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**DYO Installation instructions**

**Fixed Desks**

**IWGE.DYO.FD1.1, FD1.2, FD1.3 & FD1.4**

**Dimensions:**
- 1600 x 800 mm
- 1400 x 800 mm
- 1200 x 600 mm
- 1000 x 600 mm

**With:**
- 2 cable clips (shipped separately)
- 1 Cut-out middle centered
- 80 mm height adjustment (730 mm +)

Assemble.
Do not tighten the screws yet.
Leg Adjustment Tip:

- The table can go higher for taller users.
- You can screw out the lower glides (up to 80 mm) as per the images.
DYO Installation instructions

Height Adjustable Desks

IWGE.DYO.HAD1.1, IWGE.DYO.HAD2.1 & IWGE.DYO.HAD3.1

Dimensions:
- 1600 x 800 mm
- 1400 x 800 mm
- 1200 x 600 mm

With:
- Straight top
- 4 cable clips per desk (shipped with the desks)

Tip:
- There are two different leg types – 600 mm and 800 mm.

Recommended to use hand tools for this installation.
Once the desk is set upright again (after step 5):

- Plug table into the electrical socket.
- Lower the desk all the way down by pressing the down button. It should make a little clicking noise. This levels the desk. It's now ready to use!
- To reset again, bring all the way down again. Take the finger off. Push and hold the down button again until it clicks.

Ensure that there is 25 mm between this desk worksurface and nearby objects (i.e. walls, storage, etc).
Before leaving the installation site, please ensure the desk is adjusting up and down. If you have any difficulties, please find the use trouble shooting options below.

**Troubleshooting Option 1**

Please use the below instructions to troubleshoot the desk if there is an issue with the desk functioning and adjusting up / down.

- Press and hold the “Down” button until the lower end position (programmed desktop position) is reached.
- Release the “Down” button.
- Again, press and hold the “Down” button for approx. 5 s.
- The desktop moves to the lower end position.
- Release the “Down” button. The system is now ready for operation.

*Releasing the button before completing the process interrupts the reset and requires a restart.*

**Troubleshooting Option 2**

Please use the below instructions to troubleshoot the desk if there is an issue with the desk functioning and adjusting up / down.

If the manual reset was not successful, proceed as follows:

- Press the “up” and “down” buttons simultaneously and hold for at least 5 seconds.
- Restart the manual reset process as described above.
DYO Installation instructions

Height Adjustable Desks
DYO Installation instructions

IWGE.DYO.BENCH1 & IWGE.DYO.BENCH2

Dimensions:

- D600xW2400xH730 mm
- D600xW3000xH730 mm
Set the cross beam in (if tough to put in – move to center and then take them out to the side).

Tighten the internal screw only.
Level the bench by adjusting the glides.

Place tops on top of frame.

Tighten screws.
IWGE.DYO.SUITE1

**Dimension:**

- Ø1000xH720 mm

Please note: the counterweight ships in packages of 2.
DYO Installation instructions

Meeting Tables

IWGE.DYO.MT0431.xx and IWGE.DYO.MT06.xx

Dimensions:
- 1200 x 1200 mm
- 2000 x 1200 mm

With:
- 1 hinged top access + cable tray
- 1 power strip for smaller table (2 power + 2 data)
- 2 power strips for larger desks (2 power + 2 data)

Do not tighten the screws yet.
Larger table only - set the cross beam in (if tough to put in – move to center and then take them out to the side).
Before placing the top onto the frame, put the cable tray on.

Set the power inside the cable tray.
Place the tops on top of the frame.

Tighten the screws.
DYO Installation instructions

### Meeting Tables - Power

<table>
<thead>
<tr>
<th>Item</th>
<th>4 Person Qty</th>
<th>6 Person Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step Alu (DE, UK, FR, CH)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Power Cable: D556C3</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>3m connection cable: XCD55683611</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

Add the power units.

- Power strips (2 power + 2 data)
- Connection cable (6 person only)
- Power cable

**Tip:**
If needed, you can hinge the cable tray down for easier accessibility once the top is on.
DYO Installation instructions

High Meeting Table

IWGE.DYO.MT1

Dimensions:

- 1800 x 600 mm
DYO Installation instructions

High Meeting Table

5

6

7

8
DYO Installation instructions

IWGE.DYO.SUITE2
Meeting Chair

Details:
- Stacks 6 units high
DYO Installation instructions

IWGE.DYO.TC1
Reply Task Chair

Details:
• Multi position back lock and tension adjustment
• Height adjustment
• 1D adjustable arms

1. Place cylinder into base.
2. Place chair control onto cylinder.
3. Place back assembly onto chair control (3a) and install screws (3b).
4. With chair at its lowest point, sit in chair repeatedly to fully ground / seat chair components.
**DYO Installation instructions**

**IWGE.DYO.TC2.2**

Series 1 Task Chair

**Details:**
- Weight activated mechanism
- Seat depth
- Height adjustment
- 1D adjustable arms

**Tips:**
- If you the seat pan needs to be changed (due to spills, etc), there are two buttons on the underside to push to pull it out.
- If the back seems to be permanently pushed back, take the seat pan off and check that the back is installed correctly.
- If you need to take the gas lift off for replacement, top with a mallet at the bottom.
IWGE.DYO.TC2HD
Series 1 Task Chair
With headrest
Details:
• Weight activated mechanism
• Seat depth
• Height adjustment
• 1D adjustable arms
• Headrest
DYO Installation instructions

IWGE.DYO.TAM1 & IWGE.DYO.TAM3
Tambour Door Units

Dimensions:
- W800xD430xH725 mm
- W600xD430xH725 mm
DYO Installation instructions

IWGE.DYO.PED1.2, IWGE.DYO.PED2 & IWGE.PED3

Desk Height Pedestals

Dimensions:
- W320xD 590xH516 mm
- W419 x D 600 x H725 mm (+5mm)
- W419 x D 800 x H725 mm (+5mm)

Storage
DYO Installation instructions

Storage

IWGE.DYO.COLLAB2 & IWGE.DYO.COLLAB3

Low Storage

Dimensions:

- W1000xH415xD434 mm
IWGE.DYO.COLLAB4 & IWGE.DYO.COLLAB5
Tall Storage Units

Dimensions:
- W1200XD434XH1540 mm

Screw top unit into lower unit.
Dimensions:

- W1400xH1540xD434
DYO Installation instructions

Collaboration Units
A 2 power strip unit comes shipped with the units (unless where local power is selected and a local 2 power unit will be supplied). The power unit sits in the lower storage unit and can be plugged into a building power supply.
Clients can easily mount their TV / monitor themselves.

Maximum weight of monitor – 20 kg
Maximum size of monitor – W1150 mm x H600 mm
Collaboration Units

IWGE.DYO.COLLA6.xx

Dimensions:
- W1800 x D800 x H740 mm

With:
- Cable brackets

Please see previous section of IWGE.DYO.COLLA1 for Hutch Assembly.
DYO Installation instructions

Collaboration Units

1. Place the unit as shown.
2. Use the provided tools to secure the unit.
3. Ensure the unit is level and stable.
4. Only trained fitters should install the unit.
DYO Installation instructions

Collaboration Units
Assemble the table.
DYO Installation instructions
DYO Installation instructions

Monitor Arm

IWGE.DYO.ARM1 & IWGE.DYO.ARM3
Volley Single/Dual

With:
- C-Clamp fixing
## DYO Installation instructions

### Monitor Arm

### What monitors can be used?

| IWGE.DYO.ARM1 | Volley Single Monitor Arm | DS7V | Volley monitor arms with c-clamp fixing | Can support a monitor weighing up to 7 kg. Max size is 24” |
| IWGE.DYO.ARM3 | Volley Dual Monitor Arm | DS7V2 | Volley dual monitor arms with c-clamp fixing | Each arm can support monitors weighing up to 6.9 kg. Max size is 24” |

Further they have to comply with VESA 75/100.

### Safety Instructions:

![Safety Instructions Image]
DYO Installation instructions

Screens

IWGE.DYO.SCR1, IWGE.DYO.SCR2 & IWGE.DYO.SCR6

Desk Mounted Dividers with Clamps

1. IWGE.DYO.SCR1
2. IWGE.DYO.SCR2
3. IWGE.DYO.SCR6
Tip:
If a monitor arm is on the bench, please remove it before installing the screen.
DYO Installation instructions

Modesty Panel

Fixed desk

Dimensions:

- W1400
- W1600
DYO Installation instructions

Modesty Panel

Height adjustable desk

Dimensions:
- W1400
- W1600
• Wall Type:
There are no limitations in terms of wall. Product includes both screws and plugs. It can be used with most wall types. However, installer/end-user can use other plugs that are suitable for particular type of wall if it is made of non-standard material.

• Installation height recommendation:
The middle of the board should be positioned slightly below eye level of the user

• Tools needed for installation:
Basic Screwdriver

• After installation, please remove any protective films. Wipe the board clean with a wet cloth. Wipe again with a dry, clean cloth.
Mobile Whiteboard

IWGE.DYO.WBMOB

Mobile whiteboard

Dimensions:
- W900 x H2050 x D600 mm
- Double sided
- Weight: 12,8 KG

Tools needed for installation:
All necessary tools are added with the package. No other tools are required.

After installation, please remove any protective films. Wipe the board clean with a wet cloth. Wipe again with a dry, clean cloth.

DYO Installation instructions