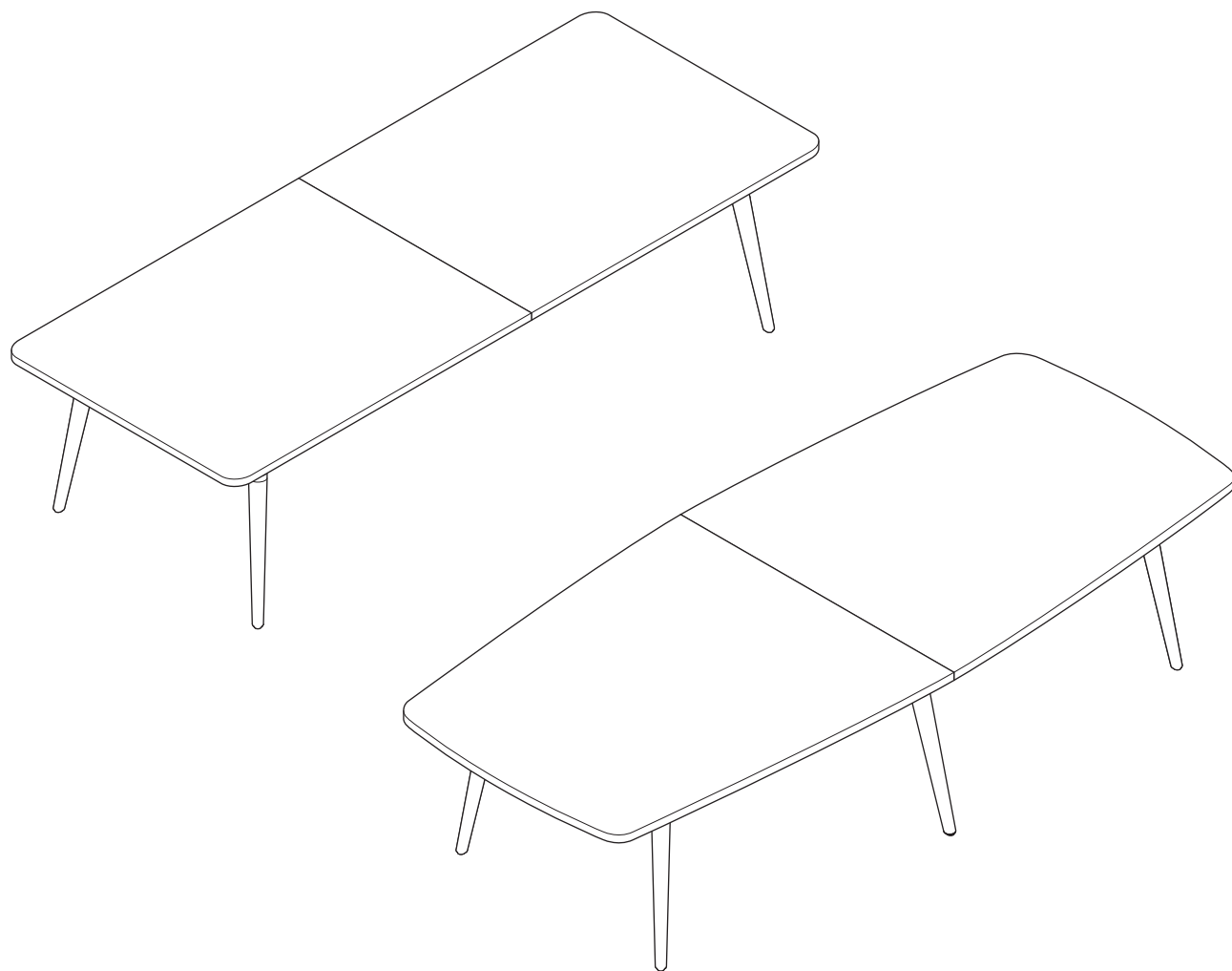


ASSEMBLY

Mastermind Conference



View Digitally

Important Safety Instructions

This product is for commercial use only.

Maximum intended load for each worksurface is 200 lbs (91 kg)

When using an electrical furnishing, basic precautions should always be followed, including the following: Read all instructions before using (this furnishing).

DANGER

To reduce the risk of electric shock:

1. Always unplug this furnishing from the electrical outlet before cleaning.

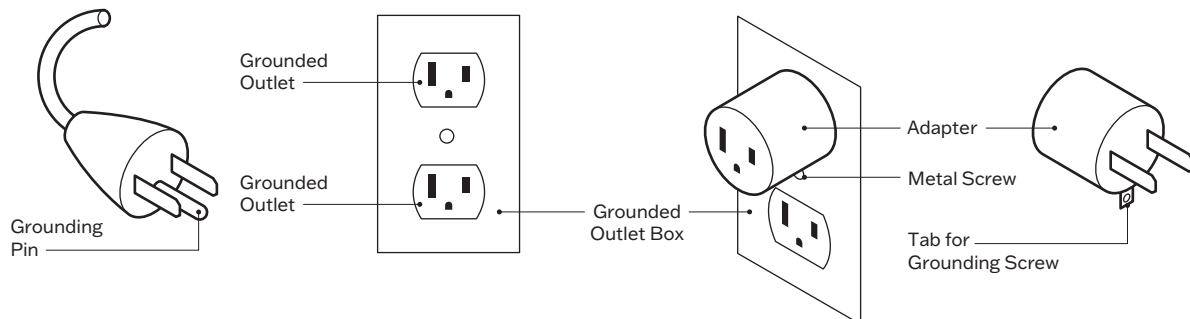
WARNING

To reduce the risk of burns, fire, electric shock, or injury to persons:

1. Unplug from outlet before putting on or taking off parts.
2. Close supervision is necessary when this furnishing is used by, or near children, invalids, or disabled persons.
3. Use this furnishing only for its intended use as described in these instructions. Do not use attachments not recommended by the manufacturer.
4. Never operate this furnishing if it has a damaged cord or plug, if it is not working properly, if it has been dropped or damaged, or dropped into water. Return the furnishing to a service center for examination and repair.
5. Keep the cord away from heated surfaces.
6. Do not use outdoors.
7. Do not operate where aerosol (spray) products are being used or where oxygen is being administered.
8. To disconnect, turn all controls to the off position, then remove the plug from outlet.
9. Risk of Electric Shock – Connect this furnishing to a properly grounded outlet only. See Grounding Instructions (Fig. 1).

Grounding Methods

(Fig. 1)



10. Mount furnishings at the correct height.
11. Risk of Fire or Electric Shock. It is possible for this office furnishing system to be connected to more than one source of supply. Disconnect all sources prior to any servicing. A single circuit shall not be powered by more than one source.

12. Electrical connection between rail segments shall be disconnected prior to removal of a mechanical connection.
13. The system may be supplied by a three phase power system with four individual circuits rated at 20 amps/120 volts maximum, or as permitted by local code.
14. No more than 12 duplex receptacles shall be supplied by one circuit. (12 segments Two Duplex, 6 segments Four
15. For commercial use only.

NOTE - Installation must be in accordance with the National Electrical Code and local codes. Electrically interconnected tables need to be mechanically connected.

General Rail Assembly Notes

It is recommended to perform as much of the rail assembly upside-down, keeping in mind how many installers are available to flip the run right-side up once assembled.



If 1 - 2 installers: flip the first rail segment upside down and complete steps 1 & 2. Then flip the rail right side up and continue with instructions, adding one segment at a time for step 3.



If 3+ installers: complete steps 1-4 with the rail flipped upside down. Once complete, flip right side up. The length of run will determine how many installers are needed to perform the flip.


If Using Optional Utility Power -

1. The electrical desk plug must be plugged into the utility power when present.
2. This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in sketch A (see Figure 77.1). Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

Save These Instructions

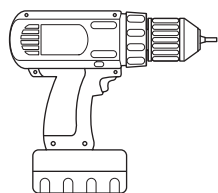
OPERATING INSTRUCTIONS – Please refer to the provided Installation Instructions and User Guide.

POLARIZED PLUG INSTRUCTIONS – To reduce the risk of electric shock, this furnishing has a polarized plug (one blade is wider than the other). This plug will fit in a polarized outlet only one way. If the plug does not fit fully in the outlet, reverse the plug. If it still does not fit, contact a qualified electrician to install the proper outlet. Do not change the plug in any way.

SERVICING OF DOUBLE-INSULATED PRODUCTS – In a double-insulated product, two systems of insulation are provided instead of grounding. No grounding means is provided on a double-insulated product, nor is a means for grounding to be added to the product. Servicing a double-insulated product requires extreme care and knowledge of the system, and is to be done only by qualified service personnel. Replacement parts for a double-insulated product must be identical to the parts they replace. A double-insulated product is marked with the words “DOUBLE INSULATION”, “DOUBLE INSULATED”, or .

This product is for use on a nominal 120-V circuit. Make sure that the product is connected to an outlet having the same configuration as the plug. No adapter should be used with this product.

Tools



Electric Drill

Additional tools such as a 90 Degree Bit and an 18" Extension are helpful for some steps.

*No torque or ball bits should be used



90 DGREE BIT



Phillips Drill/
Driver Bit



4mm Hex Drill/
Driver Bit

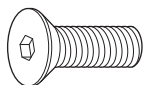


5mm Hex Drill/
Driver Bit

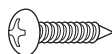


18" EXTENSION

Hardware



0002678
Screw, M8 X 25MM,
Flat Head



0002147
SCREW, #10 X 1, BK, TORX

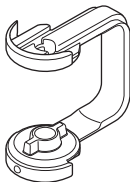


0002148
SCREW, #10 X 5/8, BK,
PHILLIPS (For Optional
Cable Tray only)

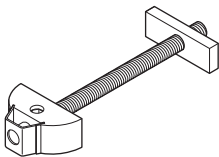
Essential Components-Conference 4 Leg



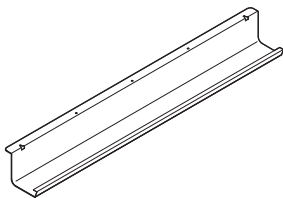
Leg Mount
Plastic Nut



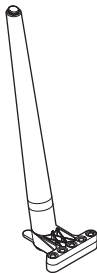
Traverse End Cover



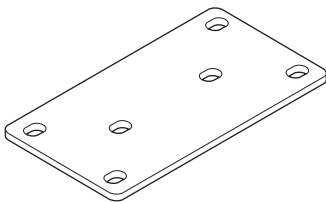
Zipbolt Ut Drawbolt
4mm Hexbit



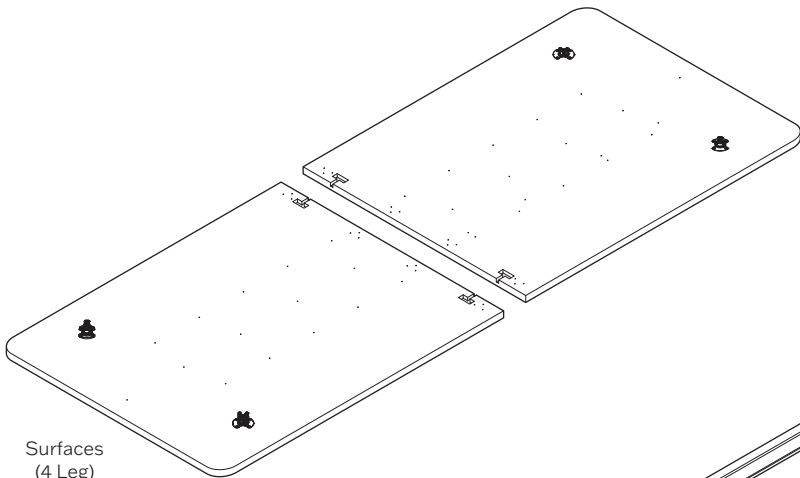
Optional Cable Tray



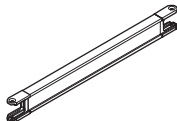
Leg



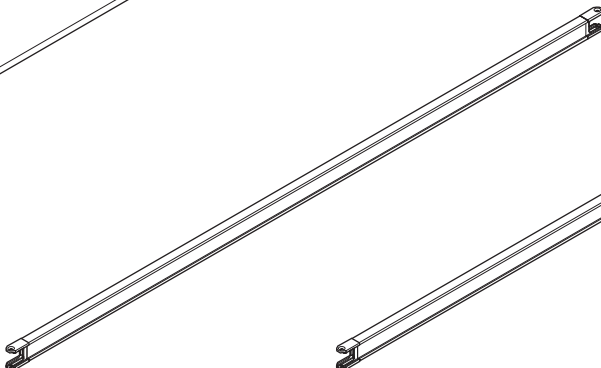
Splice Plate



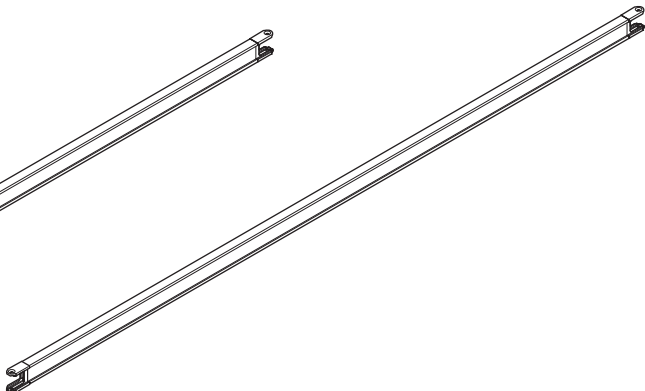
Surfaces
(4 Leg)



Short Traverse (2)



Mid Traverse (2)

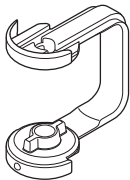


Long Traverse (2)

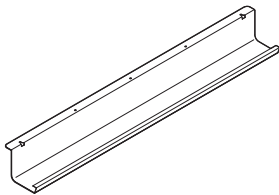
Essential Components-Conference 6 Leg



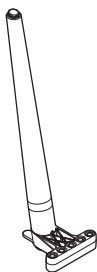
Leg Mount
Plastic Nut



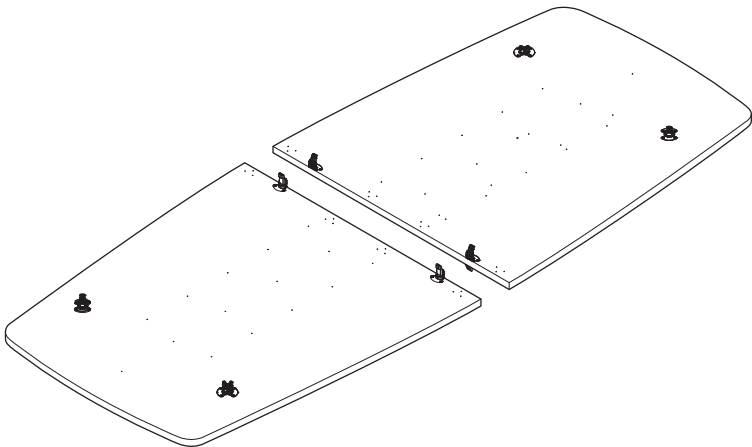
Traverse End Cover



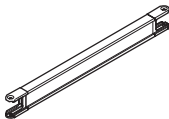
Optional Cable Tray



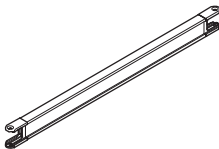
Leg



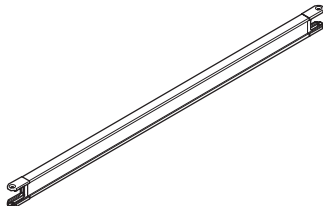
Surfaces
(6 Leg)



Short Traverse (2)



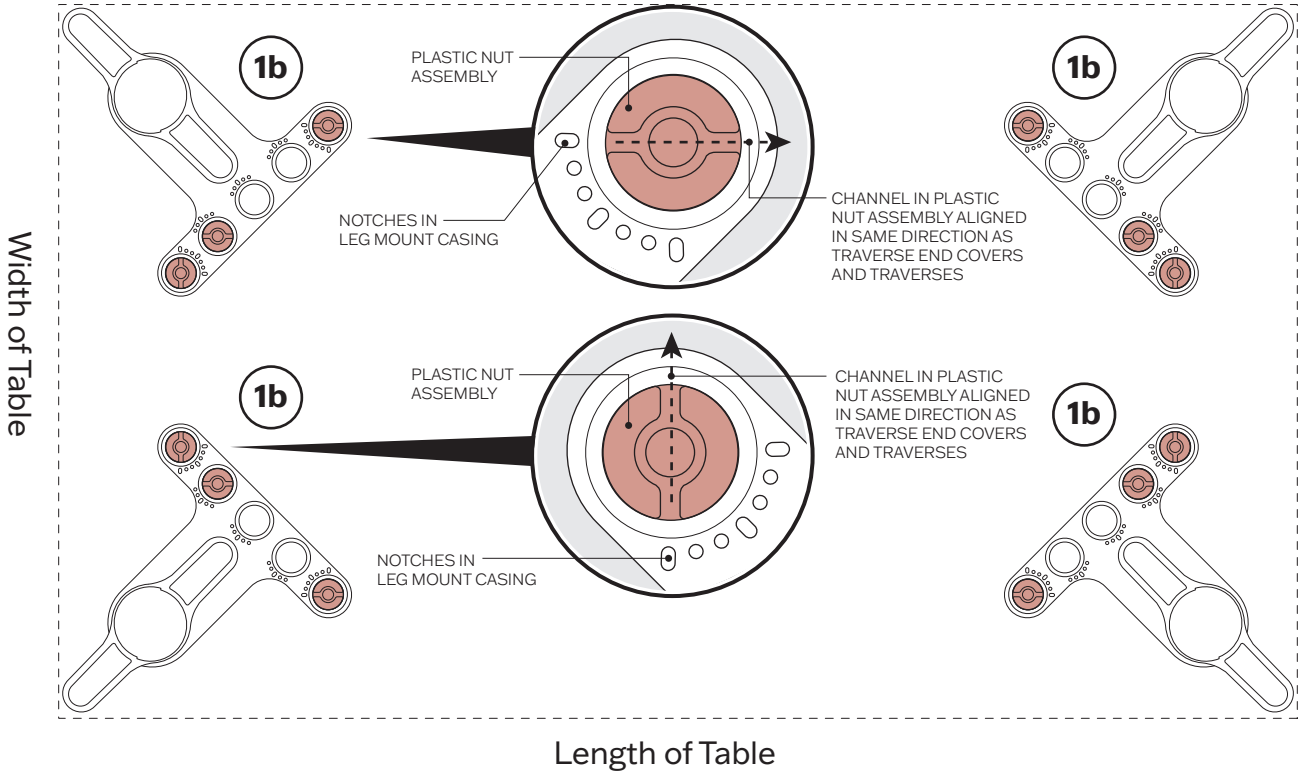
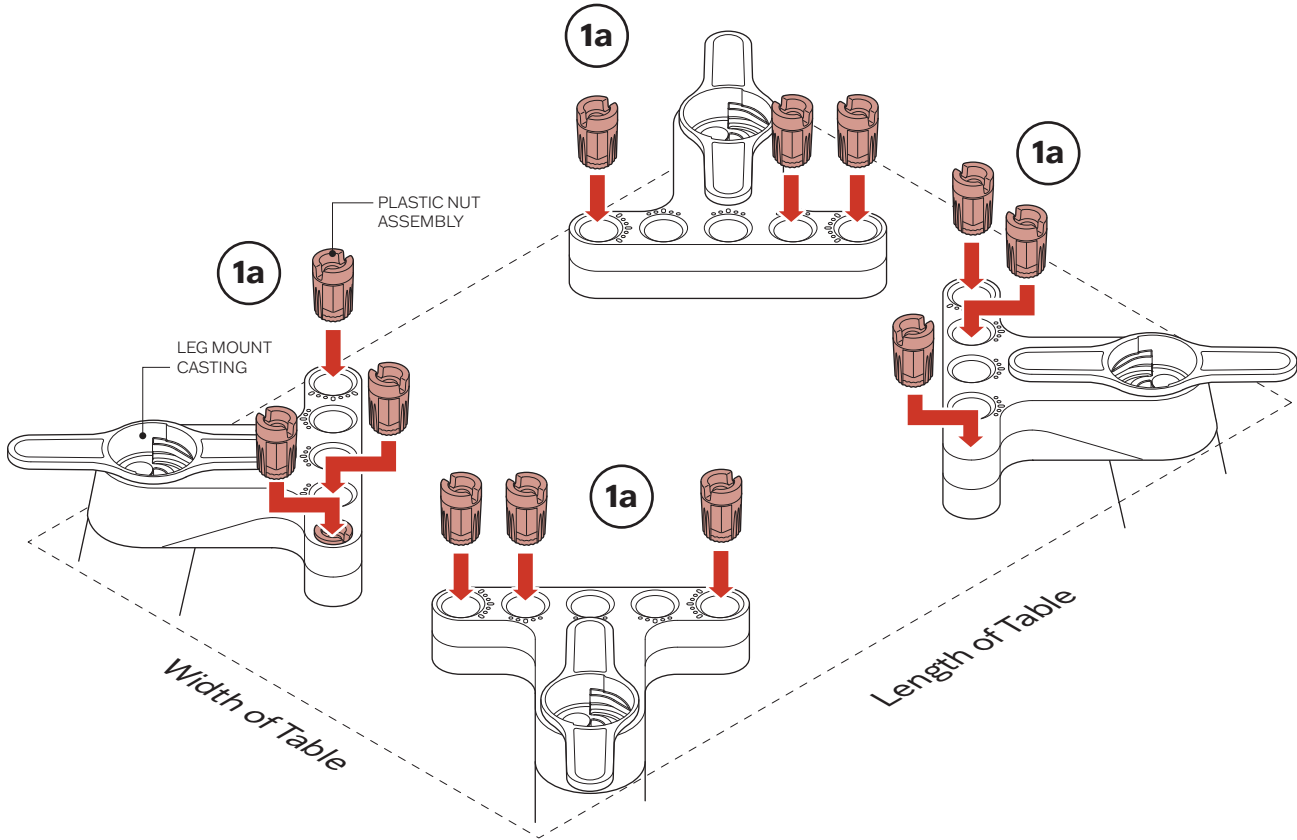
Mid Traverse (2)



Long Traverse (2)

Conference 4 Leg

- 1. Install Plastic Nut Assembly.**
Align and insert Plastic Nut Assembly into holes on Leg Mount Casting (1a). Align Plastic Nut Assembly with notches in the Leg Mount Casting (1b).



2. Install Traverse End Covers.

Align and attach Traverse End Covers to Leg Mount CastingS wherever there is a Plastic Nut Assembly installed (2a & 2b). Refer to Fig. 1 for locations for the rest of the Traverse End Covers.

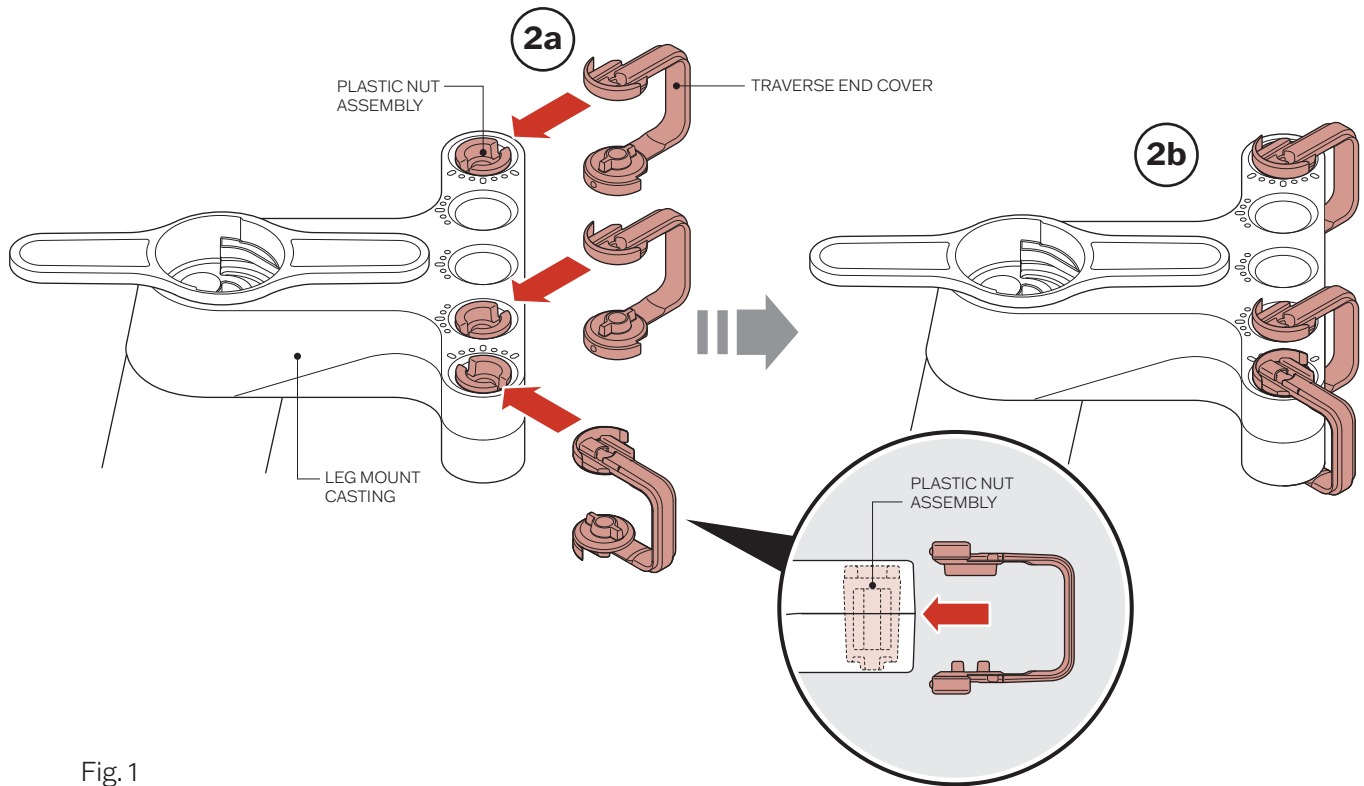
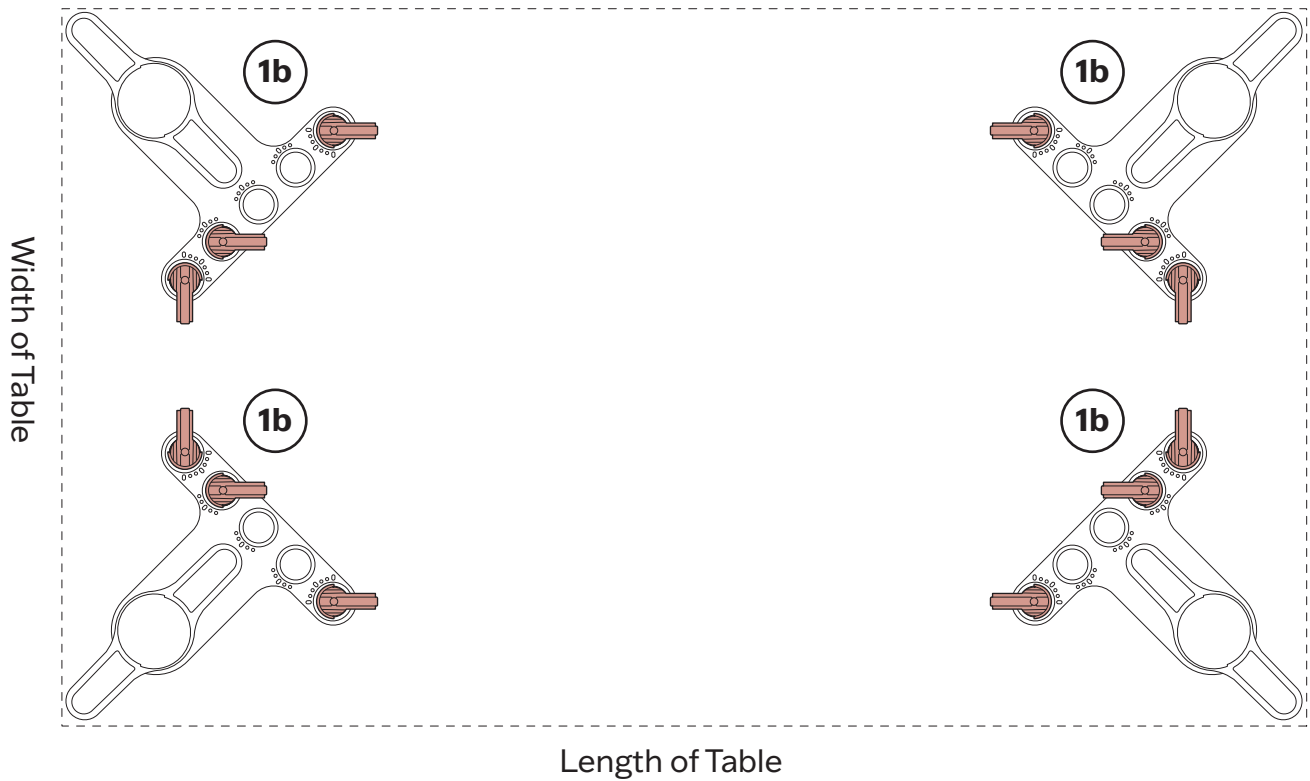


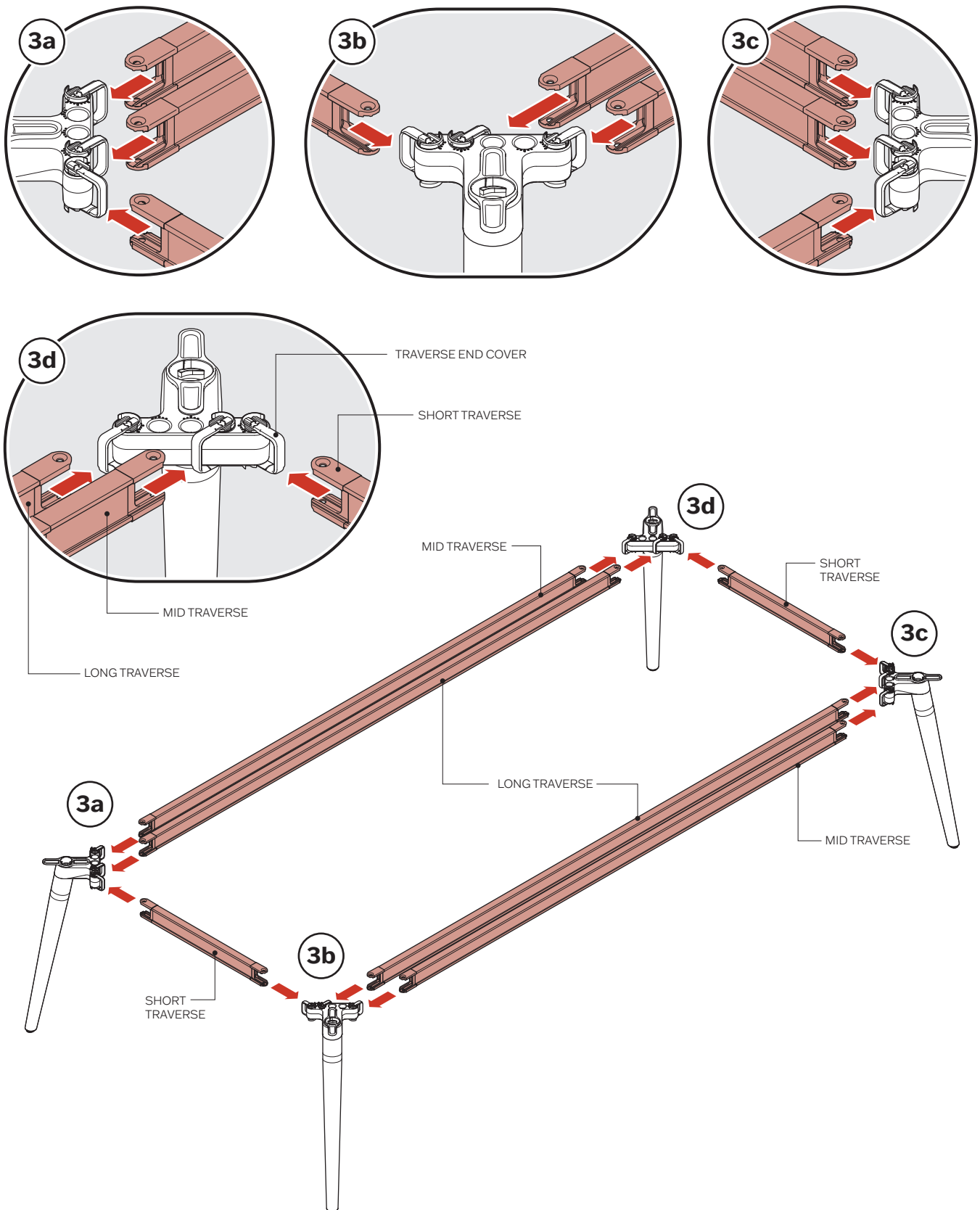
Fig. 1



3. Attach Traverses.

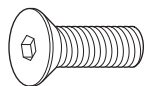
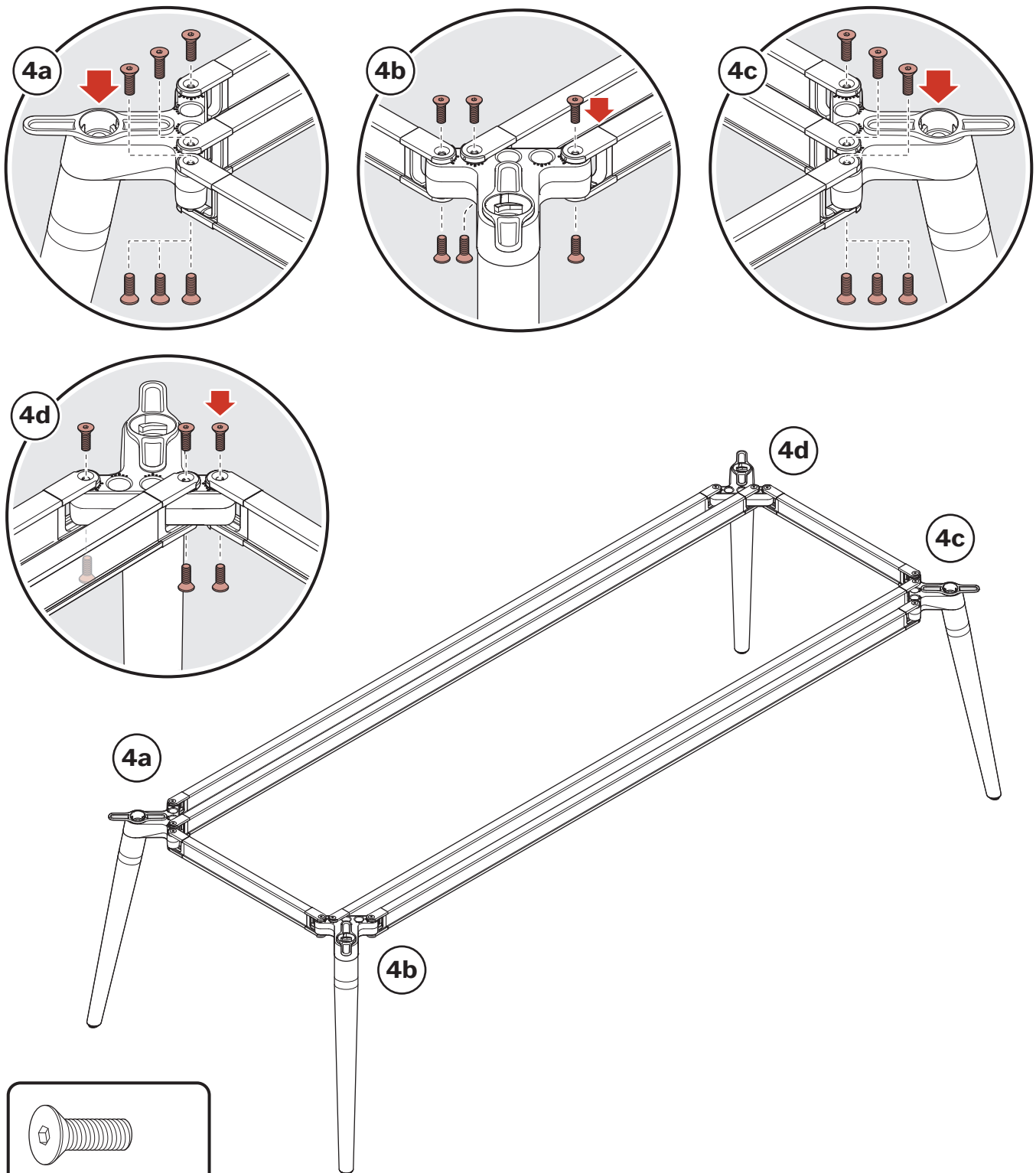
Slide Traverses over each Traverse End Cover to attach the Legs and build the Base (3a thru 3d).
Assemble as shown.

Note: The Mid and Long Traverses will run parallel to the length of the Table.



4. Secure Base.

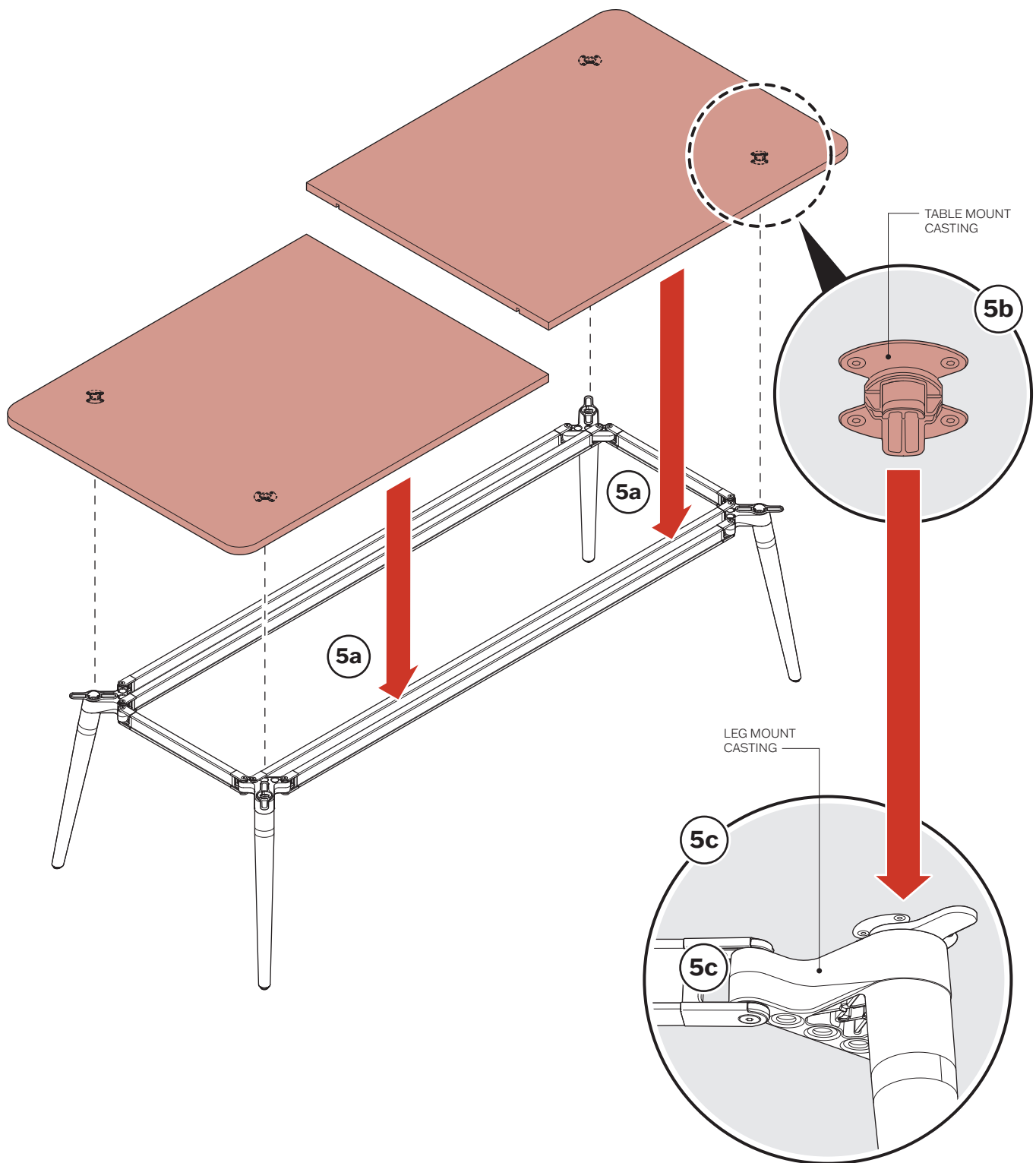
Using a 5mm Hex Wrench, secure Traverses by threading (6) M8 x 25MM screws into each Plastic Nut Assembly from above and below (4a thru 4d).



Screw, M8 X 25MM,
Flat Head (0002678)

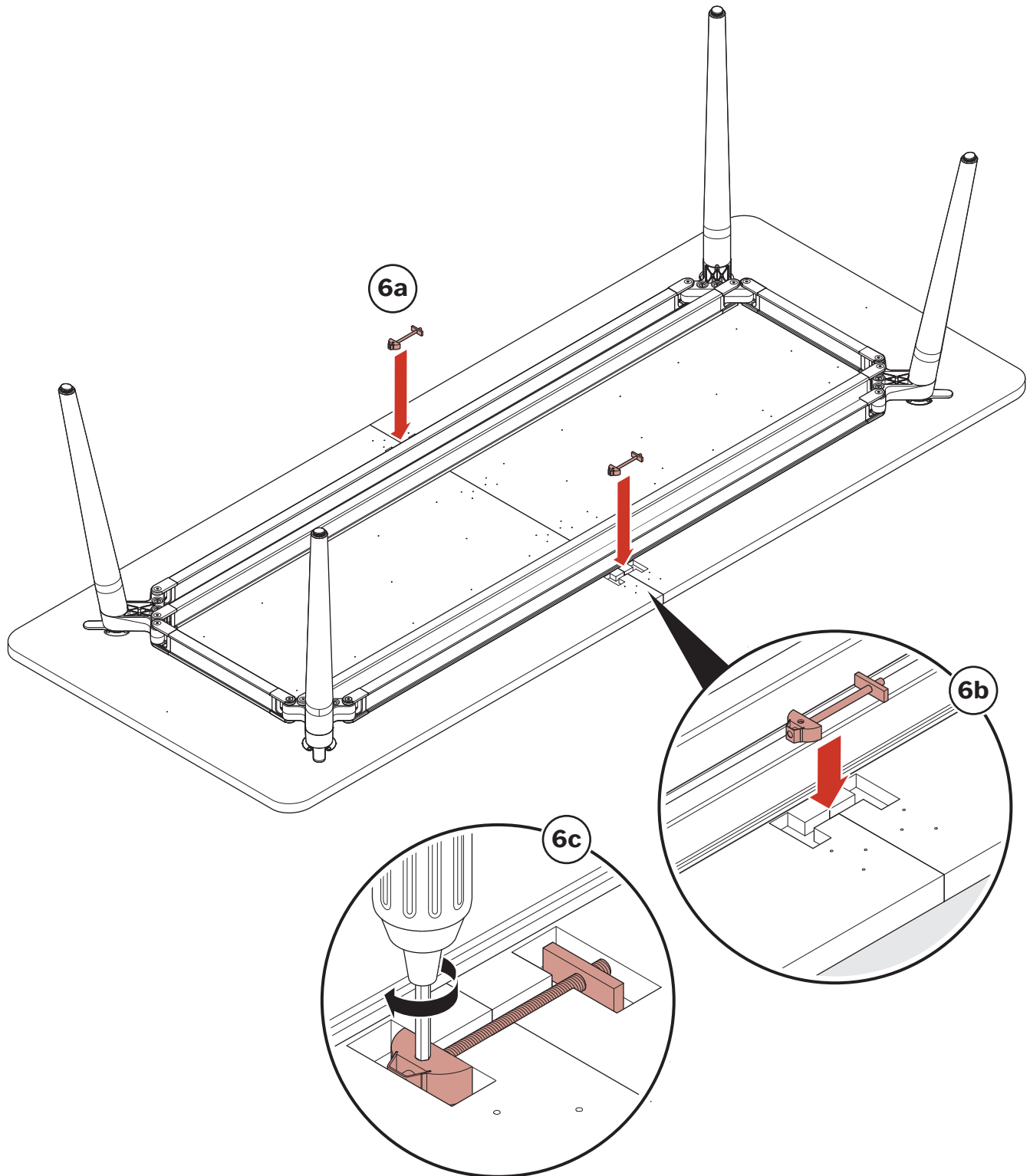
5. Install Top Surface (Two Piece Top).

Place Top Surfaces onto Base (5a) making sure the Table Mount Castings (pre-installed) (5b) are placed into the receiving ends of each Leg Mount Casting (5c).



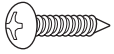
6. Install Top Surface (Two Piece Top continued).

Place tite joints into the corresponding cutouts (6a & 6b). Close the gap between the surfaces by tightening each tite joint using a 4mm hex bit (6c).

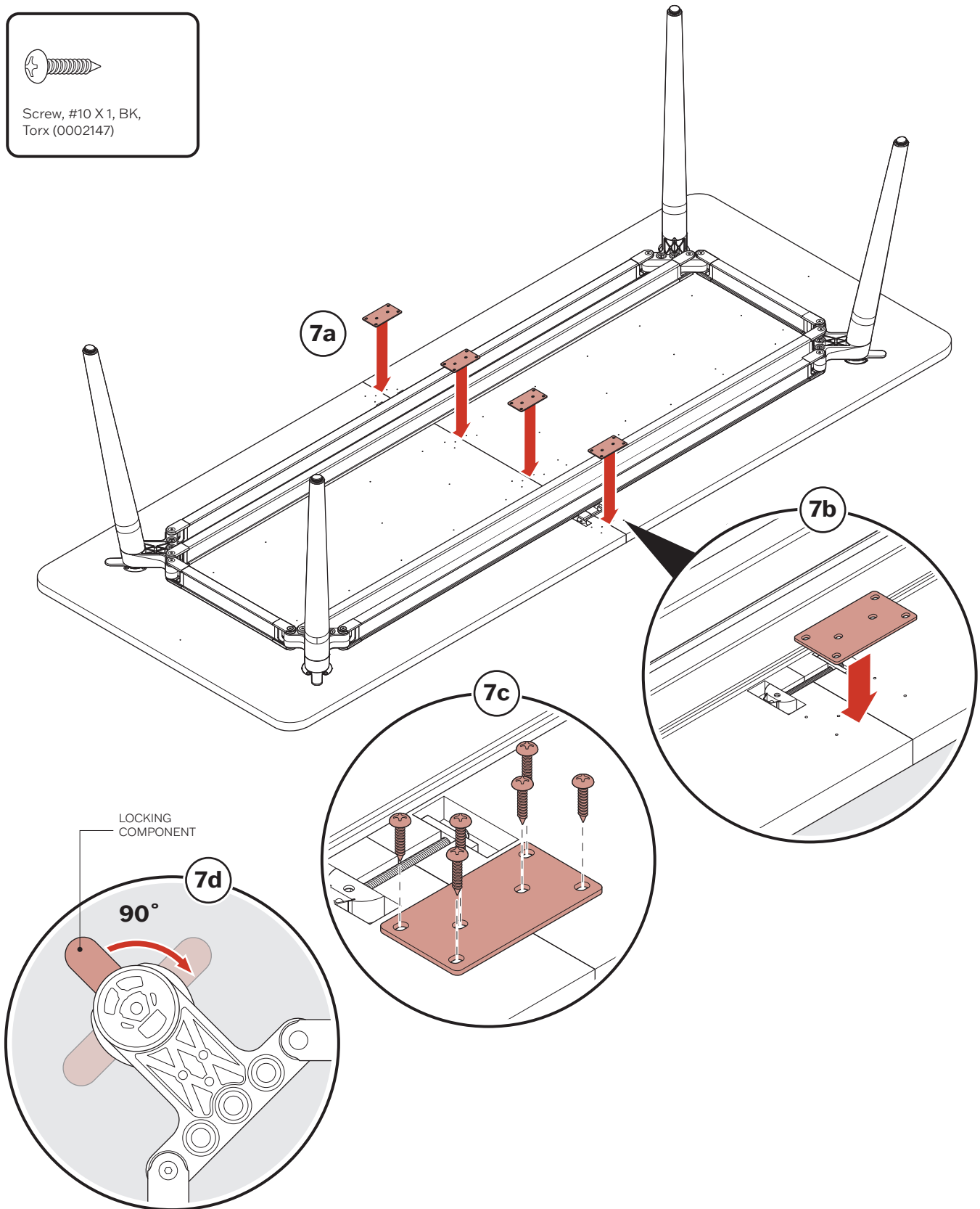


7. Install Top Surface (Two Piece Top continued).

Place four (4) Splice Plates onto corresponding hole patterns on Work Surfaces (7a & 7b) and secure each Splice Plate using six (6) #10 x 1" BK Torx screws (7c). Turn all four (4) locking components in leg 90° to secure top (7d).



Screw, #10 X 1, BK,
Torx (0002147)

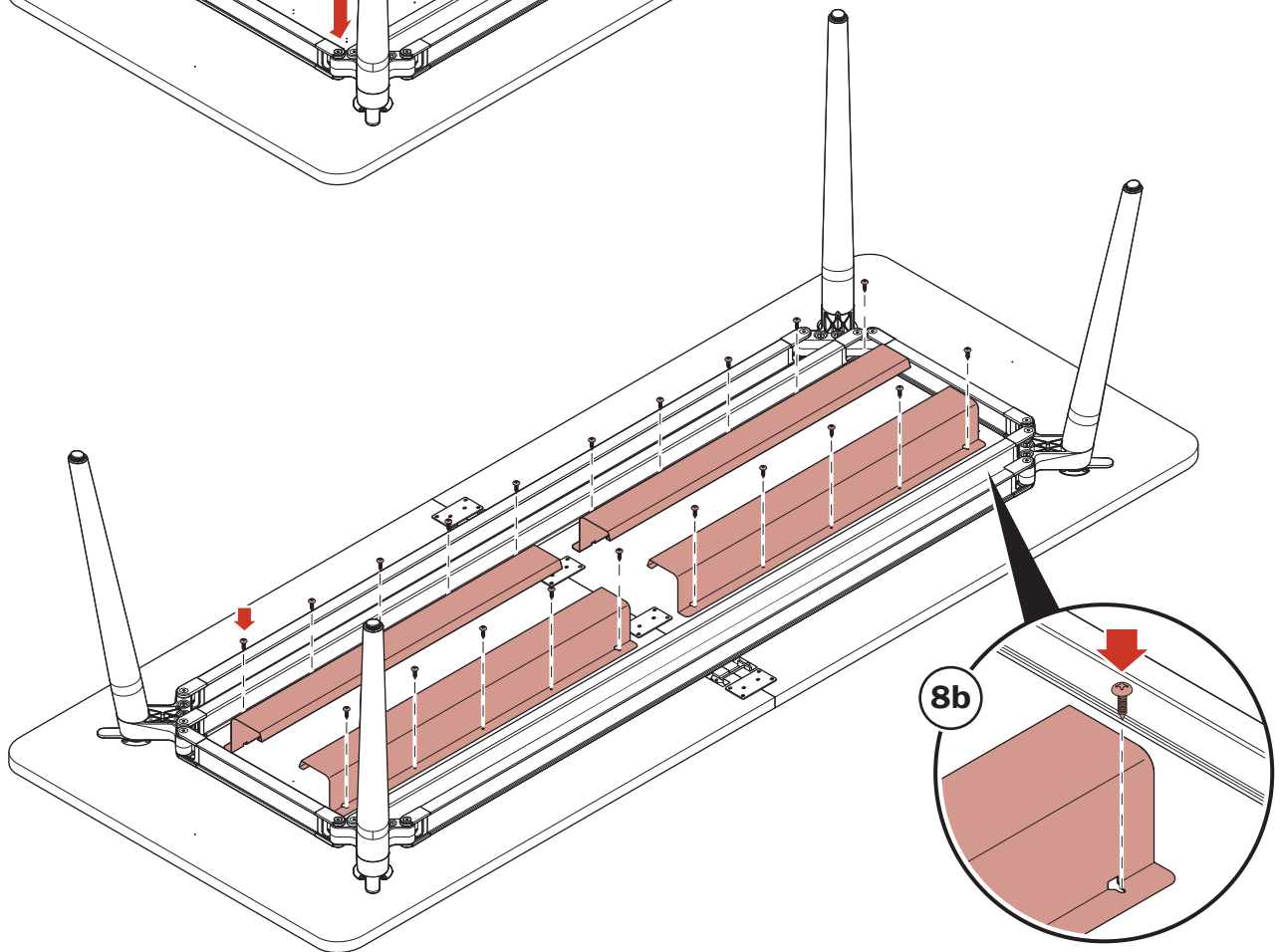
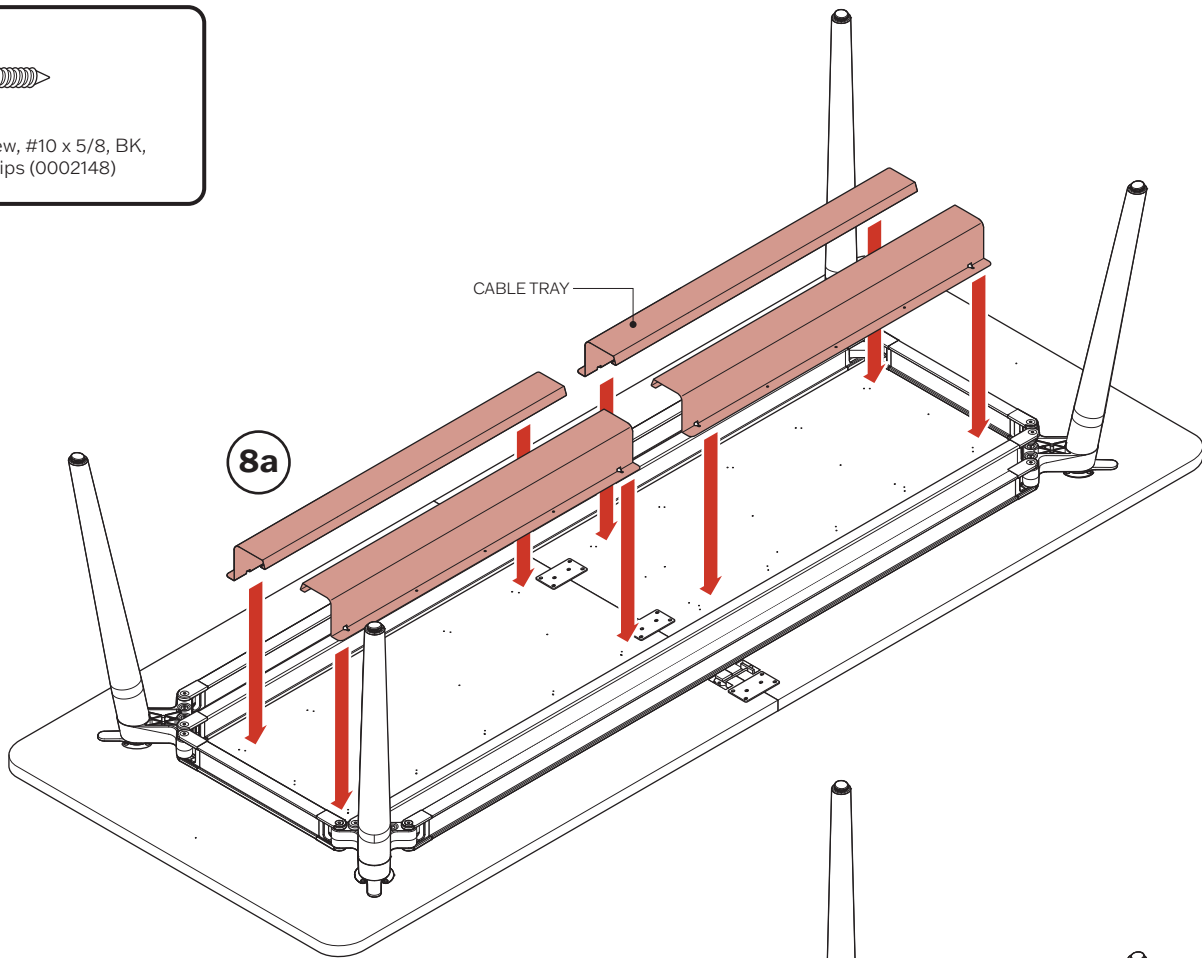


8. Attach Optional Cable Tray..

Align each Cable Tray with five (5) pilot holes in the surface (8a). Attach the each Cable Tray using five (5) #10 x 5/8" Phillips Head Screws (8b). Flip table over.



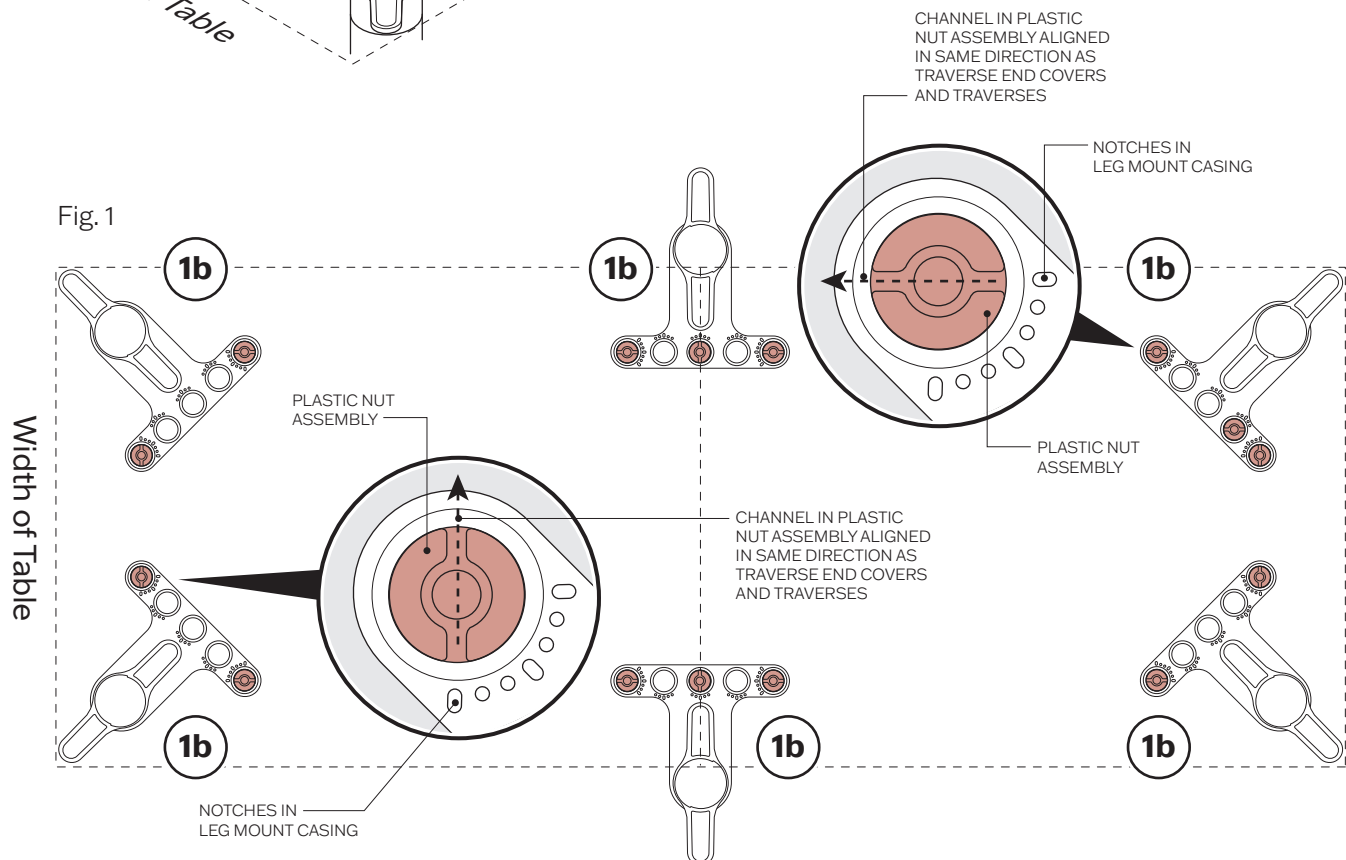
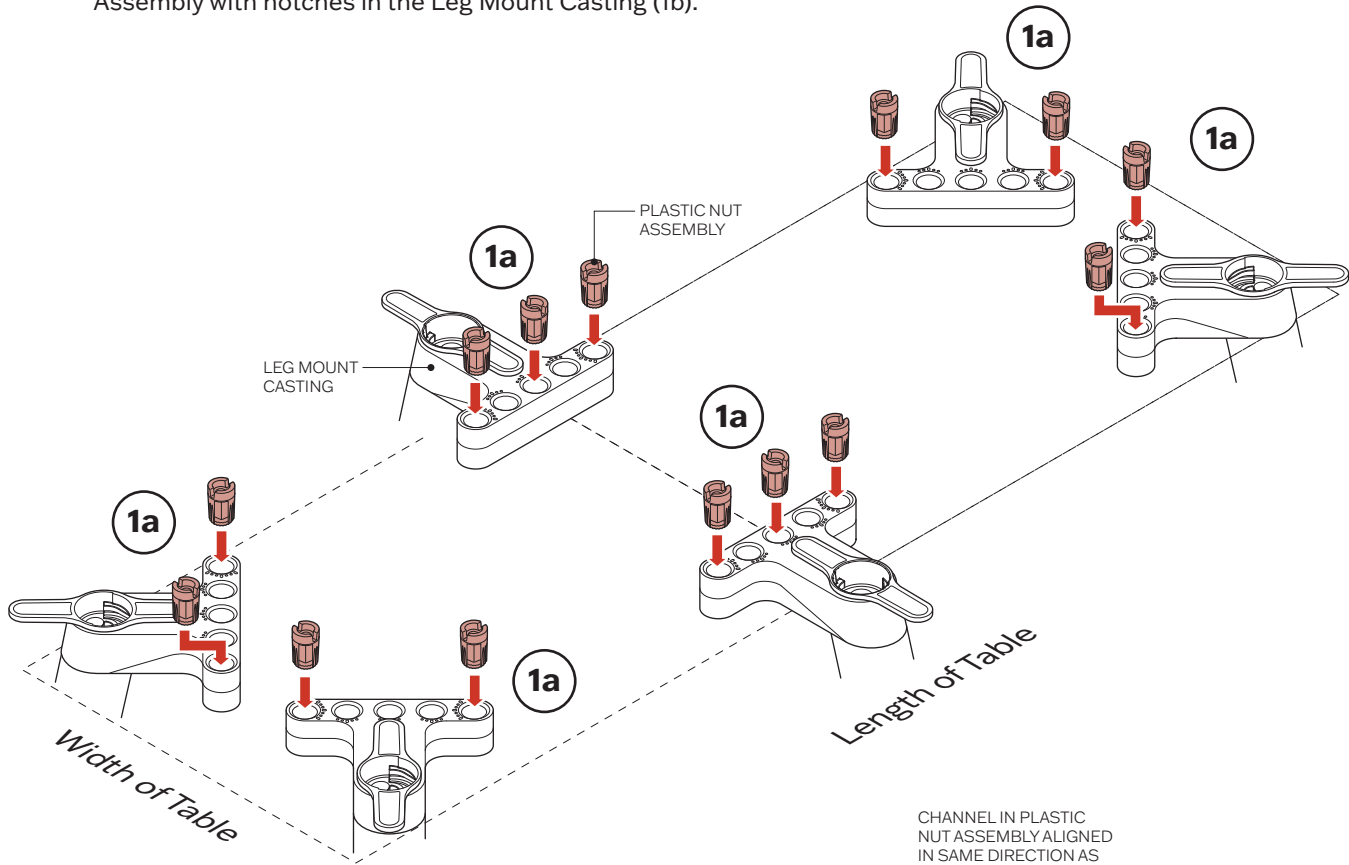
Screw, #10 x 5/8, BK,
Phillips (0002148)



Conference 6 Leg

1. Install Plastic Nut Assembly.

Align and insert Plastic Nut Assembly into holes on Leg Mount Casting (1a). Refer to Figure 1 and align Plastic Nut Assembly with notches in the Leg Mount Casting (1b).



2. Install Traverse End Covers to Corner Legs.

Align and attach Traverse End Covers to Corner Leg Mount Castings wherever there is a Plastic Nut Assembly installed (2a & 2b).

Refer to Fig. 2 for locations for the rest of the Traverse End Covers (2c).

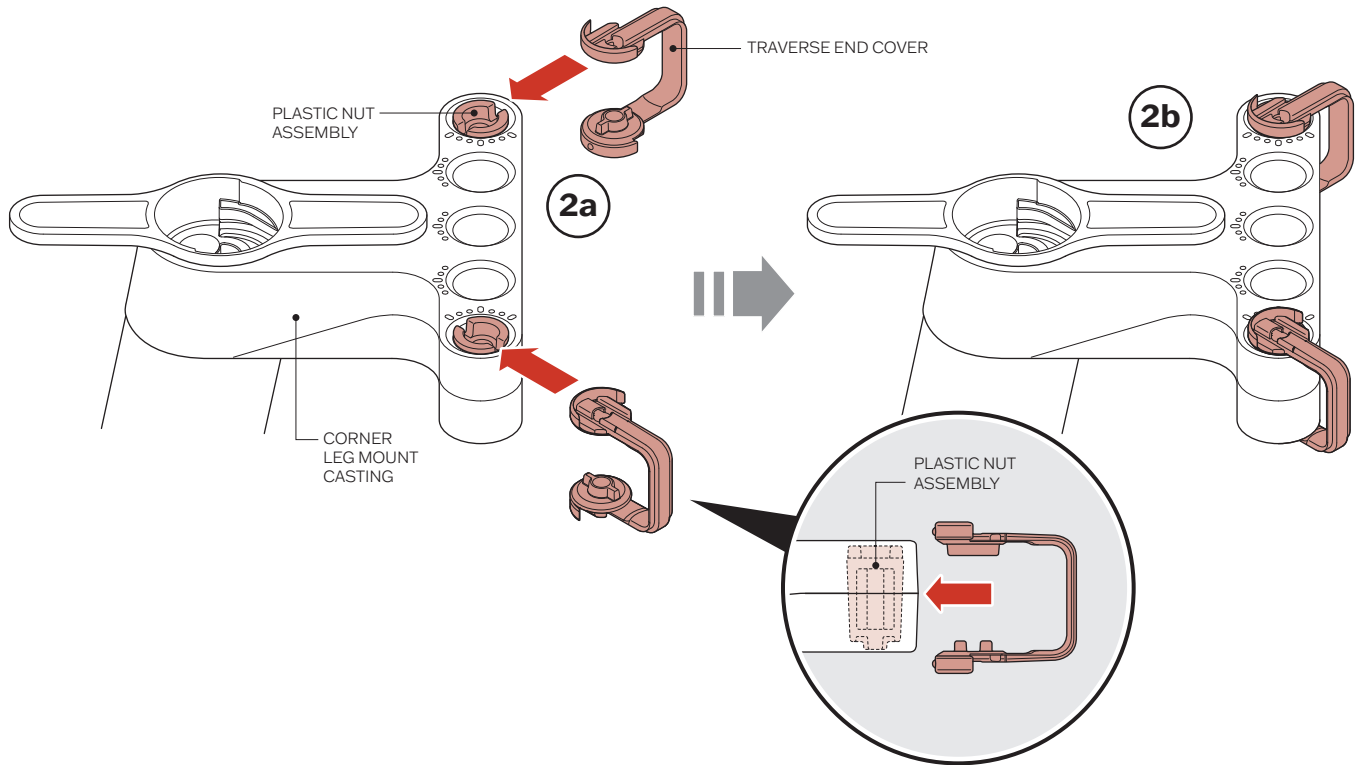
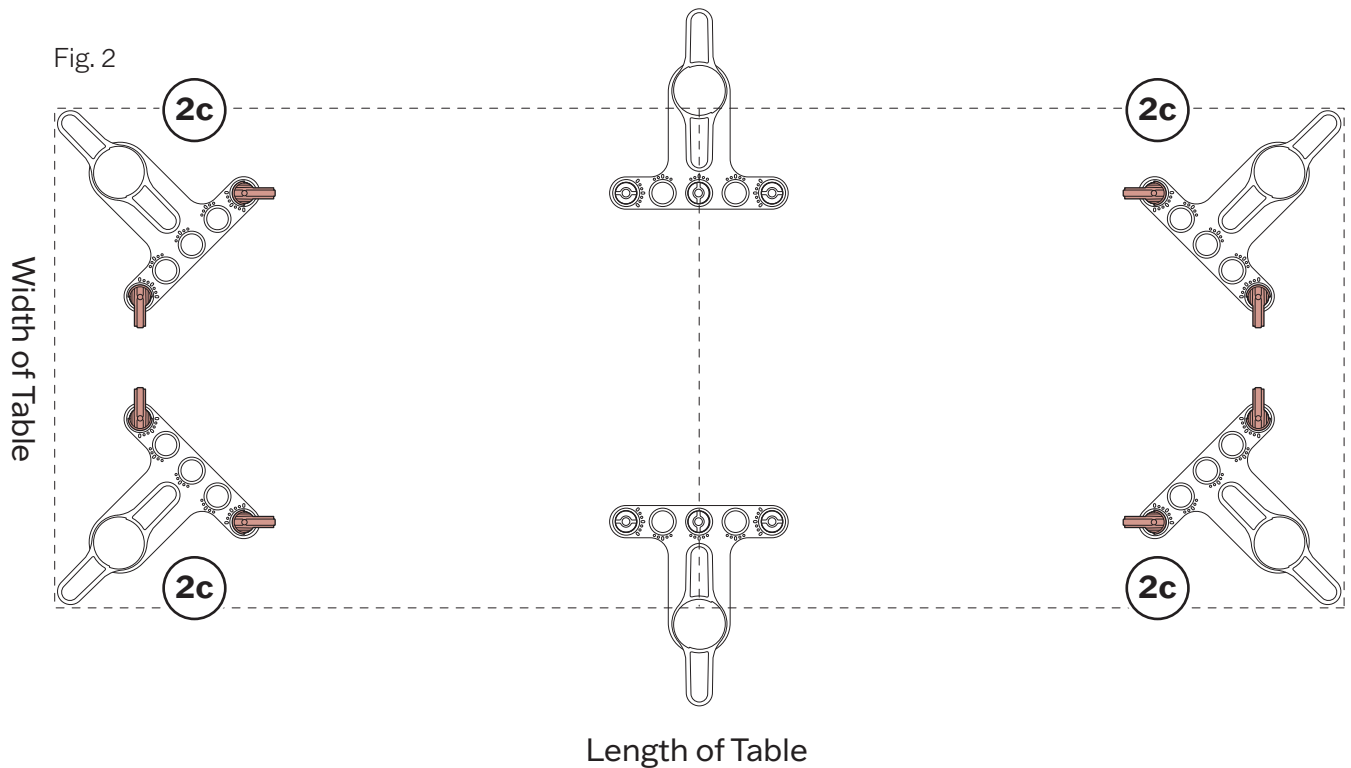


Fig. 2



3. Install Traverse End Covers to Center Legs.

Align and attach Traverse End Covers to Center Leg Mount Castings wherever there is a Plastic Nut Assembly installed 3a & 3b).

Refer to Fig. 3 for locations for the rest of the Traverse End Covers (3c).

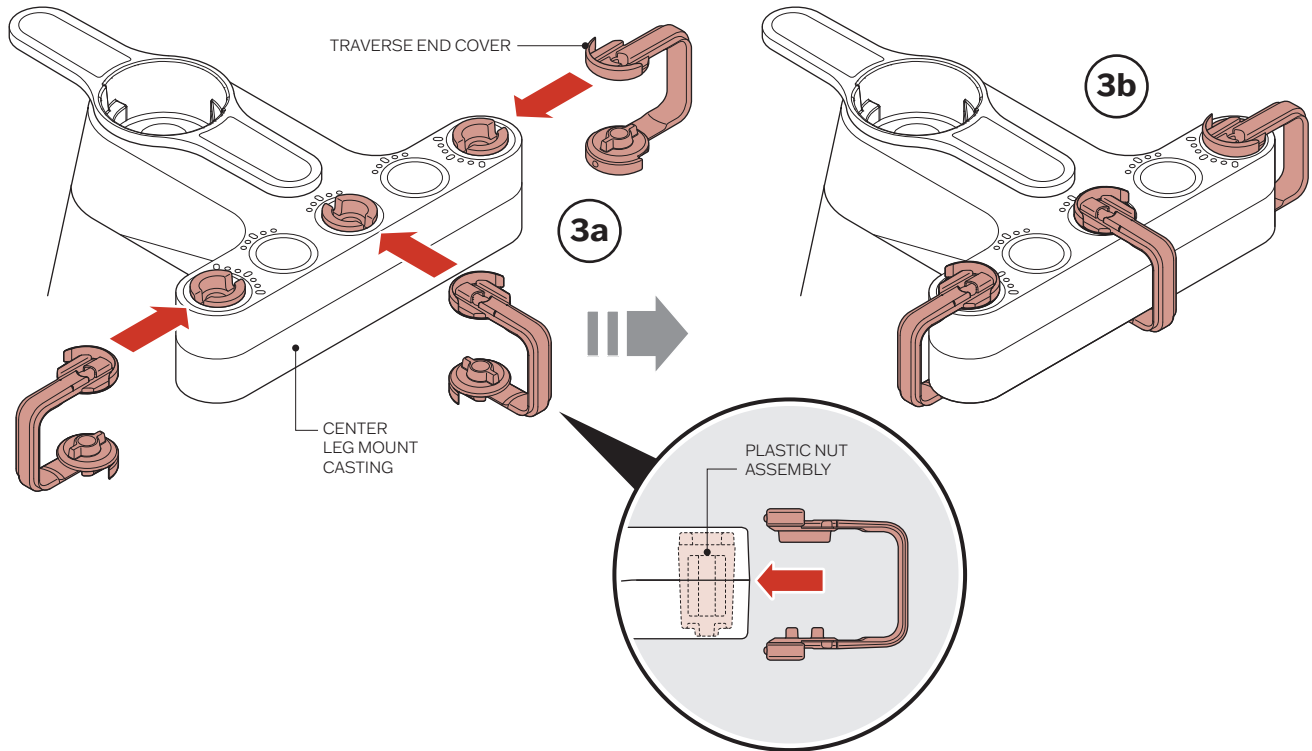
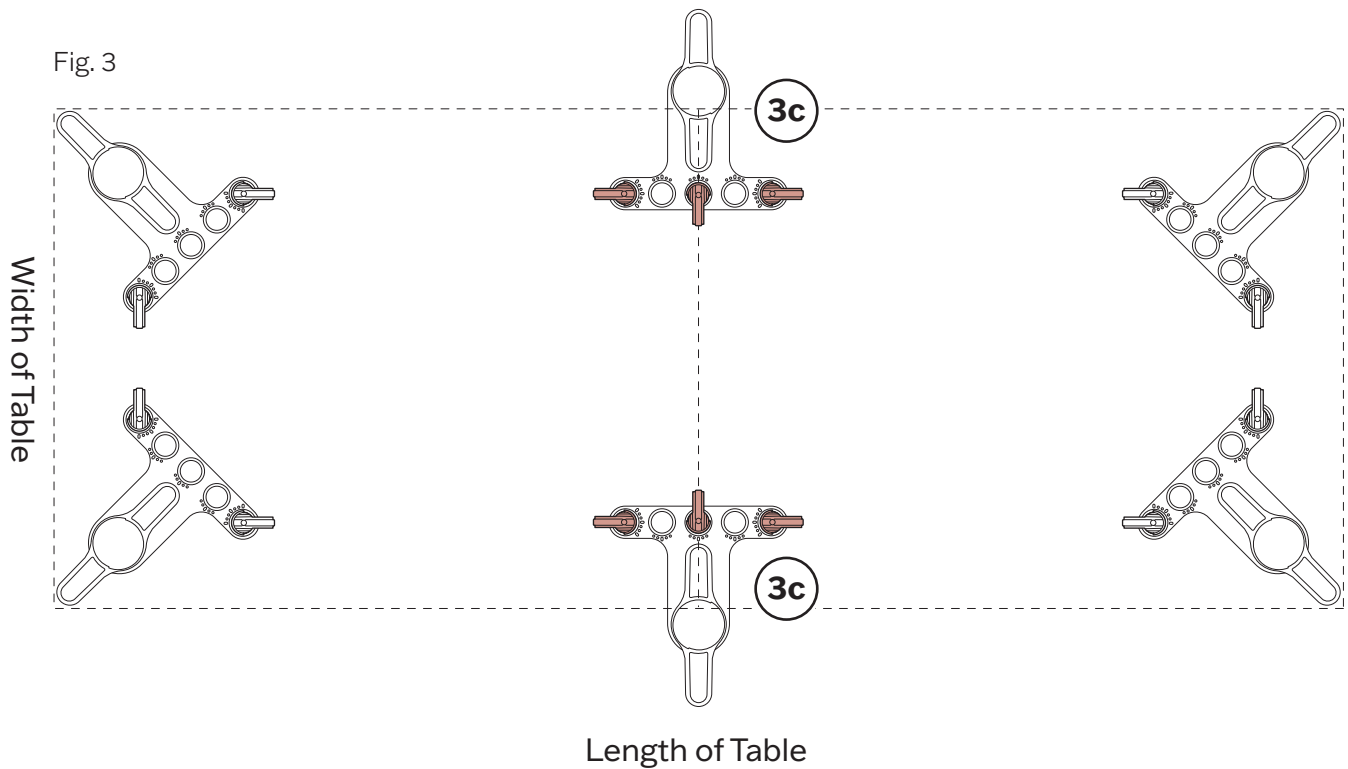


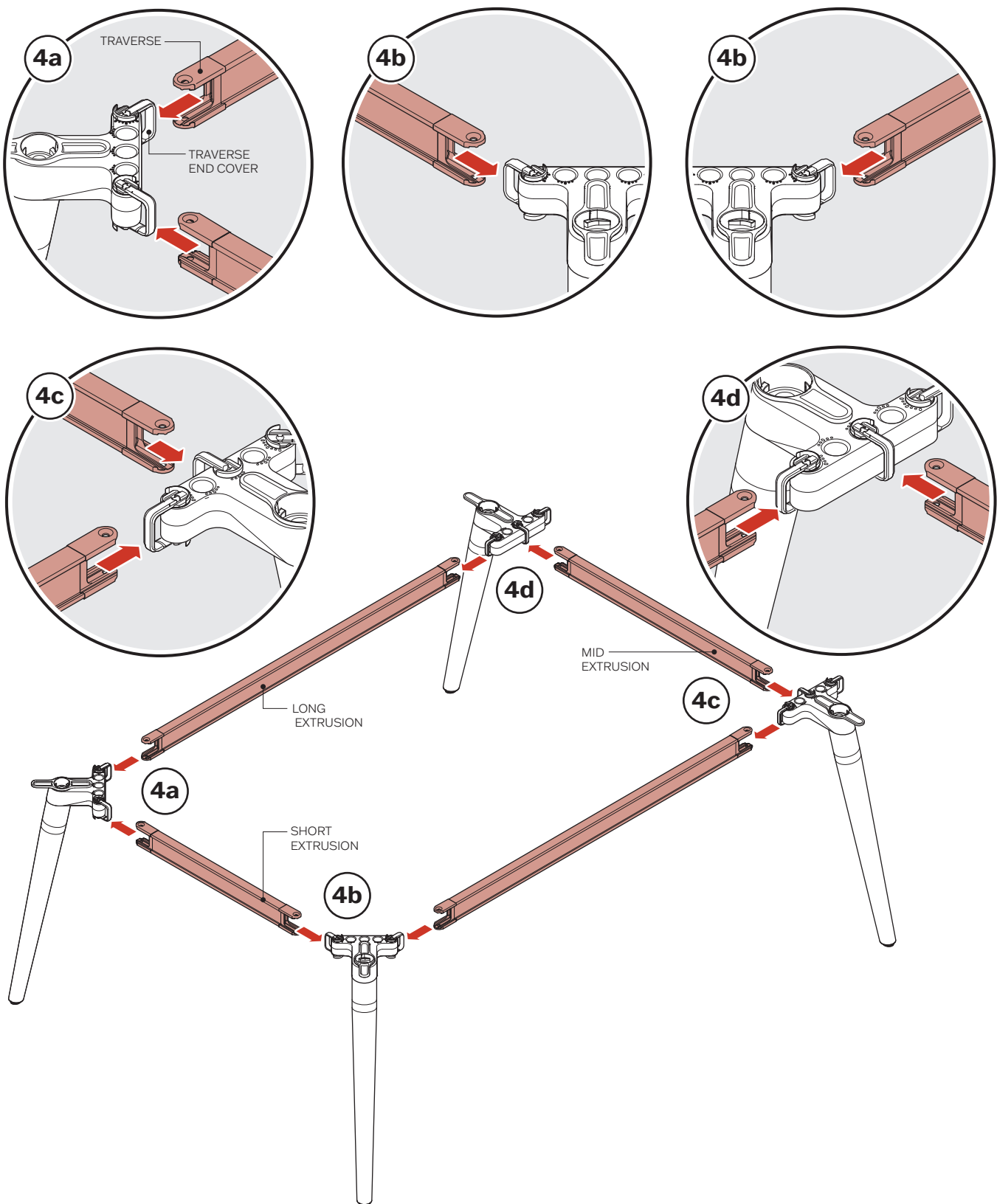
Fig. 3



4. Attach 1st Set of Traverses.

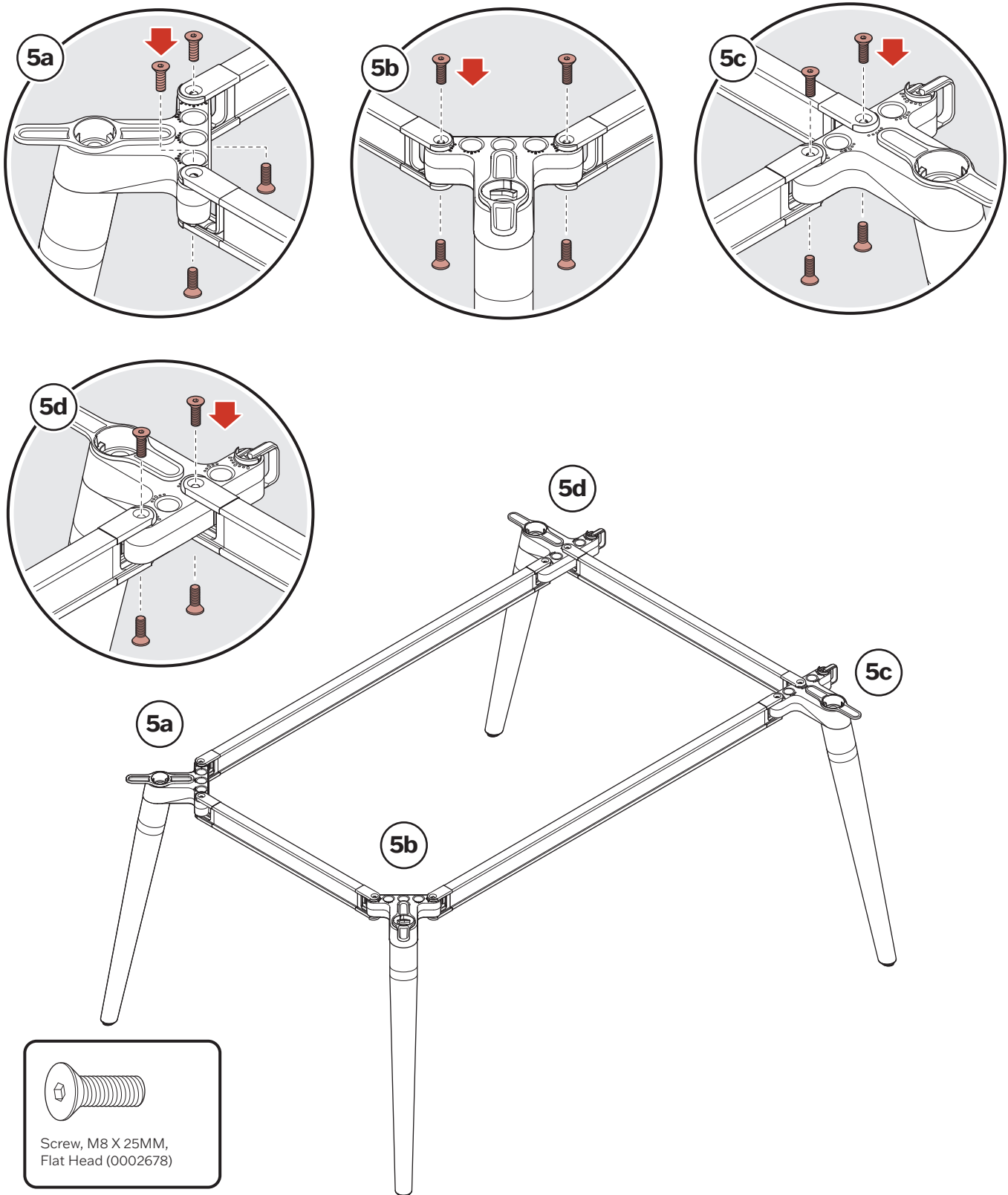
Slide Traverses over each Traverse End Cover (4a thru 4d) to attach the Legs and build the Base. Assemble as shown.

Note: The Long Traverses will run parallel to the length of the Table.

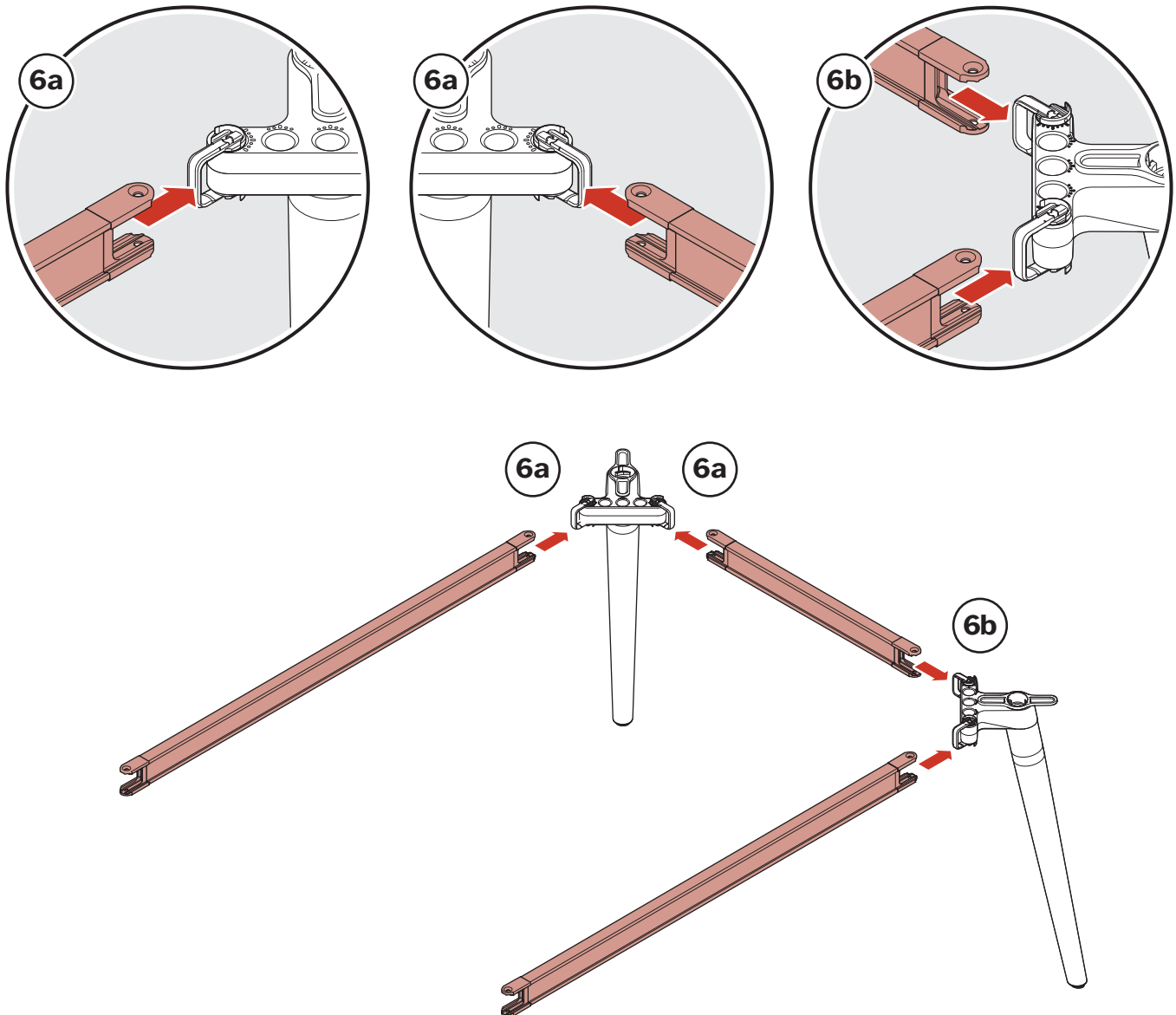


5. Secure Base.

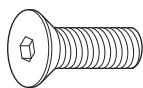
Using a 5mm Hex Wrench, secure Traverses by threading (4) M8 x 25MM screws into each Plastic Nut Assembly from above and below (5a thru 5d).



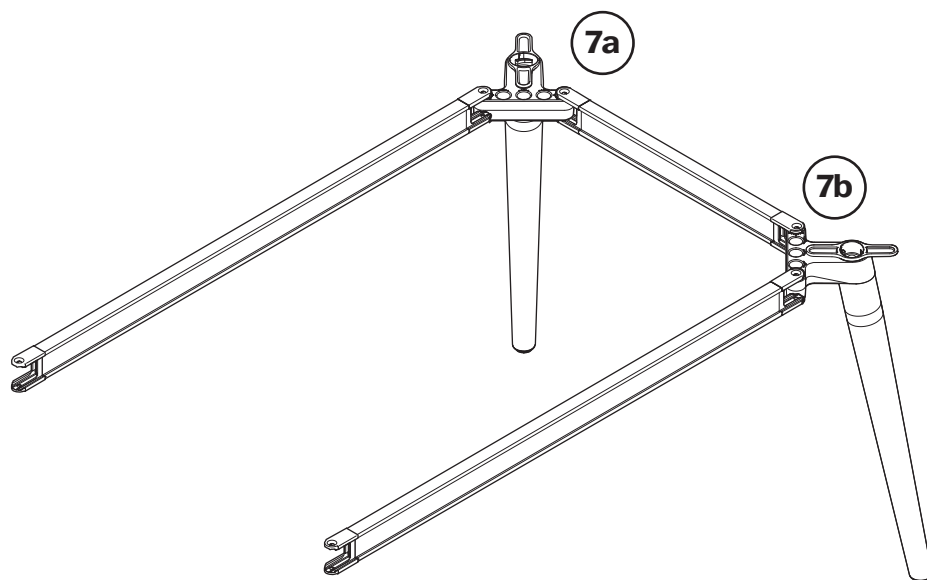
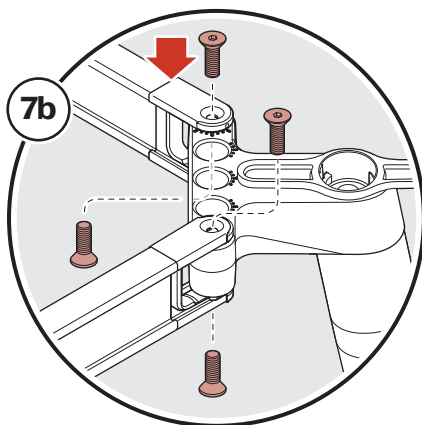
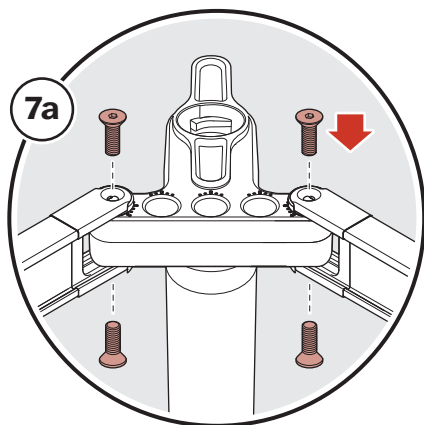
6. Attach 2nd Set of Traverses.



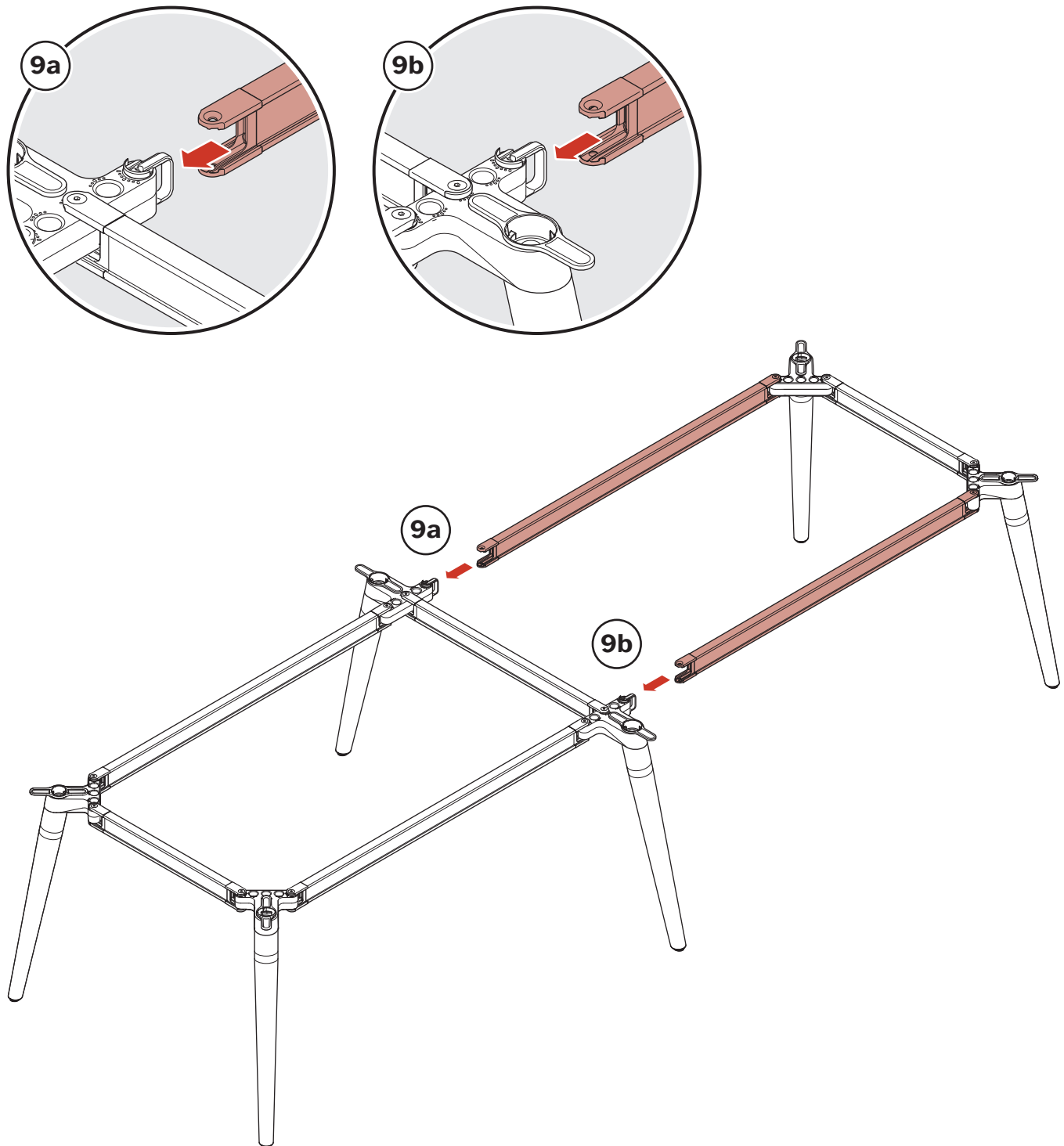
7. Secure Base.



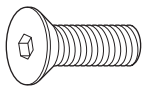
Screw, M8 X 25MM,
Flat Head (0002678)



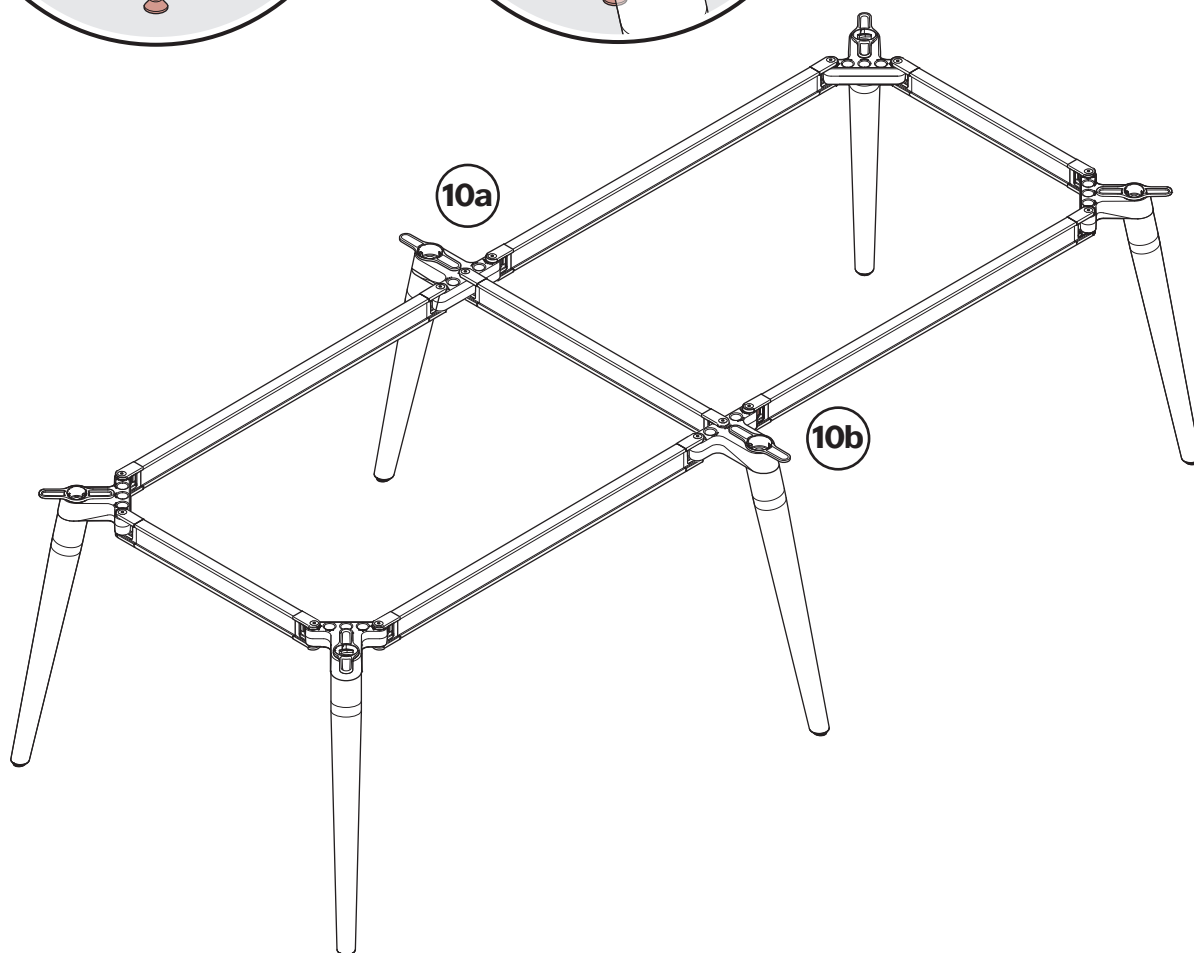
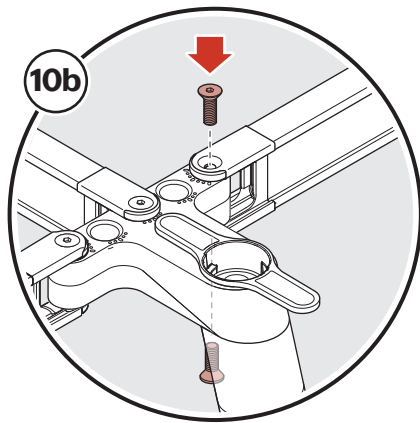
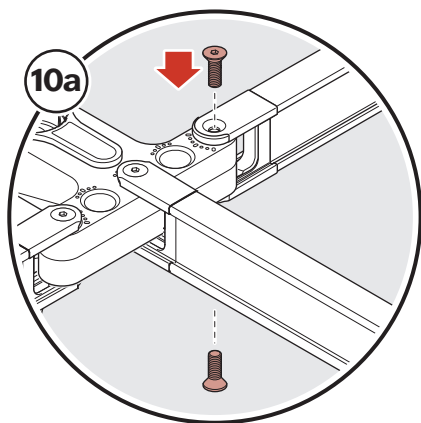
9. Complete Base Assembly.



10. Secure Base.

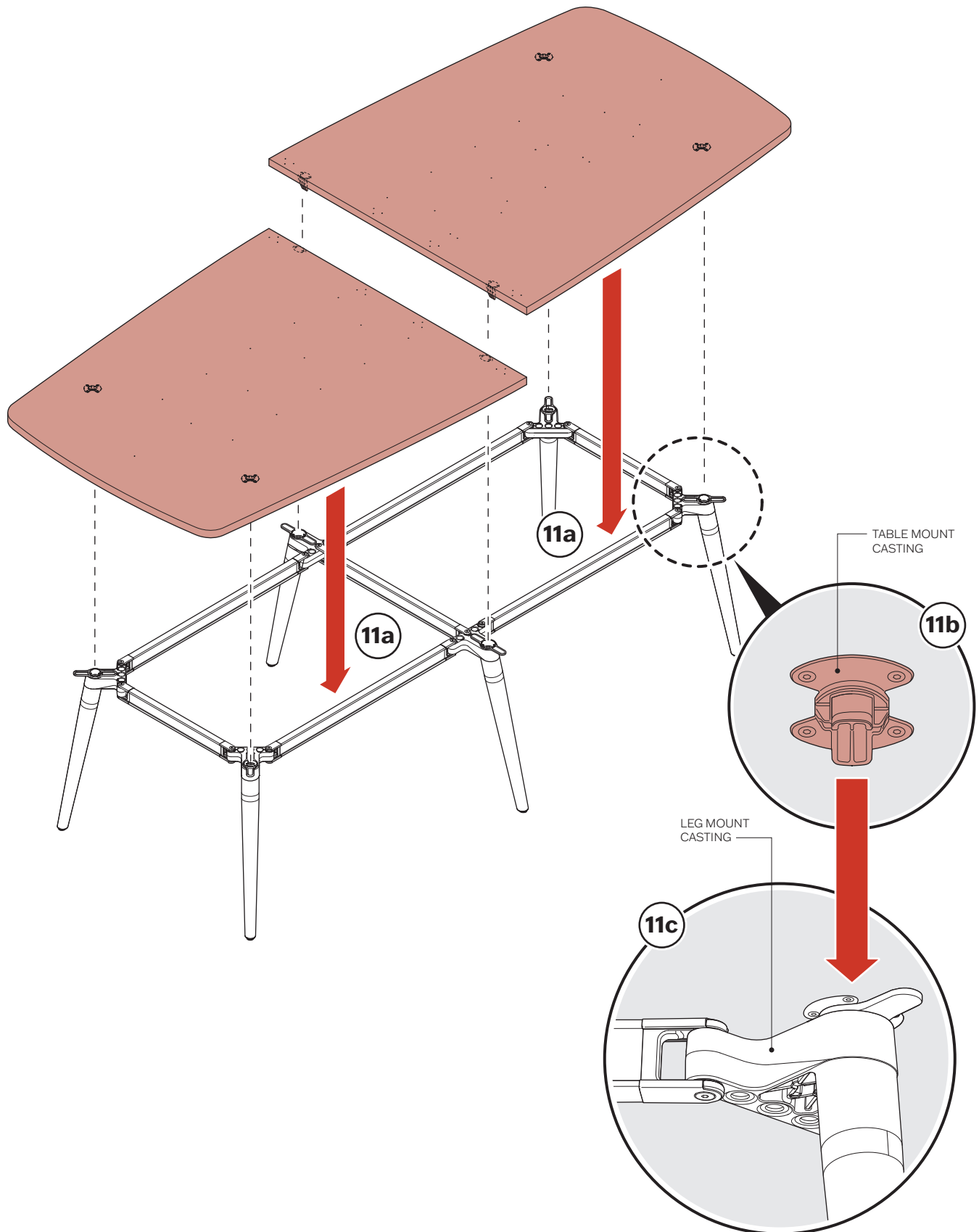


Screw, M8 X 25MM,
Flat Head (0002678)



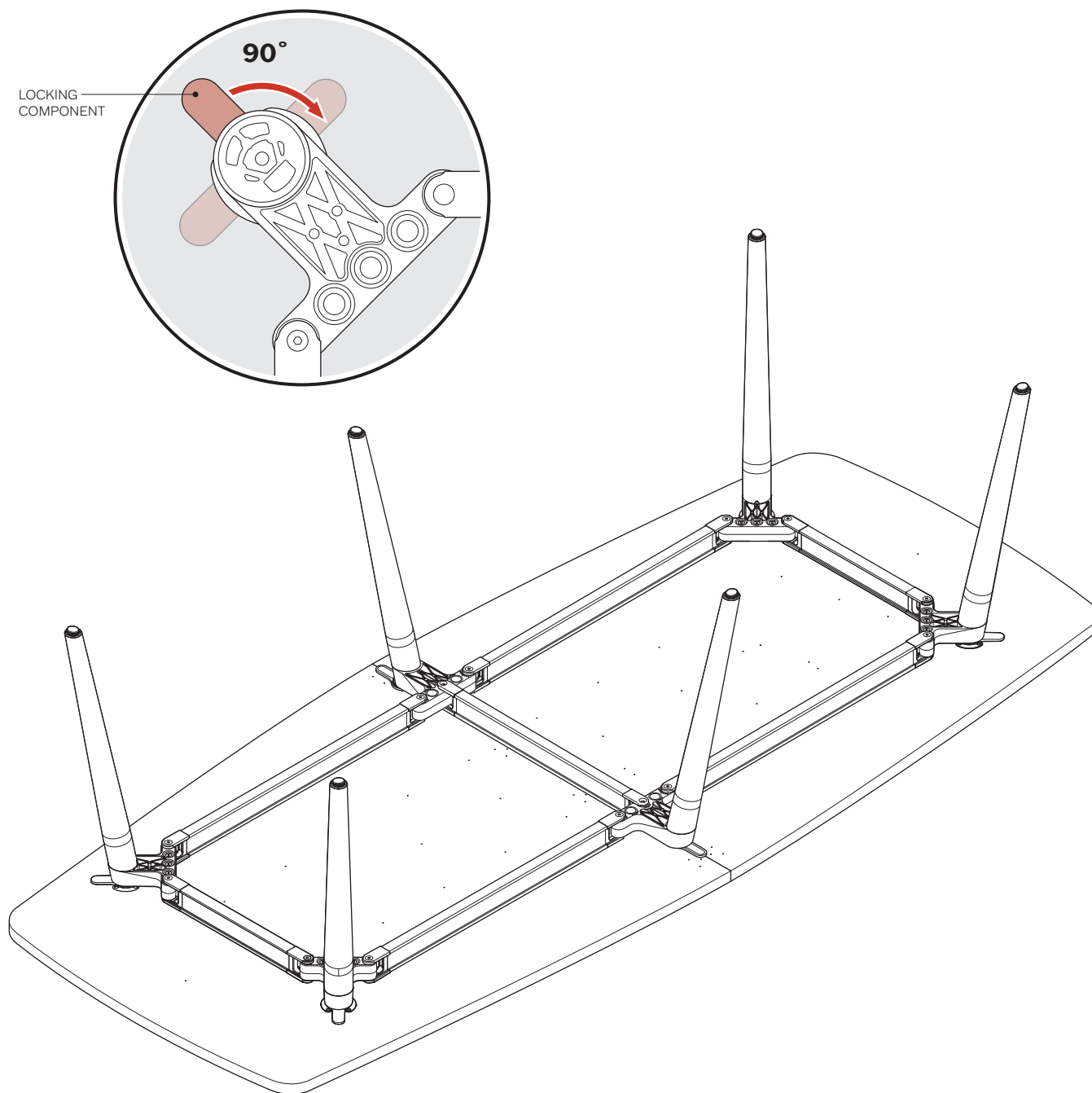
11. Install Top Surface (Two Piece Top).

Place Top Surfaces onto Base (11a) making sure the Table Mount Castings (pre-installed) (11b) are placed into the receiving ends of each Leg Mount Casting (11c).



12. Install Top Surface (Two Piece Top continued).

Turn all six (6) locking components in leg 90° to secure top.



13. Attach Optional Cable Tray.

Align each Cable Tray with five (5) pilot holes in the surface (13a). Attach the each Cable Tray using five (5) #10 x 5/8" Phillips Head Screws (13b). Flip table over.



Screw, #10 x 5/8, BK,
Phillips (0002148)

