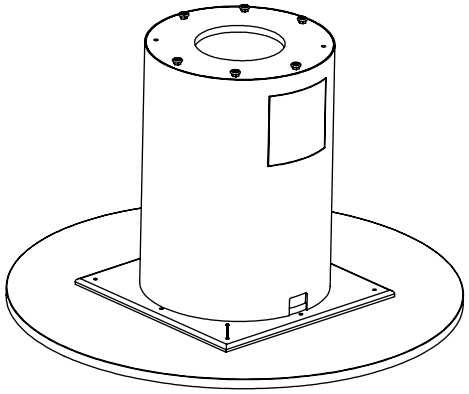
Intermix assembly

Cylinder/panel base assembly - square and round surfaces

1. Center the base over the top.
2. Attach the base to the top with screws included.
3. Fill and tie off sandbags and inserrt them into the bottom of the bases. Make sure that they are distributed evenly through out the base.

Note: The cylinder base weight requirements listed below, must be followed in order to pass "BIFMA" testing standards and prevent possible injury to the user. Clear 6MIL bags are supplied with each base. The use of dry sand is recommended. (Moisture in the sand could cause damage to the bases).



Required weights for cylinder bases under square and round tops:

Base	Max weight required	Fill each bag to:	Bag qty.
CB-F, CC-M/W18CB	85	21.25 lbs.	4
CBH-F, CCM-W20CB	130	18.6 lbs.	7
CBU-F, CC-M/W24CB	160	20 lbs.	8
CB-M	160	20 lbs.	8
CBU-M	140	20 lbs.	7
CB-R	120	20 lbs.	6
CBU-R	100	20 lbs.	5

Cylinder/panel base assembly - rectangle surfaces

One piece top notes (**Figure A**)
- 72x36 dimension A - 12″
- 84x42 dimension A - 16″
- 96x42 dimension A - 20″

Two piece top notes (**Figure B/detail A**)
- For all (2) piece tops, dimension "A" would be 20″.
- On tops that require (3) bases, center the middle base directly over the seam between the table sections.
- In the case of the 48x192 tops, it will at times require (4) bases. Maintain the 20″ on the ends, and then space the remaining (2) bases out evenly.
- Center all bases on the 48″ width of the tops.

1. Attach supplied metal plates across the seam of two tops. (**Detail B**)
2. Attach the bases to the top with the screws provided (**Detail C**)

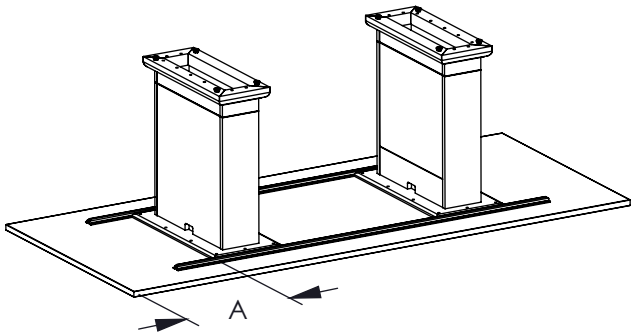


Figure A

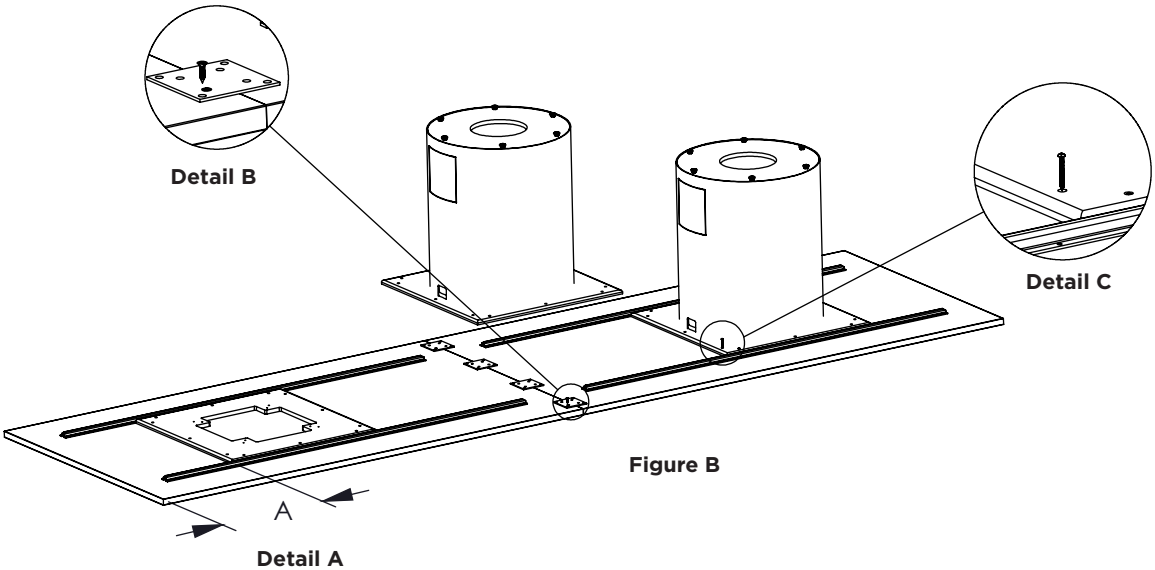
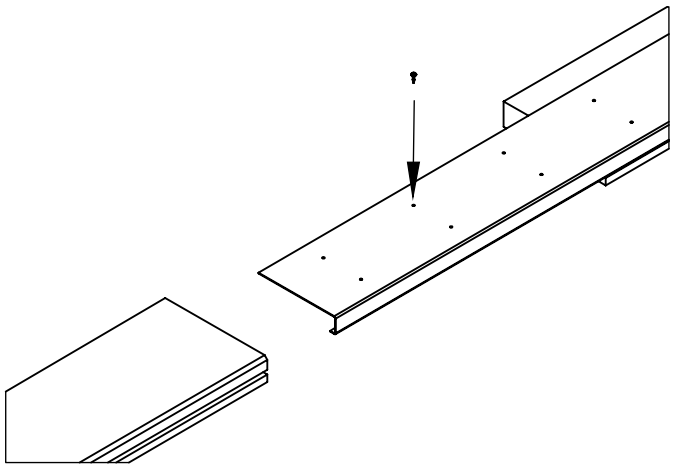


Figure B

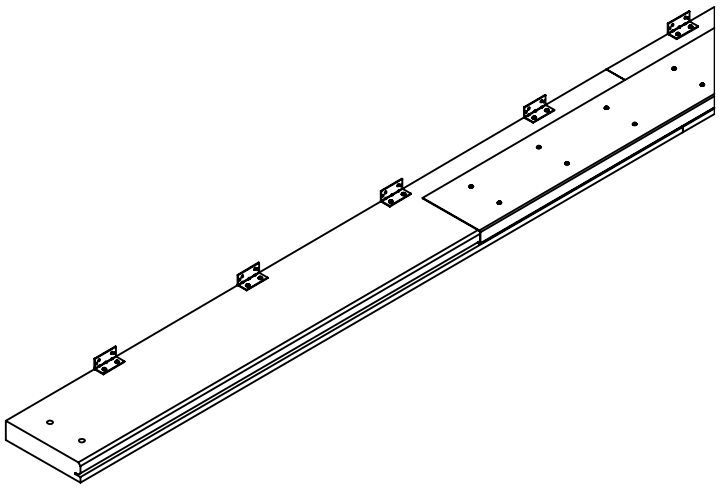
Detail A

Beam table assembly

1. Place Beams with beveled back side facing up on soft surface (to prevent sctratching.)
2. Beams should be end to end, bored ends to the outside, with no gap between the beams.
3. Align grooves on the beams and slide the J-channel until it is centered on the two beams.
4. Screw J-channel to beams using twelve (12) #8 x 5⁄8" pan head screws on each J-channel.

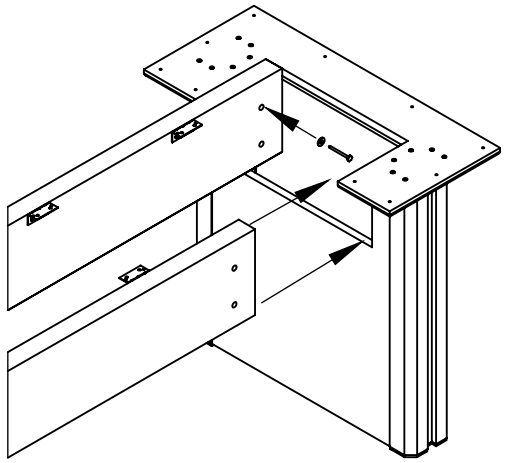


5. Position first L-brackets on top edge of beam approximately 12" from each end of beams.
6. Space remaining L-brackets evenly along top of beam 12-19" apart.
7. Attach to beam using two (2) #8 x 5/8" pan head screws per bracket.

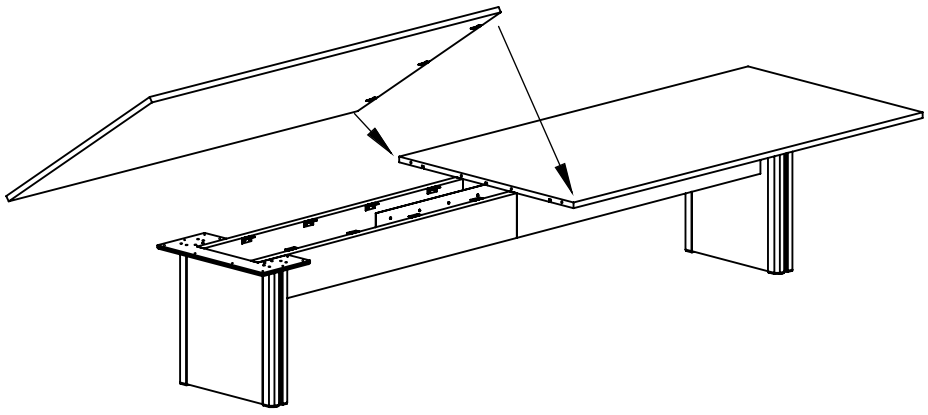


Beam table assembly

8. Place bases in desired location. Power/Data outlet location should be considered if power supplies are used.
9. Place beams inside of opening so there is no gap between the beam and the mending plate on the base. The J-channel edge of the beam should be towards the floor.
10. Using a 3⁄16” drill bit, pre-drill holes for the lag bolts through the beam into the base.
11. Drive lag bolts through the beams into the base and tighten securely.
12. Level the base beam assembly at this time. Level should be placed only on the mending plates while leveling since a “crown” is built into the beams.

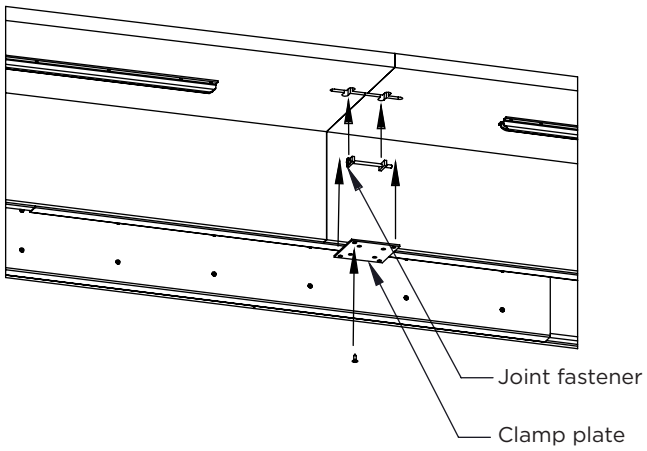


13. Place top sections on base/beam assembly as shown.
14. Align dowels with matching holes and pull tops tightly together.

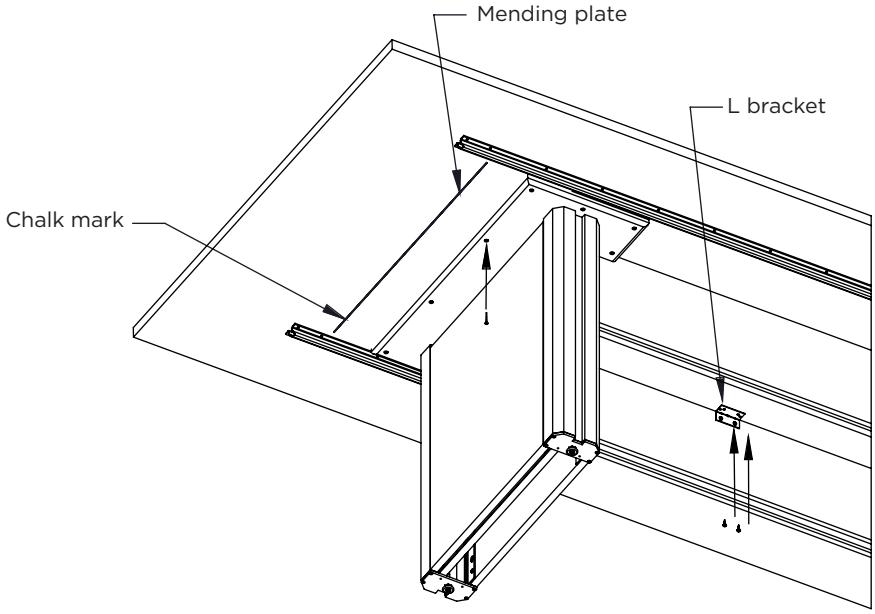


Beam table assembly

1. Insert three (3) joint fasteners into routed sections on bottom side of worksurface.
2. Tighten joint fasteners with open end wrench.
3. Position two (2) clamp plates over outer joint fasteners and screw to worksurface using eight (8) #8 x 5/8″ flat head screws.

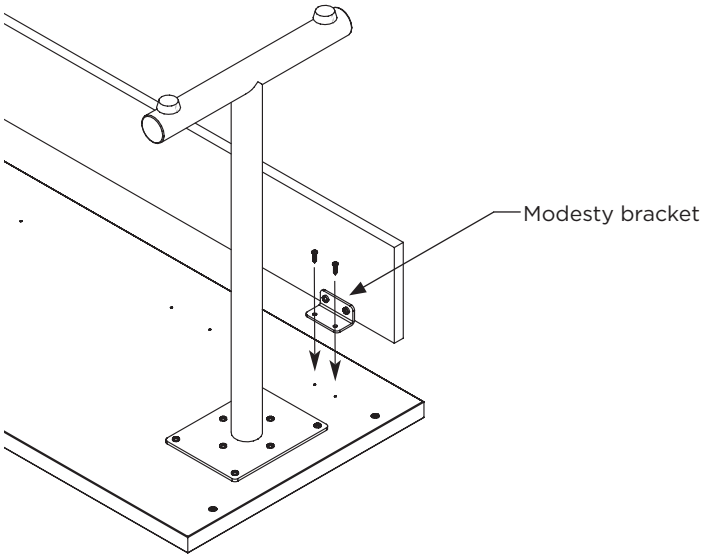


1. Position worksurface so the chalk marks on the bottom side of the worksurface are aligned with mending plates.
2. Secure worksurface to base/beam assembly using ten (10) #8 x 1 1/2″ flat head screws per base and two (2) #8 x 5/8″ pan head screws for each L-bracket.



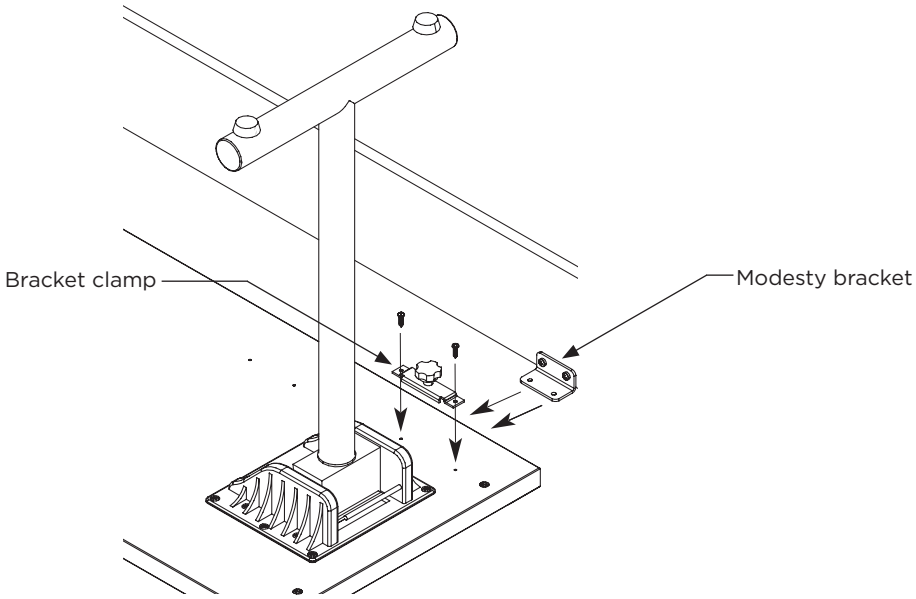
Modesty - Fixed

1. Align holes on modesty brackets with pre-drilled holes on bottom of worksurface.
2. Attach fixed modesty panel to top by using two #10x5/8" screws per bracket.



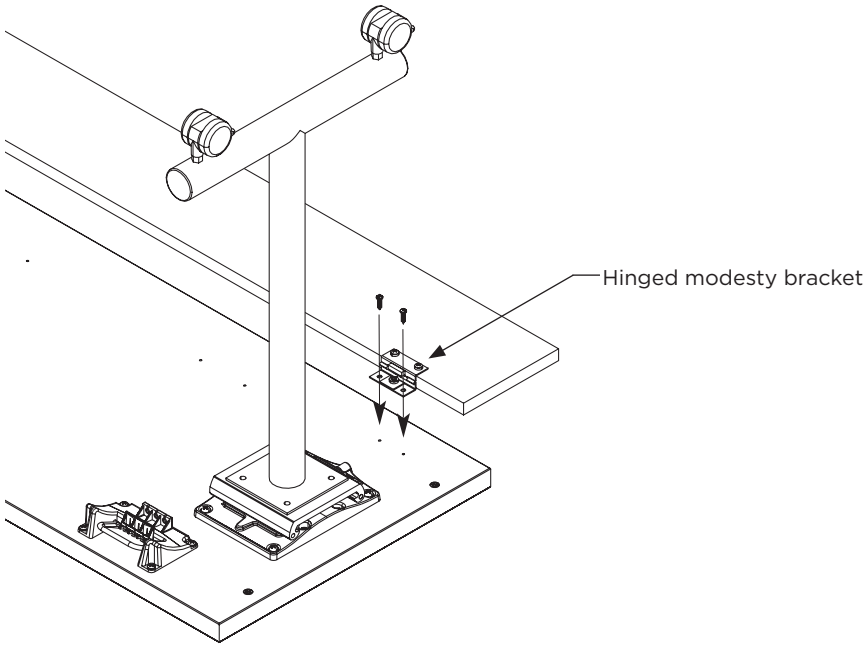
Modesty - Removeable

1. Align holes on bracket clamps with pre-drilled holes on bottom of worksurface. Open side of bracket clam should face modesry panel.
2. Attach brackets clamps to top by using two #10x5/8" screws per bracket clamp
3. Slide modesty brackets into bracket clamps and secure by tightening thumb screws.



Modesty - Hinged

1. Align holes on higned modesty brackets with pre-drilled holes on bottom of worksurface.
2. Attach hinged modesty panel to top by using two #10x5/8" screws per bracket.



Huddle

1. Set Huddle cabinet near desired location. Unit may need to be repositioned and must be leveled after cables and cords are plugged in. If unit was purchased with optional media panel the panel will be attached before shipping. (**Figure A**)
2. Drop technology bay into routed out recesses in the top of the huddle cabinet so operating buttons and LED lights face the front of the cabinet. Secure unit to cabinet with (4) #6 x 3/8" phillips pan head screws. (included in HK-99) (**Figure B**)

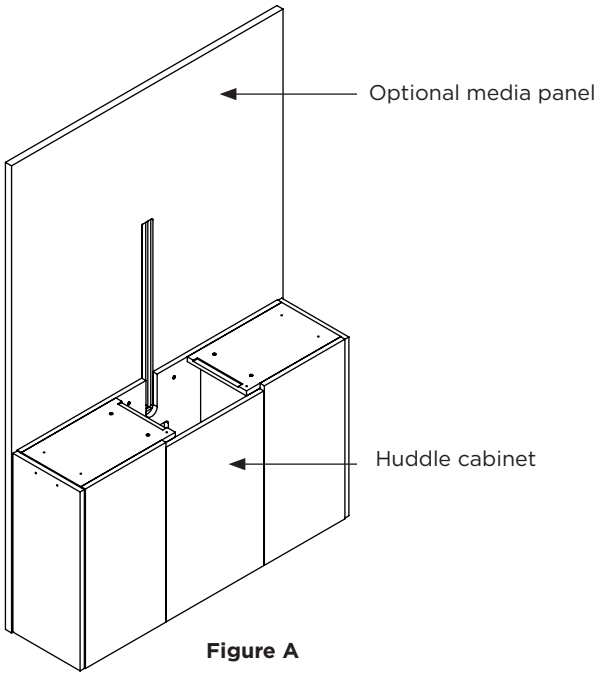


Figure A

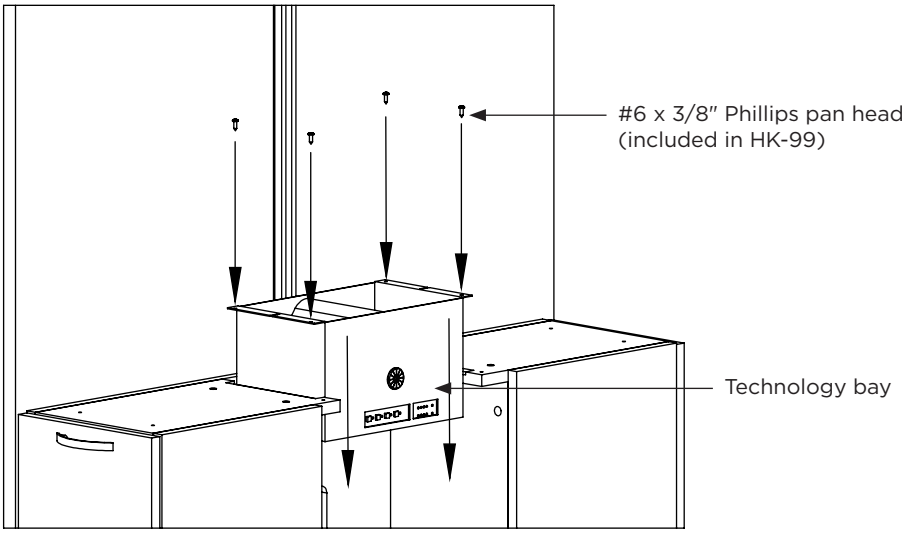


Figure B

Huddle, continued

3. Place work surface face side up on a non-marring surface.
4. Insert grommet into cut-out in work surface. (**Figure C**)
5. Flip work surface over and secure grommet with (2) #8 x 1"phillips flat head screws. (included in HK-99) (**Figure D**)

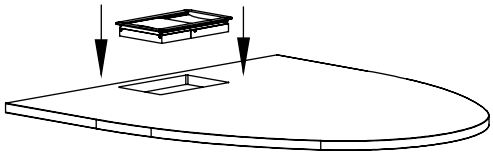


Figure C

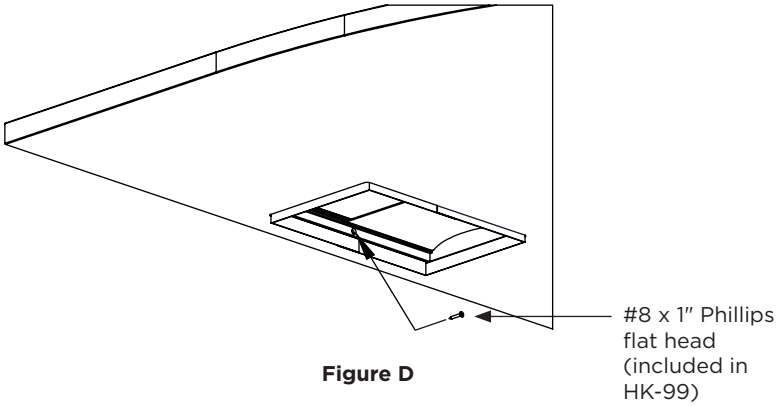
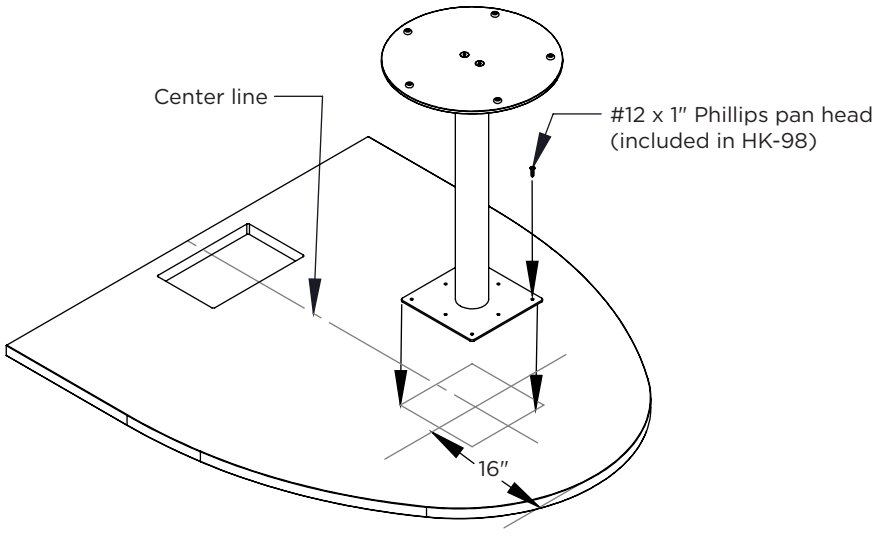


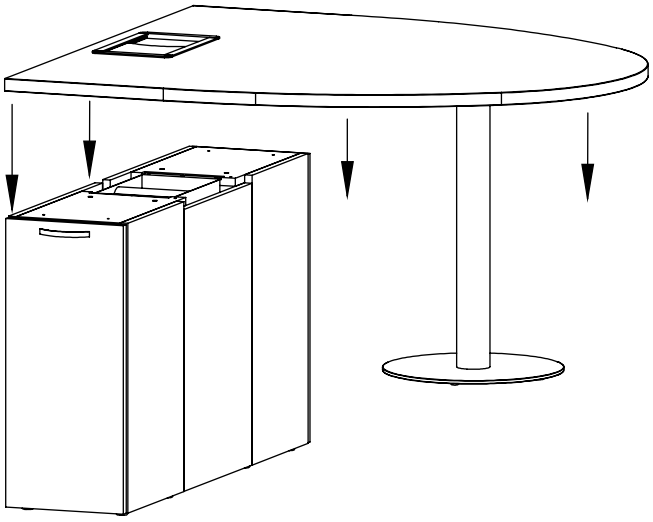
Figure D

6. Place work surface face side up on a non-marring surface.
7. Place base so its center is 16" off end of work surface, centered side to side.
8. Mark hole locations for base assembly and set base to the side when all holes are marked.
9. Bore 9⁄64" diameter x ¾" deep pilot holes where marked.
10. Fasten mounting plate to work surface by using eight (8) #12 x 1" phillips pan head screws. (included in HK-98)

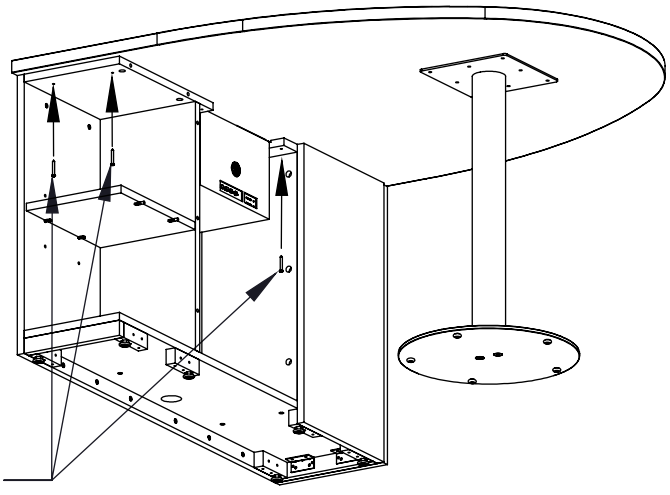


Huddle, continued

11. Place work surface/base assembly on top of huddle cabinet
12. Work surface should be flush with back edge of cabinet, or butt against optional media panel if specified.
13. Center work surface side to side.



14. Place work surface face side up on a non-marring surface.
15. Place base so its center is 16″ off end of work surface, centered side to side.
16. Mark hole locations for base assembly and set base to the side when all holes are marked.
17. Bore 9⁄64″ diameter x ¾″ deep pilot holes where marked.
18. Fasten mounting plate to work surface by using eight (8) #12 x 1″ phillips pan head screws. (included in HK-98)



#8 x 1 ½″ Phillips pan head (included in HK-15)

Collaborative

1. Position modesty assembly and end panels near final desired location. (**Figure A**)
2. Use 1/4-20 x 1 1/2″ bolts from hardware kit (HK-138) to attach the modesty assemblies together (This is only done for the 108″ and 120″ units). (**Figure B**)
3. Use bolts from HK-138 to attach modesty assemblies to the end panels. The bolts should thread into insert nuts that are installed in the face of the end panels. (**Figure C**)
4. Take the modular screws from HK-146 and screw them into the (8) small holes on the bottom of the top, until the shoulder of the screw meets the surface. (**Figure D**)
5. Install joint fasteners to the routes in the bottom of the two top panels to tie them together. (Only used on 108″ and 120″ tops). (**Figure E**)
6. Take the top with the modular screws inserted, and set it over the top of the end panels. Slide the top so that the modular screws slide into place, under the lip of the metal connectors, that are inserted in the top of the end panels. (**Figure F**)
7. Take the screws from the HK-9's and run them through the L-brackets on top of the modesty panel assembly, to secure the top and to finish the assembly. (**Figure G**)

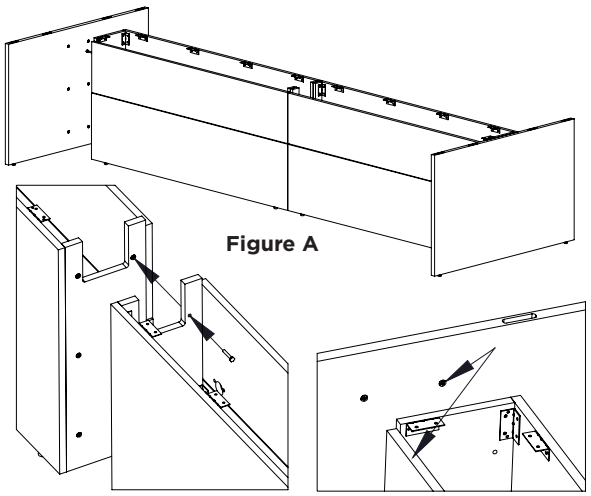


Figure A

Figure B

Figure C

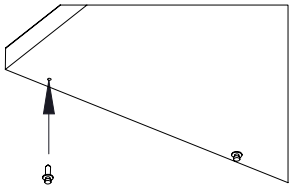


Figure D

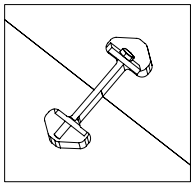


Figure E

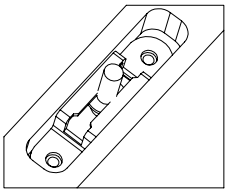
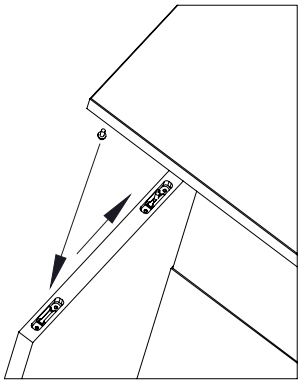


Figure F



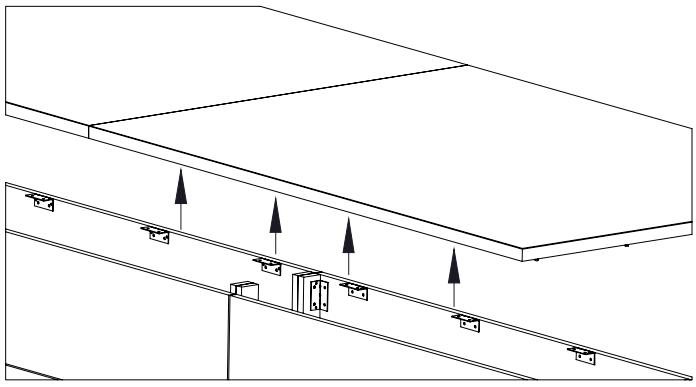


Figure G

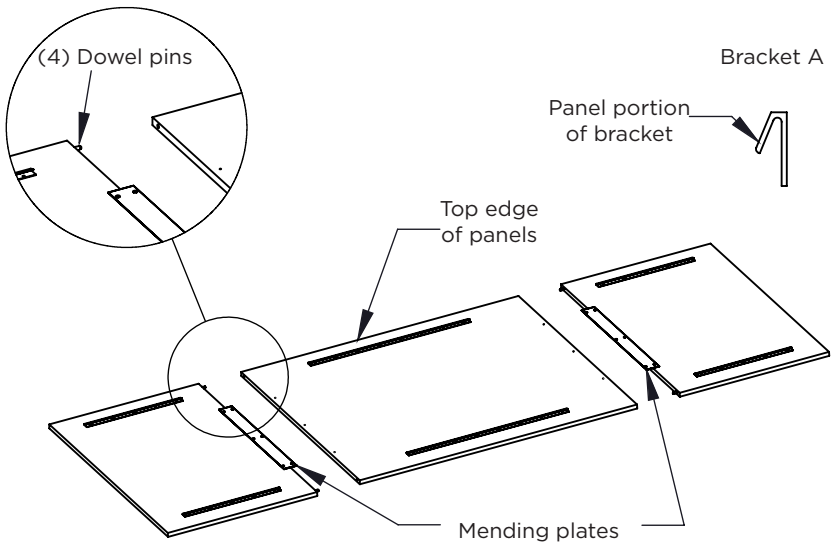
Media panel installation

For single media panels:

1. Place panel face down on a non-marring surface. The side of the panel without the holes will go face down for now.
2. Attach the handing brackets to the back (Detail A), using the pre-drilled holes that are already machined into the panel.

For multi-section media panels:

1. Place panels face down on a non-marring surface. The side of the panels without the holes will go face down.
2. Install the (2) dowel pins (hardware kit) **HK-59** into the connecting edge of each side panel.
3. Align the side panels with the center panel and then pull the (3) pieces together.
4. Center the mending plates (hardware kit) **HK-60** and attach them on each seam using the pre-drilled holes that are already machined into the panels. (counter-sunk holes in the mending plates should be face up)
5. Secure these plates with the (6) screws that are provided (hardware kit) **HK-60**.
6. Attach the handing brackets to the back (Detail A), using the pre-drilled holes that are already machined into the panels.

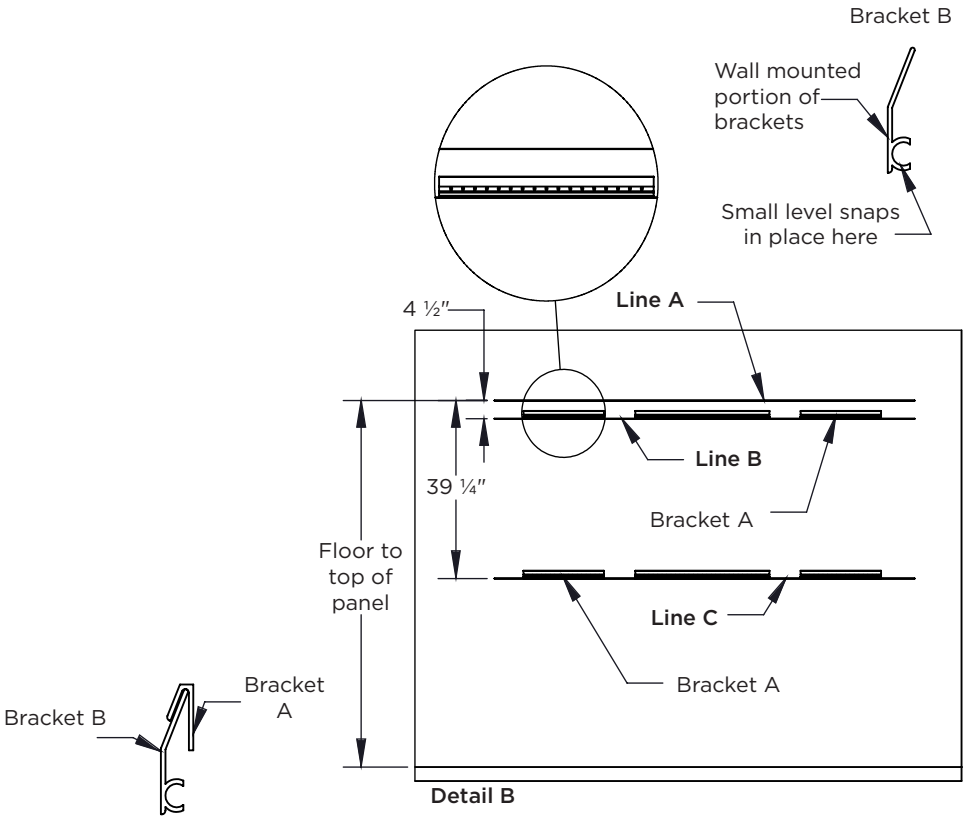


Detail A

Media panel installation

Hanging wall brackets:

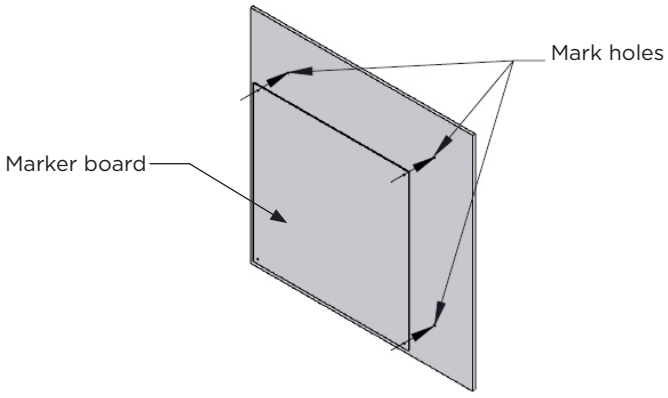
1. Using a carpenter's level, draw a level horizontal line (Line A) where you want the top edge of the panel to be located.
   - Draw a second line (Line B) 4 ½" below Line A.
   - Draw a third line (Line C) 39 ¼" below Line A.
2. Position the wall brackets (Detail B) so the bottom edges are on lines B and C and are also positioned so they will line up with the brackets that are mounted onto the back of the panels. A small level is included and can be snapped onto the wall bracket to aid with installation (Bracket B). Mark the hole locations.
3. Drill holes into the wall where marked and fasten the wall brackets. Hardware is provided, but may not be appropriate for your wall type. A professional contractor should determine the best attaching hardware for each specific application.
4. Remove the small level from the wall brackets once they are attached to the wall.
5. Hang the panel assembly onto the wall brackets, both parts (Brackets A and B) of the metal hanging brackets shall interlock together (Detail C).



Detail C

Glassboard installation

1. Position marker board in desired location and mark hole locations with a pencil. Try to avoid hitting any wall studs if you are using either of the toggle anchors.
2. Follow instructions for provided fasteners, depending on wall type, below or on the next page.



Drywall mounting instructions

1. Position self-drilling toggle anchor on center of hole mark and turn clock-wise with a phillips screwdriver until a hole is drilled through the drywall. Push anchor into hole and continue turning clock-wise until the anchor is flush with the drywall (**Figure A**).

Note: If hole is drilled directly over a wood wall stud, use the combination screw by itself and discard the toggle anchor.

2. Push combination screw through the hole in the center of the toggle anchor and tighten with 5/32" allen wrench until combination screw is held firmly against toggle anchor and will not move (do not over-tighten). Screw stand off onto combination screw (**Figure B**).
3. Repeat procees for all stand offs.
4. Position glass over stand offs and secure in place with stand off caps.

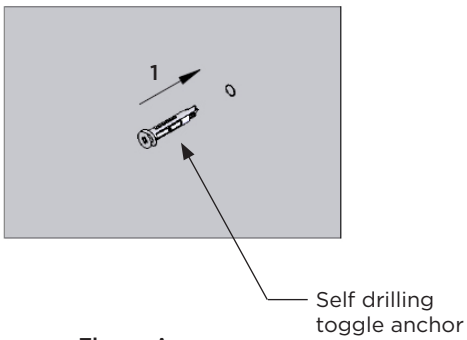


Figure A

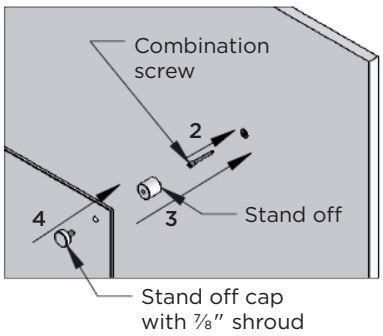
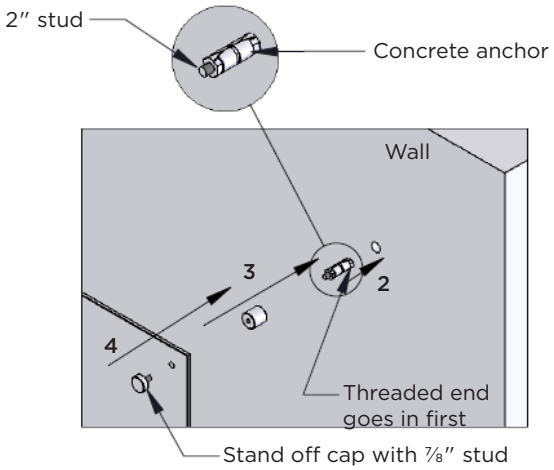


Figure B

Glassboard installation

Concrete/masonry wall mounting instructions

1. Drill 11⁄16″ holes where marked 1 3⁄8″ deep.
2. Thread 2″ studs into concrete anchors and turn until studs are flush with the **threaded end** of the concrete anchors.
3. Push anchors into holes with the threaded end going in first.
4. Screw stand off on to 2″ stud. With the stand off in contact with the wall, turn the stand off until anchor grips the sides of the hole and the stand off is held firmly in place.
5. Repeat process for all stand offs.
6. Position glass over stand offs and secure in place with stand off caps.



Plywood/drywall mounting instructions

1. Drill ½″ holes where marked through wall.
2. Screw ½″ threaded inserts about 3⁄8″ into stand offs. Screw 3″ studs w/ toggle about ½″ into threaded inserts (**Figure A**).
3. Leave at least the thickness of the wall between the closed toggles and the stand off (**Detail A**).
4. Push toggles through holes so it can open behind wall.
5. Pull on stand offs so the toggles contact the inside of the wall and tighten until the stand offs are secure on the wall.
6. Position glass over stand offs and secure in place with stand off caps (**Figure B**).

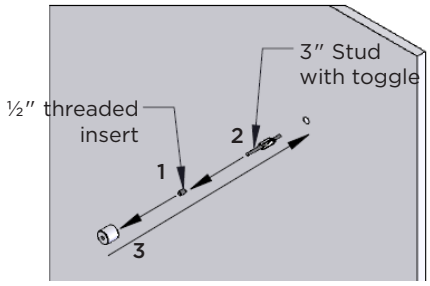


Figure A

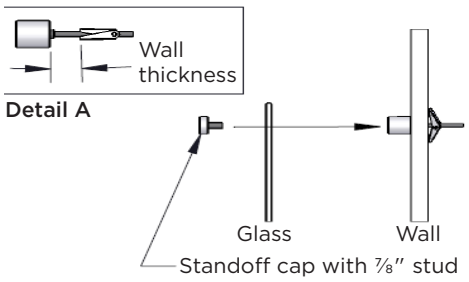


Figure B

Wall shelf installation

Hanging wall brackets:

1. Determine desired location and height of shelf. Draw a line ½" below where the top of the shelf will be. Make a mark where the mid-point of the shelf will be (**Figure A**).
2. Determine location of shelf supports by matching distance between shelf supports with machined pockets on back edge of shelf. Center shelf supports on the shelf midpoint mark on wall. Mark hole locations for shelf supports and attach to wall using fasteners appropriate for wall conditions (**Figure B**).

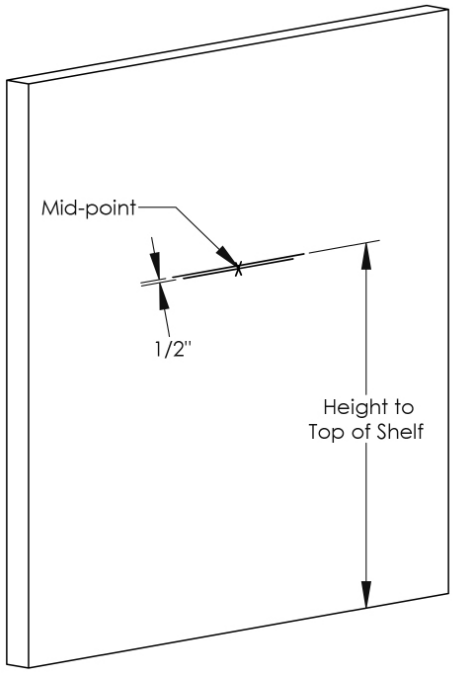


Figure A

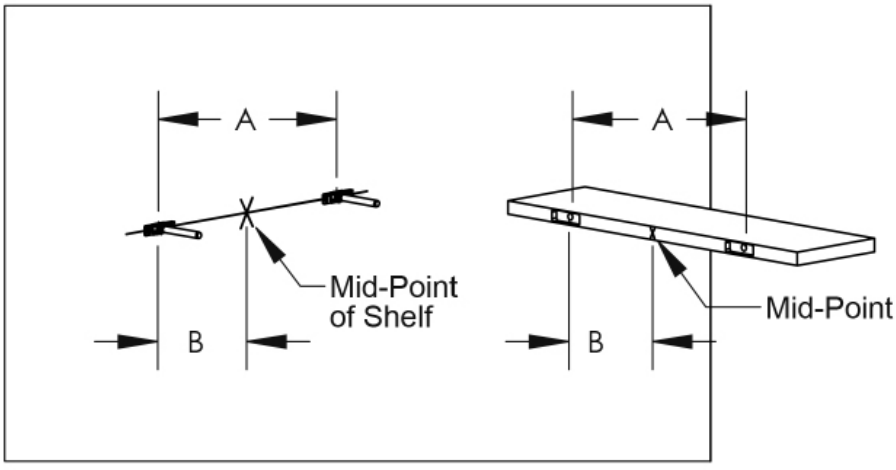


Figure B