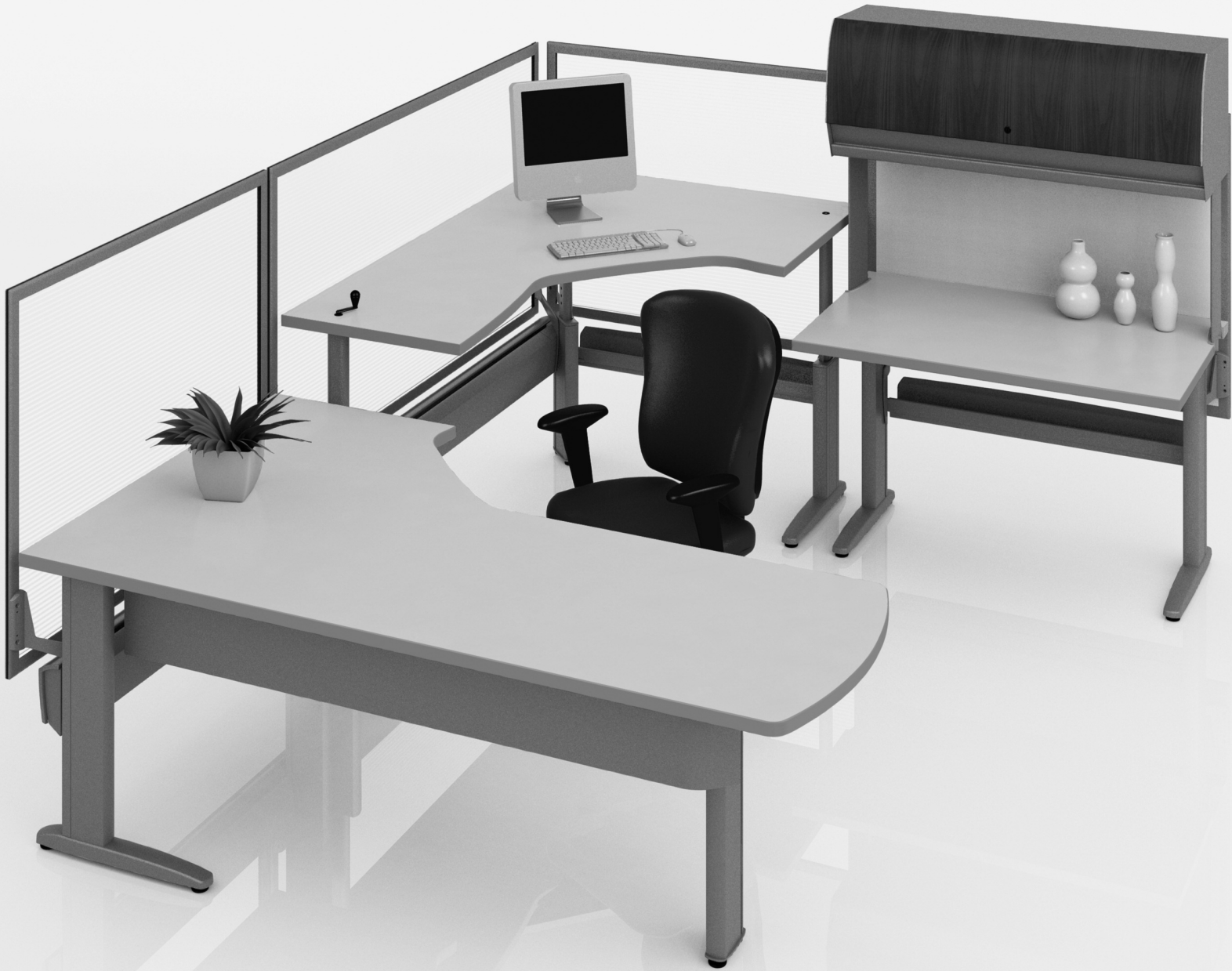


# T-4<sup>®</sup>

*adjustable*  
DESKING SYSTEM

assembly instructions



# T-4® Desking

## Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

### Tools Required:

- 3/8" hex driver socket
- Driver extension at least 2"
- Phillips screwdriver

**Note:** Screens are optional. Skip to page 4 "Attaching Cross Brace and/or Wire Trough" if no screen attachment is required.

### Attaching Screen(s) (optional)

- Carefully unpack all parts and place screens onto a soft, protective surface. Identify screens from the "Screen Part Numbers" diagram & Figure 1.
- Identify the applicable brackets below from Figures 2, 3 & 4.

**Note:** All screen brackets **must** be assembled to table(s) before proceeding with table assembly. Screens may be attached to brackets at end of table assembly if desired.

- Standard Leg Brackets:** Used to attach straight (A) and corner (C & D) screens to standard legs (Figure 2).
- Screen-to-Table Brackets:** Used to attach end of run screen (B) to underside of table worksurface (Figure 3). These brackets are used on non-adjustable tables only.
- Corner Post Leg Brackets:** Used to attach corner screens (C & D) to corner post leg.

- Attach the brackets as follows:

- Attach left- and right-hand brackets to the standard legs using the 1/4"-20 x 1/2" Allen socket head screws (two per leg). See Figure 2.
- Attach left- and right-hand brackets to the end screen B using the 1/4"-20 x 3/4" Allen socket head screws (Figure 3).
- Attach left- and right-hand brackets to the corner post leg(s) using the 1/4"-20 x 1/2" Allen socket head screws (Figure 4)

Screen Part Numbers	
GSCR/_XXX/...where XXX denotes table type and/or locations	
A	STR (Straight) back of rectangles and peninsulas
B	END (End of any table) mounts to top
C	CLH (Corner LH) to the left-hand of user on corners or shoes
D	CRH (Corner RH) to the right-hand of user on corners or shoes

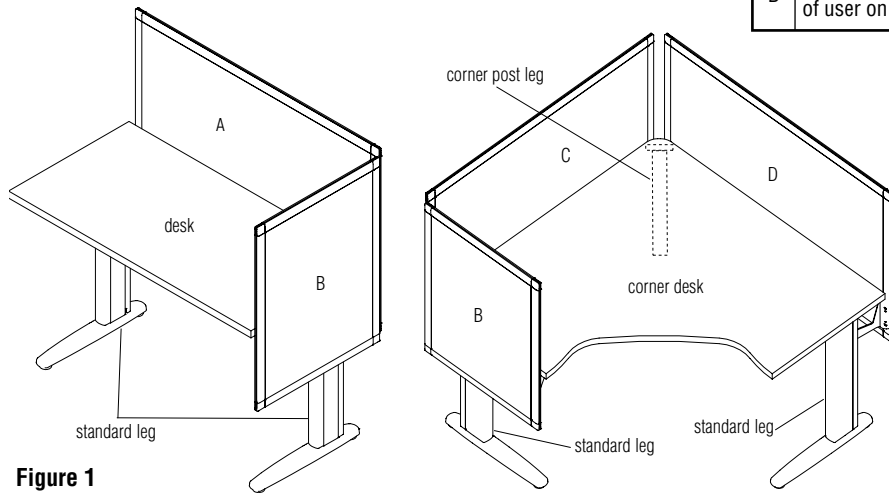
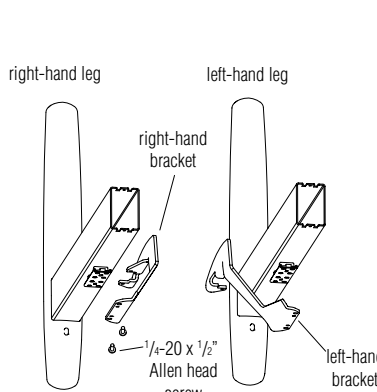
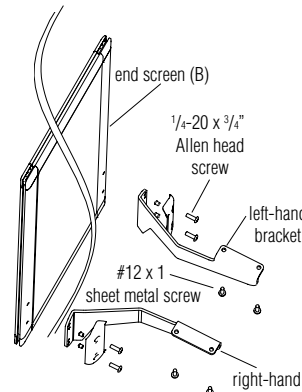


Figure 1



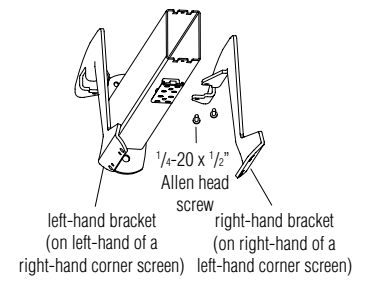
Standard Leg Brackets  
(for straight and corner screens - A, C & D)

Figure 2



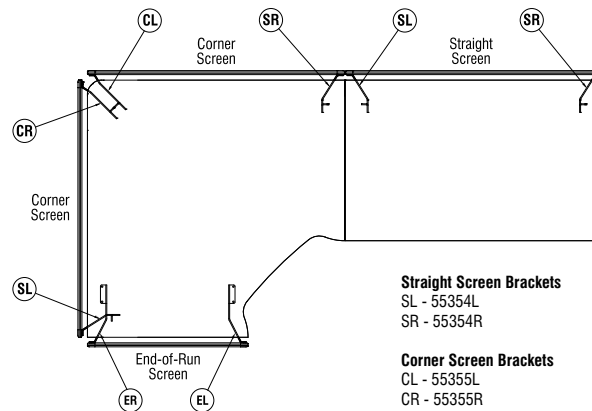
Screen-to-Table Brackets  
(worksurface-to-end screens B)

Figure 3



Corner Post Leg Brackets  
(for corner screens - C & D)

Figure 4



**Straight Screen Brackets**  
SL - 55354L  
SR - 55354R

**Corner Screen Brackets**  
CL - 55355L  
CR - 55355R

**End-of-Run Screen Brackets**  
EL - 55357L  
ER - 55357R



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

**Attaching Screen(s) (optional)  
 continued**

**Note:** To make installation easier, have a second technician hold the screen in place when attaching screen.

**END (B) Screen**

4. Position the screen and bracket assembly flush with the rear edge of the table top leaving 1" space between front surface of the screen frame and side edge of the table top. Using the brackets as a template, mark the four attachment screw hole locations on the table top.
5. Drill four 1/8" diameter pilot holes, 1/2" to 3/4" deep.
6. Attach the screen and bracket assembly to the table using four #12 x 1" sheet metal screws. See Figure 5).

**STR (A), CLH (C) & CRH (D)  
 Screens**

7. Install screen to bracket and trim casting using two 1/4"-20 x 3/4" Allen socket screws (Figure 6).
8. To adjust screen tilt (if required), loosen the 1/4"-20 x 1/2" Allen socket head screws and turn in top OR bottom screw to achieve vertical adjustment of screen (Figure 7). Tighten 1/4"-20 x 3/4" Allen socket head screws.

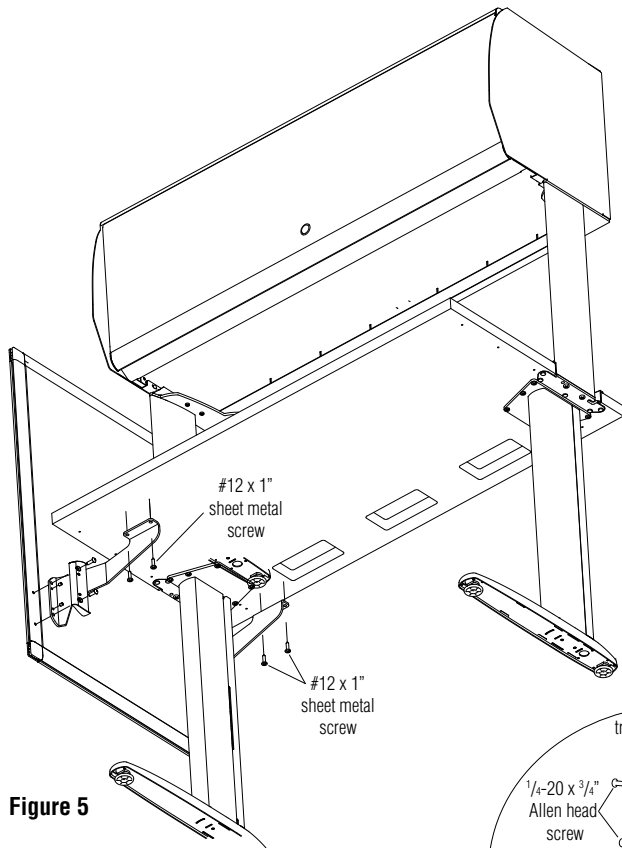


Figure 5

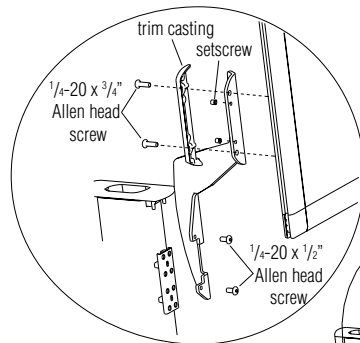


Figure 6

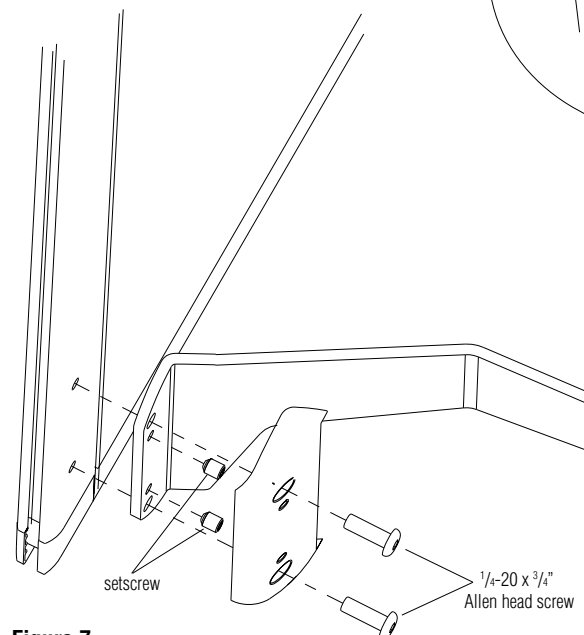


Figure 7

# T-4® Desking Assembly

## Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

**Note:** Worksurface dividers are optional. Skip to page 5 “Attaching Cross Brace and/or Wire Trough” if no divider attachment is required.

### Worksurface Divider Attachment (optional)

**Note:** Worksurface dividers may be used in place of ganging plates between desks.

**Note:** When tables have both dividers and table-to-table trough jumpers, assemble the bases, troughs and joiners first and install the divider after attaching one worksurface but before attaching the adjacent worksurface.

1. Position the divider where it is most appropriate for the installation (usually with the back of the divider flush with the back of the worksurface). Mark the underside of the worksurface to drill three holes.
2. Drill  $\frac{1}{8}$ " diameter by  $\frac{1}{2}$ " deep pilot holes being careful not to drill through the worksurface. Attach the divider using three of the  $\#14 \times \frac{7}{8}$ " long screws provided (Figure 8).
3. Attach the worksurface to the base of the adjacent table. Using the divider as a template, drill holes and secure the divider to the top using remaining three  $\#14 \times \frac{7}{8}$ " long screws (Figure 8).

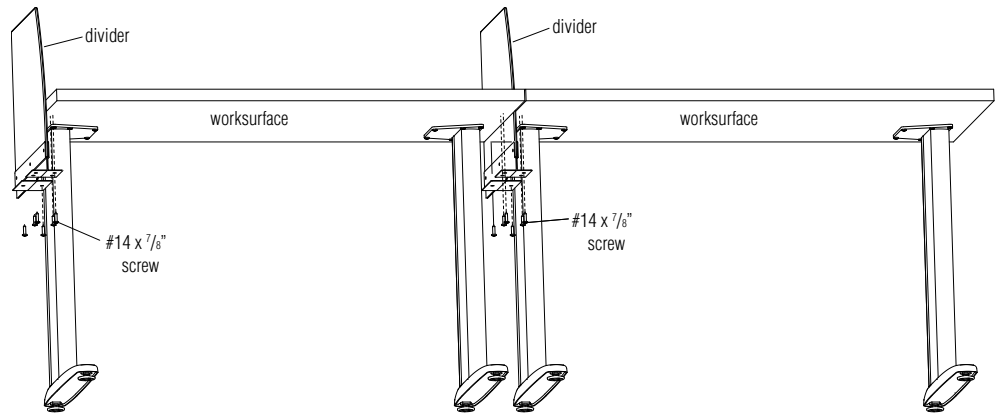


Figure 8



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

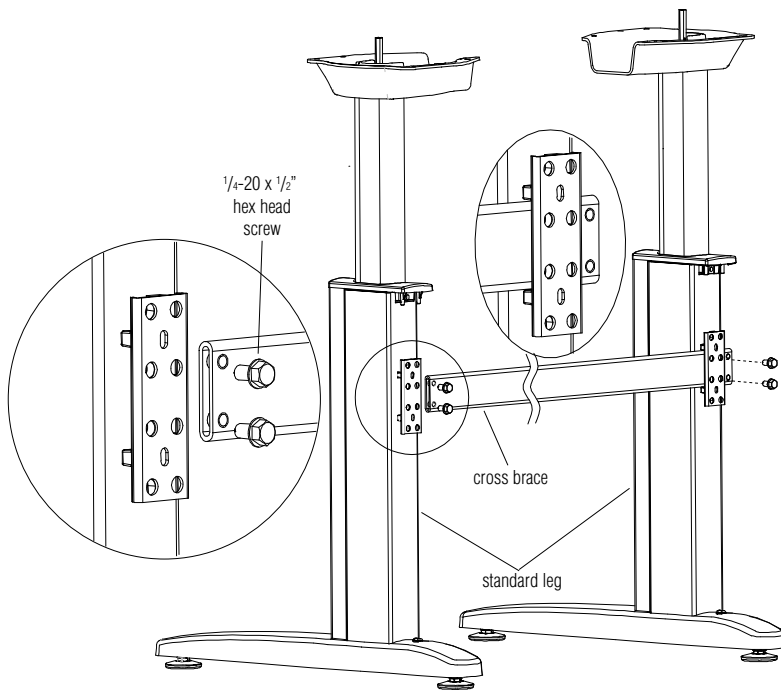


Figure 9 - 2 Leg Table

**Attaching Cross Brace and/or Wire Trough**

**Note:** If using leg-mounted screens, attach screen brackets before proceeding with this assembly. See Attaching Screen(s).

**Note:** Height adjustable table bases are built without the top and require cross braces to increase the table stability.

1. Remove rear leg covers.
2. **For 2 leg tables**, slide the cross brace (Figure 9) or wire trough into the opening between the back of the leg and the bracket. Attach to each standard leg on the inside set of holes using two 1/4"-20 x 1/2" hex head screws.

**For 3 leg tables**, cross brace and wire trough have a bent tab on one end for attaching to the post leg. (Figure 10). Slide the cross brace or wire trough bent tab into the opening between the back of the leg and the bracket (Figure 8 on page 4). Attach using two 1/4"-20 x 1/2" hex head screws.

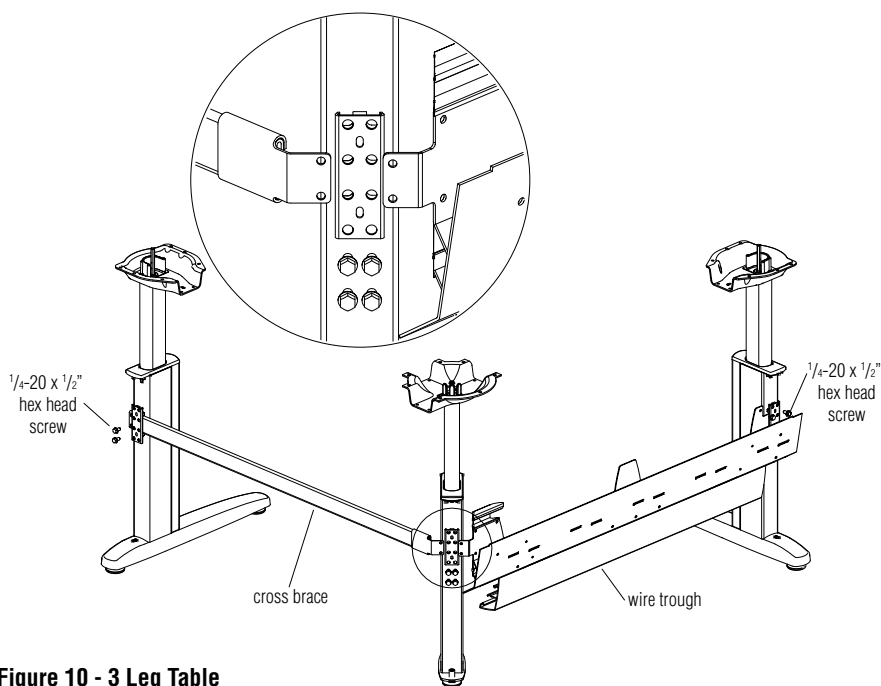


Figure 10 - 3 Leg Table

**T-4® Desking**  
Assembly Instructions



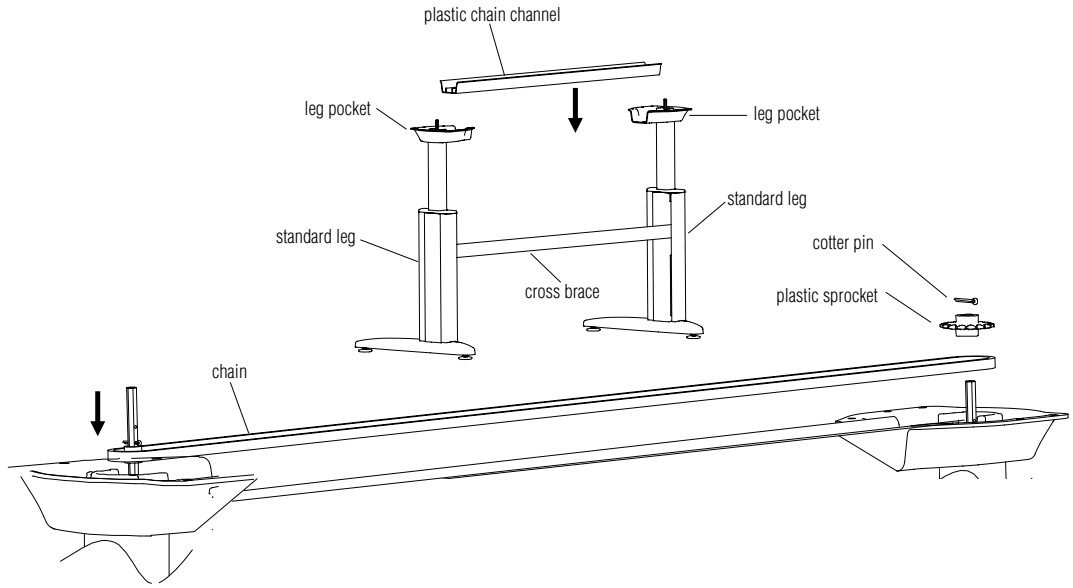
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

**Installing Crank Table Chain**

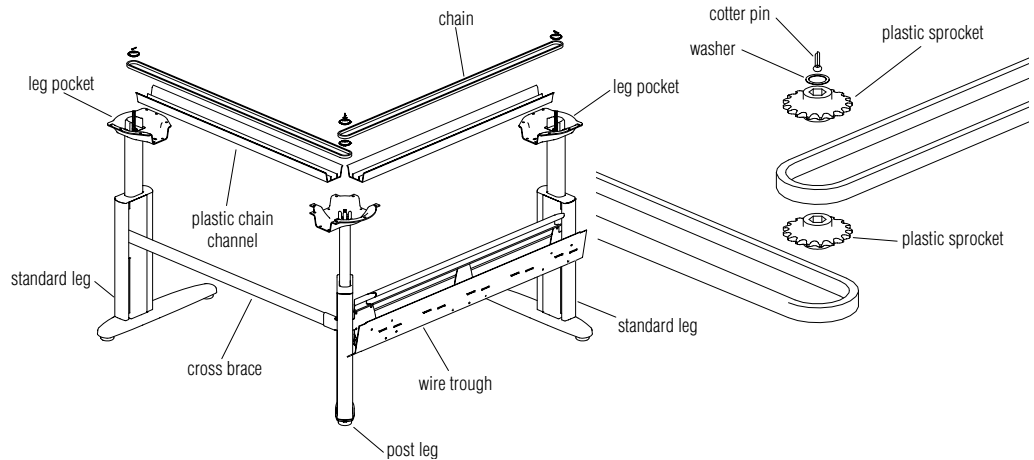
1. With cross brace or wire trough securely attached to legs, lay the plastic chain channel in the leg pockets (Figure 11).
2. Remove the cotter pin and plastic sprocket from the hexagonal shaft in each leg.
3. Insert sprockets into chain loop and slide sprockets down over hexagonal shafts, leaving equal amounts of slack on both sides. Make sure each side of the chain loop is positioned within the leg pocket.

**Note:** On 3 leg tables, there are two sprockets and a washer on the post leg hexagonal shaft. The washer is positioned on top of the top sprocket (Figure 12).


4. Secure each sprocket with a cotter pin.



**Figure 11 - 2 Leg Table**

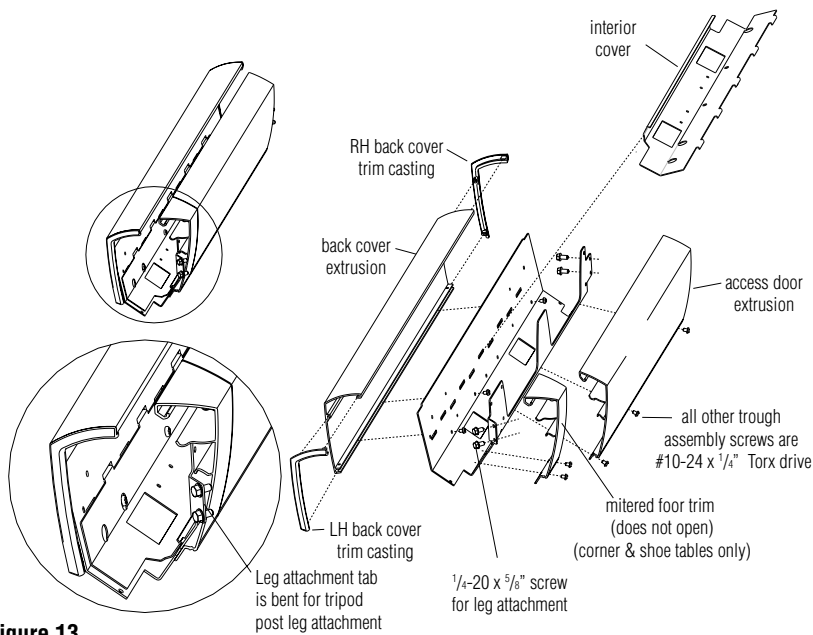


**Figure 12 - 3 Leg Table**



**CAUTION**

Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.



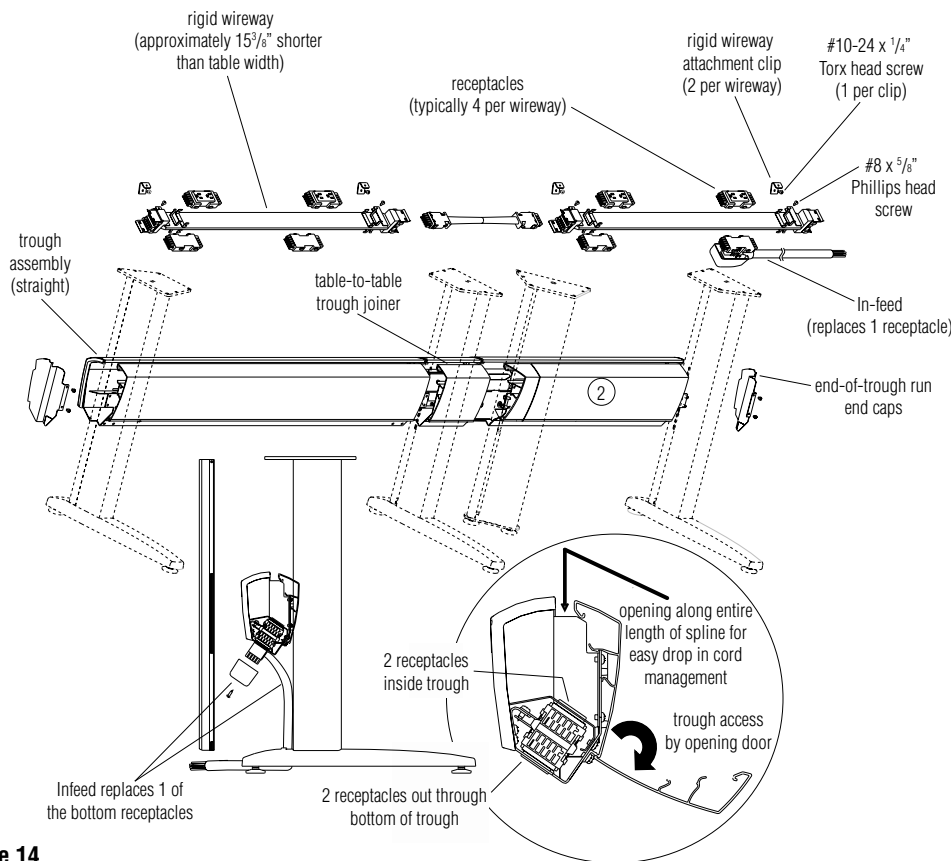
**Figure 13**

**T-4 Wire Management Troughs & Universal 10 Wire Power System**

**Note:** The troughs come fully assembled and ready for attachment to the base legs. Some disassembly may be required for the installation of some components such as receptacles, power ways, trough end caps and/or trough joiners.

**Note:** Before assembling electrical components, troughs should be assembled to the table legs (see previous sections)

1. See Figure 13 for trough components.
2. See Figure 14 for electrical components.



**Figure 14**

## ■ T-4® Desking Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

### Preparing for Electrical Installation

**Note:** Before assembling electrical components, troughs should be assembled to the table legs (see previous sections)

1. Prepare trough by removing the inner cover (Figure 15). Lift up on the return lip of the cover to swing cover up, then remove cover and set aside near the table.

**Note:** It is sometimes helpful to remove the rear aluminum cover.

2. Install wireway attachment brackets (2 per trough) using #10-24 x 1/4" Torx head screw. The brackets attach near the outside edge of the receptacle holes as shown in Figure 15.

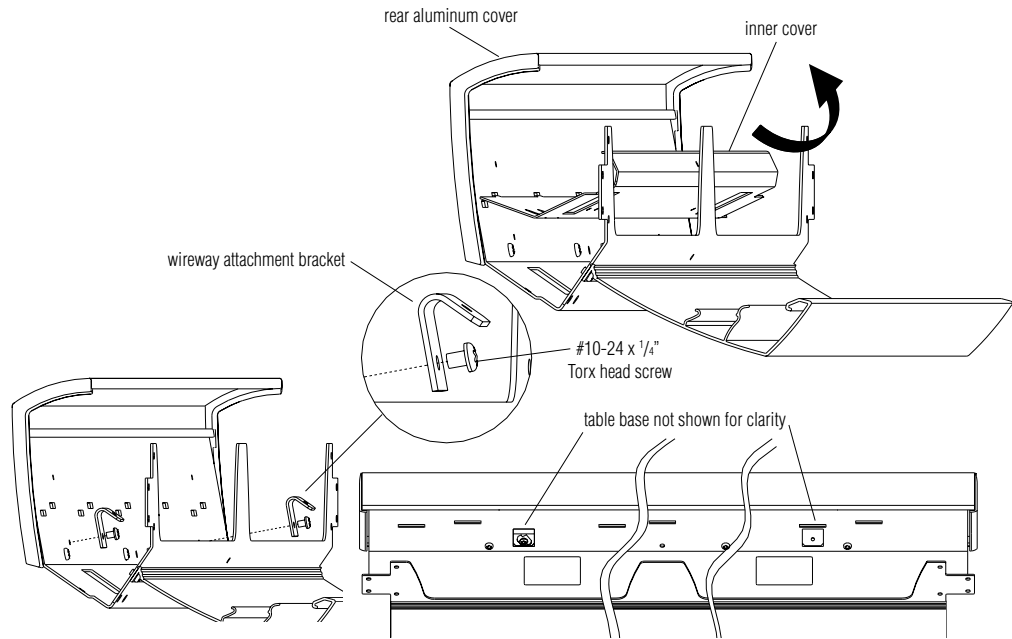


Figure 15





Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

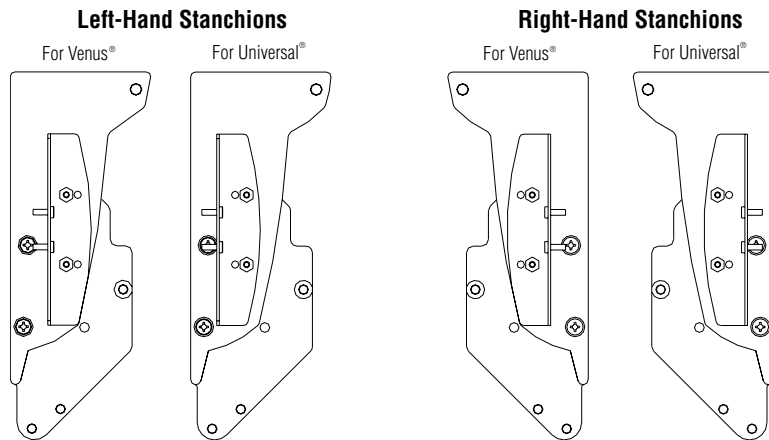


Figure 16

**Installing Overhead Stanchion**

**Note:** There is no difference between assembling overhead stanchions to straight, shoe or corner tables.

1. The overhead stanchions are factory assembled and ready for installation. Identify the proper stanchions to be used (Figure 16).
2. Stanchions attach to the table top using six #14 x 1" Phillips head sheet metal screws (Figure 17).

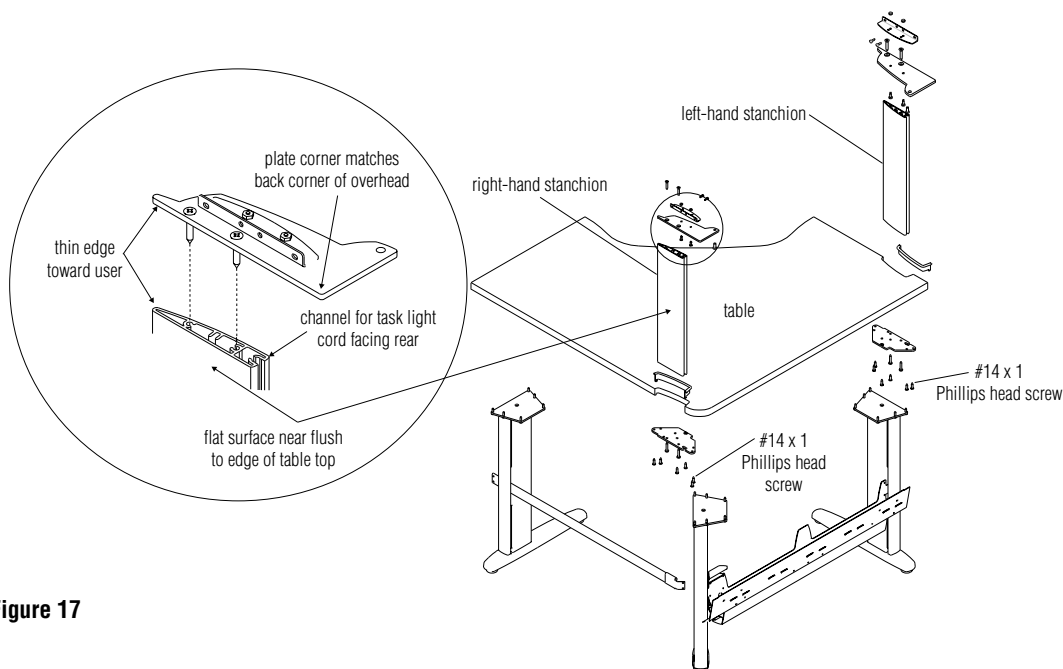


Figure 17

# T-4® Desking

## Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

### Installing Overhead Stanchion continued

**Note:** The overhead stanchion attaches to the underside of the table top. There are two methods to attach the overhead stanchions (step 3A or 3B).

3A. Attach each stanchion fully assembled using six #14 x 1" Phillips head screws (Figure 18).

3B. Remove the two #14 x 1 1/2" Phillips head screws and attachment plate from the stanchion (Figure 19A), then attach the plate to the table top using six #14 x 1" Phillips head screws (Figure 19B). This allows the legs to be installed to the table top without the stanchions (see below). Stanchions can be attached later to the attachment plate using the two #14 x 1 1/2" Phillips head screws (Figure 19C).

4. Install the left- and right-hand grommet trim pieces to the cutout in the top (Detail A).

### Installing Legs

1. Attach the legs to the underside of the table top using six #14 x 1" Phillips head screws per leg (Figure 20).

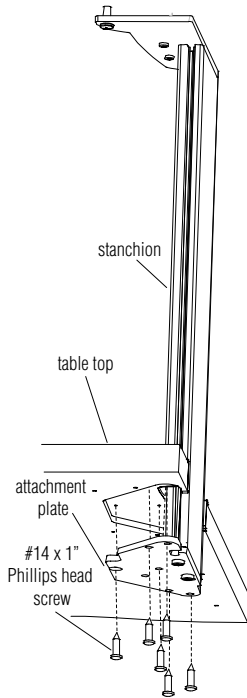


Figure 18

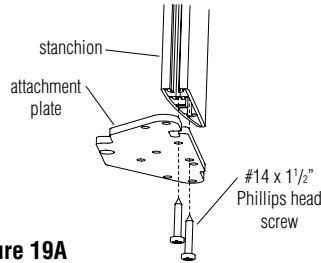


Figure 19A

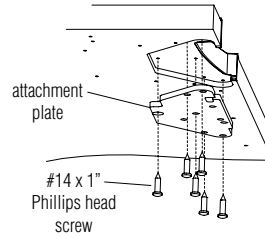


Figure 19B

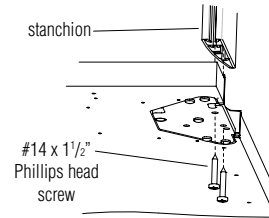
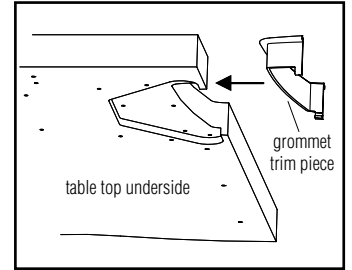


Figure 19C



Detail A

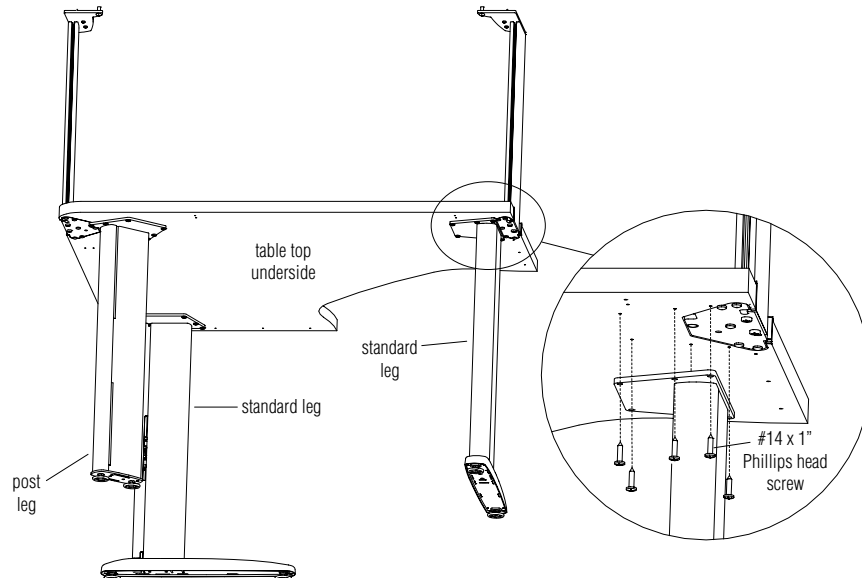


Figure 20



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

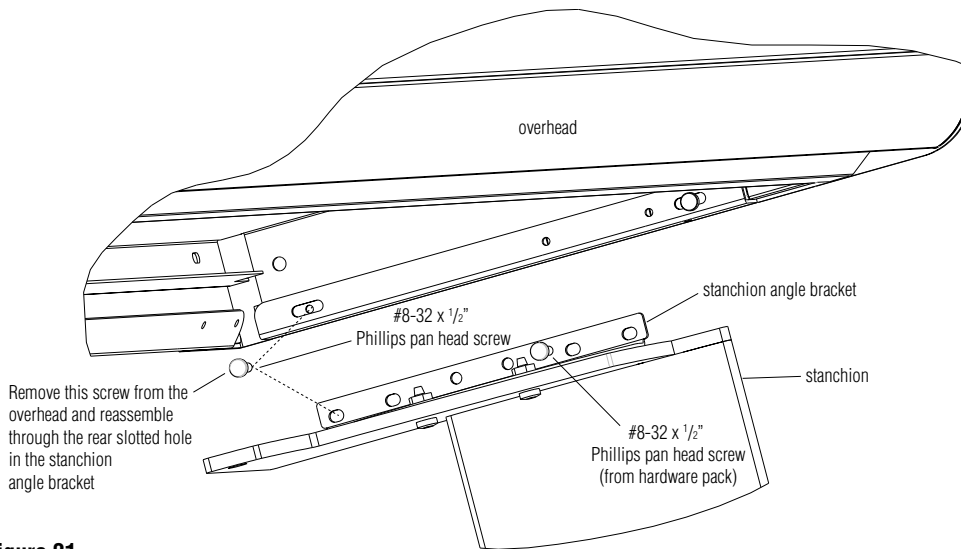


Figure 21

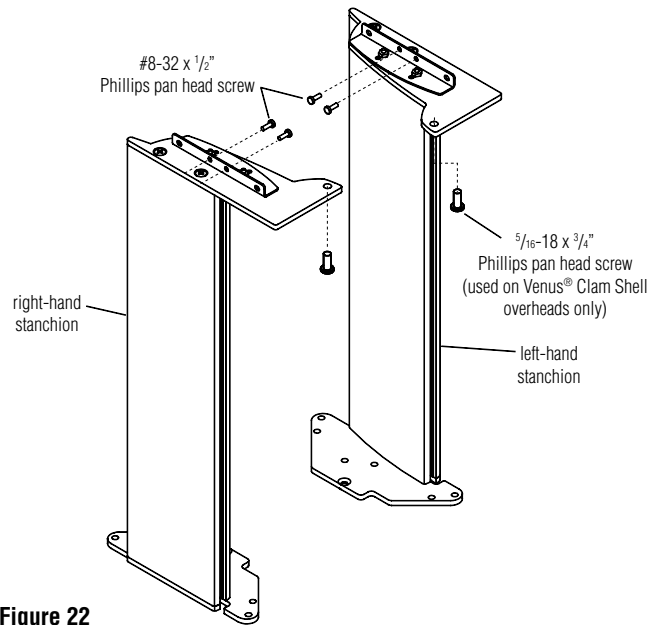


Figure 22

### Installing Overhead

**Note:** If task lights are to be installed, install them to the overhead before installing overhead to stanchions.

1. The hardware pack contains four #8-32 x 1/2" Phillips locking pan head screws. Only two of these will be used in the overhead installation. The other two mounting screws must be removed from the overhead prior to setting the overhead on the stanchions (Figure 21).
2. Set the overhead onto the stanchions so the back of the overhead is fairly flush with the back of the stanchion plates. Align the attachment holes on the overhead with the two angle bracket holes (Figure 21).
3. Attach the overhead to the angle bracket at the top of each stanchion using four #8-32 x 1/2" Phillips locking pan head screws (two from the hardware pack and two removed from the stanchion) (Figure 21).

**Note:** The Venus® clam shell style overhead uses an additional 5/16-18 x 3/4" Phillips pan head screw for mounting (one per stanchion) (Figure 22).

## ■ T-4® Desking Assembly

Wire Management & Power



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

### Installing Stanchion Tool Rail

**Note:** One or more tool rails may be attached to the back of the overhead stanchions.

1. To determine the height of the tool rail, place one attachment bracket at the back of the left stanchion and mark the desired location. Measure this location and mark the same position on the back of the right stanchion.
2. Press a plastic end cap and attachment bracket onto left end of the aluminum tool rail (Figure 23).
3. Insert four #14 x 1" sheet metal screws into four white plastic screw bases. Using these four screw assemblies, attach the left end of the tool rail to the location marked on the back of the left stanchion in step 1 (Figure 23).
4. Press a plastic end cap and attachment bracket onto right end of the aluminum tool rail and place in the marked position on the right stanchion. Make sure the tool rail is level with the table top.
5. Insert four #14 x 1" sheet metal screws into four white plastic screw bases. Using these four screw assemblies, attach the right end of the tool rail (Figure 23).

**Note:** The tool rail may be positioned at any height on the back of the stanchions, and may be repositioned at a later time if desired (Figure 24).

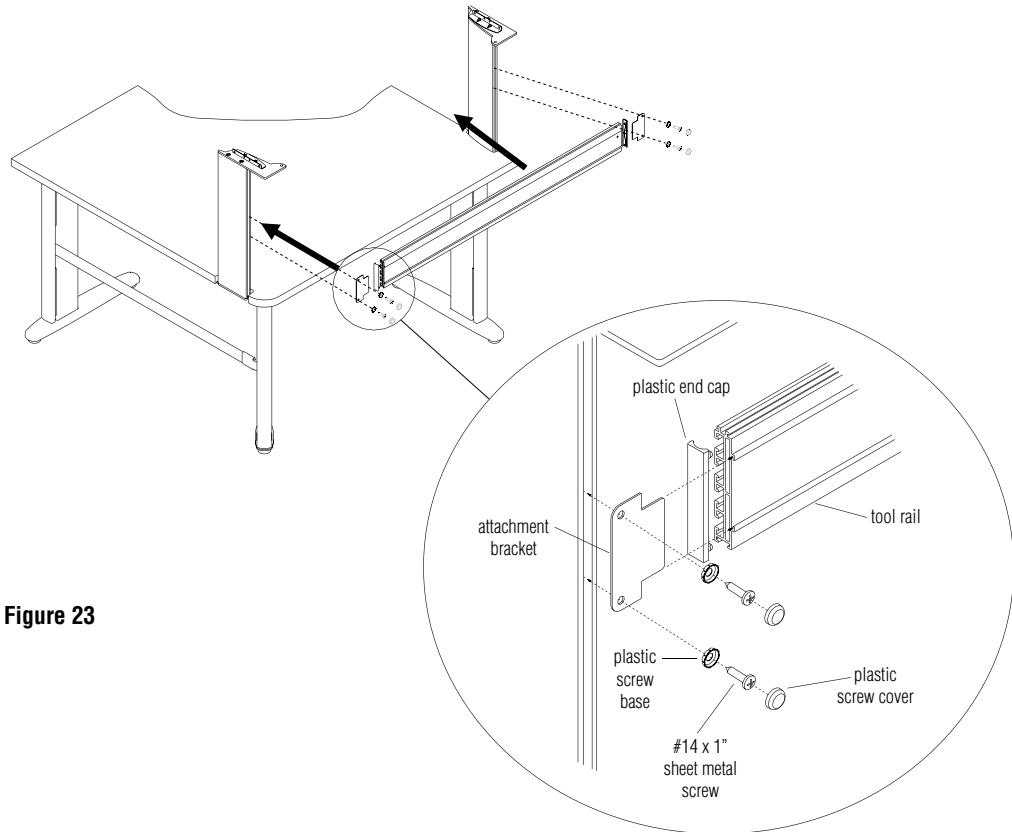


Figure 23

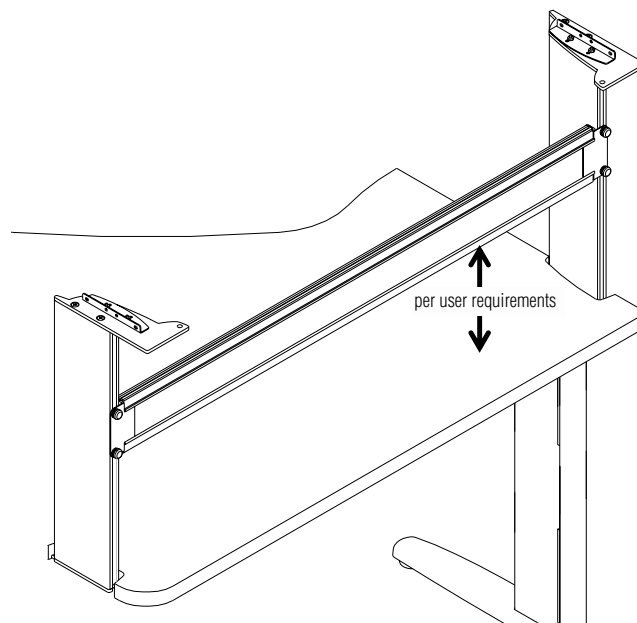


Figure 24



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

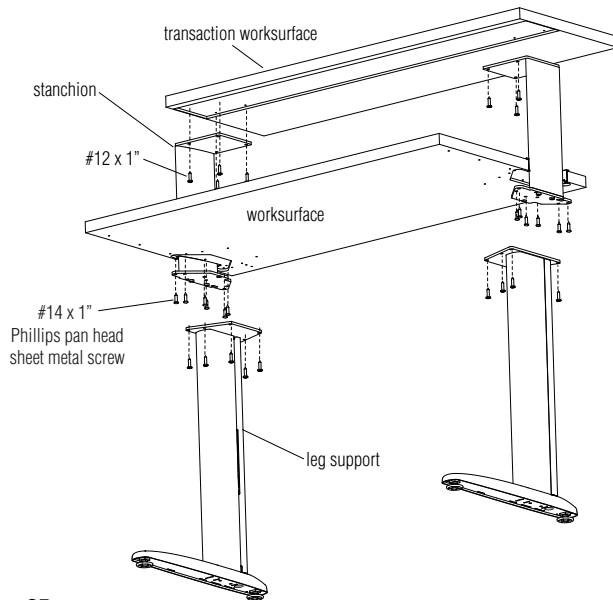


Figure 25

### Transaction Worksurface Attachment

1. Remove appropriate worksurface grommets and covers. Remove the two outside  $\frac{5}{16}$ -18 x 2" short-head bolts from the bolt cluster that secures the worksurface to the leg supports. The center bolt does not require removal and can be loosened approximately  $\frac{1}{8}$ " and left in place. Repeat on other end of worksurface (Figure 25).
2. Place transaction worksurface laminate side down on a soft surface to avoid scratching. Align small holes in transaction worksurface supports with drilled holes near outside of worksurface and secure with two #14 x  $\frac{7}{8}$ " screws per support. Align holes in transaction panel (flanges facing toward inside of desk) with drilled holes in underside of worksurface and secure with three #14 x  $\frac{7}{8}$ " screws per panel (Figure 25).
3. Set transaction worksurface assembly onto desk assembly and hook transaction worksurface support slots onto heads of the  $\frac{5}{16}$ -18 x 2" short-head bolts. Secure with remaining  $\frac{5}{16}$ -18 x 2" short-head bolts and tighten (Figure 25).

## ■ T-4® Desking Assembly Instructions



Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and injury.

### Installing Modesty Panel (optional)

1. Identify correct length modesty panel for length of table side (60" and 48" shown). Radius bends (if applicable) orient toward corner post or peninsula post leg (Figure 26).
2. Rotate mounting brackets at an angle to fit between panel flanges. Rotate mounting brackets vertically to lock in place on panel (Figure 27).
3. Attach assembled modesty panel to holes on underside of worksurface. Use two #14 x 1" Phillips screws for mounting each bracket (Figure 28).

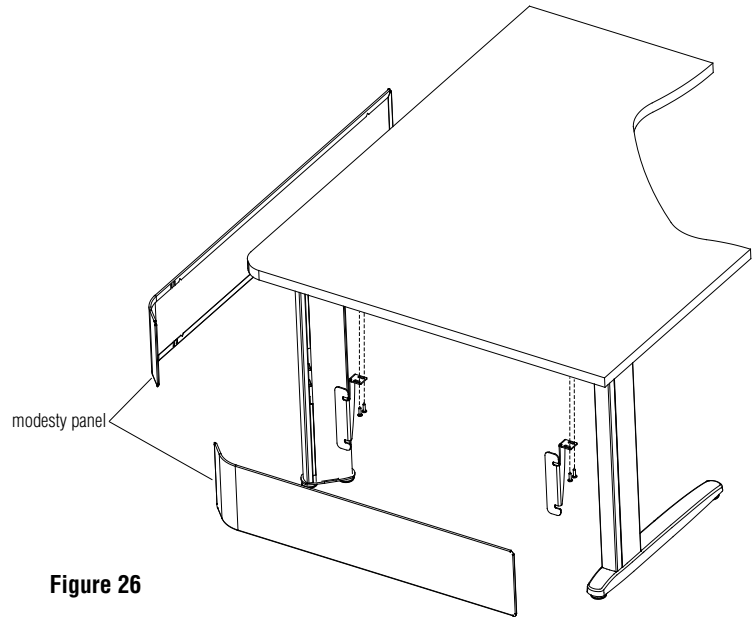


Figure 26

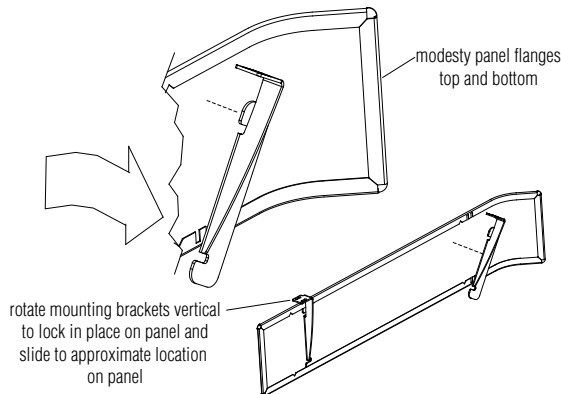


Figure 27

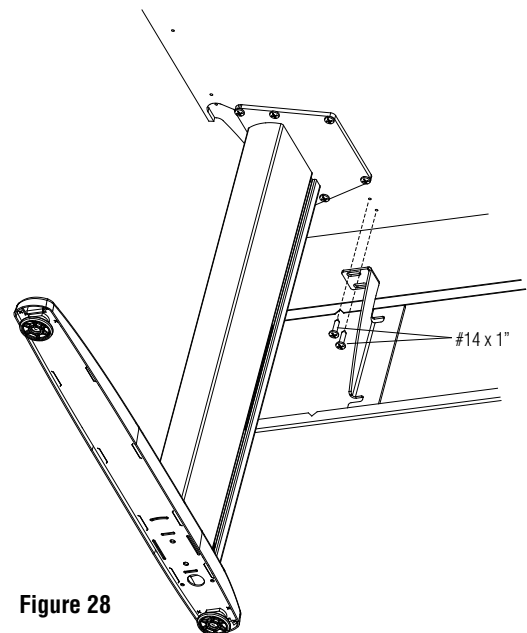


Figure 28



