

Effective June 2025
USA

INSTALLATION
MANUAL

office spaces



OFFICE SPACES INSTALLATION GUIDE

TABLE OF CONTENTS

Storage Undercarriage.....page 3

Storage Undercarriage for Mixed Storage.....page 4

Height Adjustable Table.....page 5

Height Adjustable Table Return.....page 6

Handset Use Instructions.....page 7

Storage Cable Tube.....page 8

Modesty Panel.....page 10

Privacy Panel.....page 9

Backboard Shelf.....page 11

Magnetic Whiteboard.....page 13

Tower Sliding Door Adjustment.....page 14

REQUIRED TOOLS

- | | |
|--|--|
| <ul style="list-style-type: none">• Safety Glasses• Power Drill (var speed, rev)• #3 Robertson Screwdriver• #2 Robertson Screwdriver• Utility Knife• 48" Long Level• Tape measure• Gloves | <p><u>Additional items you may find useful</u></p> <ul style="list-style-type: none">• #2 Phillips screwdriver• Allen key set• 3/16 socket drive• Frame dolly• Two wheel cart• Furniture cart with straps |
|--|--|

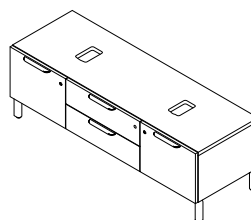
Storage Undercarriage • SKSLU

STEP 1: Place storage (A) on its back. Attached the legs (B) using screws (S27).

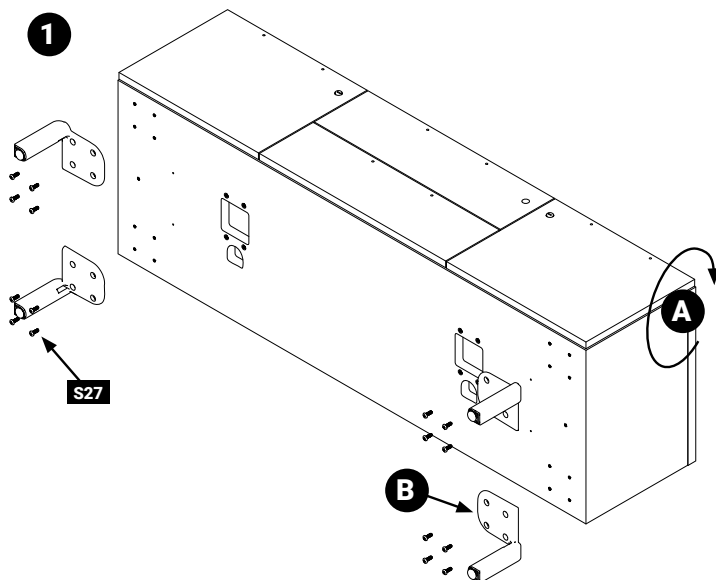
STEP 2: Slide base frame bracket (C) into slots in the legs (B) on both sides. Do not fasten them yet.

STEP 3: Attach the support rails (D) to the base frame brackets (C) using fasteners (S28). Align the base frame brackets (C) to the pilot holes in the Storage (A) and secure them with fasteners (S1).

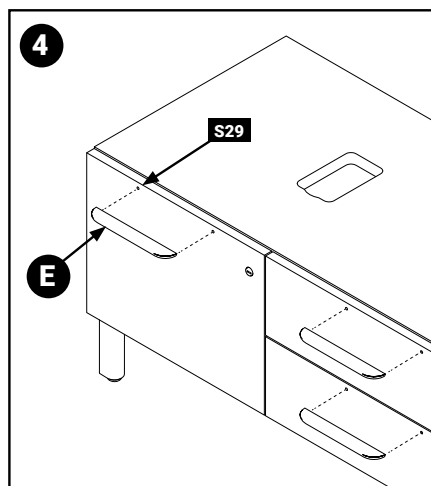
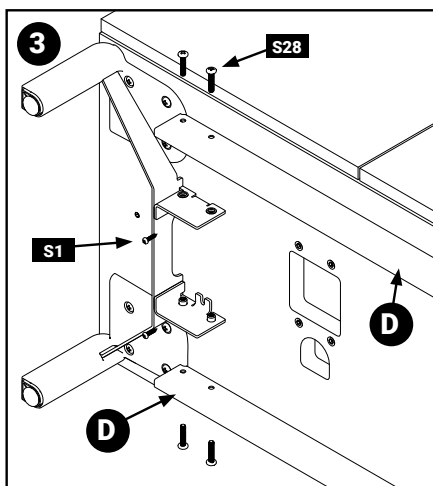
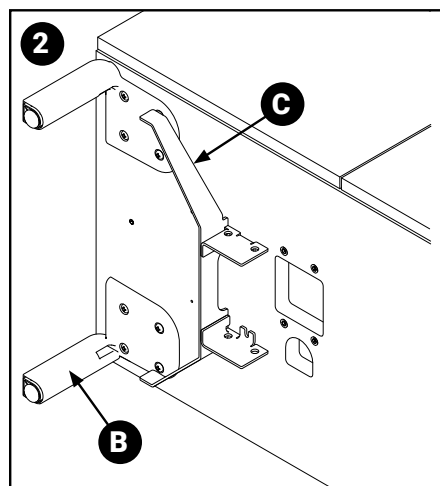
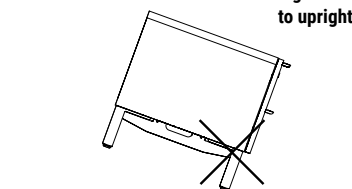
STEP 4: Flip storage onto its feet. Attach handles (E) using fasteners (S29).



| | | |
|------------|--|------------|
| S1 | | 007280011 |
| S27 | | BR00825018 |
| S28 | | L007290001 |
| S29 | | BR20046523 |



Do not lean unit on legs when flipping to upright position.



Storage Undercarriage for Mixed Storage • SKSLU

STEP 1: Place both storage units(A) on its back. Attached the legs (B) using screws (S27). STEP 2:

Slide base frame bracket (C) into slots in the legs (B) on both sides. Do not fasten them yet.

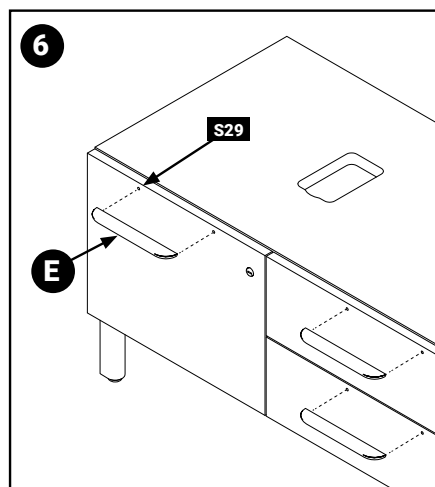
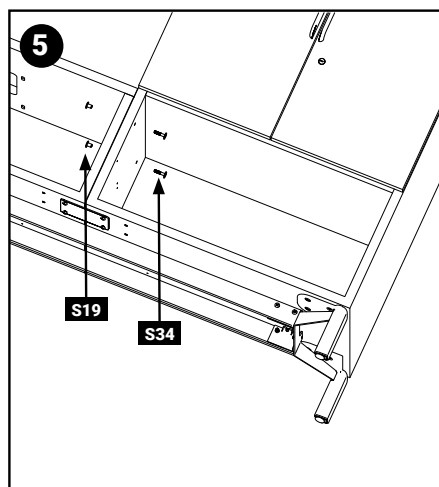
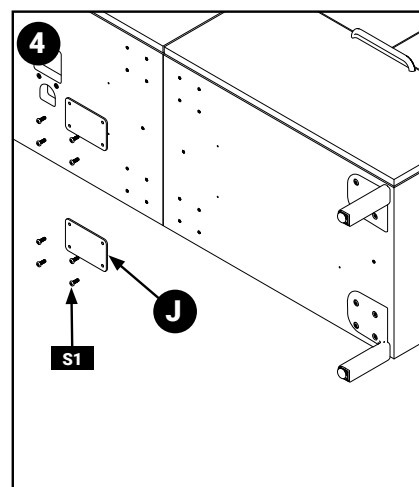
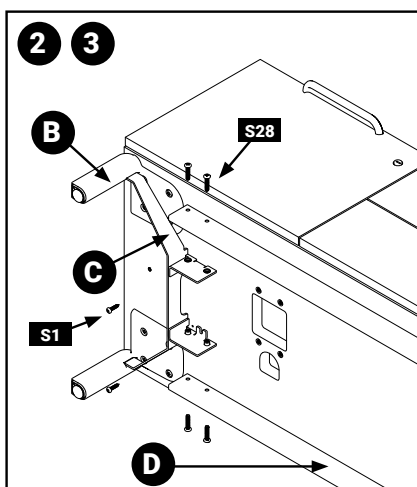
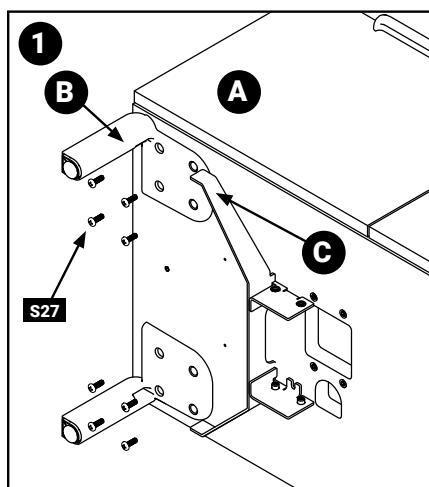
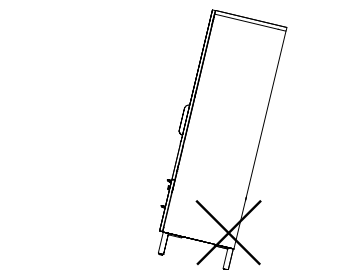
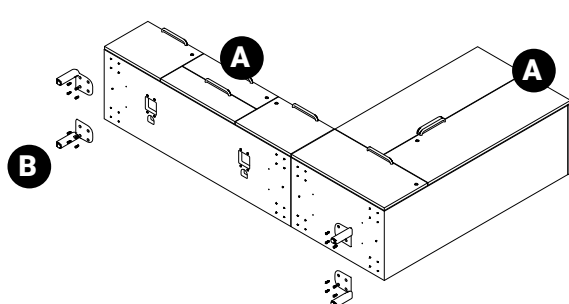
STEP 3: Attach the support rails (D) to the base frame Brackets (C) using fasteners (S28). Align the base frame brackets (C) to the pilot holes in the storage (A) and secure them with fasteners (S1).

STEP 4: Attach flush plates (J) using fasteners (S1). Must be ordered separately.

STEP 5: Drill through pilot holes with 3/8" (9.5mm) bit. Secure storage units using joint connectors (S19 and S34)

STEP 6: Flip storage onto its feet. Attach handles (E) using fasteners (S29).

| | | |
|------------|---|------------|
| S1 |  | 007280011 |
| S19 |  | BR00825007 |
| S27 |  | BR00825018 |
| S28 |  | L007290001 |
| S29 |  | BR20046523 |
| S34 |  | BR00729015 |



Height Adjustable Table

STEP 1: Lay the worksurface face down. Secure motor mount brackets (A) to the worksurface as shown in the step 1 image below. Secure with fasteners (S1). Locate hat channels (B) using pre-drilled holes and secure them using fasteners (S1).

STEP 2: Drop in the height adjustable columns (C) into the motor mount brackets (A). Secure the column (C) at the back first then secure it on the sides using fasteners (S30).

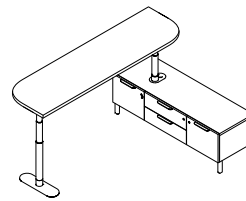
STEP 3: Install the riser (D) onto the height adjustable column (C) that is centered on the worksurface using fasteners (S31). Install the foot (E) onto the riser using fasteners (S31). Slide in the grommet (M) onto the height adjustable column (C). Install the column basket (F) onto the height adjustable column (C) using fasteners (S32).

STEP 4: Drop the table assembly into the credenza as a shown in the step 4 image. Drop in the grommet (M).

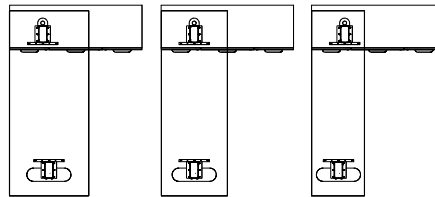
STEP 5: Secure the column basket (F) onto the credenza floor using fasteners (S27).

STEP 6: Secure the grommet (M) to the credenza with the retention plate (L) using fasteners (S27).

STEP 7: Insert felt insert with tabs fitting in the recessed holes.



TOP VIEW
Worksurface Width to Column Position Orientation

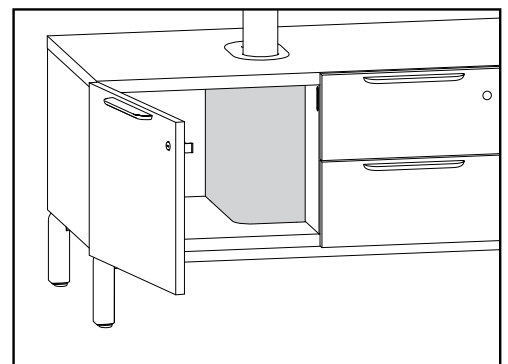
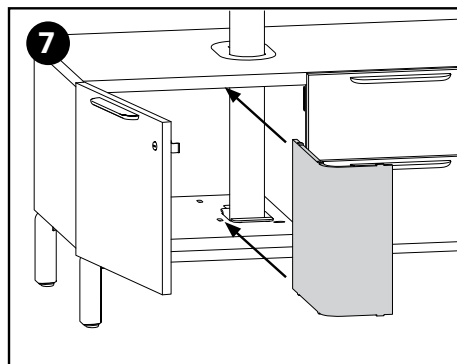
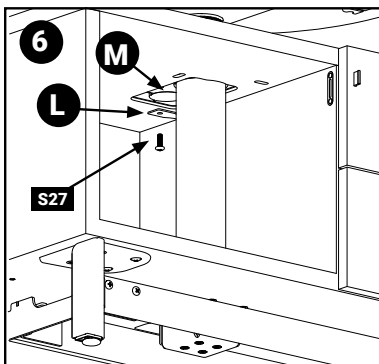
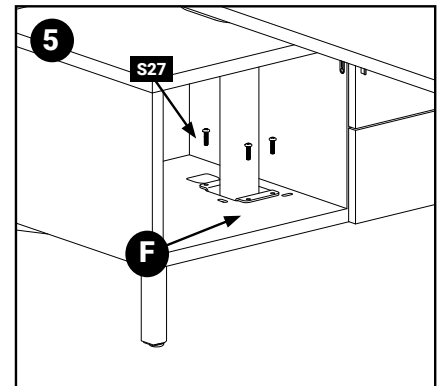
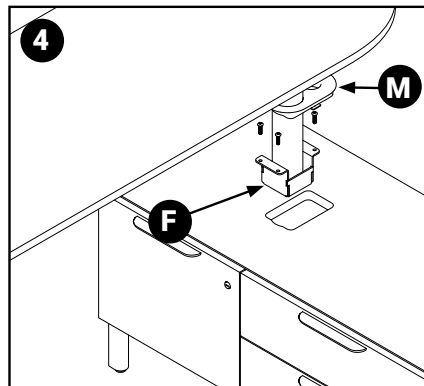
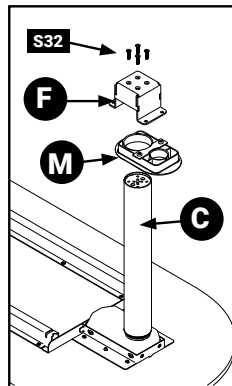
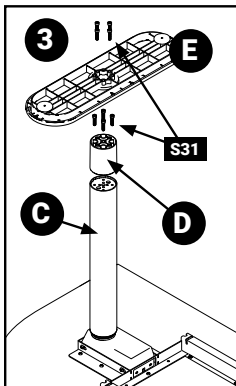
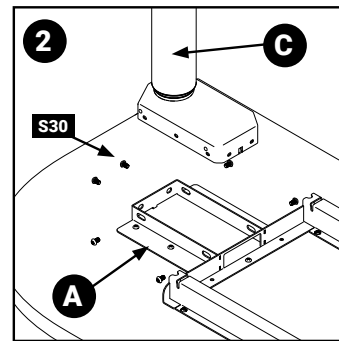
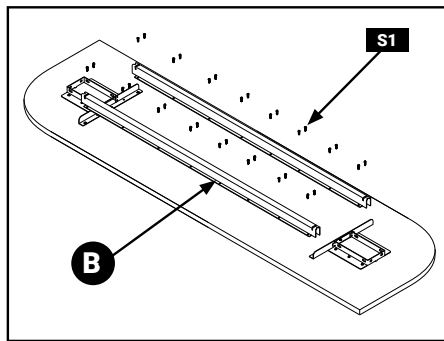
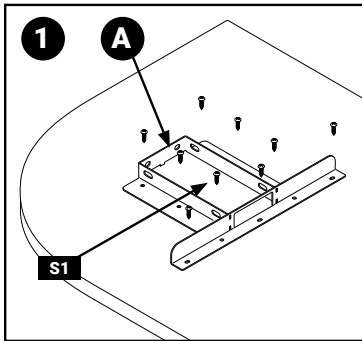


36" = Offset Left

30" = Offset Center

24" = Offset Right

| | | |
|------------|--|------------|
| S1 | | 007280011 |
| S27 | | BR00825018 |
| S30 | | SK00795016 |
| S31 | | SK00795015 |
| S32 | | SK00795004 |



Height Adjustable Table Return

Refer to "previous page" for the primary worksurface installation.

STEP 1: Position and install the hat channel bracket (A) onto the primary worksurface. Secure it using fasteners (S1).

STEP 2: Lay the return worksurface face down. Secure motor mount bracket (B) to worksurface using fasteners (S1). Locate hat channel (C) using pre-drilled holes and secure using fasteners (S1).

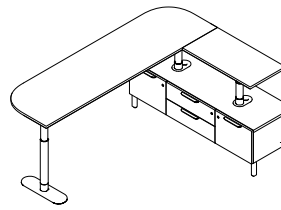
STEP 3: Drop in the height adjustable column (D) into the motor bracket (B). Secure the column (D) at the back first then secure it on the sides using fasteners (S30). Drop in the grommet (F). Install the column basket (E) onto the height adjustable column (D) using fasteners (S32).

STEP 4: Drop the return table assembly into the credenza as shown in the step 4 image. Drop in the grommet (F). Secure the column basket (E) onto the credenza floor using fasteners (S27).

STEP 5: Align the height adjustable channel bracket (A) and the height adjustable channel (C). Push clevis pin (M) through and secure with cotter pin (N). Secure return worksurface to primary worksurface using fasteners (S1).

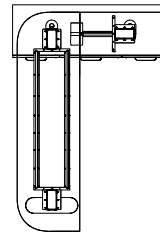
STEP 6: Secure the grommet (F) to the credenza with the retention plate (O) using fasteners (S27).

STEP 7: Insert felt insert with tabs fitting in the recessed holes.

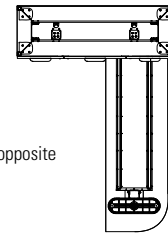


| | | |
|------------|--|------------|
| S1 | | 007280011 |
| S27 | | BR00825018 |
| S30 | | SK00795016 |
| S32 | | SK00795004 |

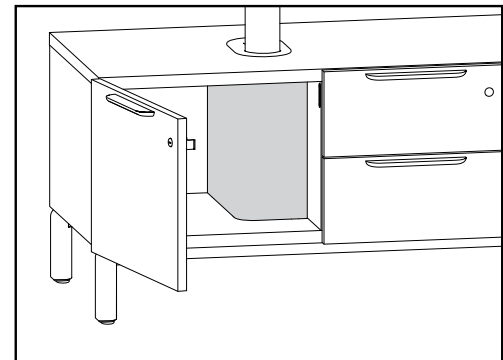
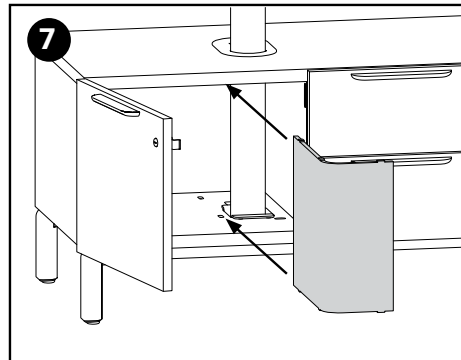
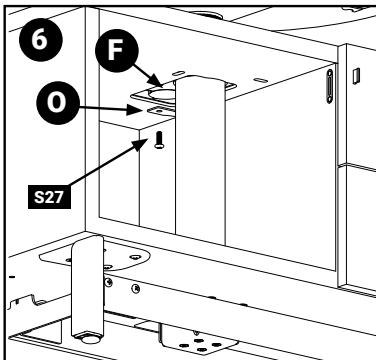
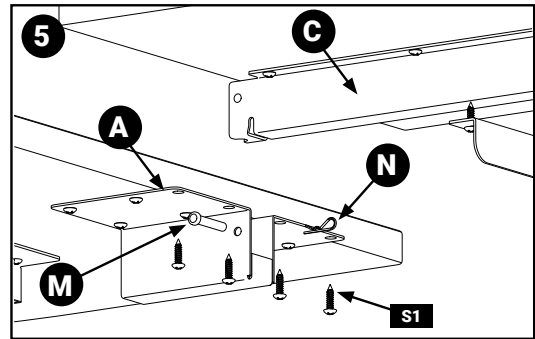
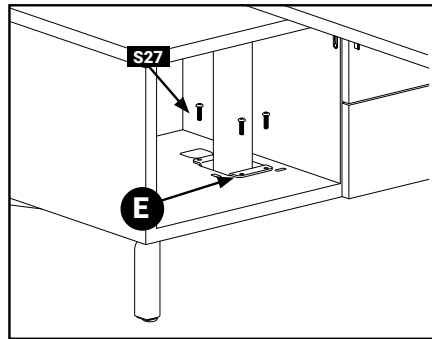
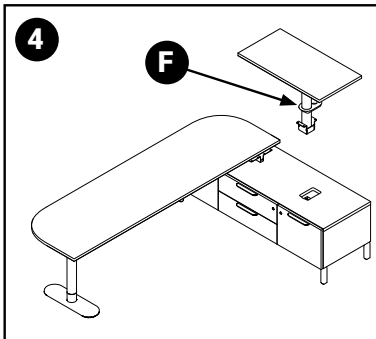
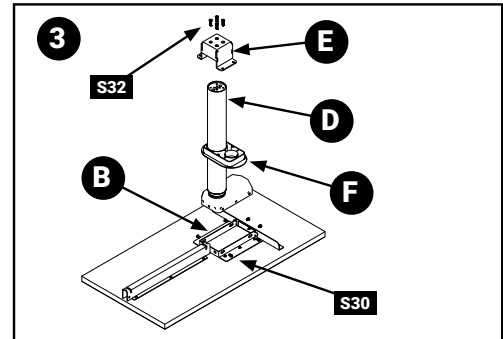
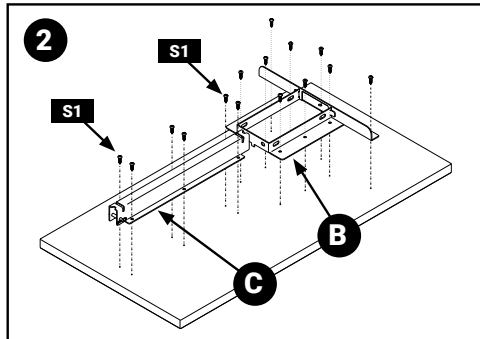
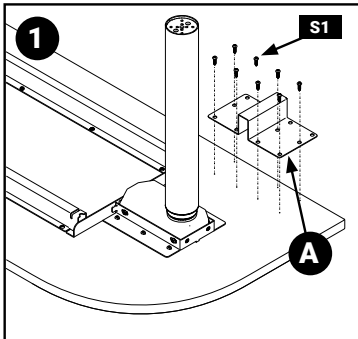
Top View



Bottom View



Bottom View is opposite of orientation



Handset Use Instructions

Memory Preset:

Adjust the base to the desired height. Press the side button and a ♥ will show on the display. Press and hold the side button to set that height. When above 35", ♥ -1 will show. When below 35" ♥ -2 will show. To move to a preset, press down twice to move to the lower preset or press up twice to move to the upper preset.

Sedentary Reminder:



Press and hold the side button to enter the option page, then press the side button again to enter the reminder page. Turn pages to choose the desired interval or cancel it, then press the side button to select. There are 3 interval options available: 30 minutes, 40 minutes, and 50 minutes.



After the sedentary reminder is set, a processing bar can be seen below the height display. When time is up, it will go off like a clock for 10 seconds. After the height reaches higher than 39", the processing bar will clear.

Lock:



Press and hold the side button to enter the option page, then press the side button again to enter the lock page.



Lock icon lights up when lock is set.

To unlock, press side button, then press up, down, then side button.

Height Limits:



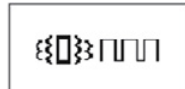
Adjust the base to reach the desired height and press the side button to enter the limit settings page, switch to either MAX page or MIN page and touch the side button again to set the highest limit or lowest limit or to clear the limits.



Vibration Options:



Press the side button and enter the vibration options page. Press the side button again and turn the page to switch to a different vibration mode. Press the side button to confirm or cancel it.



Troubleshooting:

Perform reset procedure if base is not functioning properly or if legs are uneven.

If the display states "RST", perform reset procedure.

If the display indicates an error message ("ER1 - ER13"), confirm all wired connections are secure (legs to cables, cables to control box). Then perform reset procedure.

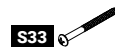
If the display states "HOT", let base cool down for twenty minutes before use.

WARNING

Resetting the base will require lowering past any set lower limit. Ensure there are no obstructions underneath the base while resetting.

Storage Cable Tube • SKWESTC

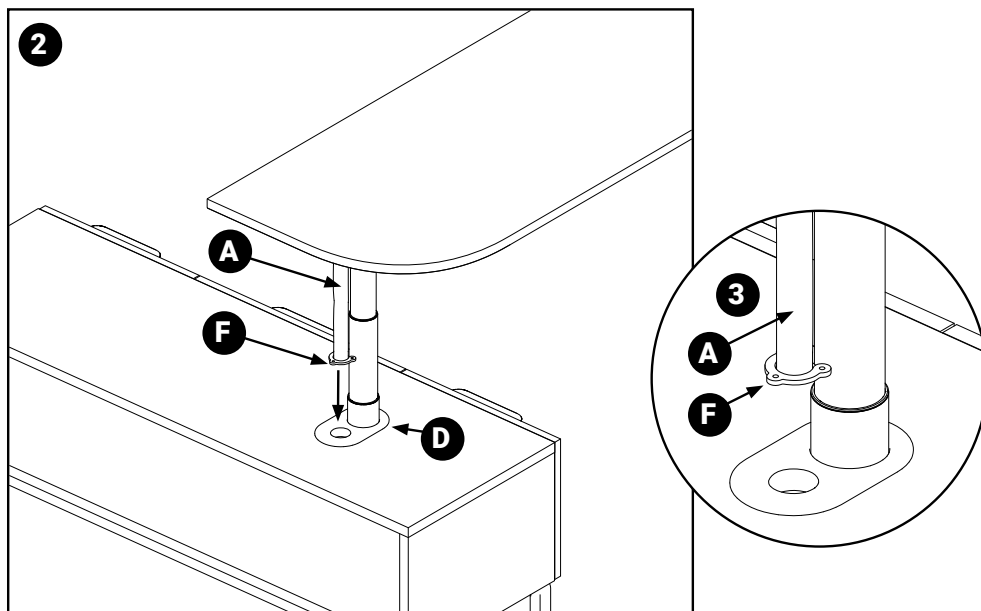
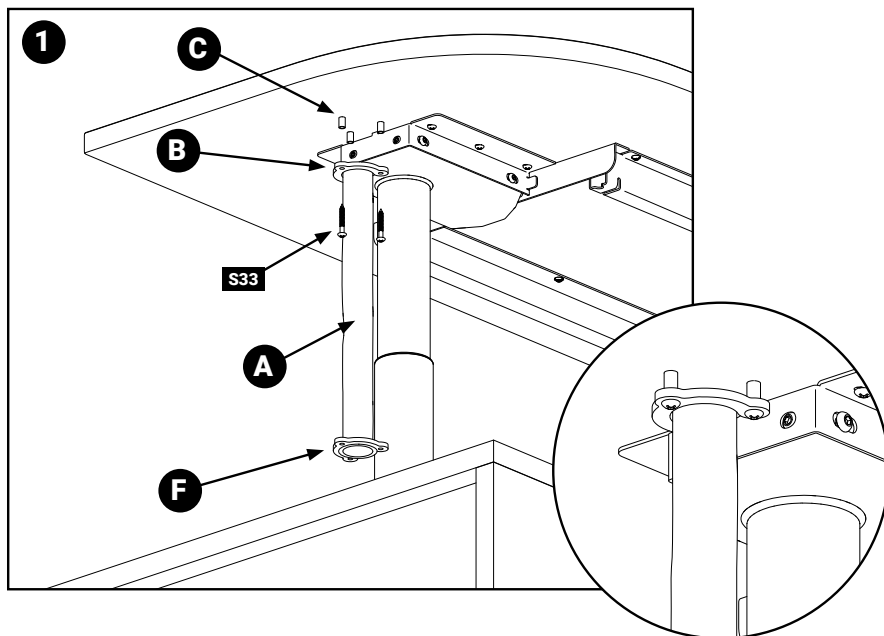
STEP 1: Install the Storage Cable Tube (A) to the bottom of the worksurface behind the column that goes into the credenza. Use fasteners (S33) and spacers (C) to secure the storage cable tube bracket (B).



SK00795002

STEP 2: Run cables through the Storage Cable Tube (A) and into the credenza through the grommet (D).

STEP: Fish the storage cable tube bracket (F) through the grommet (D) to secure the Storage Cable Tube (A).



Privacy panel • SKWAPD • SKWACPL • SKWARPL

STEP 1. Install the brackets (B) into the pre-drilled holes in the worksurface (A) as shown in the image below. Use fasteners (S1)



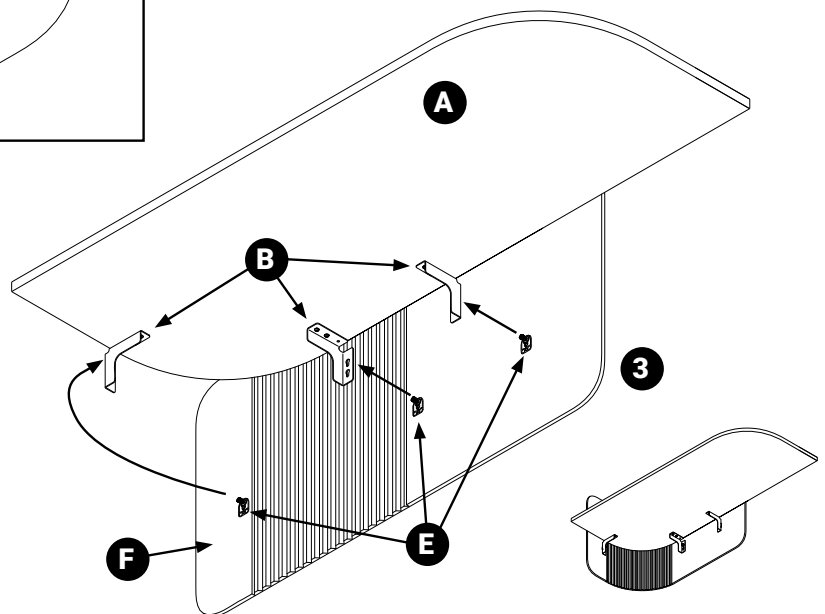
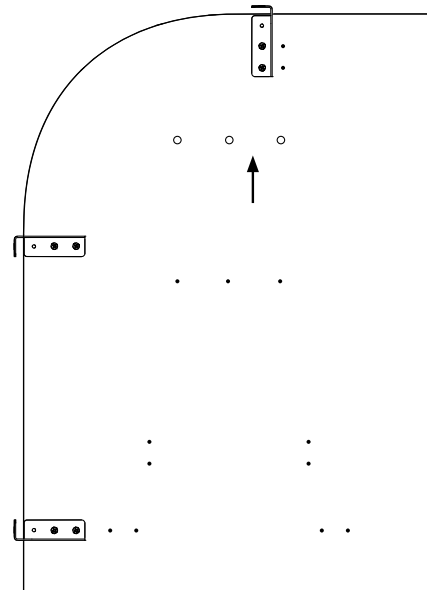
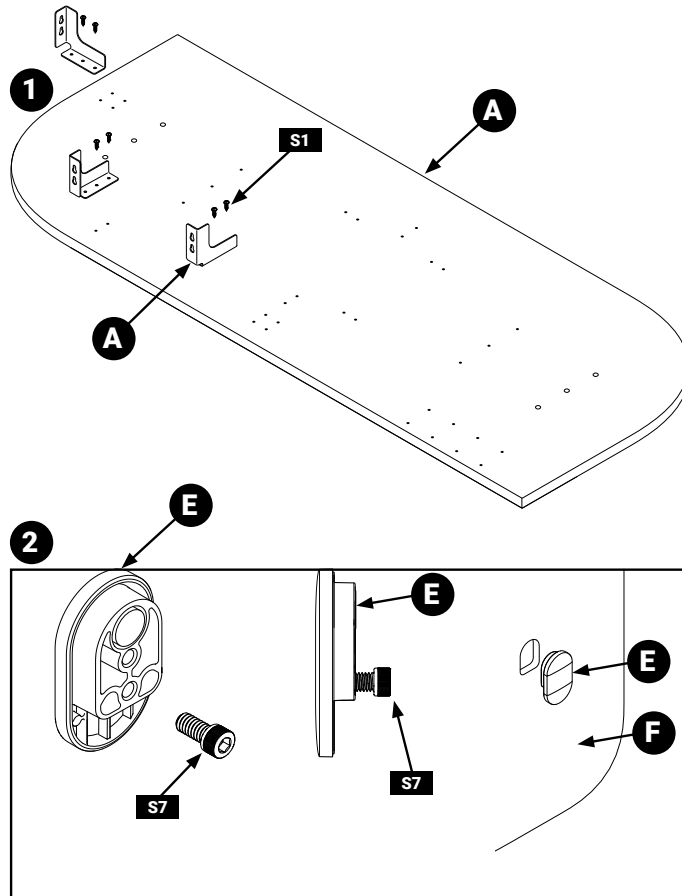
007280011

STEP 2. Install screws (S7) into the pucks (E). Do not tighten them. Leave them out as shown in the image below. Push the pucks (E) into the holes in the felt privacy screen (F).



SC00785032

STEP 3. Install the felt privacy screen (F) as shown in the image below. Slide in the straight section of the screen first, guiding the screws (S7) into the Brackets (B) keyholes. Wrap the curved section of the screen around the worksurface radius and guide the screw (S7) into the bracket (B). Once in the screen is in place tighten the screws (S7).



Modesty Panel • SKWABP • SKWARML • SKWACML

STEP 1. Install the brackets (B) into the pre-drilled holes in the worksurface (A) as shown in the image below. Use fasteners (S1)



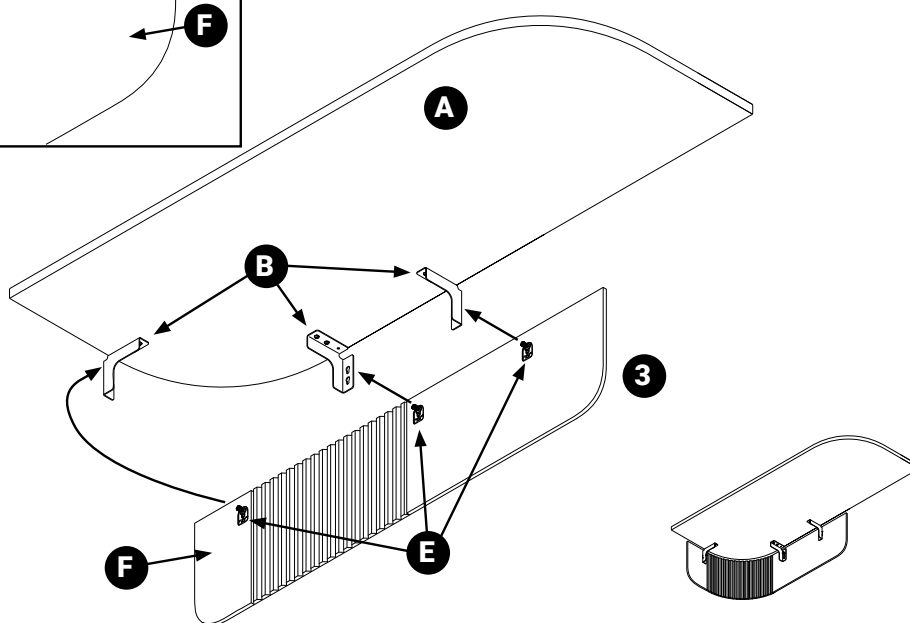
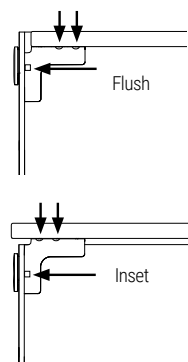
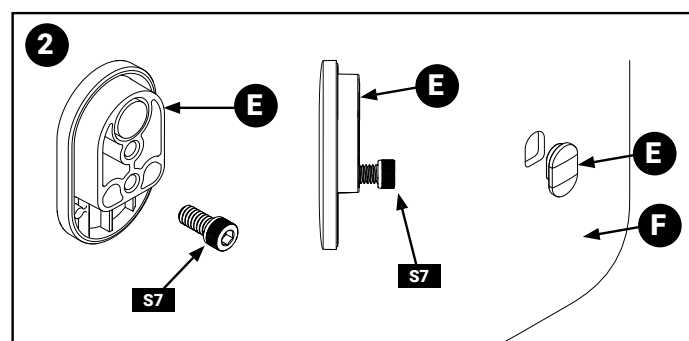
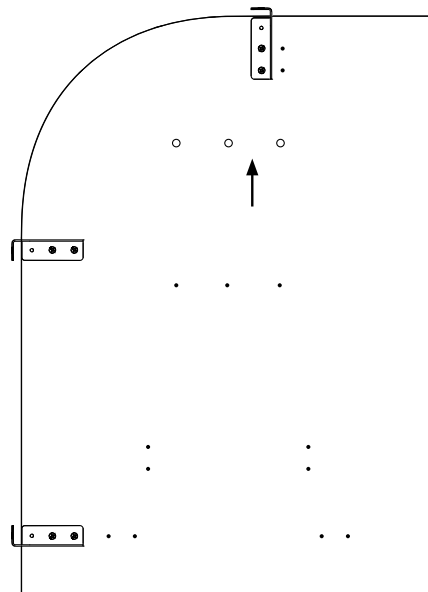
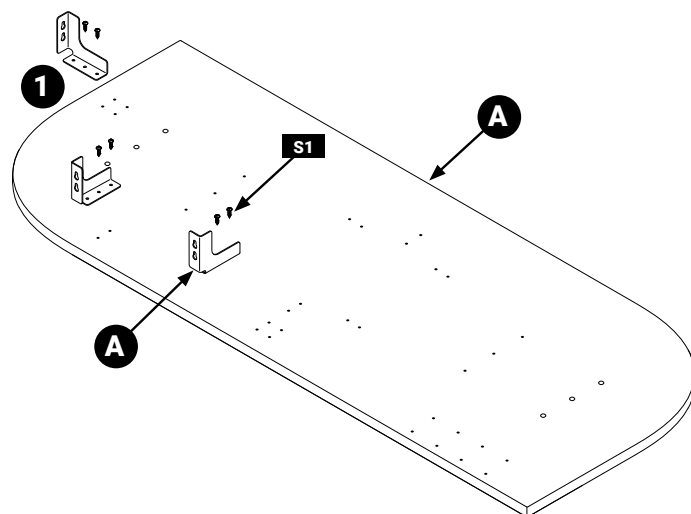
007280011

STEP 2. Install screws (S7) into the pucks (E). Do not tighten them. Leave them out as shown in the image below. Push the pucks (E) into the holes in the felt modesty screen (F).



SC00785032

STEP 3. Install the felt modesty screen (F) as shown in the image below. Slide in the straight section of the screen first, guiding the screws (S7) into the Brackets (B) keyholes. Wrap the curved section of the screen around the worksurface radius and guide the screw (S7) into the bracket (B). Once in the screen is in place tighten the screws (S7).



Backboard Shelf Install Guide

STEP: Place backboard (A) face down. Install the shelf cleat (B) using fasteners (S1). Install the bumper (D) using fasteners(S1).

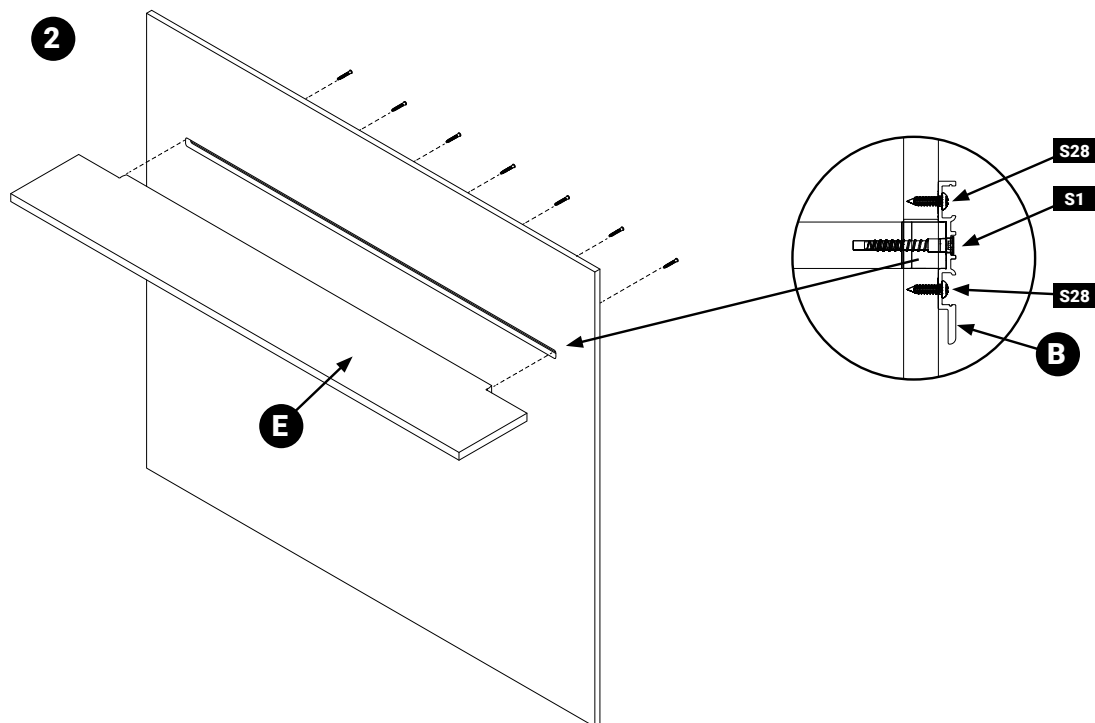
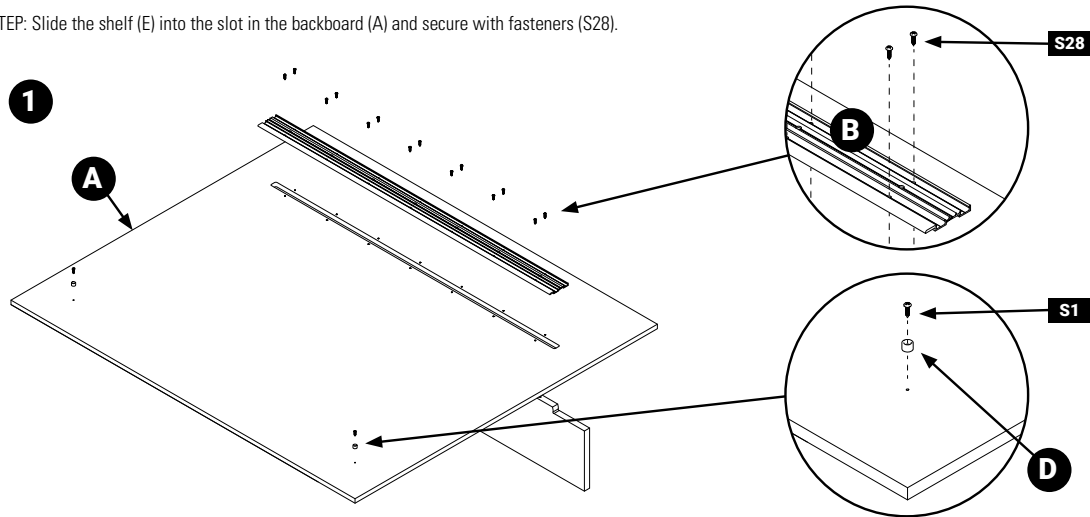
STEP: Slide the shelf (E) into the slot in the backboard (A) and secure with fasteners (S28).

S1 

007280011

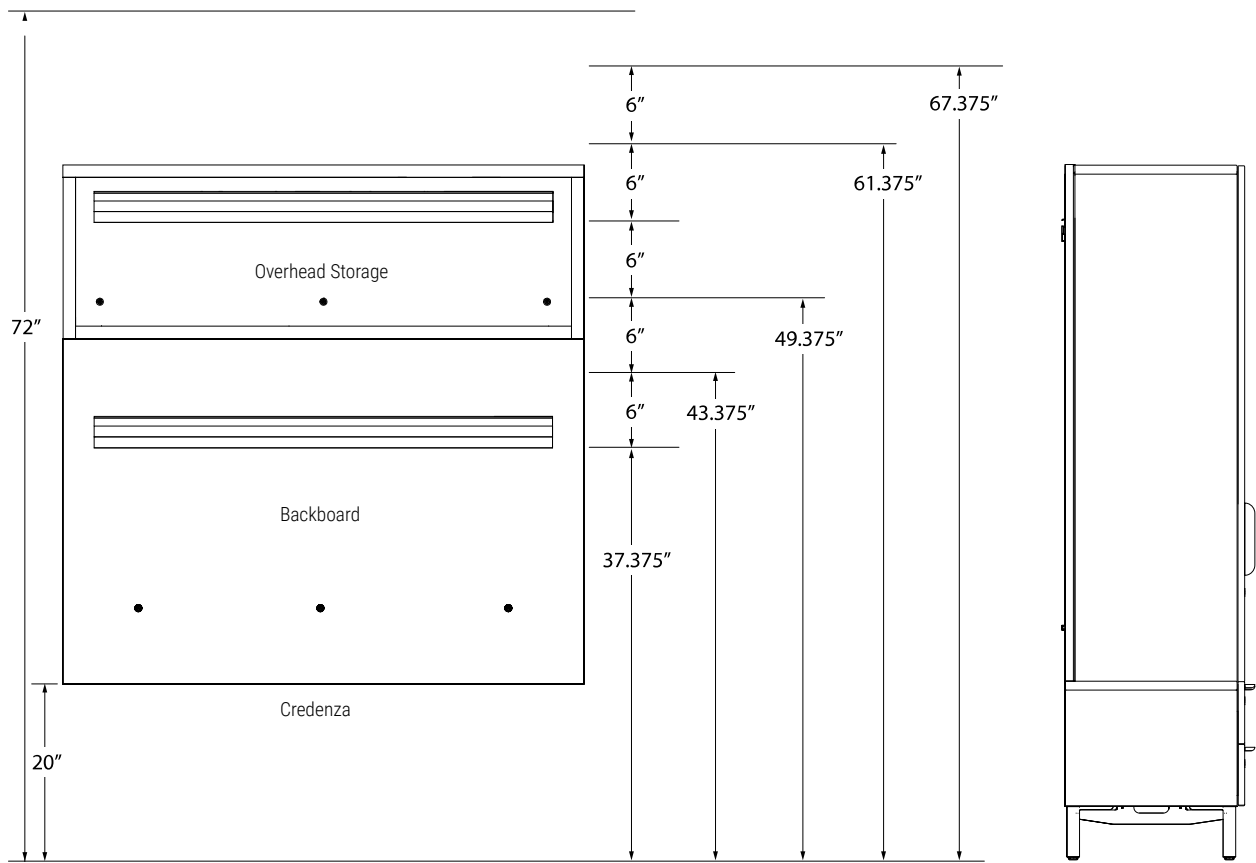
S28 

L00729001



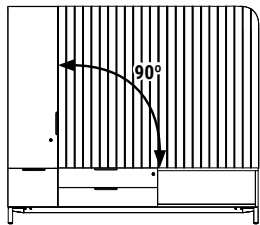
Backboard Shelf Install Guide

STEP 1: Measure from the floor or the top of the credenza using the below information, draw a level line on the wall. Secure cleat to the wall.

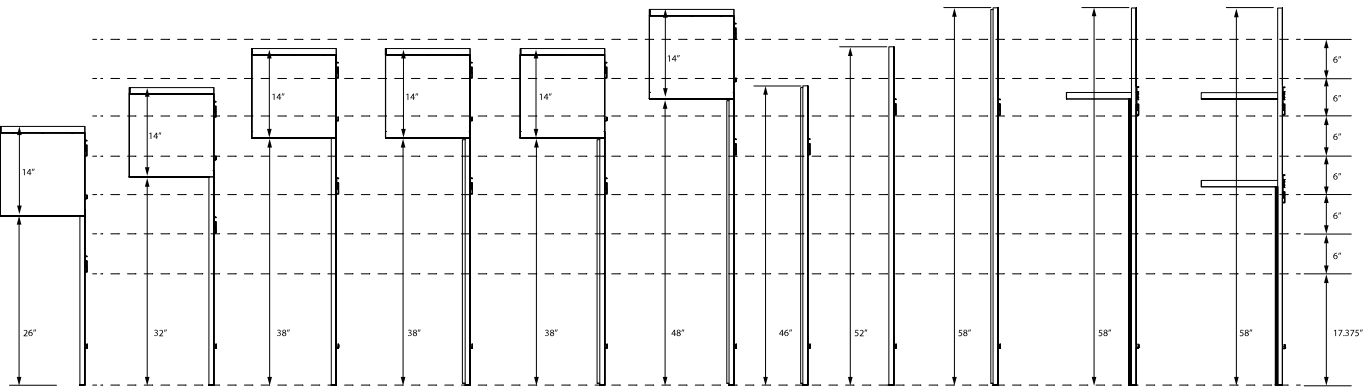


Measurement from the floor to the bottom of the cleat.

Backboard must rest on low storage. Adjust high storage height to match backboard.



Backboard and overhead storage range relation to cleat location



Magnetic Whiteboard • SKSADW

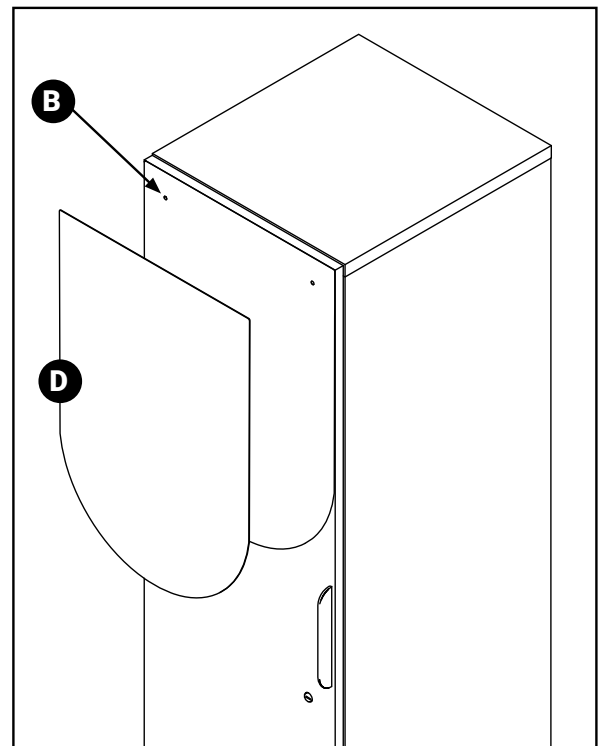
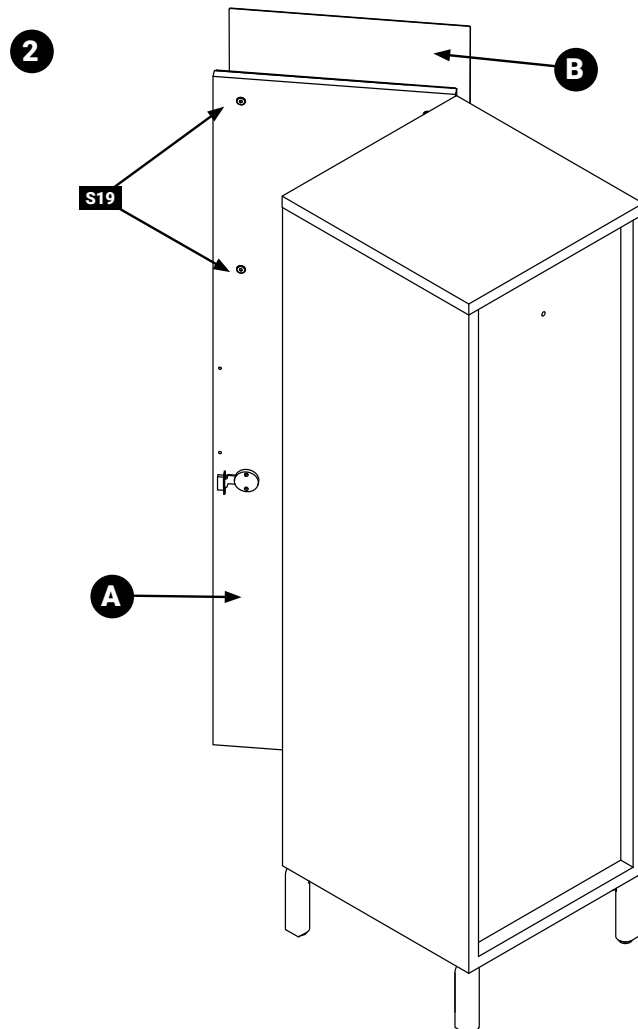
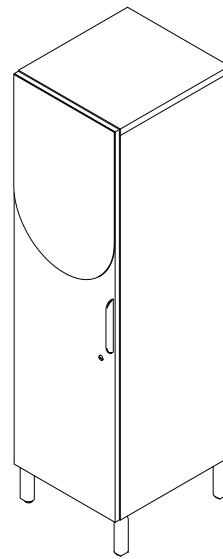
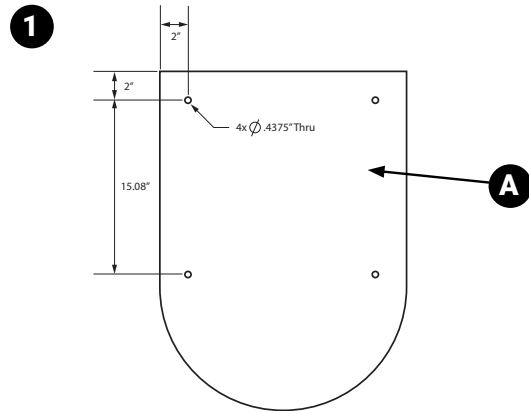
STEP 1. Drill 4 holes into tower door (A) with a 7/16" (0.4375") bit using the diagram below.

STEP 2. Install the whiteboard backer (B) using fasteners (S19)

STEP 3. Attached the Magnetic Whiteboard (D) to the whiteboard backer (B).



BR00825007



Storage Tower Sliding Door Adjustment Guide

STEP 1. To adjust door height loosen screws for top brackets (A) and bottom brackets (B). Use an Allen key to adjust top bracket (A). Tighten all screws.

STEP 2. To adjust door left to right loosen stopper (C) with Allen key and move to desired position. Tighten stopper.

