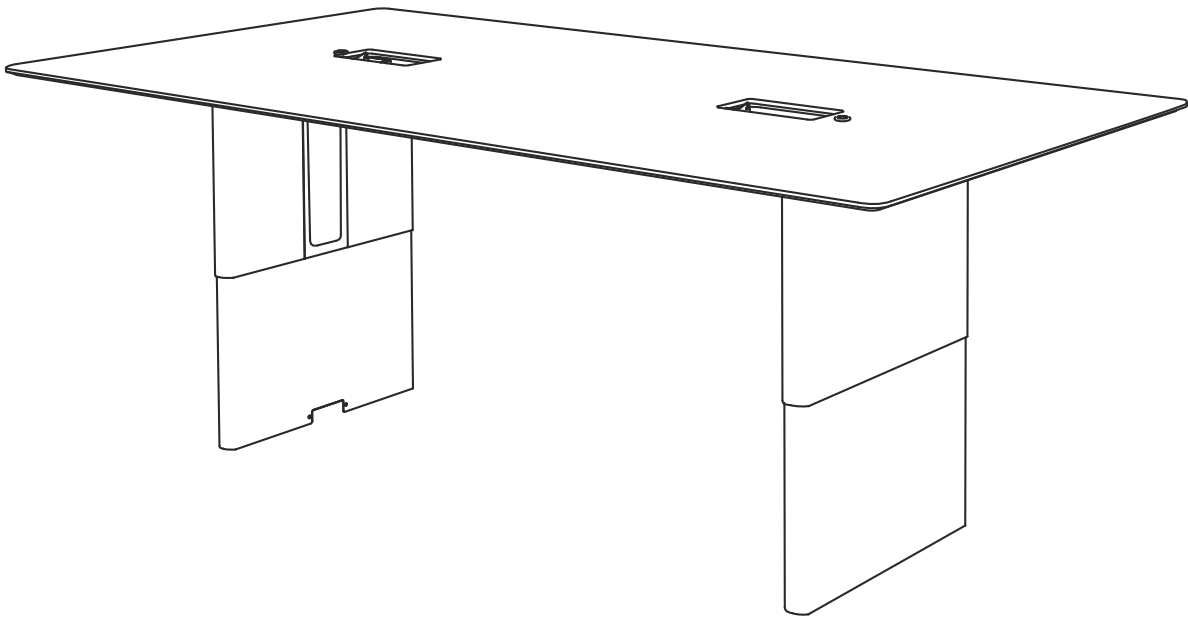


# ASSEMBLY

Tia 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).

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## DANGER

To reduce the risk of electric shock:

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

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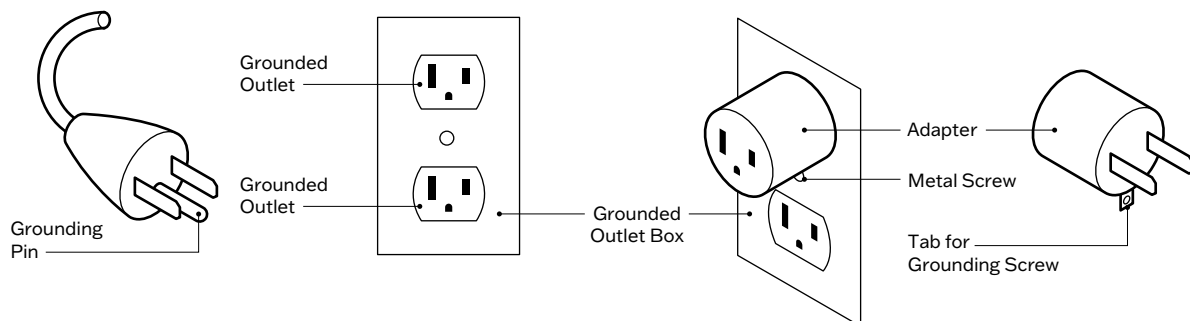
## WARNING

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.

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## 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.

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## 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

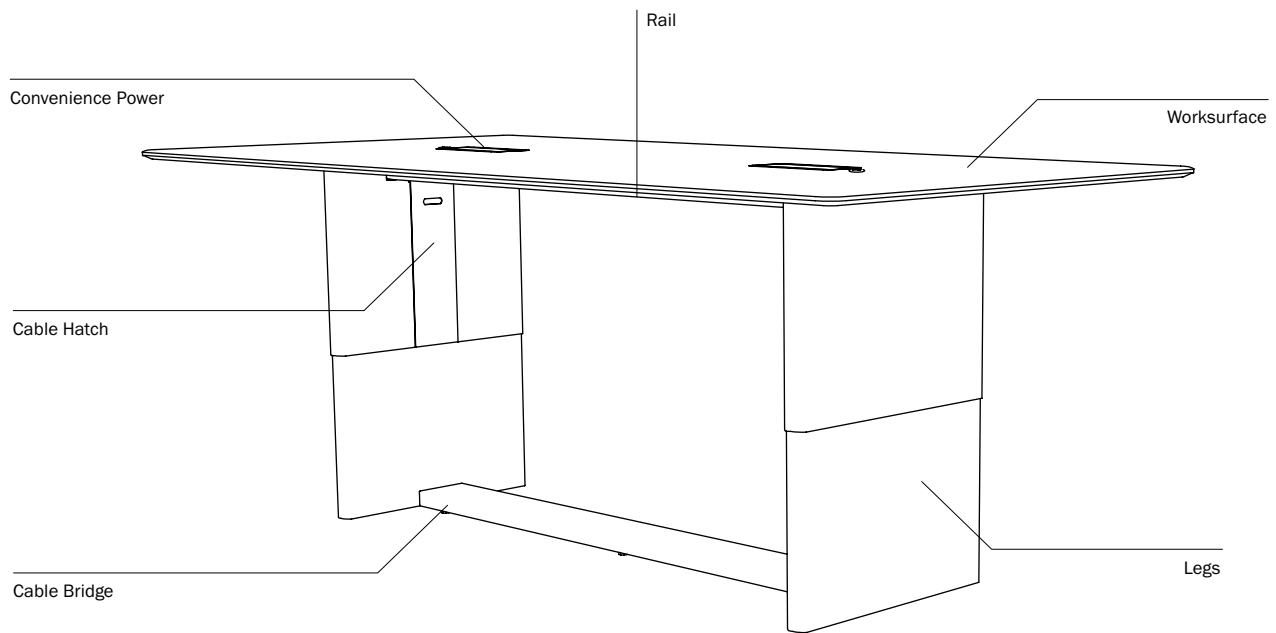
**OPERATING INSTRUCTIONS** – Please refer to the provided Installation Instructions and User Guide.

**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.

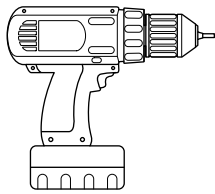
# Tia Conference Table Typical



WARNING — 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.

WARNING - For commercial use only.

# 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



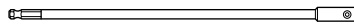
3mm Hex Drill/  
Driver Bit



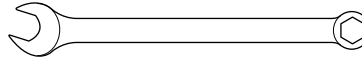
4mm Hex Drill/  
Driver Bit



T25 Torx Bit

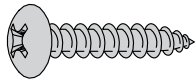


18" EXTENSION



12mm WRENCH

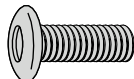
# Hardware



#10x1"  
Pan Head Wood  
Screw (122850)



#10x5/8"  
Pan Head Wood  
Screw (122800)



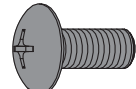
M6-1x12mm  
Button Head Socket Cap  
Screw (125290)



10-32 x 3/8"  
Phillips Machine  
Screw (121376)



Black Push Rivet  
(0000822)



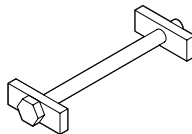
1/4-20x5/8"  
Pan Head Phillips  
(117051)



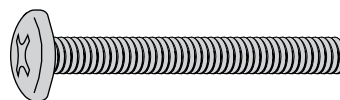
1/4"  
Bushing  
(0000826)



Alligator Clip  
(117051)



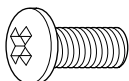
Tite Joint Connector Bolt  
1/4-20 x 3.5" (490006)



M6-1x40mm Phillips Pan Head  
Machine Screw (125293)



M6-1x12mm Nylock  
Nut (888152)

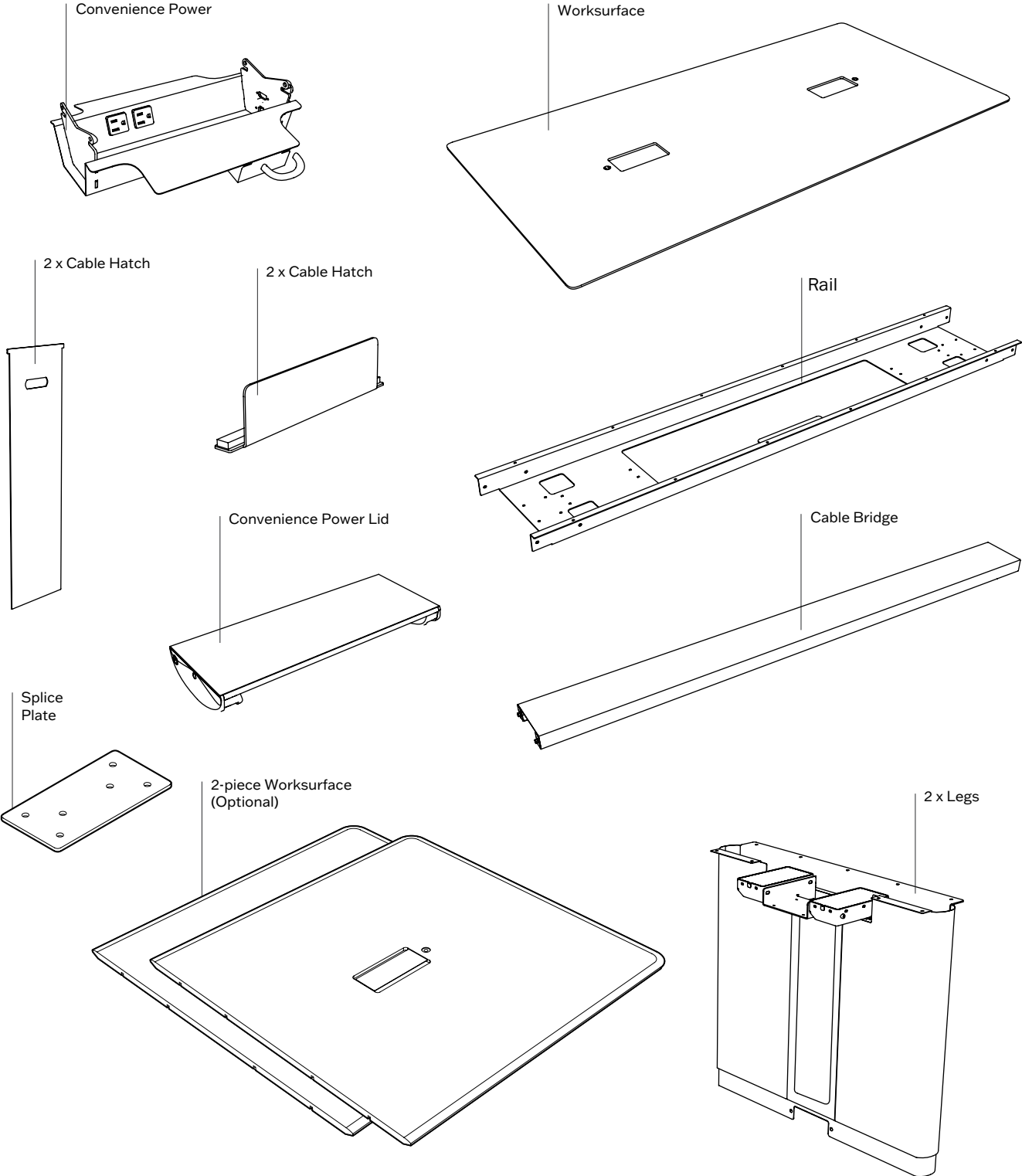


#10 x 1/3"  
Phillips Screw  
(122815)



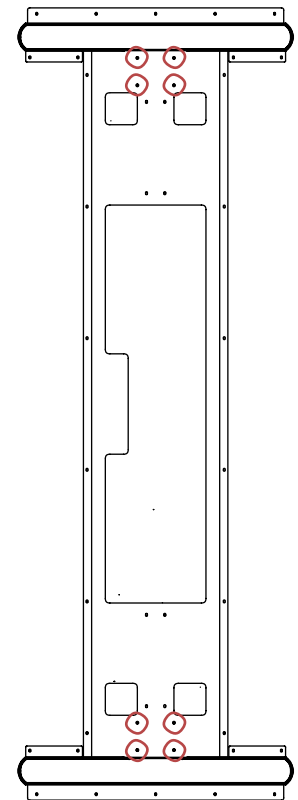
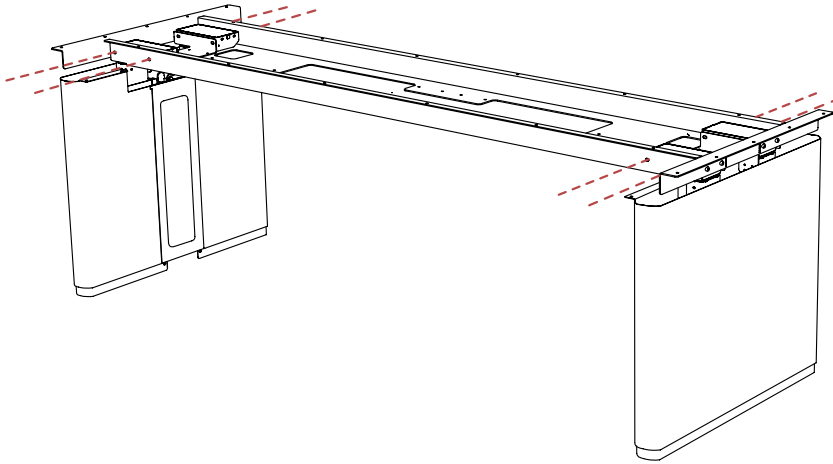
#10 x 1/3"  
Phillips Screw  
(122815)

# Essential Components-Tia Conference



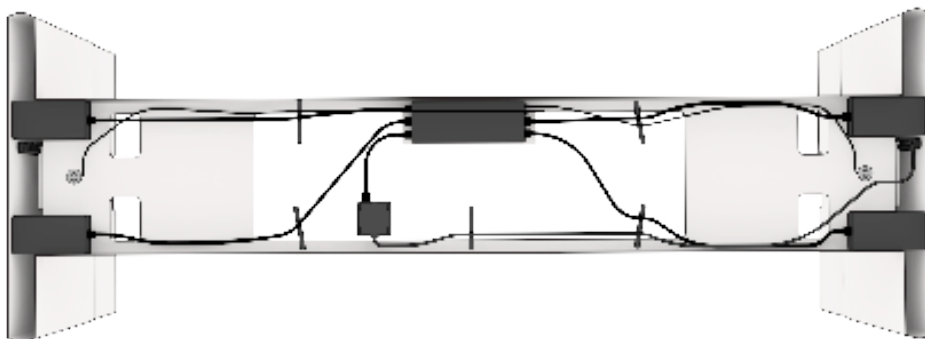
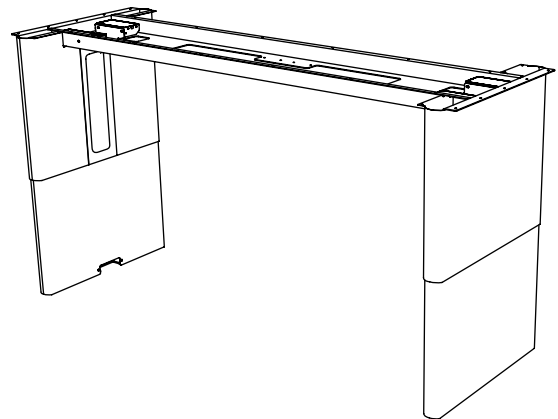
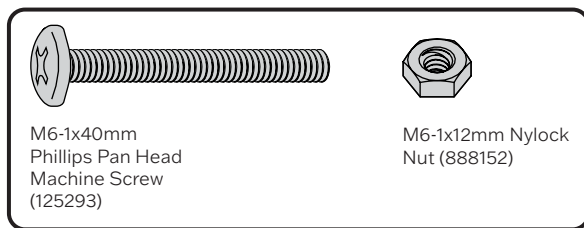
## 1. Secure Legs to Rail

Secure the Legs to the Rail with 16 M6 screws. 8 screws are driven from the underside of the rail while the other 8 are driven from the sides of the rails in the holes shown below.



## 2. Raise Legs

Connect the 4 legs to the control box. Plug the control box into a power source and temporarily attach a control switch. Raise legs to max stroke.

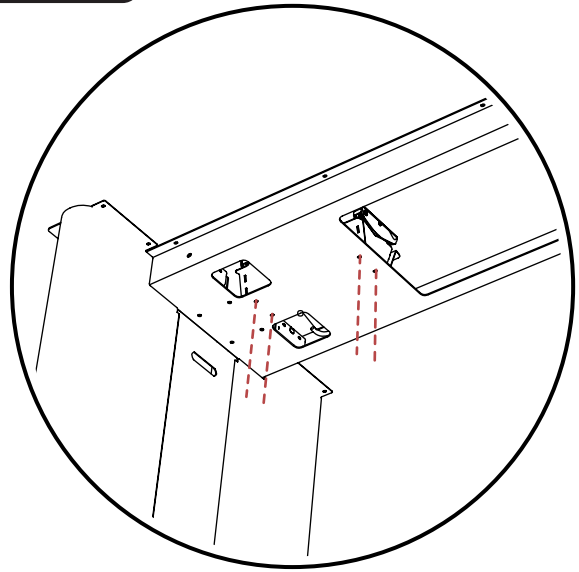
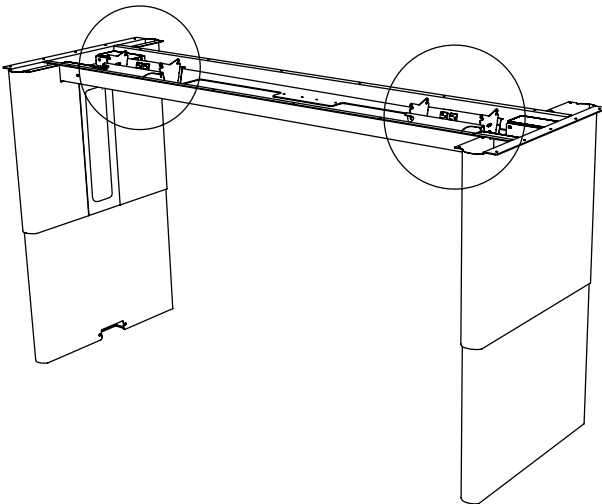


### 3. Optional: Convenience Power

Secure the convenience powers unit to the rail with 4 screws per unit in the holes shown below.

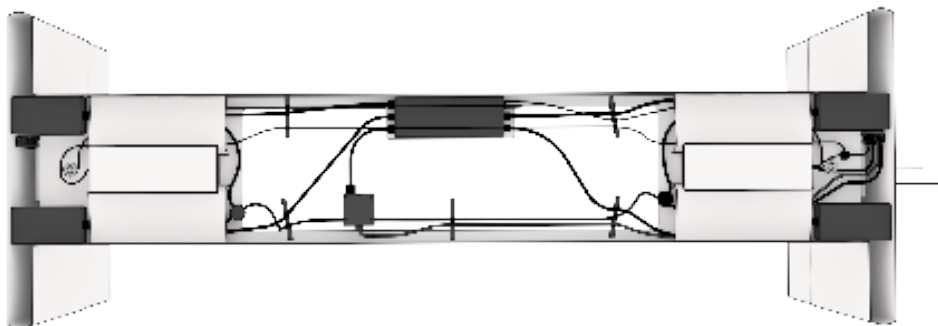


10-32 x 3/8"  
Phillips Machine  
Screw (121376)



### 4. Cable Routing

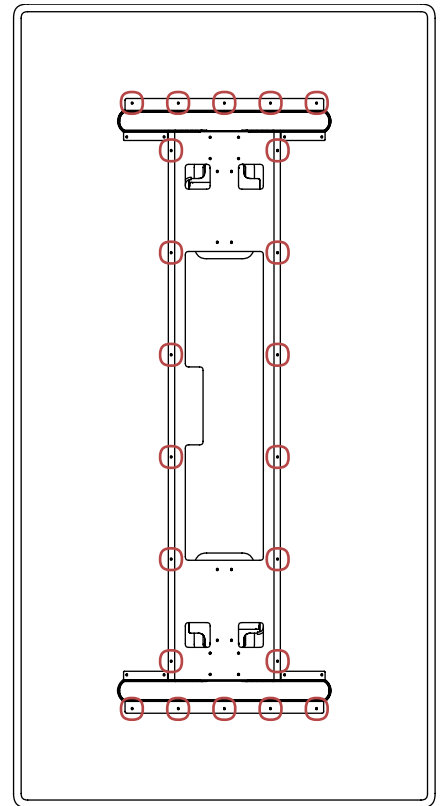
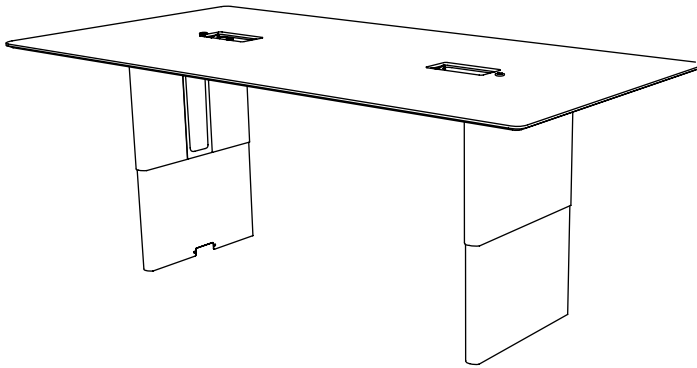
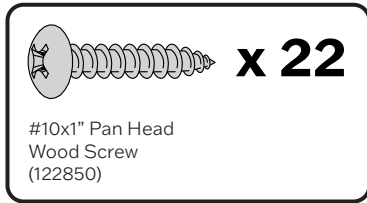
Route cables into either leg. Snap the cables into the energy chain, and then route them through the opening at the bottom of the leg.





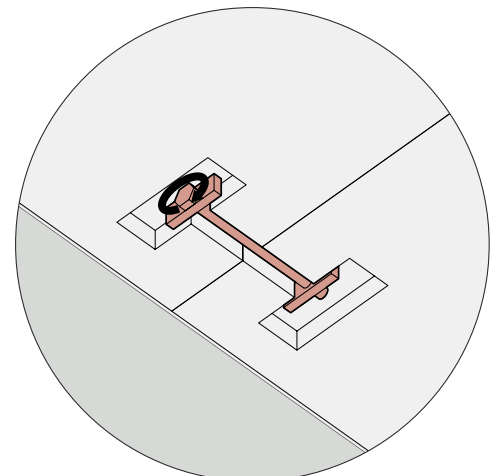
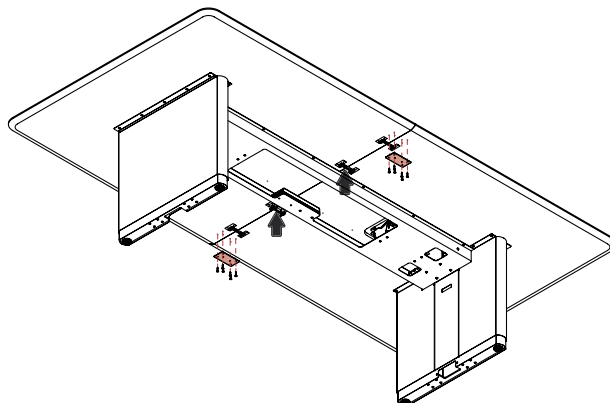
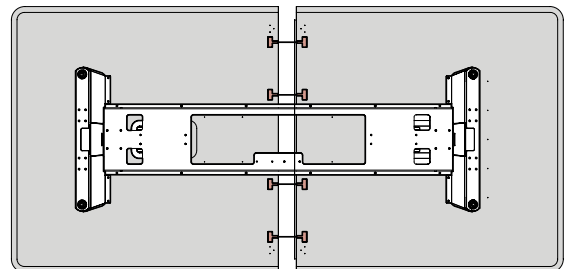
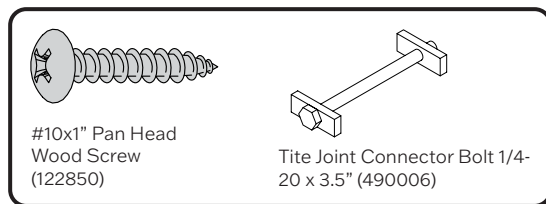
## 5. Worksurface

Place the worksurface on the leg/rail assembly. Place the control switches in the worksurface dados and route the cables to the control box. Then secure the surface to the rail with 22 wood screws in the holes shown below.



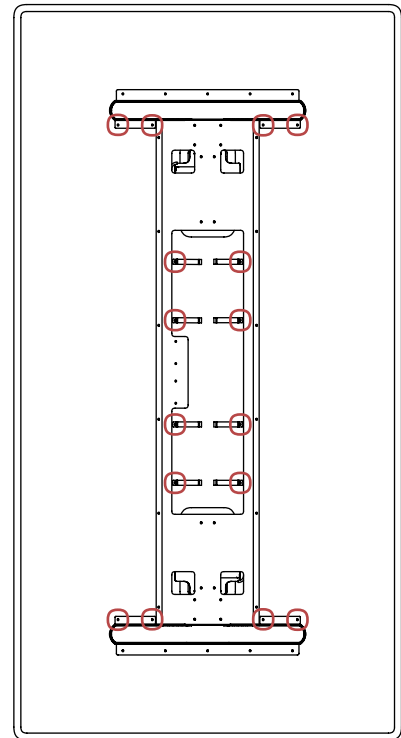
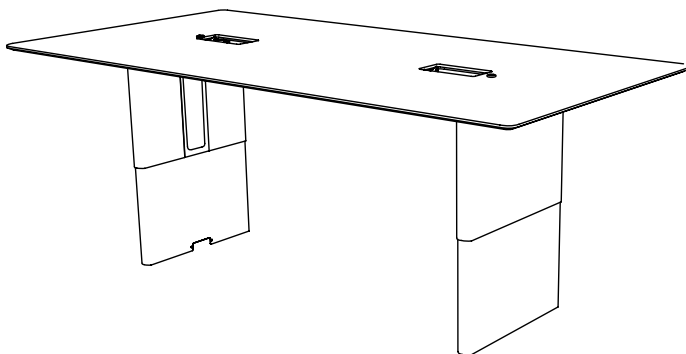
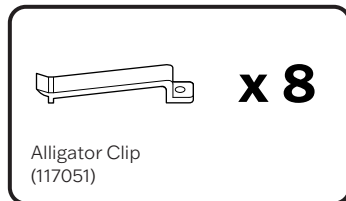
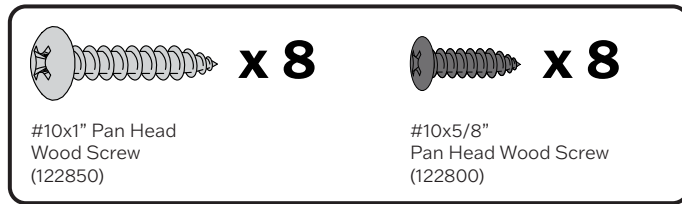
## 2-Piece Worksurface (Optional)

Place the worksurfaces on the rail spaced apart. Slide the the two halves of the two-piece worksurface together, inserting the plastic bar into the dado of the opposing surface. Clamp the surfaces together using 4 hex-head joint clamps (490006). Screw the splice plates to keep the tops aligned.



## 6. Shrouds

Secure the leg shrouds to the underside of the worksurface with 4 wood screws per shroud in the holes shown below. Then attach 8 alligator clips to the underside of the surface inside the rail in the positions shown below.



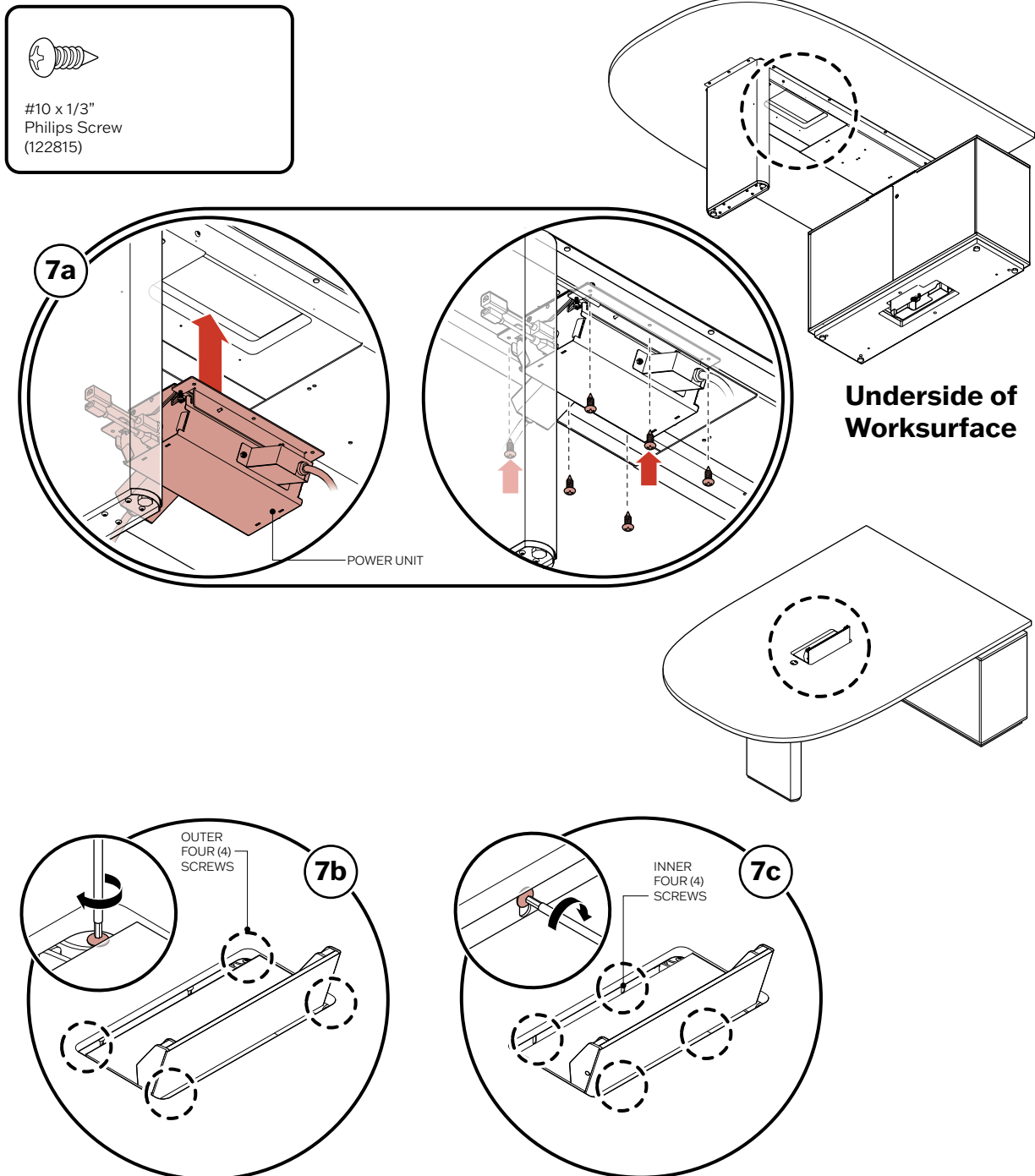
## 7 Attach the Power Unit to the Top (Optional)

If the surface is a wood grain laminate, oriente the power unit with the lids matching the direction of the grain on the surface. The (2) L-brackets should be loosely attached to the unit through slots in the side of the power pan.

Secure the power unit to the underside of the worksurface through the mounting holes in the L-brackets. If applicable, connect an HDMI or CAT6 data cable to the female/female adapters provided (7a).

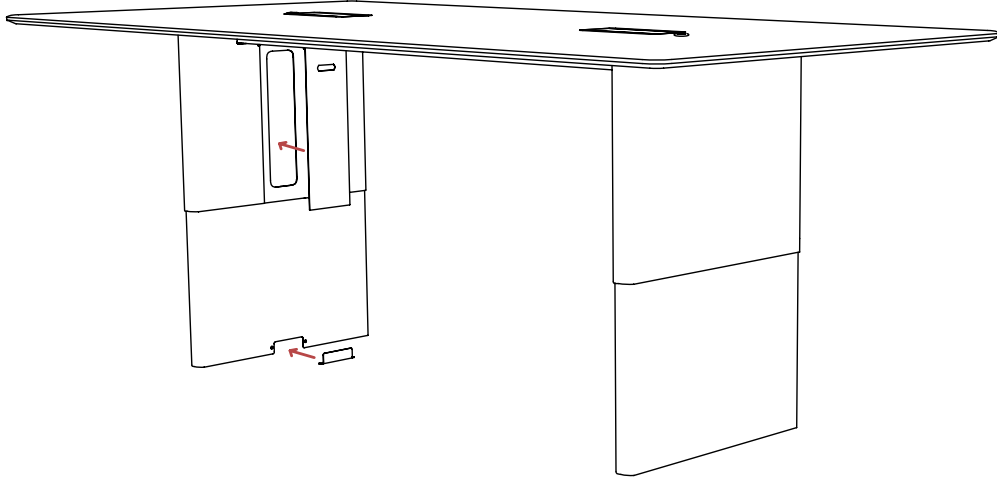
With the (4) inner L-bracket screws loose, adjust the (4) screws in the outer corners of the cutout until the flip lid is flush with the worksurface (7b).

Tighten the (4) side screws once levelness is achieved (7c).



## 8. Covers

Cover the openings in the legs with the magnetic cover plates. There are two covers per leg.



## 9. Covers

Cover the openings in the legs with the magnetic cover plates. There are two covers per leg.

