



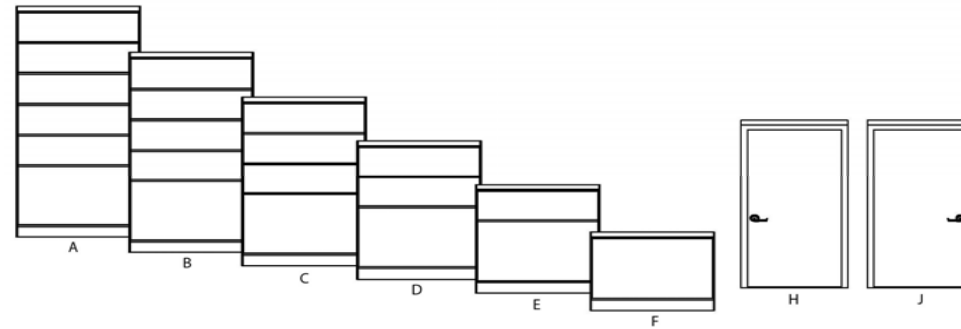
INSTRUCTION GUIDE


 Step 1: Choose your workstation layout.

 Step 2: Fill in the boxes for each component of your workstation.

1. **PANELS:** Choose the panel height for each panel of your workstation from the following options and place the letter in the corresponding box.

- A Floor to Ceiling @ 9' - 10'
- B Floor to Ceiling @ 8'
- C 86" H - Standing Privacy
- D 70" H - Standing Privacy
- E 54" H - Seated Privacy
- F 38"H - Counter Height
- G No Panel
- H Swing Door - Right
- J Swing Door - Left
- K Sliding Door





 Specify swing doors only if placement and station size allow. All stations and corridors must remain Code and ADA compliant.

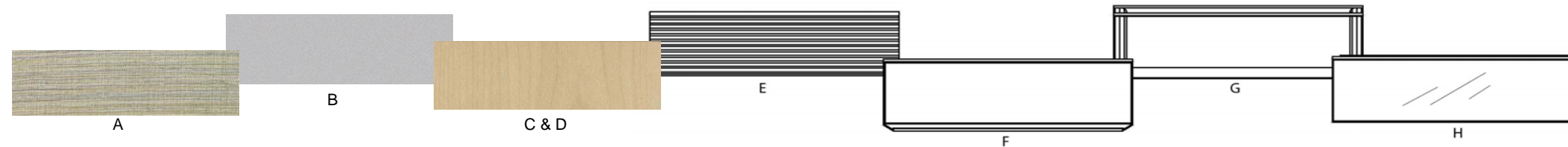
Only specify D - No Panel where panel labels are followed by **, unless stations are sharing panels.

2. **INTERIOR TILES:** Choose the tile material for the interior of your workstation from the following options and place the letter in the corresponding position under the corresponding panel label.

- A Fabric
- B Painted Metal
- C Laminate
- D Veneer
- E Slatwall - Not available in Tile Position 1
- F Markerboard - Not available in Tile Position 1
- G Open - Available only in Tile Position 1
- H Glazed - Not available in Tile Position 1


 If a Glazed or Open tile is specified, the same tile type must be specified on the opposite side of the panel in the same tile position.


 Panel Type A - Tiles in Positions 1 - 6.
 Panel Type B - Tiles in Positions 1 - 5.
 Panel Type C - Tiles in Positions 1 - 4.
 Panel Type D - Tiles in Positions 1 - 3.
 Panel Type E - Tiles in Positions 1 & 2.
 Panel Type F - Tiles in Position 1 only.

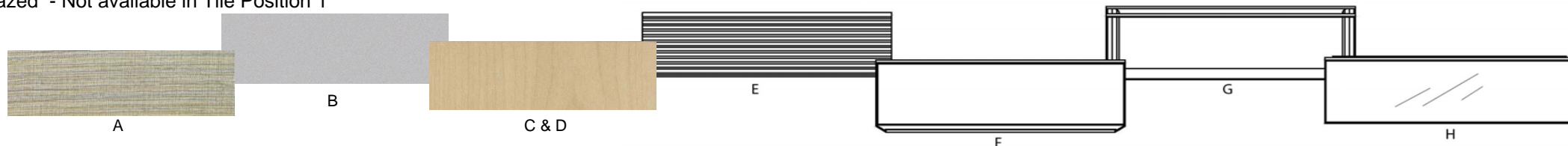


3. **EXTERIOR TILES:** Choose the tile material for the exterior of your workstation from the following options and place the letter in the corresponding position under the corresponding panel label.

- A Fabric
- B Painted Metal
- C Laminate
- D Veneer
- E Slatwall - Not available in Tile Position 1
- F Markerboard - Not available in Tile Position 1
- G Open - Available only in Tile Position 1
- H Glazed - Not available in Tile Position 1

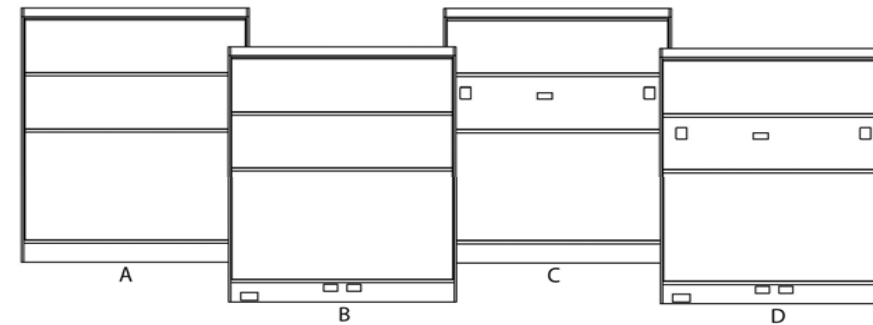
 If a Glazed or Open tile is specified, the same tile type must be specified on the opposite side of the panel in the same tile position.


 Panel Type A - Tiles in Positions 1 - 6.
 Panel Type B - Tiles in Positions 1 - 5.
 Panel Type C - Tiles in Positions 1 - 4.
 Panel Type D - Tiles in Positions 1 - 3.
 Panel Type E - Tiles in Positions 1 & 2.
 Panel Type F - Tiles in Position 1 only.



4. **POWER:** Choose the power option for each panel from the following options and place letter in the corresponding box.


- A Non-Power
- B Raceway Power & Data - Receptacles located below Position 3 on panel.
- C Beltline Power & Data - Receptacles located above worksurface. Not compatible with Glazed, Markerboard, or Slatwall tiles in Position 2.
- D Raceway & Beltline Power & Data




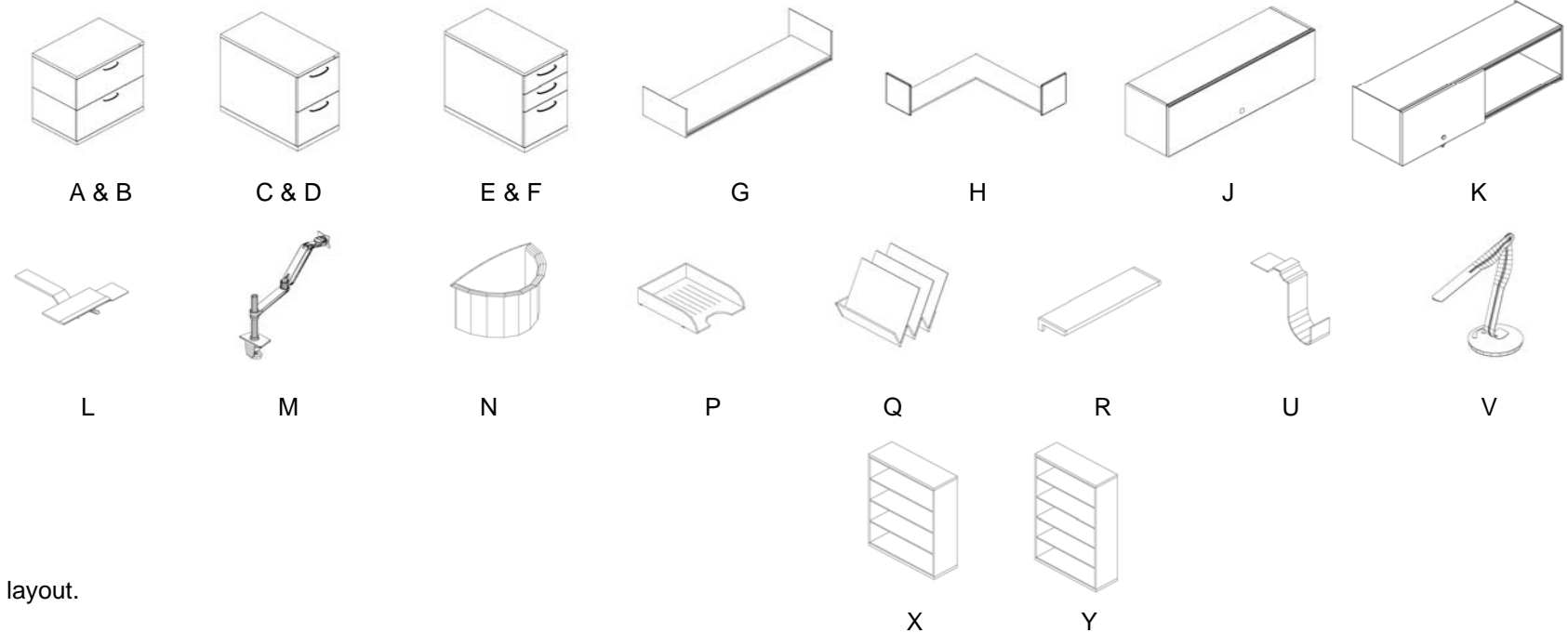
 A fabric tile must be specified in tile position 2 when choosing Beltline Power; An open tile must not be used when specifying beltline power.

5. **ACCESSORIES:** Choose from the following options and place the letter under the corresponding panel label.

- A Lateral File - 2 High, 30"W
- B Lateral File - 2 High, 36"W - Not available for 6x6 Station layouts or 6x8 U-Station.
- C File/File Pedestal Mobile
- D File/File Pedestal Fixed
- E Box/Box/File Pedestal Mobile
- F Box/Box/File Pedestal Fixed
- G Overhead Shelf w/ Tasklight
- H Overhead Corner Shelf w/ Tasklight
- J Overhead Storage Unit w/ Flipper Door & Tasklight
- K Overhead Storage Unit w/ Sliding Door & Tasklight
- L Keyboard Tray
- M Monitor Arm
- N Slatwall Tool - Pencil Cup
- P Slatwall Tool - Paper Tray
- Q Slatwall Tool - Diagonal Tray
- R Slatwall Tool - Shelf
- S Slatwall Tool - Tackboard
- T Slatwall Tool - Phone Shelf
- U Coat Hook
- V Desk Lamp
- W Transaction Counter Top
- X Bookcase - 4 High, 42"W (54"H)
- Y Bookcase - 5 High, 42"W (70"H)
- Z Lateral File - 4 High, 42"W (54"H)
- AA Lateral File - 5 High, 42"W (70"H)

 An Overhead Shelf or Overhead Storage Unit must be placed in Tile Position 1 (on 66"H panel), and can not mount on a Slatwall, Markerboard, or Glazed tile.




 If accessories **X-AA** are specified, all other objects will be removed from that panel location (i.e.: accessory or worksurface).



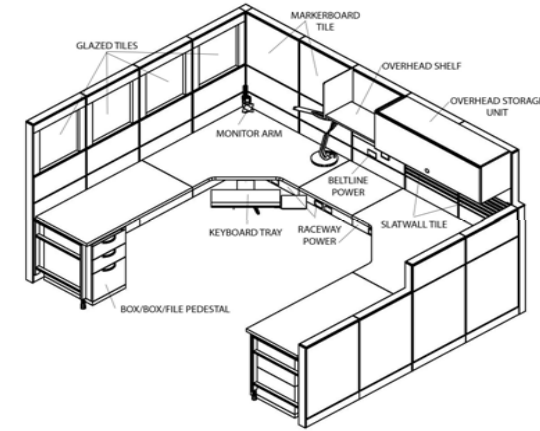
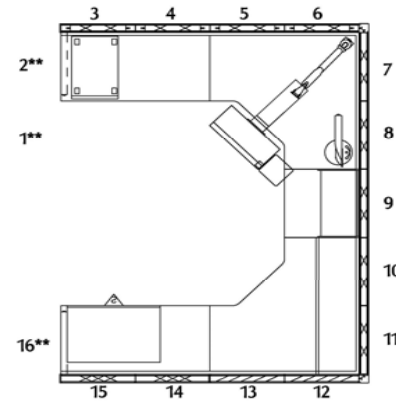
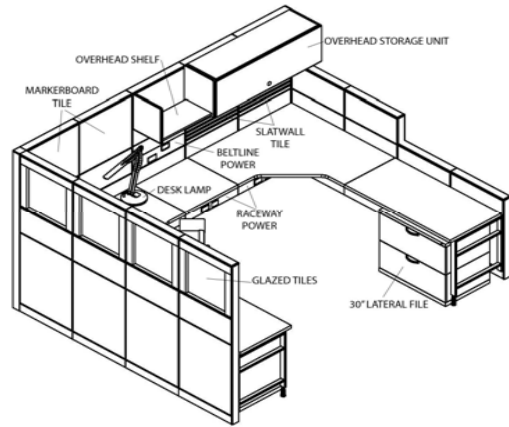
6. **HAND:** Choose the "hand" of your station by circling the correct layout.
*Only applicable for 10x12 & 12x12 Conference Station.



Step 3: Double check:

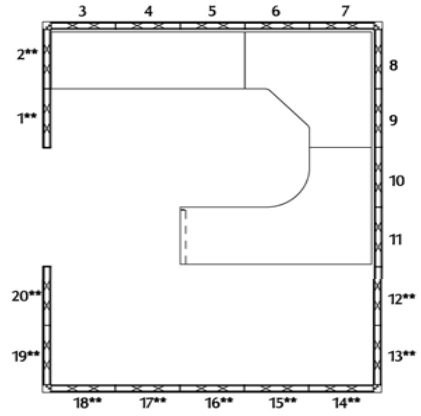
-  Accessories specified are compatible with corresponding tile material and position.
-  Position of specified tile materials are compatible with corresponding panel height.
-  Power specified is compatible with specified tile materials.

EXAMPLE: 8'x10' U - STATION



	1**	2**	3	4	5	6	7	8	9	10	11	12	13	14	15	16**
1. PANELS:	G	G	D	D	D	D	D	D	D	D	D	E	E	F	F	G
2. INTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	F	F	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	E	E	A	A	-	-	-
Tile Position: 1	-	-	B	B	B	B	B	B	B	B	B	B	B	B	B	-
3. EXTERIOR TILES:																
Tile Position: 6	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 5	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 4	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Tile Position: 3	-	-	H	H	H	H	A	A	A	A	A	-	-	-	-	-
Tile Position: 2	-	-	A	A	A	A	A	A	A	A	A	A	A	-	-	-
Tile Position: 1	-	-	A	A	A	A	A	A	A	A	A	A	A	A	A	-
4. POWER:	-	-	A	A	A	A	B	B	D	B	B	A	A	A	A	-
5. ACCESSORIES:	-	-	-	-	-	M	-	V	G	J	J	-	-	-	-	-
	-	-	F	-	-	L	-	-	-	N, P, T	Q, R, S	-	-	-	A	-

10'x12' CONFERENCE - STATION



1. PANELS:

1**	2**	3	4	5	6	7	8	9	10	11	12**	13**	14**	15**	16**	17**	18**	19**	20**
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2. INTERIOR TILES:

Tile Position: 6

Tile Position: 5

Tile Position: 4

Tile Position: 3

Tile Position: 2

Tile Position: 1

3. EXTERIOR TILES:

Tile Position: 6

Tile Position: 5

Tile Position: 4

Tile Position: 3

Tile Position: 2

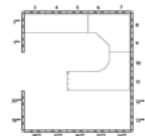
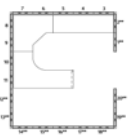
Tile Position: 1

4. POWER:

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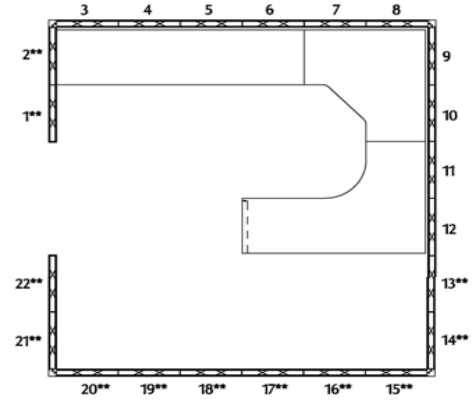
5. ACCESSORIES:

6 HAND:

A.  B. 

Two small diagrams, A and B, showing the hand placement area on the conference table. Diagram A shows a hand with fingers pointing towards the center of the table, while Diagram B shows a hand with fingers pointing away from the center.

12'x12' CONFERENCE - STATION



1. PANELS:

1**	2**	3**	4**	5**	6**	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
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2. INTERIOR TILES:

Tile Position: 6																						
Tile Position: 5																						
Tile Position: 4																						
Tile Position: 3																						
Tile Position: 2																						
Tile Position: 1																						

3. EXTERIOR TILES:


Tile Position: 6																						
Tile Position: 5																						
Tile Position: 4																						
Tile Position: 3																						
Tile Position: 2																						
Tile Position: 1																						

4. POWER:

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5. ACCESSORIES:

6. HAND:

A. 

B. 