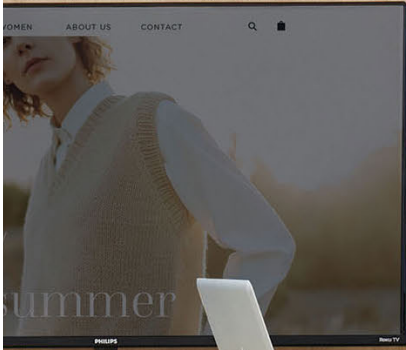


Collaborative Spaces
Effective April 2024 USA



COLLABORATIVE
spaces
INSTALLATION
MANUAL



COLLABORATIVE SPACES™ INSTALLATION GUIDE

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REQUIRED TOOLS

- Safety Glasses
- Rubber Mallet
- Nylon Block
- Metal Pick
- Fabric Spline Roller
- Power Drill (var speed, rev)
- Magnetic drill bit holders
- 1/4" Nut-driver
- 5/16" Nut-driver
- 3/8" Nut-driver
- #2 Robertson Screwdriver
- #3 Robertson Screwdriver
- Large 1/4" Blade Screwdriver
- 3/16" Diameter Punch
- Utility Knife
- 48" Long Level
- Tape Measure
- Gloves

Additional items you may find useful:

- #2 Phillips screwdriver
- #3 Phillips screwdriver
- 1/2" wrench
- 9/16" wrench
- Adjustable 8" wrench
- Needlenose pliers
- Large Channel lock pliers
- Finetooth saw (hacksaw)
- General purpose prybar
- Frame dolly
- Two wheel cart
- Furniture cart with straps

CORRECT PRODUCT HANDLING TIPS

- Place panels into their location. Handle all of the furniture with care.
- Hold and carry by the data or power punch outs at the sides of the panel, or remove raceway covers to carry panels by the horizontal rails. Non-raceway panels should be carried by the outer edges, so as not to squeeze the fabric portion of panel.
- Lift panels completely off the ground when carrying; dragging may cause the glide to spin out.
- When carting and/or staging panels, ensure they are placed frame to frame to avoid one panel leaning into the middle or the edge of the fabric portion of another.
- When staging panels, ensure the first panel is relatively close to the wall at the glides (just enough to stand on its own).
- Always protect walls and/or panels when leaning them.
- Always stand panels with glides to the ground (right side up).
- Ensure panels and carts are adequately protected during off-loads.
- Watch for raceway covers that may have come off during transit. They are usually in the plastic covering.
- Watch for the sharp ends of staples when removing the packaging from around panels.

Table Installation

This installation shows a top up approach where the worksurface 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 worksurface 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).

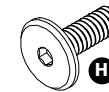
STEP 2: Attach upper support beams (C) to gables (D) using fasteners (I). Secure beam support brackets (A&B) to gables (D) using fasteners (H).

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

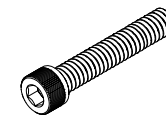
STEP 4: Secure beam support brackets (A & B) to gables using fasteners (H). Secure beam support brackets to surface (F) using fasteners (G).



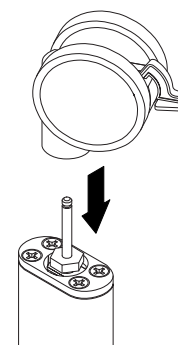
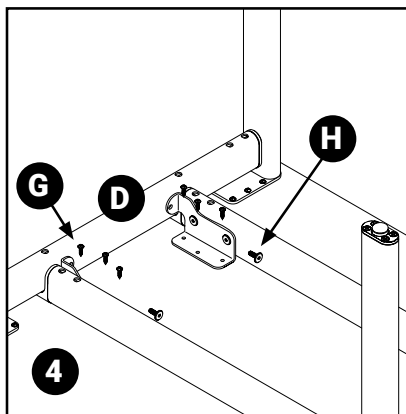
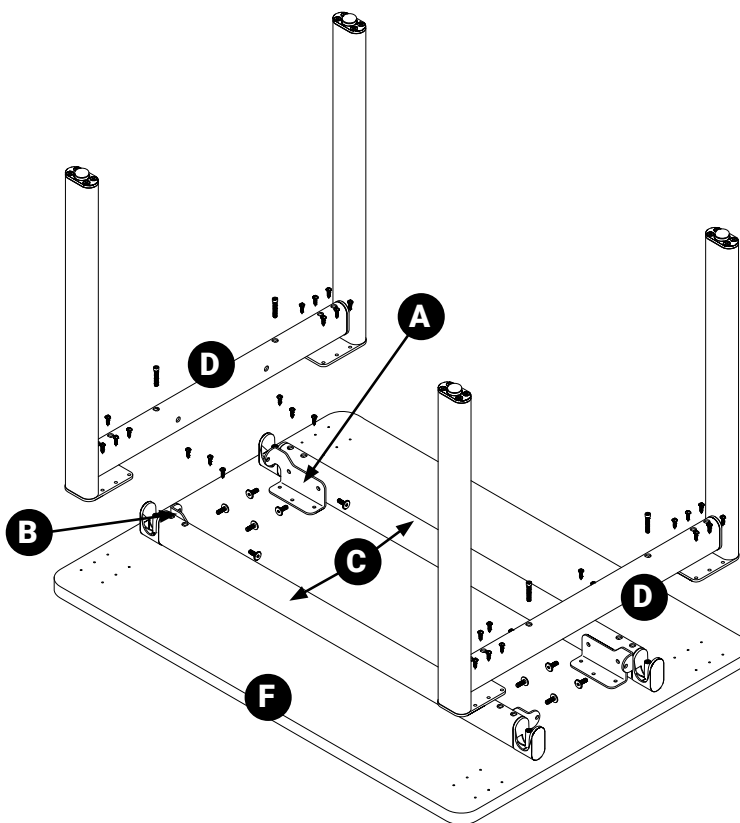
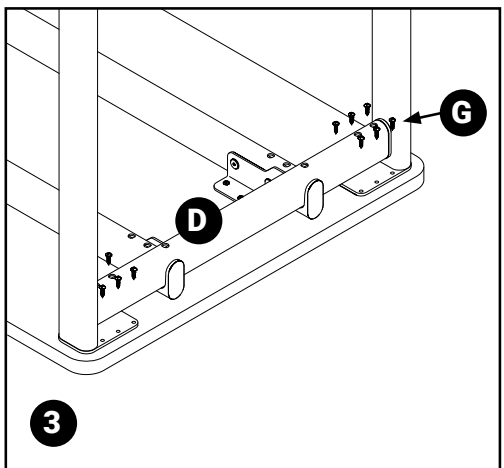
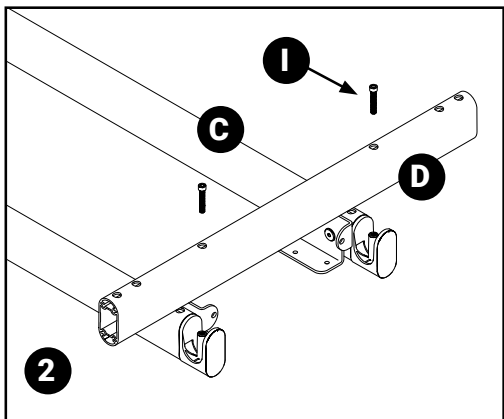
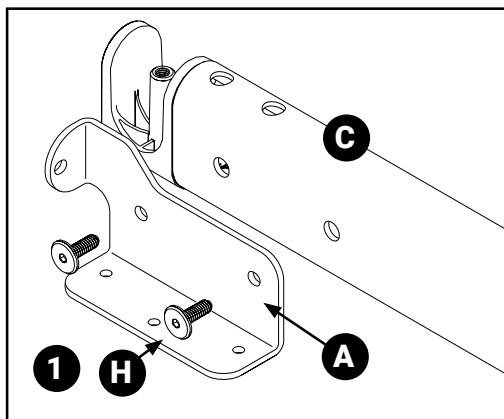
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For tables with casters, simply snap the casters onto the leg stud.

Table With Foot Rail

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.

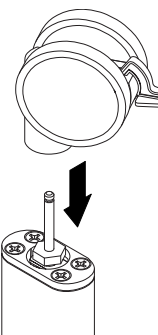
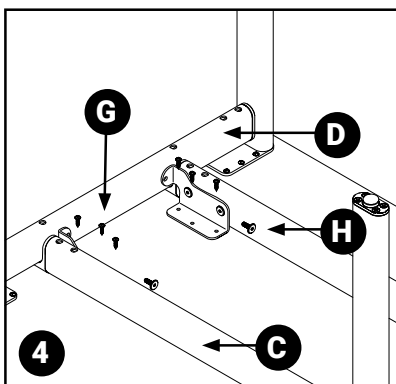
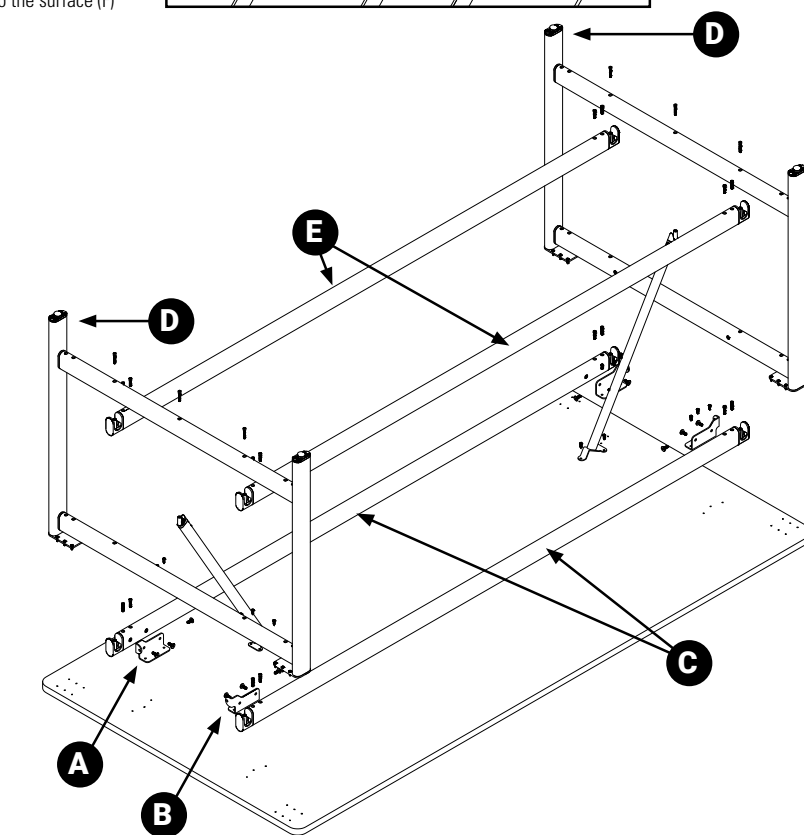
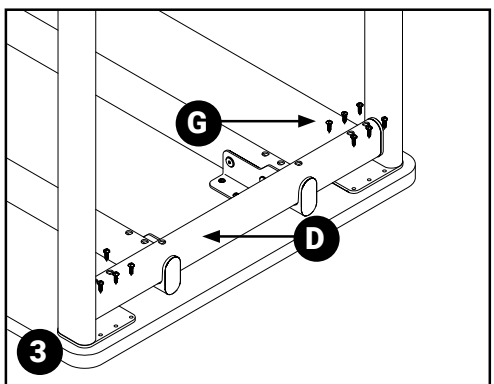
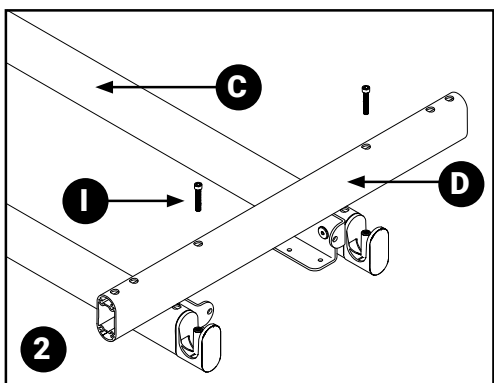
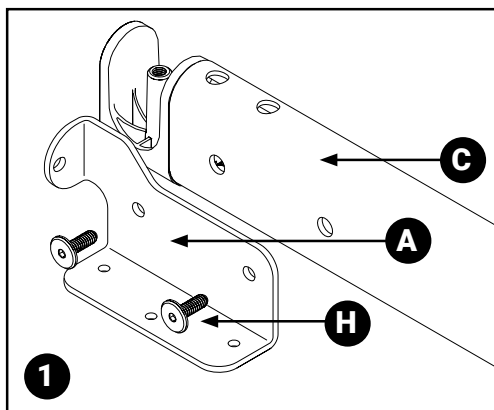
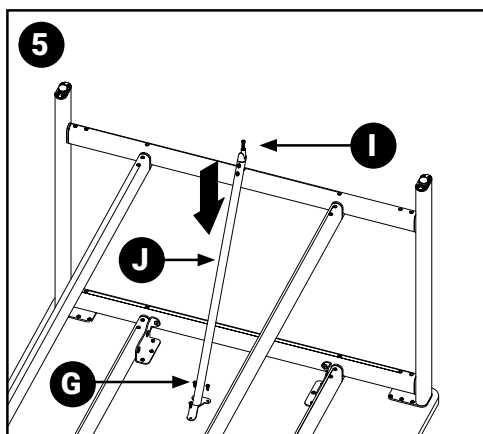
STEP 1. Attach left (A) and right (B) beam support brackets to support beams (C) as shown in the image using fasteners (H).

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. Attached 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 worksurface (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.

Media Unit

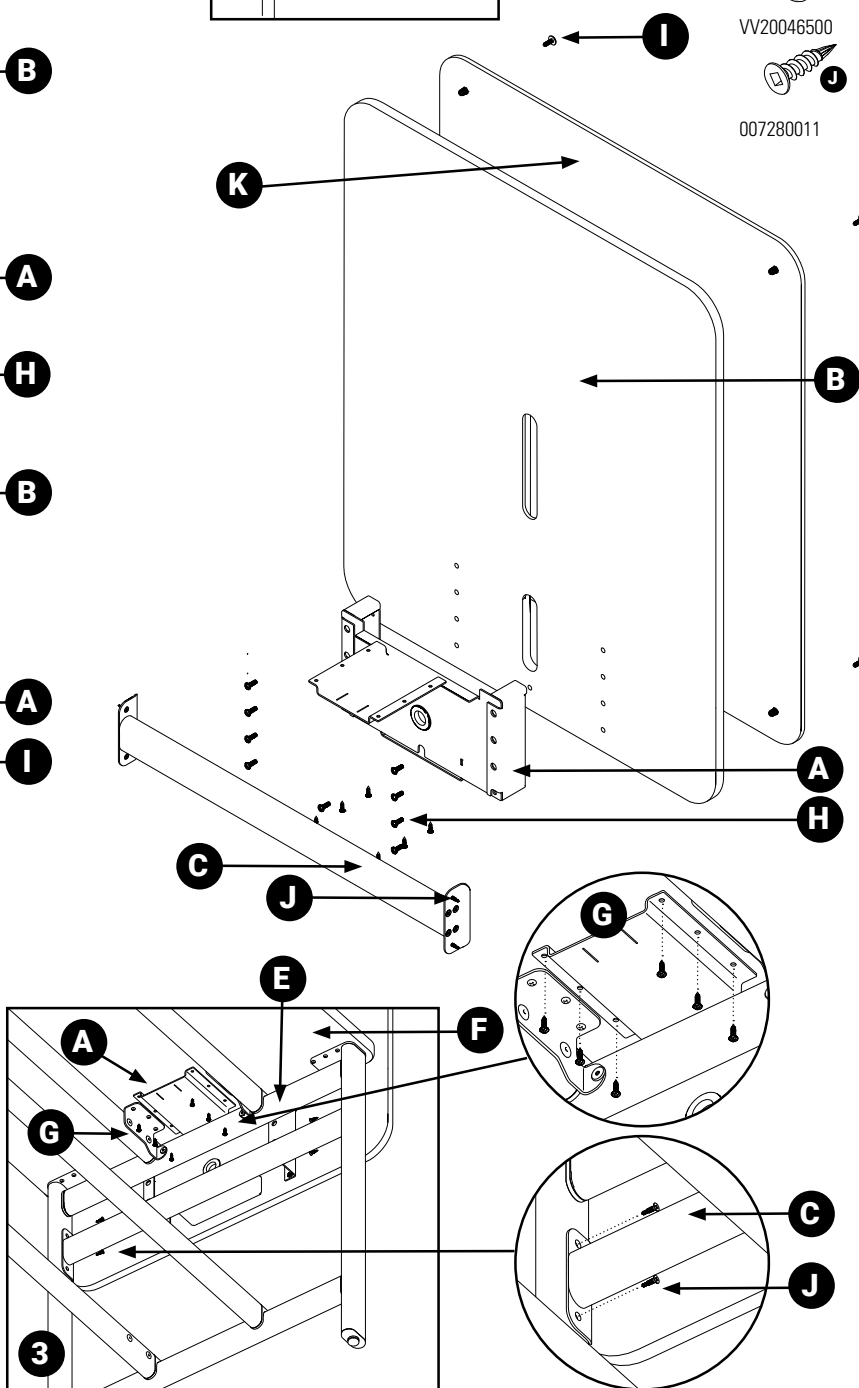
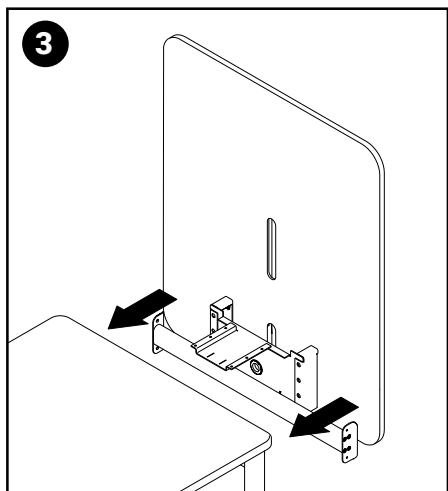
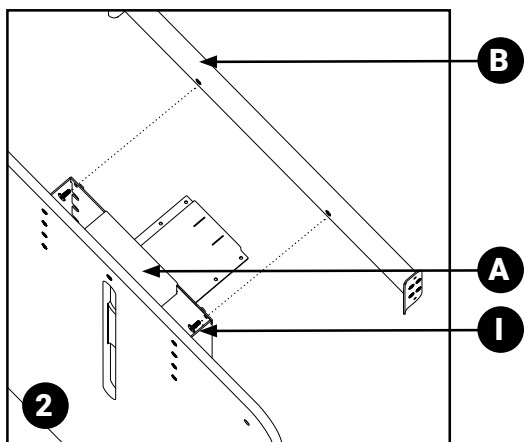
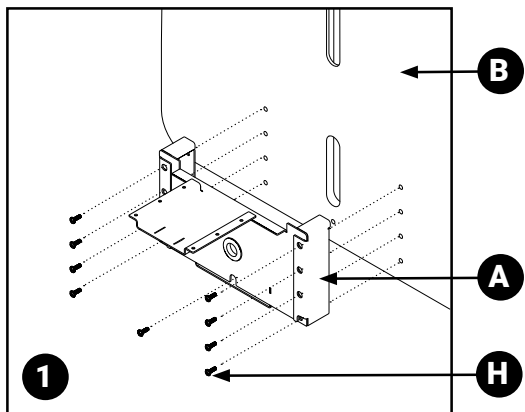
STEP 1: Attach bracket (A) to fascia (B) using 9 fasteners (H).

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 PET Felt back (K) onto the fascia (B) using fasteners (I).



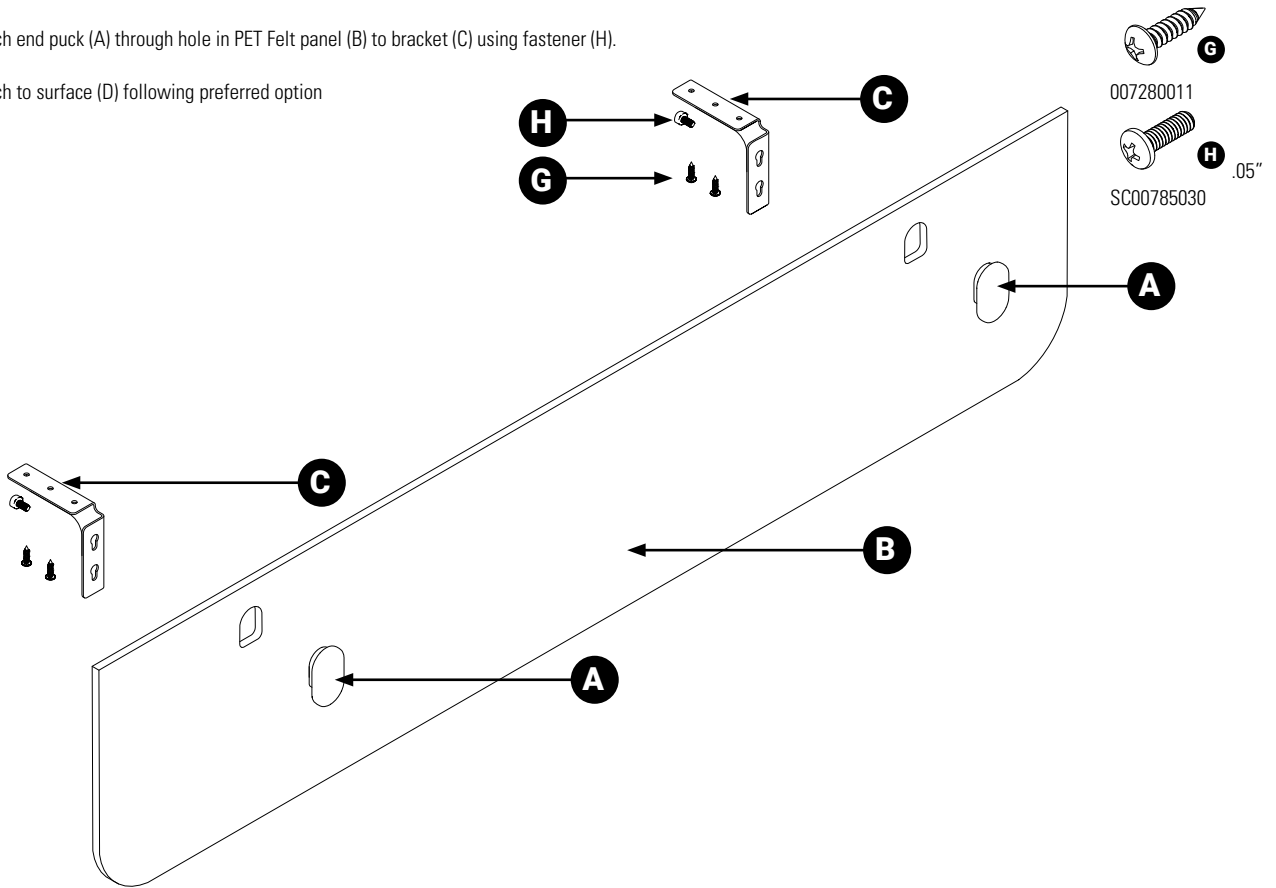
COLLABORATIVE SPACES™ INSTALLATION GUIDE

Felt Modesty Panel

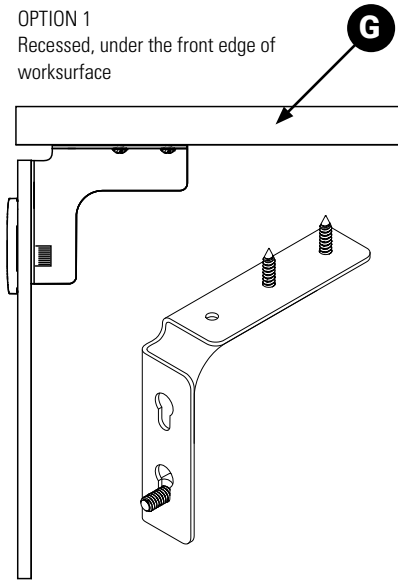
STEP 1: Choose preferred option (see bottom of page)

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

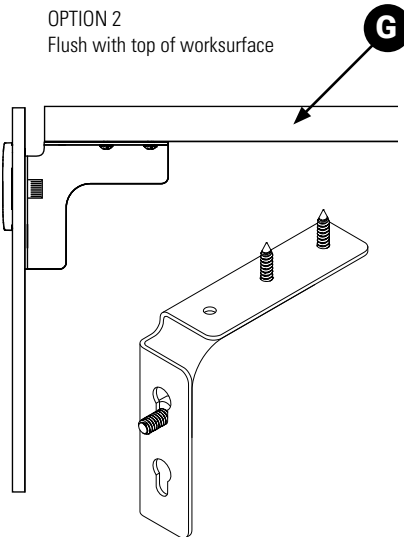
STEP 3: Attach to surface (D) following preferred option



OPTION 1
Recessed, under the front edge of
worksurface



OPTION 2
Flush with top of worksurface



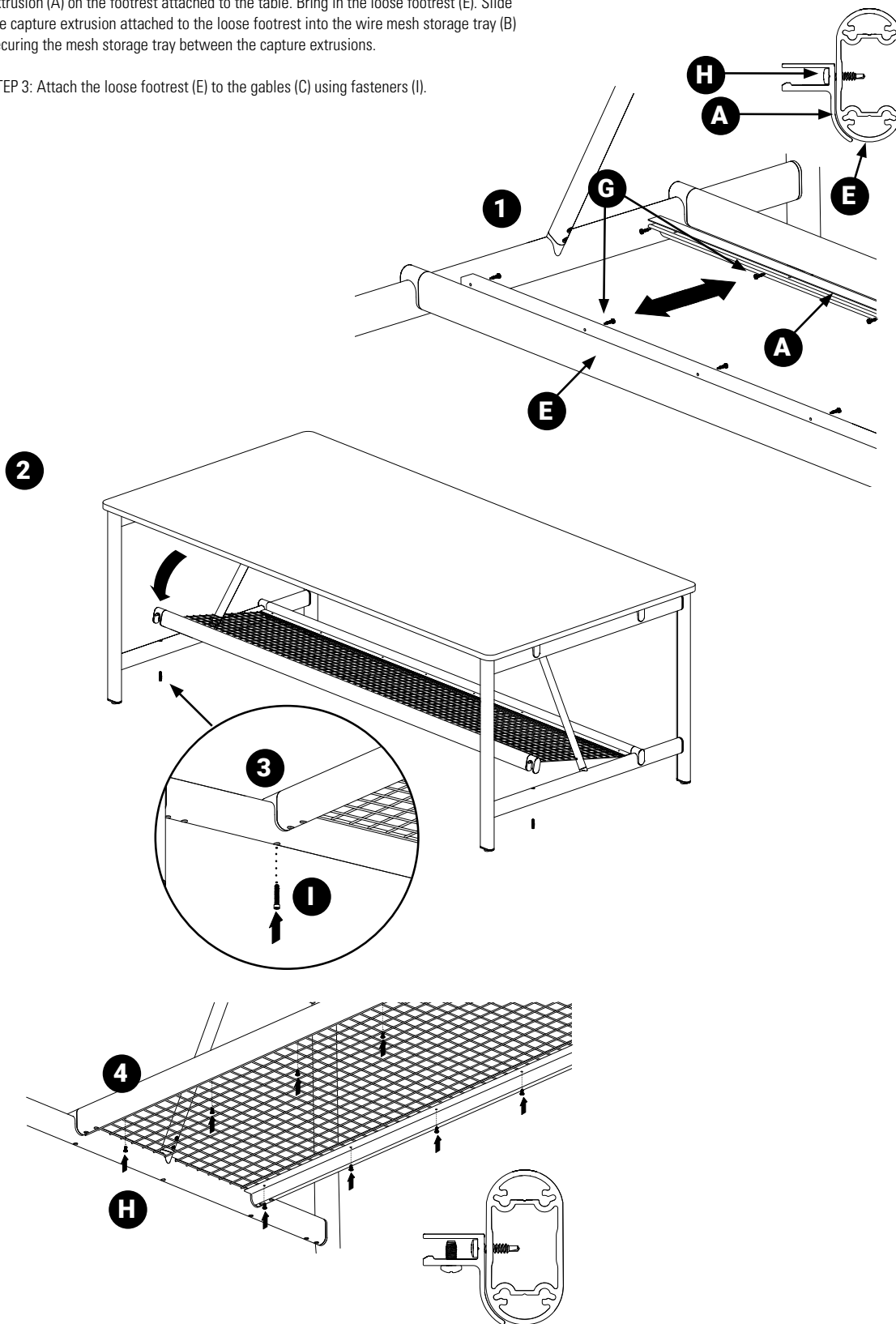
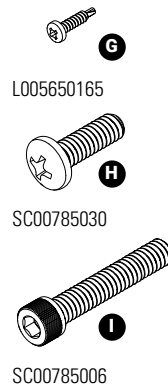
Wire Mesh Storage Tray

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).



Coat Rack Cart

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

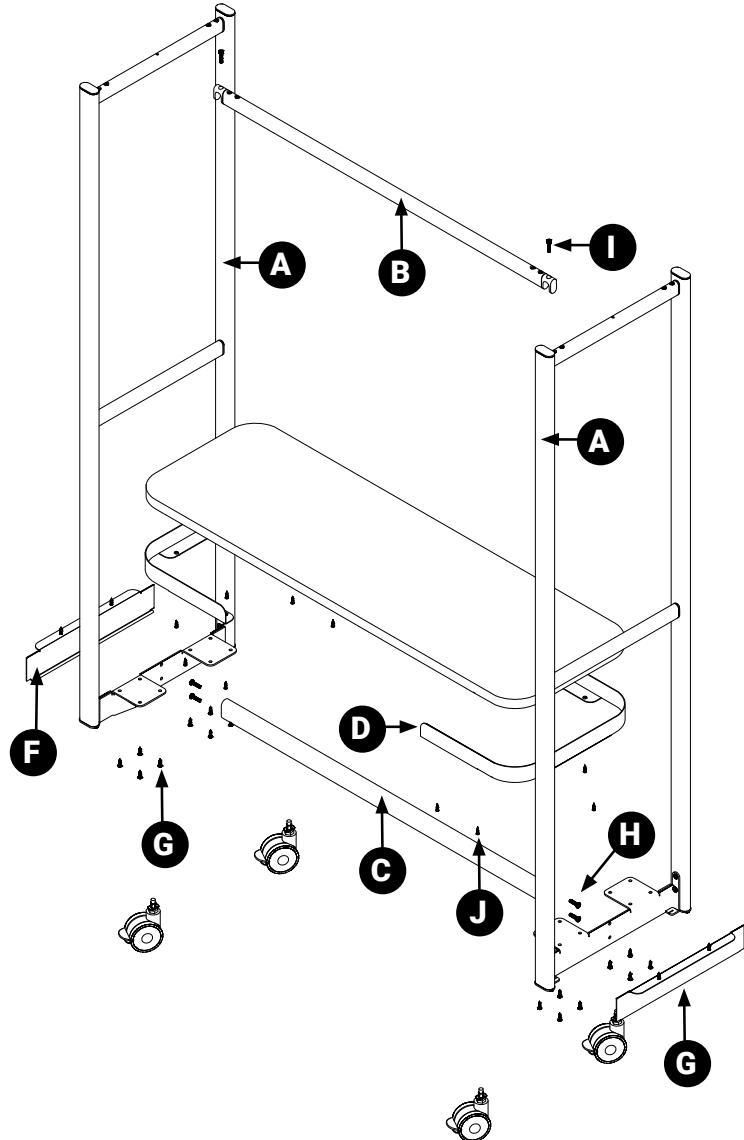
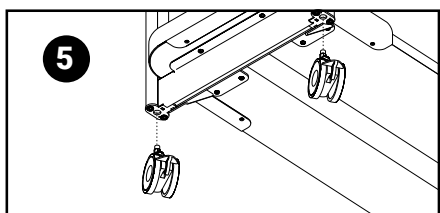
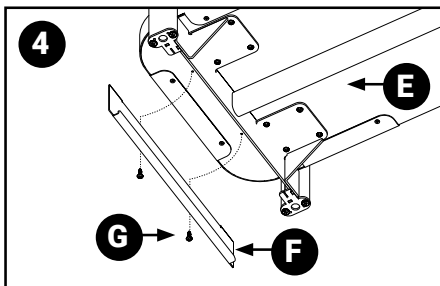
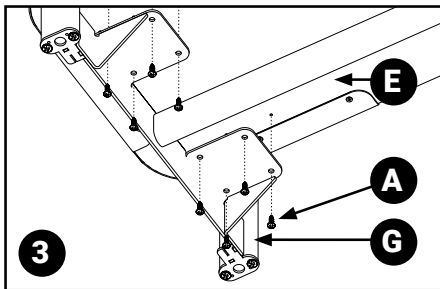
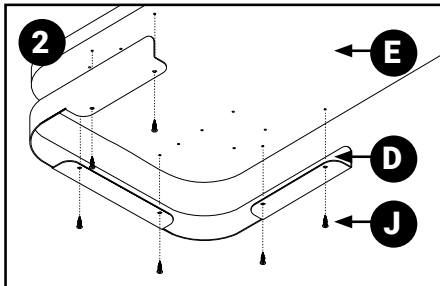
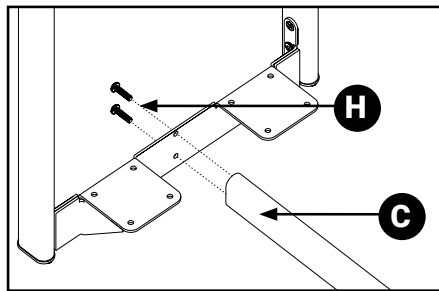
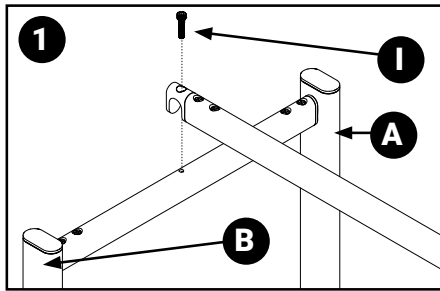
STEP 1: Attach the top rail (B) to the gables (A) using fasteners (I). Attach the bottom beam (C) to the gables (A) using fasteners (H).

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).

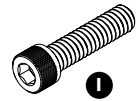
STEP 5: Snap in the casters



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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)

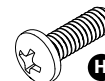
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (G).

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

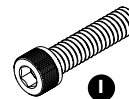
STEP 5: Snap in the casters



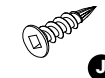
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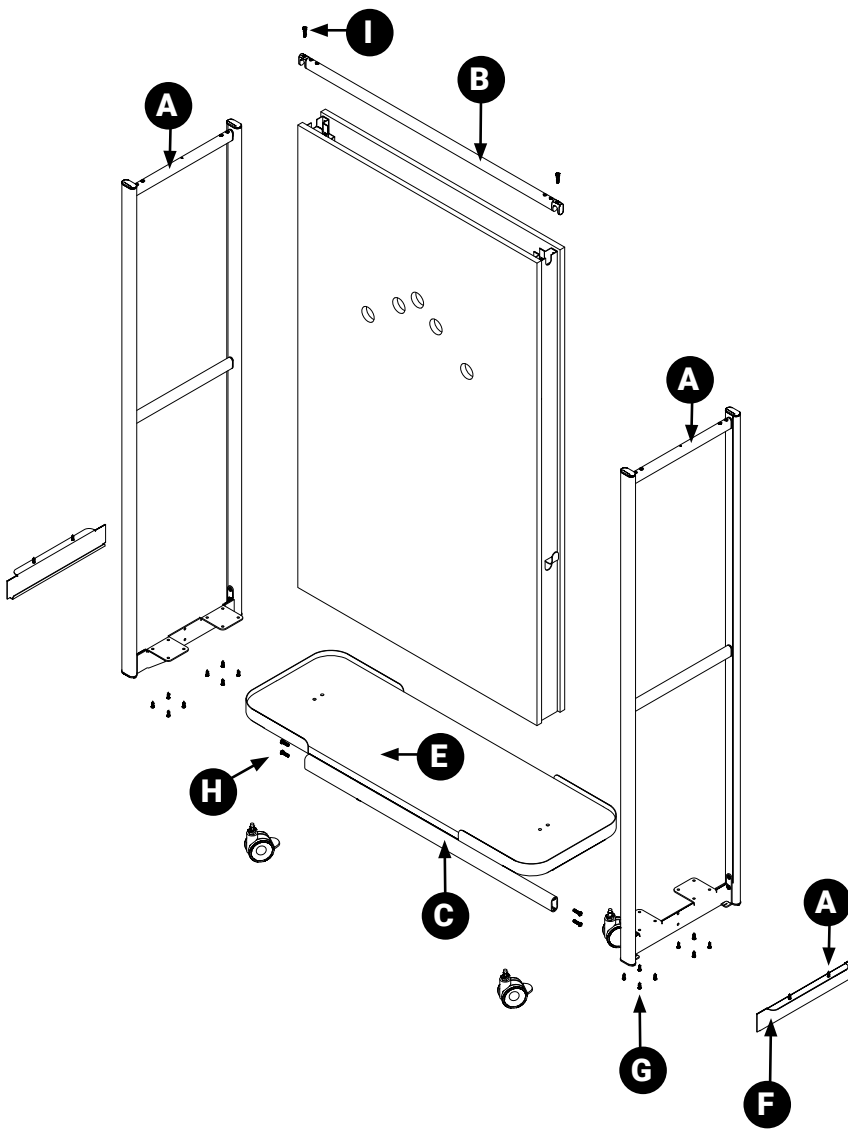
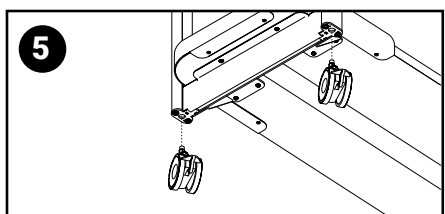
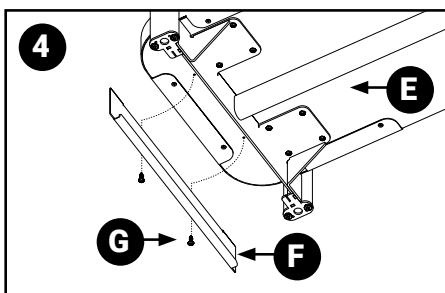
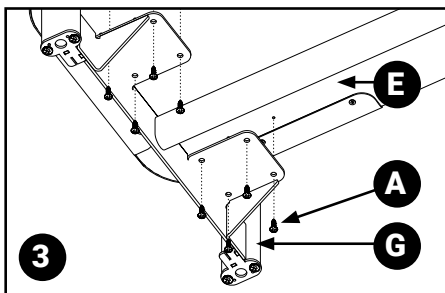
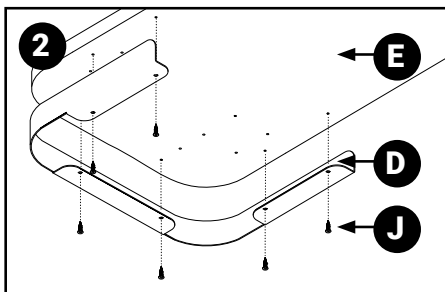
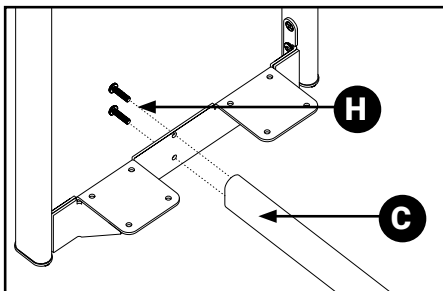
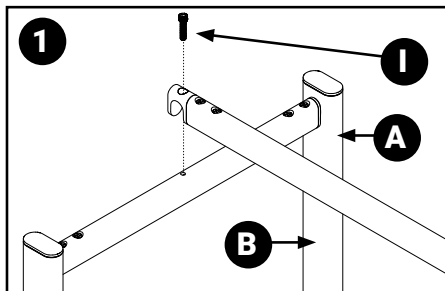
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Media Cart

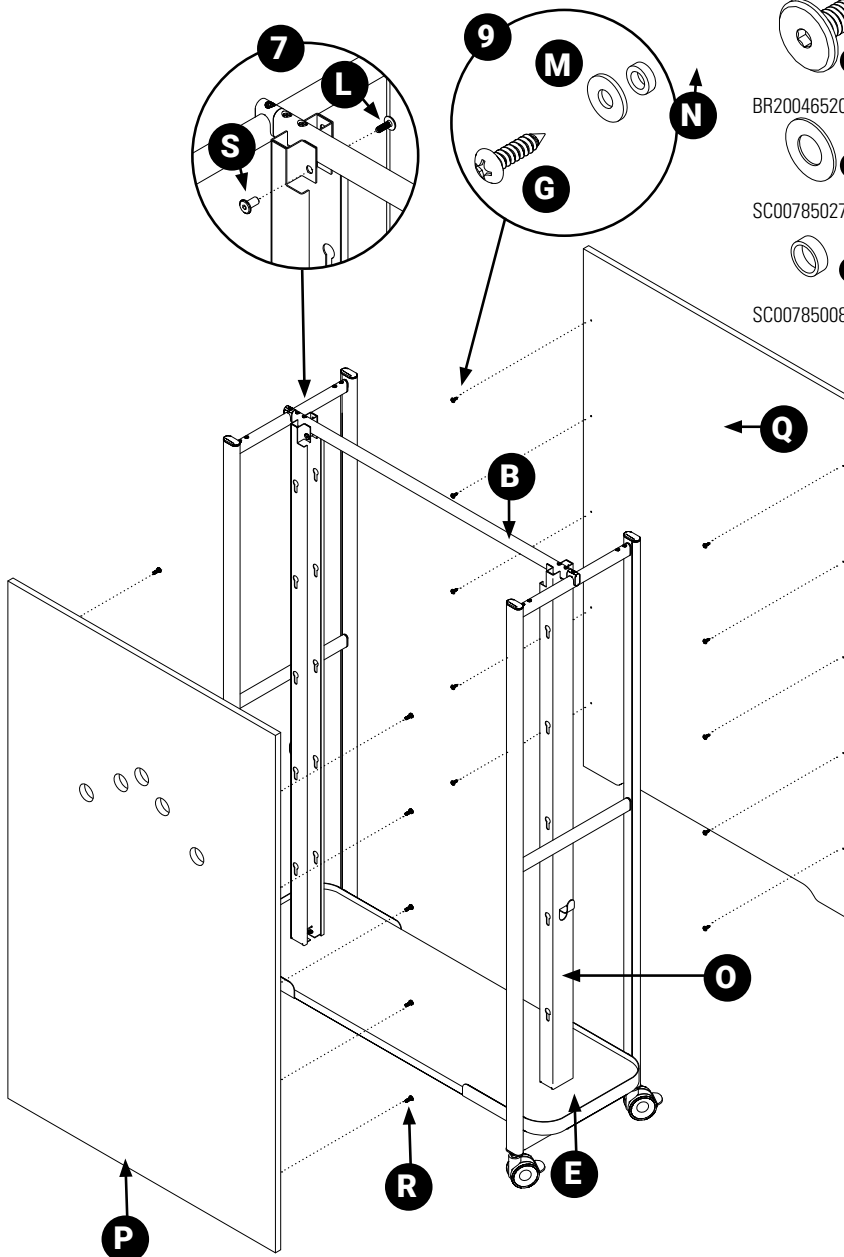
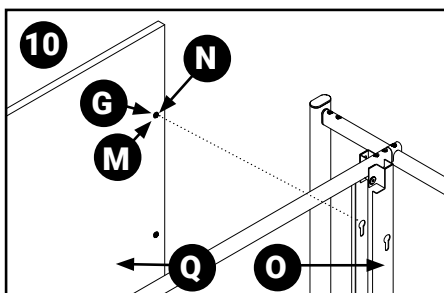
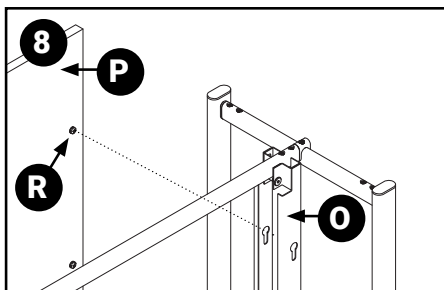
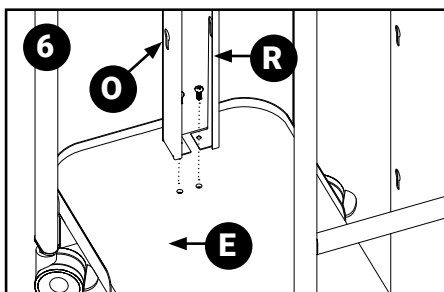
STEP 6: Attach vertical channel (O) to shelf (E) using fasteners (H).

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

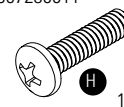
STEP 8: Screw fasteners (R) into the inserts in TV Fascia (P). Be sure to leave some space between the screws and the TV fascia (P). Place TV fascia (P) onto vertical channels (O) using the keyholes. Tighten fasteners (R). Tighten vertical channel (O) to top rail (B)

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

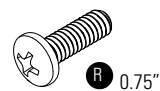
STEP 10: Place back board (Q) onto vertical channels (O).



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Single-Sided Writeboard 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).

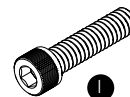
STEP 5: Snap in the casters



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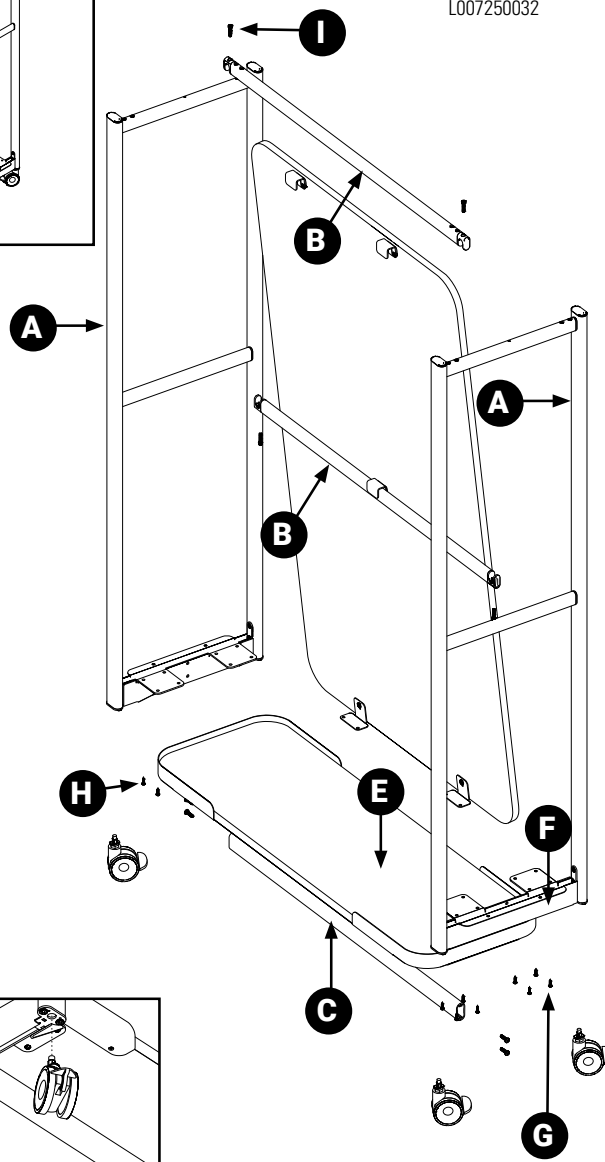
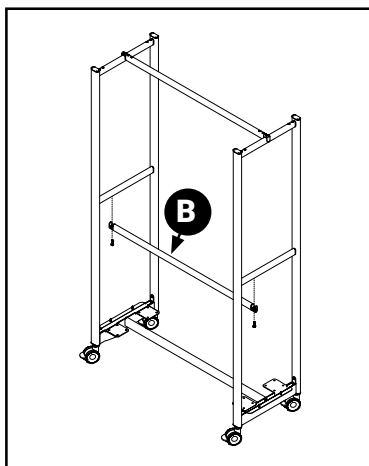
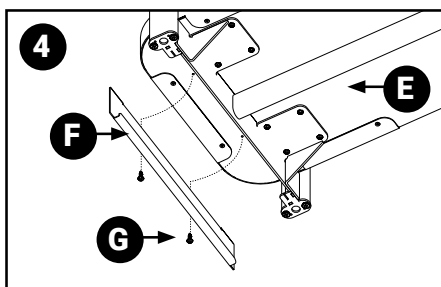
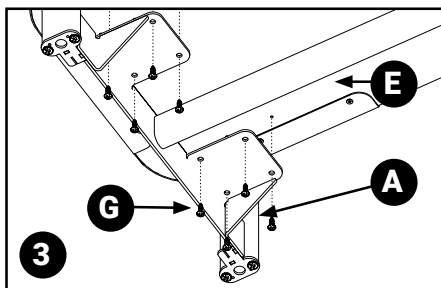
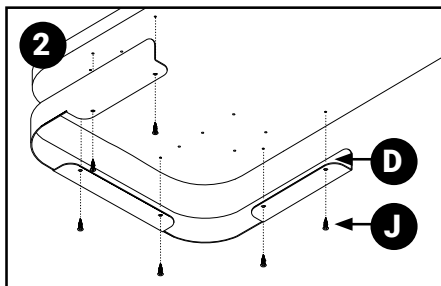
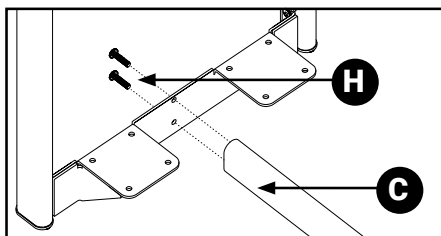
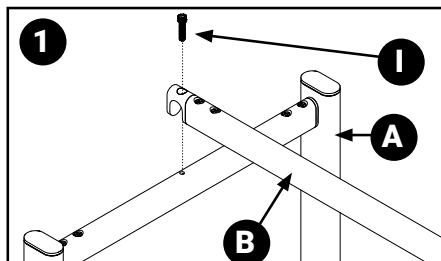
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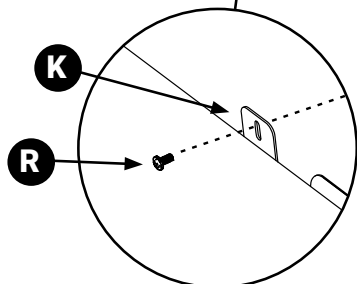
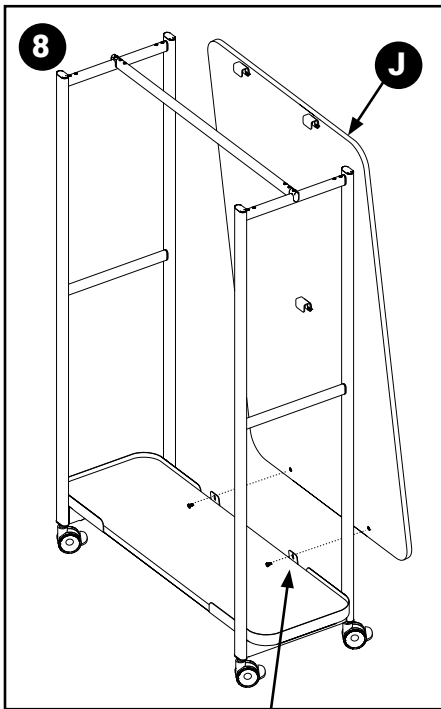
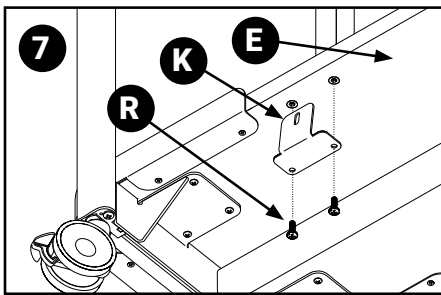
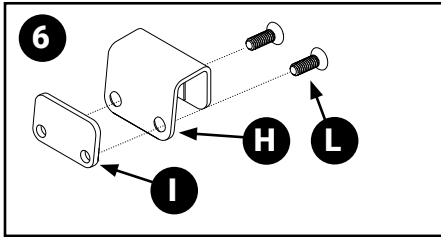


Single-Sided Writeboard Cart

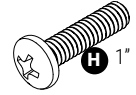
STEP 6: Attach hooks (H) and hook spacers (I) to writeboard panel (J) using fasteners (L).

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

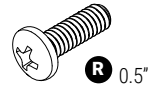
STEP 8: Hook writeboard panel assembly onto cart and align the bottom brackets to the inserts on the writeboard panel. Use fasteners (R) to secure the writeboard panel. Repeat for the other side.



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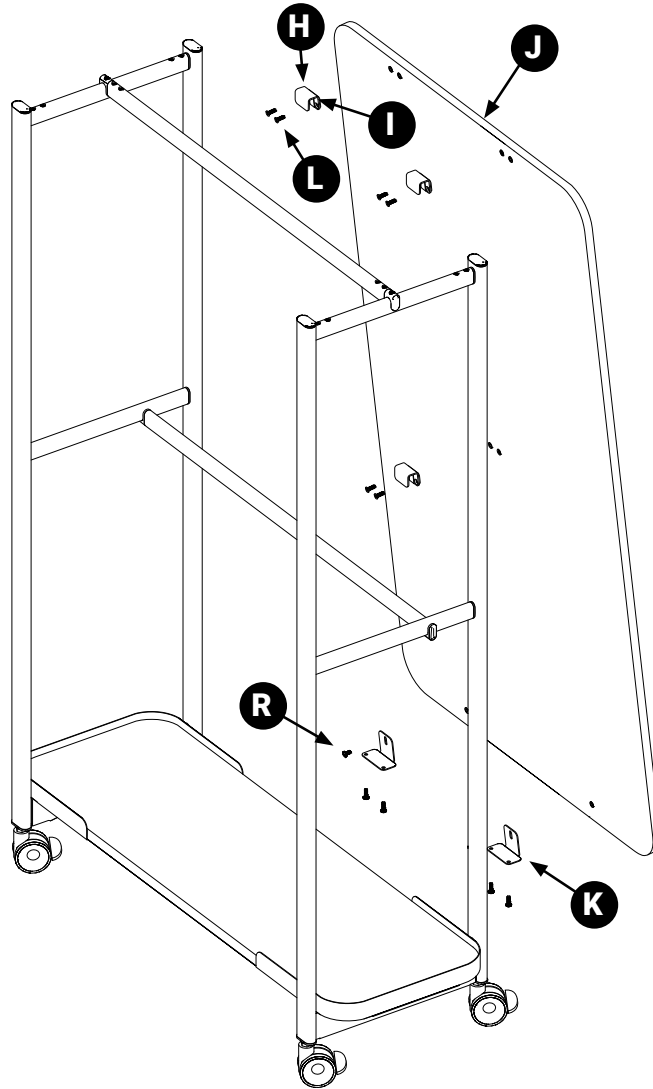
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Double-Sided Writeboard Cart

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).

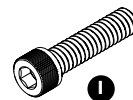
STEP 5. Snap in the casters



007280011



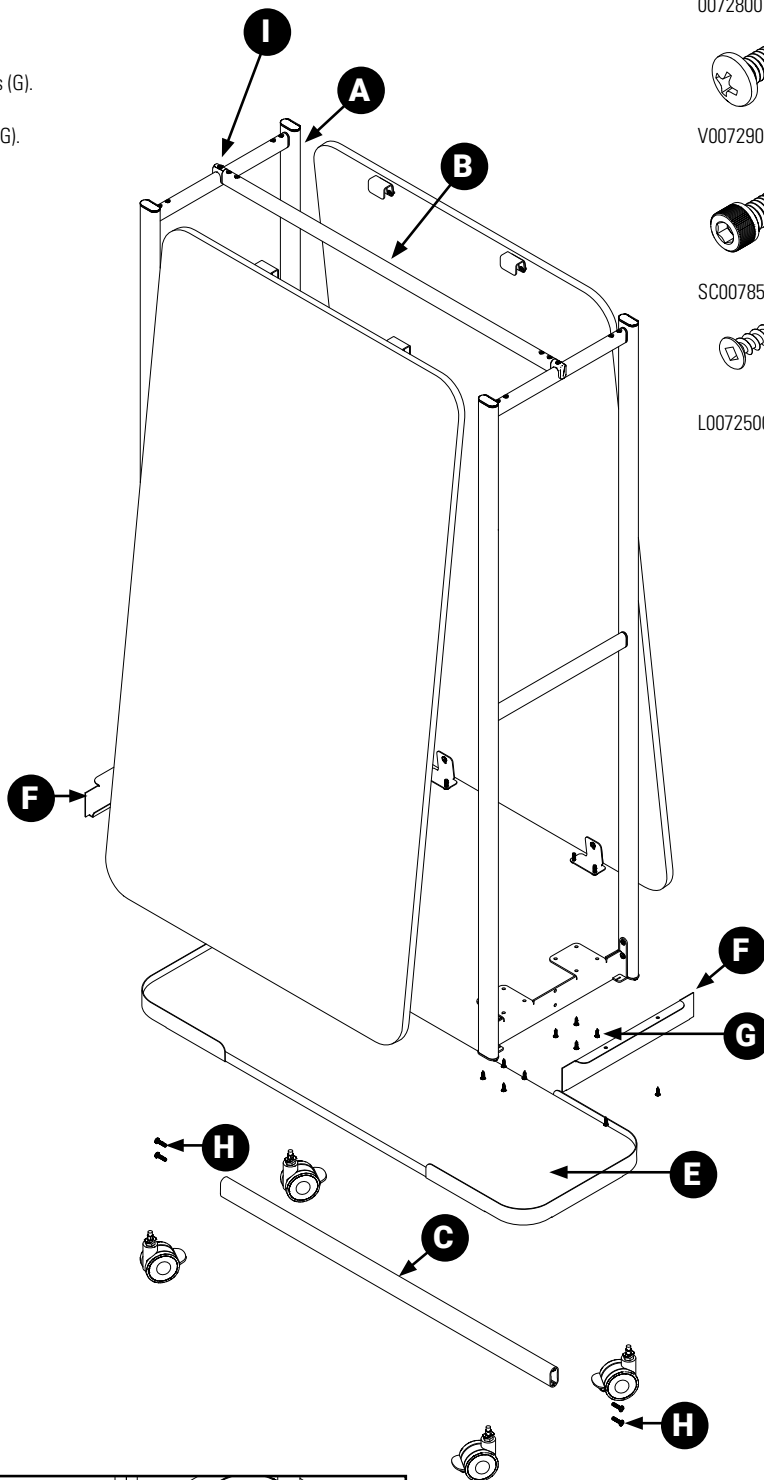
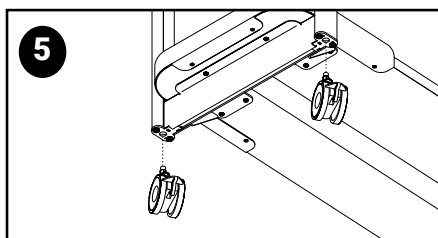
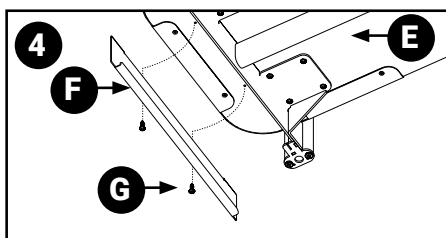
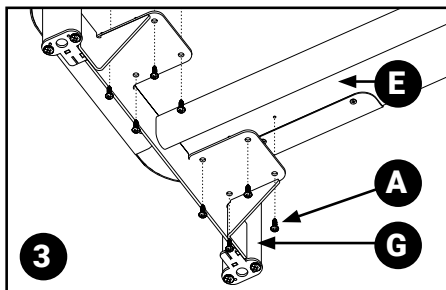
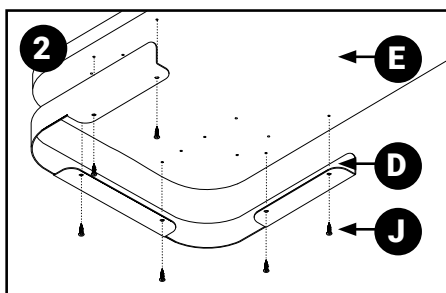
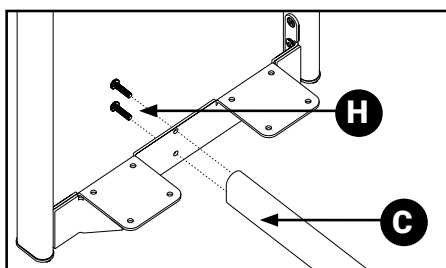
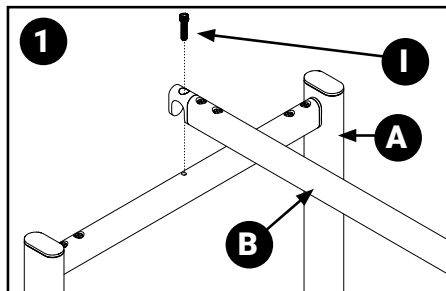
V007290038



SC00785001



L007250032



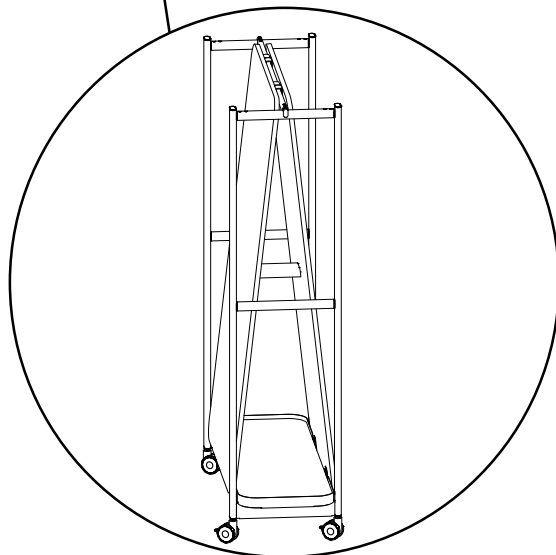
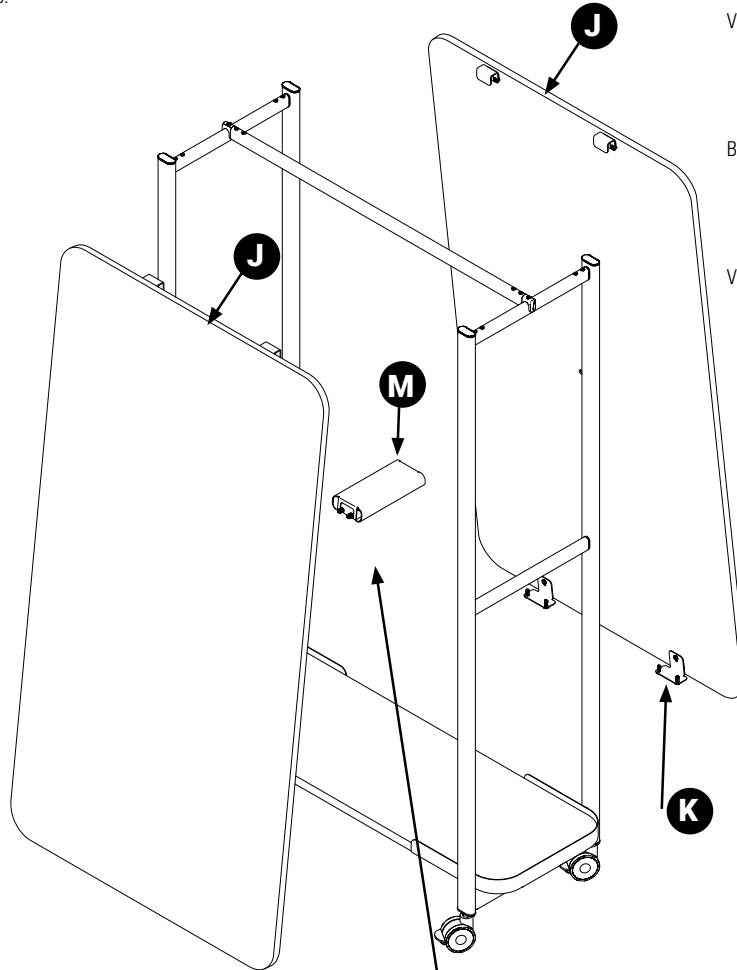
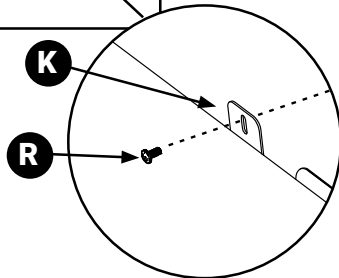
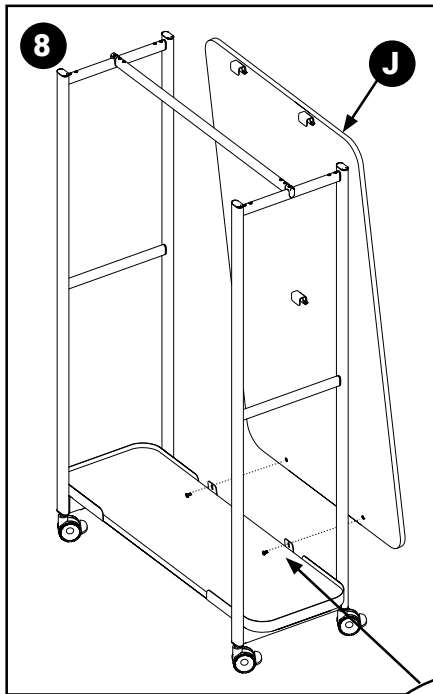
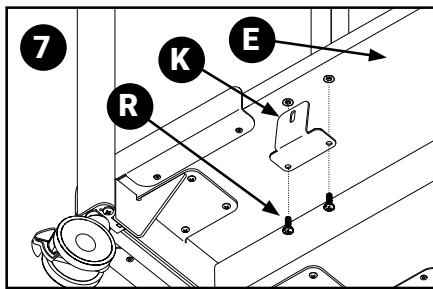
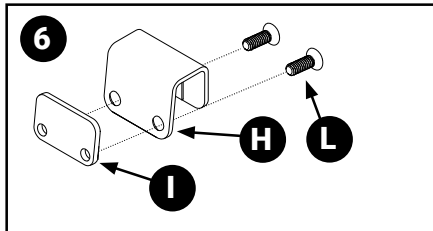
Double-Sided Writeboard Cart


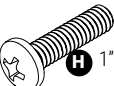
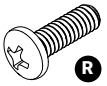

STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (L).

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.



-  **G**
- 007280011
-  **H** 1"
- V007290038
-  **R** 0.5"
- BR00825018
-  **L**
- V007290003

Combo Writeboard 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).

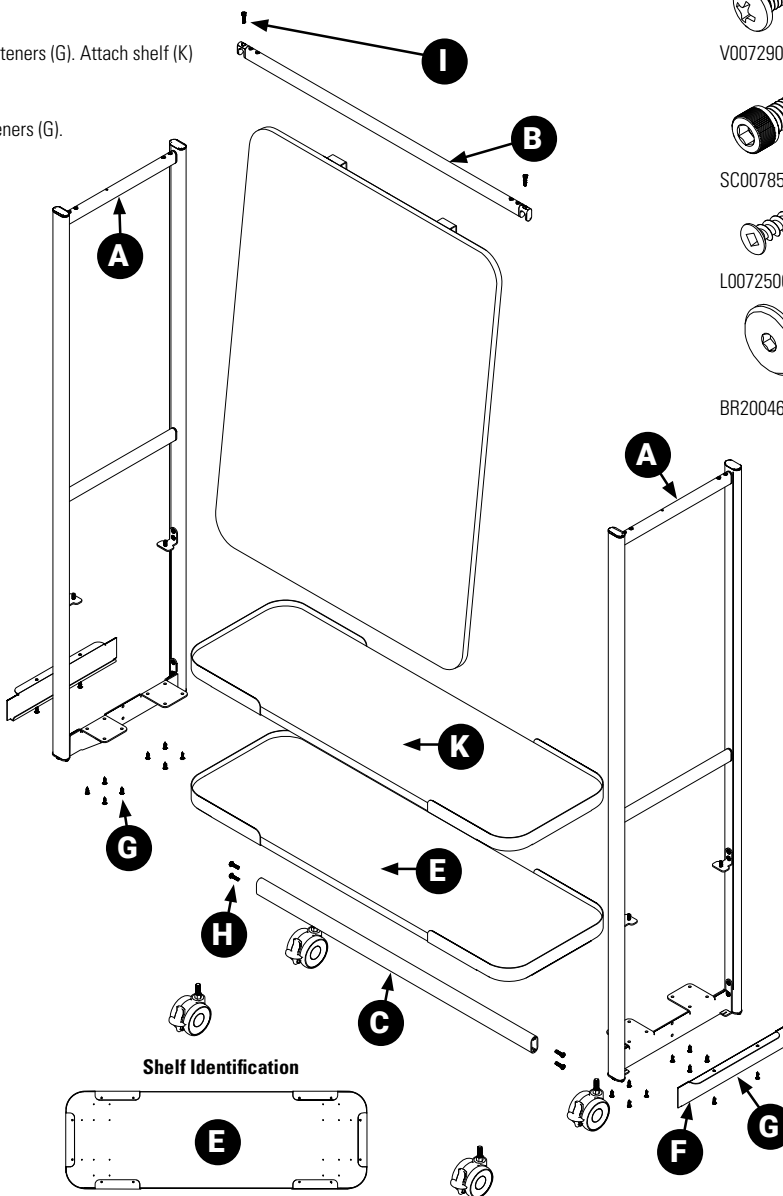
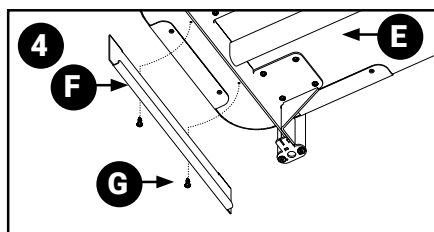
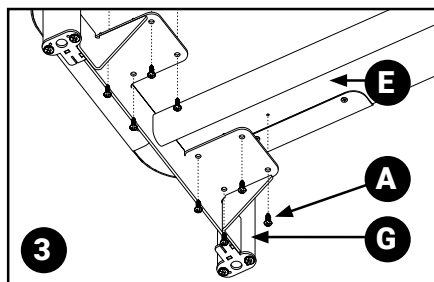
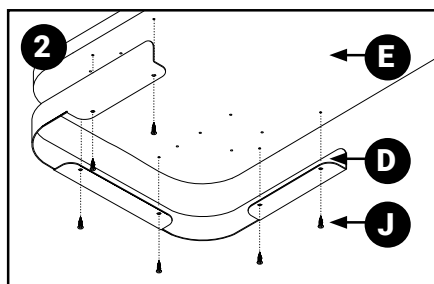
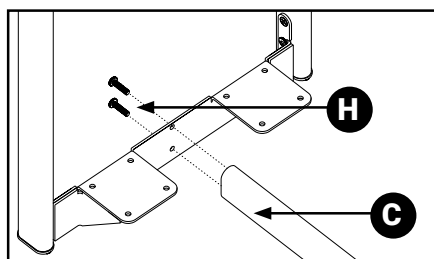
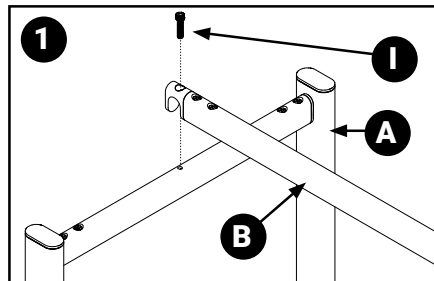
STEP 2. Attach shelf rims (D) to shelf (E) using fasteners (J)

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

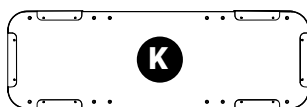
STEP 4. Attached end stretcher (F) to the shelf (E) using fasteners (G).

STEP 5. Snap in the casters

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



Shelf Identification

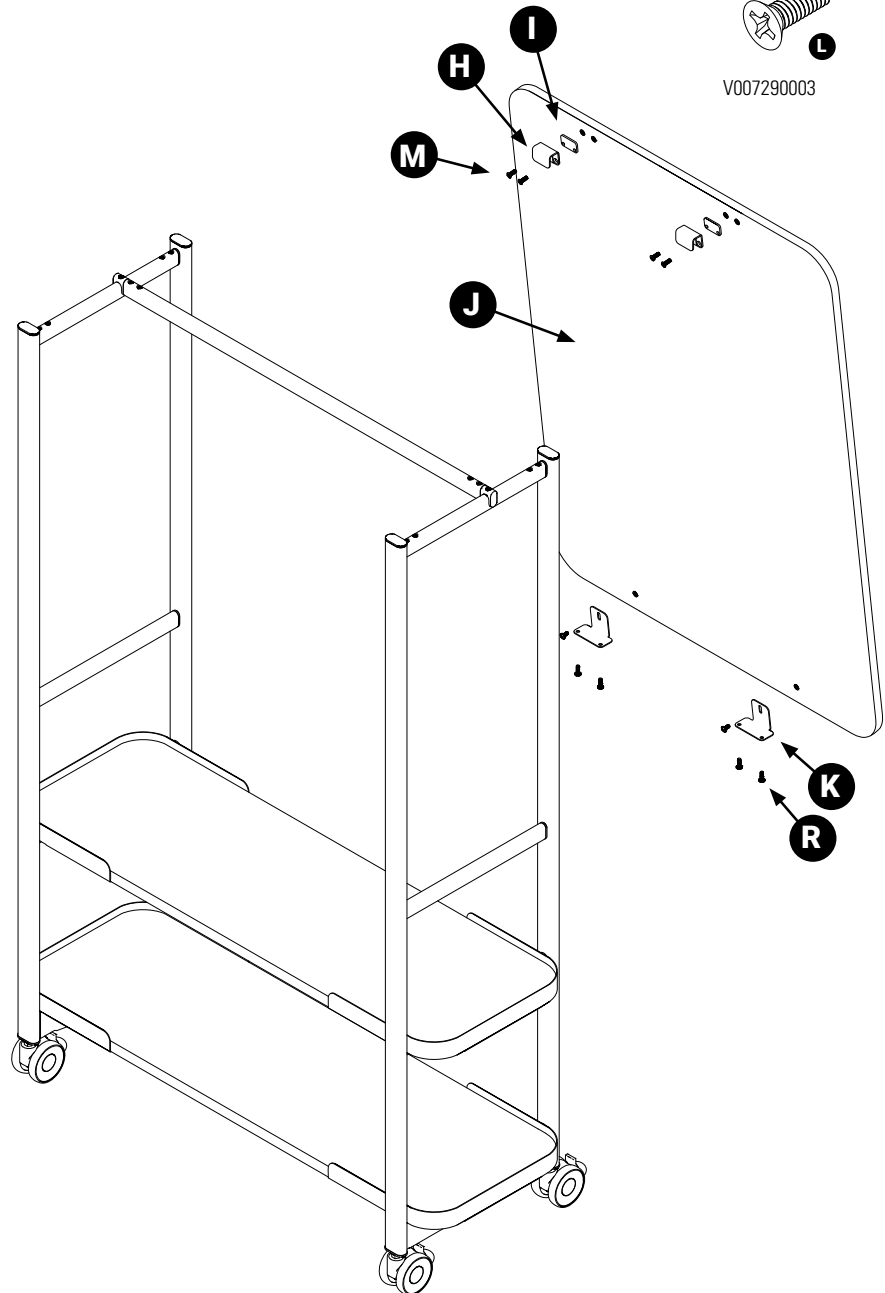
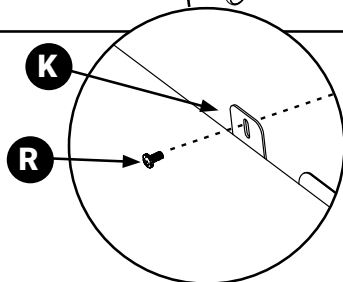
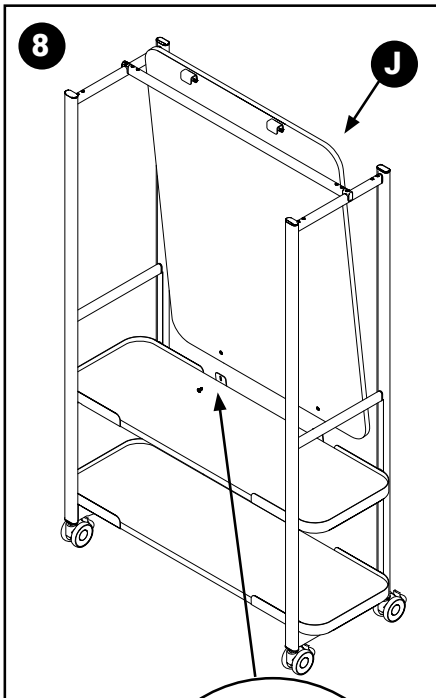
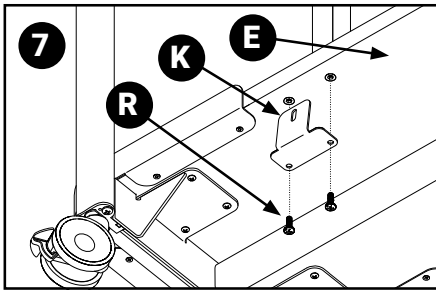
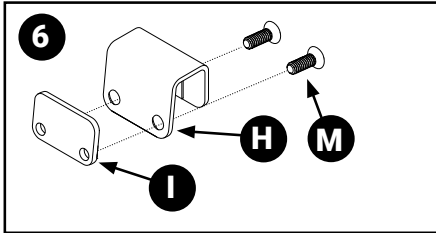


Combo Writeboard Cart

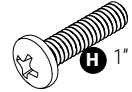
STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (M).

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

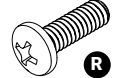
STEP 8. Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel (J). Use fasteners (R) to secure the whiteboard panel (J).



007280011



V007290038



BR00825018



V007290003

Removable Writeboard Cart

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

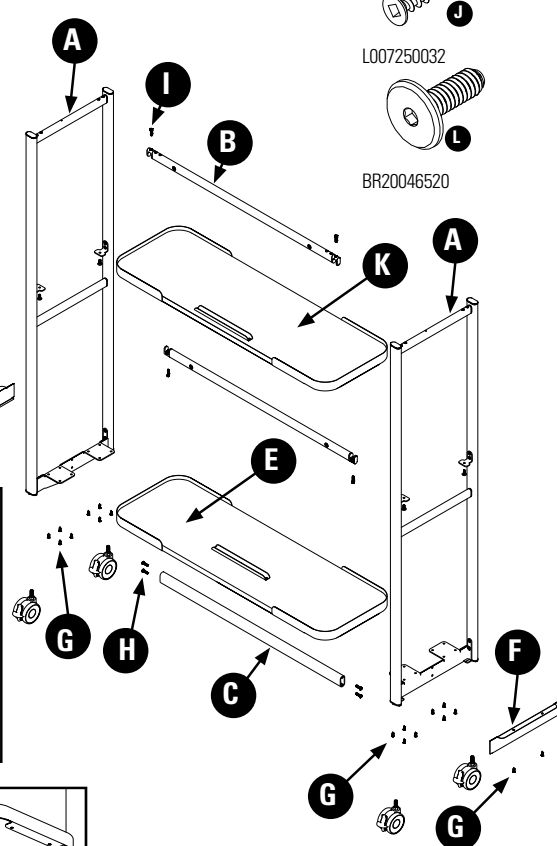
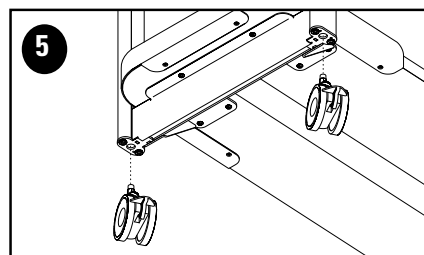
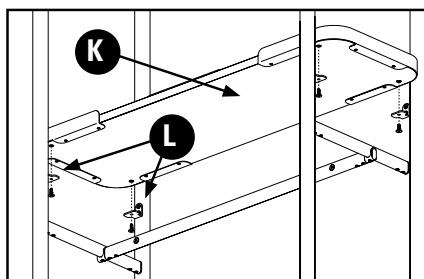
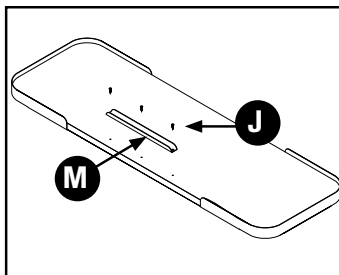
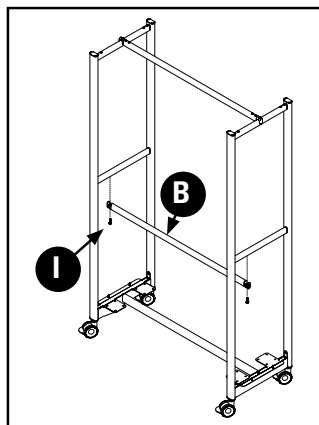
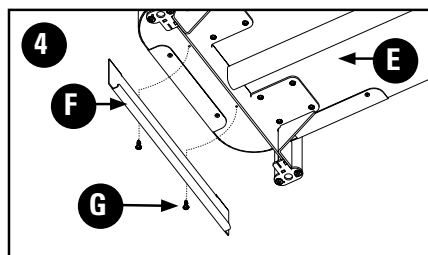
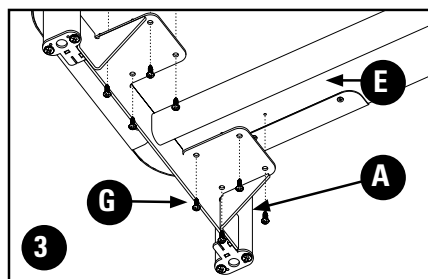
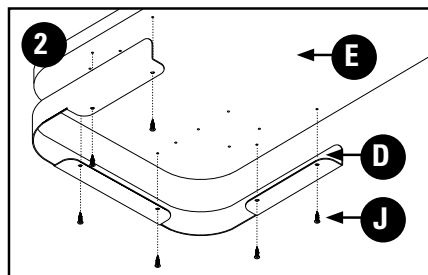
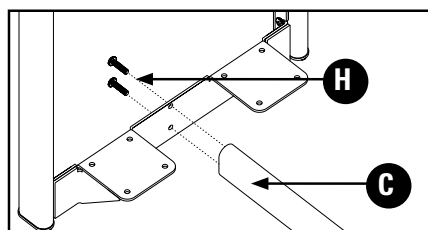
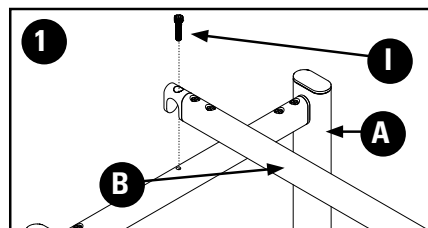
STEP 1: Attach rail (B) to the gables (A) using fasteners (I). Attach the second rail (B) to gable (A) from the bottom using fasteners (I). Attach bottom beam (C) to gables (A) using fasteners (H).

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).

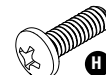
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (G). Attached shelf (K) to gables (A) using fasteners (L).

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

STEP 5: Snap in the casters



007280011



V007290039



SC0078501

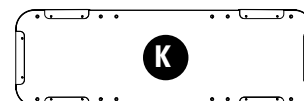


L007250032



BR20046520

Shelf Identification



Hospitality Cart

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

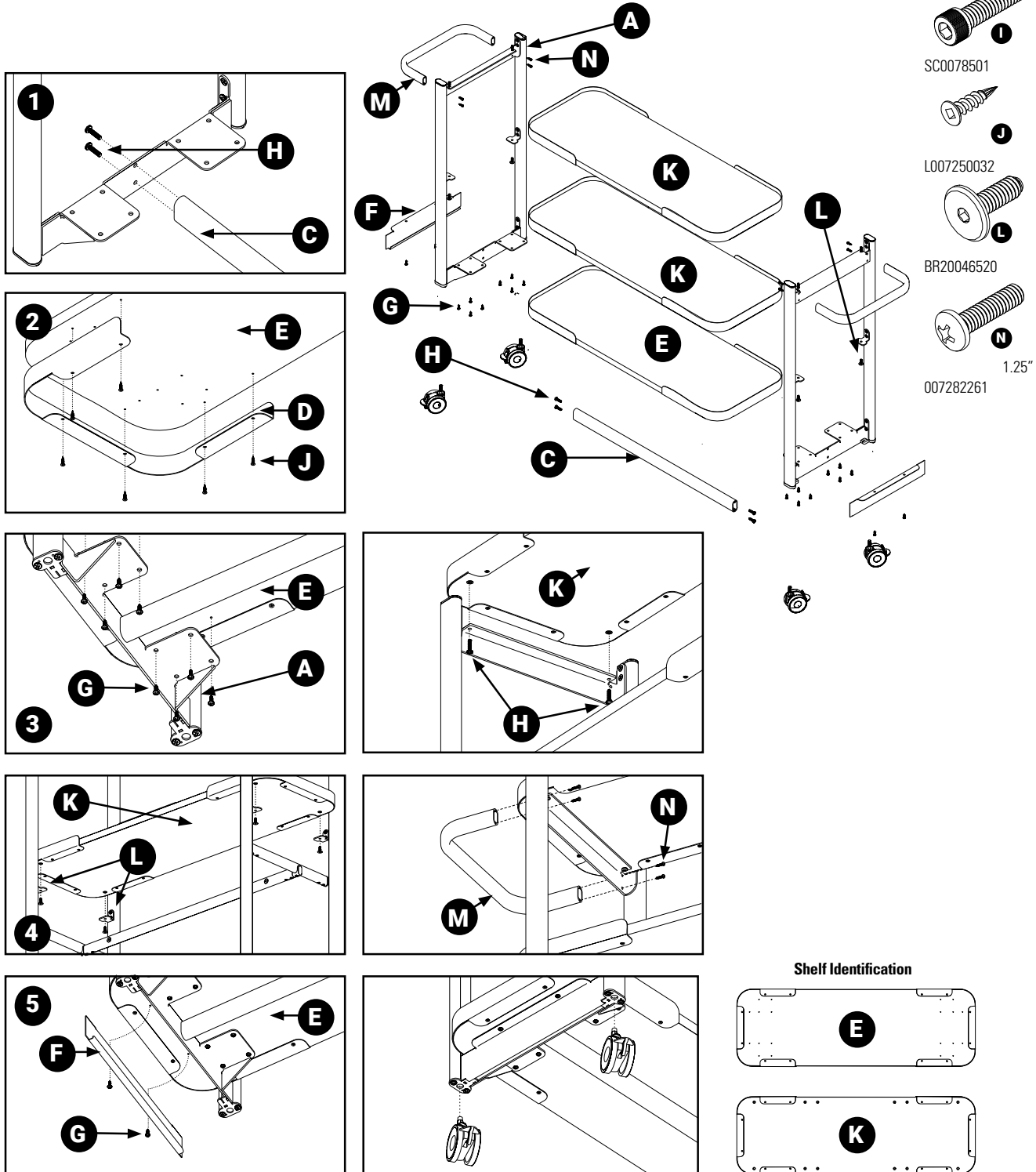
STEP 1. Attach bottom beam (C) to the gables (A) using fasteners (H).

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).

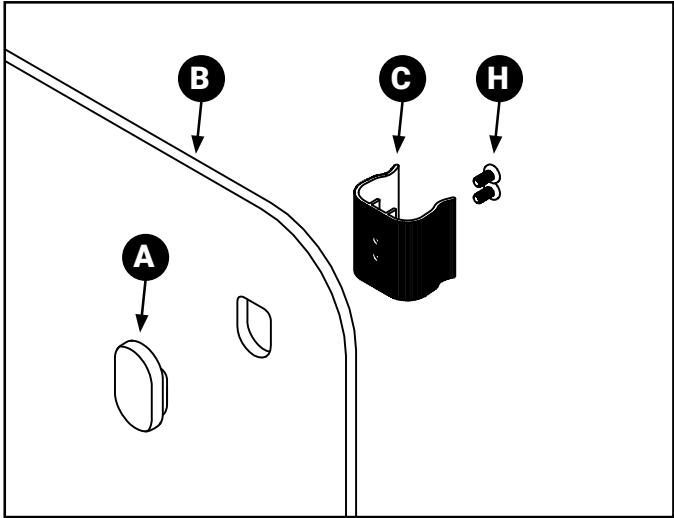
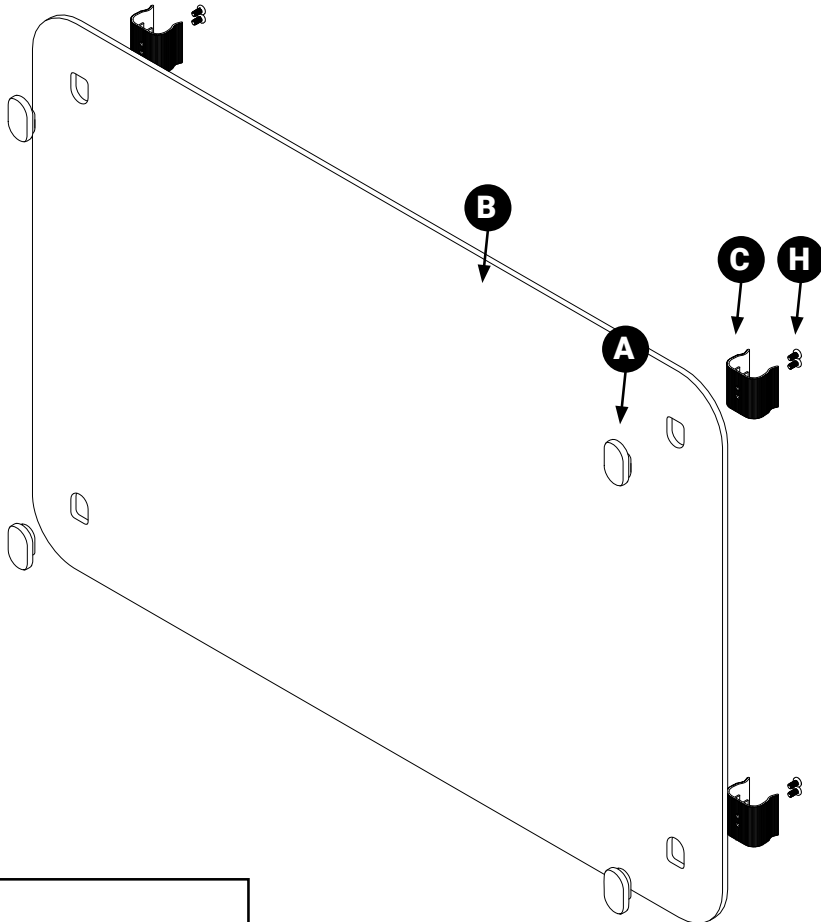
STEP 4. Attach shelf (K) to gables (A) using fasteners (L). Attach handle (M) to gable (A) using fasteners (H).

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



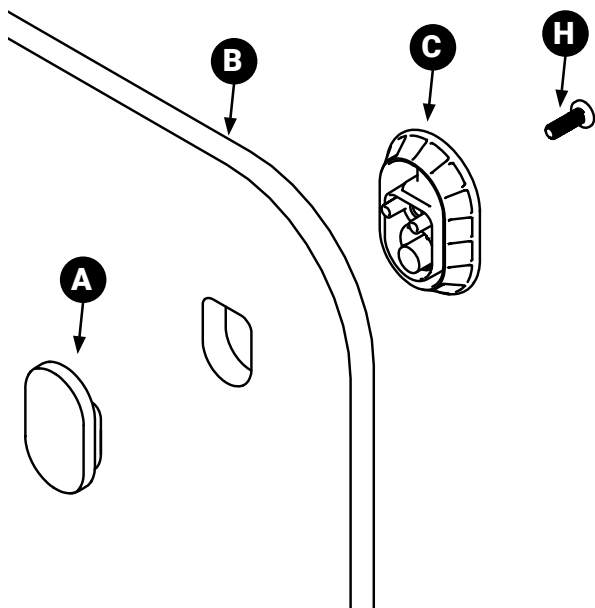
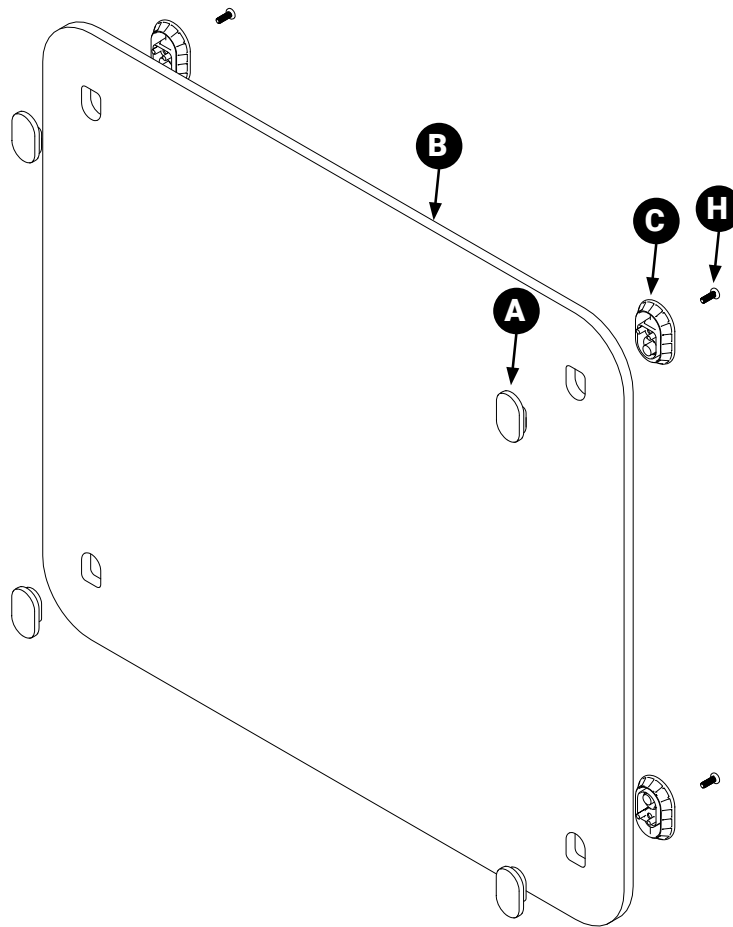
Cart-Mounted PET Felt Privacy Panels

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



Removable Writeboard Panel

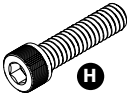
STEP 1: Attach end puck (A) through hole in whiteboard panel (B) to back puck (C) using fastener (H).



Occasional Tables

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

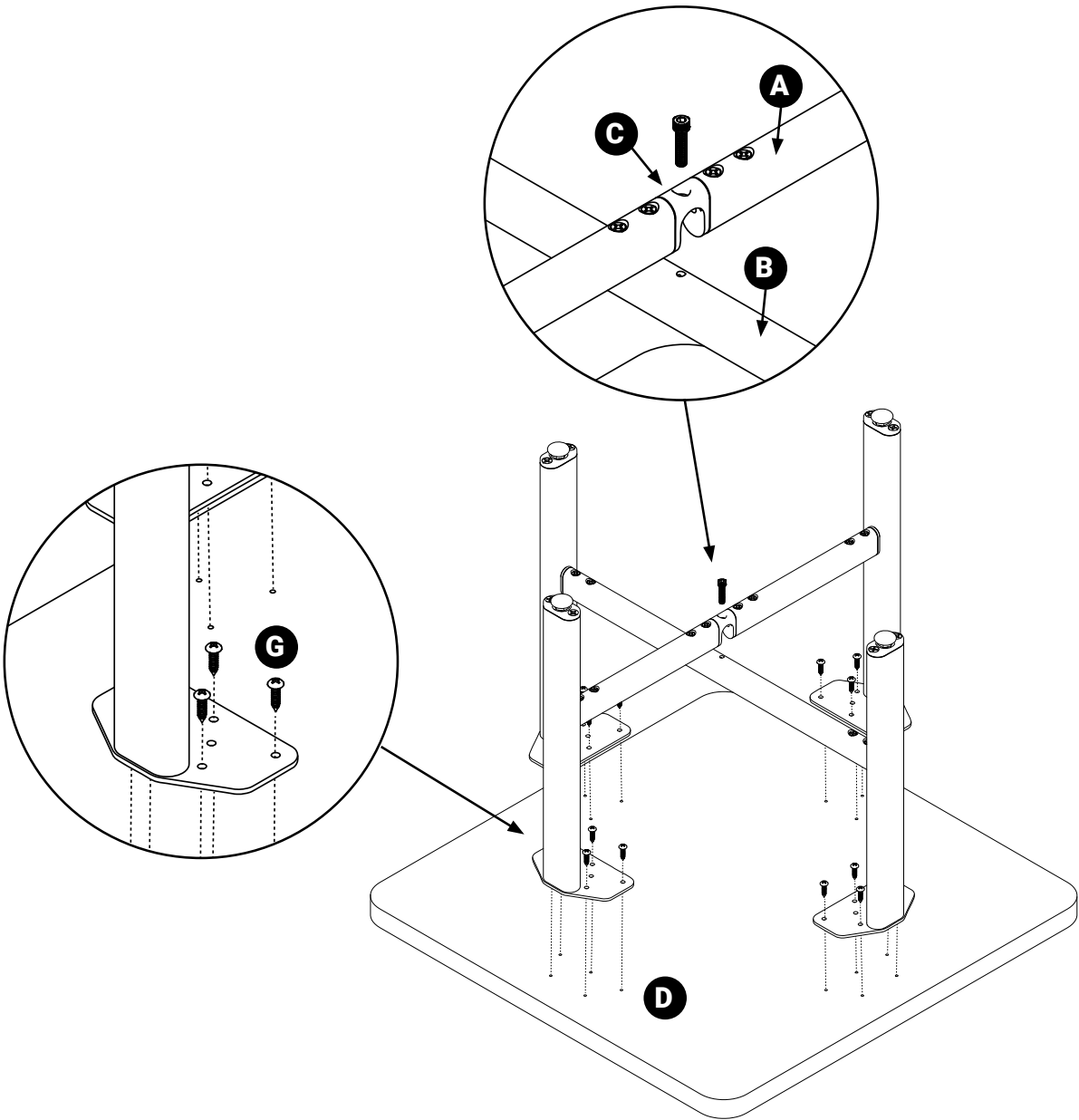
STEP 2: Attach the leg assembly to the top (D) using fasteners (G).



SC00785001



007280011



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).

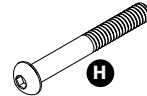
STEP 3. Attach leg (D) to rail (C) using fasteners (I).

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

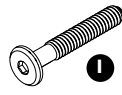
STEP 5: Attach the Hooks to the frame assembly using fasteners (J)



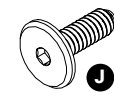
007280011



SC00875010



L008550118



V20046500

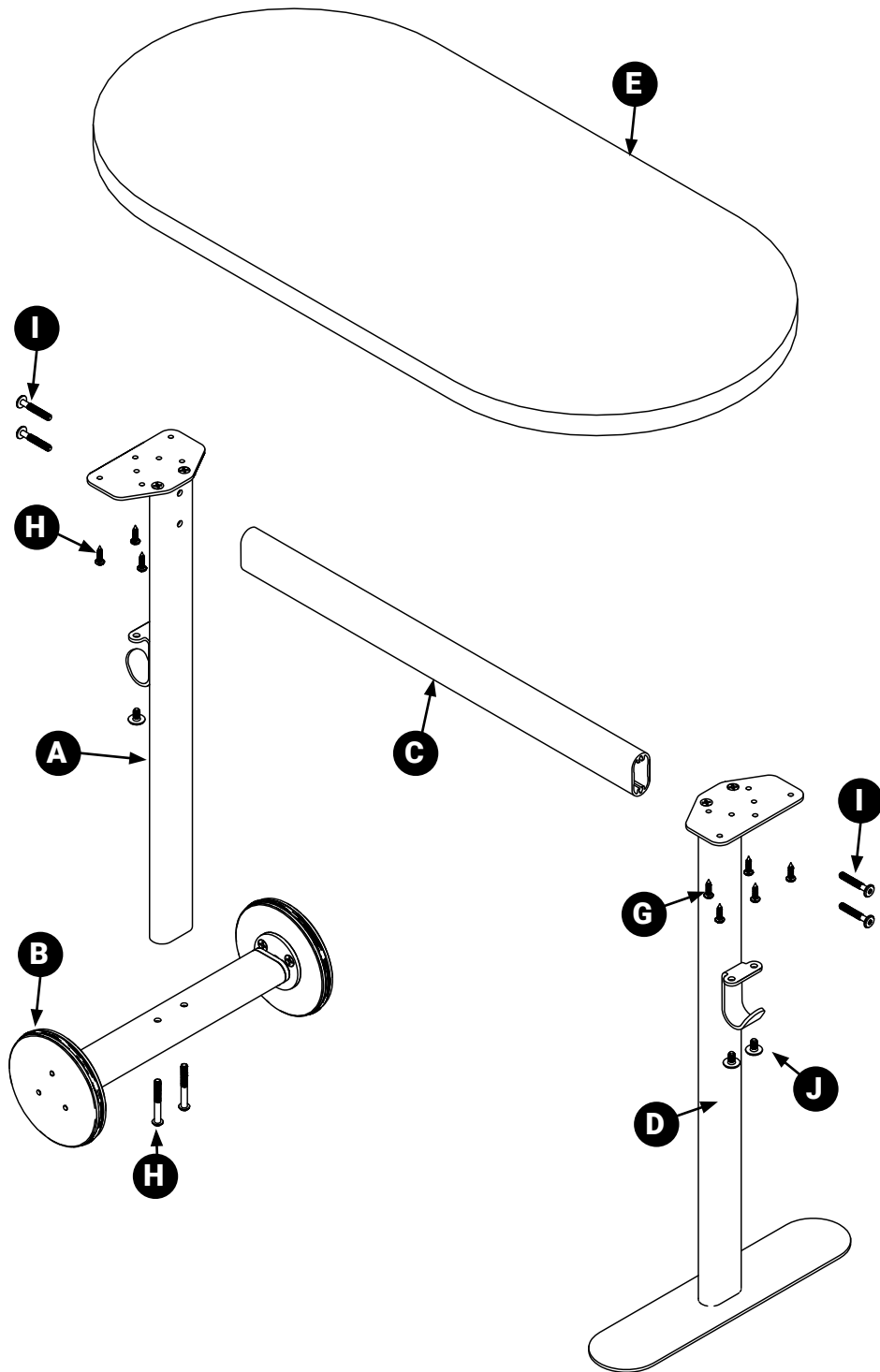
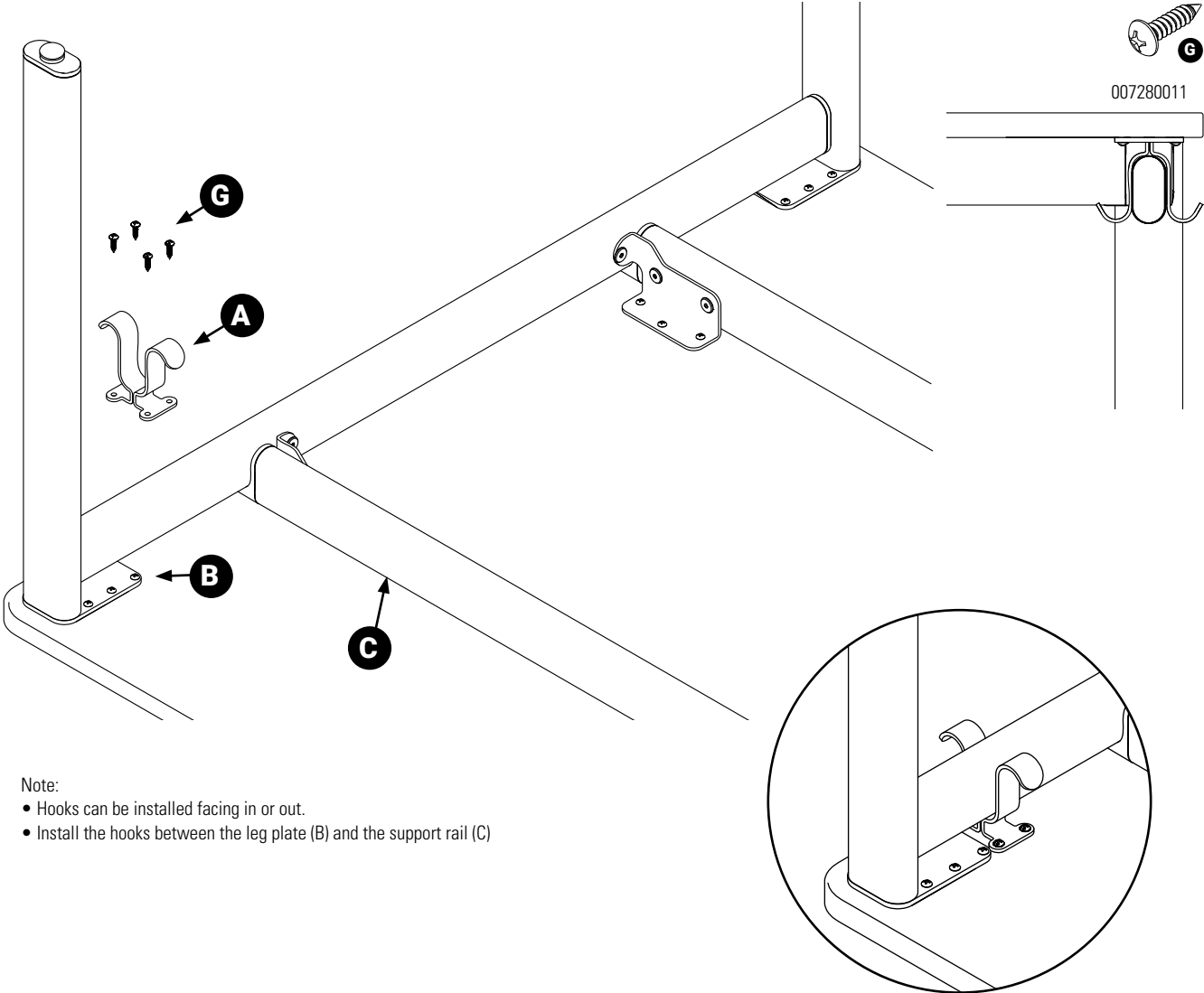


Table-Mounted Bag Hook

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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