

Compile Installation 2017 Manual



OHSAS 18001:2007
REVISED: FALL 2017

ISO 9001:2015

ISO 14001:2015



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Compile

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Required Tools

- Safety Glasses
- Wrench
- Allen Key
- Flathead Screwdriver
- Phillips Screwdriver
- Measuring Tape

Panels

PANELS come from the factory with the “Quick Connect” clips pre-installed on both sides of the panels. One side is pointing up and the other side is pointing down.

UNIVERSAL CORNER POSTS come from the factory with the “Quick Connect” clips pre-installed on 3 sides. One side is pointing down, and 2 adjacent sides are pointing up.

Slide connections together, and press firmly in place. **Do not use hammer to try to secure panels.**

Leveling Tip:

- If panels don't line up exactly, please lower the glide on the lower panel to level the panels.

Corner Post Tips:

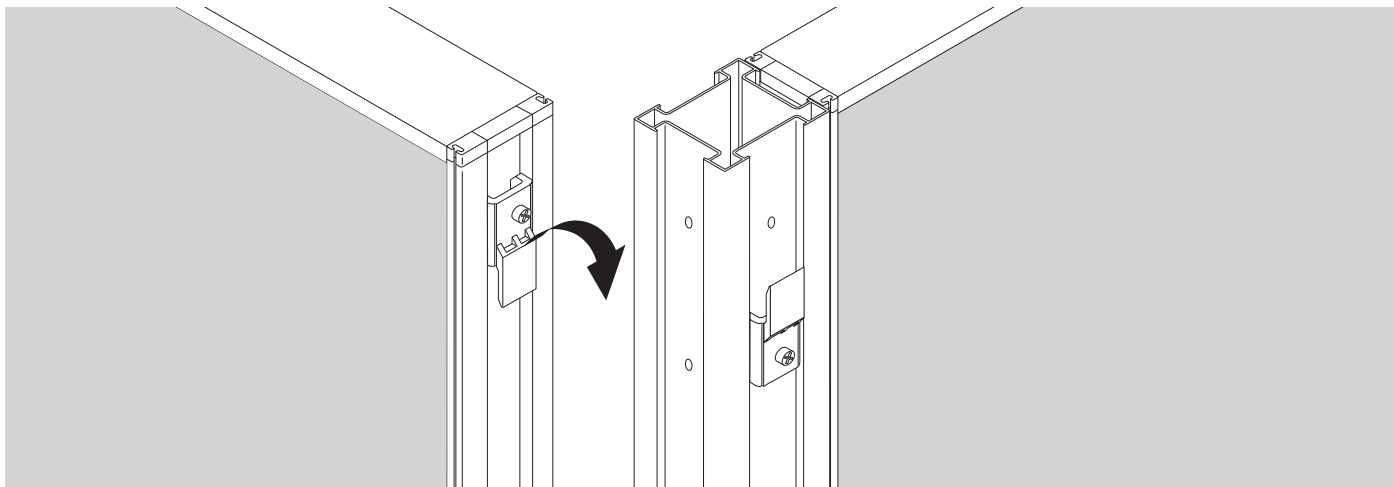
- **Align the “Quick Connect” clips on the first panel of a run so both sides point UP.**

This will allow the Corner Post to be dropped onto one side, and the adjacent panels to also be dropped on. Then the rest of the panels in the run can be easily dropped onto each other.

- For 2 ways, remove one set of clips by loosening the set screw, and slide up and out, through the channel. Snap in 2 Post Trim Strips to finish 2 open sides.

- For 3-ways, snap in Post Trim Strip to finish 4th side.

- For 4-ways, install the clips on the 4th side facing up, so the panel can be dropped on.



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 manufac-

turer'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.

INSTALLATION GUIDELINES

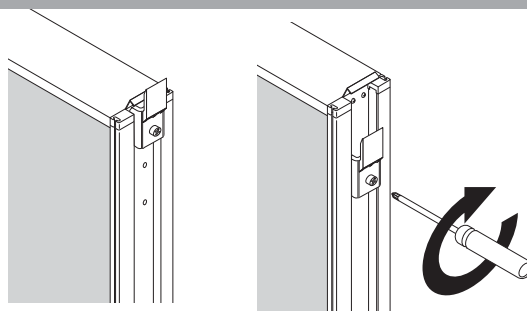
Quick Connect Clips

Add or remove "Quick Connect" clips with a Phillips screwdriver, by loosening the screw enough to allow the clip to slide freely.

To remove clip, lift tab on top of panel and slide clips out of groove.

To change clip orientation, use the following hole configurations.

- Top hole to have clip point down.
- Bottom hole to have clip point up.



Lock Clips

Post: (a)

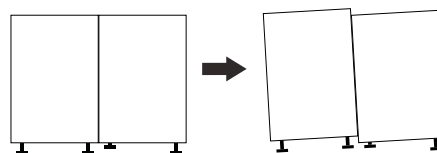
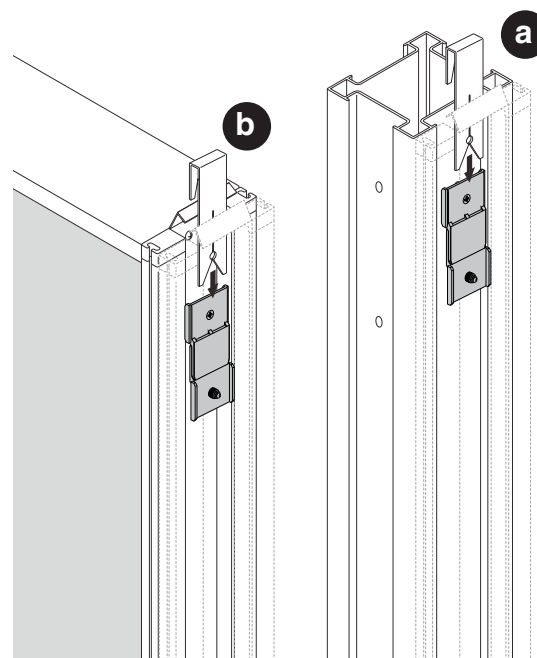
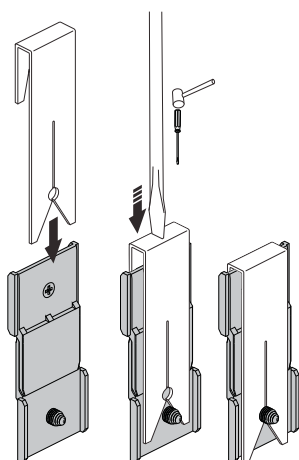
Put the lock clip in such a way that the short end of the clip is over the top connector and the longer side is facing the panel (even if it's on an angle). Using a mallet and a flat screwdriver, hammer the lock clip down until you feel it catch the lower screw.

Between Panels: (b)

Put the lock clip in such a way that the short end of the clip is over the top connector and the longer side is facing the panel. Using a mallet and a flat screwdriver, hammer the lock clip down until you feel it catch the lower screw.

Releasing the lock clip:

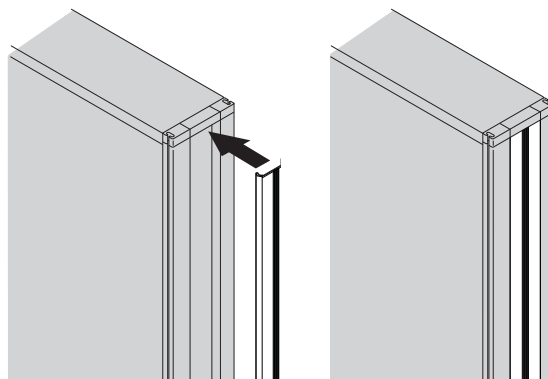
Pull the leveler (adjustor) down at the panel that its connector is on top and push the other panel down.



Panel Trims

Panel / Post Trims can snap or slide into place, to finish panel End of Runs, 2-way, 3-way and step down-variable height connections.

NOTE: End of Run Trims are approximately 5" longer than Post Trims.



INSTALLATION GUIDELINES

CAPAS Privacy Glass

STEP 1: Open the clamps.

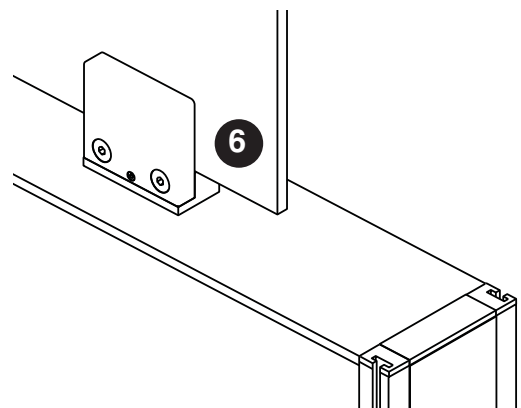
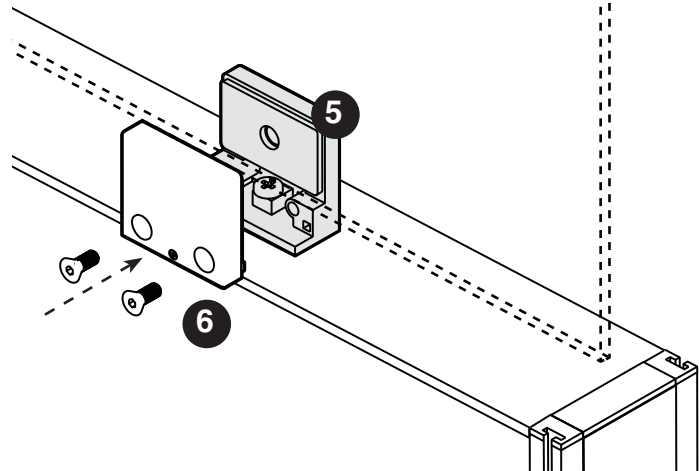
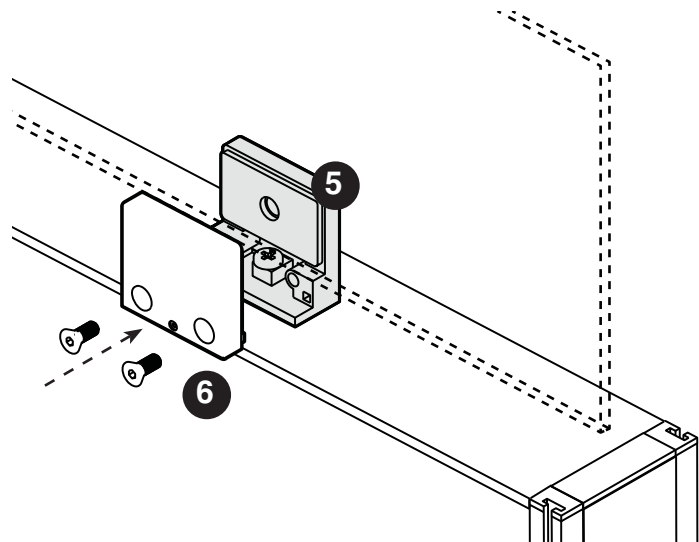
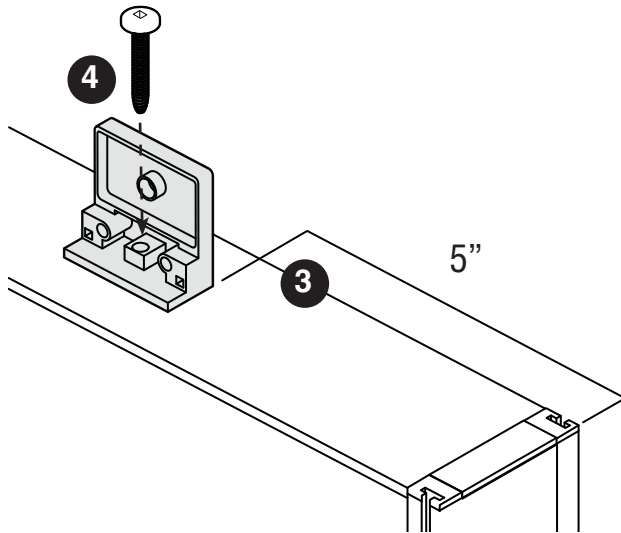
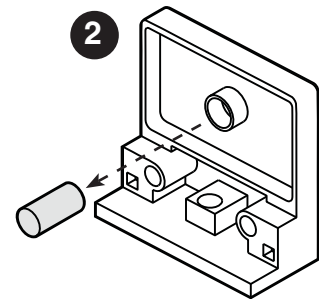
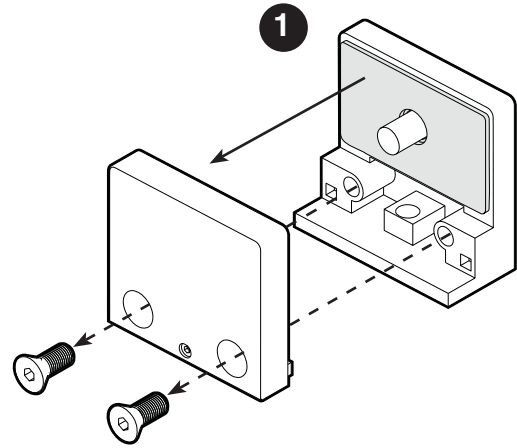
STEP 2: Remove the pin.

STEP 3: Measure 5" from the edge.

STEP 4: Drill directly into the top of the panel. (use the provided #10 1 1/2" pan head square drive type A 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.

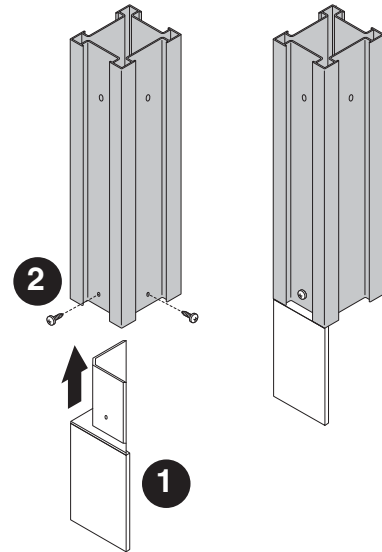


INSTALLATION GUIDELINES

Post Base Covers

STEP 1: Slide Post Base Cover into bottom of Universal Corner Post.

STEP 2: Secure into place on 2 sides, with two small black screws.

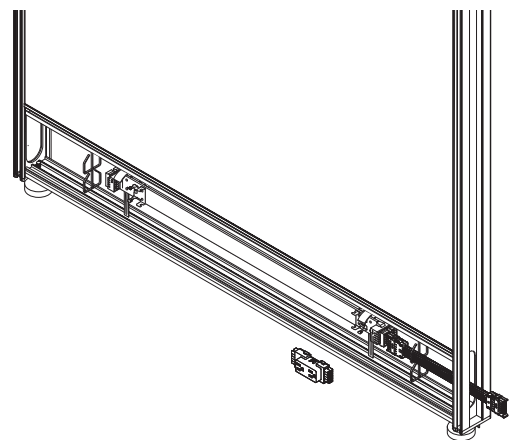
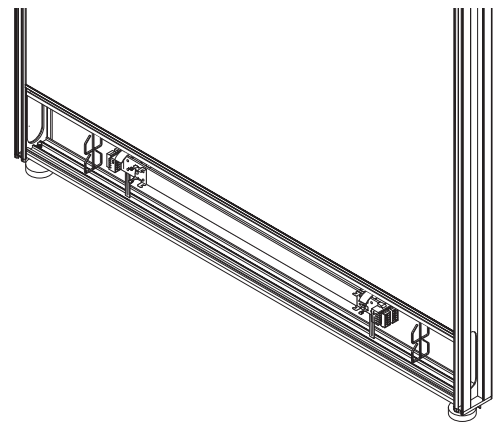
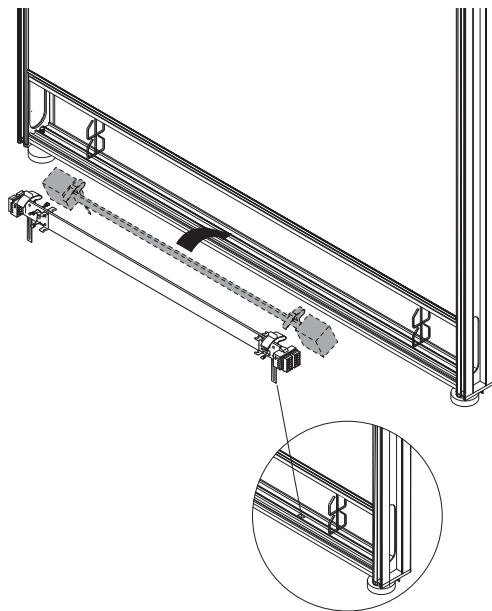


Electrical - Adding Power Distribution Housing

Align Power Distribution Housing so the bottom tabs drop into the pre-cut slots in the panel base. Be sure to align the spring clips on top, so they are facing you.

Rotate Power Distribution Harness into place until the spring snap securely into place.

Included cable managers can be slid to the side, or removed.

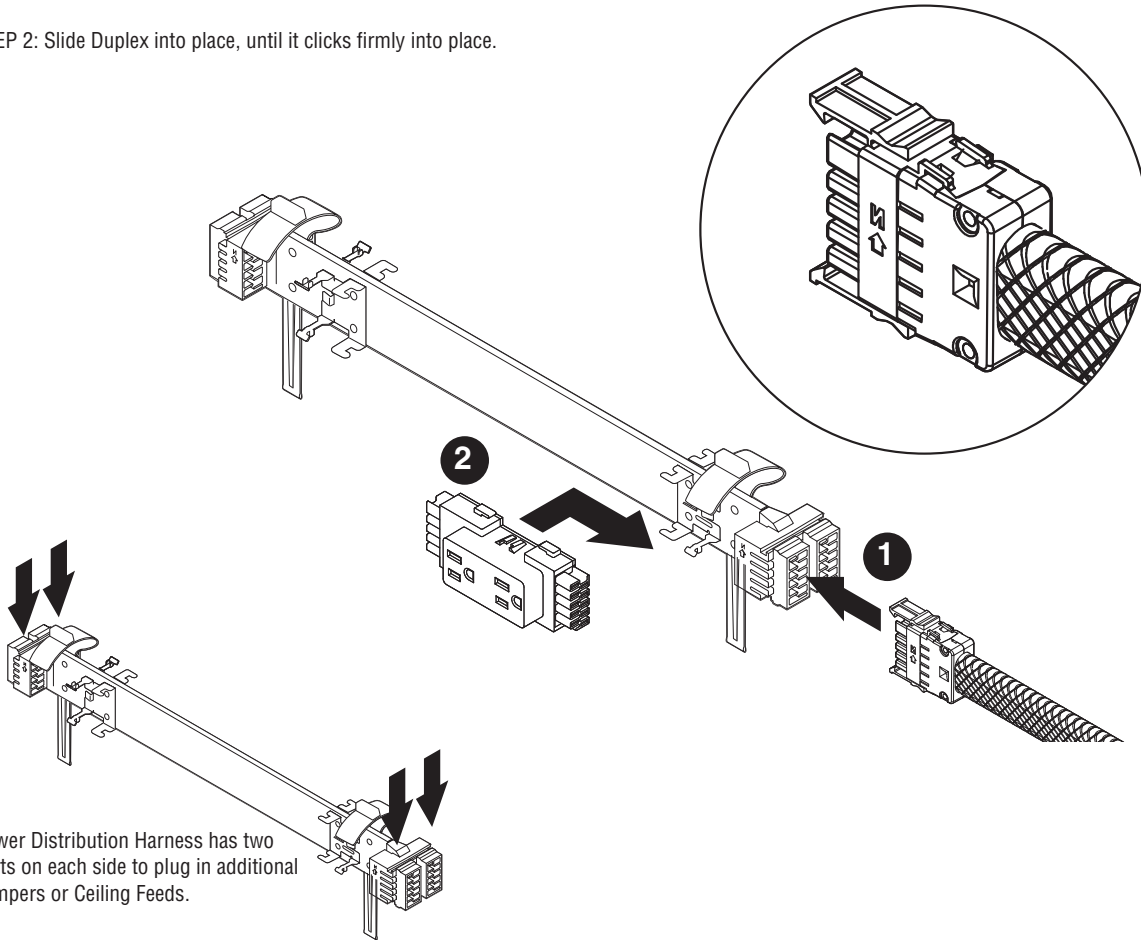


INSTALLATION GUIDELINES

Electrical - Power Distribution Harness and Duplexes

STEP 1: Plug Jumper into Power Distribution Harness, until it clicks firmly into place.
The arrow above the embossed "N", should be pointing up.

STEP 2: Slide Duplex into place, until it clicks firmly into place.



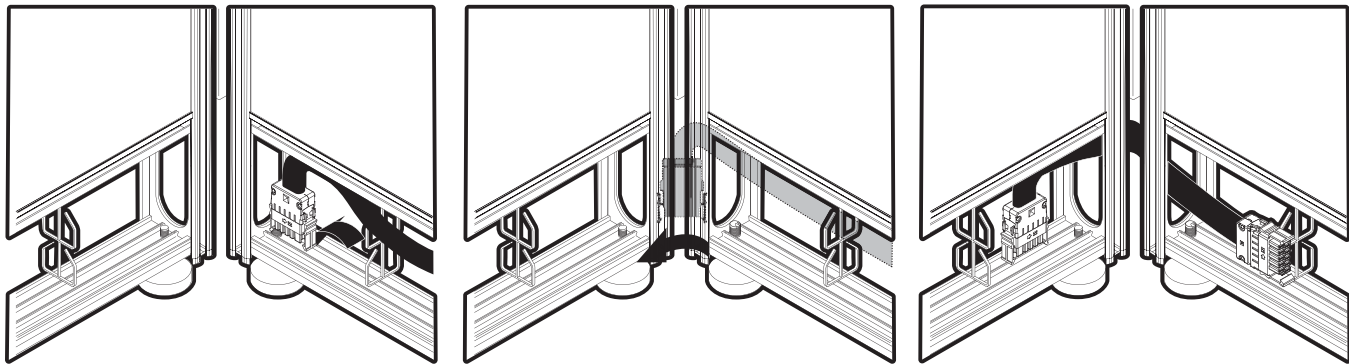
Power Distribution Harness has two ports on each side to plug in additional Jumpers or Ceiling Feeds.

Electrical - Installing Through Corners

Installation Tip: When routing jumpers around corners, in a 2-way, 3-way or 4-way connection.

Bend connection of 17" flexible Mesh Jumper downward, at a 90 degree angle.
Slide connector through opening and pass through openings in both panels.

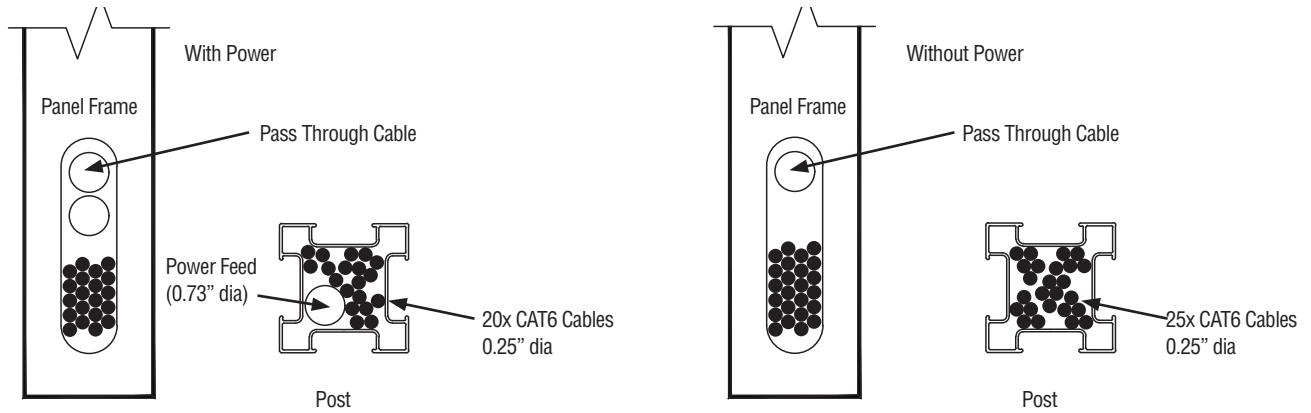
Straighten connector.



INSTALLATION GUIDELINES

Electrical - 90 degree post cable capacity

Typical application, recommended maximum



* THESE ARE GUIDELINES ONLY, ACTUAL NUMBERS MAY VARY BASED ON SITE CONDITIONS AND CLIENT REQUIREMENTS *

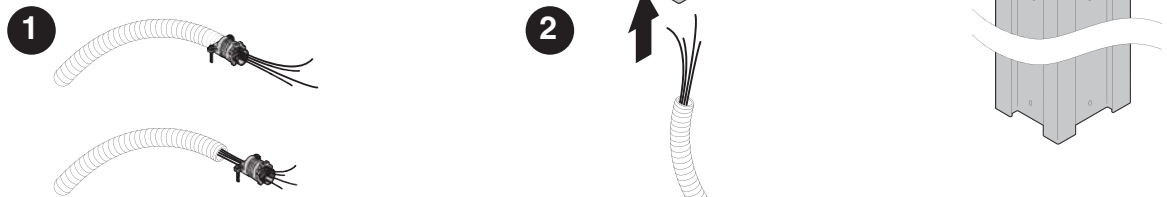
Electrical - Ceiling Feed

STEP 1: Disconnect clamp at top of ceiling feed, and remove, tape the wires together.

STEP 2: Lay the Universal Corner Post on the floor. Slide top of ceiling feed through Universal Corner Post, starting at the bottom of the post.

STEP 3: Lay Post Extension inline with the Universal Corner Post. Slide Ceiling Feed through the Post Extension. Attach Post Extension connector plates as indicated in Post Extension instructions, on this page, below.

STEP 4: Reattach connector clamp to top of ceiling feed. Install completed Power Pole onto panels, and into ceiling.



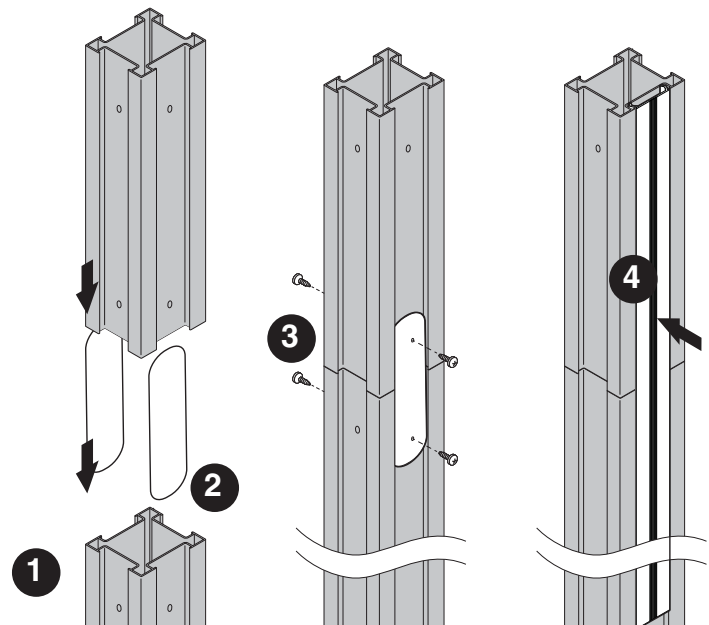
Post Extension

STEP 1: Drill a 6mm hole, screw bottom of attachment plates into universal corner post. Use two plates, opposite to each other for each post extension.

STEP 2: Slide Post Extension Post between attachment plates.

STEP 3: Drill a 6mm hole. Screw top of attachment plates into post extension.

STEP 4: Snap Trims into grooves on all 4 sides of Post Extension. Trim dimension matches post dimension.

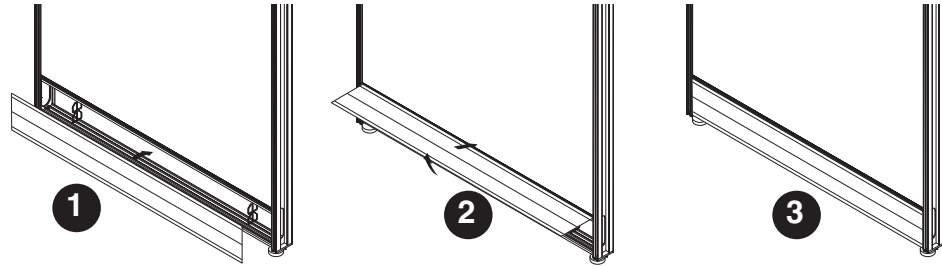


INSTALLATION GUIDELINES

Raceway Covers without Knockouts

STEP 1: Orient Raceway Cover until it is almost VERTICAL and insert top of cover into groove on panel. STEP 3: Snap bottom corners of Raceway Covers, to secure into place.

STEP 2: Raceway Cover can be lifted up at 90 degrees, and pushed slightly into panel, to lock in place.



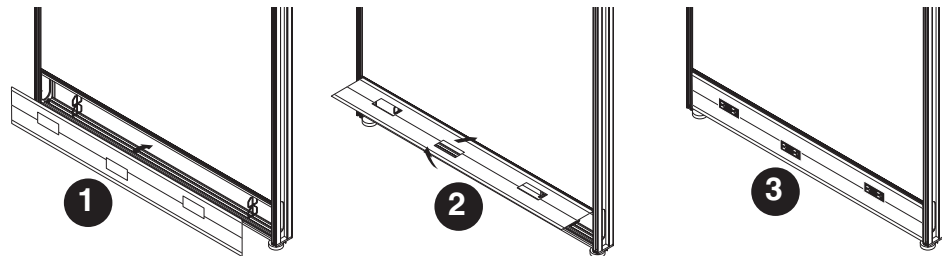
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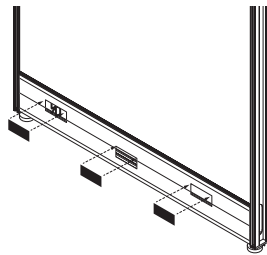
STEP 3: Snap bottom corners of Raceway Covers, to secure into place.

STEP 4: Raceway Covers lock securely in place on both ends, securing over black tabs in panels.



Raceway Knockout Covers

Snap Raceway Knockout Covers into openings where duplexes are not being used.



INSTALLATION GUIDELINES

Cantilevers / Corner Brackets

Installation Tip:

•Build from the BOTTOM....UP!

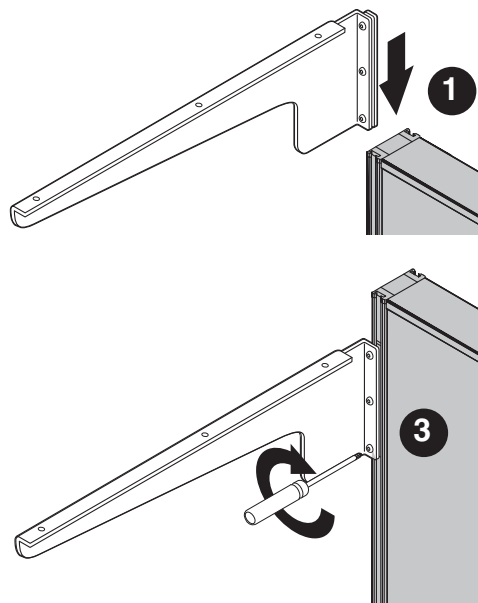
• Slide all Worksurface Supports and Brackets into place...FIRST. Tackboards/Writeboards /Load Bars, SECOND. Overhead Storage / Shelves, THIRD.

STEP 1: Slide worksurface supports, with connection plate and screws attached, into groove on side of panel.

STEP 2: Make sure that the screws are flush, and do not protrude through the connection plate.

STEP 3: Securely attach all screws using a #4 ALLEN BIT, or TORX T25 HEAD BIT.

Gauges are provided with every cantilever and corner bracket.



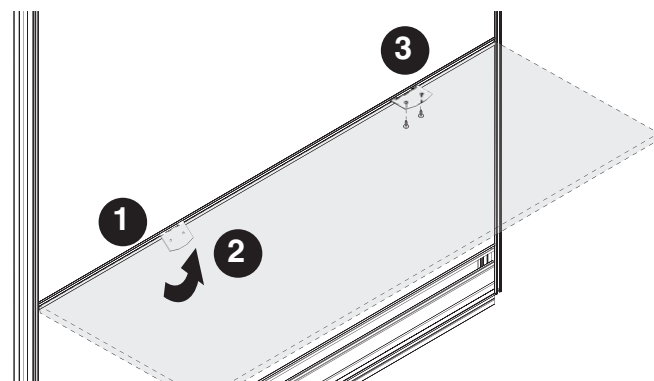
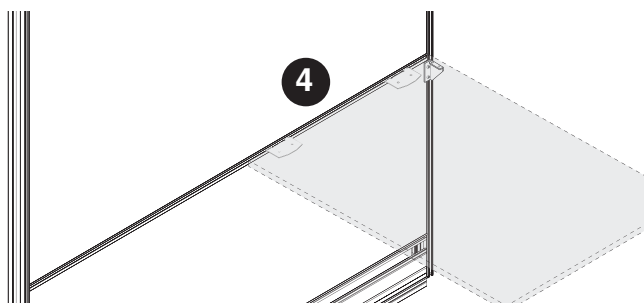
Mid Span Support Brackets (Can ONLY be used with Segmented Panels)

STEP 1: Insert bottom portion of Mid Span Support bracket into segmentation channel, below worksurface height.

STEP 2: Lift bracket to secure it into segmentation channel.

STEP 3: Secure bracket to worksurface using short wood screws.

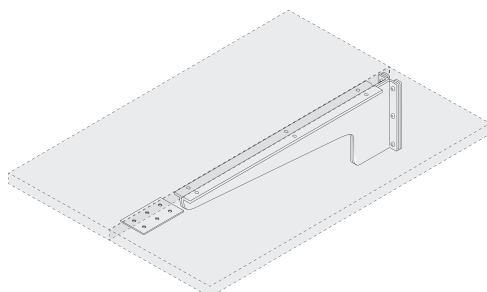
STEP 4: Mid Span Support Brackets can be used as additional support for longer worksurfaces or to create an off-module connection, as shown.



Adjacent Worksurface Mounting

Two Cantilevers, leveled side-by-side with Flat Plate to align front edges of worksurfaces.

One Corner Bracket, plus (2) Mid-Span Support Brackets (using Segmented Panels ONLY) to create an off-module worksurface connection.

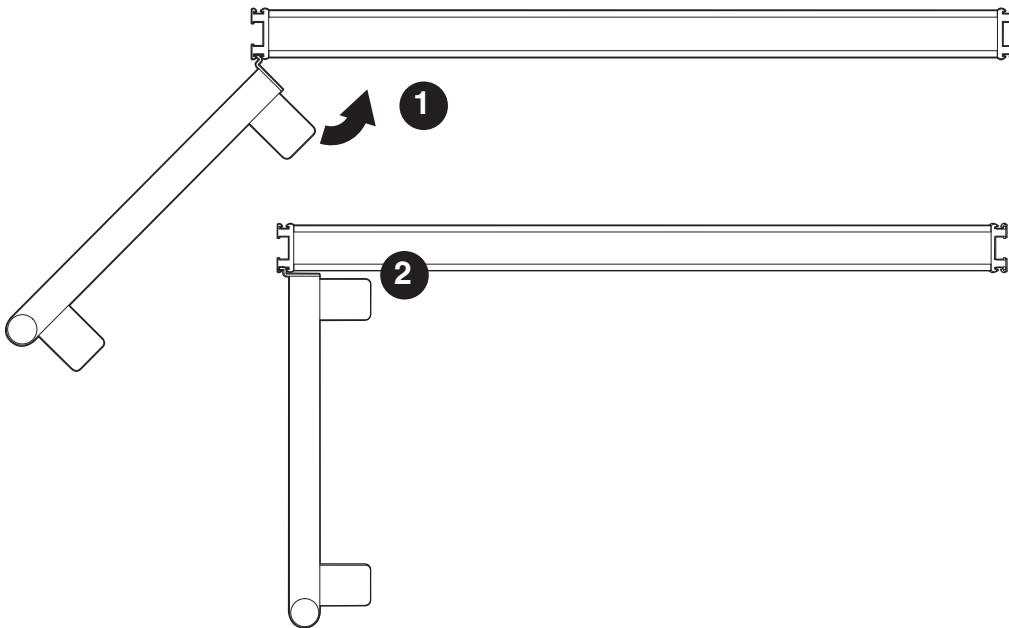
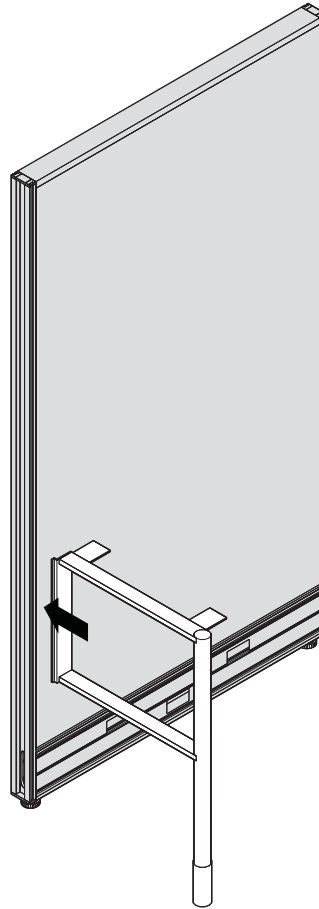


INSTALLATION GUIDELINES

CHMEG Metal End Gable

STEP 1: Engage the leg into the panel's rail by rotating it into place.

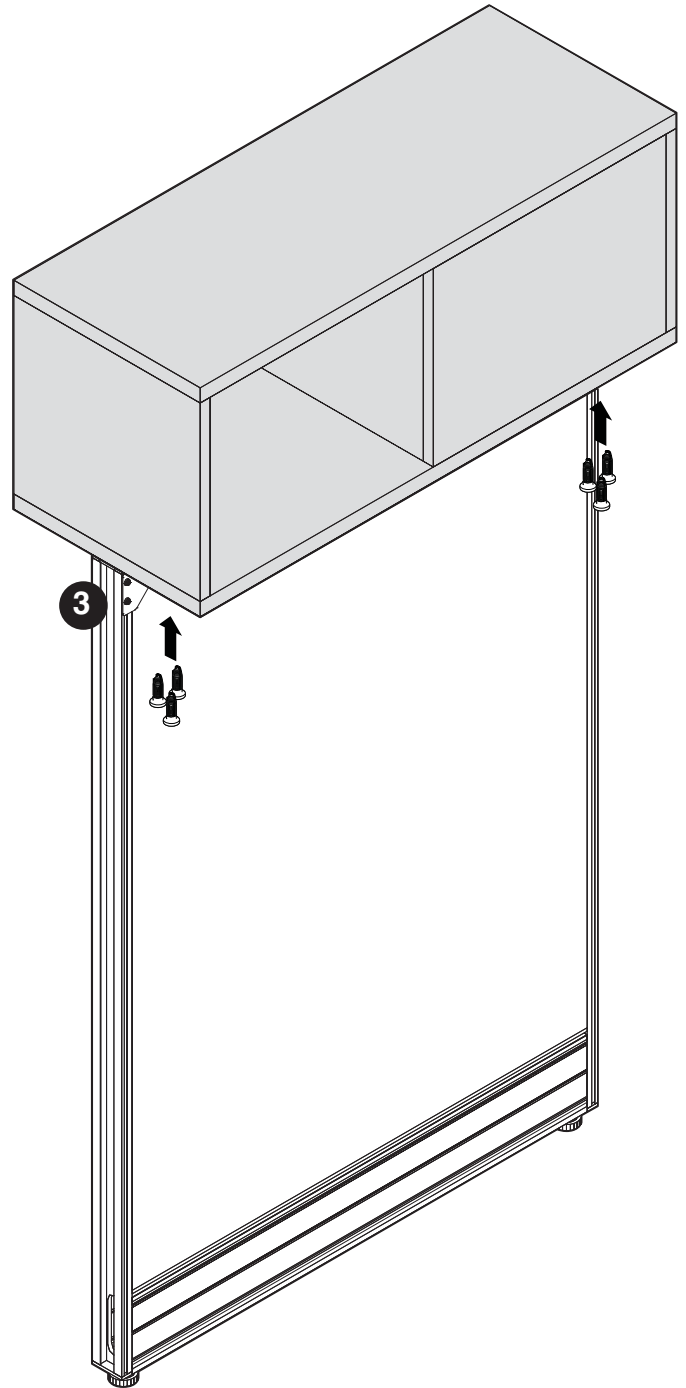
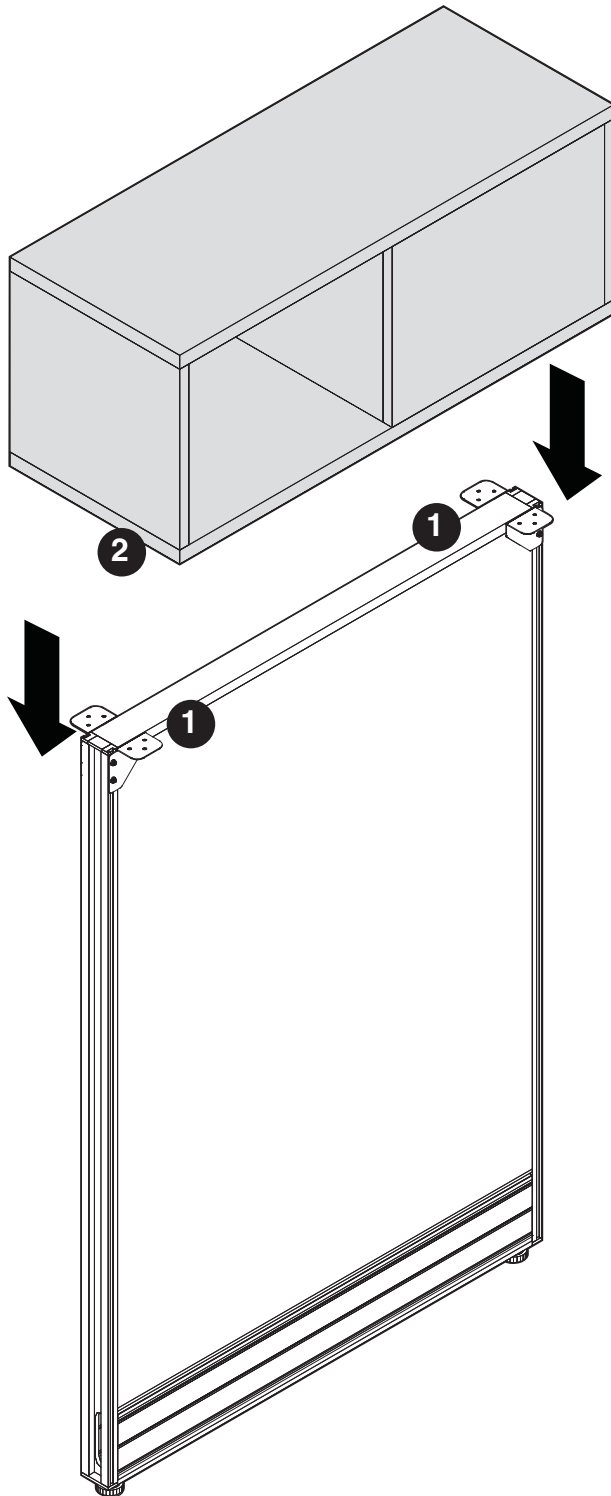
STEP 2: Install the worksurface while making sure the leg is perpendicular to the panel.



INSTALLATION GUIDELINES

Centre Mounted Overhead

1. Install the corner brackets so they align with the very top of the panel.
2. Measure and centre the overhead on top of the panel.
3. While someone holds it in place, fasten the overhead to the brackets with the provided screws.



INSTALLATION GUIDELINES

Pedestal Bracket / Corner Plate

Ensure that all panels are leveled and securely connected before proceeding with installation of worksurface supports.

STEP 1: Align the first bracket's edge with pedestal's top corner and rear vertical edge as illustrated.

STEP 2: Secure the top bracket with supplied, self-drilling, counter-sunk head screws.

STEP 3: Align the second bracket's bottom edge with pedestal's bottom corner and rear vertical edge and secure it with supplied, self-drilling, countersunk head screws. (Not shown).

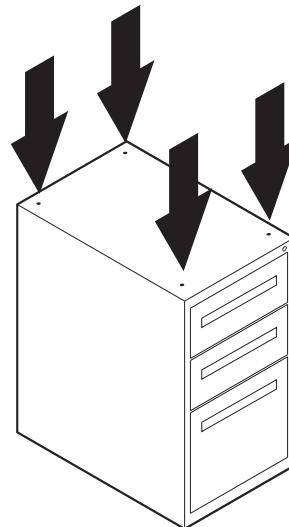
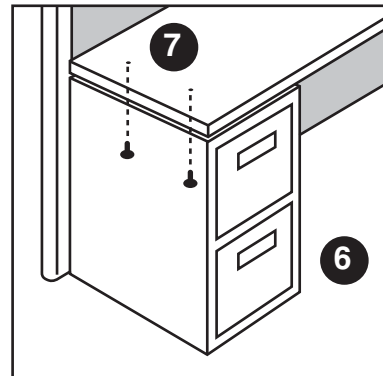
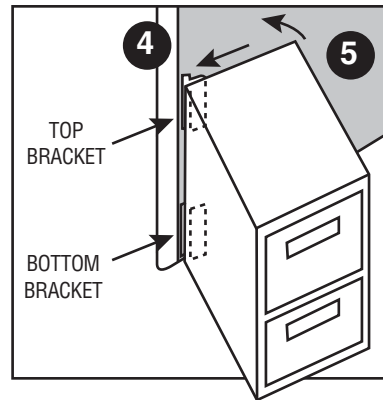
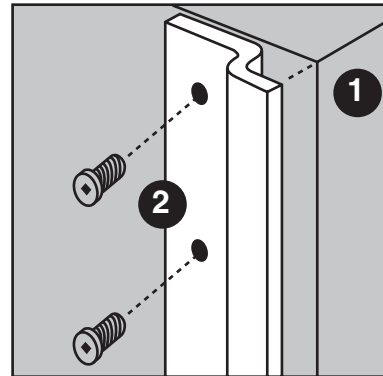
STEP 4: Angle the pedestal on the floor and insert bracket ends into panel's vertical side groove.

STEP 5: Rotate the pedestal while making sure that both brackets remain securely engaged inside the panel's vertical side groove. Install worksurface support on the opposite side of the worksurface as specified. Rest worksurface on both supports.

STEP 6: Adjust pedestal's levelers to level the worksurface and ensure that the pedestal's side is perpendicular to the panel.

NOTE: Read before you proceed with the next step! If you use a full depth pedestals (24" deep pedestal under 24" deep worksurface) to secure worksurfaces to a panel with optional Panel cable manager, do not bolt the pedestal to the worksurface yet. You may have to angle and slide the pedestal partially out in order to gain an access to the panel's cable manager. In this case, the following step (#7) should be done at the end of the installation, after all cables had been tucked away in the Panel cable manager.

STEP 7: Remove drawers, pre-drill the pedestal top and drive two wood screws through the pedestal top, into the worksurface. Replace the drawers and secure the opposite side of the worksurface to its support.



Compile Pedestals come shipped with cardboard protection on top, bottom and all four corners, and then shrink wrapped.

Compile Pedestals may be stacked up to 3 high, in the shipping trailer, during delivery.

All Worksurface Supporting Pedestals ship with holes punched in the tops, on all four corners, to allow simple attachment to worksurfaces., using wood screws less than 1" long.

Compile Pedestals ship with leveling glides on all four corners. Please use a drill, with standard drill bit extension, to level pedestal to proper height, prior to attaching screws to worksurface.

INSTALLATION GUIDELINES

Overhead Storage Bins

STEP 1: Slide overhead side supports, with connection plate and screws attached, into groove on side of panel.

STEP 2: Align top of overhead side support with top of panel.

STEP 3: Securely attach all screws using a #4 ALLEN BIT, or TORX T25 HEAD BIT.

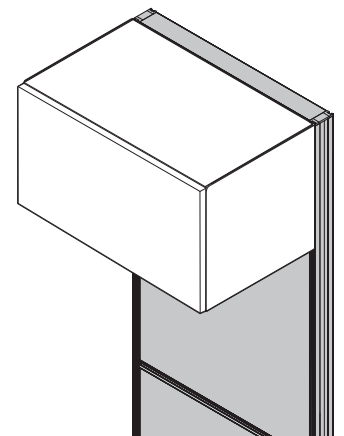
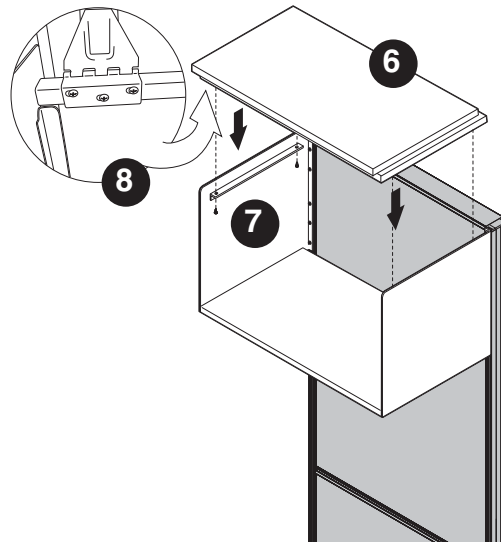
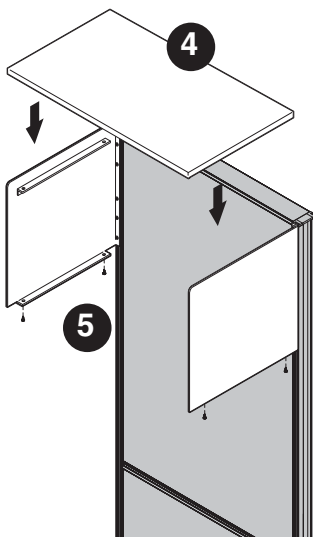
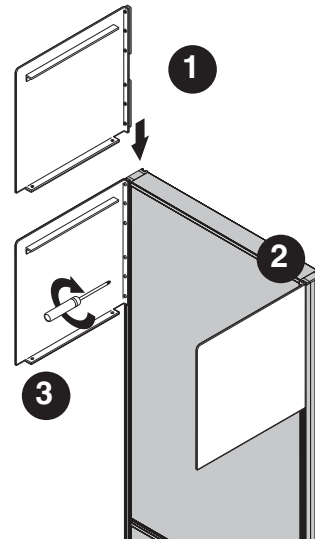
STEP 4: Place bottom shelf on top of bottom brackets.

STEP 5: Securely attach all screws using a #2 Phillips bit.

STEP 6: Place top shelf, with door attached, on top of brackets.

STEP 7: Securely attach all screws using a #2 Phillips bit.

STEP 8: Oblong holes in door slider hardware ,allow door to be centered on cabinet.



INSTALLATION GUIDELINES

Low Profile Shelves

STEP 1: Slide Low Profile side supports, with connection plate and screws attached, into groove on side of panel.

STEP 2: Align bottom of Low Profile side support with bottom of Overhead Storage Cabinet, if applicable, use the supplied shelf gauge

STEP 3: Securely attach all screws using a #4 ALLEN BIT, or BALL TORX T25 BIT, on one side only.

STEP 4: Securely attach ONE screw using a #4 ALLEN BIT, or BALL TORX T25 BIT, on second side only.

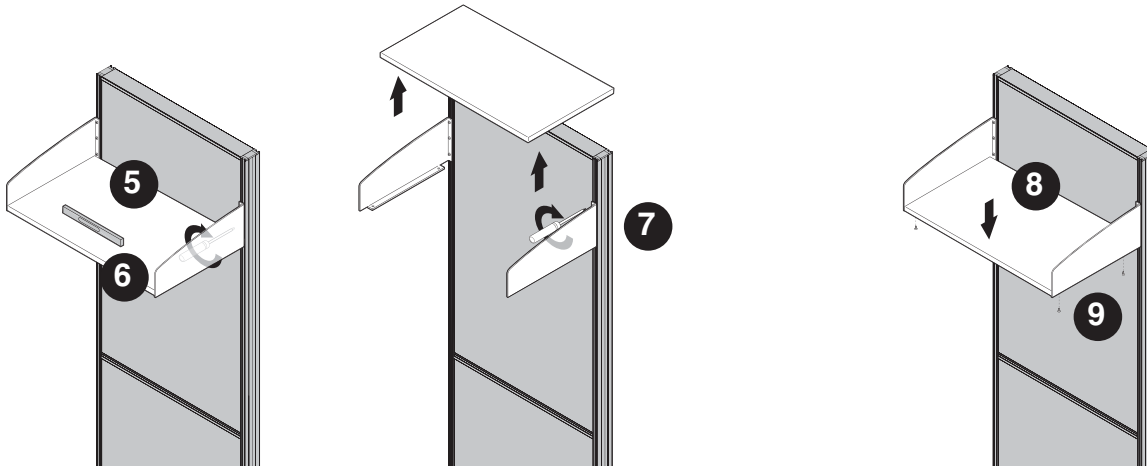
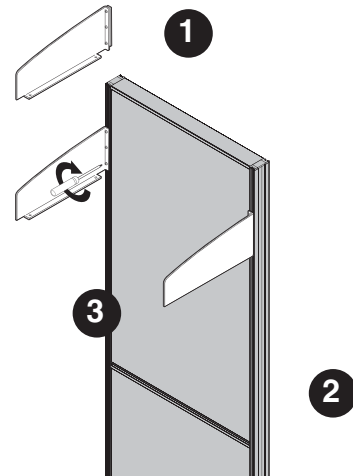
STEP 5: Place bottom shelf on top of bottom brackets.

STEP 6: Using a level, hold second shelf side, loosen screw. Align shelf side until level.

STEP 7: Remove bottom shelf and securely attach all cap nuts.

STEP 8: Replace bottom shelf on top of bottom brackets.

STEP 9: Securely attach all screws using a #2 Phillips bit.



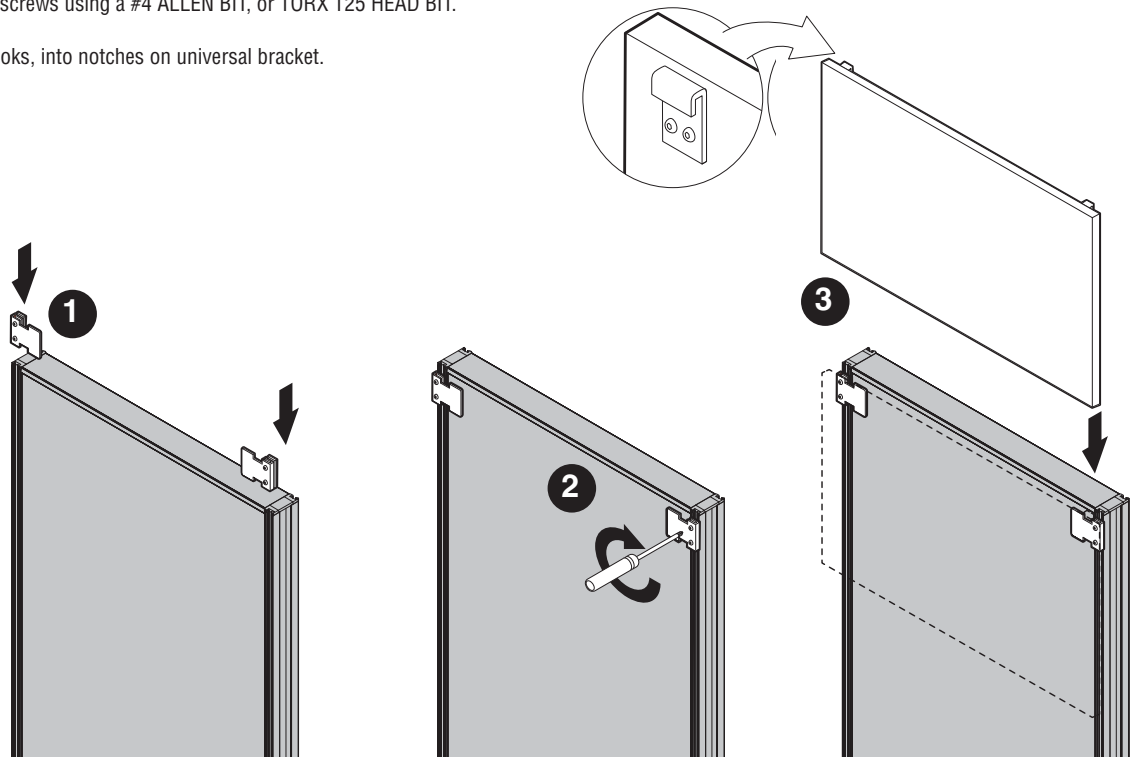
INSTALLATION GUIDELINES

Tackboards

STEP 1: Slide universal brackets, with connection plate and screws attached, into grooves on each side of panel.

STEP 2: Securely attach all screws using a #4 ALLEN BIT, or TORX T25 HEAD BIT.

STEP 3: Hang tackboard hooks, into notches on universal bracket.



Load Bar

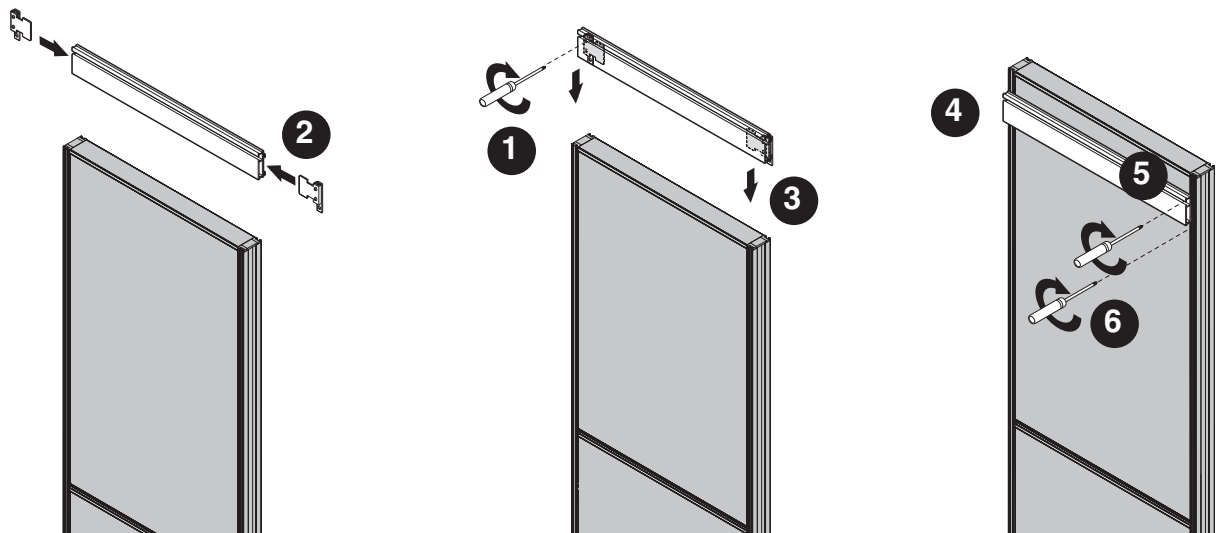
STEP 1: Attach universal brackets, with connection plate and screws attached, into groove on back of Load Bar.

STEP 2: Attach end caps to both sides, to secure the Load Bar to the universal brackets.

STEP 3: Slide Load Bar with bracket assembly into grooves on sides of panels.

STEP 4: Position Load Bar into desired position, using a level.

STEP 5: Securely attach all screws using a #4 ALLEN BIT, or TORX T25 HEAD BIT.

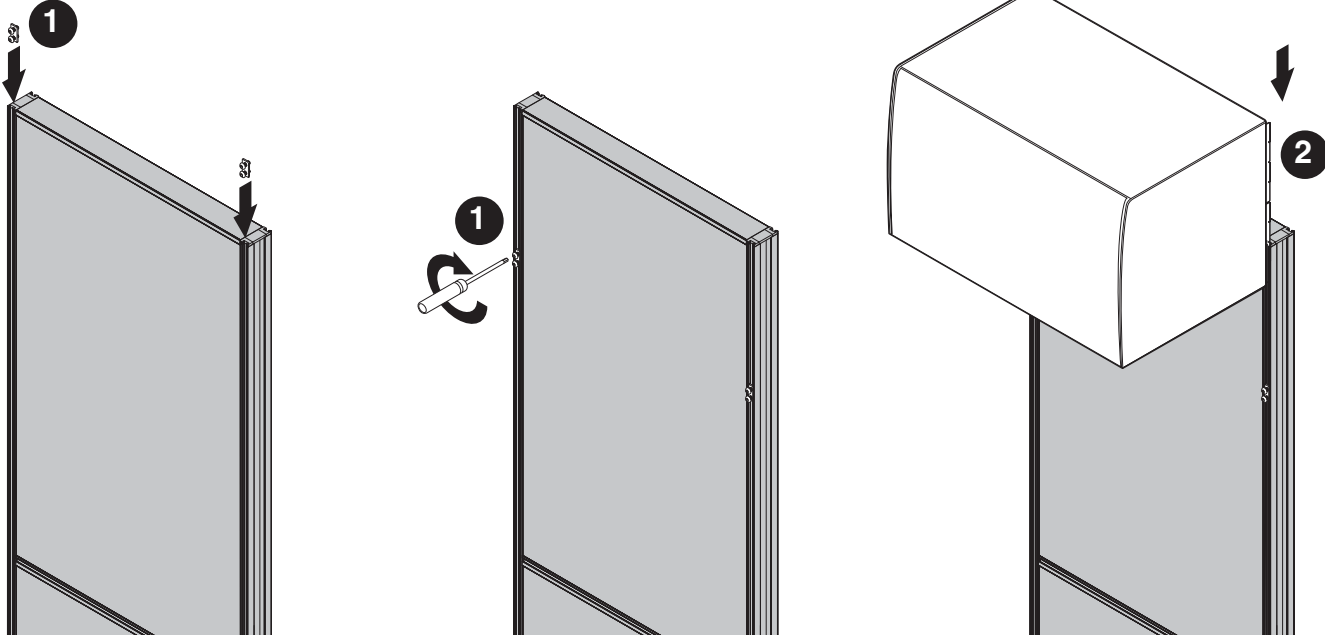


INSTALLATION GUIDELINES

ADA Overhead

STEP 1: Slide down the supplied 2 - two hole sliders into the side grooves of the panel to their position using a gauge. Typical installation is 15" from the top of the panel.

STEP 2: Slide the ADA from top down until you meet with the 2 hole sliders already installed.



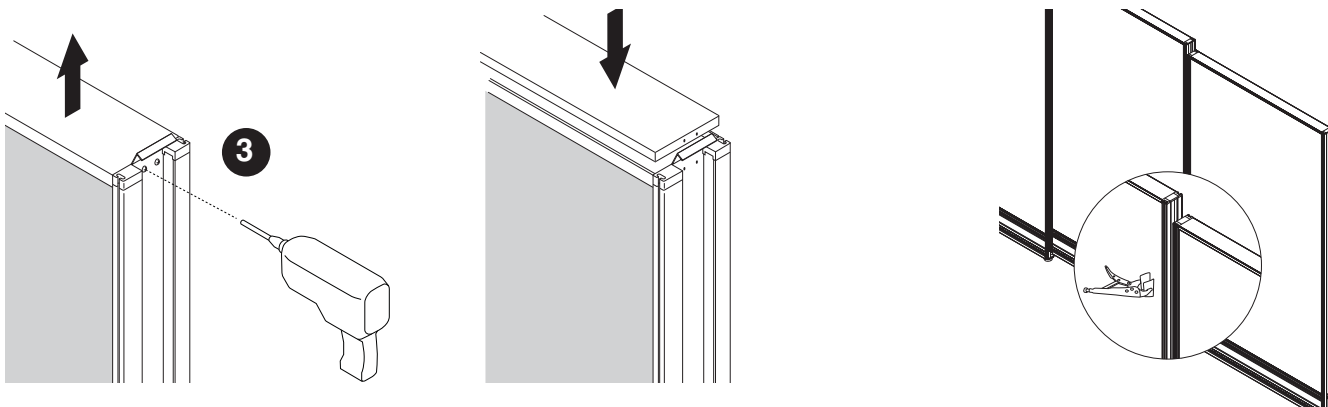
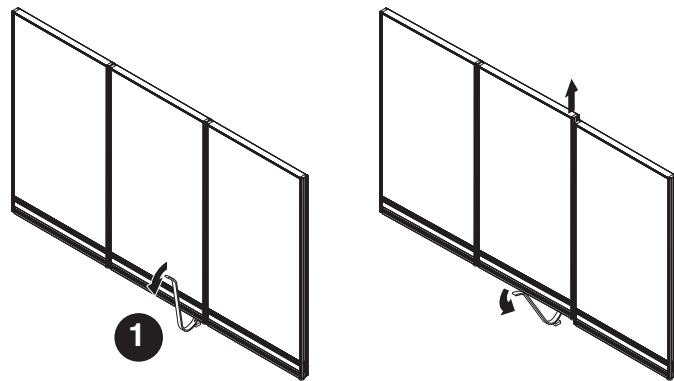
Mid Run Panel Removal & Top Horizontal Replacement

STEP 1: Insert the crowbar under the bottom of the vertical and lift until the connectors at the top disengage.

STEP 2: Repeat the above step and release the panel from the row.

STEP 3: Screw out the two screws (each side) and release the top horizontal. Replace with the new top horizontal.

STEP 4: Drop down one side of the panel then drop down the following side into the connectors. (Use clamp vise grips to bring the panels close to each other while the drop down panel is raised above the connectors.)



INSTALLATION GUIDELINES

Core Replacement

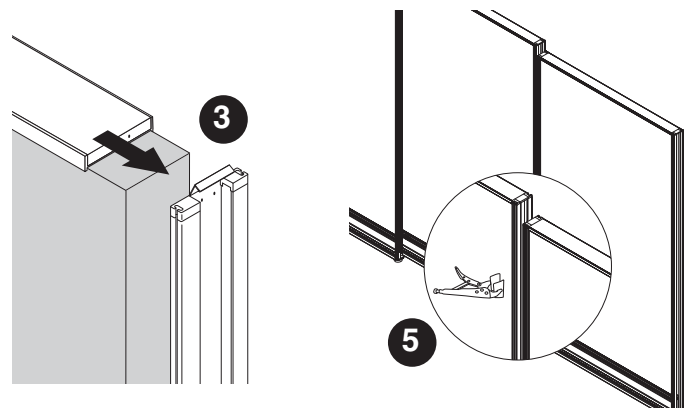
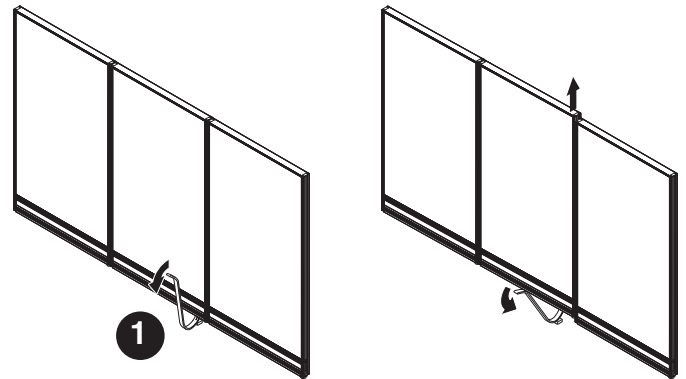
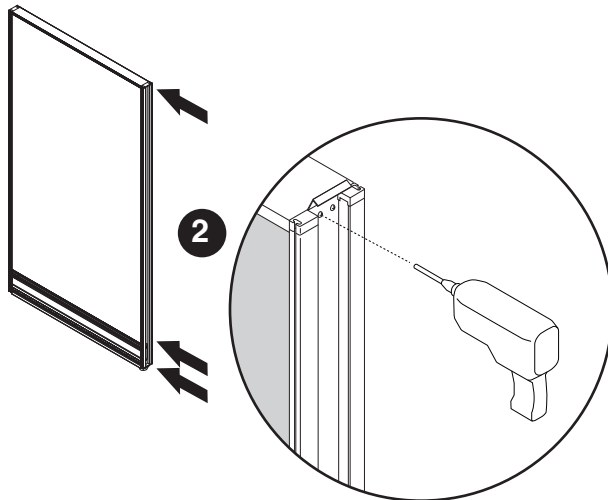
STEP 1: Insert the crowbar under the bottom of the vertical and lift until the connectors at the top disengage. Repeat for the other side and release the panel from the row.

STEP 2: Unscrew both side verticals and the bottom 2 screws

STEP 3: Slide out the core and replace with new fabric one.

STEP 4: Screw back all the vertical side and 2 bottom screws

STEP 5: Drop down one side of the panel then drop down the following side into the connectors. (Use clamp vise grips to bring the panels close to each other while the drop down panel is raised above the connectors.)

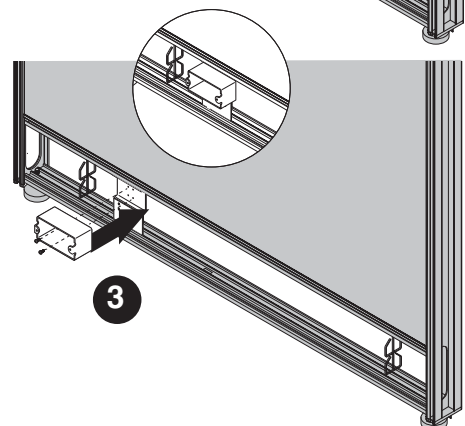
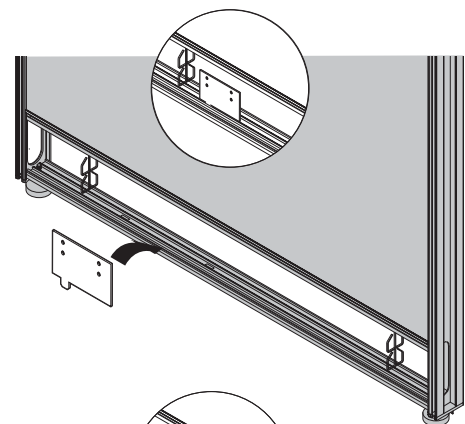
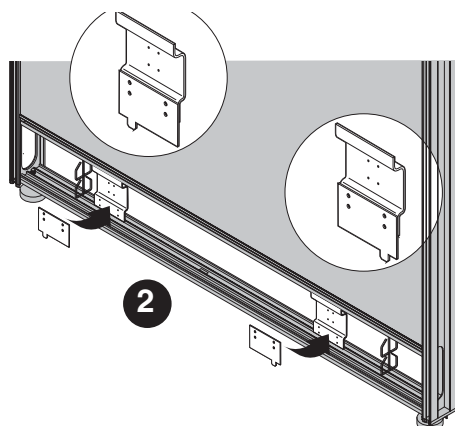


Chicago J-Box

STEP 1: Insert the bottom bracket into the power distribution slot.

STEP 2: Insert the top bracket into the inner groove and place it in front of the bottom bracket.

STEP 3: Take the Junction Box and attach it to the two brackets with supplied hex screws.



INSTALLATION GUIDELINES

Module Replacement

Applies to: fabric or laminate replacement. Conversion from glass to fabric, or fabric to glass.

STEP 1: Remove the square #1 screws along the vertical part of the panel frame.

*DO NOT remove the Phillips screws found at the bottom!

STEP 2: Carefully remove the piece without causing any damage.

STEP 3: If replacing a fabric module, remove the screws on the other side of the panel, then slide the fabric module out.

*Steps 4 and 5 are for glass modules. If replacing fabric, skip to step 6.

STEP 4: Slide the glass out.

STEP 5: Carefully pry the glass frame off using a pick or a screwdriver.

*avoid damaging the panel components!

STEP 6: Slide the new fabric module in.

STEP 7: Carefully reattach the vertical part of the panel frame and gently close any visible gaps between the pieces.

STEP 8: Reinstall all the screws and check for any gaps around the panel frame.

Reinstall all the screws and check for any gaps around the panel frame.

STEP 9: If the new screws were shipped along with the new fabric module, install them as well.

INSTALLATION GUIDELINES

End Panel

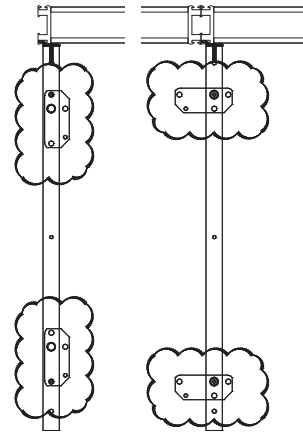
STEP 1: Align the holes of the **worksurface brackets (1)** with the pilot holes (2) on the top of the **end panel (3)**. Drive the supplied screws into the end panel but do not over tighten.

STEP 2: Attached the **panel mounting brackets (4)** to the end panel, while aligning the bracket holes with the pilot holes of the end panel.

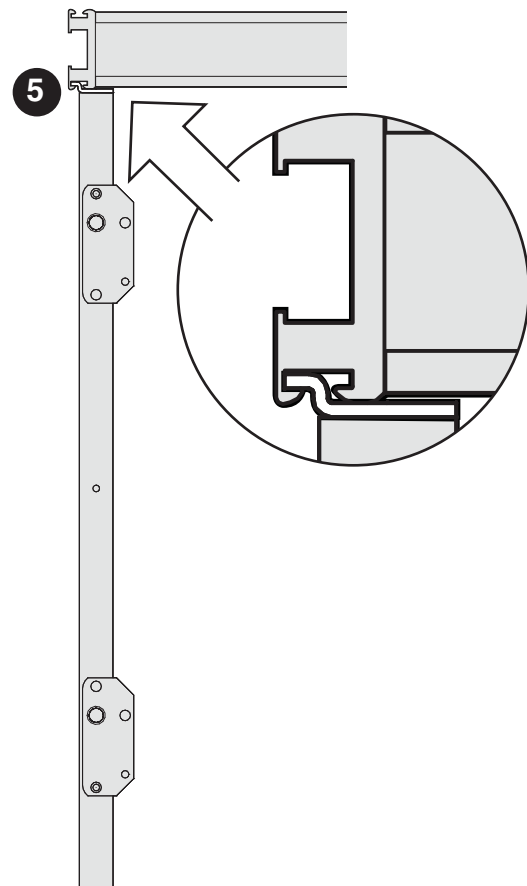
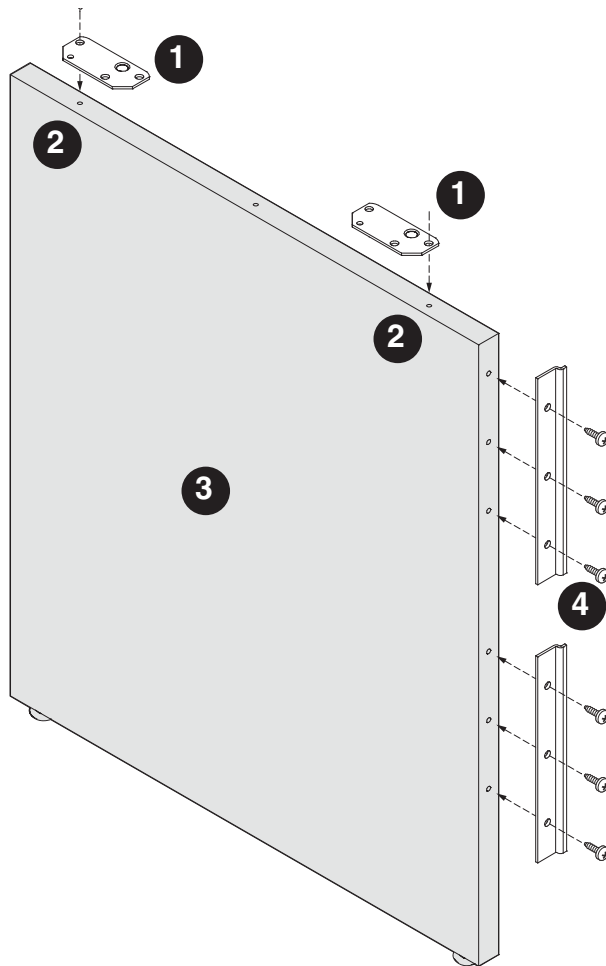
STEP 3: Attach the end panel to the Compile panel's vertical rail (5). Put it on an angle then rotate it into its place.

STEP 4: Adjust the levelers as needed, making sure the end panel will keep the worksurface level.

STEP 5: Proceed with the installation of the worksurfaces.



Installation Tip: Identify correct setting of worksurface mounting brackets (left and right, single or supporting adjacent worksurface) and install the panel mounting bracket accordingly.



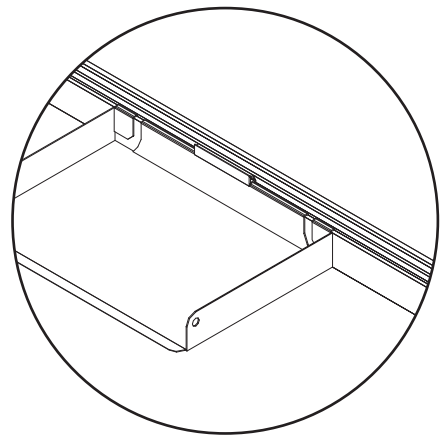
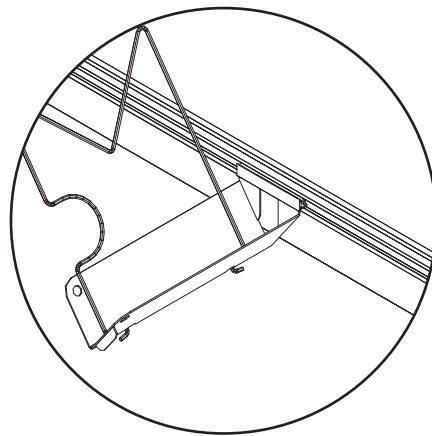
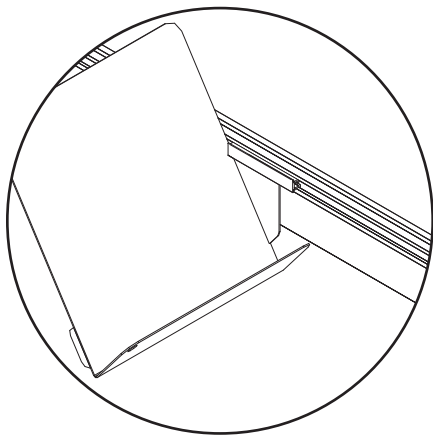
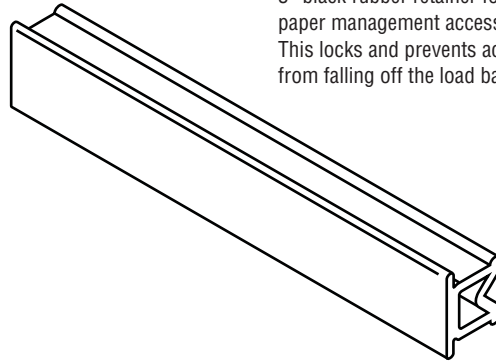
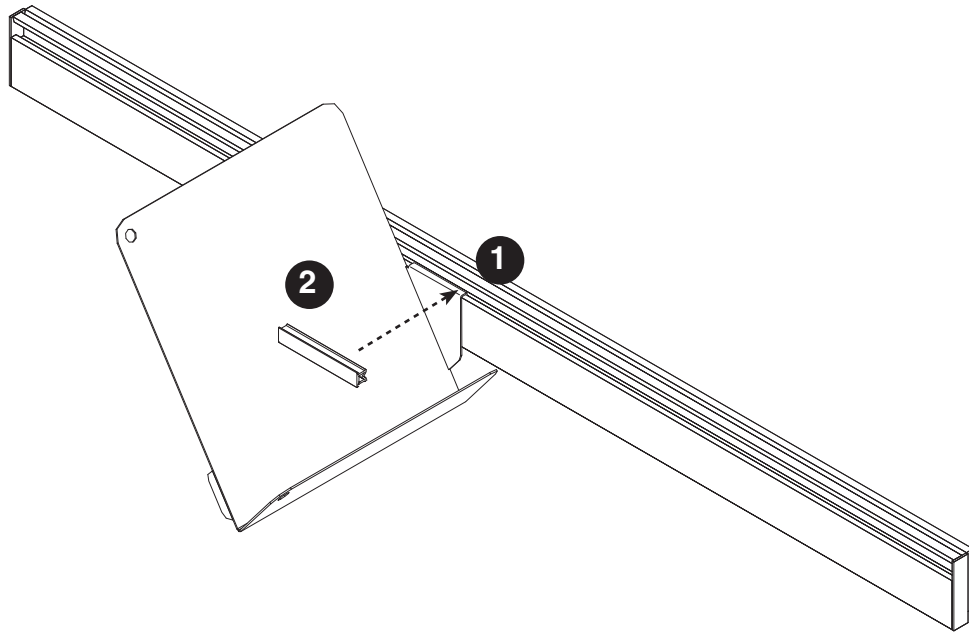
INSTALLATION GUIDELINES

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.



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