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# Innsbruck/Osterely Park™ Assembly Instructions

1998758 Revision A-10  
Complete Series Master Packet

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Proper product installation, in accordance with these instructions, is the responsibility of the installing agent.  
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# Innsbruck/Osterley Park

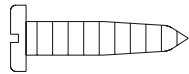
## Component Worksurface Bridge

### Tools Required

- Level
- Power Screwdriver
- #2 Phillips Head Bit

### Package Contents

- 32 #8 x 3/4" Panhead Screws



### Installation

1. The component worksurface bridge is positioned between two pedestal units to create a kneewell/worksurface area. (Figure A).
2. Place the pedestal units in their desired location. Attach metal L-brackets flush with the underside of top using #8 x 3/4" screws, provided. Position component bridge between the pedestal units. Level and adjust units so that matching surfaces are flush and have no gaps. Attach component bridge to L-brackets using #8 x 3/4" screws, provided. (Figure B).

Figure A

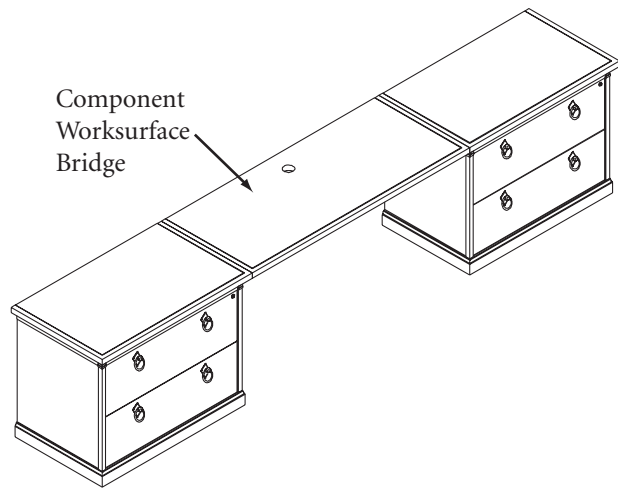
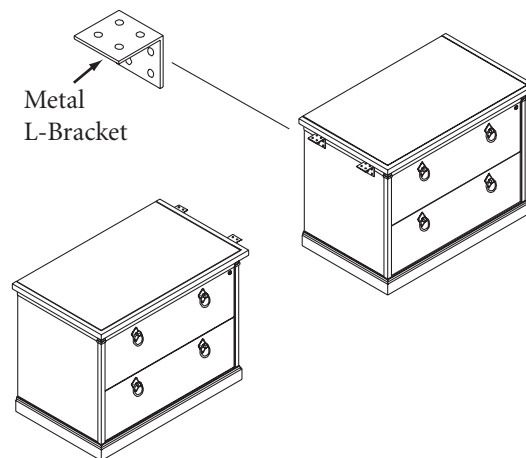


Figure B



# Innsbruck/Osterley Park

## Overhead Cabinet

### Tools Required

- Level
- #2 Phillips Head Bit
- Power Screwdriver
- 7/32" Drill Bit

### Package Contents

- Tapped Sleeve Connectors
- M4 screws

### Description

The overhead cabinet mounts as a suspended unit between two set-on-surface bookcases.

### Installation

1. Make sure lower unit is level. Place the set-on-surface bookcase units in the desired location. Align the overhead cabinet flush with the back edges of the adjoining set-on-surface bookcases. (Figure A)  
*Note: The overhead cabinet cornice frame will be offset 1 1/2" behind the bookcase cornice frames.*
2. Using a 7/32" drill bit, bore through a shelf hole from the overhead cabinet into the adjoining bookcase unit. (Figure B)  
*Note: Holes for adjustable shelves have been pre-bored in a 1" boring pattern into the inside end panel of each cabinet and bookcase.*
3. Using the tapped sleeve connector, align and fasten the cabinet to the bookcase using an M4 screw, provided. (Figure C)
4. Repeat steps 2 and 3, installing a minimum of four screws per side panel.  
**Caution:** A suspended cabinet should not be connected to another suspended cabinet. (Figure D)

Figure A

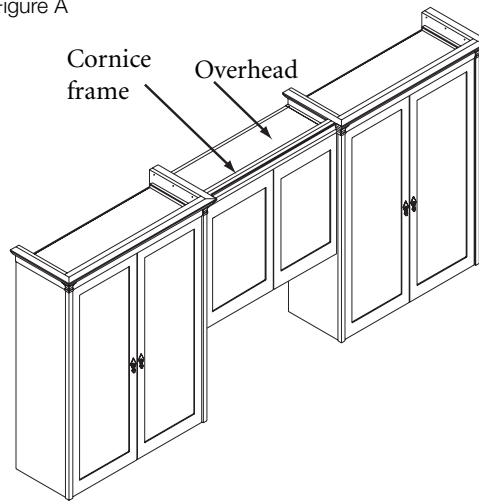


Figure B

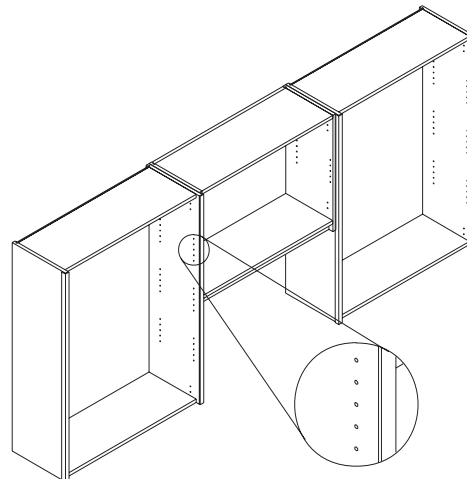


Figure D

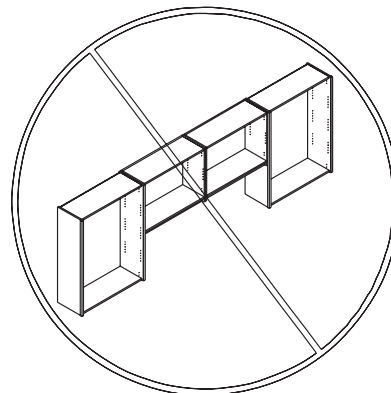
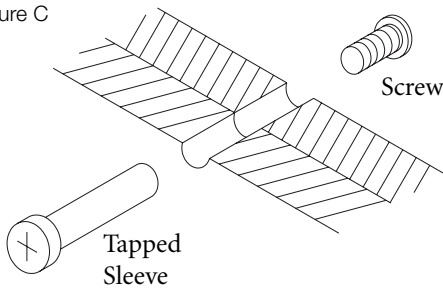


Figure C



# Innsbruck/Osterley Park

## Pediment Bridge

### Tools Required

- Scissors or Utility Knife
- Ruler or Tape Measure

### Package Contents

- 1 Pediment Bridge
- 1 Double-sided Adhesive Tape

### Installation

1. Included with the pediment bridge is a roll of double-sided adhesive tape (shipped in the same carton) for attachment of the bridge to the overhead cabinet. (Figure A).
2. Attach a strip of the double-sided adhesive tape to the top edge of the overhead cabinet on all three sides. (Figure B).
3. Remove the peel coat from the adhesive tape. Secure the pediment bridge in the desired location. (Figure C).

**Caution:** The double-sided tape has a very strong adhesive that bonds instantly to any surface to which it is applied.

Figure A

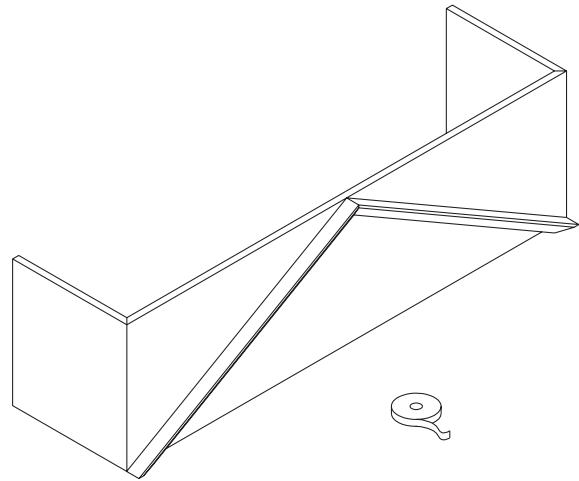


Figure B

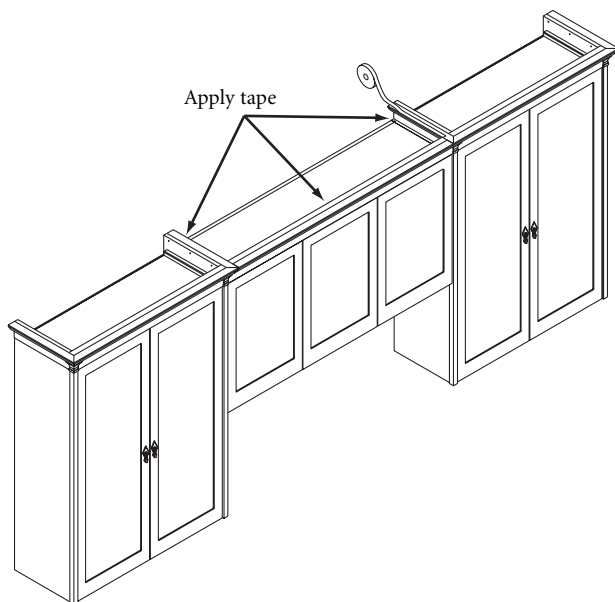
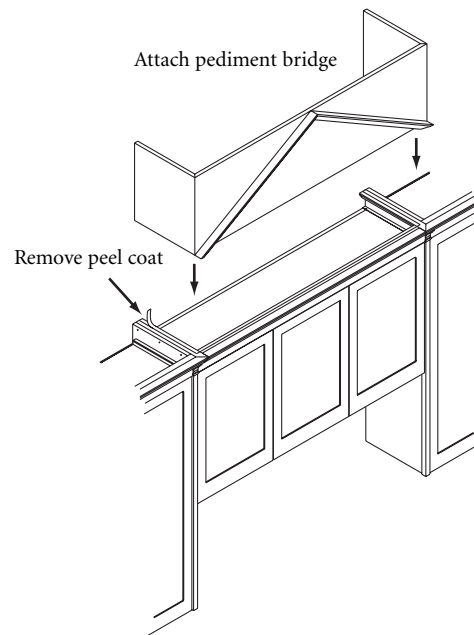


Figure C



# President/Senator/Innsbruck/Osterley Park

## Table Desk

### Tools Required

- Level
- 3/4" Socket
- Socket Wrench

### Package Contents

- 1 Table Desk
- 4 Table Leg with Lag Bolt, Washer, Lock Washer and Nut

### Installation

**Note:** This instruction shows the President Table Desk assembly as an example. This instruction can also be applied to Senator and Innsbruck/Osterley Park Table Desk assembly. For safety, and to avoid damage to the unit, it is recommended that more than one person be used to assemble and move the Table Desk.

1. The table desk will arrive unassembled with the legs located on the underneath side of the worksurface. Carefully un-carton and place worksurface face down on a smooth, clean, soft surface. (Figure A).
2. Remove the table legs from the underside of the worksurface and remove all foam packing. Legs are numbered 1, 2, 3, and 4 on their top ends to correspond with their appropriate corner location, which is numbered on the underside of the worksurface. (Figure B).
3. During production, a wooden spacer is fastened to the apron rail where the legs attach. Normally, they are removed before shipment. However, if any spacers remain on the apron rail please remove and discard all of them as they will interfere with installation of the table legs. (Figure C).
4. Locate the table leg numbered "1" and remove the nut, lock washer, and washer from the lag bolt. (Figure D).

Figure A

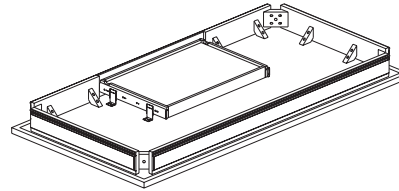


Figure B

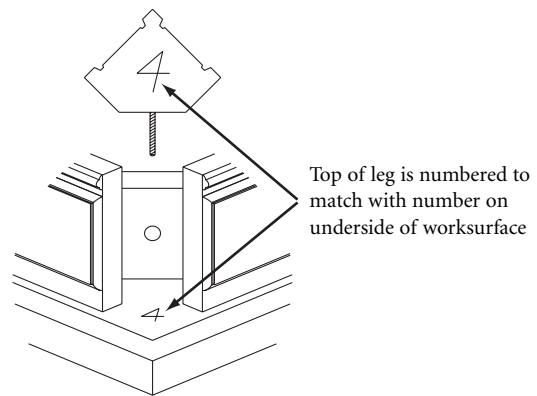


Figure C

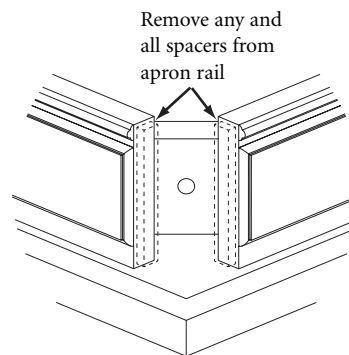
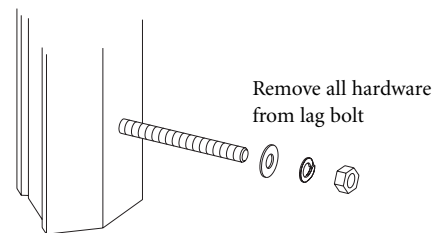


Figure D



# President/Senator/Innsbruck/Osterley Park

## Installation (continued)

5. Insert the lag bolt through the hole in the corner block at the corner numbered "1" on the worksurface. (Figure E).
6. Secure the leg to the table by installing the hardware in the following order: washer, lock washer, nut – to the outside of the corner block. Make sure the leg is perpendicular and flush to the apron rails. Tighten the nut firmly by using the  $\frac{3}{4}$ " socket wrench, but do not over-tighten. (Figure F).
7. Refer to Steps 4, 5, and 6 to install legs "2", "3", and "4" to their corresponding locations. (Figure G).
8. After all legs are installed, carefully turn table to the upright position. If the table displays a swaying motion, then one or more of the legs are not properly seated in their locations. Turn the table back over on the soft surface and re-check all legs to make sure they are perpendicular and flush to the apron rails and that all fasteners are properly installed and tightened. (Figure H).

Figure E

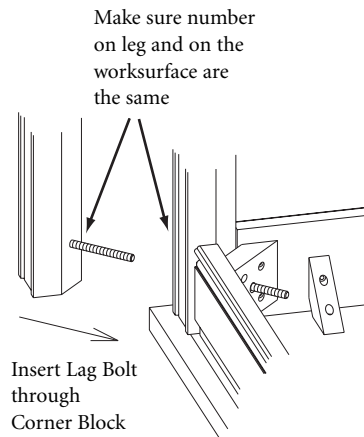


Figure F

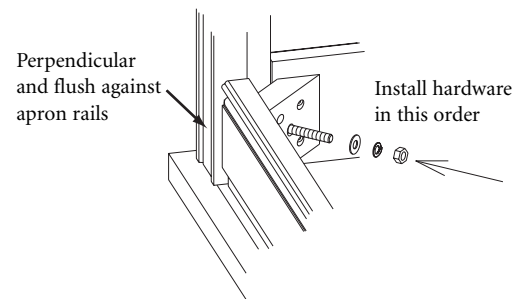


Figure G

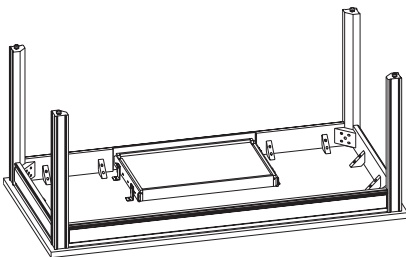
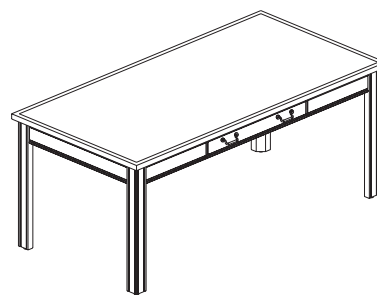


Figure H



# Innsbruck/Osterley Park

## Glass Shelf Removal and Adjustment

### Tools Required

- None

### Package Contents

- None

### Installation

**Note:** Shelves are shipped uninstalled.

1. An adjustable shelf consists of a shelf and four (4) shelf support brackets. (Figure A).
2. All cabinets feature pre-bored holes 1¼" apart. Recommended spacing is #2 position, for proper ring binder clearance. (Figure B).
3. For repositioning of shelves, remove shelf and move shelf support brackets to desired hole locations. Make sure all brackets are at the same level.

Figure A

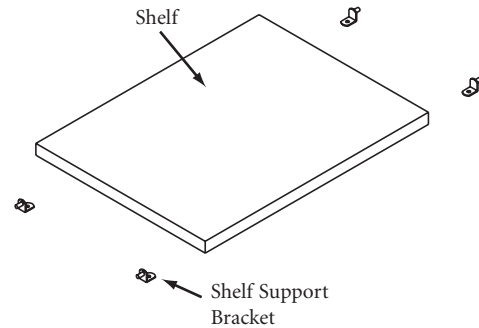


Figure B



# Innsbruck/Osterley Park

## Drawer Removal, Adjustment, and Unit Leveling

### Tools Required

- 7/32" Nutdriver
- Phillips Screwdriver
- Level
- Tape Measure or Ruler

### Installation

1. For desk, credenza, return, bridge, lateral file & drawer or door storage and bookcases (as applicable): Remove all drawers as required to access leveling glide adjustment holes.
  2. To remove drawers: Extend the box or file drawer to its full extension. Locate the drawer slide release tab, in the approximate location shown, on each side of the drawer box. Press both tabs in and pull drawer straight out until slide drawer members disengage from cabinet members. (Figure A).
  3. To remove lateral file drawers, extend the drawer forward. (Figure B). Press the two quick-disconnect release tabs and lift the drawer off the slide assembly. (Figure C).
- Note:** Shipping screws must be removed from drawer suspensions before drawer can be removed.
4. Turn the leveling glides fully "in" (counterclockwise) prior to leveling. Level the unit from front to back by first extending the glides on the outside corners (turn clockwise), then level the unit from side to side. Check adjustments by placing the level at the four positions shown. Adjust inside glides, if applicable, to help support the unit. (Figure D).
  5. Replace all drawers to their original locations. To re-install, fully extend cabinet slide members, making sure the chrome ball-bearing members are also forward. Carefully align drawer slide members with cabinet slide members and gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness.

Figure A

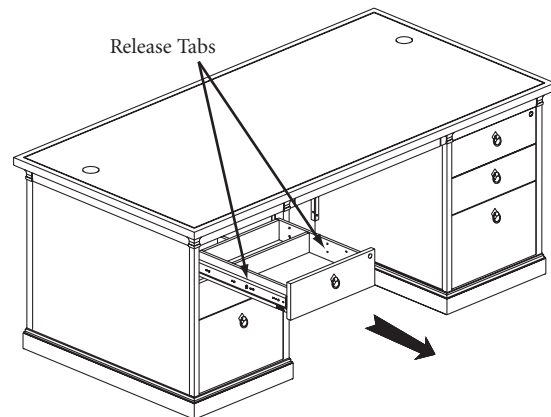


Figure B

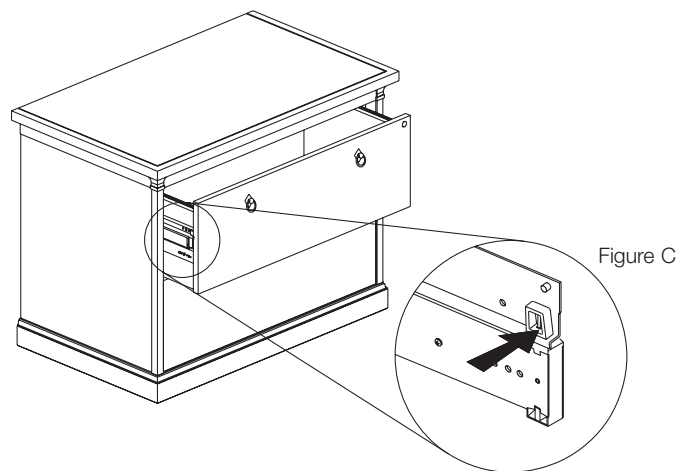
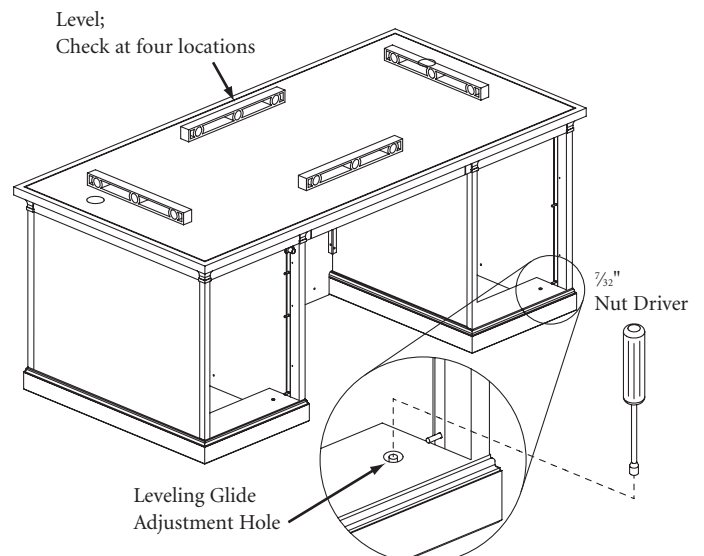


Figure D



# Innsbruck/Osterley Park

## Installation (continued)

6. If drawer front needs adjustment, open drawer and locate the four (4) Deerwood screws that attach the drawer front to the drawer box. (Figure E).

**Note:** *Lateral file drawer fronts use six (6) screws.*

7. Slightly loosen Deerwood screws and adjust drawer front to the approximate locations and gaps shown. (Figure F). Re-tighten all Deerwood screws. Repeat Steps 6 and 7 to adjust other drawers in unit.

Figure E

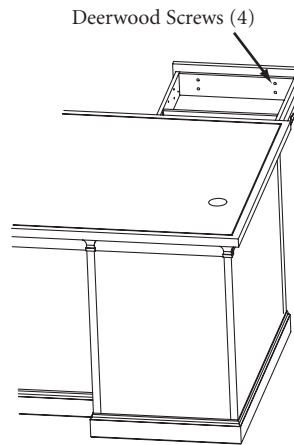
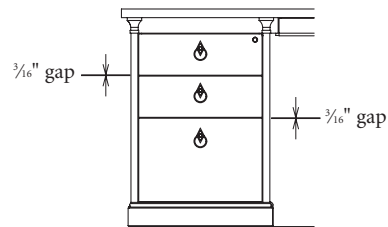


Figure F



# Innsbruck/Osterley Park

## Wood Shelf Removal and Adjustment and Door Hinge Adjustment

### Tools Required

- Phillips Screwdriver

### Package Contents

- None

### Installation

**Note:** Shelves are secured in unit with shipping screws.

1. An adjustable shelf consists of a shelf and four (4) shelf support brackets. (Figure A).
2. All cabinets feature pre-bored holes 1¼" apart. Recommended spacing is #2 position as shipped, for proper ring binder clearance. (Figure B).
3. For repositioning of shelves, the shipping screws must be removed. (Figure C). Remove shelf and move shelf support brackets to desired hole locations, making sure all brackets are at the same level.
4. For additional security, adjustable shelves can be fastened into position by reusing the #6 x ½" panhead shipping screws.

Figure A

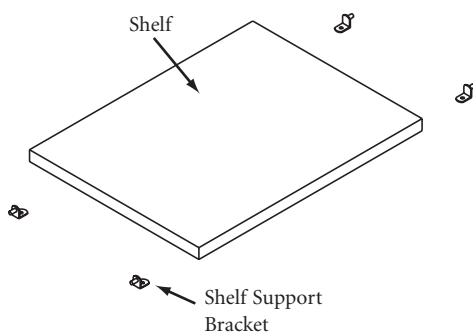
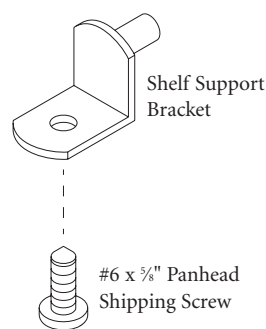


Figure B



Figure C



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# Innsbruck/Osterley Park

Installation (continued)

## 5. Side Adjustment:

Turn front screw clockwise to decrease door inset, counterclockwise to increase inset. (Figure D).

**Note:** *Adjust margins around doors to be equal.*

## 6. Depth Adjustment:

Loosen back screw. Adjust door to desired position and re-tighten screw. (Figure E).

## 7. Height Adjustment:

Loosen screw(s) on the mounting plate. Adjust door to position and tighten screws. (Figure F).

## 8. Door Removal and Installation:

To remove, pull release lever back. (Figure G). To re-install, place the hinge on the mounting plate and push the hinge with finger pressure. The snap sound confirms a secure attachment.

Figure D

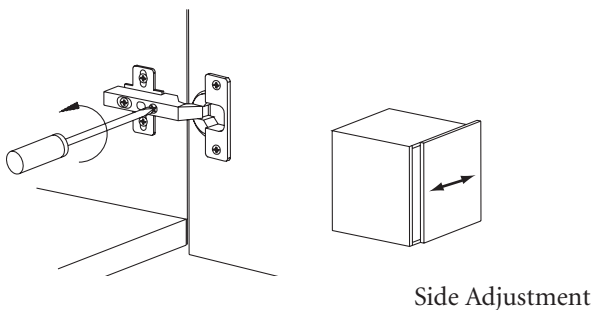


Figure E

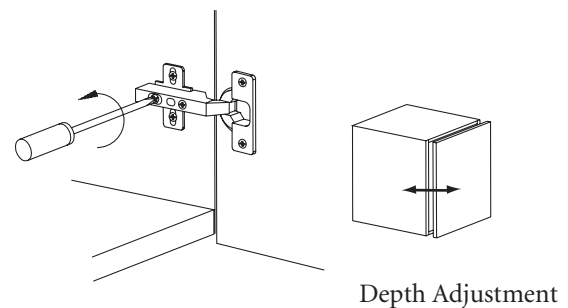


Figure F

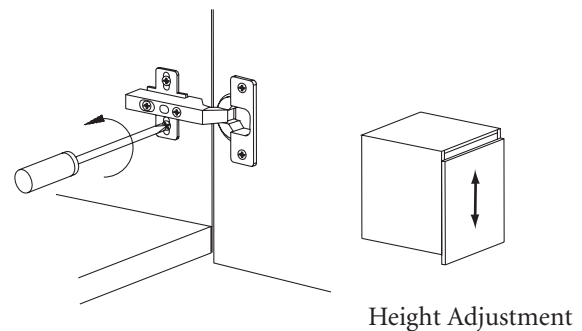
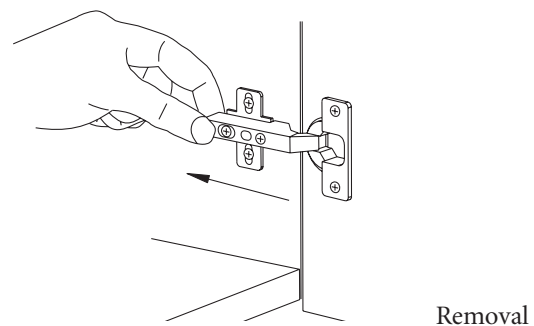


Figure G



# Innsbruck/Osterley Park

## Bridge Unit

### Tools Required

- Level
- #2 Phillips Head Bit
- Tape Measure
- Screw Gun
- Drill Bits

### Package Contents

- 4 Flat Brackets
- 2 Align-n-lock Fasteners
- 4 #8 x 5/8" Panhead Screws
- 44 #10 x 1" Panhead Screws
- Double-sided Tape
- 4 Hinges

### Installation

1. The hinged modesty/bridge unit arrives un-assembled in a carton. Place the bridge face down on a smooth, hard surface. Take care to not mar the worksurface. (Figure A).
2. The bridge and modesty panel have pre-drilled holes used to attach the two units together with supplied hinges. Attach the hinge to the modesty panel using three #10 x 1" panhead screws in each hinge. Attach the modesty panel to the bridge using three of the provided #10 x 1" panhead screws in each hinge. (Figure B).
3. Turn the bridge assembly upright. The bridge assembly can be mounted between a single pedestal desk and credenza. (Figure C).
4. Position the main units in the desired locations. Leave enough space between the two units to allow for placement of the bridge. Level main units. Install the flat brackets to the undersides of the main units using the provided #10 x 1" panhead screws. Locate the flat brackets using the dimensions shown. Center the brackets with the edge of the unit worksurfaces. (Figure D).

Figure A

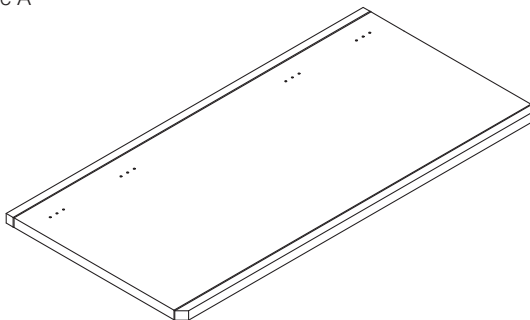


Figure B

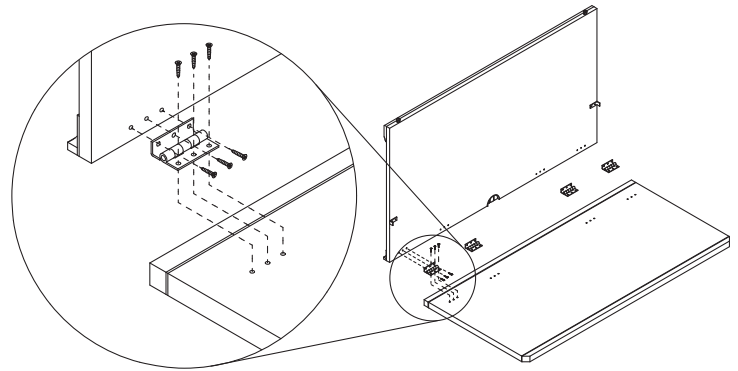


Figure C

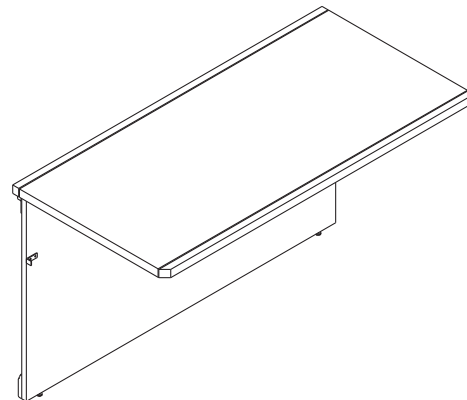
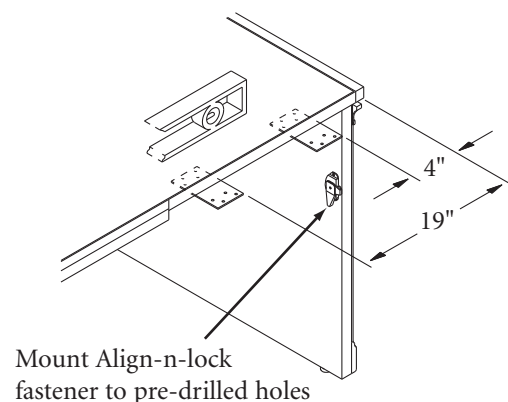


Figure D



# Innsbruck/Osterley Park

## Installation (continued)

### 4. (continued)

**Note:** Flat brackets are shipped on the underneath side of the bridge top.

Use the pre-drilled holes to install the quick align-n-lock fastener to the end panel of the desk using the #8 x 5/8" panhead screws. (Figure D). The fastener is shipped in the bridge hardware bag.

5. Align the bridge worksurface to the main units. Position the tops so the outer edges of the main units and bridge worksurface are tight and flush against each other with no gaps. Attach the bridge worksurface to the flat brackets using the provided #10 x 1" panhead screws. (Figure E).
6. Level all units. Align all margins vertically between the modesty panel and desk/credenza end panels. Eliminate all gaps. Engage quick align-n-lock fasteners on lower portion of modesty panel and rotate latch handles firmly. (Figure F). Adjust levelers on modesty panel snug to floor.

**Note:** Do not over-tighten levelers, otherwise units will become mis-aligned. (Figure G).

7. After unit is assembled, attach the enclosed flat mouldings and capitals over the seams where the bridge attaches to the desk and the credenza. Center the pieces over the seams and attach with enclosed double-sided tape. (Figure H).

**Caution:** When the bridge unit is placed against a wall we suggest the flat moulding and capital not be installed as the hinged modesty will no longer swing open for wall access.

Figure E

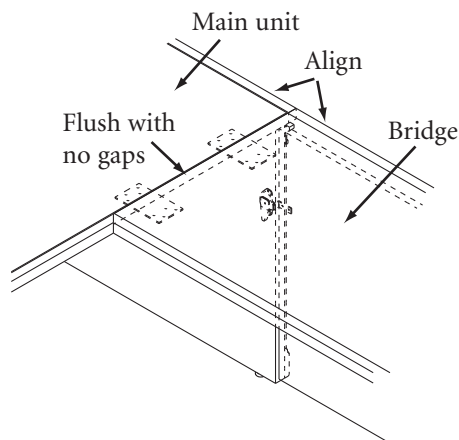


Figure F

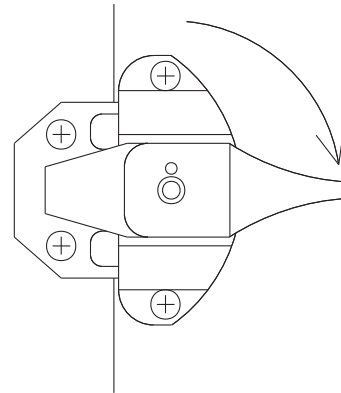


Figure G

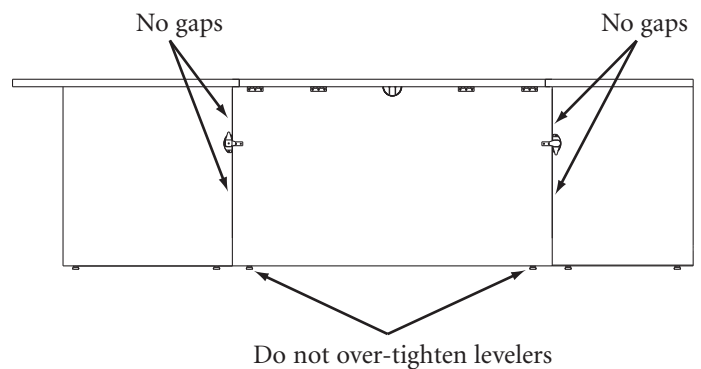
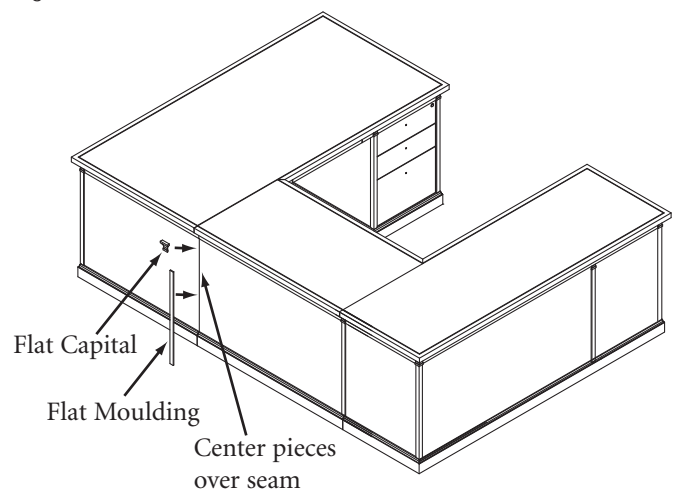


Figure H



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# Innsbruck/Osterley Park

## Glass Shelf Removal and Adjustment and Door Hinge Adjustment

### Tools Required

- Phillips Screwdriver

### Package Contents

- None

### Installation

**Note:** Shelves are shipped uninstalled.

1. An adjustable shelf consists of a shelf and four (4) shelf support brackets. (Figure A).
2. All cabinets feature pre-bored holes 1¼" apart. Recommended spacing is #2 position, for proper ring binder clearance. (Figure B).
3. For repositioning of shelves, remove shelf and move shelf support brackets to desired hole locations. Make sure all brackets are at the same level.

Figure A

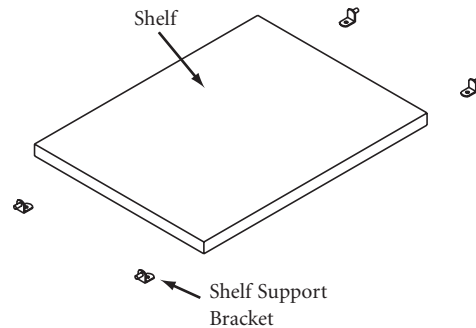
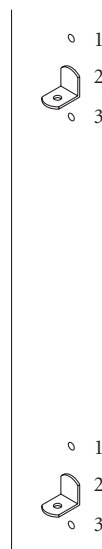


Figure B



# Innsbruck/Osterley Park

## Installation (continued)

### 4. Side Adjustment:

Turn front screw clockwise to decrease door inset, counterclockwise to increase inset. (Figure C).

**Note:** *Adjust margins around doors to be equal.*

### 5. Depth Adjustment:

Loosen back screw. Adjust door to desired position and re-tighten screw. (Figure D).

### 6. Height Adjustment:

Loosen screw(s) on the mounting plate. Adjust door to position and tighten screws. (Figure E).

### 7. Door Removal and Installation:

To remove, pull release lever back. (Figure F). To re-install, place the hinge on the mounting plate and push the hinge with finger pressure. The snap sound confirms a secure attachment.

Figure C

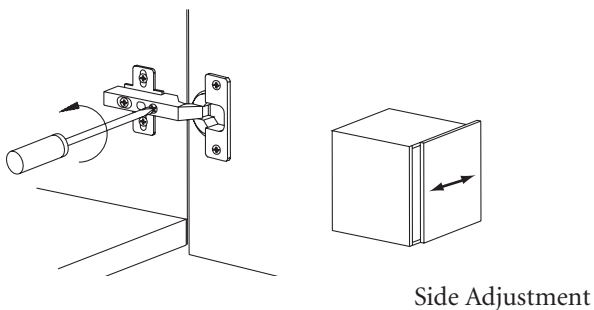


Figure D

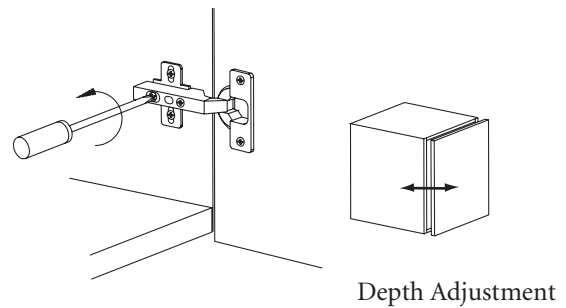


Figure E

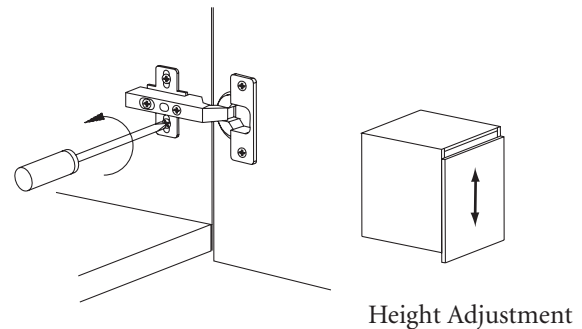
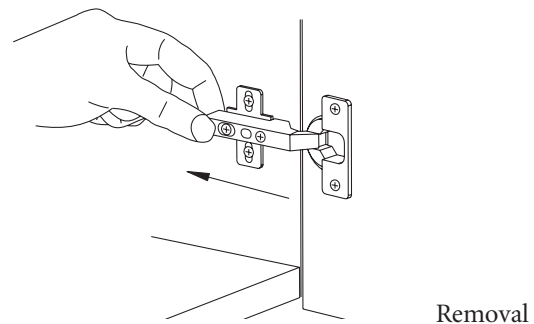


Figure F



# Innsbruck/Osterley Park

## Executive Return

### Tools Required

- Level
- #2 Phillips Head Bit
- Tape Measure
- Screw Gun
- Drill Bits

### Package Contents

- 16 #10 x 1" Panhead Screws
- 10 #8 x 1¼" Panhead Screws (for flat brackets)
- 2 Flat Brackets
- 10 #8 x 1¼" Panhead Screws (for connecting rail)

### Installation

1. The executive return arrives assembled in a carton. It can be attached to a single pedestal desk. (Figure A).
2. Place the desk and return in their desired location. Level both units. Attach the flat brackets to the underside of the main unit at the locations shown, using the provided #10 x 1" panhead screws. Center the flat brackets with the edge of the main unit. (Figure B).
3. Align the return to the main unit. Position the tops so the outer edges of the main and return units are flush and pulled tight against each other with no gaps. Fasten the return top to the flat brackets using the provided #10 x 1" panhead screws. (Figure C).

**Note:** Flat brackets are shipped on the underneath side of the return top.

Figure A

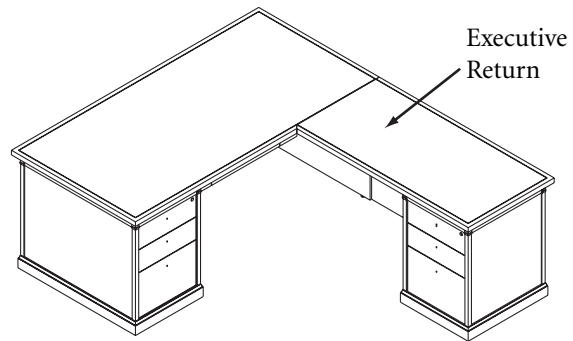


Figure B

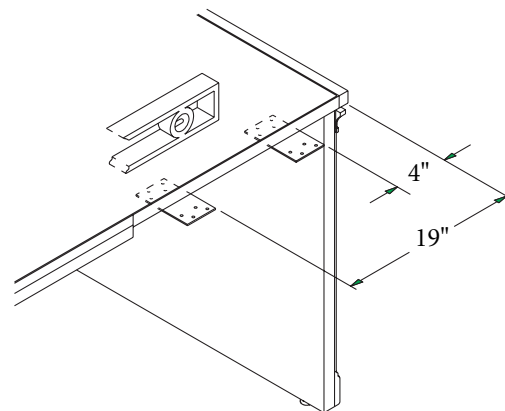
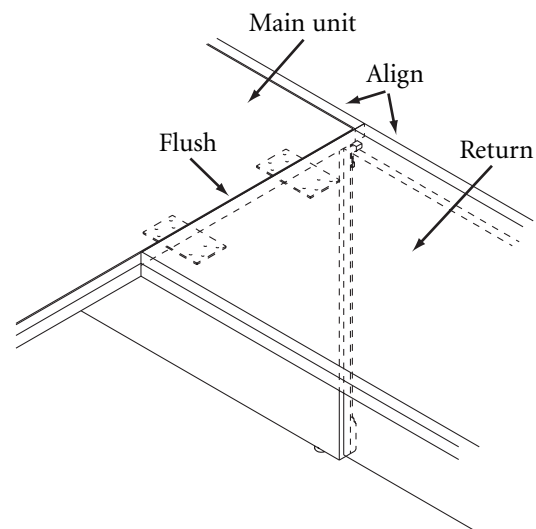


Figure C



# Innsbruck/Osterley Park

## Installation (continued)

- Align the main unit end panel and the return unit modesty panel to eliminate any gap between them. This can be done by adjusting the levelers up/down on the return or main units. Once any gap is eliminated, attach the main unit to the return unit using the return connecting rail and the #8 x 1¼" panhead screws provided. Re-level units. (Figure D).

**Note:** Connecting rail is shipped on the underneath side of the return top.

- After unit is assembled, attach the enclosed flat moulding and capital over the seam where the return attaches to the desk. Center the pieces over the seam and attach with enclosed double-sided tape. (Figure E).

Figure D

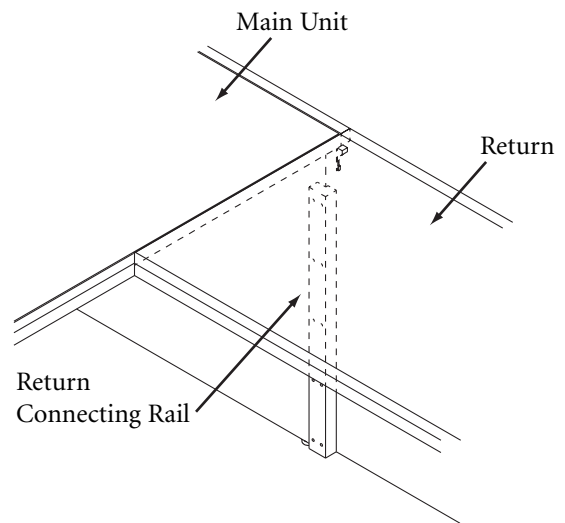
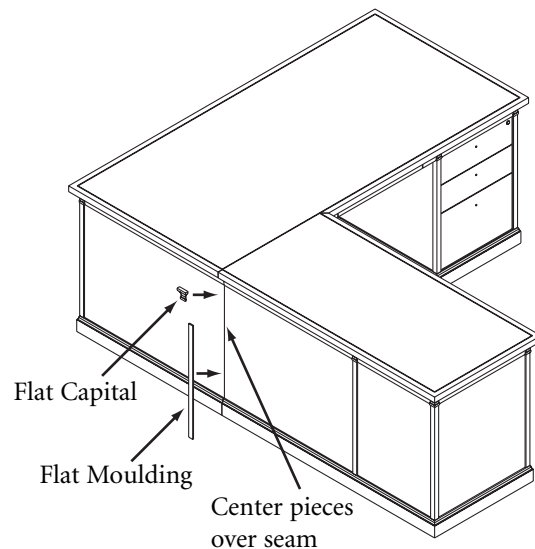


Figure E



# Lock Core Installation

## Tools Required

- None

## Package Contents

- Lock Core/Key  
(key may be either rectangular or round head)

## Installation

1. The key is pre-inserted into the lock core. Do not remove the key prior to lock core installation. (Figure A).
2. Prior to inserting the lock core/key be sure that the lock tenon on the end of the lock core is aligned with the cutout at the back of the drawer/door lock housing. (Figure B).
3. To install the lock core, angle the core slightly so that the raised wafer (Figure B) can be inserted into the lock housing. When the wafer is inside the housing, straighten the core and push in firmly to fully seat the core in the lock housing. (Figure C).
4. The lock core will only seat properly when the lock tenon and housing cutout are correctly aligned. You will not be able to remove the key if the core is not fully engaged and properly seated in the housing. (Figure D).

**Note:** Future removal of lock cores require a yellow Change Key, ordered separately.

Figure C

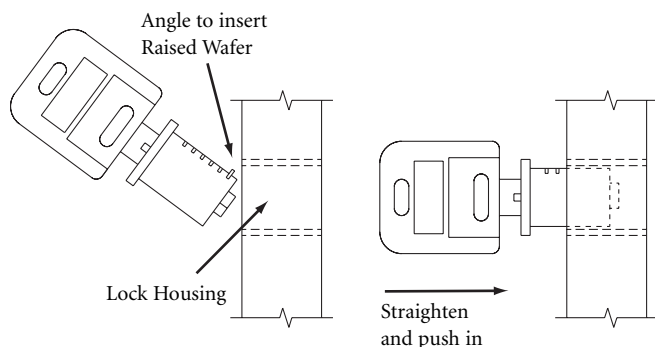


Figure A

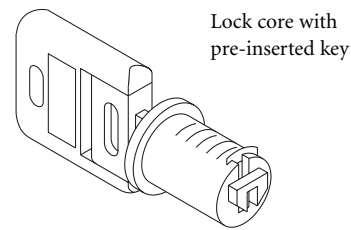


Figure B

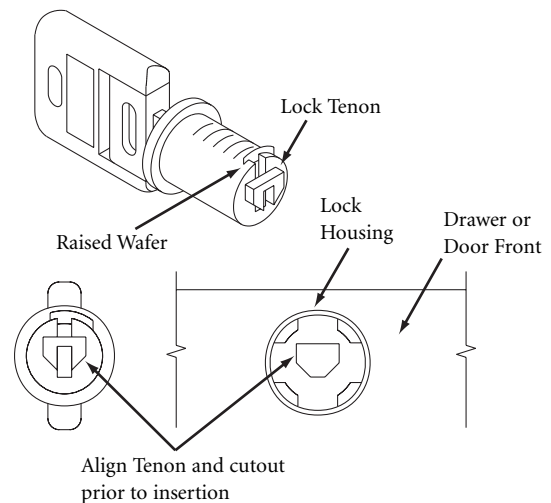
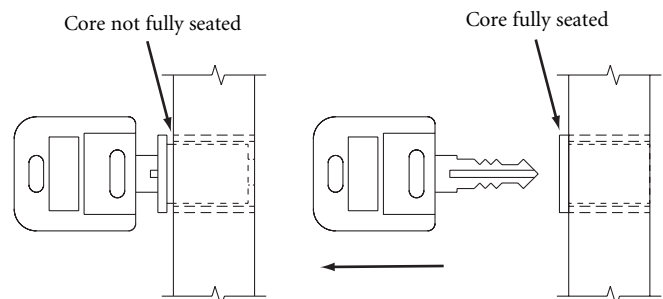


Figure D



# Universal

## Tackboards and/or Powered Tackboards

### Tools Required

- Drill/Screw Gun
- #2 Phillips Head Bit
- Level
- Small Blade Screwdriver

### Hardware Required

- #8 x 5/8" Flathead

### Installation

1. Tackboards can be attached to any highback organizer to provide a tackable surface. Tackboards can also be wall mounted. The tack panel is provided with routed channels on the back side to help manage cords. (Figure A).
2. Insert a screw into the hole of each loose Dual Lock™ pad, 4 or 6, as required. (Figure B).
3. Press pads with screw protruding against the pads which are already mounted to the back of the tackboard, locking the pads together. Position tackboard on mounting surface, making sure it is level. Apply pressure on board over pads to mark surface with screw points. (Figure C).
4. Carefully detach pads with small blade screwdriver and fasten in locations previously marked in step 3. Position tackboard against mounting surface, making sure it is level, and engage until each pair of pads snap together.
5. **Wall Mount Caution:** Pads should be located on wall studs, or secured to wall with anchors (not provided).

Figure A

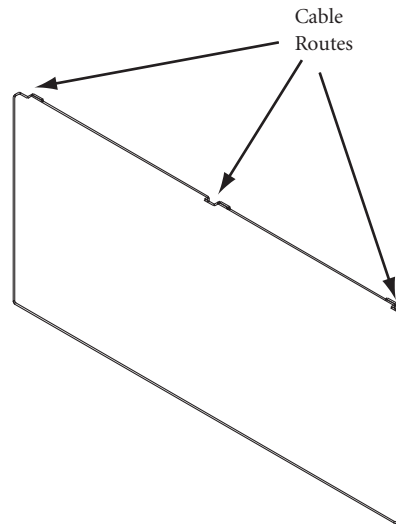


Figure B

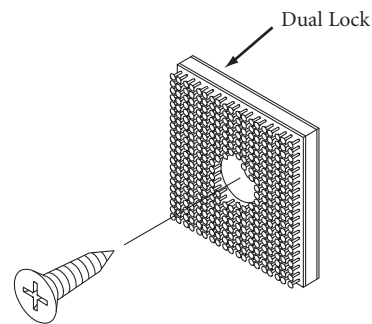
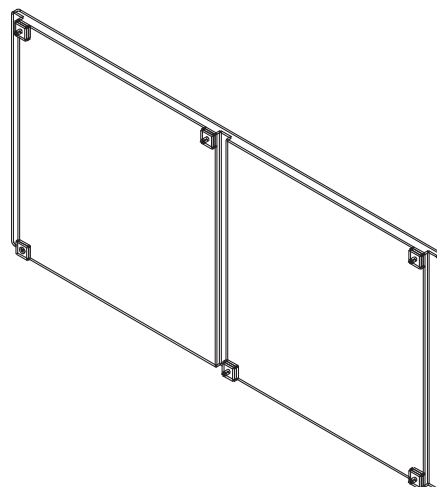


Figure C



# Innsbruck/Osterley Park

## Conference Table Top

### Tools Required

- Adjustable Wrench
- Phillips Screwdriver
- $\frac{7}{64}$  Allen Wrench

### Package Contents

- Table Top
- 12 Bolts
- 2 Mounting Pads
- 12 Washers

**Caution:** It is recommended that more than one person be used to assemble and move conference tables.

### Installation

1. Place the worksurface upside down on a smooth, solid surface. Match the straight ends and align the mechanical leveling devices. (Figure A).
2. For each leveling device thread the bolt into its opposite bracket, attach nut, and tighten firmly. (Figure B).
3. Position the two mounting pads so that the holes in the mounting pad align with the T-nuts in the top. (Figure C).
4. After bases have been installed and table/base assembly is turned upright, use the leveling set screws in the leveling devices to align straight ends of the assembly. (Figure B).

Figure A

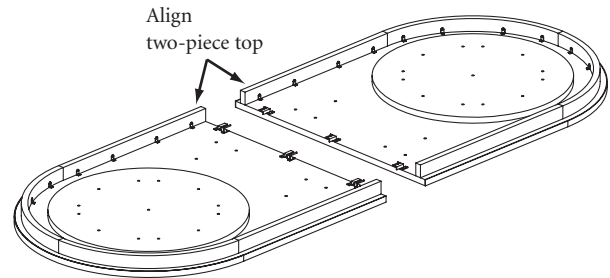


Figure B

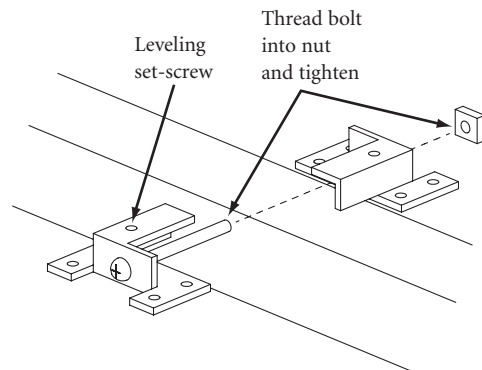
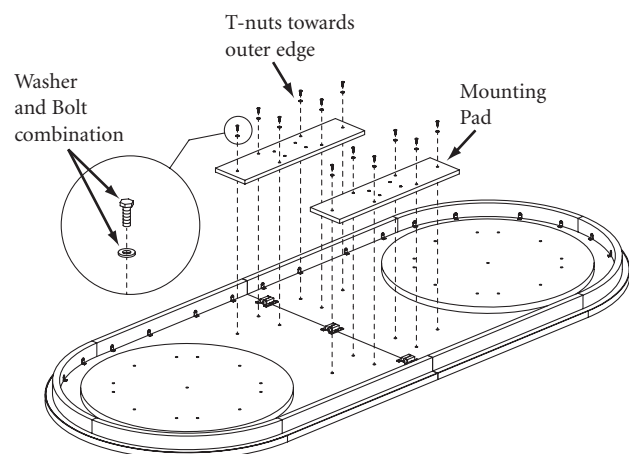


Figure C



# Innsbruck/Osterley Park

## Conference Table Bases

### Tools Required

- Adjustable Wrench  
or Socket Set

### Package Contents

- 3 Adjustable Glides
- 6 Washers
- 6 Bolts

**Caution:** It is recommended that more than one person be used to assemble and move conference tables.

### Installation

1. Place the assembled worksurface upside down on a smooth, solid surface.
2. Remove the shipping pad from the bottom of each pedestal base.
3. Position the pedestal bases on their circular mounting pads. Turn each so that one prong is towards the center of the table. Align the six (6) mounting holes in each pedestal base with the holes in each mounting pad. Use six (6) bolts and washers to attach each pedestal base to the mounting pads. (Figure A).
4. Insert three (3) adjustable glides into each pedestal base. (Figure B).
5. Carefully turn assembled unit upright. (Figure C).

Figure A

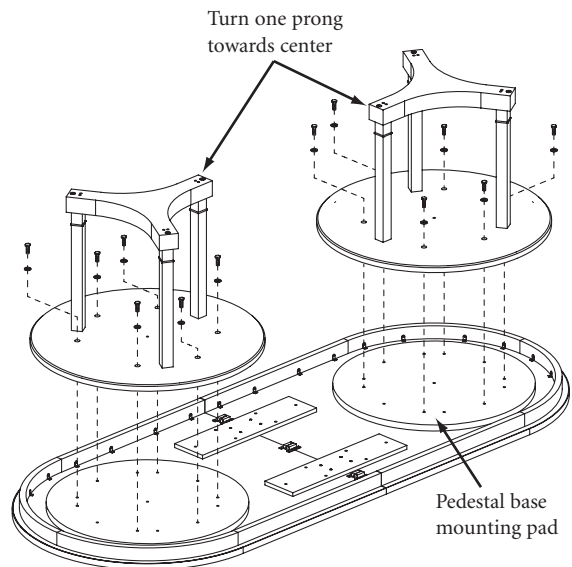


Figure B

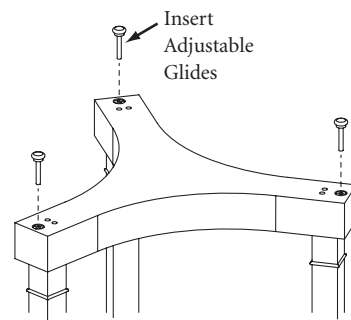
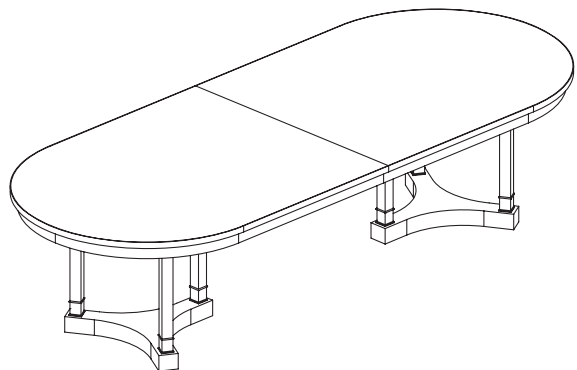


Figure C



# President/Senator/Innsbruck/Osterley Park

## Highback Organizer

### Tools Required

- Tape Measure

### Package Contents

- Double-sided Adhesive Tape (1 roll)

### Installation

1. The highback organizer comes pre-assembled in a carton. It is typically placed on the worksurface of a furniture unit. Place the highback organizer in the desired location. (Figure A).
2. The highback is held in position with a double-faced adhesive tape. Keeping the highback in the desired location, carefully tilt the unit back or forward and apply a strip of adhesive tape to the bottom side of each end panel. Remove the peel-coat from the adhesive tape. Return the highback to the upright position and secure into place. (Figure B).

**Caution:** The tape has a very strong adhesive and bonds instantly to any surface it is applied to.

Figure A

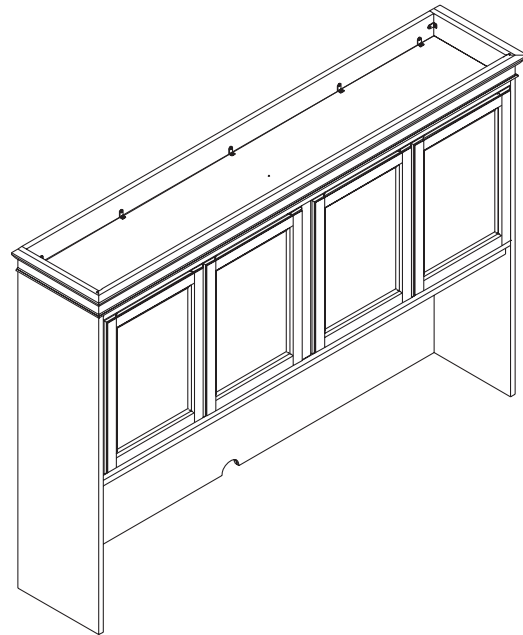
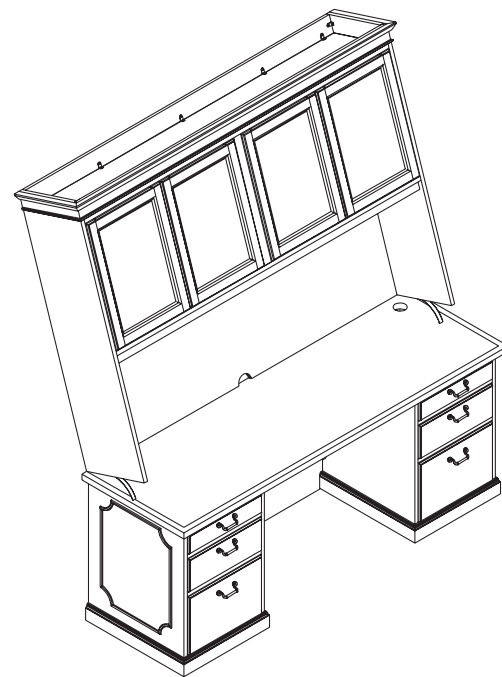


Figure B



# Innsbruck/Osterley Park

## Light Switch Kit Installation

### Tools Required

- Tape Measure
- Drill
- $\frac{5}{8}$ " Drill Bit

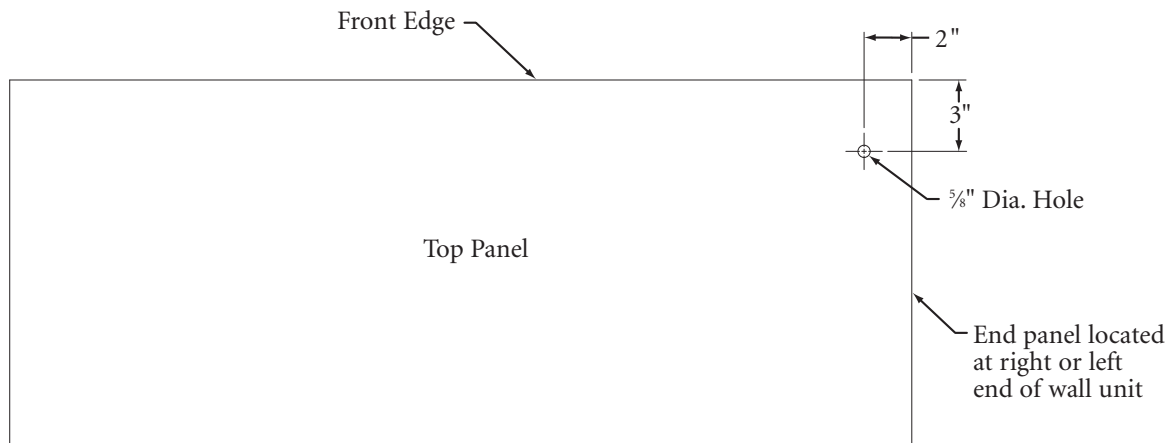
### Package Contents

- Light Switch

### Installation

1. The light dimmer switch can be located at either end of a wall unit. Bore a  $\frac{5}{8}$ " diameter hole in the top panel from the face side. The hole should be at least 2" from the inside of the end panel and at least 3" back from the front edge. (Figure A).
2. Install light switch and secure in the opening with screws provided.

Figure A



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Proper product installation, in accordance with these instructions, is the responsibility of the installing agent. If you have any questions concerning these instructions, please call Kimball Office Customer Service.

**Kimball**Office

# Innsbruck/Osterley Park

## Light Kit Installation

### Tools Required

- Tape Measure
- Drill
- 2 7/8" Hole Saw

### Package Contents

- Light Kit

### Installation

1. Bore a 2 7/8" diameter hole in the top panel from the face side. The hole should be centered side to side and front to back in the top panel. (Figure A).
2. Install light from interior and secure in the opening with screws provided.

Figure A

