

## JOT Desk

### Facing Workstation

Includes Add-Ons: **A1** | **A2** | **A3** | **A4** | **A5**

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General Installation Guide



Edition Code

BL-3 :: Facing Workstation..... 1

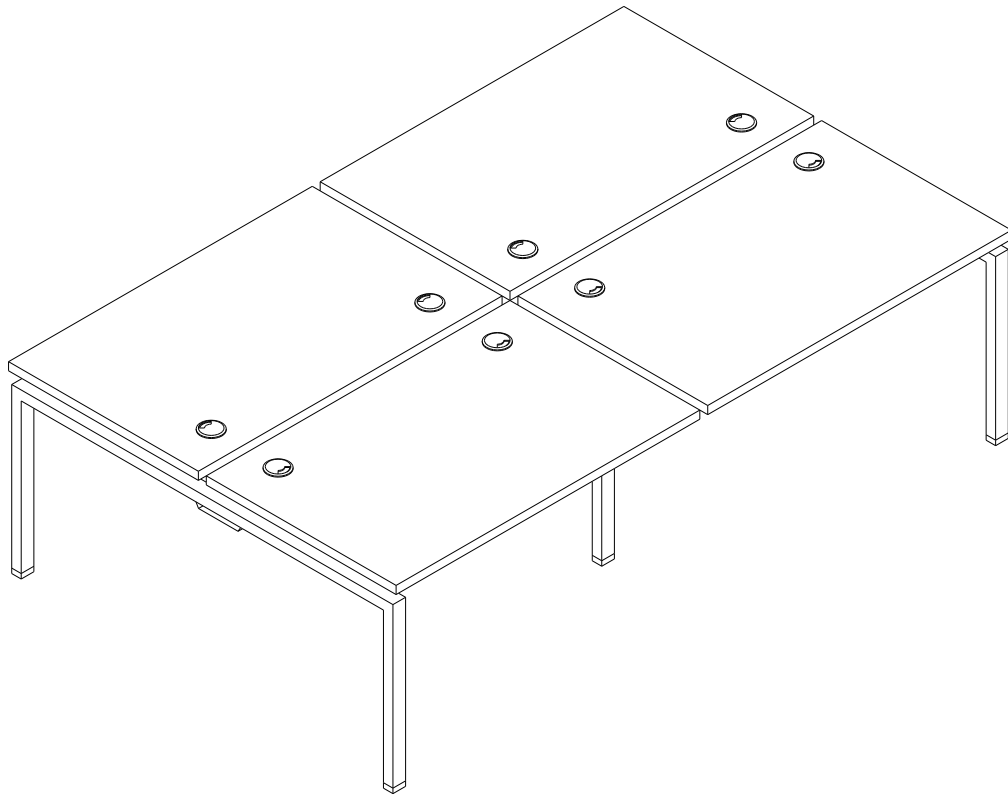
BL-3 :: Conference Table ..... 11

Add-ons

A1 :: Laminate Surface-Height End Panels.....17

A2 :: Laminate Divider-Height End Panels ..... 21

A3 :: Steel Inset End Panels..... 25



## Workstation

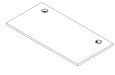




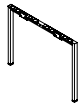

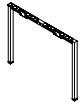






### Overview

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JOT Facing Workstation

⚠ All parts listed are for a facing workstation; additional parts will be needed for additional facing workstations.

## Parts List

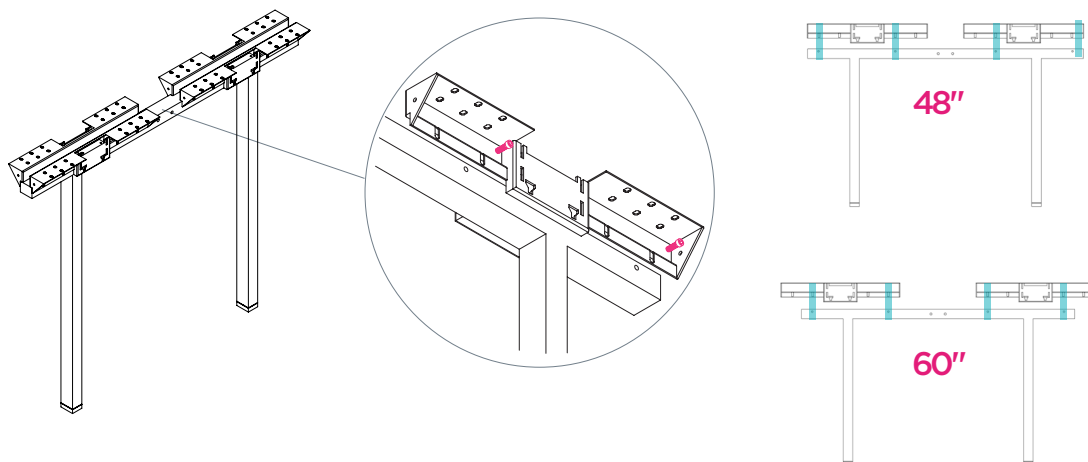
Code	Qty.	Description	
GBXXXX	4	Main Surface	
BLPB2/ BLBB3	4	Long Beam	
	8	Lock Plate	
	16	Cap Screw	
	6	Locking Screw and Lever	
BL60	2	60" End Leg	
	12	Wood Screws	
BL48INT	1	48" Intermediate Leg	
	6	Wood Screws	
BASB72**	4	42" Support Bar*	
	20	Wood Screws	
BCTLM**	4	Leg-Mount Cable Tray Hangers (Set of 2)	
CTXNL**	4	Leg-Mount Cable Tray	
BTEC or BNTEC**	1	Cable Tray End Cap	

\*Support bars will be added to surfaces 72" and longer.

\*\*Add-on items

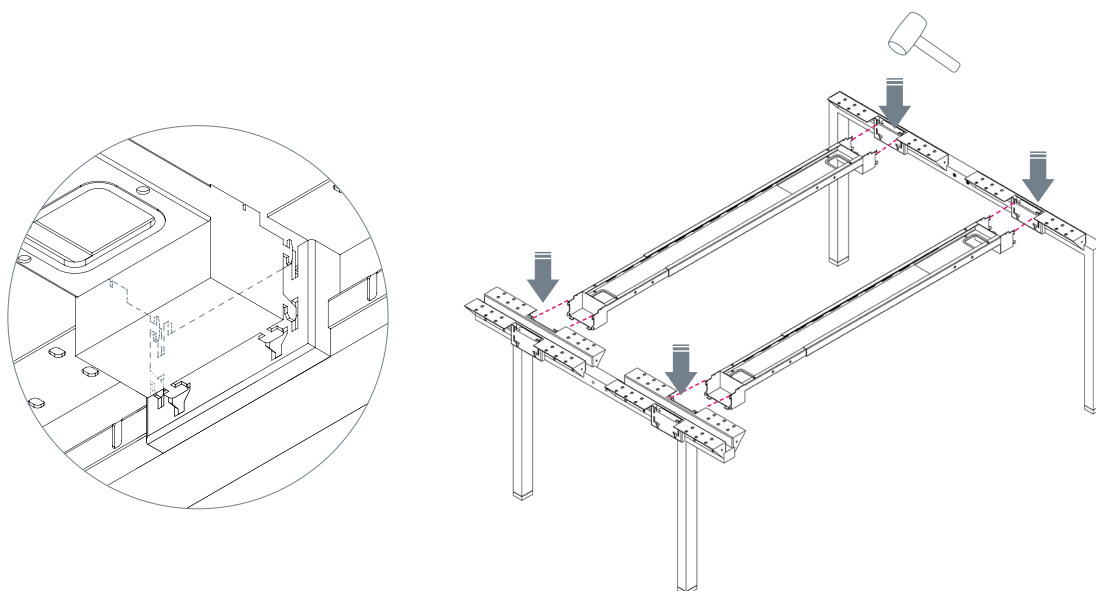
## 1 | Assemble Intermediate Leg

Align bracket with leg holes and bolt in place. Connect 4 brackets to leg. Insert 2 bolts per bracket to secure in place.



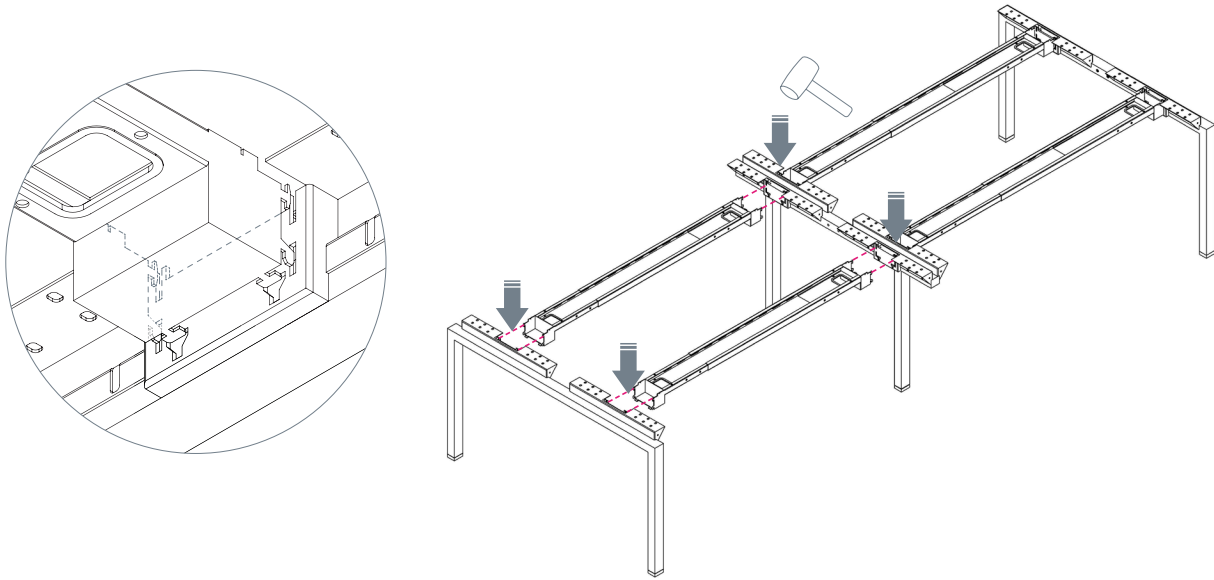
## 2 | Join End and Intermediate Leg

Insert beam tabs into leg brackets. Guide beam tabs into bracket holes, ensuring that there is not a gap between the beam and legs. Using a rubber mallet, hammer beam to lock in place.



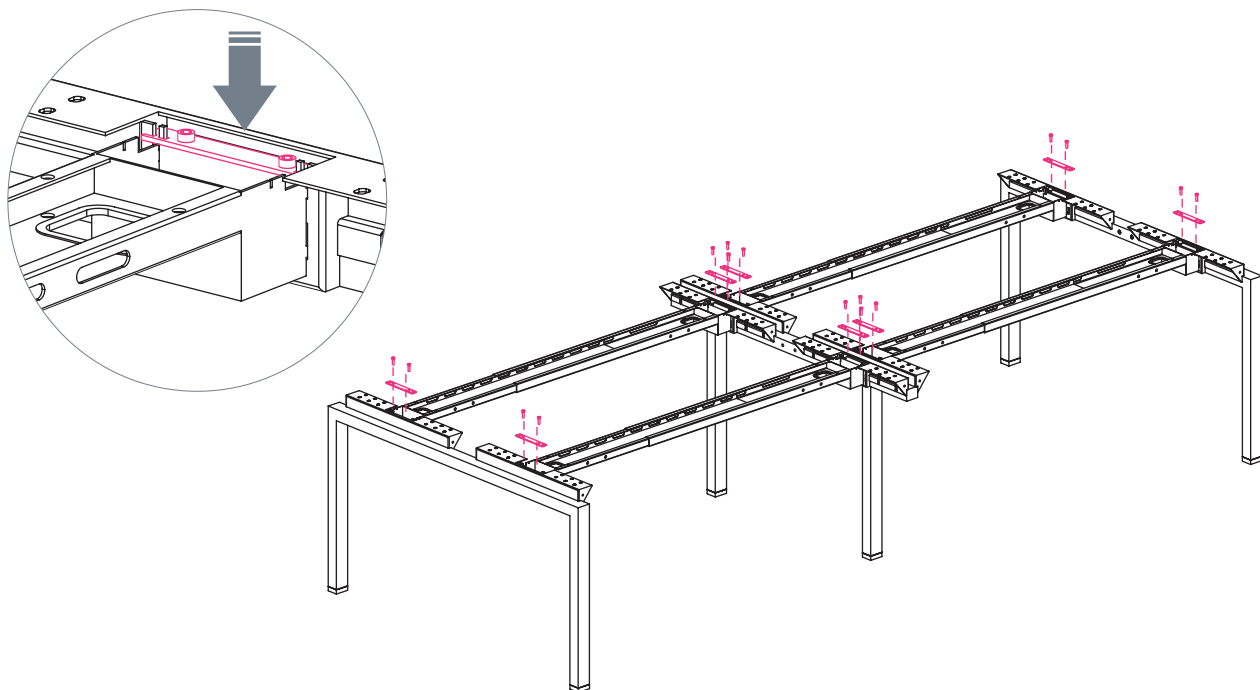
### 3 | Join Second End Leg to Intermediate Leg

Insert beam tabs into leg brackets. Guide beam tabs into bracket holes, ensuring that there is not a gap between the beam and legs. Using a rubber mallet, hammer beam to lock in place.



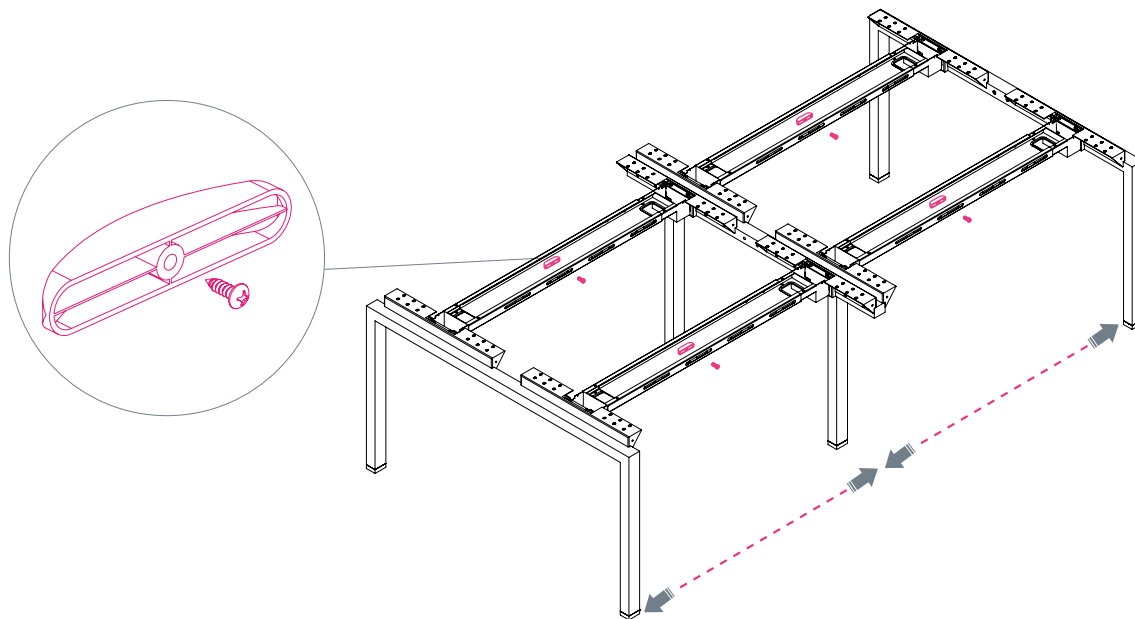
### 4 | Bolt Down Beam-to-Leg Lock Plate

Note: Beam lock plates will not fit if there is a gap between beam and leg.



## 5 | Measure and Adjust Beam Width

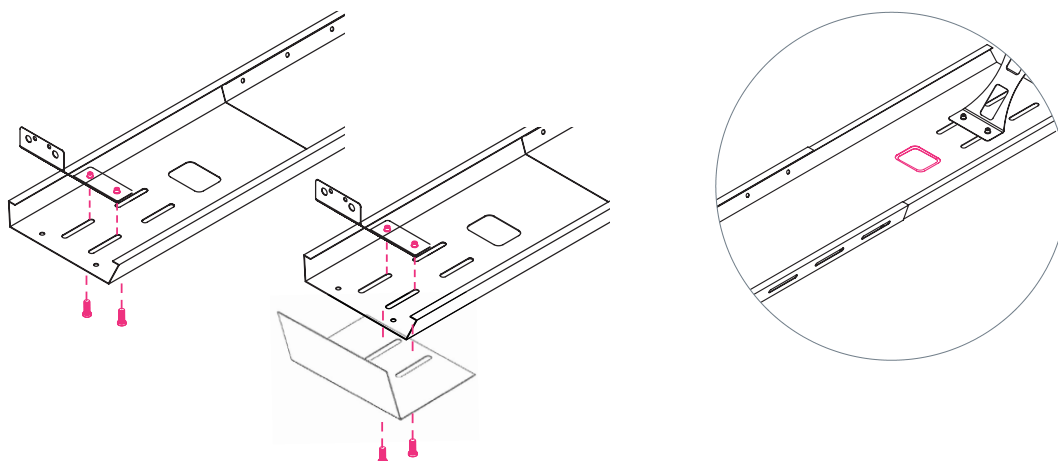
Measure from end leg to end leg until you find the approximate width of work surfaces. Insert screw through overlapping beam slots and into locking screw and lever. Slightly tighten screw. **DO NOT** fully tighten. Insert beam grommet covers.



## 6 | Attach Cable Tray Hangers and End Caps

Align slots on cable tray and secure with 2 bolts from bottom. These hangers will mount to workstation. Insert Beam Grommet Covers.

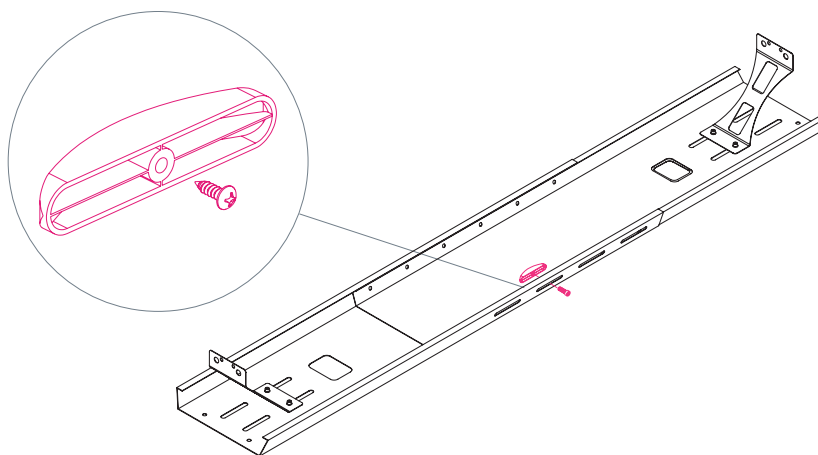
**NOTE:** End Caps (BTEC) are optional, follow the same install process with or without end caps.





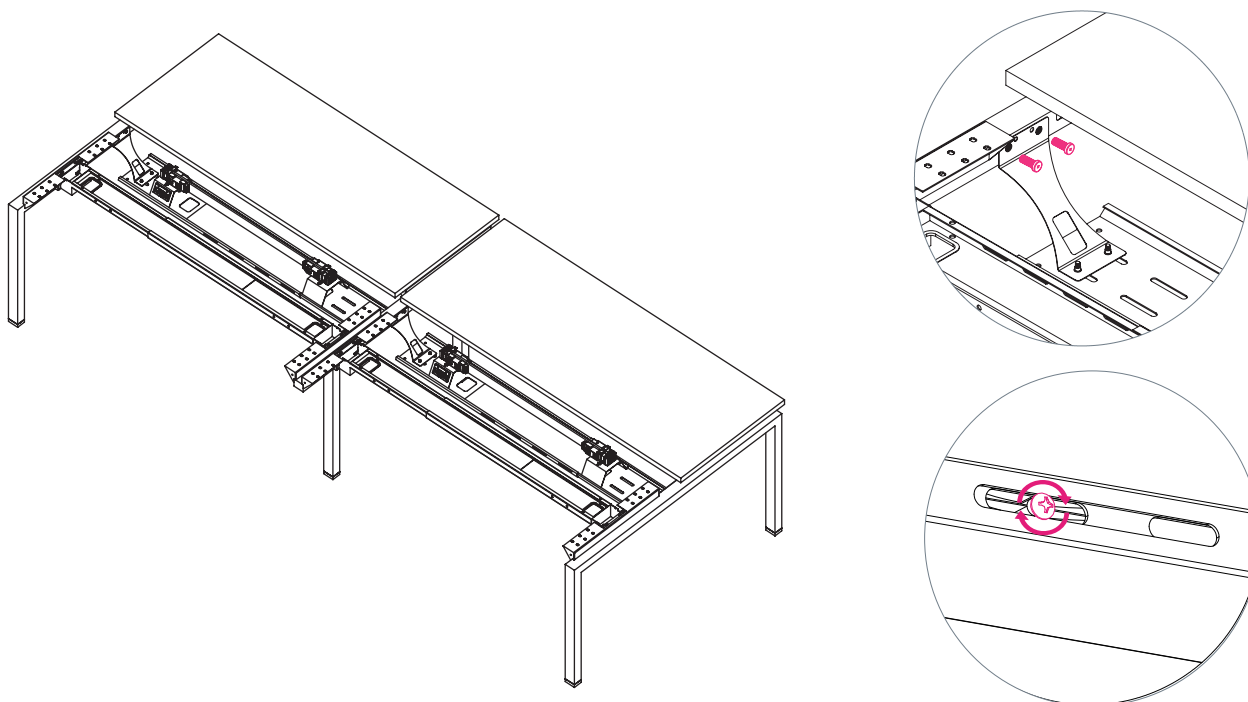
## 7 | Insert Beam Lock

Adjust cable tray to approximate width of the work surface. Insert screw through overlapping beam slots and into the locking screw and lever. Slightly tighten the screw. **DO NOT** fully tighten.



## 8 | Leg Mount Cable Tray

Bolt hanger to both ends of cable tray to mount on workstation. Screw cable tray hangers to legs. Insert 2 screws per hanger. Tighten beam lock.



## 9 | Surface Installation

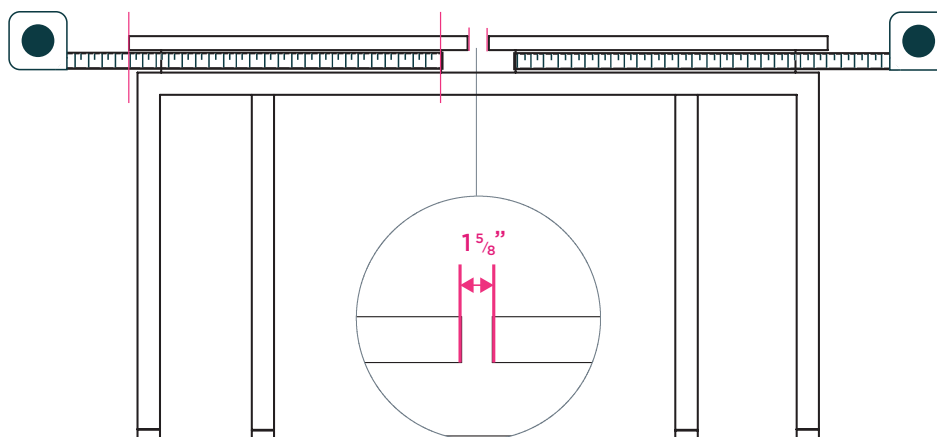
Measure from inner surface of leg bracket to outer edge of surface.

**Option 1:** If installing dividers or monitor arms, leave  $1\frac{5}{8}$ " space between surfaces.

- 24" deep surface, measure  $21\frac{7}{8}$ "
- 30" deep surface, measure  $23\frac{7}{8}$ "

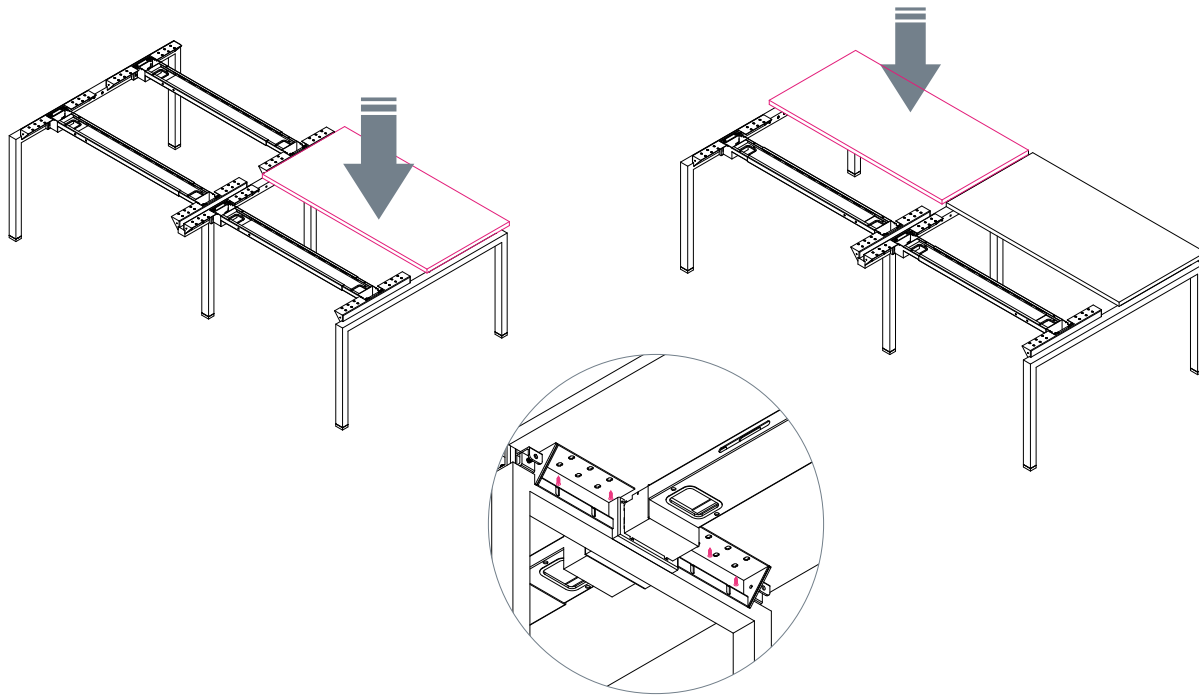
**Option 2:** If not installing dividers or monitor arms, leave no space between surfaces.

- 24" deep surface, measure  $21\frac{7}{8}$ "
- 30" deep surface, measure  $23\frac{1}{16}$ "



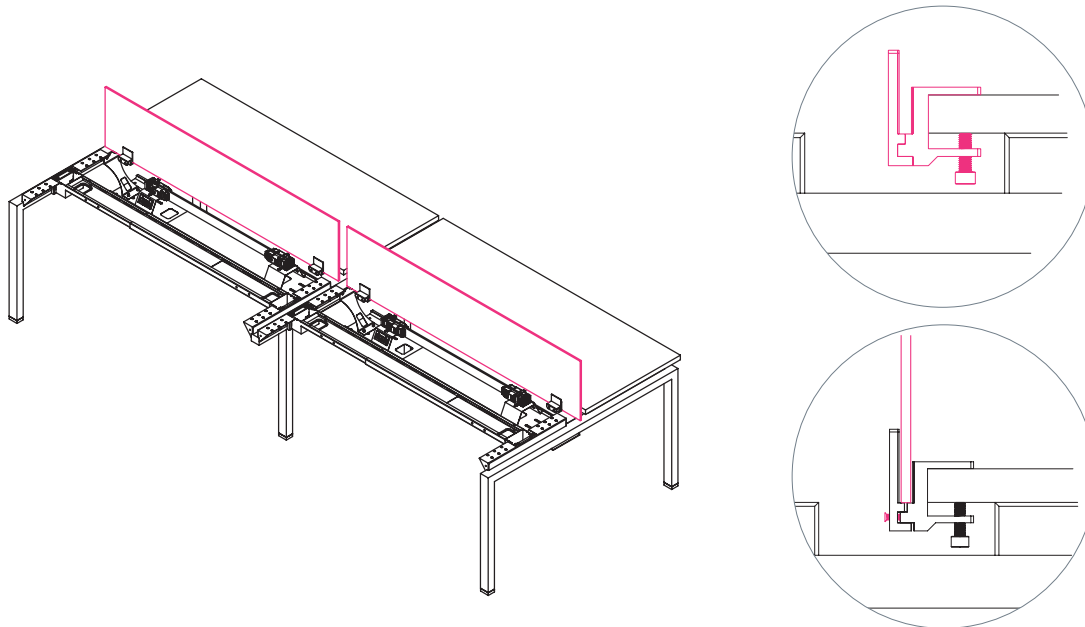
## 10 | Secure First and Second Surface

Place surface on top of frame and position according to the guidelines. Insert wood screws into leg brackets and secure to underside of the surface.



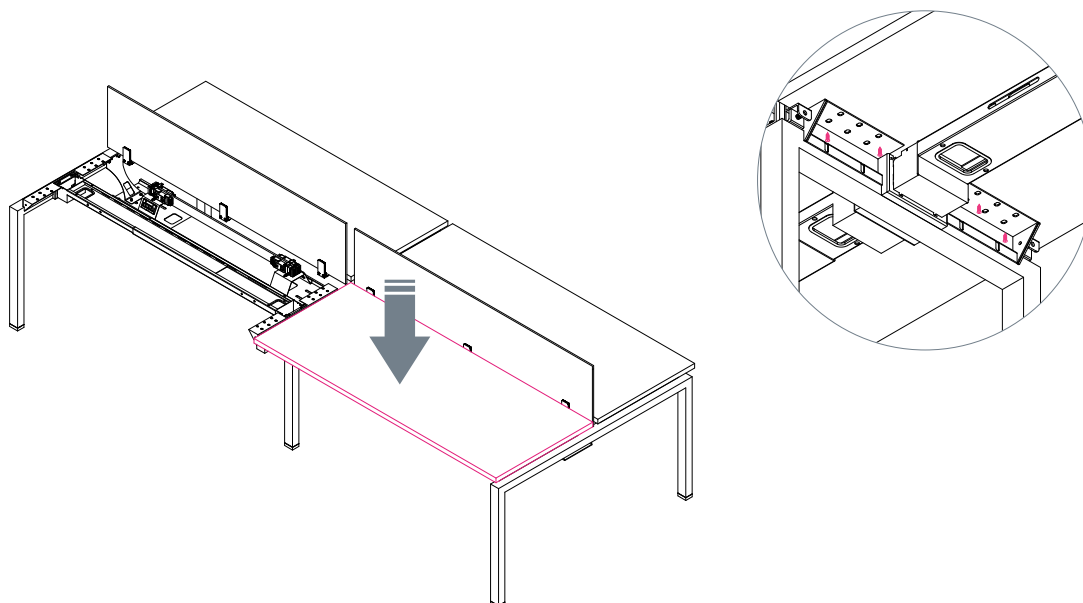
## 11 | Place Brackets on Facing Edge

Clamp bracket to surface's side edge and tighten vertical bolt against surface to secure bracket. Repeat for all 4 brackets. Lower screen into brackets and tighten horizontal bolt to clamp brackets onto screens.



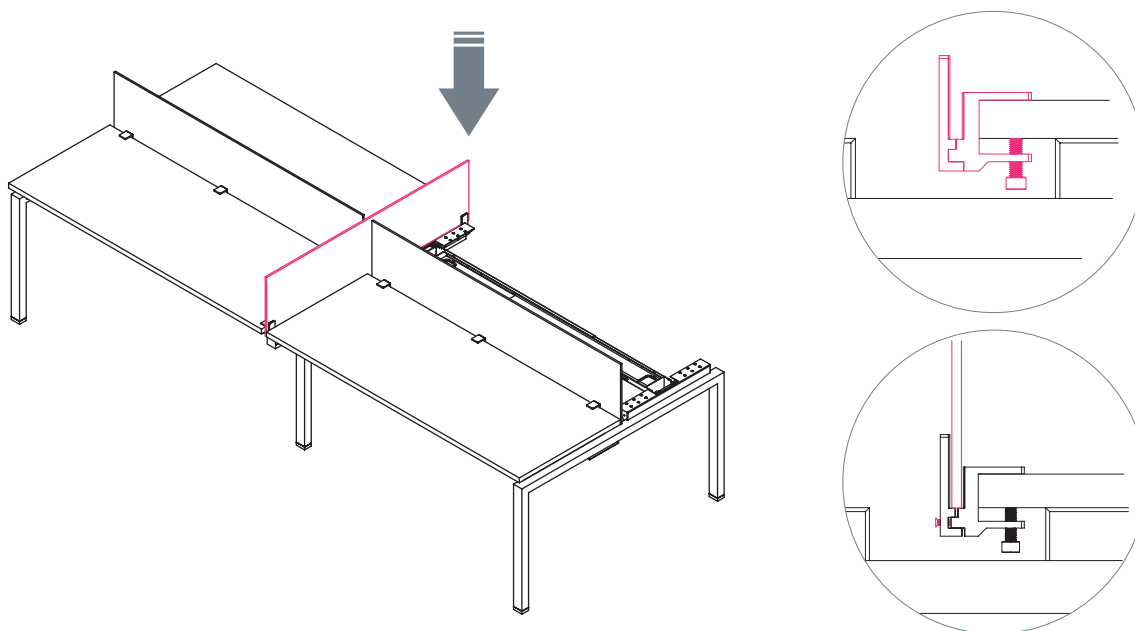
## 12 | Secure Third Surface

Place surface on top of frame and position according to guidelines. Insert wood screws into leg brackets and secure to underside of surface.



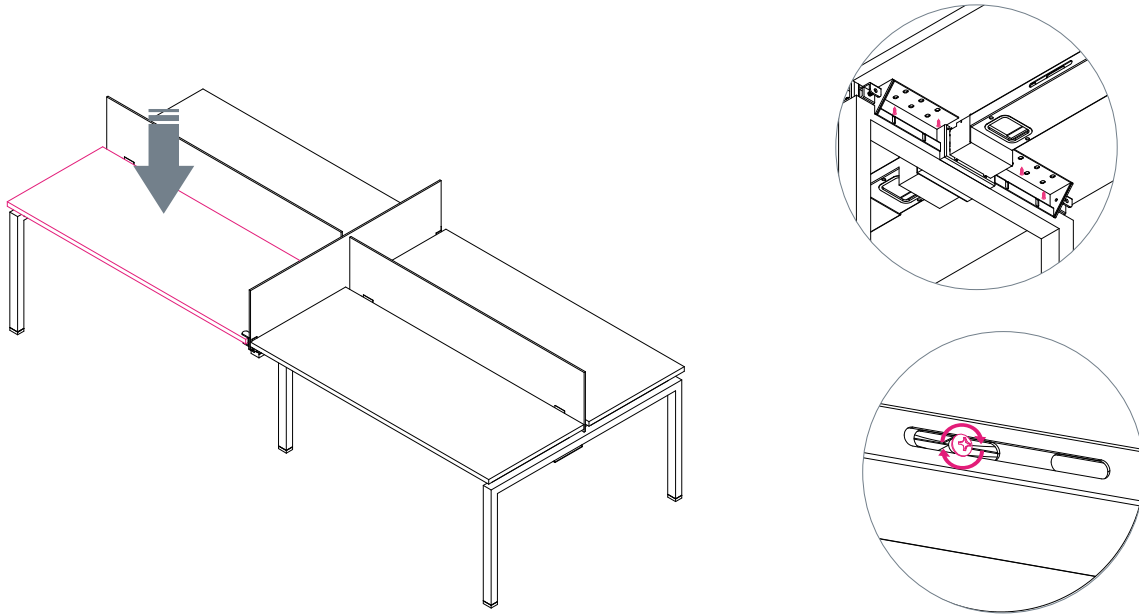
## 13 | Clamp Brackets to Side Edges

Clamp bracket to surface's side edge and tighten vertical bolt against surface to secure bracket. Repeat for all 3 brackets. Lower screen into brackets and tighten horizontal bolt to clamp brackets onto screens.



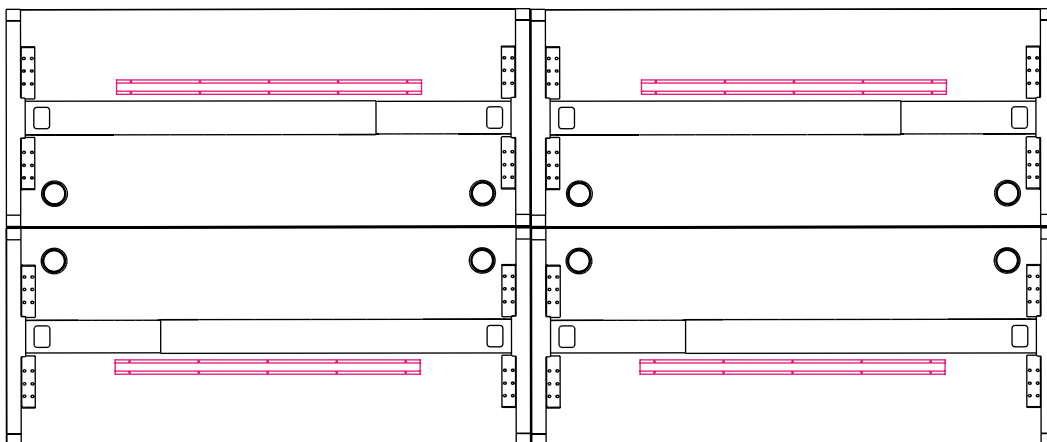
## 14 | Secure Fourth Surface and Tighten Beam Locks

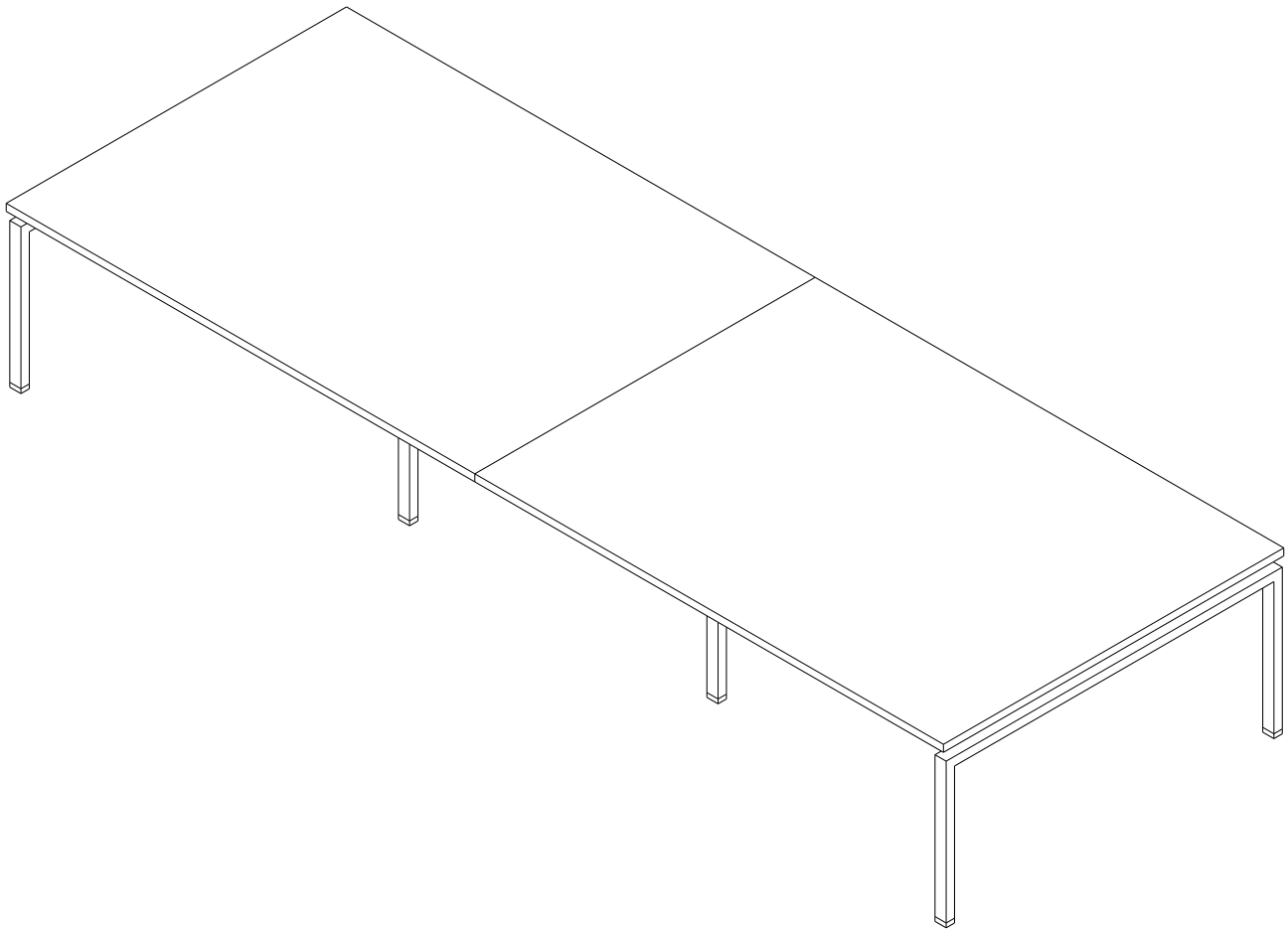
Place fourth surface on top of frame and position according to guidelines. Insert wood screws into leg brackets and secure to underside of surface.



## 15 | Secure Support Bars

**NOTE:** Support bars will be added to surfaces 72" and longer. Place support bars as shown below and secure to underside of surface using wood screws.






# Conference Table

## Overview

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JOT Facing Workstation

 All parts listed are for a JOT conference table, additional parts will be needed for additional conference table.

# Parts List

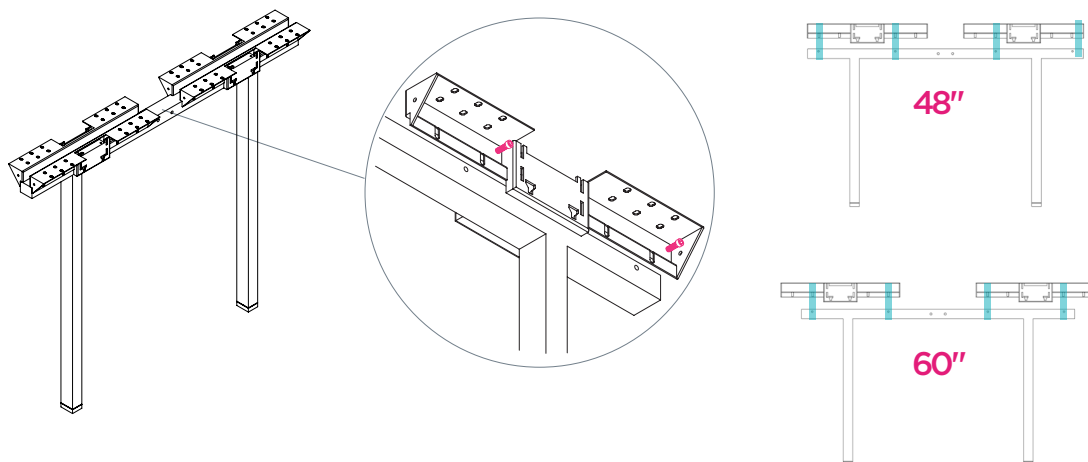
Code	Qty.	Description	
WAXXXX	2	Main Surface	
BLPB2/ BLBB3	4	Long Beam	
	4	Lock Plate	
	8	Cap Screw	
	2	Locking Screw and Lever	
BL60	2	60" End Leg	
	12	Wood Screws	
BL48INT	2	48" Intermediate Leg	
	6	Wood Screws	

\*Support bars will be added to surfaces 72" and longer.

\*\*Add-on items

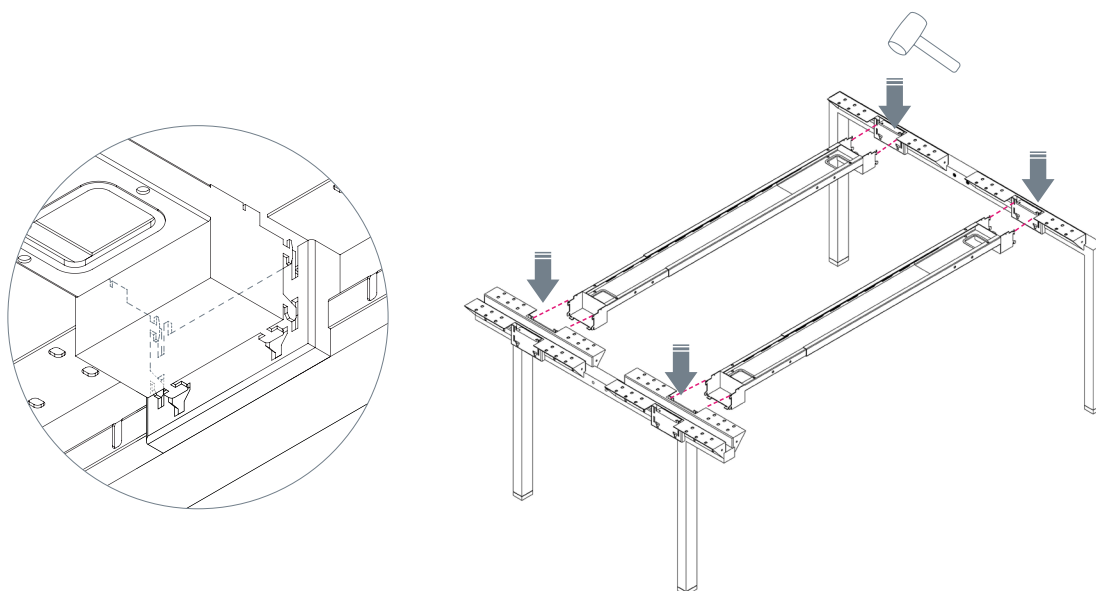
## 1 | Assemble Intermediate Leg

Align bracket with leg holes and bolt in place. Connect 4 brackets to leg. Insert 2 bolts per bracket to secure in place.



## 2 | Join End and Intermediate Leg

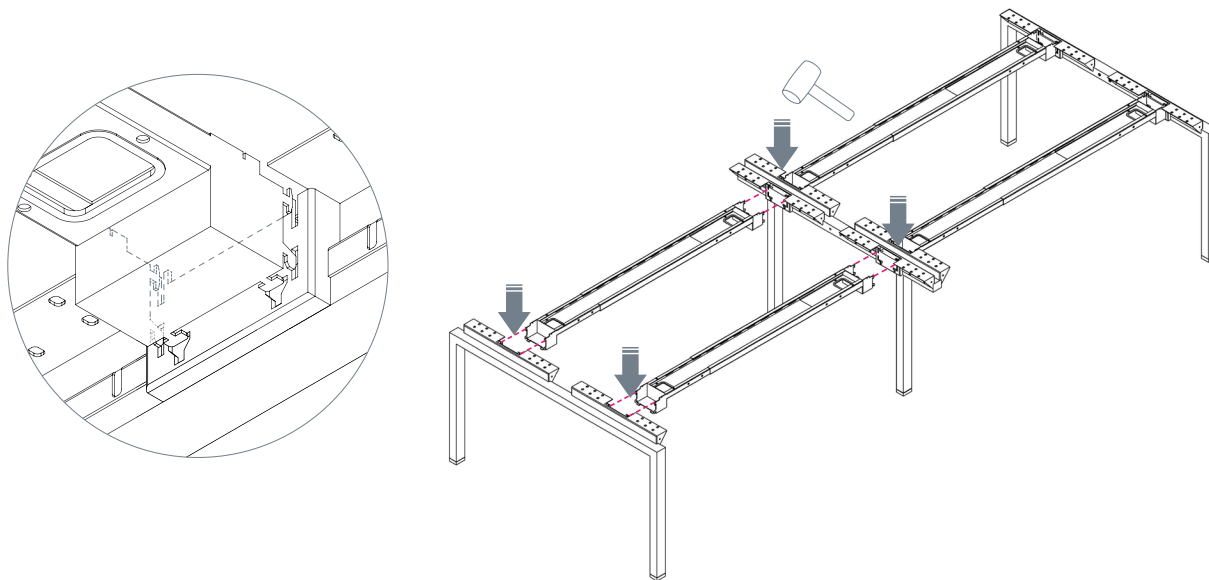
Insert beam tabs into leg brackets. Guide beam tabs into bracket holes, ensuring that there is not a gap between the beam and legs. Using a rubber mallet, hammer beam to lock in place.





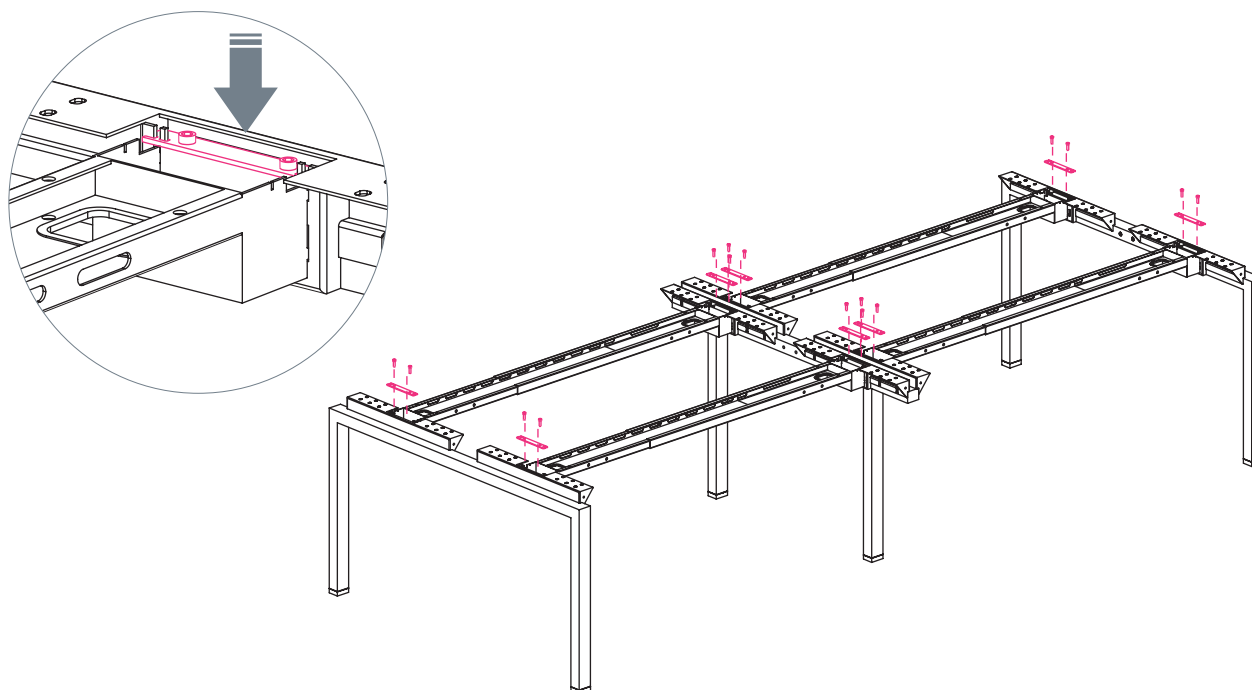
### 3 | Join Second End Leg to Intermediate Leg

Insert beam tabs into leg brackets. Guide beam tabs into bracket holes, ensuring that there is not a gap between the beam and legs. Using a rubber mallet, hammer beam to lock in place.



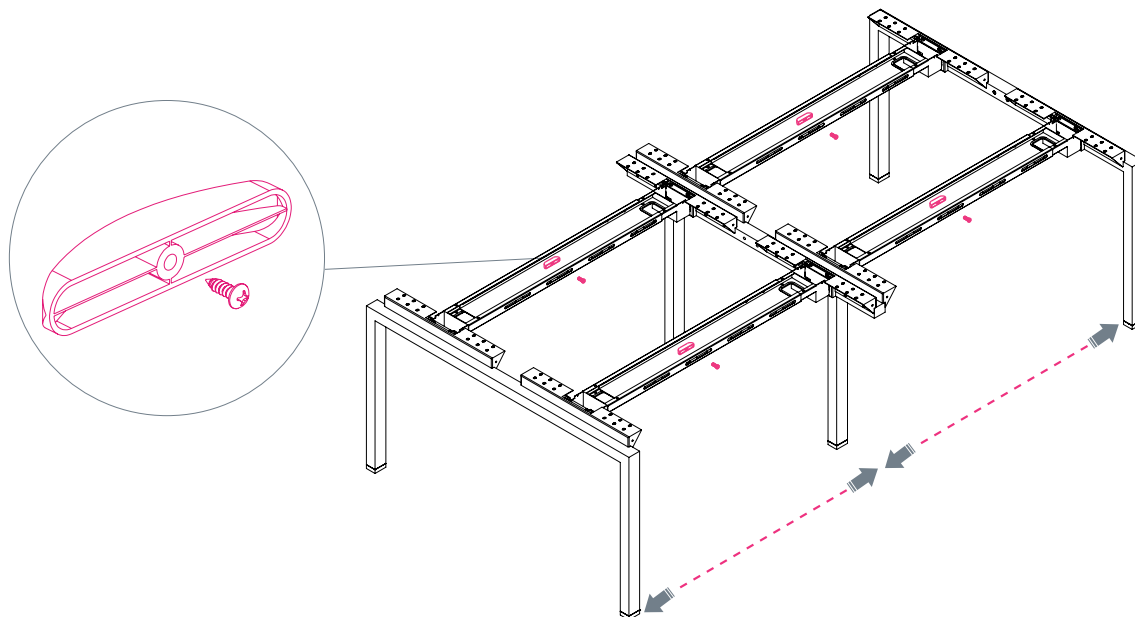
### 4 | Bolt Down Beam-to-Leg Lock Plate

Note: Beam lock plates will not fit if there is a gap between beam and leg.



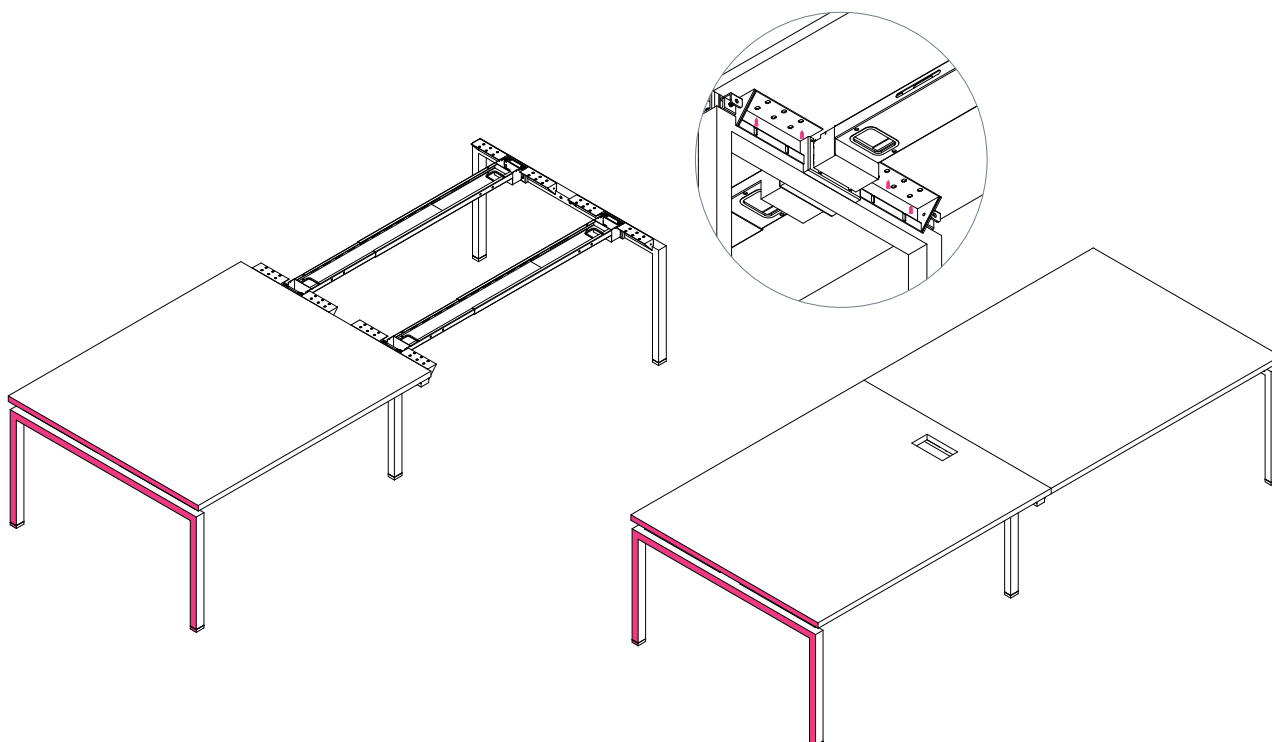
## 5 | Measure and Adjust Beam Width

Measure from end leg to end leg until you find the approximate width of work surfaces. Insert screw through overlapping beam slots and into locking screw and lever. Slightly tighten screw. **DO NOT** fully tighten. Insert beam grommet covers.

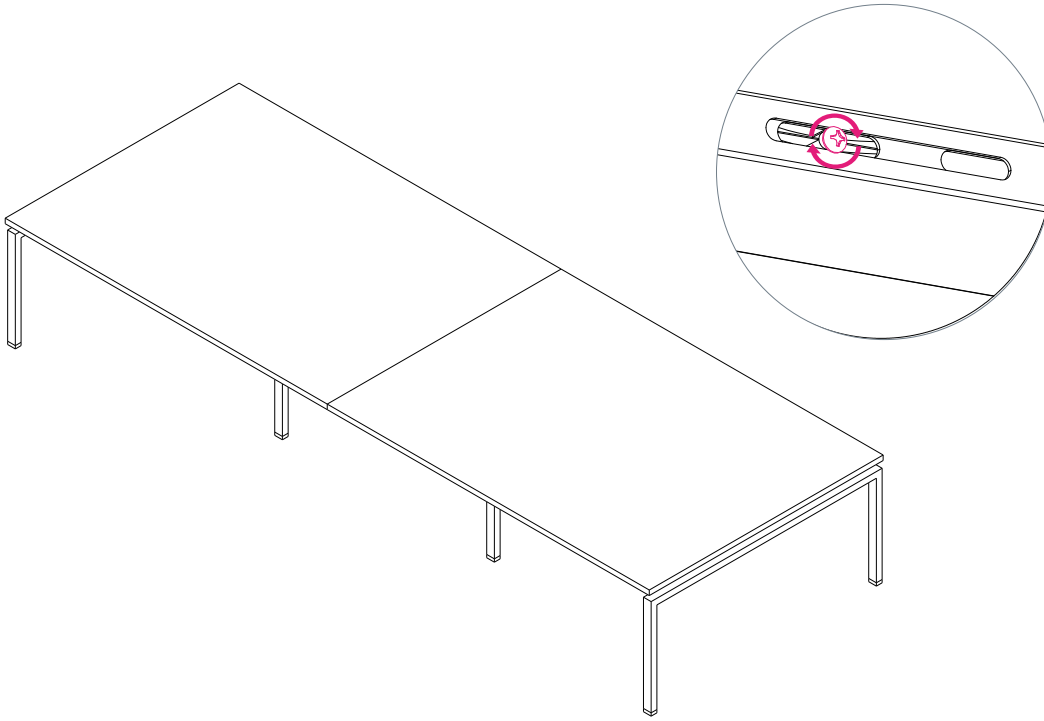


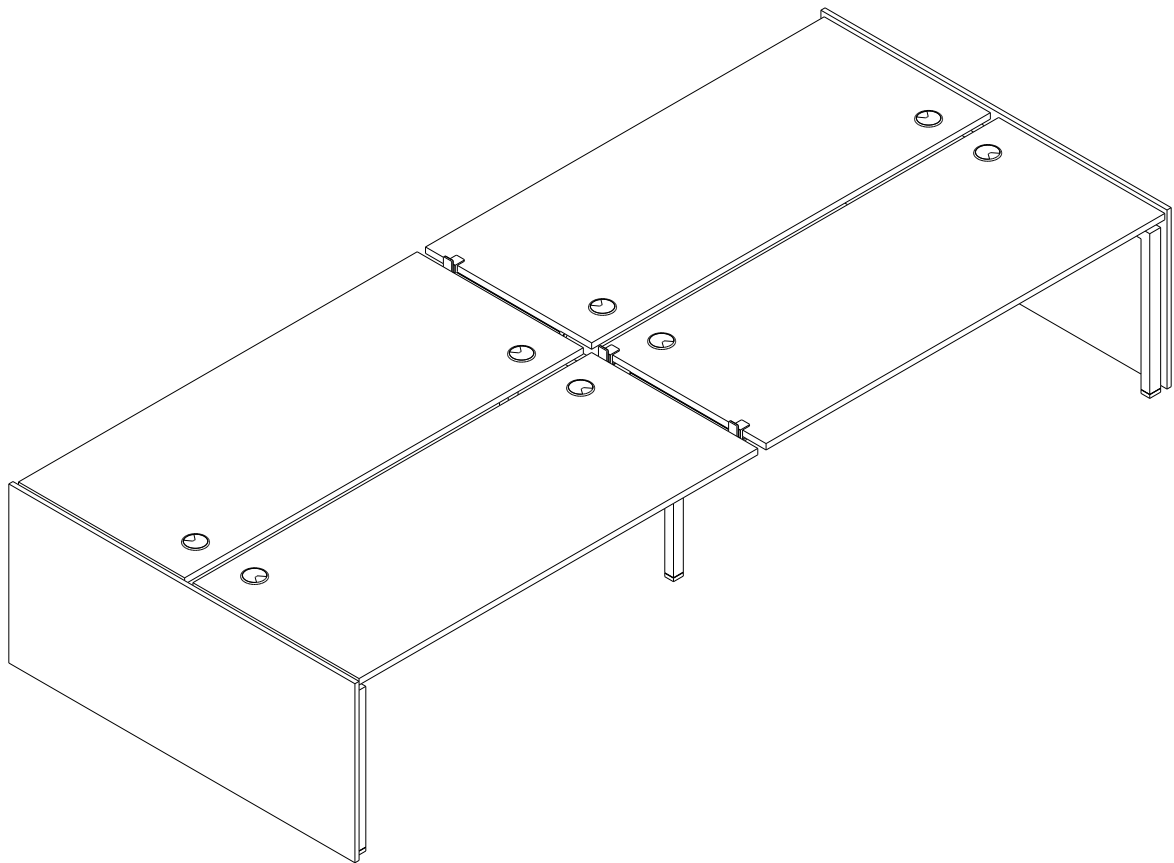
## 6 | Attach Surfaces

Align outer sides of surfaces flush and parallel with outer sides of end legs and secure with wood screws.



## 7 | Tighten Beam Locks






## A1: Laminate Surface-Height End Panels

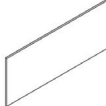


### Overview

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JOT Facing Workstation

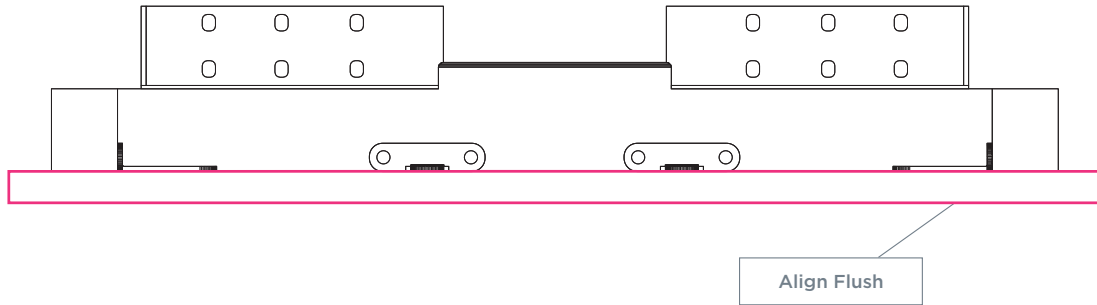
 All parts listed are for single side of workstation;  
additional parts will be needed for additional end panels..

## Parts List

Code	Qty.	Description	
GBEPLH62 or WABEPIS.D	1	Laminate Surface-Height End Panel	
LEPBL1	4	End Panel T-Bracket	
	8	Self-Tapping Screws	
	8	Wood Screws	

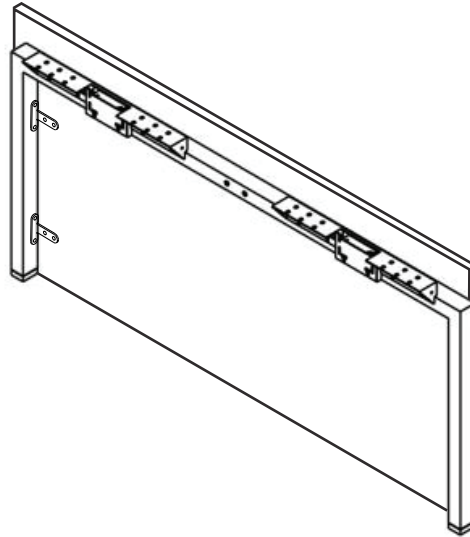
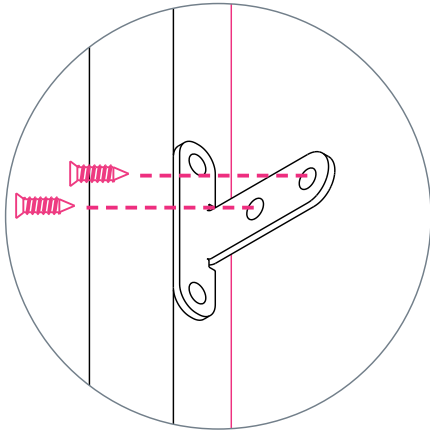
## 1 | Secure Bracket to End Legs

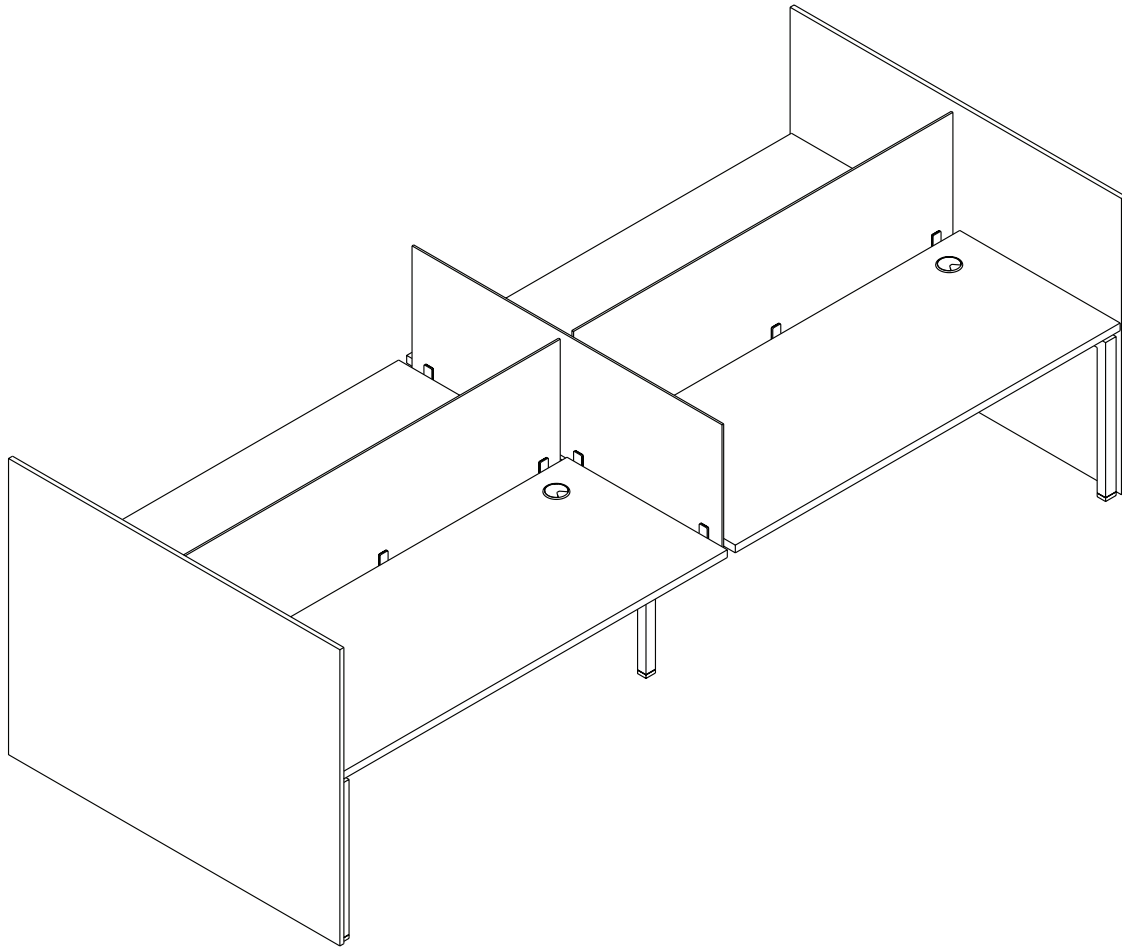
Attach 4 brackets to each end leg using self-tapping screws. Front of bracket will align flush with outside edge of leg.



## 2 | Attach End Panel

Slide end panels into place and adjust until flush with bracket. Use wood screws to secure panel to each bracket.






## A2: Laminate Divider-Height End Panels

### Overview



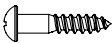
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JOT Facing Workstation

 All parts listed are for a single panel; additional parts will be needed for additional panels.

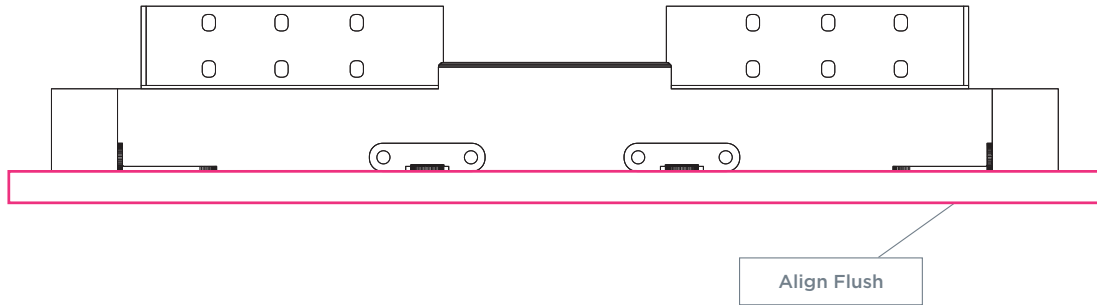


Parts List

Code	Qty.	Description	
GBEPSS62 or WABEPDH.D	1	Laminate Divider-Height End Panel	
LEPBL1	4	End Panel T-Bracket	
	8	Self-Tapping Screws	
	8	Wood Screws	

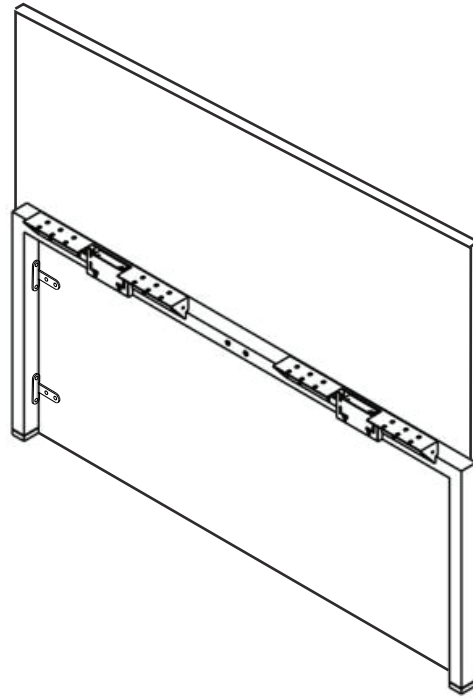
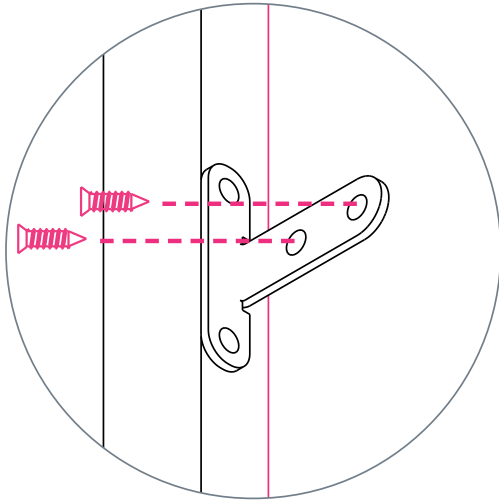
## 1 | Secure Bracket to End Legs

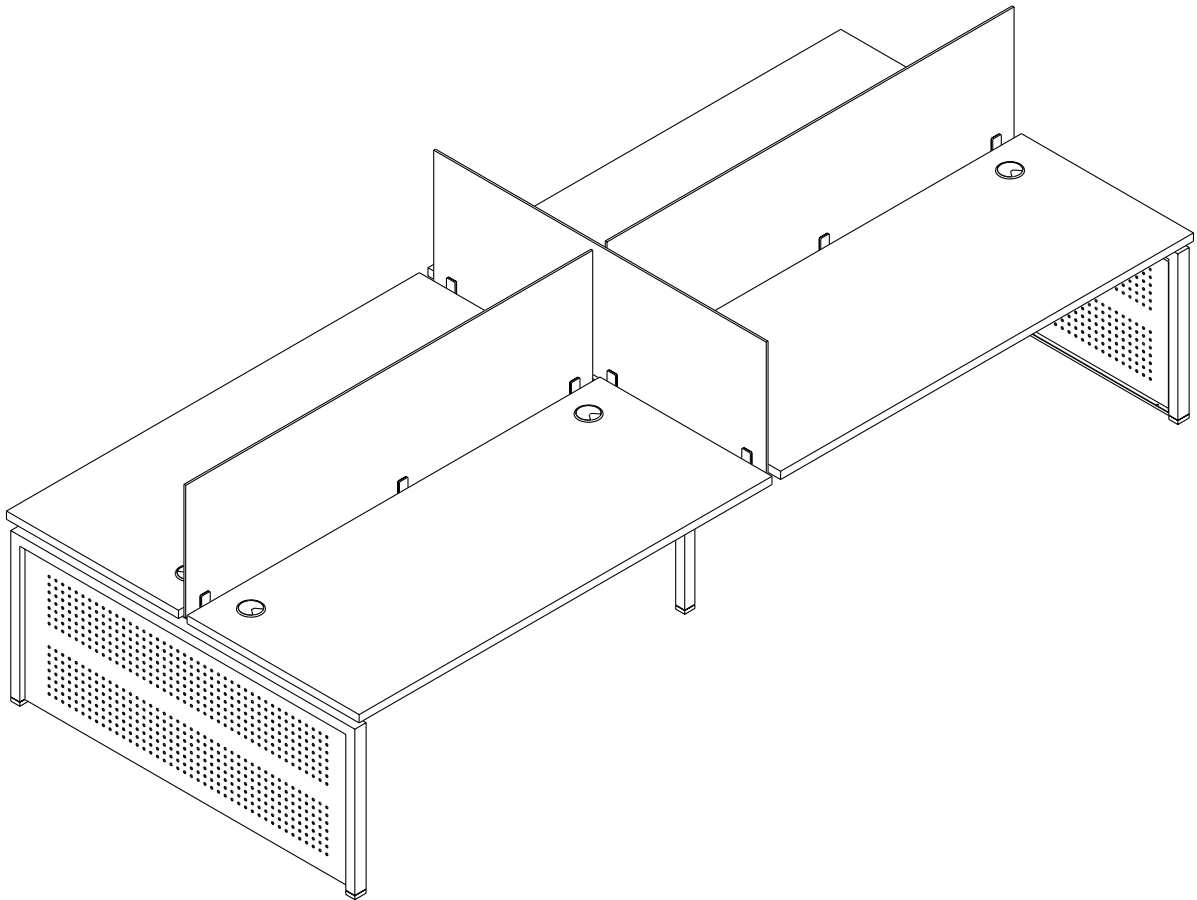
Attach 4 brackets to each end leg using self-tapping screws. Front of bracket will align flush with outside edge of leg.



## 2 | Attach End Panel

Slide end panels into place and adjust until flush with bracket. Use wood screws to secure panel to each bracket.






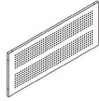
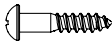
## A3: Steel Inset End Panels

### Overview

JOT Facing Workstation

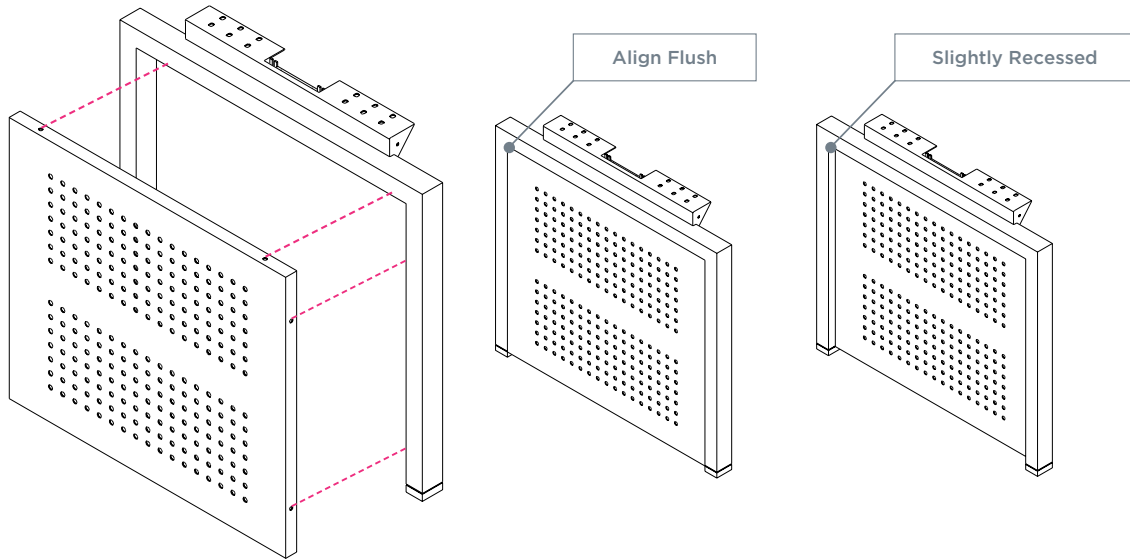
 All parts listed are for a steel inset end panel; additional parts will be needed for additional steel inset end panels.

## Parts List

Code	Qty.	Description	
BEP60 or BCEP60	1	Steel Inset End Panel	
	6	Self-Tapping Screws	

## 1 | Secure Panels to End Legs

Slide the end panel into place and adjust until either flush with outside of leg or slightly recessed.



## 2 | Attach End Panel

Use 4-6 self-tapping screws to secure panel to each leg.

