

Collaborative Spaces

Effective April 2024 Canada



INSTALLATOIN MĀNUĀL
collaborative
spaces

COLLABORATIVE SPACES INSTALLATION

Packaging

3

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Boulevard, Required Installation Tools

Safety Glasses	#3 Robertson Screwdriver
Power Drill (var speed, rev)	Large 1/4" Blade Screwdriver
Magnetic drill bit holders	3/16" Diameter Punch
1/4" Nut-Driver	Utility Knife
5/16" Nut-Driver	48" Long Level
3/8" Nut-Driver	Tape Measure
#2 Robertson Screwdriver	Gloves

Additional items you may find useful:

#2 Phillips Screwdriver	Large Channel Lock Pliers
#3 Phillips Screwdriver	Fine tooth Saw (Hacksaw)
1/2" Wrench	General Purpose Prybar
9/16" Wrench	Frame Dolly
Adjustable 8" Wrench	Two wheel cart
Needlenose Pliers	Furniture Cart with Straps

Correct Product handling Tips

- Handle all of the furniture with care.
- Lift table completely off the ground when carrying; dragging may cause damage. When carting and/or staging surfaces, ensure they are placed face to face to avoid scratching.
- When staging surfaces, ensure the first surface is relatively close to the wall (just enough to stand on its own).
- Always protect walls and/or surfaces when leaning them.
- Watch for the sharp ends of staples when removing the packaging from around surfaces and metal parts.
- Always lay surfaces facedown onto a clean cardboard or clean surface when assembling to avoid any damage.

WIDTH RANGE	DEPTH RANGE	HEIGHT RANGE	BEAM SUPPORT - Y/N	STANCHION - Y/N
36",42"	18" to 48" (ALL)	WORK, CAFÉ, BAR	NO	NO
48" to 72"	18" to 48"	WORK, CAFÉ, BAR	YES	NO
78" to 96"	30" to 48"	WORK	YES	NO
78" to 96"	30" to 48"	CAFÉ, BAR (Small Radius)	YES	YES

Please contact your Global Contract Service Representative at 416-739-5000 for any questions or concerns.

NOTE: Any alterations to listed components will void the manufacturer's warranty. The manufacturer will not be responsible for any damage or bodily harm caused by alterations in accordance with national or local electrical codes and manufac-

turer's specifications. In accordance with the manufacturer's policy of continual product improvement, the product presented in this document is subject to change without notice or obligation.

Collaborative Spaces Table Install Guide

This installation shows a top up approach where the work surface is laid on the floor and the frame assembly is attached down onto it. The table can be assembled with the frame upright and the work surface placed down onto it.

STEP 1: Attach left (A) and right (B) beam support brackets to support beams (C) as shown in the image using fasteners (H).

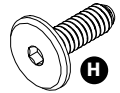
STEP 2: Attach upper support beams (C) to gables (D) using fasteners (I). Secure beam support brackets (A&B) to gables (D) using fasteners (H).

STEP 3: Attached gables (D) to surface (F) using fasteners (G). Secure beam support brackets (A&B) to surface (F) using fasteners (G).

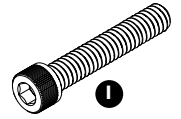
STEP 4: Secure beam support brackets (A & B) to gables using fasteners (H). Secure beam support brackets to surface (F) using fasteners (G).



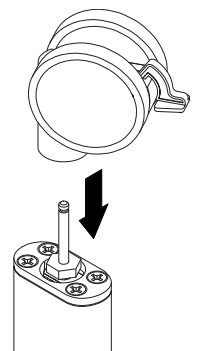
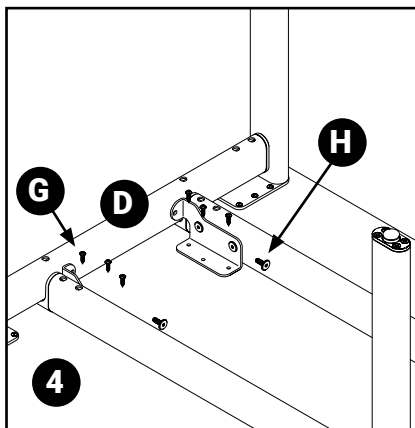
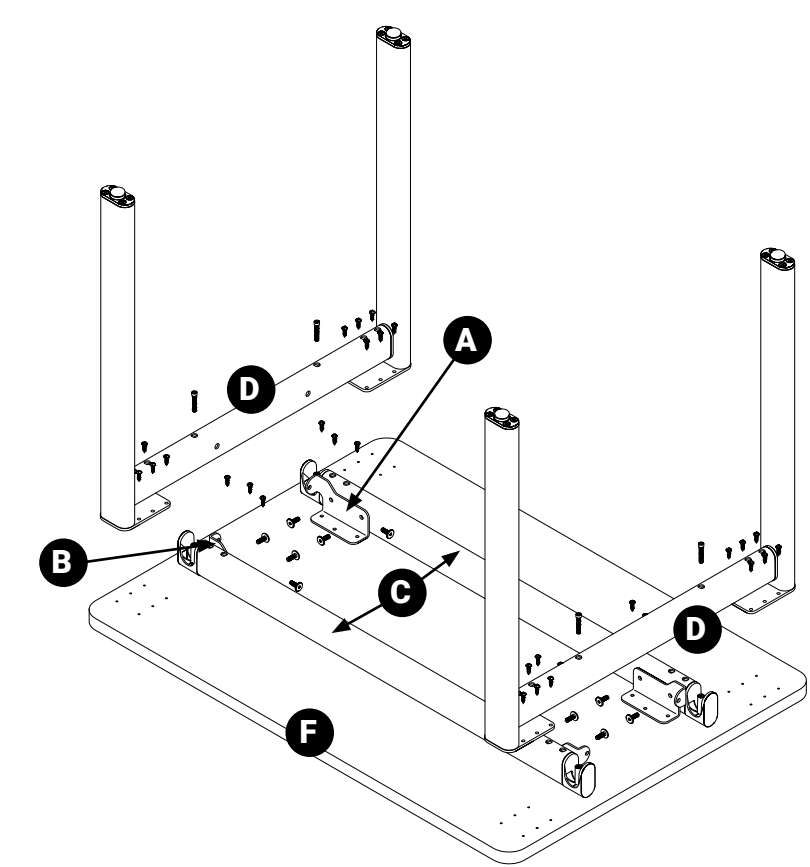
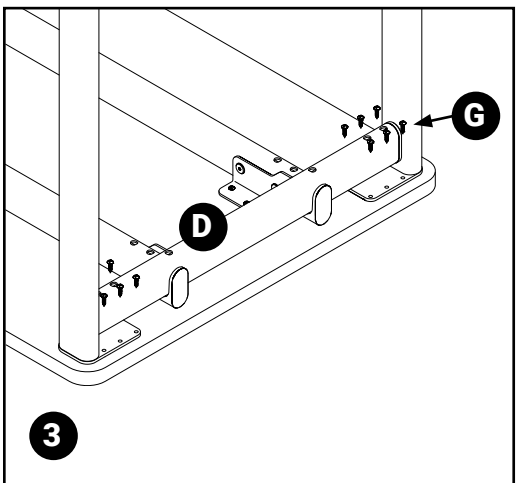
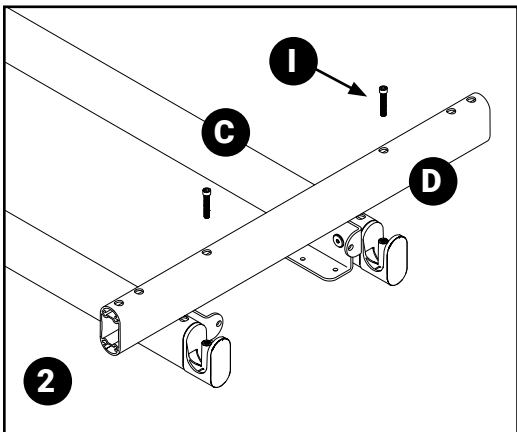
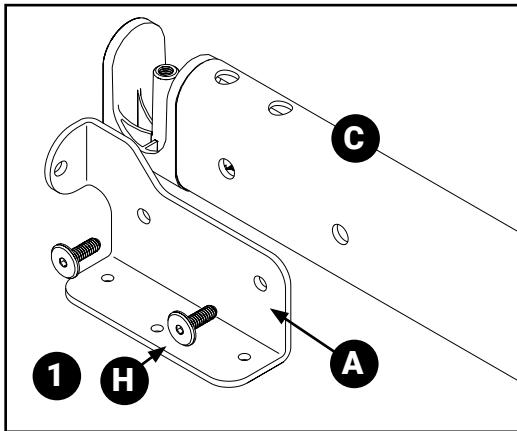
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VV20046500



SC00785006



For tables with casters, simply snap the casters onto the leg stud.

COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Table With Foot Rail Install Guide

This installation shows a top up approach where the surface is laid on the floor and the frame assembly is attached down onto it. The table can be assembled with the frame upright and the surface placed down onto it.

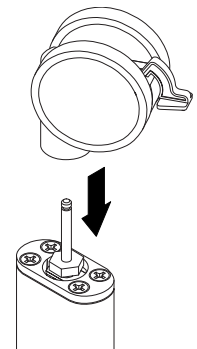
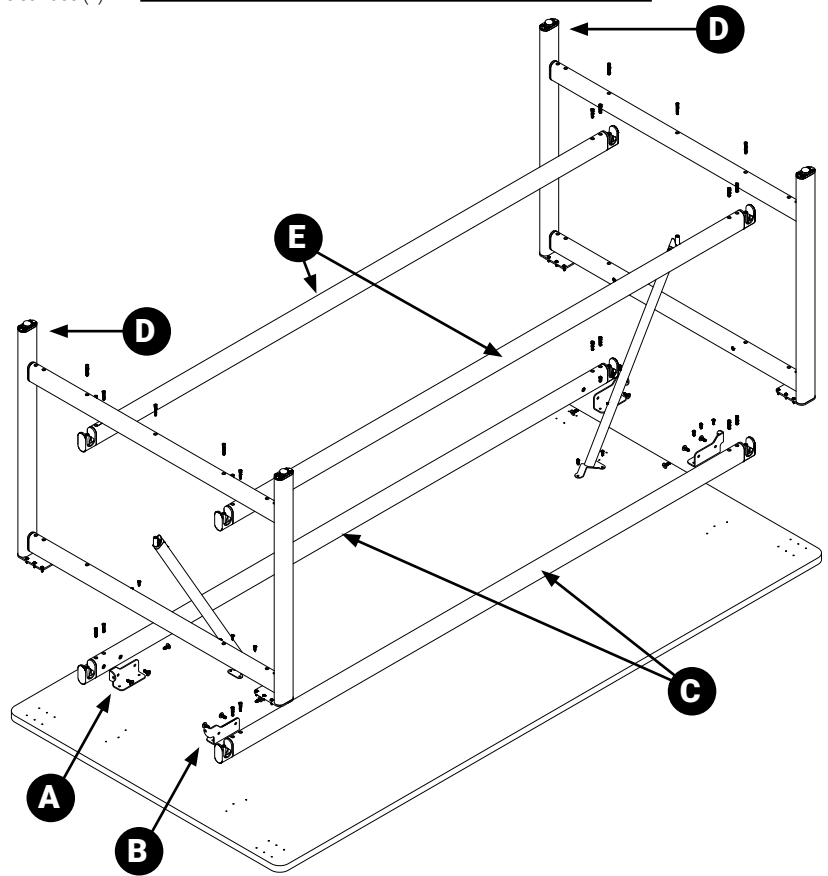
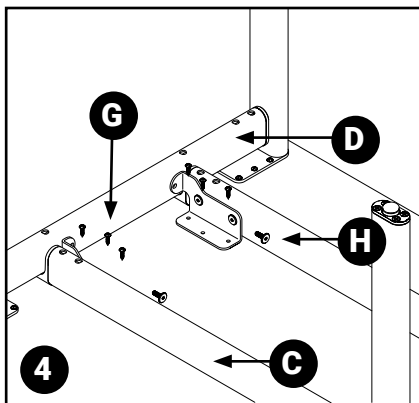
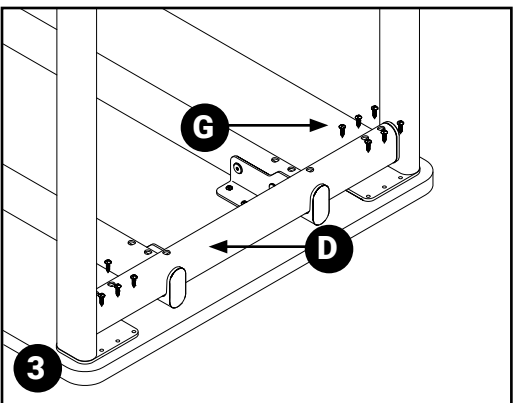
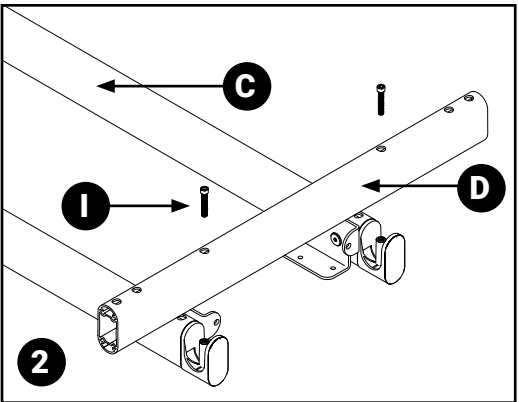
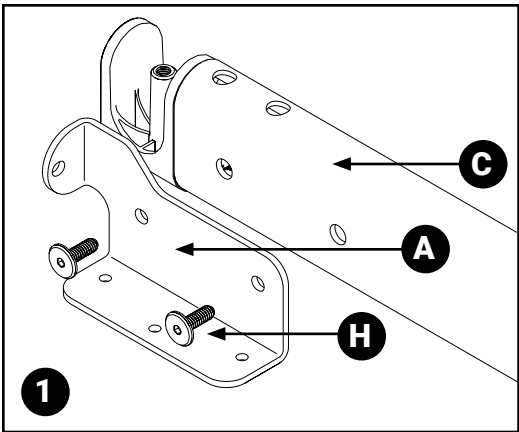
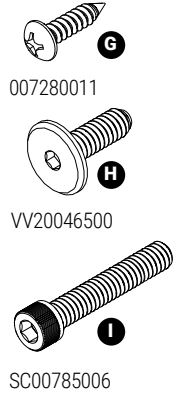
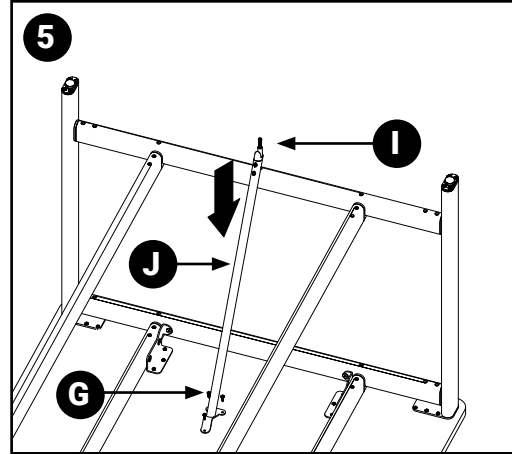
STEP 1. Attach left (A) and right (B) beam support brackets to support beams (C) as shown in the image using fasteners (H).

STEP 2. Attach support beams (C) to gables (D) using fasteners (I). Attach foot rests (E) to gables (D) using fasteners (I). Secure beam support brackets (A&B) to gables (D) using fasteners (H).

STEP 3. Attach gables (D) to work surface (F) using fasteners (G). Secure beam support brackets (A&B) to surface (F) using fasteners (G).

STEP 4. Secure beam support brackets (A & B) to gables using fasteners (H). Secure beam support brackets to work surface (F) using fasteners (G).

STEP 5. Depending on the table size, an angle support may be included. Attach the angle support (J) to gables (D) using fasteners (I) and then attach it to the surface (F) using fasteners (G).



For tables with casters, simply snap the casters onto the leg stud.

Collaborative Spaces Table Media Unit Install Guide

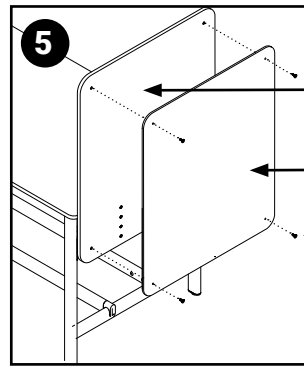
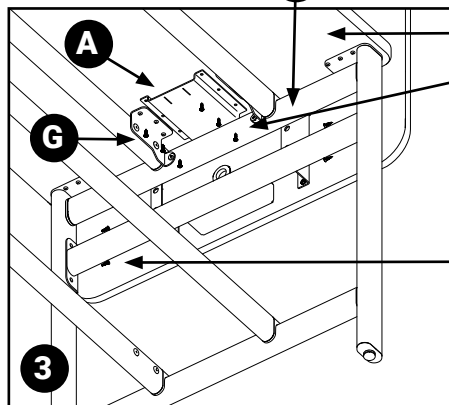
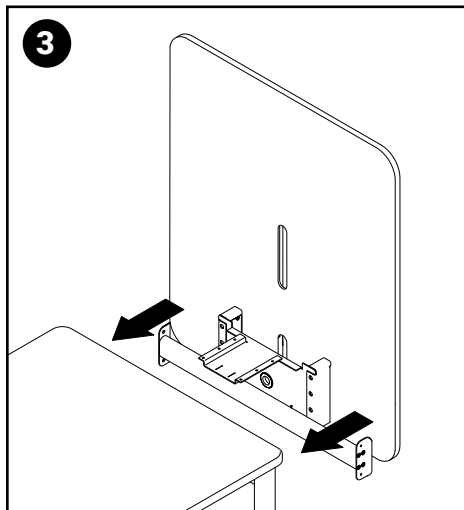
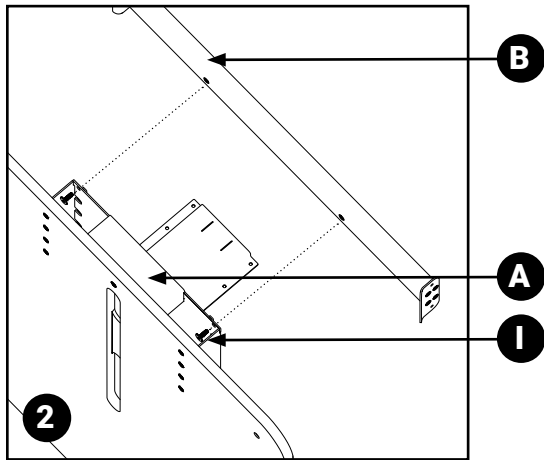
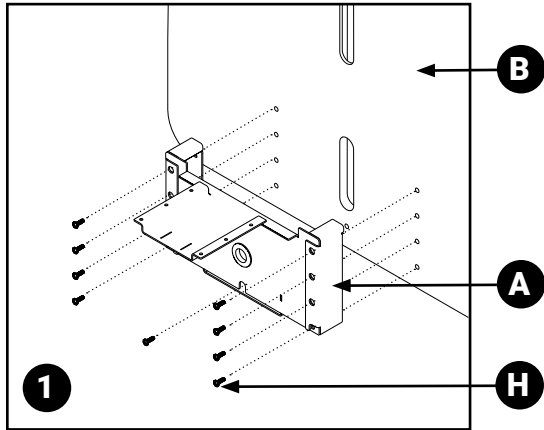
STEP 1: Attach bracket (A) to fascia (B) using 9 fasteners (H).

STEP 2: Attach brace bar (C) to bracket (A) using fasteners (I).

STEP 3: Slide media unit assembly into table over the gable top rail (E). Attach bracket (A) to surface (F) using fasteners (G). Attach the brace bar (C) to the table legs using fasteners (J).

STEP 4: Mount TV in desired position. run cables through the fascia (B) upper hole and back through the lower hole.

STEP 5: Attach the PETfelt back (K) onto the fascia (B) using fasteners (I).



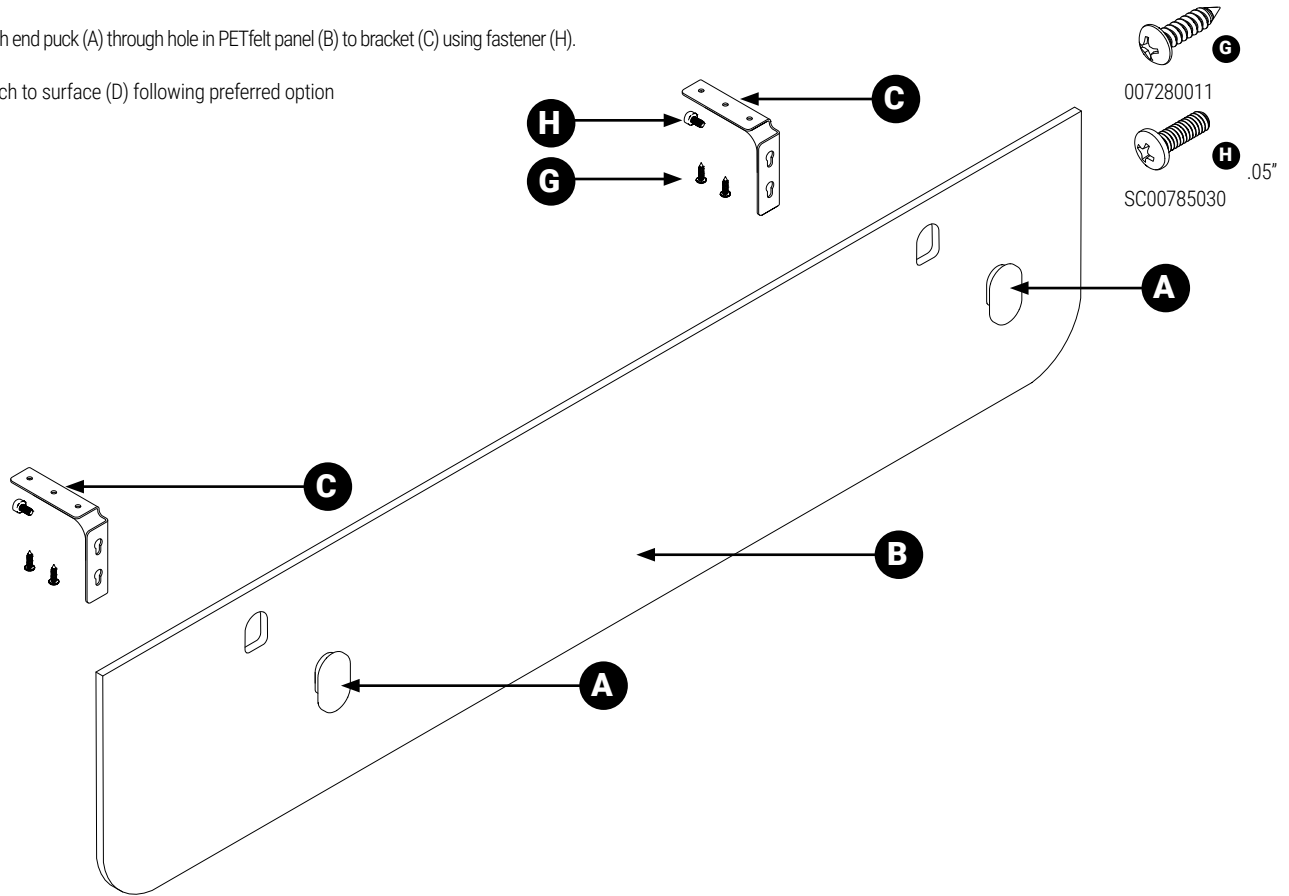
COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Table Felt Modesty Panel

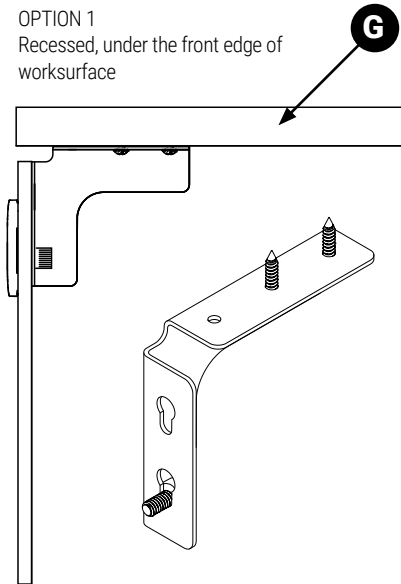
STEP 1: Choose preferred option (see bottom of page)

STEP 2: Attach end puck (A) through hole in PETfelt panel (B) to bracket (C) using fastener (H).

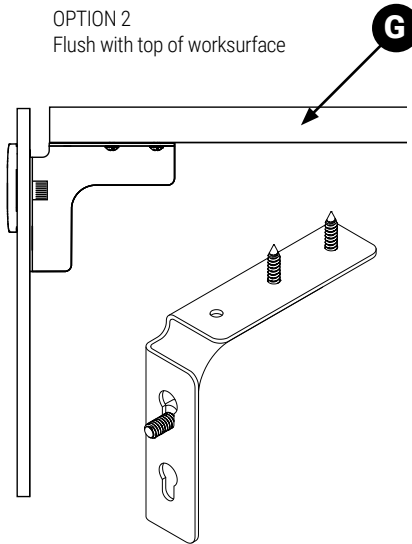
STEP 3: Attach to surface (D) following preferred option



OPTION 1
Recessed, under the front edge of
worksurface



OPTION 2
Flush with top of worksurface



Collaborative Spaces Table Wire Mesh Storage Tray Install Guide

This installation shows a retrofit wire mesh shelf on a finished table.

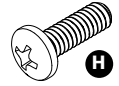
STEP 1: Attach the capture extrusion (A) to the foot rests (E) using fasteners (G).

STEP 2: Detach one footrest (E). Slide wire mesh storage tray (B) into the capture extrusion (A) on the footrest attached to the table. Bring in the loose footrest (E). Slide the capture extrusion attached to the loose footrest into the wire mesh storage tray (B) securing the mesh storage tray between the capture extrusions.

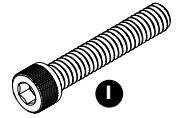
STEP 3: Attach the loose footrest (E) to the gables (C) using fasteners (I).



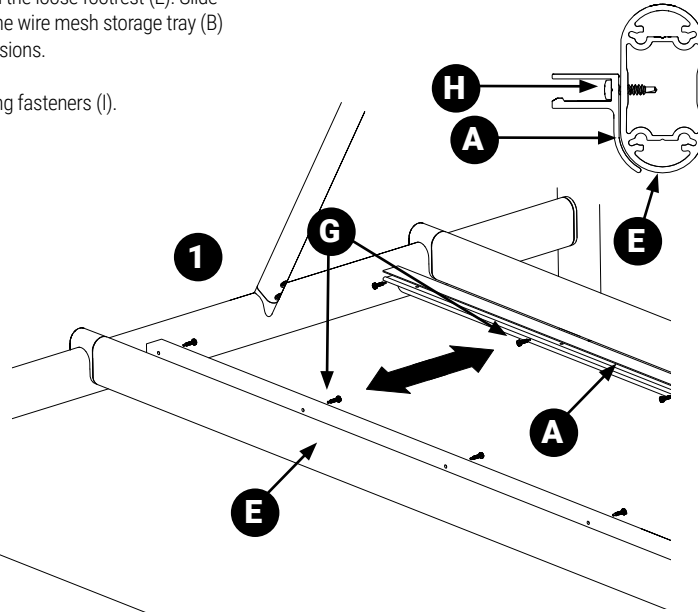
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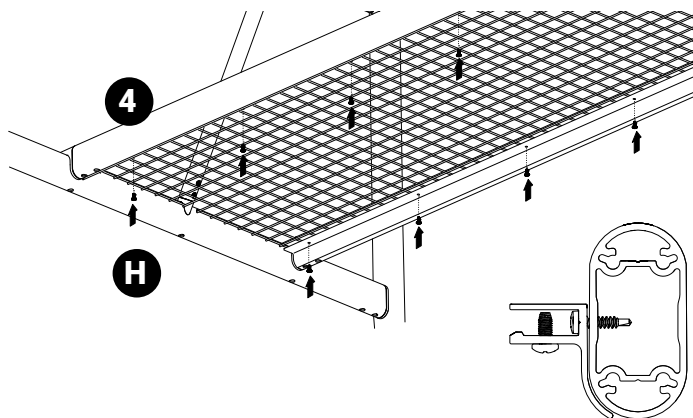
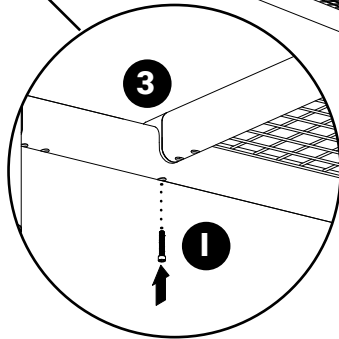
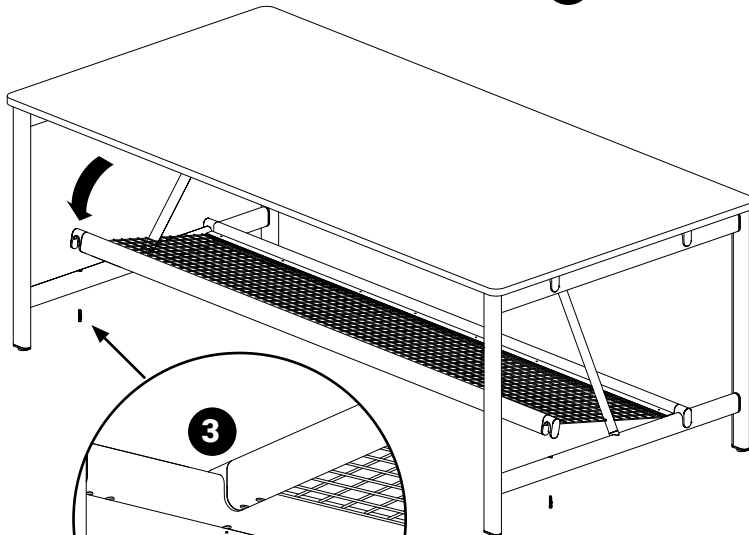
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2



COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Coat Rack Cart

Note: Assemble on back, then tilt up on casters to position.

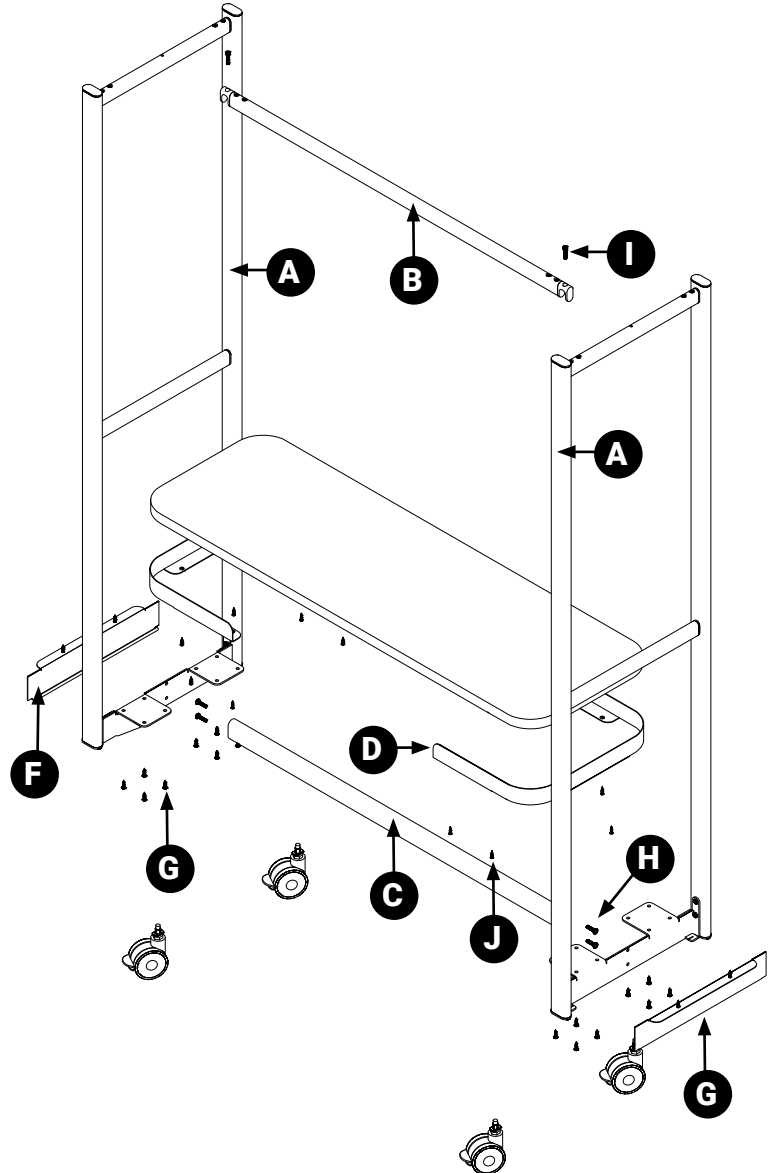
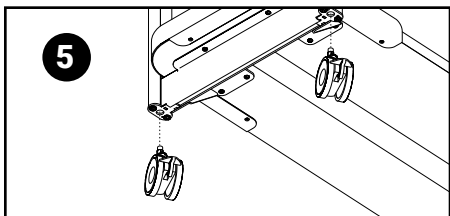
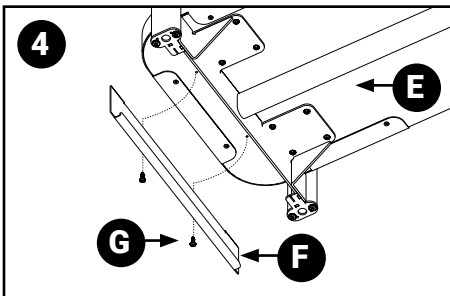
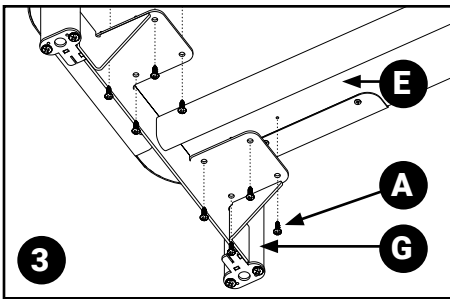
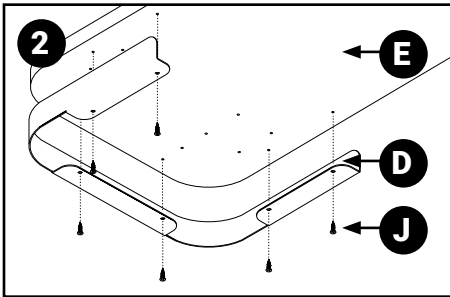
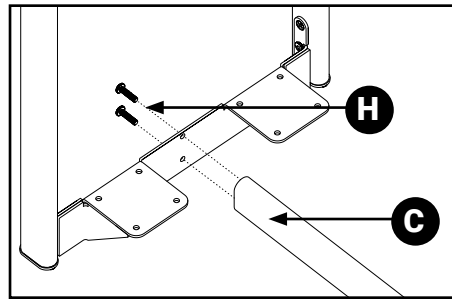
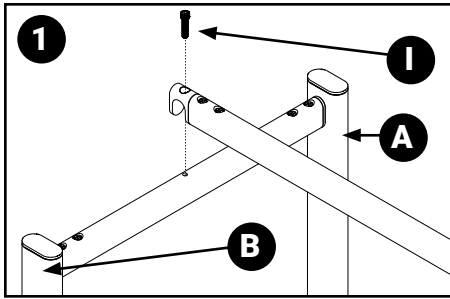
STEP 1: Attach the top rail (B) to the gables (A) using fasteners (I). Attach the bottom beam (C) to the gables (A) using fasteners (H).

STEP 2: Attach the shelf rims (D) to the shelf (E) using fasteners (J)

STEP 3: Attach the shelf (E) to the gables (A) using fasteners (G).

STEP 4: Attached the end stretcher (F) to the shelf (E) using fasteners (G).

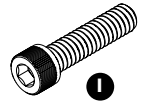
STEP 5: Snap in the casters



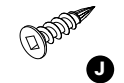
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V007290038



SC00785001



L007250032

Collaborative Spaces Media Cart

Note: Assemble on back, then tilt up on casters to position.

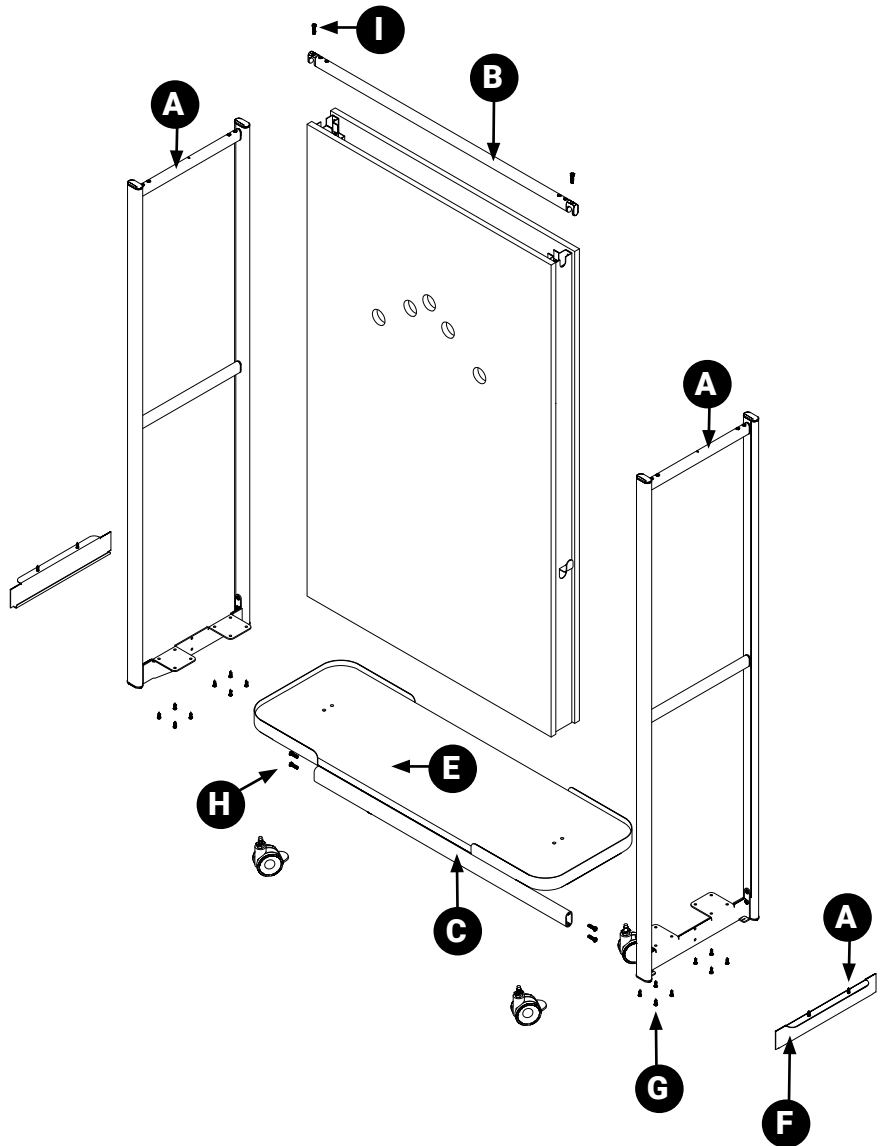
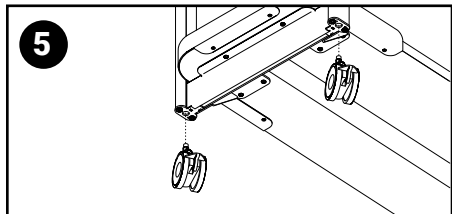
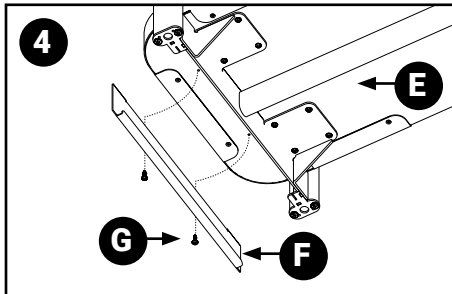
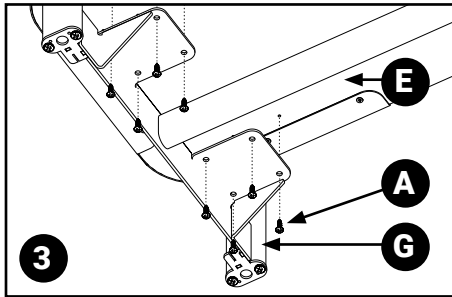
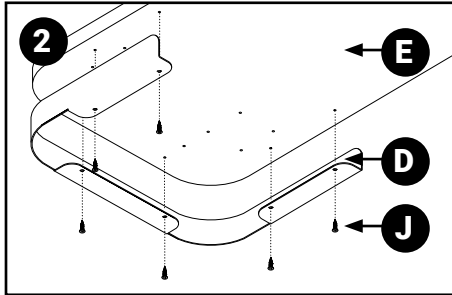
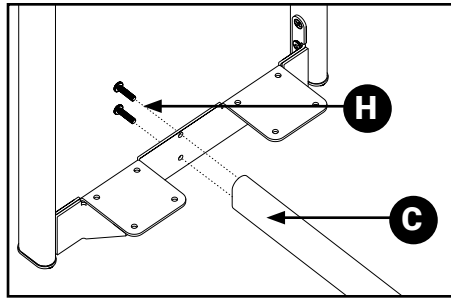
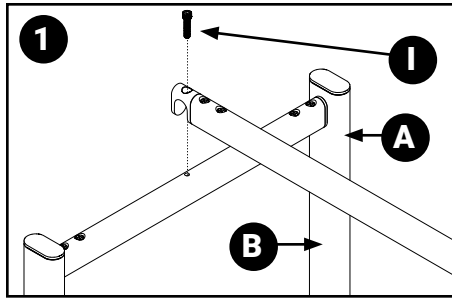
STEP 1: Attach top rail (B) to the gables (A) using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

STEP 2: Attach shelf rims (D) to shelf (E) using fasteners (J)

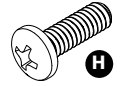
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (G).

STEP 4: Attached end stretcher (F) to the shelf (E) using fasteners (G).

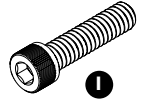
STEP 5: Snap in the casters



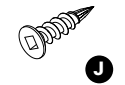
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COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Media Cart

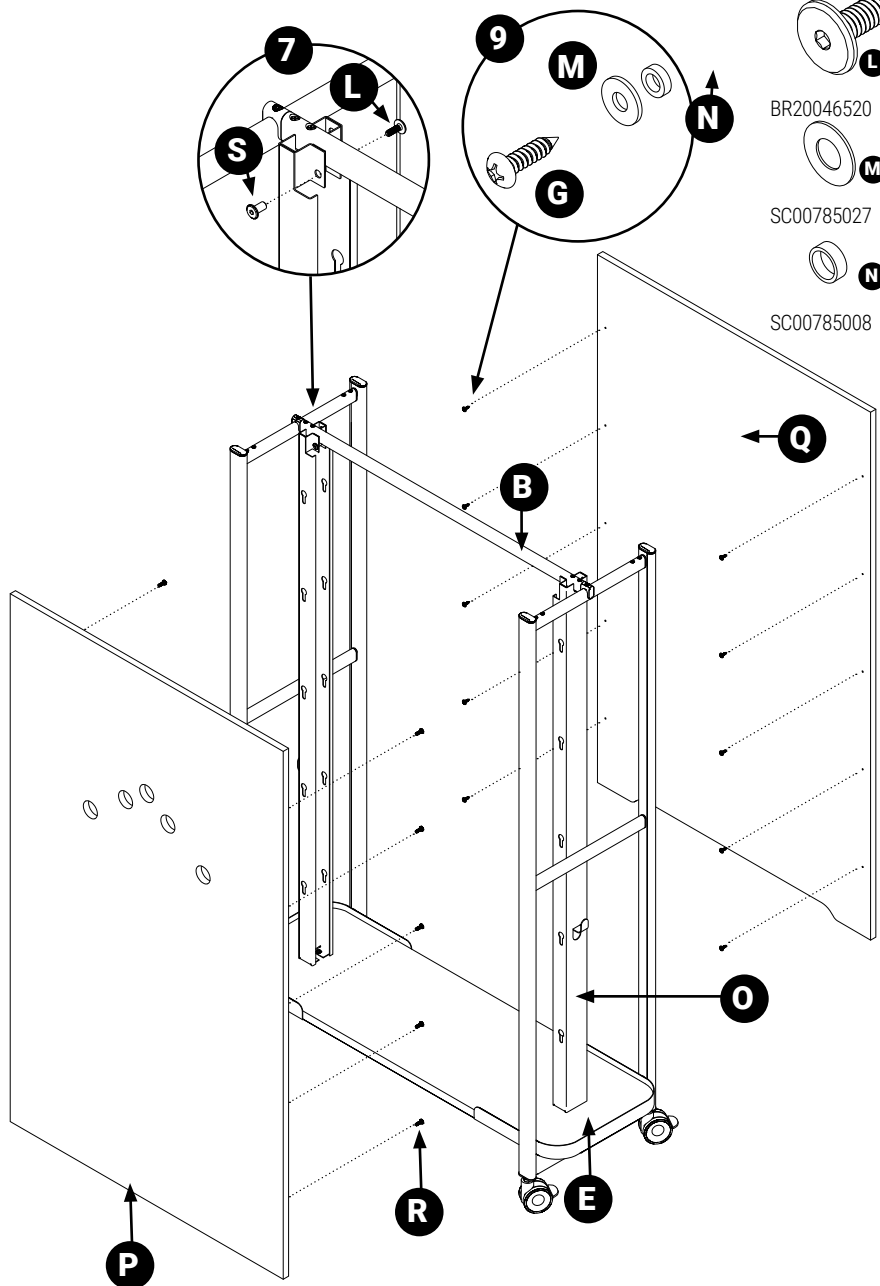
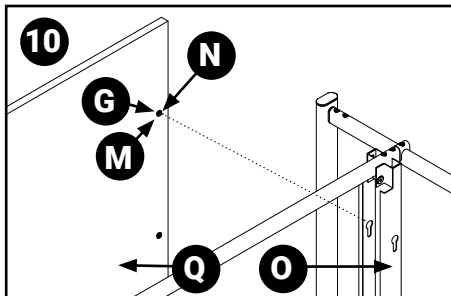
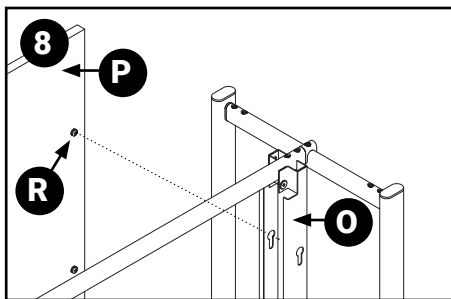
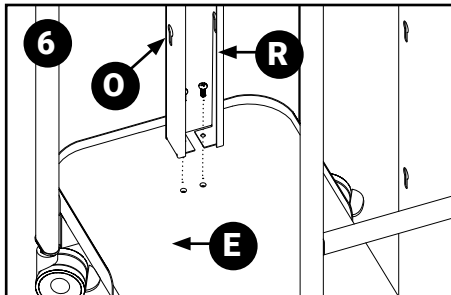
STEP 6: Attach vertical channel (O) to shelf (E) using fasteners (H).

STEP 7: Clamp vertical channel (O) to Top Rail (B) using fasteners (S) and (L). Do not tighten.

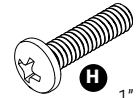
STEP 8: Screw fasteners (R) into the inserts in TV Fascia (P). Be sure to leave some space between the screws and the TV fascia. Place TV fascia (P) onto vertical channels (O) using the keyholes. Tighten fasteners (R). Tighten vertical channel (O) to top rail (B).

STEP 9: Screw fasteners (G,M,N) into back board (Q)

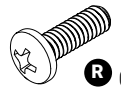
STEP 10: Place back board (Q) onto vertical channels (O).



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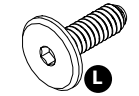
V007290038



BR00825018



BR00825007



BR20046520



SC00785027



SC00785008

Collaborative Spaces Single Sided Whiteboard Cart

Note: Assemble on back, then tilt up on casters to position.

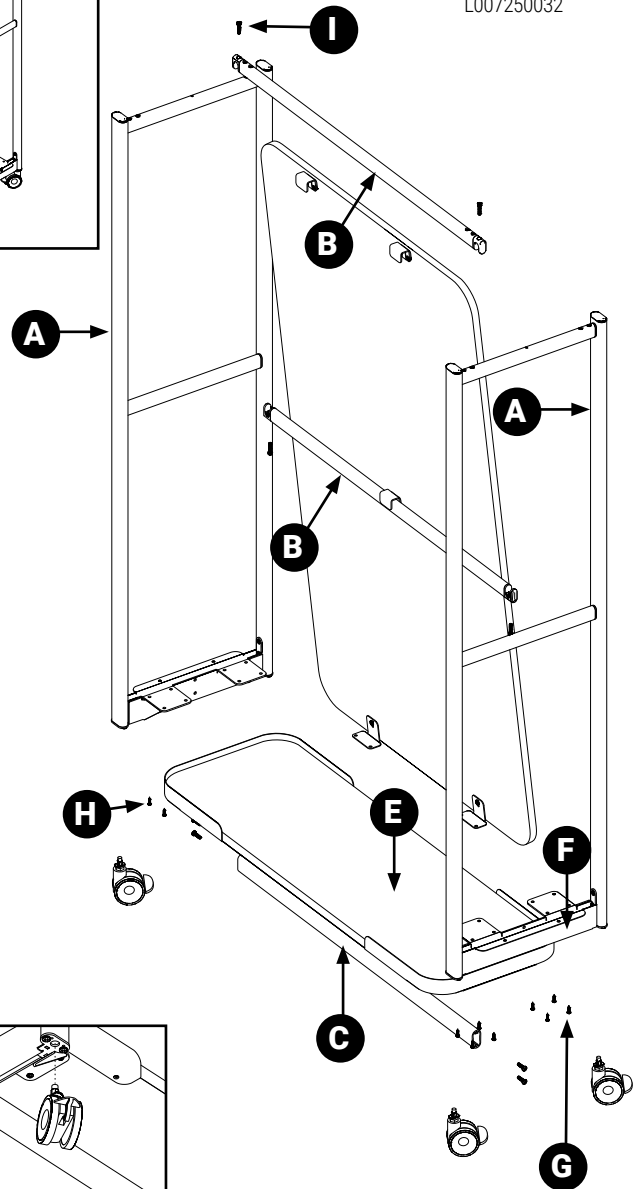
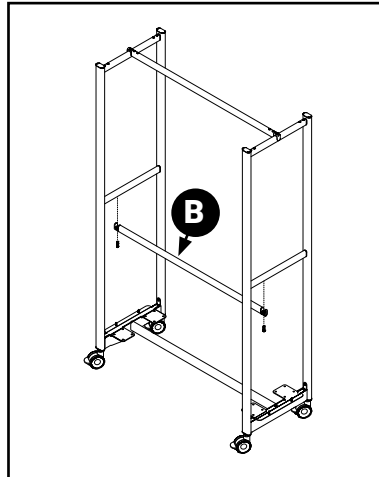
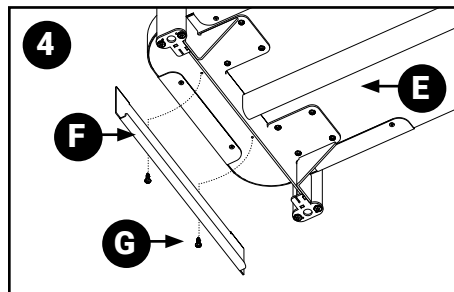
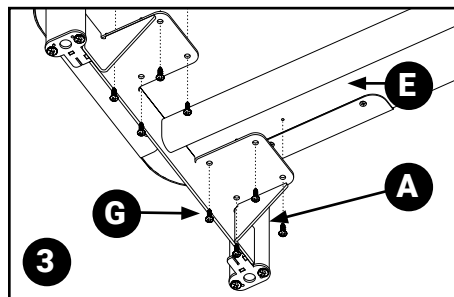
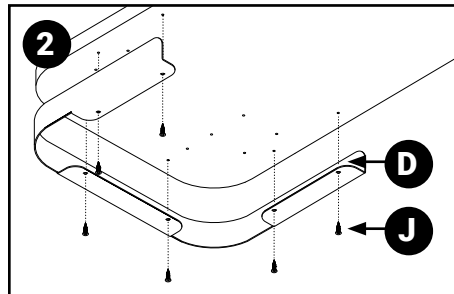
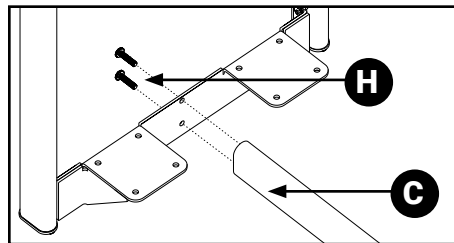
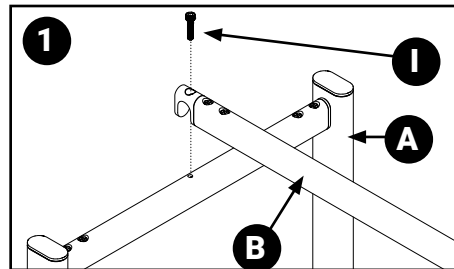
STEP 1: Attach rail (B) to the gables (A) using fasteners (I). Attach the second rail (B) to gable (A) from the bottom using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

STEP 2: Attach shelf rims (D) to shelf (E) using fasteners (J)

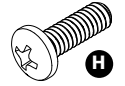
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (G).

STEP 4: Attached end stretcher (F) to the shelf (E) using fasteners (G).

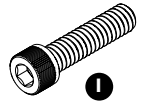
STEP 5: Snap in the casters



007280011



V007290038



SC00785001



L007250032

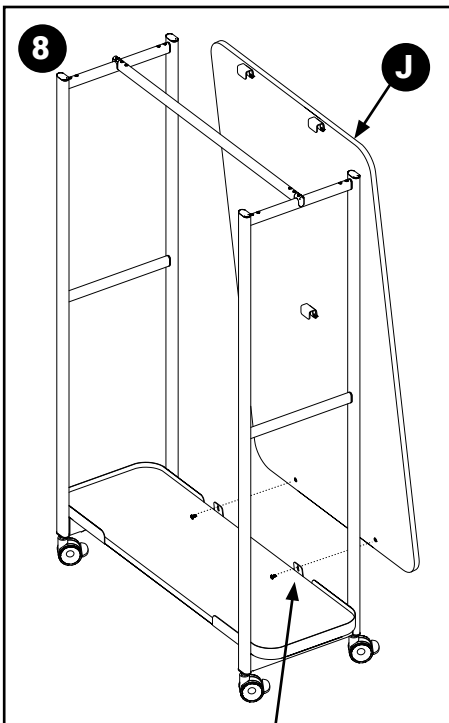
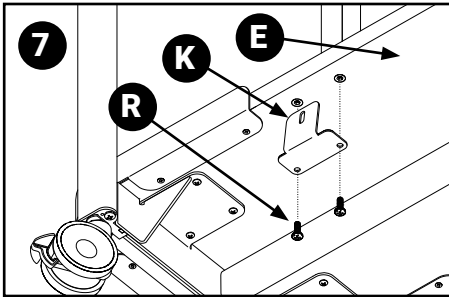
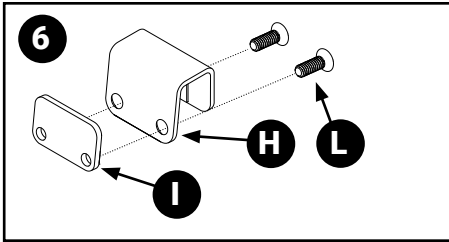
COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Single Whiteboard Cart

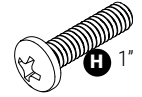
STEP 6: Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (L).

STEP 7: Attach bottom brackets (K) to shelf (E) using fasteners (R)

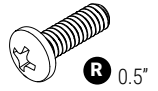
STEP 8: Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel. Use fasteners (R) to secure the whiteboard panel. Repeat for the other side.



007280011



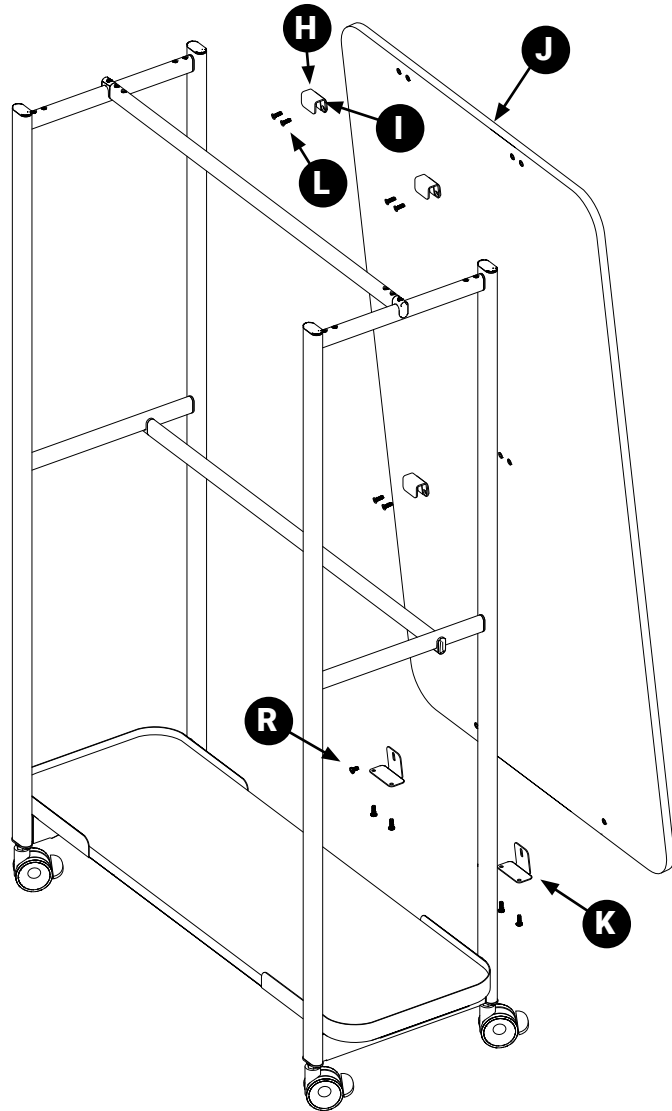
V007290038



BR00825018



V007290003



Collaborative Spaces Double Whiteboard Cart

Note: Assemble on back, then tilt up on casters to position.

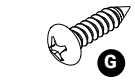
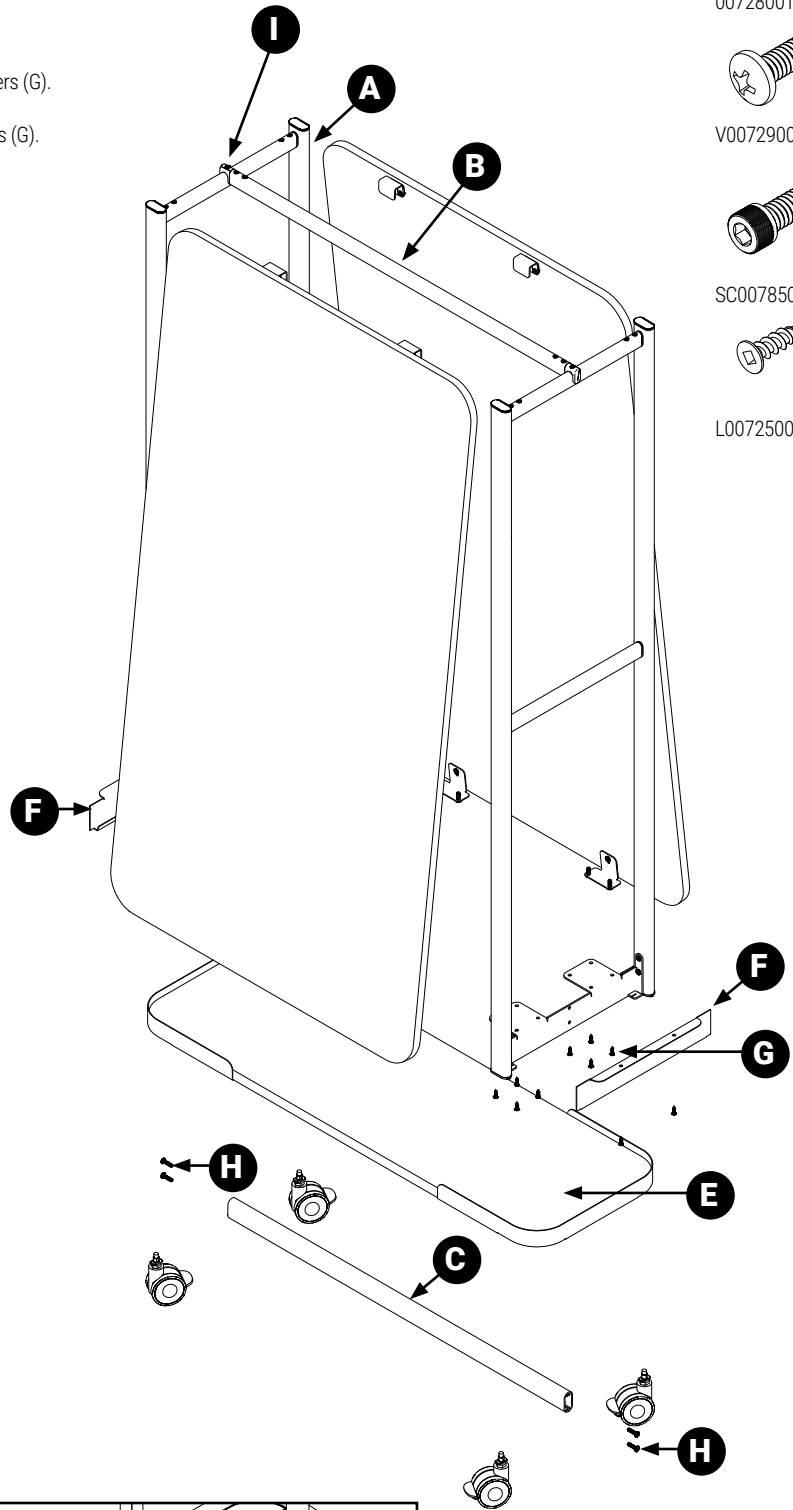
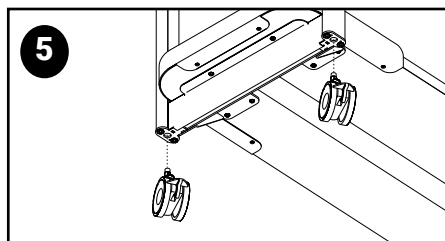
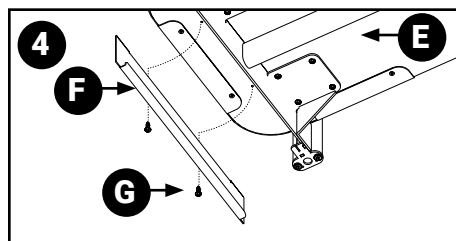
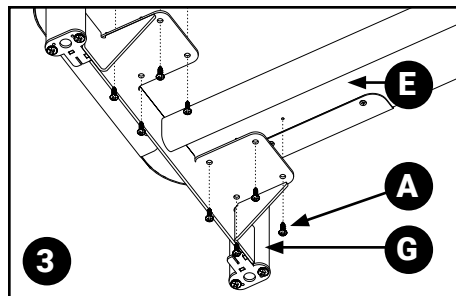
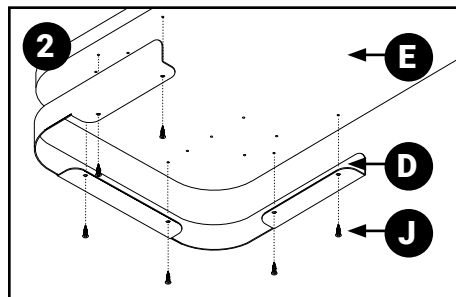
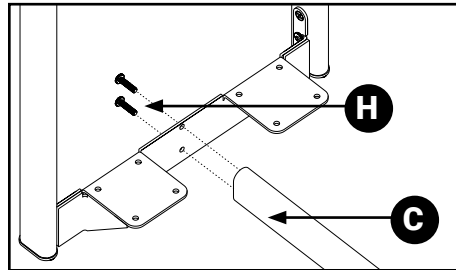
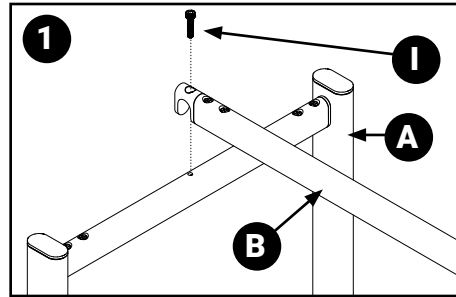
STEP 1. Attach top rail (B) to the gables (A) using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

STEP 2. Attach shelf rims (D) to shelf (E) using fasteners (J)

STEP 3. Attach shelf (E) to the bottom of gables (A) using fasteners (G).

STEP 4. Attach end stretcher (F) to the shelf (E) using fasteners (G).

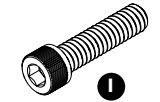
STEP 5. Snap in the casters



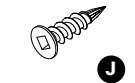
007280011



V007290038



SC00785001



L007250032

COLLABORATIVE SPACES INSTALLATION

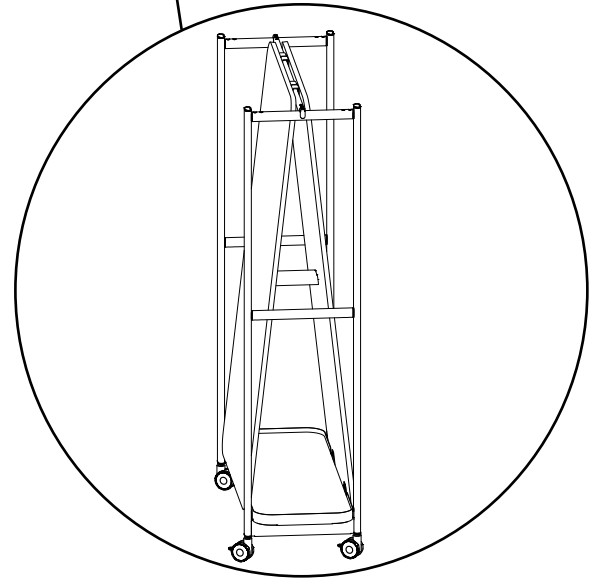
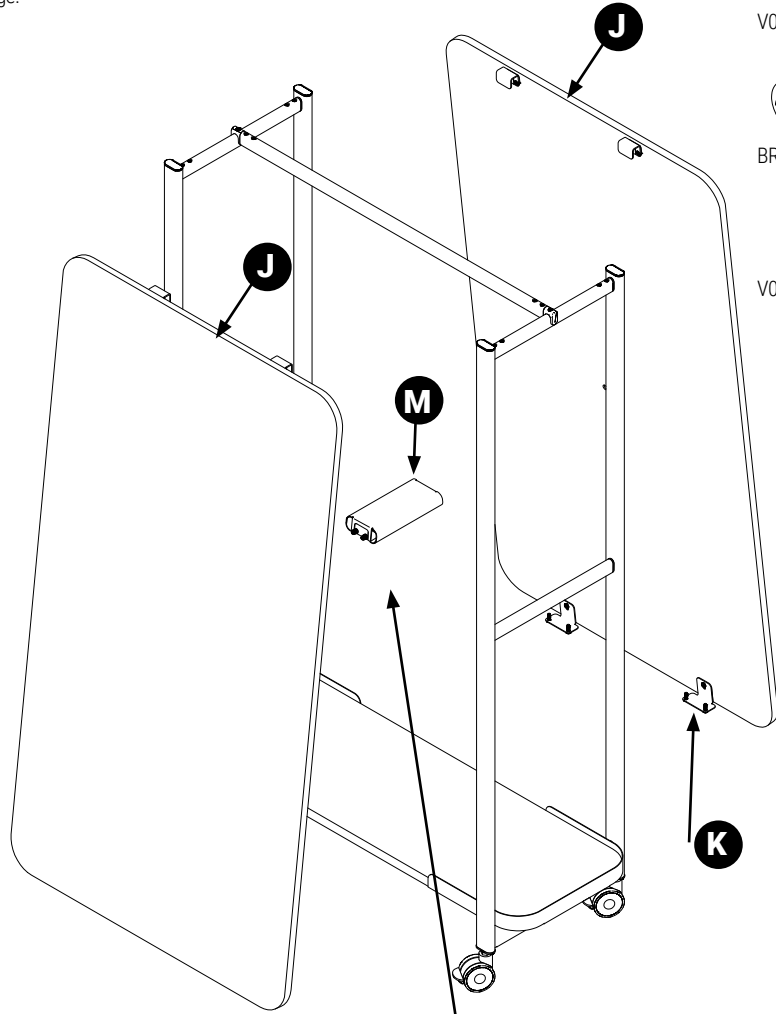
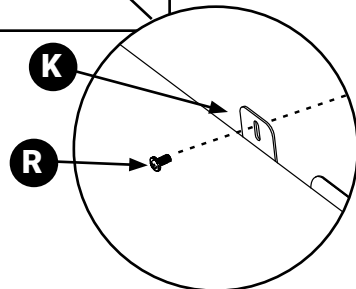
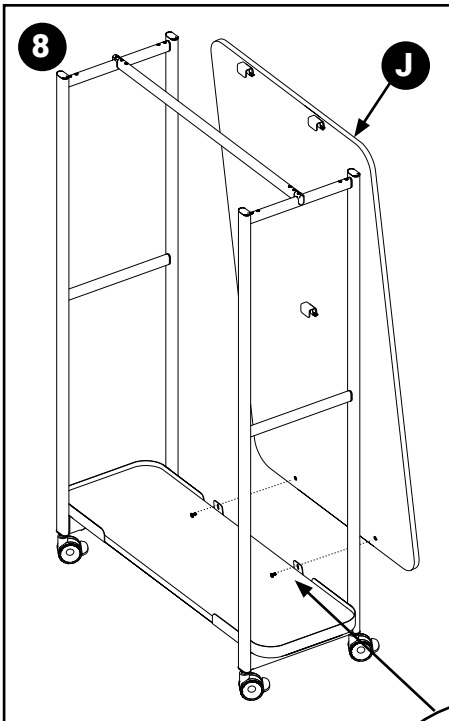
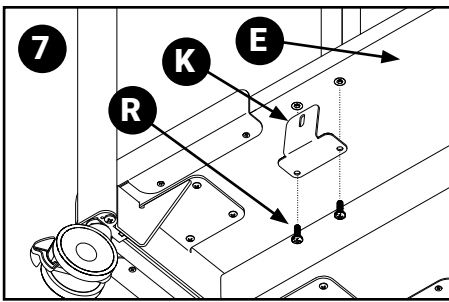
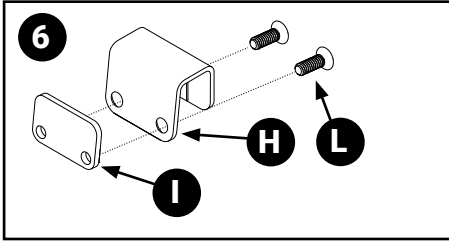
Collaborative Spaces Double Whiteboard Cart

STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (L).

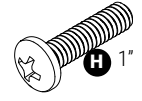
STEP 7. Attach bottom brackets (K) to shelf (E) using fasteners (R)

STEP 8. Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel. Use fasteners (R) to secure the whiteboard panel. Repeat for the other side.

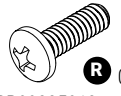
STEP 9. Slide in brace (M) over Hooks (H) as should in image.



007280011



V007290038



BR00825018



V007290003

Collaborative Spaces Combo Shelf-Whiteboard Cart

Note: Assemble on back, then tilt up on casters to position.

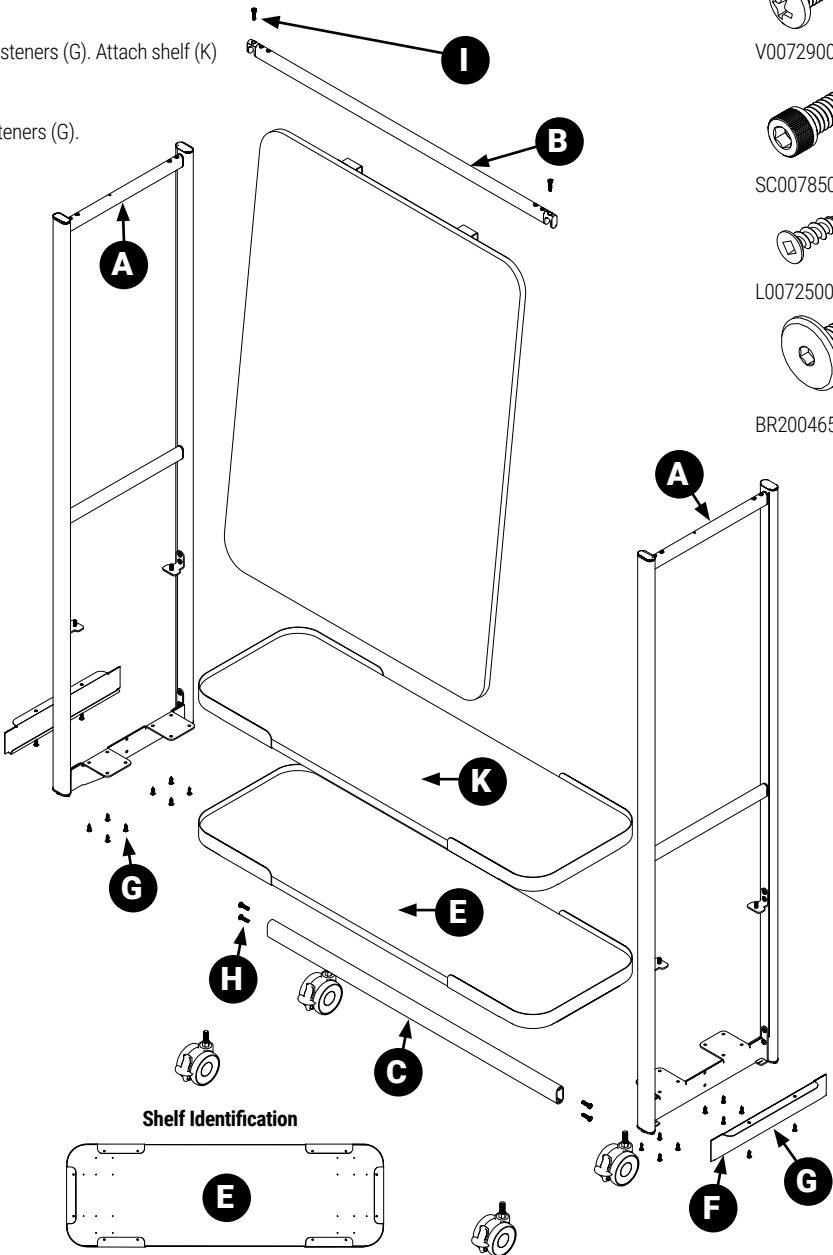
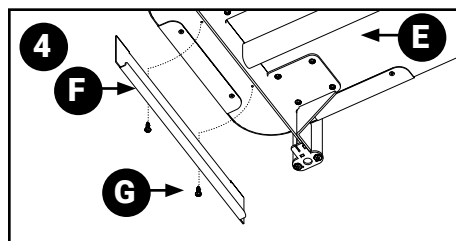
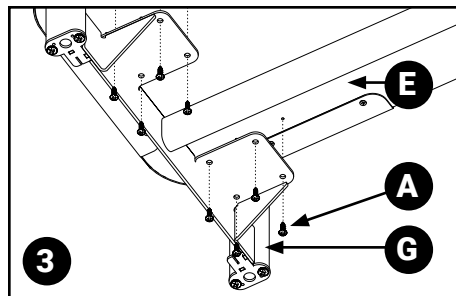
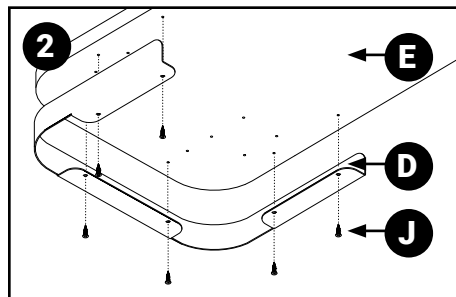
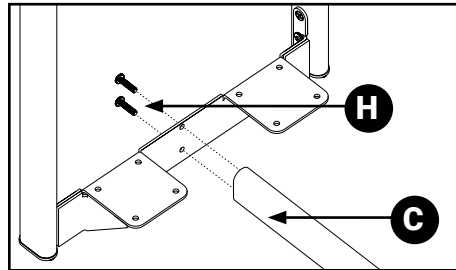
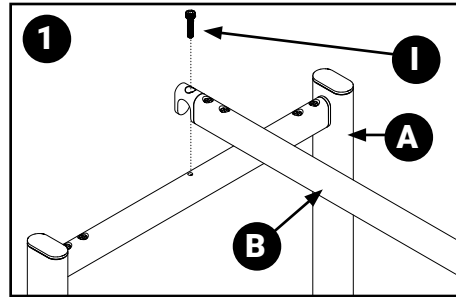
STEP 1. Attach top rail (B) to the gables (A) using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

STEP 2. Attach shelf rims (D) to shelf (E) using fasteners (J)

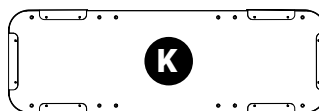
STEP 3. Attach shelf (E) to the bottom of gables (A) using fasteners (G). Attach shelf (K) to gables (A) using fasteners (L).

STEP 4. Attached end stretcher (F) to the shelf (E) using fasteners (G).

STEP 5. Snap in the casters



Shelf Identification



-  G
- 007280011
-  H
- V007290038
-  I
- SC00785001
-  J
- L007250032
-  L
- BR20046520

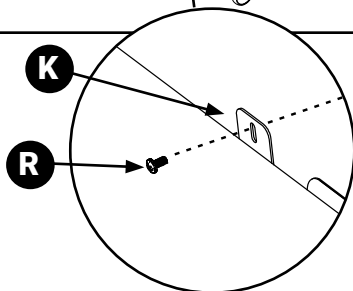
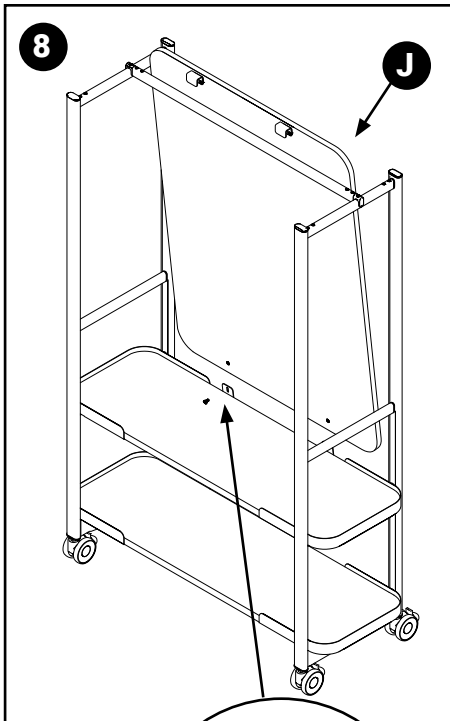
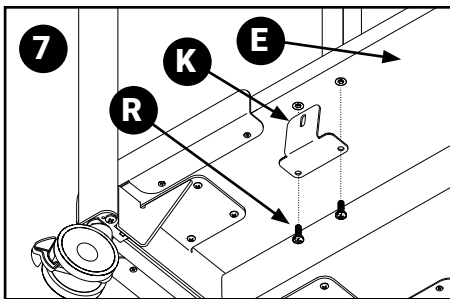
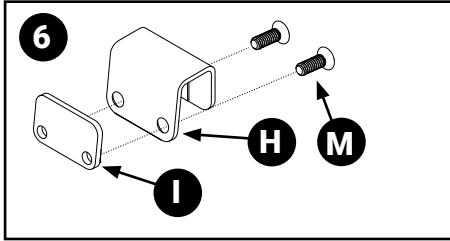
COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Combo Shelf-Whiteboard Cart

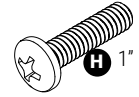
STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (M).

STEP 7. Attach bottom brackets (K) to shelf (E) using fasteners (R)

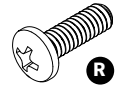
STEP 8. Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel (J). Use fasteners (R) to secure the whiteboard panel (J).



007280011



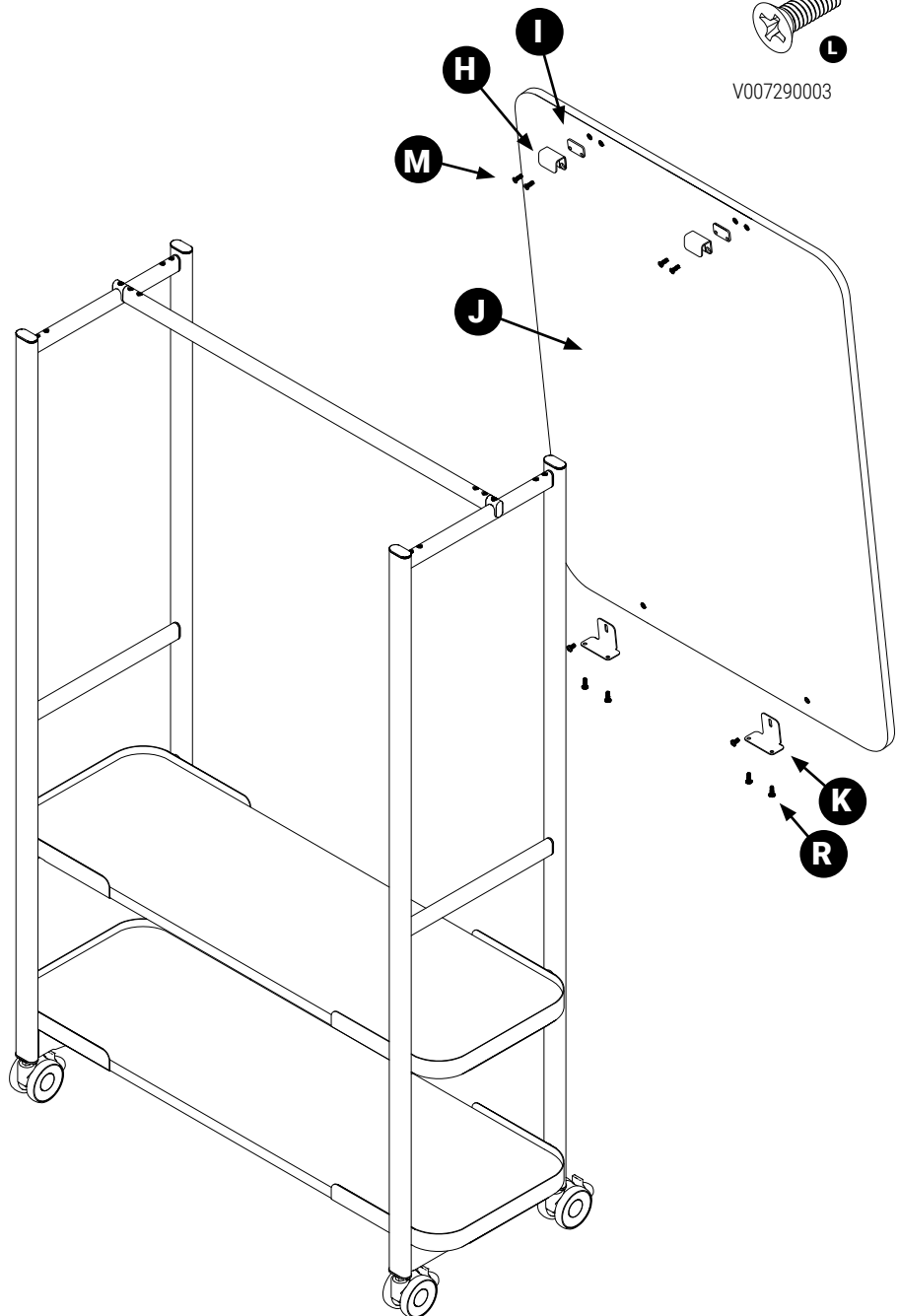
V007290038



BR00825018



V007290003



Collaborative Spaces Removable Whiteboard Cart

Note: Assemble on back, then tilt up on casters to position.

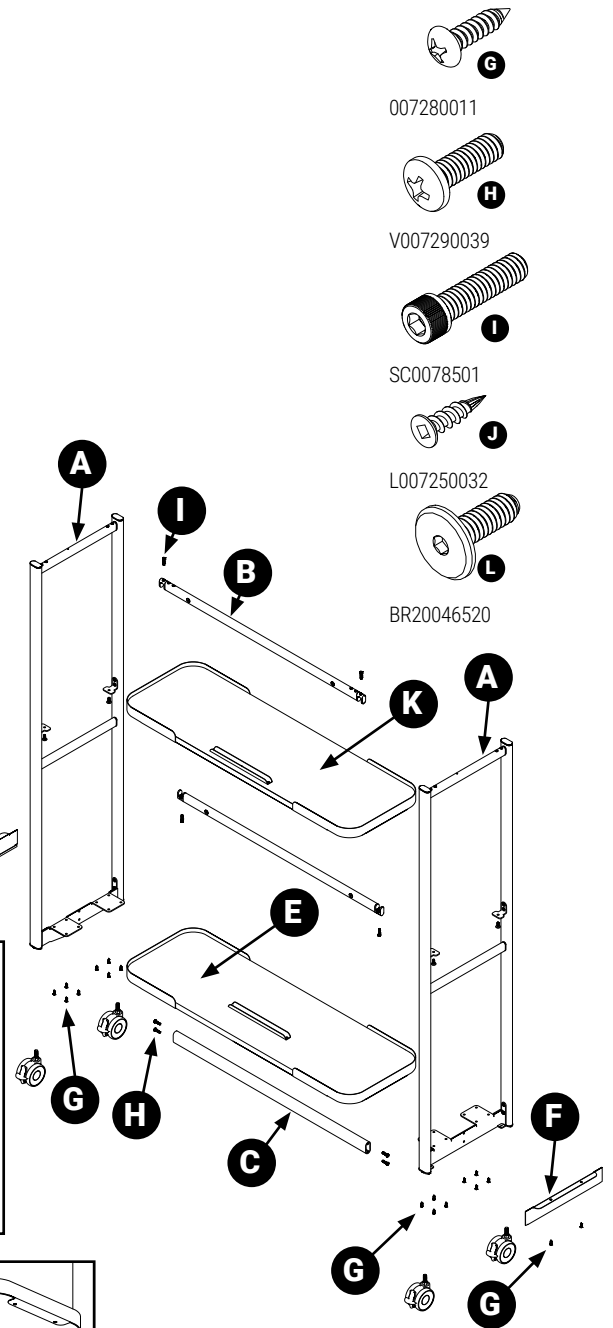
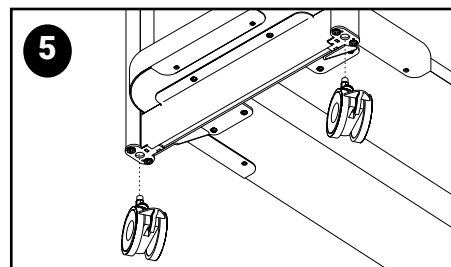
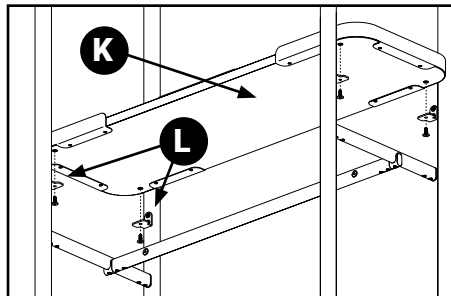
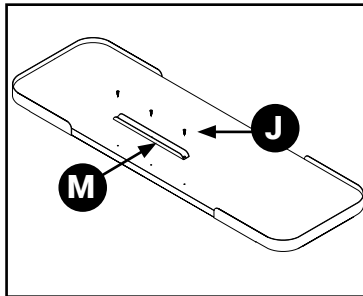
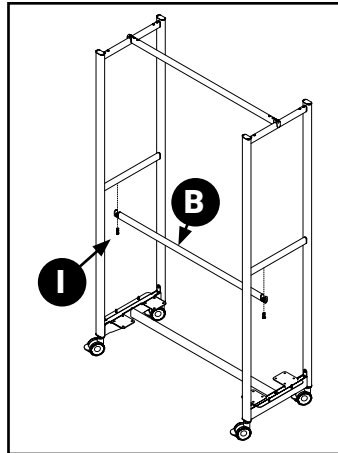
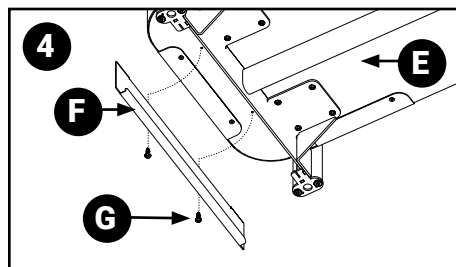
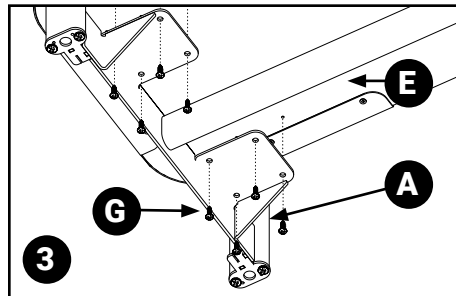
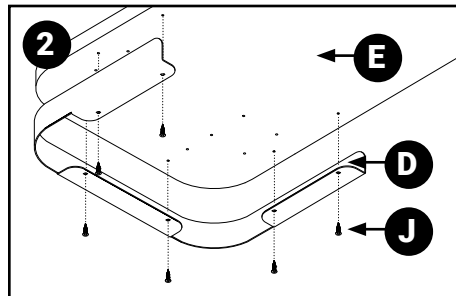
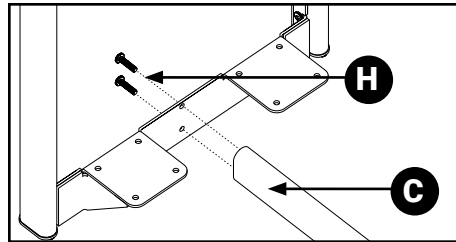
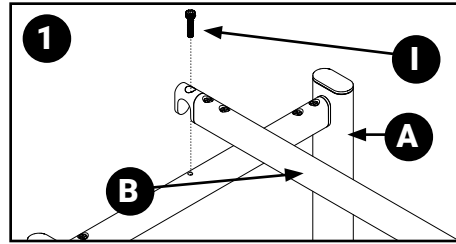
STEP 1: Attach rail (B) to the gables (A) using fasteners (I). Attach the second rail (B) to gable (A) from the bottom using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

STEP 2: Attach shelf rims (D) to shelves (E) and (K) using fasteners (J). Attach bracket (N) to shelves (E) and (K) using fasteners (J).

STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (G). Attach shelf (K) to gables (A) using fasteners (L).

STEP 4: Attached end stretcher (F) to the shelf (E) using fasteners (G).

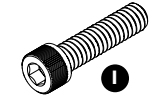
STEP 5: Snap in the casters



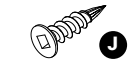
007280011



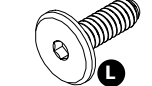
V007290039



SC0078501

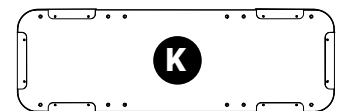


L007250032



BR20046520

Shelf Identification



COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Hospitality Cart

Note: Assemble on back, then tilt up on casters to position.

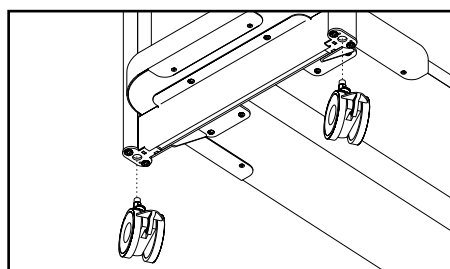
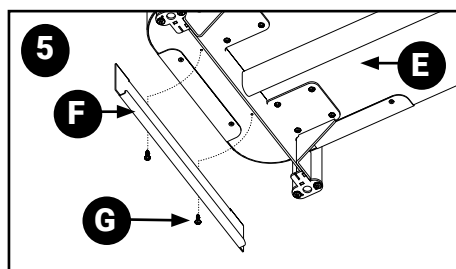
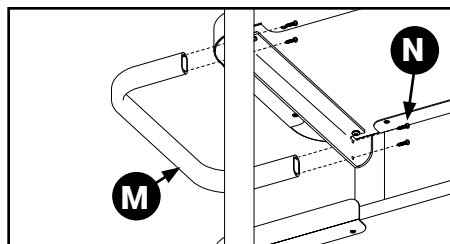
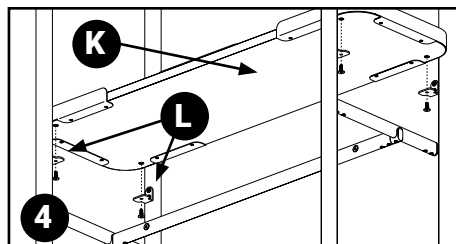
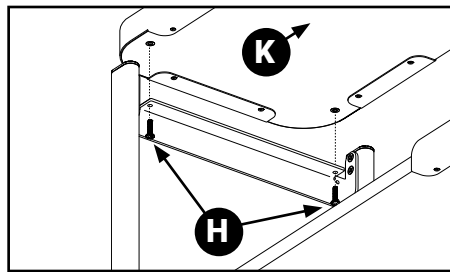
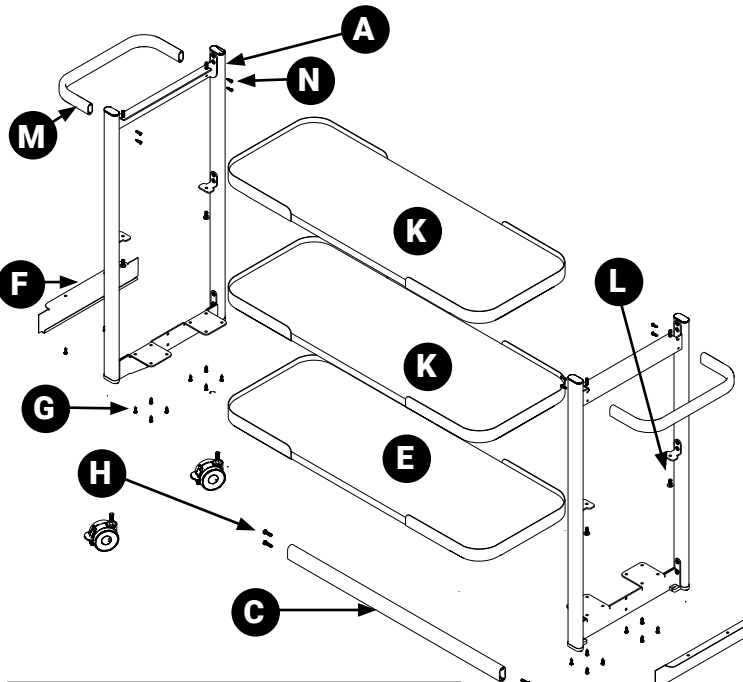
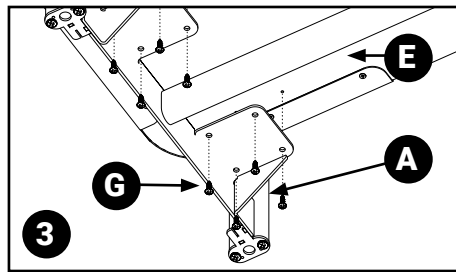
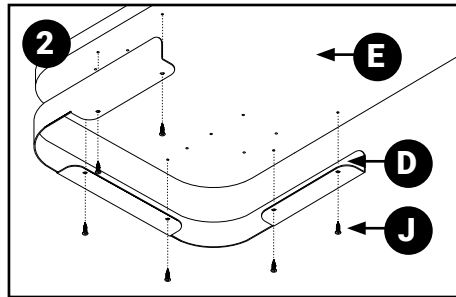
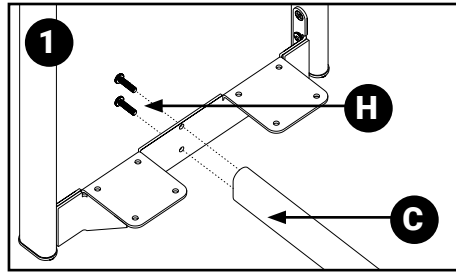
STEP 1. Attach bottom beam (C) to the gables (A) using fasteners (H).

STEP 2. Attach shelf rims (D) to the shelf (E) using fasteners (J).

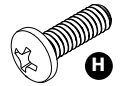
STEP 3. Attach shelf (E) to the gables (A) using fasteners (G). Attach shelf (K) to the gables (A) using fasteners (H).

STEP 4. Attach shelf (K) to gables (A) using fasteners (L). Attach handle (M) to gable (A) using fasteners (H).

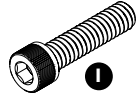
STEP 5. Attached the end stretcher (F) to the shelf (E) using fasteners (G). Snap in the casters



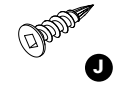
007280011



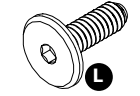
V007290039



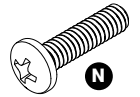
SC0078501



L007250032

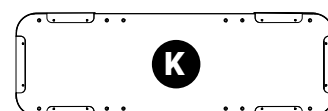


BR20046520



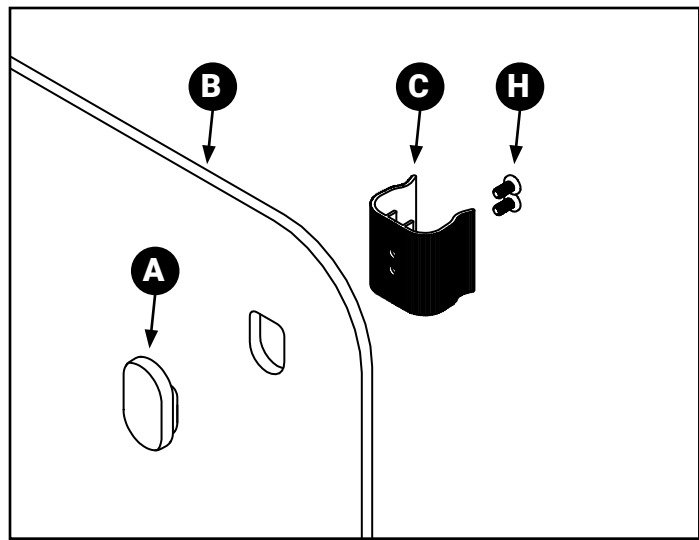
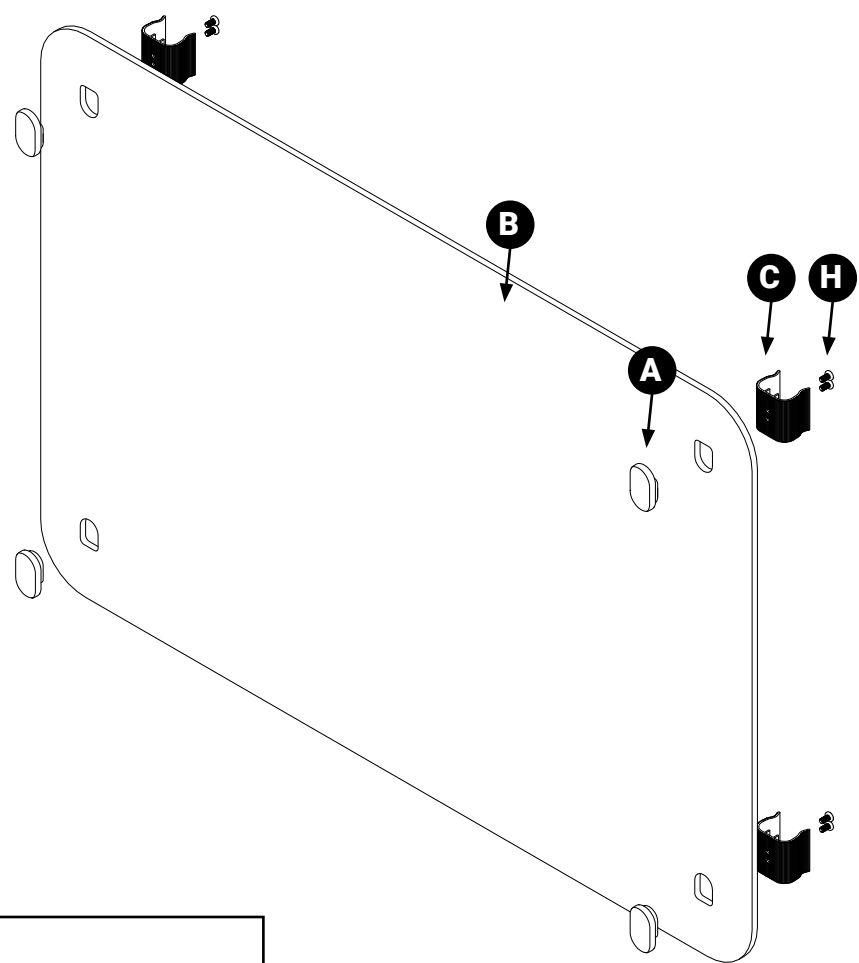
007282261

Shelf Identification



Collaborative Spaces Cart Mounted PET Felt Privacy Panels

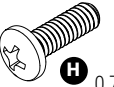
STEP 1: Attach end puck (A) through hole in whiteboard panel (B) to clip (C) using fastener (H).



COLLABORATIVE SPACES INSTALLATION

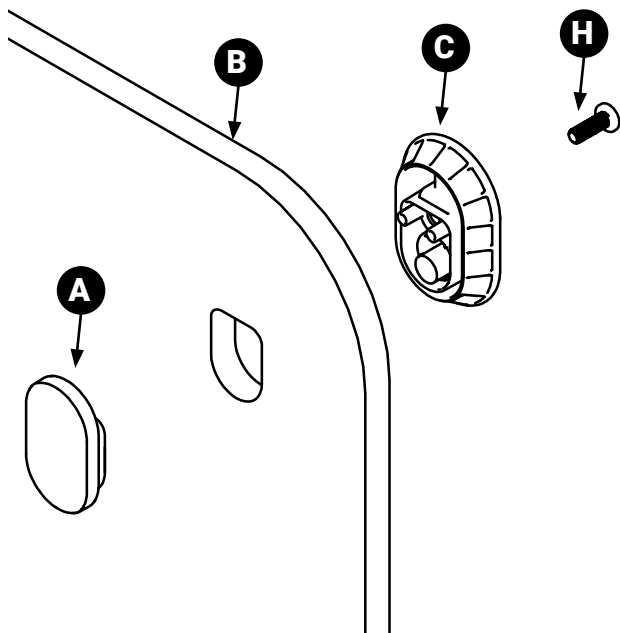
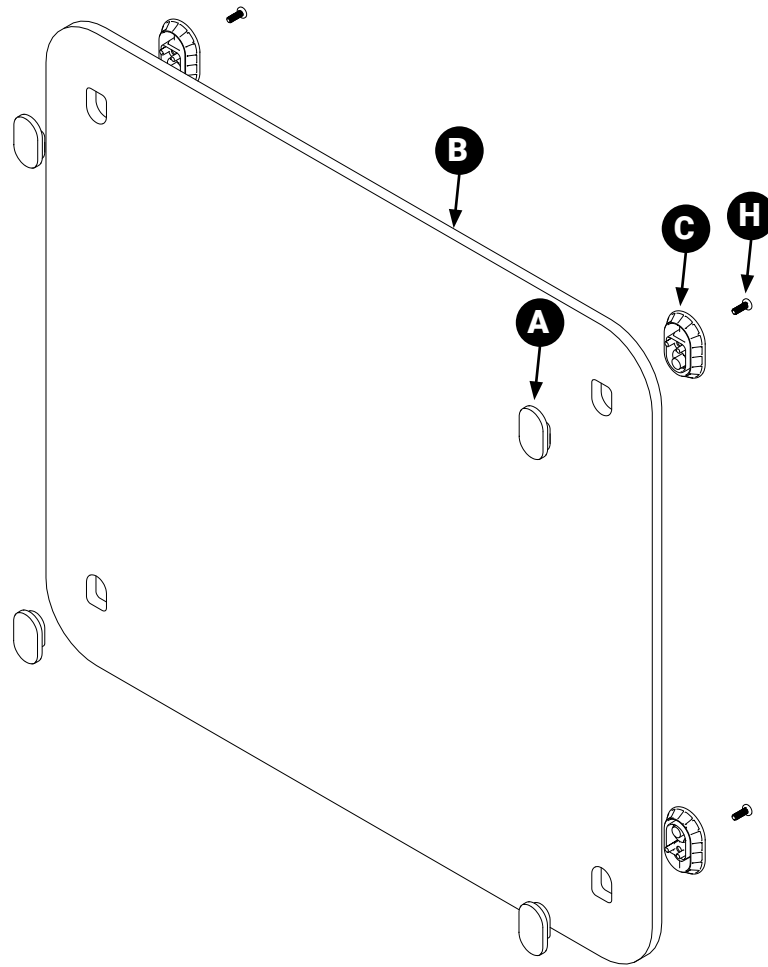
Collaborative Spaces Removable Whiteboard Panel

STEP 1: Attach end puck (A) through hole in whiteboard panel (B) to back puck (C) using fastener (H).



0.75"

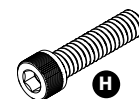
BR00825018



Collaborative Spaces Occasional Tables

STEP 1: Attach leg gable (A) to leg gable (B) using fastener (H). Be very careful not to over tighten the connector, as it may brake (C).

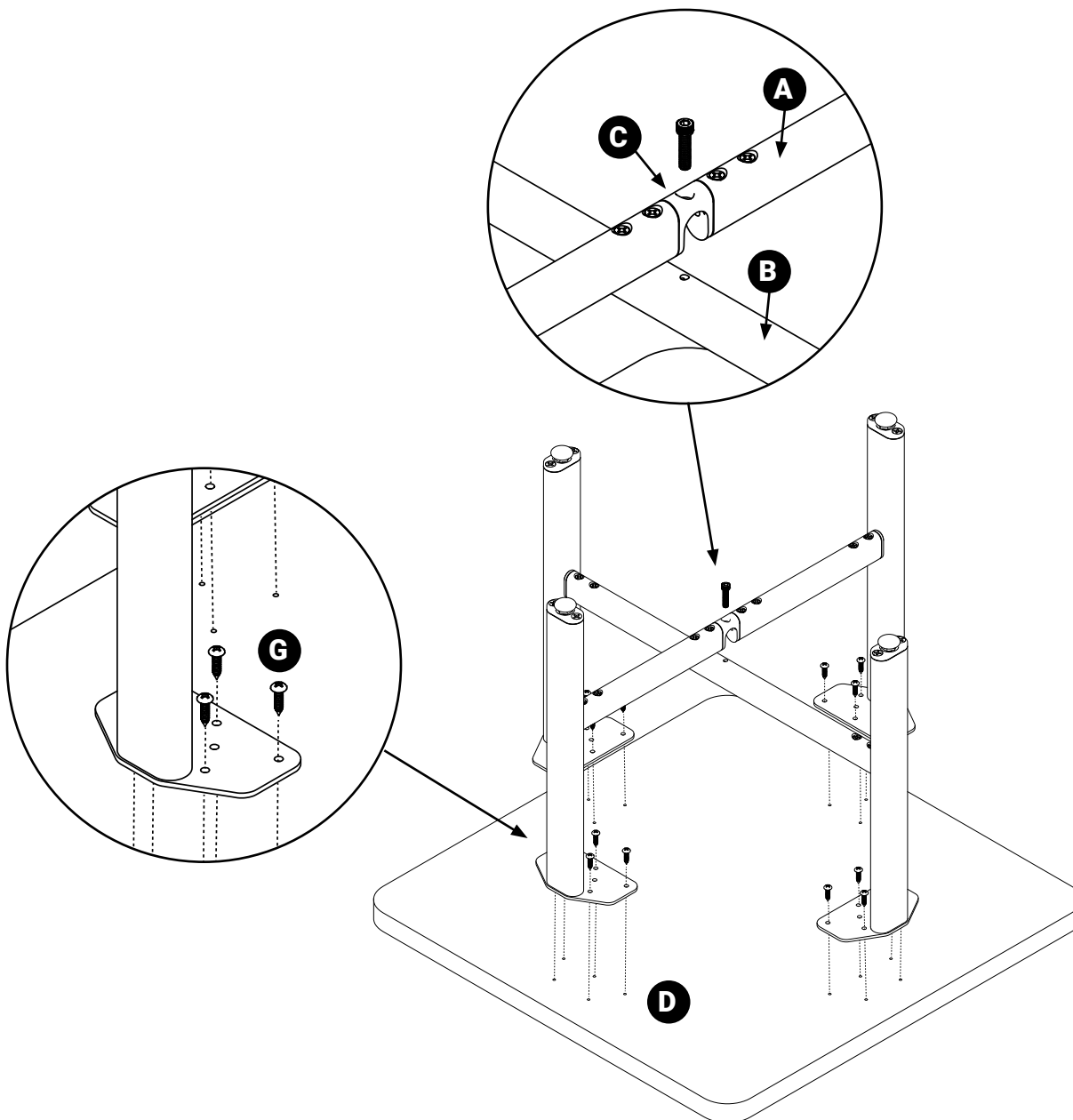
STEP 2: Attach the leg assembly to the top (D) using fasteners (G).



SC00785001



007280011



COLLABORATIVE SPACES INSTALLATION

Collaborative Spaces Laptop Table

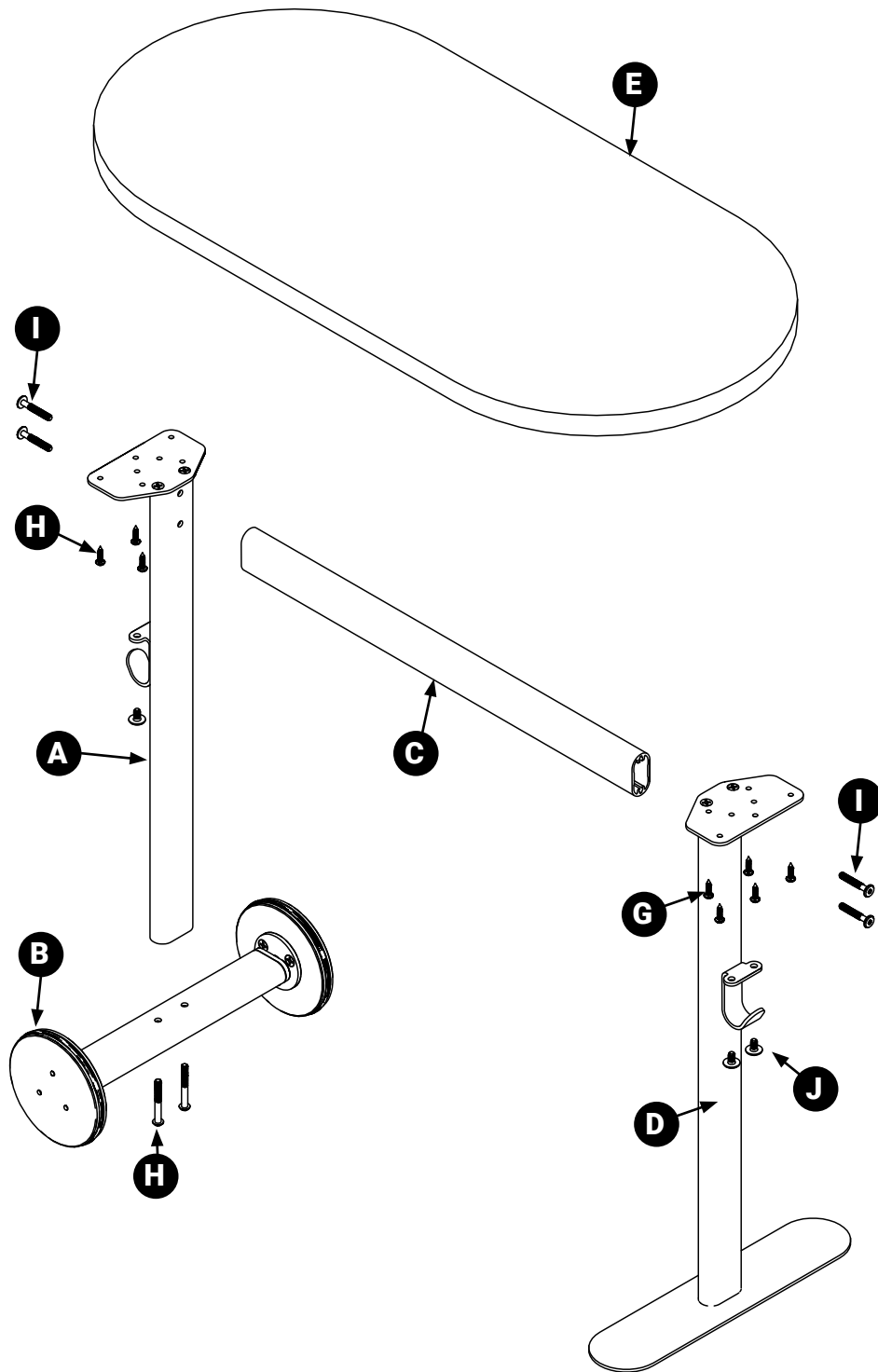
STEP 1. Attach leg (A) to wheel assembly (B) using fasteners (H).

STEP 2. Attach leg (A) to rail (C) using fasteners (I).

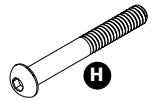
STEP 3. Attach leg (D) to rail (C) using fasteners (I).

STEP 4. Attach the top (E) to the frame assembly using fasteners (G).

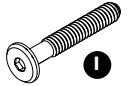
STEP 5. Attach the Hooks to the frame assembly using fasteners (J)



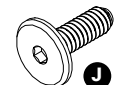
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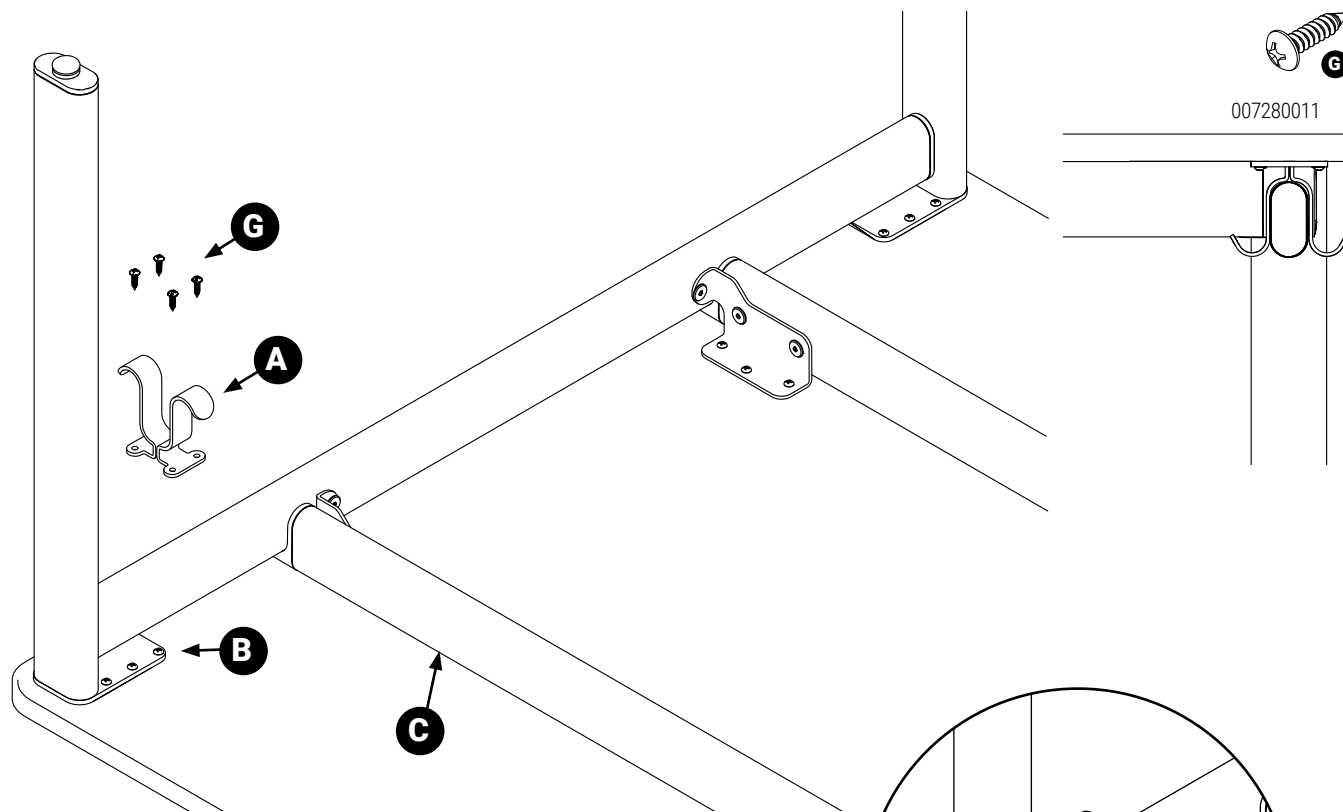
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Collaborative Spaces Table Mounted Bag Hook

STEP 1. Attach the Hook (A) to the work surface using fasteners (G).



Note:

- Hooks can be installed facing in or out.
- Install the hooks between the leg plate (B) and the support rail (C)

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