

Assembly Instructions ■

Pirouette™ Tables

Nesting-Base with Villa, PowerUp or No Power

August 2018

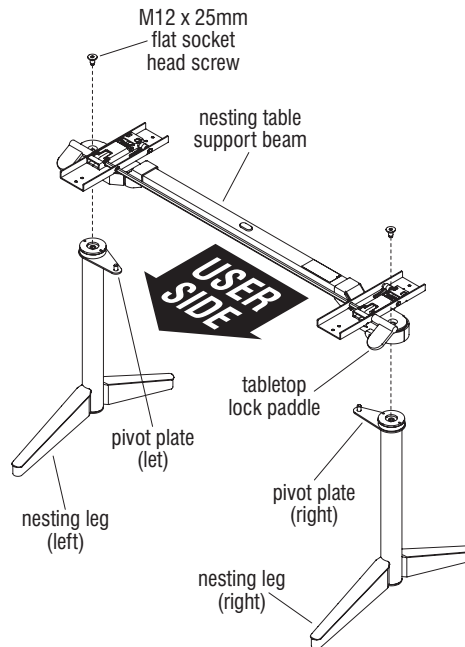


Figure 1 - Leg Installation

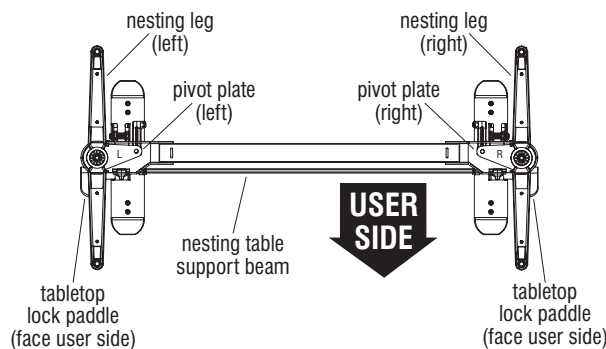


Figure 2 - Leg Installation Bottom View



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 personal injury.

Tools Required

- Cordless Drill/Screwdriver
- #2 Phillips Driver Bit
- #3 Phillips Driver Bit
- 3/4" Open End Wrench
- 8mm Allen Wrench

Nesting Legs to Tabletop Installation

1. Carefully remove contents from shipping cartons and identify parts and hardware supplied.

Note: The two nesting legs are different, and are labeled so under each nesting plate. An "L" or "R" is displayed to represent left- or right-hand. As labeled, the legs are designed to install to a specific side of the table support beam assembly. Take care and follow directions below when positioning legs for assembly. If legs are not installed to the proper left- or right-hand location, tables will not nest properly and disassembly and reassembly will be required.

2. Locate the nesting table support beam assembly and position it so the tabletop lock paddles face the "user side" as illustrated. Choose one nesting leg and identify if it is right- or left-hand by the letter under the pivot plate, then stand it upright. Position the nesting leg such that the pivot plate nests into the mounting location in the beam assembly at the correct left or right-hand location as illustrated using an 8mm Allen wrench. Twist in a M12 x 25mm flat socket head screw through the top of the nesting table support beam and into the top of the nesting leg being installed, but do not tighten at this time. Repeat the process to loosely attach the second leg to the support beam. Once both legs are under the support beam, use a 3/4" open end wrench to hold (but do not turn) the nut at the underside of each leg upright. Using an 8mm Allen wrench at the top, tighten the M12 x 25mm flat head screw to secure. Do not turn or tighten the nut at the bottom of the nesting legs. Repeat the process above to tighten the other leg to the support beam at the top (Figures 1 & 2).

■ Pirouette Tables™ Nesting-Base with Villa, PowerUp or No Power - Nesting Legs to Tabletop 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 personal injury.

3. Place tabletop upside down on a soft, protective surface. **Position the nesting table support beam assembly onto the center of the tabletop underside, making sure that the tabletop lock paddles on the support beam assembly face the user side.** Slide a table support end cap into position at each of the four locations on the support beam and align the mounting holes in the caps with the pre-drilled holes in the table. Use a cordless drill with a #3 Phillips bit to secure end caps and table support to underside of worksurface using two M5.5 x 42.2mm Phillips flat head wood screws at each cap location (Figure 3 & Detail A).

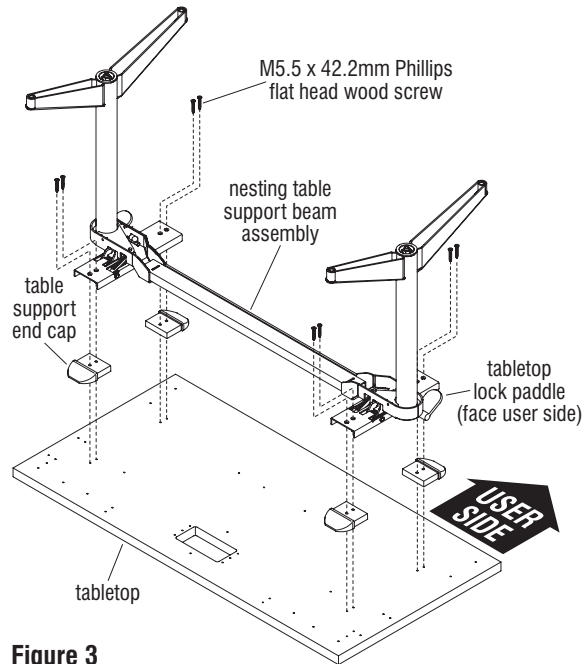
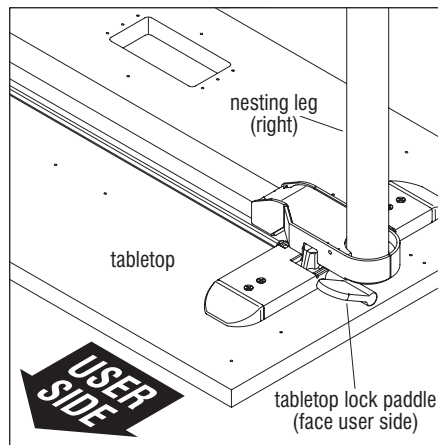


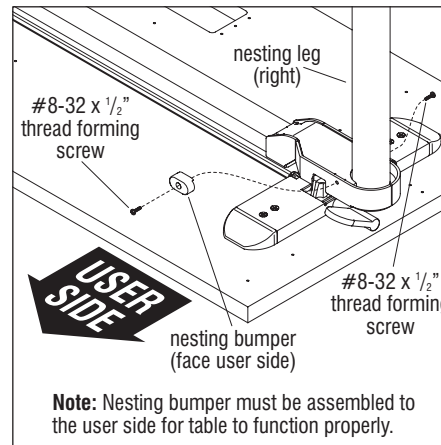
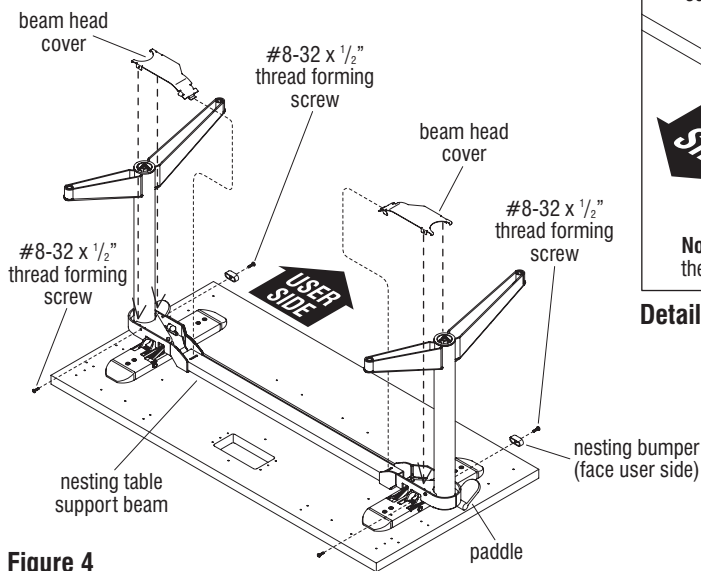
Figure 3



Detail A



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 personal injury.



Detail B

Nesting Legs to Tabletop Installation (cont.)

4. Beam head covers are right- and left-handed, so identify which cover mates at each base/beam location. Insert cover into place by first inserting the inward facing tab into the slot at the underside of the nesting table beam support, then rotate the beam head cover down and align the two tabs with the mounting holes in the base. Repeat the process for the cover on the other base end. At the side of the base opposite the user side, using a cordless drill with a #2 Phillips bit insert and tighten a #8-32 x 1/2" thread forming screw through the base and into the tab of each beam head cover as illustrated. Next, locate two nesting bumpers and place a #8-32 x 1/2" screw through each bumper, then insert and tighten the screw into the user side mounting hole, through the base and into the mounting hole in the tab in the beam head cover on both ends of the base as illustrated (Figure 4 & Detail B).

Important: For proper storing and nesting of tables, **the nesting bumpers must be installed to the user side**, the side of the base with the paddles.

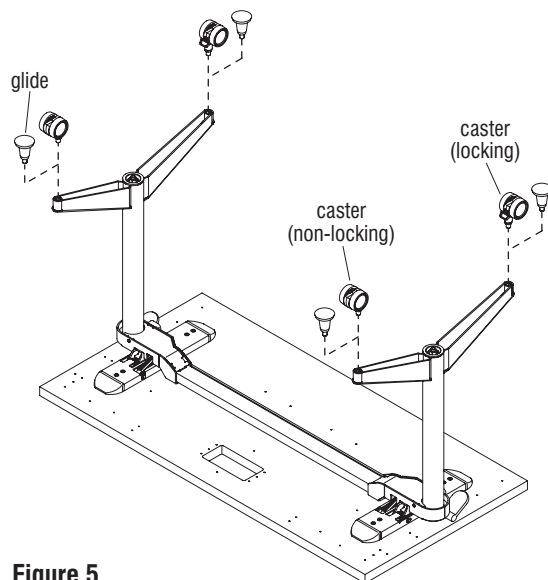


Figure 5

5. Locking and non-locking casters are provided. Locking casters are to be installed to the front, user side of each leg and non-locking casters should be installed to the rear of each leg. Use a 3/4" open end wrench to tighten casters to the foot of each leg (Figure 5).
6. To attach glides, thread stem into bottom of leg by hand (Figure 5).



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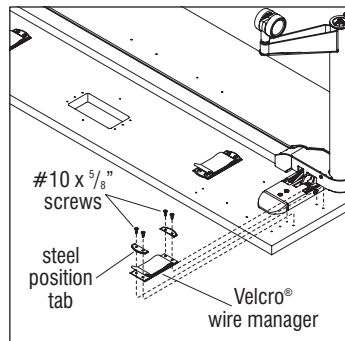
Velcro® Wire Managers Installation

Note: If optional wire trough is to be installed on table length of 60"-72", only install two Velcro wire managers closest to the side edges of the tabletop (Detail C).

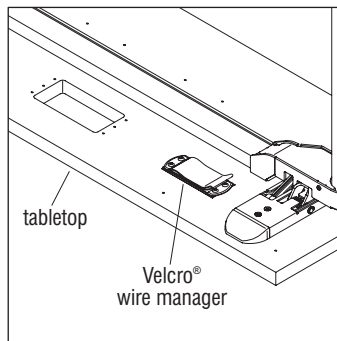
1. Position the two Velcro® wire managers (Figure 6), four if table length is 60"-72", unless wire trough is to be installed (Detail C), over the pre-drilled holes in the underside of the tabletop where illustrated. Locate and place two steel position tabs, one at each end over the mounting holes in the wire manager, then secure using four #10 x 5/8" screws, through the two position tabs, wire manager mounting holes and into the tabletop. Do not over-tighten (Figure 6).

Note: Velcro® wire managers must be rotated 90° to mount onto the underside of any 18" depth tabletop (Detail D).

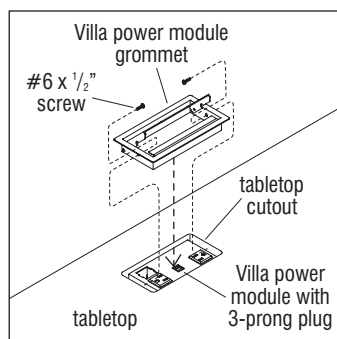
2. Push the grommet into the cutout, tap lightly with a rubber mallet if required, use caution to avoid scratching the grommet (Detail E).
3. Secure the grommet to the tabletop by inserting two #6 x 1/2" screws through the holes on the inside of the module into the cut edge of the top (Detail E).



**Detail C - Velcro Wire Manager
(60", 66", 72" tabletop only)**



**Detail D - Velcro Wire Manager
(18" tabletop only)**



Detail E

Pirouette Table with Villa Power Module with 3-Prong Plug

Note: If tables are configured table-to-table or back-to-back, tables must be mechanically connected with gangers or splice plates.

1. Position the Villa power module with 3-prong plug on the underside of the tabletop above the cutout. Orient the notch in the module to face the user side (Figure 7).
2. Align the six mounting holes on the power module with the six pre-drilled holes in the tabletop, then secure the bracket to the underside of the tabletop with the six #8 x 3/4" screws provided (Figure 7).

Pirouette Table with Villa Power Module Grommet

1. Position the Villa power module grommet above the tabletop cutout with the lid opening towards the user (Detail E).

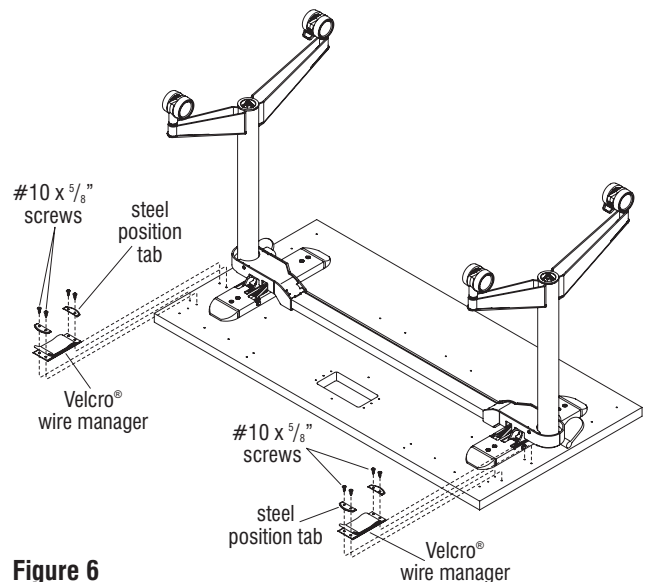


Figure 6

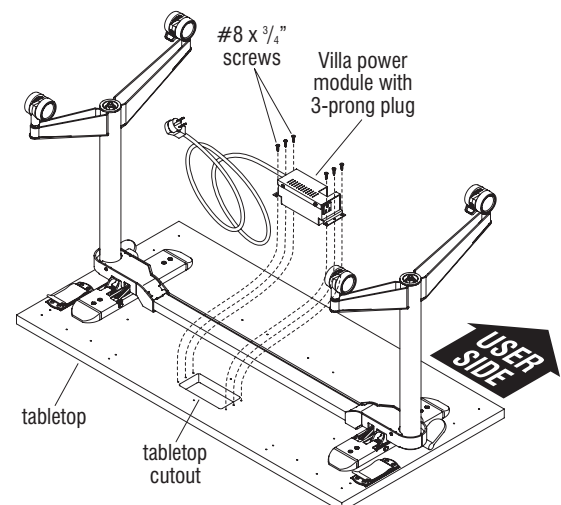
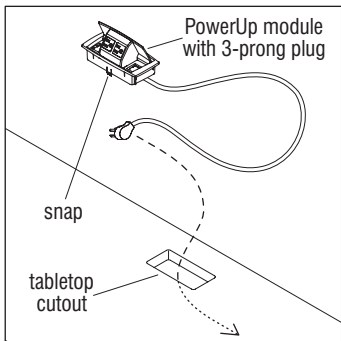


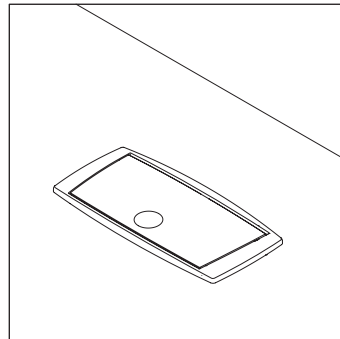
Figure 7



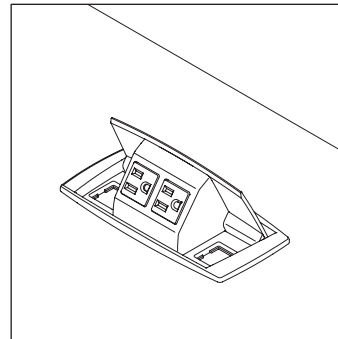
Assemble units as described herein only. To do otherwise may result in instability. All screws, nuts and bolts must be tightened securely and must be checked periodically after assembly. Failure to assemble properly, or to secure parts may result in assembly failure and personal injury.



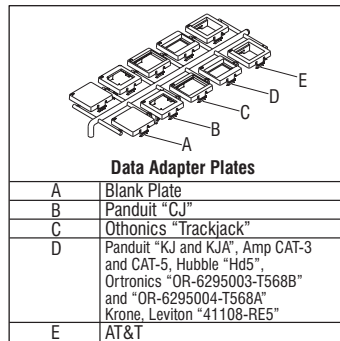
Detail F



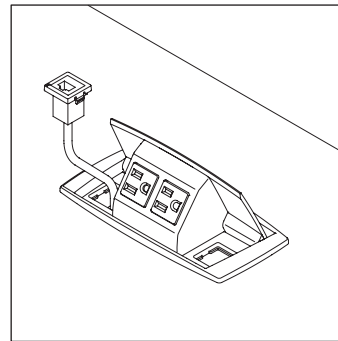
Detail G



Detail H



Detail I



Detail J

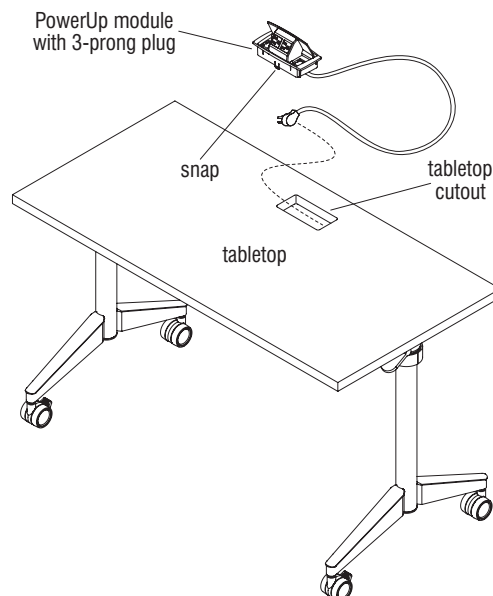


Figure 8

Pirouette Table with PowerUp Module

Note: If tables are configured table-to-table or back-to-back, tables must be mechanically connected with gangers or splice plates.

1. With the assembled table in the upright position, orient the PowerUp module as shown and route the 3-prong plug end down through the grommet hole cutout in the tabletop. Press the module down firmly into the cutout to secure in place, making sure the front and rear snaps catch under the cutout bottom edge of the tabletop (Figure 8 & Detail F).
2. To open the PowerUp module, push down lightly on the lid dimple and release. To close module, push lid down until slightly recessed in module body and release. Open and close the module to ensure smooth operation (Details G & H).
3. Select the appropriate data plate adapter for the phone/data jack to be used and carefully remove from injection molded tree (Detail I).

Note: Jacks are sold by separate companies and are not supplied with the module.

4. Wire the jack appropriately to the data plate and snap the data plate assembly into the module grommet opening as shown (Detail J).

Note: Depending on style of data jack used, it may be necessary to route the phone/data cord through the module grommet opening and data plate to install. Each installation may vary.

5. The PowerUp module may be removed without tools by squeezing the front and rear snaps located on the module under the tabletop while pushing up the module (Figure 8).

■ Pirouette Tables™ Nesting-Base with Villa, PowerUp or No Power - Vertical Wire Manager & Wire Trough

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 personal injury.

Vertical Wire Manager Installation

1. If the PowerUp or Villa power module was installed, make sure the cover is closed, then carefully rotate the table to be upside down on a soft, protective surface.
2. Strap in the module cord using the installed Velcro® wire manager (Figure 9).
3. To install vertical wire manager, route the power cord along the leg, then snap the wire manager to the post with the cord in between. Vertical wire manager easily snaps on and off the leg, to add or reconfigure cords (Figure 9).

Wire Trough Installation

Note: The wire trough is an optional accessory and must be specifically ordered.

1. If the PowerUp or Villa power module was installed, make sure the cover is closed, then carefully rotate the table to be upside down on a soft, protective surface.
2. If wire trough is provided, position the wire trough over the underside of the power module as illustrated, with the two smaller rectangular RPT mounting holes facing the back edge of the table. Route the power cord out of the end of the trough. Align the wire trough mounting holes with the pre-drilled holes in the underside of the tabletop, and secure wire trough to tabletop using six #14 x 3/4" self-tapping screws. Do not over-tighten (Figure 10).
3. Strap in the module cord using the installed Velcro® wire manager (Figure 10).

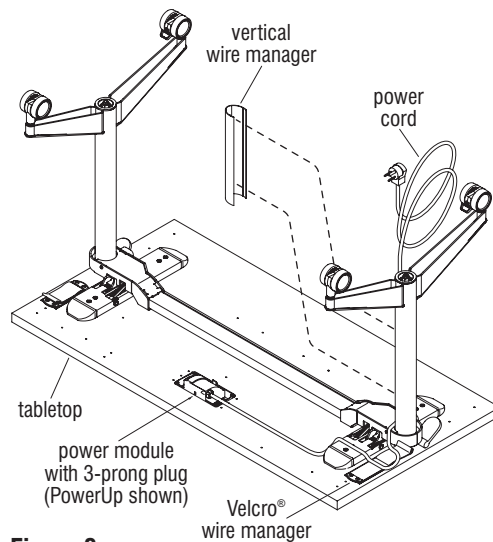


Figure 9

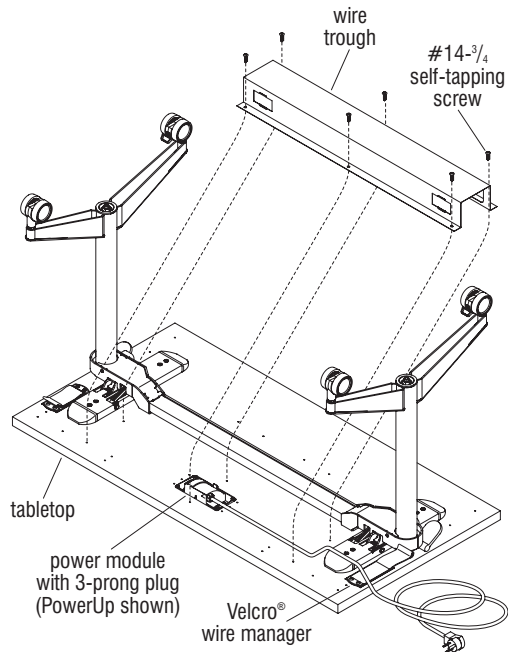


Figure 10



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 personal injury.

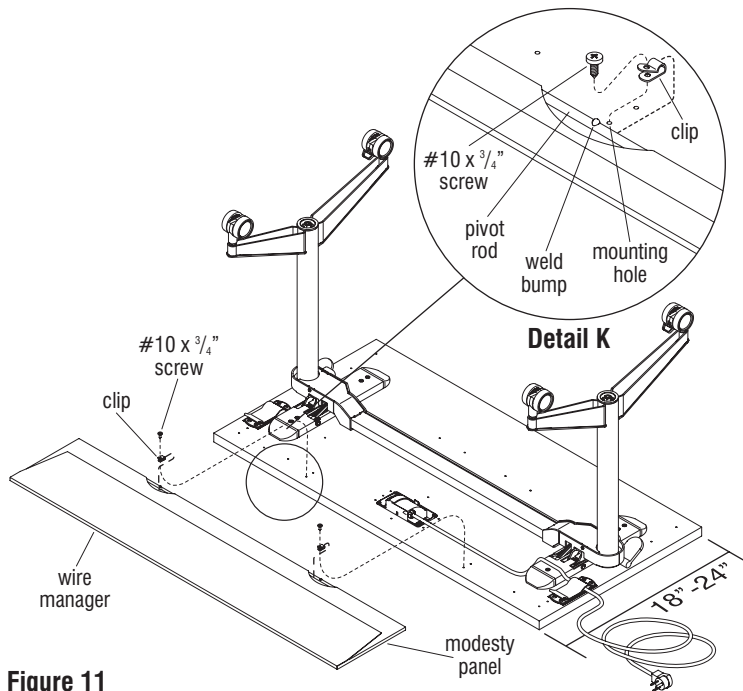


Figure 11

Modesty Panels Installation

Note: 18" to 24" deep tables may have modesty panels installed to them, but 30"-36" deep tables do not allow that option.

1. With table upside down on a soft, protective surface, position the modesty panel down near the back edge of the tabletop where it will install. The wire manager on the modesty panel should face up, and the notches exposing the pivot rod in the panel should face the back edge of the table as illustrated (Figure 11).
2. Locate the mounting clips and position them over the weld bump on the pivot rod as illustrated. The tabs with the mounting holes must face the modesty panel, or disassembly and reassembly will be required (Figure 11 & Detail K).
3. Move the modesty panel with clips up to align the mounting holes of the clips with the pre-drilled holes in the table. The mounting holes will be close to the edge near the wire trough mounting holes. Screw each clamp to the underside of the table with a #10 x 3/4" wood screw per clamp as illustrated (Figure 11 & Detail K).

Note: Pirouette Tables less than 72" in length will use two clamps per modesty panel, but 72" long tables will use three clamps to the tabletop.

■ Pirouette Tables™ Nesting-Base with Villa, PowerUp or No Power - 24", 30" & 36" Table-to-Table Ganging

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 personal injury.

WARNING: Assembly of all table components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

CAUTION: If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/tabletop.

Table-to-Table Ganging, 24", 30" & 36" Pirouette Nesting-Base Tables

Note: Take note of correct ganging hook and peg mounting locations to assure proper latching for each type of installation. The instructions on this page detail ganging of 24", 30" & 36" deep nesting-base tables table-to-table. For table-to-table ganging of 18" deep nesting-base tables, see instructions on page 10.

1. Carefully turn tables to the upright position. As illustrated, and based on the table depth, position the two ganging hooks as shown, at the underside of the first table. Install the two hooks to the first table using two pegs and #14 x 1½" wood screws. Next, install four pegs at the other illustrated locations on the first table for future use to store ganging hooks (Figure 12).
2. At the second table, install two pegs inline with the first set of pegs with installed ganging hooks and four pegs for future use to store ganging hooks (Figure 12).
3. Move tables together and swing the ganging hooks of the first table to securely engage the pegs under the second table (Figures 12 & 13).

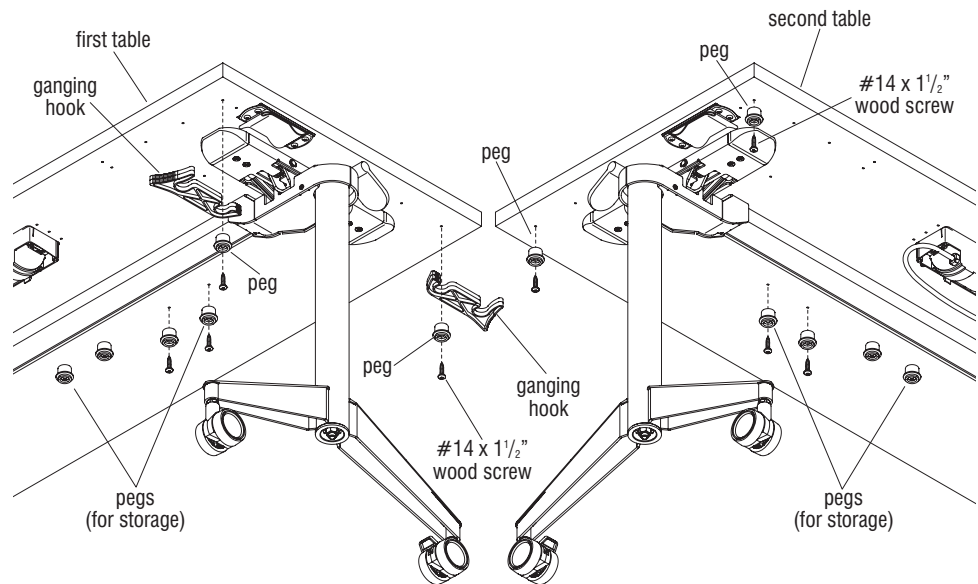


Figure 12 - 24", 30" & 36" Nesting-Base Tables with Table-to-Table Ganging

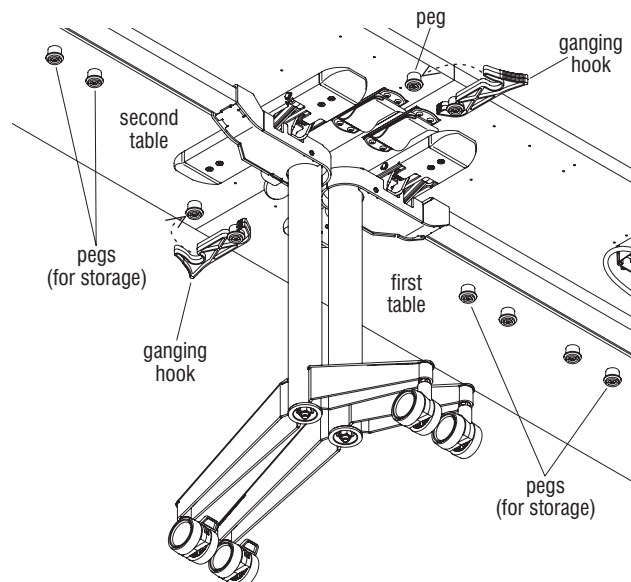


Figure 13 - 24", 30" & 36" Nesting-Base Tables with Table-to-Table Ganging

WARNING: Assembly of all table components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

CAUTION: If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/tabletop.



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 personal injury.

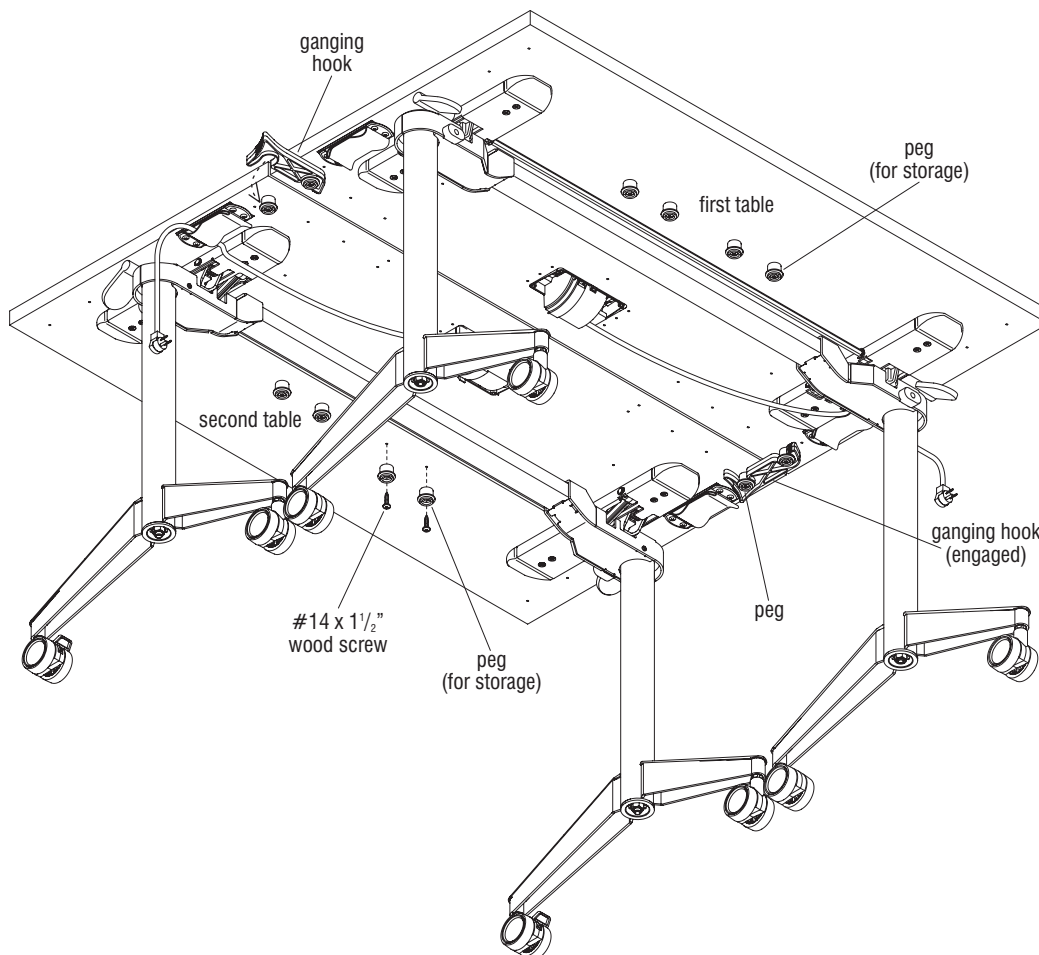


Figure 14 - Nesting-Base Tables with Back-to-Back Ganging

Back-to-Back Ganging, Pirouette Nesting-Base Tables

Note: Take note of the correct orientation of ganging hooks and peg mounting locations to assure proper latching for back-to-back ganging (Figure 14).

1. Carefully turn tables to the upright position. As illustrated, and based on the table depth, install two hooks to the first table using two pegs and #14 x 1 1/2" wood screws for back-to-back ganging of two tables. Next, install four pegs at the other illustrated locations on the first table for future use to store ganging hooks (Figure 14).
2. At the second table, install two pegs inline with the first set of pegs with installed ganging hooks and four pegs for future use to store ganging hooks (Figure 14).
3. Move tables together and swing the ganging hooks of the first table to securely engage the pegs under the second table (Figure 14).

■ Pirouette Tables™ Nesting-Base with Villa, PowerUp or No Power - 18" Table-to-Table Ganging

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 personal injury.

WARNING: Assembly of all table components must be completed before making any electrical connections. All electrically connected furnishings must also be mechanically connected.

CAUTION: If Channels (Wire Troughs) are used they are not to be used for routing extension cords. Power supply cords are not to be routed across or through more than one complete unit/tabletop.

Table-to-Table Ganging, 18" Pirouette Nesting-Base Tables

Note: Take note of correct ganging hook and peg mounting locations to assure proper latching for table-to-table installation. The instructions on this page describe hook and peg installation for ganging of 18" deep tables, table-to-table. For 24", 30" & 36" deep tables, see page 8 instructions.

1. Carefully turn table to the upright position. As illustrated, position the two ganging hooks as shown, at the underside of the first table. Install the two hooks to the first table using two pegs and #14 x 1½" wood screws. Next, install four pegs at the other illustrated locations on the first table for future use to store ganging hooks (Figure 15).
2. At the second table, install two pegs inline with the first set of pegs with installed ganging hooks and four pegs for future use to store ganging hooks (Figure 15).
3. Move tables together and swing the ganging hooks of the first table to securely engage the pegs under the second table (Figure 15 & 16).

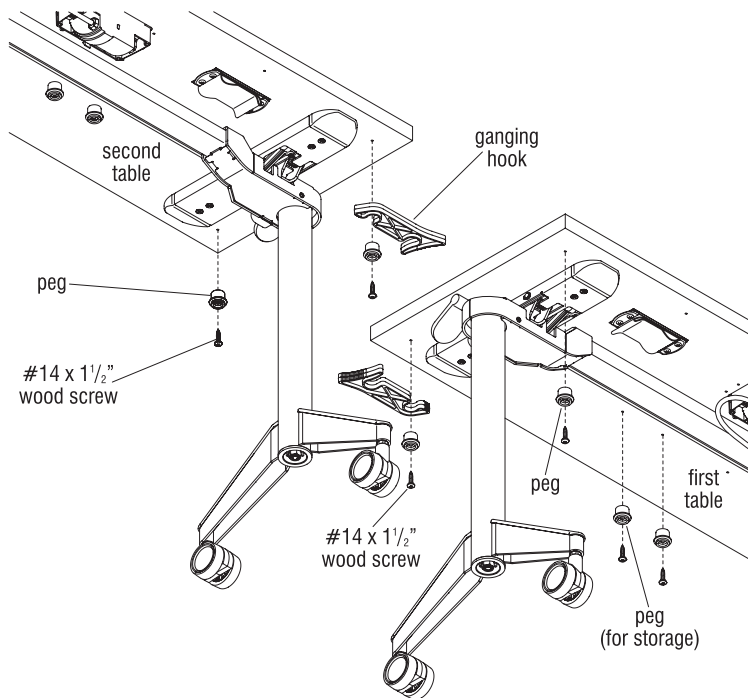


Figure 15 - 18" Nesting-Base Tables with Table-to-Table Ganging

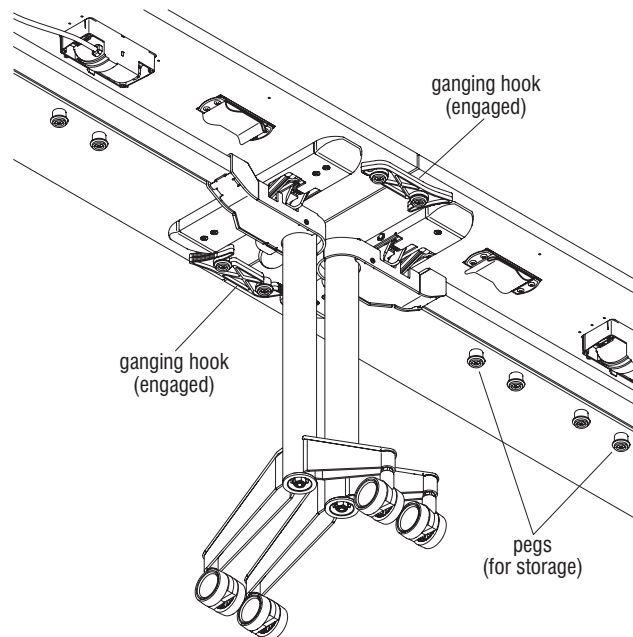


Figure 16 - 18" Nesting-Base Tables with Table-to-Table Ganging

GROUNDING INSTRUCTIONS

This product is for use on a nominal 120-volt circuit and has a grounding plug that looks like the plug illustrated in Detail L. 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.



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SAVE THESE INSTRUCTIONS

IMPORTANT SAFETY INSTRUCTIONS

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 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 parts 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. Do not use outdoors.
5. **WARNING:** Risk of Electric Shock-Connect this furnishing to a properly grounded outlet only. See Grounding Instructions.

Electrical Rating: 120V 12 A

WARNING: Risk of Injury - Maximum Load 4.7 lbs. per inch width.

Pirouette Nesting-Base Tables - Villa/PowerUp Connections with Source Power

1. Place tables in final location and lock the two front, user side casters in place on each table. (Figure 17).
2. Plug the power module into an appropriate location only after all other components have been installed.
3. When tables are un-ganged, on the back user side, detach the ganging hook and snap both ends to the two installed pegs for storage near the center of the tabletop.

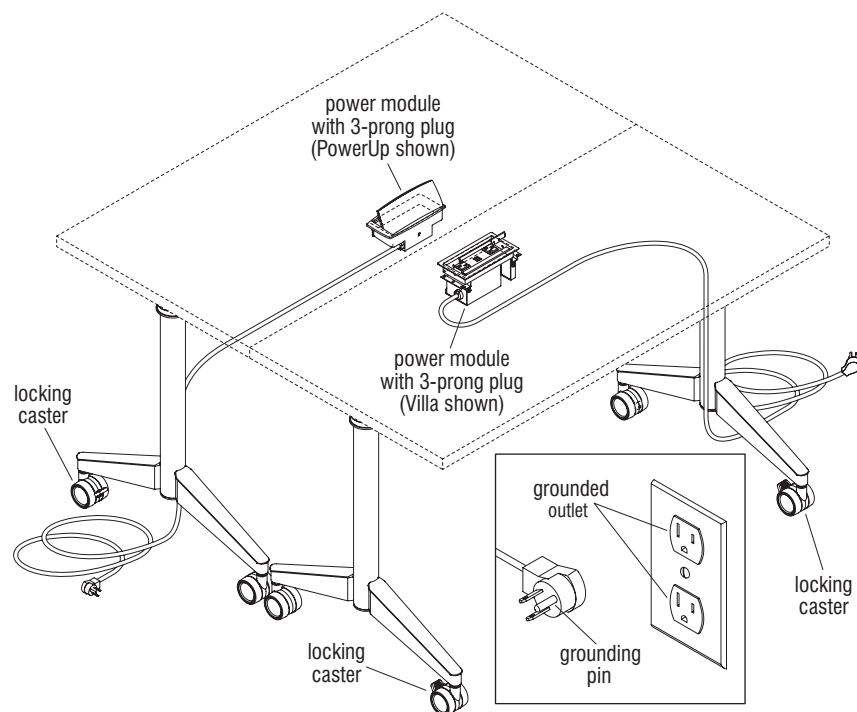


Figure 17

Detail L

■ **Pirouette Tables™ Nesting-Base with Villa, PowerUp or No Power**
Assembly Instructions