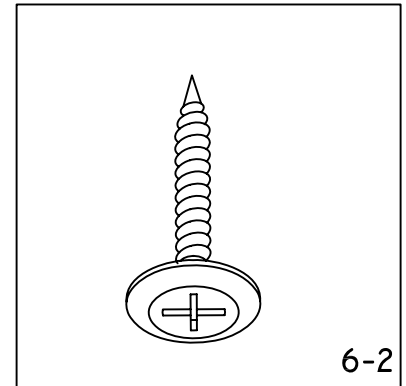
ADJUSTABLE  
GLIDE

1. LAY WORKSURFACE UPSIDE DOWN ON THE FLOOR MAKING SURE TO PROTECT THE TOP SURFACE.
2. LOCATE INSERTS IN THE BOTTOM OF THE WORK SURFACE THAT CORRESPOND TO THE HOLE PATTERN ON THE LEG.
3. ATTACH THE LEG WITH (8) 1/4-20x5/8" SOCKET HEAD BOLTS.

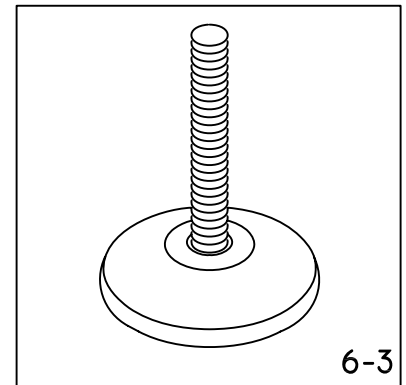
LOWER SUPPORT - TAPERED LEG OPTION



HARDWARE



#8 x 1" WAFER HEAD SCREW

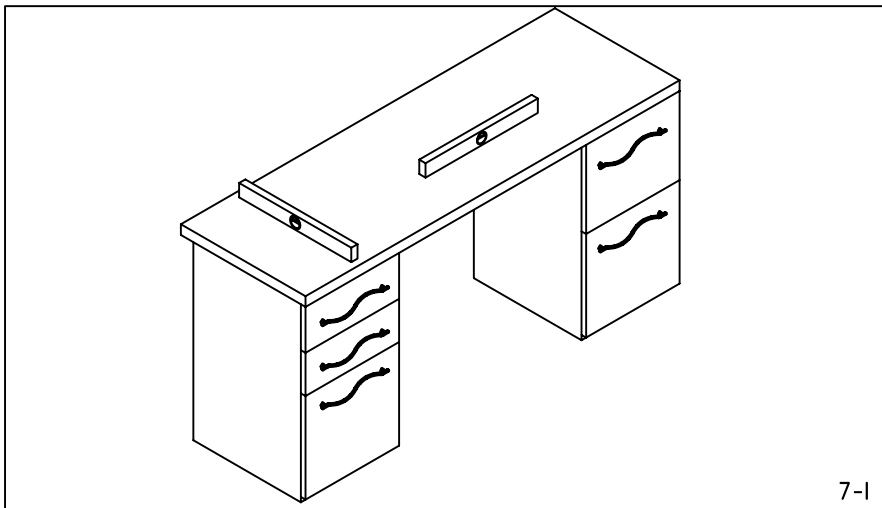


ADJUSTABLE GLIDE

1. LAY WORKSURFACE UPSIDE DOWN ON THE FLOOR MAKING SURE TO PROTECT THE TOP SURFACE.
2. LOCATE PRE-DRILLED HOLES IN THE BOTTOM OF THE WORK SURFACE THAT CORRESPOND TO THE HOLE PATTERN ON THE LEG.
3. ATTACH THE LEG WITH (4) #8 x 1" WAFER HEAD SCREWS.

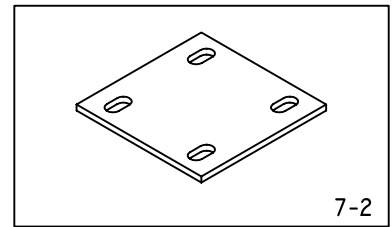
## LEVELING

1. TURN ALL WORKSURFACES UPRIGHT AND JOIN ALL WORKSURFACES TOGETHER.
2. LEVEL WORKSURFACES USING THE ADJUSTABLE GLIDES LOCATED IN THE STORAGE UNITS AND ON THE LEGS. LEVEL SIDE TO SIDE AND FRONT TO BACK SO ALL SURFACES ARE AT THE SAME HEIGHT.

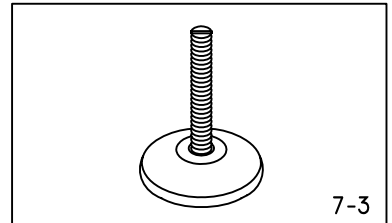


LEVELING COMPONENTS FURNITURE ASSEMBLIES IS BOTH EASY AND VERY IMPORTANT. SINCE ALL COMPONENTS ATTACH TO THE WORKSURFACES, IT IS IMPERATIVE THAT ASSEMBLED UNITS BE FINISHED AT THE SAME HEIGHT. WHEN WORKING WITH LARGE LAYOUTS, IT WILL BE EASIEST TO LOCATE THE HIGHEST POINT OF THE FLOOR AND BEGIN LEVELING FROM THAT POINT. AS THE INSTALLATION OF THE OTHER COMPONENTS PROCEEDS, ANY DISCREPANCY IN THE FLOOR LEVELS WILL BE IMMEDIATELY APPARENT. ADJUSTMENT CAN BE MADE BY USING A PRY BAR TO RAISE THE CORNER OF A STORAGE UNIT OR SUPPORT LEG IN ORDER TO RELIEVE PRESSURE AND THEN TURNING THE GLIDES.

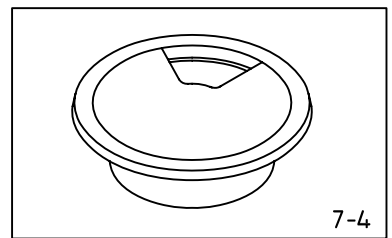
## HARDWARE



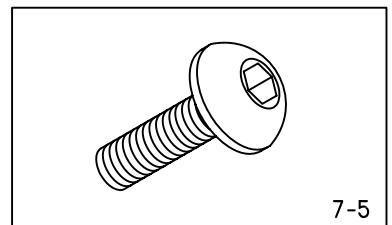
JOINING PLATE



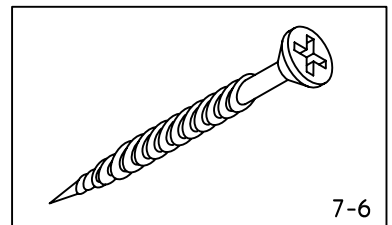
ADJUSTABLE GLIDE



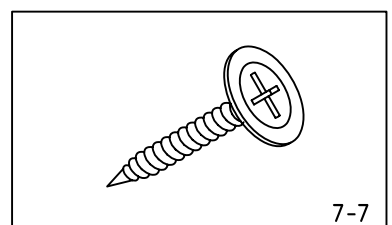
GROMMET



1/4-20 x 5/8" LG  
SOCKET HEAD BOLT



#8x1-3/4" WOOD SCREW

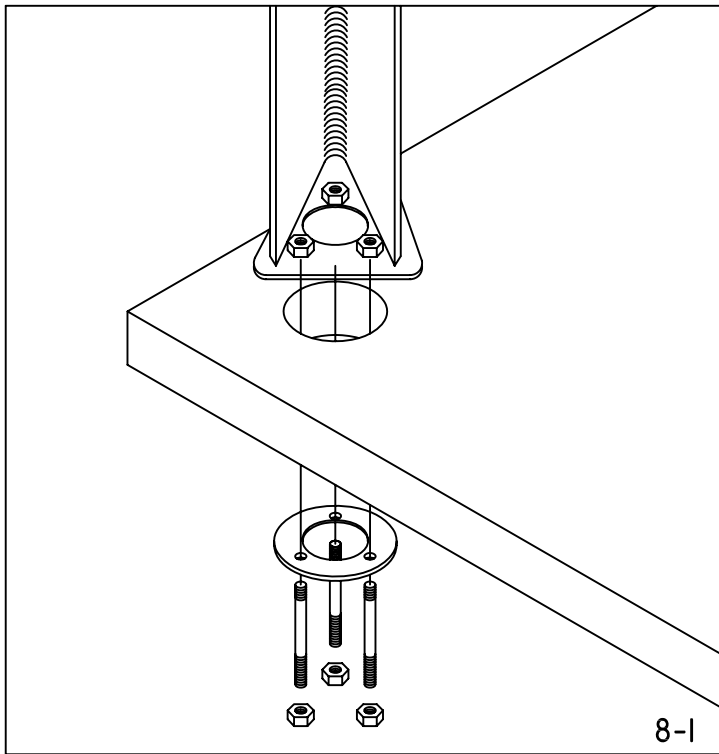


#8x1" WAFER HD. SCREW



## UPPER STORAGE

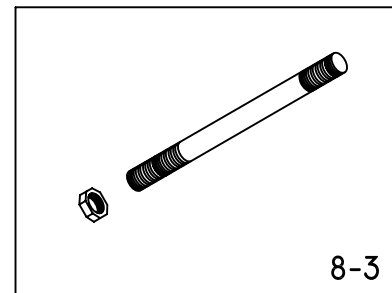
### ATTACHING UPPER SUPPORT POSTS



8-1

1.) COMPONENT UPPER SUPPORT POSTS COME IN PAIRS WITH A RIGHT AND A LEFT HAND POST. ONE LARGE WASHER IS PROVIDED WITH EACH POST. THE WASHER IS TO BE PLACED BELOW THE WORKSURFACE AS SHOWN IN FIG. 8-1.

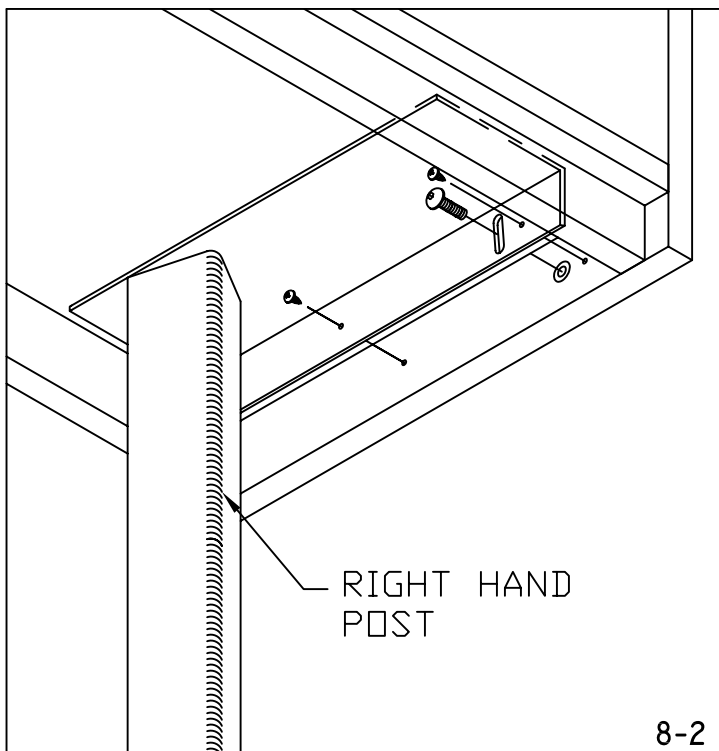
2.) ATTACH UPPER SUPPORT POST TO THE WORKSURFACE WITH (3) 1/4-20 x 3" LG THREADED STUDS AS SHOWN IN FIG 8-1.



8-3

THREADED STUD  
W/ NUT

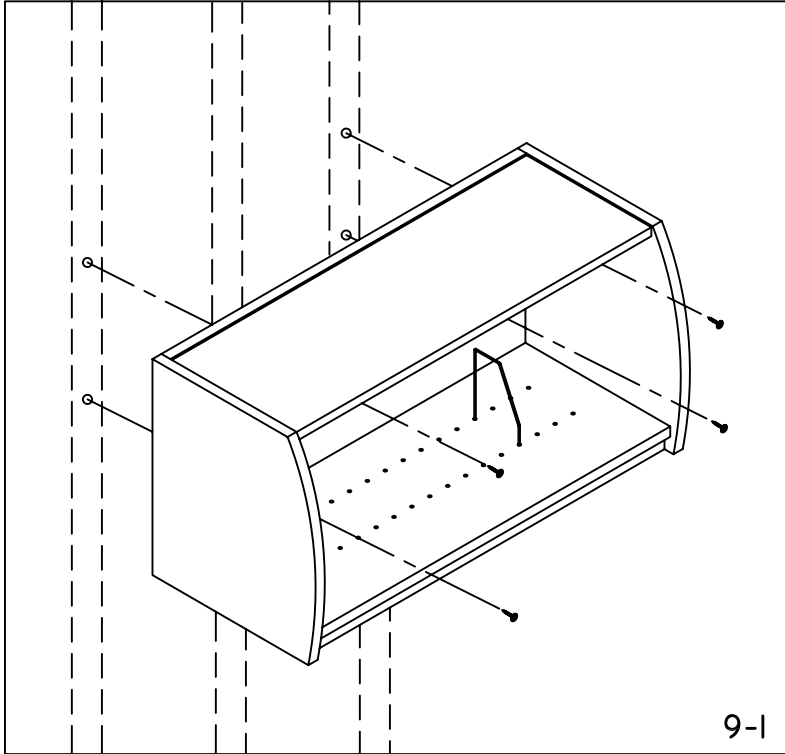
### ATTACHING UPPER SUPPORT UNIT



8-2

1. PLACE THE STORAGE UNIT ON THE SUPPORT POST.
2. ALIGN THE SLOTS IN THE FLANGE OF THE SUPPORT POST WITH THE INSERTS IN THE SIDE PANELS OF THE STORAGE UNIT.
3. LOOSELY INSTALL (2) 1/4-20x5/8" SOCKET HEAD CAP BOLTS.
4. LEVEL THE UNIT FRONT TO BACK AND TIGHTEN THE BOLTS.
5. INSTALL (4) #8x5/8" WAFER HEAD SET SCREWS.

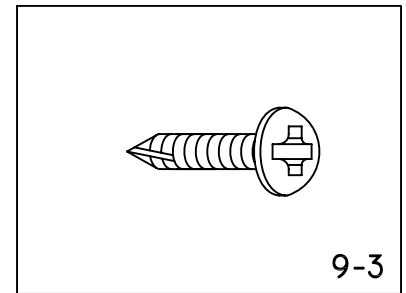
UPPER STORAGE UNITS ARE FULLY SUPPORTED BY THE SUPPORT POSTS AND DO NOT REQUIRE ADDITIONAL SUPPORT. LEVELING SIDE TO SIDE IS NOT NECESSARY SINCE THE HEIGHT IS FIXED BY THE WORKSURFACES. FINE TUNING OF THE DOORS CAN BE ACCOMPLISHED BY HINGE ADJUSTMENT. WIRE SHELF BRACKETS ARE INSERTED INTO THE HOLES IN THE UNIT'S FLOOR.



9-1

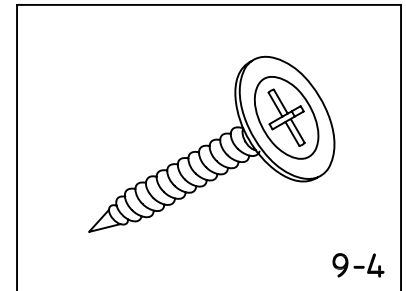
## WALL MOUNTING UPPER STORAGE UNITS

1. LOCATE THE WALL STUDS WITHIN THE SPAN OF THE UNIT.
2. SUPPORT THE UPPER STORAGE UNIT IN THE PROPER POSITION.
3. INSTALL A MINIMUM OF (4) ANCHOR SCREWS THROUGH THE BACK OF THE UNIT INTO THE WALL STUDS. (INSTALLER MUST SELECT AND PROVIDE THE PROPER ANCHORS FOR THE SITE CONDITIONS.)



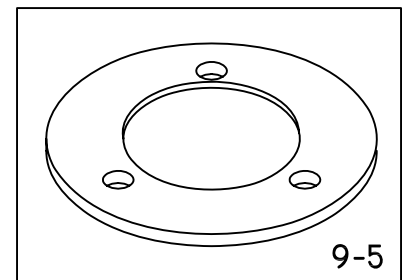
9-3

TRUSS HEAD SCREW



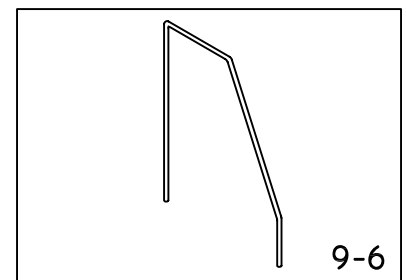
9-4

WAFER HEAD SCREW



9-5

SUPPORT POST WASHER

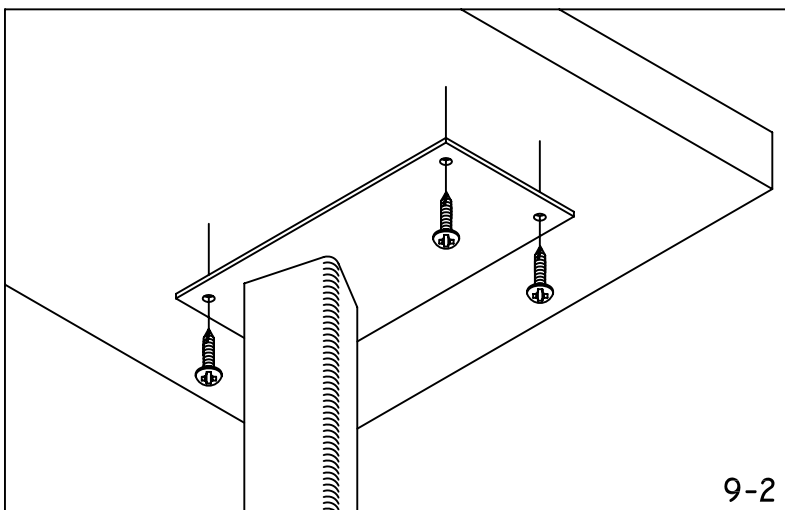


9-6

WIRE SHELF BRACKET

### ATTENTION:

ASSEMBLY MUST BE SECURELY ATTACHED TO BUILDING STRUCTURE WITH ANCHORING DEVICES OF APPROPRIATE TYPE, SIZE AND QUANTITY IN ACCORDANCE WITH APPLICABLE CODES AND ACCEPTED INSTALLATION PRACTICES.



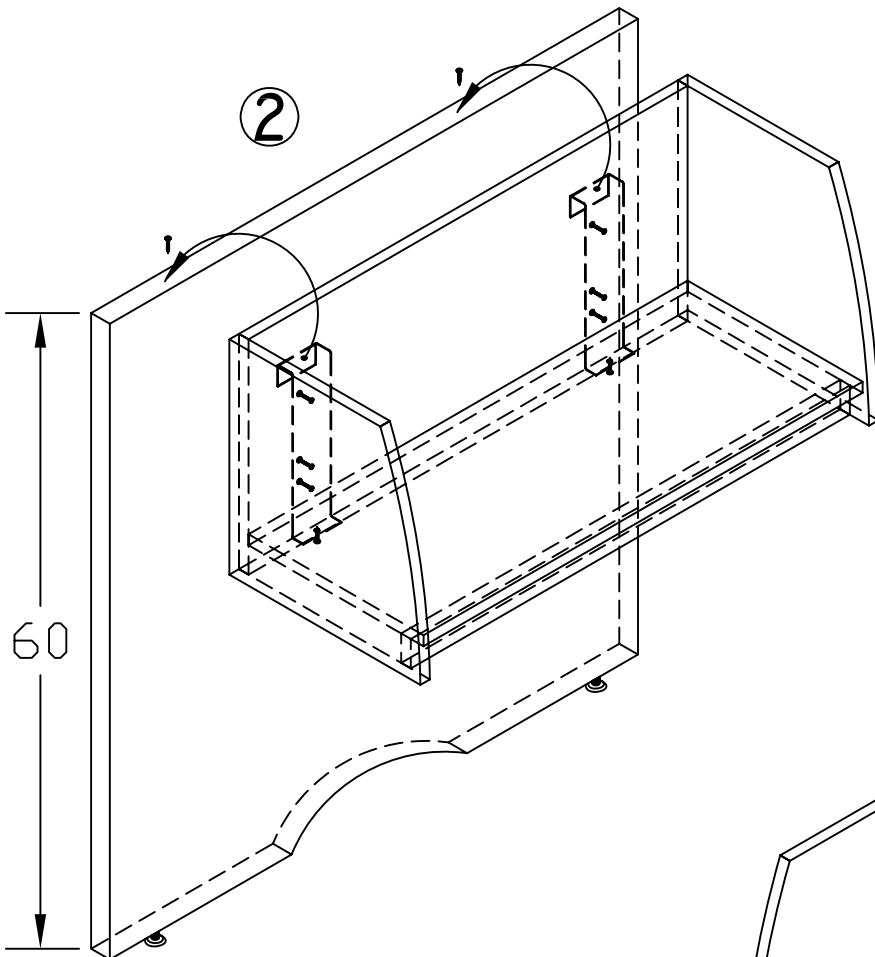
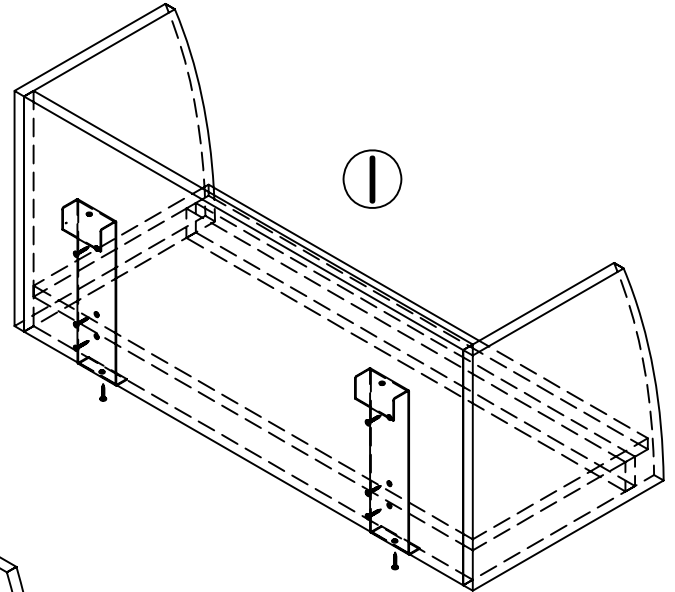
9-2

## MOUNTING TRANSACTION TOPS

1. INSTALL TRANSACTION SUPPORT POSTS ON WORKSURFACES. (REF. PG.-9)
2. PLACE WORKSURFACE ON TOP OF THE SUPPORT POSTS AND SET IN FINAL POSITION.
3. FIX IN PLACE WITH (4) #8 x 3/4" TRUSS HEAD SCREWS.

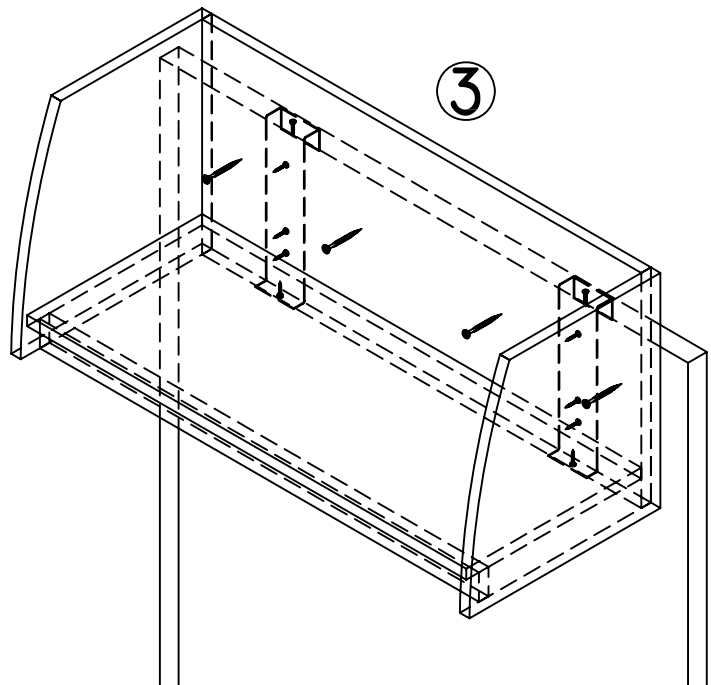
## PANEL MOUNTED UNITS

1. SCREW BRACKETS INTO EACH END OF UNIT TO BE MOUNTED USING #8 x 3/4" FLAT HEAD SCREWS.



2. LIFT UNIT AND HANG FROM BRACKETS ON PANEL. SCREW BRACKETS INTO PANEL TOP USING #8 x 3/4" FLAT HEAD SCREWS.

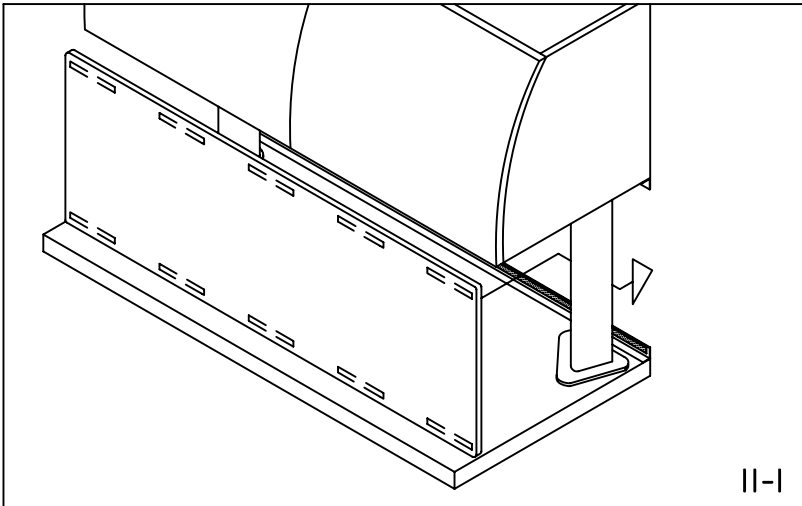
3. SECURE UNIT BY INSTALLING ADDITIONAL FASTENERS THROUGH THE BACK INTO THE PANEL USING #8 x 1-1/2" FLAT HEAD SCREWS.



BRACKETS ARE NOT DESIGNED TO SOLELY SUPPORT ENTIRE WEIGHT OF THE UNIT.

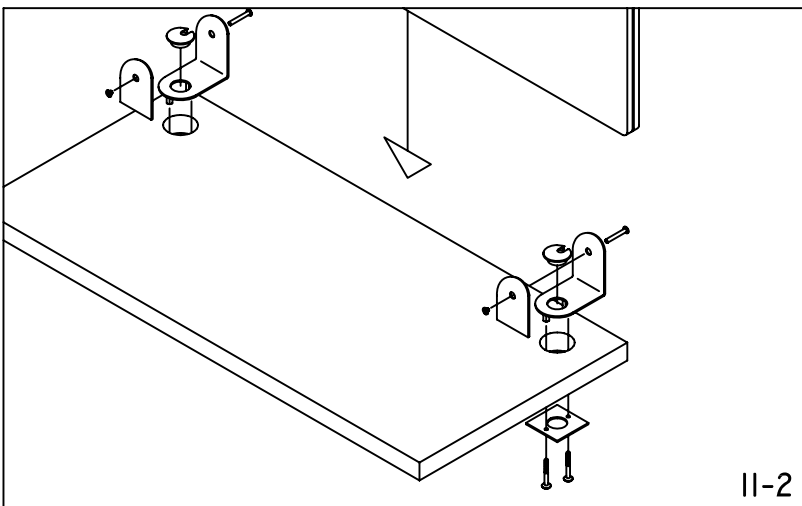
\*\*SEVERAL FASTENERS MAY BE NECESSARY FOR HEAVILY LOADED UNITS

## PRIVACY SCREENS



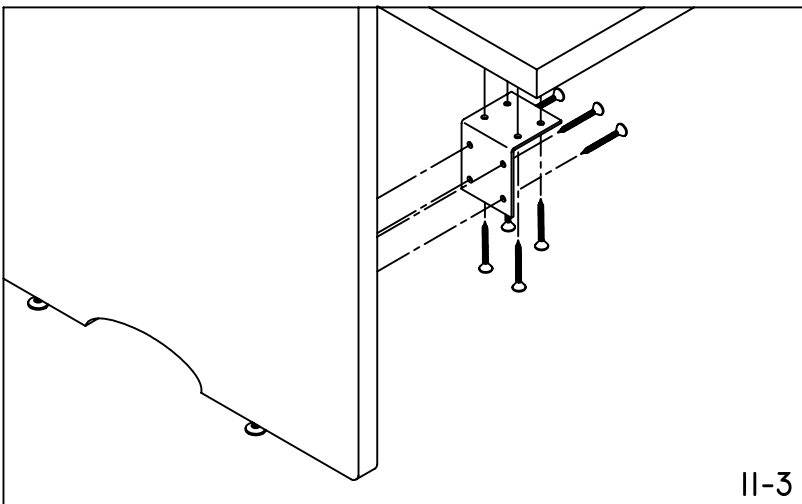
11-1

1. ATTACH 1-1/2" x 3/4" PLASTIC MOUNTING ANGLES TO BACK EDGE OF WORKSURFACE AND EDGE OF STORAGE UNIT USING SELF-ADHESIVE TAPE.
2. REMOVE PROTECTIVE STRIP FROM VELCRO FASTENERS ON BACK OF PANEL.
3. PUSH PANEL FIRMLY AGAINST MOUNTING TRACK.



11-2

1. ATTACH SCREEN BRACKETS THROUGH 2-3/8" DIAMETER GROMMET HOLES WITH (2) 1/4-20 x 1" SOCKET HEAD CAP BOLTS. DO NOT OVER TIGHTEN.
2. PLACE SCREEN IN BRACKET AND MARK LOCATION FOR CONNECTOR BOLT HOLE ON FRONT AND BACK OF SCREEN. REMOVE SCREEN AND SLIT MATERIAL TO ALLOW DRILL BIT TO PASS THROUGH THE MATERIAL WITHOUT RIPPING IT.
3. USE A 1/4" DRILL BIT TO DRILL HOLE FOR CONNECTOR BOLT.
4. ATTACH THE SCREEN AND BRACKETS TOGETHER BY SANDWICHING THE SCREEN BETWEEN THE TWO BRACKETS. USE THE CONNECTOR BOLT TO SECURE THEM TOGETHER.
5. INSTALL WIRE MANAGEMENT GROMMET CAPS.

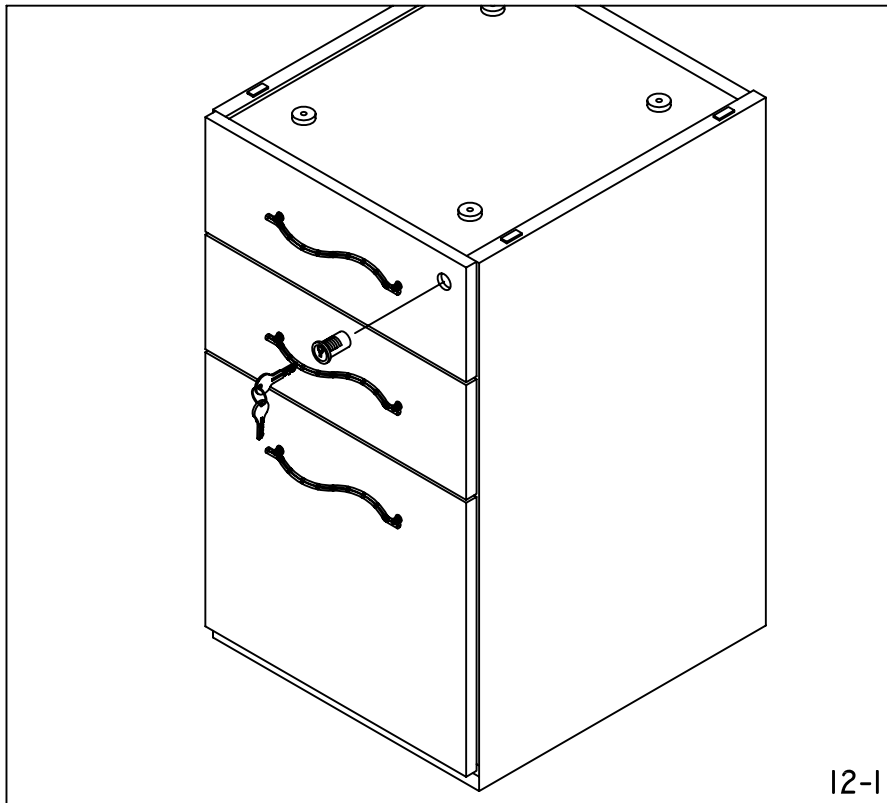


11-3

1. ATTACH MODESTY PANEL BRACKETS TO WORKSURFACE WITH (4) #8 X 3/4" TRUSS HEAD SCREW.
2. PLACE THE PANEL IN ITS PROPER LOCATION AND ATTACH IT TO THE BRACKET USING (4) #8 x 3/4" TRUSS HEAD SCREWS.

## INSTALLING LOCK CYLINDER

1. INSERT KEY INTO LOCK CORE.
2. INSERT LOCK CORE INTO CYLINDER AND HOLD THE CORE IN PLACE WHILE REMOVING THE KEY. THIS WILL LOCK THE CORE INTO THE CYLINDER.
3. INSERT KEY INTO LOCK CORE AND TEST OPERATION.

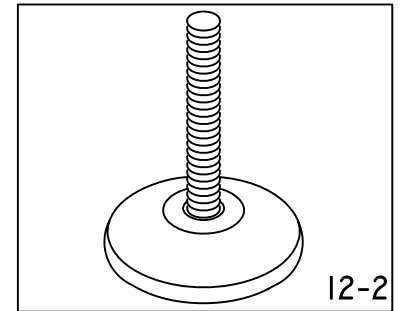


12-1

## CHANGING LOCK CORE

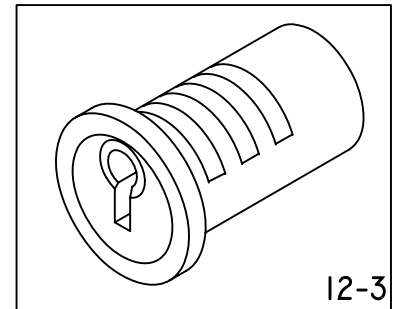
- SIMPLY INSERT THE LOCK CHANGE TOOL AND FIRMLY ROTATE THE CORE IN A CLOCKWISE DIRECTION.
- REMOVE THE CORE FROM THE CYLINDER.
- REMOVE THE CHANGE TOOL FROM THE CORE AND REPEAT THE INSTALLATION INSTRUCTIONS ABOVE.
- ADJUSTMENTS TO THE DRAWER LOCKING SYSTEM MAY BE MADE BY MOVING THE LOCKING PINS WHICH ENGAGE THE DRAWER STOPS LOCATED ON THE SIDES OF THE DRAWER BOXES.
- LOCK PROBLEMS, CALL 1-800-LOCK-BAR.

## HARDWARE



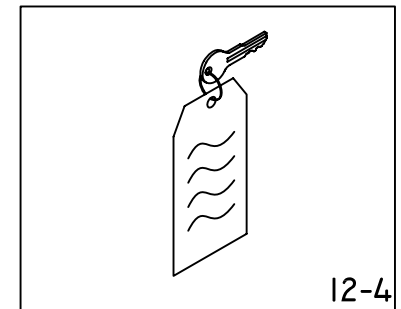
12-2

ADJUSTABLE GLIDE



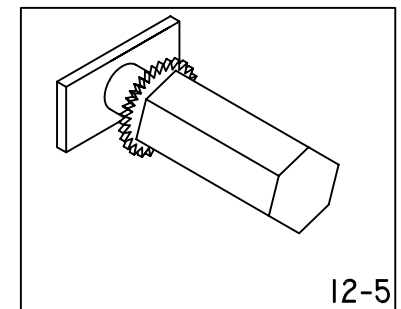
12-3

LOCK CORE



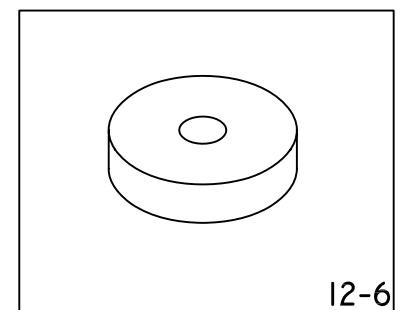
12-4

LOCK CHANGE TOOL



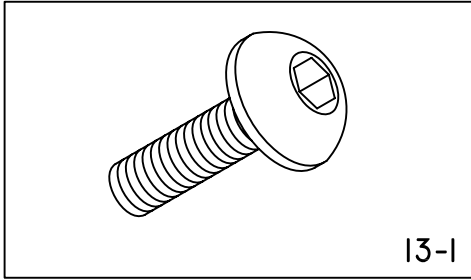
12-5

DRAWER LOCKING PIN

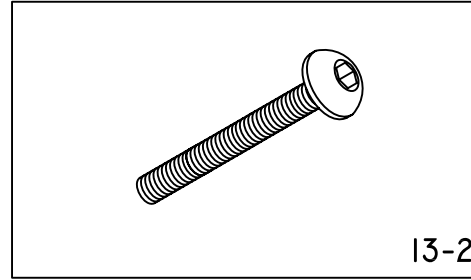


12-6

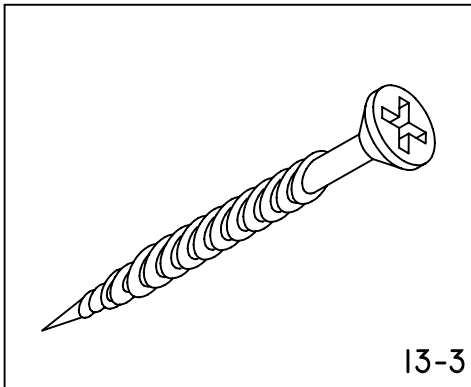
SPACER



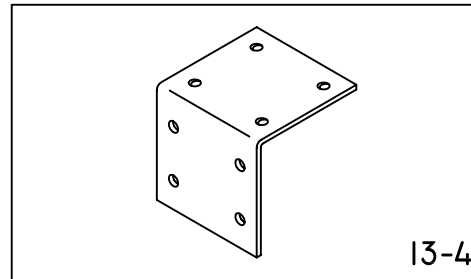
SOCKET HEAD  
CAP SCREW



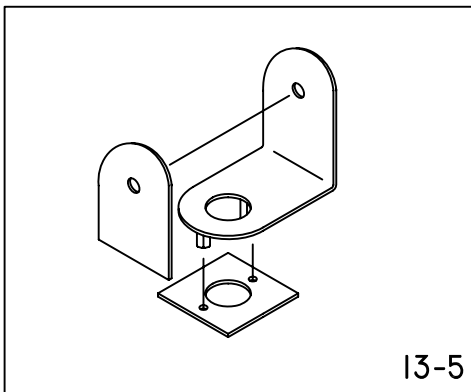
SOCKET HEAD  
CAP SCREW



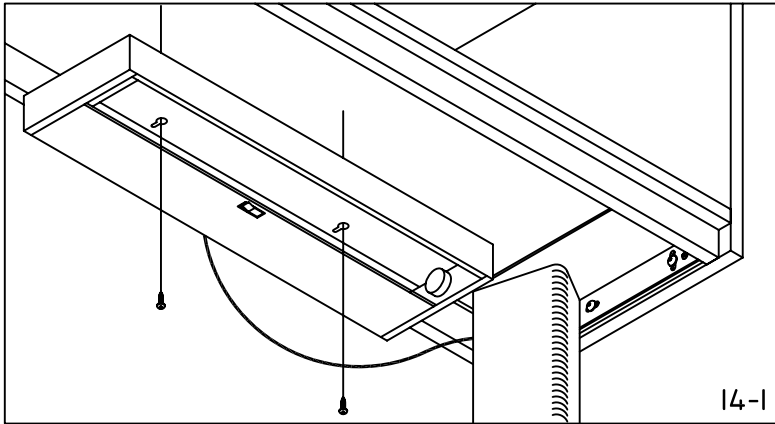
FLAT HEAD  
WOOD SCREW



FULL MODESTY  
PANEL BRACKET

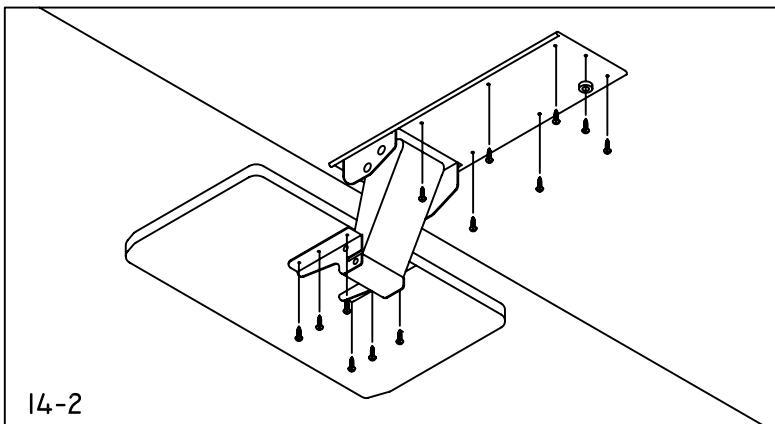


SURFACE MOUNTED  
SCREEN BRACKET  
KIT



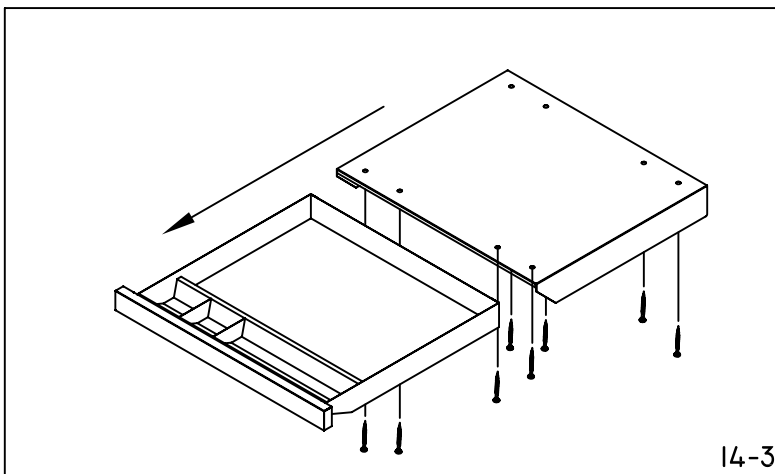
14-1

1. REMOVE PLASTIC LENSE AND BULB FROM FIXTURE.
2. WITH THE FRONT OF THE LIGHT TOWARDS THE USER, MARK THE LOCATION OF THE TWO KEYHOLES SLOTS ON THE BOTTOM OF THE SHELF.
3. DRILL PILOT HOLE AND PARTIALLY INSERT (2) #10 x 5/8" PAN HEAD SCREWS.
4. MOUNT FIXTURE AND TIGHTEN SCREWS.
5. INSTALL BULB, LENS AND CORD CLIP.



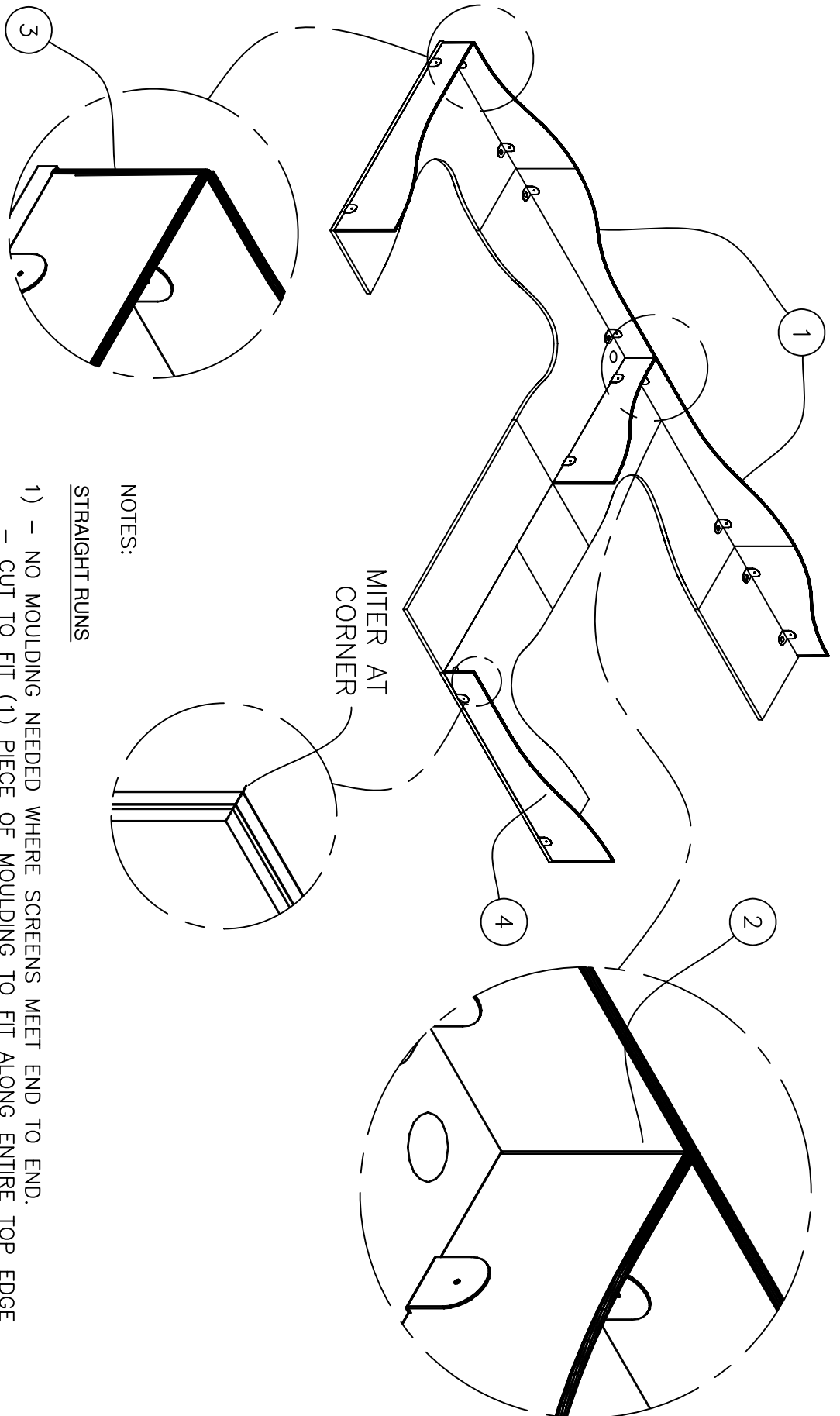
14-2

1. MOUNT TRACK 1/2" FROM EDGE OF WORKSURFACE USING PROVIDED HARDWARE.
2. ATTACH BACK BUMPER WITH #\* x 5/8" PAN HEAD SCREW.
3. MOUNT KEYBOARD TRAY TO MECHANISM WITH BACK EDGE FLUSH TO BACK EDGE OF BRACKET.
4. INSERT MECHANISM INTO TRACK.
5. INSTALL FRONT BUMPER WITH #8 x 5/8" PAN HEAD SCREW.



14-3

1. LOCATE THE CENTER OF THE PENCIL DRAWER FACE AND POSITION IT FLUSH TO THE FRONT EDGE OF THE WORKSURFACE.
2. MOUNT SLIDES TO WORKSURFACE WITH (8) #8 x 1" WAFER HEAD SCREWS.



NOTES:

STRAIGHT RUNS

- 1) – NO MOULDING NEEDED WHERE SCREENS MEET END TO END.
  - CUT TO FIT (1) PIECE OF MOULDING TO FIT ALONG ENTIRE TOP EDGE
  - CUT TO FIT MOULDING FOR THE VERTICAL EDGES AT THE END(S) OF THE RUN. (MITER AT JOINT)

CORNERS

- 2) – IN THE MIDDLE OF A RUN, NO MOULDING IS RECOMMENDED AT THE JOINT.
- 3) – AT THE END OF A RUN OR IN A CORNER (1) PIECE OF MOULDING IS RECOMMENDED ON THE OVER LAPPING SCREEN EDGE. (MITER AT THE JOINT) INDIVIDUAL
- 4) – BOTH VERTICAL EDGES AND TOP EDGE. (MITER AT THE JOINT)

MOULDING CAN BE CUT WITH HEAVY DUTY SCISSORS OR TIN SNIPS.