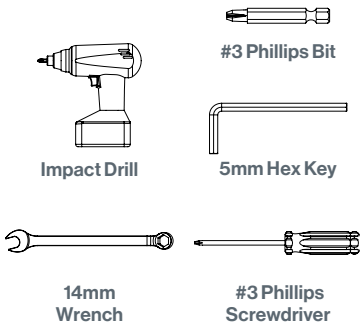


ASSEMBLY STEPS

TOOLS



PARTS & HARDWARE LIST

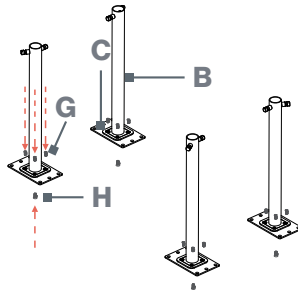
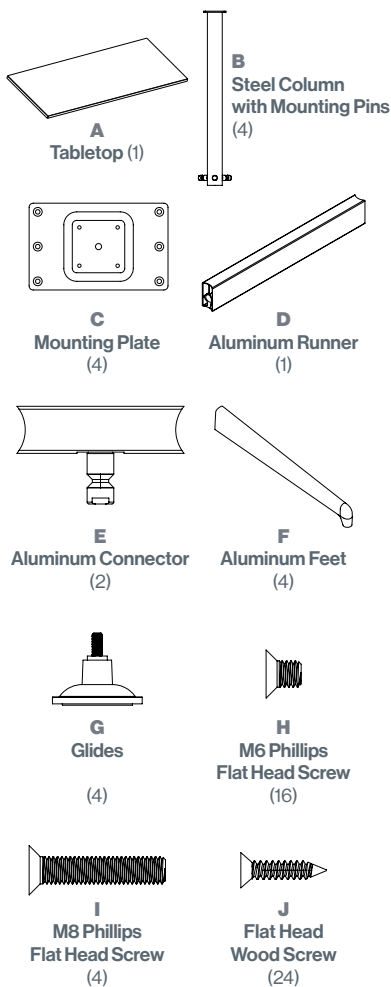
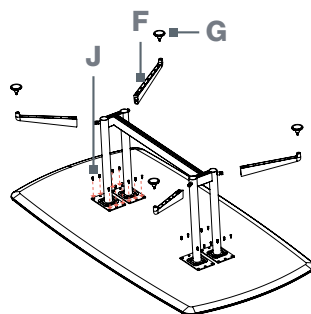
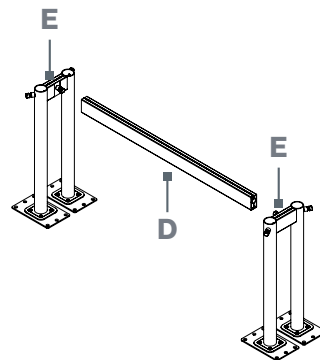
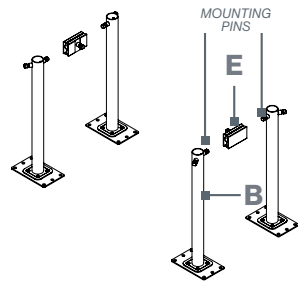
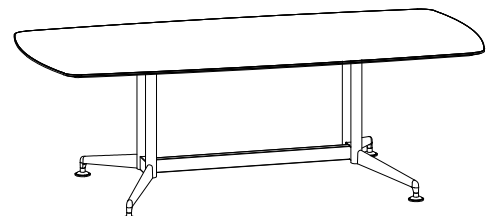


DIAGRAM 1: CORRECT COLUMN PLACEMENT



1. Lay the tabletop (**A**) upside down on a cardboard or carpeted surface.
2. Install (4) M6 Flat Head Bolts (**H**) through the steel columns (**B**) onto the Mounting Plates (**C**). See **DIAGRAM 1**.

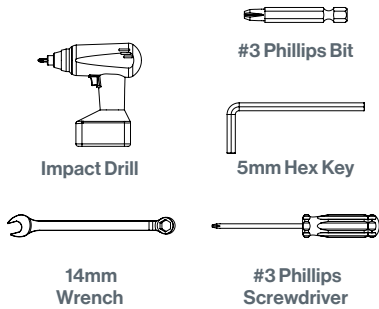
3. Install (1) M8 Flat Head Bolt (**I**) through the Mounting Plates (**C**) and into the Steel Column (**B**).
4. Ensure that all Mounting Pins are secure on the Steel Columns. If necessary, use a 14 mm wrench to tighten them.
5. Place the Aluminum Connectors (**E**) onto the Mounting Pin between Steel Columns (**B**). (Columns must be oriented correctly, see image for reference).
6. Tighten the Aluminum Connectors (**E**) onto Mounting Pins using a 5mm Hex Key.
7. Place the Aluminum Runner (**D**) onto Mounting Pin on each Aluminum Connector (**E**).
8. Tighten the Aluminum Runner (**D**) onto Mounting Pins using a 5 mm Hex Key.
9. Attach the Mounting Plates to the bottom of the tabletop using (24) Flat Head Wood Screws (**J**).
10. Place (4) Aluminum Feet (**F**) onto pins.
11. Tighten (4) Aluminum Feet (**F**) onto pins using a 5mm Hex Key.
12. Attach (4) Glides (**G**) to (4) Aluminum Feet (**F**).
13. Have two people hold onto the edges of the top to turn the table over to an upright position.



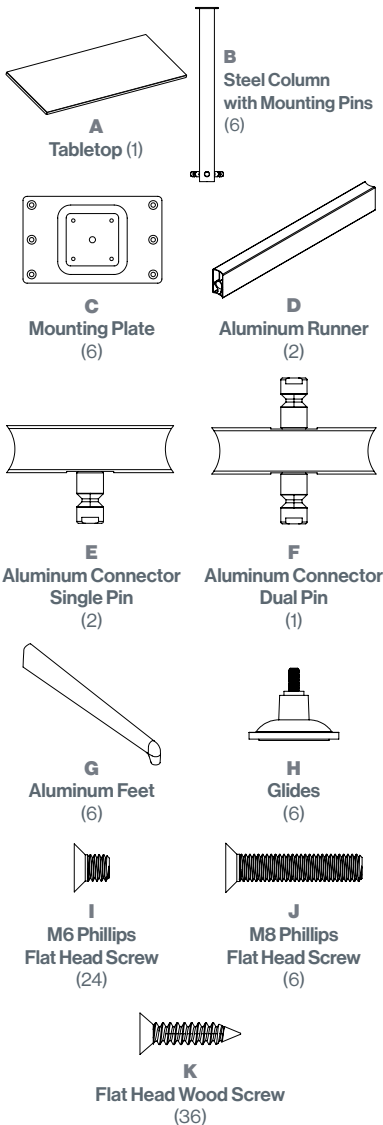
ZIA CONFERENCE DUAL COLUMN | SINGLE RUNNER

FOR MISSING PARTS OR QUESTIONS, PLEASE CALL CUSTOMER SERVICE AT 888-705-0777.

TOOLS



PARTS & HARDWARE LIST



ASSEMBLY STEPS

1. Lay the tabletop (**A**) upside down on a cardboard or carpeted surface.

2. Install (4) M6 Flat Head Bolts (**I**) through the steel columns (**B**) onto the Mounting Plates (**C**). See **DIAGRAM 1**.

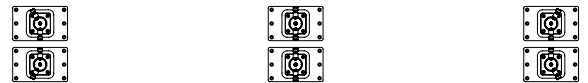


DIAGRAM 1: CORRECT COLUMN PLACEMENT

3. Install (1) M8 Flat Head Bolt (**J**) through the Mounting Plates (**C**) and into the Steel Columns (**B**).

4. Ensure that all Mounting Pins are secure on the Steel Columns. If necessary, use a 14 mm wrench to tighten them.

5. Ensure that the Steel Columns are oriented correctly.

6. Place the Single Pin Aluminum Connectors (**E**) onto the Mounting Pins between outer Steel Columns (**B**).

7. Place the Dual Pin Aluminum Connector (**F**) onto the Mounting Pins between inner Steel Columns (**B**).

8. Tighten the (3) Aluminum Connectors (**E & F**) onto Mounting Pins using a 5mm Hex Key.

9. Place the Aluminum Runners (**D**) onto Mounting Pins between the Aluminum Connectors (**E**).

10. Tighten the Aluminum Runners (**D**) onto Mounting Pins using a 5 mm Hex Key.

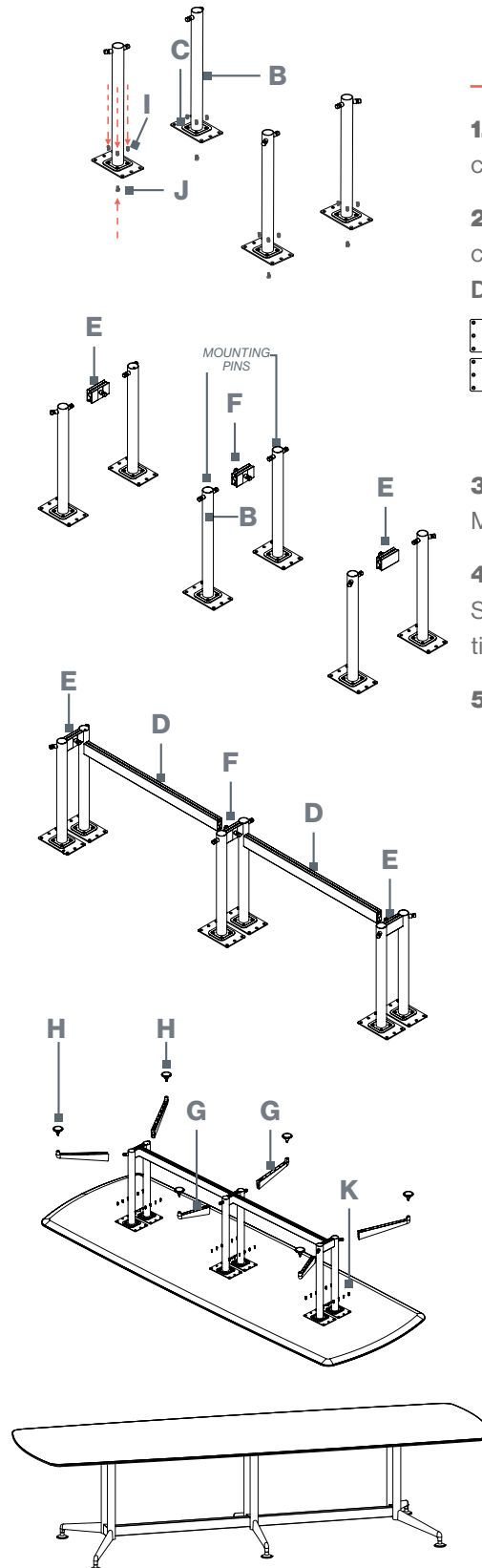
11. Attach the Mounting Plates to the bottom of the tabletop using (36) Flat Head Screws (**K**).

12. Place (6) Aluminum Feet (**G**) onto pins.

13. Tighten (6) Aluminum Feet (**G**) onto pins using a 5mm Hex Key.

14. Attach (6) Glides (**H**) to (6) Aluminum Feet (**G**).

15. Have two people hold onto the edges of the top to turn the table over to an upright position.



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