# Conference Table and VOX Forum® Installation Guide

## Hardware Parts List

### Allan Keys
- **Small 4 mm**
  - For hex socket assembly, to join rails together.
  - For installing bases to rails.
  - For installing mounting plate to top.
- **Large 5 mm**
  - For hex socket assembly, to join rail together.

### Flat Head Hex Socket Assembly
- **4 mm and 5 mm - 2" x 1/4" - 20 and threaded collar**
  - Joins rails together.

### Flat Head Hex Socket Bolt
- **4 mm - 5/8" x 1/4" - 20**
  - Joins bases to rail.

### Flat Head Hex Socket Bolt
- **4 mm - 1" x 1/4" - 20**
  - Joins mounting plate to top.
  - Joins single leg to top.

### Tight Joint Fasteners
- **3 piece assembly plus 1 tightening rod.**

### Wooden Spline
- **1/8" x 1/8" x (24" - varies)**
  - Inserts into the edge of multiple segment tops.

### Mounting Plate
- **1/4" x 3" x 4"**
  - Fixes rail to top.

### Wire Management "U" Clips
- **Grey ABS plastic.**
  - Used to secure wires to support rail.
ASSEMBLING SUPPORT RAILS

1. Large conference tables incorporate support rails in multiple segments.
2. Position and assemble connecting joints as shown.
3. Matching joints are number coded (circular labels).
4. Required hardware: 2” x 1/4” - 20 flat head hex socket assembly.
5. Tighten joint, aligning marks as shown.
6. Certain table shapes require rails to be assembled at different angles (as marked).

ATTACHING BASE TO RAILS

1. Place bases on top of rails aligning the holes in the base with factory installed thread locations in the rails.
2. Attach and tighten bases to rails.
3. Required hardware: 5/8” x 1/4” - 20 flat head hex socket bolt.

ATTACHING BASE TO RAILS “ALTERNATE”

3. Assembly for round/square and square wave shaped tables.
4. Place bases on top of rails aligning the holes in the base with factory installed thread locations in the rails.
5. Attach and tighten bases to rails.
6. Required hardware: 5/8” x 1/4” - 20 flat head hex bolt.
7. Flip base assembly over.
8. Place the top on the table and install as described in #5 and #6.
9. Position top to align threaded inserts of top with holes in leg (as shown).
10. Fix with required hardware: 1” x 1/4” - 20 flat head hex bolt.

FINISHED BASE ASSEMBLY

1. Flip assembly over to apply top.
2. Position and level the base.
JOINING MULTIPLE PIECE TOPS

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- Position multiple section tops with matching identification numbers onto rails.
- Insert wooden spline into the groove at the seam.
- Insert ball fitting, align with tight joint bolt.
- Start the thread.

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- Slide tops together, align the top.
- Insert tight joint collar.
- Tighten ball fitting, hand tight.

ATTACHING BASE TO TOP

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- Insert the mounting plate into the top groove of the rail.
- Slide the plate to align threaded inserts of top with holes in mounting plate.
- Required hardware: 1" x 1/4" - 20 flat head hex bolt.

INSTALLING VOX FORUMS®

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- Unpack the Forum box and retrieve the swivel latches.
- Carefully thread plastic thumbscrews into inserts around the square hole in the top.
- Position Forum in opening and carefully ease up into the square hole.
- Rotate the swivel catches and tighten the thumb screw fasteners.

Note: detailed installation instructions are included with all Vox Forums.
WIRE MANAGEMENT - STRIP

- Begin by mounting adhesive wire management strip behind Forum position, or where required.
- Insert cables in 1 of 3 channels.

WIRE MANAGEMENT - “U” CLIPS

- Using wire management “U” clips, store and route cables to bases along the rail.

WIRE MANAGEMENT ACCESSORIES

- To bring cabling from the under side of the top to the floor, wire management accessories can also be used.
- A variety of models are available.
- Instructions for installing wire management accessories are packaged with each accessory.