

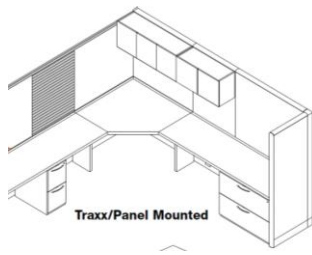
Tools Required

Safety Glasses
 Utility Knife
 Scissors
 Mallet/Hammer
 Phillips Screwdriver
 Flathead Screwdriver
 Torx Screwdriver
 Standard Allen Wrenches
 Magnet
 Pliers
 Wire Cutters
 7/16" Socket Set
 Ice Pick
 Gloves

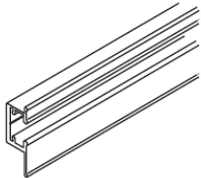
**Panel Systems
Product Series**

Cetra, Footprint, Interworks, Traxx & Tiles, Xsite

Disassembly Instructions



Disassemble only to the point that materials have been separated for recycling or proper disposal. Refer to on line assembly instructions for detailed drawings showing fastening methods as a guide for disassembly. Available at: <http://www.kimballoffice.com/resources/assembly.aspx>



-Using flat screwdriver and a mallet, remove all top cap pieces. Using a socket set or Allen wrench, remove all end trims from panels.

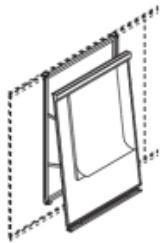
-Using a screwdriver and pliers, remove all metal and plastic hardware from wood trim pieces.

-Remove metal, wood, laminate or fabric covered panels from frames.

-For stretched fabric panels, remove the spline with an ice pick and pliers to remove fabric. For fabric panels that are adhesive bonded, dispose of as a unit.

-Using pliers and a flat screwdriver, remove fabric from all metal components.

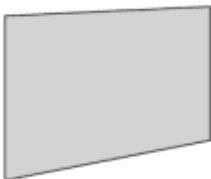
-Remove all fasteners on frames connecting ferrous parts to non-ferrous parts. Use a magnet to determine metal ferrous parts.



-Remove wiring harness and using wire cutters remove connectors from wiring.

-For glazed panels remove connectors and hardware from corners frame to remove glazing from frames.

-For marker boards, remove connectors and hardware from corners to remove board from frame.



-Separate marker board faces from core material.

-For wall mount applications, use a screwdriver to remove screws from extrusions that are attached to the buildings fixed walls.

-Remove plastic wire managers from worksurfaces using a screwdriver, mallet and pliers.

Materials

Aluminum - Traxx, Connector Posts, Top Caps, Slat Walls, Glass Window Frames

Steel - Panel frames, Wireway Covers, Worksurface Brackets, Top Caps, Connector Brackets, Wireway Cover Brackets, Tile Trim Channels

Wood - End Trims, Top Caps, Worksurfaces, Tile Cores

Glass – Panel Insert Tiles, Frameless Glass, Full Glass Panels

Fabric - Covering for Panel Frames, Tiles and Connectors

Laminate - Worksurface Tops, Tile Faces

PVC - Worksurface Wire Manager, Worksurface Rim, Top Cap Attachment Brackets, End Trims

Polystyrene - Connector Cap Attachment Brackets

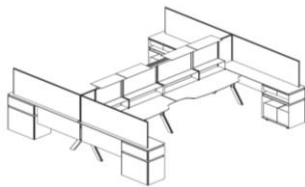
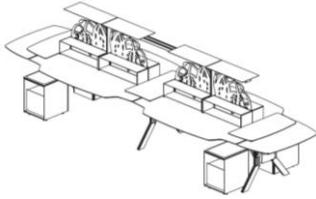
Polypropylene - Electrical Distribution Blocks

Other - Carpet Gripper, Wireway Cover Brackets, Alignment Clips

Fiberglass – Acoustical Panel and Tile Core Material

Benching Systems Product Series

Disassembly Instructions



Hum. Minds at work.

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- Some fasteners may be hidden by plastic trim pieces. To expose fasteners, use a flat screwdriver and mallet to remove all plastic trim.
- Using a screwdrivers and Allen wrenches remove all attaching hardware from surfaces and remove surfaces from benching.
- Using a Phillips screwdriver, remove any modesty panels from surfaces.
- Using flat screwdriver and mallet, remove edge trim from work surfaces.
- Felt panels can be disassembled using scissors or utility knife to separate fabric from core materials.
- Remove wiring harness and using wire cutters remove connectors from wiring.
- Remove all fasteners connecting ferrous metal parts to non-ferrous parts. Use a magnet to determine ferrous metal parts.
- Using an Allen wrench, remove levelers from base of unit.

Materials

Aluminum - Terrace Beams, Return Leg, Single and Double Sided Legs, Terrace Brackets
 Steel - Terrace Shelves, Terrace Boxes, 'See Me' Screens, Pedestals, Storage Units, Drawers, Modesty Panels, Central Beam
 Wood - Worksurface Core
 Fabric - Covering for Central and Return Screens
 Laminate - Worksurface Tops
 Polypropylene - Worksurface Rims, Electrical Distribution Blocks
 Other - Central and Return Screen Core

Material Identification

Material	Identification	Recyclable	Biodegradable	Where Used
Aluminum	A silvery white metal, sometime painted or coated, non-magnetic.	Yes	No	Traxx, Terrace Beams, Return Leg, Single and Double Sided Legs, Terrace Brackets, Connector Posts, Slate Walls, Top Caps, Glass Window Frames
Steel	A magnetic metal that may be coated or painted.	Yes	No	Panel Frames, Wireway Covers, Worksurface Brackets, Top Caps, connector Brackets, Wireway Cover Brackets, Tile Trim Channels Terrace Shelves, Terrace Boxes, 'See Me' Screens, Pedestals, Storage Units, Drawers, Modesty Panels, Central Beams
Zinc	A bluish-white non-magnetic metal; much heavier for its size than aluminum generally not painted.	Yes	No	Miscellaneous Hardware and Castings
Glass	A hard usually transparent material that can be clear, frosted or pattern etched.	Yes	No	Panel Insert Tiles, Frameless Glass, Full Glass Panels
Laminate	A thin top sheet of treated paper heavily saturated with melamine resins having a dark colored edge regardless of face color and usually adhered to a wood core.	No	No	Worksurface Tops, Tile Faces
Wood	Solid wood, plywood, medium density flake board or particle board.	Yes	Yes	Worksurface cores, End Trim, Top Cap Tile Cores
Fabric	Manufactured fibers woven into cloth or mesh.	No	No	Covering for Panel Frames, Tiles and Connectors, Covering for Central and Return Screens
Plastic 3: Vinyl (Polyvinyl Chloride or PVC)	Vinyl (Polyvinyl Chloride or PVC). In addition to its stable physical properties, PVC has excellent chemical resistance, good weather-ability, flow characteristics and stable electrical properties. The diverse slate of vinyl products can be broadly divided into rigid and flexible materials. Bottles and packaging sheet are major rigid markets, but it is also widely used in the construction market for such applications as pipes and fittings, siding, carpet backing and windows. Flexible vinyl is used in wire and cable insulation, film and sheet, floor coverings synthetic leather products, coatings, blood bags, medical tubing and many other applications.	Yes	No	Worksurface Wire Manager, Worksurface Rim, Top Cap Attachment Brackets, End Trims
Plastic 5: Polypropylene	Polypropylene (PP). Polypropylene has good chemical resistance, is strong, and has a high melting point making it good for hot-fill liquids. PP is found in flexible and rigid packaging to fibers and large molded parts for automotive and consumer products.	Yes	No	Electrical Distribution Blocks, Worksurface Rims
Plastic 6: Polystyrene	Polystyrene (PS). Polystyrene is a versatile plastic that can be rigid or foamed. General purpose polystyrene is clear, hard and brittle. It has a relatively low melting point. Typical applications include protective packaging, containers, lids, cups, bottles and trays.	Yes	No	Connector Cap Brackets
Plastic 7: Other	Other. Use of this code indicates that the plastic in question is made with a resin other than the six other plastics within the " Resin Identification Code " categories, or is made of more than one resin listed within the list, and used in a multi-layer combination. Includes Nylon.	Yes	No	Carpet Gripper, Wireway Cover Brackets, Alignment Clips, Central and Return Screen Core
Fiberglass	Molded into sheets with a polymer coating on one or both faces. Usually pale yellow in color	No	No	As a substrate for fabric covered tiles.

