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# President™ and Senator™ Assembly Instructions

1998762 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.  
If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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# President/Senator

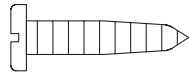
## Bookcase Cornice Frame

### Tools Required

- Level
- Tape Measure
- Power Screwdriver
- #2 Phillips Head Bit

### Package Contents

- 16 #8 x 5/8" Panhead Screws



### Installation

1. The cornice frame can be attached to one, two, or three bookcase units. Position the lower storage in the desired location. Level lower storage units. Position bookcase units onto lower storage in the desired location. (Figure A).
2. Align the cornice above the bookcase units. Attach the cornice to the bookcase units using the #8 x 5/8" screws, provided. (Figure B).

Figure A

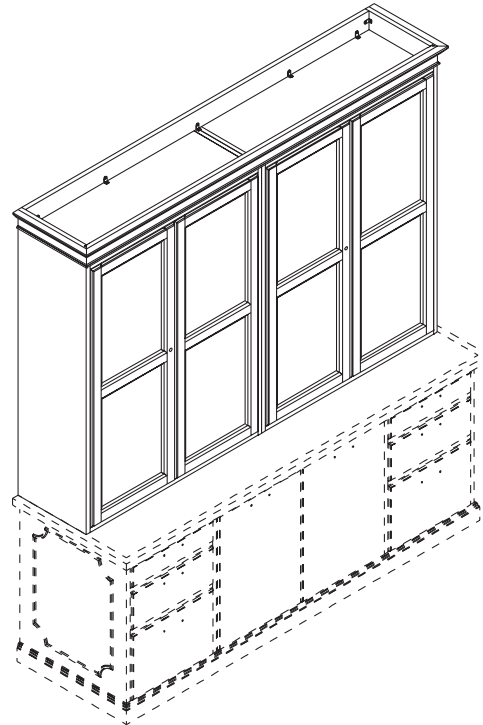
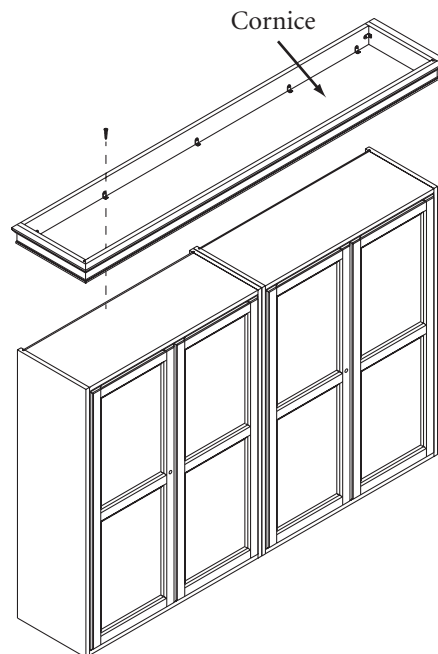


Figure B



# President/Senator

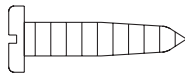
## Bookcase Top Panel

### Tools Required

- Level
- Tape Measure
- Power Screwdriver
- #2 Phillips Head Bit
- $\frac{3}{16}$ " Drill Bit

### Package Contents

- 16 #8 x  $1\frac{1}{2}$ " Screws



### Installation

1. The top panel can be attached to one, two, or three bookcase units. Position the lower storage in the desired location. Level lower storage units. Position bookcase units onto lower storage in the desired location. Level all bookcase units. (Figure A).
2. Bore four  $\frac{3}{16}$ " diameter holes approximately 2" in from the front, back and sides of each vertical storage unit. Position the top panel in the desired position on the bookcase units and attach from inside bookcase using provided #8 x  $1\frac{1}{2}$ " screws. (Figure B).

Figure A

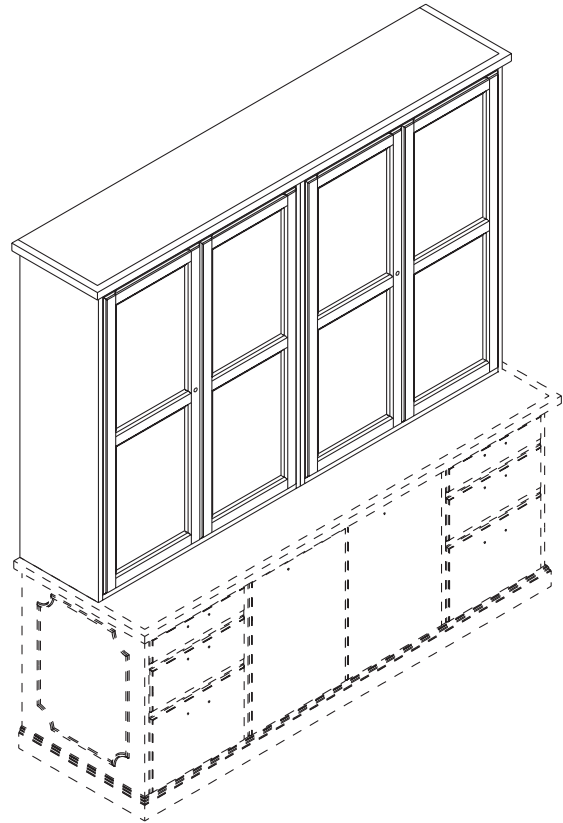
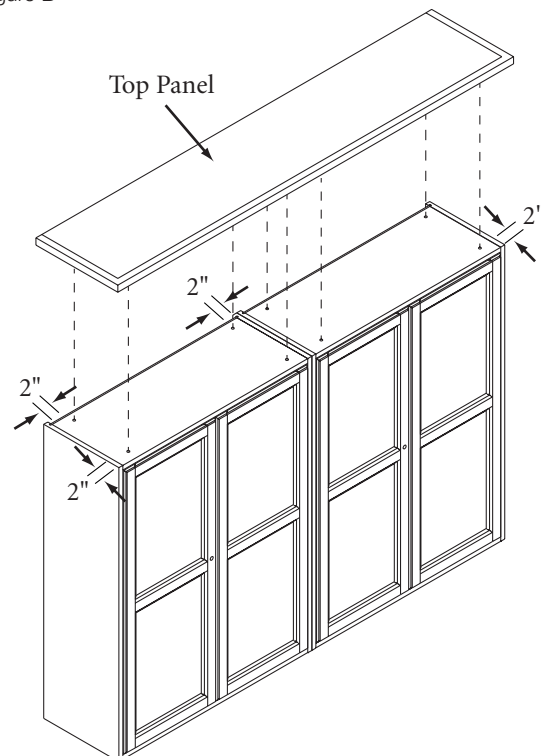


Figure B



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# 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

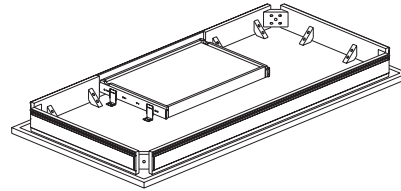


Figure B

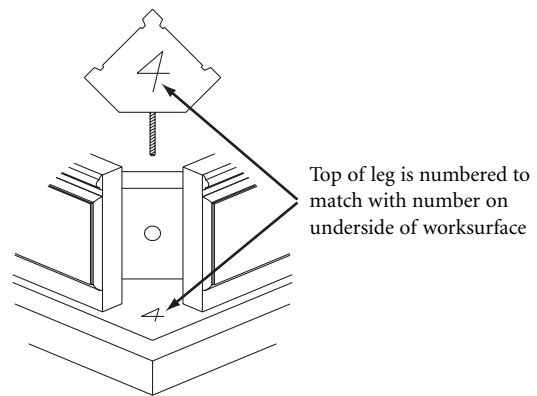


Figure C

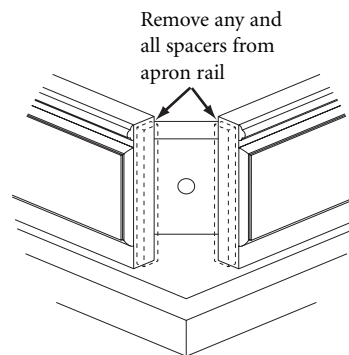
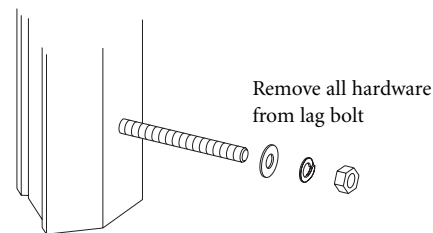


Figure D



# 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

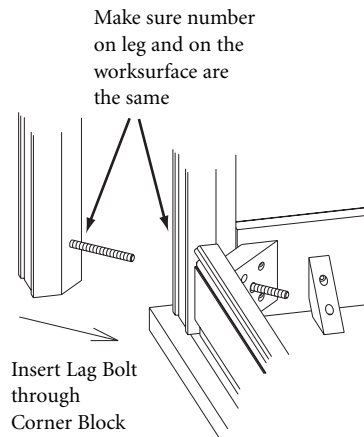


Figure F

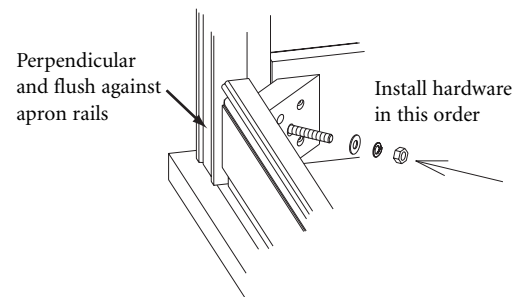


Figure G

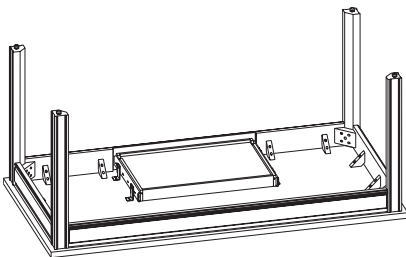
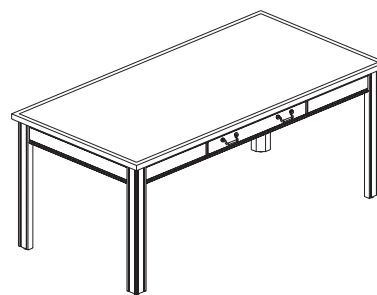


Figure H



# President/Senator

## Task/Reception Station

### Tools Required

- Level
- #2 Phillips Head Bit
- Tape Measure
- $\frac{3}{16}$ " Drill Bit
- Cordless Drill

### Package Contents

- 2 Flat Brackets (attach worksurfaces)
- 2 Flat Brackets (attach modesty panels)
- 32 #10 x 1" Panhead Screws (worksurfaces)
- 32 #8 x  $\frac{5}{8}$ " Panhead Screws (modesty panels)
- Foam tape (light blocker)

### Installation

- Task/Reception Stations are comprised of a Corner Unit, one Left Return, and one Right Return. These units will not stand alone, nor attach to other units in the series. Position the units in their approximate desired location. (Figure A).
- Unroll the foam tape and apply a single strip of tape, gray side down, to the center of the exposed ends of the Corner Unit. Remove the protective film from the exposed side of each piece of tape. The foam tape is used as a light blocker when panels are installed next to each other. (Figure A).
- Level all units. Attach two flat brackets to the underside of the worksurface on the Corner Unit on each side at the locations shown in Figure B, using the provided #10 x 1" Panhead Screws. Center the brackets with the edge of the worksurface.
- Position the Returns against the Corner Unit. Pull all Units together so that the Corner and Return Unit worksurfaces are flush and tight against each other with no gaps.

**Note:** The worksurfaces can be unscrewed from cleats and adjusted to align, if necessary.

Align the Corner Unit Modesty Panels and the Return Modesty Panels so they are flush and tight against each other with no gaps. This can be done by adjusting the leg levelers up/down on the Corner and Return Units.

(Figure B).

Figure A

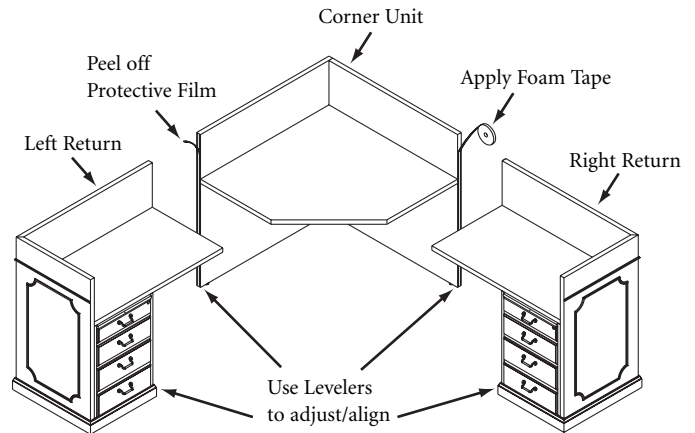
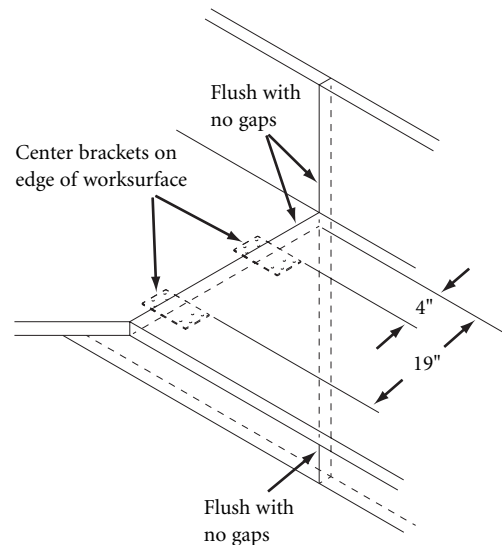


Figure B



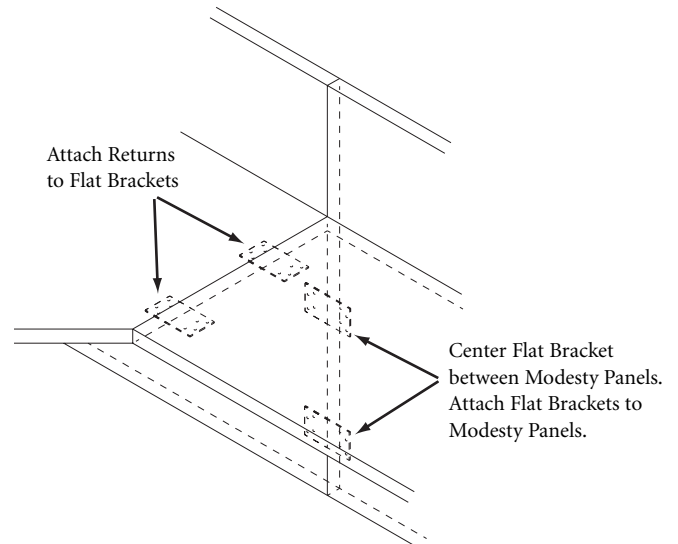
# President/Senator

## Installation (continued)

- When all gaps are eliminated, attach the Corner Unit Modesty Panels to the Return Unit Modesty Panels first using two flat brackets on each side. Center the brackets between each Modesty Panel and attach one flat bracket towards the top of the Modesty Panels under the worksurface and the other flat bracket towards the bottom of the Modesty Panels using the provided #8 x 5/8" Panhead Screws. (Figure C). Fasten each Return worksurface to the Corner Unit flat brackets using the provided #10 x 1" Panhead Screws. (Figure C).

**Note:** The worksurface flat brackets are shipped on the underside of the Return worksurface.

Figure C



# President/Senator

## Transaction Shelf

### Tools Required

- #2 Phillips Head Bit
- Cordless Drill

### Package Contents

- 1 Transaction Shelf
- 9 #8 x  $\frac{5}{8}$ " Panhead Screws
- 9 Brackets
- 9 #8 x  $\frac{3}{4}$ " Flathead Screws

### Installation

1. The transaction shelf can be used with the task/reception station. The transaction shelf can be positioned on either the left or right hand side of the station. The shelf rests **ON TOP** of the 43" high panels (not inset). (Figure A).
2. The transaction shelf is fastened to the station using the provided brackets and screws. The brackets mount flush with the top edge of the 43" high panels. The front brackets mount 10" off the inside edge of the station. The back brackets should be spaced about every 12". Fasten the brackets to the 43" high panels using the provided #8 x  $\frac{5}{8}$ " panhead screws. (Figure B).
3. Place the transaction shelf on top of the 43" high end panels. Position the shelf so that it overhangs all edges equally. Fasten the shelf to the brackets using the provided #8 x  $\frac{3}{4}$ " flathead screws. (Figure C).

Figure A

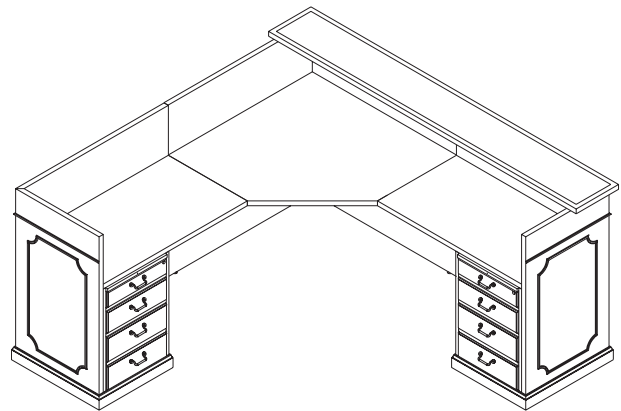


Figure B

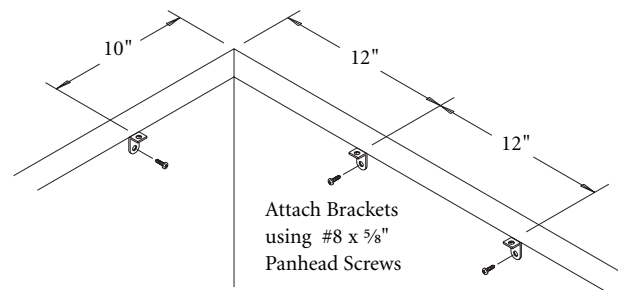
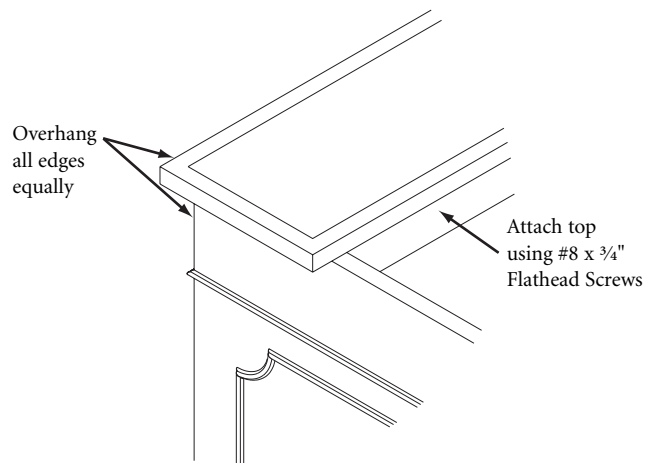


Figure C



# President/Senator

## Hinge Adjustment and Shelf Adjustment

### Tools Required

- Phillips Screwdriver

### Installation

#### 1. Side Adjustment:

Turn front screw clockwise to increase door overlay, counterclockwise to decrease overlay. (Figure A).

#### 2. Depth Adjustment:

Loosen back screw. Adjust door to desired position and tighten screw. (Figure B).

#### 3. Height Adjustment:

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

#### 4. Door Removal and Installation:

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

#### 5. Shelf Adjustment:

Remove screws in bottom of shelf brackets. Remove shelf. Insert bracket at desired level. Replace shelf. (Figure E).

**Note:** Screws were used for shipping purposes.

For additional security, adjustable shelves can be fastened into position using original shipping screws.

Figure A

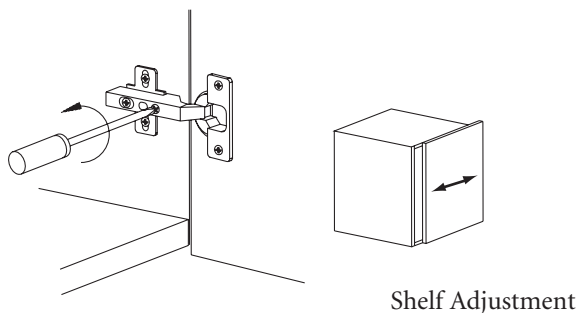


Figure B

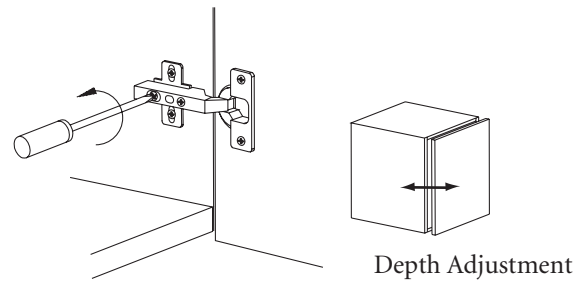


Figure C

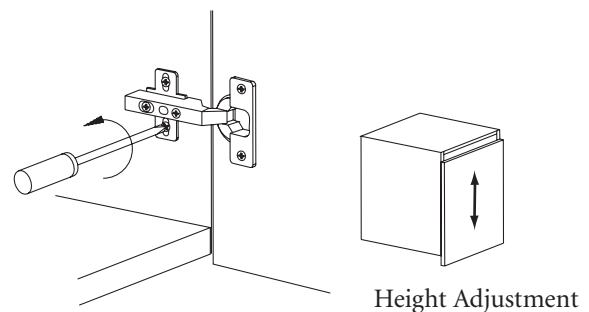


Figure D

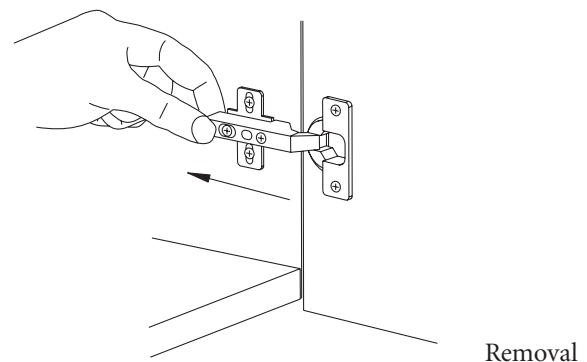
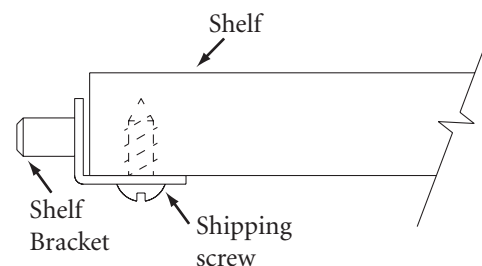


Figure E



# President/Senator

## 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

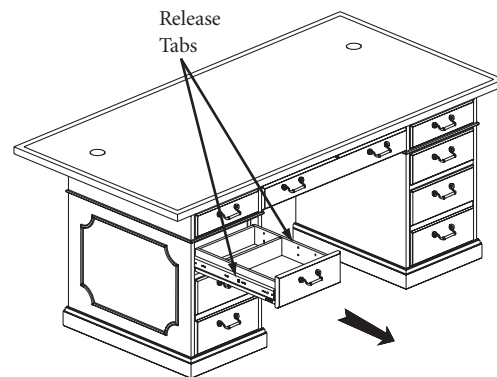


Figure B

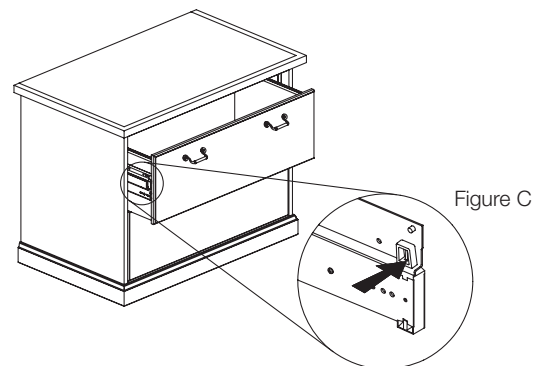
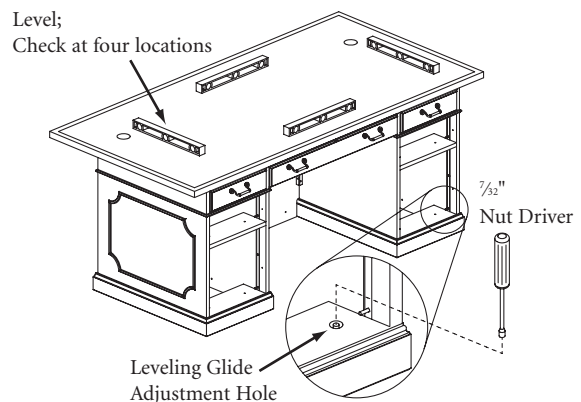


Figure D



# President/Senator

## 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

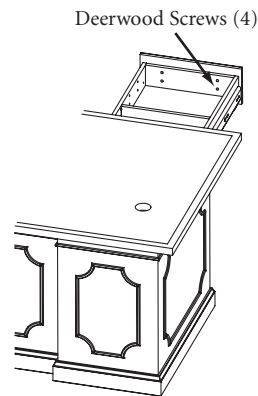
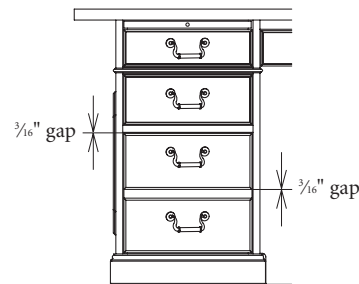


Figure F



# President/Senator

## Shelf Removal and Adjustment

### Tools Required

- None

### 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 5/8" panhead shipping screws.

Figure A

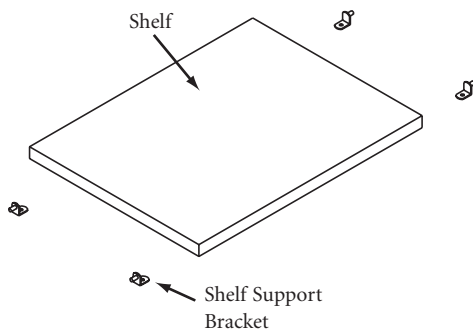
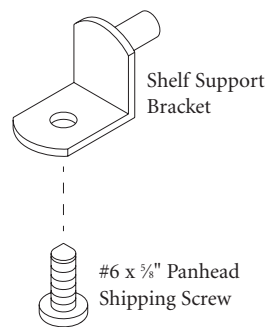


Figure B



Figure C



# President

## Center Drawer

### Tools Required

- Phillips Screwdriver
- Tape Measure or Ruler

### Package Contents

- Center Drawer Assembly

### Installation

1. Attach cam to lock by placing desk in the locked position and sliding the cam over the lock tailpiece. (Figure A).
2. Turn key to unlocked position and secure cam to lock tail piece by installing set screw.

3. Center the drawer (side to side) in kneespace. Locate the drawer (front to back)  $\frac{1}{4}$ " from lock mounting rail.

**Note:** Be sure that the drawer slides are in the fully closed position when locating center drawer.

4. Install (1) #8 x  $\frac{5}{8}$ " Phillips flathead screw into each rear mounting pad. (Figure B).
5. Pull center drawer out until fully extended, and install remaining screws into mounting pads.

Figure A

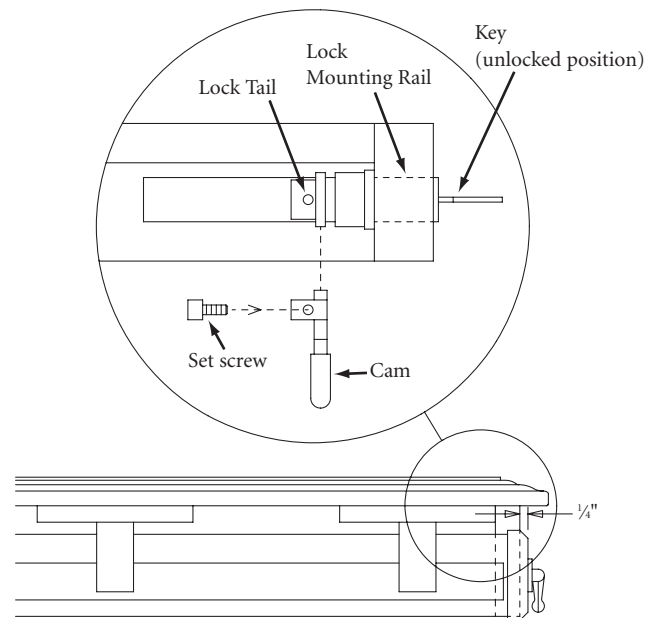
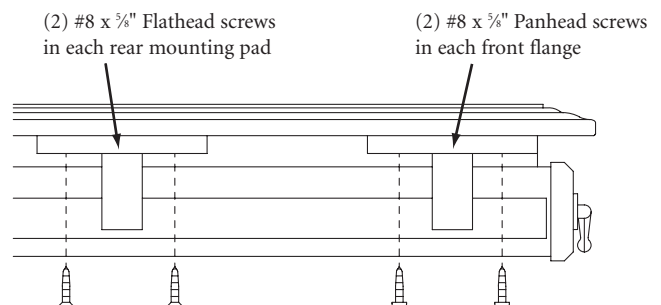


Figure B



# President

## Component Lateral File, Pedestals, and Storage Unit

### Tools Required

- Tape Measure
- #2 Phillips Head Bit
- Power Screwdriver
- $\frac{3}{16}$ " Drill Bit
- Level

### Package Contents

#### For Base:

- 2 #8 x  $1\frac{1}{4}$ " Panhead Screws  
(per lateral file or pedestal)
- 2 #8 x  $\frac{5}{8}$ " Panhead Screws  
(per lateral file or pedestal)
- 4 #8 x  $1\frac{1}{4}$ " Panhead Screws  
(per storage unit)

#### For Top:

- 8 #8 x  $1\frac{1}{2}$ " Panhead Screws  
(per modular unit)

### Installation

1. The component assembly uses a combination of modular storage components and a component top and base which is ordered separately. (Figure A). Remove shipping screws that secure drawers and discard. Remove drawers from pedestals by untying the anti-tip interlock cord. Review cord attachment before removing drawers as cord must be re-tied.  
**Note:** When drawers are re-installed make sure they are returned to the same locations.
2. Place worksurface upside down on a clean, soft surface. Position pedestals upside down on underside of worksurface so they are flush with the back of the top and equal distance from side to side. (Figure B). If a kneespace credenza is being created, insert pedestals  $1\frac{1}{2}$ " from each edge of the top.
3. Attach pedestal to underside of worksurface utilizing pre-bored holes of cleats/stretcher rails and provided #8 x  $1\frac{1}{2}$ " panhead screws. (Figure B).  
**Note:** Special care should be taken not to over drive the screws through the worksurface.  
**Note:** If installing file pedestals only, proceed to Step 6.
4. If installing a combination of file and storage units, the base will need to be installed to the storage units at this time, before turning unit upright. The base attaches to the underside of storage pedestals and inside of file pedestals.

Figure A

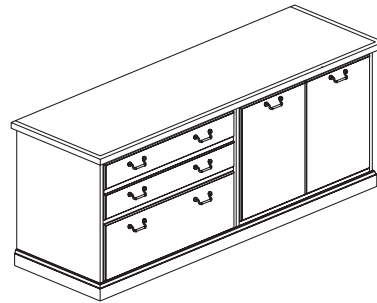
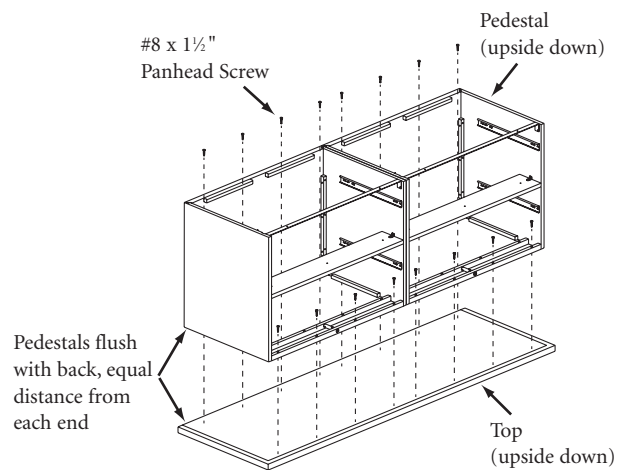


Figure B



# President

## Installation (continued)

- Place base, upside down, on bottom of component units so that it is flush with the backs and equal distance from side to side.

**Note:** The base should extend beyond the pedestals approximately  $\frac{1}{16}$ " on either end.

Fasten the credenza component base to the underside of the storage components using the provided #8 x  $\frac{1}{4}$ " panhead screws, four per unit. (Figure C).

- Carefully turn unit upright. If installing file pedestals only, place them on the base so they are flush with the back of the base and equal distance from each end.

**Note:** The base should extend beyond the pedestals approximately  $\frac{1}{16}$ " on either end. (Figure D).

The file pedestals are attached to the base by inserting provided screws through pre-drilled wooden cleats located at the bottom rear of each unit, and by inserting provided screws through a pre-drilled metal support bracket located at the bottom front of each unit. (Figure E).

- Use the #8 x  $\frac{1}{4}$ " panhead screws to attach each pre-drilled wooden cleat to the base (two screws per unit). Use the #8 x  $\frac{5}{8}$ " panhead screws to attach the pre-drilled metal support rail to the base (two screws per unit). (Figure F).
- Re-install drawers to original locations and re-tie anti-tip cords. Level unit.

**Caution:** Failure to re-install anti-tip cords could result in units tipping over, resulting in injury. Extra caution should be given to the 4-high lateral unit.

Figure C

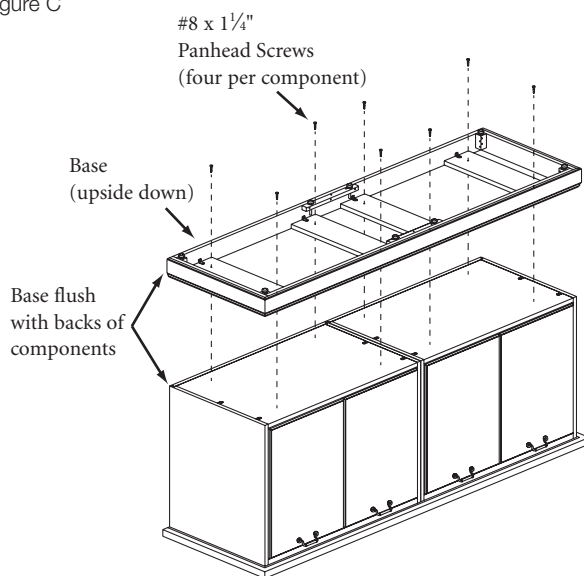


Figure D

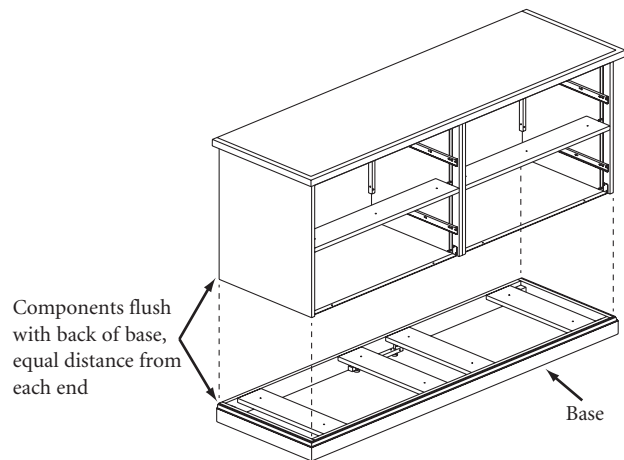


Figure E

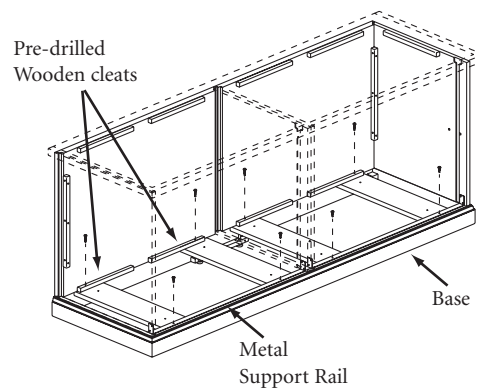
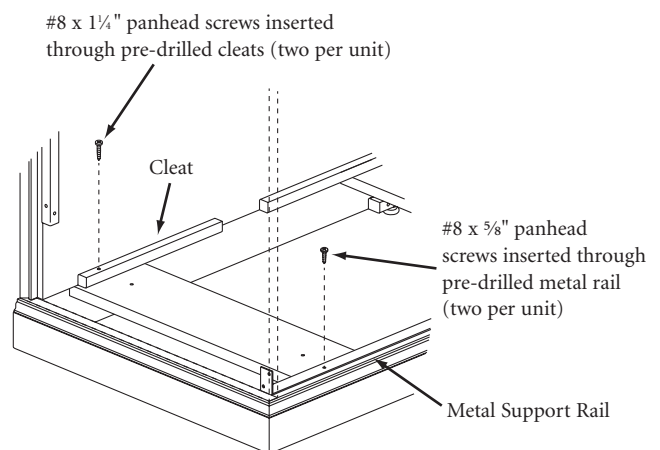


Figure F



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.

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# President/Senator

## Bridge Unit

### Tools Required

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

### Package Contents

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

### 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).

Figure A

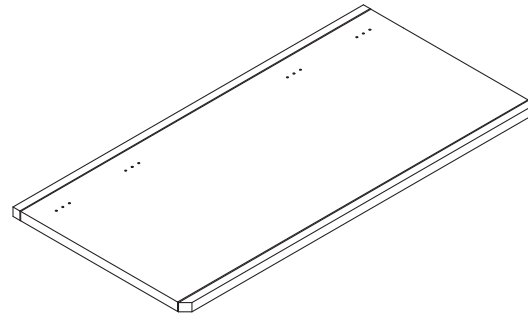


Figure B

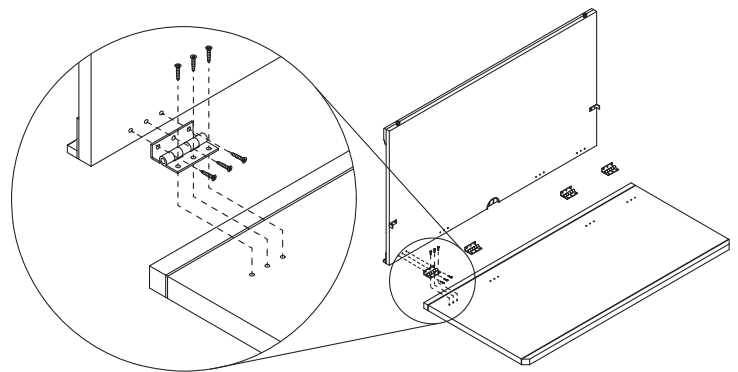
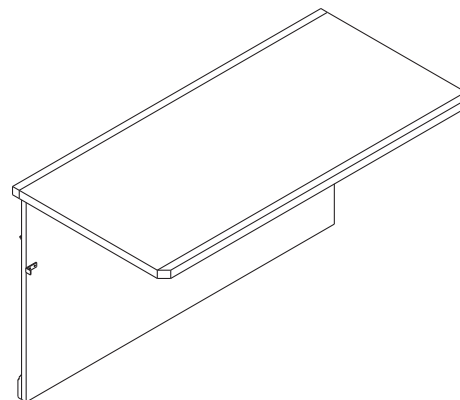


Figure C



# President/Senator

## Installation (continued)

- 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).

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

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

- 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).
- 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).

Figure D

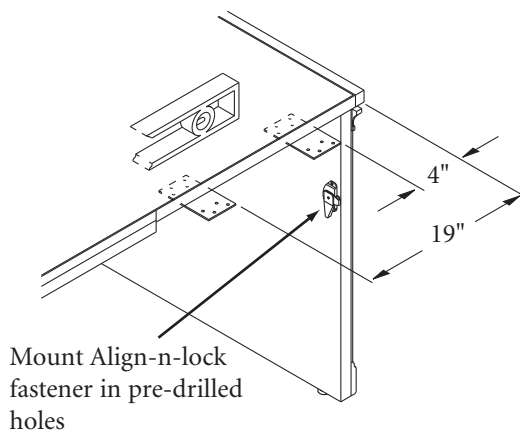


Figure E

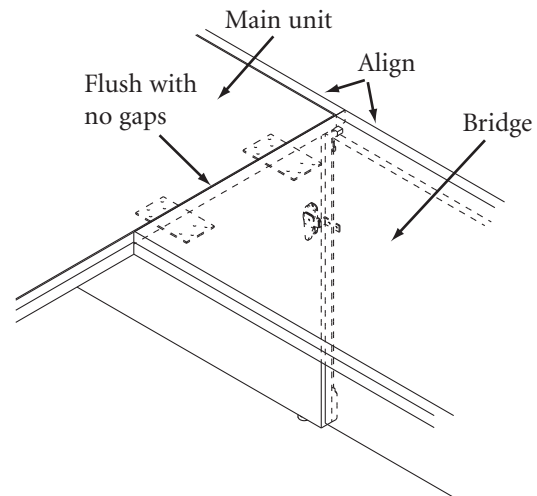


Figure F

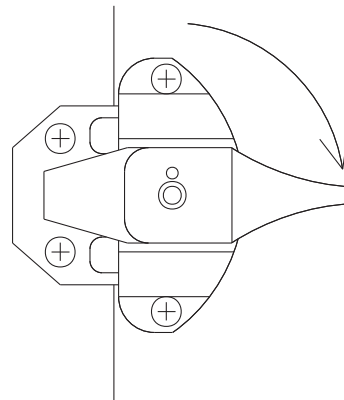
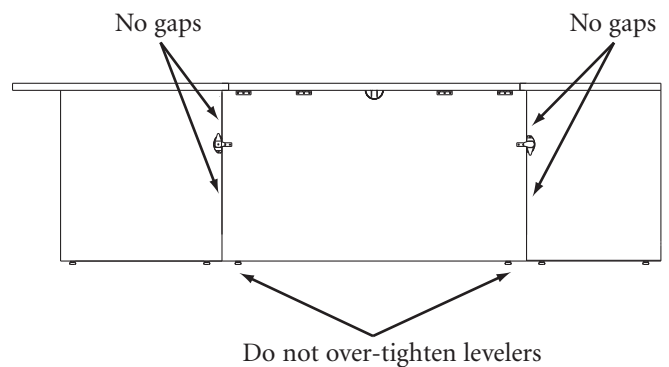


Figure G



# 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

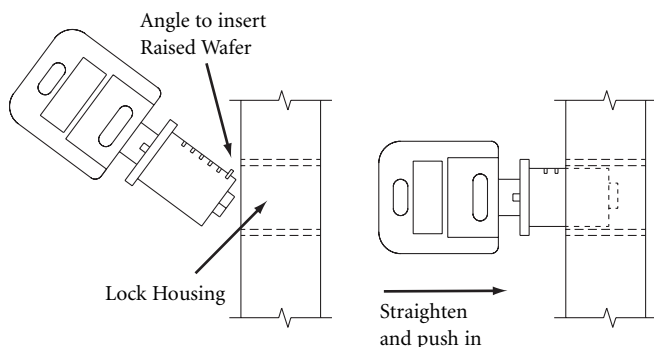


Figure A

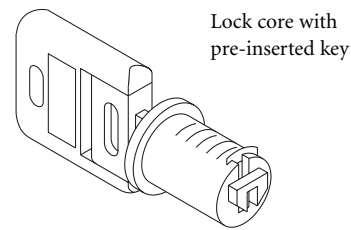


Figure B

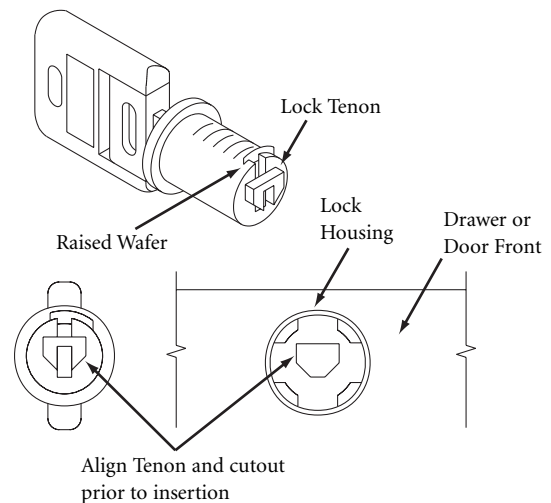
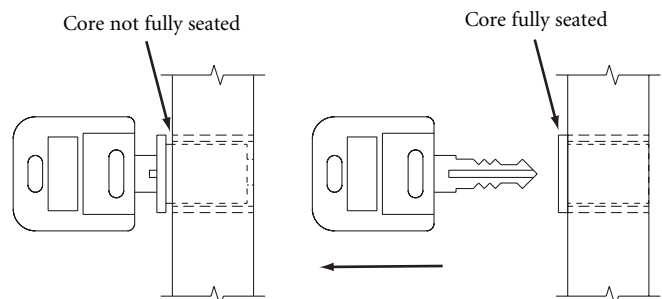


Figure D



# President/Senator

## 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).

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

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).
4. 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 all gaps are eliminated, attach the main unit to the return unit using the return connecting rail and the provided #8 x 1¼" panhead screws. Re-level units. (Figure D).

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

Figure A

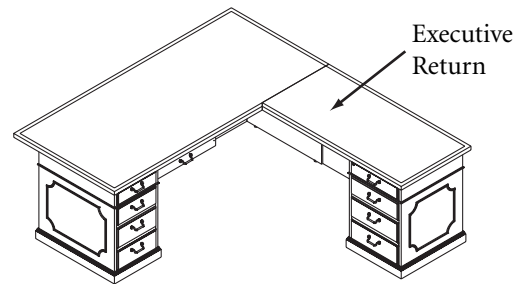


Figure B

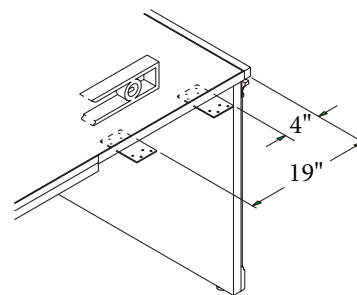


Figure C

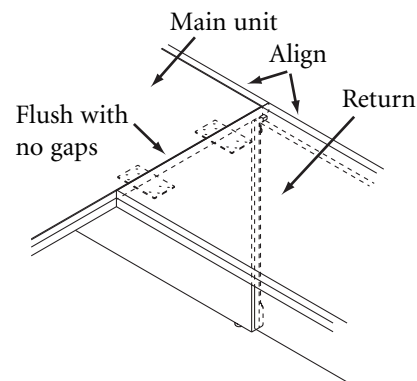
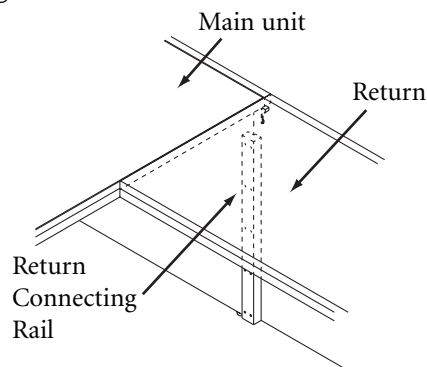


Figure D



# Senator

## Component Lateral File, Pedestals, and Storage Unit

### Tools Required

- Level
- $\frac{3}{16}$ " Drill Bit
- Power Screwdriver
- Tape Measure
- #2 Phillips Head Bit

### Package Contents

- 16 #8 x 1½" Panhead Screws

### Installation

1. The component assembly uses a combination of modular storage components and a component top which is ordered separately. (Figure A). Remove shipping screws that secure drawers and discard. Remove drawers from pedestals by untying the anti-tip interlock cord. Review cord attachment before removing drawers as cord must be re-tied.

**Note:** When drawers are re-installed make sure they are returned to the same locations.

2. Place worksurface upside down on a clean, soft surface. Position pedestals upside down on underside of worksurface so they are flush with the back of the top and equal distance from side to side. (Figure B). If a kneespace credenza is being created, hold 1½" from each end of the top.
3. Attach pedestal to underside of worksurface utilizing pre-bored holes of cleats/stretcher rails and provided #8 x 1½" panhead screws (eight screws per pedestal). (Figure B).
4. Carefully turn unit upright. Re-install drawers to original locations and re-tie anti-tip cords. Level unit.

**Caution:** Failure to re-install anti-tip cords could result in units tipping over, resulting in injury. Extra caution should be given to the 4-high lateral unit.

Figure A

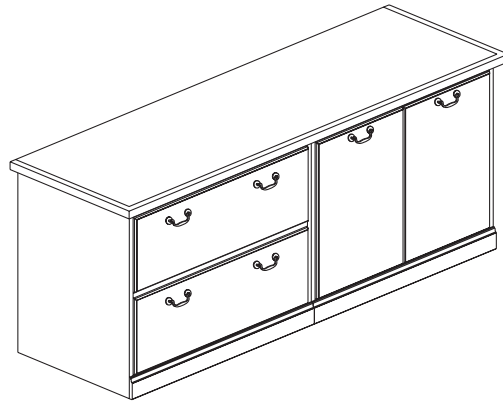
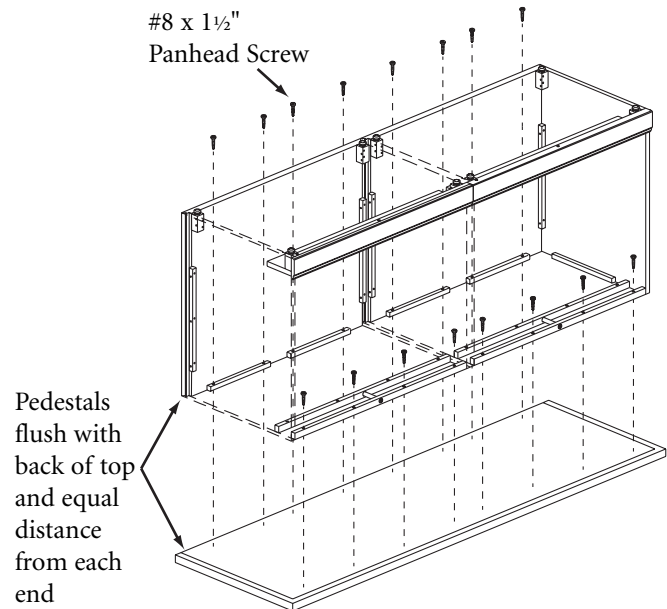


Figure B



# 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

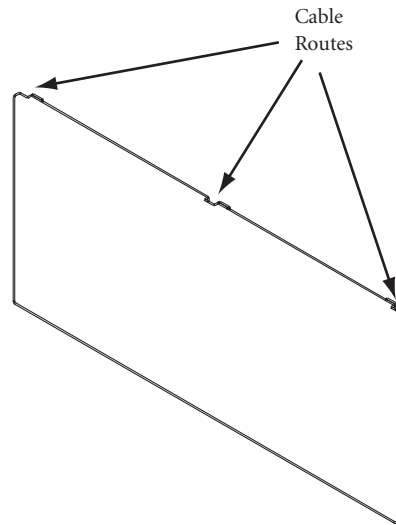


Figure B

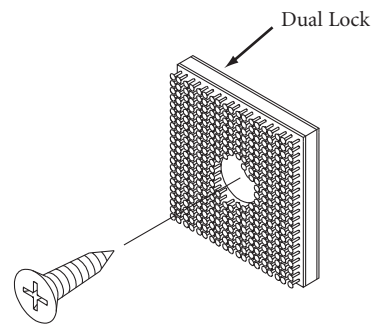
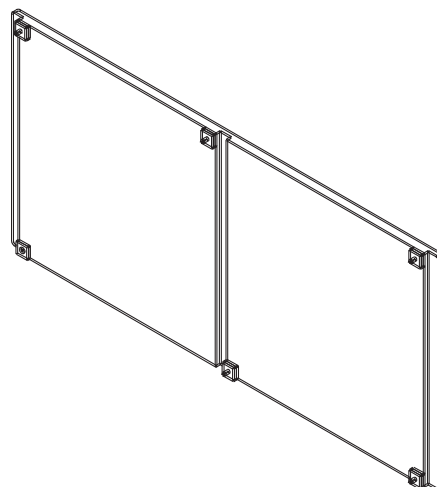


Figure C



# President/Senator

## Bridge Unit with Partial Modesty Panel

### Tools Required

- Level
- Tape Measure
- #2 Phillips Head Bit
- Electric or Cordless Screwdriver
- Drill Bits

### Package Contents

- 2 Mounting Rails
- 4 #8 x 1" Panhead Screws
- 4 #8 x 1<sup>3</sup>/<sub>8</sub>" Panhead Screws
- 32 #10 x 1" Panhead Screws
- 6 #8 x 1<sup>1</sup>/<sub>4</sub>" Panhead Screws

### Installation

1. The 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).  
*Note: Flat brackets are shipped on the underside of the bridge. Remove them before going to Step 2.*
2. Two (2) mounting cleats are attached to the underside of the bridge. Position modesty panel on worksurface so that the face of the modesty will be flush with the end panels of the main units. Use the provided #8 x 1<sup>1</sup>/<sub>4</sub>" panhead screws to attach the partial modesty panel to the mounting cleats. (Figure B).
3. Turn the bridge assembly upright. The bridge assembly can be mounted between a single pedestal desk and credenza. (Figure C).

Figure A

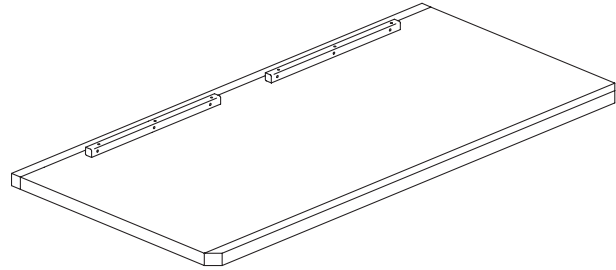


Figure B

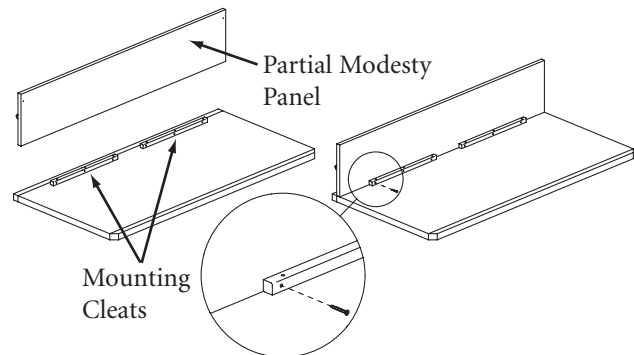
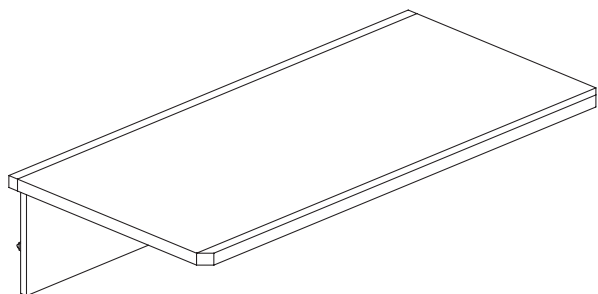


Figure C



# President/Senator

## Installation (continued)

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 edges of the unit worksurfaces. (Figure D).
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 against each other with no gaps. Attach the bridge worksurface to the flat brackets with the provided #10 x 1" panhead screws. (Figure E).
6. The vertical mounting rails have a step in them to account for differences in thickness between the main unit end panels and the modesty panel. Position each mounting rail where the modesty meets an end panel. Make sure the thicker portion of the mounting rail is against the modesty panel. Make sure the rail is flush against all surfaces and corners with no gaps. Attach the thin portion of each rail with two (2) of the provided #8 x 1" panhead screws. Attach the thick portion of each rail with two (2) of the provided #8 x 1½" panhead screws. (Figure F).
7. Re-level all units. Align all margins vertically between the modesty panel and desk/credenza end panels. Eliminate all gaps. (Figure G).

Figure D

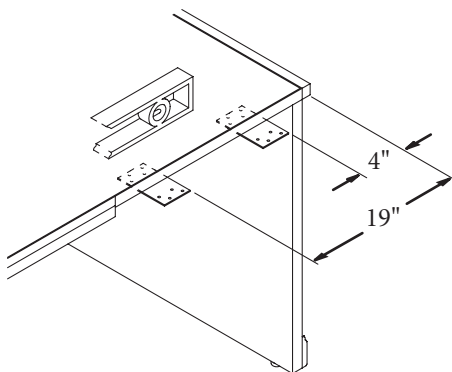


Figure E

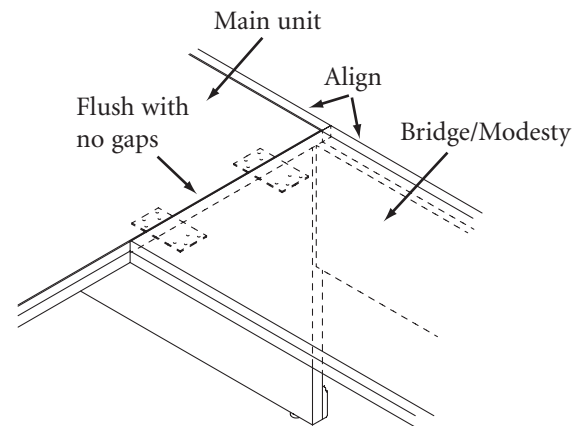


Figure F

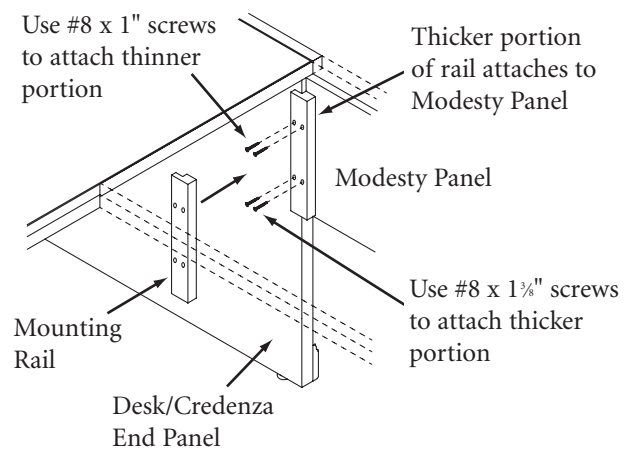
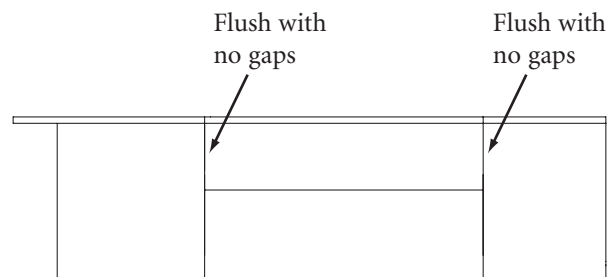


Figure G



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<sup>®</sup>Office

# President/Senator

## Wall Mounted Overhead Bracket

### Tools Required

- Pencil
- Tape Measure
- Level  
(4 feet or greater)
- Metal Saw
- Variable Speed Drill  
with Torque Option
- Drill Bits
- Screw Bits

### Package Contents

- Overhead and Hanger Rail

### Installation

**Note:** Kimball International defines a structural wall as a load-bearing wall constructed of materials such as: poured concrete, concrete block, or studs. Wood studs must be a nominal 2" x 4" size minimum. Metal studs must be "C" channel, 20-gauge thick minimum. Metal or wood studs must be on centers no greater than 24" and have maximum height of 14' restrained at floor and ceiling. Interior walls shall be designed to resist not less than a force of 5 lbs. per square foot applied perpendicular to wall. The deflection of such wall under a load of 5 lbs. per square foot shall not exceed  $\frac{1}{240}$  of the span for walls with brittle finishes, and  $\frac{1}{120}$  of the span for walls with flexible finishes (per Uniform Building Code Section 2309b). If you have any questions concerning your load-bearing structures, please consult your architect or structural engineer.

1. Place overhead cabinet against structural wall in the desired location. Mark the top edge of the overhead and set it aside. Measure down  $8\frac{15}{16}$ " from the top edge mark and draw a level line. (Figure A).
2. Locate the wall substructure along the line drawn in step 1. For proper attachment of Hanger Rail to the wall, fasteners must tie directly into the substructure of the wall (studs, blocks, solid masonry).
3. Prepare wall for Hanger Rail attachment by pre-drilling for and/or installing fasteners along the line drawn in Step 1 per the fastener manufacturer's guidelines.

3. (continued)

Recommended spacing of fasteners is 16", but should not exceed 24" on center. **DO NOT** extend the Hanger Rail more than 6" beyond the last anchor attachment.

**Note:** It is the responsibility of the installer and/or the contractor to select and install the proper fasteners in the structural wall. Kimball International does not furnish fasteners or assume liability for their use.

- Hanger Rail must attach to five (5) studs
4. Place the Hanger Rail on the wall, centered in the desired location of the overhead, transfer the fastener locations from the wall to the Hanger Rail. (Figure B).

Figure A

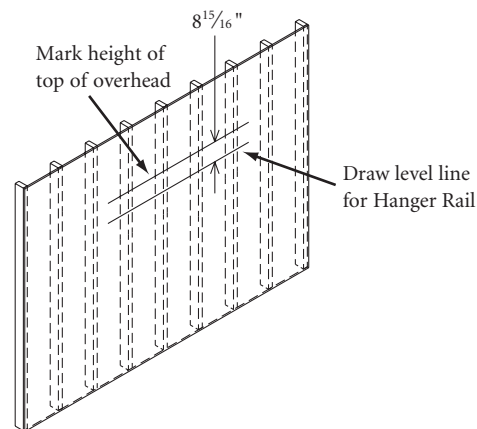
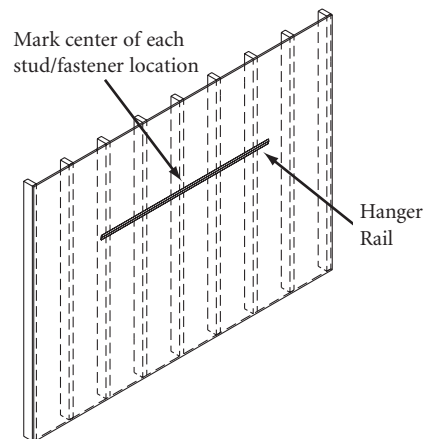


Figure B



# President/Senator

## Installation

5. Drill the appropriate diameter hole in the Hanger Rail per the fastener manufacturer's guidelines,  $\frac{3}{8}$ " above the bottom edge of the rail at the locations marked in Step 4. (Figure C).

**Note:** Hole sizes are dependent on the size of the fastener selected.

Recommended Fastener	Size	Model No.
Steel Stud (for $\frac{1}{2}$ " to $\frac{3}{4}$ " drywall): Hilti Toggler anchor toggle bolt	$\frac{1}{4}$ "-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Wood Stud (for $\frac{1}{4}$ " to $\frac{1}{2}$ " drywall; meets or exceeds ANSI/ASME B18.6.4 and SAE J933): Panhead sheet metal screw		10-2 PHPMS
Solid Masonry: Crown Bolt lag shields Buildex Tapcon concrete anchor screw	$\frac{1}{4}$ " x $1\frac{1}{2}$ " $\frac{1}{4}$ " x $2\frac{1}{4}$ "	
Masonry Block: Hilti Toggler anchor toggle bolt	$\frac{1}{4}$ "-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Crown Bolt lag shields Buildex Tapcon concrete anchor screw	$\frac{1}{4}$ " x $1\frac{1}{2}$ " $\frac{1}{4}$ " x $2\frac{1}{4}$ "	

6. Attach Hanger Rail to wall aligning bottom edge of rail with level line drawn in Step 1. Ensure that each fastener is securely attached to wall substructure. (Figure D).
7. Place overhead cabinet flush against the wall so that the hanger brackets attached to the overhead are above the wall Hanger Rail and is between the end panels of the overhead. Carefully lower the overhead cabinet until the cabinet hanger brackets engage the wall Hanger Rail. Make sure the cabinet hanger brackets are firmly seated on the wall Hanger Rail. (Figure E).

Figure C

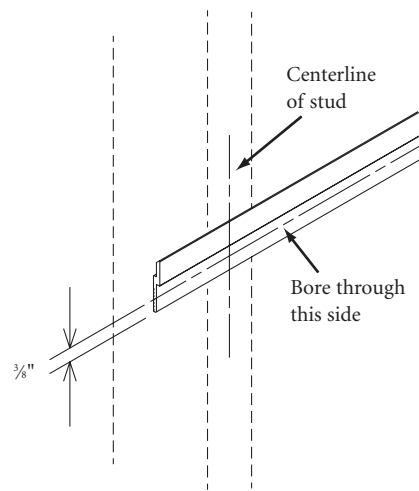


Figure D

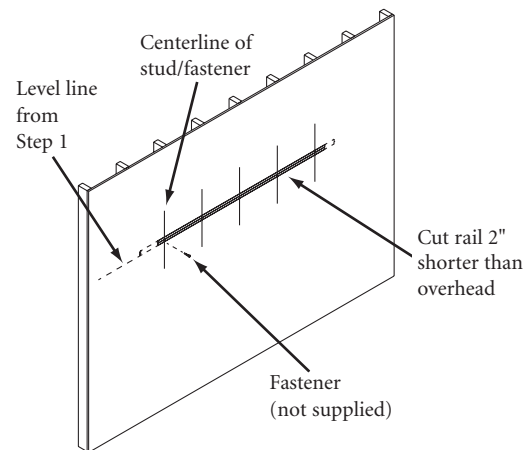
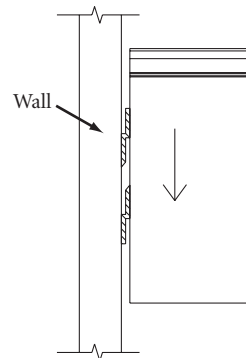


Figure E



# 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

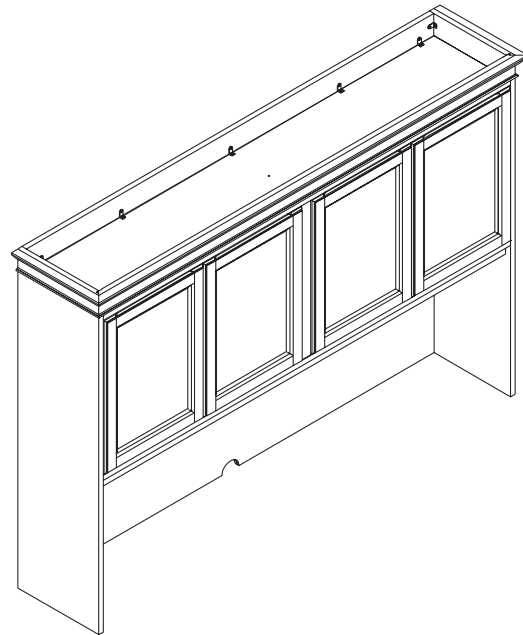


Figure B

