

IMPORTANT NOTES

Failure to install product according to installation instruction will result in loss of warranty.

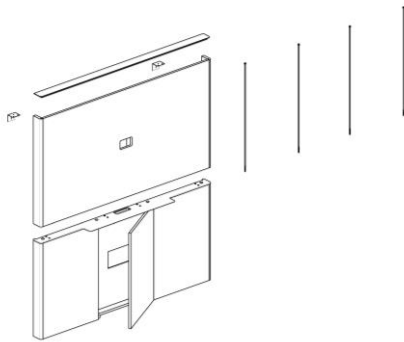
Tools required for assembly of Concierge:

- Tape Measure
- 48" to 60" Level
- Cordless Drill with Driver & Drill Bits
- 5.0 MM Allen Wrench with Extension (6" min.)
- Rubber mallet



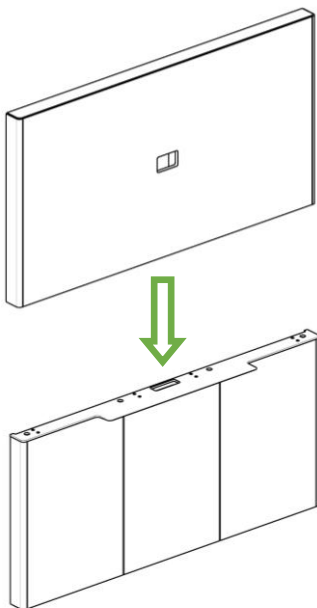
Suggested Fasteners for Wall-Mounted Concierge connection to the wall:
Toggler® Snaptoggle® or similar high performance anchors – we suggest you use the 1/4"-20 bolt version for added flexibility.

Wall-Mounted Concierge Wall Installation



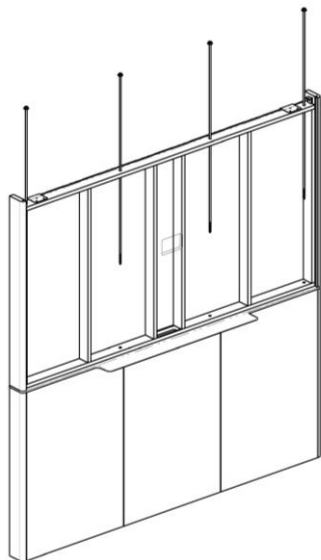
Step 1

Identify the location for the wall to be installed.
Un-package the Concierge Wall Sections.



Step 2

With the Concierge Wall Sections unpacked, carefully place the Upper Section on the Lower Section.



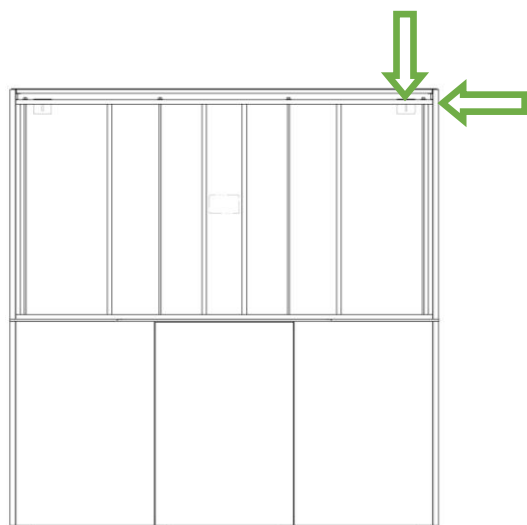
Step 3

With the Top Cap on the Top Section of the Conciierge Wall removed, slide (1) 5/16" Washer onto a Conciierge Threaded Rod. Using a step ladder or a stool, slide the Threaded Rod with the Washer through one of the (4) machined holes in the top rail, illustrated to the left. To ensure the rod falls into the hole in the bottom rail, lift it slightly above the top rail and let it fall straight down. Typically two tries are required.

Step 4

Once all the Threaded Rods have been slid into place and started by hand into the Threaded Insert in the Bottom Section, use a 1/2" Deep Well Socket to tighten the rods until snug. ***This is a critical step!!***

****IMPORTANT** Do NOT Overtighten. The Threaded Rods should be only snug to the top rail to ensure fit.****

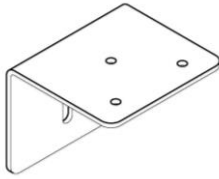


Step 5

Now that the Conciierge Wall is complete, move the wall into the location that it will be mounted. Mark the location of the top rail and the interior ends of the Conciierge Walls. This will determine the locations for the Conciierge Wall Mount Bracket. (Or take a measurement from the floor to the Top Rail of the Conciierge Wall. This will determine placement of the Wall Attachment Brackets.)

Use the Wall Mount Bracket to mark the location of the slot for the customer supplied anchor.

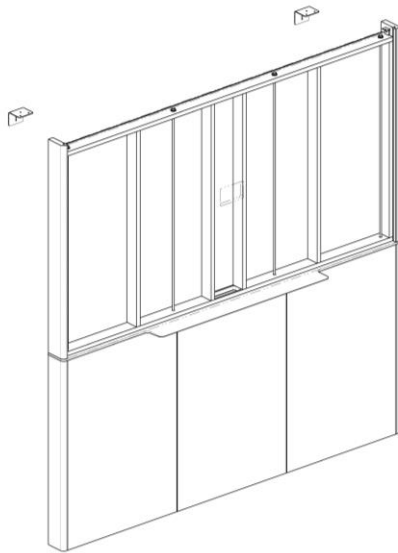
Step 6



In the center of the mark for the Wall Mount Bracket drill a hole for the customer supplied wall anchor.

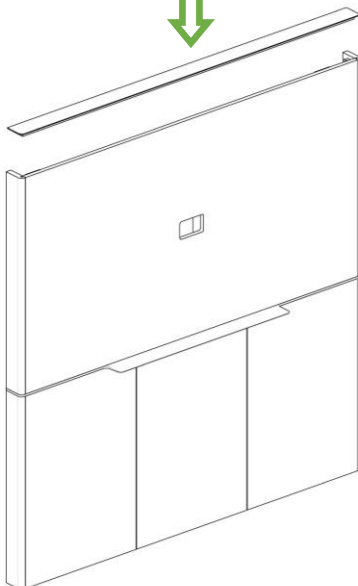
Attach the Concierge Wall Mount Bracket to the wall with the supplied anchors. Snug the bracket to the wall. Only snug the Anchor Bolt to the Wall Mount Bracket so that it can be adjusted to attach the Concierge Wall.

Step 7



Once the Wall Mount Brackets are installed, move the wall into position and slide the Wall Mount Brackets down onto the Top Rail of the Concierge Wall.

Use the supplied #8 x 1" Screws to attach the Brackets to the Top Rail of the Concierge Wall. Use a level to ensure the wall is plum and level.



Step 8

Once all of the Threaded Rods have been tightened, replace the Top Cap on the Top Section of the Wall. The Top Cap attaches with pre-installed magnetic catches on the interior of the Top Section.

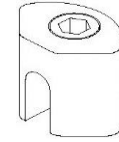
The Concierge Wall assembly is now complete. Use a level to check the Concierge Wall. Utilize the (4) Levelers on the Wall to adjust if necessary.

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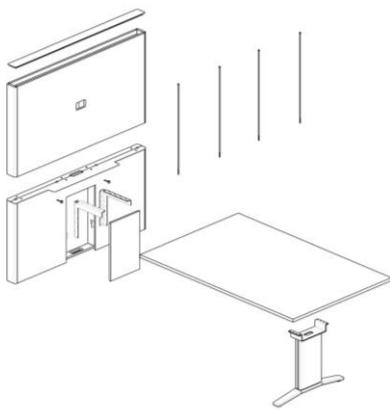
Tools required for assembly of Concierge:

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- 48" to 60" Level
- Cordless Drill with Driver & Drill Bits
- 5.0 MM Allen Wrench with Extension (6" min.)
- Rubber mallet



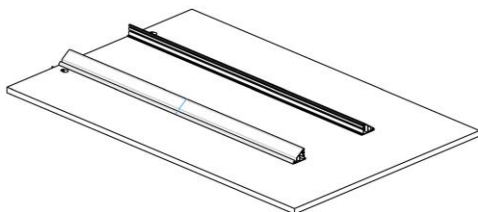
(2) Supplied Zip Bolt Cams

Single Sided & Double Sided Wall with One Worksurface



Step 1

Identify the location for the wall to be installed.
Un-package the Worksurfaces, Concierge Wall Sections & Bases.



Step 2

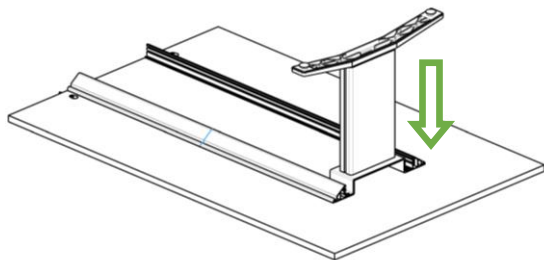
With the Worksurface unpacked, place it carefully face side down with the Mediatrix Rails exposed.



Step 3

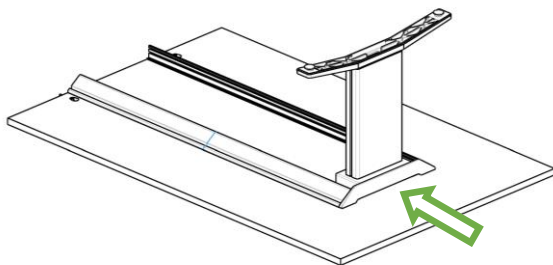
Un-package the specified Worksurface Support Base. Turn base upside-down to attach to the bottom of the Worksurface or the Worksurface Support Rails.

****Delegate Base Shown – See Conciierge Pricelist for Other Base Option Available for Use.****



Step 4

Attach the Conference or Bar Height Base to the bottom of the Worksurface. The Delegate base shown to the left will attach at the end of the support rails using (8) #8 x 1” Screws.



Step 5

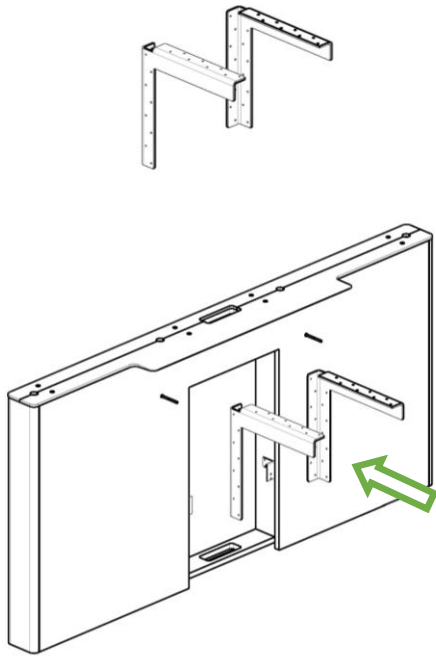
Attach Worksurface Support Rail End Cap using pre-installed retention clips.

Step 6

Once the base has been attached to the top, install the Worksurface Support Brackets into the interior of the Conciere Bottom Wall Section.

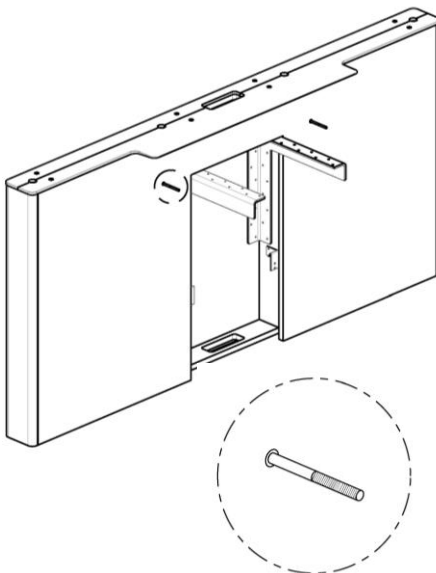
Locate the pre-drilled holes on the up-rights and secure each Worksurface Support Bracket using the provided #8 x 3/4" washer head screws.

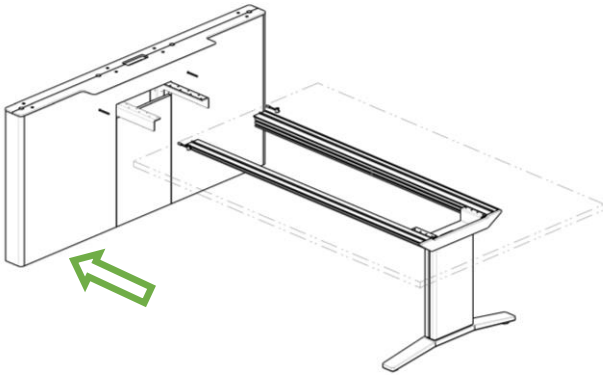
Be sure that the Worksurface Support Brackets are installed at 90°. This will determine how level the Worksurface is when installed.



Step 7

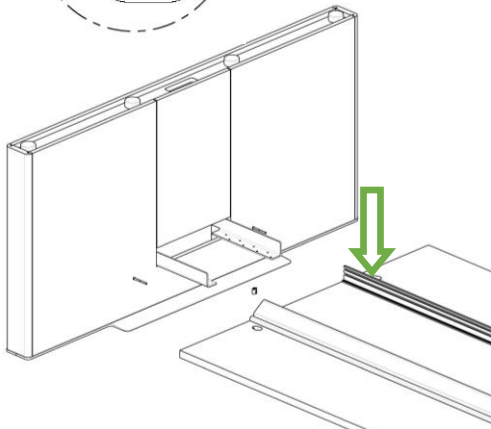
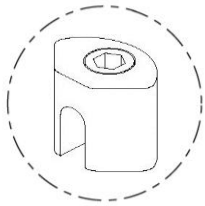
Be sure the Wall Attachment Pins are pre-installed on un-damaged. The Wall Attachment will slide into pre-drilled holes in the Worksurface.





Step 8

To install the Worksurface, simply lift over and set onto the Worksurface Support Brackets. Then slide the top towards the Concierge Wall Bottom Section, ensuring that the Wall Attachment Pins slide into the holes on the end of the Worksurface.

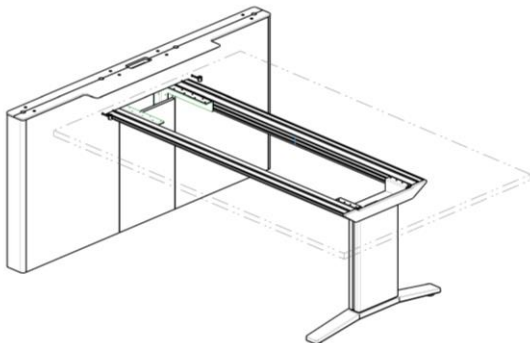


Step 9

Slide provided Zip Bolt Cams into Cam Holes on bottom of top from underneath.

Using the 5mm Hex Bit Socket with the Extension to slowly engage the Cams onto the Wall Attachment Pins and snug the top up to the Bottom Section of the Concierge Wall.

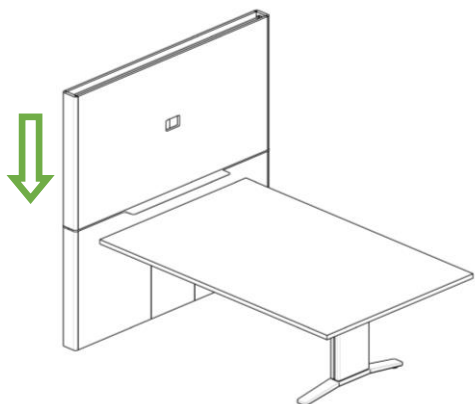
****NOTE:** Be sure to secure the Worksurface to Concierge Wall Bottom Section before proceeding to Step 10.**



Step 10

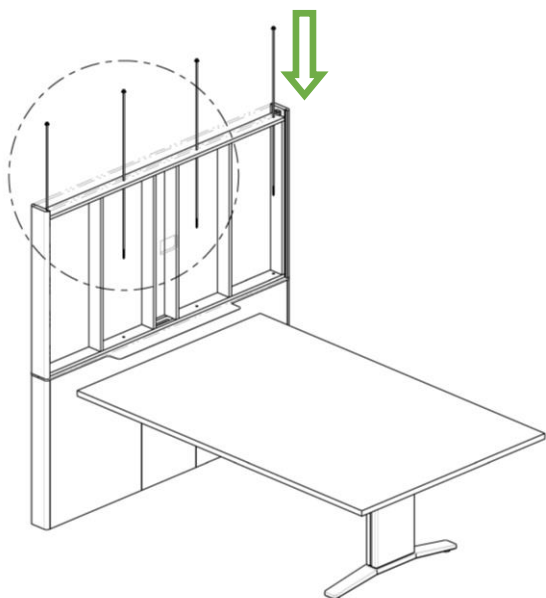
Use the provided #8 x 1" Washer Head Screws to attach the Worksurface Support Brackets to the bottom of the Worksurface.

****NOTE:** Be sure Bottom Section of Concierge Wall is square relative to Worksurface before installing all screws.**

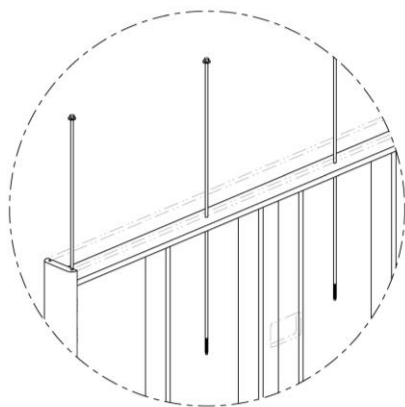
**Step 11**

With the Bottom Section of the Concierge Wall now supported by the Worksurface and Base, set the Top Section of the Concierge Wall onto the set-up.

If the entire Concierge Wall is veneer, the panels are laid to match as best possible. Check for the sticker labeled "FRONT" to know which side should face towards the Worksurface so that the veneer panels match.

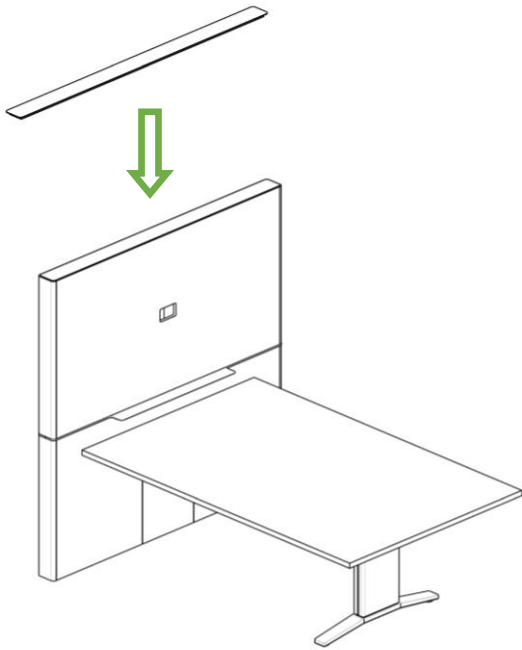
**Step 12**

With the Top Cap on the Top Section of the Concierge Wall removed, slide (1) 5/16" Washer onto a Concierge Threaded Rod. Using a step ladder or a stool, slide the Threaded Rod with the Washer through one of the (4) machined holes in the top rail, illustrated to the left. To ensure the rod falls into the hole in the bottom rail, lift it slightly above the top rail and let it fall straight down. Typically two tries are required.

**Step 13**

Once all the Threaded Rods have been slid into place and started by hand into the Threaded Insert in the Bottom Section, use a 1/2" Deep Well Socket to tighten the rods until snug. ***This is a critical step!!***

****IMPORTANT**** Do NOT Overtighten. The Threaded Rods should be only snug to the top rail to ensure fit.



Step 14

Once all of the Threaded Rods have been tightened, replace the Top Cap on the Top Section of the Wall. The Top Cap attaches with pre-installed magnetic catches on the interior of the Top Section.

Step 15

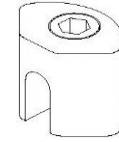
The Concierge Wall assembly is now complete. Use a level to check the Concierge Wall and Worksurface. Utilize the (4) Levelers on the Wall to adjust if necessary.

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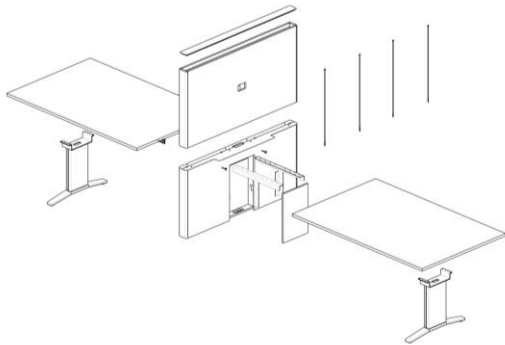


(2) Supplied Zip Bolt Cams

Double Sided Wall with Two Worksurface

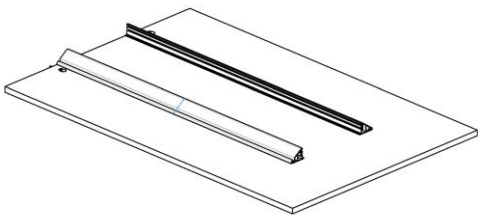
Step 1

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Un-package the Worksurfaces, Concierge Wall Sections & Bases.



Step 2

With the Worksurface unpacked, place it carefully face side down with the Mediatrac Rails exposed.

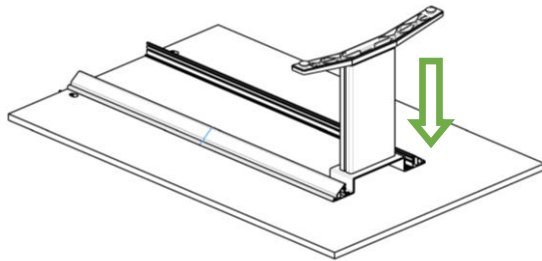




Step 3

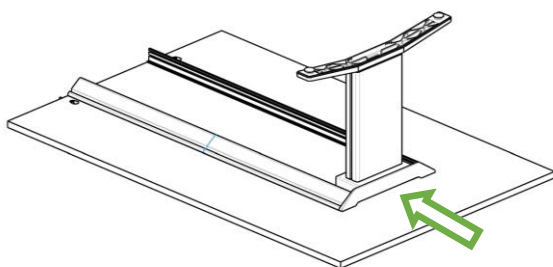
Un-package the specified Worksurface Support Base. Turn base upside-down to attach to the bottom of the Worksurface or the Worksurface Support Rails.

****Delegate Base Shown – See Conciierge Pricelist for Other Base Option Available for Use.****



Step 4

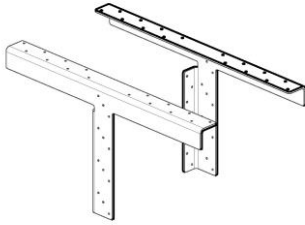
Attach the Conference or Bar Height Base to the bottom of the Worksurface. The Delegate base shown to the left will attach at the end of the support rails using (8) #8 x 1” Screws.



Step 5

Attach Worksurface Support Rail End Cap using pre-installed retention clips.

****NOTE:** Repeat Steps 3-5 for the secondary Worksurface and place it to the side for now.**

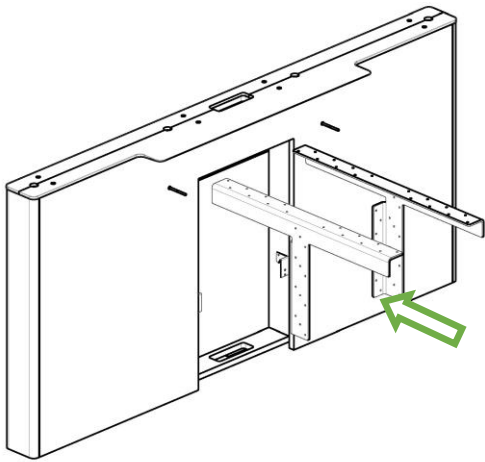


Step 6

Once the base has been attached to the top, install the Worksurface Support Brackets into the interior of the Conciere Bottom Wall Section.

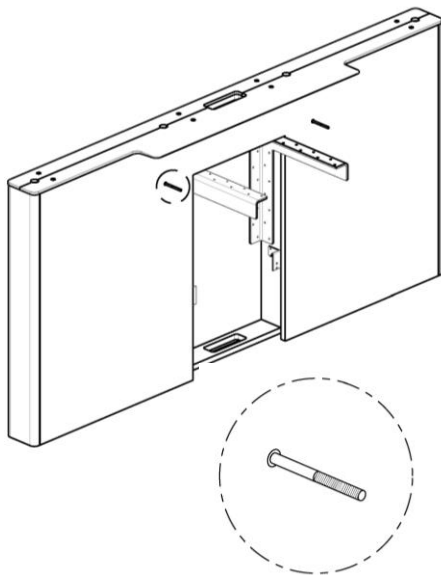
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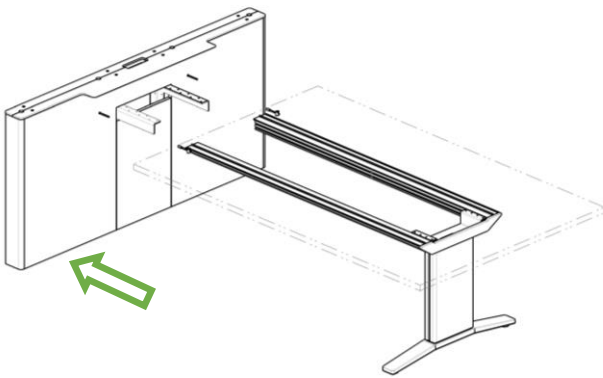
Be sure that the Worksurface Support Brackets are installed at 90°. This will determine how level the Worksurface is when installed.



Step 7

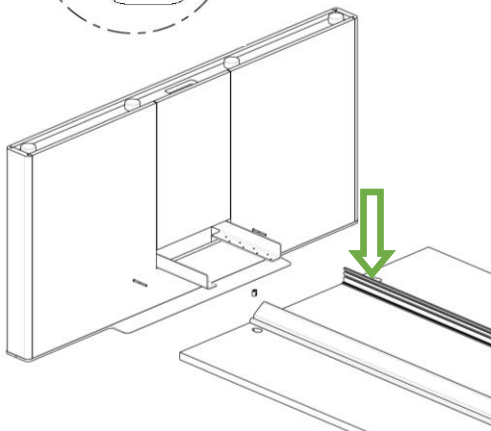
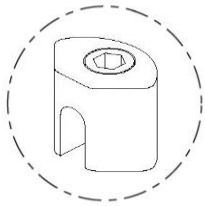
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Step 8

To install the Worksurface, simply lift over and set onto the Worksurface Support Brackets. Then slide the top towards the Concierge Wall Bottom Section, ensuring that the Wall Attachment Pins slide into the holes on the end of the Worksurface.

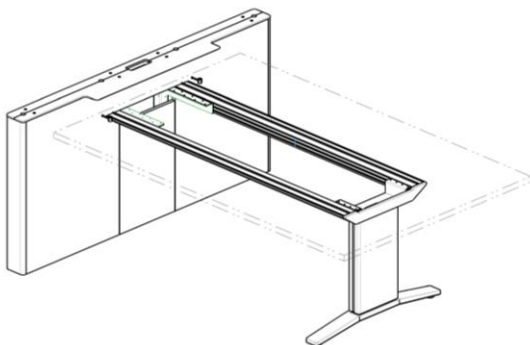


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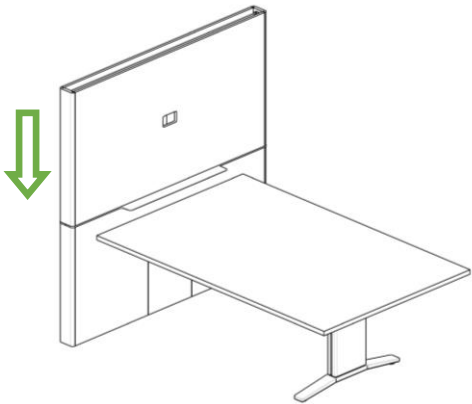
****NOTE:** Be sure to secure the Worksurface to Concierge Wall Bottom Section before proceeding to Step 10.**



Step 10

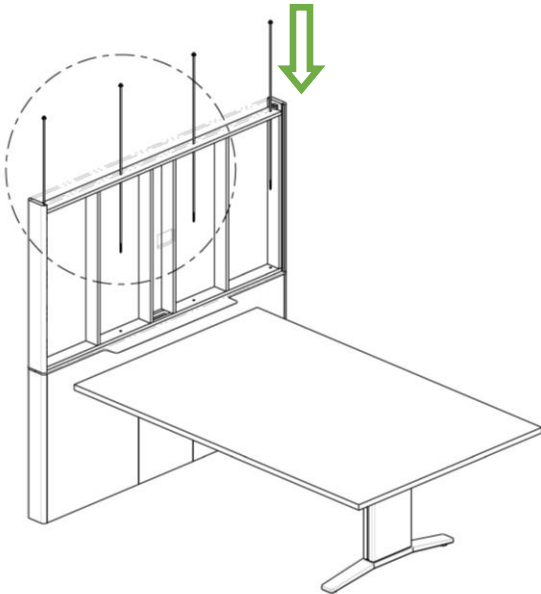
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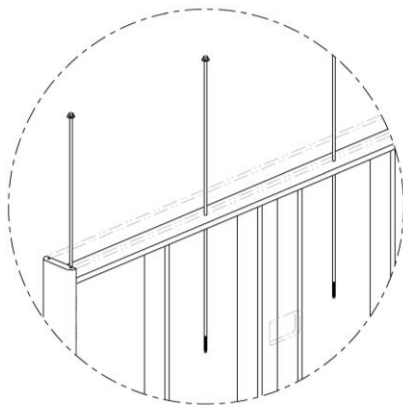
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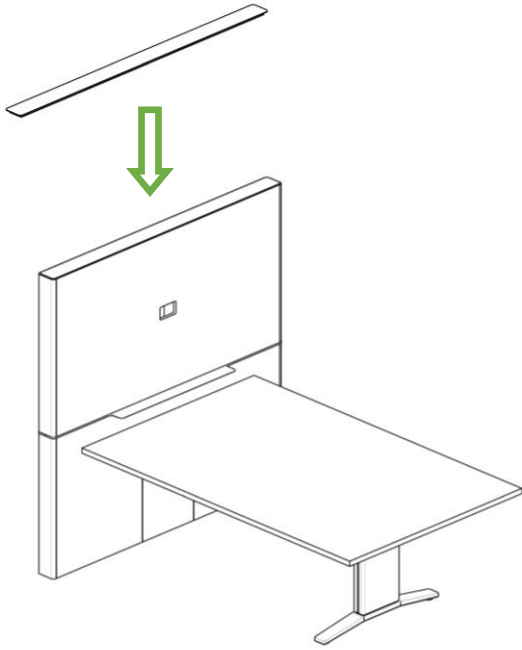
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****NOTE: ONLY after completing Step 13, repeat Steps 8 – 10 for the secondary Worksurface.****



Step 14

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