

## Fleet assembly instructions

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## 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



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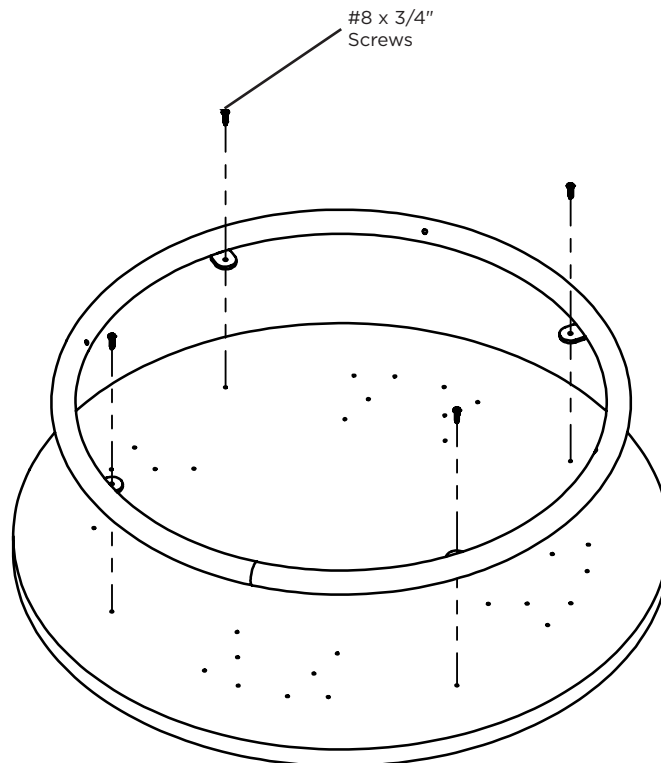
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Round Tables:

1. Locate the (4) pre-drilled holes on the bottom side of the worksurface that align with the mount tabs on the perimeter ring as shown in the detailed view. Secure the ring to the worksurface by fastening the supplied #8 x 3/4" screws through the mount tabs and into the worksurface.



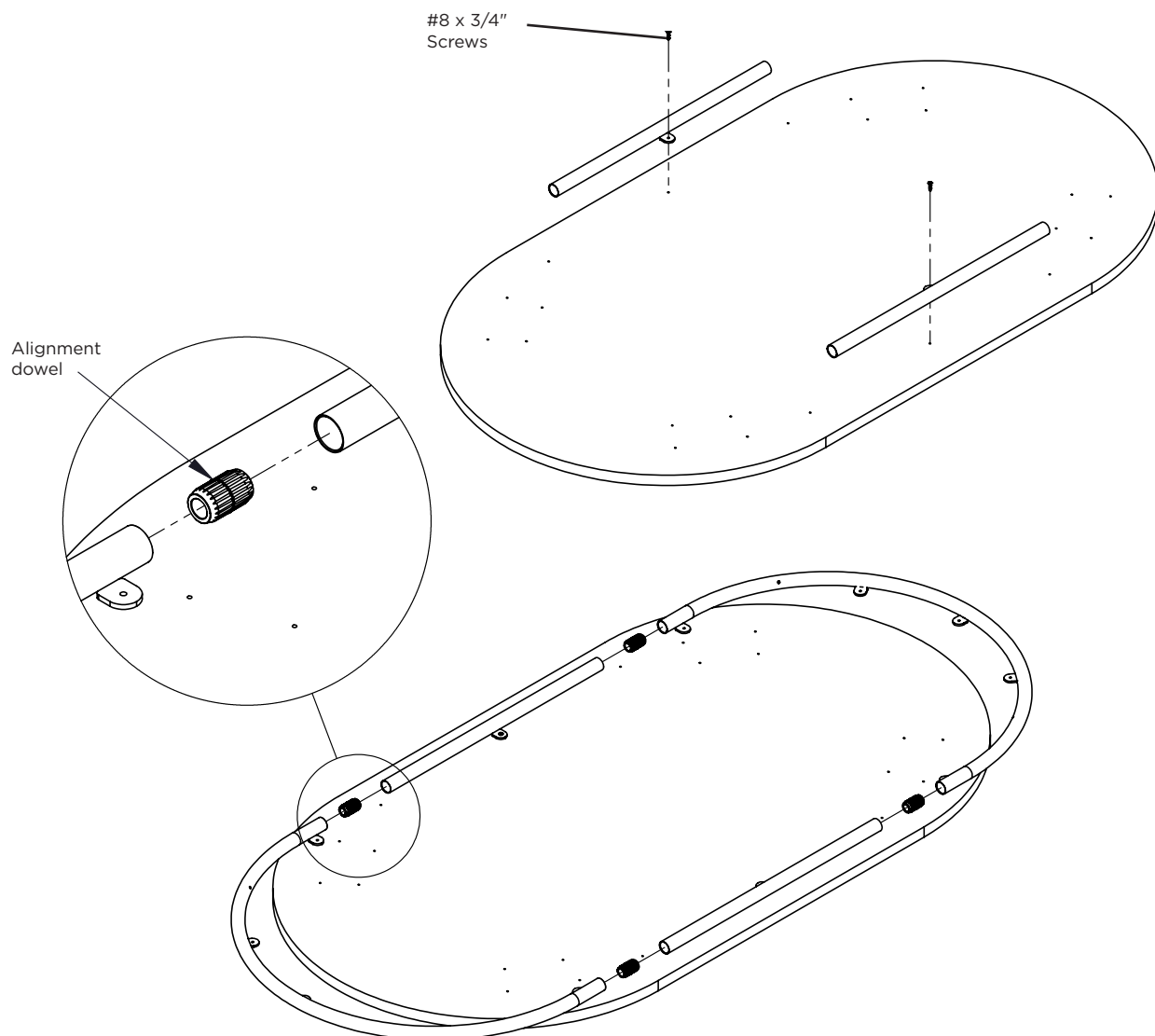
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Racetrack Tables:

1. Locate the pre-drilled holes on the bottom side of the worksurface that align with the mount tabs on the straight section of the perimeter ring as shown in the detailed view. Secure the tubes to the worksurface by fastening the supplied #8 x 3/4" screws through the mount tabs and into the worksurface.
2. Next, insert the plastic alignment dowels into the ends of the tubes using a rubber mallet. The dowels feature a centered ridge that will prevent the dowel from being inserted too far into the tube. With the dowels installed, slip the outer half rings onto the ends of the tubes. If necessary, use a rubber mallet to fully seat the half rings onto the tubes.
3. Secure the perimeter ring assembly to the worksurface by fastening the #8 x 3/4" screws through the remaining mount tabs and into the worksurface.



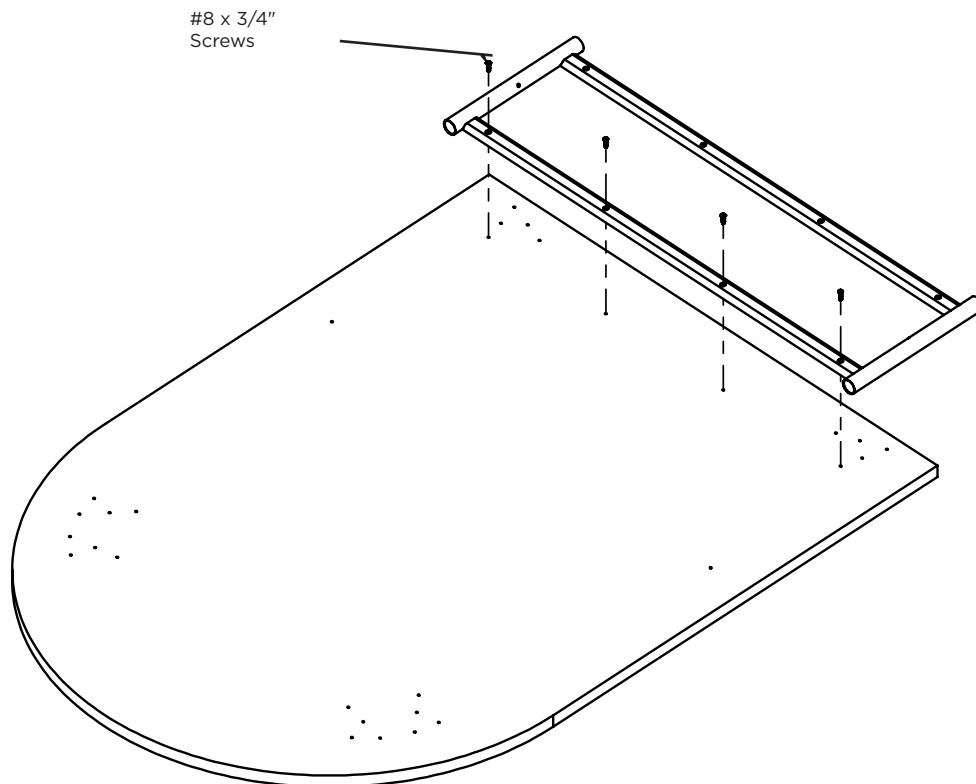
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Bullet Starter Tables:

1. Locate the (4) pre-drilled holes on the bottom side of the worksurface that align with the mounting holes on the shared leg support frame as shown in the detailed view. Secure the frame to the worksurface by fastening the supplied #8 x 3/4" screws through the mount holes and into the worksurface.

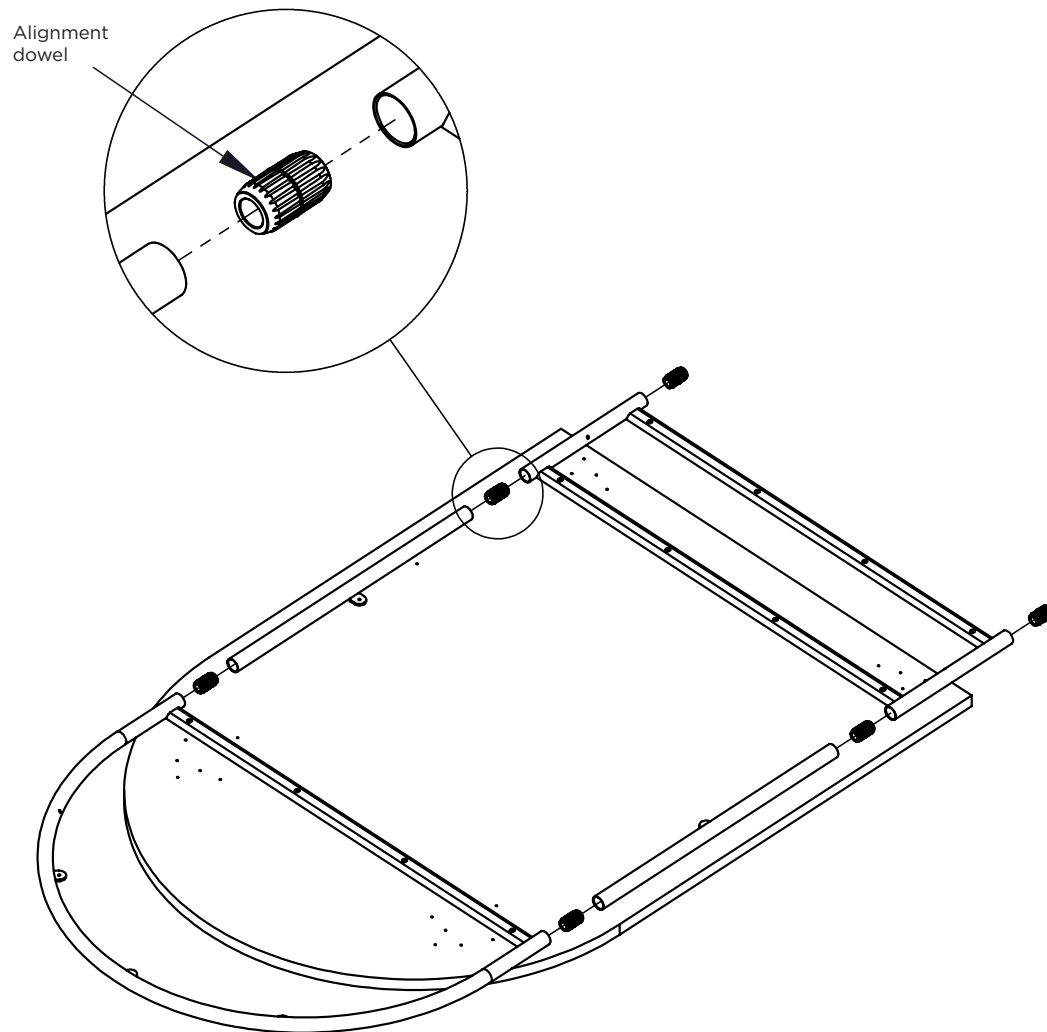


## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

2. Next, insert the plastic alignment dowels into the ends of the tubes of the shared leg support frame using a rubber mallet. The dowels feature a centered ridge that will prevent the dowel from being inserted too far into the tube. With the dowels installed, slip the straight tube sections onto the end of the support frame. If necessary, use a rubber mallet to fully seat the tubes to the frame.
3. Using the previous step as a guide, insert the dowels into the ends of the previously installed straight tube sections and then slip the outer half rings on.
4. Secure the perimeter ring assembly to the worksurface by fastening the #8 x 3/4" screws through the remaining mount tabs and holes and into the worksurface.



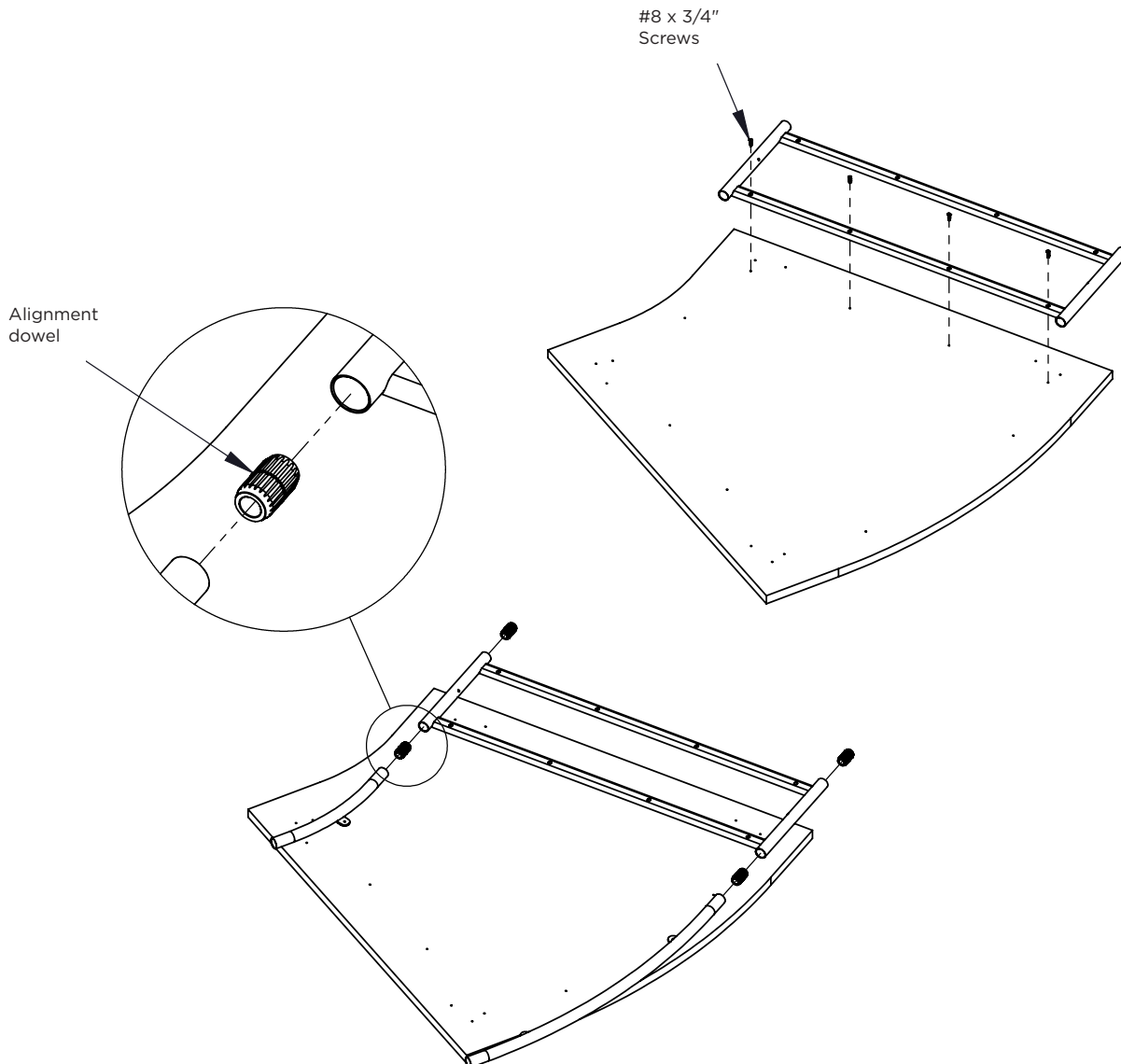
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Wedge Add-On Tables:

1. Locate the (4) pre-drilled holes on the bottom side of the worksurface that align with the mounting holes on the shared leg support frame as shown in the detailed view. Secure the frame to the worksurface by fastening the supplied #8 x  $\frac{3}{4}$ " screws through the mount holes and into the worksurface.
2. Next, insert the plastic alignment dowels into the ends of the tubes of the shared leg support frame using a rubber mallet. The dowels feature a centered ridge that will prevent the dowel from being inserted too far into the tube. With the dowels installed, slip the bent tube sections onto the end of the support frame. If necessary, use a rubber mallet to fully seat the tubes to the frame.
3. Secure the perimeter ring assembly to the worksurface by fastening the #8 x  $\frac{3}{4}$ " screws through the remaining mount tabs and holes and into the worksurface.





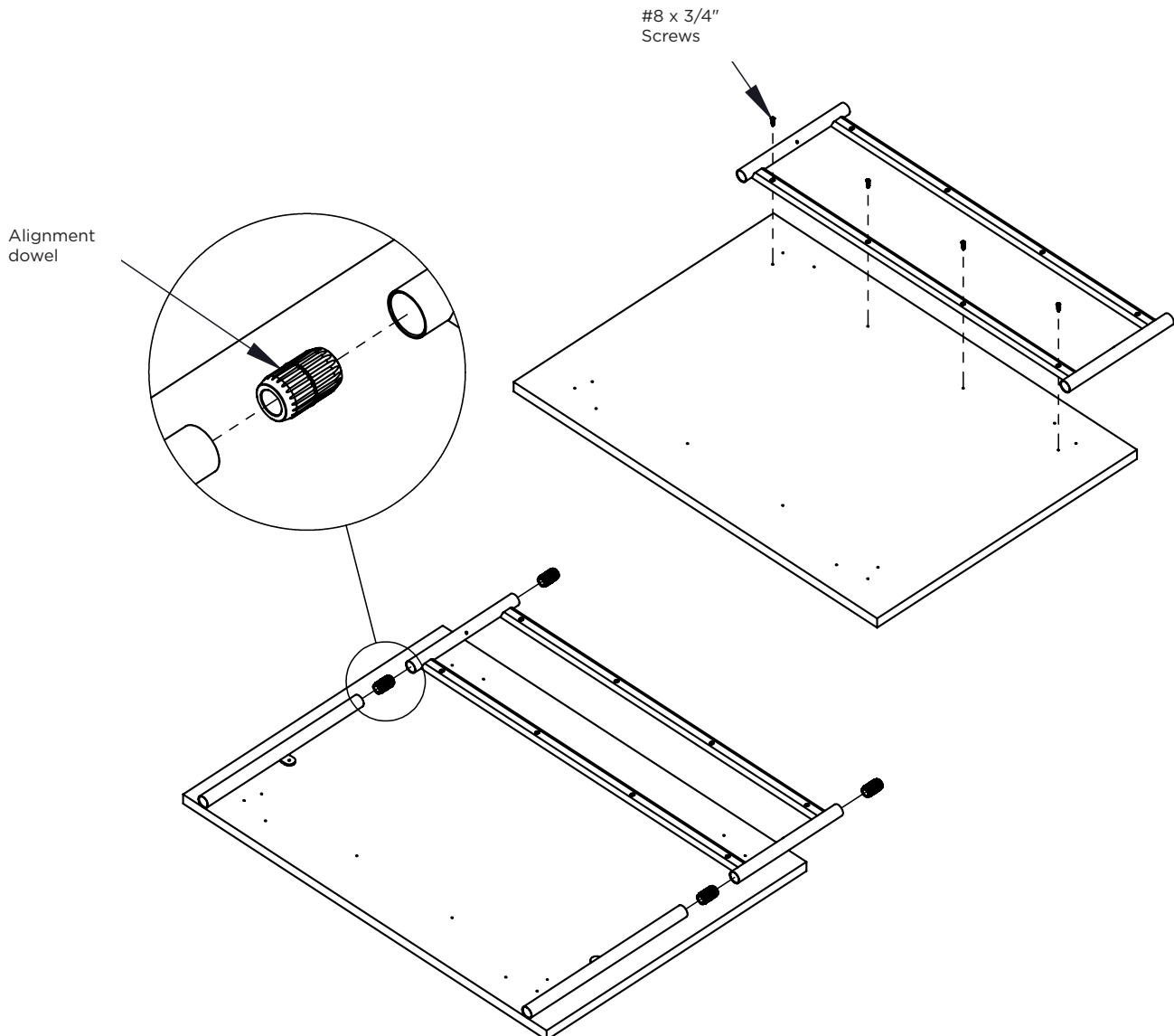
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Rectangular Add-On Tables:

1. Locate the (4) pre-drilled holes on the bottom side of the worksurface that align with the mounting holes on the shared leg support frame as shown in the detailed view. Secure the frame to the worksurface by fastening the supplied #8 x 3/4" screws through the mount holes and into the worksurface.
2. Next, insert the plastic alignment dowels into the ends of the tubes of the shared leg support frame using a rubber mallet. The dowels feature a centered ridge that will prevent the dowel from being inserted too far into the tube. With the dowels installed, slip the straight tube sections onto the end of the support frame. If necessary, use a rubber mallet to fully seat the tubes to the frame.
3. Secure the perimeter ring assembly to the worksurface by fastening the #8 x 3/4" screws through the remaining mount tabs and holes and into the worksurface.



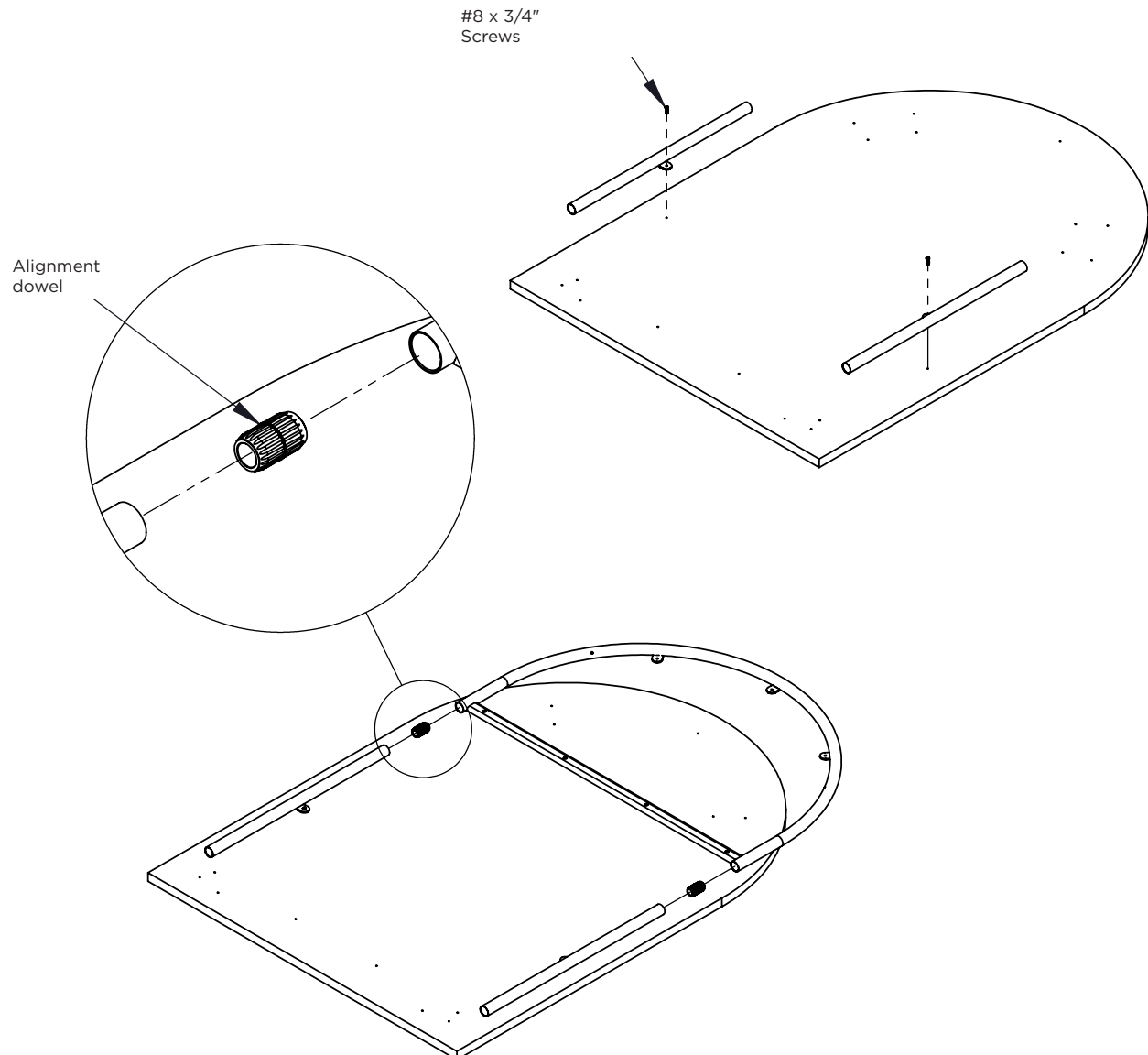
## Perimeter ring assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet

Bullet End Tables:

1. Locate the pre-drilled holes on the bottom side of the worksurface that align with the mount tabs on the straight section of the perimeter ring as shown in the detailed view. Secure the tubes to the worksurface by fastening the supplied #8 x  $\frac{3}{4}$ " screws through the mount tabs and into the worksurface.
2. Next, insert the plastic alignment dowels into the ends of the tubes using a rubber mallet. The dowels feature a centered ridge that will prevent the dowel from being inserted too far into the tube. With the dowels installed, slip the outer half ring onto the ends of the tubes. If necessary, use a rubber mallet to fully seat the half ring onto the tubes.
3. Secure the perimeter ring assembly to the worksurface by fastening the #8 x  $\frac{3}{4}$ " screws through the remaining mount tabs and holes and into the worksurface.

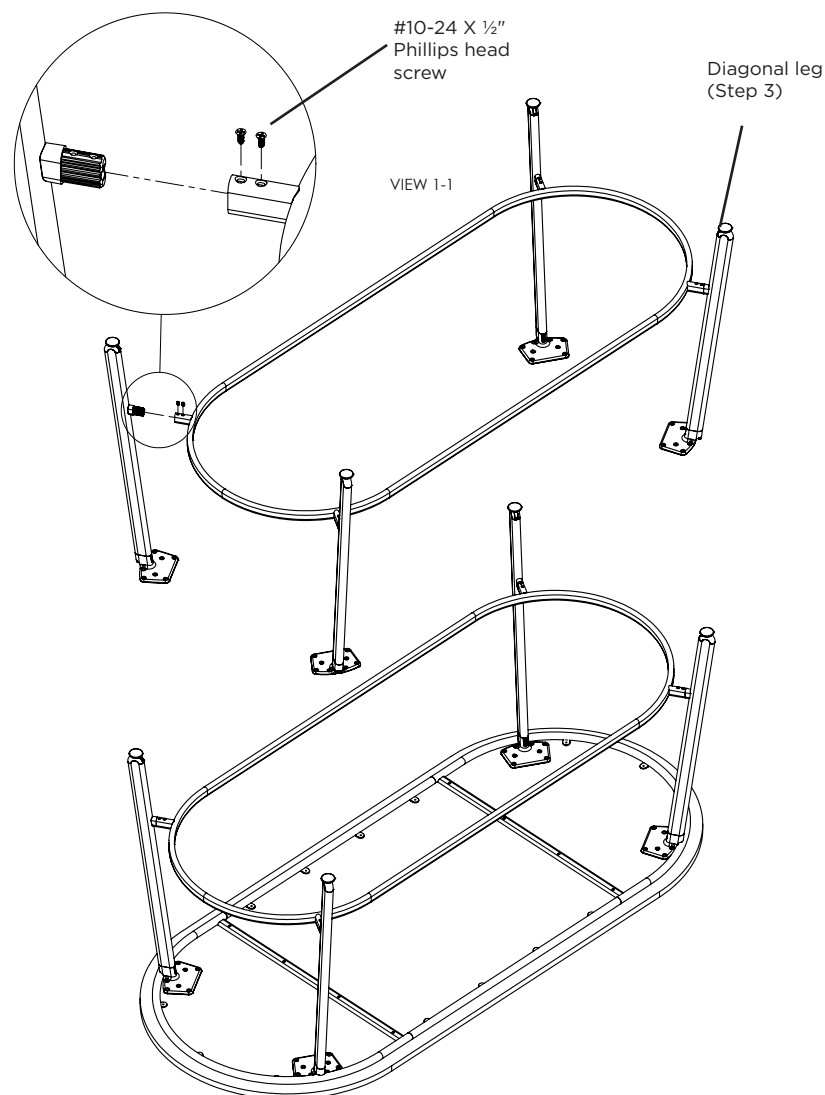


## Foot ring assembly instructions:

Tools required:

- Phillips screwdriver

1. To install the foot ring to the bar height legs, begin by orienting the foot ring with the mounting holes facing up and placing a leg by each mount tube. NOTE: If a power supply was selected on your table, then be sure to place the power infeed leg nearest to the power source.
2. Lift one end of the foot ring up and insert one of the legs into the mount tube. (Reference View 1-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot ring up and insert the leg that is diagonal from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Assembly Instructions" sheet to mount the leg and foot ring structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot ring installation by fully tightening all of the #10-24 x ½" screws from the previous steps.

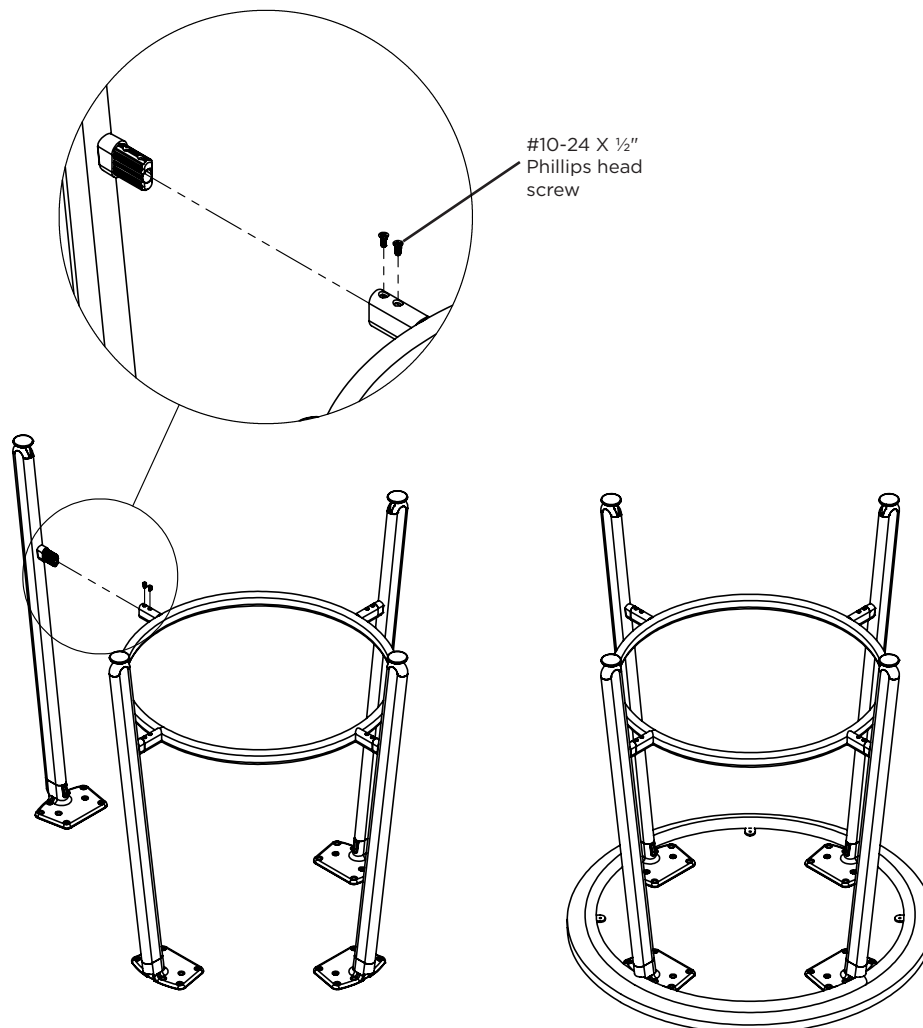


## Foot ring assembly instructions:

Tools required:

- Phillips screwdriver

1. To install the foot ring to the bar height legs, begin by orienting the foot ring with the mounting holes facing up and placing a leg by each mount tube. NOTE: If a power supply was selected on your table, then be sure to place the power infeed leg nearest to the power source.
2. Lift one end of the foot ring up and insert one of the legs into the mount tube. (Reference View 1-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot ring up and insert the leg that is diagonal from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Assembly Instructions" sheet to mount the leg and foot ring structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot ring installation by fully tightening all of the #10-24 x ½" screws from the previous steps.



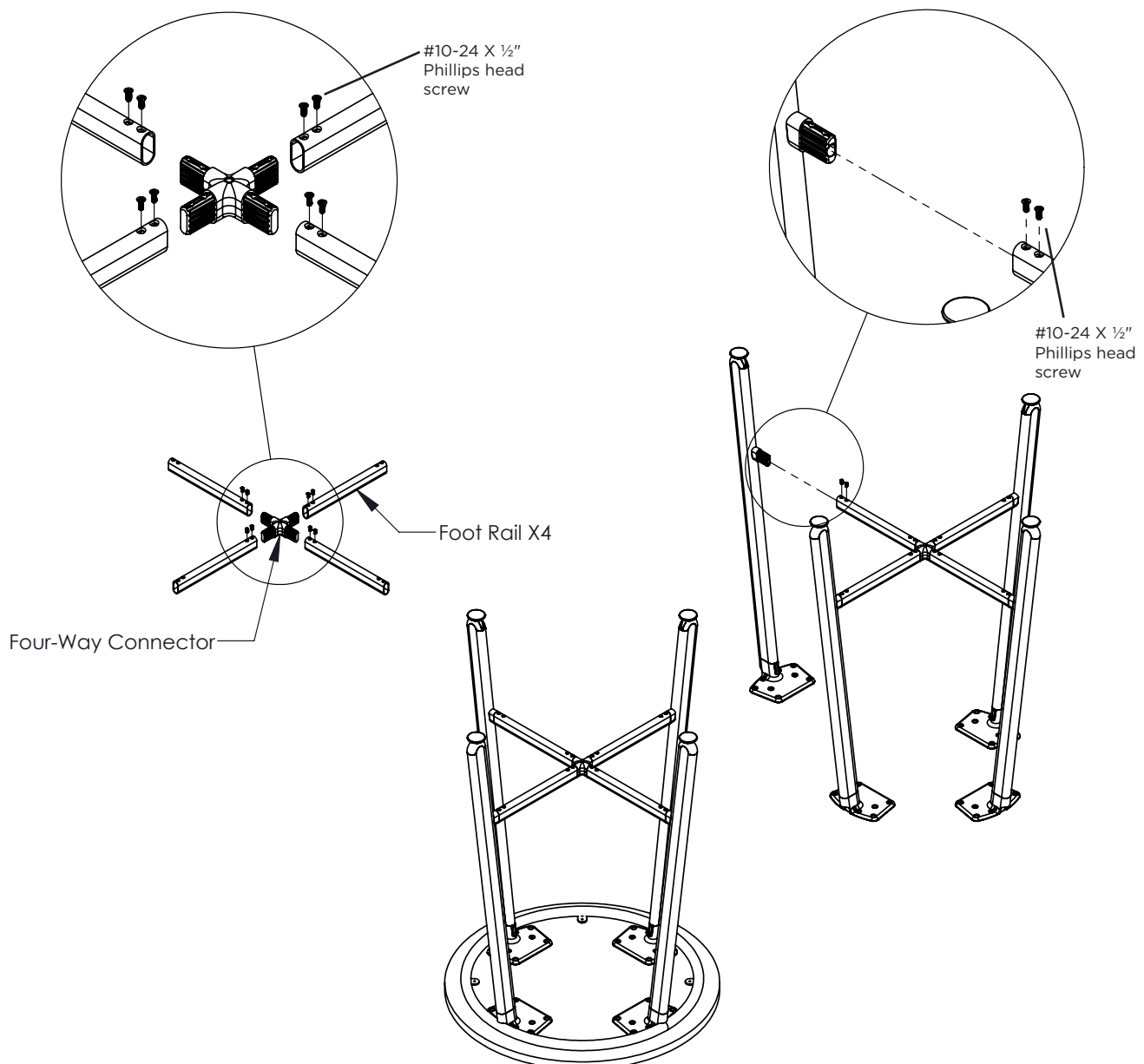
## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

### Round Tables

1. To install the foot ring to the bar height legs, begin by orienting the foot ring with the mounting holes facing up and placing a leg by each mount tube. NOTE: If a power supply was selected on your table, then be sure to place the power infeed leg nearest to the power source.
2. Lift one end of the foot ring up and insert one of the legs into the mount tube. (Reference View 1-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot ring up and insert the leg that is diagonal from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Assembly Instructions" sheet to mount the leg and foot ring structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot ring installation by fully tightening all of the #10-24 x ½" screws from the previous steps.



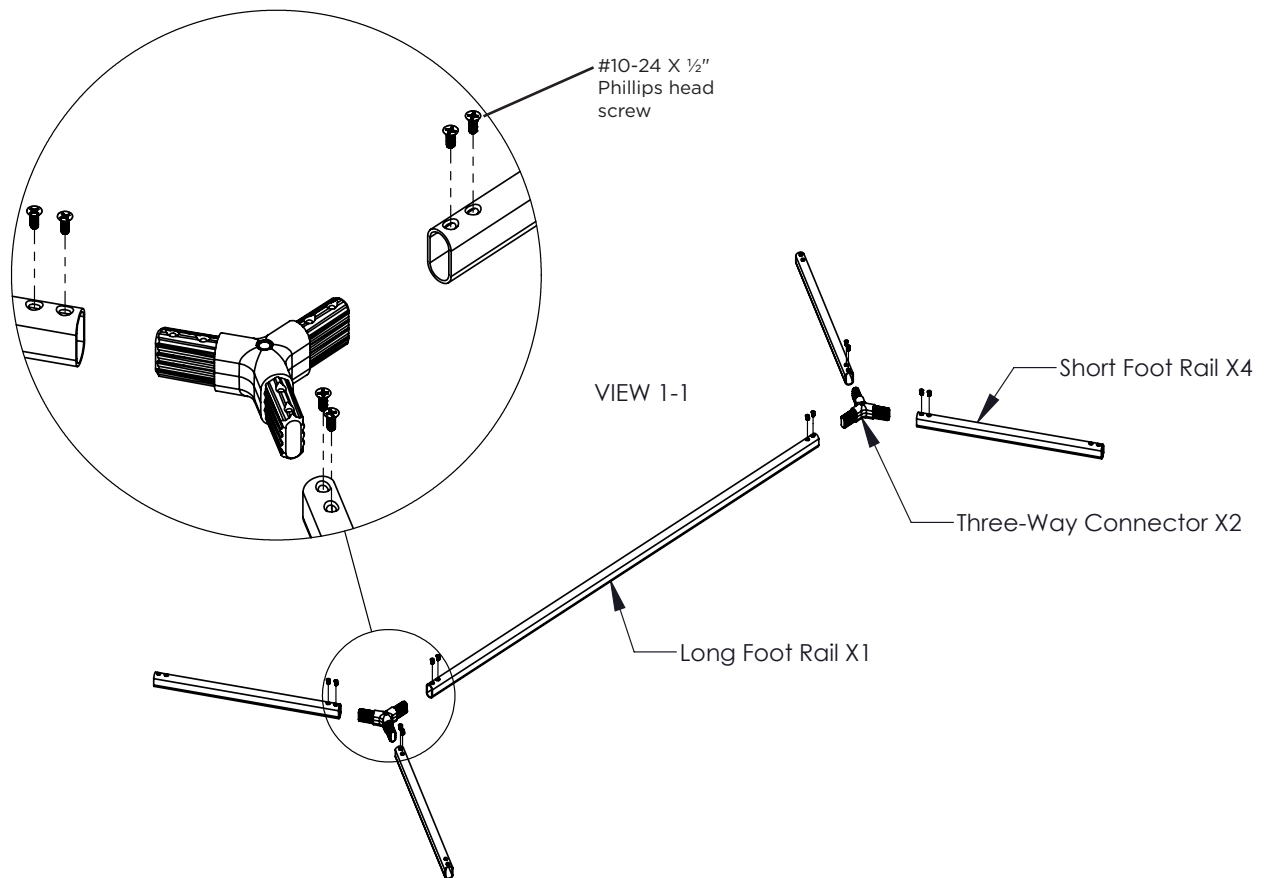
## Foot rail assembly instructions:

Tools required:

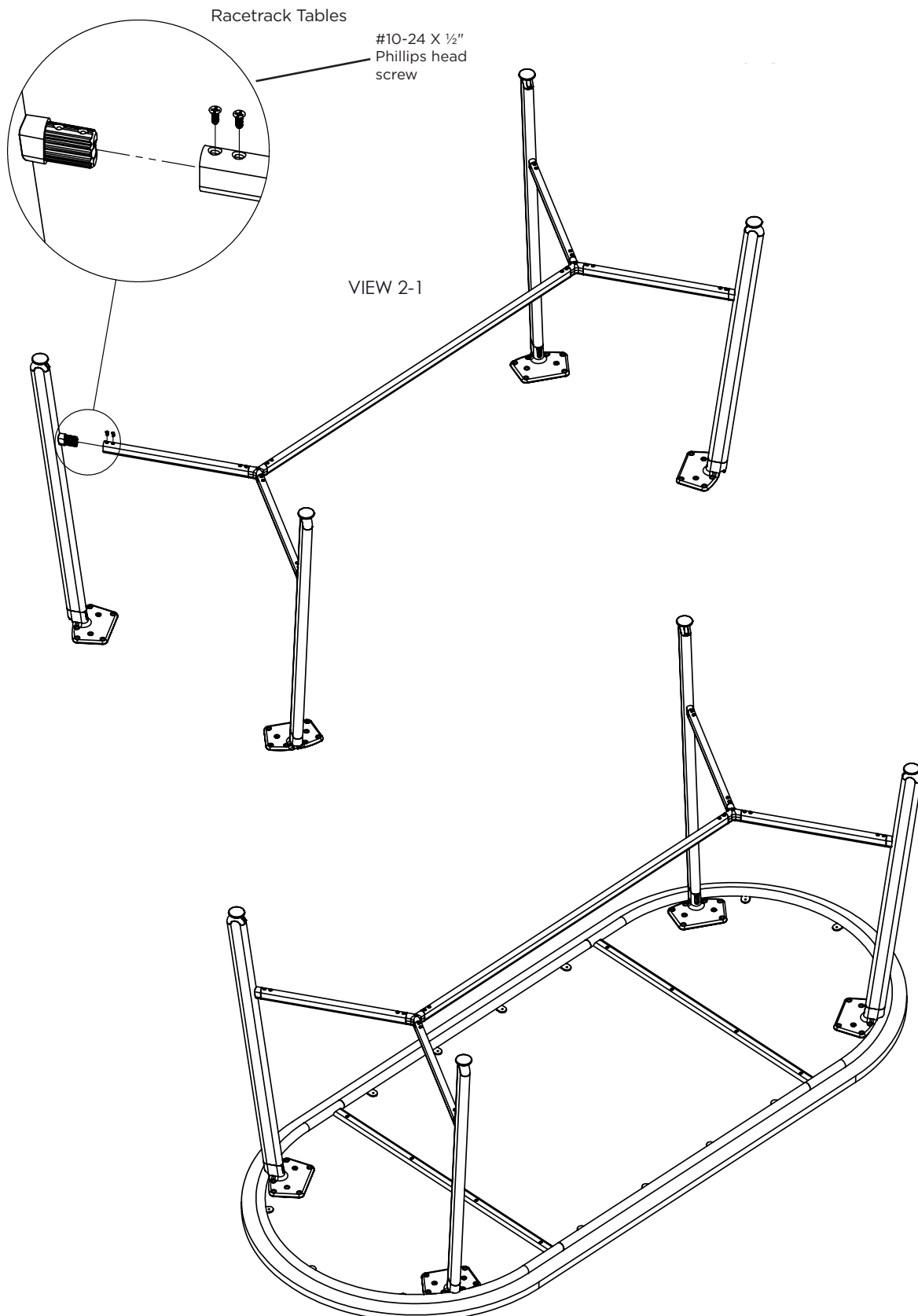
- Phillips screwdriver

Racetrack Tables

1. Begin the foot rail sub-assembly by positioning the foot rails and three-way connectors in the order as shown in View 1-1. Slide the foot rails onto the three-way connectors and fasten together using the #10-24 x ½" screws. Once assembled, orient the foot rail structure with the mounting holes facing up and place a leg by each mount tube.
2. Lift one end of the foot rail assembly up and insert one of the legs into the mount tube. (Reference View 2-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot rail assembly up and insert the leg that is diagonal from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Installation" sheet to mount the leg and foot rail structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot rail installation by fully tightening all of the #10-24 x ½" screws from the previous steps.



## Foot rail assembly instructions:



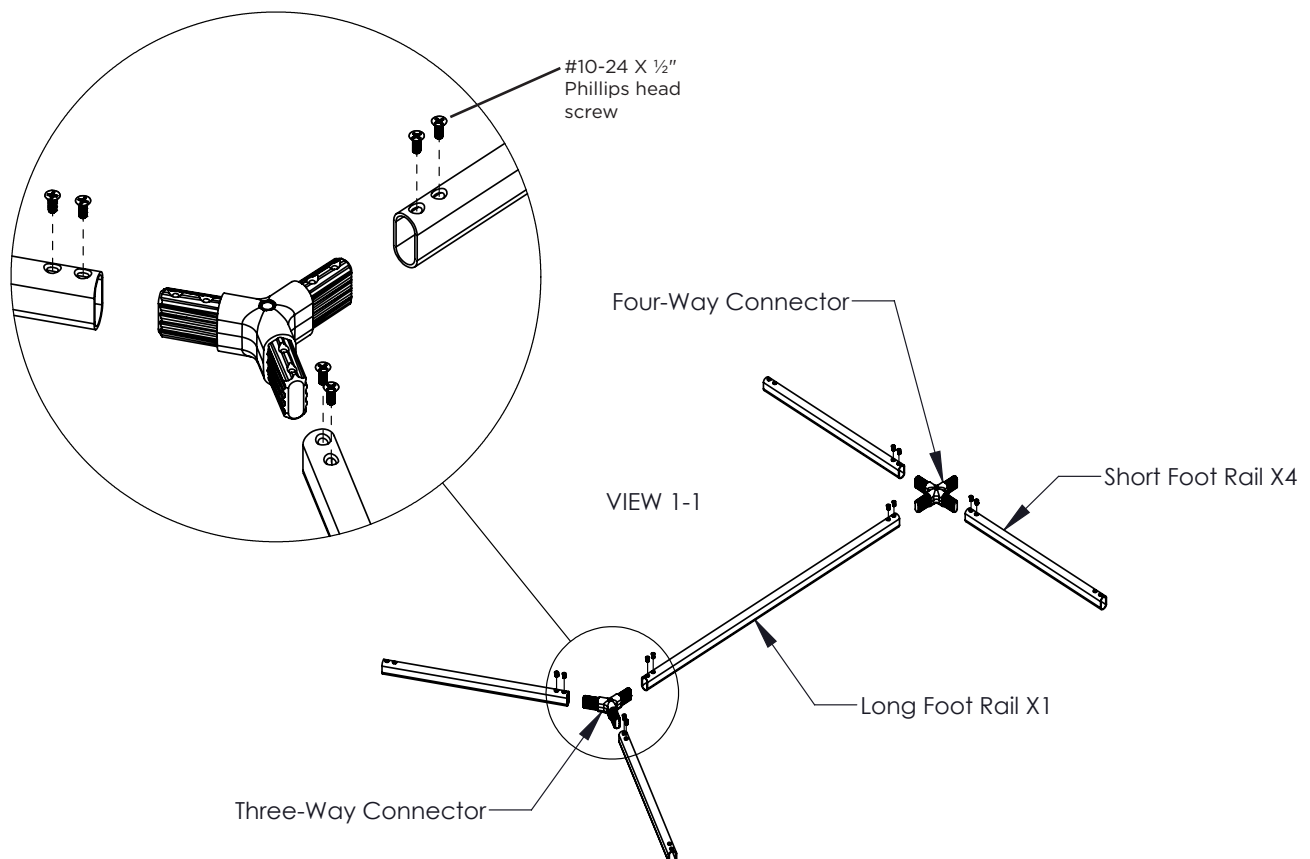
## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

### Bullet Starter Tables

1. Begin the foot rail sub-assembly by positioning the foot rails and three-way & four-way connectors in the order as shown in View 1-1. Slide the foot rails onto the three-way & four-way connectors and fasten together using the #10-24 x 1/2" screws. Once assembled, orient the foot rail structure with the mounting holes facing up and place a leg by each mount tube.
2. Lift one end of the foot rail assembly up and insert one of the legs into the mount tube. (Reference View 2-1). Partially fasten the #10-24 x 1/2" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot rail assembly up and insert the leg that is diagonal from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Installation" sheet to mount the leg and foot rail structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot rail installation by fully tightening all of the #10-24 x 1/2" screws from the previous steps.



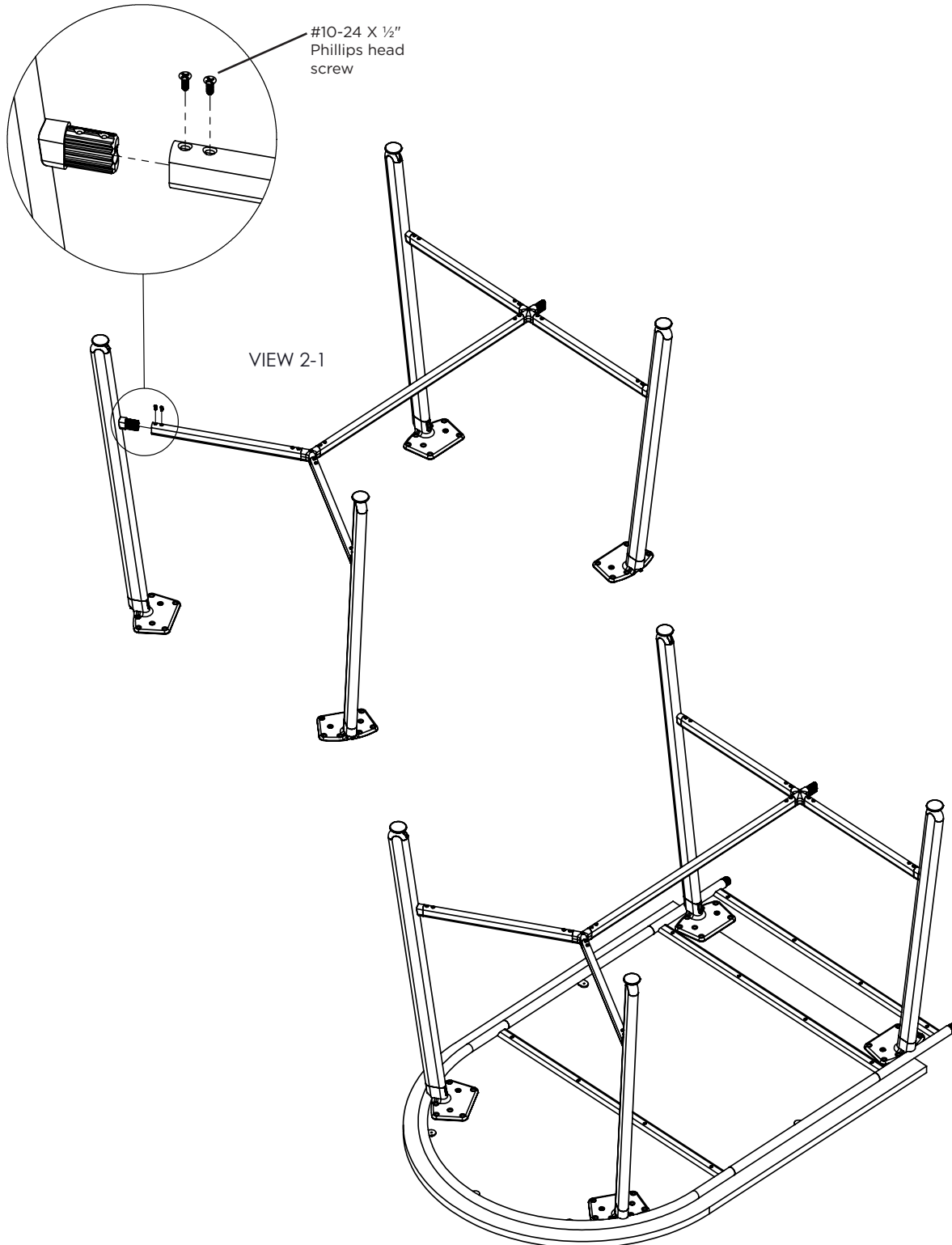


## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Bullet Starter Tables



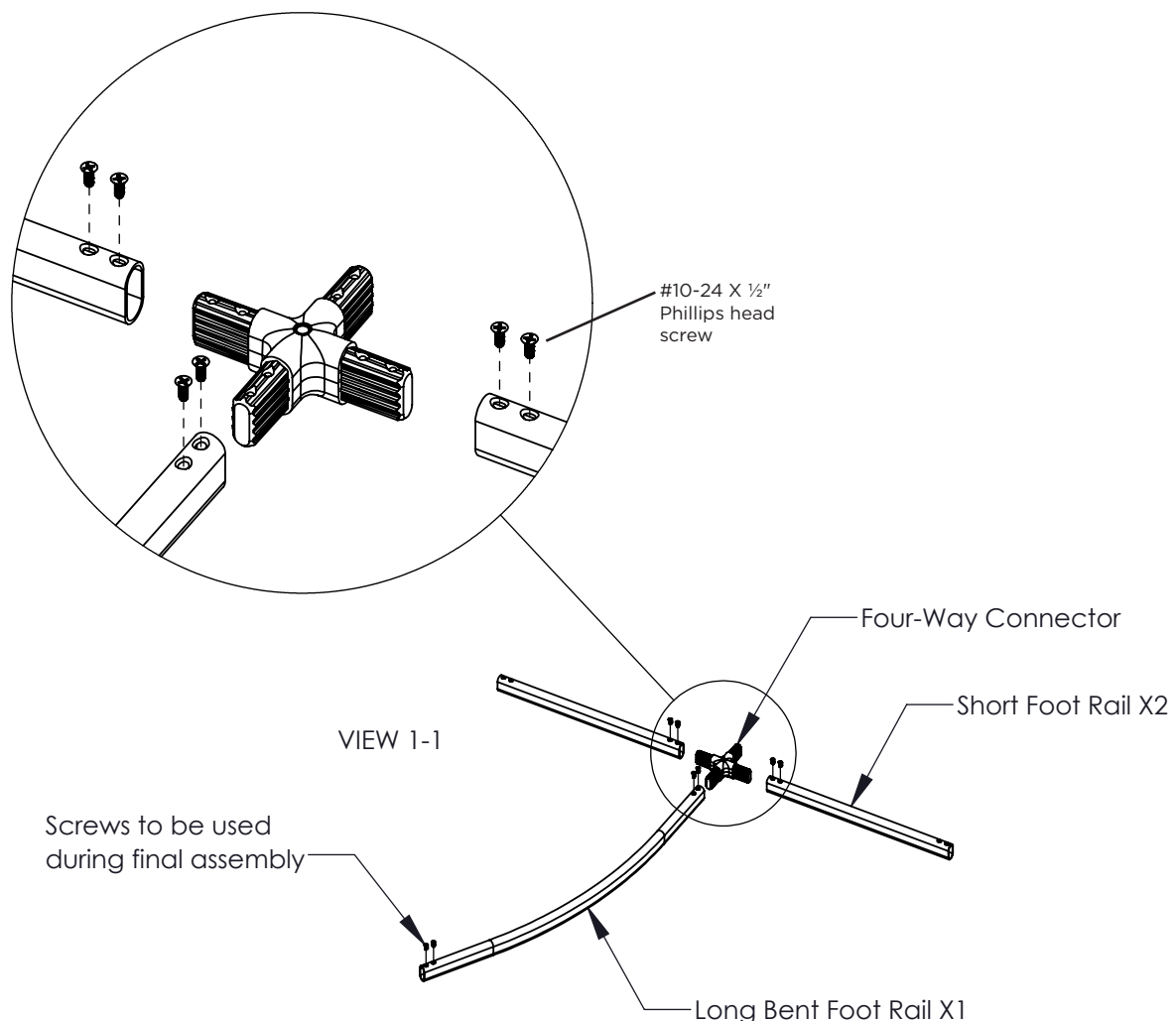
## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Wedge Add-On Tables

1. Begin the foot rail sub-assembly by positioning the foot rails and four-way connector in the order as shown in View 1-1. Slide the foot rails onto the four-way connector and fasten together using the #10-24 x ½" screws. Once assembled, orient the foot rail structure with the mounting holes facing up and place a leg by each mount tube.
2. Lift one end of the foot rail assembly up and insert one of the legs into the mount tube. (Reference View 2-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot rail assembly up and insert the leg that is across from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Installation" sheet to mount the leg and foot rail structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot rail installation by fully tightening all of the #10-24 x ½" screws from the previous steps.

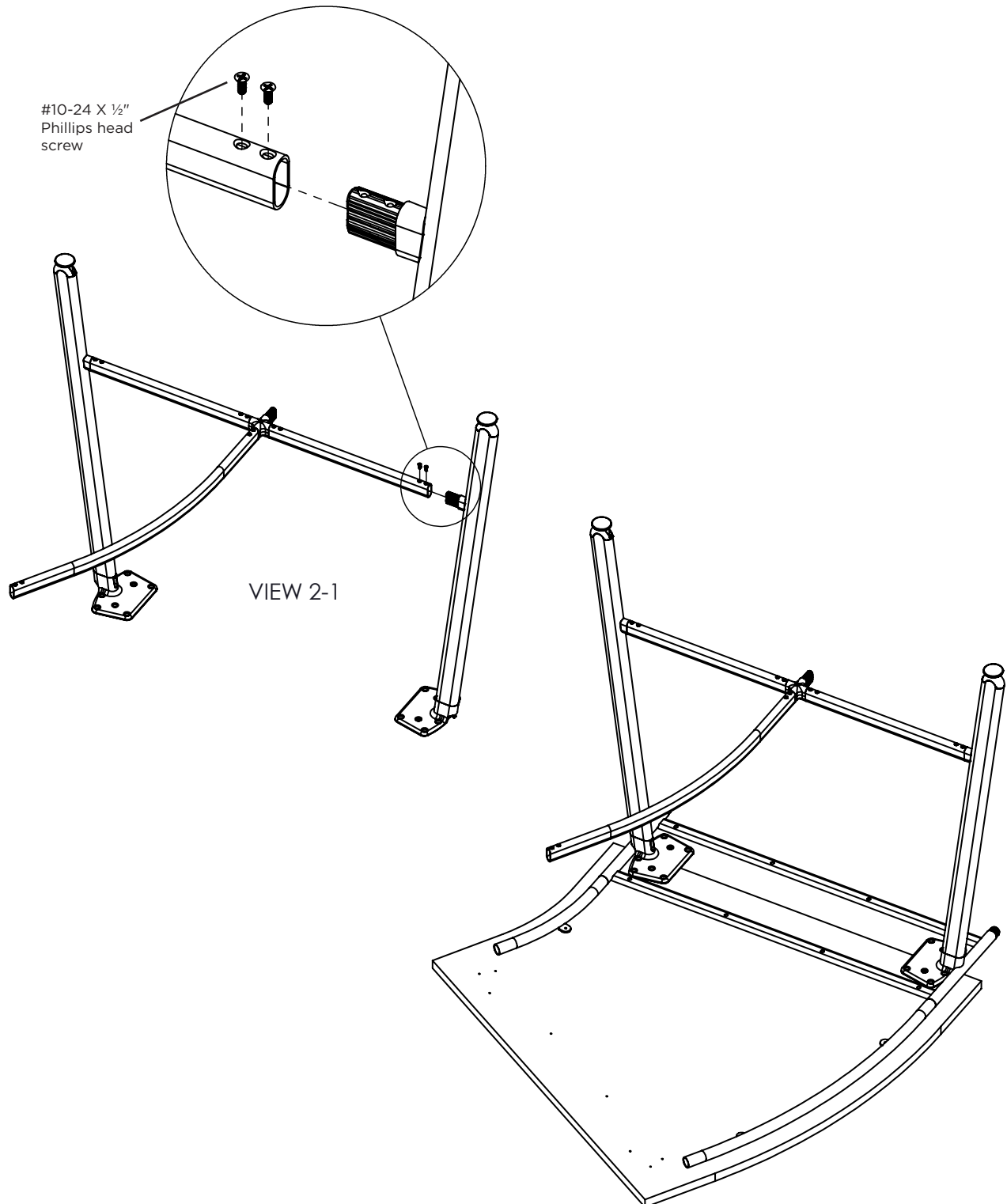


## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Wedge Add-On Tables



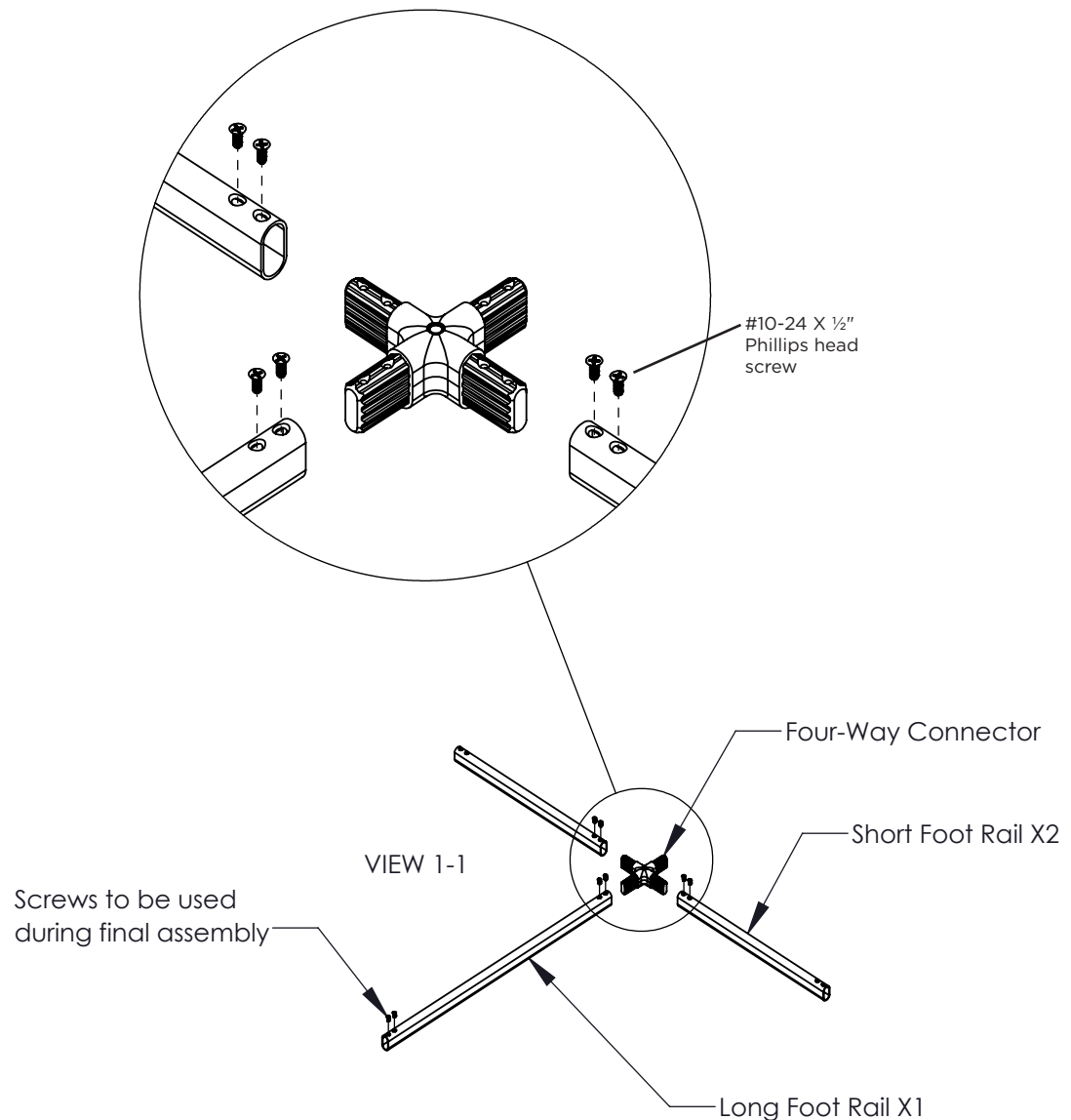
## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Rectangular Add-On Tables

1. Begin the foot rail sub-assembly by positioning the foot rails and four-way connector in the order as shown in View 1-1. Slide the foot rails onto the four-way connector and fasten together using the #10-24 x ½" screws. Once assembled, orient the foot rail structure with the mounting holes facing up and place a leg by each mount tube.
2. Lift one end of the foot rail assembly up and insert one of the legs into the mount tube. (Reference View 2-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot rail assembly up and insert the leg that is across from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Installation" sheet to mount the leg and foot rail structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot rail installation by fully tightening all of the #10-24 x ½" screws from the previous steps.

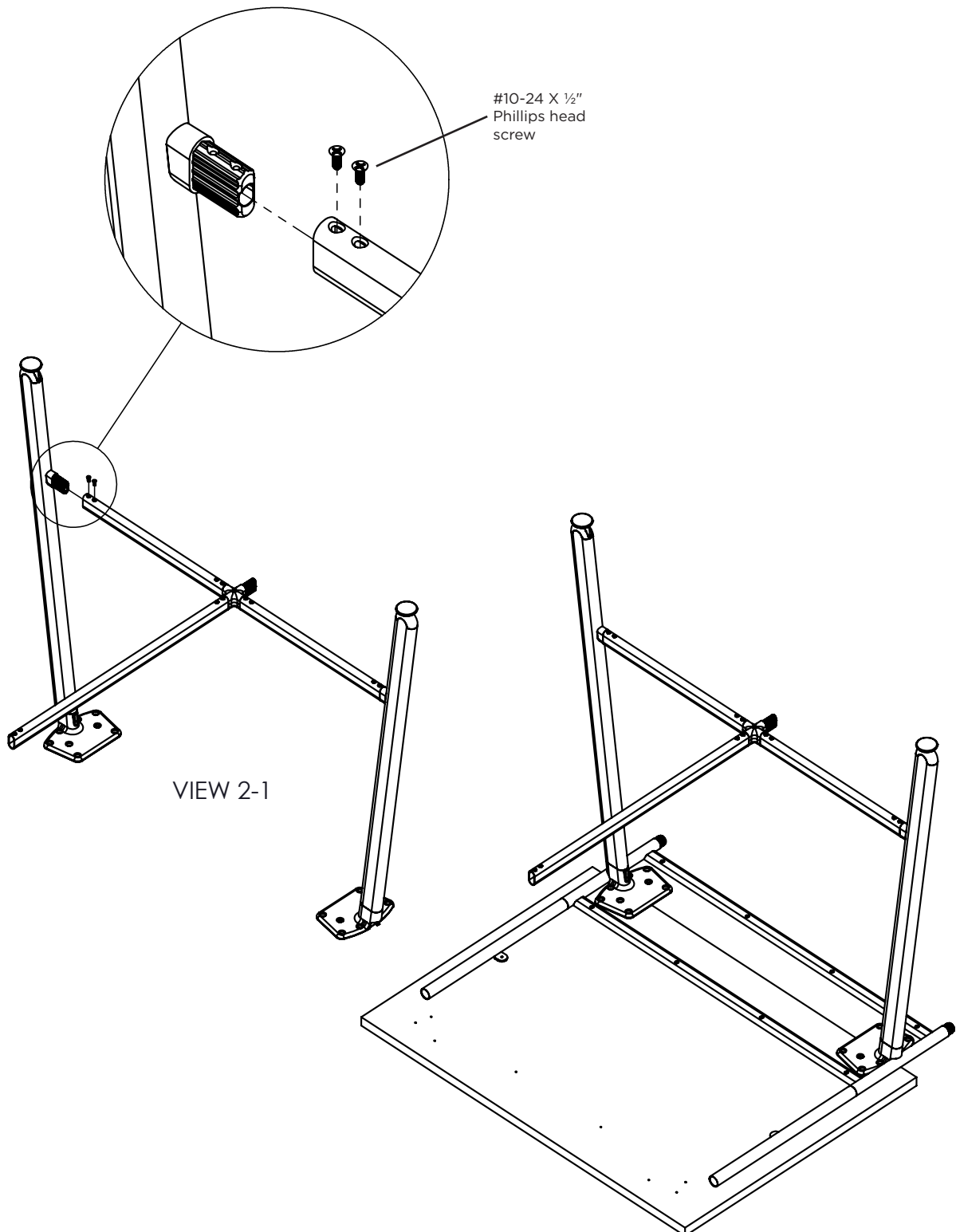


## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Rectangular Add-On Tables



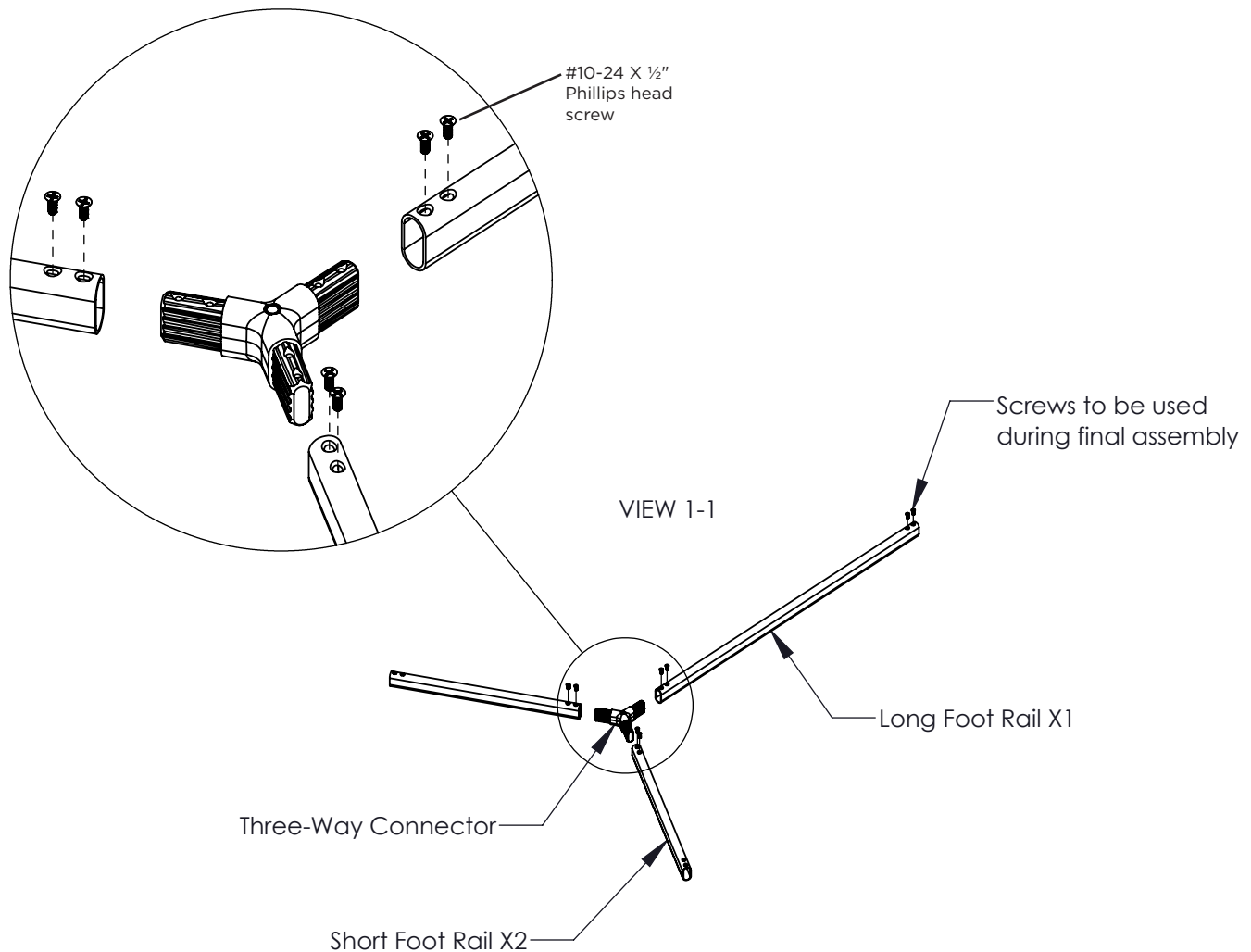
## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Bullet End Tables

1. Begin the foot rail sub-assembly by positioning the foot rails and three-way connector in the order as shown in View 1-1. Slide the foot rails onto the three-way connector and fasten together using the #10-24 x ½" screws. Once assembled, orient the foot rail structure with the mounting holes facing up and place a leg by each mount tube.
2. Lift one end of the foot rail assembly up and insert one of the legs into the mount tube. (Reference View 2-1). Partially fasten the #10-24 x ½" screws into the leg as shown in the detail view.
3. Lift the opposing end of the foot rail assembly up and insert the leg that is across from step 2. Partially fasten the screws into this leg as well. Repeat for the remaining legs.
4. Refer to the "Leg Installation" sheet to mount the leg and foot rail structure to the bottom of the worksurface. Once the legs have been secured to the worksurface, complete the foot rail installation by fully tightening all of the #10-24 x ½" screws from the previous steps.

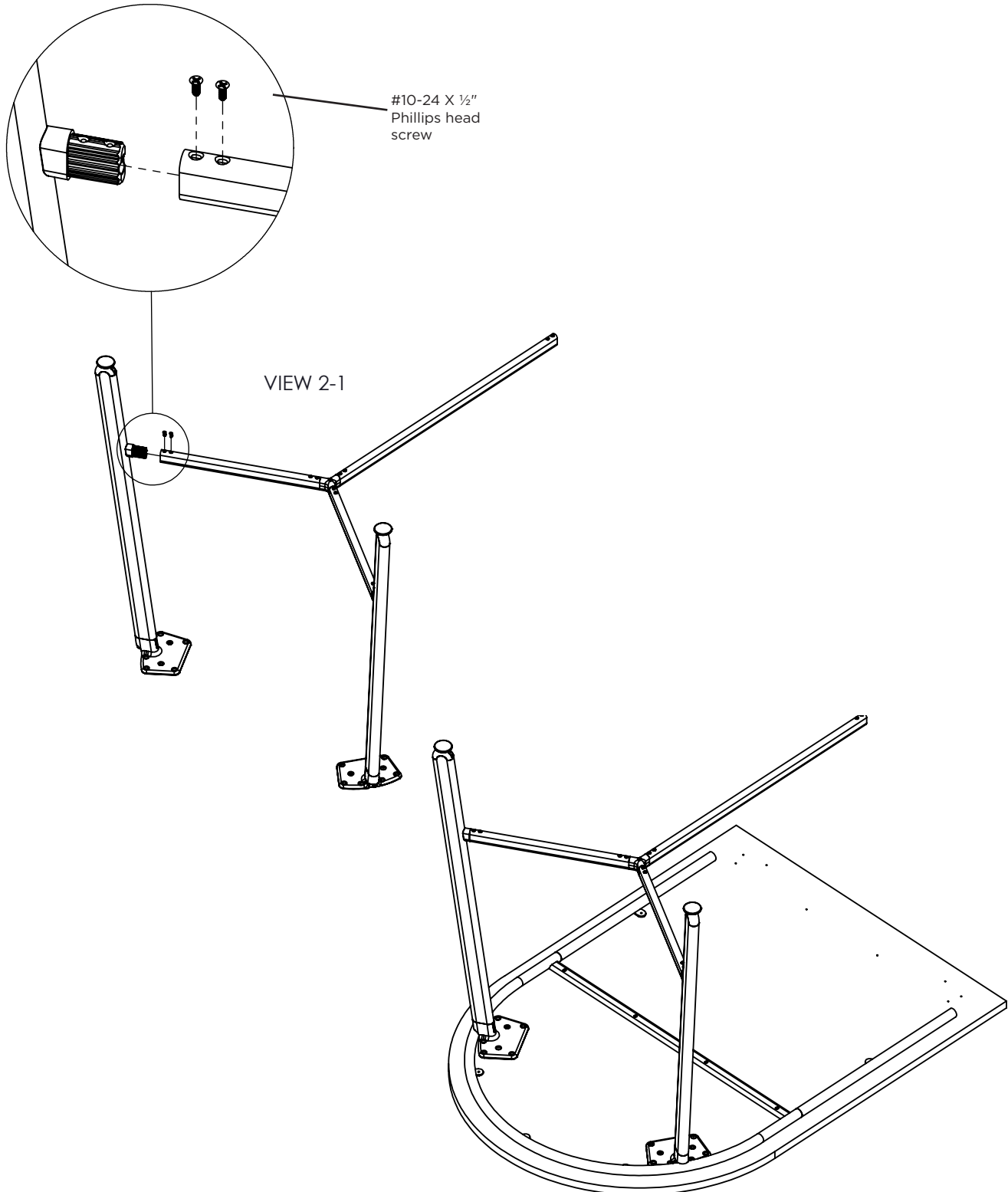


## Foot rail assembly instructions:

Tools required:

- Phillips screwdriver

Bullet End Tables



## Leg assembly instructions:

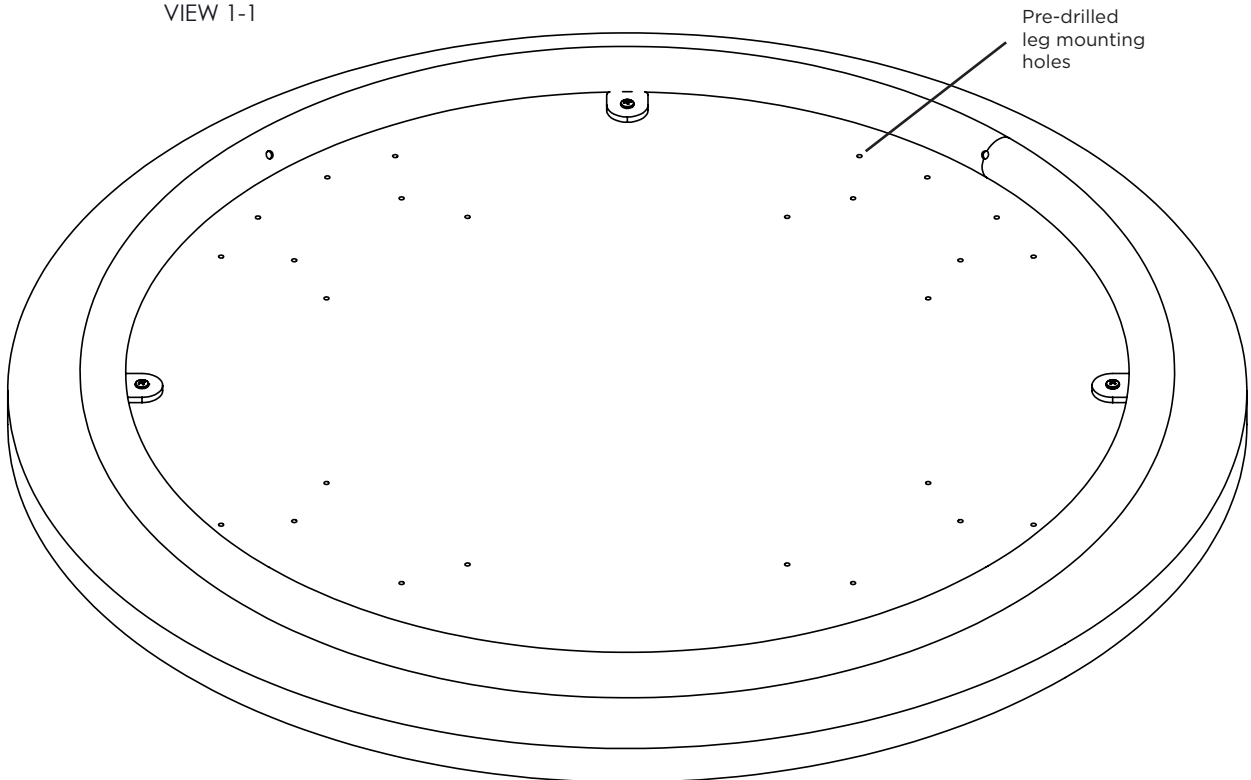
Tools required:

- 3/16" Allen Wrench
- Cordless Driver with #3 Phillips Bit

NOTE: If a bar height table is being assembled, please refer to the Foot Ring/Foot Rail Installation Sheets before completing this section.

1. Begin by placing the worksurface face down on a non-marring surface. Locate the regions on the worksurface that are pre-drilled for the leg mounting holes. (Reference View 1-1)

VIEW 1-1





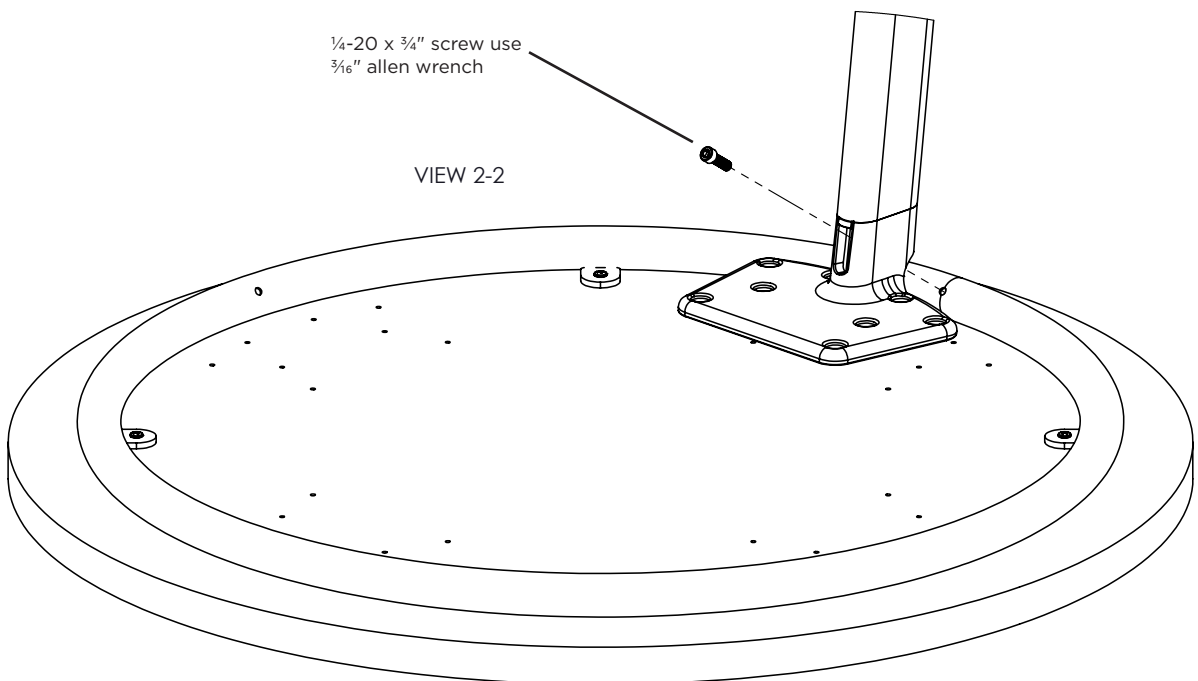
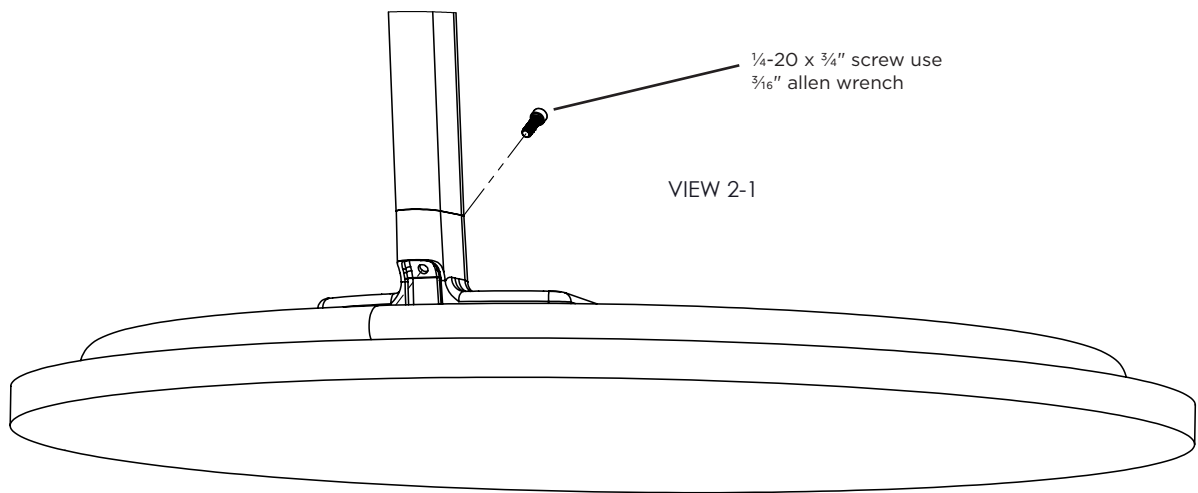
## Leg assembly instructions:

Tools required:

- 3/16" Allen Wrench
- Cordless Driver with #3 Phillips Bit

NOTE: If a bar height table is being assembled, please refer to the Foot Ring/Foot Rail Installation Sheets before completing this section.

2. Using the 3/16" allen wrench, insert the 1/4-20 x 3/4" screw into the open slot and through the mounting hole on the leg knuckle and partially fasten it into the threaded hole on the table ring. (Reference View 2-1 and 2-2) NOTE: If a power supply was selected on your table, then be sure to place the power infed leg nearest to the power source.



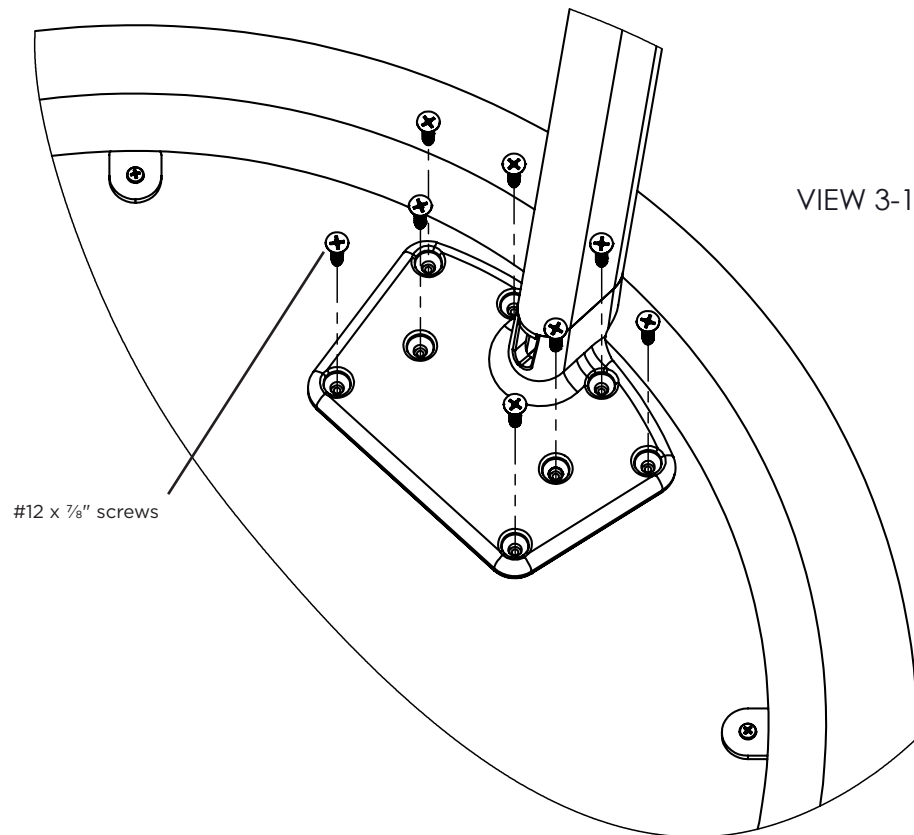
## Leg assembly instructions:

Tools required:

- 3/16" Allen Wrench
- Cordless Driver with #3 Phillips Bit

NOTE: If a bar height table is being assembled, please refer to the Foot Ring/Foot Rail Installation Sheets before completing this section.

3. Secure the leg by fastening the #12 x 7/8" screws through the (8) mounting holes and into the worksurface (Reference View 3-1) with the cordless driver with #3 phillips bit. Lastly, fully tighten the 1/4-20 x 3/4" screw from the previous step. Repeat for the remaining legs.



## Modular table assembly instructions:

Tools required:

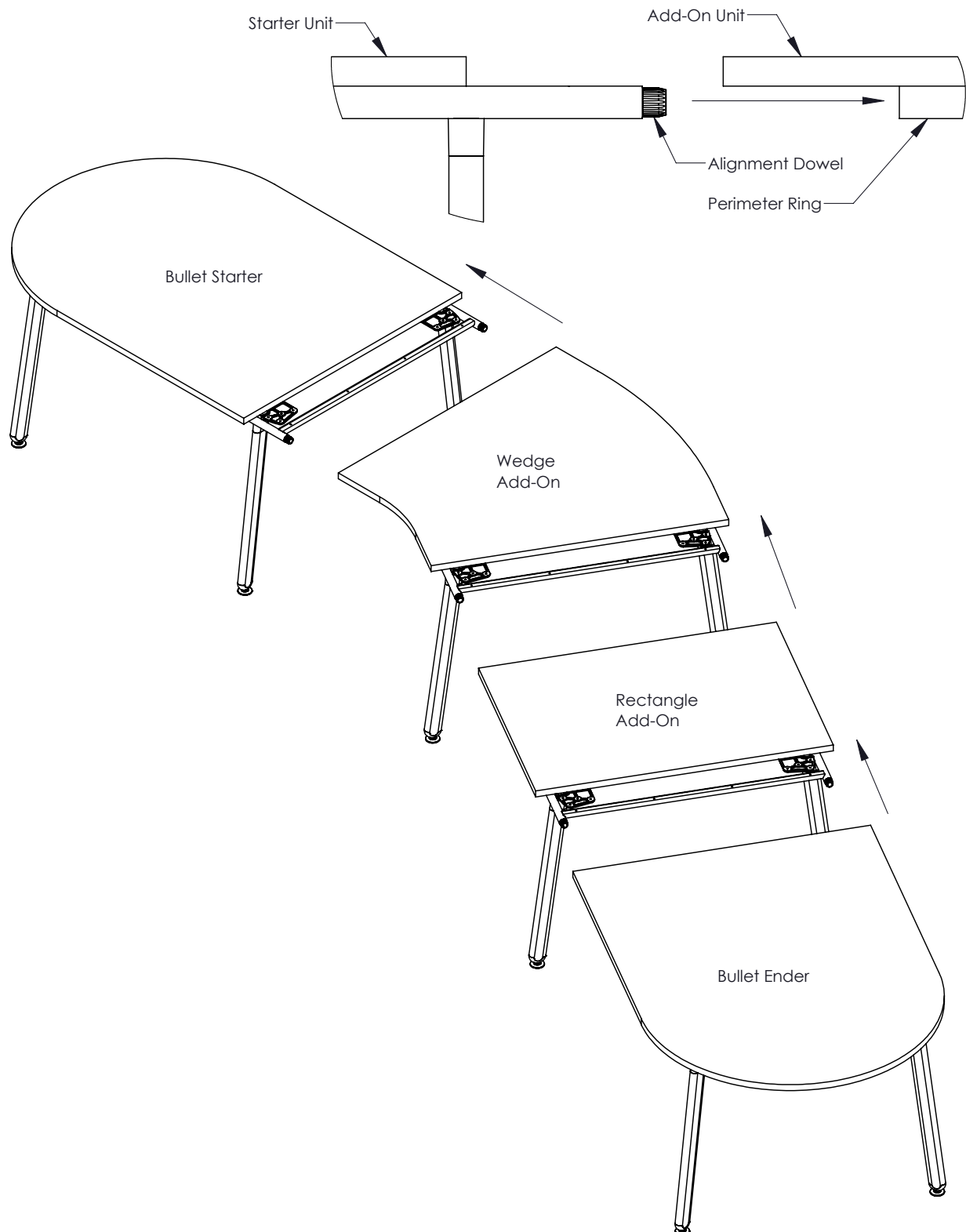
- Cordless Driver
- Rubber Mallet
- Bar Clamp

1. To complete the modular table assembly, begin by placing the connecting table module next to the bullet starter table and resting the worksurface onto the shared leg support frame. Carefully slide the two table modules together and insert the alignment dowels into the open ends of the connecting perimeter ring. If necessary, use a rubber mallet or bar clamp to aid in pulling the two table modules together. NOTE: If assembling a bar or counter height table, be certain that the foot rail has been engaged onto the four way connector during this step.
2. Fully join the two table modules together by fastening the remaining #12 x  $\frac{7}{8}$ " screws through the leg mount plate and into the worksurface. Also, fasten the remaining #8 x  $\frac{3}{4}$ " screws through the mount holes of the shared leg support and into the worksurface.
3. NOTE: If assembling a desk height table, then proceed to step 4. Secure the foot rail connection between the two table modules by fastening the #10-24 x  $\frac{1}{2}$ " screws through the foot rail and into the four way connector.
4. Using the previous steps as a guide, continue connecting each applicable table module until all modules have been fully joined together. NOTE: The bullet ender table must be the final module of the table assembly.

## Modular table assembly instructions:

Tools required:

- Cordless Driver
- Rubber Mallet
- Bar Clamp



## Power assembly instructions:

Tools required:

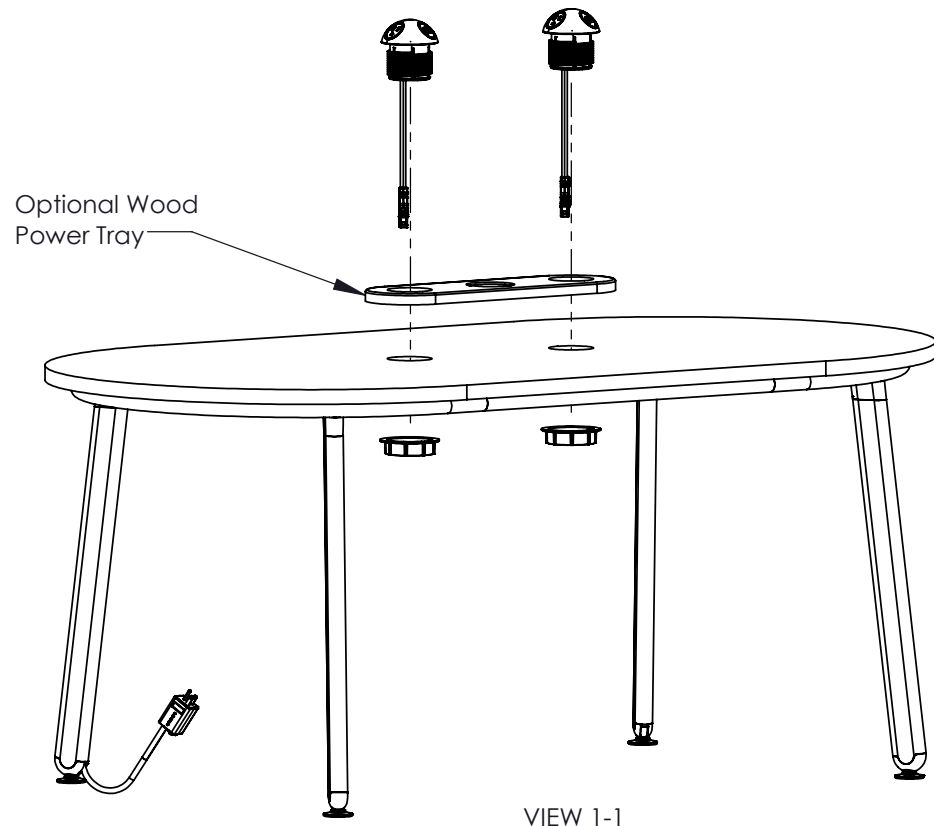
- Cordless Driver

Hardware:

- Power Supply
- Power Infeed Leg
- Gray Distribution Block
- Black Distribution Block
- Jumper

Round & racetrack power supply kits

1. All Fleet tables utilize a modular type power system that will require connecting the power supply to the power infeed. The power infeed has been factory installed inside of the leg with approximately 30" of cord exiting the bottom of the leg. Make sure the leg containing the power infeed has been mounted to the position nearest the power source. (Reference "Leg assembly instructions page 7-9" sheet)
2. NOTE: If a power tray was selected, then place it on top of the worksurface at this time. Drop the power supply into the 3" diameter hole(s) on the worksurface (and optional power tray) making sure the cord has also been routed through the hole(s). Secure the power supply to the table by fastening the threaded nut onto the body of the power supply. (Reference View 1-1)



## Power assembly instructions:

Tools required:

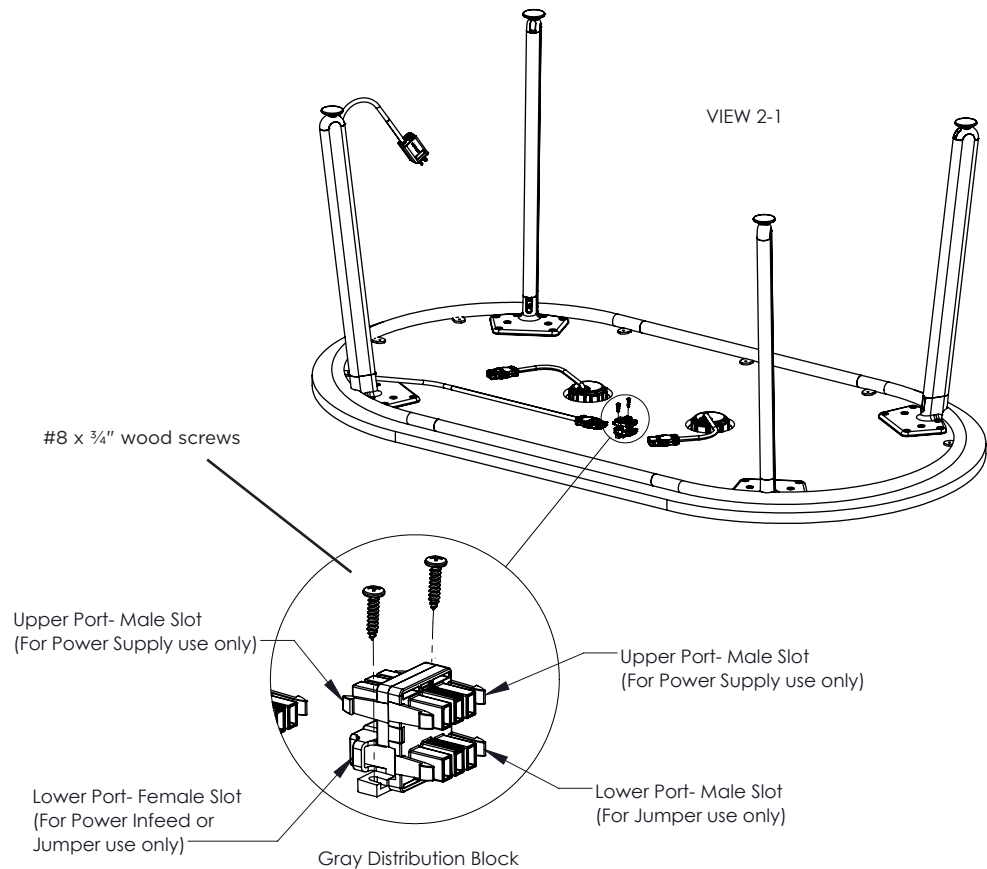
- Cordless Driver

Hardware:

- Power Supply
- Power Infeed Leg
- Gray Distribution Block
- Black Distribution Block
- Jumper

Round & racetrack power supply kits

3. Locate the Gray Distribution Block and position it near the central point of the underside of the worksurface making sure that there is sufficient power cord length to reach the distribution block. Secure the block by fastening a #8 x 3/4" wood screw through the mounting holes and into the worksurface. (Reference View 2-1)



## Fleet power assembly instructions:

Tools required:

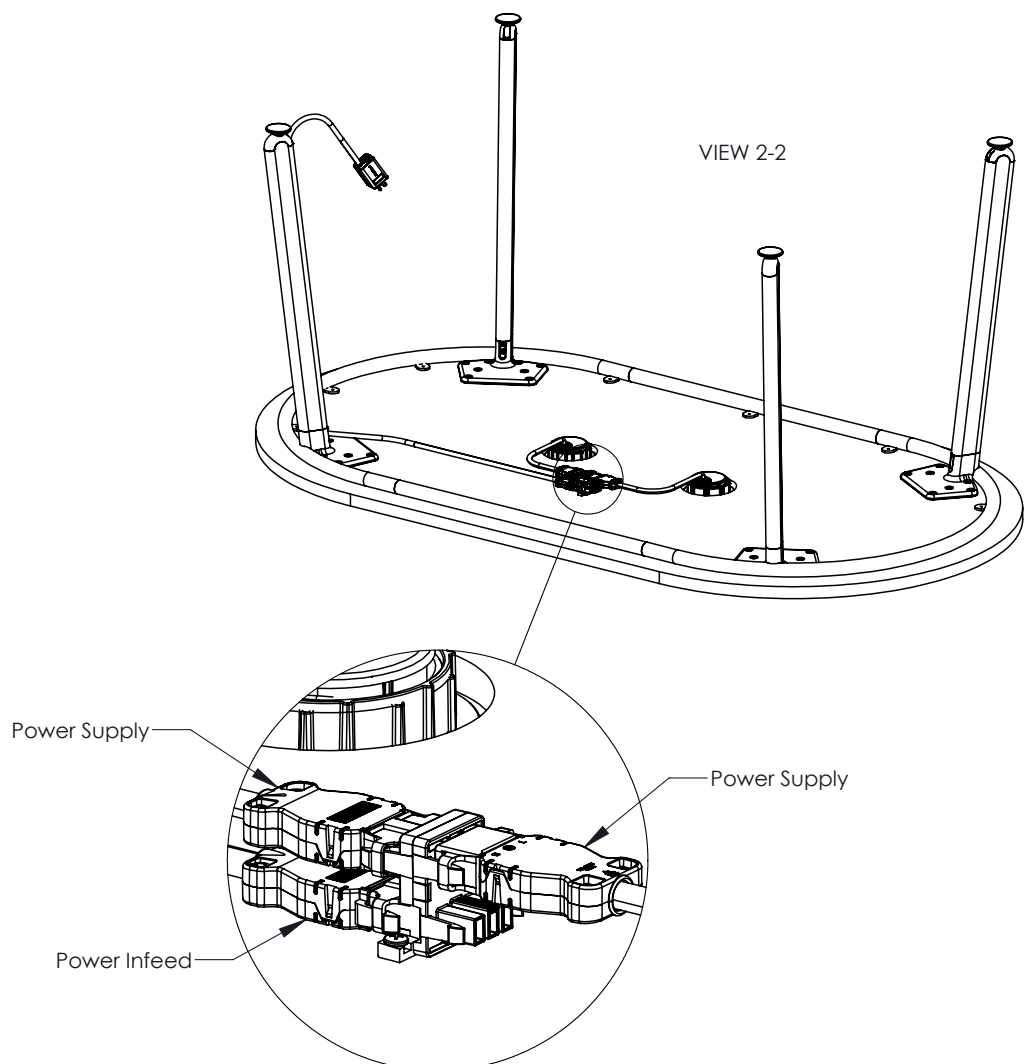
- Cordless Driver

Hardware:

- Power Supply
- Power Infeed Leg
- Gray Distribution Block
- Black Distribution Block
- Jumper

Round & racetrack power supply kits

4. With the distribution block secured, begin connecting the power supply cord(s) and power infeed. Using the guide shown on the detail views, plug the power infeed into the female slot on the lower port of the distribution block. Next, plug the power supply into the one of the open male slots on the upper port of the distribution block. (Reference Views 2-1 and 2-2)



## Power assembly instructions:

Tools required:

- Cordless Driver

Hardware:

- Power Supply
- Power Infeed Leg
- Gray Distribution Block
- Black Distribution Block
- Jumper

Canopy & media screen power kits

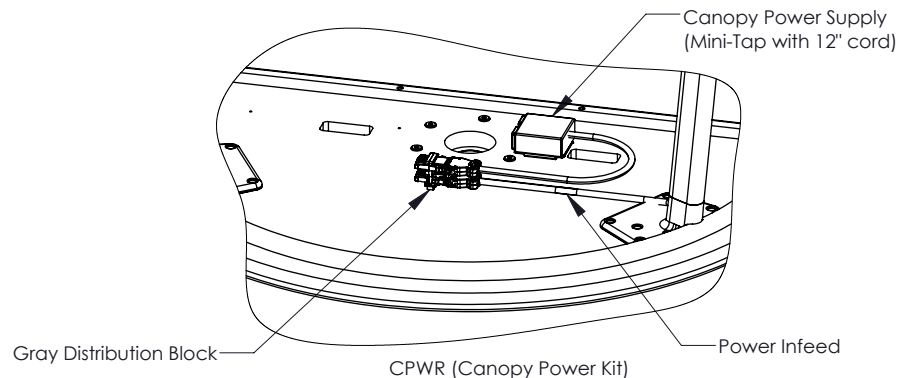
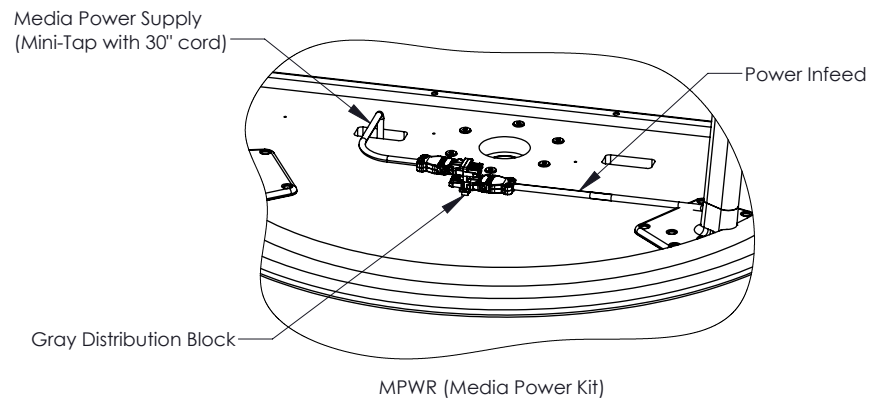
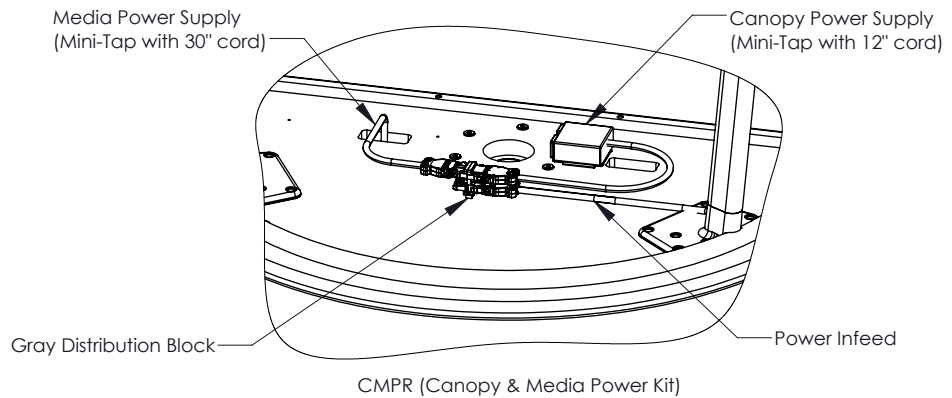
5. The Canopy and Media Screen Power Kits add convenience power for added accessories onto the Fleet table. Depending on what specific power options were chosen, the number of components and connections may change on tables w/ a canopy and/or media screen. Begin by determining what power kit was chosen, then locate and identify all of the electrical components using the detailed views shown on the installation sheet. If a worksurface power supply was chosen, then install it at this time using steps 1-4.



## Power assembly instructions:

### Canopy & media screen power kits

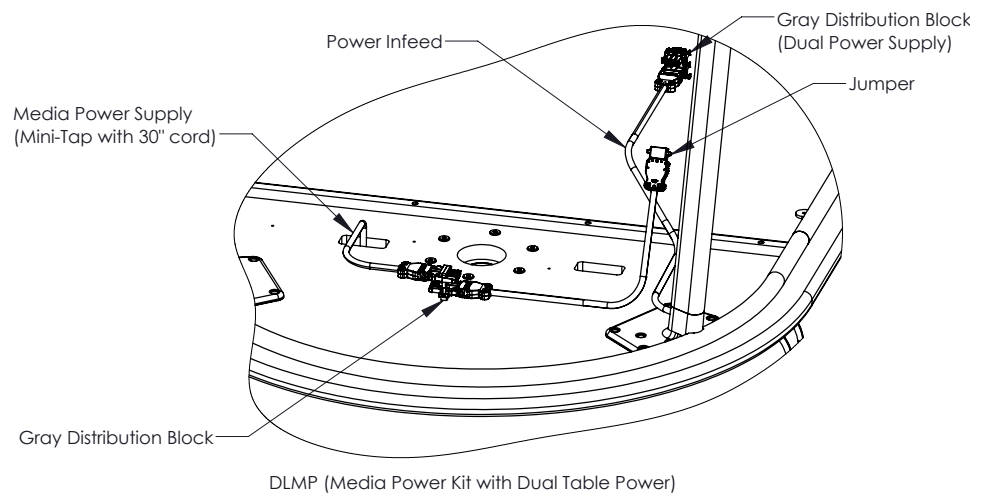
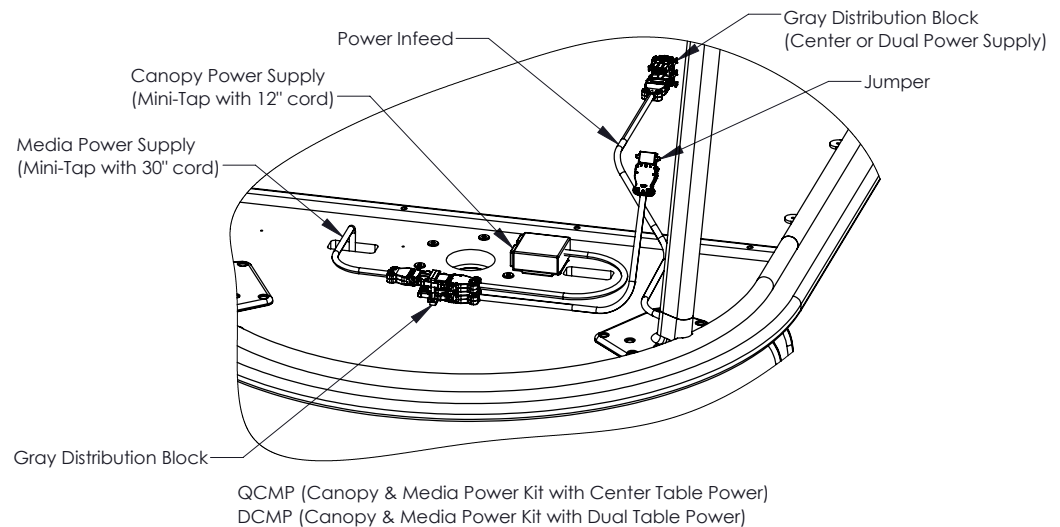
6. CMPR, MPWR & CPWR Kits: Secure the Gray Distribution Block near the 3" diameter grommet hole by fastening a wood screw through the mounting holes and into the worksurface. Next, if applicable, fasten the Canopy Power Supply with a 12" cord to the underside of the worksurface near the 3" diameter grommet hole. If applicable, locate the 30" power cord from the Media Power Supply. NOTE: Reference the "Media screen assembly instructions pages 29-31" section for the installation of the Mini-Tap unit. Connect the power supply cord(s) into the open male slots on the upper ports of the distribution block as shown in the detailed view. Lastly, plug the power infeed into the female slot on the lower port of the distribution block.



## Power assembly instructions:

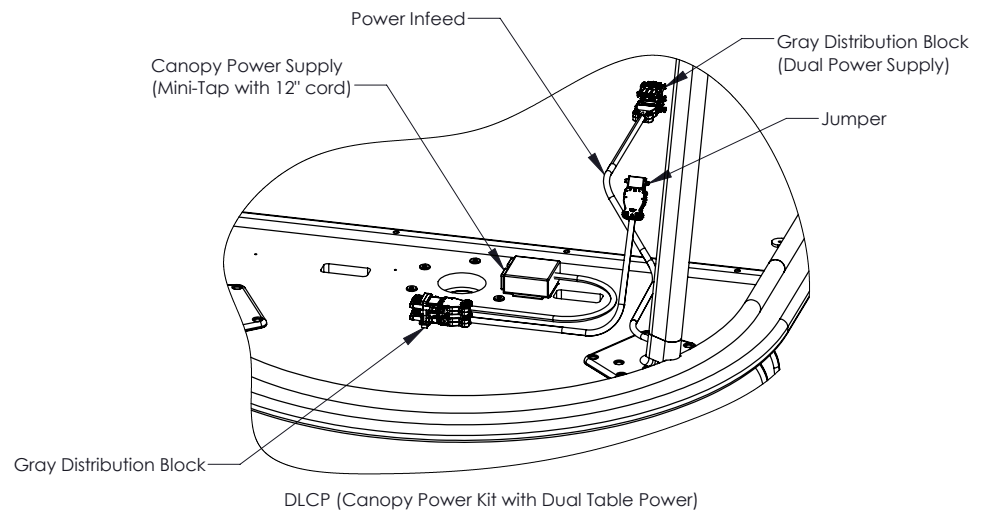
### Canopy & media screen power kits

7. QCOMP, DCMP, DLMP & DLCP Kits: Secure the Gray Distribution Block near the 3" diameter grommet hole by fastening a wood screw through the mounting holes and into the worksurface. Next, if applicable, fasten the Canopy Power Supply with a 12" cord to the underside of the worksurface near the 3" diameter grommet hole. If applicable, locate the 30" power cord from the Media Power Supply. NOTE: Reference the "Media screen assembly instructions pages 29-31" section for the installation of the Mini-Tap unit. Connect the power supply cord(s) into the open male slots on the upper ports of the distribution block as shown in the detailed view. Lastly, connect the jumper into the female slot on the lower port of the distribution block. The opposing end of the jumper will connect to the male slot on the lower port of the gray distribution block from the center or dual worksurface power supply.



## Power assembly instructions:

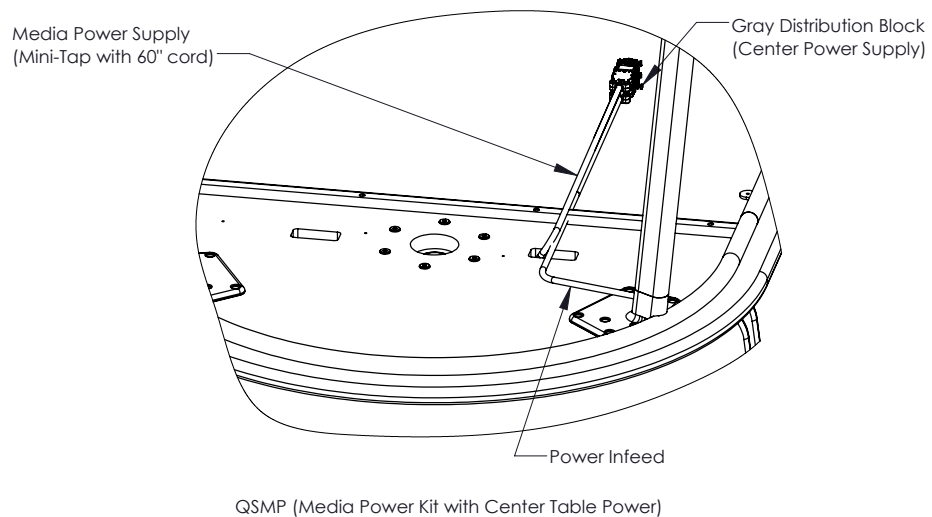
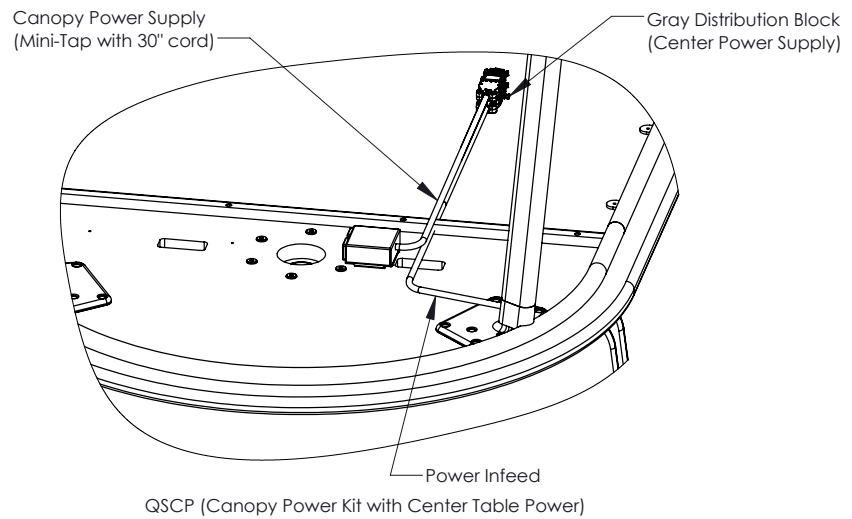
Canopy & media screen power kits



## Power assembly instructions:

### Canopy & media screen power kits

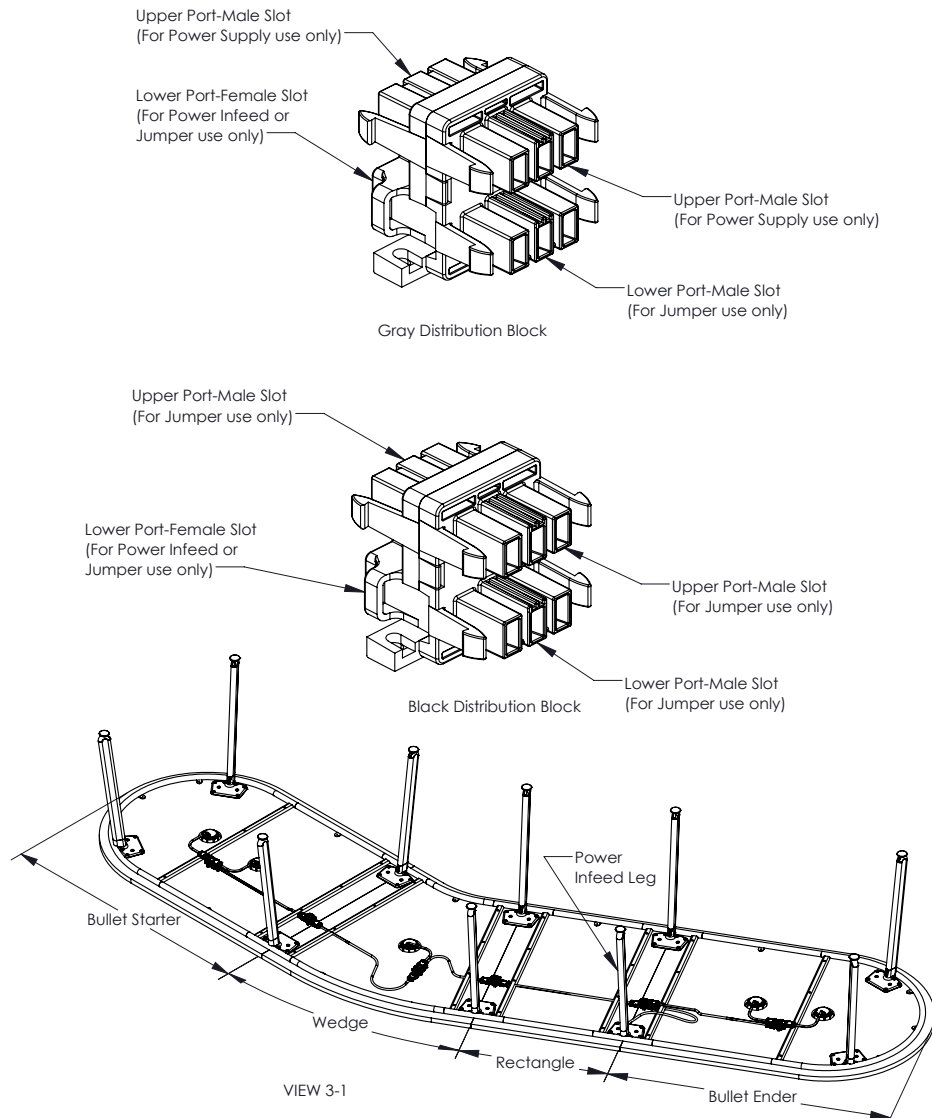
8. QSCP & QSMP Kits: If applicable, fasten the Canopy Power Supply with a 30" cord to the underside of the worksurface near the 3" diameter grommet hole. If applicable, locate the 60" power cord from the Media Power Supply. NOTE: Reference the "Media screen assembly instruction pages 29-31" section for the installation of the Mini-Tap unit. Connect the power supply cord into the open male slot on the upper port of the distribution block from the center worksurface power supply as shown in the detailed view.



## Power assembly instructions:

### Modular table power kits

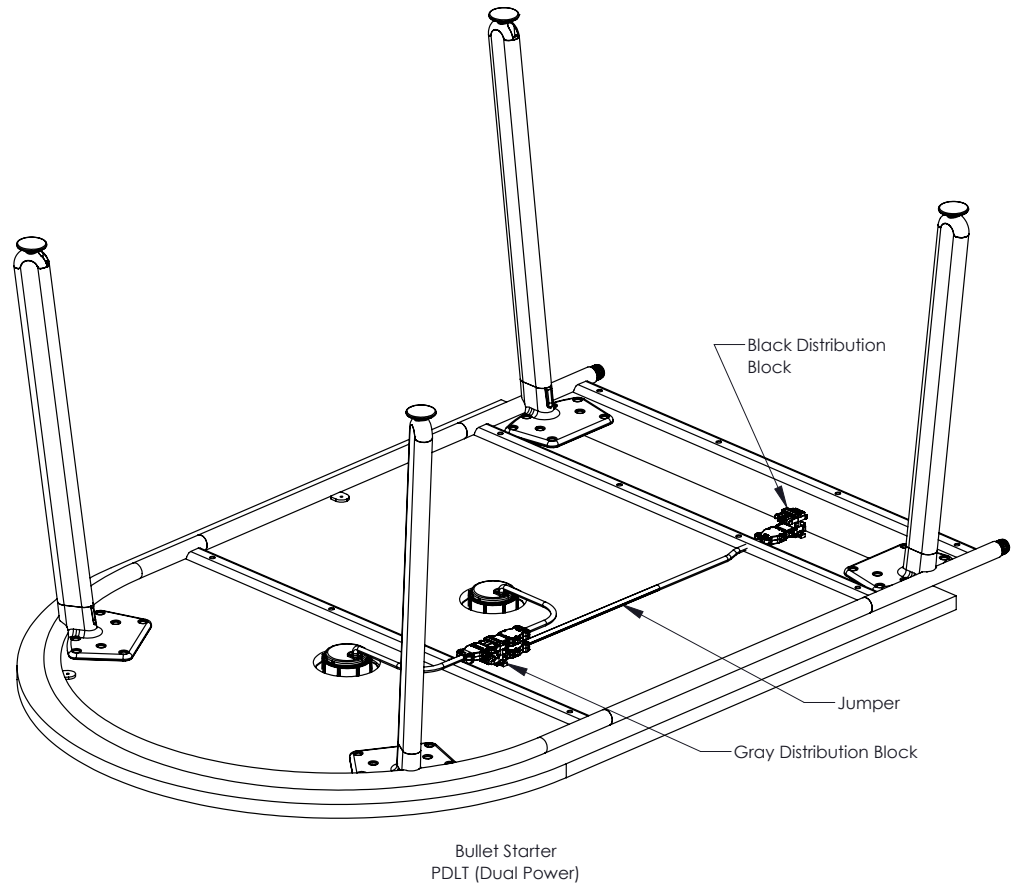
9. The modular Fleet tables introduce jumper kits to allow multiple tables to be ganged together and be powered from a single power infeed. Depending on what specific power options were chosen, the number of components and connections will change on the table modules. Begin by determining what power kit was chosen, then locate and identify all of the electrical components using the detailed views shown on the installation sheet. (Reference the detailed views of each table module pages 18-20) Next, using steps 1-4 as a guide, install all applicable power supplies and gray distribution blocks. Connect the power supply cord(s) into the gray distribution blocks at this time. NOTE: Verify that the power infeed leg has been installed closest to the power source. Connect the power infeed to the female slot on the lower port of the nearest distribution block.
10. Next, fasten a Black Distribution Block on either side of each table seam. (Reference View 3-1).



## Power assembly instructions:

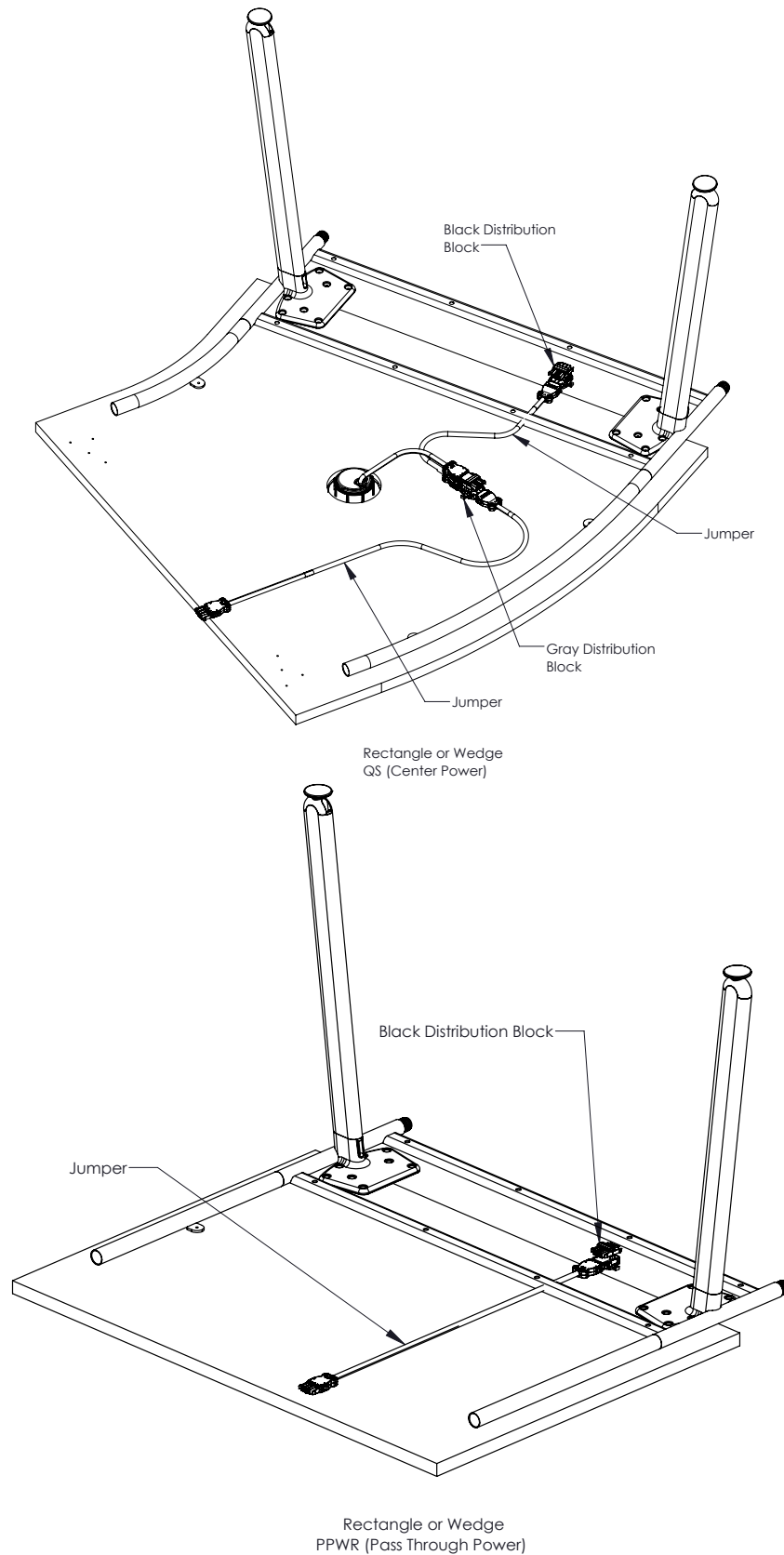
### Modular table power kits

11. Starting from the distribution block that the power infeed is connected to, plug the appropriate length jumper into the female slot on the lower port of the distribution block. NOTE: The jumper contains both male and female connectors. Plug the opposing end of the jumper into the male slot on the lower port of the next nearest distribution block. Continue connecting all the remaining jumpers working from one distribution block to the next.



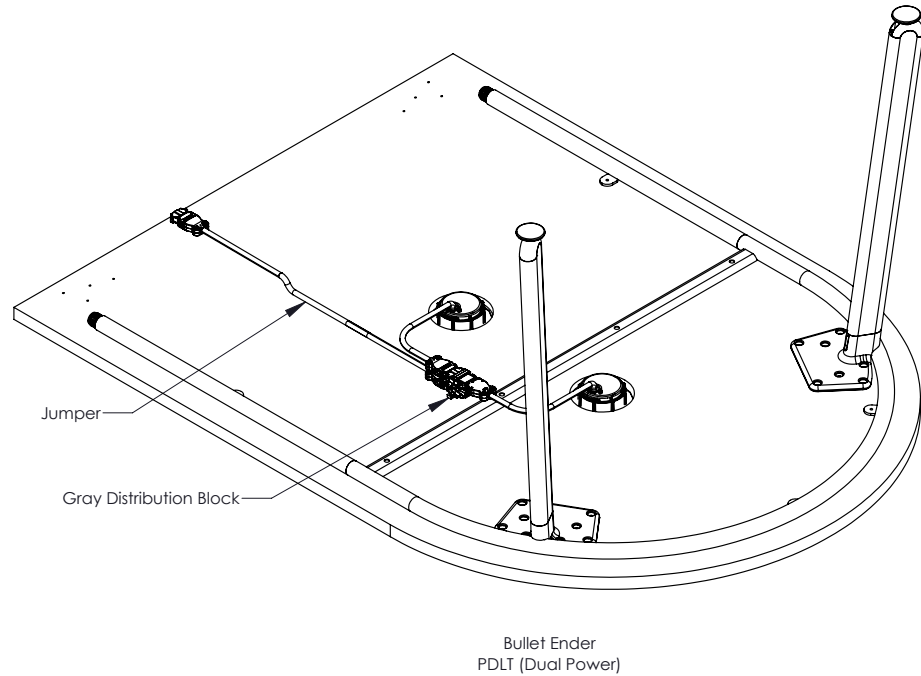
## Power assembly instructions:

Modular table power kits



## Power assembly instructions:

Modular table power kits



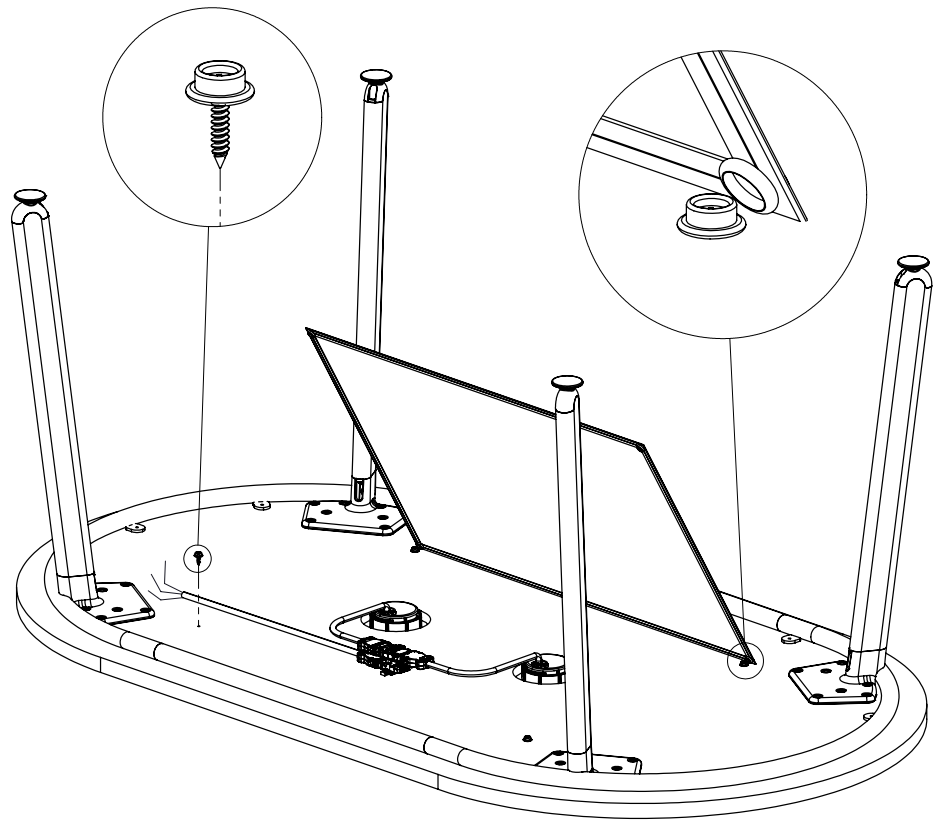


## Wire manager assembly instructions:

Tools required:

- Cordless Driver

1. Begin by locating the (4) pre-drilled holes on the underside of the worksurface. Fasten the supplied screw/sockets into each of these holes as shown in the detailed image.
2. Snap the wire manager into place by pushing all (4) of the buttons onto the sockets as shown in the detailed image.

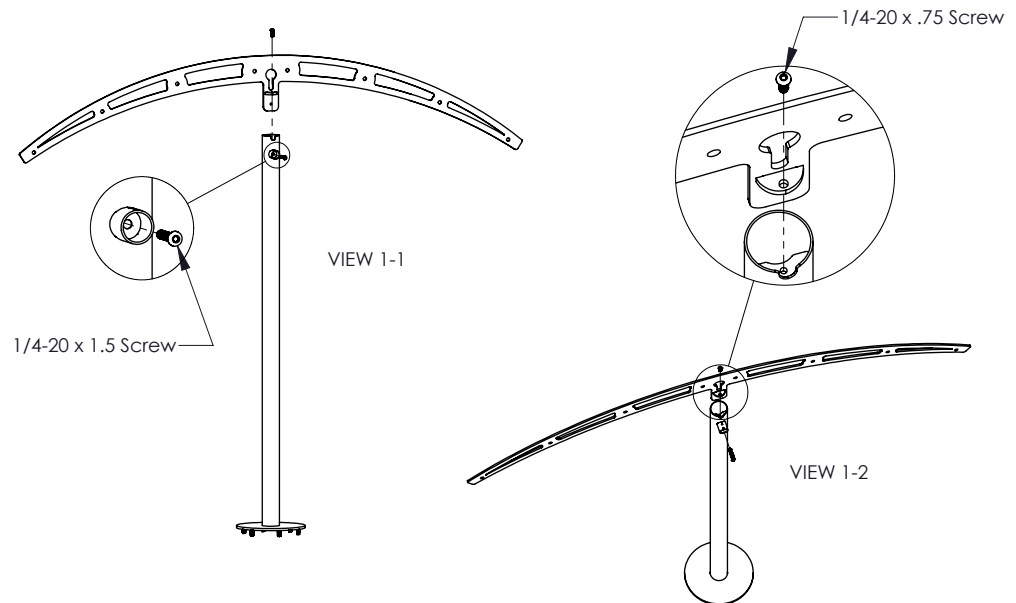


## Canopy assembly instructions:

Tools required:

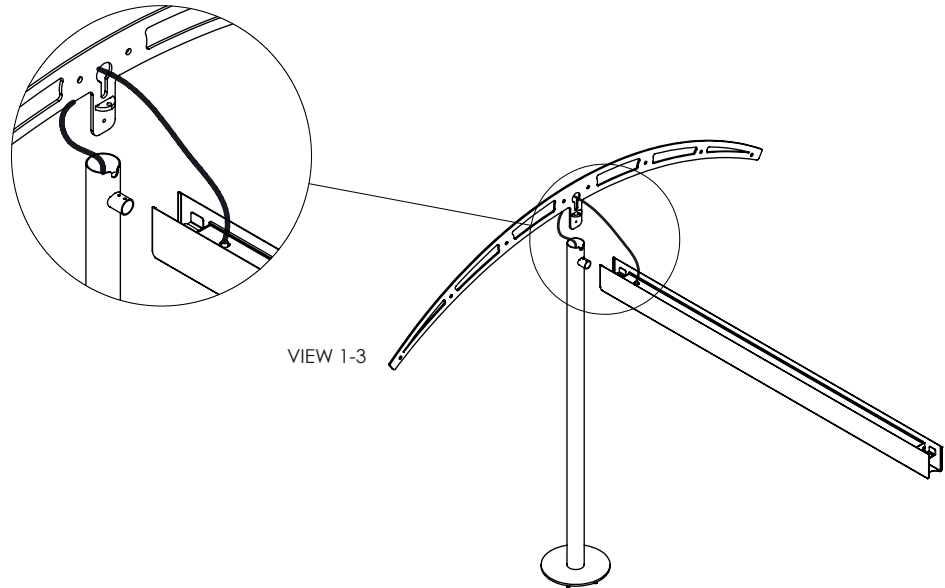
- 4mm Allen Wrench
- 5mm Allen Wrench
- 1/8" Allen Wrench
- 5/32" Allen Wrench
- Bar Clamp or Spring Clamp

1. Begin the canopy assembly by placing all of the metal components together and locating all of the required hardware. Assemble one of the canopy posts by first inserting the mounting rib into the top of the post and then fastening the horizontal 1/4-20 x 1.5" long screw and vertical 1/4-20 x .75" long screw into the rib as shown on Views 1-1 and 1-2. Repeat this step for the remaining canopy post if the light option was not chosen. If the light option was chosen, then proceed to step 2.



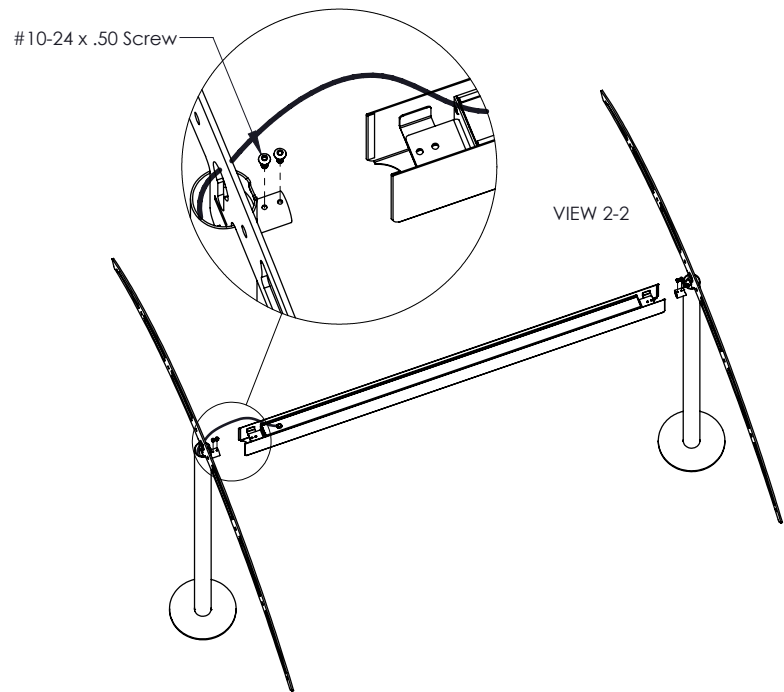
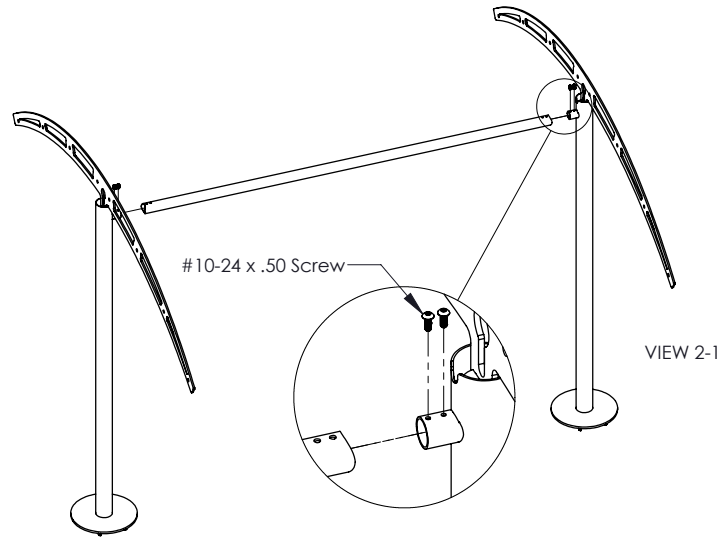
## Canopy assembly instructions:

2. Unpackage the light at this time and fully unwind the cord. Route the power cord through the keyhole slot on the mounting rib and then down through the tube on the canopy post. (Reference View 1-3). With the plug on the power cord routed down into the post, the mounting rib can now be fastened down using the 1.5" and .75" long screws, as described in step 1.



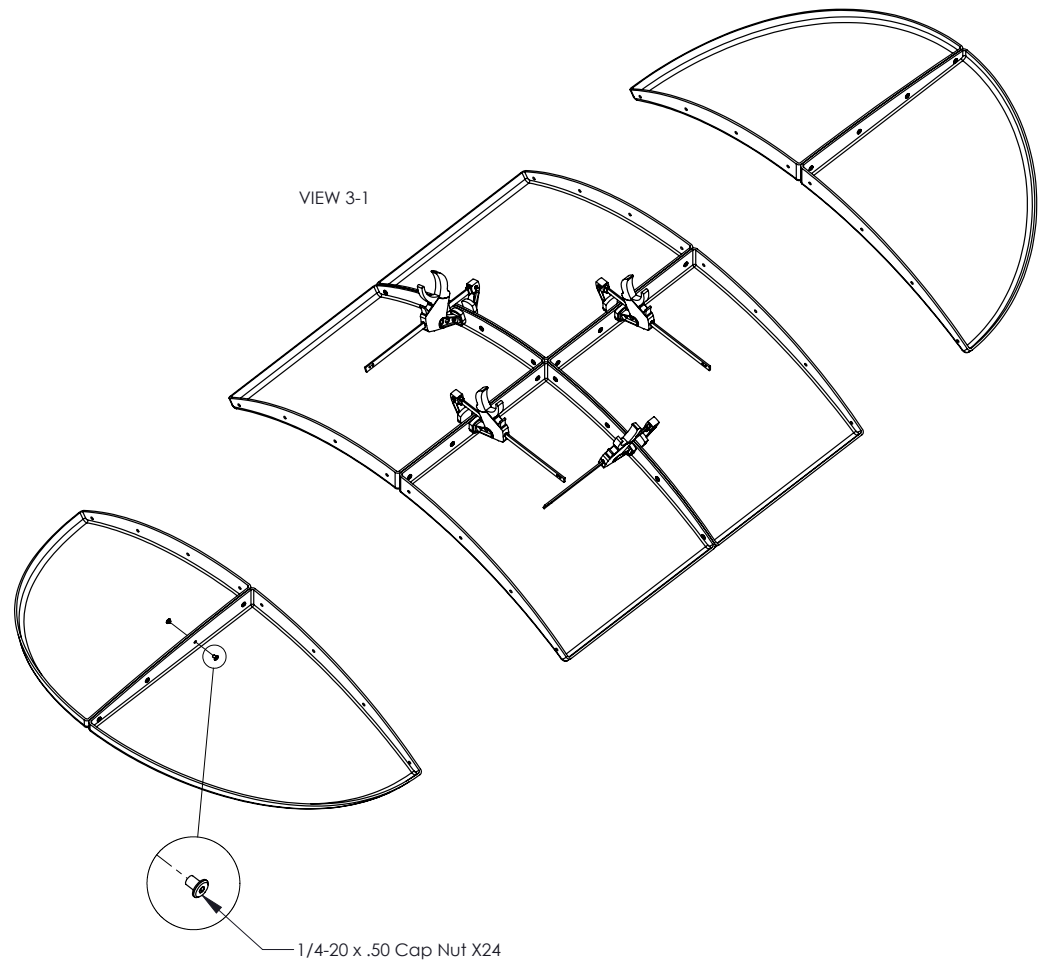
## Canopy assembly instructions:

3. Complete the frame assembly by inserting the canopy posts into the crossmember. NOTE: For the X9 (No Light) option, the crossmember will be a coped, round tube. For the LGHT (Light) option, the crossmember will consist of the light and cover shroud. Line up the mounting holes on the crossmember with the threaded holes on the canopy post. Fasten the crossmember down using the #10-24 x .50 screws (Reference View 2-1 & 2-2).



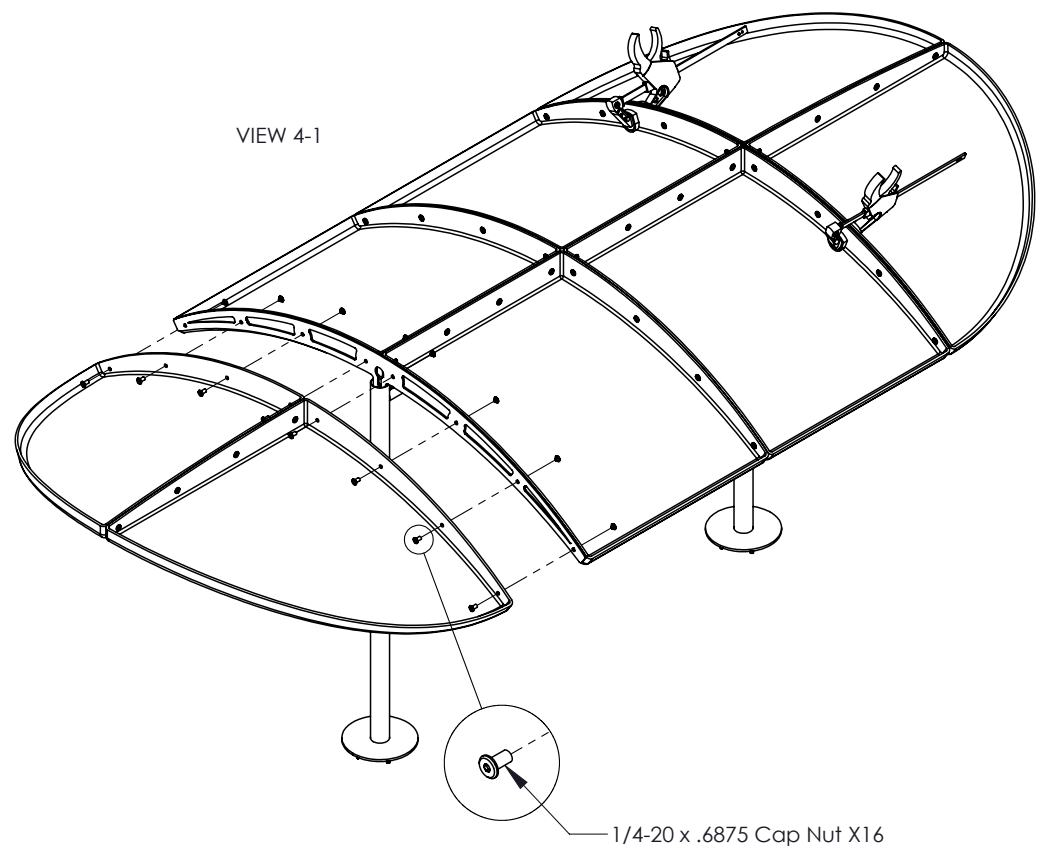
## Canopy assembly instructions:

4. The PET canopy structure can now be sub-assembled. Butt the left and right end canopy modules together making sure the top edges are flush with each other, and then clamp together using a spring or ratcheting bar clamp. Fasten the two modules together using the shorter 1/4-20 x .50" Cap Nut and 1/4-20 x .25" Cap Screw. (Reference View 3-1). Repeat for the remaining end modules. Using the same process as before, clamp the four center modules together making sure the top edges are flush. Fasten together using the 1/4-20 Cap Nuts and Screws.



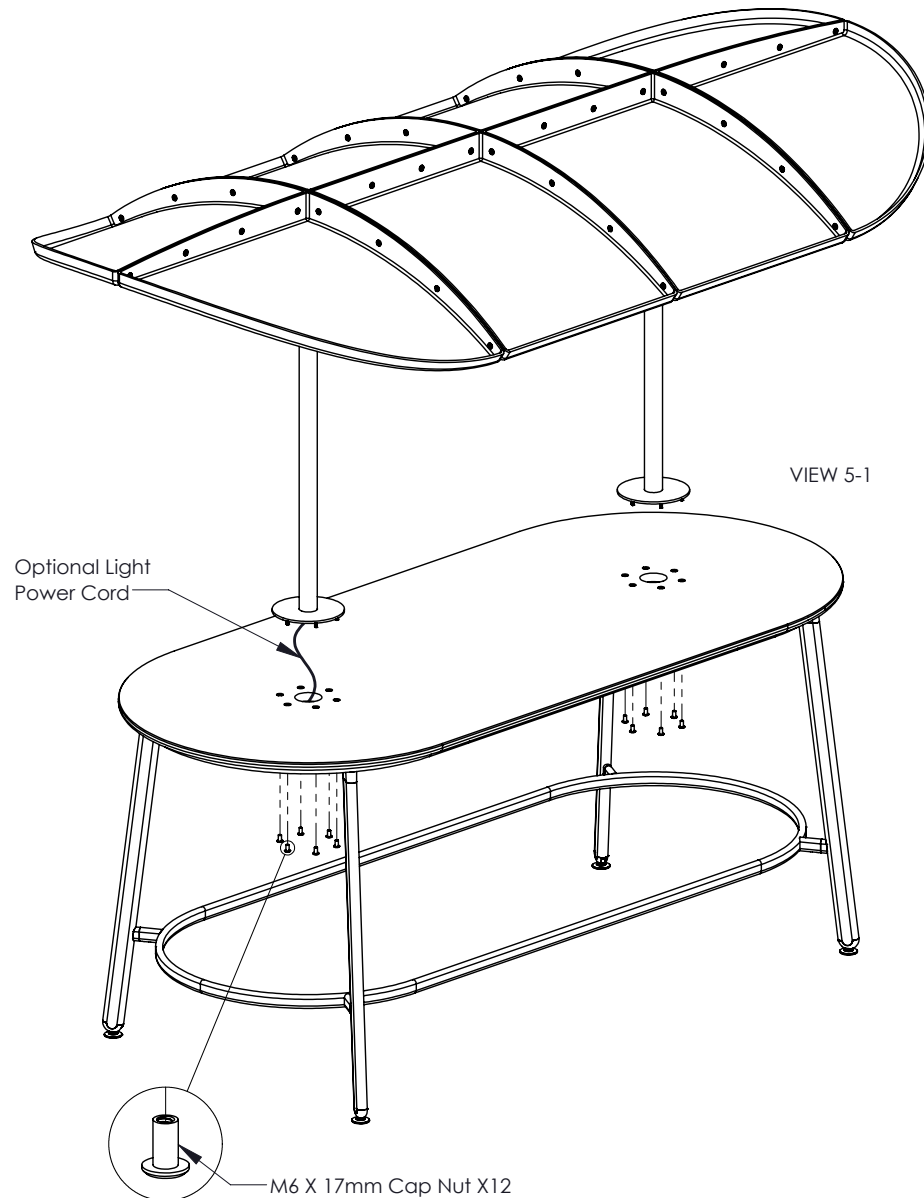
## Canopy assembly instructions:

5. Next, drop the center module sub-assembly down in between the mounting ribs on the frame. Place the outer module sub-assembly up against the mounting rib making sure all of the top edges are flush. Then clamp together using a spring or ratcheting bar clamp. Repeat for the remaining outer module sub-assembly. Complete the canopy assembly by fastening all of the modules together using the longer 1/4-20 x .6875" Cap Nut and 1/4-20 x .25" Cap Screw. (Reference View 4-1).



## Canopy assembly instructions:

6. NOTE: The canopy assembly weighs approximately 85 pounds. Using two people, carefully lift the canopy up by the posts, place it above the table and align the mount holes in the worksurface with the threaded studs on the mounting plates. NOTE: If the light option was chosen, make sure the power cord has been inserted into the 3" diameter hole in the worksurface. Slowly lower the canopy down and let it rest onto the face of the worksurface. Fasten each post down completely by threading the M6 x 17mm cap nuts onto the threaded studs. (Reference View 5-1).

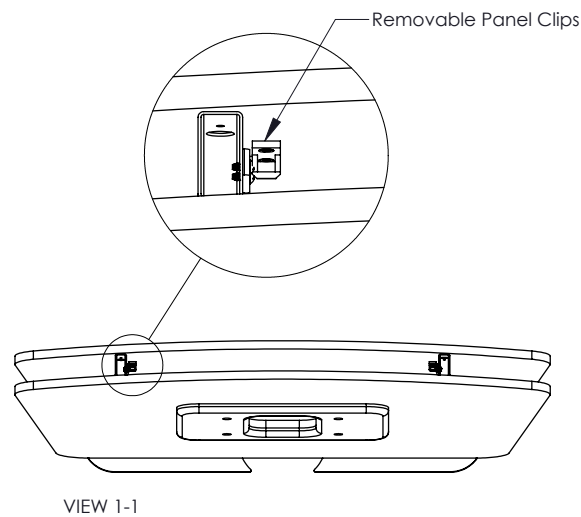


## Media screen assembly instructions:

Tools required:

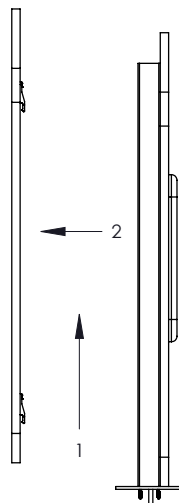
- Cordless driver

1. The Fleet Media Screen ships fully assembled. To install the media screen onto the table, it will need to have one of the screens removed. From the top of the media screen looking down, locate the screen that has the black plastic removable clips installed onto it. (Reference View 1-1)

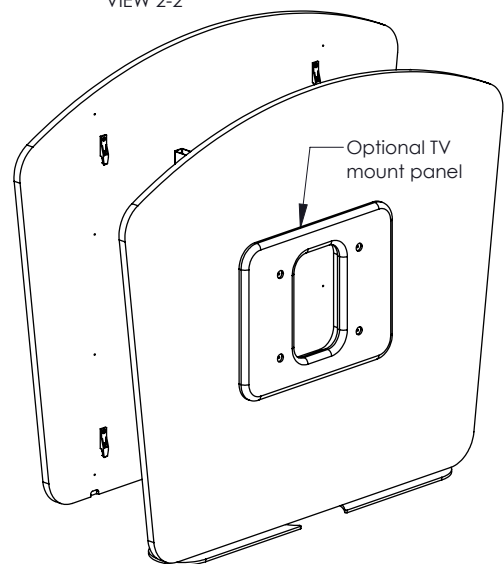


2. Next, remove the screen by first lifting upwards to disengage the clips and then pulling away from the frame. Set the screen aside until further in the installation. (Reference View 2-1 and 2-2)

VIEW 2-1



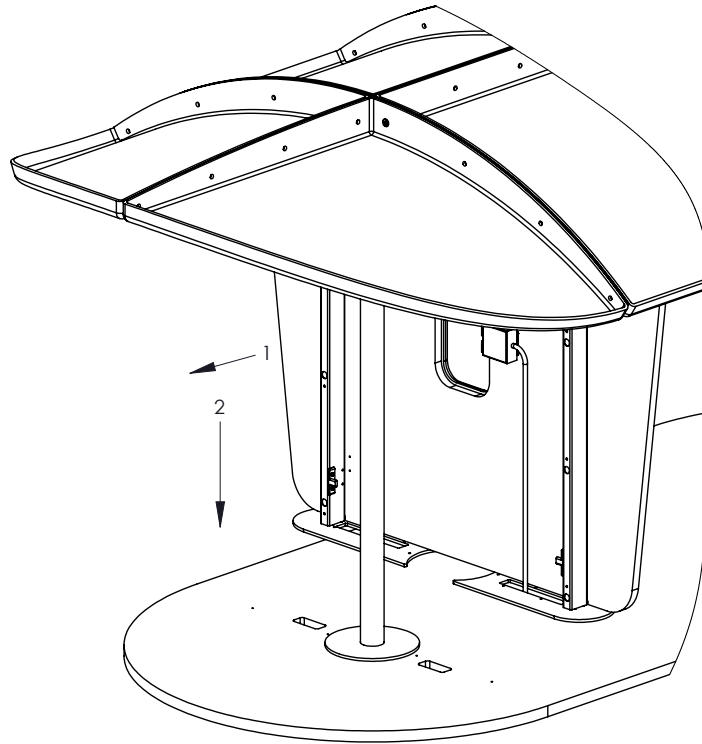
VIEW 2-2





## Media screen assembly instructions:

3. Place the screen assembly onto the table by first aligning the canopy post with the central cutout on the media screen frame, and then dropping the frame down onto the worksurface. (Reference View 3-1)



VIEW 3-1

## Media screen assembly instructions:

4. Secure the frame to the worksurface by fastening the supplied wood screws through the mount holes on the frame and into the worksurface. NOTE: Fasten the screws into the pre-drilled holes on the worksurface first. (Reference View 4-1)
5. If the media power kit was purchased, then the Mini-Tap unit can be fastened to the fixed screen at this time. The suggested location for this unit is shown on View 4-1, however, it can be slightly shifted if needed. Refer to the "Power assembly instructions pages 9-20" to complete the Media Power Kit installation.
6. The screen that was earlier removed can now be reinstalled using the reversal of Step 2. (Reference View 2-1 and 2-2)

