

# downtown

COLLABORATIVE FURNITURE



## Installation guide

effective May 1st 2014

Update : August 2016

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Installation guide

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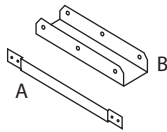
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### SEATING

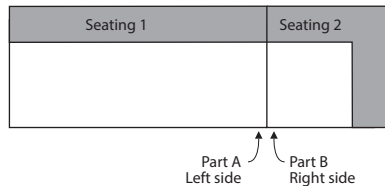
#### Ganging bracket for seating

Step 1 :  
Ensure that you have parts "A" and "B".

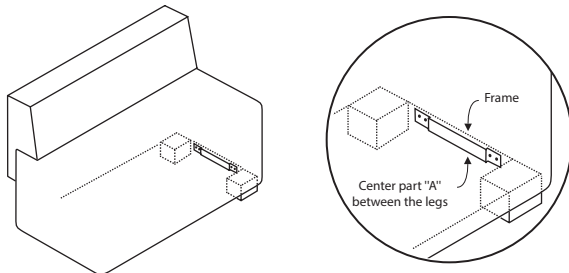


Step 2 :  
Plan out the configuration to ensure that the parts are installed on the correct side of the seating.

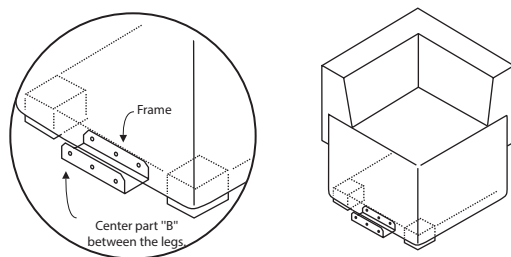
Example :




Step 3 :  
Screw part "A" under the seating 1, under the frame.  
NOTE : Center part "A" between the legs.

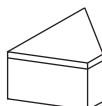


Step 4 :  
Screw part "B" under the seating 2, under the frame.  
NOTE : Center part "B" between the legs.



Step 5 :  
Join seating together.

 A ganging bracket cannot be installed under an upholstered triangular table.

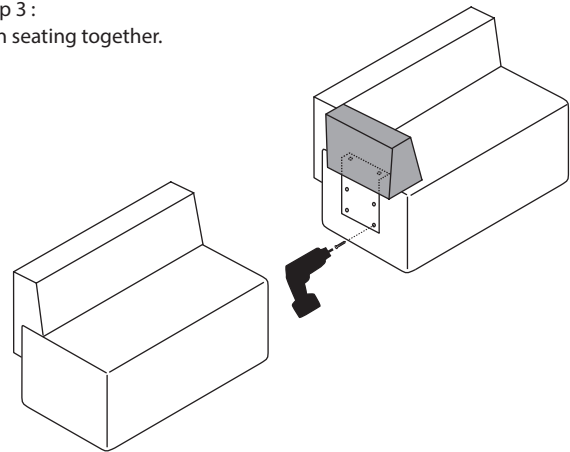


#### Armrest

Step 1 :  
Press the back of the armrest to the backrest of the seating.

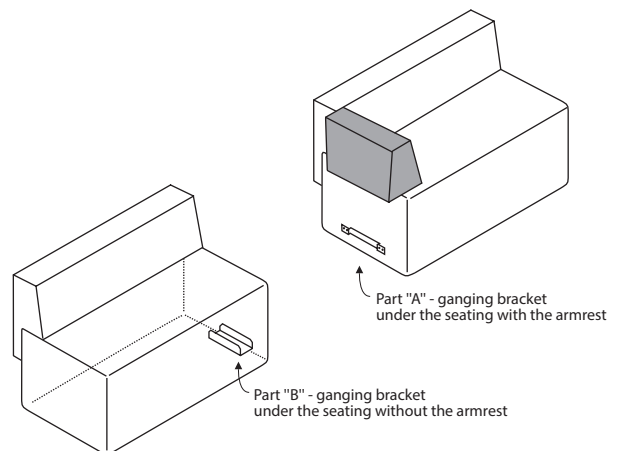
Step 2 :  
Screw the metal plate to the side of the seating.  
(4 screws to install)

Step 3 :  
Join seating together.



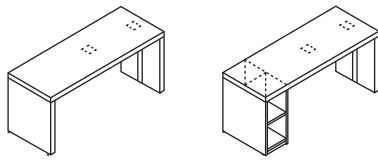
#### WARNING

To install a ganging bracket between two seatings with an armrest, part "A" must be screwed under the seating with the armrest.

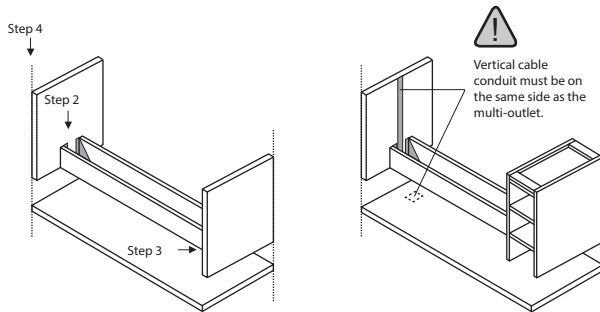


### TABLES

#### Bistro table



**Step 1 :**  
Place all parts upside down to access the underside.



**Step 2 :**  
With the included hardware, screw the modesty panels into the inserts of the laminate gable.

**Step 3 :**  
Screw the modesty panels to the other leg or to the storage.

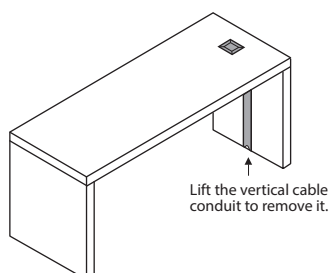
**Step 4 :**  
With the included hardware, align the laminate gable to the end of the surface, and screw these pieces together.

**WARNING**  
If there is a multi-outlet with the surface, make sure that the laminate leg with vertical cable conduit is on the same side as the multi-outlet.

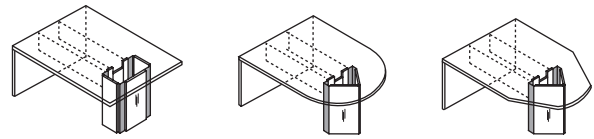
**Step 5 :**  
Screw the gables (or storage) and the modesty panels to the surface.

#### Bistro table with multi-outlet

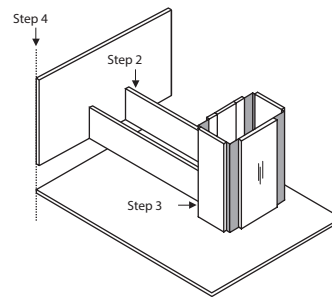
Remove the vertical cable conduit and install the electrical cable of the multi-outlet inside the gable slot.



#### 29"H collaborative work tables with architectural base and laminate gable



**Step 1 :**  
Place all parts upside down to access the underside.



**Step 2 :**  
With the included hardware, screw the modesty panels into the inserts of the laminate gable.

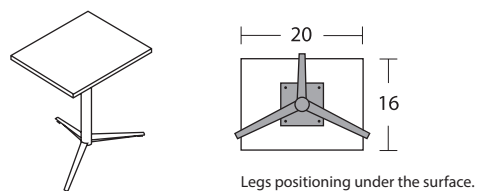
**Step 3 :**  
Screw the modesty panels to the architectural base.

**Step 4 :**  
With the included hardware, align the laminate gable to the end of the surface, and screw these pieces together.

**Step 5 :**  
Screw the architectural base and the modesty panels to the surface.

#### Occasional table - tripod base

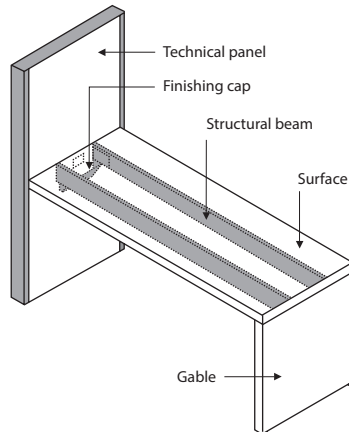
**Step 1 :**  
Screw the metal leg to the surface using the pre-drilled holes.



### MEDIACOM TABLES

#### Mediacom bistro table

##### Parts to assemble



**Step 1 :**  
Screw the beams to the gable and the technical panel using the pre-drilled holes.

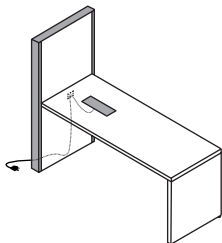
**Step 2 :**  
Screw the surface to the gable and the beams.

**Step 3 :**  
If applicable, install the multi-outlet :

\* For access to the interior of technical panel, see p.7

##### M4 - pivoting multi-outlet module

Install the multi-outlet into the cut-out on the surface, and place the electrical cable through the grommet and the technical panel. The electrical cable will exit through the back of the technical panel.

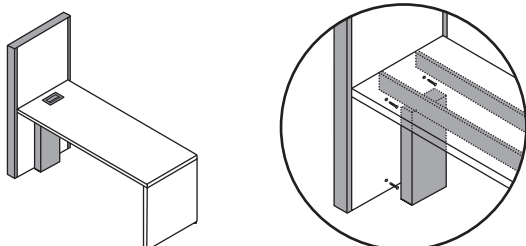


##### M8 - Downtown Connection

Refer to pages 8 and 10 for the installation steps for Downtown Connection.

##### Install the vertical cable conduit :

- Using the pre-drilled holes, attach the screws into the technical panel by screwing lightly.
- Place the vertical cable conduit on to the screws.

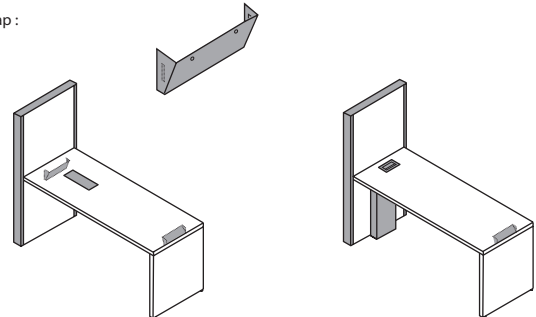


##### Step 4 :

Using the double-sided tape provided, attach the finishing cap onto the brackets of the structural beams.

##### Finishing cap :

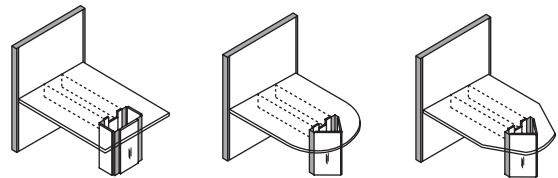
##### NOTE :



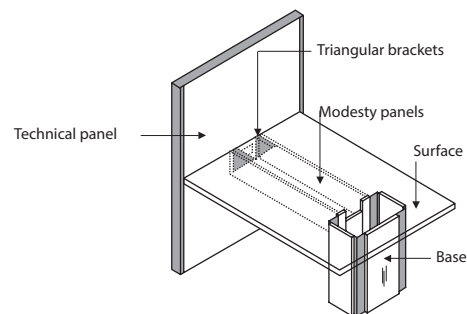
\* Under a table with an M4 multi-outlet module, 2 finishing caps must be installed. One on the gable and one on the technical panel.

\* Under a table with a Downtown Connection System (M8), only one finishing bracket is installed on the gable side.

#### Mediacom table with architectural base



##### Parts to assemble



##### Step 1 :

Aligned with the inserts, screw the modesty panels to the technical panel and to the architectural base.

\* The large triangular brackets must be screw on the technical panel.

##### Step 3 :

Before installing the work surface, if it applicable, install the Downtown Connection (M8) in the architectural base, refer to pages 8 and 9.

##### Step 4 :

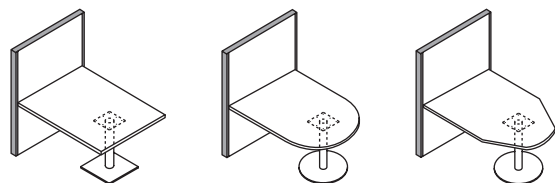
Screw the surface to the brackets, the modesty panels and the architectural base.

##### Step 5 :

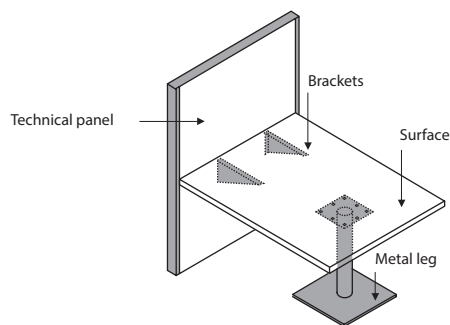
If it applicable, install the pivoting multi-outlet module (M4). Install the multi-outlet in the surface, and place the electrical cable in the grommet and the technical panel. The electrical cable will exit through the back of the technical panel.

### MEDIACOM TABLES

#### Mediacom table with metal leg



#### Parts to assemble



#### Step 1 :

Aligned with the inserts, screw the brackets to the technical panel.

#### Step 2 :

Screw the metal leg to the surface using the pre-drilled holes.

#### Step 3 :

Screw the surface to the brackets.

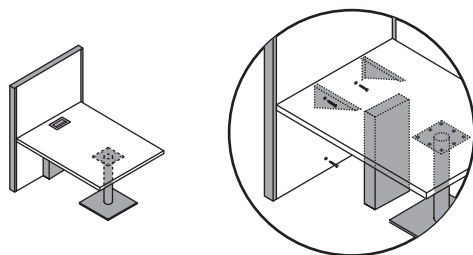
#### Step 4 :

If it applicable, install the Downtown Connection (M8). Refer to pages 8 and 10.

\* For access to the interior of technical panel, see p.7

Install the vertical cable conduit :

- Using the pre-drilled holes, attach the screws into the technical panel by screwing lightly.
- Place the vertical cable conduit on to the screws.

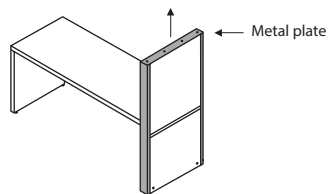


#### Access to the interior of technical panel

The construction of technical panel for all Mediacom tables is the same. It is possible to access the interior through the back of the panel by following the steps below :

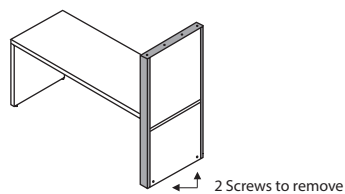
#### Back upper panel

- Remove the metal plate located on the top of technical panel.
- Lift the panel and remove it.



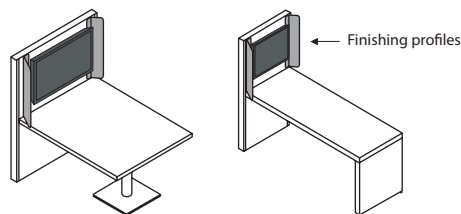
#### Back lower panel

- Remove the 2 screws located at the bottom of panel.
- Lift the panel and remove it.

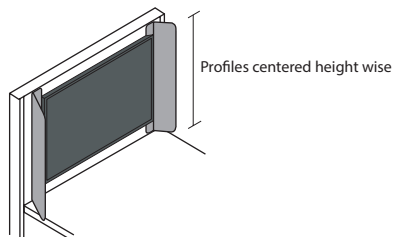


#### Finishing profiles

Finishing profiles are used to conceal electrical cables and the monitor support brackets. The profiles are installed on the technical panel of a Mediacom table, on either side of the

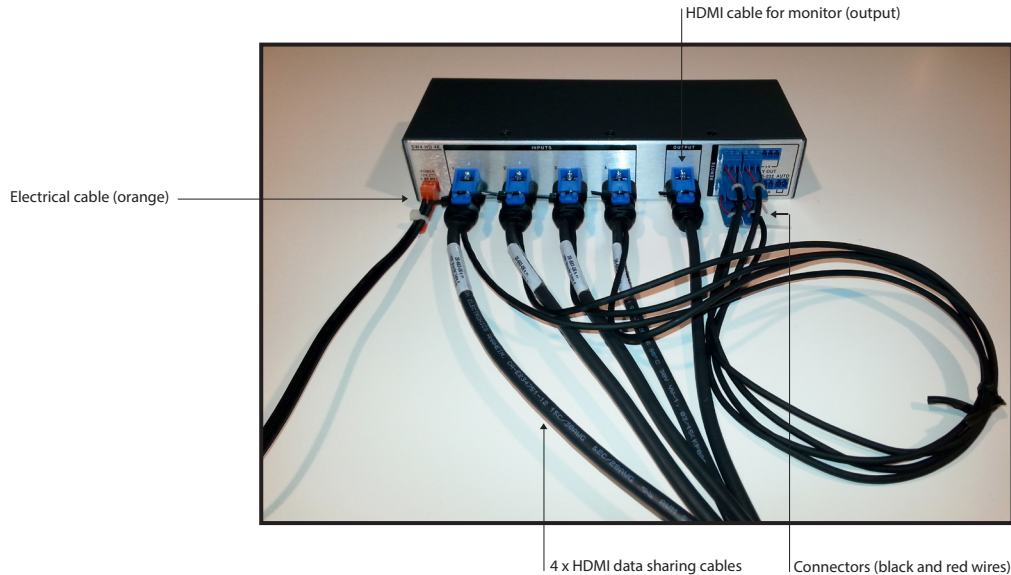


There are no pre-drilled holes on the technical panel. After installing the monitor on the technical panel, center the profiles and screw them close to the monitor.



### DOWNTOWN CONNECTION

#### Connections of the electronic box

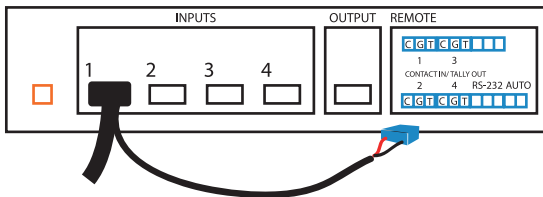


**Step 1 :**  
Connect the four HDMI data sharing cables. Refer to the instructions included with the Downtown Connection system.

#### IMPORTANT

- The connections (black and red cables) of the HDMI cable #1 must be inserted into one of the blue connectors. Then plug the connector into the reserved space #1.

Repeat the same procedure for the HDMI data sharing cables #2, 3, 4.



**Step 2 :**  
Secure the 4 HDMI data sharing cables with the blue plastic locks included. Refer to the Downtown Connection installation guide included with the system and refer to the picture below.

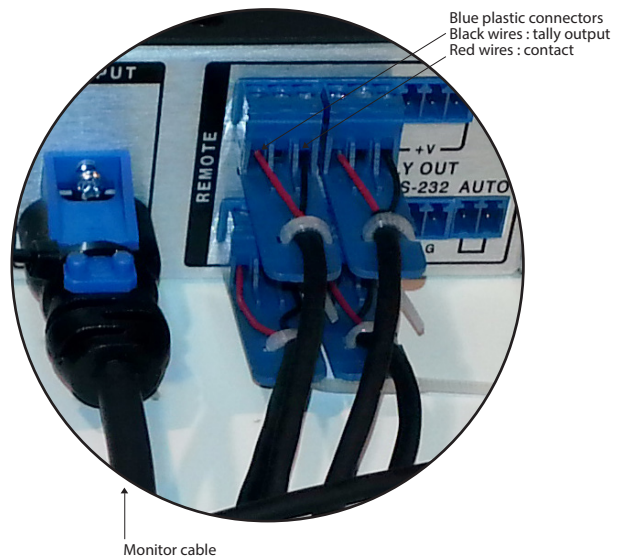


Screw the blue lock in the electronic box and fix it with a tie wrap.

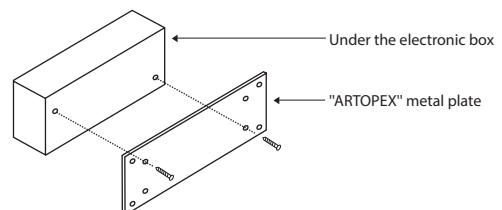
Electrical cable (orange)

**Step 3 :**  
Connect the electrical cable (orange) to the electronic box. This cable is linked with the transformer. Once the installation is complete, connect the transformer to the power bar.

**Step 4 :**  
Connect the HDMI cable for monitor to the electronic box. Once the installation is complete, connect this cable to the monitor.



**Step 5 :**  
Screw the black metal plate provided by Artopex to the electronic box.



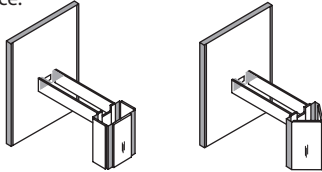


### DOWNTOWN CONNECTION

#### Installation of Downtown Connection under a Mediacom table with architectural base

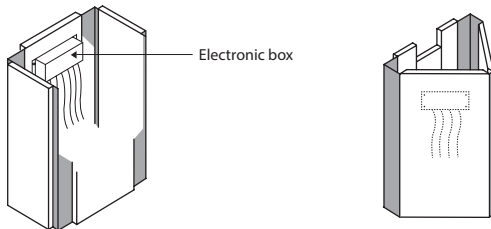
##### Step 1 :

ATTENTION - Install Downtown Connection before installing the surface.



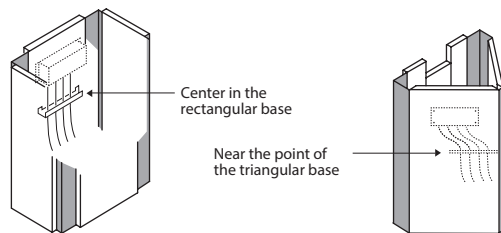
##### Step 2 :

Screw the electronic box with cables downward into the architectural base using the pre-drilled holes (4 screws to install)



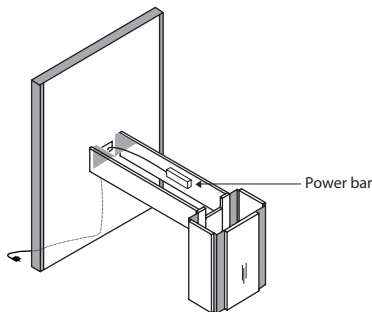
##### Step 3 :

Place the black metal support and the 4 HDMI data sharing cables inside the architectural base, lined up with the pre-drilled holes. Attach the support using 2 screws.



##### Step 4 :

Screw the power bar onto the interior side of the modesty panel. Place the electrical cable through the grommet and inside the technical panel until it comes out the bottom. Plug it into the wall.



##### Step 5 :

Connect the cables to the electronic box.

##### - Monitor cable (output)

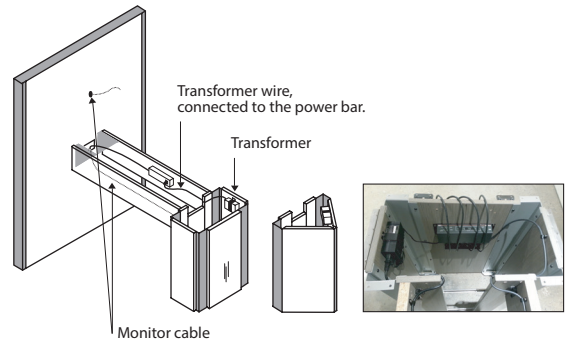
Place the monitor cable through the grommet and attach it to the interior side of the architectural base and the modesty panel using the cable fasteners included. Connect the cable to the monitor through the access in the back of the technical panel (p.7).

##### Step 5 (continued) :

##### - Electrical cable (orange)

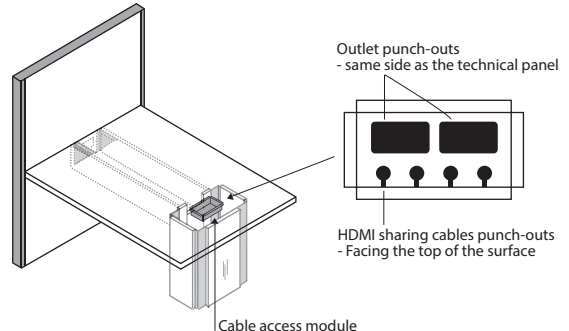
Attach the transformer to the interior of the architectural base using the bracket included (no pre-drilled holes). Connect the cable to the power bar and use a cable fastener to hold the excess cable.

\* When connecting these cables, ensure that the interior of the architectural base remains unobstructed.



##### Step 6 :

Screw the HDMI cable access module under the surface using the pre-drilled holes (6 screws to install). Place and screw the surface onto place onto the architectural base and the modesty panels.

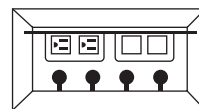


##### Step 7 :

Assemble the cable access module.

- Insert the 4 HDMI data sharing cables to the cable access module and keep them in place using the black plastic rings included.

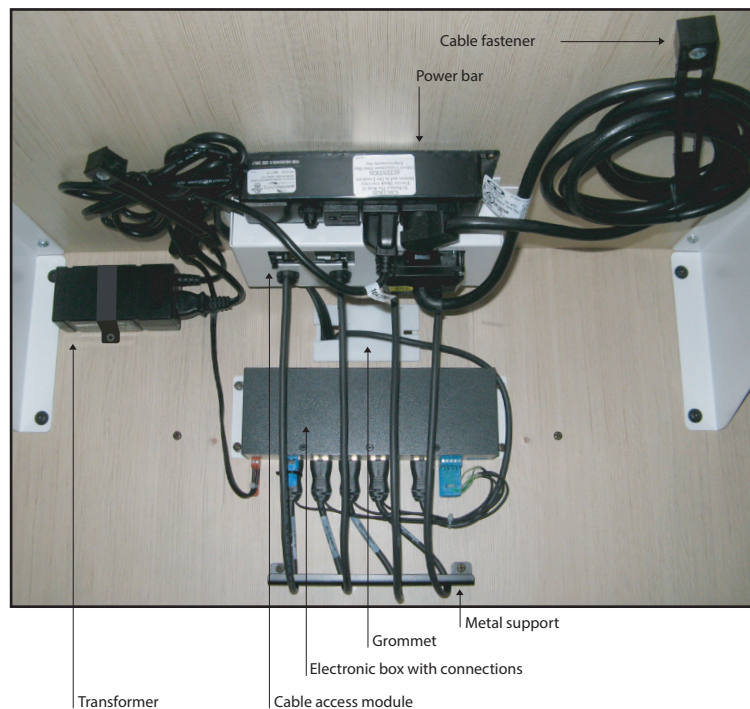
- Insert the electrical outlet into the cable access module and plug into the power bar. Use the cable fasteners to hold the excess cable.



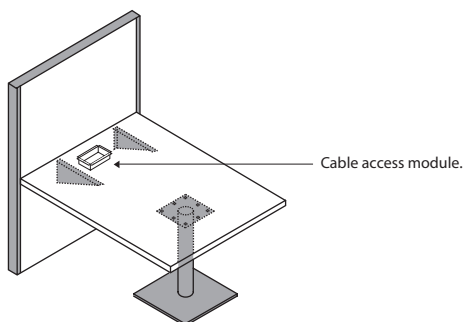
##### Step 8 :

Connect the monitor. Pass the electrical cable of the monitor through the grommet using the interior access of the technical panel. Plug the electrical cable into the power bar.

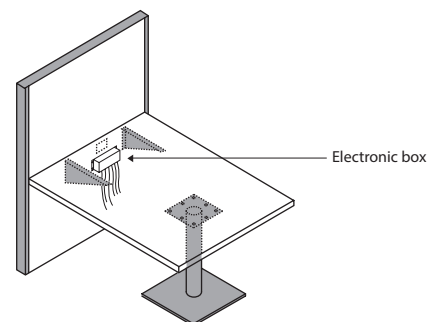
#### Installation of Downtown Connection under a Mediacom table with metal leg or Bistro Mediacom table



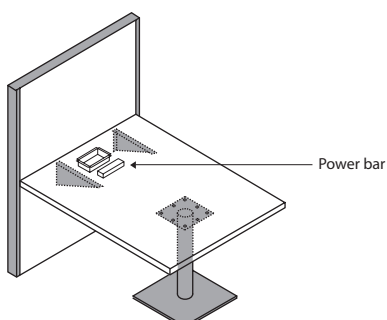
**Step 1 :**  
Screw the HDMI cable access module under the surface using the pre-drilled holes. (6 screws to install)



**Step 3 :**  
Screw the electronic box with cables downward into the technical panel using the pre-drilled holes (4 screws to install).

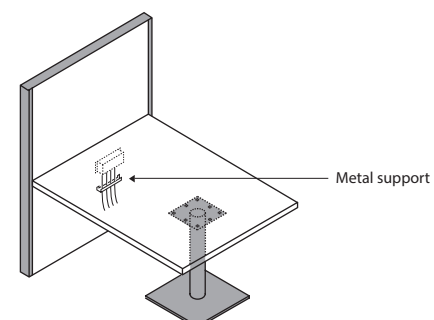


**Step 2 :**  
Screw the power bar under the surface, in front of the cable access module. Place the electrical cable through the grommet and inside the technical panel until it comes out the bottom. Plug it into the wall.



**Step 4 :**  
Line up the black metal support with the pre-drilled holes on the technical panel. Place a cable in each of the slots.

Attach the support with 2 screws.



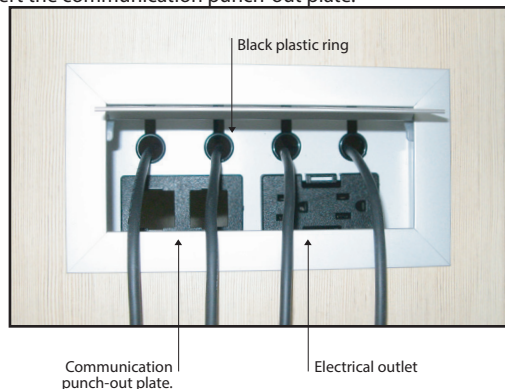
### DOWNTOWN CONNECTION

Step 5 :  
Assemble the cable access module.

- Insert the 4 HDMI data sharing cables into the cable access module and keep them in place using the black plastic rings included.

- Insert the electrical outlet into the cable access module and plug into the power bar. Use the cable fastener to hold the excess cable.

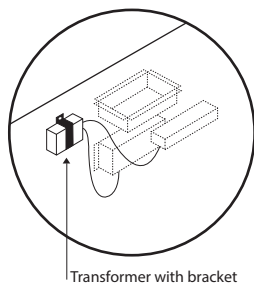
- Insert the communication punch-out plate.



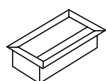
Step 6 :  
Connect the electronic box.

- HDMI monitor cable (output)  
Place the monitor cable through the grommet and the technical panel (p.7). Plug the cable into the monitor.

- Electrical cable (orange)  
Secure the transformer to the technical panel using the bracket included (no pre-drilled holes). Plug the cable into the power bar and use a cable fastener to hold the excess cable.



Step 7 :  
Install the grommet in the surface. An installation guide is included.

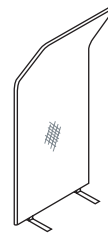


Step 8 :  
Connect the monitor. Pass the monitor cable through the grommet using the interior access of the technical panel. Plug the cable in the power bar.

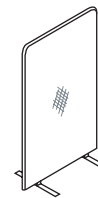
### PRIVACY SCREEN

#### Legs

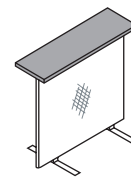
The installation of legs is the same for all privacy screens.



Angled-top



Vertical



Screen with shelf

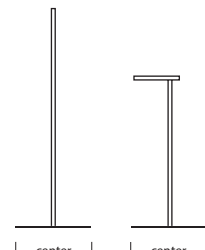
Legs positioning :



Angled-top  
4" - 16"

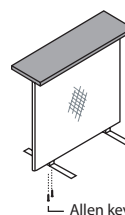


Angled-top panel  
the longer part of the  
leg must be in the front  
of the panel, under the  
angled-top.



Vertical and screen with shelf  
center center

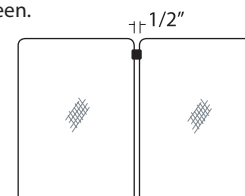
Align and screw the legs using the pre-drilled holes under the metal structure.



Allen key

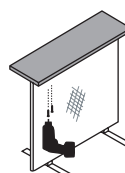
#### Bracket for privacy screens

Bracket for joining 2 upholstered screens, vertical or angled-top.  
Installed at the top of the screen.



#### Shelf

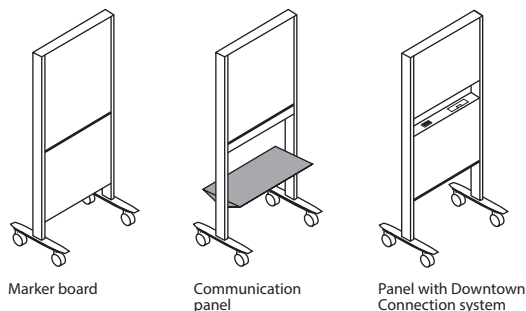
Screw the shelf on top of the screen using the inserts.



### MOBILE PANELS

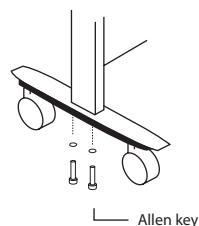
#### Legs

The installation of legs is the same for all mobile panels.



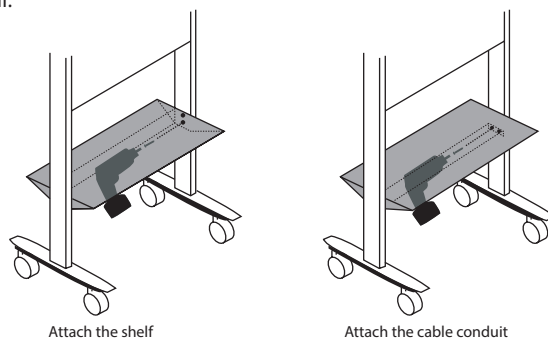
**Step 1 :**  
Align and screw the nut and washer using the pre-drilled holes under the metal structure.

**Step 2 :**  
Install casters.



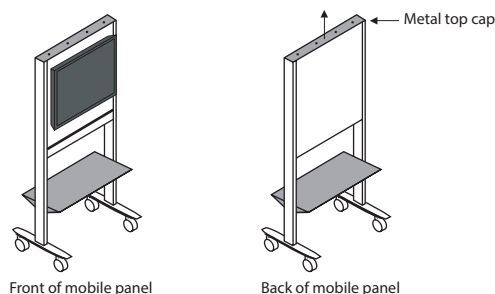
#### Communication panel

**Step 1 :**  
Install the metal shelf. Screw the shelf using the pre-drilled holes in the metal structure. Then, screw the cable conduit under the shelf.

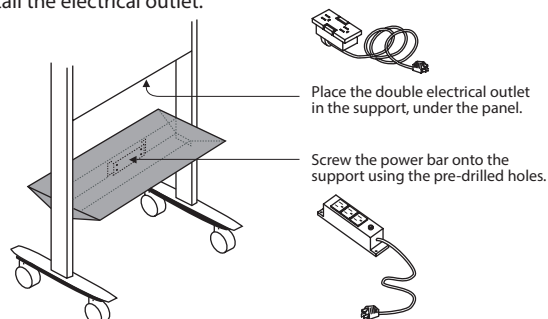


**Step 2 :**  
Remove the back panel and install the double electrical outlet and manage the monitor cable

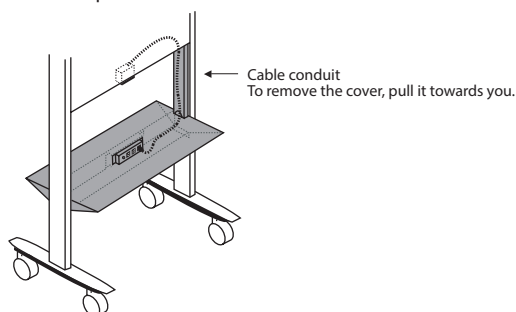
- Remove the metal top cap of the mobile panel.
- Lift the panel and remove it.



**Step 3 :**  
Install the electrical outlet.



**Step 4 :**  
Remove the cover of the cable conduit. Place the electrical outlet cable in the cable conduit and plug it into the power bar. Repeat the steps for the monitor cable.



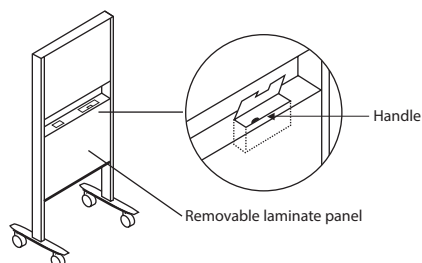
### MOBILE PANELS

#### Panel with the Downtown Connection system

##### Step 1 :

Remove the laminate panel on the front of the lower section, and install the electrical modules :

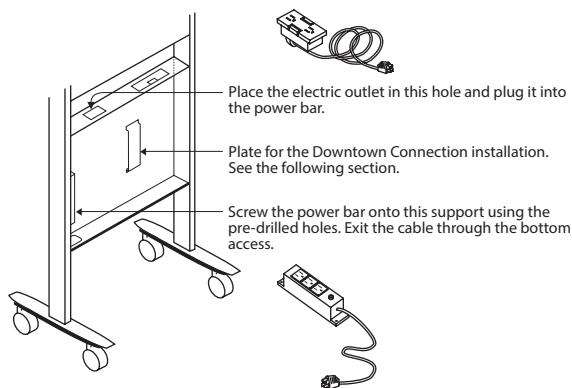
- Open the cover of the lower section of the panel and unscrew the handle inside the box.
- Lift the panel and remove it.



##### Step 2 :

Install the electrical outlets.

Refer to the following section for Downtown Connection system.

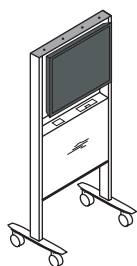


##### Step 3 :

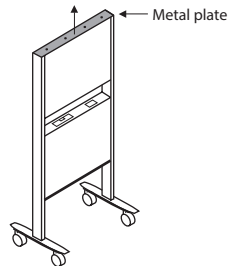
Install the monitor.

Remove the back panel of the upper section :

- Remove the metal top cap on top of the mobile panel.
- Lift-up the panel and remove it.
- Connect the monitor. Place the cable in the cable conduit and plug it into the power bar.

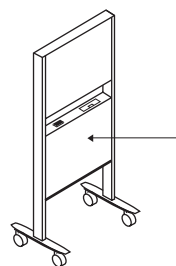


Front of mobile panel  
Install the monitor

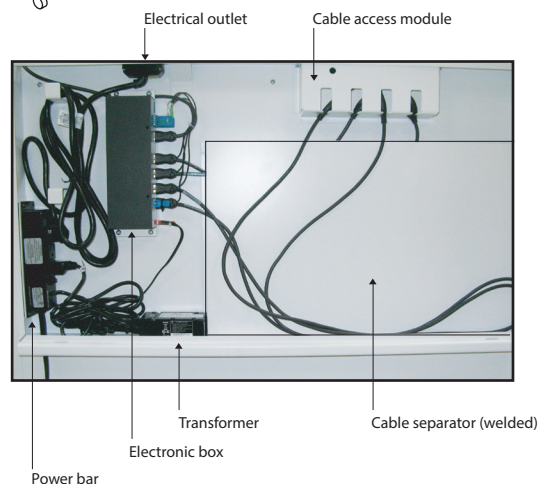


Back of mobile panel  
Remove the metal top cap

#### Installation of Downtown C. in the mobile panel



The Downtown Connection must be installed in the lower section of the mobile panel.



##### Step 1 :

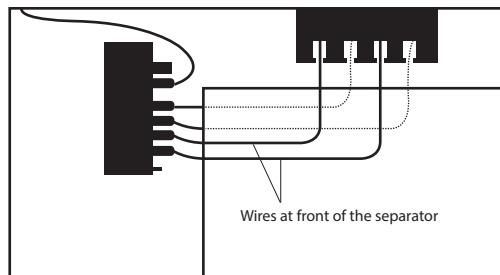
Ensure that all connections are completed (p.8).

Screw the electronic box onto the metal plate with cables running toward the cable separator (4 screws to install).

##### Step 2 :

Place the 4 HDMI data sharing cables in the cable access module and keep them in place using the black plastic rings included.

NOTE, place the cables as seen below for the best use of the system : 2 cables in front and two cables in back of the cable separator.



##### Step 3 :

Connect the electronic box.

##### - Monitor cable (output)

Place the monitor cable into the cable conduit positioned between the two sections of the mobile panel. Plug the cable into the monitor.

##### - Electric cable (orange)

Place the transformer in the bottom of the metal case and plug it into the power bar.