

# Boulevard 3 Installation Manual 2018



OHSAS 18001:2007

ISO 9001:2015

ISO 14001:2015

REVISED: WINTER 2018

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**Correct Product Handling Tips**

- Place panels into their location. Handle all of the furniture with care.
- Always protect walls and/or panels when leaning them.
- Hold and carry by the data or power punch outs at the sides of the panel, or remove raceway covers to carry panels by the horizontal rails. Non-raceway panels should be carried by the outer edges, so as not to squeeze the fabric portion of panel.
- Always stand panels with glides to the ground (right side up).
- Lift panels completely off the ground when carrying; dragging may cause the glide to spin out.
- Ensure panels and carts are adequately protected during off-loads.
- When carting and/or staging panels, ensure they are placed frame to frame to avoid one panel leaning into the middle or the edge of the fabric portion of another.
- Watch for raceway covers that may have come off during transit. They are usually in the plastic covering.
- When staging panels, ensure the first panel is relatively close to the wall at the glides (just enough to stand on its own).
- Watch for the sharp ends of staples when removing the packaging from around panels.

Please contact your Global Contract Service Representative at 416-739-5000 for any questions or concerns.

NOTE: Any alterations to listed components will void the manufacturer's warranty. The manufacturer will not be responsible for any damage or bodily harm caused by alterations in accordance with national or local electrical codes and manufacturer's specifications. In accordance with the manufacturer's policy of continual product improvement, the product presented in this document is subject to change without notice or obligation.24

# INSTALLATION GUIDELINES

## Introduction

The Boulevard Panel System is... Simple to install... Simple to reconfigure...

Boulevard is a technologically advanced solution-oriented systems product that is simple to install, reconfigure and maintain. This guide is meant to help you install and maintain the system to ensure years of quality product.

Included, you will find:

- Proper handling
- Detailed installation instructions
- Exploded drawings with part numbers • Care and Maintenance

Please do not hesitate to contact the Customer Service Team (416-739-5000) with any questions.

## Packaging and Handling Documents

Ship to address

Dealer

Purchase Order Number

Packing List on carton 155

BILL OF LADING					
CARRIER <b>McArthur</b>		TELEPHONE NO. (505) (500) (2000)	POINT OF ORIGIN (FROM ACTUAL ADDRESS)	DATE <b>13/12/00</b>	PAGE NO. 1
CONSIGNEE <b>Boulevard Dealer 123 Main Street Anytown, Canada</b>			SHIPMENT NO. <b>974825</b>	LOADING NO.	
DEALER <b>Any Dealer</b>			DEALER P.O. # <b>4000127</b>	ACQ. NO. <b>440074-3</b>	
CARRIER INSTRUCTIONS			B/L TO		
PREPARED & CHARGED					
CARTONS	DESCRIPTION OF ARTICLES	WEIGHT		VOLUME	
		KG	LB	M <sup>3</sup>	FT <sup>3</sup>
<b>73</b>	OFFICE FURNITURE		3700		245
	SHIP COMPLETE				
<b>46</b>	S/O # <b>6A8565</b> PO # <b>40A5122</b>		<b>1,840</b>		<b>140</b>
	NOTE: CALL 1-800-40-2-7377				
			<b>5,560</b>		<b>405</b>
<b>119</b>	OFFICE FURNITURE				
TOTAL NO. OF CARTONS		TOTAL WEIGHT		TOTAL VOLUME	
CONSIGNEE FOR CUSTOM CLEARANCE BY					
GLOBAL LADING CUSTOMS ROUTING: <b>P/L ON #155</b>					
<b>GLOBAL Contract Inc.</b> 181 Vinery Road, Toronto, Ontario M4B 3L5, Canada Tel: (416) 291-0711 • Fax: (416) 291-0712			AGENT <i>[Signature]</i> DATE <b>Dec 13/00</b>		DECLARATION \$2.00 PER LB \$4.00 PER CBM DECLARED VALUE OF SHIPMENT \$ <i>[Signature]</i>
SHIPPER'S SIGNATURE <i>[Signature]</i>			DATE <b>Dec 13/00</b>		SHIPMENT NO. <b>440074-3</b>
(THIS BILL OF LADING - EXPRESS SHIPPING CONTRACT IS VOID UNLESS SIGNED BY THE SHIPPER AND THE CARRIER)					
1. NOT NEGOTIABLE		2. CARRIER		3. SHIPPER	
				4. FILING	

Boulevard uses a Bill of Lading as the official shipping document. The driver will have this. On the Bill of Lading it will be noted which carton has the packing list attached to it. If it is a dedicated shipment, it will be on one of the last cartons loaded for easy identification.

**Packaging Labels**

Dealer Purchase  
Order Number

BHTPCER		DATE: 11/31/88		PAGE 1 OF 1			
CUSTOMER:		Boulevard Dealer 183 Main Street Anytown, Canada		SALES ORDER: 6489991			
				CUSTOMER CODE: 007093			
				POB: 0030158			
				REQUIRED DATE: 12/04/2009			
CARRIER: 15481		1208 BEST WAY					
QTY	PKGS	PRODUCT CODE	PRODUCT DESCRIPTION	COLOR	FAB	SEID	CTM
1	1	BPR4224	4224 RACEWAY PANEL	GRY	B82A		1 3
3	3	BPR4234	4234 RACEWAY PANEL	GRY	B82A		3 4
2	2	BPR4248	4248 RACEWAY PANEL	GRY	B82A		2 4
4	4	BPR4260	4260 RACEWAY PANEL	GRY	B82A		4 10
✓ 1	1	BWCF1424HP	1424 CORNER WORKSURFACE	GRY	MR81T	1	13
✓ 1	1	BWS087300D	2060 W/S WITH 2 PRINTER SLOTS	GRY	MR81T	1	13
✓ 1	1	BWS2436HP	2436 STANDARD WORKSURFACE	GRY	MR81T	1	13
✓ 1	1	BWS2448HP	2448 STANDARD WORKSURFACE	GRY	MR81T	1	13
✓ 3	2	BWS2460HP	2460 STANDARD WORKSURFACE	GRY	MR81T	1	13
✓ 1	1	BAP81T	PRINTER SLOT LEFT				14
✓ 1	1	BAP81T	PRINTER SLOT RIGHT				14
✓ 2	2	BHTC04HP	40 IMAGE TRANSACTION TOP	GRY	MR81T	1	13
✓ 1	1	BHT1534HP	1534 TRANSACTION WORKSURFACE	GRY	MR81T	1	13
✓ 2	2	BHT1560HP	1560 TRANSACTION WORKSURFACE	GRY	MR81T	1	13
✓ 1	1	BHT1572HP	1572 TRANSACTION WORKSURFACE	GRY	MR81T	1	13
✓ 2	2	BHT1684HP	1684 TRANSACTION WORKSURFACE	GRY	MR81T	1	13
✓ 1	1	BSCCF0100	CEILING FEED SINGLE CO				15
✓ 1	3	BSD0801	BSDR-1 DUPLEX RECEPTACLE 1 CT				15
✓ 1	3	BSD0803	BSDR-3 DUPLEX RECEPTACLE 3 CT				15
✓ 2	2	BSD0803	BSDR-3 DUPLEX RECEPTACLE 3 CT				15
✓ 4	4	BSD080410	BSDR-4 DUPLEX RECEPTACLE 4 CT				15
✓ 1	1	BSDHP18	BSDHP18 PASS THRU H X H				15
✓ 1	1	BSDHP42	BSDHP42 PASS THRU H X H				15
✓ 1	1	BSDHP70	BSDHP70 PASS THRU H X H				15
✓ 1	1	BSDHP90	BSDHP90 PASS THRU H X H				15

**SHIP TO/EXPEDIER A**  
Boulevard Dealer  
183 Main Street  
Anytown, Canada

ORDER NO. 6489991  
DATE 11/31/88  
BY [Signature]  
[Signature]

**CLIENT/DÉTAILANT**

QTY	PROD. / PRODUIT	COULEUR	TYPE DE FABRICATION / CLASSE
1	BPR4224	B82A	GRY

OPTIONAL FACILITY

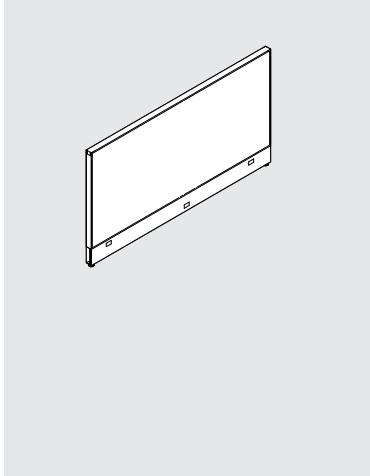
NO/OPTIONAL FACILITY  
REMARKS OF CLIENT/CONTRACTOR OFFICE

Carton 1



# INSTALLATION GUIDELINES

## Tools



### Required Tools

Safety Glasses  
 Rubber Mallet  
 Nylon Block\*  
 Metal Pick\*  
 Fabric Spline Roller\*  
 Power Prill (var speed, rev)  
 Magnetic drill bit holders  
 1/4" Nut-Driver  
 5/16" Nut-Driver  
 3/8" Nut-Driver  
 #2 Robertson Screwdriver  
 #3 Robertson Screwdriver  
 Large 1/4" Blade Screwdriver  
 3/16" Diamiter Punch  
 Utility Knife  
 48" Long Level  
 Tape Measure  
 Gloves

### Additional items you may find useful:

#2 Phillips Screwdriver  
 #3 Phillips Screwdriver  
 1/2" Wrench  
 9/16" Wrench  
 Adjustable 8" Wrench  
 Needlenose Pliers  
 Large Channel Lock Pliers  
 Fine tooth Saw (Hacksaw)  
 General Purpose Prybar  
 Frame Dolly  
 Two wheel cart  
 Furniture Cart with Straps

Applicable hardware for mounting Component wall adapters  
 Circuit Tester

\* These Items are available through customer service at 416-739-5000.

## Packaging and Handling

### Some tips to follow when handling Boulevard panels:

- PLACE panels into their location. Handle all of the furniture with care.
- Hold and carry by the data or power punch outs at the sides of the panel, or remove raceway covers to carry panels by the horizontal rails. Non-raceway panels should be carried by the outer edges so as not to squeeze the fabric portion of panel.
- Lift panels completely off the ground when carrying; dragging may cause the glide to spin out.
- When carting and/or staging panels, ensure they are placed frame to frame to avoid one panel leaning into the middle or the edge of the fabric portion of another.

- When staging panels, ensure the first panel is relatively close to the wall at the glides (just enough to stand on its own).
- Always protect walls and/or panels when leaning them.
- Always stand panels with glides to the ground (right side up).
- Ensure panels and carts are adequately protected during off-loads.
- Watch for raceway covers that may have come off during transit. they are usually in the plastic covering.
- Watch for the sharp ends of staples when removing the packaging from around panels.

## Post and Panel Installation

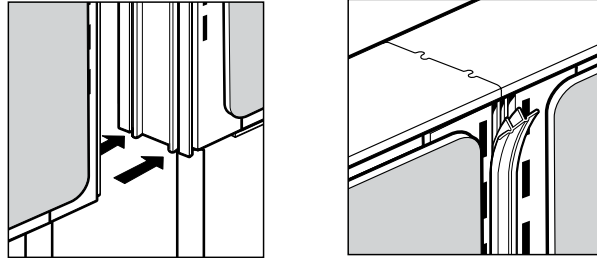
STEP 1: Engage a new panel with an already leveled panel so that the bottom corner self-leveling details dovetail into each other. Ensure that the vertical grooves in the panel frame interlock.

STEP 2: Press in panel connector "Capture Strip" on both sides.

STEP 3: Install post by securing it with Capture strips to yet unconnected panel first.

STEP 4: Position post/panel subassembly next to already installed, leveled panel and have post's bottom rest on panel's self-leveling bracket (protruding at the bottom).

STEP 5: Use only enough force to seat the capture strip. Too much force may damage the PVC material.



## Panel to Panel Off-Module Connector

Note that you can only connect to a monolithic panel spine of the same height. Identify type and size of the panel which is to be connected off-module to already installed panel run. Remove top trim.

STEP 1: Insert top bracket into panel vertical extrusion and secure it with two supplied self drilling screws.

STEP 2: Remove bottom raceway cover. Turn the panel upside down and use supplied thread forming bolts with hexagonal head to form threads in panel leveler plate. (This is only done at this point because it is much easier to cut threads when panel is upside down.)

STEP 3: Place panel in position, rest top bracket's protruding flanges A (see picture 1) on adjacent panel fabric retaining lip and adjust levelers.

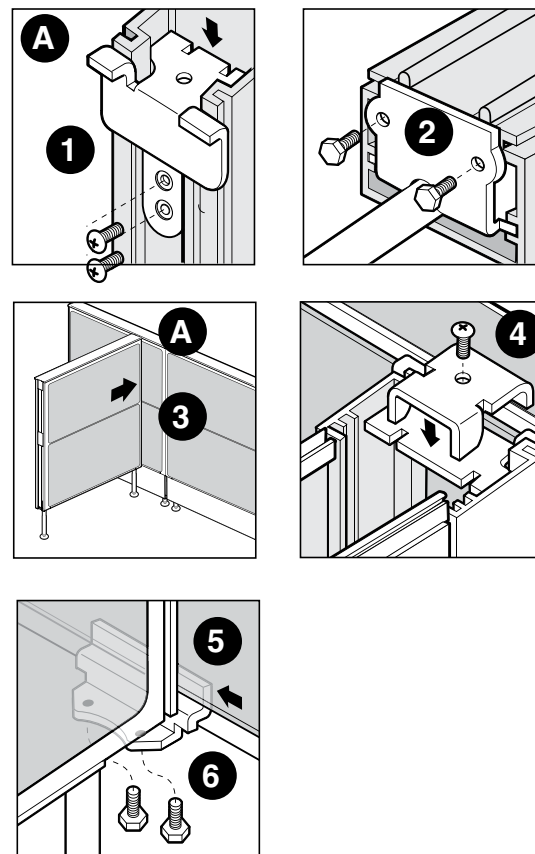
STEP 4: Insert the second part of the top bracket into fabric groove on adjacent panel as illustrated and secure with supplied screw.

Note: Do not over tighten. Tension will vary with different thicknesses of fabric.

STEP 5: Insert bottom bracket between raceway cover and fabric covered lip (ensure that the bracket's upper section is behind the fabric lip) and slide it sideways until two holes in the bracket align with bottom holes in panel leveler plate (which were threaded in step 2).

STEP 6: Secure the bottom bracket with two thread forming, hexagonal head bolts.

Ensure that the assembly is structurally sound and install raceway cover.



## Panels Wall Adapter

Wall Adapter is attached to the building to provide additional support to a panel run.

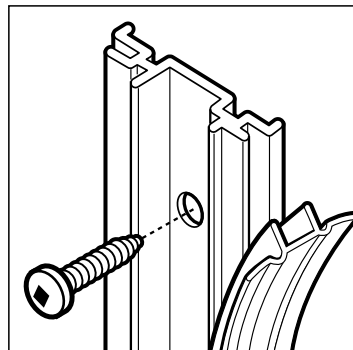
STEP 1: Use a level to ensure that the adapter will be accurately positioned vertically and high enough not to interfere with the self-leveling detail of the panel.

STEP 2: Fasten adapter to wall.

Select the appropriate fasteners according to the wall or wall stud material to ensure a structurally sound connection.

There are no pre-drilled holes in wall adapter.

STEP 3: Engage the panel with adapter and adjust leveler. Press in panel connector "Capture Strip" on both sides.





# INSTALLATION GUIDELINES

## Wall Adapter Sleeve Installation

Wall Adapter Sleeve is attached to the building to provide flexible support to a panel run. As opposed to the BH3WA wall adapter, which connects panels rigidly to a wall, B1 and B3 Boulevard panels rest inside of this vertical Sleeve, providing up to 3.5" of flexible adjustment. For panel runs taller than 66" order two Wall Adapter Sleeves and either have it cut short on site below ceiling, or cut a rectangular hole in the ceiling tile. Rectangular slots in the Sleeves correspond to 66", 58", 54", 50" and 42" high B1 and B3 panels.

NOTE: The Wall Adapter Sleeve provides flexible, non-structural connection, blocks vertical 1" increment slots and cannot, therefore, be used to support overheads and work surfaces. If adjacent panels are intended to support overheads and work surfaces, then they must be supported by perpendicular panels, C legs or gables.

NOTE: The Wall Adapter Sleeve, when installed, prevents the raceway door from opening. Please take this fact into consideration should you require access.

STEP 1: Drive levellers all the way into the panel.

STEP 2: Place the panel into its intended future position and use a level to mark top edge of fabric tile on the wall.

STEP 3: Align top of the Wall Adapter Sleeve with the mark on the wall. Use a level to ensure that the adapter will be accurately positioned vertically.

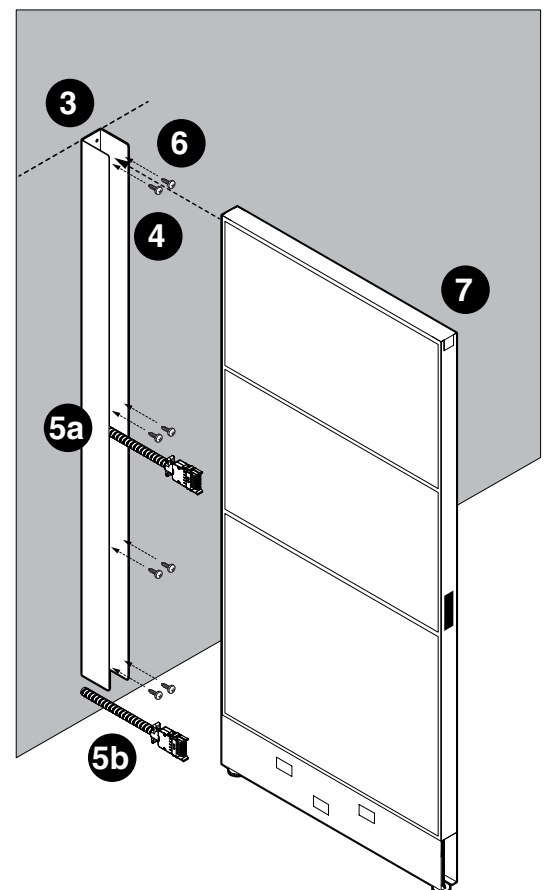
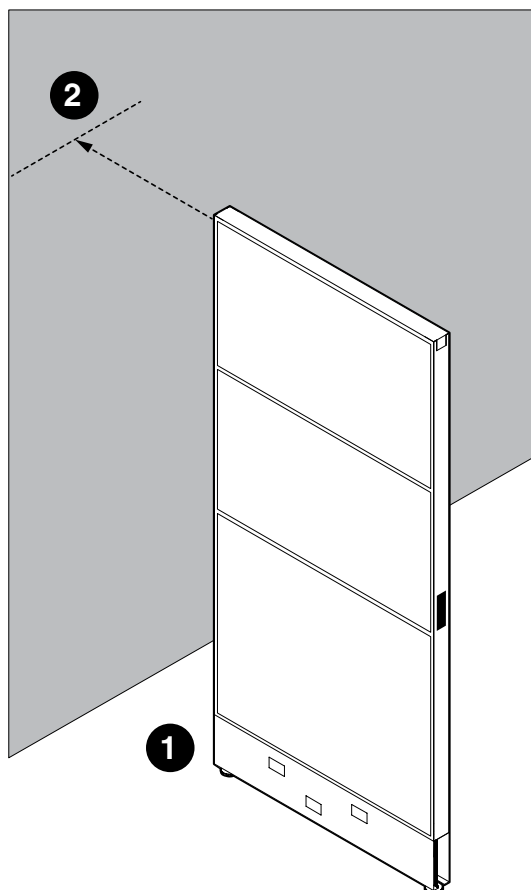
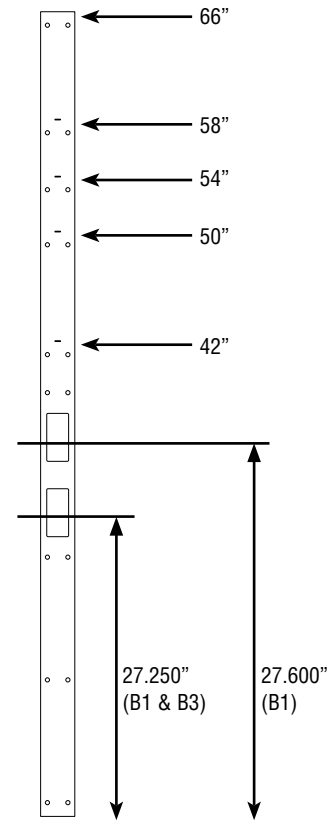
STEP 4: Fasten adapter to wall. Select the appropriate fasteners according to the wall or wall stud material to ensure a structurally sound connection.

STEP 5: The rectangular openings in the Sleeve serve to bring power/data to the panel run from the wall. B1 and B3 desk-height (5a) B3 floor level (5b).

NOTE: Follow your local electrical building codes.

STEP 6: Slide the panel into the Sleeve.

STEP 7: Engage the panel with adjacent panel run and adjust leveller. Press in panel connector "Capture Strip" on both sides.



## Panels Over Panel

STEP 1: Remove top cover from installed panel of corresponding width.

STEP 2: Insert brackets on both sides of over panel into exposed vertical extrusions and push down. (Attach side by side with capture strips as necessary)

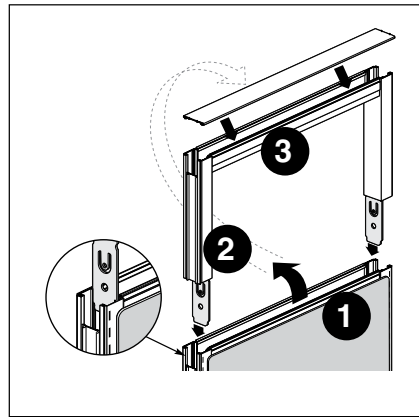
STEP 3: Attach top cover to top of over panel.

STEP 4: Install tile or pass thru kit as required.

### Over Panels **MUST** always be captured between

- two posts
- a post and a wall adapter
- a wall adapter and a higher panel
- two taller panels
- OR one of the above and a vertical end trim

**Over Panels DO NOT have any hang on capability.**



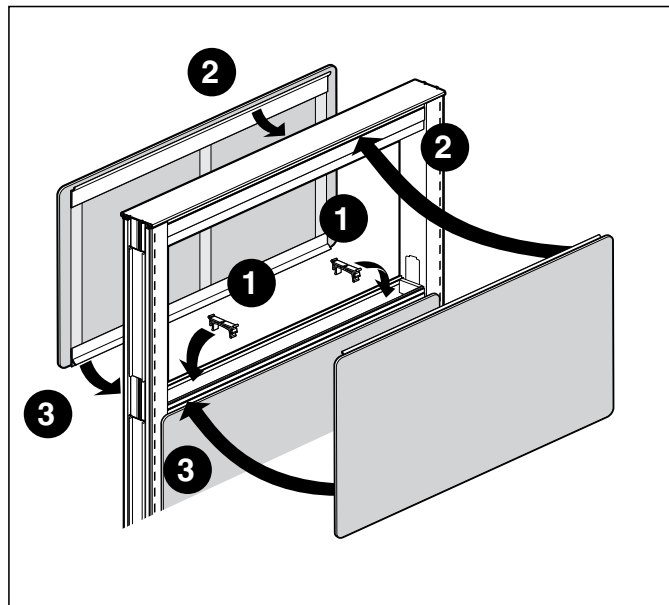
## Tile Installation: Fabric & Accessory Tiles

STEP 1: Snap supplied clips into panel's horizontal channel at level corresponding to tile's bottom edge and in proximity of future tile's corner.

Depending on tile width, there may be several clips supplied to ensure positive grip. If so, install the clips at approximately equal intervals.

STEP 2: Insert upper tile's lip into groove in panel/over panel top horizontal member.

STEP 3: Swing tile down and apply gentle pressure until you hear a positive click.





# INSTALLATION GUIDELINES

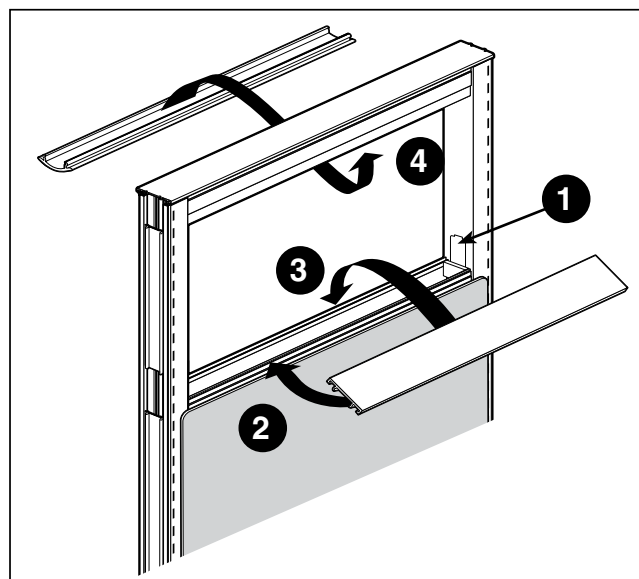
## Tile Installation: Pass Thru Kit

STEP 1: Snap in side covers.

STEP 2: Engage one edge of the pass thru kit bottom extrusion.

STEP 3: Apply downward pressure along the opposite edge of the extrusion until it snaps firmly on the panel.

STEP 4: Snap plastic extrusion to the underside of the top panel/over panel frame member.



## Tile Installation: Glazed Tiles

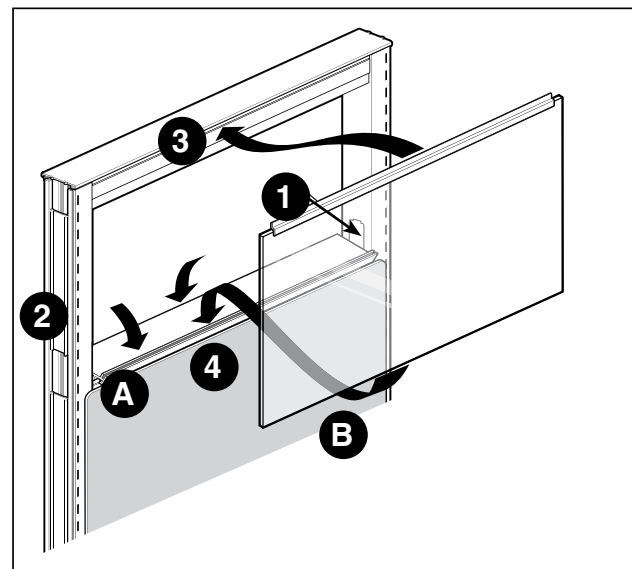
STEP 1: Snap in side covers.

STEP 2: Place glazed tile bottom retaining extrusion so that retaining groove A faces the "glazed" panel side.

STEP 3: Insert upper tile's lip into groove in panel/over panel top horizontal member.

STEP 4: As you swing tile down with one hand, angle the bottom retaining extrusion with the other hand so that retaining groove A captures glass bottom edge B.

Apply downward pressure along the opposite edge of the retaining extrusion until it snaps firmly on the panel.



## Double Glazed Panels

Double glazed tile kit for B3 consists of two glazed tiles, two bottom retaining extrusions, their retainers and two injection moulded covers filling pass through openings on either side of B3 panel.

STEP 1: Snap in side covers.

STEP 2: Inset upper tile's lip into groove in panel/over panel top horizontal member.

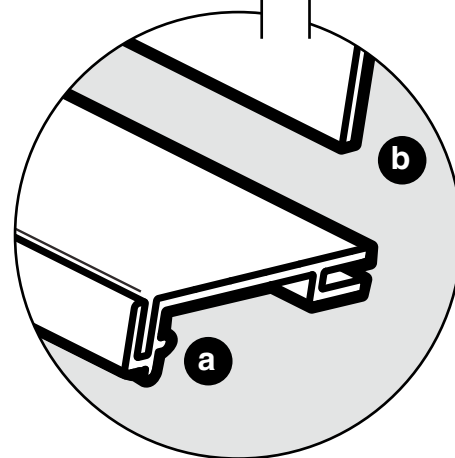
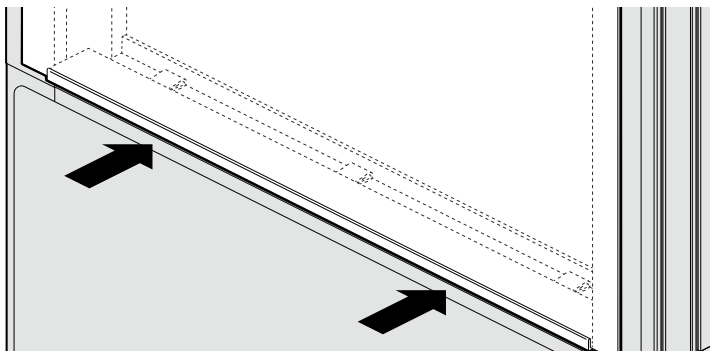
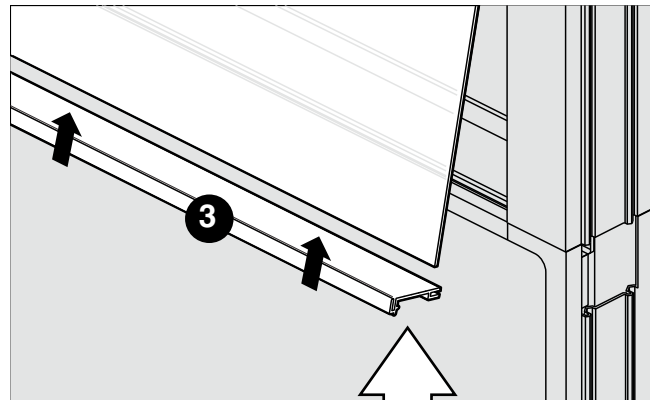
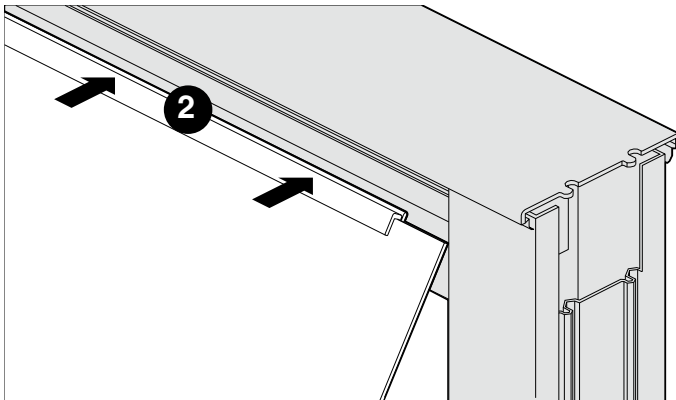
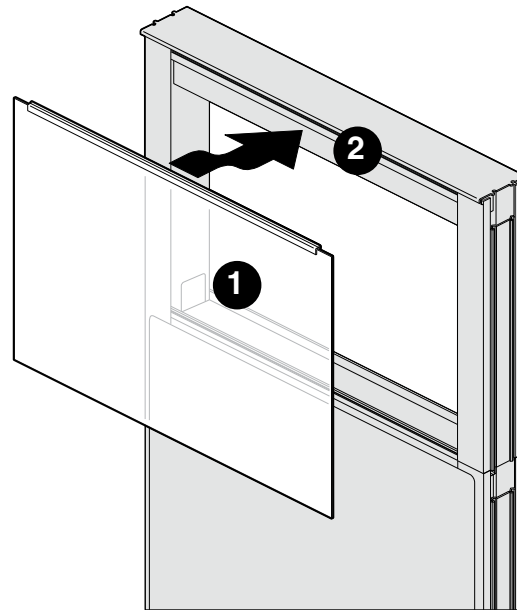
STEP 3: Insert glass tile bottom edge (b) into the groove (a) of the bottom retaining extrusion as illustrated.

STEP 4: Install the second glass tile into the bottom retaining extrusion on the opposite side of the panel.

STEP 5: Ensure that the retaining extrusion connectors are off-set not to interfere with each other and evenly spaced along the full length of the bottom retaining extrusion.

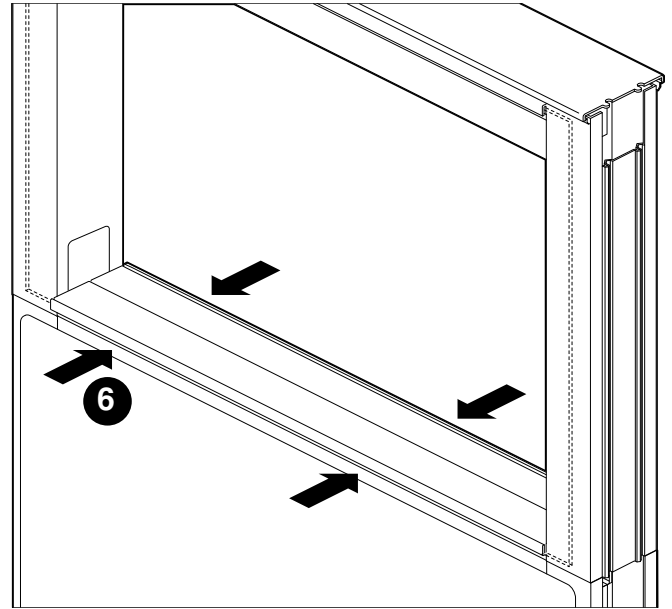
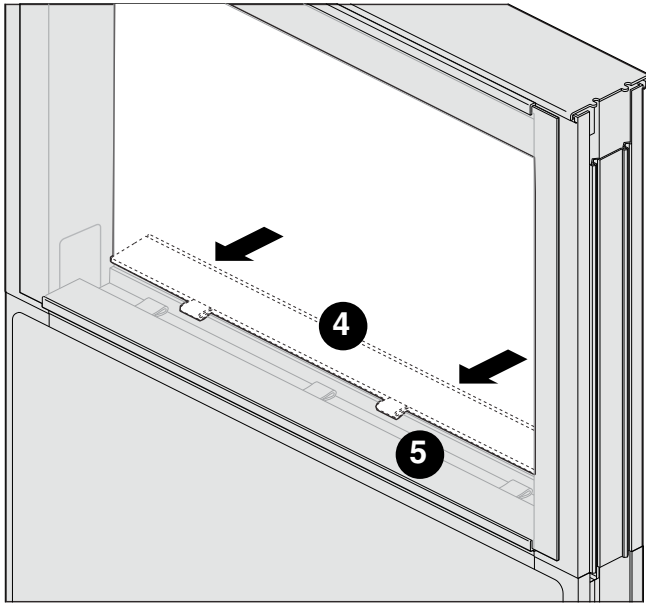
STEP 6: Apply pressure by hand on both sides of the panel to snap the bottom retaining extrusions together.

NOTE: Do not use hammer or mallet as the fragile glass will break.



# INSTALLATION GUIDELINES

## Double Glazed Panels



## Door Panel Installation

STEP 1: The door is ordered with either a left or a right swing. Check layout for proper placement and swing. It can be easily changed on site from one side to another.

Please see the instructions below.

STEP 2: Attach door panel to an existing run as you would any other panel.  
**Door must be in the closed position (inside the frame) during installation.**

STEP 3: Press in Capture Strip on both sides.

STEP 4: To level the door, loosen the two nuts so that they come together in the middle of the bolt.

**Ensure that the door frame is spread out to maximum width at the threshold before locking.**

Once the door frame is level and the door is operating properly, tighten the lower nut down over the threshold to lock it into place. Then tighten the upper bolt up against the frame, locking it into place.

STEP 5: Install lever hardware.

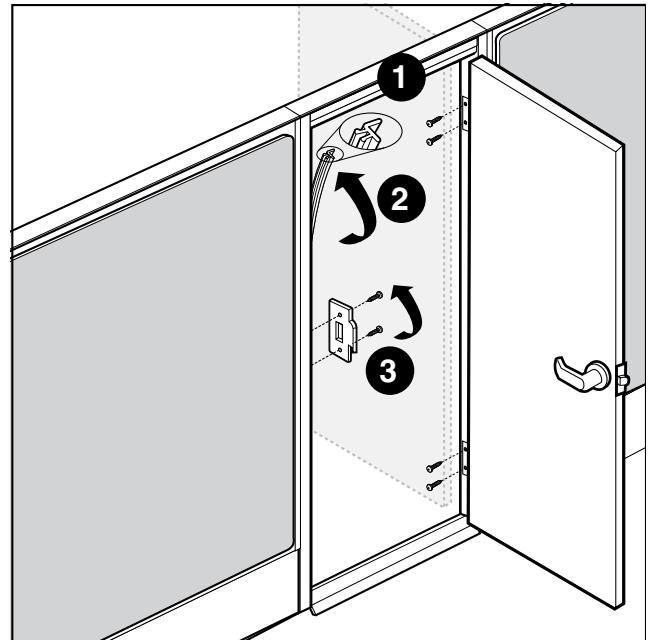
STEP 6: Upon completion of door installation, check entire installation to ensure all panel to panel connectors are in place for a structurally sound wall and door unit.

### What to do if door is not closing properly:

STEP 1: Door MUST be perfectly level and square.

STEP 2: Ensure that the door frame is spread out to maximum width at the threshold before locking.

STEP 3: Ensure the hinges that are attached to the door are flush with the edge of the door.



## Privacy Screen

The Privacy Screen provides enclosure and semi-privacy to a station.

**Privacy Screen can be mounted “on module” only onto 36” and 42” wide panels, minimum height of 66”.**

STEP 1: Determine the top and bottom of the Privacy Screen. The brackets with three teeth go at the top, while the brackets with two teeth go at the bottom.

STEP 2: Determine if the Privacy Screen is a left or a right. The direction of the slide determines this. The Privacy Screen is mounted to the panel directly beside the opening, OPPOSITE to the direction of the slide.

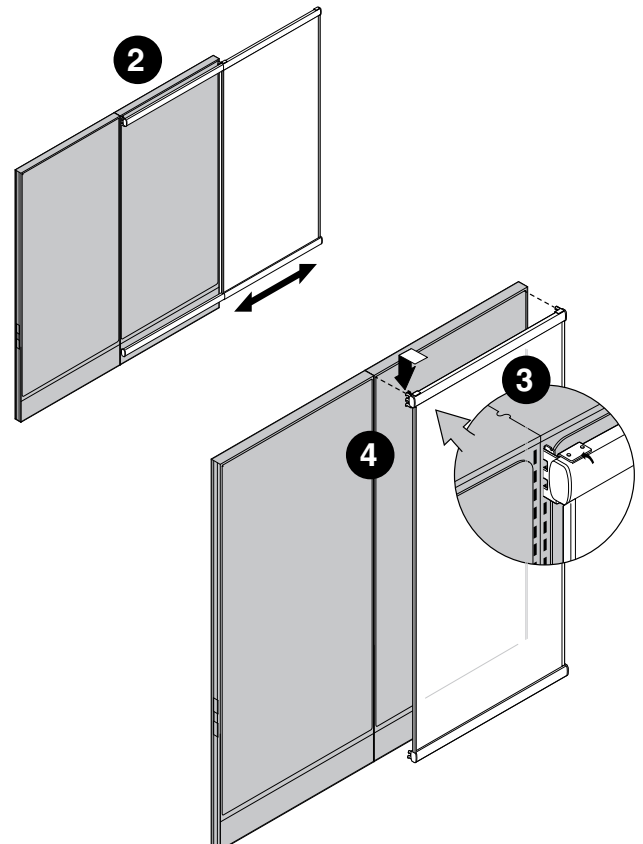
STEP 3: Ensuring the door is level, insert the upper teeth into the panel at the appropriate height. (Uppermost slot on 66” high panels.)

STEP 4: Ensuring all four bracket positions are lined up to their intended slots, push the brackets in and down.

**Be careful, the sliding door can easily move on its Screen Slides.**

STEP 5: Push the rotating clips on all four brackets into the panel slots. The clips prevent dislodgment of the brackets.

STEP 6: Upon completion, ensure the door operates properly across the full length of the Screen Slide.



# INSTALLATION GUIDELINES

## Privacy Screen Lock Assembly Kit

In order to install the Striker Plate Bracket, make sure that the Privacy Screen is securely connected to leveled panels and that all anti-dislodgment plates on each screen slide-hanging bracket are engaged in panel slots.

STEP 1: Align the bottom of the striker Plate Bracket bottom tooth with the bottom of the slot in panel's vertical extrusion, approximately 35" above floor level.

STEP 2: Mark the bottom and top of the bracket on the soft, slot-covering part of the Panel Capture Strip and cut the soft part of the capture strip away.

STEP 3: Engage both teeth into the panel slots and tap lightly until the bottom of both teeth is resting on the bottom edge of both panel slots.

STEP 4: Push the rotating clip into the panel slot. The clip prevents dislodgment of the bracket.

STEP 6: Align the Lock Bracket with the Striker Plate Bracket. Hold the Lock Bracket against the Sliding Screen.

**NOTE: The Lock Bracket assembly must be flush with the inner (acrylic) side of the screen.**

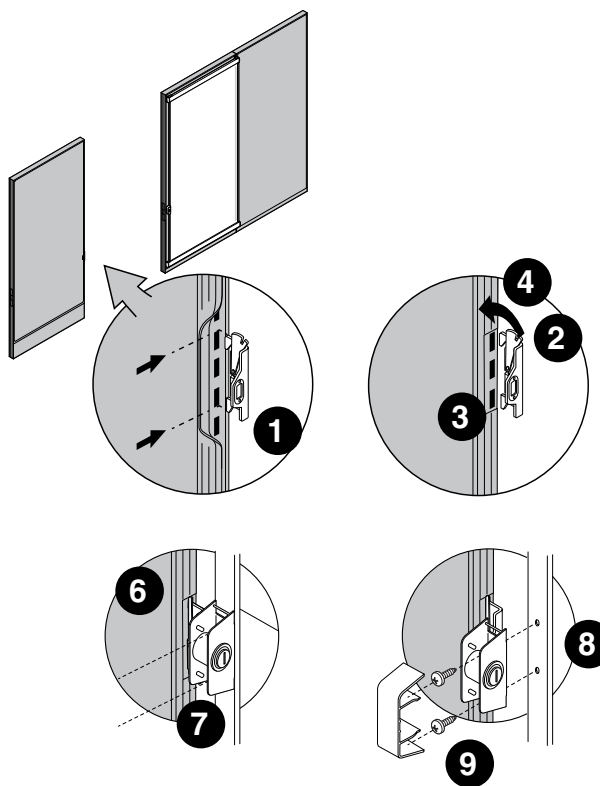
STEP 7: Mark location of both holes.

**NOTE: Before you drill, ensure that the marks are closer to the inside acrylic side of the Privacy screen.**

STEP 8: Drill 1/8" pilot holes. Do not push on the drill. While drilling, be careful not to force any Aluminum shavings into the interior of the acrylic flutes as they may become visible.

STEP 9: Secure the Lock Bracket with supplied screws (#8-1/2").

STEP 10: Test the Lock function and snap in plastic Lock Assembly Cover.

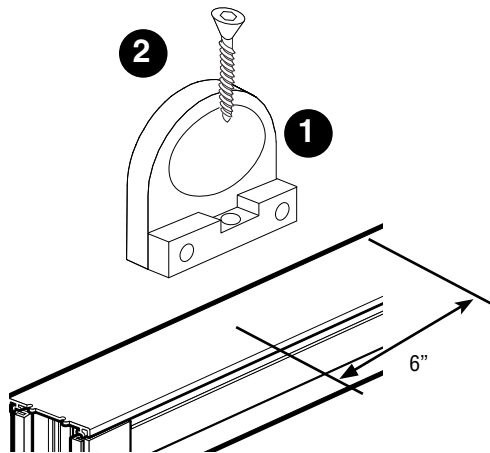


## BAPAS Glass Installation

STEP 1: Drill pilot holes 6" from end of panel.

STEP 2: Drill screw clamp onto panel.

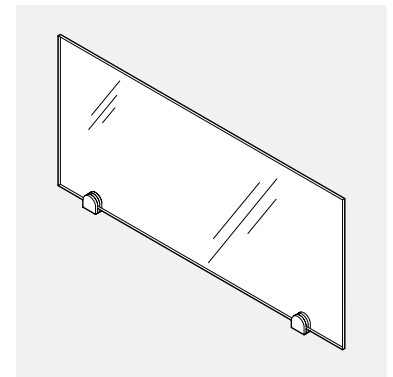
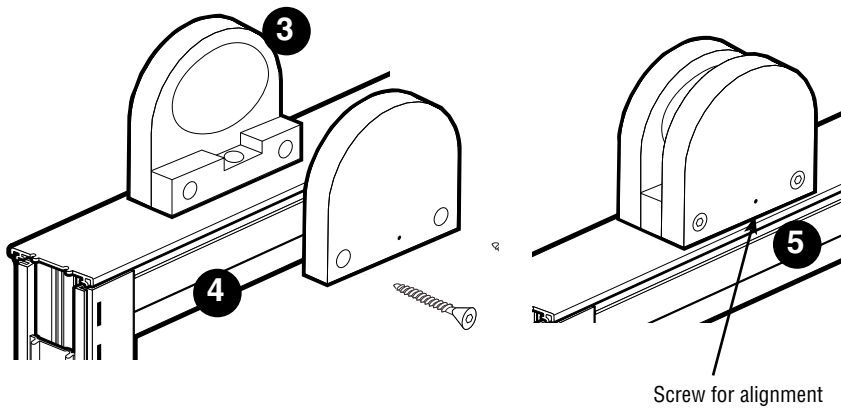
Note: for Diet use the provided bracket



STEP 3: Place Glass onto clamps

STEP 4: Screw the two clamp sides together securing the glass.

STEP 5: Use the align screw to adjust the angle of glass.



# INSTALLATION GUIDELINES

## BAPAS Privacy Glass

STEP 1: Open the clamps.

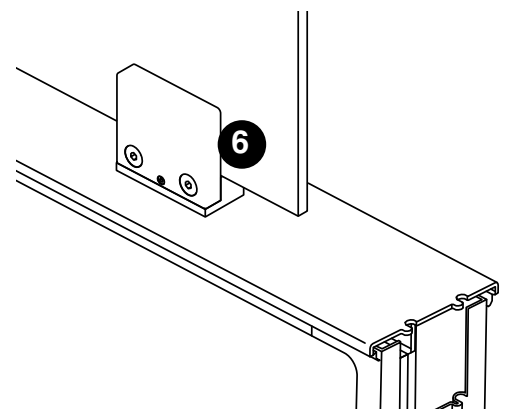
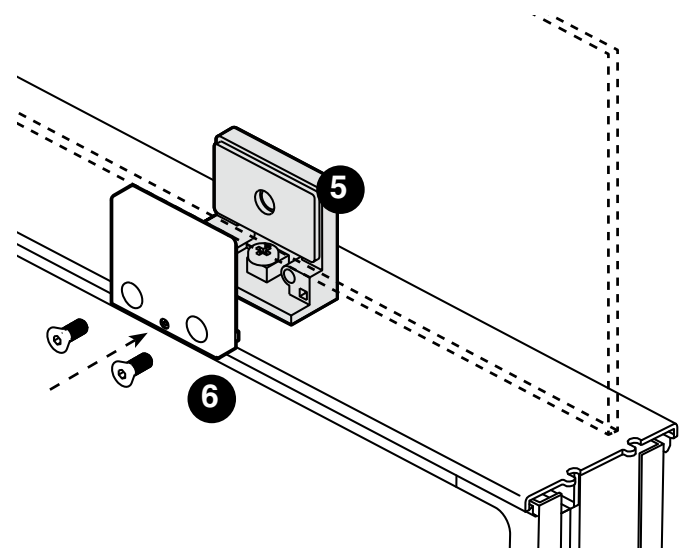
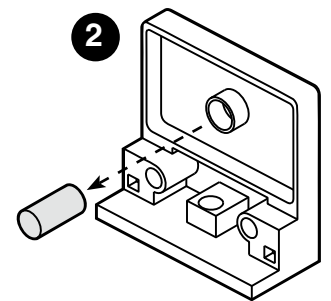
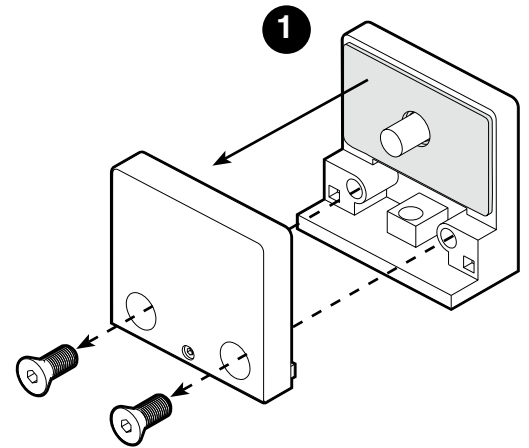
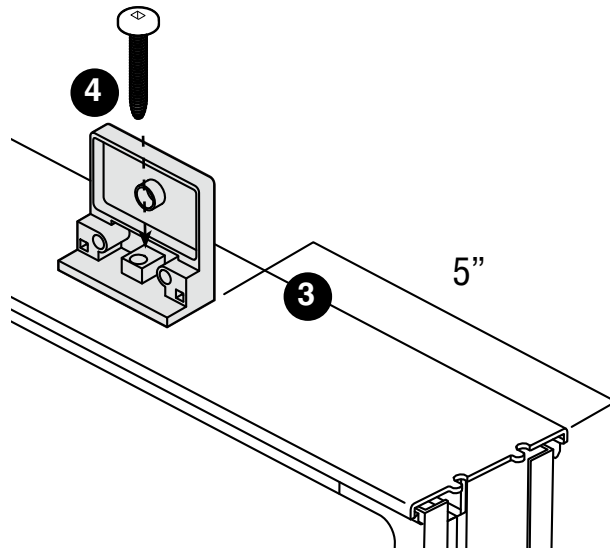
STEP 2: Remove the pin.

STEP 3: Measure 5" from the edge.

STEP 4: Drill directly into the top of the panel. (use the provided #10 2" pan head screw.)

STEP 5: Use the thicker rubber pad if two different size pads are provided in the box.

STEP 6: Leave the clamps loose, carefully slide the glass in and then tighten both clamps evenly so the glass is snug and vertical. the middle set screw will control the pitch.





## Boulevard B3 Top Trim with Embedded Glass installation

STEP 1: Remove both top trims from the panel. Proceed carefully from one end, progressing to the opposite end. Be mindful of not bending the top trim.

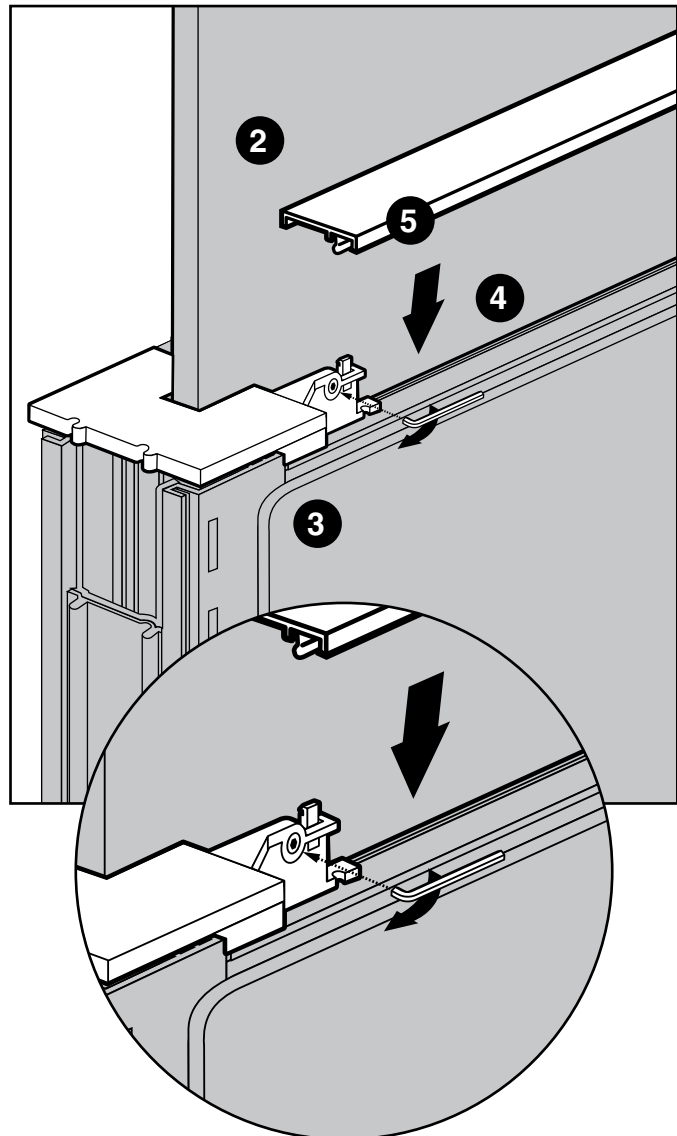
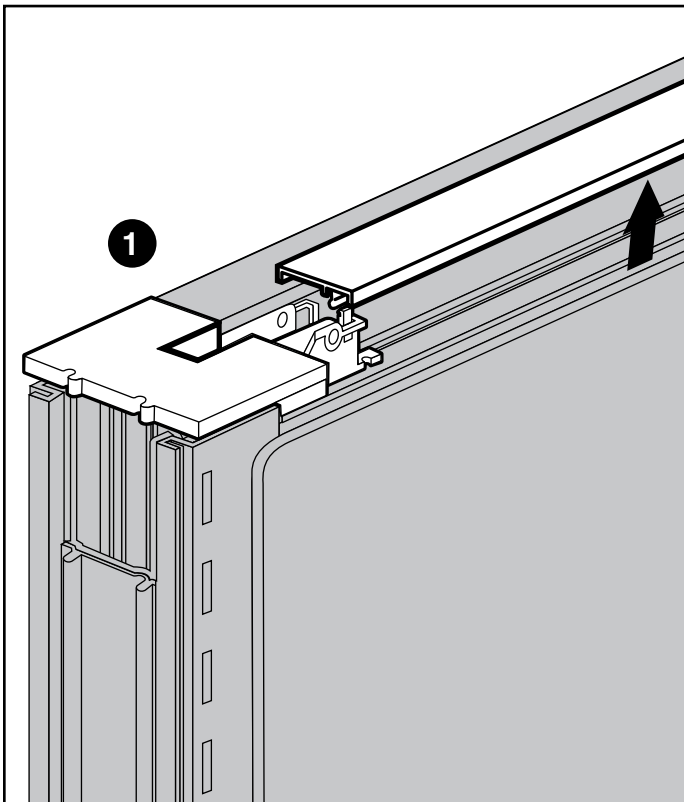
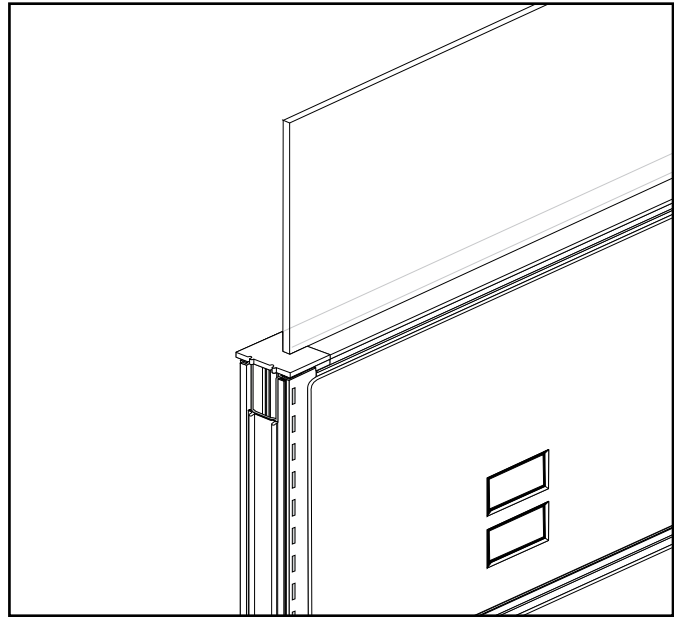
STEP 2: Insert the glass and center it on top of the panel.

There is one gasket at either end of the panel as well as several polycarbonate brackets positioned along the top horizontal channel. Ensure that the glass has been pressed all the way to the bottom of the gaskets/brackets.

STEP 3: Use the special allen key (supplied with each Top Trim Embedded Glass Panel) to secure the glass in a plumb, vertical position. All set screws are furnished with nylon tips to protect the glass.

STEP 4: Leave the special allen key in the top horizontal channel for future adjustments.

STEP 5: Snap both top trims back in place on the top of the panel. Start at one end and carefully proceed to the opposite end.



# INSTALLATION GUIDELINES

## Metal Trims

**Metal Trims consist of the following components:**

- A: Vertical End Trim with a pair of capture strips.
- B: Vertical Step Down Metal Trim with a pair of capture strips.
- C: Horizontal metal top trim.

Identify components, determine their location in accordance with your plans and proceed with installation.

### For components A & B

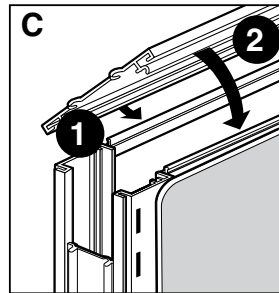
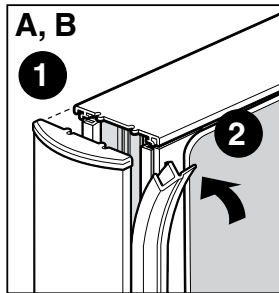
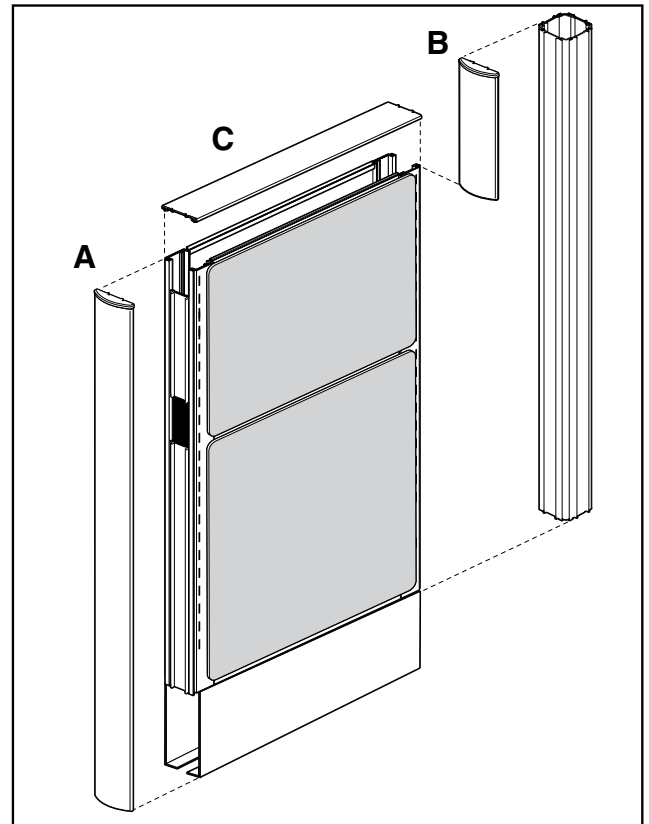
STEP 1: Align top edge of the trim caps with the top of the panel.

STEP 2: Hold trim up against panel and use the capture strip with one slot covering flap to attach the two.

### For component C

STEP 1: Engage one edge of the top trim along entire width of the panel.

STEP 2: Apply downward pressure along opposite edge of the trim until it stays firmly on the panel.



## 2008 Electrical Connection to the Power Supply

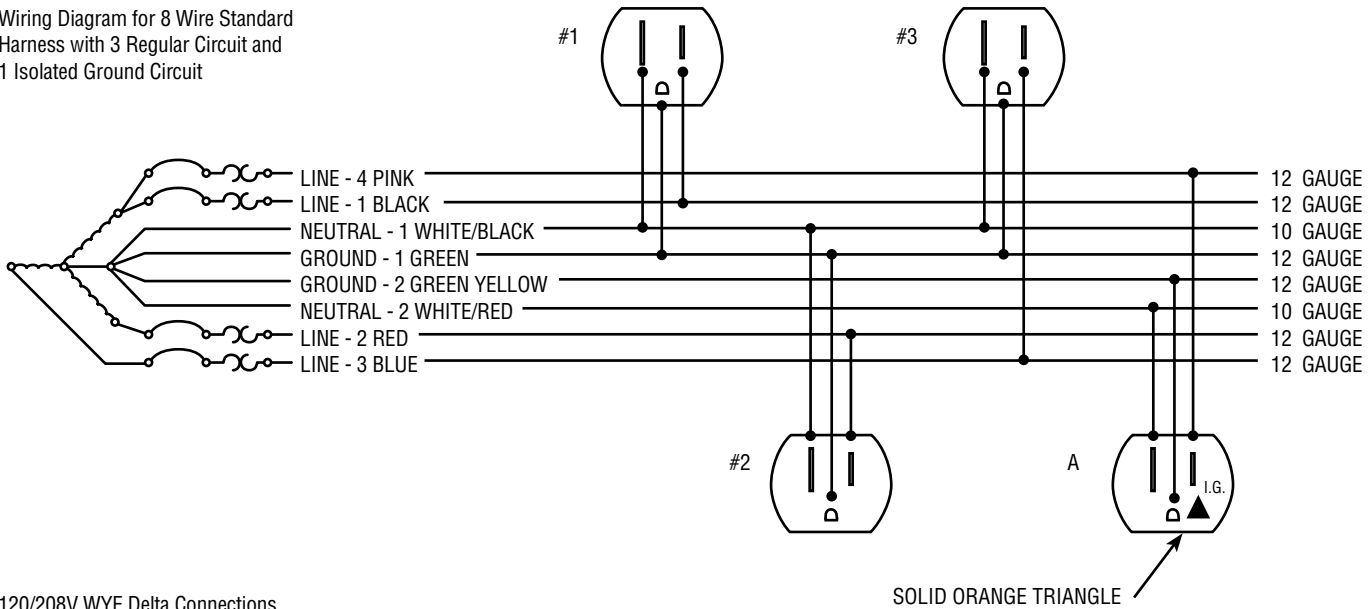
Once you have all the electrical components in the panels, it is recommended that you check the entire installation against the electrical plans, ensuring that all components are at specified locations and are mechanically interconnected.

Note: Always determine that the harness is electrically connected to only one power supply.

**It is recommended that installation of the electrical harness be made under the supervision of a licensed electrician in accordance with applicable codes and regulations.**

All types of Power Feeds (BE81BF, BE8CF120-1, BE8CF120-2, BE8CF144-1, BE8CF144-2) are ready to be hard-wired to the building power supply. The wires are color-coded as shown in the chart.

Wiring Diagram for 8 Wire Standard Harness with 3 Regular Circuit and 1 Isolated Ground Circuit



120/208V WYE Delta Connections and other Receptacle Configurations are available upon request.

<b>8 Wires</b>	<b>4 Circuits</b>	<b>Receptacles</b>	<b>Specifications</b>
4 Lines (12ga)	3 Utility circuits	Simplex - transient voltage surge suppressed	120 VAC system rated at 20A (15 CSA)
2 Neutrals (10ga)	1 isolated circuit	Duplex - Up to 6 duplex receptacles per circuit	
2 Grounds (12ga)			

**After the connection has been completed, close metal junction boxes and activate the power.**

**Check the power distribution throughout the whole installation before the customer's sign off.**

**Any alterations to UL or CSA listed panels and electrical components will void the listing and the manufacturer's warranty. The manufacturer will not be responsible for any damage or bodily harm caused by codes and manufacturer's specifications.**

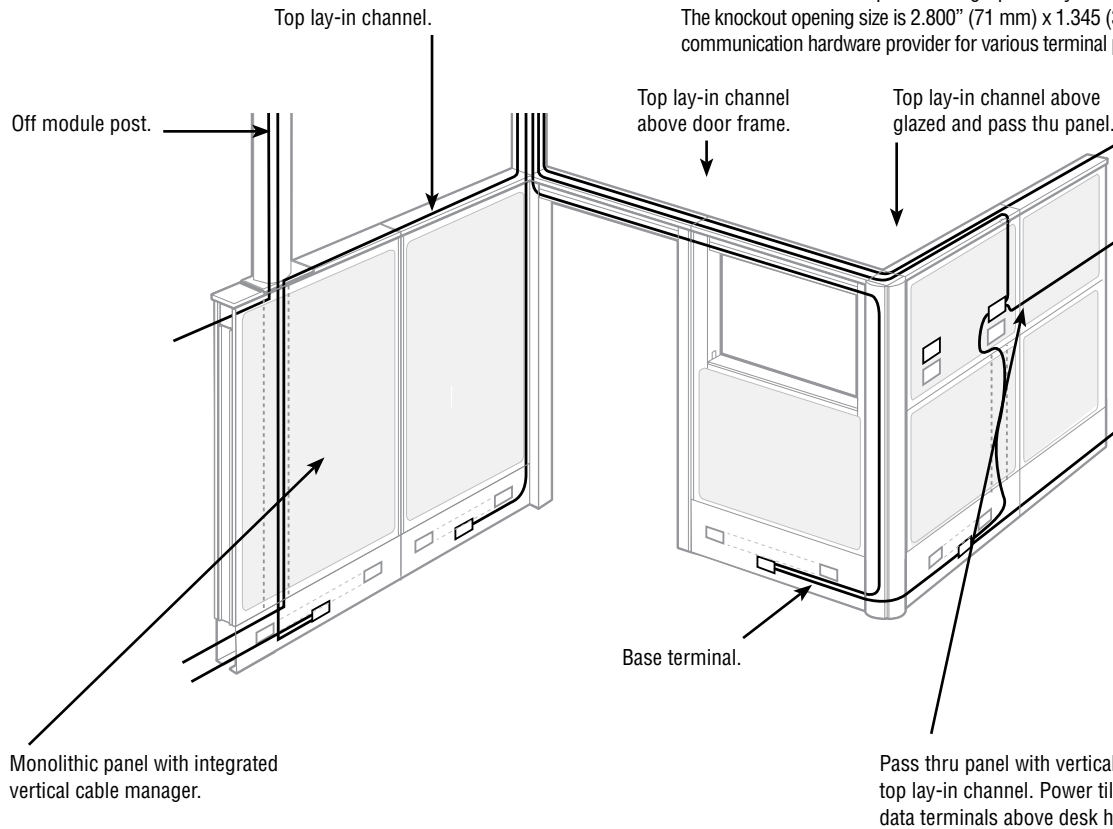
# INSTALLATION GUIDELINES

## Cable Routing

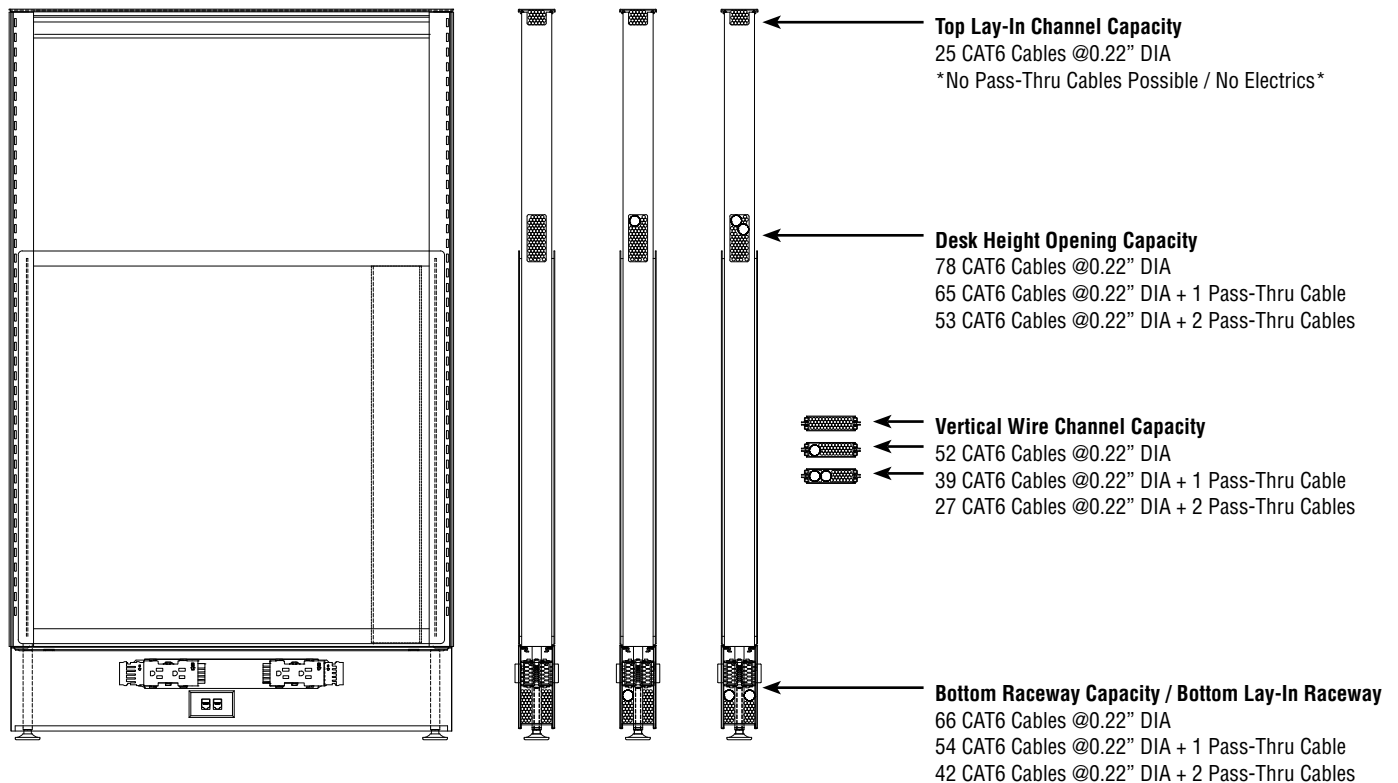
See the following pages for cable capacities of individual channels and minimum bending radius.

### Terminal Plate

Every raceway channel provides one knockout per panel side to accept various data/communication terminal plates. A single plate may accommodate up to four terminals. The knockout opening size is 2.800" (71 mm) x 1.345 (34 mm). Check with your data/communication hardware provider for various terminal plates.

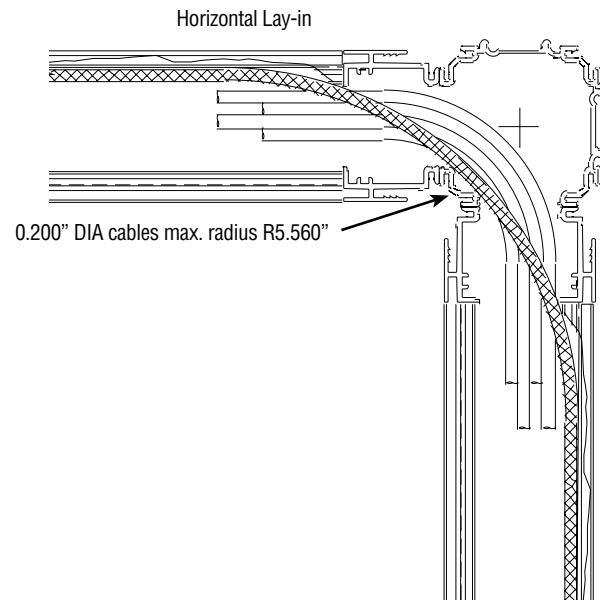


## Cable Capacities

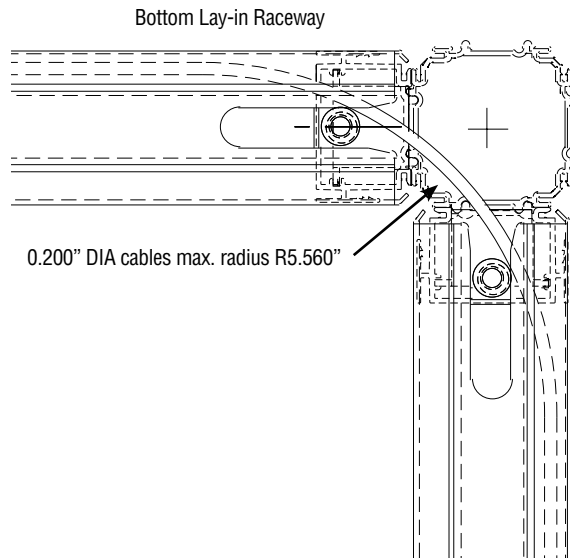


## Fiber Optic Cable Radius

90° Post and Panel Top Lay-in  
Top View

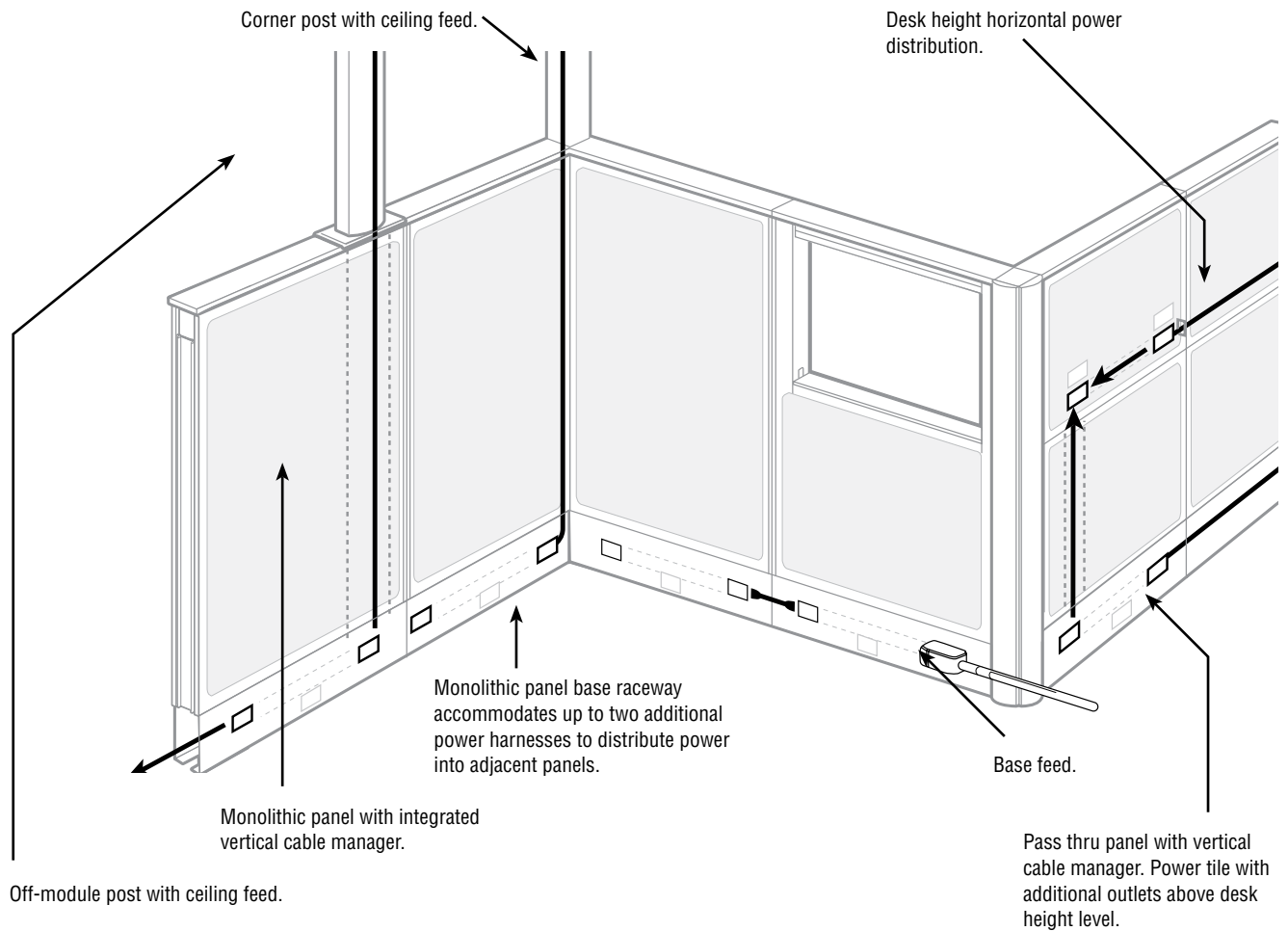


90° Post and Panel Base Lay-in  
Bottom View



# INSTALLATION GUIDELINES

## Electrical System Installation - Overview

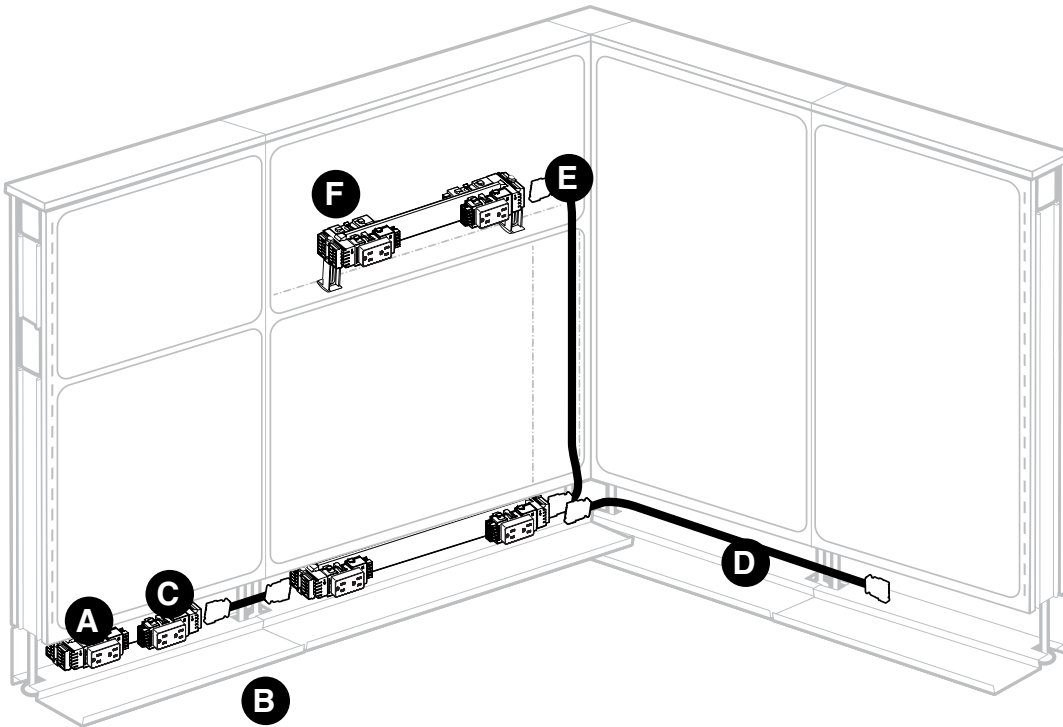


**Note: There must be only one power feed entry into each cluster of stations. Connections to the building supply must be done only by a licenced electrician and in accordance with applicable codes and regulations. Do not connect or disconnect components while the system is under load! Disconnect the main power before servicing or reconfiguration.**

## Electrical System Installation

### Components

- A. BE83Dxx      Power Distribution Housing - Base Raceway  
Note: 8 wire, 4 circuit (4IG circuit is dedicated)
  
- B. BE8JCxx      Jumper Cable  
Note: BE8JC16 connects two powered panels positioned side by side.  
BE8JC20 connects two powered panels separated by a post.
  
- C. BE8Dx        Duplex Receptacle
  
- D. BE8CPxxHH   Housing-to-Housing Pass-Thru Cable  
Note: An Inline Coupler is available to connect two Housing-to-Housing Pass-Thru Cables together.  
A BE8CPxxHJ Pass-Thru Cable is available to extend the length of a BE8CPxx HH Housing-to-Housing Pass-Thru Cable.
  
- E. BE83BT40    Base-to-Tile Pass-Thru Cable  
Note: Recommend Base-to-Tile Pass-Thru Cable to connect base mounted Distribution Housing with Tile Face Mount Distribution Housing.
  
- F. BE8U3FM     Power Distribution Housing - Face Mount Tile





# INSTALLATION GUIDELINES

## Jumper and Power Distribution Housing - Base Raceway - B3 Electrics

The Power Distribution Housing is mechanically attached in the panel base raceway channel to create a powered panel. It serves to provide a point of attachment and electrical connection for duplex receptacles, flexible harness connections and power entry components.

**Ensure that all panels are mechanically connected prior to electrical connection.**

Follow specifications and locate panels that are to accept Base Raceway Power Distribution Housing.

STEP 1: Open the raceway cover and slide the duplex hole cover out of the way.

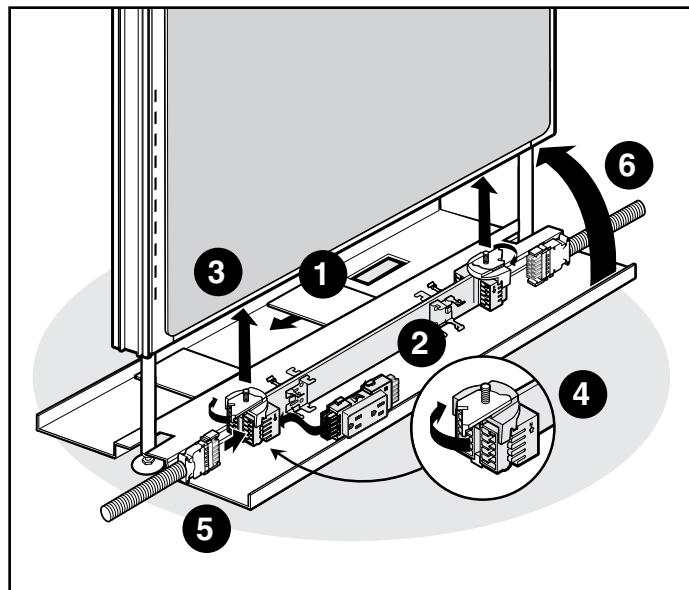
STEP 2: Insert appropriate Duplex Receptacle into the terminal block of the Power Distribution Housing and slide it towards the electrical assembly contacts. Be sure the parts are fully seated and latched to ensure proper electrical connection and mechanical security.

STEP 3: Attach the Power Distribution Housing to the panel's raceway channel. To do this, align the cam locks as illustrated and position the Power Distribution Housing in the shallow channel of the panel's horizontal raceway frame member. The threaded pins will fit into the oblong holes, thereby locating the housing in the raceway opening.

STEP 4: Mechanically secure the Power Distribution Housing to the panel by rotating both cam locks.

STEP 5: Connect jumpers.

STEP 6: Replace the raceway cover.



## Facemount Electrical Tile Install Page Update

The Power Distribution Housing - Face Mount tile assembly is mechanically attached in the mid panel cavity. It serves to provide face mounted power access above the worksurface.

Follow the specifications and locate the panels that are to accept Face Mount Tile Power Distribution Housing.

STEP 1: Thread the BE8CP40HH Pass-Thru Cable down through the vertical cable manager into the Base raceway cavity.

STEP 2: Insert the appropriate Duplex Receptacle into the Power Distribution Housing.

STEP 3: Lower the Power Distribution Housing assembly with duplexes onto the top of the desk height channel and loosely engage the metal cam locks.

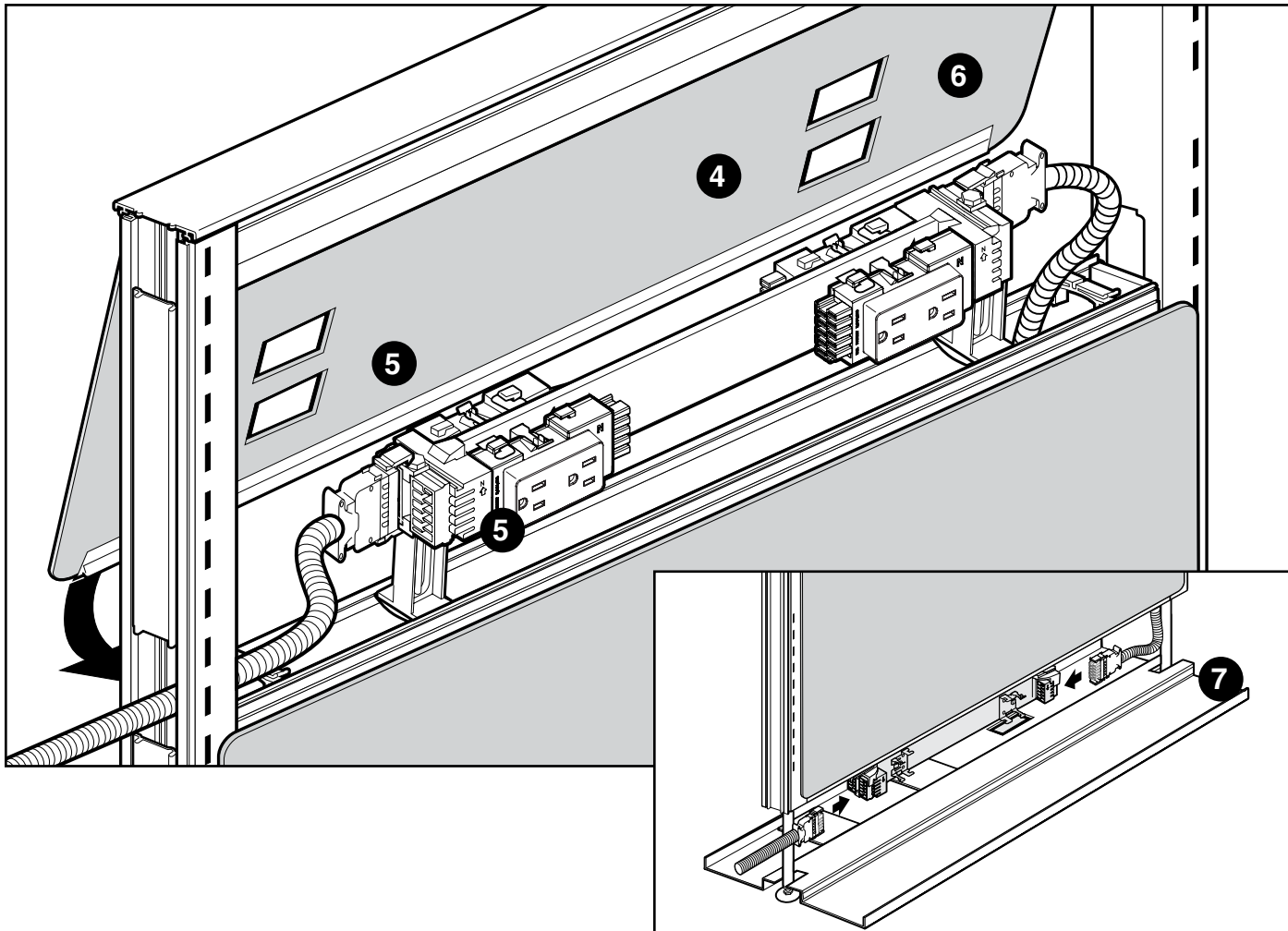
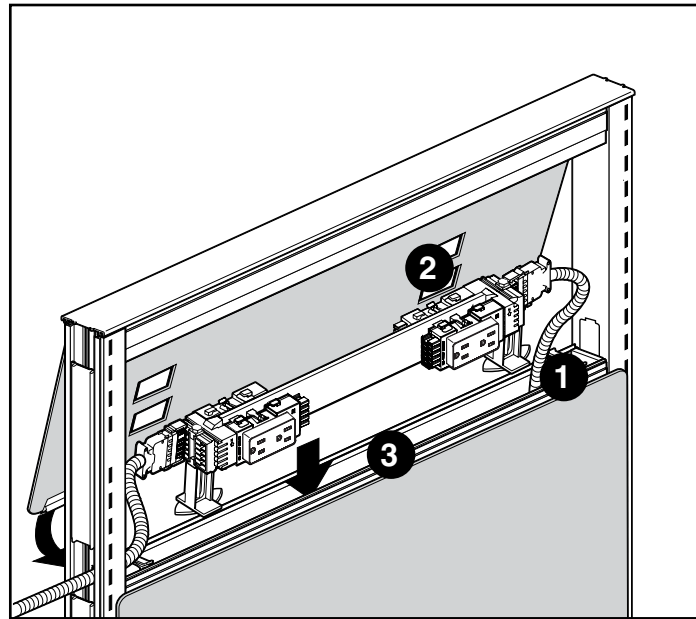
STEP 4: Install the Electrical Tile on the opposite side of the panel. Adjust the Power Distribution Housing laterally to ensure that the duplexes lineup in the center of the tile duplex openings.

STEP 5: Mechanically secure the Power Distribution Housing supporting brackets by tightening the bolts of the cam locks.

STEP 6: Connect the BE8CP40HH Pass-Thru Cable to the Power Distribution Housing at desk-height.

STEP 7: Connect the BE8CP40HH Pass-Thru Cable to the Base Raceway Power Distribution Housing.

Install the second Facemount Electrical Tile.



# INSTALLATION GUIDELINES

## Duplex Receptacle

BE8D1/BE8D2/BE8D3/BE8DA Duplex Receptacle

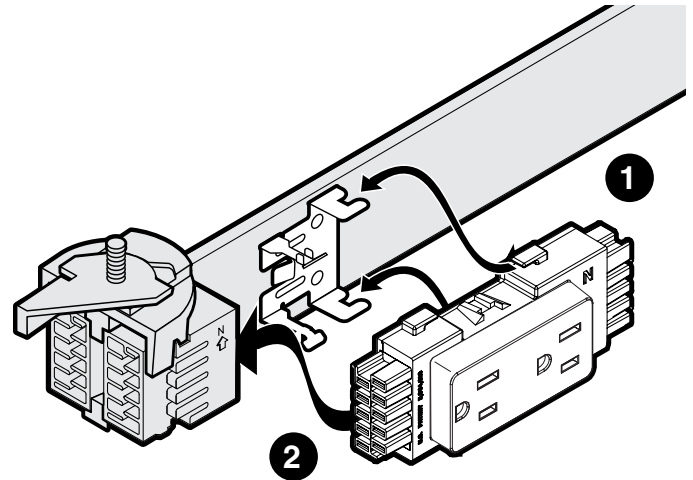
After cables, jumpers, power feeds and power distribution housings are connected and installed in the panels. Install duplex receptacles at specified locations (do not connect power feed to building power supply yet).

**Note: It is important to follow your electrical plans exactly since these were created based on maximum current capacity of each circuit. Each circuit is rated at 15 amps in Canada (20 amps in USA). Maximum Duplex Receptacles per circuit is 6. Failure to do so may overload the circuit, thus causing electrical issues, electrical shock or even a risk of fire.**

STEP 1: Position the receptacle into the mounting bracket on the Power Distribution Housing. There is an arrow and letter "N" to indicate which way is up.

STEP 2: Slide it towards the assembly connectors.

Be sure the parts are fully seated to assure proper electrical connection and the spring clips are properly engaged for mechanical security.



## Base Feed

BE83BF Base Feed

Reversible base Feed assemblies can be attached to any terminal block position on a Power Distribution Housing and are used to connect the electrical distribution system to the building power network at a floor level junction box.

**Ensure that all panels are mechanically connected prior to electrical connection.**

Select a "power entry" panel in proximity of a floor level source within reach of the Base Feed liquidite conduit.

Open the raceway cover and slide the duplex hole cover out of the way.

Attach the Base Feed block into the terminal block of the Power Distribution Housing and slide it toward the electrical assembly contacts. Be sure the parts are fully seated and latched to ensure proper electrical connection and mechanical security.

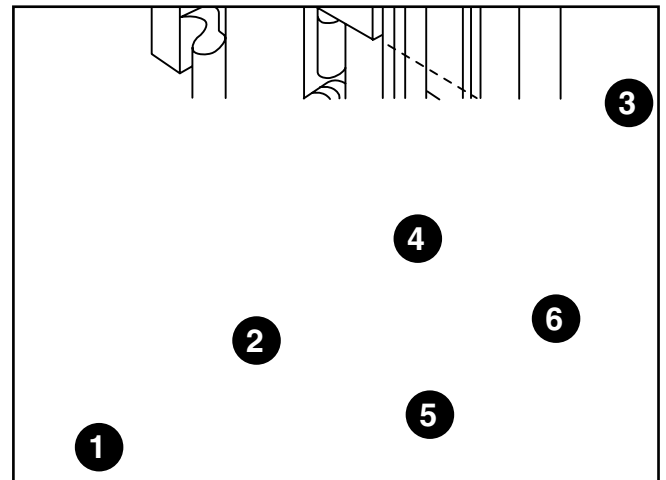
Close the raceway cover.

Insert the Base Feed whip connector into the Base Feed block

Press the latch into the assembly to prevent the connector from disengaging.

Secure the Base Feed's external cover using the supplied screw.

**It is recommended that installation of the wiring system be made under the supervision of a licensed electrician and is in accordance with applicable codes and regulations. Refer to wiring schematic attached to the conduit and shown in this Installation Guide. Always determine that the harness is electrically connected to only one power supply.**



## Ceiling Feed

STEP 1: Remove post top cap.

STEP 2: Identify proper length of Post Extension (BEPE).

Cut to desired length (if necessary). Ensure that Post Extension will protrude 6" above ceiling tile.

STEP 3: Locate Post Extension over selected Post. Use a level to position Post Extension accurately and trace outline on ceiling tile.

STEP 4: Cut out traced hole in ceiling tile and re-position the tile in place to ensure proper alignment. Set aside.

STEP 5: Insert Post Extension pins into Post.

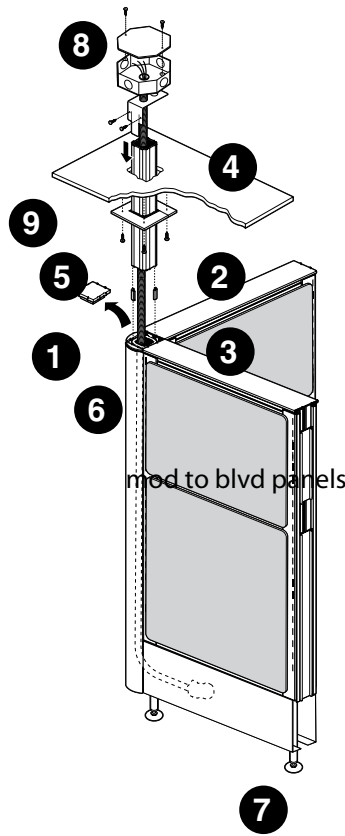
STEP 6: Align Post Extension with the pins in the Post. Gently tap the top of the Post Extension until it is joined with the Post.

STEP 7: Thread the ceiling feed harness BE8CF down through Post Extension and into panel raceway.

STEP 8: Engage the junction box bracket into the Post Extension. Tighten the set screw.

STEP 9: Place supplied bezel around Post Extension and fasten to ceiling tile with supplied screws.

**Note: There must be only one power feed entry into each cluster of stations. Connections to the building supply must be done only by a licenced electrician and in accordance with applicable codes and regulations. Do not connect or disconnect components while the system is under load! Disconnect the main power before servicing or reconfiguration.**



## Electrical Conversion Chart

Power Distribution Housing - Facemount Tile (above desk)

**ITEM DESCRIPTION**

BLVD POWER DISTRIBUTION HOUSING FOR 24" PANEL

**CATALOGUE #**

BE83FM1

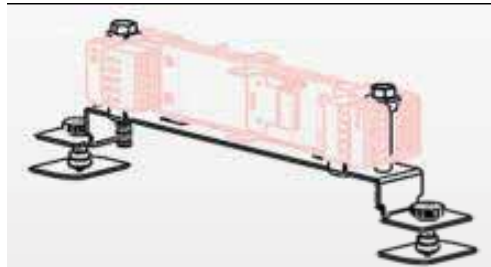
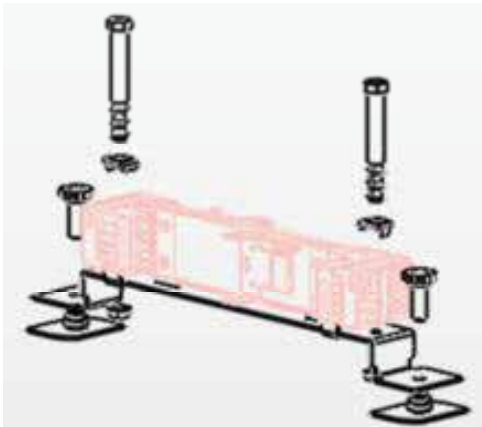
**A**

DE252121-B24

**E**

+ BE83FT

BE83FT includes 1 pc MPA15-E406 and 2 PCS MPN09, MPA25- E056, FS1/4-20-4HB and FS1-4X1\_THUMB-SCREW (see attached drawing).



# INSTALLATION GUIDELINES

## Off-Module Post (Panel-to-Ceiling)

*BE2PE Panel Ceiling Post*

Ensure that ceiling area above the panel is free from obstructions (light fixture, ventilation, etc.).

STEP 1: Secure one of the two identical brackets to the bottom of the larger extrusion.

STEP 2: Place this subassembly on top of the panel; establish its exact location. Place the other bracket immediately next to it as shown and mark outside edges on the panel top trim.

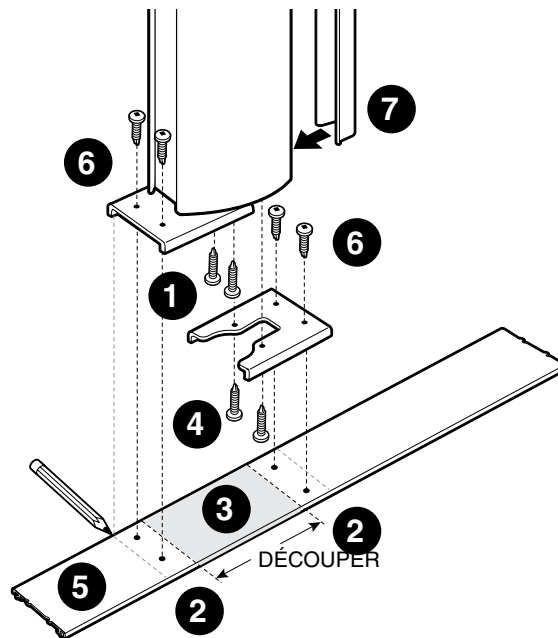
STEP 3: Remove the trim from the panel and cut a section about 2" shorter than marked distance (1" in from the mark on either side).

STEP 4: Install cables; organize them within both the top lay-in and vertical channel and secure the other bracket to the bottom of the larger extrusion with the supplied fasteners.

STEP 5: Replace panel top trims.

STEP 6: Secure the assembly to the top of the panel with the supplied fasteners.

STEP 7: Snap on smaller extrusion and install supplied ceiling tile bezel.



## Worksurface Installation Introduction

### 1 Gable Leg

### 2 Corner/End Bracket

Will typically be used to support worksurfaces at corners. It is a “handed” metal bracket. Brackets are shipped in pairs.

### 3 Cantilever Worksurface Support Bracket

Will typically be used to support one or two adjacent worksurfaces. Aluminum cast structure with set of brackets which can be changed from left to right on site.

### 4 Full Gable

Will be used at the end of a run of worksurfaces, to support worksurfaces and to add stability to panels. Mounting brackets on the gable can be changed from left to right on site.

### 5 Worksurfaces

Worksurfaces are furnished with metal inserts which, if brackets are properly installed, will align with bracket openings to accept screws. Fasten supplied screws through and tighten. This will ensure a “metal to metal” connection for increased stability.

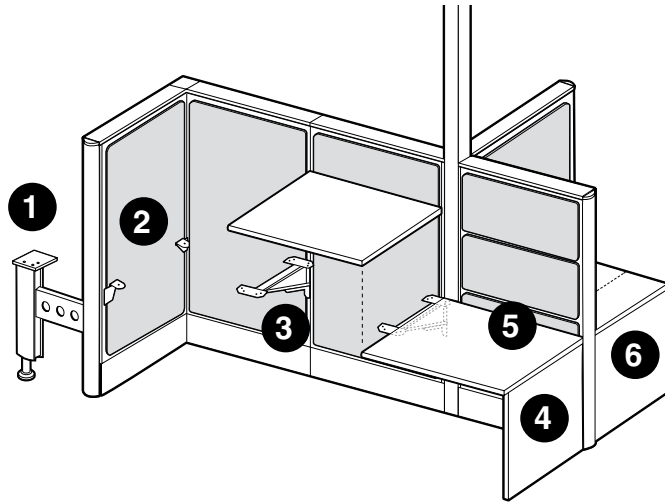
### 6 Worksurface Supporting Pedestal

Worksurface Supporting Pedestals are available in 24” and 30” deep. These can be used in lieu of a cantilever or corner end bracket and provide a finished look to the end of a worksurface run.

### Flat Bracket

Some special configurations might require a flat bracket to add additional support, or to level two adjacent worksurfaces. As the required location may vary from installation to installation, the bracket is supplied with wood screws. (Drill pilot holes, and mount the bracket with the supplied wood screws.)

**Installers must adjust the clutch on their power screwdrivers to prevent driving the metal inserts deeper into the worksurface tops.**



# INSTALLATION GUIDELINES

## Transaction Brackets

**Transaction tops should be supported with a pair of brackets at each panel connection, and/or end of run.**

STEP 1: Identify correct bracket (left or right). One pair of brackets should be installed on either side of the panel.

STEP 2: Insert upper tooth into uppermost panel slot.

**Teeth on transaction brackets point upwards.**

STEP 3: Align pilot holes in transaction surface to holes in bracket.

STEP 4: Drive four supplied wood screws through bracket into transaction surface locking bracket into place and securing transaction top to panel.

## Transaction Tops

### OVAL

STEP 1: Insert the four brackets provided into the panel slots found on either side of the panel. The top of the bracket should be in line with the top of the panel.

STEP 2: Place the Transaction Top on top of the panel so the bracket holes line up with the pilot holes in the round Transaction Top.

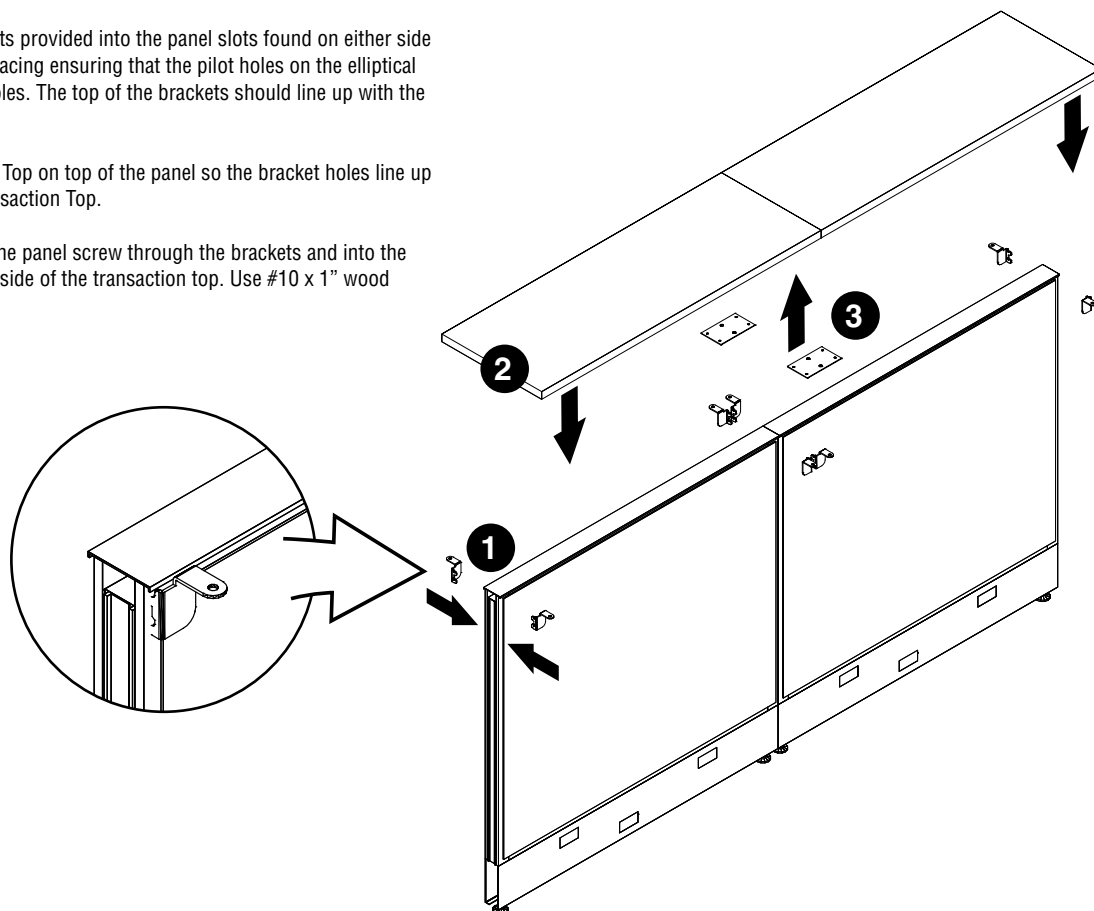
STEP 3: To secure the round top to the panel, screw through the brackets and into the pilot holes found on the underside of the transaction top. Use #10 x 1" wood screws provided.

### ELIPSE

STEP 1: Insert the four brackets provided into the panel slots found on either side of the panel. Check bracket spacing ensuring that the pilot holes on the elliptical top line up with the bracket holes. The top of the brackets should line up with the top of the panel.

STEP 2: Place the Transaction Top on top of the panel so the bracket holes line up with the pilot holes in the Transaction Top.

STEP 3: To secure the top to the panel screw through the brackets and into the pilot holes found on the underside of the transaction top. Use #10 x 1" wood screws provided.





## Computer Table Modesty Panel Extension

According to your plans, determine the type, size and height of the tables which are going to share a "C" Leg.

Begin by assembling the fully supported unit (Computer Table or Computer Corner Table). Rotate the top brackets so they allow a single leg to support two adjacent tops) and proceed as described on previous pages. Instead of connecting the modesty panel directly to one of the "C" Legs:

STEP 1: Insert the Modesty Panel Extension Bracket between the leg and the modesty panel, align holes in modesty panel and extension bracket with holes in legs and fasten the modesty panel with supplied screws on both sides.

Complete the assembly as described on previous pages (including the modesty panel/worksurface bracket, rotating the table, and adjusting levelers).

Position this first table in accordance with your floor plans now to prevent difficulties associated with repositioning of long table runs later.

Proceed by assembling the adjacent Computer Table. It is going to be supported by the already assembled unit on one side and its own supporting "C" Leg on the other side. Determine the size of the unit, remove the "C" Leg cover and place worksurface on the floor upside down.

STEP 2: Adjust the top brackets, position the "C" Legs on worksurface, align holes with metal inserts and fasten with supplied machine screws.

STEP 3: Position modesty panel, align holes in modesty panel with holes in the leg and fasten with supplied screws.

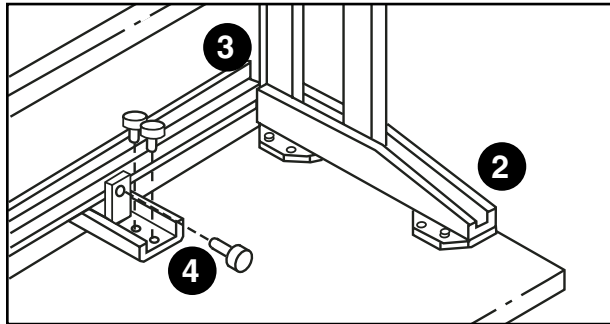
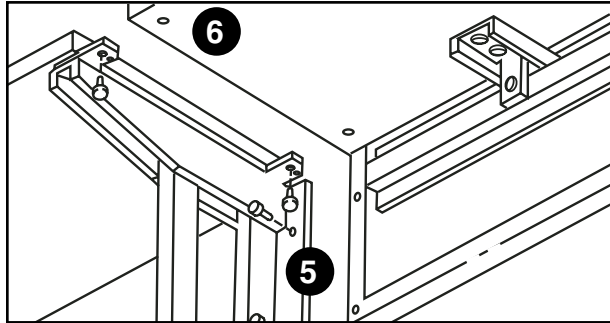
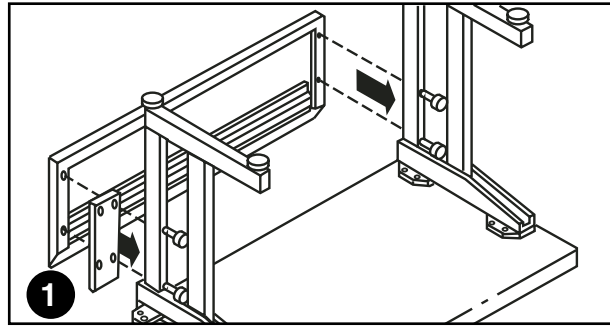
STEP 4: Install the modesty panel/worksurface bracket as described on previous pages.

Rotate the assembly, position it next to the first table, adjust levelers and

STEP 5: Drive screws through the modesty panel extension bracket into the modesty panel.

STEP 6: Secure worksurface supplied screws through the bracket into the worksurface.

STEP 7: Install the "C" Leg cover (on left or right side of the leg, according to the leg's configuration).



# INSTALLATION GUIDELINES

## Worksurfaces Modesty Panel

This instruction applies to left or right "D" top, "P" top, or Curvilinear Top.

STEP 1: Place worksurface on the floor upside down.

STEP 2: Position the modesty panel upright in the middle of the worksurface, approximately 1-1/2" from flat edge.

**Modesty panel has one set of holes on either side to accommodate left and right assembly. Ensure that the "smooth" side of the modesty panel will face the visitor's side of the worksurface.**

STEP 3: Drive the supplied screws through the modesty panel lip and the worksurface, but do not tighten.

STEP 4: Slide the monoleg mounting plate between the modesty panel lip and worksurface. Align the monoleg center with the center of the modesty panel.

STEP 5: Fasten the monoleg mounting plate with the supplied screws to worksurface.

STEP 6: Drive two self-drilling screws through the modesty panel into monoleg.

STEP 7: Tighten the screws securing the modesty panel to worksurface.

STEP 8: Invert the completed assembly, rest it on panel mounted corner brackets and secure one side only to prevent the assembly from falling over.

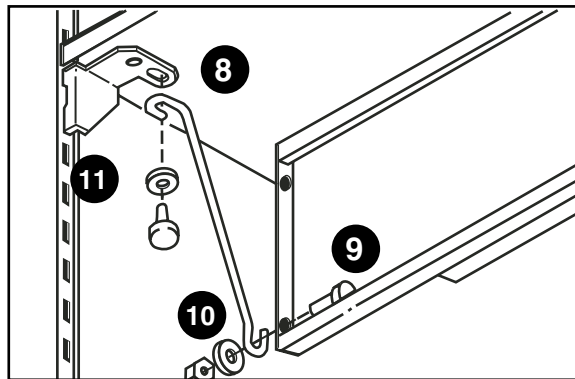
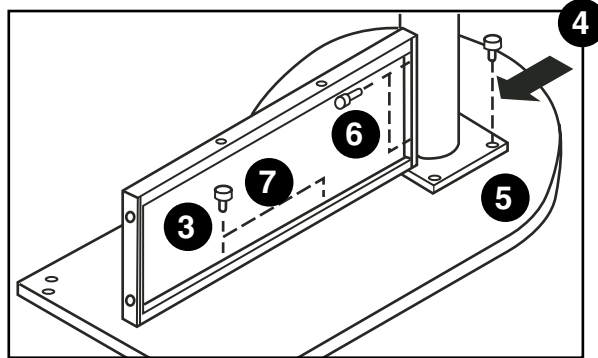
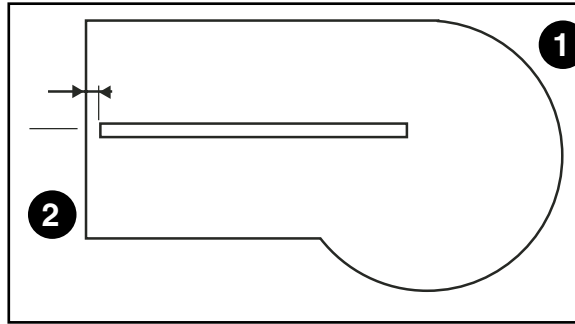
STEP 9: Insert supplied bolt, washer and nut into the bottom hole on the end of the modesty panel; do not tighten yet.

STEP 10: Slide the supplied wire brace between washer and modesty panel.

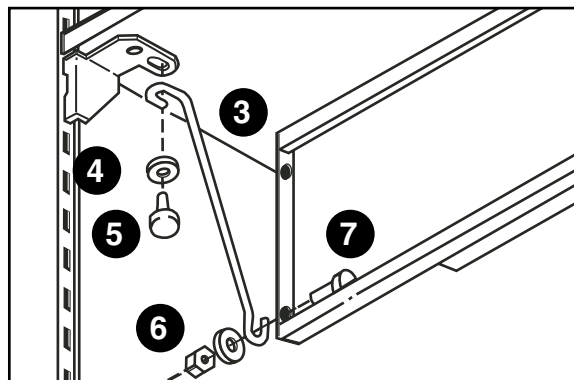
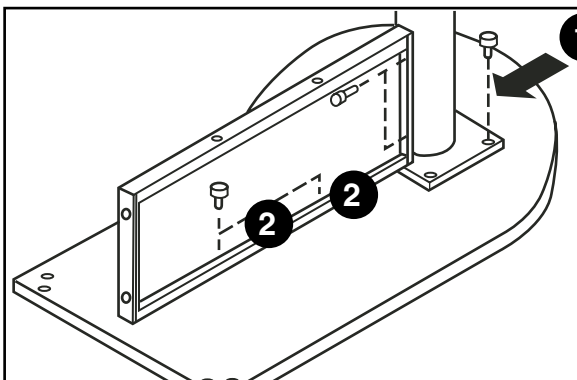
**Ensure that the modesty panel is perpendicular to the worksurface and tighten the screws on either side of the brace. Align all worksurfaces and tightly secure all bolts.**

**For 24" wide worksurface – secure the opposite of the brace beneath the corner or cantilever bracket utilizing the same screw securing either bracket to the worksurface.**

**For 30" wide worksurface – secure the opposite of the brace to the underside of the worksurface with the supplied wood screw.**



## Worksurface Modesty Panel Parts



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	007280011	Monoleg late #10 x 3/4" Panhead Wood Screw		1
2	007280003	#8 x 1/2 Flat Socket Wood Screw		1
3	0046HMP3	Wire Base		1
4	077280028	Washer		1
5	007280021	Quadrex 1/4 -20x 3/4" Round Machine Screw		1
6	007280027	Nut		1
7	007280023	Quadrex #10 - 24x 1/2" Round achine Screw		1

## Computer Corner Table

According to your plan, determine the type, size and height of the unit.  
To remove the “C” Leg cover—Press the cover against one of the two vertical upright tubes and push on the round profile of the cover along the opposite vertical upright tube to disengage it.

Not compatible with Boulevard freestanding or Licence products.

STEP 1: Place worksurface on the floor upside down.

STEP 2: Adjust the top brackets on the “C” Leg according to desired configuration (for left or right side of a single, corner table, or for a single leg supporting two tops).

STEP 3: Position metal legs on worksurface, align holes with metal inserts and fasten with supplied machine screws.

STEP 4: Position corner leg, align outside edges of the leg with the worksurface.

STEP 5: Fasten with supplied screws.

STEP 6: Position modesty panels, align holes in modesty panel with holes in legs.

STEP 7: Fasten with supplied screws on both sides.

STEP 8: Position the modesty panel/worksurface brackets approximately in the middle along the rear edge of the work surface, hold against the modesty panels.

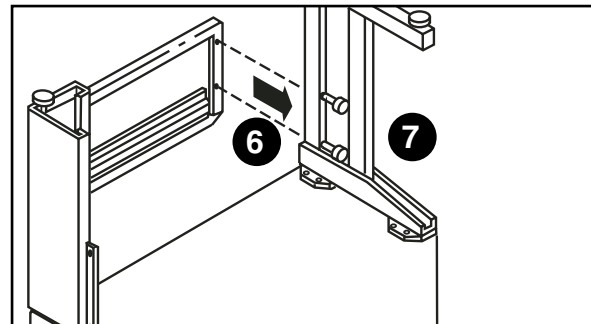
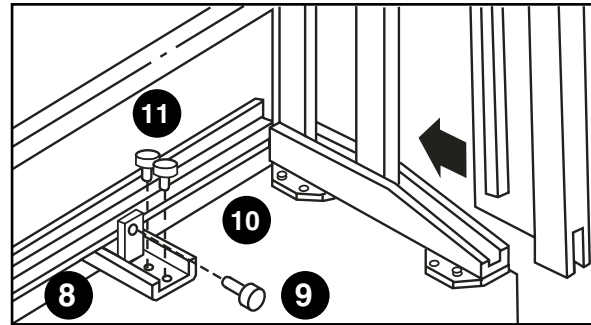
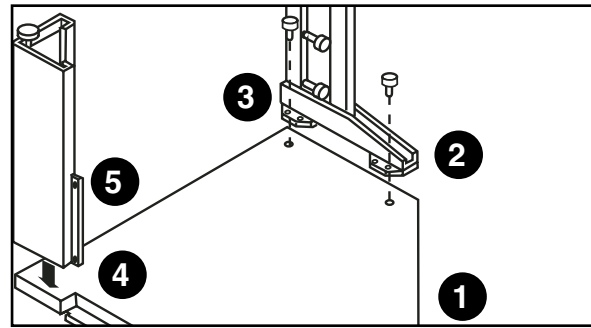
STEP 9: Drive self-drilling screws through brackets into the modesty panel reinforcing channels.

STEP 10: Adjust the modesty panels while ensuring that the flexible lips along the rear worksurface edges rest on modesty panels.

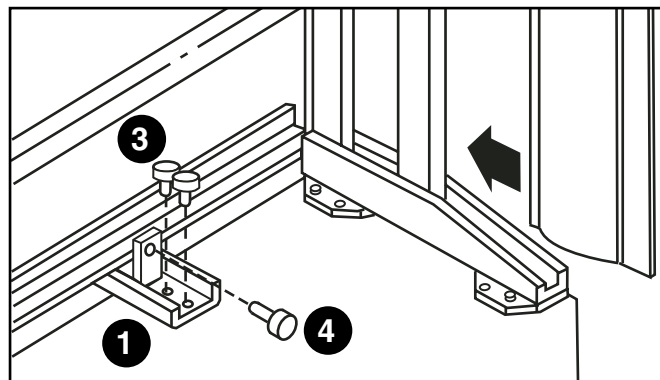
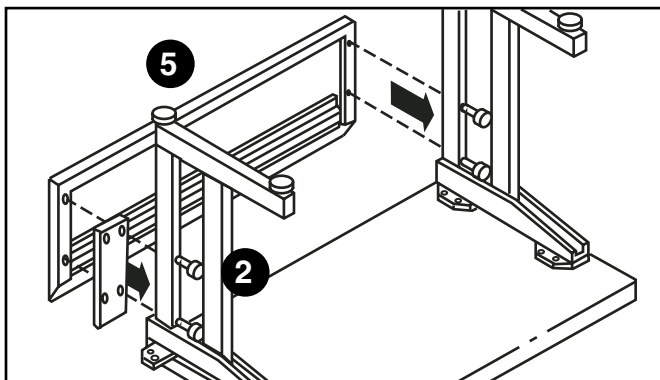
STEP 11: Secure both brackets in place by driving supplied screws through the brackets into the worksurface.

STEP 12: Rotate the whole assembly, position it in accordance with your floor plans and adjust levelers.

Install the “C” Leg cover (on left or right side of the leg, according to the leg’s configuration).



## Worksurface Computer Table Modesty Panel



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	004HBMP01	Modesty Panel Support Bracket		1
2	007220008	#10 -24x 2 1/2” Round Machine Screw		1
3	007280011	Quadrex #10 x 3/4” Panhead Straight Wood Screw		1
4	007280022	Robertson #8 - 18 x 1/2” Self Tapping Metal Screw		1
5	007240005	Glide		1

# INSTALLATION GUIDELINES

## Radius Shelves

### Low Profile Shelf

An open shelf would usually be installed so that the bottom aligns with the bottom of the adjacent unit.

Identify both left and right shelf gable and determine their location on the panel slot.

STEP 1: Insert upper corner of metal bracket into panel slot and push upward.

STEP 2: Pivot downward and latch in the remainder of end bracket.

STEP 3: When both end brackets are set, lay shelf on end brackets and align screw holes.

STEP 4: Secure shelf by driving supplied screw through the end bracket and into bottom of shelf.

### High Profile Shelf

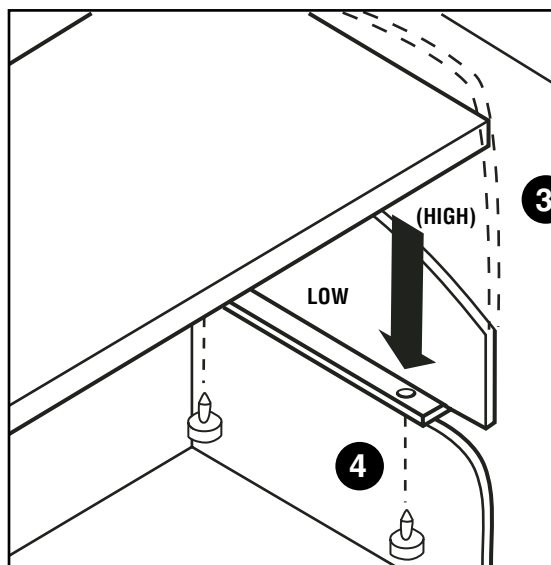
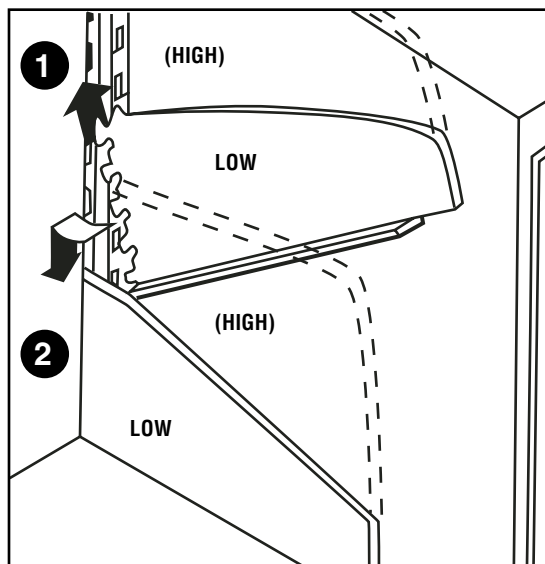
Identify both left and right shelf gable and determine their location on the panel slot.

STEP 1: Insert upper corner of metal bracket into panel slot and push upward.

STEP 2: Pivot downward and latch in the remainder of end bracket.

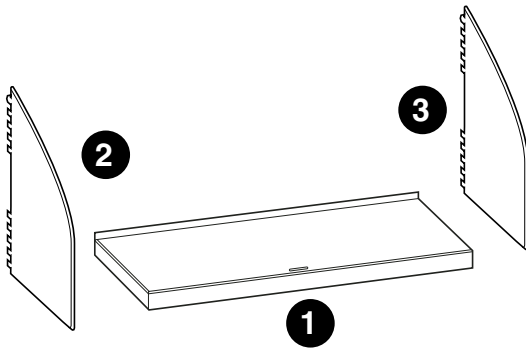
STEP 3: When both end brackets are set, lay shelf on end brackets and align screw holes.

STEP 4: Secure shelf by driving supplied screw through the end bracket and into bottom of shelf.



## Radius Shelf High Profile

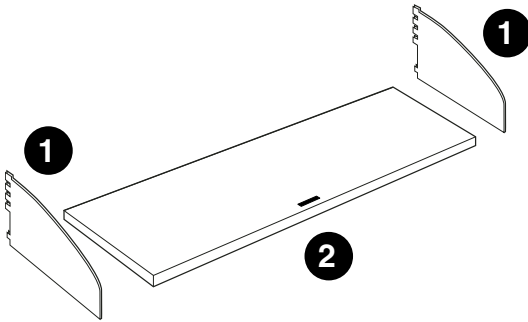
BS0H15 Radius High Profile Shelf



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	CBOSHLF30	30" Shelf	*Tag = Paint Colour	1
	CBOSHLF36	36" Shelf	*Tag = Paint Colour	1
	CBOSHLF42	42" Shelf	*Tag = Paint Colour	1
	CBOSHLF48	48" Shelf	*Tag = Paint Colour	1
	CBOSHLF54	54" Shelf	*Tag = Paint Colour	1
	CBOSHLF60	60" Shelf	*Tag = Paint Colour	1
2	CBOEND01L	Left Shelf End	*Tag = Paint Colour	1
3	CBOEND01R	Right Shelf End	*Tag = Paint Colour	1

## Radius Shelf Low Profile

BS0H15 Radius Low Profile Shelf



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	CBOSHLSEND	Shelf End		
2	CBOSHLF30	30" Shelf		
	CBOSHLF36	36" Shelf		
	CBOSHLF42	42" Shelf		
	CBOSHLF48	48" Shelf		
	CBOSHLF54	54" Shelf		
	CBOSHLF60	60" Shelf		

# INSTALLATION GUIDELINES

## Field Assembled Overhead Storage

STEP 1: Verify panel system is vertical (plumb) and level.

STEP 2: Remove all components from carton

STEP 3: Inspect and identify both the left and right shelf gables.

STEP 4: Insert the top tooth of the side gables into the panel slots (at desired location) and push upward.

STEP 5: Pivot downward and by pulling downward, insure the side gables are fully inserted into the panel slots on both sides.

STEP 6: Lay shelf on bottom flange of the two gables and align screw holes.

STEP 7: Screw the bottom shelf to the side gables using 4 (four) self-tapping screws.

STEP 8: Fully tighten, in order shown.

STEP 9: Place the top cover (complete with the scissor mechanism) onto the side gables and fasten with 3 (three) self-tapping screws. Do not tighten completely.

### Do not install the right front screw!

STEP 10: Insure tracks are lubricated with clear lubricant (supplied from the factory)

STEP 11: Insert left side of door into left door track with plastic pivot (shown) just beneath the track.

STEP 12: Spread the right side gable until the right side of the door and pivot will fit into the right side track.

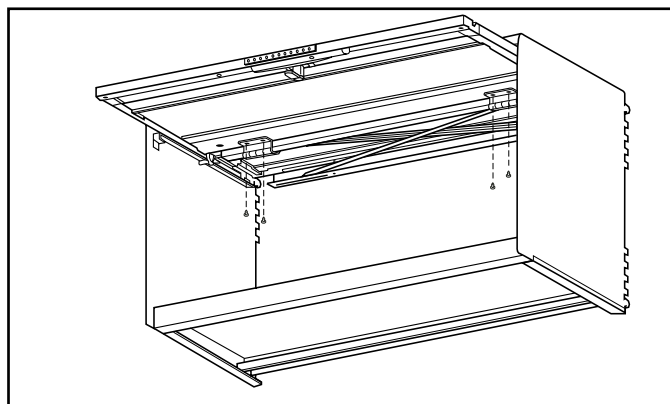
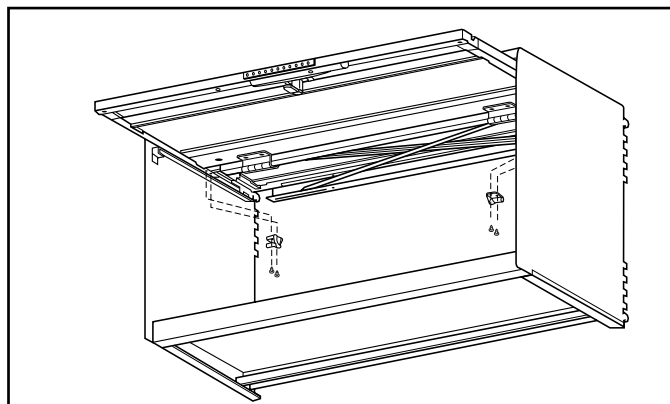
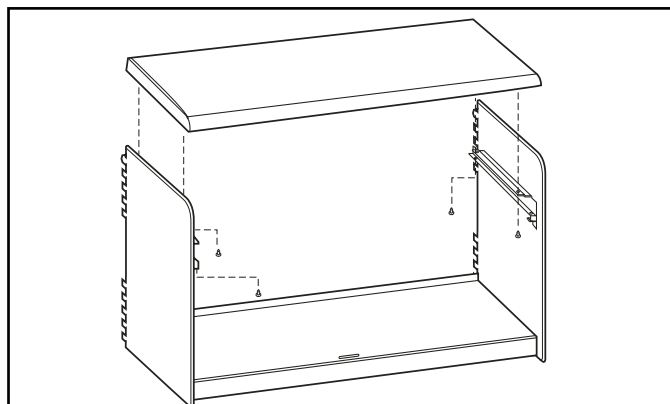
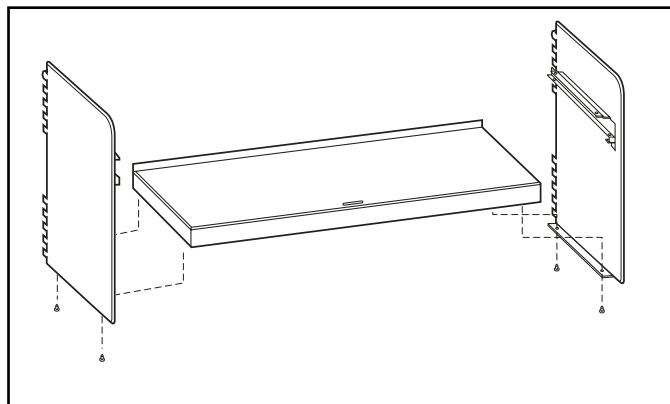
STEP 13: Pull door forward and install the last (4th) screw to connect side gable and top.

STEP 14: Tighten all 4 screws (diagonally) as shown in the first drawing.

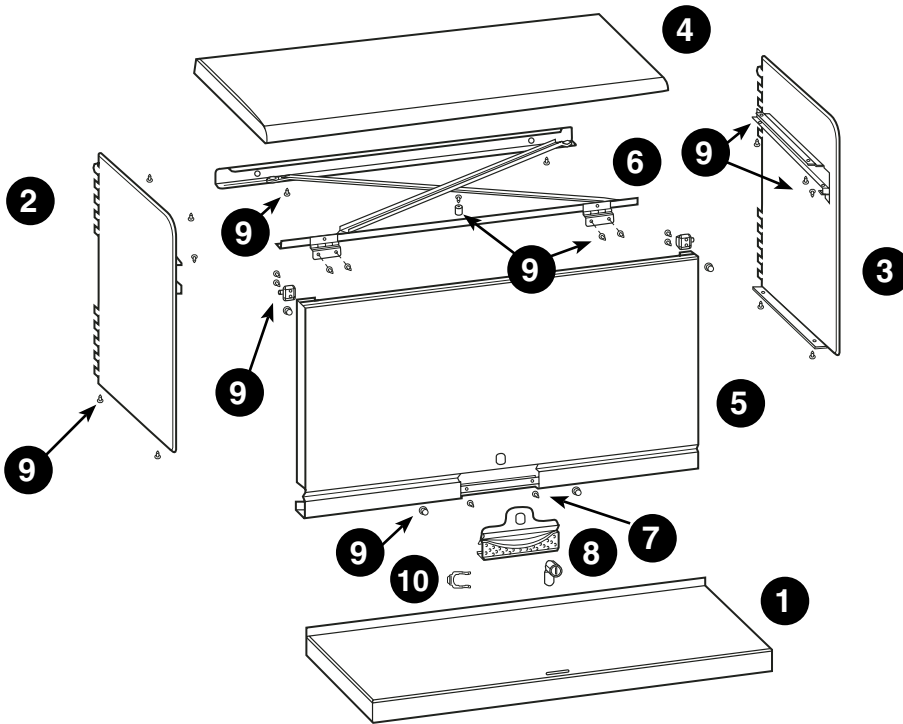
STEP 15: Push the door approximately half way back into cabinet.

STEP 16: Fasten the scissors mechanism to the rear of the door using the two sheet metal screws. These are attached through each hinge into the holes provided.

STEP 17: Close door and check lock function.



## Field Assembled Overhead Storage



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	CB0SHLF30	30" Shelf	*Tag = Paint Colour	1
	CB0SHLF36	36" Shelf	*Tag = Paint Colour	1
	CB0SHLF42	42" Shelf	*Tag = Paint Colour	1
	CB0SHLF48	48" Shelf	*Tag = Paint Colour	1
	CB0SHLF54	54" Shelf	*Tag = Paint Colour	1
	CB0SHLF60	60" Shelf	*Tag = Paint Colour	1
2	CB0SHLFENDL	Shelf End, L.H. (Full Height)	*Tag = Paint Colour	1
3	CB0SHLFENDR	Shelf End, R.H. (Full Height)	*Tag = Paint Colour	1
4	CBOTOP30	30" Top	*Tag = Paint Colour	1
	CBOTOP36	36" Top	*Tag = Paint Colour	1
	CBOTOP42	42" Top	*Tag = Paint Colour	1
	CBOTOP48	48" Top	*Tag = Paint Colour	1
	CBOTOP54	54" Top	*Tag = Paint Colour	1
	CBOTOP60	60" Top	*Tag = Paint Colour	1
5	CBOD00R30	30" Door	*Tag = Paint Colour	1
	CBOD00R36	36" Door	*Tag = Paint Colour	1
	CBOD00R42	42" Door	*Tag = Paint Colour	1
	CBOD00R48	48" Door	*Tag = Paint Colour	1
	CBOD00R54	54" Door	*Tag = Paint Colour	1
	CBOD00R60	60" Door	*Tag = Paint Colour	1
6a	CBOSCIS-L	Scissor Mechanism for 48", 54" and 60" Cabinets		1
6b	CBOSCIS-R	Scissor Mechanism for 30", 36" and 42" Cabinets		1
7	PBOPULL	Finger Pull & Screws		1
8	PBOLCKA	Lock Assembly		1
9	PBOHDKT	Hardware Kit		1
10	CLIPBSKD	Horseshoe Clip for Lock Assembly		1

# INSTALLATION GUIDELINES

## K.D Low Profile Shelf

An open shelf typically is installed so that the bottom aligns with the bottom of the adjacent unit.

In order to provide some additional storage space within the same floor plan, the height module of the low profile shelf was designed to fit three times into the height module of an overhead storage cabinet. If this configuration is desired, begin with the lowest unit.

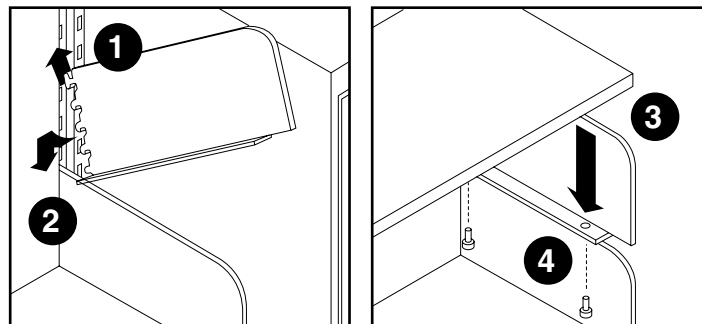
**Identify both left and right shelf gables and determine their location in the panel slot.**

STEP 1: Insert upper hook of the gable into panel slot and pull upward.

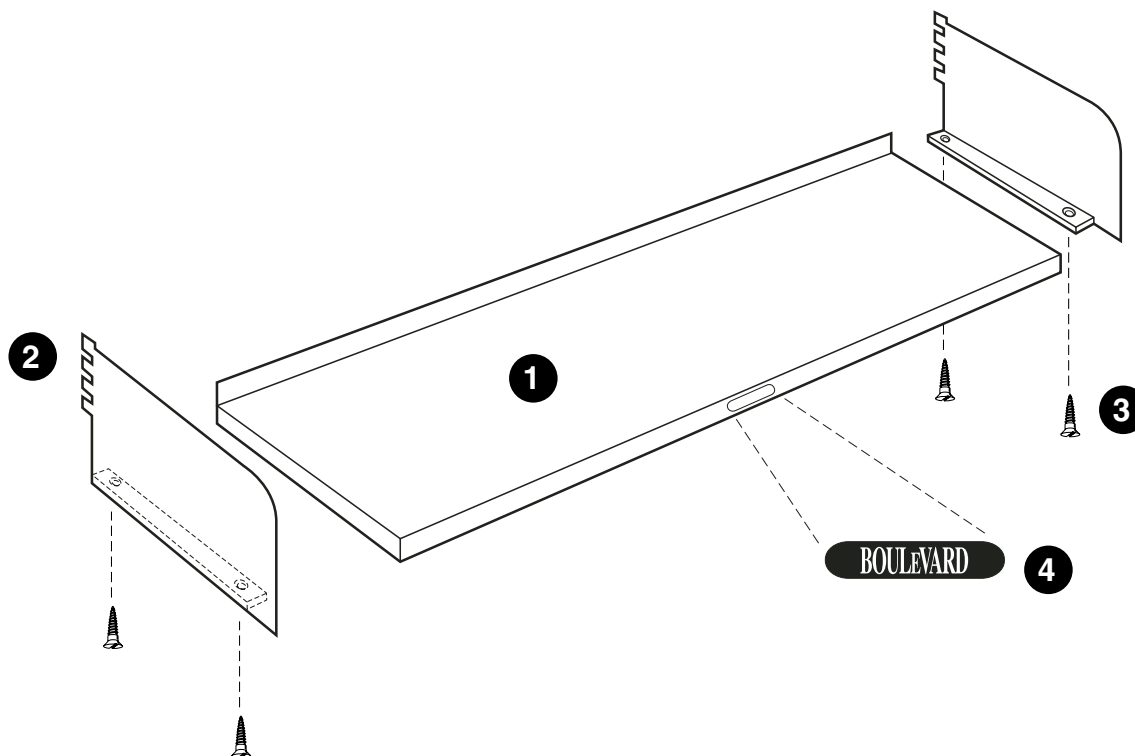
STEP 2: Pivot downward and latch the remainder of end gable bracket.

STEP 3: When both end gable brackets are set, lay shelf on end gables and align screw holes.

STEP 4: Secure shelf by driving supplied screws through the end gables and into bottom of shelf.



## K.D Low Profile Shelf Parts



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	BS0S1224XXX	24" wide shelf	XXX = Paint Colour	1
	BS0S1230XXX	30" wide shelf	XXX = Paint Colour	1
	BS0S1236XXX	36" wide shelf	XXX = Paint Colour	1
	BS0S1242XXX	42" wide shelf	XXX = Paint Colour	1
	BS0S1248XXX	48" wide shelf	XXX = Paint Colour	1
	BS0S1254XXX	54" wide shelf	XXX = Paint Colour	1
	BS0S1260XXX	60" wide shelf	XXX = Paint Colour	1
2	BS0L02	Shelf Ends	*Tag = Paint Colour	2 (one left, one right)
3	007220008	#8 - 18x 1/2" Srew		
4	0102BLV01	Boulevard oval logo lock cover plug		



## Corner Shelf

The Corner Shelf was developed for better utilization of a space above a corner worksurface.

Left or right Corner Shelf Kit consists of a corner side end gable (inserted into panel's vertical slots), flat brackets (attaches to a standard, perpendicularly adjacent Low Profile Shelf) and the actual shelf (structure is identical to the Low Profile Shelf).

Identify left or right corner shelf end gable and determine its location on a panel.

STEP 1: Insert upper hook of the gable into panel slot and pull upward.

STEP 2: Pivot downward and latch the remainder of the gable.

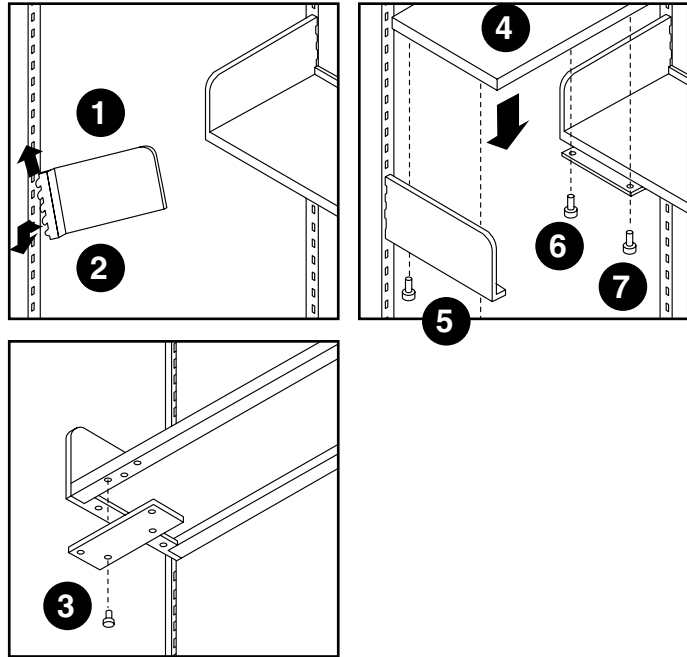
STEP 3: Align one hole in the flat bracket with the first hole in the shelf and secure with supplied screw.

STEP 4: Position a shelf on the bracket and the end gable.

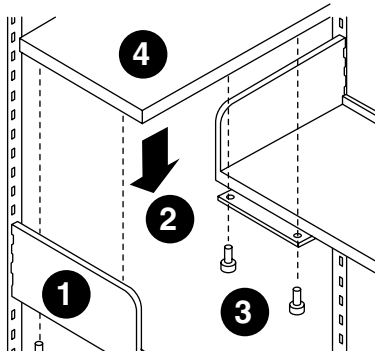
STEP 5: Proceed by securing the shelf to the end gable first.

STEP 6: Secure the shelf on the other side to the flat bracket.

STEP 7: Align both shelves and secure by driving a self-tapping screw through the flat bracket to the adjacent shelf.



## Corner Shelf Parts



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	004CSSBL	Corner Shelf Gable - Left	*Tag = Paint Colour	1
	004CSSBR	Corner Shelf Gable - Right	*Tag = Paint Colour	1
2	004CSFB01	Corner Shelf Bracket	*Tag = Paint Colour	1
3	007220008	#8 - 18x 1/2 Screw		1
4	014BS0S1224XXX	24" wide shelf for 36" unit	XXX = Paint Colour	1
	014BS0S1230XXX	30" wide shelf for 42" unit	XXX = Paint Colour	1
	014BS0S1236XXX	36" wide shelf for 48" unit	XXX = Paint Colour	1
	014BS0S1242XXX	42" wide shelf for 54" unit	XXX = Paint Colour	1
	014BS0S1248XXX	48" wide shelf for 60" unit	XXX = Paint Colour	1
	014BS0S1254XXX	54" wide shelf for 66" unit	XXX = Paint Colour	1
	014BS0S1260XXX	60" wide shelf for 72" unit	XXX = Paint Colour	1
5	0102BLV01	Boulevard oval logo lock cover plug		1

# INSTALLATION GUIDELINES

## K.D High Profile Shelf / K.D. Overhead

Applies to product manufactured since January 2001.

Although specific construction details of 16" deep High Profile Shelf differ from the standard (12" deep) High Profile Shelf, both installation procedures are identical. Follow steps 1 through 4:

**Identify both left and right shelf gables and determine their location on panel.**

STEP 1: Insert upper corner of metal bracket into panel slot and pull upward.

STEP 2: Pivot downward, latch in remainder of the gable and tap with a rubber mallet to ensure a structurally sound connection.

STEP 3: When both gables are set, position a shelf on brackets and align holes.

STEP 4: Secure shelf by driving supplied screws through the gable bracket into the bottom shelf.

**To install a top to the shelf, proceed as follows:**

STEP 5: Position the top (top and bottom are identical parts to simplify the assembly process) on the bracket and align holes.

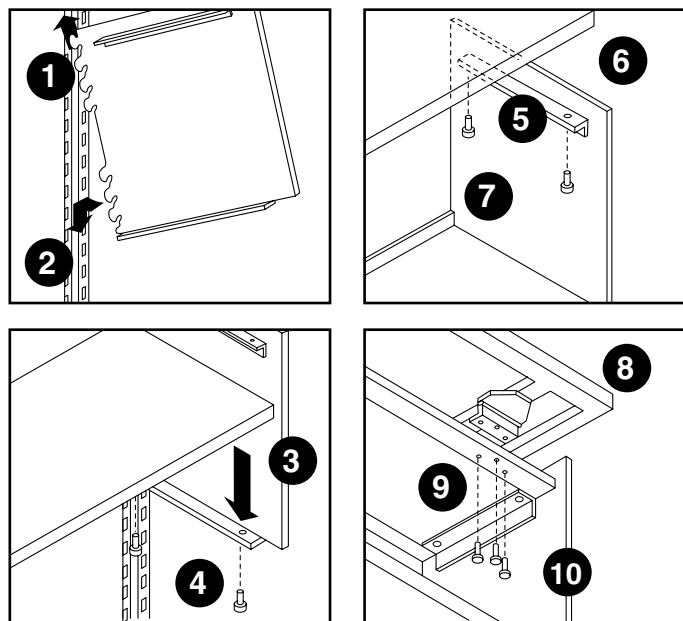
STEP 6: Secure shelf by driving supplied screws through the bracket into the top shelf.

**To install a flipper door:**

STEP 7: Position the door on top of the cabinet with the hinge bracket over the front edge of the top shelf.

STEP 8: Align holes in the bracket with holes in the top and

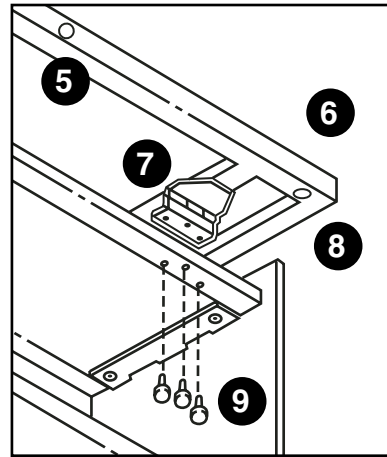
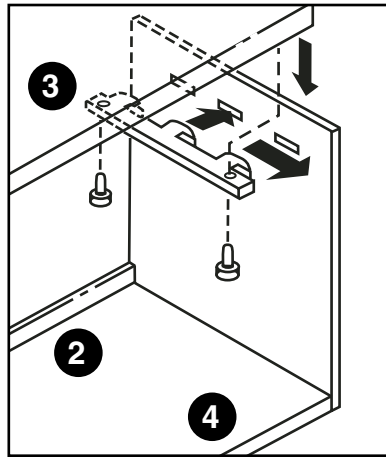
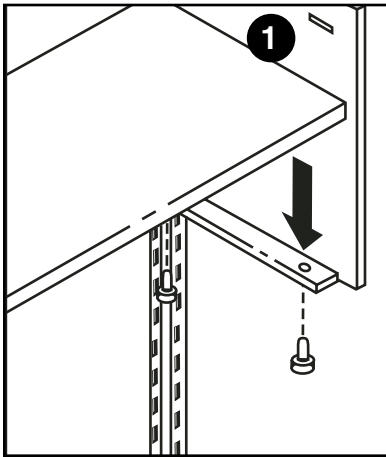
STEP 9: Secure the door by driving the supplied screws through the bracket into the shelf.



## K.D High Profile Shelf / K.D. Overhead Parts

REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1a	SIDE2101	Shelf Gables	*Tag = Paint Colour	
	BS0S1224XXX	24" wide shelf	XXX = Paint Colour	
	BS0S1230XXX	30" wide shelf	XXX = Paint Colour	
	BS0S1236XXX	36" wide shelf	XXX = Paint Colour	
	BS0S1242XXX	42" wide shelf	XXX = Paint Colour	
	BS0S1248XXX	48" wide shelf	XXX = Paint Colour	
	BS0S1254XXX	54" wide shelf	XXX = Paint Colour	
	BS0S1260XXX	60" wide shelf	XXX = Paint Colour	
	004KDBRKT	Top Brackets	*Tag = Paint Colour	
	0102BLV01	Boulevard oval logo lock plug		
	KDLOCKCAP	Round Lock Cover		
	BS0F1224DRXXX	24" wide door	XXX = Paint Colour	
	BS0F1230DRXXX	30" wide door	XXX = Paint Colour	
	BS0F1236DRXXX	36" wide door	XXX = Paint Colour	
	BS0F1242DRXXX	42" wide door	XXX = Paint Colour	
	BS0F1248DRXXX	48" wide door	XXX = Paint Colour	
	BS0F1254DRXXX	54" wide door	XXX = Paint Colour	
	BS0F1260DRXXX	60" wide door	XXX = Paint Colour	
	004SLIDES	KD Door Slides		
	PBUMP04	Rubber Door Bumper		
	007220008	#8x 1/2" Wood Screw		

## K.D High Profile Shelf / K.D. Overhead Parts



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	SIDE2101	Shelf Gables	*Tag = Paint Colour	
2	BS0S1224XXX	24" wide shelf	XXX = Paint Colour	
	BS0S1230XXX	30" wide shelf	XXX = Paint Colour	
	BS0S1236XXX	36" wide shelf	XXX = Paint Colour	
	BS0S1242XXX	42" wide shelf	XXX = Paint Colour	
	BS0S1248XXX	48" wide shelf	XXX = Paint Colour	
	BS0S1254XXX	54" wide shelf	XXX = Paint Colour	
	BS0S1260XXX	60" wide shelf	XXX = Paint Colour	
3	004KDBRKT	Top Brackets	*Tag = Paint Colour	
4	0102BLV01	Boulevard oval logo lock plug		
5	KDLOCKCAP	Round Lock Cover		
6	BS0F1224DRXXX	24" wide door	XXX = Paint Colour	
	BS0F1230DRXXX	30" wide door	XXX = Paint Colour	
	BS0F1236DRXXX	36" wide door	XXX = Paint Colour	
	BS0F1242DRXXX	42" wide door	XXX = Paint Colour	
	BS0F1248DRXXX	48" wide door	XXX = Paint Colour	
	BS0F1254DRXXX	54" wide door	XXX = Paint Colour	
	BS0F1260DRXXX	60" wide door	XXX = Paint Colour	
7	004SLIDES	KD Door Slides		
8	PBUMP04	Rubber Door Bumper		
9	007220008	#8x 1/2" Wood Screw		

## K.D. Back Wall Conversion Kit

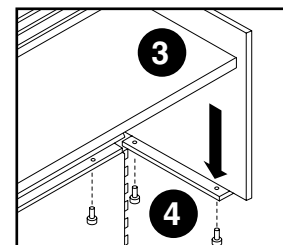
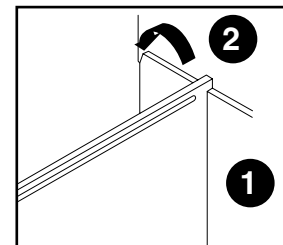
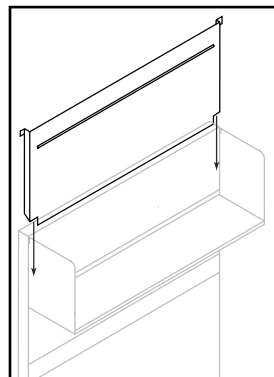
Any High Profile Shelf or K.D. Overhead can be converted from a 3/4" lip into a full back wall unit by installing the corresponding Back Wall Conversion Kit.

STEP 1: Install side gables.

STEP 2: Insert the Back Wall Conversion Kit over top of the back of the side gables until the tabs rest on them.

STEP 3: Install shelves and flipper doors.

If it is a flipper door unit you will have to remove the top door assembly and shelf.



# INSTALLATION GUIDELINES

## BSADA with Off Module Conversion

**IMPORTANT:** BSADA Overhead with Off-Module Conversation Kit can only be installed on B3 fabric tile. Tiles below the Overhead can be Fabric, HP Laminate and Accessory Tile. However, the tile the Overhead is hanging on must be Fabric.

STEP 1: Remove the panel Top trim

STEP 2: Hang the BSADA Overhead with Off-Module Conversation Kit onto the top edge of fabric tile.

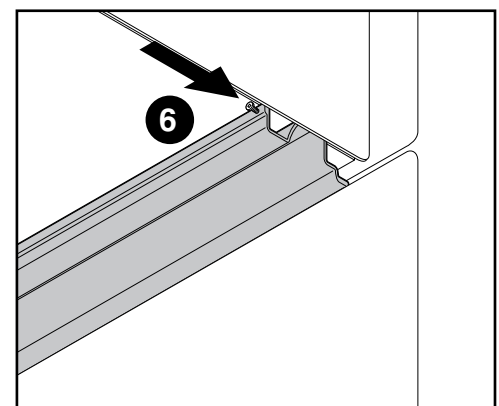
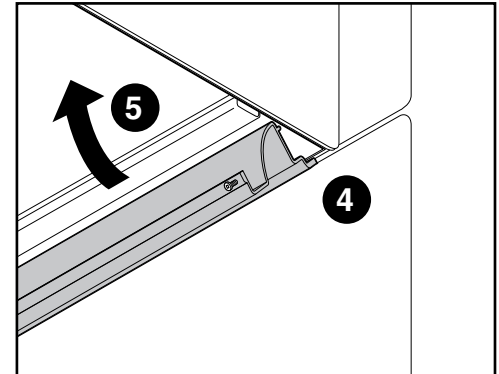
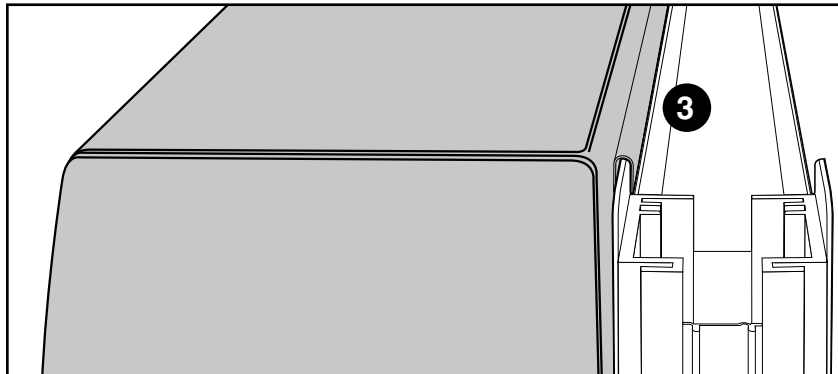
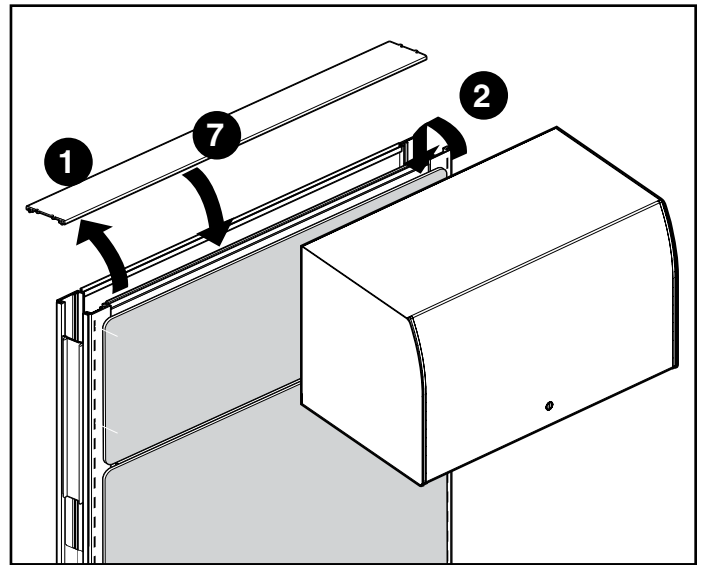
STEP 3: Ensure that the Rear Hanging Bracket is fully engaged with the Fabric Tile.

STEP 4: Insert the Bottom Off-Module Bracket into the gap between panel tiles.

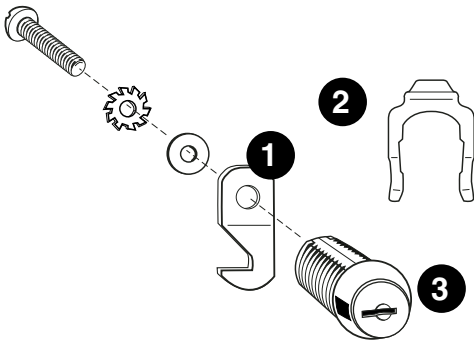
STEP 5: Rotate the Bracket up until it is completely engaged along the full length of the Overhead Storage Cabinet bottom.

STEP 6: Drive in the Bracket screws to prevent the bracket from disengaging.

STEP 7: Replace the panel Top trim.



## K.D Lock



Remove the lock cover from the door and the logo cover from the shelf.

REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	LOCKTONG12	Lock Tongue		1
2	KDHORSESHOECLIP	Lock Spring Clip		1
3	POLOCK12HOUS	Lock Housing		1

the hole into the bottom of the flipper door shelf. (Depending upon how the lock bar is attached will determine the direction of the lock bar swing.)

STEP 3: Mount the horseshoe clip to the back of the lock mechanism ensuring that the opening of the clip is oriented to the two flat sides of the lock mechanism. The flat side of the horseshoe clip should be at the top of the lock mechanism.

STEP 4: Install lock core and test.

## Overhead Storage with Flipper Door

If you are having trouble opening or closing the Boulevard BSOF16... Flipper Door Unit, please try the following adjustments:

STEP 1: Check to see if the horseshoe-shaped spacer clip (POGROMMET) is on the left side of the metal door rod. If this is not there, the door may shift horizontally. (See diagram on previous pages.)

STEP 2: Loosen the screws that hold the door rod bracket in place. This may be torqued too tight and the door then will not roll correctly.

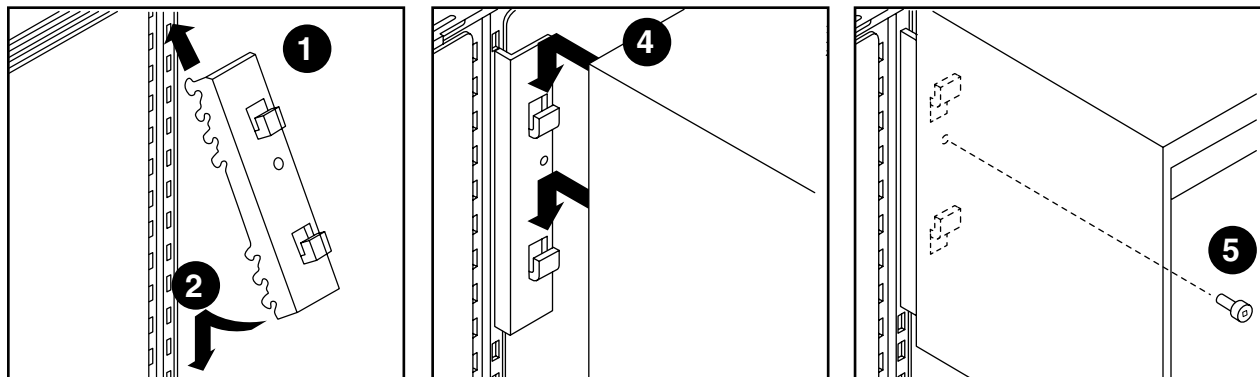
STEP 3: Add more white grease to the tracks.

STEP 4: Slightly loosen the front screws that hold the receding door tracks in place. Sometimes these may be too tight and cause the tracks to arc enough to make the door difficult to operate.

STEP 5: Pull door all the way towards you until it is close to dropping downward. Check to see if the gears are in the same place on both sides of unit. Remove horseshoe clip (POGROMMET) and put gear in correct tooth.

# INSTALLATION GUIDELINES

## Overhead Storage with Flipper Door



**The overhead storage cabinet is fully assembled and mounts onto a panel with two separate handed brackets. Identify both left and right overhead storage cabinet brackets and determine their location on panel.**

STEP 1: Insert upper tooth of bracket into panel and push slightly upwards.

STEP 2: Pivot downward and latch in remainder of bracket.

STEP 3: Open flipper door and slide into cabinet.

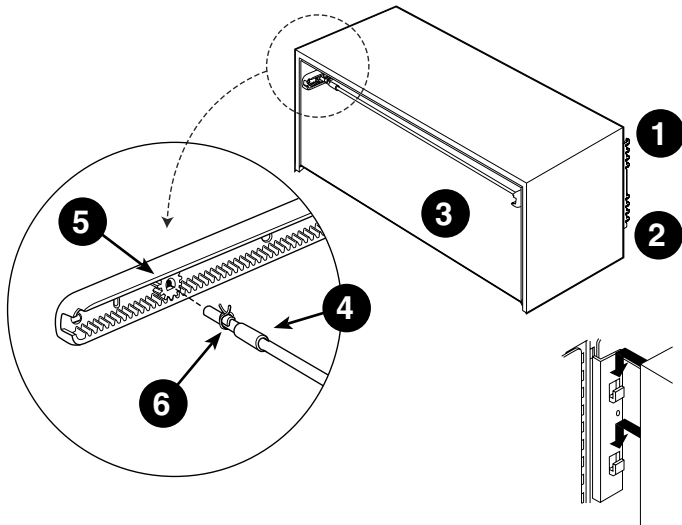
**Be cautious as door can easily slide out during the installation of cabinet.**

STEP 4: While looking inside the cabinet, locate the two openings at either side of cabinet over two hooks on both brackets and engage.

STEP 5: Secure cabinet to brackets by fastening one screw at either end.

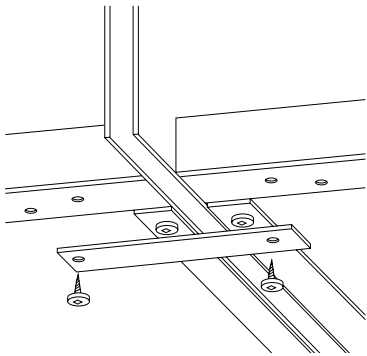
**Upon completion of storage units, check entire set-up, ensuring that all units are properly installed and all fasteners securely in place.**

## Overhead Storage with Flipper Door Parts



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	BHB002	Panel Mounting Brackets (pr)	*Tag = Paint Colour	2
2		Panel Mounting Brackets Screw		1
3	BSOF16XXTRACK	Door tracks	(XX is part of code)	1
4	JOROD (width)	Door rod	XX = width	1
5	POGEAR	Door Gear		1
6	POGROMMET	Horseshoe Spacer Clip with wire tie		1
7	KDLOCKCAP	Black round lock cover (for use with BS0016XX)		1
8	POLOCKASSY	Complete lock assembly		1
9	PHBUMP07	Door bumper		1
10	POBLOCKM	Door Rod Bracket		1
11	POBLOCKF	Door Rod Bracket		1

## K.D. Overhead Ganging Bracket



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	004640042	Ganging Bracket	*Tag = Point Colour	1
2	007220008	#8x 1/2 Screw		1

STEP 1: Install the units as per the installation drawing. Level and check for proper operation of door.

STEP 2: Align the flat ganging bracket with the hole closest to the shelf-mounting hole in the underside of the shelf.

STEP 3: Secure the bracket using the screw provided.

STEP 4: Align the other end of the flat bracket with the same hole on the opposite unit and secure.

# INSTALLATION GUIDELINES

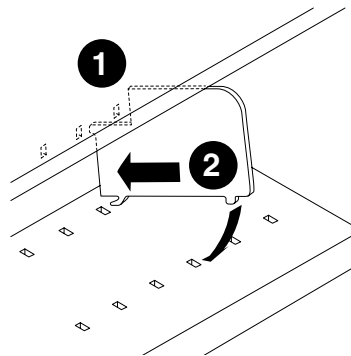
## BS0F16 Divider

Overhead storage cabinet is standard with 2" increment slots at bottom and at back to accommodate dividers.

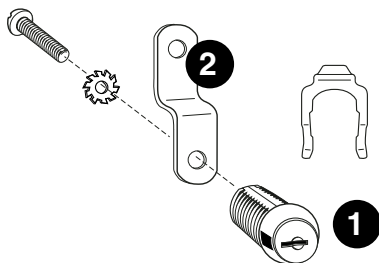
STEP 1: Insert upper corner into a slot in back wall.

STEP 2: Pivot downward to latch in bottom portion of divider.

Dividers are only for BS0F and BS00 series cabinets.



## BS0F16 Lock



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	POLOCKASSY	Lock Housing Complete		1
2	LOCKTONG	Lock Tongue		

## Inserting / Replacing Lock Plugs

### Inserting

STEP 1: Remove the keys which are shipped with the plug.

STEP 2: Insert core removal key (this is the key with CK300 stamped on it).

STEP 3: Ensure that the horseshoes line up on the core and the assembly. With slight pressure, push in the plug all the way until you hear a "click."

STEP 4: Remove the core removal key.

STEP 5: Insert the keys which unlock the unit and ensure it works properly.

### Replacing

STEP 1: Plug must be in the unlocked position in order to remove it.

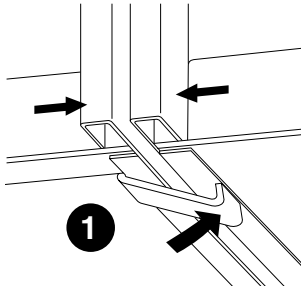
STEP 2: Insert the core removal key.

STEP 3: Apply slight outward pressure while moving the key/plug lightly up and down.

STEP 4: When it is aligned, it will pull straight out.



## BS0F16 Ganging Bracket



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	004640041	Ganging Bracket	*Tag = Point Colour	1

STEP 1: Install the units as per the installation drawing. Level and check for proper door operation.

STEP 2: On the front of the cabinets, at the bottom, where the two cabinets are side by side, locate the lip on each cabinet.

STEP 3: Insert one hook of the ganging bracket onto one cabinet. Pull the cabinets together until you are able to hook the other end of the bracket on to the second cabinet, and release.

STEP 4: The bracket does not need to be screwed into place, as the pressure of the cabinets against the bracket will hold it.

# INSTALLATION GUIDELINES

## Field Assembled Up Mounted Overhead

*BSKDC Up Mounted Overhead Storage*

STEP 1: Place storage unit top and door upside down on a flat, blanket covered surface.

STEP 2: Place back panel on the top's rear edge first and then position door's scissor mechanism. Align the holes and secure with supplied screws.

STEP 3: Hold side gable in place and secure with 4 supplied screws. Note: ensure that door track guide A is engaged in the track B.

STEP 4: Secure back panel to side gable. Install the gable on the opposite side.

STEP 5: Roll the subassembly on the back panel, position the unit's bottom shelf and secure it temporarily with two screws at the front.

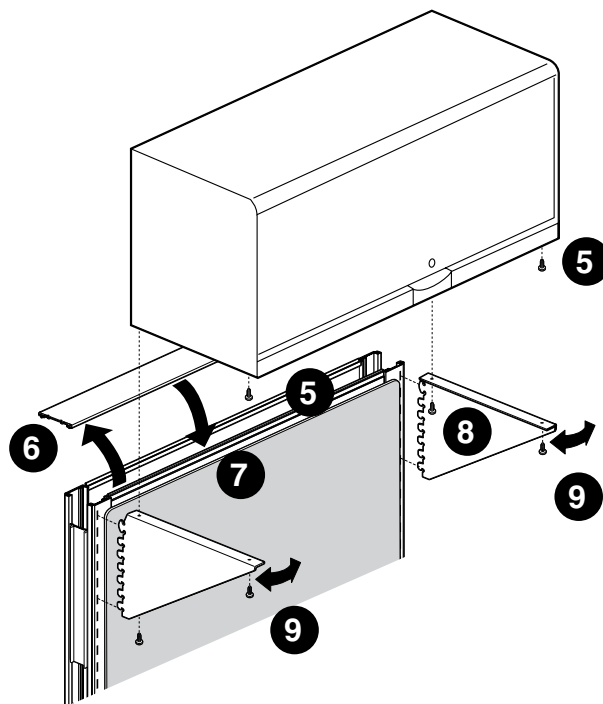
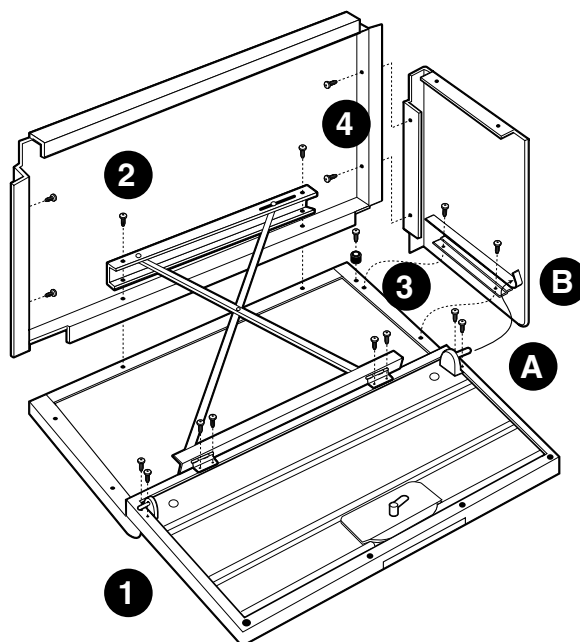
STEP 6: Remove panel top trim.

STEP 7: Install Up-mount cantilevers and replace the panel top trim.

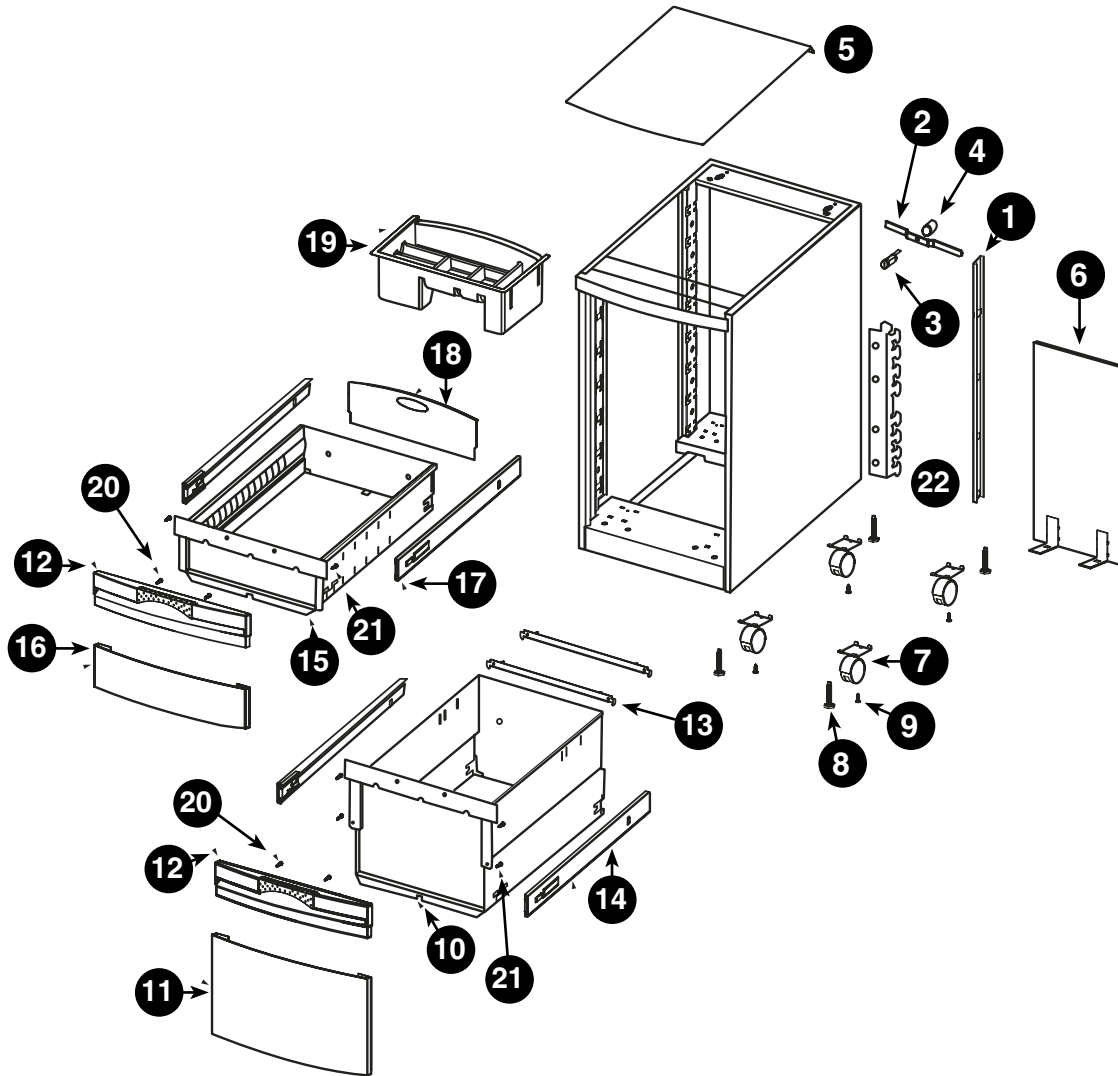
STEP 8: Place pre-assembled Up-mount overhead on the cantilevers and secure the unit temporarily by partially driving two screws at the back through the bracket, into the shelf. Do not tighten.

STEP 9: Move front of the cantilever gently sideways, drive the front shelf screws out, move cantilever's front to its original position and replace the screw back by driving this time through the cantilever, through side gable and into the shelf. Repeat on the opposite side and tighten both rear shelf screws.

Close the door and check unit for appearance and function.



## Radius Front Pedestal



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	PBPLBAR	Vertical Lock Bar		1
2	CBPARM	Actuator Arm		1
3	PBPLOCKASSY	Lock		1
4	PBPPIN	Pivot Pin (comes with CBPARM)		1
5	CBPTOP	Top (for mobiles)	*Tag = Paint Colour	1
6	CBPCWEIGHT	Counterweight		1
7	PBHCASTER	Caster (for mobiles) - set of 4		4
8	PHLEVEL02	1 1/2 x 3/8 Leveller - set of 4		4
10	CBPDWR12	12" Drawer (black only)		1
11	PBPFRT12	12" Drawer Front	*Tag = Paint Colour	1
12	PBPDWRPULL	Soft Touch Pull and Drawer Front Plastic Handle	*Tag = PVC Colour	3
13	CBPFBAR02	File Bar		2
14	PBPSLIDE1218	18" File Suspension Slide		2
	PBPSLIDE1224	24" File Suspension Slide		2
	PBPSLIDE1230	30" File Suspension Slide		2
15	CBPDWR6	6" Drawer (black only)		2
16	PBPFRT6	6" Drawer Front	*Tag = Paint Colour	2
17	PBPSLIDE618	18" Box Suspension Slide		2
	PBPSLIDE624	24" Box Suspension Slide		2
	PBPSLIDE630	30" Box Suspension Slide		2
18	PBPDIVIDER	Divider Plate		1
19	BSP1000	Pencil Tray		1
20	PHSCRW1009	Screws (for finger pull)		12
21	PHSCRW803	Screws (for drawer pull)		2
22	00464HBGP	Pedestal Mounting Bracket	*Tag = Frame Colour	

# INSTALLATION GUIDELINES

## BP Radius Front Pedestal Installation

According to your plan, select type of pedestal which is going to be used as a worksurface support. Identify which side of the pedestal is to be attached to the panel slots and install the panel mounting bracket accordingly.

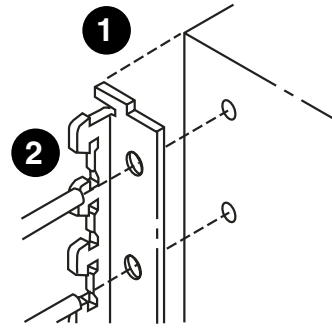
STEP 1: Align the outer corner of the bracket with the outer corner of the pedestal.

STEP 2: Hold the bracket in position and drive the supplied four self-drilling screws through the bracket into the rear wall of the pedestal.

STEP 3: Screw glides all the way into the pedestal.

STEP 4: Hook the pedestal into the panel and tap with a rubber mallet to ensure that the bracket is securely engaged in panel slots.

STEP 5: Adjust all pedestal levelers while ensuring that the bracket did not disengage from the panel.



**Proceed with installation of worksurfaces.**

STEP 6: Remove drawers and fasten the pedestal by driving four screws through the pedestal into the worksurface (pre-drill holes near corners).

## Removal / Replacement BP Radius Front Pedestal

**With Radius Pedestals the body is not removed from the slides. The slides are separated.**

**The same procedure follows for all drawer openings in the radius pedestal.**

### Removal

STEP 1: Pull drawer out to its fullest, extended position.

STEP 2: There is a black lever in the middle of each slide at the "joining" position:

- simultaneously press left side down, and right side up

STEP 3: Pull entire drawer body out.

- one half of the slide is left attached to the drawer body
- one half of the slide is left attached to the pedestal cabinet

STEP 4: Continue for all drawers as necessary.

### Replacing

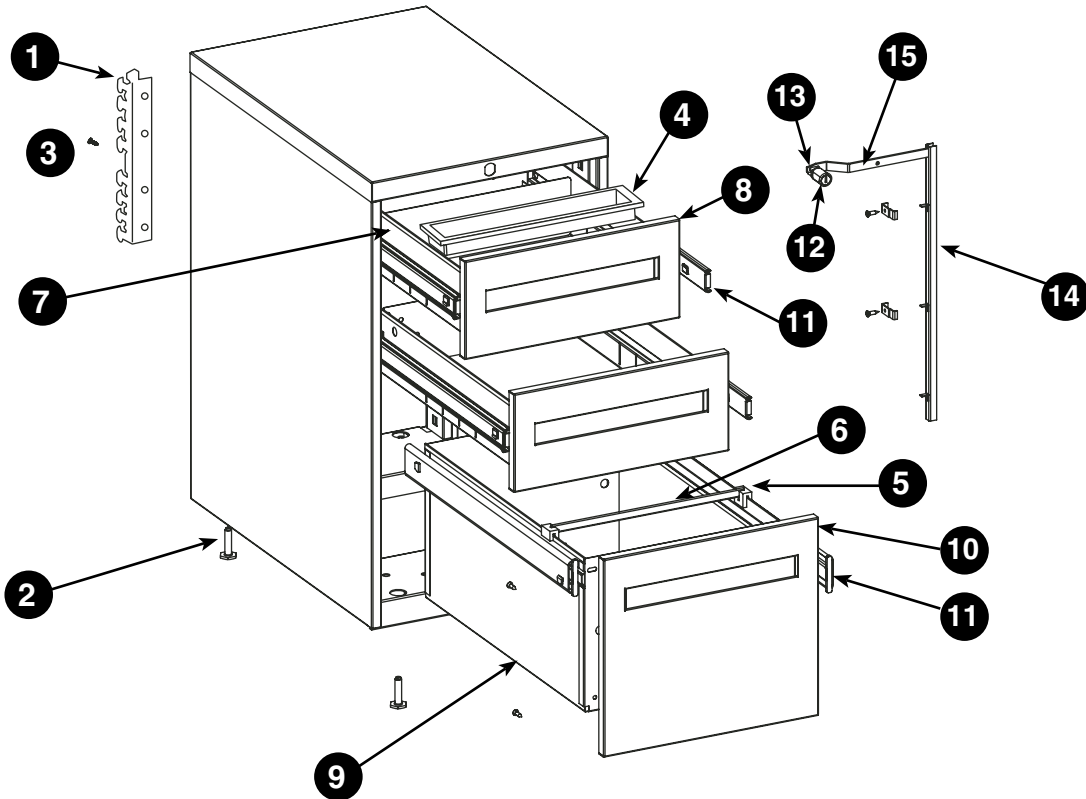
STEP 1: Ensure sliding mechanism in slide portion attached to pedestal cabinet is pulled ALL THE WAY FORWARD.

STEP 2: Line up sliding mechanisms.

STEP 3: Push drawer all the way closed. An audible "click" can be heard when locking levers are in position.

STEP 4: Check operation.

## Worksurface Supporting CS Pedestal



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	00464HBGP	Pedestal Mounting Bracket	*Tag = Frame Colour	1
2	007240003	Pedestal Glide 1.75		1
3	00722008	Pedestal Mounting Bracket Screw		1
4	CFP1000	Pencil Tray		1
5	CLIP	Front to back bar clips/black		1
6	CBBAR	File Bar		1
7	CS6DBBLK	Pedestal drawer -6" body (black only)		2
8	CS6DFXXX	Pedestal drawer -6" front	XXX = Paint Colour	2
9	CS12DBBLK	Pedestal drawer -12" body (black only)		1
10	CS12DFXXX	Pedestal drawer -12" front	XXX = Paint Colour	1
11	JPSLIDE1601	Pedestal Suspension Box Slide, 18" deep		2
	JPSLIDE1603	Pedestal Suspension Box Slide, 18" deep		1
	JPSLIDE2001	Pedestal Suspension Box Slide, 22" deep		2
	JPSLIDE2003	Pedestal Suspension Box Slide, 22" deep		1
	JPSLIDE2002	Pedestal Suspension Box Slide, 24" deep		2
	JPSLIDE2003	Pedestal Suspension Box Slide, 24" deep		1
	JPSLIDE2602	Pedestal Suspension Box Slide, 28" deep		2
	JPSLIDE2603	Pedestal Suspension Box Slide, 28" deep		1
	JPSLIDE2602	Pedestal Suspension Box Slide, 30" deep		2
	JPSLIDE2603	Pedestal Suspension Box Slide, 30" deep		1
12	PEDLCKHOUS	Lock Housing		1
13	PPCLIP	Lock Spring Clip		1
14	PEDLOCKMECH	Vertical Locking Bar for CSBBF24W (includes plates & rivets)		1
	LOCKMECHFF24W	Vertical Locking Bar for CSFF24W (includes plates & rivets)		1
15	LKBARCSBBF24W	Horizontal Locking Bar for CSBBF24W		1
	LKBARCSFF24W	Horizontal Locking Bar for CSF24W		1
	LKBARCSBBF30W	Horizontal Locking Bar for CSBBF30W		1
	LKBARCSFF30W	Horizontal Locking Bar for CSFF30W		1
16	JHCAST4	Casters (Not Shown)		1

# INSTALLATION GUIDELINES

## Lateral Files

**Before you start to make the changes on the unit, please make sure that you have all the parts. Conversion:**

STEP 1: There are four screws holding the Fixed Front to Roll-Out Drawer. Remove the four screws while holding the Fixed Front in place. (PHSCRW1001, Number 8 )

STEP 2: Remove Roll-Out Shelf from the slides.

STEP 3: Replace Slides with the new ones. (Number 10 to number 11 - See detail drawing on page 52)

STEP 4: Put Roll-out Shelf back into its place.

STEP 5: Install Rubber Bumper into Roll-Out Shelf. (Number 12 - See detail drawing on page 52)

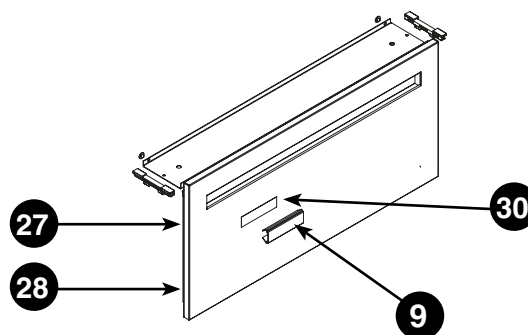
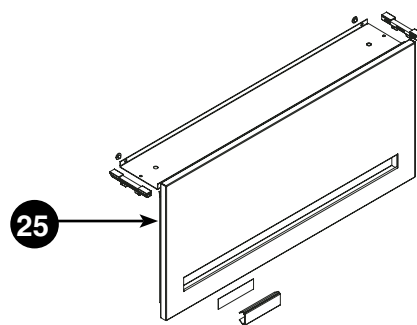
STEP 6: Replace 20 and 21 with 18 and two PHSCRW803. (See drawing on page 52)

STEP 7: Install Door Ribs into place by using two PHSCRW803 as shown on detail drawing on page 52.

STEP 8: Ensure that the Equalizer End Brackets 13 are in the proper location. (See drawing on page 52)

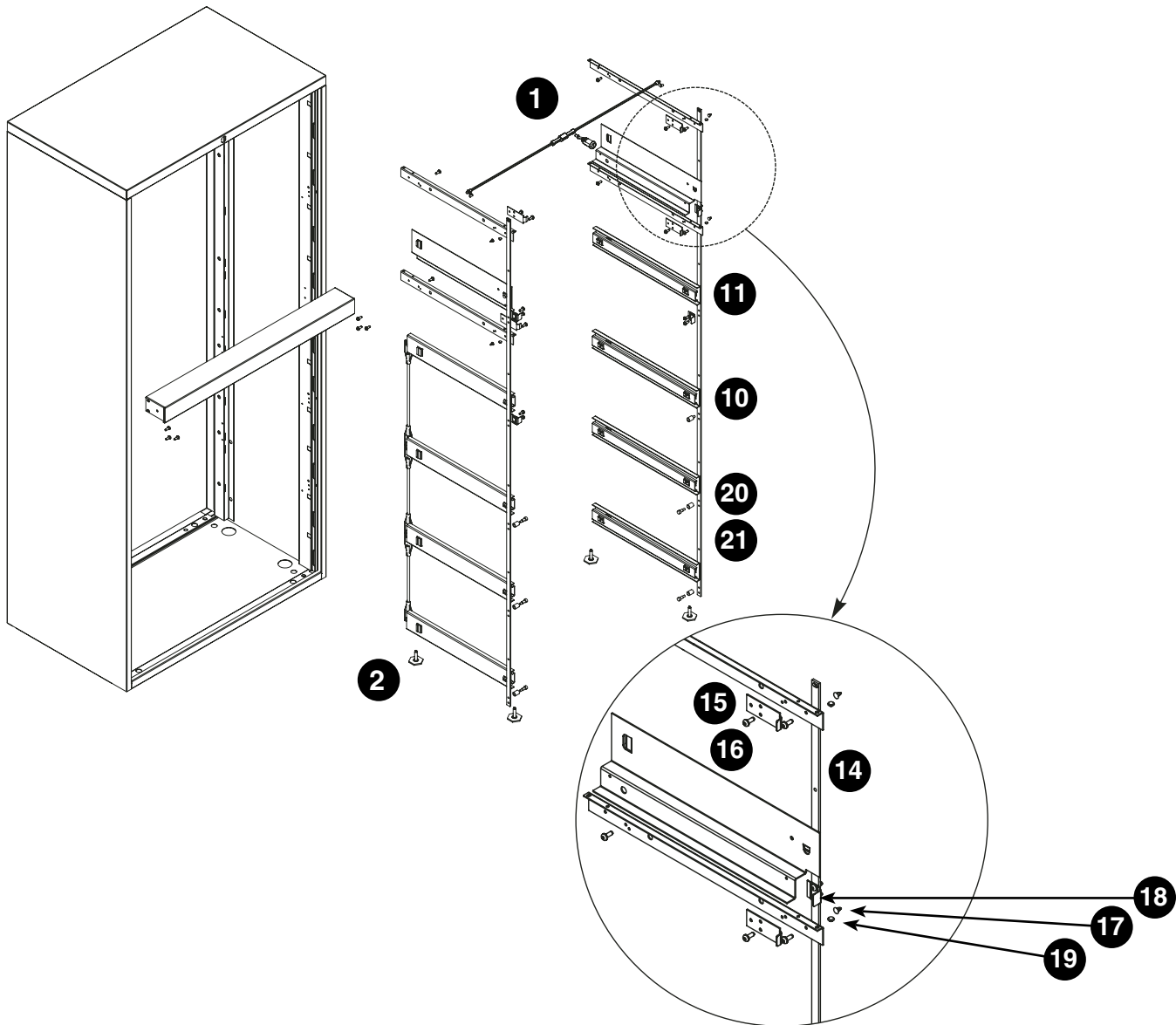
STEP 9: Slide the Receding Door into the Door Ribs and slide it into the case as deep as possible.

STEP 10: Attach Out-Stop (PLSTOP08) Brackets on the side of the Door Ribs with one PHSCRW803. (See detail drawing on page 52)



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
27	CFDBYYXXX	Fixed Drawer Front Only - (price the same for all widths)	YY = Width / XXX = Paint Colour	1
28	CFDLYYXXX	Fixed Drawer Front Only - (price the same for all widths)	YY = Width / XXX = Paint Colour	1
29	CRDBYYXXX	Receding Door Front Only - (price the same for all widths)	YY = Width / XXX = Paint Colour	1
30	PLCARD01	Holder Card Insert		1

## Lateral Files



REFERENCE #	PART#	DESCRIPTION	PACKAGE	QUANTITY
1	PLLHOUSEG	Lock Housing w/horseshoe clip		1
2	PHLEVEL01	Leveler		1
3	RLOUT30BLK	Roll Out Drawer Body (black only)		1
4	RLOUT36BLK	Roll Out Drawer Body (black only)		1
5	RLOUT42BLK	Roll Out Drawer Body (black only)		1
6	PHBUMP01	Hanging File Bar Bumper		1

# INSTALLATION GUIDELINES

## Diet - Boulevard Post Installation

Diet - to - Boulevard connecting kit typically consists of two extruded aluminum profiles. Boulevard strips, screws to secure connecting extruded profile to Diet panel and a cap.

There are three basic configurations (please note the position and the use of 'Connector and Filler profiles):

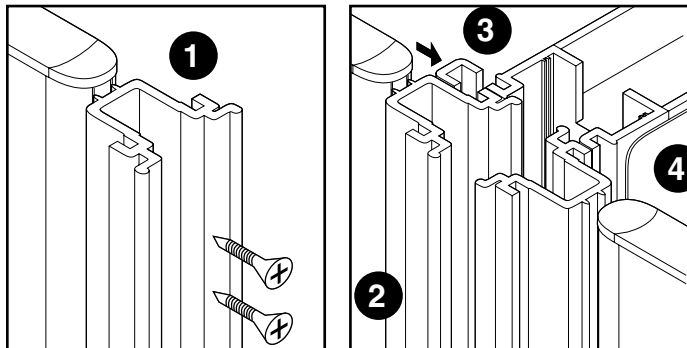
**STEP 1:** Begin the actual installation by securing Connector profile to Diet panel's vertical with supplied screws. Note the asymmetrical shape of connector extrusion and ensure that the larger side of the connector detail must be on the left side when facing panel's vertical extrusion or it would not engage with Boulevard panel inter- face.

**STEP 2:** Place Diet-Connector subassembly next to Boulevard panel. Ensure that bottom of the Diet-BLVD Connector rests on top of self leveling feature at the bottom of BLVD panels.

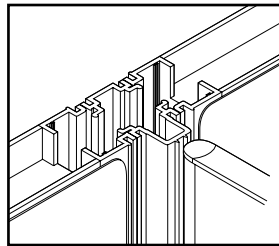
**STEP 3:** and **4:** Install Boulevard cap- ture strips.

**STEP 5:** Install the next Boulevard panel or Aluminum vertical end trim.

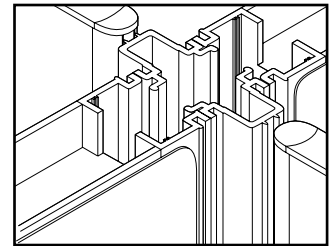
**STEP 6:** Finish by installing top cap (injection molded cap for Boulevard 1 and 2; aluminum cap for Boulevard System 3)



"T" (even height)

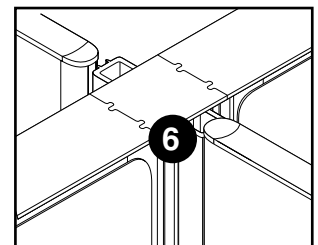
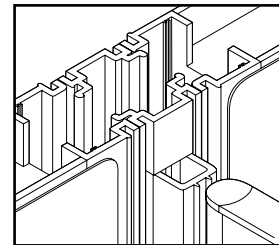


"X" (even height)



"T" (uneven height)

"X" uneven height requires one more filler profile





## General Cleaning

### General Cleaning

The guide was compiled using information from our material suppliers and is relevant only to our standard fabric and finish offerings.

### Panel Frames / Hardware

The panel frames are manufactured out of rigid “closed box” aluminum with an epoxy powder coated enamel. To clean the frames of the panels and all hardware associated with Boulevard, use a clean, damp cloth. For stubborn stains on the panel frames, add a mild detergent to the water.

### Laminate Surfaces

The work surfaces are manufactured using primarily Nevamar® brand high pressure laminates as the exposed surface. For light stains, use a clean, damp cloth. For stubborn stains, add a mild detergent to the water.

**Do not use an ammonia based solution. It may react with the PVC or wood edge trim, possibly causing permanent damage to the contacted areas.**

### Wood Finishes

The wood components of the Boulevard product are manufactured by Teknion Wood. They are manufactured to strict specifications, and as a result, are easy

to care for and will maintain their appearance for many years. Wipe the surface in the direction of the grain first with a damp cloth, then with a dry cloth. If the surfaces are still soiled, add a mild soap solution to the water. Wipe with a damp cloth after the solution application and then a dry cloth.

**Each motion of the cleaning must be done with the grain to prevent scratching.**

### Accessories

The accessories sold with the Boulevard product line can be cleaned with a clean, damp cloth. If the surfaces are soiled, a mild soap solution may be added. Wipe with a damp cloth after the solution application and then a dry cloth.

### Fabrics

The content of the fabric and the nature of the stain will determine which cleaning process is to be used. Please refer to Care and Maintenance Guide for guidelines.

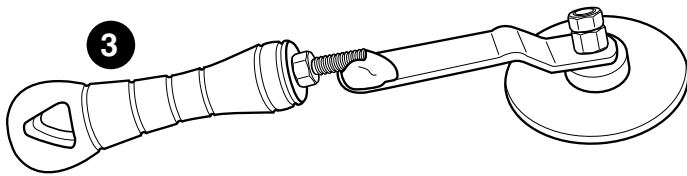
### Glazing

The standard glazing is acrylic, therefore it should only be cleaned with a damp lint free cloth or mild detergent.

**Do not use paper towels and window cleaner—this will cause scratches.**

## Replacing Panel Fabric

REFERENCE #	PART#	DESCRIPTION	QUANTITY
1	010030002NAT	Inner Spline - Natural	Per foot
2	010030002CLR	Outer Spline - Clear	Per foot
3	BAFR02	Spline Roller	1
4	BAPICK01	Installation Pick	1
5	BAIB01	Installation Block	



All fabric on Boulevard panels, regardless of the model number, is held in place by a double spline system. The “inner” spline is always a white or natural colour. The “outer” spline is either colour coordinated to the frame or clear (as of June 2000). Replacing fabric on Boulevard panels in the field is achieved by following the procedures below:

It is not necessary to remove the panel from the installation if you are only recovering the upper portion of a raceway panel. However, the panel should be removed in order to replace the lower portion as the kickplate and leveling glides have to be removed in order to replace the lower fabric.

If you are recovering the lower portion of a raceway panel, the spill guard acts as the outer spline. It is not necessary to add the outer spline where the spill guard will be installed.

**Existing Spline** – it is possible to utilize the existing spline when re-fabricing the panel though not recommended as it may be stretched out and not provide strong enough holding power.

**Curved Panels** – fabric is applied using an adhesive process. Field replacement is not recommended.

**Fabric Covered Raceways** – fabric is applied using an adhesive process. Field replacement is not recommended. Field converting PVC raceway covers into fabric covered raceways is not recommended as fabric covered raceways have rounded edges to prevent fabric from tearing.

STEP 1: Remove the panel from the installation if necessary.

STEP 2: Remove the raceway cover(s), kickplate and spill guard from the panel, if applicable.

STEP 3: Remove the outer spline from the section(s) of the panel where the fabric is being replaced with a pick. It is easiest if you are able to locate one end of the spline.

STEP 4: Remove the inner spline. It is easiest to start at one corner of the panel to remove this spline. Both steps 3 and 4 can be best accomplished by utilizing an awl or “pick” type tool. Be careful not to scratch the finish on the panel while removing either of the splines. Once both of the spline sections are removed, the fabric can easily be removed from the panel and discarded.

STEP 5: Replacing the fabric – Cut the fabric, leaving approximately 1” around the entire perimeter. Ensure that the fabric “grain” is parallel with the frame of the panel and in the desired direction. Place the inner spline around the entire section of the panel to be recovered.

STEP 6: Using a spline roller, roll the spline into the groove of the panel all the way around while pulling the fabric taut. Pay particular attention to the corners where the fabric has a tendency to pucker.

STEP 7: Once the inner spline has been rolled in properly around the entire perimeter of the panel, you may need to trim off the excess fabric. Use a sharp pair of scissors and cut the fabric to within 1/4” to 1/2” of the panel frame. At the corners, cut the fabric on a 45 degree angle, cutting it as close to the panel as possible without cutting the fabric on the panel. Continue to roll the inner spline into the groove of the panel. This will also roll in the excess fabric once it has been trimmed.

STEP 8: Install the outer spline into the groove using the spline roller to ensure that it is securely rolled into the groove evenly around the entire perimeter of the panel. It is important to pay particular attention to the corners. Ensure that the corners are tucked in properly and that the spline is hidden all of the way around the perimeter.

STEP 9: Re-install the raceway covers, kickplate and spill guard if applicable.

# INSTALLATION GUIDELINES

## Name Plate

STEP 1: Insert a paperclip into the opening along the edge of the frame as illustrated.

STEP 2: Push the paperclip toward the centre and lift the transparent screen. Place name card into the frame and replace the screen.

STEP 3: Carefully loosen the two screws holding the brackets. Ensure that the brackets do not come apart.

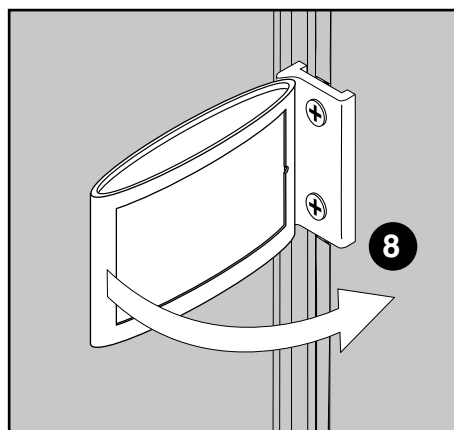
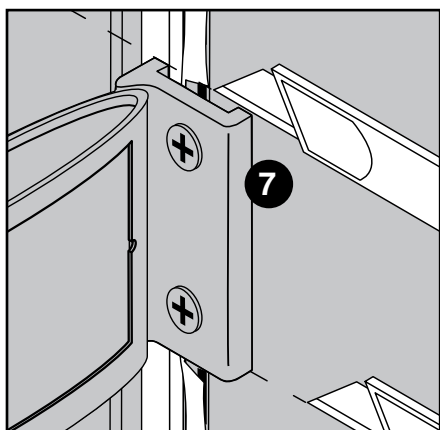
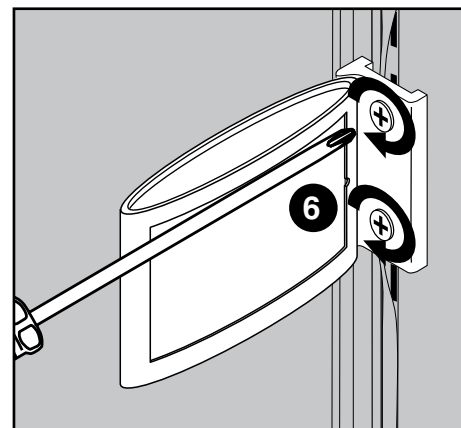
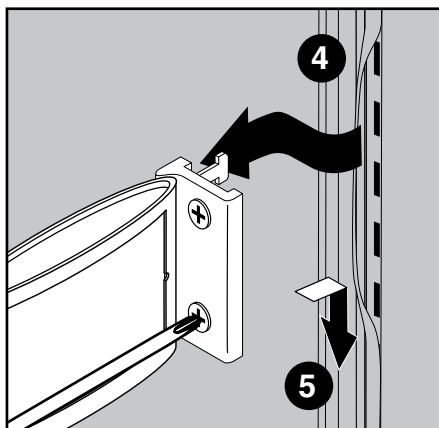
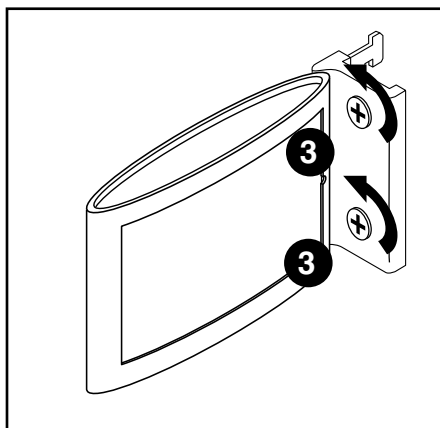
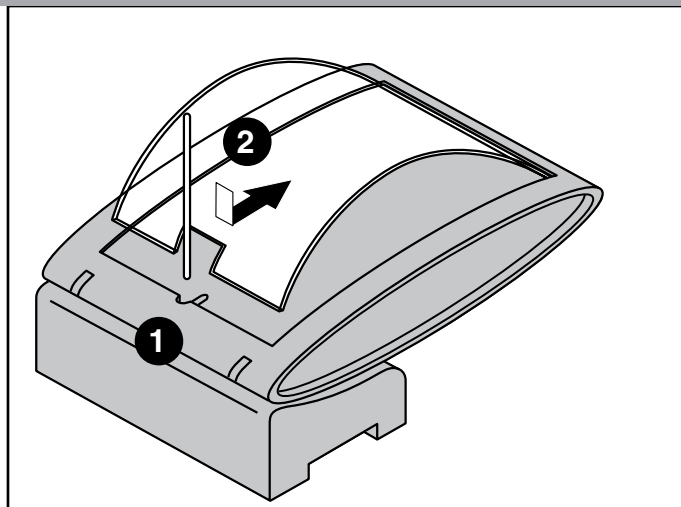
STEP 4: Lift panel connector flap and insert the steel bracket with hooks into panel's slots so that the slot connector flap ends up between the steel toothed bracket and bracket housing.

STEP 5: Press the bracket housing tight against the panel with one hand while applying horizontal pressure on the screw with the screwdriver. Engage panel slots by sliding the bracket housing and the bracket down.

STEP 6: Tighten both bracket screws. Do not overtighten.

STEP 7: Cut connector flap immediately above and below the bracket housing so it remains flat against the panel surface (except the section between the bracket housing and the bracket).

STEP 8: Adjust the frame to desired position (parallel or perpendicular to panel surface).

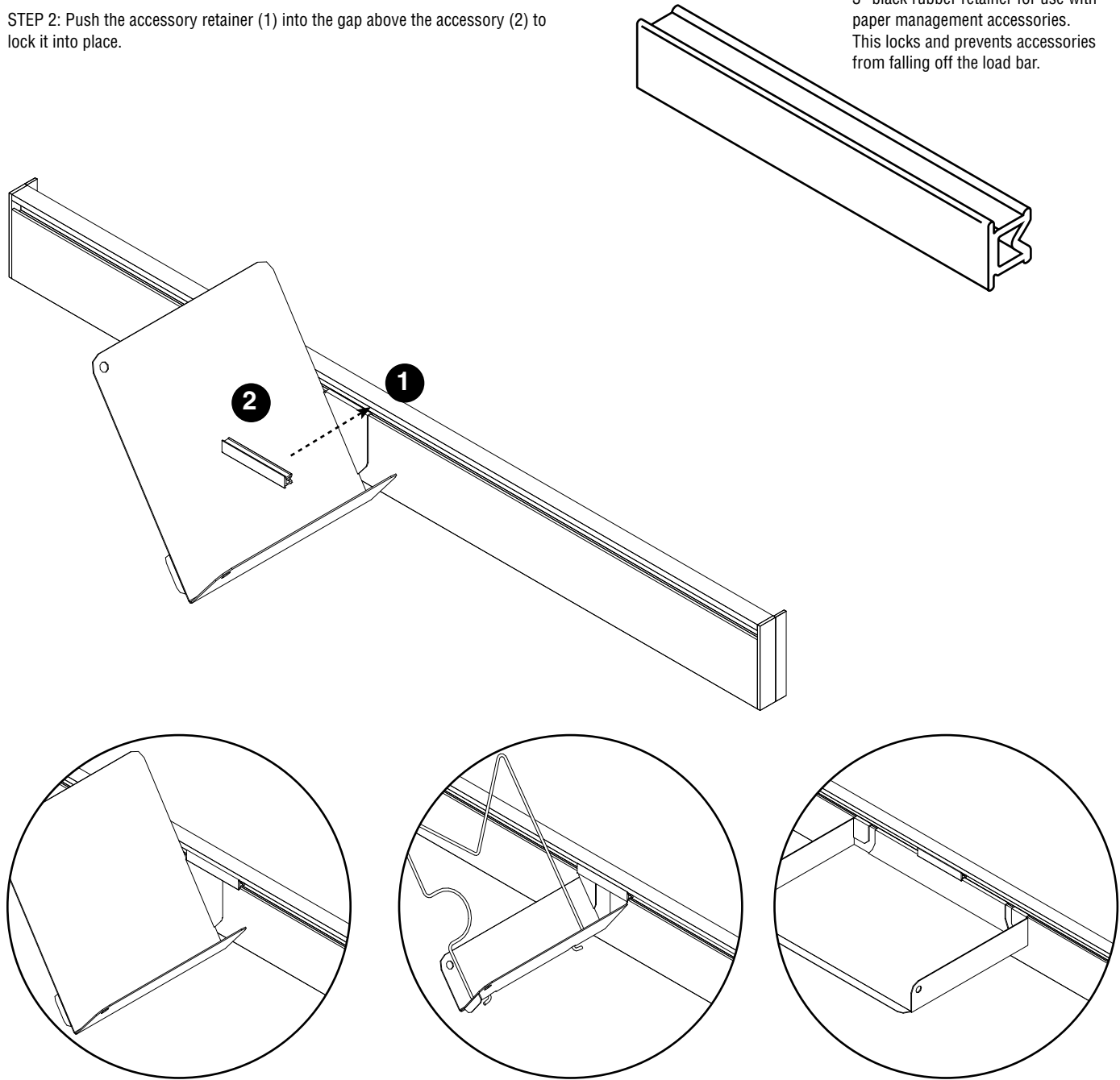


## Accessory Retainer

STEP 1: Mount the accessory on the load bar.

STEP 2: Push the accessory retainer (1) into the gap above the accessory (2) to lock it into place.

3" black rubber retainer for use with paper management accessories. This locks and prevents accessories from falling off the load bar.



# INSTALLATION GUIDELINES

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