Assembly Instructions

TT-Base Folding Table

Trek™, Datalink® Multipurpose, Barron® & Portico™

July 2013

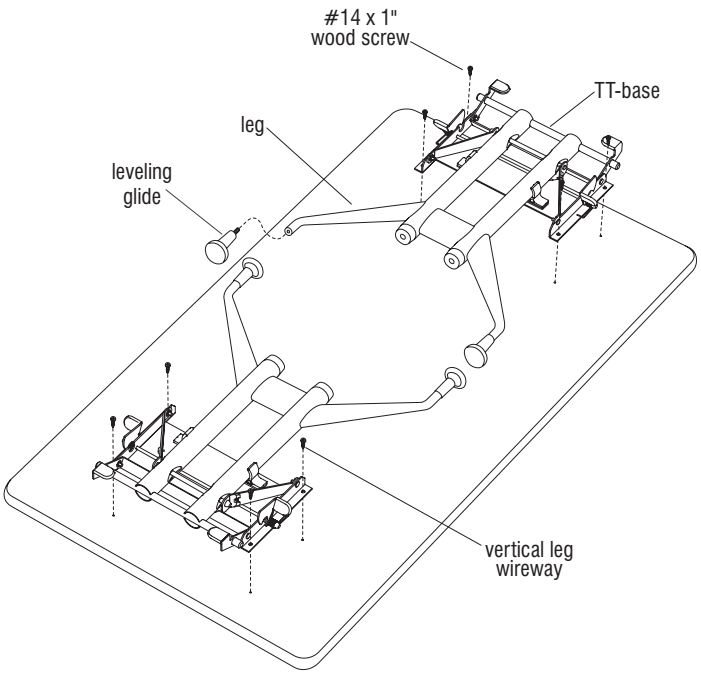


Figure 1

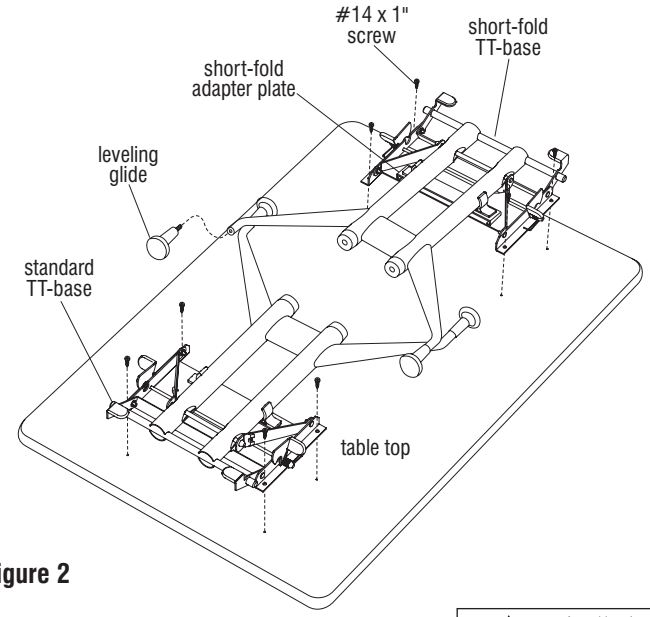


Figure 2

Tools Required
- Phillips Screwdriver

Hardware Included
- (8) #14 x 1" Wood Screws
- (4) Glides

Note: The instructions below illustrate the assembly of both the folding TT-base (Figure 1) and the short-fold TT-base (Figure 2). The item that is required to make the base a short-fold base is the short-fold adapter plate (Figure 2). It is only on one base of each pair. The adapter plate allows the folded leg to be clamped shut while overlapping the opposite leg.

1. Place the table top upside down onto a soft protective surface (Figure 1).

2. Locate the four pre-drilled holes at each end of the table. Align the holes of each base with the pre-drilled holes in the table. The folded legs of the bases must be positioned toward the center of the table (Figure 1). If installation requires a short-fold base (Figure 2), the short-fold leg must be positioned over the standard leg.

3. Secure the bases to the table with four #14 x 1" wood screws provided, not to exceed 60 in/lbs of torque (Figures 1 & 2).

4. Screw two leveling glides into the threads at the bottom of each leg (Figures 1 & 2).

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 personal injury.

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1. **To unfold:** place table top upside down onto a soft protective surface (Figure 3).
2. Unsnap table leg from leg holders. Lift leg to a 90° angle making sure the base locks securely into place (Figure 3).
3. Repeat step 2 for other leg.
4. **To fold:** place table top upside down onto a soft protective surface (Figure 3).
5. While depressing either one or both of the green release levers on either side of the leg base, push the leg down toward the center of the table. Snap the leg into the plastic leg holders (Figure 3).
6. Repeat step 5 for other leg.
7. If all four glides do not come in contact with the floor, adjust appropriate glide(s) in or out to stabilize table.
8. While in the folded position the spacing bumpers provide protection for the top surface of an adjacent table when tables are leaned against each other (Figure 3).

   Caution: The spacing bumpers should not be used to stack tables flat on the floor. Tables are unstable when stacked in this manner and could result in personal injury and/or product damage.

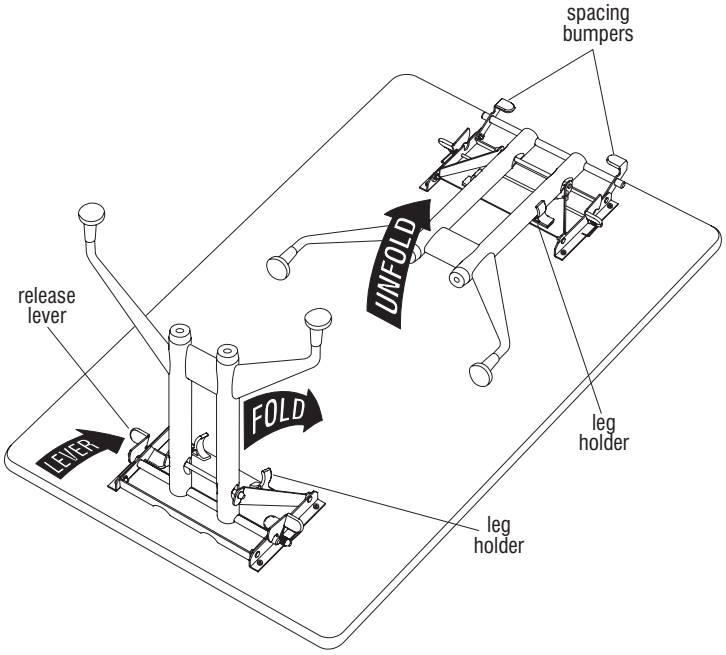


Figure 3

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TT-Base Folding Table with Power & Data

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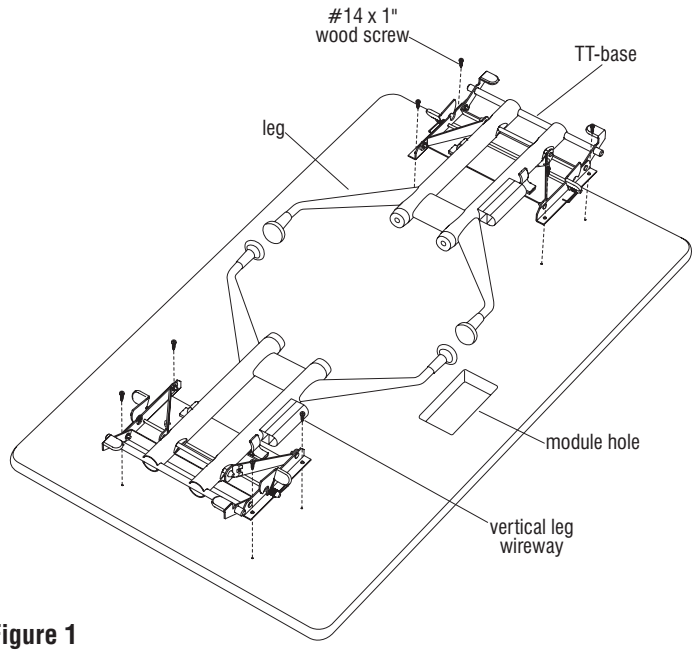


Figure 1

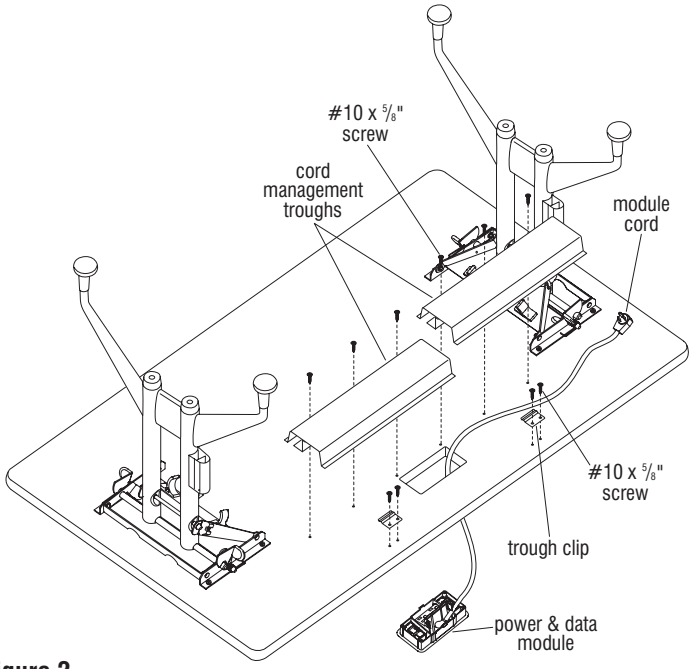


Figure 2

CAUTION

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Fixed and Folding Base Installation

Tools Required
Phillips screwdriver

Hardware Included
(8) #14 x 1" screws

1. Place the table top upside down onto a soft protective surface.

2. Locate the four pre-drilled pilot holes at each end of the table for each TT-base. Orient the mounting holes of each base with the pre-drilled holes in the table (Figure 1).

   Note: The vertical leg wireways must face the side of the table with the module hole. The folding legs of the table bases must be positioned to fold toward the center of the table.

3. Secure each base to the table with four #14 x 1" screws provided, not to exceed 60 in/lbs of torque (Figure 1).

Power and Data/Cord Management Installation

Tools Required
- Phillips screwdriver

Hardware Included
- (6) #10 x 5/8" screws

1. Position the table top upside down on a soft protective surface. For tables with the Folding Base, fold out the table legs by unsnapping each leg from the leg holder on the base. Then lift the table leg up 90°, making sure that the base locks securely into place by pressing down on the leg such that it engages the leg lock (Figure 2).

2. Carefully tip table up on edge. Position the power & data module over the topside as shown in Figure 2. From the topside, route the module cord through the module hole and snap the power & data module into place. Be sure that the module is closed (by pressing in on the "stars" in the module) and carefully set the table upside down again onto a soft protective surface.

3. Position trough clips over the pre-drilled holes in the table top and secure with two #10 x 5/8" screw, not to exceed 25 in/lbs of torque (Figure 2).

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4. Position the mounting holes of both cord management troughs over the pre-drilled holes in the table top. Secure the troughs to the table top with #10 x $^5/_8$" screws, not to exceed 25 in/lbs of torque (Figure 2). Do not over tighten screws.

5. Route the module cord and/or optional data lines through either end of the cord management trough (Figure 2). If the cord is to be routed the opposite direction that it comes out of the module, make a 6" loop with the cord to change direction (Detail A).

6. Slide the flange of the cord management trough under the trough clips to secure the trough to the table (Figure 2).

7. If the table has fixed legs instead of folding legs, skip to step 9.

8. The module cord and/or optional data lines must be attached to the lower portion of the base on the folding plate using a cord clamp (factory installed). Loosen the screw that holds the clamp and press cord in under one side and data lines (optional) under the other side (Detail B).

   Note: Cord and/or data lines must be pulled tight through cord clamp and into vertical channel(s). Tighten the screws to secure cord and/or data lines.

9. Press the module cord into one of the vertical channels of the leg wireway (Detail B).

   Note: The other vertical channel of the same leg wireway is for routing data lines.

Quick Release Modesty Panel Installation

Note: The Quick Release Modesty Panel should only be installed after the power & data module and cord management components are installed.

Tools Required

- Phillips screwdriver

Hardware Included

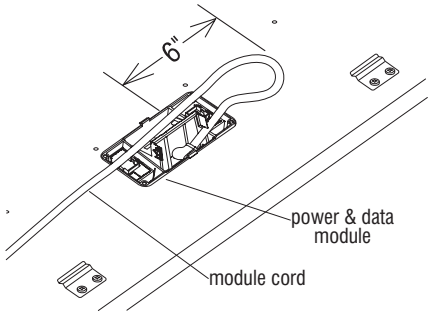
- (8) #10 x 1" screws
- (4) #10 x $^3/_4$" screws

1. Place table top upside down on a soft protective surface. Orient hanger brackets as shown over pre-drilled holes and mount to underside of table top with four #10 x 1" screws each, not to exceed 40 in/lbs of torque (Figure 3). Carefully turn table to upright position.

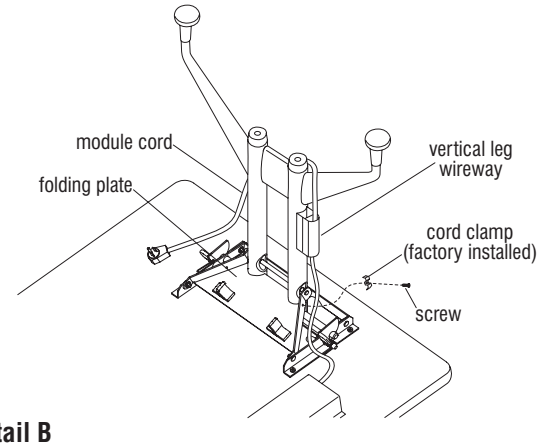
2. Lay modesty panel on a soft protective surface with pre-drilled holes facing up. Fasten L-hangers to the modesty panel with two #10 x $^3/_4$" screws each, not to exceed 25 in/lbs of torque (Figure 3).

3. To install the modesty panel under the table, slide the L-hangers of the modesty panel into the hanger brackets on the underside of the table top. When the mechanisms engage, a "click" will sound at each bracket (Figure 3).

4. To remove the modesty panel, the release tab on each hanger bracket must be pulled down while the modesty panels' L-bracket are pulled out (Figure 3).



Detail A



Detail B

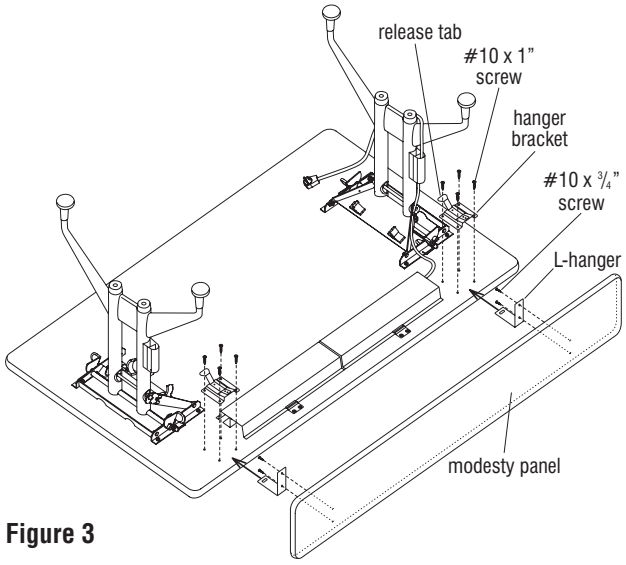


Figure 3

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