Leaders in Reception Seating

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Assembly Instructions
For Concord Tables

Tools required: 3/4" wrench or ratchet, Phillips screwdriver, Allen wrench (included).

Note: These instructions are intended for various models and configurations. Your products may not look exactly as those shown in the diagrams.

Important: The assembly process requires that some hardware be kept loose until later in the sequence. Follow these instructions closely to ensure correct assembly.

Recommendation: Retighten all bolts on a seasonal basis to ensure your product remains strong and stable for many years of use.
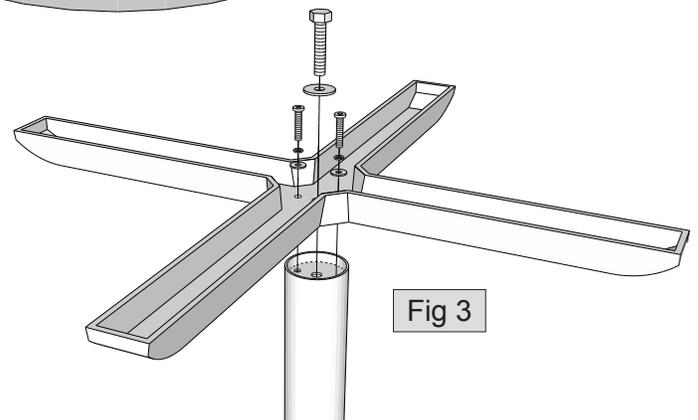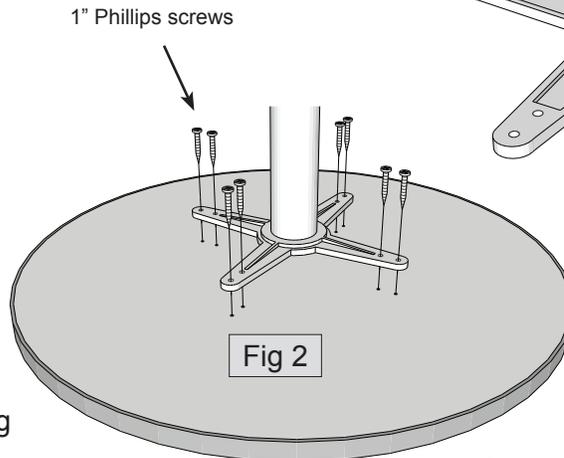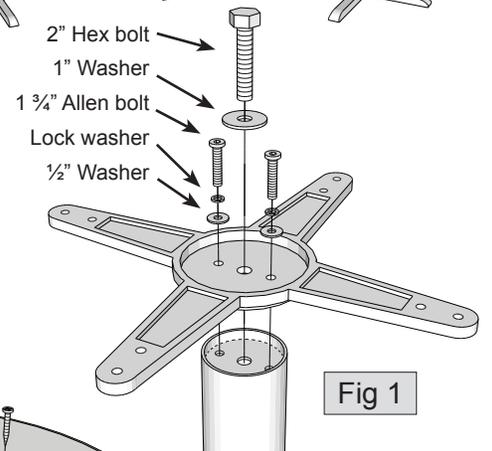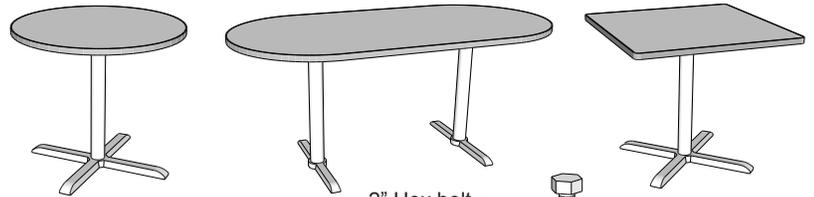
Parts List

Tabletop
Top Plate
Steel Base
Column

Hardware Pack

2" Hex Bolts, 2 pcs.
1 ¾" Allen Bolts, 4 pcs.
1" Washers, 2 pcs.
½" Washers, 4 pcs.
Lock Washers, 4 pcs.
1" Phillips Screws, 8 pcs.
Allen Wrench

1. Unpack and identify all parts.

2. Connect top plate to column using 2" hex bolt, 1" washer, 1 ¾" Allen bolts, ½" washers, and lock washers, as shown in figure 1. Note that top plate can be connected to either end of column. Tighten all 3 bolts very securely.

3. Place tabletop face down on a clean, carpeted or otherwise protected surface to avoid scratching.

4. Attach top plate to tabletop using 8 Phillips screws into pre-drilled holes, as shown in figure 2. Tighten securely using care not to strip.

5. Connect steel base to column using 2" hex bolt, 1" washer, 1 ¾" Allen bolts, ½" washers, and lock washers, as shown in figure 3. Tighten all 3 bolts very securely.

6. Carefully return table to the upright position. This may require 2 people.

7. Your table is now assembled and ready to use.

2" Hex bolt
1" Washer
1 ¾" Allen bolt
Lock washer
½" Washer

Fig 1

1" Phillips screws

Fig 2

Fig 3