
Transcend® Assembly Instructions

2041397 Revision B-10
Complete Series Master Packet

Proper product installation, in accordance with these instructions, is the responsibility of the installing agent.
If you have any questions concerning these instructions, please call Kimball Office Customer Service.

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Universal

Tackboards and/or Powered Tackboards

Tools Required

- Drill/Screw Gun
- #2 Phillips Head Bit
- Level
- Small Blade Screwdriver

Hardware Required

- #8 x 5/8" Flathead

Installation

1. Tackboards can be attached to any highback organizer to provide a tackable surface. Tackboards can also be wall mounted. The tack panel is provided with routed channels on the back side to help manage cords. (Figure A).
2. Insert a screw into the hole of each loose Dual Lock™ pad, 4 or 6, as required. (Figure B).
3. Press pads with screw protruding against the pads which are already mounted to the back of the tackboard, locking the pads together. Position tackboard on mounting surface, making sure it is level. Apply pressure on board over pads to mark surface with screw points. (Figure C).
4. Carefully detach pads with small blade screwdriver and fasten in locations previously marked in step 3. Position tackboard against mounting surface, making sure it is level, and engage until each pair of pads snap together.
5. **Wall Mount Caution:** Pads should be located on wall studs, or secured to wall with anchors (not provided).

Figure A

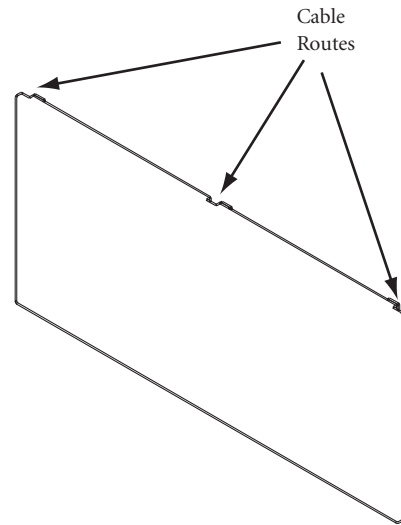


Figure B

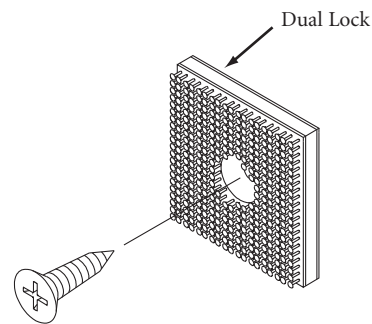
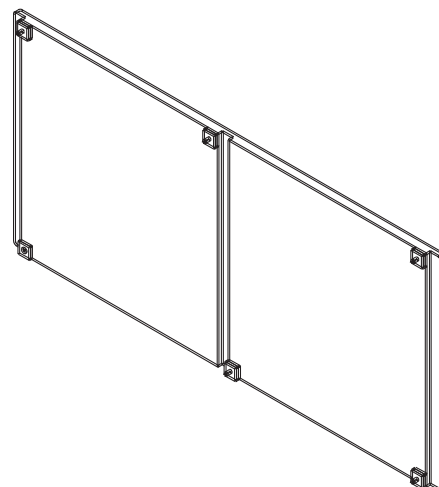


Figure C



Wall Mounted Overhead Bracket

Tools Required

- Pencil
- Tape Measure
- Level
(4 feet or greater)
- Metal Saw
- Variable Speed Drill
with Torque Option
- Drill Bits
- Screw Bits

Package Contents

- 1 Hanger Rail

Installation

Note: Kimball International defines a structural wall as a load-bearing wall constructed of materials such as: poured concrete, concrete block, or studs. Wood studs must be a nominal 2" x 4" size minimum. Metal studs must be "C" channel, 20-gauge thick minimum. Metal or wood studs must be on centers no greater than 24" and have maximum height of 14' restrained at floor and ceiling. Interior walls shall be designed to resist not less than a force of 5 lbs. per square foot applied perpendicular to wall. The deflection of such wall under a load of 5 lbs. per square foot shall not exceed $\frac{1}{240}$ of the span for walls with brittle finishes, and $\frac{1}{120}$ of the span for walls with flexible finishes (per Uniform Building Code Section 2309b). If you have any questions concerning your load-bearing structures, please consult your architect or structural engineer.

1. Place overhead cabinet against structural wall in the desired location. Mark the top edge of the overhead and set it aside. Measure down $4\frac{3}{8}"$ from the top edge mark and draw a level line. (Figure A).
2. Locate the wall substructure along the line drawn in step 1. For proper attachment of Hanger Rail to the wall, fasteners must tie directly into the substructure of the wall (studs, blocks, solid masonry).
3. Prepare wall for Hanger Rail attachment by pre-drilling for and/or installing fasteners along the line drawn in Step 1 per the fastener manufacturer's guidelines.

3. (continued)

Recommended spacing of fasteners is 16", but should not exceed 24" on center. **DO NOT** extend the Hanger Rail more than 6" beyond the last anchor attachment.

Note: It is the responsibility of the installer and/or the contractor to select and install the proper fasteners in the structural wall. Kimball International does not furnish fasteners or assume liability for their use.

- 36" wall cabinets must attach to three (3) studs
- 54" wall cabinets must attach to three (3) studs
- 66" wall cabinets must attach to four (4) studs
- 72" wall cabinets must attach to four (4) studs

4. Place the Hanger Rail on the wall, centered in the desired location of the overhead, transfer the fastener locations from the wall to the Hanger Rail. (Figure B).

Figure A

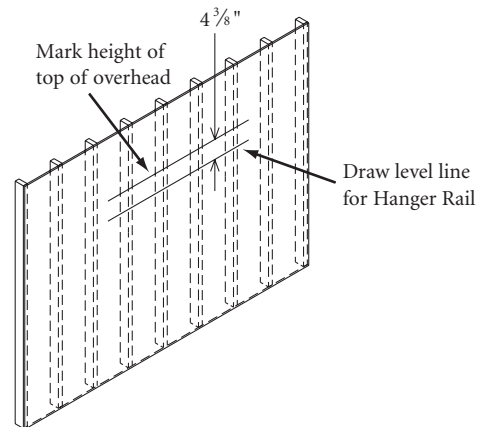
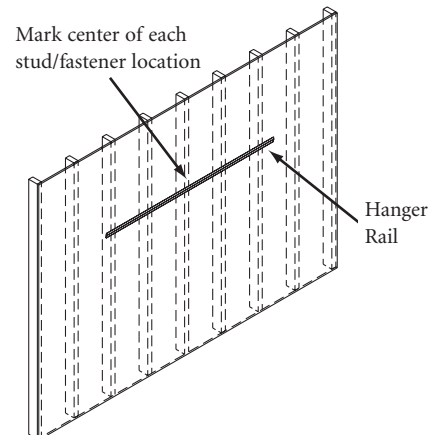


Figure B



Transcend

Installation

5. Drill the appropriate diameter hole in the Hanger Rail per the fastener manufacturer's guidelines, $\frac{3}{8}$ " above the bottom edge of the rail at the locations marked in Step 4. (Figure C).

Note: Hole sizes are dependent on the size of the fastener selected.

Recommended Fastener	Size	Model No.
Steel Stud (for $\frac{1}{2}$ " to $\frac{3}{4}$ " drywall): Hilti Toggler anchor toggle bolt	$\frac{1}{4}$ "-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Wood Stud (for $\frac{1}{4}$ " to $\frac{1}{2}$ " drywall; meets or exceeds ANSI/ASME B18.6.4 and SAE J933): Panhead sheet metal screw		10-2 PHPMS
Solid Masonry: Crown Bolt lag shields Buildex Tapcon concrete anchor screw	$\frac{1}{4}$ " x $1\frac{1}{2}$ " $\frac{1}{4}$ " x $2\frac{1}{4}$ "	
Masonry Block: Hilti Toggler anchor toggle bolt	$\frac{1}{4}$ "-20 x 2" Grade 5 or equivalent with maximum head height of .134"	374494
Crown Bolt lag shields Buildex Tapcon concrete anchor screw	$\frac{1}{4}$ " x $1\frac{1}{2}$ " $\frac{1}{4}$ " x $2\frac{1}{4}$ "	

6. Attach Hanger Rail to wall aligning bottom edge of rail with level line drawn in Step 1. Ensure that each fastener is securely attached to wall substructure. (Figure D).
7. Place overhead cabinet flush against the wall so that the hanger brackets attached to the overhead are above the wall Hanger Rail and is between the end panels of the overhead. Carefully lower the overhead cabinet until the cabinet hanger brackets engage the wall Hanger Rail. Make sure the cabinet hanger brackets are firmly seated on the wall Hanger Rail. (Figure E).

Figure C

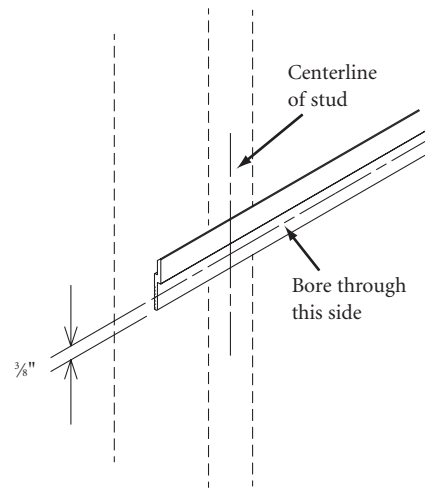


Figure D

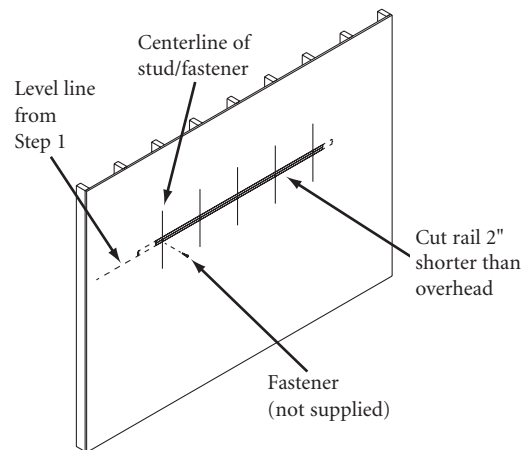
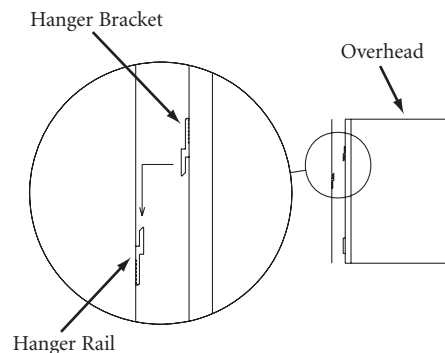


Figure E



108" Highback Organizer

Tools Required

- Phillips Screwdriver
- Tape Measure or Ruler
- or Allen Wrench
- Scissors or Utility Knife

Package Contents

- Double-sided Adhesive Tape
- Connecting Bolts

Installation

Note: The 108" Highback Organizer is shipped as two pieces: a right and a left.

Note: It is recommended that more than one person be used to assemble and install this unit.

1. Lay both organizer halves on their backs. Cut a piece of double-sided adhesive tape for each outer end panel. Peel off one side of the protective backing and attach the tape to the underside of each end panel. (Figure A).
2. Lift the first highback half into its desired location on the worksurface. Lift the second highback half into position against the first unit. Make sure units align and are flush on all sides. (Figure B).

Caution: Make sure first unit is held steady while locating second unit.

3. Align connecting holes in highbacks and attach highbacks together using the six (6) provided connecting bolts. Insert half of a connector bolt into one connecting hole, and insert the other half into the opposite connecting hole. Tighten all bolts securely, making sure both highback halves are flush against each other with no gaps. (Figure C).

Figure A

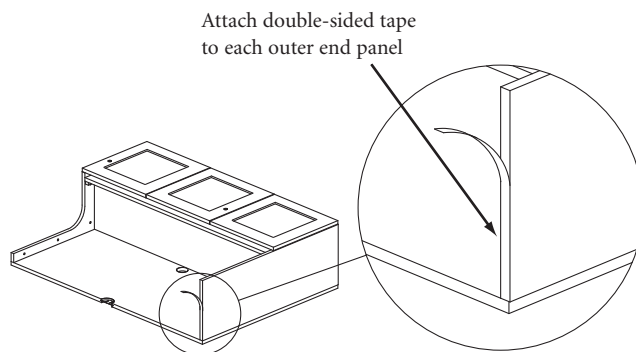


Figure B

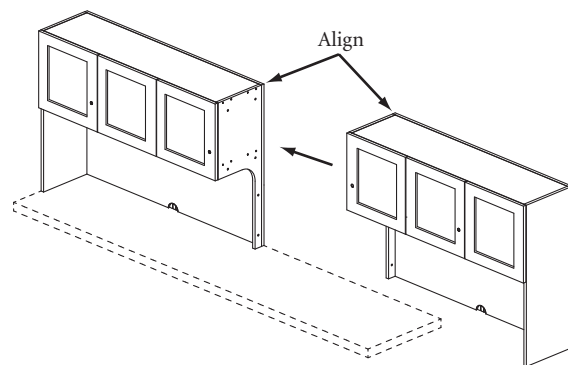
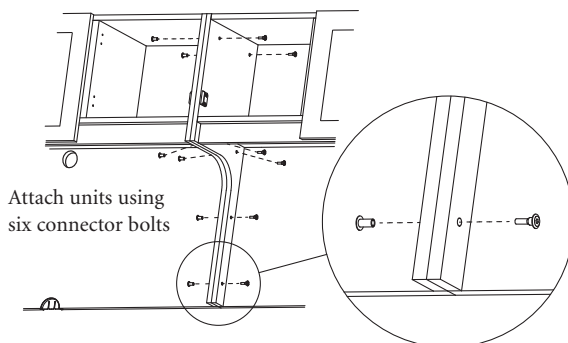


Figure C



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Installation (continued)

4. Make sure assembled unit is in its final desired position.
Carefully tilt unit forward and remove remaining protective backing from each piece of double-sided adhesive tape. (Figure D).
5. Set unit upright and press down to ensure good bond with adhesive. (Figure E).

Caution: Double-sided tape has a powerful adhesive which permanently bonds to any surface.

Figure D

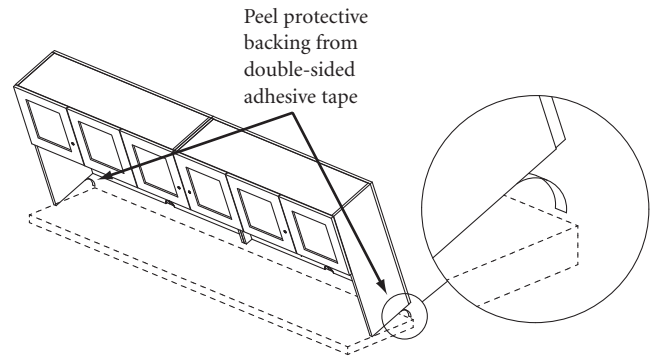
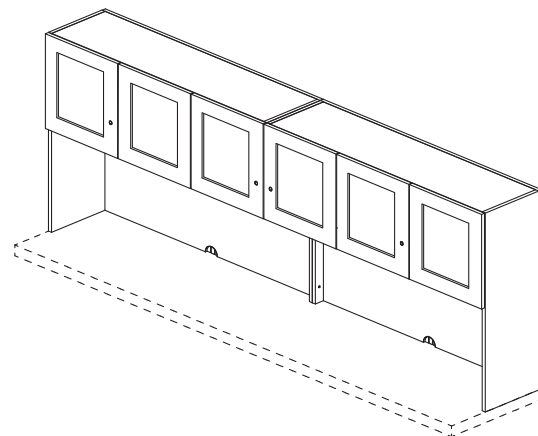


Figure E



Decorative Top

Tools Required

- Drill
- Tape Measure
- #2 Phillips Head Bit
- Screw Gun
- 3/16" Drill Bit

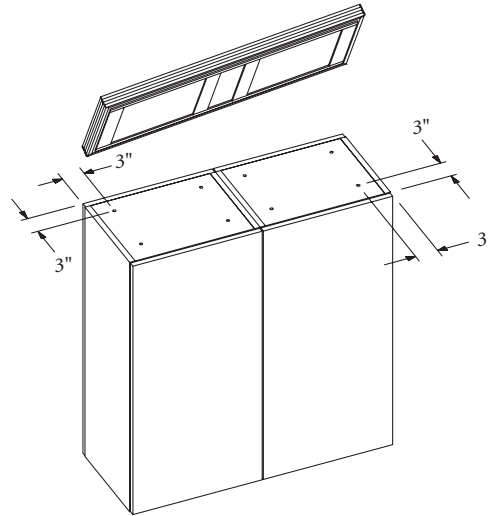
Hardware Required

- #8 x 1 1/2" Panhead

Installation

1. Decorative tops can be added to the top of a storage unit. Longer tops can be used to span multiple storage units. All decorative tops are equipped with spacer rails and foam tape to create a 1/8" reveal line between the storage unit and top. (Figure A).
2. Tops (18" to 72" wide) are shipped with two loose spacers. Longer tops (78" to 108" wide) are shipped with four loose spacers. These spacers can be positioned underneath the top to help support the weight of the top. Peel off the double stick tape and position as needed.
Note: *Spacer needs to be attached to top panel, not end panels. (Figure A).*
3. To attach top to cabinets, measure inside of the cabinet 3" from sides. Bore thru the inside of top panel using 3/16" drill bit. Attach top using 1 1/2" panhead screws. (Figure A).

Figure A



Desk and Return or Bridge

Tools Required

- Screw Gun
- #2 Phillips Head Bit
- Level
- Tape Measure
- Pencil

Package Contents

- #10 x 1" Panhead Screw
- Flat Brackets

Installation

1. Install flat brackets to the desk approximately where shown. Center the brackets with the edges of the desk worksurface. Attach brackets using the #10 x 1" panhead screws provided. (Figure A).
2. Move desk into desired position. Level desk. (Figure B).
3. Align the bridge/return worksurface to the desk. Position the worksurface on the desk and credenza so their edges are tight against each other and flush with no gaps. Fasten credenza worksurface to the flat brackets using the #10 x 1" panhead screws provided. (Figure C).

Figure A

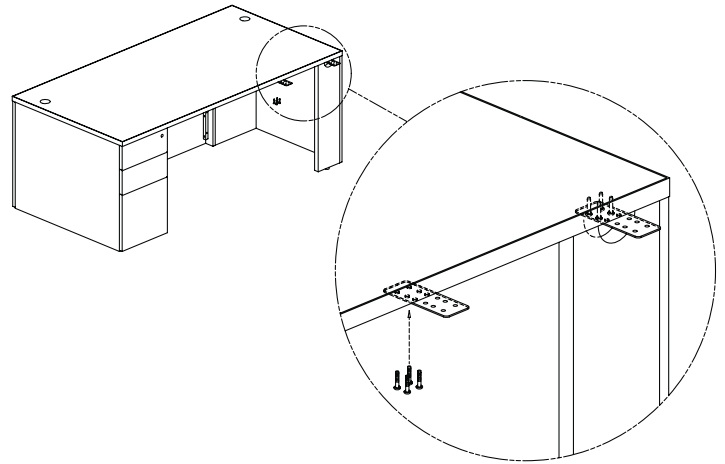


Figure B

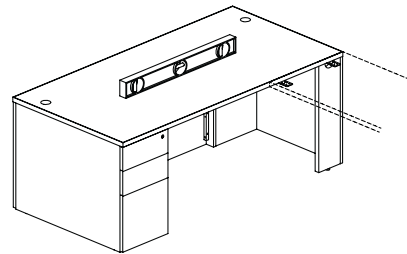
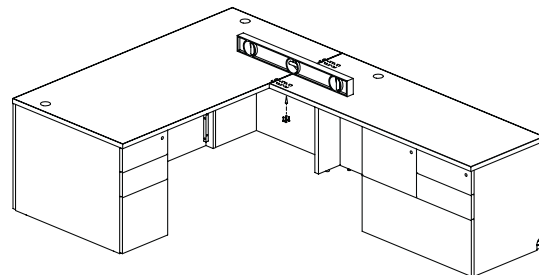


Figure C



Hinge Adjustment

Tools Required

- Phillips Screwdriver

Installation

1. Side Adjustment:

Turn front screw clockwise to increase door overlay, counterclockwise to decrease overlay. (Figure A).

2. Depth Adjustment:

Loosen back screw. Adjust door to desired position and tighten screw. (Figure B).

3. Height Adjustment:

Loosen screws on the mounting plate. Adjust door to desired position and tighten screws. (Figure C).

4. Door Removal and Installation:

Release lever under the hinge arm, pull to remove.

To re-install, place the hinge on the mounting plate and push the rear of the hinge with finger pressure. The snap sound confirms a secure attachment. (Figure D).

Figure A

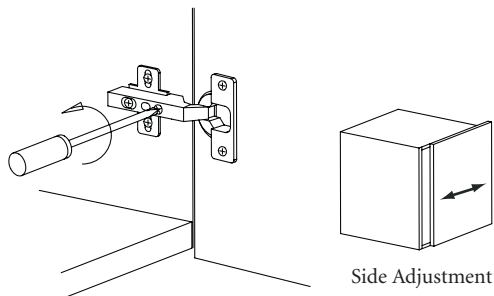


Figure B

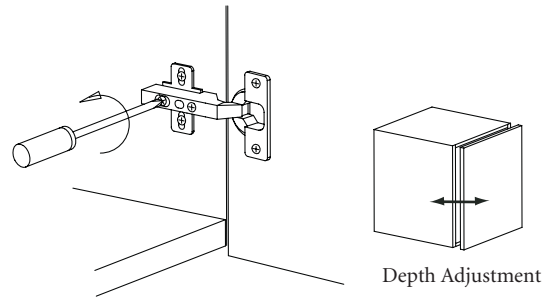


Figure C

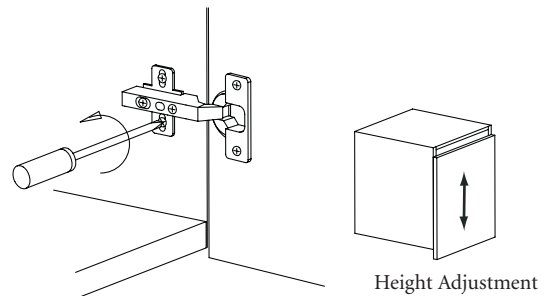
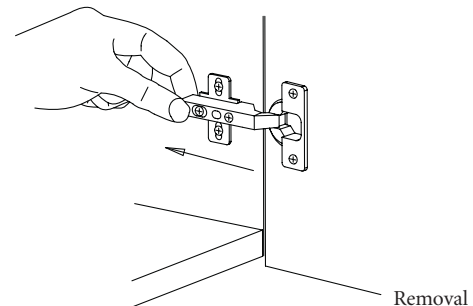


Figure D



Lateral File Drawer Removal and Anti-Tip Mechanism

Tools Required

- Phillips Screwdriver

Installation

1. Lateral files are equipped with an anti-tip mechanism. This consists of a nylon or polyester cord strung in such a manner that only one drawer can be fully opened at one time. This applies to both 2 and 4 drawer lateral files.
2. To remove the drawers, unlock the unit and extend the **TOP DRAWER** fully forward. Remove the two (2) screws from the inside of the drawer in the back. This will release the square eyelet block attached to the back of the drawer. Make sure rope does not exit eyelet. The drawer is now ready to be removed (Figures A & B).
3. Press the quick-disconnect tabs on each side of the drawer and pull forward and upward to remove the drawer from the slide assemblies. (Figure C).
4. To reinstall the drawer follow Steps 2 and 3 in reverse order. Test the file drawers to insure the anti-tip mechanism is functioning properly. Not more than one drawer should open completely at one time.

WARNING: If the square eyelet block is not reinstalled correctly, the anti-tip mechanism will not function as designed and could result in injury if the unit would tip.

Figure A

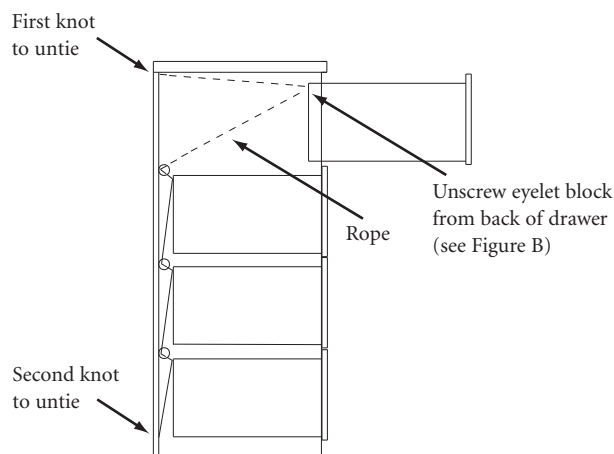


Figure B

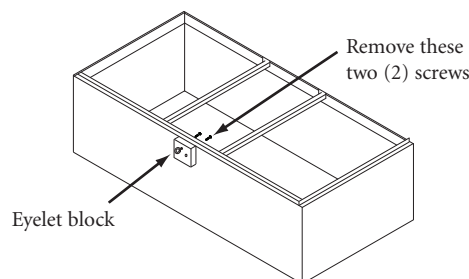
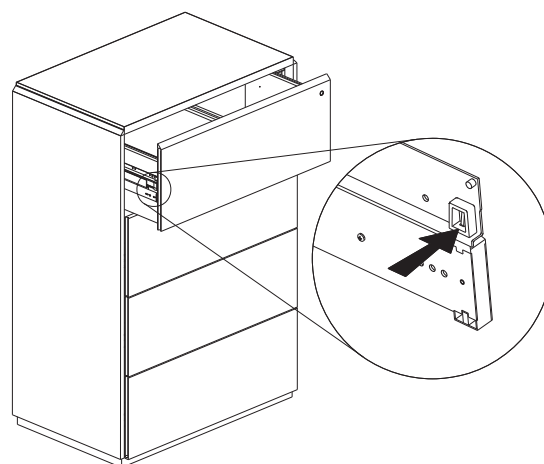


Figure C



Leveling

Tools Required

- 7/32" Nut Driver
- Level

Installation

Note: All floor units **MUST** be leveled as described below for appearance and proper function of doors and drawers.

1. Desk, Credenza, Return, Lateral File, Drawer Storage:

Remove all drawers as required for access to leveling glide adjustment holes.

Note: To remove drawers, refer to the Pedestal Drawer Removal Assembly Instruction sheet or the Lateral File Drawer Removal Assembly Instruction sheet.

Turn the glides fully "in" (counterclockwise) prior to leveling. Level the unit from front to back by first extending the glides on the outside corners (turn clockwise), then level the unit from side to side. Check adjustments by placing the level in the four positions shown. Adjust inside glides if applicable, to help support the desk/credenza. (Figure A).

2. Bookcase, Cabinet Storage:

The lower shelf has holes which access the leveling glides. Turn the glides fully "in" (counterclockwise) prior to leveling. Level the unit from front to back by extending the glides (turn clockwise). Level the unit from side to side. Check adjustments by placing the level in the four positions shown. (Figure B).

Figure A

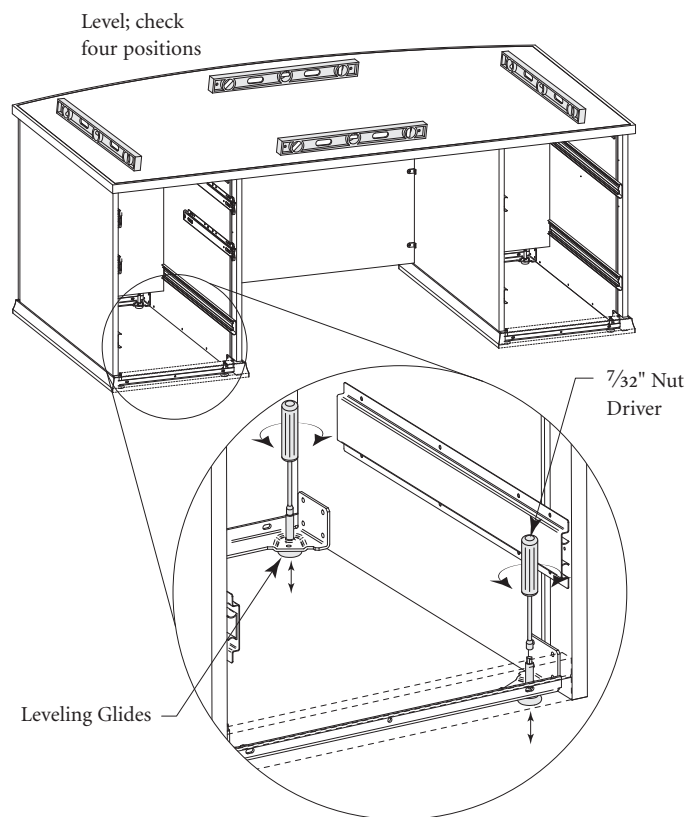
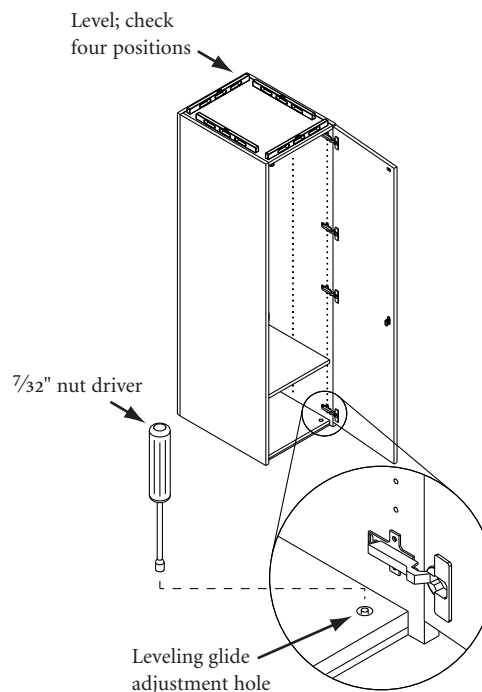


Figure B



Pedestal Drawer Removal

Tools Required

- None

Installation

1. Extend the box or file drawer to its full extension and remove shipping screw from drawer slide.
2. Locate the drawer slide release tab on each side of the drawer box. Press the tabs in and pull drawer up and out until slide drawer members disengage from cabinet members. (Figures A and B).
3. To reinstall drawer, extend slide cabinet members to full extension. Set drawer slide member on extended slide making sure back end of drawer slide member is under locator tab on extended slide. Push drawer down until release tabs snap into place. Gently push drawer closed. Check for proper alignment by inspecting drawer front margins for spacing and squareness. (Figure B).

Figure A

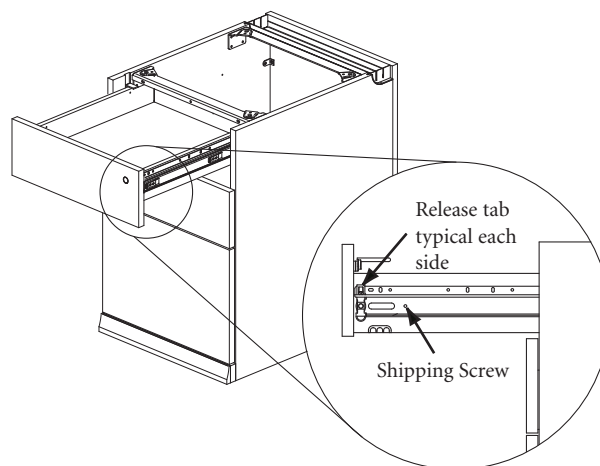
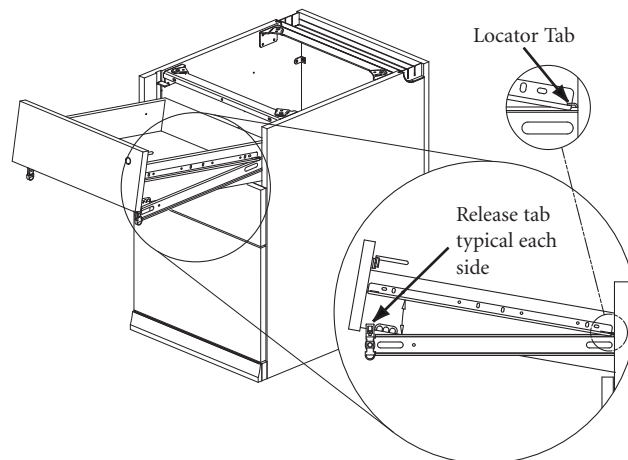


Figure B



Highback Organizer

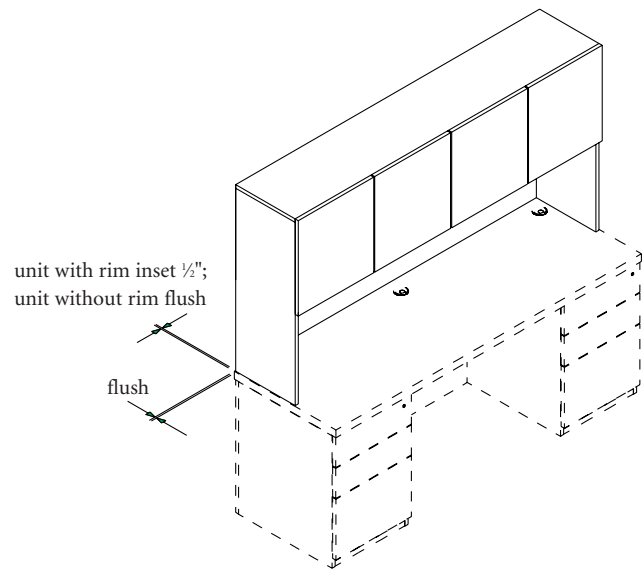
Tools Required

- Screw Gun
- 7/32" Drill Bit
- #2 Phillips Head Bit

Installation

1. The highback organizer sets on top of a worksurface. It can be attached to the worksurface using the double faced tape provided.
 2. Attach double faced tape to the bottom of the highback organizer end panels. Position highback unit flush to back and side edges of the worksurface on unit without rim.
- Note:** Double faced tape will create a strong bond. Make sure highback unit is positioned in desired location prior to final attachment. (Figure A).

Figure A



Set-on-Surface Bookcase

Tools Required

- Pencil or Erasable Marker ■ Scissors or Utility Knife

Package Contents

- Double-sided Adhesive Tape

Installation

Note: It is recommended that two (2) persons be used to lift and place the set-on surface bookcase.

1. To securely attach a set-on-surface bookcase to a worksurface, carefully turn the bookcase upside down on a smooth, hard surface. Cut two strips of double-sided adhesive tape and place them along the bottom panel as shown. **DO NOT** remove the film backer to expose the adhesive at this time. (Figure A).

2. Carefully turn the bookcase upright and place it on the worksurface in its desired position. Mark this location.

Note: The worksurface **MUST** be clean, dry, and free of any dirt or residue to assure adequate adhesion. Lift the bookcase and remove the film backers from the double-sided adhesive tape. Adhere the bookcase to the marked location on the worksurface. (Figure B).

Caution: The tape is a very strong adhesive and bonds instantly to any surface it is applied to.

Figure A

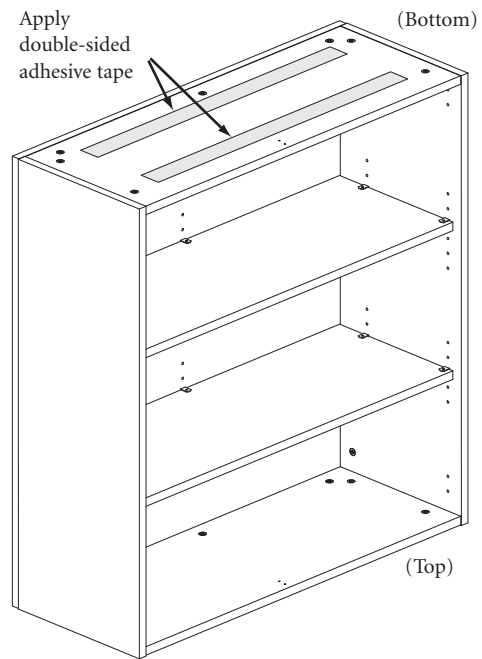
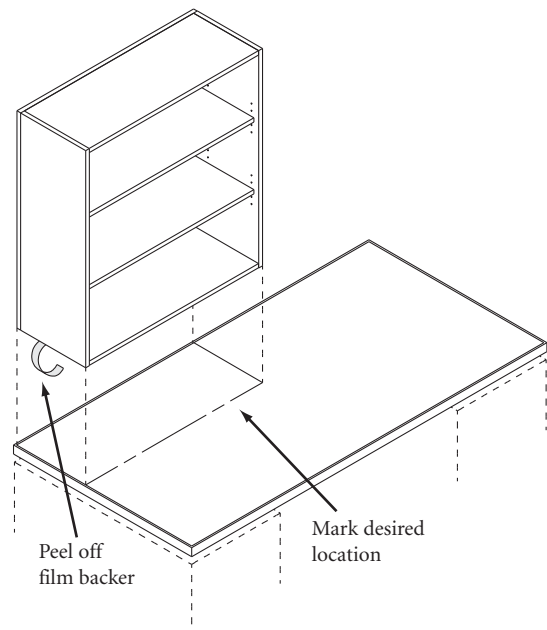


Figure B



Transcend™

Support Panel

Tools Required

- Screwgun
- #2 Phillips Head Bit
- Tape Measure
- Level

Package Contents

- #8 x ¾" Panhead Screws
- L Brackets
- #8 x 1" Panhead Screws

Installation

1. An undersurface support panel is used to provide added support in the center of long worksurfaces where conventional support methods are not possible. These are required when kneespace area is 48" or more. (Figure A).
2. The undersurface support panel comes with (5) L brackets. The brackets can be attached to either side of the panel using the #8 x ¾" panhead screws provided. It is then attached to the underside of the worksurface using #8 x 1" panhead screws. (Figure B).
3. L brackets along back edge are only needed if support is used with modesty panel.

Figure A

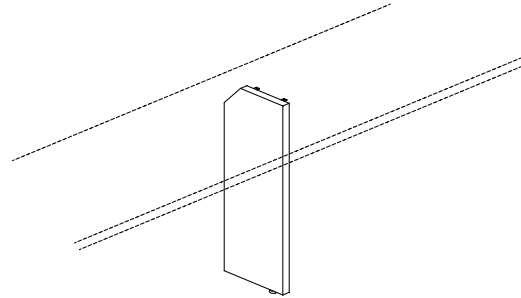
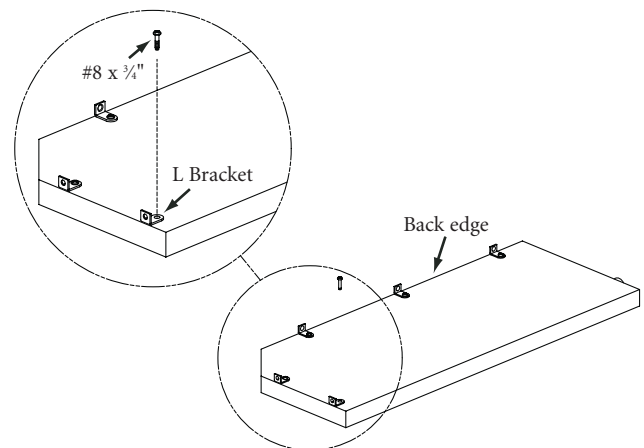


Figure B



Tables

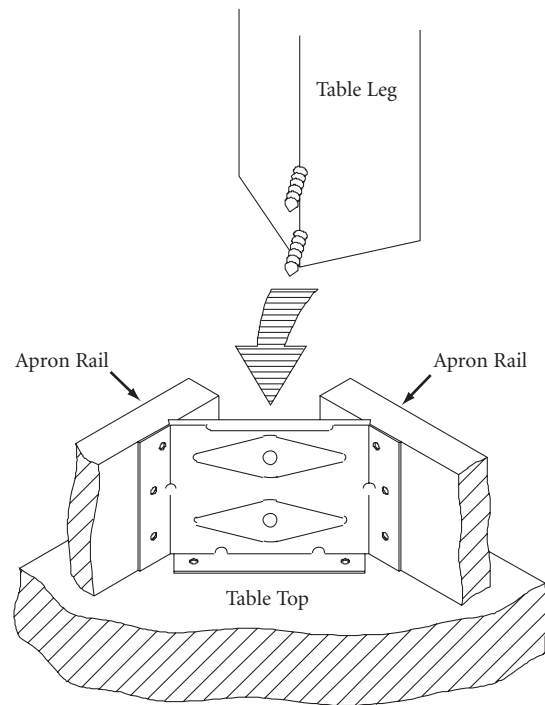
Tools Required

- Level
- ½" Socket
- Socket Wrench

Installation

1. Table legs are shipped with two hangar bolts already installed in the table leg. Align the two hangar bolts through the table corner bracket and attach with ½" nuts and washers provided. (Figure A).

Figure A



Transcend™

Traxx® Mounted Overhead

Tools Required

- None

Installation

1. Overhead cabinets can be hung from Traxx using the Traxx attachment bracket. (Figure A).
2. Insert the hook on top of the bracket into the Traxx at a 15° angle. (Figure B).
3. Pull downward on bracket allowing bracket to hang off the Traxx. Install the remaining brackets required to hang the overhead. 30", 36", 42" and 48" cabinets require two brackets. 60", 66", and 72" cabinets require 4 brackets. (Figure C).
4. Install the overhead by tilting the bottom of the cabinet approximately 15° away from the wall and engaging the cabinet bracket onto the Traxx attachment bracket located on the Traxx. (Figure D).
5. Let the cabinet rest against the spacer block or tiles. Repeat procedure for any additional overhead cabinets.
6. To level the cabinets, loosen the screws on the cabinet bracket and adjust accordingly. Tighten all screws after leveling.

Figure A

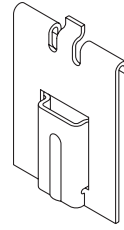


Figure B

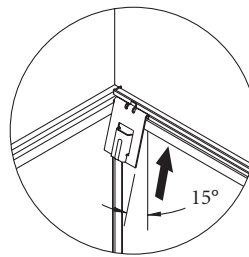


Figure C

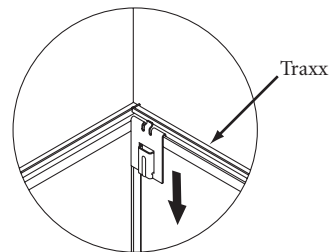
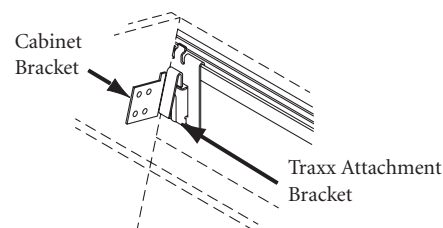


Figure D



Suspended Overhead Storage

Tools Required

- Drill
- 7/32" Drill Bit
- #2 Phillips Screwdriver

Installation

1. A suspended overhead storage unit mounts between two set-on storage units or between a set-on storage unit and a vertical storage unit.
2. With main units set in place and level in all directions, place the overhead storage unit between the adjoining storage cabinets. Align the overhead unit with adjoining units and fasten together using the ganging bolts provided, 4 bolts per side. (Figure A).
3. A suspended unit should not be connected to another suspended unit! (Figure B).

Figure A

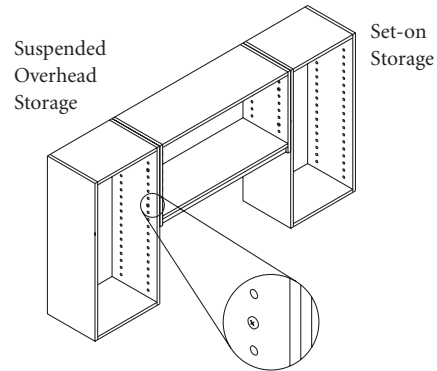


Figure B

