

General Notes

These installation instructions are intended to be comprehensive for a typical Keyeira/Presto configuration. Your configuration may differ. If you have questions contact Geiger Customer Service by dialing 1.800.456.6452.

As with all fine wood furniture, care should be taken not to scratch or dent the surfaces. Handle the product as few times as possible. Keep related parts together, but do not stack or lean pieces against each other. Never slide or drag furniture across the floor.

Product must be installed as shown using the screws and brackets provided. Use of incorrect hardware could result in damage to the product.

Installation Tools

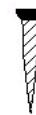
- Pry bar
- Tape measure
- 4 foot carpenters level
- Cordless drill
- #2 PHillips, #2 square tip, 1/8" drill bits
- Snips
- Staple gun

Screws

Countersink Head #2 Square Tip



1.5" #50165



1" #50162

Finishing Touches

- Remove all masking tape from underneath cabinet, back of drawers, etc.
- Strip wire dividers, and install them in the holes provided in the bottom shelf.
- Wipe down furniture using a soft, damp cloth; always wipe with the grain direction. For greasy finger marks, you may use a mild dishwashing soap diluted in warm water. Wipe out all debris in cabinet (i.e. sawdust).
- Do not use waxes, aerosol cleaners or abrasives as they may damage the finish.
- Leave Care and Maintenance brochures supplied inside each top drawer.

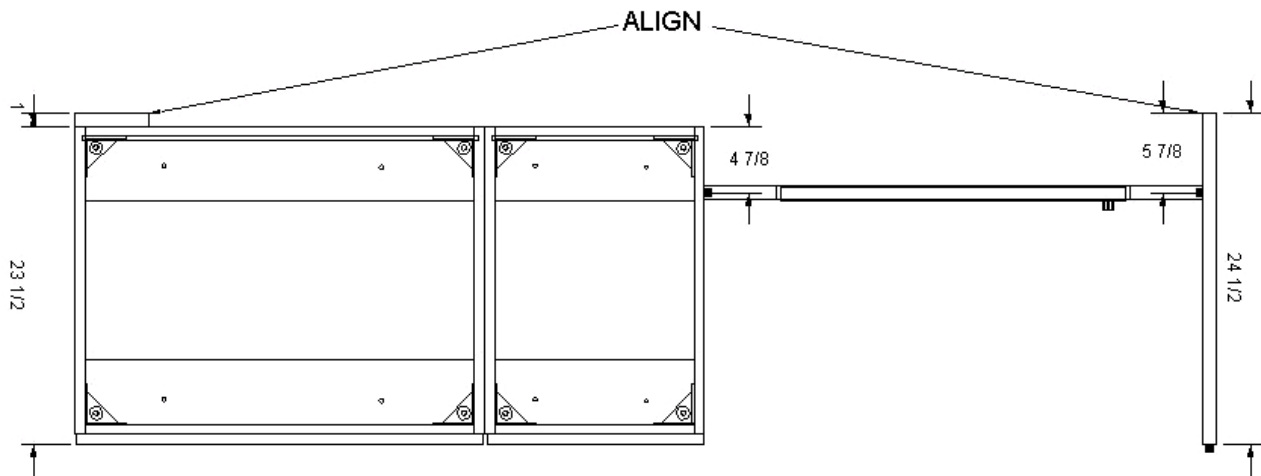
Getting Started

To begin the installation, start with the wall based furniture. Build out into the middle of the room, taking care to level furniture to the highest spot in the floor.

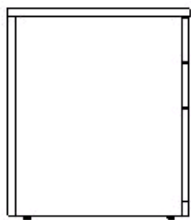
Typical Rear Unit

Step 1 - Place floor units in their correct positions.

NOTE: All Keyeira and Presto Rear Unit, Credenza and Return worksurfaces are designed to accommodate finished back panels. However, when a finished back is not specified, a 27-1/2" h x 5-3/8" w x 1"d filler panel is supplied for application to the back of the outside storage cabinet. This filler completes the correct end view for the unit and ensures the proper 1/4" worksurface overhang over the drawer fronts.

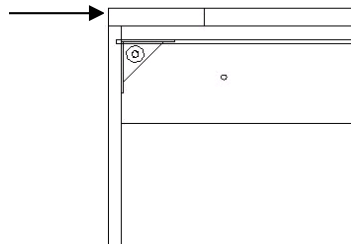


Worksurface / Plan View Note: Set Filler panel slightly less than flush with the side of the storage, so that it is not visible from the front.



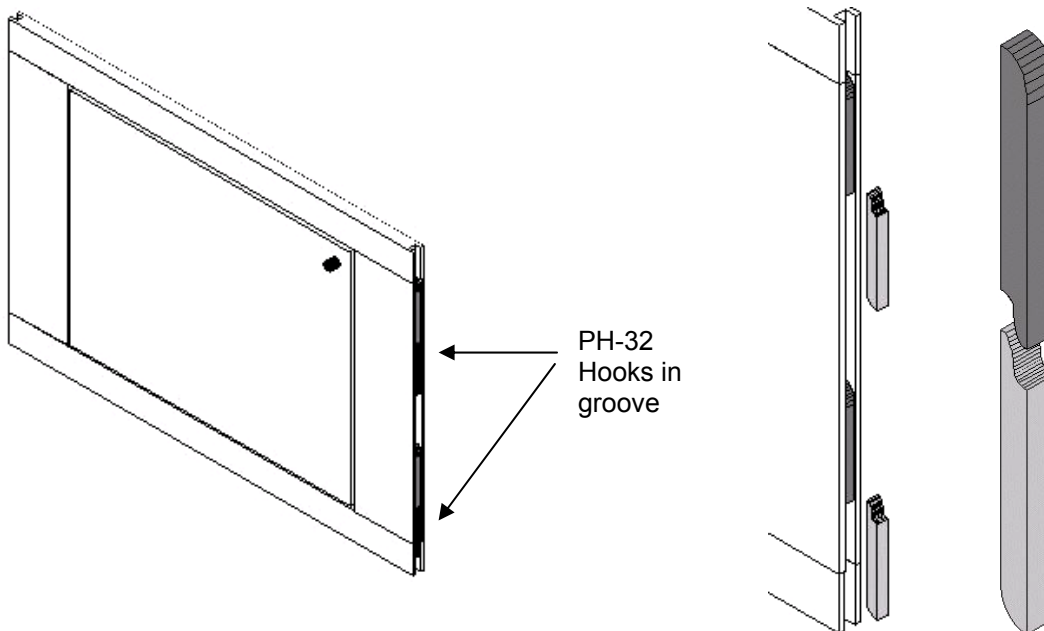
End View

Set back slightly less than flush

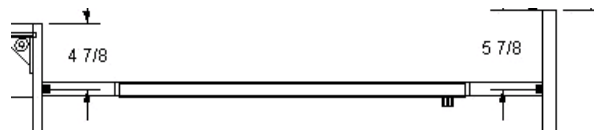


Step 2 - Remove all drawer boxes from storage units by following instructions outlined in "Drawer Removal and Installation".

Step 3 - Remove necessary mounting hooks from groove of electrical access panel.



Step 4 - THE MOUNTING LOCATION FOR PH-32 HOOKS ON THE STORAGE WILL FALL ONE INCH CLOSER TO THE BACK OF THE STORAGE THAN THE END PANEL, DUE TO THE THICKNESS OF THE FILLER PANEL ON THE OPPOSITE END. Follow the instructions provided with the panel, and mount the PH-32 hooks on the side of the storage cabinet so that the male/female connection is secure and the bottom of the panel is flush with the bottom of the storage case.



Step 5 - Ensure that storage cabinets are placed tightly together. Using a carpenter's level, ensure that the storage cabinets are level with each other and the support panels. The cabinet leveler or foot nearest the highest spot in the floor should be screwed tightly into the cabinet to minimize the overall height of the station.

IF THERE IS A FREESTANDING UPPER STORAGE CABINET, PROCEED IMMEDIATELY TO THE INSTRUCTIONS PROVIDED WITH THE UPPER STORAGE CABINET, BEFORE INSTALLING THE REAR UNIT WORKSURFACE.

If a Bridge Return with panel has been ordered, it will be easier to install all of the worksurfaces after the placement of Return and Desk panels. To attach Bridge panel, follow the following steps of "Typical Bridge Return". When completed, return to attaching the worksurfaces.

Typical Bridge Return

With Modesty Panel

Step 1 - Remove one pair of PH-32 hooks from groove at end of Bridge Return modesty panel (similar to electrical access panel above).

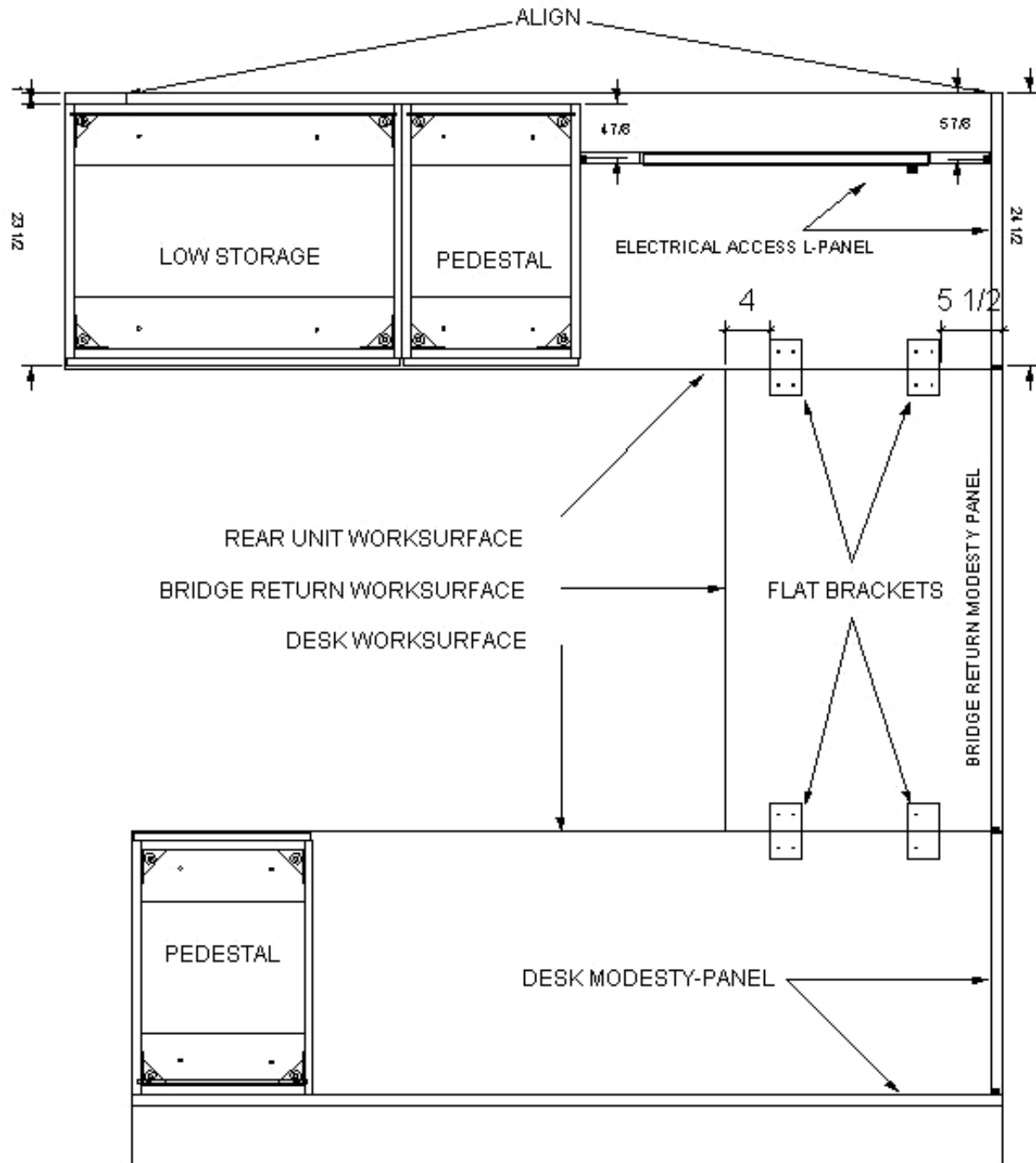
Step 2 - Install PH-32 hooks to the end of the Rear Unit end panel. Follow the directions provided with the panel hardware: measure the correct height from the bottom of the Bridge Return modesty panel when the brackets are tightly nested together. When the panel is installed, the panel should be flush at top and bottom, and fit tightly to the Rear Unit end panel.

Step 3 - Attach the Bridge Return modesty panel to the Desk end panel in the same way.

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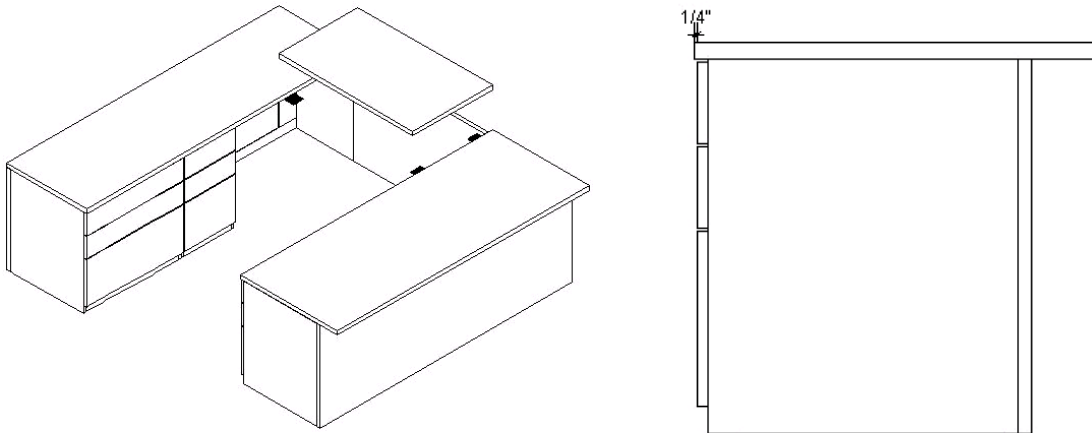
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Step 4 - Install Rear Unit worksurface (See "Attaching the Worksurfaces"). Install a pair of flat brackets to the bottom of the Rear Unit worksurface, set in, as shown, from the front and rear edges of the Bridge Return worksurface.



Step 5 - Place the Desktop in position, careful to maintain the correct 1/4" edge overhang over the drawer fronts on the user edge.

Step 6 - Install a pair of flat brackets to the bottom of the Desktop, set in from the front and rear edges of the Bridge Return worksurface as shown on the prior page.



Step 7 - Place the Bridge Return worksurface on the brackets. Flush the back edge of the Return worksurface to the end of the Rear Unit worksurface. Ensure a tight seam between the worksurfaces.

Step 8 - Secure Return worksurface to Rear Unit flat brackets using the screws provided.

Step 9 - Align back edge of Return worksurface and end of Desktop. Tighten seam between Return worksurface and Desktop. Secure the worksurfaces with the screws provided.

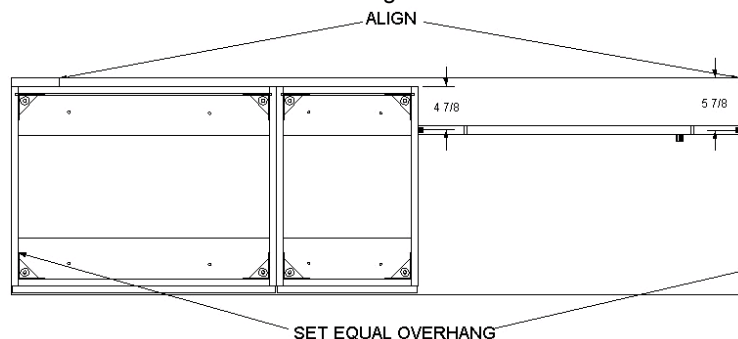
Step 10 - Square up all supporting modesty panels so that worksurface edges are flush. Secure the worksurfaces to the panels through the L-brackets on the support panels and to the storage cabinets through the pre-drilled holes in the top rails (of the storage cabinets). (See "Attaching the Worksurfaces")

Step 11 - Reinstall drawer boxes as described in "Drawer Removal and Installation."

Attaching the Worksurfaces

Step 1 - Remove all visible tags, and place the worksurface on top of the storage units and support panels.

Step 2 - Align the worksurface flush with the back of the storage (filler panel) and the support panel. Center the worksurface in the event that there is a small overhang.



Step 3 - From inside of the storage cabinet, drive the provided 1-1/2" screws through the predrilled holes in the top pedestal rails and into the underside of the worksurface. Note: hold down worksurface while securing to prevent movement.

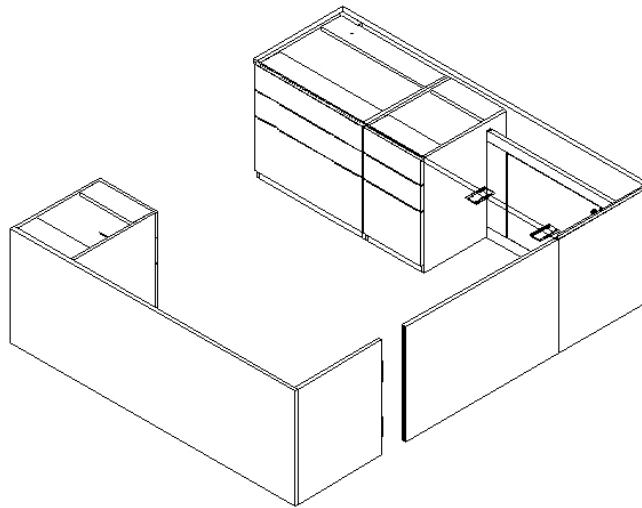
Step 4 - Secure the support panels to the underside of the worksurface.

Step 5 - Fine-tune the leveling of the entire unit. Level floor units by starting with one nearest wall and work outward. Place carpenter's level on worksurface of unit and examine leveling from side to side. Adjust floor glides by turning them clockwise or counterclockwise as necessary. Place level running from front to back of same unit and adjust glides accordingly. Repeat this step for each unit. When cabinets are properly leveled, cabinets should fit tightly together and drawers and doors should be aligned vertically, without "Stair-stepping." (Note: Proper leveling of Rear Unit components will result in best performance of the electrical access panel, drawers and locks.)

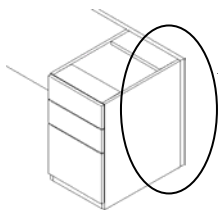
Typical Desk

Step 1 - Attach Desk end panel to Return modesty panel, if provided, using the PH-32 hooks found in the groove on the end of the Return panel. These hooks are mounted and oriented exactly as on the Rear Unit end panel.

Step 2 - Attach the Desk modesty panel to the Desk end panel. Insert the modesty panel PH-32 hooks on the face of the Desk end panel. Insert end panel into the groove on the end of the Return panel, slide the panels together side-to-side, and then down, until they are firmly locked together.



Step 3 - Place the Desk pedestal at the end of the modesty panel, very minimally set back at the edge so that the back of the pedestal is not visible.

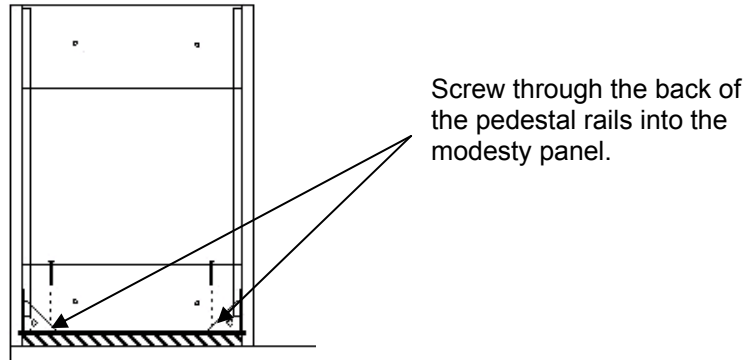


Set pedestal in from end 1/32" (let panel overhang), so back of pedestal is not visible.

Step 4 - Level support panels and pedestal to the Rear Unit and Return modesty panels.

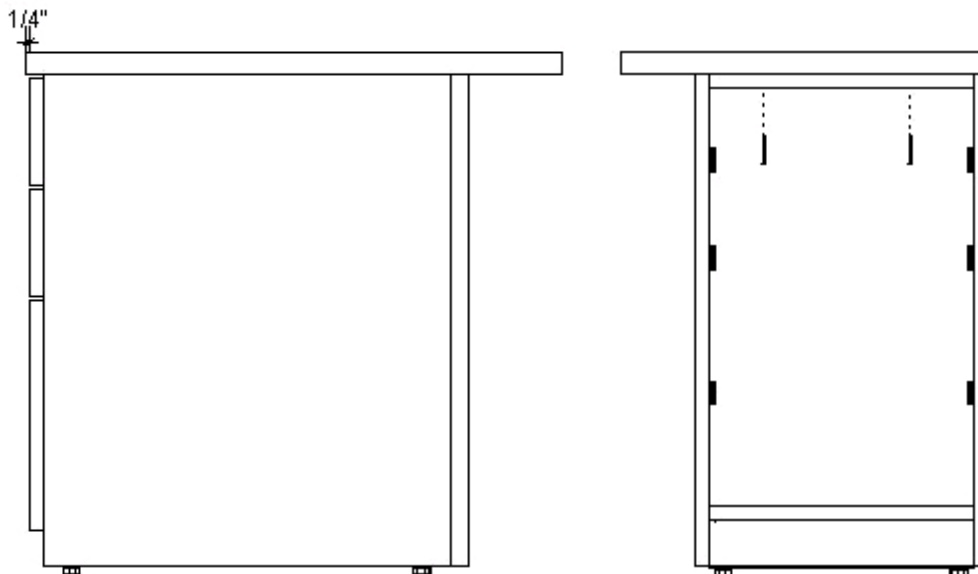
Step 5 - Remove pedestal drawers. See "Drawer Removal and Installation."

Step 6 - Affix the modesty panel to the back of the pedestal by driving screws through the back of the rear support rails into the inside face of the modesty panel. Use two 1-1/2" screws at the top and two 1-1/2" screws at the bottom.



Step 7 - Place the Desktop on the pedestal and support panel. Center the worksurface from side to side. Place the worksurface so that the correct 1/4" overhang is established over the drawer fronts on the user side of the Desk.

Step 8 - Using the screws provided, attach the Desktop to the top of the pedestal using the screws provided through the pre-drilled holes in the top rails of the pedestal.



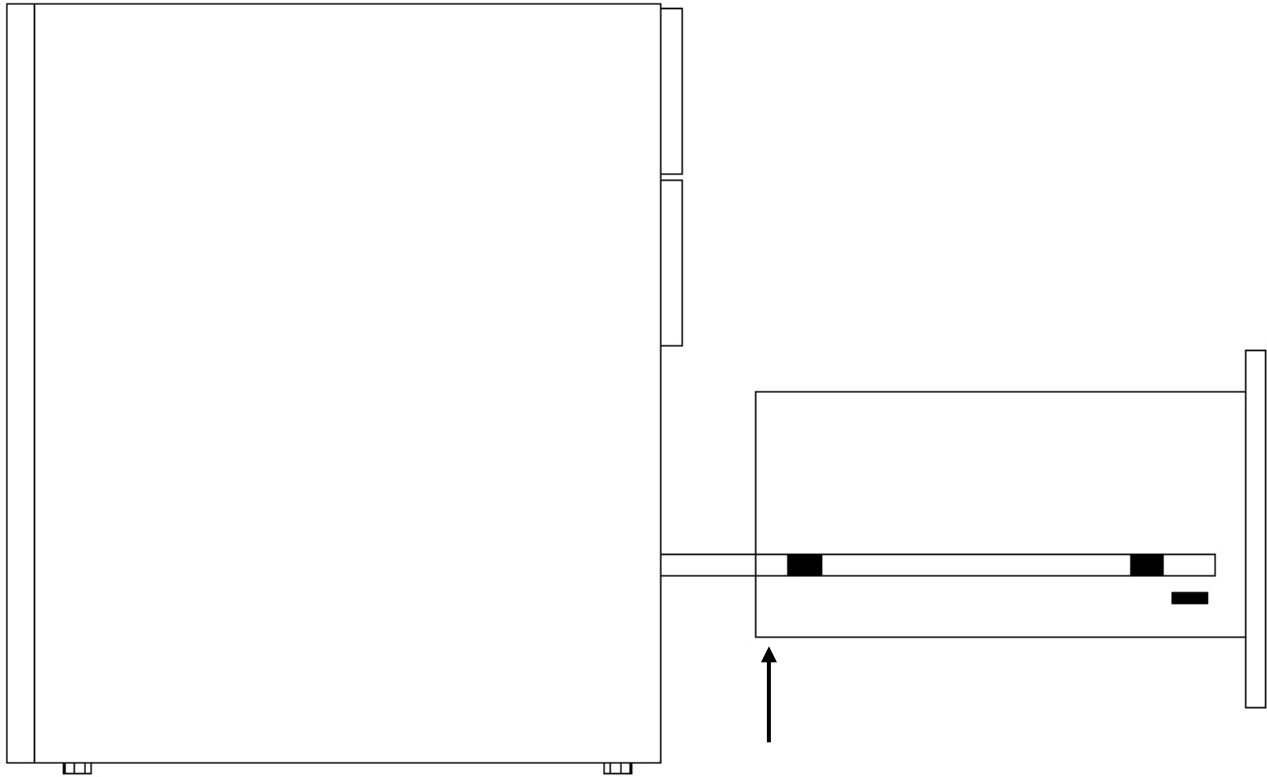
Side View

Front View

Step 9 - Replace drawers into correct storage cabinets (grain should be matched vertically). Refer to "Drawer Removal and Installation."

Step 10 - Verify that the Desk is level in both directions. Ensure that all the glides are touching the floor so that the unit is properly supported.

Step 11 - Install all Lock Plugs. Refer to Lock Plug Installation Instructions included with supplied Installation Key.



Drawer Removal and Installation

Removal

Step 1 - Pull drawer completely open.

Step 2 - Reach over the back of the drawer box and grasp the bottom of the drawer box.

Step 3 - Firmly pull up on the bottom of the drawer box, unseating it from the drawer slide clips at the rear of the box.

Step 4 - Rotate the back of the drawer forward, until the drawer unseats itself from the drawer slide clips at the front of the drawer box. If the drawer box binds in the slide clips, lightly pull up on the box.

Installation

Step 1 - Replace drawers into correct storage cabinets (grain should be matched vertically).

Step 2 - Extend the drawer slides fully.

Step 3 - Gently move slide around the lock clip and align metal clips on the sides of the drawer box with the clips on the drawer slides.

Step 4 - Push down on the rear edges of the drawer until the rear drawer clips snap down into the drawer slide.

Step 5 - Push drawer half way into the cabinet (to eliminate stress on the drawer slides and push down firmly on the front edges of the drawer until the front clips snap completely into the drawer slides).

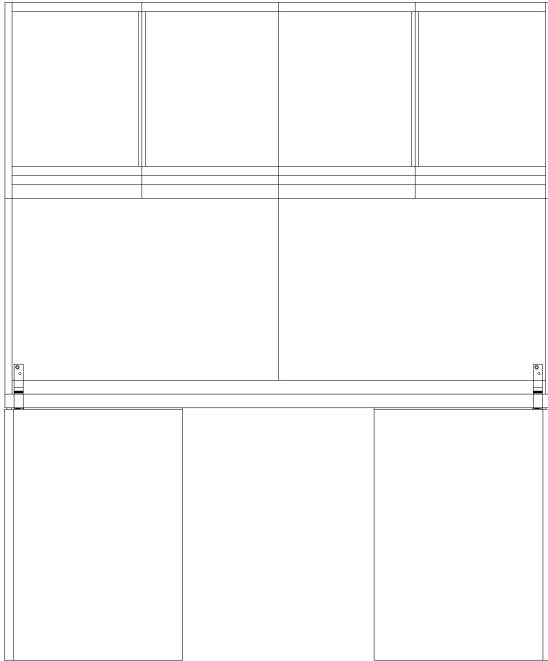
Upper Storage Units

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GEIGER

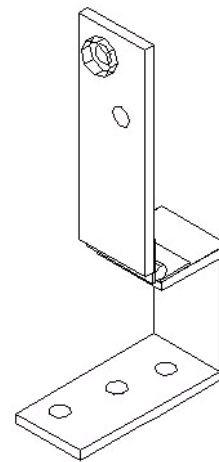
Installation Principles
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INSTALLATION TOOLS: To install Geiger upper storage units, you will need the following tools:

- Snips or scissors
- Screwdriver or power drill with screwdriver tip: Square (Robertson) #2
- CTBK kits, consisting of two hinged brackets, four 1" screws and four 3/4" screws



GENERAL NOTES: Correct installation of Upper Storage cabinets is important due to their weight and position above the user. These installation instructions are intended to be comprehensive. However, if you have additional questions, contact Geiger Customer Service at 1.800.456.6452.

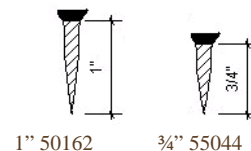
As with all fine wood furniture, care should be taken not to scratch or dent the surfaces. Handle the product as few times as possible. Keep related parts together, but do not stack or lean pieces against each other.

Check plan view and elevation drawings to identify how many units go in each area or office, and make sure you are clear on how they are positioned or connected to each other. Never slide or drag Upper Storage Units across the floor, as the end panels may be damaged.

Product must be installed as shown using the screws and brackets provided. Product must be installed with the back of the unit adjacent to a wall. For free standing applications a special bracket kit must be requested from the manufacturer. Use of incorrect hardware could result in damage to the product, or installation failure.

Top Thickness	Part Number
1-3/16"	H59398-1
1-1/2"	H59398-2
2"	H59398-3

Countersink Head #2 Square tip



FINISHING TOUCHES

- Remove all masking tape from underneath cabinet, strip wire dividers, and install them in the holes provided in the bottom shelf.
- Wipe out all debris in cabinet (i.e. sawdust).
- Wipe down furniture using a soft damp cloth; always wipe with the grain direction. For greasy finger marks you may use a mild dishwashing soap diluted in warm water.
- Do not remove Care and Maintenance brochures supplied inside each top drawer.
- Do not use waxes, aerosol cleaners or abrasives as they may damage the finish.

Upper Storage Units

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Installation Principles
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ATTACH SECURITY BRACKETS TO WORKSURFACE

Security brackets are installed to prevent movement of the Upper Storage Units.

STEP 1 – Trim the black plastic extrusion on the back modesty panel, or on the back edge of the pedestal to make room for the bracket. The bracket takes the place of the extrusion. The extrusion should be trimmed from the end of the worksurface to a point 2 ¼” from the end, or cut a 1 ¼” wide space from the inside edge of the end panel, if the cabinet does not run from one end of the worksurface to the other.

STEP 2 – Place the support panels or pedestals in their correct position.

STEP 3 – Place the worksurface on the support panels. Carefully slide the security bracket on to the back edge, in the space where the black plastic extrusion has been removed. You need a minimum of ¾” from the outside edge to clear the thickness of the Upper Storage end panels. **Leave the bracket hinged to facilitate placement of the upper storage unit.**

STEP 4 – Attach the security bracket to the underside of the worksurface with the 1” countersink screws provided. **DO NOT OVER-TORQUE SCREWS; STIPPING MAY RESULT.** Note that in some instances the bracket will be provided with a rubber spacer within the bracket for correct location.

STEP 5 – Place the worksurface, aligning the back edge of the worksurface flush to the back edge of the support panel, and secure the top with the screws provided.

PLACE THE UPPER STORAGE UNIT

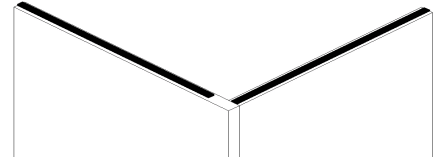
STEP 6 – **THE SUPPLIED CLOSED CELL FOAM MUST BE APPLIED TO THE FULL LENGTH OF THE END PANEL TO PREVENT ROCKING OR PIVOTING.** Cut the closed cell foam to the length of the end panel. Peel off the paper backing, exposing the adhesive side to the bottom edge of the end panels.

STEP 7 – Carefully lift the Upper Storage Unit and place with back of end panels to back of top.

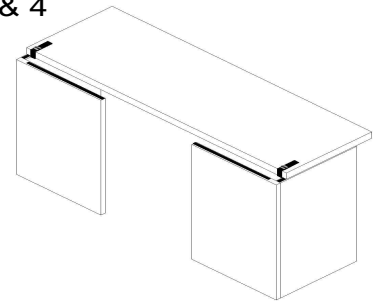
STEP 8 – Hinge the bracket upward and remove the safety bumper. Attach the security bracket to the inside face of the cabinet back, using the ¾” countersink screws provided.

STEP 9 – Install the tackboards per instructions.

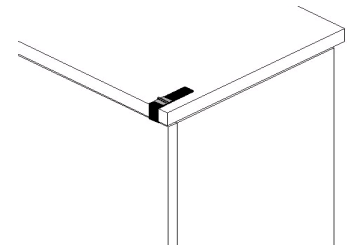
Step 1



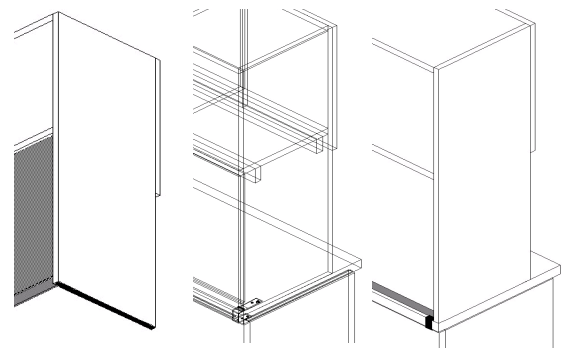
Steps 2, 3, & 4



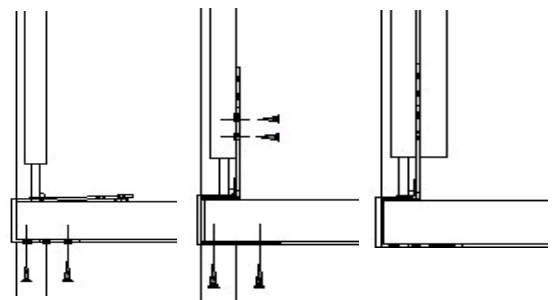
Step 5



Steps 6 and 7



Steps 8 and 9



Side Tower-Overhead Combination

Revised 11/12/05

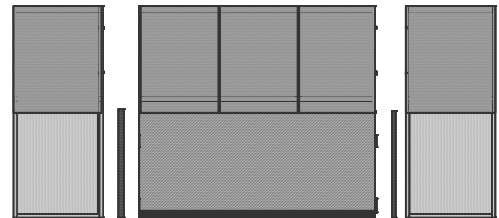
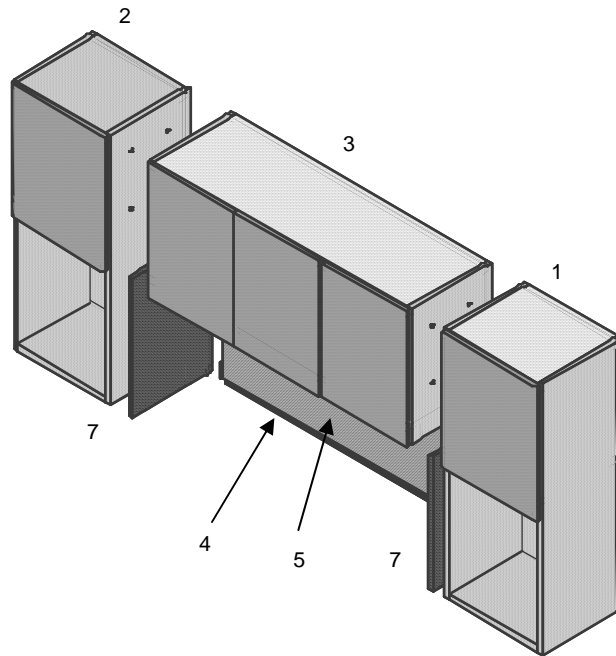
Installation of Side Tower-Overhead Combination units is easy when the correct SEQUENCE is followed.

Your unit consists of the following components:

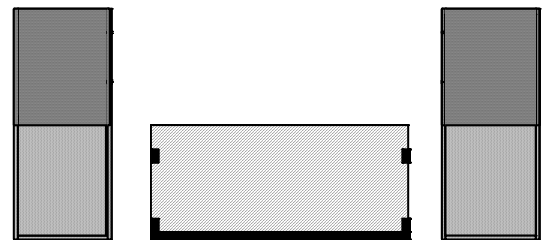
1. Right Hand Side Tower
2. Left Hand Tower
3. Center Overhead
4. Lower Back Panel
5. Task Light
6. Tack Board
7. Temporary Overhead Support Fillers (2)

Installation Sequence:

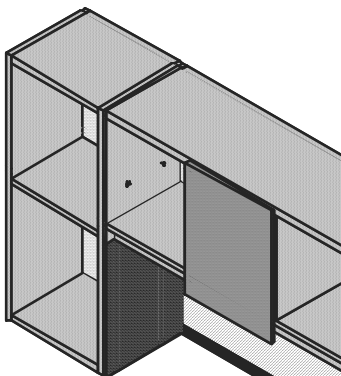
- A. Carefully Place and position Towers on the worksurface. Separate them by the width of the center overhead.
- B. Install the lower back between the 2 side towers using the 4 L-brackets in the supplied kit. The side towers and back are pre-drilled to locate the brackets. The brackets should be on the front face of the back, and will be covered later by the tackboards.
- C. Apply the supplied felt strips on the bottoms of the 2 temporary overhead supports. Place them felt side down, against the Right and Left Side Towers, and clamp them in place.
- D. Carefully rest Center Overhead on the supports, hold securely while threading the hardware between the cabinets.
- E. Secure inter-cabinet hardware.



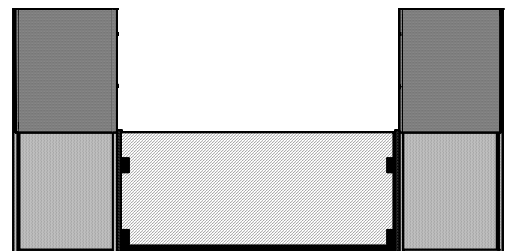
A,B



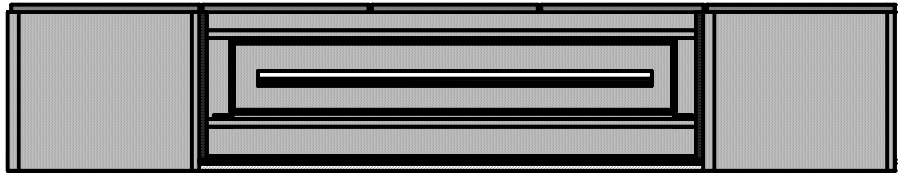
D,E



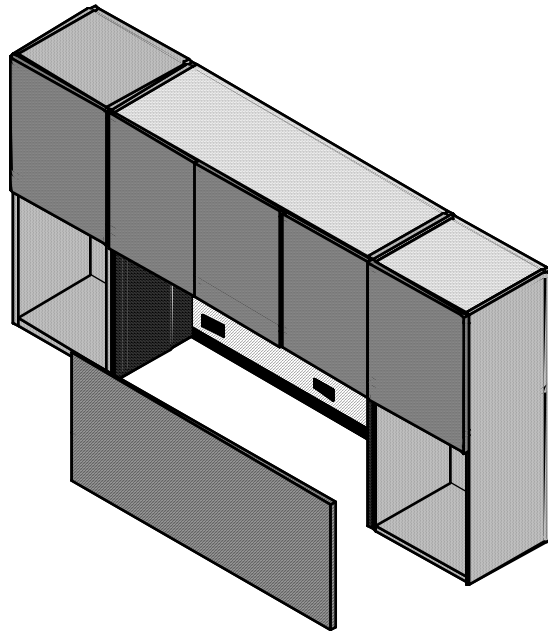
C



F. Install Tasklight using hardware provided.
G. Thread the cord from the tasklight through hole the back rail under the overhead (if provided) and into the wire management channel in the tackboard.



I. Position the tackboard under the cabinet so that a 1-1/2" inch gap exists between the worksurface and the underside of the tackboard and press firmly to engage the hook and loop material.



Keyeira™ & Presto™ Wall Mounted Overheads

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GEIGER
Wall Mounted Overheads

October 28, 2004

GENERAL NOTES

These installation instructions are intended to be comprehensive for Keyeira and Presto Wall Mounted Overheads. If you have questions contact Geiger Customer Service by dialing 1.800.456.6452.

As with all fine wood furniture, care should be taken not to scratch or dent the surfaces. Handle the product as few times as possible. Keep related parts together, but do not stack or lean pieces against each other. Never slide or drag furniture across the floor.

Product must be installed as shown using the screws and brackets provided. Use of incorrect hardware could result in damage to the product.

FINISHING TOUCHES

- Remove all masking tape from underneath cabinet, back of drawers, etc.
- Wipe down furniture using a soft, damp cloth; always wipe with the grain direction. For greasy finger marks, you may use a mild dishwashing soap diluted in warm water. Wipe out all debris in cabinet.
- Do not use waxes, aerosol cleaners or abrasives as they may damage the finish.
- Leave Care and Maintenance brochures supplied inside each top drawer.

INSTALLATION TOOLS

- Cordless drill
- Drill Bits
- Screwdriver or screwdriver tip: square (Robertson) #2, Phillips #2
- Level
- Staple Gun with 5/8" or 3/4" staples

SCREWS - Not Provided

GETTING STARTED

Note: Geiger provides the bracketry required to hang the wall mounted overheads, however it is the responsibility of the installers to mount the brackets securely and appropriately to the wall. The dimensions provided allow for the installation of a Geiger wall mounted tackboard. If a tackboard is not to be used, the overhead can be mounted at any height.

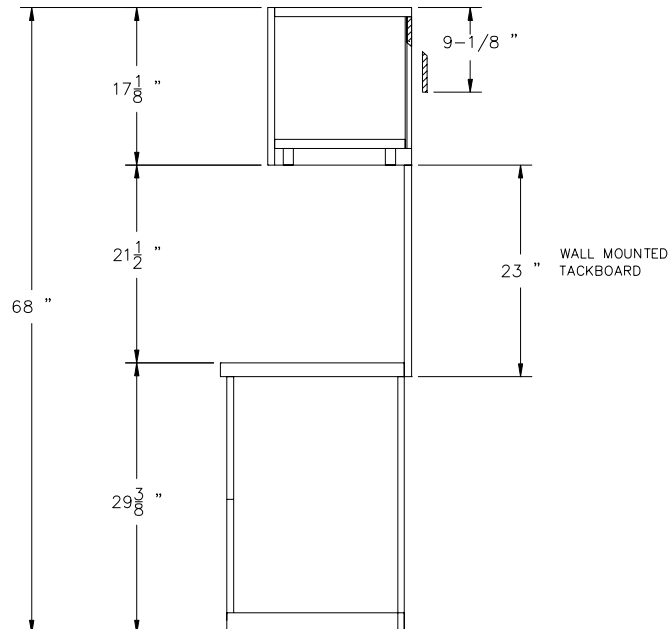
Step 1 – The wall mounting cleat ships attached to the back of the overhead. Using a #2 Robertson bit screwdriver, remove the cleat from the cabinet.

Step 2 – Starting from the highest point of the floor, measure up to locate the hanging cleat.

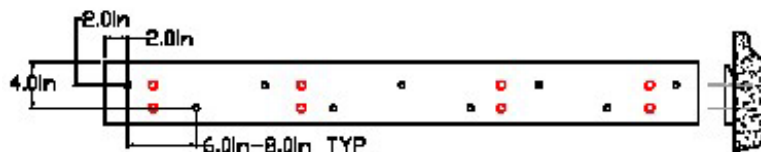
Step 3 – Mark the desired height of the cleat and using a level, draw a line to locate the bottom of the cleat.

Step 4 – Locate the hanging cleat on the line, centered on the space the overhead will hang. The hanging cleat is made approximately 4" shorter than the cabinet to allow for lateral adjustment. Mark the rail with the drilling locations required for mounting.

October 28, 2004



Step 5 – Drill the hanging cleat (wall attached portion) for the mounting hardware i.e., screws, toggle bolts, etc. The first screws and/or toggles should be started 2” down and 2” over from the top corner of the cleat on both sides. Stagger the rest 6 – 8” apart per the diagram below. The top row should be 2” down from the top of the cleat and the bottom row should be 4” down from the top of the cleat. In addition, locate studs and secure with two screws per stud. It is the responsibility of the installer to use appropriate fastening hardware for the existing conditions.



Step 6 – Raise the overhead above the hanging cleat and lower into position.

Step 7 –The bottom of the overhead has 4 shoulder screws in place to accept the task light. Position the task light around the shoulder screws and tighten the shoulder screws to secure the fixture.

Step 8 – If a Geiger tackboard is being used, locate and staple the provided hook and loop strips to the wall.

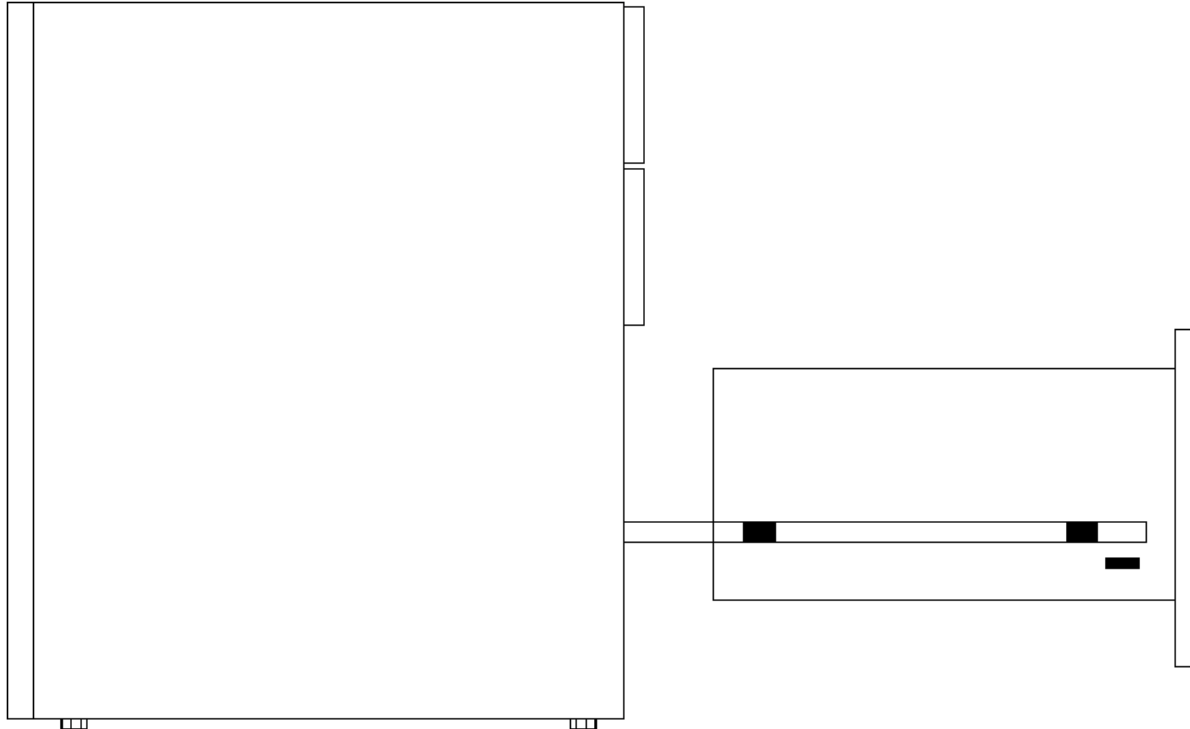
Step 9 – Geiger tackboards provide wire management channels on the rear side. Pass the task light cord out the back of the cabinet and run it down the wire management channel in the tackboard.

Step 10 – Keeping the task light cord in the wire channel, hold the tackboard against the bottom side of the overhead and flush with the ends, press the tackboard against the wall engaging Velcro strips.

Note: the hook and loop connection is very strong. Make sure the tack boards are aligned where desired before pressing hook and loop strips firmly together.

Step 11 – Place the credenza or rear unit against the wall below the overhead. The tack board will extend approximately 1 ½” below the worksurface.

Drawer Removal and Installation



Removal

Step 1 - Pull drawer completely open.

Step 2 - Reach over the back of the drawer box and grasp the bottom of the drawer box.

Step 3 - Firmly pull up on the bottom of the drawer box, unseating it from the drawer slide clips at the rear of the drawer box.

Step 4 - Rotate the back of the drawer forward, until the drawer unseats itself from the drawer slide clips at the front of the drawer box. If the drawer binds in the slide clips, lightly pull up on the box.

Installation

Step 1 - Replace drawers into correct storage cabinets (grain on drawer fronts should match vertically).

Step 2 - Extend the drawer slides fully.

Step 3 - Gently move slide around the lock clip and align metal clips on the sides of the drawer box with the clips on the drawer slides.

Step 4 - Push the rear edges of the drawer down until the rear drawer clips snap down into the drawer slide.

Step 5 - Push drawer half way into the cabinet (to eliminate stress on the drawer slides) and push down firmly on the front edges of the drawer until the front clips snap completely into the drawer slides.