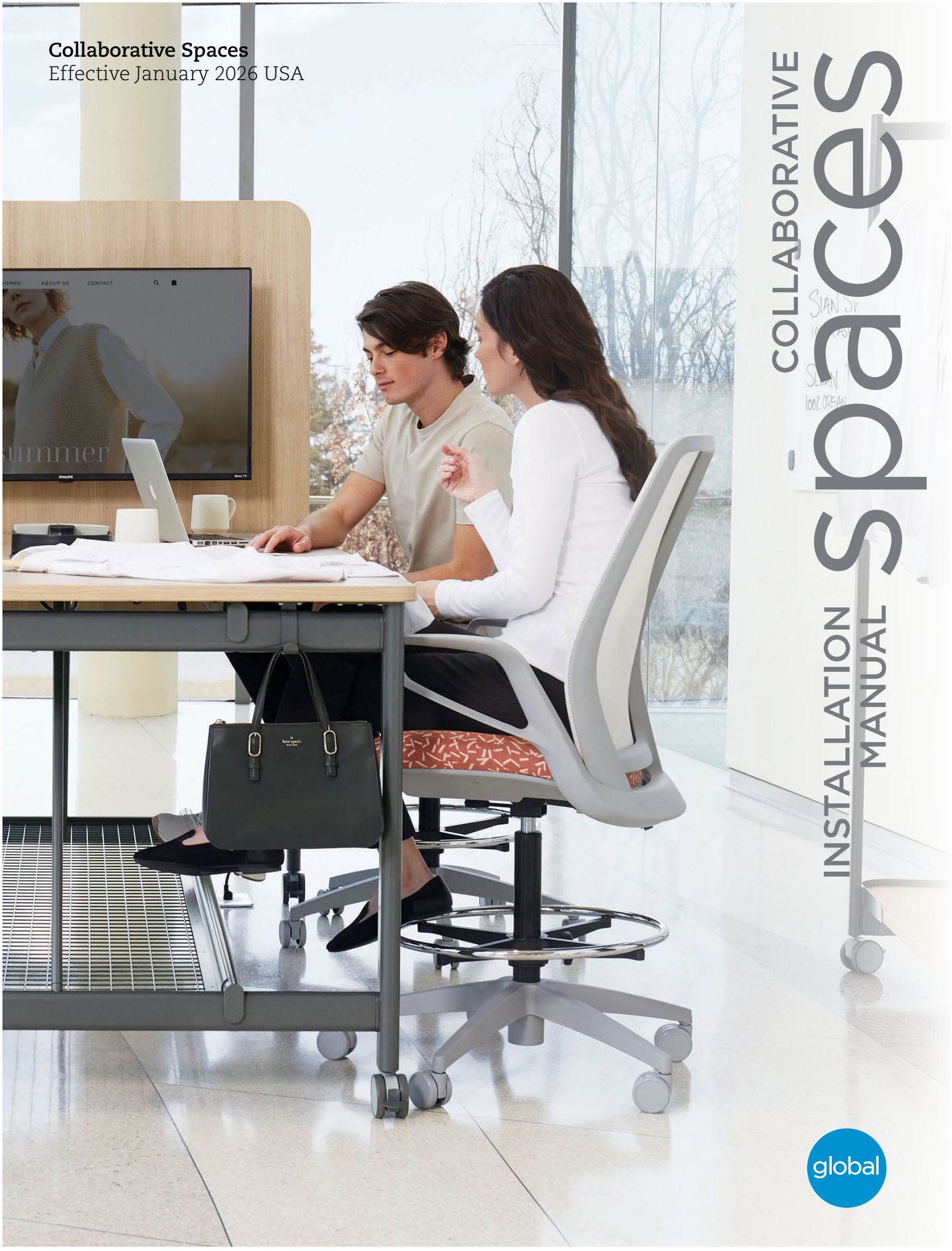
Collaborative Spaces
Effective January 2026 USA

COLLABORATIVE spaces

INSTALLATION MANUAL



global

COLLABORATIVE SPACES™ INSTALLATION GUIDE

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REQUIRED TOOLS

- Safety Glasses
- Power Drill (var speed, rev)
- Magnetic drill bit holders
- 1/4" Nut-driver
- 5/16" Nut-driver
- 3/8" Nut-driver
- #2 Robertson Screwdriver
- #3 Robertson Screwdriver
- Large 1/4" Blade Screwdriver
- 3/16" Diameter Punch
- Utility Knife
- 48" Long Level
- Tape Measure
- Gloves

Additional items you may find useful:

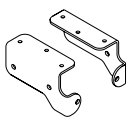
- #2 Phillips screwdriver
- #3 Phillips screwdriver
- 1/2" wrench
- 9/16" wrench
- Adjustable 8" wrench
- Needlenose pliers
- Large Channel lock pliers
- Finetooth saw (hacksaw)
- General purpose prybar
- Frame dolly
- Two wheel cart
- Furniture cart with straps
- Rubber mallet

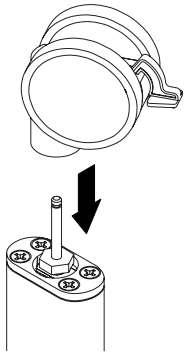
Hardware Code Listing

S1	007280011	S14	BR00825012
S2	BR20046520	S15	L007250032
S3	SC00785006	S16	SC00785001
S4	V007290079	S18	007280101
S5	SC00780026	S19	BR00825007
S6	SC00785031	S20	SC00785027
S7	SC00785032	S21	SC00785008
S8	L005650165	S22	007280021
S9	SC00785030	S23	V007290003
S10	SC00785020	S24	SC00785010
S11	007280061	S25	L008550118
S12	SC00785022	S26	Bump-On Sticker
S13	SC00785021		

CORRECT PRODUCT HANDLING TIPS

- Handle all of the furniture with care.
- Lift table completely off the ground when carrying; dragging may cause damage.
- When carting and/or staging surfaces, ensure they are placed face-to-face to avoid scratching.
- When staging surfaces, ensure the first surface is relatively close to the wall (just enough to stand on its own).
- Always protect walls and/or panels when leaning them.
- Watch for the sharp ends of staples when removing the packaging from around surfaces and metal parts.
- Always lay surfaces facedown onto a clean cardboard or clean surface when assembling to avoid any damage.

WIDTH RANGE	DEPTH RANGE	HEIGHT RANGE	BEAM SUPPORT - Y/N 	STANCHION - Y/N 
36", 42"	18" to 48" (all)	WORK, CAFÉ, BAR	NO	NO
48" to 72"	18" to 48"	WORK, CAFÉ, BAR	YES	NO
78" to 96"	30" to 48"	WORK	YES	NO
78" to 96"	30" to 48"	CAFÉ, BAR (small radius)	YES	YES



For tables with casters, simply snap with some force the casters onto the leg stud, with a rubber mallet

Table - SCT

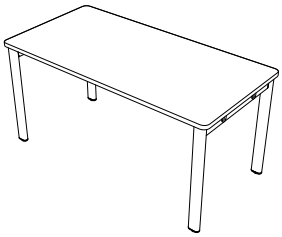
This installation shows a top up approach where the work surface is laid on the floor and the frame assembly is attached down onto it. The table can be assembled with the frame upright and the work surface placed down onto it.

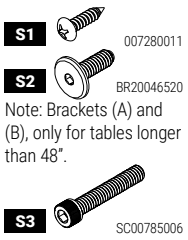
STEP 1: Attach left (A) and right (B) beam support brackets to support beams (C) as shown in the image using fasteners (S2).

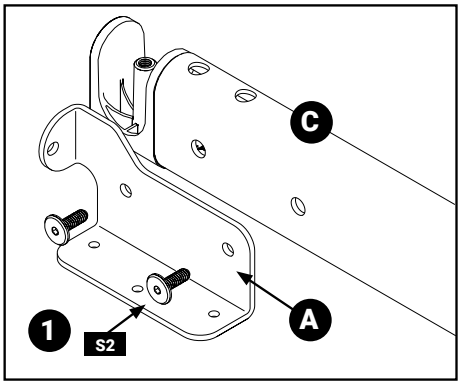
STEP 2: Attach upper support beams (C) to gables (D) using fasteners (S3). Secure beam support brackets (A&B) to gables (D) using fasteners (S2).

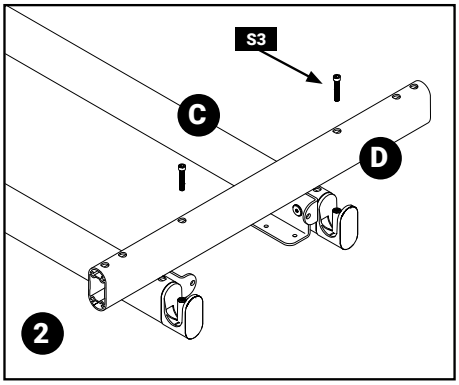
STEP 3: Attached gables (D) to surface (F) using fasteners (S1). Secure beam support brackets (A&B) to surface (F) using fasteners (S1).

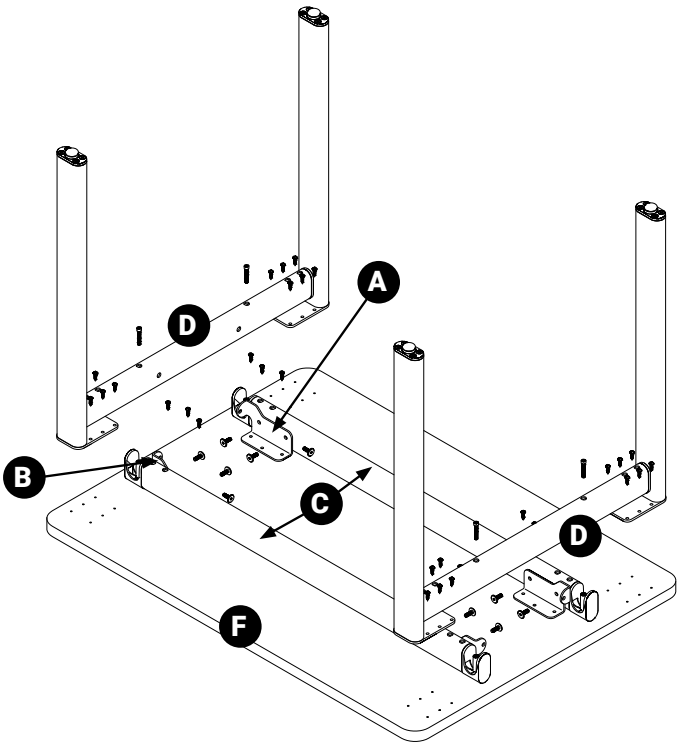
STEP 4: Secure beam support brackets (A & B) to gables using fasteners (H). Secure beam support brackets to surface (F) using fasteners (S1).

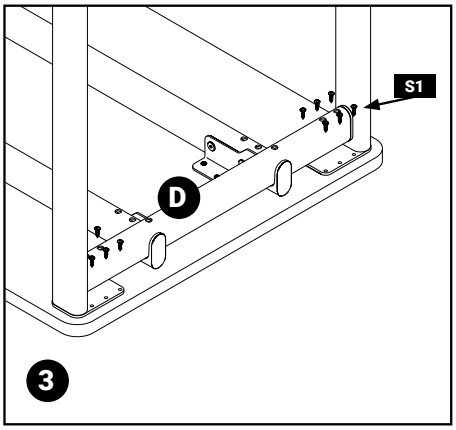


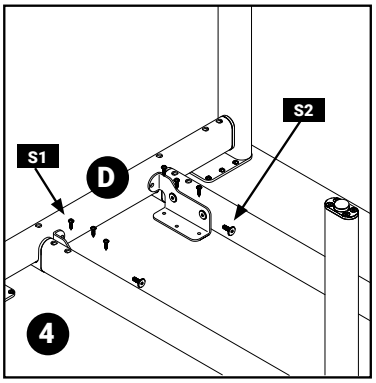


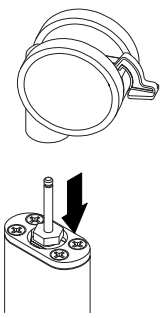












For tables with casters, simply snap with some force the casters onto the leg stud, with a rubber mallet.

Table With Foot Rail - SCT

This installation shows a top up approach where the surface is laid on the floor and the frame assembly is attached down onto it. The table can be assembled with the frame upright and the surface placed down onto it.

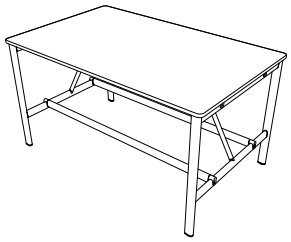
STEP 1. Attach left (A) and right (B) beam support brackets to support beams (C) as shown in the image using fasteners (S2).

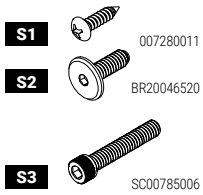
STEP 2. Attach support beams (C) to gables (D) using fasteners (S3). Attach foot rests (E) to gables (D) using fasteners (S3). Secure beam support brackets (A&B) to gables (D) using fasteners (S2).

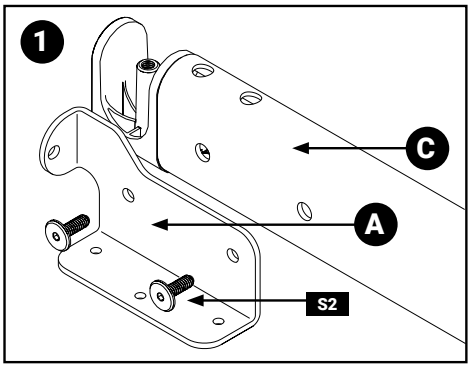
STEP 3. Attach gables (D) to worksurface (F) using fasteners (S1). Secure beam support brackets (A&B) to surface (F) using fasteners (S1).

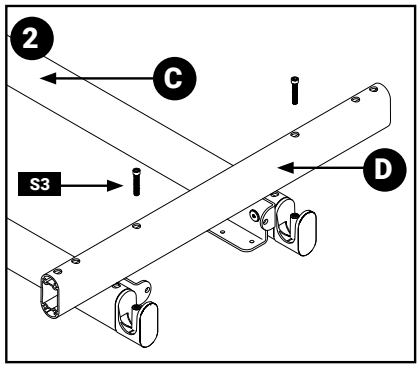
STEP 4. Secure beam support brackets (A & B) to gables using fasteners (S2). Secure beam support brackets to worksurface (F) using fasteners (S1).

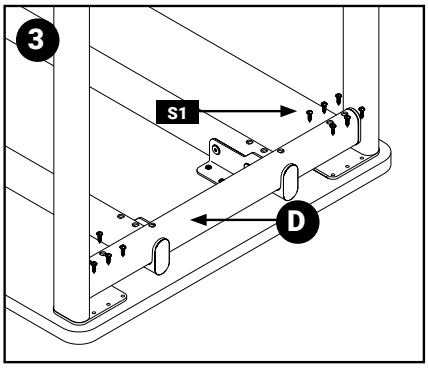
STEP 5. Tables 78" and longer include an angle support. Attach the angle support (J) to gables (D) using fasteners (S3) and then attach it to the surface (F) using fasteners (S1).

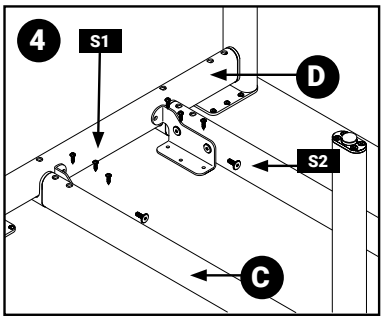


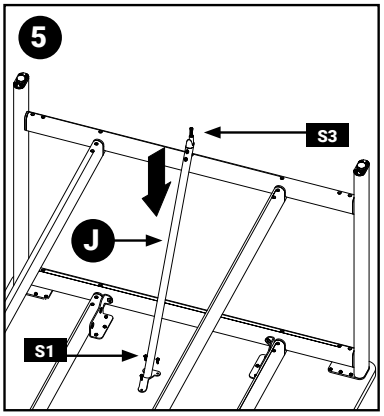


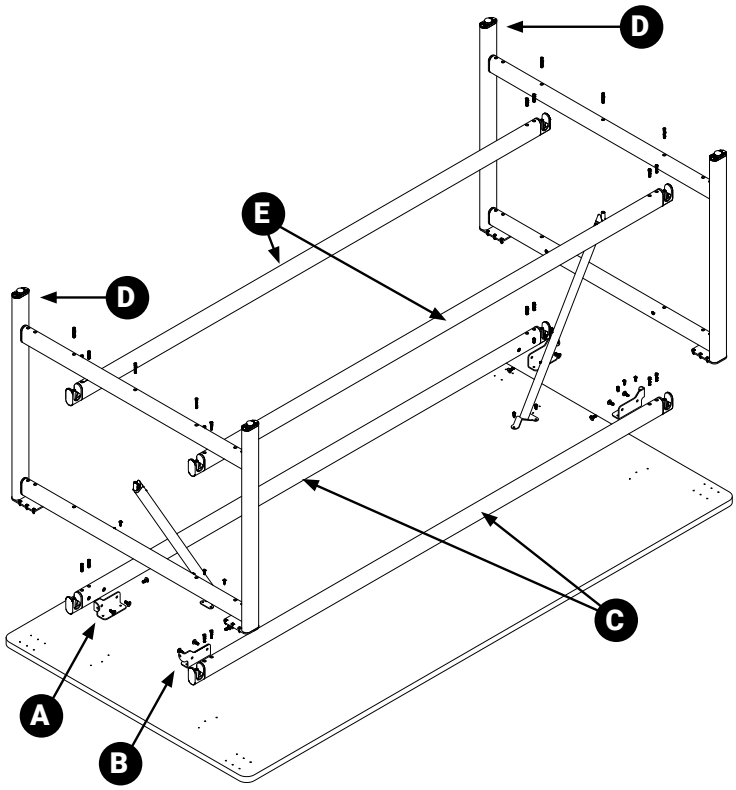












Media Unit - SCTAM

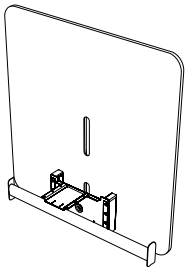
STEP 1: Attach bracket (A) to fascia (B) using 9 fasteners (S4).

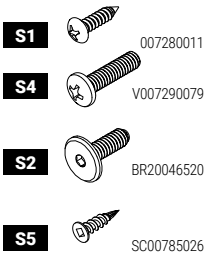
STEP 2: Attach brace bar (C) to bracket (A) using fasteners (S2).

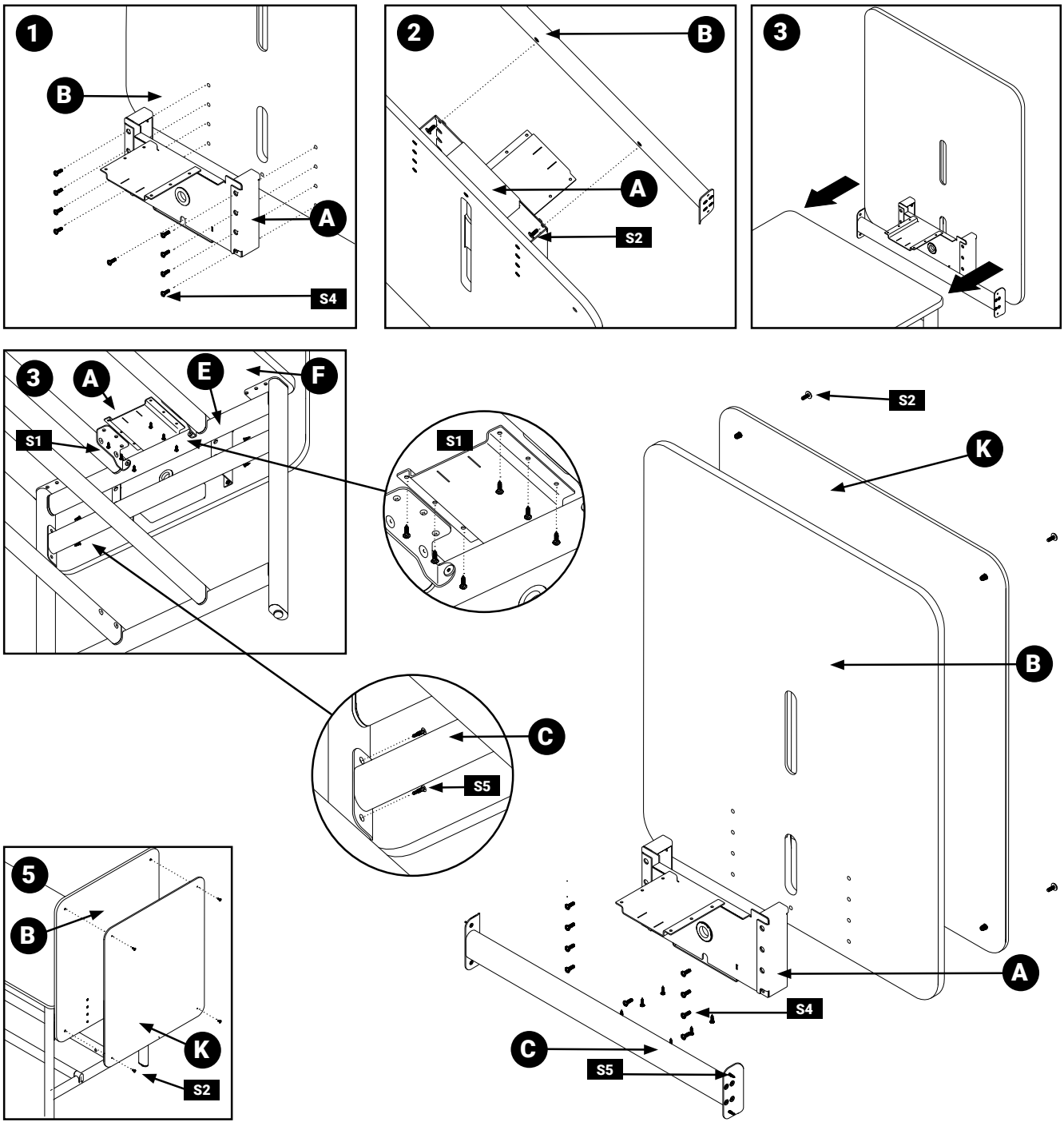
STEP 3: Slide media unit assembly into table over the gable top rail (E). Attach bracket (A) to surface (F) using fasteners (S1). Attach the brace bar (C) to the table legs using fasteners (S5).

STEP 4: Mount TV in desired position. Run cables through the fascia (B) upper hole and back through the lower hole.

STEP 5: Attach the PET felt back (K) onto the fascia (B) using fasteners (S2).





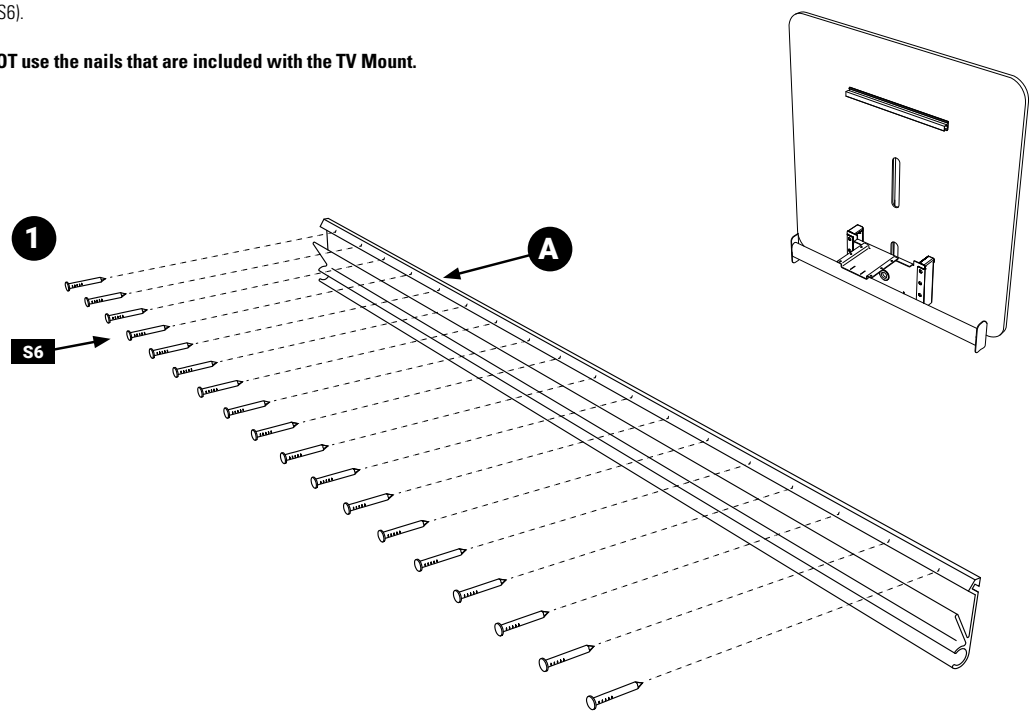


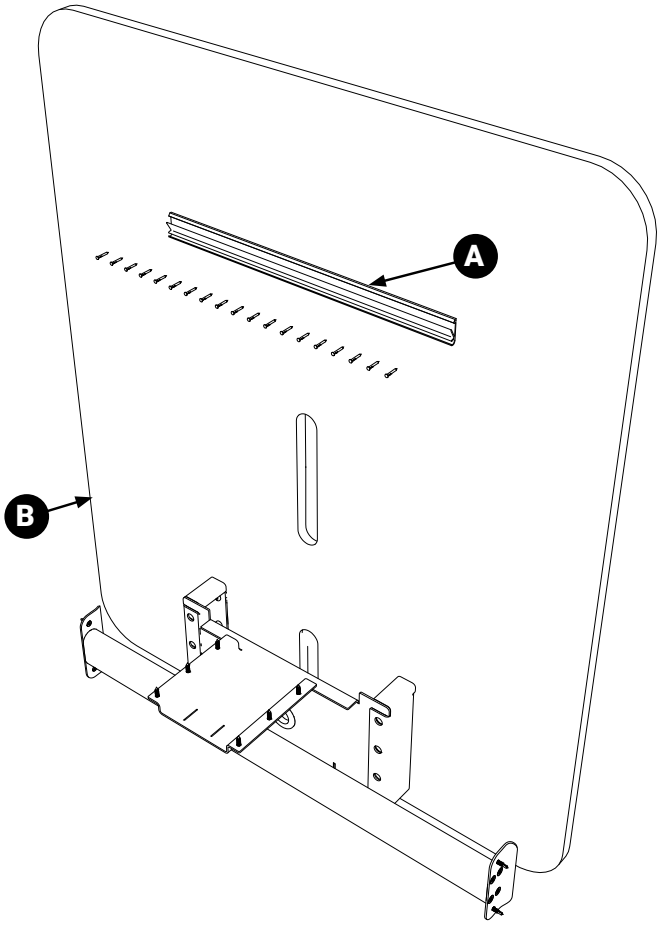
TV Mount - SCTAM

STEP 1: Position the TV mount bracket (A) on the Table Media Unit (B). Use the supplied 3/4" long nails (S6).

DO NOT use the nails that are included with the TV Mount.

S6 SC00785031





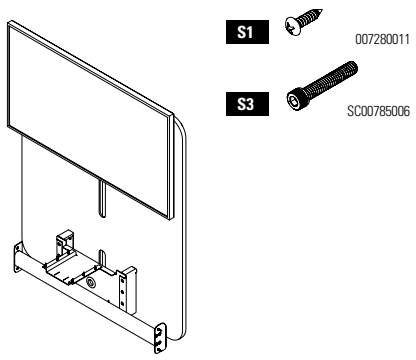
TV Mount - SCTVMT

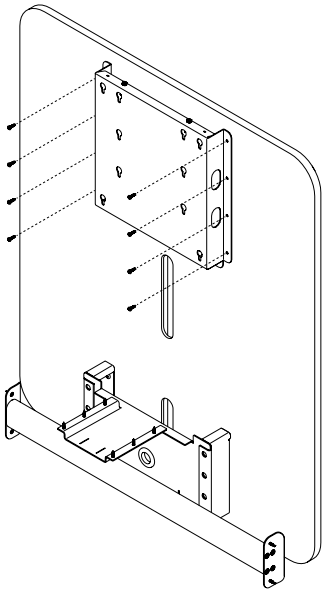
STEP 1: Fasten the TV mount (A) to the wall using fasteners (B)

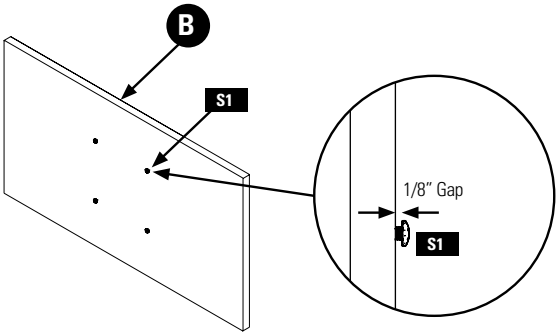
STEP 2: From the included bag of machine screws, find four screws (S1) that match the holes in the back of the TV, Insert the screws into the back of the TV (B) leaving a small gap (1/8") between the head of the screw and the back of the TV.

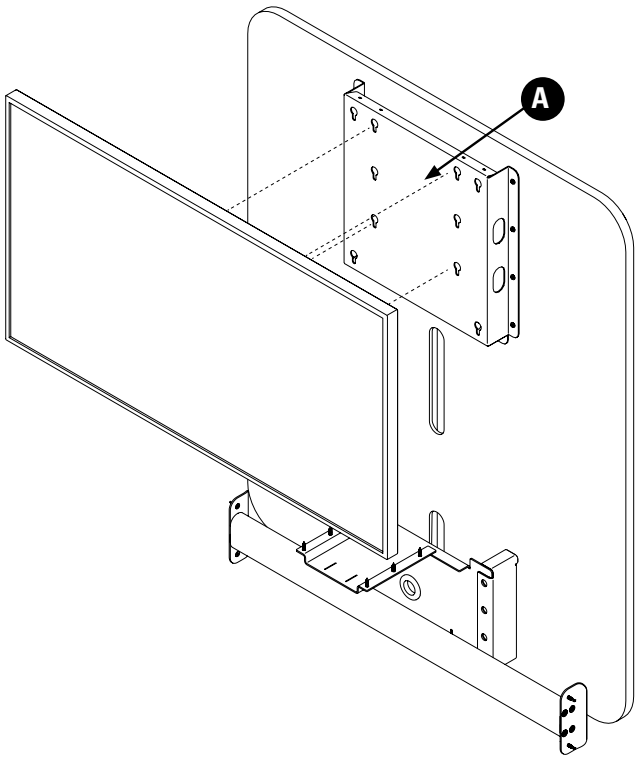
STEP 3: Hook the TV (E) onto the TV mount (A).

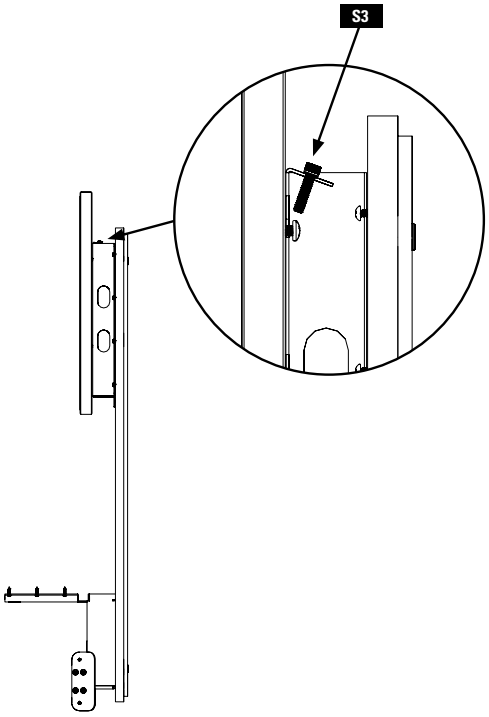
STEP 4: Insert/tighten the socket head screw (S3) to lock the TV in position.









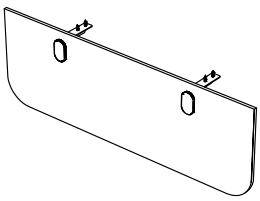


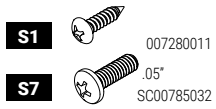
Felt Modesty Panel - SCTAP

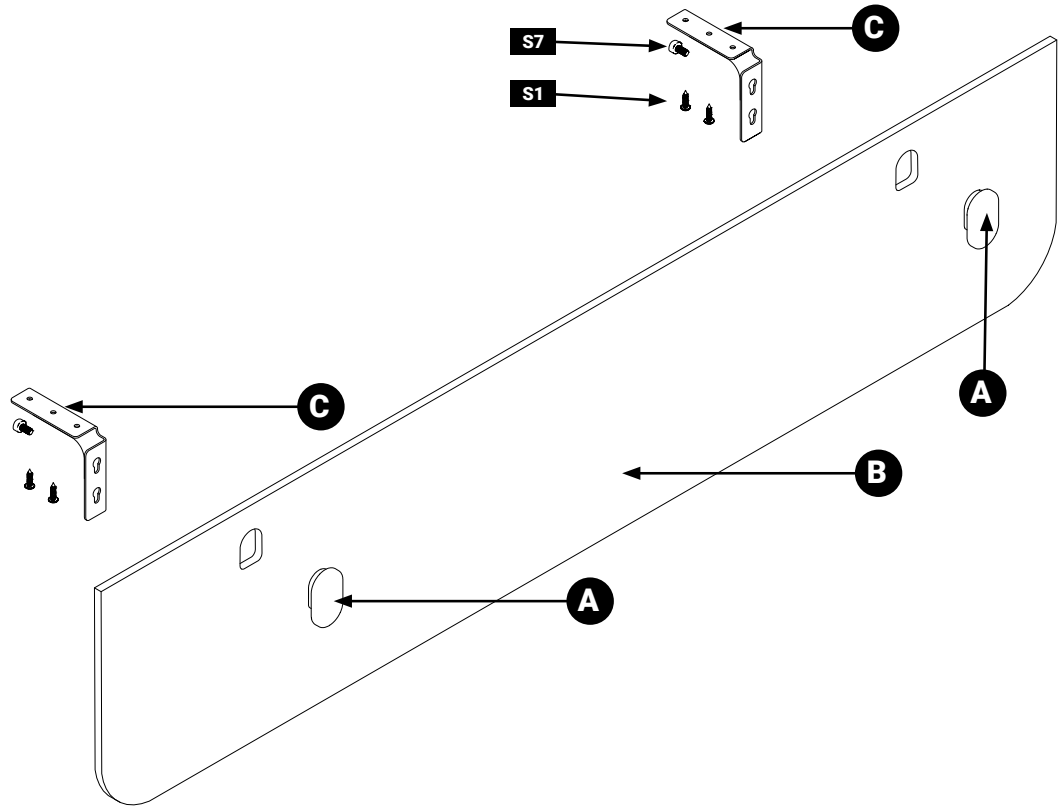
STEP 1: Choose preferred option (see bottom of page).

STEP 2: Attach end puck (A) through hole in PET felt panel (B) to bracket (C) using fastener (S7).

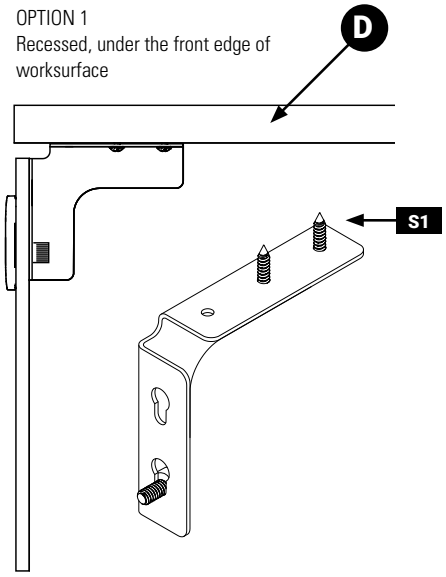
STEP 3: Attach to surface (D) following preferred option, using fastener (S1).



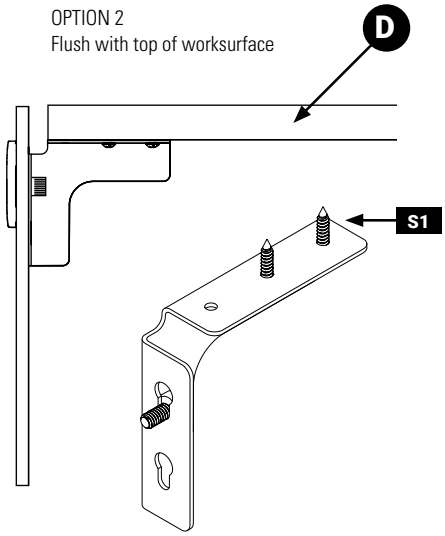




OPTION 1
Recessed, under the front edge of worksurface



OPTION 2
Flush with top of worksurface



Wire Mesh Storage Tray - SCTAT

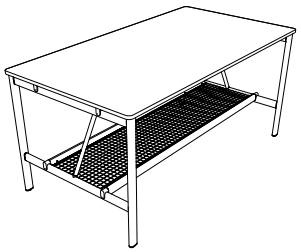
This installation shows a retrofit wire mesh shelf on a finished table.

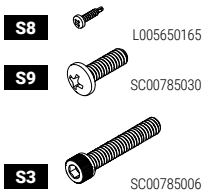
STEP 1: Attach the capture extrusion (A) to the foot rests (E) using fasteners (S8).

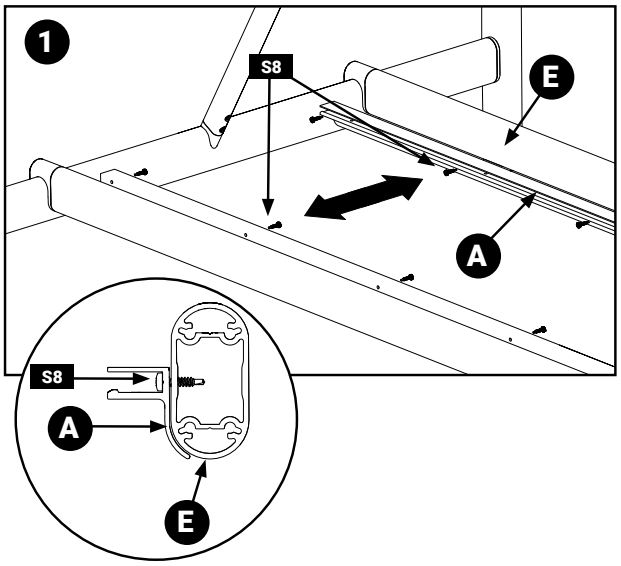
STEP 2: Detach one footrest (E). Slide wire mesh storage tray (B) into the capture extrusion (A) on the footrest attached to the table. Bring in the loose footrest (E). Slide the capture extrusion attached to the loose footrest into the wire mesh storage tray (B) securing the mesh storage tray between the capture extrusions.

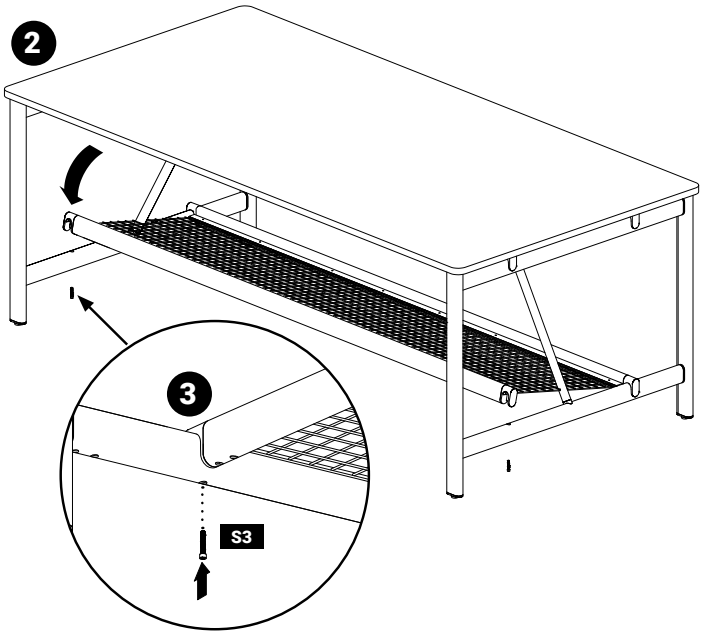
STEP 3: Attach the loose footrest (E) to the gables (C) using fasteners (S3).

STEP 4: Secure footrest extrusion with fastener (S9).









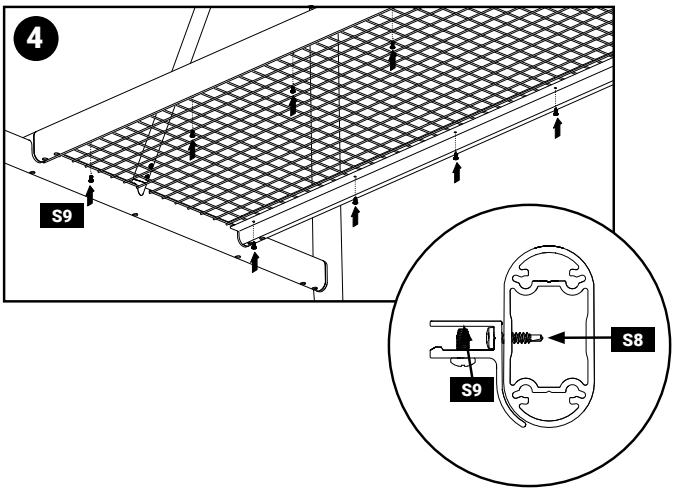
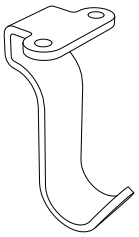
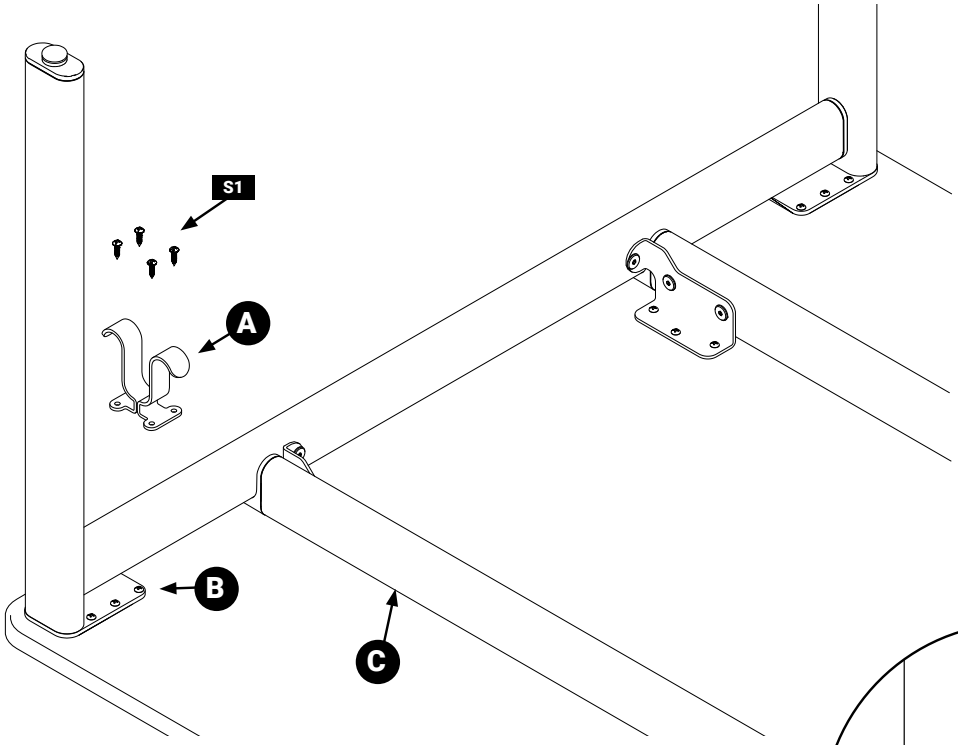


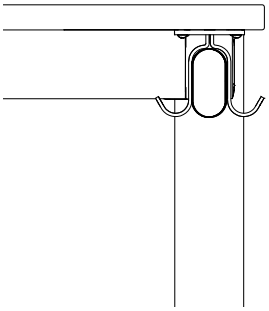
Table Mounted Bag Hook - SCTAH

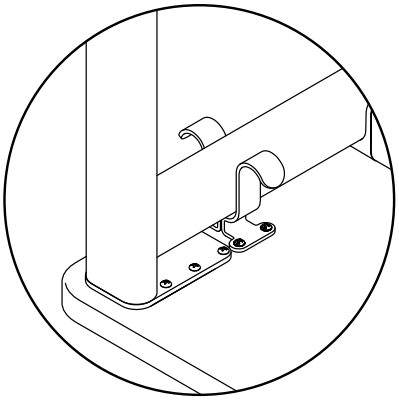
STEP 1. Attach the hook (A) to the worksurface using fasteners (S1).









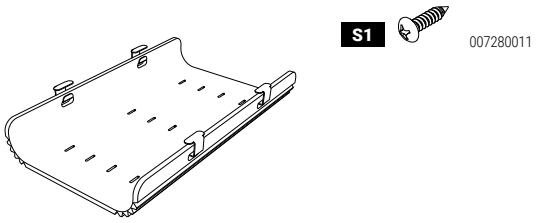


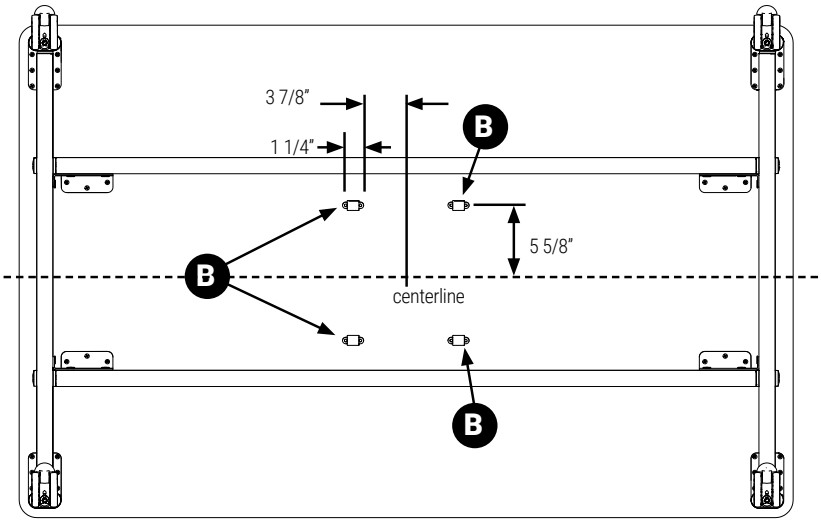
Note:
- Hooks can be installed facing in or out.
- Install the hooks between the leg plate (B) and the support rail (C)

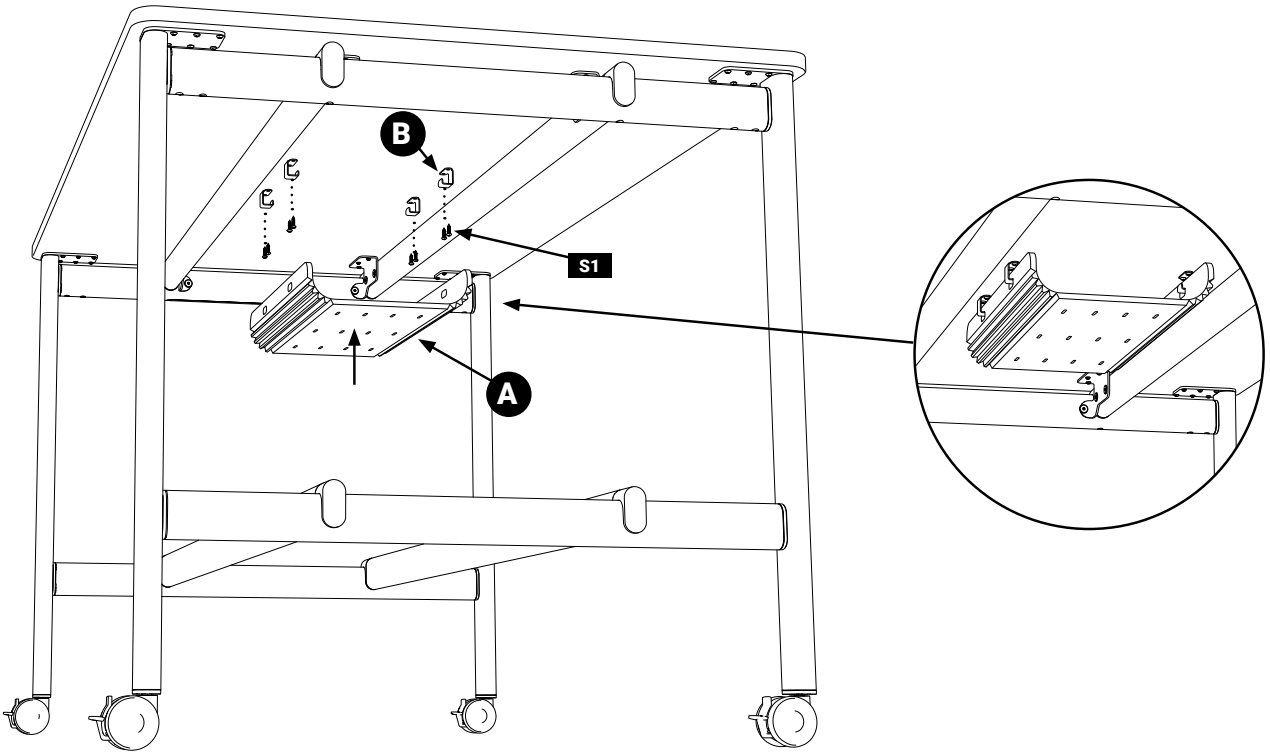
Felt Cable Tray - SCTACT

STEP 1: Measure the center point on the bottom of the worksurface. From the center point, measure 5 5/8" towards the rails or parallel to the gables. Measure 3 7/8" towards the gables or parallel to the rails. That is the first hole for the first bracket (B). Measure 1 1/4" in the same direction and that is the second hole for the first bracket (B). Secure the bracket with screws (S1). Repeat this for the other brackets.

STEP 2: Once all the brackets are installed, hook in the Felt Cable Tray (A). Velcro straps are included to secure cables.



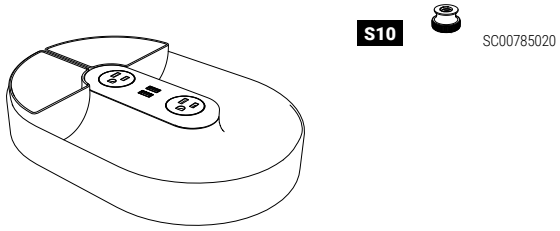


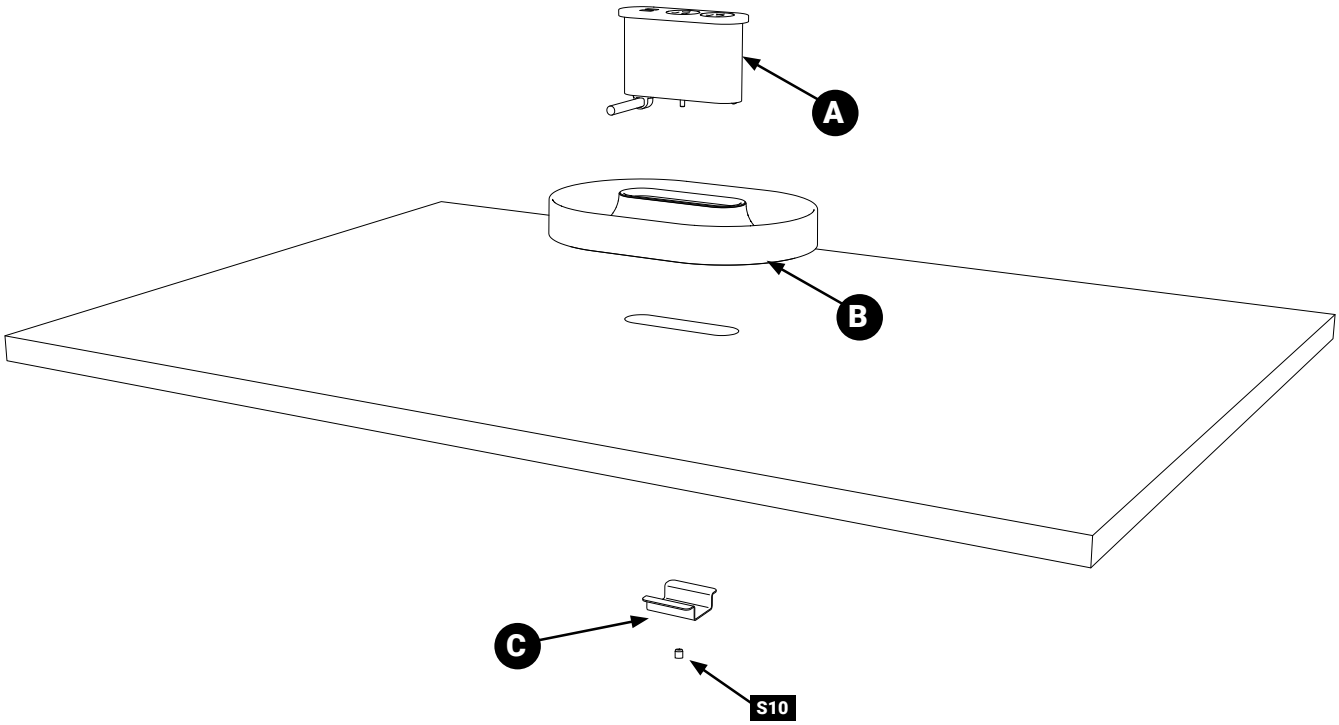


Power Organizer Tray - SCTAOT

STEP 1: Locate the desktop organizer (B) over the hole in the worksurface. Place the power unit (A) into the desktop organizer (B) and through the worksurface hole.

STEP 2: Attach the restraint bracket (C) from under the worksurface and secure it with the thumb screw (S10).



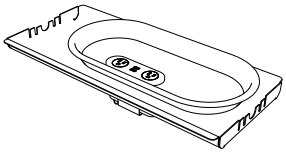


Recessed Power Tray - SCTAPR

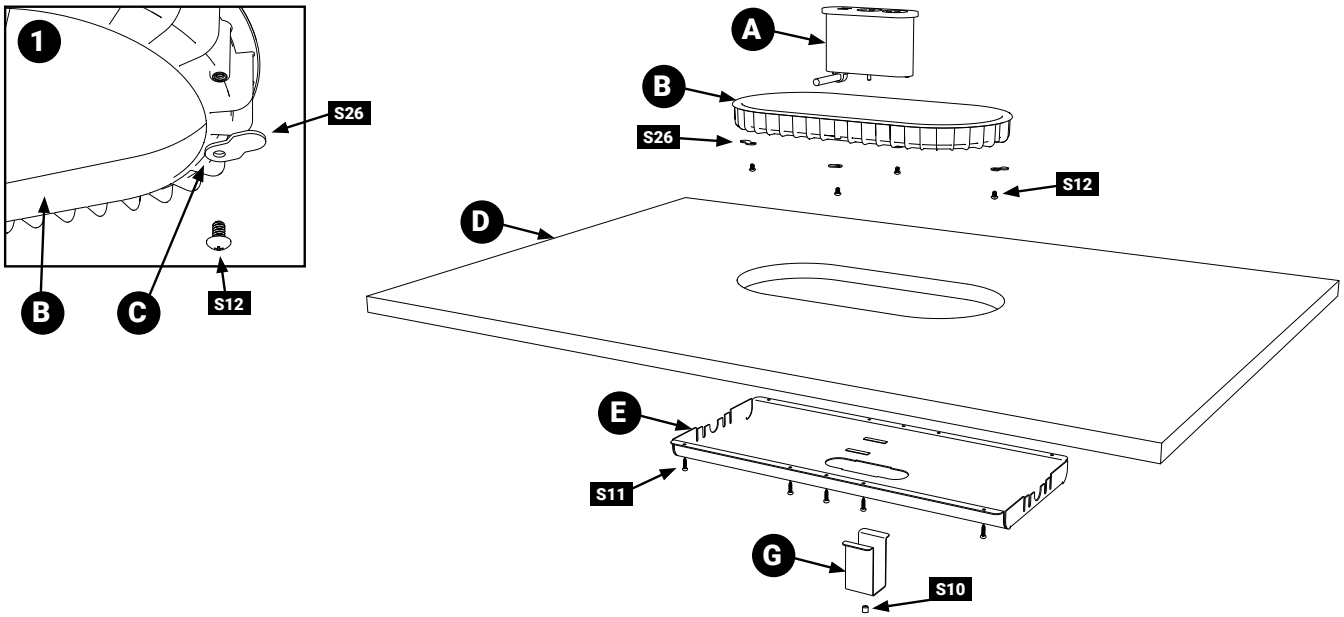
STEP 1: Attach 4 brackets (C) and (S26) to trim ring (B) with screws (S12). Keep the brackets (C) loose so you can rotate them out of the way as you drop the Trim Ring (B) into the worksurface (D) hole. Secure the trim ring (B) by rotating the brackets (C) outside the hole and tighten the screws (S12).

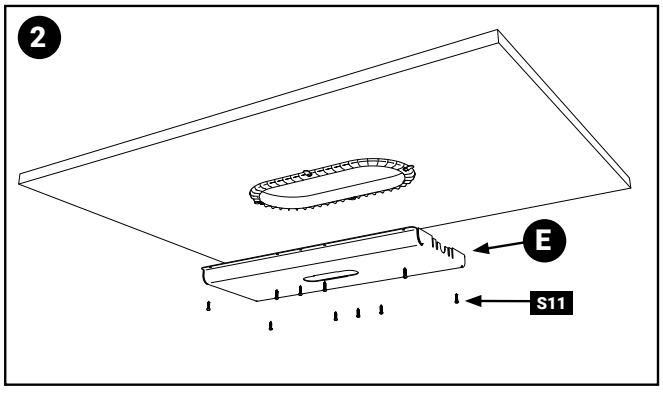
STEP 2: Attach the power tray (E) under the worksurface (D) using the screws (S11) into the pre-drilled holes.

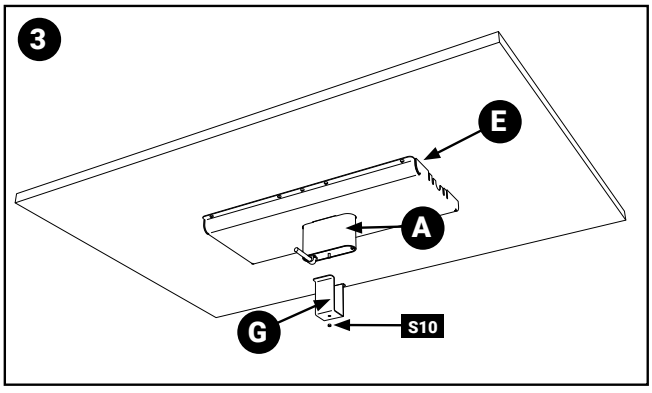
STEP 3: Install the Power Unit (A) into the hole in the Power Tray (E). Secure the power unit (A) with the restraint bracket (G) using the thumb screw (S10).











Power Tray - SCTAPT

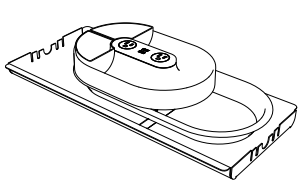
STEP 1: Attach 4 brackets (H) and (S26) to trim ring (F) with screws (S12). Keep the brackets (H) and (S26) loose so you can rotate them out of the way as you drop the trim ring (F) into the worksurface (G) hole. Secure the trim ring (F) by rotating the brackets (H) and (S26) outside the hole and tighten the screws (S12).

STEP 2: Install the baffle plate (E) by twisting it into the trim ring (F).

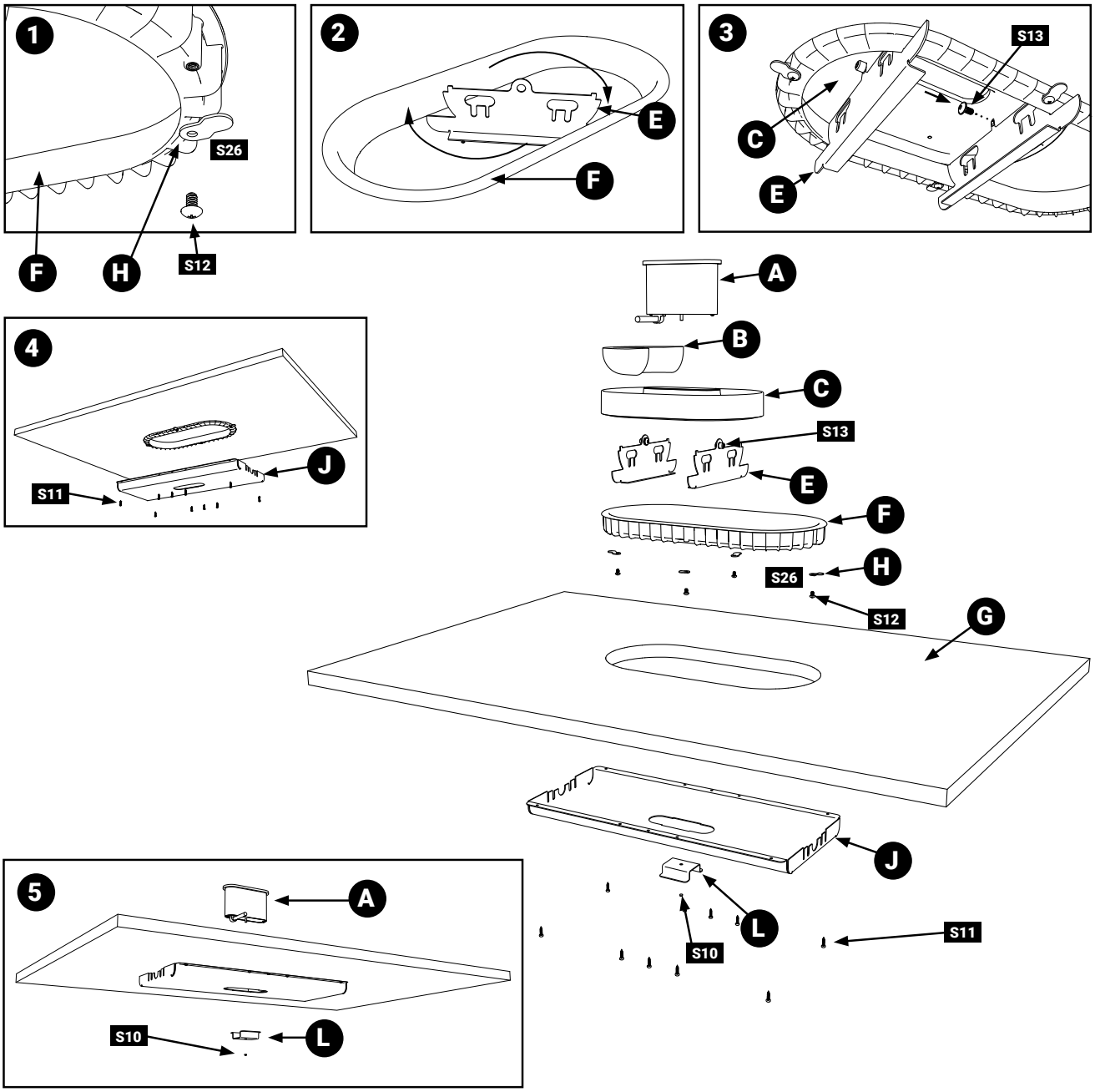
STEP 3: Place the organizer tray (C) over the trim ring (F) to one side as shown in the step 3 image. Secure the baffle plate (E) into the slots in the organizer tray (C) with the screw (S13).

STEP 4: Attach the power tray (J) under the work surface (G) using the screws (S11) into the pilot holes.

STEP 5: Install the power unit (A) into the power tray (J). Secure the power unit (A) with the restraint bracket (L) using the thumb screw (S10).



S11		007280061
S12		SC00785022
S13		SC00785021
S10		SC00785020
S26		Bump-on sticker



Coat Rack Cart - SCCR

Note: Assemble on back, then tilt up on casters to position.

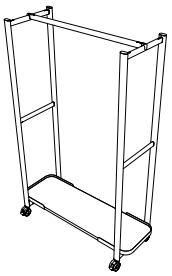
STEP 1: Attach the top rail (B) to the gables (A) using fasteners (S16). Attach the bottom beam (C) to the gables (A) using fasteners (S14).

STEP 2: Attach the shelf rims (D) to the shelf (E) using fasteners (S15)

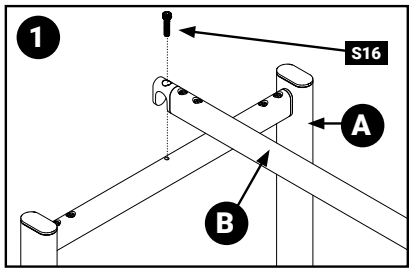
STEP 3: Attach the shelf (E) to the gables (A) using fasteners (S1).

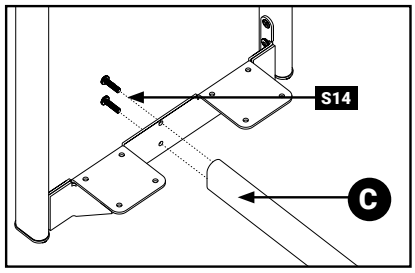
STEP 4: Attached the end stretcher (F) to the shelf (E) using fasteners (S1).

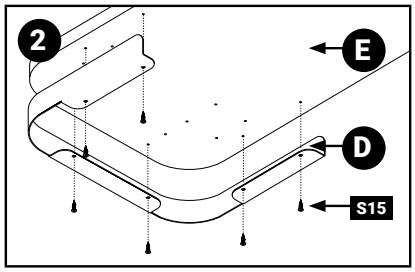
STEP 5: Snap in the casters.

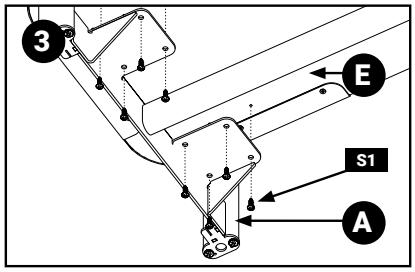


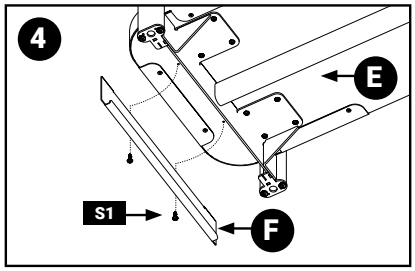


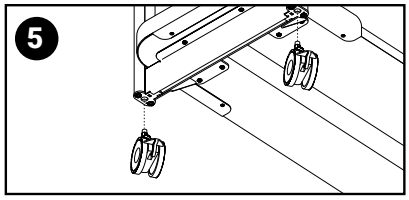


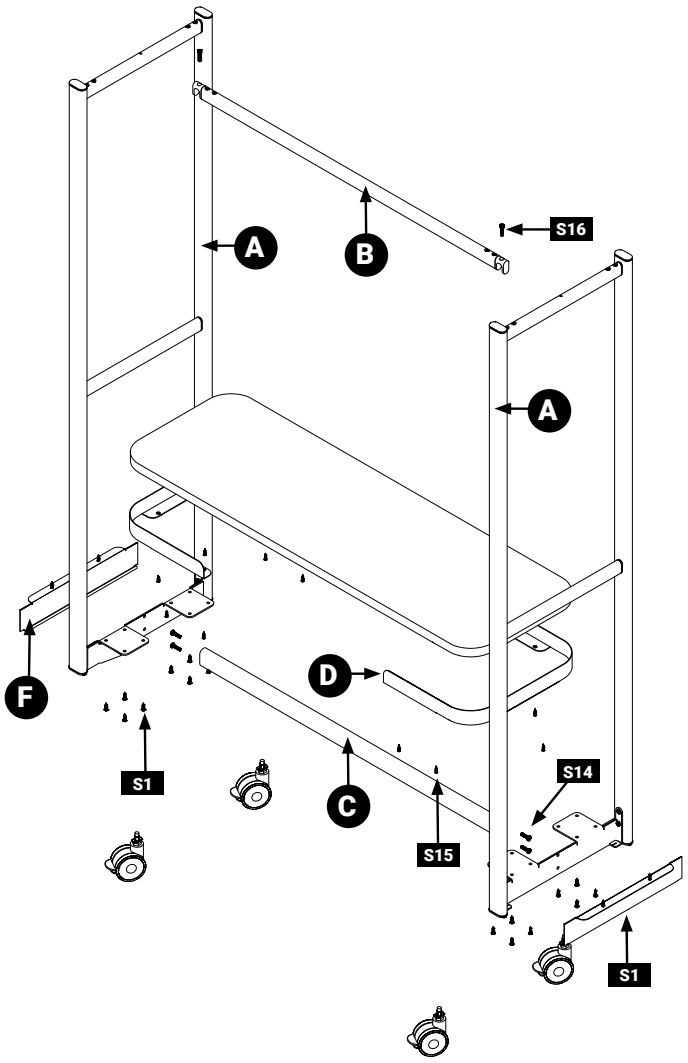












Shelf Cart - SCCS

Note: Assemble on back, then tilt up on casters to position.

STEP 1: Attach top rail (B) to the Gables (A) using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

STEP 2: Attach shelf rims (D) to all the shelves using fasteners (S15).

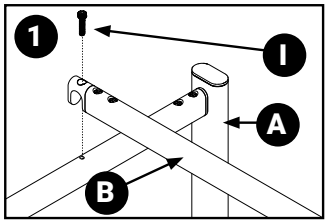
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (S1). Attach shelves (K) to gables (A) using fasteners (S17).

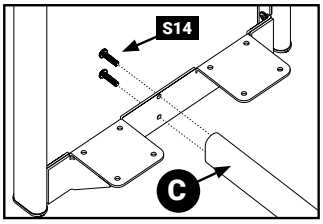
STEP 4: Attach end stretcher (F) to the shelf (E) using fasteners (S1).

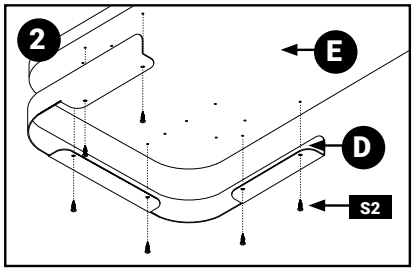
STEP 5: Snap in the casters.

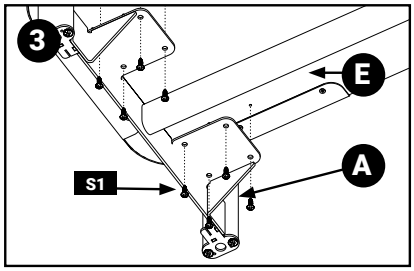


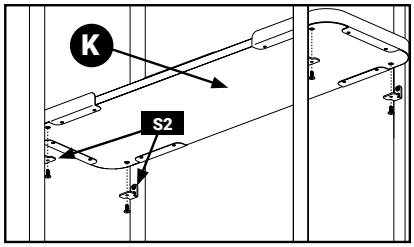


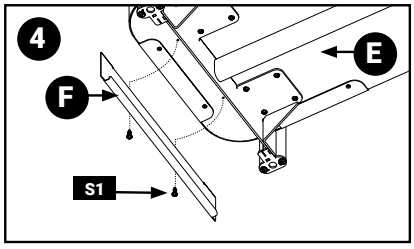


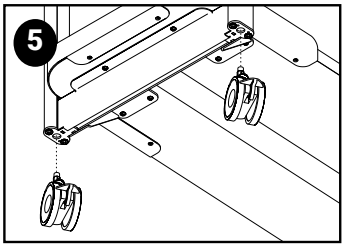


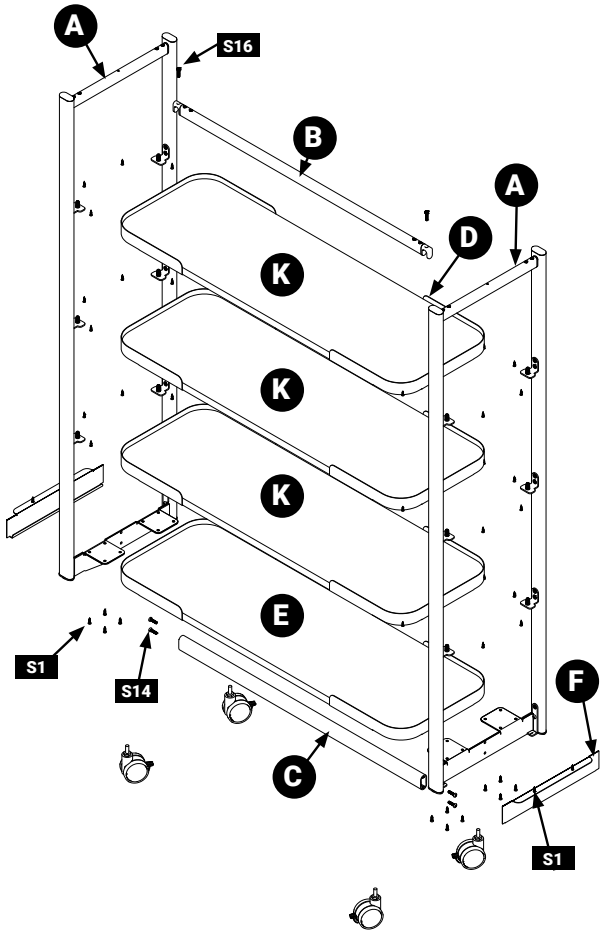




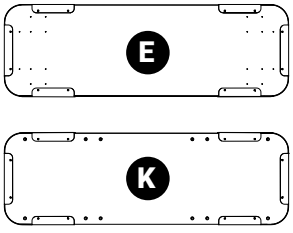








Shelf Identification



Media Cart - SCCMEP

Note: Assemble on back, then tilt up on casters to position.

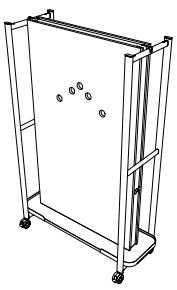
STEP 1: Attach top rail (B) to the gables (A) using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

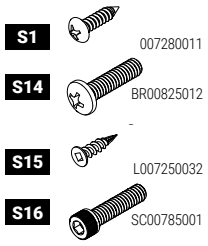
STEP 2: Attach shelf rims (D) to shelf (E) using fasteners (S15).

STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (S1).

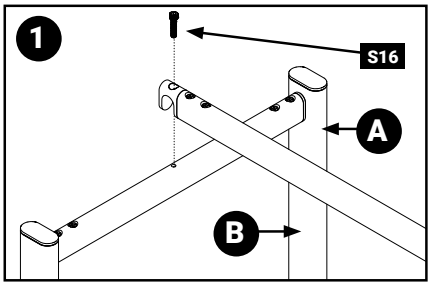
STEP 4: Attached end stretcher (F) to the shelf (E) using fasteners (S1).

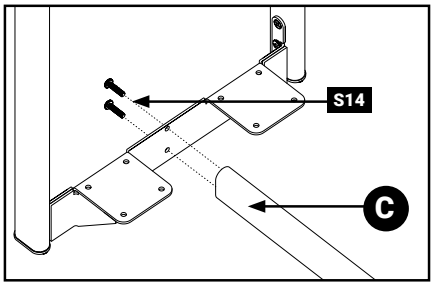
STEP 5: Snap in the casters.

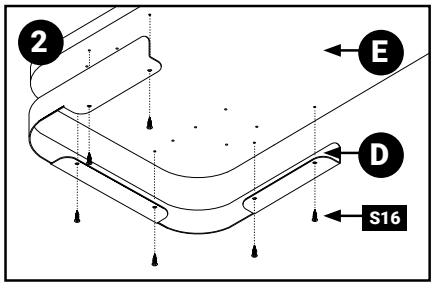


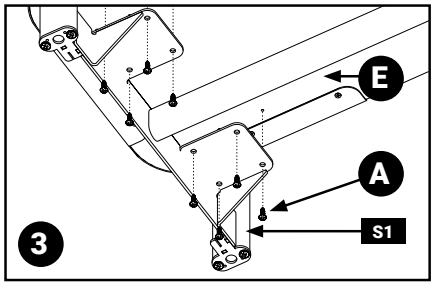


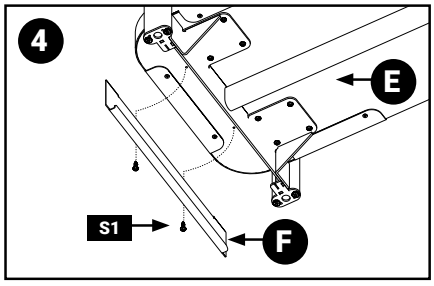
Note: TV Mount hardware is included and same as SCTAM.

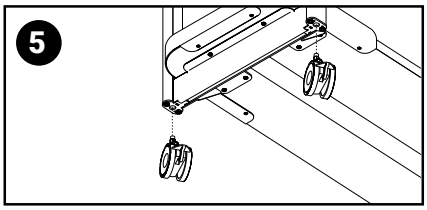


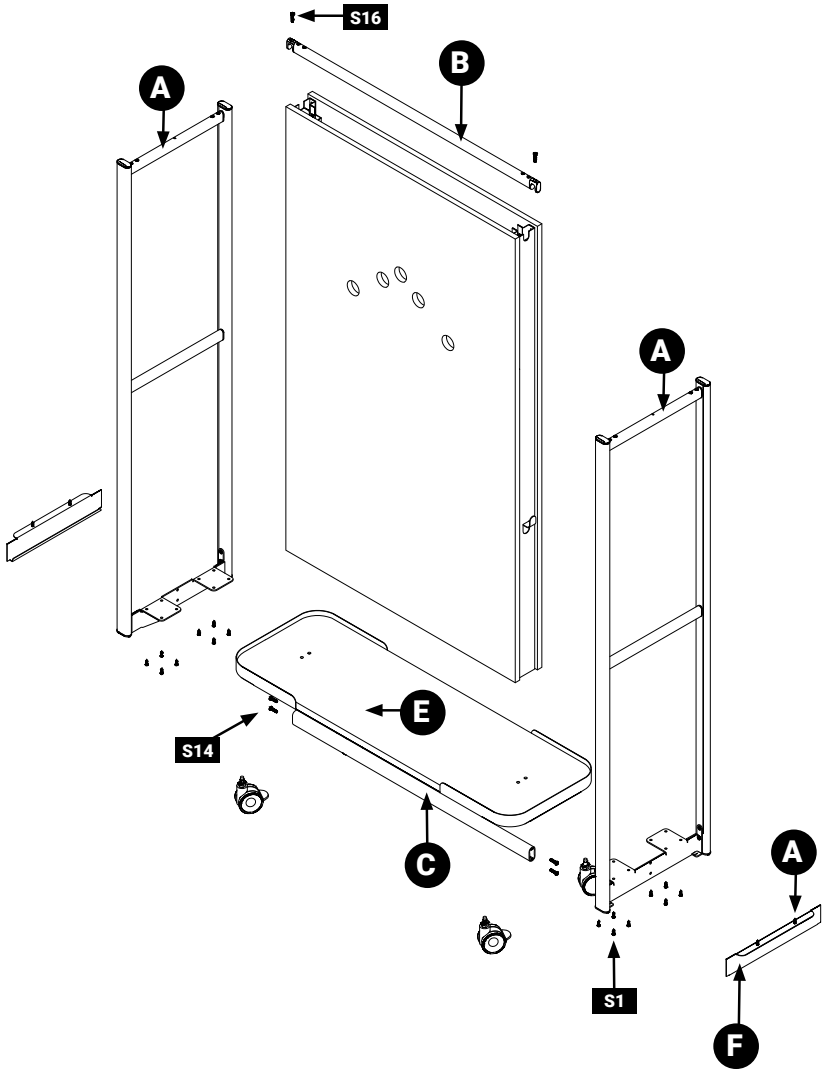












Media Cart

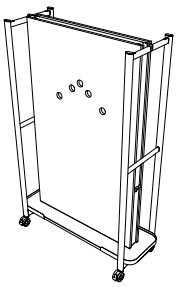
STEP 6: Attach vertical channel (O) to shelf (E) using fasteners (S14).

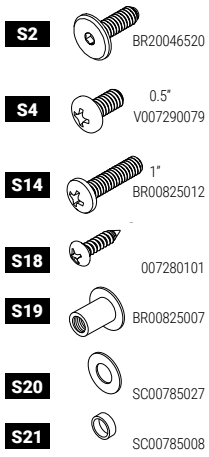
STEP 7: Clamp vertical channel (O) to Top Rail (B) using fasteners (S19) and (S17). Do not tighten.

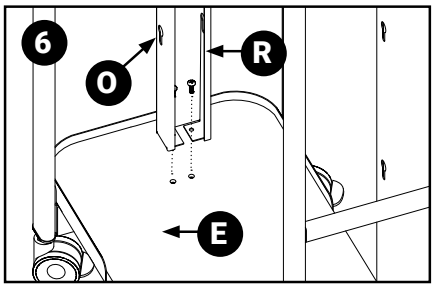
STEP 8: Screw fasteners (S4) into the inserts in TV fascia (P). Be sure to leave some space between the screws and the TV fascia. Place TV fascia (P) onto vertical channels (O) using the keyholes. Tighten fasteners (S4). Tighten vertical channel (O) to top rail (B)

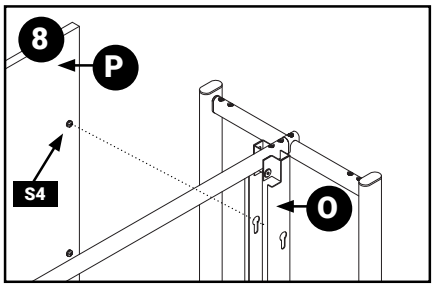
STEP 9: Screw fasteners (S18, S20, S21) into back board (Q).

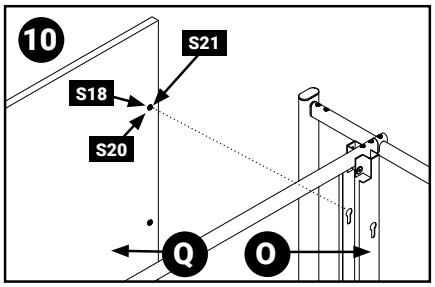
STEP 10: Place back board (Q) onto vertical channels (O).



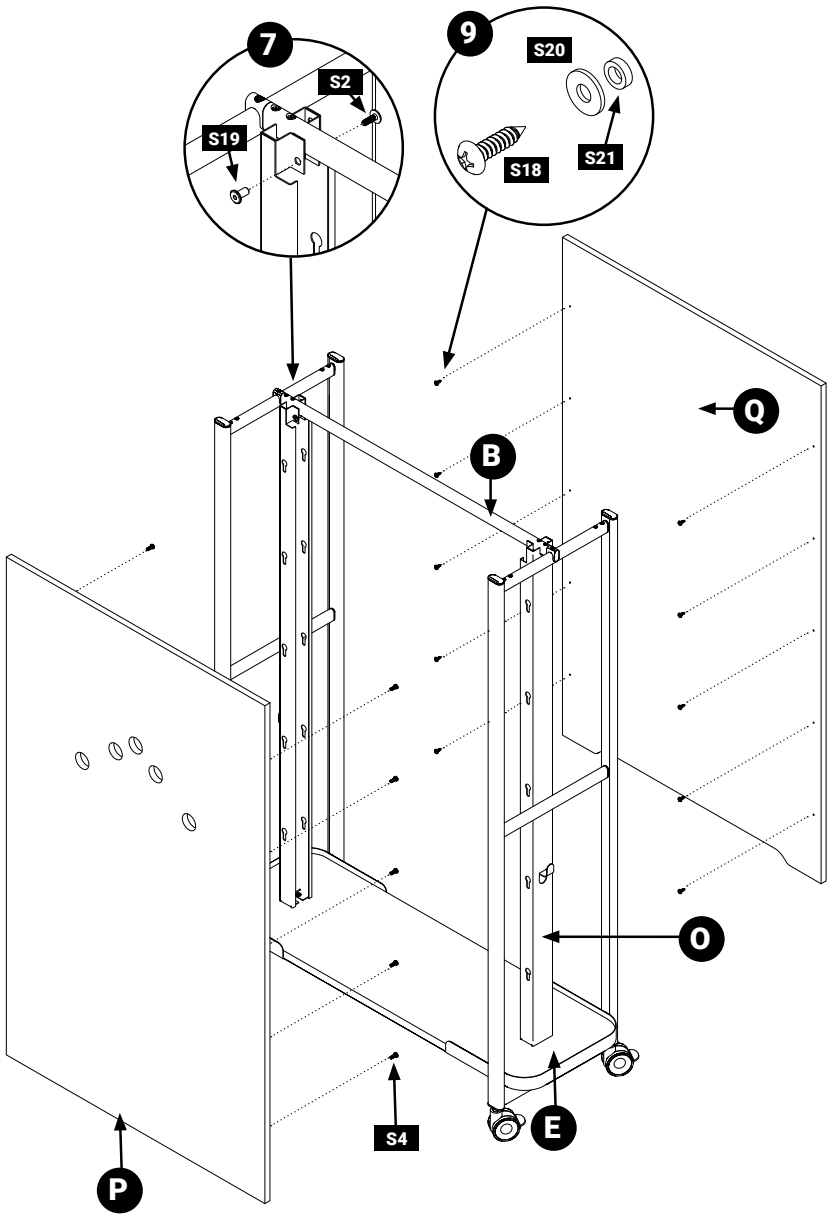






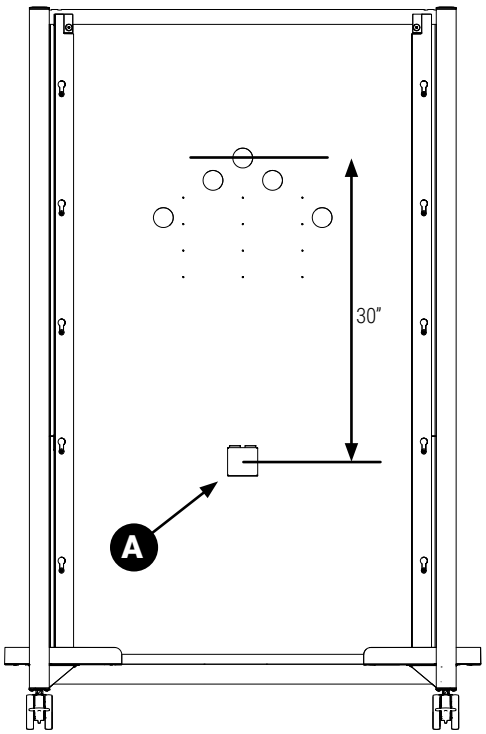


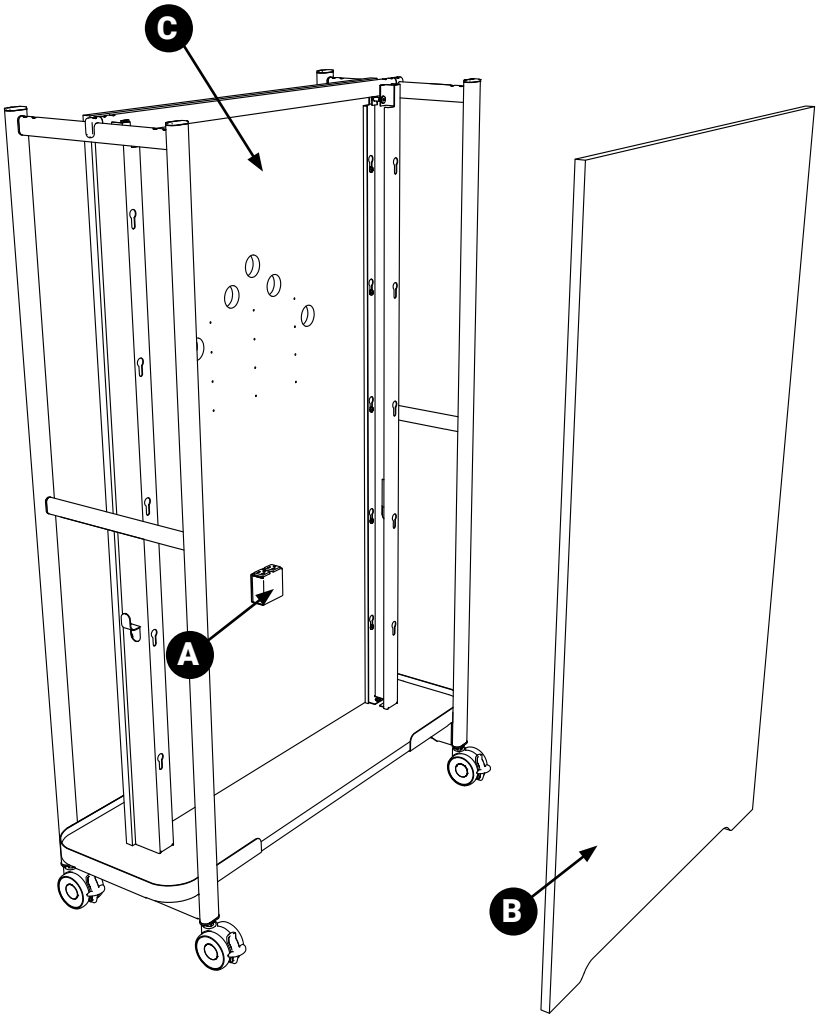
Note: TV Mount hardware is included and same as SCTAM.



Concealed Power Unit - SCCMEP /SCCAMP

STEP 1: The Concealed Power Unit (A) is installed between the front panel (C) and the back panel (B). Position the concealed power unit (A) down roughly 30 inches from the top hole and secure it with the included screws.



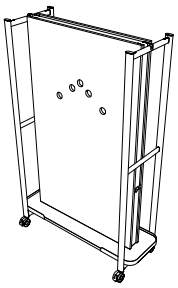


Media Tray - SCCMEP / SCCAMT

STEP 1: Hold up the TV (D) in it's fixed position and measure where the bottom will be on the media cart (A) wall.

STEP 2: Hold the media tray (B) in the center of the Media Cart (A) and position it so that it sits behind the TV (D). There is no exact position behind the TV because all TVs are different. Use your best judgment to locate the media tray (B).

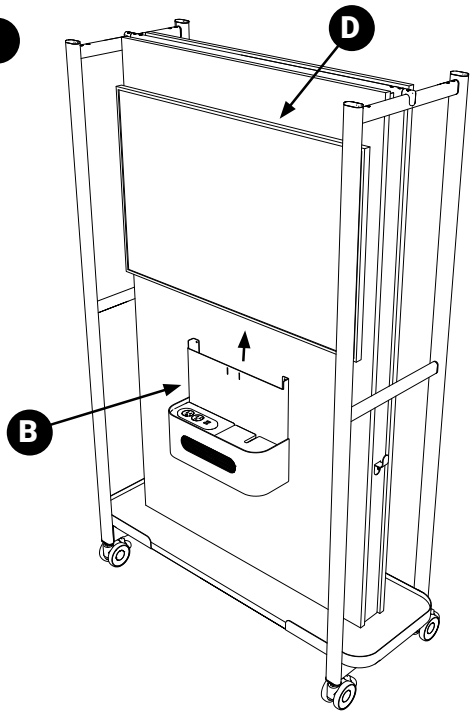
STEP 3: Secure the media tray (B) to the Media Cart (A) wall with screws (S18).

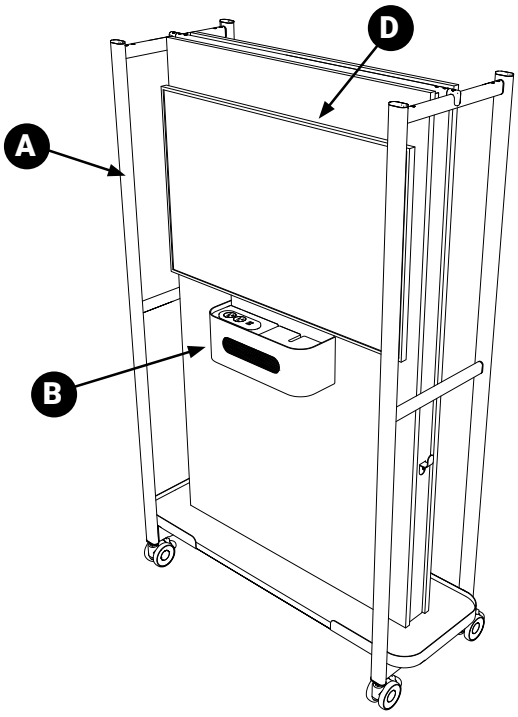


S18  007280101

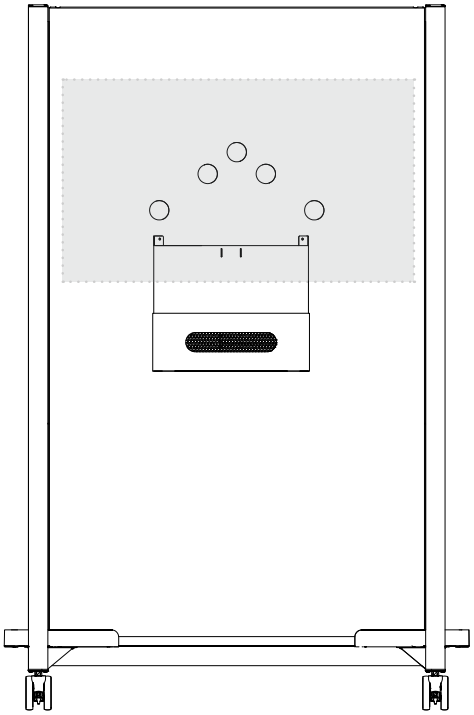
Note: TV Mount hardware is included and same as SCTAM.

1

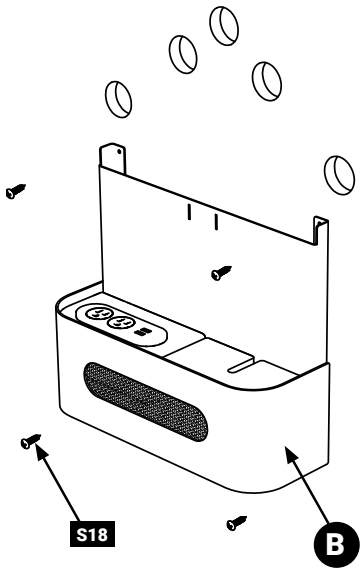




2



3



Single-Sided Whiteboard Cart - SCCSW

Note: Assemble on back, then tilt up on casters to position.

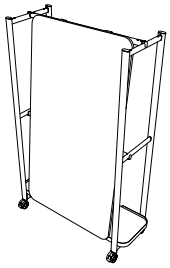
STEP 1: Attach rail (B) to the gables (A) using fasteners (S16). Attach the second rail (B) to gable (A) from the bottom using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

STEP 2: Attach shelf rims (D) to shelf (E) using fasteners (S15).

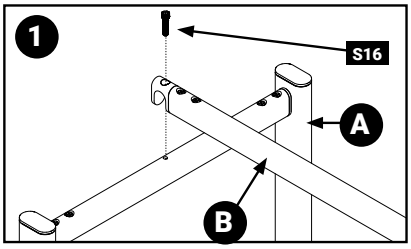
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (S1).

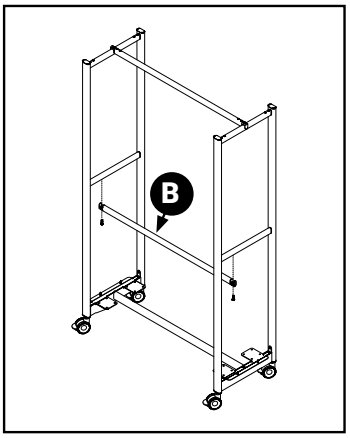
STEP 4: Attach end stretcher (F) to the shelf (E) using fasteners (S1).

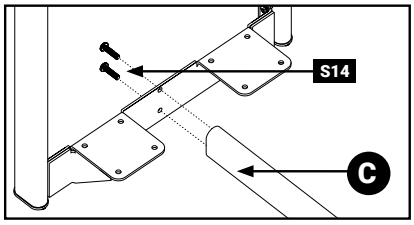
STEP 5: Snap in the casters.

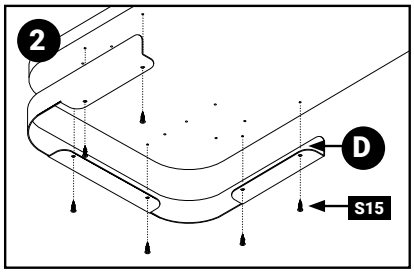


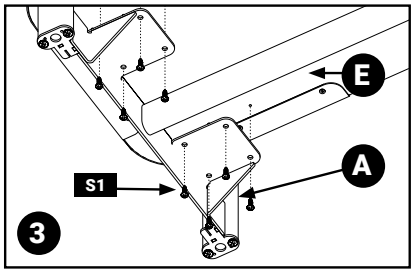


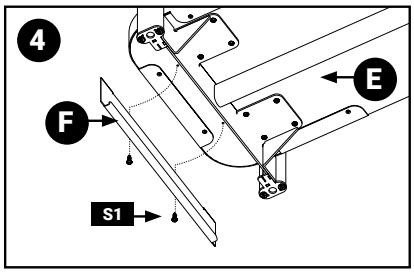


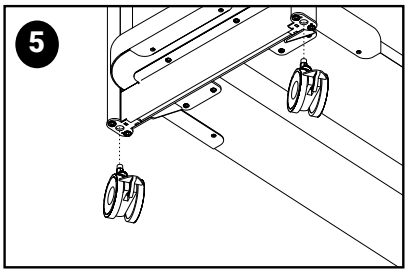


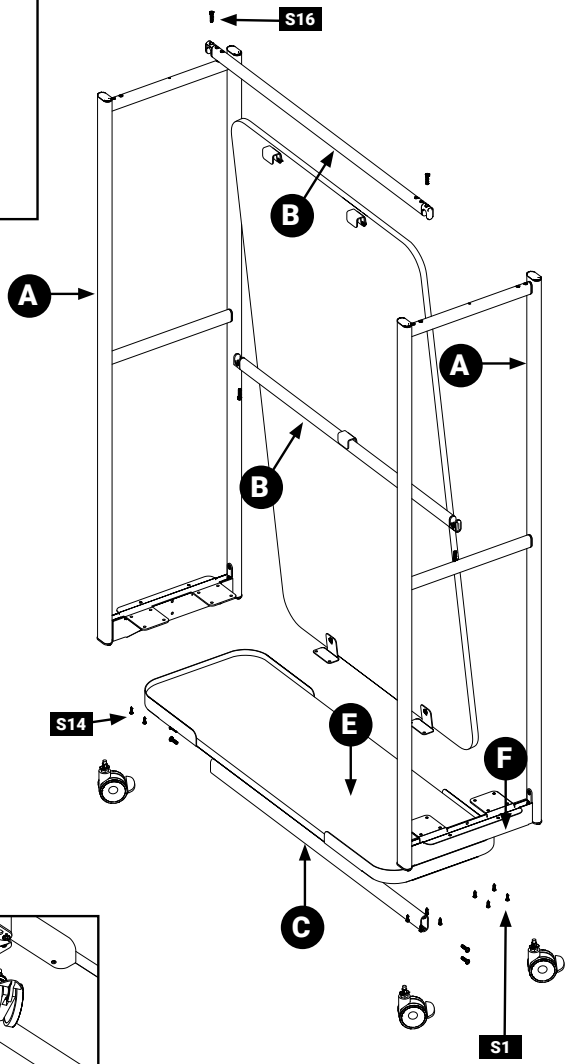










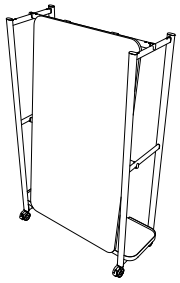


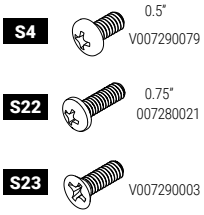
Single-Sided Whiteboard Cart - SCCSW

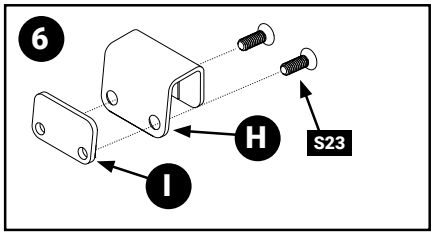
STEP 6: Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (S23).

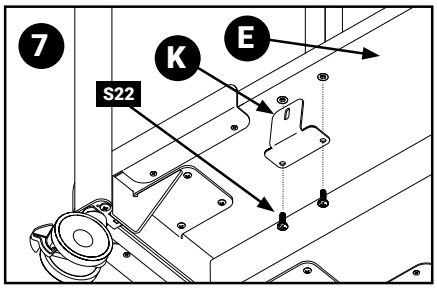
STEP 7: Attach bottom brackets (K) to shelf (E) using fasteners (S22).

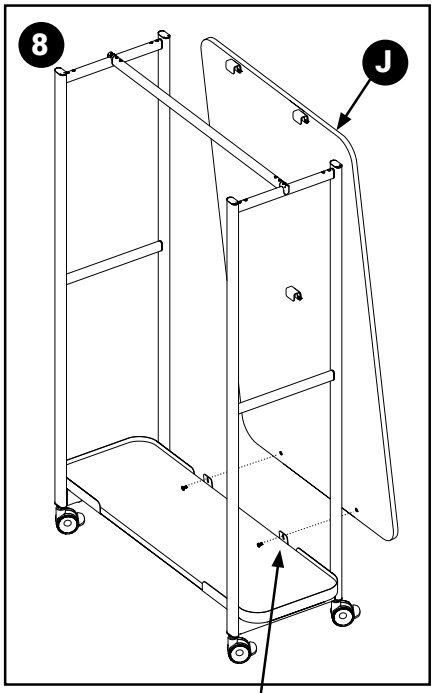
STEP 8: Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel. Use fasteners (S4) to secure the whiteboard panel. Repeat for the other side.

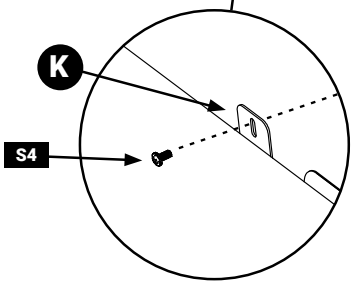


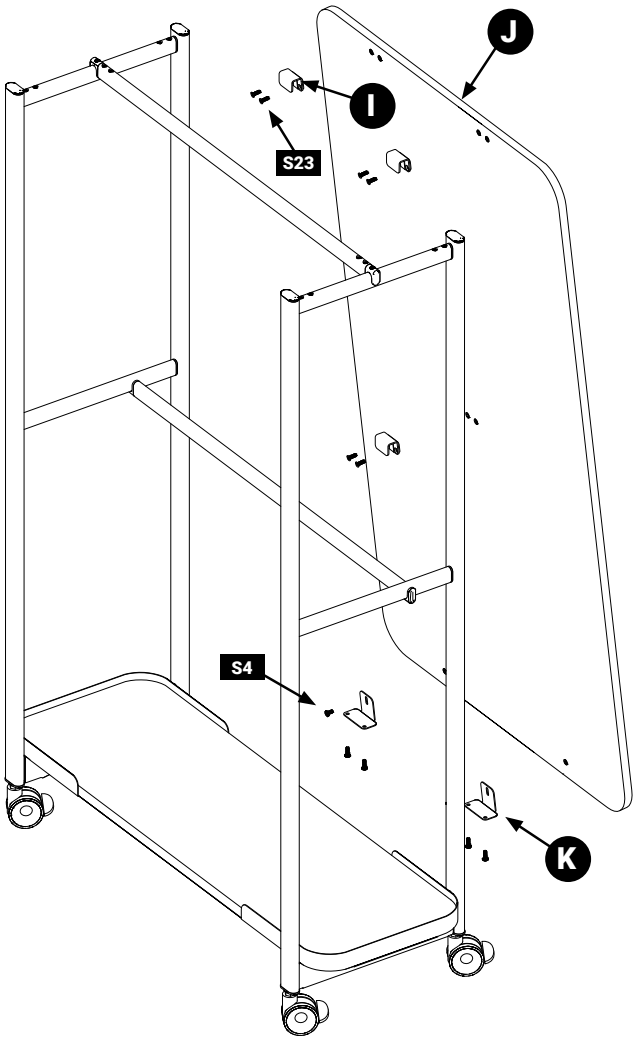












Double-Sided Whiteboard Cart - SCCDW

Note: Assemble on back, then tilt up on casters to position.

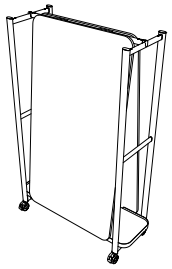
STEP 1. Attach top rail (B) to the gables (A) using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

STEP 2. Attach shelf rims (D) to shelf (E) using fasteners (S15).

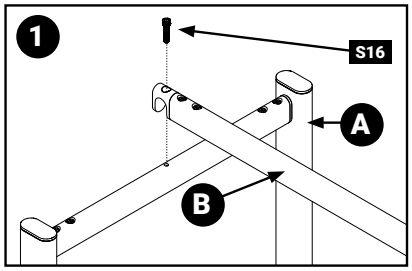
STEP 3. Attach shelf (E) to the bottom of gables (A) using fasteners (S1).

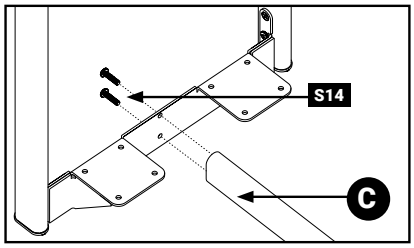
STEP 4. Attach end stretcher (F) to the shelf (E) using fasteners (S1).

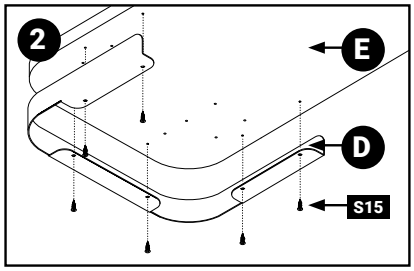
STEP 5. Snap in the casters.

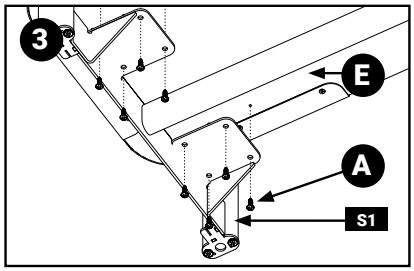


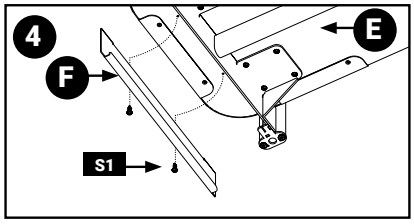


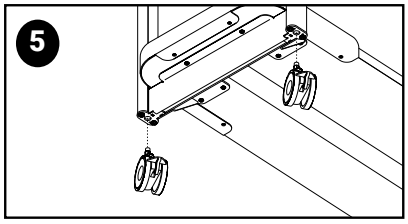


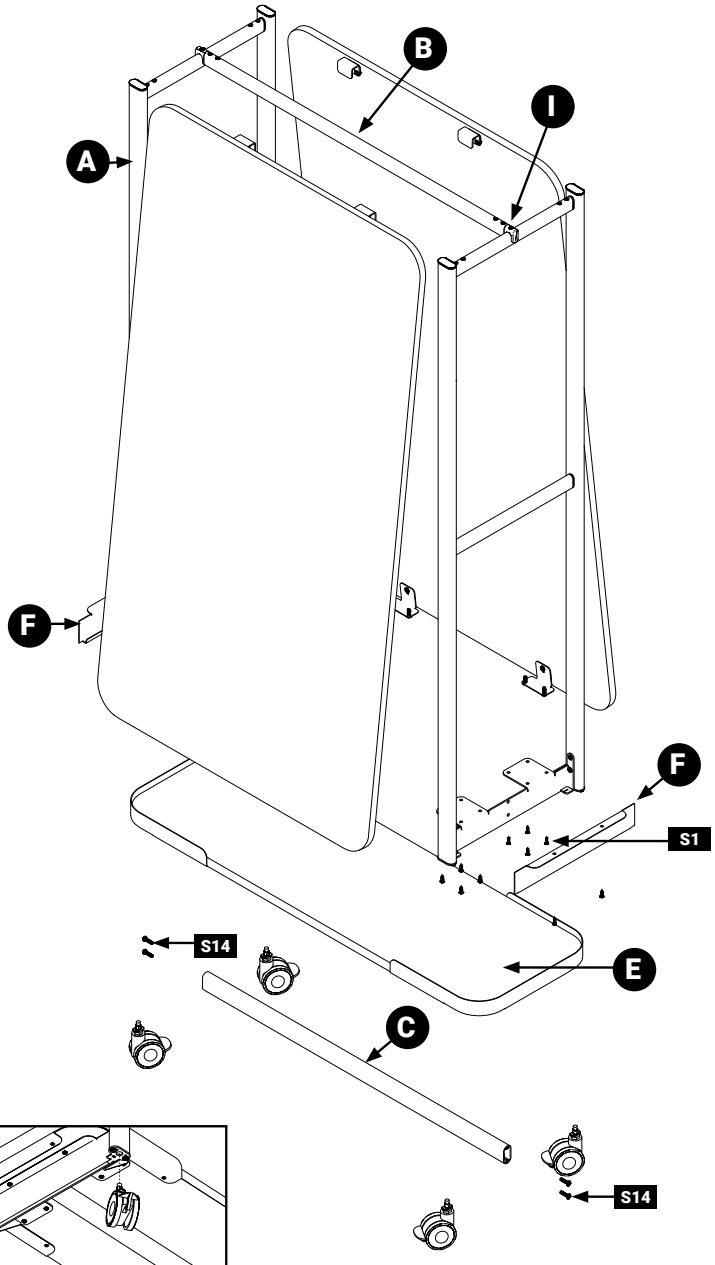












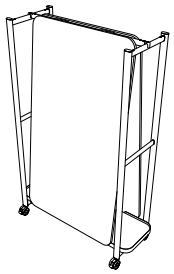
Double-Sided Whiteboard Cart - SCCDW

STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (S23).

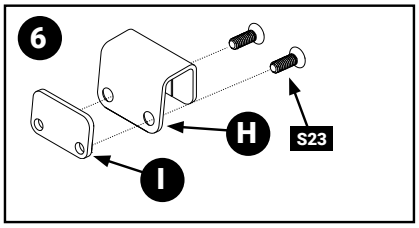
STEP 7. Attach bottom brackets (K) to shelf (E) using fasteners (S22).

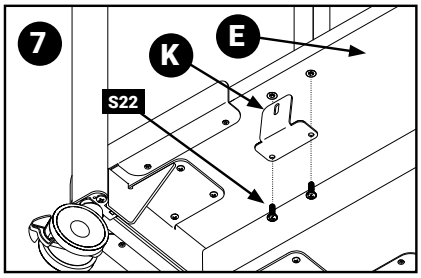
STEP 8. Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel. Use fasteners (S4) to secure the whiteboard panel. Repeat for the other side.

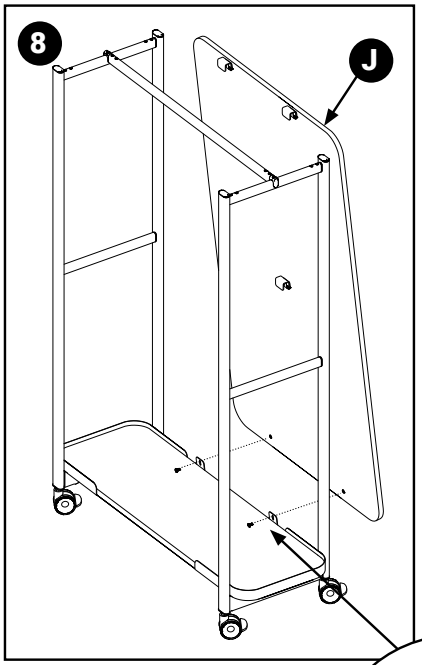
STEP 9. Slide in brace (M) over hooks (H) as shown in image.

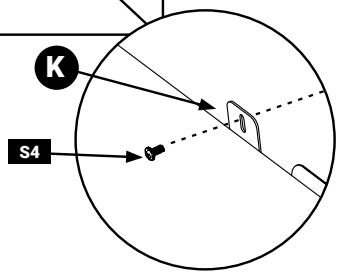


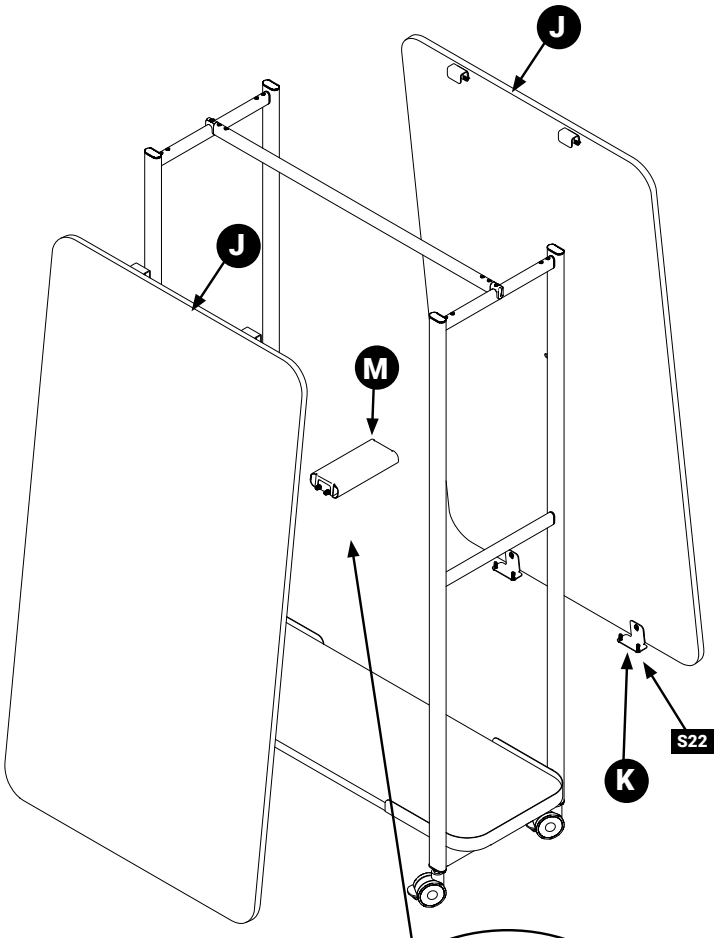


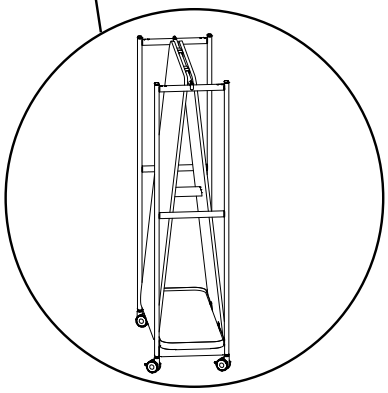












Combo Shelf-Whiteboard Cart - SCCCW

Note: Assemble on back, then tilt up on casters to position.

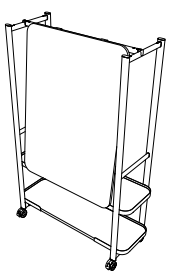
STEP 1. Attach top rail (B) to the gables (A) using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

STEP 2. Attach shelf rims (D) to shelf (E) using fasteners (S15).

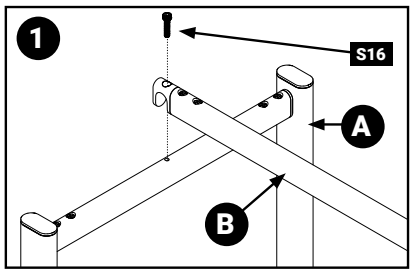
STEP 3. Attach shelf (E) to the bottom of gables (A) using fasteners (S1). Attach shelf (K) to gables (A) using fasteners (S17).

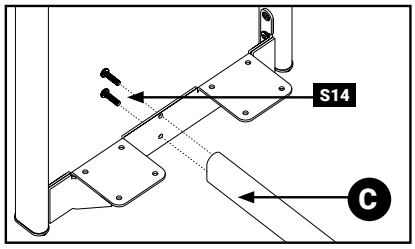
STEP 4. Attached end stretcher (F) to the shelf (E) using fasteners (S1).

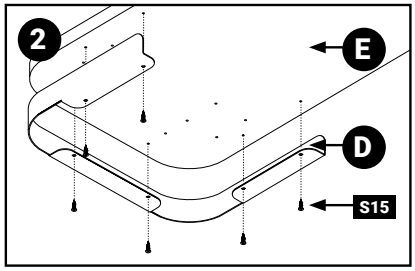
STEP 5. Snap in the casters.

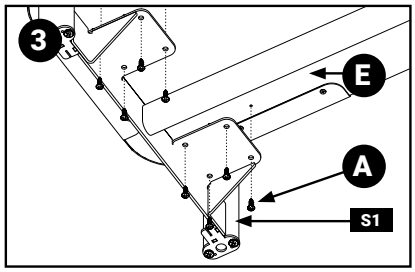


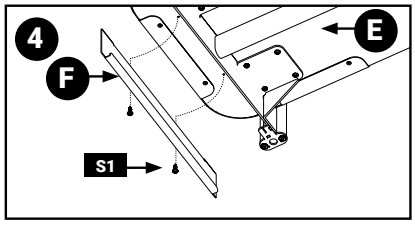


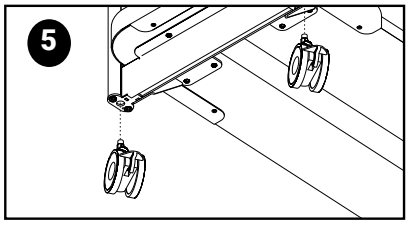


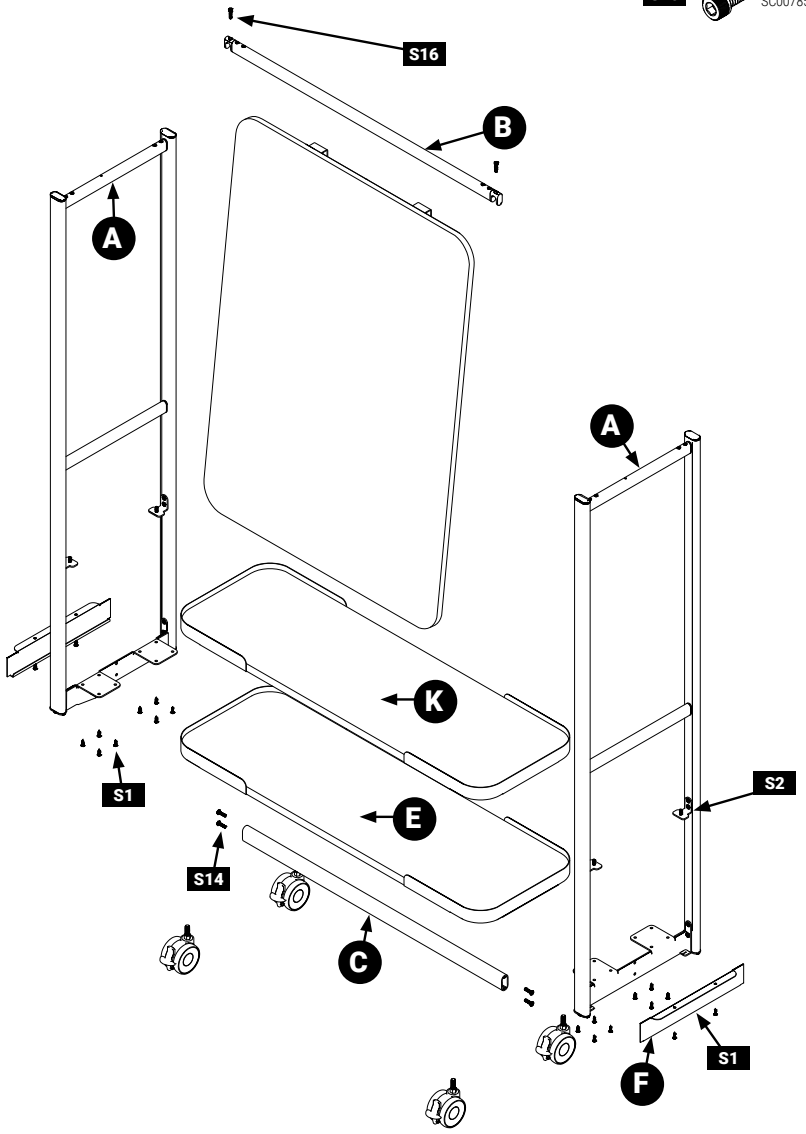




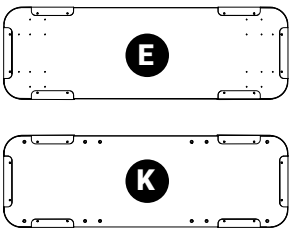








Shelf Identification

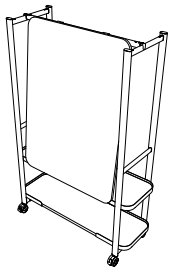


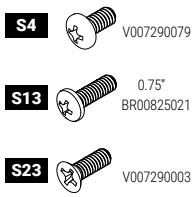
Combo Shelf-Whiteboard Cart - SCCCW

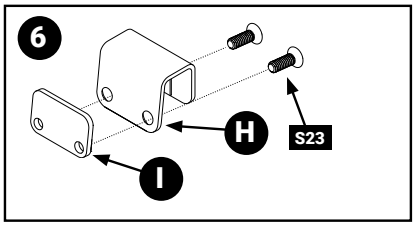
STEP 6. Attach hooks (H) and hook spacers (I) to whiteboard panel (J) using fasteners (S23).

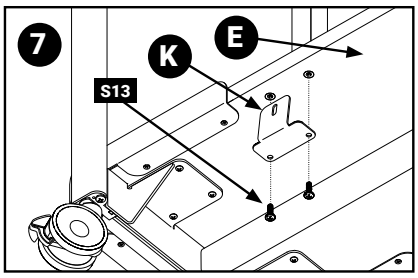
STEP 7. Attach bottom brackets (K) to shelf (E) using fasteners (S13).

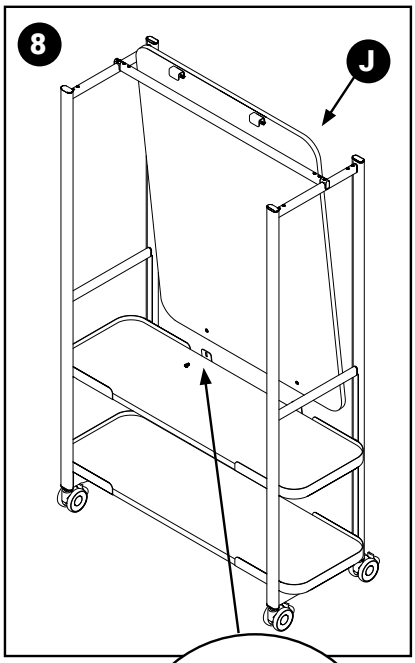
STEP 8. Hook whiteboard panel assembly onto cart and align the bottom brackets to the inserts on the whiteboard panel (J). Use fasteners (S4) to secure the whiteboard panel (J).

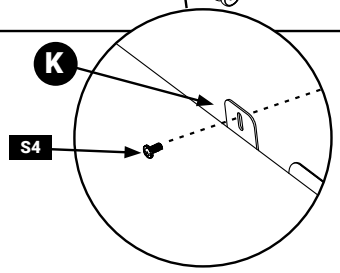


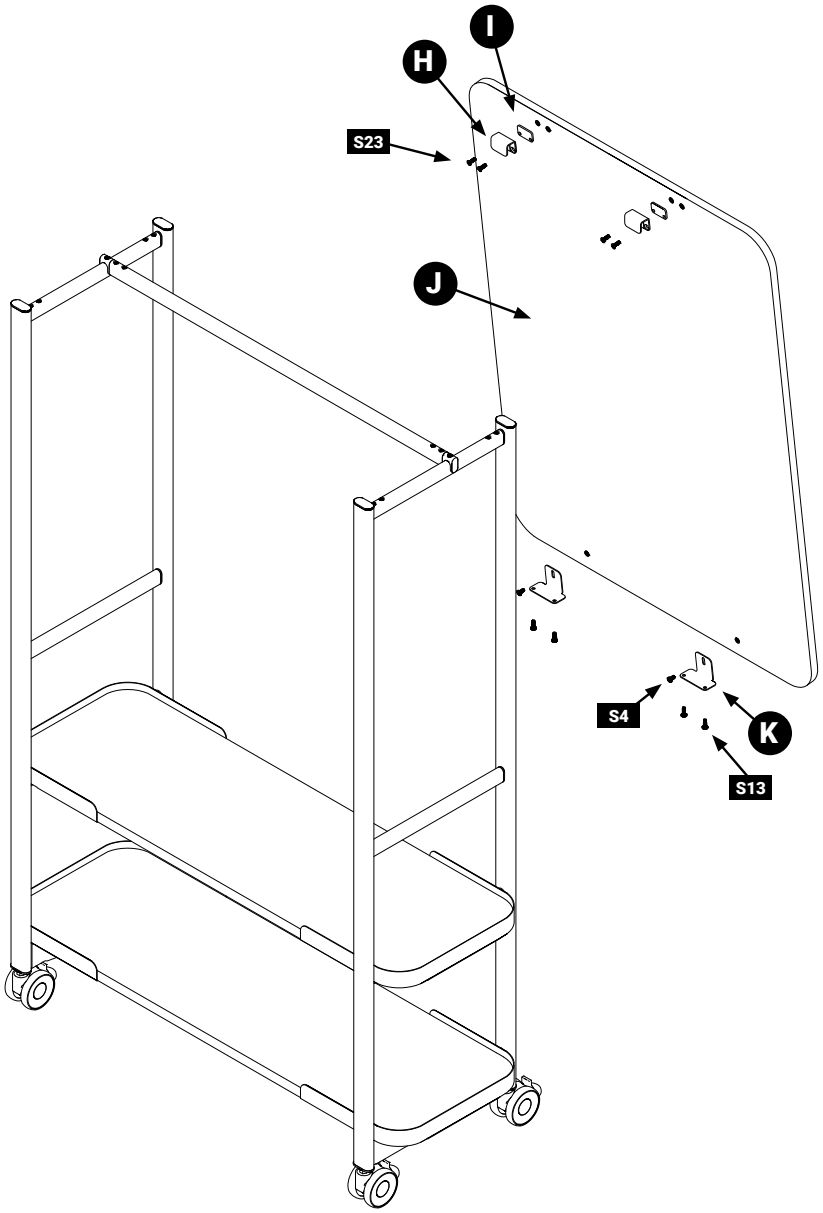












Removable Whiteboard Cart - SCCRW

Note: Assemble on back, then tilt up on casters to position.

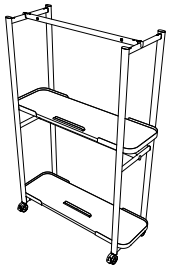
STEP 1: Attach rail (B) to the gables (A) using fasteners (S16). Attach the second rail (B) to gable (A) from the bottom using fasteners (S16). Attach bottom beam (C) to gables (A) using fasteners (S14).

STEP 2: Attach shelf rims (D) to shelves (E) and (K) using fasteners (S15). Attach bracket (N) to shelves (E) and (K) using fasteners (S15).

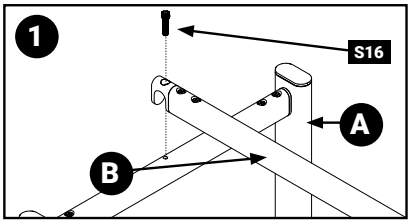
STEP 3: Attach shelf (E) to the bottom of gables (A) using fasteners (S1). Attach shelf (K) to gables (A) using fasteners (S17).

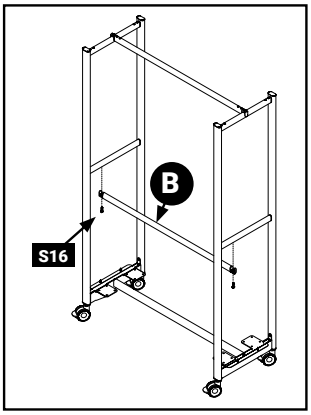
STEP 4: Attach end stretcher (F) to the shelf (E) using fasteners (S1).

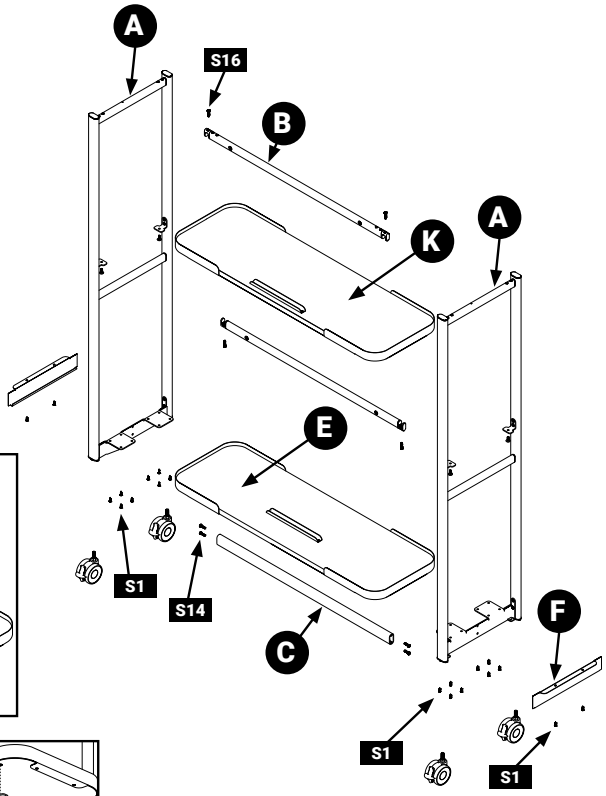
STEP 5: Snap in the casters.

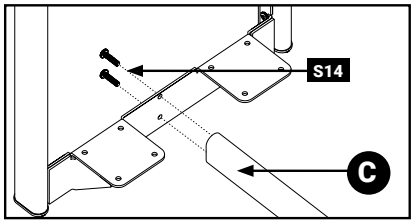


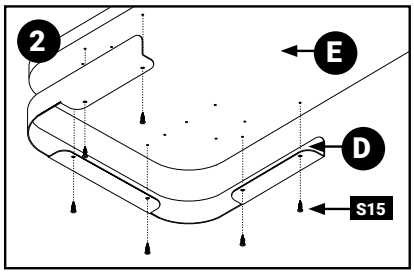


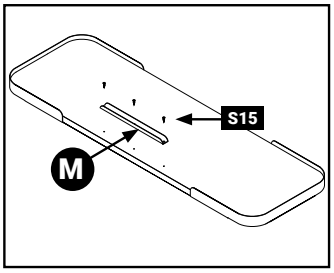


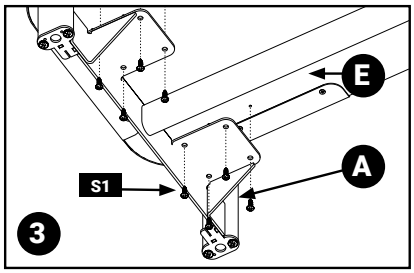


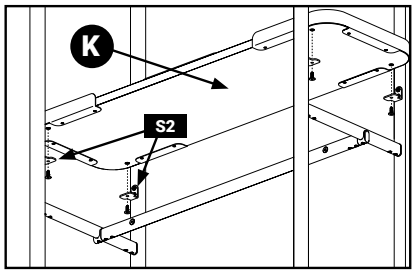


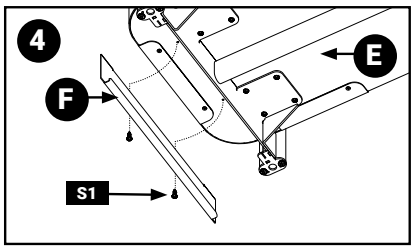


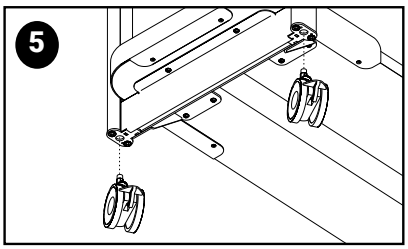




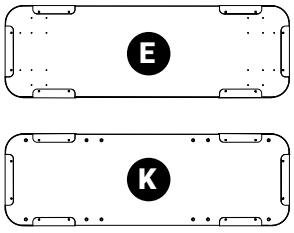






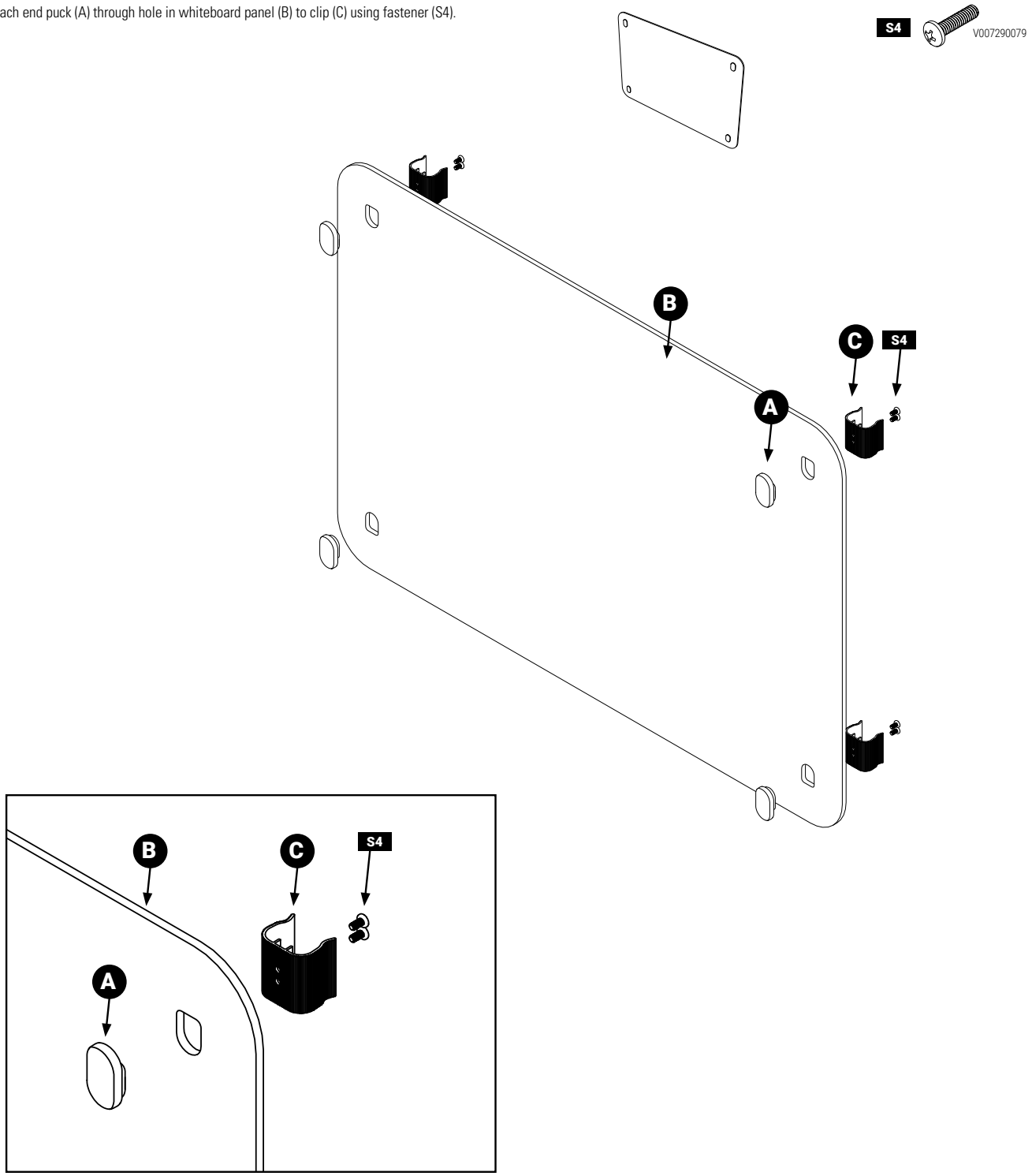


Shelf Identification



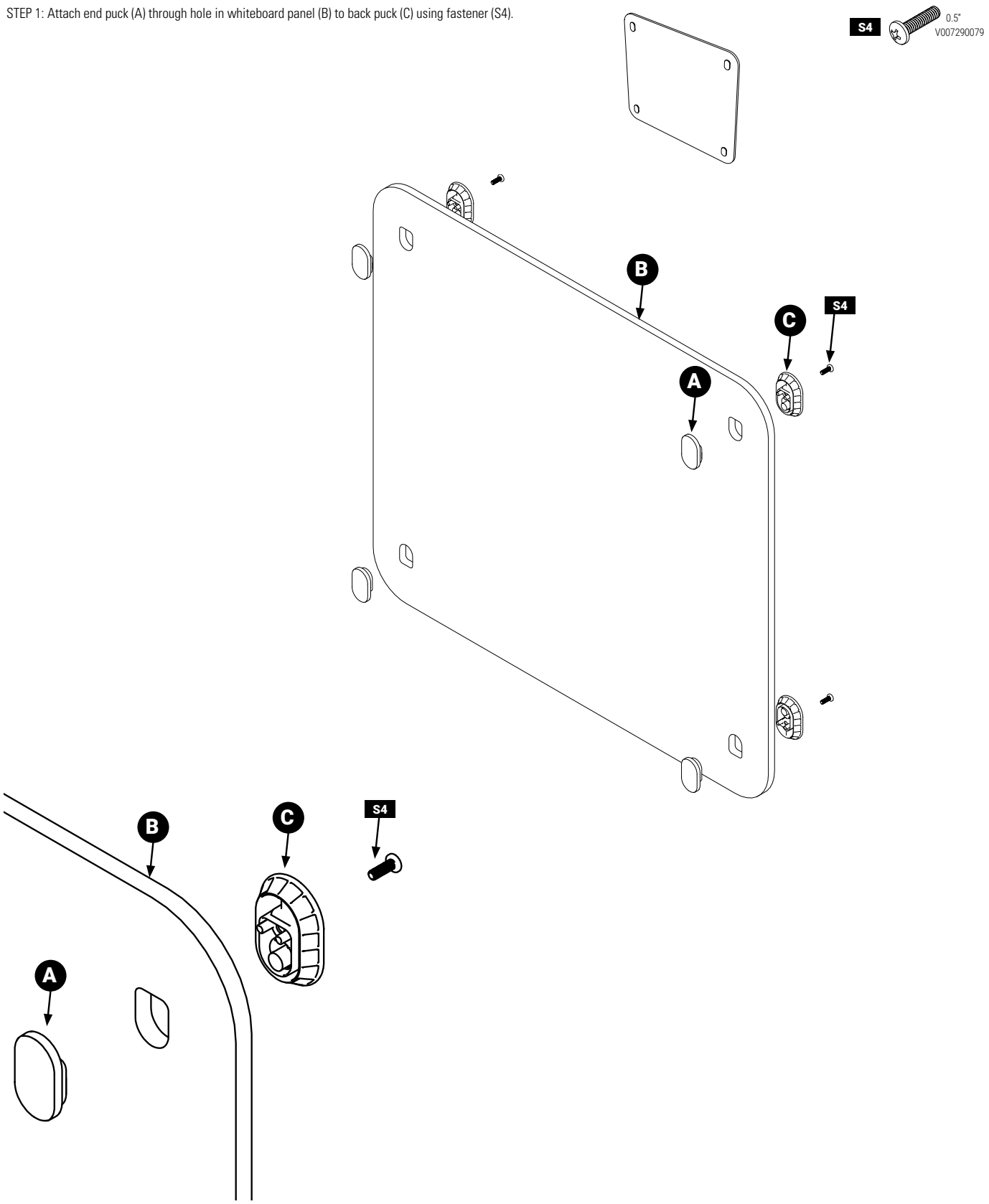
Cart Mounted PET Felt Privacy Panels - SCCAPP

STEP 1: Attach end puck (A) through hole in whiteboard panel (B) to clip (C) using fastener (S4).



Removable Whiteboard Panel - SCCAWB

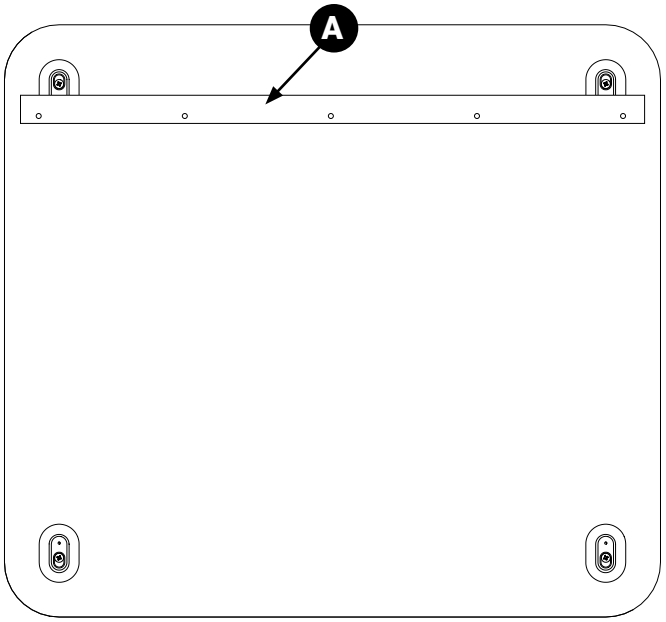
STEP 1: Attach end puck (A) through hole in whiteboard panel (B) to back puck (C) using fastener (S4).



Wall Rail - SCCAWBR

STEP 1: Position the bracket (A) on the wall with the mounting holes located 4.687" below desired top of the board. Use appropriate fasteners for the material mounted on.

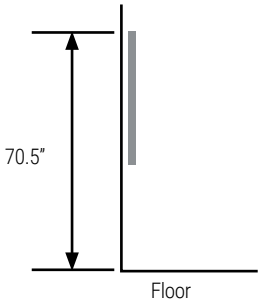
1





Dimension from top of the board to the center of the mounting holes.

Note: For accessible installation, board should be mounted to the wall whereby the top is measured from floor at 70.5"



Hospitality Cart - SCHC

Note: Assemble on back, then tilt up on casters to position.

STEP 1. Attach bottom beam (C) to the gables (A) using fasteners (S14).

STEP 2. Attach shelf rims (D) to the shelf (E) using fasteners (S15).

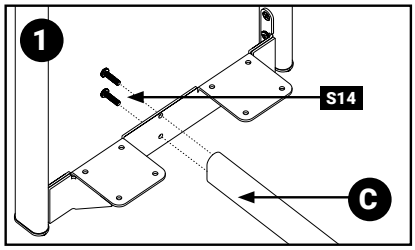
STEP 3. Attach shelf (E) to the gables (A) using fasteners (S1). Attach shelf (K) to the gables (A) using fasteners (S14).

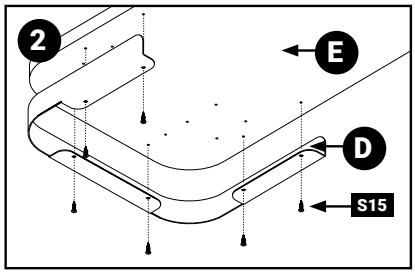
STEP 4. Attach shelf (K) to gables (A) using fasteners (S17). Attach handle (M) to gable (A) using fasteners (S11).

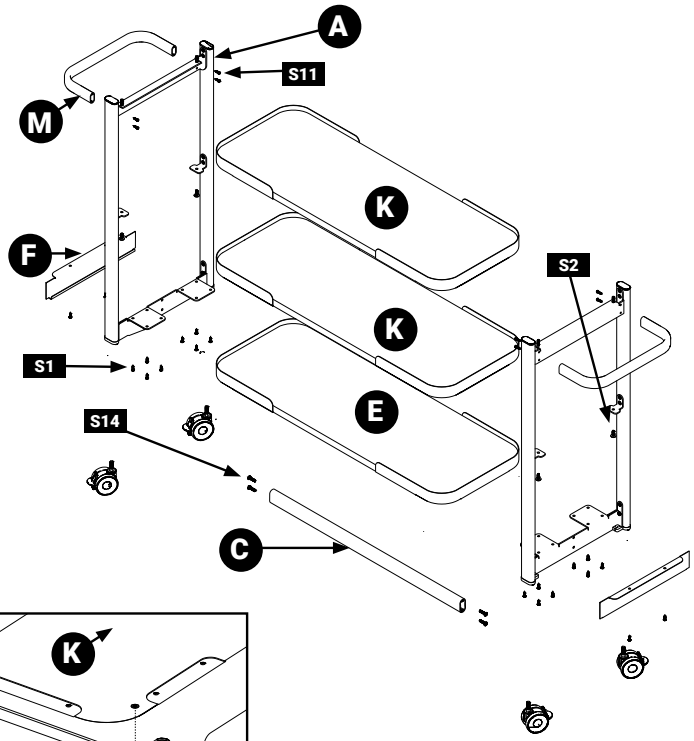
STEP 5. Attached the end stretcher (F) to the shelf (E) using fasteners (S1). Snap in the casters.

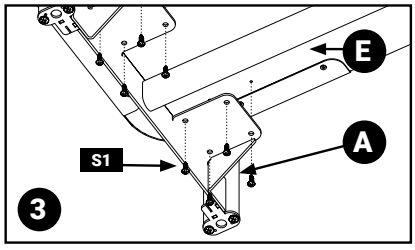


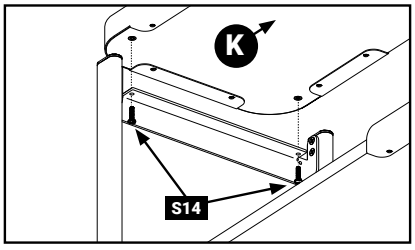


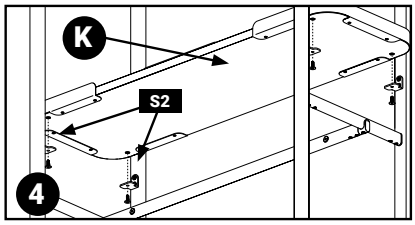


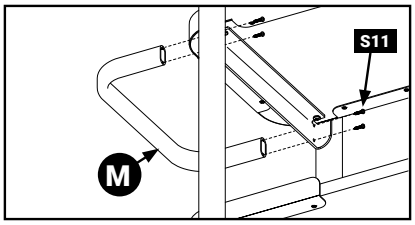


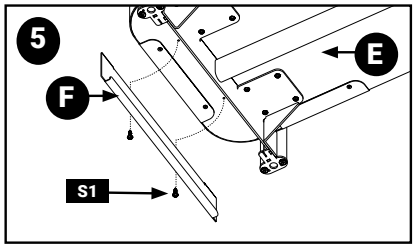


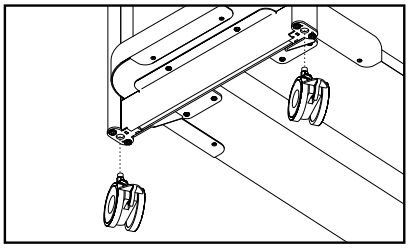




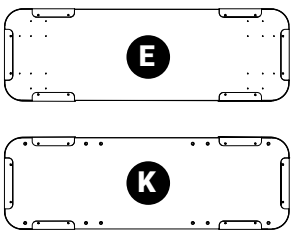








Shelf Identification



Laptop Table

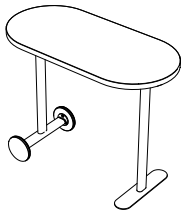
STEP 1. Attach leg (A) to wheel assembly (B) using fasteners (S24).

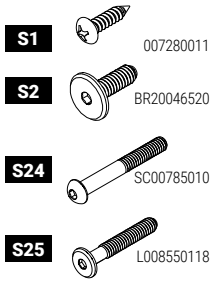
STEP 2. Attach leg (A) to rail (C) using fasteners (S25).

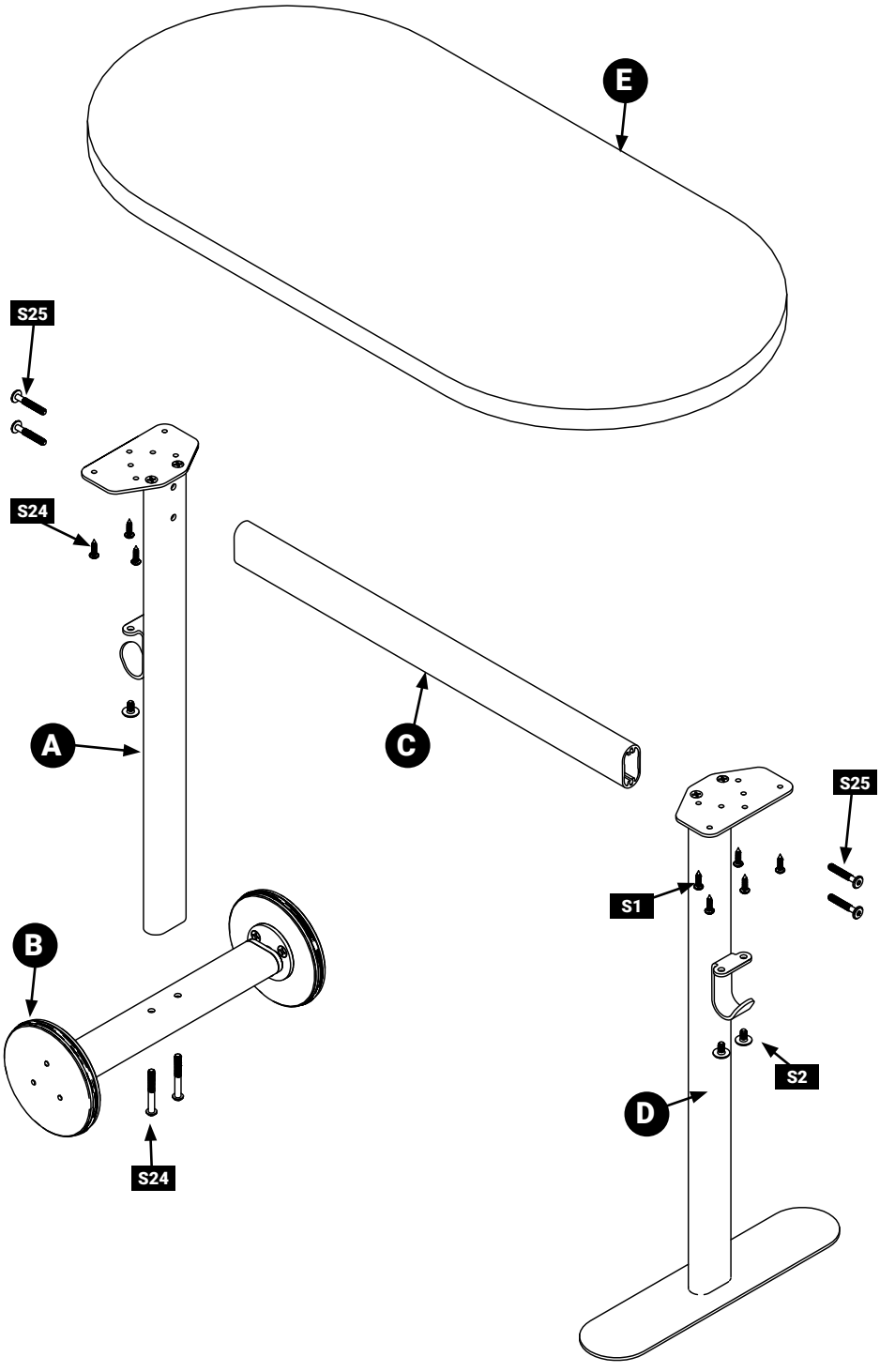
STEP 3. Attach leg (D) to rail (C) using fasteners (S25).

STEP 4. Attach the top (E) to the frame assembly using fasteners (S1).

SETP 5: Attach the hooks to the frame assembly using fasteners (S2).





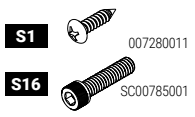


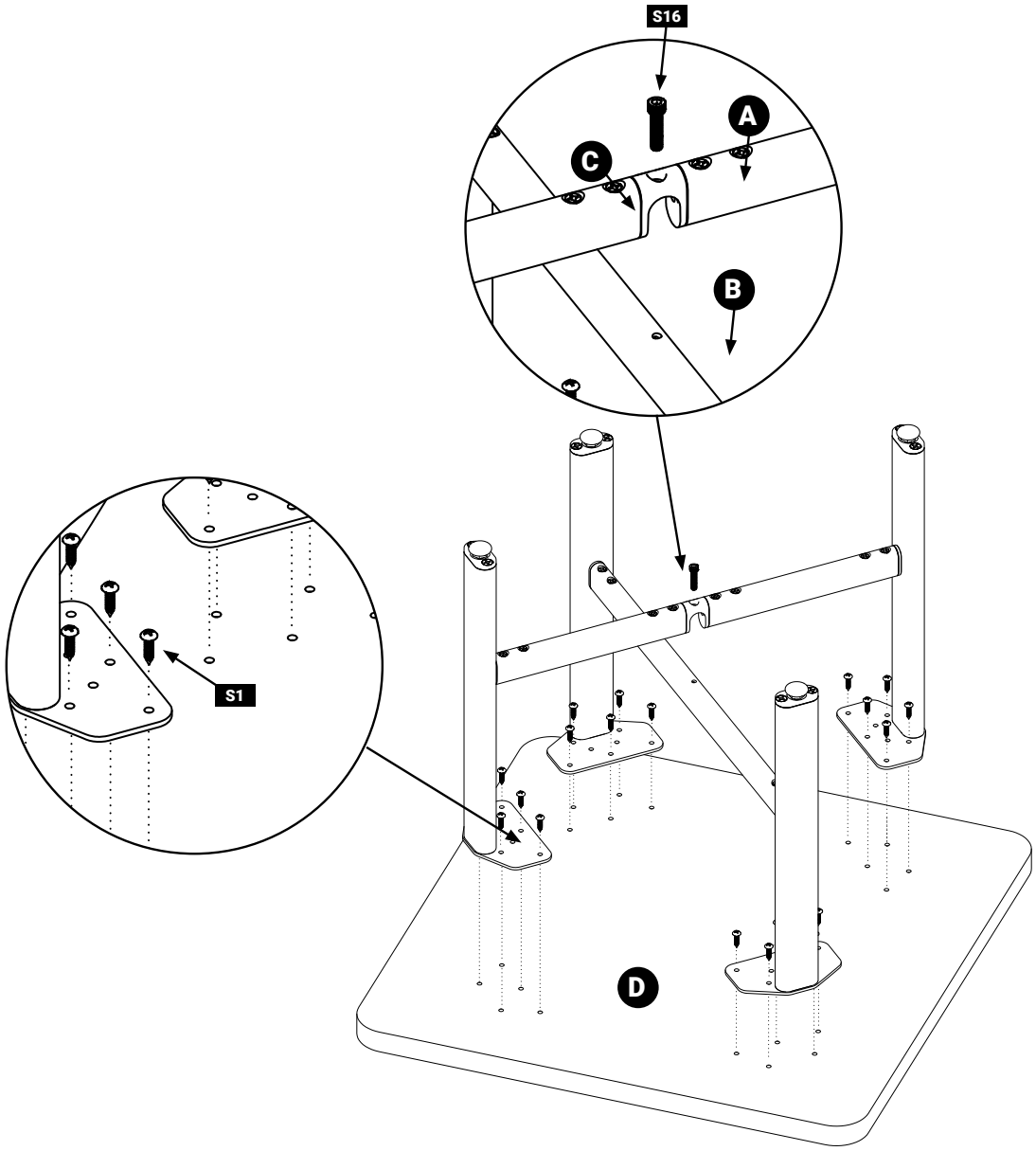
Occasional Tables

STEP 1: Attach leg gable (A) to leg gable (B) using fastener (S16).
Be very careful not to over tighten the connector (C) as it may break.

STEP 2: Attach the leg assembly to the top (D) using fasteners (S1).







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