

Assembly Instructions

Planner Studio

Fixed Height Tables



If you have damaged or missing components,
Please contact customer service at 1-800-328-1061

Hardware and Components



PLANNER STUDIO TOP
QTY. 1

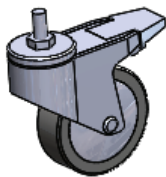


PLANNER STUDIO LEG
QTY. 2



PLANNER STUDIO SUPPORT CHANNEL
QTY. 1 (2 ON 48" LEG SETS)

PACK #17543



4" CASTOR
QTY. 4
(CASTOR TABLES ONLY)



CASTOR WRENCH
QTY. 1
(CASTOR TABLES ONLY)



1/4-20 X 3" BOLT
QTY. 6 (12 ON 48" LEG SETS)



1/4-20 LOCK NUT
QTY. 6 (12 ON 48" LEG SETS)

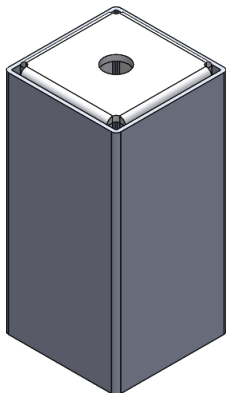


ALLEN KEY
QTY. 1



#10 X 3/4" WOOD SCREW
QTY. 28 (48 ON 48" LEG SETS)

PACK #17542



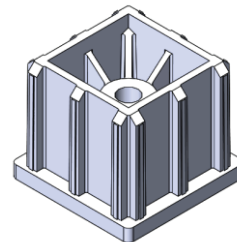
LEG EXTENSION
QTY. 4
(GLIDE TABLES ONLY)



SOCKET HEAD
CAP SCREW
QTY. 4
(GLIDE TABLES ONLY)



STRAIGHT HEX KEY
QTY. 1
(GLIDE TABLES ONLY)



PLASTIC INSERT
QTY. 4
(GLIDE TABLES ONLY)



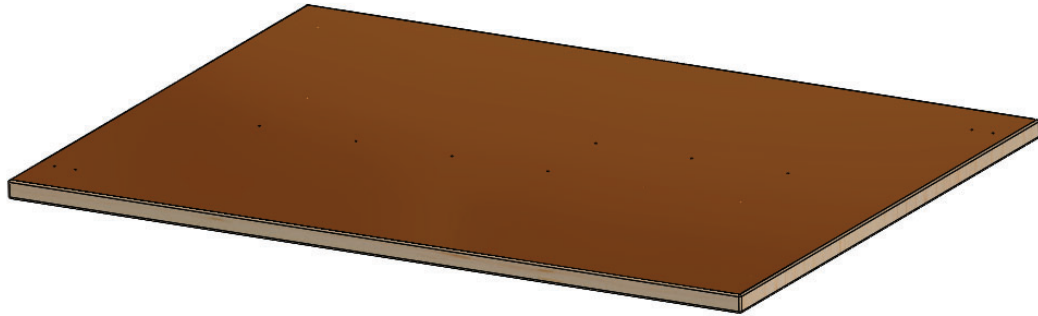
THREADED GLIDE
QTY. 4
(GLIDE TABLES ONLY)

Special Notes:

- TOOLS REQUIRED:
 - Drill w/#2 phillips driver bit, or #2 phillips head screwdriver.
 - 7/16" socket & ratchet, or 7/16" wrench.
 - Drill, or impact driver, or adjustable wrench (tables with glides only).
 - Rubber mallet, or similar (tables with glides only).
- Check that all components are accounted for and undamaged before assembling.
- Please assemble the product in a clean and dry area.
- You will need another person to help assemble the product. Team lifting required.
- Clean the product with a mild cleaner and a damp cloth.

Assembly Instructions

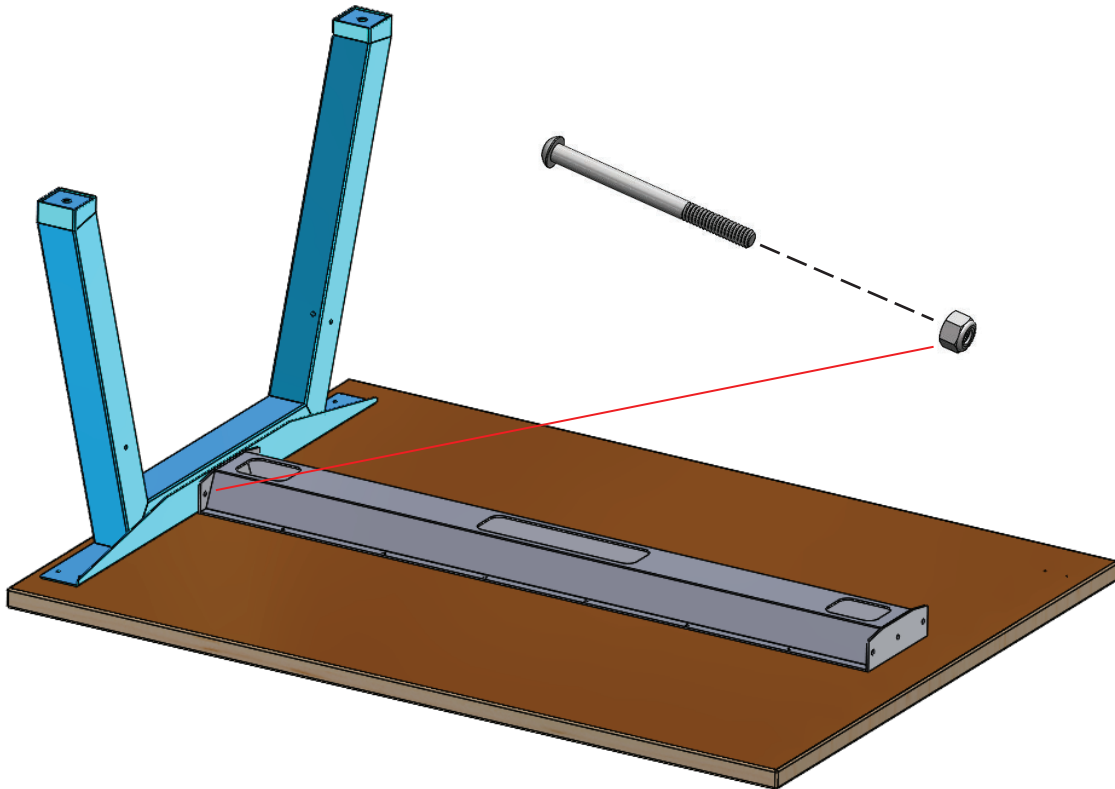
1. Lay top down on a clean smooth surface that will not harm the top finish. Underside of top should be exposed. **Top is heavy, team lifting is advised.**



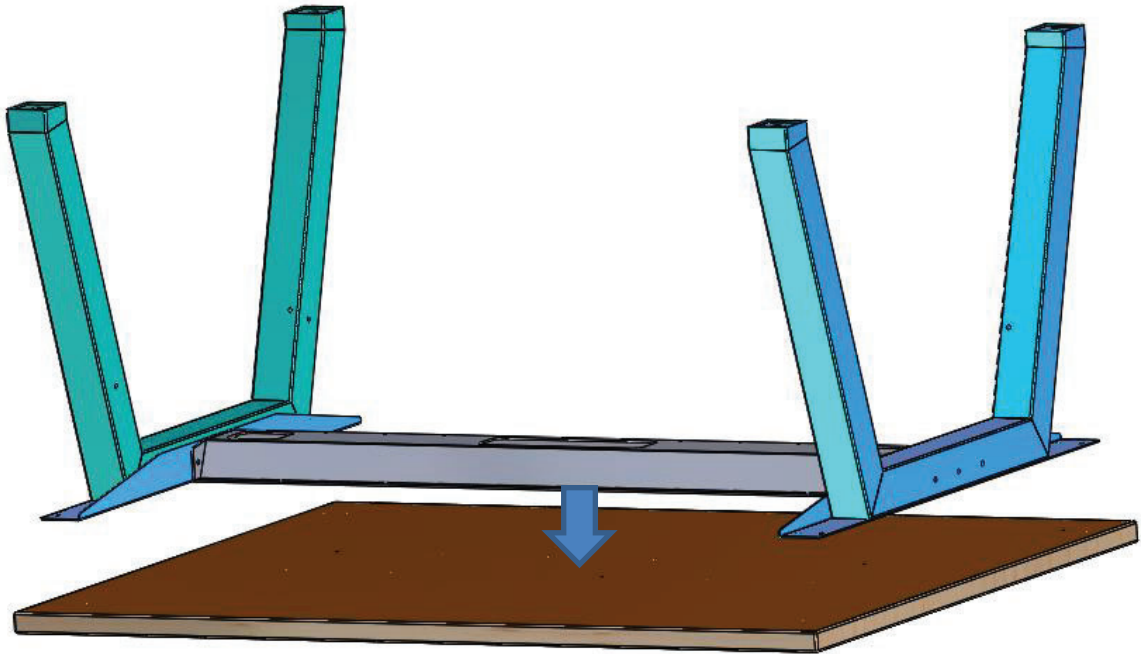
2. Position the support channel(s) onto the top, as shown. Do not attach support channel to top yet. First attach the legs, one at a time, to the support channel(s) by using the supplied $\frac{1}{4}$ -20 x 3" bolts and $\frac{1}{4}$ -20 locknuts. *NOTE: 48" leg sets have 2 support channels.*

Helpful Hint: The nut goes on the inside; bolt head seen on the outside.

Helpful Hint: Make sure legs are facing the right direction, as shown.

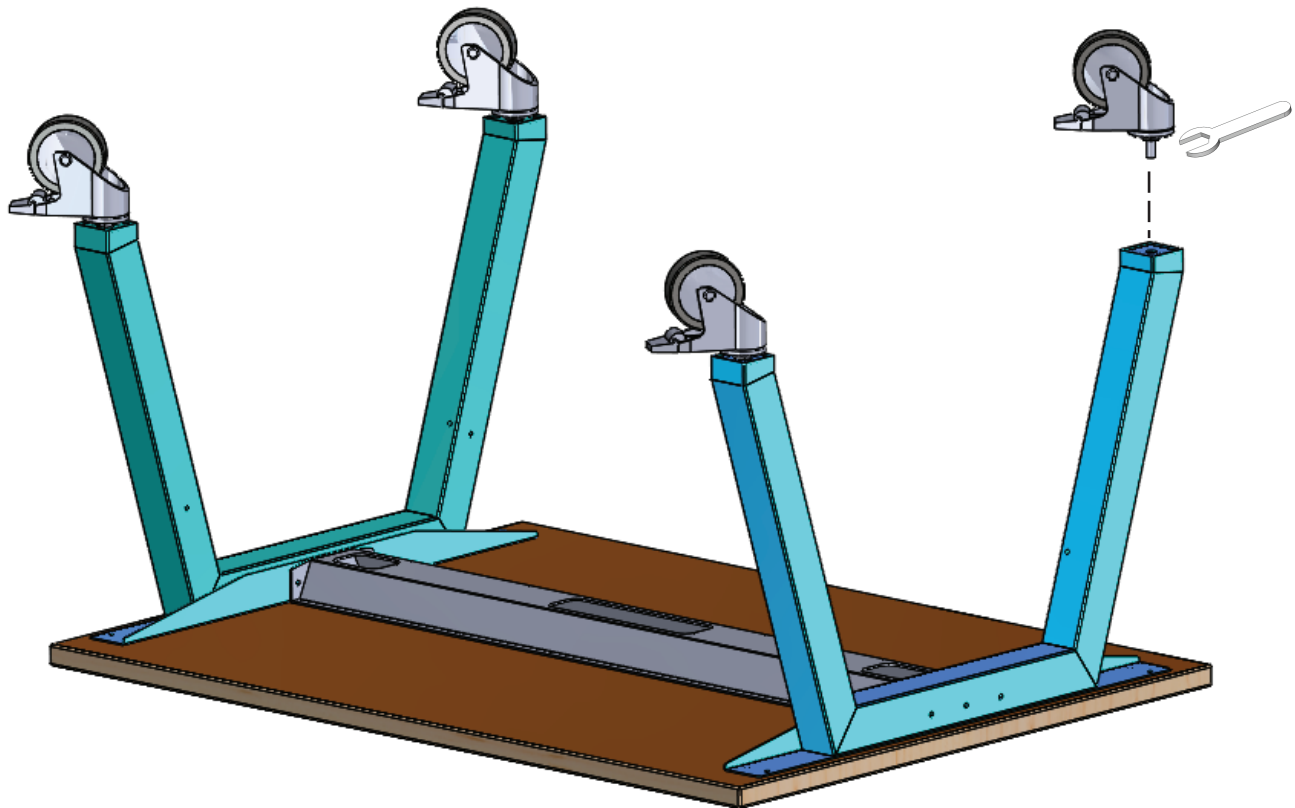


3. Attach the now assembled frame to the wood top using #10 x 3/4" wood screws. Hole pattern on underside of top serves as a guide for proper positioning.



4. CASTER / GLIDES INSTALLATION

- a. **CASTERS** - Install casters using the caster wrench. Hand tighten until very snug.



4. CASTER/FOOT INSTALLATION (continued...)

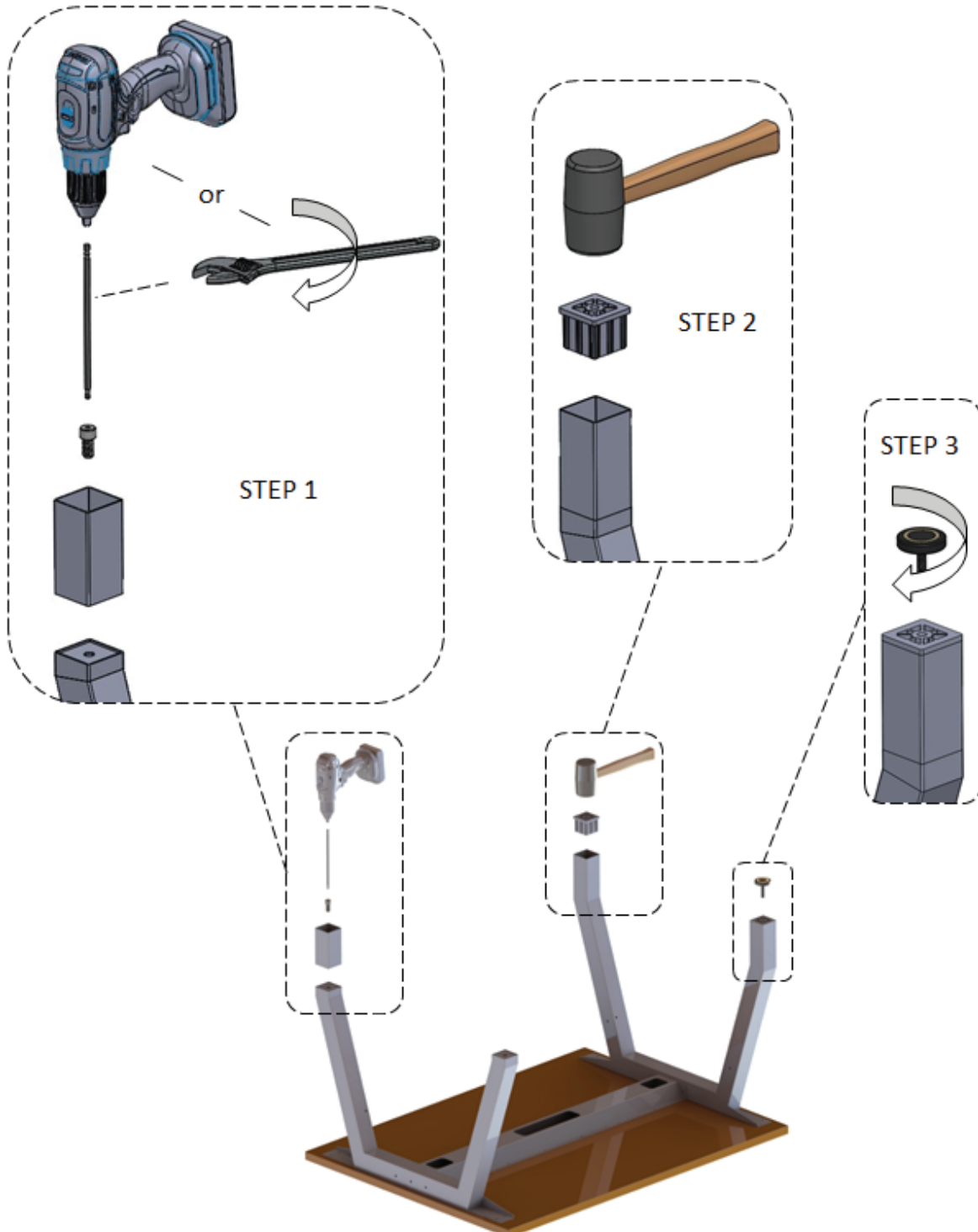
b. **GLIDES - Step 1:** Install LEG EXTENSION to leg using SOCKET HEAD CAP SCREW.

i. Tighten screw using the supplied STRAIGHT HEX KEY in combination with a drill or wrench as shown.

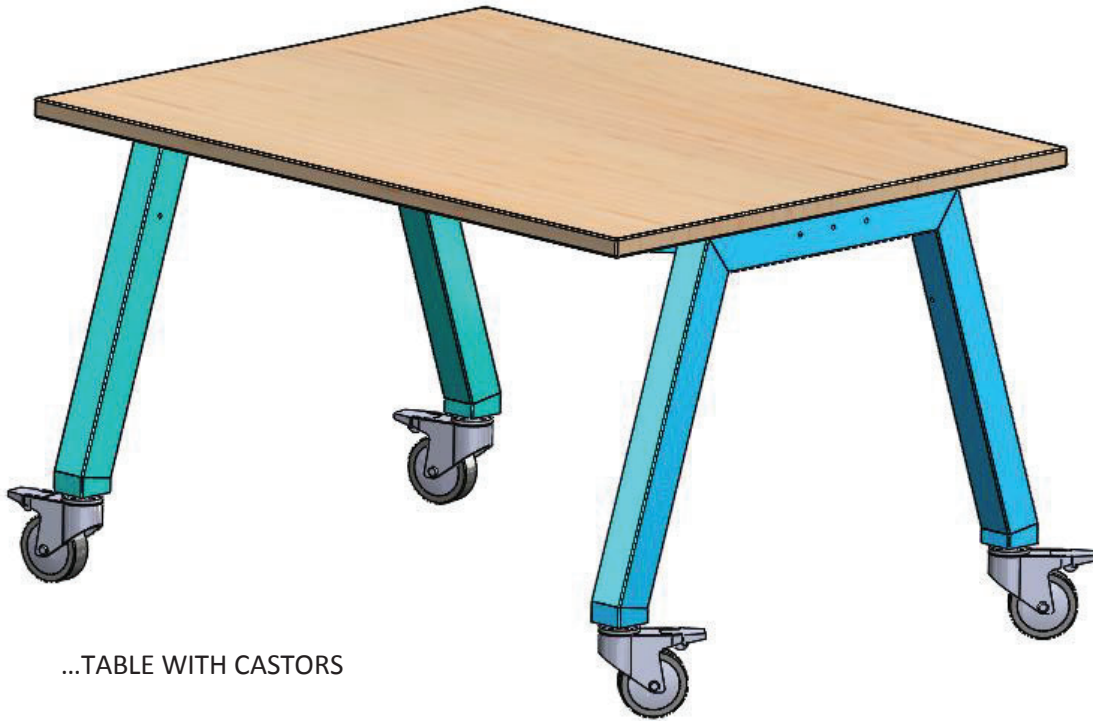
ii. Tighten firmly.

GLIDES - Step 2: Carefully tap PLASTIC INSERT in using rubber mallet (or similar).

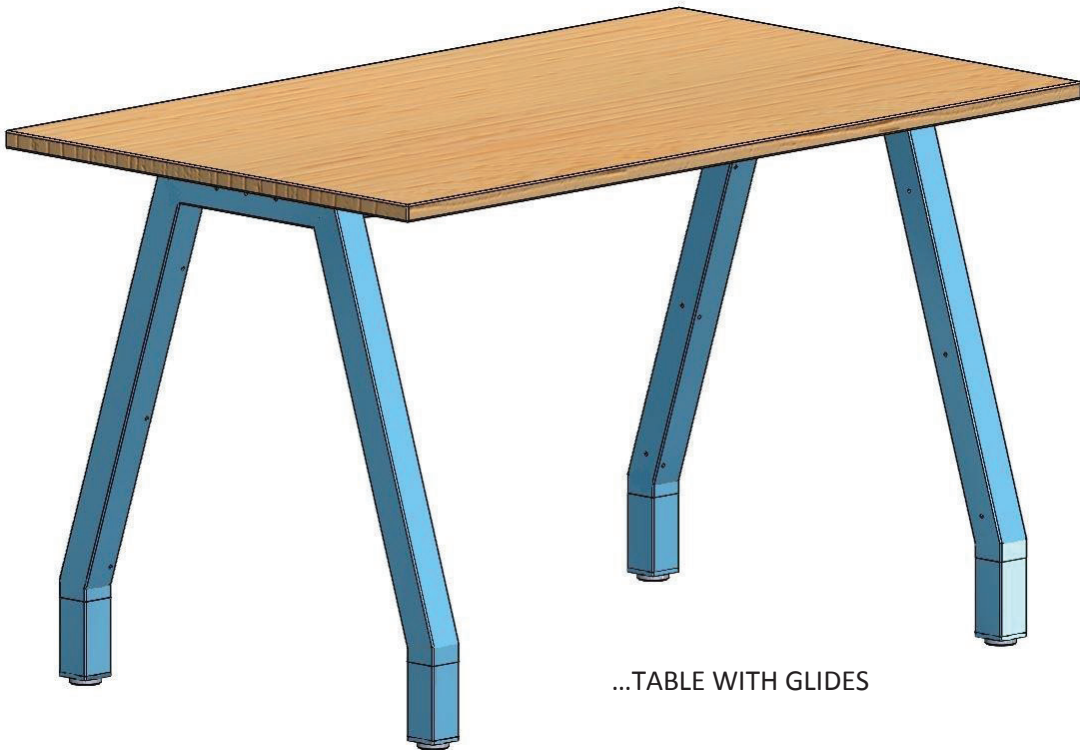
GLIDES - Step 3: Twist THREADED GLIDE on by hand.



5. With a partner, team lift table and flip to the upright position.
Helpful hint: Lock all casters to prevent unexpected rolling when table legs touch down.



...TABLE WITH CASTORS



...TABLE WITH GLIDES

DONE.