Assembly Instructions ■

Pirouette™ Tables

Nesting-Base with Activ8® Electrical

August 2018

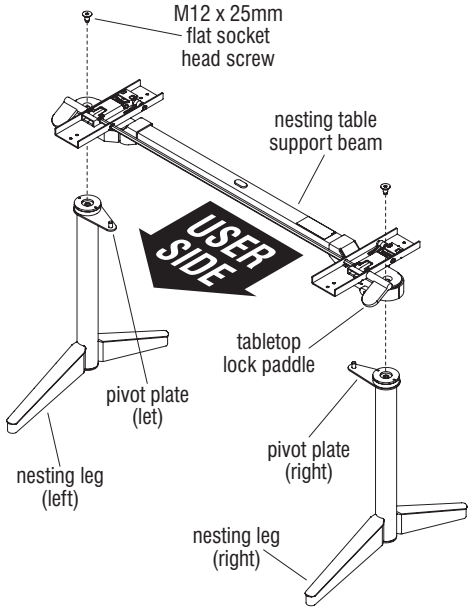


Figure 1 - Leg Installation

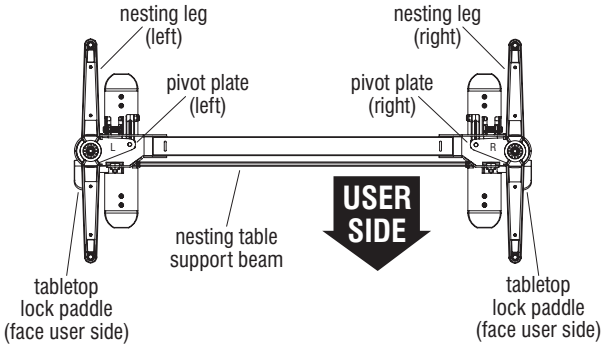


Figure 2 - Leg Installation Bottom View

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.

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).

Furnishing Knowledge®

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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).

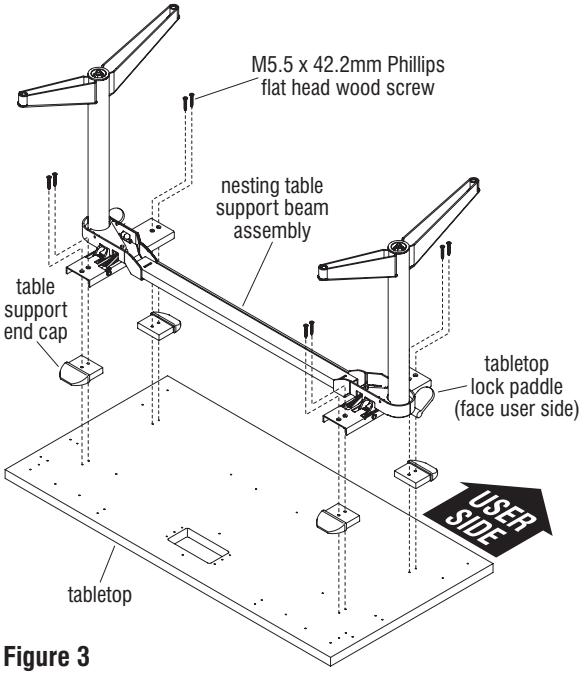
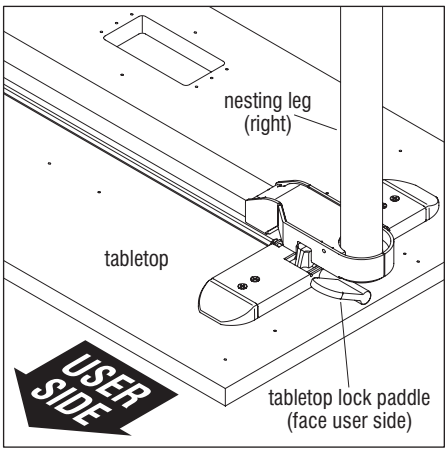


Figure 3



Detail A

CAUTION

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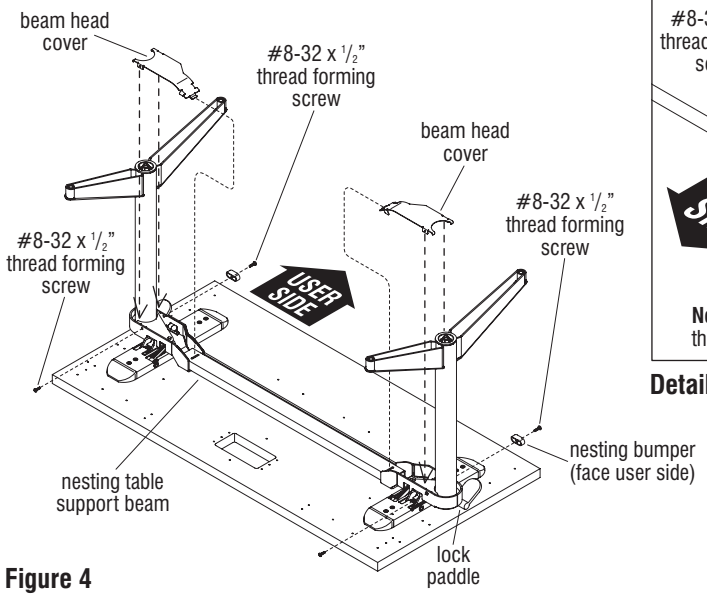
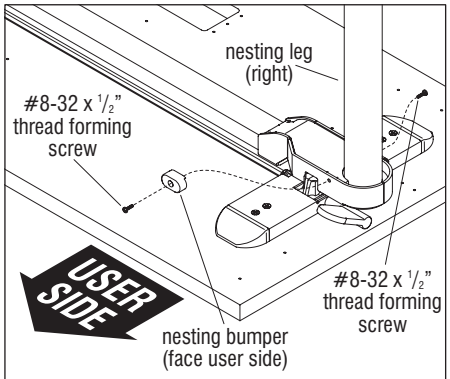


Figure 4



Note: Nesting bumper must be assembled to the user side for table to function properly.

Detail B

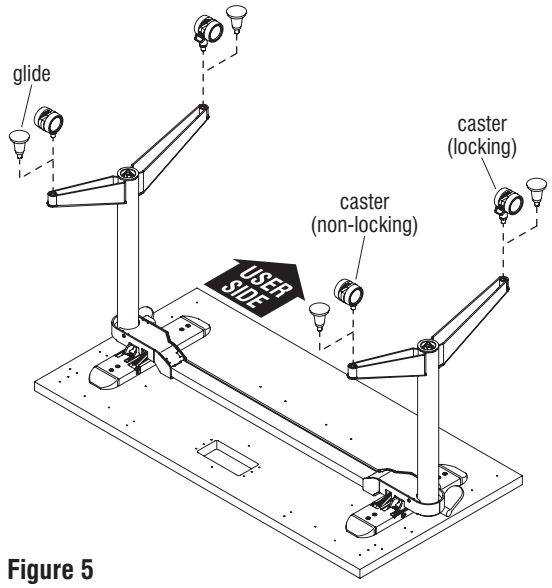


Figure 5

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.

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

1. Position the two Velcro® wire managers 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).

Pirouette Table with Villa Power Module for Activ8

The Activ8 electrical system is a UL 962 recognized component that allows up to eight duplex power modules to be connected to one standard 15-amp power cord. The total length of the Activ8 system and all interconnecting cables (exclusive of the power infeed unit) does not exceed 40 feet, or 12 meters.

Note: If tables are configured table-to-table or back-to-back with Activ8 electrical, tables must be mechanically connected with gangers or splice plates.

1. Position the Villa power module for Activ8 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 C).

2. Push the grommet into the cutout, tap lightly with a rubber mallet if required, use caution to avoid scratching the grommet (Detail C).

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 C).

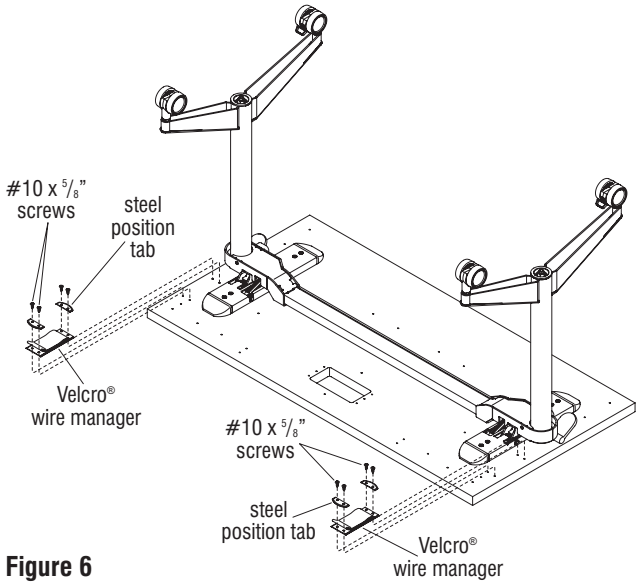


Figure 6

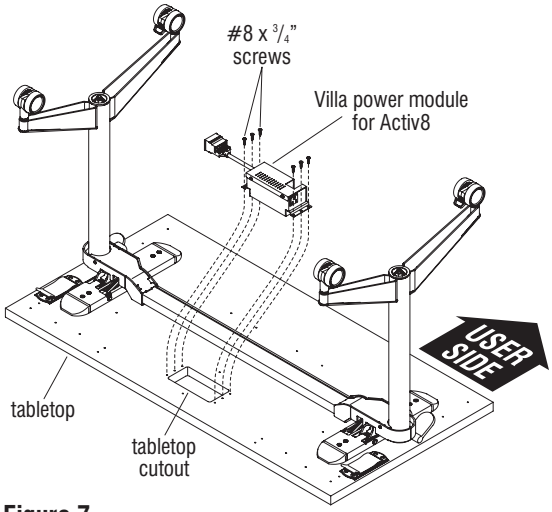
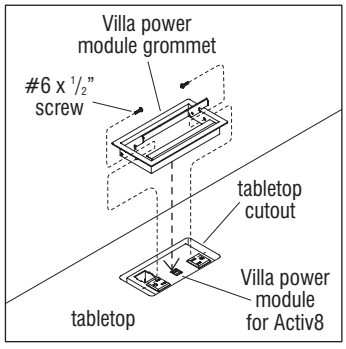


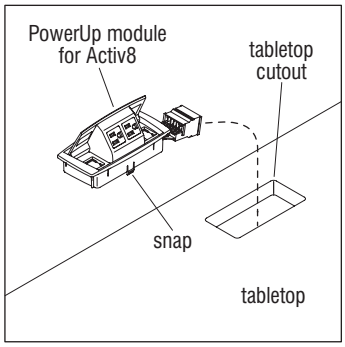
Figure 7



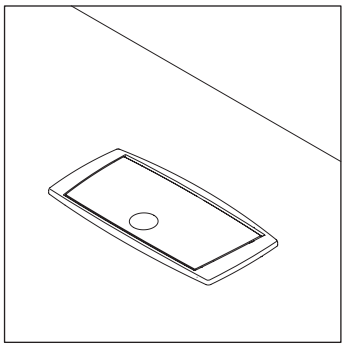
Detail C

CAUTION

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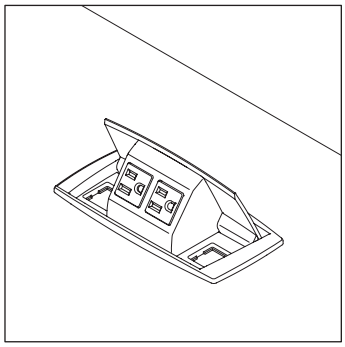
Detail D



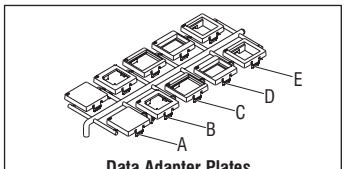
Detail E

Pirouette Table with PowerUp Module for Activ8

The Activ8 electrical system is a UL 962 recognized component that allows up to eight duplex power modules to be connected to one standard 15-amp power cord. The total length of the Activ8 system and all interconnecting cables (exclusive of the power infeed unit) does not exceed 40 feet, or 12 meters. This section of the assembly instruction describes the installation of the Activ8 electrical system for two tables.



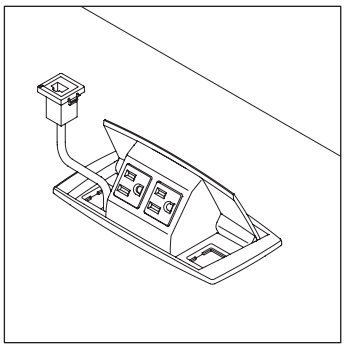
Detail F



Data Adapter Plates

A	Blank Plate
B	Panduit "CJ"
C	Othonics "Trackjack"
D	Panduit "KJ and KJA", Amp CAT-3 and CAT-5, Hubble "Hd5", Ortronics "OR-6295003-T568B" and "OR-6295004-T568A" Krone, Leviton "41108-RE5"
E	AT&T

Detail G



Detail H

Note: If tables are configured table-to-table or back-to-back with Activ8 electrical, tables must be mechanically connected with gangers or splice plates.

1. With the assembled table in the upright position, orient the PowerUp module for Activ8 as shown and route the connector 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 D).

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 E & F).

3. Select the appropriate data adapter plate for the phone/data jack to be used and carefully remove from injection molded tree (Detail G).

   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 H).

   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).

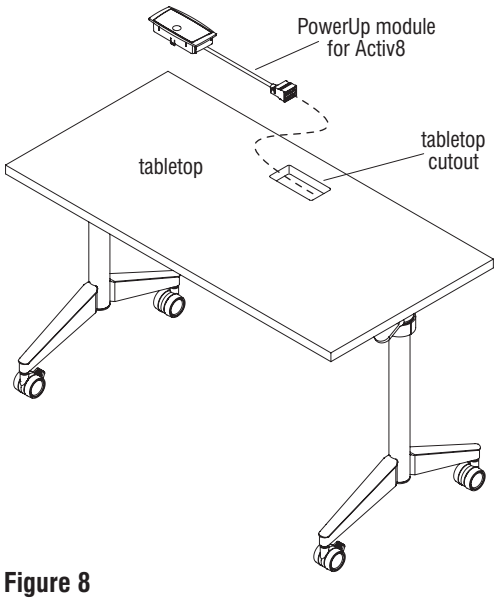


Figure 8

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Activ8 Infeed & RPT Modules Installation with No Power Module

1. With the assembled table in the upright position, place the flip-top grommet above the tabletop cutout with the lid opening towards the user (Detail I).

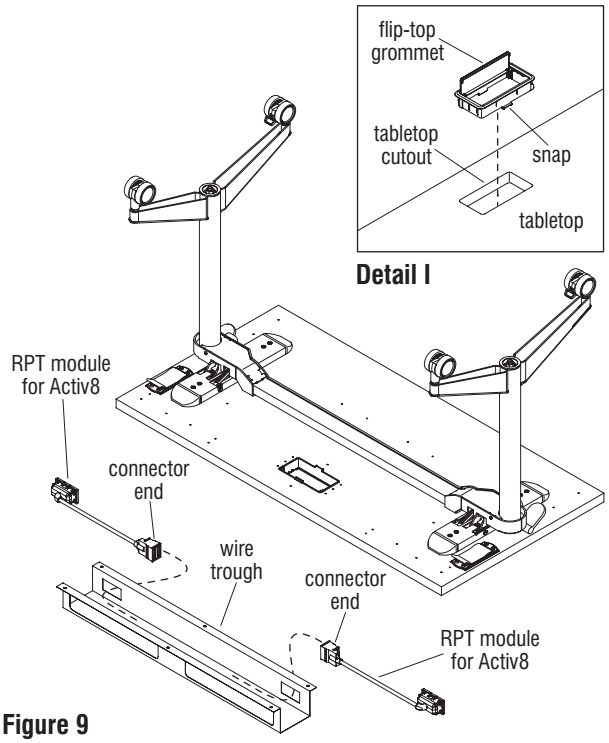
2. Push the grommet into the cutout, tap lightly with a rubber mallet if required, use caution to avoid scratching the grommet (Detail I).

3. If flip-top grommet was installed, make sure the cover is closed, then carefully rotate the table to be upside down on a soft, protective surface.

4. Position the wire trough with the open-side face up, onto the floor along the back side of the table as illustrated. Face the wire trough's RPT module mounting holes of the wire trough to the back edge of the table to make rotating into position easier once other components have been installed (Figure 9).

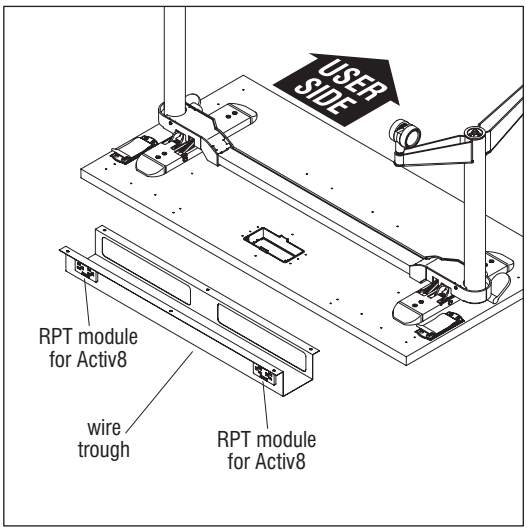
   Note: RPT modules for Activ8 can be used in conjunction with modesty panels, however, the trough will need to be turned 180 degrees, so the RPT modules face the user once installed (Detail J & Figure 16).

5. To install the RPT module for Activ8 into the wire trough, first route the connector end in through the rectangular-shaped module mounting hole as illustrated, routing the connector ends toward the middle of the trough, then snap the module receptacles into position (Figure 9).



Detail I

Figure 9



Detail J - RPT Module/Trough with Modesty Panel

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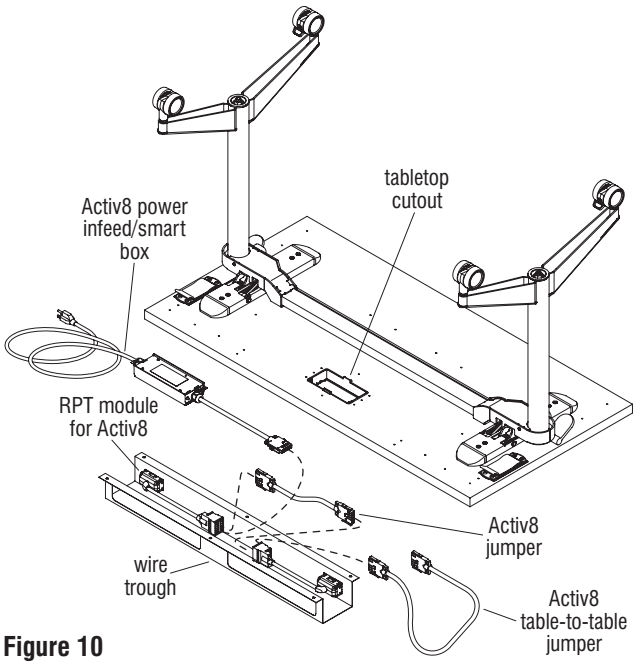


Figure 10

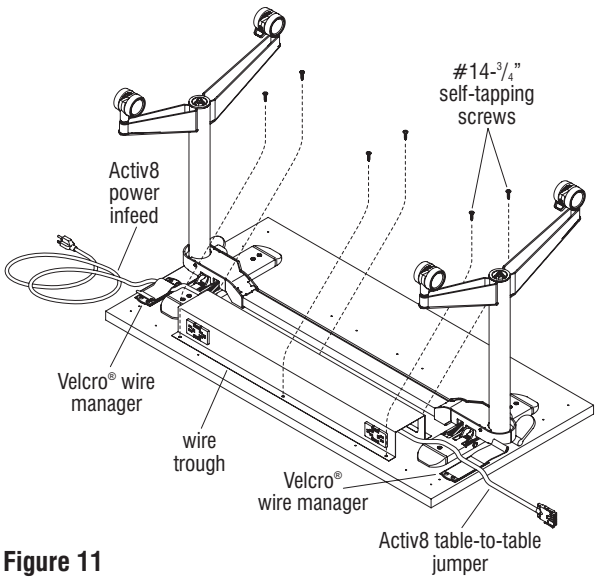


Figure 11

6. Locate the Activ8 power infeed/ smart box unit and snap the connector end of the power infeed into one socket of the RPT module for Activ8, then set the power infeed smart box into the wire trough (Figure 10).

7. For this step, first locate one Activ8 jumper. Connect the Activ8 jumper to the other open socket on the RPT module, and to the RPT module for Activ8 at the other end (Figure 10).

8. Locate the Activ8 table-to-table jumper cable and connect one end to the remaining RPT module connection, then route the remaining cable and connector end out of the wire trough end (Figure 10).

9. With all connectors plugged in, locate the fuse access on the smart box of the Activ8 Power infeed, and position the fuse location to be accessible through the large rectangular cut-out in the wire trough side (Figure 10).

10. Holding contents inside the wire trough, carefully turn it over, upside-down onto the tabletop, and over the tabletop cutout. Adjust the power infeed, the connectors and cables in the trough so the trough lays flat. 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 11).

11. Use the Velcro® wire managers at each end to strap the Activ8 power infeed cable and the table-to-table jumper to the underside of the table (Figure 11). Carefully turn table to the upright position.

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Activ8 Infeed & RPT Modules Installation with Power Module

1. If PowerUp module for Activ8 was installed, make sure the cover is closed, then carefully rotate the table to be upside down on a soft, protective surface.

2. Position the wire trough with the open-side face up, onto the floor along the back side of the table as illustrated. Face the wire trough's RPT module mounting holes to the back edge of the table to make rotating into position easier once other components have been installed (Figure 12).

   Note: RPT modules for Activ8 can be used in conjunction with modesty panels, however, the trough will need to be turned 180 degrees, so the RPT modules face the user once installed (Detail K & Figure 16).

3. To install the RPT module for Activ8 into the wire trough, first route the connector end in through the rectangular-shaped module mounting hole as illustrated, routing the connector ends toward the middle of the trough, then snap the module receptacles into position (Figure 12).

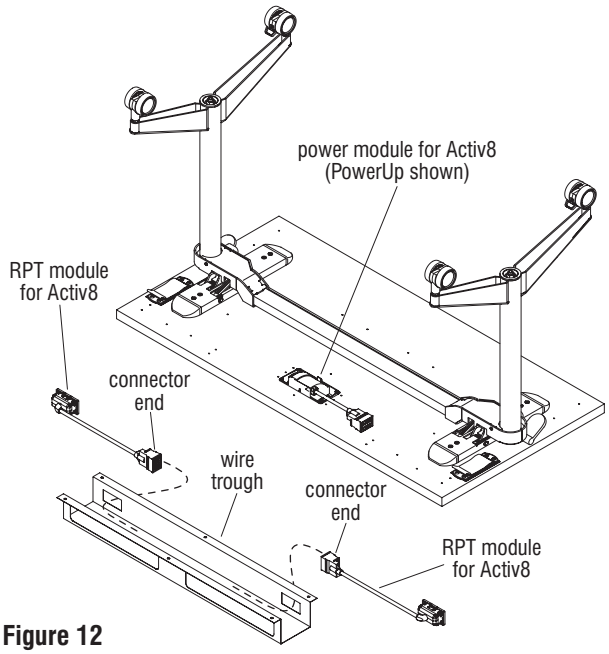
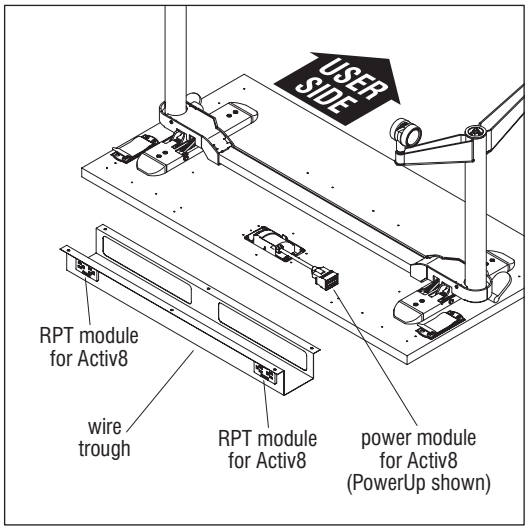


Figure 12



Detail K - RPT Module/Trough with Modesty Panel

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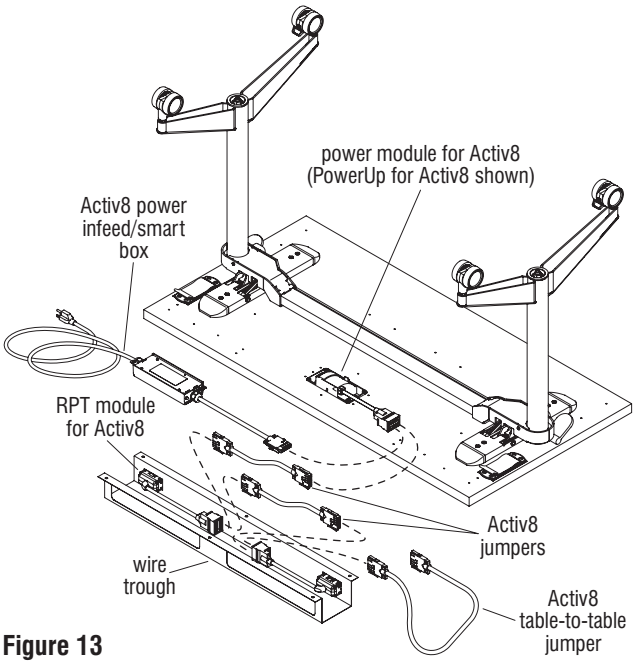


Figure 13

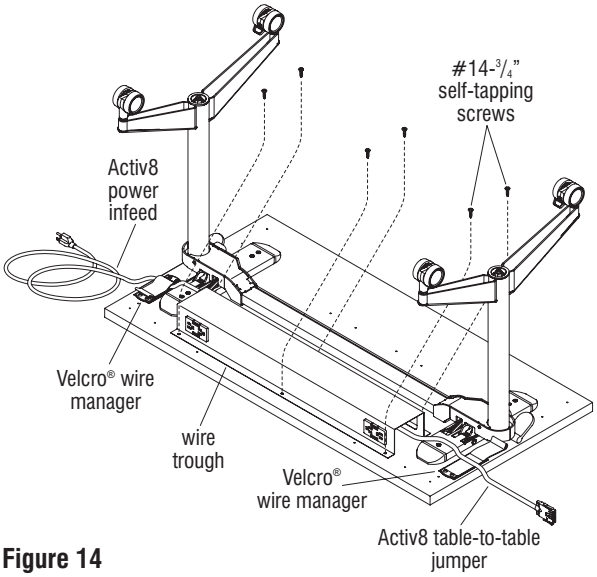


Figure 14

4. Locate the Activ8 power infeed/smart box unit and snap the connector end of the power infeed into one socket of the PowerUp module for Activ8, then set the power infeed smart box into the wire trough (Figure 13).

5. For this step, first locate two Activ8 jumpers. Connect the first Activ8 jumper to the PowerUp module at one end, and to the closest RPT module for Activ8 at the other end. Connect the second Activ8 jumper into the connector ends of both RPT modules installed in the wire trough (Figure 13).

6. Locate the Activ8 table-to-table jumper cable and connect one end to the remaining RPT module connection, then route the remaining cable and connector end out of the wire trough end (Figure 13).

7. With all connectors plugged in, locate the fuse access on the smart box of the Activ8 Power infeed, and position the fuse location to be accessible through the large rectangular cut-out in the wire trough side (Figure 13).

8. Holding contents inside the wire trough, carefully turn it over 180-degrees, (upside-down) onto the tabletop, and over the power module for Activ8. Adjust the power infeed, the connectors and cables in the trough so the trough lays flat. 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 14).

9. Use the Velcro® wire managers at each end to strap the Activ8 power infeed cable and the table-to-table jumper to the underside of the table (Figure 14). Carefully turn table to the upright position.

CAUTION

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Vertical Wire Manager Installation

1. 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 15).

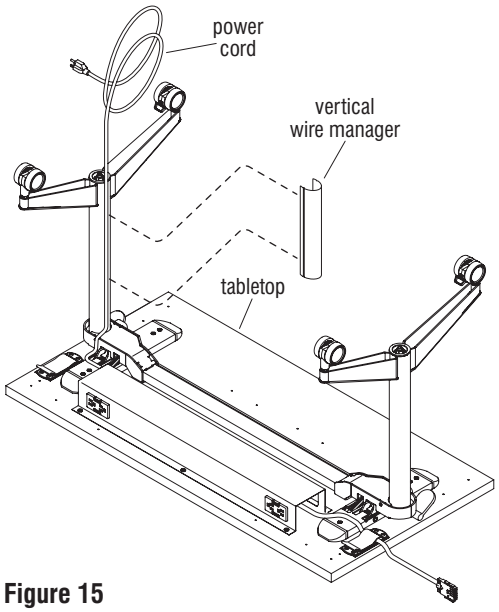


Figure 15

CAUTION

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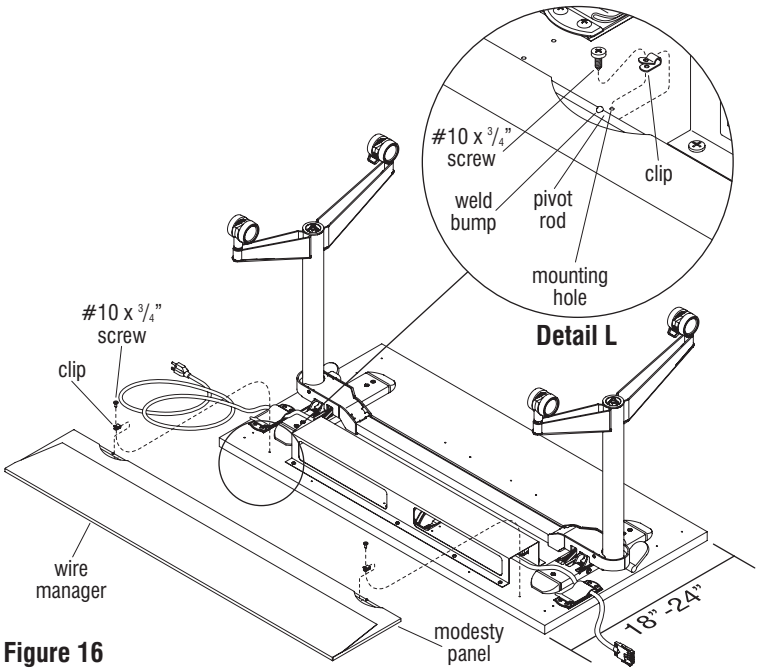


Figure 16

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.

Note: RPT modules for Activ8 can be used in conjunction with modesty panels, however, the trough will need to be turned 180 degrees so the RPT modules face the user once installed (Figure 16, Detail J & K).

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 16).

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 16 & Detail L).

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. Screw each clamp to the underside of the table with a #10 x 3/4" wood screw per clamp as illustrated (Figure 16 & Detail L).

   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.

CAUTION

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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.

1. Carefully turn tables to the upright position. On every corner of the first table, install a peg using a #14 x 1½” wood screw. As illustrated, and based on the table depth, install two hooks to the first table using two pegs for table-to-table 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 17).

2. At the second table, on every corner of the table, install a peg using a #14 x 1½” wood screw. Install two hooks on the second set of pegs inline with the first set of pegs with installed ganging hooks. Next, install four pegs at the other illustrated locations on the second table for future use to store ganging hooks (Figure 17).

3. Move tables together and swing the ganging hooks of the first table to securely engage the pegs under the second table (Figures 17 & 18).

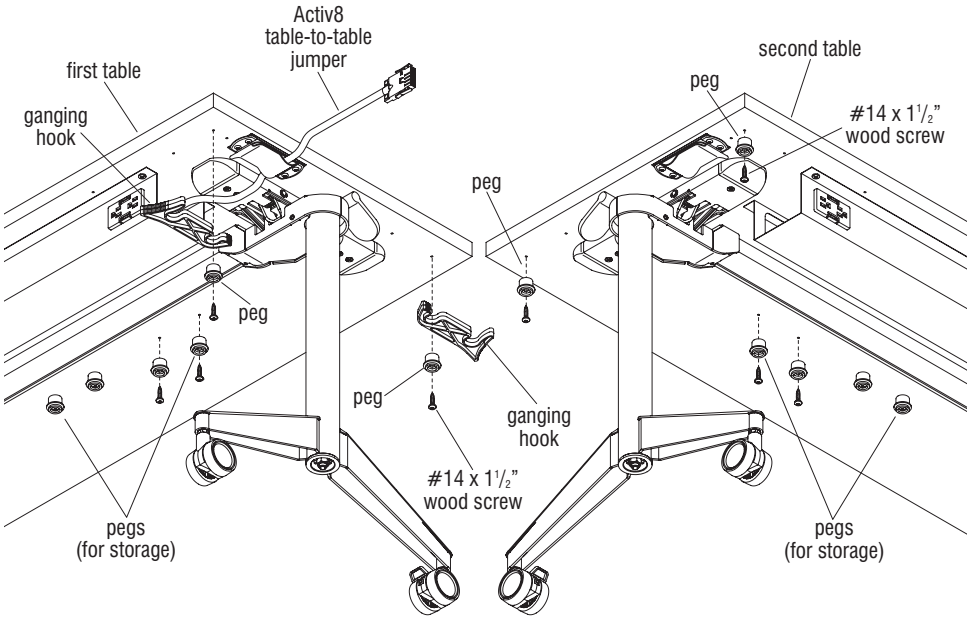


Figure 17 - 24”, 30” & 36” Nesting-Base Tables with Table-to-Table Ganging

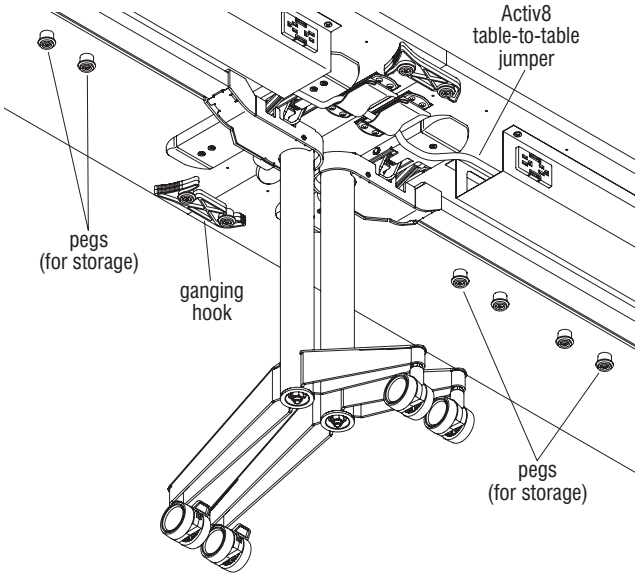


Figure 18 - 24”, 30” & 36” Nesting-Base Tables with Table-to-Table Ganging

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.

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.

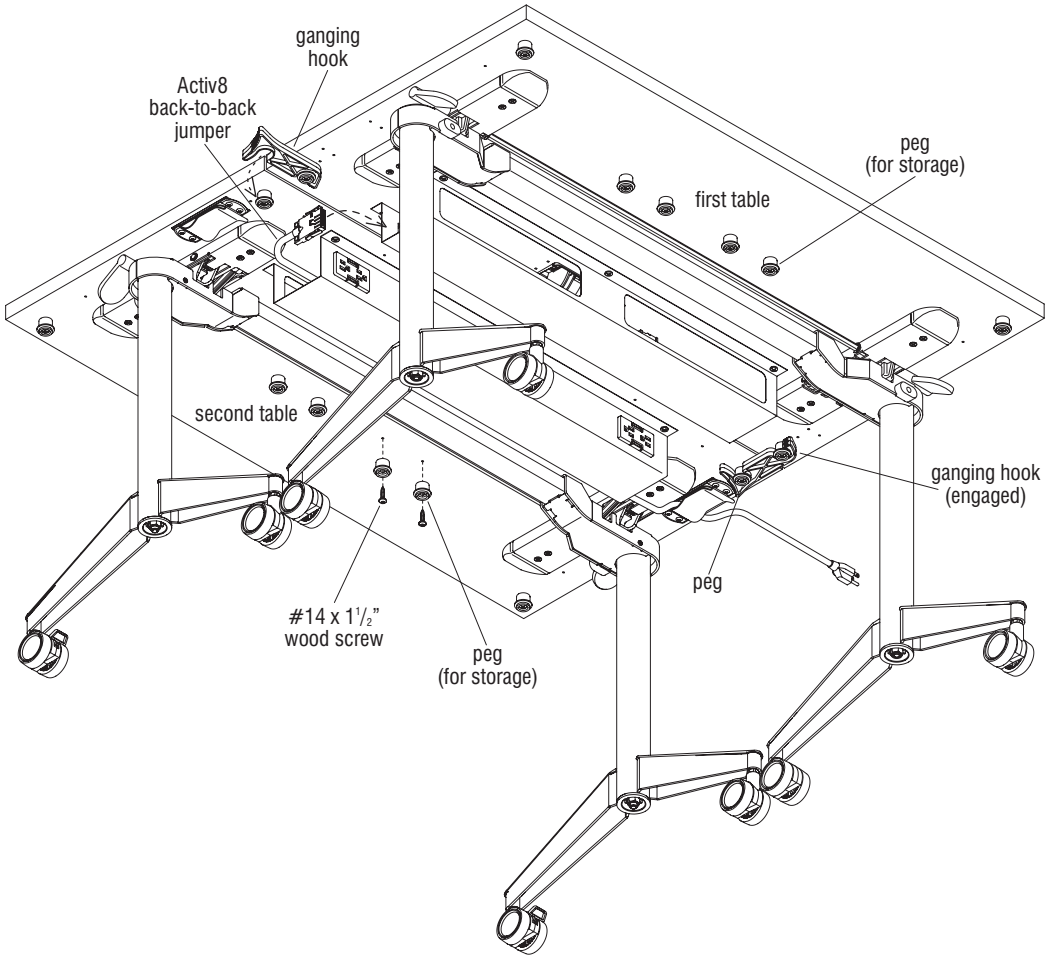


Figure 19 - Nesting-Base Tables with Back-to-Back Ganging

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 19).

1. Carefully turn tables to the upright position. On every corner of the first table, install a peg using a #14 x 1½" wood screw. As illustrated, and based on the table depth, install two hooks to the first table using two pegs 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 19).

2. At the second table, on every corner of the table, install a peg using a #14 x 1½" wood screw. Install two hooks on the second set of pegs inline with the first set of pegs with installed ganging hooks. Next, install four pegs at the other illustrated locations on the second table for future use to store ganging hooks (Figure 19).

3. Move tables together and swing the ganging hooks of the first table to securely engage the pegs under the second table (Figure 19).

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.

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 M. 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

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 - Activ8 Connections with Source Power

Warning: Never attach more than one power infeed to a chain of devices. Always check to be certain that the system is not already powered from another source before attaching an infeed.

1. Place tables in final location and lock the two front, user side casters in place on each table. Snap the table-to-table and/or back-to-back jumper ends into each table's power module for Activ8. Be sure the clip engages on each jumper for a secure fit (Figure 20).

2. Plug the power infeed connector end into an appropriate location in the Activ8 system only after all other components are installed and check the LED light. Verify that a green LED is lit on the power infeed enclosure. A green LED indicates that power is being supplied to the devices. If the LED is flashing red, verify that no other infeeds are attached to the system. If the LED is solid red, verify that there are no more than eight devices plugged together, and that the total length of the system and all interconnecting cables (exclusive of the power infeed unit) does not exceed 40 feet, or 12 meters.

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.

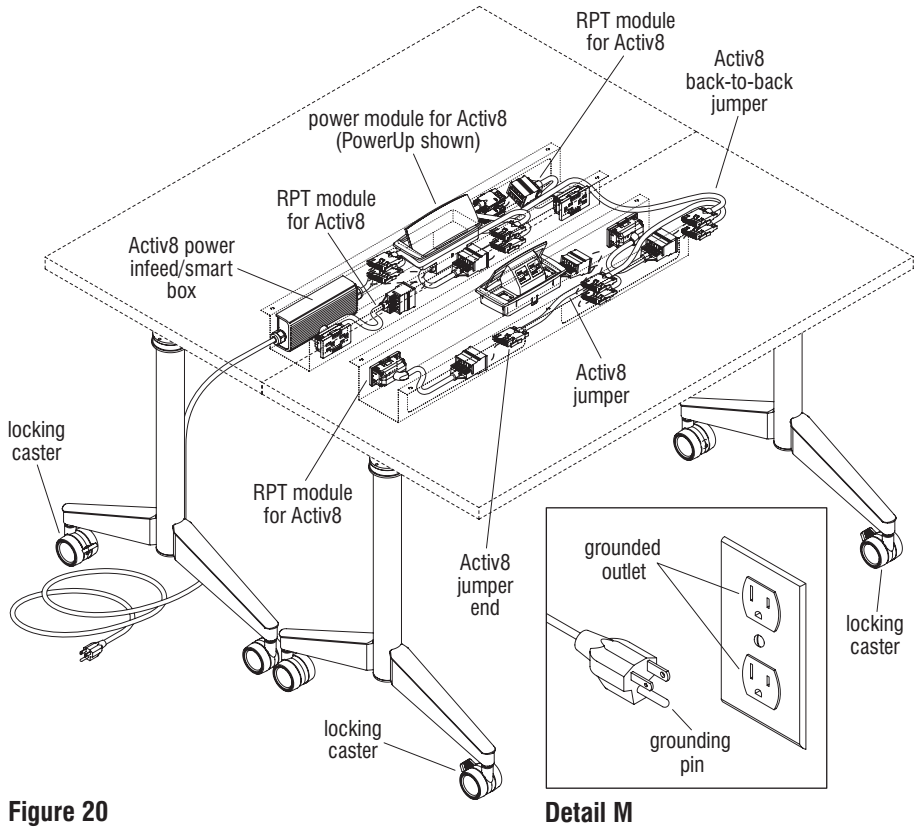


Figure 20

Detail M

Pirouette Tables™ Nesting-Base with Activ8® Electrical

Assembly Instructions

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