



Leaders in Reception Seating

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# Assembly Instructions

## For 84" & 96" Steel Frame Conference Tables

(Rectangular and Elliptical models 84" and 96" long)

**Tools required:** Phillips screwdriver, Allen wrench (included in hardware pack).

**Note:** These instructions are intended for various shapes, models and configurations. Your product may not look exactly as shown in the diagrams.

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

**Weight Capacity:** These tables are not intended for use as seats.

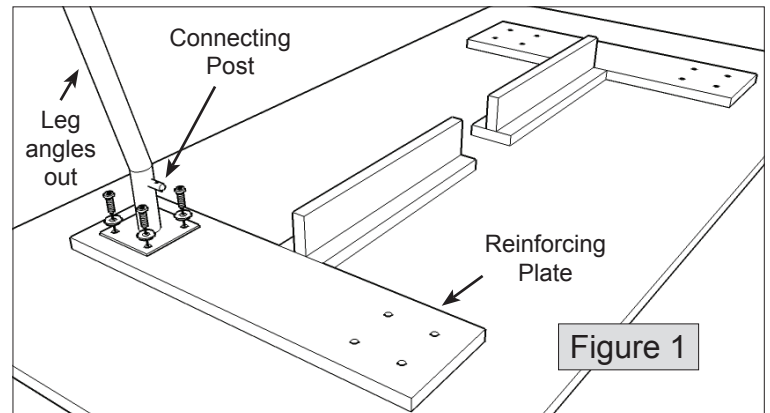
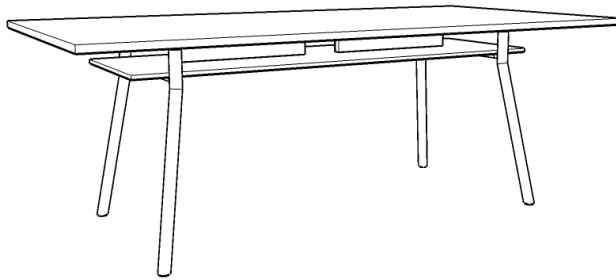


Figure 1

### Parts List

Tabletop  
Legs, 4 pcs.  
Cross Tubes, 2 pcs.  
Center 'H' Frame  
Shelf

### Hardware Pack

1" Allen Bolts, 20 pcs.  
Washers, 20 pcs.  
1/2" Allen Bolts, 8 pcs.  
Allen Wrench  
3/4" Shelf Screws

1. Unpack and identify all parts.
2. Place the tabletop upside down on a soft, clean surface to prevent scratches.
3. Attach one leg to tabletop using 1" Allen bolts and washers into threaded inserts, as shown in figure 1. Be sure leg angles out and short connecting post is parallel to tabletop reinforcing plate. Keep bolts slightly loose for now.
4. Connect cross tube to connecting post on first leg using 1/2" Allen bolt, as shown in figure 2. Be sure the 2 connecting posts on cross tube face the center of table. Keep bolt slightly loose for now.
5. Connect second leg to cross tube and tabletop, and also connect third leg to tabletop, as shown in figure 3. Keep all bolts slightly loose for now.

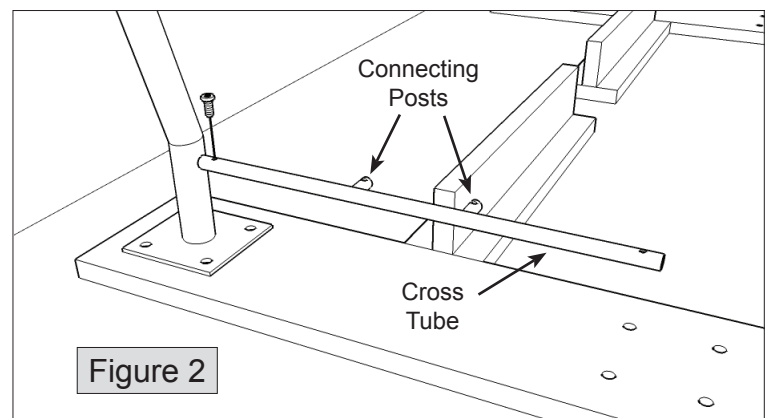


Figure 2

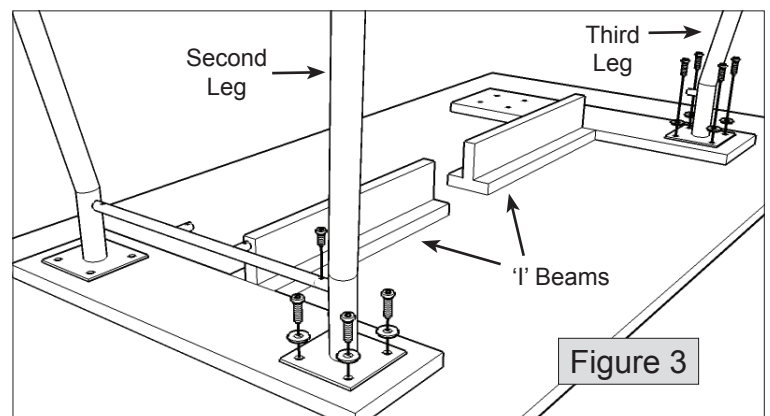


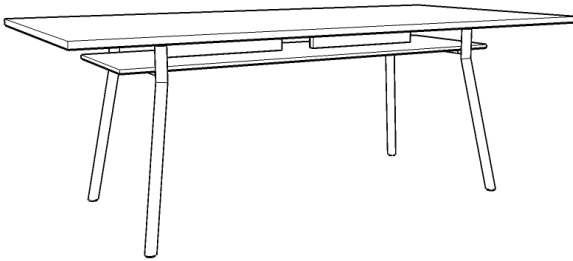
Figure 3

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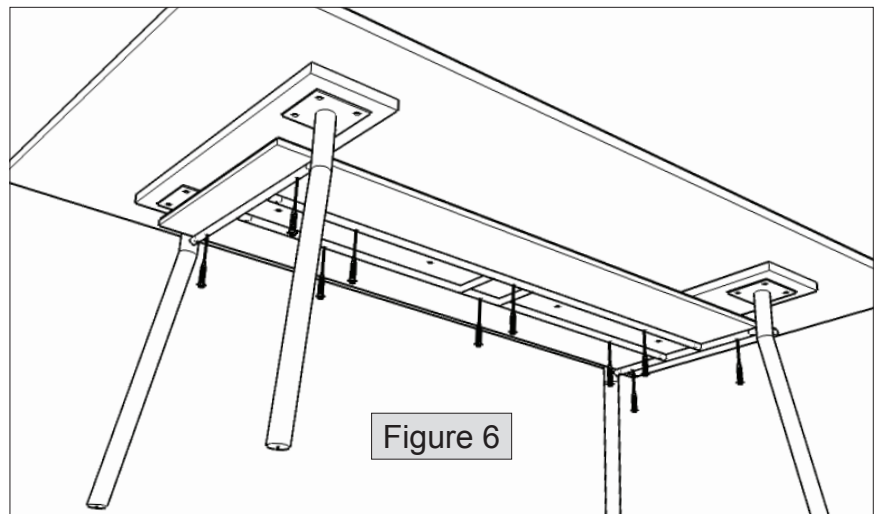
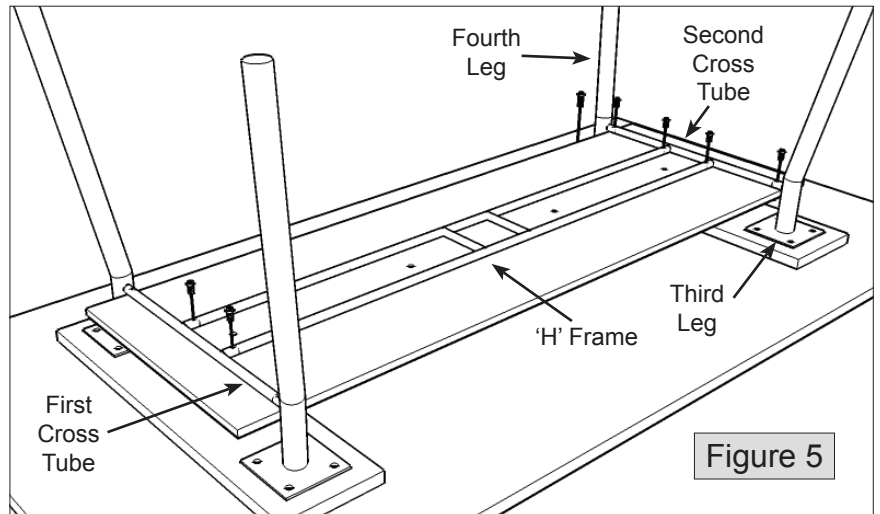
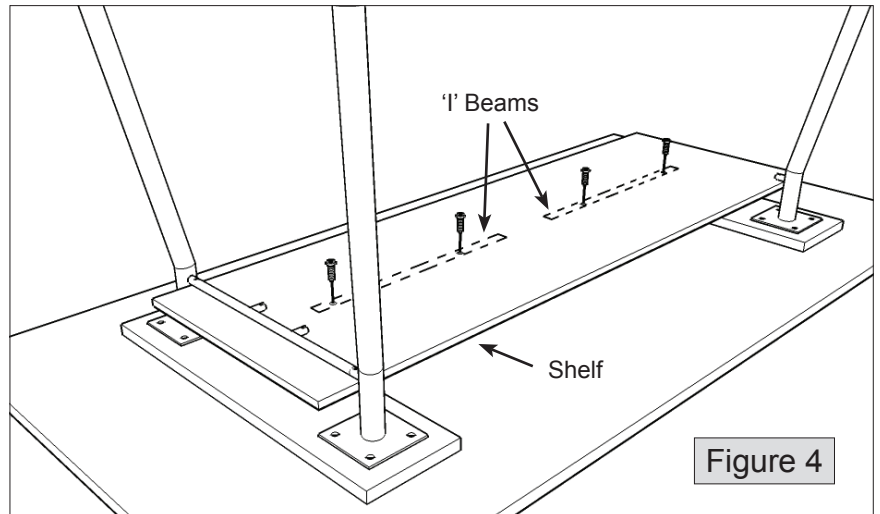
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6. Using 2 or more people, carefully place the shelf between the 3 legs with the finished surface facing the tabletop. Use care in handling to avoid damage. Align holes and attach shelf to 'I' beams using 1" Allen bolts and washers as shown in figure 4. Tighten these shelf bolts securely.
7. Connect 'H' frame to first cross tube and connect second cross tube to 'H' frame and to third leg as shown in figure 5. Keep all bolts slightly loose for now.
8. Connect fourth leg to second cross tube and to tabletop, also as shown in figure 5.
9. Tighten all leg and cross tube bolts securely at this time.
10. Using 2 or more people, carefully flip table to upright position.
11. Attach shelf to cross tubes using wood screws as shown in figure 6. Tighten all screws securely using care not to strip.
12. Your product is now assembled and ready to use.



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