

# Assembly

## Case Goods and Seat-Height Table Tops

**Tools Required:**

- Safety glasses
- Phillips screwdriver or drill with Phillips bit

**Required Parts (included)**

1. Case good / table top unit
2. Frame
3. (2-8) 1/4"-20 x 5/8" pan head screws

Assembly Rule: For easiest assembly, partially install all screws until instructed to fully tighten.

**Assembly Steps**

1. Some configurations require a case good spanner, which comes pre-installed on the frame. Cut and remove the zip tie looped through each end of the spanner (Image A).
2. Assemble the case good/table top unit on the frame oriented as shown in the layout drawing. Align the inserts of the underside of the unit with the tab holes in the rail and/or spanner. Insert 1/4"-20 x 5/8" pan head screws through all available holes in the bottom of the unit and secure tightly after all screws are installed (Image B and C).

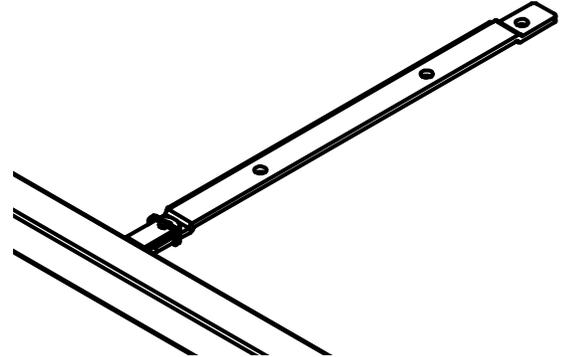


Image A

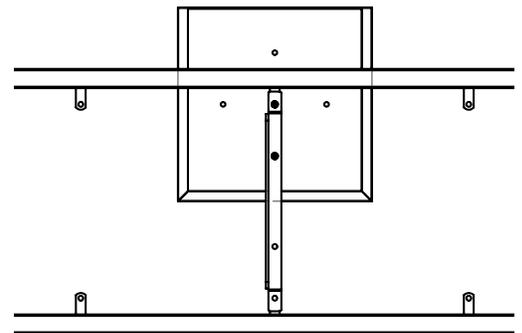


Image B

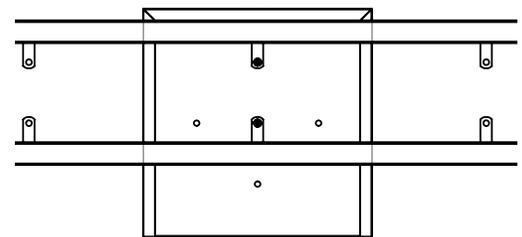


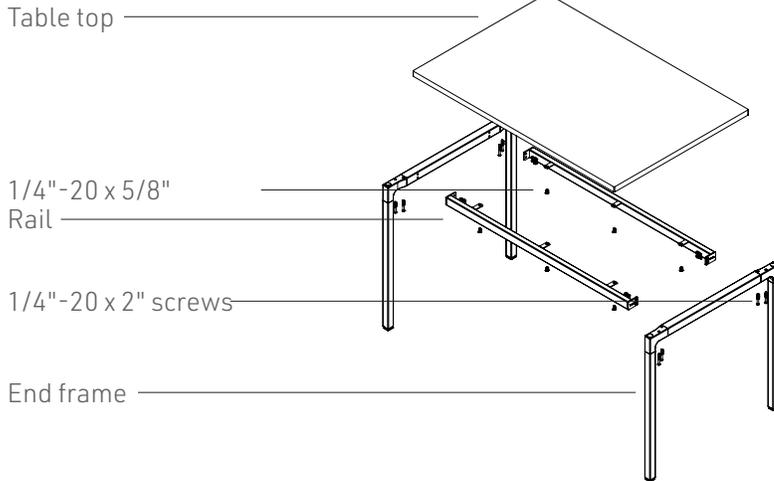
Image C

# Assembly

## Desk Height Table

**Tools Required:**

- Safety glasses
- 3/8" Socket or combination wrench
- 5/32" Allen wrench
- Phillips screwdriver or drill with Phillips bit



**Required Parts (included)**

1. (2) End frame
2. (2) Table rails
3. Table top
4. (2-8) 1/4"-20 x 5/8" Pan head screws
5. (8) 1/4"-20 x 2" Button head cap screws

Assembly Rule: For easiest assembly, partially install all screws until instructed to fully tighten.

**Steps for Frame Assembly**

1. Lay one end frame on the ground with the bolt heads facing up as shown. Remove the two left side 1/4"-20 x 3/4" flange hex head screws using a 3/8" socket or combination wrench (Image A).
2. Align the holes in the rail bracket with the holes in the end frame as shown. Re-install the two 1/4"-20 x 3/4" flange hex head screws; do not fully tighten (Image B).
3. Repeat steps 1 and 2 for the right side rail. Both rails should have tabs oriented inward.
4. Rotate the subassembly so that the rails are laying on the floor and the end frame is standing up as shown (Image C). Follow steps 1-3 to attach the other end frame to the rails, holding it upright. Fully tighten all screws.

**Steps for Frame to Top Assembly**

5. The table frame should now be assembled. Flip it over to the upright position and place the table top on top. Use (8) 1/4"-20 x 2" button head cap screws to partially bolt the 4 corners to the top as shown (Image D).
6. Use the 1/4"-20 x 5/8" pan head screws to partially bolt all rail tabs to the table top. Fully tighten all screws (Image E).

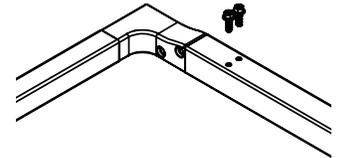


Image A

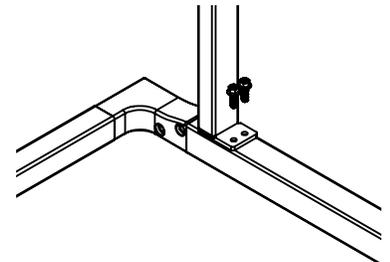


Image B

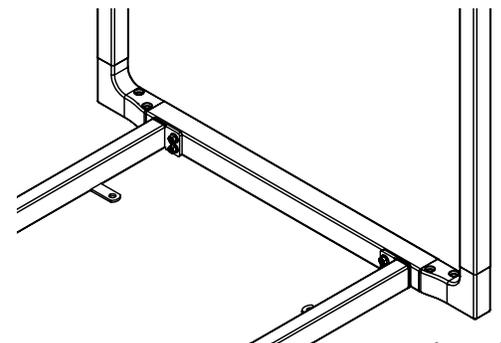


Image C

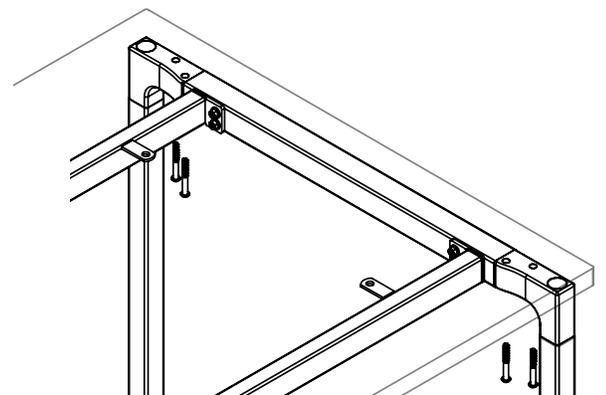


Image D

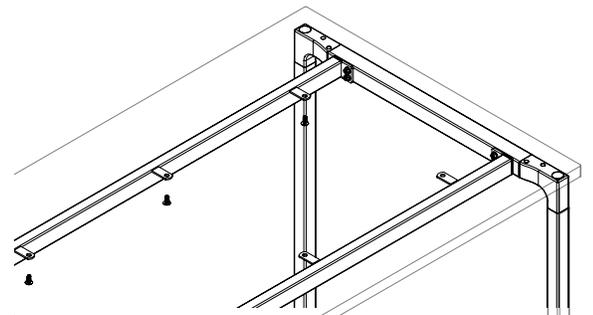


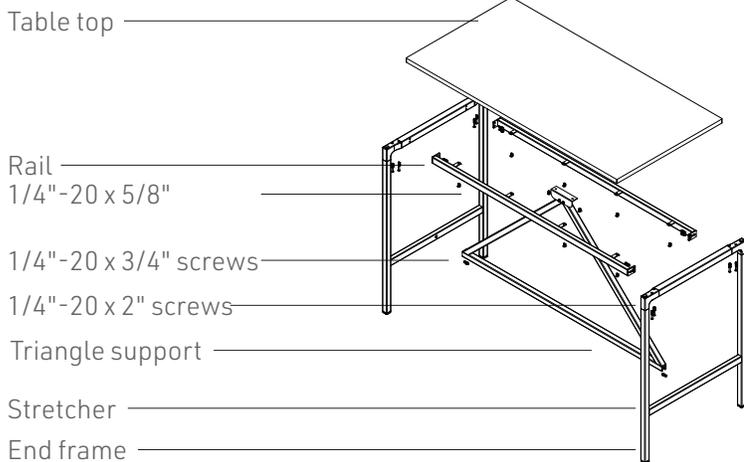
Image E

# Assembly

## Counter and Bar Height Table

**Tools Required:**

- Safety glasses
- 3/8" Socket or combination wrench
- 5/32" Allen wrench
- Phillips screwdriver or drill with Phillips bit



**Required Parts (included)**

1. (2) End frame
2. (2) Table rails
3. Triangle support and bracket
4. Table top
5. (10) 1/4"-20" x 5/8" Pan head screws
6. (2) 1/4"-20" x 3/4" Flange hex head screws
7. (8) 1/4"-20" x 2" Button head cap screws

Assembly Rule: For easiest assembly, partially install all screws until instructed to fully tighten.

**Steps for Frame Assembly**

1. Follow steps 1-4 on the "Desk Height Table" assembly instructions (page 2) to assemble the table frame. Turn the frame to the upright position.
2. Install 1/4"-20 x 3/4" flange hex head screws into the rivets of the table stretchers, leaving the head roughly 1/2" away from the surface as shown in Image A.
3. Slide the bottom ends of the triangle support over the 1/4"-20 x 3/4" flange hex head screws. While holding it upright, fully tighten both screws using the provided 3/8" combination wrench (Image B).
4. Attach the triangle support bracket to the bottom center of the tabletop using two 1/4"-20 x 5/8" pan head screws (Image C).

**Steps for Frame to Top Assembly**

5. Place the tabletop on top of the frame. Ensure that the bracket under the table aligns opposite the rivet side of the triangle support as shown in Image D.
6. Use (8) 1/4"-20 x 2" button head cap screws to partially bolt the 4 corners to the top as shown (Image E).
7. Use the 1/4"-20 x 5/8" pan head screws to partially bolt all rail tabs to the tabletop. Fully tighten all screws (Image F).
8. Bolt the top of the triangle support to the bracket using (2) 1/4"-20 x 3/4" flange hex head screws.

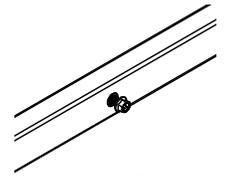


Image A

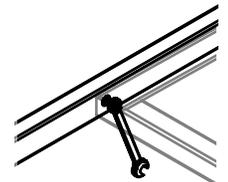


Image B

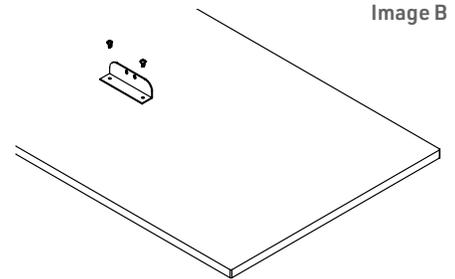


Image C

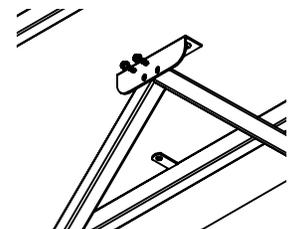


Image D

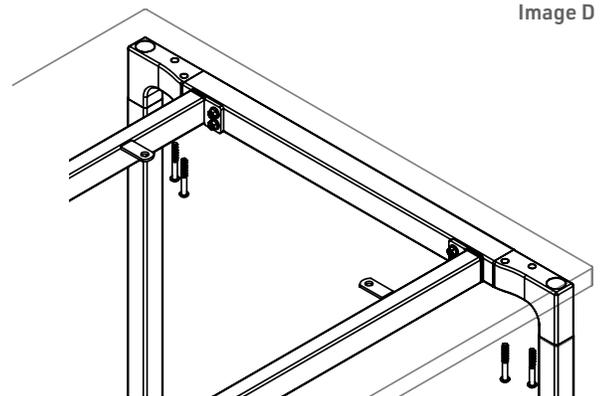


Image E

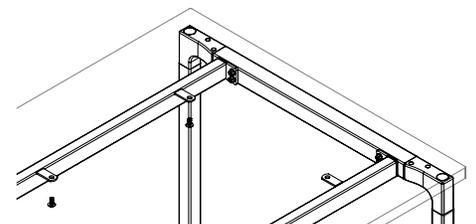


Image F

# Assembly

**Tools Required:**

Safety glasses  
 3/8" Socket or combination wrench  
 5/32" Allen wrench  
 Phillips screwdriver or drill with Phillips bit

**Required Parts (included)**

1. End and Mid Frames
2. End and Mid Rails
3. Table top
4. 1/4"-20 x 5/8" Pan head screws
5. 1/4"-20 x 2" Button head cap screws
6. 1/4"-20 x 5/8" Button head cap screws
7. Triangle support (counter and bar height tables only)
8. 1/4"-20 x 3/4" Flange hex head screws (counter and bar height tables only)

Assembly Rule: Table runs consist of Starter Tables, Mid Tables, and End Tables, all boxed separately. It is important to assembly and connect all frames before attaching the table tops.

**Steps for Starter Table Assembly**

1. Lay one end frame on the ground with the bolt heads facing up as shown. Remove the 1/4"-20 x 3/4" flange hex head screws using a 3/8" socket or combination wrench (Image A).
2. Starter table rails are not symmetric. Identify which side has the tab closer to the end. This side mates to the end frame (Image B).
3. Align the holes in the rail bracket with the holes in the end frame as shown (Image C). Re-install the two 1/4"-20 x 3/4" flange hex head screws; do not fully tighten. Repeat these steps with the other rail. Both rails should have the tabs oriented inward.
4. Rotate the subassembly so that the rails are laying on the floor and the end frame is standing up as shown. Follow steps 1-3 to attach the mid frame to the rails, holding it upright. Fully tighten all screws (Image D).

**Steps for Mid Table(s) Assembly**

1. Lay one end frame on the ground with the bolt heads facing up as shown. Remove the 1/4"-20 x 3/4" flange hex head screws (Image A).
2. Mid table rails are symmetric. Either end can be connected to the mid frame.
3. Align the holes in the rail bracket with the holes in the mid frame as shown (Image C). Re-install the two 1/4"-20 x 3/4" flange hex head screws. Repeat these steps with the other rail. Both rails should have the tabs oriented inward. Fully tighten all 4 screws.

**Steps for End Table Assembly**

1. Lay one end frame on the ground with the bolt heads facing up as shown. Remove the 1/4"-20 x 3/4" flange hex head screws (Image A).
2. End table rails are not symmetric. Identify which side has the tab closer to the end. This side mates to the end frame (Image B).
3. Align the holes in the rail bracket with the holes in the end frame as shown (Image C). Re-install the two 1/4"-20 x 3/4" flange hex head screws; do not fully tighten. Repeat these steps with the other rail. Both rails should have the tabs oriented inward.

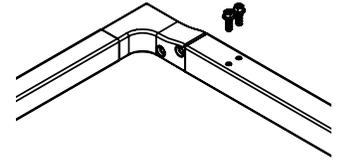


Image A

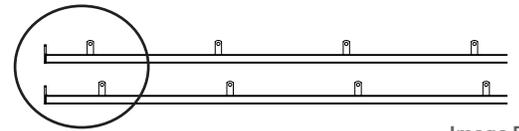


Image B

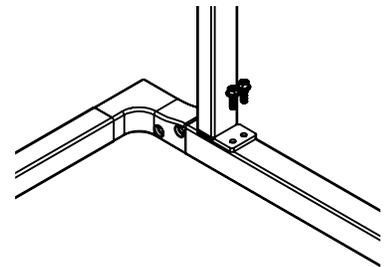


Image C

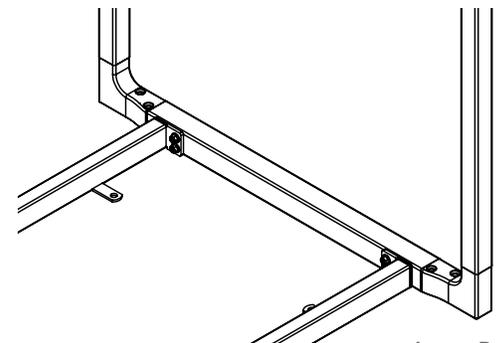


Image D

# Assembly

## Steps for Attaching Table Frames

1. Position the Starter table upright. Remove the hex head screws from the open end of the mid frame. Align the rails of the Mid table frame with the holes in the Starter table frame and attach them with the hex head screws. Fully tighten all 4 screws and repeat for all Mid table frames and End table frame (Image E).
2. (Counter/Bar Height Only) Install  $1/4"$ -20 x  $3/4"$  flange hex head screws into the rivets of the table stretchers, leaving the head roughly  $1/2"$  away from the surface as shown (Image F)
3. (Counter/Bar Height Only) Mid table triangle supports are symmetric. Starter/End table triangle supports have a footrail extension only on one side as shown (Image G) - this side faces the center of the table run. Slide the bottom ends of the triangle support over the  $1/4"$ -20 x  $3/4"$  flange hex head screws. While holding it upright, fully tighten both screws using the provided  $3/8"$  combination wrench (Image H).
4. (Counter/Bar Height Only) Attach the triangle support bracket to the bottom center of the tabletop using two  $1/4"$ -20 x  $5/8"$  pan head screws (Image I).
5. The table run frame should now be fully assembled. To attach the table tops, partially install the various screws as shown. Once all tops are in place and partially secured with screws, fully tighten all screws.
6. (Counter/Bar Height Only) Bolt the top of the triangle support to the bracket using (2)  $1/4"$ -20 x  $3/4"$  flange hex head screws (Image J).

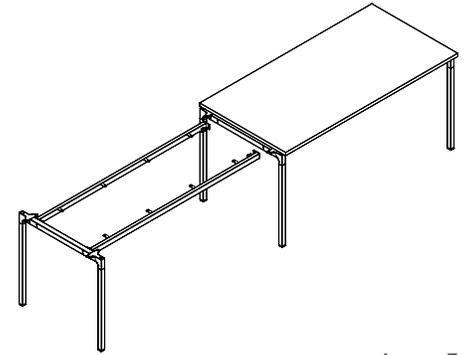


Image E

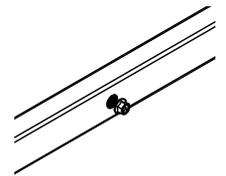


Image F

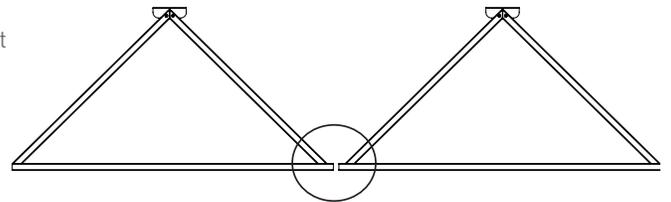


Image G

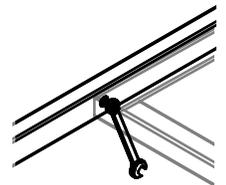


Image H

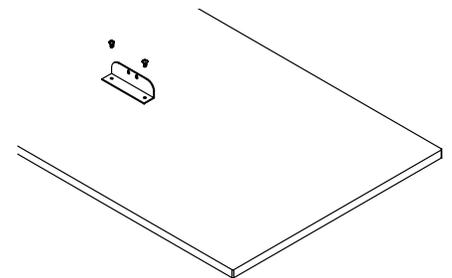


Image I

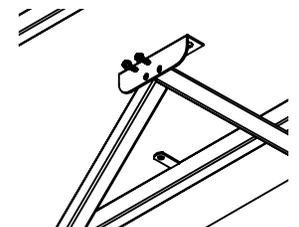


Image J

# Assembly

## Privacy Screens - Center and Modesty End

### Tools Required:

- Safety glasses
- 3/8" socket or combination wrench

### Required Parts for Privacy Center Screens (included)

1. Assembled table unit
2. (2) 1/4"-20 x 2.5" Flange hex head screws
3. (2) 1/4" x 1" OD washers
4. Center Screen

Assembly Rule: Table tops should be installed on frames before screens. For easiest assembly, partially install all screws before tightening them down fully. Assembly requires 2 people.

### Steps for Privacy Center Screen Assembly

1. Hold the panel centered on the tabletop, aligning the holes in the table with the holes in the bottom of the panel (Image A).
2. Place one 1/4 x 1" OD washer on each of two 1/4"-20 x 2.5" flange hex head screws, insert them into the holes on the bottom center of the table. Thread them into the bottom edge of the panel until tight.

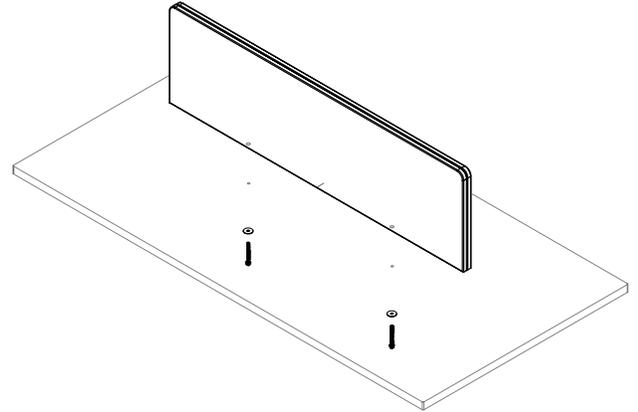


Image A

### Required Parts for Modesty End Screens (included)

1. Assembled table unit
2. (1) Modesty end bracket, left
3. (1) Modesty end bracket, right
4. (4) 1/4"-20 x 5/8" Pan head screws
5. Modesty End Screen

Assembly Rule: Table tops should be installed on frames before screens. For easiest assembly, partially install all bracket screws before tightening them down fully.

### Steps for Modesty End Screen Assembly

1. From under the table, remove the (2) 1/4"-20 x 3/4" flanged hex head screws on the left side holding the rail to the apron (Image B).
2. Insert the modesty end bracket (left orientation) as shown and align the holes with the apron. Re-insert the 1/4"-20 x 3/4" flanged hex head screws through the holes in the modesty end bracket (left orientation), rail bracket, and into the apron (Image C).
3. Repeat steps 1 and 2 on the right side.
4. Align the holes in the modesty panel with the holes in the brackets. Secure them using (4) 1/4"-20 x 5/8" pan head screws (Image D). Fully tighten all screws.

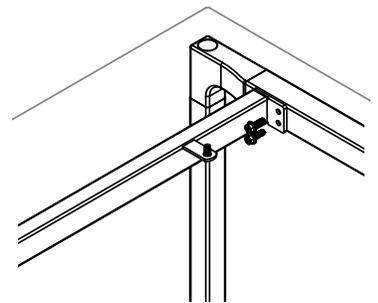


Image B

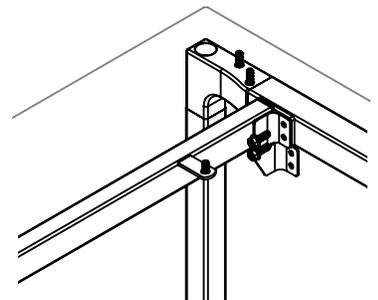


Image C

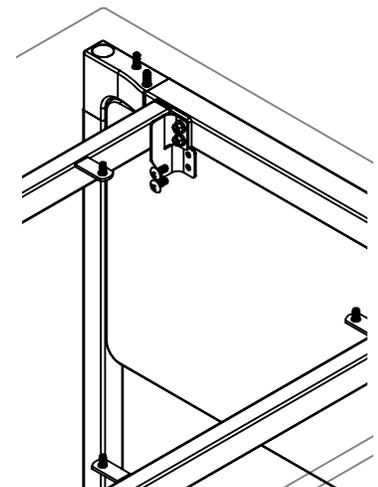


Image D

# Assembly

## Privacy Screens - Perimeter and Side

### Tools Required:

- Safety glasses
- Phillips screwdriver or drill with Phillips bit

### Required Parts Perimeter Screens (included)

1. Assembled table unit
2. (2-3) Privacy perimeter brackets
3. (8-12) 1/4"-20 x 5/8" Pan head screws
4. Perimeter Screen

Assembly Rule: Table tops should be installed on frames before screens. For easiest assembly, partially install all bracket screws before tightening them down fully. Assembly requires 2 people.

### Steps for Privacy Perimeter Screen Assembly

1. Attach the privacy perimeter brackets to the perimeter panel using 1/4"-20 x 5/8" pan head screws. 30" and 45" wide screens use 2 brackets. 60" wide screens use 3 brackets. The bent side of the bracket should face away from the bottom edge of the panel with the plastic strip as shown (Image A).
2. Hold the panel up to the side of the table and align the bracket holes with the inserts in the underside of the table top. Install two 1/4"-20 x 5/8" pan head screws per bracket to secure it to the table (Image B). Fully tighten all screws..

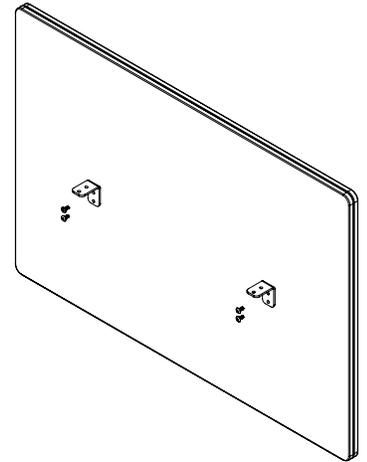


Image A

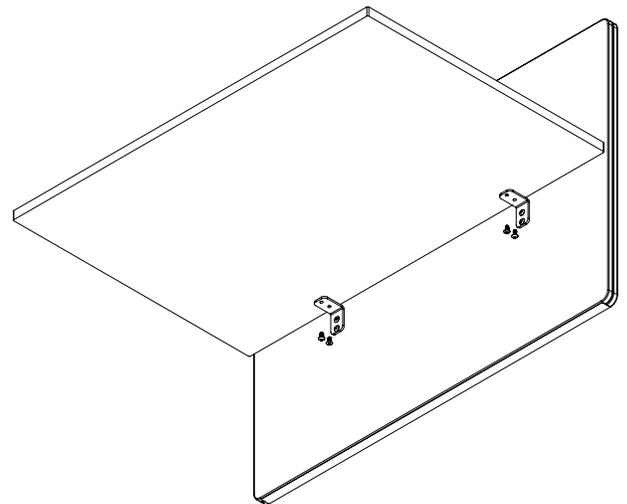


Image B

### Required Parts for Privacy Side Screens (included)

1. Assembled table unit
2. (1) Privacy side bracket
3. (3) 1/4"-20 x 1.25" Flat head undercut screws
4. Privacy Side Screen

Assembly Rule: Table tops should be installed on frames before screens. For easiest assembly, partially install all bracket screws before tightening them down fully.

### Steps for Privacy Side Screen Assembly

1. Attach the privacy side bracket to the panel as shown using (3) 1/4"-20 x 1.25" flat head undercut screws (Image C).
2. Slide the panel onto the table top so that the bracket clamps the table and leg as shown (Image D).

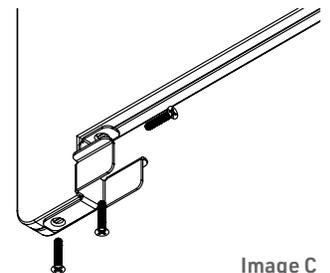


Image C

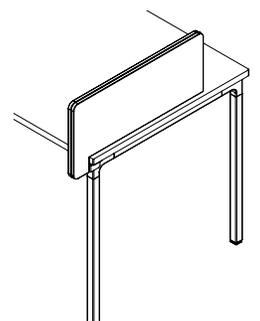


Image D

# Assembly

### Tools Required:

Safety glasses  
Phillips screwdriver or drill with Phillips bit

### Required Parts for Under Mount Power (included)

1. Assembled Free Address unit
2. Under mount power component
3. (4) Wood screws

### Assembly Steps for Under Mount Power

1. Refer to the layout drawings for power locations. Align the front face of the power component with the front face of the leg as shown in Image A. Use the 4 Phillips wood screws to secure the power unit.

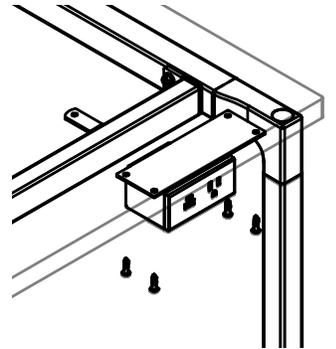


Image A

### Required Parts for Table Surface Power (included)

1. Assembled Free Address unit
2. Surface mount power component

### Steps for Table Surface Power Assembly

1. Refer to the layout drawings for power locations. Remove the clamping ring from the power component. Pass the cord through the top side of the table hole and insert the power component until the bezel is sitting flush on the tabletop (Image B).
2. Under the table, pass the cord through the clamping ring and thread the ring clockwise onto the bottom of the power component until secure.

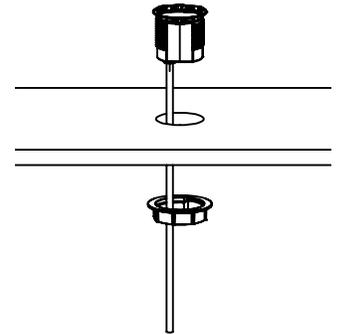


Image B

### Required Parts for Wire Grommet (included)

1. Assembled Free Address unit
2. Wire grommet

### Steps for Wire Grommet Assembly

1. Refer to the layout drawings for power locations. Place grommet into hole in table.

### Required Parts for Wire Snake (included)

1. Assembled Free Address unit
2. Wire snake cable holder

### Steps for Wire Snake Assembly

1. Follow the provided directions in the wire snake box for mounting to the underside of the table.

# Assembly

### Tools Required:

- Safety glasses
- Drill with Phillips bit
- Scissors

### Required Parts for Daisy Chain Power (included)

1. Assembled Free Address unit
2. Daisy chain power units
3. Cable mounts
4. Zip ties
5. Screws

### Steps for Daisy Chain Power Assembly

1. Install all table power units following the Power Components instruction page. Seat units arrive with the power units already attached. Wireless charging pads do not integrate directly into the daisy chain system, so if they are part of the specification, a connecting hub will be provided. Refer to the wire diagram page of the installation drawings for approximate mounting location (Image A).
2. Assemble the full layout as shown in the installation drawings. All jumper connections are color-coded and fit together in a specific order. Before connecting the system to a power source, connect all jumpers at the color-coded locations shown in the wire diagram. Connect the 3-prong plug to a power source (Image B).
3. If wireless charging pads are part of the specification, plug them into the USB ports of the connecting hub.

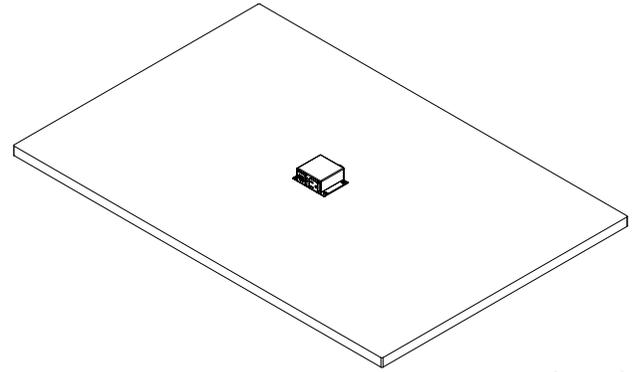


Image A

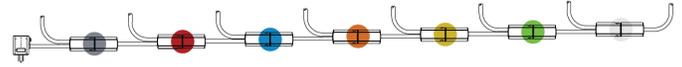


Image B



Image C

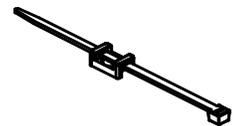


Image D

### Required Parts for Cable Clips (included)

1. Cable mounts
2. Zip ties
3. #8 wood screws

### Steps for Cable Clip Assembly

1. Cable mounts are recommended at a maximum of every 2 feet. Enough clips are provided for 15" increments. Attach the cable mounts to the underside of the units using the #8 wood screws (Image C).
2. Thread a zip tie through each mount as shown. Working from the power unit end, wrap each zip tie around the cord and tighten until secure. Cut off the extra zip tie length using scissors (Image D).

# Assembly

**Tools Required:**

Safety glasses  
Drill with Phillips bit

**Required Parts for Daisy Chain Power (included)**

1. Bag Hook
2. Screws

**Steps for Bag Hook Assembly**

1. Position the bag hook on the underside of the table as desired. Recommended location is butted up to the rail, 8" in from the edge of the top as shown. Use a drill with Phillips bit to install the four 5/8" wood screws (Image A).

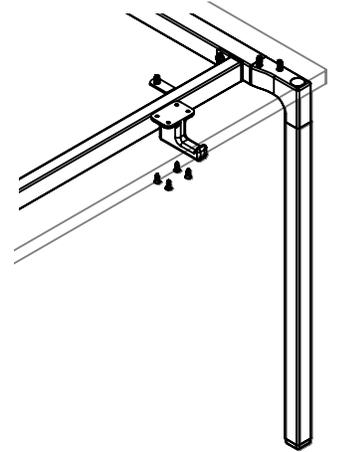


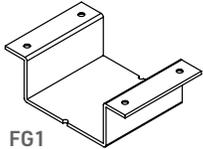
Image A

# Assembly

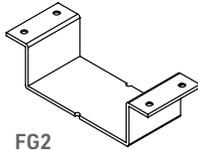
## Ganging Brackets on Seat Height Frames (FG1)

**Tools Required:**

Safety glasses  
Drill with Phillips bit



FG1  
ganging bracket



FG2  
ganging bracket

**Required Parts (included)**

1. Assembled Free Address units
2. FG1 ganging brackets
3. (4) 10 x 5/8" flat head wood screws per bracket

Assembly Rule: Align the units as shown in the installation layout drawing and push adjoining units firmly together. Reference the drawing to determine the location of all FG1 ganging brackets. Ganging brackets attach to the underside of all units. FG1 brackets are represented in black on the installation drawing.

**Steps for Side to Side Ganging Assembly**

1. When ganging to the end of a frame (Image A), the bracket will span the apron and screw to the bottom of the unit and sit flush against the inside of the apron as shown. Separate each set of brackets as much as possible while maintaining contact with the apron. Secure the brackets to both units using the provided wood screws.

**Steps for Front to Back Ganging Assembly**

1. When ganging to the front or back of a frame (Image B), align the center cutout features on the bracket with the seam between units as shown. Secure the brackets to both units using the provided wood screws

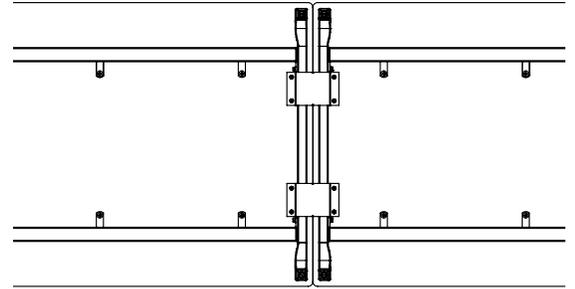


Image A

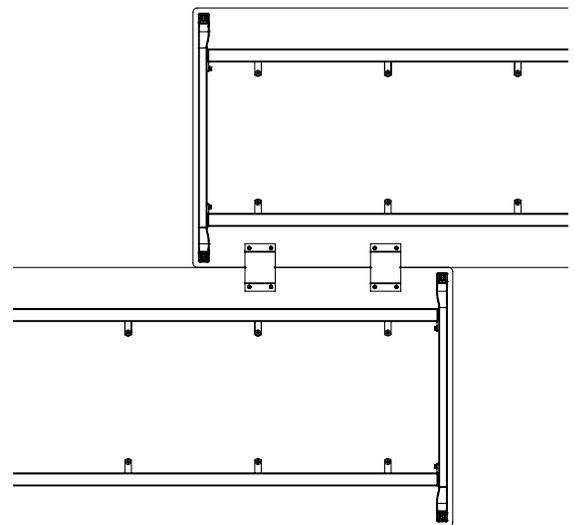


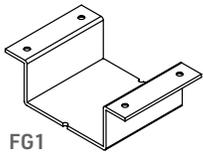
Image B

# Assembly

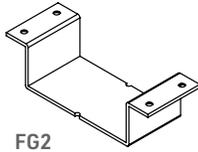
## Ganging Brackets on Tables, 15" Deep Seat Height Frames (FG2)

**Tools Required:**

- Safety glasses
- Drill with Phillips bit



FG1  
ganging bracket



FG2  
ganging bracket

**Required Parts (included)**

1. Assembled Free Address units
2. FG2 ganging brackets
3. (4) 10 x 5/8" flat head wood screws per bracket

Assembly Rule: Align the units as shown in the installation layout drawing and push adjoining units firmly together. Reference the drawing to determine the location of all FG2 ganging brackets. Ganging brackets attach to the underside of all units. FG2 brackets are represented in gray on the installation drawing.

**Steps for Side to Side Ganging Assembly**

1. When ganging to the end of a frame (Image A), the bracket will span the apron and screw to the bottom of the unit and sit flush against the inside of the apron as shown. Separate each set of brackets as much as possible while maintaining contact with the apron. Secure the brackets to both units using the provided wood screws.

**Steps for Front to Back Ganging Assembly**

1. When ganging to the front or back of a frame (Image B), align the center cutout features on the bracket with the seam between units as shown. Secure the brackets to both units using the provided wood screws.

**Steps for Ganging Ends of 15" Deep Frame Assembly**

1. When ganging to the ends of a 15" deep frame (Image C), the bracket will span the apron, rail brackets, and screws and will nest between the two rails as shown. Secure the brackets to both units using the provided wood screws.

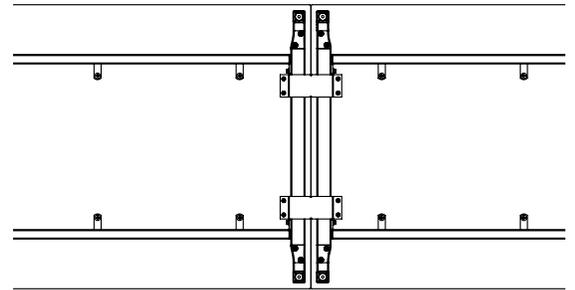


Image A

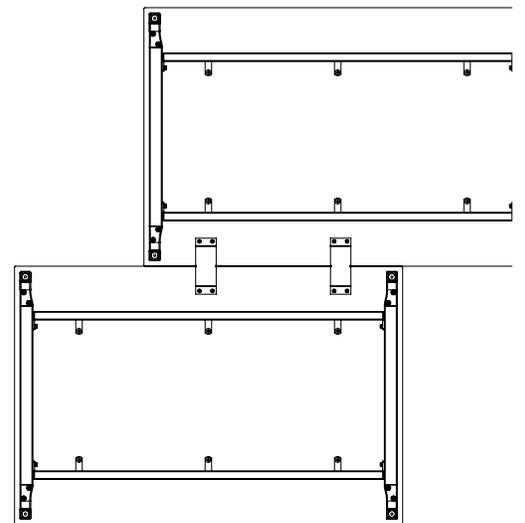


Image B

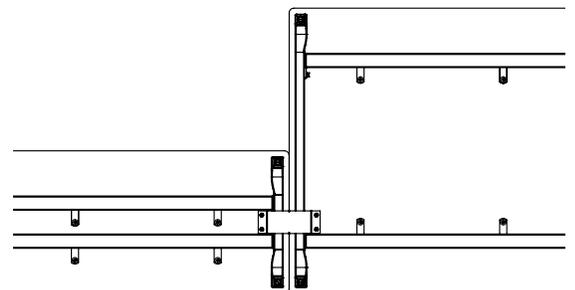


Image C