

Meeting Room assembly

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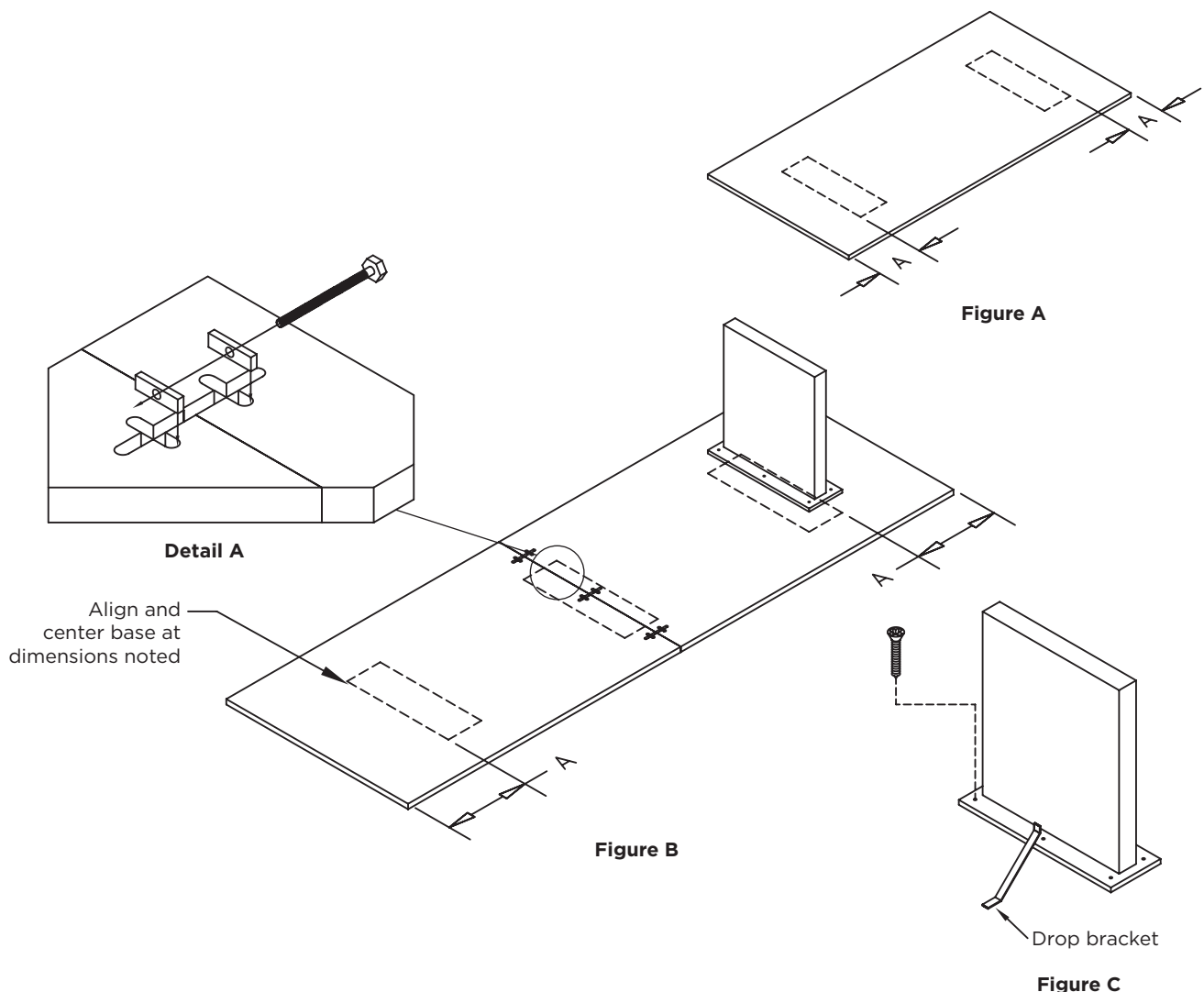
## Rectangle table assembly

One piece top base spacing notes (**Figure A**)

- 72x36 dimension A - 12"
- 84x42 dimension A - 16"
- 96x42 dimension A - 20"

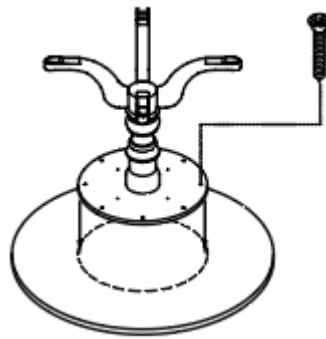
Two piece top notes

- For all (2) piece tops, dimension "A" would be 20" (**Figure B**).
- Use joint fasteners to secure table section together. Do not overtighten (**Detail A**).
- 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.
- Secure support panels to top with wood screws (provided).
- **Note:** Optional drop baskets are supplied with certain style bases, which can be attached to either side of the base for stability (**Figure C**).



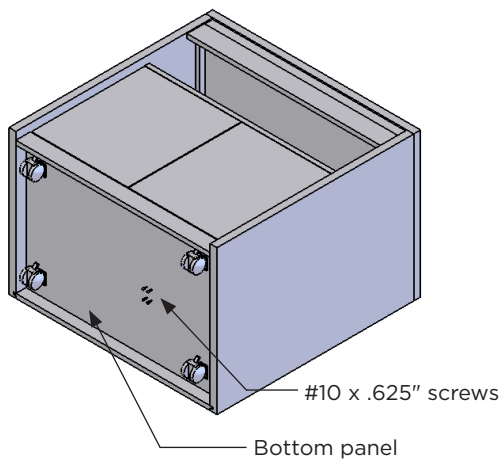
## Rectangle table assembly

1. Place top bottom side up on a clean non-marring surface.
2. Center the base on the top.
3. Secure support panel to top with wood screws (provided).

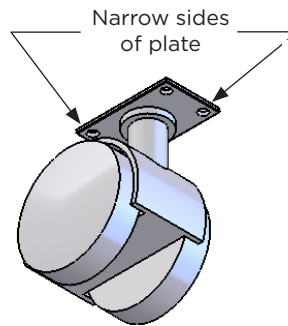


## Caster attachment for mobile carts

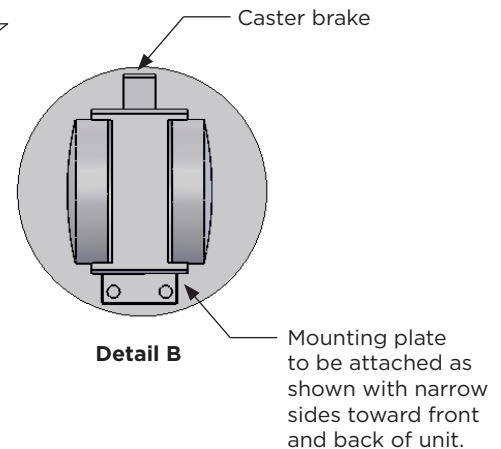
1. With help, turn unit on its top to attain access to the bottom of the unit.
2. Remove caster bag from bottom of unit (**Figure A**).
3. Place caster plates on bottom panel with narrow side of plate (**Figure B/ Detail B**) toward front and back of unit in the following positions: 2.25" From each side panel, 2" from the front rail, and 2" from the back panel as shown below (**Figure C**). Note: do not attach casters to back or side panels.
4. Pre-drill (16) .125" Holes x .5" Deep in recommended locations for each screw to be placed in caster plates.
5. Insert provided (16) #10 x .625" Screws into pre-drilled holes and tighten down. **Note:** Do not over-tighten.
6. With help, turn unit upright. **Note:** Be careful not to put pressure on casters as unit is set upright.



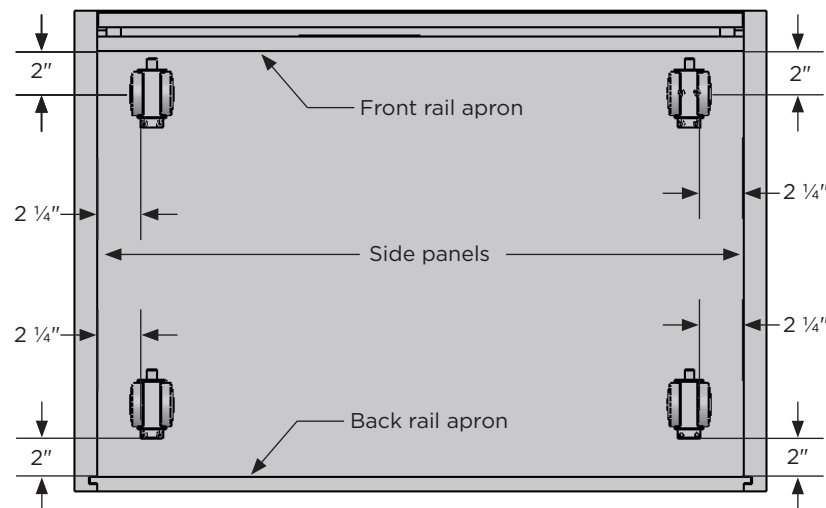
**Figure A**



**Figure B**



**Detail B**



**Figure C**  
Bottom view of unit