Assembly Instructions
Planner Studio
Fixed Height Tables

If you have damaged or missing components,
Please contact customer service at 1-800-328-1061
Hardware and Components

**PACK #17543**

- **4" CASTOR**
  - QTY. 4
  - (CASTOR TABLES ONLY)
- **CASTOR WRENCH**
  - QTY. 1
  - (CASTOR TABLES ONLY)

**PACK #17542**

- **SOCKET HEAD CAP SCREW**
  - QTY. 4
  - (GLIDE TABLES ONLY)
- **PLASTIC INSERT**
  - QTY. 4
  - (GLIDE TABLES ONLY)
- **THREADED GLIDE**
  - QTY. 4
  - (GLIDE TABLES ONLY)
- **LEG EXTENSION**
  - QTY. 4
  - (GLIDE TABLES ONLY)
- **STRAIGHT HEX KEY**
  - QTY. 1
  - (GLIDE TABLES ONLY)
Special Notes:

- **TOOLS REQUIRED:**
  - Drill w/#2 phillips driver bit, or #2 phillips head screwdriver.
  - 7/16” socket & ratchet, or 7/16” wrench.
  - Drill, or impact driver, or adjustable wrench (tables with glides only).
  - Rubber mallet, or similar (tables with glides only).

- Check that all components are accounted for and undamaged before assembling.

- Please assemble the product in a clean and dry area.

- You will need another person to help assemble the product. Team lifting required.

- Clean the product with a mild cleaner and a damp cloth.
Assembly Instructions

1. Lay top down on a clean smooth surface that will not harm the top finish. Underside of top should be exposed. **Top is heavy, team lifting is advised.**

![Diagram of table top]

2. Position the support channel(s) onto the top, as shown. Do not attach support channel to top yet. First attach the legs, one at a time, to the support channel(s) by using the supplied ¼-20 x 3” bolts and ¼-20 locknuts. **NOTE: 48” leg sets have 2 support channels.**

   **Helpful Hint:** The nut goes on the inside; bolt head seen on the outside.

   **Helpful Hint:** Make sure legs are facing the right direction, as shown.

   ![Diagram of support channels and legs]
3. Attach the now assembled frame to the wood top using #10 x ¾” wood screws. Hole pattern on underside of top serves as a guide for proper positioning.

4. CASTER / GLIDES INSTALLATION
   a. **CASTERS** - Install casters using the caster wrench. Hand tighten until very snug.
4. CASTER/FOOT INSTALLATION (continued...)
   b. **GLIDES - Step 1:** Install LEG EXTENSION to leg using SOCKET HEAD CAP SCREW.
      i. Tighten screw using the supplied STRAIGHT HEX KEY in combination with a drill or wrench as shown.
      ii. Tighten firmly.
   GLIDES - Step 2: Carefully tap PLASTIC INSERT in using rubber mallet (or similar).
   GLIDES - Step 3: Twist THREADED GLIDE on by hand.
5. With a partner, team lift table and flip to the upright position.  
   Helpful hint: Lock all casters to prevent unexpected rolling when table legs touch down.

DONE.