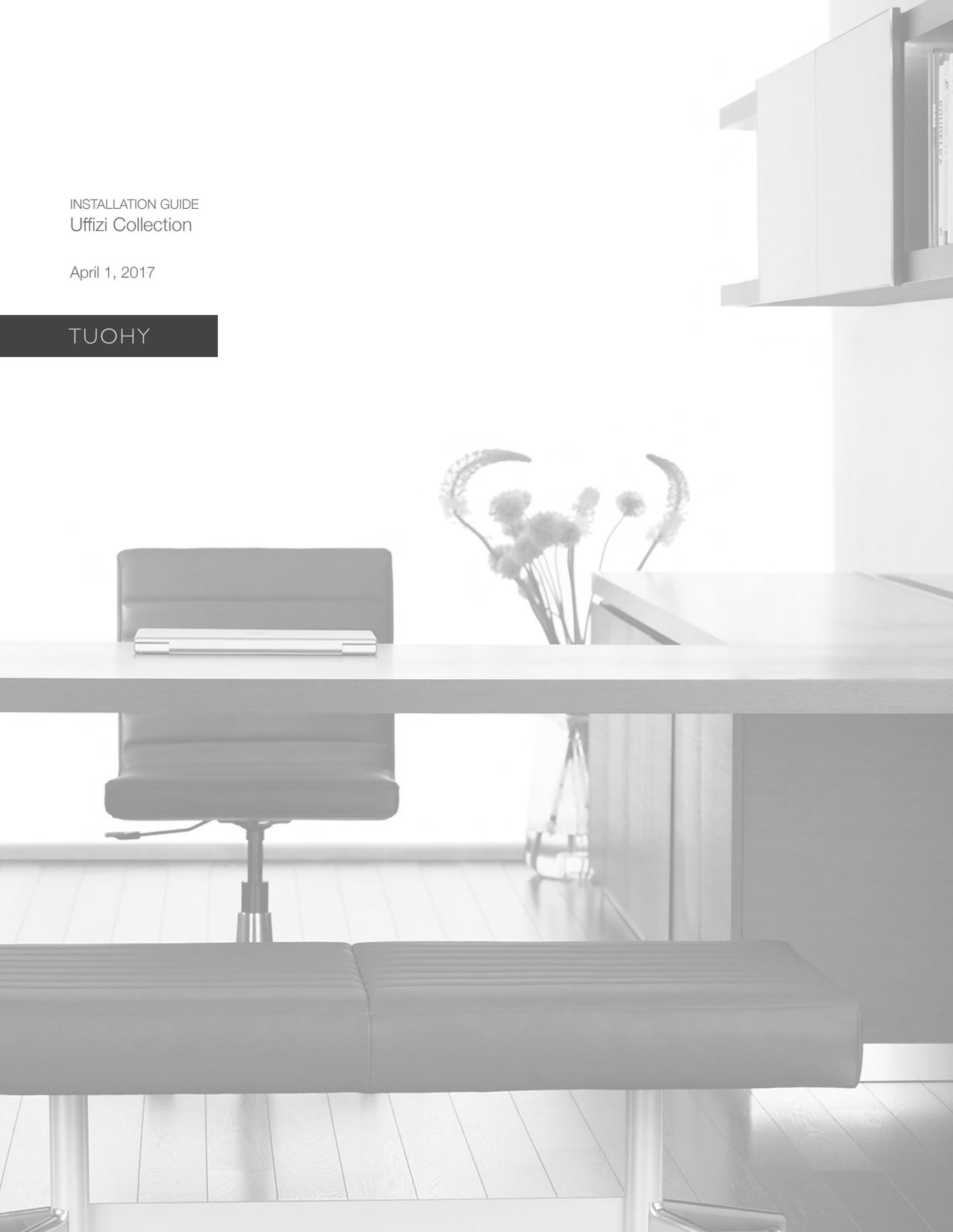


INSTALLATION GUIDE
Uffizi Collection

April 1, 2017

TUOHY

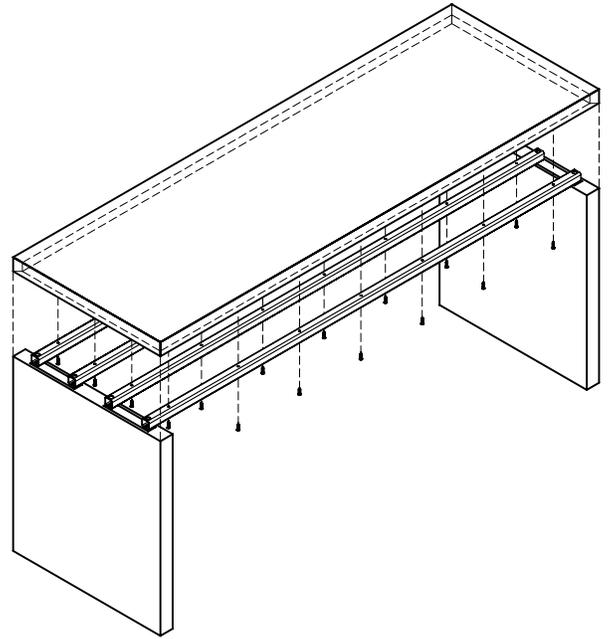
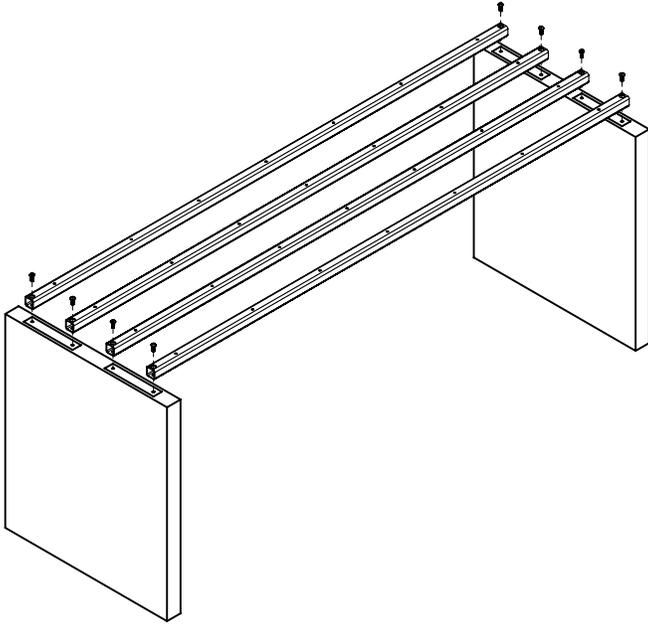


UFFIZI STANDARD CONNECTIONS

CREDENZA TOP TO DOUBLE END PANEL ASSEMBLY

1. Position bases in desired location.
2. Sort bars to find the bar with the $\frac{5}{16}$ "-18 tapped holes on half of the underside. (This bar goes on the user side and the tapped holes sided with a possible runoff.)
3. Place two $\frac{5}{16}$ " button head cap screws in the end holes, with another person to help hold the other base and bar end, lightly tighten the two BHC screws with the $\frac{3}{16}$ " hex bit or allen wrench in the bases threaded holes.
4. Attach the remaining (bar or bars) in the same steps as above.
5. Square the bars with the end bases and torque screws to 20 foot-Pounds.
6. Adjust position if necessary and level.

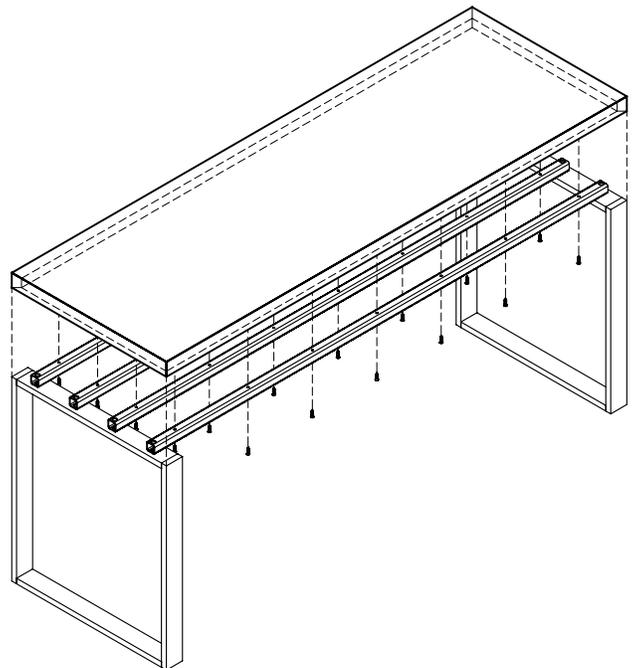
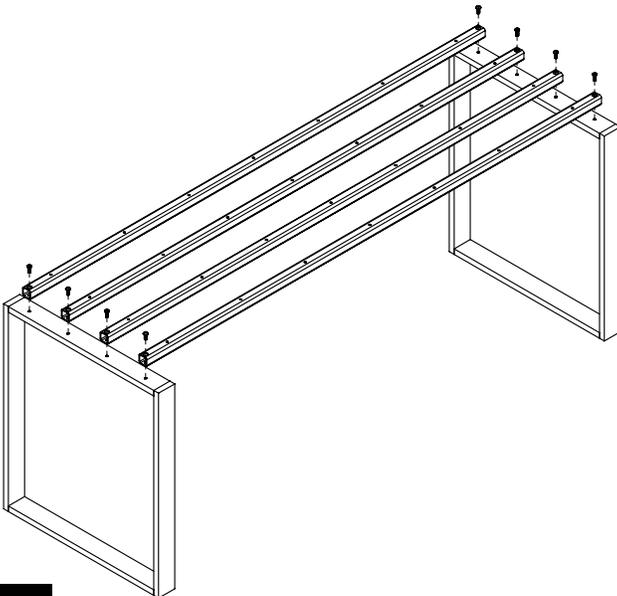
7. With a minimum of two people, place top on sub table and center, the top may overhang the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of the top to the bars
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and driver with the #2 PH phillips bit, go under the table and drive the screws into the veneer top.
10. Remove your clamps.



CREDENZA TOP TO METAL LOOP BASE ASSEMBLY

1. Position bases in desired location.
2. Sort bars to find the bar with the $\frac{5}{16}$ "-18 tapped holes on half of the underside. (This bar goes on the user side and the tapped holes sided with a possible runoff.)
3. Place two $\frac{5}{16}$ " button head cap screws in the end holes, with another person to help hold the other base and bar end, lightly tighten the two BHC screws with the $\frac{3}{16}$ " hex bit or allen wrench in the bases threaded holes.
4. Attach the remaining (bar or bars) in the same steps as above.
5. Square the bars with the end bases and torque screws to 20 foot-Pounds.
6. Adjust position if necessary and level.

7. With a minimum of two people, place top on sub table and center, the top may overhang the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of the top to the bars
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and driver with the #2 PH phillips bit, go under the table and drive the screws into the veneer top.
10. Remove your clamps.

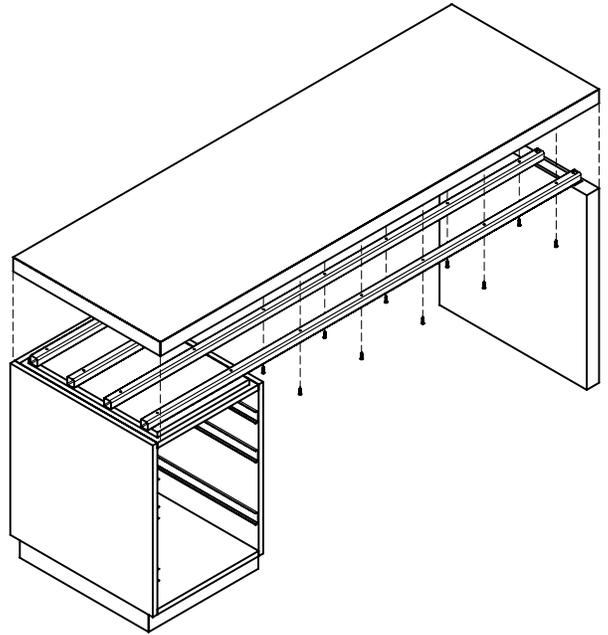
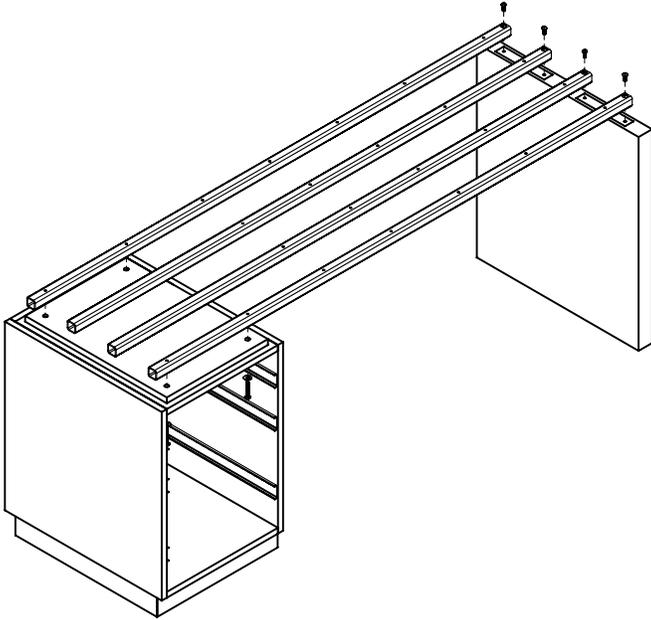


UFFIZI STANDARD CONNECTIONS

CREDENZA TOP TO PEDESTAL AND END PANEL ASSEMBLY

1. Position pedestal in desired location, remove drawers if the pedestal has them and level.
2. Sort bars to find the bar with the $\frac{5}{16}$ "-18 tapped holes on half of the underside. (This bar goes on the user side and the tapped holes sided with a possible runoff.)
3. Place two $\frac{5}{16}$ " button head cap screws in the end holes, with another person to help hold the other base and bar end, lightly tighten the two BHC screws with the $\frac{3}{16}$ " hex bit or allen wrench in the bases threaded holes.
4. Attach the remaining (bar or bars) in the same steps as above.
5. Square the bars with the end bases and torque screws to 20 foot-Pounds.
6. Adjust position if necessary and level.

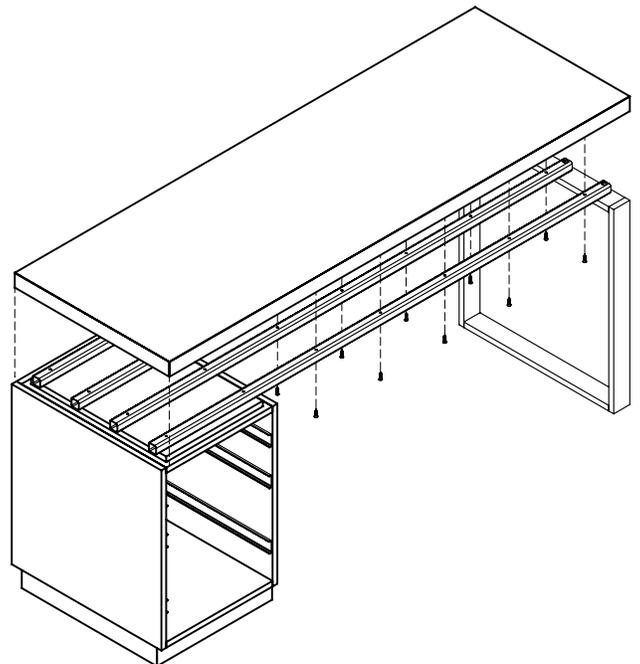
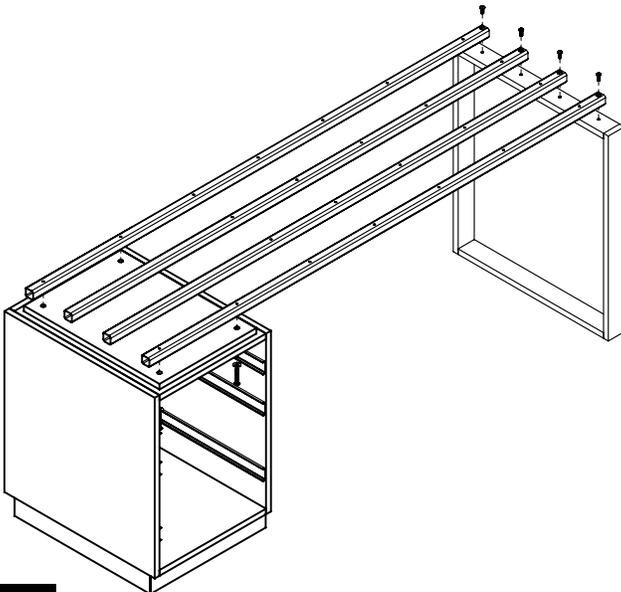
7. With a minimum of two people, place top on sub table and center, the top may overhang the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of the top to the bars
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and driver with the #2 PH phillips bit, go under the table and drive the screws into the veneer top.
10. Remove your clamps.



CREDENZA TOP TO PEDESTAL AND METAL LOOP BASE ASSEMBLY

1. Position pedestal in desired location, remove drawers if the pedestal has them and level.
2. Sort bars to find the bar with the $\frac{5}{16}$ "-18 tapped holes on half of the underside. (This bar goes on the user side and the tapped holes sided with a possible runoff.)
3. Place two $\frac{5}{16}$ " button head cap screws in the end holes, with another person to help hold the other base and bar end, lightly tighten the two BHC screws with the $\frac{3}{16}$ " hex bit or allen wrench in the bases threaded holes.
4. Attach the remaining (bar or bars) in the same steps as above.
5. Square the bars with the end bases and torque screws to 20 foot-Pounds.
6. Adjust position if necessary and level.

7. With a minimum of two people, place top on sub table and center, the top may overhang the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of the top to the bars
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and driver with the #2 PH phillips bit, go under the table and drive the screws into the veneer top.
10. Remove your clamps.

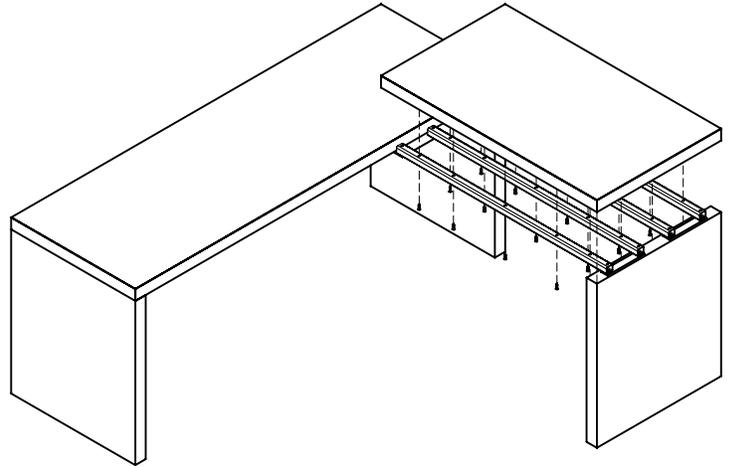
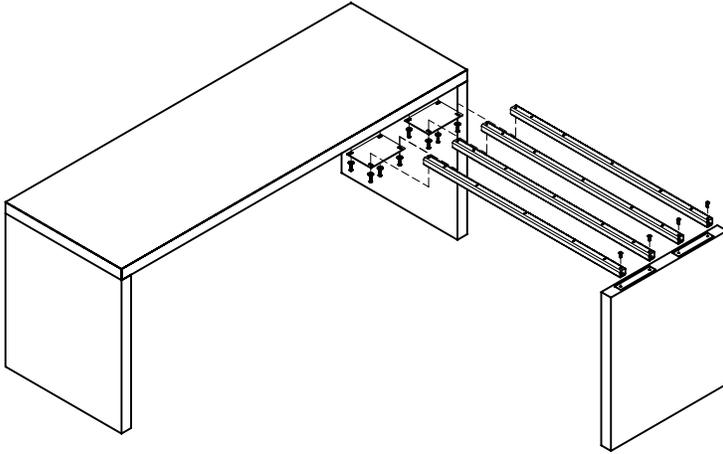


UFFIZI STANDARD CONNECTIONS

RUNOFF TOP TO END PANEL ASSEMBLY

1. Place bridge plates on the predetermined side of the credenza where the runoff goes and lightly tighten.
2. All bars for runoffs are the same, you may use bridge plates to support one bar end. Get the base and start on the user side, put a $\frac{5}{16}$ " button head cap screw down thru the end hole into the threaded base hole and lightly tighten with the $\frac{3}{16}$ " hex bit or allen wrench. At the bridge plate end put a $\frac{5}{16}$ " button head cap screw and flat washer up and into the welded nut at the bar end. Repeat step 2 for the rest of the bars.
3. Square the bars with the end base and torque all BHC screws to 20 foot-pounds.
4. Adjust position if necessary and level.

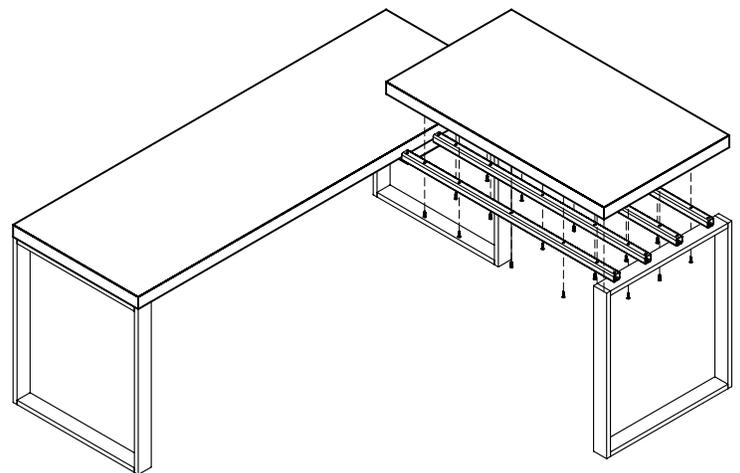
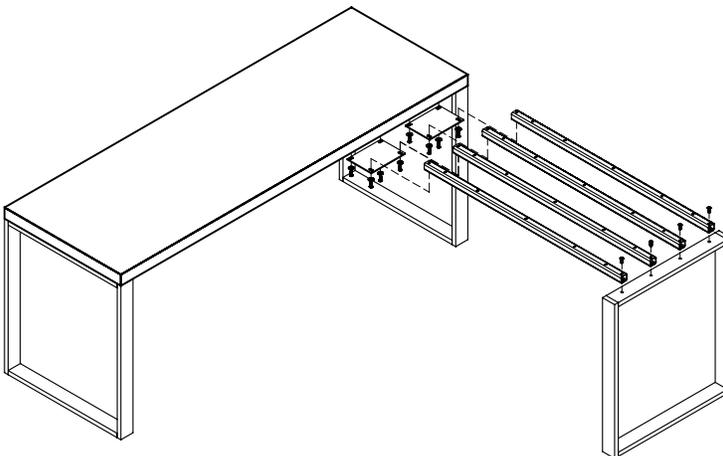
7. Place top on sub table and center, the top may overhand the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of top to the bars.
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and the driver with the #2 PH Phillips bit go under the table and drive the screws into the veneer top.
4. Remove your clamps.



RUNOFF TOP TO METAL LOOP BASE ASSEMBLY

1. Place bridge plates on the predetermined side of the credenza where the runoff goes and lightly tighten.
2. All bars for runoffs are the same, you may use bridge plates to support one bar end. Get the base and start on the user side, put a $\frac{5}{16}$ " button head cap screw down thru the end hole into the threaded base hole and lightly tighten with the $\frac{3}{16}$ " hex bit or allen wrench. At the bridge plate end put a $\frac{5}{16}$ " button head cap screw and flat washer up and into the welded nut at the bar end. Repeat step 2 for the rest of the bars.
3. Square the bars with the end base and torque all BHC screws to 20 foot-pounds.
4. Adjust position if necessary and level.

7. Place top on sub table and center, the top may overhand the bases by $\frac{1}{32}$ ".
8. When in place, use padded clamps to clamp ends of top to the bars.
9. With a bag of #9 x $\frac{5}{8}$ " black oxide screws and the driver with the #2 PH Phillips bit go under the table and drive the screws into the veneer top.
4. Remove your clamps.

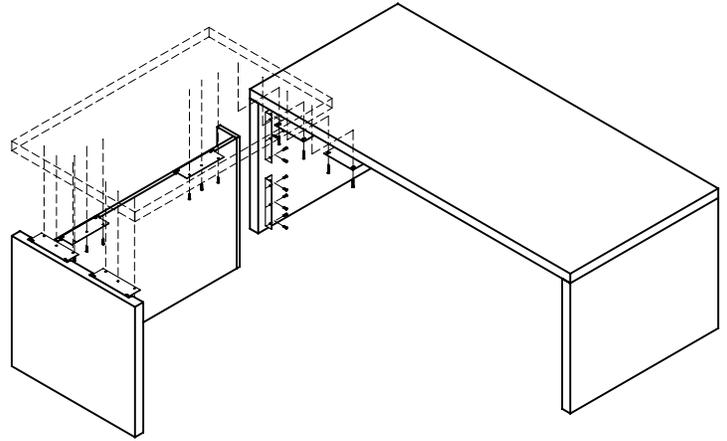
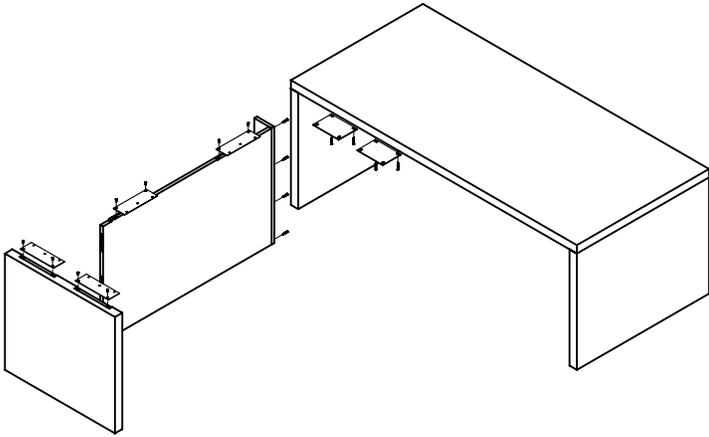


UFFIZI STANDARD CONNECTIONS

RUNOFF WITH MODESTY PANEL TO DESK ASSEMBLY (NO BARS)

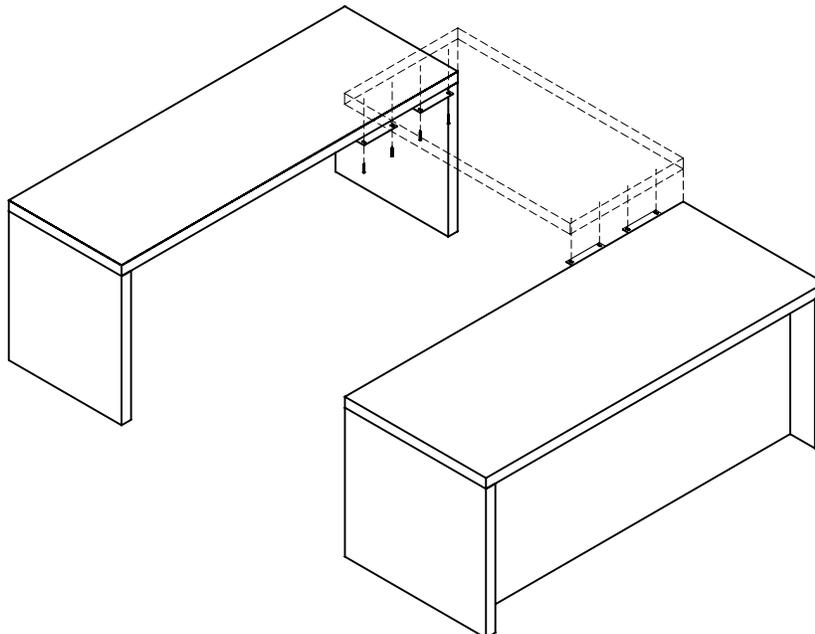
1. Position desk in desired location.
2. Insert (4) #12 x 1" shoulder screws into pre-drilled holes on runoff end panel. Attach modesty panel to end panel by sliding shoulder screws into mod clips already installed in the side of the modesty panel.
3. Attach filler panel to other end of the modesty panel by using (4) confirmat screws going thru the pre-drilled holes on the filler panel into the modesty panel.
4. Attach mounting irons to the runoff end panel and modesty panel, align the mounting irons with the threaded inserts in the end panel and modesty panel using (8) $\frac{1}{4}$ -20 x $\frac{1}{2}$ " #3 FH zinc bolts.

5. Align runoff top with panel end and modesty panel, make sure edges are flush and attach using (12) #10 x $\frac{3}{4}$ " #3 black oxide FH screws.
6. Attach the bridge plates to the bottom of the desk $2\frac{1}{2}$ " fro the edge of the unit using (4) #9 x $1\frac{1}{2}$ " FH screws. (Half of the plate should extend out beyond the edge of the unit.)
7. Place runoff over bridge plates making sure edge of runoff is flush with edge of desk, and filler panel is flush with end panel of desk.
8. Attach the runoff top to the desk top using (4) #9 x $1\frac{1}{2}$ " FH screws thru the bridge plate into the runoff top.
9. Attach (2) 10" angle irons between the filler panel and end panel of the desk. Place angle irons so they are $1\frac{3}{4}$ " from the bottom and top of the panel, attach using (12) $\frac{5}{8}$ " FH screws.



BRIDGE ATTACHMENT

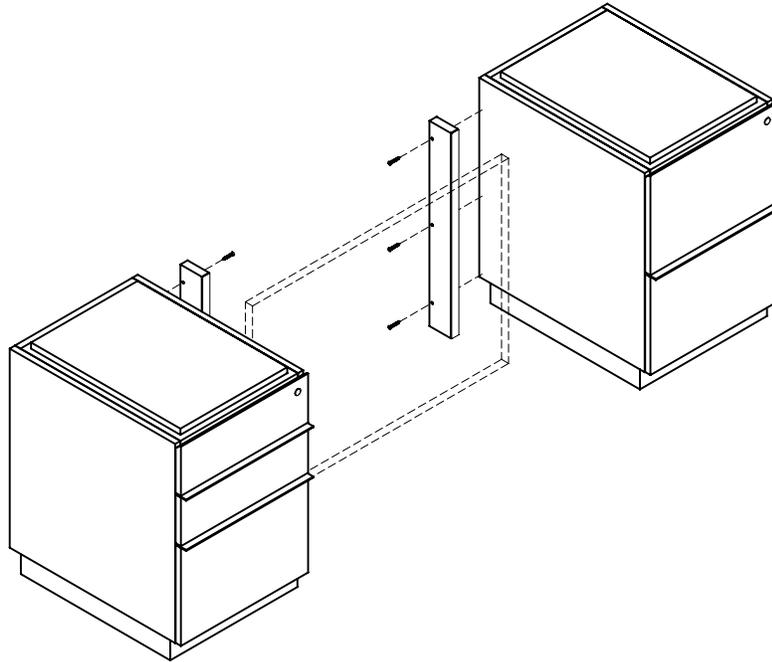
1. For attaching bridge to unit with bars. Place bridge plates on the predetermined side of the credenza and tighten using $\frac{5}{16}$ " BHC screws and flat washers.
2. For attaching bridge to unit without bars. Attach bridge plate $2\frac{1}{2}$ " from edge of the unit using #9 x $1\frac{1}{2}$ " FH screws. (Half of the plate should extend out beyond the edge of the unit.)
3. After bridge plates are secured to attaching units, place bridge top onto plates, make sure edges are flush and attach using #9 x $1\frac{1}{2}$ " Fh screws.



UFFIZI STANDARD CONNECTIONS

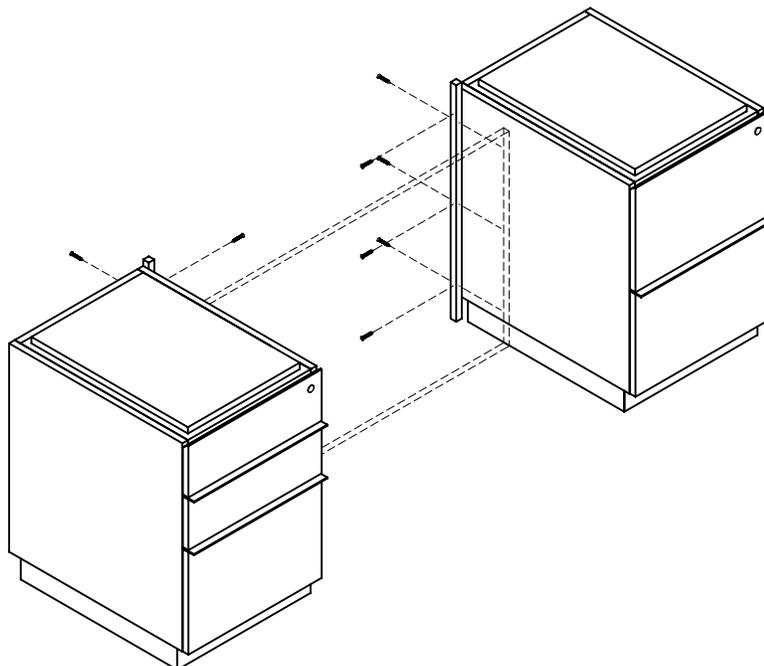
REMOVABLE MODESTY PANEL ATTACHMENT

1. Align mounting strips of modesty panel to be flush with the backs of pedestals and/or panel ends. (Make sure the velcro strips are facing inward.)
2. Attach mounting strips to pedestals and/or end panels using #9 x 1¼" FH screws.
3. Attach modesty panel by pressing velcro strips together. (Note: Mounting strips may be attached before or after top has been aligned and secured to pedestals.)



FIXED MODESTY PANEL ATTACHMENT

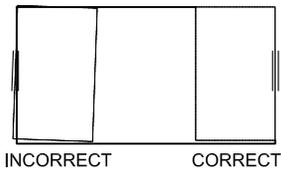
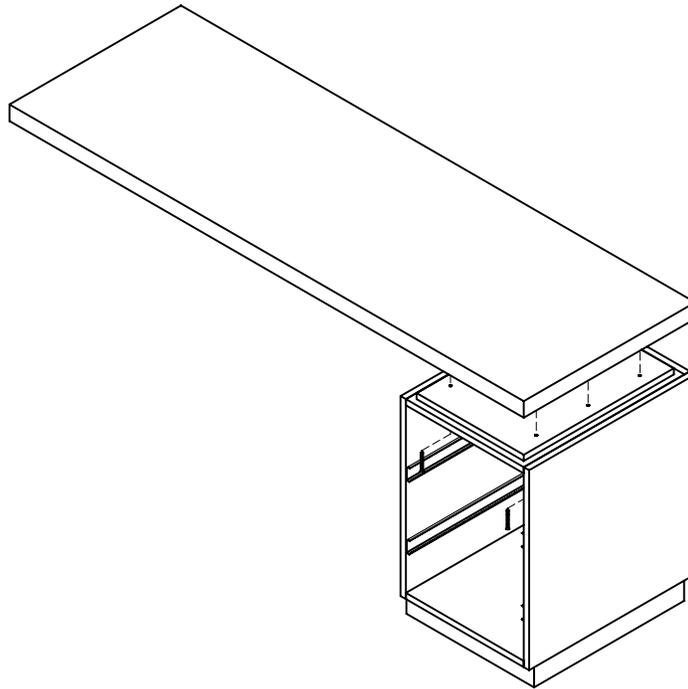
1. Align square spline mounting strips of modesty panel to be flush with the backs of pedestals and/or panel ends.
2. Attach mounting strips to pedestals and/or panel ends using $\frac{5}{8}$ " FH screws.
3. Attach modesty panel using $\frac{5}{8}$ " FH screws from the inside of the modesty panel into the square splines.



UFFIZI STANDARD CONNECTIONS

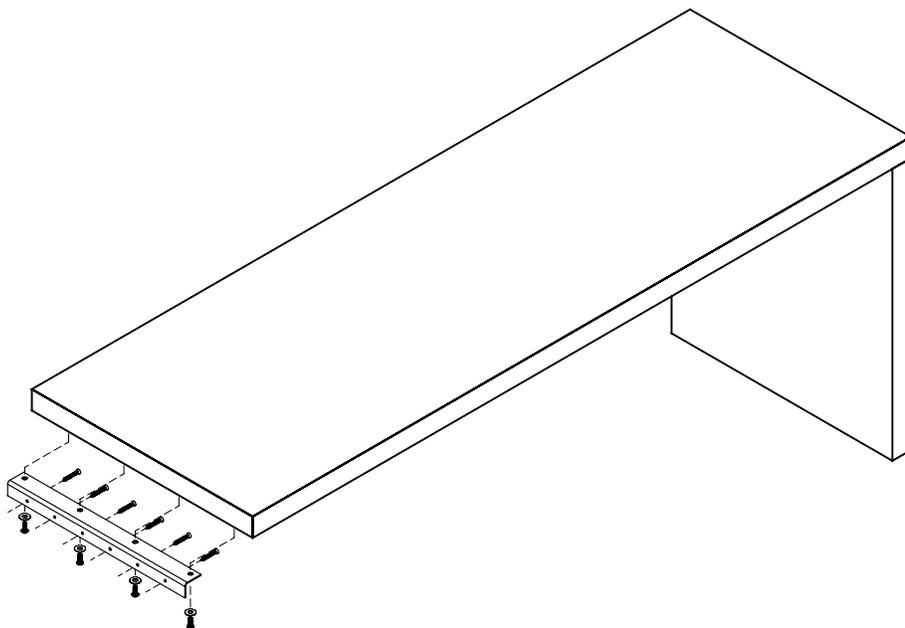
PEDESTAL TO TOP ATTACHMENT

1. Align pedestals with credenza top so both back and side are parallel and flush. (See diagram in bottom left corner of this viewport.)
2. Remove all drawers or shelves from pedestal.
3. Fasten the pedestal to the credenza top using #9 x 2½" FH screws.



RUNOFF TO WALL ATTACHMENT

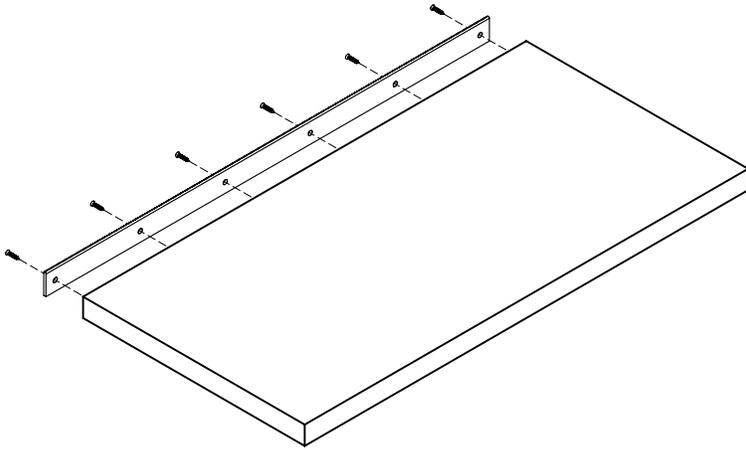
1. Align mounting iron to wall at 27½" off the floor, make sure mounting iron is level and attach to wall. (Installer will be responsible for attachment method of mounting iron to wall.)
2. Center the runoff over the mounting iron on the wall, making sure the holes in the angle iron align with the welded nuts in the metal bars of the runoff.
3. Using ⅜" BHC screws and flat washers attach the runoff to the wall mounted angle iron.



UFFIZI STANDARD CONNECTIONS

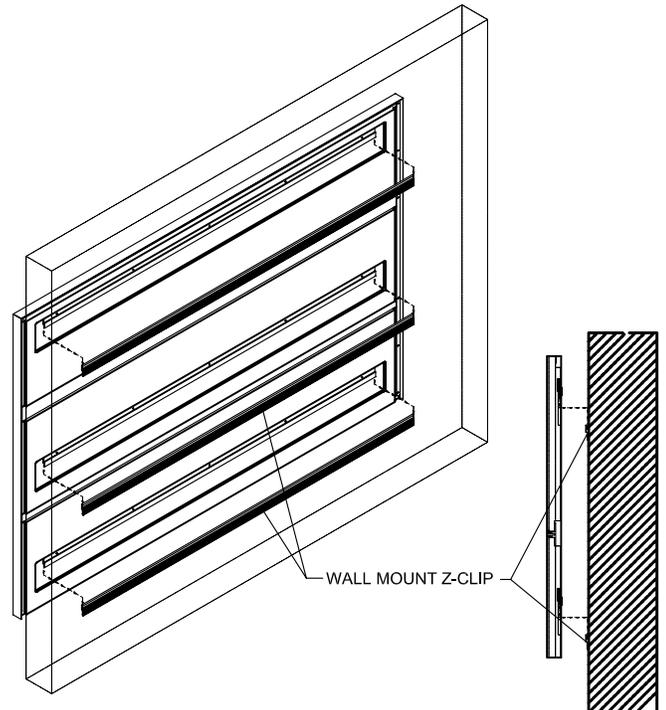
ATTACHING PENCIL STOP TO CREDENZA TOP

1. Align ends and bottom of pencil stop so it is flush with back of the credenza top.
2. Attach the pencil stop to the back of the credenza top using #9 x $\frac{5}{8}$ " FH screws.



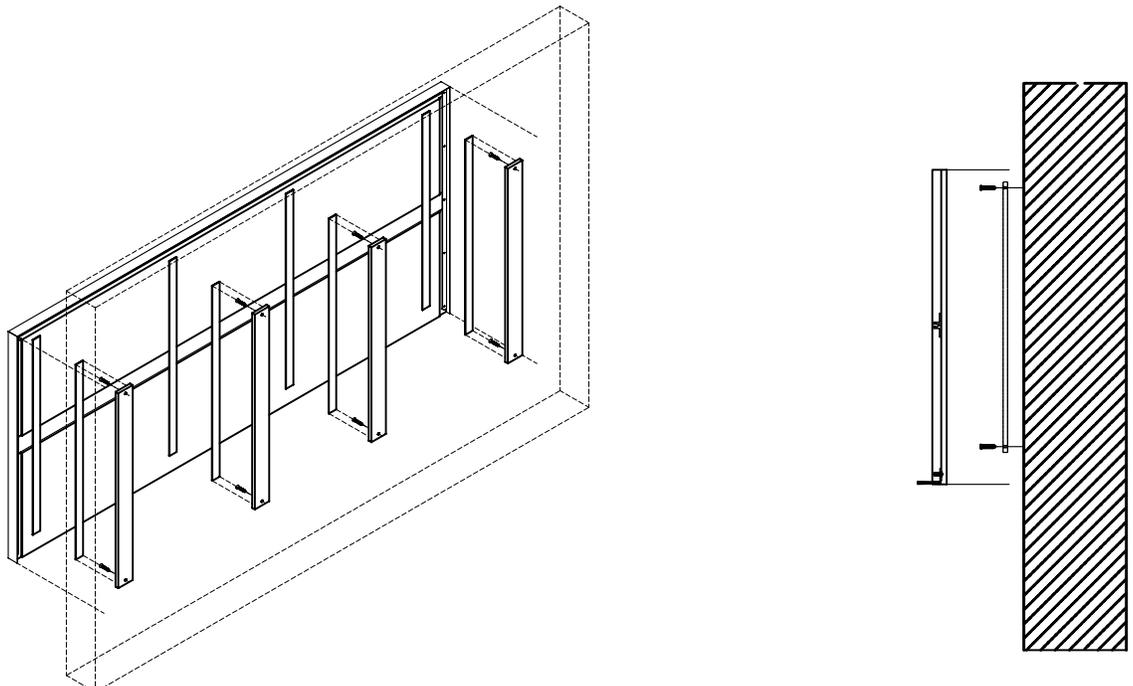
FULL HEIGHT BACK SPLASH TO WALL ATTACHMENT

1. Align the wall mount z-clip to wall. (Standard location of full height back splash is 2 $\frac{1}{2}$ " off the floor.)
2. Make sure z-clips are level and attach to wall. (Installer will be responsible for attachment method of mounting z-clips to the wall.)
3. With more than one person attach back splash to wall by sliding z-clips on the back splash into place with z-clips on the wall.



BACKSPLASH TO WALL ATTACHMENT

1. Attach wood mounting blocks to wall. (Depending on style of back panel, it will either sit flush on credenza top or sit flush on pedestal extensions.)
2. Make sure mounting blocks are level and spaced on center with velcro stripes on the back of the back panel. (Installer will be responsible for attachment method of wood mounting blocks to the wall.)
3. Attach velcro stripes to the wood mounting blocks using 2-sided tape (provided in hardware pack).
4. With more than one person attach wall panel to wall by aligning the velcro stripes on mounting blocks with velcro stripes on back of the wall panel and push together.

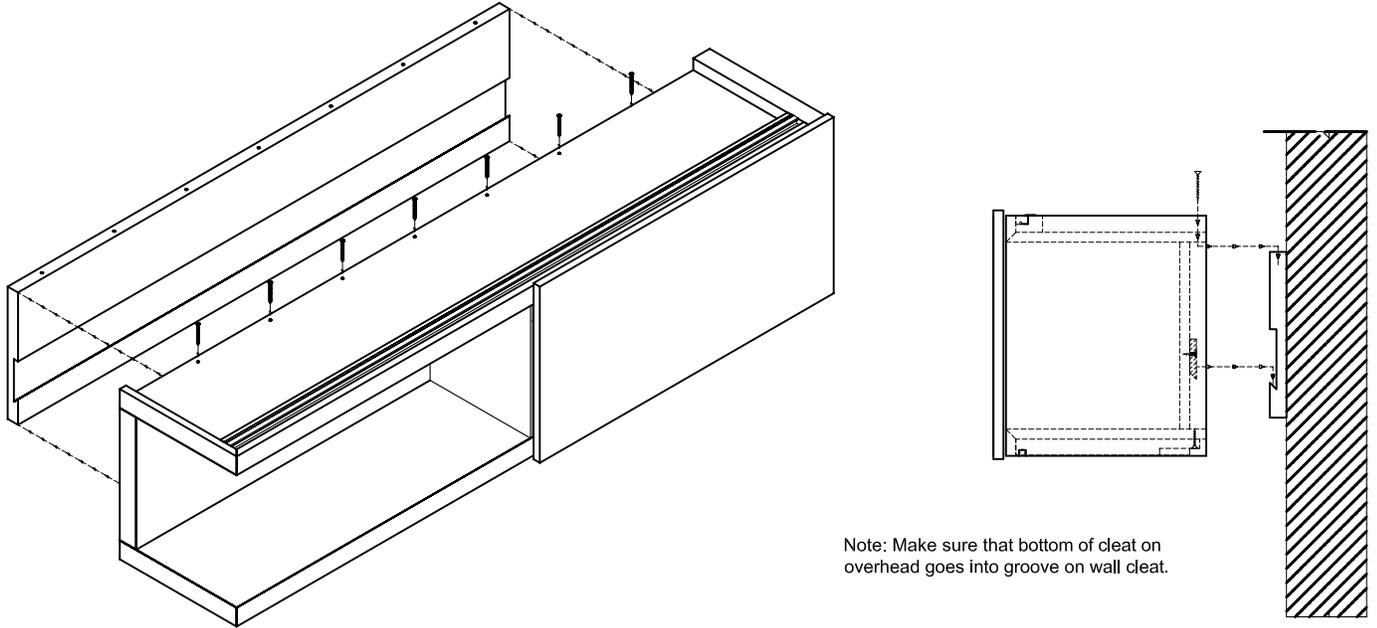


UFFIZI STANDARD CONNECTIONS

1 PIECE OVERHEAD TO WALL ATTACHMENT

Note: Unit will be shipped with all necessary mounting cleats attached to unit.

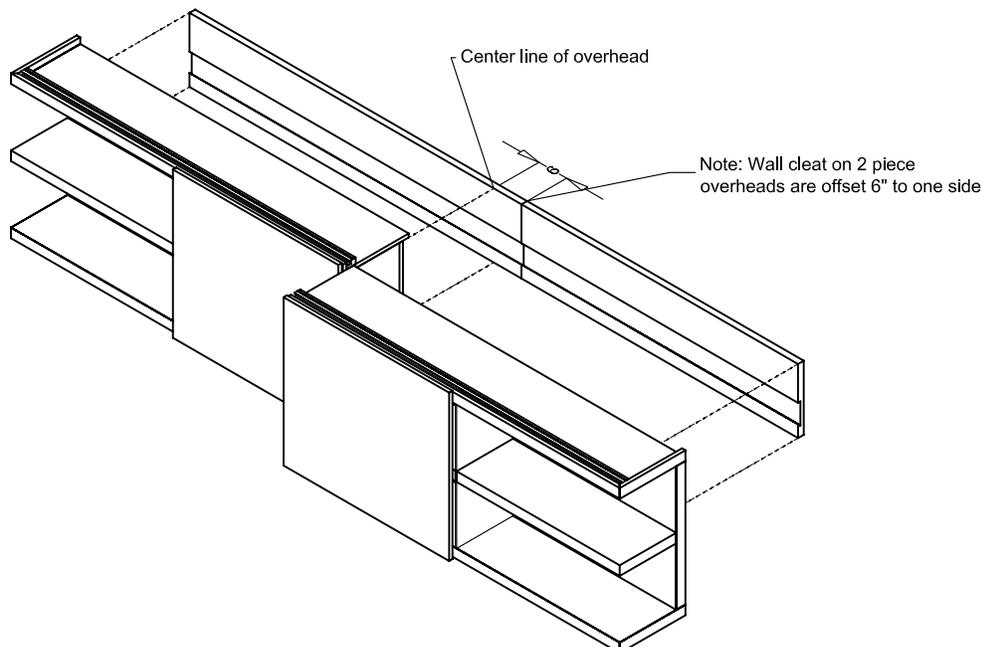
- Step 1. Wall cleat must first be detached from unit by removing screws (from above) along back edge of top. (Note: Do Not remove screws that fasten vertical support blocks that are present on units with "open ends".)
- Step 2. Determine and mark horizontal centerline location of unit to be installed, on the wall. Center wall cleat at this location. (Vertical placement of wall cleat should be approximately 70" from floor to top of cleat for single high overhead units, and approximately 83" for double high overhead units.)
- Step 3. Install wall cleat level at determined location. (Installer will be responsible for secure attachment method of installing wall cleat to wall.)
- Step 4. With more than one person, lift overhead unit onto installed wall cleat and gently lower until hutch cleat seats into corresponding wall cleat groove. Maintain lateral pressure on unit towards wall and re-install anchoring screws through back edge of top into wall cleat to complete installation of unit.



2 PIECE OVERHEAD TO WALL ATTACHMENT

Note: Unit will be shipped with all necessary mounting cleats attached to each section of unit respectively.

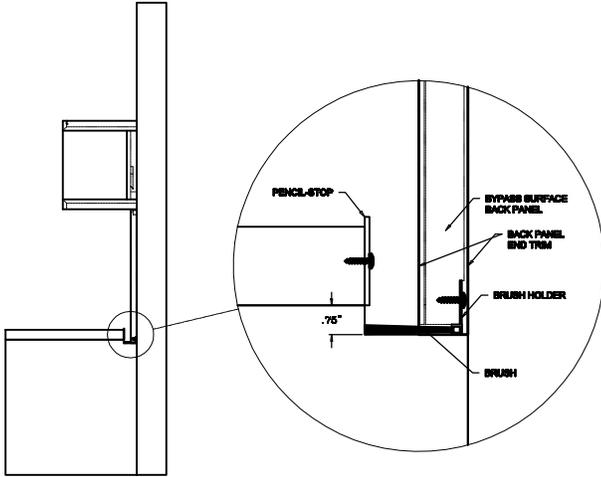
- Step 1. Wall cleats must first be detached from sections by removing screws (from above) along back edge of top. (Note: Do Not remove screws that fasten vertical support blocks that are present on units with "open ends".)
- Step 2. Determine and mark horizontal centerline location of unit to be installed, on the wall. Position wall cleats with splice 6" to the right of this location. (Vertical placement of wall cleat should be approximately 70" from floor to top of cleat for single high overhead units, and approximately 83" for double high overhead units.)
- Step 3. Install wall cleats level at determined locations. (Installer will be responsible for secure attachment method of installing wall cleats to wall.)
- Step 4. With more than one person, lift 1st section of overhead unit onto installed wall cleats and gently lower until hutch cleat seats into corresponding wall cleat groove. Maintain lateral pressure on unit towards wall and re-install anchoring screws through back edge of top into wall cleat.
- Step 5. With more than one person, lift 2nd section of overhead unit onto wall cleats, align steel pins with adjacent section and push together. Re-install anchoring screws through back edge of top into wall cleat to complete installation of unit.



UFFIZI STANDARD CONNECTIONS

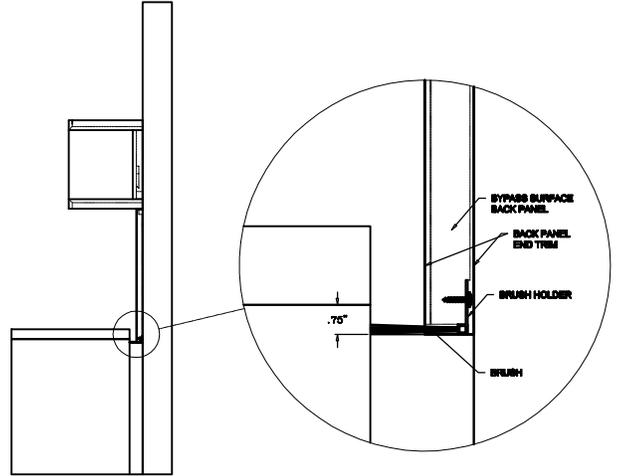
BRUSH GROMMET DETAIL (WITH PENCIL CATCH)

1. Align pencil stop to flush with both sides and bottom of credenza top and attach with screws provided in the hardware pack.
2. Align brush grommet with bottom rear of back panel and attach with screws provided in the hardware pack.
3. Attach back panel to wall using instructions on previous page.



BRUSH GROMMET DETAIL (WITHOUT PENCIL CATCH)

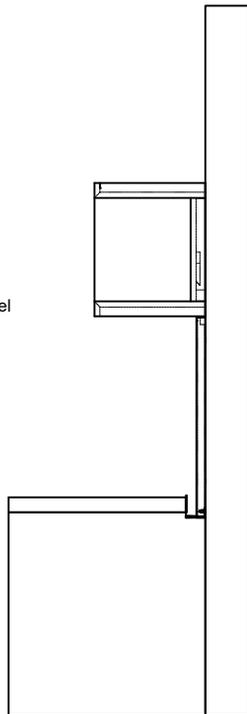
1. Align brush grommet with bottom rear of back panel and attach with screws provided in the hardware pack.
2. Attach back panel to wall using instructions on previous page.



MOUNTING LOCATIONS FOR BACK PANEL

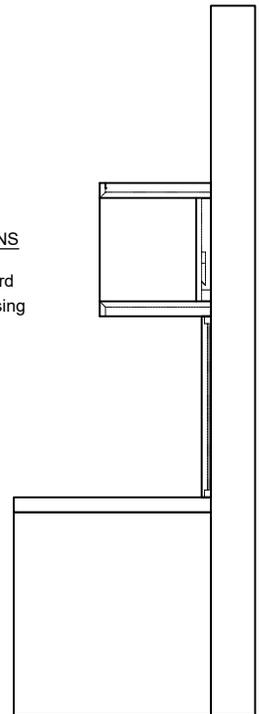
BACK PANELS USED WITH EXTENSIONS

Align bottom of back panel with top rear of extended panel to find hanging locations (standard 26 $\frac{3}{4}$ " off the floor). Attach back panel to wall using instructions on previous page



BACK PANELS USED WITHOUT EXTENSIONS

Align bottom of back panel with top rear of credenza top to find hanging locations (standard 29 $\frac{1}{2}$ " off the floor). Attach back panel to wall using instructions on previous page

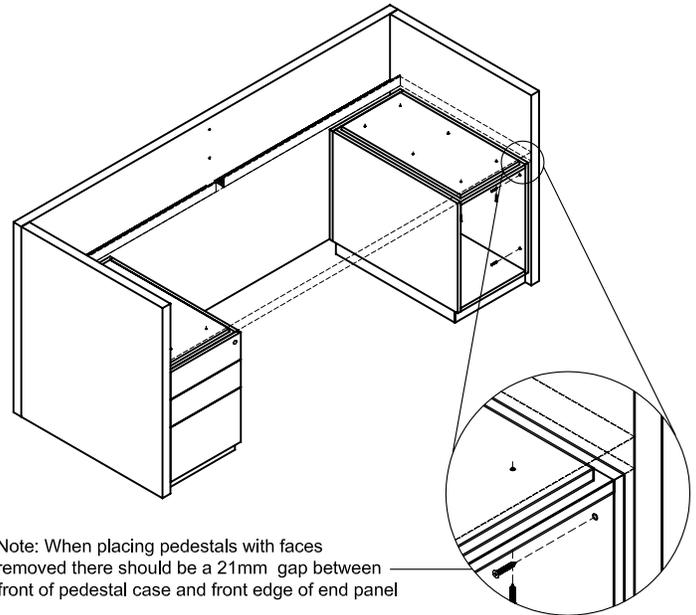
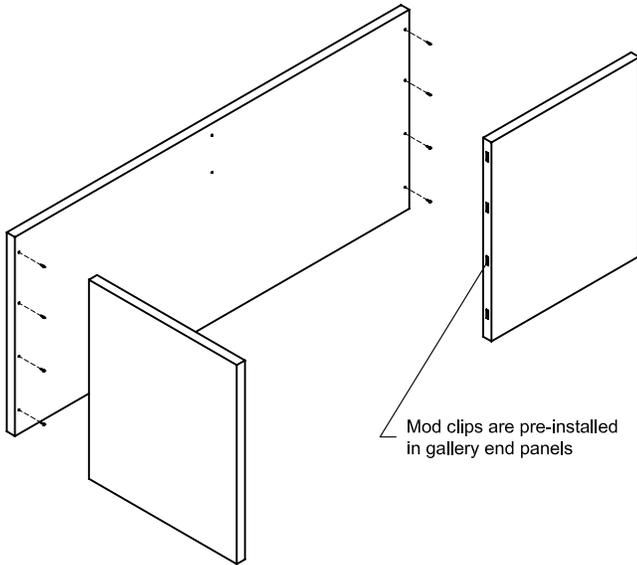


UFFIZI STANDARD CONNECTIONS

GALLERY DESK ASSEMBLY

1. Connect gallery panels together using mod clips and shoulder screws. Insert (8) shoulder screws from the hardware pack into the pre-drilled holes on the gallery back panel.
2. Attach the gallery front panel to the gallery end panels by sliding the shoulder screws into the mod clips which are pre-installed in the gallery end panels.
3. Once connected, level the gallery panels.

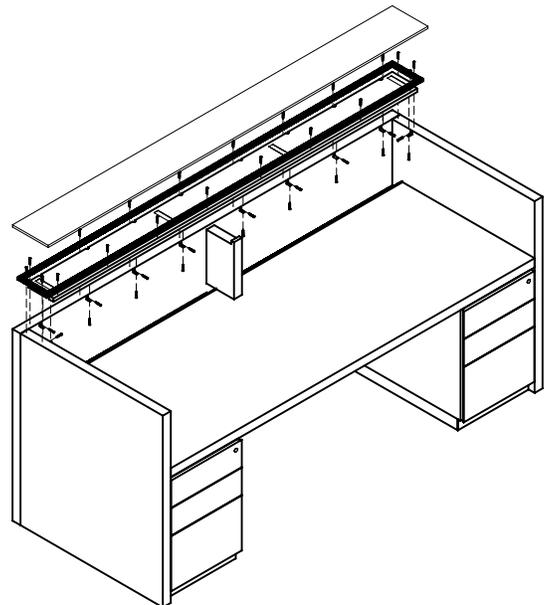
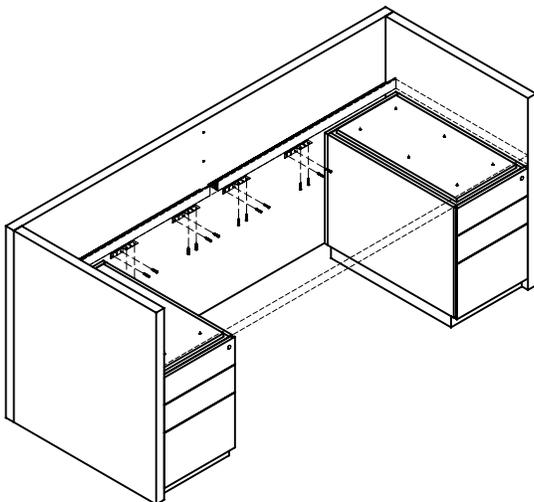
4. For gallery desks with pedestal(s), place pedestals on one or both sides of gallery desk and make sure bottom of pedestals are flush with bottom of gallery end panels, remove drawers and level the pedestals.
5. Screw through the sides of the pedestal into the gallery end panels. (If gallery desk includes a pencil catch there will be a gap between the back on the pedestals and the gallery back panel.)



GALLERY DESK ASSEMBLY

6. If gallery desk includes pencil catch and brush grommet, install by screwing through the back edge of the worksurface.
7. Align worksurface to sit on pedestals flush with the front edge of the gallery end panels. Attach by screwing through the top of the pedestals.
8. Attach mounting brackets (320565) at bottom rear of worksurface and gallery back panel.

9. Attach center wood divider with mod clips supplied in hardware pack. (Center divider is only used on gallery desks 90" and larger.)
10. Install wood subtop on top securing with irons on 3 panel sides.
11. Secure glass transaction top with double sided tape provided in hardware pack. (Please take note to inspect paint on back of glass for tiny scratches that can show up while handling.)



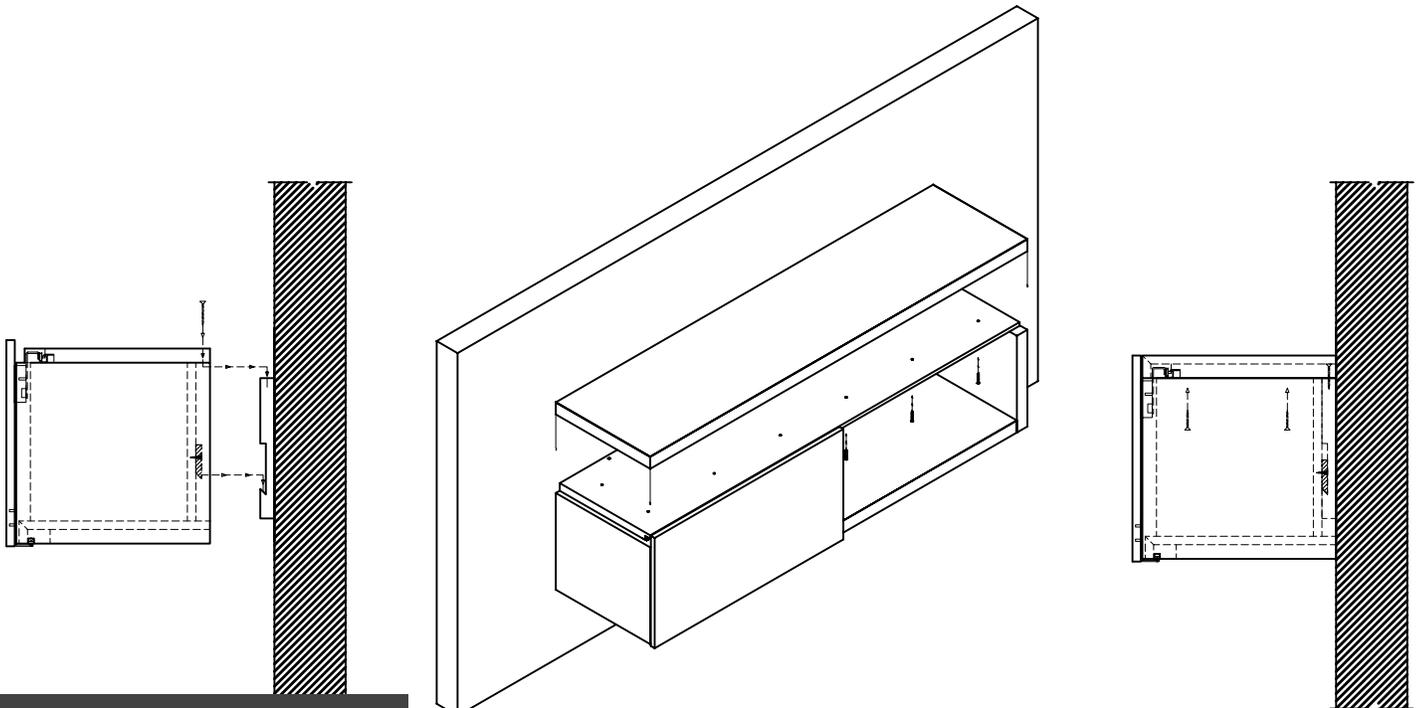
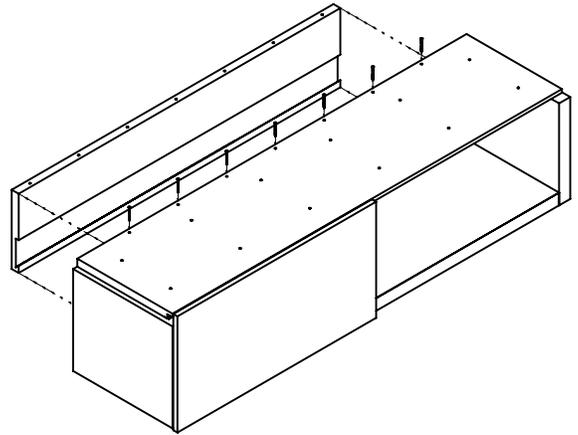
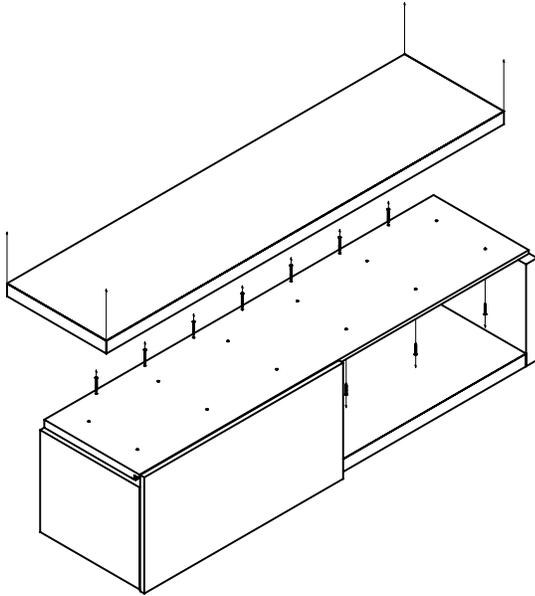
UFFIZI STANDARD CONNECTIONS

1 PIECE WALL HUNG CREDENZA TO WALL ATTACHMENT

Note: Unit will be shipped with all necessary mounting cleats attached to unit.

- Step 1. Detach finished top from unit by removing attachment screws from the under-side of the subtop in the interior of the unit.
- Step 2. Wall cleat must then be detached from unit by removing screws (from above) along back edge of subtop. (Note: Do Not remove screws that fasten vertical support blocks that are present on units with "open ends".)
- Step 3. Determine and mark horizontal centerline location of unit to be installed, on the wall. Center wall cleat at this location. (Vertical placement of wall cleat from floor to top of cleat should be determined from the box below.)
- Step 4. Install wall cleat level at determined location. (Installer will be responsible for secure attachment method of installing wall cleat to wall.)
- Step 5. With more than one person, lift credenza unit onto installed wall cleat and gently lower until credenza cleat seats into corresponding wall cleat groove. Maintain lateral pressure on unit towards wall and re-install anchoring screws through back edge of subtop into wall cleat.
- Step 6. Re-install finished top to unit by reversing procedure in Step 1 listed above.

18"H units with 2" miter fold top = cleat placement at 27.5"
18"H units with 0.75" finished top = cleat placement at 28.0"
25"H units with 0.75" finished top = cleat placement at 35.0"



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