
Footprint[®] Mobile Assembly Instructions

1998754 Revision A-09
Complete Series Master Packet

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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Footprint®

Pedestal - Mobile and Cushion Top

Tools Required

- Drill
- Flat Head Screwdriver
- ¼" and #2 Phillips Tip Bits
- Center Punch
- Round Metal File

Package Contents

- 1 Pedestal
- 4 Casters
- 4 Washers
- 4 Nuts
- 6 Phillips Panhead #10 x ½" AB Screws

General Information

- These instructions provide the basic information to install the casters onto the flat profile mobile pedestal and mobile cushion top pedestal.

Installing Casters

1. Set pedestal on its side. (Figure A).
2. Insert a caster into each threaded mount on the bottom of the pedestal. (Figure A).
3. Place washer and nut onto each caster stem and tighten. (Figure B). (Standard Mobile Pedestal shown).
4. Stand pedestal upright.

Figure A

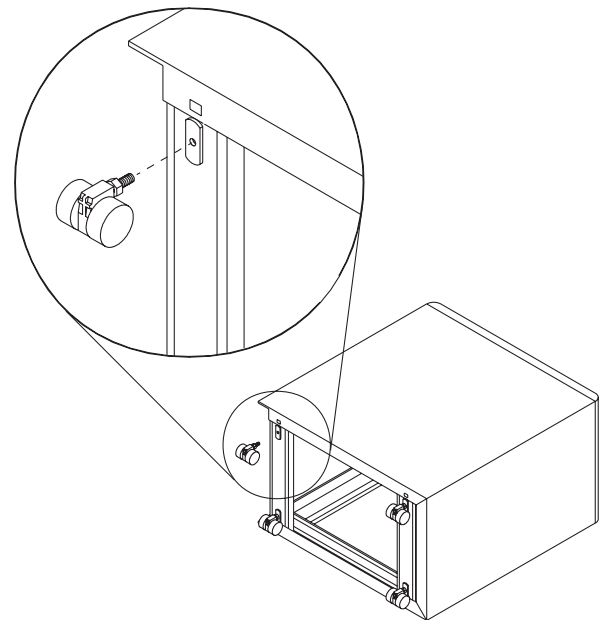
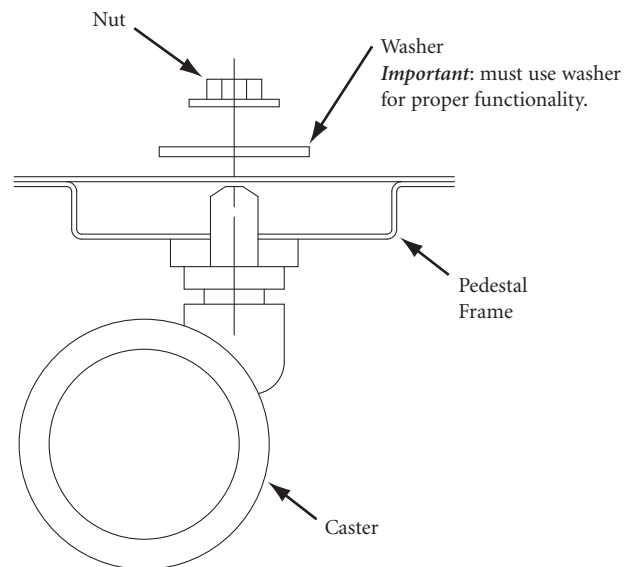


Figure B



Footprint

Removing Pedestal Drawers

Box Drawer:

1. Begin with top drawer. (Figures C and D). Extend drawer fully. Put one hand underneath drawer. Insert flat head screwdriver between slide and drawer body close to the front engagement area to unlock drawer.
2. Lift front of drawer up to disengage from front drawer slide channel hooks.
3. When front of drawer is disengaged, pull entire drawer towards you, supporting it from the bottom. This should disengage drawer from rear drawer slide channel hooks.
4. Set all drawers aside and slide drawer channels back into case. Do not try to remove the entire drawer slide.

File Drawer:

1. Extend drawer fully. (Figure E).
2. Each drawer slide has a lever: one is depressed, the other is lifted. Simultaneously while lifting and depressing the levers, hold drawer level and pull drawer toward you. This should disengage drawer from pedestal.
3. Set drawer aside and slide drawer channels back into case. Do not try to remove the entire drawer slide.

Figure C

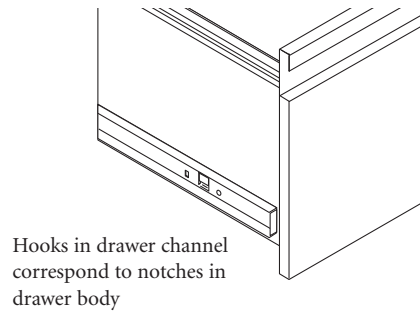


Figure D

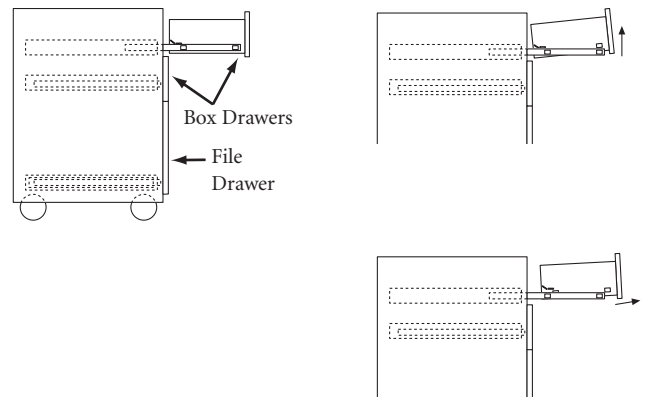
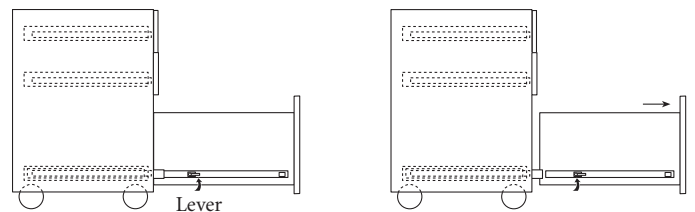


Figure E



Footprint® Worksurface & Support

Mobile Table Leg

Tools Required

- Power Drill
- Phillips Bit

Package Contents

- 1 or 4 Table Legs
- #8 x 1" Trusshead Phillips Flakeboard Screws (6 per leg)

Installation

Note: Crescent table shown for illustration.

1. Place table top face down on a clean, solid surface or floor; (protect top from marks and scratches).
2. Position table leg mounting plates over pre-drilled holes and align. Attach leg to top using (6) #8 x 1" screws (supplied). Repeat for other three legs. (Figure A).
3. **Adjustable Leg:**

To raise table, lift weight off of table leg and depress bullet catches simultaneously. Let each leg fall into desired position and allow bullet catches to "snap" into nearest locking position.

To lower table, depress bullet catches simultaneously and gently press down on table to reach desired height. Release catches allowing them to "snap" into nearest locking position.

Repeat procedure with other legs making sure all legs are in identical locking positions/same height. (Figure B).

Figure A

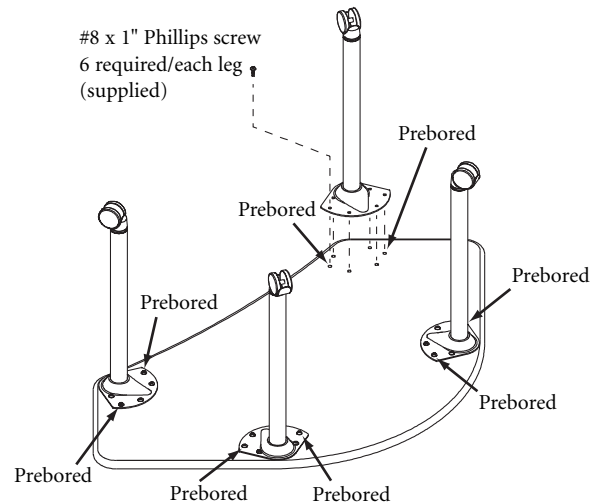
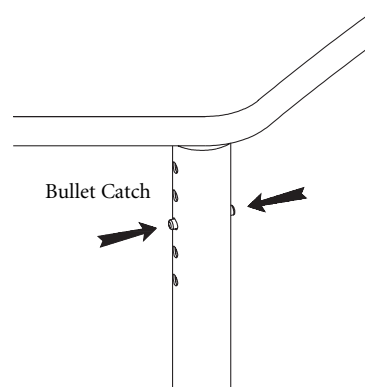


Figure B



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Upper and Lower Table Screen

Tools Required

- Flat Blade Screwdriver
- Phillips Screw Bit
- Power Drill

Package Contents

- 2 Support Tubes
- 1 Upper Screen
- 1 Lower Screen
- 2 #8 x 3/4" Screws

Installation

Note: Table screens are available for use with Crescent and Hexagon Tables only. Use the 44" long Support Tubes for Lower Screen installation only. Use the 59" long Support Tubes when installing an Upper Screen above the Lower Screen or an Overhead.

1. Remove grommet caps using a large, flat blade screwdriver or large coin. Turn counterclockwise; then press down on one side to raise opposite edge and remove. (Figure A).
2. **Lower Screen Only:**
Insert the 44" Support Tubes into grommet openings until firmly seated. Make sure Top Collar is on top end of tube. (Figure B).
3. Position Lower Screen over Support Tubes and slide screen evenly over tubes until screen is resting on the table surface. (Figure C).
4. **Lower and Upper Screen:**
Remove grommet caps from Support Tube cut-outs and insert the 59" Support Tubes into openings evenly until firmly seated. Make sure Top Collar is on top end of tube and that the **exposed cap screw heads are facing toward the front edge of the table.** (Figure D).

Figure A

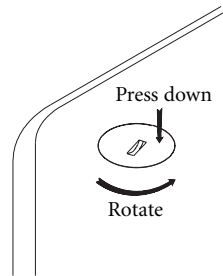


Figure B

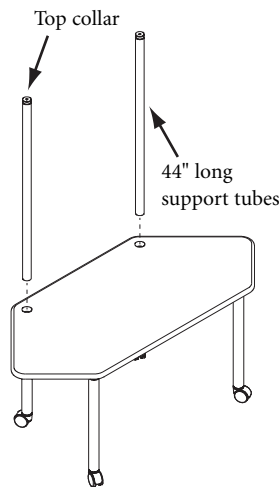


Figure C

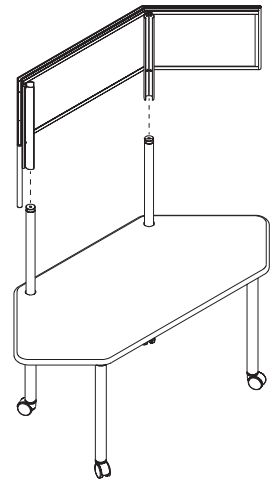
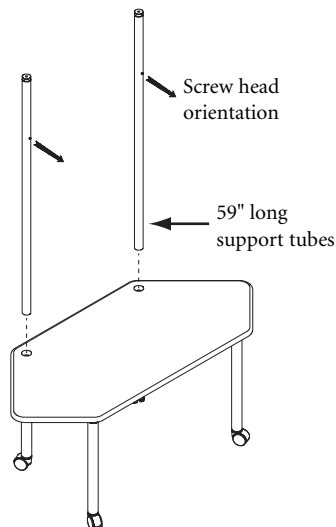


Figure D



Footprint

Installation (continued)

5. Install Lower Screen as outlined in Step 2. Rotate Support Tubes one half ($\frac{1}{2}$) turn until exposed cap screw heads in tubes are facing toward the back edge of the table. (Figure E).
6. To prepare Upper Screen for installation, loosen screw attaching lower mounting bracket to bottom channel. Turn bracket as shown in illustration and tighten screw. (Figure F).
7. Position Upper Screen above Support Tubes and insert upper mounting bracket dowels into top collars of Support Tubes. Insert Upper Screen lower mounting brackets into the upper channel of Lower Screen. Press Upper Screen firmly into place and seat securely. (Figure G).
8. Attach lower mounting brackets to Lower Screen using two (2) #8 x $\frac{3}{4}$ " self-tapping screws, supplied. (Figure H).

Figure E

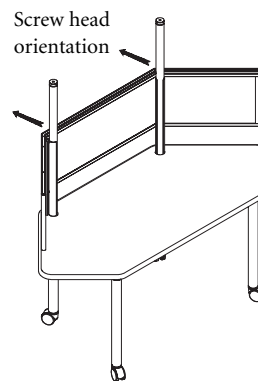


Figure F

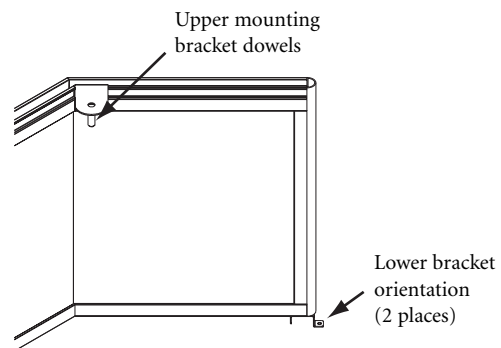


Figure G

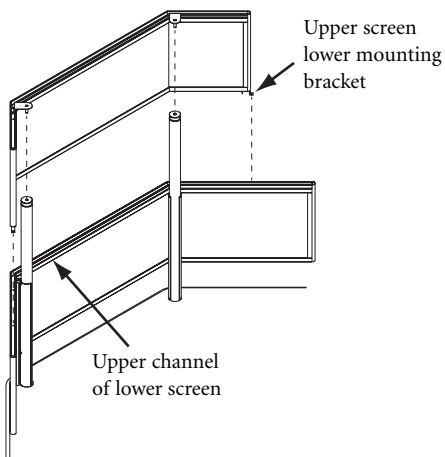
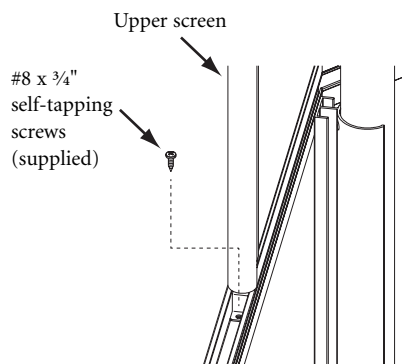


Figure H



Footprint®

Curved Profile Overhead on Mobile Tables

Tools Required

- None

Package Contents

- 1 Overhead
- 2 FBOTS brackets (packaged separately)

Installation

Note: Overheads are available for use with Crescent and Hexagon Tables only. Overheads **MUST** be mounted on 59" long Support Tubes. Remove Upper Screen if previously installed.

1. Remove grommet caps using a large, flat blade screwdriver or large coin. Turn counterclockwise; then press down on one side to raise opposite edge and remove. (Figure A).
2. Insert the 59" long support tubes into openings until firmly seated. Make sure that top collar is on top end of tube and that exposed cap screw heads are facing toward the front edge of table if a lower screen will be used. (Figure B).

Note: If a Lower Screen is to be used, refer to Table Screens Assembly Instruction sheet and install now.

3. Turn support tubes so that cap screw heads are facing the back edge of the table.
4. Position overhead mounting panel above support tubes and lower evenly until slots engage on screw heads in tubes. (Figure C). A magnified view of the slot/screw engagement is shown in Figure D.

Note: If an Upper Screen is being used, refer to Table Screens Assembly Instruction sheet.

Figure A

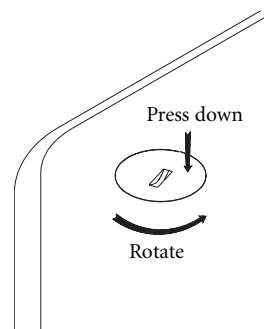


Figure B

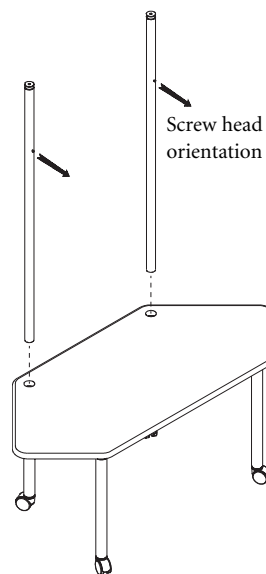


Figure C

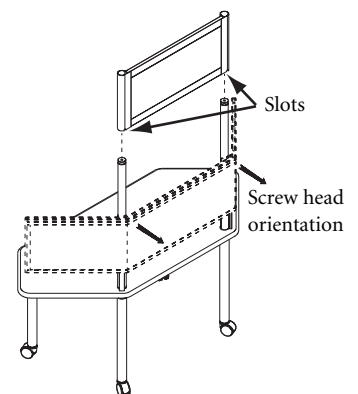
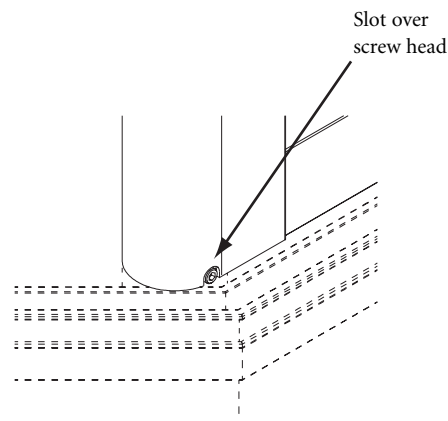


Figure D



Footprint

Installation (continued)

5. Locate overhead brackets in the upper channel and position as far apart as possible. (Figure E).
6. Open overhead door (if applicable) and “hook” cabinet bracket into overhead bracket opening. (Figure F).

Note: When mounting overheads to Traxx®, please refer to Assembly Instructions shipped with FBOTS brackets.

Note: When mounting overheads on Cetra® panels additional overhead brackets (ASBL and ASBR) are required. Please refer to Assembly Instructions shipped with brackets.

Figure E

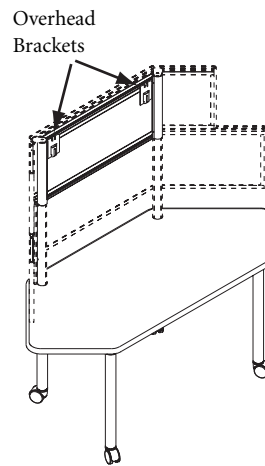
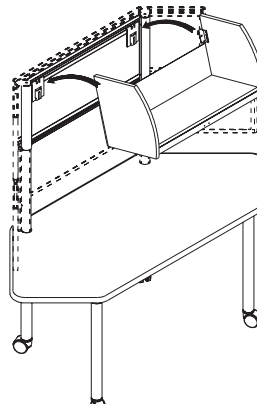


Figure F



Footprint® Worksurface & Support

Adjustable Base

Tools Required

- Phillips Screwdriver
- 5/8" Open End Wrench

Package Contents

- 1 Adjustable Base
- 4 Locking Casters
- 4 Caster Stems
- 8 Top Mounting Screws

Installation

Note: Quarter-round table top shown for illustration.

1. The Adjustable Base consists of the base itself, and four (4) locking casters with stems. (Figure A).
2. Place the base upside down on a smooth, hard surface. Screw a caster stem into each base leg. Tighten each caster stem securely with 5/8" open end wrench. Push caster firmly onto each caster stem until it snaps into place. (Figure B).

Figure A

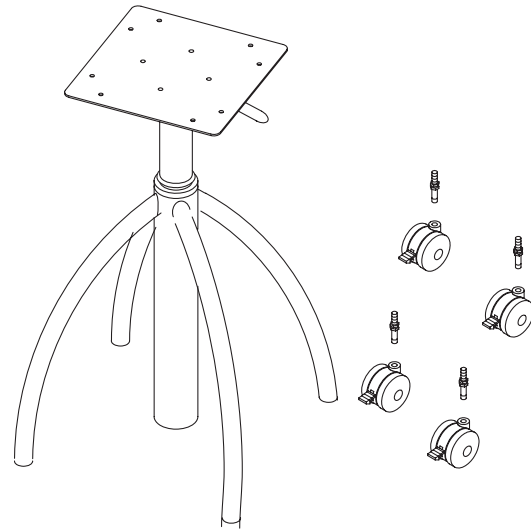
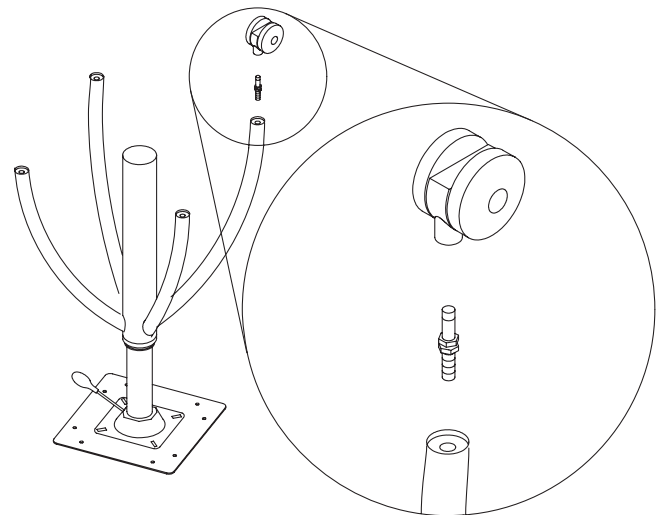


Figure B



Footprint Worksurface & Support

Installation (continued)

3. Place the table top face down on a smooth, hard surface. Take care that the worksurface does not get marred. Place the base assembly on the table top, aligning the holes in the base mounting bracket with the pre-drilled holes in the table top. Attach the base to the table top with the mounting screws provided. (Figure C).
4. Carefully turn entire assembly upright. (Figure D).

Figure C

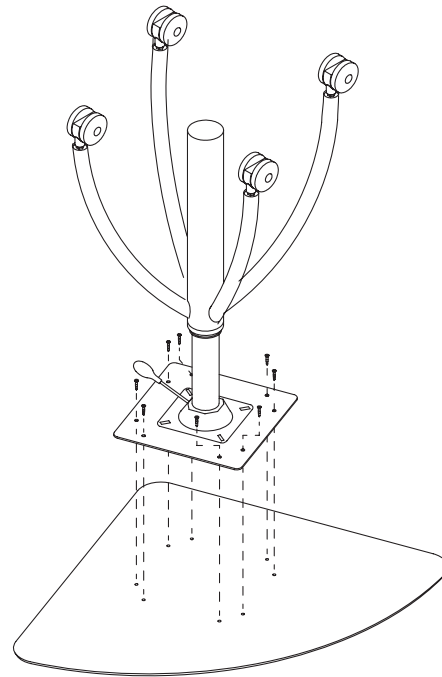


Figure D

